

**CITY OF SEBASTOPOL
CLIMATE ACTION COMMITTEE
WORKING GROUP AGENDA ITEM**

Meeting [Climate Action Committee meeting date here]
To: Climate Action Committee
From: _____ Working Group
Subject: [Topic short title]
Recommendation: That the Climate Action Committee [action word – “discuss and give direction on _____” or something similar]
Funding: Funding Needs: \$ _____ Not Determined/NA _____
Funding Source(s): _____ Not Determined/NA _____

BACKGROUND/DISCUSSION:

[Give some context. Why is this issue before the Committee? Sometimes this isn't needed because it can easily be included in the Discussion.]]

[Provide full details that set the stage for the recommendation. Reference any attachments.]

GOALS:

[Cite any general plan or other City goals here. Include the key relevant wording.]

PUBLIC COMMENT:

[Generally this is “As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.”]

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FUNDING NEEDS:

[Either “None” or “To be determined” or a specific dollar amount.]

RECOMMENDATION:

That [insert whatever is being recommended. If there are multiple options, include them here. Try to be complete but brief.]

ATTACHMENT(S):

[List them here, and include as part of the one pdf that includes the staff report and the attachments.]