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| --- | --- |
| DATE: |  |
| FROM: |  |
| AGENDA REFERENCE: | [This will be completed by Admin] |

**SUBJECT:**

Consideration of resolution…….

**PURPOSE:**

Provide a brief description of the purpose of the agenda item.

**BACKGROUND/STAFF COMMENTS:**

Add additional supporting information and comments.

**FINANCIAL IMPACT:**

Add additional information about financial impact (if any).

**RECOMMENDATION:**

Add recommended action.