**TO:** Elizabeth Pauli, City Manager

**FROM:** [Department Director], [Department]

**COPY:** [Council Committee]; [Other Appropriate People]; [Committee Executive Liaison]

**PRESENTER:** [Name], [Department]

**SUBJECT:** [Title of the presentation]

**DATE:**  [Date of presentation]

**PRESENTATION TYPE:**

Please select the type of presentation you will be making to the Council Committee.

Choose an item.

**SUMMARY:**

Begin by stating the purpose of the memo. Summarize your conclusion, recommendation, and the basis for your recommendation. State why this item is being brought forward and the response you are seeking from the committee.

**BACKGROUND:**

Provide only the information that is required to orient Council, provide context, and frame the issue or topic.

**ISSUE:**

State what is the issue or topic you want to address, why it is an issue, and what are the options to take to address the issue.

**ALTERNATIVES:**

Presumably your recommendation is not the only potential course of action; please discuss other alternatives actions for council or staff to take. Explain why your recommendation is preferable to the alternatives.

If no action required or no recommendation, state “This is an information briefing only. There are no alternatives presented.”

**FISCAL IMPACT:**

Include a summary of the fiscal impact of the recommendation.

If no action required or no recommendation, state “This is an information briefing only. There is no fiscal impact.”

**RECOMMENDATION:**

Explain how your recommendation addresses the issue. Analyze and prove your recommendation and explain why the advantages of your recommendation outweigh the disadvantages. Include next steps if appropriate.

If no action required or no recommendation, state “This is an information briefing only. There is no recommendation.”