



Committee on Information Technology
Office of the City Administrator
1 South Van Ness, 2nd Floor, San Francisco, CA 94103

Draft Minutes
Committee on Information Technology Meeting

Thursday, December 18, 2025
10:00 am – 12:00 pm
City Hall 305, WebEx Online Event

Members

Carmen Chu, City Administrator, Chair
Mike Makstman, Chief Information Officer, Executive Director, Department of Technology
Nathan Sinclair, Chief Information Security Officer, Department of Technology
Sophia Kittler, Director, Mayor's 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
Daniel Tsai, 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, Executive Director, Human Rights Agency
Mariam Abdel Malek, Public Member
Eric Diiulio, Public Member

1. Call to Order by Chair

Katie Petrucione called the meeting to order at 10:02 AM. Edward McCaffrey provided instruction on how to give public comment and conducted the roll call.

2. Roll Call

Present

City Administrator's Office, Chair
Mayor's Budget Office
Board of Supervisors, President
Board of Supervisors, Clerk
City Chief Information Officer
Chief Information Security Officer
Controller's Office
Department of Human Resources

Public Utilities Commission
Public Library
San Francisco International Airport
Municipal Transportation Agency
Human Services Agency
Human Rights Agency
Mariam Abdel Malek, Public Member

Absent

Department of Public Health
Department of Emergency Management
Eric Diiulio, Public Member

COIT Staff

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

3. General Public Comment

There was no public comment.

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

There was no public comment.

Municipal Transportation Agency made a motion to approve the minutes.
Public Utilities Commission seconded the motion.

The motion was approved by the following members.

City Administrator's Office, Chair
Mayor's Budget Office
Board of Supervisors, President
Board of Supervisors, Clerk
City Chief Information Officer
Chief Information Security Officer
Controller's Office
Department of Human Resources
Public Utilities Commission
Public Library
San Francisco International Airport
Municipal Transportation Agency
Human Services Agency
Human Rights Agency

5. Approve Draft SF.gov Subdomain Standard (Action Item)

Cyd Harrell and Bekah Otto from the Office of Digital Services provided an overview on the SF.gov Subdomain Standard, which supports compliance with California Assembly Bill 1637 (2023-2024) and the City’s Domain Registration and Management Policy. The standard was a discussion item at the November 20, 2025, COIT Meeting.

The Board of Supervisors expressed interest in citing the San Francisco Charter under “Purpose and Scope,” noting that their department has the authority to control its own domain, its content and presentation. Digital Services highlighted that exceptions to the SF.gov domain are limited to those departments explicitly identified in the original Domain Registration and Management Policy approved by committee members in January 2025 (specifically AIR, PUC, and MTA). Digital Services also noted that this policy does not prohibit the Board of Supervisors from having a different website on an SF.gov subdomain, like legislation.sfgov.gov. For departments migrating to the www.sfgov.gov website, there may be limitations on content presentation, as www.sfgov.gov is a citywide platform.

Action on this agenda item will be tabled until the January 15, 2026, COIT Meeting.

There was no public comment.

6. Overview of Business Intelligence (BI) Platform Change Project (Discussion Item)

Jack Wood provided an overview on their Oracle BI report and dashboard migration to Snowflake and Power BI.

Committee members asked about current staffing and skill sets for the project, points of contact for departments seeking engagement beyond tracking on SF Learning, the timeline for access to raw data, and the willingness to share details on the Public Transformation. The Controller’s Office explained that internal staffing and expertise are insufficient and that consultants will be engaged; the current team includes one project manager, one product manager, and three business analysts. Departments interested in SF Learning should coordinate with the Controller’s Office. Once the expenses component is complete, CON expects to be able to provide a more accurate timeline for access to raw data, and each report should include data lineage and transformations.

There was no public comment.

7. COIT Staff Update (Discussion Item)

Edward McCaffrey provided updates on the surveillance technology program; Damon Daniels presented the COIT Budget Instructions; and Danny Thomas Vang discussed the implementation of the Digital Accessibility and Inclusion Standard.

The Department of Technology expressed commitment to meeting the administrative expectations outlined in the COIT Budget Instructions, regardless of whether their department is requesting funding. This ensures transparency and provides COIT staff with visibility into how funds are allocated and spent across the City and County of San Francisco.

There was no public comment.

8. Chair Update (Discussion Item)

Katie Petrucione announced the retirement of Lisa Walton from the Municipal Transportation Agency and welcomed her successor Sean Cunningham to COIT.

There was no public comment.

9. Chief Information Officer Update (Discussion Item)

Mike Makstman provided an update on three items:

- Job Class Modernization: In collaboration with the Department of Human Resources and the City Administrator's Office, the team is reviewing job classifications and examinations to better align with the skills and capabilities needed for the workforce the city seeks to attract and retain.
- Data Retention Policy: The policy has been shared with IT leadership, establishing a four-year email retention period as the standard for Department of Technology managed Microsoft Office 365 accounts. Individual departments may implement more restrictive retention timelines when required by other policies or regulatory mandates. Deployment is projected for August 1.
- AI Forum: The Emerging Technologies team hosted an AI Forum that received positive feedback for providing a city-specific perspective on artificial intelligence. The next phase of AI work will focus on the exploration of select use cases that have the potential to scale across the city.

There was no public comment.

10. Adjournment

The meeting adjourned at 11:42 PM.