

C-6

**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.*

<b>Date Received</b> (office use)	
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<b>Date of Request</b>	9/21/17
<b>Requesting Staff Member</b>	Rick Graham
<b>Requested Council Date</b>	9/26/17
<b>Topic/Discussion Title</b>	Closed Session to Discuss a Real Estate Matter
<b>Description</b>	Closed Session to Discuss a Real Estate Matter
<b>Requested Action<sup>1</sup></b>	Direction
<b>Presenter(s)</b>	Alison Weyher, Community Development Engagement Services
<b>Time Needed<sup>2</sup></b>	5 to 10 minutes
<b>Time Sensitive<sup>3</sup></b>	Yes
<b>Specific Time(s)<sup>4</sup></b>	
<b>Contact Name &amp; Phone</b>	Alison Weyher, 8-6716
<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:**



<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.