

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	
Requesting Staff Member	
Requested Council Date	
Topic/Discussion Title	
Description	
Requested Action¹	
Presenter(s)	
Time Needed²	
Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	
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 is scheduled on the requested date.

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