

**Sanchez, Marion**

Marion

May 15, 2018

**From:** Kroos, Brandon  
**Sent:** Thursday, April 26, 2018 9:05 AM  
**To:** Holt-Rabb, Sylnovia; Cobalis, Vincent - BC; Sanchez, Marion; Saxena, Shubhada - BC; Ramirez, Jill - BC; Smith, Gregory - BC; Jones, Marissa - BC; Falgoust, Neal; Baeza, Ruben - BC; Swaminathan, Ramesh; Zamora, Emilio - BC; jill@coronadostudio.com; Azhar, Awais - BC; Llanes, Carmen - BC; Thompson, Kenneth - BC  
**Cc:** Coleman, Kellee; Rowan, Robert; Goodman, Jill  
**Subject:** Qualtrics Form Updates

Hey Commissioners,

On Saturday I had a conversation with some folks who were concerned about their Commissions making revisions in the approval process, and how they would go about updating the submitted Qualtrics Form to reflect those changes. After some experimentation, I've figured out I can generate a link for you to revise a completed Form. In order to make it easier to track on my end, I've also added a question on whether a Form is "Draft" or "Final," a voting date, and a place to report the vote tally and attach any relevant Minutes and the original Recommendation. All of this will just make the recommendations stronger as we submit them to Council.

So, to give you an easier-to-follow run-down on the way this process will work:

1. Submit your Recommendations [within the Qualtrics Recommendation Form](#) (also linked below)
2. Download the PDF of each of your Recommendations on the screen after submitting the Form
3. I will email you the link to edit each Recommendation Form you submit (probably not immediately, but within a day or two of your vote)
4. Vote with your Commission to approve, reject or amend your Recommendations
5. Return to the Form, using the link I emailed you, and change it from "Draft" to "Final," along with any other revisions.

If you have any questions about this, my contact info is below!

Again, the link to complete the Form is:

[https://coaequity.az1.qualtrics.com/jfe/form/SV\\_3HPVSN3bm3aSwYd](https://coaequity.az1.qualtrics.com/jfe/form/SV_3HPVSN3bm3aSwYd)

Best,

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