

File No. 170555

Committee Item No. 7
Board Item No. 7

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee Date May 25, 2017

Board of Supervisors Meeting Date June 6, 2017

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
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| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
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| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
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OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date May 19, 2017
Completed by: Linda Wong Date May 30, 2017

1 [Administrative Code - Amending the San Francisco City College Enrollment Fee Financial
2 Assistance Fund]

3 Ordinance amending the Administrative Code to rename the San Francisco City
4 College Enrollment Fee Assistance Fund as the San Francisco Free City College
5 Program Financial Assistance Fund, clarify the permissible uses of monies
6 appropriated to this fund, add two members to this fund's Oversight Committee, and
7 increase the number of required meetings for the Oversight Committee.

8 NOTE: Unchanged Code text and uncodified text are in plain Arial font.
9 Additions to Codes are in *single-underline italics Times New Roman font*.
10 Deletions to Codes are in *strikethrough italics Times New Roman font*.
11 Board amendment additions are in double-underlined Arial font.
12 Board amendment deletions are in ~~Arial font~~.
13 Asterisks (* * * *) indicate the omission of unchanged Code
14 subsections or parts of tables.

15 Be it ordained by the People of the City and County of San Francisco:

16 Section 1. The Administrative Code is hereby amended by revising Section 10.100-
17 288, to read as follows:

18 **SEC. 10.100-288. SAN FRANCISCO FREE CITY COLLEGE PROGRAM**
19 **~~ENROLLMENT FEE ASSISTANCE~~ FINANCIAL ASSISTANCE FUND.**

20 (a) ~~Establishment of Fund.~~ Establishment of Fund. The San Francisco Free City College
21 Program ~~Enrollment Fee Assistance~~ Financial Assistance Fund ("the Fund") is hereby
22 established as a category four fund to provide financial assistance to students at City College
23 of San Francisco ("City College"), as further specified in subsection (c).

24 (b) ~~Sources of Funds.~~ Sources of Funds. The Fund may receive any legally available
25 monies appropriated for this purpose.

(c) ~~Use of Funds.~~ Use of Funds. The Department of Children, Youth, and Their Families
("the Agency Department") shall use monies in the Fund to make ~~block~~ grants to reimburse City

1 College ~~to offset for~~ enrollment fees ~~and provide~~ and other education-related financial support
2 for students who are enrolled in credit courses at City College, ~~and who: (1) maintain their legal~~
3 residence or domicile in San Francisco, ~~and are residents of California for tuition purposes or~~
4 ~~qualify for a non-resident exemption or (2) are an employee of the City and County of San Francisco,~~
5 ~~the San Francisco Unified School District, or City College~~ ("Eligible Students"). As a condition of
6 accepting the monies, City College shall agree to use the ~~block~~ grants to: (1) ~~reduce or~~ waive
7 enrollment fees for Eligible Students, less any state or federal financial aid the student is
8 currently receiving for his or her education; or (2) for Eligible Students who are receiving other
9 financial aid covering their enrollment fees, for other education-related financial support,
10 including but not limited to monies for the purchase of required books and supplies, lab fees,
11 and activity fees, as specified in the ~~block~~ grant agreement. ~~Benefits from the block grant~~
12 ~~program need not be based on individual need, but no student shall receive benefits worth more than~~
13 ~~\$1,000 from the program for any academic year. For the 2017-18 and 2018-19 academic years,~~
14 Eligible Students shall not receive benefits exceeding their enrollment fees, or if they receive other
15 financial aid covering their enrollment fees, Eligible Students shall not receive education-related
16 financial support worth more than \$500 per academic year for full-time Eligible Students and \$200 per
17 academic year for part-time Eligible Students. Subject to appropriations made by the Board of
18 Supervisors and the Mayor, the Agency Department may use monies in the Fund to provide
19 additional education-related support to Eligible Students in future academic years. City College may
20 use up to ~~1%~~ of the total amount of block grants ~~disbursed from the Fund in each fiscal year~~ \$500,000
21 to pay the costs of implementation and administration of the program, including but not limited
22 to altering City College's online enrollment program and hiring financial aid counselors to
23 provide information and support to Eligible Students.

24 (d) ~~Administration and Oversight of Fund.~~ Administration and Oversight of Fund. The
25 ~~Department Agency Department~~ shall administer the Fund.

1 (1) The ~~Department Agency~~ Department and City College shall develop and
2 execute an agreement governing the *block* grants and the process for applying for, calculating,
3 awarding, and disbursing payments to individual students. ~~The agreement shall provide for the~~
4 ~~proportional reduction in payments to individual students to the extent that the total of such payments~~
5 ~~would exceed the amount of the block grant. The agreement shall give priority to offsetting enrollment~~
6 ~~fee increases over other education-related financial support.~~

7 (2) (A) Any *block* grant agreement between the ~~Department Agency~~
8 Department and City College shall provide, as a condition of the grant, for the creation of an
9 Oversight Committee to review City College's implementation of the grant agreement and to
10 prepare an annual public report to the Mayor, the Board of Supervisors, and the ~~Department~~
11 Agency Department, as well as to City College, concerning the implementation of the grant
12 agreement and disbursements from the Fund. The agreement shall ~~designate an agency to~~
13 ~~specify that the Agency Department and City College will~~ provide administrative support for the
14 Oversight Committee.

15 (B) The Oversight Committee shall consist of ~~nine eleven~~ 11 members.

16 (i) The City College Board of Trustees shall appoint one member
17 of the Governing Board of City College, one City College financial aid counselor or specialist,
18 and one member ~~of from~~ the Office of the Chancellor of City College.;

19 (ii) ~~The the~~ City College Academic Senate shall appoint two faculty
20 members.;

21 (iii) ~~The the~~ City College Associated Students Executive Council
22 shall appoint one student body representative.;

23 (iv) ~~The the~~ Board of Supervisors shall appoint one member of the
24 Board of Supervisors and one person not otherwise eligible to serve in one of the dedicated
25 seats on the Oversight Committee.;

1 (v) ~~The the~~ San Francisco Board of Education shall appoint one
2 member of the Board of Education-;

3 (vi) the Mayor shall appoint one member from the staff of the Mayor's
4 Office; and

5 (vii) the Controller shall appoint one member from the staff of the
6 Controller's Office.

7 If at any point, the City College Board of Trustees, Academic Senate, or
8 Associated Students Executive Council, or the San Francisco Board of Education declines to
9 appoint a member to one of the seats for which it has appointing authority and leaves that
10 seat vacant for more than 90 days, the Board of Supervisors may appoint a member of the
11 public to fill the seat until the appointing authority appoints a person to the seat. Each
12 member shall serve at the pleasure of the member's appointing authority, and shall serve for
13 the life of the Oversight Committee unless removed by the appointing authority. Any member
14 who misses three regular meetings of the Oversight Committee without the express approval
15 of the Oversight Committee at or before each missed meeting shall be deemed to have
16 resigned from the Oversight Committee ten days after the third unapproved absence. The
17 Oversight Committee shall inform the appointing authority of the resignation, and the
18 Oversight Committee shall also inform the Clerk of the Board of Supervisors.

19 (C) The Oversight Committee shall meet at least once every ~~four~~ three
20 months and shall comply ~~will all applicable~~ with the public meeting provisions of the Brown Act
21 and the Sunshine Ordinance.

22 (D) Unless the Board of Supervisors by ordinance extends the term of
23 the Oversight Committee, the Oversight Committee shall terminate on December 31, 2019.

24 (3) Notwithstanding the provisions of subsections (c) and (d), ~~the Department~~
25 ~~shall build and maintain within the Fund~~ it shall be the policy of the Board of Supervisors to

1 appropriate sufficient funds to the Fund to maintain a reserve of up to 100% of the estimated
2 annual funding needs ~~for the Fund~~.

3 (4) This subsection 10.100-288(d) shall become not become operative until the
4 City appropriates monies to the Fund. The subsection shall become operative upon the
5 effective date of a duly enacted ordinance appropriating monies to the Fund or resolution
6 approving acceptance and expenditure of a gift to the Fund.

7 Section 2. Effective Date. This ordinance shall become effective 30 days after
8 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
9 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
10 of Supervisors overrides the Mayor's veto of the ordinance.

11 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
12 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
13 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
14 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
15 additions, and Board amendment deletions in accordance with the "Note" that appears under
16 the official title of the ordinance.

17
18 APPROVED AS TO FORM:
19 DENNIS J. HERRERA, City Attorney

20 By: 

21 ANDREW SHEN
22 Deputy City Attorney

23 n:\ethics\as2017\1700561\01183431.docx

5/25/17

FILE NO. 170555

LEGISLATIVE DIGEST

[Administrative Code - San Francisco City College Financial Assistance Fund]

Ordinance amending the Administrative Code to rename the San Francisco City College Enrollment Fee Assistance Fund as the San Francisco City College Financial Assistance Fund, clarify the permissible uses of monies appropriated to this fund, add two members to this fund's Oversight Committee, and increase the number of required meetings for the Oversight Committee.

Existing Law

On September 27, 2016, the Board of Supervisors created the San Francisco City College Enrollment Fee Assistance Fund, in order to provide financial assistance for students attending the City College of San Francisco ("City College"). This ordinance directs the City and City College to develop and execute an agreement to provide funding for City College students and govern the disbursement of such funds.

The ordinance also requires that the agreement would establish an Oversight Committee to review and report on the implementation of the agreement between the City and City College. The Oversight Committee would be required to hold public meetings at least once every four months. The Oversight Committee would consist of nine members to be appointed by the City College Board of Trustees, the City College Academic Senate, the City College Associated Students Executive Council, the Board of Supervisors, and the Board of Education for the San Francisco Unified School District.

Amendments to Current Law

The proposed legislation would rename the San Francisco City College Enrollment Fee Assistance Fund as the San Francisco City College Financial Assistance Fund. This proposal would also clarify which City College students are eligible for financial assistance, specify that students would receive sufficient funding to cover their enrollment fees, and for students who already receive assistance with enrollment fees, provide that they would receive education-related financial support worth up to \$500 per academic year for full-time students and \$200 for part-time students. City College would also be allowed to use up to \$500,000 to pay the costs of implementing and administering this program.

The proposed legislation would also add two seats to the Oversight Committee, with one member to be appointed by the Mayor and one member to be appointed by the Controller. This legislation would also require the Oversight Committee to meet more frequently, at least once every three months.

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Wong, Linda (BOS)

From: Wong, Linda (BOS)
Sent: Tuesday, May 16, 2017 3:29 PM
To: Su, Maria (CHF); 'thea@nextstepsmarketing.com'; 'bdavila@ccsf.edu'; slamb@ccsf.edu
Subject: File No. 170555 - REFERRAL FROM BOARD OF SUPERVISORS (Budget & Finance Sub-Committee)
Attachments: 170555.pdf

Good afternoon,

Attached is a referral for BOS File No. 170555, which is being sent to you for informational purposes. If you have any comments or reports to be included with the file, please respond to this email or forward them to me at the address listed below.

File No. 170555

Ordinance amending the Administrative Code to rename the San Francisco City College Enrollment Fee Assistance Fund as the San Francisco Free City College Program Fund, clarify the permissible uses of monies appropriated to this fund, add two members to this fund's Oversight Committee, and increase the number of required meetings for the Oversight Committee.

Sincerely,

Linda Wong

Board of Supervisors

1 Dr. Carlton B. Goodlett Place, City Hall, Room 244

San Francisco, CA 94102-4689

Phone: 415.554.7719 | Fax: (415) 554-5163

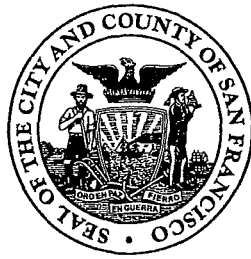
Linda.Wong@sfgov.org | www.sfbos.org

Please complete a Board of Supervisors Customer Service Satisfaction form by clicking [here](#).

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

BOARD of SUPERVISORS



City Hall
1 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: Maria Su, Director, Department of Children, Youth and Their Families
Thea Selby, President, Board of Trustees, City College of San Francisco
Susan Lamb, Interim Chancellor, City College of San Francisco

FROM: Linda Wong, Assistant Clerk, Budget and Finance Sub-Committee

DATE: May 16, 2017

SUBJECT: LEGISLATION INTRODUCED

The Board of Supervisors' Budget and Finance Sub-Committee has received the following proposed legislation:

File No. 170555

Ordinance amending the Administrative Code to rename the San Francisco City College Enrollment Fee Assistance Fund as the San Francisco Free City College Program Fund, clarify the permissible uses of monies appropriated to this fund, add two members to this fund's Oversight Committee, and increase the number of required meetings for the Oversight Committee.


If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.



MEMORANDUM

Date: June 1, 2017

To: The Honorable Members, Board of Supervisors

From:  Angela Calvillo, Clerk of the Board

Subject: Administrative Code – San Francisco City College Financial Assistance Fund (File No. 170555)

Board of Supervisors Rules of Order 2.21 establishes certain criteria that must be included in legislation creating and establishing, or reauthorizing, new bodies (boards/commissions/task forces/advisory bodies) and requires the Clerk of the Board to advise the Board on certain matters. In order to fulfill these requirements, the following is provided:

File No. 170555 Administrative Code – San Francisco City College Financial Assistance Fund

- Does a current body address the same or similar subject matter?

No current body provides oversight for the established fund.

- Language requiring the body to meet at least once every four months

Section 10.100-288(d)(2)(C) states, on page 4, lines 19-20, "The Oversight Committee shall meet at least once every three months..."

- Language indicating members serve at the pleasure of the appointing authority

Section 10.100-288(d)(2)(B) states, on page 4, lines 11-13, "Each member shall serve at the pleasure of the member's appointing authority, and shall serve for the life of the Oversight Committee unless removed by the appointing authority."



- Language establishing attendance requirements

Section 10.100-288(d)(2)(B) states, on page 4, lines 13-16, "Any member who misses three regular meetings of the Oversight Committee without the express approval of the Oversight Committee at or before each missed meeting shall be deemed to have resigned from the Oversight Committee ten days after the third unapproved absence."

- Number of seats and qualifications

There are a total of 11 seats:

(3 members) the City College Board of Trustees shall appoint one member of the Governing Board of City College, one City College financial aid counselor or specialist, and one member of from the Office of the Chancellor of City College;

(2 members) the City College Academic Senate shall appoint two faculty members;

(1 member) the the City College Associated Students Executive Council shall appoint one student body representative;

(2 members) the Board of Supervisors shall appoint one member of the Board of Supervisors and one person not otherwise eligible to serve in one of the dedicated seats on the Oversight Committee; and

(1 member) the San Francisco Board of Education shall appoint one member of the Board of Education;

(1 member) the Mayor shall appoint one member from the staff of the Mayor's Office; and

(1 member) the Controller shall appoint one member from the staff of the Controller's Office.

- Term limits (i.e., commencement date? staggered terms?)

Section 10.100-288(d)(2)(B) states, on page 4, lines 11-13, "Each member shall serve at the pleasure of the member's appointing authority, and shall serve for the life of the Oversight Committee unless removed by the appointing authority."



- Administering department

The Department of Children, Youth, and Their Families shall administer the Fund. The Department and City College will provide administrative support for the Oversight Committee.

- Reporting requirements

Section 10.100-288(d)(2)(A) states, on page 3, lines 9-12, “[The] Oversight Committee to review City College’s implementation of the grant agreement and to prepare an annual public report to the Mayor, the Board of Supervisors, and the Department Agency Department, as well as to City College, concerning the implementation of the grant agreement and disbursements from the Fund.”

- Sunset date

Section 10.100-288(d)(2)(D) states, on page 4, lines 22-23, “Unless the Board of Supervisors by ordinance extends the term of the Oversight Committee, the Oversight Committee shall terminate on December 31, 2019.”

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED
 BOARD OF SUPERVISORS
 3077
 300
 FEBRUARY - 9 PM 4:49
 Time stamp or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 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 following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

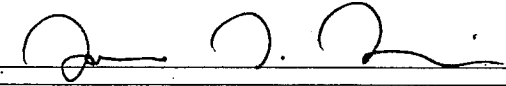
Supervisor Kim, Ronan, Fewer, Peskin, Yee

Subject:

Ordinance amending the San Francisco City College Enrollment Fee Assistance Fund

The text is listed below or attached:

Please see attached.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

President, District 5
BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7630
Fax No. 554-7634
TDD/TTY No. 544-5227

ESP Clerk
COB/BOS-11, Deputies,
Alders, Deputy
Deputy City Clerk
Office

London Breed

RECEIVED
BOARD OF SUPERVISORS
MAY 11 11 3:57 AM

PRESIDENTIAL ACTION

Date: 5/11/2017

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. 170555 Kim
(Primary Sponsor)

Title. Amending San Francisco City College Enrollment Fee Assistance Fund

Transferring (Board Rule No 3.3)

File No. _____
(Primary Sponsor)

Title. _____

From: _____ Committee

To: _____ Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor _____

Replacing Supervisor _____

For: _____ Meeting
(Date) (Committee)

London Breed, President
Board of Supervisors

