

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)

Date of Request	2-21-17
Requesting Staff Member	Karen Crompton
Requested Council Date	2-27-18
Topic/Discussion Title	Rental Agreement for Circles/Friendly Neighborhood Senior Center
Description	Use of facility by non-profit group (Circles) to provide family support to low-income families. Requesting waiver of rental fees for a non-profit organization.
Requested Action¹	Approval
Presenter(s)	Karen Crompton & Paul Leggett, Division Director of Adult & Aging Services
Time Needed²	10 minutes
Time Sensitive³	Yes
Specific Time(s)⁴	No
Contact Name & Phone	Karen Crompton 385-468-7060
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: _____

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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.