

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 _____

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- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

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Completed by: Brent Jalipa Date April 24, 2025

Completed by: Brent Jalipa Date _____

1 [Administrative Code - Cash Revolving Funds]

2
3 **Ordinance amending the Administrative Code to remove the authorization for certain**
4 **cash revolving funds (Controller, Ethics Commission, Department of Police**
5 **Accountability, Planning Department, Public Defender, Department of Public Health -**
6 **Community Mental Health Services Vocational Rehabilitation, Department of Public**
7 **Health - Laguna Honda Hospital, Public Utilities Commission - Hetch Hetchy Project,**
8 **Public Utilities Commission - Water Department); reduce the maximum amount of cash**
9 **revolving fund for certain funds (Human Services Agency, Department of Public Health**
10 **- Zuckerberg San Francisco General Hospital, Treasurer-Tax Collector); increase the**
11 **maximum amount of cash revolving fund for Public Utilities Commission; and**
12 **authorize additional revolving funds (Public Utilities Consumer, Recreation and Park**
13 **Department, and Department of Elections).**

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

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

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

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

25 Cash revolving funds are hereby authorized for the following departments, up to the

1 maximum amounts listed in this Section 10.132, subject to the restrictions and procedures set
2 forth in this Article XV:

3 * * * *

4 ~~Controller; \$200~~

5 * * * *

6 ~~Ethics Commission; \$100~~

7 ~~Department of Elections; \$100~~

8 * * * *

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

10 * * * *

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

12 ~~Planning Department; \$200~~

13 * * * *

14 ~~Public Defender; \$200~~

15 * * * *

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

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

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

19 Department of Public Health – Zuckerberg San Francisco General Hospital;
20 ~~\$10,000~~7,330

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

22 ~~Public Utilities Consumer; \$20,500~~

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

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

25 ~~Recreation and Park Department; \$600~~

1 * * * *

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

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

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

15
16 APPROVED AS TO FORM:
17 DAVID CHIU, City Attorney

18 By: /s/ _____
19 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).

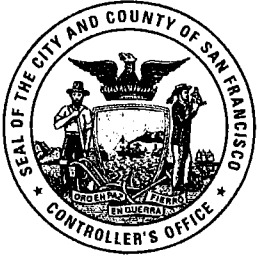
Existing Law

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**

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).