

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>	
5	July 25, 2017	Parks and Recreation	Workshop/meeting on camping ordinance (reschedule to future date) <b>1) Per CM moved from Dec 2018 to Feb 2019</b> <b>2) Memo sent to Commission 2/19/19</b>	February 2019	February 2019
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>	

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9	September 7, 2017	Public Works	Mulching and Transfer Station project presentation. <a href="#">1) Memo sent to Commission on 11/19/18</a> <a href="#">2) Memo sent to Commission 2/19/19</a>	February 26, 2019	
10	October 10, 2017	City Manager /City Attorney	Workshop/special meeting on Advisory boards - qualifications and applications, quorum requirements, residency (snowbirds) 3/5/18 rescheduled to a future date. <a href="#">1) Workshop - July 2, 2018</a> <a href="#">2) Ordinance - 1st Reading 1/8/19</a>	January 22, 2019 2nd Reading	January 22, 2019
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="#">March 2019</a>	
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>	March 2019	
15	February 13, 2018	City Manager	Staff to research Hurricane Irma grants.	Ongoing	
16	March 5, 2018	City Manager	Workshop rescheduled: Advisory boards.	January 22, 2019	January 22, 2019

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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>	1) January 2019 2) March 2019	
18	March 8, 2018	NDS	Mobility fee vs impact fee at current rate and at the 100% rate for comparison; dollar amounts for each category collected from past 2 years. <a href="#">1) Per CM moved from Dec 2018 to Feb 2019</a>	February 7, 2019	February 7, 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>	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	
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>	March 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	
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>		

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25	June 6, 2018	Police Department/ Social Services	Review Sarasota County ordinance on homelessness and draft ordinance (minutes p3 #3)	In review with CAO	
26	June 7, 2018	NDS	Staff bring back proposal to use Code Enforcement fines to be designated for beautification/revitalization programs. <a href="#">1) Memo sent to Commission 2/19/19</a>		February 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.	In review with CAO	
29	June 12, 2018	City Manager Finance	CM to send via email any change order to the Commissioners for the Aquatic Center.	Ongoing	
30	June 12, 2018	Police Department	Direction to staff to bring back first reading ordinance that utilizes the Cape Coral program for gas pumps and all outside machines.	February 12, 2019	February 12, 2019
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	
32	June 26, 2018	City Manager Human Resources	Bring back in September as an agenda item Charter Officer Performance Review process ; <del>Schedule Ms. Moore to do a presentation on 360 evaluations.</del> <a href="#">Ms. Moore cancelled her 9/6/18 presentation (email sent to Commissioners 8/8/18)</a> <a href="#">CM asked HR to bring back presentation in November on 360 Evals</a>		1) February 4, 2019 Charter Officer Perform Review 2) Presentation on 360 evals completed November 1st 2018

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33	July 5, 2018	NDS	Discussion on the development of an Artisan Market	February 7, 2019	February 7, 2019
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	
36	July 9, 2018	Parks and Recreation	Various sponsorship opportunities for the Aquatic Center 1) Memo sent to Commission 1/14/19	April 2019	
37	July 10, 2018	Public Works	Price Blvd. cost projections 1) Memo sent to Commission 11/19/18	January 22, 2019	January 22, 2019
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	March 2019	
40	July 10, 2018	City Manager/ Human Resources	CM comparisons of various cities (size, population) to include benefits, salaries and experience level	February 4, 2019	February 4, 2019
41	July 10, 2018	City Manager/Human Resources	Workshop on how HR, Charter Officers and Commission should handle issues with a Charter Officer Department	2) HR to bring back policy April 2019	1) February 4, 2019
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	

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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) <a href="#">1) Memo sent to Commission 11/19/18</a> <a href="#">2) Commercial Gardens Ordinance currently in CAO for review</a>	May 2019	
47	September 6, 2018	City Manager	To go out for RFP for the State Lobbyist contract <a href="#">1) In Process</a>	January 2019	
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	<a href="#">In Progress</a>	
49	September 6, 2018	Finance	Send Commission memo on option to use of forfeiture lien monies to fund Drug Free Youth	<a href="#">Staff researching</a>	
50	September 11, 2018	Lear	For 2019 Strategic Plan provide a breakdown of the strategic summary plan to identify operational focus for 1st year, 2nd year, etc. <a href="#">1) Per CM this will be part of the budget assumptions meeting on March 6th.</a>	March 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 2019	<a href="#">1) Resolution to Commission 10.9.18</a> <a href="#">3) Presentation from Mote Marine on Red Tide 12.6.18</a>
52	September 25th, 2018	City Manager/ City Attorney	Draft a Resolution which encourages legislature honor Amendment 1 - State Legislature - Trust Fund Commissioner McDowell	January 2019	January 22, 2019

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53	October 4, 2018	Public Works	Place a sidewalk closed sign in advance of the Heron Creek Golf Cart Crossing Bridge <b>1) A temporary sign is installed and a standard b/w sign has been ordered</b> <b>2) Memo sent to Commission 12/20/18</b> <b>3) Memo sent to Commission 2/19/19</b>	March 2019	
54	October 4, 2018	City Manager	Research agreement and intent of \$6M for first phase of River Road and \$2M obligation. <b>1) Update: Agreement is being finalized with the legal departments of both entities.</b>	January 2019	January 22, 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 <b>1) Memo sent to Commission 2/19/19</b>	May 2019	
56	October 9, 2018	NDS	Staff draft ordinance to permit pawn shops in AC1	January 8, 2019 1st reading/ 2nd reading January 22, 2019	January 22, 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. <b>1) CM reached out to school and settled on March 7, 2019 at 5:30pm or 6:00pm , Special Mtg</b>	March 2019	
58	October 23, 2018	Finance	Include US41 Multi-Use Trails project in CIP budget for FY20-24	June 2019	
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	February 26, 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	<b>2) November 2018 - Promoted Huskies on social media and website</b>
61	October 23, 2018	NDS	Provide monthly updates to Commission on ULDC updates	In Progress	

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62	October 23, 2018	City Manager	Schedule workshop and create a committee to address language on Commission behavior; from conversation on Commission Handbook	Will work with Clerk on identifying date in early 2019	
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	
64	November 1, 2018	Human Resources	Staff bring back new evaluation forms to be used for the Charter Officers. Each evaluation (form) should be position related, based off of contractual and charter duties to be brought back to a Special Meeting by February 2019 for Commission review.	February 4, 2019	February 4, 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. 2) Due to the newness of both state elected officials, this directive is in progress regarding the individual meetings between Commissioners 3) Scheduling meetings in progress with Rep Buchanan	February 2019	1) January 3, 2019 - Tour and Commission meeting presentation
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. 1) Per CM this will be a discussion item for 2/26/19 mtg	February 26, 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	
68	November 5, 2018	NDS	Direction to repeal the previously added exemption for planned communities 1) Repeal died on 1/22, not moving forward. ULDC Consultant to address noise issue in rewrite		



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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.	March 2019	
70	November 13, 2018	City Manager	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.	March 2019	
71	December 3, 2019	NDS	For ULDC staff make sure that the intent and the history of codes are applied the way they should be so that people can understand the meaning of them. <a href="#">1) This will be part of the ULDC re-write</a>		
72	December 3, 2019	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.	March 2019	
73	December 3, 2019	NDS	Tree Ordinance - to continue to a workshop in March and review the Environmental Advisory Board (EAB) recommendations at that time	March 2019	
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 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	March 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	
77	December 6, 2018	City Manager	Provide information on staff liaisons and advisory board responsibilities	February 7, 2019	February 7, 2019
78	December 6, 2018	City Manager	IT department to check to ensure citizens who already signed up for ULDC updates won't have to sign up again		February 2019
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	

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80	December 11, 2018	Public Works	Staff to look into preventing left-hand turns from the access road on Price Blvd	April 2019	
81	December 17, 2018	Human Resources	Offer Ms. Heather Taylor the position as Deputy Clerk and to bring back a contract for Commission approval within 30 days or sooner.		January 3, 2019
82	December 17, 2018	Human Resources	Directive that all four candidates will be contacted on December 17th about the status of the position.		December 17, 2018
83	January 3, 2019	City Manager	PIO contact Shaina Ling, Ms. Teen USA contestant representing Sarasota County and promote funding efforts on the City's social media sites.		January 3, 2019
84	January 3, 2019	City Manager	City help solicit sponsorship of individuals and businesses along with the Chamber and Chamber members and any other partnership that the City has to find a way to earn the capital needed for Ms. Ling to represent the County. <a href="#">1) Memo sent to Commission 2/19/19</a>		January 2019
85	January 3, 2019	City Manager	On Legislative Priorities, add the word "hurricane" to the evacuation route description		January 2019
86	January 3, 2019	Parks and Recreation	Staff provide regular updates on WMS sewer maintenance issues to Commission	Ongoing	
87	January 3, 2019	City Manager	City's 60th Anniversary logo design. Consensus to use logo option #3 with changing colors as applicable		January 3, 2019
88	January 3, 2019	Public Works	To inquire with John Rawling, NPHS if showcase will be built before June 18th. Provide update to the Commission. <a href="#">1. Memo sent to Commission 2/19/19</a>		February 2019
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	
90	January 3, 2019	City Manager	Art mural at Senior Center, communicate to Commission balance in Art in Public Places Fund <a href="#">1) Memo sent to Commission 2/19/19</a>	February 2019	
91	January 3, 2019	City Manager	Staff to bring back a solidified contract to the Commission for a decision regarding the community video	March 2019	

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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	
93	January 3, 2019	City Manager	Send VM McDowell scope of services for RFP for Clerk consultant for Public Records Mgmt.		January 4, 2019
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	
95	January 8, 2019	City Manager	Staff to work with Rich Suggs to bring back more information on Economic Development at a Commission meeting (tbd).		January 29, 2019
96	January 8, 2019	City Manager	Meet with Citizen regarding issue with Police Department.		January 2019
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	
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	
100	January 22, 2019	City Manager	Send resolution No. 2019-R-02 on Supporting Child Welfare Reform to FLC, Elected Officials, state and local governments		January 29, 2019
101	January 22, 2019	NDS	Staff to work with ULDC consultants to address noise ordinance <a href="#">1) This will be addressed in the ULDC re-write</a>		
102	January 22, 2019	NDS	Move NP Neighborhood Revitalization Plan to an upcoming workshop	April 2019	
103	January 22, 2019	City Manager	Promote ASAP Youth Council at schools, social media, etc. for students to apply		February 5, 2019
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	
105	January 22, 2019	City Manager	CM send finalized River Road Fund Agreement to Commission <a href="#">1) Fund agreement going before Sarasota Commission on Feb 13, 2019</a>	February 2019	
106	January 22, 2019	City Manager	CM to research way to honor Richard Lockhart	April 2019	