



CITY COMMISSION AGENDA REQUEST



Date January 11, 1995

Bid/Contract/Lease

Subject Employee Solicitation-Payroll Deduction

Change Order

Budget Transfer/Supple. Approp

Status Report

Amount _____

Policy/Discussion

Other (Specify): _____

OMB _____

Request Action On: January 25, 1995

HISTORY

The City Commission, at their September 14, 1994 Commission meeting, authorized payroll deduction of contributions for the Environmental Fund of Florida. The City Commission directed that a policy be developed to address any requests for deductions of this sort in the future.

The City Commission, at their October 26, 1994 Commission meeting, reviewed a number of policy options concerning requests for deductions of this sort. A number of concerns were addressed. The City Commission requested staff from the Employee Relations and Finance Departments to meet with the City Attorney's office and see if they could come up with an alternative that might address everyone's concerns.

FACTS AND ISSUES

Employee Relations and Finance staff have been working with the City Attorney's office over the last several months to resolve this issue. The City Attorney's office recommends that any policy apply uniformly to the Environmental Fund and other similar charitable organizations. To achieve this, the previous Commission action relative to the Environmental Fund will need to be rescinded. Otherwise a de facto policy of allowing any similar charitable organization the authority for payroll deduction has been established, regardless of what we say our policy is. An organization would simply need to petition the City Commission. This, in fact, is the Commission's first option.

A second option is for the City Commission to rescind its previous action concerning the Environmental Fund and establish qualifying criteria for charitable umbrella organizations, including the United Way and the Environmental Fund.

A third option is to have the City Commission rescind its previous action concerning the Environmental Fund and to return responsibility for this and future items such as this to the City Manager for resolution. Policy matters such as this have historically been under the purview of the City Manager.

RECOMMENDATION

It is recommended that the City Commission approve Option 2 and adopt the attached City Commission Policy. This policy avoids preferential treatment of or discrimination against any organization and provides a vehicle for qualifying organizations to solicit contributions from City employees.

Gloria Hall McNeil, Director of Employee Relations

Philip F. Iglese, Director of Finance

Steven C. Burkett,
City Manager

OPTIONS

1. Take no action which would create a de facto policy whereby any organization could solicit City employees simply by petitioning the City Commission.
2. Rescind the City Commission's previous action relative to the Environmental Fund and permit payroll deduction for any umbrella organization representing a group of 501 (C)(3) agencies that can solicit contributions from 100 City employees and permit a solicitation campaign and payroll deduction for any umbrella organization that can solicit contributions from 500 City employees. The organization, as long as they maintain their participation requirement (100, 500), has automatic renewal. Employee Relations would accordingly develop and issue implementing procedures.
3. Rescind the City Commission's previous action relative to the Environmental Fund and return responsibility for this and future items such as this to the City Manager's purview for resolution.

FISCAL IMPACT

- Option 1. Assuming 15 minutes to an hour for each employee to participate in the solicitation program, the cost in terms of lost productivity would range from \$9,620 to \$38,480 times the number of campaigns. This would not include staff's time to coordinate the solicitation effort.
- Option 2. Negligible for payroll deduction only; same as for Option 1. for campaigns.
- Option 3. This would depend on the final resolution of the issue but would be no greater than for Option 2.

RECOMMENDATION

It is recommended that the City Commission approve Option 2 and adopt the attached City Commission Policy. This policy avoids preferential treatment of or discrimination against any organization and provides a vehicle for qualifying organizations to solicit contributions from City employees.

Attachment:

Proposed City Commission Policy



CITY COMMISSION POLICY TITLE: EMPLOYEE SOLICITATION/PAYROLL DEDUCTION	CITY COMMISSION POLICY NUMBER: DATE ADOPTED: DATE OF LAST REVISION:
I.	<u>PURPOSE</u> The Purpose of this policy is to establish criteria and procedures for charitable contributions and or solicitation of City employees by charitable umbrella organizations.
II.	<u>DEFINITIONS</u> 1. "Charitable Umbrella Organization" means any organization that solicits on behalf of a group of 501C-3 agencies that are providing direct health, social or general welfare services. 2. "Employee" means any person receiving salary payments for work performed in a regularly established position. 3. "Solicit" means to seek monetary donations for charitable purposes. 4. "Solicitation Campaign" means the distribution of printed materials, and organized meetings with City employees on City time and at City work sites, during times, all specified by the City.
III.	<u>STATEMENT OF POLICY</u> Solicitation of City employees for charitable contributions and/or payroll deduction of charitable contributions shall be in accordance with the criteria established herein. Charitable Solicitations are permitted subject to the following: A. Payroll Deduction The City will authorize payroll deduction for any umbrella organization provided that:
	DEPARTMENT HEAD SIGNATURE



CITY COMMISSION POLICY

POLICY TITLE:	DEPARTMENTS:	PAGE
Employee Solicitation/Payroll Deduction	Employee Relations/Finance	2
<p>IV.</p> <p>V.</p>	<ol style="list-style-type: none"> 1) The umbrella organization agrees to receive and distribute funds to designated 501C-3 agencies as directed by contributing employees, and 2) At least 100 City employees agree, by a date each year as determined by the City, to contribute to the umbrella organization. <p>B. Solicitation Campaign and Payroll Deduction</p> <p>The City will permit any umbrella organization that will receive and distribute funds to 501C-3 charitable organizations, to solicit employees at City worksites during working hours, and authorize payroll deduction of contributions, provided at least 500 employees agree, by a date each year as determined by the City, to such contributions.</p> <p>C. Initial Implementation</p> <p>An Umbrella organization interested in payroll deduction and or a solicitation campaign shall submit a written request to the City by January 1, of each year.</p> <p>D. Renewal</p> <ol style="list-style-type: none"> 1. An organization shall be renewed for solicitation campaign and or payroll deduction if the minimum participation levels were met for the previous year. 2. The organization shall notify the City in writing of its desire to continue solicitation campaign and payroll deduction or payroll deduction as appropriate, by a date as determined by the City. <p><u>Procedures</u></p> <p>The responsible department(s) will promulgate procedures to implement this policy.</p> <p><u>Sunset Review</u></p> <p>A sunset review shall be conducted within five (5) years of the adoption of this policy.</p>	