

File No. 151241 Committee Item No. 3
Board Item No. 1

COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date February 25, 2016

Board of Supervisors Meeting Date March 15, 2016
Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
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OTHER (Use back side if additional space is needed)

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Referral FYI - 12/08/2015</u> |
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Completed by: Erica Major Date February 19, 2016
Completed by: [Signature] Date 3/3/16

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 ~~italics Times New Roman font~~.
10 Board amendment additions are in double-underlined Arial font.
11 Board amendment deletions are in ~~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.~~

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~~SEC. 10.139. CASH REVOLVING FUNDS—CONTROLLER; \$200.~~
~~SEC. 10.140. RESERVED.~~
~~SEC. 10.142. RESERVED.~~
~~SEC. 10.143. RESERVED.~~
~~SEC. 10.144. CASH REVOLVING FUNDS—ADMINISTRATIVE SERVICES, FARMERS'
MARKET; \$400.~~
~~SEC. 10.144-5. CASH REVOLVING FUNDS—FIRE DEPARTMENT; \$2,000.~~
~~SEC. 10.145. CASH REVOLVING FUNDS—HETCH HETCHY PROJECT; \$10,000.~~
~~SEC. 10.145-1. RESERVED.~~
~~SEC. 10.145-2. RESERVED.~~
~~SEC. 10.146. RESERVED.~~
~~SEC. 10.147. CASH REVOLVING FUNDS—LAGUNA HONDA HOSPITAL; \$1,500.~~
~~Sec. 10.148. RESERVED.~~
~~SEC. 10.150. RESERVED.~~
~~SEC. 10.151. RESERVED.~~
~~SEC. 10.152. RESERVED.~~
~~SEC. 10.153. CASH REVOLVING FUNDS—PUBLIC DEFENDER; \$200.~~
~~SEC. 10.154. CASH REVOLVING ACCOUNTS—PUBLIC HEALTH; \$43,000.~~
~~SEC. 10.154-1. CASH REVOLVING FUNDS—PUBLIC HEALTH, COMMUNITY
MENTAL HEALTH SERVICES VOCATIONAL REHABILITATION REVOLVING FUND;
\$1,000.~~
~~SEC. 10.155. CASH REVOLVING FUNDS—PUBLIC LIBRARY; \$3,500.~~
~~SEC. 10.156. CASH REVOLVING FUNDS—PUBLIC UTILITIES COMMISSION; \$5,000.~~
~~SEC. 10.157. CASH REVOLVING ACCOUNTS—DEPARTMENT OF HUMAN
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.~~

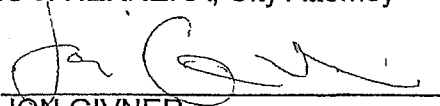
18
19 Section 2. Effective Date. This ordinance shall become effective 30 days after
20 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
21 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
22 of Supervisors overrides 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.

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APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

By: 
JON GIVNER
Deputy City Attorney

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LEGISLATIVE DIGEST

[Administrative Code - Cash Revolving Fund for Office of the Clerk of the Board]

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.

Existing Law

Article XV of Chapter 10 of the Administrative Code authorizes certain City departments to keep cash in their offices to handle to day-to-day transactions. The Code refers to these petty cash accounts as "cash revolving funds." The Office of the Clerk of the Board of Supervisors does not currently have a cash revolving fund.

Amendments to Current Law

The ordinance would authorize a cash revolving fund allowing the Clerk's Office to keep up to \$100 in cash in the office. The ordinance would also reorganize Article XV without making any additional substantive changes.

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BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

MEMORANDUM

TO: John L. Martin, Airport Director, Airport Department
Rebecca Katz, Director, Animal Care and Control
Carmen Chu, Assessor-Recorder, Office of the Assessor-Recorder
Cynthia Goldstein, Executive Director, Board of Appeals
Tom Hui, Director, Department of Building Inspection
Ben Rosenfield, City Controller, Office of the Controller
Karen Hong Yee, County Clerk, County Clerk
George Gascon, District Attorney, Office of the District Attorney
Jesse Mainardi, Acting Executive Director, Ethics Commission
Naomi Kelly, City Administrator
Joanne Hayes-White, Chief, Fire Department
Trent Rhorer, Executive Director, Human Services Agency
Luis Herrera, City Librarian, Library Department
Dr. Michael Hunter, Chief Medical Examiner, Office of the Chief Medical Examiner
Joyce Hicks, Executive Director, Office of Citizen Complaints
John Rahaim, Director, Planning Department
Monique Moyer, Executive Director, Port Department
Jeff Adachi, Public Defender, Office of the Public Defender
Barbara A. Garcia, Director, Department of Public Health
Harlan Kelly, Jr., General Manager, Public Utilities Commission
Mohammed Nuru, Director, Public Works
Phil Ginsburg, General Manager, Recreation and Parks Department
Ross Mirkarimi, Sheriff, Sheriff's Department
Jose Cisneros, Treasurer, Office of the Treasurer and Tax Collector
Jay Huish, Executive Director, Retirement Board
Elizabeth Murray, Director, War Memorial

FROM: Erica Major, Assistant Committee Clerk, Government Audit and Oversight
Committee, Board of Supervisors

DATE: December 8, 2015

SUBJECT: LEGISLATION INTRODUCED

Referral from the Office of the Clerk of the Board
Government Audit and Oversight Committee
December 8, 2015
Page 2

The Board of Supervisors' Government Audit and Oversight Committee has received the following proposed legislation, introduced by the Clerk of the Board on December 1, 2015:

File No. 151241

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.

If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

c:

Cathy Widener, Airport Department
Edward McCaffrey, Office of the Assessor-Recorder
Gary Cantara, Board of Appeals
William Strawn, Department of Building Inspection
Carolyn Jayin, Department of Building Inspection
Todd Rydstrom, Office of the Controller
Cristine Soto Deberry, Office of the District Attorney
Maxwell Szabo, Office of the District Attorney
Kelly Alves, Fire Department
Scott Sanchez, Planning Department
Sarah Jones, Planning Department
AnMarie Rodgers, Planning Department
Aaron Starr, Planning Department
Joy Navarette, Planning Department
Jeanie Poling, Planning Department
Elaine Forbes, Port Department
Greg Wagner, Department of Public Health
Collen Chawla, Department of Public Health
Frank Lee, Public Works
Fuad Sweiss, Public Works
Sarah Ballard, Recreation and Parks Department
Katherine Gorwood, Sheriff's Department
Amanda Kahn Fried, Office of the Treasurer and Tax Collector
Norm Nickens, Retirement Board
Jennifer Norris, War Memorial

Major, Erica (BOS)

From: Major, Erica (BOS)
Sent: Tuesday, December 08, 2015 4:21 PM
To: John Martin (AIR); Katz, Rebecca (ADM); Chu Lee (AIR); Chu, Carmen (ASR); Goldstein, Cynthia (PAB); Hui, Tom (DBI); Rosenfield, Ben (CON); 'karen.yee@sfbos.org'; Gascon, George (DAT); Mainardi, Jesse (ETH); Kelly, Naomi (ADM); Hayes-White, Joanne (FIR); Rhorer, Trent (HSA) (DSS); Herrera, Luis (LIB); 'michael.hunter@sfbos.org'; 'joyce.hicks@sfbos.org'; Rahaim, John (CPC); Moyer, Monique (PRT); Adachi, Jeff (PDR); Garcia, Barbara (DPH); Kelly, Jr, Harlan (PUC); Nuru, Mohammed (DPW); Ginsburg, Phil (REC); Mirkarimi, Ross (SHF); Cisneros, Jose (TTX); 'jay.huish@sfbos.org'; 'elizabeth.murray@sfbos.org'
Cc: 'Cathy Widener'; Mccaffrey, Edward (ASR); 'gary.cantara@sfbos.org'; Strawn, William (DBI); Jayin, Carolyn (DBI); Rydstrom, Todd (CON); DeBerry, Cristine (DAT); Szabo, Max (DAT); Alves, Kelly (FIR); Sanchez, Scott (CPC); Jones, Sarah (CPC); Rodgers, AnMarie (CPC); Starr, Aaron (CPC); Navarrete, Joy (CPC); Poling, Jeanie (CPC); Forbes, Elaine (PRT); Wagner, Greg (DPH); Chawla, Colleen (DPH); Ellis, Juliet (PUC); Lee, Frank (DPW); Sweiss, Fuad (DPW); Madland, Sarah (REC); Gorwood, Kathy; Fried, Amanda (TTX); 'norm.nickens@sfbos.org'; 'jennifer.norris@sfbos.org'
Subject: REFERRAL FYI (151241) Administrative Code - Cash Revolving Fund for Office of the Clerk of the Board
Attachments: 151241 FYI.pdf

Greetings:

This matter is being forwarded to your department for informational purposes. If you have any comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102.

Thank you.

Erica Major
Assistant Committee Clerk
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102
Phone: (415) 554-4441 | Fax: (415) 554-5163
Erica.Major@sfgov.org | www.sfbos.org



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The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

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Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee:
An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee:
- 4. Request for letter beginning "Supervisor inquires"
- 5. City Attorney request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.

Sponsor(s):

Clerk of the Board

Subject:

Administrative Code - Cash Revolving Fund for Office of the Clerk of the Board

The text is listed below or attached:

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.

Signature of Sponsoring Supervisor: Ag E. Caldwell

For Clerk's Use Only: