

DATE: <Meeting Date>

TO: Honorable Mayor and City Council

FROM: <Staff Member(s) Name, Title [Preparer(s)]>
<Department Head Name, Title [Approver]>

VIA: Kimbra McCarthy, City Manager

TITLE: **Title of the Study Session Memo**

PURPOSE

Text.

- Includes:*
- *Brief description of topic and feedback sought*

BACKGROUND

Text.

- Includes:*
- *History of prior Council consideration*
 - *General information*

DISCUSSION

Text.

- Includes:*
- *Analysis*
 - *Community engagement*
 - *Alternatives*
 - *Proposed alternative, if any*

QUESTIONS FOR COUNCIL

Text.

- Types of questions could include:*
- *Does Council approve the staff proposed scope/approach?*
 - *Which policy scope/approach alternative does Council prefer?*
 - *Does Council wish to add or remove anything from a list of proposed policy elements?*
 - *Does Council have additional feedback or questions?*

NEXT STEPS

Text.

- Includes:*
- *When the item is returning to Council*
 - *What direction or action will sought be at that time*

PUBLIC NOTICING

Text.

<File Name—done by DP>

<File Name—done by DP>

<LEGISTAR #>

Attachments: 1.
2.

cc:

!CAM Memo_Study Session Template - Calibri - open (Rev. 10-30-20