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**CITY OF OAKLAND
MEMORANDUM**

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OFFICE OF THE CITY CLERK
OAKLAND

2003 NOV 19 AM 11:40

TO: Rules & Legislation Committee
ATTN: Assistant to the City Manager
FROM: Name: Roland E. Smith, City Auditor
Phone No.: 238-3378
Address/Agency/Dept: City Auditor's Office
DATE: November 17, 2003

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: Report on Survey of Towing Contracts in Selected Bay Area Cities

SCHEDULING RECOMMENDATION:

- A. Committee: Finance & 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: December 9, 2003

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 in **electronic format** by **6:00 p.m.** of the **Tuesday** preceding the relevant Rules & Legislation Committee meeting. Attach any supporting documentation.

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