



COIT Budget & Performance Subcommittee

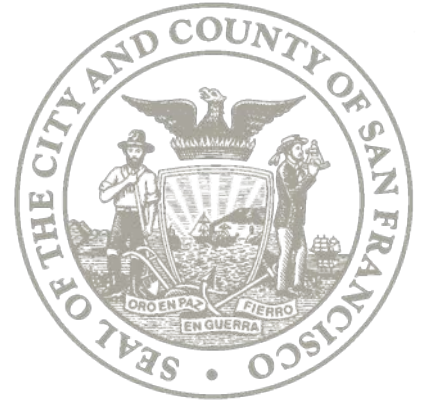
Regular Meeting
October 2, 2020

To provide public comment, call in using phone number 415-655-0001 and access code 146 355 7026.

Agenda

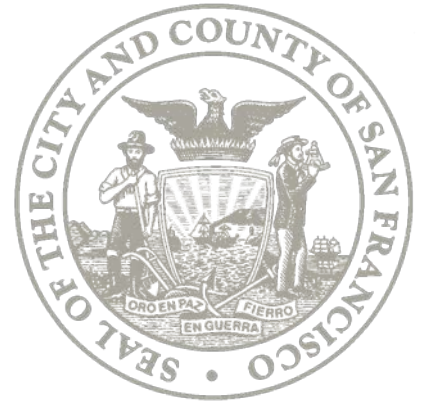
- Call to Order by Chair
- Roll Call
- Approval of Meeting Minutes
- Department Updates and Announcements
- Budget Review
- Project Update: Budget System Replacement
- Public Comment
- Adjournment



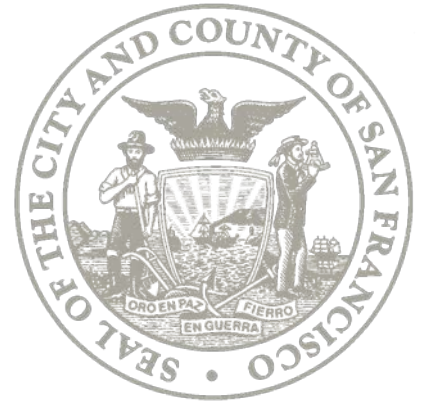


Action Item

3. Approval of Minutes



4. Department Updates & Announcements



5. Review of Budget Changes in FY 2019-20 and FY 2020-21

City Budget Forecast

Cumulative Changes in General Fund Supported Revenues & Expenditures (\$ millions)

| | FY2019-20 | FY2020-21 | FY2021-22 | FY2022-23 | FY2023-24 |
|-------------------------------|-----------|-----------|-----------|-----------|-----------|
| I. Current fiscal year | (246.2) | | | | |
| II. Future fiscal years | | (753.9) | (735.4) | (1,016.4) | (1,088.5) |
| III. Projected shortfalls | (246.2) | (753.9) | (735.4) | (1,016.4) | (1,088.5) |
| FY 2019-20 - FY 2021-22 Total | | | (1,735.5) | | |

Source: SF Controller May Budget Forecast

COIT Allocations Forecast

| | FY 2019-20 | FY 2020-21 | FY 2021-22 |
|---------------------|-------------|-------------|-------------|
| Annual Allocation | 14.1 | 7.6 | 5.8 |
| Major IT Allocation | 22.5 | 15.3 | 11.6 |
| Total | 36.6 | 22.9 | 17.4 |

Note: All figures in \$ millions.

Overview of COIT Project Portfolio

- Going into FY 2020-21, COIT tracked **46** projects with a balance
- Total FY 2019-20 Budget = \$102M

FY 2020-21 COIT Funded Projects

| DEPT | PROJECT | FY 2020-21 (\$) | FY 2021-22 (\$) |
|------|---------------------------|-----------------|-----------------|
| ADM | Citywide Web Project | 701,785 | 701,785 |
| ASR | Property Assessment & Tax | 9,813,975 | 4,839,469 |
| CON | Budget Replacement | 1,369,921 | 577,087 |
| DEM | Radio Replacement | 3,777,522 | 3,807,579 |
| DEM | CAD Replacement | 750,000 | 2,500,000 |
| DHR | Hiring Modernization | 1,000,000 | 500,000 |
| TIS | Telecom Modernization | 1,010,000 | 500,000 |
| TIS | Mainframe Retirement | 511,500 | 511,500 |
| TIS | Network Modernization | 3,000,000 | 3,000,000 |
| TIS | SF Cloud Expansion | 1,000,000 | 500,000 |



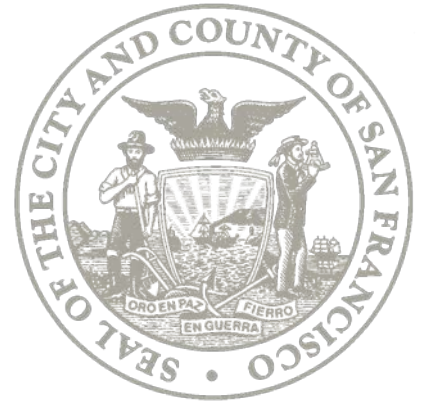
FY 2020-21 Non-COIT Funded Projects

| DEPT | PROJECT |
|------|----------------------------|
| AIR | Contract Management System |
| DPW | New Permitting System |
| MTA | Customer Info System |
| SHF | Jail Management System |
| SHF | Scheduling System |



Additional Cuts

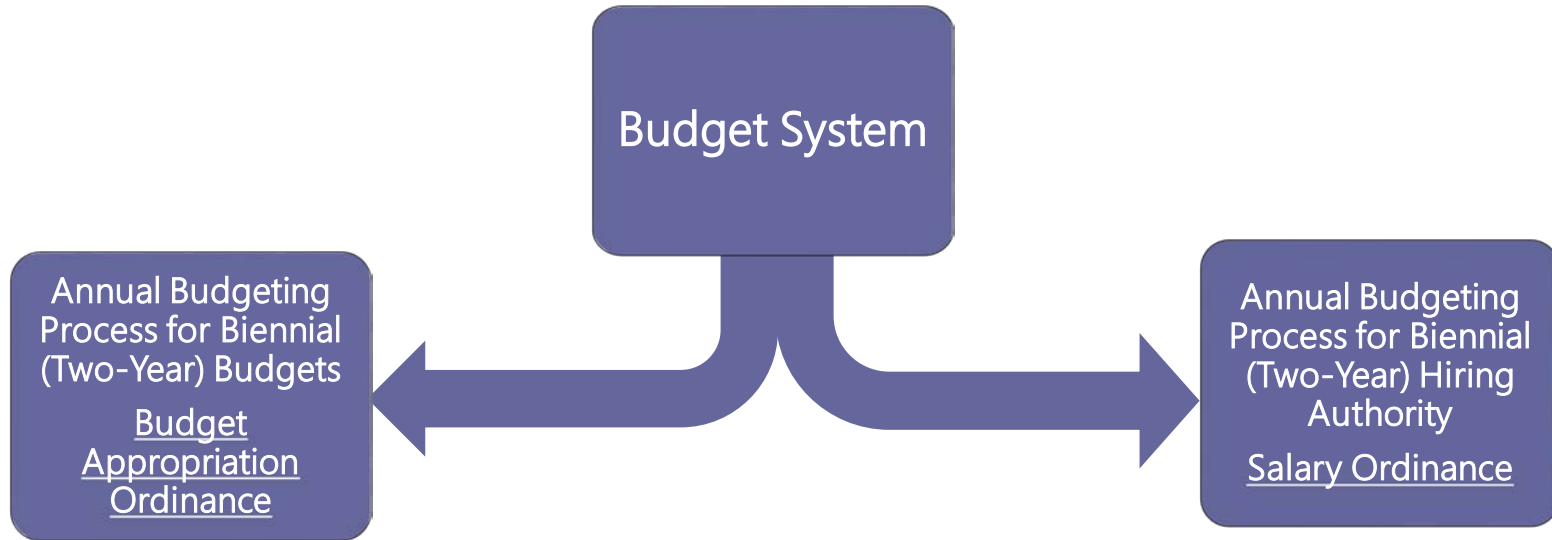
- In addition, 18 Projects with available project balance were cut for a total of \$3.7 million



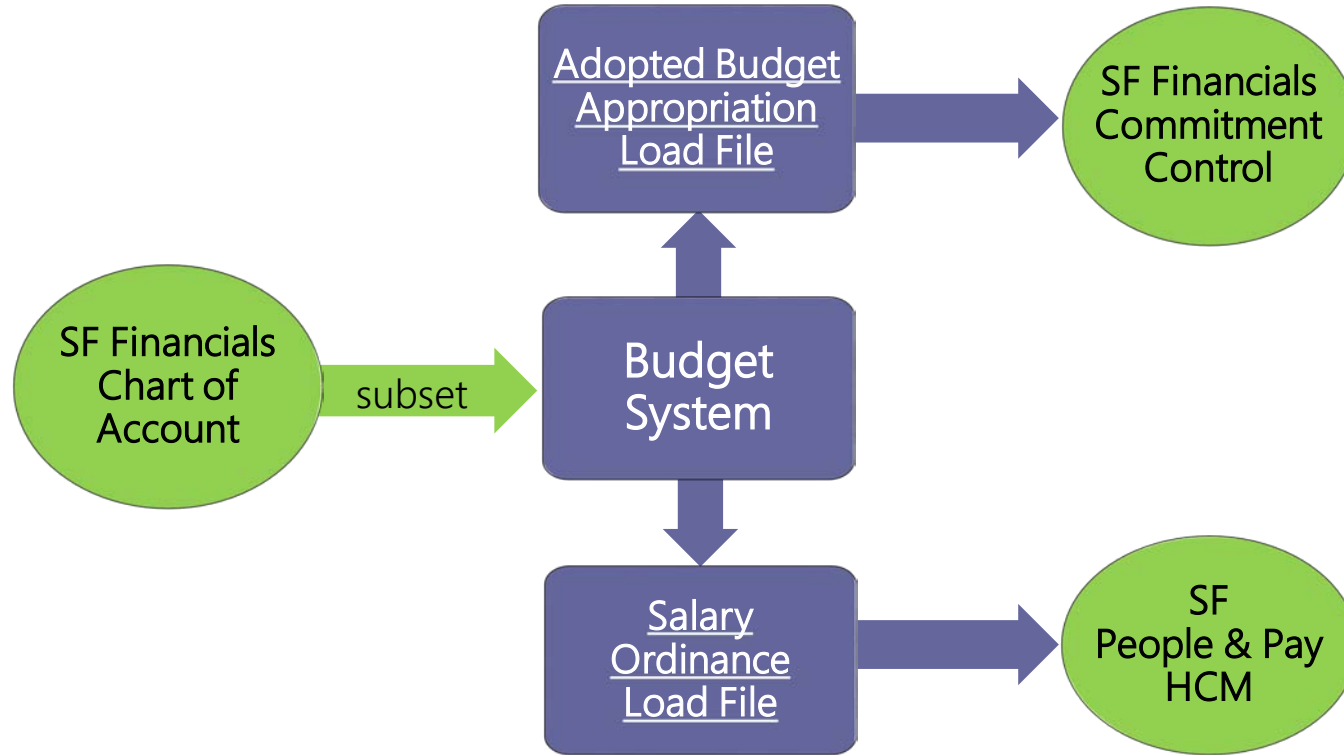
6. SF Budget System Project (Controller)

Budget System

Budget System is to support the annual budget process to produce City's balanced biennial budgets and hiring authority.

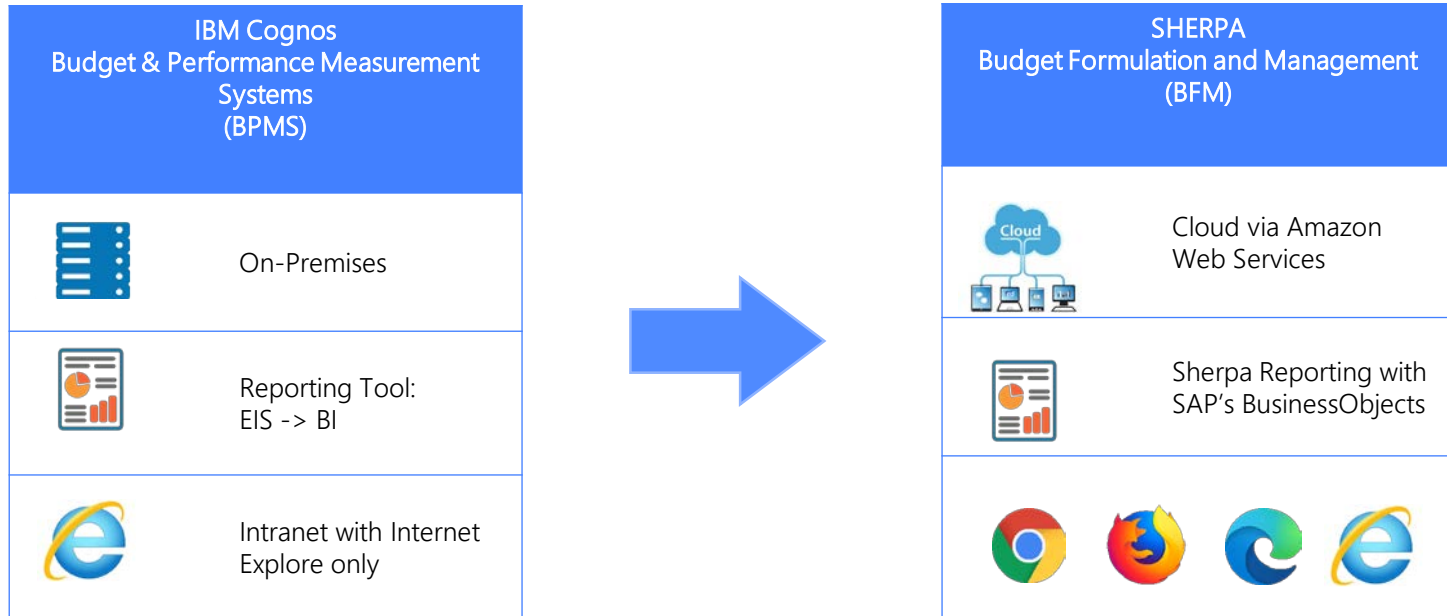


Budget System's Interaction with PeopleSoft



Budget System – BPMS (Current) vs. BFM (New)

Current Budget System, BPMS, went live in 2009 and is approaching end of useful life. Performance Measurement has been replaced with Performance Portal using QuickBase in January 2020.



Project Objectives

Key Objectives

1. Implement the new Budget System, Budget Formulation and Management (BFM).
2. Evaluate and take advantage of new functionalities in BFM for budget planning at:
 - a. Department Level
 - b. Citywide level mainly utilized by Mayor's Budget Office and Controller's Budget and Analysis Division

Not an Objective but an Outcome

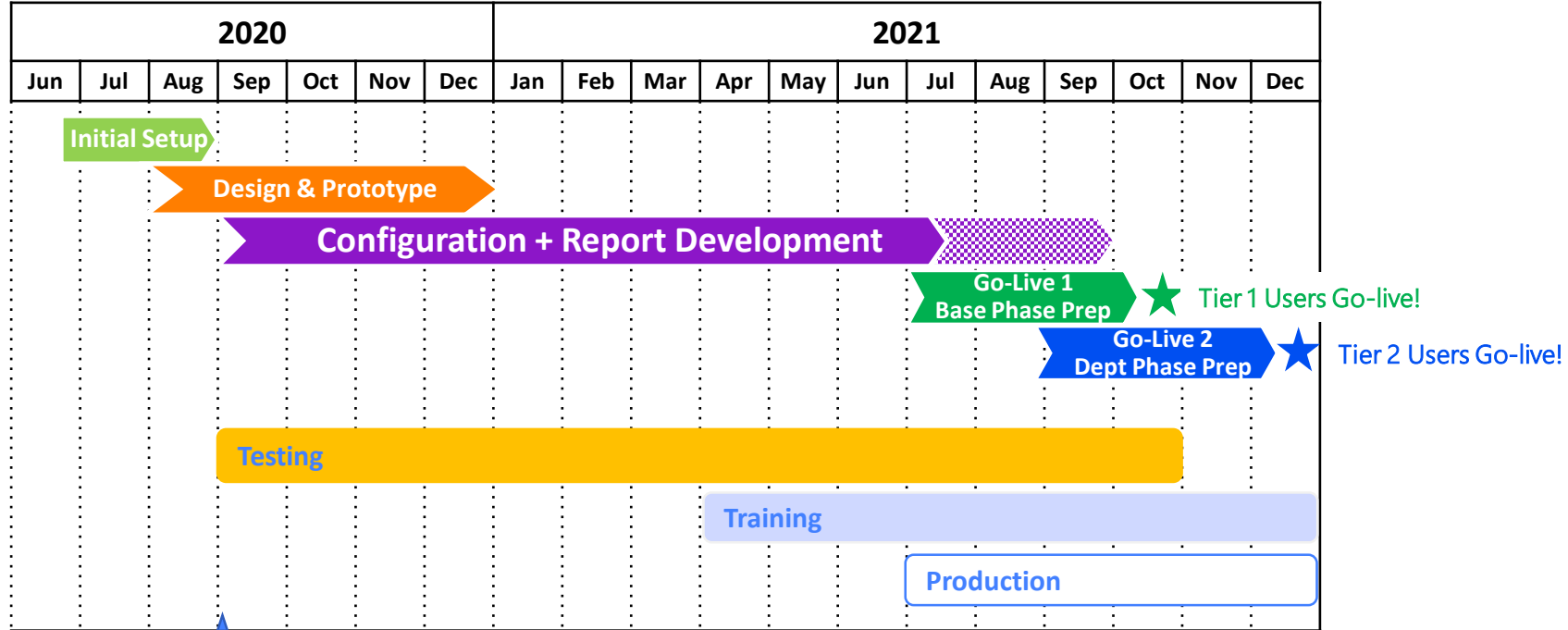
Budget and Performance Measurement System, BPMS, will become a legacy.

Project Guiding Principles

- No changes to City's Budget Process, defined by Charter and Admin Code
- No major changes to the main purpose that the budget system is serving
- New functionalities for implementation, potential workflow and budgeting practice changes will be assessed and vetted by BAD, MBO, and Project Team*
- As minimal customizations as possible
- User testing throughout the Project

Project Timeline





Project
Phase



SF Budget Advisory Board Kick-off

Project Status

| Total Project Budget | Total COIT Funding | Total NGF Funding | Total Spent as of Today | Encumbrance | Remaining Balance |
|----------------------|--------------------|-------------------|-------------------------|-------------|-------------------|
| \$4.85M | \$2.55M | \$2.3M | \$0.83M | \$0.79M | \$3.23M |

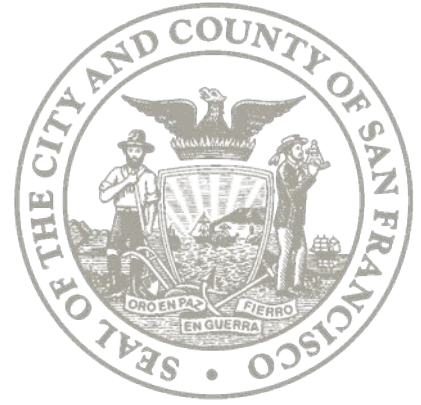
| Status | | | Comment |
|----------|---|--|---|
| Schedule |  | Begin Date End of June 2020 End Date October 2021 % Complete 15% | Scheduled deliverables are on track |
| Scope |  | | Confirmed one optional item to be removed from scope |
| Budget |  | | On Budget |
| Staffing |  | 1 FTE 1070 – Project Manager 2 FTE 1053 – Functional Analysts 1 FTE 1042 – Technical Analyst | Project Manager, Technical Analyst and one Function Analyst are currently on board to support the project |

Risk

Multiple Business Unit Project's final decisions could require re-configuring chart of account set up in the new budget system

Key Deliverables – First 3 months and Next 3 months

| # | Work Assignment | Tasks | Key Deliverables |
|---|--|---|---|
| 1 | Project Preparation and Initial Set up | <ul style="list-style-type: none"> • System Access • Technical Infrastructure Set UP • Project Management Activities and refine Project Plan • Business Process Review • Data Collection & Conversion • Report inventory • Business Objects framework set up | <ul style="list-style-type: none"> • BFM and Business Objects Installed • Project Team can login to BFM and Business Objects • Initial Chart of Account and historical Adopted Budgets are converted • Business Objects standard report and templates available |
| 2 | Design and Prototype | <ul style="list-style-type: none"> • BFM Functional demonstrations and Prototype workshops with Project Team + Business Owners • Complete initial designs for the core budgeting • Chart of Accounts Configuration • Business Objects Configuration/Development • Positions Data Configuration | <ul style="list-style-type: none"> • Trainings to BFM Administrators on Chart of Account and BFM Measures • Budget Form Prototypes • Design Templates Presentation & Working Group Discussion • Basic Budget Reports Prototypes |



7. Public Comment