



**San Francisco Office of the City Administrator
City Administrator Carmen Chu**

Combined Charities Program

Administrative code requirements, processes, and options for the annual Combined Charities program.

Board of Supervisors, Rules Committee

Monday, November 28th, 10am

Administrative Code Requirements

Admin Code Sec 16.93-1 (codified in 1988) **requires** the City hold an Annual Joint Fundraising Drive.

- **Eligibility:** Certain Mayor's funds and **all** federated agencies that apply and meet defined criteria (established in 1988 and updated in 1997).
- **Roles:**
 - Mayor: Designates a Campaign Chair;
 - Controller: Provides technical support for deductions;
 - City Administrator: Reviews/recommends applications.
- **Timeline:**
 - March 1: Applications due, Campaign Chair designated, and Chair reports to BoS on prior year.
 - May 1: BoS designates approved federations.

Administrative Code Requirements

Participating Federations Must:

- Represent 10 or more charitable organizations
 - At least 50% must be organizations located in SF, San Mateo, Santa Clara, Alameda, Contra Costa or Marin counties;
- Certify that contributions are tax deductible;
- Have been in existence for 1 year;
- Submit annual certified audits; and,
- Apply to the Board of Supervisors to participate each year.

Annual Process

- Interested federations must apply to the Board of Supervisors annually;
- Applications are sent to the City Administrator's Office to review against the requirements of the Administrative Code;
- City Administrator's Office recommends whether applicants qualify to participate in the annual drive.
- Board reviews the qualified federations and approves a list via resolution.
 - This year: April 19, 2022 (Resolution 160-22)

Participation and Resources

- Roughly **3,000** City employees participate annually with total annual contributions of **\$1.2 million** last year.
- Donations are post-tax, but tax deductible.
- Federations receive an administrative fee for contributions (up to 15%).
- City resources (staff time) associated with the program:
 - **Board of Supervisors:** Receive applications, review resolution;
 - **City Administrator's Office:** Review Admin Code criteria and prepare recommendations;
 - **Controller's Office:** Implement payroll deductions and manage individual check donations;
 - **Sheriff's Department** and **Airport:** Coordinate website and prepare campaign materials and communications to distribute;
 - **Citywide staff:** Department champions to communicate and motivate participants.

2022 Timeline and Current Status

- **April 19, 2022** – Board of Supervisors approved Resolution No. 160-22 identifying participating federations and charities for the 2022 Annual Drive (with deductions to be taken in the 2023 calendar year).
- **Oct 1, 2022** – Annual “Heart of the City Combined Charities” Drive kicks-off.
- **Oct 10, 2022** (approximately) – Employee complaint received by Combined Charity Campaign’s lead department (Sheriff’s Office).
- **Oct 12, 2022** – City temporarily paused the annual drive to evaluate the program.
- **November 4, 2022** – Board of Supervisors submits a resolution amending eligible federations for the 2022 Annual Drive.

Proposed Action

Recommend a resolution to replace Resolution 160-22 amending the list of approved federations and associated charities:

- Approved federations will include only those charities that are both located in the Bay Area **and** serve the Bay Area;
- Funds raised through the campaign will be dedicated to services provided in the Bay Area.

Results

- City staff retain the right to write in any charity of their choice, even if it is not represented by a participating federation, through “donor’s choice.”
- Number of participating federations is reduced from four to three:
 - Creating Healthy Communities (CHC)
 - America's Best Local Charities
 - EarthShare
- Number of charities represented by participating federations is shortened.
- Global Impact is no longer eligible to participate in the campaign.
- Campaign is re-launched.

Options for Future Action

3 Potential Options to consider:

- The Board passes an Ordinance to amend the Administrative Code to alter the criteria for participation in the Campaign;
- The Board passes an Ordinance amending the Administrative Code to limit participation in the campaign to City funds (like Give2SF) and Donor's Choice;
- The Board passes an Ordinance amending the Administrative Code to discontinue the program.

Thank you!