

159-11

FILE NO. 110710

ORDINANCE NO.

1 [Administrative Code - Public Administrator/Public Guardian Representative Payee Services  
2 Fee]

3 **Ordinance amending the San Francisco Administrative Code, Section 2A.211-A to add**  
4 **a fee of \$37 for services provided by the Public Administrator/Public Guardian**  
5 **Representative Payee Program.**

6 NOTE: Additions are single-underline italics Times New Roman;  
7 deletions are ~~strike-through italics Times New Roman~~.  
8 Board amendment additions are double-underlined;  
9 Board amendment deletions are ~~strikethrough-normal~~.

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

10 Section 1. Environmental Findings. The Planning Department has determined that the  
11 actions contemplated in this Ordinance are exempt from the California Environmental Quality  
12 Act (California Public Resources Code section 21000 et seq.). Said determination is on file  
13 with the Clerk of the Board of Supervisors in File No.110710 and is incorporated herein by  
14 reference.

15 Section 2. The San Francisco Administrative Code is hereby amended by amending  
16 Section 2A.211-A, to read as follows:

17 **Sec. 2A.211-A. Public Administrator/Public Guardian Representative Payee**  
18 **Program.**

19 (a) **Findings.** The Board of Supervisors finds that there are residents of the  
20 City and County of San Francisco who are recipients of Social Security Administration  
21 benefits, Department of Veteran's Affairs benefits, General Assistance, and other income from  
22 public and private sources who are unable to manage such income to their best advantage.

23 There are also residents of the City and County of San Francisco who are  
24 denied the payment of Social Security Administration benefits, Department of Veteran's  
25 Affairs benefits, General Assistance, and other income from public and private sources

1 because of mental and/or physical disability who would benefit from assistance in applying for  
2 and managing funds.

3 Therefore, the Board of Supervisors authorizes the Public Administrator-Public  
4 Guardian, pursuant to permission of the client, to receive, manage, and disburse income and  
5 benefits from public and private sources for those persons who receive such aid, but are  
6 unable to manage their funds.

7 And, further, that the Public Administrator-Public Guardian is authorized,  
8 pursuant to permission of the client, to provide assistance in applying for public and private  
9 resources to which the client may be entitled, but which are withheld or not paid because of a  
10 determination from the funding source that the recipient is incapable of managing such funds.

11 (b) **Public Guardian Representative Payee Program.** There shall be a  
12 program called the Public Guardian Representative Payee Program (hereinafter, "Program")  
13 created in the Office of the Public Administrator-Public Guardian. Upon agreement with the  
14 client, the Program may provide the following services: (1) Collect and deposit entitlement  
15 checks and other income into accounts managed by the Public Administrator-Public Guardian.  
16 (2) Redirect the client's bills including, but not limited to, rent and utility bills to the Program  
17 and pay these bills with the client's funds. (3) Make disbursements from the client's share of  
18 funds for the client's personal needs. (4) The Public Administrator-Public Guardian shall charge  
19 each client a monthly fee of \$35.00 \$37.00 for services provided through the Representative Payee  
20 Program as authorized by California Government Code Section 27436 unless such client is otherwise  
21 legally exempt from payment of the fee. Clients demonstrating an inability to pay may qualify for a  
22 discretionary waiver of the fee as determined by the Public Administrator-Public Guardian or their  
23 designee.

1 (c) **Refunds.** Upon discharge or withdrawal from the Program, any and all  
2 amounts on deposit in the name of the client shall be refunded to him or her, or the  
3 succeeding fiduciary, if applicable.

4 (d) **Records.** The Public Administrator-Public Guardian shall cause full, true  
5 and correct records to be maintained, on a current basis, regarding the receipt and  
6 disbursement of all moneys belonging to any such client on deposit in accounts managed by  
7 the Public Administrator-Public Guardian. Clear and current records must be maintained  
8 showing all credits to and debits from the account for each individual client, as well as each  
9 client's current share and balance in the account.

10 (e) **Fiduciary.** The Public Administrator-Public Guardian shall keep records as  
11 befits a fiduciary entrusted with a client's funds.

12  
13 APPROVED AS TO FORM:

14 DENNIS J. HERRERA, City Attorney

15  
16 By:

  
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17 ALEETA M. VAN RUNKLE  
18 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:** 110710

**Date Passed:** July 26, 2011

Ordinance amending the San Francisco Administrative Code, Section 2A.211-A to add a fee of \$37 for services provided by the Public Administrator/Public Guardian Representative Payee Program.

June 20, 2011 Budget and Finance Committee - CONTINUED

June 23, 2011 Budget and Finance Committee - CONTINUED

June 24, 2011 Budget and Finance Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE

June 24, 2011 Budget and Finance Committee - CONTINUED AS AMENDED

June 29, 2011 Budget and Finance Committee - RECOMMENDED

July 12, 2011 Board of Supervisors - CONTINUED ON FIRST READING

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

July 19, 2011 Board of Supervisors - PASSED ON FIRST READING

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

July 26, 2011 Board of Supervisors - FINALLY PASSED

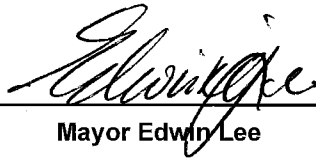
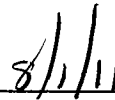
Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

File No. 110710

I hereby certify that the foregoing  
Ordinance was FINALLY PASSED on  
7/26/2011 by the Board of Supervisors of the  
City and County of San Francisco.



Angela Calvillo  
Clerk of the Board

  
\_\_\_\_\_  
Mayor Edwin Lee  
\_\_\_\_\_  
Date Approved