

CITY MANAGER REPORT ON COMMISSION DIRECTED ITEMS

Item	Commission Meeting or Special Meeting Date	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
1	April 4, 2017	City Manager/ Human Resources	Build relationship with High School to implement internship programs/give monthly update/ August 2017 implementation goal (updated email 12/5/17) 1) HR Director is in process of meeting with the Principal 2) Memo sent to Commission 12/20/18 3) HR Director met with Principal Johnson on 12/19/18; a summary will follow of implementation of internship program	August 2019	
2	June 7, 2017	Parks and Recreation	Work with Sarasota County and Southwest Florida Water Management District for Deer Prairie Creek Connector Bridge.	On hold pending outside agencies	
4	July 3, 2017	City Manager	City Manager to give full update on the Walgreens Funding aka "clock" artwork at Sumter & Price - \$10k (minutes item #3 on page 2) found discussion also in 5/23/15 meeting. 1) Memo sent to Commission 9/19/18		April 23, 2019
6	July 27, 2017	City Manager	Logistics for Commissioner Town Hall meetings to be discussed at future Commission Meeting.	Staff researching costs and delivery options	
7	July 27, 2017	City Manager	Costs to follow US Flag Code; City Logo Flags and Future Agenda items	Staff researching	
8	July 27, 2017	City Manager	City Manager to discuss with Art Advisory Board the mural at the Senior Center. Memo sent to Commission 9/19/18	On hold pending update to Commission on Art Fund	
9	September 7, 2017	Public Works	Mulching and Transfer Station project presentation. 1) Memo sent to Commission on 11/19/18 2) Memo sent to Commission 2/19/19 3) Memo sent to Commission 2/27/19 4) Memo sent to Commission 4/15/19	June 2019	
14	February 13, 2018	Public Works	Traffic signal at High School - inhouse signal warrant analysis, place on agenda and email results (minutes Page 3 Item #B #1) (email update- will hire consultant?) 1) Memo sent to Commission 10/15/18 2) Memo sent to Commission 3/11/19	September 2019	

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15	February 13, 2018	City Manager	Staff to research Hurricane Irma grants.	Ongoing	
20	April 10, 2018	NDS	Workshop on permitting and building processes and improvements. 1) Workshop postponed due to new Permit software coming online per CM	August 2019	
21	April 26, 2018	City Manager	Workshop for Community Hall of Fame and historical timeline in City Hall 1) Moved to March 2019 per CM 2) Moved to May workshop per CM 3) Memo sent to Commission 5/20/19	May 2019	
22	May 8, 2018	City Manager	Form a committee for the 2020 census.	Staff researching	
24	June 6, 2018	City Clerk/City Manager	Workshop on PRR city wide; how it's done vs policy 1) To be discussed after consultant provides training		
25	June 6, 2018	Police Department/ Social Services	Review Sarasota County ordinance on homelessness and draft ordinance (minutes p3 #3)	June 2019	
27	June 7, 2018	City Manager Public Works	Angle Parking along 41 - CM to fast track angle parking on the north side of 41, concurrently to the one already planned. 1) Memo sent to Commission 9/19/18	Grant funding being applied for	
29	June 12, 2018	City Manager Finance	CM to send via email any change order to the Commissioners for the Aquatic Center.	Ongoing	
31	June 26, 2018	City Manager/ Parks and Recreation/ Public Works	Provide Commission with history on the storm water drainage design at City Center and why pond was put on the vacant property. 1) Memo sent to Commission 9/19/18 2) Memo sent to Commission on 10/15/18 update on stormwater plan	Memo to CM August 2018	

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34	July 5, 2018	NDS	Bring back 1st reading of Food Truck Ordinance 1) Memo sent to Commission 1/14/19 2) Memo sent to Commission 2/19/19 3) Memo sent to Commission 4/15/19 4) Memo sent to Commission 5/20/19	June 2019	
38	July 10, 2018	City Manager	Estimate to widen southern section of River Road and timeline 1) CM to discuss with County Administrator	October 2018	
42	July 16, 2018	Economic Development	Agenda item for sister city program (minutes consensus page 4) 1) Memo sent to Commission 1/14/19	April 23, 2019	April 23, 2019
44	July 17, 2018	NDS	Agenda item for code revisions for property standards 1) Per CM item will be rolled into FY20 budget process		
46	July 24, 2018	NDS	Direct staff to draft an ordinance on community gardens and commercial gardens bring to PZAB first and then to the Commission (date tbd) 1) Memo sent to Commission 11/19/18 2) Commercial Gardens Ordinance currently in CAO for review	1) Community Gardens - May 14th 2nd Reading 2) Commerical Gardens - July 2019	
48	September 6, 2018	City Manager/ City Attorney	Staff provide market analysis on Spring Haven Drive, including lien and title search; authorize CM to negotiate purchase of properties and bring back offer to Commission	In Progress	
58	October 23, 2018	Finance	Include US41 Multi-Use Trails project in CIP budget for FY20-24 1. Completed wiht project R20MPA included in FY20 proposed CIP	June 2019	May 2019
59	October 23, 2018	NDS/Public Works	Provide options for emergency access for Villas of Charleston Park, reviewing phases 1 and 2, review secondary access, additional information, collaborate with Jockey Club and other adjacent area's; cost of paved road, other developments in NP that need emergency access 1) Memo sent to Commission 2/27/19 2) Memo sent to Commission 4/15/19	July 2019	

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60	October 23, 2018	City Manager/Finance	1) Create a new Community Fund for \$5k, funded by contingency to provide donations to community groups. Create parameters of fund to include using City's social media/ development of a Community calendar and bring back to Commission. 2) CM work with Huskies to promote fundraising activity using the City's social media, our website/Facebook.	1) In CAO Review	2) November 2018 - Promoted Huskies on social media and website
61	October 23, 2018	NDS	Provide monthly updates to Commission on ULDC updates	In Progress	
62	October 23, 2018	City Manager	Schedule workshop and create a committee to address language on Commission behavior; from conversation on Commission Handbook	Will work with Clerk on identifying date in early 2019	
63	October 23, 2018	City Manager	Direct Community Outreach Coord to hold a charette with all Art organizations including local students to request input for murals and cost estimates; Second step call to artists, ideas should represent purpose of building , senior center. Find out how much the murals cost in Punta Gorda. 1) Meeting scheduled for April 9, 2019 but moved per Commission to future meeting	May 14, 2019	
65	November 5, 2018	City Manager	1) Commission direct CM to schedule a tour of North Port for newly elected Legislators. 2) Invite Legislators to public meeting where we will do a presentation on our legislative priorities for first meeting in December and schedule informal meetings with Commissioners with Legislators. 2) Due to the newness of both state elected officials, this directive is in progress regarding the individual meetings between Commissioners 3) Scheduling meetings in progress with Rep Buchanan	February 2019	1) January 3, 2019 - Tour and Commission meeting presentation

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66	November 5, 2018	NDS	Direct staff to bring back ordinance within 3 months 1) allow 8 ft fence from elevation of house and all around all sides; 2) remove hedges; 3)cross reference landscaping to changes; 4) make sure code is consistent within language itself and 5) visibility triangles language is reviewed for consistency. 1) Per CM this will be a discussion item for 2/26/19 mtg ; Per Commission on 2/26/19 moved to 3/7/19 Special Meeting 2) Per Commission direction on March 7th, 2019 to come back with more information 3) Memo sent to Commission 5/20/19	July 2019	
69	November 13, 2018	Public Works	Bring back information at Road and Drainage Mtg about changing the city center green street lights in place along 41 as well as uninstalled. The blue signs s/b lighted. Provide maintenance costs. 1) Memo sent to Commission 3/11/19	April 23, 2019	April 23, 2019
70	November 13, 2018	NDS	Direct CM create an ordinance to allow for a process for CM or designee to delay fees with vacation of easements in particular issues that have arisen through the building dept which contradicts code. Giving the City Commission authority to waive or refund those fees at a public hearing and would take effect at time of adoption. 1) CM assigned this directive to NDS in March 2019	July 2019	
75	December 6, 2018	Public Works	Discussion and possible action for a Resolution for the City of North Port to become a member of American Flood Coalition. Commission consensus to contact City of Sarasota and City of Venice to see what they are planning to do 1) Memo sent to Commission 3/11/19	April 23, 2019	1) Staff contacted cities in February 2019 2) Resolution approved 4/23/19 Commission mtg
76	December 6, 2018	Public Works	Crosswalks at Heron Creek - spend the money to put in crosswalks 1) Memo sent to Commission 1/14/19	In Progress	
79	December 11, 2018	Public Works	CM provide memo on options for speed enforcement along Price Blvd;work with PD to determine if there is a speeding issue	In Progress	
86	January 3, 2019	Parks and Recreation	Staff provide regular updates on WMS sewer maintenance issues to Commission	Ongoing	

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91	January 3, 2019	City Manager	Staff to bring back a solidified contract to the Commission for a decision regarding the community video 1) Memo sent to Commission 3/11/19 2) Meeting scheduled for April 9, 2019 but moved per Commission to future meeting	May 14, 2019	
94	January 7, 2019	Parks and Recreation	Staff to do research on Springs legislation for grant funding on Springs, utilities assistance and water supply. Staff to reach out to Jono Miller. Lobbyist would be most knowledgeable. 1) Memo sent to Commission 2/19/19	February 2019	Ongoing per Memo
97	January 14, 2019	Utilities	Bring back additional information per Commission direction on Utilities Neighborhood Expansion Project at future workshop.	May 6, 2019	May 6, 2019
98	January 22, 2019	Public Works	Provide process of how road projects are selected, ranked and submitted to MPO on future existing workshop. 1) Memo sent to Commission 4/15/19	June 2019	
99	January 22, 2019	City Manager	Schedule a joint meeting with Sarasota County to discuss Legacy Trail expansion to the City of North Port 1) Memo sent to Commission 4/15/19	April 2019	
107	February 4, 2019	Human Resources	Write a policy on how to address issues with Charter Officer Departments as an agenda item.	April 23, 2019	April 23, 2019
108	February 7, 2019	Public Works	Staff to work with Barbara Lockhart from Fiends of Wildlife on erecting Sandhill Crane signs in the City. Bring back to the Commission for discussion and action.	July 2019	
109	February 7, 2019	NDS	Bring back a discussion item with draft ordinance language that allows for a quarterly event that rotates location, which can be expanded by the City Commission as determined appropriate, to start with a pilot location of Dallas White Park, which should prioritize North Port vendors for a period of 10 days, then be open to non-NP residents, and which should remove the limit on vendors and instead use a calculation based on the max number of vendors that can fit at each proposed location.	June 2019	
110	February 7, 2019	NDS	Simultaneously conduct a study to update the City's impact fees (excluding transportation) and a study to create a mobility fee. Work with CM to do a budget amendment if necessary/possible.	August 2019	

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111	February 7, 2019	NDS	Create an ordinance to raise current impact fees now to 75% of the 2011 study. Bring back research with this ordinance on the following: 1) List of what each impact fee can be used for ; 2) Comparison of last 3 FY's collected impact fees at current rate, 60%, 75%, and 100%.	June 2019	
112	February 12, 2019	Public Works	Bring back a resolution to create a Flood Coalition for City of North Port	April 23, 2019	April 23, 2019
113	February 12, 2019	NDS	Bring back research on what uses are prohibited and special exception in NC-LI, a map that shows NC-LI zoning districts, businesses that have been refused with full details as to why they were turned away, and research on a Code where neighborhood commercial is functioning well – not limited to Florida. NDS should work with Economic Development in working on this language.	July 2019	
115	February 26, 2019	NDS	Look into creating/bringing back Advisory Board for Contractor Licensing and bring back to Commission within the next 2 months. Additional concern -- Contractor signs in rights-of-way to whether they are licensed. 1) Memo sent to Commission 5/20/19	June 2019	
116	March 4, 2019	Public Works	Staff to submit conceptual env resource permit application to SWFWMD subject to Commission conditions.	June 2019	
117	March 4, 2019	Public Works	Staff to evaluate localized drainage improvements in the Dorothy area upstream of the R-ditches	September 2019	
118	March 4, 2019	Public Works	Schedule a future workshop on recommended flooded property acquisition. Prepare a map for the three black outlined areas to include Commission requests: parcel lines, land use, vacant, etc.	September 2019	
119	March 4, 2019	Public Works	Public Works to continue reaching out to SWFWMD and Sarasota County on the inflow reduction option	June 2019	
120	March 4, 2019	NDS	Consensus for NDS to bring back within 90 days a comparison of pre-platted communities, illegal land clearing, use of setback areas, and fill for septic versus floodplain. Use the itree to create canopy landmark designation in the 2019 city limits	June 2019	
121	March 5, 2019	City Manager	Staff to get with Mr. Munoz to write a Proclamation for Motorcycle Awareness to be put on the May agenda	May 2019	May 2, 2019
122	March 5, 2019	City Manager	Direct staff to develop a MOU between teen court and the City of North Port to establish conduct and rules.	July 2019	

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123	March 5, 2019	City Manager	Direct staff to send letter to Charlotte County on the City's support of River Road. 1) Memo sent to Commission 5/20/19	May 2019	May 2019
124	March 6, 2019	City Manager	Accumulation of data points on lack of internet services within the City limits and how the City can invest in becoming a communication provider. 1) Memo sent to Commission 5/20/19	May 2019	May 2019
125	March 6, 2019	City Manager	Look at pros and cons of placing Social Services under NDS	June 2019	
126	March 6, 2019	City Manager	Staff to have conversation with the School Board to ask what they can provide for the pool and the City's assistance with updating the Performing Arts Center.	June 2019	
127	March 6, 2019	Finance	Look at realistic costs for Commission expenses/travel and need to raise budget for this line item. 1) Memo sent to Commission 5/20/19	June 2019	May 2019
128	March 6, 2019	Finance	Budget money next year for Brave's opening kick-off to the season week 1) Memo sent to Commission 5/20/19	June 2019	May 2019
131	March 6, 2019	Public Works	Look at infrastructure in the City for access of the canals for the public to include boat ramps, fishing tournaments, fishing locations.	October 2019	
132	March 7, 2019	NDS/City Attorney	Staff look at the sunseting of existing non-conforming uses.	September 2019	
133	March 19, 2019	City Manager	1) Direct CM to work with Mr. Cheer to get Mandalas for World Peace artwork removed at WMS. Notify the media that this will be a restoration project. 2) Explore options for mandalas grant funding, Sarasota Alliance and the Art Center, 3) add funding in budget FY20. Mr. Cheer is included in discussions.	2) Explore grants/In progress 3) \$11k added to FY20 budget	1) Media release, 3/26/19; Artwork moved 3/27/19 3) Added \$11k to FY20 budget (April 2019)
135	March 19, 2019	Finance	Allow CM to direct Finance to divide the credit equally amongst the Commissioners for travel budget and tracking of travel expenses.	June 2019	
136	April 1, 2019	NDS	Neighborhood Rev Plan - Would like to see achievements in revitalization project, more defined than what was presented. Build format, strategy and plan going forward. Provide ongoing projects that are occurring within neighborhoods.	September 2019	
137	April 1, 2019	NDS	Provide Commission with map of neighborhood signs, with notation of whether signs are in City right of way or on private property. Items to include: ID Neighborhood locations, private ROW, or City. Who owns signs? Do we maintain sign?	July 2019	

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138	April 1, 2019	NDS	Provide more information and suggestions on criteria used to form neighborhoods. Updates to Comp Plan will be necessary, including neighborhood names and updated maps.	September 2019	
139	April 1, 2019	Public Works	Consensus for Option 1- One Admin charge and absorb mowing services into road and drainage. 1) Memo sent to Commission 5/20/19		May 2019
140	April 9, 2019	City Manager	Staff to create video to support Project Graduation against drunk driving		Podcast PSA on fetal alcohol syndrome - April 22nd Video PSA on dangers of driving impaired - April 26th Facebook live video PSA - April 29th; Live demonstration at NPHS - April 29th
141	April 10, 2019	NDS/Finance	Staff provide financial analysis on business tax collections. What are the pros and cons for flat fee and pros and cons for Business Tax during budget workshops	June 2019	
142	April 10, 2019	City Manger	Provide the Commission the a map and list of escheated lots and what lots the City plans to sell; list or map of properties the City currently owns. Research 2005 agreement, bring back to Commission 1) Memo sent to Commission 5/20/19		
143	April 23, 2019	Public Works	Staff bring back aesthetic requirement for street lighting within the US 41 corridor and activity centers to be city center green.	April 2020	
144	April 23, 2019	Public Works	Staff speak with Dennis Sowen regarding eminent domain for Price Blvd 1) Memo sent to Commission 5/20/19		May 2019
145	April 23, 2019	City Mgr/Finance	Staff research a 1 cent municipal fuel tax and include estimated revenue for City, cost to implement; identify pros and cons; include comparable with other cities and identify process.	June 2019	
146	April 23, 2019	Police/City Attorney	Staff bring back revised interagency agreement regarding sharing information about juvenile offenders	June 2019	

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	Total # of directives	78			
	New change: All items now have a unique identifying number. However that unique identifying number does not indicate the total number of items on this report. Refer to highlighted amount for total.				
	Total completed directives	205			
	Total # of directives	283			