

**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)	
--------------------------------------	--

<b>Date of Request</b>	12/13/17
<b>Requesting Staff Member</b>	Karen Hale
<b>Requested Council Date</b>	12/19/17
<b>Topic/Discussion Title</b>	Proclamation – Honoring Mayor JoAnn Seghini's Service to Midvale and the community-at-large
<b>Description</b>	The Mayor's proclamation recognizes Midvale Mayor JoAnn Seghini for her 59 years of service to the Greater Salt Lake area as well as over 2 decades serving as Mayor of Midvale.
<b>Requested Action<sup>1</sup></b>	Read proclamation and acknowledge the life long service and contributions of Mayor JoAnn Seghini.
<b>Presenter(s)</b>	Mayor McAdams or Deputy Mayor
<b>Time Needed<sup>2</sup></b>	5 minutes
<b>Time Sensitive<sup>3</sup></b>	Yes
<b>Specific Time(s)<sup>4</sup></b>	4 p.m. Council Meeting
<b>Contact Name &amp; Phone</b>	Karen Hale x87035
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.