

| Commission Meeting Date | Direction from the Commission | Note |
|-----------------------------|---|--|
| Carry Over from 2019 | | |
| 07/10/18 | There was a consensus to have a consultant for an electronic records plan, and an evaluation of where we are in compliance and/or what we need to do to improve in the City overall in our public records, as well as to have an update as to where we are and what the progress is of our outdated public records requests, to be included in the, at least monthly, reports by the City Clerk's Office. | Visits on hold due to COVID 19 |
| 10/07/19 | Resolution Adopting Records Request Policy/Ord. Repealing 2-362 | Ordinance 1st Reading 1/14/2020, Resolution scheduled 1/28/2020 w/ second reading |
| 09/24/19 | Proclamation & Plaque Name Placement: Lee S. | Name Plate added to plaque 12-17-19, proclamation scheduled 1/28/20 |
| 09/24/19 | Policy Regarding Ceremonial Items | Ordinance 1st Reading, second reading Resolution scheduled w/ second reading |
| 09/24/19 | Resolution Adopting Policy Regarding Promotional Items | Resolution pending in-person meetings |
| 09/17/19 | Resolution Adopting Policy Regarding Commission Procedures & Decorum | CC Working on Draft |
| 10/03/19 | Resolution Regarding Commission Meeting Minutes | CC Working on Draft |
| 09/24/19 | Resolution Adopting Policy Regarding Use of the City Seal | Draft to CM for review |
| 09/24/19 | Resolution Adopting Policy Regarding Letters from the City | |
| 12/12/19 | Policy Regarding Archive Collection | Rec'd from CA, Changes in process |
| New In 2020 | | |
| 2/4/2020 | Provide Plan for City Clerk Position ASAP | Scheduled for 2/25/2020 |
| 01/28/20 | Status of public records requests including number received, fulfilled and outstanding | FYTID 10/01/19 to 4/15/20 The City has Received 2246 Requests, Fulfilled 2111 and has 134 Open |
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| Status | Status Date |
|-------------|-------------|
| Ongoing | 4/14/2020 |
| Completed | 1/28/2020 |
| Completed | 1/28/2020 |
| In-progress | 2/25/2020 |
| In-progress | |
| In-progress | 4/14/2020 |
| In-progress | 11/15/2019 |
| In-progress | 11/15/2019 |
| In-progress | 11/21/2019 |
| | |
| In-progress | 2/11/2020 |
| Completed | 2/25/2020 |
| Recurring | 5/15/2020 |
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