City of Sanford, Florida
City Manager's Monthly Update
March 2023

CITY MANAGER'S OFFICE

- **Parking Garage/Monroe Hall Redevelopment Project**
  - The mixed-use redevelopment Request for Qualifications (RFQ) closed last week with one (1) bidder. Purchasing is processing the documentation received. The next step is the formation of a Committee to evaluate the proposal.
- **Mayfair Golf Course**
  - Our tree contractor will be working on clearing debris from Hurricane Ian throughout the course and driving range. ZHA Associates, our contracted consultant, is reviewing the construction documents for the construction of the Clubhouse for CPH engineering firm to revise for purchasing and rebid. Grading and sod placement on Hole #3 (next to the main water Plant) is anticipated to be completed by the end of April.
- **Downtown Sanford Marina**
  - Installation of the boat racks inside the dry stack building is scheduled to begin the first week of April. This should increase the amount of boats stored inside the building. Once the building permit is issued, the construction/ rebuild of the ship store will continue – finishing drywall and painting this week. The roof has been completed of the Barbara Lee & Lake Monroe Sailing Association building. The Public Restroom is close to being completed – the plumber has about an hour of work to do, then it will be open to the public. Permitting of the docks are in process.
- **William Clark Court Purchase of Land**
  - This item is on the Sanford Housing Authority's next meeting agenda scheduled on April 6 for consideration.
- **Fire Station Design Contract**
  - Negotiations continue with the architect. The goal is to have the design contract before the City Commission at the first meeting in April for their consideration.

COMMUNITY RELATIONS/NEIGHBORHOOD ENGAGEMENT

- **Community Development Block Grant (CDBG)**
  - National Community Development week is April 10 through April 19, 2023. A proclamation has been prepared for the Mayor to read at the April 10th City Commission meeting. Staff plans to hold an informational reception and meet the program staff on April 10.
  - Nineteen home inspections have been completed for the Minor Home Repair Program. A request for procurement of a general contractor has been sent to purchasing for repairs such as roofing, plumbing, Heating, Ventilation and Air Conditioning (HVAC), electrical and/or Americans with Disabilities Act (ADA) modifications.

COMMUNITY RELATIONS/NEIGHBORHOOD ENGAGEMENT CONTINUED

- Notice of Funding Availability (NOFA) in the amount of $78,991 for Public Services eligible activities published in the Sanford Herald. Application window opens Monday, April 10, 2023.
- New member appointed to the CDBG Advisory Board.

- **My Brother's Keeper (MBK)**
  - Now accepting applications for two advisory board members.
  - Lunch and Learns and mentoring in three middle schools:
    - Sanford Middle
    - Millennium Middle
    - Markham Woods
  - Held 1st round table discussion "Let's Chop it Up" at the Westside Community Center.

- **Low-Income Home Energy Assistance Program (LIHEAP) and the Low-Income Household Water Assistance Program (LIHWAP)**
  - Funding is now available for the Low-Income Home Energy Assistance Program (LIHEAP) and the Low-Income Household Water Assistance Program (LIHWAP).
  - Implementing an automated appointment scheduling service to assist staff with scheduling appointments. Callers can schedule an appointment through the system 24-hours a day.

- **Race, Equality, Equity, and Inclusion Advisory Committee**
  - With four newly appointed and/or selected committee members, held inaugural meeting of the standing advisory committee on Monday, March 20.

- **Youth Empowerment and Leadership Development Academy (YELDA)**
  - Application window opens for youth summer employment opportunities in April for 15 City of Sanford students between the ages of 16-19.

DEVELOPMENT SERVICES

- **Planning**
  - The Parking Regulations are moving forward. City Planning staff conducted two (2) work sessions with the Planning and Zoning Commission earlier this year and held the formal Public Hearing on March 2, 2023 on the proposed modifications. The input provided at that hearing is being worked into the reports which should be presented to the City Commission in April.
  - City is continuing to work on the Community Rating System and the Local Mitigation Strategy as they relate to our participation in the National Flood Insurance Program. A future Work Session presentation is being coordinated as it relates to the subject.
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DEVELOPMENT SERVICES CONTINUED

Land Development Regulations modifications currently in the works for presentation to the City Commission later this year include Schedule F for Single family residential parking, patio and deck standards to include revised and strengthened permitting procedures and Schedule E to update criteria for specific uses including pharmacy, auto sales, multiple family residential and outdoor storage.

- **Code Enforcement**
  - Code Enforcement will be holding their "in-house" training academy for the new hires this month.
  - Code Officers have begun with parking enforcement throughout the City of Sanford.
  - Code Officers will be returning to uniforms.
  - We are expanding the Nights and Weekends position and will now have 7 days per week coverage.

- **Building**
  - Building is leading the effort to implement Central Square and replace Citizenserve.
  - The City Hall Breezeway expansion plan is approaching 90% completion.
  - Building is fully staffed.
  - Building has full time staffing on Fridays (Permit Coordinator).

- **Business Tax Receipts**
  - We are negotiating a contract with a third party provider to identify delinquent/unknown businesses operating within the City.

ECONOMIC DEVELOPMENT

Economic Engine 1: Regional Retail Powerhouse

- Dominant Industry: Retail Trade
- (Re)Development Potential: Strong Redevelopment Potential
- Strategic City Approach: Working with Seminole Town Center mall ownership to reinvent mall as experiential & entertainment.
- Recent Wins: Elev8 Family Entertainment; Hotel development behind Bahama Breeze, Macy's location to be multi-family development.
- Special Attributes: Regional Retail Center, Market Area covers West Volusia.

- **Economic Engine 2: Westside Industry Commerce (WIC) Park**
  - Dominant Industry: Manufacturing
  - (Re)Development Potential: Medium New Development Potential; Usage reduction of Residential from 40% to 30%.
  - Strategic City Approach: Study of WIC acreage to ensure new residential uses do not interrupt new commercial growth in the zone.
  - Recent Wins: HoverFly Tethered Aerial Drones; New Industrial I-4 Logistics Center.
  - Special Attributes: Diversified manufacturing. Unlike office, employees need to be present to manufacture goods.

- **Economic Engine 3: Downtown and U.S. 17-92**
  - Dominant Industry: Retail and Business Services

ECONOMINC DEVELOPMENT CONTINUED

- (Re)Development Potential: Modest New Development; Medium
- Redevelopment
- Strategic City Approach: Continue Community Redevelopment Agency (CRA) grant programs. Diversify Food and Beverage and add more retail and office.
- Recent Wins: Wells Fargo redevelopment, Workspace Collective, Historic Fire Mural, Horstmeyer's façade improvements, Philco Construction footprint expansion, Filomena's Pizza.
- Special Attributes: Lifestyle Center for the entire County.

- **Economic Engine 4: Airport Industry and Commerce Park**
  - Dominant Industry: Airport and Airport Compatible .
  - (Re)Development Potential: Very strong redevelopment potential.
  - Strategic City Approach: Small Area study with County to insert three new districts on ELMB intended for job creation.
  - Recent Wins: Swoope and Flair Canadian Airlines. Renewed interest in Cargo.
  - Special Attributes: Greatest potential for new commercial and job creating uses

FINANCE

- Training 4 new staff members.
- Finishing the 2022 Annual Comprehensive Financial Report (ACFR).
- Starting the City's Fiscal Year 2024 Budget process.
- Grant policies.
- $20,000,000 bond issue.
- Fire Assessment Fee.
- Parking District Assessment Fee.
- Capital Dashboard.
- Grant Policies.
- Updating purchasing policies.
- Digital Transformation Project.
- Cybersecurity new policies.
- Zero Trust program – if we receive Grant funding.
- Lucity Work Order and Asset Management:
  - Consolidate Online payment options – this is the new CentralSquare Payment solution

FIRE

- **Administration**
  - Still working on the 12 new hires for Fire Station 40.
  - City working on the land deal with the Airport (Survey and FAA approval).
  - City working on contract with Lunz Group for Fire Station 40 design.

- **Training and Activities**
  - Ladder training.
  - Ride-up Lieutenants participated in 1st quarter training.
  - Dive training for all divers.
  - Annual Engineers Exam starting.
  - Ride Alongs
    - Seminole High – 28 students.
    - Deltona Health Academy - 2 students.
    - Seminole State - 4 students.
    - Observers - 7 riders.
  - 12 Pre-fire plans completed.
  - Special Operations Team attended Trench training.

- **Fire Public Education**
  - Crews participated in 3 special events.

HUMAN RESOURCES/RISK MANAGEMENT

- Risk Management:
  - Recovery dollars of City property damaged by others: $55,521.
  - Workers Compensation Claims: 26.
  - Liability Claims: 39.
  - Administration of multiple Hurricane Related Claims.
  - Administration of multiple sewer back-up claims.
  - Coordination of employee Safety and Risk Management Training.
  - Nearly 10 times more Sewer Back up claims in January-February 2023 than same time in 2022.
  - February 2023: Prevailed in Trial court involving a Liability claim matter.
  - March 2023: Prevailed in Trial court involving a Liability claim matter.
  - Preparation and coordination of the Annual Safety Incentive Luncheon scheduled for May 25, 2023.
  - March: Multiple Defensive Driver Training session: Nearly 100 City employees attended.

- Recruitment and Employment (through February 28, 2023)
  - Job Postings 65
  - Applicants 854
  - New Hires 35 (On-Boarded each)
  - Promotions 10
  - Retirements 1

HUMAN RESOURCES/RISK MANAGEMENT CONTINUED

- Resignations 22
- Dismissals 7
- Deaths 1
- Pay and Classification Study: Coordinated the solicitation and ultimate procurement Management Advisory Group.
- Benefits, Wellness and Records Administration.
- Coordinated Six New Orientations (Comprehensive, 5-6 hours each)
- New Hires Benefits Coordination -35.
- Employees Out-Processed – 23.
- Preparation and Distribute/Mail 600+ Annual ACA 1095-C/1094-C forms.
- Responded to multiple Public Records Request.
- Coordination of monthly AIG (457) visits.
- Coordination of bi-monthly bloodmobile visits.
- March 22, 2023: Attended Central Florida Employment Council (CFEC) Job Fair.
- Rolling Banner on City website now includes "Join our Team" image.
- Selecting "Apply Now" takes the applicant to the job postings.
- Electronic Sanford Recruitment sign on Interstate-4 displaying:
  - Hiring Incentive
  - Florida Retirement System
  - 3 Day Weekends
  - Wellness Center
- Expanded locations for physical job postings to Eastside and Westside Centers; looking at other sites as well, including the lobby of City Hall.
- February: City Employee Wellness Walk.
- February: Calculated and distributed @$54,000 in Medical Co-Pay reimbursement to eligible employees.
- March: Health Risk Assessment Reimbursement Lunch and Learn.
- February: Participated in the Citizens Academy.

PARKS AND RECREATION

- Ft Mellon Playground Repairs and Upgrade:
  - Additional material was ordered for the substrate. This was approved by the Commission on March 14th. Estimated reopening April 10th.
  - Repair to capstone on seawall:
    - Currently under construction.
    - Contractor began work at Mellonville Avenue and is working westbound.
  - Irrigation repairs on RiverWalk:
    - Major repairs are needed from the Civic Center east to Mellonville Avenue.
    - This bid opened on March 28th.

PARKS AND RECREATION CONTINUED

- Sod replacement on RiverWalk:
  - Sod replacement has been completed from French Ave / 17-92 east to the Civic Center.
  - Remainder is on hold until irrigation repairs can be made.
- Stadium Roof replacement
  - Bid has been awarded and the project will begin in the next 2 weeks.
- Jeff Triplett Community Center
  - Ongoing repairs to roof and siding. These are storm related issues as well.
- Lee P. Moore basketball court rehab
  - Event has been rescheduled to Wednesday, April 5 at 330pm as requested by the Orlando Magic due to vendor delays.

POLICE

- Completed and ratified the Officer, Sergeant and Lieutenants Collective Bargaining contracts for 2022-2025.
- Have increased our recruiting efforts to include a new program called "MILE's," which stands for Mentoring Introduction Law Enforcement. The program will accept Police Cadets with a minimum age of 20 and prepared them to become Sanford Police Officers. We hope to get the program in place within the next month and being training people prior to attend the academy. The goal is to start training our future in house prior to the academy. We believe this could be a big step in our recruitment and training.
- Presently have 2 Cadets/Officers who will be graduating from the academy Mid-April and we had 2 new Cadet/Officers who began on March 23rd.
- Held a District 3 Community meeting at Action Church.
- Have held a number of Community talks for Seniors with a focus on "Scam, Frauds and Taxes."
- Even with our shortage, we have attended a number of community events.

PUBLIC WORKS

- Completion of design and awarded construction contract for Georgetown Roadway and Drainage Project Phase One: $4,000,000. CPH engineering firm and City staff are working on shop drawings, a meeting was held about the use of Ft. Mellon Park. CPH is starting on Phase 2 design.
- Substantially Completed construction of the Myrtle Avenue Streetscape project - $4,000,000.
- Completed design, permitting for Mellonville Avenue and Celery Avenue intersection improvements. Should go out to bid next month.
- Completed 90% design for the Washington Avenue - Randolph Avenue – Mellonville Avenue project.
- Drainage improvements - 100% plans are due this month. Plan to move forward with bidding in May.
- Completed 90% design for Maple Avenue Stormwater Project which is scheduled for April.
- Completed 90% Design of the Mayfair Area Drainage Improvements Project.
- Architectural review and site permitting for Public Works Emergency
- Operations Building / Annex.
- CPH is finalizing the Celery Ave-Mellonville Avenue Intersection Improvements project along with St. Johns Parkway-Upsala Rd. intersection improvements so they can bid together. Should go out to bid next month.

PUBLIC WORKS CONTINUED

- Completed 90% design, permitting of Aero Lane and 5th Street roadway and drainage improvements project: $85,000.
- Completed 20% Plan Design for Park Drive Streetscape and Roadway Improvements. - $300,000.
- Re-lining Pump Branch pipe from 13th Street to 20th Street - $2,000,000. Will be put out to bid soon.
- Construction of the Trailhead Bathroom at old PBA site on Riverwalk will go to Commission once all proposals are in.
- All Terrain is installing inlets and new piping on Maplewood Drive.
- Change parking lot lights at the Civic Center to L.E.D.
- Carpet Cleaned at the Sanford Information Center (SIC)
- Replaced LED street light heads on Historic Goldsboro BLVD form 17/92 to William Clark BLVD.
- Add LED lighting to parking areas on Sanford Avenue and 3rd Street.
- Install flood lighting for the new Groveview residential sign.

PUBLIC ART

- Sanford Avenue Stained Glass Installation.
- Sanford Fire Department Mural Celebrating 150 years starting next month.
- Riverwalk Sculpture Walk - 5 sculptures will be installed along the RiverWalk prior to the Art Festival, April 29 & April 30.
- Sent out RiverWalk Mural Call To Artist.
- Attending Arts and Culture Advocacy Days In Tallahassee.
- Four (4) more Utility Box Art Wraps to be wrapped next month, totaling 26 boxes wrapped city-wide.

UTILITIES

- Work is continuing on the vacuum sewer system repairs
- The Brackish Water Pilot start up begins this month with on site training on Red Cleveland Blvd.
- Meter System Project bi-weekly meetings have begun with Data Collector Antennas and Computer Programming being the first item addressed.
- April is Water Conservation Month.
- Seminole Water Wise Event at Lowes on Earth Day, April 22.
    - Co Sponsors - Seminole County Environmental Services and Extension Service, City of Sanford Park & Grounds and Public Works Utilities and Sanford Lowes.