

CITY MANAGER REPORT
September 15, 2023

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. Awaiting approval and agreement to move forward with construction of natural parking area, ADA access, and buffer. Requested update from Real Estate Services Manager for the Land Resources Bureau on 8/4/2023 and was advised that the request is still with General Counsel for review and consideration.	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. Project will take approximately 18 months to complete.	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 on March 2020 Status: Will be discussed as part of update to Future Land Use Element of Comprehensive Plan.	TBD	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 we 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	City Manager to bring back an agenda item on incentives and environmental sustainability fee. Status: In progress. Staff is drafting an Economic Development ordinance and will be sending it to Legal for review upon draft completion. Once Natural Resources Division is staffed, options for an Environmental Sustainability Fee will be developed.	TBD	
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 Al Goll Center building, maintaining utilities to the building for the next year. Status: Damage assessments complete, FEMA evaluation of their assessment and possible funding for demolition ongoing. City insurance recovery estimated at \$61,000 after deductible. Staff had to resolicit Request for Letters of Interest (RLI) through the Construction Manager at Risk (CMaR) process. The Guaranteed Maximum Price (GMP) template for CMaR is under development.	TBD	B) July 2021
428	07/27/21	21-1052	City Manager	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. Status: Staff is working with the City Attorney's office on revisions to Camping Ordinance. First reading of the Ordinance has been adjusted from June 2023 to December due to Hurricane Ian and timing/hurricane season (along with the Parking Ordinance).	Dec 2023	

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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: Mike Halligan from the Rip Tide Foundation attended the May Art Advisory Board Meeting to provide an overview of his proposal to utilize resin and salvaged wood from Hurricane Ian to create a sculpture for the location. Mr. Halligan provided an initial rendering of his sculpture to the Art Advisory Board for review. The board was impressed with his presentation and requested he provide a high resolution rendering and itemized cost breakdown for the project.</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) Complete. B) Working to bring options to Commission in October. Additional time required to analyze the legal request and develop the pre-payment plan options.</p>	B) October 2023	A & C) October 25, 2022
452	02/01/22	22-2203	Development Services	<p>Staff to bring back First Reading of Draft Property Standards Parking Ordinance incorporating the Commission consensus items.</p> <p>Status: First Reading was held September 12, 2023. Forwarded to September 26 for Second Reading.</p>	September 26, 2023	September 26, 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. Proposed Legacy Trail Trailhead included in RFP for Public-Private Partnership. Pending P3 Agreement.</p>	TBD	

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458	01/11/22	22-2054	Development Services	Staff to work on implementation of Incentive Option 1 - Targeted Industries in Geographic Areas with impact fee set at 50% Status: Commission provided additional direction at September Workshop. Ordinance being finalized before sending to Legal for 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: In progress. Public Works staff continues work with consultant to develop Comp Plan verbiage designating required level of service standards.	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: Artist Laura Pucci presented mural for approval at the September 12, 2023. Commission approved the project.	September 12, 2023	September 12, 2023
473	05/24/22	22-2838	Development Services	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. Status: Draft Ordinance adopting certain sections of International Property Maintenance Code in Legal review.	November 14, 2023	
474	05/24/22	22-2921	Development Services	Staff to develop a comprehensive plan change for urban service boundary to include Activity Center 6. Status: Pending future capacity analysis from Utilities. Anticipate initiation of project FY 2025.	October 2025	
482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated. Status: In progress. Public Works staff is currently analyzing information received from surrounding municipalities.	TBD	

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483	06/07/22	RES. NO. 2022-R-31	Parks & Rec	<p>Staff to work with Art Advisory Board Chair to develop public art for the first floor wall depicting the Sandhill Crane.</p> <p>Status: In progress. Memo to Commission September 11, 2023. Mr. Kelly has opted to forfeit the project. Staff is scheduled to retrieve the canvas and the item has been added back to the Art Advisory Board agenda for September 12, 2023.</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) Public Works staff and City Manager's Office met with Phil Caroleo from Duck Key on July 31, 2023. Following that meeting, it was determined Public Works staff would begin the process of drafting an agreement. Public Works staff is currently in process of developing exhibits for the proposed agreement.</p> <p>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: In process. City and County staff are finalizing a memo with updates on the prior discussed items. The memo will provide details until the next in person meeting happens in FY24. The expected memo date is before end of September 2023.</p>	Fall 2023	
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: City staff will include the Sarasota Housing Authority in conversations regarding transitional housing and the SRQ solutions for North Port. Expected timeframe for update is Fall 2023.</p>	TBD	

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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: Any proposed changes will be brought forward with Chapter 5 of the ULDC Rewrite.</p>	October / November 2023	
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: This will now require an ordinance rather than a resolution. Staff continues working through an application with the FWC, however, this is a low priority item for FWC as they work through impacts from Hurricane Ian.</p>	TBD	
498	10/06/22	22-3465	Public Works	<p>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.</p> <p>Status: In process. Damage assessments complete, FEMA evaluation of their assessment and possible funding for demolition ongoing. City insurance recovery estimated at \$61,000 after deductible. The project will now move through the CMaR process with a construction/demolition phase estimated to start in October 2023. Funding is available in the project for the Public Works portion of the demolition. Once quotes are received, staff will reevaluate funding.</p>	TBD	
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. Based on Planning & Zoning staff recommendation that this be an Administrative Policy instead of ULDC regulations, Public Works Staff continues work on drafting the policy.</p>	TBD	

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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: Not started. Finance recommends seeking professional guidance regarding the timing of the proposed referendum question as well as the allowable methods of public education. A memorandum will be provided to Commission once staff has obtained a consultant.</p>	TBD	
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 4 is complete.</p>	December 2023	
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: In process. Commission approved AC 7A corrective Amendments on First Reading and revisions were transmitted to DEO for review and comment. DEO review is complete (no comments) and Second Reading has been placed on hold at property owner's request. Comprehensive Plan revisions for AC-7 (city-owned property) in process.</p>	TBD	

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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. Working through FEMA documentation with Rostan for next steps on demolition. Still awaiting FEMA's review of the Damage Description and Dimensions (DDD). Demolition will be accomplished through the new CMaR continuing services contract. Repair and/or demolition of facility-related Hurricane Ian damages throughout the City is to be equitably distributed among the five (5) CMaR firms, who will competitively bid and manage construction in accordance with FEMA documentation requirements for reimbursement.</p>	TBD	
530	03/02/23	23-0262	Police	<p>Regarding development and construction of the Police Station Headquarters and Emergency Operations Center:</p> <p>1-City Manager to proceed with facility needs of North Port Police Station to expand at a new location to be determined. 2-City Manager to authorize the identification of location and debate with owner for a purchase price to be brought back to Commission. 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. 4-City Manager to bring back all financing options for construction of the North Port Police Station and EOC.</p> <p>Status: In progress. 1, 2- Land purchase of 19+ acres off of North Toledo Blade has been completed. 3-Amended Contract for Phase II of the PD HQ and EOC for 30% design build with Architectural Firm Schenkel & Shultz approved by Commission on September 12, 2023. 4-Grant staff submitted \$5 million federal appropriations request (being supported by Rep. Steube) for design/land acquisition.</p>	3,4 - TBD	1,2 - July 25, 2023

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531	03/06/23	23-0346	Public Works	<p>Regarding Tree Fund discussion: 1-City Manager and Staff Liaison to schedule a joint meeting with the Environmental Advisory Board prior to Budget. 2-Staff to bring back tree replanting and maintenance program and budget, along with budget estimates with other request prior to budget. 3-Staff to bring back what a tree give-a-way program looks like.</p> <p>Status: In process. 2-No responses were received on the Request for Letters of Interest (RLI). Per procurement policy, in the absence of responses to an RLI (attempt at competitive process), the Department is find and select a interested qualified vendor and move forward. Public Works staff has selected a company and are anticipating scope and quote by October 1, 2023. 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
532	05/01/23	23-0707	CM / Grants	<p>Regarding Discussion on Use of Coronavirus State and Local Recovery Funds for Projects: Commission directed staff to bring the discussion back in a time between 90 and 120 days as a regular agenda item for action.</p> <p>Status: Complete.</p>	September 12, 2023	September 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. The preconstruction meeting held for July 11, 2023. Notice to Proceed issuance in process with construction duration anticipated to be 180 days from NTP.</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. Staff working to submit ordinance for City Attorney review by September 30, 2023.</p>		
539	06/27/23	RES. NO. 2023-R-45	Fire Rescue	<p>City Manager to work with City Attorney capturing discussion points in reviewing the 2023 and 2019 CEMP's, and bring back for further discussion and adoption.</p> <p>Status: Draft CEMP currently with City Attorney for review.</p>	TBD	

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540	07/10/23	23-0973	Parks & Recreation / City Manager	Regarding Warm Mineral Springs Park Survey Findings: 1 - Staff to work with Trust for Public Land organization to initiate the Legacy Trail Connector to Warm Mineral Springs. Status: In progress.	TBD	
541	07/10/23	23-1077	Parks & Recreation	Staff to prepare for Warm Mineral Springs daily admission, 10-day visit, and 30-day visit with a 90-day expiration, using pre-Hurricane Ian rates. Status: Included in proposed City Fee Structure approved by Commission on September 12, 2023 for October 1, 2023 implementation.		October 1, 2023
542	07/11/23	23-1042	Parks & Recreation	Staff to terminate agreement with Colliers International relating to Dallas White Park and Italy Avenue. Status: Complete. Letter of termination sent July 24, 2023.		
543	07/11/23	23-1042	Parks & Recreation	City Manager to bring back options available for CIP P19AP4 (Italy Avenue), for the possible reallocation of \$992,500 in park impact fees, at next Budget Workshop. Status: Completed. Memo provided to Commission on July 19, 2023.		
544	07/11/23	23-1042	Parks & Recreation	Staff to bring back a Parks Plan featuring possible future park locations East of Toledo Blade Blvd. for various types of parks. Status: In progress. Meeting with City stakeholders held September 8, 2023.		
545	07/11/23	23-0973	Police	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. Status: Staff working to bring a presentation Commission in Fall of 2023.	Fall 2023	

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546	07/25/23	23-1019	Development Services	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. Status: In Legal Review.	October 2023	
547	07/25/23	23-1095	City Manager	City Manager to draft letter for Mayor's signature supporting the HELPER Act and supporting an increase to the amount of funding per loan. Status: Completed.		September 18, 2023
548	07/25/23	23-1126	City Manager	City Manager to use meeting discussion points to draft 2024 State and Federal Legislative Priorities to be discussed at September 5, 2023 Workshop with final approval at the September 12, 2023 regular meeting. Status: Complete.	September 5, 2023	September 12, 2023
549	07/25/23	23-1150	City Manager	City Manager to use meeting discussion points for staff to draft a revised State and Federal Legislative Funding Appropriations Request for 2024 to be discussed at the September 5, 2023 Commission Workshop meeting for final approval at the Commission September 12, 2023 meeting. Status: Complete.	September 5, 2023	September 12, 2023
550	09/07/23	RES. NO. 2023-R-54	Finance	Staff to review the July 19th Commission Meeting minutes for the disposition of the CIP regarding Italy Avenue and P21DWR and update Commission via email. Status: Completed. Memorandum provided to Commission September 14, 2023.		

Total # of active and completed directives	686
Total # of active directives	39
Total # of completed directives	647