

Commission Meeting Date	Direction from the Commission/Internal Project
07/10/18	There was a consensus to have a consultant for an electronic records plan, and an evaluation of where
10/07/19	Resolution Adopting Records Request Policy/Ord. Repealing 2-362
09/24/19	Proclamation & Plaque Name Placement: Lee S.
09/24/19	Resolution Adopting Policy Regarding Promotional Items
09/24/19	Policy Regarding Ceremonial Items
09/10/19	Policy Regarding shirts, badges, business cards
09/17/19	Resolution Adopting Policy Regarding Commission Procedures & Decorum
10/03/19	Resolution Regarding Commission Meeting Minutes
09/24/19	Resolution Adopting Policy Regarding Use of the City Seal
09/24/19	Resolution Adopting Policy Regarding Letters from the City
12/12/19	Policy Regarding Archive Collection
2/4/2020	Provide Plan for City Clerk Position ASAP
1/28/2020	Information re: Commission Emails on Web
n/a	Standard Operating Procedure for Ex Parte & Written Communication
01/28/20	Status of public records requests including number received, fulfilled and outstanding

Note	Status	Status Date
Carry Over from 2019		
Visits on hold due to COVID 19	Ongoing	4/14/2020
Ordinance 1st Reading 1/14/2020, Resolution scheduled 1/28/2020 w/ second reading	Completed	1/28/2020
Name Plate added to plaque 12-17-19, proclamation scheduled 1/28/20	Completed	1/28/2020
Resolution scheduled for 6/23/20	Completed	6/4/2020
Ordinance 1st Reading 6/23/2020, Resolution scheduled 7/28/2020 w/ second reading	Completed	6/4/2020
Ordinance, Resolution, Policy scheduled for October Meeting	W/CAO for Review	7/28/2020
	w/CMO for Review	8/7/2020
	Joint with Commission Procudure and Decorum	8/7/2020
Draft to CM for review - 5/22/20, Revised 6/16/20, CA email received noting delay in review 7/7/20	W/CAO for Review	7/8/2020
CAO 12/16/19, returned w/changes 2/11/20, records consultant for review 8/10/20,	W/CAO for Review	8/11/2020
New In 2020		
Scheduled for 2/25/2020	Completed	2/25/2020
Information provided 2/6/20, Scheduled for 7/2/20, Continued to 7/28/20	Completed	7/8/2020
	W/CAO for Review	7/9/2020
FYTD 10/01/19 to 6/15/20 The City has Received 2635 Requests, Fulfilled 2500 and has 135 Open	Recurring	5/15/2020

