

| 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 | |
| 06/26/18 | 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 | 7/13/18 Sent email to Ryan Pieper liaison to the board and cc: City Manager. The consensus of the Commission | In-progress | |
| 07/02/18 | 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. | | Recurring | |
| 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the City overall in our public records, as well as to have an update as to where we are and what the progress is of our outdated public records requests, to be included in the, at least monthly, reports by the City Clerk's Office. | RFQ 2019-34 is in the evaluation process currently. | In-progress | |
| 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. | | In Progress - working with CM and HR. | |
| 12/06/18 | Direction to provide a memo to the Commission regarding Municode | | Completed 1/29/2019 | |
| 01/03/19 | Direction to send RFQ 2019-34 Public Records Management to Vice Mayor McDowell | | Completed 1/4/2019 | |
| 02/07/19 | Consensus for training for the boards to run effective meetings. | | In-progress | |
| 01/03/19 | Motion to move Consent Agenda to the beginning of the Agenda. | | Completed effective March Agendas | |
| 01/22/19 | Direction for City Clerk to start advertising Youth Advisory Council | | Started 1/23/2019 | |
| | Status of open public records requests | As of 2/14/19, there were 7 outstanding requests. | Recurring | |