

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	TBD based on School closings per COVID-19	March 24, 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.	Ongoing	

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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	Ongoing	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.	May 2020	2) November 2018 - Promoted Huskies on social media and website
61	October 23, 2018	NDS	Provide monthly updates to Commission on ULDC updates	Ongoing	Provided 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	2) July 2021	1) Impact Fee Study - Consultant hired June 4, 2019

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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>	May 2020	1) September 17, 2019; 2) February 3, 2020 workshop
136	April 1, 2019	NDS	<p>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.</p> <p>1) Memo sent to Commission 9/16/19</p> <p>2) Memo sent to Commission 1/21/20</p> <p>3) On 3/3/20 Commission directed this item be moved to 4/6/20 Special Mtg</p> <p>4) Memo sent to Commission 4/20/20</p>	May 2020	
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) - May 2020</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>	May 2020	

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181	June 25, 2019	Public Works	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.	April 28, 2020	
197	July 17, 2019	Public Works	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 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	July 2020	
199	July 17, 2019	NDS	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.	July 2020	1) January 14, 2020
203	August 29, 2019	Public Works	Bring back ordinance that will allow suspension of code enforcement for lack of mowing 1) Memo sent to Commission 1/21/20	April 28, 2020	
204	September 5, 2019	City Manager	Direct the City Manager to send a letter to Sarasota County to see about purchasing San Mateo, Chamberlain, Kemsler and all lands along the Myakkahatchee Creek subject to North Port City long term goals and objectives for park lands. 1) This directive will include applying via applications not thru letters to Sarasota County for each property to be considered for nomination; estimated to be completed by end of October. 2) Copy of email to County sent to Commission 4/20/20		April 14, 2020

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Item	Commission Meeting or Special Meeting Date	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
207	September 10, 2019	City Manager	Develop an Advisory Board Handbook to include procedures, policies, links to videos. 1) Memo sent to Commission 1/21/20 2) Memo sent to Commission 2/18/20 3) Currently in CAO review as of 4/15/20	May 2020	
209	September 10, 2019	City Manager/NDS	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	TBD based on Advisory Boards reconvening per COVID-19	1) October 28th, 2019
211	September 10, 2019	Public Works	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. 1) Memo sent to Commission 2/18/20 2) Memo sent to Commission 3/16/20 3) Memo sent to Commission 4/20/20	May 2020	
214	September 23, 2019	NDS	Request Sarasota County archeologist to do a presentation to Commission. 1) Memo sent to Commission 2/18/20	In Progress	
216	September 23, 2019	Parks and Recreation	Staff come back to HCAB and P&R Adv Bd with proposed location to relocate Veterans Park and present to Commission	May 2020	

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218	September 24, 2019	City Manager	<p>1) Staff to bring back a challenge coin pricing and designs with City Seal on front and inspirational verbiage on back for Commission approval. Coins to be distributed at will by Commissioners without body approval. This was scheduled for 11/26/19 but moved to 12/5/19 per CM.</p> <p>2) Motion on 12/5 to select 2 different challenge coin designs - 1) You Made a Difference and 2) In Honor of Your Greatness; in the larger size with information regarding pricing and quantities bring back to Commission prior to ordering</p> <p>3) Motion on 3/3/20 for staff to bring back policy with each Commissioner being allowed 100 coins to be funded from Commission Budget and any unused coins to be returned at the end of Commissioner's term in office.</p>	May 2020	<p>1) December 5th, 2019</p> <p>2) March 3, 2020</p>
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>	On hold due to COVID-19	<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	
228	October 7, 2019	City Manager/HR	<p>Consensus for City Manager to provide Commissioners with Organizational Charts.</p>	June 2020	

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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	July 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	
236	November 4, 2019	NDS	Bring back agenda item on Economic Development Strategic Planning feasibility study 1) Memo sent to Commission 1/21/20 2) Item was scheduled for 2/25/20; CM directed this item come back with a budget amendment 3) Memo sent to Commission 4/20/20	May 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	April 28, 2020	
239	November 12, 2019	NDS	Provide cost analysis during Budget for Social Services lease agreements	During Budget Process	
242	November 26, 2019	City Manager/NDS	Bring back information by February 2020 on how to turn the city owned lots along Spring Haven into a Conservation Easement along Spring Haven Drive. 1) CM report had Feb 2020 listed as due date, CAO sent correspondence 1.15.20 to staff notating Commission modified direction at Dec 2nd workshop for new date June 2020	June 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".	September 2020	

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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	2) Ongoing	1) January 8, 2020
252	December 17, 2019	Public Works	Provide TPL study information to Commission along with history of park plotting completed by GDC	March 24, 2020	March 24, 2020
258	January 7, 2020	City Manager	Bring back Strategic Plan update in 6 months (by July 2020)	July 2020	
261	January 16, 2020	NDS	Consensus to begin putting a face to neighborhoods -- utilizing neighborhood "names" (i.e. Mediterranean District, Panacea District, Plantation District) rather than an activity center "number" and create "cheat sheet" for Commissioner's reference. 1) Memo sent to Commission 4/20/20	March 2020	April 2020
262	January 16, 2020	NDS	Consensus to promote one business/neighborhood district location per month, with videos made for web postings.	July 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	TBD based on Advisory Boards reconvening per COVID-19	
264	January 16, 2020	NDS	Consensus to update all activity center maps on the web-site to include the name of each activity district. 1) Memo sent to Commission 4/20/20	April 2020	April 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.	June 2020	
266	January 16, 2020	Finance	Desire to receive update during budget process as to how CIP projects that are tied to strategic planning are progressing.	June 2020	

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267	January 28, 2020	City Manager	Consensus to get monthly update on GovQA, reference implementation of the program and on-line payment implementation. 1) Memo sent to Commission 4/20/20	Ongoing	March 24, 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	
270	February 4, 2020	City Manager	Consensus to provide memo to Commissioners as to financial impacts of allowed Sarasota County exemptions that North Port does not participate in. 1) Memo sent to Commission 3/16/20	April 2020	March 2020
272	February 4, 2020	Public Works	Consensus for staff to come up with costs associated taking over service road behind Popeyes, and provide other measures to ensure private road is taken care of and bring back as Agenda item by the end of May.	May 2020	
276	February 6, 2020	Police Department/ Social Services	Consensus for staff to work with Suncoast Partnership in a Pilot Program to fund a Homeless Community Outreach Case Manager (\$20,000) as well as provide office space for the Case Manager at the North Port Family Services/Social Services building, bringing back funding information/agreement/contract to Commission prior to June 1, 2020.	April 14, 2020	
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 2020	
278	February 6, 2020	Public Works	Consensus to provide updated Memo to Commission reference FDOT's traffic warrant analysis and installation (including costs) of traffic signals at Toledo Blade Blvd./I-75 and Sumter Blvd./I-75 and need to move forward with installation asap. Memo should also be sent to North Port's State Representative.	May 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	April 2020	

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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	TBD based on Advisory Boards reconvening per COVID-19	
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	
284	March 3, 2020	NDS	Consensus to direct staff to take steps necessary to fulfill DRI regarding Heron Creek Scrub Jay Management.	July 2020	
285	March 3, 2020	City Manager	Consensus to direct staff to come back with policy (currently being drafted) with each Commissioner being allowed 100 coins (50 each design), come out of Commission Budget and any unused coins returned at the end of their term.	May 2020	
286	March 3, 2020	City Manager	Consensus for City Manager to provide memo giving Legacy Trail update. 1) Copy of email sent to Commission 4/20/20		April 15, 2020
287	March 3, 2020	City Manager	Consensus to send FL League of Cities Executive Director, Mike Sittig, a letter of gratitude for his service, as he is retiring.	April 2020	
	Total # of active directives	61			
	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 # of completed directives	362			
	Total # of active and completed directives	423			

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