



Agenda Briefing

Date of Meeting:

Responsible Department:

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information / Subject:

Executive Summary / Background:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

Supporting Materials Attached: **Yes** **No**

Prior Action / Review by Council, Boards, Commissions:

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Staff Recommendation:

**APPROVED BY:
(as appropriate)**

Preparer or Department Director

Date

Building Official

Date

City Secretary

Date

City Engineer/Asst. Dir. PW

Date

Community and Visitor Relations Director

Date

Court Director

Date

Deputy City Manager

Date

EDC Director

Date

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Emergency Services Director

Date

Finance Director

Date

HR Director

Date

IT Director

Date

Police Chief

Date

Public Works Director

Date

City Manager

Date

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