

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	04-25-18
Requesting Staff Member	Holly M. Yocom
Requested Council Date	05-01-18
Topic/Discussion Title	Resolution authorizing execution of purchase and sale agreement with Salt Lake Community Action Program DBA Community Action Partnership of Utah.
Description	Purchase and sale agreement between SLCo Libraries and Community Action Partnership of Utah (CAP) to parcels of real property at 5361 South 4220 West and 4175 West 5345 South, Kearns, Utah where the Library Facility Operations Center is located.
Requested Action¹	Approve/Consent
Presenter(s)	Holly M. Yocom, Director of Community Services Jim Cooper, Director of County Libraries
Time Needed²	NA
Time Sensitive³	No
Specific Time(s)⁴	No
Will You Be Providing a PowerPoint?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will You Be Providing Back-Up Documentation or Handouts? <small>Please attach 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.</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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 schedule on the requested date.

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