



City College of San Francisco

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DRAFT MINUTES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE PROP A 2005 / PROP A 2020

April 15, 2024
4:00 PM – 6:00 PM

City College of San Francisco
Ocean Campus, Multi-Use Building (MUB) Room 340

1. Call to Order – Chair Fadeke Richardson - 4:14 pm

a. Roll Call

- i. Linda Fadeke Richardson - present
- ii. Chineseman Lai - present
- iii. Christine Hanson - present
- iv. Thomas Havey – present

Presenters: Jeff Scogin, A Kennedy Group
Mike Chegini, A Kennedy Group
Alicia Herrera, Eide Bailly
Rick Alonso, Eide Bailly

Support Staff: Marian Lam, Administrative Analyst, Office of Facilities & Capital Planning, CCSF
Eric Birnbaum, Sr. Management Asst., Office of Facilities & Capital Planning, CCSF

2. Approval of the Agenda

a. Moved by Member Hanson, seconded by Member Lai

b. Discussion

i. None.

c. Roll Call Vote – voice vote was taken.

- i. Yea votes - 4
- ii. Abstentions - 0
- iii. Nay votes - 0
- iv. Motion passed.

3. Updates from the Chair

a. None.

4. Public Comment on items not on the agenda

a. None.

5. Annual Report Fiscal Year 2022-23 DRAFT – Working Group Discussion
 - a. Chair Fadeke Richardson opened the floor for questions.
 - b. Mr. Chegini screen-shared on the projector the Annual Report draft for everyone to review.
 - c. Member Hanson asked if on page 2 they could indicate that we have only 4 of the 12 members listed there currently active. Mr. Chegini suggested that we list with term dates/limits. Member Hanson offered that we could indicate the currently active members at the time of the report approval.
 - d. Member Havey stated that on page 2, the positions of Vice Chair and Chair are listed for this current year; it would be better to indicate 2022-23 only.
 - e. Member Hanson stated that on page 5, 3 paragraphs down, in the section “Views of Responsible Officials and Corrective Action Plan”, the sentence that begins “This person is responsible” we should add the word “now” to reinforce the change of personnel and their responsibility. Mr. Chegini noted that the language is an exact extract from the Audit Report.
 - f. The question of date of action was raised by Member Hanson. She asked for clarification on when the annual report is due. Mr. Chegini stated that the code states that the committee must provide an annual report, the key word being annual. For the committee to be in compliance the report would have to be issued by May 4 of this year, which is one year after the previous report. Mr. Scogin further clarified that it is by the date the report is presented to the Board of Trustees, not the date the CBOC approves the report.
 - g. Member Hanson had a question with the formatting on page 8. Her understanding is that the Cloud Hall project is something that came out of the 2020 bond, there is no 2005 money attached to that. Chair Fadeke Richardson noted that the projects are broken down by year in this table.
 - h. Member Hanson asked if they could see the 2020 projects cross-checked against the Facilities Master Plan. Chair Fadeke Richardson responded that there was a document we saw before that listed those projects to reconcile the dates. We can propose changes for next year.
 - i. Member Hanson asked about the Campus Police Upgrades on page 9. This has been an ADA/Renovation project. It was started by Robert Agrella under the state takeover. It was not a project per se. It is now part of the Ocean Campus Improvement Project group, which is different than how it has been classified and funded. The restroom upgrades went through board approval, it was an emergency expense taken from the 2005 fund. This Campus Police Upgrades has always gone under the project bid cost until the 2020 Bond came out. It has been an ADA Compliance project. It has cost 907k plus dollars over time. Chair Fadeke Richardson said that is a pattern for some projects, that when you look at initial costs and the result there are a lot of questions, and the justification is that these projects take years to complete. The CBOC is not responsible for procurement but has an opportunity to get clarification on that type of question for the 2020 Bond Fund. The overriding question is if the trustees are aware and have approved the project. Member Hanson said the police project has been moved around and was under the takeover and is a holdover from the 2005 and is unsure how much input the trustees had. Chair Fadeke Richardson agreed that it is a valid question, but for the purposes of this report it is not something we can or should dive into at today’s meeting.
 - j. Member Hanson said she thought there was supposed to be an asterisk to clarify some of the changes in grouping, based on last year’s report, such as the Swing Space and Gough Street Relocation project. Mr. Scogin noted that on the 21-22 Annual Report there is a #1 notation for Gough St., but the asterisk only shows on Gough Street and general campus-wide improvements. Member Hanson said she didn’t like the way it was done last year, sending the reader to a different/older report. Mr. Chegini stated he can add the notation to the current graph to include the police project. There is a clickable link to the 2019 report that is referenced. Mr. Scogin stated that according to his notes from the working group, the committee made a decision to transition to a format that is in line with quarterly reports. That was a strategic decision made by that working group. Chair Fadeke Richardson agreed that was the case and feels that is the stronger way to present it for the community to be able to reference other documents. Member Hanson asked if wording could be added that not only refers readers to the other report but notes that these projects were previously under the ADA and Renovation Project heading. Mr. Scogin agreed to this. Mr. Scogin reviewed the agreed upon asterisk notations as follows; page 8 - no projects with asterisk. Page 9 - Campus Police Upgrades and Restroom Upgrades. Pg 10 - Childcare Center Renovations. The asterisk will correspond to the statement: “these projects were previously under the ADA and swing space categories.”
 - k. Member Hanson, referring to page 9, asked where the \$1.8 million under Program Administration costs went. Chair Fadeke Richardson responded that this was broken down/presented in AVC Vasquez’s February report. Mr. Scogin pulled up the 2/23/24 report page 16 to display that report to the committee.
 - l. Member Havey asked if the percentage of this cost (approximately 3%) relative to the project compares to the industry standards. Chair Fadeke Richardson responded that this is information we will get today, but it something we can delve into further.

- m. Mr. Scogin noted that the cost of the management fees was comparable base on a percentage basis year over year.
- n. Chair Fadeke Richardson made a motion to table the discussion of relative percentage of program administration cost to the total cost of the project for the next meeting. The motion was seconded by Member Lai. There was no formal vote on this item.
- o. Member Hanson requested a breakdown of the administration costs for the next meeting.
- p. Member Lai, referring to page 7, noted that the Proposition A expenditures in 2020 is off one dollar compared to the auditor report. It is not a material difference, but he was curious why. Mr. Scogin replied that it was likely a compounded rounding issue.
- q. Member Lai noted that on Page 8 and onwards, the table headings “FY2223” is confusing, and inserting a slash in 2022 would help. Mr. Chegini agreed to make the change as per the request of the committee, noting that the previous working group had chosen the presentation that was used.
- r. Member Havey made a comment regarding the format of the table of contents, that under “Background”, the section of “How You Are Helping City College Build for The Future” perhaps should be moved to the “Introduction” section.
- s. Member Havey noted that in the report “Generally Accepted Accounting Principles” on pages 2 and 6 should be capitalized. He also noted that throughout the report where things should be capitalized such as “the district”. Support Staff Eric Birnbaum reminded the committee that this item had come up in a previous meeting and that former Chair Dennis Kelly had stated in response that items that are not proper nouns, as a point of grammar, are not to be capitalized in the manner Member Havey was suggesting. Mr. Havey withdrew his suggestion for “the district”, but that “Generally Accepted Accounting Principles” should be capitalized as suggested. Member Hanson noted that “The District” was capitalized elsewhere in the document.
- t. Member Havey questioned the order of the projects listed on page 6. Mr. Scogin responded that the order was strategic according to project priority. Member Havey asked if the project number could be added. Chair Fadeke Richardson stated that adding those numbers might be confusing to the public, who would not know what they represent. Mr. Scogin noted that the project number information can be found in the quarterly reports.
- u. Member Havey brought forth other proposed minor format changes, but after discussion by the committee members it was decided that no change on these items was necessary.
- v. Review of change items:
 - i. Page 2 - list the four members currently serving and their positions and term dates, then the other members who were active for 2022. (remove the notations of “Chair” and “Vice Chair” for currently serving members).
 - ii. Page 5 - add the word “now” in the section “Views of Responsible Officials and Corrective Action Plan” to indicate there was a change.
 - iii. Page 8 - add the asterisks that are cross-reference to previous report and amend the statement of the notation: “These projects were previously identified under the ADA and Renovation category.”
 - iv. Table of contents will remain as is.
 - v. Capitalize “The District” throughout the document. (*NOTE: this decision is contradictory to what was agreed previously in the meeting as recorded in item V.s.)*)
 - vi. Page 11 – “Citizens’ Bond Oversight Committee” to be capitalized.
 - vii. Page 9 - change of column headers “FY2223” to “FY22/23”
- w. Motion to approve the changes as reviewed and to approve the report.by made by Member Havey, seconded by Member Lai.
 - i. Voice vote
 - 1. Abstentions – 0
 - 2. Nay votes – 0
 - 3. Yea votes – 4
 - 4. Motion passed.

6. Annual Report Fiscal Year 2022-23

- a. Committee’s Opinion Statement – Approval
 - i. Motion to approved made by Member Hanson, seconded by Member Havey.
 - ii. Roll call vote:
 - 1. Abstentions – 0
 - 2. Nay votes – 0
 - 3. Yea votes – 4

4. Motion passed.

b. Annual Report Fiscal Year 2022-23 Approval

1. Motion to approve made by Member Hanson, seconded by Member Havey.

2. Roll call vote:

a. Abstentions – 0

b. Nay votes – 0

c. Yea votes – 4

d. Motion passed.

7. Adjournment

a. Meeting adjourned at 5:48 PM.