



Committee on Information Technology

Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

Draft Minutes

Committee on Information Technology Meeting

Thursday, April 17, 2025

10:00 am – 12:00 pm

City Hall 305, WebEx Online Event

Members

Carmen Chu, City Administrator, Chair

Mike Makstman, City Chief Information Officer, Executive Director, Department of Technology

Nathan Sinclair, Interim Chief Information Security Officer, Department of Technology

Sophia Kittler, Director, Mayor's Budget Office

Rafael Mandelman, President, Board of Supervisors

Angela Calvillo, Clerk, Board of Supervisors

Greg Wagner, Controller, Office of the Controller

Carol Isen, Director, Department of Human Resources

Naveena Bobba, Acting Director, Department of Public Health

Dennis Herrera, General Manager, Public Utilities Commission

Michael Lambert, City Librarian, Public Library

Mary Ellen Carroll, Director, Department of Emergency Management

Mike Nakornkhet, Director, San Francisco International Airport

Julie Kirschbaum, Director, Municipal Transportation Agency

Trent Rhorer, Executive Director, Human Services Agency

Mawuli Tugbenyoh, Acting Executive Director, Human Rights Commission

Mariam Abdel Malek, Public Member

Eric Diiulio, Public Member

1. Call to Order by Chair

Katie Petrucione called the meeting to order at 10:01 AM. Edward McCaffrey provided instruction on how to give public comment and conducted the roll call.

2. Roll Call

Present

Katie Petrucione, Deputy City Administrator, City Administrator's Office, Chair

Bradley Phelps in for Rafael Mandelman, President, Board of Supervisors

Mike Lat attending for Mike Makstman, CIO and Executive Director, Department of Technology

Nathan Sinclair, Interim Chief Information Security Officer, Department of Technology

Sophia Kittler, Director, Mayor's Budget Office

Angela Calvillo, Clerk, Board of Supervisors

ChiaYu Ma in for Greg Wagner, Controller

Mike Cotter attending for Carol Isen, Director, Department of Human Resources

Eric Raffin attending for Naveena Bobba, Acting Director, Department of Public Health
Jennifer S. Hopkins attending for Dennis Herrera, General Manager, Public Utilities Commission
Maureen Singleton attending for Michael Lambert, City Librarian, Public Library
Michelle Geddes attending for Mary Ellen Carroll, Director, Dept. of Emergency Management
Ray Ricardo attending for Mike Nakornkhet, Director, San Francisco International Airport
Natalie Toledo attending for Trent Rhorer, Executive Director, Human Services Agency

Absent

Julie Kirschbaum, Director, Municipal Transportation Agency
Mawuli Tugbenyoh, Executive Director, Human Rights Commission
Mariam Abdel Malek, Public Member
Eric Diiulio, Public Member

COIT Staff

Edward McCaffrey – Director, Committee on Information Technology
Danny Thomas Vang – Policy Analyst, Committee on Information Technology
Julia Chrusciel – Privacy Analyst, Committee on Information Technology
Damon Daniels – Technology Portfolio Manager, Committee on Information Technology

3. General Public Comment

Chris Ward Clein urged the JUSTIS Council to reconvene immediately, and to include relevant members from the Committee on Information Technology.

4. Approval of the Meeting Minutes from March 20, 2025 (Action Item)

There was no public comment.

ChiaYu Ma, Controller's Office, made a motion to approve the minutes.
Michelle Geddes, Department of Emergency Management, seconded the motion.

The motion was approved by the following members.

Katie Petrucione, Deputy City Administrator, City Administrator's Office, Chair
Bradley Phelps in for Rafael Mandelman, President, Board of Supervisors
Mike Lat in for Mike Makstman, City Chief Information Officer, Executive Director, Department of Technology
Nathan Sinclair, Interim Chief Information Security Officer, Department of Technology
Sophia Kittler, Director, Mayor's Budget Office
Angela Calvillo, Clerk, Board of Supervisors
ChiaYu Ma in for Greg Wagner, Controller
Mike Cotter in for Carol Isen, Director, Department of Human Resources
Eric Raffin in for Naveena Bobba, Acting Director, Department of Public Health
Jennifer S. Hopkins in for Dennis Herrera, General Manager, Public Utilities Commission
Maureen Singleton in for Michael Lambert, City Librarian, Public Library
Michelle Geddes in for Mary Ellen Carroll, Director, Department of Emergency Management

The following members abstained from the vote.

Ray Ricardo in for Mike Nakornkhet, Director, San Francisco International Airport
Natalie Toledo in for Trent Rhorer, Executive Director, Human Services Agency

5. Chair Update

Katie Petrucione let committee members know that Annual Surveillance Report (19B) and the ICT Plan are going to the Board of Supervisors next week.

There was no public comment.

6. CIO Update

Mike Lat and Tania Jogesh provided an overview of Chapter 22J and their Microsoft 365 Data Retention Proposal.

Chapter 22J – Artificial Intelligence Tools

Committee members inquired about the communications plan for Chapter 22J and emphasized the importance of ensuring Department Chief Information Officers are included in communications with Department Heads and Chief Financial Officers. Members also recommended that additional guidance and resources be provided to departments alongside any instructions. The Department of Technology highlighted its commitment to email and phone outreach, and noted that each department has access to their technology inventories through LogicGate.

Microsoft 365 Data Retention

Committee members inquired about the implementation timeline, alignment with existing policies (such as document retention), management of archived emails, recycle bin grace periods, and potential costs for departments with extended compliance requirements. The Department of Technology plans to implement the policy 90 days after official notice and has been in contact with the City Attorney's Office. The Controller's Office requested a live link to reference in their upcoming rollout of their financial data retention policy. Members also recommended developing a centralized resource to track citywide and departmental retention policies and to identify opportunities for improved alignment.

There was no public comment.

7. Review and Approve Technology Projects and Funding Recommendations for FY 2025-2026 and FY 2026-2027 (Action Item)

Edward McCaffrey and Damon Daniels presented on the submitted projects, detailing the overall investment needed, categorization of project types, associated costs, and their alignment with the five strategic initiatives outlined in the ICT Plan. They also provided an overview of the projects approved in the previous fiscal year and presented recommendations for both high and low scenarios.

Committee members asked about the allocation model, including its alignment with core service delivery, ongoing funding for long-standing projects, the reallocation of funds from existing efforts to new initiatives, and oversight of off-budget full-time staff. COIT staff emphasized that the five guiding principles outlined in the ICT Plan informed their decisions, and that engagement with project leads was a regular occurrence. They also confirmed that performance metrics and other governance considerations are currently under review, and that there has been thought placed on ensuring that departments have sufficient time to adjust to any new policies or frameworks, rather than having new approaches applied immediately. The Mayor's Budget Office will revisit the proposed funding scenarios and will work with COIT staff to establish clearer rules for the

next fiscal year. Additionally, there is an expressed interest in seeing greater efforts toward the unification of technology platforms across departments.

Ray Ricardo, San Francisco International Airport, made a motion to approve the technology projects and funding recommendations, with a note that the Mayor's Budget Office has invited the Clerk of the Board to connect on the legislative management system on what will be funded for that project. Jennifer S. Hopkins, Public Utilities Commission, seconded the motion.

The motion was approved by the following members.

Katie Petrucione, Deputy City Administrator, City Administrator's Office, Chair
Bradley Phelps in for Rafael Mandelman, President, Board of Supervisors
Mike Lat for Mike Makstman, City CIO, Executive Director, Department of Technology
Nathan Sinclair, Interim Chief Information Security Officer, Department of Technology
Sophia Kittler, Director, Mayor's Budget Office
Angela Calvillo, Clerk, Board of Supervisors
ChiaYu Ma in for Greg Wagner, Controller
Mike Cotter in for Carol Isen, Director, Department of Human Resources
Eric Raffin in for Naveena Bobba, Acting Director, Department of Public Health
Jennifer S. Hopkins in for Dennis Herrera, General Manager, Public Utilities Commission
Maureen Singleton in for Michael Lambert, City Librarian, Public Library
Michelle Geddes in for Mary Ellen Carroll, Director, Department of Emergency Management
Ray Ricardo in for Mike Nakornkhet, Director, San Francisco International Airport
Natalie Toledo in for Trent Rhorer, Executive Director, Human Services Agency

8. Adjournment

The meeting adjourned at 11:29 AM.