

CITY OF OAKLAND  
MEMORANDUM

*JMB*

TO: Rules & Legislation Committee  
ATTN: Assistant to the City Manager  
FROM: Name Gregoria Torres  
Phone No. 238-7492  
Address/Agency/Dept Finance & Management Agency  
DATE: April 29, 2004

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: Independent Auditor's Management Letter & Required Communications  
on FY 02-03 Audit of City's Books

SCHEDULING RECOMMENDATION:

- A. Committee Finance & Management 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? Yes

What is the fiscal impact on the City/Agency? N/A

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 by 10:00A.M. of the Wednesday preceding the relevant Rules & Legislation Committee meeting.

*04-0386*