

File No. 241149

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date April 30, 2025

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" 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
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

**OTHER** (Use back side if additional space is needed)

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Completed by: Brent Jalipa Date April 24, 2025

Completed by: Brent Jalipa Date \_\_\_\_\_

[Administrative Code - Cash Revolving Funds]

**Ordinance amending the Administrative Code to remove the authorization for certain cash revolving funds (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).**

NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
**Additions to Codes** are in *single-underline italics Times New Roman font*.  
**Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
**Board amendment additions** are in double-underlined Arial font.  
**Board amendment deletions** are in ~~strikethrough Arial font~~.  
**Asterisks (\* \* \* \*)** indicate the omission of unchanged Code subsections or parts of tables.

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

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

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

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 forth in this Article XV:

\* \* \* \*

~~Controller; \$200~~

\* \* \* \*

~~Ethics Commission; \$100~~

~~Department of Elections; \$100~~

\* \* \* \*

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

\* \* \* \*

~~Department of Police Accountability; \$100~~

~~Planning Department; \$200~~

\* \* \* \*

~~Public Defender; \$200~~

\* \* \* \*

~~Department of Public Health – Community Mental Health Services Vocational Rehabilitation~~

~~Revolving Fund; \$1,000~~

~~Department of Public Health – Laguna Honda Hospital; \$1,500~~

Department of Public Health – Zuckerberg San Francisco General Hospital;

~~\$10,000~~7,330

Public Utilities Commission; ~~\$5,000~~7,950

Public Utilities Consumer; \$20,500

~~Public Utilities Commission – Hetch Hetchy Project; \$10,000~~

~~Public Utilities Commission – Water Department; \$28,000~~

Recreation and Park Department; \$600

\* \* \* \*

Treasurer-Tax Collector; \$~~4,500~~3,800

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

Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors intends to amend only those words, phrases, paragraphs, subsections, sections, articles, numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal Code that are explicitly shown in this ordinance as additions, deletions, Board amendment additions, and Board amendment deletions in accordance with the "Note" that appears under the official title of the ordinance.

APPROVED AS TO FORM:  
DAVID CHIU, City Attorney

By:                     /s/                      
KATE G. KIMBERLIN  
Deputy City Attorney

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**REVISED LEGISLATIVE DIGEST**

(Substituted, 12/17/2024)

[Administrative Code - Cash Revolving Funds]

**Ordinance amending the Administrative Code to remove the authorization for certain cash revolving funds (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 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.

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**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 *GW*

**DATE:** December 9, 2024

**SUBJECT:** Amendment to Administrative Code – Cash Revolving Funds

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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 (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).