

City of Richmond Administrative Manual

AGENDA ITEM REQUEST FORM

Department: _____ Initiator: _____ Phone: _____

Deadline for
final decision: _____ For review: _____ For Meeting: _____

AGENDA ITEM FOR:

<input type="checkbox"/> City Council	<input type="checkbox"/> Redevelopment Agency	<input type="checkbox"/> Housing Authority
<input type="checkbox"/> Surplus Property Authority	<input type="checkbox"/> Jt. Power Financing Authority	<input type="checkbox"/> Other _____
<input type="checkbox"/> Public Hearing Item	<input type="checkbox"/> Information Only	
<input type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Information Requested	
<input type="checkbox"/> Resolution	<input type="checkbox"/> Status Report	
<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Comment Expected	Estimated presentation discussion Time: _____
<input type="checkbox"/> Grant Application	<input type="checkbox"/> _____	
<input type="checkbox"/> RETAIN ATTACHMENTS FOR MEETING (if checked)		

ITEM SUBJECT/TITLE:

STAFF EXPLANATION OF ITEM:

STAFF RECOMMENDATION:

AGENDA ITEM NO.: _____