




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.

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.
 15 **Additions to Codes** are in *single-underline italics Times New Roman font*.
 16 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
 17 **Board amendment additions** are in double-underlined Arial font.
 18 **Board amendment deletions** are in ~~strikethrough Arial font~~.
 19 **Asterisks (* * * *)** indicate the omission of unchanged Code
 20 subsections or parts of tables.

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

22 Section 1. Article XV of Chapter 10 of the Administrative Code is hereby amended by
 23 revising Section 10.132, to read as follows:

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

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

1 forth in this Article XV:

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3 *Board of Appeals; \$150*

4 * * * *

5 *Clerk of the Board of Supervisors; \$100*

6 *Controller; \$200*

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8 *Ethics Commission; \$100*

9 *Department of Elections; \$100*

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11 *Human Services Agency; ~~\$100,000~~40,000*

12 * * * *

13 *Department of Police Accountability; \$100*

14 *Planning Department; \$200*

15 * * * *

16 *Public Defender; \$200*

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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 – Zuckerberg San Francisco General Hospital;*

22 *\$10,0007,330*

23 *Public Utilities Commission; \$5,0007,950*

24 *Public Utilities Consumer; \$20,500*

25 *Public Utilities Commission—Hetch Hetchy Project; \$10,000*

