

**CITY MANAGER REPORT**  
**July 2024**

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: The City Manager and Human Resources are working with Career Source to bring a Youth Summer Work Program to the City. Due to limited interest from students in the North Port area, no positions were filled. The agreement with Career Source remains in effect so the City may participate in future youth employment programs that may come available.	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 process. 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. On 6/25/24, City Commission provided consensus to reallocate \$125,000 of park impact fee funding from this project to a new project to support the Legacy Trail Extension to Warm Mineral Springs Park. No update has been received from Sarasota County or SWFWMD.	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	
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.  Status: Master Plan for AC #6 and AC #10 combined at Commission direction and intended to begin Late FY25 / Early FY26.	Partial discussion April 2024; Late Fiscal Year 2025 / Early FY 2026	
391	04/13/21	21-0523	Development Services	City Manager to bring back an agenda item on incentives and environmental sustainability fee.  Status: In process. Natural Resources staff is developing option for Environmental Sustainability Fee.	TBD	

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428	07/27/21	21-1052	Police	<p>City Manager to bring back</p> <p>1) Agenda item sometime in December to address a draft policy/provisions for first reading of the camping ord. based on consensus received</p> <p>2) Discussion on policy points for ATV's.</p> <p>Status: In process.</p> <p>1) Complete.</p> <p>2) Staff to work with City Attorney on how this could conflict with the new Florida HB 1365, titled "Unauthorized Public Camping and Public Sleeping".</p>	November 2024	1) Sept. 26, 2023
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: In process. Nov. 30, 2023 ordinance in legal review. On May 24, 2024 CAO extended legal review deadline to July 2024.</p>	September 2024	
461	04/04/22	22-2245	Public Works	<p>Staff to move forward with:</p> <p>1) Mobility Impact Fee Rate Scenario-2, not to include east of Toledo Blade or Phase III of Price Boulevard.</p> <p>2) 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: In process. The City Attorney's Office provided a legal response on May 15, 2024. Based on this input, the Department of Public Works will continue with Transportation Impact fees, with a proposed ordinance to increase the fees by the maximum 25% equally over two years. State legislation pending for implementation on October 1, 2024, will require impact fees studies are less than 4 years old when fees are modified. Therefore, the Department of Public Works will plan for a new study and implementation of Mobility Fees to follow, after the moratorium on impact fee changes following Hurricane Ian expires on October 1, 2026.</p>	TBD	
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: Anticipate initiation of project Late FY 2025 / Early FY26.</p>	TBD	

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482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated.  Status: In process. The City Attorney's Office and Public Works staff continue working through modifications. Legal Service Request review is nearing completion and an update will be forthcoming.	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) A memorandum dated June 21, 2024, was provided to Commission on June 26, 2024 providing an update. At this time, we are at an impasse with Duck Key on the draft agreement. 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: City and County staff meeting scheduled for July 10, 2024. 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: Included in ULDC Rewrite - 1st Reading July 23, 2024; 2nd Reading August 6, 2024	1st Reading July 23, 2024; 2nd Reading August 6, 2024	
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: Complete.		5/17/24

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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: Directive completed and replaced with item 559 and item 570. This item will be removed.</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> <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: Included in ULDC Rewrite - 1st Reading July 23, 2024; 2nd Reading August 6, 2024</p>	1st Reading July 23, 2024; 2nd Reading August 6, 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: Included in ULDC Rewrite - 1st Reading July 23, 2024; 2nd Reading August 6, 2024</p>	1st Reading July 23, 2024; 2nd Reading August 6, 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. The Purchase Order for the demolition has been secured and project scheduling is underway.</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 process. 3) Completed. 4) Staff is still in the process of identifying all funding options i.e., bonds, grants, and other funding sources of funding plan for the \$122M 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"> <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) Reports have been received and are being reviewed by staff from the Department of Public Works and Natural Resources Division. Budget Amendment in progress for tree planting during FY24 and FY25 around playgrounds, along Sumter and other major streets, and reforestation planting.</p>	2) June 2024 3) TBD	1) June 12, 2023
553	04/11/23	23-0471	City Manager / Public Works	<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: In process. Survey has been ordered and the contractor anticipates completion by the end of July. Once received, this will be submitted to City Attorney for completion of the agreement.</p>	TBD	

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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. Equipment has been installed and the project is in close out.	June 27, 2023	
536	06/05/23	23-0904	Public Works	Staff to proceed with increasing the Transportation Impact Fee 25%.  Status: In process. Second reading scheduled for September 10, 2024. City Attorney is reviewing the requirement to split the increase equally over two years.	September 10, 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: Complete. Information presented at July 1, 2024 workshop.	July 1, 2024	July 1, 2024
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: Included in ULDC Rewrite - 1st Reading July 23, 2024; 2nd Reading August 6, 2024	1st Reading July 23, 2024; 2nd Reading August 6, 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: Complete. Staff presented options to Commission at the July 1, 2024 Workshop with a final consensus to not move forward with this program.	July 1, 2024	July 1, 2024
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. Project kickoff meeting with Wildan Financial Services held June 6, 2024.	TBD	

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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. Meeting with Charles Hines, Program Director, Florida Gulf Coast Trail, Trust for Public Lands and Friends of Legacy Trail on June 17, 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	
568	03/26/24	24-0358	City Manager / IT	<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. Finance is currently processing payment for sculpture and paperwork is being completed to move the project forward. Artist is still waiting for payment to begin work.</p>	TBD	
570	04/23/24	24-0599	City Manager / Finance	<p>City Manager to:</p> <ol style="list-style-type: none"> <li>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</li> <li>2) work with staff to complete an economic development study and financial condition analysis by the end of the calendar year.</li> <li>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 &amp; Drainage District, Solid Waste District, as well as water and sewer utility services.</li> </ol> <p>Status: Proposed Amendment to existing Agreement with Consultant (PFM) for studies has been submitted to City Attorney for review. An expedited review has been requested to meet Commission direction for the completion of the two studies by the end of the year.</p> <ol style="list-style-type: none"> <li>1) Complete. Commission approved potential referendum language and Ordinance 1st reading is scheduled for July 9, 2023.</li> <li>2) In process.</li> <li>3) In process.</li> </ol>	TBD	1) June 11, 2024

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572	04/23/24	24-0601	Development Services	<p>City Manager to:</p> <p>1) send a memorandum to the Environmental Advisory Board (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) Complete 6/14/24.</p> <p>2) In process; MSDS information provided to the Clerk for distribution to EAB. Staff working toward providing Tree Canopy presentation at September 10, 2024 Commission meeting.</p>	<p>1) June 2024; 2) September 10, 2024</p>	1) June 14, 2024
574	05/14/24	24-0515	City Manager / IT	<p>Regarding Art Advisory Board recommendation for a Peace Pole program in conjunction with the City 65th Anniversary: Art Advisory Board to review Commission comments and find a path forward to bring back to Commission if decided to have a City sponsored program.</p> <p>Status: Per Commission Direction, the Art Advisory Board will offer Peace Pole project to an outside third party to take on the project.</p>	TBD	



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575	05/28/24	24-0765	Parks & Recreation / Risk / City Manager	<p>Regarding Warm Mineral Springs Park Phase I Improvements and Phase II Future Development:</p> <ol style="list-style-type: none"> <li>1) City Manager to halt demolition of all three buildings</li> <li>2) Staff to prepare separate cost estimates for the restoration of all 3 buildings, cost of water and sewer, and sanitation facilities, including separate flood mitigation and hardening costs for all 3 buildings.</li> <li>3) Staff to explore additional insurance options, including historic designation insurance.</li> <li>4) Staff to work with Friends of Legacy Trail to pursue design and funding options for Route 1</li> <li>5) City Manager to coordinate and invite Sarasota County and state elected officials to North Port for a special meeting to discuss Warm Mineral Springs and potential available options, as soon as possible.</li> </ol> <p>Status: In process.</p> <ol style="list-style-type: none"> <li>2) Staff anticipate bringing back requested information on Warm Mineral Springs Park Phase I cost estimates and insurance at the September 10, 2024 City Commission meeting.</li> <li>3) In process.</li> <li>4) Staff met with Friends of Legacy Trail on 6/17/24. Option to route trail within a portion of the City's drainage easement was discussed with Public Works and proposed to Sarasota County Parks, Recreation, &amp; Natural Resources. Staff anticipate bringing back requested information on Warm Mineral Springs Park Phase I cost estimates and insurance at the September 10, 2024 City Commission meeting.</li> <li>5) Correspondence sent to Sarasota County regarding the request for joint meeting July 8, 2024.</li> </ol>		1) May 28, 2024
576	06/03/24	24-0798	Development Services	<p>Staff to review the North Port Area Chamber of Commerce's letter with suggestions and respond to Commission with recommendations.</p> <p>Status: Included in ULDC Rewrite - 1st Reading July 23, 2024; 2nd Reading August 6, 2024</p>	1st Reading July 23, 2024; 2nd Reading August 6, 2024	
577	06/11/24	24-0687	Development Services	<p>Regarding Spring Haven Roadway Extension:</p> <ol style="list-style-type: none"> <li>1) Staff to bring back a plan to create a conservation easement for the Spring Haven Property and instruct City Manager to explore opportunities for inclusion of School Board Property in the conservation easement discussion</li> <li>2) City Manager to work with Sarasota County to explore options to purchase privately-owned properties along the Spring Haven / Myakkahatchee Creek Corridor using Environmentally Sensitive Lands Program/Funds.</li> </ol> <p>Status: In process. Staff meeting with Sarasota County in July.</p>	TBD	

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578	06/11/24	24-0820	City Manager	<p>Regarding Charter Amendment Language Related to the City's Bonding Authority:</p> <p>1) City Manager to bring back ordinance for first reading and Charter Amendment language for review.</p> <p>2) City Manager to bring back input from PFM and bond Counsel regarding recommendation of borrowing cap inclusion in referendum at first reading.</p> <p>3) City Manager to bring back debt management policy prior to first reading for the charter referendum ordinance.</p> <p>4) City Manager to remove reference to borrowing limit within the referendum wording.</p> <p>Status: Completed. Items 1-4 brought to Commission at Special Meeting on June 26, 2024. See Item No. 579 for resulting directives.</p>		June 26, 2024
579	06/26/24	24-0914	City Manager	<p>City Manager and City Clerk to schedule debt policy workshop in September with the final adoption to be held prior to the November referendum.</p> <p>Status: Workshop scheduled for September 9, 2024.</p>	September 9, 2024	
580	06/27/24	24-0877	Development Services	<p>Staff to bring back a detailed proposal on implementing an improved lot registration and annual fee.</p> <p>Status: In process</p>	TBD	

Total # of active and completed directives	716
Total # of active directives	39
Total # of completed directives	677