

Mayor's Office: Council Agenda Item Request Form
*This form and supporting documents (if applicable) are due the Wednesday
before the COW meeting by noon.*

Date Received (office use)	
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Date of Request	3/30/17
Requesting Staff Member	Karen Hale
Requested Council Date	3/4/17
Topic/Discussion Title	Homeless Shelter Resource Center Process Wrap-Up Summary
Description	The Mayor will provide a brief informational presentation on the homeless shelter resources center process.
Requested Action¹	Informational
Presenter(s)	Mayor McAdams
Time Needed²	15 minutes
Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	Karen 8-7035
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval:



¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.