

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

CITY MANAGER'S OFFICE

- Attended "Sanford Speaks" event at the Dr. Velma H. Williams Community Center.
- Represented the City and spoke at the New Harvest Time Hope Center Ribbon Cutting Ceremony.
- Attended and spoke at Police Swearing In Ceremony.
- Along with Chief Smith, attended "Boys & Girls Clubs - Faces of the Future Fundraising Breakfast 2024."
- Attended Police Department's "National Night Out."
- Along with Mayor, attended and spoke at TD Bank Grand Opening.
- Participated in multiple Hurricane Milton Emergency Management meetings with Seminole County manager and city managers,
- Attended Seminole Chamber's Mayors' Update Luncheon.
- Along with Commissioner Wiggins attended Rescue Outreach Mission 2024 Gratitude in Action Luncheon.
- Along with Mayor Woodruff, attended October Mayors and Managers meeting.
- **Marina**
 - The Marina design services Request for Qualifications (RFQ) bid opening was scheduled on Thursday, October 17, 2024 at 2:00PM. 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 The Community Survey has been out for approximately three (3) weeks, and we have received approximately 1,000 responses. Due to Hurricane Milton, we decided to extend the survey another week closing on Thursday, October 31, 2024 at 5:30PM. A Request for Qualifications / Proposal (RFP) will be drafted, reviewed, and approved by the City Commission after survey information is obtained and shared with the Commission.
- **Mayfair Golf Course Clubhouse**
 - Pre-construction services, such as set up of the construction trailer, installing the temporary road, and temporary parking area have begun. The temporary road runs parallel with Country Club Road around the modular building into the temporary parking area, what used to be the driving range. The temporary road will be in place for approximately 3 months until site work is completed and it is safe enough to allow golf patrons to drive into the current road leading to the golf course. Construction of the Clubhouse is expected to take 12 months. A pre-construction meeting was held Tuesday, October 22, 2024.

CITY MANAGER'S OFFICE (continued)

- **Goldsboro Front Porch & Museum Project**
 - The City Commission approved the budget amendment for the modular building for Front Porch at the October 14th meeting. The Memorandum of Agreements have been sent to both organizations for review and signatures.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

- **Community Development Block Grant (CDBG)**
 - Held two Housing & Rehabilitation Grant Program information sessions
 - Housing & Rehabilitation grant program opened October 7th. The deadline to submit applications is November 7th.
 - Fiscal Year 2023 Housing & Rehabilitation is ongoing.
- **Low Income Home Energy Assistance Program (LIHEAP)**
 - Assisted 22 households with home energy assistance.
 - Assisted 47 households with crisis home energy assistance.
 - Completed one home visit to disabled senior citizens.
- **My Brother's Keeper (MBK)**
 - Twenty-two students at Markham Woods Middle School are participating in the program.
 - Recruiting mentors for the program.
 - Recruiting mentees at Sanford Middle School.
 - The Orlando Magic has agreed to provide game tickets throughout the season for students in the MBK program.
- **Race, Equality, Equity and Inclusion (REEI)**
 - Held the second of two community dialogues, Sanford Speaks at the Civic Center.
 - Provided the City Commission with an update on progress and accomplishments at the October 14th work session.

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)

- On Wednesday, October 2, 2024, the Sanford CRA held their board meeting. The following action items approved at said meeting. The St. Johns River Festival of the Arts – Signature Special Event Grant request approved for City costs in an amount not to exceed \$12,167.00. The application meets the criteria for consideration of a special event grant & displays a lively downtown, stimulates revenue for downtown merchants, & creates a positive image for Downtown Sanford regarding the arts & cultural corridor. In addition, this special event is one of the CRA’s signature special events and brings a voluminous amount of participants and attendees to Downtown Sanford. Staff recommended approval of the \$12,167 requested amount. Ms. Virginia Poe and Ms. Kim House with the Public Art Commission were present to address any questions. Michelle Simoneaux motioned to approve the St. Johns River Festival of the Arts Signature Special Event Grant request as presented. Seconded by Doug McLendon. The second action item approved was a funding request for sixteen (16) power distribution boxes in an amount not to exceed \$12,200.00. Over the years, the power distribution boxes have shown damage & wear & tear & with over one hundred and twenty-five (125) special events taking place each year, replacing the power boxes allows event holders to better utilize power distribution capability. When in use, the boxes secured by chains or other methods. Mr. Jim Beard, Maintenance Supervisor was present to address any questions. Doug McLendon motioned to approve the sixteen (16) power distribution boxes at a cost not to exceed \$12,200.00. Seconded by Tim Dolan.
- Although the Florida Department of Environmental Protection’s Office of Greenways and Trails Council canceled their State Council Meeting at the Sanford Civic Center for late September 2024 due to Hurricane Helene, we were informed that the City of Sanford received the Trail Town Designation and the presentation was more of a formality. We have received Trail Town signage from the State and there will be a photo taken on the Sanford RiverWalk to utilize as part of our announcement.
- On September 16, 2024, the CRA Coalition-Redevelopment Visionaries monthly meeting took place to discuss CRA topics at the forefront that affect the various over thirty jurisdictional members.
- On September 25, 2024, Economic Development night took place for Citizens Academy. What a wonderful, engaging class who truly took an interest in learning about the various City departments. The ED team started with a presentation in the Utilities Conference Room, followed by a tour of the City with a stop at the Orlando Sanford International Airport, where Steve Fussell, Vice President, Chief Strategy Officer, provided a brief overview about airport operations.
- On October 1, 2024, attendance at the Seminole County 2024 Faces of the Future Breakfast, Boys and Girls Club.
- The Sanford Chamber of Commerce postponed the State of the City and has a new date of Wednesday, October 30, 2024 at 11:30 a.m. The location remains as the Sanford Civic Center.

- Commission consideration to repeal the tax rebate awarded to The Henry to occur on October 14, 2024 Commission meeting for second reading.

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

- The Economic Development Department continues to work 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. Fingers crossed as we are in competition with a few other states. Regular attendance at Airport Authority Board Meetings.
- Critical meeting occurs this week to determine final details related to fostering an early transaction closing and ownership change. 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. The Gilbane Group will be one of the featured speakers at the 2024 State of the City.
- 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.
- 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, and pre-app meetings.

POLICE DEPARTMENT

- Members of Command Staff attended the Accreditation Conference where they were presented with the agency's reaccreditation from the Commission for Florida Law Enforcement Accreditation. They were also given the prestigious Excelsior Status, representing 15 consecutive years of accreditation.
- Officers and support staff worked in Emergency Operations status through the duration of Hurricane Milton. Officers and staff worked diligently to prepare the PSC for the storm. Officers worked with other departments to assist with post-storm recovery.
- Hosted a successful Coffee with the Cop at Quigley Coffee Co.
- Members of the Community Relations Unit teamed up with Action Church to provide meal preparation for people in need within the Sanford Community.
- Members of the Police Department joined members of the community for impactful conversations at the Sanford Speaks Event that took place at the Velma H. Williams Westside Community Center.
- Sanford's Police Department's Traffic Unit teamed up with Sunrail and Amtrack for Rail Safety Week. The Unit participated operations the educated drivers and enforced the traffic laws related to railroad crossings.

POLICE DEPARTMENT (continued)

- Hosted another very successful National Night Out Event in Fort Mellon Park. The event was well attended and continues to bring together neighbors and law enforcement in their efforts to maintain a safe community.
- Swore in three new Police Officers.
- Launched the October Domestic Violence Awareness Campaign. Officers will wear butterfly pins and/or hats as part of their uniform for the month to spread awareness about domestic violence. In addition, participating officers and support staff will walk 31 miles in October in efforts to bring awareness to the campaign.
- SPD currently has 14 sworn vacancies and three support staff vacancies.

FIRE DEPARTMENT

• Training and Activities

- Medical Director meetings attended.
- Pre-fire plans completed- 11 businesses
- Rescue standby for SHS 2 events.
- Search and hose drills.
- EMS training completed.
- Active shooter drills.
- Physicals completed.
- Additional Rescue running out of Station 31 started the September 16th.
- Lieutenant quarterly training completed.

• Fire Prevention

- Annuals - 182
- Re-inspections on annuals - 319
- New Construction Inspections - 84
- State Required Inspections - 16
- Food Truck Inspections - 0
- BC Pass down/follow ups - 14
- Plans Review - 107
- Special/Complaint inspections - 68
- Car seat installs - 5
- Public Education Events - 2 (225 citizen contacts)
- Smoke alarms installed - 6
- Fire Investigations - 3

• Administration

- Currently down 4 which we have 2 in the hiring process. (Still have 1 member out since December). New hire pinning on October 24 at Public Safety Complex.
- Working with Lunz architect on Station 40 interior/exterior items. Currently waiting on SJWM for permit however we do have the fence up! Groundbreaking should occur sometime in November.
- 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 49th annual Golden Age Games will take place Friday, November 1st – Sunday, November 3rd at various locations throughout Sanford.
- This Olympic style competition is open to anyone age 50 and over. Registration is ongoing.
- On Tuesday, November 12th the Sanford Senior Center will host a Veterans Resource event. Veterans will be able to learn about various resources available to them.
- Pre-registration is required.
- The Sanford Senior Center will host a Health Fair Expo on Tuesday, October 29th at the Sanford Civic Center from 10 AM – 1 PM.
- Sanford's Annual Toys for Tots Soap Box Derby Race will be held on Saturday, November 2nd at Kirby Park. Donations of a new unwrapped toy are welcomed in order to help those less fortunate.
- Sanford salutes all Veterans at the Annual Veterans Day Ceremony to be held on Monday, November 11th at 11 am. Site to be determined due to Hurricane Milton.
- Dr. Velma H. Williams Westside Community Center will host a free Orlando Magic Youth Clinic for up to 75 children. The children will participate in drills and skills and will receive an Orlando Magic hat and ball. The clinic will take place on Wednesday, October 30th from 4 to 5:30 PM.
- At the Westside community Center Seniors are enjoying a new line dancing class sponsored by Goldsboro Front Porch on Tuesday at 9:30 AM. This class assists in improving movement and ambulation. Our Seniors can also participate in a low impact exercise class on Tuesdays beginning at 10:45 AM.
- The Sanford Parks & Grounds division has been awarded the Florida Department of Environmental Protection Trail Go Grant. The two grants will total \$400,000. These funds will be utilized to purchase equipment and aid in the beautification of Sanford trails.
- The Florida Department of Environmental Protection's Office of Greenways and Trails recently recognized the City of Sanford as a Trail Town. City of Sanford and Seminole County officials, as well as community partners, celebrated the recognition this October during Greenways and Trails Month.

FINANCE

- **Accounting Division**
 - Continued work on Fire Assessment Fee.
 - Final budget and trim submitted for 2025.
 - Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for IAN and Milton.
 - Calculated raises for all employees and sent out letters to them on their individual raises.
 - Started working on the 2024 audit.
- **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 September 2024.
 - New IT Service Requests/Tickets 323.
 - Closed IT Service Requests/Tickets 235.
- **Digital Transformation Project**
 - Artificial Intelligence (AI)
 - No activity this month.
 - m365 Migrations
 - Police, Recreation, Public Works groups are next on the migration schedule.
 - 76% 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.
 - Fire processes
 - Identifying potential workflows to automate.
 - Human Resources Training workflow
 - Development is complete. Next is testing phase.

FINANCE (continued)

- **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 November 2024.
 - Utilities Plants - requirements gathering.
- **Purchasing Division**
 - 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.
- **Performance Management Division**
 - Created summaries of Employee satisfaction survey for all Departments.
 - Continued to work on City Succession plan.
 - Started strategizing City's Strategic plan.
 - Started Six Sigma Black Belt training.
 - Assisted with the development and issuing of Community survey related to City owned property.

DEVELOPMENT SERVICES

- **Land Development Regulations in Revision**
 - The reconfigured and reformatted Articles I through X have been drafted. Final action should be obtained from P&Z at their November meeting. They should be scheduled for City Commission following said recommendation.
 - 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.

DEVELOPMENT SERVICES (continued)

- **Comprehensive Plan Amendments**
 - Initial 2024 Evaluation and Appraisal Report (EAR) data has been received by the consultant. Staff has begun analysis to determine modifications required and will proceed with these changes upon completion of the Land Development Regulation (LDR) Articles.
- **Citizenserve Updates**
 - Staff is creating new applications and standard procedures for the Articles pending adoption.
- **Mapping and Data Analysis**
 - Staff has completed the Development in Progress Map for Fall of 2024 and it will be published on the City's website.
- **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 – All CO's have been issued.
 - Kings Crossing
 - Wawa – Under construction.
 - Apartments –Sanford Airport is working with the applicant on easements.
 - All Souls PD
 - Emerald Point – Townhomes are under construction.
 - Apartments – No recent action.
 - Commercial Outparcel – Proposed Daycare – In review.
 - Towns at Riverwalk – 2485 W. Seminole Blvd – Plat recorded. Awaiting permit submittals.
 - Skylar Crest – 3100 Kentucky St. – Plat recorded. Amenities constructed. Permits pending.
 - Concorde Community - 2401 E . Lake Mary Blvd – Working toward buildout.
 - Afton Palms – 1150 Upsala Road –All CO's have been issued.
 - 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 Parc (outparcel at Story) Site permits issued. Plat pending.

DEVELOPMENT SERVICES (continued)

- **Ongoing list of projects under construction**
 - 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 – Under construction
 - 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.
 - 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 – Back in plan review.
 - Advent Health – 7450 North Ronal Regan Blvd – Plans in review.
 - Mayfair Golf and Country Club – Approved. Permit pending.
- **Up and Coming Businesses**
 - Hot Asian Buns
 - Ford's Garage
 - The Bayou
 - Don Julio
 - Charley's Cheesesteak
- **Code Enforcement**
 - Issued 18 parking citations
 - Documented 101 new cases.
 - Brought 0 cases before the Magistrate (cancelled due to Storm).
 - Filed 4 foreclosures and working on 2 more.
 - Obtained approval for change of venue on foreclosure at 503 Sanford Avenue.
 - Received approval to begin litigation against 103 Crooked Pine.

DEVELOPMENT SERVICES (continued)

• Building

- Issued 396 Permits.
- Reviewed 444 Building Plans.
- Performed 1288 Inspections.
- Averaged 7 Days Plan Review for Commercial Permits.
- Averaged 11 Days Plan Review for Residential Permits.
- 38 Business Tax Receipts issued/renewed.
- Certificates of Occupancy were issued for:
 - TD Bank
 - Naavie's Frozen Yogurt

PUBLIC WORKS AND UTILITIES

- The Georgetown Project Phase 1 construction continues.
- The Georgetown Project Phase 2 project is in design. The City has contacted Mead-Hunt, Inc. to help obtain a SRF (State Revolving Fund) loan for the balance of the project.
- The Washington Avenue - Randolph Avenue - Mellonville Avenue drainage improvements is under construction.
- The Aero Lane and 5th Street roadway and drainage improvements was approved for Oelrich Construction by City Commission. The Finance Department has decided that the project must go back out to bid. We have been waiting for finance to resubmit to bid since June.
- The Artisan and Trailhead Restrooms are scheduled for electrical service and plumbing to be completed. Plumbing is underway and electrical is scheduled for October 10, 2024.
- Construction is underway on the new utilities building at 14th Street and French Avenue.
- 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 two grants related to the Marina. The first 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. We were just notified of the award of the second grant, and it will go to Commission on the 14th for approval to accept.
- Paving schedule for 24/25 Fiscal Year has been presented to the City Commission for approval and once PO's (purchasing orders) are written, the scheduling will commence.
- Contractor is constructing a new sidewalk on the north side of Country Club Road from Hardy Avenue to My Father's Table.

PUBLIC WORKS AND UTILITIES (continued)

- Georgetown Drainage Phase 1 is still progressing with an anticipated completion date in late November.
- Construction is moving along extensively in Sanford and over 60 driveway and sidewalk inspections along with roadway inspection have been complete.
- The Mellonville Drainage Project has had some unexpected surprises during excavation uncovering unknown lines and is moving along; with both drainage projects there is a huge problem fighting the groundwater which is extremely high.
- Addressing sidewalk and concrete repairs city-wide
- Paving for the year finished last week with 24th Place between 17-92 and Oak Avenue, Grandview North from 20th Street to the cu-de-sac, Elm Avenue from 24th Street to 25th Street and Oak Avenue from 25th Street to Park Drive.
- Citizens Academy went extremely well on September 18, 2024.
- Assembled and hosted the Citizens Academy.
- Replaced all water-stained ceiling tiles located at City Hall.
- Completed 2 carpentry repairs.
- Completed 5 plumbing repairs.
- Completed 7 electrical repairs.
- Completed 4 air conditioners repairs.
- Completed 6 street light repairs.
- Completed 45 Utility Locates.
- Installed 2 new drop cords for two new fire rescue trucks.
- Investigating power loss at north side of the Evergreen Municipal cemetery.
- There is one electrician and two trader workers out on FMLA (Family and Medical Leave Act).
- Completed 212 work-orders for repair and maintenance on city vehicles and equipment.
- Completed 55 scheduled preventative maintenance services
- Responded to 6 road service calls for disabled vehicles and equipment in the field or on the road.
- Presented at the Citizens Academy on September 18, 2024.
- 1,729 Tons of Residential Solid Waste was collected from approximately 15,563 City of Sanford residents.
- 133 Tons of Residential Yard Waste was collected from approximately 15,563 City of Sanford residents.
- 117 Tons of Residential Recycle was collected from approximately 15,563 City of Sanford residents.
- 3,010 Tons of debris was collected from residential homes and businesses within the City of Sanford.
- 1,874 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.
- Attended and participated in the Citizens Academy on September 18, 2024.
- Discussing minor City Code Amendment to Commercial Recycling Nonexclusive Permits with the City Attorney and reviewing if additional amendments are necessary.
- Approximately 500 miles of street sweeping.

PUBLIC WORKS AND UTILITIES (continued)

- Approximately 3,251 ft. of storm pipe cleaned/jetted
- Mowing and weed-eating ditches and ponds city-wide
- Repair inlets/pipes at the following locations:
 - 2420 Chase Ave. (pipe repair)
 - 21st and Park Ave. (pipe repair)
 - 20th and Grandview Ave. (inlet repair)
- Curb install/repairs at the following locations:
 - Repoured curb at 25th and Hartwell Ave.
 - Installed 300 ft. of curb and 1 driveway aprons at 456 Rosalia Drive.
- Installed inlet/basin at the following locations:
 - 2595 Hartwell Ave. (installed 15 in.)
 - Hartwell Ave. and West 25th (installed 36 in.)
 - 456 Rosalia Dr. (installed a basin 5ft. x 5ft.)
- Cleaning and inspecting inlets city-wide.
- Pond and Ditch maintenance:
 - 12 ponds and 2 ditches: Treatment of aquatic weed vegetation by spraying (contractor).
 - 25th St. to Headwall heading north to Lilly Ct: cleaned vegetation out of invert of ditch (Baggs ditch Pump Branch).
- Sprayed for Midges at the Riverwalk and Marina.
- Prepared city for Hurricane Helene.
- Alley regrades for flooding location:
 - Alley on 11th St. between Bay Ave. and Willow Avenue.
- Installed and repaired fences at the following location:
- Oleander Ave. Pond approximately 70 ft.
- Continuation of the Commercial Driver License Training Class.
- Yard Clean-up at the Public Works Complex, 800 W. Fulton St.
- Swale work at the following locations:
 - Grenada Ave. and Serita Street.
 - 2411 Lake Avenue.
- City wide sign maintenance straighten & replace.
- Repair/replace sidewalk panels throughout the city.
- Removed dead/dying trees on city ROWs (Right of Way) throughout the city.
- Respond and remove fallen trees and tree limbs.
- Pothole repairs and asphalt road crossings throughout the city.
- Mowing city lots & rights of ways.
- Pick up trash throughout the city.
- Respond to citizen complaints.
- Provide special event support.
- Provide emergency afterhours support.
- Picked up debris that was dumped in alleys and on city ROWs around the city.
- Alley maintenance on various areas throughout the city.
- Leased parking lot maintenance/grade 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

PUBLIC WORKS AND UTILITIES (continued)

- 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.
- Conducted investigations for claims/lawsuits against the city.
- Attended the Trench Shore class on September 20, 2024.
- Inlet cleaning throughout the city.
- Hurricane Helene preparation:
 - Delivered sandbags to senior citizens.
 - Delivered sandbags to the Sanford Marina.
- Provided stump grinding for several locations for tree removals
- Sign Shop Department:
 - Positioned traffic control/road closures signs for storm water and streets divisions.
- State Road (SR) 46 water main replacement project continues and is complete.
- State Road (SR) 46 force main project is substantially complete. Young's Communication Inc. is going to re-install a sewer fore main encroaching on the RaceTrac (gas station) property and remove the previously installed force main as they were unsuccessful in obtaining an easement from RaceTrac.
- State Road (SR) 46 widening is beginning. Utilities 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 500 meters are reporting under the Advanced Metering Infrastructure (AMI) software.
- About 99% of telemetry projects on the vacuum system are completed
- The vacuum sewer station upgrade project is currently advertised for bids.
- Vacuum sewer lift station rehabilitation is ready for bid advertisement.
- Rebuilt 1 fire hydrant.
- Replaced 1 new fire hydrant.
- HYDROMAX USA Company has begun hydrant maintenance, painting, and flushing water hydrants throughout the city. Received and reviewing proposal for repairs to hydrants by HYDROMAX USA Inc.
- Installing sewer taps and water taps and meters on a regular basis.
- Installed 3 new sewer taps and 15 repairs to the Collection System.
- Last month, only one vacuum system call reported.
- 22 pressure recorders were installed and recording information for the Water Model and CHA (consulting firm) is working on the information provided for a comprehensive evaluation of our water system.
- Utilizing Smartcover Inc. and their devices to study the findings and continue the efforts of eliminating infiltration and direct inflow to the Collection System.
- Continuously repairing leaks and breaks on the distribution and reclaim systems as they occur.

PUBLIC WORKS AND UTILITIES (continued)

- 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.
- 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 South 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
 - Received Compliance Letter from passing inspection
- Repaired one of the Oregon Well motors.
- The grit structure was repaired at the South Plant.
- 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 with more than 6,000 meters reporting into the system.
- 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.
 - Pending bid award to GSM Engineered Fabric, LLC
- Replaced the plug and check valves on the SWRC Master lift station Pump #3.
- Repaired one of the North Plant Mixer pumps in Train C.
- Repaired the automatic transfer switch on the generator location at the Auxiliary Plant:
 - Hidden Lakes Well # 7
 - Carriage Cove L/S (Lift Station)
 - Placid Lakes L/S
 - River Run L/S
 - Narcissus
 - Park Ridge L/S
- Submitted paperwork for bid for SWRC Bar Screens and Conveyor Replacement
 - Pending bid award to SGS Contracting Inc.
- 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.
 - Completed first cross-training of a Wastewater Operator; Jason Sisson is now dual certified in Water and Wastewater.

PUBLIC WORKS AND UTILITIES (continued)

- Performed the yearly PMI's (Preventative Maintenance Inspections) for the NWRP (North Water Reclamation Facility) generators.
- Processed a requisition to ODP (Owner Direct Purchase) the pumps and miscellaneous hardware and materials for the Downtown Lift Station & Vacuum Pit Conversions project.
- Ordered the vacuum station 200KW generator.
- The South Plant Master Lift Station pump was repaired and installed.
- 24th Place lift station control panel was ordered.
- Ordered 4 Air Flow meters for the North Plant basin.
- Meet with vendor Tetra Tech (an engineering consultant) to design and bid the North Plant's Gravity Sand Filter to Cloth Media.
 - Bid #IFB 23/24 posted
- Started the Lift Station beautification projects at the following locations:
 - Hunt
 - Wynwood
 - Mayfair Meadows
 - Country Club
- Received the purchase order and scheduled cleaning for the North Plants storage nitrification denitrification reactor.

HUMAN RESOURCES & RISK MANAGEMENT

- **Risk Management:**
 - Workers Compensation Claims: 11
 - Liability Claims: 4
 - Auto Claims: 1
 - Mediations: 6
 - Coordinate Safety Committee Meeting: 1
 - Special Events Committee Meetings: 1
 - Recoveries: \$21,348.51.
 - Participation in Various Litigated Files.
 - Multiple conversations and meetings with the Trial Attorney on various matters.
- **Recruitment and Employment:**
 - New Job Postings: 5
 - Applicants: 323
 - New Hires: 4
 - Promotions: 0
 - New Hire Incentives: 3
 - New Hire Incentives Paid: \$12,168.00
 - New FML cases 0

HUMAN RESOURCES & RISK MANAGEMENT (continued)

- **Benefits, Wellness and Records Administration**
 - Coordination of monthly Corebridge (457) meetings - 1
 - New hires benefits processing - 8
 - 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 126 change in status forms.
 - Processed 2 retirees from City Health Insurance to Medicare.
 - Off boarded 2 terminating employees.
 - Processed 2 Wellness Reimbursements requests.
 - Coordinated Sam's Club Membership Drives – 1
 - Working with IT on implementing Super Share Point Platform
 - Coordinated Blood Drive – 1
 - Attended Safety Meeting
 - Upcoming Events:
 - Benefits Fair 10/23/24
 - Open Enrollment 10/7/24 – 10/24/24
 - Cancer Awareness 10/23/24
 - Coordinated Florida Retirement System (FRS) Lunch and Learn 10/31/24
- **Training**
 - Coordinated full week of Diversity, Equity and Inclusion Training.
 - Represented HR/Risk Management in presentation for Citizens Police Academy.