

CITY MANAGER REPORT
May 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. The agreement with Career Source was presented and approved at the April 23, 2024 Regular Commission Meeting. Due to limited interest from students, the City will wait to hear from Career Source for future interest.	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 progress. Awaiting approval and agreement to move forward with construction of natural parking area, ADA access, and buffer. Parks & Recreation staff met with Sarasota County Parks, Recreation & Natural Resources staff on February 29, 2024, to discuss the proposed project. Sarasota County staff will reach out to SWFWMD to schedule a meeting with all three entities to discuss potential avenues to facilitate completion of the project. Currently awaiting the scheduling this meeting.	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. Staff and vendor working toward a Go-Live date in December 2024.	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: Amendments to Future Land Use Element will be discussed at the 5/28 Commission Meeting.	May 2024	A) September 17, 2019
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: Partial discussion held in April 2024 and Commission directed certain changes to the draft FLU. Master Plan for AC #6 intended to begin after utility capacity study is complete.	Partial discussion April 2024; Fiscal Year 2025	

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391	04/13/21	21-0523	Development Services	City Manager to bring back an agenda item on incentives and environmental sustainability fee. Status: In progress. Natural Resources staff is developing option for Environmental Sustainability Fee.	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: In process demolition began May 14, 2024.	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.	November 2024	1) Sept. 26, 2023
458	01/11/22	22-2054	Development Services	Staff to work on implementation of Economic Development Incentive Option 1 - Targeted Industries in Geographic Areas with impact fee set at 50% Status: Ordinance in legal review and anticipated in June 2024.	June 2024	
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. The City Attorney's office is working on the evaluation of legislative changes and impacts to planned fee implementation. The response is anticipated by the end of May 2024.	TBD	

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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. This cannot begin until the utility capacity study is complete, as the State requires the City show the ability serve prior to expanding the urban service boundary. Anticipate initiation of project FY 2025.	FY 2025	
482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated. Status: In progress. TIn progress. The City Attorney's Office and Department of Public's Works staff have been working through modifications. Once review is completed, staff will bring to Commission for consideration.	TBD	
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: A) Legal review of the draft agreement has been completed. Duck Key's legal team is currently reviewing the draft agreement. Staff anticipate to bring this to Commission for consideration at the July 23, 2024, Road and Drainage District meeting. This date allows time for proper review from both Duck Key's legal team as well as our legal team if they have any questions or request any changes. B) Subject to completion and execution of new agreement with Duck Key HOA.	July 23, 2024	
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: April City and County staff meeting rescheduled to June. Both sides will get updates on the progress and bring the conversation to determine a time to meet in FY24.	TBD	
495	09/06/22	22-3427	Development Services	Staff to bring back possible solution regarding performance of Tree Regulations adopted through Ordinance No. 2021-46 for discussion and possible action. Status: Staff provided draft language to Commission during May 6, 2024 Workshop and is working to bring amended ordinance back in early June.	May 6, 2024	

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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. Draft SOP review completed by Art Advisory Board Liaison, memo and website to launch program being developed. The proposed Traffic Cabinet Signal Art wrap program is on the Art Advisory Board Agenda for May 2024 for review and input.</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: Duplicate/replaced with item 559 and item 570.</p> <p>Staff met with PFM on May 2 and 14, 2024, to discuss the scope of services to develop: financial condition analysis, economic development analysis, comprehensive long-term capital improvement plan, and debt management policy. PFM is working on the proposed engagement to be submitted by May 24, 2024.</p>	February 26, 2024	
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> <ol style="list-style-type: none"> 1) Consensus to retain neighborhood meeting requirements as currently exists in Development Master Plans process. 2) Consensus to pause conversation on the DMP process until after review of corrections regarding the zoning code. 3) Consensus to direct staff to modify the language regarding sign posting to include posting the property as part of the neighborhood meeting process. 4) Consensus to pause discussion regarding variances to buffer sizes until after review of corrections regarding buffer code. <p>Status: Commission direction has been incorporated in draft ULDC and will be reflected in next release of document.</p>	June 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 and will be incorporated with the First Reading in May.</p>	May 28, 2024	

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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. Guaranteed Maximum Price (GMP) received and is being reviewed by staff. The Construction Manager at Risk (CMaR) Phase II Agreement will be brought for Commission consideration at the May 28, 2024 Commission Meeting.</p>	May 28, 2024	
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. 3) Completed. 4) Staff is still in the process of identifying all funding options i.e., bonds, grants, and other funding sources. City Staff is holding a town hall on March 21, 2024 to discuss funding options and hear feedback from the community on the proposed pathway of using surtax, debt issuance, sale of public property, etc. for the funding of a \$100M police headquarters.</p>	4) - TBD	1, 2) - July 25, 2023 3) March 2024
531	03/06/23	23-0346	Public Works / Development Services	<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. 2) Contractor is working through final data review to complete report. Report delivery expected in May 2024. 3) Natural Resources Division Urban Forester will be starting with the City in April 2024 to work on city wide tree planting program.</p>	2) May 2024 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. Memorandum providing an update for this project was given to the Commissioners in March. Completion of this project is still on track for the end of June 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. First reading of the ordinance is scheduled for the May 28, 2024 Commission Meeting, followed by a 90-day notice period and second reading on September 10, 2024.	May 28, 2024	
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: Initial park system mapping complete. Awaiting availability of stakeholders to finalize.	TBD	
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 progress. Staff reviewed legal response. This will be included in the ULDC Rewrite.	June 2024	
551	09/26/23	23-1442	City Manager / Public Works	Staff to bring back information and logistics on implementing a banner program honoring military veterans, active duty, and other hometown heroes. Status: In process. Communications has provided design for the banners. Staff is preparing an agenda item, targeted for June 11, to bring options on the program to commission for consideration.	July 1, 2024	
553	04/11/23	23-0471	City Manager / Parks & Recreation	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. Status: In process. The City Attorney's Office completed initial review of the proposed agreement and provided edits/questions. Staff have responded and provided the survey and updated maps for inclusion in the agreement.	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 process. A memo outlining the replenishment plan and fund balance provided to Commission May 10, 2024.</p>	May 2024	
557	11/14/23	23-1540	Development Services / 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. Staff is working to finalize a memo providing revised information to Commission in May 2024.</p>	May 2025	
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. The developer has not responded on the potential negotiation of this parcel, therefore potential disposition of this parcel is being considered along with the larger City owned parcel surplus evaluation.</p>	TBD	
559	12/04/23	23-1694	City Attorney / Finance	<p>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.</p> <p>Status: In process. Duplicate item replacing item 507. Staff working on potential Charter Amendment Language for November 2024 ballot.</p>	March 5, 2024	
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. Staff has completed the ranking/review of the Requests for Letters of Interest and unanimously selected Willdan Financial Services firm to perform the study. Issued PO on May 8, 2024, and currently working with the firm to setup a kick-off meeting.</p>	TBD	
563	02/26/24	24-0341	City Manager	<p>Regarding potential referendum language to amend Section 1.02(b) of the City Charter related to City's authority to issue general obligation and revenue bonds:</p> <p>A) Staff to investigate the possibility of going to referendum in August</p> <p>Status: Obsolete. New direction given during April 23, 2024 Commission Special Meeting (See item 570.) This item to be removed.</p>	April 23, 2024	April 23, 2024

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564	03/05/24	24-0335	Parks & Recreation	<p>Regarding Warm Mineral Springs: staff to bring back information regarding the costs associated with Option 1 including the demolition of existing buildings, salvaging Cyclorama panels for future display; constructing a simple administrative building including flushable toilets and an outside shower; water and sewer to the immediate area and incremental cost to bring to Tamiami Trail; and parking improvements, and plan development costs.</p> <p>Status: In process. Staff is awaiting the geotech report from Ardaman & Associates. Upon receipt, this information along with an update on various stakeholder meetings related to WMSP will be brought forward to Commission. The City's Project Manager is working with Kimley-Horn & Associates to finalize a contract amendment for design services. Cost estimates cannot be provided until the revised design is underway. Requests for Letters of Interest for CMAr's are currently under review to be ranked in early May 2024.</p>	TBD	
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. Staff met with Charles Hines, Program Director, Florida Gulf Coast Trail, Trust for Public Lands regarding trail and connection. Staff attended a follow-up meeting with Mr. Hines on April 10, 2024. Mr. Hines has been in contact with Kimley-Horn regarding the status of the design plans (contracted by Sarasota County) for the connection to WMSP and next steps needed to move forward to complete the design and determine estimated costs.</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: Per discussion with City Commission, this will be worked on following completion of ULDC.</p>	TBD	
567	03/07/24	24-0357	City Manager / Police	<p>Regarding Police Department Headquarters (PD HQ)Project:</p> <ol style="list-style-type: none"> 1) City Manager to continue preparing a funding plan for additional services to complete the site, drainage, and construction plan for the PD HQ at a cost not-to-exceed \$4 million. 2) City Manager and City Clerk to schedule a joint meeting with the Chamber of Commerce to solicit input regarding the PD HQ Project. 3)City Manager and staff to review the alternative option of a lease buyback for construction of the PD HQ project. <p>Status: 1) Complete. Commission approved budget transfer for 4 million to complete 100% design of the 122-million-dollar design. 2) Complete. Joint meeting with North Port Area Chamber of Commerce held April 2, 2024. 3) Complete. Information provided to Commission by the City Attorney.</p>		<ol style="list-style-type: none"> 1) May 14, 2024 2) April 2, 2024 3) April 1, 2024

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568	03/26/24	24-0358	Parks & Recreation	<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. Commission approved budget amendment to fund artwork on May 14, 2024.</p>	TBD	
569	03/26/24	24-0490	City Manager / Finance	<p>Regarding a potential referendum for a Charter Amendment regarding the City's bonding authority, a potential referendum authorizing bonds and other funding options for the Police Department Headquarters.</p> <p>1) April 1, 2024 Workshop to be amended to change from workshop to special meeting. 2) Amend April 1, 2024 agenda to include discussion and possible action regarding funding of the North Port Police Department Headquarters to 100% design plan. 3) Staff to meet with bond counsel and other external subject matter experts in order to have discussion with possible action on how to structure the payment of Police Department Headquarters.</p> <p>Status: 1) Complete. 2) Complete. 3) Complete</p>		1, 2) April 1, 2024 3) April 23, 2024
570	04/23/24	24-0599	City Manager /	<p>City Manager to:</p> <p>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> <p>Status: 1) In process. 2) In process. 3) In process.</p>		

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571	04/23/24	24-0509	City Manager / Grants	<p>City Manager to:</p> <p>1) Remove Spring Haven Dr. Expansion project from the Resilient SRQ CBDG Disaster Recovery Program.</p> <p>2) Add agenda item for the Spring Haven Dr. Expansion project to a future agenda for discussion and possible action.</p> <p>Status:</p> <p>1) Completed.</p> <p>2) Agenda Item scheduled for discussion at the May 28, 2024.</p>	May 28, 2024	1) April 24, 2024
572	04/23/24	24-0601	Development Services	<p>City Manager to:</p> <p>1) send a memorandum to the 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.</p> <p>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> <p>Status:</p> <p>1) In process</p> <p>2) In process</p>	TBD	

Total # of active and completed directives	708
Total # of active directives	43
Total # of completed directives	665