



# Council Agenda Report

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**Department Name:**  
**Cost Center:**  
**For Agenda of:**  
**Placement:**  
**Estimated Time:**

**FROM:** <Department Head Name, Title>

**Prepared By:** <Employee Name, Title>

**SUBJECT:** [SUBJECT TITLE, IN ALL CAPS, NO BOLDING]

## RECOMMENDATION

Insert a brief staff recommendation

## REPORT-IN-BRIEF

<Only use this section if the report is over 5 pages long>

## DISCUSSION

### Background

### Previous Council or Advisory Body Action

### Policy Context

### Public Engagement

## CONCURRENCE

## ENVIRONMENTAL REVIEW

## FISCAL IMPACT

Budgeted: Yes/No

Budget Year: 20XX-2X

Funding Identified: Yes/No

### Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	\$	\$	\$	\$

State				
Federal				
Fees				
Other:				
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**ALTERNATIVES**

**ATTACHMENTS**