

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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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 AI 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	

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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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. Added to Jan.10 agenda for discussion and possible action.</p>	January 10, 2023	
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 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 early 2023 when legal review is complete to coincide with the proposed Lodging Out of Doors Ordinance.</p>	TBD - Early 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. Pending outcome of P3 process.</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	

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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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: 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: Mural was discussed at December 13, 2022 Art Advisory Board meeting where the look and feel was approved. Specifications of the space available were obtained from Facilities Maintenance. The Mural is on the January 10, 2022 Art Advisory Board Meeting agenda for discussion and possible action regarding solicitation vs. an open call for artists.</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 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	

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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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	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. Second reading for Ord. No. 2023-03 (previously Ord. No. 2022-19) is scheduled for January 24, 2023 which includes the draft surplus property sale policy as backup documentation.	January 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: Updated Draft Facility Lease Policy has been moved to the February 28, 2023 Regular meeting pending legal review regarding religious and political activity parts	February 2023	

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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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. On December 29, 2022 Mr. Kelly provided contact information for DeeDee Gozion with the North Port Art Center to obtain donated supplies for the mural.	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 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.	B) TBD	A) August 4, 2022
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	
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 performing an independent study and will advise City on their conclusions and intentions to move forward with participating in funding.	TBD	September 27, 2022

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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489	07/26/22	22-3243	Public Works / NDS	Staff to draft a joint resolution with Charlotte County in Support of Interstate 75 Interchanges. Status: City of North Port staff drafted the joint resolution and provided it to Charlotte County for their review. County response received and resolution adopted at the December 13, 2022 Commission meeting.	December 13, 2022	December 13, 2022
490	07/26/22	22-3244	City Manager	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. 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.	Spring 2023	
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	Finance	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.	TBD	

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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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: Draft resolution for no wake zones within the Cocoplum Canal and Blue Ridge Waterway will be submitted for legal review in January 2023. Anticipating to bring back to Commission on March 30, 2023.	March 30, 2023	
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	
499	10/06/22	22-3529	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: Based on Planning & Zoning staff recommendation that this be an Administrative Policy instead of ULDC regulations, Public Works staff is researching to begin development of a policy that will be brought back to Commission in early 2023.	TBD	
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: Assessment completed and memo presented to Commission on 12/8/22.		12/8/22
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: Commission provided direction to terminate the Site Management Agreement with National & State Park Concessions.		12/8/22
503	11/07/22	22-3423	Parks & Recreation	Discussion on City Commission Partnership Policy for Events. Status: Clarifying language approved by legal and policy submitted to CM for approval.		12/12/22
504	11/07/22	22-3606	City Manager	Discussion on Federal and State Legislative Priorities - Consensus to make 8 revisions to the State and Federal Priorities. Status: Completed. Priorities revised and approved by Commission at 11/22 meeting.	November 22, 2022	November 22, 2022

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Updated 1/13/23

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505	11/08/22	22-3652	Utilities	Interlocal Agreement for Emergency Interconnects and Potable Water Service with Sarasota County - City Manager and staff to discuss 5d with the County to state that the sending government entity rates will prevail. Status: Revised agreement on 1/10/23 agenda	January 10, 2023	January 10, 2023
506	11/08/22	ORD. NO. 2022-27	NDS	Ordinance Repealing and Replacing Chapter 59 of the ULDC Regarding Public Art - 1-Remove D from line 82 in its entirety 2-In line 121 6 to have staff fix the sentence about local artist to remove that. 3-In line 166 and 172 to remove the cash deposit and keep the bond. Status: Complete; adopted 11/22/22	November 22, 2022	November 22, 2022
507	11/08/22	22-3690	Finance	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. Status: In process.		
508	11/08/22	22-3643	Public Works	Staff to display the Roseate Spoonbill sculpture on the second floor in the arched out section facing the front lobby. 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.		
510	11/22/22	CC DMP-22-060	NDS	Arietto Development Master Plan - Continue hearing for DMP 22-060 to a future date, to present new testimony based on discussion with staff and applicant on stormwater conditions and impact and to extend the Commission decision a maximum of 180 days. Status: Completed at 1/10/23 Regular Commission Meeting.	January 2023	January 10, 2023
511	11/22/22	22-3737	City Manager	Topics for Convocation of Governments - City Manager to send a letter to Sarasota County School Board communicating topics provided via consensus. Status: Completed.	November 23, 2022	November 23, 2022

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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512	12/08/22	22-3796	City Manager / Parks & Recreation	<p>Warm Mineral Springs Reopening -</p> <p>1-Staff to give the National State Park of Warm Mineral Springs management agreement a 90-day notice of termination.</p> <p>2-City Manager to move as expeditiously as possible to reopen Warm Mineral Springs.</p> <p>3-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>1 - Notice of termination mailed and emailed 12/9/22. Termination effective March 9, 2023.</p> <p>2 - Staff are moving forward with securing modular unit, restroom trailer and contractor for site work. Job descriptions for temporary positions sent to HR for approval. Pump House has been repaired. Refund process for pass holders to begin 1/3/23.</p> <p>3 - City website is updated weekly to reflect progress towards reopening.</p>	Ongoing	1 - completed 12/9/22
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>1-Staff to allow the owner to pay the base facility charges for up to 5 years in time of emergency.</p> <p>2-Staff to revise the title of section 78-24U to be abandonment of service vs. discontinuance of service.</p> <p>3-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 2/14/23 pending Legal review.</p>	1st reading for Feb 14	

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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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>1-Staff transmit the resolution to Sarasota County Metropolitan Planning Organization (MPO), Sarasota County Board of Commissioners, and Florida Department of Transportation (FDOT).</p> <p>2-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: In process.</p> <p>1 - Staff drafted letter to go with the joint resolution and is currently under Department review. Once letter is finalized, the letter and joint resolution will be sent to Sarasota County MPO, Sarasota County Board of Commissioners, and FDOT.</p> <p>2 - Staff drafted a letter and is currently under Department review to be finalized and sent to Sarasota County Board of Commissioners to adopt a similar resolution.</p>		
515	12/13/22	RES NO. 2022-R-75	City Manager	<p>Resolution in support of identifying Warm Mineral Springs and Little Salt Spring as Florida Department of Environmental Protection's Outstanding Florida Springs. -</p> <p>Include Sarasota County, Coastal and Heartland National Estuary Partnership, Hayden Dempsey, University of Miami, Florida League of Cities and Manasota League of Cities in transmittal.</p> <p>Status: Completed 12/20/22</p>		December 20, 2022
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.</p> <p>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>		
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. City Manager's office is working with Human Resources Director to obtain a qualified conflict resolution facilitator.</p>	February 2023	

CITY MANAGER REPORT

January 2023

Updated 1/13/23

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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 to schedule Commissioner retreat to take place after the conflict resolution session.</p>	February 2023	

Total # of active and completed directives	653
Total # of active directives	55
Total # of completed directives	598