

**COUNCIL MEETING  
AGENDA  
[DATE]  
City Hall Council Chamber**

**1. Invocation**  
    **Pastor Richard D. Hayes of New Day Community Church**

**2. Minutes**

**3. Unfinished Business**

4. Testing 2  
    Testing the Agenda Function for item submission

Documents: [PAPERLESS PROCEDURES ATTACHMENT \(COVER SHEET\).PDF](#)



## **City of Hinesville, Georgia Council Meeting**

**Date:** Date of the Council Meeting

**Agenda Item:** Ref # and title from draft agenda

**Presented by:** Person who provided information

**Prepared by:** Person who will present to Council  
(NA if none)

**PURPOSE:** Brief statement of why this item being brought before the Council.

**BACKGROUND:** This is a summary narrative elaborating on the situation and circumstances involved with this agenda item. It should be concise and include facts pertinent to the purpose. The entire cover sheet must be limited to one page.

**FUNDING:** Any budgetary/financial implications are indicated here. Otherwise, NA is entered.

**RECOMMENDATION:** If this is a decision item, the recommendation of the preparer is indicated here. Otherwise, NA is entered.

**ATTACHMENTS:** Any attachments are listed here in order by title. Only include attachments necessary for the purpose, not all documents related to the issue.

**PREVIOUS COUNCIL DISCUSSION:** If this item has been discussed in previous Council meetings, the dates and any conclusions from preceding meetings are provided.