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**REDEVELOPMENT AGENCY  
AND THE CITY OF OAKLAND**  
*AGENDA REPORT*

TO: Office of the City/Agency Administrator  
ATTN: Dan Lindheim  
FROM: Community and Economic Development Agency  
DATE: February 23, 2010

RE: An Annual Informational Report and Resolutions to:

- 1) *Authorize An Increase In Funding For The Oakland Business Development Corporation In An Amount Not To Exceed \$95,800 Of Economic Development Initiative Funds For Fiscal Year 2009-2010, And To Accept A Contribution From The Oakland Redevelopment Agency Under The Cooperation Agreement In An Amount Not To Exceed \$140,912 For Fiscal Year 2009-2010, For A New Total Contract Amount Not To Exceed \$468,552, For Commercial Loan Underwriting Services*
- 2) *An Agency Resolution Authorizing A Contribution Of \$140,912 To The City Of Oakland Under The Cooperation Agreement, In The Amount Of \$100,000 Of Coliseum Redevelopment Project Funds And \$40,912 Of Central City East Redevelopment Project Funds To Increase The Funding For Oakland Business Development Corporation For A New Total Contract Amount Not To Exceed \$468,552 For Fiscal Year 2009-2010, For Commercial Loan Underwriting Services*

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**SUMMARY**

The Community and Economic Development Agency (CEDA) is mandated to provide the City Council and Redevelopment Agency an annual informational report on Commercial Lending programs funded by either City, Agency or grant funds. This report is a summary of lending and technical assistance programs administered by both City staff and contracted service providers. Services provided to Oakland's small business community include; loan underwriting, loan servicing, technical assistance, employment monitoring, and collection of delinquent loans.

In addition, resolutions have been prepared seeking City Council approval of a resolution amending Resolution No. 81969 C.M.S. and authorizing an increase in the professional services agreement with the Oakland Business Development Corporation (OBDC), in an amount not to exceed \$236,712 for fiscal year 2009-2010, to allow OBDC to: 1) administer additional commercial loan programs on behalf of the City and Redevelopment Agency; 2) increase

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marketing efforts for existing, modified and new loan programs; and 3) provide significant technical assistance to Oakland's small business community. Currently, OBDC provides marketing and outreach of commercial lending services and loan underwriting up to \$249,500. There are seven commercial loan programs provided to the business community that are administered through the OBDC. During fiscal years 2007 – 2009, OBDC has underwritten a total of 106 loans, 46 loans under the City of Oakland commercial loan programs and 60 loans from other funding sources totaling \$3,147,917, leveraging \$9,870,149 of public and private funds, creating 211 job opportunities and retaining 146 jobs within Oakland businesses. The Redevelopment Agency is also requested to approve a resolution authorizing OBDC's continuation of the above-described activities related to Agency-funded commercial loans.

The existing Community Development Block Grant (CDBG) contract with OBDC was approved by Council through the FY 2009-2011 budget process. The contract funds a total of \$231,840 for each year of the FY 2009-2011 fiscal cycles funded through CDBG funds. The proposed \$236,712 contract increase for fiscal year (2009-2010) would be funded through a combination of Economic Development Initiative (EDI) funds, Central City East redevelopment (CCE) and Coliseum redevelopment funds.

The following is an illustration of the contract cost:

<b>OBDC Contract – FY 09/10</b>	
<b>Funding Sources</b>	<b>Amount</b>
<b>Existing Funding</b>	
CDBG	\$231,840
<b>Newly Requested Funding</b>	
EDI	95,800
CCE	40,912
Coliseum	100,000
<b>Total Funded</b>	<b>\$468,552</b>

The proposed \$236,712 contract increase for fiscal year 2009-2010 will complement the CDBG portion in the amount of \$231,840 for a total contract amount of \$468,552. The proposed contract would be funded through the combination of CDBG, EDI, CCE and Coliseum redevelopment funds.

### **FISCAL IMPACT**

Funding sources for the proposed \$236,712 contract increase for fiscal year 2009-2010 is as follows:

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- \$95,800 from Economic Development Initiative (EDI) Grant fund: Fund No. 2105 (HUD-EDI Grant), Org. No. 88579 (Commercial Lending), Account No. 58311 (Loan Expenditures), and Project No. H66631.SC04 (Economic Development Program).

EDI grant funds are included in the Agency's FY 2009-11 adopted budget, and approval and disbursement of the requested funds will reduce the Economic Development Initiative (EDI) Grant Fund by \$95,800.

- \$40,912 from Central City East (CCE): Fund No. 9540 (Central City East Operations), Org. No. 88699 (Central City East), Account No. 52921 (Miscellaneous Operating Expenses), Project No. S233310.0000 (Central City East Redevelopment – Undetermined Program).

CCE grant funds are included in the Agency's FY 2009-11 adopted budget, and approval and disbursement of the requested funds will reduce the Agency's Central City East funds by \$40,912.

- \$100,000 from Coliseum (CRA): Fund No. 9450 (Coliseum Redevelopment Operations), Org. No. 88659 (Coliseum), Account No. 52921 (Miscellaneous Operating Expenses), Project No. S82600.0000 (Coliseum – Undetermined Program).

Coliseum grant funds are included in the Agency's FY 2009-11 adopted budget, and approval and disbursement of the requested funds will reduce the Agency's Coliseum funds by \$100,000.

## **BACKGROUND**

Currently, the City of Oakland has the following financial programs available to the business community, the various programs include; EEC HUD 108/EDI, Coliseum and Central City East Redevelopment Area Revolving Loan Fund, Broadway Corridor Revolving Loan Fund, Economic Development Administration (EDA) Loan Fund, Neighborhood Economic Development Fund (NEDF) and the Micro Loan Fund. These programs have been useful tools in the assistance of hundreds of businesses. However, given our current economic climate and forecasting the future economic challenges, staff will propose various models to better utilize City funds and meet the current needs of Oakland's business community.

Since the last report, staff has established a redevelopment loan fund to operate within the boundaries of the Central City East (CCE) Redevelopment Area. This loan fund has been underwritten with Central City East funds for the exclusive use of projects within the CCE project area. Staff has designed the Central City East Revolving Loan Fund to mirror the program structure used in the Coliseum Redevelopment Project Area program, with comparable success targets.

The current activities of the Neighborhood Economic Development Fund (NEDF) and the Micro Loan Program provide start-up and direct financing to Oakland based businesses for working

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capital, inventory and equipment. These programs are unique in the ability to provide much needed capital to Oakland's underserved business communities. Commercial Lending and Community Development Block Grant (CDBG) staff will propose in the near future that the City Council approve a contribution of CDBG funds to replenish existing loan funds and promote additional lending to the small business community. This contribution would not require modification to the existing program guidelines or structure. Adding these funds to those currently programmed in the CDBG Program Income budget would allow the City to offer loans through these two long standing CDBG loan programs without undue concern for the rapid depletion of available funds. There have been 30 loans funded under this program during this reporting period (FY 07/09).

The Commercial Lending Unit is currently comprised of one Commercial Loan Administrator and three staff persons. Standard activities of the unit include the following:

- Meeting with loan clients and reviewing loan proposals;
- Loan servicing for a diversified loan portfolio, i.e., collection of loan payments, monitoring insurance policies, auditing internal posting of loan payments
- Providing loan disbursement services;
- Occasional preparation of loan documents for redevelopment projects;
- Preparing loan documents for workouts or restructurings;
- Managing collection and foreclosure processes and preparation;
- Coordination and monitoring of Professional Services contracts; and
- Supplying reporting data for inquiries from the City Administrator's Budget Office, the Department of Contracting and Purchasing, the Finance and Management Agency, the City Auditor's Office, City of Oakland Consolidated Action Performance Evaluation Report (CAPER), Community Development Block Grant (CDBG) evaluations, Economic Development Administration (EDA), Department of Housing and Urban Development (HUD) and independent auditors.

For the 2007-2008 and 2008-2009 Fiscal Years, City staff and contract partners worked to improve existing lending services and identify gaps in services offered. During these review periods, the Commercial Lending staff; consisting of one Loan Administrator, one Loan Servicing Specialist, one Accountant II and one Commercial Lending Account Clerk I, working with contract partners, accomplished the following by utilizing City-funded commercial loan programs:

Fiscal Year 2007 – 2008

- Underwrote 20 new loans totaling \$760,500.
- Leveraged \$1,488,536 million in private financing and investment capital.
- Created 47 jobs opportunities in Oakland.
- Retained 28 jobs within Oakland businesses.
- Implemented program modifications within the loan servicing functions as a cost-efficient tool & method to streamline customer service.

- Request for EDI (Economic Development Initiative) Loan Loss Reserves in the amount of \$2.7 million was granted by HUD to payoff long-term bad loan debt.
- Created CCE Revolving Loan Program.

#### Fiscal Year 2008 – 2009

- Underwrote 26 new loans totaling \$1,747, 822.
- Leverage \$8,281,613 in private financing and investment capital.
- Created 136 jobs opportunities in Oakland.
- Retained 107 jobs within Oakland businesses.
- Created Central City East Redevelopment Area Revolving Loan Program.
- Attained a new contractor to conduct – Created in Oakland – The purpose of the Created in Oakland program is to support businesses beyond startup in achieving \$1 million in annual sales, sustaining growth in Oakland and creating jobs.

Oakland small business owners and entrepreneurs continue to have access to City services designed to assist in their establishment, growth, stability and viability.

### **KEY ISSUES AND IMPACTS**

This report summarizes the activities undertaken by the Commercial Lending Unit and its service delivery partners from July 2007 through June 2009. Actions during this reporting period include the pursuit and collection of delinquent and defaulted loans, negotiation and execution of Professional Services Agreements with Commercial Lending contracted service providers, contract monitoring, and fiscal management of loan funds.

The Commercial Lending Unit anticipates undertaking the following projects during the upcoming review period:

- Develop and create a new Professional Service Contract to provide comprehensive employment placement and job retention services required by HUD to businesses that have attained Enhanced Enterprise Communities (EEC) loans;
- Continued pursuit of delinquent and defaulted loans, forbearance plans, and loan modifications to assist the loan recipients during the downturn of the economy;
- Accelerate two Regular Section 108 Loan Guarantee Note payoffs in the total amount of \$1,350,000 as a cost effective measure to save the City approximately \$316,000 of interest that would have accrued through each Note's maturity date of August 1, 2016; and
- Implementation of a procedure to utilize short-term investment tools to enhance the City's commercial lending pool of funds to leverage interest earnings that will supplement the commercial loan funds to repay the City's outstanding debt to HUD, and enable the City not to use CDBG funds to subsidize negative debt service caused by defaulted and uncollectible commercial loans.

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## Defaulted Loans

At the end of the reporting periods, the Commercial Lending Unit now has 25 loans classified as current and 12 classified as delinquent or defaulted, with an overall loan portfolio default rate of 26.0% of dollars lent, as shown in *Attachment B*. This was an improvement of 1.4% over the previous reporting period, due to staff's aggressive collection efforts on delinquent and defaulted loans, and to continuing adherence to strict underwriting criteria.

Commercial Lending staff, in collaboration with the City Attorney's Office and the Finance and Management Agency, continues to pursue delinquent and defaulted loan balances.

## Professional Services Contracts

CEDA's Commercial Lending Unit maintains and monitors two Professional Services contracts. These contracts are the primary vehicle by which services to Oakland's small business community are provided. The contracts are with the following organizations:

### Oakland Business Development Corporation

The Oakland Business Development Corporation (OBDC) performs three primary services through its contract with the City/Agency. These services include the marketing and outreach of lending services and loan underwriting up to \$249,500.

During the period July 2007 – June 2008, OBDC accomplished the following:

	Loan Program	Annual Contract Target Amount *	No. of Loans Underwritten	Principal Value	Leverage Value
1	NEDF**	10	9	\$305,000	\$716,005
2	Micro Loans	5	5	\$76,000	\$93,370
3	EEC/EDA***	4	3	\$249,500	\$546,471
4	Broadway Corridor	3	3	\$130,000	\$132,690
5	Coliseum RLP	3	0	0	0
	<b>Totals</b>	<b>25</b>	<b>20</b>	<b>\$760,500</b>	<b>\$1,488,536</b>

\* Annual Contract Target Amounts expires at the end of FY 07/08 (June 30, 2008).

\*\* Neighborhood Economic Development Fund (NEDF)

\*\*\*\*Enhanced Enterprise Community (EEC)/Economic Development Administration (EDA)

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During the period July 2008 – June 2009, OBDC accomplished the following:

	Loan Program	Annual Contract Target Amount *	No. of Loans Underwritten	Principal Value	Leverage Value
1	NEDF	10	10	\$271,010	\$1,024,116
2	Micro Loans	5	6	\$66,612	\$79,953
3	EEC/EDA	4	3	\$574,000	\$6,618,345
4	Broadway Corridor	3	3	\$150,000	\$170,000
5	Coliseum RLP	3	4	\$686,200	\$389,199
	<b>Totals</b>	<b>25</b>	<b>26</b>	<b>\$1,747,822</b>	<b>\$8,281,613</b>

\* Annual Contract Target Amounts expires at the end of FY 08/09 (June 30, 2009). Please refer & follow footnotes on the above chart.

Other OBDC accomplishments during the 2007-09 fiscal years, which were not funded by the City, include:

- Underwrote seven SBA Small Office Home Office (SOHO) Micro loans totaling \$131,416 to Oakland businesses, retaining nine jobs;
- Underwrote three loans totaling \$120,000 from the Wells Fargo Green Business Fund, creating four new jobs and retaining one job;
- Underwrote five loans totaling \$224,974 from a newly created New Market Tax Credit (NMTC) Fund to Oakland businesses, creating 14 new jobs and retaining one job;
- Underwrote four Novogradac (Micro Loan Fund) Micro loans totaling \$57,205 to Oakland businesses, creating four new jobs;
- Underwrote one Co-America (Micro Loan Fund) Micro loan totaling \$6,000 to an Oakland business, creating one new job;
- Underwrote one Alameda County Micro loan totaling \$100,000 to one Oakland business, creating five new jobs.
- The total number of jobs created through OBDC's other funding sources were 28 and total number of jobs retained was 11.

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Loan applications currently in the pipeline:

	Name of Business	Loan Request	Loan Program	Loan Uses
1.	Premier Organics	\$175,000	Coliseum RLF	Tenant Improvements
2.	RT Fischer	75,000	NEDF	Furniture & Fixtures & Equipment
3.	Bakesale Betty	241,000	Broadway Corridor RLF	Tenant Improvements
4.	One Toyota – BMODD RE1, LLC	249,500	Coliseum RLF	Tenant Improvements
5.	Airport Hotel – Uni Oakland	249,500	Coliseum RLF	Tenant Improvements
6.	Alternative Energy Sources Technologies, Inc. (AEST, Inc.)	25,000	Micro RLF	Working Capital

Additionally, the OBDC staff conducted the following outreach efforts promoting City/Agency loan programs:

Outreach Method		Contacts	
		FY 07-08	FY 08-09
1	Presentations at East Bay Entrepreneur Center	182	157
2	New Client Inquiries	1,104	1,029
3	Technical Assistance to Potential Clients	885	665
4	Technical Assistance to Applicants	227	57
5	Door-to-Door Marketing/Site Visits	56	41
6	Number of New Applicants	48	24

It should be noted that of the above-mentioned marketing and outreach methods, 100% of the efforts were directed to Oakland-based businesses or entrepreneurs. OBDC continues to work with Redevelopment staff and CEDA Business Development Services staff to market lending programs to local businesses identified through other City and community contacts.

OBDC has agreed to monitor and track jobs projected/retained/verified for all Oakland based loans regardless of origin, for the life of the loan, including any SBA or Bank Revolving Loan Fund loans underwritten by OBDC in Oakland, and all City loans, for complete and accurate data. The data will be collected using a comprehensive form designed specifically to capture detailed information pertaining to every job resulting from commercial lending in Oakland. The methodology and process to attain this specific and detailed data will require that staff be sent into the field once a quarter to meet with all Oakland companies in the commercial loan



portfolio. OBDC staff will continue to collect job data as well as company financial statements, and will have a simple standardized process for assessing the overall condition of the company. Based on the information collected, OBDC staff will develop an annual summary for each company within the City of Oakland. Further, these site visits will allow OBDC to remarket commercial loan products to successful borrowers and to provide technical assistance to companies to sustain rapid growth or learn new strategies, skills and business disciplines to remain successful.

#### Project Concepts, Inc. dba Business Value Alliance (BVA)

The City of Oakland has contracted with Business Value Alliance (BVA) to design and deliver the Created in Oakland Program for Oakland based businesses. The program is focused on moving businesses beyond start-up and on the approach to achieving \$1 million in annual sales. The intent of this program is to fill the gap in business growth services, to provide assistance to business owners and stimulate economic development in terms of creating potential jobs for Oakland residents.

The impact on the owners, in terms of strengthening basic business knowledge, was a success. The improvement in leadership, strategic thinking, product and service development strategy and confidence to grow their businesses was significantly higher than expected.

To participate in this program, the owner must be licensed in the City of Oakland, intend to remain in Oakland and hire locally as they expand. Business owners with the following profile are ideal candidates for this program:

- Have current revenues within the range of \$300,000 to \$700,000;
- Are determined to grow a business to annual revenues greater than \$1 million;
- Have an initial ideal for expansion, new product or service enhancement;
- Need business resources, contacts and advice;
- Have a limited budget for investment in growth;
- Are open to receiving feedback; and
- Agree to attend all work sessions, complete assignments, participate in individual advising, and participate in related public events.

Since being launched in July 2008, the program has been a success and has generated 10 Oakland business graduates.

#### **SUSTAINABLE OPPORTUNITIES**

**Economic:** The continuance to fund OBDC's activities under the proposed contract will support the hiring of local residents and many of the loan funds have specific hiring requirements which complement the City's local hiring goals.

Businesses locating in Oakland support Oakland's economic sustainability and ability to provide services to its resident population through the assessment of taxes and fees.

***Environmental:*** Environmental considerations are applied where applicable.

***Social Equity:*** Loan programs target traditionally underserved communities to provide services in those communities and jobs to residents to those communities.

## **DISABILITY AND SENIOR CITIZEN ACCESS**

All of the City's commercial loan programs and technical assistance services will continue to be available to all Oakland citizens regardless of age or disability.

## **RECOMMENDATION(S) AND RATIONALE**

Staff recommends that City Council accept this annual report.

Staff further recommends that the City Council adopt the attached resolutions supplementing the funding of the OBDC by \$236,712 for the FY 2009-2010 authorizing OBDC's administration to conduct outreach, marketing and underwriting commercial loans. This request for supplement funding will allow OBDC to continue its commercial lending activities for the City's entire commercial loan portfolio for all commercial loans under \$249,500. Approval of this supplemental funding to the current CDBG contract amount will also allow the City to continue leveraging the resources and expertise of OBDC to more effectively serve Oakland's small businesses and the City's commercial loan portfolio. OBDC has proven its expertise in attracting qualified borrowers, loan underwriting and providing technical assistance. This action will allow for the continued assistance to Oakland's small business community.

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**ACTION REQUESTED OF THE CITY COUNCIL AND REDEVELOPMENT AGENCY**

Staff recommends that the Council approve the attached City and Agency resolutions authorizing an appropriation to supplement the CDBG funding of the OBDC contract by \$236,712 for FY 2009-2010 for continuation of commercial loan underwriting and marketing outreach activities under its current scope of services.

Respectfully submitted,



Walter S. Cohen, Director  
Community and Economic Development Agency

Reviewed by:   
Gregory D. Hunter, Deputy Director  
Economic Development and Redevelopment

Prepared by:  
Lisa D. Brown, Commercial Loan Administrator  
Redevelopment Division

APPROVED AND FORWARDED TO THE  
COMMUNITY AND ECONOMIC  
DEVELOPMENT COMMITTEE:



Office of the City/Agency Administrator

Attachments:

- Attachment A:** Loan portfolio, including loan terms, current status and hiring information where appropriate
- Attachment B:** Current and delinquent/defaulted loans
- Attachment C:** Performance Evaluation for OBDC

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CITY OF OAKLAND COMMERCIAL LOAN PORTFOLIO  
BY LOAN AMOUNT  
12-31-09

Borrower Name	Loan Type/ Program	Loan Status	Target Job Creation/ Actual Job Creation**	Approval Date	Initial Funding Date*	Total Amount Approved Loans / Grants / Loan Loss Reserves	Current Principal Outstanding	Total Principal Amount Paid	Term (in months)	Interest Rate	Maturity Date	Debt Service (Principal & Interest Only)	Amount/ Date Last Paid	Security Interest/ Collateral	Comments**	
<b>Loans from \$1,000,000 and up</b>																
14	Fivehills BART Towns Village FLAGSHIP LOAN	Flagship EECRLF-HUD 108	Current	68.5/251		02/1/06	\$3,300,000	\$2,663,750	\$406,250	204	7.50%	6/1/2018	\$2378.13 (608-700)	\$25,421.48 12/03/09	1) 1st deed of trust on current SPUC office building (to be released after project property achieves sufficient value to secure City's loan. 2) 2nd deed of trust on project real estate	FDC is still experiencing a cash reduction as a result of continuing vacancies. Loan is current.
15		EDF Grant	Grant	N/A			\$3,300,000	\$2,196,920	N/A	N/A	N/A		N/A	N/A		
16	JLD Associates LLC - Jack London Gateway Plaza Shopping Ctr. FLAGSHIP LOAN	Flagship EECRLF-HUD 108 (ORA pays 10 yrs From 3/08 thru 2/18)	Current	60.0/44	3/1/08	3/1/08	\$1,500,000	\$1,290,000	\$209,000	180	7.56%	3/1/2022	\$13,479.01	\$96,674.00 12/03/09 (July - December '09)		On 3/1/08 this \$2.1 mm loan was assumed by Jack London Gateway (JLG) LLC. The \$2.1 mm consists of two funding sources, an EEC Section 108 loan in the amount of \$1.5 mm and an HUD EDI loan in the amount of \$600,000.
17		Flagship EECRLF-HUD 108	Current		3/1/08	3/1/08	\$800,000	\$574,250	\$225,750	180	7.53%	3/1/2022	\$5,391.80	\$5,391.80 12/03/09		
18	E. M. Health Services FLAGSHIP LOAN	EECRLF-HUD 108	Paid in Full	32.0/0	8/1/06	4/27/07	\$1,100,000	\$0	\$1,100,000	72	8.76%	N/A	\$1,100,000 2/23/07		1st security interest in business assets	PAID IN FULL 2/07
		EDF Loan Reserve Rpt					\$1,100,000									
<b>Loans from \$500,000 - \$999,999</b>																
19	Lake Merritt Hotel Assoc.	Regular HUD 108	Paid in Full	23 D/N/A	8/19/94		\$900,000	\$0	\$900,000	120	7.50%	6/1/2004	\$5,683.72	\$758,887.34 6/8/05	1) 2nd deed of trust on project property 2) 2nd deed of trust on multi-unit residential rental property	PAID IN FULL 6/05
20	Just Real Estate, LLC	EECRLF-HUD 108	CAO	23 0/0	4/11/02	7/21/02	\$900,000	\$900,000	\$0	180	8.00%	6/1/2010		\$13,394 8/2/02	1) 2nd deed of trust on project real estate	Breach of contract was awarded 7-05 to pursue collections on personal property. CAO has obtained appropriate court documents to file an abstract judgment against the borrowers to pursue collections. Abstract judgment was filed 5/14/07. The City has not been successful collecting debt.
21		EDF Loan	CAO	19 0/0	4/11/02	7/21/02	\$850,000	\$850,000	\$0	180	3.00%	6/1/2018		n/a	2) 4th deed of trust on project real estate	Senior lien-holder acquired property through foreclosure sale in 10/02. Referred to CAO for further investigation to collect our debt. CAO has obtained appropriate court documents to file an abstract judgment against the borrowers to pursue collections. CAO has obtained a default judgment entered May 14, 2007 in the amount of \$2,913,797. City has not been successful collecting debt.
22	Connell Auto Center (Steel Management Corp)	Regular HUD 108	Paid in Full	20 D/N/A	5/28/02	9/9/02	\$673,171	\$0	\$673,171	152	8.00%	6/1/2016	\$4,170.00	\$678,181.24 7/9/07	1) 2nd deed of trust on project property 2) Personal guarantees	PAID IN FULL 7/07
23		Commercial (Industrial) Revolving Loan Fund (CARL)	Paid in Full		5/28/02	12/6/02	\$26,829	\$0	\$26,829	162	8.00%	6/1/2016	\$186.14	\$24,037.82 7/9/07	1) 2nd deed of trust on project real estate 2) Personal guarantees	PAID IN FULL 7/07

**CITY OF OAKLAND COMMERCIAL LOAN PORTFOLIO  
BY LOAN AMOUNT  
12-31-09**

Borrower Name	Loan Type/ Program	Loan Status	Target Job Creation/ Actual Job Creations*	Approval Date	Initial Funding Date*	Total Amount Approved Loans / Draws / Loan Loss Reserves	Current Principal Outstanding	Total Principal Amount Paid	Term (in months)	Interest Rate	Maturity Date	Debt Service (Principal & Interest Only)	Amount/ Date Last Paid	Security Interest/ Collateral	Comments**
<b>Loans from \$500,000 - \$999,999 (cont'd)</b>															
7	Ninan Ranch Properties	EECRLF-HUD 106	Paid in Full	17,861	3/2/98	\$800,000	\$0	\$800,000	180	7.50%	8/1/2019	\$5,562.07	\$432,379.30 4/20/07	1) 2nd deed of trust on commercial real estate	PAID IN FULL 4/07
8	Ninan McConnell	EDI LOAN	Paid in Full	17,860	3/3/98	\$800,000	\$0	\$800,000	180	3.50%	8/1/2019	\$4,288.82	\$383,844.04 4/20/07	2) Senior security interest in business assets of Ninan Ranch Properties and 2nd position on business assets of Ninan Ranch, Inc.	PAID IN FULL 4/07
<b>Loans from \$250,000 - \$499,999</b>															
96	Surrex Specialty	EECRLF-HUD 106	Paid in Full	11,817	4/17/01	\$400,000	\$0	\$400,000	180	6.50%	12/1/2018	\$3,886.37	\$341,282.96 10/13/08	1) 1st deed of trust on 60% portion of Medford property 2) 2nd deed of trust on 88th Ave. property.	PAID IN FULL 10/08
98		EDI Loan	Paid in Full	11,817	4/17/01	\$368,000	\$0	\$368,000	180	4.25%	12/1/2018	\$2,878.96	\$308,132.97 10/13/08	3) 2nd deed of trust on 60% portion of Medford property 4) 4th deed of trust on 88th Ave. property. 5) UCC1 filing on equipment, fixtures, inventory	PAID IN FULL 10/08
104	Gregory Truck Body FLAGSHIP LOAN	Flagship EECRLF-HUD 106	Paid in Full	10,000	5/1/07	\$350,000	\$0	\$350,000	72	8.25%	8/1/2004		\$190,151.87 10/4/00	1) \$200,000 EDI Loss Reserve	PAID IN FULL 2/07
106		EDI Loss Reserve 102				\$200,000									
108		Regular HUD 106	Paid in Full	4,000	12/1/05	\$150,000	\$0	\$150,000	108	8.00%	2/1/2005		\$215,870.80 10/4/05	1) Deed of trust on personal residential property. 2) UCC 1 on business assets.	PAID IN FULL 1/00
11	Kamambe Corp dba Goodby's Inner Circle	ORA Broadway Corridor	Paid in Full	N/A	7/8/07	\$271,200	\$0	\$271,200	240	8.00%	8/1/2017	\$2,298.43	\$221,123.11 8/1/06	2nd deed of trust on project real estate	PAID IN FULL 8/04
12	Blackpoint Entertainment	EECRLF-HUD 106	Paid in Full	7,000	8/23/08	\$250,000	\$0	\$250,000	84	7.00%	2/1/2008		\$5,800.00 11/1/05	1) 2nd security interest in business assets. 5% preferred stock in company. Personal guarantee of principal 2) \$250,000 EDI Loss Reserve (not to exceed outstanding balance)	PAID IN FULL 2/07
131	JJ's & BH Enterprises FLAGSHIP LOAN	EECRLF-HUD 106	Paid in Full (CAOBkly Filed)	7,000	8/29/07	\$250,000	\$0	\$250,000	72	8.25%	4/1/2004		\$384,614.54	1) 2nd Deed of trust on commercial property in the amount of \$250,000. 2) 3rd deed of trust on commercial and residential properties in the amount of \$100,000	PAID IN FULL 12/05
132		EDI Loss Reserve 102				\$200,000									
133		EECRLF-HUD 106	CAOBkly Filed	3,000	8/29/07	\$100,000	\$61,893	\$0	84	8.50%	8/1/2004		\$1,777.84	1) 1st deed of trust on borrower residence in the amount of \$150,000 & 2nd deed of trust in the amount of \$100,000.	Property was acquired through Foreclosure Trustee Sale on 8/08. Property sold 7/08. City will request EDI Loan Loss Reserve funds to clear outstanding debt.
134		EDI Loss Reserve 102				\$100,000									
135		Regular HUD-106	CAOBkly Filed	4,000	1/11/03	\$150,000	\$31,018	\$128,984	120	8.50%	2/1/2005		\$0/1/05	1) 1st deed of trust on personal residence in the amount of \$150,000 & 2nd Deed of Trust in the amount of \$100,000. 2) 1st lien on machinery & equipment	Property was acquired through Foreclosure Trustee Sale on 8/08. Property sold 7/08. City will request EDI Loan Loss Reserve funds to clear outstanding debt.

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Borrower Name	Loan Type/ Program	Loan Status	Target Job Created/ Actual Job Created	Approval Date	Initial Funding Date	Total Amount Approved/ Loans / Loan Reserves	Current Principal Outstanding	Total Principal Amount Paid	Term (in months)	Interest Rate	Maturity Date	Debt Service (Principal & Interest Only)	Amount/ Date Last Paid	Security Interest/ Collateral	Comments**	
<b>Loans from \$100,000 - \$249,999</b>																
14	Dodge Corporation OFA Coliseum Area RLF	Current			8/21/08	\$249,500	\$224,733	\$24,767	120	6.00%	8/1/2018	\$2,848.33	\$2,872.79 12/08/09	1st Deed of Trust	Loan is being paid as agreed.	
	Friendly Cab CARLF	Current	7.00		4/1/08	8/15/08	\$249,500	\$243,779	\$5,721	120	6.00%	8/1/2019	\$2,848.33	\$2,872.79 12/08/09	1st & 2nd Position Deed of Trust	Loan is being paid as agreed.
15	GE Electric OFA Broadway Corridor	Current	N/A		3/29/08	3/29/08	\$249,500	\$188,429	\$61,071	120	6.00%	4/1/2019	\$2,789.88	\$2,787.89 12/03/09	2nd deed of trust on commercial real estate	Loan is being paid as agreed.
16	Almond Dabashidze Kwikway Laundry	Current	7.10		8/24/08	8/24/08	\$249,500	\$182,020	\$67,480	120	7.00%	7/1/2018	\$2,898.91	\$4,878.98 12/18/09		Loan is being paid as agreed.
17	Hodo Inc EECRLF-FLUD 108	Current			12/18/08	12/18/08	\$249,500	\$237,893	\$11,607	120	5.00%	4/1/2019	\$2,848.33	\$2,872.79 11/17/09	All Machinery and Equipment	Loan is being paid as agreed.
18	Technical Leasing Corporation Registar HUD 108	CAO			1/24/83	\$240,000	\$240,000	\$0	240	11.15%		\$2,301.80	2/9/03		Loan defaulted and property foreclosed in 7-84. City sold property for \$400,000 in 8-88 netting \$87,400 after payment of 1st loan and other expenses. City also paid \$200,781 to keep 1st loan current and prepay delinquent reports during 83-84 period. \$2,400 in fees and commissions fees also paid in 1983. Referred to CAO to determine the City's position to pursue foreclosure action or request a settlement offer for the vacant and encumbered by the City for collateral. Per CAO the two-action rule will prevent the City to collect, unless the borrower is willing to make a settlement. Loan settled and written-off.	
19a	Mendota Food Cooperative, Inc. EECRLF-FLUD 108	Delinquent	7.00		1/18/08	3/18/08	\$200,000	\$193,369	\$6,631	120	6.00%	8/1/2018	\$2,220.41	\$2,351.74 11/02/09	1) First Business Assets 2) Second Cash Reserve	Loan is delinquent.
19b	EDL Loan Reserve EDA	Delinquent	1.50		1/18/08	3/18/08	\$49,500	\$45,831	\$3,669	84	3.00%	8/1/2018	\$889.83	\$741.98 11/02/09	1) First Business Assets 2) Second Cash Reserve	Loan has been restructured. Borrower paying as agreed.
20	Luka's LLC OFA Broadway Corridor	Current	3.0N/A		1/23/04	4/1/04	\$198,443	\$107,758	\$90,685	84	6.00%	3/1/2014	\$2,418.41	\$2,434.51 12/01/09	1) 2nd Deed of Trust on personal property	Loan is being paid as agreed. Loan was refinanced on 12/22/08 which changed the loan amount to \$185,000.
21a	Revolution's Foods EECRLF-FLUD 108	Current	8.0		2/12/08	2/12/08	\$249,500	\$235,237	\$14,263	120	6.00%	3/1/2019	\$2,848.33	\$2,872.79 12/03/09	2nd Position	Loan is being paid as agreed.
21b	OFA Coliseum Area RLF	Current	8.0		2/12/08	2/12/08	\$170,800	\$160,752	\$10,048	120	5.00%	3/1/2018	\$1,808.42	\$1,828.50 12/03/09	1st Position machinery and equipment	Loan is being paid as agreed.
22	Mount Bakery & Restaurant EDA	NEW Loan			10/8/09	10/8/09	\$182,000	\$182,000	\$0	84	3.00%	10/1/2014	\$3,345.78	First pymt due Nov. 1, 2010		First payment due 11-01-2010
23a	Comet Skateboards EECRLF-FLUD 108	Default	7.9-8		5/7/02	7/25/02	\$180,000	\$80,229	\$99,771	84	7.00%	12/1/2006	\$1,718.33	\$3,783.10 12/14/09	Senior lien on all business assets to be purchased with City loan funds.	Loan has been restructured. Borrower made a substantial payment as a condition of the loan restructure. Staff is working with Borrower to settle debt. Loan is past maturity.
23b	EDL LOAN	Default			5/7/02	7/25/02	\$85,000	\$51,983	\$33,017	84	3.00%	12/1/2006	\$708.56	\$713.63 1/05/07		Loan has been restructured. Borrower made a substantial payment as a condition of the loan restructure. Collection letter has been forwarded. Borrower is in process of paying both loans in full. Loan is past maturity.
24	General Nutrition Center EECRLF-FLUD 108	Paid In Full	4.8-11		4/3/00	7/24/00	\$158,000	\$0	\$158,000	84	7.50%	8/1/2007	\$2,392.77	\$197,888.58 8/14/03	1) Subordinate UCC filing on equipment, fixtures, inventory 2) 2nd deed of trust on personal residence 3) \$85,000 EDL Loan Reserve	PAID IN FULL 2007
	EDL Loan Reserve					\$85,000										

**CITY OF OAKLAND COMMERCIAL LOAN PORTFOLIO  
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Borrower Name	Loan Type/ Program	Loan Status	Target Job Creation/ Actual Job Creation	Approval Date	Initial Funding Date	Total Amount Approved Loans / Loans Reserves	Current Principal Outstanding	Total Principal Amount Paid	Term (in months)	Interest Rate	Maturity Date	Debt Service (Principal & Interest Only)	Amount/ Date Last Paid	Security Interest/ Collateral	Comments	
<b>Loans from \$100,000 - \$249,999 (cont'd)</b>																
24	Albino's Foot (The)	EECRLF-HUD 108	Paid in Full	4.30	02/09/09	11/30/09	\$150,000	\$0	120	7.50%	11/12/2007	\$1,790.63	\$169,223.31 11/23/04	1) 2nd deed of trust on residence in the amount of \$160,000 2) 1st security interest in all business assets 3) \$120,000 EDI Loan Reserve	The residential property was acquired by the City on 7/28/04. Referred to Real Estate Services. Property has been sold. Loan was PAID IN FULL on 11/23/04.	
25	Pest Shop (The)	EECRLF-HUD 108	Paid in Full	3.51	2/2/09	5/23/09	\$150,000	\$0	96	7.00%	11/1/2007	\$2,043.08	\$111,840.77 7/22/04	1) UCC-1 filing on equipment, fixtures & inventory 2) 2nd deed of trust on personal residence.	PAID IN FULL 2/07	
26a	Michael, Kenneth (Stone's Easy One Stop)	Regular HUD 108	Paid in Full	4.00NA	6/1/08 Comm. Date	4/1/07	\$150,000	\$0	180	8.50%	6/1/2011	\$230,370.17	11/15/04	1) 1st deed of trust on project property 2) 2nd deed of trust on residential property 3) Senior security interest in business assets	PAID IN FULL 11/04	
26b		Regular HUD 108	Paid in Full	3.00NA	6/1/08 Comm. Date	4/1/07	\$55,000	\$0	180	8.50%	6/1/2011	\$230,370.17	11/15/04	1) 1st deed of trust on project property 2) 2nd deed of trust on residential property 3) Senior security interest in business assets	PAID IN FULL 11/04	
27	Carle's Lending	CURL	Litigation	N/A	7/1/05	\$150,000	\$150,000	\$0	36	7.00%	6/1/1998				Default judgment for \$178,200 was entered on 3/14/02. Abstract of judgment issued in 6/02. Litigation file is closed and the matter has been referred to the Revenue Collector for collection on the judgment.	
28a	United Market	EECRLF-HUD 108	Paid in Full	4.00	12/17/02		\$145,000	\$0	168	7.00%	6/1/2010	\$1,418.58	\$21,437.25 12/14/09	1) 2nd and 3rd deeds of trust on project real estate 2) 8 order form of FFBE 3) \$30,000 cash reserve 4) Guaranties of principals other businesses	PAID IN FULL 12/08	
28b		EDI Loan	Paid in Full		12/14/02		\$105,000	\$0	156	4.00%	6/1/2010	\$554.23	\$1,818.36 12/14/09		PAID IN FULL 12/08	
29	Molar Barber College Corridor	ORA Broadway Corridor	Current	N/A	11/8/02	11/8/02	\$136,000	\$28,965	\$108,137	120	6.00%	12/31/2010	\$1,498.78	\$4,513.77 12/02/09	2nd deed of trust on personal residence.	Loan is being paid as agreed.
30	Tri Dax Enterprises dba Domino's Pizza	ORA Broadway Corridor	Paid in Full	N/A			\$125,000	\$0	120	6.00%	7/1/2010	\$1,387.76	\$113,551.52 6/01/07	Deed of trust on residential property	PAID IN FULL 6/07	

**CITY OF OAKLAND COMMERCIAL LOAN PORTFOLIO  
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Borrower Name	Loan Type/ Program	Loan Status	Target Job Creation/ Actual Job Creation	Approval Date	Initial Funding Date	Total Amount Approved Loans / Loss Reserves	Current Principal Outstanding	Total Principal Amount Paid	Term (in months)	Interest Rate	Maturity Date	Debt Service (Principal & Interest Only)	Amount/ Date Last Paid	Security Interest/ Collateral	Comments**	
<b>Loans from \$100,000 - \$249,999 (cont'd)</b>																
118	DBI Ink Printing	EECRLF-HUD 108	Paid in Full	4/01	7/24/01	11/28/01	\$120,000	\$120,000	\$0	120	8.00%	12/1/2012	\$1,362.25	\$180,306.14 6/18/07	1) Senior security interest in business assets. 2) 2nd deed of trust on personal residence in the amount of \$240,000.	PAID IN FULL 6/07
119		EDI Loan	Bankruptcy	4/01	7/24/01	11/28/01	\$120,000	\$118,381	\$1,618	120	4.00%	12/1/2012	\$727.18	\$734.43 9/05/03	Senior security has been transferred to business assets(UCC).	Loan is uncollectible. No EDI Loan Loss Reserve to cover uncollected debt.
121	Jaid Desserts, Inc.	EDI Loan	CAD/BK Filed	3/00	4/11/00	7/21/00	\$100,000	\$68,348	\$1,662	180	3.00%	6/1/2010	\$729.70	\$737.00 3/5/03	3) 3rd security interest on furniture, fixtures and equipment purchased	Loan is in default and Jaid Desserts, Inc. has filed a Chapter 11 - Bankruptcy. Referred to CAO. Debt is uncollectible.
13	Ferley's East	ORA Broadway Corridor	Current	3/00	4/9/00	4/13/00	\$100,000	\$63,864	\$8,041	84	4.00%	6/1/2010	\$1,368.88	\$1,380.50 12/06/09	1st Position all machinery and equipment	Borrower paying as agreed.
14	Mercury Computer Corp.	ORA Broadway Corridor	Closed				\$100,000	\$100,000	\$0							The owner's filed Chap. 7 and the BK court discharged the City of Oakland debt. Lawsuit was dismissed by CAO. Request authorization to write off.
15	Frankie's Inc dba Ite A Grid	ORA Broadway Corridor	Current	N/A	1/28/00		\$100,000	\$37,241	\$62,758	84	8.50%	3/1/2012	\$1,437.00	\$1,451.37 12/04/09		Loan paid as agreed.
<b>Loans from \$1 - \$99,999</b>																
16	Upland Sports Group	EECRLF-HUD 108	Paid in Full	3/00	2/24/00	6/30/00	\$99,000	\$0	\$99,000	84	7.50%	6/1/2010	\$1,632.28	\$23,008.04 4/28/05	1) Subordinate deed of trust on personal residence and other real estate. 2) Personal guarantees	PAID IN FULL 4/05
17	J Masika	EDA	Paid in Full	2/00	2/28/04	3/21/04	\$99,500	\$0	\$99,500	120	6.00%	6/1/2014	\$1,054.88	\$78,166.37 6/14/07	1) Business assets 2) 2nd Deed of Trust on commercial property	PAID IN FULL 6/07
18	LA Loma Medical Center	EECRLF-HUD 108	Paid in Full	3/02	4/1/02	6/1/02	\$95,000	\$0	\$95,000	84	8.50%	12/1/2008	\$1,504.00	\$4,134.63 10/7/05	1) Senior security interest in business assets 2) 2nd deed of trust on residential real estate 3) \$95,000 EDI Loss Reserve	PAID IN FULL 10/05
19	Brew's Vision Unlimited dba Brew's	EDI Loss Reserve 108 Regular HUD 108	Default/ Foreclosure	3/00	6/15/00	6/29/00	\$95,000	\$95,000	\$0	84	8.50%	9/30/2007	\$1,483.00	\$1,478.60 04/03	1) First security interest in all business assets 2) \$28,840 EDI Loss Reserve	CAO is negotiating a settlement. The City could not obtain payment against the borrower. Debt uncollectible.



**CITY OF OAKLAND COMMERCIAL LOAN PORTFOLIO  
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Borrower Name	Loan Type/Program	Loan Status	Target Job Creation/Actual Job Creation*	Approval Date	Initial Funding Date*	Total Amount Approved/Loans / Grants / Loan Loss Reserve	Current Principal Outstanding	Total Principal Amount Paid	Term (in months)	Interest Rate	Maturity Date	Debt Service (Principal & Interest Only)	Amount/Date Last Paid	Security Interest/ Collateral	Comments**
<b>Loans from \$1 - \$99,999 (cont'd)</b>															
40	Servitely Chocolates	EECRLF-HUD 106	Defaulted	2,570	3/27/08	3/27/08	\$75,000	\$10,000	\$64,000	60	6.00%	4/1/2011	\$1,449.90	\$45,000/5/6/09	3rd deed of trust on personal residence Loan has been defaulted - Business closed and borrower is requesting City to forgive a portion of loan amount due. Offer of \$45,000 has been accepted. Loan paid in full. Outstanding debt has been requested to be written-off.
41	La Paella De Micro Negocio	EDA	Current	0	10/14/08	10/14/08	\$75,000	\$41,365	\$10,120	72	5.00%	10/1/2014	\$1,207.87	\$1,280.34/10/20/09	Payment arrangement has been made until 2/1/10 at which time regular principal & interest will be due
42	MVP Sports	EECRLF-HUD 106	Paid In Full	2,172	10/4/08	10/4/08	\$75,000	\$0	\$75,000	60	7.50%	10/1/2010	\$1,502.85	\$78,212.85/4/17/09	2nd deed of trust on residential real estate PAID IN FULL 4/08
43	Furbath Co	EECRLF-HUD 106	Paid In Full	3,094	8/11/08	8/29/08	\$80,000	\$0	\$80,000	64	8.50%	10/1/2007	\$1,484.00	\$538.15/12/8/07	1) First security interest in all business assets 2) \$29,540 EDI Loss Reserve PAID IN FULL 12/07
44a	Allen's Ham and Bacon	EECRLF-HUD 106	Paid In Full	2,000	8/28/08	11/17/08	\$80,000	\$0	\$80,000	64	7.50%	12/1/2008	\$93,732.03/5/27/09	1) 3rd deed of trust on personal residence in the amount \$147,000. 2) 1st Security interest in all business assets PAID IN FULL 5/09	
44b		EDI Loss Reserve				\$13,000								\$13,000 EDI Loss Reserve	PAID IN FULL 2/07
45	All About Hair	EECRLF-HUD 106	Paid In Full	2,540	4/29/08	6/10/08	\$77,000	\$0	\$77,000	64	7.00%	12/1/2004	\$472.82/9/15/09	1st Security Interest in all business assets PAID IN FULL 2/07	
46	Just Pail Me	ORA Broadway Corridor	Current	0/0	8/25/08	8/21/08	\$70,000	\$41,385	\$28,836	64	6.00%	8/1/2013	\$1,032.83/12/08/09	OOBC - Loan is being paid as agreed.	
47	Food King Meats Property	EDA	Paid In Full	2,000	5/20/04	7/1/04	\$88,848	\$0	\$88,848	240	5.00%	8/1/2024	\$453.00	\$81,580.00/10/1/08	1) 2nd Deed of Trust on commercial property 2) DAN IS PAID IN FULL 2/08
48	Flex Therapy & Fitness (Formerly Work Rehab)	EECRLF-HUD 106	Defaulted	2,055	11/5/04	1/25/05	\$85,000	\$4,000	\$80,934	64	7.00%	8/1/2008	\$881.00	\$888.53/2/12/09	1) UCC filing on equipment, fixtures inventory 2) \$44,300 EDI Loss Reserve Loan has been defaulted. Borrower has filed Bankruptcy (Chapter 13) on June 13, 2008. City will request Debt is uncollectible. EDI Loss Reserve funds to payoff outstanding debt.
		EDI Loss Reserve				\$44,300									

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Borrower Name	Loan Type/ Program	Loan Status	Target Job Creation/ Actual Job Creation*	Approval Date	Initial Funding Date*	Total Amount Approved/ Loans / Grants / Loan Loss Reserves	Current Principal Outstanding	Total Principal Amount Paid	Term (in months)	Interest Rate	Maturity Date	Debt Service (Principal & Interest Only)	Amount/ Date Last Paid	Security Interest/ Collateral	Comments**		
<b>Loans from \$1 - \$99,999 (cont'd)</b>																	
46	Gazzaf's Supermarket	EDA		Current	2.00		12/13/04	\$72,374	\$63,442	\$8,932	60	4.00%	3/1/2014	\$1,332.88	\$2,769.06 8/28/09	Borrower has been granted a redevelopment grant to pay off the EDA loan to offset capital for overhead expenses to sustain only supermarket in vicinity.	
48	McNeil Manufacturing Inc.	EDA		Paid in Full	2.00		7/1/84	7/28/04	\$80,000	\$0	\$80,000	60	7.00%	8/1/2009	\$1,188.97	\$55,753.77 4/28/05	1) 1st priority UCC filing on business assets PAID IN FULL 4/05
49	Shearmane	ORA Broadway Corridor		Restructured			8/20/08	8/20/08	\$80,000	\$0,000	\$0	64	5.00%	12/1/2014	\$439.55	\$257.21 Interest only 12/28/08	Machinery and account receivables First payment begins on 1/1/09. Borrower's loan has been restructured until 1/1/2010. Loan is being paid as agreed.
52	Playa Azul Restaurant	EECRLF-HUD 106		Current	1.50		8/4/05	5/16/04	\$80,000	\$31,532	\$28,467	64	6.00%	7/1/2012	\$876.51	\$1,200.00 8/1/08	Loan is being paid as agreed.
53	Unifarms of America	Micro Loan		Closed			12/1/85		\$55,700	\$55,700	\$0						Uncollectible per CAO due to statute of limitations. Request authorization to write off.
54	T.P. School Supplies	EECRLF-HUD 106		Paid in Full	2.00		8/23/98	1/22/98	\$55,000	\$0	\$55,000	64	6.00%	12/1/2008	\$684.33	\$57.04 7/06	1) Senior security interest in business assets 2) \$55,000 EDI Loss Reserve PAID IN FULL 2/07
55	Henda's Cole Bastea	EECRLF-HUD 106		Paid in Full	2.02		10/1/98	1/16/98	\$48,000	\$0	\$48,000	64	6.00%	2/1/2008	\$748.14	\$155.82 1/1/04	1) Senior security interest in business assets 2) \$30,000 EDI Loss Reserve PAID IN FULL 2/07
56	Android Design	EECRLF-HUD 106		Paid in Full	1.50		10/14/98	4/1/99	\$47,500	\$0	\$47,500	64	6.00%	1/1/2008	\$781.00	\$/100	1) Senior security interest in business assets, \$47,000 EDI 2) \$28,000 EDI Loss Reserve PAID IN FULL 2/07
57	Glacier Bay	EDA		Paid in Full	1.50		3/1/98		\$45,000	\$0	\$45,000	64	4.00%	3/1/2008	\$615.10	\$459.25 3/28/09	1) 3rd deed of trust on business real assets. 2) First security interest in all business assets PAID IN FULL 3/06
58a	Victor London Photography	EDA		Restructured			5/2/108	8/1/08	\$36,248	\$36,248	\$0	60	5.00%	7/11/2013	\$677.20	N/A	Business assets Payments deferred.
58b		ORA Broadway Corridor		Paid in Full			5/2/108	6/10/08	\$40,000	\$0	\$40,000	6	6.00%	12/1/2008	\$174.82	178.59 12/1/08	Machinery and account receivables PAID IN FULL 1/09
59	Rocaf's Shoes	ORA Broadway Corridor		Current	0		2/18/09	2/18/09	\$35,000	\$31,500	\$3,434	60	4.00%	2/1/2014	\$644.54	\$651.83 12/1/08	1st Position on Business Assets Loan is being paid as agreed.
60	Stamp & Bone	EDA		Paid in Full	2.00		3/23/04	4/14/04	\$35,000	\$0	\$35,000	60	6.00%	5/1/2008	\$878.85	\$63.42 5/24/08	1) Business assets. PAID IN FULL 5/09
61a	Acapulco Records	EECRLF-HUD 106		Paid in Full	4.04		12/17/98		\$33,000	\$0	\$33,000	182	7.50%	8/30/2018	\$265.62	\$21,378.88 5/08/07	1) 2nd deed of trust on project real estate. PAID IN FULL 6/07
61b		EDI Loan		Paid in Full			12/17/98		\$33,000	\$0	\$33,000	182	3.00%	8/30/1900	\$240.00	\$20,978.83 5/08/07	2) 3rd deed of trust on project real estate PAID IN FULL 6/07
61c		EDA		Paid in Full			12/17/98		\$33,000	\$0	\$33,000	240	4.00%	8/1/2018	\$199.87	\$23,178.88 6/08/07	3) 4th deed of trust on project real estate. PAID IN FULL 6/07

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Borrower Name	Loan Type/ Program	Loan Status	Target Job Creation/ Actual Job Creation*	Approval Date	Initial Funding Date*	Total Amount Approved Loans / Grants / Loan Loss Reserves	Current Principal Outstanding	Total Principal Amount Paid	Term (in months)	Interest Rate	Maturity Date	Debt Service (Principal & Interest Only)	Amount/ Date Last Paid	Security Interest/ Collateral	Comments**
<b>Loans from \$1 - \$99,999 (cont'd)</b>															
42 Simeo Construction	EECRLF-HUD 108	Paid in Full	1.00	9/7/03	10/15/03	\$30,000	\$0	\$30,000	60	10.50%	11/1/2006	\$84.62	\$26,654.31 8/20/04	1) Business assets.	PAID IN FULL 8/04
43 Catered To You	ORA Broadway Corridor	Current	1.5	7/24/07	7/24/04	\$30,000	\$17,178	\$12,822	60	6.00%	8/1/2012	\$579.98	\$88.00 12/02/09	1) Business assets.	Loan is being paid as agreed.
44 Steel City Gym	EECRLF-HUD 108	Paid in Full	1.00	11/1/06	11/8/06	\$25,000	\$0	\$25,000	64	7.50%	1/1/2007	\$386.40	\$11,791.07 8/28/08	1) Senior security interest in business assets 2) \$10,000 EDI Loss Reserve	PAID IN FULL 2/07
46 Black-N-Style	EECRLF-HUD 108	Paid in Full	1.00	5/17/06	5/13/06	\$20,000	\$0	\$20,000	61	7.50%	3/1/2006	\$315.42	\$1,000.00 7/27/06	1) 1st security interest in business assets 2) \$15,000 EDI Loss Reserve	PAID IN FULL 2/07
48 Calaste Enterprise	ORA Coliseum Area RLF	Current	0	3/20/08	3/20/08	\$17,200	\$17,200	\$0	4	8.00%	8/1/2009			1st Position on all business equipment	Borrower filed Chapter 11 Bky. Dismissed 7-23-08; referred to CAO for collection of outstanding debt.
47 Big 'O' Time	Commercial Industrial (Revolving Loan Fund) (CIRL)	Paid in Full	N/A	4/18/11 Cons. Date		\$10,000	\$0	\$10,000	360	6.50%	3/1/2006	\$85.00	\$1,414.52 10/17/03	1) 2nd deed of trust on personal residence 2) UCC filing equipment & fixtures	PAID IN FULL 10/03
44 Day's Publication	Micro Loan	Paid in Full	N/A	10/1/04		\$10,000	\$0	\$10,000	65	10.25%	10/1/2007	\$100.00	\$438.04 8/12/07		PAID IN FULL 8/07
49 Just for You Janitorial	Micro Loan	Collections	N/A		11/5/05	\$10,000	\$10,000	\$0	48	10.50%	4/1/1995				Judgment 6/2001. Council has authorized designation of this loan as defaulted and the drawdown of Loan Loss Reserve Funds to cover future interest if needed. CAO has transferred to the Collection Unit (Finance Agency) to attempt recovery. Prepared to allow losses.
49 Piazza Pizzeria	Micro Loan	Collections	N/A			\$10,000	\$10,000	\$0	36	10.50%	7/18/1996				The borrower filed Chapter 11 and the BK court discharged the City of Oakland debt. Litigation was discharged by CAO. Request authorization to write off.
71 R & O Barbatus	Micro Loan	Collections	N/A			\$10,000	\$7,800	\$2,200	48	10.50%	11/1/1998				Judgment 6/2001. Request authorization to write off.
72 Victor's Cafe	Micro Loan	Collections	N/A			\$10,000	\$9,742	\$258	65	9.50%	2/1/1982				BK (7) 1191. CAO stayed BK court estimated zero assets in 3/15/02 letter and was recommending total liquidation. No final conclusion obtained. Request authorization to write off.
73 Breaker Construction	Micro Loan	Collections	N/A			\$10,000	\$10,000	\$0	6	10.50%	7/31/1995				Uncollectible per CAO due to statutes of limitations. Request authorization to write off.

CITY OF OAKLAND

AS OF 12-31-09

COMMERCIAL LOAN PORTFOLIO SUMMARY  
ALLOWANCE FOR DOUBTFUL ACCOUNT

CURRENT ACCOUNTS			DELINQUENT/DEFAULTED ACCOUNTS				
Borrower	Prin. Loan Balance	Paid Off Amount	Borrower	Prin. Loan Balance	Paid Off Amount	Collection Initiated	Collection Action
1 Fruitvale Development Corporation	\$2,893,750		1 Just Real Estate, LLC	\$1,450,000		Y	Collections
2 Jack London (Acorn) Gateway	\$1,825,365		2 EMHS	*	\$1,100,000	Y	Paid Off EDI Loan Loss Reserve
3 Negherbon Auto Center	*	\$1,000,000	3 Gregory Truck Body	*	\$189,246	Y	Paid Off EDI Loan Loss Reserve
4 Lake Merritt Hotel Associates	*	\$800,000	4a 3J's & BH Enterprises	*	\$250,000		Paid in Full
5 Sunrise Specialty	*	\$796,034	4b 3J's & BH Enterprises	\$61,693		Y	Collections
6 Connell Auto Center	*	\$646,089	5 Blackboard Entertainment	*	\$212,095	Y	Paid Off EDI Loan Loss Reserve
7 Niman Ranch Properties	*	\$600,000	6 United Market	\$0	\$55,038		Paid in Full
8 Niman McConnell	*	\$600,000	7 Pill Hill Printng	\$118,381		Y	Collections
9 Lamumba Corp. dba Geoffrey's Inner	*	\$271,200	8 Pill Hill Printing (EEC)	*	\$120,000		Paid in Full
10 Dodg Corporation	\$224,735		9 Technical Leasing	\$240,000		Y	Collections
11 Friendly Cab	\$243,775		10 Comet Skateboards \$225,000	\$142,596		Y	Collections
12 Hodo Inc.	\$237,693		11 Ken Mitchell	*	\$205,000		Paid in Full
13 Revolution Foods	\$395,990		12 Athlete's Foot	*	\$150,000		Paid in Full
14 Ahmed Dobashi dba Kwikway Laundry	\$182,020		13 Carrie's Landing	\$150,000		Y	Closed
15 Gill Electric	\$168,420		14 Mercury Computer Corp.	\$100,000		Y	Collections
16 Merritt Bakery and Restaurant	\$162,000		15 Just Dessert, Inc.	\$98,348		Y	Litigation
17 Mandela Foods Cooperative, Inc.	\$193,369		16 J. Malnick	*	\$99,500		Paid in Full
18 Moler Barber College	\$28,863		17 Brew's Vision Unlimited	\$95,000		Y	Settlement
19 Tri Dot Enter. dba Domino's Pizza	*	\$125,000	18 All About Hair	*	\$9,182	Y	Paid Off EDI Loan Loss Reserve
20 Frankie's Inc. dba It's a Grind	\$37,241		19 Uniforms of America	\$55,700		Y	Collections/ Judgment '01
21 Farley's East	\$93,959		20 TP School Supplies	*	\$27,312	Y	Paid Off EDI Loan Loss Reserve
22 Upland Sports Group	*	\$99,900	21 Wanda's Cofe Barista	*	\$12,427	Y	Paid Off EDI Loan Loss Reserve
23 Luka's LLC	\$107,756		22 Android Designs	*	\$33,956	Y	Paid Off EDI Loan Loss Reserve

AS OF 12-31-09

COMMERCIAL LOAN PORTFOLIO SUMMARY  
ALLOWANCE FOR DOUBTFUL ACCOUNT

CURRENT ACCOUNTS			DELINQUENT/DEFAULTED ACCOUNTS				
Borrower	Prin. Loan Balance	Paid Off Amount	Borrower	Prin. Loan Balance	Paid Off Amount	Collection Initiated	Collection Action
24 Acapulco Records	*	\$99,000	23 General Nutrition Center	*	\$30,000	Y	Paid Off EDI Loan Loss Reserve
25 La Loma Medical Center	*	\$95,000	24 Allan's Ham & Bacon	*	\$28,000	Y	Paid Off EDI Loan Loss Reserve
26 FunBath Co.	*	\$90,000	25 Print Shop	*	\$28,000	Y	Paid Off EDI Loan Loss Reserve
27 MVP Sports & Recreation	*	\$90,000	26 Steel City Gym	*	\$12,607	Y	Paid Off EDI Loan Loss Reserve
28 Serendipity Chocolates	\$10,995		27 Black-N-Style	*	\$18,109	Y	Paid Off EDI Loan Loss Reserve
29 La Placita De Micro Negocios	\$62,446		28 Celeste Enterprises	\$17,200		Y	Collections
30 Gazzali's Supermarket	\$63,412		29 Breahn Construction			Y	Collections/ Judgment
31 Just Pet Me	\$41,365		30 Piazza Pizzeria			Y	Collections/ Judgment
32 Food King Meats Property	*	\$68,648	31 Just for You Janitorial			Y	Judgment
33 Mandela Food Cooperative (EDA)	\$45,931		32 Victor's Café			Y	Collections/ Judgment '01
34 Catered To You	\$17,178		33 R & D Barbecue			Y	Collections/ Judgment '01
35 Playa Azul Restaurant	\$31,533		34 Flex Therapy & Fitness	\$4,066		N	Bankruptcy
36 Shashamane	\$60,000						
37 McNeill Manufacturing Inc.	*	\$60,000					
38 Glacier Bay	*	\$45,000					
39 Victor J. London Photography (Brd. Corr)	*	\$40,000					
40 Victor J. London Photography (EDA)	\$36,248						
41 Rocsil's Shoes	\$31,566						
42 Stump & Sons	*	\$35,000					
43 Catered to You	\$17,178						
44 Simco Construction	*	\$30,000					
45 Los Medanos Fund	*	\$12,500					
46 Big O Tires	*	\$10,000					
47 Day's Publications	*	\$10,000					
<b>Total Principal Value</b>	<b>\$7,212,787</b>		<b>Total Principal Value</b>	<b>\$2,532,984</b>			
% Current Outstanding \$ Loaned	74.0%		% Defaulted Outstanding \$ Loaned	26.0%			
* Paid Off							

# CONTRACTOR PERFORMANCE EVALUATION

## Assessment Guidelines

Outstanding	Performance exceeds contractual requirements.
Satisfactory	Performance meets contractual requirements.
Needs Improvement	Performance meets contractual requirements only after extensive corrective action was taken.
Unsatisfactory	Performance does not meet contractual requirements. The contractual performance being assessed reflects serious problems for which corrective actions were ineffective.

## Section 1: General Evaluation

Contractor	Oakland Business Development Corporation	
Contractor Type	Commercial Loan Program Management	
If Other		
Contract Amount (Amount must be \$5,000 or more)	\$468,550	
Date of Notice to Proceed		
Date of Projected Completion		
Date of Final Completion		
Evaluator Name	Lisa D. Brown	
Evaluator Title	Commercial Loan Administrator	
Type of Contract	Original Contract	
If Other		
Amend Amount	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	\$236,712
Amend Time	<input type="checkbox"/> YES <input type="checkbox"/> NO	

SCOPE OF WORK AND PERFORMANCE		Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
1	How would you describe the overall quality of the Contractor's performance based upon the contract's scope of work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
1a	Was there a need to take corrective actions? ☞If "Yes", please specify date(s) and reason(s) for the correction(s) and proceed to 1B. If "No", Skip to Question 2 <input type="text"/>			<input type="radio"/> YES	<input type="radio"/> NO
1b	If corrective actions were required, how would you rate the quality of the Contractor's corrections?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	How would you rate the organization, presentation, clarity and conciseness of the work/reports prepared by the Contractor? Please use Section 2: Contract-Specific Criteria to provide more detailed information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	How would you rate the expertise and skills of the personnel assigned by the Contractor to satisfactorily perform the work required under the contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	How would you rate the coordination of the Contractor with sub-contractors and others involved in the project? If N/A, Skip to Question 5 Please use Section 2: Contract-Specific Criteria to provide more detailed information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Were there <b>other</b> issues related to "Work Performance"? ☞If "Yes", please explain. <input type="text"/>		<input type="radio"/> YES, Major Issues	<input type="radio"/> YES, Minor Issues	<input checked="" type="radio"/> NO
6	Would you select this firm again for this type of project or program? ☞If "No", please explain. <input type="text"/>			<input checked="" type="radio"/> YES	<input type="radio"/> NO

	<b>TIMELINESS</b>	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
7	How would you rate the Contractor's performance in completing the work/services within the time required by the contract?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
8	How would you rate the timeliness of any Contractor requests for amendments extending the time of the contract? <b>If N/A, Skip to Question 9</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Were there <b>other</b> issues related to timeliness? ☛If "Yes", please explain. <input type="text"/>		<input type="radio"/> YES, Major Issues	<input type="radio"/> YES, Minor Issues	<input checked="" type="radio"/> NO

	<b>FINANCIAL ADMINISTRATION</b>	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
10	How would you rate the accuracy and completeness of the Contractor's billings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11	Did the contractor request any increase to the contract amount based on the <u>original</u> scope of work? ☛If "Yes", please list the requested increase in contract amount Number of Requests <input type="text"/> Total Requested Amounts <input type="text"/> Total Settlement Amount: <input type="text"/>		<input type="radio"/> YES, Major Requests	<input type="radio"/> YES, Minor Requests	<input checked="" type="radio"/> NO
12	How would you rate the reasonableness of the Contractor's price quotes for changed or additional work? <b>If N/A, Skip to Question 13</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Were there any billing disputes? ☛If "Yes", please explain. <input type="text"/>		<input type="radio"/> YES Major Disputes	<input type="radio"/> YES Minor Disputes	<input checked="" type="radio"/> NO
14	Were there any <b>other</b> financial issues? ☛If "Yes", please explain. <input type="text"/>		<input type="radio"/> YES, Major Issues	<input type="radio"/> YES, Minor Issues	<input checked="" type="radio"/> NO



COMMUNICATION		Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
15	How would you rate the Contractor's responsiveness to the Project Manager's questions, requests, changes, etc.?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
16	Please rate whether the Contractor communicated with the <u>Project Manager</u> in a timely manner regarding the following items:				
	16a. Notification of any significant issues that arose? <b>If N/A, Skip to Question 16b</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	16b. Critical staffing issues (changes, replacements, additions, etc.)? <b>If N/A, Skip to Question 16c</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	16c. Periodic progress reports if required by the contract (both verbal and written)? <b>If N/A, Skip to Question 17</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
17	How would you rate the Contractor's interaction, courtesy and helpfulness in dealing with: <ul style="list-style-type: none"> <li>• City/ ORA Staff</li> <li>• General public</li> <li>• Partners/ Stakeholders</li> <li>• Other public agencies</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
18	Please rate the quality of the contractor's public presentation(s). <b>If N/A, Skip to Question 19</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19	Were there any <b>other</b> issues related to communication issues? ☞ If "Yes", please explain. <div style="border: 1px solid black; height: 20px; width: 50%; margin-top: 5px;"></div>		<input type="radio"/> YES, Major Issues	<input type="radio"/> YES, Minor Issues	<input checked="" type="radio"/> NO

Based on the weighting factors below, the Contractor's overall score has been calculated from the four categories above.

RATING - SECTION 1		Possible Score	Actual Score
1.	Score for Scope of Work and Performance	25	25
2.	Score for Timeliness	10	10
3.	Score for Financial Administration	20	20
4.	Score for Communication	35	35

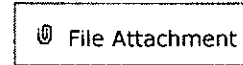
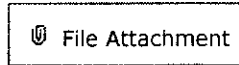
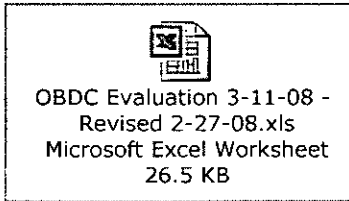
<b>TOTAL SCORE</b>	90	90
<b>PERCENTAGE</b>	100	

Outstanding: 100% to 90%  
Satisfactory: 89% to 70%  
Needs Improvement: 69% to 60%  
Unsatisfactory: 59% or less

## Section 2: Contract-Specific Criteria

Use this section to highlight contract-specific information and any other performance criteria not covered in Section 1.

- Click the 'File Attachment' icon to attach applicable documentation (scope of work, evaluation matrices, deliverable tracking templates, etc.).



- Enter comments summarizing/explaining your attachments in the blank field provided.

- Rate the Contractor based on the information and comments submitted.

RATING - SECTION 2	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
Rate your Contractor's overall performance in relation to information provided in Section 2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## EVALUATION

Contract Year 2006 - 2007		Targeted Goals	Actuals	Comments/Explanation
<b>Loan Underwriting</b>				
1	Package & fund 10 NEDF loans	10	13	OBDC did an exceptional job on meeting the loans goals.
2	Package & fund 5 Micro loans	5	9	OBDC did an exceptional job on meeting the loans goals
3	Package & fund 4 EDA & Broadway Corridor loan programs	4	2	The EDA funds were low due to the lack of revolving loan funds.
4	Package & fund 3 loans under \$249,500 from EEC-RLF	3	0	City was waiting for authorization from HUD to continue the EEC/EDI Loan Programs past 8/06.
5	Package & fund 3 loans under \$249,500 from Coliseum RLF loan program	2	0	There was a weak EEC loan pipeline, staff met regularly with OBDC to review loan pipeline.
6	Create and properly record loan documents	yes	yes	Loan documents were properly created.
7	Maintain loan documentation in accordance to federal guidelines	yes	yes	Loan files have been maintained properly.
<b>Commercial Loan Servicing</b>				
		<b>Rank 1 (poor) - 5 (very good)</b>		
1	Mailing Monthly Statements by the 20th of each month		3	Statements did not reflect all charges due & were sent promptly.
2	Monthly tracking of when loan payments received on a daily basis		3	Payment envelopes periodically not date stamped to verify date pmt. received.
3	Post loan payments to CEDA shared servicing system within 24 -		3	Difficulty posting payments.
4	Identifying principal & interest portion of loan payments within 24 hrs from receipt of loan payment		2	Difficulty posting payments caused incorrect calculations of the interest & principal portions of the loan payment.
5	within 24-48 hrs from receipt of loan payment		3	Payments occasionally delayed to CL.
6	Process Payoff Demand Request within 48 hrs from receipt of request		2	Often referred to CL to handle.
7	Process Uniform Commercial Code (UCC)1		5	Responsible to "perfect" collateral when loan closing.
8	Review & Analyze Subordination Request & report to CL within 48 hrs.		2	Usually referred to CL
9	Collection notice mailed on loans 30, 60 & up to 90 days past due within 24 hrs of delinquency		2	CL did not received transfer of delinquent files promptly.
10	Preparation of monthly loan payment status reports by the 15 day of each month		3	Reports often delayed.
11	Request to Restructuring loans referred to CL within 24-48 hrs		3	Always referred to the City to do final workout plan.
<b>Marketing</b>				
		<b>Targeted Goals</b>	<b>Actuals</b>	
1	Marketing the City's loan programs annually to at least 500 businesses via cold and/or appt. calls or group presentations within 7 CD districts and specifically in the 3 EEC areas	500 businesses	677 businesses	OBDC has done an exceptional job meeting the marketing goals outlined in the contract.
2	Call on at least 4 merchant associations within 3 EEC areas	4	4	OBDC has done an exceptional job meeting the marketing goals outlined in the contract.
3	Call on at least 4 prof. organizations within 3 EEC areas	4	4	OBDC has done an exceptional job meeting the marketing goals outlined in the contract.
4	Accept applications & deter. feasibility of small bus. & loans	n/a	22	OBDC has done an exceptional job meeting the marketing goals outlined in the contract.
5	Participate in 1 workshop/seminar per quarter for merchants/ community groups	1	48	OBDC has done an exceptional job meeting the marketing goals outlined in the contract.

Contract Year 2007-2008*			Comments/Explanation Attachment B	
Loan Underwriting		Targeted Goals	Actuals	
1	Package & fund 10 NEDF loans	10	7	OBDC did an exceptional job on meeting the loans goals & will exceed target goals.
2	Package & fund 5 Micro Loans	5	5	OBDC did an exceptional job on meeting the loans goals and have meet loan goals prior to end of 07/08 FY (6-30-08).
3	Package & fund 3 loans under \$249,500 from EEC-RLF loan program	3	1	OBDC has 2 potentially EEC loans in the loan pipeline.
4	Package & fund 4 loans from the Broadway Corridor/EDA loan program	4	1-BC/2-EDA 3	OBDC is expected to meet loan goals prior to the end of 07/08 FY (6-30-08).
5	Package & fund 3 loans under \$249,500 from Coliseum RLF loan program	3	0	OBDC had difficulty with program development & outreach; difficulties have been addressed & has submitted revised marketing strategy.
6	Qualify up to 3-4 loan applicant annually on Brownfield/Cal Reuse	3	5	OBDC has successfully qualified 5 applicants & have met targeted goals.
7	Create and properly record loan documents	yes	yes	Loan documents were properly created.
8	Maintain loan documentation in accordance to federal guidelines	yes	yes	Loan files have been maintained properly.
<b>Commercial Loan Servicing</b>		<b>Rank 1 (poor) - 5 (very good)</b>		
1	Mailing Monthly Statements by the 20th of each month		3	Statements did not reflect all charges due & were sent promptly.
2	Monthly tracking of when loan payments received on a daily basis		3	Payment envelopes periodically not date stamped to verify date pmt. received.
3	Post loan payments to CEDA shared servicing system within 24 -		3	Difficulty posting payments.
4	Identifying principal & interest portion of loan payments within 24 hrs from receipt of loan payment		2	Difficulty posting payments caused incorrect calculations of the interest & principal portions of the loan payment.
5	Transfer loan payments to CEDA Commercial Lending unit		3	Payments occasionally delayed to CL.
6	Process Payoff Demand Request within 48 hrs from receipt of request		2	Often referred to CL to handle.
7	Process Uniform Commercial Code (UCC)1		5	Responsible to "perfect" collateral when loan closing.
8	Review & Analyze Subordination Request & report to CL within 48 hrs.		2	Usually referred to CL
9	Collection notice mailed on loans 30, 60 & up to 90 days past due within 24 hrs of delinquency		2	CL did not received transfer of delinquent files promptly.
10	Preparation of monthly loan payment status reports by the 15 day of each month		3	Reports often delayed.
11	Request to Restructuring loans referred to CL within 24-48 hrs		3	Always referred to the City to do final workout plan.
<b>Marketing/Technical Assistance</b>		<b>Targeted Goals</b>	<b>Actuals</b>	
1	Marketing the City's loan programs annually to at least 500 businesses via cold and/or appt. calls or group presentations within 7 CD districts and specifically in the 3 EEC areas	500 businesses	672 businesses	OBDC has successfully met the yearly goal.
2	Call on at least 4 merchant associations within 3 EEC areas	4	7	OBDC has successfully met the yearly goal.
3	Call on at least 4 prof. organizations within 3 EEC areas	4	7	OBDC has successfully met the yearly goal.
4	Accept applications & deter. feasibility of small bus. & loans	n/a	125	OBDC has successfully met the yearly goal.
5	Participate in 1 workshop/seminar per quarter for merchants/ community groups	1	28	OBDC has successfully met the yearly goal.
<b>Post Loan/Job Monitoring</b>		<b>Rank 1 (poor) - 5 (very good)</b>		
1	Track job creation and retention		5	OBDC has successfully implemented this function.
2	Provide monthly reports on job creation activity		5	OBDC has implemented reports & will be submitting a report to CL prior to end of 07/08 FY.
3	Client Site Visits		5	OBDC assigned staff has conducted site visits.

\* Please note the evaluation information for FY 2007/2008 is not for the full FY period (7-1-07 through 6-30-08).

ECONOMIC DEVELOPMENT & REDEVELOPMENT DIVISION  
**CONTRACTOR PERFORMANCE EVALUATION**

[Print-Friendly Version - Instruction only](#)

## **Introduction**

All staff responsible for administering and/or managing Professional Services contracts of \$5,000 or more must evaluate contractor performance on a regular basis using the Contract Evaluation System.

- THIS IS A MANDATORY PROCESS.
- Contractor Performance Evaluations are required for all active and new contracts as of **August 1, 2008**.
- Contractor Performance Evaluation must be completed within 30 calendar days of remitting Final Payment to Contractor.

All contracts subject for renewal consideration must be thoroughly evaluated using the new System prior to preparation of any staff report and Resolution. Senior management will ensure that completed Contract Evaluations accompany staff reports and Resolutions submitted to the Deputy Director.

## **Instructions**

## Section 3: Sub-contractors Evaluation

Use this optional section to highlight Sub-contractor performance.

Sub contractor's name:

Sub contractor's type:

- Click the 'File Attachment' icon to attach applicable documentation (scope of work, evaluation matrices, deliverable tracking templates, etc.).




- Enter comments summarizing/explaining your attachments in the blank field provided.

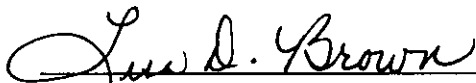
- Rate the Sub-contractor based on the information and comments submitted.

<b>RATING - SECTION 3</b>	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
Rate your Sub-contractor's overall performance in relation to information provided in Section 3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Overall Rating

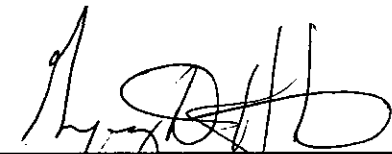
RATING - FINAL	Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
Rate overall Contractor's performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- (1) Submit evaluation to Unit Supervisor for review.
- (2) Save Evaluation Form to shared drive: \\Library2\redvelopment\ScheduleL2\Completed Evaluation Forms.

  
Project Manager

LISA D. BROWN  
Print Name

8-19-09  
Date

  
Supervisor

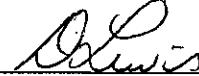
GREGORY D. Hunter  
Print Name

2-5-10  
Date

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2010 FEB 10 PM 1:44

APPROVED AS TO FORM AND LEGALITY:



Deputy City Attorney

## OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

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**AUTHORIZE AN INCREASE IN FUNDING FOR THE OAKLAND BUSINESS DEVELOPMENT CORPORATION IN AN AMOUNT NOT TO EXCEED \$95,800 OF ECONOMIC DEVELOPMENT INITIATIVE FUNDS FOR FISCAL YEAR 2009-2010, AND TO ACCEPT A CONTRIBUTION FROM THE OAKLAND REDEVELOPMENT AGENCY UNDER THE COOPERATION AGREEMENT IN AN AMOUNT NOT TO EXCEED \$140,912 FOR FISCAL YEAR 2009-2010, FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$468,552, FOR COMMERCIAL LOAN UNDERWRITING SERVICES**

**WHEREAS**, the City of Oakland has contracted with the Oakland Business Development Corporation ("OBDC") since 1979, to provide loan services and technical assistance to Oakland businesses; and

**WHEREAS**, OBDC effectively manages seven loan programs for the City of Oakland, and has demonstrated the capacity to lend to small businesses to further the City's goals of attracting, expanding, and retaining Oakland businesses, thereby creating job opportunities for low and moderate income Oakland residents; and

**WHEREAS**, the contract amendment will augment the resources and expertise of the Community and Economic Development Agency ("CEDA") with those of OBDC to more effectively serve Oakland's businesses and manage the City's commercial loan portfolio; and

**WHEREAS**, the increase in lending activity that is expected to result from additional funding for OBDC's contracted loan underwriting services will leverage additional private capital and equity investment in Oakland businesses that otherwise may not be invested, create new jobs for Oakland's residents, and add to the City's business license tax base; and



**WHEREAS**, the effective partnering of resources and expertise with OBDC furthers the City Council's goals of coordinating City services in order to attract and support businesses emphasizing sustainability (particularly the creation and retention of jobs for Oakland's low-moderate income residents), especially in neighborhood commercial areas; and

**WHEREAS**, the City Council previously authorized an allocation of \$231,840 of Community Development Block Grant ("CDBG") funds and hereby allocates an additional \$95,800 from the Economic Development Initiative ("EDI") fund; and

**WHEREAS**, sufficient EDI funds are available to fund the requested supplemental amount of \$95,800; and

**WHEREAS**, the City's allocations totaling \$327,640 will be augmented by a contribution from the Redevelopment Agency of the City of Oakland ("ORA") of \$140,912 of Coliseum and Central City East Redevelopment Project Area funds for fiscal period 2009-2010, for a total OBDC contract amount of \$468,552; and

**WHEREAS**, additional funds for OBDC will be provided as follows:

- \$95,800 from EDI funds (2105)
- \$100,000 of Coliseum funds (Fund 7780, Org. 88659, Account No. 52921, Project C82620) and \$40,912 of Central City East funds (Fund 7780, Org 88699, Account No., Project P233210), for a total contract amount of \$468,552; and

**WHEREAS**, the City Council finds that the Agreement with OBDC is for services of a professional or specialized nature; and

**WHEREAS**, the City Council finds and determines that the services under this contract will be temporary and performance of the contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore, be it

**RESOLVED**: That the Council hereby authorizes the allocation of an additional \$95,800 for the OBDC contract for fiscal year 2009-2010 from the Commercial Lending Economic Development Initiative (EDI) Grant Fund (2105), Commercial Lending Org (88579), Grant-Funded Loan Expenditures Account (58311), and HUD EDI Disbursement Project (H66631); and be it

**FURTHER RESOLVED**: That the City hereby accepts a contribution of \$140,912 from ORA under the Cooperation Agreement; and be it

**FURTHER RESOLVED**: That the City Council hereby authorizes a total additional amount of \$236,712 for the fiscal year 2009-2010 contract with OBDC for a total contract amount not to exceed \$468,552; and be it

**FURTHER RESOLVED:** That the City Administrator, or his designee, is authorized to conduct negotiations, execute documents, administer the contract, amend, modify or extend the agreement terms, and take any other actions necessary with respect to the contract amendment consistent with this Resolution and its basic purpose; and be it

**FURTHER RESOLVED:** That all agreements authorized hereunder shall be approved as to form and legality by the Office of the City Attorney and shall be placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2010

**PASSED BY THE FOLLOWING VOTE:**

AYES- BROOKS, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, QUAN, REID,  
AND PRESIDENT BRUNNER

NOES-

ABSENT-

ABSTENTION-

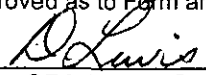
ATTEST:

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

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2010 FEB 10 PM 1:44

Approved as to Form and Legality

  
ORA Agency Counsel

REDEVELOPMENT AGENCY  
OF THE CITY OF OAKLAND

Resolution No. \_\_\_\_\_ C.M.S.

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**AN AGENCY RESOLUTION AUTHORIZING A CONTRIBUTION OF \$140,912 TO THE CITY OF OAKLAND UNDER THE COOPERATION AGREEMENT, IN THE AMOUNT OF \$100,000 OF COLISEUM REDEVELOPMENT PROJECT AREA FUNDS AND \$40,912 OF CENTRAL CITY EAST REDEVELOPMENT PROJECT AREA FUNDS TO INCREASE THE FUNDING FOR OAKLAND BUSINESS DEVELOPMENT CORPORATION FOR A NEW TOTAL CONTRACT AMOUNT NOT TO EXCEED \$468,552 FOR FISCAL YEAR 2009-2010, FOR COMMERCIAL LOAN UNDERWRITING SERVICES**

**WHEREAS**, the City of Oakland has contracted with the Oakland Business Development Corporation ("OBDC") since 1979, to provide loan services and technical assistance to Oakland businesses; and

**WHEREAS**, the Redevelopment Project Area's implementation strategy identifies the revitalization of businesses within the commercial and industrial corridors of the Redevelopment area as an integral component in achieving blight reduction; and

**WHEREAS**, the Redevelopment Agency is the catalyst through which a successful commercial, retail and industrial revitalization strategy can emerge; and

**WHEREAS**, OBDC effectively manages two loan programs in the Coliseum and Central City East Redevelopment Project Areas for the City of Oakland, and has demonstrated the capacity to lend to small businesses to further City goals for expanding, attracting and retaining Oakland businesses, thereby creating job opportunities for low-moderate income Oakland residents; and

**WHEREAS**, OBDC has demonstrated its ability to service the City's commercial loan portfolio, in addition to its own loan portfolios; and

**WHEREAS**, this contract will augment the resources and expertise of the Community and Economic Development Agency ("CEDA") with those of OBDC to more effectively serve Oakland's businesses and commercial loan portfolio; and

**WHEREAS**, the lending activity that is expected to result from additionally funding OBDC's contracted loan underwriting services will leverage additional private capital and equity investment in Oakland businesses that otherwise may not be invested, create new jobs for Oakland's residents, and add to the City's business license tax base; and

**WHEREAS**, the effective partnering of resources and expertise with OBDC furthers the City Council's goals of coordinating City services in order to attract and support businesses emphasizing sustainability (particularly the creation and retention of jobs for Oakland's low-moderate income residents), especially in neighborhood commercial areas; and

**WHEREAS**, the City Council previously authorized an allocation of \$231,840 of CDBG funds and \$95,800 of EDI funds for fiscal year ("FY") 2009-2010, and the Oakland Redevelopment Agency ("ORA") approved funds of \$140,912 for the fiscal year as follows:

- \$100,000 from Coliseum Redevelopment Area Fund (9450), Coliseum Redevelopment Organization (88659), Miscellaneous Operating Expenditure Account No. 52921, Coliseum Redevelopment Project (S826200.0000) mirrored to Fund (7780) Organization (88659), Account (52921), Project (C82620); and
- \$40,912 from Central City East Redevelopment Area Operations Fund (9540), Central City East Redevelopment Organization (88699), Miscellaneous Operating Expenditure Account No. 52921, Central City East Redevelopment Area Program (S233310.0000) mirrored to Fund (7780) Organization (88699) Account No. 52921, Project (P233210) for a total contract amount of \$468,552; and

**WHEREAS**, sufficient Central City East and Coliseum Redevelopment Project Area funds are available to fund the requested amount of \$140,912; and

**WHEREAS**, the Agency finds that the Agreement with OBDC is for services of a professional or specialized nature; and

**WHEREAS**, the Agency finds that this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore, be it

**RESOLVED:** That the Agency hereby authorizes a contribution of ORA funds to the City under the Cooperation Agreement to increase the OBDC contract for FY 2009-2010 by an amount not exceed \$140,912 for a total contract amount not to exceed \$468,552; and be it

**FURTHER RESOLVED:** That the Agency authorizes the Agency Administrator, or his designee, to conduct negotiations, execute documents, administer the contract amendment, modify or extend the agreement terms, and take any other action necessary with respect to the contract amendment, consistent with this Resolution and its basic purpose; and be it

**FURTHER RESOLVED:** That all agreements shall be approved as to form and legality by the Office of Agency counsel and shall be placed on file in the Office of the City Clerk.

IN AGENCY, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2010

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, QUAN,  
REID AND PRESIDENT BRUNNER

NOES -

ABSENT -

ABSTENTION -

ATTEST:

\_\_\_\_\_  
LATONDA SIMMONS  
Secretary of the Redevelopment Agency  
of the City of Oakland, California