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CITY OF OAKLAND
AGENDA REPORT

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: January 09, 2007

RE: **Informational Report On The Utilization of Funds Donated by Council
Members to External Organizations**

SUMMARY

This is the second informational follow-up report per the request of the Finance and Management Committee regarding the utilization of Funds donated by Council Members to external organizations. The first report summarized the responses received from external organizations regarding the use of donated Funds, and was submitted to the Finance and Management Committee on October 24, 2006. Due to the number of external organizations that did not provide a response, direction was given by the Finance and Management Committee to resend the request letter to those non-responsive external organizations and include: "Failure to respond may jeopardize future donations"

This report will outline the following:

- Determination of Funds Donated to External Organizations
- Letters and Forms Sent to External Organizations That Received Donated Funds
- Recap of Responses Received from External Organizations

FISCAL IMPACT

This is an informational report only; there are no fiscal impacts.

BACKGROUND

The Oakland City Council contributes Funds every year to support projects and services that will benefit the Oakland Community. To ensure accountability for all contributions, the Finance and Management Committee directed the Controller to identify, research, inquire, and document activities that were supported by donated Funds to external organizations.

DISCUSSION

■ **Determination of Funds Donated to External Organizations:**

Detailed reports from July 01, 2004 through June 15, 2006 for all Council Member expenditures were analyzed.

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Expenditures were classified as a donation when an external organization received Funds, and the request for payment was not the result of a contract, purchase order, or invoice issued by or to the City of Oakland.

■ **Letters and Forms Sent to External Organizations That Received Donated Funds:**

On August 28, 2006, twenty-two (22) external organizations were sent a letter with the “City of Oakland Contribution” form (See Attachment C), requesting information by September 26, 2006 regarding their utilization of donated Funds.

- Six (6) of the twenty-two (22) external organizations provided a response.

On October 24, 2006 direction was given by the Finance and Management Committee to resend the request letter to the seventeen (17) non-responsive external organizations and include: “Failure to respond may jeopardize future donations” (See Attachment B)

■ **Recap of Responses Received From External Organizations:**

In total twenty-two (22) external organizations were sent a letter and form requesting information regarding their utilization of donated Funds.

- Fourteen (14) external organizations have now responded
- Eight (8) external organizations have not provided a response

Details are listed below:

External Organizations That Responded and Provided Information on the Utilization of the Donated Funds					
	Organization	District	Date	Donation	Utilization
1	100 Black Men of the Bay Area	6	June 2005	10,000.00	Forum-Minority Business Leaders
2	American Indian Public Charter School	4	Mar 2005	1,000.00	Replacement of Door
3	Bay Area World Trade Center	6	Jul 2004	14,900.00	Trade Missions to Ghana & Asia
4	Camps In Common	2,5,6	Jul 2004	30,000.00	Infrastructure and Maintenance at Feather River Camp
		7	May 2006	5,000.00	
5	Chabot Space & Science Center	2,4,5,7,At Large	July 2004	68,000.00	Purchase replica sphere
6	East Bay Zoological Society, Inc	7	Jul 2004	50,000.00	Zoo Improvements
		At Large	Dec 2005	115,000.00	Children’s Zoo Signage
7	Friends of Park and Recreation	2	Dec 2004	3,231.50	Restoration Mule Team
		5	Apr 2006	18,000.00	Create Sensory Garden
8	Love Life Foundation	6	Jul 2004	10,000.00	After school programs at Lowell Middle School; Support safety and crime reduction meetings.
		6	May 2005	10,000.00	

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9	Montclair Village Assoc.	4, At Large	Jan 2005	8,500.00	Install clock-Montclair Village
10	Oakland Black Caucus	6	May 2005	14,999.00	Press Conference Riders case; Disparity Study
11	Oakland Unified School District	2,5, At Large	Jul 2004	400,000.00	Soccer and Baseball Field
		At Large	Jan 2005	20,000.00	Create Green Space
		5	Aug 2005	21,000.00	Stage Curtains and Lights
		5	Aug 2005	14,381.00	Playground Lights
12	OCCUR	6	Jul 2004	14,900.00	Holiday Celebration; Various Clean Up efforts; Meet with OPD on public safety strategies
		6	May 2005	14,999.00	
13	Roots of Black Awareness, Inc.	6	Jul 2005	10,000.00	Travel to Paris Children's Choir
14	Wa Sung Charity Fund	4	Feb 2006	1,000.00	Hosted Panel - History Chinatown

External Organizations That Did Not Respond

	Organization	District	Date	Donation	Utilization
1	Family Resource House of Unity, Inc.	6	Sept 2005	3,000.00	No Response as of 12/07/06
2	Glenview PTA	5	Oct 2004	7,051.00	No Response as of 12/07/06
3	Hillcrest Elementary School	At Large	Feb 2005	30,000.00	No Response as of 12/07/06
4	Oakland Releaf	4	Aug 2004	1,000.00	No Response as of 12/07/06
5	Oakland School for the Arts	At Large	Feb 2005	100,000.00	No Response as of 12/07/06
6	Oaktown Jazz Workshop	6	May 2005	8,000.00	No Response as of 12/07/06
		6	Jan 2006	10,000.00	No Response as of 12/07/06
7	Redwood Heights Parent Fund	4	May 2005	5,000.00	No Response as of 12/07/06
8	Volunteers of America Bay Area	6	Jul 2004	14,900.00	No Response as of 12/07/06

Attachment A / City of Oakland Donations to External Organizations: This document is a recap list of donations to the twenty-two (22) external organizations.

- If the payment request had back-up documentation attached outlining the intended use of the donation, that information will be listed under the column "Document Submitted With Payment Request".
- The column "Response From Organization" is a recap of the status or response received from the external organization.

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SUSTAINABLE OPPORTUNITIES

None.

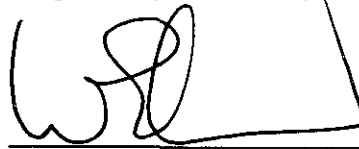
DISABILITY AND SENIOR CITIZEN ACCESS

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

RECOMMENDATION(S) AND RATIONALE

No action is required. This report is informational.

Respectfully submitted,



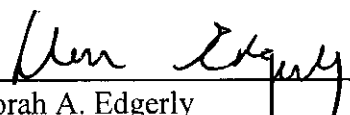
William E. Noland
Director, Finance and Management Agency

Prepared by:
LaRae Brown, Controller
Finance and Management Agency

Attachments:

- Attachment A - City of Oakland Donations to External Organizations
- Attachment B - Letter sent to External Organizations
- Attachment C - City of Oakland Contribution Form

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



Deborah A. Edgerly
Office of the City Administrator

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Attachment A
City of Oakland Donations to External Organizations

Organization	District	Date	Donation	Document Submitted with Payment Request:	Response From Organization:
100 Black Men of the Bay Area	6	June-05	10,000.00		Host a forum for minority business leaders in the Bay Area
American Indian Public Charter School	4	March-05	1,000.00	Replacement of Door	Replacement of Door / Ensure student safety
Bay Area World Trade Center	6	July-04	14,900.00		Promote Oakland: Support Trade Mission to Ghana, and Asia, Coordinate trade mission and sending medical supplies and Garbage truck to Oakland's Sister City Sekondi-Takoradi.
Camps in Common	2, 5, 6	July-04	30,000.00	Improvements to Activity Pavilion and Access Road	Infrastructure, maintenance, improvement at Feather River camp
	7	May-06	5,000.00	Renovation of Showers	Infrastructure improvements to Feather River Camp
Chabot Space & Science Center	2, 4, 5, 7, At Large	July-04	68,000.00	Ming Dynasty & Eastern Cultures Exhibit	Purchase a replica Chinese Ming Dynasty bronze armillary sphere and replica seismograph
East Bay Zoological Society, Inc	7	July-04	50,000.00	Improvements at Oakland Zoo	Improvements at Oakland Zoo
	At Large	December-05	115,000.00	Construction and signage for Children's Zoo	Construction and signage for Children's Zoo
Family Resource House of Unity, Inc.	6	September-05	3,000.00		<i>no response received as of 12/07/06</i>
Friends of Park & Recreation	2	December-04	3,231.50	Renovation of fiberglass mule	Restoration of the Local Art Display (Mule team at FM Smith Park)
	5	April-06	18,000.00	Renovations at Park	Creation of a Sensory Garden
Glenview PTA	5	October-04	7,051.00	Purchase of library equipment and external marquee	<i>no response received as of 12/07/06</i>
Hillcrest Elementary School	At Large	February-05	30,000.00	New School Building	<i>no response received as of 12/07/06</i>
Love Life Foundation	6	July-04	10,000.00		Operated an after school program at Lowell Middle School; Supported performances and town hall meetings focusing on safety and crime reduction
	6	May-05	10,000.00		
Montclair Village Assoc.	4, At Large	January-05	8,500.00	Purchase and Installation of Clock Tower	Purchase and Installation of a Clock for Montclair Village.
Oakland Black Caucus	6	May-05	14,999.00		Disparity Study, Reception for Randolph Ward, Press Conference for Riders case, etc
Oakland Releaf	4	August-04	1,000.00	Trees	<i>no response received as of 12/07/06</i>
Oakland School for the Arts	At Large	February-05	100,000.00	School Construction	<i>no response received as of 12/07/06</i>
Oakland Unified School District	2, 5, At Large	July-04	400,000.00	Football / Soccer Field	Developed an accessible soccer & baseball field with lights - "Cesar Chavez Education Playing Fields Project"
	At Large	January-05	20,000.00	Playground Improvements	Create a new green space for children and their families
	5	August-05	21,000.00	Stage Curtains / Lighting	Purchase of Stage Curtains & Lighting for School facilities
	5	August-05	14,381.00	Elementary School Playground Equipment	Install lights in playground area at Manzanita Elementary School
Oaktown Jazz Workshop	6	May-05	8,000.00		<i>no response received as of 12/07/06</i>
	6	January-06	10,000.00		<i>no response received as of 12/07/06</i>
OCCUR	6	July-04	14,900.00		Central East Oakland Holiday Celebration, Community Clean up provide Technology training for Seniors and Youth, etc.
	6	May-05	14,999.00		Meet Central East Oakland merchants/residents & OPD on public safety strategies, promote Summer Concert Series, Clean-up effort in the Foothill & Seminary Corridors, etc.
Redwood Heights Parent Fund	4	May-05	5,000.00	Playground Renovation	<i>no response received as of 12/07/06</i>
Roots of Black Awareness, Inc.	6	July-05	10,000.00	Sponsor Children's choir trip to Paris	Travel to Paris for Childrens Choir
Volunteers of America Bay Area	6	July-04	14,900.00		<i>no response received as of 12/07/06</i>
Wa Sung Charity Fund	4	February-06	1,000.00	Restoration of Junk Boat	Hosted panel / history of Chinatown at Lincoln Square

Total Donations

1,033,861.50

Attachment B 2nd Request



City of Oakland
Finance and Management Agency
150 Frank H. Ogawa Plaza, Suite 6353
Oakland, CA 94612

Phone: (510) 238-2366
Fax: (510) 238-3915

August 28, 2006

<Organization Name>
Address
City State Zip

This letter was sent on August 28, 2006. As of October 30, 2006, the City of Oakland has not received a response.

Please complete the attached form, "City of Oakland Contributions" and return to the address below by Wednesday, November 15, 2006.

Failure to respond may jeopardize future donations.

To Whom It May Concern:

The Oakland City Council donates funds every year to support projects and services that benefit the Oakland community. The Finance and Management Agency is reviewing these contributions to identify the activities supported by these donated funds.

<Organization Name> has been identified as one that has received contributions totaling <amount>.

Please use the attached form, "*City of Oakland Contributions*" to describe how the donated funds were utilized. The form includes three sections:

Section 1: General Information – Please verify the information contained in this Section and note any corrections.

Section 2: Background – Please provide information including geographic area served and a brief summary of the Organization's mission statement or goals.

Section 3: Use of Contributions – Please describe how the donated funds were used in relation to the Goals of the Mayor and City Council.

Please return the completed form by **September 26, 2006** to:

City of Oakland, Finance and Management Agency
Attn: Controller
150 Frank H. Ogawa Plaza – 6th Floor
Oakland, CA 94612

Or FAX to: (510) 238-3915

Thank you in advance for your assistance.

Sincerely,

LaRae Brown, Controller
Finance and Management Agency
City of Oakland

Attachment C



City of Oakland

City of Oakland Contributions

GENERAL INFORMATION

Organization Name:	Contact Person:
Address:	Title:
Organization Type:	Phone:
	e-mail address:

BACKGROUND

How many years has the Organization been in service?	Area Served by the Organization: <i>(e.g. Oakland, Alameda County)</i>	
Briefly describe the mission of the Organization:		
Amount of Contribution:	Date of Contribution:	Approximate % of total annual donations received from the City of Oakland:

USE OF CONTRIBUTIONS

*The Goals of the Mayor and City Council are listed below (see left-side boxes)
Identify in the blank box on the right how the contribution supported each goal. If the goal is not related to these funds, please write "N/A" in the box. Use additional sheets if necessary.*

<p>Public Safety Implement a crime reduction strategy based on geographic accountability and targeted goals and to continue forging close ties between police officers and the people of Oakland.</p>	
<p>10K Attract 10,000 people to live in downtown Oakland to support retail businesses and restaurants.</p>	
<p>Education Create a working relationship between City government and Oakland's schools; support the establishment of Charter Schools as options for all students; and expand choice and foster healthy competition.</p>	
<p>Arts Encourage artistic expression and crafts through public grants, civic festivals and establishing a school for the performing arts.</p>	
<p>Develop a Sustainable City Maximize socially and environmentally sustainable economic growth, including conserving natural resources. Encourage and support social equity for all Oakland residents. Develop and institutionalize sound financial management policies and procedures.</p>	
<p>Build Community and Foster Livable Neighborhoods Reduce crime by implementing a comprehensive crime prevention/reduction strategy. Facilitate the development of housing for all incomes. Reduce blight and nuisance. Provide for clean, well-maintained and accessible streets and sidewalks, facilities, amenities, park recreational facilities and trees.</p>	
<p>Ensure that all Oakland Youth and Seniors have the Opportunity to be successful Provide effective community programs for Seniors, Youth and People with disabilities.</p>	

Other Benefits to the City of Oakland not specified above

Please return completed form to:
 City of Oakland Finance and Management Agency, Attn: Controller; 150 Frank H. Ogawa Plaza, 6th Floor; Oakland, CA 94612
 or FAX to: (510) 238-3915