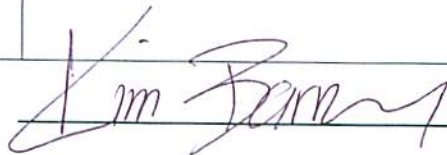


Mayor's Office: Council Agenda Item Request Form
This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.

Date Received (office use)	
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Date of Request	7-6-17
Requesting Staff Member	David Clemence, Real Estate Manager
Requested Council Date	7-11-17
Topic/Discussion Title	Possible Closed Session to Discuss a Real Estate Matter
Description	
Requested Action¹	Seek Direction
Presenter(s)	Holly Yocom and David Clemence
Time Needed²	10 minutes
Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	David Clemence, Ext. 80373
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.