

**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>	01/24/2018
<b>Requesting Staff Member</b>	Andrea Valverde
<b>Requested Council Date</b>	01/30/2018
<b>Topic/Discussion Title</b>	Vital Volunteer recognitions for Mayor Carmen Freeman and Mayor Larry Johnson.
<b>Description</b>	Recognizing the contributions both outgoing mayors have made on the ZAP Tier II Advisory Board.
<b>Requested Action<sup>1</sup></b>	Council Approval
<b>Presenter(s)</b>	Mayor McAdams/Designee
<b>Time Needed<sup>2</sup></b>	10 mins.
<b>Time Sensitive<sup>3</sup></b>	NA
<b>Specific Time(s)<sup>4</sup></b>	NA
<b>Contact Name &amp; Phone</b>	Andrea Valverde 385-468-7011
<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.