

Missoula Parks and Recreation Board Referral

Citizen or Organization Name

Main Contact

Address

Phone:

E-mail:

Parks & Recreation Staff Contact

Referral to: Missoula Parks and Recreation Board

Requested date for Board consideration:

Note: Missoula Parks and Recreation Board meets the second Tuesday of each month at Noon in Headwaters at Currents, 600 Cregg lane. Complete referrals are due no later 8-calendar days before the Board meets. To gain staff review, please forward ALL info no less than 30 calendar days before a Board meeting.

Referral Item: *List information regarding the item here. Please provide as specific information as you can regarding who, what, when, where, why, how, financial implications, etc*

Motion/Action requested: (include any dollar amount, legal descriptions.)

I move the Missoula Parks and Recreation Board approve the following item:

Brief Statement regarding the action you want taken by the Park Board.

Background information: *(Why is project important? How does it benefit public, environment, City, parks, open space, trails, urban forest, and recreation program services?)*

Attachments: *(maps, photos, draft documents, budget, funding sources, logos, reference materials, other documents)*

Staff Recommendation to Park Board

Staff report - *more details here, listing specifics and dollar amounts, along with important facts and dates relating to referral. Has request been reviewed by Parks and Recreation Department Head and Staff? Have you responded to their requests for any changes or additions?*