

CITY OF OAKLAND  
MEMORANDUM

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2003 DEC 22 AM 10: 28

TO: Rules & Legislation Committee  
ATTN: Assistant to the City Manager  
FROM: Name Bruce Saunders, Equipment Services Manager  
Phone No. 615-5480  
Address/Agency/Dept PWA, Maintenance Services, Equipment Division  
DATE: December 16, 2003

**SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM**

TITLE: Resolution authorizing a Professional Services Agreement with the International Boulevard Merchants Association for sidewalk cleaning services in an amount not to exceed \$45,000.

**SCHEDULING RECOMMENDATION:**

A. Committee Public Works  
(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: January 27, 2004

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? There is no fiscal impact.

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.