

2015 City Commission Meetings & Agenda Packet Due Dates

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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MAY						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30				

JULY						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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AUGUST						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					

SEPTEMBER						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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NOVEMBER						
S	M	T	W	T	F	S
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29	30					

DECEMBER						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Electronic Copy

- Convert Entire Item to .pdf file
- Save file as follows: Z:\PublicFolders\Agenda Items for Commission (Select File that best corresponds with your item)

Questions Beth Greene 434-6002 or email bgreene@johnsoncitytn.org
 Sheri Keenan 434-6009 or email skeenan@johnsoncitytn.org

Calendar Details:

Some of these dates have the potential to change due to holidays. I will contact you should this occur.

Yellow

City Commission Meeting Dates

Blue

Agenda Form Due By Noon
 Email ~ bgreene@johnsoncitytn.org and
skeenan@johnsoncitytn.org

Pink/Red

Hard Copies Due by 5 p.m.

Submission Instructions

- Complete Agenda Form & Submit via Email (Blue Dates)
- Submit Paper & Electronic Copies by 5 p.m. (Pink Dates)

Paper Copies

If there are any documents that require the Mayor's signature, please include these as well.

(1) Pete's Copy (One Original Copy)

- ~ All White Paper
- ~ One-Sided
- ~ Stapled

(2) File Copy (One Copy)

- ~ All White Paper
- ~ One-Sided
- ~ Paper Clipped

(3) Packet Copies (Three Copies)

- ~ Agenda Summary (Canary Paper)
- ~ Remaining Backup (White Paper)
- ~ Two-(2) Sided Copies
- ~ Hole Punched
- ~ Paper Clipped