|  |  |
| --- | --- |
| date issued:  | Xxx |
| TO: | City Council – leave as is whether item is for Committee or full Council |
| FROM:  | Department name |
| subject:  | xxx |
| PrimaryContact: | xxx | Phone: (619) xxx-xxxx |
| Secondary Contact:  | xxx  | Phone: (619) xxx-xxxx  |

Council District(s): xxx

OVERVIEW:

Provide a concise descriptive summary of the item, approximately a paragraph in length

PROPOSED ACTIONS:

In addition to the appropriate authorizing language, indicate whether the item will include a resolution and/or ordinance – contact your Deputy City Attorney if you are unsure whether your actions need a resolution or ordinance.  As an example: “A resolution authorizing the Mayor or designee to enter into an agreement …”.  For informational items this section should say “This item is for information only.”

DISCUSSION OF ITEM:

Discussion section should include Staff Recommendation. THIS section is the bulk of your Staff Report.

City Strategic Plan Goal(s)/Objective(s):

Fiscal Considerations:

Charter Section 225 Disclosure of Business Interests:

List the names and cities of residence of all individuals (not LLCs) owning more than 10% of an entity contracting with the City or who will receive more than 10% of the contracted amount. This information should be available via the Contractor Standards document or Lessee Questionnaire. If your contract is not handled by P&C, PWC or READ (in the case of leases), request the information directly from the contractor.

If your action does not have a contract associated with it, or is exempt per the Charter Section 225 language please insert the following:

N/A (if no contract associated with the action)

N/A; the contract is with another public agency.

N/A; the contract is with a publicly traded company.

Environmental Impact:

Equal Opportunity Contracting Information (if applicable):

Previous Council and/or Committee Actions:

In addition to related previous Council actions, insert standard language: “This item will be heard at \_\_\_\_\_\_\_\_ Committee prior to Council.” Following committee, include any direction given and/or describe anything that has changed subsequent to Committee.

Key Stakeholders and Community Outreach Efforts:

|  |  |  |
| --- | --- | --- |
| Originator to enter name upon approval HERE |  | Originator to enter name upon approval HERE |
|   |  |   |
| Department Director (or correct title of approver) |  | Deputy Chief Operating Officer (or correct title of approver – refer to Executive Manager Signature document on CityNet for proper name and title |