

File No. 200761

Committee Item No. 5

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: Sept. 3, 2020

Board of Supervisors Meeting:

Date: \_\_\_\_\_

#### Cmte Board

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- Ordinance
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- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER

- Referrals – August 5, 2020
- Presidential Action Transfer Memo – August 11, 2020
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Prepared by: John Carroll

Date: August 28, 2020

Prepared by: John Carroll

Date: \_\_\_\_\_

1 [Administrative Code - Workforce Education and Recovery Fund]

2

3 **Ordinance amending the Administrative Code to establish the Workforce Education**  
4 **and Recovery Fund.**

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

9

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

11

12 Section 1. Chapter 10, Article XIII of the Administrative Code is hereby amended by  
13 adding Section 10.100-377, to read as follows:

14

15 **SEC. 10.100-377. WORKFORCE EDUCATION AND RECOVERY FUND.**

16 *(a) Establishment of Fund. The Workforce Education and Recovery Fund (“the Fund”) is*  
17 *hereby established as a category four fund to provide financial support to City College of San*  
18 *Francisco (“City College”) for workforce and professional development programs; student support*  
19 *and wrap around services supporting student retention; and social justice, equity, lifelong learning,*  
20 *and enrichment classes.*

21 *(b) Sources of Monies. The Fund may receive any legally available monies appropriated for*  
22 *this purpose.*

23 *(c) Administration and Use of the Fund. The Department of Children, Youth, and Their*  
24 *Families (“the Department”) shall administer the Fund and, at the beginning of each fiscal year, shall*  
25 *use:*

1                   (1) one-half of the monies in the Fund to support City College workforce and  
2 professional development programs, including but not limited to programs for health professionals,  
3 registered and vocational nursing, biotechnology, health education, aircraft maintenance, business,  
4 building trades and construction management, early childhood education, child development,  
5 emergency responders, custodial services, hospitality, culinary arts, digital media arts, photography,  
6 computer programming, computer networking, cybersecurity, information technology, and English as a  
7 Second Language;

8                   (2) one-quarter of the monies in the Fund to support City College student support  
9 services, classified staff support and coordinators, wrap-around services supporting student retention,  
10 student employment, and classified professional development; to support disadvantaged, low-income,  
11 immigrant, Lesbian Gay Bisexual Transgender Queer, women, disabled, and veteran students; and to  
12 meet students' basic needs, including but not limited to academic counseling and tutoring, childcare,  
13 rental assistance, and transportation assistance and subsidies like Clipper cards; and

14                   (3) one-quarter of the monies in the Fund to support City College social justice, equity,  
15 lifelong learning, and enrichment classes, including but not limited to Ethnic Studies, African American  
16 Studies, Latin/Latinx Studies, Asian American Studies, Women & Gender Studies, Philippine Studies,  
17 LGBTQ Studies, Older Adults, Art, Music, Physical Education, Adult Basic Education, and World  
18 Languages and Cultures.

19                   **(d) Expenditure Plan and Oversight.**

20                   (1) The Department shall request that City College submit an expenditure plan to the  
21 Department, the Mayor, and the Board of Supervisors each fiscal year, and the Department shall not  
22 expend any monies in the Fund in a fiscal year unless City College submits a plan in compliance with  
23 this subsection (d). The Department must receive the plan by no later than June 30 of each year  
24 regarding monies to be received from the Fund for the upcoming fiscal year, and (b) no later than  
25 December 31, 2020 regarding monies to be received from the Fund for Fiscal Year 2020-21. The plan

1 shall include a budget for the expenditures permitted under subsection (c), descriptions of programs  
2 and services, performance goals, target populations, hiring and recruitment plans for personnel, plans  
3 for matching or other additional funding, operating reserves, and any other matters that City College  
4 deems appropriate or the Department, the Mayor, or the Board of Supervisors requests.

5 \_\_\_\_\_ (2) To the extent consistent with the civil service provisions of the Charter, the  
6 Controller shall select an independent auditor to audit City College’s use of monies disbursed from the  
7 Fund and that independent auditor shall prepare an audit report no later than six months after the end  
8 of each fiscal year. The Controller shall promptly deliver each annual audit report to the Board of  
9 Supervisors and the Mayor.

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

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

18 By: /s/ Jana Clark  
19 JANA CLARK  
20 Deputy City Attorney

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## **LEGISLATIVE DIGEST**

[Administrative Code - Workforce Education and Recovery Fund]

### **Ordinance amending the Administrative Code to establish the Workforce Education and Recovery Fund.**

#### **Existing Law**

In 2016, by ordinance, the City established the San Francisco City College Financial Assistance Fund as a category four fund to provide financial assistance to students at City College of San Francisco (“City College”). The ordinance further provided that the Department of Children, Youth, and Their Families (“DCYF”) would administer the fund and use monies in the fund to make grants to reimburse City College for enrollment fees and other education-related financial support for students.

#### **Amendments to Current Law**

This ordinance would establish the Workforce Education and Recovery Fund (“the Fund”) as a category four fund to provide financial support to City College for workforce and professional development programs; student support and wrap around services supporting student retention; and social justice, equity, lifelong learning, and enrichment classes. This ordinance would require DCYF to administer the Fund and to use the monies as follows:

- (1) one-half of the monies in the Fund to support City College workforce and professional development programs;
- (2) one-quarter of the monies to support student support services, classified staff support, classified professional development, and to support disadvantaged students; and
- (3) one-quarter of the monies to support social justice, equity, lifelong learning, and enrichment classes.

This ordinance would require that City College submit an annual expenditure plan to DCYF, the Mayor, and the Board of Supervisors.

This ordinance would require that the Controller select an independent auditor to audit City College’s use of monies in the Fund and prepare an annual audit report for the Mayor and Board of Supervisors.

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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: Maria Su, Director, Department of Children, Youth, and Their Families  
Ben Rosenfield, City Controller, Office of the Controller  
Sophia Kittler, Liaison to the Board of Supervisors, Mayor's Office

FROM: Linda Wong, Assistant Clerk  
Budget and Finance Committee

DATE: August 5, 2020

SUBJECT: LEGISLATION INTRODUCED

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The Board of Supervisors' Budget and Finance Committee has received the following proposed legislation, introduced by Supervisor Mar on July 14, 2020:

**File No. 200761**

**Ordinance amending the Administrative Code to establish the Workforce Education and Recovery Fund.**

If you have 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 or by email at: [linda.wong@sfgov.org](mailto:linda.wong@sfgov.org).

c: Todd Rydstrom, Office of the Controller  
Andres Power, Mayor's Office

BOARD of SUPERVISORS



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Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
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TDD/TTY No. 554-5227

## MEMORANDUM

TO: Youth Commission

FROM: Linda Wong, Assistant Clerk  
Budget and Finance Committee

DATE: August 5, 2020

SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS  
Budget and Finance Committee

The Board of Supervisors' Budget and Finance Committee has received the following Ordinance, introduced by Supervisor Mar on July 14, 2020, which is being referred to the Youth Commission, per Charter Section 4.124, for comment and recommendation.

**File No. 200761**  
**Ordinance amending the Administrative Code to establish the Workforce Education and Recovery Fund.**

Please return this cover sheet with the Commission's response to Linda Wong at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

\*\*\*\*\*

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

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

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

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

President, District 7  
BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689  
Tel. No. 554-6516  
Fax No. 554-7674  
TDD/TTY No. 544-6546

**Norman Yee**

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**PRESIDENTIAL ACTION**

Date:

To: Angela Calvillo, Clerk of the Board of Supervisors

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Madam Clerk,

Pursuant to Board Rules, I am hereby:

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

File No.

(Primary Sponsor)

Title.

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)

Start Time:

End Time:

Temporary Assignment: Partial

Full Meeting

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Norman Yee, President  
Board of Supervisors



# Introduction Form

By a Member of the Board of Supervisors or Mayor

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  inquiries"
- 5. City Attorney Request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic 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 the Imperative Form.**

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only