



San Francisco Free City College Oversight Committee

Meeting Packet



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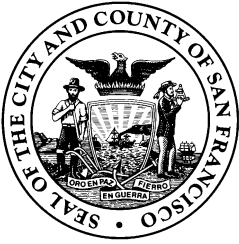
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Free City College Oversight Committee

Agenda



Members: Eileen Mariano (Co-Chair), Brigitte Davila (Co-Chair), Dr. Lisa Cooper Wilkins, Nikki Hatfield, Win-Mon Kyi, Angelica Campos, Supervisor Gordon Mar, Jennifer Fong, Maria Su, Alisa Messer, Christopher Brodie, Tyler Wu, Conny Ford, Malinali Villalobos, Calvin Quock

Date and Time: Wednesday, March 9th, 2022, 3:30pm-5:00pm

Location: [Zoom Webinar Meeting Link](#); or Join by Telephone: 1-669-900-6833; Webinar ID: 825 3540 5259

- I. Call to Order and Roll Call**
- II. Adoption of the Agenda**
Discussion and action required
- III. General Public Comments**
This item allows members of the public to comment generally on matters within the oversight committee's purview that are not on the agenda.
- IV. Resolution to Allow Teleconferenced Meetings Under CA Government Code Section 54953(e)**
Discussion and action required
- V. Review and Approval of January 2022 Minutes**
Discussion and action required
- VI. Free City Fall 2021 Update**
Discussion only
Speaker: Dr. Lisa Cooper Wilkins
- VII. Free City Funds and Reserve**
Discussion Only
Speaker: Calvin Quock, Controller Analyst
- VIII. Use of Free City Funds**
Discussion Only
Speaker: DCYF
- IX. Future Agenda Items and Member Comments**
Discussion Only
- X. Adjournment**
Action required

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapters 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact: Sunshine Ordinance Task Force Administrator

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

San Francisco, CA 94102-4683

415-554-7724 (Office); 415-554-7854 (Fax)

E-mail: SOTF@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org. Copies of explanatory documents are available to the public online at <http://www.sfbos.org/sunshine> or, upon request to the Commission Secretary, at the above address or phone number.

LANGUAGE ACCESS

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon request. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact Emily Davis at 415-554-8991 or Emily.Davis@dcyf.org at least 48 hours in advance of the hearing. Late requests will be honored if possible.

ACCESSIBLE MEETING POLICY

Per the Americans with Disabilities Act and the Language Access Ordinance, Chinese, Spanish, Filipino (Tagalog), and/or American Sign Language interpreters will be available upon request. Additionally, every effort will be made to provide assistive listening devices and meeting materials in alternative formats (braille or large print). Minutes may be translated after they have been adopted by the Commission. For all these requests, please contact Emily Davis, Community Engagement Associate at least 72 hours before the meeting at 415-554-8991. Late requests will be honored if possible. The hearing room is wheelchair accessible

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

LOBBYIST ORDINANCE

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: www.sfgov.org/ethics.

CHINESE

如對會議有任何疑問，請致電415-557-9942查詢。當會議進行時，嚴禁使用手機及任何發聲電子裝置。會議主席可以命令任何使用手機或其他發出聲音裝置的人等離開會議場所。

了解你在陽光政策下的權益

政府的職責是為公眾服務，並在具透明度的情況下作出決策。市及縣政府的委員會，市參事會，議會和其他機構的存在是為處理民眾的事務。本政策保證一切政務討論都在民眾面前進行，而市政府的運作也公開讓民眾審查。如果你需要知道你在陽光政策 (San Francisco Administrative Code Chapter 67) 下擁有的權利，或是需要舉報違反本條例的情況，請聯絡：

陽光政策 專責小組行政官

地址：City Hall – Room 244 1 Dr. Carlton B. Goodlett Place

San Francisco, CA 94102-4683

電話號碼:415-554-7724；傳真號碼415- 554-5163

電子郵件: SOTF@sfgov.org

陽光政策的文件可以通過陽光政策專責小組秘書、三藩市公共圖書館、以及市政府網頁www.sfgov.org等途徑索取。民眾也可以到網頁<http://www.sfbos.org/sunshine>閱覽有關的解釋文件，或根據以上提供的地址和電話向委員會秘書索取。

語言服務

根據語言服務條例(三藩市行政法典第91章), 中文、西班牙語和/或菲律賓語(泰加洛語)傳譯人員在收到要求後將會提供傳譯服務。翻譯版本的會議記錄可在委員會通過後透過要求而提供。其他語言協助在可能的情況下也將可提供。上述的要求, 請於會議前最少48小時致電415-557-9942或電郵至Brandon.Shou@dcyf.org 向委員會秘書Brandon Shou提出。逾期提出的請求, 若可能的話, 亦會被考慮接納。

利便參與會議的相關規定

根據《美國殘疾人士法案》(Americans with Disabilities Act) 與「語言服務條例」(Language Access Ordinance), 中文、西班牙文、菲律賓文和/或美國手語傳譯員, 須應要求, 提供傳譯服務。另外, 我們會盡一切努力予以提供輔助性聽力儀器及不同格式(點字印製或特大字體)的會議資料。翻譯版本的會議記錄可在委員會通過後予以提供。如有這些方面的請求, 請在會議前七十二(72)小時致電415-557-9942與Brandon Shou 聯絡。逾期所提出的請求, 若可能的話, 亦會接納。聽證室設有輪椅通道。

為了讓市政府更好照顧有嚴重過敏、因環境產生不適、或對多種化學物質敏感的病患者, 以及有相關殘疾的人士, 出席公眾會議時, 請注意其他與會者可能會對不同的化學成分產品產生過敏。請協助市政府關顧這些個別人士的需要。

遊說者法令

依據「三藩市遊說者法令」(SF Campaign & Governmental Conduct Code 2.100) 能影響或欲影響本地立法或行政的人士或團體可能需要註冊, 並報告其遊說行為。如需更多有關遊說者法令的資訊, 請聯絡位於 Van Ness 街25號 220室的三藩市道德委員會, 電話號碼: 415- 252-3100, 傳真號碼 415-252-3112, 網址: www.sfgov.org/ethics。

SPANISH

Para preguntas acerca de la reunión, por favor contactar el 415-934-4840. El timbrado de y el uso de teléfonos celulares, localizadores de personas, y artículos electrónicos que producen sonidos similares, están prohibidos en esta reunión. Por favor tome en cuenta que el Presidente podría ordenar el retiro de la sala de la reunión a cualquier persona(s) responsable del timbrado o el uso de un teléfono celular, localizador de personas, u otros artículos electrónicos que producen sonidos similares.

CONOZCA SUS DERECHOS BAJO LA ORDENANZA SUNSHINE

El deber del Gobierno es servir al público, alcanzando sus decisiones a completa vista del público. Comisiones, juntas, concilios, y otras agencias de la Ciudad y Condado, existen para conducir negocios de la gente. Esta ordenanza asegura que las deliberaciones se lleven a cabo ante la gente y que las operaciones de la ciudad estén abiertas para revisión de la gente. Para obtener información sobre sus derechos bajo la Ordenanza Sunshine (capítulo 67 del Código Administrativo de San Francisco) o para reportar una violación de la ordenanza, por favor póngase en contacto con:

Administrador del Grupo de Trabajo de la Ordenanza Sunshine (Sunshine Ordinance Task Force Administrator)
City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (Oficina); 415-554-5163 (Fax);
Correo electrónico: SOTF@sfgov.org

Copias de la Ordenanza Sunshine pueden ser obtenidas del Secretario del grupo de Trabajo de la Ordenanza Sunshine, la Biblioteca Pública de San Francisco y en la página web del internet de la ciudad en www.sfgov.org. Copias de documentos explicativos están disponibles al público por Internet en <http://www.sfbos.org/sunshine>; o, pidiéndolas al Secretario de la Comisión en la dirección o número telefónico mencionados arriba.

ACCESO A IDIOMAS

De acuerdo con la Ordenanza de Acceso a Idiomas “Language Access Ordinance” (Capítulo 91 del Código Administrativo de San Francisco “Chapter 91 of the San Francisco Administrative Code”) intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. Las minutas podrán ser traducidas, de ser requeridas, luego de ser aprobadas por la Comisión. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con Prishni Murillo al 415-934-4840, o Prishni.Murillo@dcyf.org por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

POLITICA DE ACCESO A LA REUNIÓN

De acuerdo con la Ley sobre Estadounidenses con Discapacidades (Americans with Disabilities Act) y la Ordenanza de Acceso a Idiomas (Language Access Ordinance) intérpretes de chino, español, filipino (tagalo) y lenguaje de señas estarán disponibles de ser requeridos. En adición, se hará todo el esfuerzo posible para proveer un sistema mejoramiento de sonido y materiales de la reunión en formatos alternativos. Las minutas podrán

ser traducidas luego de ser aprobadas por la Comisión. Para solicitar estos servicios, favor contactar a Prishni Murillo, por lo menos 72 horas antes de la reunión al 415-934-4840. Las solicitudes tardías serán consideradas de ser posible. La sala de audiencia es accesible a silla de ruedas.

ORDENANZA DE CABILDEO

Individuos y entidades que influncian o intentan influenciar legislación local o acciones administrativas podrían ser requeridos por la Ordenanza de Cabildeo de San Francisco (SF Campaign & Governmental Conduct Code 2.100) a registrarse y a reportar actividades de cabildeo. Para más información acerca de la Ordenanza de Cabildeo, por favor contactar la Comisión de Ética: 25 de la avenida Van Ness , Suite 220, San Francisco, CA 94102, 415-252-3100, FAX 415-252-3112, sitio web: www.sfgov.org/ethics.

FILIPINO

Kung mayroon kayong mga tanong tungkol sa miting, mangyaring tumawag lang sa 415-554-8991. Ang pagtunog at paggammit ng mga cell phone, mga pager at kagamitang may tunog ay ipinagbabawal sa pulong. Paalala po na maaaring palabasin ng Tagapangulo ang sinumang may-ari o responsable sa ingay o tunog na mula sa cell-phone, pager o iba pang gamit na lumilikha ng ingay.

ALAMIN ANG INYONG MGA KARAPATAN SA ILALIM NG SUNSHINE ORDINANCE

Tungkulin ng Pamahalaan na paglinkuran ang publiko, maabot ito sa patas at madaling maunawaan na paraan. Ang mga komisyon, board, kapulungan at iba pang mga ahensya ng Lungsod at County ay mananatili upang maglingkod sa pamayanan. Tinitiyak ng ordinansa na ang desisyon o pagpapasya ay ginagawa kasama ng mamamayan at ang mga gawaing panglungsod na napagkaisahan ay bukas sa pagsusuri ng publiko. Para sa impormasyon ukol sa inyong karapatan sa ilalim ng Sunshine Ordinance (Kapitulo 67 sa San Francisco Administrative Code) o para mag-----report sa paglabag sa ordinansa, mangyaring tumawag sa Administrador ng Sunshine Ordinance Task Force .

City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (Opisina); 415-554-7854 (Fax)
E-mail: SOTF@sfgov.org

Ang mga kopya ng Sunshine Ordinance ay makukuha sa Clerk ng Sunshine Task Force, sa pampublikong aklatan ng San Francisco at sa website ng Lungsod sa www.sfgov.org. Mga kopya at mga dokumentong na nagpapaliwanag sa Ordinance ay makukuha online sa <http://www.sfbos.org/sunshine> o sa kahilingan sa Commission Secretary, sa address sa itaas o sa numero ng telepono.

PAG-ACCESS SA WIKA

Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring mag-request ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Kapag hiniling, ang mga kaganapan ng miting ay maaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa Clerk ng Commission Emily Davis sa 415-554-8991, o Emily.Davis@dcyf.org sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

PATAKARAN PARA SA PAG-ACCESS NG MGA MITING

Ayon sa batas ng Americans with Disabilities Act at ng Language Access Ordinance, maaaring mag-request ng mga tagapagsalin wika sa salitang Tsino, Espanyol, Filipino o sa may kapansanan pandinig sa American Sign Language. Bukod pa dito, sisikapin gawan ng paraan na makapaglaan ng gamit upang lalong pabutihin ang inyong pakikinig at maibahagi ang mga kaganapan ng miting sa iba't ibang anyo (braille o malalaking print). Ang mga kaganapan ng miting ay maaaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Sa mga ganitong uri ng kahilingan, tumawag po lamang kay Emily Davis sa 415-554-8991. Magbigay po lamang ng hindi bababa sa 72 oras na abiso bago ng miting. Kung maaari, ang mga late na hiling ay posibleng tanggapin. Ang silid ng pagpupulungan ay accessible sa mga naka wheelchair.

LOBBYIST ORDINANCE

Ayon sa San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100], ang mga indibidwal o mga entity na nag iimpluensiya o sumusubok na mag impluensiya sa mga lokal na pambatasan o administrative na aksyon ay maaaring kailangan mag-register o mag-report ng aktibidad ng lobbying. Para sa karagdagan na impormasyon tungkol sa Lobbyist Ordinance, tumawag lamang po sa San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: www.sfgov.org/ethics.



DENNIS J. HERRERA
City Attorney

JON GIVNER
Deputy City Attorney

Direct Dial: (415) 554-4694
Email: jon.givner@sfcityatt.org

MEMORANDUM

TO: Honorable London N. Breed, Mayor
Honorable Members, Board of Supervisors
Carmen Chu, City Administrator
Angela Calvillo, Clerk of the Board of Supervisors

FROM: Jon Givner, Deputy City Attorney
Anne Pearson, Deputy City Attorney
Bradley Russi, Deputy City Attorney
Paul Zarefsky, Deputy City Attorney

DATE: September 28, 2021

RE: Updated Advice Regarding Meetings of Policy Bodies during COVID-19 Emergency

Over the past 18 months, the City Attorney's Office has issued a series of public memoranda summarizing the evolving laws that apply to meetings of policy bodies during the ongoing COVID-19 pandemic. Based on recently enacted State legislation and other developments, in this memorandum we update and supersede our memorandum of June 5, 2020 on the same subject, which itself updated and superseded earlier memoranda dated March 13, 2020, March 24, 2020, and April 10, 2020. We will continue to update this memorandum as appropriate to address other significant changes in the law around public meetings while the pandemic continues.

On February 25, 2020, Mayor London N. Breed declared the existence of a local emergency relating to COVID-19. Since that declaration, the County Health Officer has issued a number of public health orders relating to COVID-19, the Governor and State Health Officer have issued overlay state orders, and the Mayor and Governor have issued emergency orders suspending select laws applicable to boards, commissions, and other policy bodies, including advisory bodies (collectively, "policy bodies"). As background, we summarize those orders in a brief chronology, in subsection A below.

Then, in subsection B of this memorandum, we address and update a number of legal questions that have arisen regarding policy body meetings during the emergency. The main change since our June 5, 2020 memorandum is that the Legislature recently enacted AB 361, a bill that facilitates the ability of policy bodies to meet remotely during a state of emergency. Most notably, beginning on October 1, 2021, policy bodies must make specific findings at least once every 30 days to continue holding remote meetings without complying with restrictions in State law that would otherwise apply. In this memorandum, we summarize AB 361 at the end of subsection A, and discuss that new requirement in Question 1 in subsection B.

In this memorandum, we do not address the laws and rules that will apply when policy bodies return to in-person meetings. We will issue additional public guidance at that time.

MEMORANDUM

TO: Honorable London N. Breed, Mayor
Honorable Members, Board of Supervisors
Carmen Chu, City Administrator
Angela Calvillo, Clerk of the Board of Supervisors

DATE: September 28, 2021

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RE: Updated Advice Regarding Meetings of Policy Bodies during COVID-19 Emergency

A. Chronology of Orders and Recommendations of the Mayor, Governor, County Health Officer, and State Legislation, Relating to Public Meetings

The Mayor, the Governor, and the County Health Officer have issued the following emergency orders that specifically relate to meetings of policy bodies:

- On March 11, 2020, the Mayor supplemented her initial declaration of local emergency with an order to suspend select provisions of local law, including sections of the City Charter that prohibit teleconferencing by members of policy bodies, and extended deadlines in local law by which policy bodies must act. This order will remain in place until the Mayor or the Board of Supervisors terminates it.
- On March 12, 2020, the Governor issued an executive order suspending provisions of the Brown Act to allow members of policy bodies to participate in public meetings remotely and without noticing their remote locations, but requiring that there be a physical meeting place for members of the public. On March 18, 2020, the Governor issued another executive order superseding the previous order and authorizing policy bodies to meet by teleconference without having a physical meeting place for members of the public. The Governor superseded that order with a similar executive order on June 11, 2021 (the “Brown Act Suspension Order”). As stated in executive orders dated June 11, 2021 and September 20, 2021, the Brown Act Suspension Order will terminate on October 1, 2021.
- On March 16, 2020, the County Health Officer ordered City residents to stay safe in their homes except for certain essential needs and services, and prohibited all public and private meetings and travel, with certain exceptions. The Health Officer modified and extended the order several times, and replaced it on June 11, 2021 with a new Safer Return Together order. The Health Officer’s current order does not specify an end date.
- On March 17, 2020, the Mayor issued another supplemental order prohibiting all City policy bodies from holding public meetings without prior authorization from the Board of Supervisors, the Mayor, or the Mayor’s designee. This order applied to all policy bodies other than the Board of Supervisors and its committees. The Mayor twice extended that order on April 1 and 30, 2020, and replaced it with subsequent orders on May 29, June 20, and July 31, 2020, as summarized below.
- On March 21, 2020, the Governor issued another executive order, suspending provisions of the Brown Act to allow a majority of members of a policy body to simultaneously receive briefings from local, state, or federal officials concerning information relevant to the COVID-19 emergency outside of a meeting of the policy body and to ask questions of such officials, so long as the members of the policy body do not discuss the COVID-19 emergency among themselves or take any action (the “Private Briefing Order”). In a subsequent executive order on June 11, 2021, the Governor announced that the Private Briefing Order will terminate on September 30, 2021.
- On March 23, 2020, the Mayor issued another supplemental order suspending several provisions of local law regarding policy body meetings, including, among others: (1) the requirement for policy bodies to provide more than 24 hours’ notice of special meetings; (2) the requirement for policy bodies to post their agendas and other information at the Main

MEMORANDUM

TO: Honorable London N. Breed, Mayor
Honorable Members, Board of Supervisors
Carmen Chu, City Administrator
Angela Calvillo, Clerk of the Board of Supervisors

DATE: September 28, 2021

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RE: Updated Advice Regarding Meetings of Policy Bodies during COVID-19 Emergency

Library; (3) any requirement to televise meetings if televising is not reasonably feasible; (4) the requirement to provide a physical location for members of the public to attend or make public comment when all members of the policy body are teleconferencing from remote locations; (5) the requirement that each member of the public be provided an equal amount of time for public comment; and (6) other requirements that would impede policy bodies' compliance with the Governor's executive orders. The supplemental order also waived all requirements in the Sunshine Ordinance regarding gatherings of passive meeting bodies.

- On May 29, 2020, the Mayor issued another supplemental order allowing policy bodies to meet without prior approval starting June 1, with three conditions. First, the meetings must occur by teleconference or other electronic means without providing a physical meeting place, in compliance with all applicable laws regarding public attendance and comment. Second, policy body meetings must prioritize any urgent action items necessary for public health, safety, and essential government functions. Third, before scheduling a meeting, a policy body that is not established in the Charter must confer with the department that provides administrative and clerical support to the body, to ensure that the meeting will not unreasonably require the time of staff who are otherwise responding to the COVID-19 pandemic.
- On June 20, 2020, the Mayor issued another order allowing a narrow exception to the prohibition on in-person meetings. The June 20 order allows policy body members to meet in-person without members of the public to consider a personnel-related item with advance permission from the Mayor. Finally, on July 31, 2020, the Mayor extended the prohibition on in-person meetings, and the narrow exception. The Mayor's July 31, 2020 order will remain in place until the Mayor or the Board of Supervisors terminates it. The Mayor's order does not apply to meetings of the Board of Supervisors and its committees.

On September 16, 2021, the Governor signed AB 361, a bill amending State law to allow policy bodies under certain circumstances to meet remotely without complying with the Brown Act's normal rules regarding teleconferencing. The bill authorizes modified Brown Act teleconferencing rules to allow remote meetings without providing a physical meeting place for members of the public to attend when the Governor has proclaimed a state of emergency and either (1) state or local officials have imposed or recommended measures to promote social distancing, or (2) meeting in person would present imminent risks to the health or safety of attendees. The bill requires each policy body to make two findings at least once every 30 days to allow the body to continue meeting remotely without complying with the Brown Act's teleconferencing rules: (1) that the policy body has considered the circumstances of the state of emergency, and (2) that one of the following circumstances exists: (a) the state of emergency continues to directly impact the ability of members to meet safely in person, or (b) state or local officials continue to impose or recommend measures to promote social distancing. AB 361 technically took effect on September 16, but the Governor subsequently issued an executive order that suspended AB 361 until October 1, 2021. AB 361 will remain in effect until January 1, 2024.

MEMORANDUM

TO: Honorable London N. Breed, Mayor
Honorable Members, Board of Supervisors
Carmen Chu, City Administrator
Angela Calvillo, Clerk of the Board of Supervisors

DATE: September 28, 2021

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RE: Updated Advice Regarding Meetings of Policy Bodies during COVID-19 Emergency

B. Questions and Answers Regarding Policy Body Meetings during the Emergency

The orders and legislation described above have changed or suspended a number of rules that normally apply to policy body meetings. In this section of the memorandum we answer questions arising from the orders and legislation.

1. May policy bodies hold remote meetings during the emergency?

Yes. Under the Mayor's July 31, 2020 order, policy bodies may meet remotely without advance approval from the Mayor or the Board of Supervisors. But beginning on October 1, 2021, policy bodies must regularly adopt findings to continue holding remote meetings. Under normal circumstances, the Brown Act imposes special requirements for remote (teleconferenced) meetings—including requirements to provide special notice to the public and to allow members of the public to attend each teleconference location and observe each policy body member at the location calling into the meeting. AB 361 suspends those requirements if the Governor has proclaimed a state of emergency, provided that the policy body makes certain findings. Specifically, to invoke AB 361's provisions, so long as the Governor's emergency proclamation remains in effect, a policy body must make two findings at least once every 30 days:

- (1) it has considered (or reconsidered) the circumstances of the state of emergency; and either
- (2a) the state of emergency continues to directly impact the ability of policy body members to meet safely in person, or
- (2b) state or local officials continue to impose or recommend measures to promote social distancing.

Each policy body should adopt finding 1 and either finding 2a or 2b (or it could adopt both 2a and 2b) at its first meeting after September 30, 2021 and again every 30 days thereafter as long as the body continues to meet remotely. Policy bodies that meet less frequently than every 30 days should adopt the findings at the start of every meeting. If a policy body has subcommittees, the policy body may adopt findings governing the body and its subcommittees, so the subcommittees do not need to separately adopt findings.

A sample motion adopting findings is attached at the end of this memorandum. Policy bodies may modify the sample motion in consultation with the City Attorney's Office before adopting it. The City's Health Officer has confirmed the accuracy of the finding regarding social distancing recommendations.

Additionally, under the Mayor's orders, before scheduling a meeting, a policy body that is not established in the Charter must confer with the department that provides administrative support to the body, to ensure that the meeting will not unreasonably require the time of staff who are otherwise deployed or participating in the City's response to the COVID-19 pandemic.

2. May policy bodies hold meetings in-person at a physical meeting space?

No. With two exceptions described below, the Mayor's July 31, 2020 emergency order prohibits policy bodies from meeting in person, so policy body meetings must occur by teleconference or other electronic means (whether audio, video, or both) such as Zoom, Cisco

MEMORANDUM

TO: Honorable London N. Breed, Mayor
Honorable Members, Board of Supervisors
Carmen Chu, City Administrator
Angela Calvillo, Clerk of the Board of Supervisors

DATE: September 28, 2021

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RE: Updated Advice Regarding Meetings of Policy Bodies during COVID-19 Emergency

WebEx, or Microsoft Teams without providing a physical meeting place. The Mayor's emergency orders and AB 361 temporarily suspend laws that would otherwise require members of policy bodies to attend meetings in person and provide a physical space for members of the public to attend.

The first exception: Under the Mayor's July 31, 2020 order, policy bodies may meet in person for the limited purpose of considering a personnel-related item, with advance permission from the Mayor. Members of the public cannot attend such a meeting in person.

The second exception: The Mayor's orders do not prohibit the Board of Supervisors or its committees from holding meetings in person at City Hall or another meeting space. The Board of Supervisors has held in-person meetings without members of the public on-site since July 2021 in compliance with local and State health orders.

3. Should policy body meeting agendas provide special information regarding public access to remote meetings?

When policy bodies hold remote meetings, they must ensure that the public is able to observe or listen and to offer public comment telephonically or through other electronic means. The policy body must disclose on any required meeting notice, and on the meeting agenda, the means by which the public may observe or listen and offer public comment in the meeting. The agenda should prominently provide precise information explaining how members of the public can offer public comment during the meeting. And as with any meeting, the policy body must have a process for a member of the public to request a reasonable modification or accommodation under the Americans with Disabilities Act to observe or listen and offer public comment in the meeting, and that process must be disclosed on meeting notices and agendas.

4. Where must notice and agendas of meetings of policy bodies be posted?

A policy body must post the notice and agenda for a meeting on the policy body's website. Also, the policy body must post the notice and agenda at the Main Library and in City Hall outside Room 244, the office for the Board of Supervisors. These notice requirements were infeasible during the first year of the pandemic when City Hall and the Main Library were largely closed, but the requirements apply now that both buildings are accessible to the public.

5. When must notice and agendas of policy body meetings be posted?

Under the Mayor's March 23, 2020 order, policy bodies must post a notice and agenda at least 72 hours before any regular meeting and at least 24 hours before any special meeting. And policy bodies are not required to post a special meeting notice 15 days in advance of holding a meeting at a location other than the building where the policy body holds regular meetings, including when a policy body meets by teleconference without providing a physical meeting place.

6. Can members of the public provide public comment by telephone, video call, email, or similar means?

As discussed above, policy bodies holding remote meetings must offer a means to allow the public to provide public comment telephonically or through other electronic means in real

MEMORANDUM

TO: Honorable London N. Breed, Mayor
Honorable Members, Board of Supervisors
Carmen Chu, City Administrator
Angela Calvillo, Clerk of the Board of Supervisors

DATE: September 28, 2021

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RE: Updated Advice Regarding Meetings of Policy Bodies during COVID-19 Emergency

time. Policy bodies may allow members of the public to comment by telephone, Zoom, Cisco WebEx, Microsoft Teams, or similar electronic means. Policy bodies should take steps to ensure that members of the public providing remote public comment have an opportunity to access the meeting and be recognized. For example, the policy body should pause briefly before closing public comment to ensure that no remaining commenters are seeking to speak on an item. Policy bodies also may, but are not required to, allow members of the public to send email messages for the clerk or chairperson to read aloud during the meeting; but the opportunity for members of the public to submit written comments cannot replace their opportunity to provide comment in real time.

7. Must a policy body allow all members of the public the same amount of time to speak during public comment?

No. Under the Mayor's March 23, 2020 order, policy bodies are not required to provide equal time for members of the public to speak during public comment, provided that any departure from the equal time rule is not designed to favor or discriminate against a particular viewpoint. Suspension of the equal time rule gives policy bodies greater flexibility in managing periods for public comment in the face of challenges that may be presented by telephonic or other electronic means of public comment, or if the emergency presents a need to shorten meetings. But to our knowledge, no policy body has needed to depart from the equal time rule during the pandemic. If a policy body is interested in departing from the equal time rule, the chairperson should first confer with the City Attorney's Office.

8. May a policy body continue to meet if technical challenges disrupt public comment?

Remote meetings sometimes present unique challenges caused by malfunctioning technology. If a policy body discovers during a meeting that members of the public generally are not able to provide comment in the manner described in the agenda, then the body should consult with the City Attorney's Office immediately. The policy body cannot take any action on an agenda item until public comment on that item is complete; and even a discussion item may not be concluded without an opportunity for public comment.

While the staff attempts to correct the technical problem hindering public comment, the policy body may recess the meeting temporarily, may continue to discuss the agenda item (assuming the public is still able to observe or listen to the meeting), or may move on and discuss another agenda item, returning later in the meeting to the item that was interrupted. In no case may an agenda item be completed if there has not been an opportunity for public comment. If the staff cannot correct the problem, then the policy body should take no action on any outstanding items as to which there has not been an opportunity for public comment, and should recess the meeting to a later time or date and allow public comment when the meeting resumes.

9. Must a policy body televise meetings at which members are teleconferencing or videoconferencing from remote locations?

No. Under the Mayor's March 23, 2020 order, policy body meetings need not be televised if the chairperson of the body has determined that televising the meeting is not

MEMORANDUM

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reasonably feasible. Before making that decision, the chairperson must consult with the Mayor's office or the staff of SFGovTV.

10. Must a policy body holding a remote meeting act by roll call votes?

Yes. Under the Brown Act, policy bodies must take a roll call vote on every action during a remote meeting. Policy bodies may not approve actions "without objection" or "same house same call."

11. May a policy body receive a briefing regarding the emergency outside a meeting?

No, beginning October 1, 2021. The Governor's March 23, 2020 Private Briefing Order allowed policy bodies to receive briefings from local, state, or federal officials concerning information relevant to the COVID-19 emergency without compliance with the Brown Act. But that order terminates on September 30, 2021.

12. Do legal deadlines for action by the policy body apply during the emergency?

State and local laws impose various deadlines on policy bodies. For example, many policy bodies are required to hold hearings on appeals within a specific number of days from the date of the notice of appeal. In her March 11, 2020 order, the Mayor suspended deadlines imposed by City law during the emergency and for 14 days following the termination of the emergency, if the policy body is unable to meet and take the required action due to the emergency. But as remote meetings have become commonplace and policy bodies have become familiar with the technology for video meetings, policy bodies have not needed to invoke this rule. And deadlines imposed by state law are still in effect. Policy bodies that are bound by legal deadlines under City law should consult in advance with the City Attorney's Office if they believe the Mayor's order may have waived those deadlines.

13. May there be remote gatherings of passive meeting bodies during the emergency?

Yes. In this memorandum, we discuss rules that apply to the City's policy bodies during the emergency. The Sunshine Ordinance also normally requires limited public notice and public access to gatherings of "passive meeting bodies" that are not policy bodies, such as, for example, gatherings of advisory committees or other multimember bodies created by the initiative of a member of a policy body, the Mayor, the City Administrator, a department head, or an elective officer. But the Mayor's March 23, 2020 order suspended the notice and access rules that normally apply to gatherings of passive meeting bodies. Under the Mayor's order, these gatherings may occur, but public notice and attendance rules do not apply. Even though these gatherings are legally permissible under the Mayor's order, members generally should not meet in person for the same reasons reflected in the Mayor's order prohibiting in-person meetings of policy bodies.

**RESOLUTION MAKING FINDINGS TO ALLOW TELECONFERENCED
MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION
54953(e)**

WHEREAS, California Government Code Section 54953(e) empowers local policy bodies to convene by teleconferencing technology during a proclaimed state of emergency under the State Emergency Services Act so long as certain conditions are met; and

WHEREAS, In March, 2020, the Governor of the State of California proclaimed a state of emergency in California in connection with the Coronavirus Disease 2019 (“COVID-19”) pandemic, and that state of emergency remains in effect; and

WHEREAS, In February 25, 2020, the Mayor of the City and County of San Francisco (the “City”) declared a local emergency, and on March 6, 2020 the City’s Health Officer declared a local health emergency, and both those declarations also remain in effect; and

WHEREAS, On March 11 and March 23, 2020, the Mayor issued emergency orders suspending select provisions of local law, including sections of the City Charter, that restrict teleconferencing by members of policy bodies; those orders remain in effect, so City law currently allows policy bodies to meet remotely if they comply with restrictions in State law regarding teleconference meetings; and

WHEREAS, On September 16, 2021, the Governor signed AB 361, a bill that amends the Brown Act to allow local policy bodies to continue to meet by teleconferencing during a state of emergency without complying with restrictions in State law that would otherwise apply, provided that the policy bodies make certain findings at least once every 30 days; and

WHEREAS, While federal, State, and local health officials emphasize the critical importance of vaccination and consistent mask-wearing to prevent the spread of COVID-19, the City’s Health Officer has issued at least one order (Health Officer Order No. C19-07y, available online at www.sfdph.org/healthorders) and one directive (Health Officer Directive No. 2020-33i, available online at www.sfdph.org/directives) that continue to recommend measures to promote physical distancing and other social distancing measures, such as masking, in certain contexts; and

WHEREAS, The California Department of Industrial Relations Division of Occupational Safety and Health (“Cal/OSHA”) has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California, including in the City, to train and instruct employees about measures that can decrease the spread of COVID-19, including physical distancing and other social distancing measures; and

WHEREAS, Without limiting any requirements under applicable federal, state, or local pandemic-related rules, orders, or directives, the City’s Department of Public Health, in coordination with the City’s Health Officer, has advised that for group gatherings indoors, such as meetings of boards and commissions, people can increase safety and greatly reduce risks to the health and safety of attendees from COVID-19 by maximizing ventilation, wearing well-fitting masks (as required by Health Officer Order No. C19-07), using physical distancing where the vaccination status of attendees is not known, and considering holding the meeting remotely if feasible, especially for long meetings, with any attendees with unknown vaccination status and where ventilation may not be optimal; and

WHEREAS, On July 31, 2020, the Mayor issued an emergency order that, with limited exceptions, prohibited policy bodies other than the Board of Supervisors and its committees from meeting in person under any circumstances, so as to ensure the safety of policy body members, City staff, and the public; and

WHEREAS, [Free City College Oversight Committee] has met remotely during the COVID-19 pandemic and can continue to do so in a manner that allows public participation and transparency while minimizing health risks to members, staff, and the public that would be present with in-person meetings while this emergency continues; now, therefore, be it

RESOLVED, That [Free City College Oversight Committee] finds as follows:

1. As described above, the State of California and the City remain in a state of emergency due to the COVID-19 pandemic. At this meeting, [Free City College Oversight Committee] has considered the circumstances of the state of emergency.
2. As described above, State and City officials continue to recommend measures to promote physical distancing and other social distancing measures, in some settings.

3. As described above, because of the COVID-19 pandemic, conducting meetings of this body in person would present imminent risks to the safety of attendees, and the state of emergency continues to directly impact the ability of members to meet safely in person; and, be it

FURTHER RESOLVED, That for at least the next 30 days meetings of [Free City College Oversight Committee] will continue to occur exclusively by teleconferencing technology (and not by any in-person meetings or any other meetings with public access to the places where any policy body member is present for the meeting). Such meetings of [Free City College Oversight Committee] that occur by teleconferencing technology will provide an opportunity for members of the public to address this body and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing; and, be it

FURTHER RESOLVED, That the clerk and staff of [Free City College Oversight Committee] is directed to place a resolution substantially similar to this resolution on the agenda of a future meeting of [Free City College Oversight Committee] within the next 30 days. If [Free City College Oversight Committee] does not meet within the next 30 days, the [clerk and staff] is directed to place a such resolution on the agenda of the next meeting of Free City College Oversight Committee].



Free City College Oversight Committee

Meeting Minutes



Members: Jenny Lam (Co-Chair), Shanell Williams (Co-Chair), Dr. Lisa Cooper Wilkins, Nikki Hatfield, Win-Mon Kyi, Angelica Campos, Supervisor Gordon Mar, Jennifer Fong, Maria Su, Alisa Messer, Christopher Brodie, Tyler Wu, Conny Ford, Calvin Quock, Malinalli Villalobos

Date and Time: Thursday, January 27, 2022, 2:00 PM – 3:30 PM

Meeting Link: <https://us06web.zoom.us/j/84201785239?pwd=NjNlNzJkYVptRkxCSnVld3M2cTk0UT09>

Join by Telephone: +1-699-900-6833

Webinar ID: 842 0178 5239; Passcode: 506304

I. Call to Order and Roll Call

- A. Meeting called to order at 2:02pm.
- B. Members Present: Chair Jenny Lam, Calvin Quock, Angelica Campos, Conny Ford, Maria Su, Alisa Messer, Supervisor Gordon Mar, Jennifer Fong, Christopher Brodie, Dr. Lisa Cooper Wilkins, Win-Mon Kyi (late), Malinalli Villalobos, Tyler Wu (late), Chancellor David Martin for Shanell Williams
- C. Absent: Co-Chair Shanell Williams, Nicole Hatfield
- D. Member Vick Van Chung is replaced by Malinalli Villalobos for Seat 15.
- E. Chair Lam introduced Eileen Mariano to replace her as Seat 1.

II. Adoption of the Agenda

- A. Agenda was adopted. Motioned by Member Campos, seconded by Member Quock. Member Messer abstained.

III. General Public Comment

- A. Chancellor David Martin introduced himself to the committee.

IV. Approval of the November 2020 and April 2021 Minutes

- A. Member Messer noted challenge to approve minutes from past years' meetings as well as the lack of follow-up regarding past action items.
- B. Motion to approve by Member Mar, seconded by Member Fong. Minutes from November 2020 and April 2021 approved unanimously.
- C. No public comment.

V. Resolution to Allow Teleconferenced Meetings Under CA Government Code Section 54953(e)

- A. Member Campos asked clarifying question regarding frequency of approval for the resolution. David Ries, from the City Attorney's Office provided clarification that the resolution will need to be approved at each meeting until teleconference meetings are no longer necessary in accordance with the Mayor's local order.
- B. Resolution approved unanimously.
- C. No public comment.

VI. Crowe Audit Review Presentation

- A. Mark Maraccini and Aaron Coen from Crowe LLP presented the audit review.
- B. Member Questions & Comments
 - Member Messer asked clarifying question regarding processes and procedures and if the identified problems have been addressed. Mr. Coen responded that he will review and determine findings, but to not anticipate seeing it until 2021-2022.



Free City College Oversight Committee

Meeting Minutes



- Member Wu asked clarifying question about Non-Audit Procedure 1. Mr. Coen stated that the focus was on the multi-year projections.
 - Member Messer asked clarifying question regarding IT and Administrative costs. Mr. Coen stated that the Support Services cost is the methodology for the allocation. City College and DCYF need to determine what should be included in the MOU.
 - Member Mar stated that the cost of the program seems to be less than what the City is allocating to City College. Member Mar asked Member Su for the current fund balance. Member Su shared that there is 5.2 million dollars in the reserve.
 - Member Mar asked Mr. Coen to explain more about process for returning funds to City. Mr. Coen said that returning excess funds to the City is generally recommended, but that it was unclear in the MOU on how to handle. Member Mar expressed desire for excess funds to be used for other program needs, such as student retention and outreach to increase enrollment. Member Mar requested the committee discuss as an agenda item at a future meeting. **(Action Item)**
 - Member Quock asked if the new annual audit would cover the same audit objectives and procedures. Mr. Maraccini confirmed that the objectives and procedures will be the same but welcome suggestions.
 - Chair Lam requested overview of timeline for feedback. Mr. Maraccini replied that the timeline is advanced with a finalization by April and release of the report by May/June. Suggestions should be submitted within a few weeks.
 - Member Fong suggested carryover funds be used to dual enrollment and requested more committee discussion at the next meeting. **(Action Item)**
 - Member Brodie noted the missing continuity within the program and the turnover in the City College Finance Team. Member Wilkins confirmed that she will continue to serve as a point of contact for programmatic information and work closely with John Al-Amin for finance and administration information. Committee requested an update from City College on points of contact. **(Action Item)**
- C. No public comment.

VII. Update on Free City College Fall 2021

- A. Member Wilkins gave a brief update to the committee.
- B. Member Comments & Questions
- Member Ford requested deep dive into student fees and their impact. **(Action Item)**
 - Member Wu requested to discuss how to better streamline information and resources directed to students. How can the committee help triage information? Member Wu also requested to hear participant stories at future meetings.

VIII. Future Agenda Items

- A. Member Messer and Member Mar requested to meet within the next month.
- B. Discuss use of excess funds for other program needs.
- C. Discuss student fees and their impact on students a part of the program.
- D. Discuss solutions to streamline information students are receiving.

IX. Adjournment

- A. Adjourned at 3:35pm.

Free City College Fall 2021 Update

FCC OVERSIGHT COMMITTEE MEETING

WEDNESDAY

MARCH 9, 2022

Overview

- Fall 2021 FFC Program Participation Report
- Fall 2021 FCC Enrollment Metrics Report
- Important Considerations
- Q&A



Free City College - Program Participation Report

Report Date: 3/3/2022

Summary data by semester

Free City College (FCC) Category	Student count	FCC Enrl Fee Waiver amount	FCC Repayment amount	FCC Grant Paid amount	Billed Units total	Dropped Units total	Excused Units total
Fall 2021							
FCC Enrl Fee Waiver	7,305	(\$2,261,682.00)	\$1,242.00	--	57,247.5	(8,108.0)	8,081.0
FCC Grant Paid	3,667	--	--	\$1,544,179.50	39,205.5	(7,618.5)	7,602.5
No FCC	8,050	--	--	--	60,051.0	(19,838.5)	19,789.5
Total for Fall 2021	19,022	(\$2,261,682.00)	\$1,242.00	\$1,544,179.50	156,504.0	(35,565.0)	35,473.0

Definitions and Data Source

- FCC Enrl Fee Waiver - Enrollment fees waived prior to refund deadline, before repayments.
- FCC Repayment - Repayments for dropped classes that had been waived by Enrollment Fee Waiver. (Not applicable to Grant.)
- FCC Grant Paid - Disbursed grants, includes adjustments.
- Billed Units - Total enrolled units as of the refund deadline. Does not include excused withdrawals.
- Dropped Units - Total billable units dropped or withdrawn.
- Excused Units - Units not billed to student in special circumstances, e.g. excused withdrawals.
- Enrollment fees = \$46 per unit

Free City College - Enrollment Metrics Report

Report date: 3/3/2022

Summary data by semester

Free City College (FCC) Category	Student count	Average FCC amount	Billed Units average	Earned Units average	Students with Drop/Withdrawl	Students with Zero Units Earned	Full Time (12+) student count
Fall 2021							
FCC Enrl Fee Waiver	7,305	(\$309.44)	7.8	6.7	1,730	1	1,264
FCC Grant Paid	3,667	\$421.10	10.7	8.6	1,240	400	1,400
No FCC	8,050	--	7.5	5.0	3,617	2,590	1,548
Total for Fall 2021	19,022	--	8.2	6.4	6,587	2,991	4,212

Definitions and Data Source

- Student count - unduplicated count of students within the row category.
- Average FCC amount - amount of Free City College funds used per student.
- Billed Units average - units enrolled as of the refund deadline. Does not include excused withdrawals.
- Earned Units average - credit units completed with a passing grade.
- Students with Drop/Withdrawal - number of students with any units dropped or withdrawn after refund deadline.
- Students with Zero Units Earned - number of students who earned zero units, dropped or withdrew all enrollments.
- Full Time (12+) student count - number of students who enrolled full time (12 or more attempted units).

Important Considerations

- Student Notice Regarding of Repayment of Fees when dropping courses
- Executive Order Regarding EW and Refunds Ended in Fall 2021
- Students with CCCP Grant (formerly known as BOGFW) is not required to pay fees
- FCC Students will be required to repay fees for dropping courses resuming this Spring 2022 semester

Q&A

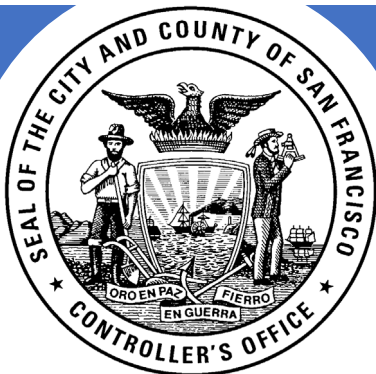


Thank You!

Free City College Program

Funding and Reserve Overview

Presentation to the Free City College Oversight Committee



CITY & COUNTY OF SAN FRANCISCO

Office of the Controller
Budget & Analysis Division

Calvin Quock | Carol Lu

March 9, 2022

Funding Schedule

Program Year	Academic Year	Funding Formula	Baseline Funding	CPI Forecast *
1	2019-20	\$15 M	\$ 15,000,000	
2	2020-21	\$15.7 M	\$ 15,700,000	
3	2021-22	\$16.4 M	\$ 16,400,000	
4	2022-23	\$16.4 M (Flat) + CPI Factor	\$ 16,944,480	3.32%
5	2023-24		\$ 16,862,480	2.82%
6	2024-25		\$ 16,844,440	2.71%
7	2025-26		\$ 16,821,800	2.57%
8	2026-27		\$ 16,821,800	2.57%
9	2027-28		\$ 16,821,800	2.57%
10	2028-29		\$ 16,821,800	2.57%

* CPI Forecast is the latest as of 3/7/2022.

CPI Forecast is updated every year in the March update of the Five-Year Financial Plan.

Budget vs. Actual Funding

3

Some notes on the first-year disbursements for the Free City College Program:

In October 2019, DCYF disbursed a total of **\$20.4 M** to the Free City College Program, of which:

- **\$15 M** was the baseline funding for the **first year** of the program based on the MOU.
- **\$5.4 M** was a **one-time grant** for **past costs** of the program. This amount is separate from the reserve.

	Year 1 2019-20
<hr/> GRANT TO CITY COLLEGE	
Baseline Funding	15.0
One-Time Grant	5.4
Budget (AAO), Fund 10020	
Auth 19805/Acct 538000	6.6
Auth 19805/Acct 538010	
Auth 21009/Acct 538000	13.8
<hr/>	
Total Budget	20.4
Actuals (Peoplesoft)	
Auth 19805/Acct 538010	6.6
Auth 21009/Acct 538000	13.8
<hr/>	
Total Actuals	20.4

Academic Year 2019-20 Audit Results

The first year, Academic Year 2019-20, of the Free City College Program had \$12.2 M in total spending, of which:

- \$10.7 M was **eligible** spending.
- \$1.5 M was **ineligible** spending and was returned to the reserve.

\$2.8 M of the baseline funding was unspent.

As a result, a total of \$4.3 M was returned to the reserve.

AUDIT RESULTS (For Academic Year Audited)

Audit Report Dated [10/19/2021](#)

Eligible Spending	
Payments to Students	10.2
Admin Salaries & Benefits	0.5
Total Eligible Spending	10.7

Ineligible Spending	
Admin Salaries & Benefits	0.1
IT Hardware	0.1
IT Support Services	1.3
Total Ineligible Spending	1.5

Total Spending **12.2**

Unspent Funds **2.8**

Total Return to Reserve **4.3**

The Free City College Reserve (Reserve) was initially seeded at \$2 M, for the purpose of supporting any additional Free City College Program-associated expenditures.

Deposits

- In Years 1-4, unspent funds and ineligible spending (as determined by the annual audit), would be deposited to the Reserve.
- In Years 5-10, 50% of unspent funds and ineligible spending would be deposited to the Reserve up to the cap, and 50% would return to the City's General Fund.
- The cap is equal to 50% of the future year's funding.

Withdrawals

- Can be appropriated to support Free City College Program costs, as outlined in the Administrative Code and MOU agreement.
- Withdrawals are subject to the authority of Mayor and Board to make appropriations.

Reserve Amount

Current reserve fund level in Academic Year (AY) 2021-22 is \$5.3 M.

- AY 2020-21 began with \$2 M carryover from the prior MOU.
- AY 2020-21 had \$4.3 M returned to the reserve from unspent funds and ineligible spending, bringing the ending balance to \$6.3 M.
- AY 2021-22 had \$1 M of reserve appropriated in the budget, bringing the ending balance to \$5.3 M.

	Year 1 2019-20	Year 2 2020-21	Year 3 2021-22	Year 4 2022-23	Year 5 2023-24	Year 6 2024-25	Year 7 2025-26	Year 8 2026-27	Year 9 2027-28	Year 10 2028-29
RESERVE, Fund 10020, Acct 598040										
Starting Balance	2.0	2.0	6.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3
Deposit Rule	Y1 - Y4 All Unspent/Ineligible to Reserve				Y5 - Y10 50% Unspent/Ineligible to Reserve / 50% to GF					
(+) Deposits	-	4.3	-	-	-	-	-	-	-	-
(-) Withdrawals	-	-	(1.0)							
Ending Balance	2.0	6.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3
Reserve Cap					8.4	8.4	8.4	8.4	8.4	8.4
(Over)/Under Cap					3.1	3.1	3.1	3.1	3.1	3.1
Deposits to General Fund					-	-	-	-	-	-

Free City College, Summary of Spending and Reserves

Updated 3/7/2022

Amounts are in \$ million

	Year 1 2019-20	Year 2 2020-21	Year 3 2021-22	Year 4 2022-23	Year 5 2023-24	Year 6 2024-25	Year 7 2025-26	Year 8 2026-27	Year 9 2027-28	Year 10 2028-29
GRANT TO CITY COLLEGE										
Baseline Funding	15.0	15.7	16.4	16.9	16.9	16.8	16.8	16.8	16.8	16.8
One-Time Grant	5.4									
<i>CPI (as of 3/7/2022)</i>				3.32%	2.82%	2.71%	2.57%	2.57%	2.57%	2.57%
Budget (AAO), Fund 10020										
Auth 19805/Acct 538000	6.6	15.7								
Auth 19805/Acct 538010			16.4	16.9						
Auth 21009/Acct 538000	13.8									
Total Budget	20.4	15.7	16.4	16.9	-	-	-	-	-	-
Actuals (Peoplesoft)										
Auth 19805/Acct 538010	6.6	15.7	16.4							
Auth 21009/Acct 538000	13.8									
Total Actuals	20.4	15.7	16.4	-	-	-	-	-	-	-
AUDIT RESULTS (For Academic Year Audited)										
Audit Report Dated	10/19/2021									
Eligible Spending										
Payments to Students	10.2									
Admin Salaries & Benefits	0.5									
Total Eligible Spending	10.7	-	-	-	-	-	-	-	-	-
Ineligible Spending										
Admin Salaries & Benefits	0.1									
IT Hardware	0.1									
IT Support Services	1.3									
Total Ineligible Spending	1.5	-	-	-	-	-	-	-	-	-
Total Spending	12.2	-	-	-	-	-	-	-	-	-
Unspent Funds	2.8	-	-	-	-	-	-	-	-	-
Total Return to Reserve	4.3	-	-	-	-	-	-	-	-	-
RESERVE, Fund 10020, Acct 598040										
Starting Balance	2.0	2.0	6.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3
Deposit Rule	Y1 - Y4 All Unspent/Ineligible to Reserve				Y5 - Y10 50% Unspent/Ineligible to Reserve / 50% to GF					
(+) Deposits	-	4.3	-	-	-	-	-	-	-	-
(-) Withdrawals	-	-	(1.0)							
Ending Balance	2.0	6.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3
Reserve Cap					8.4	8.4	8.4	8.4	8.4	8.4
(Over)/Under Cap					3.1	3.1	3.1	3.1	3.1	3.1
Deposits to General Fund					-	-	-	-	-	-



Free City College Oversight Committee: Reserve Fund Uses

March 9, 2022

3:30-5:00p



Reserve Fund Eligible Uses

CCSF may use excess funds remaining in the annual allocation after fully funding enrollment fees and grants to cover administrative costs associated with the Free City College Program with DCYF's approval. These include, but are not limited to:

- Program Manager
- Financial Aid Counselors
- AB 540 Dream Coordinator/Counselor
- Piloting Evidence-based interventions to improve student equity outcomes
- Data analyst
- IT System Upgrades
- Increased staff hours for financial aid counselors or data analysts
- Incorporation of evidence-based methods to improve state and federal applications uptake.

Reserve Fund Use Parameters

- Enrollment fees and grants related to Free City must first be fully funded before reserve funds are used for other programming or uses.
- Any use of reserve funds must be associated with Free City with DCYF approval.
 - Processes will need to be established between City College and DCYF on use of reserve funds. (See Annual Report Recommendations)
- Programs or use of funds should be fiscally sustainable:
 - One-time uses or short-term are usually the best use of reserve funds
 - Ongoing uses will need to be sustainable (i.e. if enrollment/grant costs of Free City increase, ongoing programs drawing down funds from the Reserve could risk facing a shortfall)
- Programs should be properly resourced with infrastructure and support to implement successfully

Proposed Goals for Fund Use

- Financial Support
- Equity
- Bolstering Enrollment and Retention
- Lifelong learning
- Recovery of City College students from the pandemic
- Supporting undocumented students
- Addressing recommendations from Annual Report

Proposed Programs/Uses

Committee Proposed Programs and Uses:

- Financial Support
 - Administrative Support for Financial Aid
 - Cadres of Financial Literacy and Financial Education workshops: Extending invitations to FCC students, outreach to FCC and other support services available
 - Relief of outstanding fees
- Equity
 - Equity Analysis/Audit of Free City
 - Building an equity framework around Free City; how to help students persist and succeed—more full-time, with wraparound supports will more likely finish degrees
- Bolstering Enrollment and Retention:
 - Pilot Incentive—Stipend to students for retention
 - Support College and Career Readiness enrollment
- Lifelong Learning: Older adult skills, serve broader community as well
- Recovery of City College students from the pandemic
- Support for undocumented students

Questions?

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