

**CITY MANAGER REPORT
March 2023**

Updated 3/14/23

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. 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. Waiting 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. Staff is working with Rostan and have completed damage inventory reports submitted submitted FEMA the week of March 13, 2023. FEMA will then schedule an on-site visit to evaluate appropriateness of demolition.</p>	TBD	B) July 2021

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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	
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: Response from City Attorney's office shared with Art Advisory Board. Discussed at January 10, 2023 Art Advisory Board meeting. Continued to the Feb. 7, 2023 Art Advisory Board meeting. Memo with Art Advisory Board action items sent to Commission February 14, 2023.</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) Ordinance No. 2022-24 was adopted on 10/25/22. 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	

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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. Status: In process. Proposed Legacy Trail Trailhead included in RFP for Public-Private Partnership.	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 in Legal 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: Memo to Commission 2/7/23, Public Works is working 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: Art Advisory Board discussed at Jan. 10 meeting and reached a consensus to solicit a local artist to oversee the project, to provide a \$5,000 stipend, and to solicit volunteer labor. There was a consensus that individual Board Members research indications of interest from local artists and return next month to report their findings. Board member Gozion secured an artist that will present their piece at the Art Advisory Board Meeting on March 14, 2023.	June 2023	
472	05/10/22	22-2793	City Manager / Public Works / 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: Completed. Discussion held at March 6, 2023 Commission Workshop.	March 2023	

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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. Will be delayed due to Hurricane Ian.	TBD	
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. 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.	Workshop May 2023; Ordinance July 2023	
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).	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. Status: In process. Staff is investigating opportunities regarding this approach. Staff recommended policies will be incorporated into ULDC rewrite (Chapter 3).	April 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	
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. Third reading for Ord. No. 2023-03 (previously Ord. No. 2022-19) is scheduled for April 11, 2023, pending Legal review.	April 11, 2023	

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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	
482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated. Status: Item scheduled scheduled for the April 11, 2023 Commission meeting.	April 11, 2023	
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. 3/2/23 Status: In process. Mr. Kelly anticipates the mural to be completed in March.	March 2023	
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. 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	

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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: Draft resolution for no wake zones within the Cocoplum Canal and Blue Ridge Waterway will be submitted for legal review January 18, 2023. Pending research and legal review, this item is anticipated to go to Commission May 23, 2023.	May 23, 2023	
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. Staff is working with Rostan and have completed damage inventory reports to be submitted to FEMA the week of the 13th. FEMA will then schedule an on-site visit to evaluate appropriateness of demolition.	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: 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	

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512	12/08/22	22-3796	City Manager / Parks & Recreation	<p>Warm Mineral Springs Reopening -</p> <p>1-Staff to give the National State Park of Warm Mineral Springs management agreement a 90-day notice of termination.</p> <p>2-City Manager to move as expeditiously as possible to reopen Warm Mineral Springs.</p> <p>3-City Manager to report to the Commission and community in a timely fashion on a regular basis regarding status of reopening WMS.</p> <p>Status:</p> <p>1 - Complete. Notice of termination mailed and emailed 12/9/22. Termination effective March 9, 2023.</p> <p>2 - Modular unit and restroom trailer delivered 2/22/23. Site work has commenced. Temporary staff are being interviewed and onboarded as applicable. Staff working toward opening the first week of April.</p> <p>3 - City website is updated weekly to reflect progress towards reopening.</p>	Ongoing	1-December 9, 2022
513	12/08/22	22-3799	Utilities	<p>Discussion on Water and Wastewater base facilities charges and water meter abandonment relative to customers impacted by Hurricane Ian.</p> <p>1-Staff to allow the owner to pay the base facility charges for up to 5 years in time of emergency.</p> <p>2-Staff to revise the title of section 78-24U to be abandonment of service vs. discontinuance of service.</p> <p>3-Staff to add line extension to 78-24U specifically in the discontinuance of service in the code of abandonment of services</p> <p>Status: In process. Second Reading of Ordinance scheduled for March 30, 2023 meeting, pending legal review. Revisions for second reading submitted to City Attorney March 1, 2023.</p>	February 28, 2023	
516	12/13/22	22-3791	City Manager / Social Services	<p>Discussion on North Port and Non-Profits United (NP2) Program -</p> <p>Staff to begin inaugural application process with the inclusion of language change approved by consensus.</p> <p>Change language in expenditure section to read "this program shall not support administrative or program costs."</p> <p>Status: Completed. Staff posted the application for nonprofits to apply for the NP2 program on 3/1/2023.</p>	March 2023	March 1, 2023

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517	12/13/22	22-3832	City Manager	<p>City Manager to schedule conflict resolution session with an experienced conflict resolution facilitator to include all Commissioners and all Charter Officers.</p> <p>Status: In process. Vendor agreement and approval to use Commission Contingency funds on agenda for March 30, 2023 meeting. Once approved, staff can proceed with scheduling the session. Latest update from vendor indicates training sometime in May.</p>	May 2023	
518	12/13/22	22-3830	City Manager	<p>City Manager to schedule a day and a half Commission Retreat with day one being strategic planning and day two being team building.</p> <p>Status: Completed Retreat conducted March 7 & 8, 2023.</p>	March 2023	March 8, 2023
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 62 acres anticipated April 10 Commission workshop.</p>	April 2023	

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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	
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 is schedule to go before Commission on March 30, 2023. 2 - In process 3 - Staff currently researching information to prepare memo</p>	TBD	
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. Staff is currently working with Purchasing to update and resubmit supporting documentation for second solicitation.</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.</p>	TBD	

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527	02/28/23	23-0362	CM/CA	City Manager and City Attorney to prepare a resolution, using Charlotte County's approved resolution as a guide, to appose the Mosaic mining operations in DeSoto County due to its impacts on North Port water supply. Status: City Manager and City Attorney working to bring resolution to Commission at the March 30, 2023 regular meeting.	March 2023	March 14, 2023
528	02/28/23	23-0381		Commissioner McDowell to work with staff to make arrangements for tour of North Port with Manatee County representatives. Status: In process.		
529	02/28/23	23-0384	CM	Consensus to send a letter to Mayors of other pre-platted communities. Status: Complete. Letter distributed via email February 22, 2023		February 22, 2023

Total # of active and completed directives	664
Total # of active directives	47
Total # of completed directives	617