

**From:** [Sara Lee](#)  
**To:** [Hsieh, Frances \(BOS\)](#); [Jay Xu](#)  
**Cc:** [Daphne Tooke](#); [CON - Matt Ayotte](#)  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1  
**Date:** Tuesday, June 18, 2024 11:44:48 AM

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Dear Frances,

We have reviewed and discussed with the BLA their proposed recommendation and accept the changes. So Dr. Xu will not be in attendance on Thursday.

Best,  
Sara

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**From:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>  
**Sent:** Monday, June 17, 2024 10:19 AM  
**To:** Jay Xu <jxu@asianart.org>  
**Cc:** Daphne Tooke <dtooke@asianart.org>; Matt Ayotte <mayotte@asianart.org>; Sara Lee <slee@asianart.org>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello Dr. Xu,

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

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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

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**From:** Hsieh, Frances (BOS)  
**Sent:** Wednesday, June 12, 2024 3:52 PM  
**To:** CON - Sara Lee <[slee@asianart.org](mailto:slee@asianart.org)>  
**Cc:** Daphne Tooke <[dtooke@asianart.org](mailto:dtooke@asianart.org)>; CON - Matt Ayotte <[mayotte@asianart.org](mailto:mayotte@asianart.org)>; Jalipa, Brent (BOS) <[brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)>; Romero, Tabitha (MYR) <[tabitha.romero@sfgov.org](mailto:tabitha.romero@sfgov.org)>; Jay Xu <[jxu@asianart.org](mailto:jxu@asianart.org)>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Thank you!

Please remember to bring a copy on a flash drive for tomorrow.

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

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**From:** Sara Lee <[slee@asianart.org](mailto:slee@asianart.org)>  
**Sent:** Wednesday, June 12, 2024 3:17 PM  
**To:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Cc:** Daphne Tooke <[dtooke@asianart.org](mailto:dtooke@asianart.org)>; CON - Matt Ayotte <[mayotte@asianart.org](mailto:mayotte@asianart.org)>; Jalipa, Brent (BOS) <[brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)>; Romero, Tabitha (MYR) <[tabitha.romero@sfgov.org](mailto:tabitha.romero@sfgov.org)>; Jay Xu <[jxu@asianart.org](mailto:jxu@asianart.org)>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Frances,

Here's the final revised presentation for AAM. It primarily updated the org chart so that it shows the entire museum, so that the City positions could be put into context (vs the original version that only showed City positions). Please let me know if you have any further comments.

Best,

Sara

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**From:** Sara Lee

**Sent:** Monday, June 10, 2024 4:49 PM

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

**Cc:** Daphne Tooke <[dtooke@asianart.org](mailto:dtooke@asianart.org)>; Matt Ayotte <[mayotte@Asianart.org](mailto:mayotte@Asianart.org)>; Jalipa, Brent (BOS) <[brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)>; Romero, Tabitha (MYR) <[tabitha.romero@sfgov.org](mailto:tabitha.romero@sfgov.org)>; Jay Xu <[jxu@asianart.org](mailto:jxu@asianart.org)>

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

Hi Frances,

Here is a draft presentation for AAM. We need to scrub for any inadvertent missed details, but it should be substantially final.

Best,

Sara

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

**Sent:** Wednesday, June 5, 2024 4:01 PM

**To:** Jay Xu <[jxu@asianart.org](mailto:jxu@asianart.org)>

**Cc:** Daphne Tooke <[dtooke@asianart.org](mailto:dtooke@asianart.org)>; Matt Ayotte <[mayotte@asianart.org](mailto:mayotte@asianart.org)>; Sara Lee <[slee@asianart.org](mailto:slee@asianart.org)>

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

Hello Dr. Xu,

I just wanted to remind you that your departmental budget presentation is next **Thursday, 6/13** 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 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:** [Petrucione, Katharine \(ADM\)](#)  
**To:** [Hsieh, Frances \(BOS\)](#); [Chu, Carmen \(ADM\)](#)  
**Cc:** [Hayward, Sophie \(ADM\)](#)  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1  
**Date:** Monday, June 17, 2024 4:36:13 PM

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Hi Frances –

Thanks for the information about Thursday’s hearing. I will be presenting briefly on the two fee ordinances and we will not have a presentation.

We are now in agreement with the BLA on their proposed cuts.

Thanks –

Katie

---

**From:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>  
**Sent:** Monday, June 17, 2024 11:35 AM  
**To:** Chu, Carmen (ADM) <carmen.chu@sfgov.org>  
**Cc:** Hayward, Sophie (ADM) <sophie.hayward@sfgov.org>; Petrucione, Katharine (ADM) <katharine.petrucione@sfgov.org>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello City Administrator Chu,

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 do agree with the recommended reductions, please let me know.*

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

- [240597](#) Administrative Code - County Clerk’s Fees
- [240598](#) Police Code - Entertainment License Fee Updates

Chair Chan plans to call departments up in the order on the published agenda and will call these items at the same time. If you have power point presentations for this item, please send

that through by end of **day on Tuesday**. A power point presentation is not required, of course, but please keep the presentations for each item to **3 minutes each**.

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

Thank you,  
Frances

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Frances Hsieh | 謝令宜  
Pronouns: she/her/hers  
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(415) 596-2796 cell  
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**From:** Chu, Carmen (ADM) <[carmen.chu@sfgov.org](mailto:carmen.chu@sfgov.org)>  
**Sent:** Wednesday, June 5, 2024 3:31 PM  
**To:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Cc:** Hayward, Sophie (ADM) <[sophie.hayward@sfgov.org](mailto:sophie.hayward@sfgov.org)>; Petrucione, Katharine (ADM) <[katharine.petrucione@sfgov.org](mailto:katharine.petrucione@sfgov.org)>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Thanks Frances,  
Carmen

---

**From:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Sent:** Tuesday, June 4, 2024 5:50 PM  
**To:** Chu, Carmen (ADM) <[carmen.chu@sfgov.org](mailto:carmen.chu@sfgov.org)>  
**Cc:** Hayward, Sophie (ADM) <[sophie.hayward@sfgov.org](mailto:sophie.hayward@sfgov.org)>; Petrucione, Katharine (ADM) <[katharine.petrucione@sfgov.org](mailto:katharine.petrucione@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. 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 – that will be heard in week #2. The trailer I have for your department this week is as follows, please let me know if this is accurate:

- 240599 Business and Tax Regulations Code - DPH Cannabis Business Inspection Fees

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:** [Hollenbeck, Sarah \(ART\)](#)  
**To:** [Hsieh, Frances \(BOS\)](#)  
**Cc:** [Ventre, Alyssa \(ART\)](#); [Te, Coma \(ART\)](#); [Quan, Kevin \(ART\)](#); [Remington, Ralph \(ART\)](#)  
**Subject:** Re: Instructions from Budget Chair Connie Chan  
**Date:** Tuesday, June 18, 2024 9:31:06 AM  
**Attachments:** [image001.png](#)

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Good morning, Frances -

The Arts Commission accepts the BLA's reductions. Accordingly, we understand it will not be necessary to appear at the hearing on Thursday per your instructions below. Please let us know if you have any questions or there's anything further that you need from us.

Thank you,

Sarah



**Sarah Hollenbeck**  
Deputy Director of Finance &  
Administration  
Pronouns: [she/her](#)  
Email: [sarah.hollenbeck@sfgov.org](mailto:sarah.hollenbeck@sfgov.org)  
Office: 415-252-2270  
Mobile: 415-310-4231

**San Francisco Arts Commission**

401 Van Ness Avenue, Suite 325  
San Francisco, CA 94102

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Please be mindful that all correspondence and documents submitted to the San Francisco Arts Commission are public records and, as such, are subject to the [Sunshine Ordinance](#) and can be requested by the public. If this happens, personal information such as personal emails, Social Security numbers and phone numbers will be redacted.

---

**From:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Sent:** Monday, June 17, 2024 10:23 AM  
**To:** Remington, Ralph (ART) <[ralph.remington@sfgov.org](mailto:ralph.remington@sfgov.org)>



**Cc:** Te, Coma (ART) <[coma.te@sfgov.org](mailto:coma.te@sfgov.org)>; Quan, Kevin (ART) <[kevin.r.quan@sfgov.org](mailto:kevin.r.quan@sfgov.org)>

**Subject:** RE: Instructions from Budget Chair Connie Chan

Hello Director Remington,

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

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Frances Hsieh | 謝令宜

Pronouns: she/her/hers

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San Francisco Board of Supervisors, District 1

(415) 596-2796 cell

(415) 554-7410 ofc

---

**From:** Te, Coma (ART) <[coma.te@sfgov.org](mailto:coma.te@sfgov.org)>

**Sent:** Wednesday, June 12, 2024 11:14 AM

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

**Cc:** Quan, Kevin (ART) <[kevin.r.quan@sfgov.org](mailto:kevin.r.quan@sfgov.org)>

**Subject:** RE: Instructions from Budget Chair Connie Chan

Hi Frances,

Attached, please find ART's updated slide for tomorrow.

Please let us know if you need anything else.

Thanks!



**Coma Te**

Director of Communications

Pronouns: [he/him](#)

Email: [coma.te@sfgov.org](mailto:coma.te@sfgov.org)

Office: 415-252-2229

Mobile: 415-254-4634

**San Francisco Arts Commission**

401 Van Ness Avenue, Suite 325

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---

**From:** Te, Coma (ART)

**Sent:** Monday, June 10, 2024 10:10 PM

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

**Cc:** Quan, Kevin (ART) <[kevin.r.quan@sfgov.org](mailto:kevin.r.quan@sfgov.org)>

**Subject:** RE: Instructions from Budget Chair Connie Chan

Hi Frances,

Attached, please find ART's presentation deck for Thursday's presentation. Please let us know if you have any trouble with the files. We'll have a backup copy on a USB drive in the board chambers.

Thanks,

**Coma Te**

Director of Communications

Pronouns: [he/him](#)

Email: [coma.te@sfgov.org](mailto:coma.te@sfgov.org)



Office: 415-252-2229  
Mobile: 415-254-4634

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---

**From:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Sent:** Wednesday, June 5, 2024 4:23 PM  
**To:** Quan, Kevin (ART) <[kevin.r.quan@sfgov.org](mailto:kevin.r.quan@sfgov.org)>  
**Cc:** Te, Coma (ART) <[coma.te@sfgov.org](mailto:coma.te@sfgov.org)>  
**Subject:** RE: Instructions from Budget Chair Connie Chan

What timing! Below is the email I was just about to send to your department.

Hello,

I just wanted to remind you that your departmental budget presentation is next **Thursday, 6/13** 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

Thursday, 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

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

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**From:** Quan, Kevin (ART) <[kevin.r.quan@sfgov.org](mailto:kevin.r.quan@sfgov.org)>  
**Sent:** Wednesday, June 5, 2024 3:32 PM  
**To:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Cc:** Te, Coma (ART) <[coma.te@sfgov.org](mailto:coma.te@sfgov.org)>  
**Subject:** FW: Instructions from Budget Chair Connie Chan

Good afternoon Frances,

When should departments submit our presentations ahead of our hearing date? What is the preferred presentation format, PowerPoint? or PDF?

Thanks.

**Kevin R. Quan**  
Finance Manager  
Pronouns: [he/him/his](#)

Email: [kevin.r.quan@sfgov.org](mailto:kevin.r.quan@sfgov.org)



Office: 415-252-2230

**San Francisco Arts Commission**

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---

**From:** Remington, Ralph (ART) <[ralph.remington@sfgov.org](mailto:ralph.remington@sfgov.org)>

**Sent:** Thursday, May 9, 2024 8:37 PM

**To:** Hollenbeck, Sarah (ART) <[sarah.hollenbeck@sfgov.org](mailto:sarah.hollenbeck@sfgov.org)>; Ventre, Alyssa (ART) <[alyssa.ventre@sfgov.org](mailto:alyssa.ventre@sfgov.org)>; Quan, Kevin (ART) <[kevin.r.quan@sfgov.org](mailto:kevin.r.quan@sfgov.org)>; Leifheit, Lex (ART) <[lex.leifheit@sfgov.org](mailto:lex.leifheit@sfgov.org)>

**Subject:** Fwd: Instructions from Budget Chair Connie Chan

FYI

Sent from my Verizon, Samsung Galaxy smartphone

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---

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

**Sent:** Thursday, May 9, 2024 7:56:46 PM

**Cc:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>; Duning, Anna (MYR) <[anna.duning@sfgov.org](mailto:anna.duning@sfgov.org)>; Jalipa, Brent (BOS) <[brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)>; Kittler, Sophia (MYR) <[sophia.kittler@sfgov.org](mailto:sophia.kittler@sfgov.org)>

**Subject:** Instructions from Budget Chair Connie Chan

Dear City Department Head:

As we near the release of the Mayor's June Proposed Budget, we wanted to communicate

about the Budget Committee Calendar, the Board's budget process during the month of June, and our expectations of you:

- The last Budget and Finance Committee meeting will be held on Wednesday, June 5, 2024. Regular budget business of this committee will be on hold until meetings resume on July 10. 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 12 through Friday, June 14:** the Budget and Appropriations Committee will hear the first round of departmental presentations. Please see the [Budget Calendar](#) (page 5) for the order of department presentations; each of these days will begin at 10:00 am in the Board Chambers, room 250.
- **Thursday, June 20 and Friday, June 21:** the Budget and Appropriations Committee will hold the second round of departmental hearings with a focus on recommendations from the Budget and Legislative Analyst. The list of departments that are asked to reappear are also listed on the Budget Calendar. Each of these days also begin at 10:00 am in room 250.
- Wednesday, June 26, 2024 is planned as the final day of budget deliberations at the Budget and Appropriations Committee.

For your departmental presentation, please keep your presentation to **5 minutes** and include answers to the following prompts:

1. What are the department's mission and objectives?
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?
4. Please include an organizational chart of your department. This chart or supporting documentation should include:
  1. Position name, classification, and whether it is a permanent, temporary or exempt position
  2. Whether the position is filled, vacant, or in the hiring process and anticipated hire date
  3. A historic look the changes to your department's staffing over the past 5 years
5. How did the Department respond to the Mayor's budget instructions? What changes and reductions did your department make?

If you have any questions or concerns, please contact Frances Hsieh at [frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org) or (415) 554-7411. As we get closer to June, Frances will communicate more specific details on how the Budget hearings will flow.

Regards,  
Connie Chan  
Budget Committee Chair

**From:** [Lung, Holly \(ASR\)](#)  
**To:** [Hsieh, Frances \(BOS\)](#)  
**Cc:** [Alt, Emily \(ASR\)](#); [Torres, Joaquin \(ASR\)](#)  
**Subject:** Re: Additional Instructions from Budget Chair Connie Chan for Week 1  
**Date:** Tuesday, June 18, 2024 10:42:47 AM

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Hello Frances,

Thank you for your message. Our office is in agreement with the Budget and Legislative Analyst's recommendations regarding reductions to our department's budget. As a result, we do not plan to return to the committee this Thursday.

Could you confirm our understanding? Thank you, Frances!

Best,  
Holly

Holly Lung 龍聖如 (she/her)  
Office of the Assessor-Recorder  
City and County of San Francisco  
Phone: 628-652-8265, [www.sfassessor.org](http://www.sfassessor.org)

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---

**From:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>  
**Sent:** Monday, June 17, 2024 10:17 AM  
**To:** Torres, Joaquin (ASR) <joaquin.torres@sfgov.org>  
**Cc:** Alt, Emily (ASR) <Emily.Alt@sfgov.org>; Lung, Holly (ASR) <holly.lung@sfgov.org>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello Assessor Torres,

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

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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:** Lung, Holly (ASR) [holly.lung@sfgov.org](mailto:holly.lung@sfgov.org)  
**Sent:** Friday, June 7, 2024 3:14 PM  
**To:** Hsieh, Frances (BOS) [frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org); Jalipa, Brent (BOS) [brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)  
**Cc:** Torres, Joaquin (ASR) [joaquin.torres@sfgov.org](mailto:joaquin.torres@sfgov.org); Alt, Emily (ASR) [Emily.Alt@sfgov.org](mailto:Emily.Alt@sfgov.org)  
**Subject:** Re: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello Frances and Brent,

As requested, attached is a copy of the Office of the Assessor-Recorder's budget presentation and organizational chart. Also included is a copy of the letter from the State Board of Equalization urging Boards to maintain funding for Assessors' offices.

**Presenter:** Assessor-Recorder Joaquín Torres

**Additional invitees:** Simone Jacques, Deputy Assessor for Finance and Administration, Emily Alt, Budget and Finance Manager, and Holly Lung, Public Affairs Manager

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

Best,  
Holly

Holly Lung 龍聖如 (she/her)  
Office of the Assessor-Recorder  
City and County of San Francisco  
Phone: 628-652-8265, [www.sfassessor.org](http://www.sfassessor.org)

*"Together, we work to ensure the financial stability of San Francisco. We seek to advance the principles of antiracism, equity, integrity and excellence, in service to our diverse constituents and communities."*

---

**From:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Sent:** Tuesday, June 4, 2024 5:44 PM  
**To:** Torres, Joaquin (ASR) <[joaquin.torres@sfgov.org](mailto:joaquin.torres@sfgov.org)>



**Cc:** Lung, Holly (ASR) <[holly.lung@sfgov.org](mailto:holly.lung@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:** [Wagner, Greg \(CON\)](#)  
**To:** [Hsieh, Frances \(BOS\)](#)  
**Cc:** [Macaulay, Devin \(CON\)](#); [Allersma, Michelle \(CON\)](#); [Lu, Carol \(CON\)](#); [Wong, Jeannie \(CON\)](#); [Wang, Caylin \(CON\)](#); [Ma, ChiaYu \(TIS\)](#)  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1  
**Date:** Tuesday, June 18, 2024 8:38:39 AM

---

Hi Frances, the Controller's Office is in agreement with BLA, so we will not plan to attend unless we hear otherwise.

Greg

---

**From:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>  
**Sent:** Monday, June 17, 2024 10:54 AM  
**To:** Wagner, Greg (CON) <greg.wagner@sfgov.org>  
**Cc:** Macaulay, Devin (CON) <devin.macaulay@sfgov.org>; Allersma, Michelle (CON) <michelle.allersma@sfgov.org>; Lu, Carol (CON) <carol.lu@sfgov.org>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello Controller Wagner,

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

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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

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**From:** Hsieh, Frances (BOS)  
**Sent:** Tuesday, June 4, 2024 6:01 PM  
**To:** Wagner, Greg (CON) <[greg.wagner@sfgov.org](mailto:greg.wagner@sfgov.org)>  
**Cc:** Macaulay, Devin (CON) <[devin.macaulay@sfgov.org](mailto:devin.macaulay@sfgov.org)>; Allersma, Michelle (CON) <[michelle.allersma@sfgov.org](mailto:michelle.allersma@sfgov.org)>; Lu, Carol (CON) <[carol.lu@sfgov.org](mailto:carol.lu@sfgov.org)>  
**Subject:** FW: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello Greg,

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. The trailer that I have for your department this week is as follows, please let me know if this is accurate and who will cover which items:

- 240608 Neighborhood Beautification and Graffiti Clean-up Fund Tax Designation Ceiling
- 240612 Proposition J Contract Certification Contracted-Out Department Services Previously Approved
- 240613 Proposition J Contract Certification Contracted-Out Department Services Not Previously Approved
- 240619 Resolution Adjusting the Access Line Tax with the Consumer Price Index of 2024

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

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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:** [Validzic, Ana \(DPH\)](#)  
**To:** [Hsieh, Frances \(BOS\)](#); [Colfax, Grant \(DPH\)](#)  
**Cc:** [Patil, Sneha \(DPH\)](#); [Gibbs, Emily \(DPH\)](#); [Louie, Jenny \(DPH\)](#); [Murrell, Drew \(DPH\)](#)  
**Subject:** Re: Thurs 6/13/24: File 240622: DPH budget slides and presenter information  
**Date:** Tuesday, June 18, 2024 12:11:59 PM

---

Thank you Frances. As we just discussed, DPH is in agreement with the BLA recommendations. Per your instructions, we will not be in attendance on Thursday.

Best, Ana

---

**From:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>  
**Sent:** Monday, June 17, 2024 11:14 AM  
**To:** Colfax, Grant (DPH) <grant.colfax@sfdph.org>  
**Cc:** Patil, Sneha (DPH) <sneha.patil@sfdph.org>; Gibbs, Emily (DPH) <emily.gibbs@sfdph.org>; Louie, Jenny (DPH) <jenny.louie@sfdph.org>; Murrell, Drew (DPH) <drew.murrell@sfdph.org>; Validzic, Ana (DPH) <ana.validzic@sfdph.org>  
**Subject:** RE: Thurs 6/13/24: File 240622: DPH budget slides and presenter information

Hello Dr. Colfax,

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

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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:** Validzic, Ana (DPH) <ana.validzic@sfdph.org>  
**Sent:** Tuesday, June 11, 2024 8:26 PM  
**To:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Jalipa, Brent (BOS) <brent.jalipa@sfgov.org>  
**Cc:** Patil, Sneha (DPH) <sneha.patil@sfdph.org>; Gibbs, Emily (DPH) <emily.gibbs@sfdph.org>; Louie, Jenny (DPH) <jenny.louie@sfdph.org>; Murrell, Drew (DPH) <drew.murrell@sfdph.org>; Colfax, Grant (DPH) <grant.colfax@sfdph.org>  
**Subject:** Re: Thurs 6/13/24: File 240622: DPH budget slides and presenter information

We have updated our DPH Budget slide deck slightly. Please add this version to legislative file.  
We will load this version onto Board laptop on Thursday morning.

Thanks, Ana

---

**From:** Validzic, Ana (DPH) <[ana.validzic@sfdph.org](mailto:ana.validzic@sfdph.org)>  
**Sent:** Monday, June 10, 2024 5:54 PM  
**To:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>; Jalipa, Brent (BOS) <[brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)>  
**Cc:** Patil, Sneha (DPH) <[sneha.patil@sfdph.org](mailto:sneha.patil@sfdph.org)>; Gibbs, Emily (DPH) <[emily.gibbs@sfdph.org](mailto:emily.gibbs@sfdph.org)>; Louie, Jenny (DPH) <[jenny.louie@sfdph.org](mailto:jenny.louie@sfdph.org)>; Murrell, Drew (DPH) <[drew.murrell@sfdph.org](mailto:drew.murrell@sfdph.org)>; Colfax, Grant (DPH) <[grant.colfax@sfdph.org](mailto:grant.colfax@sfdph.org)>  
**Subject:** Re: Thurs 6/13/24: File 240622: DPH budget slides and presenter information

Apologies - hit send too soon. Below is corrected email with corrected titles for additional invites. Please use this email. Thanks, Ana

---

**From:** Validzic, Ana (DPH)  
**Sent:** Monday, June 10, 2024 2:06 PM  
**To:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>; Jalipa, Brent (BOS) <[brent.jalipa@sfgov.org](mailto:brent.jalipa@sfgov.org)>  
**Cc:** Patil, Sneha (DPH) <[sneha.patil@sfdph.org](mailto:sneha.patil@sfdph.org)>; Gibbs, Emily (DPH) <[emily.gibbs@sfdph.org](mailto:emily.gibbs@sfdph.org)>; Louie, Jenny (DPH) <[jenny.louie@sfdph.org](mailto:jenny.louie@sfdph.org)>; Murrell, Drew (DPH) <[drew.murrell@sfdph.org](mailto:drew.murrell@sfdph.org)>; Colfax, Grant (DPH) <[grant.colfax@sfdph.org](mailto:grant.colfax@sfdph.org)>  
**Subject:** Thurs 6/13/24: File 240622: DPH budget slides and presenter information

Hi Frances and Brent,

Here are our Department Representatives and presentation information for the **DPH Budget**

at the Budget & Appropriations Committee on June 13. Please find the PowerPoints attached.  
DPH will be responsible for bringing the slides and loading them onto the BOS laptop.

**File 240622 - Hearing - Mayor's Proposed Budget for Departments FYs 2024-2025 and 2025-2026 (DPH BUDGET)**

- Presenter: Grant Colfax | Director, SFDPH | email: [grant.colfax@sfdph.org](mailto:grant.colfax@sfdph.org)
- Additional Presenter: Jenny Louie | Chief Operating Officer, SFDPH | email: [jenny.louie@sfdph.org](mailto:jenny.louie@sfdph.org)
- Time Estimate: 5m
- Additional Invitees: See list below
- PowerPoint Yes or No: Yes

**Additional Invitees:**

1. Drew Murrell, Chief Finance Officer
2. Emily Gibbs, Deputy Finance Officer
3. Naveena Bobba, Deputy Director
4. Ana Validzic, Government Affairs Manager
5. Roland Pickens, Director, SF Health Network
6. Hillary Kunins, Director of Behavioral Health
7. Susan Ehrlich, CEO of Zuckerberg General Hospital
8. Luenna Kim, Director of DPH Human Resources
9. Daisy Aguallo, Deputy Director of Population Health
10. Albert Yu, Acting Director of Ambulatory Care

All my best, Ana

\*\*\*\*\*

**Ana Validzic (she/her)**

Government Affairs Manager

San Francisco Department of Public Health

[ana.validzic@sfdph.org](mailto:ana.validzic@sfdph.org) | 650.503.9536 (cell)

\*\*\*\*\*

**\*\* CONFIDENTIALITY NOTICE\*\*** This email message and any attachments are solely for the intended recipient and

may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify the sender immediately and permanently delete or otherwise destroy the information.



**From:** [Jason Seifer](#)  
**To:** [Hsieh, Frances \(BOS\)](#); [Romero, Tabitha \(MYR\)](#)  
**Cc:** [Paria Dea](#); [Bourne, Megan \(FAM\)](#)  
**Subject:** FW: BLA Final Report FAM  
**Date:** Tuesday, June 18, 2024 3:29:34 PM  
**Attachments:** [FAM 2024-2026 Budget.pdf](#)

---

Hi Frances,

I am confirming (based upon your note) that we have notified the BLA, accepted the BLA report and won't attend the hearing. If anything changes prior to the 10am hearing, I can certainly attend in person.

Tabitha – fyi about the hearing on Thursday.

Best,  
Jason

---

**From:** Pugh, Eliza (BUD) <[eliza.pugh@sfgov.org](mailto:eliza.pugh@sfgov.org)>  
**Sent:** Tuesday, June 18, 2024 11:45 AM  
**To:** Seifer, Jason (FAM) <[jseifer@famsf.org](mailto:jseifer@famsf.org)>; Hu, Ellen (FAM) <[ehu@famsf.org](mailto:ehu@famsf.org)>; Kira Gaber <[kgaber@famsf.org](mailto:kgaber@famsf.org)>  
**Cc:** Bairey, Linden (BUD) <[linden.bairey@sfgov.org](mailto:linden.bairey@sfgov.org)>  
**Subject:** RE: BLA Final Report FAM

Hi Jason,  
We don't know – that would be for you to coordinate with Sup Chan's office.

--

**Eliza Pugh** (she/her)  
Budget & Legislative Analyst's Office  
San Francisco Board of Supervisors  
(415) 552-9485 (c)

---

**From:** Jason Seifer <[jseifer@famsf.org](mailto:jseifer@famsf.org)>  
**Sent:** Tuesday, June 18, 2024 10:57 AM  
**To:** Pugh, Eliza (BUD) <[eliza.pugh@sfgov.org](mailto:eliza.pugh@sfgov.org)>; Hu, Ellen (FAM) <[ehu@famsf.org](mailto:ehu@famsf.org)>; Kira Gaber <[kgaber@famsf.org](mailto:kgaber@famsf.org)>  
**Cc:** Bairey, Linden (BUD) <[linden.bairey@sfgov.org](mailto:linden.bairey@sfgov.org)>  
**Subject:** RE: BLA Final Report FAM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Thanks Eliza. It's been a pleasure working with you!

Just to confirm, if we accept the BLA recommendations, do we need to attend the Thursday meeting in person? In the past we have attended but the Sup Chan's aide told us we did not need to attend if accepting.

Thanks,  
Jason

---

**From:** Pugh, Eliza (BUD) <[eliza.pugh@sfgov.org](mailto:eliza.pugh@sfgov.org)>  
**Sent:** Tuesday, June 18, 2024 9:57 AM  
**To:** Seifer, Jason (FAM) <[jseifer@famsf.org](mailto:jseifer@famsf.org)>; Hu, Ellen (FAM) <[ehu@famsf.org](mailto:ehu@famsf.org)>; [kgaber@famsf.org](mailto:kgaber@famsf.org)  
**Cc:** Bairey, Linden (BUD) <[linden.bairey@sfgov.org](mailto:linden.bairey@sfgov.org)>  
**Subject:** BLA Final Report FAM

Hi Jason, Ellen, and Kira,

Please see attached for the BLA's final report for FAM for the budget hearing this Thursday 6/20.  
Thank you for all that you do for the museums, your work, and collaboration.

Best,  
Eliza

--

**Eliza Pugh** (she/her)  
Budget & Legislative Analyst's Office  
San Francisco Board of Supervisors  
(412) 552-9485 (c)

**From:** [Makstman, Michael \(TIS\)](#)  
**To:** [Hsieh, Frances \(BOS\)](#)  
**Cc:** [Hong, Karen \(TIS\)](#); [Ma, ChiaYu \(TIS\)](#); [Benvenuti, Elaine \(TIS\)](#)  
**Subject:** Re: Additional Instructions from Budget Chair Connie Chan for Week 1  
**Date:** Tuesday, June 18, 2024 11:48:38 AM

---

Frances,

I confirm that we have reached an agreement with our BOS Budget and Legislative Analyst.

Per your instructions, we will not be at the meeting to state our agreement as this email serves as sufficient confirmation.

Thanks,  
Mike

**Michael Makstman**

Interim City Chief Information Officer &  
Executive Director, Department of Technology  
City & County of San Francisco  
415-530-7451 - mobile

This communication is an information security record exempt  
from disclosure under California Gov. Code, §7929.210

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**From:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>  
**Sent:** Monday, June 17, 2024 10:56 AM  
**To:** Makstman, Michael (TIS) <Michael.Makstman@sfgov.org>  
**Cc:** Hong, Karen (TIS) <karen.hong@sfgov.org>; Ma, ChiaYu (TIS) <chiayu.ma@sfgov.org>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello Director Makstman,

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

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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:** Hsieh, Frances (BOS)  
**Sent:** Tuesday, June 4, 2024 6:15 PM  
**To:** Makstman, Michael (TIS) <Michael.Makstman@sfgov.org>; Hong, Karen (TIS) <karen.hong@sfgov.org>; Ma, ChiaYu (TIS) <chiayu.ma@sfgov.org>  
**Cc:** D'Amato, Nina (TIS) <nina.damato@sfgov.org>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Will do!

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

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**From:** Makstman, Michael (TIS) <[Michael.Makstman@sfgov.org](mailto:Michael.Makstman@sfgov.org)>  
**Sent:** Tuesday, June 4, 2024 6:09 PM  
**To:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>; Hong, Karen (TIS) <[karen.hong@sfgov.org](mailto:karen.hong@sfgov.org)>; Ma, ChiaYu (TIS) <[chiayu.ma@sfgov.org](mailto:chiayu.ma@sfgov.org)>  
**Cc:** D'Amato, Nina (TIS) <[nina.damato@sfgov.org](mailto:nina.damato@sfgov.org)>  
**Subject:** Re: Additional Instructions from Budget Chair Connie Chan for Week 1

Thank you for the reminder Frances.

Please include our Chief of Staff [@Hong. Karen \(TIS\)](#) and CFO [@Ma. ChiaYu \(TIS\)](#) in the future communications and reminders.

Thanks,  
Mike

**Michael Makstman**

Interim City Chief Information Officer &  
Executive Director, Department of Technology  
City & County of San Francisco  
415-530-7451 - mobile

This communication is an information security record exempt  
from disclosure under California Gov. Code, §7929.210

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**From:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Sent:** Tuesday, June 4, 2024 5:47:13 PM  
**To:** Makstman, Michael (TIS) <[Michael.Makstman@sfgov.org](mailto:Michael.Makstman@sfgov.org)>  
**Cc:** D'Amato, Nina (TIS) <[nina.damato@sfgov.org](mailto:nina.damato@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:** [Shah, Tajel](#)  
**To:** [Hsieh, Frances \(BOS\)](#); [Holober, Reuben \(BUD\)](#)  
**Cc:** [Fried, Amanda \(TTX\)](#); [Cisneros, Jose \(TTX\)](#); [Vong, David \(TTX\)](#)  
**Subject:** FW: TTX Final Report  
**Date:** Tuesday, June 18, 2024 1:59:14 PM  
**Attachments:** [01. TTX 2024-2026 Budget.pdf](#)

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Hello –

The Office of the Treasurer & Tax Collector agrees.

Thank you for organizing the process so smoothly.

Regards,  
Tajel

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**From:** Holober, Reuben (BUD) <reuben.holober@sfgov.org>  
**Sent:** Tuesday, June 18, 2024 10:07 AM  
**To:** Shah, Tajel <tajel.shah@sfgov.org>; Vong, David (TTX) <david.vong@sfgov.org>  
**Subject:** TTX Final Report

Hi Tajel and David,

Thanks again for all your assistance with the budget review process. Here is our final report.

Best,  
Reuben

Reuben Holober

Budget and Legislative Analyst's Office

1390 Market Street, Suite 1150

San Francisco, CA 94102

(415) 553-4635 (Office)

(415) 625-3574 (Cell)

**From:** [Sofis, Kate \(WAR\)](#)  
**To:** [Hsieh, Frances \(BOS\)](#)  
**Cc:** [Salem, David \(WAR\)](#); [D'Cruz, Donna \(WAR\)](#)  
**Subject:** Re: Final BOS PPT from Kate  
**Date:** Monday, June 17, 2024 1:19:33 PM  
**Attachments:** [image001.png](#)

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Frances-

We are pleased to report that War Memorial is in agreement and accepts all of the BLA proposed reductions.

Regards,  
Kate

**Kate Sofis**  
Managing Director  
**San Francisco War Memorial and Performing Arts Center**  
401 Van Ness Avenue, Room 110 San Francisco, CA 94102  
Direct: 415.554.6306 Main: 415.554.6300  
[Kate.Sofis@sfgov.org](mailto:Kate.Sofis@sfgov.org)  
[www.sfwarmemorial.org](http://www.sfwarmemorial.org)

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**From:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Sent:** Monday, June 17, 2024 10:49 AM  
**To:** Sofis, Kate (WAR) <[kate.sofis@sfgov.org](mailto:kate.sofis@sfgov.org)>  
**Cc:** Salem, David (WAR) <[david.c.salem@sfgov.org](mailto:david.c.salem@sfgov.org)>; D'Cruz, Donna (WAR) <[donna.dacruz@sfgov.org](mailto:donna.dacruz@sfgov.org)>  
**Subject:** RE: Final BOS PPT from Kate

Hello Director Sofis,

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

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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  
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**From:** Sofis, Kate (WAR) <kate.sofis@sfgov.org>  
**Sent:** Tuesday, June 11, 2024 2:04 PM  
**To:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>  
**Cc:** Jalipa, Brent (BOS) <brent.jalipa@sfgov.org>; Cawley, Daniel (MYR) <daniel.cawley@sfgov.org>  
**Subject:** Final BOS PPT from Kate

Dear Frances (cc Brent Jalipa and Daniel Cawley MBO)

Attached is War Memorial's Budget Presentation for Thursday's Board of Supervisors' Budget and Appropriations Committee.

I will be presenting.

Kate

**Kate Sofis**  
**Managing Director**  
**San Francisco War Memorial & Performing Arts Center**  
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☎: 415.554.6306 | ✉: [kate.sofis@sfgov.org](mailto:kate.sofis@sfgov.org)  
**Website:** <https://sfwarmemorial.org/>

San Francisco  
War Memorial  
& Performing  
Arts Center

**From:** [Ellis, Kimberly \(WOM\)](#)  
**To:** [Hsieh, Frances \(BOS\)](#)  
**Cc:** [Nguyen, My Lan Do \(WOM\)](#)  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1  
**Date:** Monday, June 17, 2024 12:32:39 PM

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Hi Frances,

Thank you for your message. I'm happy to report that the Department was able to come to an agreement with the BLA regarding proposed reductions to our budget. Therefore, we will **not** plan to be at the hearings this Thursday unless we hear from you otherwise. As always, thank you for all your work during this process. We appreciate you and the entire Chair Chan team. Have a great rest of the week,

All my best,  
Kimberly



Kimberly Ellis | Director  
she/her/hers  
**San Francisco Dept. on the Status of Women**  
Engage. Educate. Empower.  
p: (415) 252-4679  
w: dosw.org

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**From:** Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>  
**Sent:** Monday, June 17, 2024 10:51 AM  
**To:** Ellis, Kimberly (WOM) <kimberly.n.ellis@sfgov.org>  
**Cc:** Nguyen, My Lan Do (WOM) <mylando.nguyen@sfgov.org>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hello Director Ellis,

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

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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  
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**From:** Ellis, Kimberly (WOM) <[kimberly.n.ellis@sfgov.org](mailto:kimberly.n.ellis@sfgov.org)>  
**Sent:** Wednesday, June 5, 2024 4:33 PM  
**To:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Cc:** Nguyen, My Lan Do (WOM) <[mylando.nguyen@sfgov.org](mailto:mylando.nguyen@sfgov.org)>  
**Subject:** RE: Additional Instructions from Budget Chair Connie Chan for Week 1

Hi Frances and thank you for your message. WOM is ready and will have the presentation to you by the deadline. Look forward to seeing you all next week.

All my best,  
Kimberly



Kimberly Ellis | Director  
she/her/hers  
**San Francisco Dept. on the Status of Women**  
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w: dosw.org

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**From:** Hsieh, Frances (BOS) <[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)>  
**Sent:** Wednesday, June 5, 2024 4:30 PM  
**To:** Ellis, Kimberly (WOM) <[kimberly.n.ellis@sfgov.org](mailto:kimberly.n.ellis@sfgov.org)>  
**Cc:** Nguyen, My Lan Do (WOM) <[mylando.nguyen@sfgov.org](mailto:mylando.nguyen@sfgov.org)>

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

Hello Director Ellis,

I just wanted to remind you that your departmental budget presentation is next **Thursday, 6/13** 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 Thursday, 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

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Frances Hsieh | 謝令宜

Pronouns: she/her/hers

Office of Supervisor Connie Chan

San Francisco Board of Supervisors, District 1

(415) 554-7410