

**City of Sanford
City Manager's Monthly Update
August 2024**

CITY MANAGER'S OFFICE

- Along with Mayor Woodruff attended Unity Youth Association's Summer Learning Program Culmination program.
- Participated in a meeting with representatives from Seminole County government, Seminole County municipalities and various social service organizations to discuss the new legislation passed by Florida Legislature prohibiting Florida counties and cities from allowing individuals from engaging in "Public Camping and Sleeping" on public property.
- Had conversation with Jake Varn regarding City's actions pertaining to the 1,4 Dioxane issue.
- Met with Seminole County Commission Chairman Jay Zembower to discuss the Habitat for Humanity housing project in Sanford.
- Attended Seminole County Chamber State of Our Schools luncheon.
- Attended August meeting of Seminole County Mayors and Managers.
- Attended Sanford Chamber of Commerce meeting where Seminole County Commission District 5 Commissioner Andria Herr was the speaker.
- Attended and spoke at Police Swearing In Ceremony
- Along with Commissioner Kerry Wiggins attended Habitat for Humanity's open house for their Leadership Point project.
- Met with Seminole County School Superintendent to discuss the City and School District's My Brother's Keeper program.
- Attended City Employee and Family Bowling Night.
- Attended Welcome Reception for Leadership Seminole Class 34: Human Resources and Risk Management Director Sharon Kraynik and Public Works and Utilities Director Brynt Johnson are class members.
- Attend virtual public meeting along with Mayor Woodruff and other City representatives of the Florida Department of Environmental Protection regarding the City being awarded State Revolving Funds to assist our Utilities operations.
- **Marina**
 - The roof replacement on the dry storage building has been completed.
 - We only received one (1) proposal for the Marina design services Request for Qualifications. Due to Federal Emergency Management Agency's (FEMA) federal procurements requirements, reimbursement requires at least two (2) proposals. We plan to go back out to bid next week for 30 days.

CITY MANAGER'S OFFICE (continued)

- **Mayfair Clubhouse**
 - City staff and ZHA, our owner's representative, are finalizing the Guaranteed Maximum Price (GMP) with Wharton-Smith. It is anticipated to bring the GMP to the August 26th City Commission meeting for consideration.
- **William Clark Court Property (Ball fields)**
 - The 1st Amendment to Contract for Sale of Real Estate will expire on August 9, 2024. A 2nd Amendment Contract for Sale of Real Estate has been prepared and will be on the Commission's August 26th meeting for consideration. We are hopeful a closing will occur by the end of October 2024.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

- **Community Relations & Neighborhood Engagement (CRANE)**
 - Attended the State of the Schools event in Lake Mary.
 - Attended HP1365 Anti-camping meeting at the Sheriff's office.
 - Assisted District 1 Commissioner with set-up for Back-to-School Event for teachers and stopped by the event.
 - Stopped by the Action Church Back to School event.
 - Attended the Diversity, Equity and Inclusion (DEI) training.
 - Attended the Central Florida Commission on Homelessness managing board meeting in Orlando.
 - Participated in the virtual Central Florida Commission on Homelessness Leadership Council meeting.
 - Participated in the Continuum of Care Builds Notice of Funding Opportunity virtual meeting.
 - Attended the LIHEAP outreach event at the Dr. Velma H. Williams Community Center.
 - Attended the virtual Sanford Housing Authority meeting.
 - Attended the Community Redevelopment Agency meeting to request the board not approve "Bridge to Freedom" sculpture.
 - Attended the MBK Teen summit.
 - Attended the Sanford Housing Authority virtual meeting.
- **Community Development Block Grant (CDBG)**
 - The Annual Action Plan was submitted 25 days early.
 - Received eight (8) Public Services applications.
 - Permits are being pulled for Minor Home Repair properties.
 - New housing & rehab bid has been submitted.
- **Low Income Home Energy Assistance Program (LIHEAP)**
 - Assisted 60 households with home energy assistance.
 - Assisted 73 households with crisis home energy assistance.
 - Completed one home visit to a disabled senior citizen
 - Held an outreach event at the Dr. Velma H. Williams Community Center. Mr. Philpot from Duke Enger gave a presentation on energy conservation. Twenty-five applicants were seen by LIHEAP staff and given an appointment within the next two days to bring in paperwork.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT (continued)

- **My Brother's Keeper (MBK)**
 - Eleven (11) MBK students toured the Harry T. & Harriett V. Moore Cultural Complex, Inc. in Mims.
 - Three (30) MBK students went on a college tour and cultural experience with Westside Mentoring group to Savannah GA
 - Held a teen summit at the Dr. Velma H. Williams Community Center.
 - Six (6) MBK students took a civil rights trip to Salem, Montgomery and Birmingham Alabama along with 12 Senior citizens from the Westside Senior's program. Four (4) of the MBK students experienced flying for the first time.
 - Five (5) MBK students participated in the Shop with the Sheriff back to school event. Students were given the opportunity to shop at Walmart for school related supplies with a \$125 budget.
- **Race, Equality, Equity and Inclusion (REEI)**
 - Prepared a letter to the Public Arts Commission requesting that they revisit the "Bridge to Freedom" sculpture and look for a sculpture that represents Sanford diverse culture.
 - Co-Chairs attended the Community Redevelopment Agency meeting with a request to the board to not fund the "Bridge to Freedom" sculpture.
 - Members participated in the Sunset at the Zoo Black and African American Heritage Celebration.

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)

- On Monday, July 22, 2024, a Joint Work Session between the City Commission and the Sanford Community Redevelopment Agency (CRA). Clarification of CRA recurring expenses occurred, as the CRA will be sunseting on December 31, 2025, and questions addressed regarding the various expenditures.
- On Wednesday, August 7, 2024, the Sanford CRA held their board meeting. The following action items approved at said meeting. Veterans Memorial Park Historical Signage, Pressure Washing of Downtown Area Sidewalks along First Street from French Avenue to Sanford Avenue and along Sanford Avenue from First Street to Sixth Street, and a prominent bronze art sculpture called, "A Bridge to the Future". The new Veterans Memorial Park signs include eight 32" x 22: gel coat laminate panels, matte finish with 1/2-inch radius corners, and double pedestal exhibit bases. Posts with welded mounting plates are included for attachment of the panels. In addition to the pressure washing of the downtown area sidewalks, the benches and trash receptacles along these areas will be pressure washed as well. The pressure washing will take approximately twenty (20) days to complete with a six-person crew. The Public Art Commission (PAC) presented the prominent bronze art sculpture item. Members of the Race, Equality, Equity, and Inclusion Committee were present as well to share their thoughts. Chairman Davis gave an option to continue the item, but the PAC proceeded with their request for approval. All the action items mentioned received unanimous CRA Board approval.

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

- The Economic Development/CRA team continues to work with the business community and building owners on various efforts. A tour and meeting took place with one of the owners of the 101 East First Street property and discussion ensued about the needed utility connection for the site to have the necessary coverage of utilities. Owner has received quotes to review from various contractors to perform this work. We are also working with a well-known fabrication company who is interested in possibly locating to the City of Sanford who needs an approximate 130,000 square foot building with parking for two-hundred vehicles. In addition, a tour and meeting took place with the Nations team where we discussed potential tenant(s), and an estimated timeline for shell completion.
- A permit exemption from the St. John's River Water Management District for streetscapes improvements along Park Avenue, Oak Avenue, and Commercial Avenue is in place. We are in the process of working on a permit exemption for the proposed streetscape improvements along Second Street.
- The Florida Department of Environmental Protection's Office of Greenways and Trails Council will hold their State Council Meeting at the Sanford Civic Center on Wednesday, September 25, 2024 and Thursday, September 26, 2024. The Council will vote on the City of Sanford's request to become a Trail Town Designation as one of their items. Staff from the City of Sanford will lead the presentation at the meeting, in partnership and as part of the Trail Town Cuties Committee. Other Committee Members will attend as well.
- Successful termination of the Developer Agreement with Sanford Waterfront Partners with a favorable fiscal impact to the City.
- Airport proposals for development continue to increase. Department goals being exceeded.
- Significant efforts are being made to ensure that the new ownership of Seminole Town Center Mall closes in 2024. Department target for capital influx: \$200m.
- On August 13, 2024, as a member of the CRA Coalition, participated in the "We're Back! Redevelopment Visionaries" session and will be holding monthly meetings. The vision of these meetings involves connectivity, shared resources, and expanding the economic and redevelopment base.
- The RiverWalk Animal Hospital, located at 209 Commercial Street, continues to finish the site improvements and plans to be open very shortly.
- Pierogi Brothers is locating into the former Best Fish and Chicken Wings building. They plan to open their doors towards the end of the year and are will move their restaurant from the Juno Beach area.

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

- As representatives of the City, ongoing attendance at the Sanford Regional Chamber of Commerce meetings, Sanford Main Street Board meetings, the River Council meetings, the Sanford Airport Authority Monthly Board Meeting, the Public Art Commission meeting, and pre-app meetings. Brady Lessard was a featured speaker at the Sanford Rotary Breakfast Meeting at the Heathrow Country Club as well. On July 29, 2024, we attended the State of the Schools Luncheon at the Orlando Marriott Lake Mary.

POLICE DEPARTMENT

- The Major Crimes Unit arrested Gary Durrance on charges of Second-Degree Homicide, in connection with the 24-year-old cold case of Sherry Holtz.
- Chief Smith and Captain Justiniano were able to break bread with several citizens at Breaking Bread with the Chief at Bahama Breeze on July 16th.
- Our Traffic Unit joined other state and local law enforcement agencies for Operation Southern Slow Down, reminding drivers about the importance of following the speed limit.
- The Community Relations Unit participated in Commissioner Wiggins' monthly food giveaway event at Allen Chapel AME Church.
- Several School Resource Officers attended the Florida Association of School Resource Officers conference to bring back updated information and skills.
- Our Motors Unit participated in the Running 4 Heroes Inc run at Decision Tactical, supporting fallen officers.
- Participated in the first Sunrail Ride with Sanford Police on July 14th, where over 60 residents rode the Sunrail to Winter Park and back with Sanford Officers.
- The Investigations Division conducted a burglary prevention operation in areas indicating an increase in vehicle burglaries. The operation resulted in four burglary arrests.
- Hosted Coffee with a Cop at the Chick-Fil-A with a great turnout!
- Participated in a bike safety event with Bicikleta Bike Shop and several other community partners to teach local children about the fun and safe aspects of bicycling.
- Hosted the Blue and You BBQ and School Supply giveaway, providing those in need with school supplies for the upcoming school year.
- The Community Relations Unit attended the Alzheimer's Disease Awareness Event hosted by Florida Department of Health.
- Hosted a Gun Buy Back Event, encouraging residents to dispose of any unwanted firearms in a safe and secure manner.
- Our Community Relations Unit attended several Back-to-School Events, connecting with communities and encouraging safety mindedness during the school year.
- We currently have 13 sworn vacancies, 3 support staff vacancies.

FIRE DEPARTMENT

• Training and Activities

- 2nd Quarter County-wide training.
- Medical Director meetings attended.
- Ride Along
 - Seminole State - 21 students
 - Observers - 2
- Pre-fire plans completed – 13 businesses
- Rescue standby for 4 events.
- Ground ladder training completed.
- TRT Team completed rope training for 3 days with Volusia County Team.
- Completed airport training.
- FD Peer Support meeting.
- EMS training completed.

• Fire Prevention

- Annuals - 142
- Re-inspections on annuals - 306
- New Construction Inspections - 84
- State Required Inspections - 10
- Food Truck Inspections - 2
- BC Pass down/follow ups - 18
- Plans Review - 115
- Special/Complaint inspections - 82
- Car seat installs - 0
- Public Education Events - 3 (160 citizen contacts)
- Smoke alarms installed - 128
- Fire Investigations – 4

• Administration

- Currently down 3 which we have 3 in the hiring process. Losing one more to HCA and another to the federal government.
- Working with Lunz architect on Station 40 interior design. We have been on hold with the Airport making drainage changes since December. Currently waiting on SJWM for permit however we do have the fence up!
- Working with Utilities on hydrant testing.
- Still working on Continuity of Operations Plan (COOP) plan for the City.
- Working with Finance on Fire Assessment Fee.
- Taught 0305 class for 30 participates.

PARKS AND RECREATION

- Summer Camp averaged over 90 children per week in Daily Camp (8 weeks) and Specialty Camps (6 weeks). with waiting lists for each week. Ages 5 to 12. (Jeff Triplett Community Center)
- Afterschool Program Registration closed at 75 children. The department is working to increase the number based on counselors and building space. Ages 5 to 14. (Jeff Triplett Community Center)
- Swim Lessons – A very popular program with over 700 individual lessons taught from March through July. 88 Sessions were held with 8 classes per session. All Ages. (Larry A. Dale Aquatic Center)
- Youth Soccer Fall registration is currently at 240 children. Ages 4 to 11. (Jeff Triplett Community Center)
- Youth Flag Football The Fall League currently has 154 players registered. Ages 5 to 14. (Jeff Triplett Community Center)
- Youth Baseball - 367 players are currently registered for the Fall League. Ages 3 to 18. Events take place at Chase Park & Memorial Stadium.
- Adult Volleyball league is full and capped at 14 teams. Events take place at Westside Community Center.
- Adult Softball registration is underway for play to begin in October. Events will take place at Pinehurst Park.
- Golden Age Games registration is currently ongoing for this multi-sport event. The Games are open to anyone Age 50 and over. The Games begin November 1st.

PARKS AND RECREATION (continued)

- Announcing the opening of the new playground at Groveview Park located at 306 Springview Drive! This new playground was approved by the City of Sanford Mayor and City Commission with funding from the City's Capital Replacement Fund and Recreational Impact Fees Fund. The new playground from Landscape Structures, Inc. features age-appropriate play areas for 2 years old to 5 years old and a play area for 5 years old to 12 years old. The playground was designed by Rep Services, Inc. of Longwood and features ground sensory play areas for children with autism and impaired vision, sound apparatus for musical play, textured play walls, a variety of play apparatus from swings to climbing and sliding, an all-access Omni spinner and a rubberized safety surface for children of all ages to play on and have fun.



FINANCE

- **Accounting Division**
 - Continued work on Fire Assessment Fee.
 - Working on the proposed budget for the September meetings.
 - Completed the interim audit.
 - Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for IAN.
 - Training our new Contract Specialist for purchasing.
- **Information Technology (IT) Division**
 - Information Technology (IT) Service Requests
 - IT tracks requests or incidents reported by staff. The numbers below are based on totals for July 2024.
 - New IT Service Requests/Tickets 341.
 - Closed IT Service Requests/Tickets 320.
- **Digital Transformation Project**
 - Artificial Intelligence (AI)
 - No activity this month.
 - m365 Migrations
 - Police, Recreation, Public Works groups are next on the migration schedule.
 - 61% Complete
- **Process Modernizations**
 - City Procurement process
 - Initial design phase continues to be developed.
 - Prototype will be developed based on initial design.
 - Testing individual sub-processes that are ready now to be implemented.
 - Emergency Justification form, single source form, public notice of intent, procurement form.
 - Budget Transfer Request
 - Testing phase in process.
 - Budget Amendment Request
 - Testing phase in process.
 - Police processes
 - Testing phase of forms and workflows on hold until Police staff migrate to m364 licenses.
 - Police timesheet, memo form, endorsement form, and leave request form.
 - Fire processes
 - Identifying potential workflows to automate.
 - Human Resources Training workflow
 - 80% development is complete. Next is testing phase.
 - Intranet Modernization
 - Initial Overall City intranet design phase – in process
 - IT – 60%
 - Finance – 70%
 - Police – 50%
 - HR – 95%

FINANCE (continued)

- **Lucity Work Order and Asset Management**
 - Parks redesign of workorder categories, problems, tasks, dashboard, special events.
 - Utilities testing various work order scenarios and configurations – target go live is September 2024.
- **City Website Content Editor Training**
 - Content Editor training sessions continue – this includes news, articles, events, and minor page edits
 - Communications office and other departments training and transition completed.
 - Communications office developing a content review process as directed by the City Manager.
- **Purchasing Division**
 - Working on 29 solicitations throughout the City.
 - Continued work on updating purchasing policies including new CCNA (consultants' competitive negotiation act) guidelines. This is temporarily on hold due to the contract on purchasing review.
 - Continued working on updating templates for the bidding process (mapping the process). This is also temporarily on hold due to the contract on purchasing review.
 - Working on updating templates for bids, construction documents, and terms and conditions. This is also temporarily on hold due to the contract on purchasing review.
 - Working on obtaining a contract to assist in revamping construction contracts, provide construction training to staff, and defend contracts if necessary.
 - Finished department interviews for the purchasing review process.
- **Performance Management Division**
 - Continue to work with IT staff to make internal changes to Lucity.
 - Continuing with International City and County Managers (ICMA) data driven capstone project.
 - Held succession planning task force kick off meeting.
 - Started collection of the Q3 measurable objectives.
 - Started Collection for communication strategy as released to Community Survey.
 - Hosted a city-wide employee satisfaction survey.

DEVELOPMENT SERVICES

- **Land Development Regulations in Revision**
 - The reconfigured and reformatted Articles I through X have been drafted. Staff has scheduled a Work Session with the Planning and Zoning Commission at their meeting in September.
 - Schedule A – Definitions, Schedule B – Permitted Uses, Schedule E - Additional Requirements & Provisions for Specific Uses, Schedule G – Design Guidelines, and Schedule D, Planned Developments are also in review by staff.
- **Comprehensive Plan Amendments**
 - Initial 2024 Evaluation and Appraisal Report (EAR) data has been received by the consultant. Staff is reviewing the data and will draft revisions accordingly once approved.
- **Central Square**
 - Staff continue testing Central Square relating to setup and correcting issues prior to going live.
- **Citizenserve Updates**
 - Staff continue to close out and deny abandoned applications per Florida Statutes.
 - Staff now have a well-established process relating to granting relevant extensions to viable projects.
 - Staff continue to work to collect unpaid balances.
- **Mapping and Data Analysis**
 - Planning continues to update and correct incorrect data including annexation, land use and zoning updates.
 - Staff are working on updating the Development in Progress Map for Summer 2024.
- **Special Projects**
 - Seminole County and City staff continue to meet on the Joint Planning Agreement (JPA). The revised boundaries for the East Lake Mary Boulevard corridor study have been delineated and are in the process of being mapped. The scheduled for Monday, August 5, 2024 was continued at the request of Seminole County, a new meeting will be scheduled soon.
 - Staff continues to digitize and archive older documents throughout the department.
 - The Community Rating System (CRS) reviews have been received and corrections are being facilitated for re-submittal.
 - Staff is creating Standard Operating Procedures and checklists to simplify processes for applicants. These are being incorporated into the new Articles in the Land Development Regulations (LDR).
 - Staff are still awaiting the Community Rating System (CRS) is review from Federal Emergency Management Agency’s (FEMA) ISO consultant.
 - Staff is creating Standard Operating Procedures and checklists to simplify processes for applicants. These are being incorporated into the new Articles in the Land Development Regulations (LDR).

DEVELOPMENT SERVICES (continued)

• Ongoing list of projects under construction

- Story Apartments – 1751 Rinehart Road – Certificates of Occupancy are in process. Phases 8 and 9 were most recently completed.
- Kings Crossing
 - WaWa – Construction has begun.
 - Apartments – Still in review. Awaiting resubmittal.
- All Souls PD
 - Beryl Landing Infrastructure - Plat is recorded, Certificate of Completion has been issued.
 - Emerald Point – Plat recorded. Permits pending.
 - Apartments – No recent action.
- Towns at Riverwalk – 2485 W. Seminole Blvd – Certificate of completion process begun.
- Skylar Crest – 3100 Kentucky St. – Amenities have been constructed, models approved, permits pending.
- Concorde Community - 2401 E . Lake Mary Blvd – Working toward buildout.
- Spacebox – 2461 Cherry Laurel – Certificate of Completion / Certificate of Occupancy are issued
- Afton Palms – 1150 Upsala Road – Construction continues. C of C issued for Clubhouse and 2 buildings.
- Wayne Densch Addition – Certificate of Completion/Certificate of Occupancy issued
- Harvest Time, Phase 2 – Nearing completion.
- Belair – 1701 Celery Avenue – Houses under construction.
- Leadership Point – All CO's have been issued.
- Tuscany Village – Under Construction. On-site infrastructure underway.
- 1701 Rinehart Road – Rinehart Parc (outparcel at Story) Site permits issued. Plat pending.
- Culver's Restaurant, Phase 2 – 3418 Orlando Drive – Addition of a cross access to Auto Zone. Under construction.
- NorthPort, Phase III – 495 N. White Cedar Road - Engineering approved, permits pending.
- Pathways to New Hope – 500 Holly Avenue – Permit issued for redevelopment.
- Jesus Image Church – 2871 E. Lake Mary Boulevard – Under construction.
- Gyro Sanford – 1514 French Avenue – Under construction.
- Sanford Courtyard, Ph 2 – 1021 E 2nd Street - Engineering approved, Pre-con meeting scheduled.
- ParkView Place, Ph 2 (Skyway Landings)– 3600 Skyway Dr – Under Construction. Plat in review.
- Lotus Apartments – 750 W Seminole Boulevard – Site Permit issuance pending fees.
- Pine Way RV Storage – 1320 Pine Way - Site Permit issuance pending fees.

DEVELOPMENT SERVICES (continued)

- **Ongoing list of projects under construction**
 - Comfort Inn – 3403 E Lake Mary Boulevard – Construction recommenced, building underway.
- **Significant Projects Under Review**
 - Habitat for Humanity SF Subdivision– 19 Lot subdivision at 25th Street and Granada – In Plan review.
 - Habitat for Humanity TH Subdivision – 17 Lot subdivision at Airport Boulevard and MLK Boulevard – In Plan review.
 - Tranquility Village – 499 Terrace Court (off Ridgewood) – Final Subdivision Review.
 - Queens Crossing – 4430 Canyon Point - Final Subdivision Review.
 - EverHome Suites – 1550 Rinehart Road – Permit Issues. No construction to date.
 - Fords Garage – 1415 Rinehart Road – Construction started.
 - Advent Health – 7450 North Ronald Regan Blvd. – Plans in review.
 - Mayfair Golf and Country Club - Final Reviews of Development Plans.
- **Code Enforcement**
 - Issued 52 parking citations.
 - Documented 214 new cases. 97% response rate within 48 hours.
 - Brought 34 cases before the Magistrate.
 - Working on 6 foreclosures.
- **Building**
 - Permit issued for City Utilities Building.
 - Continue to issue Certificate of Occupancy (CO's) for the Seminole St John's Apartment Complex.
 - Issued the COs for the Spacebox Storage buildings off Cherry Laurel Drive.
 - Hired a new Deputy Building Official, started August 19th.
 - Averaged 7 Days Plan Review for Commercial Permits (114 Permits Reviewed).
 - Averaged 11 Days Plan Review for Residential Permits (144 Permits Reviewed).

PUBLIC WORKS AND UTILITIES

- The Georgetown Project Phase 1 construction continues with additional water-line replacement added to the project.
- The Georgetown Project Phase 2 project is in design. CPH worked with staff to get an SRF loan for approximately \$17 million submitted, the last week of June, for construction at the recommendation of Raftelis.
- The Washington Avenue - Randolph Avenue – Mellonville Avenue drainage improvements is under construction.
- The Aero Lane and 5th Street roadway and drainage improvements were approved for Oelrich Construction by City Commission. Finance has decided that the project must go back out to bid. It went out to bid at the end of last year and received no bids.
- The Trailhead Restroom has been set. FPL (Florida Power & Light) is due to complete the electrical improvements for service in late July.

PUBLIC WORKS AND UTILITIES (continued)

- The Artisan Square Restroom will be installed on July 9th. Leesburg Concrete is working with a crane operating service for delivery. This will require closing 1st Street in that area for several hours to unload all the panels.
- The roofing contractor has substantially completed installing the new City Hall roof. There appear to be some leaks that still need to be addressed.
- The old 14th Street Utility Building (Fire Station) has been demolished and the contractor is waiting for the building permit to be issued to start construction on the new building.
- We are unable to get bids on the Mellonville Ave & Celery Ave. intersection improvements project. We are looking at using a CMAR (Construction Management At Risk) to manage the construction.
- We have been awarded a grant to clean up the brownfield on the Fulton Street parcel where the future Public Works Emergency Operations Building will be constructed. Staff is working with the EPA (U.S. Environmental Protection Agency) regional representative to complete the paperwork.
- We are working with the EDA (U.S. Economic Development Administration) for two grants related to the Marina. One will allow us to purchase 3000 feet of Tiger Dam and the other will allow us to replace the seawall on approximately 60% of the Marina. Things appear to be going well as we have passed the Environmental Review portion of the process.
- Citywide resurfacing is underway. We have completed 8.3 Lane Miles of roadway so far.
- Paving in Washington Oaks subdivision is complete.
- Scheduling of additional resurfacing with Middlesex Paving is progressing.
- Scheduling of Sidewalk Repairs is ongoing city-wide.
- Twenty-Five ROW (Right-of-Way) permits have been reviewed and responded to.
- Scheduling a new sidewalk to be constructed on Country Club Road between Hardy Avenue and Our Father's Table.
- Eight speed humps have been constructed in the San Lanta subdivision.
- Over 50 Driveway Pre-pour and final inspections are in progress.
- Continued assisting I.T. Department with installing cameras at Coastline Park
- Assisted in 4 special events.
- Assisted I.T Department with furniture move and relocation of workstations to the Public Safety Complex.
- Reinstalled new support wire and drape lighting over 1st Street
- Completed 15 street light repairs.
- Completed 3 carpentry repairs.
- Completed 4 plumbing repairs.
- Completed 6 electrical repairs.
- Completed 6 air conditioners repairs.
- Replaced the ice machine in Streets Department locker room.
- Completed multiple locates.
- Completed 207 Workorders for repair & maintenance on City vehicles & equipment
- Responded to 4 road service calls on vehicles & equipment disabled in the field or on the road.

PUBLIC WORKS AND UTILITIES (continued)

- Completed 84 scheduled preventative maintenance services.
- Successfully onboarded two (2) new mechanics.
- Repaired Unit 123, facilities maintenance bucket truck, in-house rather than outsourced; saving the City thousands in outside labor costs.
- Received and processed several replacement vehicles for multiple departments.
- 1,554 Tons of Residential Solid Waste was collected from approximately 15,447 City of Sanford residents.
- 147 Tons of Residential Yard Waste was collected from approximately 15,447 City of Sanford residents.
- 108 Tons of Residential Recycle was collected from approximately 15,399 City of Sanford residents.
- 2,743 Tons of debris was collected from residential homes and businesses within the City of Sanford.
- 1,834 Tons of debris was collected from businesses within the City of Sanford.
- Negotiating a new Interlocal Agreement with Seminole County to include a substantial increase in cost for recycle processing fees.
- Approximately 475 miles of street sweeping.
- Approximately 5,582 ft. of storm pipe cleaned/jetted.
- The process began of cleaning and inspecting stormceptors on Seminole Blvd. from Mellonville Ave. to 17-92.
- Mowing and weed-eating ditches and ponds in the City of Sanford.
- Repair inlets/pipes at the following locations:
 - 100 N. Hampton Court (pipe repair)
 - 2204 S. Oak Ave. (inlet repair)
- Installed inlet/basin at the following location:
 - 2595 Hartwell Ave.
- Cleaning and inspecting inlets in the City of Sanford
- Pond maintenance at the following location:
 - Lake Ave. Pond, 1405 Williams Ave. The maintenance included tree clearance and debris removal from the fence line.
- Sprayed for Midges at the Riverwalk and Marina.
- Installed and repaired fences at the following locations:
 - Pinehurst pond at Chase Ave. and West 22nd St. The repairment was approximately 100 ft.
 - 3rd St. pond at West 3rd St. The repairment was approximately 50 ft.
 - 1405 Williams Ave with the installation of approximately 250 ft.
- Continuation of the Commercial Driver License Training Class.
- Clean-up at the Public Works Complex location: 800 W. Fulton Street.
- City wide sign maintenance straighten & replacement.
- Repair/replace sidewalk panels throughout the City of Sanford.
- Remove dead/dying trees on city Right of Ways (ROWs) throughout the City of Sanford
- 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.

PUBLIC WORKS AND UTILITIES (continued)

- 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 City of Sanford.
- Alley maintenance in various areas throughout the City of Sanford.
- Leased parking lot maintenance/regrade and pick up trash.
- Stump grind tree stumps after trees have been removed.
- Maintenance/repair stamped crosswalk areas on 17-92.
- Tree trimming in various alleys requested by Waste Pro.
- Stump grinding for sidewalk replacement.
- Picked up trash in extended areas:
 - Upsala Ave – Central Park Dr to CR46
 - Rinehart Rd – CR46 to SR46A
- Conduct investigations for claims/lawsuits against the City of Sanford.
- Artisan Square bathroom project street closure.
- Asphalt paving to complete alley repair after Artisan Square bathroom installation.
- Mayfair Golf Course berm repair hole #5, par 3.
- Sanford Marian tree stump removal.
- New equipment training for paver and concrete truck.
- Equipment training for new mini paver and new concrete mixer truck.
- State Road (SR) 46 water main replacement project continues and is 79% complete
- State Road (SR) 46 force main project is substantially complete. Completion is pending an easement dedication.
- State Road (SR) 46 widening is beginning Utilities Water Service plans have been submitted to the Florida Department of Transportation (FDOT) engineer.
- Pine Way water main extension Phase 1 by Cathcart to install of 8" water main and relocate hydrant will be beginning soon.
- Main water plant is undergoing ongoing testing.
- Mass meter exchange project installation contractor (VEPO Metering) is continuing the replacement of both commercial and residential water meters. Currently 4,000 meters are reporting under the American Megatrends International (AMI) software.
- Vacuum sewer repairs are ongoing for a more streamlined way to handle high volumes of sewage at various times, on various days, and to be more prepared for storms and heavy rainfalls. Installation of vacuum pedestals on main six of the vacuum system continues. Design work for converting two existing vacuum pits to lift station and one existing vacuum pit to gravity sewer is complete and ready for bid advertisement.
 - About 99% of telemetry projects are completed.
- Rebuilt 1 fire hydrant.
- Replaced 1 new fire hydrant.
- Hydromax USA Company has begun maintenance and flushing water hydrants.
- Installed 3 new sewer taps.
- Repaired 10 sewers lines.

PUBLIC WORKS AND UTILITIES (continued)

- Completed a field demonstration of the SL-RAT rapid assessment tool for sewer blockage assessment.
- All 16 smart covers for monitoring levels in the sanitary system were installed and is on-line.
- Alternative water piloting continues.
- Sanitary Sewer upgrades are ongoing.
- Tuffy's Music Box & Lounge has successfully been removed from the vacuum system and is on full gravity.
- 1,4 Dioxane updates and review ongoing. Submitted a Construction Loan Application for State Revolving Funding (SRF) for consideration at the Florida Department of Environmental Protection (FDEP) for the August meeting.
- Awarded a 2.9-million-dollar grant from the Florida Department of Environmental Protection (FDEP) for nutrient reduction. Amendment 1 to the grant increasing the amount of the grant by 2.6 million dollars has been received and will be on the August 26th City Commission meeting agenda for approval. Inliner Solutions is continuing the rehabilitation of brick manholes in the Pinecrest subdivision. Rowland, Inc. is continuing the rehabilitation of brick manholes at the Orlando-Sanford International Airport.
- Currently working on a preliminary lead and copper water service line inventory under the Environmental Protection Agency's (EPA) Lead and Copper Rule (LCR). The preliminary inventory will be submitted to the (FDEP) Florida Department of Environmental Protection will be submitted in October. Any homes that were constructed before 1973 will be listed as unknown service material type. We are required to post this inventory annually. We are inventorying the unknown service material types as water meters are being exchanged.
- Concorde Subdivision Phase 2 has Florida Department of Environmental Protection (FDEP) sewer clearance and Certificate of Completion of utilities work.
- Belair Park should have their Certificate of Completion in December 2024 / January 2025.
- Utilities and Planning are coordinating with Seminole County Building Department for approval of city water and sewer services.
- Continued installation of pedestals on 1B of the vacuum sewer system.
- Replaced the submersible pump base plates, risers, piping, check valves and gate valves at the Celery Lakes Lift Station.
- Purchased and received five (5) new submersible pumps at a cost of \$123,670.00 which will serve as "spares" for the latest eight (8) lift stations that the City has taken ownership of
- Drained, cleaned and had the North Ground Storage Tank (NGST) at Water Plant #1 inspected per FDEP requirements for the second of three Ground Storage Tanks (GST).
- Oregon Well-we replaced the electrical panel, re-ran new wires, and added a disconnect.
- Oregon Well #5 has been rehabilitated.
- Awarded Lift Station & Vacuum Pit Conversions Project to Cathcart.

PUBLIC WORKS AND UTILITIES (continued)

- Awarded North Wastewater Reclamation Facility (NWRf) IFAS Instrumentation Project to CL2 Solutions.
- Processed a Piggyback Agreement (PBA) & requisition to Utility Service to get the Main Water Plant GST's pressure washed.
- Removed accumulated material from Train A in the NWRf IFAS Basins
- Processed a PBA & requisition to Miller Electric to upgrade the NWRf security cameras.
- Received purchase order to repair 5 of the City's generators:
 - River Run L/S (lift station)
 - Carriage Cove L/S (lift station)
 - Oregon Well # 1
 - Hidden Lakes # 7
 - Auxiliary Plant
- Arminius Engineering consultant is assessing the NWRf (North Wastewater Reclamation Facility) deficiencies.
- Installed Disc Tertiary Filtration System online.
- Submitted bid to Retrofit One Traveling Bridge Sand Filter to Cloth Media Filter.
- Submitted bid for the NWRf Gravity Belt Thickeners Rehabilitation & the SWRC (South Water Resource Center) Belt Press Rehabilitation.
- Replace the plug and check valves on the SWRC Master lift station Pump #3.
- Pre-con meeting for the Downtown Lift Station & Vacuum Pit Conversions project.
- Submitted selection form to hire 2 Water Plant Operators.
- Began the demo of the old Main Water Plant.
- Construction meeting with Eau Gaille to install electrical switchgear at SWRC.
- Filter pump repair and thickener complete at the North Plant.
- Ordered two-amp Breakers and a 200-amp Breaker for the North Plant Distribution Building.
- Installed 3 new generators at the following locations:
 - Wynwood
 - Bakers Crossing
 - Celery Key
- Preconstruction meeting for the Downtown Lift Station & Vacuum Pit Conversion Project.
- Repaired 4 City generators:
 - Hidden Lakes Well # 7
 - Carriage Cove L/S
 - Placid Lakes L/S
 - River Run L/S
- Submitted paperwork for bid for SWRC Bar Screens and Conveyor Replacement.
- Started the process to meet with vendors to change all Wastewater and Lift Stations remote sites from radio to cell phone service.
- Cross-training program for the Waste and Wastewater Operators was implemented.
- Pressured washed 2 of the Ground Storage Tanks at the Main Water Plant.
- Procured a spare Sampler for the Wastewater Plants.

PUBLIC WORKS AND UTILITIES (continued)

- Processed a requisition to Miller Electric to upgrade the South Plant security cameras.
- Installed new security cameras at the Auxiliary Water Plant.
- Processed a requisition to procure a Polaris ATV to be utilized at Site 10.
- Performed the yearly Preventive Maintenance Inspections (PMI) for the NWRF Generators.
- Replaced the SWRC Gate operating system.
- Processed a requisition to ODP the pumps and miscellaneous hardware and materials. for the Downtown Lift Station & Vacuum Pit Conversions project.
- Installed a 6' fence at the Bakers Crossing Lift Station.
- Hired a Water Plant Operator.
- Repaired one of the Vacuum Station pumps.
- The South Plant Master Lift Station pump is repaired.
- Installed 1 of 4 Spray System on the NWRF(North Wastewater Reclamation Facility)
IFAS Basins.
- Paved the front entrance of the NWRF.
- Meet with vendor Tetra Tech (an engineering consultant) to design and bid the North Plant's Gravity Sand Filter to Cloth Media.
- Replaced the North Plant Distribution pump #5.
- Replaced all 3 master Lift Station Variable Frequency Drives.
- Started the Lift Station beautification projects at the following locations:
 - Hunt
 - Wynwood
 - Mayfair Meadows
 - Country Club
- Replaced 2 commercial 10-ton A/C units at the main Electrical Room and the South Plant.
- Repaired 2 submersible pumps for the Monroe Meadows Lift Station.

HUMAN RESOURCES & RISK MANAGEMENT

- **Risk Management:**
 - Workers Compensation Claims: 6
 - Liability Claims: 9
 - Auto Claims: 2
 - Mediations: 1
 - Coordinate Safety Committee Meeting: 1
 - Special Events Committee Meetings: 1
 - Recoveries: \$6,050.27
 - Participation in Various Litigated Files.
 - Multiple conversations and meetings with the Trial Attorney on various matters.
- **Recruitment and Employment:**
 - Job Postings: 2
 - Applicants: 27
 - New Hires: 9
 - Promotions: 2
 - New Hire Incentives: 7
 - New Hire Incentives Paid: \$34,293.20
 - New FML cases 6
- **Benefits, Wellness and Records Administration**
 - Coordination of monthly Corebridge (457) meetings - 1
 - New hires benefits processing - 9
 - Coordinated New Hire Orientation (comprehensive session about 6 hours each) - 1
 - Completed Bentek implementation of New Hire and Qualifying Event modules. Working on Payroll Integration.
 - Responded to multiple Verifications of Employment.
 - Responded to multiple Public Records Requests.
 - Processed 175 change in status forms.
 - Off-boarded 1 retirees.
 - Off-boarded 6 terminating employees.
 - Processed 5 Wellness Reimbursements.
 - Processed 1 Health Reimbursement Account Deductible Refund Checks
 - Processed DROP paperwork – 1.
 - Coordinated Employee Family Bowling Night for 70 employees and their families.
 - Coordinated Sams Club Membership Drives – 2
 - Processed Wellness logs checks – 108
- **Training**
 - Coordinated full week of Diversity, Equity and Inclusion Training. (Trained over 100 people).