

# Donation

Version 2.4 released on 7/24/23

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY		CITY CLERK USE ONLY	
Date Received:	Tracking #:	<input type="checkbox"/> Scanned	Date: 09.20.2023
Committee Date:	Committee:	<input type="checkbox"/> Posted	Item #: 2309.02111
1 <sup>st</sup> Agenda Date:	Hearing Date:		
	2 <sup>nd</sup> Agenda Date:		

All department items requiring Council approval must be submitted through the Mayor's Office.

## Primary Details

### Board Approval

### Other Board Name

### City Council Approval

☒ Yes ☐ No

### Department

Department of City Experience

### Contact Name

Janae A Bradford

### Email

jbradford@cityoftulsa.org

### Phone

9185765213

### Bid/Project Number

### Project Title

### Donator

Cities for Financial Empowerment Fund

### Type of Donation

Travel

Enter a Bid or Project Number (not a Title or Description)

### Travel Event Title

CFE - FE Cities Cohort 2

### Traveler's Name

Janae Bradford

### Event Date

9/14/23

### Donation Amount/Value

\$1,147.00

### Kickoff

City Council requires a dollar value

## Budget

### Funding Source(s)

### TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

## Approvals

Department: Janae

Legal: \_\_\_\_\_

Board: \_\_\_\_\_

Mayor: [Signature]

Other: \_\_\_\_\_

Date: 9/14/23

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: SEP 20 2023

Date: \_\_\_\_\_

## Policy Statement

### Background Information

Cities for Financial Empowerment Fund (CFE Fund) has requested Janae Bradford attend the Financial Empowerment Cities (FE Cities) Cohort 2 kickoff meeting in NYC to present on the Tulsa experience through the first year of Cohort 1; designing and launching an Office of Financial Empowerment. CFE Fund is covering the cost of Janae's travel and hotel for this trip.

Provide background information on the requested action.

### Summation of the Requested Action

Summarize the pertinent details of the requested action

### Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document

## Processing Information for City Clerk's Office

### Post Execution Processing

- ☐ Mail vendor copy (add'l signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Add'l governmental entity approval(s) required

### Additional Routing and Processing Details



# FINANCIAL EMPOWERMENT CITIES

## FE Cities Kick Off September 14-15th, 2022 New York City

Thursday, September 14<sup>th</sup>  
*CFE Fund Offices*  
*44 Wall Street, 10<sup>th</sup> Floor*

- |                  |  |
|------------------|--|
| 1:00 - 1:45 p.m. | <b>Welcome and Icebreaker Exercise</b>   |
| 1:45 - 2:00 p.m. | <b>OFE Story</b><br><i>Janae Bradford, City of Tulsa</i>   |
| 2:00-3:15 p.m.   | <b>Political Landscape Analysis</b><br><i>Facilitated by Kant Desai and Katie Plat, CFE Fund</i> |
| 3:15-3:30 p.m.   | <b>Break</b>   |
| 3:30 - 4:00 p.m. | <b>Mission and Vision Development</b><br><i>Facilitated by Kant Desai, CFE Fund</i>              |
| 4:00 - 5:00 p.m. | <b>Communication Jungle</b><br><i>Facilitated by Tamara Lindsay, CFE Fund</i>                    |
| 5:00 p.m.        | <b>Adjourn</b>   |
| 5:30 - 7:30 p.m. | <b>Dinner at Keste Pizzeria</b>  |

Friday, September 15<sup>th</sup>  
*CFE Fund Offices*  
*44 Wall Street, 10<sup>th</sup> Floor*

- |                        |   |
|------------------------|---|
| 9:00 - 9:30 a.m.       | <b>Breakfast</b>  |
| 9:30 a.m. - 10:15 a.m. | <b>Diving into the Logic Model</b><br><i>Facilitated by Kant Desai, CFE Fund</i>                  |
| 10:15 - 11:00 a.m.     | <b>3 week/3 Month Planning</b><br><i>Facilitated by Tamara Lindsay and Leah Adelson, CFE Fund</i> |



# FINANCIAL EMPOWERMENT CITIES

11:00 a.m. - 11:15 a.m. *Break*

11:15 a.m. - 11:30 a.m. **FE Cities Scope and Resources Overview**  
*Facilitated by Kant Desai, CFE Fund*

11:30 a.m. - 12:00 p.m. **Fireside Chat: Janae Bradford, OFE Director, City of Tulsa**  
*Facilitated by Amelia Erwit, CFE Fund*

12:00 p.m. *Lunch and Adjourn*

**From:** Egencia  
**To:** [mhunter@cfefund.org](mailto:mhunter@cfefund.org); Bradford, Janae  
**Subject:** Flight - BOOKED - New York for Janae Bradford - 13 Sep, 2023 (211412704794)  
**Date:** Tuesday, August 15, 2023 11:29:13 AM  
**Attachments:** [Itinerary\\_211412704794.pdf](#)

**Egencia**



Booking Confirmation

## Trip Booked

FLIGHT BOOKED

**TUL to LGA, LGA to TUL**

\$516.80

New York

September 13, 2023 - September 15, 2023

Itinerary/Egencia reference # 211412704794

[Manage Booking](#)

[Get the Egencia mobile app](#)



**TUL to LGA**

#211412704794

September 13, 2023



**Booked**

**\$516.80**

**CONFIRMATION**

**TICKET**

**XXTGly**

0017989016816

American Airlines AA4303  
Operated by American Airlines

**DEPARTURE**

Sep 13, 2023 at 7:25 am

Tulsa, OK, United States of  
America (TUL-Tulsa Intl.)

**TERMINAL**

**SEAT**

17F

**CARBON FOOTPRINT**

657lb of CO<sub>2</sub>

**ARRIVAL**

Sep 13, 2023 at 11:30 am

New York, NY, United States of  
America (LGA-LaGuardia)

**CLASS**

Economy

**DURATION**

3h 5m

**BAGGAGE**

No information is available.  
Contact the airline for baggage  
information.

Reservation details

**TRAVELLERS**

Janae Bradford

**TOTAL DURATION**

3h 5m

**MAIN CONTACT**

Janae Bradford

jbradford@cityoftulsa.org

+1 918-698-0162

**BOOKED BY**

Janae Bradford

**PAYMENT**

Company form of payment

Base : \$453.02

Taxes : \$63.78

**Total Price : \$516.80**

**CITIES FOR FINANCIAL EMPOWERMENT  
INFO**



LGA to TUL

#211412704794

September 15, 2023



Booked

**\$516.80**

**CONFIRMATION**

**TICKET**

**XXTGLY**

0017989016816

**American Airlines AA4328**  
Operated by American Airlines

**DEPARTURE**

Sep 15, 2023 at 6:29 pm

New York, NY, United States of  
America (LGA-LaGuardia)

**TERMINAL**

B

**SEAT**

16A

**CARBON FOOTPRINT**

657lb of CO<sub>2</sub>

**ARRIVAL**

Sep 15, 2023 at 8:59 pm

Tulsa, OK, United States of  
America (TUL-Tulsa Intl.)

**CLASS**

Economy

**DURATION**

3h 30m

**BAGGAGE**

No information is available.  
Contact the airline for baggage  
information.

We are always looking for ways to improve your experience.  
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**SHARE YOUR FEEDBACK**

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# CONFIRMATION

Dear Janae Bradford

Thank you for choosing the Millennium Downtown New York. I am pleased to confirm your reservation details as follows:

## GUEST INFORMATION

Guest Name: Janae Bradford  
No. of Sleepers: 1 Adult(s) / 0 Child(ren)

## STAY INFORMATION

Arrival: 09-13-23  
Departure: 09-15-23  
Accommodation: Superior King  
Daily Rate: 315.00  
Confirmation Number: 248054099

## HOTEL INFORMATION

We are pleased to confirm your reservation at The Millennium Downtown New York and look forward to welcoming you in the future. Please review the following information for accuracy and contact us at (212)693-2001 to correct or change information found in this confirmation letter. The room rate quoted is per night for the number of guests stated.

Please note that the cost of your stay is inclusive of taxes and exclusive of Facility Fee of \$40.16. Any changes may affect the rate. Please note, we are a non-smoking hotel with NoiseAware detection in our guestrooms. Smoking in guestrooms may result in a \$500 fine/charge.

Deposits for reservations that are cancelled, shortened or rescheduled are subject to forfeiture based on cancellation policy described above. The deposit that is charged at the time of booking is equal to the amount of the stay. Although we do not guarantee specific room numbers, every effort is made to accommodate your requests. As rooms are not available for occupancy until after 16:00, we recommend afternoon arrival. Check-out time is 11:00 and departure after 11:00 may be subject to a late check out charge.

We look forward to your stay. Visit our website <https://www.millenniumhotels.com/en/destinations/unitedstates/new-york/millennium-downtown-new-york/> for additional information or call us at 212.693.2001 regarding any questions.

Kind Regards

COXINGA WIDJOJO

Millennium Downtown New York

Millennium Downtown New York | 55 Church St, New York, NY 10007  
(212) 693-2001

<https://www.millenniumhotels.com/en/destinations/united-states/new-york/millennium-downtown-new-york/>

# RFA - JBradford FE Cities Cohort 2 Travel

Final Audit Report

2023-09-11

Created:	2023-09-11
By:	Janae Bradford (jbradford@cityoftulsa.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsSBE_HaGpFPfuHXM4TcvzMft_b2IU8f

## "RFA - JBradford FE Cities Cohort 2 Travel" History

-  Document created by Janae Bradford (jbradford@cityoftulsa.org)  
2023-09-11 - 4:45:09 PM GMT
-  Document emailed to James Wagner (jwagner@cityoftulsa.org) for signature  
2023-09-11 - 4:45:33 PM GMT
-  Email viewed by James Wagner (jwagner@cityoftulsa.org)  
2023-09-11 - 9:18:38 PM GMT
-  Document e-signed by James Wagner (jwagner@cityoftulsa.org)  
Signature Date: 2023-09-11 - 9:18:57 PM GMT - Time Source: server
-  Agreement completed.  
2023-09-11 - 9:18:57 PM GMT



Adobe Acrobat Sign