

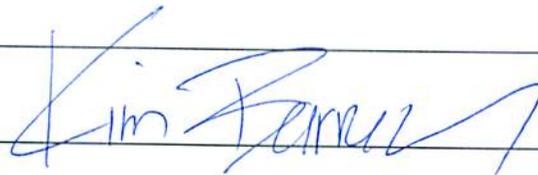
## Mayor's Office: Council Agenda Item Request Form

*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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<b>Date of Request</b>	3.21.17
<b>Requesting Staff Member</b>	Michael Ongkiko
<b>Requested Council Date</b>	3.28.17
<b>Topic/Discussion Title</b>	Human Resources Quarterly Update (2016 Year End)
<b>Description</b>	Human Resources Quarterly Update (2016 Year End)
<b>Requested Action<sup>1</sup></b>	Informational
<b>Presenter(s)</b>	Michael Ongkiko
<b>Time Needed<sup>2</sup></b>	30 minutes
<b>Time Sensitive<sup>3</sup></b>	
<b>Specific Time(s)<sup>4</sup></b>	
<b>Contact Name &amp; Phone</b>	Michael Ongkiko x80575
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: \_\_\_\_\_



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

<sup>2</sup> Assumed to be 10 minutes unless otherwise specified.

<sup>3</sup> Urgency that the topic to scheduled on the requested date.

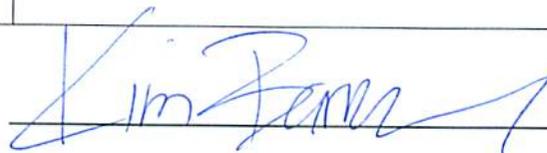
<sup>4</sup> If important to schedule at a specific time, list a few preferred times.

**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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<b>Date of Request</b>	3.24.17
<b>Requesting Staff Member</b>	Michael Ongkiko
<b>Requested Council Date</b>	3.28.17
<b>Topic/Discussion Title</b>	Approval of policy 4-200 Leave Practices Amendment to Administrative Leave and Career Ladder Transition in 2017
<b>Description</b>	Approval of 4-200 Leave Practices amendment to administrative leave and career ladder transition in 2017.
<b>Requested Action<sup>1</sup></b>	Approval for career ladders and 4-200 amendments
<b>Presenter(s)</b>	Michael Ongkiko
<b>Time Needed<sup>2</sup></b>	10 minutes
<b>Time Sensitive<sup>3</sup></b>	
<b>Specific Time(s)<sup>4</sup></b>	
<b>Contact Name &amp; Phone</b>	Michael Ongkiko, 8-0575
<b>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.</b>	

**Mayor or Designee approval:** \_\_\_\_\_



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