

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	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.	On hold pending outside agencies	
6	July 27, 2017	City Manager	Logistics for Commissioner Town Hall meetings to be discussed at future Commission Meeting. 1) Memo sent to Commission 10/15/19		October 1, 2019
8	July 27, 2017	City Manager	City Manager to discuss with Art Advisory Board the mural at the Senior Center. Memo sent to Commission 9/19/18	October 3, 2019	October 3, 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?) 1) Memo sent to Commission 10/15/18 2) Memo sent to Commission 3/11/19 3) Memo sent to Commission 9/16/19	March 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 new software is online	
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	September 23, 2019	September 23, 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	

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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 4) Memo sent to Commission 10/15/19	January 2020	
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 2, 2019	October 2, 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 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) In CAO Review	2) November 2018 - Promoted Huskies on social media and website

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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	September 17, 2019
66	November 5, 2018	NDS	<p>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.</p> <p>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</p> <p>2) Per Commission direction on March 7th, 2019 to come back with more information</p> <p>3) Memo sent to Commission 5/20/19</p> <p>4) Memo sent to Commission 7/15/19</p> <p>5) Memo sent to Commission 9/16/19</p> <p>6) Memo sent to Commission 10/15/19</p>	December 2019	
76	December 6, 2018	Public Works	<p>Crosswalks at Heron Creek - spend the money to put in crosswalks</p> <p>1) Memo sent to Commission 1/14/19</p> <p>2) Memo sent to Commission 10/15/19</p>		October 2019
86	January 3, 2019	Parks and Recreation	<p>Staff provide regular updates on WMS sewer maintenance issues to Commission</p> <p>1) Repair completed in September 2019</p>		September 2019
94	January 7, 2019	Parks and Recreation	<p>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.</p> <p>1) Memo sent to Commission 2/19/19</p>	February 2019	Ongoing per Memo

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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	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 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.	2) January 2020 (Phase 1)	1) September 17, 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. 1) Memo sent to Commission 9/16/19 2) Memo sent to Commission 10/15/19	December 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. 1) Memo sent to Commission 6/17/19 2) Memo sent to Commission 9/16/19 3) Memo sent to Commission 10/15/19	January 2020	
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. 1) Memo sent to Commission 9/16/19 2) As of 10.6.19 in CAO review will be moved to November 2019	November 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 22, 2019	
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. 1) Memo sent to Commission 9/16/19	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? 1) Map will be submitted end of July; #137 will be discussed in September with #136 and #187 2) Memo sent to Commission 9/16/19	December 2019	Combined with #136
138	April 1, 2019	NDS	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. 1) Motion made at 9/17/19 mtg to provide further discussion on neighborhoods before conversation on city owned properties	December 2019	1) September 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 1) Memo sent to Commission 5/20/19	In Progress	

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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	
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. 1) Memo sent to Commission 9/16/19	December 2019	
149	May 14, 2019	City Manager/NDS	Motion to staff to bring back recommendations from beautification committee with funding options. 1) Memo sent to Commission 10/15/19	October 2019	October 2019
151	May 14, 2019	City Manager	Request for Art Advisory Committee to provide presentation to Commission with recommendations for a citywide art program. 1. Memo sent to Commission 9/16/19	October 3, 2019	October 3, 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. 1) Copy of letter sent to Commission 7/15/19 2) Memo sent to Commission 9/16/19	October 2, 2019	October 2, 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	

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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. 1) Memo sent to Commission 7/15/19 2) Memo sent to Commission 9/16/19	In CAO Review	
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. 1) Memo sent to Commission 10/15/19	October 2019	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	September 23, 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. 2) Memo sent to Commission 10/15/19	May 2020	
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	
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. 1) Memo sent to Commission 10/15/19	October 2019	October 2019
176	June 17, 2019	City Manager	Memo update on Escheated Lot Funds	October 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 1) Memo sent to Commission 7/15/19 2) Memo sent to Commission 9/16/19	October 22, 2019	

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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. 1) Memo sent to Commission 9/16/19	November 2019	
184	June 25, 2019	City Manager	Update Commission Handbook - Define how Mayor runs meetings; amending agendas 24hrs before meeting.	September 17, 2019	September 17, 2019
187	July 1, 2019	NDS	Staff to take pictures of neighborhood signs in North Port 1) Memo sent to Commission 9/16/19	December 2019	Combined with #136
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 7, 2019	
196	July 16, 2019	Finance	Consensus to Invest in plaques to note initiative (pool budgeting) of 2009 Commission	In Progress	
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 1) Memo to Commission 10/15/19	October 2019	

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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	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	
200	July 18, 2019	City Manager/Parks and Recreation	City Manager to continue to work on a secondary plaque recognizing those Commissions who were involved in planning and budgeting for the Aquatic Center. If there is an issue that go beyond 2nd plaque that it is brought back to the Commission.	Pending Commission direction	
203	August 29, 2019	Public Works	Bring back ordinance that will allow suspension of code enforcement for lack of mowing	January 2020	
204	September 5, 2019	City Manager	Direct the City Manager to send a letter to Sarasota County to see about purchasing San Mateo, Chamberlain, Kemsler and all lands along the Myakkahatchee Creek subject to North Port City long term goals and objectives for park lands. 1) This directive will include applying via applications not thru letters to Sarasota County for each property to be considered for nomination; estimated to be completed by end of October.	October 2019	
205	September 5, 2019	Utilities	Request staff get with Sherry Straub to bring back presentation on Nature Bill or Rights with Clear Water Now, Inc.	November 2019	
206	September 10, 2019	Public Works	Schedule a joint meeting with Environment Advisory Board to include a presentation from staff on Aquatic Spraying.	December 2019	
207	September 10, 2019	City Manager	Develop an Advisory Board Handbook to include procedures, policies, links to videos.	December 2019	
208	September 10, 2019	City Manager	Bring procedure back for City Charter Officers for time off provisions for Oct 7th Workshop	October 7, 2019	
209	September 10, 2019	City Manager/NDS	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.	1) October 28th, 2019	

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210	September 10, 2019	City Manager	Schedule time to allow Choices and Chances to be shown in the City Chambers	October 17, 2019	
211	September 10, 2019	Public Works	Schedule presentation on property exemptions for special district assessments at a future Public Meeting. To include what we are doing now, what the law allows.	January 2020	
212	September 17, 2019	NDS	Provide a memo on costs associated with charging fees for new tree activities on SFR's and commercial properties accounting for the arborist and environmentalists time.	November 2019	
213	September 17, 2019	Parks and Recreation	For West Villages Town Hall meeting on Nov 5th, Parks set up an information table highlighting WMSP and NPAC. Also distribute Holiday Guide.	November 5, 2019	
214	September 23, 2019	NDS	Request Sarasota County archeologist to do a presentation to Commission.	In progress, waiting on availability of County staff before scheduling.	
215	September 23, 2019	NDS	Have staff provide the 2015 map of known archeological locations to Commission	November 2019	
216	September 23, 2019	Parks and Recreation	Staff come back to HCAB and P&R Adv Bd with proposed location to relocate Veterans Park and present to Commission	May 2020	
217	September 23, 2019	City Manager	Have City Manager work with VFW to locate Veterans Day event somewhere in the City Hall complex	November 2019	
218	September 24, 2019	City Manager	Staff to bring back a challenge coin pricing and designs with City Seal on front and inspirational verbiage on back for Commission approval. Coins to be distributed at will by Commissioners without body approval.	November 2019	
219	September 24, 2019	Parks and Recreation	Proclamation for American's Got Talent NP resident; she will be the Grand Marshall and sing for the opening of the event for the Poinsettia Parade.	1) Proclamation - December 5, 2019	
220	September 24, 2019	Parks and Recreation	Write a memo with the options of keeping Aquatic Center through Thanksgiving weekend. Provide recruiting efforts for lifeguards, what kind of recruiting, promotion, colleges, STC, etc. Provide update at next Commission Meeting. 1) Memo sent to Commission 10/3/19 by CM		October 2019

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	Total # of active directives	77			
	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	279			
	Total # of active and completed directives	356			