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**CITY OF OAKLAND  
MEMORANDUM**

**TO:** Rules & Legislation Committee  
**ATTN:** Assistant to the City Manager  
**FROM:** Name Bill Uber  
Phone No. 238-6792  
Address/Agency/Dept Oakland Police Department  
**DATE:** 24 September 2003  
**SUBJECT:** REQUEST TO SCHEDULE AGENDA ITEM

**TITLE:** A report and proposed resolution authorizing the City Manager, on behalf of the City of Oakland, to enter into a two-year Professional Services Agreement between the City of Oakland and Language Line Services, LLC, in an amount not to exceed one hundred eighty-seven thousand, four hundred thirty dollars (\$187,430) for the two-year period of July 1, 2003 to June 30, 2005 for language translation services

**SCHEDULING RECOMMENDATION:**

- A. Committee Public Safety  
(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: 14 October 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? A two-year contract totaling \$187,430 for language translations services. The monies are included in OPD's budget.

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.