

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)

6 February 2017

Date of Request	2.6.17
Requesting Staff Member	Michael Ongkiko
Requested Council Date	2/14/17
Topic/Discussion Title	Update and inform Council of 2/15/17 start date for employee job slotting appeals
Description	Update and inform Council of 2/15/17 start date for employee job slotting appeals
Requested Action ¹	Information. Request for consent agenda item
Presenter(s)	N/A
Time Needed ²	N/A
Time Sensitive ³	n/a
Specific Time(s) ⁴	n/a
Contact Name & Phone	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:



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.