

**CITY MANAGER REPORT**

**July 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 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. 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. Received email response on 5/15/23 from Real Estate Services Manager, Land Resources Bureau indicating the request is still under review.	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. Project will take approximately 18 months to complete.	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 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		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: Master Plan for AC6 to be conducted FY 2025 after utility capacity to serve study is complete.	2025	
391	04/13/21	21-0523	City Manager / Economic Development	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. Once Natural Resources Division is staffed, 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. City insurance recovery estimated at \$61,000 after deductible. The project will now move through the CMar process with a construction/demolition phase estimated to start in October 2023.	July 2023	B) July 2021
428	07/27/21	21-1052	City Manager	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.  Status: Staff is working with the City Attorney's office on revisions to Camping Ordinance. First reading of the Ordinance has been adjusted from June 2023 to December due to Hurricane Ian and timing/hurricane season (along with the Parking Ordinance).	Dec 2023	

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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: Mike Halligan from the Rip Tide Foundation attended the May Art Advisory Board Meeting to provide an overview of his proposal to utilize resin and salvaged wood from Hurricane Ian to create a sculpture for the location. Mr. Halligan was scheduled to present more information at June meeting, but did not attend. Staff is working to reschedule his presentation at a future Art Advisory Board meeting</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 &amp; C) Complete.                      B) Going to Commission on the September 12, 2023 meeting. Staff needed additional time to analyze the legal request and develop the pre-payment plan options.</p>	B) June 2023	A & C) October 25, 2022
452	02/01/22	22-2203	Development Services	<p>Staff to bring back First Reading of Draft Property Standards Parking Ordinance incorporating the Commission consensus items.</p> <p>Status: First Reading scheduled for September 12, 2023.</p>	Sept 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. Proposed Legacy Trail Trailhead included in RFP for Public-Private Partnership. Pending P3 Agreement.</p>	TBD	

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458	01/11/22	22-2054	City Manager / Economic Development / 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: In progress. Public Works staff continues work 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: Presentations were made at the March 14,2023 Art Advisory Board meeting from two local artists. At the May 2023 meeting, the Board discussed the placement and square footage of the mural in relation to allocated funds for the project. It was determined that additional measurements were needed for the artists. Staff intends to bring forward an agenda item for consideration of a mural at the September 12, 2023, City Commission Regular Meeting.	June 2023	
473	05/24/22	22-2838	Development Services	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.  Status: In process. Delayed due to hurricane and other conflicting priorities.	Fall 2023	
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. Anticipate initiation of project FY 2025.	October 2025	

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482	06/06/22	22-2614	Public Works	<p>Staff to bring back Facility Lease Policy with consensus items incorporated.</p> <p>Status: Public Works staff met with Social Services to discuss the proposed policy. Public Works has received research on lease wording for similar entities and is reviewing for updates to the proposed policy.</p>	May 23, 2023	
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. Mr. Kelly has prepped the canvas for painting and working with the North Port Art Center to retrieve the acrylic paints. There is a delay in the project due to challenges securing supplies.</p>	TBD	
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: City Attorney's Office responded to Duck Key's demand for maintenance letter on December 2, 2022, stating that the stormwater grates were not the City's responsibility to maintain and demanding payment of the \$1,949.54 to the City for the previous repairs. Having received no response, City Attorney's Office emailed HOA Attorney Edwards on February 23, 2023, asking for the status of payment and inquiring if the HOA was interested in negotiating a maintenance agreement. To date there has been no response from Attorney Edwards or 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: In process. City Manager in communication with Charlotte County Administrator.</p>	Fall 2023	

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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: In process.</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: Any proposed changes will be brought forward with ULDC Rewrite.</p>	October 2023	
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: This will now require an ordinance rather than a resolution. Staff continues working through an application with the FWC. Staff anticipates bringing this before Commission in September 2023.</p>	September 2023	
498	10/06/22	22-3465	Public Works	<p>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.</p> <p>Status: In process. Damage assessments complete, FEMA evaluation of their assessment and possible funding for demolition ongoing. City insurance recovery estimated at \$61,000 after deductible. The project will now move through the CMaR process with a construction/demolition phase estimated to start in October 2023.</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. Based on Planning &amp; Zoning staff recommendation that this be an Administrative Policy instead of ULDC regulations, Public Works Staff continues work on drafting the policy.</p>	TBD	

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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: Not started. Finance recommends seeking professional guidance regarding the timing of the proposed referendum question as well as the allowable methods of public education. A memorandum will be provided to Commission once staff has obtained a consultant.</p>	TBD	
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: In process.</p>	After Aug/Sept Workshop on Chapter 4	
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: In process. Commission directed staff to proceed with amendments for AC 7A; On April 10, the City Commission directed staff to contact the indigenous people for feedback, and to present and obtain recommendations from the Environmental Advisory Board and Parks and Recreation Board, which will be presented to City Commission on July 10, 2023. Commission approved AC 7A corrective Amendments on First Reading and revisions were transmitted to DEO for review and comment. DEO review is complete (no comments) and Second Reading is scheduled for July 11, 2023.</p>	July 11, 2023	

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524	02/06/23	22-0040	PW	<p>Regarding Road &amp; Drainage District Rates &amp; 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: Complete. Staff working on Resolution (see item 536).            2- Commission direction provided June 5, 2023. Public Works staff is developing a resolution to be submitted to legal for review.</p>	2-TBD	1-March 30, 2023 3-March 30, 2023
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: Complete. Procurement process completed and contract with Traffic Control Devices approved by Commission on June 27, 2023. The preconstruction meeting is scheduled for July 11, 2023. Anticipated construction duration to be 180 calendar days from Notice to Proceed.</p>	June 27, 2023	
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. Currently awaiting FEMA's review of the Damage Description and Dimensions (DDD). Rostan has advised against acting on demolition until FEMA has completed their review. Demolition will be accomplished through the new CMaR continuing services contract. Repair and/or demolition of facility-related Hurricane Ian damages throughout the City is to be equitably distributed among the five (5) CMaR firms, who will competitively bid and manage construction in accordance with FEMA documentation requirements for reimbursement.</p>	TBD	



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530	03/02/23	23-0262	PD	<p>Regarding development and construction of the Police Station Headquarters and Emergency Operations Center:</p> <p>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> <p>Status: In progress.                      1, 2- Agreement has been reached between the City and land owner. Purchase agreement in the amount of 2.7 million for approximately 19 acres off of Toledo Blade North of I-75 is set to go before Commission for approval at the July 25,th Commission Meeting.                      3-This will be contingent upon approval of property purchase and an amended contract with the Architect Firm will be brought back to the Commission in September for approval.                      4-Grant staff submitted \$5 million federal appropriations request (being supported by Rep. Steube) for design/land acquisition.</p>	TBD	
531	03/06/23	23-0346	PW/CM	<p>Regarding Tree Fund discussion:</p> <p>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> <p>Status: In process.                      2, 3-Public Works staff currently has the RLI out with responses due back June 14, 2023.                      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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532	05/01/23	23-0707	CM / Grants	Regarding Discussion on Use of Coronavirus State and Local Recovery Funds for Projects: Commission directed staff to bring the discussion back in a time between 90 and 120 days as a regular agenda item for action.  Status: In process. Item drafted and scheduled for September 12, 2023 regular meeting.	September 12, 2023	
534	05/09/23	ORD. NO. 2023-18	Development Services	Regarding an Ordinance Amending Comprehensive Plan Future Land Use Element Regarding Goal 2, Figure 1: Standards for Activity Centers, AC #7 Area A, Warm Mineral Springs; Amending the Density, Intensity, and Percentage of Land Use; and Amending Goal 2, Activity Center #7 Area A, Policies 2.7.11 Through 2.7.22, the Clerk was directed to transmit the Ordinance with related documents to the DEO and continue it to second reading at a date TBD pending DEO review.  Status: Second Reading July 11, 2023.	July 11, 2023	July 11, 2023
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. The preconstruction meeting is scheduled for July 11, 2023. Contract with Traffic Control Devices has been approved by Commission on June 27, 2023. Purchase requisition is in process. Anticipated construction duration to be 180 calendar days from NTP.	June 27, 2023	
536	06/05/23	23-0904	Public Works	Staff to proceed with increasing the Transportation Impact Fee 25%.  Status: In process.		

Total # of active and completed directives	668
Total # of active directives	37
Total # of completed directives	631