

Packet Prep Timeline

- Friday at 10:00 am - Agenda prepared in staff meeting
- Tuesday at noon – City Clerk will submit agenda to newspaper
- Wednesday by 5:00 pm - All packet materials must be saved into Municode Meeting. Please see clerk's office for instructions on how to submit.

When formatting materials...

1. You will need to make sure all word documents are in docx. MuniCoode Meeting does not accept Word 97.
2. Excel documents have been converted to PDF and are formatted to be 1 page so they are readable.
3. If you are submitting pictures you will have to copy and paste them into word. MuniCode Meeting will not accept JPEG.
4. **Please use the cover memo template**