
TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Name of Chairman
Commission Chairman

SUBJECT: TITLE OF REPORT

DATE: Date Council Memo is due
to CMO Agenda Services

(Use this format if the Commission's recommendation(s) and discussion are more extensive than is practical to include in the Commission Recommendation Summary section of a Staff memo; or if the Commission is providing a recommendation or other comment that is not accompanying a Staff memo)

RECOMMENDATION

Indicates recommended City Council action. **THE RECOMMENDATION IS TO BE WORDED AS IT SHOULD APPEAR ON THE AGENDA.** If a resolution or ordinance is required, it must be stated.

OUTCOME

This section should detail the results/outcomes of the action that the Commission is recommending to Council. The text should clearly state the product of Council's action.

EXECUTIVE SUMMARY

Provides a brief summary of the highlights of the memo/recommendation/report. Include the outcome of any vote and brief summary of relevant discussion.

BACKGROUND

Provides a narrative statement describing the nature of the issue and background to date. This section could include, but not be limited to, the reason for the report; what party initiated the item; previous Council consideration or action; any existing policy related to the item; or reference to legal ruling. It is to be limited to factual matters rather than conclusions. If there is an extensive background (more than 1 page) consider using an attachment to provide the background information.

ANALYSIS

Present possible solutions to the problem stated under BACKGROUND, information to make Council aware of the ramifications of its decision, significant issues and perspectives that will help Council to understand and take action. If applicable, summarize the policy, procedure or Code Section(s) that is the basis for this action,

CONCLUSION

Provide a narrative which summarizes the report. This section should include what has been found, or decided, and the impact of those findings or decisions.

POLICY ALTERNATIVES (If applicable)

Provides a brief listing of the various courses of action available to the Council based on issues covered in ANALYSIS. Lists some alternatives with potential positive and negative ramifications and projected cost, and why staff decided to go with the recommended action. Use the below format for this section:

(Name) CHAIR