

REFERRAL FORM

1.) Date:

2.) Requestor

3.) Description of the Request:

5.) Justification for this Request:

6.) List any City projects that your request may impact:

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7.) Which Committee(s) would need to approve:

Finance and Property

Public Works

HR

Other:

8.) Have the following criteria been met? **Below criteria must be met:**

- ✓ Content is appropriate for a referral. This does not contradict any agenda item that was previously approved by Council in the past 6 months.
- ✓ Required processes have been followed prior to this referral being requested.
- ✓ The appropriate Department Head has been previously contacted about your request and has been provided an opportunity to respond to your request.
- ✓ This is a correct venue that involves a legislative function. Common Council has authority to approve or deny this referral.
- ✓ If this referral will impact other City projects, those projects have been identified.
- ✓ Financial impact has been taken into consideration. This is budgeted, will not impact the City budget, or a funding source has been identified.

Please note that completion of this form does not guarantee that this item will be placed on the next Committee agenda. The appropriate Committee Chairperson and respective Department Head will meet and determine next steps. Additional information may be requested prior to this item being placed on an agenda. You will receive a response to your request in a prompt manner. If this matter is placed on an agenda, it is expected that you attend the Committee meeting to provide additional information.