

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	12/13/17
Requesting Staff Member	Kim Barnett
Requested Council Date	12/19/17
Topic/Discussion Title	Recognition of Chief Pam Lofgreen at the 4pm Council meeting under Mayor's Report
Description	
Requested Action¹	
Presenter(s)	Mayor McAdams
Time Needed²	
Time Sensitive³	
Specific Time(s)⁴	4pm Council meeting under Mayor's Report
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: 

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.