

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 15, 2021

Final Decision Date Deadline: September 15, 2021

STATEMENT OF THE ISSUE: It is vital for any functioning governmental body to be able to adequately voice its opinions and explore the issues it deems important. Therefore, staff will give the Rent Board a training that will provide a broad overview of how to agendaize an item, when to agendaize an item, and the appropriate substance of an agenda item.

INDICATE APPROPRIATE BODY

- City Council Redevelopment Agency Housing Authority Surplus Property Authority Joint Powers Financing Authority
- Finance Standing Committee Public Safety Public Services Standing Committee Local Reuse Authority Other: Rent Board

ITEM

- Presentation/Proclamation/Commendation (3-Minute Time Limit)
- Public Hearing Regulation Other:
- Contract/Agreement Rent Board As Whole
- Grant Application/Acceptance Claims Filed Against City of Richmond
- Resolution Video/PowerPoint Presentation (contact KCRT @ 620.6759)

RECOMMENDED ACTION: RECEIVE training on agenda scheduling and appropriate content of said agenda - (Nicolas Traylor/Charles Oshinuga 620-6564).

AGENDA ITEM NO:

G-2.

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AGENDA REPORT

DATE: September 15, 2021
TO: Members of the Rent Board
FROM: Charles Oshinuga, Staff Attorney
SUBJECT: PLACING ITEMS ON AN AGENDA AND STAFF ROLE

STATEMENT OF THE ISSUE:

It is vital for any functioning governmental body to be able to adequately voice its opinions and explore the issues it deems important. Therefore, staff will give the Rent Board a training that will provide a broad overview of how to agendize an item, when to agendize an item, and the appropriate substance of an agenda item.

RECOMMENDED ACTION:

RECEIVE training on agenda scheduling and appropriate content of said agenda. (Nicolas Traylor/Charles Oshinuga 620-6564).

FISCAL IMPACT:

There is no fiscal impact related to this item.

DISCUSSION:

Receive a PowerPoint and oral presentation on agendizing an item and appropriate content to include in an agenda.

DOCUMENTS ATTACHED:

None.

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