

City Manager Report - October 2025

Item	Commission Meeting or Special 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: Human Resources staff has been meeting to discuss research gathered from other public entities about their internship programs. Staff is developing a program that will serve all departments wishing to participate. Staff is reaching out to the directors and managers to survey who has their own staff to support such a program, and which would then wish to participate in the future. Once the findings have been gathered and reviewed, staff will draft a memo with information about the structure of the new program.	TBD	
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: Mostly complete. City Commission expanded AC-6 and adopted new AC-10 as part of the new ULDC and Zoning map. Commission directed staff to pursue a Master Plan for AC-6 and AC-10. Staff anticipates beginning Master Plan in FY2027. Engineering (PW) has been in communications with FDOT re: Interchange. Potential Special Assessment District for public infrastructure also being researched and information will be brought to Commission in Dec 2025 for discussion.	Dec. 2025; FY 2027 - 28	
391	04/13/21	21-0523	Development Services	City Manager to bring back an agenda item on incentives and environmental sustainability fee. Status: Incentives and requirements for environmental preservation were included in the new ULDC. In process. The Natural Resources Division developed and implemented an Environmental Scorecard and provided a presentation to the City Commission at the June 2025 City Commission Workshop.		
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 additional research, a change to the Comprehensive Plan may not be necessary.	TBD	

482	06/06/22	22-2614	Public Works	Staff to bring back Facility Lease Policy with consensus items incorporated. Status: In process. The draft Facility Lease Policy was brought to the City Commission for review/discussion at the December 2, 2024, Commission Workshop. Staff is working on revisions and preparing to bring this back to the Commission November 2025.	November 2025	
484	06/07/22	22-2946	Public Works	A) Staff and legal team to draft a new agreement working with the Homeowners Association (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) The proposed agreement was sent to the Duck Key HOA attorney for review on May 9, 2025. Negotiations are ongoing. B) Subject to completion and execution of new Agreement with the 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: Item discussed at the 9/8/25 Workshop and staff will work on scheduling a meeting with the Charlotte County Commission this Fall or early Spring that works for both Boards.	Fall 2025 / Spring 2026	
553	04/11/23	23-0471	City Manager / Public Works	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: In process. Draft agreement was sent to the Jockey Club in September for their review.	TBD	
566	03/05/24	24-0323	Development Services	Staff to bring back a revised parking regulation that effectively addresses home-based business parking issues. Status: Staff will draft memo and presentation explaining the ways State legislation has preempted local governments from enacting stricter regulations for home-based businesses.	Jan 2026	
568	03/26/24	24-0358	City Manager / Finance	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. Status: In process. Artist encountered complications with trapped moisture in the log portion of the piece. The artist has found a alternative that will address the complications but the project is delayed.	TBD	

577	06/11/24	24-0687	Development Services	Regarding Spring Haven Roadway Extension: 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 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. Status: Staff met with Sarasota County and there is not a path to pursue funding for Spring Haven properties through the County due to the property owner's request above appraised value. Staff has been unable to identify any other publicly-driven options. The City cannot place a conservation easement over property that is not owned by the city. Staff will prepare an agenda item for Commission discussion indicating the restraints and prohibitions.	TBD	
583	07/25/24	24-1098	HR	City Manager to work with Staff to move forward with the preliminary plans for creating and implementing a Health Care Center for employees of the City of North Port. Status: In process. taff conducted a walk through with My Health Onsite to determine the buildout for the clinic based on long term usage. Public Works provided the current design of the area for the redesign portion of the project. Human Resources is working with Public Works who will assign Kim Humphrey, Project Manager, to ensure the project stays in line with project completion. The My Health Onsite agreement is still being reviewed in the City Attorney's Office. Human Resources is working with Gordon Burger of Charlotte County to present the interlocal agreement to both the City and County Commissions when all language is approved. The anticipated completion date will be established after the interlocal agreement has been finalized.	TBD	
586	09/10/24	24-0997	Utilities	Regarding Warm Mineral Springs: City Manager to pursue running utilities up Ortiz Blvd. to U.S. 41 Status: In process.	TBD	
587	09/10/24	24-0997	Parks & Recreation	Regarding Warm Mineral Springs: Staff to negotiate with the Conservation Foundation and Gulf Coast Community Foundation for a conservation easement to the 60 acres adjacent to Warm Mineral Springs, explore possibility of bringing Selby Gardens or other botanical partner, and to identify a section of property for development as an alternative holistic health center. Status: In process. Natural Resources staff are assisting with evaluation of the invasive species on site. Gulf Coast Community Foundation is working on a potential collaboration between multiple agencies to address removal.	TBD	

588	09/10/24	24-0997	Parks & Recreation	Regarding Warm Mineral Springs: City Manager to explore funding options for Legacy Trail extension to Warm Mineral Springs. Status: In process. Draft of Joint Project Agreement sent to County staff on 7/30. Received comments back on 9/17. Staff is in the process of reviewing the proposed revisions.	TBD	
590	03/26/24	24-0474	Public Works	Regarding North and South Tamiami Trail Access Road Projects: 1)City Manager to bring back separate estimated costs to construct both north and south Tamiami Trail access roads. 2)City Manager to work with staff to facilitate conversations with the area businesses for off street parking assessments to their businesses. 3)City Manager to work with staff to review other potential options to include paid parking and other financial solutions to the parking issue. Status: In process. The Linear Parking project split into 3 phases. The first phase was funded in FY26 budget with surtax. The Consultant is breaking out quantities for the first phase, and the next step will be preparing the package to go out to bid.	TBD	
591	09/24/24	Res. No. 2024-R-25	Public Works / Parks & Recreation	City Manager to work with Parks & Recreation and Road & Drainage staff to bring back an agenda item at a future meeting regarding park land and road and drainage relative to Irdell Terrace Property designated in Resolution No. 2024-R-25. Status: On hold pending the completion of the updated Parks & Recreation Master Plan which will address service gaps and potential land acquisitions needed to meet current and future recreational needs for the City. Final Master Plan is schedule to be presented at the <u>December 9, 2025 Regular Commission meeting.</u>	Late 2025	
593	10/08/24	24-1458	Parks & Recreation / Public Works	Staff to work with the Art Center and bring back details and documentation to lease the Scout House as well as the existing land that the Art Center sits on. Status: Memorandum of Understanding brought to City Commission at the 10/14/25 Regular Meeting, Commission directed the City Manager to work with Awaken Food Pantry, Senior Center, Kiwanis Club, and the Art Center to identify needs and expectations and to bring back for a future meeting an agenda item for discussion and possible action on how to approach the space and building and other needs in order to retain the non-profits within the boundaries of North Port.	TBD	
595	10/22/24	24-1378	Public Works	City Manager to work with staff to initiate negotiations regarding the sale of property located at 2400 Commerce Parkway, North Port. Status: In process. Real Estate transaction process and documentation creation underway and will then be brought to the Commission for consideration.	TBD	

601	01/14/25	25-1760	Development Services	Staff to move forward with the development of the Unimproved Lot Registration Program for areas of possible agreement including \$100 per year fee to address dangerous trees, allowing for exemptions as proposed and including maintained lots, to implement the program through non-ad valorem assessment and to further articulate what the invasive growth fire risk will look like and to also bring back thoughts on collection of excess funds addressing dangerous tree aspect. Status: In process. Staff met with outside legal counsel to discuss options for implementation and alternative methods for accomplishing the city's goal to address hazardous trees. Staff working with counsel to gather needed information.	2027	
603	02/25/25	25-1969	City Manager	City Manager to pursue all avenues for the Outstanding Springs Designation for Warm Mineral Springs (WMS). Status: In process. Memo distributed on 5/16/25 regarding WMS Outstanding Spring Designation.		
605	05/27/25	Ord. No. 2025-11	City Manager / Development Services	City Manager to schedule a workshop in the reasonably near future to discuss affordable housing and workforce housing incentive programs. Status: In progress. Staff will bring revised options to a workshop in Oct. 2025	November 2025	
606	05/27/25	25-2304	City Manager / Finance	City Manager to explore Certificates of Participation (COPs), inclusive of the amendment to be submitted to the City Attorney, the Greenburg Traurig consulting agreement, to allow them to assist in the legislation with COPs, and additionally to investigate the possibility of increasing our reserves and what that might look like regarding funding options to respond to declared emergencies or disasters. Status: Staff is currently researching and exploring the various funding options.		
608	05/27/25	25-2306	City Manager / Finance	Motion to direct the City Manager to explore Certificates of Participation (COPS), Public Private Partnerships (P3), State Revolving Fund (SRF) Loans, Bank Loans and Lines of Credit, Increasing Fund Balance Reserves, and Pay-As-You-Go (Pay-Go) Financing for the New Police Department Headquarters Project, and to bring back the findings and recommendations for further discussion and possible action at a future meeting. Status: Staff is currently researching and exploring the various funding options.		
611	06/02/25	25-2247	Development Services	Consensus to direct the City Manager to bring back recommendations for adjusting corridor and transitional coordinator districts to include additional data to educate regarding unintentional business prevention. Status: In progress. Staff will bring options in November.	November 2025	

613	06/10/25	RES. NO. 2025-R-33	Development Services	Direct the City Manager to further review and research use planning to include but not limited to public use and potential sale of properties for general use regarding list of City-owned properties identified as appropriate for use as affordable housing. Status: Legal Request initiated; staff will bring back the requested information to a meeting in the Fall.	November 2025	
614	07/08/25	25-2440	Finance/CMO	Motion: To direct the City Manager to work with PFM, Bryant Miller Olive, and the P3 applicant to explore the P3 and COP's, to review the concerns and questions expressed by Commission, and to bring back information at a future meeting regarding the Police Department Headquarters to include a realistic evaluation of the City's ability to repay the amount determined as a result of the analysis. Status: In progress.		

Total # of active
and completed
directives 759

Total # of active
directives 28

Total # of
completed
directives 728

Next Number: 620