

**CITY OF OAKLAND  
MEMORANDUM**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
*Levin*  
2004 APR 21 AM 10:56

**TO:** Rules & Legislation Committee  
**ATTN:** Assistant to the City Manager  
**FROM:** Name Jeff Levin  
Phone No. 238-3501  
Address/Agency/Dept Housing & Comm. Development  
**DATE:** April 12, 2004  
**SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM**

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**TITLE:**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO CONTRACT WITH HOUSING DEVELOPMENT SYSTEMS, INC. IN AN AMOUNT NOT TO EXCEED \$400,000 TO DESIGN AND IMPLEMENT A GRANT AND LOAN INFORMATION AND MANAGEMENT SYSTEM AND ALLOCATING UP TO \$500,000 IN PREVIOUSLY BUDGETED CAPITAL IMPROVEMENT FUNDS FOR THIS PURPOSE AND RELATED COSTS**

**SCHEDULING RECOMMENDATION:**

- A. Committee Finance Committee  
(Please specify Committee. Committees meet 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays)
- City Council                                 Redevelopment Agency  
(Council/Agency meets on 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Tuesdays)
- B. Meeting Date: May 25, 2004

Is there a statutory, regulatory, financial or grant deadline? Specify:  
Is a staff report required/requested?  
What is the fiscal impact on the City/Agency?

If the ten-day (Sunshine Ordinance) agenda deadline cannot be met, please indicate reason:

- Item constitutes an "emergency" (Crippling disaster, work stoppage or other activity which severely impacts public health and/or safety)
- It was not reasonably possible to place the proposed item on the two-week agenda AND any of the following exist:
- Item requires immediate action to avoid a substantial adverse impact if action is deferred to a subsequent special or regular meeting;
  - Item requires immediate action relating to federal or state legislation;
  - Item requires immediate action relating to eligibility for a grant or gift; OR
  - Item is ceremonial.

04-0349