

From: [Porter, Katharine \(CAT\) she/her](#)
To: [Hsieh, Frances \(BOS\)](#); [CHEN, KENNETH \(CAT\)](#)
Cc: [OKAI, DORA \(CAT\)](#); [SHORTER, ALEX \(CAT\)](#); [PORTER, KATHARINE \(CAT\)](#)
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1
Date: Tuesday, June 18, 2024 5:56:09 PM
Attachments: [image001.png](#)

Hello Frances,

Our office is in agreement with the BLA's recommendations. Based on your email below, we will not plan to attend the hearing on Friday.

Thank you, and I hope you get to enjoy the Juneteenth holiday!

Best,

Katie

Katie Hobin Porter (*she/her*)
Managing Attorney
Office of City Attorney David Chiu
(415) 554-4707 Direct
www.sfcityattorney.org

NOTE ** I work a hybrid schedule and email is the best way to reach me.

*****Confidentiality Notice*****

This electronic message transmission contains information that may be confidential or protected by the attorney-client privilege and/or the attorney work product doctrine. If you are not the intended recipient, any disclosure, copying, distribution or use of the content of this information is prohibited. If you have received this communication in error, please notify me immediately by email and delete the original message.

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 12:32 PM
To: Porter, Katharine (CAT) she/her <Katharine.Porter@sfcityatty.org>; Chen, Kenneth (CAT) <Kenneth.Chen@sfcityatty.org>
Cc: Okai, Dora (CAT) she/her <Dora.Okai@sfcityatty.org>; Barrett-Shorter, Alex (CAT) <Alex.Barrett-Shorter@sfcityatty.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello City Attorney Chiu,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department budget. If you accept these proposed reductions and do not have trailing legislation in committee, there is no need for you to return to committee. *Please let me know if this is the case for your department.*

If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials until **Wednesday**. Chair Chan plans to call departments up in the order on the published agenda.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,
Frances

Frances Hsieh | 謝令宜
Pronouns: she/her/hers
Office of Supervisor Connie Chan
San Francisco Board of Supervisors, District 1
(415) 596-2796 cell
(415) 554-7410 ofc

From: Chen, Kenneth (CAT) <Kenneth.Chen@sfcityatty.org>
Sent: Monday, June 10, 2024 5:13 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Jalipa, Brent (BOS) <brent.jalipa@sfgov.org>
Cc: Okai, Dora (CAT) she/her <Dora.Okai@sfcityatty.org>; Porter, Katharine (CAT) she/her <Katharine.Porter@sfcityatty.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello Frances and Brent,

Our presentation is ready but it is too big to send over email, how would you like us to get it to you?

And below is the list of attendees

Attendees:

David Chiu, City Attorney (Presenter)
Katie Porter, Managing Attorney
Dora Okai, Chief Financial Officer

Kenneth Chen (He/Him)

Director of External Affairs
Office of City Attorney David Chiu
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From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Thursday, June 6, 2024 4:05 PM
To: 'david.chiu@sfgov.org' <david.chiu@sfgov.org>
Cc: Chen, Kenneth (CAT) <Kenneth.Chen@sfcityatty.org>; Krell, Rebekah (CAT) <Rebekah.Krell@sfcityatty.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello,

I just wanted to remind you that your departmental budget presentation is next **Friday, 6/14** at the Budget and Appropriations Committee, which starts at **10:00 am** in the Board Chambers, City Hall room 250.

Chair Chan plans to call departments in the order reflected in the online [Budget Hearing calendar](#) (page 4). If you have limitations to your schedule, please let me know as soon as possible.

We hope to have your power point presentation by next **Monday**. Please let me know if you need more time. It's also fine if you need to make changes to the presentation before next Friday, just keep me posted. Chair Chan would like you to limit your presentation to **5 minutes**. Please send the presentation to me and our committee clerk, Brent Jalipa.

Also, please send me the name of your presenter, if it is not the department head, and additional invitees and their role.

Next Friday, please make sure to bring a copy of your presentation on a flash drive to use on the laptop at the Chamber's lectern. As a reminder, we do not have staff to advance your slides, so please make sure your presenter knows they will have to advance their own slides or bring someone to support them.

Please let me know if you have any questions.

Thanks!

Frances

Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 554-7410

RE: UPDATED: CRT Budget Presentation documents



Sue Wong <suewong@sftc.org>

To Hsieh, Frances (BOS)

Cc Yolanda Jackson; Julie Traun; Laural Ayala; Brandon E. Riley



Mon 6/17/2024 12:47 PM

Hello Frances,
The CRT accepts the recommended cuts from our BLA analyst.
Thank you,
Sue

Sue Wong
CHIEF FINANCIAL OFFICER
Email: suewong@sftc.org | Phone: 415.551.5757



From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 12:39 PM
To: Brandon E. Riley <BRiley@sftc.org>
Cc: Yolanda Jackson <yjackson@sfbar.org>; Sue Wong <suewong@sftc.org>; Julie Traun <jtraun@sfbar.org>; Laural Ayala <LAyala@sftc.org>
Subject: RE: UPDATED: CRT Budget Presentation documents

WARNING: This email was generated from an external source. You should only open files from a trustworthy source.

Hello,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department budget. If you accept these proposed reductions and do not have trailing legislation in committee, there is no need for you to return to committee. *Please let me know if this is the case for your department.*

If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials until **Wednesday**. Chair Chan plans to call departments up in the order on the published agenda.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,
Frances

From: [Clendinen, Eugene \(DAT\)](#)
To: [Hsieh, Frances \(BOS\)](#); [Jenkins, Brooke \(DAT\)](#)
Cc: [Willis, Monifa \(DAT\)](#); [Gonzalez, Ana \(DAT\)](#)
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1
Date: Monday, June 17, 2024 4:22:44 PM

Frances,

The DA is in agreement with the Budget Analyst recommendations, and we have advised them of that. We did have trailing legislation but that was approved and sent on to the June 25th full Board meeting. Please confirm that we do not have to show up on Friday. Thanks

Eugene Clendinen

He, His, Him

Chief, Finance and Administration

Office of District Attorney Brooke Jenkins

350 Rhode Island Street

North Building, Suite 400N

San Francisco, CA 94103

Direct Phone: 628-652-4030

Main Line: 628-652-4000

Fax Number: 628-652-4001

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 4:19 PM
To: Jenkins, Brooke (DAT) <brooke.jenkins@sfgov.org>
Cc: Willis, Monifa (DAT) <monifa.willis@sfgov.org>; Gonzalez, Ana (DAT) <ana.gonzalez@sfgov.org>; Clendinen, Eugene (DAT) <eugene.clendinen@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello DA Jenkins,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department's budget. If you accept these proposed reductions and do not have trailing legislation in committee, there is no need for you to return to committee. *Please let me know if this is the case for your department.*

If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials **until Wednesday**. Chair Chan plans to

call departments up in the order on the published agenda.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,
Frances

Frances Hsieh | 謝令宜
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(415) 554-7410 ofc

From: Clendinen, Eugene (DAT) <eugene.cleindinen@sfgov.org>
Sent: Friday, June 14, 2024 8:15 AM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Jenkins, Brooke (DAT) <brooke.jenkins@sfgov.org>
Cc: Willis, Monifa (DAT) <monifa.willis@sfgov.org>; Gonzalez, Ana (DAT) <ana.gonzalez@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Frances,

Please see the final presentation for later today. Thanks

Eugene Clendinen
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From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Thursday, June 13, 2024 12:55 PM
To: Clendinen, Eugene (DAT) <eugene.cleindinen@sfgov.org>; Jenkins, Brooke (DAT) <brooke.jenkins@sfgov.org>

Cc: Willis, Monifa (DAT) <monifa.willis@sfgov.org>; Gonzalez, Ana (DAT) <ana.gonzalez@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Thanks so much. Will the trailing legislation have a power point as well, or will it just be a verbal presentation?

Frances Hsieh | 謝令宜
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From: Clendinen, Eugene (DAT) <eugene.cleindinen@sfgov.org>
Sent: Tuesday, June 11, 2024 4:29 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Jenkins, Brooke (DAT) <brooke.jenkins@sfgov.org>
Cc: Willis, Monifa (DAT) <monifa.willis@sfgov.org>; Gonzalez, Ana (DAT) <ana.gonzalez@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Frances,

Please see the draft DA presentation. Let me know if you need anything else.

Eugene Clendinen
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Fax Number: 628-652-4001

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Thursday, June 6, 2024 6:03 PM
To: Clendinen, Eugene (DAT) <eugene.cleindinen@sfgov.org>; Jenkins, Brooke (DAT) <brooke.jenkins@sfgov.org>
Cc: Willis, Monifa (DAT) <monifa.willis@sfgov.org>; Gonzalez, Ana (DAT) <ana.gonzalez@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

That works, thanks!

From: Clendinen, Eugene (DAT) <eugene.cleindinen@sfgov.org>
Sent: Thursday, June 6, 2024 5:49 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Jenkins, Brooke (DAT) <brooke.jenkins@sfgov.org>
Cc: Willis, Monifa (DAT) <monifa.willis@sfgov.org>; Gonzalez, Ana (DAT) <ana.gonzalez@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Frances,

This is received. I am confirming that the trailing legislation is ours. We will have the appropriate staff available to speak to it. As to the power point, I would like to request additional time. Is close of business, Tuesday, June 11, 2024 ok?

Main presenter: Brooke Jenkins, District Attorney
Additional Invitee: Ana Gonzalez, Chief Assistant District Attorney
Additional Invitee: Monifa Willis, Chief of Staff
Additional Invitee: Eugene Clendinen, Chief, Administration & Finance

For our Trailing Legislation:

Karima Baptiste – Chief of Victim Services
Priscilla Portillo – Deputy Chief of Victim Services

Please let me know if you have any questions.

Eugene Clendinen
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Fax Number: 628-652-4001

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Thursday, June 6, 2024 4:38 PM
To: Jenkins, Brooke (DAT) <brooke.jenkins@sfgov.org>
Cc: Clendinen, Eugene (DAT) <eugene.cleindinen@sfgov.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello,

I just wanted to remind you that your departmental budget presentation is next **Friday, 6/14** at the Budget and Appropriations Committee, which starts at **10:00 am** in the Board Chambers, City Hall room 250.

Chair Chan plans to call departments in the order reflected in the online [Budget Hearing calendar](#) (page 4). If you have limitations to your schedule, please let me know as soon as possible. If you have trailing legislation associated with your budget, we will call that item at the same time as we call up your department. The trailer I have for your department this week is as follows, please let me know if this is accurate:

- 240617 Accept and Expend Grant - California Victim Compensation Board - Compensation for Crime Victims - \$2,530,992.00

We hope to have your power point presentation by next **Monday**. Please let me know if you need more time. It's also fine if you need to make changes to the presentation before next Friday, just keep me posted. Chair Chan would like you to limit your presentation to **5 minutes**. Please send the presentation to me and our committee clerk, Brent Jalipa.

Also, please send me the name of your presenter, if it is not the department head, and additional invitees and their role.

Next Friday, please make sure to bring a copy of your presentation on a flash drive to use on the laptop at the Chamber's lectern. As a reminder, we do not have staff to advance your slides, so please make sure your presenter knows they will have to advance their own slides or bring someone to support them.

Please let me know if you have any questions.

Thanks!
Frances

Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 554-7410

From: [Yau, Sharis \(DPA\)](#)
To: [Hsieh, Frances \(BOS\)](#); [Henderson, Paul \(DPA\)](#); [Wiley, Terry \(SDA\)](#)
Cc: [Armstrong, Nicole \(DPA\)](#); [Khine, Marshall \(DPA\)](#)
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 2
Date: Tuesday, June 18, 2024 10:10:38 AM

Hi Frances

Good morning, DPA and SDA have agreed to the BLA's recommendation so neither department will return to the committee for week 2.

Thank you,



Sharis Yau
She, Her, Hers
Senior Budget Analyst
Department of Police Accountability
1 South Van Ness Ave, 8th Floor
415-241-7711 | www.sfgov.org/dpa

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 4:17 PM
To: Henderson, Paul (DPA) <paul.henderson@sfgov.org>; Wiley, Terry (SDA) <terry.wiley@sfgov.org>
Cc: Armstrong, Nicole (DPA) <nicole.armstrong@sfgov.org>; Yau, Sharis (DPA) <sharis.yau@sfgov.org>; Khine, Marshall (DPA) <marshall.khine@sfgov.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 2

Hello all,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department's budget. If you accept these proposed reductions and do not have trailing legislation in committee, there is no need for you to return to committee. *Please let me know if this is the case for your department.*

If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials **until Wednesday**. Chair Chan plans to call departments up in the order on the published agenda.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,
Frances

Frances Hsieh | 謝令宜
Pronouns: she/her/hers
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(415) 596-2796 cell
(415) 554-7410 ofc

From: Yau, Sharis (DPA) <sharis.yau@sfgov.org>
Sent: Monday, June 10, 2024 4:23 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Cc: Armstrong, Nicole (DPA) <nicole.armstrong@sfgov.org>; Yau, Sharis (DPA) <sharis.yau@sfgov.org>
Subject: Presenter and invitees for DPA and SDA

Hi Frances

Thanks for sending this instruction. Here is the list of the attendees for the budget hearing:

Paul Henderson	DPA's Presenter
Nicole Armstrong	Invitees
Sharis Yau	Invitees

Terry Wiley	SDA's Presenter
Marshall Khine	Invitees

Thank you,



Sharis Yau
She, Her, Hers
Senior Budget Analyst
Department of Police Accountability
1 South Van Ness Ave, 8th Floor
415-241-7711 | www.sfgov.org/dpa

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Thursday, June 6, 2024 4:30 PM

To: Henderson, Paul (DPA) <paul.henderson@sfgov.org>

Cc: McCormick, Mary Ann (DPA) <maryann.mccormick@sfgov.org>

Subject: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello,

I just wanted to remind you that your departmental budget presentation is next **Friday, 6/14** at the Budget and Appropriations Committee, which starts at **10:00 am** in the Board Chambers, City Hall room 250.

Chair Chan plans to call departments in the order reflected in the online [Budget Hearing calendar](#) (page 4). If you have limitations to your schedule, please let me know as soon as possible.

We hope to have your power point presentation by next **Monday**. Please let me know if you need more time. It's also fine if you need to make changes to the presentation before next Friday, just keep me posted. Chair Chan would like you to limit your presentation to **5 minutes**. Please send the presentation to me and our committee clerk, Brent Jalipa.

Also, please send me the name of your presenter, if it is not the department head, and additional invitees and their role.

Next Friday, please make sure to bring a copy of your presentation on a flash drive to use on the laptop at the Chamber's lectern. As a reminder, we do not have staff to advance your slides, so please make sure your presenter knows they will have to advance their own slides or bring someone to support them.

Please let me know if you have any questions.

Thanks!

Frances

Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 554-7410

From: [Robertson, Bruce \(DPW\)](#)
To: [Hsieh, Frances \(BOS\)](#); [Short, Carla \(DPW\)](#)
Cc: [Schneider, Ian \(DPW\)](#); [Marquez, Jennifer \(DPW\)](#); [Hervey, Myisha \(DPW\)](#)
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 2
Date: Tuesday, June 18, 2024 5:12:57 PM
Attachments: [DPW BOS Fee Increase. 24-0601.pdf](#)

Hi Frances,

Public Works is in agreement with the Budget and Legislative Analyst (BLA).

Director Short and I will be there for the budget. Jennifer Marquez, Public Works Finance Manager, will speak on item #15 [240601](#) Public Works Code - Fee Modification. We have put together a short presentation on that item, which is attached.

Thanks,
Bruce

Bruce Robertson

Deputy Director of Financial Management & Administration

Financial Management & Administration
San Francisco Public Works
City and County of San Francisco
49 SVN, 16th Fl
San Francisco, CA 94103
(415) 601-3423 (cell)
sfpublicworks.org · twitter.com/sfpublicworks

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 3:44 PM
To: Short, Carla (DPW) <Carla.Short@sfdpw.org>
Cc: Schneider, Ian (DPW) <ian.schneider@sfdpw.org>; Marquez, Jennifer (DPW) <jennifer.marquez@sfdpw.org>; Hervey, Myisha (DPW) <myisha.hervey@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 2

Hello Director Short,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department budget. If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data

related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials until Wednesday. *However, if you agree with the recommended reductions, please let me know.*

In addition, your department has the following legislation that will also be heard on Friday.

- [240601](#) Public Works Code - Fee Modification

Chair Chan plans to call departments up in the order on the published agenda and will call this item at the same time. If you have a power point presentation, please send that through by end of day on **Wednesday**, as well as the name of the presenters for the items. Power point presentations are not required, of course, but please keep the presentations for the trailing legislation to **3 minutes**.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,
Frances

Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 596-2796 cell

(415) 554-7410 ofc

From: Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>

Sent: Monday, June 10, 2024 4:18 PM

To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Short, Carla (DPW) <Carla.Short@sfdpw.org>

Cc: Schneider, Ian (DPW) <ian.schneider@sfdpw.org>; Marquez, Jennifer (DPW) <jennifer.marquez@sfdpw.org>; Hervey, Myisha (DPW) <myisha.hervey@sfdpw.org>

Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hi Frances,

I wanted to reach out and see if you and the Supervisor would like a presentation or preview of the budget before the meeting on Wednesday. If you would like to meet, I've included Myisha Hervey to help facilitate the meeting.

Thanks,

Bruce

Bruce Robertson

Deputy Director of Financial Management & Administration

Financial Management & Administration
San Francisco Public Works
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From: Robertson, Bruce (DPW)
Sent: Friday, June 7, 2024 5:33 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Short, Carla (DPW) <carla.short@sfdpw.org>
Cc: Schneider, Ian (DPW) <ian.schneider@sfdpw.org>; Marquez, Jennifer (DPW) <jennifer.marquez@sfdpw.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hi Frances,

Please see the attached draft slide deck for Wednesday's presentation. I've added draft to it was there we will likely make some changes but want to make sure you have a general idea of what we are planning to present next week.

Carla Short will be doing the presentations. I will be available and will respond to any questions that may arise. Jennifer Marquez, Finance Manager, will also be in attendance. Jennifer will take the lead on the presentation for our [fee legislation \(240601\)](#), which is scheduled for hearing #2.

Let me know if you have any questions and have a great weekend.

Thanks,
Bruce

Bruce Robertson

Deputy Director of Financial Management & Administration

Financial Management & Administration
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(415) 601-3423 (cell)
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From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Tuesday, June 4, 2024 6:09 PM
To: Short, Carla (DPW) <Carla.Short@sfdpw.org>
Cc: Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Schneider, Ian (DPW) <ian.schneider@sfdpw.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello,

Just wanted to remind you that your departmental budget presentation is next **Wednesday, 6/12** at the Budget and Appropriations Committee, which starts at **10:00 am** in the Board Chambers, City Hall room 250.

The hearing will begin with an introduction from the Mayor's Budget Office. We will then hear the Interim Budget and then the Office of Community Investment and Infrastructure's (OCII) budget. Then Chair Chan plans to call departments in the order reflected in the online [Budget Hearing calendar](#) (page 4). If you have limitations to your schedule, please let me know as soon as possible. If you have trailing legislation associated with your budget, we will call that item at the same time as we call up your department, **EXCEPT for any fee related legislation – those will be heard in week #2.**

We hope to have your power point presentation by this **Friday**. Please let me know if you need more time. It's also fine if you need to make changes to the presentation between Friday and next Wednesday, just keep me posted. Chair Chan would like you to limit your presentation to **5 minutes**. Please send the presentation to me and our committee clerk, Brent Jalipa.

Also, please send me the name of your presenter, if it is not the department head, and additional invitees and their role.

Next Wednesday, please make sure to bring a copy of your presentation on a flash drive to use on the laptop at the Chamber's lectern. As a reminder, we do not have staff to advance your slides, so please make sure your presenter knows they will have to advance their own slides or bring someone to support them.

Please let me know if you have any questions.

Thanks!
Frances

Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 554-7410

From: [Corso, Mark \(FIR\)](#)
To: [Hsieh, Frances \(BOS\)](#); [Nicholson, Jeanine \(FIR\)](#)
Cc: [Ludwig, Theresa \(FIR\)](#); [Kaialoa, Shayne \(FIR\)](#); [Luttropp, Darius \(FIR\)](#); [Tong, Sandra \(FIR\)](#)
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 2
Date: Tuesday, June 18, 2024 3:59:44 PM

Hi Frances. I would like to report that the Fire Department has come to an agreement with the BLA on their recommendations. Please let us know if you have any other questions or need any more information from us. Thank you to Supervisor Chan, yourself, and your office for your support and assistance during this process.

We do not have any trailing legislation, so if there is a need for us to be there on Friday, please let us know. Thank you.

Mark Corso (he, him, his)
Deputy Director
Finance & Planning Division
San Francisco Fire Department
Tel (415) 558-3417

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 4:01 PM
To: Nicholson, Jeanine (FIR) <jeanine.nicholson@sfgov.org>
Cc: Ludwig, Theresa (FIR) <theresa.ludwig@sfgov.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>; Kaialoa, Shayne (FIR) <shayne.kaialoa@sfgov.org>; Luttropp, Darius (FIR) <darius.luttropp@sfgov.org>; Tong, Sandra (FIR) <sandra.tong@sfgov.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 2

Hello Chief Nicholson,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department's budget. If you accept these proposed reductions and do not have trailing legislation in committee, there is no need for you to return to committee. *Please let me know if this is the case for your department.*

If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials until **Wednesday**. Chair Chan plans to call departments up in the order on the published agenda.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,
Frances

Frances Hsieh | 謝令宜
Pronouns: she/her/hers
Office of Supervisor Connie Chan
San Francisco Board of Supervisors, District 1
(415) 596-2796 cell
(415) 554-7410 ofc

From: Corso, Mark (FIR) <mark.corso@sfgov.org>
Sent: Tuesday, June 11, 2024 11:52 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Cc: Jalipa, Brent (BOS) <brent.jalipa@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hi Frances. Sorry for the delay. Please see attached for FIR's presentation for Friday. Thank you.

Mark Corso (he, him, his)
Deputy Director
Finance & Planning Division
San Francisco Fire Department
Tel (415) 558-3417

From: Corso, Mark (FIR)
Sent: Monday, June 10, 2024 8:34 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hi Frances. Apologies for the delay, we should have our presentation over tomorrow morning.
Thanks.

Mark Corso (he, him, his)
Deputy Director
Finance & Planning Division
San Francisco Fire Department
Tel (415) 558-3417

From: Nicholson, Jeanine (FIR) <jeanine.nicholson@sfgov.org>

Sent: Thursday, June 6, 2024 4:27 PM

To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>

Cc: Ludwig, Theresa (FIR) <theresa.ludwig@sfgov.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>;
Kaialoa, Shayne (FIR) <shayne.kaialoa@sfgov.org>; Luttropp, Darius (FIR)
<darius.luttropp@sfgov.org>; Tong, Sandra (FIR) <sandra.tong@sfgov.org>

Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Greetings,

Myself and or Mark Corso will be presenting the budget.

Also in attendance will be:

Deputy Chief of Operations Darius Luttropp

Deputy Chief of Administration Shayne Kaialoa

Deputy Chief of EMS/CP Sandy Tong

Mark Corso will get the presentation to you.

Best,

Jeanine R. Nicholson (*she/her/hers*)

Chief of Department

San Francisco Fire Department

698 2nd Street

San Francisco, CA 94107

(415) 558-3401

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>

Sent: Thursday, June 6, 2024 4:18 PM

To: Nicholson, Jeanine (FIR) <jeanine.nicholson@sfgov.org>

Cc: Ludwig, Theresa (FIR) <theresa.ludwig@sfgov.org>; Corso, Mark (FIR) <mark.corso@sfgov.org>

Subject: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello Chief,

I just wanted to remind you that your departmental budget presentation is next **Friday, 6/14** at the Budget and Appropriations Committee, which starts at **10:00 am** in the Board Chambers, City Hall room 250.

Chair Chan plans to call departments in the order reflected in the online [Budget Hearing calendar](#) (page 4). If you have limitations to your schedule, please let me know as soon as possible.

We hope to have your power point presentation by next **Monday**. Please let me know if you need more time. It's also fine if you need to make changes to the presentation before next Friday, just keep me posted. Chair Chan would like you to limit your presentation to **5 minutes**. Please send the presentation to me and our committee clerk, Brent Jalipa.

Also, please send me the name of your presenter, if it is not the department head, and additional invitees and their role.

Next Friday, please make sure to bring a copy of your presentation on a flash drive to use on the laptop at the Chamber's lectern. As a reminder, we do not have staff to advance your slides, so please make sure your presenter knows they will have to advance their own slides or bring someone to support them.

Please let me know if you have any questions.

Thanks!

Frances

Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 554-7410

From: [Miller, Katherine \(JUV\)](#)
To: [Hsieh, Frances \(BOS\)](#); [Martinez, Veronica \(JUV\)](#)
Cc: [Cowan, Sheryl \(JUV\)](#)
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 2
Date: Monday, June 17, 2024 5:41:26 PM
Attachments: [image001.png](#)

Hi Frances,

I'm very happy to let you know that JPD has reached agreement with the BLA, and we do not have legislation trailing in committee. We will not plan to return to the committee on Friday.

Thank you very much!

Katy

Katherine Weinstein Miller

Chief Juvenile Probation Officer
San Francisco Juvenile Probation Department
375 Woodside Avenue
San Francisco, CA 94127
Office: 415-753-7556
Cell: 415-310-5354
katherine.miller@sfgov.org



From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 4:08 PM
To: Martinez, Veronica (JUV) <veronica.martinez@sfgov.org>; Miller, Katherine (JUV) <katherine.miller@sfgov.org>
Cc: Cowan, Sheryl (JUV) <sheryl.cowan@sfgov.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 2

Hello Chief Miller,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department's budget. If you accept these proposed reductions and do not have trailing legislation in committee, there is no need for you to return to committee. *Please let me know if this is the case for your department.*

If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials until **Wednesday**. Chair Chan plans to call departments up in the order on the published agenda.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,
Frances

Frances Hsieh | 謝令宜
Pronouns: she/her/hers
Office of Supervisor Connie Chan
San Francisco Board of Supervisors, District 1
(415) 596-2796 cell
(415) 554-7410 ofc

From: Martinez, Veronica (JUV) <veronica.martinez@sfgov.org>
Sent: Friday, June 7, 2024 8:57 AM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Miller, Katherine (JUV) <katherine.miller@sfgov.org>
Cc: Cowan, Sheryl (JUV) <sheryl.cowan@sfgov.org>
Subject: Re: Additional Instructions from Budget Chair Connie Chan for Week 1

Hi Frances,

We' ll send the presentation and other required information by Monday.

Thank you,

Verónica Martínez (she/her/ella)
Deputy Director of Administrative Services
Juvenile Probation Department
Mobile: 415-680-8451

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>

Sent: Thursday, June 6, 2024 4:12:11 PM

To: Miller, Katherine (JUV) <katherine.miller@sfgov.org>

Cc: Cowan, Sheryl (JUV) <sheryl.cowan@sfgov.org>; Martinez, Veronica (JUV) <veronica.martinez@sfgov.org>

Subject: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello,

I just wanted to remind you that your departmental budget presentation is next **Friday, 6/14** at the Budget and Appropriations Committee, which starts at **10:00 am** in the Board Chambers, City Hall room 250.

Chair Chan plans to call departments in the order reflected in the online [Budget Hearing calendar](#) (page 4). If you have limitations to your schedule, please let me know as soon as possible.

We hope to have your power point presentation by next **Monday**. Please let me know if you need more time. It's also fine if you need to make changes to the presentation before next Friday, just keep me posted. Chair Chan would like you to limit your presentation to **5 minutes**. Please send the presentation to me and our committee clerk, Brent Jalipa.

Also, please send me the name of your presenter, if it is not the department head, and additional invitees and their role.

Next Friday, please make sure to bring a copy of your presentation on a flash drive to use on the laptop at the Chamber's lectern. As a reminder, we do not have staff to advance your slides, so please make sure your presenter knows they will have to advance their own slides or bring someone to support them.

Please let me know if you have any questions.

Thanks!

Frances

Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 554-7410

From: [McCloskey, Benjamin \(MYR\)](#)
To: [Hsieh, Frances \(BOS\)](#); [Adams, Dan \(MYR\)](#); [Duning, Anna \(MYR\)](#)
Cc: [Nickolopoulos, Sheila \(MYR\)](#)
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1
Date: Tuesday, June 18, 2024 2:59:47 PM

Hi Frances,

We haven't seen the published BLA recommendations, but assuming they are in alignment with what we've discussed with BLA, Mayor Admin and MOHCD are both in agreement with the proposed reductions. As such and per your email below, MOHCD is **not** planning to return to Committee on Friday.

There is one policy recommendation for Mayor Admin. Anna Duning can speak to that either in Committee on Friday, or else directly with the Budget Chair's office.

Thank you, and please let us know if you need anything from us.

Benjamin

Benjamin McCloskey (he/him)
Deputy Director – Finance and Administration
Mayor's Office of Housing and Community Development
1 South Van Ness, 5th Floor
San Francisco, CA 94103
benjamin.mccloskey@sfgov.org

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 3:08 PM
To: Adams, Dan (MYR) <Dan.Adams@sfgov.org>; Duning, Anna (MYR) <anna.duning@sfgov.org>
Cc: Nickolopoulos, Sheila (MYR) <sheila.nickolopoulos@sfgov.org>; McCloskey, Benjamin (MYR) <benjamin.mccloskey@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello all,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department's budget. If you accept these proposed reductions and do not have trailing legislation in committee, there is no need

for you to return to committee. *Please let me know if this is the case for your department.*

If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials **until Wednesday**. Chair Chan plans to call departments up in the order on the published agenda.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,

Frances

Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 596-2796 cell

(415) 554-7410 ofc

From: McCloskey, Benjamin (MYR) <benjamin.mccloskey@sfgov.org>

Sent: Friday, June 7, 2024 12:15 PM

To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>

Cc: Adams, Dan (MYR) <Dan.Adams@sfgov.org>; Nickolopoulos, Sheila (MYR) <sheila.nickolopoulos@sfgov.org>; Duning, Anna (MYR) <anna.duning@sfgov.org>

Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hi Frances,

Attached is MYR's draft slide deck for June 12, as well as MOHCD's org chart.

Thanks,

Benjamin

Benjamin McCloskey (he/him)

Deputy Director – Finance and Administration
Mayor's Office of Housing and Community Development
1 South Van Ness, 5th Floor
San Francisco, CA 94103
benjamin.mccloskey@sfgov.org

From: McCloskey, Benjamin (MYR)
Sent: Wednesday, June 5, 2024 9:50 AM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Cc: Adams, Dan (MYR) <dan.adams@sfgov.org>; Nickolopoulos, Sheila (MYR) <sheila.nickolopoulos@sfgov.org>; Duning, Anna (MYR) <anna.duning@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hi Frances,

Dan Adams and I will be co-presenting for MOHCD, and we will be joined by Anna Duning for Mayor Admin. Director Adams is not available before 11am on June 12, but that doesn't look to be an issue with Mayor's current placement in the schedule.

We will aim to get you a preview copy of our presentation by Friday.

Thanks,
Benjamin

Benjamin McCloskey (he/him)
Deputy Director – Finance and Administration
Mayor's Office of Housing and Community Development
1 South Van Ness, 5th Floor
San Francisco, CA 94103
benjamin.mccloskey@sfgov.org

From: Adams, Dan (MYR) <Dan.Adams@sfgov.org>
Sent: Tuesday, June 4, 2024 7:12 PM
To: McCloskey, Benjamin (MYR) <benjamin.mccloskey@sfgov.org>
Subject: Fwd: Additional Instructions from Budget Chair Connie Chan for Week 1

Fyi

Get [Outlook for iOS](#)

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Tuesday, June 4, 2024 6:07:35 PM

To: Adams, Dan (MYR) <Dan.Adams@sfgov.org>
Cc: Nickolopoulos, Sheila (MYR) <sheila.nickolopoulos@sfgov.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello,

Just wanted to remind you that your departmental budget presentation is next **Wednesday, 6/12** at the Budget and Appropriations Committee, which starts at **10:00 am** in the Board Chambers, City Hall room 250.

The hearing will begin with an introduction from the Mayor's Budget Office. We will then hear the Interim Budget and then the Office of Community Investment and Infrastructure's (OCII) budget. Then Chair Chan plans to call departments in the order reflected in the online [Budget Hearing calendar](#) (page 4). If you have limitations to your schedule, please let me know as soon as possible.

We hope to have your power point presentation by this **Friday**. Please let me know if you need more time. It's also fine if you need to make changes to the presentation between Friday and next Wednesday, just keep me posted. Chair Chan would like you to limit your presentation to **5 minutes**. Please send the presentation to me and our committee clerk, Brent Jalipa.

Also, please send me the name of your presenter, if it is not the department head, and additional invitees and their role.

Next Wednesday, please make sure to bring a copy of your presentation on a flash drive to use on the laptop at the Chamber's lectern. As a reminder, we do not have staff to advance your slides, so please make sure your presenter knows they will have to advance their own slides or bring someone to support them.

Please let me know if you have any questions.

Thanks!
Frances

Frances Hsieh | 謝令宜
Pronouns: she/her/hers
Office of Supervisor Connie Chan
San Francisco Board of Supervisors, District 1
(415) 554-7410

From: [Aroche, Diana \(POL\)](#)
To: [Chan, Connie \(BOS\)](#); [Hsieh, Frances \(BOS\)](#)
Cc: [Scott, William \(POL\)](#); [McGuire, Catherine \(POL\)](#); [Wu, Kimmie \(POL\)](#); [Nicita, Carl \(POL\)](#); [Duning, Anna \(MYR\)](#)
Subject: Fw: Budget Recs for POL
Date: Tuesday, June 18, 2024 7:13:38 PM
Attachments: [17. POL Current Year.Project Close Out Recs FY 24-26 final.xlsx](#)
[17. POL Narrative FY 24-26 final LB.docx](#)
[17. POL Recommendations June FY 24-26 final.xlsx](#)

Good Afternoon Frances and Budget Chair Chan,

I am writing to reconfirm that we are in agreement with the attached BLA recommendations. I will be attending Friday morning's Budget & Appropriations Committee meeting at 10am to accept the proposed reductions.

In attendance will also be Executive Director Catherine McGuire, Chief Financial Officer Kimmie Wu, and our Principal Legislative Analyst Carl Nicita. Catherine and Kimmie will be available to answer any specific budget-related questions.

Thank you for your time and support. We look forward to seeing you on Friday.

Best,

Dr. Diana Aroche, MPH | Director of Policy & Public Affairs
San Francisco Police Department, Office of Chief William Scott
City and County of San Francisco

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From: [Arntz, John \(REG\)](#)
To: [Hsieh, Frances \(BOS\)](#)
Cc: [Patel, Mayank \(REG\)](#)
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 2
Date: Tuesday, June 18, 2024 3:34:56 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi, Frances,

We haven't received the final draft of the Legislative Analyst's report; however, from our conversations today with the Analyst, we accept the reductions and have no trailing legislation.

We certainly appreciate the organized approach to the budget process and hearings this year!

Take care,
-John.

John Arntz, Director
San Francisco Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, CA 94102
(415) 554-4375
www.sfelections.gov



From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 12:53 PM
To: Arntz, John (REG) <john.arntz@sfgov.org>
Cc: Patel, Mayank (REG) <mayank.patel@sfgov.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 2

Hello Director Arntz,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department's budget. If you accept these proposed reductions and do not have trailing legislation in committee, there is no need for you to return to committee. *Please let me know if this is the case for your department.*

If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data

related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials until **Wednesday**. Chair Chan plans to call departments up in the order on the published agenda.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,
Frances

Frances Hsieh | 謝令宜
Pronouns: she/her/hers
Office of Supervisor Connie Chan
San Francisco Board of Supervisors, District 1
(415) 596-2796 cell
(415) 554-7410 ofc

From: Patel, Mayank (REG) <mayank.patel@sfgov.org>
Sent: Wednesday, June 12, 2024 8:43 AM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Jalipa, Brent (BOS) <brent.jalipa@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Good Morning Frances and Brent,

Attached is our presentation for today's meeting with minor changes from last Friday.

Best,

Mayank Patel
(415) 554-4332

From: Patel, Mayank (REG)
Sent: Friday, June 7, 2024 3:11 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Jalipa, Brent (BOS) <brent.jalipa@sfgov.org>
Cc: Arntz, John (REG) <john.arntz@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Happy Friday Frances and Brent,

Thank you for the reminder. Attached is our presentation for the meeting next Wednesday. We will update you if there are any changes.

The following people will be presenting:

1. John Arntz, Director, Department of Elections (REG)
2. Mayank Patel, Budget Manager, Department of Elections (REG)

Please let us know if you have any questions.

Best,

Mayank Patel (My-Yank)
Division Manager
Budget, Procurement, and Purchasing
San Francisco Department of Elections
1 Dr. Carlton B. Goodlett Place
City Hall, Room 48
San Francisco, California 94102
(415) 554-4332
Mayank.Patel@sfgov.org
www.sfelections.org

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Tuesday, June 4, 2024 5:55 PM
To: Arntz, John (REG) <john.arntz@sfgov.org>
Cc: Patel, Mayank (REG) <mayank.patel@sfgov.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello,

Just wanted to remind you that your departmental budget presentation is next **Wednesday, 6/12** at the Budget and Appropriations Committee, which starts at **10:00 am** in the Board Chambers, City Hall room 250.

The hearing will begin with an introduction from the Mayor's Budget Office. We will then hear the Interim Budget and then the Office of Community Investment and Infrastructure's (OCII) budget. Then Chair Chan plans to call departments in the order reflected in the online [Budget Hearing calendar](#) (page 4). If you have limitations to your schedule, please let me know as soon as possible.

We hope to have your power point presentation by this **Friday**. Please let me know if you need more time. It's also fine if you need to make changes to the presentation between Friday and next Wednesday, just keep me posted. Chair Chan would like you to limit your presentation to **5 minutes**. Please send the presentation to me and our committee clerk, Brent Jalipa.

Also, please send me the name of your presenter, if it is not the department head, and additional invitees and their role.

Next Wednesday, please make sure to bring a copy of your presentation on a flash drive to use on the laptop at the Chamber's lectern. As a reminder, we do not have staff to advance your slides, so please make sure your presenter knows they will have to advance their own slides or bring someone to support them.

Please let me know if you have any questions.

Thanks!

Frances

Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 554-7410

From: [Hsieh, Frances \(BOS\)](#)
To: [Jalipa, Brent \(BOS\)](#)
Subject: FW: Additional Instructions from Budget Chair Connie Chan for Week 2
Date: Thursday, June 20, 2024 4:05:34 PM

FYI from DEM for tomorrow.

From: Lee, William (DEM) <william.lee@sfgov.org>
Sent: Thursday, June 20, 2024 3:46 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Carroll, Maryellen (DEM) <maryellen.carroll@sfgov.org>
Cc: Scanlon, Olivia (DEM) <olivia.scanlon@sfgov.org>; Smuts, Robert (DEM) <robert.smuts@sfgov.org>; Chen, Thomas (DEM) <Thomas.Chen@sfgov.org>; Garfink, Anna (BUD) <anna.garfink@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 2

+ Anna Garfink from the BLA.

Hi Frances – On behalf of Director Carroll, I am pleased to report that DEM has reached full agreement with the BLA's report that was posted as of 6/18/2024.

Please let me let me know if you have any questions.

Thanks!

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-3866
Fax: 415-558-3841

From: Lee, William (DEM)
Sent: Monday, June 17, 2024 3:38 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Carroll, Maryellen (DEM) <maryellen.carroll@sfgov.org>
Cc: Scanlon, Olivia (DEM) <olivia.scanlon@sfgov.org>; Smuts, Robert (DEM) <robert.smuts@sfgov.org>; Chen, Thomas (DEM) <Thomas.Chen@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 2

Thanks Frances!

We have not reached full agreement yet with the BLA, but we are actively working towards that outcome. We will keep you posted as soon as we do.

Thanks!

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-3866
Fax: 415-558-3841

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Monday, June 17, 2024 3:36 PM
To: Carroll, Maryellen (DEM) <maryellen.carroll@sfgov.org>
Cc: Scanlon, Olivia (DEM) <olivia.scanlon@sfgov.org>; Smuts, Robert (DEM) <robert.smuts@sfgov.org>; Chen, Thomas (DEM) <Thomas.Chen@sfgov.org>; Lee, William (DEM) <william.lee@sfgov.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 2

Hello Director Carroll,

We wanted to provide you with some updated guidance for this week's Budget hearings.

If you have not already, your department should have heard from the Board's Budget and Legislative Analyst regarding potential reductions to your department's budget. If you accept these proposed reductions and do not have trailing legislation in committee, there is no need for you to return to committee. *Please let me know if this is the case for your department.*

If you do not agree with the recommendations for your department, please be prepared to attend and state your case. Presentations are not required, but if you have one, please keep it focused on data related to the specific recommendation. We understand that negotiations are ongoing, so you do not have to send through materials **until Wednesday**. Chair Chan plans to call departments up in the order on the published agenda.

As always, if you have any questions, please do not hesitate to reach out.

Thank you,
Frances

Frances Hsieh | 謝令宜
Pronouns: she/her/hers
Office of Supervisor Connie Chan
San Francisco Board of Supervisors, District 1
(415) 596-2796 cell
(415) 554-7410 ofc

From: Lee, William (DEM) <william.lee@sfgov.org>

Sent: Monday, June 10, 2024 4:32 PM

To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>

Cc: Carroll, Maryellen (DEM) <maryellen.carroll@sfgov.org>; Scanlon, Olivia (DEM) <olivia.scanlon@sfgov.org>; Smuts, Robert (DEM) <robert.smuts@sfgov.org>; Chen, Thomas (DEM) <Thomas.Chen@sfgov.org>

Subject: RE: Additional Instructions Scanlon, Olivia (DEM) <olivia.scanlon@sfgov.org> from Budget Chair Connie Chan for Week 1

Hi Frances – I am attaching the slide deck (PPT & PDF) that DEM will be using for the Round 1 hearing this Friday, 6/14.

Please let us know if you have any questions.

Thanks!

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-3866
Fax: 415-558-3841

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>

Sent: Saturday, June 8, 2024 11:08 PM

To: Scanlon, Olivia (DEM) <olivia.scanlon@sfgov.org>; Carroll, Maryellen (DEM) <maryellen.carroll@sfgov.org>

Cc: Lee, William (DEM) <william.lee@sfgov.org>

Subject: Re: Additional Instructions from Budget Chair Connie Chan for Week 1

Below, please find a copy of the original instructions from Supervisor Chan

From: Chan, Connie (BOS) <connie.chan@sfgov.org>

Sent: Thursday, May 11, 2023 2:34 PM

Cc: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; BOS-ChanBudgetStaff <ChanBudgetStaff@sfgov.org>; Hayward, Sophie (ADM) <sophie.hayward@sfgov.org>; Groth, Kelly (BOS) <kelly.groth@sfgov.org>

Subject: Budget Instructions from Budget Chair Connie Chan

Dear City Department Head,

As we near the release of the Mayor's proposed budget, we wanted to communicate about the Committee Calendar and the Board's budget process during the month of June:

- The last Budget and Finance Committee meeting will be held on Friday, June 9, 2023. Regular budget business of this committee will

be on hold until meetings resume on July 12, 2023. If a department has an urgent item that **MUST** be heard during the month of June, please contact me about scheduling alternatives, if you have not already done so.

- Wednesday, June 14 through Friday, June 16: the Budget and Appropriations Committee will hear the first round of departmental presentations. Please see the attached [calendar](#) for the schedule of departments; each of these days will begin at 10am.
- Wednesday, June 21 through Friday, June 23: the Budget and Appropriations Committee will hold the second round of departmental hearings; generally this includes General Fund departments with budgets of \$10 million or more. These hearings will be focused on the recommendations from the Budget and Legislative Analyst. This schedule is also listed on the [attached calendar](#); each of these days will also begin at 10am.
- Wednesday, June 28 is planned as the final day of budget deliberations at the Budget and Appropriations Committee.

For departmental presentations during the June 14-June 16 hearings, please keep your presentation to **5 minutes**, and include the following:

1. What is the department's total budget, including funding sources? Please list them for programs and services. Please provide pie charts that outline budget spending and these funding sources.
2. How does the department's budget allocations help achieve its mission and objectives?
3. What are the performance measures that the department uses to determine whether it is achieving its objectives? Please include any results from Controller's audits and recommendations.
4. What are the budgetary and operational challenges to meeting the department's objectives?
5. How have you answered the Mayor's call for budget reductions of 5% and 8% in December, and the additional 5% in April over the next two fiscal years?
6. How are the department's budget allocations designed to address language access and poverty alleviation?
7. Please include an organizational chart of your department. This chart or supporting documentation should include:
 - a. Position name, classification, and whether it is a permanent, temporary or exempt position
 - b. Whether the position is filled, vacant, or in the hiring process and anticipated hire date
 - c. A historic look at the changes to your department's staffing over the past 4 years

If you have any questions or concerns, please contact Frances Hsieh at frances.hsieh@sfgov.org or (415) 554-7411.

Regards,

Connie Chan
Budget Committee Chair
San Francisco Board of Supervisors

From: Scanlon, Olivia (DEM) <olivia.scanlon@sfgov.org>
Sent: Saturday, June 8, 2024 6:26 PM
To: Carroll, Maryellen (DEM) <maryellen.carroll@sfgov.org>; Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Cc: Lee, William (DEM) <william.lee@sfgov.org>
Subject: RE: Additional Instructions from Budget Chair Connie Chan for Week 1

That's it, Will, once you send draft, I can personally check in with Chan's office Monday and make sure we are all good.

Thx.
Olivia

From: Carroll, Maryellen (DEM) <maryellen.carroll@sfgov.org>
Sent: Saturday, June 8, 2024 6:22 PM
To: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Cc: Scanlon, Olivia (DEM) <olivia.scanlon@sfgov.org>; Lee, William (DEM) <william.lee@sfgov.org>
Subject: Re: Additional Instructions from Budget Chair Connie Chan for Week 1

Was there another email that provided more instructions? Maybe we missed it but none of us seem to have initial instructions (that would have preceded these "additional" ones).
Thanks!

Mary Ellen Carroll (She/Her/Hers)
Executive Director
San Francisco Department of Emergency Management
Cell: 415-205-7873

From: Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>
Sent: Thursday, June 6, 2024 4:11:24 PM
To: Carroll, Maryellen (DEM) <maryellen.carroll@sfgov.org>
Cc: Scanlon, Olivia (DEM) <olivia.scanlon@sfgov.org>
Subject: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello,

I just wanted to remind you that your departmental budget presentation is next **Friday, 6/14** at the Budget and Appropriations Committee, which starts at **10:00 am** in the Board Chambers, City Hall room 250.

Chair Chan plans to call departments in the order reflected in the online [Budget Hearing calendar](#) (page 4). If you have limitations to your schedule, please let me

know as soon as possible.

We hope to have your power point presentation by next **Monday**. Please let me know if you need more time. It's also fine if you need to make changes to the presentation before next Friday, just keep me posted. Chair Chan would like you to limit your presentation to **5 minutes**. Please send the presentation to me and our committee clerk, Brent Jalipa.

Also, please send me the name of your presenter, if it is not the department head, and additional invitees and their role.

Next Friday, please make sure to bring a copy of your presentation on a flash drive to use on the laptop at the Chamber's lectern. As a reminder, we do not have staff to advance your slides, so please make sure your presenter knows they will have to advance their own slides or bring someone to support them.

Please let me know if you have any questions.

Thanks!
Frances

Frances Hsieh | 謝令宜
Pronouns: she/her/hers
Office of Supervisor Connie Chan
San Francisco Board of Supervisors, District 1
(415) 554-7410