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the City overall in our public records, as well as to have an update as to where we are and what the progress is of our outdated public records requests, to be included in the, at least monthly, reports by the City Clerk's Office.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, fullfilled and outstanding	FYTYD 10/01/19 to 4/15/20 The City has Received 1944 Requests, Fulfilled 1841 and has 103 Open

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	4/15/2020