

CITY MANAGER REPORT
September 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: In progress. 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. Discussions with SWFWMD continue 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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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.</p> <p>B) Motion made at 9/17/19 mtg to provide further discussion on neighborhoods before conversation on city owned properties</p> <p>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>	TBD	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 Engineering Consultant Library firms May 9, 2022. Staff attended meeting with staff from Charlotte and Sarasota Counties and MPO on 6/9/22 where Yorkshire/Raintree Collector-Distributor option was presented. No responses were submitted on RLI by due date but staff supports the dual interchange approach.</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	

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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: Memo to Commission 9/1/22. Scheduled for discussion at the 9/27/22 Commission meeting.</p>	September 27, 2022	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	
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: E) Staff will be coordinating with FWS regarding surveys. Additional measures will be considered in ULDC Rewrite and Comprehensive Plan Update when completed.</p>	Workshop item E) April 2023	April 2022 (A, B, C, D)

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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: City Clerk presented training information at September workshop. City Manager has provided input for the training materials which the City Clerk is developing. City Manager effort on the project is complete.</p>	September 2022	
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: Updated timeline emailed to Commission on 7/27/22 with presentation provided to Commission September 6, 2022.</p>	September 6, 2022	September 6, 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. 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) Ordinance first reading on 9/13/22 with final adoption on 9/27/22. B) Prepayment plan in Legal review and will take more research than initially expected. Staff is working to bring to Commission in January 2023. 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>	<p>A & C) September 2022 B) January 2023</p>	<p>A & C) September 27, 2022</p>
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 with City Attorney's office on revisions. Ordinance anticipated to go to Commission in February, 2023 along with the Camping Ordinance.</p>	<p>February, 2023</p>	
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: No responses received for RFI. During 9/12 Commission meeting, Commission accepted the P3 Conceptual Proposal from WMS Development Group LLC for substantive review.</p>	<p>TBD</p>	

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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	
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: During the April 4, 2022 City Commission Workshop meeting, there was a consensus to move forward with scenario 2, to not include the East Toledo Blade/Price Boulevard Phase III project and also to have one fee outside the Activity Centers and make the rate the City-wide rate based on the suggested Mobility Fee rate. This rate plan has been integrated into the final Mobility Plan. The Planning Division reviewed the final Mobility Plan and identified possible conflicts with the City's Comprehensive Plan. First reading will be moved to an undetermined date pending secondary review by the Planning Division and the Consultant.	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: There was no quorum for the July or August Art Advisory Board meetings. Topic is on the September 13, 2022 Art Advisory Board Meeting Agenda for discussion.	TBD	

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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: 1st and 2nd Readings of Ordinances delayed due to legal review deadline being extended three times (requested 7/13, extended to 8/1 and then to 8/29, and then to 9/12). Draft ordinance amending Chapter 59 Public Art ULDC and Chapter 4 Code of Ordinances Art Advisory Board in legal review (est. completion August 1). Anticipating PZAB for ULDC ordinance on August 18, 2022 with City Commission 1st reading on September 13, 2022 and 2nd Reading on September 27, 2022.</p>	October 2022	
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: EAB discussed at their 9/12 meeting. Staff will be gathering their feedback to bring to Commission along with Directives from 9/6 meeting at a future date.</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.</p>	October 2022	

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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: Need to coordinate 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>	May 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: Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3); workshop anticipated January 2023.</p>	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: Staff is investigating opportunities regarding this approach. Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3); workshop anticipated January 2023.</p>	January 2023	
477	06/06/22	22-2973	NDS	<p>Staff to draft housing incentive potential policies and regulations for City Commission consideration with pros and cons and developer utilization.</p> <p>Status: Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3); workshop anticipated January 2023.</p>	January 2023	

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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: Public Works staff is revising the draft surplus property sale policy to be presented to Commission in fall of 2022.	Fall 2022	
480	06/06/22	22-2973	NDS	Staff to develop a draft policy for City Commission consideration for a Commercial Linkage. Status: 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.	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 11/8/2022 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 progress. 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: Public Works is working on a draft agreement with City Attorney for review.	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.</p> <p>B)Staff to move forward with procurement documents for the design of the Circle of Honor.</p> <p>Status: Sign ordered and installed. Staff worked with Project Manager on scope of services for design/engineering. RLI 2022-05 has been posted with responses due 9/27/22.</p>	TBD	Sign installed 8-4-22
486	06/28/22	22-2935	Parks & Rec / Public Works	<p>Staff to install the Roseate Spoonbill sculpture in the first floor stairwell.</p> <p>Status: Memo to Commission 9/2/22. Per City Building Official and Fire Marshal, placement in first floor stairwell per Commission direction is not permissible under the the International Building Code and the National Fire Protection Association 101 Life Safety Code. Staff to review new potential locations and bring to Commission at future meeting for direction.</p>		
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. Superintendent reviewing options and getting back with City Manager to discuss.</p>	September, 2022	September 27, 2022

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488	07/26/22	22-3128	Utilities	<p>Regarding Utilities Capacity Fee Changes, Line Extension Charges and Acceptance of 2022 Utility Rate Analysis Report, Staff to provide a memo with the comparison of proposed rates with current charges.</p> <p>Status: Rates and charges were compared during the presentation from the Consultant. The Rate Resolution presented on 9/13, Capacity Fee & Line Extension Ordinances presented for first reading on 9/13 with second reading on 9/27.</p>	September 2022	September 2022
489	07/26/22	22-3243	NDS	<p>Staff to draft a joint resolution with Charlotte County in Support of Interstate 75 Interchanges.</p> <p>Status: Staff coordinating with Charlotte County staff on draft of the resolution.</p>	TBD	
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 progress. City Manager in communication with Sarasota County Administrator.</p>	TBD	
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>	TBD	

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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	

Total # of active and completed directives	590
Total # of active directives	38
Total # of completed directives	628