

To	Marchell Adams-David, City Manager
Thru	Enter name of department head of author
From	Enter author's name
Department	City Manager's Office
Date	
Subject	
Agenda Title	Enter title for item

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**Agenda Item Description:**

[Staff name, Department]

Describe the purpose of this agenda item in a brief 3-4 sentences.

**Recommended Action:** Enter the action language here.

**Agenda Item Details:**

Add the additional details here that allow the item description to be brief. This section appears in backup content only.