

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 4) Memo sent to Commission 9/16/19 5) Memo sent to Commission 1/21/20	On Hold	
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	
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 3) Memo sent to Commission 9/16/19 4) Motion made on 3/24/20 for staff to continue contact with School Board to discuss potential cost sharing of traffic signal at NPH & Heron Creek School entrances 5) Memo sent to Commission 4/20/20 6) Memo sent to Commission 7/20/20	November 2020	
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	On hold until software is online	
25	June 6, 2018	Police Department/ Social Services	Review Sarasota County ordinance on homelessness and draft ordinance (minutes p3 #3) 1) Memo sent to Commission 6/17/19 2) Currently in CAO Review 6/10/19	Pending CAO Review	
29	June 12, 2018	City Manager Finance	CM to send via email any change order to the Commissioners for the Aquatic Center.		September 2020 - no more change orders

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48	September 6, 2018	City Manager	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	On Hold per Commission due to funding	1) Dec 5th approved purchase of 5 lots along Spring Haven
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 3) Memo sent to Commission 7/15/19	On Hold until properties are purchased along Spring Haven Dr.	
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) Memo sent to Commission 5/18/20 2) Memo sent to Commission 7/20/20 3) Memo sent to Commission 9/14/20	November 2020	2) November 2018 - Promoted Huskies on social media and website
61	October 23, 2018	NDS	Provide monthly updates to Commission on ULDC updates 1) Memo sent to Commission 9/14/20	Monthly	
110	February 7, 2019	NDS/ Public Works	Simultaneously conduct a study to 1) update the City's impact fees (excluding transportation) and 2) a study to create a mobility fee. Work with CM to do a budget amendment if necessary/possible. 1) Memo sent to Commission 2/18/20	1) September 22, 2020 2) July 2021	

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113	February 12, 2019	NDS	<p>1) 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.</p> <p>1) CM moved to September 2019 workshop</p> <p>2) Motion at 9/18.19 Mtg to add 2 directives Phase 1 begin evaluation of list to reduce barriers of development; Phase 2 complete re-evaluation of design standards to focus on form over use. Phase 2 does not have a date to come back, it requires a broader discussion.</p> <p>3) Per CM this item moved from January to February 2020</p> <p>4) Memo sent to Commission 5/18/20</p> <p>5) Memo sent to Commission 7/20/20</p> <p>6) Memo sent to Commission 9/14/20</p>	November 2020	1) September 17, 2019; 2) February 3, 2020 workshop
138	April 1, 2019	NDS	<p>1) Provide more information and suggestions on criteria used to form neighborhoods. Updates to Comp Plan will be necessary, including neighborhood names and updated maps.</p> <p>1) Motion made at 9/17/19 mtg to provide further discussion on neighborhoods before conversation on city owned properties</p> <p>2) Moved to be discussed with city owned property discussion on March 2020</p>	In Progress	1) September 17, 2019

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142	April 10, 2019	City Manager	<p>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</p> <p>1) Memo sent to Commission 5/20/19</p> <p>2) Motion from 12/5 - Approve map provided and to allow for acquiring property to add to the land bank including 19 surplus properties. a) Allow for a first right of refusal to those who owned property adjacent, except for those properties currently being utilized. b) Make the City's own parcel dashboard public and c) to bring back selling and swapping land process and procedure in the future.</p> <p>3) Memo sent to Commission 3/16/20</p>	<p>2a) - Date to be determined after selling procedures approved by Commission</p> <p>2c) - In Process of Developing</p>	<p>1) December 5, 2019</p> <p>2b) December 12, 2019</p>
163	June 6, 2019	Parks and Recreation	<p>Direct staff to work with NP Park presenters to allow them to make a presentation for Skate Park mural to Art Advisory Bd. Work with staff on design of park and bring back final design to Commission prior to implementation.</p> <p>1) Next step Parks staff meeting with artist on 9/12/19.</p> <p>2) Memo sent to Commission 10/15/19</p> <p>3) CM requested this item be pulled from the 3/5/20 agenda. CM sent email to Commission on 3/3/20 stating project could not proceed based on previous direction.</p>	On Hold	
180	June 25, 2019	Public Works	<p>Bring back to Commission in July information on covenants and restrictions for Cedar Grove subdivisions request to take over streets</p> <p>1) Memo sent to Commission 7/15/19</p> <p>2) Memo sent to Commission 9/16/19</p> <p>3) This item was pulled on 10/22/19 Commission mtg;new date of Jan 2020</p> <p>4) Memo sent to Commission 1/21/20</p> <p>5) Memo sent to Commission 3/16/20</p> <p>6) Memo sent to Commission 4/20/20</p> <p>7) Memo sent to Commission 5/18/20</p> <p>8) Memo sent to Commission 6/15/20</p> <p>9) Memo sent to Commission 7/20/20</p>	September 22, 2020	

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181	June 25, 2019	Public Works	<p>Solid Waste Transfer Station - Motion to direct staff to come back with a variety of properties that are public and privately owned minus the t lake area to consider City to purchase to create Transfer Station within Activity 6. Staff provide costs for a Transfer Station at each new location.</p> <p>1) Per CM meeting moved from 4/28/20 to 5/26/20                      2) During the 5/26/20 meeting this item was postponed per Commission and CM to 6/23/20 meeting                      3) During the 6/23/20 Commission meeting per the Commission meeting moved to July 14, 2020</p>	July 14, 2020	July 14, 2020
197	July 17, 2019	Public Works	<p>Push Out S Tamiami Trail Linear Parking for one year and explore the possibility of commercial businesses along the proposed parking are subsidized the off-site parking next to their business</p> <p>1) Memo to Commission 10/15/19                      2) Memo sent to Commission 11/18/19                      3) Memo sent to Commission 1/21/20                      4) Memo sent to Commission 2/18/20</p>	July 28, 2020	July 28, 2020
199	July 17, 2019	NDS	<p>1) Art Impact Fund money charged to newly constructed businesses needs review as per ULDC. Possibly amount calculated and required to be paid by needs revised.                      2) 1/14/20 Consensus for staff to bring back to Commission a review of methodologies relating to the Public Art Contribution Policy, to include % changed, \$ per sq ft charged, size of parcel, with pricing to make project fair and equitable for business/developers.                      Memo sent to Commission 7/20/20</p>	December 2020	1) January 14, 2020
209	September 10, 2019	City Manager/NDS	<p>1) Allow Holly's Hope to present at Youth Council Board. Holly's Hope will present their mission/vision etc. Ask Youth Council Board to work with Holly's Hope to organize a youth centered program.                      2) Bring back to Commission.                      3) Memo sent to Commission 4/20/20</p>	TBD based on Advisory Boards reconvening per COVID-19	1) October 28th, 2019

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211	September 10, 2019	Public Works	<p>Schedule presentation on property exemptions for special district assessments at a future Public Meeting. To include what we are doing now, what the law allows.</p> <p>1) Memo sent to Commission 2/18/20                      2) Memo sent to Commission 3/16/20                      3) Memo sent to Commission 4/20/20                      4) Consensus at 5/26/20 for City Manager to bring back information using current methodology to remove all current exemptions for churches and determine a dollar amount associated with non-advalorem exemptions for the Road and Drainage District.                      5) Consensus at 5/26/20 for City Manager to send memo showing properties receiving exemptions from the Road and Drainage District, including financial impacts and how many of those exempt properties could be added to the tax roll.                      6) Memo sent to Commission 7/20/20</p>		<p>1) May 26, 2020                      5) June 12, 2020                      4) July 28, 2020</p>
214	September 23, 2019	NDS	<p>Request Sarasota County archeologist to do a presentation to Commission.</p> <p>1) Memo sent to Commission 2/18/20</p>	On Hold	
216	September 23, 2019	Parks and Recreation	<p>Staff come back to HCAB and P&amp;R Adv Bd with proposed location to relocate Veterans Park and present to Commission</p> <p>1) Memo sent to Commission 5/18/20</p>	September 8, 2020	
221	October 2, 2019	City Manager	<p>City Manager schedule joint meeting with Sarasota County in April 2020 to discuss the following items: 1) Joint Planning Agreement to address planning at the borders of the City /County; 2) Discussion on Parks and Recreation agreement between City and County; 3) Discussion on money returned to County from YMCA, should it be returned to City; and 4) Update on Legacy Trail</p> <p>1) Copy of letter sent to Sarasota County 7/20/20</p>		<p>1) November 7th Commission mtg discussed topics.</p>
222	October 2, 2019	City Manager	<p>Staff to gather information on following 3 items and come back within 1 year for a joint meeting, October 2020 if needed. 1) E911 Funds- looking at apportionment of funds to the City of North Port (Mr. Lewis will write a memo); 2) Creation of CRA and 3) Community Re-investment Act Update</p>	TBD	

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231	October 8, 2019	Utilities	Neighborhood Expansion -- Come back w/plan outlining incentives for hooking up to the septic system, including a payment plan for residential properties, a plan for the design and inspection of septic systems and the "don't fix it if it isn't broke" plan. 1) Memo sent to Commission 1/21/20 2) Memo sent to Commission 7/20/20	December 2020	
232	October 8, 2019	City Manager	Consensus for Staff and Advisory Board to develop a plan to participate in the Sarasota County Centennial Celebration and bring back to Commission to iron out details. 1) Memo sent to Commission 2/18/20 2) Memo sent to Commission 3/16/20	November 2020	
238	November 4, 2019	NDS	Bring back additional information on all framework that Econ Dev wants for all deferrals, waivers, etc. for workshop by March 2020 1) Memo sent to Commission 3/16/20 2) Motion from 4/28/20 meeting for staff to bring back Ordinance, approve impact fee best practice as presented by staff with inclusion of appeal process/waiver	October 2020	1) April 28, 2020
246	December 2, 2019	Public Works	Provide financial impact of removing suggested purchased properties within Big Slough Flood Study area from tax roll. Provide map of locations along creek Operations staff is clear cutting. Investigate available property for possible "property swap". <a href="#">1) Memo sent to Commission 9/14/20</a>	September 2020	September 2020
249	December 5, 2019	NDS/CM - IT Division	Provide timeline report and monthly Track-It updates to Commission. 1) Timeline of project emailed to Commission 1/8/20 2) Monthly Updates - Will be provided after legal review 3) Memo sent to Commission 4/20/20 4) Memo sent to Commission 5/18/20 5) Memo sent to Commission 6/15/20 6) Memo sent to Commission 7/20/20 <a href="#">7) Memo sent to Commission 9/14/20</a>	2) Ongoing	1) January 8, 2020
258	January 7, 2020	City Manager	Bring back Strategic Plan update in 6 months (by July 2020)	September 2020	September 2020

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262	January 16, 2020	NDS	Consensus to promote one business/neighborhood district location per month, with videos made for web postings. <a href="#">1) Memo to Commission 9/14/20</a>		September 2020
263	January 16, 2020	Public Works	Consensus to have a Joint meeting with Commission and Art Advisory Board to discuss a vision for a City-wide plan for art and how art can be implemented into each neighborhood district. 1) Memo sent to Commission 4/20/20 2) Memo sent to Commission 7/20/20	October 2020	
265	January 16, 2020	NDS	Consensus to bring back Agenda item regarding the requirement of obtaining a City right-of-way permit to traverse any City property for those who obtain a permit to dig archaeologically within the City of North Port. 1) Memo sent to Commission 6/15/20 <a href="#">2) Memo sent to Commission 9/14/20</a>	November 2020	
268	January 28, 2020	City Manager	Consensus for City Manager to reach out to new Charlotte County Administrator to schedule a joint-meeting with a target date of May of 2020.	On hold due to COVID-19	
277	February 6, 2020	Public Works	Consensus to bring back Agenda item to Commission (asap) regarding the extension of Toledo Blade Blvd. to State Rd 72 with more info -- road route, lay of land, environmental impacts, historical data, statistical data (accidents), evacuations routes, and any other pertinent information in regard to the extension of the roadway.	July 28, 2020	July 28, 2020
279	February 25, 2020	Parks and Recreation	Consensus to have City Manager send monthly updates to Commissioners regarding Warm Mineral Springs Phase II 1) Memo sent to Commission 4/20/20 2) Memo sent to Commission 5/18/20 3) Memo sent to Commission 6/15/20 4) Memo sent to Commission 7/20/20 <a href="#">1) Memo sent to Commission 9/14/20</a>	Ongoing	
282	February 27, 2020	Public Works	Consensus for EAB to bring back Agenda item for Natural Resources Department 1) Memo sent to Commission 4/20/20 <a href="#">2) Memo sent to Commission 9/14/20</a>	December 2020	
283	March 3, 2020	NDS	Consensus to direct staff to work with CLG to become a member and bring back alterations needed to our local Ordinance.	December 2020	

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284	March 3, 2020	NDS	Consensus to direct staff to take steps necessary to fulfill DRI regarding Heron Creek Scrub Jay Management. <a href="#">1) Memo sent to Commission 9/14/20</a>	November 2020	
288	April 28, 2020	Public Works	Consensus to have staff purchase 4 bridges for the City Center Green area similar to bridges currently in place, not to exceed \$2,000.00 in total price for all 4 bridges. 1) Memo sent to the Commission 5/18/20	August 2020	August 17, 2020
297	May 26, 2020	Fire	Consensus to have City Manager bring back total exemption costs for all/entire properties receiving exemptions of the Fire Rescue District.	July 28, 2020	July 28, 2020
298	June 4, 2020	Public Works	Consensus for future Agenda Item to discuss I-75 Interchange at Yorkshire/Raintree	September 22, 2020	
299	June 4, 2020	Public Works	Consensus for replace Highland Ridge Monument sign to something similar to Country Club Ridge Monument sign. Consensus to review remaining 4 identified neighborhoods and bring back costs for monument sign vs. sign toppers for major streets in those neighborhoods.	July 28, 2020	July 28, 2020
300	June 9, 2020	City Manager	Consensus to make following changes to Strategic Plan: Remove letter from Mayor from the Strategic Plan and not include in future plans. Update City Officials phone numbers. Remove 2005 Census population number from plan and give estimated population number. Add 1970 Census population number to timeline. Remove 2017 time line reference in partnership of Aquatics Center and Braves Stadium and reference 2019 Opening. Add "of the City" to the last bulleted portion of the Parks and Recreation section. Note in time line reference the land annexations of Ranch Lands, aka Orange Hammock, West Village District, US 41 Corridor area and additional Activity Center. <a href="#">1) Copy of memo sent to Commission 9/14/20</a>	July 2020	August 31, 2020
301	June 16, 2020	NDS	Consensus to have Resolution to appoint Equity Study Committee to work with Economic Development Board, to review business tax issue and bring suggestions for potential changes to the Commission within a 3 month time frame.	September 22, 2020	

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302	June 17, 2020	City Manager	Consensus for City Manager to bring back Ordinance splitting the NDS Department into 2 separate departments, per the CM's recommendation.	On Hold	
306	June 18, 2020	Parks and Recreation	Consensus to Re-evaluate Boca Chica neighborhood desires on Parks amenities.	December 2020	
307	June 18, 2020	Parks and Recreation	Consensus to give authority to Parks Department to have a FY21 Aquatics Day, bringing back suggestions to Commission for approval prior to the event.	September 8, 2020	
309	June 18, 2020	Public Works	Consensus to have conversation at July Road and Drainage District meeting regarding the need for sidewalk funds at Price Boulevard and Atwater Boulevard (check w/Sarasota County School Board to determine if school buses still stop at this location).	July 28, 2020	July 28, 2020
310	June 23, 2020	NDS	Consensus to bring back as Agenda Item the possibility of allowing Food Trucks on City-Owned (41/Sumter) and other Property as deemed appropriate, providing map where Food Trucks are currently allowed.	October 2020	
311	July 2, 2020	NDS	Motion to bring back fee schedule pertaining to building and permitting fees for sheds with intent to amend the fee schedule. Move to allow ordinance or resolution to come back to Commission that is based on 120 sq. ft shed that anything from 120sqft or less would require an inspection or plan review by building dept. Consensus to have staff in building, zoning and public works departments to bring back procedures related to sheds, current process and work flow chart per dept.	December 2020	
312	July 2, 2020	City Manager	Consensus to direct the City Manager to 1) create an emergency order as directed by Commission, to reinstate public comment online and phone, and follow with an 2) ordinance to allow online public comment to be heard with or without COVID-19. <a href="#">1) Copy of Emergency Order sent to Commission 9/14/20</a>	2) September, 22, 2020	1) July 9,2020
313	July 6, 2020	City Manager	Consensus to prioritize utilizing remaining budgeted \$288,275 to purchase vacant land in Tier I & Tier II prior to the purchase of developed property.	Ongoing	

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314	July 13, 2020	City Manager	<p>City Manager to reach out to County Administrator to schedule joint Zoom meeting with County Commission prior to September 7, 2020, to see if they are willing to extend Parks Maintenance Contract to end of FY21, amended to include topics not limited to the following: financial impacts due to Parks Agreement and possible renegotiation as well as monies to non-profit entities not recouped by the City in the current Parks agreement. Motion for City Manager to send letter to County Commissioner to occur by end of business on Wednesday (July 15th) and send copy of letter to Commission.</p> <p><b>1) Copy of memo sent to Commission 9/14/20</b></p>		July 15, 2020
315	July 14, 2020	City Manager	<p>Motion included -- At Second Reading of Buy America Preference -- bring criteria for current local City and County preference (Ordinances) being utilized, points system, staff recommendation, and legalities of Ordinance.</p>	October 2020	
316	July 14, 2020	City Manager	<p>Consensus to have picture with Commission and Charter Officers taken in September, by in-house staff.</p>	On Hold	
317	July 14, 2020	City Manager	<p>Consensus to reach out to County and obtain memo on North Port Legacy Trail update -- work done, status, future work.</p> <p><b>1) Copy of email sent to Commission 9/14/20</b></p>		August 5, 2020
318	July 21, 2020	City Manager	<p>Consensus for staff to schedule a presentation and bring multiple options to the Commission (within the next 3 months) for the reorganization/new departments of NDS.</p>	October 2020	
319	July 21, 2020	City Manager	<p>Consensus for Acting City Manager to reach out with Rob Lewis with Sarasota County EDC about when agreement may be coming back, and for Legal to look into agreement with Sarasota County EDC to determine if payment is required in FY20.</p> <p><b>1) Copy of memo sent to Commission 9/14/20</b></p>		August 4, 2020
320	July 21, 2020	Parks and Recreation	<p>Consensus for Parks &amp; Recreation to have waivers signed for use of the Aquatics Center, staff to rearrange schedules as allows and be open from the hours of 10 am - 8 pm.</p> <p><b>1) Memo sent to Commission 9/14/20</b></p>		August 8, 2020

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321	July 21, 2020	Parks and Recreation	Consensus for staff to provide memo to Commission as soon as possible with the breakdown of all costs associated with Fleet Services in regard to the Sarasota Co Parks transition. <a href="#">1) Memo sent to Commission 9/14/20</a>		July 22, 2020
322	July 21, 2020	Public Works	Update Rationale on PW CIP for US 41 Multi-modal funding	February 2021	
323	July 21, 2020	Utilities	Consensus for staff to bring back options (prior to the final Budget Hearing) that are available, including financing and moving budgeted funds (pgs. 144 & 149 of FY21 Budget) of the existing Utility Neighborhood Expansion funds for installation of water and sewer out to US I-75. Include possible options/partnerships with abutting property owners and developers.		August 17, 2020
324	July 21, 2020	City Manager	Consensus to send letter to School Board (and copy Commission) to discuss expansion of infrastructure throughout the City, requesting joint venture in partnership with City of North Port for internet installation. <a href="#">1) Memo sent to Commission 9/14/20</a>		July 29, 2020
325	July 28, 2020	City Manager	Consensus for Commissioner Carusone to be voting delegate for FL League of Cities mtg. <a href="#">1) Copy of email to FLC sent to Commission 9/14/20</a>		July 29, 2020
326	July 28, 2020	City Manager	Consensus to bring Agenda item in January or February about Public Service Tax (comparing neighborhood cities to North Port rates) along with other Tax options available.	February 2020	
327	July 28, 2020	Public Works	Consensus for staff to discuss properties exempt from Road and Drainage Non Ad-Valorem Assessments with Methodology in 2022	April 2021	
328	July 28, 2020	Public Works	Consensus to proceed with construction of CIP R219SPR, Price Boulevard Sidewalks <a href="#">1) Memo sent to Commission 9/14/20</a>		September 2020
329	July 28, 2020	Public Works	Provide memo to Commission about the removal of bushes in front of City Hall and plans for replacement of plantings. <a href="#">1) Memo to Commission 9/14/20</a>		September 2020

