

File No. 211225

Committee Item No. 9

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Finance Committee Date January 12, 2022

Board of Supervisors Meeting Date _____

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OTHER (Use back side if additional space is needed)

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Completed by: Brent Jalipa Date January 7, 2022

Completed by: Brent Jalipa Date _____

1 [Administrative Code - Cash Revolving Fund - City Administrator: Real Estate Division]

2

3 **Ordinance amending the Administrative Code to authorize a cash revolving fund with a**
4 **maximum amount of \$7,000 for the Office of the City Administrator - Real Estate**
5 **Division.**

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 XV of Chapter 10 of the Administrative Code is hereby amended by
14 revising Section 10.132, to read as follows:

15

16 **SEC. 10.132. CASH REVOLVING FUNDS – LIMITS FOR EACH DEPARTMENT.**

17 Cash revolving funds are hereby authorized for the following departments, up to the
18 maximum amounts listed in this Section 10.132, subject to the restrictions and procedures set
19 forth in this Article XV:

20

* * * *

21 Department of Building Inspection; \$4,500

22 City Administrator – Real Estate Division; \$7,000

23

* * * *

24

25

1 Section 2. Effective Date. This ordinance shall become effective 30 days after
2 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
3 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
4 of Supervisors overrides the Mayor's veto of the ordinance.

5
6 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
7 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
8 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
9 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
10 additions, and Board amendment deletions in accordance with the "Note" that appears under
11 the official title of the ordinance.

12
13 APPROVED AS TO FORM:
14 DAVID CHIU, City Attorney

15 By: /s/ Zachary Porianda
16 ZACHARY PORIANDA
Deputy City Attorney

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LEGISLATIVE DIGEST

[Administrative Code - Cash Revolving Fund - City Administrator: Real Estate Division]

Ordinance amending the Administrative Code to authorize a cash revolving fund with a maximum amount of \$7,000 for the Office of the City Administrator - Real Estate Division.

Existing Law

Administrative Code section 10.132 authorizes cash revolving funds for enumerated City departments to keep cash on site, and sets the maximum amount for each department's fund.

Amendments to Current Law

Administrative Code section 10.132 is amended to authorize a cash revolving fund for the City Administrator's Real Estate Division for use at the San Francisco Permit Center. The fund would have a maximum amount of \$7,000.

Background Information

The Real Estate Division of the City Administrator's Office oversees operation of the City's Permit Center. The Permit Center provides a centralized place for obtaining and paying fees for construction, special events, and business permits. The Permit Center will be providing money handling services using a third party payment kiosk. The kiosk will be the only solution for accepting cash for all City departments, except the Department of Building Inspection. To minimize payment exceptions such as refunds, the kiosk will be designed to return change to customers who cannot pay with an exact amount of cash. Administrative Code section 10.132 is being amended to authorize the Real Estate Division of the City Administrator's Office to have a cash revolving fund with a maximum amount of \$7,000 to supply the Permit Center payment kiosk with the minimum amount of currency needed to operate and dispense change.

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From: [Barnes, Bill \(ADM\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Villareal-Mayer, Rebecca \(ADM\)](#)
Subject: FOR INTRODUCTION: Permit Center Cash Revolving Fund
Date: Monday, November 22, 2021 11:48:21 AM
Attachments: [ORD - Revolving Cash Fund - City ADM - RED - 01566974.DOCX](#)
[Leg Digest - Revolving Cash Fund - City ADM - RED - 01548761.DOCX](#)

Hello,

Attached, please find for introduction an ordinance to establish a Cash Revolving Fund for the City Administrator's Permit Center.

Sincerely,

Bill Barnes
Office of the City Administrator