

CITY MANAGER REPORT

January 2025

Updated 1/14/25

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	<p>Build relationship with High School to implement internship programs/give monthly update/ August 2017 implementation goal (updated email 12/5/17)</p> <p>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.</p>	TBD	
2	06/07/17		Parks and Recreation	<p>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.</p> <p>Status: In process. On October 30, 2024, Sarasota County Parks, Recreation & Natural Resources provided communication that they can look at improving the parking area with grading and replacement/addition of shell. If this comes to fruition, Project #P22DPB Legacy Trail Extension Parking Enhancements can be discontinued with funding reallocated to Project P24LTC Legacy Trail Connection to Warm Mineral Springs. Awaiting confirmation from Sarasota County regarding proposed improvements.</p>	TBD	
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>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.</p>	Late Fiscal Year 2025 / Early FY 2026	
391	04/13/21	21-0523	Development Services	<p>City Manager to bring back an agenda item on incentives and environmental sustainability fee.</p> <p>Status: In process. Natural Resources team working on a presentation regarding an Environmental Scorecard and options for sustainability fee.</p>	1st Quarter 2025	

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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 all terrain vehicles (ATV's).</p> <p>Status: In process.</p> <p>1) Complete.</p> <p>2) Staff working to develop a memorandum to Commission regarding ATV concerns and the City Code.</p>	December 2024	1) Sept. 26, 2023
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: In process. Draft ordinance sent for legal review November 2023. Legal review has been extended due to other Commission priorities. Legal sent draft to outside counsel in November 2024 and expects to have it back within 30 days. Ordinance will be scheduled for Commission agenda once City Attorney review is complete.</p>	January or February 2025	
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: This will coincide with the Activity 6 and Activity Center 10 Master plan. Staff anticipates initiation of project Late FY 2025 / Early FY26.</p>	TBD	
482	06/06/22	22-2614	Public Works	<p>Staff to bring back Facility Lease Policy with consensus items incorporated.</p> <p>Status: In process. The draft Facility Lease Policy was brought to Commission for review/discussion at the December 2, 2024, Workshop. Staff is working on revisions and preparing to bring this back to Commission for review and adoption.</p>	TBD	

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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) In November 2024, the Duck Key Homeowner's Association President indicated that the organization is planning additional legal consideration of the City's findings on maintenance responsibility. This agreement remains on hold until Duck Key Homeowner's Association determines their response to the proposal.</p> <p>B) Subject to completion and execution of new agreement with 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. Due to the election, the County is planning a meeting with the City of Punta Gorda in the first half of 2025. Since there are no elections in the fall, staff will work on a date for the Charlotte County and City of North Port boards to convene later in 2025.</p>	TBD	
530	03/02/23	23-0262	Police	<p>Regarding development and construction of the Police Station Headquarters and Emergency Operations Center (EOC):</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: Complete.</p> <p>4) During January 6, 2025, Commission Workshop there was Commission consensus to direct the City Manager to move forward with seeking voter approval to allow borrowing for the North Port Police Department Headquarters in the amount up to \$115M.</p>		<p>1, 2) - July 25, 2023</p> <p>3) March 2024</p> <p>4) January 6, 2025</p>

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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>1) Completed.</p> <p>2) Completed.</p> <p>3) Staff developing a memo and short presentation regarding tree give-a way programs.</p>	<p>2) December 2024</p> <p>3) TBD</p>	<p>1) June 12, 2023; 2) December 2024</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. Public Works staff has a meeting scheduled on January 13, 2025, with representatives from the Jockey Club to discuss the draft agreement.</p>	TBD	
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. Updating all the salary and benefits information in the model as a result of Collective Bargaining Agreements and Cost of Living Adjustments (COLA) for October 1, 2024, pushed the completion date slightly. Wildan is in the process of finalizing all the fees and are shooting to have all the fees done in a couple of weeks.</p>	TBD	

CITY MANAGER REPORT

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Updated 1/14/25

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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. Project P24LTC Legacy Trail Connection to Warm Mineral Springs has been added to the City's Capital Improvement Program at an estimated cost of \$4.7 million. Project approved to be added to priority list for Sun Trail funding. Budget amendment request in process to fund the design/engineering of the trail connection and trailhead. Sun Trail funding application submitted in December 2024.</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>	Late February/March 2025	
568	03/26/24	24-0358	City Manager / IT	<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 is progressing with the piece and nearing completion of work on logs. Once that is complete, metal work will begin.</p>	TBD	

CITY MANAGER REPORT

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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: 2) In process. PFM presented their preliminary results at January 6, 2025, workshop. They are scheduled to deliver final documents on January 20, 2025.</p> <p>3) Long-term Capital Improvement Plan is pending facility assessment work that Public Works is doing. Once that is complete, staff will then have a list of projects to provide to PFM to prepare a comprehensive long-term Capital Improvement Plan.</p>	<ol style="list-style-type: none"> 2) January 20, 2025 3) TBD 	<ol style="list-style-type: none"> 1) June 11, 2024
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: In process. Staff met with Sarasota County and there is likely not a path to pursue funding for Spring Haven properties through the County due to the property owner's request above appraised value. Staff exploring other options; will identify any opportunities and restrictions as to a plan for a conservation easement.</p>	July 2025	
580	06/27/24	24-0877	Development Services	<p>Staff to bring back a detailed proposal on implementing an unimproved lot registration and annual fee.</p> <p>Status: In process. Staff presenting an item to Commission in January 2025.</p>	January 14, 2025	

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582	07/23/24	24-0917	Development Services	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). Status: In process. Staff working to bring draft Ordinance to Commission May 2025.	May 2025	
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. 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.	TBD	
585	09/09/24	24-1340	City Manager / Grants & Legislative	Staff to bring back discussion on Legislative Priorities and Legislative Funding Requests for FY2025 After November Election. Status: Complete. Draft Legislative Priorities approved at the December 10, 2024, Commission meeting.	December 10, 2024	December 10, 2024
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. Staff is reviewing the parcel and will arrange for a survey of the property once boundaries are identified. Meeting set for January 13, 2024 to review proposed General Terms document and property map prior to ordering survey.	TBD	

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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. Project approved to be added to priority list for Sun Trail funding. Budget amendment request in process to fund the design/engineering of the trail connection and trailhead. Sun Trail funding application submitted in December.</p>	TBD	
589	09/10/24	24-1349	HR	<p>City Manager to work with Human Resources in selecting a recruiting firm and schedule an agenda item for discussion regarding qualification parameters and recommended salary range for new City Attorney.</p> <p>Status: Complete. SGR retained for the City Attorney recruitment. City Attorney's office is taking lead and working with Doug Thomas on recruitment. At December 3, 2024 Regular Meeting, Commission directed City Manager to move forward with referendum question amending charter to remove residency requirements from City Attorney and City Clerk positions.</p>	December 3, 2024	December 3, 2024
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. 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.</p> <p>Status: In process. A draft report from SCS Engineers was received on January 7, 2025. Staff is reviewing the report and a meeting with SCS Engineers is being scheduled.</p>	Early 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: In process. The new Parks & Recreation Master Plan will address service gaps and potential land acquisitions needed to meet current and future recreational needs for the City. The RFP for the Master Plan has been advertised.</p>	Late 2025	

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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: In process. Parks & Recreation staff provided Art Center representatives with Scout House availability and associated not for profit rental fees.	TBD	
594	10/08/24	24-0519	Public Works	Staff Liaison to send a memo to the Historic and Cultural Advisory Board (HCAB), copying the Commission, seeking additional information from the memo dated Sept. 11, 2024, on the reasons for Biscayne Plaza and specific homes and to share the minutes from the March 3, 2022, Commission meeting with the HCAB seeking validation for the turpentine dock and railroad. Status: Complete. Memorandum send to HCAB and distributed to Commission on December 19, 2024.		December 19, 2024
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. Staff is working on obtaining a property appraisal.	TBD	
596	12/02/24	24-1635	City Manager	City Manager to work to add a referendum question to the Town of Longboat Key's March 11, 2025 election to request the ability of the City of North Port to borrow money in situations of federal, state, or local declared emergencies. Status: In process. Ordinance No. 2024-48 establishing the referendum question to be posed is scheduled for second reading on January 28, 2025. At December 10, 2024, Commission Meeting, Commission directed to change election date to May 13, 2025.	January 28, 2025	
597	12/03/24	24-1655	City Manager	City Manager to work to add a referendum question to the Town of Longboat Key's March 11, 2025 election to request the removal of the residency requirements for the City Attorney and City Clerk from the City Charter. Status: In process. Ordinance No. 2024-49 establishing the referendum question to be posed is scheduled for second reading on January 28, 2025. At December 10, 2024, Commission Meeting, Commission directed to change election date to May 13, 2025.	December 10, 2024	

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598	12/10/24	25-1721	City Manager	Staff to include referendum questions related to the borrowing authority for designated infrastructure projects and new PD Headquarters Project on a date to be determined. Status: In process. Per Commission discussion at January 6, 2025, Workshop, staff working to bring ordinances to Commission for first reading on January 28, 2025.	January 28, 2025	
599	01/06/25	25-1770	City Manager	City Manager to move forward with seeking voter approval to allow borrowing for the North Port Police Department Headquarters in an amount up to \$115M. Status: Staff working to bring Ordinance establishing referendum question for first reading on January 28, 2025.	January 28, 2025	
600	01/06/25	25-1770	City Manager	City Manager to move forward with seeking voter approval to allow borrowing for infrastructure projects identified in an amount up to \$31M Status: Staff working to bring Ordinance establishing referendum question for first reading on January 28, 2025.	January 28, 2025	

Total # of active and completed directives	736
Total # of active directives	37
Total # of completed directives	699