

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	
3	June 27, 2017	NDS	Staff to bring back revised neighborhood maps in the Comp Plan for discussion (2-54 thru 2-82). In minutes it's item 11 on page 3 1) Jan 22nd mtg motion to move to workshop	April 1, 2019	April 1, 2019
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	On hold pending "call to artists" per memo	
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	

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12	November 13, 2017	NDS	Revitalization mechanism and stop gap for redevelopment and blight (minutes: Public comment section #8) 1) Jan 22nd mtg motion to move to a workshop	April 1, 2019	April 1, 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	
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	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	

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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	
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	May 2019	
35	July 5, 2018	NDS	Arrange tour with Building Dept for on-line inspection (page 3, #14) 1) This is an open invitation to Commissioners	Pending 1on1 meetings with Commissioners	
36	July 9, 2018	Parks and Recreation	Various sponsorship opportunities for the Aquatic Center 1) Memo sent to Commission 1/14/19 2) Memo sent to Commission 4/15/19	April 2019	April 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	
39	July 10, 2018	Police Department	Expedite body cameras to FY19 budget and implementation for purchase 1) On 11/13/18 Commission mtg approved to test and evaluate body camera's; will bring back in March 2019 if approved for budget amendment		1) March 5, 2019 approved contract 2) March 19, 2019 approve budget
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	
43	July 17, 2018	Parks and Recreation	Spring Break survey for 19/20 (minutes page 3 #4) 1) Memo sent to Commission 4/15/19	April 2019	April 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	June 2019	
45	July 24, 2018	City Manager	CM to send letter to Sarasota County to request a joint meeting to discuss Park; regional park definition; river road, single stream recycling, mosquito control		August 2, 2018

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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	May 2019	
47	September 6, 2018	City Manager	To go out for RFP for the State Lobbyist contract	January 2019	April 9, 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	
49	September 6, 2018	Finance	Send Commission memo on option to use of forfeiture lien monies to fund Drug Free Youth 1) Memo sent to Commission 4/15/19		April 2019
55	October 9, 2018	NDS	Staff to bring back 1st reading of proposed nonconforming use amendment similar to example provided at 10.9.18 mtg with research and recommendations on existing nonconforming uses and unintended consequences after taking to PZAB 1) Memo sent to Commission 2/19/19	May 2019	March 7, 2019
58	October 23, 2018	Finance	Include US41 Multi-Use Trails project in CIP budget for FY20-24	June 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	
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	

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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 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
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	May 2019	
67	November 5, 2018	NDS	Pros and cons overview the current policy and procedure for exemptions what are the other 3rd party easements and city easements. How can we allow sheds within the easement where wells exist all related to sheds. Workshop within 4-6 months	April 1, 2019	April 1, 2019

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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	
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	
72	December 3, 2018	NDS	Tree Ordinance - staff to compile a side-by-side comparable of ordinances from Gainesville, Jacksonville, Sarasota County, North Port and the City of Tallahassee, for commercial and residential and to note what is missing based on community input.	June 2019	March 4, 2019
73	December 3, 2018	NDS	Tree Ordinance - to continue to a workshop in March and review the Environmental Advisory Board (EAB) recommendations at that time	June 2019	March 4, 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
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	
80	December 11, 2018	Public Works	Staff to look into preventing left-hand turns from the access road on Price Blvd. 1) Memo sent to Commission 4/15/19	April 2019	April 2019
86	January 3, 2019	Parks and Recreation	Staff provide regular updates on WMS sewer maintenance issues to Commission	Ongoing	
89	January 3, 2019	City Manager	Staff to have a conversation with the Braves to discuss a joint effort with the city to promote their grand opening and the City's anniversary. 1) Memo sent to Commission 4/15/19	April 2019	April 2019

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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 2019	
92	January 3, 2019	City Manager	Staff to bring back additional information of the banners regarding designs, locations, size limits and length of time. 1) Memo sent to Commission 4/15/19	April 2019	April 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 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	
102	January 22, 2019	NDS	Move NP Neighborhood Revitalization Plan to an upcoming workshop	Same as #12	
106	January 22, 2019	City Manager	CM to research way to honor Richard Lockhart	April 9, 2019	April 9, 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	
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	

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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	
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	
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	
114	February 26, 2019	City Manager	Apparent shortage of SCAT drivers and routes in North Port are not being served. Consensus to send letter to SCAT Administrator, Sarasota County Commission and Sarasota County Administrator about concerns and inquire about resolving issues, with a two month time line on response. Commissioners should be cc'd on the letter.	April 2019	March 29, 2019

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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.	May 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	
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	
123	March 5, 2019	City Manager	Direct staff to send letter to Charlotte County on the City's support of River Road.	May 2019	
124	March 6, 2019	City Manager	Staff to research accumulation of data points and look into how a City can invest as a communications provider.	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	June 2019	
128	March 6, 2019	Finance	Budget money next year for Brave's opening kick-off to the season week	June 2019	

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130	March 6, 2019	Public Works	Updates on Sumter and Toledo Blade irrigations, Panacea and Plantation irrigations 1) Memo sent to Commission 4/15/19		April 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	Look at what is non conforming and special exceptions for City (residential) and what is legality of sunsetting special exceptions in residential zones	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
134	March 19, 2019	City Manager	Share with monthly HOA meeting changes in laws		March 21, 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	
	Total # of directives	88			
	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	184			
	Total # of directives	272			