

**CITY OF OAKLAND  
MEMORANDUM**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2004 MAR 24 PM 2:08  
*JMB*

**TO:** Rules & Legislation Committee  
**ATTN:** Assistant to the City Manager  
**FROM:** Name Audree V. Jones-Taylor  
Phone No. 238-3092  
Address/Agency/Dept OPR  
**DATE:** 3/23/04

**SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM**

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**TITLE:** RESOLUTION PROCLAIMING FRIDAY, APRIL 30, 2004 TO BE OAKLAND'S ARBOR DAY 2004 AND AUTHORIZING AN OFFICIAL TREE PLANTING CEREMONY AT BROOKDALE PARK, 2535 HIGH STREET

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**SCHEDULING RECOMMENDATION:**

- A. 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: April 20, 2004

Is there a statutory, regulatory, financial or grant deadline? Specify:

Is a staff report required/requested?

What is the fiscal impact on the City/Agency?

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 **6:00 P.M.** of the **Tuesday** preceding the relevant Rules & Legislation Committee meeting.  
Attach any supporting documentation.

*04-0242*