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: _____ **17 November 2003** _____

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: **A Report and Proposed Resolution Authorizing a Professional Services Agreement Between The City of Oakland and VCA Bay Area Animal Hospital in an Amount Not to Exceed Sixty-One Thousand Six Hundred Forty Dollars ($61,640) for the Period of July 1, 2003 to June 30, 2005, to Provide After-Hour and Emergency Veterinary Medical Services**

SCHEDULING RECOMMENDATION:

A.   Committee _____ **Public Safety** _____
(Please specify Committee. Committees meet 2nd & 4th Tuesdays)

____ City Council   ____ Redevelopment Agency
(Council/Agency meets on 1st, 3rd, and 5th Tuesdays)

B.   Meeting Date: _____ **09 December 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? Funds have been budgeted to cover the 2-year, $61,640 cost of the agreement.

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 <u>each item</u> for scheduling. Requests must be submitted by **5:00 P.M.** of the **TUESDAY** preceding the relevant Rules & Legislation Committee meeting.
Attach any supporting documentation.

Revised 3/31/03

03-0338