

CITY MANAGER REPORT - JUNE 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: 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	
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: City Commission directed staff to combine Master Plans for Activity Center 6 and the newly-created Activity Center 10. Staff discussed with Commission that this project will not be initiated until late FY25 or early FY26.	Late Fiscal Year 2025 / Early Fiscal Year 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. The Natural Resources Division is provided a presentation regarding an Environmental Scorecard at the June 2025 City Commission Workshop.		
458	01/11/22	22-2054	Development Services	Staff to work on implementation of Economic Development Incentive Option 1 - Targeted Industries in Geographic Areas with impact fee set at 50% Status: Second Reading was on 5/27/25, City Commission made a motion to deny adoption of Ord. No. 2025-11 as presented that passed 5-0.	May 2025	5/27/2025
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: This will coincide with the Activity 6 and Activity Center 10 Master plan. Staff anticipates initiation of project Late FY 2025 / Early FY26. Pending outcome of HB943, 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 on July 22, 2025, for review and discussion.	July 22, 2025	

484	06/07/22	22-2946	Public Works	<p>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.</p> <p>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: A) The proposed agreement was sent to the Duck Key HOA attorney for review on May 9, 2025.</p> <p>B) Subject to completion and execution of new Agreement with the 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: City and County staff meeting regularly. The last meeting in May was canceled due to FCCMA Annual Conference. The next meeting is scheduled in July. Both sides will get updates on the progress and a memo will be provided.</p>	TBD	
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>1) Completed.</p> <p>2) Completed.</p> <p>3) Completed - Included in FY26 Budget Proposals.</p>		<p>1) June 12, 2023;</p> <p>2) December 10, 2024</p> <p>3) April 2025</p>
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. The Office of the City Attorney is reviewing the requested modifications to the lease (OCA 2562).</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: Staff will draft memo and presentation indicating the only option is to allow more vehicles on single family residential (SFR) lots and the impact on HOAs due to new legislation, and seek any direction from Commission.</p>	July/Sept 2025	

568	03/26/24	24-0358	City Manager / Finance	<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. 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.</p>	TBD	
570	04/23/24	24-0599	City Manager / Finance	<p>City Manager to:</p> <ol style="list-style-type: none"> 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 2) work with staff to complete an economic development study and financial condition analysis by the end of the calendar year. 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 & Drainage District, Solid Waste District, as well as water and sewer utility services. <p>Status: All of the studies have been completed by PFM. Going forward the models will require periodic updates. The Long-Term Comprehensive CIP will be updated annually. The Economic Development Study and Financial Condition Analysis should be updated every five years unless something impactful occurs.</p>		<ol style="list-style-type: none"> 1) June 11, 2024 2) January 20, 2025 3) April 24, 25
577	06/11/24	24-0687	Development Services	<p>Regarding Spring Haven Roadway Extension:</p> <ol style="list-style-type: none"> 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. <p>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.</p>	July 2025	
582	07/23/24	24-0917	Development Services	<p>Staff to bring back an Ordinance for first reading related to the City Code Section 2-511(D) Settlement of Fines and Liens and Section 2-511(E).</p> <p>Status: In legal review. Tentative City Commission consideration of the Ordinance 7/8/25 and 7/22/25.</p>	July 2025	

583	07/25/24	24-1098	HR	<p>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.</p> <p>Status: In process. Staff is working with Charlotte County Staff to draft an interlocal agreement to share resources for the employee health center. Staff is also working on process to secure a third-party administrator.</p>	TBD	
586	09/10/24	24-0997	Utilities	<p>Regarding Warm Mineral Springs: City Manager to pursue running utilities up Ortiz Blvd. to U.S. 41</p> <p>Status: In process.</p>	TBD	
587	09/10/24	24-0997	Parks & Recreation	<p>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.</p> <p>Status: In process. Commission approved the proposed General Terms and Parcel Map to facilitate development of a conservation easement for a portion of the Warm Mineral Springs Park parcel changing the carve out of 12 acres to become 20 acres. Additional negotiation regarding the responsibility for invasive species removal in progress.</p>	May-25	
588	09/10/24	24-0997	Parks & Recreation	<p>Regarding Warm Mineral Springs: City Manager to explore funding options for Legacy Trail extension to Warm Mineral Springs.</p> <p>Status: In process. Budget amendment for design/engineering services approved by City Commission on January 28, 2025. Staff are pursuing a Joint Project Agreement with Sarasota County to facilitate contribution of \$250,000 towards construction and authorize access to County property. Grant requests for construction have been submitted for the Recreational Trails Program, in the amount of \$450,000 and the state funded Sun Trail Grant Program, in the amount of \$3,730,000. A letter documenting a commitment of \$100,000 for reimbursement of construction costs is on file from the Friends of Legacy Trail.</p>	TBD	

590	03/26/24	24-0474	Public Works	<p>Regarding North and South Tamiami Trail Access Road Projects:</p> <p>1)City Manager to bring back separate estimated costs to construct both north and south Tamiami Trail access roads.</p> <p>2)City Manager to work with staff to facilitate conversations with the area businesses for off street parking assessments to their businesses.</p> <p>3)City Manager to work with staff to review other potential options to include paid parking and other financial solutions to the parking issue.</p> <p>Status: In process. Presentation was provided at the May 5, 2025 Workshop meeting. The Linear Parking project will be split into two phases, north side parking and south side parking. Funding discussion will be brought back to Commission during Surtax budget discussion.</p>	May 5, 2025	
591	09/24/24	Res. No. 2024-R-25	Public Works / Parks & Recreation	<p>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.</p> <p>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. Completion anticipated for end of December 2025.</p>	Late 2025	
593	10/08/24	24-1458	Parks & Recreation / Public Works	<p>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.</p> <p>Status: Gale West, North Port Art Center, presented information on the status of the art center and future plans at the June 2, 2025 City Commission Workshop. Memorandum of Understanding submitted for legal review. Termination of the current agreement is being brought before the City Commission on June 24, 2025.</p>	TBD	
595	10/22/24	24-1378	Public Works	<p>City Manager to work with staff to initiate negotiations regarding the sale of property located at 2400 Commerce Parkway, North Port.</p> <p>Status: In process. Staff is coordinating a response to the three interested parties with proposed sale conditions.</p>	TBD	

601	01/14/25	25-1760	Development Services	<p>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.</p> <p>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. Counsel will draft a timeline with steps and actions required to implement.</p>	July/September 2025	
603	02/25/25	25-1969	City Manager	<p>City Manager to pursue all avenues for the Outstanding Springs Designation for Warm Mineral Springs (WMS).</p> <p>Status: In process. Memo distributed on 5/16/25 regarding WMS Outstanding Spring Designation.</p>		
605	05/27/25	Ord. No. 2025-11	City Manager / Development Services	<p>City Manager to schedule a workshop in the reasonably near future to discuss affordable housing and workforce housing incentive programs.</p> <p>Status: In progress. Staff is currently researching the topic.</p>	October 2025	
606	05/27/25	25-2304	City Manager / Finance	<p>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.</p> <p>Status: Staff is currently researching and exploring the various funding options.</p>		
607	05/27/25	25-2305	City Manager / HR	<p>City Manager to proceed with the recruitment process, finalize the job posting for the City Attorney position to include confirming the job description, salary range, and desired qualifications, identify appropriate channels for advertising and position and a proposed timeline and process for candidate review, interviews, and final selection.</p> <p>Status: Strategic Government Resources (SGR) has posted the job advertisement for the City Attorney with a closing date of June 30, 2025.</p>	July 2025	

608	05/27/25	25-2306	City Manager / Finance	<p>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.</p> <p>Status: Staff is currently researching and exploring the various funding options.</p>		
609	05/27/25	25-2307	City Manager / Finance	<p>Motion to direct the City Manager to explore Certificates of Participation (COPS), a possible solid waste fee increase to pay for that COPS agreement, and Public Private Partnership (P3) and to bring it back to Commission future discussion at a future meeting regarding funding options for the Solid Waste Transfer Station.</p> <p>Status: Staff is currently researching and exploring the various funding options.</p>		
610	05/27/25	25-2308	City Manager / Finance	<p>Motion to direct the City Manager to explore Certificates of Participation (COPS), Public Private Partnerships (P3), including west villages option, State Revolving Fund (SRF) Loans, and increasing fund balance reserves for the effluent pumping station and pipeline.</p> <p>Status: In progress. Staff is currently researching and exploring the various funding options.</p>		
611	06/02/25	25-2247	Development Services	<p>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.</p> <p>Status: In progress. Staff is conducting research and gathering data on the topic.</p>	October 2025	
612	06/02/25	25-2248	Development Services	<p>Consensus to direct the City Manager to prepare an agenda item for a future meeting regarding amending the Code of the City of North Port, Florida, Chapter 6 - Alcoholic Beverages, Sec. 6-4. - Sales Near Churches or Schools to 1. Specify that the distance requirements apply only to adult oriented businesses, bars and night clubs; 2. Reduce the distance requirements between businesses selling alcoholic beverages and churches and schools to from 800-feet to 600-feet; 3. Specify that the distance requirement shall not be imposed on businesses selling alcoholic beverages when a church operating in a strip commercial center is within the established distance; and 4. Specify that school as used in these regulations means a state-accredited public or private school for children from the preschool or kindergarten level through senior high school but shall not be deemed to include any other types of schools.</p> <p>Status: In progress. Staff is drafting an Ordinance.</p>	October 2025	

Total # of active and completed directives	750
Total # of active directives	35
Total # of completed directives	717

Next Number: 613