

FILE NO. 000630

ORDINANCE NO. 146-00

1 [Administrative Code Revision, Chapter 16, Article V]
 2 AMENDING CHAPTER 16, ARTICLE V, OF PART I OF THE SAN FRANCISCO MUNICIPAL
 3 CODE (ADMINISTRATIVE CODE), BY AMENDING SECTIONS 16.90, 16.92, AND 16.93,
 4 REGARDING SALARY AND WAGE DEDUCTIONS, AND BY AMENDING SECTIONS 16.93-
 5 4 AND 16.93-5, REGARDING THE ANNUAL JOINT FUNDRAISING DRIVE.

6
7 Note: Additions are underlined; deletions are in ((double parentheses)).

8
9 Be it ordained by the People of the City and County of San Francisco:

10
11 Section 1. Chapter 16 of the San Francisco Administrative Code is hereby amended
12 by amending Section 16.90, to read as follows:

13 **SEC. 16.90. CONTROLLER AUTHORIZED TO DEDUCT.**

14 (a) Based upon individual authorized deductions, revocable at will, the Controller is
15 hereby authorized to deduct and collect moneys from the salaries or wages of officers or
16 employees of the City and County of San Francisco, ((the San Francisco Unified School
17 District, the San Francisco Community College District,)) and ((judges, attaches and other
18 employees of)) the Superior Court ((and Municipal Courts)) for the organizations and
19 purposes in this Article.

20 (b) The Controller is hereby authorized to deduct and collect a bona fide union or
21 employee organization service fee from the salaries or wages of officers or employees of the
22 City and County of San Francisco, ((the San Francisco Unified School District, the San
23 Francisco Community College District,)) and ((judges, attaches, and other employees of)) the
24 Superior Court ((and Municipal Courts)) holding positions in classifications included within an
25 agency shop agreement entered into pursuant to the laws of the State of California.

1
2 Section 2. Chapter 16 of the San Francisco Administrative Code is hereby amended
3 by amending Section 16.92, to read as follows:

4 **SEC. 16.92. FEES FOR COLLECTION OF DEDUCTIONS; PAYMENT OF BALANCE TO**
5 **PARTICULAR ORGANIZATION.**

6 With respect to the deductions and collections authorized by Section 16.90 of this
7 Code, the Controller shall determine, establish, charge and deposit in the treasury to the
8 credit of the General Fund, fees for making such deductions and collections, which fees shall
9 not be less than the costs of such services; provided, that such fees shall not be collected
10 where waived or disallowed pursuant to an approved memorandum of understanding with a
11 recognized employee organization. After deduction of any such ((the)) fees ((respectively))
12 chargeable for such services, the Controller shall pay the balance of the amounts deducted
13 and collected to that organization for which they have been collected.
14

15 Section 3. Chapter 16 of the San Francisco Administrative Code is hereby amended
16 by amending Section 16.93, to read as follows:

17 **SEC. 16.93. ORGANIZATIONS FOR WHICH DEDUCTIONS CAN BE MADE.**

18 Deductions and collections as provided by this Article shall be made for the
19 organizations and the purposes designated in the following paragraphs:

20 (a) Bona fide unions or employee organizations, for dues or assessments, and for
21 premiums or membership fees for automobile, life, accident, health or disability insurance
22 provided under a group plan by said bona fide unions or employee organizations; and when
23 authorized by memorandum of understanding, voluntary political committee contributions.

24 (b) San Francisco Firemen Federal Credit Union, for the payment of money to or the
25 purchase of shares in.

1 (c) San Francisco Police Department Federal Credit Union, for the payment of money
2 to or the purchase of shares in.

3 (d) Provident Central ((San Francisco Police Post Federal)) Credit Union, for the
4 payment of money to or the purchase of shares in.

5 (e) Recreation and Park Federal Credit Union, for the payment of money to or the
6 purchase of shares in.

7 (f) San Francisco Federal ((Municipal Employees')) Credit Union, for the payment of
8 money to or the purchase of shares in.

9 (g) San Francisco Federated Teachers' Credit Union, for the payment of money to or
10 the purchase of shares in.

11 (h) San Francisco Railway Employees' Federal Credit Union for the payment of money
12 to or the purchase of shares in.

13 (i) San Francisco Municipal Shopmen's Credit Union, for the payment of money to or
14 the purchase of shares in.

15 (j) Golden One Credit Union ((Municipal Post No. 429, American Legion)), for dues or
16 assessments.

17 (k) San Francisco Bay Area Educators' ((Stationary Engineers Local 39 Federal))
18 Credit Union, for the payment of money to or the purchase of shares in.

19 (l) San Francisco Civil Service Commission, for fees relating to the imprinting and
20 processing of fingerprints.

21 (m) Fire Department League Athletic Musical Events, for the payment of money to.

22 (n) San Francisco Employees' Benevolent Association, for the payment of money to.

1 Section 4. Chapter 16 of the San Francisco Administrative Code is hereby amended
2 by amending Section 16.93-4, to read as follows:

3 **SEC. 16.93-4. SCHEDULE OF THE ANNUAL DRIVE.**

4 (a) By March 1st of each year agencies that wish to participate in the upcoming Annual
5 Drive shall submit their applications to participate with the Board of Supervisors. ((Provided
6 that only for the 1989 Annual Drive, agencies that wish to participate in the 1989 Annual Drive
7 shall submit their applications to participate with the Board of Supervisors by May 15, 1989.
8 Provided that only for the 1995 Annual Drive, agencies that wish to participate in the 1995
9 Annual Drive shall submit their applications to participate with the Board of Supervisors by
10 May 1, 1995. Provided that only for the 1997 Annual Drive, any Mayor's fund that wishes to
11 participate in the 1997 Annual Drive shall submit their request to participate with the Board of
12 Supervisors by July 1, 1997.)) Provided that only for the 2000 Annual Drive, any Mayor's fund
13 that wishes to participate in the 2000 Annual Drive shall submit their request to participate
14 with the Board of Supervisors by April 15, 2000. By March 1st the Mayor shall also designate
15 the Chair for the upcoming Annual Drive. ((Provided that only for the 1989 Annual Drive, the
16 Mayor shall designate the Chair for the 1989 Annual Drive by May 15, 1989. Provided that
17 only for the 1995 Annual Drive, the Mayor shall designate the Chair for the 1995 Annual Drive
18 by May 1, 1995.))

19 (b) By March 1st of each year the Chair of the preceding Annual Drive shall report to
20 the Mayor and the Board of Supervisors on the success of the concluded Annual Drive
21 including the level of employee designations to each federated agency. ((Provided that only
22 for 1989, the Chair of the preceding Annual Drive shall file the report to the Mayor and the
23 Board of Supervisors as required by this Section by May 15, 1989. Provided that only for
24 1995, the Chair of the preceding Annual Drive shall file the report to the Mayor and the Board
25 of Supervisors as required by this Section by May 1, 1995.))

1 (c) By May 1st of each year, the Board of Supervisors, by resolution, shall designate
2 those agencies that qualify to participate in the City's Annual Drive for that year. ((Provided
3 that only for the 1989 Annual Drive, the Board of Supervisors shall designate those agencies
4 that qualify to participate in the 1989 Annual Drive by June 15, 1989. Provided that only for
5 the 1995 Annual Drive, the Board of Supervisors shall designate those agencies that qualify to
6 participate in the 1995 Annual Drive by June 1, 1995. Provided that only for the 1997 Annual
7 Drive, the Board of Supervisors shall designate those Mayor's funds that shall participate in
8 the 1997 Annual Drive by July 1, 1997.))

9
10 Section 5. Chapter 16 of the San Francisco Administrative Code is hereby amended
11 by amending Section 16.93-5, to read as follows:

12 **SEC. 16.93-5. OBLIGATIONS OF PARTICIPATING AGENCIES.**

13 All participating agencies shall have the following obligations and responsibilities:

14 (a) All participating agencies will jointly prepare and print all Annual Drive materials,
15 including directories and payroll deduction forms and other related documents, with a Bay
16 Area printer that pays prevailing wages, and will provide adequate numbers of such materials
17 as determined by the agencies. The Chair of the Annual Drive and the Controller will work
18 with the participating agencies in the design of these materials, the design to be approved no
19 later than August 1st. The Chair of the Annual Drive shall schedule the distribution of
20 materials and associated promotional activities such that all employee payroll deduction
21 authorizations are provided to the Controller no later than December 1st.

22 (b) All participating agencies and the City and County shall jointly execute a
23 Memorandum of Agreement concerning the payment of actual costs of the Annual Drive
24 materials. The memorandum shall also designate which of the participating agencies shall
25 serve as the coordinating agency.

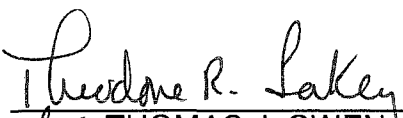
1 (c) All warrants issued for Annual Drive payroll deductions shall be issued by the City
2 and County to each participating agency based upon the percentage of cash, checks and
3 pledges designated for each participating agency at the conclusion of the solicitation period of
4 the Annual Drive. The distribution percentage shall be provided to the Controller by the
5 coordinating agency. Distribution of funds to the participating agencies by the Controller of
6 the City and County shall occur within five working days after each regular employee payday.

7 (d) Employee payroll deductions to a given federated agency shall not be made for
8 less than \$1.00 per pay period, and the authorization for any deduction shall be for 12
9 months. The sum of an employee's authorizations shall be withheld as a single Annual Drive
10 deduction in the Controller's payroll system.

11 (e) Payroll deduction privileges shall be reviewed annually to determine if all agencies
12 accorded deduction privileges continue to meet the above criteria.

13 (f) The City and County of San Francisco, after each pay period, shall charge a
14 processing fee of six cents per employee who had an Annual Drive deduction in the payroll
15 period to reimburse the City and County for the expenses incurred in processing payroll
16 deductions as a part of the Annual Drive. The processing fee will be netted out of the warrant
17 issued to the participating agencies following each payroll period. The Controller may change
18 the processing fee each fiscal year in conformance with Section 16.92 of this Code.

19
20 APPROVED AS TO FORM:
21 LOUISE H. RENNE, City Attorney

22
23 By: 
24 for THOMAS J. OWEN
25 Deputy City Attorney

SUPERVISOR KAUFMAN
BOARD OF SUPERVISORS



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails

Ordinance

File Number: 000630

Date Passed:

Ordinance amending Chapter 16, Article V, of Part I of the San Francisco Municipal Code (Administrative Code), by amending Sections 16.90, 16.92, and 19.93, regarding salary and wage deductions, and by amending Sections 16.93-4 and 19.93-5, regarding the Annual Joint Fundraising Drive.

June 12, 2000 Board of Supervisors — PASSED, ON FIRST READING

Ayes: 8 - Ammiano, Becerril, Kaufman, Leno, Newsom, Teng, Yaki, Yee

Absent: 3 - Bierman, Brown, Katz

June 19, 2000 Board of Supervisors — FINALLY PASSED

Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

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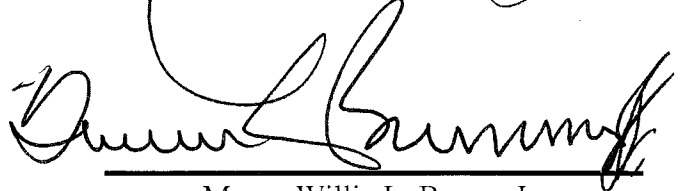
I hereby certify that the foregoing Ordinance
was FINALLY PASSED on June 19, 2000 by
the Board of Supervisors of the City and
County of San Francisco.



Gloria L. Young
Clerk of the Board

JUN 30 2000

Date Approved



Mayor Willie L. Brown Jr.