



## Legislation Text

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**File #:** 21-1040, **Version:** 1

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**Requested Agenda Date:**

Enter Date Here

**Requested Agenda Title:**

Open Public Meetings Training

**Requested Agenda Item Description:** The Requested Agenda Item Description should provide context for Councilmembers, staff, and members of the public to clearly understand the purpose of the agenda item, any relevant background information, and the nature of any action that is being requested.

**Requested Action:** Choose from List

**Presenter(s) (with titles):** Enter Text Here

**Time Needed:** Choose from List

**Is this Item Time-Sensitive and/or Requesting a Time-Certain?** Time-Sensitive/Time-Certain agenda item requests must be made in writing to the Council Chair's Senior Policy Advisor, Council Attorney, and Council Administrative & Communications Coordinator.

**Requesting Staff Member:** Enter Text Here

**Are Supporting Documents Needed for this Agenda Item Request?** Choose from List

Please attach supporting documentation, including presentations, to the Legistar file.

Agenda item requests must be complete and submitted via Legistar Approval Sequence to the Council Administrative & Communications Coordinator by the Wednesday before the upcoming Tuesday meeting at 3:00 PM. Please note that some offices have earlier, internal Approval Sequence deadlines.

Items without necessary supporting documentation may be withheld from consideration for the desired meeting date.