*\* Please note the information you provide will be included in materials posted online*

**Your Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommendation** | | | |
| **Work Plan Goal:** | **Sub-topic** (best fit): | | **Timeframe:** |
| **Implementing Department:**  \* | | **Relevant Plan:** | |
| **If recommendation is linked to a plan, provide the specific program/project name:** | | | |
| **Subject** | | | |
| *Concise one-sentence sum-up of the recommendation.* | | | |
| **Context** | | | |
| *Brief paragraph providing the most relevant facts, figures, and/or historical background.* | | | |
| **Specifics** | | | |
| *Brief paragraph explaining the recommendation.* | | | |
| **Implementation** (optional) | | | |
| *Brief paragraph describing how to best execute the recommendation.* | | | |
| **Council Action** | | | |
| *One to two sentences stating the precise action the City Council is recommended to take. E.g., Adopt an ordinance amending the Municipal Code relating to…* | | | |
| **Resources** (optional) | | | |
| *Link to up to three top helpful resources. Include the resource name, source organization/entity name, and one-sentence clear and specific description of the resource.*  *List any comparable municipalities that provide a relevant example of successful adaptation of the recommendation. Provide one-sentence description and URL.*  *List up to three top experts. Include appropriate honorific, full name, title(s), affiliation, business address, and webpage URL.* | | | |