

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

**CITY MANAGER'S OFFICE**

- Wrote letter of support for Goldsboro Main Street, Inc.'s application for a Seminole County Tourist Development Tax Florida Main Street Grant.
- Spoke at the August 7, 2023 Serenity Towers Resident Council meeting.
- Spoke at Florida League of Cities "Cities 101" conference session.
- Had various discussions with former Commissioner Williams, Francis Oliver and Pasha Baker regarding the Historic Goldsboro Museum and Front Porch working together on the sale of City land on Historic Goldsboro Boulevard
- On August 15<sup>th</sup> the City hosted the August meeting of the Mayors and Managers meeting at our Historic Stadium
- Conducted interviews for Director of Public Works and Utilities
- Met with individuals and discussed possible future scenarios for the Seminole Towne Center Mall

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

- A CRA New Construction Grant was approved by the CRA Board at their August 7<sup>th</sup> meeting to Trafford Holdings, LLC for the "Palmetto" project, located at 218 Palmetto Avenue.
- For informational purposes, the following streetscape projects were shared with the CRA Board at their August 7<sup>th</sup> meeting, as a potential alternative to utilize the \$5.2 million place marked for Heritage Park. Awaiting direction from Legal before the CRA Board formally votes on the following:
  - 2<sup>nd</sup> Street from Sanford Avenue to Oak Avenue (decorative lighting/ string lighting/ brick repair/ electrical upgraded for events); The street would remain a two-way roadway
  - Oak Avenue between 1<sup>st</sup> Street and Fulton Street (demo the railroad track / decorative lighting / brick road)
  - Commercial Avenue from Oak Avenue to Palmetto Avenue (brick road/ decorative lighting/ special intersection patterned brick at Commercial & Palmetto)
  - Fulton from Myrtle to Park (brick / sidewalk/ landscaping/ decorative lighting/ special intersection patterned brick at Oak & Fulton with the City name)
- Teen Challenge has graciously provided invitations to the Teen Challenge Gala, being held on October 19, 2023, from 6:00 pm to 8:00 pm. at the Marriott Hotel, 1501 International Drive, Lake Mary, Florida 32746. Please RSVP to Pamela Lynch by September 19, 2023.
- Foxtail Coffee received their Certificate of Occupancy today and are targeting August 31<sup>st</sup> for a soft opening and are in the process of preparing their opening schedule.

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

- The Magnolia Square Clock has been updated with new clock faces, mechanisms, a controller, and LED lights. The vendor will be installing trim pieces around each clock face in the near future.
- The Seminole Towne Center Mall continues to be of interest by various developers. Meetings have transpired. However, with multi-ownership of the mall and a reciprocal easement agreement in place, it has become difficult between the private owners reaching agreement to proceed with redevelopment of a portion of the site. There is one developer who has an interest in purchasing the entire site. Some initial discussions have taken place but nothing has been solidified.
- Meetings have taken place with City staff, the CRA Chairman, Commissioner Austin, and the Sanford Guild representative to discuss proposed museum improvements. The next step is to come up with a design that outlines the improvements, a cost for the improvements, and to present this project to the CRA Board for consideration.
- 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 True Health ribbon cutting, the Food and Beverage Alliance meeting, and the Sanford Airport Authority Monthly Board Meeting.
- Facilitated and attended a meeting with Spartan Construction and Owner of a multi acre parcel on Historic Goldsboro Blvd. for the purpose of discussing a multi-family project, fronted with a commercial component to conform with the goals of Goldsboro Mainstreet.
- Toured Father's Table Country Club Boulevard, Facility 1, to observe the manufacturing process and see first-hand the site constraints that are adversely affecting operations and staffing. Working with City staff to develop both a short, and long-term solution.
- Developed a template to introduce the City Commission and public to some of the diverse business interests that call Sanford home. The inaugural Business Spotlight will be at the 9/11/23 City Commission meeting and will feature Richard Sweat, CEO at .decimal.
- Worked with Assistant City Manager Craig Radzak, Purchasing Manager Marisol Ordonez, and City Attorney Lonnie Groot to evaluate the recommendation of pursuing the construction of the Mayfair Golf Course Clubhouse through a Construction Manager at Risk RFQ.
- Initiated weekly update calls with the President of the Sanford Chamber of Commerce, and daily calls with local brokers, developers, and builders to maintain a monitor on real time market conditions.
- Working with numerous brokers and property owners to attract and develop the commercial/industrial tax base that the City has established as key to strengthening the ad valorem rolls with a minimal impact on public services.

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

- Met with the Mayor, City Manager, Seminole County Chair Lockhart, and Seminole County Manager Darren Gray to continue conversations on potential land swaps/purchases related to the existing Civil Courthouse. It was agreed that common interests exist, and further discussions/negotiations are warranted.
- Continuing conversations with the promoter/owner of the Air Show to be held 10/28 and 10/29 to strengthen the involvement of SCPS, particularly the students involved in the various STEM programs.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT**

- **Community Relations**
  - Attended Sanford Housing Authority Board Meeting.
  - Attended 2023 Hussain Day at the Dr. Velma H. Williams Community Center.
- **Community Development Block Grant (CDBG)**
  - City Commission approve the FY 2023-2024 Annual Action Plan.
  - 2023-2024 Action Plan submitted to the Department of Housing and Urban Development (HUD).
  - Looking to fill a vacancy on the Advisory Board.
  - Received and processing over 50 applications for the Safety Home Repair Program (SHRP).
  - Creating a dashboard for Advisory Board to review upcoming activities, budgets and trainings.
  - Re-advertising the Economic Development grant with upcoming orientations in September.
- **Low Income Household Energy Assistance Program (LIHEAP)**
  - Home Energy - Assisted 123 households from 7/21/ to 8/21/23.
  - Crisis Energy - Assisted 140 households 7/21/ to 8/21/23.
  - Pay Request for the months of July and August were submitted to Duke Energy in the amount of \$77,692.00 and \$75,033.68 to Florida Power and Light for a combined total of \$152,725.68 in energy assistance for Seminole County residents.
  - Provided outreach at the District 2 Back to School event.
  - Program Coordinator attended the Florida Association for Community Action conference.
  - Low Income Home Water Assistance Program (LIHWAP) Assisted 40 households.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT CONTINUED**

- **My Brother's Keeper (MBK)**
  - Applied for funding through the Seminole County Public Schools (Resiliency Grant) to help fund MBK programming
  - Recruiting new members for the 2023-2024 school year to mentor at the middle school level
  - Ongoing meetings with other MBK communities (Palm Beach, St. Pete, and Orlando) to build a Florida MBK Alliance.
  - Begin making visits to Sanford Middle, Markham Woods, and Millennium middle schools to build relationships with the students in the program.
- **Race, Equality, Equity and Inclusion (REEI)**
  - Hosted a community dialogue, Sanford Speaks, with 120 registrants at the Sanford Civic Center

## **FINANCE**

- Working on proposed budget hearing.
- Hired an accountant – currently fully staffed and training.
- Working on Fire Assessment Fee.
- Continued work on Parking Assessment Fee.
- Completed Grant policy – waiting on department comments to implement.
- Gearing up for the annual financial audit.
- In process to implement monthly Finance round table for employees.
- 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.
- **Digital Transformation Project**
  - MS Teams training completed for the Finance Department.
  - HR migrated to m365 and to be schedules for MS Teams training.
  - Economic Development, City Clerk office, City Manager office, and Community Relations groups are next on the migration schedule.
- **Process Modernizations**
  - Utility Customer Service Residential – new solution was launched on June 22 and to date over 3000 requests have been processed.
    - Developed in the new Enterprise application solution that includes online forms (English and Spanish), workflows, e-signature, document repository, roles, document generation, dashboard, new online forms and workflow solution, and analytics.
- **City Procurement process**
  - Initial design phase is wrapping up.
  - 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**
  - Currently identified initial workflows and forms.

## **FINANCE CONTINUED**

- **Budget Transfer Request**
  - Initial design phase is wrapping up.
  - Prototype will be developed based on initial design.
- **CIP Request and Tracking**
  - Initial design phase delayed due to Utility Customer Service opportunity.
- **Intranet Modernization**
  - Initial Overall City Intranet design phase – in process.
  - Initial Department Intranet sites – Finance, HR, and IT.
- **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 testing various work order scenarios and configurations.
- **Geographic Information System (GIS) Boil Water Notice Application**
  - Developed and implemented GIS application accessible on the City website.
  - GIS App has the capability to type an address to quickly identify if within the Boil Water Zone.
  - Map is dynamic which one can Zoom in and Zoom out and move the map to another area.
  - Street names are clearly visible.
- **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 16 solicitations throughout the City.
- Working on cleaning VendorLink – updating notice of award (NOA), notice to proceed (NTP), Contracts etc.
- 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.
- Held a Yellow Training Course, with the Florida Benchmark Consortium (FBC) where 26 City Employees became Yellow Belt Certified.
- Met with Facilities Division to review and find ways the Division can utilize Lucity more.
  - Within the same week was able to address some of the issues the Department Superintendent had.
- Published the Vacuum Sewer Dashboard to the City website.
- Published a PO timeliness dashboard for Finance.

## **FINANCE CONTINUED**

- Assembled and assisted in enrolling Sanford employees for Green Belt training and associated project.
- Collection of FBC metrics for FY 2023.
- Continued Capital data collection for City wide Dashboard.
- Continued to work with the Digital Transformation team by process mapping certain purchasing processes.
- Continued to assist and review city-wide survey with the Communications office.

## **POLICE**

- Community Relations Unit participated in a number of back to school events, to include hosting and distributing a backpack give away which gave out over 100 backpacks filled with school supplies.
- Road Patrol Officers were provided backpacks to handout to children in need in the community.
- Patrol Officers provide kids in the community with the "7/11 Operation Chill" certificate which allowed the to get a free cold drink during the recent heat spell.
- Eleven (11) New Cadets started in between Aug 14 and Aug 21.
- Two Cadets graduated on August 10<sup>th</sup> and Four more with Graduate on August 30<sup>th</sup>.
- There will be a swearing in ceremony on September 6, 2023 for at least Six new officers.
- Arrested Randy Jerome Cambridge for the February 24 dirt bike accident that left two young children deceased.
- Hosted a very successful Coffee with a Cop at Starbucks
- Conducted 18 interview for Administration Coordinator position.
- Began the review for the replacement of our Administrative Services Manager position.
- Re-assigned SRO personnel to their respective schools.
- Retrained and review our "Active Shooters" training.
- 12 vacancies as of today's date.

## **CITY CLERK**

- August 1, 2023 Cathy LoTempio's 5<sup>th</sup> Anniversary with the City Clerk's office.
- August 10, 2023 City Clerk and Deputy City Clerk volunteered at the Annual Florida League of Cities Conference. They manned the table for the Florida Association of City Clerks.
- August 13, 2023 Records Manager Lisa Antonini celebrated a birthday.
- August 28, 2023 Deputy City Clerk was presented her Certified Municipal Clerk award.
- August 30, 2023 City Clerk attended a luncheon at Goldsboro Elementary Magnet School for Dividends Volunteers.

## **DEVELOPMENT SERVICES**

### **• Projects Under Construction**

- KEMCO Manufacturing – 3851 E. Lake Mary Boulevard - Contractor working on final closeout.
- Vintage North Apartments - W. 25<sup>th</sup> Street – Received C.O. June 2023.
- Monroe Place Apartments – 2306 W 1<sup>st</sup> 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.
- Stella Cove – 635 W. 25<sup>th</sup> Street - Received 3 of 8 C.O. for building of homes.
- KFC – 4659 W. 1<sup>st</sup> Street -Anticipated completion October 2023.
- Skylar Crest – 3100 Kentucky Street - Working on install of utilities and stormwater ponds.
- Concorde Community - 2401 E . Lake Mary Boulevard – Installing Roads, grading and utilities.
- Culvers- 3418 Orlando Drive - working on underground utilities.
- Starbucks – 3764 Orlando Drive - Sitework underway
- Spacebox – 2461 Cherry Laurel – Building and site under construction
- Afton Palms – 1150 Upsala Road – Under construction, anticipate first buildings in October 2023
- Story Apartments – 1751 Rinehart Road – Under construction, anticipate first buildings Oct 2023.
- Bahama Bay Club (ALF) – 3441 W. 1<sup>st</sup> Street – Final Interior Work underway
- Apiary – 2678 Richmond Avenue – Working on Parking Lot.
- 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 – Several CO's Issued, final storm install.
- Wayne Densch Addition – Infrastructure well underway, working on the building pad.
- Harvest Time, Phase 2 – Permit issued for site construction, sitework beginning.
- Top Kids Daycare – 700 Historic Goldsboro Boulevard – Building up, sitework pending.
- Wynn Funeral Home – 1300 Historic Goldsboro Boulevard - Building and sitework underway. Belair – 1701 Celery Avenue – Underground infrastructure and roads underway.

## **DEVELOPMENT SERVICES CONTINUED**

- **Land Development Regulations In Revision**
  - Staff has completed the revisions to “Schedule F – Requirements for Buildings, Parcels, Yards, Building Setbacks, and Lighting”. It was presented to the Planning and Zoning Commission on August 3, 2023. It is anticipated to be presented to the City Commission in September as a work session item with a possible first and second readings between September and October.
  - Staff has begun working on Upon Schedule A – Definitions, Schedule B – Permitted Uses, Schedule E - Additional Requirements & Provisions for Specific Uses, and Schedule G – Design Guidelines, Schedule D, Planned Developments. Public meetings will be scheduled upon staff draft completions.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Risk Management**
  - Workers Compensation Claims: 42
  - Liability Claims: 87
  - Mediations: 4
  - Recovery dollars of City property damaged by others : \$97,085.14
- **Recruitment and Employment**
  - Job Postings:.....125
  - Applicants.....2,386
  - New Hires.....95(On-Boarded each)
    - **RECORD NUMBER of NEW HIRES for 1 YEAR!!**
  - Promotions.....24
  - Retirements.....4
  - Resignations.....46
  - Dismissals.....13
  - Deaths.....1
    - **31 MORE NEW HIRES THAN SEPARATIONS!!**
  - New Family Medical Leave Applications...24
  - New Hire Incentives (Excl. SPD Officers) : 24
  - New Hire Incentives Paid (Excl. SPD Officers) ...\$35,094.56 (another \$35,094.56 obligated)
- **Benefits, Wellness and Records Administration**
  - Coordinated Twelve New Hire Orientation Session (Comprehensive Sessions, about 6 hours each)
  - New Hires Benefits Coordination... .....95
    - **RECORD NUMBER for 1 YEAR!!**
  - Employees Out-Processed.....63
  - Coordination of Monthly AIG (457) visits...10
  - Coordination of Monthly Blood Mobile Visits..10

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

- **Risk Management**
  - Workers Compensation Claims:...4
  - Liability Claims: ...13
  - Mediations:... 0
  - Recoveries: ...\$218.20
- **Recruitment and Employment**
  - Job Postings: .....5
  - Applicants: ... 157
  - New Hires:..... 10
  - Promotions:..... 0
  - New Hire Incentives:... 4
  - New Hire Incentives Paid...\$15,264.66
  - New Family Medical Leave Applications...1
  - Pay and Classification Study: Individually and Manually Entered Pay Adjustments for @250 employees.
  - Attendance at July Job Fair in Orlando.
- **Benefits, Wellness and Records Administration**
  - Coordination of Monthly AIG (457) visits...1
  - Coordination of Monthly Blood Mobile Visits..1
  - Coordinated One New Hire Orientation Session (Comprehensive Session, about 6 hours each).
  - Collaboration of Transitioning from the Benefitfocus Electronic Open Enrollment Platform to the Bentek Electronic Open Enrollment Platform.

## **FIRE**

- **Training and Activities**
  - County-wide training finished.
  - Medical Director meetings attended.
  - Ride Along
    - Seminole State- 15 students
    - Observers- 9 riders
  - Pre-fire plans completed- 10 businesses
  - Special Operations Team completed evaluations
  - Rescue standby for 6 events
  - FD Peer Support meeting
- **Fire Prevention**
  - Annuals—88
  - Re-inspections on annuals—142
  - New Construction Inspections—55
  - State Required Inspections—9
  - Food Truck Inspections—31
  - BC Pass down/follow ups—14
  - Plans Review—96
  - Special/Complaint inspections—19
  - Car seat installs—2

## **FIRE CONTINUED**

- Public Education Events—2
- Smoke alarms installed—9
- Fire Investigations—1
- **Administration**
  - Currently down 6 (1 quit in training (new hire)/ 4 left

## **PUBLIC WORKS**

- The Georgetown Project Phase 1 is underway.
- The Georgetown Project Phase 2 project is in design.
- Pump Branch re-lining project received no bids when put out as an RFQ. I provided paperwork to Marisol to rerun this as a Request for Proposal (RFP) since there are multiple solutions to rehabbing the pipe. This also received no bids.
- The completed plans for Washington Avenue - Randolph Avenue – Mellonville Avenue drainage improvements are being prepared to go out to bid. Jeff and I are looking at options for post-design services.
- We are still waiting on the 90% Plans for the Maple Avenue Drainage Improvements. They are delayed while we await a Purchase Order.
- The 100% Plans for the design and permitting of Aero Lane and 5th Street roadway.
- and drainage improvements have been delivered. We are currently coordinating with FDOT due to their upcoming signalization of the 1st Street-Aero Lane intersection. Once they complete their review we will put them out to bid. Condition of bid is work will start after October 1st.
- Plans for the Mayfair Area Drainage Project have been submitted to FDEP and SJRWMD. We received permit exemptions from both agencies. Staff has completed their review of the 90% plans and we should have the 100% plans by the end of the month.
- Plans are complete for the New Trailhead Restroom. We will take this to City Commission on August 14th since we are using 3rd Gen Tax money to pay for it.
- We have submitted to EDA for a grant to purchase 3000 feet of Tiger Dam to keep Palmetto Avenue and Mangoustine Avenue when Lake Monroe hits major flood stages are we are continuing to work with Neel Schaffer to coordinate application for EDA to provide grant money to rebuild the seawall around the Marina as well.
- TREMCO will be doing the Nuclear Testing on the roof of the Administration Building on 8-24-2023.
- We have been coordinating with Seminole County on having Sam's Club install a new Traffic Light on Rinehart Road.
- We are coordinating with FDOT on the 1st Street modifications which are nearing design completion. These will include street lights at Persimmon Avenue, Aero Lane and Mangoustine Avenue. The City will also have improvements on Persimmon Avenue to address the Auto Train Queues.
- Plans for the new Utility Building are out to bid.

## **PUBLIC WORKS CONTINUED**

- The annual repaving PO has been issued and the contractor has started working on this year's list of streets and speed tables to repave. Material availability has delayed the start this year.
- City wide sign maintenance straighten & replace.
- Sign shop updated a total of 600 4way & 3way signs to the new All Way signs. Changed according to the MUTCD.
- Repair/replace sidewalk panels throughout the city.
- Remove dead/dying trees on city ROWs throughout the city.
- Tree Trimming for Fire Department at traffic signals and side streets.
- Respond and remove fallen trees and tree limbs.
- Pothole repairs and asphalt road crossings throughout the City of Sanford.
- Mow city lots & rights of ways.
- Pick up trash throughout the City of Sanford.
- Respond to citizen complaints.
- Provide special event support.
- Provide emergency afterhours support.
- Picked up debris that was dumped in alleys and on city rights of ways around the Sanford.
- Alley maintenance on various areas throughout the City of Sanford.
- Build 2 inlets on 5th between oak and myrtle to help with localized flooding resident request.
- Mowing and weed eating ditches and ponds.
- Repairing storm water pipes throughout the City of Sanford.
- Continue to Work on erosion repairs on McCracken St.
- Started finding missing points for G.I.S. Man holes and inlets.
- Continued C.D.L. Training.
- Cleaned inlets the rainy season has started.
- Street Sweeping.
- Cleaning Storm pipes with the Vac-Truck.
- Complete work orders that come in.
- Added new electric outlets at F.S. 38.
- Assisted Parks Department in installing new cameras in Ft Mellon Park.
- Remounted and Relamped all the Bollard lights in Veterans and Ft Mellon Park due to vandalism.
- Removed loose paint and repainted outside walls at the Information Center.
- Sealed up roof leaks at the Betty Smith Center.
- Repaired various plumbing issues in the Historic Stadium.
- Replace bad door closers in F.S. 32 and 38.
- Repaired various streetlights.

## **UTILITIES**

- SR 46 water main replacement project continues.
- SR 46 force main project continues.
- 3rd street water main project continues.
- New main water plant is undergoing ongoing testing.
- Mass meter exchange project planning and launch continues.
- Vacuum sewer repairs ongoing.
- Consumptive use permitting is ongoing.
- Alternative water piloting continues.
- Commission update on Boil Water Notice.
- Commission update on 1,4 Dioxane.
- 1,4 Dioxane forum was held at Seminole State College.
- Renewal of Mayfair Golf Course consumptive use permit.
- Replaced Oregon Well # 2 pump, motor, & piping.
- Replaced Hidden Lakes # 12 pump, motor, & piping.
- Replaced Twin Lakes # 3 pump, motor, & piping.
- Refurbed exterior of Lift Stations-Painting, stucco, fencing, & slabs:
  - Sanford Central Park
  - Live Oak
- Replaced Palmetto Lift Station piping, valves, & pump elbows.

## **PARKS AND RECREATION**

- 2<sup>nd</sup> Street Improvements – Staff has been working on landscape improvements street from Oak Avenue to Sanford Avenue. This includes removing older shrubs and plants and replacing them with new sod and landscaping. This will continue through the end of the month.
- New bike racks were installed by Parks staff in Magnolia Square and the Triplett Community Center.
- The Afterschool Program began August 10<sup>th</sup> at the Triplett Community Center. The program is full with a waiting list in place. This year, we have introduced “Wednesday Clubs.” Each quarter students are able to choose a club that interests them. Selections are cooking, sports, gardening, Spanish, Hopper Arts, creative writing, pop culture and arts and crafts.
- J & M Concrete completed a drilling project on the RiverWalk overlook near the hospital. This area had previous issues with flooding and we believe this will alleviate those issues. Staff has cleaned the area and will pressure wash the location in the next week.