



CITY OF SACRAMENTO

33
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DEPARTMENT OF FINANCE
915 I STREET
ROOM 112
SACRAMENTO, CALIFORNIA 95814
TELEPHONE (916) 449-5738

CITY MANAGER'S OFFICE
RECEIVED
FEB 6 1980

JACK R. CRIST
DIRECTOR OF FINANCE
FRANK MUGARTEGUI
ASSISTANT DIRECTOR

February 6, 1980

City Council
Sacramento, California

Honorable Members in Session.

SUBJECT: AUTHORIZED DEDUCTIONS FROM SALARIES OR WAGES — PAYROLL DEDUCTION

SUMMARY

The attached report recommends that the City of Sacramento formalize its Payroll Deduction Policy.

BACKGROUND

At the February 5, 1980 meeting of the Budget and Finance Committee, the Committee reviewed the report and directed staff to forward it to the City Council for adoption.

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution.

Respectfully submitted,

Frank Mugartegui
Frank Mugartegui
Assistant Director of Finance

Recommendation Approved:

Walter J. Slife
Walter J. Slife
City Manager

Attachment
FA: 80050:FM/mm

APPROVED
BY THE CITY COUNCIL
FEB 12 1980
OFFICE OF THE
CITY CLERK

cont to 2-26-80

February 12, 1980
All Districts
APPROVED
BY THE CITY COUNCIL

FEB 26 1980

OFFICE OF THE
CITY CLERK

AS AMENDED



CITY OF SACRAMENTO

2

DEPARTMENT OF FINANCE
915 I STREET
ROOM 112

SACRAMENTO, CALIFORNIA 95814
TELEPHONE (916) 449-5738

JACK R. CRIST
DIRECTOR OF FINANCE
FRANK MUGARTEGUI
ASSISTANT DIRECTOR

January 29, 1980

Budget and Finance Committee
City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: AUTHORIZED DEDUCTIONS FROM SALARIES OR WAGES — PAYROLL DEDUCTION

SUMMARY

This report recommends that the City of Sacramento formalize its Payroll Deduction Policy.

BACKGROUND

This report is in response to Councilwoman Lynn Robie's inquiry regarding the possibility of establishing a payroll deduction for the Combined Health Agencies Drive (CHAD).

First, the City of Sacramento doesn't have a written payroll deduction policy. In a telephone survey of the County of Sacramento, SMUD, PG&E, Telephone Company and the State of California, it was found that only the latter has a written policy (Government Codes 1156 and 1157).

An inventory of City payroll deductions indicates that 122 separate deductions are currently being made (see Exhibit I).

The costs associated with the administration of payroll deductions are absorbed by the City.

On Wednesday, January 9, 1980, staff met with representatives of CHAD to discuss the attached resolution establishing conditions for payroll deductions. They had no problems with the resolution.

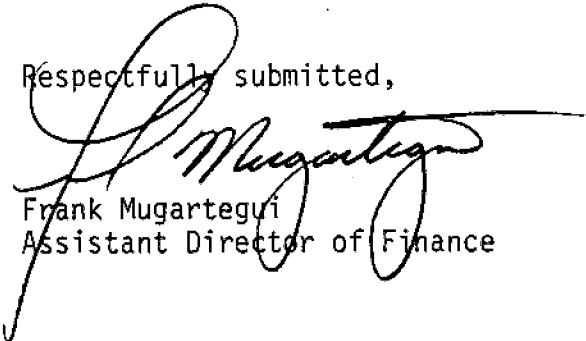
CONCLUSION

It is our opinion that the City of Sacramento should adopt a policy that will provide criteria for determining any future expansion of its current inventory of payroll deductions.


RECOMMENDATION

It is recommended that the Budget and Finance Committee approve and direct staff to forward the attached resolution, which provides conditions for authorization of new payroll deductions from employees' salaries and wages, to the City Council for adoption.

Respectfully submitted,


Frank Mugartegui
Assistant Director of Finance

Recommendation Approved:


William H. Edgar
Assistant City Manager

cc: Councilwoman Lynn Robie
Wally Clark
Alan L. Clarke
Thomas J. Novi

Attachment
FA:80050:FM/mm

February 5, 1980

80-111

RESOLUTION NO.

Adopted by The Sacramento City Council on date of

RESOLUTION ESTABLISHING CONDITIONS UNDER WHICH PAYROLL DEDUCTIONS FROM EMPLOYEE SALARIES AND WAGES MAY BE AUTHORIZED

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the Director of Finance shall provide for the administration of payroll deductions set forth by this resolution.
2. That the Director of Finance shall approve payroll deductions under this resolution taking into consideration the following guidelines:
 - a. Federal, State, County, or City mandated deductions;
 - b. Premiums for insurance or other employee benefit programs sponsored by the City of Sacramento;
 - c. Employee organization dues premiums for insurance policy or payments for any other membership benefit program sponsored by a recognized employee organization under the provisions of a memorandum of understanding;
 - d. Deductions for charitable organizations, provided the organization complies with the provisions of the City Code pertaining to solicitations for charitable purposes (City Code Sections 10.30 - 10.49) and provided that the requirements of subsection (e) hereof are met, and the City Council has approved the deduction; and
 - e. Other deductions:
 - 1) That the program is available to all City employees; and
 - 2) That the program will be accepted by a reasonable number of City employees (minimum of 10% of work force) and that continued participation to that extent can be reasonably expected.
3. Amended The current inventory of authorized payroll deductions as of January 1980 will remain in effect unless changed by subsequent legal mandates or amendments to memoranda of understanding (Ref. Exhibit I).
4. The Director of Finance may decline to make any new payroll deduction under this resolution if after examination of the program it is reasonably determined that it would not be administratively feasible or practical to make such deductions.

ATTEST:

MAYOR

CITY CLERK

APPROVED *As Amended*
BY THE CITY COUNCIL

FEB 26 1980

OFFICE OF THE
CITY CLERK

Ⓢ

CITY OF SACRAMENTO
INVENTORY OF PAYROLL DEDUCTIONS
as of January 1980

EXHIBIT I

<u>Description</u>	<u>Authority</u>	<u>No. of Deductions</u>
Basic Life Insurance - City sponsored	Employee contract	11
Supplemental Life - " "	" "	2
Dependent Life - " "	" "	1
Disability - " "	" "	1
Additional Life & Supplemental - Local 522 Fire Fighters	" "	10
Disability - " " " "	" "	8
Health Insurance - City sponsored	" "	30
- Local 522 Fire Fighters	" "	5
- Local 522 Fire Fighters - Cancer	" "	1
- Local 39 Sacramento City Employees Association	" "	1
- Sacramento City Management Association	" "	5
Medicare Insurance - City sponsored	" "	10
- Sacramento City Management Association	" "	3
Dental Insurance - City sponsored	" "	3
- Local 522 Fire Fighters	" "	4
- Local 1176 Auto, Marine & Specialty Painters	" "	1
Miscellaneous:		
Additional Retirement	City Charter	1
Sacramento Police Officers Association Dues	Employee contract	1
Sacramento City Employees Insurance Trust	" "	1
Local 522 Fire Fighters Dues	" "	1
Local 39 Sacramento City Employees Association Dues	" "	1
Local 447 Plumbers & Pipefitters Dues	" "	1
Local 1176 Auto, Marine & Specialty Painters Dues	" "	1
Savings Bonds	Unknown	1
United Way	"	1
Credit Union	City Manager's Office	1
Cal West Policies ¹	Unknown	1
Deferred Compensation	City Council Resn 75-575 11/25/75	1
Wage Assignments	Mandated by Law	1
Local 522 Fire Fighters Burn Center	Employee contract	1
Miscellaneous (one-time)	Department of Finance	1
Western Council of Operating Engineers Dues	Employee contract	1
International Association of Machinists & Aerospace Workers Dues	" "	1
American Federation of State, County and Municipal Employees Dues	" "	1
Police Management Association Dues	" "	1
Sacramento City Management Association Dues	" "	1
Calculated Deductions:		
Federal Withholding Tax	Mandated by Law	1
State Withholding Tax	" " "	1
Social Security	" " "	1
Retirement	City Charter	1
City's Insurance Contributions	Employee contract	1
Prepayments (advances)	Department of Finance	1
TOTAL PAYROLL DEDUCTIONS		122

¹Agreement allowed this deduction for permanent Life coverage premium for employees when Cal West was City's Provider. Since July 1974 there have been no additional participants allowed.

CALIFORNIA STATE



COMBINED HEALTH AGENCIES DRIVE

560 SAN ANTONIO ROAD, PALO ALTO, CA 94306 • (415) 494-2640

to Council

39

February 20, 1980

Mayor Phillip L. Isenberg
City Hall
Room 202
915 I Street
Sacramento, California 95814

RECEIVED
OFFICE OF THE MAYOR

AM FEB 22 '80 PM
7|8|9|10|11|12|1|2|3|4|5|6

Chairman of the Board
Harvey E. Knoernschild, M.D.
San Jose

Vice Chairman
John Hooper
Woodside

Treasurer
James Harrigan
La Habra

Secretary
Don Ricketts
Saratoga

Executive Vice President
Robert E. Trefny

Dear Mayor Isenberg:

We have been advised by our Sacramento Area Committee that the Sacramento City Council is considering the adoption of a resolution that would allow the participation of more than one charity fund raising group in an annual fund drive for city employees. We are extremely pleased that the City Council will consider such a resolution. We would hope that the City Council would also determine that the Combined Health Agencies Drive (CHAD) would be allowed to participate in the annual fund drive.

CHAD participates in employee fund drives in many cities throughout the State including:

- | | |
|-----------------------|-------------------------|
| City of Hayward | City of San Mateo |
| City of Newark | City of Cupertino |
| City of San Leandro | City of Los Altos |
| City of Concord | City of Palo Alto |
| City of Pleasant Hill | City of San Jose |
| City of San Francisco | City of Sunnyvale |
| City of Belmont | City of Cypress |
| City of Burlingame | City of Fountain Valley |
| City of Daly City | City of Placentia |
| City of Menlo Park | City of Lompoc |
| City of Redwood City | City of Modesto |
| City of San Bruno | |

As you can see, many of the cities are in the San Francisco Bay Area, where California State CHAD got its start. However, we are now developing campaigns in all parts of the State and look forward to the addition of many more city employee campaigns.

MEMBER AGENCIES

- American Cancer Society • American Diabetes Association • American Heart Association • American Lung Association • The Arthritis Foundation • Cystic Fibrosis Foundation • Easter Seal Society for Crippled Children & Adults • Leukemia Society of America, Inc. • The National Kidney Foundation • Muscular Dystrophy Association, Inc. • National Association Retarded Citizens • National Multiple Sclerosis Society • Planned Parenthood • Retinitis Pigmentosa Foundation • Society for Prevention of Blindness

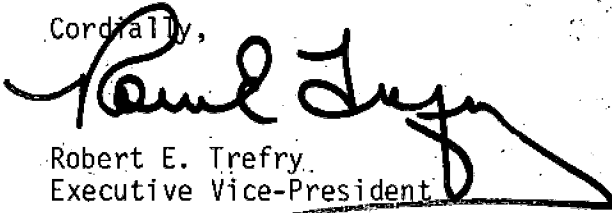


Mayor Phillip L. Isenberg
February 20, 1980
Page Two

We urge you to allow the inclusion of Sacramento Area CHAD in your annual employee drive.

Thank you for your consideration.

Cordially,

A handwritten signature in black ink, appearing to read "Robert E. Trefry". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert E. Trefry
Executive Vice-President

RET:va

cc: Alan L. Clarke, Chairman
Sacramento Area CHAD

Trish Hollingshead
Campaign Director



American Diabetes Association

NORTHERN CALIFORNIA AFFILIATE, INC.

39

SACRAMENTO CHAPTER CENTRAL METHODIST SCHOOL BLDG. 5265 H STREET SACRAMENTO CA 95819 (916) 455-4111

NORTHERN CALIFORNIA AFFILIATE 255 Hugo Street San Francisco, CA 94122 (415) 681-8014

February 21, 1980

CHAPTERS & UNITS ALAMEDA CONTRA COSTA CHAPTER 4383 Piedmont Ave. Oakland, CA 94611 CENTRAL VALLEY CHAPTER P.O. Box 4213 Fresno, CA 93744 MARIN CHAPTER 1368 Lincoln Ave. Suite 105 San Rafael, CA 94901 NAPA/SOLANO CHAPTER 321 Caswall Street Napa, CA 94558 SACRAMENTO CHAPTER Central Methodist School Bldg. 5265 H Street Sacramento, CA 95819 SAN FRANCISCO CHAPTER 255 Hugo Street San Francisco, CA 94122 SAN JOAQUIN CHAPTER 1111 West Robinhood Drive Suite Y Stockton, CA 95027 SAN MATEO CHAPTER 3080 La Selva, Room 26 San Mateo, CA 94403 SONOMA CHAPTER 1408 Sarkesian Drive Petaluma, CA 94952 SHASTA CASCADE CHAPTER 1465 Benton Drive #1 Redding, CA 96001 STANISLAUS CHAPTER c/o Doctors Hospital Florida & Orangeburg Ave. Modesto, CA 95325

Phillip L. Isenberg, Mayor City Council City Hall Room 202 915 - I - Street Sacramento, CA 95814

RECEIVED OFFICE OF THE MAYOR

AM FEB 22 '80 PM 7 8 9 10 11 12 1 2 3 4 5 6

Dear Mayor Isenberg,

This letter is to inform you that the American Diabetes Association, Sacramento Chapter, as a member of the Combined Health Agencies, supports the recent resolution adopted by the City Council and Budget & Finance Committee, which establishes the conditions under which payroll deductions from employee salaries may be authorized.

Sincerely,

Sandy Kubel, R.N. mil President, Sacramento Chapter

SK/cc

BUTTE UNIT #3 Manor Circle Drive Chico, CA 95926 GLENN UNIT P.O. Box 535 Orland, CA 95963 MONTEREY UNIT P.O. Box 3233 Monterey, CA 93940

Duane Holiday, Executive Director
Joe T. Hartzog, M.D., Medical Director



Easter Seal Society for Crippled Children and Adults of Sacramento, Inc.

Rehabilitation Center and Home Health Agency
3205 Hurley Way, P. O. Box 254867, Sacramento, California 95825 • (916) 485-6711

February 21, 1980

RECEIVED
OFFICE OF THE MAYOR

Phillip L. Isenberg, Mayor
City Hall, Room 202
915 I Street
Sacramento, CA 95814

AM FEB 25 1980 PM
7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6

Dear Mr. Mayor:

On behalf of the Sacramento Easter Seal Society, I strongly recommend that the City of Sacramento allow local health services agencies to participate (as the Combined Health Agencies Drive - CHAD) in conjunction with the United Way Campaign, in this Fall's city employee fund drive. The City Council is scheduled to decide this issue at its February 25th meeting.

In deciding this issue, the following points should be considered:

1. The proposal has been reviewed and approved by City Staff.
2. The proposal was reviewed and approved by the Council's Budget and Finance Committee.
3. Based on the experience of the Federal Government (Combined Federal Campaign) the United Way donations will not decrease; rather, the total contributions of city employees will likely increase.

In summary, I believe that the city employees should be allowed to contribute to the local health agencies, including Easter Seals, especially since the United Way effort would not be affected.

If you have any questions or if I can provide any additional information, please contact me at 485-6711.

Sincerely,

Norman F. Schwilk, Jr.
Norman F. Schwilk, Jr., M.D., President
Sacramento Easter Seal Society

NFS:fn

+

ROBT. AMEND.

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Requested change in the resolution of establishing conditions for payroll deductions.

Under 2E, Other deductions, add items 3 and 4:

- 3) Agencies must submit an audit conducted by an independent public accountant whose examination conforms to generally accepted auditing standards in compliance with the standards of accounting for voluntary health and welfare organizations. A parent organization qualifying by this method would submit audits for each subsidiary organization.
- 4) The agency must operate without discrimination and must carry out affirmative action programs to assure equal employment opportunity. This policy applies to persons served by the agency to the staff of the agency and to membership on its governing board and committees.

*p. to be reviewed
 ref. page
 National Council,
 Congress, State,
 as handicapped*

RESOLUTION NO. 80-111

Adopted by The Sacramento City Council on date of
FEB 26 1980

OFFICE OF THE
CITY CLERK

FEB 26 1980

APPROVED
BY THE CITY COUNCIL

RESOLUTION ESTABLISHING CONDITIONS UNDER WHICH PAYROLL
DEDUCTIONS FROM EMPLOYEE SALARIES AND WAGES MAY BE
AUTHORIZED

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the Director of Finance shall provide for the administration of payroll deductions set forth by this resolution.
2. That the Director of Finance shall approve payroll deductions under this resolution taking into consideration the following guidelines:
 - a. Federal, State, County, or City mandated deductions;
 - b. Premiums for insurance or other employee benefit programs sponsored by the City of Sacramento;
 - c. Employee organization dues premiums for insurance policy or payments for any other membership benefit program sponsored by a recognized employee organization under the provisions of a memorandum of understanding;
 - d. Deductions for charitable organizations, provided the organization complies with the provisions of the City Code pertaining to solicitations for charitable purposes (City Code Sections 10.30 - 10.49) and provided that the requirements of subsection (e) hereof are met, and the City Council has approved the deductions; and
 - e. Other deductions:
 - 1) That the program is available to all City employees;
 - 2) That the program will be accepted by a reasonable number of City employees (minimum of 10% of work force) and that continued participation to that extent can be reasonably expected;
 - 3) Agencies must submit an audit conducted by an independent public accountant whose examination conforms to generally accepted auditing standards in compliance with the standards of accounting for voluntary health and welfare organizations. A parent organization qualifying by this method would submit audits for each subsidiary organization; and
 - 4) The Agency shall follow the provisions of Federal Executive Order 11246 relating to Equal Employment Opportunity, and shall submit a plan for affirmative action for its membership on its governing board, committees, and staff.

3. The current inventory of authorized payroll deductions as of January 1980 will remain in effect unless changed by subsequent legal mandates or amendments to memoranda of understanding (Ref. Exhibit I).
4. The Director of Finance may decline to make any new payroll deduction under this resolution if after examination of the program it is reasonably determined that it would not be administratively feasible or practical to make such deductions.

MAYOR

ATTEST:

CITY CLERK

CITY OF SACRAMENTO
INVENTORY OF PAYROLL DEDUCTIONS
as of January 1980

EXHIBIT I

<u>Description</u>	<u>Authority</u>	<u>No. of Deductions</u>
Basic Life Insurance - City sponsored	Employee contract	10
Supplemental Life - " "	" "	2
Dependent Life - " "	" "	1
Disability - " "	" "	1
Additional Life & Supplemental - Local 522 Fire Fighters	" "	10
Disability - " " " "	" "	3
Health Insurance - City sponsored	" "	30
- Local 522 Fire Fighters	" "	3
- Local 522 Fire Fighters - Cancer	" "	1
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- Local 522 Fire Fighters	" "	4
- Local 1176 Auto, Marine & Specialty Painters	" "	1
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United Way	"	1
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International Association of Machinists & Aerospace Workers Dues	" "	1
American Federation of State, County and Municipal Employees Dues	" "	1
Police Management Association Dues	" "	1
Sacramento City Management Association Dues	" "	1
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Social Security	" " "	1
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