

**City Manager Report on Commission Directives
January 2022**

Item	Commission Meeting or Special Meeting Date	Agenda Item	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
1	04/04/17		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) Status: On hold.	On Hold	
2	06/07/17		Parks and Recreation	Work with Sarasota County and Southwest Florida Water Management District for Deer Prairie Creek Connector Bridge. Project is in design phase by Kimley-Horn, Record Engineer. Once construction is Complete, City will procure a contractor to construct natural parking area, ADA access, and landscaped buffer. Status: On hold pending completion of construction by County. Sarasota County Parks, Recreation & Natural Resources staff have reached out to City staff to begin discussion on the potential for a future funding agreement to support construction of the parking area and amenities.	TBD	
20	04/10/18		NDS	Workshop on permitting and building processes and improvements. Status: Workshop postponed due to new Permit software coming online per CM	On hold until software is online	
61	10/23/18		NDS	Provide monthly updates to Commission on ULDC updates Status: At 12/14/22 Commission provided new direction on this item with Monthly updates to continue under Item No. 447. Item No. 61 obsolete and to be removed from CM Report.	Ongoing Monthly	
110	02/07/19		NDS/ Public Works	Simultaneously conduct a study to A) update the City's impact fees (excluding transportation) and B) a study to create a mobility fee. Work with CM to do a budget amendment if necessary/possible. C) 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. Status: Memo sent to Commission 1/18/21. In progress.	B) June 2022 (Mobility Study)	A) September 22, 2020 C) March 15, 2021

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138	04/01/19		NDS	<p>A) 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>B) Motion made at 9/17/19 mtg to provide further discussion on neighborhoods before conversation on city owned properties</p> <p>C) Moved to be discussed with city owned property discussion on March 2020</p> <p>Status: To be brought back to Commission in July 2022 when ULDC is complete.</p>	July 2022	A) September 17, 2019
279	02/25/20		Parks and Recreation	<p>Consensus to have City Manager send monthly updates to Commissioners regarding Warm Mineral Springs Phase II</p> <p>Status: Memo sent to Commission 1/18//22 - RFB paperwork has been prepared and is on hold. 100% OPC reflects substantial increase in project cost from what was projected at 90% plans due to rising costs of labor and materials. Staff is identifying additional funding sources and will bring forward for Commission consideration.</p>	Ongoing	
338	09/22/20		City Manager / Economic Development	<p>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.</p> <p>Status: Staff working on developing an RFP for consultant services.</p>	December 2022	
363	12/07/20		City Manager/ Utilities	<p>Direction for Acting City Manager to move forward with acquisition of site option #5 (Pan American) for the Utilities Administration and Warehouse Facility.</p> <p>Status: Memo sent to Commission 9/20/21 - staff working to conduct due diligence per agreement approved by Commission 9/14/21.</p>	March 2022	
377	03/02/21		City Manager	<p>Direct the City Manager to create an agenda item regarding the process of informing staff of scrivener's errors prior to Ordinance first readings for both quasi-judicial and regular hearings.</p> <p>Status: Item for discussion scheduled for 11/23/21 meeting.</p>	November 2021	November 2021

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381	03/02/21		City Manager/City Attorney/City Clerk	Direct staff to come back with process and thought on implementation and training for boards and liaisons and modifying the application forms to include member criteria. Status: Staff working on process for training per Commission Direction.	February 2022	
391	04/13/21	21-0523	City Manager / Economic Development	Direct the City Manager to bring back an agenda item on incentives and environmental sustainability fee. Status: Staff is working with consultant on this item and anticipates bringing it back to Commission in March 2022.	March 2022	
411	06/08/21		City Manager/NDS	A) Motion to schedule a joint meeting with EAB to discuss tree ordinance portion of Chapter 11 at 6pm on July 12th. B) Direct staff to create agenda item prior to end of September 2021 to discuss findings of conversations with state and federal agencies seeking clarifications relating to scrub jay and gopher tortoise, release of enforcement, conflicting laws with federal and state, scrub oak plantings and other items of importance discussed at their meeting. C) Motion to direct staff to revise codes that require an environmental assessment survey to be done on residential lots as soon as possible, and to include language that the environmental assessment survey be completed by licensed approved jurisdiction and cost to be paid by developer/property owner. Status: In progress for completion with ULDC in July 2022 A) First reading of Tree Regulations on 1/11/22 with second reading on 2/22/22.	A) February 2022 C) July 2022	A) July 12, 2021 B) September 28, 2021
410	06/08/21		Public Works	A) Direct staff to demolish the pool pump house and main bath house at Dallas White Park and to instruct the City Manager to reallocate funds this fiscal year to cover the cost. B) Direct staff to secure the daycare and the primary Al Goll Center building, maintaining utilities to the building for the next year. Status: In progress for completion in March 2022. Staff working on obtaining qualified contractor to perform specialized demolition work.	March 2022	B) July 2021

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415	06/17/21	21-0946	Public Works/Finance	There was consensus to direct staff to place a maintenance and renovation account for facility and building maintenance for discussion in January or February 2022 as an agenda item. Status: In progress for presentation to Commission in February 2022.	February 2022	
423	07/21/21	21-1078	Public Works	There was consensus to schedule a water control structure and bridge workshop by December 2021. Status: In progress for presentation at January 25, 2022 meeting.	January 25, 2022	
427	07/27/21	21-1044	City Manager	Staff to come back in 6 mos. regarding future development phases and keeping in mind the intention of the original Warm Mineral Springs master plan. Status: Work in progress.	February 2022	
428	07/27/21	21-1052	City Manager	Motion to direct the City Manager to bring back an agenda item sometime in December to address a draft policy/provisions for first reading of the camping ord. based on consensus received along with a discussion on policy points for ATV's. Status: Staff working toward first reading February 22, 2022 with second reading on March 1, 2022.	February 2022	March 1, 2022
430	09/14/21	21-1454	Public Works	Staff to provide a comparison sheet of all non-profit public uses including payment of electricity, maintenance, lease expiration date, insurance threshold, non-profit location address, non-profit name, what they do as non-profit, non-profit location in City with age, condition, and square footage of facility, included amenities, who pays additional overhead, room rental for non-exclusive use and to include all agreements in backup. Amendment by Commissioner McDowell to include Government use of public spaces, excluding temporary and seasonal uses, and add "by February 2022". Status: In progress for presentation to Commission in February 2022.	February 2022	
432	09/28/21	21-1483	City Manager / Social Services/ PW	Bring discussion of Clothing Closet to Commission for discussion in conjunction with the larger conversation of nonprofit leases of public spaces in January/February 2022. Status: In progress to bring to Commission with conversation of nonprofit leases at February 22, 2022 meeting.	February 22, 2022	

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434	09/28/21	21-1268	NDS	<p>Staff directed to use the five consensus items for scrub jays as a means to conduct Commission directives and bring back to the Commission:</p> <p>A) Use St. Lucie code to review as potential guide to appease state and federal scrub jay permitting law</p> <p>B) Verify and update the scrub jay area map with actual sightings in the field</p> <p>C) Evaluate current environmental properties around the City to determine habitat areas</p> <p>D) Issue no underbrush clearing permits or land clearing permits during scrub jay nesting season in scrub hay areas with legal review to be effective after the map is verified</p> <p>E) Bridge the gap and require nesting survey from FWS</p> <p>Status: In progress.</p>	TBD	
431	09/28/21	21-1323	Parks & Recreation	<p>Consensus to direct the City Manager to work with the City Attorney and Jockey Club to gather information on the 99-year lease and options available to release the lease and contingent upon the response, gather information regarding costs to relocate gopher tortoises.</p> <p>Status: The Jockey Club has indicated that they will discuss the matter and provide a response regarding their position on expansion of the park following their February meeting. Discussion and possible action on this item is tentatively scheduled for the 3/8/22 Commission meeting.</p>	March 2022	
436	10/12/21	21-1548	City Clerk City Manager	<p>Staff to work toward process for communication between advisory boards and Commission including process for onboarding of board members and staff liaisons.</p>	TBD	

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435	10/12/21	21-1523	City Manager	<p>City Manager to work with Parks & Rec, PD, and Risk to gather information about a special event involving alcohol, using Cape Coral's water park guidelines for safety and to look at other program ideas to defray costs, to be brought back for further discussion in February. Motion amended to look at special events with and without alcohol.</p> <p>Status: P&R staff have researched other facilities and are compiling information. Staff from P&R, NPFR, NPPD, HR and Risk met on 11/18/21 to discuss potential adult only events at NPAC with and without alcohol. Also P&R staff have contacted Finance to discuss any regulations regarding purchasing/selling alcohol at a city facility. P&R is developing an agenda item for the 2/1/22 meeting to present information for Commission consideration.</p>	February 1, 2022	
437	10/12/21	21-1549	NDS	<p>A) Staff to review the pertinent sections of Chapter 11 regarding the removal of street trees within an HOA to provide clarification for residential communities.</p> <p>B) Staff to bring back further information on clearing of land from lots to waterways during the first reading of the ULDC.</p> <p>Status: Staff working to bring back with ULDC rewrite in July 2022.</p>	July 2022	
439	10/26/21	21-1709	City Manager	<p>Staff to draft and bring back to Commission a partnership contract with the Chamber of Commerce for use of logos in advertising and promotions, taking Commission discussion into consideration.</p> <p>Status: In progress. Staff is working to bring item back to Commission in February 2022.</p>	February 2022	
441	11/23/21	21-1800	City Manager	<p>Staff to develop a formal policy for scrivener errors stating that Commissioners send notice of errors to the City Manager for regular agenda items, not including quasi-judicial items.</p> <p>Status: In progress.</p>	TBD	

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442	12/14/21	Res. No. 2021-R-57	City Manager	Staff to send a copy of the Resolution supporting designation of the Scrub Jay as the official bird of Florida with a request to adopt and support to State Local Elected Officials: Representative Buchanan and Senator Gruters, State Committee Chair of Florida Environmental and Natural Resources, Florida League of Cities, Manasota League of Cities, City of Venice, City of Sarasota, City of Longboat Key, Charlotte County, and Sarasota County. Status: Completed December 20, 2021.	December 2021	December 20, 2021
443	12/14/21	12-1776	City Manager Grants	Staff to pursue renewal of existing agreement with Sarasota County for Community Development Block Grant funding. Status: Staff is working to bring something to Commission in July 2022	July 2022	
445	12/14/21	21-1962	NDS	Staff to bring back proposed Redistricting Maps for discussion at a meeting allowing for the proper 30 day notice to include Plan C for discussion. Status: Scheduled for discussion at January 25, 2022 meeting.	January 25, 2022	
447	12/14/21	22-2009	NDS	City Manager to pause further Commission and Planning and Zoning Advisory Board discussion on the Unified Land Development Code rewrite with the exception of tree regulations and activity centers which will continue at the current pace with monthly updates on steps taken to get back on track and a new timeline to be provided by the Director of Neighborhood Development Services.	Ongoing Monthly	
446	12/14/21	21-1964	UT	Discussion Regarding Water and Wastewater expansion: A) Use policy number one revised water line fee, policy number two add wastewater line fee, policy number three hardship water deferral of cost, policy four hardship program reduction of annual payment to be brought back to Commission with all details and specifics for further discussion. B) Staff to bring back options for prepayment plans. C) Staff to bring an agenda item with specifics, as of 12/14/21, regarding how this will be paid for.	June 2022	

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444	12/14/21	21-1952	City Manager / City Attorney / Parks & Rec	City Manager and City Attorney to review the legalities of removing and replacing artwork at this location and task the Art Advisory Board to review materials and focus on low maintenance art to be placed at the same location, oriented in a manner to maximize visibility from the intersection	TBD	

Total # of active and completed directives	583
Total # of active directives	33
Total # of completed directives	550