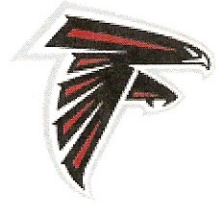


# FLOWERY BRANCH CITY COUNCIL AGENDA REQUEST



All items requiring action by the Commissioners must be presented first at a work session. The following information should be provided for each item.

No item will be considered for a work session until the Department has received authorization on the item by the Mayor or City Manager.

Department: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Item of Business: \_\_\_\_\_

**Attach an Executive Summary fully describing all elements of the item of business.**

### THE ITEM IS FOR:

**Work Session presentation only**  
(no action needed)

**OR**  **Commission Action Needed.**

Is there a deadline on this item? If so, Explain: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Recommendation: \_\_\_\_\_

If the action involves a Resolution, Ordinance, Contract, Agreement, etc. has it been reviewed by the City Attorney?

Yes Explain: \_\_\_\_\_

No

If funding is involved, are funds approved within the current budget? **If Yes, Finance Authorization is Required Below.**

Yes Explain: \_\_\_\_\_

No

Amount: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

### Administration Staff Authorization

Finance Dept. Authorization: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_

Authorized for Work Session: \_\_\_\_\_ Work Session Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_