

[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* ~~from~~ 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

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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.

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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.

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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.

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

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18 By: _____
19 JON GIVNER
Deputy City Attorney

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