

Commission Meeting Date	Direction from the Commission	Note	Status	Status Date
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		In-progress	
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the City overall in our public records, as well as to have an update as to where we are and what the progress is of our outdated public records requests, to be included in the, at least monthly, reports by the City Clerk's Office.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
02/07/19	Consensus for training for the boards to run effective meetings.			
06/06/19	Consensus to task the Charter Review Advisory Board to weigh in on the requirement for emergency ordinances vs a declaration of a state of local emergency and should the Charter be amended.	Board recommendation to keep Charter as is sent to Commission via email	Complete	10/30/2019
09/10/19	Schedule Joint Meeting w/EAB re: board recommendations	Scheduled Dec 17 @ 5:00p.m.	Complete	9/26/2019
09/05/19	Amend District Meeting Notices	Ordinance 1st Readings Scheduled 11/26/19	Complete	11/8/2019
09/24/19	Resolution Adopting Policy Regarding Ceremonial Items	Draft Resolution w/CA for Review	In-progress	10/11/2019
09/24/19	Proclamation & Plaque Name Placement: Lee S.	Working w/Comm Emrich	In-progress	10/11/2019
10/07/19	Resolution Adopting Records Request Policy	Ordinance 1st Readings Scheduled 11/26/19, Resolution scheduled 12/10/19 w/ second reading	In-progress	11/14/2019
09/24/19	Resolution Adopting Policy Regarding Promotional Items	Draft Resolution w/CA for Review	In-progress	11/5/2019
09/17/19	Resolution Adopting Policy Regarding Commission Procedures & Decorum	DCC Working on Draft	In-progress	11/15/2019
09/24/19	Resolution Adopting Policy Regarding Use of the City Seal	DCC Working on Draft	In-progress	11/15/2019
09/24/19	Resolution Adopting Policy Regarding Letters from the City			
10/03/19	Resolution Regarding Commission Meeting Minutes	DCC Working on Draft	In-progress	11/15/2019
	Status of open public records requests	As of 11-15-19 37 outstanding City requests & 43 outstanding PD requests.	Recurring	