

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	4 September 2018
Requesting Staff Member	
Requested Council Date	
Topic/Discussion Title	Approval of Donation
Description	Request Council approval for Animal Services to provide six microchip scanners to local municipal shelters (two for West Valley City Animal Services and four for Draper Animal Services) as a result of the Countywide general funding for microchips and scanners. Microchips have already been purchased for these shelters and are in use; as the scanners are controlled assets, official Council approval is sought for distributing these items to other municipal shelter.
Requested Action¹	Approval
Presenter(s)	Talia Butler
Time Needed²	5 minutes
Time Sensitive³	No
Specific Time(s)⁴	No
Contact Name & Phone	Talia Butler, 385-468-6031
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.