



CITY OF SACRAMENTO

33

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.

4-11-80  
BY THE CITY CLERK

FEB 12 1980

OFFICE OF THE  
CITY CLERK

Recommendation Approved:

Respectfully submitted,

cont  
to 2-26-80

Frank Mugartegui  
Assistant Director of Finance

*Walter J. Slipe*  
Walter J. Slipe  
City Manager

Attachment  
FA:80050:FM/mm

February 12, 1980  
All Districts



# CITY OF SACRAMENTO

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DEPARTMENT OF FINANCE  
915 I STREET  
ROOM 112

SACRAMENTO, CALIFORNIA 95814  
TELEPHONE (916) 449-5736

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.

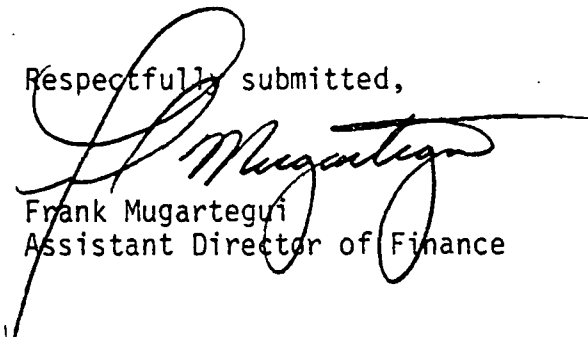
CONCLUSION

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.

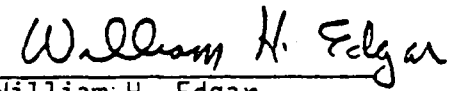
RECOMMENDATION

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



## 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. 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

CITY OF SACRAMENTO  
INVENTORY OF PAYROLL DEDUCTIONS  
as of January 1980

EXHIBIT I

| <u>Description</u>  | <u>Authority</u>                     | <u>No. of<br/>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                            |
| <b>Miscellaneous:</b>   |                                      |                              |
| 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 <sup>1</sup>                                    | Unknown                              | 1                            |
| Deferred Compensation   | City Council Resn 75-575<br>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                            |
| <b>Calculated Deductions:</b>                                     |                                      |                              |
| 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                            |
| <b>TOTAL PAYROLL DEDUCTIONS</b>                                   |                                      | <b>122</b>                   |

<sup>1</sup>Agreement 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.

