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OFFICE OF THE CITY COUNCIL

City Council Mandatory In-Service Training Lunch and Learn RE: Safety and Security

Wednesday, April 6, 2022
12:00 p.m. – 2:00 p.m.
117 W. Duval St., 1st Floor, City Hall
Lynwood Roberts Room

AGENDA

1. Opening Remarks
 - a. Feb 3rd – Safety and Security Update (escorting guests)
 - b. Records Management and Retention (2 months away)
 - c. Webpage changes/updates

2. Room/Calendar Reservations Update
 - a. Restore the room to original setup
 - b. Wipe down tables/chairs
 - c. Add Noticed/Not Noticed Meeting to Subject/Topic line

3. Notices Update
 - a. Review handout

4. Safety & Security Presentation