

**AGENDA ITEM TIMELINE**

(Revised 11/18/2021)

<b>Monday</b> <i>15 days prior to Council Meeting</i>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p><b>Finance Review</b></p> <p><i>*Public Hearing Notice Due to City Clerk Office</i></p>	<p><b>City Attorney Review</b></p> <hr/> <p><b>First Council Meeting of Month</b></p>	<p><b>Deputy City Manager Review</b></p>	<p><b>City Clerk Review</b></p>	<p><b>CLOSED</b></p> <p><i>*Public Hearing Notices Published</i></p>
<b>Monday</b> <i>8 Days Prior</i>	<b>Tuesday</b> <i>7 Days Prior</i>	<b>Wednesday</b> <i>6 Days Prior</i>	<b>Thursday</b>	<b>Friday</b>
<p><b>City Manager Review</b></p>	<p><b>City Manager Review</b></p>	<p><b>Review Agenda with Executive Team</b></p> <hr/> <p><b>City Manager Final Review</b></p>	<p><b>Publication of Agenda Packet (by end of day)</b></p> <hr/> <p><b>DEADLINE for Department Head to approve staff reports for first meeting of month (end of day)</b></p> <p><i>*MEETING WILL LOCK END OF DAY</i></p>	<p><b>CLOSED</b></p>
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p><b>Finance Review</b></p> <p><i>*Public Hearing Notice Due to City Clerk Office</i></p>	<p><b>City Attorney Review</b></p> <p><b>Second Council Meeting of Month</b></p>	<p><b>Deputy City Manager Review</b></p>	<p><b>City Clerk Review</b></p>	<p><b>CLOSED</b></p> <p><i>*Public Hearing Notices Published</i></p>
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p><b>City Manager Review</b></p>	<p><b>City Manager Review</b></p>	<p><b>Review Agenda with Executive Team</b></p> <hr/> <p><b>City Manager Final Review</b></p>	<p><b>Publication of Agenda Packet (by end of day)</b></p> <hr/> <p><b>DEADLINE for Department Head to approve staff reports for first meeting of month (end of day)</b></p> <p><i>*MEETING WILL LOCK END OF DAY</i></p>	<p><b>CLOSED</b></p>

- Email [MayorCouncilClerk@ci.manteca.ca.us](mailto:MayorCouncilClerk@ci.manteca.ca.us) with agenda related questions or information.
- Email Public Hearing Notices to [MayorCouncilClerk@ci.manteca.ca.us](mailto:MayorCouncilClerk@ci.manteca.ca.us)
- REMINDER: Current Resolution, Ordinance, and Public Hearing templates are located on the Agenda Management intranet page.
- Placeholders: Place titles of items in Legistar as soon as possible future meeting planning.
- Resolutions and ordinances are to be submitted with staff report for Council approval. All ordinances to be reviewed by the City Attorney office prior to entering in the Legistar system.