

**CITY MANAGER REPORT  
February 2023**

Updated 2/17/2023

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 Legacy Trail Extension Connector Bridge Parking. Once bridge construction is complete, City will procure a contractor to construct natural parking area, ADA access, and landscaped buffer.  Status: In progress. Waiting on response from SWFWMD for approval and agreement to move forward with construction of natural parking area, ADA access and buffer. 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. Sent email 1/25/23 to Southwest Florida Water Management District Land Resources Bureau Chief requesting assistance with reviewing proposed project.	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	
138	04/01/19		NDS	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  Status: Will be discussed as part of zoning and subdivision chapters with ULDC Rewrite.	TBD	A) September 17, 2019

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338	09/22/20		NDS	<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: Staff attended meeting with staff from Charlotte and Sarasota Counties and MPO on 6/9/22 where Yorkshire/Raintree Collector-Distributor option was presented. Staff supports the proposed collector/distributor approach. Funds are allocated in the FY22-23 Budget to conduct a Master Plan for AC6 to include a potential expansion of the boundaries.</p>	AC 6 Master Plan - TBD	
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: In progress. Memo to Commission 9/19/22. Staff continues collaborative efforts with departments and industry experts on incentive programs for presentation to Commission at a date to be determined.</p>	TBD	
410	06/08/21	21-0828	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: As a result of Hurricane Ian, the buildings at Dallas White Park have sustained damage. The City's Risk Division worked with the insurance company to inspect the structures for a condition assessment. This condition assessment will determine whether the buildings will qualify for demolition through insurance or FEMA. This project is on hold until the assessment report is complete.</p>	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: Staff is working with the City Attorney's office on revisions to Camping Ordinance. First reading of the Ordinance is anticipated for June 2023 along with the Parking Ordinance.</p>	June, 2023	

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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: Response from City Attorney's office shared with Art Advisory Board. Discussed at January 10, 2023 Art Advisory Board meeting. Continued to the Feb. 7, 2023 Art Advisory Board meeting. Memo with Art Advisory Board action items sent to Commission February 14, 2023.</p>	TBD	
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.            B) Staff to bring back options for prepayment plans.            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 &amp; C) Ordinance No. 2022-24 was adopted on 10/25/22.            B) Prepayment plan in Legal review and will take more research than initially expected. Staff is working to bring to Commission in June 2023.</p>	B) June 2023	A & C) October 25, 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: Draft ordinance is in legal review. Will be brought to Commission in June 2023 when legal review is complete to coincide with the proposed Lodging Out of Doors Ordinance.</p>	June 2023	
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 60 acres at Warm Mineral Springs in a way that enhances revenue to the City and economic development plan to the area.</p> <p>Status: In process. Proposed Legacy Trail Trailhead included in RFP for Public-Private Partnership.</p>	TBD	
458	01/11/22	22-2054	City Manager / Neighborhood Development Services	<p>Staff to work on implementation of Incentive Option 1 - Targeted Industries in Geographic Areas with impact fee set at 50%</p> <p>Status: Draft Ordinance in Legal review.</p>	TBD	

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461	04/04/22	22-2245	Public Works	<p>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)</p> <p>Status: Memo to Commission 2/7/23, Public Works and Planning Division staff working with consultant on Currently on hold pending the Planning Division's review and revision of the Comprehensive Plan.</p>	TBD	
464	04/12/22	22-2583	Parks & Recreation	<p>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.</p> <p>Status: Art Advisory Board discussed at Jan. 10 meeting and reached a consensus to solicit a local artist to oversee the project, to provide a \$5,000 stipend, and to solicit volunteer labor. There was a consensus that individual Board Members research indications of interest from local artists and return next month to report their findings. The item is continued to the February 7, 2023 agenda for further discussion.</p>	June 2023	
472	05/10/22	22-2793	City Manager / Public Works / NDS	<p>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.</p> <p>Status: Staff working to bring for discussion at the March 2023 Workshop</p>	March 2023	
473	05/24/22	22-2838	NDS	<p>Regarding City Code pertaining to maintenance of infrastructure on private property such as roads, walls, and signs - staff to bring back first reading of ordinance for International Property Maintenance and anything else needs to placed on after the August Break.</p> <p>Status: In process. Will be delayed due to Hurricane Ian.</p>	TBD	
474	05/24/22	22-2921	NDS	<p>Staff to develop a comprehensive plan change for urban service boundary to include Activity Center 6.</p> <p>Status: In process. Coordinating with Utilities to determine feasibility and capacity to provide utility services to AC 6. Data and analysis must support the city's ability to serve with public utilities in order to expand urban services boundary. If data supports plan to Incorporate into broader Comp Plan Amendment in conjunction with ULDC rewrite. Anticipate workshop May of 2023 and Ordinance July 2023.</p>	Workshop May 2023; Ordinance July 2023	

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475	06/06/22	22-2973	NDS	Staff to develop and bring back draft policy and regulations with State and Federal program information for consideration to allow alternative housing options provided by staff.  Status: In process. Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3).	TBD	
476	06/06/22	22-2973	NDS	Staff to develop and bring back potential inclusionary zoning policies and regulations for City commission consideration with location and feasibility, and with limitation on where it would be applicable.  Status: In process. Staff is investigating opportunities regarding this approach. Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3).	TBD	
477	06/06/22	22-2973	NDS	Staff to draft housing incentive potential policies and regulations for City Commission consideration with pros and cons and developer utilization.  Status: In process. Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3).	TBD	
478	06/06/22	22-2973	Public Works	Staff to develop a draft lot and land bank policies with legal review, and to include surplus lot discussion for City Commission to consider.  Status: In process. Third reading for Ord. No. 2023-03 (previously Ord. No. 2022-19) is scheduled for March 14, 2023.	March 14, 2023	
480	06/06/22	22-2973	NDS	Staff to develop a draft policy for City Commission consideration for a Commercial Linkage.  Status: In process. Staff is investigating opportunities regarding this approach. Overall, staff recommended affordable housing incentive policies will be incorporated into ULDC rewrite (Chapter 3).	TBD	
482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated.  Status: Staff met with the Legal Department on January 31, 2023 to discuss options regarding the religious and political activity pieces of this. Public Works staff has a meeting scheduled for February 22, 2023 with the City Manager and Assistant City Manager Yarborough to discuss the options and seek direction. This is currently on the agenda for the March 30, 2023 Regular meeting pending direction from the City Manager and final legal response.	March 2023	

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483	06/07/22	RES. NO. 2022-R-31	Parks & Rec	Staff to work with Art Advisory Board Chair to develop public art for the first floor wall depicting the Sandhill Crane.  Status: In process. Mr. Kelly anticipates the mural to be completed by early March.	March 2023	
484	06/07/22	22-2946	Public Works	A) Staff and legal team to draft a new agreement working with the HOA of Duck Key to address the replacement of metal roadway grates. B) Staff to replace grates in Duck Key with the Duck Key HOA to reimburse the City for those grates through a new agreement.  Status: The City Attorney's Office sent a response letter to Duck Key's demand letter. Currently awaiting Duck Key's response.	TBD	
485	06/28/22	22-2918	Parks & Rec	A) Staff to create and erect a "Coming Soon" Sign for the site of the Circle of Honor. B) Staff to move forward with procurement documents for the design of the Circle of Honor.  Status: In process. RLI 2022-05 received two responses were received and reviewed. Work Assignment and vendor documents received from selected vendor for submission to Procurement.		A) August 4, 2022 B) Work Assignment for design services issued to Pennoni; Purchase Order approved 1/10/23
486	06/28/22	22-2935	Parks & Rec / Public Works	Staff to install the Roseate Spoonbill sculpture in the arched out section in the lobby of the second floor with the tail facing City Chambers.  Status: In process. Facilities Maintenance Staff has this on schedule to be completed by the end January 2023 following the removal of all the Christmas decorations.	January 2023	January 18, 2023
487	07/26/22	22-2584	City Manager	City Manager to provide the Sarasota School Board Superintendent with a copy of the traffic warrant analysis for the signal at Price Boulevard and Entrance to North Port High School and Heron Creek Middle School to bring back to Commission in September with an update.  Status: Traffic warrant analysis provided to Dr. Asplen, School Board Superintendent. School Board response received and scheduled for discussion at February 28, 2023 Commission meeting.	TBD	September 27, 2022

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490	07/26/22	22-3244	City Manager	<p>City Manager to schedule a joint meeting between the North Port City Commission and the Sarasota County Commission for lunch to discuss South River Road services, Community benefits each entity shares and overview of what supplied and an opportunity to than them at the City of North Port, between October 2022 and November 8, 2022.</p> <p>Status: In process. Sarasota County approved the scheduling of a joint meeting. Clerk and City Manager's office working with County to schedule for a date in spring 2023.</p>	Spring 2023	
491	07/26/22	22-3245	City Manager	<p>Staff to schedule a joint meeting between the North Port City Commission and the Charlotte County Commission to be held in the City of North Port after the installation of the new Commissioners in both County and cities as a lunch meeting.</p> <p>Status: In process. City Manager in communication with Charlotte County Administrator.</p>	Spring 2023	
493	07/26/22	22-3251	City Manager / Social Services	<p>City Manager to reach out to Sarasota Housing Authority to gain their interest in marketing the existing Home Share Program to the City of North Port and bring an update to Commission in September.</p> <p>Status: City Manager to speak with County Administrator on best path forward.</p>	TBD	
494	09/06/22	22-3389	Finance	<p>City Manager to develop a policy with regard to expenditures for the City Manager's contingency account</p> <p>Status: Contingency account expenditures will be reported to the Commission quarterly during the City Manager's Report.</p>	March 2023	March 28, 2023
495	09/06/22	22-3427	NDS	<p>Staff to bring back possible solution regarding performance of Tree Regulations adopted through Ordinance No. 2021-46 for discussion and possible action.</p> <p>Status: Staff will bring forward suggested revisions as part of ULDC Rewrite.</p>	TBD	
497	09/13/22	22-3258	Public Works	<p>Staff to draft a resolution for no wake zones within the Cocoplum Canal and Blue Ridge Waterway as recommended by staff.</p> <p>Status: Draft resolution for no wake zones within the Cocoplum Canal and Blue Ridge Waterway will be submitted for legal review January 18, 2023. Anticipating to bring back to Commission on March 30, 2023.</p>	March 30, 2023	

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498	10/06/22	22-3465	Public Works	<p>Staff to bring back information on potential funding sources and recommendations to proceed with the buildings at Dallas White Park; whether demolishing or securing for public safety hazards.</p> <p>Status: In process. The City's Risk Division worked with the insurance company to inspect the structures for a condition assessment. This condition assessment will determine whether the buildings will qualify for demolition through insurance or FEMA.</p>	TBD	
499	10/06/22	22-3529	Public Works	<p>Staff to bring back recommendations on painting or decorating traffic signal control cabinets when the ULDC as an entire project is brought back.</p> <p>Status: Based on Planning &amp; Zoning staff recommendation that this be an Administrative Policy instead of ULDC regulations, Public Works Staff is in process of drafting the policy.</p>	TBD	
503	11/07/22	22-3423	Parks & Recreation	<p>Discussion on City Commission Partnership Policy for Events.</p> <p>Status: Completed. Final policy approved January 6, 2023 and posted on website.</p>		January 6, 2023
507	11/08/22	22-3690	Finance	<p>Staff to start process of reviewing discussion regarding a referendum to go out in the next election cycle to change the Charter to allow the City to issue general obligations or revenue bonds in the future.</p> <p>Status: In process. Referendum language developed during last election cycle.</p>	TBD	
508	11/08/22	22-3643	Public Works	<p>Staff to display the Roseate Spoonbill sculpture on the second floor in the arched out section facing the front lobby.</p> <p>Status: Complete. Referendum language developed during last election cycle.</p>		January 14, 2023



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512	12/08/22	22-3796	City Manager / Parks & Recreation	<p>Warm Mineral Springs Reopening -</p> <p>A) Staff to give the National State Park of Warm Mineral Springs management agreement a 90-day notice of termination.</p> <p>B) City Manager to move as expeditiously as possible to reopen Warm Mineral Springs.</p> <p>C) City Manager to report to the Commission and community in a timely fashion on a regular basis regarding status of reopening WMS.</p> <p>Status:</p> <p>A - Notice of termination mailed and emailed 12/9/22. Termination effective March 9, 2023.</p> <p>B - Modular unit and restroom trailer delivery estimated no later than 2/22/23. Site work to commence upon placement of units; Advance Staffing is recruiting temporary positions; City posted seasonal lifeguard employment opportunities.</p> <p>C - City website is updated weekly to reflect progress towards reopening.</p>	Ongoing	A) December 9, 2022
513	12/08/22	22-3799	Utilities	<p>Discussion on Water and Wastewater base facilities charges and water meter abandonment relative to customers impacted by Hurricane Ian.</p> <p>A) Staff to allow the owner to pay the base facility charges for up to 5 years in time of emergency.</p> <p>B) Staff to revise the title of section 78-24U to be abandonment of service vs. discontinuance of service.</p> <p>C) Staff to add line extension to 78-24U specifically in the discontinuance of service in the code of abandonment of services</p> <p>Status: In process. Staff working toward first reading on 2/28/23 pending Legal review.</p>	February 28, 2023	
514	12/13/22	RES. NO. 2022-R-69	Public Works	<p>Joint Resolution with Charlotte County in support of FDOT constructing interchanges on Interstate 75 at North Yorkshire Street and at North Raintree Boulevard -</p> <p>A) Staff transmit the resolution to Sarasota County Metropolitan Planning Organization (MPO), Sarasota County Board of Commissioners, and Florida Department of Transportation (FDOT).</p> <p>B) Letter to be sent to Sarasota County Commissioners to adopt a similar resolution in support of having two interchanges on I-75 at Yorkshire Street and Raintree Boulevard.</p> <p>Status: A, B - Completed. Modular unit and restroom trailer delivery estimated no later than 2/22/23. Site work to commence upon placement of units; Advance Staffing is recruiting temporary positions; City posted seasonal lifeguard employment opportunities.</p>		February 3, 2023

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516	12/13/22	22-3791	City Manager / Social Services	<p>Discussion on North Port and Non-Profits United (NP2) Program - Staff to begin inaugural application process with the inclusion of language change approved by consensus. Change language in expenditure section to read "this program shall not support administrative or program costs."</p> <p>Status: Commission directed revisions have been made and Legal request has been submitted for review of admin plan, application, and standard operating procedure.</p>	TBD	
517	12/13/22	22-3832	City Manager	<p>City Manager to schedule conflict resolution session with an experienced conflict resolution facilitator to include all Commissioners and all Charter Officers.</p> <p>Status: In process. Working with Vendor on procurement approval. Vendor requires a contract be signed which is anticipated to go to Commission for approval sometime in March 2023. Working toward scheduling session in April.</p>	April 2023	
518	12/13/22	22-3830	City Manager	<p>City Manager to schedule a day and a half Commission Retreat with day one being strategic planning and day two being team building.</p> <p>Status: In process. City Manager's office is working with facilitator on procurement and scheduling.</p>	March 2023	March 2023
519	01/09/23	23-0012	NDS	<p>Discussion of ULDC Chapter 2 - Development Review, Including Articles on Administration and Enforcement, Development Application Types, Application Requirements, and Decision Makers:</p> <p>A) Consensus to retain neighborhood meeting requirements as currently exists in Development Master Plans process. B) Consensus to pause conversation on the DMP process until after review of corrections regarding the zoning code. C) Consensus to direct staff to modify the language regarding sign posting to include posting the property as part of the neighborhood meeting process. D) Consensus to pause discussion regarding variances to buffer sizes until after review of corrections regarding buffer code.</p> <p>Status: In process.</p>	TBD	

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520	01/09/23	23-0062	NDS	<p>Regarding Warm Mineral Springs Potential Comp Plan Amendments to achieve the P3 vision of Warm Mineral Springs Activity Center 7 and Corrective Amendments to Activity Center 7A: A) Staff to bring back information on calculations of density and options based on the 62 acres with the 20 acres containing the actual spring removed.</p> <p>Status: In process. Commission directed staff to proceed with amendments for AC 7A; estimate PZAB and CC 1st reading in April. Options for density and intensity for AC 7 on the 62 acres anticipated March 6 Commission workshop.</p>	TBD	
521	07/26/22	22-3158	PW	<p>City Manager to work with the City Attorney and staff to amend the code of the City of North Port Chapter 22 - extending the fertilizer restricted period for April 1, 2022 - Spetember 30, 2022 (or May 1 as the start date if scientific data supports) using the criteria set forth by state statues in hope to be effective by 2023.</p> <p>Status: Revised Ordinance is with City Attorney for review. Staff is working toward first reading on April 25, 2023. Staff is still waiting on FDEP input on the item.</p>	April 2023	
522	10/06/22	22-2610	PW/CMO	<p>City Manager to send a memo to the Environmental Advisory Board, copying the Commission, declining their request regarding waivers to open space and park requirements contained in the ULDC and encouraging them to provide public comment at the Commission meetings.</p> <p>Status: Completed. Memo sent to EAB and Commission February 8, 2023.</p>	February 8, 2023	February 8, 2023
523	11/22/22	22-3737	CMO	<p>A) City Manager to contact STC for presentation to Commission on offered programs. B) City Manager to invite the School Board to hold a meeting at City Hall.</p> <p>Status: A-Michael Endee from STC scheduled to present at the February 28, 2023 Commission meeting. B-City Manager corresponded with Sarasota County School Board regarding a meeting in North Port and is waiting response.</p>	A) February 28, 2023	B) February 28, 2023

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524	02/06/23	22-0040	PW	Regarding Road & Drainage District Rates & Methodology Study:  A) Consensus to direct staff to proceed with assessment plan, Option 2B B) Consensus to explore options to increase transportation fees at 100% of the 2011 study as an official action item on regular commission meeting agenda. C) Consensus to have City Manager prepare a memo for Commission review and discussion for exempt properties and policies for potential revenue.  Status: In process.	TBD	

Total # of active and completed directives	659
Total # of active directives	52
Total # of completed directives	607