

City of Richmond Administrative Manual

S A M P L E S A M P L E

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:

The title should reflect the action to be taken, and should start with an action verb. (Examples: Authorize contract; Adopt resolution; Reject bids; Review status report; Approve agreement; Discussion re. Policy....)

STAFF EXPLANATION OF ITEM:

This section should be prepared in the manner of an "executive summary," and should be used to highlight the pertinent facts related to the subject matter. When appropriate, this section should be used to set the "tone" or to put into context the substance of your item.

This Section must address the critical:

- 1) Who
- 2) What
- 3) When
- 4) Why
- 5) How much?

Note further, any waiver of Section 19 Insurance Requirements, of the General Conditions of the standard purchase of services contract must be noted here. Moreover, any contract amendments must include the original contract amount, plus the total and dates of any and all amendments for the particular contract.

STAFF RECOMMENDATION:

This section is to be used to state your recommendation or identify any next steps.

AGENDA ITEM NO.: _____