

File No. 211225

Committee Item No. 9

Board Item No. 3

## COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Finance Committee Date January 12, 2022

Board of Supervisors Meeting Date February 1, 2022

#### Cmte Board

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

- ADM Presentation - 1/12/2022
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Completed by: Brent Jalipa Date January 7, 2022

Completed by: Brent Jalipa Date January 18, 2022

1 [Administrative Code - Cash Revolving Fund - City Administrator: Real Estate Division]

2

3 **Ordinance amending the Administrative Code to authorize a cash revolving fund with a**  
4 **maximum amount of \$7,000 for the Office of the City Administrator - Real Estate**  
5 **Division.**

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

10

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

12

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

15

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

17 Cash revolving funds are hereby authorized for the following departments, up to the  
18 maximum amounts listed in this Section 10.132, subject to the restrictions and procedures set  
19 forth in this Article XV:

20

\* \* \* \*

21

Department of Building Inspection; \$4,500

22

City Administrator – Real Estate Division; \$7,000

23

\* \* \* \*

24

25

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

5  
6 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
7 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
8 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
9 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
10 additions, and Board amendment deletions in accordance with the "Note" that appears under  
11 the official title of the ordinance.

12  
13 APPROVED AS TO FORM:  
14 DAVID CHIU, City Attorney

15 By: /s/ Zachary Porianda  
16 ZACHARY PORIANDA  
Deputy City Attorney

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**LEGISLATIVE DIGEST**

[Administrative Code - Cash Revolving Fund - City Administrator: Real Estate Division]

**Ordinance amending the Administrative Code to authorize a cash revolving fund with a maximum amount of \$7,000 for the Office of the City Administrator - Real Estate Division.**

Existing Law

Administrative Code section 10.132 authorizes cash revolving funds for enumerated City departments to keep cash on site, and sets the maximum amount for each department's fund.

Amendments to Current Law

Administrative Code section 10.132 is amended to authorize a cash revolving fund for the City Administrator's Real Estate Division for use at the San Francisco Permit Center. The fund would have a maximum amount of \$7,000.

Background Information

The Real Estate Division of the City Administrator's Office oversees operation of the City's Permit Center. The Permit Center provides a centralized place for obtaining and paying fees for construction, special events, and business permits. The Permit Center will be providing money handling services using a third party payment kiosk. The kiosk will be the only solution for accepting cash for all City departments, except the Department of Building Inspection. To minimize payment exceptions such as refunds, the kiosk will be designed to return change to customers who cannot pay with an exact amount of cash. Administrative Code section 10.132 is being amended to authorize the Real Estate Division of the City Administrator's Office to have a cash revolving fund with a maximum amount of \$7,000 to supply the Permit Center payment kiosk with the minimum amount of currency needed to operate and dispense change.



**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

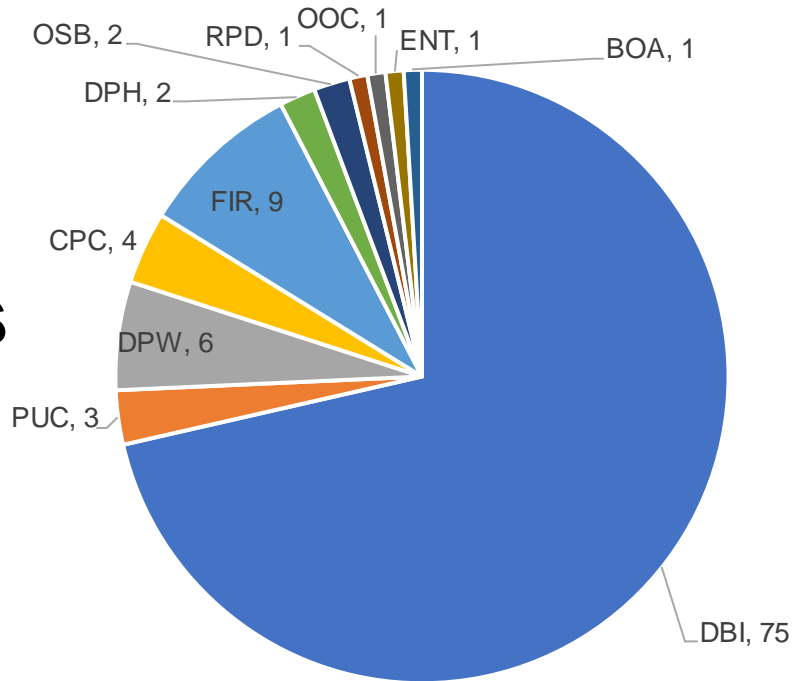
# Mission of the Permit Center



**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**

**From:** [Barnes, Bill \(ADM\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Villareal-Mayer, Rebecca \(ADM\)](#)  
**Subject:** FOR INTRODUCTION: Permit Center Cash Revolving Fund  
**Date:** Monday, November 22, 2021 11:48:21 AM  
**Attachments:** [ORD - Revolving Cash Fund - City ADM - RED - 01566974.DOCX](#)  
[Leg Digest - Revolving Cash Fund - City ADM - RED - 01548761.DOCX](#)

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Hello,

Attached, please find for introduction an ordinance to establish a Cash Revolving Fund for the City Administrator's Permit Center.

Sincerely,

Bill Barnes  
Office of the City Administrator