



## *Agenda Briefing*

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**Date of Meeting:**

**Responsible Department:**

**Presenter:**

**Briefing Prepared By:**

**Strategic Focus Area:**

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**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:**

**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

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Date

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Finance Director

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Date

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HR Director

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Date

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IT Director

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Date

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Police Chief

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Date

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Public Works Director

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Date

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City Manager

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Date

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