



AGENDA CHECKLIST

Agenda Date: _____ Date Submitted: _____ Granicus File# _____

Item Type: ☐ Resolution ☐ Ordinance ☐ Discussion ☐ Presentation ☐ Other

The following completed checklist **MUST** be submitted with your item in Granicus:

		YES	NO
1.	Agenda Cover Memo has been proofread by at least 2 people prior to submission.		
2.	Agenda Cover Memo and associated back-up reviewed by Department Director on: _____		
3.	Pre-Granicus: a. Procurement Approval Date: _____ b. Risk Management Approval Date: _____ c. Finance Approval Date: _____ d. City Manager Approval Date: _____		
4.	Agenda Cover Memo and associated back-up submitted in accordance with the Agenda Workflow Calendar.		
5.	Does the item require a Resolution/Ordinance/Agreement to be created by the City Attorney's office? <i>If yes, coordination with City Attorney's office was completed on:</i> _____		
6.	ISR submitted to City Attorney's office on: _____ <i>(All ISRs due at City Attorney Level to begin drafting legislation as necessary, must be submitted via Granicus and via email to CityAttorneyDL. Ordinances and Development Agreements due at City Attorney level 30 days prior to scheduled meeting).</i>		
7.	Item requires Newspaper Advertisement (F.S. 286). (If "No," skip line #8)		
8.	Newspaper Advertisement request submitted on: _____ <i>(Resolution/Ordinance titles must be reviewed and approved by City Attorney prior to request for advertisement).</i> Submitted to: <input type="checkbox"/> City Attorney <input type="checkbox"/> City Clerk Newspaper Advertisement proof received? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9.	Does the item require a Presentation?		
10.	Items uploaded into Granicus with the following: a. Agenda Checklist b. Agenda Cover Memo c. All associated back-up (Exhibits) d. Presentation (If applicable) e. Piggyback Form (If applicable) f. Copy of ISR submitted to City Attorney's Office		

Prepared By: _____

Date: _____

Director Approved: _____

Date: _____