

CITY MANAGER REPORT

May 24, 2022

Item	Commission 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: City Manager and Vice Mayor to met with Suncoast Technical College on 3/2/22 to discuss trade education.	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: Sarasota County Parks, Recreation and Natural Resources has indicated that the trail, including the connector bridge will be complete by mid-August. On 4/29, the City Attorney's Office provided recommendations regarding the City contracting to build off-street parking for the Legacy Trail Extension on property owned by Southwest Florida Water Management District ("SWFWMD") near Price Boulevard and North Calera Street, using funds donated by Gulf Coast Community Foundation. Staff has begun discussions with SWFWMD to determine that organization's stance on building off-street parking and potential contractual route to accomplish and maintain parking.	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. However, concurrent application review has been implemented.	On hold until software is online	

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110	02/07/19		NDS/ Public Works	<p>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.</p> <p>Status: A) 1st Reading of Impact Fee Ordinance held on April 12, 2022. 2nd Reading June 21, 2022. B) Memorandum sent to Commission April 18, 2022. The first adoption hearing for the Mobility has been changed from May 10, 2022 to July 12, 2022 with the second adoption hearing moving from July 26, 2022 to September 27, 2022. This is to allow time for legal review of the final mobility report.</p>	A) June 21, 2022 B) September 27, 2022	C) March 15, 2021
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. B) Motion made at 9/17/19 mtg to provide further discussion on neighborhoods before conversation on city owned properties C) Moved to be discussed with city owned property discussion on March 2020</p> <p>Status: To be brought back to Commission in coordination with ULDC amendments.</p>	July 2022	A) September 17, 2019
338	09/22/20		NDS / Economic Development	<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: RLI for interchange feasibility comparison between Yorkshire and Raintree released to Planning Consultant Library firms May 9, 2022. Staff attended meeting with staff from Charlotte and Sarasota Counties and MPO.</p>	December 2022	

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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: All materials have been gathered and, with the exception of answering a couple of questions, are ready to be forwarded to City Attorney for review. Staff is working to bring the purchase the Pan American property to Commission on June 21, 2022. .</p>	June 2022	
391	04/13/21	21-0523	City Manager / Economic Development	<p>City Manager to bring back an agenda item on incentives and environmental sustainability fee.</p> <p>Status: Workshop held on 3/7/22 regarding incentives and Environmental Focus Group meeting held 3/18. Staff is gathering recommendations and doing further research on incentive programs for presentation to Commission. Staff is working toward 6/21/22 meeting date.</p>	June 2022	
410	06/08/21		Public Works	<p>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.</p> <p>B) Staff to secure the daycare and the primary Al Goll Center building, maintaining utilities to the building for the next year.</p> <p>Status: Currently awaiting updated quotes with the expanded scope of services to include all four structures.</p>	A) TBD	B) July 2021
428	07/27/21	21-1052	City Manager	<p>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.</p> <p>Status: City Manager bringing the Camping Ordinance to Commission Workshop in July, 2022.</p>	July, 2022	

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434	09/28/21	21-1268	NDS	<p>Staff directed to use the five consensus items for scrub jays as a means to conduct Commission directives and bring back to the Commission:</p> <p>A) Use St. Lucie code to review as potential guide to appease state and federal scrub jay permitting law</p> <p>B) Verify and update the scrub jay area map with actual sightings in the field</p> <p>C) Evaluate current environmental properties around the City to determine habitat areas</p> <p>D) Issue no underbrush clearing permits or land clearing permits during scrub jay nesting season in scrub jay areas with legal review to be effective after the map is verified</p> <p>E) Bridge the gap and require nesting survey from FWS</p> <p>Status: A and B) Staff coordinated with FWS regarding permitting and an update to the Scrub Jay map. FWS provided new data and the Scrub Jay Map has been updated accordingly.</p> <p>C) Habitat areas were evaluated by FWS and new a new map has been developed.</p> <p>D) Tree Ordinance adopted February 22, 2022 addressed land clearing.</p> <p>E) Coordinated with FWS regarding surveys. Additional measures will be considered in ULDC Rewrite and Comprehensive Plan Update.</p>	May 24, 2022	April 2022 (A, B, C, D)
436	10/12/21	21-1548	City Clerk City Manager	<p>Staff to work toward process for communication between advisory boards and Commission including process for onboarding of board members and staff liaisons.</p> <p>Status: In progress. Staff working the City Clerk and City Attorney to develop onboarding and training for board members and liaisons. Tentatively scheduled for Workshop in July.</p>	July 2022	
443	12/14/21	12-1776	City Manager Grants	<p>Staff to pursue renewal of existing agreement with Sarasota County for Community Development Block Grant funding.</p> <p>Status: Agreement renewal is scheduled for the May 24, 2022 Regular Commission Meeting.</p>	July 2022	

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444	12/14/21	21-1952	City Manager / City Attorney / Parks & Rec	<p>City Manager and City Attorney to review the legalities of removing and replacing artwork at this location and task the Art Advisory Board to review materials and focus on low maintenance art to be placed at the same location, oriented in a manner to maximize visibility from the intersection</p> <p>Status: City Attorney in process of reviewing legalities. Art Advisory Board tabled their consideration pending receipt of City Attorney opinion.</p>	TBD	
447	12/14/21	22-2009	Neighborhood Development Services	<p>City Manager to pause further Commission and Planning and Zoning Advisory Board discussion on the Unified Land Development Code rewrite with the exception of tree regulations and activity centers which will continue at the current pace with monthly updates on steps taken to get back on track and a new timeline to be provided by the Director of Neighborhood Development Services.</p> <p>Status: ULDC Rewrite effort has been restarted. All work (except legal review) being conducted in-house by Planning staff. Staff is reorganizing chapters to conform to best practices and to improve user navigation. Update to be provided to PZAB/Commission in June or July 2022. All Administrative Procedures throughout ULDC being consolidated to a single Chapter to be brought forward to PZAB Summer/Fall 2022. Existing provisions in conflict with current Florida Statutes or Comprehensive Plan are being addressed through Administrative Interpretations until new Administrative Procedures adopted.</p>	June/July 2022	

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446	12/14/21	21-1964	Utilities	<p>Discussion Regarding Water and Wastewater expansion:</p> <p>A) Use policy number one revised water line fee, policy number two add wastewater line fee, policy number three hardship water deferral of cost, policy four hardship program reduction of annual payment to be brought back to Commission with all details and specifics for further discussion.</p> <p>B) Staff to bring back options for prepayment plans.</p> <p>C) Staff to bring an agenda item with specifics, as of 12/14/21, regarding how this will be paid for.</p> <p>Status: A) All items to amend Ordinance are in Legal review-expected to bring to Commission in July for review.</p> <p>B) Prepayment plan in Legal review-expected to bring to Commission in July for review.</p> <p>C) Financial plan previewed with Commission on May 9 and will be included in the CIP/Budget presented for discussion in June and adopting in September.</p>	June 2022	
448	01/25/22	ORD. NO. 2022-02	Neighborhood Development Services	<p>ULDC Amendment regarding permitted and prohibited uses in Activity Centers 1-5 and 8. Staff to bring back Ordinance for second reading at a date to be determined, providing time for staff to incorporate all consensus items.</p> <p>Status: Second Reading of ordinance planned for 6/7/22 meeting.</p>	June 7, 2022	
449	01/25/22	22-2180	Public Works	<p>Staff to review options for prohibiting combustible recreational vehicles on waterways.</p> <p>Status: Staff bringing information for discussion at June 6, 2022 workshop.</p>	June 2022	

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451	02/01/22	22-2023	Parks & Recreation	<p>A) Veterans Ad Hoc Committee to vote on top three name nominations and bring back a final selection. B) Committee to fine tune the conceptual plan and bring back to Commission.</p> <p>Status: A) Veterans Ad Hoc Committee met and selected top 3 names on 2/23 B) Committee conducted additional research and discussion on a detailed design concept during meetings on 2/23/22, 3/23/22, and 4/27/22. Both items are tentatively scheduled for the June 28 Commission meeting.</p>	June 28, 2022	
452	02/01/22	22-2203	Neighborhood Development Services	<p>Staff to bring back First Reading of Draft Property Standards Parking Ordinance incorporating the Commission consensus items.</p> <p>Status: Staff working to bring back to Commission for discussion at July Workshop.</p>	July 2022	
454	03/08/22	22-2053	Neighborhood Development Services	<p>Historic & Cultural Advisory Board to pursue avenues seeking validation for the suspected turpentine mill, turpentine dock, and railroad section through Sarasota County Historical Society, Charlotte County Historical Society, and other historical societies within those counties.</p> <p>Status: In progress.</p>	TBD	
455	03/08/22	22-2243	Neighborhood Development Services	<p>City Manager to present a Redistricting Ordinance to Commission using map C</p> <p>Status: First Reading of Ordinance presented at May 10, 2022 meeting and continued to second reading on May 24, 2022.</p>	May, 2022	
456	03/08/22	22-2234	Parks & Recreation	<p>Bring back a conversation on building the Legacy Trail Head when staff brings back a plan on developing the surrounding 50 acres at Warm Mineral Springs in a way that enhances revenue to the City and economic development plan to the area.</p> <p>Status: Draft RLI for potential development opportunities on 60 acres completed. Staff is working with Procurement to finalize for solicitation.</p>	TBD	

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458	01/11/22	22-2054	City Manager / Neighborhood Development Services	Staff to work on implementation of Incentive Option 1 - Targeted Industries in Geographic Areas with impact fee set at 50% Status: Draft Ordinance is in legal review.	TBD	
460	03/22/22	22-2307	Parks & Recreation	Staff to move forward with events without alcohol at North Port Aquatic Center and bring back ideas within the normal budget process.. Status: Staff has incorporated Budget Proposals to be presented to Commission during budget workshops.	June 2022	
461	04/04/22	22-2245	Public Works	Staff to move forward with: - Mobility Impact Fee Rate Scenario-2, not to include east of Toledo Blade or Phase III of Price Boulevard. -One fee outside activity center and make the rate the City-wide rate based on the mobility fee (suggested outside activity center mobility fee rate) Status: Consultant is finalizing the mobility fee plan and report to provide for legal review. Consultant has requested additional time to finalize the mobility fee plan and report that will be provided to Legal for review.	TBD	
462	04/04/22	22-2557	City Manager / City Attorney / Finance	City Manager to move forward in preparing an Ordinance setting referendum language to change the City Charter to allow the City Manager to have authority to sign and enter into contracts and applications on behalf of the City. Status: Ord. No. 2022-13 first reading was heard at May 10, 2022 meeting and continued to May 24, 2022 for second reading.	May 24, 2022	May 24, 2022
464	04/12/22	22-2583	Parks & Recreation	Staff to work with the Art Advisory Board and the Senior Center in order to bring back a project for placement of a mural on the Senior Center Building. Status: Placed on the Art Advisory Board agenda for initial discussion on May 10, 2022.		

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465	04/12/22	22-2610	City Manager	<p>City Manager and staff to send a memorandum to the Environmental Advisory Board denying their two requests as noted in the back up material as there are process and procedures to be followed that the subject requests do not follow.</p> <p>Status: Completed. Memo sent May 12, 2022.</p>		May 12, 2022
466	04/26/22	22-2624	Parks & Recreation	<p>Staff to come back with information on installing a weather alert system at Atwater Park, Narramore Park and Warm Mineral Springs, including cost, funding options, and IT concerns, prior to June budget workshops.</p> <p>Status: EarthNetworks has been contacted to evaluate the locations and provide quotes. Additionally, IT has been requested to review the location for connectivity.</p>		
467	04/26/22	22-2570	Parks & Recreation / Public Works	<p>Staff to work with Mr. Kelly of the Art Advisory Board to find a location for the display of the Roseate Spoonbill sculpture in City Hall and bring back additional information for Commission to make a final decision.</p> <p>Status: On April 27, 2022 a meeting was held with the Public Works Director, Building Inspector, AAB Staff Liaison, and Mr. Kelly to review potential locations in City Hall. On May 3, 2022, Facilities Maintenance staff assisted in placing the sculpture at three potential locations identified for sizing and photos of placement. Three options were identified and staff are working on and agenda item with information for presentation to Commission in June 2022.</p>	June 2022	
468	04/26/22	22-2735	NDS & City Attorney	<p>Regarding Art Fund Contributions Required for New Development per Section 59-5 of the City of North Port Unified Land Development Code -- Commission approved the prior commission agreements from December 8, 2020, formula to calculate contribution, adding 25% incentive for developer if they place the art themselves. City Manager directed to work with the City Attorney and staff to bring back an ordinance for first reading as stated in the original motion.</p> <p>Status: In process.</p>		

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469	04/26/22	22-2741	City Manager	City Manager to send a memorandum to the Community Economic Development Advisory Board thanking them for recommendations, regarding member term lengths and limits, and board composition; informing them of Commission discussion and noting there will be future discussion. Status: Complete. Memorandum sent May 12, 2022		May 12, 2022
470	05/10/22	22-2331	Social Services	Staff directed to bring back additional information regarding rental of the Community Education Center. Status: In process.		
471	05/10/22	22-2792	City Manager	City Manager to send a memorandum to the Historic and Cultural Advisory Board and Environmental Advisory Board denying their request for a joint meeting and explaining the reasoning that the suggested properties are privately owned. Status: Complete. Memorandum sent May 12, 2022.		May 12, 2022
472	05/10/22	22-2793	City Manager / NDS	A) City Manager to schedule a workshop regarding use of Tree Fund monies. B) Staff to get input from the Environmental Advisory Board for discussion at workshop. Status: In process.	TBD	

Total # of active and completed directives	608
Total # of active directives	33
Total # of completed directives	575