

**CITY OF OAKLAND  
MEMORANDUM**

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OFFICE OF THE CITY CLERK  
OAKLAND

2004 MAR -3 PM 1:27

TO: **Rules & Legislation Committee**  
ATTN: **Assistant to the City Manager**  
FROM: **Michael J. Cassidy**  
**637-0385**  
**Dept. of Human Services- 150 Frank Ogawa, 4<sup>th</sup> Fl**  
DATE: **March 2, 2004**  
**SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM**

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TITLE: **Resolution confirming appointment of new panel members to the City's Head Start Advisory Panel**

**SCHEDULING RECOMMENDATION:**

- A. Committee **Life Enrichment**  
(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:                     **May 11, 2004**

Is there a statutory, regulatory, financial or grant deadline? Specify: **No**

Is a staff report required/requested? **No.**

What is the fiscal impact on the City/Agency? **None**

If the ten-day (Sunshine Ordinance) agenda deadline cannot be met, please indicate reason:  
**N/A**

- \_\_\_ 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.

*04-0195*