

CITY OF OAKLAND
MEMORANDUM

FILED
OFFICE OF THE CITY CLERK
OAKLAND

fnb

2003 DEC -3 PM 1:54

TO: Rules & Legislation Committee
ATTN: Assistant to the City Manager
FROM: Name: Marianna Marysheva
Phone No.: 238.2907
Address/Agency/Dept: CMO – Budget Office
DATE: December 2, 2003

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: Resolution Authorizing the City Manager to Amend, Extend, and Execute a Contract with American Management Systems, Inc. for the 2004 calendar year for an Amount not to Exceed \$50,000 to Perform Maintenance Services and Consultation Related to the City's BRASS Budgeting Software

SCHEDULING RECOMMENDATION:

- A. Committee Finance and Management
(Please specify Committee. Committees meet 2nd & 4th Tuesdays)
- City Council Redevelopment Agency
(Council/Agency meets on 1st, 3rd, and 5th Tuesdays)
- B. Meeting Date: January 13, 2004 (reporting to Council on Jan 20, 2004)

Is there a statutory, regulatory, financial or grant deadline? No Specify:

Is a staff report required/requested? Yes – Submitted to the CMO

What is the fiscal impact on the City/Agency? Contract is for the amount not to exceed \$50,000; funds are available in the Budget Office's FY 2003-05 Adopted Budget

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.

Explain why item could not have been placed on the 10-day agenda:

A separate request must be completed for each item for scheduling. Requests must be submitted in **electronic format** by 6:00 p.m. of the Tuesday preceding the relevant Rules & Legislation Committee meeting.
Attach any supporting documentation.

03-0366