

**CITY MANAGER REPORT**  
**October 2023**

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 March 2, 2022 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. Sarasota County Parks, Recreation & Natural Resources staff requested/scheduled meeting with City P&R staff for December 28, 2023.	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 September 17, 2019 meeting 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 update to Future Land Use Element of Comprehensive Plan.	January / 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 we 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. Staff is drafting an Economic Development ordinance and will be sending it to Legal for review upon draft completion. The new Natural Resources Division positions have been filled and new hires will start beginning late-Nov through December. Once the NR Manager and Environmental Planner are onboard options for an Environmental Sustainability Fee will be developed.	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: Damage assessments complete, FEMA evaluation of their assessment and possible funding for demolition ongoing. A work assignment is in development for Wharton-Smith via the Construction Manager at Risk (CMaR) format. Wharton-Smith will provide a Guaranteed Maximum Price (GMP) and that contact amendment will be brought to Commission for approval.	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.	February 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: The Art Advisory Board discussed Mr. Haligan's quote and proposal at the October 10, 2023 Art Advisory Board Meeting. The board asked for a plaque to be added in that describes the story behind the piece of artwork. Mr. Halligan is preparing this addition for the upcoming November 14, 2023 Art Advisory Board meeting.</p>	TBD	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 &amp; C) Complete. B) Working to bring options to Commission in November. Additional time required to analyze the legal request and develop the pre-payment plan options.</p>	B) November 2023	A & C) October 25, 2022 B) November 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. 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.</p>	TBD	
458	01/11/22	22-2054	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: Ordinance sent for legal review October 31, 2023. CAO indicates 60-days (minimum) required for 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"> <li>- Mobility Impact Fee Rate Scenario-2, not to include east of Toledo Blade or Phase III of Price Boulevard.</li> <li>-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)</li> </ul> <p>Status: In progress. The Consultant has provided draft Level of Service categories and information. Public Works staff met with the Consultant to revise language and requested additional information for the application of the level of service calculations. The Consultant is working on the revisions with anticipated completion in January 2024. Implimentation of this will require Comp Plan amendment and proper notification of new Impact Fees.</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 January 2023</p>	January 2023	
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>	October 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 and has obtained similar leases from neighboring entities for research to provide a proposed approach for this policy.</p>	TBD	

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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: In progress. At the October 10, 2023 Art Advisory Board Meeting, the Board reviewed a submission from local artist, Clare Harvey, to complete this project. The board voted to move forward with this submission by bringing it forward to the City Commission. Staff has added the item to the Rolling Agenda for December 12, 2023.</p>	December 12, 2023	
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 and City Manager's Office met with Phil Caroleo from Duck Key on July 31, 2023. Public Works staff continues to draft this agreement. Staff also confirmed that payment for services already rendered has not been received and will be included in the terms of the agreement.</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 provided a Joint Memorandum to City Commission and County Commission with updates on the prior discussed items on October 3, 2023. This Joint Memorandum provides details until the next in person meeting happens 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 SRQ solutions for North Port. Expected timeframe for update is Fall 2023.</p>	TBD	

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Item	Commission Meeting Date	Agenda Item	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
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: Will be brought forward with Chapter 5 of the ULDC Rewrite.	January 2024	
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 will now require an ordinance rather than a resolution. Staff continues working through an application with the FWC, however, this is a low priority item for FWC as they work through impacts from Hurricane Ian. FWC is still reviewing application.	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 continues work on drafting the policy. Public Works staff is still developing program specifications and drafting 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: Not started. Finance recommends seeking professional guidance regarding the timing of the proposed referendum question as well as the allowable methods of public education. Staff is in the process of procuring the services of a consultant. A memorandum will be provided to Commission once staff has obtained a consultant.	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>	January/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: Second reading of AC 7A amendments scheduled. AC 7 changes part of FLU amendments associated with ULDC rewrite. Estimate February 2024 for ordinance to City Commission.</p>	2nd Reading AC 7A - November 28, 2023; AC 7 February 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. Working through FEMA documentation with Rostan for next steps on demolition. Demolition of the Jessamine house is planned within the Construction Manager at Risk (CMaR) work assignments that have been developed in conjunction with direction from Rostan, review of FEMA requirements and insurance coverage. The guaranteed maximum price contracts (GMP) are in final stages and will be brought to Commission for approval.</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"> <li>1) City Manager to proceed with facility needs of North Port Police Station to expand at a new location to be determined.</li> <li>2) City Manager to authorize the identification of location and debate with owner for a purchase price to be brought back to Commission.</li> <li>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.</li> <li>4) City Manager to bring back all financing options for construction of the North Port Police Station and EOC.</li> </ol> <p>Status: In progress. 1, 2) Completed. 3) Kickoff meeting was held with the architect firm on September 27, 2023. Scheduled meetings are set for the next several months on design build progress. 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.</p>	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"> <li>1) City Manager and Staff Liaison to schedule a joint meeting with the Environmental Advisory Board prior to Budget.</li> <li>2) Staff to bring back tree replanting and maintenance program and budget, along with budget estimates with other request prior to budget.</li> <li>3) Staff to bring back what a tree give-a-way program looks like.</li> </ol> <p>Status: In process. 2) Tree Survey kick off meeting held on October 27, 2023. Monthly update meetings scheduled. Survey crew anticipates final report back around May 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.</p>	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 is being drafted to extend the contract time due to long lead times for materials. After discussions with the School Board, a construction start date has been reached to start 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. Staff is developing timeline and historical information for inclusion with the ordinance template to complete legal request. Public Works staff have also contacted Wellen Park to provide notice of the change.	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: Resolution adopting CEMP scheduled for November 28, 2023 Commission meeting.	28-Nov-23	
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. Staff are in communication with Charles D. Hines, Program Director, Florida Gulf Coast Trail, Trust for Public Lands.	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. In progress. Parks & Recreation is working with IT to develop an interactive map to facilitate stakeholder discussions.	TBD	
545	07/11/23	23-0973	Police	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.  Status: 1,2) In process. Presentation drafted and currently in review with City Manager.	Fall 2023	

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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 Legal Review. The Legal Request and Planning Memorandum was submitted September 12, 2023.	December 2023	
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: Public Works staff in process of gathering information.	TBD	
552	10/10/23	23-1447	City Manager / Development Services	City Manager to establish a workshop dedicated to Activity Centers and uses to be scheduled at a date to be determined by staff.  Status: Completed. Information presented and discussed at November 6, 2023 Workshop. Consensus items will be incorporated into ULDC.	November, 2023	6-Nov-23
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: Meeting with Jockey Club scheduled for December 1, 2023.	TBD	
554	10/24/23	23-1532	Public Works	City Manager to provide periodic updates as to the status and progress of the Road & Drainage Fund Replenishment Plan.  Status: In progress. Staff to prepare updates at six month intervals. First update planned for April, 2024.	April 2024	
555	10/24/23	23-1548	City Manager / Development Services	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.  Status: In progress. City Attorney's Office drafting documents.	TBD	

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556	11/14/23	23-1227	Utilities	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.  Status: In progress.	TBD	
557	11/14/23	23-1540	City Manager / Economic Development	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.  Status: In progress.	TBD	

Total # of active and completed directives	693
Total # of active directives	43
Total # of completed directives	650