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**CITY OF OAKLAND  
MEMORANDUM**

**TO:** Rules & Legislation Committee  
**ATTN:** Assistant to the City Manager  
**FROM:** Scarlet Ku  
**Phone No.:** 510-238-7461  
**Address/Agency/Dept:** City Administrator's Budget Office  
**DATE:** May 13, 2004

**SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM**

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**TITLE: Informational Report from the Budget Advisory Committee on Calendar Year 2004 First Quarter Activities**

**SCHEDULING RECOMMENDATION:**

- A. Committee: Finance 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: June 8, 2004

Is there a statutory, regulatory, financial or grant deadline? Specify:  
Resolution 74826 C.M.S. establishing the BAC requires that a quarterly status report be submitted by the Chairperson.

Is a staff report required/requested? Yes.

What is the fiscal impact on the City/Agency? None.

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.