

CITY OF OAKLAND
AGENDA REPORT

OFFICE OF THE CITY CLERK
OAKLAND
2008 OCT -2 PM 3:40

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Budget Office
DATE: October 14, 2008

RE: **Informational Report On FY 2007-08 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 authorizes 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 \$50,000 or less restricted grants, gifts and donations accepted and appropriated under this legislation and to report to the City Council annually. This report provides information regarding all such grants, gifts and donations accepted in FY 2007-08. Attachment A-1 through A-5 provides 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 \$275,016.02 in restricted grants, gifts and donations of \$50,000 or less was accepted by the City Administrator in FY 2007-08; please see Attachment A-1 through A-5 for details.

Related expenses (e.g., staff time accepting donations for the Mayor's Toy Drive, O&M for equipment, etc.) were absorbed within the departments' existing 2007-08 operating budgets. Any related ongoing expenses (e.g., equipment O&M) are expected to be absorbed by departments within future operating budgets.

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

Item: _____
Finance and Management Committee
October 14, 2008

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.

POLICY DESCRIPTION

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.

Item: _____
Finance and Management Committee
October 14, 2008

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. In addition, a memo with the "Request for City Administrator Acceptance and Appropriation of \$50,000 or Less Grants, Gifts or Donations" form was sent to all Department/Agency Directors and Fiscal Managers in October of 2006. The form is also available via the Budget Office.

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.

Item: _____
Finance and Management Committee
October 14, 2008

RECOMMENDATION(S) AND RATIONALE

Staff recommends that the City Council accept this report.

Respectfully submitted,

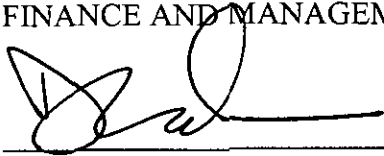


SARAH SCHLENK

Budget Director

Prepared by:
Felicia Silva,
Budget and Operations Analyst III

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE



Office of the City Administrator

FY 2007-08 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: Police Services

Attachment A-5: Community & Economic Development

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

Item: _____
Finance and Management Committee
October 14, 2008

**\$50,000 or Less Restricted Grants, Gifts, Donations
FY 2007-08**

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)
William Roy Uber	Donation	September-07	Mayors toy drive	\$100.00	Cash
Marian Wilson McGainey	Donation	September-07	Mayors toy drive	\$20.00	Cash
Lucasy MFG	Donation	September-07	Mayors toy drive	\$100.00	Cash
Brenda Jean Bailey	Donation	October-07	Mayors toy drive	\$25.00	Cash
Service Metal	Donation	October-07	Mayors toy drive	\$150.00	Cash
Beliveau Eng	Donation	October-07	Mayors toy drive	\$500.00	Cash
A & B Foundation	Donation	October-07	Mayors toy drive	\$500.00	Cash
Steven Matthews	Donation	October-07	Mayors toy drive	\$50.00	Cash
Komatsu Forklift	Donation	October-07	Mayors toy drive	\$200.00	Cash
Schnitzer Steel, Inc.	Donation	October-07	Mayors toy drive	\$250.00	Cash
JT Integrated	Donation	October-07	Mayors toy drive	\$300.00	Cash
Level Construction	Donation	October-07	Mayors toy drive	\$500.00	Cash
Alarcon Bohm	Donation	October-07	Mayors toy drive	\$500.00	Cash
Made In The Shade	Donation	November-07	Mayors toy drive	\$100.00	Cash
Francine Thomas Attorney	Donation	November-07	Mayors toy drive	\$100.00	Cash
J.H. FitzMaurice	Donation	November-07	Mayors toy drive	\$200.00	Cash
Carol Walb	Donation	November-07	Mayors toy drive	\$200.00	Cash
Oakland Convention and Visitors' Bureau	Donation	November-07	Mayors toy drive	\$500.00	Cash
San Francisco Pilots	Donation	November-07	Mayors toy drive	\$500.00	Cash
BCD & R	Donation	November-07	Mayors toy drive	\$5,000.00	Cash
Dr. Jim Meyers	Donation	November-07	Mayors toy drive	\$1,000.00	Cash
Bernard Skylar	Donation	November-07	Mayors toy drive	\$50.00	Cash
E & N Ghattas, Inc.	Donation	November-07	Mayors toy drive	\$500.00	Cash
Oakland Firefighters	Donation	November-07	Mayors toy drive	\$1,000.00	Cash
William Weber	Donation	November-07	Mayors toy drive	\$20.00	Cash
Jeffrey Loman	Donation	November-07	Mayors toy drive	\$100.00	Cash
Wayne Tucker	Donation	November-07	Mayors toy drive	\$500.00	Cash
AlaCo Electrical	Donation	November-07	Mayors toy drive	\$2,500.00	Cash
Sound Communication Systems	Donation	November-07	Mayors toy drive	\$100.00	Cash
Professional and Technical Engineers	Donation	November-07	Mayors toy drive	\$500.00	Cash
Ira Anderson	Donation	November-07	Mayors toy drive	\$100.00	Cash
Joe Fesmire	Donation	November-07	Mayors toy drive	\$25.00	Cash
PM Bangloy	Donation	November-07	Mayors toy drive	\$25.00	Cash
Philip Wellin	Donation	November-07	Mayors toy drive	\$50.00	Cash
MIC Industries	Donation	November-07	Mayors toy drive	\$2,000.00	Cash
Non-Profit United	Donation	November-07	Mayors toy drive	\$250.00	Cash
Jennie Ong	Donation	November-07	Mayors toy drive	\$1,000.00	Cash
David Ferguson	Donation	November-07	Mayors toy drive	\$10.00	Cash
Lerneda Lacy	Donation	November-07	Mayors toy drive	\$5.00	Cash
Thurston Slade	Donation	November-07	Mayors toy drive	\$20.00	Cash
Rafal Szymczak	Donation	November-07	Mayors toy drive	\$20.00	Cash
Rosalina Villaluz	Donation	November-07	Mayors toy drive	\$20.00	Cash
Thomas Young	Donation	November-07	Mayors toy drive	\$20.00	Cash
Johnny Lee Davis	Donation	November-07	Mayors toy drive	\$25.00	Cash
Apryl Smith	Donation	November-07	Mayors toy drive	\$25.00	Cash
Patricia Arredondo	Donation	November-07	Mayors toy drive	\$25.00	Cash

**\$50,000 or Less Restricted Grants, Gifts, Donations
FY 2007-08**

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)
Brian Medeiros	Donation	November-07	Mayors toy drive	\$40.00	Cash
Lawrence Green	Donation	November-07	Mayors toy drive	\$50.00	Cash
Anthony Toribio	Donation	November-07	Mayors toy drive	\$50.00	Cash
Steven Tull	Donation	November-07	Mayors toy drive	\$50.00	Cash
Susan Katchee	Donation	November-07	Mayors toy drive	\$50.00	Cash
Daniel Clanton	Donation	November-07	Mayors toy drive	\$50.00	Cash
Yolanda Lopez	Donation	November-07	Mayors toy drive	\$50.00	Cash
Edward Saunders	Donation	November-07	Mayors toy drive	\$75.00	Cash
Raul Godinez	Donation	November-07	Mayors toy drive	\$100.00	Cash
James Ryugo	Donation	November-07	Mayors toy drive	\$100.00	Cash
Rhonda Stewart	Donation	November-07	Mayors toy drive	\$100.00	Cash
Jay Rothstein	Donation	November-07	Mayor's toy drive	\$125.00	Cash
Robert Babcock	Donation	November-07	Mayor's toy drive	\$20.00	Cash
Condon, Johnson & Associates Inc	Donation	November-07	Mayor's toy drive	\$250.00	Cash
Kaiser Permanente	Donation	November-07	Mayor's toy drive	\$7,500.00	Cash
Linda L. Handy	Donation	November-07	Mayor's toy drive	\$25.00	Cash
Brandie Lea Wehrly	Donation	November-07	Mayor's toy drive	\$25.00	Cash
W. Walker Bardsley	Donation	November-07	Mayor's toy drive	\$30.00	Cash
AE3 Partners Engineering	Donation	November-07	Mayor's toy drive	\$35.00	Cash
Office Support Services Inc	Donation	November-07	Mayor's toy drive	\$1,000.00	Cash
Alta Bates Summit Medical Center	Donation	November-07	Mayor's toy drive	\$1,000.00	Cash
Justin Blankinship	Donation	November-07	Mayor's toy drive	\$50.00	Cash
Jamila Makini	Donation	November-07	Mayor's toy drive	\$10.00	Cash
Maria A. Johnson	Donation	November-07	Mayor's toy drive	\$20.00	Cash
Susan G. Grant	Donation	November-07	Mayor's toy drive	\$20.00	Cash
Rev. Gregory L. Brown	Donation	November-07	Mayor's toy drive	\$25.00	Cash
Dr. Felicia R. Williams	Donation	November-07	Mayor's toy drive	\$25.00	Cash
The Richardson Family Trust; Georgia W. Richardson TTE	Donation	November-07	Mayor's toy drive	\$50.00	Cash
Full Circle Entertainment & Inspired Artist Management, LLC	Donation	November-07	Mayor's toy drive	\$50.00	Cash
Central Labor Council of Alameda County	Donation	November-07	Mayor's toy drive	\$250.00	Cash
Apala Alameda County c/o CLC of Alameda County	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Lisa Hale	Donation	December-07	Mayor's toy drive	\$100.00	Cash
ABC Security Services	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Shanna O'Hara	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Howard Jordan	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Arvi Dorsey	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Dreyer's Grand Ice Cream Charitable Foundation	Donation	December-07	Mayor's toy drive	\$250.00	Cash
The Oakland Athletics Community Fund	Donation	December-07	Mayor's toy drive	\$10,000.00	Cash
Craig Brooks	Donation	December-07	Mayor's toy drive	\$5.00	Cash
Apryl Belland-Smith	Donation	December-07	Mayor's toy drive	\$75.00	Cash
Engineers and Scientists of California	Donation	December-07	Mayor's toy drive	\$250.00	Cash
Glenview Neighborhood Association	Donation	December-07	Mayor's toy drive	\$250.00	Cash
Robin Brizendine	Donation	December-07	Mayor's toy drive	\$50.00	Cash
Derrick Norfleet	Donation	December-07	Mayor's toy drive	\$50.00	Cash
Eric Breshears	Donation	December-07	Mayor's toy drive	\$50.00	Cash
C. R. Gibb	Donation	December-07	Mayor's toy drive	\$500.00	Cash
Mark Hulbert	Donation	December-07	Mayor's toy drive	\$40.00	Cash
Jill Encinias	Donation	December-07	Mayor's toy drive	\$50.00	Cash
Marie Mason	Donation	December-07	Mayor's toy drive	\$25.00	Cash
Jeff Israel	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Barbara J. Roseman	Donation	December-07	Mayor's toy drive	\$20.00	Cash

**\$50,000 or Less Restricted Grants, Gifts, Donations
FY 2007-08**

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)
New Day Preschool & Learning	Donation	December-07	Mayor's toy drive	\$25.00	Cash
Toyota of Alameda	Donation	December-07	Mayor's toy drive	\$5,000.00	Cash
Miriam Steinbock	Donation	December-07	Mayor's toy drive	\$50.00	Cash
SEIU United Healthcare Workers-West General Fund	Donation	December-07	Mayor's toy drive	\$500.00	Cash
East Bay Community Foundation	Donation	December-07	Get screened Oakland	\$630.00	Cash
Amalgamated Transit Union Local 1555 General fund	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Daniel M. Seamans	Donation	December-07	Mayor's toy drive	\$20.00	Cash
Amalgamated Transit union Local 192	Donation	December-07	Mayor's toy drive	\$200.00	Cash
Marian Wilson McGainey	Donation	December-07	Mayor's toy drive	\$10.00	Cash
Genevieve Katz	Donation	December-07	Mayor's toy drive	\$15.00	Cash
Broadway Mechanical Contractors, Inc.	Donation	December-07	Mayor's toy drive	\$250.00	Cash
Dr. C. Diane Howell Black Expo Ltd	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Teamsters Local Union No. 853	Donation	December-07	Mayor's toy drive	\$500.00	Cash
Christopher Gin/Harry G Gin	Donation	December-07	Mayor's toy drive	\$20.00	Cash
Susan M. Yascolt	Donation	December-07	Mayor's toy drive	\$13.00	Cash
Alison Bowman	Donation	December-07	Mayor's toy drive	\$15.00	Cash
Alan D. Howe	Donation	December-07	Mayor's toy drive	\$15.00	Cash
Dorothy A. Lazard	Donation	December-07	Mayor's toy drive	\$19.75	Cash
Lisa J. Fung	Donation	December-07	Mayor's toy drive	\$22.00	Cash
Tracey L. Scott	Donation	December-07	Mayor's toy drive	\$25.00	Cash
David Bethea	Donation	December-07	Mayor's toy drive	\$30.00	Cash
Maureen F. Ella	Donation	December-07	Mayor's toy drive	\$30.00	Cash
Zearl Lewis Cook	Donation	December-07	Mayor's toy drive	\$30.00	Cash
Carol Harrison	Donation	December-07	Mayor's toy drive	\$50.00	Cash
Jamie Lee Turbak	Donation	December-07	Mayor's toy drive	\$50.00	Cash
Jane Lopez	Donation	December-07	Mayor's toy drive	\$63.00	Cash
Catherine J. Nichols	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Nina Lindsay	Donation	December-07	Mayor's toy drive	\$100.00	Cash
Gerard G. Garzon	Donation	December-07	Mayor's toy drive	\$125.00	Cash
East Bay Community Foundation	Donation	December-07	Mayor's toy drive	\$10,000.00	Cash
Taronda Donaldson	Donation	December-07	Mayor's toy drive	\$8.00	Cash
Katherine Gyorf	Donation	December-07	Mayor's toy drive	\$200.00	Cash
Beverly Solo	Donation	December-07	Mayor's toy drive	\$75.00	Cash
Yvonne S. Hudson	Donation	December-07	Mayor's toy drive	\$25.00	Cash
Craig Hardison	Donation	December-07	Mayor's toy drive	\$75.00	Cash
Mary Fairow	Donation	December-07	Mayor's toy drive	\$200.00	Cash
U.A. No.342 Work Jurisdictional & Organizational Fund	Donation	December-07	Mayor's toy drive	\$1,000.00	Cash
SEIU Local 1021 General Fund	Donation	December-07	Mayor's toy drive	\$1,500.00	Cash
Janet E. Saperter	Donation	December-07	Mayor's toy drive	\$40.00	Cash
Carmen L. Martinez	Donation	December-07	Mayor's toy drive	\$50.00	Cash
UPTTE Local 1	Donation	December-07	Mayor's toy drive	\$75.00	Cash
Vernill Johnson	Donation	December-07	Mayor's toy drive	\$25.00	Cash
Albert Lujan Daniel Schott	Donation	December-07	Mayor's toy drive	\$80.00	Cash
Library Staff	Donation	December-07	Mayor's toy drive	\$600.00	Cash
Teamsters Local Union No. 70	Donation	December-07	Mayor's toy drive	\$500.00	Cash
Teamsters' Joint Council No 7 Charitable Fund	Donation	January-08	Mayor's toy drive	\$500.00	Cash
Waste Management	Donation	January-08	Mayor's toy drive	\$2,500.00	Cash
Amalgamated Transit Union Local 1555 General Fund	Donation	January-08	Mayor's toy drive	\$900.00	Cash
Teamsters Local Union No. 78	Donation	January-08	Mayor's toy drive	\$500.00	Cash

TOTAL \$70,185.75

**\$50,000 or Less Restricted Grants, Gifts, Donations
FY 2007-08**

Attachment A-2

Department: Parks & 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)
Friends of Parks & Recreation	Grant	February-08	deFremery Rec Ctr - tables for games & art	\$1,000.00	Cash
Friends of Parks & Recreation	Grant	February-08	Lincoln Rec Ctr - art supplies	\$900.00	Cash
Friends of Parks & Recreation	Grant	February-08	Manzanita Rec Ctr - art, cooking supplies	\$1,100.00	Cash
Friends of Parks & Recreation	Grant	February-08	Bushrod - arts & crafts supplies	\$1,000.00	Cash
Friends of Parks & Recreation	Grant	July-07	Citywide Sports - scoreboard	\$1,000.00	Cash
Friends of Parks & Recreation	Grant	July-07	Girls Sports-Team up for Youth	\$20,000.00	Cash
Friends of Parks & Recreation	Grant	February-08	Boating Scholarships	\$2,000.00	Cash
Friends of Parks & Recreation	Grant	September-07	Sundays in the Redwoods	\$26,578.19	Cash
Dept of Boating & Waterways	Grant	July-07	Boating Scholarships	\$25,550.00	Cash
Peter Klehm	Donation	July-07	Laser Pico sailboat & trailer	\$3,000.00	Equipment
Chelsey Richards	Donation	December-07	Hobie sailboat for Boating program	\$1,200.00	Equipment
Friends of Parks & Recreation	Grant	December-07	Art supplies	\$2,000.00	Cash
Andrew Davis	Donation	August-07	Folkboat sails for Parks and Rec Boating programs	\$500.00	Cash
Bruno E. Fraeyman	Donation	September-07	Bench for Sunset Trail	\$920.00	Cash
Oakland Fukuoka Sister City Appropriation	Donation	November-07	Bench for Lakeside Park	\$1,120.00	Mounting kit and cash for bench installation
Siegel and Yee Client Trust Account	Donation	July-07	Madison Square Park improvement - asphalt and decomposed granite for exercisers	\$30,000.00	Cash
Friends of Parks & Recreation	Donation	July-07	Madison Square Park improvement -	\$14,041.44	

Total **\$131,909.63**

**\$50,000 or Less Restricted Grants, Gifts, Donations
FY 2007-08**

Attachment A-3

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)
State Street	Donation	December-07	To provide food and recognition resources for the Annual Recognition Event honoring 120 Senior Volunteers and Station Community Based Supervisors for services rendered to the frail elderly and at risk youth/children/families.	\$1,500.00	Cash
Safeway - Lincoln Square	Donation	December-07	To provide food and recognition resources for the Annual Recognition Event honoring 120 Senior Volunteers and Station Community Based Supervisors for services rendered to the frail elderly and at risk youth/children/families.	\$203.16	Fruit for consumption at event
Fellow of Male Choruses	Donation	December-07	Christmas Toys for Head Start Children	\$1,100.00	Cash
California School of Age Consortium	Grant	January-08	To provide training funds to organizations participating in the State Pre-Kindergarten and Family Literacy Program (Head Start participates)	\$30,300.00	Cash
Catholic Charities of East Bay	Donation	January-08	For the "Walk to End Poverty" 2008 campaign	\$5,700.00	Cash
LifeTouch	Donation	May-08	For Eastmont Head Start - classroom expenditures	\$467.48	Cash
Tish Magini	Donation	April-08	Older Americans Month	\$250.00	Cash
CABS, Inc	Donation	March-08	Older Americans Month	\$500.00	Cash
Bay Area Community Svcs, Inc	Donation	April-08	Older Americans Month	\$250.00	Cash
Bay Area VITAL -Link, Inc	Donation	April-08	Older Americans Month	\$500.00	Cash
VIP Express Transport	Donation	April-08	Older Americans Month	\$500.00	Cash
Veterans Transportation	Donation	April-08	Older Americans Month	\$500.00	Cash
Norma Perkins	Donation	April-08	Older Americans Month	\$100.00	Cash
Port of Oakland	Donation	March-08	Older Americans Month	\$250.00	Cash
Midtown Pharmacy Professional Corporation	Donation	April-08	Older Americans Month	\$100.00	Cash
Family Bridges, Inc	Donation	April-08	Older Americans Month	\$100.00	Cash

Total **\$42,320.64**

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