

**City of Sanford  
City Manager's Monthly Update  
February 2025**

**CITY MANAGER'S OFFICE**

- Along with Assistant City Manager Craig Radzak, attended the 2025 Florida City and County Management Association's Winter Institute.
- Met with Elizabeth R. Grace, President and CEO, Central Florida Urban League, Paula J. Hoisington Chairwoman of the Board for the Urban League, and Melvin Philpot, Secretary of the Board for the Urban League to discuss their building on the property the City has donated to them.
- Along with Economic Development Director Brady L met with Seminole County Manager Darren Gray to discuss the timing and disposition of the County vacating the County Administration Building, the Civil Court House and their Engineering Building on Park Avenue.
- Attended four-hour cybersecurity workshop.
- Spoke at opening session of Citizens Academy Class 22.
- Met with Mark Mullins, Assistant Superintendent for Operations for the Seminole County Public Schools to discuss the potential of the City acquiring buildings from the School District.
- Along with Mayor Woodruff and Commissioner Austin, stopped by the Historic Re-Enactment Battle at Camp Monroe.
- Along with Nicole Osburn, Community Relations & Neighborhood Engagement Director, attended the Georgetown History Harvest program.
- Attended February meeting of the Private Business Association of Seminole, Inc.
- Along with Mayor Woodruff and City staff, attended virtual State Revolving Fund Priority List meeting where Sanford's water treatment proposal was discussed.
- Along with Commissioners Wiggins and Thomas, and Economic Development Director Brady Lessard, attend the Seminole County Chamber's State of the County Luncheon.
- Attended Police and Fire Public Safety Family Day program.
- Attended Mayors and Managers of Seminole County meeting.
- Along with Chief Communications and Cultural Affairs Administrator Lisa Holder and Digital Media Specialist Nico Durham made presentation at the Sanford Chamber of Commerce Business Connections meeting.
- Attended Tri-County League of Cities meeting.
- Along with Mayor Woodruff and other City staff attend and spoke at Ribbon Cutting Ceremony for California Closets Sanford Showroom.
- Attended True Health Community Day in Goldsboro.

## **CITY MANAGER'S OFFICE (continued)**

- **Marina**
  - The exterior painting of the dry storage building has recommenced.
  - A meeting is scheduled with FEMA representatives (Director of Florida Recovery Office, Infrastructure Branch Director, and the Environmental and Historic Preservation Advisor) at the Recovery Office in Lake Mary to provide a briefing on the Marina Project status. The project review has been in FEMA's queue for several months without much progress.
- **Mayfair Golf Course Clubhouse**
  - The steel beams and columns were erected last week, and exterior framing begins the first week of March. Substantial completion of the clubhouse is expected in November 2025.
- **2<sup>nd</sup> Floor City Hall Renovations**
  - The City's contracted architect provided a preliminary plan for the effected Director's review. The Breezeway project is expected to be completed in July 2025, and staff are preparing for the use of office space on the 2nd floor that the Building Division currently occupies. Also included in the scope of services is providing more efficient space in the other Departments including Public Works Administration, which will be vacating the area in the future.
- **Construction Management at Risk**
  - The Request for Qualifications (RFQ) Committee plans to meet on February 20, 2025 to evaluate the 13 submittals for a pool of firms to select for future variety of construction City projects.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT (CRANE)**

- Attended Cradle to Career Workshop.
- Participated in the annual Point in Time (PIT) Count.
- Attended Homeless Services Network (HSN) board meeting.
- Attended the Central Florida Commission on Homelessness (CFCH) managing board meeting.
- Attended the Central Florida Commission on Homelessness (CFCH) leadership council meeting virtually.
- Participated in the Cyber Security workshop.
- Attended Severe Weather Awareness Touch a Truck event.
- Participated in technical assistance call with HUD to update Disaster Recovery Grant Reporting (DRGR) system.
- Neighborhood Stabilization closeout call with Mr. Thomas.
- Participated in an introductory call with Travaris McCurdy, Assistant to Vice President of Operations, Orlando Housing Authority.
- Attended the History Harvest at Hopper Academy.
- Attended the Battle of Lake Monroe at the Sanford Museum.
- Attended the FY2026 budget kick-off meeting.
- Participated in the first meeting of the Policy Review committee.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT (CRANE)** **(continued)**

- **Community Development Block Grant(CDBG)**
  - Home inspections are underway for 22 homes.
  - Homeowners will be signing agreements.
  - Updating policy & procedures manual.
  - Updating agreements.
  - Service and Love Together (SALT) awarded shower trailer and will be signing agreements.
  - Participated in a conference call with the Florida Housing Coalition regarding public engagement for the 5-year Consolidated Plan.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Outreach Technician vacancy has been filled.
  - Provided LIHEAP assistance for a total of 52 households. Twenty-two of them were elderly households and nineteen disabled households.
    - Home Energy assisted 17 households
    - Crisis Energy assisted 35 households
- **My Brother's Keeper (MBK)**
  - One MBK student was named student of the month for Markham Woods Middle School.
  - One MBK student was named top ten finalist for a chance to be a recipient of 2-year college scholarship for Bright Future out of 3,000 students in Seminole County who applied.
  - Featured in local magazine Radiantly Black, Greater Orlando's Black Lifestyle Magazine
  - Students dress up on Wednesdays in their MBK polo shirt and pants.
  - Students participated in the Dr. Martin Luther King, Jr. parade.
- **Race, Equality, Equity, and Inclusion**
  - Committee members attended the City Commission meeting for the reading of the Black History Month proclamation.
  - Held Pathways to Reconciliation special work session with partners.
  - Featured in Radiantly Black, Greater Orlando's Black Lifestyle Magazine.
  - Tabled at the Dr. Martin Luther King, Jr. festival in the park.
  - Committee members attended the History Harvest at Hopper Academy
  - Tabled at the Phoenix Generation Conference at Stetson University. Students and educators in Central Florida Universities and high schools gathered to discuss topics pertinent to positive activism, youth engagement, and leadership empowerment.

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

- On January 29, 2025, a meeting took place with Paul Williams and Daniel Lewis to discuss a potential project towards the end of 2025 that focuses on the various special events held in December. This was a preliminary discussion and Staff will have a follow-up with Paul Williams if he decides to proceed with pursuing potential assistance.

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

- On January 29, 2025, Staff had a presence at the first 2025 Sanford Chamber of Commerce After Hours event, held at Seminole Harley Davidson.
- On January 30, 2025, the bid opening for the Second Street Streetscapes project took place in the City Commission Chambers. Six (6) contractors submitted bids.
- On February 3, 2025, the City Manager and the Economic Development team met with Luisa and David Lord of L&L Consulting to discuss a letter of intent and a potential sisterhood agreement with Tulua Valle. Comments provided by staff, for revisions to the letter of intent.
- On Wednesday, February 5, 2025, the Sanford CRA held their board meeting. Marilyn Maples with Alive After Five provided an update for the special event series. There was a CRA Commercial Redevelopment Grant request considered and denied by the CRA Board for 201 West First Street. The CRA Board unanimously felt that this was not an appropriate project at this time as they felt the project did not enhance or add any new business to the CRA District. Updates then provided by Staff for various projects. On the project for string lighting along First Street from Oak Avenue to French Avenue and Entrance Archways, Staff shared that two meetings took place with the vendor to discuss timeline for the various components of the project: obtaining the pole extension brackets and having the trees trimmed prior to lighting installation. There is clear understanding about the crisscross of lighting and discussed at length lighting at the entranceway archways. The bar lighting works better as the luminescence is greater, shines up on Sanford wording, and the light colors can be changed for different holidays. Trees need to be better trimmed, pole extension brackets fabricated & sent out for powder coating & once those are on the way, we can get on Johannessen's schedule for installation. At this time, the utilities connection – private portion initially completed at the end of January. However, the owner ran into a few hiccups. The inspector lamped the sewer run & said while the run looked good, he found an issue with MH 5, the effluent side is higher than the influent side. The inspector said this is a major concern, as water will not flow correctly towards the existing sanitary manholes. The onsite contractor wanted to brick and mud the manhole, then core the correct hole elevation into the structure. This is unacceptable to the City and a new structure with the correct elevations needs installing. The City has a purchase order in place to have the work performed for the public section once the owner's team successfully gets their work completed. On February 13, 2025, an inspection took place onsite, which brought forth some concerns that need addressed by owner. Awaiting successful completion of private portion utilities connection, prior to the public portion utilities connection start of work. Staff also provided an update on the Second Street Streetscapes Project. On December 19, 2024, onsite pre-bid, non-mandatory meeting took place, and the formal bid opening occurred on January 30, 2025. Contractors who submitted bids agree to hold the bid open for 90 days, & if awarded, start the work no later than 10 days after Issuance of Notice to Proceed, as well as substantially complete the work within 270 calendar days from the Notice to Proceed. CPH reviewed all of the submittals to insure they compared in an

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

equal fashion, and CPH submitted a bid recommendation letter to proceed with Condor Construction Corporation for a total bid of \$2,393,484.60, which also is the lowest bidder for the project.

- On February 6, 2025, the City Manager and Staff attended the Sanford Galleon ribbon cutting/grand opening event. Attendees enjoyed the ambience of the new event center, as well as pirates and a mermaid were onsite who provided entertainment.
- On February 7, 2025, the City of Ocala team visited the Sanford Information Center in Downtown Sanford to discuss Sanford CRA activities, closeout, and projects in process. A tour ensued directly afterward, and Ocala personnel were very impressed with today's Sanford.
- On February 11, 2025, a meeting took place at the Sanford International Airport between the City, Seminole County, airport leadership, and representatives from Mexico to discuss a potential partnership.
- On February 13, 2025, staff spoke with Adam Ramsay to obtain a project update for 311 East First Street. Site improvements to begin very shortly and estimate a six (6) month window from start to project completion.
- On February 17, 2025, staff met with Dan Conroy, Florida Warehouse Director with Eckart Supply and took a tour of the space where they have chosen to locate at 3503 St. Johns Parkway. Eckhart is a wholesale products distributor for electrical supplies, lighting, HVAC, plumbing and tools. Eckart will be occupying 65,000 square feet and bringing very solid jobs to the Sanford market, with salaries far exceeding the City average. It is important to note, that as is our Department philosophy, no monetary incentives are being granted, facilitation of operations is perceived as a large value add to the corporation.
- We will be meeting with design consultants this Thursday and Friday to further distill the redevelopment program. Seminole Town Center Mall will, in short order be owned by Ardent Properties, with an exciting vision and concept for the mall site. Closing expected to take place within the next few weeks. As a reminder, this will be the largest commercial/retail redevelopment in Seminole County history. Jobs and sales tax revenue increases will flourish. It should be noted that aged infrastructure, and a need for roadway network improvements will most likely result in an "ask" for participation by the City.
- First Orlando Sanford International Airport hotel in history, the Comfort Inn and Suites, is slated to open on September 1, 2025. The ongoing traffic from both the Airport and Boombah should serve as steady influx of high occupancy at this hotel. Latest site visit occurred on February 13, 2025, and illustrated a very high level of construction and finishes.
- 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.

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

- As representatives of the City, 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, Redevelopment Visionaries meeting, pre-app meetings, and meetings with local businesses who asked for a City presence while working with clients.
- The Department is committed to two targeted marketing programs that will require CRA and Commission approval. The first is a Downtown Dollars promotion aimed to stimulate activity in our Downtown Corridor during the historically slow Summer months. The second involves a very targeted digital media campaign to assist the Seminole Town Center Mall businesses that will remain open during the "pain" of redevelopment. We are working with these stakeholders directly and have formulated a plan that all parties have signed onto.
- The Department is working directly with the City Manager to facilitate a \$4m investment, along with 80 jobs, to begin operations in our US 17-92 Corridor. We have met with ownership and identified several areas where public assistance is required.

## **POLICE DEPARTMENT**

- Hosted a well-attended Coffee with a Cop at the Starbucks located inside Target.
- Hosted a Cupcakes with a Cop event at Target which encouraged some very 'sweet' conversations between officers and the community.
- Hosted a Fighting Fraud – Financial Wellness Workshop & Senior Resource Fair at the Dr. Velma Williams Westside Community Center, which provided learning and information to our residents on current fraud and scams they may encounter.
- Participated in another great Tip-a-Cop Event at Texas Roadhouse. The event raised just under \$1900.00 dollars and awareness to support the Law Enforcement Torch Run for Special Olympics. We have focused our attention on Special Olympics because we have officers with children who have physical and/or mental challenges.
- The Community Relations Unit and volunteers participated in Seminole County Emergency Management's Touch a Truck Event which kicked off Florida's Severe Weather Awareness Week.
- Major Crimes Investigators arrested Sara Jameson on one count of Second-Degree Homicide in connection with the January 31st homicide of Brandon Sullivan.
- Hosted the inaugural Golf Cart Registration event at the Sanford Civic Center, assisting citizens in obtaining their golf cart registration and inspection. Over 250 or the 286 golf carts were registered that day.
- The Public Information Office hosted a Tweet From the Beat Event on social media. The Public Information Officer followed Delta Squad for six hours and tweeted about the calls for service the squad was on. This is a great way to inform the community about what our Patrol Officers encounter in their daily duties.

## **POLICE DEPARTMENT (continued)**

- The Police Department hosted the City of Sanford's Citizen Academy. They were able to showcase the different aspects of the police department and educate citizens on the variety of services provided to the City.
- The Community Relations Unit visited the seniors at Bahama Bay Club, teaching them about the latest fraud trends and how to spot a scam.
- K-9 Handlers Rosado and Robinson taught a 480-hour FDLE K-9 Team Training Course were Officer Meyer and K-9 Knightro from Oviedo Police Department were able to obtain their Basic K-9 Patrol Certification.
- Deputy Chief Perkins conducted two media interviews (Channel 13 and 35) covering the training our officers are receiving at Decision Tactical.
- The police department currently has 14 sworn vacancies and one support staff vacancy.

## **FIRE DEPARTMENT**

- **Training and Activities**
  - Medical Director meetings attended.
  - Pre-fire plans completed- 12 businesses.
  - SunRail full scale exercise completed.
  - CPR recertifications completed for the department.
  - 2 EMS standbys completed.
- **Fire Prevention**
  - Annuals - 402
  - Re-inspections on annuals - 481
  - New Construction Inspections - 112
  - State required inspections - 19
  - Food Truck Inspections - 32
  - BC Pass down/follow-ups - 9
  - Plans Review - 272
  - Special/Complaint inspections - 98
  - Car Seat installs - 1
  - Public Education Events - 0
  - Smoke Alarms Installed - 5
  - Fire Investigations - 2
- **Administration**
  - Lieutenant Gregory Boone was promoted to Battalion Chief of Operations effective March 1st.
  - Logistics Coordinator (Tyler Lachat) started on February 17th.
  - New hire interviews will be completed February 18th and 19th.
  - Lieutenant promotional process is March 5th-7th.

## **PARKS AND RECREATION**

- Chair Yoga is now being offered at the downtown Senior Center each Tuesday at 11am. Mignon Stephan, from Sanford's own 1 Raw Yoga, has generously volunteered her time and expertise to guide our seniors in this accessible and beneficial form of exercise. There's no need to pre-register—simply be a member of the Senior Center, located at 401 East Seminole Blvd, and you are welcome to join the class each week.
- Registration for spring swim lessons began February 18<sup>th</sup>. During the first day of registration, five of the nineteen sessions were at capacity. The season begins March 10th at the Dale Aquatic Center.
- The Sanford Museum hosted the Battle at Camp Monroe. A two-day, living history re-enactment of many aspects of Florida in the 1837 Battle that took place on the shores of Lake Monroe.
- Baseball Opening Day at Historic Sanford Memorial Stadium will feature 485 players, (ages 4-18) representing forty teams. This is our largest season to date with games being played at Chase Park, Zinn Beck Field, and the Stadium.
- Staff have processed and managed twenty-nine new Special Event applications in the last month.
- Repairs to the fountain in James Dunn Park have been completed.
- Parks staff continue to replace park and facility identification signs incrementally.

## **FINANCE**

- **Accounting Division**
  - Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for Ian and Milton.
  - Working on the 2024 audit.
  - Kickoff of the 2026 Budget.
- **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 January 2025.
      - New IT Service Requests/Tickets 338.
      - Closed IT Service Requests/Tickets 354.
- **Digital Transformation Project**
  - Artificial Intelligence (AI)
    - No activity this month.
  - m365 Migrations
    - 100% complete.



## **FINANCE (continued)**

- **Process Modernizations**
  - Procurement process
    - Emergency Justification form – customer testing required.
    - Single Sole Source Justification form – customer testing required.
    - Public Notice of Intent form – customer testing required.
    - Vendor Performance Report form – customer testing required.
    - Informal Request for Quote form – customer testing required.
    - Field Purchase Order (FPO) form- customer testing required.
    - Consultants Competitive Negotiation Act (CCNA) Contract form - customer testing required.
  - Finance Processes
    - Budget Transfer Form – in development.
    - Leave Request Form and Calendar Integration – in development.
    - Capital Improvement Plan (CIP) Processes, CIP 2.0 Form and Workflow – final testing before 2/10/25 go live.
  - Intranet Modernization
    - All HR, Finance, and Home pages need internal review and approval before going live
- **Lucity 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 March 2025.
  - Utilities Plants
    - Requirements gathering.
- **Purchasing Division**
  - Working on 29 solicitations.
  - Continued work on updating purchasing policies including new CCNA (consultants' competitive negotiation act) guidelines.
  - Continued working on updating templates for the bidding process (mapping the process).
  - Working on updating templates for bids, construction documents, and terms and conditions. Hiring a legal consultant to assist with this task.
  - Working with IT to post contracts on SharePoint.
- **Performance Management Division**
  - Performance Management Coordinator successfully became Black Belt certified!
  - Continued to work on City Strategic Plan.
  - Hosted internal surveys to assist the City Commission with strategic goal planning.
  - Started the Neogov Learn (Training program) implementation process.

## **FINANCE (continued)**

### **• Performance Management Division**

- Worked with Purchasing to continue to find workflow solutions to assist with procurement.
- Worked with Finance staff to continue to collect data for GIS project display.
- Continued to work with various Departments on creating an action plan as a result of the employee survey.

## **DEVELOPMENT SERVICES**

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

- The reconfigured and reformatted Articles I through X are complete Preliminarily Scheduled for February 2025 before the City Commission.
- Schedules N and O are tentatively scheduled for March 2-25 before the Planning and Zoning Commission following the zoning in progress action by the City Commission in December.
- New Fee Schedule has been forwarded to City Commission for incorporation in the Articles.

### **• Comprehensive Plan Amendments**

- 2024 Evaluation and Appraisals (EAR) data being analyzed to determine modifications required. Staff will proceed with changes once complete. Modifications are related to the delayed Joint Planning Agreement (JPA) as noted below.

### **• Joint Planning Agreement**

- Seminole County and City staff are working on the JPA, but due to major staffing changes at the County's Development Services Department, these efforts are in a holding pattern.
- In the interim, the draft boundaries for the revised East Lake Mary Boulevard corridor study have been mapped and City staff continues to work on researching State Statutes and opportunities to enclose existing enclaves through non-voluntary annexations and JPA options.

### **• Citizenserve Updates**

- Staff are working to revise current and new applications, letters, standard procedures, and an updated fee schedule that will align with the updated Articles pending adoption by the City Commission.
- Staff are working on creating new reports to assist with tracking ongoing development.
- Staff have scheduled meetings to discuss the pending and required updates to Citizenserve.

### **• Mapping and Data Analysis**

- Staff continue to compile data for future mapping projects for the EAR and JPA as noted.

## **DEVELOPMENT SERVICES (continued)**

- **Opportunity Site (aka Catalyst Site)**
  - City staff continues to move forward with all necessary City Commission and administrative actions relative to title clearing actions for the City owned site including resolutions, vacates and releases related to existing encumbrances on the property. Specific documents may be noted in future reports as they are processed.
  - Staff are working on creating a Request for Qualifications/Request for Proposals (RFQ/RFP) for the future Development of the site.
- **Development Agreements**
  - Staff continue to review the proposed relocation of one billboard from the mall to Fire Station 32 and revitalization of two existing billboards near I-4.
- **Ongoing list of projects under construction**
  - Kings Crossing
    - Wawa – Under construction.
    - Apartments – Under construction.
  - 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 – New Townhomes under construction.
  - Skylar Crest – 3100 Kentucky St. –Townhomes under construction.
  - Concorde Community - 2401 E . Lake Mary Blvd – Working toward buildout.
  - Belair – 1701 Celery Avenue – Houses under construction.
  - Tuscany Village -4201 W 1st Street – Infrastructure and buildings are under construction.
  - Rinehart Parc (outparcel at Story)- 1701 Rinehart Road – Site Development paused.
  - NorthPort, Phase III – 495 N. White Cedar Road – Under construction.
  - 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 – Construction has commenced.
  - ParkView Place, Ph 2 (Skyway Landings)– 3600 Skyway Dr – Plat record. Homes pending.
  - Lotus Apartments – 750 W Seminole Boulevard – Site Permit issuance pending fees.
  - Pine Way RV Storage – 1320 Pine Way - Site Permit has been issued.
  - Comfort Inn – 3403 E Lake Mary Boulevard – Construction recommenced, building underway.
  - Kentucky Square – Site Permit Issued. Under Construction.
  - Palmetto Pointe - Site Permit Issued.
  - Matthews Palmetto Project – 218 Palmetto Avenue - Under Construction.

## **DEVELOPMENT SERVICES (continued)**

- **Ongoing list of projects under construction**
  - 101 Specialty Point – Warehouse - Site and Building under construction.
  - Charley’s Cheesesteak – 1920 French Avenue – Site Permits issued. Site Construction commenced.
  - 101 N. Park Avenue – Dragon’s Vault and upper floor apartments – Utility site work underway
  - Fords Garage – 1415 Rinehart Road – Permit issued. Applicant requesting revisions.
  - Advent Health – 7450 North Ronal Regan Blvd –Under Construction.
  - Mayfair Golf and Country Club – Site Permit Issued. Under Construction.
  - Fire Station #40 – Site Development Permit Issued.
  - EverHome Suites – 1550 Rinehart Road – Permit Issues. No construction to date.
  - Ace Café – 115 Laurel Avenue – Construction underway
  - CFI Storm Improvements -Airport Boulevard - Pending closeout documents
  - Zoom Car Wash – 3831 W. 1st Street – Uder construction
  - Miwa Commercial – 210 Oak Avenue – Under construction
  - Savita Apartments – Windleshore Way – Permit Issued – No construction started
  - Goldsboro Daycare - 1100 Goldsboro Boulevard – Construction nearing completion
- **Significant Projects Under Review**
  - Tranquility Village – 500 Terrace Court (off Ridgewood) – Final Subdivision Review
  - Queens Crossing – 4430 Canyon Point - Final Subdivision in review. Working to divide into phases.
  - Public Works Complex – Review Complete Pending Final Site Development Permitting.
- **Code Enforcement**
  - Held our yearly Code Enforcement Academy.
  - Documented 89 new cases.
  - Brought 65 cases before the Magistrate.
  - Wrote 22 parking citations.
- **Building**
  - Issued 525 Permits.
  - Reviewed 729 Building Plans.
  - Performed 1198 Inspections.
  - Averaged 107 Days Plan Review for Commercial Permits (longest was 16 days)
  - Averaged 5.9 Days Plan Review for Residential Permits (longest was 16 days).
  - Conducted a review of Ring Central and determined that 100% of all incoming calls were answered this month.
  - 97% of incoming calls direct answered.

## **DEVELOPMENT SERVICES (continued)**

- **Business Tax Receipts (BTR)**
  - 56 BTRs issued.

## **PUBLIC WORKS AND UTILITIES**

- The Public Works Department has begun working on the 2025-2026 budget.
- The Public Works Department is working with the Finance Department to complete the RFQ (Request for Qualifications) for the CMAR (Construction Management at Risk) list so that multiple projects can proceed. The projects include Mayfair Drainage Improvements, Maple Avenue Drainage Improvements, Aero Lane Roadway and Drainage Improvements, Mellonville and Celery Avenue intersection Improvements and St. Johns Parkway at Upsala Intersection Improvements.
- The Georgetown Project Phase 1 construction is close to completion.
- Georgetown Phase 1A will go out to bid this month.
- The Georgetown Project Phase 2 is in design. We are waiting for 60% plans to review.
- The Washington Avenue - Randolph Avenue – Mellonville Avenue drainage improvements project is under construction.
- 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.
- Second Street Streetscape to be awarded; bid opening was January 30<sup>th</sup> with the lowest bid at \$2.4M. CRA project that public works will be managing and inspecting.
- Scheduling Sanford Avenue paving with Middlesex; will be after the first of the year.
- Annual paving is ongoing in locations city-wide.
- Full-depth roadway reconstruction is scheduled for the end of March.
- Removed holiday lighting on light poles on 1<sup>st</sup> St. Sanford Ave. and Historic Goldsboro Blvd.
- Removed holiday wreaths on the Lakefront.
- 6 reported streetlights to FPL (Florida Power & Light) outage website
- 11 electrical repairs complete.
- 12 streetlight repairs complete.
- 9 plumbing repairs complete.
- 42 Utility locates complete.
- 4 carpentry repairs complete.
- 6 A/C repairs complete.
- Assistance provided in setting up 3 City events.
- Hung and removed 2 banners for an event.
- Completed 184 work-orders for repair and maintenance on City vehicles & equipment.
- Responded to 3 Road Service Calls on vehicles & equipment disabled in the field or on the road.
- Completed 78 scheduled Preventative Maintenance services.

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

- Fleet superintendent graduated from the Florida Benchmarking Consortium Black Belt Training.
- 1,805 Tons of Residential Solid Waste was collected from approximately 15,623 City of Sanford residents.
- 101 Tons of Residential Yard Waste was collected from approximately 15,623 City of Sanford residents.
- 126 Tons of Residential Recycle was collected from approximately 15,623 City of Sanford residents.
- 2,640 Tons of debris were collected in roll off dumpsters from residential homes and businesses within the City of Sanford.
- 5,108 Tons of debris were collected in front load dumpsters from businesses within the City of Sanford.
- Ongoing negotiating a new Interlocal Agreement with Seminole County to include a substantial increase in the cost for recycling processing fees.
- Ongoing discussion on minor City Code Amendment to Commercial Recycling Nonexclusive Permits with the City Attorney and reviewing if additional amendments are necessary.
- Continuation of reviewing Waste Pro's request for a disposal increase for all collection services.
- Approximately 550 miles of street sweeping.
- Approximately 9,084 ft. of storm pipe cleaned/jetted.
- Continuously mowing and weed-eating ditches and ponds city-wide.
- Excavated parking lot and regrade for asphalt at the Utilities Building on 15<sup>th</sup> St.
- Ongoing cleaning and inspecting inlets city-wide.
- Pond and Ditch maintenance:
  - 12 ponds and 2 ditches: Treatment of aquatic weed vegetation by spraying (contractor).
  - Continuation of crew members mowing ponds until we obtain a contractor for this year.
  - Cleaned out vegetation at the following locations:
    - North Woodland Dr.
    - Sterling Pines and Lake Mary Blvd.
- Installed new curb at Valenica St. and Plumosa Dr.
- Installed Alley Apron on 8<sup>th</sup> St. and Palmetto Ave.
- Pipe repairs at the following locations:
  - 484 Valencia St.
  - 8<sup>th</sup> St. and Palmetto Ave.
  - 311 Holly Ave.
  - E. 21st St. and Park Ave.
  - 225 Seminole Blvd.
- Ongoing yard clean up at the Public Works Complex, 800 W. Fulton Street
- Ongoing City-wide sign maintenance straighten & replace.
- Continuation of repairs/replacing sidewalk panels throughout the city.
- Continuously removing dead/dying trees on city ROWs (Right of Way) throughout the city.

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

- Ongoing response to and removing fallen trees and tree limbs throughout the city.
- Ongoing pothole repairs and asphalt road crossings throughout the city.
- Continuously mowing city lots & rights of ways.
- Continuously picking up debris that are dumped in alleys and on city ROWs around the city.
- Ongoing alley maintenance in various areas throughout the city.
- Leased parking lot maintenance/regrade and pick up trash.
- Ongoing tree trimming in various alleys requested by Waste Pro.
- Continuous inlet cleaning throughout the city.
- Ongoing picking up trash in extended areas: Upsala Ave, Central Park Dr. to CR46, Rinehart Rd. CR46 to SR46A.
- Conducted investigations for claim/lawsuits against the City of Sanford.
- State Road (SR) 46 main replacement project is substantially complete
- SR 46 FM project is complete. The City received payment from Young's Communication for the RaceTrac easement and we are finalizing the easement agreement with RaceTrac's attorney.
- Cathcart Construction is beginning sewer connection replacement on previously lined gravity sewers for 32 sewers customers in the Mayfair subdivision. The City has been coordinating with the property owners to obtain the rights of access agreements to complete this work.
- Mass meter exchange project installation contractor (VEPO Metering) is continuing the replacement of both commercial and residential water meters. Currently 13,276 meters are reporting under the Advanced Metering Infrastructure (AMI) software.
- Main water treatment plant improvements project for 1,4 Dioxane continues. The Florida Department of Environmental Protection's next funding meeting is Wednesday, February 12, 2025, where the City is requesting funding in order to advertise a design-build request for proposals (RFP) to finalize the design and construction of the water treatment plant improvements.
- The City's staff has started repairing fire hydrants that have been placed "out of service" and is currently reviewing contract for hydrant vendor for heavy repairs. This is ongoing.
- The vacuum system is functioning very well. Still the same.
- The ongoing project on recording information for our Water Model and CHA Solution is working on the information provided for a comprehensive evaluation of our water system and is ongoing observation of the distribution system.
- In progress and ongoing manhole rehabilitation in the Pinecrest Subdivision and the Orlando Sanford Airport.
- Installing sewer taps, water taps, and meters on a regular basis
- Inliner Solutions (the name of the vendor that is doing the work) has cleaned CCTV and is now preparing for gravity sewer lining in the Fort Mellom collection system.

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

- Studying the finds from the Smart Cover (the technology used to help identify areas of infiltration and direct inflow) to continue efforts of eliminating infiltration and direct inflow to the Collection System. (Study is ongoing and repairs are being made by city staff and city contractor.)
- Repairing leaks and breaks on the distribution and reclaim systems as they occur.
- Installed 6 new sewer taps and 27 repairs to the Collection System.
- Replaced all 3 water injection saddles for chemicals at the Auxiliary Plant.
- Pulled traveling bridge # 3 out of unit for an upgrade repair at the North Plant.
- French Ave Well tripped; replaced starter.
- Removed North Plant hydraulic unit on gravity belt thickener and rebuilt it.
- Cleaned media from around the North Plant.
- Replaced North Plant gravity belt thickener belt.
- Anchored Lobepro pump to the floor at the North Plant & replaced the Lovejoy.
- Added 100 lbs. of hypochlorite in the North Plant reclaim tank.
- Upgraded transformers and wire on the Vacuum Station.
- River Crest Lift Station start-up.
- Installed Groveview Lift Station pump.
- Added 100 gallons of diesel into Groveview generator.
- Pulled Vacuum Station pump & installed new Busch pump.
- Replaced the internet switch at the South Plant.
- Pulled and cleaned the South Plant Master Lift Station pump.
- Dug up & repaired the South Plant reject valve.
- Pulled & repaired the South Plant Seepex pumps.
- Pulled # 3 return activated sludge pump at the South Plant.
- Replaced generator batteries at the Auxiliary Plant.
- Inspected high service pump at the Auxiliary Plant.
- Inspected Oregon Well #1.
- Put Oregon Well # 4 online to operate correctly.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Recruitment and Employment**
  - New Job Postings: 9
  - Applicants: 230
  - New Hires: 5
  - Promotions: 3
  - New Hire Incentives: 2
  - New Hire Incentives Obligation: \$7,547.94
  - New FML Cases: 1



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

- **Benefits, Wellness and Records Administration**
  - Coordination of monthly Corebridge (457) meetings - 1
  - New hires benefits processing - 7
  - Coordinated New Hire Orientation (comprehensive session about 6 hours each) - 1
  - Responded to multiple Verifications of Employment.
  - Responded to multiple Public Records Requests.
  - Processed 78 change in status forms.
  - Processed 30 Wellness Reimbursement Requests.
  - Processed 1 Health Reimbursement Requests
  - Off-boarded 5 terminated employees.
  - Off-boarded 2 retiring employees.
  - Working with Premise to implement new wellness platform called Sonic Boom.
  - Processed Drop Paperwork for 1 employee.
  - Completed 1095-C's.
  - Coordinating Family Fitness Walk.
  - Coordinating Defensive Driving Lunch and Learn.
- **Risk Management**
  - Workers Compensation Claims - 5
  - Liability Claims - 4
  - Auto Claims - 1
  - Mediations - 3
  - Coordinate Safety Committee Meeting - 1
  - Special Events Meetings - 1
  - Recoveries - \$0
  - Multiple conversations with the Trial Attorney on various matters.
  - Met with Purchasing and City Admin to analyze Insurance requirements for vendors.
  - Defensive Driving lunch and learn.