

File No. 251165

Committee Item No. 9

Board Item No. 1

## COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Finance Committee  
Board of Supervisors Meeting

Date February 4, 2026  
Date February 24, 2026

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

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Completed by: Brent Jalipa Date January 29, 2026  
Completed by: Brent Jalipa Date February 5, 2026

1 [Police Code - Refunds of Police Emergency Alarm Fees]

2

3 **Ordinance amending the Police Code to revise the procedures for alarm companies**  
 4 **and alarm users to claim refunds or credits of overpaid alarm fees under the Police**  
 5 **Emergency Alarm Ordinance.**

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

10

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

12

13 Section 1. Article 37 of the Police Code is hereby amended by revising  
 14 Section 3710.7, to read as follows:

15

16 **SEC. 3710.7. REFUNDS.**

17 (a) An alarm company may claim a refund, or claim a credit ~~against~~ fees to be  
 18 collected and remitted under this Article 37, of the amount overpaid or paid more than once or  
 19 erroneously or illegally collected or received by the City by, within one year of the payment of such  
 20 amount: (1) filing a claim for refund in writing with the Controller in the manner provided in Sections  
 21 6.15-1 et seq. of the Business and Tax Regulations Code; or (2) filing a request for refund or credit in  
 22 writing with the Tax Collector; provided, however, that neither a refund nor a credit shall be  
 23 allowed unless the amount of the fee so collected has either been refunded to the person  
 24 entitled thereto or credited to the charges subsequently payable by such person to the alarm  
 25 company. The statute of limitations for filing a claim for refund with the Controller under

1 subsection (a)(1) shall not be tolled and shall continue to run while a person's request for refund under  
2 subsection (a)(2) is pending.

3 (b) An alarm user may obtain a refund of fees overpaid or paid more than once or  
4 erroneously or illegally collected or received by the City ~~and County~~ by, within one year of the  
5 payment of such amount: (1) filing a claim for refund in writing with the Controller in the manner  
6 provided in Sections 6.15-1 et seq. of the Business and Tax Regulations Code; or (2) filing a request for  
7 refund in writing with the Tax Collector; but provided, however, that this subsection (b) shall apply  
8 only when the fee was paid by the alarm user directly to the Tax Collector, or when the alarm  
9 user, having paid the fee to the alarm company, establishes to the satisfaction of the Tax  
10 Collector that the alarm user has been unable to obtain a refund from the alarm company who  
11 collected the fee. The statute of limitations for filing a claim for refund with the Controller under  
12 subsection (b)(1) shall not be tolled and shall continue to run while a person's request for refund under  
13 subsection (b)(2) is pending.

14  
15 Section 2. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
16 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
17 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
18 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
19 additions, and Board amendment deletions in accordance with the "Note" that appears under  
20 the official title of the ordinance.

21  
22 Section 3. Effective Date. This ordinance shall become effective 30 days after  
23 enactment, and shall apply to fees paid on or after the effective date of this ordinance.  
24 Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance  
25



**LEGISLATIVE DIGEST**

[Police Code - Refunds of Police Emergency Alarm Fees]

**Ordinance amending the Police Code to revise the procedures for alarm companies and alarm users to claim refunds or credits of overpaid alarm fees under the Police Emergency Alarm Ordinance.**

Existing Law

Article 37 of the Police Code (Police Emergency Alarm Ordinance) requires businesses and individuals who have emergency alarms at their premises to obtain an annual license and pay a license fee. Alarm companies generally collect the license fees from alarm users and remit those fees to the Tax Collector's Office. Alarm companies may claim a refund or credit for overpaid fees. Alarm users may claim a refund of overpaid fees only if they directly paid the fees to the Tax Collector's Office, or if they paid the fees to the alarm company and are unable to get a refund from the alarm company.

Amendments to Current Law

This ordinance would allow alarm companies to obtain a refund or credit for overpaid fees by filing a claim for refund with the Controller or a request for refund or credit with the Tax Collector's Office, within one year of payment of the overpaid fees. This ordinance also would allow alarm users to obtain a refund of the overpaid fees by filing a refund claim with the Controller or a refund request with the Tax Collector's Office, within one year of payment of the overpaid fees, if they paid the fees directly to the Tax Collector's Office or are unable to get a refund from the alarm company.



**Treasurer & Tax Collector**  
CITY AND COUNTY OF SAN FRANCISCO

**José Cisneros**  
TREASURER

November 24, 2025

Ms. Angela Calvillo  
Clerk of the Board of Supervisors  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 244  
San Francisco, CA 94102

Dear Ms. Calvillo:

Attached please find an electronic copy of a proposed ordinance for approval by the Board of Supervisors. The legislation revises the procedures for alarm companies and alarm users to claim refunds or credits of overpaid alarm fees under the Police Emergency Alarm Ordinance.

The following is a list of accompanying documents:

- ORD – Refunds of Alarm Fees
- DIG – Refunds of Alarm Fees

The following person may be contacted regarding this matter:

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[eric.manke@sfgov.org](mailto:eric.manke@sfgov.org)