

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

**CITY MANAGER'S OFFICE**

- Met with President of Police union regarding relations with union.
- Attended new Firefighter pinning ceremony.
- Attended funeral service for Battalion Chief Luke Kimmig.
- Attended and received award at the Emerald Awards, A Salute to Black Excellence in Seminole County.
- Attended and spoke at the 2024 State of the City event.
- Attended Sanford Chamber Business Connections Networking Breakfast where Pastor Joel Hunter was the speaker.
- Attended Station 40 groundbreaking.
- Spoke at a Citizens Academy class.
- Attended "Invest: Orlando Leadership Summit."
- Attended Veterans Day Ceremony.
- Attended annual meeting of the National Academy of Public Administration.
- Met with Ambassador João Lucas Quental Novaes de Almeida, the Consulate General of Brazil in Orlando to discuss the presence of Brazil in Sanford.
- Attended Florida City and County Management Association's ethics session.
- Attend District 2 East/Westside Community meeting.
- Attended Westside Seniors Thanksgiving Celebration.
- **Marina**
  - The Request for Qualifications (RFQ) Evaluation Committee will be meeting the week of December 2nd to review and score the RFQs for the Marina Design Services. We received three (3) submittals.
- **Mayfair Golf Course Clubhouse**
  - The temporary parking area and road has been completed and is now in use.
- **Waterfront Property Survey**
  - The results of the survey are being compiled and will be shared with the Commission in a January meeting.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT**

- **Community Development Block Grant (CDBG)**
  - Attended the Sanford Housing Authority Board Meeting
  - Attended State of the City Luncheon
  - Participated in the Domestic Violence Awareness Fitness Challenge hosted by the Sanford Police Department.
  - Participated in the Live Local's Land Mandate for Affordable Housing webinar.
  - Attended the Central Florida Commission on Homelessness Managing Board Meeting.
  - Interviewed by Radiantly Black Magazine for End-of-Life Planning.
  - Attended the Top Kids Christian Academy Ribbon Cutting. \$195,000 in Community Development Block Grant Economic Development funds were used to help establish the new childcare and school.
  - Participated in the Better Decision-Making in Local Government Teams webinar.
  - Attended the Peach Breakfast; An Interfaith Gathering hosted by the Peace and Justice Institute.
  - Attended the Pathways to Hope Ribbon Cutting.
  - Hosted Citizens Academy.
  - Received 32 applications for the Housing and Rehabilitation Program.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Assisted 4 households with home energy assistance.
  - Assisted 75 households with crisis home energy assistance.
  - Completed one home visits to a disabled senior citizen.
- **My Brother's Keeper (MBK)**
  - Nineteen MBK Students Attended three Orlando Magic Games which for some of them was there very first experience attending a professional game.
  - The Senior Program hosted a cooking demonstration to teach the MBK students how to prepare simple meals.
  - MBK students attended two UCF Football games.
  - Six MBK students made the A/B honor roll.
  - MBK students will start dressing up on session days to boost their self-esteem and foster a sense of pride in themselves.
- **Race, Equality, Equity and Inclusion (REEI)**
  - Finalized the 2024 for the December 9th City Commission agenda.
  - Ongoing meetings with City and external partners for the Pathways to Reconciliation working title project.
  - Nominations were collected for a new co-chair for the advisory committee.
  - Application has been posted for two vacancies on the committee.

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

- On Wednesday, November 6, 2024, the Sanford CRA held their board meeting. The following action item approved at said meeting. SunRail renewal of advertising on eleven (11) different SunRail trains, approved in an amount not to exceed \$15,200.00 as a two (2) year renewal. Joshua Snyder motioned to approve the SunRail Advertising renewal request as presented. Seconded by Tim Dolan. Discussion items included an update on active projects under the CRA Grants program, a Sanford Main Street Update by Dan Ping, and process to obtain design services for a potential amphitheater.
- On October 17, 2024, attendance at the Mayor's Update to hear from leadership of Seminole County's seven cities.
- On October 21, 2024, attended the National Association of Developers Conference in New Orleans, Louisiana, to build relationships with developers, stay apprised of relevant policy issues and advocacy efforts, and learn about innovative tools and resources.
- Also on October 21, 2024, Staff attended the Environmental Protection Agency Grant Meeting with the Public Works team, as Staff has a strong background in applying for and awarded U.S. EPA Brownfield Grants.
- In the afternoon of October 21, 2024, and as a member of the CRA Coalition, Staff participated in the Redevelopment Visionaries meeting, which is a forum to discuss CRA topics at the forefront that affect the various over thirty jurisdictional members. The vision of these meetings involves connectivity, shared resources, and expanding the economic and redevelopment base.
- Late afternoon of October 21, 2024, Economic Development/Community Redevelopment Agency featured on the City's podcast series.
- On October 23, 2024, met with the owner and real estate representative for the Post Office Plaza site to discuss the former Dollar Store space and his vision for new tenant(s). Staff followed up with an introduction to the Fire Marshall because there were questions involving the possibility of portioning out the current vacant space into smaller spaces. Staff also discussed the CRA Commercial Redevelopment Grant and the Façade Grant as the owner may wish to apply for one of the CRA grants in the near future.
- On October 23, 2024, a photograph shot on the Sanford RiverWalk with key leadership from the City and County, as well as the Trail Town Cuties Committee, proudly holding the Florida Department of Environmental Protection signage. A press release sent later the same day.
- On October 24, 2024, attended the Seminole County Chamber Professional Women's Luncheon, held at the Westin Lake Mary Orlando North.
- On October 30, 2024, Staff worked in partnership with the Sanford Chamber of Commerce to host the State of the City at the Sanford Civic Center. The featured speakers, Nicole Martz, Sanford Airport, John Gerhold, LCA Lake Monroe Hospital, and Justin Kovacsik, Gilbane Group did an amazing job. Fantastic attendance!
- Also on October 30, 2024, Staff met with City Manager Charles Rudd with the City of Tarpon Springs, as he was interested in the City marketing efforts for the Downtown area.

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

- On November 4, 2024 and November 5, 2024, Staff met with airport and county representatives regarding Project Moss confidential project protected under Florida Statute 288.075.
- On November 7, 2024, Staff attended Good Morning Seminole to hear from Dr. Sean Snaith, Director of the University of Central Florida's Institute for Economic Forecasting.
- On November 7, 2024, spoke with a development firm and their architect about their interest in the former catalyst site. Comments provided about their draft concept.
- On November 13, 2024, Staff attended the Resolute Tissue 500K Safe Hours luncheon. A tour provided afterward and it was great to see the updates made since the last walk-thru.
- On November 13, 2024, a Downtown Business Stakeholders Summit took place at the Sanford Information Center. The training room was filled with close to forty attendees. Topics of discussion included: Large Property Updates, Current Business Climate, Holiday Event Schedule, Strategies Moving Forward, and Embedded Challenges and Opportunities.
- 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, pre-app meetings, and meetings with local businesses who asked for a City presence while working with clients.

**POLICE DEPARTMENT**

- Members of the police department, including Chief Smith, participated in Seminole County Public School's Teach-In where they were able to teach students about a variety of aspects of law enforcement and provide a number of demonstrations.
- The Criminal Investigations Section and Neighborhood Response Unit recently conducted a proactive operation focused on burglary prevention.
- Delta Shift officers recently encountered a family of six, including young children, who were in need of housing. The officers made phone calls to local resource providers, looking for assistance and a temporary housing option for the family. When they couldn't find a solution, Delta Shift officers took it upon themselves to come together to pay for the family to stay at a hotel for a few nights.
- The Sanford Police Department Honor Guard was joined by members of the Seminole County Sheriff's Office Honor Guard, to pay tribute to America's Veterans at the City of Sanford's Veteran's Day Ceremony.

## **POLICE DEPARTMENT (continued)**

- The Community Relations Unit attended the Paws for a Cause event at Lake Mary's Central Park, bringing awareness to the pet friendly wing of the Safehouse Of Seminole.
- Our Criminal Investigations Unit arrested two individuals related to the homicide that occurred in Graystone Townhomes on November 5th.
- Hosted a Coffee with a Cop event Publix at King's Crossing where officers were able to chat with shoppers and meet a number of citizens.
- Community Relations Unit joined All Souls Catholic School for their Red Ribbon Week celebrations where officer gave tours of their police vehicles, talked with the kids about police work and the importance of a drug-free lifestyle.
- Completed another successful department wide Domestic Violence Awareness Fitness Challenge. Participants took on the goal of running 31 miles during the month, while also raising \$500 for Safehouse of Seminole. The donation was presented at the Final Mile run on the Riverfront.
- Hosted another Scare-Ford's Not So Spooky Spookyfest Event at the Public Safety Complex that included treats, decorated vehicles, and other activities.
- Swore in one new police officer.
- Our Community Relations Unit assisted Una Nueva Esperanza for another impactful food distribution event.
- Hosted an evening for the City of Sanford Citizen's Academy giving participants a building tour, a live demonstration of the BolaWrap device, and demonstration from our K-9 Unit.
- Participated in another National Drug Take Back day organized by the National Drug Enforcement Agency (DEA).
- Alpha Squad visited Ulta Beauty for their Breast Cancer Awareness and Research Fundraiser.
- Sworn Vacancies – 16; Support Staff Vacancies – 3

## **FIRE DEPARTMENT**

- **Training and Activities**
  - Medical Director meetings attended.
  - Pre-fire plans completed– 12 businesses.
  - Rescue standby for 2 events.
  - Search and hose drills.
  - 8 Public education events attended.
  - The LTRT team completed monthly training.
- **Fire Prevention**
  - Annuals - 206
  - Re-inspections on annuals - 322
  - New Construction Inspections - 77
  - State Required Inspections - 9
  - Food Truck Inspections - 34
  - BC Pass down/follow ups - 35
  - Plans Review - 115
  - Special/Complaint inspections - 85
  - Car seat installs – 2

## **FIRE DEPARTMENT (continued)**

- Public Education Events - 8 (225 citizen contacts)
- Smoke alarms installed - 13
- Fire Investigations – 13
- **Administration**
  - Station 40 Groundbreaking was held on November 6th.
  - Currently down 3 firefighters. The posting opens December 1st.
  - Still working on Continuity of Operations Plan (COOP) for the City.

## **PARKS AND RECREATION**

- Staff worked in conjunction with the Sallie Harrison Chapter of the National Society of the Daughters of the American Revolution to dedicate a new marker that was made to highlight the history of the city cannon Beelzebub. The City's official cannon, used to mark many celebrations, was manned for many years by Adam Shadrach, also known as Old Shad. To learn about this unique piece of Sanford history visit the Museum.
- The Museum entryway and doors rehabilitation project has been completed and was funded by the Community Redevelopment Agency.
- Registration is now open for the Spring season of Youth Basketball, Soccer, and Flag Football. Seasonal play will begin in March.
- Parks staff continued to clean the waterfront area due to the impact of Hurricane Milton. This included extensive work in Veterans Memorial Park that was accomplished in time to host the annual Veterans Day Ceremony.
- The 49th annual Golden Age Games were held November 1st – 3rd at various venues throughout Sanford. This competitive event, for anyone age 50 and over, drew over 700 registrants for the 3-day event.

## **FINANCE**

- **Accounting Division**
  - Continued work on Fire Assessment Fee.
  - Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for Ian and Milton.
  - 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 October 2024.
      - New IT Service Requests/Tickets 415.
      - Closed IT Service Requests/Tickets 408.
- **Digital Transformation Project**
  - Artificial Intelligence (AI)
    - No activity this month.
  - m365 Migrations
    - Police, Recreation, Public Works groups are next on the migration schedule.
      - 78% Complete

## **FINANCE (continued)**

- **Process Modernizations**
  - Procurement process
    - Budget Transfer Request - testing phase in progress.
    - Emergency Justification form – ready to test.
    - Single Sole Source Justification form – read to test.
    - Public Notice of Intent form – ready to test.
    - Vendor Performance Report form – ready to test.
    - Informal Request for Quote form – ready to test.
    - Field Purchase Order (FPO) form- ready to test.
    - Consultants Competitive Negotiation Act (CCNA) Contract form ready to test.
  - Communications Processes
    - Public Art application form – in progress.
    - Citizen’s Academy form – ready to go live.
    - Youth Council form – ready to go live.
  - Fire Processes
    - Public Education Request form is live.
  - Utility Processes
    - Utility availability connection cost request form – in progress.
    - Adjustment request for is live.
  - Mayor’s Office Processes
    - Welcome letter request form is live.
    - Proclamation request form is live.
    - Speaker request form is live.
  - Human Resources Training Workflow
    - Development is complete. Next is testing phase.
  - Intranet Modernization
    - Installed Origami web parts to assist with building out the sites
    - Main Hub site – ready to go live.
    - HR site – ready to go live.
    - Finance site – ready to go live.
    - Remaining pages are a work in progress.
  - Other Processes
    - Development Survey is live.
- **Lucy Work Order and Asset Management**
  - Parks
    - Open – Scenario testing with staff.
    - Open – Training.
    - Complete - redesign of work order categories, problems, tasks, dashboard, special events.
  - Utilities
    - Testing various work order scenarios and configurations – target go live is November 2024.
  - Utilities Plants
    - Requirements gathering.

## **FINANCE (continued)**

### **• Purchasing Division**

- Working on 52 solicitations.
- 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.
- Working with IT to post contracts on SharePoint.

### **• Performance Management Division**

- Hosted roundtable survey and data collection.
- Continued to work on City Succession Plan.
- Started strategizing City's Strategic Plan.
- Continued Six Sigma Black Belt training.
- Assisted with the development and issuing of Community Survey related to City owned property.
- Started to collect Q4 measurable objectives.
- Started to work with various Department on creating an action plan as a result of the employee survey.
- Generated a "year in review" for the City Manager as it relates to the Community survey.
- Started assessing city-wide training that exists within City Departments.

## **DEVELOPMENT SERVICES**

### **• Land Development Regulations in Revision**

- The reconfigured and reformatted Articles I through X have been drafted. Final action was continued to the December Planning and Zoning 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.
- Schedules N and O are being updated to incorporate the latest material technologies and current industry standards.

### **• 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.

## **DEVELOPMENT SERVICES (continued)**

- **Citizenserve Updates**
  - Staff is developing new applications, letters, standard procedures, and an updated fee schedule that will align with the updated Articles pending adoption.
- **Mapping and Data Analysis**
  - Staff has completed and published on the website, the Development in Progress Map for Fall of 2024.
- **Special Projects**
  - Seminole County and City staff continue to work on the JPA. The draft boundaries for the revised East Lake Mary Boulevard corridor study have been mapped.
- **Ongoing list of projects under construction**
  - Kings Crossing
    - Wawa – Under construction.
    - Apartments – Permit issued construction to commence.
  - All Souls PD
    - Emerald Point – Townhomes are under construction.
    - Apartments – Resubmitted for review.
    - Commercial Outparcel – Proposed Daycare – In review.
  - Towns at Riverwalk – 2485 W. Seminole Blvd – Plat recorded. Awaiting permit submittals.
  - Skylar Crest – 3100 Kentucky St. –Townhomes under construction.
  - Concorde Community - 2401 E . Lake Mary Blvd – Working toward buildout.
  - Harvest Time, Phase 2 – Certificate of Completion pending.
  - Belair – 1701 Celery Avenue – Houses under construction.
  - Tuscany Village – Infrastructure and buildings under construction.
  - Rinehart Parc (outparcel at Story)- 1701 Rinehart Road – Site Development underway.
  - Culver’s Restaurant, Phase 2 – 3418 Orlando Drive – Auto Zone cross access under construction.
  - NorthPort, Phase III – 495 N. White Cedar Road – Under construction.
  - Pathways to New Hope – 500 Holly Avenue – Pending final approvals.
  - 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 – Site Permit issued.
  - ParkView Place, Ph 2 (Skyway Landings)- 3600 Skyway Dr – Certificate of Completion pending. 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.
  - Kentucky Square – Site Permit Issued. Under Construction.
  - Palmetto Pointe - Site Permit Issued. Under Construction.

## **DEVELOPMENT SERVICES (continued)**

- **Significant Projects Under 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 – Permit issued. Applicant requesting revisions.
  - Advent Health – 7450 North Ronal Regan Blvd – Site Permit Issued. Under Construction.
  - Mayfair Golf and Country Club – Site Permit Issued. Under Construction.
- **Up and Coming Businesses**
  - Hot Asian Buns
  - Ford’s Garage
  - The Bayou
  - Don Julio
  - Charley’s Cheesesteak
  - The Gyro Place
  - Jersey Mikes
- **Code Enforcement**
  - Issued 33 parking citations
  - Documented 118 new cases.
  - Brought 61 cases before the Magistrate (cancelled due to Storm).
  - Filed 24 foreclosures.
  - Set hearing date for Summary Judgement on 503 Sanford Avenue (Nov 22, 2024).
  - Obtained and posted right of entry/notice to vacate for 103 Crooked Pine.

## **DEVELOPMENT SERVICES (continued)**

- **Building**
  - Issued 550 Permits.
  - Reviewed 360 Building Plans.
  - Performed 1606 Inspections.
  - Averaged 7 Days Plan Review for Commercial Permits.
  - Averaged 6 Days Plan Review for Residential Permits.
  - 60 Business Tax Receipts issued/renewed.
  - Issued 19 Certificates of Occupancy.
  - Permitting Manager hired.

## **PUBLIC WORKS AND UTILITIES**

- The Georgetown Project Phase 1 construction continues but is close to completion.
- The Georgetown Project Phase 2 project is in design. The consultant is providing a drainage model for the 1<sup>st</sup> week of December for review.
- The Washington Avenue - Randolph Avenue – Mellonville Avenue drainage improvements is under construction.

## **PUBLIC WORKS AND UTILITIES (continued)**

- The Artisan and Trailhead (Seminole Blvd.) Restrooms are waiting for final plumbing inspections to open.
- Continuous construction is underway on the new utilities building at 14<sup>th</sup> Street and French Avenue.
- Will republish the Mellonville Ave & Celery Ave. intersection improvements project back out to bid after the Thanksgiving holiday.
- We have been awarded a grant to clean up the brownfield (contaminated site) on the Fulton Street parcel where the future Public Works Emergency Operations Building will be constructed. Cleanup includes soil remediation required prior to construction. We are preparing an RFP (Request For Proposal) to give to finance to start the process.
- Commission approved for 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 are waiting for Finance to do the RFQ (Request for Qualifications) for the CMAR (Construction Management at Risk) so we can use a CMAR contractor to complete the Mayfair Drainage project.
- Next week we are meeting with a continuing contract consultant (engineering firm) to start the process to do a new Stormwater Master Plan and Maintenance Plan for the City.
- Public Works has purchased two Leica GPS locators so we can complete survey quality data collection of existing storm structures that have been added or were missed during previous surveys. Training for the use of the equipment is starting this month.
- Concrete curb repair ongoing in areas to be repaved city-wide.
- City-wide sidewalk repair and concrete work ongoing.
- New driveway and sidewalk inspections ongoing city-wide.
- Right of Way permit review ongoing.
- 2nd Street Streetscape review complete and out for bid. CRA project that public works will be managing and inspecting.
- Scheduling Sanford Avenue paving with Middlesex; will be after the first of the year.
- Submitted on FPL (Florida Power & Light) website, 14 street light outages
- Repaired streetlights on Park Dr.
- FPL restored power to lights on Park Dr.
- Repaired 5 streetlights at various locations
- Completed 74 locate work order requests
- Repairing receptacles on 1st St. for holiday decorations
- Sorting through holiday decorations to ensure working and non-working lights
- Installing holiday decorations on 1<sup>st</sup> St.
- Decorating street light poles on 1<sup>st</sup> St. with string lights
- Replacing malfunctioning light bulbs on 1<sup>st</sup> St. at the Market Place
- Decorating Lakefront light poles with holiday wreaths
- Completed 181 Workorders for Repair & Maintenance on City vehicles & equipment.

## **PUBLIC WORKS AND UTILITIES (continued)**

- Responded to 5 Road Service calls on vehicles & equipment disabled in the field or on the road.
- Completed 61 Scheduled Preventative Maintenance Services
- Received and processed several replacement vehicles for multiple Departments
- 1,521 Tons of Residential Solid Waste was collected from approximately 15,563 City of Sanford residents.
- 137 Tons of Residential Yard Waste was collected from approximately 15,563 City of Sanford residents.
- 114 Tons of Residential Recycle was collected from approximately 15,563 City of Sanford residents.
- 2,500 Tons of debris was collected in roll off dumpsters from residential homes and business within the City of Sanford.
- 1,958 Tons of debris were collected in front load dumpsters 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.
- Discussing minor City Code Amendment to Commercial Recycling Nonexclusive Permits with the City Attorney and reviewing if additional amendments are necessary.
- Approximately 400 miles of street sweeping
- Approximately 3,741 ft. of storm pipe cleaned/jetted
- Mowing and weed-eating ditches and ponds city-wide
- Repair inlets/pipes at the following locations:
  - 508 Grandview Ave. (pipe repair)
  - 1002 E. 7<sup>th</sup> St. (pipe repair)
  - On 11<sup>th</sup> St and Palmetto Ave. (pipe repair)
  - At 6<sup>th</sup> St. and Magnolia Ave. (pipe repair)
- Cleaning and inspecting inlets city-wide.
- Pond and Ditch maintenance:
  - 12 ponds and 2 ditches: Treatment of aquatic weed vegetation by spraying (contractor).
  - Crew members took over mowing ponds until we obtain a contract for the new year.
- Sprayed for Midges at the Riverwalk and Marina
- Hurricane Milton debris cleanup
- Re-sod at the Artisan Restroom on 1<sup>st</sup> St.
- Re-sod swales:
  - Grenada Ave. and Serita St.
  - 2411 Lake Ave.
- Continuation of the Commercial Driver License Training Class
- Ongoing yard Clean-up at the Public Works Complex, 800 W. Fulton St.
- Swale work at the following locations:
  - Grenada Ave. and Serita St.
  - 2411 Lake Ave.
- City wide sign maintenance straighten & replace.
- Repair/replace sidewalk panels throughout the city.

## **PUBLIC WORKS AND UTILITIES (continued)**

- 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 (Veteran's Day).
- Provide emergency after-hours support.
- Ongoing picking up debris that are dumped in alleys and on city ROWs around the city.
- Alley maintenance in various areas throughout the city.
- 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.
- Conducted investigations for claims/lawsuits against the city.
- Inlet cleaning throughout the city.
- Provided stump grinding for several locations for tree removals
- Sign Shop Department:
  - Repositioned street signs city-wide due to hurricane Milton
- City clean-up from hurricane Milton.
- Provided service to debris site management.
- State Road (SR) 46 main water replacement project continues and is expected to be completed before Christmas.
- State Road (SR) 46 force main project is substantially complete. Young's Communication is going to pay for the cost of the easement to be provided from RaceTrac to the city. The city will then enter into an easement agreement with RaceTrac.
- State Road (SR) 46 widening is beginning. Utilities relocation is being performed by SanPik.
- 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 10,000 meters are reported under the Advanced Metering Infrastructure (AMI) software. Approximately 15,000 remaining to install.
- The vacuum sewer station upgrade project is being awarded to the lowest bidder.
- HYDROMAX USA Company has completed 90% of hydrant maintenance, painting, and flushing water hydrants throughout the city. Received and reviewing proposal for repairs to hydrants by HYDROMAX USA Inc.

## **PUBLIC WORKS AND UTILITIES (continued)**

- Installing sewer taps and water taps and meters on a regular basis
- Ongoing manhole rehabilitation at Pinecrest Subdivision and the Orlando Sanford Airport.
- Ongoing progress for manhole rehabilitation in Pinecrest Subdivision and the Orlando Sanford Airport.
- The vacuum system did not experience any significant failures during or after hurricane Milton. There was a total of 10 hours of overtime recovery.
- Utilities has closed out grant LPA 0377 for Nutrient Reduction
- Lead and Cooper is ongoing
- Studying the finds from the Smart Cover (the technology used to identify areas of infiltration and direct inflow) to continue efforts of eliminating infiltration and direct inflow to the Collective System.
- Installed 4 new sewer taps and 10 repairs to the Collection System
- Crew members are working on broken cleanout caps, replacing manhole rim and covers and repairing sewer cave ins on the collection System to help eliminate infiltration and direct inflow.
- 1,4 Dioxane and the new plant construction are ongoing.
- 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.
- 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).
- The grit structure was repaired at the South Plants.
- The clarifier drive was repaired at the South Plant.
- The Telemetry Project on the Vacuum System is 100% completed.
- Repaired two of the reclaim distribution pumps at the South Plant.
- 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.
- Performed the yearly PMI's (Preventative Maintenance Inspections) for the NWRf (North Water Reclamation Facility) generators.
- The South Plant Master Lift Station pump was repaired and installed
- Installed Seepex Pump at the North Plant.

## **PUBLIC WORKS AND UTILITIES (continued)**

- Replaced the Variable Frequency Drive on the Press Seepex at the North Plant
- Ordered and wired in a 1250-kilowatt rental generator for the North Plant:
  - Generator's alternator blew when staff was preparing it for Hurricane Milton.
- Completed the cleaning of Train A, B, and C basins at the North Plant:
  - Pulled pumps, mixers, & IMLR's from Train C.
  - Put Train C back online.
- Changed pumps at Lift Stations that were overworked during the hurricane:
  - West Lake
  - Washington Oaks
  - 9<sup>th</sup> & Cypress
- Installed new batteries on South Plant generator.
- Installed 2 pumps in the Master Lift Station at the South Plant.
- Vactor out debris from the South Plant Master Lift Station.
- Received a bid for the Vacuum Sewer Improvement Project.
- Rebidding North Plant Gravity Belt Thickener Rehabilitation & South Plant Belt Press Rehabilitation project.
- 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 purchase order and scheduled cleaning for the North Plants storage nitrification denitrification reactor.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Recruitment and Employment:**
  - New Job Postings: 7
  - Applicants: 241
  - New Hires: 2
  - Promotions: 2
  - New Hire Incentives: 0
  - New Hire Incentives Obligation: \$0
  - New FML Cases: 8
- **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
  - Responded to multiple Verifications of Employment.
  - Responded to multiple Public Records Requests.

## **HUMAN RESOURCES & RISK MANAGEMENT (continued)**

- Processed 82 change in status forms.
- Processed 6 Wellness Reimbursement Requests.
- Off-boarded 2 terminating employees.
- Working with IT on implementing Super Share Point Platform.
- Coordinated Cancer Awareness 10/23.
- Coordinated Blood Drive – 1.
- Completed Open Enrollment 10/7 – 10/24.
- Working with Premise to implement a new wellness program called Sonic Boom.
- Benefits Fair 10/1/2024.
- Coordinated Florida Retirement System (FRS) Lunch and Learn 10/31.
- **Risk Management:**
  - Workers Compensation Claims: 12
  - Liability Claims: 7
  - Auto Claims: 4
  - Mediations: 3
  - Coordinate Safety Committee Meeting: 1
  - Special Events Meetings: 1
  - Recoveries: \$47,859.46
  - Participation in various litigated files.
  - Multiple conversations with the Trial Attorney on various matters.
- **Training**
  - Coordinated full week of Diversity, Equity and Inclusion Training.