

**CITY MANAGER REPORT**

**February 2025**

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. Sarasota County Parks, Recreation &amp; Natural Resources staff has agreed to implement the parking enhancements associated with the Legacy Trail Extension/North Port Connector Bridge. As part of budget amendment approved by City Commission on January 28, 2025, Project #P22DPB Legacy Trail Extension Parking Enhancements was approved to be closed and funding consolidated into Project #P24LTC Legacy Trail Connection to Warm Mineral Springs to support the design and engineering services for the Warm Mineral Springs Park Connector Trail.</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 Fiscal Year 2026	

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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 or 2nd Quarter 2025	
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 developing a memorandum to Commission regarding ATV concerns and the City Code.</p>	2) February 2025	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>	2nd Quarter 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	

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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 on March 18, 2025 for review and discussion.</p>	March 18, 2025	March 18, 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 City received a final demand letter dated February 4, 2025 in which the demands have not changed. The Public Works Department is in communication with the City Attorney's office and City Manager's office on this manager.</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 with next meeting in March. Both sides will get updates on the progress and a memo will be provided.</p>	TBD	

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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>	3) March - April 2025	1) June 12, 2023; 2) December 10, 2024
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. Staff from Public Works and representatives from the Jockey Club met on January 13, 2025 to discuss the proposed agreement. Requested modifications were sent to City Attorney on January 14, 2025. Once their review is complete, a follow up meeting will be held with the Jockey Club.</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. Preliminary recommendations have been sent to Police, Fire, City Clerk, Parks &amp; Recreation, Utilities, Roads &amp; Drainage for the departmental review and comments. Willdan Financial Services will present their findings to the Commission at the March 3, 2025 City Commission Workshop.</p>	March 3, 2025	March 3, 2025

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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. Sun Trail funding application submitted in December 2024. A budget amendment to fund the design/engineering of the trail connection and trailhead at Warm Mineral Springs Park was approved by City Commission on January 28, 2025. The Third Amendment to contract #2017-40 with Kimley-Horn &amp; Associates for professional engineering services is being prepared for legal review.</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 March/April 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. Timeline provided was about another 6-8 weeks, as of January 30, 2025.</p>	TBD	

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570	04/23/24	24-0599	City Manager / Finance	<p>City Manager to:</p> <ol style="list-style-type: none"> <li>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</li> <li>2) work with staff to complete an economic development study and financial condition analysis by the end of the calendar year.</li> <li>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 &amp; Drainage District, Solid Waste District, as well as water and sewer utility services.</li> </ol> <p>Status: 2) Final documents have been received in Finance and are currently under review. Some modifications are required. Finance is working with PFM to make the modifications. Training with PFM has been scheduled.</p> <p>3) The long-term Capital Improvement Plan will be completed subsequent to the facility assessment that has been contracted by Public Works.</p>	3) TBD	<ol style="list-style-type: none"> <li>1) June 11, 2024</li> <li>2) January 20, 2025</li> </ol>
577	06/11/24	24-0687	Development Services	<p>Regarding Spring Haven Roadway Extension:</p> <ol style="list-style-type: none"> <li>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</li> <li>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.</li> </ol> <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.</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: Complete</p>	January 2025	January 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/June 2025.	May/June 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	
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. Staff is working with IT to develop map of parcel to support survey. Additionally, a draft of the general terms document has been reviewed by stakeholders and is awaiting input from Development Services staff.	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. Budget amendment for design/engineering services approved by City Commission on January 28, 2025. Sun Trail funding application review pending.</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.            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. The January 7, 2025 draft technical report received from SCS was reviewed by staff on January 10, 2025 and comments were provided back to the consultant. A revised report is expected by the end of February.</p>	Early 2025	
591	09/24/24	Res. No. 2024-R-25	Public Works / Parks & Recreation	<p>City Manager to work with Parks &amp; Recreation and Road &amp; 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 &amp; 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	



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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: In process. Parks &amp; Recreation have provided information on Scout House rental rates. Staff from the Department of Public Works have assisted with discussions on potential alternate locations. Draft contract termination letter is currently with the Office of the City Attorney. The City has put the Art Center on notice verbally that the building will not be available after September 30. Lease requires 90 days written notice - letter must go to the Art Center by June 30, 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 working on obtaining a property appraisal which is expected to be complete by early March 2025.</p>	TBD	
596	12/02/24	24-1635	City Manager	<p>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.</p> <p>Status: Complete. At December 10, 2024, Commission Meeting, Commission directed to change election date to May 13, 2025. Ordinance 2024-48 adopted at second reading on January 28, 2025.</p>	January 28, 2025	January 28, 2025
597	12/03/24	24-1655	City Manager	<p>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.</p> <p>Status: Complete. At December 10, 2024, Commission Meeting, Commission directed to change election date to May 13, 2025. Ordinance No. 2024-49 adopted at second reading on January 28, 2025.</p>	January 28, 2025	January 28, 2025

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Item	Commission Meeting Date	Agenda Item	Assigned to Department	Description of Project	Month or Agenda Due Date	Completion Date
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: Completed. Commission heard first reading on January 28, 2025 and continued to second reading on February 11, 2025.	February 11, 2025	February 11, 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: Complete. Ordinance No. 2025-03 calling for a referendum question to finance the North Port Police Department Headquarters with General Obligation bond borrowing up to \$115 passed first reading as amended on January 28, 2025 and continued to second reading on February 11, 2025.	February 11, 2025	February 11, 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: Complete. City Commission approved moving forward with infrastructure questions totaling \$31M. Upon review and input with bond counsel, two referendum questions have been developed. Ordinance No. 2025-04 seeking to borrow up to \$14M for the Solid Waste Transfer Station Project and Ordinance No. 2025-05 seeking to borrow up to \$17M for Effluent Pumping Station and Pipeline at the Pan American Wastewater Treatment Facility passed first reading as presented on January 28, 2025, and continued to second reading on February 11, 2025.	February 11, 2025	February 11, 2025

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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 working on documents and request for legal services.</p>	June/July 2025	
602	01/14/25	25-1809	City Manager	<p>Staff to bring back ordinances establishing referendum questions related to borrowing authority for infrastructure projects and the North Port Police Department Headquarters for first reading on January 28, 2025.</p> <p>Status: Complete. First reading was heard on January 28, 2025, with ordinances continued to second reading on February 11, 2025.</p>	February 11, 2025	February 11, 2025

Total # of active and completed directives	738
Total # of active directives	35
Total # of completed directives	703