

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	
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

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59	October 23, 2018	Planning/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 4) Memo sent to Commission 10/19/20	In CAO	2) November 2018 - Promoted Huskies on social media and website
61	October 23, 2018	Planning	Provide monthly updates to Commission on ULDC updates 1) Memo sent to Commission 9/14/20 2) Memo sent to Commission 10/19/20	Monthly	
110	February 7, 2019	Planning/ 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 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.	2) July 2021 (Mobility Study) 3) March 2021 (Impact Fee Workshop)	1) September 22, 2020

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113	February 12, 2019	Planning	<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. 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>	October 27, 2020	<p>1) September 17, 2019;</p> <p>2) February 3, 2020 workshop</p>
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</p> <p>2) Moved to be discussed with city owned property discussion on March 2020</p>	February 2021	1) September 17, 2019
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. 3)</p> <p>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>

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180	June 25, 2019	Public Works	Bring back to Commission in July information on covenants and restrictions for Cedar Grove subdivisions request to take over streets 1) Memo sent to Commission 7/15/19 2) Memo sent to Commission 9/16/19 3) This item was pulled on 10/22/19 Commission mtg;new date of Jan 2020 4) Memo sent to Commission 1/21/20 5) Memo sent to Commission 3/16/20 6) Memo sent to Commission 4/20/20 7) Memo sent to Commission 5/18/20 8) Memo sent to Commission 6/15/20 9) Memo sent to Commission 7/20/20	September 22, 2020	September 22, 2020
199	July 17, 2019	Planning	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	December 2020	1) January 14, 2020
209	September 10, 2019	City Manager	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 4) Memo sent to Commission 10/19/20	January 2021	1) October 28th, 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

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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		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	
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	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	December 2020	1) April 28, 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 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	2) Ongoing	1) January 8, 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 13, 2020	
265	January 16, 2020	Planning	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 2) Memo sent to Commission 9/14/20	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	
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	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 2) Memo sent to Commission 9/14/20	December 2020	
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.	December 2020	

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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	November 2020	
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.	2) January 2021	1) September 22, 2020
301	June 16, 2020	City Manager	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	December 2020	
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	September 8, 2020
310	June 23, 2020	Planning	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. 1) Memo sent to Commission 10/19/20	November 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	

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315	July 14, 2020	City Manager/City Attorney	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. <b>1) Item scheduled for October 2020, was pushed back to November CM and CAO office working on ordinance</b>	November 2020	
316	July 14, 2020	City Manager	Consensus to have picture with Commission and Charter Officers taken in September, by in-house staff.	October 13, 2020	
318	July 21, 2020	City Manager	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.	October 19, 2020	
322	July 21, 2020	Public Works	Update Rationale on PW CIP for US 41 Multi-modal funding	February 2021	
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	
330	July 28, 2020	Public Works	Consensus to review lack of sidewalks -- No Sidewalks from parking lot to Salvation Army, nor Pan American to Salvation Army; needs 3 access points to Salvation Army side of Building -- and bring back Agenda Item to Commission about sidewalk connectivity at the Senior Center and funding options	September 22, 2020	September 22, 2020
331	August 17, 2020	Public Works	Consensus to look at extending sidewalk on south end of parking lot as it is on the north end of the parking lot of the Community Education Center, including Engineer's opinion, cost analysis, and provide possible alternatives.	September 22, 2020	September 22, 2020
332	August 17, 2020	Public Works	Consensus to provide memo to Commission reference ADA parking spaces at the Community Education Center, in relationship to Federal guidelines and spaces required as per City Code.	September 22, 2020	September 22, 2020
334	August 17, 2020	Finance	Consensus to have staff send memo to Commission regarding funding sources/breakdown of the Community Education Center from inception to present. <b>1) Copy of memo sent to Commission 10/19/20</b>		August 20, 2020

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335	September 3, 2020	Human Resources	Consensus for staff to provide a memo to Commission reference Self Insurance Fund Balance <a href="#">1) Copy of memo sent to Commission 10/19/20</a>		September 14, 2020
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 2021	
337	September 8, 2020	Public Works	Consensus to provide Commission a plan for decommissioning fountain at Veterans Park. <a href="#">1) Memo sent to Commission 10/19/20</a>		October 2020
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	
339	September 22, 2020	City Manager	Consensus to have staff reach out to Spoonbill artist about repairs/power coating. City Manager to provide follow-up memo to Commission. Letter needs to be sent to Allamanda Garden Club thanking them for their offer of plantings, let them know of repair situation, and invite them back at a future time when art work has been restored and/or replaced. <a href="#">1) Copy of memo sent to Commission 10/19/20</a>		September 30, 2020
340	September 22, 2020	Planning/Public Works	Motion for staff to prepare Ordinance amending ULDC for protected wildlife species establishing trigger point criteria in regards to placing signage with regard to wildlife. Direct staff to continue Sandhill Crane Mapping and provide stronger marketing of the mapping tool.	Inclusion into the ULDC rewrite	
341	September 22, 2020	Parks and Recreation	Consensus to have Parks staff keep lights on at the Skate Park until 10 pm., Monday - Sunday. <a href="#">1) Copy of email sent to Commission 10/19/20</a>		September 23, 2020
342	September 22, 2020	Parks and Recreation	Consensus to have staff at Warm Mineral Springs mandate use of ramp when exiting Springs. <a href="#">1) Copy of email sent to Commission 10/19/20</a>		September 23, 2020
343	September 22, 2020	Parks and Recreation	Direct staff to provide a memo GMAC hours on Mustang game days. <a href="#">1) Copy of email sent to Commission 10/19/20</a>		September 23, 2020
	<b>Total # of active directives</b>	<b>56</b>			

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	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	423			
	Total # of active and completed directives	479			