

Mayor's Office: Council Agenda Item Request Form

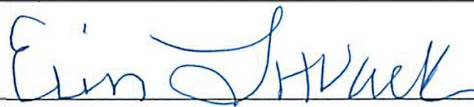
This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.

Date Received
(office use)

12 April 2017

Date of Request	April 12, 2017
Requesting Staff Member	Kimberly Barnett
Requested Council Date	April 18, 2017
Topic/Discussion Title	Fee Waiver Request for Swing for Life Tournament at the Larry H. Miller Softball Complex
Description	Request for a Park fee waiver in the amount of \$1500 for the Annual Swing for Life Tournament at the Larry H. Miller Softball Complex. This two day tournament is scheduled for April 20-21, 2017.
Requested Action ¹	Approve Fee Waiver
Presenter(s)	Kimberly Barnett, Holly M. Yocom, and Kathy Howa
Time Needed ²	5 minutes
Time Sensitive ³	
Specific Time(s) ⁴	
Contact Name & Phone	Holly M. Yocom 87052
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.	Kathy Howa is the organizer of the Event.

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.