

CITY OF OAKLAND
MEMORANDUM

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OFFICE OF THE CITY CLERK
OAKLAND

gmb

TO: Rules & Legislation Committee
ATTN: Assistant to the City Manager
FROM: Name Tricia Freitas & Cheryl Thompson
Phone No. 238-6682, 238-6275
Address/Agency/Dept Finance & Management and Office of the City Manager
DATE: April 8, 2004

2004 APR -7 AM 11:51

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: An Informational Report On The City's Succession Planning Initiative

SCHEDULING RECOMMENDATION:

- A. Committee Finance and 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: 4/27/04

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? 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.

04-0298