

OFFICE OF THE CONTROLLER

CITY AND COUNTY OF SAN FRANCISCO

Greg Wagner Controller ChiaYu Ma Deputy Controller

MEMORANDUM

TO:

Board of Supervisors

FROM:

Greg Wagner, Controller

DATE:

November 15, 2024

SUBJECT:

Amendment to Administrative Code - Cash Revolving Funds

The Office of the Controller is introducing to the Board of Supervisors the Ordinance amending the Administrative Code to remove the authorization for certain cash revolving funds (Board of Appeals, Clerk of the Board of Supervisors, Controller, Ethics Commission, Department of Police Accountability, Planning Department, Public Defender, Department of Public Health - Community Mental Health Services Vocational Rehabilitation, Department of Public Health - Laguna Honda Hospital, Public Utilities Commission - Hetch Hetchy Project, Public Utilities Commission - Water Department); reduce the maximum amount of cash revolving fund for certain funds (Human Services Agency, Department of Public Health - Zuckerberg San Francisco General Hospital, Treasurer-Tax Collector); increase the maximum amount of cash revolving fund for Public Utilities Commission; and authorize additional revolving funds (Public Utilities Consumer, Recreation and Park Department, and Department of Elections).

LEGISLATIVE DIGEST

[Administrative Code - Cash Revolving Funds]

Ordinance amending the Administrative Code to remove the authorization for certain cash revolving funds (Board of Appeals, Clerk of the Board of Supervisors, Controller, Ethics Commission, Department of Police Accountability, Planning Department, Public Defender, Department of Public Health - Community Mental Health Services Vocational Rehabilitation, Department of Public Health - Laguna Honda Hospital, Public Utilities Commission - Hetch Hetchy Project, Public Utilities Commission - Water Department); reduce the maximum amount of cash revolving fund for certain funds (Human Services Agency, Department of Public Health - Zuckerberg San Francisco General Hospital, Treasurer-Tax Collector); increase the maximum amount of cash revolving fund for Public Utilities Commission; and authorize additional revolving funds (Public Utilities Consumer, Recreation and Park Department, and Department of Elections).

Existing Law

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

Amendments to Current Law

This ordinance would amend Administrative Code section 10.132 to remove the authorization for a cash revolving fund for the Board of Appeals, Clerk of the Board of Supervisors, Controller, Ethics Commission, Department of Police Accountability, Planning Department, Public Defender, Department of Public Health - Community Mental Health Services Vocational Rehabilitation, Department of Public Health - Laguna Honda Hospital, Public Utilities Commission - Hetch Hetchy Project, and Public Utilities Commission - Water Department. This ordinance would also reduce the maximum amount of the cash revolving funds for the Human Services Agency from \$100,000 to \$40,000; Department of Public Health - Zuckerberg General Hospital from \$10,000 to \$7,300; and Treasurer-Tax Collector from \$4,500 to \$3,800. The ordinance would also increase the maximum amount of the cash revolving fund for the Public Utilities Commission from \$5,000 to \$7,950. Finally, this ordinance would authorize additional revolving funds for Public Utilities Consumer, Recreation and Park Department, and Department of Elections.

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1	[Administrative Code - Cash Revolving Funds]
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3	Ordinance amending the Administrative Code to remove the authorization for certain
4	cash revolving funds (Board of Appeals, Clerk of the Board of Supervisors, Controller,
5	Ethics Commission, Department of Police Accountability, Planning Department, Public
6	Defender, Department of Public Health - Community Mental Health Services Vocational
7	Rehabilitation, Department of Public Health - Laguna Honda Hospital, Public Utilities
8	Commission - Hetch Hetchy Project, Public Utilities Commission - Water Department);
9	reduce the maximum amount of cash revolving fund for certain funds (Human Services
10	Agency, Department of Public Health - Zuckerberg San Francisco General Hospital,
11	Treasurer-Tax Collector); increase the maximum amount of cash revolving fund for
12	Public Utilities Commission; and authorize additional revolving funds (Public Utilities
13	Consumer, Recreation and Park Department, and Department of Elections).
14	NOTE: Unchanged Code text and uncodified text are in plain Arial font. Additions to Codes are in single-underline italics Times New Roman font.
15	Deletions to Codes are in <u>strikethrough italics Times New Roman font</u> . Board amendment additions are in <u>double-underlined Arial font</u> .
16	Board amendment additions are in <u>strikethrough Arial font.</u> Board amendment deletions are in strikethrough Arial font. Asterisks (* * * *) indicate the omission of unchanged Code
17	subsections or parts of tables.
18	
19	Be it ordained by the People of the City and County of San Francisco:
20	
21	Section 1. Article XV of Chapter 10 of the Administrative Code is hereby amended by
22	revising Section 10.132, to read as follows:
23	SEC. 10.132. CASH REVOLVING FUNDS – LIMITS FOR EACH DEPARTMENT.
24	Cash revolving funds are hereby authorized for the following departments, up to the
25	maximum amounts listed in this Section 10.132, subject to the restrictions and procedures set

1	forth in this Article XV:
2	* * * *
3	Board of Appeals; \$150
4	* * * *
5	Clerk of the Board of Supervisors; \$100
6	Controller; \$200
7	* * * *
8	Ethics Commission; \$100
9	Department of Elections; \$100
10	* * * *
11	Human Services Agency; \$ <i>100,000</i> 40,000
12	* * * *
13	Department of Police Accountability; \$100
14	Planning Department; \$200
15	* * * *
16	Public Defender; \$200
17	* * *
18	Department of Public Health - Community Mental Health Services Vocational Rehabilitation
19	Revolving Fund; \$1,000
20	Department of Public Health - Laguna Honda Hospital; \$1,500
21	Department of Public Health – <u>Zuckerberg</u> San Francisco General Hospital;
22	\$ <i>10,000<u>7,330</u></i>
23	Public Utilities Commission; \$5,0007,950
24	Public Utilities Consumer; \$20,500
25	Public Utilities Commission - Hetch Hetchy Project: \$10,000

1	Public Utilities Commission - Water Department; \$28,000
2	Recreation and Park Department; \$600
3	* * * *
4	Treasurer-Tax Collector; \$4,5003,800
5	
6	Section 2. Effective Date. This ordinance shall become effective 30 days after
7	enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
8	ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
9	of Supervisors overrides the Mayor's veto of the ordinance.
10	
11	Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
12	intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
13	numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
14	Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
15	additions, and Board amendment deletions in accordance with the "Note" that appears under
16	the official title of the ordinance.
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18	APPROVED AS TO FORM:
19	DAVID CHIU, City Attorney
20	By: /s/
21	KATE G. KIMBERLIN Deputy City Attorney
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