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CHIEF & COUNCIL BRIEFING NOTE FORM

Full Name: _____

Submission Date: _____

Phone #: _____

E-mail: _____

Proposed Agenda Item: _____

Brief Description:

Actions Suggested (*Provide Multiple Options*):

Benefit/Impact of Action:

Examples of Action (*Successful Initiatives*):

Additional Relevant Information

Factual/Historical Overview:

Person(s) Involved + Contact Information:

Consultation Recommended: Yes No

Infrastructure Available: Yes No