

Commission Meeting Date	Direction from the Commission/Internal Project	Note	Status	Status Date
<b>Carry Over from 2019</b>				
07/10/18	There was a consensus to have a consultant for an electronic records plan, and an evaluation of where	Visits on hold due to COVID 19	Ongoing	4/14/2020
10/07/19	Resolution Adopting Records Request Policy/Ord. Repealing 2-362	10	Completed	1/28/2020
09/24/19	Proclamation & Plaque Name Placement: Lee S.	Name Plate added to plaque 12-17-19, proclamation scheduled 1/28/20	Completed	1/28/2020
09/24/19	Resolution Adopting Policy Regarding Promotional Items	Resolution scheduled for 6/23/20	Completed	6/4/2020
09/24/19	Policy Regarding Ceremonial Items	Ordinance 1st Reading 6/23/2020, Resolution scheduled 7/28/2020 w/ second reading	Completed	6/4/2020
09/10/19	Policy Regarding shirts, badges, business cards	Ordinance, Resolution, Policy scheduled for October Meeting, followed up with CAO 9/22/20, CAO requested changes returned to CAO 10/2/20	Expected Commission Meeting 11/10 & 11/24	7/28/2020
09/17/19	Resolution Adopting Policy Regarding Commission Procedures	To CAO 8/7/20, 9/28/20 CAO requested revising into three policies, 9/29/20 revisions to CAO	W/CAO for Review	8/7/2020
09/17/19	Resolution Adopting Policy Regarding Commission Decorum	To CAO 8/7/20, 9/28/20 CAO requested revising into three policies, 9/29/20 revisions to CAO	W/CAO for Review	8/7/2020
10/03/19	Resolution Regarding Commission Meeting Minutes	To CAO 8/7/20, 9/28/20 CAO requested revising into three policies, 9/29/20 revisions to CAO	W/CAO for Review	8/7/2020
09/24/19	Resolution Adopting Policy Regarding Use of the City Seal	Draft to CM for review - 5/22/20, Revised 6/16/20, CA email received noting delay in review 7/7/20, followed up with CAO 9/22/20	W/CAO for Review	7/8/2020
09/24/19	Resolution Adopting Policy Regarding Letters from the City			
12/12/19	Policy Regarding Archive Collection	CAO 12/16/19, returned w/changes 2/11/20, records consultant for review 8/10/20, followed up with CAO 9/22/20	W/CAO for Review	8/11/2020
<b>New In 2020</b>				
2/4/2020	Provide Plan for City Clerk Position ASAP	Scheduled for 2/25/2020	Completed	2/25/2020

