

CITY MANAGER REPORT
November 2024

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: The City Manager and Human Resources are working with Career Source to bring a Youth Summer Work Program to the City. Due to limited interest from students in the North Port area, no positions were filled. The agreement with Career Source remains in effect so the City may participate in future youth employment programs that may come available.	TBD	
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 process. On October 30, 2024, Sarasota County Parks, Recreation & Natural Resources provided communication that they can look at improving the parking area with grading and replacement/addition of shell. If this comes to fruition, Project #P22DPB Legacy Trail Extension Parking Enhancements can be discontinued with funding reallocated to Project P24LTC Legacy Trail Connection to Warm Mineral Springs. Awaiting confirmation from Sarasota County regarding proposed improvements.	TBD	
20	04/10/18		Development Services	Workshop on permitting and building processes and improvements. Status: Complete. Presentation held Nov 4, 2024.	November 4, 2024	November 4, 2024
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. Status: City Commission directed staff to combine Master Plans for Activity Center 6 and the newly-created Activity Center 10. Staff discussed with Commission that this project will not be initiated until late FY25 or early FY26.	Partial discussion April 2024; Late Fiscal Year 2025 / Early FY 2026	
391	04/13/21	21-0523	Development Services	City Manager to bring back an agenda item on incentives and environmental sustainability fee. Status: In process. Natural Resources team working on a presentation regarding an Environmental Scorecard and options for sustainability fee.	1st Quarter 2025	

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428	07/27/21	21-1052	Police	<p>City Manager to bring back</p> <p>1) Agenda item sometime in December to address a draft policy/provisions for first reading of the camping ord. based on consensus received</p> <p>2) Discussion on policy points for all terrain vehicles (ATV's).</p> <p>Status: In process.</p> <p>1) Complete.</p> <p>2) Staff to work with City Attorney on how this could conflict with the new Florida HB 1365, titled "Unauthorized Public Camping and Public Sleeping".</p>	December 2024	1) Sept. 26, 2023
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: In process. Draft ordinance sent for legal review November 2023. Legal review has been extended due to other Commission priorities. Legal sent draft to outside counsel in November 2024 and expects to have it back within 30 days. Ordinance will be scheduled for Commission agenda once City Attorney review is complete.</p>	January or February 2025	
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: This will coincide with the Activity 6 and Activity Center 10 Master plan. Staff anticipates initiation of project Late FY 2025 / Early FY26.</p>	TBD	
482	06/06/22	22-2614	Public Works	<p>Staff to bring back Facility Lease Policy with consensus items incorporated.</p> <p>Status: In process. This item is scheduled for the December 2, 2024, workshop to discuss lease rate calculation recommendations and lease template options.</p>	December 2, 2024	

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484	06/07/22	22-2946	Public Works	<p>A) Staff and legal team to draft a new agreement working with the Homeowners Association (HOA) of Duck Key to address the replacement of metal roadway grates.</p> <p>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) At this time, we are at an impasse with Duck Key on the draft agreement. On September 17, 2024, the City's legal team received a demand letter from the attorney representing Duck Key, renewing Duck Key's demand for the City to perform maintenance and repair the sewer/stormwater grates and reply to the letter within 30 days. City Attorney response was sent October 4, 2024.</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: City and County staff meeting regularly, with the next meeting in December. Both sides will get updates on the progress and bring the conversation to determine a time to meet in FY25.</p>	TBD	
530	03/02/23	23-0262	Police	<p>Regarding development and construction of the Police Station Headquarters and Emergency Operations Center (EOC):</p> <ol style="list-style-type: none"> 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>Status: In process.</p> <p>4) Staff is still in the process of identifying all funding options i.e., bonds, grants, and other funding sources of funding plan for the \$122M Police Headquarters. Design team is set to have 100% design complete and ready to present to Commission in the month of December.</p>	4) - TBD	1, 2) - July 25, 2023 3) March 2024

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531	03/06/23	23-0346	Public Works / Development Services	<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>1) Completed.</p> <p>2) Public Works and Natural Resources staff have evaluated the plans and provided minor modifications back to the consultant. Approved FY25 Budget includes multiple planting and reforestation plans. Natural Resources will present information to Commission at December 10, 2024 meeting.</p> <p>3) In process.</p>	<p>2) December 2024</p> <p>3) TBD</p>	1) June 12, 2023
553	04/11/23	23-0471	City Manager / Public Works	<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. Legal review was complete on September 17, 2024. Staff sent the Agreement to Jockey Club for review and as of October 24, 2024, the Jockey Club was still reviewing the agreement. Once their review is complete, this will be scheduled to go before Commission for consideration.</p>	TBD	
561	01/08/24	24-0041	Finance	<p>Staff to conduct fee study analysis of all fees listed in Appendix A, the City Wide Fee Schedule.</p> <p>Status: In process. Project kickoff meeting with Wildan Financial Services held June 6, 2024. The consultant is meeting with each department. Some departments will require several meetings and a few were rescheduled due to Hurricanes and are pending rescheduling. The study is on schedule to be completed by the end of the year.</p>	TBD	

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565	03/05/24	24-0335	Parks & Recreation	<p>Staff to continue discussion with various entities/focus groups and to bring back information on connecting Legacy Trail to Warm Mineral Springs to include specifically the look, cost and funding responsibility.</p> <p>Status: In process. Project P24LTC Legacy Trail Connection to Warm Mineral Springs has been added to the City's Capital Improvement Program at an estimated cost of \$4.7 million. A meeting was held on October 29, 2024 with stakeholders to review current funding status and discuss potential funding opportunities. Mr. Charles Hines contacted the Sarasota-Manatee Metropolitan Planning Organization (MPO) to request that the project be added to the priority project list in order to qualify for Sun Trail funding.</p>	TBD	
566	03/05/24	24-0323	Development Services	<p>Staff to bring back a revised parking regulation that effectively addresses home-based business parking issues.</p> <p>Status: Planned approach is to draft a memo to CM and City Commission, along with Legistar item, indicating the only option is to allow more vehicles on single family residential (SFR) lots and the impact on HOAs due to new legislation, and seek any direction from Commission.</p>	February 2025	
568	03/26/24	24-0358	City Manager / IT	<p>City Manager to move forward with installation of the artwork presented by Mike Halligan to be located near the Myakkahatchee Creek Greenway Trail along Price Boulevard in an amount not to exceed \$45,000, with deposit and payments being made as follows: 1/3 initial deposit, 1/3 during sculpture completion and curing process, and 1/3 at final installation.</p> <p>Status: In process. Artist has materials ready to go; received initial payment. Work has begun on log to cure it and prepare for the next step in the process. Artist will circle back with staff in a couple of weeks with another update.</p>	TBD	

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570	04/23/24	24-0599	City Manager / Finance	<p>City Manager to:</p> <ol style="list-style-type: none"> 1) work with Staff to bring back language for a charter amendment to allow the City borrowing authority in time for the November, 2024, election 2) work with staff to complete an economic development study and financial condition analysis by the end of the calendar year. 3) work with staff to prepare a comprehensive long-term Capital Improvement Plan for North Port to encompass all City services including General Government, Fire Rescue, Road & Drainage District, Solid Waste District, as well as water and sewer utility services. <p>Status: 2 & 3) In process. PFM Financial (PFM) has developed detailed alternative economic growth forecasts for the City through 2055. One scenario assumes historic growth patterns under the Historic Unified Land Development Codes (ULDC), while another assumes growth under the New ULDCs. PFM is also working on a third scenario, which assumes reduced population growth from levels projected in the City's Comprehensive Plan. PFM met with staff on November 6, 2024, and reviewed the fiscal model. They are making a few adjustments to the model. PFM will provide a status memo on December 9, 2024, with plans to present preliminary results at January 6, 2024, workshop.</p>	TBD	1) June 11, 2024
572	04/23/24	24-0601	Development Services	<p>City Manager to:</p> <ol style="list-style-type: none"> 1) send a memorandum to the Environmental Advisory Board (EAB) regarding the environmental scorecard noting tracking of suggested recommendations outlined in the memorandum and to advise the board of the status of the tree canopy study. 2) provide the EAB a copy of the MSDS sheets regarding pesticides used on land, water and pests, and to have staff present their presentation to Commission in the near future. <p>Status:</p> <ol style="list-style-type: none"> 1) Complete. 2) Complete; MSDS information provided to the EAB. Presentation to EAB held November 4, 2024. 	October or November 2024	<ol style="list-style-type: none"> 1) June 14, 2024 2) October 7, 2024

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575	05/28/24	24-0765	Parks & Recreation / Risk / City Manager	<p>Regarding Warm Mineral Springs Park Phase I Improvements and Phase II Future Development:</p> <ol style="list-style-type: none"> 1) City Manager to halt demolition of all three buildings 2) Staff to prepare separate cost estimates for the restoration of all 3 buildings, cost of water and sewer, and sanitation facilities, including separate flood mitigation and hardening costs for all 3 buildings. 3) Staff to explore additional insurance options, including historic designation insurance. 4) Staff to work with Friends of Legacy Trail to pursue design and funding options for Route 1 5) City Manager to coordinate and invite Sarasota County and state elected officials to North Port for a special meeting to discuss Warm Mineral Springs and potential available options, as soon as possible. <p>Status: In process.</p> <ol style="list-style-type: none"> 4) In process. See Item 588 for future updates. 5) Complete. Response from County Commission to City's request for meeting forwarded to City Commissioners on October 15, 2024. 		<ol style="list-style-type: none"> 1) May 28, 2024 2) September 10, 2024 3) September 10, 2024 4) October 15, 2024
577	06/11/24	24-0687	Development Services	<p>Regarding Spring Haven Roadway Extension:</p> <ol style="list-style-type: none"> 1) Staff to bring back a plan to create a conservation easement for the Spring Haven Property and instruct City Manager to explore opportunities for inclusion of School Board Property in the conservation easement discussion 2) City Manager to work with Sarasota County to explore options to purchase privately-owned properties along the Spring Haven / Myakkahatchee Creek Corridor using Environmentally Sensitive Lands Program/Funds. <p>Status: In process. Staff met with Sarasota County and there is likely not a path to pursue funding for Spring Haven properties through the County due to the property owner's request above appraised value. Staff exploring other options; will identify any opportunities and restrictions as to a plan for a conservation easement.</p>	June 2025	
580	06/27/24	24-0877	Development Services	<p>Staff to bring back a detailed proposal on implementing an unimproved lot registration and annual fee.</p> <p>Status: In process. Staff is working to bring an item to Commission in December 2024.</p>	December 2024	
582	07/23/24	24-0917	Development Services	<p>Staff to bring back an Ordinance for first reading related to the City Code Section 2-511(D) Settlement of Fines and Liens and Section 2-511(E).</p> <p>Status: In process.</p>	March 2025	

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583	07/25/24	24-1098	HR	<p>City Manager to work with Staff to move forward with the preliminary plans for creating and implementing a Health Care Center for employees of the City of North Port.</p> <p>Status: In process. Staff is working with Charlotte County Staff to develop an interlocal agreement to share resources for the employee health center.</p>	TBD	
584	08/06/24	Ord. No. 2024-13	Development Services	<p>Staff to review and bring back to Commission options for notification to property owners regarding the ULDC rewrite in a timely manner, as soon as possible.</p> <p>Status: Complete. This was brought to Commission on October 22, 2024.</p>		October 22, 2024
585	09/09/24	24-1340	City Manager / Grants & Legislative	<p>Staff to bring back discussion on Legislative Priorities and Legislative Funding Requests for FY2025 After November Election.</p> <p>Status: In process. Draft Legislative Priorities on the November 26, 2024, agenda for discussion. Final priorities and Legislative Funding Requests planned for the December 10, 2024, Commission meeting.</p>	December 10, 2024	
586	09/10/24	24-0997	Utilities	<p>Regarding Warm Mineral Springs: City Manager to pursue running utilities up Ortiz Blvd. to U.S. 41</p> <p>Status: In process.</p>	TBD	
587	09/10/24	24-0997	Parks & Recreation	<p>Regarding Warm Mineral Springs: Staff to negotiate with the Conservation Foundation and Gulf Coast Community Foundation for a conservation easement to the 60 acres adjacent to Warm Mineral Springs, explore possibility of bringing Selby Gardens or other botanical partner, and to identify a section of property for development as an alternative holistic health center.</p> <p>Status: In process. Staff is reviewing the parcel and will arrange for a survey of the property once boundaries are identified.</p>	TBD	
588	09/10/24	24-0997	Parks & Recreation	<p>Regarding Warm Mineral Springs: City Manager to explore funding options for Legacy Trail extension to Warm Mineral Springs.</p> <p>Status: In process. A meeting was held on October 29, 2024 with stakeholders to review current funding status and discuss potential funding opportunities. Mr. Charles Hines contacted the Sarasota-Manatee MPO to request that the project be added to the priority project list in order to qualify for Sun Trail funding.</p>	TBD	

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589	09/10/24	24-1349	HR	<p>City Manager to work with Human Resources in selecting a recruiting firm and schedule an agenda item for discussion regarding qualification parameters and recommended salary range for new City Attorney.</p> <p>Status: Complete. SGR retained for the City Attorney recruitment. City Attorney's office is taking lead and working with Doug Thomas to bring an item for discussion at the December 10, 2024 meeting.</p>	December 10, 2024	
590	03/26/24	24-0474	Public Works	<p>Regarding North and South Tamiami Trail Access Road Projects:</p> <p>1)City Manager to bring back separate estimated costs to construct both north and south Tamiami Trail access roads. 2)City Manager to work with staff to facilitate conversations with the area businesses for off street parking assessments to their businesses. 3)City manager to work with staff to review other potential options to include paid parking and other financial solutions to the parking issue.</p> <p>Status: In process. SCS Engineers is in the data collection phase and a draft report is expected in early calendar year 2025. Regular meetings with SCS Engineers are underway for the development of potential assessment methodology and/or other recommendations to support the development of parking lots and enhancements associated with this project.</p>	Early 2025	
591	09/24/24	Res. No. 2024-R-25	Public Works / Parks & Recreation	<p>City Manager to work with Parks & Recreation and Road & Drainage staff to bring back an agenda item at a future meeting regarding park land and road and drainage relative to Irdell Terrace Property designated in Resolution No. 2024-R-25.</p> <p>Status: In process. The new Parks & Recreation Master Plan will address service gaps and potential land acquisitions needed to meet current and future recreational needs for the City. The plan is scheduled to be complete by the end of 2025.</p>	Late 2025	
592	09/24/24	24-1419	HR	<p>With regard to the recruitment of a new City Attorney, staff to work with SGR to draft a brochure and provide it to sitting Commission following the November election for review.</p> <p>Status: City Manager effort complete. City Attorney taking lead on this directive.</p>	TBD	

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593	10/08/24	24-1458	Parks & Recreation	Staff to work with the Art Center and bring back details and documentation to lease the Scout House as well as the existing land that the Art Center sits on. Status: In process.	TBD	
594	10/08/24	24-0519	Public Works	Staff Liaison to send a memo to the Historic and Cultural Advisory Board (HCAB), copying the Commission, seeking additional information from the memo dated Sept. 11, 2024, on the reasons for Biscayne Plaza and specific homes and to share the minutes from the March 3, 2022, Commission meeting with the HCAB seeking validation for the turpentine dock and railroad. Status: In process. Memorandum is in development with planned distribution prior to the Board's meeting in December.		
595	10/22/24	24-1378	Public Works	City Manager to work with staff to initiate negotiations regarding the sale of property located at 2400 Commerce Parkway, North Port. Status: In process. Staff are working with Hetteema Saba, LLC to complete an appraisal of the property.		

Total # of active and completed directives	731
Total # of active directives	37
Total # of completed directives	694