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**CITY OF OAKLAND
MEMORANDUM**

TO: Rules & Legislation Committee
ATTN: Assistant to the City Administrator
FROM: Name Deborah Liu
Phone No. x2368
Address/Agency/Dept CMO
DATE: June 30, 2004

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: *A 15-minute presentation from the City Administrator for the City of Oakland Citizens' Academy Graduation Class of Spring 2004.*

SCHEDULING RECOMMENDATION: Under Special Orders on the July 20, 2004 City Council Meeting.

- A. Committee _____
(Please specify Committee. Committees meet 2nd & 4th Tuesdays)
- X City Council _____ Redevelopment Agency
(Council/Agency meets on 1st, 3rd, and 5th Tuesdays)
- B. Meeting Date: July 20, 2004

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 by **10:00A.M.** of the **Wednesday** preceding the relevant Rules & Legislation Committee meeting.
Attach any supporting documentation.