

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

CITY MANAGER'S OFFICE

- Selected Brynt Johnson as the City's new Director of Public Works and Utilities Department.
- Attended meeting with Brian Cook, President of the HCA Healthcare North Florida Division to discuss the future of the HCA Lake Monroe Hospital with departure of Trey Abshier as its CEO.
- Represented the City at the Break Grounding for the Zoo's Amur Leopard Habitat Expansion.
- Attended Seminole County Chamber's Mayor's Update.
- Met with Michelle Wyatt, new owner of new of the St Johns Rivership Company.
- Attended Code of Conduct/Ethics Training.
- Met with Tony Nelson, the new County Engineer.
- Met with Seminole County Assistant Manager Kristian Swenson to discuss future use of County's Civil Courthouse.
- Met with former City Commissioner Velma Williams and Francis Coleman to discuss the building of a facility that would house both the Goldsboro West Side Community Historical Association and the Goldsboro Museum.
- Along with Mayor Woodruff, met in Tallahassee with Florida Department of Environmental Protection Deputy Secretaries Adam Blalock and Jessica Kramer and their staff to discuss addressing the City's 1,4 dioxane issue.
- Had discussions with Seminole County Commissioner Jay Zembower regarding the facilitation of construction of affordable housing in Sanford.
- Participated as a speaker on a panel facilitated by Ohio State University discussing steps communities should take in the immediate aftermath of a law enforcement involved shooting.
- Facilitated November 16th Tri-County League of Cites meeting in Sanford.
- **Mayfair Clubhouse**
 - We received six (6) bids for the Mayfair Clubhouse Construction project. The selection committee is meeting on Thursday, November 16, 2023 to evaluate and score the bids. Depending on what the Committee decides, there may be a short list to make presentations.
- **Wells Fargo Parking Lot**
 - The demolition of the old teller building has been completed and debris removed. The City's Streets Superintendent will be conducting an evaluation of the existing parking for safety hazards before placing parking signs identifying it as "Public Parking".
- **Goldsboro Museum & Goldsboro Front Porch City Property**
 - A meeting was conducted with both non-profits to coordinate a plan for the construction of a common facility. The next step is for Front Porch to present their space needs to the Museum. The Goldsboro Museum was awarded a federal grant of \$500,000 to construct a new Museum.

CITY MANAGER'S OFFICE CONTINUED

- **Marina**

- There is a new owner of the St. John's Rivership Co., Michelle Wyatt, who has made some beautifications to the Marina area, such as new awning, landscaping, palm tree trimming, etc. Her plan to increase marketing efforts and provide more cruise opportunities for her customers.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

- **Community Relations**

- Attended Campbell Family Habitat for Humanity Home Dedication.
- Held the first in-person Homeless Task Force meeting since the COVID outbreak in 2020.
- Canceled Robert Half staffing agency contract for the Community Development Block Grant CARES program coordinator due exhausted CARES funding.
- Toured Sanford Salvation Army.
- Participated in My Brother's Keeper Alliance Meeting virtually.

- **Community Development Block Grant (CDBG)**

- Minor Home Repair Program closes November 16th at 4:00 PM.
- Received 31 Minor Home Repair applications.
- 31 Safety Home Repair Program applications have been conditionally approved.
- Working on the Consolidated Annual Performance and Evaluation Report (CAPER) to submit in December.
- Advisory Board will listen to presentations, score, and rank Economic Development grant applicants.
- Advisory Board members toured Aspire Health Partners United Medical & Social Services, recipients of Public Services grants.

- **My Brother's Keeper (MBK)**

- Mentoring sessions going well at Markham Woods Middle School.
- Secured sponsorships to provide MBK families a turkey or ham for Thanksgiving.
- Students will help serve Thanksgiving dinner at the District 2 Community meeting.
- Students will participate in mental health sessions geared towards student resiliency.

- **Low Income Home Energy Assistance Program (LIHEAP)**

- Provided 24 households with home energy assistance.
- Provided 130 households with crisis energy assistance.
- Furniture from LIHEAP Casselberry office donated to staff in various department for City use.
- Staff no longer processes online applications.
- Office closes daily from 12:30 to 1:00 PM for staff meal break.
- Beginning this month, eligible applicants can receive assistance once in a 12-month period.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT CONTINUED

- **Race, Equality, Equity, & Inclusion (REEI)**
 - Committee reviewing draft report from Sanford Speaks events.
 - Planning for the MLK parade.
 - Ongoing planning for the Paths to Reconciliation project.
 - Answered questions from a reporter at the Sanford Herald.

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)

- At the November 1st CRA Board meeting, Derrick Daniels with Alive After Five presented an update to the Board, the Jingle Jam special event grant request was approved, and the alternative streetscape improvements project was approved.
- The Florida Redevelopment Association conference took place at the end of October in Ponte Vedra Beach, Florida. Training and educational sessions provided great information, as well as networking with various Community Redevelopment professionals from all over the State of Florida.
- A business spotlight was filmed in partnership with the Seminole State College Film Department for the Wax Place, located at 213 Bellagio Circle. The students are working on the finishing touches of the films for both the Wax Place and Foxtail Coffee.
- Project Pitch: Economic Development participated in a tour of Orlando Sanford International Airport with two private entities vetted by the Orlando Economic Partnership as having the ability to perform in the alternative energy space. Possibility of up to \$300m in capital investment with over 1000 jobs at complete buildout.
- Potential hotel interested in the airport, Lake Golden site in particular. Economic Development continues to facilitate negotiations with OSI staff, latest update has a draft terms sheet in the Developer's hands. Hurdle remains the duration of lease that FAA will approve.
- Economic Development is confident that assistance and information given to the Developer of an existing hotel site adjacent to Orlando Sanford International Airport, will result in vertical construction coming to fruition in Q1 2025.
- Mall redevelopment remains a primary objective for Economic Development staff. Conversations continue with numerous buyers, existing ownership, and surrounding retail prospects.
- The Monroe Site continues to be of interest for a parking structure with a multi-family component. However, financial constraints appear to have currently put this on hold.
- Richmond Avenue continues to be an area of focus for several developers. Availability of utilities and the current roadway appears to hinder development for this area.
- The Magnolia Square clock is now finished. One of the mechanisms was replaced and the trim pieces were added to complete the look. Much positive feedback has been received on the clock improvements.

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)
CONTINUED

- Seminole County advised us that the State is looking at various cities to house a Florida Black History Museum. We are collaborating with the County and community members to share information about the Goldsboro and Georgetown areas. The State is committed to this effort, and has empowered the Task Force with bringing certain recommendations, location being primary, to the Governor by July 1, 2024. At that point, a funding source will need to be identified to proceed with the planning and development process. While the likely frontrunners could very well be larger urban population centers, traditional location of destination museums, Sanford has a very unique and compelling story to tell, in the event we can remain in the hunt.
- As representatives of the City, attendance occurred at the weekly Sanford Chamber of Commerce meetings, the River Council meetings, the Sanford Main Street Board Meeting (as a non-voting member), the Sanford Airport Authority Monthly Board Meeting, and met with various prospective and existing business owners.

FINANCE

- Working on final budget document.
- Working on Fire Assessment Fee.
- Continued work on Parking Assessment Fee.
- FY2023 audit work continuing.
- Continued work on updating purchasing policies including new CCNA (consultants' competitive negotiation act) guidelines.
- Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for IAN and Nicole.
- Working on hiring two new employees.
- IT Service Requests
 - IT tracks requests or incidents reported by staff. The numbers below are based on totals for October 2023.
 - New IT Service Requests/Tickets 382
 - Closed IT Service Requests/Tickets 377
- Digital Transformation Project
 - m365 Migrations
 - City Manager Office, Development Services, and Police groups 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
 - Development and testing of forms and workflows.
 - Inventory current processes with staff – to be determined.
 - Intranet Modernization
 - Initial Overall City intranet design phase – in process
 - Initial Department Intranet sites – Finance, HR, and IT
 - 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.
- City Website Content Editor Training
 - Content Editor training sessions have begun – this includes news, articles, events, minor page edits
 - Parks and Recreation training is completed
 - Communications office and other departments to be scheduled
 - Communications office developing a content review process as directed by the City Manager
 - Working on 24 solicitations throughout the City.

FINANCE CONTINUED

- Meeting with IT the committee team that Bob 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 two new employees (one offer pending).
- New Green Belt project and training of 5 employees has started.
- Assisted with reviewing and processing of Capital procurements.
- Updated the City's website to include information about parking tickets.
- Continued work on Florida Benchmarking Consortium's data collection and reporting.
- Continued to work with the Digital Transformation team by process mapping purchasing procedures.

PARKS AND RECREATION

- The 48th Annual Golden Age Games came to a close on November 5th with over 400 participants, ages 50 and over taking part in the three day event. Competition was held in basketball, table tennis, pickleball, golf, swimming, as well as track and field.
- Youth Soccer and Flag Football leagues have wrapped up the fall season. This has been our largest season to date with over 300 children registered.
- Westside Jr Magic Youth Basketball league is full with over 150 children, ages 5-14, playing. There are waiting lists for each of the age brackets.
- Jr. Magic coaches had an opportunity to attend a free coaches clinic provided by the Orlando Magic coaching staff.
- Parks crews have cleaned a large area of brush and trimmed trees in the Pinehurst Park area. A fence to deter vehicles from cutting through will be installed in late December or early January.
- Parks staff have been working on the Centennial Park Gazebo and have recently completed repairs to the Ft. Mellon playground safety surface .
- Westside Youth Mentoring assisted with serving the community a Thanksgiving meal on November 16th following the District II monthly meeting.
- Members of the Westside Mentoring Youth program were able to attend UCF football game with field and locker room access
- Five families of the Mentoring Program have been adopted for the Christmas holiday season.
- The Parks and Recreation Department proudly hosted the Annual Veterans Day Ceremony. Special thanks to the Sanford Police Department, Seminole County Sheriff's Office and the Seminole High School JROTC for participating.
- Staff continues to plan for our four City Holiday events. The first being Light up Sanford on Friday, December 1st at 6:30pm.

PARKS AND RECREATION CONTINUED

- The department will host a winter camp at the Triplett Community Center January 2-5. Registration begins on November 28th.

POLICE DEPARTMENT

- Our Traffic Unit joined a number of local agencies to promote Railroad Safety Week, conducting operations at a number of railway crossings in the City.
- Our Major Crimes Unit arrested three suspects for attempted homicide of Gelver Obdulio Bamaca Ramos that occurred in early August.
- Launched our Domestic Violence Awareness Campaign for the month of October. All officers will wear a purple butterfly pin as part of their uniform for the month of October, and those participating in the wellness campaign will walk/run 31 miles by the end of the month.
- Our Community Relations Unit put on another successful and well attended National Night Out event at Derby Park. The event had a great number of vendors and activities for citizens to enjoy while meeting their neighbors.
- We celebrated National Coffee With a Cop day at Palate Coffee. The coffee shop was packed with officers and residents engaged in casual conversation over delicious cups of coffee.

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.
 - Staff has added in consideration of Small Box Retail Review and Code Revisions
 - Articles III and VI are still in Zoning in Progress.
- **Joint Planning Agreement**
 - The City is awaiting response form the County on recent maps forwarded regarding the JPA.
- **Citizenserve Updates**
 - Working on Citizenserve closeout in preparation of the conversion to Central Square.
- **Mapping and Data Analysis**
 - Planning continues to work with the Finance Department on the feasibility and analysis in regards to the downtown parking garage.
- **Habitat for Humanity Comprehensive Sign Program**
 - Working with the Habitat team on multiple projects in the City including the pending issuance of permits for Leadership Lane.

DEVELOPMENT SERVICES CONTINUED

• Ongoing list of projects under construction

- Starbucks – 3764 Orlando Drive - Sitework underway – moving – Anticipated to open in January
- Monroe Place Apartments – 2306 W 1st Street - Anticipating completion December 2023.
- Paulucci Oaks- Washington Avenue - Starting to receive Certificates of Occupancy Homes.
- Towns of Riverwalk – 2485 W. Seminole Boulevard - Infrastructure and model homes underway.
- Kings Crossing (Publix) – 4141 E. SR 46 - Anticipated completion date in December 2023.
- Skylar Crest – 3100 Kentucky Street – Nearing completion of infrastructure and working on model homes.
- Concorde Community - 2401 E . Lake Mary Boulevard – Working into Phase 3.
- Culvers- 3418 Orlando Drive – Still under construction.
- Spacebox – 2461 Cherry Laurel – Building and site under construction.
- Afton Palms – 1150 Upsala Road – Under construction, finish line has moved to January.
- Story Apartments – 1751 Rinehart Road – Working on Certificate of Occupancies on Phase 1.
- Bahama Bay Club (ALF) – 3441 W. 1st Street – Final Interior Work underway.
- Apiary – 2678 Richmond Avenue – Still working on infrastructure.
- All Souls PD – Beryl Landing Plat is recorded and Emerald Point is under construction.
- Narcissus Cell Tower Relocation – Underway.
- I-4 Beltway Commerce Park – 3205 St Johns Parkway – Final CO's anticipated for January.
- Wayne Densch Addition – Infrastructure well underway, working on the building pad.
- Harvest Time, Phase 2 – Permit issued for site construction, sitework underway.
- Top Kids Daycare – 700 Historic Goldsboro Boulevard – Building up, sitework underway.
- Wynn Funeral Home – 1300 Historic Goldsboro Boulevard - Building and sitework underway.
- Belair – 1701 Celery Avenue – Working towards final inspections on infrastructure.

DEVELOPMENT SERVICES CONTINUED

- **Code Enforcement**
 - \$30,125.00 taken in for Vacant Property Registration
 - Over \$80,000.00 recouped in Special Assessments/Liens
 - \$60,180.00 taken in with the Lien Amnesty Program
 - Mr. Raimondo and Ms. Covin completed Administrative Aspects of Code Enforcement Course
 - Oct 1 – Nov 13
 - 5 parking citations issued
 - 32 cases brought before the Magistrate
- **Building**
 - Licensed Building staff completed required Continuing Education hours for license renewal – including training in Ethics, Accessibility, Laws/Statutes, and Building Codes
 - Began inspections in the following new Residential communities:
 - Belair Place
 - Emerald Point
 - Towns at Riverwalk
 - Conducted meetings in house and on site with Pulte Homes to discuss new industry methods for Heating, Ventilation and Air Conditioning (HVAC)/Energy Efficiency Components and Firewall Design and Inspections
 - Oct 1 – Nov 13:
 - Conducted 2,305 Inspections
 - Issued 681 Permits
 - Conducted 749 Plan Reviews

FIRE DEPARTMENT

- **Training and Activities:**
 - 4th Quarter County-wide training.
 - Medical Director meetings attended.
 - Ride Along
 - Seminole State- 2 students
 - Pre-fire plans completed– 10 businesses
 - Rescue standby for 4 events.
 - FD Peer Support meeting.
 - EMS training completed.
 - Technical Rescue Team completed Confined Space Rescue with Deltona, Deland, Orange City.

FIRE DEPARTMENT CONTINUED

- **Fire Prevention:**
 - Annuals—325
 - Re-inspections on annuals—221
 - New Construction Inspections—77
 - State Required Inspections—20
 - Food Truck Inspections—30
 - BC Pass down/follow ups—10
 - Plans Review—103
 - Special/Complaint inspections—49
 - Car seat installs—0
 - Public Education Events—11
 - Smoke alarms installed—104
 - Fire Investigations—6
- **Administration:**
 - Currently down 3- 3 will start January (only had 7 applicants apply).
 - Working with Lunz architect on Station 40 design. We have completed interior layout and working on the exterior/interior materials.

PUBLIC WORKS

- The Georgetown Project Phase 1 construction continues.
- The Georgetown Project Phase 2 project is in design. Public Works expects 60% plans shortly after the new year.
- Drainage system construction on Maplewood Avenue should start soon. Staff have met with the contractor onsite to finalize details.
- The Washington Avenue - Randolph Avenue - Mellonville Avenue drainage improvements bid is complete and Staff is working to get it on the December 11th City Commission for approval. Public Works budgeted 1.5 million (pre-Covid) and the price came in at 1.8 million.
- The Aero Lane and 5th Street roadway and drainage improvements should be out to bid in just a few days.
- Staff is working with a Consultants Competitive Negotiation Act (CCNA) consultants to get a proposal for the Mayfair Area Drainage Project.
- The contractor is scheduling work on the new Trailhead Restroom and Staff is waiting on the site work PO for the Artisan Square Restroom to start scheduling for it.
- The pre-bid meeting for the Celery Avenue - Mellonville Avenue and St. Johns Parkway. - Upsala Road intersection improvement was yesterday the 14th. Only one bidder showed for the mandatory meeting so Public Works will rebid with St. Johns Parkway bid as an alternate.
- Staff are still waiting on the 90% Plans for the Maple Avenue Drainage Improvements while Finance processes a Purchase Order.
- City Hall building roof went out to bid yesterday the 14th.
- The new Utility Building has completed bidding and the consultant has recommended it be awarded to Oelrich Construction.

PUBLIC WORKS CONTINUED

- The bid for the Fulton Street Building closes November 30th. Staff found out at the bid meeting the engineering consultant changed the plans to include Brownfield remediation for the site. The Brownfield Grants window closed on November 13th and we managed to get the remediation submitted before it closed. Cost of remediation is \$604,310. The grant does not require a local match.
- Public Works is requesting scopes from design consultants for additional downtown streetscape projects that will use the CRA funds previously earmarked for the Heritage Project.
- Public Works has recently subscribed to Urban SDK to provide real time traffic information on all City Streets to help eliminate the need to do Traffic Studies in response to Traffic Calming Requests and signal warrants. Staff shared our available invites with the Police Department as this should help them identify areas needing increased enforcement.
- Stormwater staff and City 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.
- Public Works have requested a scope for a Project Development and Environment Study (PD&E), for Celery Avenue from French Avenue to the City Limits. Increasing development on the east side of the City will negatively impact this road and we need to get prepared for necessary improvements. Once Staff have the scope we will research available grants to cover the cost.
- The inspectors are currently working on locates, right-of-way permit approvals and inspections.
- Staff is currently evaluating roads for this year paving.
- We are still waiting on Purchase Orders for the Dreamworld Subdivision Full-Depth Resurfacing Project.
- Staff is making a list for this year's sidewalk repairs.
- Public Works have added an additional 10 parking spaces on Cypress Avenue between 2nd & 3rd streets.
- Staff is currently evaluating other areas for additional parking downtown.
- 1st St Brick Repair – Sanford Avenue to Oak Avenue.
- Assist Parks & Grounds removing canopy at Magnolia Square & installing the City's Christmas tree.
- Clean Mill Creek ditch on north side of 8th street.
- Start cleaning ditches along Jewett Lane.
- Repair Fence around Coastline Park retention pond.
- Remove Tree and garbage from 10th street R/W install bollards to stop cut through traffic.
- Repair storm water pipe and inlets in the Historic District.
- Prepared 1st Street and Sanford Avenue for Holiday lighting/ replaced bad Ground Fault Interrupter (GFI) outlets and covers.
- Started hanging Holiday decorations on the river walk.
- Moved the Casselberry LIHEAP office items back to Sanford and put in storage.
- Hosted the Citizens Academy at the Public Works Complex.

UTILITIES DEPARTMENT

- SR 46 water main replacement project continues.
- SR 46 force main project continues.
- 3rd street water main project continues.
- SR 46A widening is beginning.
- New main water plant is undergoing ongoing 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.
- 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.
- Awarded a \$6.255 million facilities grant for water treatment planning for Perfluoroalkyl Substances (PFAS) and 1,4 dioxane treatment.
- Completion of Main Water Plant phase 1.
- Awarded a 2.9 million dollar grant from Florida Department of Environmental Protection (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.
- 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.
- 11 Lift Station generator diagnostics performed & repaired.
- North Water Reclamation Facility (NWRf) antennas are being installed for the mass meter exchange program.
- Supervisory Controlled and Data Acquisition (SCADA) system antenna installed to repair all Lift Station, Well & Plant communications
- Celery Lakes Lift Station-overflowing issues repaired.
- North Water Reclamation Facility Odor Control System put back online.

HUMAN RESOURCES & RISK MANAGEMENT

- **Risk Management:**
 - Workers Compensation Claims:.. 8
 - Liability Claims: ...5
 - Mediations:.. 0
 - Coordinate Safety Committee Meeting: ..1
 - Special Events Committee Meeting Attendance: ..1
 - Coordinated Office Ergonomic Training by the Florida League of Cities:1
 - Recoveries: ...\$2,300
 - Participation in Various Litigated Files.
 - Ordered 50 additional on-scene post-accident saliva drug screen kits, primarily for use after hours by Police and Fire.
 - Participated in in the monthly New Hire Orientation.
 - Special Risk Management Meeting with Attorney and City Commission.
- **Recruitment and Employment:**
 - Job Postings:4
 - Applicants:163
 - New Hires: ..7
 - Promotions: 1
 - New Hire Incentives: ..1
 - New Hire Incentives Paid...\$11,451.50
 - Retirees...1
 - Resignations...4
 - New FML cases.....4
 - Continued Communication and Data Transfer with Management Advisory Group.
 - Coordinated and participated in meetings with respective Department Directors requesting a meeting with MAG regarding the Pay Study.
 - Following conversation regarding Longevity Pay and annual Pay adjustments with and approval of same by the City Commission, began preparing for the annual Pay Adjustments calculations.
 - Multiple conversations with the Labor Attorney on various matters
- **Benefits, Wellness and Records Administration**
 - Coordination of Monthly AIG (457) visits...1
 - Coordination of Monthly Blood Mobile Visits...1
 - New Hires Benefits Coordination...7 employees.
 - Coordinated two 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.
 - Coordinated Annual Benefits Open Enrollment.
 - Change in Status Forms Processed.....35
 - Coordinated a Benefits Fair prior to Annual Open Enrollment
 - Coordinated the annual Cancer Awareness Event.
 - Scheduling of Flu Shot Clinics.