



**San Francisco Office of the City Administrator  
City Administrator Carmen Chu**

# **Cash Revolving Fund Permit Center**

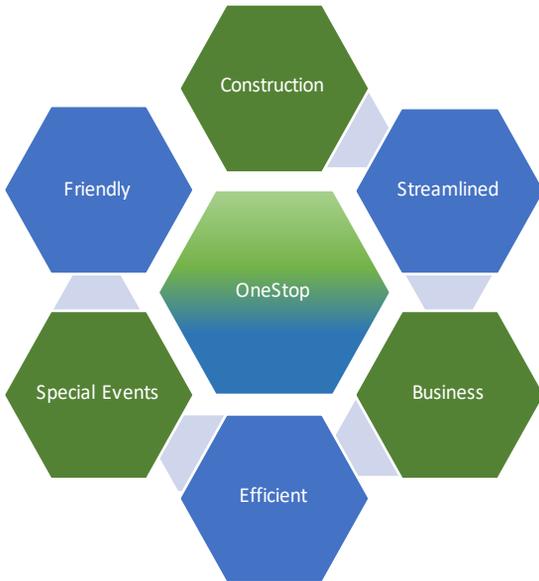
Rebecca Villareal-Mayer  
Permit Center Director

Board of Supervisors' Finance Committee  
January 12, 2022

# Summary

- Establishes a Cash Revolving Fund of \$7,000 for the Permit Center located at 49 South Van Ness
- Cash needed to provide change to customers at Permit Center payment kiosks
- Cashiering solution will standardize payments across many City departments; improve customer service

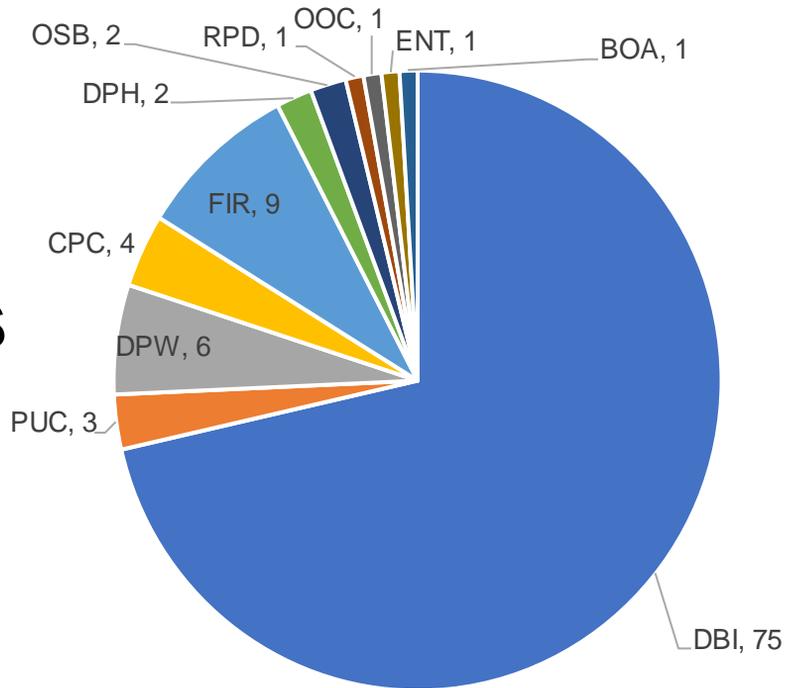
# Mission of the Permit Center



**Mission Statement:** The Permit Center empowers San Francisco residents and businesses by centralizing and streamlining services that are key to improving homes and properties, opening and running a business, and planning community events.

# Permit Center Departments

The following shows the number of staff seats for each Permit Center agency



# Centralized Cashiering

- Payment kiosks will collect money in the Permit Center
- Kiosks will accept Cash, Credit Cards and Checks
- Accounting practices will be standardized, and money will be automatically interfaced to the Controller



# Cash Collection Requirement

- The payment kiosks can make change for customers who wish to pay by cash
- To avoid payment exceptions and provide the highest level of customer service, the payment kiosk should be loaded with cash for customers who cannot pay the exact cash amount
- We request approval of this Cash Revolving Fund Ordinance to most effectively implement the Permit Center cashiering option

**Thank you!**

**Rebecca Villareal-Mayer**  
**Permit Center Director**