

CITY OF OAKLAND

AGENDA REPORT

OFFICE OF THE CITY CLERK
2007 MAR 13 PM 9:08

TO: Office of the City Administrator
ATTN: Deborah A. Edgerly
FROM: Finance and Management Agency
DATE: March 13, 2007

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

SUMMARY

This is the third informational follow-up report per the request of the Finance and Management Committee regarding the utilization of funds granted by Council Members to external organizations. The first report summarized the responses received from external organizations regarding the use of granted 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 Committee to resend the request letter to those non-responsive external organizations and include: "Failure to respond may jeopardize future donations". The second report was submitted to the Finance and Management Committee on January 09, 2007, and direction was given to resend the letters, and phone each organization that had still not provided a response, and request that they do so.

This report will outline the following:

- Determination of Funds Granted to External Organizations
- Letters and Forms Sent to External Organizations That Received Grant 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 granted funds to external organizations.

Item: _____
Finance and Management Committee
March 13, 2007

DISCUSSION

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

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

These expenditures to external organizations were reviewed because the request for the disbursement of funds was not related to a contract, purchase order, or an invoice.

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

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

- Six (6) of the twenty-two (22) external organizations provided a response
 - 1) American Indian Public Charter School
 - 2) Camps In Common
 - 3) East Bay Zoological Society, Inc.
 - 4) Friends of Park and Recreation
 - 5) Oakland Unified School District
 - 6) Roots of Black Awareness, Inc.

On October 24, 2006 direction was given by the Finance and Management Committee to resend the request letter to the sixteen (16) non-responsive external organizations and include: "Failure to respond may jeopardize future donations"

- Eight (8) of the sixteen (16) external organizations provided a response
 - 1) 100 Black Men of the Bay Area
 - 2) Bay Area World Trade Center
 - 3) Chabot Space & Science Center
 - 4) Love Life Foundation
 - 5) Montclair Village Assoc.
 - 6) Oakland Black Caucus
 - 7) OCCUR
 - 8) Wa Sung Charity Fund

On January 09, 2007, further direction was given by the Finance and Management Committee to resend the request letter, and phone each of the non-responsive external organizations. The following actions were taken:

- January 10, 2007: Eight (8) letters were mailed to the external organizations that did not respond to the August 28, 2006 or October 31, 2006 request (Attachment B)
- January 15, 2007: An Interoffice Memo “Donated Funds to External Organizations” and a copy of the request letter and the “City of Oakland Contribution” form were sent to the respective Council Members (Attachment D)
 - Two (2) of the eight (8) external organizations provided a response
 - 1) Oaktown Jazz Workshop
 - 2) Volunteers of America Bay Area
- January 23, 2007: The request letter was resent by Registered Mail to the six (6) external organizations that did not provide a response
 - Three (3) of the six (6) external organizations provided a response
 - 1) Glenview PTA
 - 2) Oakland School for the Arts
 - 3) Redwood Heights Parent Fund
- January 31, 2007: Follow-up phone calls were made to the three (3) unresponsive external organizations. Direct contact was made with two (2) organizations, and a voice message was left at the third organization
 - Two (2) of the three (3) external organizations provided a response
 - 1) Family Resource House of Unity, Inc.
 - 2) Hillcrest Elementary School

■ **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 granted funds.

- Twenty-one (21) external organizations have now responded
- One (1) external organization has not provided a response

Details are listed below:

External Organizations That Responded and Provided Information on the Utilization of the Granted Funds					
	Organization	District	Date	Amount	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	Family Resource House of Unity, Inc.	6	Sept 2005	3,000.00	Peace and Unity Celebration
8	Friends of Park and Recreation	2	Dec 2004	3,231.50	Restoration Mule Team
		5	Apr 2006	18,000.00	Create Sensory Garden
9	Glenview PTA	5	Oct 2004	7,051.00	New Marquee; Library Equipment
10	Hillcrest Elementary School	At Large	Feb 2005	30,000.00	Building Improvements
11	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	
12	Montclair Village Assoc.	4, At Large	Jan 2005	8,500.00	Install clock-Montclair Village
13	Oakland Black Caucus	6	May 2005	14,999.00	Press Conference Riders case; Disparity Study
14	Oakland School for the Arts	At Large	Feb 2005	100,000.00	Construction of School Facility
15	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
16	Oaktown Jazz Workshop	6	May 2005	8,000.00	Jazz / Classical music program for Oakland youth
		6	Jan 2006	10,000.00	

17	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	
18	Redwood Heights Parent Fund	4	May 2005	5,000.00	Playground Construction
19	Roots of Black Awareness, Inc.	6	Jul 2005	10,000.00	Travel to Paris Children's Choir
20	Volunteers of America Bay Area	6	Jul 2004	14,900.00	Meal program for Seniors
21	Wa Sung Charity Fund	4	Feb 2006	1,000.00	Hosted Panel - History Chinatown

External Organization That Did Not Respond					
	Organization	District	Date	Amount	Utilization
1	Oakland Releaf	4	Aug 2004	1,000.00	No Response as of 2/07/07

Attachment A / City of Oakland Granted Funds to External Organizations: This document is a comprehensive recap list of Grants to the twenty-two (22) external organizations, and includes the following columns listed below:

- **Funding Source:** This column identifies the Fund in which the Grant was paid; Fund 1010-General Purpose or Fund 5500-Municipal Capital Improvement
The complete account code structure is also listed
- **Payment Request Documentation:** When the payment request had back-up documentation attached outlining the intended use of the Grant, that information will be listed under this column
- **Response From Organization:** This is a recap of the status or response received from the external organization

SUSTAINABLE OPPORTUNITIES

There are no sustainable opportunities contained in this report.

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,



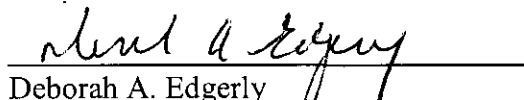
William E. Noland
Director, Finance and Management Agency

Prepared by:
LaRae Brown, Controller
Finance and Management Agency

Attachments:

- Attachment A - City of Oakland Granted Funds to External Organizations
- Attachment B - Letter sent to External Organizations
- Attachment C - City of Oakland Contribution Form
- Attachment D - Interoffice Memo sent to Council Members

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:



Deborah A. Edgerly
Office of the City Administrator

Item: _____
Finance and Management Committee
March 13, 2007

Attachment A
City of Oakland Granted Funds to External Organizations

Organization	District	Date	Donation	Funding Source	Payment Request Documentation	Response From Organization
100 Black Men of the Bay Area	6	June 05	10,000.00	Fund 1010: General Purpose 1010.00611.53719.P28400.IP53		Host a forum for minority business leaders in the Bay Area
American Indian Public Charter School	4	Mar 05	1,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00800.IP53	Replacement of Door	Replacement of a Door / Ensure student safety
Bay Area World Trade Center	6	July 04	14,900.00	Fund 1010: General Purpose 1010.00611.53719.P28400.IP53		Support and Coordinate Trade Mission to Ghana, and Asia, send medical supplies & Garbage truck to Sister City Sekondi-Takoradi.
Camps In Common	2,5,6	July 04	30,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00900.IP53 (\$10,000) 5500.94020.58720.B00600.IP53 (\$10,000) Fund 1010: General Purpose 1010.00611.53719.P28400.IP53 (\$10,000)	Improvements to Activity Pavilion and Access Road	Infrastructure, maintenance, improvement at Feather River camp
	7	May 06	5,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B01100.IP53	Renovation of Showers	Infrastructure improvements to Feather River Camp
Chabot Space & Science Center	2, 4, 5, 7, At Large	July 04	68,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00600.IP53 (\$10,000) 5500.94020.58720.B00800.IP53 (\$23,000) 5500.94020.58720.B00900.IP53 (\$10,000) 5500.94020.58720.B01100.IP53 (\$10,000) 5500.94020.58720.B01200.IP53 (\$15,000)	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	Fund 5500: Municipal Capital Improvement 5500.94020.54011.B01100.IP53	Improvements at Oakland Zoo	Improvements at Oakland Zoo
	At Large	Dec 05	115,000.00	Fund 5500: Municipal Capital Improvement 5500.94001.58720.B01200.IP53	Construction and signage for Children's Zoo	Construction and signage for Children's Zoo
Family Resource House of Unity, Inc.	6	Sept 05	3,000.00	Fund 1010: General Purpose 1010.00611.53719.000000.IP52		Peace and Unity Day Celebration
Friends of Park & Recreation	2	Dec 04	3,231.50	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00600.IP53	Renovation of fiberglass mule	Restoration of the Local Art Display (Mule team at FM Smith Park)
	5	April 06	18,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00900.IP53	Renovations at Park	Creation of a Sensory Garden
Glenview PTA	5	Oct 04	7,051.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00900.IP53	Purchase of library equipment and external marquee	Purchase of library equipment and external marquee
Hilicrest Elementary School	At Large	Feb 05	30,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B01200.IP53	New School Building	Building improvements
Love Life Foundation	6	July 04	10,000.00	Fund 1010: General Purpose 1010.00611.53719.P28400.IP53 (\$10,000)		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	1010.00611.53719.000000.IP52 (\$10,000)		
Montclair Village Assoc.	4, At Large	Jan 05	8,500.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B01200.IP53 (\$5,500) 5500.94020.58720.B00800.IP53 (\$3,000)	Purchase and Installation of Clock Tower	Purchase and Installation of a Clock for Montclair Village
Oakland Black Caucus	6	May 05	14,999.00	Fund 1010: General Purpose 1010.00611.53719.000000.IP52		Disparity Study, Reception for Randolph Ward, Press Conference for Riders case, etc.
Oakland Releaf	4	Aug 04	1,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00800.IP53	Trees	No Response Received as of 2/07/07
Oakland School for the Arts	At Large	Feb 05	100,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B01200.IP53	School Construction	Building of a school facility for an Arts driven Charter School
Oakland Unified School District	2, 5, At Large	July 04	400,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00900.IP53 (\$200,000) 5500.94020.58720.B01200.IP53 (\$150,000) 5500.94020.58720.B00600.IP53 (\$50,000)	Football / Soccer Field	Developed an accessible soccer & baseball field with lights - "Cesar Chavez Education Playing Fields Project"
	At Large	Jan 05	20,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B01200.IP53	Playground Improvements	Create a new green space for children and their families
	5	Aug 05	21,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00900.IP53	Stage Curtains / Lighting	Purchase of Stage Curtains & Lighting for School facilities
Oaktown Jazz Workshop	5	Aug 05	14,381.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00900.IP53	Elementary School Playground Equipment	Install lights in playground area at Manzanita Elementary School
	6	May 05	8,000.00	Fund 1010: General Purpose 1010.00611.53719.000000.IP52 (\$8,000)		Provide Oakland Youth with opportunity to hear, learn about, and/or perform jazz and classical music
Occur	6	Jan 06	10,000.00	1010.00611.53311.000000.IP52 (\$10,000)		
	6	July 04	14,900.00	Fund 1010: General Purpose 1010.00611.53719.P28400.IP53		Central East Oakland Holiday Celebration, Community Clean up provide Technology training for Seniors and Youth, etc.
Redwood Heights Parent Fund	6	May 05	14,999.00	Fund 1010: General Purpose 1010.00611.53719.000000.IP52		Meet merchants/residents & OPD on public safety strategies, promote Summer Concert, Clean-up Foothill & Seminary Corridors, etc.
	4	May 05	5,000.00	Fund 5500: Municipal Capital Improvement 5500.94020.58720.B00800.IP53	Playground Renovation	Playground Renovation at Redwood Heights School
Roots of Black Awareness, Inc.	6	July 05	10,000.00	Fund 1010: General Purpose 1010.00611.53311.000000.IP53	Sponsor Children's choir trip to Paris	Travel to Paris for Children's Choir
Volunteers of America Bay Area	6	July 04	14,900.00	Fund 1010: General Purpose 1010.00611.53719.P28400.IP53		Lunch program for Seniors
Wa Sung Charity Fund	4	Feb 06	1,000.00	Fund 5500: Municipal Capital Improvement 5500.94001.58720.B00800.IP53	Restoration of Junk Boat	Hosted panel / history of Chinatown at Lincoln Square
Total Donations			1,033,861.50			

Attachment B

3rd 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

January 10, 2007

<Organization Name>
Address
City State Zip

This letter was sent on August 28, 2006, and again on October 31, 2006. As of January 9, 2007, 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 Friday, January 19, 2007.

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 **January 19, 2007** 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



GENERAL INFORMATION

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

BACKGROUND

How many years has the Organization been in service?	Area Served by the Organization: (e.g. Oakland, Alameda County)	
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.

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.	
10K Attract 10,000 people to live in downtown Oakland to support retail businesses and restaurants.	
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.	
Arts Encourage artistic expression and crafts through public grants, civic festivals and establishing a school for the performing arts.	
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.	
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.	
Ensure that all Oakland Youth and Seniors have the Opportunity to be successful Provide effective community programs for Seniors, Youth and People with disabilities.	
Other Benefits to the City of Oakland not specified above	

Attachment D



City of Oakland

Finance and Management Agency
150 Frank H. Ogawa Plaza, 6th Floor
Oakland, CA 94612

Interoffice Memo

TO: <<Council Member >>
FROM: LaRae Brown, Controller
DATE: January 15, 2007
SUBJECT: Donated Funds to External Organizations

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.

Process:

To determine Funds that were donated to external organizations, detailed reports from July 01, 2004 through June 15, 2006 for all Council Member expenditures were analyzed. 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.

The external organizations identified as receiving donated Funds were sent a letter and form requesting information regarding their utilization of the Funds.

Current Status:

The external organizations listed below have not responded to the three separate letters sent on August 28, 2006, October 31, 2006, and January 10, 2007, requesting information regarding their utilization of donated funds.

I have attached a copy of the letter and form that has been sent to those organizations.

Organization	Address	Phone	Donation Date	Donation

Information Request:

If you have any updated information regarding the organization (address and/or phone number changes) etc., please let me know.

Any assistance or encouragement that is relayed to the organization to provide their response would be greatly appreciated.

If you have any questions, or concerns please let me know. I can be reached at:

Phone: (510) 238-2366
Email: lbrown@oaklandnet.com

Or contact my Finance Analyst Deanna Andrews at:

Phone: (510) 238-2376
Email: dandrews@oaklandnet.com