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.

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. The Administrative Code is hereby amended by revising Sections 10.126 through 10.132 and deleting Sections 10.132-5 through 10.169-21, to read as follows, with Section 10.125 reprinted only to provide context:

ARTICLE XV:
CASH REVOLVING FUNDS

SEC. 10.125. CASH REVOLVING FUNDS – AUTHORIZED; PURPOSES

GENERALLY.

Cash revolving funds for departments are hereby continued or established in such amounts as have been or may be specifically appropriated or made available to each to be used in connection with the operations of the respective departments for making cash change, 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.
Such petty cash purchases and disbursements shall be for purposes and within funds available in the appropriations from which said revolving fund claims are to be reimbursed; and shall be in conformity with applicable rules and regulations prescribed by the Purchaser of Supplies and the Controller.

SEC. 10.126. CASH REVOLVING FUNDS – PURPOSES.

Expenditures may be made from departmental revolving funds for such classes of transactions as may be in writing recommended by the department head, approved by the Mayor or Mayor’s designee, board, or commission, if any, and specifically concurred in by the Controller.

SEC. 10.127. CASH REVOLVING FUNDS – "CASH REVOLVING FUND" CONSTRUED.

The terms "cash revolving fund," "departmental revolving fund," and "revolving fund," in either the singular or plural, as used in this Article XVI hereinafter, shall include be taken to the inclusive of any subdivisions of any revolving fund which may be authorized.

SEC. 10.128. CASH REVOLVING FUNDS – SUBDIVISIONS OF FUNDS; WITHDRAWALS BY CHECK.

The department head, board, or commission, with the concurrence of the Controller, may authorize such subdivisions in any revolving fund as will effect the most efficient operation thereof; provided, however, that all amounts for other than cash change and petty cash purposes shall be maintained in banks or a bank designated by the Treasurer. Withdrawals from such banks shall be made by checks signed by at least two representatives designated by the department head, board or commission. A duplicate copy of the monthly bank statement shall be sent directly from the bank to the Treasurer of the City and County.

SEC. 10.129. CASH REVOLVING FUNDS – RESPONSIBILITY FOR AMOUNT OF FUNDS.
The duly appointed and acting head of the respective department for which a revolving fund has been provided in Section 10.132 shall be responsible for the full amount of the revolving fund for his or her department.

SEC 10.132. CASH REVOLVING FUNDS—AIRPORT; $10,000.

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:

Airport: $10,000
Animal Care And Control: $2,000
Assessor: $650
Board of Appeals: $150
Department of Building Inspection: $4,500
Clerk of the Board of Supervisors: $100
Controller: $200
County Clerk: $500
District Attorney: $200
Ethics Commission: $100
Farmers' Market: $400
Fire Department: $2,000
Human Services Agency: $100,000
Library: $3,500
Medical Examiner: $500
Office of Citizen Complaints: $100
Planning Department: $200
Port of San Francisco: $5,000

Public Defender: $200

Department of Public Health: $43,000

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 - San Francisco General Hospital: $10,000

Public Utilities Commission: $5,000

Public Utilities Commission - Hetch Hetchy Project: $10,000

Public Utilities Commission - Water Department: $28,000

Department of Public Works: $10,000

Recreation And Park Department: $5,000

Recreation and Park Department, Camp Mather: $750

Sheriff: $8,000.

Sheriff Inmate Welfare Fund: $5,000

Treasurer-Tax Collector: $4,500

San Francisco Employees' Retirement System: $500

War Memorial: $1,000

SEC. 10.132. RESERVED.

SEC. 10.133. CASH REVOLVING FUNDS—ASSESSOR: $650.


SEC. 10.136. RESERVED.

SEC. 10.137. RESERVED.

SEC. 10.138. RESERVED.
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.
SEC. 10.158. CASH REVOLVING FUNDS—PUBLIC WORKS; $10,000.
SEC. 10.158 1. RESERVED.
SEC. 10.159. CASH REVOLVING FUNDS—COUNTY CLERK; $500.
SEC. 10.160. CASH REVOLVING FUNDS—AUTHORIZED; RECREATION AND PARK DEPARTMENT; $5,000.
SEC. 10.160 1. RESERVED.
SEC. 10.161. CASH REVOLVING FUNDS—RECREATION CAMP MATHER; $750.
SEC. 10.162. RESERVED.
SEC. 10.163. CASH REVOLVING FUNDS—SAN FRANCISCO GENERAL HOSPITAL; $10,000.
SEC. 10.164. CASH REVOLVING FUNDS—SHERIFF; $8,000.
SEC. 10.164 1. CASH REVOLVING FUNDS—SHERIFF INMATE WELFARE FUND; $5,000.
SEC. 10.164 2. RESERVED.
SEC. 10.165. CASH REVOLVING FUNDS—TREASURER—TAX COLLECTOR; $4,500.
SEC. 10.166. CASH REVOLVING FUNDS—WATER DEPARTMENT; $28,000.
SEC. 10.168. RESERVED.
SEC. 10.169. CASH REVOLVING FUNDS—SAN FRANCISCO PORT COMMISSION; $5,000.
SEC. 10.169 1. CASH REVOLVING FUNDS—SAN FRANCISCO CITY AND COUNTY EMPLOYEES' RETIREMENT SYSTEM; $500.
SEC. 10.169 3. RESERVED.
SEC. 10.169 4. RESERVED.
SEC. 10.169 5. CASH REVOLVING FUNDS—SAN FRANCISCO WAR MEMORIAL; $1,000.
SEC. 10.169-7. CASH REVOLVING FUNDS—ADMINISTRATIVE SERVICES, ANIMAL CARE AND CONTROL; $2,000.

SEC. 10.169-8. RESERVED.

SEC. 10.169-10. CASH REVOLVING FUNDS—OFFICE OF CITIZEN COMPLAINTS; $100.

SEC. 10.169-11. RESERVED.

SEC. 10.169-12. RESERVED.

SEC. 10.169-13. RESERVED.


SEC. 10.169-15. RESERVED.


SEC. 10.169-17. RESERVED.

SEC. 10.169-18. CASH REVOLVING FUNDS—ETHICS COMMISSION; $100.

SEC. 10.169-19. RESERVED.

SEC. 10.169-20. CASH REVOLVING FUNDS—BOARD OF APPEALS; $150.


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:
DENNIS J. HERRERA, City Attorney

By: JON GIVNER
Deputy City Attorney
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.

February 25, 2016 Government Audit and Oversight Committee - RECOMMENDED

March 08, 2016 Board of Supervisors - PASSED, ON FIRST READING
   Ayes: 11 - Avalos, Breed, Campos, Cohen, Farrell, Kim, Mar, Peskin, Tang, Wiener and Yee

March 15, 2016 Board of Supervisors - FINALLY PASSED
   Ayes: 11 - Avalos, Breed, Campos, Cohen, Farrell, Kim, Mar, Peskin, Tang, Wiener and Yee

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 3/15/2016 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board

Date Approved

Mayor