

**CITY OF OAKLAND  
MEMORANDUM**

**TO:** Rules & Legislation Committee  
**ATTN:** Assistant City Manager  
**FROM:** Name: Councilmember Jean Quan  
Phone No: EXT. 238-7004  
Address/Agency/Dept: City Council Department

**DATE:** 2/3/04

**SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM**

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**TITLE** Councilmember Quan will announce the Winner of the Shop Oakland Contest

**ACTION REQUESTED:** Presentation only – No Resolution (3 mins. Only)

**SCHEDULING RECOMMENDATION:**

A.

City Council:

Redevelopment Agency:

B. Meeting Date: 2/17/04 - CEREMONIAL PRESENTATIONS & CONSENT ITEMS

Is a staff report required/requested? N/A

What is the fiscal/financial impact of item on the City/Agency?

***Please indicate why the two-week (Sunshine Ordinance) agenda deadline cannot be met:***

***Non-controversial and routine (i.e., ceremonial presentations)***

***Item referred for action by the City Council or \_\_\_\_\_ Committee***

***Item constitutes an emergency (Crippling disaster, work stoppage or other activity which severely impacts public health and/or safety)***

***Item is time-sensitive and/or action is required to avoid substantial adverse fiscal impact***

***Item relates to state/federal legislation which requires the City to take a position in a timely manner***

A separate request must be completed for each item for scheduling. Requests must be submitted by 10:00 A.M. of the Wednesday preceding the relevant Rules & Legislation Committee meeting. Attach any supporting documentation.

04-0118