

TOWN OF VIENNA, VIRGINIA
OFFICE OF THE TOWN MANAGER
COUNCIL REQUEST FOR STAFF RESEARCH

Councilmember Requesting Info:
Councilmembers Supportive of Research:
Description of Request:
Strategic Objective:
Purpose of Research:
Date Request Submitted to Town Manager:
Date Town Manager Assigns Item to Staff:
Department Responsible to Respond:
How Information will be provided to Council: (e.g., Report, Email, Work Session, Meeting, Other)
<u>For Town Manager/Staff Use</u> Time required to complete item: When information will be provided to Council: Notes: