

**CITY OF OAKLAND
MEMORANDUM**

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OFFICE OF THE CITY CLERK
OAKLAND

2003 SEP 24 PM 3:48

TO: Rules & Legislation Committee
ATTN: Assistant to the City Manager
FROM: Name Scarlet Ku
Phone No. 238-7461
Address/Agency/Dept CMO Budget Office
DATE: September 23

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: Quarterly Report from the Budget Advisory Committee

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 14, 2003

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

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

What is the fiscal impact on the City/Agency? None – informational report only

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.
Attach any supporting documentation.