

**UPDATE REGARDING COMMISSION DIRECTION FROM THE CITY CLERK/DEPUTY CITY CLERK**

<b>Commission Meeting Date</b>	<b>Direction from the Commission</b>	<b>Status</b>
June 12, 2018	Notify FLC that Commissioner McDowell will be the voting delegate at the 92 <sup>nd</sup> Annual Florida League of Cities Conference	Completed 06-14-2018 – notified Gail Dennard, Membership Relations Assistant Membership Relations Dept. Florida League of Cities
June 12, 2018	Send applications for Florida League of Cities Policy Committee Appointments	Completed 06-15-2018
June 7, 2018	Consensus for the City Clerk to research what actions, discussions and so on that the Commission has taken on the Mosaic Mining and Fracking subject back to 2001, including minutes resolutions and discussions with Advisory Board.	Completed 06-18-2018 sent information regarding mining to Commission 06-19-2018 Information regarding “Fracking” 06-19-2018 sent information regarding Advisory Board discussion
June 26, 2018	Consensus to direct the City Clerk to contact the City’s two upcoming appointees and any current members of Sarasota County Advisory Boards to notify them that a semi-annual report is required to be provided to the City Commission and that any future appointees will have the same understanding when they apply for a County Advisory Board opening	Completed – Mr. Noyes, Mr. Rouse, and Ms. Short were notified and invited to the 10-4-2018 Comm Spec Mtg
June 26, 2018	Consensus to direct the City Clerk to provide a list of outside Advisory Boards to the Commission. those that are filled and who is on them and those Boards that have vacancies	In-progress
June 26, 2018	There was a consensus to add public comment to all agenda’s at the beginning and end of the meeting, and to be consistent throughout all Boards and Committees.	Completed 7-11-2018 Sent request to all staff liaisons to add public comment at beginning and end of Agenda’s – City Clerk Staff to check the Agenda’s prior to posting.
June 26, 2018	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
June 26, 2018	There was a consensus that the Municode	Completed – Met with P and

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	codification for ULDC Ordinance will be done by the City Clerk’s Department instead of the Planning & Zoning Division with the understanding that there will be a transition timeframe for that transition.	Z on 8-2-2018. Next update is scheduled for the end of September.
June 26, 2018	There was a consensus to communicate to the Beautification & Tree/Scenic Highway Committee to participate in the Biscayne Drive Beautification and provide recommendations – This was not assigned to anyone specifically	7-13-2018 Sent email to Ryan Pieper liaison to the board and cc: City Manager The consensus of the Commission.
July 2, 2018	There was a consensus that once an Ordinance pertaining to the ULDC has been approved by the Commission and has been signed, it should go back to the City Clerk for codification.	Completed – an email was sent to P and Z on 8-29-2018 to confirm this process.
July 10, 2018	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.	In progress – a scope of services has been developed and sent to Finance for procurement.
July 10, 2018	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.	Not completed.