File No	140443	Committee Item No	<u> 10 </u>
		Board Item No	_

COMMITTEE/BOARD OF SUPERVISORS

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OTHER (Use back side if additional space	is needed)
Charter Amendment Financial Analysis Department on the status of Women Upouth Commission Recommendation	, dtd 5/0/14
Completed by: Alisa Miller Da Completed by: Da	teJune 13, 2014 te

NOTE:

[Charter Amendment - Children and Youth Fund, Public Education Enrichment Fund, Children and Families Council]

Describing and setting forth a proposal to the voters to amend the Charter of the City and County of San Francisco to: 1) extend the Children's Fund for 25 years and increase the set-aside from three cents to four cents over a four-year period; 2) extend the Public Education Enrichment Fund for 25 years; 3) create a Children and Families Council and require preparation of a Children and Families Plan; and 4) make various technical and administrative changes to the Funds, at an election to be held on November 4, 2014.

Section 1. The Board of Supervisors hereby submits to the qualified voters of the City and County, at an election to be held on November 4, 2014, a proposal to amend the Charter of the City and County by revising Sections 16.108, 16.123-1, 16.123-2, 16.123-4, 16.123-5, 16.123-6, 16.123-8, and 16.123-10, by adding Sections 16.108-1 and 16.127-1 through 16.127-7, and by deleting Sections 16.123-7 and 4.133, to read as follows:

Unchanged Charter text and uncodified text are in plain font.

Additions are <u>single-underline italics Times New Roman font</u>.

Deletions are <u>strike-through italics Times New Roman font</u>.

Asterisks (* * * *) indicate the omission of unchanged Charter subsections.

Section 2. Children and Families First Initiative; General Preamble.

- (a) We introduce this "Children and Families First Initiative" as an integrated effort to reauthorize both the Children and Youth Fund and the Public Education Enrichment Fund ("PEEF"), and establish the Our Children, Our Families Council.
- (b) To ensure the health and success of every San Francisco child, it is imperative for San Francisco to invest further in the children and families of our city.

- (c) In order to advance a citywide vision and long-term set of goals to support the growing needs of children and families, City leaders, departments, the San Francisco Unified School District ("SFUSD"), and community partners must come together to align practices; strengthen access to services; coordinate across agencies; and develop a unified strategy.
- (d) The people of the City and County of San Francisco previously supported the passage of the Children's Amendment in 1991 and 2001 in addition to overwhelmingly approving PEEF in 2004 with over 71 percent of the vote. While these initiatives have dedicated funding for vital services, the State of California remains 49th in per pupil spending and addressing the level of unmet need remains a significant challenge.
- (e) Without PEEF, SFUSD would fall to fifth place in per pupil spending among comparable California school districts.
- (f) SFUSD schools are one of the City's most valuable public assets and every San Francisco student has the right to a quality public education that prepares them to pursue higher education, be competitive in a diversity of job markets and ultimately contribute to the future health and vitality of San Francisco.
- (g) San Francisco is facing a renaissance with a budding technology sector, however, economic inequity continues to grow while displacing the families with the most need. In 2009, income inequality was at 12 percent and continues to grow.
- (h) The percentage of children under the age of 18 in San Francisco has steadily declined. As of 2010, 13.4 percent of our total population was under the age of 18, the lowest of any major city nationwide. Additionally, over 10 percent of 1-4 year olds leave the city in any given year with far fewer children of that age bracket moving in;
- (i) The loss of children and families amounts to lost revenue from less money spent on the local economy and a declining workforce.

- (j) The decline in children also impacts the cultural and ethnic diversity that once made San Francisco a sanctuary for all, regardless of race or economic background.
- (k) With the Children's Fund and PEEF scheduled for reauthorization through the unified Children and Families First Initiative, the City must seize this opportunity to build on the previous success of these funds and strengthen their capacity for the future.
- (l) The previous investment of the Children's Fund allowed for the Department of Children, Youth, and Their Families to serve over 56,000 youth in FY 2011-2013, focusing on the children with the most need.
- (m) In the last decade, critical PEEF Sports, Libraries, Arts and Music funding has ensured that every San Francisco public school has a librarian, regular professional development training occurs for Visual Arts and Performance instructors where before there was none and the number of professional training classes for Athletics instructors has more than tripled.
- (n) PEEF has enabled the Human Capital Support program to recruit and retain a diversity of quality teachers to SFUSD. In the year the program began, there were approximately 46 teacher vacancies on the first day of school, whereas there were only three teacher vacancies on the first day of school in FY 2012-2013. The reauthorization of the Children's Fund and PEEF through the unified Children and Families First Initiative is a first step in pushing for a cultural and priority shift in our City.
- (o) We have seen the demonstrated results of how increased investment and efficiency can maximize results. This Initiative will also establish the "Our Children, Our Families Council" to bring together department heads from the City and the School District, and community stakeholders in order to build a platform that will place the needs of children and families first in every policy decision.

1	(p) Collectively, we aim to put the needs and success of our children and families at the
2	center of our City's growth and ensure that those with the most need are given the best
3	opportunity to thrive.
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5	Section 3. The Charter is hereby amended by revising Sections 16.108, 16.123-1,
6	16.123-2, 16.123-4, 16.123-5, 16.123-6, 16.123-8, and 16.123-10, by adding Sections 16.108-1
7	and 16.127-1 through 16.127-7, and by deleting Sections 16.123-7 and 4.133, to read as follows:
8	SEC. 16.108. <u>CHILDREN AND YOUTH FUND</u> CHILDREN'S FUND.
9	(a) Fund for <u>Children and Youth</u> <u>Children's</u> Services. Operative July 1, 2001, there is
10	hereby established a fund to expand children's services, which shall be called the <u>Children and</u>
11	Youth Fund Children's Fund ("Fund"). Monies in the Fund shall be expended or used only to
12	provide services for children <u>and youth</u> as provided in this section.
13	(b) Goals. The goals of expenditures from the Fund shall be: The goals of expenditures
14	from the Fund and the planning process created in this section of the Charter shall be:
15	(1) To ensure that San Francisco's children are healthy, ready to learn, succeed
16	in school and live in stable, safe and supported families and communities;
17	(2) To ensure that San Francisco is a family-friendly city and to support families
18	as an important part of the city population and civic culture;
19	(3) To focus on the prevention of problems and on supporting and enhancing the
20	strengths of children, youth and their families;
21	(4) To complement the City's community development efforts;
22	(5) To strengthen a community-based network of services in all neighborhoods;
23	(6) To ensure that children and youth with the highest needs receive maximum
24	benefit from the Fund and that equity is a guiding principle of the funding process;

1	(7) To distribute funds based on best practices and successful and innovative
2	models in order to ensure maximum impact;
3	(8) To the maximum extent feasible, distribute funds equitably among services for
4	all age groups – from infancy to transitional-aged youth;
5	(9) To ensure children are provided with gender-responsive and culturally-
6	competent services;
7	(10) To strengthen collaboration around shared outcomes among all service
8	providers for children, youth and their families, including collaboration among public agencies
9	and non-profit organizations; and,
0	(11) To fill gaps in services and leverage other resources whenever feasible.
1	(1) To ensure that San Francisco's children are healthy, ready to learn, succeed
2	in school and live in stable, safe, and supported families and communities;
.3	(2) To reach children in all neighborhoods;
.4	(3) To the maximum extent reasonable, to distribute funds equitably among
.5	services for infants and preschoolers, elementary school age children and adolescents;
.6	(4) To focus on the prevention of problems and on supporting and enhancing the
7	strengths of children, youth and their families;
.8	(5) To strengthen collaboration between the City and County of San Francisco
.9	and the San Francisco Unified School District;
20	(6) To fill gaps in services and to leverage other resources whenever feasible;
21	and and
22	(7) To foster projects initiated by San Francisco youth.
23	(c) Amount. There is hereby set aside for the Fund, from the revenues of the property
24	tax levy, revenues in an amount equivalent to an annual tax of three cents (\$.03) per one hundred
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dollars (\$100) of assessed valuation for each fiscal year beginning with July 1, 2001-June 30, 2002, and ending with *July 1, 2014-June 30, 2015 July 1, 2015-June 30, 2016*.

For Fiscal Year 2015-2016, there is hereby set aside for the Fund, from the revenues of the property tax levy, revenues in an amount equivalent to an annual tax of three and one-quarter cents (\$.0325) per one hundred dollars (\$100) of assessed valuation for each fiscal year.

For Fiscal Year 2016-2017, there is hereby set aside for the Fund, from the revenues of the property tax levy, revenues in an amount equivalent to an annual tax of three and one half cents (\$.035) per one hundred dollars (\$100) of assessed valuation for each fiscal year.

For Fiscal Year 2017-2018, there is hereby set aside for the Fund, from the revenues of the property tax levy, revenues in an amount equivalent to an annual tax of three and three quarters cents (\$.0375) per one hundred dollars (\$100) of assessed valuation for each fiscal year.

For Fiscal Year 2018-2019, and every fiscal year thereafter through Fiscal

Year 2040-2041, there is hereby set aside for the Fund, from the revenues of the property tax

levy, revenues in an amount equivalent to an annual tax of four cents (\$.04) per one hundred

dollars (\$100) of assessed valuation for each fiscal year.

If the 2010 U. S. Census shows that children make up a percentage of the population of the City and County that is at least two percentage points more than their percentage as shown in the 2000 U. S. Census, then the amount of the property tax levy set aside under this section shall be increased for each fiscal year beginning after publication of the 2010 Census. The increase shall be in an amount equal to: one-quarter cent (\$.0025) per one hundred dollars of assessed valuation, for each two full percentage points of increase in the percentage of the City and County population that is made up of children. The Fund shall be maintained separate and apart from all other City and County funds and appropriated by annual or supplemental appropriation.

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(d) New Services. Monies in the Fund shall be used exclusively for the costs of services
to children less than 18 years old provided as part of programs that predominantly serve children
less than 18 years old and for Disconnected Transitional-Aged Youth 18 through 24 years old.
"Disconnected Transitional-Aged Youth" are those who: are homeless or in danger of
homelessness; have dropped out of high school; have a disability or other special needs,
including substance abuse; are low-income parents; are undocumented; are new immigrants
and/or English Learners; are Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning
("LGBTQQ"); and/or are transitioning from the foster care, juvenile justice, criminal justice or
special education systems. above and beyond services funded from sources other than the
previous Children's Fund prior to July 1, 2001. To this end, monies Monies from the Fund shall
not be appropriated or expended for services that received any of the funds included in the higher
of the Controller's baseline budget covering July 1, 2000-June 30, 2001 appropriations, or the
Controller's baseline budget covering July 1, 1999-June 30, 2000 appropriations, whether or not
the cost of such services increases. Nor shall monies from the Fund be appropriated or expended
for services that substitute for or replace services included or partially included in the higher of
the two baseline budgets, except and solely to the extent that the City ceases to receive federal,
state or private agency funds that the funding agency required to be spent only on those services.
The Controller's baseline budget shall mean the Controller's calculation of the actual amount of
City appropriations for services for children that would have been eligible to be paid from the
Fund but are paid from other sources.

- (e) Eligible <u>Uses Services</u>. <u>The City shall only use monies from the Fund for the</u>

 <u>following purposes:</u> <u>Services for children eligible for Fund assistance shall include only:</u>

 (1) <u>Services for children up to 18 years old and Disconnected Transitional-Aged</u>

 <u>Youth up to and including 24 years old, including:</u>
 - (A) (1) Affordable child care and early education;

1	(B) (2) Recreation, cultural and after-school programs, including without
2	limitation, arts programs;
3	(C) (3) Health services, including prevention, education, and behavioral
4	and mental health services, and pre-natal services to pregnant women;
5	(D) (4) Training, employment and job placement;
6	(E) (5) Youth empowerment and leadership development;
7	(F) (6) Youth violence prevention programs;
8	(G) (7) Youth tutoring and educational enrichment programs; and
9	(H) (8) Family and parent support services;
10	(I) Support for collaboration among grantees to enhance service delivery
11	and provider capacity building, and for community development efforts; and,
12	(J) Services responsive to issues of gender, sexual orientation, and gender
13	identification, including, but not limited to, services to address the needs of girls and LGBTQQ
14	communities.
15	(2) Funding for the Department of Children, Youth and Their Families
16	("DCYF") and the Children, Youth and Their Families Oversight Committee created in
17	Section 16.108-1 ("Oversight Committee").
18	(3) Administration of the Fund and evaluation of Fund goals and services.
19	(4) Technical assistance and capacity-building for service providers and
20	community-based partners.
21	(f) Excluded Services. Notwithstanding subsection (e), services for children <u>and</u>
22	disconnected transitional-aged youth paid for by the Fund shall not include:
23	(1) Services provided by the Police Department or other law enforcement
24	agencies, courts, the District Attorney, Public Defender, City Attorney; or the Fire Department;
25	detention or probation services mandated by state or federal law; or public transportation;

- (2) Any service that benefits children incidentally or as members of a larger population including adults;
- (3) Any service for which a fixed or minimum level of expenditure is mandated by state or federal law, to the extent of the fixed or minimum level of expenditure;
 - (4) Acquisition of any capital item not for primary and direct use by children;
- (5) Acquisition (other than by lease for a term of ten years or less) of any real property; *or*
- (6) Maintenance, utilities or any similar operating costs of any facility not used primarily and directly by children, or of any recreation or park facility (including a zoo), library, or hospital:
 - (7) Capital expenditures for housing or rent subsidies:
- (8) Medical health services, excluding prevention, education, and behavioral and mental health support services;
 - (9) Income supports;
 - (10) Post-secondary tuition assistance or similar aid; or,
 - (11) Administration of funds other than the Fund.
- (g) **Baseline.** The Fund shall be used exclusively to increase the aggregate City appropriations and expenditures for those services for children <u>and Disconnected</u>

 Transitional-Aged Youth that are eligible to be paid from the Fund (exclusive of expenditures mandated by state or federal law). To this end, the City shall not reduce the amount of such City appropriations for eligible services (not including appropriations from the Fund and exclusive of expenditures mandated by state or federal law) in any of the fifteen years during which funds are required to be set aside under this section below the amount so appropriated for the fiscal year 2000-2001 ("the base year") as set forth in the Controller's baseline budget, as adjusted ("the base amount").

The Controller shall calculate City appropriations made in fiscal year 2014-2015 for services for Disconnected Transitional-Aged Youth aged 18 through 24 years. Beginning with fiscal year 2015-2016, that amount shall be added to the base amount and adjusted as provided below. The City shall not reduce the amount of such City appropriations for services for Disconnected Transitional-Aged Youth (not including appropriations from the Fund and exclusive of expenditures mandated by state or federal law) under this section below the amount so appropriated for fiscal year 2014-2015, as adjusted.

The base amount shall be adjusted for each year after the base year by the Controller based on calculations consistent from year to year by the percentage increase or decrease in aggregate City and County discretionary revenues. In determining aggregate City and County discretionary revenue, the Controller shall only include revenues received by the City and County that are unrestricted and may be used at the option of the Mayor and the Board of Supervisors for any lawful City purpose. The method used by the Controller to determine discretionary revenues shall be consistent with method used by the Controller to determine the Library and Children's Baseline Calculations dated June 20, 2000, which the Controller shall place on file with the Clerk of the Board in File No. 000952. Errors in the Controller's estimate of discretionary revenues for a fiscal year shall be corrected by an adjustment in the next year's estimate. Within 90 days following the end of each fiscal year through 2014-2015, the Controller shall calculate and publish the actual amount of City appropriations for services for children that would have been eligible to be paid from the Fund but are paid from other sources, separately identifying expenditures mandated by state or federal law.

(h) Five-Year Planning Cycle. The City shall appropriate monies from the Fund according to a five-year planning process. This process is intended to: (1) increase transparency, accountability, and public engagement; (2) provide time and opportunities for

1	community participation and planning; (3) ensure program stability; and (4) maximize the
2	effectiveness of the services funded.
3	(1) Year 1 - Community Needs Assessment. During every fifth fiscal year
4	beginning with Fiscal Year 2015-2016, DCYF shall conduct a Community Needs Assessment
5	(CNA) to identify services to receive monies from the Fund. DCYF shall undertake a robust
6	community process in every supervisorial district, soliciting input from a diverse cross-section of
7	parents, youth and non-profit stakeholders to develop the CNA:
8	(A) By August 15, DCYF shall develop a plan for how to conduct the
.9	CNA.
10	(i) Opportunities for parents, youth, nonprofit agencies, and other
11	members of the public, to provide input; and,
12	(ii) Public notice and outreach to places where parents, children,
13	and youth regularly go, such as recreation centers, bus stops, pediatrician offices, and schools,
14	as well as online resources.
15	(B) The CNA shall include an equity analysis of services and resources
16	for parents, children and youth. DCYF shall develop a set of equity metrics to be used to
17	establish a baseline of existing services and resources in low-income neighborhoods and
18	disadvantaged communities, compared to services and resources available to the City as a
19	whole.
20	(C) By September 1, DCYF shall provide its plan for conducting the CNA
21	to the Oversight Committee, the Service Provider Working Group created in subsection (m), and
22	the Board of Supervisors. The plan shall be a public document.
23	(D) By February 1, DCYF shall complete the CNA and provide a draft
24	report on the results to the Oversight Committee.
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1	(E) By May 15, DCYF shall submit a final report on the CNA to the
2	Oversight Committee and the Board of Supervisors. The final report may incorporate any
3	comments or suggestions made by the public or by the agencies that received copies of the draft
4	<u>report.</u>
5	(F) By June 1, the Oversight Committee shall consider and approve or
6	disapprove the report on the CNA. If the Oversight Committee disapproves the report, DCYF
7	may modify and resubmit the report.
8	(G) By July 1, the Board of Supervisors shall consider and approve or
9	disapprove, or modify, the report on the CNA. If the Board disapproves the report, DCYF may
10	modify and, with the approval of the Oversight Committee, resubmit the report, provided.
11	however, that the City may not expend monies from the Fund until the Board of Supervisors has
12	approved a final report on the CNA.
13	(2) Year 2 – Services and Allocation Plan. During every fifth fiscal year
14	beginning with Fiscal Year 2016-2017, DCYF shall prepare a SAP to determine services eligible
15	to receive monies from the Fund. DCYF shall use the following process to prepare the SAP:
16	(A) By January 31, DCYF shall prepare a draft SAP in consultation with
17	interested City departments, including the First Five Commission, the Office of Early Care and
18	Education (or any successor entity), Recreation and Parks, Health, Human Services, Youth,
19	Juvenile Probation, Status of Women, Police, Library, and Arts Commission, as well as
20	community-based service providers, parents, children, youth, and other members of the public.
21	The SAP must:
22	(i) Demonstrate consistency with the CNA and with citywide
23	vision and goals for children and families;
24	(ii) Include all services for children and disconnected
25	transitional-aged vouth:

1	(iii) Be outcome-oriented and include goals, measurable and
2	verifiable objectives and measurable and verifiable outcomes;
3	(iv) Include evaluation of services, including service delivery and
4	service coordination among providers and the City, and capacity building as separate funding
5	areas;
6	(v) State how services will be coordinated and have specific
7	amounts allocated towards specific goals, service models, populations and neighborhoods
8	(vi) Include funding for youth-initiated projects totaling at least
9	3 percent of the total proposed expenditures from the Fund for the cycle;
10	(vii) Include evaluation data from the previous funding cycle and
11	the details of the Children and Youth Baseline; and,
12	(viii) Reflect and incorporate strategies to coordinate and align
13	all services for children furnished or funded by all governmental or private entities and
14	administered by the City, whether or not those services are eligible to receive monies from the
15	Fund.
16	(B) The SAP shall include an equity analysis of services and resources for
17	parents, children and youth. Using the equity metrics developed for preparation of the CNA, the
18	SAP shall compare proposed new, augmented, and coordinated services and resources for low-
19	income neighborhoods and disadvantaged communities with services and resources available to
20	the City as a whole.
21	(C) By February 1, DCYF shall present the draft SAP to the Oversight
22	Committee and the Service Provider Working Group. By March 31, DCYF shall present the
23	draft SAP to the Recreation and Parks, Health, Human Services, Youth, Arts, and Juvenile
24	Probation Commissions.

1	(D) By May 15, DCYF shall submit a final version of SAP to the
2	Oversight Committee and the Board of Supervisors. The final version may incorporate any
3	comments or suggestions made by the public or by the agencies that received copies of the draft
4	<u>SAP.</u>
5	(E) By June 1, the Oversight Committee shall consider and approve or
6	disapprove the SAP. If the Oversight Committee disapproves the SAP, DCYF may modify and
7	resubmit the SAP.
8	(F) By July 1, the Board of Supervisors shall consider and approve or
9	disapprove, or modify, the SAP. If the Board disapproves the SAP, DCYF may modify and, with
10	the approval of the Oversight Committee, resubmit the SAP, provided, however, that the City
11	may not expend monies from the Fund until a SAP has been approved by the Board of
12	Supervisors.
13	(G) During subsequent years of the planning cycle, DCYF, with the
14	approval of the Oversight Committee and the Board of Supervisors, may amend the SAP to
15	address emerging needs.
16	(3) Year 3 – Selection of Contractors. During every fifth fiscal year beginning in
17	2017-2018, DCYF shall conduct competitive solicitations for services to be funded from the
18	<u>Fund.</u>
19	(4) Year 4 – Service Cycle Begins. Contracts for services shall start on July 1 of
20	Year 4 of the planning cycle. During subsequent years of the planning cycle, DCYF, with the
21	approval of the Oversight Committee, may issue supplemental competitive solicitations to
22	address amendments to the SAP and emerging needs. All expenditures for services from the
23	Fund must be consistent with the most recent CNA and SAP.
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(5) DCYF may recommend, and the Oversight Committee and the Board of

Supervisors may approve, changes to the due dates and timelines provided in this subsection (h).

The Board of Supervisors shall approve such changes by ordinance.

(h) Three-Year Planning Cycle. To provide time for community participation and planning, and to ensure program stability, appropriations from the Fund for all fiscal years beginning after June 30, 2004 shall be made pursuant to a three-year planning cycle as set forth in subsections (h) through (l). During every third fiscal year beginning with the 2001-2002 fiscal year, the City shall prepare a Community Needs Assessment to determine services eligible to receive moneys from the Fund. During every third fiscal year beginning with the 2002-2003 fiscal year, the City shall prepare a Children's Services and Allocation Plan ("the Plan"), based on the Community Needs Assessment approved during the previous year. The Board of Supervisors may modify an existing Community Needs Assessment or Plan, provided that any modification shall occur only after a noticed public hearing. All appropriations from the Fund shall be consistent with the most recent Plan, provided that the Board of Supervisors may approve an amendment to the Plan at the same time it approves an appropriation.

(i) Community Needs Assessment and Children's Services and Allocation Plan.

- (1) The Community Needs Assessment and the Plan shall be in writing, shall be made available to the public in draft form not later than January 31 of each fiscal year in which they are required, shall be presented by March 31 of each such fiscal year to the commissions listed in subsection (m)(3) for review and comment, and by April 30 of each such fiscal year shall be presented to the Board of Supervisors for approval.
- (2) Prior to preparation of each draft Community Needs Assessment, the City shall hold at least one public hearing in each geographical area defined in Charter Section 13.110. The City shall also make available opportunities for parents, youth, and agencies receiving monies from the Fund to provide information for the Community Needs

Assessment. The Community Needs Assessment shall include the results of a Citywide survey of parents and youth to be conducted by the Controller every three years.

- (3) The Plan shall include all services for children furnished or funded by the City or funded by another governmental or private entity and administered by the City, whether or not they received or may receive monies from the Fund. The Plan shall be outcome-oriented and include goals, measurable and verifiable objectives and measurable and verifiable outcomes.
- (4) The Plan shall state how all services receiving money from the Fund will be coordinated with other children's services. The Plan shall specify amounts of funding to be allocated: (i) toward achieving specified goals, measurable and verifiable objectives and measurable and verifiable outcomes, (ii) to specified service models; and (iii) for specific populations and neighborhoods. The Plan shall also state the reasons for the allocations and demonstrate how the allocations are consistent with the Community Needs Assessment. A minimum of three percent of the funding allocated under the Plan shall be for youth initiated projects.
- (i) (i) Evaluation. DCYF shall provide for the evaluation on a regular basis of all services funded through the Fund, and shall prepare on a regular basis an Evaluation and Data Report for the Oversight Committee. The Plan shall include an evaluation of services that received money from the Fund at any time during the last three fiscal years. The evaluation shall involve those who use the funded services and other parents and youth.
- (k) Failure of Board to Act. If the Board of Supervisors has not approved a Community Needs Assessment before the first day of the fiscal year during which the Plan is to be prepared, the Plan shall be based on the Community Needs Assessment as originally submitted to the Board of Supervisors.

(j) (f) Selection of Contractors. The Oversight Committee shall recommend standards and procedures for the selection of contractors to be funded from the Fund. It shall be the policy of the City to use competitive solicitation processes where appropriate and to give priority to the participation of non-profit agencies. Except for services provided by City employees, the Fund shall be expended through contractors selected based on their responses to one or more requests for proposals issued by the City. The City shall award contracts to coincide with the City's fiscal year starting July 1.

(k) (m) Implementation.

- (1) In implementation of this section, facilitating public participation and maximizing availability of information to the public shall be primary goals.
- (2) So long as there exists within the executive branch of City government a

 Department of Children, Youth and Their Families, or an equivalent department or agency as its

 successor, that department DCYF shall administer the Children's Fund and prepare the

 Community Needs Assessment and the Services and Allocation Plan pursuant to this section. If

 no such department or agency exists, the Mayor shall designate a department or other City body

 to administer the Children's Fund pursuant to this section.
- (3) In addition to all other hearings otherwise required, the Recreation and Park, Juvenile Probation, Youth, Health and Human Services Commissions shall each hold at least one separate or joint hearing each fiscal year to discuss issues relating to this section. The Department of Children, Youth and Their Families, or other agency as described above in section (m)(2), DCYF shall consult with the Recreation and Park Department, Arts Commission, Juvenile Probation Department, Unified School District, Health Department, Department of Human Services, Commission on the Status of Women, Police Department, Library Department and Municipal Transportation Agency in preparation of portions of the Community Needs

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Assessment and the Services and Allocation Plan that relate to the their respective activities or areas of responsibility of those agencies.

(4) The Board of Supervisors may by ordinance implement this section.

(1) Service Provider Working Group. The Oversight Committee shall create a Service Provider Working Group ("SP Working Group") to advise the Director and the Oversight Committee on funding priorities, policy development, the planning cycle, evaluation design and plans, and any other issues of concern to the Working Group related to the Fund or the responsibilities of DCYF or other departments receiving monies from the Fund.

The Working Group shall engage a broad cross-section of service providers in providing information, education and consultation to the Oversight Committee and DCYF. All members of the Working Group shall be actively providing services to children, youth and their families. The Working Group shall be staffed by DCYF, and shall meet at least four times a year.

The Oversight Committee shall appoint two initial co-chairs of the Working Group, who shall be responsible for developing the structure of the Working Group and facilitating the meetings. The co-chairs shall serve for 2 years (except at the outset when one will serve only one year, in order to stagger the terms.) After the first year, the Working Group shall select its own chairs. Working Group meetings shall be open and encourage widespread participation.

(n) Advisory Committee. There shall be a Children's Fund Citizens' Advisory Committee ("the Committee") that shall consist of 15 members, each appointed by the Mayor to a three-year term, to serve at the Mayor's pleasure. At least three members of the Committee shall be parents and at least three members shall be less than 18 years old at the time of appointment. For each of the following areas, there shall be at least one Committee member with professional expertise in that area: early childhood development, childcare, education, health, recreation and youth development. The Committee shall meet at least quarterly, and shall advise the department or agency that administers the Children's Fund and the Mayor

concerning the Children's Fund. The Committee shall convene by July 1, 2001. Each member of the Committee shall receive copies of each proposed Community Needs Assessment and each Plan (including the evaluation required as part of the Plan). Members of the Committee shall serve without pay, but may be reimbursed for expenses actually incurred.

(o) Unspent Funds. All unspent funds in the Children's Fund created by former Charter Section 16.108 shall be transferred to the Children's Fund established herein.

(m) (p) Effect of Procedural Errors. No appropriation, contract or other action shall be held invalid or set aside by reason of any error, including without limitation any irregularity, informality, neglect or omission, in carrying out procedures specified in subsections (h) through (l) (n) unless a court finds that the party challenging the action suffered substantial injury from the error and that a different result would have been probable had the error not occurred.

SEC. 16.108-1. CHILDREN, YOUTH AND THEIR FAMILIES OVERSIGHT COMMITTEE.

(a) Creation. There shall be a Children, Youth and Their Families Oversight Committee ("Oversight Committee") to review the governance and policies of the Department of Children, Youth and Their Families ("DCYF"), to monitor and participate in the administration of the Children and Youth Fund as provided in Charter Section 16.108 ("Fund"), and to take steps to ensure that the Fund is administered in a manner accountable to the community.

(b) Responsibilities.

(1) The Oversight Committee shall develop and recommend policies for DCYF and the Fund regarding outcomes for children and youth services, the evaluation of services, a process for making funding decisions, program improvement and capacity building of service providers, community engagement in planning and evaluating services, leveraging dollars of the

1	Fund and the use of the Fund as a catalyst for innovation. The Oversight Committee shall
2	promote and facilitate transparency in the administration of the Fund.
3	(2) As provided in Section 16.108, the Committee shall review and approve the
4	planning process for the Community Needs Assessment ("CNA") and the final CNA, the Services
5	and Allocation Plan, and DCYF's overall spending plan (including the approval of grants as a
6	package), and shall review the annual Data and Evaluation Report.
7	(3) The Oversight Committee shall participate in the evaluation of the Director of
8	DCYF, assist in recruitment for the Director when the position is vacant, and recommend
9	candidates to the Mayor.
10	(4) Establish and maintain a Service Provider Working Group as provided in
11	<u>Section 16.108.</u>
12	(c) Composition. The Oversight Committee shall have eleven members. The Mayor
13	shall appoint members for Seats 1 through 6, subject to confirmation by a majority of the Board
14	of Supervisors. The Board of Supervisors shall appoint members for Seats 7 through 11.
15	(d) Implementation. The Board of Supervisors shall further provide by ordinance for
16	the membership, structure, functions, appointment criteria, and support of the Committee.
17	
18	SEC. 16.123-1. <u>PUBLIC EDUCATION ENRICHMENT FUND;</u> PREAMBLE.
19	(a) The people of the City and County of San Francisco find and declare that:
20	(1) San Francisco Unified School District ("SFUSD") schools are one of the
21	City's most valuable public assets and every San Francisco student has the right to a quality
22	public education that prepares them to pursue higher education, be competitive in a diversity of
23	job markets and ultimately contribute to the future health and vitality of San Francisco;
24	

- (2) City funding for SFUSD public schools is an essential and valuable investment in our youth, as validated by San Francisco voters who overwhelmingly passed (71% approval) the Public Education Enrichment Fund in 2004;
- (3) The State of California is currently 49th in per pupil spending, and without the Public Education Enrichment Fund, the San Francisco Unified School District (SFUSD) would fall to fifth place in per pupil spending among comparable California school districts;
- (4) Urban public schools have the greatest need for comprehensive educational programs-including preschool programs, arts and music programs, sports activities, and after school programs-but often have the fewest resources to provide them;
- (5) In the last decade, the Public Education Enrichment Fund ("PEEF") enabled all San Francisco public school students to benefit from once-underfunded and diminishing critical programs and services including but not limited to: quality physical education and athletics programs, fully functioning libraries at every school staffed by credentialed librarians, arts and music teachers and programs, wellness and behavioral support staffing and translation and interpretation services;
- (6) In the last decade, critical PEEF Sports, Libraries, Arts and Music funding has ensured that every San Francisco public school has a librarian, regular professional development training occurs for Visual Arts and Performance instructors where before there was none and the number of professional training classes for Athletics instructors has more than tripled;
- (7) The General Education portion of the Public Education Enrichment Fund has enabled San Francisco Unified School District (SFUSD) to triple the number of students enrolled in grades K-8 receiving individual and/or group health and mental health services through Student Support Professionals over the past five years, with the number of high school

1	students receiving five or more counseling sessions at the Wellness Center more than doubling in
2	the last 10 years;
3	(8) The General Education portion of the Public Education Enrichment Fund has
4	enabled San Francisco Unified School District (SFUSD) to nearly double the number of high
5	schools seniors completing two City College of San Francisco courses;
6	(9) Public Education Enrichment Funding has enabled the Human Capital
7	Support program to recruit and retain a diversity of quality teachers to the San Francisco
8	Unified School District. In the year the program began, there were approximately 46 teacher
9	vacancies on the first day of school, whereas there were only three teacher vacancies on the first
10	day of school in FY 2012-2013;
11	(10) SFUSD has seen a resurgence in enrollment in recent years and recognition
12	of the opportunities now available to the young people of San Francisco;
13	(11) The "Preschool for All" program, initially established by the Public
14	Education Enrichment Fund successfully served over 18,000 children; with enrollment
15	increasing year to year;
16	(12) Studies have shown that children who have participated in Preschool for All
17	demonstrated significantly higher academically achievement than children who did not
18	participate:
19	(13) While the Preschool for All program has made great strides in closing the
20	opportunity gap for low-income early age children, the current need far exceeds the current level
21	of services we are able to provide;
22	(14) The choices businesses make about where to locate include the quality of
23	public services the City provides, including public safety, transportation and education; A free
24	quality public education can serve as a key factor for business to attract and retain workers in
25	our community;

7. As the economy begins to recover, now is the time to invest in our children's future, before further declines begin to crode the progress the SFUSD has made.

(b) This measure may be referred to as "The <u>Public Education Enrichment Fund Arts</u>, Music, Sports, and Pre-School for Every Child Amendment of 2014 2003."

SEC. 16.123-2. PUBLIC EDUCATION ENRICHMENT FUND.

- (a) Creating the Fund. There shall be a Public Education Enrichment Fund. The City shall each year appropriate monies to the Public Education Enrichment Fund according to subsections (b), (c), and (d), below. In determining whether the City has met its annual obligation to the Fund, the Mayor and the Board of Supervisors may consider both direct financial support and the cash value of any in kind support services, as described in Section 16.123-5, provided by the City to the San Francisco Unified School District and the Children and Families First Commission (hereinafter the "First Five Commission") or any successor agency, provided that at least two-thirds of the City's contribution to the Fund each year shall be comprised of direct financial support necessary to meet the requirements of Sections 16.123-3 and 16.123-4 of this measure.
- (b) **Baseline Appropriations.** The Fund shall be used exclusively to increase the aggregate City appropriations to and expenditures for the San Francisco Unified School District. To this end, the City shall not reduce the amount of such City appropriations (not including appropriations from the Fund and exclusive of expenditures mandated by state or federal law) in any *year of the eleven years* during which funds are required to be set aside under this Section below the amount so appropriated for the fiscal year 2002-2003 ("the base year"). These baseline appropriations shall be separate from the City's annual contributions to the Public Education Enrichment Fund under subsection (c), and shall be appropriated by the City to the

School District each year during the term of this measure *for the same purposes and in the same* relative proportions among those purposes as in the base year, as certified by the Controller.

The amount of the City's baseline appropriations to the School District shall be adjusted for each year after the base year by the Controller based on calculations consistent from year to year by the percentage increase or decrease in City and County discretionary General Fund revenues. In determining City and County discretionary General Fund revenues, the Controller shall only include revenues received by the City and County that are unrestricted and may be used at the option of the Mayor and the Board of Supervisors for any lawful City purpose. Errors in the Controller's estimate of discretionary revenues for a fiscal year shall be corrected by an adjustment in the next year's estimate. Using audited financial results for the prior fiscal year, the Controller shall calculate and publish the actual amount of City appropriations that would have been required under this baseline for the School District.

(c) Annual Contributions to the Fund FY 2005-2006 through FY 2009-2010. In addition to the annual baseline appropriation provided above, the City shall, for years two through six of this measure, contribute the following amounts to the Public Education Enrichment Fund:

Fiscal Year 2005-06	\$10 million
Fiscal Year 2006-07	\$20 million
Fiscal Year 2007-08	\$30 million
Fiscal Year 2008-09	\$45 million
Fiscal Year 2009-10	\$60 million

(d) Annual Contributions to the Fund-FY 2010-11 and Thereafter through FY 2014-15. For Fiscal Years 2010-11 and thereafter through FY 2014-15, the City's annual contribution to the Public Education Enrichment Fund shall equal its total contribution for the prior year,

beginning with Fiscal Year 2009-2010, adjusted for the estimated increase or decrease in discretionary General Fund revenues for the year.

(e) Audit Requirements. All disbursements from the Fund and from the baseline appropriations shall be subject to periodic audit by the Controller. The San Francisco Unified School District and the Office of Early Care and Education, or any successor entity ("OECE") in collaboration with the First Five Commission shall agree to such audits as a condition of receiving disbursements from the Fund.

SEC. 16.123-4. UNIVERSAL ACCESS TO EARLY EDUCATION PRESCHOOL.

- (a) Universal Access to <u>Early Education Preschool</u>. It shall be the goal of the City and County of San Francisco to provide all <u>children between the ages of three and five years four-year-old children</u> who are City residents the opportunity to attend <u>quality early education</u> <u>programs, giving priority to four year old children</u> <u>preschool, and it shall be It</u> is the goal of the people in adopting this measure to <u>expand such access beginning do so</u> no later than September 1, <u>2015</u>, <u>2009 building upon the work of the City's existing Preschool for All program</u>.
- (b) **Planning Process.** No later than <u>January 1</u>, <u>2016 September 1</u>, <u>2004</u>, <u>the OECE</u> the First Five Commission</u>, in consultation with the San Francisco Childcare Planning and Advisory Council, <u>the First Five Commission</u>, the San Francisco Unified School District, <u>the San Francisco Human Services Agency</u>, the San Francisco Department of Children, Youth and Their Families, and community stakeholders, shall submit to the Board of Supervisors a proposal for <u>a expanding quality</u> universal <u>early education preschool program</u> for San Francisco. The Board of Supervisors shall approve the plan by resolution; if the Board does not approve the plan, it may refer the plan back to the <u>OECE First Five Commission</u> for revision.

In preparing the plan, the OECE, in collaboration with the First Five Commission shall develop universal early education preschool funding guidelines consistent with the findings of the 2012-2013 Childcare Planning and Advisory Council's San Francisco Childcare Needs Assessment, the 2012 San Francisco Citywide Plan for Early Education, First 5 San Francisco's 2013 Evaluations of the Preschool for All program, the San Francisco Unified School District's 2014 Kindergarten Readiness Data, and the Office of Early Care and Education's 2014 Financing Study.

The plan shall include goals for the quality of early care and education programs, shall align with emerging developments in state and/or federal early care and education policy, and shall address the professional development needs of center-based and family child care providers. Professional development as defined herein includes education, technical assistance and coaching, training, and supports, and shall be aligned with the City's goals for early care and education program quality. Additionally, in preparing the plan, the OECE shall develop including guidelines designed to meet neighborhood-specific needs, including school readiness, subsidy availability, children's dual language development, facility development, parent engagement and education, inclusion of children with special needs, such as subsidies, new facility development, and provider support for both family childcare homes and childcare centers. Such funding guidelines also shall address the unmet need for universal early education preschool and childcare slots in specific City neighborhoods.

Following the Board of Supervisors' approval of the plan, the OECE, in collaboration with the San Francisco Unified School District and First Five Commission, shall develop an evaluation plan for tracking the results of the City's investments in early care and education.

(c) Annual Disbursements. For Fiscal Year 2014-2015, Each year during the term of this measure, the City shall appropriate one-third of the money in the Public Education Enrichment Fund to the First Five Commission for universal preschool programs administered

(b) Planning Process. No later than six months after the effective date of this measure, the School District shall submit to the Board of Supervisors proposals for in kind services that

could be provided by the City to the District to further the educational goals and operations of the District. The Board shall distribute those proposals to all City departments having expertise in providing or capability to provide such in kind services, and no later than nine months after the effective date of this measure, the departments will respond to the Board with proposals to provide such in kind services to the District. The School District may use any direct financial support provided under this Section to hire consultants to help identify possible in kind services. The Board of Supervisors may, by ordinance, provide for continuation of this planning process during the subsequent term of the measure.

(a) (c) Annual Disbursements. Each year during the term of this measure, the City shall appropriate one-third of the money in provide direct financial assistance from the Public Education Enrichment Fund to the San Francisco Unified School District as direct financial support. in an amount equal to one third of the money in the Fund, or in-kind support services of equal value.

(b) (d) Permissible Uses. The San Francisco Unified School District may expend funds provided as direct financial support under this Section for any educational or support purpose provided under law, including, but not limited to, gifted and talented programs, magnet programs, literacy programs, dual-language immersion programs, special education, employee compensation, career and college centers at high schools, teacher mentoring or master teacher programs, or other instructional purposes. The City recognizes that in providing such programs and services, a well-run school district requires both certificated and classified staff, and urges the San Francisco Unified School District to hire both certificated and classified staff to carry out the purposes of this measure.

(e) Within one year of the effective date of this measure, the School District, with the assistance of the City's Department of Public Health, Department of Human Services, and Department of Children, Youth, and Their Families, shall conduct an assessment of health,

counseling, social work, and nutritional needs of pupils in the District, including problems

related to asthma and other chronic diseases. The City may appropriate a specific portion of the

disbursement under this Section through its annual appropriation process for these purposes,

pursuant to recommendations from the School-District.

SEC. 16.123-6. EXPENDITURE PLANS.

- (a) No later than <u>April 1 February 1</u> of each year during the term of this measure, the San Francisco Unified School District and <u>the OECE</u> the First Five Commission shall each submit an expenditure plan for funding to be received from the Public Education Enrichment Fund for the upcoming fiscal year <u>to the Mayor and the Board of Supervisor</u>, in response to the <u>Controller's March fund estimate for the coming fiscal year</u>. The proposed expenditure plans must include prior year total budgeted and expended appropriations and Fund budgeted and expended appropriations by category, as well as average daily attendance information for the prior year and anticipated average daily attendance information for the plan year, to facilitate multi-year-comparison.
- (b) The Controller shall review the plans and transmit them, with his or her comments, to the Mayor and the Board of Supervisors for their review and comment.
- (b) (e) The plans shall include a budget for the expenditures, <u>descriptions of budgeted</u> <u>programs and services</u>, performance goals, target populations, hiring and recruitment plans for personnel, plans for matching or other additional funding, operating reserves, and any other matters that the District and Commission deem appropriate or the Mayor or the Board requests.
- (c) (d) The Mayor and the Board of Supervisors may request further explanation of items included in the plans, and the District and the <u>OECE Commission</u> shall respond in a timely manner to such inquiries. The Board may place appropriations provided for under this measure on reserve until it has received adequate responses to its inquiries.

SEC. 16.123-7. [Reserved] STRUCTURAL SAVINGS TO THE CITY'S BUDGET.

- (a) Controller's and Budget Analyst's Recommendations. Not later than October 1 of each fiscal year from Fiscal Year 2005-06 through 2009-10, the Controller and the Board of Supervisors' Budget Analyst shall prepare and submit recommended cuts or other structural changes to reduce, on an ongoing basis, spending on City departmental operations, or identify new revenues, in an amount sufficient to meet each year's required funding for the Public Education Enrichment Fund.
- (b) Board of Supervisors' Proposals. Not later than December 15 of each fiscal year from Fiscal Year 2005-06 through Fiscal Year 2009-10, the Board of Supervisors shall hold hearings on the recommendations made by the Controller and the Budget Analyst and shall forward its proposals to the Mayor.
- (c) Budget Requirements. In his/her annual budget submission to the Board of Supervisors for each fiscal year from Fiscal Year 2005-06 through Fiscal Year 2009-10, the Mayor shall incorporate the Board of Supervisors' proposals, or identify alternative revenue or expenditure savings sufficient to appropriate funds to the Public Education Enrichment Fund according to the schedule set forth in Section 16.123-2 of this measure.

SEC. 16.123-8. ADJUSTMENTS.

(a) In any year of this measure, if the joint budget report as prepared by the Controller, the Mayor's Budget Director and the Board of Supervisors' Budget Analyst projects a budgetary shortfall of \$100 million dollars or more, the Mayor and the Board of Supervisors may reduce the City's contribution to the Public Education Enrichment Fund under Section 16.123-2, and its disbursements under Sections 16.123-3, 16.123-4, or 16.123-5, by up to 25 percent; provided, however, that the City must pay back the amount deferred within the period from June 30, 2015,

the last day of the term of this measure, and June 30, 2018, a date three years later, unless the voters extend this measure beyond July 1, 2015 or authorize a substantially similar measure at that time.

(a) (b) Audit Recommendations. The Mayor and the Board of Supervisors may suspend the City's disbursements from the baseline appropriations or the Public Education Enrichment Fund under Sections 16.123-3, 16.123-4, or 16.123-5 in whole or in part for any year where the Controller certifies that the San Francisco Unified School District or the OECE the First Five Commission has failed to adopt audit recommendations made by the Controller.

As part of the audit function, the Controller shall <u>periodically</u> review performance and cost benchmarks developed by the School District and <u>the OECE</u> the First Five Commission, including:

- (1) Fund dollars spent for services, materials, and supplies permitted under the Charter:
 - (2) Fund dollars spent as reported to the City:
 - (3) Supporting documentation of Fund expenditures; and,
 - (4) Progress towards established workload, efficiency and effectiveness

measures.

in consultation with the Controller for programs funded under this measure. The Commission's performance and cost benchmarks shall be based on the same performance and cost benchmarks as are required for other City departments, and on comparisons with other cities, counties, and public agencies performing similar functions. The School District's performance and cost benchmarks shall be based on similar standards.

In particular, the Controller shall assess:

(1) Measures of workload addressing the level of service being provided or providing an assessment of need for a service;

- (2) Measures of efficiency including cost per unit of service provided, cost per unit of output, or the units of service provided per full time equivalent position; and
- (3) Measures of effectiveness including the quality of service provided, citizen perceptions of quality, and the extent a service meets the needs for which it was created.

The Controller's audits may address the extent to which the School District and the First Five Commission have met their respective performance and cost benchmarks.

(b) (e) Reserve Policies. The Mayor and the Board of Supervisors may suspend the City's disbursements from the baseline appropriations or the Public Education Enrichment Fund under Sections 16.123-2, 16.123-4, or 16.123-5 in whole or in part for any year where the Controller certifies that the San Francisco Unified School District or the OECE the First Five Commission has failed to adopt reserve policies recommended by the Controller.

(c) (d) Transfer and Use of Suspended Distributions. If the Mayor and the Board of Supervisors suspend City distributions from the baseline appropriations or the Public Education Enrichment Fund under subsections (a) or (b) or (c), the City shall transfer the amount that would otherwise be distributed from the baseline appropriations or the Public Education Enrichment Fund for that year to the Children's Fund established in Charter Section 16.108, as amended, or any successor legislation, for the provision of substantially equivalent services and programs.

(d) (e) New Local Revenues. The Board of Supervisors may, by ordinance, proportionally reduce the contribution to the Public Education Enrichment Fund and the disbursements to the San Francisco Unified School District and the OECE the First Five Commission required by this measure if the voters of San Francisco adopt new, dedicated revenue sources for the School District or the Commission, and the offsetting reduction in disbursements is specifically authorized by the local revenue measure.

(e) (f) New State Revenues. The Board of Supervisors may, by ordinance, proportionally reduce the contribution to the Public Education Enrichment Fund and the disbursements to the San Francisco Unified School District required by this measure if the percentage increase in per-pupil Revenue Limit funding provided by the State of California to the San Francisco Unified School District in any fiscal year exceeds the percentage increase in the City's cost of living during the previous fiscal year.

The Board of Supervisors may, by ordinance, proportionally reduce the contribution to the Public Education Enrichment Fund and the disbursements to the OECE the First Five Commission if the State of California provides funding to the City for universal preschool, provided that such disbursements are not required to match state and/or other funding.

(g) Eighteen months prior to the expiration of this measure, the Controller shall conduct a complete analysis of the outcomes of the programs funded through the Public Education Enrichment Fund. The Controller's study shall also address changes in the levels of state and federal funding for local schools, per pupil spending in the San Francisco Unified School District compared to urban school districts of similar size. The Controller shall present the results of this analysis to the Mayor and the Board of Supervisors no later than nine months prior to the expiration of the measure.

SEC. 16.123-10. SUNSET.

The provisions of <u>Sections 16.123-1 through 16.123-10</u> this measure shall expire in eleven years, at the end of Fiscal Year <u>2039-2040</u> 2014-15, unless extended by the voters.

SEC. 16.127-1. OUR CHILDREN, OUR FAMILIES COUNCIL; PREAMBLE.

(a) San Francisco has historically shown great concern and compassion for its most vulnerable residents—its children. The City and the community have demonstrated this

commitment through the adoption of progressive, innovative and creative ideals supporting the well-being of San Francisco's children and families.

- (b) To continue its legacy as a champion of children, it is imperative for San Francisco to further invest in the City's children and families.
- (c) The people of the City and County of San Francisco previously supported the passage of the unprecedented Children's Amendment in 1991 and the Public Education

 Enrichment Fund in 2004. While these initiatives dedicated funding to services, the level of unmet needs in providing critical programming and services still falls short.
- (d) In order to advance a citywide vision and long-term set of goals, City leaders, departments, the San Francisco Unified School District, and community partners must come together to align needs with services, coordinate across agencies, and develop a strategy.
- (e) The Our Children, Our Families Council, created by this amendment and comprised of department heads from the City and the School District, and community stakeholders, will build a platform that will place children and families at the center of every policy decision.
- (f) With the Children's Fund and the Public Education Enrichment Fund scheduled for renewal in November 2014, the City must seize this opportunity to develop a long-term Citywide vision, create a set of strategies, coordinate services, and identify shared goals to not only ensure that all children and families already here are able to thrive, but to encourage other families to live here.
- (g) The percentage of children under the age of 18 in San Francisco has steadily declined. As of 2010, 13.4 percent of the City's total population was under the age of 18, the lowest percentage of any major city nationwide.
- (h) Families continue to leave San Francisco, especially those families in the low to moderate income brackets.

services, in order to strengthen the City's ability to best serve children, youth and their families,

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with the specific goals of promoting coordination among and increased accessibility to such programs and services, and enhancing their overall effectiveness.

SEC. 16.127-4. OUR CHILDREN, OUR FAMILIES COUNCIL; COMPOSITION.

The Mayor shall chair the Council, and shall invite the Superintendent of the School

District to serve as a co-chair of the Council. Other members of the Council shall include the heads of City departments with responsibilities for services to children and families, and members of the community. The Mayor shall also invite the heads of School District divisions identified by the Superintendent to serve as members of the Council.

SEC. 16.127-5. OUR CHILDREN, OUR FAMILIES COUNCIL; RESPONSIBILITIES.

- (a) In order to ensure that all children in every neighborhood, have access to the resources to achieve, and especially those neighborhoods with the greatest needs, the Council will be responsible for developing a citywide vision, citywide shared priorities, citywide program goals, and citywide best practices for addressing those needs.
- (b) The San Francisco Children and Families Plan. The Council shall craft a San Francisco Children and Families Plan (the Plan) and identify relevant goals and strategies to align and coordinate the services to children and families provided by City departments, the School District, and community partners and to maximize support for children and families. The Plan shall consider the following elements:
 - (1) Ease of access for children, youth and families in receiving services;
- (2) Educational milestones developed by the School District and youth development milestones developed by the Council;
- (3) Existing quality of service benchmarks established by City and School

 District Departments

<u>(4)</u>	Framework for a basic nee	ds infrastructure,	including,	but not limited to,
•				
<u>housing, transit, ar</u>	<u>nd job placement resources.</u>	<u>: and.</u>		

- (5) Fairness in prioritizing the delivery of services to the children and families with the most need.
- (c) No later than May 1, 2016, and every fifth year thereafter, the Council shall develop and adopt a set of proposed Citywide outcomes for services to children and families, including an outcomes framework, responsive to the evolving needs of the community. No later than July 1, 2016, and every fifth year thereafter, the Council shall prepare and adopt a Children and Families Plan for the City, which shall include a comprehensive assessment of City policies and programs, both public and private, addressing the needs of children and families in San Francisco, and policy-level recommendations for making the City more supportive of children and families. The Council shall emphasize solicitation and incorporation of community input in the development of the initial Children and Families Plan and subsequent Plans.
- (d) No later than October 1, 2017, and each year thereafter, the Board of Supervisors

 shall conduct a noticed public hearing to review the Council's performance and the City's

 overall progress under the current Plan and to update interested parties on the status of the next

 Plan.
- (e) All City Departments shall consider the Children and Families Plan in developing their own strategic plans to make the City more supportive of children and families.
- (f) Planning. Following the adoption of implementing legislation under

 Section 16.126-7, the Mayor shall appoint members to the Council and the Council shall

 convene to make initials decisions regarding staffing, organization, and implementation. The

 Council shall also begin planning for the start of the five-year planning cycle in Fiscal

 Year 2016-2017.

(g) Coordination of Stakeholders. The Council shall ensure that various community groups, agencies, and organizations responsible for providing support, including the City, School District, and community partners, work together in aligned, coherent, and effective ways.

(h) Coordination of Departments. The Council shall facilitate cooperation and coordination between relevant departments of the City and the School District to maximize alignment and improve outcomes for children and youth. The Council shall oversee development and implementation of a data-sharing agreement between the School District and relevant City departments. The Council, in cooperation with the Board of Supervisors, the San Francisco Board of Education, and community groups, shall work to ensure that funds spent to benefit children and families are targeted to those most in need of specific services and that the funds are used strategically to leverage and complement existing and anticipated federal, state, and local resources.

(i) Continued Autonomy of City and School District. The Council will be a policy coordinating body dedicated to improving coordination between the City and its departments, the School District and its departments, and community-based organizations funded by those agencies. While the Council will make recommendations to the City and County of San Francisco and the San Francisco Unified School District, the City and the School District will each retain its full independence and authority regarding programmatic and funding decisions.

(j) Evaluation. Every five years, the Controller shall review the Council's operations and the Plan. The Controller shall submit the results of the review to the Council, the Board of Supervisors and the Board of Education. The Council shall consider the results of the Controller's review in the preparation of the next Plan. The Council will also report to the general public on the Council's efforts and achievements through the publication of an annual San Francisco Kids First Agenda. The Agenda shall serve as a report card on the results of the efforts of the City, the School District, and the community to serve children and families under

1	the Plan, measured against quantifiable standards and metrics and in light of the Council's
2	previously-adopted goals and priorities.
3	
4	SEC. 16.127-6. OUR CHILDREN, OUR FAMILIES COUNCIL; STAFFING.
5	(a) Staffing Support. Subject to the fiscal and budgetary provisions of the Charter, the
6	City shall provide staff to the Council (Council Staff) for administrative, organizational, policy,
7	and research support. These funds shall be allocated from the General Fund.
8	(b) Staff Roles and Responsibilities. Subject to the direction of the Council, Council
9	Staff will:
10	(1) Provide administrative, organizational, policy, planning, and research
11	support to the Council and its outcomes framework;
12	(2) Engage department heads from the City and the School District to coordinate
13	the implementation of services;
14	(3) Provide support for the Council, including developing a joint data-sharing
15	agreement between the City and the School District, monitoring the planning cycle, providing
16	technical support, and developing policy briefs on key issues relevant to implementation of the
17	<u>Plan.</u>
18	(c) Funding. It shall be the policy of the City to provide sufficient funding and
19	administrative support for the Council and Council Staff to perform these functions.
20	
21	SEC. 16.127-7. OUR CHILDREN, OUR FAMILIES COUNCIL; IMPLEMENTATION.
22	The Board of Supervisors shall further provide by ordinance for the membership,
23	structure, functions and support of the Council, consistent with the provisions of
24	<u>Sections 16.126-1 through 16.126-6.</u>
25	

SEC. 4.133. TAXI-COMMISSION.

(a) The Taxi Commission shall consist of seven members, appointed by the Mayor. The appointments shall include a member from the senior or disabled communities, a driver who does not hold a taxicab medallion, a manager in a taxicab company (either a medallion holder or a company representative), a member from the hospitality industry, a member from the labor community, a member from the neighborhoods, and a member of the general public not affiliated with any of the other enumerated categories.

Pursuant to Government Code Section 87103, individuals appointed to the Commission under this Section are intended to represent and further the interest of the particular industries, trades, or professions specified herein. Accordingly, it is found that for purposes of persons who hold such office, the specified industries, trades, or professions are tantamount to and constitute the public generally within the meaning of Government Code Section 87103.

The commissioners appointed to take office upon the effective date of this Charter section shall by lot classify their terms so that the terms of three of the commissioners shall expire at noon on the first anniversary of such date, and the terms of the remaining four commissioners shall expire at noon on the second anniversary of the effective date. On the expiration of these and successive terms of office, the appointments shall be made for two-year terms.

Members may be removed by the Mayor only pursuant to Section 15.105. Vacancies occurring in the offices of members, either during or at the expiration of a term, shall be filled by the Mayor.

(b) Effective March 1, 1999, the Commission shall succeed to all powers and responsibilities relating to taxicabs and other motor vehicles for hire, other than criminal enforcement, now vested in the Police Commission, the Police Department or the Chief of Police. The Taxi Commission may be assigned additional duties and functions by ordinance or pursuant to Section 4.132.

(c) All costs associated with the operations of the Taxi Commission, and such officers and employees as are necessary for the Commission to operate and administer the department and are authorized pursuant to the budgetary and fiscal provisions of the Charter, shall be recovered from permit, license and other fees charged to permit holders, applicants, and other persons by the Commission. The Board of Supervisors shall set fees sufficient to offset the costs of the Commission's operations and any such officers and employees. Notwithstanding the above, the Board of Supervisors may continue to offer reduced fees to operators who participate in the City's Paratransit Program, and offset the reduction in revenues with a contribution from the General Fund.

APPROVED AS TO FORM: DENNIS J. HERRERA, City Attorney

By:

THOMAS J. OWEN Deputy City Attorney

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Ben Rosenfield Controller

Monique Zmuda Deputy Controller

June 11, 2014

Ms. Angela Calvillo Clerk of the Board of Supervisors 1 Dr. Carlton B. Goodlett Place Room 244 San Francisco, CA 94102-4689

RE: File 140443 - Charter amendment establishing a Children and Families Council

Dear Ms. Calvillo,

Should the proposed charter amendment be approved by the voters, in my opinion, it would have a minimal impact on the cost of government.

The amendment provides for a new Children and Families Council to advise the City on the needs, services and programs for children and families in San Francisco. The Council would consist of the Mayor, the Superintendent of the San Francisco Unified School District, and other city and school officials. It would prepare and adopt a five-year plan for children and family services, seek community input and conduct a public hearing on the plan. The Controller's Office would be required to review Council operations and the Plan every five years. Subsequent to passage of the proposed amendment by the voters, the Board of Supervisors would adopt an ordinance further specifying the structure and functions of the Council.

The cost of staff support for the Council, related planning processes and review and evaluation requirements over the five year planning cycle is estimated at approximately \$100,000 on an annual basis.

The Controller's Office will work with the Mayor, Board of Supervisors and City departments to clarify the financial effects of the proposed Charter amendment as it and other related measures are considered for the ballot.

Sincerely,

Ben Rosenfield

FLUENSON

Note: This analysis reflects our understanding of the proposal as of the date shown. At times further information is provided to us which may result in revisions being made to this analysis before the final Controller's statement appears in the Voter Information Pamphlet.



City and County of San Francisco

DEPARTMENT ON THE STATUS OF

file

Mayor

May 16, 2014

Board of Supervisors City Hall 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, Ca 94102-4689

Dear Board of Supervisors:

San Francisco has been at the forefront of seeking true equity for girls and women since 1998 with the adoption of the City Ordinance implementing the UN Convention of the Elimination of All Forms of Discrimination Against Women (CEDAW). The San Francisco CEDAW Ordinance specially calls on the City and County to analyze the operations of City departments, policies and programs to identify discrimination in the provision of direct and indirect services and, if identified, to remedy that discrimination.

Even today, women and girls continue to face subtle but harmful discrimination in the areas of economic development and employment, violence against women and girls, and health. The Department finds that the unique concerns of girls have too often not received due attention, funding, and analysis. Indeed, very few programs in San Francisco respond specifically to the needs of girls and young women. For instance, young women disproportionately face problems with body dysmorphia and sexual violence, problems that are not effectively addressed in co-ed settings. The programs that attempt to address broad youth concerns that do not take into account the different needs of girls (broken down by race and economic status) or that do not collect data to uncover the specific needs of girls, fail to address the concerns of all youth in an equitable fashion. Girls and young women are at a particularly vulnerable point in their development as citizens and human beings. Legislation like the Children and Youth Fund can have a particular influence over their development and sense of selfworth.

Throughout this Children and Youth Fund reauthorization, "equity" has been highlighted as a significant new principle to be adhered to during the funding and allocation processes. It is critical that gender equity serve as one component of this principle. Girls' advocates have been successful in incorporating more gender-responsive language in this latest draft (e.g., "ensuring children are provided with genderresponsive and culturally-competent services" and "Services responsive to issues of gender, sexual orientation, and gender identification, including, but not limited to, services to address the needs of girls and LGBTQQ communities"). However, three more changes would have a substantially positive impact not just for the girls and young women of San Francisco, but for all children.

The Department makes the following (2) recommendations for the second draft of the Children and Youth Fund Charter Amendment, File No. 140441:

i. Sec. 16.108(h)(1B): Gender equity included in the paragraph regarding equity metrics for the C.N.A. equity analysis in addition to low-income neighborhoods and disadvantaged communities.

It is critical that metrics are identified to establish a baseline for the status of girls and young women, and to monitor progress with the inclusion of the new guiding principle. Metrics and data should be disaggregated by sex as well as by race, socioeconomic status, gender identify, and so forth.

ii. Sec. 16.108(I)(3): Require the Commission on the Status of Women to hold one separate or joint Children and Youth Fund hearing once per fiscal year.

To ensure girls' voices are heard at all steps throughout the Children and Youth Fund process, the Commission on the Status of Women (COSW) should also be tasked with holding at least one separate or joint hearing on the fund along with the Recreation and Park, Juvenile Probation, Youth, Health and Human Services Commissions.

The Department makes the following recommendation for the second draft of the Children and Families Council Charter Amendment, File No. 140443:

i. Sec. 16.126(a)(5) and (c): Reserve one seat on the Children and Families Council for the Department on the Status of Women to ensure the equitable representation of girls' needs. Now that gender-responsive services are explicitly included in the Children and Youth Fund draft language, it is all the more important that an individual with the knowledge and ability to oversee this provision has a seat on the Council. The Department should be identified as one of the stakeholders with responsibilities for services to children and family, and the Department's Executive Director should be given a seat on the Council.

Thank you for considering such an important adjustment to the Children and Youth Fund draft. Please direct any questions to Legislative Director Elizabeth Laferriere at (415) 252-2578.

burase work on this joyntal issue.

Sincerely

Emily Murase, PhD

Executive Director

cc: Angela Calvillo, Clerk of the Board

Youth Commission

City Hall ~ Room 345 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102~4532



(415) 554-6446 (415) 554-6140 FAX www.sfgov.org/youth_commission

YOUTH COMMISSION MEMORANDUM

TO:

Honorable Mayor Edwin M. Lee

Honorable Members. Board of Supervisors

CC:

Angela Calvillo, Clerk of the Board

Jason Elliott, Mayor's Office

Maria Su. Director, Department of Children, Youth, and Families

Michele Rutherford, Office of Early Care and Education Laurel Kloomok, Executive Director, First Five Commission

Hydra Mendoza, Education & Families Services Advisor, Mayor's Office

Legislative Aides, Board of Supervisors Alisa Miller, Clerk, Rules Committee

FROM:

Youth Commission

DATE:

May 9th, 2014

RE:

Referral response to BOS File No. 140443 Charter Amendment Introduced Children and Families Council; San Francisco Children and Families Plan

At our regular meeting of Monday, May 5th, 2014 the Youth Commission voted unanimously to support the following motion:

To support BOS File No. 140443, Charter Amendment to amend the Charter, by adding Section 16.126, to create a Children and Families Council, which shall prepare and maintain a San Francisco Children and Families Plan for making the City more supportive of children and families.

The Youth Commission would like to additionally share the following comment and recommendation regarding this legislation:

Youth Commissioners recommended that there should be youth representation and seats for youth on this Council. Youth Commissioners recommended that the council include at least 25% youth seats, where one is a seat for a youth 18 years old or under would be selected by the Youth Commission and have received services for children and youth in San Francisco, and another seat with a transitional age youth (TAY) representative to be appointed by the Citywide TAY Advisory Board (CTAB) currently housed at DCYF.

 Understandings that this legislation does not name departments in the Charter Amendment, Youth Commissioners recommend that Juvenile Probation Department be invited to participate in ongoing conversations about children's services in San Francisco, should there be an ordinance established about the makeup of this Council.

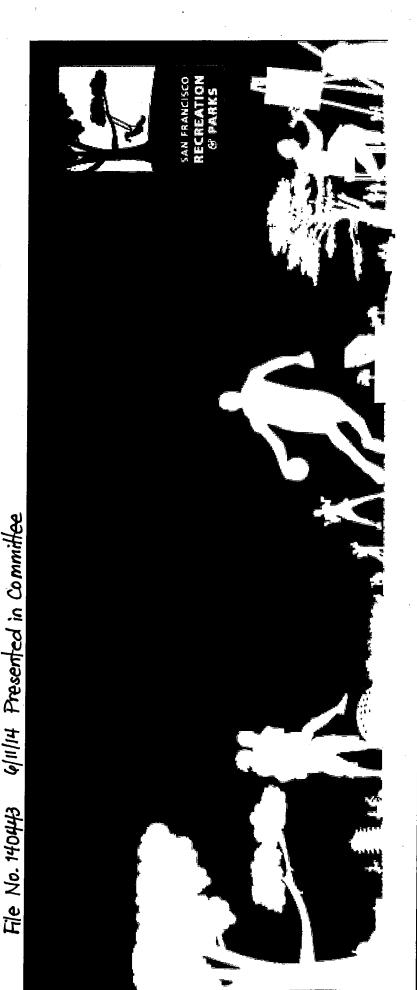
Youth Commissioners appreciate efforts made to coordinate services for children and youth in San Francisco. Youth Commissioners would like to be included in these ongoing conversations.

Please inform us of forward movement on this item. If you have any questions about these recommendations or anything related to the Youth Commission, please don't hesitate to contact our office at (415) 554-6446 or your Youth Commissioner.

Chair, Nicholas Persky

2013-2014 San Francisco Youth Commission

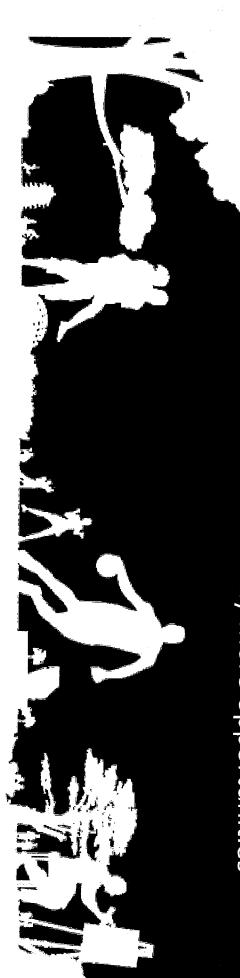
Adopted Monday, May 5th, 2014





DEPARTMENT OVERVIEW

- 3500 Recreation Programs
- 12 Formal After School Programs
- Summer Camps, Special Programs, and Special Events
- TAY Programs and Employment
- Scholarships
- Summer Hires & Job Opportunities
- 220 Parks and Playgrounds Citywide with many more opportunities



RECREATION PROGRAMS

- Senior Programs
- Dance Classes
- Zumba

- YogaDigital ArtsMRC Girls Basketball
- Adalptive Recreation
 - Inclusion Program

55,000 registrations





SUMMER CAMPS

SOME TO SOON TO SUBJECT

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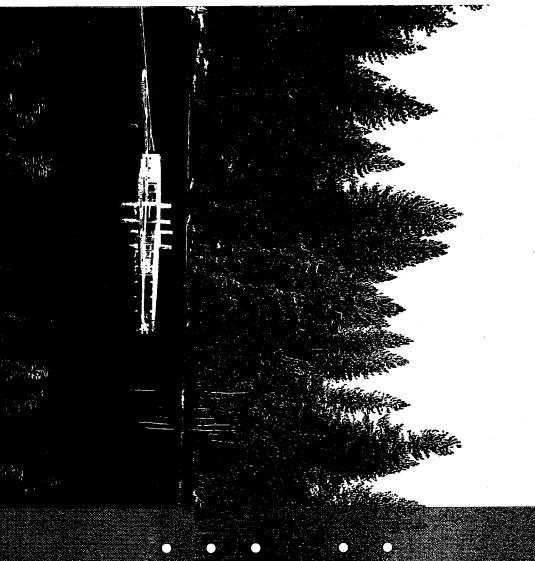
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SUMMER CAMPS



- Early Childhood Camps
- Art & Science Camps
- Aquatics
- ·Sports
- Alternative Sports
- Outdoor Recreation
- Teen Camps

TAY Programs and Employment



- LateNight Basketball
- Camp Mather Teen
 Outdoor Experience
- Leaders In Training
- Over 300 Rec Leaders
- IPO Program

Participation

SCHOLARSHIP PROGRAM

Everyone deserves to get out and play.

awarded this summer

SUMMER JOBS FOR YOUTH AND ADULTS

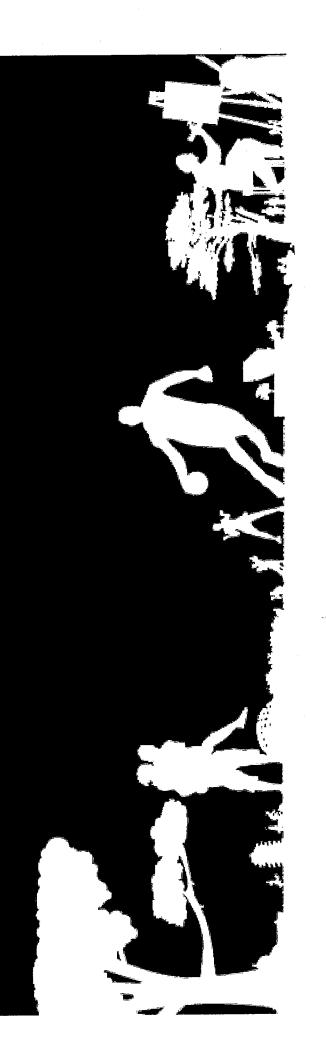


Teens, join our team, earn money and have a great time!

Where job experience and recreation meet.

SUMMARY AND QUESTIONS

customer and community feedback, and safe and clean open spaces, listening to providing quality enriching programs, Improving San Franciscans lives by fostering productive partnerships





Sfrecpark.org

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO:

Ben Rosenfield, City Controller

FROM:

Alisa Miller, Clerk, Rules Committee

Board of Supervisors

DATE:

June 13, 2014

SUBJECT:

CHARTER AMENDMENT (Second Draft)

November 4, 2014 Election

The Board of Supervisors' Rules Committee amended the following Charter Amendment for the November 4, 2014 Election at the June 11, 2014 meeting. This matter is being referred to you in accordance with Elections Code, Section 305(B)(2) and Rules of Order 2.22.3.

File No. 140443 Charter Amendment - Children and Youth Fund, Public Education Enrichment Fund, Children and Families Council

Charter Amendment (Second Draft) to amend the Charter, by revising Sections 16.108, 16.123-1, 16.123-2, 16.123-4, 16.123-5, 16.123-6, 16.123-8, and 16.123-10, adding Sections 16.108-1, and 16.127-1 through 16.127-7, and deleting Sections 16.123-7 and 4.133, to: 1) extend the Children's Fund for 25 years and increase the set-aside from three cents to four cents over a four-year period; 2) extend the Public Education Enrichment Fund for 25 years; 3) create a Children and Families Council and require preparation of a Children and Families Plan; and 4) make various technical and administrative changes to the Funds, at an election to be held on November 4, 2014.

Please review immediately and prepare a financial analysis of the proposed measure prior to the first Rules Committee hearing.

If you have any questions or concerns please call me at (415) 554-4447 or email: alisa.miller@sfgov.org. To submit documentation, please forward to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

BOARD of SUPERVISORS



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MEMORANDUM

TO:

Jason Elliott, Mayor's Office

Jon Givner, Office of the City Attorney

Naomi Kelly, City Administrator

John St. Croix, Executive Director, Ethics Commission

John Rahaim, Director, Planning Department

Sarah Jones, Environmental Review Officer, Planning Department Maria Su, Director, Department of Children, Youth and Their Families

Barbara Carlson, Director, Office of Early Care and Education Laurel Kloomok, Executive Director, First Five Commission

Phimy Truong, Director, Youth Commission Richard Carranza, Superintendent, SFUSD Harvey Rose, Budget and Legislative Analyst

Bevan Dufty, Director, Housing Opportunity Partnerships and Engagement

Carla Johnson, Director, Mayor's Office on Disability

Adrienne Pon, Executive Director, Office of Civic Engagement &

Immigrant Affairs

Allen Nance, Chief Probation Officer, Juvenile Probation Department

Chief Greg Suhr, Police Department George Gascon, District Attorney Jeff Adachi, Public Defender

Phil Ginsburg, General Manager, Recreation and Park Department

Mark Morewitz, Secretary, Health Commission

Trent Rhorer, Executive Director, Health Services Agency

Emily Murase, Executive Director, Department on the Status of Women

Luis Herrera, City Librarian

Tom DeCaigny, Director of Cultural Affairs, Arts Commission

FROM:

Alisa Miller, Clerk, Rules Committee

Board of Supervisors

DATE:

June 13, 2014

SUBJECT:

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November 4, 2014 Election

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Please review immediately and submit any reports or comments you wish to be included with the legislative file.

If you have any questions or concerns, please call me at (415) 554-4447 or email: alisa.miller@sfgov.org. To submit documentation, please forward to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

c: AnMarie Rodgers, Planning Department
Aaron Starr, Planning Department
Jeanie Poling, Planning Department
Chris Armentrout, SFUSD
Debra Newman, Office of the Budget and Legislative Analyst
Severin Campbell, Office of the Budget and Legislative Analyst
Gabriela Loeza, Office of the Budget and Legislative Analyst

BOARD of SUPERVISORS



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TDD/TTY No. 554-5227

MEMORANDUM

TO:

Ben Rosenfield, City Controller

FROM:

Alisa Miller, Clerk, Rules Committee

Board of Supervisors

DATE:

May 6, 2014

SUBJECT:

CHARTER AMENDMENT INTRODUCED

November 4, 2014 Election

The Board of Supervisors' Rules Committee has received the following Charter Amendment for the November 4, 2014 Election, introduced by Supervisor Yee on April 29, 2014. This matter is being referred to you in accordance with Elections Code, Section 305(B)(2) and Rules of Order 2.22.3.

File No. 140443 Children and Families Council; San Francisco Children and Families Plan

Charter Amendment (First Draft) to amend the Charter, by adding Section 16.126, to create a Children and Families Council, which shall prepare and maintain a San Francisco Children and Families Plan for making the City more supportive of children and families.

Please review immediately and prepare a financial analysis of the proposed measure prior to the first Rules Committee hearing.

If you have any questions or concerns please call me at (415) 554-4447 or email: alisa.miller@sfgov.org. To submit documentation, please forward to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

BOARD of SUPERVISORS



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MEMORANDUM

TO:

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Jon Givner, Office of the City Attorney

Naomi Kelly, City Administrator

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Phimy Truong, Director, Youth Commission Richard Carranza, Superintendent, SFUSD Harvey Rose, Budget and Legislative Analyst

FROM:

Alisa Miller, Clerk, Rules Committee

Board of Supervisors

DATE:

May 6, 2014

SUBJECT:

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c: AnMarie Rodgers, Planning Department
Aaron Starr, Planning Department
Jeanie Poling, Planning Department
Chris Armentrout, SFUSD
Debra Newman, Office of the Budget and Legislative Analyst
Severin Campbell, Office of the Budget and Legislative Analyst
Gabriela Loeza, Office of the Budget and Legislative Analyst

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

I hereby submit the following item for introduction (select only one):	Time stamp or meeting date			
	1			
1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Ame	endment)			
2. Request for next printed agenda Without Reference to Committee.				
☐ 3. Request for hearing on a subject matter at Committee.				
☐ 4. Request for letter beginning "Supervisor	inquires"			
☐ 5. City Attorney request.				
6. Call File No. from Committee.				
7. Budget Analyst request (attach written motion).				
8. Substitute Legislation File No.				
9. Reactivate File No.				
☐ 10. Question(s) submitted for Mayoral Appearance before the BOS on				
Please check the appropriate boxes. The proposed legislation should be forwarded to the for	ollowing: Commission			
☐ Planning Commission ☐ Building Inspection Comm	mission			
ote: For the Imperative Agenda (a resolution not on the printed agenda), use a Imper	rative Form.			
ponsor(s):				
Supervisors Yee, Avalos, Kim, Mar, Campos, Cohen, Breed				
ubject:				
Charter Amendment - Children and Families Council; San Francisco Children and Families	Plan			
The text is listed below or attached:				
See attached.				
Signature of Sponsoring Supervisor:				
For Clerk's Use Only:				