

AGENDA 101

Definition:

Gather Data – The City Administrator maintains a perpetual Council Packet data file that I keep perpetually. Every item that requires Council action is placed in the file.

Administrative Meeting with Mayor – Every Monday morning the Chief of Police, Public Works Director and City Administrator meet with the Mayor to discuss previous week’s activities. The Mayor and City Administrator then meet on Administrative issues.

WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
4	Administrative Meeting with Mayor	Gather Data	Gather Data	Gather Data	Gather Data
1	Administrative Meeting with Mayor	Gather Data Work on Minutes	Utilities Commission Meeting	Planning & Zoning Meeting	Add Commission Meeting to Data File
2	Administrative Meeting with Mayor/Discuss Agenda Finish Minutes Add data from Council Minutes to Data File	Park Meeting Add Park Data to data file Draft Agenda Skeleton from Data File	Compile support documents for agenda Deadline for Council Agenda Items Staff Report Deadline (Financials are not reviewed until after packets are delivered due to time constraints)	Draft Agenda to Mayor and City Attorney for review Research New Items Collect last supporting documents Write Agenda Item Explanation Reports Compile Final Production Packet	Final approval of Agenda from Mayor, City Attorney Copy documents For Packets Assemble Packets Make last minute changes Post Agendas
3	Administrative Meeting with Mayor Review Financials for Corrections/Adjustments	Gather Data	City Council Meeting	RCDC meeting	Gather Data RCDC data to data file Turn Financial Adjustments in to Finance