

1 [Administrative Code - Cash Revolving Fund for Office of the Clerk of the Board]

2

3 **Ordinance amending the Administrative Code to create a cash revolving fund allowing**
4 **the Office of the Clerk of the Board to keep up to \$100 in petty cash in the office; and**
5 **making nonsubstantive changes to other sections of the Administrative Code that**
6 **establish cash revolving funds for City departments.**

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

11

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

13

14 Section 1. The Administrative Code is hereby amended by revising Sections 10.126
15 through 10.132 and deleting Sections 10.132-5 through 10.169-21, to read as follows, with
16 Section 10.125 reprinted only to provide context:

17

ARTICLE XV:

18

CASH REVOLVING FUNDS

19

SEC. 10.125. CASH REVOLVING FUNDS – AUTHORIZED; PURPOSES

20

GENERALLY.

21

22

23

24

25

Cash revolving funds for departments are hereby continued or established in such
amounts as have been or may be specifically appropriated or made available to each to be
used in connection with the operations of the respective departments for making cash change,
for making petty cash purchases and for disbursements which cannot be conveniently made
by warrants or checks drawn by the Controller upon the Treasury of the City and County.

1 Such petty cash purchases and disbursements shall be for purposes and within funds
2 available in the appropriations from which said revolving fund claims are to be reimbursed;
3 and shall be in conformity with applicable rules and regulations prescribed by the Purchaser of
4 Supplies and the Controller.

5 **SEC. 10.126. CASH REVOLVING FUNDS – PURPOSES.**

6 Expenditures may be made from departmental revolving funds for such classes of
7 transactions as may be in writing recommended by the department head, approved by the
8 Mayor or Mayor's designee, board, or commission, if any, and specifically concurred in by the
9 Controller.

10 **SEC. 10.127. CASH REVOLVING FUNDS – "CASH REVOLVING FUND"**
11 **CONSTRUED.**

12 The terms "cash revolving fund," "departmental revolving fund," and "revolving fund," in
13 either the singular or plural, as used in this Article XV hereinafter, shall include ~~be taken to the~~
14 ~~inclusive of~~ any subdivisions of any revolving fund ~~which may be authorized~~.

15 **SEC. 10.128. CASH REVOLVING FUNDS – SUBDIVISIONS OF FUNDS;**
16 **WITHDRAWALS BY CHECK.**

17 The department head, board, or commission, with the concurrence of the Controller,
18 may authorize such subdivisions in any revolving fund as will effect the most efficient
19 operation thereof; provided, however, that all amounts for other than cash change and petty
20 cash purposes shall be maintained in banks or a bank designated by the Treasurer.
21 Withdrawals from such banks shall be made by checks signed by at least two representatives
22 designated by the department head, board or commission. A duplicate copy of the monthly
23 bank statement shall be sent directly from the bank to the Treasurer ~~of the City and County~~.

24 **SEC. 10.129. CASH REVOLVING FUNDS – RESPONSIBILITY FOR AMOUNT OF**
25 **FUNDS.**

1 The ~~duly appointed and acting~~ head of the ~~respective~~ department for which a revolving
2 fund has been provided in Section 10.132 shall be responsible for the full amount of the
3 revolving fund for his or her department.

4 **SEC 10.132. CASH REVOLVING FUNDS—AIRPORT; \$10,000. CASH REVOLVING**
5 **FUNDS – LIMITS FOR EACH DEPARTMENT.**

6 Cash revolving funds are hereby authorized for the following departments, up to the maximum
7 amounts listed in this Section 10.132, subject to the restrictions and procedures set forth in this Article

8 XV:

- 9 Airport; \$10,000
- 10 Animal Care And Control; \$2,000
- 11 Assessor; \$650
- 12 Board of Appeals; \$150
- 13 Department of Building Inspection: \$4,500
- 14 Clerk of the Board of Supervisors; \$100
- 15 Controller; \$200
- 16 County Clerk; \$500
- 17 District Attorney; \$200
- 18 Ethics Commission; \$100
- 19 Farmers' Market; \$400
- 20 Fire Department; \$2,000
- 21 Human Services Agency; \$100,000
- 22 Library; \$3,500
- 23 Medical Examiner; \$500
- 24 Office of Citizen Complaints; \$100
- 25 Planning Department; \$200

1 Port of San Francisco; \$5,000
2 Public Defender; \$200
3 Department of Public Health; \$43,000
4 Department of Public Health - Community Mental Health Services Vocational Rehabilitation
5 Revolving Fund; \$1,000
6 Department of Public Health - Laguna Honda Hospital; \$1,500
7 Department of Public Health - San Francisco General Hospital; \$10,000
8 Public Utilities Commission; \$5,000
9 Public Utilities Commission - Hetch Hetchy Project; \$10,000
10 Public Utilities Commission - Water Department; \$28,000
11 Department of Public Works; \$10,000
12 Recreation And Park Department; \$5,000
13 Recreation and Park Department, Camp Mather; \$750
14 Sheriff; \$8,000.
15 Sheriff Inmate Welfare Fund; \$5,000
16 Treasurer-Tax Collector; \$4,500
17 San Francisco Employees' Retirement System; \$500
18 War Memorial; \$1,000
19 ~~SEC. 10.132-5. RESERVED.~~
20 ~~SEC. 10.133. CASH REVOLVING FUNDS—ASSESSOR; \$650.~~
21 ~~SEC. 10.135. CASH REVOLVING FUNDS—DEPARTMENT OF BUILDING~~
22 ~~INSPECTION; \$4,500.~~
23 ~~SEC. 10.136. RESERVED.~~
24 ~~SEC. 10.137. RESERVED.~~
25 ~~SEC. 10.138. RESERVED.~~

1 ~~SEC. 10.139. CASH REVOLVING FUNDS—CONTROLLER; \$200.~~

2 ~~SEC. 10.140. RESERVED.~~

3 ~~SEC. 10.142. RESERVED.~~

4 ~~SEC. 10.143. RESERVED.~~

5 ~~SEC. 10.144. CASH REVOLVING FUNDS—ADMINISTRATIVE SERVICES, FARMERS'~~
6 ~~MARKET; \$400.~~

7 ~~SEC. 10.144-5. CASH REVOLVING FUNDS—FIRE DEPARTMENT; \$2,000.~~

8 ~~SEC. 10.145. CASH REVOLVING FUNDS—HETCH HETCHY PROJECT; \$10,000.~~

9 ~~SEC. 10.145-1. RESERVED.~~

10 ~~SEC. 10.145-2. RESERVED.~~

11 ~~SEC. 10.146. RESERVED.~~

12 ~~SEC. 10.147. CASH REVOLVING FUNDS—LAGUNA HONDA HOSPITAL; \$1,500.~~

13 ~~Sec. 10.148. RESERVED.~~

14 ~~SEC. 10.150. RESERVED.~~

15 ~~SEC. 10.151. RESERVED.~~

16 ~~SEC. 10.152. RESERVED.~~

17 ~~SEC. 10.153. CASH REVOLVING FUNDS—PUBLIC DEFENDER; \$200.~~

18 ~~SEC. 10.154. CASH REVOLVING ACCOUNTS—PUBLIC HEALTH; \$43,000.~~

19 ~~SEC. 10.154-1. CASH REVOLVING FUNDS—PUBLIC HEALTH, COMMUNITY~~
20 ~~MENTAL HEALTH SERVICES VOCATIONAL REHABILITATION REVOLVING FUND;~~
21 ~~\$1,000.~~

22 ~~SEC. 10.155. CASH REVOLVING FUNDS—PUBLIC LIBRARY; \$3,500.~~

23 ~~SEC. 10.156. CASH REVOLVING FUNDS—PUBLIC UTILITIES COMMISSION; \$5,000.~~

24 ~~SEC. 10.157. CASH REVOLVING ACCOUNTS—DEPARTMENT OF HUMAN~~
25 ~~SERVICES; \$100,000.~~

1 ~~SEC. 10.158. CASH REVOLVING FUNDS—PUBLIC WORKS; \$10,000.~~
2 ~~SEC. 10.158-1. RESERVED.~~
3 ~~SEC. 10.159. CASH REVOLVING FUNDS—COUNTY CLERK; \$500.~~
4 ~~SEC. 10.160. CASH REVOLVING FUNDS—AUTHORIZED; RECREATION AND PARK~~
5 ~~DEPARTMENT; \$5,000.~~
6 ~~SEC. 10.160-1. RESERVED.~~
7 ~~SEC. 10.161. CASH REVOLVING FUNDS—RECREATION CAMP MATHER; \$750.~~
8 ~~SEC. 10.162. RESERVED.~~
9 ~~SEC. 10.163. CASH REVOLVING FUNDS—SAN FRANCISCO GENERAL HOSPITAL;~~
10 ~~\$10,000.~~
11 ~~SEC. 10.164. CASH REVOLVING FUNDS—SHERIFF; \$8,000.~~
12 ~~SEC. 10.164-1. CASH REVOLVING FUNDS—SHERIFF INMATE WELFARE FUND;~~
13 ~~\$5,000.~~
14 ~~SEC. 10.164-2. RESERVED.~~
15 ~~SEC. 10.165. CASH REVOLVING FUNDS—TREASURER-TAX COLLECTOR; \$4,500.~~
16 ~~SEC. 10.166. CASH REVOLVING FUNDS—WATER DEPARTMENT; \$28,000.~~
17 ~~SEC. 10.168. RESERVED.~~
18 ~~SEC. 10.169. CASH REVOLVING FUNDS—SAN FRANCISCO PORT COMMISSION;~~
19 ~~\$5,000.~~
20 ~~SEC. 10.169-1. CASH REVOLVING FUNDS—SAN FRANCISCO CITY AND COUNTY~~
21 ~~EMPLOYEES' RETIREMENT SYSTEM; \$500.~~
22 ~~SEC. 10.169-3. RESERVED.~~
23 ~~SEC. 10.169-4. RESERVED.~~
24 ~~SEC. 10.169-5. CASH REVOLVING FUNDS—SAN FRANCISCO WAR MEMORIAL;~~
25 ~~\$1,000.~~

1 ~~SEC. 10.169-7. CASH REVOLVING FUNDS—ADMINISTRATIVE SERVICES, ANIMAL~~
2 ~~CARE AND CONTROL; \$2,000.~~

3 ~~SEC. 10.169-8. RESERVED.~~

4 ~~SEC. 10.169-10. CASH REVOLVING FUNDS—OFFICE OF CITIZEN COMPLAINTS;~~
5 ~~\$100.~~

6 ~~Sec. 10.169-11. RESERVED.~~

7 ~~SEC. 10.169-12. RESERVED.~~

8 ~~SEC. 10.169-13. RESERVED.~~

9 ~~SEC. 10.169-14. CASH REVOLVING FUNDS—CITY PLANNING DEPARTMENT; \$200.~~

10 ~~SEC. 10.169-15. RESERVED.~~

11 ~~SEC. 10.169-16. CASH REVOLVING FUNDS—DISTRICT ATTORNEY; \$200.~~

12 ~~SEC. 10.169-17. RESERVED.~~

13 ~~SEC. 10.169-18. CASH REVOLVING FUNDS—ETHICS COMMISSION; \$100.~~

14 ~~SEC. 10.169-19. RESERVED.~~

15 ~~SEC. 10.169-20. CASH REVOLVING FUNDS—BOARD OF APPEALS; \$150.~~

16 ~~SEC. 10.169-21. CASH REVOLVING FUNDS—ADMINISTRATIVE SERVICES,~~
17 ~~MEDICAL EXAMINER-CORONER; \$500.~~

18
19 Section 2. Effective Date. This ordinance shall become effective 30 days after
20 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
21 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
22 of Supervisors overrides the Mayor's veto of the ordinance.

23
24 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
25 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,

1 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
2 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
3 additions, and Board amendment deletions in accordance with the "Note" that appears under
4 the official title of the ordinance.

5

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

8 By: _____
9 JON GIVNER
Deputy City Attorney

10 n:\legana\as2015\1600210\01055830.docx

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25