

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

**CITY MANAGER'S OFFICE**

- Met with Amy Kirkland, Associate Vice President for Resource & Economic Development at Seminole State College of Florida to discuss their Seminole Commits program in Sanford.
- Attended community outreach meeting regarding the City's Mellonville Drainage Project.
- Along with City Clerk Traci Houchin and Human Resources and Risk Management Director Sharon Kraynik spoke to Florida League of Cities' "League Academy".
- Along with Commissioner Austin attended Private Business Association of Seminole County (PBAS) July meeting and heard Nicole Martz, the CEO of the Orlando Sanford International Airport to talk about the exciting things happening at the Sanford Airport.
- **Marina**
  - The fencing and gate along the northeast of the Marina was replaced providing better security of the sailboat storage area.
  - The replacement roof job on the dry storage buildings started on July 8, 2024. It is expected to be completed by the first week of August.
  - The new Marina fuel dispenser has been placed in service. The customers enjoy the fact that it pumps a lot faster.
- **Mayfair Clubhouse**
  - During a recent storm, we lost a large tree behind the green on Hole #10. Staff are working on replacing the tree with about 6 trees to provide protection from the tee shots on Hole #18.
- **William Clark Court Property (Ball fields)**
  - The Chicago, IL office in the Housing and Urban Development (HUD) Special Applications Center has requested an updated appraisal of the property and additional letters of support. Staff has provided these items to HUD.
- **Goldsboro Museum & Front Porch Shared Facility**
  - The Chairs of both organizations have been provided with Memorandums of Understanding (regarding managing the project) for review, signature, and notarizations. The Department of State, Division of Arts & Culture has also required a restrictive covenant be executed by the City and the Museum in order for the grant to be used on City property and the City owning the building. A work session discussion is being planned with the Commission.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT**

- **Community Relations & Neighborhood Engagement (CRANE)**
  - Attended Habitat for Humanity Celebration for six (6) new homes.
  - Presented to students in Unity Youth Associations summer program.
  - Attended Homeless Services Network Board Meeting
  - Attended the Wildlife Lunch & Learn at the Civic Center.
  - Toured the Sanford Museum.
  - Attended District 2 Community Meeting
  - Participated in Authentic Conversations on Race and Privilege in Winter Park hosted by Peace and Justice Institute (PJI).
  - Assisted in serving over 180 guests at the Christian Service Center in Orlando.
  - Attended the PJI Inaugural Civil Rights Tour reunion dinner in Maitland.
  - Presentation about CRANE Program at the UYA (Unity Youth Association), a City of Sanford youth education initiative.
- **Community Development Block Grant (CDBG)**
  - Public services program opened June 3rd.
  - Received 44 applications for Safety Home Repair.
  - Presentation about CDBG Program at the UYA (Unity Youth Association), a City of Sanford youth education initiative.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Assisted 5 households in home energy assistance.
  - Assisted 60 households in crisis energy assistance.
  - Made one home visit to a senior.
  - Presentation about LIHEAP Program at the UYA (Unity Youth Association), a City of Sanford youth education initiative.
- **My Brother's Keeper (MBK)**
  - Held special meeting to discuss future board operations.
- **Race, Equality, Equity and Inclusion (REEI)**
  - Advisory Committee Co-chair along with staff toured the Sanford Museum.
  - Pathways to Reconciliation subcommittee met with City partners and a member of the UCF RICHES program
  - Met with the Police Chief, officers and a retired Orlando Police officer to discuss the 2023 REEI Final Report.

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

- Joint Work Session scheduled for Monday, July 22, 2024 between the City Commission and the Community Redevelopment Agency to discuss the CRA recurring expenses as the CRA will sunset on December 31, 2025.
- Next CRA meeting scheduled for Wednesday, August 7, 2024.
- On June 19, 2024, participated in a webinar for business assistance: "Veterans Florida Skillbridge Program", provided by the Florida Economic Development Council.
- On June 20, 2024, visited and toured the updated Neighborhood Co-Op building at 5th Street and Magnolia, having spoken with leaders of Kairos, Grow Healthy Kids, and the co-pastor Meghan Killingsworth of First United Methodist Church.

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

- The Sanford Chamber of Commerce weekly meeting, not only serves as a City presence with the business community, but also makes City Staff available to those needing business assistance. For example, a well-known business owner along Laurel Avenue was concerned about the speed of traffic along the roadway. Staff contacted Public Works who expediently added a work order to make 4th Street and Laurel Avenue an all-way (3-way) stop.
- The RiverWalk Animal Hospital is utilizing space at the Sanford Information Center for new employee orientation and training. They estimate opening their doors in August.
- The Sanford Barber Shop relocated from 108 East First Street to 2107 South French Avenue. The business owner seems very happy at this location, mentioning that easily accessible parking works better for their customers.
- On July 2, 2024, El Coqui Bakery opened their doors at 512 South Sanford Avenue. Stop by between Tuesday and Sunday to try some delectable pastries.
- Collaborated with Sanford Main Street to provide "passports" to the eleven (11) participating shops for the July 13, 2024 Christmas in July event. Shoppers turned in fully stamped passports to enter into the raffle for local merchant gift cards.
- On July 15, 2024, Staff met with Oscar Anderson, Kaley Slattery, and Claudia Miro to learn more about Freebie, which is a 100% electric, on demand transportation program. Staff is awaiting additional information requested from Ms. Miro.
- We also continue to welcome and work with owners of well-established, unique businesses who are interested in potentially locating to Downtown Sanford and/or other areas of the City. On July 2, 2024, the Seminole County Chamber of Commerce also hosted a Bahama Bay Club Resort-Style Senior Living ribbon cutting ceremony, located at 3441 West First Street. This month, Staff has also seen several home business owners who wish to expand and move into space within the Downtown area.
- Continuing to work with building owners and potential tenants, by working as ombudsmen, to get projects over the finish line so doors can be open.
- At Seminole Towne Center Mall, there is strong probability that the rest of the mall will be under new ownership by the end of calendar year 2024. This does not include Dillard's, JC Penney, Elev8, or the recently purchased former Burlington space, as these each listed are separate owners.
- The Orlando Sanford International Airport has a very aggressive, pro-development posture. Large, well-established corporations have set their sights on possibly locating to the airport. We continue to collaborate with the Orlando Economic Partnership on a few large competitive projects. Construction of the Comfort Inn continues as residents and visitors eagerly await this greatly needed hotel.
- As representatives of the City, ongoing attendance at the Sanford Regional Chamber of Commerce meetings, Sanford Main Street Board meetings, the River Council meetings, the Sanford Airport Authority Monthly Board Meeting, the Public Art Commission meeting, and pre-app meetings.

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

- Preparation and finalization of the Draft presentation to the City Commission on as hybrid "CRA" for the Goldsboro neighborhood
- Discussions and negotiations with Sanford Waterfront Partners on a path forward after numerous failures to launch a project related to the original presentation and concepts.
- Noticing Debartolo, as the previous ownership group of The Henry multifamily site that the Commission will be considering a repeal of the previously granted rebate program for failure to notify City of a change of ownership, as called for within the enabling ordinance. A sale occurred in late May 2024, and the City has no record of being noticed.

## **POLICE DEPARTMENT**

- Hosted a well-attended Coffee with a Cop at Parva Bakery.
- Officers, Community Service Officers and Volunteers worked the Star-Spangled Sanford Event. Officers ensured citizens were able to enjoy the event safely and directed traffic after the event.
- Hosted a successful Sweet Tea with the Chief event at Park on Park
- Hosted a Cram the Cruiser school supply drive event at Walmart. Officers successfully collected enough school supplies to fill the back seat of a police SUV.
- Five new volunteers completed the department's Volunteer Academy and were welcomed into the SPD Volunteer Academy.
- Officers and volunteers attended a resource fair at the Orlando VA Health Care System
- We currently have 11 sworn vacancies and one support staff vacancies.
- Four (4) officers released from training.

## **FIRE DEPARTMENT**

### **• Training and Activities**

- 2nd Quarter County-wide training.
- Medical Director meetings attended.
- Ride Along
  - Seminole State - 21 students
  - Observers - 2
- Pre-fire plans completed – 13 businesses
- Rescue standby for 1 event.
- Ground ladder training completed.
- TRT Team completed building collapse training for 3 days with Volusia County Team.
- Completed airport training.
- TRT Team completed trench training for 3 days with Volusia County Team.
- FD Peer Support meeting.
- EMS training completed.

## **FIRE DEPARTMENT (continued)**

### **• Fire Prevention**

- Annuals - 86
- Re-inspections on annuals - 247
- New Construction Inspections - 87
- State Required Inspections - 8
- Food Truck Inspections - 4
- BC Pass down/follow ups - 26
- Plans Review - 125
- Special/Complaint inspections - 66
- Car seat installs - 2
- Public Education Events - 5 (335 citizen contacts)
- Smoke alarms installed - 58
- Fire Investigations – 2

### **• Administration**

- Currently down 3 firefighters.
- Working with Lunz architect on Station 40 interior design. We have been on hold with the Airport making drainage changes since December. Currently waiting on St. Johns Water Management (SJWM) for permit, however we do have the fence up!
- Working with Utilities on hydrant testing.
- Held a 40-hour pump class with 6 students.
- Completed Microsoft 365 migration with Information Technology (IT) department.
- Attended Seminole State College recruiting event.
- Still working on Continuity of Operations Plan (COOP) for the City.
- Working with Finance on Fire Assessment Fee.
- Completed ICS 300 class with 32 students.

## **PARKS AND RECREATION**

- The Westside Mentoring group is working with My Brother's Keeper, Sanford Police Department, and the Seminole County Sheriff's Office to host a Teen Summit on August 8th from 6pm to 830pm. This will be held at the Velma H. Williams Westside Community Center.
- Members of the Westside Mentoring group, Westside Seniors and My Brother's Keeper- Sanford are taking part in the Civil Rights Tour. Members and staff are visiting Salem, Montgomery, and Birmingham this week.
- Beginning in August, the Westside Community Center will host a 4-week community basketball league. The league is sponsored by Commissioner Wiggins and is a part of his crime prevention initiative.
- A few places remain for the youth soccer and flag football leagues. League play begins in September. Registration can be completed online at [sanfordfl.gov](http://sanfordfl.gov).
- Installation of the Groveview Park playground is approximately 70 % complete. Staff expect the safety surface installation to begin the week of July 22nd.

## **PARKS AND RECREATION (continued)**

- Registration for the upcoming After School Program is now taking place. The program takes place at the Jeff Triplett Community Center and begins in August. Space is limited.

## **FINANCE**

- **Accounting Division**

- Continued work on Fire Assessment Fee.
- Completed the budget document for the budget workshop.
- Preparation for the beginning of our audit which starts 7/15.
- Finished the Third Generation Sales Tax Audit.
- Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for IAN.
- Training our new contract specialist for purchasing.

- **Information Technology (IT) Division**

- Information Technology (IT) Service Requests

- IT tracks requests or incidents reported by staff. The numbers below are based on totals for June 2024.
- New IT Service Requests/Tickets 359
- Closed IT Service Requests/Tickets 208

- **Digital Transformation Project**

- Systems Analyst – Modern Applications – On boarding and knowledge gathering
  - This position is responsible to design and support the Modern applications and workflows with customers and project resources.
- Artificial Intelligence (AI)
  - Team is researching how AI technology can be incorporated in the Digital Transformation Project. If viable this will significantly affect how the Modern Apps/Workflows are designed.
- m365 Migrations
  - Police, Recreation, Public Works groups are next on the migration schedule.
    - 52% Complete

## **FINANCE (continued)**

- **Process Modernizations**
  - City Procurement process
    - Initial design phase continues to be developed
    - Prototype will be developed based on initial design
    - Testing individual sub-processes that are ready now to be implemented
      - Emergency Justification form, single source form, public notice of intent, procurement form
  - Budget Transfer Request
    - Testing phase in process.
  - Budget Amendment Request
    - Testing phase in process.
  - Police processes
    - Testing phase in process.
  - Fire processes
    - Identifying potential workflows to automate.
  - Intranet Modernization
    - Initial Overall City intranet design phase – in process
    - IT – 50%
    - Finance – 65%
    - Police – 50%
    - HR – 95%
  - CIP Request and Tracking
    - 400+ CIP requests submitted by Departments for Finance review.
- **Lucity Work Order and Asset Management**
  - Systems Analyst – Modern Applications – Onboarding
    - This position is responsible for designing and supporting the Lucity work order and asset management system with customers and project resources.
  - Public Works redesign of workorder categories, problems, tasks, and dashboards requested by staff are now complete.
  - Parks redesign of workorder categories, problems, tasks, dashboard, special events.
  - Utilities testing various work order scenarios and configurations – target go live is July 2024.
- **City Website Content Editor Training**
  - Content Editor training sessions continue – this includes news, articles, events, and minor page edits
  - Communications office and other departments training and transition completed.
  - Communications office developing a content review process as directed by the City Manager.

## **FINANCE (continued)**

- **Purchasing Division**
  - Working on 27 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 with legal to revise construction documents including contracts.
  - Started coordination of the purchasing review process with meetings set to start in July.
  - 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 with legal to revise construction documents including contracts.
- **Performance Management Division**
  - Worked with IT Manager to start making internal changes to Lucity
    - Reformatted work orders to fit each Division's request and workflow needs.
  - Working with IT manger to demo a special events workflow in Lucity.
  - Started ICMA Data Driven capstone project.
  - Started Succession planning project for the City.
  - Assisted with CIP Budget Book formatting.
  - Established Task Force for Succession planning.
  - Completed/Updated Measurable Objectives for Q2 dashboard.
  - Established Communication Strategy as related to Community Survey.

## **DEVELOPMENT SERVICES**

- **Land Development Regulations in Revision**
  - Articles I through X have been reformatted. This effort was initiated after reviewing Articles III and VI (currently under Zoning in Progress). Staff are scheduling a Work Session with the Planning and Zoning Commission at their meeting in August.
  - Various other schedules, including 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 data for the 2024 Evaluation and Appraisal Report (EAR) has been received by the consultant. Staff are currently providing necessary documentation to accomplish this study. Staff has engaged the consultants and held progress meetings on the matter with the goal of having all data collected by July 30, 2024.



## **DEVELOPMENT SERVICES (continued)**

- **Central Square**
  - Staff continue testing Central Square relating to setup and correcting issues prior to going live.
- **Citizenserve Updates**
  - Staff continue to close out and deny abandoned applications per Florida Statutes.
  - Staff now have a well-established process relating to granting relevant extensions to viable projects.
  - Staff continue to work to collect unpaid balances.
- **Heritage Park/Catalyst**
  - **The following are the most recent actions taken on the catalyst site:**
    - Development Order No. 24-05 was issued by the City's Historic Preservation Board relating to the project
    - Development Order No. 24-45 was issued by the City's Administrative Official relating to the layout of the project
    - Development Order No. 24-46 was issued by the City Manager relating to percentage land use changes within the project
    - A City peer review has been conducted relating to the muck delineation plan submitted by the applicant.
- **Mapping and Data Analysis**
  - Planning continues to update and correct incorrect data including annexation, land use and zoning updates.
  - Staff are working on updating the Development in Progress Map and look forward to releasing the Summer 2024 map by the end of July.
- **Special Projects**
  - Seminole County and City staff continue to meet on the Joint Planning Agreement (JPA). The revised boundaries for the East Lake Mary Boulevard corridor study have been delineated and are in the process of being mapped. The next meeting is scheduled for Monday, August 5, 2024, regarding updates.
  - Staff continue to digitize and archive older documents throughout the department.
  - Staff are still awaiting the Community Rating System (CRS) is review from Federal Emergency Management Agency's (FEMA) ISO consultant.
  - Staff is creating Standard Operating Procedures and checklists to simplify processes for applicants. These are being incorporated into the new Articles in the Land Development Regulations (LDR).

## **DEVELOPMENT SERVICES (continued)**

### **• Ongoing list of projects under construction**

- Story Apartments – 1751 Rinehart Road – Certificates of Occupancy are in process. Phases 4 and 5 were most recently completed.
- Kings Crossing
  - WaWa – Pre-construction meeting held, permit pending, Estimated state: week of July 22, 2024.
  - Apartments – Still in review. Awaiting resubmittal.
- All Souls PD
  - Beryl Landing Infrastructure - Plat is recorded, Certificate of Completion has been routed.
  - Emerald Point – Plat recorded. Permits pending parcel mapping by Seminole County.
  - Apartments – No recent action.
- Towns at Riverwalk – 2485 W. Seminole Blvd – Close-out started. Finalizing utilities. Plat pending completion.
- Skylar Crest – 3100 Kentucky St. – Townhomes ready for construction.
- Concorde Community - 2401 E . Lake Mary Blvd – Working toward buildout.
- Spacebox – 2461 Cherry Laurel – Certificate of Completion issued.
- Afton Palms – 1150 Upsala Road – Construction continues. Certificate of Completion issued for Clubhouse and 2 buildings.
- Wayne Densch Addition – Certificate of Completion issued.
- Harvest Time, Phase 2 – Nearing completion.
- Wynn Funeral Home – 1300 Historic Goldsboro Boulevard – Open.
- Belair – 1701 Celery Avenue – Houses under construction.
- TD Bank – SR 46 – Certificate of Completion has been issued.
- Leadership Point – Close-out process begun.
- Tuscany Village – Under Construction. On-site infrastructure underway.
- 1701 Rinehart Road – Rinehart Parc (outparcel at Story) Site permits issued. Plat pending.
- Culver’s Restaurant, Phase 2 – 3418 Orlando Drive – Addition of a cross access to Auto Zone. Permitted for construction.
- NorthPort Phase III – 495 N. White Cedar Road - Engineering approved, permits pending.
- Pathways to New Hope – 500 Holly Avenue – Permit issued for redevelopment.
- Jesus Image Church – 2871 E. Lake Mary Boulevard – Under construction.
- Gyro Sanford – 1514 French Avenue – Under construction.
- Sanford Courtyard, Ph 2 – 1021 E 2nd Street - Engineering approved, permits pending.
- ParkView Place, Ph 2 (Skyway Landings)– 3600 Skyway Dr – Under Construction. Plat in review.

## **DEVELOPMENT SERVICES (continued)**

- Ongoing list of projects under construction
  - Lotus Apartments – 750 W Seminole Boulevard – Site Permit issuance pending fees.
  - Pine Way RV Storage – 1320 Pine Way - Site Permit issuance pending fees.
  - Comfort Inn – 3403 E Lake Mary Boulevard – Construction re-commenced, building underway.
  - Frist Street Station – Certificate of Completion issued for Site Work.
- **Significant Projects Under Review**
  - Habitat for Humanity SF Subdivision– 19 Lot subdivision at 25th Street and Granada – In Plan review.
  - Habitat for Humanity TH Subdivision – 17 Lot subdivision at Airport Boulevard and MLK Boulevard – In Plan review.
  - Tranquility Village – 499 Terrace Court (off Ridgewood) – Final Subdivision Review.
  - Queens Crossing – 4430 Canyon Point - Final Subdivision Review.
  - EverHome Suites – 1550 Rinehart Road – Permit Issues. No construction to date.
  - Fords Garage – 1415 Rinehart Road - Re-issued permit.
  - Advent Health – 7450 North Ronal Regan Blvd – Final Reviews of Development Plans.
  - Mayfair Golf and Country Club - Final Reviews of Development Plans.
- **Code Enforcement**
  - Issued 20 parking citations.
  - Documented 100 new cases. 85% response rate within 48 hours.
  - Brought 29 cases before the Magistrate.
  - Working on 6 foreclosures.
- **Building**
  - Maintained Residential Plan review times of 17 days or less.
  - Maintained Commercial Plan Review times of 16 days or less.
  - Building permitting, inspection and plan review services remain available on Fridays.
  - Hired a new Deputy Building official and Building Codes Inspector.
  - The Breezeway Expansion Program continues. Now slated for completion in Feb 2025.

## **PUBLIC WORKS AND UTILITIES**

- The Georgetown Project Phase 1 construction continues.
- The Georgetown Project Phase 2 project is in design. CPH worked with staff to get a State Revolving Fund (SRF) loan for approximately \$17 million submitted, the last week of June, for construction at the recommendation of Raftelis.
- The Washington Avenue - Randolph Avenue – Mellonville Avenue drainage improvements have started. Road closures are part of the construction process. Staff held a Public Meeting with citizens to go over plans for the project on June 25<sup>th</sup>.

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

- 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. It went out to bid at the end of last year and received no bids.
- The Trailhead Restroom has been set. FPL (Florida Power & Light) is due to complete the electrical improvements for service in late July.
- The Artisan Square Restroom will be installed on July 9<sup>th</sup>. Leesburg Concrete is working with a crane operating service for delivery. This will require closing 1<sup>st</sup> Street in that area for several hours to unload all the panels.
- The roofing contractor has substantially completed installing the new City Hall roof. There appear to be some leaks that still need to be addressed.
- The old 14<sup>th</sup> Street Utility Building (Fire Station) has been demolished and the contractor is waiting for the building permit to be issued to start construction on the new building.
- We are unable to get bids on the Mellonville Ave & Celery Ave. intersection improvements project. We are looking at using a CMAR (Construction Management At Risk) to manage the construction. This is delayed while Finance reposts the RFQ (Request for Qualifications) for CMARs.
- We have been awarded a grant to clean up the brownfield on the Fulton Street parcel where the future Public Works Emergency Operations Building will be constructed. Staff is working with the EPA (U.S. Environmental Protection Agency) regional representative to complete the paperwork.
- We are working with the EDA (U.S. Economic Development Administration) for two grants related to the Marina. One will allow use to purchase 3000 feet of Tiger Dam and the other will allow us to replace the seawall on approximately 60% of the Marina. Things appear to be going well as we have passed the Environmental Review portion of the process.
- Citywide resurfacing is underway. We have completed 8.3 Lane Miles of roadway so far.
- Washington Oaks Paving is complete.
- The Full Depth Road Recycling Project south of 2nd Street, East of French Avenue, North of 25<sup>th</sup> Street and West of Park Avenue is complete the week of May 13<sup>th</sup>. Ongoing curb repair and driveway modifications expected to be complete by Mid-July.
- Scheduling of Sidewalk Repairs is ongoing city-wide.
- Twenty-Five Right-of-Way (ROW) Permits have been reviewed and responded to.
- Scheduling a new sidewalk to be constructed on Country Club Road between Hardy Avenue and Our Father's Table.
- Eight Speed Humps have been constructed in the San Lanta subdivision.
- Assisted Sanford Police with installing cameras.
- Assisted I.T. Department with installing cameras at Coastline Park.
- Assisted in 4 special events.
- Completed multiple locates.
- Completed 16 street light repairs.
- Completed 3 carpentry repairs.
- Completed 9 plumbing repairs.

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

- Completed 10 electrical repairs
- Replaced toilet and sink due to vandalism (Lee P. Moore Park)
- Completed 205 Workorders for Repair & Maintenance on City vehicles & equipment.
- Responded to 6 Road Service calls on vehicles & equipment disabled in the field or on the road.
- Completed 61 Scheduled Preventative Maintenance Services.
- Prepared 19 vehicles for auction disposal.
- Received and processed several replacement vehicles for multiple departments.
- 1,504 Tons of Residential Solid Waste was collected from approximately 15,399 City of Sanford residents.
- 153 Tons of Residential Yard Waste was collected from approximately 15,399 City of Sanford residents.
- 116 Tons of Residential Recycle was collected from approximately 15,399 City of Sanford residents.
- 3,280 Tons of debris was collected from residential homes and businesses within the City of Sanford.
- 1,960 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 recycling processing fees.
- Approximately 450 miles of street sweeping.
- Approximately 2,910 ft. of storm pipe cleaned/jetted.
- Cleaned and inspected stormwater baffle boxes along 2<sup>nd</sup> St.
- The process began of cleaning and inspecting stormceptors on Seminole Blvd.
- Mowing and weed-eating ditches and ponds in the City of Sanford.
- Repaired inlets/pipes at the following locations:
  - Oak Ave.
  - Civic Center Parking Lot
- Cleaning and inspecting inlets around Sanford
- Ditch erosion repairs at the following locations:
  - Mill Creek
  - Cloud Branch 7<sup>th</sup> St.
- Replaced fountain at the Park Ave. Stormwater Pool (pond maintenance)
- Handrail reinstalled on Sumerlin and 1<sup>st</sup> Dr.
- Rebuild Commercial Driver License Training Course at 26<sup>th</sup> St.
- Sprayed for Midges at the Riverwalk and Marina
- Repaired fence at Mulberry Pond.
- New pipes installed across 3<sup>rd</sup> St. and Oleander Ave.
- Start Commercial Driver License Training Class.
- Assisted in preparing for the July 4<sup>th</sup> event.
- Clean-up at the Public Works Complex location: 800 W. Fulton St.
- City wide sign maintenance straighten & replacement.
- Repair/replace sidewalk panels throughout the City of Sanford.
- Removed dead/dying trees on city right of ways throughout the City of Sanford.
- Removed fallen trees and tree limbs throughout the City of Sanford.

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

- Pothole repairs and asphalt road crossings throughout the City of Sanford.
- Mowed city lots & rights of ways.
- Provided 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.
- 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 SR46
  - Rinehart Rd – SR46 to CR46A
- Conduct investigations for claims/lawsuits against the City of Sanford.
- Debris clean-up after heavy storms.
- Prepared for the Star-Spangled Sanford event.
- Equipment training for new mini paver and new concrete mixer truck.
- State Road (SR) 46 water main replacement project continues and is 75% complete
- State Road (SR) 46 force main project is substantially complete. Completion is pending an easement dedication.
- State Road (SR) 46 widening is beginning Utilities Water Service plans have been submitted to the Florida Department of Transportation (FDOT) engineer.
- Pine Way water main extension Phase 1 by Cathcart to install of 8" water main and relocate hydrant will be beginning soon.
- Main water plant is undergoing ongoing testing.
- Mass meter exchange project installation contractor (VEPO Metering) is continuing the replacement of both commercial and residential water meters.
- Currently 2,300 meters are reporting under the American Megatrends International (AMI) software.
- Vacuum sewer repairs are ongoing for a more streamlined way to handle high volumes of sewage at various times, on various days, and to be more prepared for storms and heavy rainfalls. Installation of vacuum pedestals on main six of the vacuum system continues. Design work for converting two existing vacuum pits to lift station and one existing vacuum pit to gravity sewer is complete and ready for bid advertisement.
  - About 99% of telemetry projects are completed.
- Rebuilt 1 fire hydrant.
- Replaced 1 new fire hydrant.
- Hydromax USA Company has begun maintenance and flushing water hydrants.
- Installed 3 new sewer taps.
- Repaired 10 sewers lines.
- There are over 1,800 meters that are reporting in for remote reading.
- New Consumptive use permit # 3827-3 received for the Mayfair Golf Course Irrigation Wells.

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

- Alternative water piloting continues.
- Sanitary Sewer upgrades are ongoing.
- Tuffy's Music Box & Lounge has successfully removed from the vacuum system and is on full gravity.
- 1,4 Dioxane updates and review ongoing. Submitted a Construction Loan Application for State Revolving Funding (SRF) for consideration at the Florida Department of Environmental Protection (FDEP) for the August meeting.
- Water modeling or Water Master Plan update is continuing.
- Awarded a 2.9-million-dollar grant from the Florida Department of Environmental Protection (FDEP) for nutrient reduction. USSI (Utility Sealing Systems Incorporation) is smoke testing for 12,000 of sanitary sewers in the Downtown area. 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. The City was awarded an additional 2.6 million in grant funding for this project and the amended agreement for Loan Number LPA0554 is scheduled to be given to the Commission for approval in September.
- Currently working on a preliminary lead and copper water service line inventory under the Environmental Protection Agency's (EPA) Lead and Copper Rule (LCR). The preliminary inventory will be submitted to the (FDEP) Florida Department of Environmental Protection will be submitted in October. Any homes that were constructed before 1973 will be listed as unknown service material type. We are required to post this inventory annually. We are inventorying the unknown service material types as water meters are being exchanged.
- Concorde Subdivision Phase 2 has Florida Department of Environmental Protection (FDEP) sewer clearance and Certificate of Completion of utilities work.
- Belair Park should have their Certificate of Completion in December 2024 / January 2025
- Utilities and Planning are coordinating with Seminole County Building Department for approval of city water and sewer services.
- Continued installation of pedestals on 1B of the vacuum sewer system.
- Replaced the submersible pump base plates, risers, piping, check valves and gate valves at the Celery Lakes Lift Station.
- Purchased and received five (5) new submersible pumps at a cost of \$123,670.00 which will serve as "spares" for the latest eight (8) lift stations that the City has taken ownership of
- Drained, cleaned and had the North Ground Storage Tank (NGST) at Water Plant #1 inspected per FDEP requirements for the second of three Ground Storage Tanks (GST).
- Oregon Well-we replaced the electrical panel, re-ran new wires, and added a disconnect
- Oregon Well #5 has been rehabilitated.
- Awarded Lift Station & Vacuum Pit Conversions Project to Cathcart.
- Awarded North Wastewater Reclamation Facility (NWRf) IFAS Instrumentation Project to CL2 Solutions.

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

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



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

- Installed new security cameras at the Auxiliary Water Plant.
- Processed a requisition to procure a Polaris ATV to be utilized at Site 10.
- Performed the yearly Preventive Maintenance Inspections (PMI) for the NWRP Generators.
- Replaced the SWRC Gate operating system.
- Processed a requisition to ODP the pumps and miscellaneous hardware and materials. for the Downtown Lift Station & Vacuum Pit Conversions project.
- Installed a 6' fence at the Bakers Crossing Lift Station
- Hired a Water Plant Operator.
- Repaired one of the Vacuum Station pumps.
- The South Plant Master Lift Station pump is repaired.
- Installed 1 of 4 Spray System on the NWRP(North Wastewater Reclamation Facility) IFAS Basins.
- Paved the front entrance of the NWRP.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Risk Management:**
  - Workers Compensation Claims: 4
  - Liability Claims: 7
  - Auto Claims: 3
  - Mediations: 3
  - Coordinate Safety Committee Meeting: 1.
  - Special Events Committee Meeting Attendance: 2.
  - Recoveries: \$15,690.40
  - Recoveries YTD: \$687,526.45
  - Participation in Various Litigated Files.
  - Multiple conversations and meetings with the Trial Attorney on various matters.
- **Recruitment and Employment:**
  - Job Postings: 11
  - Applicants: 391
  - New Hires: 9
  - Promotions: 1
  - New Hire Incentives: 6
  - New Hire Incentives Paid: \$27,550.30
  - New FML cases 1.
- **Benefits, Wellness and Records Administration**
  - Coordinated monthly Corebridge (457) visit - 1
  - Processed benefits for new hires - 12
  - Coordinated New Hire Orientation Session, 6 hours - 1
  - Continue implementation of new benefits platform, Bentek.
  - Responded to multiple Verifications of Employment.
  - Responded to multiple Public Records Request
  - Enter Change in Status - 51
  - Processed Health Reimbursement Account deductible refunds - 1
  - Processed Wellness Reimbursement Requests - 9

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

- **Benefits, Wellness and Records Administration**
  - On the committee to select a new copier company
  - Coordinated Blood Drive - 1
  - Processed Retiree Life Benefit claims -3
  - Processed DROP paperwork for entry into DROP - 2
  - Off boarded retiring employee - 1
  - Hosted Lunch and learn Snakes for 90 employees.
  - Planning Family Bowling Night.
  - Working with IT to implement Super SharePoint Platform.