

**CITY MANAGER REPORT**

**June 28, 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	
110	02/07/19		NDS/ Public Works	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.  Status: A) 1st Reading of Impact Fee Ordinance held on April 12, 2022. 2nd Reading June 21, 2022. B) Memorandum sent to Commission June 9, 2022. The first adoption hearing for the Mobility has been changed from July 12, 2022 to July 26, 2022 with the second adoption on September 27, 2022. This is to allow time for legal review of the final mobility report.	A) June 21, 2022 B) September 27, 2022	C) March 15, 2021

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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>	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	
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 28, 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 6/28/22 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            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: 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.            C) Habitat areas were evaluated by FWS and new a new map has been developed.            D) Tree Ordinance adopted February 22, 2022 addressed land clearing.            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	
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	

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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 <u>Administrative Procedures adopted.</u></p>	June/July 2022	
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) All items to amend Ordinance are in Legal review-expected to bring to Commission in July for review.                      B) Prepayment plan in Legal review-expected to bring to Commission in July for review.                      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	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 6, 2022	June 6, 2022

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451	02/01/22	22-2023	Parks & Recreation	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.  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 scheduled for the June 28 Commission meeting.	June 28, 2022	June 28, 2022
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: Staff working to bring back to Commission for discussion at July Workshop.	July 2022	
454	03/08/22	22-2053	Neighborhood Development Services	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.  Status: In progress.	TBD	
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.  RFI created by Parks & Recreation, Neighborhood Development Services and Economic Development for potential development opportunities on 60 acres completed and with Procurement for review and solicitation.	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 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	June 14, 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: Memo to Commission June 9, 2022. First Hearing scheduled for July 26, 2022.	TBD	

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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.	July 12, 2022	
466	04/26/22	22-2624	Parks & Recreation	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.  Status: Memo to Commissioners June 13, 2022 with pricing information.		Memo sent June 13, 2022 Commission discussion June 14, 2022
467	04/26/22	22-2570	Parks & Recreation / Public Works	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.  Status: Staff presenting three options for placement along with estimates for installation at the June 28, 2022 Commission Meeting.	June 28, 2022	
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: In process.	TBD	
470	05/10/22	22-2331	Social Services	Staff directed to bring back additional information regarding rental of the Community Education Center.  Status: Information emailed to Commissioners May 17, 2022.	May 17, 2022	May 17, 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	
473	05/24/22	22-2838	NDS	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.  Status: In process.	September 2022	
474	05/24/22	22-2921	NDS	Staff to develop a comprehensive plan change for urban service boundary to include Activity Center 6.  Status: In process.	TBD	

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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.	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.	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.	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.	TBD	
480	06/06/22	22-2973	NDS	Staff to develop a draft policy for City Commission consideration for a Commercial Linkage.	TBD	
481	06/06/22	22-2973	City Manager	City Manager to send information to City Commission on the Sarasota Housing Authority and Funding Cooperation, funds.	TBD	
482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated.	TBD	
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: Pending second reading of budget amendment. Staff to begin work once passed.	June 28, 2022	
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.	TBD	

Total # of active and completed directives	619
Total # of active directives	41
Total # of completed directives	578