File No. 120275

Committee Item No. 4
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee **Date:** April 25, 2012

Board of Supervisors Meeting **Date** _____

Cmte	Board	
☐	☐	**Motion**
☐	☐	**Resolution**
☒	☐	**Ordinance**
☐	☐	**Legislative Digest**
☐	☐	**Budget & Legislative Analyst Report**
☐	☐	**Ethics Form 126**
☐	☐	**Introduction Form (for hearings)**
☒	☐	**Department/Agency Cover Letter and/or Report**
☐	☐	**MOU**
☐	☐	**Grant Information Form**
☐	☐	**Grant Budget**
☐	☐	**Subcontract Budget**
☐	☐	**Contract/Agreement**
☐	☐	**Award Letter**
☐	☐	**Application**

OTHER **(Use back side if additional space is needed)**

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Completed by: Victor Young **Date:** April 20, 2012
Completed by: Victor Young **Date:** _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

FILE NO. 120275 ORDINANCE NO.

[Department of Building Inspection Cash Revolving Fund]

Ordinance amending San Francisco Administrative Code Section 10.135 to increase the cash revolving fund of the Department of Building Inspection from $2,000 to $4,500.

NOTE: Additions are *single-underline italics Times New Roman*; deletions are ~~*strike-through italics Times New Roman*~~. Board amendment additions are double-underlined; Board amendment deletions are ~~strikethrough normal~~.

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

Section 1. Section 1. The San Francisco Administrative Code is hereby amended by amending Section 10.135, to read as follows:

SEC. 10.135. CASH REVOLVING FUNDS--DEPARTMENT OF BUILDING INSPECTION: ~~*$2,000*~~ *$4,500*.

Section 2. Effective Date. This ordinance shall become effective 30 days from the date of passage.

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

By: _____
John D. Malamut
Deputy City Attorney

City and County of San Francisco
Department of Building Inspection

Edwin M. Lee, Mayor
Vivian L. Day, C.B.O., Director

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 APR -2 AM 9:20

DATE: March 13, 2012

TO: Monique Zmuda, Deputy Controller

FROM: Vivian L. Day, C.B.O., Director
Department of Building Inspection

RE: Request to Increase the Cash Revolving Fund of the Department of Building Inspection from $2,000 to $4,500

The Department of Building Inspection (DBI) respectfully requests approval to increase the Department's Cash Revolving Fund from $2,000 to $4,500. The increase will allow the Department to increase the number of point of sale (POS) machines available throughout the Department. This increase in the POS machines will improve the flow of customers, reduce waiting times, provide better customer service, and increase the staff accountability of funds.

Over the last year and a half DBI has been working with the Treasurer/Tax Collector in implementing a new Cash Management System. The estimated implementation date is May 2012. In addition, we have been working closely with the Controller's Office audit staff on improving our systems and increasing fiscal accountability.

The Department is located at 1660 Mission and consists of 6 floors. Currently, there are 8 POS machines in the Department. Upon the implementation of the new Cash Management System there will be a total of 40. We also have a copy machine on the first floor for use by our customers that requires a significant amount of change.

The Department is proposing an increase in the Revolving Fund to $4,500 so that there is $50 per POS machine, for a total $2,000, and an additional $2,000 in the safe to prepare for the following day. The remaining $500 will be for the copy machine and a bank in the safe to make change when necessary.

	Location	Number of POS Machines proposed
Information Center Central Permit Bureau Permit Coordination	1st Floor	4 5 2
Copy Machine	1st Floor	N/A
Plan Review Services	2nd Floor	3
Inspection Services	3rd Floor	5
Records Management	4th Floor	2
Over the Counter Plan Check	5th Floor	13
Housing Inspection Administrative Services	6th Floor	3 3
Total		**40**

OFFICE OF THE DIRECTOR
1660 Mission Street – San Francisco CA 94103
Office (415) 558-6131 – FAX (415) 558-6225 www.sfdbi.org
Vivian.Day@sfgov.org

The current level of the cash revolving fund is insufficient to meet operational needs associated with the new Cash Management System. We are facing the following issues.

- In order to populate the increased number of POS machines, sufficient cash must be available.

- With the current POS system, customers wait to conduct business with one staff member and then wait for a second staff person to pay, or the person helping them must get up and go to a different part of the floor to process the payment. This is inherently inefficient, leads to long waiting times, and goes against the Department's goal of providing good customer service.

- Currently multiple people share one POS machine. Sharing one POS machine is not a recommended cash handling practice, as there is limited accountability if the machine does not balance at the end of the business day.

- Due to the significant amount of time required each morning to count the previous days change and to prepare the cash drawers for that day, the Department would like to continue the practice of setting aside sufficient cash, in the safe, for the POS machines a day ahead. This has significantly alleviated the delays in opening the cash drawers the Department experienced before we increased the Department's Cash Revolving Fund in FY 2009-2010.

- The level of change in the copy machine cuts into the amount of cash we can place in the POS machines and stay within the approved limits. This further aggravates the situation.

An ordinance amending Section 10.135 of the Administrative Code is attached. Upon your approval the legislation will be submitted to the Board of Supervisors.

Please contact me at 558-6131 or Pamela Levin 558-6239 if you need additional information.

cc: Alan Pavkovic, Controller's Office
Manish Goyal, Mayor's Office of Public Policy and Finance

City and County of San Francisco
Department of Building Inspection

Edwin M. Lee, Mayor
Vivian L. Day, C.B.O., Director

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 APR -2 AM 9:20
BY

DATE: March 13, 2012

TO: Angela Calvillo
Clerk of the Board

FROM: Vivian L. Day, C.B.O., Director
Department of Building Inspection

RE: Ordinance amending San Francisco Administrative Code Section 10.135 to increase the cash revolving fund of the Department of Building Inspection from $2,000 to $4,500.

The Department of Building Inspection (DBI) respectfully requests approval by the Board of Supervisors (BOS) to increase the Department's Cash Revolving Fund from $2,000 to $4,500. DBI is working with the Treasurer/Tax Collector to implement a new Cash Management System. The number of Point of Sale machines will increase from 8 to 40 upon implementation in May 2012 which will require an addition to the Cash Revolving Fund. The new systems will improve the flow of customers, reduce waiting times, provide better customer service, and increase the staff accountability. The request has been approved by the Controller's Office.

Please calendar the legislation on the BOS agenda as quickly as possible. Approval of this legislation will be necessary to meet the May 2012 implementation date. Please contact me at 558-6131 or Pamela Levin at 558-6239 if you have questions or require additional information.

Thank you.

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