

1 [Administrative Code - Eliminating Annual Joint Fundraising Drive]

2
3 **Ordinance amending the Administrative Code to eliminate the City’s annual joint**
4 **fundraising drive.**

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

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

13 Section 1. Article 5 of Chapter 16 of the Administrative Code is hereby amended by
14 removing Sections 16.93-1, 16.93-2, 16.93-3, 16.93-4, and 16.93-5, to read as follows:

15 ~~**SEC. 16.93-1. CHARITABLE DEDUCTIONS AND THE ANNUAL JOINT FUNDRAISING**~~
16 ~~**DRIVE.**~~

17 ~~*—Deductions from employee pay warrants for charitable organizations shall only be withheld*~~
18 ~~*based upon authorizations made by employees in the Annual Joint Fundraising Drive. Each year the*~~
19 ~~*City and County of San Francisco shall hold an Annual Joint Fundraising Drive ("Annual Drive") in*~~
20 ~~*which its officers and employees are encouraged to participate.*~~

21
22 ~~**SEC. 16.93-2. SELECTION OF AGENCIES ELIGIBLE TO PARTICIPATE IN THE**~~
23 ~~**ANNUAL JOINT FUNDRAISING DRIVE.**~~

1 ~~Participation shall be limited to any Mayor's fund which is created to further social causes,~~
2 ~~those funds being the Mayor's Youth Fund, the Mayor's Homeless Fund, and the Mayor's Youth~~
3 ~~Employment Summer Program, and to all federated agencies that meet the following criteria, as~~
4 ~~determined by the Board of Supervisors:~~

5 ~~(a) An eligible charitable agency must be a federated agency representing 10 or more~~
6 ~~charitable organizations, of which at least 50 percent shall represent organizations located in the~~
7 ~~counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa, and Marin.~~

8 ~~(b) The federated agency or Mayor's fund must certify to the Board of Supervisors that the~~
9 ~~Federal Internal Revenue Service has determined that contributions to all of the represented charitable~~
10 ~~organizations or Mayor's funds are tax deductible.~~

11 ~~(c) The federated agency must have been in existence with 10 or more qualified charities for~~
12 ~~at least one year prior to the date of application and provide satisfactory evidence to that effect at the~~
13 ~~time of filing an application with the Board. Mayor's funds shall submit their most recent financial~~
14 ~~statement to the Board of Supervisors on an annual basis.~~

15 ~~(d) The federated agency must submit its most recent certified audit at the time of filing an~~
16 ~~application with the Board.~~

17 ~~(e) Agencies that wish to participate in the Annual Drive are required to submit applications~~
18 ~~to the Board of Supervisors that include all information that may be relevant to the criteria listed in this~~
19 ~~Section.~~

20
21 ~~**SEC. 16.93-3. DUTIES OF THE MAYOR, THE CONTROLLER AND THE DIRECTOR OF**~~
22 ~~**ADMINISTRATIVE SERVICES.**~~

23 ~~(a) The Mayor shall designate the City's Annual Drive Chair. The Chair will be responsible~~
24 ~~for providing staff support for the Annual Drive that occurs during the Chair's tenure.~~

1 ~~—(b) The Controller of the City and County of San Francisco shall provide the technical~~
2 ~~support necessary for the collection and donor designation process.~~

3 ~~—(c) The Director of Administrative Services of the City and County of San Francisco shall~~
4 ~~review all applications to participate in the Annual Drives of the City and recommend to the Board of~~
5 ~~Supervisors whether applicants qualify to participate in the Annual Drive.~~

6
7 **~~SEC. 16.93-4. SCHEDULE OF THE ANNUAL DRIVE.~~**

8 ~~—(a) By March 1st of each year agencies that wish to participate in the upcoming Annual~~
9 ~~Drive shall submit their applications to participate with the Board of Supervisors. Provided that only~~
10 ~~for the 2002 Annual Drive, any Mayor's fund that wishes to participate in the 2002 Annual Drive shall~~
11 ~~submit their request to participate with the Board of Supervisors by April 15, 2002. By March 1st the~~
12 ~~Mayor shall also designate the Chair for the upcoming Annual Drive.~~

13 ~~—(b) By March 1st of each year the Chair of the preceding Annual Drive shall report to the~~
14 ~~Mayor and the Board of Supervisors on the success of the concluded Annual Drive including the level~~
15 ~~of employee designations to each federated agency.~~

16 ~~—(c) By May 1st of each year, the Board of Supervisors, by resolution, shall designate those~~
17 ~~agencies that qualify to participate in the City's Annual Drive for that year. Provided that only for the~~
18 ~~2002 Annual Drive, the Board of Supervisors, by resolution, shall designate June 1, 2002, those~~
19 ~~agencies that qualify to participate in the City's Annual Drive for that year.~~

20
21 **~~SEC. 16.93-5. OBLIGATIONS OF PARTICIPATING AGENCIES.~~**

22 ~~—All participating agencies shall have the following obligations and responsibilities:~~

23 ~~—(a) All participating agencies will jointly prepare and print all Annual Drive materials,~~
24 ~~including directories and payroll deduction forms and other related documents, with a Bay Area printer~~
25 ~~that pays prevailing wages, and will provide adequate numbers of such materials as determined by the~~

1 ~~agencies. The Chair of the Annual Drive and the Controller will work with the participating agencies in~~
2 ~~the design of these materials, the design to be approved no later than August 1st. The Chair of the~~
3 ~~Annual Drive shall schedule the distribution of materials and associated promotional activities such~~
4 ~~that all employee payroll deduction authorizations are provided to the Controller no later than~~
5 ~~December 1st.~~

6 ~~—(b) All participating agencies and the City and County shall jointly execute a Memorandum~~
7 ~~of Agreement concerning the payment of actual costs of the Annual Drive materials, and including any~~
8 ~~additional terms and conditions the Mayor or his or her designee determines, after consultation with~~
9 ~~the City Attorney, are in the best interest of the City. The memorandum shall also designate which of~~
10 ~~the participating agencies shall serve as the coordinating agency.~~

11 ~~—(c) All warrants issued for Annual Drive payroll deductions shall be issued by the City and~~
12 ~~County to each participating agency based upon the percentage of cash, checks and pledges designated~~
13 ~~for each participating agency at the conclusion of the solicitation period of the Annual Drive. The~~
14 ~~distribution percentage shall be provided to the Controller by the coordinating agency. Distribution of~~
15 ~~funds to the participating agencies by the Controller of the City and County shall occur within five~~
16 ~~working days after each regular employee payday.~~

17 ~~—(d) Employee payroll deductions to a given federated agency shall not be made for less than~~
18 ~~\$1.00 per pay period, and the authorization for any deduction shall be for 12 months. The sum of an~~
19 ~~employee's authorizations shall be withheld as a single Annual Drive deduction in the Controller's~~
20 ~~payroll system.~~

21 ~~—(e) Payroll deduction privileges shall be reviewed annually to determine if all agencies~~
22 ~~accorded deduction privileges continue to meet the above criteria.~~

23 ~~—(f) The City and County of San Francisco, after each pay period, shall charge a processing~~
24 ~~fee of six cents per employee who had an Annual Drive deduction in the payroll period to reimburse the~~
25 ~~City and County for the expenses incurred in processing payroll deductions as a part of the Annual~~

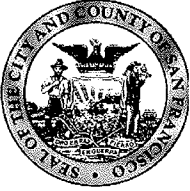
1 ~~Drive. The processing fee will be netted out of the warrant issued to the participating agencies~~
2 ~~following each payroll period. The Controller may change the processing fee each fiscal year in~~
3 ~~conformance with Section 16.92 of this Code.~~

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

9
10 APPROVED AS TO FORM:
11 DAVID CHIU, City Attorney

12 By: /s/ Gus Guibert
13 Gustin R. Guibert
14 Deputy City Attorney

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City and County of San Francisco
Tails
Ordinance

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

File Number: 230648

Date Passed: July 25, 2023

Ordinance amending the Administrative Code to eliminate the City's annual joint fundraising drive.

June 14, 2023 Budget and Appropriations Committee - RECOMMENDED

July 11, 2023 Board of Supervisors - CONTINUED ON FIRST READING

Ayes: 10 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Preston, Safai,
Stefani and Walton
Excused: 1 - Ronen

July 18, 2023 Board of Supervisors - PASSED ON FIRST READING


Ayes: 10 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Ronen, Safai,
Stefani and Walton
Noes: 1 - Preston

July 25, 2023 Board of Supervisors - FINALLY PASSED


Ayes: 10 - Chan, Dorsey, Engardio, Mandelman, Melgar, Peskin, Ronen, Safai,
Stefani and Walton
Noes: 1 - Preston

File No. 230648

**I hereby certify that the foregoing
Ordinance was FINALLY PASSED on
7/25/2023 by the Board of Supervisors of the
City and County of San Francisco.**



Angela Calvillo
Clerk of the Board



London N. Breed
Mayor

7/28/23

Date Approved