

File No. 091230

Committee Item No. 1  
Board Item No. 8

## COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: January 6, 2010

Board of Supervisors Meeting

Date 1/12/10

### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

### OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Victor Young  
Completed by: Victor Young

Date December 30, 2009  
Date 1/7/10

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

01.01.11

1 [Department of Building Inspection cash revolving fund.]

2  
3 Ordinance amending San Francisco Administrative Code Section 10.135 to increase the  
4 cash revolving fund of the Department of Building Inspection from \$600 to \$2,000.

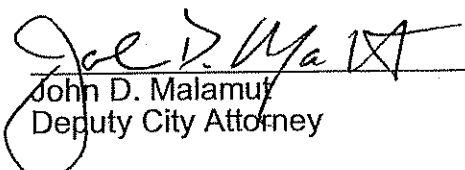
5 NOTE: Additions are single-underline italics Times New Roman;  
6 deletions are ~~strike-through italics Times New Roman~~.  
7 Board amendment additions are double-underlined;  
8 Board amendment deletions are ~~strikethrough normal~~.

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

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

11 SEC. 10.135. CASH REVOLVING FUNDS--DEPARTMENT OF BUILDING  
12 INSPECTION: ~~\$600~~ \$2,000.

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

15 By:   
16 John D. Malamuy  
17 Deputy City Attorney



**MEMORANDUM**

*File 091230*

**DATE:** October 22, 2009

**TO:** Angela Calvillo  
Clerk of the Board, Board of Supervisors

**FROM:** Vivian L. Day, C.B.O. *Vivian L. Day*  
Director

**SUBJECT:** Ordinance amending San Francisco Administrative Code Section 10.135 to increase the cash revolving fund of the Department of Building Inspection from \$600 to \$2,000

RECEIVED  
BOARD OF SUPERVISORS  
OCT 22 2009  
2009 OCT 22 PM 4:48

The Department of Building Inspection (DBI) respectfully requests approval by the Board of Supervisors (BOS) to increase the Department's Cash Revolving Fund from \$600 to \$2,000. The goal is to improve the flow of customers throughout the San Francisco Permit Center, reduce waiting times, and provide better customer service. The request has been approved by the Controller's Office.

Please calendar the legislation on the BOS agenda as quickly as possible. We are trying to improve customer services while we deal with the ongoing impact of staff reductions associated with the May 2009 layoffs and the additional training requirements for new staff bumping into DBI due to the City wide layoffs.

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

Thank you.

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



DATE: September 29, 2009  
 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 \$600 to \$2,000

The Department of Building Inspection (DBI) respectfully requests approval to increase the Department's Cash Revolving Fund from \$600 to \$2,000 in order to improve the flow of customers throughout the San Francisco Permit Center (Permit Center), reduce waiting times, and provide better customer service.

The Permit Center is located at 1660 Mission and consists of 6 floors. Currently, there are 7 point of sale (POS) machines and upon completion of construction on the 4<sup>th</sup> and 5<sup>th</sup> floors, there will be a total of 8. We also have a copy machine on the first floor for use by our customers that requires a significant amount of change.

	Location	Number of POS Machines
Central Permit Bureau	1 <sup>st</sup> Floor	2
Help Desk	1 <sup>st</sup> Floor	1
Copy Machine	1 <sup>st</sup> Floor	N/A
Plan Review Services	2 <sup>nd</sup> Floor	1
Inspection Services and Records Management	3 <sup>rd</sup> Floor	1
Permit Services and Over the Counter Plan Check	4 <sup>th</sup> Floor	1
Under Construction	5 <sup>th</sup> Floor	1 – upon completion of construction
Housing Inspection	6 <sup>th</sup> Floor	1
Total		8

The current cash revolving fund is insufficient to meet DBI's operational needs. We are facing the following issues.

- We are not able to place cash in each of the POS machines. Permit activities vary day to day so additional change is required during the day. We have only one cashier, due to the layoffs, to take change from the safe and deliver it to the

OFFICE OF THE DIRECTOR  
 1660 Mission Street – San Francisco CA 94103  
 Office (415) 558-6131 – FAX (415) 558-6225 [www.sfgov.org/dbi](http://www.sfgov.org/dbi)  
[Vivian.Day@sfgov.org](mailto:Vivian.Day@sfgov.org)

Request to Increase the Cash Revolving Fund

appropriate floor all of which occurs while the customer waits. Due to these delays, customers are often directed to other floors to pay thereby causing logjams on the other floors.

- Even though we are not putting cash in all of the POS machines, we still do not have enough change in the safe to handle unforeseen circumstances such as that which was previously mentioned.
- 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.
- A significant amount of time is required each morning to count the previous days change and to prepare the cash drawers for that day. Since the Department has cut back on staff and overtime, this counting process does not begin until 8:00 am even though customers begin to be served as early as 7:30 am. Delays in opening the cash drawers adversely impact customers not only in the morning but it also is felt throughout the entire day. Being able to set aside sufficient cash, in the safe, for the POS machines a day ahead of time would significantly alleviate this 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.

C: Alan Pavkovic, Controller's Office  
Meghan Wallace, Mayor's Office of Public Policy and Finance