

**City Manager Report on Commission Directives  
November 2021**

Updated 11/10/21

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.	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: Memo sent to Commission 11/15/21 - Special Meeting to review Ch. 4, Zoning Regulations scheduled for 12/6/21 and 1st Reading of Tree Regulation Ordinance scheduled for 12/14/21.	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: In progress. Next update to Commission will be December 2021.	B) December 2021 (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>City Manager send monthly updates to Commissioners regarding Warm Mineral Springs Phase II</p> <p>Status: Memo sent to Commission 11/15/22 - RFB Document and Bid Schedule prepared for final review; awaiting approval to apply for building permit and submit to purchasing.</p>	Ongoing	
284	03/03/20		NDS	<p>Staff to take steps necessary to fulfill DRI regarding Heron Creek Scrub Jay Management.</p> <p>Status: Memo to Commission 10/19/21 - Staff to provide update to Commission at 11/23/21 meeting.</p>	December 2021	
338	09/22/20		City Manager	<p>Staff to 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 procurement process to expand Camoin Associates scope of work to conduct feasibility study for Activity Center 6.</p>	December 2022	
363	12/07/20		City Manager/ Utilities	<p>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	

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377	03/02/21		City Manager	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.  Status: Item for discussion scheduled for 11/23/21 meeting.	November 2021	
381	03/02/21		City Manager/City Attorney/City Clerk	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.	January 2022	
391	04/13/21		City Manager / Economic Development	City Manager to bring back an agenda item on incentives and environmental sustainability fee.	December 2021	
410	06/08/21		Public Works	A) 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) 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.	A) In Progress	B) July 2021
411	06/08/21		City Manager/NDS	A) Staff to schedule a joint meeting with EAB to discuss tree ordinance portion of Chapter 11 at 6pm on July 12th. B) 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) 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	C) July 2022	A) July 12, 2021 B) September 28, 2021

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415	06/17/21	21-1078	Public Works/Finance	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	Staff to schedule a water control structure and bridge workshop by December 2021.  Status: In progress for presentation at December 2, 2021 Workshop.	December 2, 2021	
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.	January 2022	
428	07/27/21	21-1052	City Manager	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 in December 2021.	December 2021	
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	

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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: Memo sent to Commission 10/19/21. Staff contacted the Jockey Club who invited staff to present at their 12/13 Meeting</p>	TBD	
432	09/28/21	21-1483	City Manager	<p>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.</p> <p>Status: In progress to bring to Commission with conversation of nonprofit leases.</p>	January/February 2022	
434	09/28/21	21-1268	NDS	<p>Staff to use the five consensus items for scrub jays as a means to conduct Commission directives and bring back to the Commission:</p> <ul style="list-style-type: none"> <li>A) Use St. Lucie code to review as potential guide to appease state and federal scrub jay permitting law</li> <li>B) Verify and update the scrub jay area map with actual sightings in the field</li> <li>C) Evaluate current environmental properties around the City to determine habitat areas</li> <li>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</li> <li>E) Bridge the gap and require nesting survey from FWS</li> </ul> <p>Status: In progress.</p>	TBD	

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435	10/12/21	21-1523	City Manager	<p>City Manager to work with Parks &amp; 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: The Parks and Recreation Department Annual Community Interest Survey was activated on October 25, 2021. This Survey includes questions seeking residents interest at the North Port Aquatic Center for the following items:            1) Offering a series of adult only events;            2) Attendance at adult only events with Beer/Wine Service and            3) Admission price range for adult only events.</p> <p>The Parks and Recreation staff will then take the following actions:            1) Critique the responses to these questions subsequent to the completion of the Survey;            2) Provide potential program changes to the City Manager for inclusion in a future Parks and Recreation Department budget and            3) Prepare a staff summary updating the Commission with the results of the Survey pertinent to these three questions and recommendations for potential program changes and budgetary needs.</p>	TBD	
436	10/12/21	21-1548	City Clerk City Manager	Staff to work toward process for communication between advisory boards and Commission including process for onboarding of board members and staff liaisons.	TBD	
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.            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	

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438	10/26/21	21-1690	City Manager	<p>City Manager to send a letter to "Sarasota County School Board with six consensus items as topics for discussion for upcoming Convocation of Governments:</p> <ol style="list-style-type: none"> <li>1) Add update on future school needs in North Port</li> <li>2) Add discussion for partnership on trades and internships for high school and higher education levels</li> <li>3) Add request for North Port to be included in school college and career night</li> <li>4) Add update on upcoming referendum</li> <li>5) Add update on STC expansion plans/phases for North Port campus</li> <li>6) Add discussion regarding installation of a traffic light at the high school and middle school entrances</li> </ol> <p>Status: Completed. Letter sent to School Board 11/2/2021</p>		November 2, 2021
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</p>	TBD	

Total # of active and completed directives	575
Total # of active directives	28
Total # of completed directives	547