



REQUEST FOR DECISION

Report Date:

Contact:

Agenda Item Number:

Meeting Date:

TO: Town Council

FROM:

SUBJECT: [Title]

RECOMMENDATION:

Click or tap here to enter text.

REPORT SUMMARY

COUNCIL AUTHORITY/PREVIOUS DISCISIONS

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

REPORT

BACKGROUND/CONTEXT

DISCUSSION

STRATEGIC ANALYSIS (IF APPLICABLE)

IMPLICATIONS/RELATED ISSUES/RISK (IF APPLICABLE)

CONCLUSION

SUPPORTING DOCUMENTATION

REVIEWED & APPROVED BY