

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>	August 2019	
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>	
3	June 27, 2017	NDS	Staff to bring back revised neighborhood maps in the Comp Plan for discussion (2-54 thru 2-82). In minutes it's item 11 on page 3 <b>1) Jan 22nd mtg motion to move to workshop</b>	April 2019	
4	July 3, 2017	City Manager	City Manager to give full update on the Walgreens Funding aka "clock" artwork at Sumter & Price - \$10k (minutes item #3 on page 2) found discussion also in 5/23/15 meeting. <b>1) Memo sent to Commission 9/19/18</b>	<b>On hold pending "call to artists" per memo</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>Staff researching</b>	
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>	
9	September 7, 2017	Public Works	Mulching and Transfer Station project presentation. <b>1) Memo sent to Commission on 11/19/18</b> <b>2) Memo sent to Commission 2/19/19</b> <b>3) Memo sent to Commission 2/27/19</b>	March 19, 2019	

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11	October 24, 2017	Public Works	Check on payment to fill pothole on Outreach Way from 7 years ago.	<a href="#">Staff is working on getting this property turned over to the City</a>	
12	November 13, 2017	NDS	Revitalization mechanism and stop gap for redevelopment and blight (minutes: Public comment section #8) <a href="#">1) Jan 22nd mtg motion to move to a workshop</a>	April 2019	
13	January 9, 2018	City Manager	City Manager to check on County funding sources for pool; Sarasota interest in using pool for school teams and programming (page 11 #6) <a href="#">1) Memo sent to Commission 2/19/19</a> <a href="#">2) Memo sent to Commission 3/11/19</a>	March 2019	March 2019
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?) <a href="#">1) Memo sent to Commission 10/15/18</a> <a href="#">2) Memo sent to Commission 3/11/19</a>	September 2019	
15	February 13, 2018	City Manager	Staff to research Hurricane Irma grants.	Ongoing	
17	March 6, 2018	Public Works	1) Send letter to FDOT prioritizing Access roads on 41, I-75 corridor connect to Honore - <a href="#">Memo sent to Commission 1/14/19</a> 2) Invite DOT to give Commission a presentation - <a href="#">Scheduled for March 2019</a>	2) March 19, 2019	1) January 2019
19	April 5, 2018	Parks and Recreation	Warm Mineral Springs - Arborist to conduct tree survey and submit to the consultant <a href="#">1) Memo sent to Commission 12/20/18</a> <a href="#">2) Memo sent to Commission 3/11/19</a>	December 2018	
20	April 10, 2018	NDS	Workshop on permitting and building processes and improvements. <a href="#">1) Workshop postponed due to new Permit software coming online per CM</a>	August 2019	

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21	April 26, 2018	City Manager	Workshop for Community Hall of Fame and historical timeline in City Hall <a href="#">1) Moved to March 2019 per CM</a> <a href="#">2) Moved to May workshop per CM</a>	May 2019	
22	May 8, 2018	City Manager	Form a committee for the 2020 census.	<a href="#">Staff researching</a>	
23	June 4, 2018	Parks and Recreation	Acoustics for Morgan/Mullen Center CIP	February 2019	February 26, 2019
24	June 6, 2018	City Clerk/City Manager	Workshop on PRR city wide; how it's done vs policy <a href="#">1) To be discussed after consultant provides training</a>		
25	June 6, 2018	Police Department/ Social Services	Review Sarasota County ordinance on homelessness and draft ordinance (minutes p3 #3)	June 2019	
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. <a href="#">1) Memo sent to Commission 9/19/18</a>	Grant funding being applied for	
28	June 12, 2018	City Manager Police Department	CM to implement the City of NP to join the Homeless Outreach Team with Sarasota County. <a href="#">1. Memo sent to Commission 3/11/19</a>	March 2019	March 2019
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. <a href="#">1) Memo sent to Commission 9/19/18</a> <a href="#">2) Memo sent to Commission on 10/15/18 update on stormwater plan</a>	Memo to CM August 2018	

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34	July 5, 2018	NDS	Bring back 1st reading of Food Truck Ordinance 1) Memo sent to Commission 1/14/19 2) Memo sent to Commission 2/19/19	April 2019	
35	July 5, 2018	NDS	Arrange tour with Building Dept for on-line inspection (page 3, #14) 1) This is an open invitation to Commissioners	Pending 1on1 meetings with Commissioners	
38	July 10, 2018	City Manager	Estimate to widen southern section of River Road and timeline 1) CM to discuss with County Administrator	October 2018	
39	July 10, 2018	Police Department	Expedite body cameras to FY19 budget and implementation for purchase 1) On 11/13/18 Commission mtg approved to test and evaluate body camera's; will bring back in March 2019 if approved for budget amendment	2) March 19, 2019 - second reading of budget	1) March 5, 2019 approved contract
42	July 16, 2018	Economic Development	Agenda item for sister city program (minutes consensus page 4) 1) Memo sent to Commission 1/14/19	April 2019	
43	July 17, 2018	Parks and Recreation	Spring Break survey for 19/20 (minutes page 3 #4)	April 2019	
44	July 17, 2018	NDS	Agenda item for code revisions for property standards	April 2019	
45	July 24, 2018	City Manager	CM to send letter to Sarasota County to request a joint meeting to discuss Park; regional park definition; river road, single stream recycling, mosquito control		August 2, 2018
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) 1) Memo sent to Commission 11/19/18 2) Commercial Gardens Ordinance currently in CAO for	May 2019	
47	September 6, 2018	City Manager	To go out for RFP for the State Lobbyist contract 1) In Process	January 2019	

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48	September 6, 2018	City Manager/ City Attorney	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	
49	September 6, 2018	Finance	Send Commission memo on option to use of forfeiture lien monies to fund Drug Free Youth	Staff researching	
50	September 11, 2018	City Manager	For 2019 Strategic Plan provide a breakdown of the strategic summary plan to identify operational focus for 1st year, 2nd year, etc. 1) Per CM this will be part of the budget assumptions meeting on March 6th.	March 6, 2019	March 6, 2019
51	September 25th, 2018	Public Works	1) Draft a Resolution (work with Comm Luke) similar to what Venice brought to Commission, asking residents to voluntarily stop using fertilizer; 2) Bring back Fertilizer Ordinance for review and discussion; with recommendations from staff; 3) Request Mote Marine to do a presentation on Red Tide	2) Fertilizer Ordinance - March 4, 2019	1) Resolution to Commission October 9, 2018 2) Fertilizer Ordinance - March 4, 2019 3) Presentation from Mote Marine on Red Tide December 6, 2018
53	October 4, 2018	Public Works	Place a sidewalk closed sign in advance of the Heron Creek Golf Cart Crossing Bridge 1) A temporary sign is installed and a standard b/w sign has been ordered 2) Memo sent to Commission 12/20/18 3) Memo sent to Commission 2/19/19 4) Memo sent to Commission 3/11/19	March 2019	March 2019
55	October 9, 2018	NDS	Staff to bring back 1st reading of proposed nonconforming use amendment similar to example provided at 10.9.18 mtg with research and recommendations on existing nonconforming uses and unintended consequences after taking to PZAB 1) Memo sent to Commission 2/19/19	May 2019	1st Reading - March 7, 2019
57	October 9, 2018	City Manager	CM reach out to NPHS for use of Commission Chambers for delegates from Rome who wish to do a presentation. 1) CM reached out to school and settled on March 7, 2019 at 5:30pm or 6:00pm , Special Mtg 2) This meeting occurred at the NPHS Performing Arts Center on February 18, 2019 at 6pm	March 2019	February 18th, 2019
58	October 23, 2018	Finance	Include US41 Multi-Use Trails project in CIP budget for FY20-24	June 2019	

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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 <a href="#">1) Memo sent to Commission 2/27/19</a>	March 19, 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) Staff researching	<a href="#">2) November 2018 - Promoted Huskies on social media and website</a>
61	October 23, 2018	NDS	Provide monthly updates to Commission on ULDC updates	In Progress	
62	October 23, 2018	City Manager	Schedule workshop and create a committee to address language on Commission behavior; from conversation on Commission Handbook	<a href="#">Will work with Clerk on identifying date in early 2019</a>	
63	October 23, 2018	City Manager	Direct Community Outreach Coord to hold a charette with all Art organizations including local students to request input for murals and cost estimates; Second step call to artists, ideas should represent purpose of building , senior center. Find out how much the murals cost in Punta Gorda	April 2019	
65	November 5, 2018	City Manager	1) Commission direct CM to schedule a tour of North Port for newly elected Legislators. 2) Invite Legislators to public meeting where we will do a presentation on our legislative priorities for first meeting in December and schedule informal meetings with Commissioners with Legislators. <a href="#">2) Due to the newness of both state elected officials, this directive is in progress regarding the individual meetings between Commissioners</a> <a href="#">3) Scheduling meetings in progress with Rep Buchanan</a>	February 2019	1) January 3, 2019 - Tour and Commission meeting presentation

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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>	March 7, 2019	
67	November 5, 2018	NDS	Pros and cons overview the current policy and procedure for exemptions what are the other 3rd party easements and city easements. How can we allow sheds within the easement where wells exist all related to sheds. Workshop within 4-6 months	April 2019	
69	November 13, 2018	Public Works	Bring back information at Road and Drainage Mtg about changing the city center green street lights in place along 41 as well as uninstalled. The blue signs s/b lighted. Provide maintenance costs. <b>1) Memo sent to Commission 3/11/19</b>	April 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>	July 2019	
72	December 3, 2018	NDS	Tree Ordinance - staff to compile a side-by-side comparable of ordinances from Gainesville, Jacksonville, Sarasota County, North Port and the City of Tallahassee, for commercial and residential and to note what is missing based on community input. <b>1) At the March 4th workshop Commission directed staff to come back with more information</b>	June 2019	
73	December 3, 2018	NDS	Tree Ordinance - to continue to a workshop in March and review the Environmental Advisory Board (EAB) recommendations at that time <b>1) At the March 4th workshop Commission directed staff to come back with more information</b>	June 2019	

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74	December 6, 2018	Public Works	For Big Slough Study- provide a timeline, checklist (environmental, wetland, archeological and historical studies) and costs in order to move forward in obtaining a conceptual permit from the Southwest Florida Water Management District. <a href="#">1) Memo sent to Commission 1/14/19</a>	March 4, 2019	March 4, 2019
75	December 6, 2018	Public Works	Discussion and possible action for a Resolution for the City of North Port to become a member of American Flood Coalition. Commission consensus to contact City of Sarasota and City of Venice to see what they are planning to do <a href="#">1) Memo sent to Commission 3/11/19</a>	2) April 2019 - Resolution to Commission	1) Staff contacted cities in February 2019
76	December 6, 2018	Public Works	Crosswalks at Heron Creek - spend the money to put in crosswalks <a href="#">1) Memo sent to Commission 1/14/19</a>	In Progress	
79	December 11, 2018	Public Works	CM provide memo on options for speed enforcement along Price Blvd;work with PD to determine if there is a speeding issue	In Progress	
80	December 11, 2018	Public Works	Staff to look into preventing left-hand turns form the access road on Price Blvd	April 2019	
86	January 3, 2019	Parks and Recreation	Staff provide regular updates on WMS sewer maintenance issues to Commission	Ongoing	
89	January 3, 2019	City Manager	Staff to have a conversation with the Braves to discuss a joint effort with the city to promote their grand opening and the City's anniversary.	In Progress	
91	January 3, 2019	City Manager	Staff to bring back a solidified contract to the Commission for a decision regarding the community video <a href="#">1) Memo sent to Commission 3/11/19</a>	April 2019	
92	January 3, 2019	City Manager	Staff to bring back additional information of the banners regarding designs,locations,size limits and length of time.	Staff researching	
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. <a href="#">1) Memo sent to Commission 2/19/19</a>	February 2019	Ongoing per Memo
97	January 14, 2019	Utilities	Bring back additional information per Commission direction on Utilities Neighborhood Expansion Project at future workshop.	May 2019	
98	January 22, 2019	Public Works	Provide process of how road projects are selected, ranked and submitted to MPO on future existing workshop	April 2019	



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99	January 22, 2019	City Manager	Schedule a joint meeting with Sarasota County to discuss Legacy Trail expansion to the City of North Port	April 2019	
102	January 22, 2019	NDS	Move NP Neighborhood Revitalization Plan to an upcoming workshop	Same as #12	
104	January 22, 2019	City Manager	Send resolution No. 2018-R-27 on Land Acquisition to FLC, Elected Officials , state and local governments with changes. Cover letter asking revaluation of priorities.	February 2019	February 28, 2019
105	January 22, 2019	City Manager	CM send finalized River Road Fund Agreement to Commission <b>1) Fund agreement going before Sarasota Commission on Feb 13, 2019</b>	February 2019	March 6, 2019
106	January 22, 2019	City Manager	CM to research way to honor Richard Lockhart	April 2019	
107	February 4, 2019	Human Resources	Write a policy on how to address issues with Charter Officer Departments as an agenda item.	April 2019	
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 2019	
109	February 7, 2019	NDS	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.	June 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.	August 2019	
111	February 7, 2019	NDS	Create an ordinance to raise current impact fees now to 75% of the 2011 study. Bring back research with this ordinance on the following: 1) List of what each impact fee can be used for ; 2) Comparison of last 3 FY's collected impact fees at current rate, 60%, 75%, and 100%.	June 2019	
112	February 12, 2019	Public Works	Bring back a resolution to create a Flood Coalition for City of North Port	April 2019	

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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.	July 2019	
114	February 26, 2019	City Manager	Apparent shortage of SCAT drivers and routes in North Port are not being served. Consensus to send letter to SCAT Administrator, Sarasota County Commission and Sarasota County Administrator about concerns and inquire about resolving issues, with a two month time line on response. Commissioners should be cc'd on the letter.	April 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.	May 2019	
	<b>Total # of directives</b>	<b>81</b>			
<p>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.</p>					