

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.

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