



City Commission Work Session

Agenda

April 10, 2025 @ 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

1. Meeting Called to Order**2. Discussion Item (s)**

- a. Street Sweeping Policy

120 minutes

3. Adjournment

[MEET_FOOT]



City Commission

agenda item 2.a

item type

Discussion Item (s)

meeting date

April 10, 2025

prepared by

Charles Ramdatt, Director of Public Works

approved by

Randy Knight, City Manager

subject

Street Sweeping Policy

motion | recommendation**background**

This City Commission Work Session will provide an overview of the City of Winter Park's Street Sweeping Program, including Federal and State mandates, city requirements and needs, and how these are satisfied through contractual arrangements that are supplemented by City operations. The leadership of the Public Works and Transportation Department will be presenting at this work session and will answer any questions that the Commission may pose.

alternatives | other considerations**fiscal impact****attachments**

1. DRAFT_Street Sweeping Policy

CITY OF WINTER PARK, FLORIDA

STREET SWEEPING POLICY

3/24/2025

Introduction

To best serve the residents of the City of Winter Park (CWP), the Public Works Department will take on primary responsibility for sweeping public streets. Regular street sweeping is essential for ensuring vehicle and pedestrian safety, maintaining water quality, and addressing environmental concerns. The CWP will oversee the service to ensure it is delivered in a cost-effective manner, considering factors such as safety, resources (including equipment, budget, and personnel), and environmental impact. The CWP will engage a contractor, selected through an approved procurement process, to provide the necessary equipment and personnel for the service. Street sweeping schedules will be subject to weather conditions and equipment availability as described below.

Scope

This policy pertains to all public streets, roads, alleys, sidewalks, and public spaces within the City of Winter Park. It includes scheduling of street sweeping, the use of equipment and vehicles, equipment maintenance, and the enforcement of compliance by residents, businesses, and other stakeholders. This policy is supplementary to the contract awarded to the contractor.

Definitions

- **Street Sweeping:** The process of mechanically cleaning roadways and public spaces to remove dirt, debris, litter, and pollutants.
- **Scheduled Sweeping:** Regularly planned sweeping sessions that occur at fixed intervals.
- **On-Demand Sweeping:** Sweeping done as needed, generally in response to community requests or following significant events, such as parades or festivals.
- **No-Sweep Zones:** Areas that may not be regularly swept due to specific local conditions (e.g., construction zones, private property).

Responsibilities

- **Public Works Department:** The department is responsible for the implementation, management, allocating necessary resources, and ensuring compliance and enforcement of street sweeping operations.
- **Contractors:** If applicable, contractors hired to perform street sweeping services must follow all city guidelines and schedule requirements.
- **Residents and Business Owners:** Responsible for removing vehicles, temporary obstructions, or any debris that may hinder the street sweeping process during scheduled sweeps.

Sweeping Operations

Routine street sweeping shall be conducted Monday through Friday unless otherwise approved by the Public Works Director. The schedule shall be reviewed and approved by the Public Works Director. No changes to the sweeping schedule will be allowed without the prior approval of City

Standard operating hours for sweeping shall be determined by the City and the Contractor. Arterial streets, areas within the CBD and commercial areas shall be swept from 2:00 A.M. to 6:00 A.M. Residential areas shall be swept from 8:00 A.M. to 2:00 P.M. Some areas may be posted with different hours than noted above.

Residential: All residential streets including arterial, collector, cul-de-sacs and median curbs shall be swept, at a minimum, every other week. The entire length of all curbs (including bump outs, median curbs and curb returns), uncurbed pavement edges, painted (2-way) left turn lanes and flush concrete or paved median noses shall be swept each time the associated street is swept. The entire area of each intersection shall be swept. The balance of each street shall be swept as needed.

Downtown Business District: All streets within the designated Downtown Business District including arterial, collector, industrial, commercial, cul-de-sacs and median curbs, alleys and parking lots shall be swept, at a minimum, once a week. The entire length of all curbs (including bump outs, median curbs and curb returns), uncurbed pavement edges, painted (2-way) left turn lanes and flush concrete or paved median noses shall be swept each time the associated street is swept. The entire area of each intersection shall be swept. The balance of each street shall be swept as needed.

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All sweeping is to be done Monday through Friday except on the following Holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

During the week of a holiday, the Contractor shall adjust the weekly schedule so as to return to the normal weekly schedule the following week. For sweeping missed due to the aforementioned holidays, Contractor shall arrange sweeping for another day within a five-day working day period. Holiday sweeping schedules must be submitted

to the Public Works Director thirty (30) days prior to the holiday. No modification of this holiday schedule shall be effective unless authorized in writing by the Public Works Director.

Scheduled sweeping shall not be canceled for inclement weather by the street sweeping Contractor without approval of the Public Works Director or his designee. During inclement weather a two-hour standby period will be observed before a scheduled residential sweep will be canceled. City reserves the right to suspend street sweeping functions on a day-to-day basis. Make-up sweeping will not be allowed due to inclement weather and cancellations without the approval of the Public Works Director or his designee. This effort shall not affect the regularly scheduled sweeping.

City Special Events

Contractor will provide street sweeping services free of charge in conjunction to a maximum of five (5) "Major" City sanctioned special events each year. City will provide Contractor thirty (30) day prior notice of scheduled event.

Disposal and Recycling of Materials

The Contractor shall transport and dispose of all sweeping at a composting or recycling center in accordance with all City, County, State, and Federal requirements. Contractor shall divert or compost all street sweepings to the greatest extent possible, obtaining a minimum of eighty-five percent (85%) diversion rate from landfills. Sweepings may be deposited at temporary dumpsites with the prior approval of the property owner and the Public Works Director. Sweeping shall be removed from such sites each day. Contractor shall be entitled to no other income, expenses or charges from the City for disposing of sweepings at any disposal site within or outside the City limits. The Public Works Director may, at any time, require the Contractor to relocate, completely remove or discontinue use of such disposal sites. The Contractor shall report on a monthly basis the amount of sweepings disposed of at a composting or recycling center and the name and address the facility. The contractor shall also provide the city with the pertinent information from the composting or recycling facility certifying the % of material processed that is disposed at landfill and where is material sent after collection and processing at the facility.

Vehicles shall be equipped with debris and water level gauges. No sweeper will be allowed to operate without water. The City reserves the right to inspect the Contractor's vehicles at any time to ascertain said condition. A City representative shall have the right to cease Contractor's operations immediately, upon inspection of any vehicle/sweeper deemed unsafe or unsatisfactory during performance of the Agreement. At the discretion of the Public Works Director, the City may require the installation of special odometers, time clocks, or vehicle speed monitors to verify the quality and quantity of the work performed.

All vehicles and equipment used by the Contractor within the City limits must be clearly identified, on each side of the vehicle or equipment, with the name of the Contractor, address of the Contractor's office, and telephone number. The contractor

should also have a magnetic sign of at least 24" by 24" indicating this sweeper is providing service under a contract with the City of Winter Park. All equipment must be equipped in accordance with State laws, including safety hazard lights visible from the rear that operate independently of the brake lights. Sweepers must be equipped with mobile radio communications to the Contractor's dispatch office.

Sweeping speed shall be adjusted to street conditions with a maximum speed of six (6) miles per hour. Patterned concrete medians, intersections, and crosswalks shall be swept at a maximum speed of three (3) miles per hour. The City may require the installation of sweeping speed monitoring devices to record actual vehicle speed during sweeping.

Sweepers shall be operated as close to parked cars or other obstacles as safety allows and all sweeper breakdowns and repairs shall be reported immediately to the Public Works Director, or designated representative.

Construction-Related Problems and Storm Debris

Dirt and debris carried onto streets from identifiable construction sites is not considered the responsibility of the Contractor if located within five hundred (500) feet of an identified construction site, and is reported immediately to the City when discovered. However, the Contractor is required to totally clean all dirt and debris carried by traffic to areas beyond this limit. Storm clean up and sweeping must be completed as soon as possible. Night sweeping may be permitted for normal storm cleanup, if authorized by the City.

The Contractor shall maintain a separate measurement and record detailing the amount of debris collected and disposed during sweeping activities including photographs taken at each disposal. This information, required as part of the City's NPDES permit, must be submitted to the City, as part of the monthly report, in a tabulated, easy to read format.

The Contractor shall maintain a separate measurement or recycled debris and record detailing the amount of debris deposited at a composting or recycling facility. The record shall also identify the name and address of the facility along with other required information. This information shall be submitted to the City, as part of the monthly report, in a tabulated, easy to read format.

Feedback and Improvements

Residents and businesses are encouraged to provide feedback on street sweeping services. A system for submitting complaints or suggestions will be maintained by the Public Works Department. Regular assessments of the program will be conducted to ensure efficiency and effectiveness.

Policy Review

This policy will be reviewed and updated every 2 years to ensure that it remains relevant and effective in meeting the needs of the community and environmental standards

By implementing this Street Sweeping Policy, the City of Winter Park ensures a cleaner, safer, and more sustainable urban environment.

End of Policy