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**CITY OF OAKLAND
MEMORANDUM**

TO: Rules & Legislation Committee
ATTN: Assistant to the City Manager
FROM: Name: William Noland
Phone No. 238-6325
Address/Agency/Dept Finance & Management Agency/ Revenue
DATE: October 2, 2003

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: Report amending the Master Fee Schedule to modify the collection fee on delinquent accounts and the fee for information relating to Business Tax Certificates; add a Promissory Note Fee and a Release of Lien Recordation Fee; codify the administrative charge for Business Tax and Real Estate Transfer Tax Liens in the Master Fee Schedule; codify the fee for Business Tax Certificate Replacement

SCHEDULING RECOMMENDATION:

- A. Committee Finance & 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: October 28, 2003

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

Is a staff report required/requested? YES

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.

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