

**City Manager Report
April 2023**

Updated 4/14/23

Item	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. Received email response from Mike Singer with SWFWMD on 1/30/23 indicating that he would be back in contact once the request had been reviewed by counsel. As of 4/13/23, staff is still waiting on response on response from SWFWMD for approval and agreement to move forward with construction of natural parking area, ADA access and buffer. On 4/29/22, 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

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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. However, a budget amendment is being proposed to reallocate these funds to a Gateway Master Plan. With development of a new hospital imminent, the timing of a Gateway Master Plan is much more critical than the Yorkshire Master Plan, where development is not anticipated for at least the next decade.</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. FEMA representatives have completed site inspection and staff is waiting on their report/response.</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 June 2023 along with the Parking Ordinance.</p>	June, 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: Presentation by potential artist scheduled for 4/11/23 Art Advisory Board meeting</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) 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 June 2023 when legal review is complete to coincide with the proposed Lodging Out of Doors Ordinance.</p>	June 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	
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	

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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: Memo to Commission February 7, 2023, Public Works is working with consultant to develop Comp Plan verbiage designating required level of service standards. A Contract Amendment to the ESRP Contract is scheduled to go before Commission on April 25, 2023. The contract amendment will address the changes needed to the Comprehensive Plan for the City's eligibility to move forward with the Mobility 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: Presentations were made at the March 14,2023 Art Advisory Board meeting from two local artists. Board members asked the artists to send in costs and renderings of their artwork for the April 11, 2023 Art Advisory Board meeting.</p>	June 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 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. Update: Focus has been shifted to AC 3 master planning with the coming of the hospital. Future consideration of the urban service boundary will be determined at a later date.</p>	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. Status: In process. Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3).	April 2023	April 10, 2023
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).	April 2023	April 10, 2023
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).	April 2023	April 10, 2023
478	06/06/22	22-2973	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. Ord. No. 2023-03 (previously Ord. No. 2022-19) adopted April 11, 2023.	April 11, 2023	April 25, 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).	April 2023	April 11, 2023
482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated. Status: Item scheduled for the May 23, 2023 Commission meeting pending legal review.	May 23, 2023	

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Updated 4/14/23

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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 progress. Staff received an update from artist Tony Kelly that he is set to begin painting in May.	Ongoing	
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. On hold awaiting Duck Key's response.	TBD	
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: City Manager to speak with County Administrator on best path forward.	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.	July 2023	
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: This item is being moved to September 12, 2023. This will now require an ordinance rather than a resolution. Staff is working through the FWC application and then will be awaiting their review and approval.	September 2023	

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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. The City's Risk Division worked with the insurance company to inspect the structures for a condition assessment. FEMA representatives have inspected the buildings and staff is currently awaiting their report/response.	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: In Process. Based on Planning & Zoning staff recommendation that this be an Administrative Policy instead of ULDC regulations, Public Works Staff is in process of drafting the policy.	TBD	
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. Referendum language developed during last election cycle.	TBD	
512	12/08/22	22-3796	City Manager / Parks & Recreation	Warm Mineral Springs Reopening - 1-Staff to give the National State Park of Warm Mineral Springs management agreement a 90-day notice of termination. 2-City Manager to move as expeditiously as possible to reopen Warm Mineral Springs. 3-City Manager to report to the Commission and community in a timely fashion on a regular basis regarding status of reopening WMS. Status: 1 - Complete. Notice of termination mailed and emailed 12/9/22. Termination effective March 9, 2023. 2 - Complete. Warm Mineral Springs opened April 7, 2023. 3 - Complete.	Complete	1-December 9, 2022 2-April 7, 2023 3-April 7, 2023
517	12/13/22	22-3832	City Manager	City Manager to schedule conflict resolution session with an experienced conflict resolution facilitator to include all Commissioners and all Charter Officers. Status: In process. Vendor agreement approved. Staff working with vendor on scheduling session.	May 2023	

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519	01/09/23	23-0012	NDS	<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: In process.</p>	After July Workshop on Chapter 4	
520	01/09/23	23-0062	NDS	<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>1-Staff to bring back information on calculations of density and options based on the 62 acres with the 20 acres containing the actual spring removed.</p> <p>Status: In process. Commission directed staff to proceed with amendments for AC 7A; estimate PZAB and CC 1st reading in April. Options for density and intensity for AC 7 on the 59 acres anticipated April 10 Commission workshop. On April 10, the City Commission directed staff to contact the indigenous people for feedback, and to present and obtain recommendations from the Environmental Advisory Board and Parks and Recreation Board, which will be presented to City Commission.</p>	June or July 2023	
521	07/26/22	22-3158	PW	<p>City Manager to work with the City Attorney and staff to amend the code of the City of North Port Chapter 22 - extending the fertilizer restricted period for April 1, 2022 - Spetember 30, 2022 (or May 1 as the start date if scientific data supports) using the criteria set forth by state statues in hope to be effective by 2023.</p> <p>Status: Revised Ordinance is with City Attorney for review. Staff received input from FDEP and provided it to City Attorney to continue with the legal review. This is still on track to bring before Commission on April 25, 2023.</p>	April 2023	

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524	02/06/23	22-0040	PW	<p>Regarding Road & Drainage District Rates & Methodology Study:</p> <p>1-Consensus to direct staff to proceed with assessment plan, Option 2B 2-Consensus to explore options to increase transportation fees at 100% of the 2011 study as an official action item on regular commission meeting agenda. 3-Consensus to have City Manager prepare a memo for Commission review and discussion for exempt properties and policies for potential revenue.</p> <p>Status: In process. 1- Final revisions to reflect Option 2B were presented and approved by Commission on March 30, 2023. 2- This was discussed at the Road and Drainage District meeting on March 30, 2023. Memo to follow up being drafted. 3- Staff presented memo and data related to exempt properties to Commission and it was discussed at the March 30, 2023 Road and Drainage District Meeting. No further action needed.</p>	TBD	March 30, 2023
525	02/28/23	23-0342	PW	<p>Staff to move forward on the traffic signal project for Price Blvd. at the High School and Middle School entrances by putting the project out for rebid.</p> <p>Status: In process. Bid opening scheduled for May 2, 2023.</p>	TBD	
526	02/28/23	23-0341	PW	<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. Staff obtaining quotes for the demolition.</p>	TBD	
528	02/28/23	23-0381	CC/CM	<p>Commissioner McDowell to work with staff to make arrangements for tour of North Port with Manatee County representatives.</p> <p>Status: In process. Tour scheduled for April 28, 2023.</p>	April 28, 2023	April 28, 2023

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530	03/02/23	23-0262	PD	<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.</p> <p>4-Grant staff submitted \$5 million federal appropriations request (being supported by Rep. Steube) for design/land acquisition.</p>	TBD	
531	03/06/23	23-0346	PW/CM	<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. 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: Staff is working with NDS on the development of a Natural Resources Division that would lead the way on the Citywide tree planting program.</p>	TBD	

Total # of active and completed directives	666
Total # of active directives	43
Total # of completed directives	623