

**CITY OF OAKLAND
MEMORANDUM**

TO: Rules & Legislation Committee
ATTN: Assistant to the City Administrator
FROM: Name/Contact _____
Phone No. _____
Agency/Dept _____
DATE: _____

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

(Use upper and lower case, Times Roman)

TITLE:

SCHEDULING RECOMMENDATION:

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

Is a formal public hearing required at Council? _____ Requested hearing date: _____

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 is an **emergency**. To place item on Supplemental (72-hour) agenda requires majority vote of Rules Comm. that emergency exists, based on facts placed in the record related to crippling disaster, work stoppage or other activity which severely impacts public health and/or safety.
- ___ Item is **urgent**. To place item on Supplemental (72-hour) agenda requires 2/3 vote of Rules Comm. based on facts placed in the record that the need to take immediate action came to the attention of the local body after the 10-day agenda was posted **AND** that the immediate action:
- ___ is required to avoid a substantial adverse impact that would occur if action was deferred to a subsequent special or regular meeting;
- ___ relates to federal or state legislation;
- ___ relates to ceremonial or commendatory item.

A separate request must be completed for each item for scheduling. Requests must be submitted in **electronic format** by **12:00 Noon** on the **Monday** preceding the relevant Rules & Legislation Committee meeting. Attach any supporting documentation.