



**City of North Port**  
**City Attorney's Office**  
**4970 City Hall Boulevard**  
**North Port, FL 34286**  
**Office (941) 429-7260**

## **Memorandum**

**To:** Christopher Hanks, Mayor  
Debbie McDowell, Vice-Mayor  
Vanessa Carusone, Commissioner  
Pete Emrich, Commissioner  
Jill Luke, Commissioner

**Cc:** Peter D. Lear, City Manager

**From:** Amber L. Slayton, City Attorney

**Date:** February 7, 2019

**Re:** City Attorney's Office Monthly Activity Report for January 2019

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The City Attorney's Office is pleased to provide its monthly activity report.

The City Attorney's Office opened 22 new files this month and closed 27. The total open file count as of the last day of the month is 318. The total closed file count since office inception to date is 1,688. Attached is a spreadsheet of files worked during the month. Attached is the City Attorney's Office year-to-date budget worksheet for Fiscal Year 2018-2019.

The City Attorney's Office attended the following meetings and events:

### Public Meetings

- City Commission Meetings (4)
- City Commission Workshop
- Convocation of Governments Meeting
- Fire Rescue District Meeting
- Road and Drainage District Meeting
- Solid Waste District Meeting
- Charter Review Advisory Board Meeting
- Historic and Cultural Advisory Board Meeting
- Planning and Zoning Advisory Board Meeting
- Zoning Board of Appeals Meeting

### Events

- Commission Retreat
- Directors Retreat
- Florida Association of Women Lawyers Board Meeting, Sarasota Chapter
- State of the City Address at the Annual Meeting of the North Port Area Chamber of Commerce
- City, County, Local Government Section Board Meeting, Florida Bar
- Junior League of Sarasota Legislative Breakfast

#### Training and Education

- Conducted training for the Zoning Board of Appeals on open meetings, public records, ethics, and Robert's Rules of Order
- Conducted training for the Public Utility Advisory Board on open meetings, public records, ethics, and Robert's Rules of Order
- Lunch & Learn Stress Less: Responding to Your Mind & Body

#### Hearings

- Code Enforcement hearing

#### Meetings

- Status meetings with City Manager (2)
- City Attorney's Office team meetings (5)
- Agenda briefings with Commissioners (8)
- Directors staff meetings (2)
- Quarterly loss runs and loss prevention
- Meeting with City Manager regarding permit issue
- Meeting with City Manager, Neighborhood Development Services, and Public Works regarding permit issue
- Meeting with City Manager and Human Resources regarding pending claim
- Meeting with Vice-Mayor McDowell and City Manager
- Meeting with Assistant City Manager to discuss lot donations
- Meeting with City Clerk to discuss meeting notices
- Meeting with City Clerk to discuss Charter introduction
- Meeting with City Clerk's Office regarding public records request (3)
- Meetings with Vice-Mayor McDowell (2)
- Meeting with Commissioner Carusone
- Meeting with Commissioner Luke
- Meeting with City Clerk regarding pending issues
- Meeting with Neighborhood Development Services, Public Works, and developer regarding Sabal Trace
- Meeting with Neighborhood Development Services regarding property subdivision
- Meeting with Neighborhood Development Services regarding food truck ordinance
- Meeting with Public Utilities regarding ASR Well project
- Meeting with Directors regarding West Villages development agreement
- Meeting with Fire Rescue regarding PowerDMS contract
- Meeting with Venice City Attorney

- Telephone conference with Commissioner Carusone
- Telephone conference with counsel for the Pension Board regarding potential code amendment
- Telephone conference with City Manager and outside counsel regarding pension issue
- Telephone conference with Sarasota County Sheriff's Office regarding Homeless Outreach Team
- Telephone conference with Police Department and Sarasota County Sheriff's Office regarding Homeless Outreach Team
- Telephone conference with Police Department and Axon regarding contract
- Telephone interviews of attorneys for possible contract assignments (3)
- Telephone interviews of candidates for Assistant City Attorney position (3)

Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2019-0891	01/02/2019	Contract Attorney CAO 2019	General	City Attorney	7	36
2019-0888	01/29/2019	Foreclosure - 1187 Baywood Ave (Ladera)	Foreclosure	Neighborhood Development Services	0	30
2019-0887	01/24/2019	Sabal Trace - Bridge and Arsenic Issue	General	Public Works	3	12
2019-0886	01/31/2019	Opinion - Gran Paradiso Rock Crushing Activities	General	Neighborhood Development Services	29	18
2019-0885	01/28/2019	Contract - Stryker Medical Service	Contract	Fire Rescue	2	24
2019-0884	01/23/2019	Contract - Axon Purchase Body Worn Cameras	Contract	Police	6	6
2019-0883	01/31/2019	Contract - CGI Communications Video Program	Contract	City Manager	1	18
2019-0882	01/25/2019	Nowicki v CONP - sexual harassment, retaliation	Employment Grievance	Human Resources	4	54
2019-0881	01/20/2019	Public Records Request - C. Cook (general)	Public Records Request	City Clerk	0	54
2019-0878	01/27/2019	Public Records Research - Marsy's Law	Research	Police	0	42
2019-0877	01/18/2019	Foreclosure - 1985 N. San Mateo Drive (Williams)	Foreclosure	Neighborhood Development Services	0	30
2019-0876	01/14/2019	Siteimprove contract - ADA Compliance	Contract	City Manager	2	54
2019-0875	01/14/2019	Public Records - CAO Personnel Changes	Public Records Request	City Clerk	0	42
2019-0874	01/10/2019	Foreclosure - 3952 Suburban Lane (Osadchiy)	Foreclosure	Neighborhood Development Services	3	30

Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2019-0873	01/08/2019	Complaints - Senior Center	General	City Manager	2	0
2019-0872	01/07/2019	Resolution No. 2019-R-02 - Child Welfare Reform	Resolution	Commissionor	0	48
2019-0870	01/09/2019	Warranty Damages - Contract 2018-04 ASR Well Proje	Contract	Public Utilities	2	54
2019-0869	01/23/2019	Annexation Assignment - Myakka River Center	Research	Neighborhood Development Services	0	30
2019-0868	01/03/2019	Subpoena - B. Razzaq	Subpoena	Police	3	42
2018-0867	01/09/2019	Ordinance 2018-65 Amending City Fee Structure	Ordinance	Finance	3	36
2018-0866	01/02/2019	MOU - School Board Training Track	Contract	Police	1	24
2018-0865	01/02/2019	RFB 2019-35 Grid 205B Drainage Improvements	Contract	Finance	1	42
2018-0864	01/04/2019	Woodlands CDD - Irrigation Compliance	Research	Public Works	0	30
2018-0863	01/14/2019	Acceptance of Funeral Home Alley	Real Estate	Public Works	1	0
2018-0862	01/02/2019	Forfeiture - Southard - 2011 Honda Accord LX	Forfeiture	Police	1	6
2018-0861	01/07/2019	Foreclosure - 2771 Ridgewood Dr. (Rhodes)	Foreclosure	Neighborhood Development Services	2	36
2018-0860	01/02/2019	Contract - 2011-08 - Kimley Horn & Associates	Contract	Parks & Recreation	5	42
2018-0859	01/22/2019	Hire Assistant City Attorney 2019	General	City Attorney	17	0
2018-0858	01/03/2019	Pension Issue - Reed	Research	City Manager	0	42

Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2018-0857	01/07/2019	Foreclosure - 2234 Altitude Ave. (Mahoney)	Foreclosure	Neighborhood Development Services	1	48
2018-0856	01/03/2019	Deputy Clerk Contract - Heather Taylor	Contract	City Clerk	0	30
2018-0854	01/02/2019	Research - Economic Development Organization	Research	Commissionor	8	12
2018-0853	01/02/2019	Research - Liens at 6588 Taneytown Street	Research	Neighborhood Development Services	5	6
2018-0851	01/07/2019	Interagency Agreement sharing juveniles info	Contract	Police	0	24
2018-0850	01/31/2019	Research - Survey Authority for Plat	Research	Neighborhood Development Services	13	24
2018-0849	01/08/2019	Ordinance No. 2018-63 - Creating Youth Council	Ordinance	Commissionor	1	42
2018-0847	01/04/2019	Code Enforce. Case 18-4097 Lumpert 4259 Tropicaire	Code Enforcement	Neighborhood Development Services	25	30
2018-0846	01/03/2019	Research - Subdivision property Braves stadium	Formal	Neighborhood Development Services	2	24
2018-0839	01/21/2019	Research - parking on lot across street adjacent	Research	Neighborhood Development Services	23	12
2018-0835	1/14/2019	Subrecipient Agreement ADA Garden of the Five Sens	Contract	City Manager	0	18
2018-0834	01/02/2019	Contract - MOU with Ring	Contract	Police	1	18

Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2018-0832	01/04/2019	Commissioner Pete Emrich 2018-19	General	Commissionor	1	36
2018-0830	01/02/2019	Warranty Issue - Atwater Park Splash Pad	Contract	Parks & Recreation	1	6
2018-0828	01/09/2019	Title effect - NP Activity Center Five Association	Research	Public Utilities	1	30
2018-0825	01/03/2019	Contract - Budgeting Software GovMax	Contract	Finance	0	54
2018-0824	01/10/2019	Ord. No. 2018 - _____ - Amending Police Pension - IRS	Ordinance	Police	0	48
2018-0823	01/03/2019	Forfeiture - Adams - \$82,027.00	Forfeiture	Police	5	0
2018-0822	01/04/2019	Police Compensation Door to Door	Personnel Issue	City Manager	0	18
2018-0820	01/02/2019	Research - Ownership of Woods Lane	Research	Public Works	1	12
2018-0817	01/14/2019	Physio Control Proposal for Lifepak Cardiac Monito	Contract	Fire Rescue	0	6
2018-0815	01/15/2019	Interlocal Agreement - Parking lot Heron Middle	Contract	Parks & Recreation	0	36
2018-0812	01/02/2019	Res 2018-R-33 - Donation Land on Cape Cod - Fisher	Real Estate Donation	City Manager	3	54
2018-0804	01/11/2019	Myakka River RV Park Water Meter	Research	Public Utilities	2	6
2018-0798	01/25/2019	Arbitration - J. Bowers AFSCME	Employment Grievance	Human Resources	0	18

Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2018-0793	01/03/2019	KeyTrak System Purchase Agreement	Contract	Police	0	48
2018-0787	01/04/2019	Forfeiture - Suzuki Forenza (Katherine McCoy)	Forfeiture	Police	3	0
2018-0786	01/16/2019	Declaratory Judgement - Jeremy Chavis	Quiet Title	Neighborhood Development Services	0	30
2018-0783	01/02/2019	ADA Title VI Plan - Review Page 5 & 6	Form Template	Human Resources	0	24
2018-0778	01/18/2019	Parks & Recreation Advisory Board 2018-19	Board	City Clerk	0	18
2018-0775	01/16/2019	Hearing Officer - Code Enforcement Issues 2018-19	Formal	Neighborhood Development Services	2	12
2018-0772	01/04/2019	Police PD - Public Records 2018-19	Formal	City Clerk	1	0
2018-0771	01/04/2019	City Clerk - Public Records 2018-19	Formal	City Clerk	6	36
2018-0769	01/04/2019	Charter Review Advisory Board 2018-19	Board	City Clerk	0	54
2018-0767	01/05/2019	Historic and Cultural Advisory Board 2018-19	Board	City Clerk	2	12
2018-0764	01/03/2019	Planning & Zoning Adviosry Board PZAB 2018-19	Board	City Clerk	0	36
2018-0763	01/10/2019	Public Utility Advisory Board - PUAB 2018-19	Board	City Clerk	1	12
2018-0762	01/11/2019	Zoning Board of Appeals - ZBA 2018-19	Board	City Clerk	1	0
2018-0760	01/06/2019	Commissioner Vanessa Carusone 2018-19	General	Commissionor	2	12



Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2018-0758	01/24/2019	Commissioner Jill Luke 2018-19	General	Commissionor	2	18
2018-0757	01/03/2019	Commissioner Debbie McDowell 2018-19	General	Commissionor	6	42
2018-0756	01/03/2019	Commissioner Christopher Hanks 2018-19	General	Commissionor	3	12
2018-0754	01/30/2019	Public Works - General 2018-19	General	Public Works	0	18
2018-0753	01/03/2019	Police Department - General 2018-19	General	Police	3	18
2018-0752	01/15/2019	Neighborhood Development Services- General 2018-19	General	Neighborhood Development Services	2	30
2018-0751	01/16/2019	Human Resources - General 2018-19	General	Human Resources	3	24
2018-0748	01/02/2019	Finance - General 2018-19	General	Finance	2	12
2018-0747	01/03/2019	Commission - General 2018-19	General	Commissionor	41	6
2018-0746	01/02/2019	City Manager - General 2018-19	General	City Manager	37	24
2018-0745	01/15/2019	City Clerk - General 2018-19	General	City Clerk	6	0
2018-0744	01/07/2019	City Attorney - General 2018-19	General	City Attorney	6	30
2018-0743	01/24/2019	Contract - Ten-8 Fire Engine Ambulance Chassis	Contract	Fire Rescue	0	18
2018-0740	01/30/2019	Research - Use of Impact Fee for general roads	Research	Commissionor	0	30
2018-0734	01/08/2019	Resolution 2018-R-27 Relating to Amendment 1	Resolution	Commissionor	1	54
2018-0726	01/25/2019	Injunction - Weintraub v. City of North Port	General	Neighborhood Development Services	2	24

Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2018-0721	01/14/2019	Ordinance 2018-55 Market Gardens	Ordinance	Neighborhood Development Services	2	24
2018-0719	01/30/2019	Research - Impact Fees Exemption	Research	Commissionor	0	18
2018-0715	01/07/2019	Foreclosure - 5299 Malamin Rd. (Ernest King)	Foreclosure	Neighborhood Development Services	0	6
2018-0714	01/31/2019	RPO - A.J.G.	Risk Protection Order	Police	0	6
2018-0712	01/08/2019	Subpoena - Polk Regional Water Cooperative	Subpoena	Public Utilities	1	6
2018-0711	01/02/2019	Forfeiture - Toyota Rav4 - Neace	Forfeiture	Police	1	30
2018-0710	01/02/2019	Research - Magnum Lake	Research	Public Works	3	36
2018-0709	01/15/2019	Contract 2018-04 Liquidated damages from TLC diver	Contract	Public Utilities	0	6
2018-0708	01/08/2019	Pelfrey v CONP - age discrimination	Employment Grievance	Human Resources	0	18
2018-0689	01/07/2019	Ordinance No. 2018-59 - P3	Ordinance	Finance	0	12
2018-0683	01/27/2019	Agreement 2018-29 Cranberry/Hillsborough	Agreement	Finance	1	6
2018-0679	01/02/2019	Res 2018-R-32 Donation Land on Plumleaf- Gurdak	Real Estate Donation	City Manager	3	6
2018-0674	01/25/2019	CONFIDENTIAL - Ethics Complaint	Ethics Complaint	Human Resources	0	42
2018-0668	01/03/2019	Affiliation Agreement with FGCU for internships	Agreement	Police	1	0
2018-0662	01/03/2019	Forfeiture - Carr-Chevy Pickup	Forfeiture	Police	0	54

Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2018-0656	01/02/2019	Thursby v CONP - Personal Injury Trip and Fall	Personal Injury	Human Resources	0	36
2018-0650	01/30/2019	Research - Use of West Villages Impact Fees	Research	Commissionor	0	18
2018-0645	01/10/2019	West Villages Development Agreement 7/9/2018	Agreement	City Manager	2	36
2018-0644	01/31/2019	Research - Credit card convenience fees	Law/Procedure	Neighborhood Development Services	9	48
2018-0642	01/11/2019	Ord 2018-38 Regulating Food Trucks & Mobile Vendor	Ordinance	Neighborhood Development Services	2	24
2018-0635	01/08/2019	Ordinance 2018-36- Code changes advisory board	Ordinance	Commissionor	0	30
2018-0629	01/02/2019	Locally Funded Agreement for River Road	Agreement	City Manager	3	12
2018-0628	01/02/2019	City Sponsorship Agreement Template	Agreement	Commissionor	10	24
2018-0623	01/07/2019	Subpoena Process	Process	City Attorney	0	24
2018-0607	01/08/2019	Research - Funding Questions for Tree Fund	Research	Neighborhood Development Services	3	12
2018-0604	01/08/2019	Sarasota County Homeless Outreach Team Ordinance	Ordinance	Police	4	48
2018-0600	01/24/2019	Ordinance No. 2018-33 - Deferral of Impact Fees	Ordinance	Commissionor	10	48
2018-0592	01/07/2019	EEOC Claim - Michael Pelfrey	Employment Grievance	Human Resources	0	18
2018-0581	01/07/2019	ADA Compliance Issues With	Research	City Manager	0	18

Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2018-0572	01/31/2019	Sarasota County Environmentally Sensitive Lands	Research	Commissionor	10	0
2018-0568	01/07/2019	Schult v. CONP - Employment Age Discrimination	Employment Grievance	Human Resources	0	18
2018-0527	01/17/2019	Contract 2018-35 Nort Port Aquatic Center	Contract	Finance	0	6
2018-0510	01/07/2019	Interlocal - Charlotte County - Road Improvements	Contract	Public Works	5	30
2018-0505	01/11/2019	Food Truck Mobile Vendor Ordinance	Research	Neighborhood Development Services	1	30
2018-0486	01/04/2019	Interlocal Agreement - Interconnects Potable Water	Contract	Public Utilities	0	6
2018-0462	01/04/2019	Review Solicitations - Debris Management & Monitor	Contract	Finance	2	54
2017-0393	01/15/2019	Process for Municipal Business Tax	Process	Neighborhood Development Services	0	24
2017-0367	01/09/2019	Donation - 5810 Kenwood dr. Char Sarasota Holdings	Real Estate Donation	City Manager	2	6
2017-0352	01/17/2019	Fire Software Agreement with PowerDMS	Contract	Fire Rescue	0	24
2017-0327	01/15/2019	Forfeiture Training	Legal Review	Police	8	12
2017-0312	01/09/2019	Potential Crosswalk over Outreach Way	Legal Review	Commissionor	1	18
2017-0294	01/07/2019	Real Estate Ownership - Scrimshaws	Real Estate Donation	City Clerk	1	0
2017-0293	01/18/2019	Process to Claim Maintained Road	Research	City Manager	3	12

Open File No	Date	File Name	Sub-Type:	Dept. Requesting	Billable Hours	Billable Minutes
2017-0187	01/03/2019	Process - Forfeiture	Research	Police	0	12
2017-0155	01/04/2019	Commission Changes to City Charter 2017, 2018	Legal Review	Commissionor	5	0
2017-0110	01/24/2019	Changes to Civil Traffic Infrac. Hearing Procedure	Legal Review	City Manager	16	30
2016-0361	01/30/2019	Bayview Loan Servicing v. T. Denton - Foreclosure	Foreclosure	Neighborhood Development Services	0	12
2016-0355	01/29/2019	WVID Amended Restated Master Utility Agreement	Agreement	Public Utilities	3	18
2016-0250	01/31/2019	Price Blvd. Land Acquisition from Kenneth Osborne	Real Estate Acquisition	Public Works	0	30
2016-0201	01/11/2019	Code Enforce. Case 16-2454 Lumpert 4259 Tropicaire	Code Enforcement	Neighborhood Development Services	0	24
2015-0205	01/24/2019	Resolution 2015-R-15-Land Donation for LiftStation	Resolution	Public Utilities	0	6
2014-0170	01/07/2019	Wells Fargo v. Jean Cantave et al Foreclosure	Foreclosure	Neighborhood Development Services	0	18
2014-0144	01/14/2019	Westlaw Subscription Contract 2014-18	Contract	City Attorney	0	18
				<b>TOTAL</b>	<b>484</b>	<b>6</b>

BUDGET PREPARATION WORKSHEET  
FOR FISCAL YEAR 2019

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 17-18 LAST YEARS ACTUALS	FY 18-19 ADJUSTED BUDGET	FY 18-19 ORIGINAL BUDGET	FY 18-19 M-T-D ACTUAL	FY 18-19 Y-T-D ACTUAL	YTD ACTUAL % OF ADOPTED BUDGET
GENERAL FUND							
LEGAL							
OPERATING EXPENDITURES							
001-0200-514.31-02	OUTSIDE LEGAL-NON LITIGTN	72,829	35,000	35,000	10,573	20,223	.58
001-0200-514.31-05	OTHER PROFESSIONAL SVCS	32,529	15,000	15,000	0	0	.00
001-0200-514.31-80	OUTSIDE LEGAL-LITIGATION	38,514	150,000	150,000	0	0	.00
001-0200-514.34-00	OTHER CONTRACTED SERVICES	0	0	0	0	0	.00
001-0200-514.40-00	TRAVEL AND PER DIEM	3,568	6,000	6,000	0	0	.00
001-0200-514.41-00	COMMUNICATION SERVICES	1,397	3,500	3,500	152	267	.08
001-0200-514.44-00	RENTALS & LEASES	1,955	2,000	2,000	138	390	.20
001-0200-514.46-01	R&M OFFICE EQUIPMENT	0	0	0	0	0	.00
001-0200-514.47-00	PRINTING & BINDING	102	100	100	0	0	.00
001-0200-514.49-12	ADS AND PUBLIC NOTICES	0	0	0	0	0	.00
001-0200-514.49-14	TAGS, FEES, LICENSES	400	2,890	2,890	0	0	.00
001-0200-514.49-80	OPERATING BUDGET REDUCT	0	0	0	0	0	.00
001-0200-514.51-00	OFFICE SUPPLIES	1,793	2,000	2,000	247	436	.22
001-0200-514.52-02	FUEL	206	500	500	7-	13	.03
001-0200-514.52-50	MINOR OPERATING EQUIPMENT	1,643	7,350	7,350	2,847	4,415	.60
001-0200-514.54-00	BOOKS, PUBLIC, SUBS, MEMB	11,775	8,240	8,240	1,990	2,208	.27
001-0200-514.55-00	TRAINING & EDUCATION	2,469	6,750	6,750	30	30	.00
* OPERATING EXPENDITURES							
		169,180	239,330	239,330	15,970	27,982	.12
** GEN GOVT SERVICES							
		169,180	239,330	239,330	15,970	27,982	.12
*** LEGAL							
		169,180	239,330	239,330	15,970	27,982	.12
**** EXPENDITURE							
		169,180	239,330	239,330	15,970	27,982	.12