

1 [Authorizing the Mayor to add additional terms and conditions to the memorandum of
2 agreement between the City and participants in the City's Annual Joint Fundraising Drive.]

3 **Ordinance amending the San Francisco Administrative Code by amending**
4 **Section 16.93-5, to authorize the Mayor to add additional terms and conditions to the**
5 **memorandum of agreement between the City and participants in the City's Annual Joint**
6 **Fundraising Drive.**

7 Note: Additions are *single-underline italics Times New Roman*;
8 deletions are ~~*strikethrough italics Times New Roman*~~.
9 Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

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

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12 Section 1. The San Francisco Administrative Code is hereby amended by amending
13 Section 16.93-5, to read as follows:

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

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

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

24 (b) All participating agencies and the City and County shall jointly execute a
25 Memorandum of Agreement concerning the payment of actual costs of the Annual Drive

1 materials, and including any addiitonal terms and conditions the Mayor or his or her designee
2 determines, after consultation with the City Attorney, are in the best interest of the City. The
3 memorandum shall also designate which of the participating agencies shall serve as the
4 coordinating agency.

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

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

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

17 (f) The City and County of San Francisco, after each pay period, shall charge a
18 processing fee of six cents per employee who had an Annual Drive deduction in the payroll
19 period to reimburse the City and County for the expenses incurred in processing payroll
20 deductions as a part of the Annual Drive. The processing fee will be netted out of the warrant

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1 issued to the participating agencies following each payroll period. The Controller may change
2 the processing fee each fiscal year in conformance with Section 16.92 of this Code.

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4 APPROVED AS TO FORM:
5 DENNIS J. HERRERA, City Attorney

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7 By: _____
8 THOMAS J. OWEN
9 Deputy City Attorney

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