



**SAMPLE TEMPLATE
COUNCIL REFERRAL MEMORANDUM
(LIMIT TO 1-2 PAGES)**

DATE: *(ENTER COUNCIL MEETING DATE REFERRAL IS BEING CONSIDERED)*

TO: Mayor and Council

FROM: *(ENTER REFERRING COUNCIL MEMBER NAME)*

SUBJECT: Consider an Item for Discussion on a Future City Council Agenda Regarding...
(ENTER POLICY ISSUE BEING REQUESTED FOR COUNCIL CONSIDERATION)

RECOMMENDATION:

It is recommended that the City Council discuss and determine whether an item regarding *(ENTER POLICY ISSUE BEING REQUESTED FOR COUNCIL CONSIDERATION)* should be placed on a future City Council agenda for discussion.

POLICY ISSUE:

(DESCRIBE THE POLICY ISSUE BEING REFERRED AND THE REASONS FOR THE REFERRAL)

DESIRED OUTCOME:

(DESCRIBE THE OVERALL OUTCOME OR OBJECTIVE DESIRED BY PLACING THIS ITEM ON THE AGENDA FOR COUNCIL CONSIDERATION)

TIMELINE:

(IF THE ITEM IS REQUESTED FOR A SPECIFIC COUNCIL MEETING DATE, LIST HERE. DESCRIBE ANY TIME SENSITIVE CONSIDERATIONS. IF THE MATTER IS NOT URGENT AND FLEXIBILITY EXISTS, STATE HERE)

DESIRED COUNCIL ACTION:

(IF THE REFERRING COUNCIL MEMBER SEEKS ANY DESIRED COUNCIL ACTION WHEN THE ITEM RETURNS TO COUNCIL, STATE THE ACTION HERE (I.E. DISCUSSION, APPROVAL OF, ETC.)

KEY STAKEHOLDER GROUPS:

(IF APPLICABLE, LIST ANY STAKEHOLDER GROUPS THAT MAY NEED TO BE CONTACTED BY STAFF IN PREPARATION FOR PLACING THIS ITEM ON THE AGENDA)

DISCUSSION

The purpose of this agenda item is to provide an opportunity for Council to discuss whether staff time and City resources should be devoted to researching the issue described above, and to determine whether the item should be placed on a future agenda. An item placed on a future agenda would enable the Council to discuss in detail whether or not the Council chooses to endorse the ***(ENTER POLICY ISSUE BEING REQUESTED FOR COUNCIL CONSIDERATION)***.

STRATEGIC INITIATIVES

(REFERENCE WHETHER THIS PROPOSED ITEM RELATES TO ANY OF THE 3 COUNCIL STRATEGIC INITIATIVES).

Submitted by:

Referring Council Member's Signature