


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	5/15/18
Requesting Staff Member	Tiffany Clason
Requested Council Date	5/22/18
Topic/Discussion Title	Recognition of Miss Kearns Royalty
Description	The mayor will recognize the following members of the 2018 Miss Kearns Royalty court: Queen: Alysa McNatt 1 st Attendant: Mollie Howard 2 nd Attendant: Kaylei Powers
Requested Action¹	Mayor McAdams will congratulate each member of the court, ask them to come to the podium for a photo, they will be available to visit with council afterwards.
Presenter(s)	Mayor or Deputy Mayor
Time Needed²	5 minutes
Time Sensitive³	yes
Specific Time(s)⁴	4 pm council
Will You Be Providing a PowerPoint	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will You Be Providing Back-Up Documentation or Handouts? 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.	<input type="checkbox"/> Yes <input checked="" 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 scheduled on the requested date. ⁴ If important to schedule at a specific time, list a few preferred times.