

City Manager Report - September 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: Item discussed at 9/8/25 Workshop. Staff will work on creating a model of paid and unpaid internship program to bring back to Commission.	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 requesting to push this to FY2027.	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: 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: This will coincide with the Activity 6 and Activity Center 10 Master plan. Staff anticipates initiation of project Late FY 2025 / Early FY26. 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 October 2025.	October 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. The Office of the City Attorney is reviewing the requested modifications to the lease (OCA 2562).	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.	Oct 2025	
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 <u>restraints and prohibitions</u>.	TBD	
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: Ordinance continued to second reading on 9/23/25 by City Commission.	September 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. 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.	May, 2025	

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. 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.	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. 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.	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. Completion anticipated for end of December 2025.	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: Scout House is not being pursued as temporary location. Lake Michigan Credit Union in Port Charlotte has been secured for temporary classroom space. Memorandum of Understanding bring brought for Commission consideration in October 2025.	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. Staff is working on issuing a Purchase Order so a purchasing agreement can be drafted.	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	October 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.		
607	05/27/25	25-2305	City Manager / HR	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. Status: Interviews completed on 8/29/25 and Commission made a motion to pursue contract negotiations with Michael Fuino with Mayor Stokes as point of contact for negotiations.	TBD	

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.		
609	05/27/25	25-2307	City Manager / Finance	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. Status: Topic discussed at the 9/8/25 Workshop with consensus by Commission to move forward with the pay as you go approach to the Solid Waste Transfer Station utilizing Non-Ad Valorem Assessment, and to reject the P3 option and the COPs option.		9/8/25
610	05/27/25	25-2308	City Manager / Finance	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. Status: Topic discussed at the 9/8/25 Workshop with consensus by Commission to prioritize the evaluation of funding options in the following order 1) State Revolving Fund option in collaboration with WVID. 2) pay as you go approach. And to reject the P3 proposal.		9/8/25
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 October..	October 2025	

612	06/02/25	25-2248	Development Services	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. Status: In progress. Ordinance in legal review with completion expected 9/24/25.	October 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.		
615	07/08/25	25-2440	Finance/CMO	Motion: To direct the City Manager to work with bond counsel, PFM and staff to bring back details for the Solid Waste Transfer Station project comparing the cost, pros, and cons comparing the P3 process with the city conducting their own COP process. Status: Completed at the 9/8/25 Workshop discussion.		9/8/25
619	07/22/25	25-2508	Finance/CMO	Motion: to direct the City Manager to work with staff to complete a realistic assessment of the timeframe and costs for the City of North Port to put together its own COPS process regarding the solid waste transfer station. Status: Completed at the 9/8/25 Workshop discussion.		9/8/25
	Total # of active and completed directives	759				

	Total # of active directives	35				
	Total # of completed directives	721				
				Next Number: 620		