



Agenda Item Checklist

- ☐ Coversheet [BLANK Agenda Item Coversheet.docx](#) (make a copy, do NOT type directly into this document)
- ☐ Agenda Form Submission [Agenda Submission Form - City Council – Fill out form](#)
- ☐ Clear and specific motion(s)
- ☐ Budget line item and expected cost identified in motion and in submission materials
- ☐ Necessary supporting materials and attachments submitted online – handouts during the meeting are discouraged. If handouts must occur, then they should be submitted to the City Secretary prior to the meeting for the city records and no less than 6 copies should be on hand during the meeting.
- ☐ Meeting with Mayor and City Administrator – required for most item submissions and specifically for those requesting expenditures or for incomplete packet submissions
- ☐ Meeting date for agenda placement requested and any pressing time constraints identified (items shall be placed within 3-6 months of submission)
- ☐ Announcement at a prior Council meeting during the “Upcoming Business” portion of the meeting and received a second
 - Sponsor: _____
 - Second: _____