

File No. 160892

Committee Item No. 11  
Board Item No. 3

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date September 14, 2016

Board of Supervisors Meeting

Date September 20, 2016

#### Cmte Board

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| <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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Completed by: Linda Wong Date September 9, 2016  
Completed by: Linda Wong Date September 15, 2016

[Administrative Code - San Francisco City College Enrollment Fee Assistance Fund]

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**Ordinance amending the Administrative Code to establish the San Francisco City College Enrollment Fee Assistance Fund.**

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

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

Section 1. The Administrative Code is hereby amended by renumbering Section 10.100-288 as Section 10.100-287 and revising it, to read as follows:

**SEC. 10.100-287 ~~10.100-288~~. SAN FRANCISCO CHILDREN AND FAMILIES TRUST FUND.**

(a) **Establishment of Fund.** The San Francisco Children and Families First Trust Fund is established as a category four fund to receive all grants, gifts, or bequests of money made to or for the benefit of the San Francisco Children and Families First Commission *from form* public or private sources to be used for early childhood development programs.

(b) **Use of Fund.** Moneys allocated to the fund shall be expended only for the purposes authorized by the California Children and Families First Act and in accordance with the San Francisco County Strategic Plan approved by the San Francisco Children and Families First Commission. All monies shall be expended for the specific purpose such grant, gift, or bequest was made.

1 Section 2. The Administrative Code is hereby amended by adding a new  
2 Section 10.100-288 to read as follows:

3 **SEC. 10.100-288. SAN FRANCISCO CITY COLLEGE ENROLLMENT FEE ASSISTANCE**

4 **FUND.**

5 (a) Establishment of Fund. The San Francisco City College Enrollment Fee Assistance Fund  
6 ("the Fund") is hereby established as a category four fund to provide financial assistance to students at  
7 City College of San Francisco ("City College"), as further specified in subsection (c).

8 (b) Sources of Funds. The Fund may receive any legally available monies appropriated for  
9 this purpose.

10 (c) Use of Funds. The Department of Children, Youth, and Their Families ("the Department")  
11 shall use monies in the Fund to make block grants to City College to offset enrollment fees and provide  
12 other education-related financial support for students who are enrolled in credit courses at City  
13 College and who: (1) maintain their legal residence or domicile in San Francisco, or (2) are an  
14 employee of the City and County of San Francisco, the San Francisco Unified School District, or City  
15 College ("Eligible Students"). As a condition of accepting the monies, City College shall agree to use  
16 the block grants to: (1) reduce or waive enrollment fees for Eligible Students, less any state or federal  
17 financial aid the student is currently receiving for his or her education; or (2) for Eligible Students who  
18 are receiving other financial aid covering their enrollment fees, for other education-related financial  
19 support, including but not limited to monies for the purchase of required books and supplies, lab fees,  
20 and activity fees, as specified in the block grant agreement. Benefits from the block grant program  
21 need not be based on individual need, but no student shall receive benefits worth more than \$1,000  
22 from the program for any academic year. City College may use up to 1% of the total amount of  
23 block grants disbursed from the Fund in each fiscal year to pay the costs of implementation  
24 and administration of the program, including but not limited to altering City College's online  
25 enrollment program and hiring financial aid counselors to provide information and support to

1 Eligible Students. For purposes of this Section 10.100-288, "employee" means someone  
2 working for that employer at least 20 hours per week on average.

3 (d) Administration and Oversight of Fund. The Department shall administer the Fund.

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

10 (2) (A) Any block grant agreement between the Department and City College shall  
11 provide, as a condition of the grant, for the creation of an Oversight Committee to review City  
12 College's implementation of the grant agreement and to prepare an annual public report to the Mayor,  
13 the Board of Supervisors, and the Department, as well as to City College, concerning the  
14 implementation of the grant agreement and disbursements from the Fund.

15 (B) The Oversight Committee shall consist of nine members. The City  
16 College Board of Trustees shall appoint one member of the Governing Board of City College, one  
17 City College financial aid counselor or specialist, and one member of the Office of the  
18 Chancellor of City College. The City College Academic Senate shall appoint two faculty  
19 members. The City College Associated Students Executive Council shall appoint one student  
20 body representative. The Board of Supervisors shall appoint one member of the San Francisco  
21 Board of Supervisors appointed by the Board of Supervisors, one member of the San Francisco  
22 Board of Education appointed by the Board of Education, one City College student  
23 representative, two City College faculty members, one City College financial aid counselor or  
24 specialist, one member from the office of the Chancellor of City College, and one community  
25 member person not otherwise eligible to serve in one of the dedicated seats on the Oversight

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

14 (C) The Oversight Committee shall meet at least once every four months  
15 and shall comply with all applicable provisions of the Brown Act and the Sunshine Ordinance.

16 (D) The Department shall provide administrative support for the  
17 Oversight Committee.

18 (E) Unless the Board of Supervisors by ordinance extends the term of  
19 the Oversight Committee, the Oversight Committee shall terminate on December 31, 2019.

20 (3) Notwithstanding the provisions of subsections (c) and (d), the Department shall  
21 build and maintain within the Fund a reserve of up to 100% of the estimated annual funding needs for  
22 the Fund.

23 (4) This subsection 10.100-288(d) shall become not become operative until the  
24 City appropriates monies to the Fund. The subsection shall become operative upon the  
25

1 effective date of a duly enacted ordinance appropriating monies to the Fund or resolution  
2 approving acceptance and expenditure of a gift to the Fund.

3  
4 Section 2. Effective Date. This ordinance shall become effective 30 days after  
5 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
6 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
7 of Supervisors overrides the Mayor's veto of the ordinance.

8  
9 Section 3. Undertaking for the General Welfare. In enacting and implementing this  
10 ordinance, the City is assuming an undertaking only to promote the general welfare. It is not  
11 assuming, nor is it imposing on its officer and employees, an obligation for breach of which it  
12 is liable in money damages to any person who claims that such breach proximately caused  
13 injury.

14  
15 APPROVED AS TO FORM:  
16 DENNIS J. HERRERA, City Attorney

17  
18 By: 

19 JON GIVNER  
Deputy City Attorney

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**LEGISLATIVE DIGEST**

[Administrative Code - San Francisco City College Enrollment Fee Assistance Fund]

**Ordinance amending the Administrative Code to establish the San Francisco City College Enrollment Fee Assistance Fund.**

Existing Law

The City currently does not have a fund to provide financial support to City College students.

Amendments to Current Law

The proposal is an ordinance that would amend the Administrative Code to establish the San Francisco City College Enrollment Fee Assistance Fund ("the Fund"). The City would use monies in the Fund to provide financial assistance to City College students who live in San Francisco or who are employed by the City and County of San Francisco, the San Francisco Unified School District, or City College. The Department of Children, Youth, and Their Families ("the Department") would use monies in the Fund to make block grants to City College to offset enrollment fees and provide other education-related financial support for eligible students. Financial support from the Fund would be limited to \$1,000 per student per year. City College could use up to 1% of the grant money to support implementation of the program.

The Department and City College would develop and execute an agreement governing the block grants and the process for applying for, calculating, awarding, and disbursing payments or credits to individual students. The agreement would provide for the proportional reduction in payments to individual students to the extent that the total of such payments would exceed the amount of the block grant. The agreement would give priority to offsetting enrollment fee increases.

The agreement would also provide for the creation of an Oversight Committee to review City College's implementation of the grant agreement and to prepare an annual public report on the implementation of the grant agreement and disbursements from the Fund. The Oversight Committee would consist of one member of the Governing Board of City College, one member of the San Francisco Board of Supervisors, one member of the San Francisco Board of Education, one City College student representative, two City College faculty members, one City College financial aid counselor or specialist, one member from the office of the Chancellor of City College, and one community member.

The obligation to enter an MOU and form an Oversight Committee would only become operative after the Board of Supervisors appropriates money into the Fund.

AMENDED IN COMMITTEE

9/14/16

FILE NO. 160892

The Fund would receive any legally available monies appropriated for this purpose. The proposal would require the Department to maintain a reserve within the Fund of up to 100% of the estimated annual funding needs for the Fund.

The proposal would also renumber Administrative Code Section 10.100-288 as Section 10.100-287 in order to maintain appropriate sequencing within the Code, and correct a typographical error.

\* \* \* \*

*The legislation on file, dated 8/2/2016, would authorize benefits from the Fund to City College students who work in San Francisco, as well as those who live in San Francisco or work for the City.*

*The substitute legislation would authorize benefits from the Fund to City College students who live on San Francisco or who work for the City, the Unified School District, or City College, but would no longer cover City College students who worked in San Francisco for anyone other than the City, School District, or City College.*

*On 9/14/16, the Budget and Finance Committee amended the ordinance to allow City College to use a portion of the grant funds for administrative purposes, to delay the operative date of the Oversight Committee and MOU requirements, and to amend the structure and obligations of the Oversight Committee.*

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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: Adele Carpenter, Director, Youth Commission

FROM: *AC* Angela Calvillo, Clerk of the Board

DATE: September 13, 2016

SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS

The Board of Supervisors has received the following substitute legislation, which at the request of the Youth Commission is being referred as per Charter Section 4.124 for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

**File No. 160892**

**Ordinance amending the Administrative Code to establish the San Francisco City College Enrollment Fee Assistance Fund.**

Please return this cover sheet with the Commission's response to **Linda Wong, Assistant Clerk, Budget and Finance Committee.**

\*\*\*\*\*

**RESPONSE FROM YOUTH COMMISSION**      Date: \_\_\_\_\_

\_\_\_ **No Comment**

\_\_\_ **Recommendation Attached**

\_\_\_\_\_  
**Chairperson, Youth Commission**

BOARD of SUPERVISORS



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TDD/TTY No. 554-5227

## MEMORANDUM

TO: Maria Su, Director, Department of Children, Youth and Their Families  
Susan Lamb, Chancellor, City College of San Francisco  
Steve Bruckman, General Counsel, SF Community College District  
Rafael Mandelman, President, City College of San Francisco Board of Trustees

FROM: *ll*  
*for* Linda Wong, Assistant Clerk, Budget and Finance Committee

DATE: September 13, 2016

SUBJECT: SUBSTITUTE LEGISLATION INTRODUCED

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The Board of Supervisors' Budget and Finance Committee has received the following substitute legislation, introduced by Supervisor Kim:

**File No. 160892**

**Ordinance amending the Administrative Code to establish the San Francisco City College Enrollment Fee Assistance Fund.**

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.

c: Ron Gerhard, SF Community College District  
Thea Selby, City College of San Francisco Board of Trustees  
Amy Bacharach, City College of San Francisco Board of Trustees  
Brigitte Davila, City College of San Francisco Board of Trustees  
Steve Ngo, City College of San Francisco Board of Trustees  
Alex Randolph, City College of San Francisco Board of Trustees  
John Rizzo, City College of San Francisco Board of Trustees  
Bouchra Simmons, City College of San Francisco Board of Trustees

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San Francisco 94102-4689  
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# MEMORANDUM

TO: Adele Carpenter, Director, Youth Commission

FROM: *ll*  
*for* Angela Calvillo, Clerk of the Board

DATE: August 15, 2016

SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS

The Board of Supervisors has received the following proposed legislation, which at the request of the Youth Commission is being referred as per Charter Section 4.124 for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

**File No. 160892**

**Ordinance amending the Administrative Code to establish the San Francisco City College Enrollment Fee Assistance Fund.**

Please return this cover sheet with the Commission's response to **Linda Wong, Assistant Clerk, Budget and Finance Committee.**

\*\*\*\*\*

**RESPONSE FROM YOUTH COMMISSION**      Date: \_\_\_\_\_

\_\_\_\_ No Comment

\_\_\_\_ Recommendation Attached

\_\_\_\_\_  
**Chairperson, Youth Commission**

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  
Susan Lamb, Chancellor, City College of San Francisco  
John Belmont, Controller, SF Community College District  
Rafael Mandelman, President, City College of San Francisco Board of Trustees

FROM: *ll*  
*for* Linda Wong, Assistant Clerk, Budget and Finance Committee

DATE: August 15, 2016

SUBJECT: LEGISLATION INTRODUCED

---

The Board of Supervisors' Budget and Finance Committee has received the following proposed legislation, introduced by Supervisor Kim:

**File No. 160892**

**Ordinance amending the Administrative Code to establish the San Francisco City College Enrollment Fee Assistance Fund.**

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.

c: Mark J. Zacovic, SF Community College District  
Thea Selby, City College of San Francisco Board of Trustees  
Amy Bacharach, City College of San Francisco Board of Trustees  
Brigitte Davila, City College of San Francisco Board of Trustees  
Steve Ngo, City College of San Francisco Board of Trustees  
Alex Randolph, City College of San Francisco Board of Trustees  
John Rizzo, City College of San Francisco Board of Trustees  
Bouchra Simmons, City College of San Francisco Board of Trustees

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2016 SEP -6  
Time stamp  
or meeting date

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

BY B

- 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. 160892
- 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):

KIM

Subject:

San Francisco City College Enrollment Fee Assistance Fund

The text is listed below or attached:

Please see attached.

Signature of Sponsoring Supervisor: [Signature]

For Clerk's Use Only:

Print Form

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2016 AUG 2 PM 1:33  
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"
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- 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):**

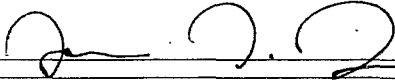
Supervisor Kim

**Subject:**

Free City College Fund

**The text is listed below or attached:**

Please see attached.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only: