

**CITY OF OAKLAND
MEMORANDUM**

DATE:
TO:
FROM:
PHONE:
DEPT:
SUBJECT: REQUEST TO SCHEDULE AN AGENDA ITEM

(Times New Roman, Size 12, Capitalize Each Word, Do Not Use Abbreviations)

Subject (Short Title):

Recommendation (Full Title):

Is this a previously scheduled item? Yes No

If yes, provide the file ID: _____

SCHEDULING RECOMMENDATION:

Please note: all items must go to Committee before being heard by the full Council unless a specified reason can be provided (i.e. urgency or emergency).

Per Council Rules of Procedure Rule 24 Section 3 (O.M.C. 89432)

“Rules and Legislation Committee shall not refer any action item directly to the full City Council unless the Committee determines by a majority vote of those present that the item should proceed directly to the City Council for a specified reason.”

Meeting Body:

A. Committees: **Meeting Date:** _____

- Finance Public Works Community & Economic Development
 Life Enrichment Public Safety Rules & Legislation

B. City Council/ORSA: **Meeting Date:** _____

Specify: Ceremonial Consent Non-Consent

Public Hearing:

Is a Public Hearing required? Yes No

Presenter: _____ Alternate Presenter: _____

PowerPoint Presentation: _____ PowerPoint Time Requested: _____

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? ____