

CITY MANAGER REPORT

March 2024

Updated 3/15/24

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 is working with CareerSource and the Superintendent Connor to bring the Career Source Summer Youth Work Program to North Port. Following this summer program we will discuss a year long program as well. The Career Source Agreement is in review with the City Attorney's office and staff is meeting with Career Source to discuss details and determine next steps.	6/1/24	
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.	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.	April 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	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. See item 458 for Economic development incentive portion updates.	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 AI Goll Center building, maintaining utilities to the building for the next year. Status: The Guaranteed Maximum Price (GMP) for demolition of the AI Goll center and associated buildings is being prepared for Commission consideration. If approved, contractor mobilization is anticipated May 1, 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.	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: Staff is bringing an item for review of Art Advisory Board recommendation and reconsideration of artwork location at the March 26, 2024 Commission meeting.</p>	TBD	1) April 11, 2022
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: As this was contingent upon the P3 process which is not moving forward, this item will be removed. Future updates on Warm Mineral Springs will be noted under Item No. 564.</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>	March/April 2024	
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 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 March.</p>	TBD	

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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: Ordinance adopting certain sections of International Property Maintenance Code going to First Reading February 13, 2024. Second Reading scheduled for March 26, 2024.	March 26, 2024	
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.	FY 2025	
482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated. Status: In progress. Public Works staff provided additional updates to the draft facility policy for legal review and a response is anticipated by the end of March.	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) Draft agreement is pending review with the City Attorney's Office. Response anticipated by the end of March 2024. B) Subject to completion and execution of new agreement with Duck Key HOA.	TBD	
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 met on March 13, 2024, and both sides will get updates on the progress and bring the conversation to determine a time to meet in FY24	TBD	

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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. Home Share dissolved as of June 2023 per Ruth Shaulis. Ken Waters will be reaching out to Social Services regarding transitional housing updates. Information provided Commission at the March 4, 2024 Workshop.</p>	March 4, 2024	March 4, 2024
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>	April 2024	
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. Process will route submissions first to the Art Advisory Board for review, then to Commission with the Art Advisory Board's recommendation for consideration. If approved, Public Works will coordinate with the applicant for the installation of the designed wrap.</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: The outside consultant recommended postponing the proposed referendum question until November 2026. Staff is also recommending postponing the charter amendment due to the need of putting two requests of need for the Police Headquarters Project. One ask will be to borrow \$35M based on millage increase and the other is for \$50M of surtax to be used for Police Headquarters. Matter to be discussed at March 26, 2024 workshop.</p>	February 26, 2024	

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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 6 is complete.</p>	April 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 April for ordinance to City Commission.</p>	April 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. Guaranteed Maximum Price (GMP) received, scheduling CMaR phase II agreement for review and Commission consideration. Contract mobilization is anticipated within 90 days following approval, work timeline is anticipated to be less than 30 days.</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) Staff working with engineering firm on design of PD Headquarters based on direction given at February 23, 2024 Commission Workshop and March 7, 2024 Commission Special Meeting. 4) Staff is still in the process of identifying all funding option 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. 	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 provided draft maps and soil information. Final report on track for 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. 	2, 3) TBD	1) June 12, 2023

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535	06/05/23	23-0853	Public Works	<p>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.</p> <p>Status: In process. The Contractor is no longer able to delay the project until June. Staff met with School representatives, the project will begin in mid March. Communications plan is being developed to alert school traffic and an update memo will be sent to the City Manager's Office for dissemination.</p>	June 27, 2023	
536	06/05/23	23-0904	Public Works	<p>Staff to proceed with increasing the Transportation Impact Fee 25%.</p> <p>Status: In process. Draft ordinance amendment has been included with changes requested by Development Services and is under review with the City Attorney's Office.</p>	TBD	
540	07/10/23	23-0973	Parks & Recreation / City Manager	<p>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.</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. A meeting has been scheduled for early April, 2024 with Mr. Hines.</p> <p>As this item is similar to Item No. 565, these items will be combined. Please see Item No. 565 for future updates.</p>	TBD	
544	07/11/23	23-1042	Parks & Recreation	<p>Staff to bring back a Parks Plan featuring possible future park locations East of Toledo Blade Blvd. for various types of parks.</p> <p>Status: In progress. Team is reviewing the updated map provided by GIS.</p>	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) Completed. Presentation provided at March 4, 2024 Workshop.</p>	Spring 2024	March 4, 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 reviewed legal response. This will be included in the ULDC Rewrite.</p>	June 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. A request for draft design of banners has been submitted to Communications and a draft procedure is under review.</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: In process. Public Works is working with Jockey Club to define boundaries of the Canine Club and upon mutual agreement of boundaries, will secure a survey.</p>	TBD	
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. Staff to prepare updates at six month intervals. First update in progress for April, 2024.</p>	April 2024	

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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. Consultant meeting with staff to work through staff changes. Consultant is reworking the Government Use job numbers using the NPPD's presentation at Commission Workshop on February 26, 2024 with expected job numbers through 2070 and factoring information from Star Farms Toledo Blade.</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. The Developer has not responded. It is recommended that this item is tabled until the Developer resumes the conversation.</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. City Staff is working on presenting language to Commission at the March 26, 2024. Still deciding upon language, first and second readings should occur in April, 2024.</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. Requests for Letters of Interest for a Citywide Fee Structure Study were submitted to four firms on March 1, 2024. Responses are due March 22, 2024.</p>	TBD	

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562	02/13/24	Ord. No. 2024-01	Development Services	Regarding Ord. No. 2024-01 to adopt the International Building Maintenance Code for non-commercial properties: Charter Officers to work together to add "residential properties" to the title block and throughout the ordinance and bring back on March 26, 2024. Status: Ordinance has been updated for Second Reading on March 26, 2024 to include Commission direction.	March 26, 2024	
563	02/26/24	24-0341	City Manager	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: A) Staff to investigate the possibility of going to referendum in August Status: In process. Information to be brought to Commission for discussion at March 26, 2024 meeting.	TBD	
564	03/05/24	24-0335	Parks & Recreation	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. Status: In process.	TBD	
565	03/05/24	24-0335	Parks & Recreation	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. Status: In process. Staff in communication with Charles Hines, Program Director, Florida Gulf Coast Trail, Trust for Public Lands regarding trail and connection. A meeting has been scheduled for early April, 2024 with Mr. Hines.	TBD	

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565	03/05/24	24-0323	Development Services	Staff to bring back a revised parking regulation that effectively addresses home-based business parking issues. Status: Per discussion with City Commission, this will be worked on following completion of ULDC.	TBD	
566	03/07/24	24-0357	City Manager / Police	Regarding Police Department Headquarters (PD HQ)Project: 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. Status: 1) In process. 2) Joint meeting with North Port Area Chamber of Commerce scheduled for April 2, 2024. 3) In process.	1) TBD 2) April 2, 2024	2) April 2, 2024

Total # of active and completed directives	703
Total # of active directives	45
Total # of completed directives	658