



INTEROFFICE MEMORANDUM

DATE: January 18, 2006

TO: LaTonda Simmons
Boards and Commissions Management
Office of the City Clerk

FROM: Councilmember Jean Quan, Chair of Finance Committee

SUBJECT: Appointment to the Budget Advisory Committee

It has come to my attention as the Chair of the Finance Committee that the term of my appointee to the Budget Advisory Committee has expired.

I would like to appoint Courtney Ruby to this seat.

Please contact Richard Cowan with any questions regarding this matter at x7041.