

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.

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

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

18 **ARTICLE XV:**

19 **CASH REVOLVING FUNDS**

20 **SEC. 10.125. CASH REVOLVING FUNDS – AUTHORIZED; PURPOSES**

21 **GENERALLY.**

22 Cash revolving funds for departments are hereby continued or established in such
23 amounts as have been or may be specifically appropriated or made available to each to be
24 used in connection with the operations of the respective departments for making cash change,
25 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.

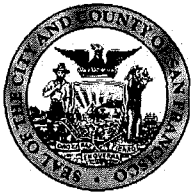
23
24 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
25 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,

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

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City and County of San Francisco

Tails
Ordinance

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 151241

Date Passed: March 15, 2016

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

February 25, 2016 Government Audit and Oversight Committee - RECOMMENDED

March 08, 2016 Board of Supervisors - PASSED, ON FIRST READING

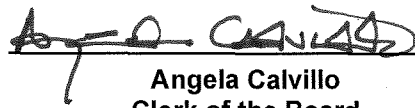
Ayes: 11 - Avalos, Breed, Campos, Cohen, Farrell, Kim, Mar, Peskin, Tang, Wiener and Yee

March 15, 2016 Board of Supervisors - FINALLY PASSED

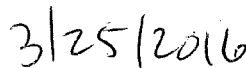
Ayes: 11 - Avalos, Breed, Campos, Cohen, Farrell, Kim, Mar, Peskin, Tang, Wiener and Yee

File No. 151241

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 3/15/2016 by the Board of Supervisors of the City and County of San Francisco.


Angela Calvillo
Clerk of the Board


Mayor


Date Approved