

JMB

**CITY OF OAKLAND**  
**MEMORANDUM**  
OFFICE OF THE CITY CLERK  
OAKLAND

**TO:** Rules & Legislation Committee      2004 FEB 18 PM 3: 27  
**ATTN:** Assistant to the City Manager  
**FROM:** Name Shanna O'Hare  
Phone No. 238-6613  
Address/Agency/Dept Public Works Agency/Transportation Services Div.  
**DATE:** January 3, 2004  
**SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM**

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**TITLE:** Request for Guidance from Public Works Committee and Community and Economic Development Committee on Projects Proposed for Inclusion in 25-Year Alameda Countywide Transportation Plan

**SCHEDULING RECOMMENDATION:**

A. Committees Public Works Committee & Community and Economic Development Committee  
(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: 3/9/04

Is there a statutory, regulatory, financial or grant deadline? Specify:

Is a staff report required/requested? Yes

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

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.