City of Sanford
City Manager's Monthly Update
September 2024

CITY MANAGER'S OFFICE

- Attended Sanford Chamber Business Connections meeting.
- Attended Seminole Chamber Business Awards program.
- Along with Brady met with the Seminole County Manager to discuss future use of the County's downtown properties.
- Served as facilitator for Leadership Seminole's Government Session.
- Along with Commissioners Austin and Wiggins attended and spoke at the AdventHealth Sanford Emergency Room (ER) Groundbreaking.
- Attended Private Business Association of Seminole County (PBAS) September meeting and heard candidates for County Commission District 5, Andria Herr and Gary Carney present their platforms and their plans for Seminole County.
- Attended September meeting of Seminole County Mayors and Managers.
- Along with Mayor Woodruff and other City staff members, had a virtual meeting with representatives of the Florida Department of Environmental Protection regarding the City receiving funds to assist with the construction of a water treatment facility.
- **Marina**
    - The Marina design services Request for Qualifications (RFQ) is back out to bid with a bid opening date of October 3, 2024. The reimbursement documentation is in Federal Emergency Management Agency's (FEMA) portal for review by FEMA's special infrastructure division. Our FEMA consultant keeps us abreast of the status.
- **Waterfront Connection Property**
    - A draft Community Survey is being finalized for the Commission's review. IT and staffers are meeting next week to discuss hosting an external online survey to ensure ease to the community and security to the City's network.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

- **Community Relations & Neighborhood Engagement (CRANE)**
    - Attended the 37th Annual Statewide Affordable Housing conference in Orlando.
    - Participated in the Homeless Services Network board retreat in Orlando.
    - Held one of two community dialogues, Sanford Speaks, in partnership with the Sanford Museum.
- **Community Development Block Grant (CDBG)**
    - Planning a Housing & Rehabilitation Workshop September 25th & September 26th.
    - Attended 37th Annual Statewide Affordable Housing conference in Orlando.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT (continued)

- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Assisted 126 households with home energy assistance.
  - Assisted 92 households with crisis home energy assistance.
  - Completed two home visits to disabled senior citizens.
- **My Brother's Keeper (MBK)**
  - Four MBK students attended the University of Central Florida home opening football game.
  - MBK gearing up for the school session at Sanford Middle and Markham Woods middle schools.
  - MBK field trips are currently being planned.
- **Race, Equality, Equity and Inclusion (REEI)**
  - Co-chair attended the Public Art Commission's monthly meeting.
  - Held Pathways to Reconciliation subcommittee meeting with invited partners, the Historic Preservation Officer, Communications officer, Parks & Grounds Operation Manager, UCF RICHES and the Sanford Museum.
  - Held the first of two community dialogues, Sanford Speaks at the Civic Center.

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)

- On Wednesday, September 4, 2024, the Sanford CRA held their board meeting. The following action items were approved at said meeting. The funding of holiday decorations for Downtown Sanford was approved. For the month of December, the décor will be present in Magnolia Square, Veterans Memorial Park, and the entranceway arches at First Street and French Avenue. Magnolia Square will have assorted lit trees, large presents, and sea horses. In Veterans Memorial Park, the palm trees will have lighting installed and the United States flag display. This décor enhances the holiday experience in Downtown Sanford and is crucial for increased foot traffic, as well as fostering community engagement during the season. These enhancements serve as a significant draw for shoppers, visitors, and residents alike, creating picturesque backdrops that will encourage people to frequent the Historic Downtown Sanford area. The Utility Connection-Public Portion action item approved. The CRA will find the public portion of the lateral sewer connection from the City's gravity sewer system in the area of Park Avenue and Second Street to the real property line assigned Tax Parcel Identification Number 25-19-30-521-0C00-0000 by the Seminole County Property Appraiser under the following conditions: 1. Utilities Site Plan Approval 2. The property owner agrees to install the sewer connection from the structure (transition point) to the property line first, before the City can commence the public portion of the sewer connection work.

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

- 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. According to their Final Agenda, the City will present the Trail Town presentation on September 25, 2024 at approximately 9:55 a.m., followed by Sanford/Council Group Trail Town Photo at 10:25 a.m.
- On August 22, 2024, the Economic Development/CRA team had a presence and table with resourceful information to show case the City of Sanford, at the Seminole Business Resource Fair, located at the Seminole State College Heathrow Campus. Hundreds of attendees came and while there were many questions about various topics, the majority of inquiries involved how to become a vendor with the City of Sanford. Information given to those seeking to provide services to the City of Sanford.
- The Economic Development/CRA team continues to work with both potential businesses and the existing business community, as well as building owners to get business and building owners over the finish line of either opening their doors or keeping their doors open. The ED Team serves as connectors to those needing space, those wanting to purchase properties, those getting through various approval processes, and those needing financial assistance from other organizations, to name a few.
- **Heritage Park/Catalyst Site:**
  After great effort, many meetings and negotiation rounds, an arrangement solidified with Sanford Waterfront Partners to terminate the agreement and retain control of the former Catalyst site parcels at a cost of $3.75 million. This settlement resulted in the saving of approximately $6m dollars of City funds, and equally important, opens the site to a redevelopment process with a well-capitalized private partner. The ED Department is working with staff and the private sector to release an RFQ/RFP that provides a comprehensive market driven solution to density and parking needs Downtown.
- **Orlando Sanford International Airport:**
  The ED Team is currently working with the airport representative, Seminole County Economic Development, and the Orlando Economic Partnership regarding a business requesting confidentiality under Florida Statute 288.075. Details to follow if and when, project becomes public.
- **Seminole Towne Center Mall:**
  At the September 9, 2024 City Commission Meeting, the Gilbane Development Company presented their exciting concept plan for the Seminole Towne Center Mall property. It is good to note that Gilbane brings over 150 years of expertise and operates throughout the United States and internationally, more than 45 offices worldwide.

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 2024 Seminole Business Awards, the Lake Mary Little League All Stars Parade, and pre-app meetings.

POLICE DEPARTMENT

- School Resource Officers ensured a safe and successful Back to School 2024.
- Successful completion of another Sanford Police Volunteer Academy, welcoming four new volunteers to the SPD family.
- Our Community Relations Unit joined Iglesia Misionera Una Nueva Esperanza en Cristo Jesus for a well-attended food giveaway event.
- Our Traffic and Aggressive Driving Unit partnered with other local agencies for the Drive Sober or Get Pulled Over campaign, targeting enforcement of impaired drivers.
- Community Relations Unit attended Hussain Day at Masjid Al Hayy, taking the opportunity to connect with the community and deploy the Activities Trailer.
- The Major crimes unit made two arrests for First Degree Felony Murder in connection with the July 20th homicide of Brandon Leo.
- Members of the Community Relations Unit visited the Russell Home for Atypical Children and Adults, to meet some of our community's most vulnerable residents. The interaction was impactful for both the officers and residents of the home.
- Members of our School Resource Unit and Community Relations Unit partnered with G3 Church to provide 55 mattresses to children in need, living in Seminole Gardens Apartments.
- The police department currently has 13 sworn and two support staff vacancies.

FIRE DEPARTMENT

- **Training and Activities**
    - 3rd Quarter County-wide training (Electric Vehicles).
    - Medical Director meetings attended.
    - Pre-fire plans completed – 13 businesses.
    - Rescue standby for 2 events.
    - TRT Team completed confined space rescue for 3 days with Volusia County Team.
    - Ladder training
    - EMS training completed.

FIRE DEPARTMENT (continued)

- **Fire Prevention**
  - Annuals - 166
  - Re-inspections on annuals - 361
  - New Construction Inspections - 91
  - State Required Inspections - 16
  - Food Truck Inspections - 0
  - BC Pass down/follow ups - 10
  - Plans Review - 152
  - Special/Complaint inspections - 102
  - Car seat installs - 1
  - Public Education Events - 2 (175 citizen contacts)
  - Smoke alarms installed - 41
  - Fire Investigations - 2
- **Administration**
  - Currently down 4 which we have 2 in the hiring process. (Still have 1 member out since December)
  - Working with Lunz architect on Station 40 interior/exterior items. Currently waiting on SJWM for permit however we do have the fence up!
  - Working with Utilities on hydrant testing have 42 hydrants out of service and 60 with low flow currently.
  - Still working on Continuity of Operations Plan (COOP) for the City.
  - Working with Finance on Fire Assessment Fee.

PARKS AND RECREATION

- The Westside Seniors program has added line dancing to their weekly workout schedule. This program is free of charge.
- The Westside Seniors program is partnering with students from the Crooms Academy of Information Technology for a monthly class on how to navigate the tech world.
- The Civic Center is the host site for the Seminole County NAACP Candidates Forum scheduled for Tuesday, September 17th.
- Repaving of the parking lot at Lee P. Moore park is schedule to begin September 16th, weather permitting.
- Pressure washing of the RiverWalk has begun. This project was generously funded by the Community Redevelopment Agency.
- The new Soap Box Derby race season kicks off Sept 14th at Kirby Park.
- Extended by popular demand, swim lessons are now being offered through the end of October at the city's Larry Dale Aquatic Center.
- Members of the Westside Mentoring Program attended the 2024 Coke Zero NASCAR race in Daytona. Members were able to visit the pit and infield areas as well as speak with NASCAR driver, Bubba Wallace.
- Staff attended the 2024 Florida Recreation and Parks Conference as well as the Florida Festival and Events Conference.

PARKS AND RECREATION (continued)

- The Sanford Senior Center will host a Lunch and Learn event in October discussing Breast Cancer Awareness. There will also be a mobile screening bus on site. Pre-registration will be required.
- Planning is in high gear for the upcoming Fang-tastic Fest scheduled for October 27th at the Jeff Triplett Community Center. This family friendly event is for anyone age 12 and under and is free of charge.

FINANCE

- **Accounting Division**
  - Continued work on Fire Assessment Fee.
  - Working on the final budget document.
  - Completed the interim audit.
  - Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for IAN.
  - Continued 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 August 2024.
      - New IT Service Requests/Tickets 386.
      - Closed IT Service Requests/Tickets 262.
- **Digital Transformation Project**
  - Artificial Intelligence (AI)
    - No activity this month.
  - m365 Migrations
    - Police, Recreation, Public Works groups are next on the migration schedule.
      - 62% Complete
- **Process Modernizations**
  - City Procurement process
    - Procurement process is mapped and broken into subprocesses.
    - New forms were identified and are being created (Vendor Performance Report, Informal Request for Quote, Field Purchase Order and Consultants Competitive Negotiation Act (CCNA).
    - Subprocesses are being worked on and set up before combining them all into one main process with all business logic.
    - Emergency Justification form, single source form, public notice of intent, are still in testing phase, some are reliant on other forms being ready.
  - Budget Transfer Request
    - Testing phase in process.
  - Budget Amendment Request
    - Testing phase in process.

FINANCE (continued)

- Process Modernizations
    - Police processes
        - Testing phase of forms and workflows is on hold until Police staff migrate to m365 licenses.
        - Police timesheet, memo form, endorsement form, and leave request form.
    - Fire processes
        - Identifying potential workflows to automate.
    - Human Resources Training workflow
        - Development is complete. Next is testing phase.
    - Intranet Modernization
        - Initial Overall City intranet design phase – in process
        - IT – 60%
        - Finance – Development is complete; staff need to identify the content to include on the public facing page.
        - Police – Waiting on m365 migration.
        - Human Resources (HR) – Development is complete; waiting for HR review and approval.
- **Lucity Work Order and Asset Management**
    - Parks redesign of work order categories, problems, tasks, dashboard, special events.
        - Open – Scenario testing with staff.
        - Open - Training
    - Utilities testing various work order scenarios and configurations – target go live is October 2024.
    - Utilities Plants - requirements gathering.
- **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 36 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.

FINANCE (continued)

- **Purchasing Division**
  - Finished department interviews for the purchasing review process.
- **Performance Management Division**
  - Collected the results of the employee satisfaction survey.
  - Hosted, collected, and presented the results of the City Pay Plan Survey for the Commission.
  - Finished the ICMA Data Driven Capstone Project and presented results.
  - Continued to work on City Succession Plan.
  - Continued Collection of the Q3 Measurable Objectives.
  - Continued Collection for Communication Strategy as related to Community Survey.
  - Assisted with documenting of "open for business" action plan.
  - Continued to work with IT staff to make internal changes to Lucity.

DEVELOPMENT SERVICES

- **Land Development Regulations in Revision**
  - The reconfigured and reformatted Articles I through X have been drafted. Staff held its first Work Session with the Planning and Zoning Commission at their meeting in September. A second Work Session is scheduled at the October meeting.
  - 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 are reviewing the data and will draft revisions accordingly once approved.
- **Citizenserve Updates**
  - Staff continue to close out and deny abandoned applications per Florida Statutes.
  - Staff are now holding to deadlines for expirations as required by regulation and to keep timelines relevant but continue to grant relevant extensions to viable projects.
  - Staff continue to work to collect unpaid balances.
- **Mapping and Data Analysis**
  - Planning continuing updates to data including annexation, land use and zoning updates.
  - Staff are working on updating the Development in Progress Map for Summer 2024.

DEVELOPMENT SERVICES (continued)

- **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.
  - Staff continue to digitize and archive older documents throughout the department.
  - The Community Rating System (FEAM Flood Rating System) has been renewed for another year.
  - 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).
- **Ongoing list of projects under construction**
  - Story Apartments – 1751 Rinehart Road – Certificates of Occupancy are in process. Phase 11 has been requested.
  - Kings Crossing
    - WaWa – Construction has begun.
    - Apartments – Awaiting review and approval by Sanford Airport.
  - All Souls PD
    - Emerald Point – Permits in process.
    - Apartments – No recent action.
    - Commercial Outparcel – Proposed Daycare – In review.
  - Towns at Riverwalk – 2485 W. Seminole Blvd – Plat recorded.
  - 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. Certificate of Completion issued for multiple buildings.
  - Harvest Time, Phase 2 – Certificate of Completion request in review.
  - Belair – 1701 Celery Avenue – Houses under construction.
  - Tuscany Village – Under Construction. On-site infrastructure underway.
  - 1701 Rinehart Road – Rinehart Parcel (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 – Permit issued.

DEVELOPMENT SERVICES (continued)

- **Ongoing list of projects under construction**
  - 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 tree mitigation fees.
  - Comfort Inn – 3403 E Lake Mary Boulevard – Construction re-commenced, building underway.
- **Significant Projects Under Review**
  - Habitat for Humanity SF's – 19 Lot subdivision at 25th Street and Granada – In review.
  - Habitat for Humanity TH's – 17 Lot subdivision at Airport Blvd and MLK Blvd – In review.
  - Tranquility Village – 500 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 Ronal Regan Blvd –Plans in review.
  - Mayfair Golf and Country Club – Approved. Permit pending.
- **Code Enforcement**
  - Issued 14 parking citations.
  - Documented 84 new cases. 98% response rate within 48 hours.
  - Brought 24 cases before the Magistrate.
  - Working on 6 foreclosures.
- **Building**
  - Developed Open for Business Plan.
  - Averaged 7 Days Plan Review for Commercial Permits.
  - Averaged 11 Days Plan Review for Residential Permits.
  - 38 Business Tax Receipts issued/renewed.

PUBLIC WORKS AND UTILITIES

- The Georgetown Project Phase 1 construction continues.
- The Georgetown Project Phase 2 project is in design. CPH Corp. worked with staff to get an SRF loan for approx. $17 million submitted the last week of June, we were informed last week we did not get the loan.
- The Washington Avenue - Randolph Avenue – Mellonville Avenue drainage improvements are under construction.
- The Aero Lane and 5th Street roadway and drainage improvements were approved for Oelrich Construction by the City Commission. Finance has decided that the project must go back out to bid. We have been waiting for finance to put it back out to bid since June.
- The Artisan and Trailhead Restrooms are scheduled for electrical service and plumbing to be completed. Hopefully both will be open by mid-September.

PUBLIC WORKS AND UTILITIES (continued)

- City Hall roof is complete. There are some leaks that are related to the roof drains. We are having some of them lined to correct the leaks and we are getting the contractor to scope the remaining drains to make sure we have no other issues that need to be addressed.
- The old 14th St. Utility Building (Fire Station) has been demolished and the new building is under construction.
- We are unable to get bids on the Mellonville Ave & Celery Ave. intersection improvements project. We are looking at using a CMAR (Continuing Contract Management at Risk) to manage the construction. We will have to wait until Finance reposts the CMAR request as there was a problem with the current list based on the language of the previous RFQ (Request for Qualifications).
- 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. We are preparing an RFP (request for proposal) to give to finance to start the process.
- We have been notified by the EDA (Economic Development Administration) that we have been awarded one of two grants related to the Marina. The one we have been awarded 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 for the second grant, and we hope to hear soon on whether we will be awarded.
- Scheduling of additional resurfacing with Middlesex Paving is progressing.
- Over 75 Driveway Pre-pour and final inspections are in progress.
- Repainted the bollards and light poles in Magnolia Square.
- Completed 8 street light repairs.
- Completed 3 carpentry repairs.
- Completed 7 plumbing repairs.
- Completed 8 electrical repairs.
- Completed 7 air conditioners repairs.
- Completed 46 office lighting repairs.
- Completed 35 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.
- 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 15,583 City of Sanford residents.
- 177 Tons of Residential Yard Waste was collected from approximately 15,583 City of Sanford residents.
- 117 Tons of Residential Recycle was collected from approximately 15,583 City of Sanford residents.

PUBLIC WORKS AND UTILITIES (continued)

- 3,124 Tons of debris was collected from residential homes and businesses within the City of Sanford.
- 2,019 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 4,331 ft. of storm pipe cleaned/jetted.
- Mowing and weed-eating ditches and ponds city-wide.
- Repair inlets/pipes at the following locations:
    - 2423 Hartwell Avenue (pipe repair).
    - 400 W. 4th Street (pipe repair).
    - Alley between Sanford Ave. and Palmetto Avenue on 15th St. (pipe repair).
- Curb install/repairs at the following locations:
    - Repaired approximately 10 ft. of curb on 4th St. between Sanford Ave. and Palmetto Avenue.
    - Installed approximately 600 ft. of curb and 6 driveways aprons on Dogwood Dr. from 315 to 305.
- Installed inlet/basin at the following locations:
    - 2595 Hartwell Avenue (installed 15 in.).
    - Hartwell Avenue and West 25th (installed 36 in.).
    - 456 Rosalia Dr. (installed a basin 5ft. x 5ft.).
- Cleaning and inspecting inlets city-wide.
- Pond maintenance at the following location:
    - Lake Avenue 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 location:
    - Mulberry Pond at approximately 100 ft.
- Continuation of the Commercial Driver License Training Class.
- Yard Clean-up at the Public Works Complex location: 800 W. Fulton Street.
- Swale work: filled and regrade swale from Dogwood from 315 to 305 and laid 9 pallets of sod.
- City wide sign maintenance straighten & replace.
- Repair/replace sidewalk panels throughout the City of Sanford.
- Remove dead/dying trees on city Right-of-Ways (ROW) throughout the City of Sanford.
- Respond and remove fallen trees and tree limbs.
- Pothole repairs and asphalt road crossings throughout the City of Sanford.
- Mowing 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 City of Sanford.
- Alley maintenance on various areas throughout the City of Sanford.

PUBLIC WORKS AND UTILITIES (continued)

- 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
- Asphalt repairs at the following locations:
    - On 25th Street and Hartwell Avenue to assist storm water
    - On Fulton Street outside Public Works Complex
- Asphalt paving to complete alley repair after Artisan Square bathroom installation.
- Mayfair Golf Course berm repair hole #5, par 3 – twice.
- Provided assistance to the concrete contractor with stump grinding for sidewalks and curb repairs.
- New equipment training for paver and concrete truck.
- Sign Shop implemented in traffic control/road closures for Storm Water and Street Divisions.
- Pothole repairs and asphalt road crossing throughout the City of Sanford.
- Picked up debris that was dumped in alleys and on city Right of Ways around the City of Sanford.
- Alley maintenance on various areas throughout the City of Sanford.
- Leased parking lot maintenance/regrade and picked up trash.
- Stump grinding for sidewalk replacement.
- Picked up trash in these extended areas:
    - Upsala Ave – Central Park Drive to State Road (SR)46
    - Rinehart Road – State Road 46 to County Road (CR)46A
- Conducted investigations for claims/lawsuits against the City of Sanford.
- Clean-up debris after heavy storm throughout the City of Sanford.
- Equipment training for new mini paver and new concrete mixer truck.
- State Road (SR) 46 water main replacement project continues and is 83% 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 relocation is being performed by SanPik.
- 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 6,000 meters are reporting under the Advanced Metering Infrastructure (AMI) software.

PUBLIC WORKS AND UTILITIES (continued)

- Vacuum sewer lift station rehabilitation is ready for bid advertisement.
    - About 99% of telemetry projects on the vacuum system are completed
- Rebuilt 1 fire hydrant.
- Replaced 1 new fire hydrant.
- HYDROMAX USA Company has begun hydrant maintenance, painting, and flushing. water hydrants throughout the city. Awaiting quote repairs to hydrants can be done by HYDROMAX USA.
- Installed 3 new sewer taps.
- Repaired 10 sewers lines.
- All 16 smart covers for monitoring levels in the sanitary system were installed and are on-line.
- Alternative water piloting continues.
- Sanitary Sewer upgrades are still 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. The city replied to the Florida Department of Environmental Protection's (FDEP) questions in response to the City-submitted construction loan application and Water Facilities Plan.
- 22 pressure recorders have been installed and recording information for our Water Model.
- 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 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. A brief discussion on this topic will be presented at the September 23rd City Commission meeting.
- 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.
- 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's).
- Site visit from the FDEP (Florida Department of Environmental Protection's) at the South Plant.
- Repaired one of the Oregon Well motors.
- Awarded Lift Station & Vacuum Pit Conversions Project to Cathcart.
- Awarded North Wastewater Reclamation Facility (NWRF) IFAS Instrumentation Project to CL2 Solutions.
- The grit structure was repaired at the South Plant.

PUBLIC WORKS AND UTILITIES (continued)

- The clarifier drive was repaired at the South Plant.
- The Telemetry Project on the Vacuum System is 100% completed.
- VEPO, LLC has started installing residential meters at a rate of roughly 100 a day.
- Installing sewer taps and water taps and meters on a regular basis.
- Repaired two of the reclaim distribution pumps at the South Plant.
- Arminius Engineering consultant is assessing the NWRF (North Wastewater Reclamation Facility) deficiencies.
- Submitted bid to Retrofit One Traveling Bridge Sand Filter to Cloth Media Filter.
- Submitted bid for the NWRF (North Wastewater Reclamation Facility) Gravity Belt, Thickeners Rehabilitation & the SWRC (South Water Reclamation Center) Belt Press Rehabilitation.
- Replace the plug and check valves on the SWRC Master lift station Pump #3.
- Submitted selection form to hire 2 Water Plant Operators.
- Repaired one of the North Plant Mixer pumps.
- 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
- Repaired the automatic transfer switch on the generator location at the Auxiliary Plant
    - Hidden Lakes Well # 7
    - Carriage Cove Lift Station
    - Placid Lakes Lift Station
    - River Run Lift Station
- 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.
- Procured a spare Sampler for the Wastewater Plants.
- Performed the yearly PMI's (Preventative Maintenance Inspections) for the NWRF (North Water Reclamation Facility) generators.
- Replaced the SWRC Gate operating system.
- Processed a requisition to Owner Direct Purchase (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 the vacuum station generator.
- The South Plant Master Lift Station pump was repaired and installed.
- 24th Place lift statin control panel was ordered.
- Ordered an Air Flow meter for the North Plant basin.

PUBLIC WORKS AND UTILITIES (continued)

- Paved the front entrance of the NWRF (North Wastewater Reclamation Facility).
- Meet with vendor Tetra Tech (an engineering consultant) to design and bid the North Plant's Gravity Sand Filter to Cloth Media.
- Installed 3 additional variable frequency drives at the North Plant Master Lift Station.
- 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
- Repaired Monroe Meadows Lift Station pump and motor.
- A chlorine analyzer was installed at the North Plant.
- Received the purchase order and scheduled cleaning for the North Plants storage nitrification denitrification reactor.
- Fence repaired at the Sanford Central Lift Station.
- Electrical parts such as different size starters, contractors, and different size and colors of wire were ordered.

HUMAN RESOURCES & RISK MANAGEMENT

- **Risk Management:**
    - Workers Compensation Claims: 1
    - Liability Claims: 7
    - Auto Claims: 5
    - Mediations: 1
    - Coordinate Safety Committee Meeting: 1
    - Special Events Committee Meetings: 2
    - Recoveries: $2,856.75
    - Participation in Various Litigated Files.
    - Multiple conversations and meetings with the Trial Attorney on various matters.
- **Recruitment and Employment:**
    - New Job Postings: 3
    - Applicants: 68
    - New Hires: 8
    - Promotions: 2
    - New Hire Incentives: 6
    - New Hire Incentives Paid: $28,126.70
    - New FML cases 5

HUMAN RESOURCES & RISK MANAGEMENT (continued)

- **Benefits, Wellness and Records Administration**
  - Coordination of monthly Corebridge (457) meetings - 1
  - New hires benefits processing - 6
  - Coordinated New Hire Orientation (comprehensive session about 6 hours each) - 1
  - Completed Bentek Payroll Integration.
  - Responded to multiple Verifications of Employment.
  - Responded to multiple Public Records Requests.
  - Processed 64 change in status forms.
  - Off-boarded 1 retiree.
  - Off-boarded 3 terminating employees.
  - Processed 4 Wellness Reimbursements.
  - Coordinated Sams Club Membership Drives – 1
  - Working with IT on implementing Super Share Point Platform
  - Coordinated Blood Drive – 1
  - Upcoming Events:
    - Benefits Fair 10/1/24
    - Open Enrollment 10/7/24 – 10/17/24
    - Cancer Awareness 10/23/24
    - Florida Retirement System (FRS) Lunch and Learn 10/31/24
- **Training**
  - Coordinated full week of Diversity, Equity and Inclusion Training. (Trained over 100 people).