SEABROOK

Agenda Briefing

Date of Meeting:

Responsible Department:

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information / Subject:

Executive Summary / Background:

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:

<u>Staff Recommendation:</u>

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

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.

_____   _____
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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