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	5/31/17
Requesting Staff Member	Kim Barnett
Requested Council Date	6/6/17
Topic/Discussion Title	Advice and consent of Mayor McAdams to the Central Wasatch Commission.
Description	Advice and consent of Mayor McAdams to the Central Wasatch Commission.
Requested Action ¹	Advice and Consent
Presenter(s)	Kim Barnett
Time Needed ²	Consent or 3 minutes
Time Sensitive ³	
Specific Time(s) ⁴	
Contact Name & Phone	Kim, 8-7007
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:

³ Urgency that the topic to scheduled on the requested date.

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.

⁴ If important to schedule at a specific time, list a few preferred times.