**To:** Honorable Mayor and City Council Members

**From:** Bryan Cobb, City Manager

**Date:** (Date of Meeting)

**Subject:** **Resolution No. XXXX-XX,** (brief title of item – note the title is NOT bold)

**Procedure:** Call Up Item

 City Manager Background

 Applicant Comments (not required if city project)

Public Hearing

 Council Motion & Discussion

 Council Action

**Introduction:**

Insert text.

**Discussion:**

Insert text.

**Budget Impact:**

Insert text.

**Strategic Impact:**

Insert text.

**Recommendation**: It is recommended that City Council conduct a public hearing and adopt Resolution No. XXXX-XX.

Attachment(s): 1.

 2.

If there are no attachments write None.

Prepared by: Name of individual preparing agenda item

Reviewed by: Name of Department Director reviewing agenda item

(delete second page if not needed – header is shown on second page)