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OFFICE OF THE CITY CLERK
OAKLAND

CITY OF OAKLAND

AGENDA REPORT

2009 OCT -1 PM 2:53

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Budget Office
DATE: October 13, 2009

RE: **Informational Report On FY 2008-09 City Administrator Acceptance And Appropriation Of Restricted Grants, Gifts And Donations With A Monetary Value Of Fifty Thousand Dollars (\$50,000) Or Less (Each) On Behalf Of The City Council**

SUMMARY

City Council Resolution No. 79714 C.M.S. and Ordinance No. 12731 C.M.S. authorized the City Administrator to accept and appropriate restricted grants, gifts and donations of \$50,000 or less each. The resolution also requires the City Administrator to maintain a record of all such grants, gifts and donations accepted and appropriated under this legislation and to report to the City Council annually. This report provides the required information for FY 2008-09. *Attachments-1* through *A-10* provide details of these appropriations and *Attachment B* outlines the City's internal guidelines.

FISCAL IMPACT

This report is informational only; therefore no action is required of Council. A total of \$877,782 in restricted grants, gifts and donations of \$50,000 or less was accepted by the City Administrator in FY 2008-09; please see *Attachments A-1* through *A-10* for details. This compares to \$275,016 reported for FY 2007-08.

Related expenses (e.g., staff time accepting donations for the Mayor's Toy Drive, O&M for equipment, etc.) were absorbed within FY2008-09 departmental operating budgets. Any related ongoing expenses (e.g., equipment O&M) are expected to be absorbed by departments within future operating budgets.

Summary of Grants less than \$50K by Department

Department	FY2007-08	FY2008-09
Mayor	70,186	51,220
Parks & Rec	131,910	84,468
Human Services	42,321	56,541
Fire		5,000
Police	5,600	140,160
CEDA	25,000	81,762
Museum		8,400
City Council		7,608
ADA		300
Library	135,274 *	442,323
TOTAL:	410,290	877,782

* Not included in FY2007-08 Report to Council.

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BACKGROUND

The Oakland Charter - Article VIII, Section 806, Receipts and Expenditures – specifies that:

All monies received by the City shall be deposited in the City Treasury, and no monies shall be disbursed from the treasury without the approval of the City Administrator or [his/her designee]. No expenditure of City funds shall be made except for the purposes and in the manner specified by an appropriation of the Council...

The City Council has also adopted the following pieces of legislation to improve the City's efficiency in accepting, appropriating and utilizing grants, gifts and donations:

- In 1970, the City Council adopted Ordinance No. 8144 C.M.S., which authorized the City Manager and Directors of Museum, Parks and Recreation and Library to accept unrestricted gifts and donations for use by the respective departments, but excluded donations for construction of public improvements.
- In 1973, the City Council amended Oakland Municipal Code Section 2.04.160 (the City's Purchasing Ordinance, Ordinance No. 7937 C.M.S.) to authorize the City Administrator to expend monies derived from gifts and donations to the City in accordance with any special conditions of the grant provided that the City Council had accepted the gift/donation by resolution.
- In 2006, the City Council adopted Resolution No. 79714 C.M.S. authorizing the City Administrator to accept and appropriate restricted grants with a monetary value of \$50,000 or less without prior Council action.
- In 2006, the City Council further amended OMC 2.04.160 (the City's Purchasing Ordinance, Ordinance No. 7937 C.M.S.) and repealed Ordinance No. 8144 C.M.S.; authorizing the City Administrator to accept, appropriate and expend monies derived from restricted gifts and donations.

The City Administrator has delegated the authority to accept these grants and donations to the Budget Director. Therefore, departments submit requests to accept and appropriate such funds to the Budget Office. Both departments and the Budget Office track these grants and donations and are able to reconcile them to the City's general ledger.

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KEY ISSUES AND IMPACTS

The purpose of Ordinance No. 12731 C.M.S. and Resolution No. 79714 C.M.S. is to improve the City's efficiency in accepting, appropriating and utilizing restricted grants, gifts and donations thereby allowing more timely use of the funds for public benefit and encouraging more grant, gift or donation offerings to the City. This legislation delegates limited authority to the City Administrator to accept and appropriate restricted grant funds, gifts and donations up to \$50,000 without City Council action, provided that:

1. The grant, gift or donation does not create unbudgeted costs to the City.
2. The grant, gift or donation is for a program or project that has been approved by the Council in the biennial, mid-cycle, or Capital Improvement Program (CIP) budget or by City Council legislation during the fiscal year.
3. Grant, gift or donation specifies a purpose (e.g., food for OPD canine unit, Annual Senior Volunteer Recognition event, Mayor's Toy Drive, etc.).
4. The grant, gift or donation is used in accordance with any restrictions and/or special conditions of the grantor agency or donor.
5. Specific approval by the legislative body is not required by the grantor, donor or gifter.

The City Administrator's Office drafted Administrative Instruction 1052 to outline the City's policy, procedure, responsibility and accountability as related to the authorization of the City Administrator to accept and appropriate restricted grant funds, gifts and donations of \$50,000 or less – please see *Attachment B*.

SUSTAINABLE OPPORTUNITIES

There are no direct sustainable opportunities associated with this report; however, authorizing the City Administrator to accept and appropriate restricted grants, gifts and donations \$50,000 or less augments the City's resources for currently provided programs and services, thereby benefiting Oakland residents.

DISABILITY AND SENIOR CITIZEN ACCESS

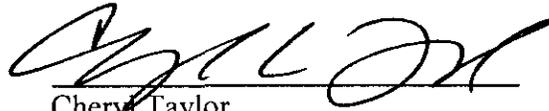
There are no ADA or senior citizen access issues contained in this report.

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RECOMMENDATION(S) AND RATIONALE

Staff recommends that the City Council accept this report.

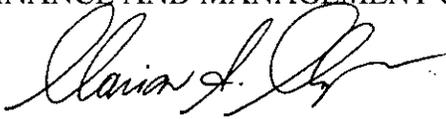
Respectfully submitted,



Cheryl Taylor
Budget Director

Prepared by:
Tom Morgan,
Budget and Operations Analyst III

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE



Office of the City Administrator

FY 2008-09 List of Restricted Grants, Gifts and Donations \$50,000 or Less:

- Attachment A-1: Office of the Mayor
- Attachment A-2: Parks & Recreation
- Attachment A-3: Human Services
- Attachment A-4: Fire
- Attachment A-5: Police Services
- Attachment A-6: Community & Economic Development
- Attachment A-7: Museum
- Attachment A-8: City Council
- Attachment A-9: Commission on Persons with Disabilities – ADA Programs Division
- Attachment A-10: Oakland Public Library

Attachment B: Administrative Instruction 1052 – “City Administrator Acceptance and Appropriation of Restricted Grant Funds, Gifts and Donations of \$50,000 or Less”

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**\$50,000 or less Grants/Donations
FY 2008 - 09**

Attachment: A-1

Department: Office of the Mayor

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Finance Staff Recruiting +	Donation	11/26/2008	Mayor's Toy Drive	200.00	Cash
E. Enrique Martinez	Donation	11/26/2006	Mayor's Toy Drive	100.00	Cash
Northgate Environment Mgmt. Inc.	Donation	12/1/2006	Mayor's Toy Drive	250.00	Cash
W. A. Rose Construction	Donation	12/4/2008	Mayor's Toy Drive	50.00	Cash
S.K. Seymour LLC	Donation	12/4/2008	Mayor's Toy Drive	2,000.00	Cash
Claremont Resort	Donation	12/9/2008	Mayor's Toy Drive	25.00	Cash
City of Oakland	Donation	12/10/2008	Mayor's Toy Drive	1,775.00	Cash
Robert D & Linda Spencer	Donation	12/10/2008	Mayor's Toy Drive	100.00	Cash
ABC Security Service	Donation	12/11/2008	Mayor's Toy Drive	100.00	Cash
Community Charities	Donation	12/15/2008	Mayor's Toy Drive	5,000.00	Cash
Hausrath, Les	Donation	12/15/2008	Mayor's Toy Drive	75.00	Cash
City of Oakland	Donation	12/16/2008	Mayor's Toy Drive	1,015.00	Cash
The Surgery Ctr of Alata Bates	Donation	12/19/2008	Mayor's Toy Drive	1,000.00	Cash
Scott, Maxine	Donation	12/22/2008	Mayor's Toy Drive	30.00	Cash
Scott, Leonard	Donation	12/22/2008	Mayor's Toy Drive	20.00	Cash
Brigham, Brooke	Donation	12/29/2008	Mayor's Toy Drive	50.00	Cash
Feyerabend, Barbara	Donation	12/29/2008	Mayor's Toy Drive	50.00	Cash
William & Flora Hewlet Fdn	Donation	12/30/2008	Mayor's Toy Drive	2,500.00	Cash
Guttormson, Mary	Donation	12/30/2008	Mayor's Toy Drive	50.00	Cash
Mason, Marie	Donation	12/30/2008	Mayor's Toy Drive	25.00	Cash
Fairow, Benson	Donation	12/30/2008	Mayor's Toy Drive	300.00	Cash
Tucker, Wayne & Jacqueline	Donation	12/30/2005	Mayor's Toy Drive	500.00	Cash
Saed, Christine	Donation	12/30/2008	Mayor's Toy Drive	50.00	Cash
Franco, Ana Lara	Donation	12/30/2008	Mayor's Toy Drive	25.00	Cash
Jones, Sabrina	Donation	12/30/2008	Mayor's Toy Drive	25.00	Cash
Rochardson, Georgia	Donation	12/30/2008	Mayor's Toy Drive	50.00	Cash
Intl. Brotherhood of Teamster	Donation	1/22/2009	Mayor's Toy Drive	1,000.00	Cash
YHLA Architects Inc	Donation	12/23/2008	Mayor's Toy Drive	100.00	Cash
Conceptual Investment mgt corp.	Donation	12/23/2008	Mayor's Toy Drive	250.00	Cash
Gary & Kathleen Rogers	Donation	12/26/2008	Mayor's Toy Drive	2,500.00	Cash
C.R. Gibb	Donation	12/19/2008	Mayor's Toy Drive	500.00	Cash
Jacqueline Long	Donation	12/18/2008	Mayor's Toy Drive	40.00	Cash
Piledrivers Local 34	Donation	12/9/2008	Mayor's Toy Drive	500.00	Cash
Ethel radsek	Donation	12/10/2008	Mayor's Toy Drive	100.00	Cash
William Uber	Donation	12/9/2008	Mayor's Toy Drive	200.00	Cash
William Zenoni	Donation	12/9/2008	Mayor's Toy Drive	50.00	Cash
Gerard Garzon	Donation	12/12/2008	Mayor's Toy Drive	25.00	Cash
Helen Bloch	Donation	12/12/2008	Mayor's Toy Drive	40.00	Cash
Shanna O'hare	Donation	12/11/2008	Mayor's Toy Drive	100.00	Cash
Jean Christie	Donation	12/3/2008	Mayor's Toy Drive	50.00	Cash
Jay Rothstein	Donation	12/1/2008	Mayor's Toy Drive	50.00	Cash
APALA CLC of Alameda Co.	Donation	12/1/2008	Mayor's Toy Drive	100.00	Cash
Dan Boggan	Donation	12/9/2008	Mayor's Toy Drive	500.00	Cash
Alameda Co. Electrical Labor Mgt	Donation	11/25/2008	Mayor's Toy Drive	1,000.00	Cash
Glenview Neighborhood assn	Donation	12/18/2008	Mayor's Toy Drive	250.00	Cash
Leslie Littleton	Donation	12/18/2008	Mayor's Toy Drive	150.00	Cash
Gracie Jefferson	Donation	12/17/2008	Mayor's Toy Drive	20.00	Cash
Sau Chi Chan	Donation	12/19/2008	Mayor's Toy Drive	20.00	Cash

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**\$50,000 or less Grants/Donations
FY 2008 - 09**

Department: Office of the Mayor

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Howard Jordan	Donation	12/15/2008	Mayor's Toy Drive	100.00	Cash
Veronica Bourelly	Donation	12/18/2008	Mayor's Toy Drive	20.00	Cash
Elma Flores/FAMES	Donation	12/18/2008	Mayor's Toy Drive	200.00	Cash
Carole Allen	Donation	12/18/2008	Mayor's Toy Drive	50.00	Cash
Alexandra Desautels	Donation	12/22/2008	Mayor's Toy Drive	100.00	Cash
Wayne Tucker	Donation	12/23/2008	Mayor's Toy Drive	250.00	Cash
Marisol Lopez	Donation	12/23/2008	Mayor's Toy Drive	100.00	Cash
Janice Flemons	Donation	12/12/2008	Mayor's Toy Drive	50.00	Cash
Chinatown Chamber Foundation	Donation	12/23/2008	Mayor's Toy Drive	250.00	Cash
Siebert Branford Shank & Co LLC	Donation	12/18/2008	Mayor's Toy Drive	500.00	Cash
Judy Jackson	Donation	12/23/2008	Mayor's Toy Drive	40.00	Cash
Oakland African Chamber of	Donation	12/12/2008	Mayor's Toy Drive	500.00	Cash
Sharon Cornu & Ben Toney	Donation	12/12/2008	Mayor's Toy Drive	150.00	Cash
Mary & Benson Fairow	Donation	12/22/2008	Mayor's Toy Drive	100.00	Cash
Amalgamated Transit Local 1555	Donation	1/10/2009	Mayor's Toy Drive	900.00	Cash
Kaiser Permanente	Grant	6/31/08	Community Benefit Program	25,000.00	Cash

TOTAL: 51,220.00

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Attachment: A-2

Department: OFFICE OF PARKS AND RECREATION

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
State of CA Dept of Boating and	Grant	4/21/2009	Outboard motor boat, supplies,	\$10,494.00	Cash
State of CA Dept of Boating and	Grant	1/16/2009	Equipment, supplies , instructor	\$39,285.00	Cash
National Recreation and Park	Grant	9/16/2008	Outdoor Recreational activities	\$1,500.00	Cash
The National Community Development	Grant	8/12/2008	Making Connections	\$1,000.00	Cash
Friends of Oakland Parks and Rec	Grant		Girls Sports	\$1,000.00	Cash
Friends of Oakland Parks and Rec	Grant		Fine Arts Summer School	\$4,600.00	Cash
Friends of Oakland Parks and Rec	Grant			\$1,000.00	Cash
Lori J Clenthen	Donation	5/15/2009	Studio One	\$70.00	Cash
Barclays Global Investor	Donation	11/25/2008	matched employee funds	\$30.00	Cash
Barclays Global Investor	Donation	3/23/2009	matched employee funds	\$60.00	Cash
Barclays Global Investor	Donation	12/2/2008	matched employee funds	\$30.00	Cash
The Oakland Athletics Community Fund	Donation	1/12/2009		\$4,000.00	Cash
Oakland Municipal Credit Union	Donation	9/23/2008	Sundays in the Redwoods	\$2,500.00	Cash
Montclair Safety & Empowerment	Donation	7/1/2008	Teen Power project	\$1,000.00	Cash
Ruth and John Fassett	Donation	7/1/2008	Teen Power project	\$25.00	Cash
Tupac Amaru Shakur Foundation	Donation	7/1/2008	Summer camp	\$1,000.00	Cash
USTA Northern CA	Donation	7/10/2008	US Youth Games	\$446.40	Cash
Laura & Douglas Pratt	Donation	7/10/2008	US Youth Games	\$75.00	Cash
Sara Orban	Donation	7/10/2008	US Youth Games	\$38.13	Cash
Friends of OPR	Grant	39643	Program Materials & Supplies	\$650.00	Check
Friends of OPR	Grant	39685	Program Materials & Supplies	\$4,798.00	Check
Friends of OPR	Grant	39727	Program Materials & Supplies	\$956.00	Check
Friends of OPR	Grant	39783	Program Materials & Supplies	\$701.00	Check
Friends of OPR	Grant	39833	Program Materials & Supplies	\$842.00	Check
Friends of OPR	Grant	39843	Program Materials & Supplies	\$2,529.00	Check
Friends of OPR	Grant	39872	Program Materials & Supplies	\$997.00	Check
Friends of OPR	Grant	39904	Program Materials & Supplies	\$2,965.00	Check
Friends of OPR	Grant	39904	Program Materials & Supplies	\$376.00	Check
Ken Betts, Inc	Donation	39671	Monclair Fund	\$500.00	Check
Piedmont Pines Neighborhood Assoc	Donation	39708	Monclair Fund	\$500.00	Check
Morris Grace	Donation	39944	Monclair Fund	\$500.00	Check

TOTAL: \$84,467.53

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Department: Human Services

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
California School-Age Consortium	Donation	1/21/2009	California Preschool Expansion	\$5,321.02	Cash
A & F Fanelli	Donation	1/12/2009	City of Oakland Hunger Program	\$25.00	Cash
Alfredo Valdivia	Donation	1/12/2009	City of Oakland Hunger Program	\$40.00	Cash
Alice McCain	Donation	1/12/2009	City of Oakland Hunger Program	\$100.00	Cash
Bernadette Deville	Donation	10/18/2008	City of Oakland Hunger Program	\$62.00	Cash
Christina Mulvey	Donation	1/12/2009	City of Oakland Hunger Program	\$50.00	Cash
Community Health Charities	Donation	10/18/2008	City of Oakland Hunger Program	\$370.05	Cash
Heather Hanly	Donation	10/27/2008	City of Oakland Hunger Program	\$250.00	Cash
In Kyung Kim	Donation	1/12/2009	City of Oakland Hunger Program	\$100.00	Cash
Innovative Bank	Donation	1/12/2009	City of Oakland Hunger Program	\$800.00	Cash
J. Lee & Associates-CPA	Donation	1/12/2009	City of Oakland Hunger Program	\$500.00	Cash
Jeff Weiss	Donation	10/27/2008	City of Oakland Hunger Program	\$100.00	Cash
Joyce L. Robertson	Donation	1/12/2009	City of Oakland Hunger Program	\$25.00	Cash
Korean American CBMC of NASF	Donation	1/12/2009	City of Oakland Hunger Program	\$200.00	Cash
Kyung Hee OM	Donation	1/12/2009	City of Oakland Hunger Program	\$500.00	Cash
Lucia Hernandez	Donation	1/12/2009	City of Oakland Hunger Program	\$20.00	Cash
Lynn Ruthberg	Donation	1/12/2009	City of Oakland Hunger Program	\$10.00	Cash
Pretty Lady Restaurant	Donation	1/12/2009	City of Oakland Hunger Program	\$100.00	Cash
Sam Hoon Park	Donation	1/12/2009	City of Oakland Hunger Program	\$300.00	Cash
State Street Foundation Inc	Donation	1/12/2009	City of Oakland Hunger Program	\$8,000.00	Cash
SW Logistic Inc	Donation	1/12/2009	City of Oakland Hunger Program	\$500.00	Cash
Terry Allen/Chritina Yeung	Donation	1/12/2009	City of Oakland Hunger Program	\$25.00	Cash
US Intermodal Maritime Inc	Donation	1/12/2009	City of Oakland Hunger Program	\$1,000.00	Cash
Community Health Charities	Donation	9/3/2008	Community Action Program	\$81.00	Cash
David Granados	Donation	1/12/2009	Community Action Program	\$20.00	Cash
Anonymous Cash Donation	Donation	6/25/2009	Community Services Block Grant - Oakland Community Action Partnership	\$73.00	Cash
Community Health Charities	Donation	9/3/2008	Community Services Block Grant - Oakland Community Action Partnership	\$81.00	Cash
County of Alameda	Donation	6/25/2009	Community Services Block Grant - Oakland Community Action Partnership	\$500.00	Cash
Kaiser Permanente	Donation	6/25/2009	Community Services Block Grant - Oakland Community Action Partnership	\$500.00	Cash
Kendra Ferguson	Donation	6/25/2009	Community Services Block Grant	\$25.00	Cash
LifeTouch National School	Donation	6/10/2009	HeadStart Program	\$128.11	Cash
California School-Age Consortium	Donation	3/27/2009	Hunger & Homeless Program	\$6,000.00	Cash
Christ Episcopal Church	Donation	3/31/2009	Hunger & Homeless Program	\$372.00	Cash
Community Health Charities	Donation	11/12/2008	Hunger & Homeless Program	\$81.00	Cash
Community Health Charities	Donation	12/5/2008	Hunger & Homeless Program	\$1,295.05	Cash
Community Health Charities	Donation	1/21/2009	Hunger & Homeless Program	\$451.05	Cash
Community Health Charities	Donation	4/30/2009	Hunger & Homeless Program	\$309.73	Cash
Community Health Charities	Donation	4/30/2009	Hunger & Homeless Program	\$260.33	Cash
Francisco M Roncales	Donation	3/16/2009	Hunger & Homeless Program	\$15.00	Cash
LifeTouch National School	Donation	5/20/2009	Hunger & Homeless Program	\$398.86	Cash
State Street Foundation	Donation	4/30/2009	Hunger & Homeless Program	\$1,000.00	Cash
Union Pacific Foundation	Donation	3/8/2009	Hunger & Homeless Program	\$15,000.00	Cash
State Street Foundation	Donation	12/11/2008	Safe Walk to School Program	\$5,000.00	Cash
A-Para Transit Corporation	Donation	6/3/2009	Senior Aides Program	\$700.00	Cash

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**\$50,000 or less Grants/Donations
FY 2008 - 09**

Department: Human Services

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Bay Area Community Services,	Donation	6/3/2009	Senior Aides Program	\$350.00	Cash
Bay Area Vital Link Inc.	Donation	6/3/2009	Senior Aides Program	\$350.00	Cash
Cabs, Inc	Donation	6/3/2009	Senior Aides Program	\$350.00	Cash
ECO Sound Medical Services	Donation	6/3/2009	Senior Aides Program	\$175.00	Cash
Family Bridges, Inc.	Donation	6/3/2009	Senior Aides Program	\$88.00	Cash
Ideal Cleaners	Donation	6/3/2009	Senior Aides Program	\$88.00	Cash
Kaiser Permanente	Donation	6/3/2009	Senior Aides Program	\$1,000.00	Cash
Lifelong Medical Care	Donation	6/3/2009	Senior Aides Program	\$175.00	Cash
MidTown Pharmacy Prof Corp.	Donation	6/3/2009	Senior Aides Program	\$88.00	Cash
Nina R Lawit	Donation	6/3/2009	Senior Aides Program	\$25.00	Cash
Port of Oakland	Donation	6/3/2009	Senior Aides Program	\$88.00	Cash
Ramsell Holding Corporation	Donation	6/3/2009	Senior Aides Program	\$700.00	Cash
Rebuilding Together Oakland	Donation	6/3/2009	Senior Aides Program	\$175.00	Cash
Seniority, Inc.	Donation	6/3/2009	Senior Aides Program	\$175.00	Cash
State Street Foundation	Donation	6/3/2009	Senior Aides Program	\$1,000.00	Cash
The California Wellness	Donation	6/3/2009	Senior Aides Program	\$500.00	Cash
Tish Magini	Donation	6/3/2009	Senior Aides Program	\$175.00	Cash
VIP Express Transport	Donation	6/3/2009	Senior Aides Program	\$350.00	Cash

TOTAL: \$56,541.20

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Department: Oakland Fire Department

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods -
National Assoc of County & City Health Officials	Grant	4/7/2009	Medical Reserve Corps	\$5,000.00	Cash

TOTAL: \$5,000.00

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Department: Police Services

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non- cash)	Cash / Non- cash (service, equipment or other goods -
Dept of Justice (OJP)	Grant	11/1/2008	Bulletproof Vest	\$20,085.66	Cash
State of California	Grant	1/1/2009	Domestic Violence Restraining Order	\$1,450.08	Cash
State of California (OES)	Grant	10/1/2008	Coverdell (Crime Lab Training)	\$19,772.00	Cash
East Bay Community Foundation	Grant	3/1/2009	Area 1 - Camera Purchase	\$24,989.00	Cash
State of California (Ca Board of Corrections)	Grant	7/1/2008	Juvenile Accountability	\$23,093.00	Cash
Dept of Justice (OJP)	Grant	7/1/2008	Gang Resistance Education & Training	\$40,770.00	Cash
Alameda County	Grant	11/1/2008	Tobacco Control Enforcement	\$10,000.00	Cash

TOTAL: \$140,159.74

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Department: Community & Economic Development

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Friends of OPR	Donation	11/19/2008	Shepherd Canyon Parking Lot	\$6,762.00	Cash
Montclair Safety & Improvement	Donation	11/19/2008	Shepherd Canyon Parking Lot	\$5,000.00	Cash
Montclair Soccer Club	Donation	11/19/2008	Shepherd Canyon Parking Lot	\$30,000.00	Cash
NFL Charities	Grant	12/5/2008	Purchase play equipment and host community function	\$40,000.00	Cash

TOTAL: \$81,762.00

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Department: Museum

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods -
William and Flora Hewlett Foundation	Grant	3/17/2009	East Bay Cultural Corridor	\$8,400.00	Cash

TOTAL: \$8,400.00

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Department: City Council

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods -
Mary & Arnold Levine	Donation	4/9/2007	JM-Montera Pathway Project	\$100.00	Cash
Victoria Reichensberg & Justin Graham	Donation	4/22/2007	JM-Montera Pathway Project	\$100.00	Cash
Michael Sherwood/Kathy Keeran	Donation	4/22/2007	JM-Montera Pathway Project	\$100.00	Cash
Nelson & Mika Max	Donation	4/24/2007	JM-Montera Pathway Project	\$100.00	Cash
Eric & Cynthia Gullikson	Donation	5/31/2007	JM-Montera Pathway Project	\$100.00	Cash
Joaquin Miller School PTA	Donation	6/4/2007	JM-Montera Pathway Project	\$2,500.00	Cash
Peter & Suzanne Reinfranck	Donation	6/13/2007	JM-Montera Pathway Project	\$25.00	Cash
Roann Berrol/Joan Korin	Donation	8/24/2007	JM-Montera Pathway Project	\$500.00	Cash
Mary Henderson	Donation	11/6/2007	JM-Montera Pathway Project	\$200.00	Cash
Lauren Webster	Donation	11/10/2007	JM-Montera Pathway Project	\$250.00	Cash
Michael Lonsdale	Donation	11/14/2007	JM-Montera Pathway Project	\$100.00	Cash
Thomas Weisner, Erica Schwarz, Stan	Donation	2/11/2008	JM-Montera Pathway Project	\$500.00	Cash
Hope & Charlie Boije	Donation	3/11/2009	JM-Montera Pathway Project	\$33.00	Cash
Suzanne Reinfranck	Donation	3/15/2009	JM-Montera Pathway Project	\$25.00	Cash
Ruth Siegmund/John Dowdakin	Donation	5/4/2009	JM-Montera Pathway Project	\$100.00	Cash
Thomas Weisner, Anthony Schwarz and	Donation	5/15/2009	JM-Montera Pathway Project	\$250.00	Cash
Nancy Swart/Ronald Rashesky	Donation	5/25/2009	JM-Montera Pathway Project	\$50.00	Cash
Mark & Karen Bloom	Donation	5/25/2009	JM-Montera Pathway Project	\$100.00	Cash
John Simons	Donation	6/6/2009	JM-Montera Pathway Project	\$100.00	Cash
Lynne & Vassil Mladjov	Donation	6/16/2009	JM-Montera Pathway Project	\$50.00	Cash
Honigman Breton Family/Westide	Donation	6/18/2009	JM-Montera Pathway Project	\$25.00	Cash
E.K. Geffen	Donation	3/9/2009	JM-Montera Pathway Project	\$500.00	Cash
PG&E	Donation	7/9/2009	Public Safety Seminar	\$1,000.00	Cash
Oakland Chamber of Commerce	Donation	6/10/2009	Public Safety Seminar	\$100.00	Cash
Lake Merritt Uptown District Assn	Donation	6/8/2009	Public Safety Seminar	\$100.00	Cash
Downtown Oakland Association	Donation	6/8/2009	Public Safety Seminar	\$100.00	Cash
The Praxis Project	Donation	4/23/2009	Donated to Fund 2999, Non-Departmental by Cmbr. Nadel	\$500.00	Cash

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Department: Commission on Persons with Disabilities--ADA Programs Divisic

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Office Sup. Nate Miley, Ala. Cnty	Donation	10/1/2008	Youth In Action	\$150.00	Cash
I.A.B.A. - North	Donation	4/21/2009	Youth in Action	\$150.00	Cash

TOTAL: \$300.00

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Attachment: A-10

Department: Library

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Friend of the Oakland Public Library	Grant	7/29/2008	Teen Zone	\$ 40,000.00	Cash
United Way of the Bay Area	Donation	8/5/2008	E. Oakland Community Library	\$ 32.49	Cash
State of California	Grant	7/14/2008	State Grant	\$ 385.11	Cash
Urban Libraries Council	Grant	8/6/2008	ULC Scholars- Tuition Reimbursement	\$ 4,842.58	Cash
Helen Tepperman	Donation	7/30/2008	2nd Start	\$ 150.00	Cash
Richard L Hawkins	Donation	7/30/2008	2nd Start	\$ 50.00	Cash
Matthew D. Isles	Donation	7/30/2008	2nd Start	\$ 50.00	Cash
Chevron Humankind Matching Gift Program	Donation	7/30/2008	2nd Start	\$ 147.50	Cash
Erin Conner	Donation	8/6/2008	E. Oakland Community Library	\$ 15.00	Cash
Kathleen M. Scheider	Donation	6/28/2008	E. Oakland Community Library	\$ 15.00	Cash
Michelle Gorthy	Donation	6/28/2008	E. Oakland Community Library	\$ 10.00	Cash
Zachary C. Murphy	Donation	6/28/2008	E. Oakland Community Library	\$ 30.00	Cash
Chevron Humankind Matching Gift Program	Donation	9/3/2008	2nd Start	\$ 107.92	Cash
Chevron Humankind Matching Gift Program	Donation	8/22/2008	2nd Start	\$ 107.92	Cash
Molly J. Lewis	Donation	8/29/2008	2nd Start	\$ 30.00	Cash
Friend of the Oakland Public Library	Grant	8/31/2008	E. Oakland Community Library	\$ 22,300.00	Cash
State of California	Grant	8/21/2008	State Grant	\$ 327.72	Cash
William G Gilmore Foundation	Grant	6/23/2008	OLAS	\$ 5,000.00	Cash
Community Health Charities of Ca.	Donation	7/30/2008	2nd Start	\$ 115.70	Cash
Shrader Family Trust	Donation	7/9/2008	Books for EOCL	\$ 35,500.00	Cash
Shrader Bypass Trust	Donation	7/9/2008	Books for EOCL	\$ 35,340.00	Cash
Donald L. Mack	Donation	10/24/2008	E. Oakland Community Library	\$ 200.00	Cash
Friends of the Asian Library	Donation	10/21/2008	Asian Branch to purchase materials for library	\$ 4,010.00	Cash
Friend of the Oakland Public Library	Grant	9/30/2008	National Library Week Grant	\$ 6,000.00	Cash
State of California	Grant	9/3/2008	Digital Storytelling	\$ 4,500.00	Cash
Clorox Foundation	Donation	11/14/2008	E. Oakland Community Library	\$ 7,500.00	Cash
Nancy J. Wong	Donation	12/3/2008	E. Oakland Community Library	\$ 50.00	Cash
Amos Alan Lans	Donation	12/3/2008	Temescal/ Tool Lending	\$ 1,000.00	Cash
Amos Alan Lans	Donation	12/3/2008	E. Oakland Community Library	\$ 500.00	Cash
State of California	Grant	12/3/2008	LSTA Library Staff & Education PGM (Grant Award #40-7046)	\$ 17,445.00	Cash
State of California	Grant	12/3/2008	LSTA Library Staff & Education PGM (Grant Award #40-7061)	\$ 6,384.00	Cash
Florence Ramona Farrell	Donation	2/5/2009	2nd Start	\$ 100.00	Cash
Community Health Charities of Ca.	Donation	2/5/2009	2nd Start	\$ 115.70	Cash
Robert C. Toll	Donation	2/5/2009	2nd Start	\$ 100.00	Cash
Victoria Kaufman	Donation	2/5/2009	2nd Start	\$ 160.00	Cash
Pat M. Gelb	Donation	2/5/2009	2nd Start	\$ 150.00	Cash
Deborah L. Churchill	Donation	2/5/2009	2nd Start	\$ 100.00	Cash
Raymond Family Foundation	Donation	2/5/2009	2nd Start	\$ 5,000.00	Cash
Chia W. Hamilton	Donation	2/5/2009	2nd Start	\$ 50.00	Cash
Holly Chapin	Donation	2/5/2009	2nd Start	\$ 60.00	Cash
Tracy M Geraghty	Donation	2/5/2009	2nd Start	\$ 20.00	Cash
Chevron Humankind Matching Gift Program	Donation	2/5/2009	2nd Start	\$ 116.66	Cash
Marie R. Weaver	Donation	1/29/2009	E. Oakland Community Library	\$ 120.00	Cash
State of California	Grant	12/23/2008	California State Library Literacy Services	\$ 44,428.00	Cash
State of California	Grant	12/23/2008	California State Library Literacy Services	\$ 20,000.00	Cash
A & B Foundation	Grant	1/28/2009	E. Oakland Community Library	\$ 2,500.00	Cash
Friends of the Oakland Public Library	Grant	2/17/2009	2nd Start	\$ 2,000.00	Cash
Friends of the Oakland Public Library	Grant	1/20/2009	Children's Services Grant	\$ 10,318.96	Cash

Item: _____

**\$50,000 or less Grants/Donations
FY 2008 - 09**

Attachment: A-10

Department: Library

Grantor / Donor	Grant, Gift or Donation (please specify)	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Friends of the Oakland Public Library	Grant	1/20/2009	Chavez Branch- Bilingual Children's Storytime	\$ 2,500.00	Cash
Friends of the Oakland Public Library	Grant	1/20/2009	Grant for Library Staff Scholarships	\$ 2,500.00	Cash
Joanne Pon Rubin	Donation	1/27/2009	E. Oakland Community Library	\$ 20.00	Cash
Andre D. Hall	Donation	2/14/2009	2nd Start	\$ 50.00	Cash
Hildegard Watson	Donation	2/14/2009	2nd Start	\$ 50.00	Cash
Judy Martin	Donation	2/18/2009	2nd Start	\$ 500.00	Cash
D.M. Jackson	Donation	2/12/2009	2nd Start	\$ 100.00	Cash
Chevron Humankind Matching Gift Program	Donation	4/16/2009	2nd Start	\$ 147.50	Cash
Friend of the Oakland Public Library	Grant	4/20/2009	Children's Services Grant	\$ 1,000.00	Cash
United Way of the Bay Area	Donation	4/16/2009	E. Oakland Community Library	\$ 106.25	Cash
Kaiser Permanente Community Giving	Donation	4/27/2009	E. Oakland Community Library	\$ 65.00	Cash
State of California	Grant	1/6/2009	LSTA ELF-It's our storytime	\$ 1,967.00	Cash
Bay Area Library and Information System	Grant	4/3/2009	Computer Learning Center	\$ 49,900.00	Cash
Friend of the Oakland Public Library	Grant	3/16/2009	Children's Services Grant	\$ 7,059.69	Cash
Gloria Salick	Donation	6/15/2009	2nd Start	\$ 60.00	Cash
Dreyer's Grand Ice Cream Charitable Foundation	Grant	5/21/2009	E. Oakland Community Library	\$ 10,000.00	Cash
Friend of the Oakland Public Library	Grant	6/18/2009	OLAS Grant	\$ 2,000.00	Cash
William G Gilmore Foundation	Grant	6/13/2009	E. Oakland Community Library	\$ 20,000.00	Cash
Laura Gardinier	Donation	6/10/2009	OPL Children's Room (Auerbach)	\$ 120.00	Cash
Chevron Humankind Matching Gift Program	Donation	5/6/2009	2nd Start	\$ 308.34	Cash
Porter E & Helenmae Thompson Foundation	Donation	11/13/2008	2nd Start	\$ 3,000.00	Cash
Chevron Humankind Matching Gift Program	Donation	11/25/2008	2nd Start	\$ 116.66	Cash
Nora Todenhagen	Donation	12/9/2008	2nd Start	\$ 25.00	Cash
M. Katherine Mooney	Donation	12/17/2008	E. Oakland Community Library	\$ 45.00	Cash
Elfreda Young Pon	Donation	12/31/2008	E. Oakland Community Library	\$ 20.00	Cash
Dave Pon	Donation	12/31/2008	E. Oakland Community Library	\$ 15.00	Cash
Winifred C. Walters	Donation	12/22/2008	E. Oakland Community Library	\$ 100.00	Cash
Judith R. Johnson-Williams	Donation	12/31/2008	E. Oakland Community Library	\$ 1,000.00	Cash
Susan Pon	Donation	12/23/2008	E. Oakland Community Library	\$ 50.00	Cash
State of California	Grant	12/9/2008	LSTA Award #40-7133	\$ 4,500.00	Cash
Philanthropic Ventures Foundation	Grant	2/18/2009	National Library Week Grant	\$ 1,146.00	Cash
Kenneth & Mirian Thompson	Grant	9/29/2008	Persons with Disabilities program	\$ 300.00	Cash
Susan B. Siegel	Donation	12/20/2008	Summer Reading Program	\$ 500.00	Cash
Cal State University East Bay	Grant	5/13/2009	Big Read Grant	\$ 5,500.00	Cash
Metropolitan Transportation Commission	Grant	10/9/2008	A quicker, safer trip to the library (W.Oakland)	\$ 11,283.46	Cash
Metropolitan Transportation Commission	Grant	1/7/2009	A quicker, safer trip to the library (W.Oakland)	\$ 12,996.87	Cash
Metropolitan Transportation Commission	Grant	3/25/2009	A quicker, safer trip to the library (W.Oakland)	\$ 12,343.32	Cash
Metropolitan Transportation Commission	Grant	5/19/2009	A quicker, safer trip to the library (W.Oakland)	\$ 13,442.71	Cash

TOTAL: \$ 442,323.06

CITY OF OAKLAND



ADMINISTRATIVE INSTRUCTION

SUBJECT	City Administrator Acceptance and Appropriation of Restricted Grant Funds, Gifts and Donations of \$50,000 or Less	NUMBER	1052
REFERENCE	Resolution # 79714 C.M.S. dated February 7, 2001 Resolution # 12731 C.M.S. dated February 21, 2006 AI 1050 dated July 30, 2001	EFFECTIVE	February 14, 2008
SUPERSEDE	N/A		

I. PURPOSE

The purpose of this Administrative Instruction is to outline the City of Oakland's policy, procedure, responsibility and accountability as related to the authorization of the City Administrator acceptance and appropriation of restricted grant funds, gifts and donations of \$50,000 or less.

II. POLICY

It is the policy of the City of Oakland, as outlined in Ordinance 12731 C.M.S. and Resolution 79714 C.M.S, to delegate limited authority to the City Administrator to accept and appropriate restricted grant funds, gifts and donations up to \$50,000 without City Council action, provided that:

1. The grant, gift or donation does not create unbudgeted costs to the City.
2. The grant, gift or donation is for a program or project that has been approved by the Council in the biennial, mid-cycle, or Capital Improvement Program (CIP) budget or by City Council legislation during the fiscal year.
3. The grant, gift or donation specifies a purpose (e.g. food for OPD canine unit, Annual Senior Volunteer Recognition event, Mayor's Toy Drive, etc.)
4. The grant, gift or donation is used in accordance with any restrictions and/or special conditions of the grantor agency or donor.
5. Specific approval by the legislative body is not required by the grantor or donor.

III. DEFINITIONS

Term	Definition
Donation	A voluntary gift of money, service or property to the City.
Donor	A person or organization that gives or donates money, service or property to the City.
Gift	Something given voluntarily to the City without payment in return.
Grant	A monetary award to the City to perform specific deeds or services and achieve certain goals and objectives to solve a particular problem in the community.
Grantor Agency	Federal, State, County and/or other local public agencies; private entities, corporate entities, foundations; potential and actual sources for grant funding.
Restricted	Kept within certain limits; limited use of grant, gift or donation.
Special Conditions	Terms and conditions set by the grantor or donor for accepting and utilizing grant, gift or donation.

IV PROCEDURES

Responsible Party
 City Agencies/Departments

Action
 Initiates process by filling out "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form per form instructions, including signature of Fiscal Manager and Department/Agency Director. Attaches back up documentation, such as grant agreement or official letter accompanying gift or donation that outlines restricted terms of usage. Uploads two one-sided BCRs (B2) to appropriate the revenue and expenditure budget for grant, gift or donation and attaches copy to form. Sends form and attachments to the Budget Office for approval.

Records and tracks all departmental grants, gifts and donations processed with the "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form during any one fiscal

year. Provides list to Budget Office for annual reporting to City Council.

Responsible Party
Budget Office

Action
Responsible for reviewing "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form and attachments for completeness and eligibility. Adds signature to recommend approval, then forwards to the City Administrator's Office for approval. After Budget Director and/or City Administrator approval, posts BCRs to appropriate grant, gift or donation. Responsible for reporting at the end of the fiscal year- works with departments to get a comprehensive list of all grants, gifts and donations processed with the "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form. Prepares and presents annual report to Council.

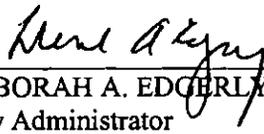
City Administrator's Office

Responsible for approving acceptance and appropriation of grant, gift or donation - reviews completed and Budget-approved "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form; signs to approve as necessary. Routes form back to the Budget Office.

V. ADDITIONAL INFORMATION

1. Generally, restricted funds should not be appropriated to the General Purpose Fund (1010). Therefore, please appropriate restricted grants, gifts and donations to a grant fund, such as the Miscellaneous Grants Fund (2999) or Trust Fund (7xxx).
2. For small grants, gifts and donations under \$1,000, record each as a separate entry on the Monthly List (Excel); indicate date, source, type, amount, restrictions, Council approved program & date of approval, planned use and, as applicable, the coding blocks for required match amount or new costs. At the end of each month, submit to the Budget Office a completed summary Request form for a cumulative restricted gift/grant total not to exceed \$1,000, with the corresponding spreadsheet documentation attached. A template for the \$1,000 or less record sheet can be found on the Budget Office intranet webpage.
3. Grants, gifts and donations must be \$50,000 or less (cumulatively) from one grantor/donor for one purpose in one fiscal year.
4. This process is not available for Redevelopment Agency restricted grants, gifts and/or donations.

5. Please allow up to 10 business days for approval and appropriation of restricted grants, gifts and donations processed with the "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form.
6. For more information regarding the "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form, see the instructions sheet for the "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form on the Budget Office intranet webpage, as well as Ordinance 12731 C.M.S. and Resolution 79714 C.M.S.


DEBORAH A. EDGERLY
City Administrator

Attachments:

- 1) Request for City Administrator Acceptance of Restricted Grants, Gifts & Donations Under \$50,000 or Less instructions
- 2) Request for City Administrator Acceptance of Restricted Grants, Gifts & Donations Under \$50,000 or Less form
- 3) Monthly List of Grants, Gifts & Donations (Total Not to Exceed \$1000) sample
- 4) Resolution #79714 AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO ACCEPT AND APPROPRIATE RESTRICTED GRANTS WITH A MARKET OR MONETARY VALUE OF FIFTY THOUSAND DOLLARS (\$50,000.00) OR LESS, WITHOUT PRIOR CITY COUNCIL ACTION
- 5) Ordinance #12731 AMENDING OAKLAND MUNICIPAL CODE TITLE 2, CHAPTER 2.04, ARTICLE 2.04.160, EXPENDITURES FROM RESTRICTED GIFT PROCEEDS, TO DELEGATE LIMITED AUTHORITY TO THE CITY ADMINISTRATOR TO, WITHOUT CITY COUNCIL ACTION, ACCEPT GIFTS AND DONATIONS AND TO APPROPRIATE AND EXPEND MONIES DERIVED FROM GIFTS AND DONATIONS, AND REPEALING OAKLAND MUNICIPAL ORDINANCE NO. 8144 C.M.S., ADOPTED JUNE 9, 1970, WHICH CONTAINS CONFLICTING AND OBSOLETE PROVISIONS

**Request for City Administrator Acceptance and Appropriation
of Restricted Grants, Gifts and Donations \$50,000 or Less**

Form Completion Instructions

Purpose: Form collects information required to determine gift or grant eligibility for City Administrator acceptance and appropriation, pursuant to Resolution 79714 C.M.S. (February 7, 2006) for grants and Ordinance 12731 C.M.S. (February 21, 2006) for gifts/donations to the City of Oakland (not Oakland Redevelopment Agency). Summary information will be used for the annual report to City Council on restricted grants, gifts and donations not exceeding \$50,000 that are accepted and appropriated by the City Administrator.

Question boxes / spaces for completion are self-explanatory. Instructions below provide additional clarification. Submit completed forms to the City Administrator's Budget Office.

For small donations under \$1,000, record each as a separate entry on Monthly List (Excel), indicating date, source, type, amount, restrictions, Council approved program & date of approval, planned use and, as applicable, the coding blocks for required match amount or new costs. At the end of each month, submit to the Budget Office a completed summary Request form for a cumulative restricted gift/grant total not to exceed \$1,000, with the corresponding spreadsheet documentation attached.

Request Type

Grant/Gift or Donation: Check appropriate box.

Cash/Monetary: Enter the exact dollar amount of the grant or gift.

Non-cash/Non-monetary: State the estimated value. Description – clearly indicate what / how many gifted or granted.

Grant/Gift Source: Check box for source of grant/gift or donation and indicate if it is *one time* or *annual*. If "continuous", include frequency during the year as part of Description.

Name of Donor/Grantor/Gifter: Spell out the name of funder. Do not use acronyms solely.

Tax ID# and CFDA#: Enter the applicable numbers.

Grant Program Name: Provide the name of the specific funding program, including the stated program funding year.

Cost Recovery Method: Check boxes of all that apply.

Match Required: If applicable, check the box, specify required amount, and fill in the coding block for matching funds. If non-monetary match is eligible, identify what will be used, e.g., in-kind services, by whom, hours, value, etc. (Stop here if Agency / Department cannot meet match requirement. Council approval is required for acceptance and appropriation.)

Council Approval Type

Indicate *when* and *how* Council gave prior approval of the program or the project to be funded by the gift, grant or donation. Provide all requested information.

Specify the fiscal year, budget type (e.g., biennial, mid-cycle or CIP) and program number (e.g., After School Sports, YS16) or project number (e.g., G260450). If your program or project was approved by specific Council legislation (rather than through City budget adoption), provide the number and date of the

authorizing City Council Resolution or Ordinance. *(Stop here if no prior approval by Council for the program or project. Council approval is required for acceptance and appropriation.)*

Restrictions

List and explain the funder's stipulated conditions of acceptance and/or use of the gift, grant or donation. *(If no restrictions, stop here. Council approval is required for acceptance and appropriation.)*

Planned Uses

Identify types of expenditures (i.e., uses) that the funds or resources will be used for. If used for labor, specify the classifications (codes). Attach the Add/Delete as necessary. *Reminder: Part-time employees must work fewer than 1,000 hours total in a fiscal year, regardless of funding source(s).*

Deliverables/Benefits

State in measurable terms what the gift, grant or donation will provide and the expected benefits. If the gift or grant proceeds or resources will be used at specific facilities (e.g., recreation center, senior center, branch library, creek, park, etc.), provide the facility name(s).

Estimated Completion Date: Indicate time period during which gift, grant or donation resources will be used, or the funded program or project completion date, whichever occurs first.

Council District(s): Specify the Council Districts benefiting from the use of gift, grant or donation resources. Use City Council District Locator Tool on City website for accuracy.

Anticipated New Costs: If new costs are funded, specify the amount, Fund, Organization, Account, Project and Program. *(If unfunded, stop here. Council approval is required for acceptance and appropriation.)*

Attachments: Check all applicable boxes and provide hardcopy attachments (e.g., Budget Change Request, Add/Delete, gift, grant or donation agreement, Project Record Request)

Approvals

Agency / Department Fiscal Manager Approval & Date: Required. *(Agency / Department Fiscal Manager will be the contact person for the Budget Office annual report to Council.)*

Agency Director/Department Head Approval & Date: Required. (Signature by designee not accepted)

Budget Office Approval: Authorized Budget Office representative signs to confirm completeness and accuracy of reported information and adherence to Council's conditions of acceptance, and recommends City Administrator approval.

City Administrator Approval: Represents City Administrator approval to accept and appropriate the gift, grant or donation expectation. It also represents that gift, grant or donation requirements will be met and confirms that the Agency / Department is required to document use and submit information to Budget Office for the annual report to City Council.

<p><i>Request Denied:</i> Form will be returned to the requesting Agency / Department <i>without</i> City Administrator signature when requirements of authorizing Resolution or Ordinance are not met. Agency / Department must prepare an agenda report and legislation to request Council acceptance and appropriation of the grant, gift or donation. Incomplete form will be returned to Agency / Department. Questions should be directed to the Budget Office.</p>
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OFFICE OF THE CITY CLERK
OAKLAND

2006 JAN 26 PM 5:19

Approved as to Form and Legality

Oakland City Attorney's Office

OAKLAND CITY COUNCIL

Resolution No. 79714 C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO ACCEPT AND APPROPRIATE RESTRICTED GRANTS WITH A MARKET OR MONETARY VALUE OF FIFTY THOUSAND DOLLARS (\$50,000.00) OR LESS, WITHOUT PRIOR CITY COUNCIL ACTION

WHEREAS, Oakland Charter – Article VIII, Section 806, *Receipts and Expenditures*, specifies that all monies received by the City shall be deposited in the City Treasury, and no monies shall be disbursed from the treasury without the approval of the City Administrator or of another officer duly authorized by him/her; and no expenditure of City funds shall be made except for the purposes and in the manner specified by an appropriation of the Council, or made without proper accounting documentation and sufficient funds in the City Treasury and in proper accounts; and

WHEREAS, the City Council wishes to improve the City's efficiency in accepting, appropriating and utilizing grants in order to encourage the solicitation and offering of grants to the City and to facilitate their timely use by the City for the public's benefit; and

WHEREAS, to improve the City's efficiency in accepting, appropriating and utilizing grants, the City Council wishes to delegate authority to the City Administrator, within set dollar limits, to accept and appropriate monies derived from restricted grants to the City of Oakland; and

WHEREAS, the City Administrator will comply with all Oakland Charter requirements for fiscal administration and expenditure of such funds and otherwise apply proper and sufficient procedures and controls necessary to monitor and ensure fiscal and performance accountabilities; now, therefore, be it

RESOLVED: That the City Administrator, on behalf of the City Council, is hereby authorized to accept and appropriate, without prior City Council action, monies derived from any restricted grant with a market or monetary value of fifty thousand dollars (\$50,000.00) or less, provided that: 1) the grant is for programs and projects approved by the City Council in the biennial or mid-cycle operating or Capital Improvement Program (CIP) budget, or by City Council legislation during the fiscal year, 2) the grant does not create unbudgeted costs for the City, and 3) the grant does not require specific approval by the legislative body; and, be it

FURTHER RESOLVED: That all funds accepted hereunder shall be deposited into the City Treasury; and, be it

FURTHER RESOLVED: That expenditures of grant funds shall be in accordance with the requirements of the City of Oakland purchasing requirements codified in Oakland Municipal Code Title 2, Chapter 2.04; and, be it

FURTHER RESOLVED: That the City Administrator shall present a report annually to the City Council listing the grants accepted and appropriated on behalf of the City Council during the prior year.

356528

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, CHANG, KERNIGHAN, [REDACTED] QUAN,
REID AND PRESIDENT DE LA FUENTE - 7

NOES - 0
ABSENT - NADEL - 1
ABSTENTION - 0

ATTEST: 
LATONBA SIMMONS
City Clerk and Clerk of the Council of
the City of Oakland, California

OFFICE OF THE CITY CLERK
RECEIVED

APPROVED AS TO FORM AND LEGALITY

2005 JAN 26 PM 5:19


CITY ATTORNEY

ORDINANCE NO. 12731 C.M.S.

ORDINANCE AMENDING OAKLAND MUNICIPAL CODE TITLE 2, CHAPTER 2.04, ARTICLE 2.04.160, EXPENDITURES FROM RESTRICTED GIFT PROCEEDS, TO DELEGATE LIMITED AUTHORITY TO THE CITY ADMINISTRATOR TO, WITHOUT CITY COUNCIL ACTION, ACCEPT GIFTS AND DONATIONS AND TO APPROPRIATE AND EXPEND MONIES DERIVED FROM GIFTS AND DONATIONS, AND REPEALING OAKLAND MUNICIPAL ORDINANCE NO. 8144 C.M.S., ADOPTED JUNE 9, 1970, WHICH CONTAINS CONFLICTING AND OBSOLETE PROVISIONS

WHEREAS, pursuant to Oakland Charter – Article XII, Section 1203, *Gifts and Trusts*, specifies the City Council is authorized to accept gifts and trust on behalf of the City and to control, manage, dispose of and otherwise administer the same in accordance with their terms; and

WHEREAS, Oakland Charter – Article VIII, Section 806, *Receipts and Expenditures*, specifies that:

All monies received by the City shall be deposited in the City Treasury, and no monies shall be disbursed from the treasury without the approval of the City Administrator or [his/her delegee]. No expenditure of City funds shall be made except for the purposes and in the manner specified by an appropriation of the Council . . .

WHEREAS, Council adopted Ordinance 8144 C.M.S., June 9, 1970, which authorized the City Manager and Directors of Museum, Parks and Recreation and Library to accept unrestricted gifts and donations for use by the respective department, but excluded authority to accept gifts and donations for construction of public improvements; and

WHEREAS, the City Council amended Section 2.04.160, *Expenditures from Restricted Gift Proceeds*, of the City's Purchasing Ordinance, Ordinance No. 7937 C.M.S., as amended, on October 4, 1973, authorizing the City Administrator to expend monies derived from gifts and donations to the City in accordance with any special conditions of the donor provided the City Council has accepted the gift/donation by resolution; and

WHEREAS, the City Council wishes to improve the City's efficiency in accepting, appropriating and utilizing gifts and donations in order to encourage the offering of such gifts and donations to the City and to facilitate their timely use by the City for the public's benefit; and

WHEREAS, to improve the City's efficiency in accepting, appropriating and utilizing gifts and donations, the City Council wishes to delegate authority to the City Administrator, within set dollar limits, to accept, appropriate and expend monies derived from restricted gifts and donations to the City of Oakland; and

WHEREAS, the City Administrator will comply with all Charter requirements for fiscal administration of such funds and otherwise apply proper and sufficient procedures and controls necessary to monitor and ensure fiscal and performance accountabilities;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF OAKLAND DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Amendment to Title 2, Chapter 2.04, Section 2.04.160 of the Oakland Municipal Code. Oakland Municipal Code Title 2, Chapter 2.04, Section 2.04.160 is amended to authorize the City Administrator to accept, appropriate and expend monies derived from restricted gifts and donations as follows:

2.04.160 Acceptance, appropriation and expenditures from restricted gift proceeds.

Notwithstanding any other provision of this article, the City Administrator is delegated limited authority to accept restricted gifts and donations to the city up to fifty thousand dollars, including money gifts, and to appropriate and expend monies derived from such gifts/donations, without City Council action, provided that: 1) the gift/donation does not create unbudgeted costs for the City, 2) the gift/donation is for a program or project that has been approved by the Council in the biennial or mid-cycle operating or Capital Improvement Program (CIP) budget, or by City Council legislation during the fiscal year, and 3) the gift/donations or proceeds therefrom are used in accord with restrictions and/or special conditions of the donor.

Notwithstanding the above, the City Administrator is authorized to expend monies derived from restricted gifts/donations that exceed fifty thousand dollars (\$50,000.00) without City Council action when the gift has been approved, accepted and appropriated by City Council resolution provided such expenditure is in accord with any restrictions or special conditions of donor.

All funds accepted hereunder shall be deposited into the City Treasury. The City Administrator will provide an annual report to Council on all gifts and donations accepted hereunder during the previous year.

Section 2. Remaining Provisions Unchanged. Except as amended herein, all provisions, articles, sections, subsections, sentences, clauses or phrases of Oakland Municipal Code 2.04, shall remain unchanged and in full force and effect.

Section 3. Oakland Municipal Ordinance No. 8144 C.M.S. Repealed. Oakland Municipal Ordinance No. 8144 C.M.S., adopted June 9, 1970, which authorized the City Manager,

Director of Museums, Director of Parks and Recreation, and Director of Library to accept certain unrestricted gifts and donations on behalf of the City of Oakland is hereby repealed.

Section 4. Severability. If any article, section, subsection sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional, the offending portion shall be severed and shall not affect the validity of remaining portions which shall remain in full force and effect.

Section 5. Effective Date. This ordinance shall become effective immediately on final adoption if it receives six or more affirmative votes; otherwise, it shall become effective upon the seventh day after final adoption.

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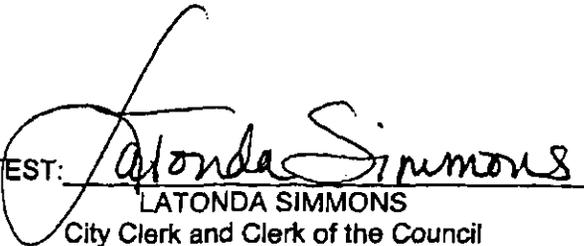
IN COUNCIL, OAKLAND, CALIFORNIA, FEB 21 2005, 2006

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID AND
PRESIDENT DE LA FUENTE — 8

NOES- 0
ABSENT- 0
ABSTENTION- 0

ATTEST:


LATONDA SIMMONS
City Clerk and Clerk of the Council
of the City of Oakland, California