

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

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

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

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

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

(d) Provident Central Credit Union, for the payment of money to or the purchase of shares in.

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

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

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

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

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

(j) Golden One Credit Union, for dues or assessments.

(k) San Francisco Bay Area Educators' Credit Union, for the payment of money to or the purchase of shares in.

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

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

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

(o) City and County of San Francisco, for payment to the San Francisco City Services Preservation Fund to reduce the City's deficit and preserve City Services.

(Amended by Ord. 485-82, App. 9/30/82; Ord. 429-88, App. 9/16/88; Ord. 162-92, App. 6/10/92; Ord. 146-00, File No. 000630, App. 6/30/2000; Ord. 165-04, File No. 040762, App. 7/22/2004)

SEC. 16.93-1. CHARITABLE DEDUCTIONS AND THE ANNUAL JOINT FUNDRAISING DRIVE.

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

(Added by Ord. 429-88, App. 9/16/88)

SEC. 16.93-2. SELECTION OF AGENCIES ELIGIBLE TO PARTICIPATE IN THE ANNUAL JOINT FUNDRAISING DRIVE.

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

- (a) An eligible charitable agency must be a federated agency representing 10 or more charitable organizations, of which at least 50 percent shall represent organizations located in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa, and Marin.
- (b) The federated agency or Mayor's fund must certify to the Board of Supervisors that the Federal Internal Revenue Service has determined that contributions to all of the represented charitable organizations or Mayor's funds are tax deductible.
- (c) The federated agency must have been in existence with 10 or more qualified charities for at least one year prior to the date of application and provide satisfactory evidence to that effect at the time of filing an application with the Board. Mayor's funds shall submit their most recent financial statement to the Board of Supervisors on an annual basis.
- (d) The federated agency must submit its most recent certified audit at the time of filing an application with the Board.
- (e) Agencies that wish to participate in the Annual Drive are required to submit applications to the Board of Supervisors that include all information that may be relevant to the criteria listed in this Section.

(Added by Ord. 429-88, App. 9/16/88; amended by Ord. 244-97, App. 6/13/97)

SEC. 16.93-3. DUTIES OF THE MAYOR, THE CONTROLLER AND THE DIRECTOR OF ADMINISTRATIVE SERVICES.

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

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

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

(Added by Ord. 429-88, App. 9/16/88; amended by Ord. 195-89, App. 6/5/89; Ord. 287-96, App. 7/12/96)

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

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

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

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

(Added by Ord. 429-88, App. 9/16/88; amended by Ord. 129-89, App. 4/26/89; Ord. 134-92, App. 5/21/92; Ord. 151-95, App. 5/5/95; Ord. 244-97, App. 6/13/97; Ord. 76-00, File No. 000479, App. 4/28/2000; Ord. 146-00, File No. 000630, App. 6/30/2000; Ord. 70-02, File No. 020551, App. 5/10/2002)

SEC. 16.93-5. OBLIGATIONS OF PARTICIPATING AGENCIES.

All participating agencies shall have the following obligations and responsibilities:

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

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

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

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

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

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

(Added by Ord. 429-88, App. 9/16/88; amended by Ord. 146-00, File No. 000630, App. 6/30/2000; Ord. 70-05, File No. 050348, App. 4/15/2005)