

### 3 Week Administration Report Timeline

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>2 Weeks before Mtg</b>				<b>12:00 Noon</b> – All Admin Reports for an upcoming mtg are to be provided to City Mgr to begin his review of reports.	City Mgr review and Dep't revisions if required.
<b>Week before Mtg</b>	City Mgr review and Dep't revisions if required.	<p><b>8:00 a.m.</b> – City Mgr deadline to have all Admin reports for upcoming meeting to the City Clerk.</p> <p>City Clerk's Office reviews report for completeness of attachments, proper process &amp; any additions required.</p> <p>City Clerk's Office prepares Agenda for Agenda Review Mtg.</p>	<p>Agenda Review Mtg to review reports.</p> <p>Admin revises or completes any report discussed at Agenda Review.</p>	<p>City Clerk's Office finalizes all reports and Agenda for placing on Website.</p> <p>Agenda is required to be placed on Website by <b>4:00 p.m.</b></p>	Members of Council Review Agenda
<b>Week of Mtg</b>	<b>Meeting</b>				