City Council Staff Report Review & Approval Process

DUE DATE	TASK
Three weeks before City Council Meeting	
MONDAY-THURSDAY*	✓ Staff reports due to Department Directors for review. ✓ Authors make any edits based on feedback from their directors/management team
FRIDAY by 4:00 PM	✓ Department Directors sign-off/final approval and confirm that all staff reports are submitted to **TEAMS.** ✓ SMA verifies which reports listed on the Tentative Agenda are submitted on time, and which will be pushed to the next meeting. ▪ *Late submittals past this date require prior CM approval to proceed and must be submitted by Monday at 9:00 AM.*
Two weeks before City Council Meeting	

MONDAY-THURSDAY	✓ Review team (SMA, City Attorney, Finance, ACM) start review process (not concurrently) of reports and all attachments.
	  1. SMA reviews for grammar/syntax, formatting, references, and overall comprehension.
	  2. Assistant/Contract City Attorney only reviews resolutions, ordinances, and staff report for any <u>legal issues</u>.
	  3. Finance only reviews the <u>financial impact section</u>.
	  4. ACM reviews for context, completeness, and identifies any outstanding questions authors need to address.
	    i. *Note: All comments should be assigned to the Author. Authors are to make the recommended changes and respond to the comment but not delete the comment. Authors should leave all redlines in until City Manager review.*

FRIDAY**	✓ City Manager reviews and confers with authors and/or department directors on details.
One week before City Council Meeting	
MONDAY-TUESDAY	✓ City Manager finalizes review. ✓ SMA notifies authors of review process completion; Authors to review and accept redline changes, delete comments and resubmit for final processing. ✓ City Manager signs for final approval.
WEDNESDAY	✓ City Clerk completes packet and sends to the City Council members.
THURSDAY	✓ City Clerk publishes packet to the public.

*You know your schedule best—plan accordingly so you can have the time to adequately review the reports prior to the submittal deadline.

**May start sooner if review team completes review sooner.