

**City and County of San Francisco**  
Committee on Information Technology

# Budget and Performance Subcommittee

03/22/24

# Agenda

- Call to Order by Chair
- Roll Call
- General Public Comment
- Department Updates and Announcements
- Approval of Meeting Minutes from March 15, 2024 (Action Item)
- FY 2024 - 2025 & FY 2025 - 2026 Budget Presentations
- Review the remaining schedule for Department presentations (March - April)
- Adjournment

# Item Number 3

## General Public Comment

Discussion

# Item Number 4

## Department Updates and Announcements

Discussion

# Item Number 5

Approval of Minutes from March 15, 2024

Action item

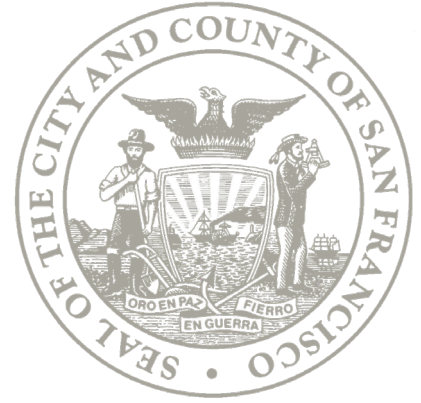
# Item Number 6

## FY 2024 - 2025 & FY 2025 - 2026 Budget Presentations

Discussion

# Presentation Schedule

- **(10:10AM - 10:30AM) Quality & accessibility funding for migration of City websites**
- **(10:30AM -10:50AM) Disaster Recovery for Critical City Applications**
- **(10:50AM- 11:10AM) Disaster Service Worker Management System**
- **(11:10AM -11:30AM) Digital Evidence Management System DEMS**
- **(11:30AM -11:50AM) Empty Homes Tax**



Cyd Harrell, Digital and Data Services (ADM)

# SF.gov Update (Quality & Accessibility)



# Project Overview

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- › The City faces legal risk if our online presence is inaccessible, as well as security risk & high monitoring costs from scattered dot-com and dot-org domains.
  - › **NEW: California has a new law requiring dot-gov domains for local government by 2029 (AB1637).**
  - › San Franciscans need accessible and user-friendly online services and information.
- Project Objective
    - › We're building a secure, accessible, nimble City-wide web platform and helping departments move their presence and their services to it. This project requests a continuation of support for improving this new City-wide web infrastructure.
    - › **We now expect SF.gov to be a key tool for meeting the 2029 dot-gov requirement.**



# Overall project health update: GOOD

	On SF.gov	Elsewhere
Department sites	42	28
Division & programs sites	38	26
Board & commission sites	112	44

- In addition to accessibility improvements, FY 24 development saw the launch of an improved search function and of Drupal 10's improved security and editor tools.
- Increased human translations for service pages from 25% to 40% while increasing service pages from 862 to 1074
- FY 24 moves have been focused on more complex sites: Department of Elections, DPH, DHR, 311, and DT (as well as further small sites) with CGJ, DCYF, ASR, & HSH on tap for late FY24/early FY25.
- With the Dot-gov mandate (AB 1637) set to kick in in January 2029, we are recommitting to developing a platform where most City departments will have the features they need to deliver their online services.

# Recent examples



SF.GOV

[General Information](#) [Candidate Information](#) [Local Ballot Measures](#)

Part of [Department of Elections Voter Pamphlet](#)

## Measure F

Read Aloud

[Home](#) > [Local Ballot Measures](#)

# F

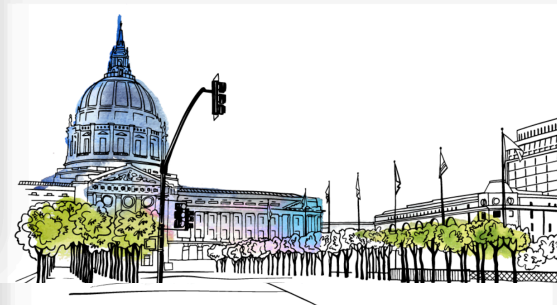
## Illegal Substance Dependence Screening and Treatment for Recipients of City Public Assistance

Shall the City require single adults age 65 and under with no dependent children who receive City public assistance benefits and whom the City reasonably suspects are dependent on illegal drugs to participate in



## 人力資源

我們管理城市的勞動力，招募多元化的人才，並確保員工的福祉。



### 參觀城市就業中心

了解城市工作並獲得職業生涯的指導和支持。

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### 為城市工作

對我們居民的生活產生影響。選擇目的。



# COIT Funding Components

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- Positions: requested for FY 2025 & FY 2026
  - › QA Lead: Overall platform reliability & quality assurance as we transition to a more flexible platform that can support more departments' needed features.
  - › Translations Lead: Refining our machine & human translation workflows, establishing translation glossaries, handling the next round of translation contracting, and tracking translation quality across vendors.
- Contract support: requested for FY 2025 & 26
  - › Human Translation
  - › ~~Secure hosting & infrastructure~~
    - Project to move to cheaper, more secure DT infrastructure via Cloud Center of Excellence is on track to complete April 2024, so we will not need COIT support for this going forward.



# Project Update: SF.gov platform funding

	Citywide Web Redesign	Digital Accessibility & Inclusion Standard			Dot-gov transition	
	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27
COIT Funding	\$629,785	\$973,167	\$973,167	\$765,000	\$765,000	
Other Sources	\$2.5M	\$2.9M	\$3.6M	\$2.5M	\$2.5M	

# Cost effectiveness

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	On SF.gov	FY 23	FY 24
Department sites	42	\$973,167	\$973,167
Division & programs sites	38		
Board & commission sites	112	\$2.9M	\$3.6M

For a total cost of ~ 9.5M, we've enabled nearly 200 website redesigns for accessibility.

# High-Level Project Plan

Quarter/FY	Dates	FY24	FY24	FY24	FY25	FY25	FY25	FY25	FY26	FY27	FY28
		Q2	Q3	Q4	Q1	Q2	Q3	Q4			
<b>Secure hosting</b>											
Move from Pantheon to CCE			█	◆							
<b>DAIS compliance</b>											
Round 1 website moves		█	█	█	█	◆					
<b>Upgrade &amp; redesign</b>											
Development & staff beta		█	█	█	█	◆					
Automatic move & public launch				█	█	◆					
New features							█	█	◆		
<b>Dot-gov transition</b>											
							█	█	█	█	█

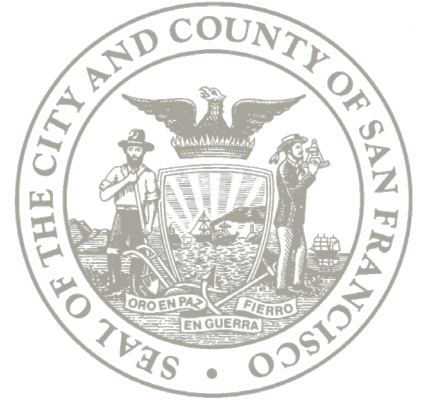


# Measuring Project Success

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- Key Performance Indicator(s)
  - › Public satisfaction with SF's web presence
  - › SF.gov visits & page stats
  - › Department satisfaction with platform, design, tools, & support
  - › Archiving of non dot-gov domains
  - › Savings for departments from using the city-wide platform instead of procuring separate design, development, hosting, and consulting
  - › Savings in DT monitoring & hosting costs & effort across domains
  - › Percentage of service pages with human translation





# Risk Mitigation Strategies

# Project Risk Management Plan

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<p><u>Potential Risk:</u> Time overruns &amp; delays</p>	<p>We've reduced our vendor exposure greatly with the choice of a technology stack that is easier to hire for internally, but we're still dependent on vendors for migration support.</p> <p>Both the QA &amp; Translation roles help us manage risk by guiding development and translation processes and implementing testing.</p>
<p><u>Consequences of Not Funding</u></p>	<p>SF's web presence will remain scattered; it will be difficult for the public to find the services and information they need.</p> <p>Many more departments will need to do independent procurements for web designs, builds, and hosting.</p>

# Focused dashboard addressing editor pain points

**Content** ☆

Content Meetings Translations Transactions Topics Departments Public bodies Forms Addresses Media Scheduled

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<input type="checkbox"/>	ID	TITLE	CONTENT TYPE	AGENCY	STATUS	AUTHORED BY	LATEST MODERATION STATE	UPDATED	OPERATIONS
<input type="checkbox"/>	7690	Join Digital Services	Information page	Digital Services	Unpublished	Liz.Aviles@sfgov.org	archived	01/05/2024 - 15:40	Edit
<input type="checkbox"/>	1788	Digital Services	Agency	City AdministratorDataSF	Published	Pernik.Howe@sfgov.org	published	12/18/2023 - 13:48	Edit
<input type="checkbox"/>	11486	San Francisco Generative AI Guidelines	Report	City Administrator, Committee on Information Technology (COIT), Department of Technology, Digital Services, Human Resources	Published	Bekah.Otto@sfgov.org	published	12/11/2023 - 08:58	Edit
<input type="checkbox"/>	10452	About SF gov	Information page	Digital Services	Published	Pernik.Howe@sfgov.org	published	08/15/2023 - 12:57	Edit

**Content Dashboard**

John Smith ✓ Mayor's Office of Housing and Community Development

+ Add new page

Search My edits Agency pages Images Documents Settings Help

**My edits** My edits Agency pages

Title	Status	Type	Operations
<b>MOHCD Client Intake Form Instructions</b> Mayor's Office of Housing and Community Development	Draft	Information	Preview draft More
<b>GetACP</b> Mayor's Office of Housing and Community Development	Published	Transaction	View live More
<b>Connect San Francisco Events</b> Mayor's Office of Housing and Community Development, SF Library	Published + Draft	Campaign	Preview draft More
<b>San Francisco Digital Equity</b> Mayor's Office of Housing and Community Development, Department of Technology, SF Library, Office of Economic and Workforce Development	Draft	Agency	Preview draft More
<b>ACP Enrollment Assistant</b> Mayor's Office of Housing and Community Development	Archived	Transaction	Preview draft More

View more in My edits

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**Editor support**  
Quick start guide  
Instructions and resources  
Content style guide (a to z)

# Agency view

English Español 中文 Filipino

SF.GOV Services Departments Search

Part of City Administrator

## Office of Civic Engagement and Immigrant Affairs

OCEIA SAN FRANCISCO OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS

We operate and fund programs that help immigrants. We also help the City meet the Language Access Ordinance.

### Get free help with your citizenship application

The San Francisco Pathways to Citizenship Initiative is hosting a free in-person citizenship workshop on Saturday, April 6, 2024.

Learn more and make an appointment

#### Get immigration legal help

Find free to low-cost immigration legal help in San Francisco.

#### Language access and rights

Learn about how the City meets the needs of San Franciscans with limited English skills.

#### Immigrant Rights Commission

Be informed, get engaged, and speak out.

SF.gov Residents Businesses Careers City Government English

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Calendar Services News Resources About Contact

#### Get immigration legal help

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### Calendar

Meeting schedule

Meetings are on the second and fourth Monday at 4:30 pm

Public comment in meetings

To offer public comment during a meeting, use the phone number and access code provided for each meeting.

#### UPCOMING CALENDAR

September 01	Meeting Committee subcommittee monthly meeting Wednesday, September 09 2023 10:30 am	September 02	Event Cancelled Committee subcommittee monthly meeting Wednesday, September 09 2023 10:30 am
September 03	Meeting Finance subcommittee meeting Wednesday, September 09 2023 10:30 am	September 04	Meeting STEAM Hub offers activities for K-12 students. Wednesday, September 09 2023 10:30 am

#### PAST CALENDAR

August 01	Meeting Cancelled Committee subcommittee monthly meeting Wednesday, September 09 2023 10:30 am	August 02	Event Committee subcommittee monthly meeting Wednesday, September 09 2023 10:30 am
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Before...

...After!

Questions?

# Disaster Recovery

for Critical City Applications



# DR for Critical City Applications

## Problem Statement

### Background:

- Enhance CCSF's resilience in the face of potential disruptions by implementing a cost-effective and efficient Disaster Recovery strategy.

### Problem Statement:

- The absence of Disaster Recovery plans for numerous critical applications poses significant risk, as failures may lead to interruptions in essential City services.
  - Failures including natural disasters, technical failures, cyber security incidents, etc.

# DR for Critical City Applications

## Project Objective

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- The DR Program FY2024-25 will focus on collaborating with a handful of departments to establish IT Disaster Recovery solutions to support critical business services.
- The funding request for the Disaster Recovery Program FY2024-25 primarily covers cloud and staffing costs associated with implementing DR solutions.
  - › Note: additional costs, if any, related to software applications, databases, software licensing, and/or vendors supporting those may need to be absorbed by respective departments operational budget.

Enterprise departments would be out-of-scope of this project.



# DR for Critical City Applications

## Business Benefit and Impact

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- Disaster Recovery Program aligns with CCSF's overall business continuity and risk mitigation.
- Reduce risk of costly business disruption and recovery.
- Maintain integrity and availability of city services.
- Underlines CCSF's commitment to resilience.



# High-Level Project Plan

Analyze and Implement Technology Resilience for City Tier 1 and 2 Critical Applications	Overall Status	2021				2022				2023				2024					
		Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	
Survey departments using City datacenters to inventory Tier 1/2 applications																			
Conduct Business Impact Analysis for Tier1/2 applications hosted in City datacenters and document action plans																			
Share initial Department IT Resilience Reports with Departments' Leadership																			
Initiate Business Impact Analysis for Tier1/2 applications hosted by Departments																			
<b>Prioritize the list of Dept. Tier 1 application with ADM Leadership</b>																			
Implement disaster recovery application sites for prioritized set of Tier applications (pending COIT investment)																			
Support Departments application resiliency planning and implementation (ongoing)																			

**Legend:**

- Completed
- In Progress
- Not Started
- On-going



# DR for Critical City Applications

## Performance Measures



### Completed FY23/24:

- Risk Analysis (RA) - Addressing scenarios such as data center outages and cybersecurity incidents and their impact on facilities and workforce following City's HCR Plan
- Business Impact Analysis (BIA) conducted for all DT Business Operations to determine Application "Tier Criticality," recovery dependencies, and their resilience status based on the City's DPR3 Policy and Citywide Technology Resilience Standard.
- Evaluation of the Current Disaster Recovery Strategy for all IT Operations.
- Complete Business Impact Analysis for 57 critical business applications in the Data Center

### Planned FY24/25:

- Build cost-effective DR solutions for approximately 5 critical business applications each year identified by ADM leadership.
- Perform initial assessment, develop DR strategy, and establish DR environments.



# Measuring Project Success

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- Key Performance Indicator(s)
  - › IT Risk and Resilience Assessment complete for all department Tier 1 and 2 critical applications
  - › Consolidate and Prioritize the list of Tier 1 and 2 critical applications
  - › Implement resilient DR solution for 5 prioritized Tier 1 critical applications each year



# Project Risk Management Plan

<p><u>Potential Risk #1:</u> Project Scope Creep (<i>project deliverables expand beyond original plan and exceed available resources</i>)</p>	<p>Work with ADM leadership to receive clarity on prioritization and scheduling of DR solutions for Tier 1 applications.</p>
<p><u>Potential Risk #2:</u> Staffing/Capacity for Implementation, Deployment, Training</p>	<p>The funding request includes funding for additional staffing to support this initiative. The core project team to be supported by a larger group that is cross -trained in the initiative and can add additional support when needed.</p>
<p><u>Consequences of Not Funding</u></p>	<p>Continued vulnerability of Tier 1 business-critical City systems to costly business disruption by IT outages.</p>
<p><u>Alternate Plans</u></p>	<p>Continue advocacy and support of City departments on building resilient systems. Lack of budget may render additional progress slow or infeasible.</p>



# DR for Critical City Applications Funding Request



		FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29
<b>Total Project Costs</b>	<b>High</b>	\$977,506	\$977,506	\$977,506	\$250,000	\$250,000
	<b>Low</b>	*\$613,753	\$977,506	\$250,000	\$250,000	\$250,000
<b>Funds requested from COIT</b>		\$977,506	\$977,506	\$977,506	\$250,000	\$250,000

<b>Breakdown of Funding Ask:</b>	<b>FY2024-25</b>	<b>FY2025-26</b>
City Department Onboarding funding to cover initial cloud consumption	\$250,000	\$250,000
Office of Cybersecurity- Senior DR Specialist (1043)	\$242,502	\$249,310
Cloud Center of Excellence - Senior DR Specialist (1043)	\$242,502	\$249,310
Network Infrastructure - Senior Network Engineer (1043)	\$242,502	\$249,310
<b>Total:</b>	<b>\$977,506</b>	<b>\$977,506</b>

**Key Cost Elements:**

**Cloud Services:** Costs associated with creating cloud-based DR for top 25 applications through FY28-29. Department budgets to cover subsequently.

**\*FY24-25 Low Cost:** Initial labor costs to establish new DR program covered in FY24-25(0.5 \*3 FTE) and FY25-26 (3 FTE). Operational budget to cover subsequently.



Questions?



# Disaster Service Worker Management System

COIT Budget & Performance Subcommittee

March 22, 2024





# Topics f Discussion

- Disaster Service Worker Overview
- Current Challenges
- Solution Proposal
- Financial Forecast



# Overview

- By State law and City ordinance, all City and County employees are designated as Disaster Service Workers ("DSWs").
- This means when the Mayor declares a citywide emergency, City and County employees may be required to serve as DSWs in support of the City's response and recovery efforts.
- When you receive a notice to report to an assignment as a DSW, you are required by law to report and serve.
- In a citywide emergency, the Department of Emergency Management will activate its Emergency Operations Center (EOC), a physical or virtual hub where City and County departments and partner agencies coordinate the city's emergency response activities.
- If the City determines that DSWs are needed, the San Francisco Department of Human Resources (DHR) will work with department human resources representatives to deploy needed DSWs.



# Current Challenges

## Current Challenges:

COVID-19 and other recent local disasters have highlighted the fragmented tools and technology for deploying, tracking, and communicating disaster service workers. The City's after-action report confirmed the need to invest in integrated technology.





# Solution Proposal

## **Solution Proposal:**

The DSW Management System would provide DHR and the City with enhanced capabilities for receiving emergency DSW requests, recruiting and deploying DSWs, and tracking those deployments. The technology would allow integration with current and future City technology infrastructure.

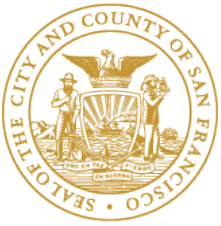
## **Benefits:**

- ✓ Utilize technology to coordinate and improve service delivery and make information accessible;
- ✓ Perform under the pressures of an emergency with an intuitive experience that requires little to no training;
- ✓ Ability to push prepopulate templates and facilitate two-way communication;
- ✓ Advance diversity, fairness, and equity surrounding who and how individuals are selected.



# Financial Forecast

COIT Funding Request	FY2024-25
Labor - 1053	0.79 FTE / \$170K
Software	\$200K
<b>Total Request</b>	<b>\$370K</b>



# OFFICE OF THE DISTRICT ATTORNEY SAN FRANCISCO POLICE DEPARTMENT

Presentation to COIT Budget & Performance Subcommittee

# ✓ Digital Evidence Management System (DEMS)

Presented by

DAT: Herman Brown, CIO

POL: Jim Shields, Director

Friday, March 22, 2024

# Project Overview

# Project Overview

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- Problem Statement

- The absence of a centralized Digital Evidence Management System (DEMS), coupled with the sheer volume of managing 15,000+ cases annually, is a significant challenge for public safety (DAT/POL) agencies in accessing, storing, transferring, and managing chain of custody due to the many diverse evidence sources.

- Project Objectives

- To implement a **centralized** system for sharing digital evidence between the Police and District Attorney; and to facilitate continuing electronic discovery of case materials to defense counsel, with a trackable and auditable chain of custody solution to support data integrity.
- Reduce risk of mishandling PII (Personal Identifiable Information), HIPPA (Health Insurance Portability and Accountability Act), and CJJ (Criminal Justice Information) digital evidence and ensure all evidence is made available to counsel.
- Ensure all evidence is made available to counsel in a consistent and reliable manner.



# Project 5- Year Financial Forecast

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Includes DAT/POL	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
COIT Allocation	\$244K	\$370	\$0	\$0	\$0
Other Sources	\$0	\$0	\$0	\$0	\$0
Total Project Funding	\$244K	\$370K	\$0	\$0	\$0

# High-Level Project Plan

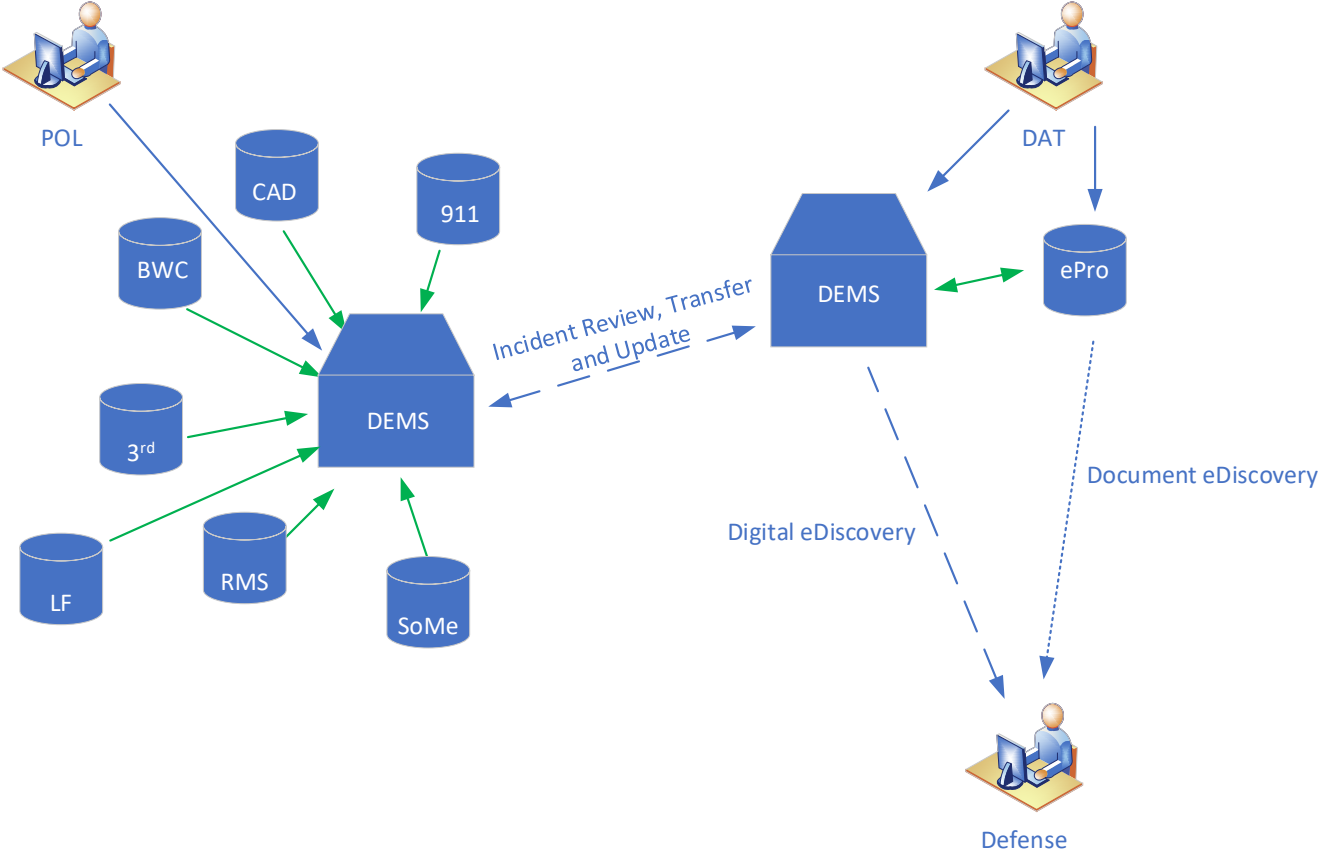
	FY 2024		FY 2025				FY 2026				FY 27	FY 28
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Research & Design	■											
Procurement			■									
Planning			■									
Interface & Data Conversion					■							
Testing & Training							■					
Project Completion										■	◆	

# Measuring Project Success

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- Key Performance Indicator(s)
  - How much data has been shared with defense counsel year-over-year or for other time periods.
  - Which defense is involved (i.e., public, private, conflict), type of media (i.e., video, audio, BWC, 3rd party video, etc.)
  - Percentage (%) of digital evidence that is sourced from the public.
  - Uptime performance and reliability of solution.

# Other Relevant Information Dept Wants to Share



# Risk Mitigation Strategies

# Project Risk Management Plan

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<p><u>Potential Risk # 1:</u> Budget Overrun and/ or Vendor Delays</p>	<p>The DAT and POL project managers and collective teams will work collaboratively to minimize the risk of budget overrun with a clearly defined statement of work with vendor commitment to complete the work in an agreed upon timeline in advance of starting the project.</p>
<p><u>Potential Risk # 2:</u> Project Scope Creep (<i>project deliverables expand beyond original plan and exceed available resources</i>)</p>	<p>DAT and POL already have independent cross-functional teams of executive leadership, supervisors, managers, and line staff that meet regularly to discuss active projects. DAT and POL will combine these essential personal for regularly scheduled combined meeting. This “governance” group’s responsibility will work together to make both technical and business decisions that meet the requirements of the organizations and manage scope creep to achieve a successful outcome.</p>
<p><u>Potential Risk # 3:</u> Staffing/ Capacity for Implementation, Deployment, Training</p>	<p>DAT and POL already have cross-functional project teams of technical and business subject matter experts (SMEs), along with knowledgeable project managers, who collectively will be responsible for the implementation of the Digital Evidence Management System (DEMS), along with testing, documentation and training along with the vendor.</p>

# Project Risk Management Plan (Continued)

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<u>Consequences of Not Funding</u>	<p>In modern investigations, digital evidence plays a crucial part in proving one's "guilt" or "innocence". We live in a digital age where internet access, cell phones, and portable devices are commonplace not only in the workplace, but in schools, in homes, and those that choose to participate in criminal activity.</p> <p>If DAT and POL are not funded for this project, as law enforcement agencies we will be at a huge disadvantage in our attempts to make San Francisco a safer city for our constituents, commuters, and visitors. We will be forced to continue to attempt to piece together inefficient solutions, manage security risks due to lack of auditing capabilities, challenges in sharing of digital evidence, resource constraints, manual process, and reliance on legacy technology that is incapable of supporting digital evidence.</p>
<u>Alternate Plans</u>	<p>There are no viable cost-free alternatives that would centralize digital evidence for sharing between agencies that uses a security model for limiting which evidence can be shared, which units, or which individuals within those units can access digital evidence.</p> <p>Police Records Management System (RMS), which is Agency-specific, is designed for its record keeping activities, including crime data reporting.</p>

# Change Impact Assessment

## Impact Analysis

Dimension of Change	Description of the change
Operational Impact	Storage and sharing of digital evidence will be centralized in a system outside of any systems specific to the DA or Police.
Policy & Management Impact	<p>POL: Police policy on the storage of evidence will need to be updated so that all sworn members comply with the storage of digital evidence in a centralized system.</p> <p>DAT: Will need to revise its current Intake charging and discovery procedures as well as update its policy, communicate, and train defense counsel on how to retrieve digital evidence from DEMS.</p>
Impact to Specific Roles/Teams, Departments, Residents	<p>POL: Overall impact to sworn members is low so long as there is sufficient training in storing digital evidence and the sharing of it with the DA.</p> <p>DAT: The implementation of such solution will be a welcome solution to DAT staff and defense counsel as it will create efficiencies and provide a single process for the sharing and retrieving of electronic discovery.</p> <p><b>Residents:</b> Allow the public to provide digital evidence more quickly and efficiently to investigators and the DA. Ensures that a defendant's constitutional rights are upheld by implementing a safe, secure, and reliable platform for sharing evidence from the criminal justice agencies to the defense.</p>



Questions?



Treasurer & Tax Collector  
CITY AND COUNTY OF SAN FRANCISCO

# Empty Homes Tax

Presented by Mark Bourbin

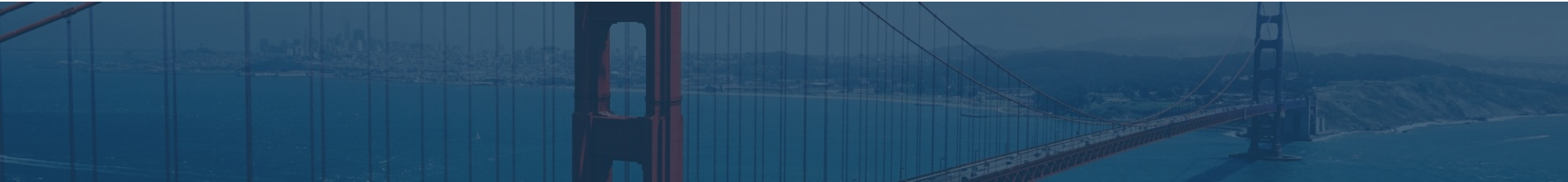
# Project Overview

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## Problem Statement: Implement the Empty Homes Tax

- Passed as a ballot measure by voters in November 2022, it became effective January 1, 2024, and the first Due Date is 4/30/2025
- The tax is unique in that property owners are required to file regarding the vacancy of their unit; these owners are not normally subject to filing a return or being assessed on this basis
  - With some exceptions, Owners of Units in Buildings with 3 or more residential units are required to file
- Units reporting 183 or more days of vacancy (after exemptions related to building permits, construction, etc.) are subject to a tax amount due calculated based on the unit size (square feet)



# Project Overview

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## Project Objectives

- Build a database to determine filing universe for the new tax
- Implement an online and accessible form for taxpayers to file and pay –  
Due date for filing is April 30, 2025
- Configure the Tax System
- Provide effective customer service, including targeted taxpayer outreach and education



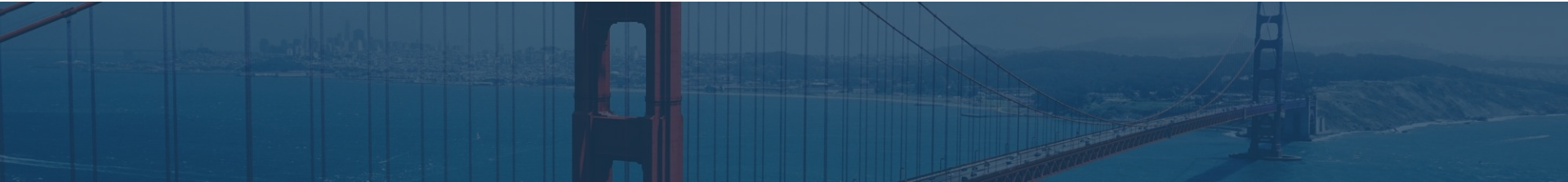
# Project Overview

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## Key Performance Indicators

- Taxpayers are able to file for tax year 2024 and pay as required by the legislation
- Ease of comprehension and use of the tax form measured by percentage of 311 customer service inquiry – The Empty Homes Tax assess a taxes on property owners many of whom are not accustomed to filing a tax and may have language and technology access issues
- Percentage of filing universe which files, and pays if required, timely

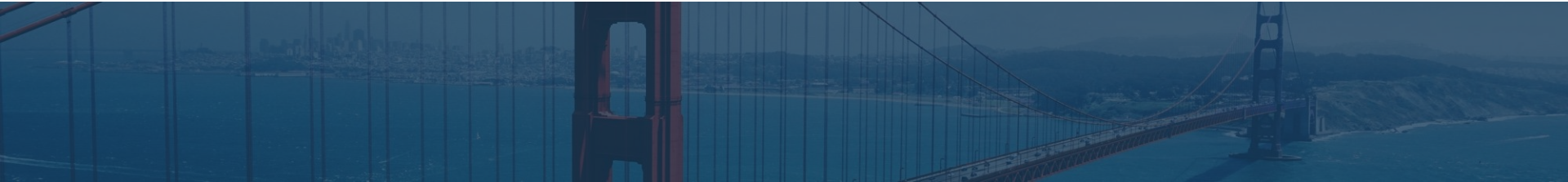


# Project Risk Management

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- Expected to be the largest tax filing universe – about 73k
  - About 83k total parcels subject to EHT, 10k of which are one-unit condos with a Homeowner's Exemption, exempting them from filing
  - Most of these owners are not normally subject to filing a return or being assessed on this basis
- Management of corrections to taxpayer data
  - As the tax relies on data from the ASR and other departments, we will work closely with our partner departments to create a communication pathway and plan for updating data in a timely fashion



# Progress to date

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- Established interdepartmental data sharing and built a new database with that data to identify and store the filing universe annually – first source with Planning, DBI, ASR, Rent in one database
- Completed trailing legislation to facilitate implementation and collection of the new tax
- Identified the system of record for this tax
- Completed requirements for the tax return filing
- Initiated online form development
- Developing multi-lingual communication plan



# Data Sharing



TTX is bringing together ~50 data points from various departments in the administration of the Empty Homes Tax and using the datapoints outlined below to identify the expected filing universe.

Department	Key Data Points
Assessor-Recorder (ASR)	<ul style="list-style-type: none"><li>• Block/Lot</li><li>• ASR Unit Count</li><li>• ASR Use Code</li><li>• Special Assessment 92 information</li></ul>
Department of Building Inspection (DBI)	Unit Count Information: <ul style="list-style-type: none"><li>• Dwelling Unit Count</li><li>• Residential Hotel Unit Count</li><li>• Condo Unit Count</li><li>• Party Wall Unit Count</li></ul>
Planning (CPC)	<ul style="list-style-type: none"><li>• Map-Block-Lot</li><li>• Planning Zoning District</li><li>• Planning Mixed Use</li><li>• Planning Residential Type</li></ul>
Rent Board	TTX is not using Rent Board data to drive identification of the filing universe, but will use Rent Board data as part of compliance and investigations follow up



# High-Level Project Plan



Quarter/FY	2023	2023	2023	2024	2024	2024	2024	2025
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>Pre-development</b>								
Trailing legislation								
Establish Data Sources & MOUs								
<b>Development</b>								
Build & Refine Database								
Data Analysis								
Identify and Configure System of Record								
Create & Test Online Filing Form								
<b>Filing Universe Pulled, Notice Taxpayers to File &amp; Pay</b>								
<b>Filing Deadline</b>								
<b>Compliance Follow Up</b>								

# Project 5-Year Financial Forecast

	FY 23-24	FY24-25	FY25-26	FY26-27	FY27-28
COIT Allocation	\$335,000	\$510,000			
Remaining balance	0				
Other Sources - FTE	.75 – 1070 .50 – 1043 .25 – 0923 .25 – 1823 .50 – 1842	.75 – 1070 .50 – 1043 .25 – 0923 .25 – 1823 .50 – 1842			

Questions?

# Item Number 7

Review the remaining schedule for Department presentations (March - April)

Discussion

## Budget & Performance Presentation Calendar (10:00AM-12:00PM)

### Week of March 15

#### Infrastructure: Network/ Data Centers and Risk Management

(10:10AM - 10:30AM)	DEM	*Radio Project - Financing
(10:30AM - 10:50AM)	AIR	Citizens Broadband Radio Service (CBRS) Private LTE Cellular
(10:50AM - 11:10AM)	AIR	Network Hardware Lifecycle
(11:10AM - 11:30AM)	AIR	Dynamic Network Port Security

### Week of March 22

#### Resource Management & Risk Management & Records Management

(10:10AM - 10:30AM)	ADM	*Quality & accessibility funding for migration of City websites
(10:30AM - 10:50AM)	TIS	Disaster Recovery for Critical City Applications
(10:50AM - 11:10AM)	DHR	Disaster Service Worker Management System
(11:10AM - 11:30AM)	POL & DAT	Digital Evidence Management System (DEMS)
(11:30AM-11:50AM)	TTX	*Empty Homes Tax

## Budget & Performance Presentation Calendar (10:00AM-12:00PM)

### Week of March 29

#### Major IT Project

(10:10AM - 10:30AM)	DEM	*Computer Aided Dispatch Replacement Project
(10:30AM - 10:50AM)	ASR	Property Assessment and Tax Systems Replacement
(10:50AM - 11:10AM)	TIS	*VOIP and LAN Modernization
(11:10AM - 11:30AM)	POL	NIBRS-Compliant RMS
(11:30AM-11:50AM)	TTX	Business Tax Application

### Week of April 5

#### Customer & Case Management

(10:10AM - 10:30AM)	ADM	Digital building permit application platform (Phase 1 - PTS/Accela replacement)
(10:30AM - 10:50AM)	ADM	Permitting Database Replacement
(10:50 AM - 11:10AM)	SHF	*New Jail Management System
(11:30AM-11:50AM)	DAT	Electronic Subpoena Solution

# Adjournment