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**CITY OF OAKLAND
MEMORANDUM**

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2003 DEC 22 AM 10:29

TO: Rules & Legislation Committee
ATTN: Assistant to the City Manager
FROM: Name Bob Glaze
Phone No. 238-2930
Address/Agency/Dept : Finance and Management
DATE: December 22, 2003
SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: A status report on Finance and Management agency, Information Technology cost savings initiatives and projects

SCHEDULING RECOMMENDATION:

- A. Committee: Finance and Management X
(Please specify Committee. Committees meet 2nd & 4th Tuesdays)
- City Council Redevelopment Agency
(Council/Agency meets on 1st, 3rd, and 5th Tuesdays)
- B. Meeting Date: January 27, 2004

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

Is a staff report required/requested? Yes

What is the fiscal impact on the City/Agency : Cost Containment /cost savings

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.