

**CITY MANAGER REPORT**

**February 2024**

Item	Meeting or Special Meeting	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 has been working with CareerSource and the Superintendent Connor to bring the current summer internship program to CONP. Following this summer program we will discuss a year long program as well.	6/1/24	
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. Awaiting approval and agreement to move forward with construction of natural parking area, ADA access, and buffer. Reached out to SWFWMD Real Estate Services Manager, again on 11/1 requesting update. On 11/2, Manager advised that Sarasota County was contacted regarding this parcel and feedback was pending. The meeting scheduled for 12/28/23 with Sarasota County Parks, Recreation & Natural Resources has been rescheduled to 2/29/24.	TBD	
20	04/10/18		Development Services	Workshop on permitting and building processes and improvements.  Status: Workshop postponed until new Permit software is ready to go live. Software vendor contract was approved by City Commission April 25 and Project kick-off meeting was held May 24, 2023. Project will take approximately 18 months to complete and is on schedule.	Late 2024	
138	04/01/19		Development Services	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  Status: Will be discussed as part of update to Future Land Use Element of Comprehensive Plan.	April 2024	A) September 17, 2019

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338	09/22/20		Development Services	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.  In Process: Surrounding land use changes are proposed with ULDC Rewrite and a Master Plan for AC6 will be conducted FY 2025 after utility capacity to serve study is complete.	Fiscal Year 2025	
391	04/13/21	21-0523	City Manager / Economic Development / Development Services	City Manager to bring back an agenda item on incentives and environmental sustainability fee.  Status: In progress. DS reviewed Environmental Sustainability portion. Economic development incentive portion is covered under Item 458 in this spreadsheet and that impact fee incentive ordinance is in Legal review. Future updates to the economic development fee incentive will be included under item 458.	1/9/24 Workshop	
410	06/08/21	21-0828	Public Works	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. B) Staff to secure the daycare and the primary AI Goll Center building, maintaining utilities to the building for the next year.  Status: The Guaranteed Maximum Price (GMP) for demolition of the AI Goll center and associated buildings is being prepared for Commission consideration. If approved, contractor mobilization is anticipated May 1, 2024.	TBD	B) July 2021
428	07/27/21	21-1052	Police	City Manager to bring back 1) Agenda item sometime in December to address a draft policy/provisions for first reading of the camping ord. based on consensus received 2) Discussion on policy points for ATV's.  Status: In process. 1) Complete. 2) Public Works and Police Department staff will work together to review the ordinance and determine if any revisions are necessary. Staff will then present policy points to the Commission for discussion and direction.	April 2024	1) Sept. 26, 2023

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444	12/14/21	21-1952	City Manager / City Attorney / Parks & Rec	<p>City Manager and City Attorney to:</p> <p>1) review the legalities of removing and replacing artwork at this location and</p> <p>2) 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: Staff is developing an agenda item to determine next steps for this project.</p>	TBD	1) April 11, 2022
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. Staff to bring a discussion item on WMSP Phase I and II Improvements to Commission on March 5, 2024. Parks &amp; Recreation staff requested meeting with Mr. Charles Hines on 2/13/24 to discuss potential next steps and available funding options for the Legacy Trail Extension and trailhead at Warm Mineral Springs Park. Meeting date expected in early March.</p>	TBD	
458	01/11/22	22-2054	Development Services	<p>Staff to work on implementation of Economic Development Incentive Option 1 - Targeted Industries in Geographic Areas with impact fee set at 50%</p> <p>Status: Ordinance in legal review.</p>	February/March 2024	
461	04/04/22	22-2245	Public Works	<p>Staff to move forward with:</p> <ul style="list-style-type: none"> <li>- Mobility Impact Fee Rate Scenario-2, not to include east of Toledo Blade or Phase III of Price Boulevard.</li> <li>-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)</li> </ul> <p>Status: In progress. Analysis of legislative changes and impacts to planned fee implementation are under review by the City Attorney's Office. Anticipated response by the end of February.</p>	TBD	

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Item	Meeting or Special Meeting	Agenda Item	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
473	05/24/22	22-2838	Development Services	<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.</p> <p>Status: Ordinance adopting certain sections of International Property Maintenance Code going to First Reading February 13, 2024. Second Reading scheduled for March 26, 2024.</p>	March 26, 2024	
474	05/24/22	22-2921	Development Services	<p>Staff to develop a comprehensive plan change for urban service boundary to include Activity Center 6.</p> <p>Status: Pending future capacity analysis from Utilities. Anticipate initiation of project FY 2025.</p>	FY 2025	
482	06/06/22	22-2614	Public Works	<p>Staff to bring back Facility Lease Policy with consensus items incorporated.</p> <p>Status: In progress. Draft facility policy has been updated and submitted to the City Attorney's Office for review.</p>	TBD	
484	06/07/22	22-2946	Public Works	<p>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.</p> <p>Status: A) Draft agreement is pending review with the City Attorney's Office. B) Subject to completion and execution of new agreement with Duck Key HOA.</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: City and County staff provided a Joint Memorandum to City Commission and County Commission with updates on the prior discussed items on October 3, 2023. Staff will begin to work with Charlotte County Staff for a meeting date in FY24</p>	TBD	

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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: In process. City staff is in contact with the Sarasota Housing Authority regarding transitional housing and the Sarasota County solutions for North Port.</p>	TBD	
495	09/06/22	22-3427	Development Services	<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: Will be brought forward with Chapter 6 of the ULDC Rewrite.</p>	April 2024	
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: Memorandum to Commission January 4, 2024. The Department of Public Works seeks to install notice that slow speeds are required near bridges and boat ramps at Dallas White Park and updates to Chapter 82, Article II, Section 24 of the Code of the City to comply with state statute will be brought for Commission consideration in the future.</p>	January 2024	January 4, 2024
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: In process. Standard operating procedure draft underway and program will be reviewed then brought to City Commission for evaluation.</p>	TBD	

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Item	Meeting or Special Meeting	Agenda Item	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
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: Professional guidance regarding the timing of the proposed referendum question as well as the allowable methods of public education has been procured. A memorandum will be provided to Commission once recommendations are received from the consultant. City Attorney is drafting ordinance for Commission approval.</p>	February 26 Commission Workshop Discussion	
519	01/09/23	23-0012	Development Services	<p>Discussion of ULDC Chapter 2 - Development Review, Including Articles on Administration and Enforcement, Development Application Types, Application Requirements, and Decision Makers:</p> <p>1) Consensus to retain neighborhood meeting requirements as currently exists in Development Master Plans process.</p> <p>2) Consensus to pause conversation on the DMP process until after review of corrections regarding the zoning code.</p> <p>3) Consensus to direct staff to modify the language regarding sign posting to include posting the property as part of the neighborhood meeting process.</p> <p>4) Consensus to pause discussion regarding variances to buffer sizes until after review of corrections regarding buffer code.</p> <p>Status: Will be brought back to Commission after review of Chapter 6 is complete.</p>	April 2024	
520	01/09/23	23-0062	Development Services	<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:</p> <p>Status: AC 7A amendments adopted. AC 7 changes are part of Future Land Use amendments associated with ULDC rewrite. Estimate April for ordinance to City Commission.</p>	April 2024	

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526	02/28/23	23-0341	Public Works	<p>Staff directed to procure demolition services for the building at 5891 Jessamine Avenue, to demolish the structure and revert the property to natural land supporting habitat and hydrology, and to use tree fund money to plant trees upon completion.</p> <p>Status: In process. Work Assignment created and vendor selected for preconstruction services to develop scope and Guaranteed Maximum Price (GMP) for demolition. GMP for this project is due on February 9, 2024. Following receipt of that information, staff will prepare the documents for Commission consideration, with contract mobilization anticipated with 90 days following approval.</p>	TBD	
530	03/02/23	23-0262	Police	<p>Regarding development and construction of the Police Station Headquarters and Emergency Operations Center:</p> <ol style="list-style-type: none"> <li>1) City Manager to proceed with facility needs of North Port Police Station to expand at a new location to be determined.</li> <li>2) City Manager to authorize the identification of location and debate with owner for a purchase price to be brought back to Commission.</li> <li>3) Staff to work with engineering firm to prepare a 30% site, drainage, and construction plan to include the EOC, contingent upon City Commission approval of the property purchase.</li> <li>4) City Manager to bring back all financing options for construction of the North Port Police Station and EOC.</li> </ol> <p>Status: In progress.</p> <ol style="list-style-type: none"> <li>3) Presentation on design options based on cost and size scheduled for February 26, 2024 workshop.</li> <li>4) Staff is still in the process of identifying all funding option i.e., bonds, grants, and other funding sources. The March 2023 \$5 million federal appropriations request for design/land acquisition did not make it through for approval. New Police Head Quarters project was added to the Resiliency SRQ Funds for the City project requests on February 13, 2024, and 22 million was requested. Staff recently met with bond consultant, city leadership and local stakeholders regarding the need, funding options and potential millage increase for the Police Headquarters Project.</li> </ol>	<p>3 - February 26, 2024</p> <p>4 - TBD</p>	1,2 - July 25, 2023

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Item	Meeting or Special Meeting	Agenda Item	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
531	03/06/23	23-0346	Public Works	<p>Regarding Tree Fund discussion:</p> <p>1) City Manager and Staff Liaison to schedule a joint meeting with the Environmental Advisory Board prior to Budget.</p> <p>2) Staff to bring back tree replanting and maintenance program and budget, along with budget estimates with other request prior to budget.</p> <p>3) Staff to bring back what a tree give-a-way program looks like.</p> <p>Status: In process.</p> <p>2) Contractor has completed field work, including survey of existing trees and soil samples. Final report expected by May 2024.</p> <p>3) Budget amendment was approved for a Natural Resources Division within Development Services Department which will include an urban forester to develop a city wide tree planting program.</p>	2, 3) TBD	1) June 12, 2023
535	06/05/23	23-0853	Public Works	<p>Staff to proceed with the installation of traffic light on Price Blvd. at the entrances to North Port High School and Heron Creek Middle School.</p> <p>Status: In process. Project is on track for signal installation during Sarasota County Schools summer break in June 2024.</p>	June 27, 2023	
536	06/05/23	23-0904	Public Works	<p>Staff to proceed with increasing the Transportation Impact Fee 25%.</p> <p>Status: In process. Draft ordinance amendment has been included with changes requested by Development Services and is under review with the City Attorney's Office.</p>	TBD	
540	07/10/23	23-0973	Parks & Recreation / City Manager	<p>Regarding Warm Mineral Springs Park Survey Findings:</p> <p>1) Staff to work with Trust for Public Land organization to initiate the Legacy Trail Connector to Warm Mineral Springs.</p> <p>Status: In process. Staff in communication with Charles Hines, Program Director, Florida Gulf Coast Trail, Trust for Public Lands regarding trail and connection. Parks &amp; Recreation staff requested meeting with Mr. Charles Hines on 2/13/24 to discuss potential next steps and available funding options for the Legacy Trail Extension and trailhead at Warm Mineral Springs Park. Meeting date expected in next couple weeks.</p>	TBD	



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544	07/11/23	23-1042	Parks & Recreation	<p>Staff to bring back a Parks Plan featuring possible future park locations East of Toledo Blade Blvd. for various types of parks.</p> <p>Status: In progress. Team is reviewing the updated map provided by GIS.</p>	TBD	
545	07/11/23	23-0973	Police	<p>1 - City Manager to bring back an agenda item for an update on enforcement of regulations regarding trespassing on public property. 2 - City Manager to bring back an agenda item with an update on HOT Team efforts to provide assistance to those experiencing homelessness.</p> <p>Status: 1,2) In process. Presentation drafted and currently in review with City Manager. Working to bring to Commission at March 4, 2024 Workshop.</p>	Spring 2024	
546	07/25/23	23-1019	Development Services	<p>Staff to bring back agenda item for discussion and action to include staff recommendation and City Attorney analysis to require 35% acreage and minimum timeline for completing non-residential component for any Live Local Act project.</p> <p>Status: In progress. Staff reviewed legal response. This will be included in the ULDC Rewrite.</p>	June 2024	
551	09/26/23	23-1442	City Manager / Public Works	<p>Staff to bring back information and logistics on implementing a banner program honoring military veterans, active duty, and other hometown heroes.</p> <p>Status: In process. Standard operating procedure draft underway and program will be reviewed then brought to City Commission for evaluation.</p>	TBD	

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553	04/11/23	23-0471	City Manager / Parks & Recreation	<p>City Attorney and the City Manager to make a good faith effort to renegotiate the lease agreement with the Jockey Club of North Port Property Owners Association, Inc. with no financial payout for rental of the Canine Club Dog Park, and to report back in terms of progress made or obstacles encountered to City Commission as soon as possible.</p> <p>Status: In process. Public Works is drafting an amended lease agreement based on conversations with Jockey Club representatives.</p>	TBD	
554	10/24/23	23-1532	Public Works	<p>City Manager to provide periodic updates as to the status and progress of the Road &amp; Drainage Fund Replenishment Plan.</p> <p>Status: In process. Staff to prepare updates at six month intervals. First update in progress for April, 2024.</p>	April 2024	
557	11/14/23	23-1540	City Manager / Economic Development	<p>Regarding Economic Development Market Feasibility Study, Appendix VII, City Manager to provide Commission with a memo and revised Appendix VII with the inclusion of the north side MX2, future government use, and additional 10 acres for Toledo Star Farms.</p> <p>Status: In process. Consultant meeting with staff to work through staff changes.</p>	TBD	
558	11/28/23	23-1163	Public Works	<p>City Manager to enter into negotiations for the purchase of property located at 5601 South Sumter Boulevard, North Port, FL, 34287, Parcel Identification Number 1002001050.</p> <p>Status: In process. Developer is evaluating the property and developing a plan for the area. Staff is prepared to resume discussions once the developer has a proposal to review.</p>	TBD	

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559	12/04/23	23-1694	City Attorney / Finance	Regarding a referendum question to amend City Charter relating to City authority to issue general obligation and revenue bonds: City Attorney and City Manager to bring back a proposed Charter amendment based on Option 1 with consideration of some caps for Commission review.  Status: In process. City Attorney taking lead and working with staff to bring Ordinance for first reading on March 5, 2024 with second reading on March 26, 2024.	March 5, 2024	
561	01/08/24	24-0041	Finance	Staff to conduct fee study analysis of all fees listed in Appendix A, the City Wide Fee Schedule.  Status: In process. Finance is currently polling departments to determine which fees to include in fee study.	TBD	
562	02/13/24	Ord. No. 2024-01	Development Services	Regarding Ord. No. 2024-01 to adopt the International Building Maintenance Code for non-commercial properties: Charter Officers to work together to add "residential properties" to the title block and throughout the ordinance and bring back on March 26, 2024.  Status: In process.	March 26, 2024	

Total # of active and completed directives	698
Total # of active directives	41
Total # of completed directives	657