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OFFICE OF THE CITY CLERK  
OAKLAND

# AGENDA REPORT

2018 NOV -1 PM 12: 34

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Katano Kasaine  
Finance Director

**SUBJECT:** FY 2017-18 Annual Report on Grants  
and Donations up to \$50,000

**DATE:** October 8, 2018

City Administrator Approval

Date:

11/1/18

## RECOMMENDATION

**Staff Recommends That The City Council Receive An Annual Informational Report From The City Administrator On The Acceptance And Appropriation Of Restricted Grant Funds, Gifts, And Donations Of \$50,000 Or Less For The Period Of July 1, 2017 Through June 30, 2018.**

## EXECUTIVE SUMMARY

Resolution No. 79714 C.M.S. instructs the City Administrator to present a report annually to the City Council listing the grants accepted and appropriated on behalf of the City Council during the prior year. A total of \$840,982.75 in restricted grants, gifts, and donations of \$50,000 or less was accepted by the City Administrator in Fiscal Year (FY) 2017-18. This report details all such grants, gifts and donations.

## BACKGROUND / LEGISLATIVE HISTORY

It is the policy of the City of Oakland, as outlined in Oakland Municipal Code Section 2.04.160, and Resolution No. 79714 C.M.S., to delegate limited authority to the City Administrator to accept and appropriate restricted grant funds, gifts, and donations of up to \$50,000 without City Council action, provided that:

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

Item: \_\_\_\_\_

Finance and Management Committee  
November 13, 2018

Resolution No. 79714 C.M.S. further instructs the City Administrator to present a report annually to the City Council listing the grants accepted and appropriated on behalf of the City Council during the prior year.

### **ANALYSIS AND POLICY ALTERNATIVES**

A total of \$840,982.75 in restricted grants, gifts, and donations of \$50,000 or less was accepted by the City Administrator in FY 2017-18. **Table 1** below is a breakdown of gifts and donations by department:

**Table 1: Departmental Breakdown**

<b>Department</b>	<b>Total Value of Received Donations</b>
Office of the Mayor	\$ 90,106.59
City Administrator's Office	31,586.00
Police Department	43,482.00
Fire Department	900.00
Finance Department – Treasury Bureau	58,200.00
Human Services Department	61,154.84
Oakland Public Library	219,770.41
Parks and Recreation	42,000.00
Economic and Workforce Development	234,520.68
Public Works	58,981.00
Department of Transportation	281.23
<b>TOTAL</b>	<b>\$ 840,982.75</b>

This report provides information regarding all such grants, gifts, and donations accepted in FY 2017-18. **Attachment A-1 through A-10** provides details of these appropriations and **Attachment B** outlines the City's internal guidelines.

### **FISCAL IMPACT**

This is an informational report and there are no fiscal impacts associated with the acceptance of this report.

**PUBLIC OUTREACH / INTEREST**

This item did not require any additional public outreach other than the required posting on the City's website.

**COORDINATION**

This report was developed by the Budget Bureau and in coordination with all relevant City departments.

**SUSTAINABLE OPPORTUNITIES**

***Economic:*** There are no economic opportunities associated with this report.

***Environmental:*** There are no environmental opportunities associated with this report.

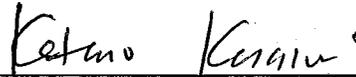
***Social Equity:*** There is no social equity opportunities associated with this report.

**ACTION REQUESTED OF THE CITY COUNCIL**

That the City Council receive an annual informational report from the City Administrator on the acceptance and appropriation of restricted grant funds, gifts, and donations of \$50,000 or less for the period of July 1, 2017 through June 30, 2018.

For questions regarding this report, please contact Adam Benson, Budget Administrator, at (510) 238-2026.

Respectfully submitted,



Katano Kasaine, Finance Director  
Finance Department

Prepared by:  
Adam Benson, Budget Administrator  
Finance Department – Budget Bureau

Amber Todd, Assistant to the Director  
Finance Department

**Attachments:**

- A-1: Office of the Mayor
  - A-2: City Administrator's Office
  - A-3: Police Department
  - A-4: Fire Department
  - A-5: Finance Department – Treasury Bureau
  - A-6: Human Services Department
  - A-7: Oakland Public Library
  - A-8: Parks and Recreation
  - A-9: Economic and Workforce Development
  - A-10: Public Works
  - A-11: Department of Transportation
- B: Administrative Instruction 1052 – "City Administrator Acceptance and Appropriation of Restricted Grant Funds, Gifts, and Donations of \$50,000 or Less"

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Office of the Mayor  
FY 2017-18 Annual Report on Grants Up to \$50,000

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Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Albert & Macenzie	Donation	10/10/2017	2017 Mayor's Toy Drive	\$ 1,000.00	Cash
Amy Shen	Donation	12/18/2017	2017 Mayor's Toy Drive	60.00	Cash
Andrew Hidas	Donation	12/17/2017	2017 Mayor's Toy Drive	50.00	Cash
Anita Singh, Jeremy Perkins	Donation	12/18/2017	2017 Mayor's Toy Drive	200.00	Cash
Anna Straub	Donation	12/18/2017	2017 Mayor's Toy Drive	50.00	Cash
Arrowhead Eval Services	Donation	10/13/2017	2017 Mayor's Toy Drive	200.00	Cash
Baran Studio Architecture	Donation	12/21/2017	2017 Mayor's Toy Drive	100.00	Cash
Bay Area Pain & Spine Institute Hooman Behraven	Donation	10/24/2017	2017 Mayor's Toy Drive	2,000.00	Cash
Boxer & Gerson LLP	Donation	12/17/2017	2017 Mayor's Toy Drive	4,639.59	Cash
Buttner Porperities	Donation	12/21/2017	2017 Mayor's Toy Drive	1,000.00	Cash
CA Applicants Attomey Assn	Donation	10/13/2017	2017 Mayor's Toy Drive	1,000.00	Cash
California Medlink	Donation	12/17/2017	2017 Mayor's Toy Drive	500.00	Cash
Camela Carvajal	Donation	12/19/2017	2017 Mayor's Toy Drive	50.00	Cash
Centext Legal Services LLC	Donation	11/16/2017	2017 Mayor's Toy Drive	200.00	Cash
Chemical Compounding Company	Donation	12/14/2017	2017 Mayor's Toy Drive	500.00	Cash
Christian Church Homes	Donation	12/19/2017	2017 Mayor's Toy Drive	100.00	Cash
City Lift Parking	Donation	12/21/2017	2017 Mayor's Toy Drive	100.00	Cash
Coliseum Lexis	Donation	12/21/2017	2017 Mayor's Toy Drive	500.00	Cash
Community Charities	Donation	12/21/2017	2017 Mayor's Toy Drive	20,700.00	Cash
Cory Stephens	Donation	12/18/2017	2017 Mayor's Toy Drive	30.00	Cash
Cynthia Joffrion-Debritton	Donation	12/17/2017	2017 Mayor's Toy Drive	50.00	Cash
Daira & Dennis Popalardo	Donation	12/18/2017	2017 Mayor's Toy Drive	150.00	Cash
David Mitchel, Deidre Mochel	Donation	12/18/2017	2017 Mayor's Toy Drive	100.00	Cash
Deborah Barnes	Donation	12/15/2017	2017 Mayor's Toy Drive	150.00	Cash
Debra Marchevsky dba Multilingua	Donation	10/13/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Dreisbach Enterprises	Donation	12/21/2017	2017 Mayor's Toy Drive	500.00	Cash
Ed gerber	Donation	12/15/2017	2017 Mayor's Toy Drive	100.00	Cash
Edward, Sharon Ruiz	Donation	12/18/2017	2017 Mayor's Toy Drive	50.00	Cash
Ernest Cheng	Donation	12/17/2017	2017 Mayor's Toy Drive	100.00	Cash
Exam Works	Donation	10/24/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Feinberg Medical Group	Donation	10/24/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Frank Russo, Toni Tullys	Donation	12/18/2017	2017 Mayor's Toy Drive	200.00	Cash
Frost Law Offices	Donation	12/17/2017	2017 Mayor's Toy Drive	100.00	Cash
Gabriela Evangelisti	Donation	11/16/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Gemini Duplication	Donation	11/16/2017	2017 Mayor's Toy Drive	1,000.00	Cash
George W. Mason Tina P. Mason	Donation	11/19/2017	2017 Mayor's Toy Drive	250.00	Cash
Glenview Neighborhood Associati	Donation	12/17/2017	2017 Mayor's Toy Drive	100.00	Cash
Hillary Nakano	Donation	12/18/2017	2017 Mayor's Toy Drive	40.00	Cash
Hillary Nakano	Donation	12/18/2017	2017 Mayor's Toy Drive	50.00	Cash
Hillary Nakano	Donation	12/17/2017	2017 Mayor's Toy Drive	100.00	Cash
Ian Cooper	Donation	12/18/2017	2017 Mayor's Toy Drive	100.00	Cash
Isoka Flutes, Luis Gervasi	Donation	12/18/2017	2017 Mayor's Toy Drive	100.00	Cash
Ivanich, Martin & Costis LLP	Donation	11/16/2017	2017 Mayor's Toy Drive	1,000.00	Cash
J Lisa Oyama, Gary Lee	Donation	12/18/2017	2017 Mayor's Toy Drive	100.00	Cash
James E. Latimer	Donation	10/24/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Jay Rothstein	Donation	11/27/2017	2017 Mayor's Toy Drive	150.00	Cash
Jennifer Chin	Donation	7/27/2017	2017 Mayor's Toy Drive	2.00	Cash
Jennifer Engler	Donation	12/18/2017	2017 Mayor's Toy Drive	100.00	Cash
Jim Hildreth	Donation	12/21/2017	2017 Mayor's Toy Drive	50.00	Cash
Joel Renbaum MD	Donation	10/13/2017	2017 Mayor's Toy Drive	1,500.00	Cash
John Harrigan, Stephanie Jacob	Donation	12/12/2017	2017 Mayor's Toy Drive	250.00	Cash
Judy Pounder	Donation	12/17/2017	2017 Mayor's Toy Drive	30.00	Cash
Julius O. Young	Donation	11/20/2017	2017 Mayor's Toy Drive	150.00	Cash
Justin Sonnicksen	Donation	12/17/2017	2017 Mayor's Toy Drive	50.00	Cash
Kalanit Inc DBA Buttercup	Donation	12/21/2017	2017 Mayor's Toy Drive	100.00	Cash
Larry, Susan Klein	Donation	12/17/2017	2017 Mayor's Toy Drive	50.00	Cash
Lauren LaPietra	Donation	11/28/2017	2017 Mayor's Toy Drive	100.00	Cash
Laurie Willhalm	Donation	12/13/2017	2017 Mayor's Toy Drive	50.00	Cash
Law Office of Ralph Patemo	Donation	12/18/2017	2017 Mayor's Toy Drive	500.00	Cash
Law Offices of Mark Gearheart	Donation	11/16/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Linda Tasker	Donation	11/20/2017	2017 Mayor's Toy Drive	100.00	Cash
Lisa Thompson	Donation	12/21/2017	2017 Mayor's Toy Drive	50.00	Cash
Luna, Levering & Holmes	Donation	10/13/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Maria Rocha	Donation	12/11/2017	2017 Mayor's Toy Drive	25.00	Cash
Mary Stevens	Donation	12/21/2017	2017 Mayor's Toy Drive	100.00	Cash
Max Medlegal	Donation	10/13/2017	2017 Mayor's Toy Drive	500.00	Cash
Med Legal LLC	Donation	11/16/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Michael Munk	Donation	12/12/2017	2017 Mayor's Toy Drive	75.00	Cash
Miye Takagi	Donation	12/15/2017	2017 Mayor's Toy Drive	100.00	Cash

**Office of the Mayor  
FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
MW Events Inc	Donation	12/17/2017	2017 Mayor's Toy Drive	100.00	Cash
Nancy & Alan Marcus	Donation	12/21/2017	2017 Mayor's Toy Drive	100.00	Cash
Nelson, Wai-Ming Damian	Donation	12/18/2017	2017 Mayor's Toy Drive	100.00	Cash
Oakland Natives Give Back Fund Inc.	Donation	12/22/2017	2017 Mayor's Toy Drive	5,000.00	Cash
Paul Lindner	Donation	12/8/2017	2017 Mayor's Toy Drive	150.00	Cash
Peter Mandell	Donation	10/13/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Ramon Terraza	Donation	12/17/2017	2017 Mayor's Toy Drive	50.00	Cash
Ratto Law Firm	Donation	11/16/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Redge Martin	Donation	12/13/2017	2017 Mayor's Toy Drive	500.00	Cash
Richard Weisbrod	Donation	12/20/2017	2017 Mayor's Toy Drive	200.00	Cash
Robert L. Hamilton	Donation	12/19/2017	2017 Mayor's Toy Drive	50.00	Cash
Ronald Cohen, Kristie Boering	Donation	12/18/2017	2017 Mayor's Toy Drive	50.00	Cash
Shaw, Jacobmeyer, Crain and Claffey	Donation	12/18/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Slade Neighbors A Professional Law Corp	Donation	11/27/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Stacey Tokunga	Donation	11/16/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Stanley Shields	Donation	12/18/2017	2017 Mayor's Toy Drive	100.00	Cash
Stephen	Donation	12/17/2017	2017 Mayor's Toy Drive	200.00	Cash
Steven Siemers Dispute Resolution LLC	Donation	11/27/2017	2017 Mayor's Toy Drive	250.00	Cash
Stockwell, Hamis, Woolverton & Hephrey	Donation	11/16/2017	2017 Mayor's Toy Drive	1,000.00	Cash
Susan Murphy	Donation	12/20/2017	2017 Mayor's Toy Drive	100.00	Cash
Susan Tsukayama	Donation	12/22/2017	2017 Mayor's Toy Drive	250.00	Cash
Tiffany Abels	Donation	12/21/2017	2017 Mayor's Toy Drive	500.00	Cash
Torres Law Group	Donation	12/17/2017	2017 Mayor's Toy Drive	500.00	Cash
Urmi Mukherjea	Donation	11/29/2017	2017 Mayor's Toy Drive	50.00	Cash
William Crowder	Donation	12/18/2017	2017 Mayor's Toy Drive	500.00	Cash
William McGee	Donation	12/18/2017	2017 Mayor's Toy Drive	50.00	Cash
Yei Engineers	Donation	12/21/2017	2017 Mayor's Toy Drive	500.00	Cash
Alexander Auza	Employee Donation	12/29/2017	United Way Classroom to Careers	26.00	Cash
Hoang Le Banh	Employee Donation	12/29/2017	United Way Classroom to Careers	65.00	Cash
Karen L. Boyd	Employee Donation	12/29/2017	United Way Classroom to Careers	65.00	Cash
Anthony Finnell	Employee Donation	12/29/2017	United Way Classroom to Careers	65.00	Cash
Micaela Ann Pronio	Employee Donation	12/29/2017	United Way Classroom to Careers	26.00	Cash
Seifullah Ramadan Rid	Employee Donation	12/29/2017	United Way Classroom to Careers	13.00	Cash
Felica Bemadette Verdin	Employee Donation	12/29/2017	United Way Classroom to Careers	65.00	Cash
Rebecca Katz	Employee Donation	6/29/2018	United Way Classroom to Careers	65.00	Cash
Juliet Torome Naishorua	Employee Donation	6/29/2018	United Way Classroom to Careers	39.00	Cash
Micaela Ann Pronio	Employee Donation	6/29/2018	United Way Classroom to Careers	26.00	Cash
Fund for Cities of Service Inc	Donation	12/4/2017	Cities of Service Prepared Together Grant	25,000.00	Cash
<b>TOTAL</b>				<b>\$ 90,106.59</b>	

**City Administrator's Office**  
**FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
CRT Settlement Fund Grant	Grant	3/29/2017	Technology improvements for Civic Design Lab	\$ 31,586.00	Cash
TOTAL				\$ 31,586.00	

**Police Department  
FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
State of CA - Office of Emergency Services	Grant	5/30/2018	2017 Paul Coverdell Forensic Science Improvement Program	\$ 16,382.00	Cash
State of CA - Parks and Recreation	Grant	2/28/2018	Supplemental 2017/18 Surrendered and Abandoned Vessel Exchange (SAVE)	24,100.00	Cash
Oakland Police Foundation	Donation	8/15/2018	Two mini-horses to promote goodwill in community	3,000.00	Other goods
<b>TOTAL</b>				<b>\$ 43,482.00</b>	

**Fire Department  
FY 2017-18 Annual Report on Grants Up to \$50,000**

<b>Grantor / Donor</b>	<b>Grant, Gift or Donation</b>	<b>Date Received</b>	<b>Activity</b>	<b>Value (estimate if non-cash)</b>	<b>Cash / Non-cash (service, equipment or other goods - please specify)</b>
Oakland Firefighters Random Acts	Donation	9/25/2017	Fire Safety and Prevention Education Materials Resources & Tools	\$ 500.00	Check # 1589
Oakland Alameda County Emeryville FF Charity Fund	Donation	6/19/2018	Fire Safety and Prevention Education Materials Resources & Tools	400.00	Check # 10164
<b>TOTAL</b>				<b>\$ 900.00</b>	

**Finance Department  
FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
County of Alameda	Donation	6/13/2018	Public Banking	\$ 25,000.00	Check
City of Richmond	Donation	2/8/2018	Public Banking	5,000.00	Check
Banafsheh Khorram	Donation	3/6/2018	Public Banking	100.00	Check
City of Berkeley	Donation	11/29/2017	Public Banking	25,000.00	Check
Event Horizon Technologies	Donation	11/29/2017	Public Banking	3,000.00	Check
Elisabeth Scharbaum	Donation	11/29/2017	Public Banking	100.00	Check
<b>TOTAL</b>				<b>\$ 58,200.00</b>	

**Human Services Department  
FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Center for Elders Independence	Donation	2/22/2018	Senior Companion Program	\$ 1,500.00	Cash
Kaiser Permanente	Donation	4/17/2018	Older American's Month	500.00	Cash
Center for Elders Independence	Donation	4/27/2018	Older American's Month	2,500.00	Cash
Northwestern	Donation	2/8/2018	Oakland Unite (Street Outreach)	2,000.00	Cash
East Bay Foundation	Donation	2/20/2018	Oakland Unite (Life Coaching)	10,000.00	Cash
Cherie Hollie	Donation	4/27/2018	Homeless Donations	1,000.00	Cash
Big Red Construction	Donation	5/29/2018	Homeless Donations	450.00	Cash
Tanisha Bernard-Tucker	Donation	Various Payroll	Oakland Community Action Partnership	60.00	Cash
Benjamin Claus	Donation	Various Payroll	Oakland Community Action Partnership	19.50	Cash
Wenona Elms	Donation	Various Payroll	Oakland Community Action Partnership	10.00	Cash
Peter Fong	Donation	Various Payroll	Oakland Community Action Partnership	65.00	Cash
Cecilia Garcia	Donation	Various Payroll	Oakland Community Action Partnership	26.00	Cash
Rebecca Katz	Donation	Various Payroll	Oakland Community Action Partnership	50.00	Cash
Stephanie Montgomery	Donation	Various Payroll	Oakland Community Action Partnership	9.00	Cash
Welzon Myles	Donation	Various Payroll	Oakland Community Action Partnership	95.00	Cash
Juliet Naishorua	Donation	Various Payroll	Oakland Community Action Partnership	30.00	Cash
Austin Olguin Jr	Donation	Various Payroll	Oakland Community Action Partnership	30.00	Cash
Alexandra Orogas	Donation	Various Payroll	Oakland Community Action Partnership	50.00	Cash
Christine Saed	Donation	Various Payroll	Oakland Community Action Partnership	39.00	Cash
Dasean Spencer	Donation	Various Payroll	Oakland Community Action Partnership	65.00	Cash
Sandra Taylor	Donation	Various Payroll	Oakland Community Action Partnership	39.00	Cash
Andrea Turenter	Donation	Various Payroll	Oakland Community Action Partnership	130.00	Cash
Pascal Zeino	Donation	Various Payroll	Oakland Community Action Partnership	50.00	Cash
Community Health Charities	Donation	3/19/2018	Walk To End Poverty	6,459.00	Cash
Stevan Alvarado	Donation	Various Payroll	Hunger Program	460.00	Cash
Freddy Barajas	Donation	Various Payroll	Hunger Program	24.00	Cash
Sara Bedford	Donation	Various Payroll	Hunger Program	65.00	Cash
Karen Boyd	Donation	Various Payroll	Hunger Program	65.00	Cash
Alisa Burton	Donation	Various Payroll	Hunger Program	230.00	Cash
Chrishelle Chatman	Donation	Various Payroll	Hunger Program	76.00	Cash
Estelle Clemons	Donation	Various Payroll	Hunger Program	20.00	Cash
Justine Colon	Donation	Various Payroll	Hunger Program	65.00	Cash
Christine Daniel	Donation	Various Payroll	Hunger Program	520.00	Cash
Fredrick Devries	Donation	Various Payroll	Hunger Program	100.00	Cash
Sytara Ellis	Donation	Various Payroll	Hunger Program	26.00	Cash
Wenona Elms	Donation	Various Payroll	Hunger Program	46.00	Cash
Anthony Finnell	Donation	Various Payroll	Hunger Program	130.00	Cash
Claudia Garcia-Herrera	Donation	Various Payroll	Hunger Program	56.00	Cash
Andrea Gilmore	Donation	Various Payroll	Hunger Program	(26.00)	Cash
Donna Howell	Donation	Various Payroll	Hunger Program	260.00	Cash
Alberto Jasso	Donation	Various Payroll	Hunger Program	20.00	Cash
Catherine Jennings	Donation	Various Payroll	Hunger Program	76.00	Cash
Michael Johnson Jr	Donation	Various Payroll	Hunger Program	160.00	Cash
Daniel Kalb	Donation	Various Payroll	Hunger Program	13.00	Cash
Stephen Kasdin	Donation	Various Payroll	Hunger Program	230.00	Cash
Christina Kats Mulvey	Donation	Various Payroll	Hunger Program	115.00	Cash
Patrick Lane	Donation	Various Payroll	Hunger Program	920.00	Cash
Nina Lindsay	Donation	Various Payroll	Hunger Program	115.00	Cash
Wezlon Miles	Donation	Various Payroll	Hunger Program	65.00	Cash
Dana Perez	Donation	Various Payroll	Hunger Program	65.00	Cash
Raymond Pickett	Donation	Various Payroll	Hunger Program	65.00	Cash
Micaela Pronio	Donation	Various Payroll	Hunger Program	20.00	Cash
Selfullah Rid	Donation	Various Payroll	Hunger Program	13.00	Cash
Jendayi Santana	Donation	Various Payroll	Hunger Program	26.00	Cash
Sarah Schlenk	Donation	Various Payroll	Hunger Program	130.00	Cash
Lara Tannenbaum	Donation	Various Payroll	Hunger Program	26.00	Cash
Sandra Taylor	Donation	Various Payroll	Hunger Program	39.00	Cash
Denise Turner	Donation	Various Payroll	Hunger Program	50.00	Cash
Phyllis Turner	Donation	Various Payroll	Hunger Program	65.00	Cash
Ildefonso Valle	Donation	Various Payroll	Hunger Program	91.00	Cash
Jessica Warner	Donation	Various Payroll	Hunger Program	26.00	Cash
Leondenila Wong	Donation	Various Payroll	Hunger Program	20.00	Cash
Pascal Zeino	Donation	Various Payroll	Hunger Program	50.00	Cash
Golden State Warriors	Donation	11/27/2017	Hunger Program	10,000.00	Cash
The Bags Foundation Inc., Raleigh Nc	Donation	11/27/2017	Hunger Program	10,000.00	Cash
1997 R. A. Berg & L. K. Berg Rev Living Trust Lynn K. Bert Tt	Donation	11/27/2017	Hunger Program	380.00	Cash
Asian Real Estate Association Of The East Bay Inc	Donation	11/27/2017	Hunger Program	150.00	Cash
Bofa Employee Giving Campaign	Donation	11/27/2017	Hunger Program	130.00	Cash
Deborah Blake	Donation	11/27/2017	Hunger Program	100.00	Cash
Jean Quan & Floyd Huen	Donation	11/27/2017	Hunger Program	100.00	Cash

**Human Services Department  
FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Melony Moore	Donation	11/27/2017	Hunger Program	20.00	Cash
Maurine Watkins	Donation	11/27/2017	Hunger Program	20.00	Cash
Robert Owen Sverak	Donation	11/27/2017	Hunger Program	200.00	Cash
Kaiser Permanente	Donation	12/15/2017	Hunger Program	5,000.00	Cash
Cvesp, Lic	Donation	12/20/2017	Hunger Program	275.00	Cash
Athletics Investment Group Lic Dbas Oakland Athletics Baseball	Donation	12/20/2017	Hunger Program	2,500.00	Cash
Koreana Plaza Market Oakland Inc	Donation	12/28/2017	Hunger Program	1,000.00	Cash
The Lee Accountancy Group Inc	Donation	12/28/2017	Hunger Program	500.00	Cash
Noushin Adabi	Donation	4/2/2018	Hunger Program	50.00	Cash
Luz Buitrago	Donation	4/2/2018	Hunger Program	50.00	Cash
Allyson Cook	Donation	4/2/2018	Hunger Program	100.00	Cash
Ana Gardea	Donation	4/2/2018	Hunger Program	150.00	Cash
Jose A Lopez And Theresa M Navarro Lopez	Donation	4/2/2018	Hunger Program	50.00	Cash
Melvin Gaines	Donation	4/2/2018	Hunger Program	25.00	Cash
Harry J Hamilton	Donation	4/2/2018	Hunger Program	50.00	Cash
Ferial B Mosley	Donation	4/2/2018	Hunger Program	100.00	Cash
Dana Perez	Donation	4/2/2018	Hunger Program	50.00	Cash
Charles S Bryant & Mary Norton	Donation	4/2/2018	Hunger Program	200.00	Cash
Maurine Watkins	Donation	4/2/2018	Hunger Program	25.00	Cash
St. Elizabeth Parish	Donation	5/3/2018	Hunger Program	50.00	Cash
Brookins Ame Church	Donation	5/3/2018	Hunger Program	40.00	Cash
Last Phase Loaves & Fishes	Donation	5/3/2018	Hunger Program	65.68	Cash
St. Elizabeth Parish	Donation	5/25/2018	Hunger Program	80.66	Cash
<b>TOTAL</b>				<b>\$ 61,154.84</b>	

**Oakland Public Library**  
**FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify).
Friends of Lakeview Library	Donation	7/1/2017	Books purchased through Baker & Taylor	\$ 163.11	non-cash (goods)
Friends of Elmhurst Library	Donation	7/8/2017	Coffee creamer	8.78	non-cash (goods)
Friends of Montclair Library	Donation	7/10/2017	Barnyard Pals	300.00	non-cash (services)
Friends of Montclair Library	Donation	7/14/2017	Carpet for Children's area	268.00	non-cash (goods)
Bicycle Coffee	Donation	7/15/2017	5 lbs. coffee for Community Kiosk	60.00	non-cash (goods)
Friends of Montclair Library	Donation	7/15/2017	Fans (6)	203.00	non-cash (goods)
Friends of Montclair Library	Donation	7/15/2017	Garden irrigation supplies	71.00	non-cash (goods)
Friends of Elmhurst Library	Donation	7/15/2017	Hot Water Kettle	21.74	non-cash (goods)
Friends of Montclair Library	Donation	7/20/2017	2,300 lbs gravel for walkway	110.43	non-cash (goods)
Allen R. Dias	Donation	7/24/2017	Children's Programming	3,450.00	cash
Target Corporation	Grant	7/25/2017	Children's Programming	1,500.00	cash
Friends of Dimond Library	Donation	7/27/2017	Destiny Arts	200.00	non-cash (service)
Friends of Dimond Library	Donation	7/30/2017	Adult Summer Reading Prizes	100.00	non-cash (goods)
Friends of Dimond Library	Donation	7/30/2017	Kids Summer Raffle Prizes	100.00	non-cash (goods)
Friends of the Oakland History Room	Donation	7/31/2017	payment to Sara Ferguson Photographic for digitization services	216.00	non-cash (services)
Whole Foods	Donation	8/1/2017	Gift Card for food	1,000.00	non-cash (goods)
Pam	Donation	8/1/2017	ice cream sherbert and cones	30.00	non-cash (goods)
Friends of Elmhurst Library	Donation	8/1/2017	Ice Cream Sundae ingredients and supplies	49.07	non-cash (goods)
Devan Mukend	Donation	8/1/2017	Various gardening and construction tools: shovels, rakes, large clamps, small hand tools,	100.00	non-cash (goods)
Friends of Montclair Library	Donation	8/3/2017	Book cart and hose reel	391.40	non-cash (goods)
Friends of Montclair Library	Donation	8/4/2017	WordPress subscription (for Friends' blog)	76.00	non-cash (services)
Lamorinda Music	Donation	8/5/2017	Free room rental for ukulele workshop	120.00	non-cash (services)
Friends of Dimond Library	Donation	8/6/2017	Gerald Joseph	300.00	non-cash (service)
Jerry Thompson	Donation	8/8/2017	2 paperback copies of Oakland Noir	34.00	non-cash (goods)
Friends of Piedmont Avenue Library	Donation	8/8/2017	food for author reception	25.00	non-cash (goods)
City Slicker Farms	Donation	8/9/2017	Greens for smoothie program	40.00	non-cash (goods)
Friends of Montclair Library	Donation	8/9/2017	Ice Cream Social supplies	93.75	non-cash (goods)
Mandela Foods	Donation	8/9/2017	Ingredients for smoothie programs	50.00	non-cash (goods)
Friends of Elmhurst Library	Donation	8/10/2017	Salsa (End of Summer Reading Party)	7.25	non-cash (goods)
Friends of Lakeview Library	Donation	8/12/2017	Books purchased through Baker & Taylor	1,080.01	non-cash (goods)
Friends of Montclair Library	Donation	8/12/2017	gift cards for volunteer appreciation	200.00	non-cash (goods)
Friends of Dimond Library	Donation	8/13/2017	Randall Metz	275.00	non-cash (services)
Friends of Montclair Library	Donation	8/15/2017	Appreciation for Peggy Esposito (head gardener)	50.00	non-cash (services)
Friends of Elmhurst Library	Donation	8/15/2017	Drinking water	8.00	non-cash (goods)
Friends of Elmhurst Library	Donation	8/15/2017	Toaster oven	32.73	non-cash (goods)
Friends of Elmhurst Library	Donation	8/17/2017	Batteries	25.31	non-cash (goods)
Friends of Dimond Library	Donation	8/17/2017	Trombonga	200.00	non-cash (services)
Friends of Dimond Library	Donation	8/20/2017	Cascada de Flores	100.00	non-cash (services)
Friends of the Oakland History Room	Donation	8/20/2017	payment to Gaylord Archival for archival supplies	865.95	non-cash (services)
Matson Foundation	Grant	8/21/2017	Children's Programming	2,000.00	cash
Friends of Rockridge Library	Donation	8/29/2017	Arts & Crafts supplies for 3 separate Children's Programs	70.54	non-cash (goods)
Friends of Rockridge Library	Donation	8/29/2017	Food and Flowers for International Women's Day Program	26.95	non-cash (goods)
Friends of Rockridge Library	Donation	8/29/2017	Knife, dish towels, plants	37.50	non-cash (goods)
Friends of Rockridge Library	Donation	8/29/2017	Replacements items for Children's non-circulating toys	54.21	non-cash (goods)
Oakland Athletics	Donation	8/30/2017	Ticket vouchers for patron prizes	N/A	non-cash (goods)
Jesse Ituarte of TOMO	Donation	9/1/2017	Box of new books for all ages	300.00	non-cash (goods)
Friends of Lakeview Library	Donation	9/5/2017	STEM supplies	194.00	non-cash (goods)
Friends of Lakeview Library	Donation	9/15/2017	Chess tournament	440.00	non-cash (services)
Friends of Elmhurst Library	Donation	9/15/2017	Creamer - Play Café	3.99	non-cash (goods)
Friends of Elmhurst Library	Donation	9/20/2017	Drinking Water Delivery	8.00	non-cash (goods)
Friends of Dimond Library	Donation	9/21/2017	Laurin Mayeno Book talk	200.00	non-cash (services)
Friends of Piedmont Avenue Library	Donation	9/23/2017	refreshments for Docent Talk	20.00	non-cash (goods)
Friends of the Oakland History Room	Donation	9/25/2017	payment to Hollinger Metal Edge for archival supplies	234.89	non-cash (services)
Library Services & Technology Act (California State Library)	Grant	9/26/2017	Healthy Cooking at the Library	15,000.00	cash
Friends of Dimond Library	Donation	9/28/2017	Emeryville Taiko - Oaktobefest performer	300.00	non-cash (services)
Friends of Dimond Library	Donation	9/28/2017	Oaktobefest giveaways	48.79	non-cash (goods)
Roberto Rivera	Donation	9/30/2017	Ryobi Table Saw	100.00	non-cash (goods)

**Oakland Public Library**  
**FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Blossom Project	Donation	10/1/2017	50 Blossom Bags @ \$5 each	250.00	non-cash (goods)
Pat Toney	Donation	10/3/2017	Jenga	5.00	non-cash (goods)
Friends of Montclair Library	Donation	10/9/2017	Construction supplies for shed	855.47	non-cash (goods)
Friends of Elmhurst Library	Donation	10/10/2017	Creamer - Play Café	3.99	non-cash (goods)
Friends of Dimond Library	Donation	10/13/2017	Recording Equipment for Teen Radio program	194.93	non-cash (goods)
Mixing Bowl Café	Donation	10/13/2017	refreshments for LitQuake - wine, snacks, candy, disposables	850.00	non-cash (goods)
Bicycle Coffee	Donation	10/15/2017	5 lbs. coffee for Community Kiosk	60.00	non-cash (goods)
Friends of Elmhurst Library	Donation	10/15/2017	Drinking water	8.00	non-cash (goods)
Paula Holmes	Donation	10/17/2017	80 N95 masks	80.00	non-cash (goods)
Friends of Montclair Library	Donation	10/17/2017	Honorarium for Nate Dem	150.00	non-cash (services)
FordGoBike	Donation	10/18/2017	50 free passes for bike share program	150.00	non-cash (goods)
Friends of Montclair Library	Donation	10/18/2017	Shed foundation built	1,525.00	non-cash (services)
Friends of Elmhurst Library	Donation	10/20/2017	Outlet Plug Adapter	2.00	non-cash (goods)
Russell Tran	Donation	10/21/2017	HOOT, squish mallow	20.00	non-cash (goods)
Friends of Rockridge Library	Donation	10/21/2017	Refreshments for Knitting Meet-up	14.86	non-cash (goods)
Friends of Montclair Library	Donation	10/26/2017	Gift for Sally Engelfried farewell	50.00	non-cash (goods)
Robert Grabowski	Donation	10/26/2017	weekly donation of Barron's	20.00	non-cash (goods)
Chevy's Restaurant	Donation	10/27/2017	50 Free kid's meal coupons - Chevy's - \$5.49 each	274.50	non-cash (goods)
Friends of Montclair Library	Donation	10/28/2017	Lunches for Chevron volunteers building shed	149.54	non-cash (goods)
Friends of Dimond Library	Donation	10/30/2017	Craftmoon supplies	55.61	non-cash (goods)
Friends of Dimond Library	Donation	10/30/2017	Halloween sensory box supplies	49.18	non-cash (goods)
Ana-Elba Pavon	Donation	10/30/2017	Popcom - Movies	10.99	non-cash (goods)
Friends of Dimond Library	Donation	10/30/2017	Supplies for Craftmoon	104.79	non-cash (goods)
Blossom Project	Donation	11/1/2017	25 Blossom Bags @ \$5 each	125.00	non-cash (goods)
Friends of Montclair Library	Donation	11/1/2017	Marlene Aron honorarium	150.00	non-cash (services)
Friends of Montclair Library	Donation	11/1/2017	repair part from Grainger for industrial scale	86.00	non-cash (goods)
Fox Theater	Donation	11/1/2017	tickets for incentives for music survey	118.00	non-cash (goods)
Yoshi's	Donation	11/1/2017	tickets for incentives for music survey	75.00	non-cash (goods)
Acom	Donation	11/1/2017	Two 3-D printers	4,500.00	non-cash (goods)
Friends of Montclair Library	Donation	11/8/2017	chair rental from Piedmont Party	152.00	non-cash (services)
Friends of Dimond Library	Donation	11/13/2017	Laxman Panthi - Family Yoga	100.00	non-cash (services)
Friends of Dimond Library	Donation	11/29/2017	Ace Hardware - for garden	59.73	non-cash (goods)
Brad Newsham	Donation	11/30/2017	2 copies of Free Ride	70.00	non-cash (goods)
Friends of Montclair Library	Donation	11/30/2017	29 lighting fixtures	4,999.00	non-cash (goods)
Friends of Montclair Library	Donation	11/30/2017	Marcus Thompson honorarium	125.00	non-cash (services)
Blossom Project	Donation	12/1/2017	50 Blossom Bags @ \$5 each	250.00	non-cash (goods)
Pat Toney	Donation	12/2/2017	craft supplies for Piedmont Ave tree lighting	25.00	non-cash (goods)
Friends of Montclair Library	Donation	12/4/2017	Rental of Presbyterian Church for Marcus Thompson event (strike)	50.00	non-cash (services)
Friends of Rockridge Library	Donation	12/7/2017	Wii U & PS 4 controllers and adaptor	140.00	non-cash (goods)
Pat Gleb	Donation	12/12/2017	Second Start	125.00	cash
Porter E. & Helenmae Thompson Foundation	Donation	12/12/2017	Second Start	6,000.00	cash
Anonymous	Donation	12/14/2017	100 pairs reading glasses	100.00	non-cash (goods)
Anonymous	Donation	12/14/2017	Large stuffed Penguin (Peggy)	20.00	non-cash (goods)
Friends of Elmhurst Library	Donation	12/15/2017	Creamer - Play Café	3.99	non-cash (goods)
Friends of Elmhurst Library	Donation	12/15/2017	Drinking water	8.00	non-cash (goods)
Friends of Elmhurst Library	Donation	12/16/2017	Drinking water	8.00	non-cash (goods)
Friends of Dimond Library	Donation	12/17/2017	Emily Lackman holiday program	250.00	non-cash (services)
John Mahoney	Donation	12/19/2017	Children's Programming	200.00	cash
Philanthropic Ventures Foundation	Grant	12/19/2017	Teen Services	1,768.16	cash
Pacific Library Partnership	Grant	12/19/2017	Zenbooth at Main	15,000.00	cash
Friends of Dimond Library	Donation	12/20/2017	Supplies for Jewelry Workshop	74.25	non-cash (goods)
California State Library	Grant	12/28/2017	Laptop Kiosk at West Oakland	30,000.00	cash
Peter and Bonnie Sherwood	Donation	12/28/2017	general support	10,000.00	cash
Peter and Bonnie Sherwood	Donation	12/28/2017	general support	20,000.00	cash
Pat Toney	Donation	12/29/2017	refreshments for volunteer reception	10.00	non-cash (goods)
Anonymous	Donation	12/30/2017	8 foot parachute	14.99	non-cash (goods)
Friends of Montclair Library	Donation	12/30/2017	New fire extinguisher for back furnace room	124.59	non-cash (goods)
Friends of Montclair Library	Donation	1/1/2018	Chair rental for Joyce Maynard program	171.00	non-cash (services)
Friends of Elmhurst Library	Donation	1/4/2018	Creamer for Play Café	3.49	non-cash (goods)
Friends of Dimond Library	Donation	1/4/2018	Teen Volunteer Appreciation party	278.28	non-cash (goods)
Friends of Dimond Library	Donation	1/11/2018	Fix-it Clinic lunches	79.97	non-cash (goods)
Friends of Rockridge Library	Donation	1/13/2018	Play Station Gift Card	199.98	non-cash (goods)
Bicycle Coffee	Donation	1/15/2018	5 lbs. coffee for Community Kiosk	60.00	non-cash (goods)

**Oakland Public Library**  
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Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Robert Grabowski	Donation	1/17/2018	weekly donations of Barron's	20.00	non-cash (goods)
Pat Toney	Donation	1/23/2018	green magnets from Daiso	1.50	non-cash (goods)
Pat Toney	Donation	1/23/2018	Sapiens: A Brief History of Humankind	16.00	non-cash (goods)
Friends of Montclair Library	Donation	1/24/2018	Closet and 2 shelves built for custodial supplies/hose reel	1,000.00	non-cash (services)
Peg Janosch	Donation	1/24/2018	Killers of the Flower Moon	18.00	non-cash (goods)
Friends of Montclair Library	Donation	1/24/2018	Lunches for two days of lighting workers and volunteers	141.00	non-cash (goods)
Friends of Elmhurst Library	Donation	1/25/2018	Creamer for Play Café	5.69	non-cash (goods)
Elizabeth Gettleman	Donation	1/27/2018	Lashon Daley, author talk	350.00	non-cash (services)
Amigos of Chavez Branch Library	Donation	1/27/2018	Oakland Marathon fees for Chavez Library Teens	230.00	non-cash (services)
Friends of Dimond Library	Donation	1/31/2018	Alcatraz Shades hardware	10.93	non-cash (goods)
Friends of Dimond Library	Donation	1/31/2018	Aspire Education	750.00	non-cash (services)
Friends of Dimond Library	Donation	1/31/2018	Thingamajigs program	250.00	non-cash (services)
Anonymous	Donation	2/2/2018	Fire and Fury Hardback	18.00	non-cash (goods)
Anonymous	Donation	2/3/2018	22 quality used DVDs	200.00	non-cash (goods)
Friends of Rockridge Library	Donation	2/7/2018	Refreshments	50.45	non-cash (goods)
Friends of Montclair Library	Donation	2/8/2018	Debris removal from lighting project	379.00	non-cash (services)
Friends of Montclair Library	Donation	2/9/2018	Electrician for lighting installation	3,477.00	non-cash (services)
Friends of Montclair Library	Donation	2/9/2018	Lighting project consultant	944.00	non-cash (services)
Friends of Montclair Library	Donation	2/9/2018	Lighting project manager	1,000.00	non-cash (services)
Friends of Dimond Library	Donation	2/14/2018	Mike Dobson - website	30.00	non-cash (services)
Friends of Elmhurst Library	Donation	2/16/2018	Creamer for Play Café	5.69	non-cash (goods)
City Slicker Farms	Donation	2/16/2018	Greens for dumpling program	20.00	non-cash (goods)
Friends of Rockridge Library	Donation	2/21/2018	Portable Speakers	100.00	non-cash (goods)
Henry Norr	Donation	2/22/2018	two used Kindles (in excellent condition)	100.00	non-cash (goods)
Friends of Dimond Library	Donation	2/27/2018	Art supplies for TAB programs	42.33	non-cash (goods)
Friends of Dimond Library	Donation	2/27/2018	Button making supplies	115.59	non-cash (goods)
Friends of Dimond Library	Donation	2/27/2018	Child sized toy shopping cart	54.61	non-cash (goods)
Friends of Dimond Library	Donation	2/27/2018	Family Yoga: Yasmin Soubra	100.00	non-cash (services)
Friends of Dimond Library	Donation	2/27/2018	JingMo / Linda Yee/dragon dance	250.00	non-cash (services)
Friends of Dimond Library	Donation	2/27/2018	Oakland Running Festival - 4 teen participants	198.22	non-cash (services)
Friends of Montclair Library	Donation	2/27/2018	Replacement 100 watt bulbs	69.00	non-cash (goods)
Sarah Handelsman	Donation	2/28/2018	4 bins of used Legos	200.00	non-cash (goods)
Friends of Elmhurst Library	Donation	2/28/2018	Drinking water	8.00	non-cash (goods)
Blossom Project	Donation	3/1/2018	100 Blossom Bags @ \$5 each	500.00	non-cash (goods)
Friends of Elmhurst Library	Donation	3/1/2018	Drinking water	8.00	non-cash (goods)
African American Quilt Guild	Donation	3/1/2018	Quilt squares and equipment to hang	300.00	non-cash (goods)
Barbara Oseroff	Donation	3/2/2018	Second Start	25.00	cash
Betty Sue Chery	Donation	3/2/2018	Second Start	50.00	cash
Claire Jeannette	Donation	3/2/2018	Second Start	50.00	cash
D.M. Jackson	Donation	3/2/2018	Second Start	200.00	cash
Fara Molavi	Donation	3/2/2018	Second Start	40.00	cash
Judy Martin	Donation	3/2/2018	Second Start	520.00	cash
Marilyn Cleveland	Donation	3/2/2018	Second Start	40.00	cash
Martha McWoodson	Donation	3/2/2018	Second Start	25.00	cash
William Sinn	Donation	3/2/2018	Second Start	50.00	cash
Friends of Montclair Library	Donation	3/20/2018	Marlene Aron honorarium #1	150.00	non-cash (goods)
Friends of Montclair Library	Donation	3/27/2018	Marlene Aron honorarium #2	150.00	non-cash (goods)
Friends of Montclair Library	Donation	4/5/2018	Fallen Signs re-attached by Fast Signs	248.00	non-cash (services)
Friends of Montclair Library	Donation	4/5/2018	Rental Chairs	229.00	non-cash (services)
Lake Merritt Boating Center	Donation	4/10/2018	34 boat rentals - Summer Reading Prizes	510.00	non-cash (goods)
Imperfect Produce	Donation	4/11/2018	1 \$30 Coupon - Summer Reading Prize	30.00	non-cash (goods)
Downtown Oakland YMCA	Donation	4/13/2018	17, 3-day passes - Summer Reading Prizes	200.00	non-cash (goods)
Friends of Montclair Library	Donation	4/13/2018	Stop payment fee (check not rec'd)	31.00	non-cash (services)
Friends of Montclair Library	Donation	4/13/2018	Two bankers' lamps	294.00	non-cash (goods)
Friends of Elmhurst Library	Donation	4/15/2018	sunflower, marigolds, plant markers	22.19	non-cash (goods)
Grand Lake Theater	Donation	4/16/2018	100 Courtesy Passes - Summer Reading Prizes	850.00	non-cash (goods)
Oakland Feather River Family Camp	Donation	4/16/2018	4-night stay at Oakland Feather River Camp in 2019 - Summer Reading Prize	1,472.00	non-cash (goods)
Ellen Fenichel	Donation	4/17/2018	Children's Programming	150.00	cash
Landmark Theatres (Piedmont Ave Theatre)	Donation	4/17/2018	4 Theatre Passes - Summer Reading Prizes	48.00	non-cash (goods)
Friends of Montclair Library	Donation	4/19/2018	Gift certificates for 7 poets	175.00	non-cash (goods)
Friends of Montclair Library	Donation	4/19/2018	New, larger diaper pail	138.00	non-cash (goods)
Friends of Elmhurst Library	Donation	4/21/2018	Planting mix and mulch	32.74	non-cash (goods)
Friends of Montclair Library	Donation	4/21/2018	Spotlights (5) for Mystery and Fiction areas	276.00	non-cash (goods)

**Oakland Public Library**  
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Friends of Rockridge Library	Donation	4/22/2018	4 Wii U Game controllers and 2 Bissell carpet sweepers	174.12	non-cash (goods)
Laurel Book Store	Donation	4/24/2018	17 kids books -- advance reader copies - Summer Reading Prizes	100.00	non-cash (goods)
Ford GoBike	Donation	4/24/2018	2 annual passes for Ford GoBike - Summer Reading Prizes	298.00	non-cash (goods)
Kinetic Arts Center	Donation	4/26/2018	17, 3-class circus starter packages - Summer Reading Prizes	1,938.00	non-cash (goods)
Bladium Sports & Fitness Club	Donation	4/26/2018	4 gift certificates, Summer Reading Prizes	254.00	non-cash (goods)
Oakland Museum of California	Donation	4/28/2018	160 guest passes (for adults) - Summer Reading Prizes	2,552.00	non-cash (goods)
Oakland Museum of California	Donation	4/28/2018	300 OMCA Youth Passes - Summer Reading Prizes	2,085.00	non-cash (goods)
Bibliotecas Para la gente	Donation	4/28/2018	Fee to pay Library performers Bombalele	300.00	non-cash (services)
Cookiebar Creamery	Donation	4/30/2018	10 single scoop vouchers - Summer Reading Prizes	35.00	non-cash (goods)
Aquatech	Donation	4/30/2018	2, \$92 gift certificates for Summer Reading Prizes	184.00	non-cash (goods)
Friends of Elmhurst Library	Donation	4/30/2018	Drinking water	8.00	non-cash (goods)
Friends of Rockridge Library	Donation	4/30/2018	Refreshments for Adult programs	29.76	non-cash (goods)
Oakland Symphony	Donation	4/30/2018	Two tickets to one 2018-19 classical concert - Summer Reading Prize	50.00	non-cash (goods)
Council on Library and Information Resources	Grant	5/1/2018	Preserving Black Panther Party & Social Protest Films	19,589.64	cash
Children's Creativity Museum	Donation	5/1/2018	2 vouchers free admission - Summer Reading Prize	26.00	non-cash (goods)
Oakland Zoo	Donation	5/2/2018	17 Family Passes - Summer Reading Prizes	1,530.00	non-cash (goods)
Friends of Dimond Library	Donation	5/3/2018	cake for Mary Schrader's retirement party	60.00	non-cash (goods)
Friends of Dimond Library	Donation	5/3/2018	Family Yoga: Yasmin Soubra	100.00	non-cash (services)
Friends of Montclair Library	Donation	5/3/2018	Fence repair & wooden bench refinished	495.00	non-cash (services)
Friends of Dimond Library	Donation	5/3/2018	refreshments for Hiking Meet-Up program	16.00	non-cash (goods)
Friends of Dimond Library	Donation	5/5/2018	Garden supplies: Karen Long	145.71	non-cash (goods)
Friends of the Oakland History Room	Donation	5/6/2018	payment to Sara Ferguson Photographic for digitization services	477.00	non-cash (services)
Friends of Rockridge Library	Donation	5/10/2018	Skateboard/scooter rack	527.00	non-cash (goods)
Friends of Rockridge Library	Donation	5/11/2018	Snacks for After School programing from	235.00	non-cash (goods)
Athletic Playground	Donation	5/15/2018	1 gift certificate for one free week -- Summer Reading Prize	45.00	non-cash (goods)
Nerd Nite East Bay	Donation	5/15/2018	18 passes - Summer Reading Prizes	180.00	non-cash (goods)
Bay Area Children's Theatre	Donation	5/15/2018	4 tickets to a 2018-19 show, Summer Reading Prize	104.00	non-cash (goods)
Blue Bottle Coffee	Donation	5/15/2018	4, \$25 gift cards for Summer Reading Prizes	100.00	non-cash (goods)
Friends of Montclair Library	Donation	5/18/2018	Three new books	105.64	non-cash (goods)
Amigos of Chavez Branch Library	Donation	5/19/2018	3 digital clocks for Chess Classes	70.00	non-cash (goods)
Friends of Montclair Library	Donation	5/19/2018	New redbud tree for front yard	94.99	non-cash (goods)
Matson Foundation	Grant	5/21/2018	Children's Programming	2,000.00	cash
Friends of Rockridge Library	Donation	5/21/2018	10 Gift Cards for Teen Volunteers	200.00	non-cash (goods)
Friends of Rockridge Library	Donation	5/21/2018	Pizza Gift Cards for TAB Luncheon	600.00	non-cash (goods)
Southern California Library Cooperative	Donation	5/23/2018	general support	25,000.00	cash
Folkmanis	Donation	5/24/2018	17 ferret puppets - Summer Reading Prizes	544.00	non-cash (goods)
Folkmanis	Donation	5/24/2018	51 assorted puppets for use at library story times	1,351.00	non-cash (goods)
Friends of Dimond Library	Donation	5/24/2018	AARP Safe Driving Course	180.00	non-cash (services)
Edward and Adrienne Rogers	Donation	5/25/2018	AAMLO	358.00	cash
California Humanities	Grant	5/25/2018	Library Innovation Lab	1,000.00	cash
OSH San Leandro	Donation	5/25/2018	pots/seeds/soil/paint/tools	350.00	non-cash (goods)
Friends of Elmhurst Library	Donation	5/29/2018	Hose nozzles	10.91	non-cash (goods)
Friends of Elmhurst Library	Donation	5/30/2018	Drinking water	8.00	non-cash (goods)
Amigos of Chavez Branch Library	Donation	6/1/2018	\$90 (from gift card for Spanish Club books)	90.00	non-cash (goods)
Simply the Basics	Donation	6/1/2018	150 hygiene kits @ \$10 each	1,500.00	non-cash (goods)
Cat Town Oakland	Donation	6/1/2018	2 entries into the Cat Zone - Summer Reading Prize	20.00	non-cash (goods)
Oakland Museum of California	Donation	6/1/2018	38 seed packets - Summer Reading Prizes	38.00	non-cash (goods)
Friends of Dimond Library	Donation	6/1/2018	Gift cards for Middle School Meet-Up panelists	90.00	non-cash (goods)

**Oakland Public Library  
FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Friends of Dimond Library	Donation	6/1/2018	Laurel Books Gift Certificate for Blackout Poetry Prize winner	25.00	non-cash (goods)
The Crucible	Donation	6/7/2018	\$250 gift certificate - Summer Reading Prize	250.00	non-cash (goods)
Children's Fairyland	Donation	6/15/2018	1 family membership for Summer Reading prize	107.00	non-cash (goods)
Chabot Space & Science Center	Donation	6/15/2018	Coupons for Summer Reading prizes	N/A	non-cash (goods)
Children's Fairyland	Donation	6/15/2018	Coupons for Summer Reading prizes	N/A	non-cash (goods)
Fentons Creamery	Donation	6/15/2018	Coupons for Summer Reading prizes	N/A	non-cash (goods)
Oakland Ice Center	Donation	6/15/2018	Coupons for Summer Reading prizes	N/A	non-cash (goods)
Friends of Montclair Library	Donation	6/15/2018	Word Press (FOML blog) & Unbound book arts contest prizes	115.56	non-cash (goods)
Bookmark Bookstore	Donation	6/18/2018	Rec'd 17, \$15 certificates for kids - Summer Reading Prizes	255.00	non-cash (goods)
Bookmark Bookstore	Donation	6/18/2018	Rec'd 17, \$20 certificates for Adults - Summer Reading Prizes	340.00	non-cash (goods)
Oakland Athletics	Donation	6/18/2018	Ticket vouchers for patron prizes	N/A	non-cash (goods)
Friends of Elmhurst Library	Donation	6/20/2018	Zip Ties	5.45	non-cash (goods)
Friends of Dimond Library	Donation	6/21/2018	Summer Reading Performer: Kyle Casey Chu - Pride Event	300.00	non-cash (services)
Friends of Dimond Library	Donation	6/21/2018	Summer Reading Performer: Vera Hannush- Pride Event	100.00	non-cash (services)
Friends of Dimond Library	Donation	6/21/2018	Summer Reading Performer: Carmen Morrison- Pride Event	100.00	non-cash (services)
Friends of Dimond Library	Donation	6/24/2018	Summer Reading Performer: Alphabet Rockers	500.00	non-cash (services)
Golden State Warriors	Donation	6/26/2018	17 ticket vouchers - Summer Reading Prizes	3,944.00	non-cash (goods)
Pastor Jasper Lowery	Donation	6/30/2018	refreshments for CORE Training	20.00	non-cash (goods)
West Oakland Library Friends	Donation	6/30/2018	refreshments for CORE Training	110.00	non-cash (goods)
Friends of Elmhurst Library	Donation	6/30/2018	Water	8.00	non-cash (goods)
<b>TOTAL</b>				<b>\$ 219,770.41</b>	

**Oakland Parks, Recreation Youth Development  
FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
State of California, Dept of Parks and Recreation, Division of Boating and Waterways	Grant	1/1/2018	Purchase of vessels and associated boating equipment, financial assistance for low income boating participants, instructor training and public safety training	\$ 42,000.00	Cash
<b>TOTAL</b>				<b>\$ 42,000.00</b>	

**Economic Workforce Development  
FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Kaiser	Donation	1/10/2018	Earn & Learn East Bay	\$ 50,000.00	Cash
Kaiser	Donation	3/6/2018	Earn & Learn East Bay	1,211.24	Cash
Kaiser	Donation	3/5/2018	Earn & Learn East Bay	467.89	Cash
Melvin Gaines	Donation	11/16/2017	Earn & Learn East Bay	50.00	Cash
Betty Kai Foung Huey	Donation	10/30/2017	Earn & Learn East Bay	50.00	Cash
Janice Lang	Donation	11/3/2017	Earn & Learn East Bay	100.00	Cash
BART	Grant	2/21/2018	Job Training Services	43,441.55	Cash
Contra Costa County	Grant	12/1/2017	Professional Development	30,000.00	Cash - reimbursable
Port of Oakland	Donation	6/14/2018	Earn & Learn East Bay	9,000.00	Cash
Fremont Bank	Donation	10/18/2017	Oakland Small Business Week	1,000.00	Cash
The Mortgage Capital Development Corp	Donation	10/18/2017	Oakland Small Business Week	5,000.00	Cash
360 Total Concepts, LLC	Donation	10/18/2017	Oakland Small Business Week	500.00	Cash
Main Street Launch	Donation	4/12/2018	Oakland Small Business Week	10,000.00	Cash
Jain Williams - State Farm Insurance	Donation	4/12/2018	Oakland Small Business Week	1,000.00	Cash
Lowney Architects	Donation	4/12/2018	Oakland Small Business Week	1,000.00	Cash
TMC Financing - The Mortgage Capital Development Corp.	Donation	4/12/2018	Oakland Small Business Week	5,000.00	Cash
Mattson Logistics	Donation	4/12/2018	Oakland Small Business Week	3,000.00	Cash
Community Bank of the Bay	Donation	4/12/2018	Oakland Small Business Week	2,000.00	Cash
Clearinghouse CDFI	Donation	4/12/2018	Oakland Small Business Week	1,000.00	Cash
Athletics Investment Group DBA Oakland Athletics Baseball	Donation	4/12/2018	Oakland Small Business Week	5,000.00	Cash
WL Telegraph Owner JV c/o River Rock Real Estate Group	Donation	4/12/2018	Oakland Small Business Week	3,000.00	Cash
Wells Fargo	Donation	4/12/2018	Oakland Small Business Week	2,000.00	Cash
CP VI Franklin	Donation	4/12/2018	Oakland Small Business Week	500.00	Cash
CP V JLS	Donation	4/12/2018	Oakland Small Business Week	500.00	Cash
Best Buy Apartments	Donation	4/12/2018	Oakland Small Business Week	1,000.00	Cash
Mechanics Bank	Donation	4/12/2018	Oakland Small Business Week	3,000.00	Cash
NOR-CAL FDC	Donation	4/30/2018	Oakland Small Business Week	500.00	Cash
Fremont Bank	Donation	4/30/2018	Oakland Small Business Week	2,000.00	Cash
Kapor Center for Social Impact	Donation	4/30/2018	Oakland Small Business Week	3,000.00	Cash
11 West Ninth Street Property Owner, LP	Donation	6/14/2018	Oakland Small Business Week	700.00	Cash
Bridge Bank (Dale M. Golden, check is Western Alliance Bank)	Donation	6/14/2018	Oakland Small Business Week	500.00	Cash
Cardenas Markets, LLC	Donation	6/14/2018	Oakland Small Business Week	1,000.00	Cash
Western Regional Minority Supplier Dev	Donation	6/14/2018	Oakland Small Business Week	2,000.00	Cash
Water Emergency Transportation Authority (WETA)	Donation	7/19/2017	Broadway Shuttle	10,000.00	Cash
Downtown Oakland Association	Donation	9/29/2017	Broadway Shuttle	18,000.00	Cash
Lake Merritt Uptown District Association	Donation	9/29/2017	Broadway Shuttle	18,000.00	Cash
<b>TOTAL</b>				<b>\$ 234,520.68</b>	

**Oakland Public Works Department  
FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Rockridge Community Planning Council	Donation	5/11/2018	Frog Park planning & Construction	\$ 30,000.00	Check
Oakland East bay Garden Center	Donation	5/2/2018	Replacement of fencing at Lake Merritt Gardens	15,981.00	Fences
Alameda County Waste Management Authority	Grant	9/6/2017	Lawn conversion with sheet mulch at Clinton Park	10,000.00	Check
<b>TOTAL</b>				<b>\$ 55,981.00</b>	

**Department of Transportation**  
**FY 2017-18 Annual Report on Grants Up to \$50,000**

Grantor / Donor	Grant, Gift or Donation	Date Received	Activity	Value (estimate if non-cash)	Cash / Non-cash (service, equipment or other goods - please specify)
Asphalt Anchors Corp	Gift/Donation	5/25/2018	asphalt	\$ 24.00	Pack
Asphalt Anchors Corp	Gift/Donation	5/25/2018	asphalt	226.80	SP10-38K 6 Pack
Asphalt Anchors Corp	Gift/Donation	5/25/2018	asphalt	30.43	Sales Tax
TOTAL				281.23	

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

**CITY OF OAKLAND**



2010 NOV -1 PM 12: 34

**ADMINISTRATIVE INSTRUCTION**

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

**I. PURPOSE**

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

**II. POLICY**

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

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

**III. DEFINITIONS**

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

**IV PROCEDURES**

**Responsible Party**

City Agencies/Departments

**Action**

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

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

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

**Responsible Party**  
Budget Office

**Action**

Responsible for reviewing "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form and attachments for completeness and eligibility. Adds signature to recommend approval, then forwards to the City Administrator's Office for approval. After Budget Director and/or City Administrator approval, posts BCRs to appropriate grant, gift or donation.

Responsible for reporting at the end of the fiscal year- works with departments to get a comprehensive list of all grants, gifts and donations processed with the "Request for City Administrator Acceptance of Restricted Grants, Gifts and Donations" form. Prepares and presents annual report to Council.

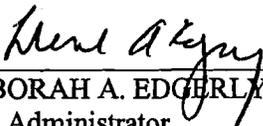
City Administrator's Office

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

**V. ADDITIONAL INFORMATION**

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

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

  
DEBORAH A. EDGERLY  
City Administrator

Attachments:

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



# REQUEST FOR CITY ADMINISTRATOR ACCEPTANCE OF RESTRICTED GIFTS, GRANTS AND DONATIONS UNDER \$50,000

Instructions: Complete all fields. Use N/A if not applicable.

<b>Request Type:</b>		<b>Grant/Gift Source:</b>	
<input type="checkbox"/> Gift / Donation	<input type="checkbox"/> Grant	<input type="checkbox"/> Federal	<input type="checkbox"/> State
-----		<input type="checkbox"/> County	<input type="checkbox"/> Other
<input type="checkbox"/> Cash/Monetary	\$ _____	<input type="checkbox"/> Private: Institutional	<input type="checkbox"/> Private: Individual
-----		-----	
<input type="checkbox"/> Non-cash/Non-monetary	Estimated Value \$ _____	<input type="checkbox"/> One-Time	<input type="checkbox"/> Annual
Description: _____		<input type="checkbox"/> Other	_____

Name of Donor / Grantor: \_\_\_\_\_ Tax ID: \_\_\_\_\_ CFDA #: \_\_\_\_\_

Grant Program Name: \_\_\_\_\_

Cost Recovery Method:  Advance  Reimbursement

Match Required:  Yes  No Match Amount \$ \_\_\_\_\_

Funding source: \_\_\_\_\_

fund                  org                  account                  project                  program

Council Approval Type: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Biennial Budget  Midcycle Budget  CIP Budget

Program Name / # \_\_\_\_\_

Project Name / # \_\_\_\_\_  Legislation Reso / Ord #: \_\_\_\_\_ Date: \_\_\_\_\_

**Restrictions: (List all & explain requirements)**

Planned Uses (fill all that apply):

Charges Allowed:  Labor  O&M  Both

(Specify classes or attach Add/Delete)

Other Uses:  Commodities  Construction  Professional Services

**Deliverables/Benefits:**

Estimated Completion Date: \_\_\_\_\_ Council District(s): \_\_\_\_\_

**Anticipated New Costs:**

Unfunded \_\_\_\_\_ \$ Amount

\_\_\_\_\_ Type

Funded \_\_\_\_\_ \$ Amount

\_\_\_\_\_ Fund - Org - Account - Project - Program

Attachments:  BCR  Add/Delete  Grant/Gift documents  Other \_\_\_\_\_

Agency/Fiscal Manager Approval \_\_\_\_\_ Date \_\_\_\_\_

Budget Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Agency Director/Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_

City Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

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

**Form Completion Instructions**

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

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

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

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**Request Type**

Grant/Gift or Donation: Check appropriate box.

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

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

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

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

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

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

Cost Recovery Method: Check boxes of all that apply.

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

**Council Approval Type**

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

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

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

**Restrictions**

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

**Planned Uses**

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

**Deliverables/Benefits**

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

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

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

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

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

**Approvals**

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

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

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

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

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



OFFICE OF THE CITY CLERK  
OAKLAND

Approved as to Form and Legality

2006 JAN 26 PM 5:19

Oakland City Attorney's Office

## OAKLAND CITY COUNCIL

Resolution No. 79714 C.M.S.

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

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

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

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

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

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

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

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

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

356528

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

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

NOES - ~~0~~  
ABSENT - NADEL - 1  
ABSTENTION - ~~0~~

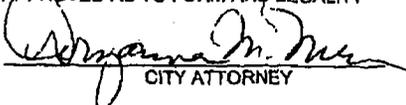
ATTEST:

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

FILED  
OFFICE OF THE CITY CLERK  
CLERK

APPROVED AS TO FORM AND LEGALITY

2006 JAN 26 PM 5:19

  
CITY ATTORNEY

ORDINANCE NO. 12731 C.M.S.

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

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

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

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

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

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

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

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

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

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

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

**2.04.160 Acceptance, appropriation and expenditures from restricted gift proceeds.**

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

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

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

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

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

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

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

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

352274

IN COUNCIL, OAKLAND, CALIFORNIA, FEB 21 2009, 2006

PASSED BY THE FOLLOWING VOTE:

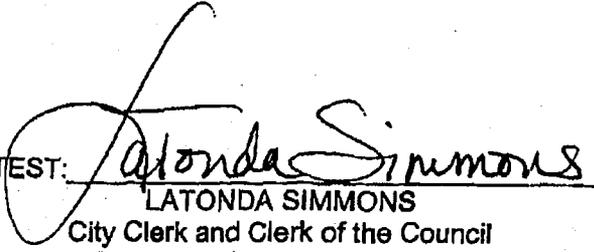
AYES- BROOKS, BRUNNER, CHANG, KERNIGHAN, NADEL, QUAN, REID AND  
PRESIDENT DE LA FUENTE — 8

NOES- 0

ABSENT- 0

ABSTENTION- 0

ATTEST:

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