

**CITY OF OAKLAND
MEMORANDUM**

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OFFICE OF THE CITY CLERK
OAKLAND *JMB*
2004 JAN 14 AM 10:53

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: January 13, 2003

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

• **TITLE:** City Auditor's Quarterly Report on the Status of Recommendations for the Quarter Ended June 30, 2003

SCHEDULING RECOMMENDATION:

- A. Committee: _____
(Please specify Committee. Committees meet 2nd & 4th Tuesdays)
- City Council _____ Redevelopment Agency
(Council/Agency meets on 1st, 3rd, and 5th Tuesdays)
- B. Meeting Date: • February 17, 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.