

Commission Meeting Date	Direction from the Commission	Note	Status	Status Date
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the City overall in our public records, as well as to have an update as to where we are and what the progress is of our outdated public records requests, to be included in the, at least monthly, reports by the City Clerk's Office.	Consultant came and met with IT regarding Email/Text messaging retention policy and with the clerks office. Working on policies and setting up a "purge" event for departments.	Ongoing	11/13/2019
07/10/18	There was consensus to have the City Clerk work with Human Resources for the recommendations that the City Clerk has determined that she would like to do, which included management opportunities as well as team building work to get her employees for a cohesive environment. That the Commission will receive updated memos at least every three months with plans to address those issues or lack thereof.	Clerk staff have been working internally on team building skills. No outside training is being pursued at this time.	Ongoing	11/13/2019
11/12/19	Add board history & attendance to board applications	Email sent to Commission 12/5/19	Complete	12/3/2019
09/10/19	Schedule Joint Meeting w/EAB re: board recommendations	Scheduled Dec 17 @ 5:00p.m.	Complete	9/26/2019
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	On 1/28 Agenda	11/14/2019
09/24/19	Proclamation & Plaque Name Placement: Lee S.	Name Plate added to plaque 12-17-19, proclamation scheduled 1/28/20	On 1/28 Agenda	12/17/2019
09/24/19	Resolution Adopting Policy Regarding Ceremonial Items	Ordinance 1st Reading 1/28/2020, Resolution scheduled 2/4/2020 w/ second reading	On 1/28 Agenda	12/17/2019
09/24/19	Resolution Adopting Policy Regarding Promotional Items	Resolution scheduled for 2/4/2020	On upcoming Agenda	1/12/2020
09/17/19	Resolution Adopting Policy Regarding Commission Procedures & Decorum	DCC Working on Draft	In-progress	11/15/2019
10/03/19	Resolution Regarding Commission Meeting Minutes	DCC Working on Draft	In-progress	11/15/2019
09/24/19	Resolution Adopting Policy Regarding Use of the City Seal	Draft to CM for review	In-progress	11/21/2019
09/24/19	Resolution Adopting Policy Regarding Letters from the City			
02/07/19	Consensus for training for the boards to run effective meetings.			
06/26/18	Consensus to required that an annual report by City-appointees to outside Boards in on the application and that the City Clerk will ensure they are aware that the report is to be provided to the Commission			
	Status of open public records requests	As of 1/21/2020 25 outstanding City requests & 16 outstanding PD requests.	Recurring	