



# Committee on Information Technology

## Office of the City Administrator

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

### **Draft Minutes**

#### Budget and Performance Subcommittee Meeting

**Friday, April 3, 2026**

10:00 am – 12:00 pm

City Hall, Room 305

WebEx Online Event

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### **Members**

Katie Petrucione – Deputy City Administrator, City Administrator’s Office (Chair)  
Mike Cotter – Director of Finance and Administration, Department of Human Resources  
Cyd Harrell – Chief Digital Services Officer, City Administrator’s Office  
Simone Jacques – Deputy Assessor, Assessor Recorder  
Soumya Kalra – Chief Data Officer, DataSF  
Keith Kawas – Enterprise Application Director, Department of Technology  
Edward McCaffrey – Director, Committee on Information Technology  
Paul Merlin – Cloud Manager, Department of Technology  
Santiago Silva – Analyst, Mayor’s Office  
Ramsey Williams – Chief Information Security Officer, Public Utilities Commission  
Chia Yu Ma – Deputy Controller, Controller’s Office

### **1. Call to Order by Chair**

Katie Petrucione called the meeting to order at 10:00 AM. Damon Daniels provided instruction on how to give public comment and conducted roll call.

### **2. Roll call**

#### Present

City Administrator’s Office (Chair)  
Digital Services  
Assessor Recorder  
DataSF  
Department of Technology, Enterprise Application  
Committee on Information Technology  
Department of Technology, Cloud  
Public Utilities Commission  
Controller’s Office  
Mayor’s Office

Absent

Department of Human Resources

COIT Staff

Damon Daniels – Technology Portfolio Manager, Committee on Information Technology

Danny Thomas Vang – Policy Analyst, Committee on Information Technology

Julia Chrusciel – Privacy Analyst, Committee on Information Technology

**3. General Public Comment**

There was no public comment.

**4. Department Updates & Announcements (Discussion Item)**

Katie Petrucione noted that the meeting’s focus will be on project approvals and funding recommendations, followed by an action item vote scheduled for Friday, April 10, 2026

There was no public comment.

**5. Approval of the Meeting Minutes from March 20, 2026 (Action Item)**

There was no public comment.

Committee on Information Technology made a motion to approve the minutes.  
Digital Services seconded the motion.

The minutes were approved by the following members.

City Administrator’s Office, Chair  
Digital Services  
Assessor Recorder  
DataSF  
Department of Technology, Enterprise Application  
Committee on Information Technology  
Department of Technology, Cloud  
Public Utilities Commission  
Controller’s Office  
Mayor’s Office

## **6. Review of the FY2026-28 Technology Project Approvals and Funding Recommendations**

Damon Daniels provided an overview of project submissions, approvals, and funding recommendations.

Subcommittee members asked about the variance between the higher allocated budget and the proposed lower funding scenario. They also raised specific questions regarding projects submitted by the Department of Technology, Juvenile Probation Department, Planning Department, and the Sheriff's Office. COIT staff stated their commitment to supporting departments throughout the full project lifecycle - including approval, funding, performance, operationalization, and the sharing of best practices across departments.

Subcommittee members recommended the following items for process improvements in the future:

- Develop criteria to guide funding decisions for ongoing projects in future budget cycles.
- Expand the government procurement software system project proposed by the Office of Contract Administration into a citywide solution in future years.

Juvenile Probation Department requested to connect with staff to modify their original submission request to prioritize server upgrades.

## **7. Adjournment**

The meeting adjourned at 10:47 AM