*\* 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.* |