

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Bill Lindsay

Phone: 620-6512

Meeting Date: May 24, 2017

Final Decision Date Deadline: May 24, 2017

STATEMENT OF THE ISSUE: Establishment of a regular meeting time is necessary to ensure that the Rent Board may continue to conduct its business.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|---|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

- | | | |
|---|--|---|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Other: <u>Training</u> |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Council As Whole | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Claims Filed Against City of Richmond | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: DISCUSS the establishment of a regular meeting time of the Rent Board on the third Wednesday of every month and consider recording the meetings on KCRT.

AGENDA ITEM NO:

I-4.



AGENDA REPORT

RENT PROGRAM

DATE: May 24, 2017

TO: Chair Gray and Members of the Rent Board

FROM: Bill Lindsay, City Manager

SUBJECT: ESTABLISHMENT OF A REGULAR RENT BOARD MEETING TIME

STATEMENT OF THE ISSUE:

Establishment of a regular meeting time is necessary to ensure that the Rent Board may continue to conduct its business.

RECOMMENDED ACTION:

DISCUSS the establishment of a regular meeting time of the Rent Board on the third Wednesday of every month and consider recording the meetings on KCRT.

FISCAL IMPACT:

The cost for KCRT staff time to televise meetings in the Richmond City Council Chambers is \$171.00 an hour. Costs for post meeting streaming setup and scheduling are a total amount of \$138.00 per meeting.

DISCUSSION:

Rent Program staff members recommend a regular meeting time on the third Wednesday of each month based on the following three factors:

- The volume of inquiries received throughout the month (the highest volume of inquiries is typically received at the beginning and end of the month);
- Current staffing levels; and,
- The availability of the City Council Chambers.

DOCUMENTS ATTACHED:

None.