

CITY OF OAKLAND  
MEMORANDUM

*jmb*

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

TO: Rules & Legislation Committee  
ATTN: Assistant to the City Manager  
FROM: Barbara Parker, Chief Assistant City Attorney (Ext. 3845)  
Michelle Abney, Open Government Coordinator (Ext. 2965)  
Department: Office of the City Attorney  
DATE: Thursday, October 30, 2003  
SUBJECT: Request to Schedule Agenda Item

2003 OCT 29 AM 11:59

TITLE: RESOLUTION RECOGNIZING THE ACHIEVEMENTS OF EXECUTIVE ASSISTANT TO CITY ATTORNEY JAMIE R. SMITH AND HER DEDICATED YEARS OF SERVICE TO THE OFFICE OF THE CITY ATTORNEY AND THE CITY OF OAKLAND

SCHEDULING RECOMMENDATION:

- A. 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: **Tuesday, November 4, 2003**

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

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

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 **4:00P.M.** of the **Tuesday** preceding the relevant Rules & Legislation Committee meeting.

Attach any supporting documentation.

03-0259