

Actions taken by Lead Referrals

Items that the Common Council has referred to your committee will automatically pull into your agenda when you hit “generate.” Committees only have 45 days to make recommendations on referrals, so it is important that you do not just delete agenda items that look unfamiliar. If Common Council has referred an item to more than one committee, the Secondary Referrals consider the item first and make recommendations to the Lead Referral. Only the Lead Referral makes a recommendation directly to the Council. Referral agencies do not take final action on Council referrals; they make **recommendations** on the action that the Common Council should take.

| Action in Legistar | Additional Information |
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| Place on File | Do not use this action for items referred from Council! Remember, you are making a recommendation to the Common Council, e.g. Recommend to Council to Place on File. |
| Recommend to Council to Adopt – Report of Officer | Most commonly used action. Sends file to Council for final adoption. |
| Recommend to Council to Adopt (15 Votes Required) – Report of Officer | Use only if item amends the budget. |
| Recommend to Council to Adopt (14 Votes Required) – Report of Officer | Use for annexations only. |
| Recommend to Council to Adopt – Public Hearing | Use only for Plan Commission rezonings, Alcohol License Review Committee liquor licenses, and Public Works assessments. |
| Recommend to Council to Adopt – Confirmation Hearing | Use only for Confirmation Hearings. |
| Recommend to Council to Adopt Under Suspension of Rules 2.04, 2.05, 2.24 & 2.25 – Report of Officer | Use only in emergencies. Asks Council to immediately adopt item. |
| Recommend to Council to Confirm | Use only for Confirmations. |
| Recommend to Council to Deny – Public Hearing | Use only for Plan Commission rezonings, Alcohol License Review Committee liquor licenses, and Public Works assessments. List reason for denial in Action Text <u>and</u> Council Note. |
| Recommend to Council to Deny – Report of Officer | List reason for denial in Action Text <u>and</u> Council Note. |

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| Recommend to Council to Grant – Report of Officer | Use only for Licenses. |
| Recommend to Council to Grant – Public Hearing | Use only for Liquor License Public Hearing items. |
| Recommend to Council to Place on File – Confirmation Hearing | Asks Council to dispense with the Confirmation Hearing. |
| Recommend to Council to Place on File – Public Hearing | Use only for Plan Commission rezonings, Alcohol License Review Committee licenses, and Public Works assessments. Asks Council to dispense with Public Hearing item. |
| Recommend to Council to Place on File – Report of Officer | Asks Council to dispense with item. |
| Recommend to Council to Place on File Without Prejudice – Public Hearing | Use only for Plan Commission rezonings, Alcohol License Review Committee liquor licenses, and Public Works assessments. Usually used when an application has been withdrawn. |
| Recommend to Council to Place on File Without Prejudice – Report of Officer | Asks Council to dispense with item while showing neither support nor opposition to the matter. |
| Recommend to Council to Rerefer – Public Hearing | Asks Council to give committee more time to come up with a recommendation. If Council grants this request, committee will hold a Recessed Public Hearing. |
| Recommend to Council to Rerefer – Recessed Public Hearing | Asks Council to once again extend the deadline for the committee to come up with a recommendation. |
| Recommend to Council to Rerefer – Report of Officer | Asks Council to give committee more time to come up with a recommendation. |
| Recommend to Council with the Following Recommendations – Report of Officer | List committee recommendations in both Action Text and Council Note. |
| Recommend to Council with the Following Recommendations – Public Hearing | Use only for Plan Commission rezonings, Alcohol License Review Committee liquor licenses, and Public Works assessments. List committee recommendations in both Action Text and Council Note. |
| Recommend to Council with the Following Recommendations – Recessed Public Hearing | Use only for Recessed Public Hearing items: Plan Commission rezonings, Alcohol License Review Committee liquor licenses, and Public Works assessments. List committee recommendations in both Action Text and Council Note. |