

CITY MANAGER REPORT

April 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. Through this program, the City will be able to hire students who will be grant funded through Career Source to work part-time through the month of June. The Career Source Youth Work Program Agreement will be brought to Commission for approval at the April 23, 2024 meeting.	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. 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: Will be discussed as part of update to Future Land Use Element of Comprehensive Plan.	April/May 2024	A) September 17, 2019

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338	09/22/20		Development Services	<p>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.</p> <p>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. Discussion item is scheduled for City Commission at April 22, 2024, meeting regarding whether to allow single-family in AC6 south of I-75.</p>	Partial discussion April 2024; Fiscal Year 2025	
391	04/13/21	21-0523	Economic Development / Development Services	<p>City Manager to bring back an agenda item on incentives and environmental sustainability fee.</p> <p>Status: In progress. Development Services has reviewed Environmental Sustainability portion. See item 458 for Economic development incentive portion updates.</p>	TBD	
410	06/08/21	21-0828	Public Works	<p>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.</p> <p>B) Staff to secure the daycare and the primary AI Goll Center building, maintaining utilities to the building for the next year.</p> <p>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 2024.</p>	TBD	B) July 2021
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) 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.</p>	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: On March 26, 2024, City Commission approved the recommendation from the Art Advisory Board for a piece of art to be placed near the Myakkahatchee Creek Greenway Trail. This item is now complete.</p>	TBD	<p>1) April 11, 2022</p> <p>2) March 26, 2024</p>
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 and anticipated in May 2024.</p>	May 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 April 2024.</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: Pending future capacity analysis from Utilities. Anticipate initiation of project FY 2025.</p>	FY 2025	

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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 progress. The City Attorney's Office is reviewing the proposed policy. 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. Staff will bring to Commission for consideration at the May 28, 2024 Road and Drainage District Meeting. B) Subject to completion and execution of new agreement with Duck Key HOA.	May 28, 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 April 30, 2024, and 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: Will be brought forward with Chapter 6 of the ULDC Rewrite.	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. 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: At the Commission Special Meeting on April 1, 2024 potential Surtax IV project modifications were discussed in an effort to minimize any millage increase. Finance is working with PFM to calculate the impact of the potential project modifications on the proposed finance plan.</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: Will be brought back to Commission after review of Chapter 6 is complete.</p>	May 2024	

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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/May 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 and is being reviewed by staff. CMaR phase II agreement will be brought for Commission consideration, if approved contract mobilization is anticipated within 90 days following approval, work timeline is anticipated to be less than 30 days.</p>	TBD	
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

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531	03/06/23	23-0346	Public Works / Development Services	<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.</p> <p>2) Staff to bring back tree replanting and maintenance program and budget, along with budget estimates with other request prior to budget.</p> <p>3) Staff to bring back what a tree give-a-way program looks like.</p> <p>Status: In process.</p> <p>2) Contractor is working through data to complete report. Report delivery expected in May 2024.</p> <p>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, 3) TBD	1) June 12, 2023
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. 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.</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 was originally included in a legal service request with requested Development Services ordinance changes, however the City Attorney's Office requested a separate legal service request. This was submitted in March. Once review is completed, staff will begin process for notice requirements and commission consideration.</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: Park system planning is on hold until all necessary internal stakeholders are available to complete the project.</p>	TBD	

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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. 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.</p>	June 11, 2024	
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. The City and the Jockey Club have agreed to the boundaries of the Canine Club and a survey has been ordered.</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 has developed draft FY25 budget documents that will be used to prepare a Fund Balance Replenishment Plan, anticipated to be completed by the end of April, 2024.</p>	April 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 provide revised information to Commission in May 2024.</p>	May 2025	

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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, see 22-3690. Charter referendum question has been postponed until November 2026. At the March 26, 2024 Commission meeting, language was proposed regarding referendum language to fund the Police Department headquarters. The Commission did not take action regarding the language.</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. Two letters of interest were received. Staff is in the process of comparing the two proposals.</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: In process. This will be discussed during April 23, 2024 Commission Special Meeting.</p>	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.</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. Funding opportunities to facilitate the trail extension to Warm Mineral Springs Park and trailhead were suggested and will be explored by staff and Mr. Hines.</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> <p>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.</p> <p>2) City Manager and City Clerk to schedule a joint meeting with the Chamber of Commerce to solicit input regarding the PD HQ Project.</p> <p>3)City Manager and staff to review the alternative option of a lease buyback for construction of the PD HQ project.</p> <p>Status: 1) Commission supported using fund balance. 2) Complete. Joint meeting with North Port Area Chamber of Commerce held April 2, 2024. 3) In process.</p>	1) April 1, 2024 2) April 2, 2024	2) April 2, 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.</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.</p> <p>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.</p> <p>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) Meeting with consultants and Commission scheduled for April 23, 2024.</p>	3) April 16, 2024	1, 2) April 1, 2024 3) April 23, 2024

Total # of active and completed directives	705
Total # of active directives	41
Total # of completed directives	664