

**CITY MANAGER REPORT
November 2022**

Updated 11/14/2022

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 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. Sarasota County Parks, Recreation and Natural Resources held the ribbon cutting for the connector bridge on 9/9/22. 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.	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 is 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 February 2023 along with the Parking Ordinance.</p>	February, 2023	

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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 B) Verify and update the scrub jay area map with actual sightings in the field C) Evaluate current environmental properties around the City to determine habitat areas 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 E) Bridge the gap and require nesting survey from FWS</p> <p>Status: E) Staff coordinated with FWS. Each lot with scrub jay habitat has been flagged within the City's permitting system to ensure appropriate surveys are performed prior to permit issuance. Potential additional protection measures will be discussed during the environmental portions of the ULDC Rewrite and Comprehensive Plan Update.</p>	Workshop April 2023	April 2022 (A, B, C, D)
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	
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 & 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 January 2023.</p>	B) January 2023	A & C) October 25, 2022

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452	02/01/22	22-2203	Neighborhood Development Services	Staff to bring back First Reading of Draft Property Standards Parking Ordinance incorporating the Commission consensus items. Status: Draft ordinance is in legal review. Will be brought to Commission in February 2023 to coincide with the proposed Lodging Out of Doors Ordinance.	February 2023	
456	03/08/22	22-2234	Parks & Recreation	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. Status: In process. Pending outcome of P3 process.	TBD	
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 in Legal review.	TBD	
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: Currently on hold pending the Planning Division's review and revision of the Comprehensive Plan.	TBD	
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: Topic discussion began at the Nov. 8, 2022 meeting and will be continued at the December 13, 2022 meeting of the Art Advisory Board.	June 2023	
468	04/26/22	22-2735	NDS & City Attorney	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. Status: Ordinance No. 2022-27 continued to second reading on November 22, 2022 Commission meeting.	11/22/2022	November 22, 2022

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472	05/10/22	22-2793	City Manager / 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: 1st and 2nd Readings of Ordinances delayed due to legal review deadline being extended and Hurricane Ian. Anticipated PZAB review for ULDC Ordinance on October 20, 2022, with City Commission 1st reading on October 25, 2022 and 2nd Reading on November 8, 2022.</p>	December 2022	
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 be 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	
475	06/06/22	22-2973	NDS	<p>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.</p> <p>Status: In process. Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3); workshop anticipated January 2023.</p>	Workshop January 2023	
476	06/06/22	22-2973	NDS	<p>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.</p> <p>Status: In process. Staff is investigating opportunities regarding this approach. Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3); workshop anticipated January 2023.</p>	Workshop January 2023	

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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); workshop anticipated January 2023.	Workshop January 2023	
478	06/06/22	22-2973	NDS / 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. Staff has revised the draft surplus property sale policy and it is included as documentation with Ordinance No. 2022-19 which is scheduled to be presented to Commission on December 13, 2022.	November 2022	
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); workshop anticipated January 2023.	Workshop January 2023	
482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated. Status: Updated Draft Facility Lease Policy is on the Agenda for discussion at the December 13, 2022 meeting.	November 2022	
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. Canvas purchased and delivered to Mr. Kelly.	TBD	
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 is currently preparing a response letter to the demand letter received from Duck Key HOA's attorney.	TBD	

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485	06/28/22	22-2918	Parks & Rec	<p>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.</p> <p>Status: In process. RLI 2022-05 was posted with responses due October 22, 2022. Two responses were received and reviewed. Parks & Recreation team reviewed the responses and provided notes back to the Project Manager.</p>	B) TBD	A) August 4, 2022
486	06/28/22	22-2935	Parks & Rec / Public Works	<p>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.</p> <p>Status: In process. Staff proceeding with installing on the second floor in the arched out section per Commission direction at 11/8/22 meeting.</p>	TBD	
487	07/26/22	22-2584	City Manager	<p>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.</p> <p>Status: Traffic warrant analysis provided to Dr. Asplen, School Board Superintendent. School Board performing an independent study and will advise City on their conclusions and intentions to move forward with participating in funding.</p>	TBD	September 27, 2022
489	07/26/22	22-3243	Public Works / NDS	<p>Staff to draft a joint resolution with Charlotte County in Support of Interstate 75 Interchanges.</p> <p>Status: City of North Port staff drafted the joint resolution and provided it to Charlotte County for their review. County response received and resolution scheduled for the December 13, 2022 Commission meeting.</p>	December 13, 2022	
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. City Manager in communication with Sarasota County Administrator. Response to request anticipated in January 2023.</p>	Spring 2023	

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491	07/26/22	22-3245	City Manager	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. Status: In process. City Manager in communication with Charlotte County Administrator.	Spring 2023	
493	07/26/22	22-3251	City Manager / Social Services	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. Status: In process.	TBD	
494	09/06/22	22-3389	City Manager	City Manager to develop a policy with regard to expenditures for the City Manager's contingency account Status: In process.	TBD	
495	09/06/22	22-3427	NDS	Staff to bring back possible solution regarding performance of Tree Regulations adopted through Ordinance No. 2021-46 for discussion and possible action. Status: Staff will bring forward suggested revisions as part of ULDC Rewrite.	Workshop April 2023	
496	09/13/22	22-3337	City Manager	Staff to revise State and Federal Legislative Priorities and bring back to Commission for approval. Status: Commission discussed and revised Legislative priorities at 11/7/22 workshop. Final priorities will be brought to Commission for approval on 11/22.	11/7/22	
497	09/13/22	22-3258	Public Works	Staff to draft a resolution for no wake zones within the Cocoplum Canal and Blue Ridge Waterway as recommended by staff. Status: Staff in process of drafting this resolution to be submitted for legal review.	TBD	
498	10/06/22	22-3465	Public Works	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. Status: In process. Staff is gathering information on this item.	TBD	

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499	10/06/22	22-3529	NDS / Public Works	Staff to bring back recommendations on painting or decorating traffic signal control cabinets when the ULDC as an entire project is brought back. Status: Planning & Zoning staff recommends an Administrative Policy instead of ULDC regulations. These cabinets are owned by the city and in city r/w so there is no need for a separate regulation. Public Works to coordinate further with Planning & Zoning staff.	TBD	
500	10/25/22	22-3642	Public Works / City Manager	City Manager to send an updated letter to DeSoto County Commission regarding the impacts of proposed expansion of mosaic mining operations as revised. Status: Letter mailed and copy emailed to Commission 11/10/22.	November 2022	November 10, 2022
501	10/25/22	22-3647	Parks & Recreation	Staff to complete an assessment of water quality and debris in Warm Mineral Springs, along with a cost assessment for cleanup to return to pre-hurricane condition. Status: In process. Initial water quality test results have been received and sent to FDOH for further direction. Staff is compiling estimates for modular unit to serve as a temporary admissions building.	TBD	
502	10/25/22	22-3647	City Manager	City Manager to meet with National and State Concessions to determine if an amendment to their agreement can be reached to allow access to Warm Mineral Springs when cleanup is completed. Status: In process. Initial meeting held 11/4/22.	TBD	

Total # of active and completed directives	593
Total # of active directives	44
Total # of completed directives	637