

CITY MANAGER REPORT

January 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: 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. 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 was canceled. To be rescheduled to alternate date to be determined.	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.	February 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: Work Assignment created and Purchase Order issued for preconstruction services with Wharton-Smith to develop scope and Guaranteed Maximum Price (GMP).	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: Art Advisory Board liaison to submit agenda item for February 13, 2024 City Commission meeting.</p>	2) February 13, 2024	1) April 11, 2022
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.</p> <p>B) Staff to bring back options for prepayment plans.</p> <p>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) Completed. Information presented at January 8, 2024 Commission meeting.</p>		<p>A & C) October 25, 2022</p> <p>B) January 8, 2024</p>
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 in communication with Charles Hines, Program Director, Florida Gulf Coast Trail, Trust for Public Lands regarding trail and connection. Included in proposal from WMS Development Group and pending P3 negotiations.</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	

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461	04/04/22	22-2245	Public Works	<p>Staff to move forward with:</p> <ul style="list-style-type: none"> - 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>Status: In progress. The Consultant is working on the revisions with anticipated completion in January 2024. Implementation of this will require Comp Plan amendment and proper notification of new Impact Fees. Due to recent legislative changes, staff has requested legal review to insure compliance with Florida statutes.</p>	TBD	
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</p>	First Reading Feb 13, 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. Staff is currently reviewing existing leases to identify conditions that may be impacted based on proposed use restrictions. Public Works staff has met with Social Services is meeting with representatives from neighboring municipalities to compile info on successful lease programs.</p>	TBD	
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: Complete. Art Advisory Board recommendation approved by City Commission on December 12, 2023.</p>	December 12, 2023	December 12, 2023

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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 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 completed draft agreement and submitted to City Attorney for review January 5, 2024. 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>	October 3, 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 Sarasota County solutions for North Port. City Manager to follow up with Social Services for response from Sarasota Housing Authority. If no response or progress the City Manager will elevate to County Administrator for assistance.</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>	February/Early March 2024	

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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>	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. Public Works has discussed potential program overlap with Economic Development and are currently drafting program specifics.</p>	TBD	
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.</p>	TBD	

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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>	February 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 March 2024 for ordinance to City Commission.</p>	AC 7 March 2024	
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 for preconstruction services to develop scope and Guaranteed Maximum Price (GMP) for demolition. Assigned to HalfAcre, awaiting Purchase Order.</p>	TBD	

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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"> 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 progress.</p> <ol style="list-style-type: none"> 3) Design still in process with staff continuing meetings with architect firm. Deliverables are tentatively set for February of 2024. 4) Staff is still in the process of identifying all funding option i.e., bonds, grants, and other funding sources. In March 2023 the Grant Division staff submitted a \$5 million federal appropriations request (being supported by Rep. Steube) for design/land acquisition. Staff is in the process of procuring the services of a consultant to provide guidance on the timing of the proposed referendum question as well as allowable methods of public education. 	3,4 - TBD	1,2 - July 25, 2023
531	03/06/23	23-0346	Public Works	<p>Regarding Tree Fund discussion:</p> <ol style="list-style-type: none"> 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>Status: In process.</p> <ol style="list-style-type: none"> 2) Contractor has compiled all GIS data needed and has developed a working map to conduct the analysis. Field work is expected to be completed in January 2024. 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. 	2, 3) TBD	1) June 12, 2023

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535	06/05/23	23-0853	Public Works	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. Status: In process. A Change Order has been completed to extend the contract time due to long lead times for materials. Project is still on track for a start date of June 3, 2024.	June 27, 2023	
536	06/05/23	23-0904	Public Works	Staff to proceed with increasing the Transportation Impact Fee 25%. Status: In process. Proposed change to Transportation Impact Fee is being included in the ordinance changes requested by Development Services. Draft wording for the ordinance amendment provided to Development Services to include in their request for legal review.	TBD	
539	06/27/23	RES. NO. 2023-R-45	Fire Rescue	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. Status: Complete. Resolution No. 2023-R-45 adopting the CEMP as revised was adopted by Commission at the November 28, 2023 Commission regular meeting.	Nov. 28, 2023	Nov. 28,2023
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. In process. Staff in communication with Charles Hines, Program Director, Florida Gulf Coast Trail, Trust for Public Lands regarding trail and connection. Included in proposal from WMS Development Group and pending P3 negotiations.	TBD	
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. Parks & Recreation is working with IT to develop an interactive map to facilitate stakeholder discussions. Internal stakeholder meeting held 11/28/23. Staff is working on refining maps.	TBD	

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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 in February 2024.</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 reviewing legal response. This will be included in the ULDC Rewrite.</p>	March 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. Staff is compiling information from other municipalities that offer this program to develop a system to honor hometown heroes.</p>	TBD	
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: Meeting with Jockey Club held December 1, 2023 with follow up meeting on January 5, 2024.</p>	TBD	

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554	10/24/23	23-1532	Public Works	<p>City Manager to provide periodic updates as to the status and progress of the Road & Drainage Fund Replenishment Plan.</p> <p>Status: In progress. Staff to prepare updates at six month intervals. First update planned for April, 2024.</p>	April 2024	
555	10/24/23	23-1548	City Manager / Development Services	<p>Staff to move forward with process of putting a 12 month moratorium in place with regard to affordable housing development under the Live Local Act.</p> <p>Status: On November 14, the City Commission rescinded direction to proceed with a moratorium.</p>		November 14, 2023
556	11/14/23	23-1227	Utilities	<p>Regarding Water and Wastewater Expansion payment plan options: staff to bring back an item with existing payment plan options as well as options for pre-payment plans for discussion at a future workshop. Commissioners will submit questions in advance so staff may properly prepare for discussion.</p> <p>Status: Completed. Staff presented options at Commission Workshop on January 8, 2024.</p>	January 8, 2024	January 8, 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. Updated documents from consultant are being reviewed by staff and memo is being drafted for distribution to Commission.</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. Buyer currently researching property future use. Awaiting further negotiations.</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	
560	12/04/23	23-1699	City Manager	Transmit proposed Convocation of Governments topics to Sarasota County School Board, adding school safety to the list of topic items. Status: Completed.		December 4, 2023
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	TBD	

Total # of active and completed directives	697
Total # of active directives	46
Total # of completed directives	651