

**City of Sanford  
City Manager's Monthly Update  
November 2023**

**CITY MANAGER'S OFFICE**

- Attended Habitat for Humanity Sanford home dedication ceremony for Campbell Family.
- Had discussions with Jake Varn regarding meeting with Seminole County and City of Lake Mary officials to discuss the 1,4 Dioxane matter.
- Attended Seminole County Commission work session discussing use of Opioid Settlement funds since each city receives settlement funds separate from those of the County.
- Held interviews with candidates for the Human Resources/Risk Management Director position.
- Represented City along with Economic Development Director Brady Lessard at Greater Florida's Premier Technology and Innovation Incubator opening program.
- Met with County Manager, School Superintendent and city managers to discuss projects for the one cent sales tax.
- Had introductory meeting with John Gerhold, new CEO of HCA Lake Monroe Hospital.
- **Mayfair Clubhouse**
  - The selection committee has ranked the top three Construction firms. The Commission will be presented the top three firms with a pre-construction contract for review and consideration during a January 2024 City Commission Meeting.
- **William Clark Court Ball Fields**
  - Our consultant is finishing the environmental assessment as required by Housing and Urban Development. There were no responses on from the tribunal on sacred sites, burials, or significant cultural resources located on the project area. We have a Finding of No Significant Impact (FONSI) that needs published and reviewed. Once the review is completed with the FONSI, a request for release of funds is submitted for HUD review along with the environmental assessment. We are expecting to close on the property in March 2024.
- **Fire Station #40**
  - A committee meeting is scheduled for Wednesday, January 10, 2024 to evaluate the 4 bids we received for the construction of Fire Station # 40.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT**

- **Community Relations**
  - Met with Seminole County Community Services to discuss County owned properties located in the City of Sanford.
- **Community Development Block Grant (CDBG)**
  - CAPER- Consolidated Annual Performance Evaluation Report will be submitted to the Department of Housing and Urban Development by December 29<sup>th</sup>.
  - Received 42 Minor Home Repair (MHR) applications. Twelve applications were conditionally approved, and 30 applicants were sent denial letters.
- **My Brother's Keeper (MBK)**
  - Sixteen fathers attended the round table discussion "Father's Let's Talk" about fatherhood. Beginning in January, the group will meet the 2nd Wednesday of every month at 6:30 PM.
  - In addition to the 17 students that are signed up for the MBK program at Markham Woods Middle School, the MBK program has 49 new students who are interested at Sanford Middle School.
  - The MBK Program Coordinator is partnering with MADMAC to rollout a music program in the new year called The 360 Academy. Young men will be given the opportunity to learn creative music, music production, performance theory, and life skills in 12 weeks.
  - Each MBK student is sponsored for Christmas gifts through AMA Consulting Group.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - The Program Coordinator completed three (3) home visits to disabled seniors who needed assistance in accessing and completing the LIHEAP application.
  - The program has noticed an increase in new applicants since the program limits the amount of time that applicants can apply for the program to once per 12 months.
  - The program assisted a total of 77 households in the month of November.
- **Race, Equality, Equity, & Inclusion (REEI)**
  - The Committee is finalizing the draft report to present to the City Commission in January.

## **ECONOMIC DEVELOPMENT (ED)/COMMUNITY REDEVELOPMENT AGENCY (CRA)**

- The Florida Black History Museum Task Force advised that they were considering location ideas for the proposed placement of a Florida Black History Museum. On November 13, 2023, the Economic Development team, in partnership with Seminole County's Economic Development staff, Mr. Kenneth Bentley, and Dr. Velma Williams, presented a strong case to this task force to consider locating the Florida Black History Museum in the City of Sanford. Other jurisdictions and related entities, presented their locations as well. We are awaiting a decision.
- On November 15, 2023, Andrew Wesser-Brawner, new Director of Economic Development, Tourism, and Strategic Initiatives, as well as the County's Economic Development team, toured with our Economic Development/CRA team, to showcase the various sites/locations throughout the City.
- On Friday, November 17, 2023, the "We Be Poppin" ribbon cutting took place at their new location, 3675 South Orlando Drive. A wide array of flavored popcorns, gourmet hotdogs, and freeze-dried candies await your arrival. The City Manager and Economic Development staff shared in the festivities.
- L3 Harris advised that they needed assistance finding additional availability of apartments. We visited various communities in the City and presented L3 Harris with a listing of available leasing options.
- The December 6, 2023 CRA Board Meeting was canceled due to no action items at that time. The next CRA Board Meeting will take place on Wednesday, January 3, 2024.
- The owner of Workspace Collective shared that he is working through the planning process with updated plans and waiting on final approval to commence construction very soon.
- A well-known, local area garden center has shown interest in the former Pep Boys location, 555 West First Street. They are working through the due diligence process to determine if this site will work for their business.
- In late November, the Wayne Densch Tilt Up and Construction Update took place on site. Attendees heard from the Wayne Densch President, as well as their contractor, and what they foresee for the near future with their products.
- In early December, Seacoast Bank, 3791 West First Street, held a Business After Hours/Networking event. Various local business owners attended and shared updates about plans for their businesses.
- Met with the Providence firm to discuss potential acquisitions of multi-family residential communities within the City of Sanford. The gentleman is also looking at the neighboring jurisdictions.
- Crawford Entertainment requested a meeting with the ED/CRA team to gauge interest about doing a 2-part film series, Beer-topic Show. A potential partnership with others, such as Seminole County and business owners would need to be in place, due to cost.
- On December 11, 2023, a meeting and tour took place with leadership at Flextrude, 2540 Jewett Lane. An Economic Development representative from Seminole County was present, as well as from the Orlando Economic Partnership.

## **ECONOMIC DEVELOPMENT (ED)/COMMUNITY REDEVELOPMENT AGENCY (CRA) (CONTINUED)**

- Working with a gentleman who wants to open a tutoring business along French Avenue. Other departments are being very helpful with getting him through the processes as well.
- Attendance at Sanford Chamber of Commerce meetings, River Council meetings, Sanford Main Street meetings and meetings with various developers and business owners who either have existing businesses in the City or are wishing to locate/build in the City.
- Wayne Densch Expansion Ceremony was held on site and facilitated by the ED Department to celebrate the investment over \$20 million into a new facility.
- ED Department was active throughout the build out process of the newly opened Planet Fitness in the Gateway Plaza. This stewardship will serve as a model for attracting additional retail and assisting owners/contractors through the approval process.
- ED Department met and or discussed, well over 50 projects slated for, or existing in Sanford in the course of the month.

## **FINANCE**

- Submitted final budget document for review by Government Finance Officers Association.
- Working on Fire Assessment Fee.
- Continued work on Parking Assessment Fee.
- FY2023 audit work continuing.
- Continued work on updating purchasing policies including new Consultants' Competitive Negotiation Act (CCNA) guidelines.
- Working with contractor and Federal Emergency Management Agency (FEMA) to formulate project worksheets for reimbursement of Hurricane related costs for Ian and Nicole.
- Working on hiring four new employees.
- IT Service Requests
  - IT tracks requests or incidents reported by staff. The numbers below are based on totals for November 2023.
    - New IT Service Requests/Tickets 374
    - Closed IT Service Requests/Tickets 263

## **FINANCE (CONTINUED)**

- Digital Transformation Project
  - m365 Migrations
    - Development Services, Police, and Fire are next on the migration schedule.
  - Process Modernizations
    - City Procurement process
      - Initial design phase continues to be developed.
      - Prototype will be developed based on initial design.
    - Budget Transfer Request
      - 
      - Initial design phase is wrapping up.
      - Prototype will be developed based on initial design.
    - Police processes
      - Testing of forms and workflows.
    - Intranet Modernization
      - Initial Overall City intranet design phase – in process
      - Initial Department Intranet sites – Finance, Human Resources and Information Technology.
    - CIP Request and Tracking
      - Initial design phase delayed due to Utility Customer Service opportunity.
- **Lucity Work Order and Asset Management**
  - Public Works currently processing work orders.
  - Parks group requested training to begin processing work orders.
  - Utilities is in the process of finalizing testing various work order scenarios and configurations – target go live date is January 2024.
- **City Website Content Editor Training**
  - Content Editor training sessions have begun – this includes news, articles, events, minor page edits.
  - Communications office and other departments to be scheduled.
  - Communications office developing a content review process as directed by the City Manager.
- Working on 26 solicitations throughout the City.
- Meeting with IT the committee team to put together to continue the process of a new solicitation for the copiers. The City decided to move forward with a solicitation. The team is working on the scope of services.
- Continued working on updating templates for the bidding process (mapping the process).
- Working on updating templates for bids, construction documents, and terms and conditions.
- Working with legal to revise construction documents including contracts.
- Working on hiring one new employee.
- Training a new purchasing coordinator.
- Continued Green Belt training and the associated city project.
- Continued to work with departments on Lucity.

## **FINANCE (CONTINUED)**

- Continued work on reviewing and making notes related to the City Wide Survey results.
- Assisted Utilities with review of their fiscal year 24 Capital Improvement Plan.

## **PARKS AND RECREATION**

- The Parks and Recreation Department has coordinated four major holiday events for our residents and guests. Light Up Sanford, the Parade of Lights and Santa in the Square (held on two dates) We want to thank our fellow City employees that assisted in making Light Up Sanford and the Parade of Lights a big success.
- Holiday parties were held at both the Westside and Downtown Senior Centers.
- Parks staff is working with the Florida Cemetery Project to install a Flag Box at the Municipal Cemetery. This will allow for the proper disposal of US flags.
- A new shade structure was installed at McKibbin Park. This replaces the previous shade damaged by Hurricane Ian.
- The pavilion at McKibbin Park required a repair to a frame post due to rust. It was first thought that the structure might have to be removed however; a solid repair could be made.
- The fountain in Coastline Park sustained serious damaged with the center spire being knocked down. This cannot be repaired due to the age of the fountain.
- Staff asked Florida Water Features to provide a quote to install a new centerpiece and provide a protective feature to avoid future damage.
- Registration has begun for youth and adult athletics with play beginning January- March 2024.
- Rounding out the year - the annual Holiday Soap Box Derby rally will take place December 30th and 31st. This two-day rally will draw racers from eight states and Costa Rica.

## **DEVELOPMENT SERVICES**

- **Land Development Regulations in Revision**
  - Staff continues to work on Schedule A – Definitions, Schedule B – Permitted Uses, Schedule E - Additional Requirements & Provisions for Specific Uses, Schedule G – Design Guidelines, and Schedule D, Planned Developments. Public meetings will be scheduled upon staff draft completions.
  - Articles III and VI are still in Zoning in Progress.
  - Schedule P is in the public hearing process for updates on how to process Utilities Manual revisions.
- **Joint Planning Agreement**
  - The City is working with the Seminole County Building Department to update processes on annexation and permit issuance.
- **Citizenserve Updates**
  - Staff continues to work on Citizenserve closeout and the new Central Square Build.

## **DEVELOPMENT SERVICES (CONTINUED)**

- **Mapping and Data Analysis**
  - Planning continues to work with the Finance Department on the feasibility and analysis in regards to the downtown parking garage.
- **Staffing**
  - Planning has completed the interview process to select a new inspector, as the previous inspector was promoted within the City.
- **Ongoing list of projects under construction**
  - Starbucks – 3764 Orlando Drive - Sitework underway – Anticipated to open in January
  - Monroe Place Apartments – 2306 W 1<sup>st</sup> Street – Nearing completion.
  - Towns of Riverwalk – 2485 W. Seminole Boulevard – Construction underway. Plat in review.
  - Kings Crossing (Publix) – 4141 E. SR 46 - Anticipated opening date in January 2024 .
  - Skylar Crest – 3100 Kentucky Street – Plat in review, infrastructure in close-out.
  - Concorde Community - 2401 E . Lake Mary Blvd – Working on Phase 3, Phase 2 Plat in process
  - Culvers- 3418 Orlando Drive – Still under construction
  - Spacebox – 2461 Cherry Laurel – Building and site under construction
  - Afton Palms – 1150 Upsala Road – Working on Final Plat, construction continues.
  - Story Apartments – 1751 Rinehart Road – Working on Certificate of Occupancies on Phase 1.
  - Bahama Bay Club (ALF) – 3441 W. 1<sup>st</sup> Street – Nearing completion.
  - Apiary – 2678 Richmond Avenue – Nearing completion, close out pending.
  - All Souls PD
    - Beryl Landing Infrastructure Plat is recorded, finalizing construction.
    - Emerald Point – Reviewing plat construction complete, models under construction.
    - Narcissus Cell Tower Relocation – Tower up, antennae need to be relocated.
  - I-4 Beltway Commerce Park – 3205 St Johns Parkway – Final CO’s pending
  - Wayne Densch Addition – Infrastructure and building are underway
  - Harvest Time, Phase 2 – Permit issued for site construction, sitework underway.
  - Top Kids Daycare – 700 Historic Goldsboro Boulevard – Nearing completion.
  - Wynn Funeral Home – 1300 Historic Goldsboro Boulevard - Building and sitework underway
  - Belair – 1701 Celery Avenue – Working towards final inspections on infrastructure, Plat pending
  - TD Bank – SR 46 – Now under construction

## **DEVELOPMENT SERVICES (CONTINUED)**

- **Code Enforcement**
  - Maintained 100% staffing levels.
  - Began foreclosure proceedings against 120 W. 19<sup>th</sup> Street.
  - Two Nuisance Abatement Team meetings conducted. Two nuisance properties identified.
  - Entered into agreement with Tolemi to manage vacant property registration.
  - Negotiated position on lien regarding 503 Sanford Avenue. Generated \$64,750.00 in fees.
  - November 14 – December 14:
    - 3 parking citations issued
    - 35 cases brought before the Magistrate
- **Building**
  - Maintained 100% staffing levels.
  - Selected a contractor for the Breezeway Expansion Program.
  - Certificate of Occupancy for Decision Tactical was issued.
  - Continuing inspections in the following new Residential communities:
    - Belair Place
    - Emerald Point
    - Towns at Riverwalk
  - November 14 – December 14:
    - Conducted 1,519 Inspections
    - Issued 392 Permits.
    - Conducted 465 Plan Reviews.

## **FIRE DEPARTMENT**

- **Training and Activities:**
  - 4<sup>th</sup> Quarter County-wide training.
  - Medical Director meetings attended.
  - Ride Along
    - Seminole State- 2 students
    - Observers - 5
  - Pre-fire plans completed – 10 businesses
  - Rescue standby for 8 events.
  - FD Peer Support meeting.
  - EMS training completed.
  - Technical Rescue Team completed Confined Space Rescue with Deltona, Deland, Orange City.
- **Fire Prevention:**
  - Annuals - 276
  - Re-inspections on annuals - 293
  - New Construction Inspections — 49
  - State Required Inspections—20
  - Food Truck Inspections – 8
  - BC Pass down/follow ups - 16
  - Plans Review - 100



## **FIRE DEPARTMENT CONTINUED**

- **Fire Prevention:**
  - Special/Complaint inspections - 45
  - Car seat installs - 1
  - Public Education Events - 8
  - Smoke alarms installed - 15
  - Fire Investigations - 5
- **Administration:**
  - Currently down 8 – Two (2) will start January (only had 7 applicants apply) 1 backed out in the process after the offer. Going to offer 4-5 night class students jobs when finished in March.
  - Working with Lunz architect on Station 40 design. We have completed interior layout and working on the exterior/interior materials. Sign up at sight. Working with the Airport to get the fenced moved.
  - Went to two job fairs to market the Sanford Fire Department.
  - Still trying to get the Logistics position through Human Resources to post(approved in October).

## **POLICE DEPARTMENT**

- Officers participated in the 'Get Informed about Uniforms' event at Seminole High School where they spoke with students about responsibilities of police officers.
- Participated in the 'Hot Cocoa with a Cop' event hosted by the Seminole Towne Center.
- Partnered with Cricket Wireless who provided 'Warm-up Care Bags' to officers, who will provide them to community members that are in need during cold weather.
- Many officers participated in the Sanford Fraternal Order of Police (FOP) 140's for their Cops for Christmas event. The FOP and Community partners provided breakfast, lunch and Christmas shopping for over 100 children.
- The Community Relations Unit coordinated the Target Heroes and Helpers Grant for the young ladies of Glorious Hands, Inc. Each member was given \$100 towards their holiday needs.
- The entire agency participated in the Annual Christmas Parade, providing many services to the City and our residents from traffic direction to driving vehicles in the parade.
- We currently have 12 sworn vacancies and three support staff vacancies. (As of 12/19/23).

## **PUBLIC WORKS AND UTILITIES DEPARTMENT**

- The Georgetown Project Phase 1 construction continues.
- The Georgetown Project Phase 2 project is in design. Staff expects 60% plans shortly after the new year.
- Drainage system construction on Maplewood Avenue starts January 8th.
- The contractor is putting out door hangers next week to the homes impacted.
- The Washington Avenue - Randolph Avenue - Mellonville Avenue drainage improvements bid is complete and required funding changes were approved at the last City Commission meeting. Staff anticipates a signed contract before year's end.
- The Aero Lane and 5th Street roadway and drainage improvements are out to bid. Bidding closes on December 21st.
- Public Works are working with a CCNA consultant to get a proposal for the Mayfair Area Drainage Project.
- Both the Trailhead Restroom and the Artisan Square Restroom are in process with the contractors for production and scheduling.
- The pre-bid meeting for the Celery Avenue - Mellonville Avenue and St. Johns Parkway. - Upsala Road intersection improvement was the 14th. Only one bidder showed for the mandatory meeting so Public Works will rebid with St. Johns Parkway bid as an alternate.
- Staff is still waiting on the 90% Plans for the Maple Avenue Drainage Improvements while Finance processes a Purchase Order.
- City Administration building roof bid closes today.
- The new Utility Building has completed bidding and the consultant has recommended it be awarded to Oelrich Construction.
- The bid for the Fulton Street Building closed December 7th. Public Works has received five bids with the low bid of \$4.5 million. Staff will likely rebid this project subject to receiving a Brownfield Grant from the EPA that removes this work from the provided bids.
- The annual repaving purchase order has been issued and the contractor has started working on this year's list of streets and speed tables to repave.
- Staff are meeting with CPH Engineering to go over the scope and limits for additional downtown streetscape projects that will use the CRA funds previously earmarked for the Heritage Project.
- Stormwater staff and City Geographic Information Systems (GIS) staff are working together to fill in the blanks in our Stormwater GIS product provided by our consultant. A number of structures were unavailable for them to acquire data for and our staff is in the process of working through a list provided by them.
- City wide sign maintenance straighten & replace
- 1st Street Brick Repair - Sanford Avenue to Oak Avenue
- Alley maintenance on various areas throughout the City of Sanford.
- Assisted with Mayfair Golf Course - cart path work.
- Leased parking lot maintenance/regrade and pick up trash.
- Grinded tree stumps after trees have been removed.
- Assisted Parks & Grounds/road repair on Willow Avenue.

## **PUBLIC WORKS AND UTILITIES DEPARTMENT (CONTINUED)**

- Repaired utility brick areas on 17-92.
- Repaired stamped crosswalk areas on 17-92.
- Repaired asphalt area in alley behind Hollerbach's to help with dumpster service.
- Began alley prep for alley paving project.
- Wrapped all streetlights on 1st Street and Sanford Avenue, as well as Historic Goldsboro Boulevard from William Clark to Persimmon Avenue with Christmas lights.
- Installed 21 Christmas decorations along 1st Street from 17/92 to the Sanford Museum.
- Assisted with the decoration of the holiday float.
- Assisted Recreation Department with the Parade of Lights event.
- Replaced all the Ground Fault Interpreter (GFI) receptacles in Touhy Park for the "Jazzmas in the Park" holiday event.
- Getting set up for the different events for this month.
- SR 46 water main replacement project continues.
- SR 46 force main project continues.
- 3rd Street water main project continues.
- SR 46A widening has begun.
- New main water plant is undergoing testing.
- Mass meter exchange project planning and launch continues.
- Vacuum sewer repairs ongoing for a more streamline way to handle high volumes of sewage at various times, on various days, and to be more prepared for storms and heavy rainfalls.
- Consumptive use permitting is ongoing.
- Alternative water piloting continues.
- Sanitary Sewer upgrades ongoing.
- 1,4 Dioxane updates and review ongoing.
- Distribution of flyer to water customers on increase to utilities costs.
- Water quality flyer distribution to customers.
- Relocation project for Raw Water Main Hidden Lakes Well.
- Good morning, ongoing installation of vacuum pedestals for telemetry on main six of the vacuum system.
- Cathcart has completed two inline 14" water system valves.
- Construction is still ongoing on Country Club for sewer manhole installation and rehabilitation.
- Staff has installed 100 MDX components and programmed meters to be ready for trial drive by meter reading with Sense meters.
- Awarded a \$6.255 million facilities grant for water treatment planning for PFAS and 1,4 dioxane treatment.
- Water modeling will begin on Water Master Plan.
- Completion of Main Water Plant phase 1.
- Awarded a 2.9 million dollar grant from FDEP for nutrient reduction.
- Completion of the Unidirectional Flushing Program (UDF) as part of its ongoing efforts to improve water quality within the distribution system by removing sediments.

## **PUBLIC WORKS AND UTILITIES DEPARTMENT (CONTINUED)**

- Customer Service has gone completely digital including applications being filled out online and tracked by performance measures in finance.
- Hired a new Water Resource Engineer Michael Cannon.
- Hired a new Project Manager Donovan Tucker.
- Concorde Subdivision Phase 2 has FDEP sewer clearance and Certificate of Completion of utilities work.
- Belair Park should have their Certificate of Completion in December / January.
- Main Water Treatment Plant Phase II Request for Qualifications (RFQ) has closed.
- Utilities and Planning are coordinating with Seminole County Building Department for approval of city water and sewer services.
- Certificates of Insurance issued for:
  - Publix at King's Crossing
  - Clubhouse for Story Sanford Apartments
  - Apiary – providing paperwork
- Plants update:
  - Installed new windows in the new operator's office.
  - Started 30-day test at the Main Water Plant.
  - Repaired SWRC Bar screen and Heli press system.
  - Long-time employee Mike Wynn retired after 36 years with the City.
  - Issued Award recommendation for the North Water Reclaim Facility (NWRP) & South Water Reclaim Center (SWRC) electrical repairs.
  - The Plants Division will start with the SWRC; this plant experienced a fire a few years ago that damage the electrical panels.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Risk Management:**
  - Workers Compensation Claims: 6.
  - Liability Claims: 2.
  - Auto Claims: 3.
  - Mediations: 1.
  - Coordinate Safety Committee Meeting: 1.
  - Special Events Committee Meeting Attendance: 2.
  - Recoveries: \$2,054.07.
  - Recoveries Year-To-Date (YTD): \$86,741.47.
  - Participation in Various Litigated Files.
  - Multiple conversations with the trial attorney on various matters
- **Recruitment and Employment:**
  - Job Postings: 11.
  - Applicants: 74.
  - New Hires: 4.
  - Promotions: 5.
  - New Hire Incentives: 2.
  - New Hire Incentives Paid: \$11,872.10
  - New FML cases: 0.

## **HUMAN RESOURCES & RISK MANAGEMENT CONTINUED**

- **Recruitment and Employment:**
  - Continued Communication and Data Transfer with Management Advisory Group (MAG).
  - Review findings/recommendations from MAG following October meetings with respective Department Directors regarding the Pay Study.
  - Manually entered annual pay adjustments retroactive to October 1, 2023 for 382 United Service Workers (USW) and non-union personnel; each employee had their own unique and specific adjustment, therefore each required a manual entry.
  - Coordinated the Annual Employee Service Awards Luncheon.
- **Benefits, Wellness and Records Administration**
  - Coordination of Monthly Corebridge Financial Group (457) visit
  - New Hires Benefits Coordination...4 employees.
  - Coordinated one New Hire Orientation Session (Comprehensive Session, about 6 hours each).
  - Continue Collaboration of Transitioning from the Benefitfocus Electronic Open Enrollment Platform to the BenteK Electronic Open Enrollment Platform.
  - Processing Annual Benefits Open Enrollment employee and eligible retiree changes and selections.
  - Responded to multiple Verifications of Employment.
  - Responded to multiple Public Records Requests.
  - Processed 64 Change in Status forms.
  - Off-boarded 2 retirees.
  - Off-boarded 4 terminating employees.
  - Processed 5 Wellness Reimbursements.
  - Processed 90 Wellness Log Reward checks