

**CITY** \_\_\_\_\_

**June 30, 201\_\_ or the \_\_ Months Ended \_\_\_\_\_**

**PLANNING CONFERENCE**  
**MANAGER**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Items

Discussion

- A. Period to be covered during the follow-up procedures.  
Ensure timing allows the City to correct deficiencies noted in the most recent periodic examination report.
- B. Last year's items from the most recent periodic examination that may impact the follow-up procedures.
- C. Status of findings from the most recent periodic examination based on discussions with the City Clerk and Mayor.
- D. Procedures to be performed during follow-up.
- E. Time budget:
  - 1. Timing of fieldwork.
  - 2. Staff scheduling.
  - 3. Budget variances.
- F. Other.