

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) <b>1) HR Director is in process of meeting with the Principal</b> <b>2) Memo sent to Commission 12/20/18</b> <b>3) HR Director met with Principal Johnson on 12/19/18; a summary will follow of implementation of internship program</b> <b>4) Memo sent to Commission 9/16/19</b>	January 2020	
2	June 7, 2017	Parks and Recreation	Work with Sarasota County and Southwest Florida Water Management District for Deer Prairie Creek Connector Bridge.	<b>On hold pending outside agencies</b>	
6	July 27, 2017	City Manager	Logistics for Commissioner Town Hall meetings to be discussed at future Commission Meeting.	<b>Staff researching costs and delivery options</b>	
7	July 27, 2017	City Manager	Costs to follow US Flag Code; City Logo Flags and Future Agenda items <b>1) Memo sent to Commission 9/16/19</b>		September 1, 2019
8	July 27, 2017	City Manager	City Manager to discuss with Art Advisory Board the mural at the Senior Center. <b>Memo sent to Commission 9/19/18</b>	<b>On hold pending update to Commission on Art Fund</b>	
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?) <b>1) Memo sent to Commission 10/15/18</b> <b>2) Memo sent to Commission 3/11/19</b> <b>3) Memo sent to Commission 9/16/19</b>	November 2019	
15	February 13, 2018	City Manager	Staff to research Hurricane Irma grants. <b>1) Memo sent to Commission 9/16/19</b>	Ongoing	
20	April 10, 2018	NDS	Workshop on permitting and building processes and improvements. <b>1) Workshop postponed due to new Permit software coming online per CM</b>	On hold until new software is online	

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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 3) Memo sent to Commission 5/20/19	May 2019	
22	May 8, 2018	City Manager	Form a committee for the 2020 census. 1) Memo sent to Commission 9/16/19		September 10, 2019
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	September 5, 2019	September 5, 2019
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	
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	
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 3) Memo sent to Commission 9/16/19	In Progress	
38	July 10, 2018	City Manager	Estimate to widen southern section of River Road and timeline 1) CM to discuss with County Administrator 2) Will be discussed at October joint meeting with Sarasota County	October 2019	

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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) <b>1) Memo sent to Commission 11/19/18</b> <b>2) Commercial Gardens Ordinance currently in CAO for review</b> <b>3) Second reading for Community Gardens was tabled until Sept 2019 per Commission during May 14th Commission mtg</b> <b>4) Memo sent to Commission 9/16/19</b>		1) Community Gardens - September 2019 2) Commercial Gardens - July 23, 2019
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	In Progress	
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 <b>1) Memo sent to Commission 2/27/19</b> <b>2) Memo sent to Commission 4/15/19</b> <b>3) Memo sent to Commission 7/15/19</b>	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	Ongoing	
62	October 23, 2018	City Manager	Schedule workshop and create a committee to address language on Commission behavior; from conversation on Commission Handbook	September 17, 2019	

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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. <b>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</b> <b>2) Per Commission direction on March 7th, 2019 to come back with more information</b> <b>3) Memo sent to Commission 5/20/19</b> <b>4) Memo sent to Commission 7/15/19</b> <b>5) Memo sent to Commission 9/16/19</b>	October 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. <b>1) CM assigned this directive to NDS in March 2019</b> <b>2) Memo sent to Commission 7/15/19</b>	September 10, 2019	September 10, 2019
76	December 6, 2018	Public Works	Crosswalks at Heron Creek - spend the money to put in crosswalks <b>1) Memo sent to Commission 1/14/19</b>	In Progress	
86	January 3, 2019	Parks and Recreation	Staff provide regular updates on WMS sewer maintenance issues to Commission	Ongoing	
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. <b>1) Memo sent to Commission 2/19/19</b>	February 2019	Ongoing per Memo
99	January 22, 2019	City Manager	Schedule a joint meeting with Sarasota County to discuss Legacy Trail expansion to the City of North Port <b>1) Memo sent to Commission 4/15/19</b> <b>2) Memo sent to Sarasota County Commission 7/27/19</b>	April 2019	July 23, 2019

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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 23, 2019	July 23, 2019
109	February 7, 2019	NDS	1) 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. 2) Bring back ordinance - Currently in CAO review (9.4.19)	2) November 2019	1) June 11, 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.	2) Mobility Study - Draft February 2020	1) Impact Fee Study - Consultant hired June 4, 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. <a href="#">1) CM moved to September 2019 workshop</a>	September 17, 2019	
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. <a href="#">1) Memo sent to Commission 5/20/19</a>	September 5, 2019	September 5, 2019
117	March 4, 2019	Public Works	Staff to evaluate localized drainage improvements in the Dorothy area upstream of the R-ditches <a href="#">1) Memo sent to Commission 9/16/19</a>	September 2019	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. <a href="#">1) Memo sent to Commission 9/16/19</a>	October 2019	

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119	March 4, 2019	Public Works	Public Works to continue reaching out to SWFWMD and Sarasota County on the inflow reduction option. <a href="#">1) Memo sent to Commission 6/17/19</a> <a href="#">2) Memo sent to Commission 9/16/19</a>	June 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. <a href="#">1) Memo sent to Commission 9/16/19</a>	October 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	
<del>132</del>	<del>March 7, 2019</del>	<del>NDS/City Attorney</del>	<del>Staff look at the sunseting of existing non-conforming uses.</del>	<del>September 2019</del>	ON CAO's Report
136	April 1, 2019	NDS	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. <a href="#">1) Memo sent to Commission 9/16/19</a>	December 2019	
137	April 1, 2019	NDS	Provide Commission with map of neighborhood signs, with notation of whether signs are in City right of way or on private property. Items to include: ID Neighborhood locations, private ROW, or City. Who owns signs? Do we maintain sign? <a href="#">1) Map will be submitted end of July; #137 will be discussed in September with #136 and #187</a> <a href="#">2) Memo sent to Commission 9/16/19</a>	December 2019	Combined with #136
138	April 1, 2019	NDS	Provide more information and suggestions on criteria used to form neighborhoods. Updates to Comp Plan will be necessary, including neighborhood names and updated maps.	September 17, 2019	
141	April 10, 2019	NDS/Finance	Staff provide financial analysis on business tax collections. What are the pros and cons for flat fee and pros and cons for Business Tax during budget workshops	July 17, 2019	July 17, 2019
142	April 10, 2019	City Manager	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 <a href="#">1) Memo sent to Commission 5/20/19</a>		
143	April 23, 2019	Public Works	Staff bring back aesthetic requirement for street lighting within the US 41 corridor and activity centers to be city center green.	April 2020	

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148	May 14, 2019	NDS	Staff to research the environmental impact of the Heron Creek DRI. Include the semi annual reports that were to be provided. <a href="#">1) Memo sent to Commission 9/16/19</a>	December 2019	
149	May 14, 2019	NDS	Motion to staff to bring back recommendations from beautification committee with funding options.	Staff researching	
150	May 14, 2019	Public Works	Staff obtain cost estimates for stamped concrete within the Price Blvd Widening; research Commission meetings and minutes to determine if Commission approved a design speed and posted speed limit for Price between Sumter and Toledo Blade. Bring back information in a memo. <a href="#">1) Memo sent to Commission 9/16/19</a>	August 2019	September 2019
151	May 14, 2019	City Manager	Request for Art Advisory Committee to provide presentation to Commission with recommendations for a citywide art program. <a href="#">1. Memo sent to Commission 9/16/19</a>	October 2019	
152	May 14, 2019	City Manager	1) Request from Sarasota County the cost analysis report on Legacy Trail routes; provide copy to Commission, next available mtg put on agenda 2) Send a letter to Chair of County Commission and to County Administrator requesting a joint meeting to discuss Legacy Trail, River Road, etc. <a href="#">1) Copy of letter sent to Commission 7/15/19</a> <a href="#">2) Memo sent to Commission 9/16/19</a>	In Progress	2) Joint Meeting Request Letters. June 27th, 2019
156	May 28, 2019	PD	Staff bring back "Do the Right Thing" program partnership agreement with Kiwanis Club to July 23rd Meeting.	September 10, 2019	September 10, 2019
157	May 28, 2019	Parks and Recreation	Direct city staff to solicit a P3 willing to create new daycare, clothes closet, art center and pool as well as entire Dallas White entity to include design and construction to be brought back within the next 6 months.	November 2019	
158	May 28, 2019	Finance	Staff bring back and amendment to the city code allowing the disposition of assets through direct sale to another government without conducting an auction regardless of estimated market value of the asset. <a href="#">1) Memo sent to Commission 7/15/19</a> <a href="#">2) Memo sent to Commission 9/16/19</a>	October 2019	

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159	June 3, 2019	Public Works	City to send letter of support to MPO and elected officials to select and fund the interchange at Yorkshire. Request Sarasota County to send letter of support to MPO on interchange at Yorkshire. Letter sent to Sarasota County Administrator and to County Commission.	October 2019	
160	June 3, 2019	City Manager	City manager to work with Historical Cultural Board to hold a joint meeting to discuss the community hall of fame idea's.	September 2019	
162	June 3, 2019	City Manager	Hold a town meeting on the West Villages. 1) CM changed date from July to November	November 2019	
163	June 6, 2019	Parks and Rec/NDS	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. 1) Next step Parks staff meeting with artist on 9/12/19.	Attended Art Advisory Bd Mtg on 8/13/19	
165	June 6, 2019	Parks and Rec	Ask Parks and Rec Advisory Board, Art Advisory Bd, and Historical Bd to suggest art work, bricks, and infinity wall ideas to meet the goals of the Commission to have something at the Aquatic Center to last a life time. Provide all 3 boards an overall map of the Aquatic Center to determine best location. To come back to Commission on first Thursday mtg in September.	September 10, 2019	September 10, 2019
166	June 6, 2019	City Manager	Direct staff to establish a Complete Count Committee to promote 2020 Census 1) Memo sent to Commission 9/16/19	September 2019	September 10, 2019; same as #22
168	June 11, 2019	City Manager	Direct staff to schedule a workshop for setting up criteria for deferring impact fees that would involve input from ED mgr, Economic Advisory Bd, and Chamber.	November 2019	
169	June 11, 2019	NDS	Direct staff to ask Consultant who is doing Impact Study to ask about including affordable housing. 1) Consultant was asked about impact fee relationship to affordable housing, will have a response in Sept.	September 2019	1) Impact Fee Study - Consultant hired June 4, 2019. Affordable Housing will be incorporated in study
175	June 17, 2019	Public Works	City Manager to send email to Commissioners in reference to: meeting results, emails, comments, etc. for Tropciare Blvd. Pedestrian and Bicycle Ways Shared Use Path. Possible variable option - Van Camp sidewalk and Tropicaire sidewalk costs only, no multi-use path.	October 2019	
176	June 17, 2019	City Manager	Memo update on Escheated Lot Funds	October 2019	

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177	June 19, 2019	City Manager	Memo/draft of Uniform reimbursement of up to \$100 for Commissioners uniforms - every other year. Add policy to handbook	September 10, 2019	September 10, 2019
178	June 19, 2019	City Manager	Create agenda item on Commissioner's Training & Per Diem money. Bring back to Commission end of July.	September 10, 2019	September 10, 2019
179	June 19, 2019	Parks and Rec/NDS	Staff to start process to have event at Braves stadium for 60th anniversary - i.e. Diamond Drop on New Year's Eve - 12/31/19. Have event to pull communities (Venice, Englewood) together. Utilize Chamber, Braves staff, etc. <a href="#">1) Memo sent to Commission 9/16/19</a>		September 2019
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 <a href="#">1) Memo sent to Commission 7/15/19</a> <a href="#">2) Memo sent to Commission 9/16/19</a>	October 2019	
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 2020	
182	June 25, 2019	City Manager	CM to bring back Resolution for the National League of Cities Water and Sewer Line Warranty Program for consideration at a September meeting. <a href="#">1) Memo sent to Commission 9/16/19</a>	November 2019	Jason
183	June 25, 2019	City Manager	1) Direct CM to contact Sarasota County Land Acquisition Agent (Brie) in reference to ESLOC land; inquire process for land to be deeded over to the City. Request ESLOC monies to be used for Spring Haven, Myakkahatchee Creek Tier 1, Tier 2, Zone 3, Constitution and scrub jay areas. 2) Send letter to County approve ESLOC for Constitution from City Manager. Bring back information on Sarasota County Env Sensitive Referendum and implication to NP tax base. <a href="#">1) Copy of letter sent to Commission 7/15/19</a>	1) September 2019	2) July 10, 2019
184	June 25, 2019	City Manager	Update Commission Handbook - Define how Mayor runs meetings; amending agendas 24hrs before meeting.	September 17, 2019	
186	July 1, 2019	City Manger	Bring back draft of the 2020 State and Federal Legislative Priorities for review and discussion	July 23, 2019	July 23, 2019
187	July 1, 2019	NDS	Staff to take pictures of neighborhood signs in North Port <a href="#">1) Memo sent to Commission 9/16/19</a>	December 2019	Combined with #136

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188	July 11, 2019	Public Works	Provide memo to Commissioners and Mr. English ref: soil sampling of outfalls at Sabal Trace <a href="#">1) Memo sent to Commission 9/16/19</a>	September 2019	September 2019
189	July 11, 2019	City Manager/City Attorney	Work with Commissioner Carusone to draft a resolution in support of finding ways to have equitable distribution of 911 Funds		July 23, 2019
190	July 16, 2019	Finance	Budget to actuals report for FY18 salaries and capital projects; what is dollar amount of savings that went into fund balance by department. <a href="#">1) Memo sent to Commission 9/16/19</a>	September 2019	September 2019
191	July 16, 2019	HR	Evaluate internal promotion process and percentage increases, show impact to current staff salary changes; include what the process was, process now and staff it has affected.	November 2019	
192	July 16, 2019	Finance	Money we were supposed to get from UTC; CM send memo on money we were to receive for taxes due from Manatee County	October 2019	
193	July 16, 2019	HR	Consensus to have Clerk's Office evaluate Administrative Services Specialist position and the work done for the Commission in order to determine if future classification change is necessary 1) Was on 9/5/19 agenda, Commission voted to move this item to the October 7, 2019 workshop	October 2019	
194	July 16, 2019	City Manager	Provide RFQ for Records Consultant to Commission (done July 2019)		July 2019
195	July 16, 2019	City Manager	Consensus that future City publications (i.e. North Re-Port) should include highlights of the West Villages Improvement District (done July 2019)		July 2019
196	July 16, 2019	Finance	Consensus to Invest in plaques to note initiative (pool budgeting) of 2009 Commission	October 2019	
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	October 2019	
198	July 17, 2019	Social Services/Finance	Complete study for rental costs for non-profits at Social Services Building, to include direct costs, utilities and repairs and all upkeep	September 24, 2019	
199	July 17, 2019	NDS	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.	January 2020	

