

C:

Staff Report City Council Meeting : Date of Meeting

CRCATIS	
То:	Honorable Mayor and City Council Members
From:	Name of Department Director and Title
Prepared by:	Name of Author and Title
Date:	Date Written
Subject:	Title of the item as it will appear on the agenda
RECOMMENDA agenda.	ATION: It is recommended that the Council: This is for staff recommendation. It is included on the
	N: This is a three or four sentence summary of the item. Enough to explain to the public what the considering and deliberating. It is the "Blurb" as it will appear on the agenda item.
BACKGROUND	/ DISCUSSION: This is the background and meat of the material for Council to read and consider.
BUDGET/FISCA	AL IMPACT: Clear budgetary impact of this item. List account numbers or request for funding.
Attachments:	Clearly Label each item:
A: B:	