

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	
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	January 12, 2021	January 12, 2021
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 concerns FY21	1) Dec 5th approved purchase of 5 lots along Spring Haven
59	October 23, 2018	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.	

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60	October 23, 2018	City Manager/Finance	<p>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.</p> <p>1) Memo sent to Commission 5/18/20                      2) Memo sent to Commission 7/20/20                      3) Memo sent to Commission 9/14/20                      4) Memo sent to Commission 10/19/20</p>	In CAO	2) November 2018 - Promoted Huskies on social media and website
61	October 23, 2018	Planning	<p>Provide monthly updates to Commission on ULDC updates</p> <p>1) Memo sent to Commission 9/14/20                      2) Memo sent to Commission 10/19/20                      3) Memo sent to Commission 11/16/20                      4) Memo sent to Commission 1/19/21                      5) Memo sent to Commission 2/16/21</p>	Monthly	
110	February 7, 2019	Planning/ Public Works	<p>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.</p> <p>1) Memo sent to Commission 2/18/20                      3) Motion made on 9/22/20 Commission meeting to direct staff to schedule a workshop about Impact Fees within 6 months (March 2021), bring back the 2020 study, bring back creative funding options, bring back mobility study, provide suggestions for additional revenue funding sources provided in previously sent memo from ACM Yarborough while reaching out to stakeholders.                      4) Memo sent to Commission 1/19/21</p>	<p>2) October 2021 (Mobility Study)                      3) March 2021 (Impact Fee Workshop)</p>	1) September 22, 2020
138	April 1, 2019	Planning	<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                      2) Moved to be discussed with city owned property discussion on March 2020                      3) Memo sent to Commission 2/16/21</p>	July 2021	1) September 17, 2019

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142	April 10, 2019	City Manager	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 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. 3) Memo sent to Commission 3/16/20	2a) - Date to be determined after selling procedures approved by Commission 2c) - In Process of Developing	1) December 5, 2019 2b) December 12, 2019
216	September 23, 2019	Parks and Recreation	1) Staff come back to HCAB and P&R Adv Bd with proposed location to relocate Veterans Park and present to Commission Memo sent to Commission 5/18/20 2) Motion made at 9/8/20 Commission meeting to direct staff to create and Ad Hoc Committee with Veteran's organizations to plan and recommend Veteran's Park at City Hall location and report back to Commission within 6 months (March 2021)	2) March 2021	1) September 8, 2020
221	October 2, 2019	City Manager	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 1) Copy of letter sent to Sarasota County 7/20/20 2) Memo sent to Commission 2/16/21		1) November 7th Commission mtg discussed topics.
222	October 2, 2019	City Manager	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	TBD	
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 3) Memo sent to Commission 11/16/20 4) Memo sent to Commission 1/19/21	February 2021	February 9, 2021

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238	November 4, 2019	City Manager	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 3) Memo sent to Commission 10/19/20 4) Memo sent to Commission 11/16/20 5) <a href="#">Memo sent to Commission 2/16/21</a>	April 2021	1) April 28, 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 7) Memo sent to Commission 9/14/20 8) Memo sent to Commission 10/19/20 9) Memo sent to Commission 11/16/20 10) Memo sent to Commission 1/19/21 11) <a href="#">Memo sent to Commission 2/16/21</a>	2) Ongoing	1) January 8, 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	
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 5) Memo sent to Commission 9/14/20 6) Memo sent to Commission 10/19/20 7) Memo sent to Commission 11/16/20 8) Memo sent to Commission 1/19/21 9) <a href="#">Memo sent to Commission 2/16/21</a>	Ongoing	
283	March 3, 2020	Planning	Consensus to direct staff to work with CLG to become a member and bring back alterations needed to our local Ordinance. 1) Memo sent to Commission 1/19/21 2) During the 2/4/21 Commission mtg consensus to withdraw this motion	January 26, 2021	February 4, 2021

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284	March 3, 2020	Planning	Consensus to direct staff to take steps necessary to fulfill DRI regarding Heron Creek Scrub Jay Management. 1) Memo sent to Commission 9/14/20 2) Memo sent to Commission 11/16/20 3) Memo sent to Commission 1/19/21	March 2021	
298	June 4, 2020	Public Works	1) Consensus for future Agenda Item to discuss I-75 Interchange at Yorkshire/Raintree 2) Motion made at 9/22/20 Commission meeting to have staff proceed with meeting with Charlotte County staff reference support for Raintree Interchange, with topics to include shared costs of widening and maintenance of the road, any land swaps and dedication of State Roadway. 3) <a href="#">Memo sent to Commission 2/16/21</a>	2) January 2021	1) September 22, 2020 2) February 16, 2021
301	June 16, 2020	City Manager/ Economic Development	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. 1) Per CM this item was changed from Sept 2020 to Dec 2020 2) <a href="#">Consensus from December 8, 2020 meeting was for CEDAB to bring back recommendations to Commission on direction for Equity Study Report by February 2021</a> 3) <a href="#">Memo sent to Commission 2/16/21</a>	2) March 2021	1) December 8, 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. 1) Memo sent to Commission 1/19/21	March 2021	
322	July 21, 2020	Public Works	Update Rationale on PW CIP for US 41 Multi-modal funding 1) <a href="#">Memo sent to Commission 2/16/21</a>	February 2021	February 16, 2021
326	July 28, 2020	City Manager/ Finance	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 2021	February 23, 2021
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	
336	September 8, 2020	Parks and Recreation	Consensus to have staff bring back information on providing a reward for volunteer work to include free passes at NPAC	January 26, 2021	February 4, 2021
338	September 22, 2020	Planning	Consensus to have staff look at expansion models of Activity Center 6, including variations of the I-75 Interchange, buffering of access road and changing boundaries of Activity Center 6 to only those north of I-75.	May 2021	

Status as of 2/16/21

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346	October 13, 2020	City Manager	Consensus to have Commission Public Comment Virtual Form to be placed in more prominent place on the web (possibly Home Page) and "live meeting" info/button to be put next to that Comment Form. Memo sent to Commission 11/16/20	In progress	
350	October 27, 2020	City Manager/ Economic Development	Consensus for City's Economic Development Division to bring back creative ways to inspire development in these neighborhood commercial areas. <a href="#">1) Memo sent to Commission 2/16/21</a>	February 2021	March 2021
351	October 13, 2020	City Manager	Direct City Manager to move forward with the project recommended by the Art Advisory Board, working with the Advisory Board Members as needed, to produce a final draft for the program, and to include the consensuses that have been brought forth. Review gopher tortoise project as a Commission agenda item in six months or sooner ( April 2021)	April 2021	
352	November 5, 2020	Parks and Recreation	Consensus to bring back Agenda Item for Narramore Park lighting/security issue upgrades if a Budget Amendment is needed.	February 9, 2021	February 9, 2021
355	November 10, 2020	Planning	Motion to bring back Maker's Market Ordinance at a future time to reflect FLC's overall neighbor market which merely designates location and time frame. Amendment to come back in 6-8 months. 1) Ordinance to Remove Fee 2) Workshop on update to overall process	1) March 2021 2) June 2021	
357	November 24, 2020	Public Works	Consensus to have staff provide memo to Commission what improvements could be made for school bus stop areas along Tropicaire Boulevard, including costs. <a href="#">1) Memo sent to Commission 2/16/21</a>	February 2021	February 16, 2021
358	November 24, 2020	Public Works	Consensus for Facilities to construct sneeze guards for Commission dais.	March 2021	January 26, 2021
359	November 24, 2020	Human Resources	Consensus for Interim City Manager to work with HR to hire a search firm and to bring back an agenda item for Commission to build a profile for the recruitment of the City Manager; expenditure cap \$45,000.	In progress	
361	December 3, 2020	Parks and Recreation	Staff to provide an update on Land Nominations status since last Commission status report from October 2020. The update would be based on the meeting the County held on 12.3.20. <a href="#">1) Memo sent to Commission 2/16/21</a>	February 2021	February 16 2021
362	December 3, 2020	City Manager	Direct Interim City Manager to create an agenda item to schedule a Special Meeting on January 26th, to discuss Aquatic hours, changes and user rates.	January 26, 2021	February 4, 2021

