

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

**CITY MANAGER'S OFFICE**

- Attended January meeting of the Private Business Association of Seminole, Inc.
- Along with Lisa Holder spoke at the January meeting of the Sanford Woman's Club.
- Attended and spoke at Police Department's Award and Swearing In Ceremony.
- Represented the City at the Orlando Health Lake Mary Hospital Ribbon Cutting Ceremony.
- Meet with Seminole County Manager to discuss future use of County buildings in Downtown Sanford.
- Served and spoke at the City Employee Service Award Program.
- Attended and spoke at Ribbon Cutting for "Awe Glammed Up" at 108 E. 1<sup>st</sup> Street.
- Along with Nicole Osburn represented the City at Habitat for Humanity's Builders Blitz Home Dedication.
- Attended Annual MLK, Jr. Commemorative Banquet.
- Marched in the Annual MLK Parade.
- Attended January Mayors and Managers meeting.
- Along with Pamela Lynch attended Sanford Chamber Business Connection Networking Breakfast.
- Attended District 2 East/Westside Community meeting.
- **Marina**
  - The Marina design services Request for Qualifications (RFQ) Evaluation Committee convened and ranked the three firms on Monday, December 2, 2024 at 2:00PM. The City Commission ratified the top ranked firm, Neel-Schaffer. Negotiations for a design contract has commenced.
  - The St. John's Rivership Company took their boat, "the Barbara Lee" to Palatka for needed repairs and improvements. It is anticipated to return to the Sanford Marina the last week of January.
- **Mayfair Golf Course Clubhouse**
  - The footer concrete slab (50 yards of concrete) was poured on January 22nd and the remainder of the slab is scheduled the week of January 28th.
  - The Mayfair Open golf tournament was held the week of January 6th. It was another successful year having approximately 70 golfers compete in the semi-pro event with the winner shooting 8 under par, and approximately 100 golfers in the amateur event. Thank you to all that played and supported the event!
  - anticipated to pour the concrete slab the first of the year. Construction of the Clubhouse is expected to take 12 months.

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

- **Sanford Information Center (SIC)**
  - Federal Emergency Management Agency (FEMA)' s Small Business Administration (SBA) will be setting up operations at the SIC starting the week of Monday, January 13, 2025 for the next 30 days. It will set up as a business recovery center where applicants can get help with their applications. After the Disaster Loan Program was recently funded by Congress, there has been an influx of applications to disaster recovery centers; however, most of them are closed or closing soon. Operating hours are Monday through Friday 9am – 6pm, Saturdays 10am until 2pm, and closed on Sundays.
- **William Clark Court Properties**
  - A Third Amendment to Contract of Sale of Real State was approved by the City Commission, which extends the terms and conditions of the sale an additional 6 months, until July 9, 2025. The pending approval of the closing is in the HUD Field office in Jackson, Mississippi where staff is reviewing the SHA's 5-year plan language and the Moving to Work (MTW) initiative. MTW is a demonstration program for public housing authorities that provides them the opportunity to design and test innovative, locally designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families.
- **Goldsboro Front Porch & Museum Project**
  - The Memorandum of Agreement has been signed by both organizations and approved by the City Commission. The fiber inside the existing Museum trailer has been be buried, and planning continues to vacate the Front Porch trailer. The Museum trailer is empty, and utilities are being planned to be disconnected. The order for the Front Porch new modular building has been issued, and site preparations have begun.
- **Fire Station 40**
  - A pre-construction meeting was held on Thursday, January 23, 2025. Permits are expected to be issued the week of January 27th with an estimated construction start date of February 3, 2025.

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

- Attended a Visionary Community Event at The Goldsboro Front Porch to hear ideas on how to shape the future of Goldsboro's legacy.
- Held the Sanford Homeless Task Force meeting in person. An officer was invited to attend to share their role when encountering a person experiencing homelessness and to answer questions.
- Attended the Sanford Housing Authority Board meeting.
- Attended the Central Florida Commission on Homelessness Managing Board meeting.
- Attended the Community Services Block Grant Board meeting.
- Served at the Service Awards.

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

- Attended the Georgetown Steering Team meeting at Hopper Academy.
- Attended the Historic Goldsboro Main Street Art Walk.
- Attended Habitat for Humanity Builders Blitz.
- **Community Development Block Grant(CDBG)**
  - 7 Homeowners selected for Housing & Rehab program 2024.
  - Hired 2 property inspectors
  - Held advisory board meeting.
  - Researching Program Management software.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Interviewed nine applicants for the LIHEAP Outreach Technician vacancy.
- **My Brother's Keeper (MBK)**
  - Program Manager interviewed for an upcoming article in Radiantly Black Magazine.
  - MBK students walked in the MLK parade.
  - MBK will partner with a couple other community partners to show "The Forge" at the Dr. Velma H. Williams Westside Community Center on Wednesday, January 29, 2025.
  - A few MBK teens participated in the Jr. Magic Basketball league at the Dr. Velma H. Williams Westside Community Center.
  - MBK students now have black polo shirts that they wear to school on Wednesdays.

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

- Met with the management staff at Airport Lanes to discuss a number of concerns from visibility to an increasing homeless population in the area that has adversely affected business to the center. We have developed a number of initiatives to address these issues and will be working with them closely in the coming weeks to implement these improvements.
- Continued conversations with Next Horizon, HCA Lake Monroe, and other property owners adversely impacted by the FDOT project of SR 46. The new configuration of the medians has led to access limitations and conflicts. We will be working with FDOT post construction completion to mitigate these issues.
- On January 21, 2025, staff held a meeting with Eric Johannessen of Johannessen Lights to discuss the additional string lighting project. Pete Wilson, Public Works and CRA Board Member Joshua Snyder were attendees as well. Tree trimming is underway and the extension pole brackets are in fabrication. They will then be powder coated. Once the City receives the extension pole brackets, Johannessen will get the additional string lighting, along First Street for Oak Avenue to French Avenue and the entrance archways installation scheduled.

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

- In the afternoon of January 21, 2025, a meeting took place at the Sanford International Airport with Consul-General Joao Lucas Quental Novaes de Almeida, the Economic Development team and airport staff. A tour ensued of the new terminal, followed by a detailed discussion on potential incentives for businesses choosing to locate to airport property, space both readily available and sites available for development, and how the airport area includes a Foreign Trade Zone which brings a plethora of benefits to those deciding to house their companies onsite.
- On January 22, 2025, interacted with over thirty companies at the Seminole Business Expo, learned more about their businesses, some of which are interested in potential relocations. A few businesses are interested in possibly becoming a vendor with the City of Sanford. Information provided about our Purchasing Division's webpage, as well as how to register on My Vendor Link.
- Working with new potential ownership, the Ardent Companies, on an exciting concept and vision for the mall site which may include, but not limited to, pickleball courts to accommodate national tournaments, boutique luxury theaters, and SuperPark, which is a European concept coming forth in the American market. (Do you want to mention Costco as well?) As a reminder, this will be the largest commercial/retail redevelopment in Seminole County history. Jobs and sales tax revenue increases will flourish.
- First airport hotel ever, the Comfort Inn, now 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. 1/23/25 tour shows substantial progress on this upgraded product.
- 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, 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.
- Assisted with the execution of a lease for a new distribution company, Eckhart, to move into 3503 St. Johns Parkway. Department has committed to assisting in the fast tracking of permitting to insure a 2025 opening of the facility. Anticipated job creation of 17 positions with an annual salary average of \$91,000.

## **POLICE DEPARTMENT**

- Major Crimes Investigators arrested Angel Joseph Davis on charges for Loitering or Prowling, Lewd Lascivious Behavior Exhibition Offender 18-Year-Old - Victim Less Than 16-Year-Old, Indecent Exposure of Sexual Organs, and Burglary Unoccupied Structure Unarmed, in connection with a number of prowler/indecent exposure incidents that occurred on the East side of the City of Sanford.
- Officer Locher (Community Redevelopment Association/CRA Officer) joined the Get Sanford Cycling Youth Workshop for a fun day of bike safety and adventure.
- Community Relations Unit teamed up with Jesus Image Church at Seminole Gardens to hand out over 100 toys to children for Christmas.
- The Community Relations Unit and member of the police department participated in awareness events at the Publix at Kings Crossing and Lake Forest bringing awareness and support for The Law Enforcement Torch Run for Special Olympics.
- Members of the Sanford Police Department attended a Law Enforcement Appreciation Day event at Sam's Club with other local law enforcement agencies. Sam's Club wished to recognize and thank them for their service to our community.
- Major Crimes Investigators arrested James Nelson, Khalil Hunter, and Shunavious Dorsey for Robbery with a Firearm and First-Degree Felony Murder in connection with the December 17th homicide of Terance Pope at the Best Buy located on Rinehart Rd.
- Hosted a very successful Coffee with a Cop event at the Publix at Lake Forest where officers were able to casually chat with residents of the community.
- Sanford Police in partnership with other local and state agencies, launched the start of their High Visibility Enforcement Program to Improve Pedestrian and Bicycle Safety. This campaign will run through May of 2025 and will utilize education and enforcement to increase awareness of the dangerous behaviors contributing to serious and fatal injuries occurring at specific locations throughout the City.
- Members of the Sanford Police Department joined our community in celebrating the life and legacy of Martin Luther King Jr at the annual parade and Festival in the Park.
- The Sanford Police Department partnered with Texas for the first Tip-A-Cop event to raise funds for the Law Enforcement Torch Run For Special Olympics Florida. Their efforts serving tables and attempting those famous line dances helped to raise over \$1000 in a single night.
- The department currently has thirteen (13) sworn vacancies and three (3) support staff vacancies.

## **FIRE DEPARTMENT**

- **Training and Activities**
  - Medical Director meetings attended.
  - Pre-fire plans completed- 16 businesses.
  - Live fire training started for this quarter.
  - 4 public education events attended.
- **Fire Prevention**
  - Annuals – 158
  - Re-inspections on annuals – 346
  - New Construction Inspections – 45
  - State required inspections – 4
  - Food Truck Inspections – 4
  - BC Pass down/follow-ups – 6
  - Plans Review – 78
  - Special/Complaint inspections - 74
  - Car Seat installs – 1
  - Public Education Events - 5
  - Smoke Alarms Installed - 12
  - Fire Investigations - 4
- **Administration**
  - Currently down firefighters.
  - Interviews for the Logistics Coordinator completed.
  - 13,630 total calls for the year.

## **PARKS AND RECREATION**

- Through a joint effort of the Seminole Audubon Society and the City of Sanford Parks Division, two new state-of-the-art Purple Martin habitat units were installed for the 2025 birding season. A total of 36 gourds were stuffed with pine straw and cedar wood chips and raised up to 16 feet to attract Purple Martins to Sanford. These birds make annual migratory trips from South America to Florida to nest and expand their families. They rely on habitats such as gourds that are put up for their shelter. The birds like to live near the water and near people. The Sanford Marina is an ideal location because it is on the shore of Lake Monroe and near three picnic shelters. Visitors enjoy seeing the birds up close and learning about them from a nearby information kiosk.
- The Soap Box Derby Holiday rally was held Dec 28 and 29th at Kirby Park. Sanford was proud to host racers and their families from 8 states.
- The Parks & Recreation Department's downtown Senior Center is excited to announce additional wellness classes are available beginning in February. The classes are free to everyone age 50 and over, pre-registration is required.
- Five players from the City's Jr Magic youth basketball league represented the City in a middle school basketball National Showcase in Orlando. Participation in this event was by invitation only. Well done!

## **PARKS & RECREATION (continued)**

- The Sanford Senior Center in partnership with the American Association of Retired Persons (AARP) will offer free Tax Assistance , February 4th - April 15th at the downtown Senior Center. This is for everyone age 50 and over and is by appointment only.

## **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.
  - Beginning prep work for 2026 Budget process.
- **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 December 2024.
      - New IT Service Requests/Tickets 346.
      - Closed IT Service Requests/Tickets 274.
  - **Digital Transformation Project**
    - Artificial Intelligence (AI)
      - No activity this month.
    - m365 Migrations
      - Police, Recreation, Public Works groups are next on the migration schedule.
        - 81% Complete.
  - **Process Modernizations**
    - Procurement process
      - 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 – in progress.
      - Youth Council form – in progress.
      - Call to Artists form – in progress.
    - Police Processes
      - Police calendars merged
      - Police forms – waiting on department testing.
    - Utility Processes
      - Utility availability connection cost request form – ready to go live.
      - Commercial Utility form – waiting on department testing.

## **FINANCE (continued)**

- **Finance Processes**
  - Budget Transfer Form – waiting on department testing.
  - Leave Request Form and Calendar Integration – in progress.
  - Capital Improvement Plan (CIP) Processes, CIP 2.0 Form and Workflow – in progress.
- **Intranet Modernization**
  - Home page – finalizing content.
  - Utilities pages – waiting on final content from departments.
  - Public Works page – waiting on items from department.
  - City Administration pages – waiting on items from department.
  - Development Services pages – waiting on items from department.
  - IT page – work in progress.
  - All other pages are ready to go 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 March 2025.
  - Utilities Plants
    - Requirements gathering.
- **Purchasing Division**
  - Working on 30 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 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 two more open City (Strengths, Weaknesses, Opportunities, Threats) SWOT analysis.
  - Continued to work on the City Succession Plan.
  - Started City's Strategic Plan.
  - Assisted the Public Works and Utilities Director with a Division employee survey.
  - Completed the executive summary of the waterfront property survey.
  - Finished the procurement of a city-wide training platform.



## **FINANCE (continued)**

### **• Performance Management Division**

- Continued Six Sigma Black Belt Training
- Presented Fleet review process for initial City Management feedback.
- Finished full year (and Q4) dashboard and presented to City Manager.
- 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.

### **• Comprehensive Plan Amendments**

- 2024 EAR data being analyzed to determine modifications required and staff will proceed with changes once complete. Part of the modifications are related to the Joint Planning Agreement (JPA) which is in a holding pattern 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 is 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 is working on creating new reports to assist with tracking ongoing development.
- Staff has 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.

### **• Opportunity Site (fka 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.

## **DEVELOPMENT SERVICES (continued)**

### **• 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 – Plat recorded. Awaiting further submittals.
- 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 underway.
- 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 re-commenced, building underway.
- Kentucky Square – Site Permit Issued. Under Construction.
- Palmetto Pointe - Site Permit Issued.
- Matthews Palmetto Project – Site Development has been issued. Construction has commenced.
- 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.

## **DEVELOPMENT SERVICES (continued)**

- **Ongoing list of projects under construction**
  - 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.
- **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.
- **Code Enforcement**
  - Obtained a relief from stay in Federal Court regarding 503 Sanford Avenue.
  - No Mobile Food Vendor violations this month
  - Documented 74 new cases.
  - Brought 58 cases before the Magistrate.
  - Filed 1 foreclosure.
- **Building**
  - Issued 446 Permits.
  - Reviewed 193 Building Plans.
  - Performed 1450 Inspections.
  - Averaged 6.49 Days Plan Review for Commercial Permits.
  - Averaged 7.35 Days Plan Review for Residential Permits.
  - Conducted a review of Ring Central and determined that 100% of all incoming calls were answered this month.
  - Permitting Manager hired.
  - Certificate of Occupancies (issued):
    - Hollerbach’s Restaurant at SFB Airport
    - Mindful Music Center (524 W Lake Mary Blvd).
    - Lake's Wood Fired Pizza & Violet's Ice Cream Boutique.

## **PUBLIC WORKS AND UTILITIES**

- The Georgetown Project Phase 1 construction continues and is close to completion.
- The Washington Avenue, Randolph Avenue, and Mellonville Avenue drainage improvement projects are under construction.
- Continuous construction is underway on the new utilities building at 14th Street and French Avenue.
- 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.
- Ongoing concrete curb repair ongoing in areas to be repaved city-wide.
- City-wide sidewalk repair and concrete work ongoing.

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

- New driveway and sidewalk inspections ongoing city-wide.
- Continuous ROW (Right of Way) permit review.
- 2nd Street Streetscape review complete and out for bid. CRA (Community Redevelopment Agency) project that Public Works will be managing and inspecting.
- Scheduling pending on PO's (Purchase Orders) for Full Depth and annual paving.
- Assisted with dismantling and storing the 2024 Christmas Holiday float.
- Removed holiday decorations on 1st Street and on the Lakefront.
- Continuing to replace light bulb outages at Market Place on 1st Street.
- Reported 8 streetlights to FPL (Florida Power & Light) outage website.
- Completed 5 electrical repairs.
- Completed 12 streetlight repairs.
- Completed 3 plumbing repairs.
- Completed 47 Utility locates.
- Assistance provided in setting up for 4 City events.
- Completed 168 work-orders for repair and maintenance on City vehicles & equipment.
- Responded to 7 Road Service Calls on vehicles & equipment disabled in the field or on the road.
- Completed 58 scheduled Preventative Maintenance services.
- 1,386 Tons of Residential Solid Waste was collected from approximately 15,709 City of Sanford residents.
- 146 Tons of Residential Yard Waste was collected from approximately 15,709 City of Sanford residents.
- 104 Tons of Residential Recycle was collected from approximately 15,709 City of Sanford residents.
- 2,746 Tons of debris were collected in roll off dumpsters from residential homes and businesses within the City of Sanford.
- 1,704 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 discussing 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 475 miles of street sweeping.
- Approximately 3,434 ft. of storm pipe cleaned/jetted.
- Continuously mowing and weed-eating ditches and ponds city-wide.
- Installing a new storm pipe at St. Johns Parkway and Cadisco Way.
- Ongoing cleaning and inspecting inlets city-wide.

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

- 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 the year 2025.
  - Cleaned vegetation out of (Hays) ditch from 25th Street to 20th Street
- Continuously spraying for Midges at the Riverwalk and Marina.
- Ongoing installment of valley gutter at the following:
  - Marshall Ave. between 24th St. and 25th St.
- Ongoing yard clean up at the Public Works Complex, 800 W. Fulton Street.
- Ongoing Commercial Driver License testing.
- 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.
- 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 water main replacement project is nearing completion.
- 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.
- Mass meter exchange project installation contractor (VEPO Metering) is continuing the replacement of both commercial and residential water meters. Currently 12,250 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.
- City's staff has begun repairs on fire hydrants that have been placed "out of service" and is currently reviewing contract for hydrant vendor for heavy repairs.
- Vacuum system is functioning well.

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

- 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.
- VEPO Solution, LLC has installed 11,196 residential meters to date which about approximately 45% of residential meters. Large commercial meters will ramp-up change out in the near future.
- Ongoing manhole rehabilitation in the Pinecrest Subdivision and the Orlando Sanford Airport.
- Installed 8 new sewer taps and 38 repairs to the Collection System
- Inliner Solutions has begun cleaning and CCTV work on the eastside of the city for gravity sewer lining and manhole rehabilitation.
- Continuation of crew members 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.
- 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. The repairs are provided by the City's staff and City contractor.
- Continuously repairing leaks and breaks on the distribution and reclaim systems as they occur.
- North Plant wash-water pump pulled and repaired.
- Replaced all main feeds to the blowers at the Vacuum Station.
- 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.
- Removed top stainless-steel rails off the traveling bridge at the North Plant and sanded down; replaced with new ones.
- Drained traveling bridge # 3 at the North Plant and removed the silica sand.
- Repaired all water lines on clarifiers at the North Plant.
- Clarifiers sprayers were replaced at the North Plant.
- Drained Train D IFAS Basin in preparation for cleaning.
- Pulled mixers and IMLR pumps from Train D at the North Plant.
- Celery Point Lift Station Start-up
- Pulled transfer pump # 4 and motor at the North Plant.
- Created a Standard Operating Procedure to assist with running and inspecting generators.
- Located all lines going to the Sludge Holding Tank at the South Plant. Created new location while they are cored into the earth.
- Installed Pump # 1 at French Ave Booster Plant.
- Rewired electrical panel at French Ave Booster Plant.
- Replaced 4" cam lock on the thickener discharge unit at the North Plant.
- Repaired aluminum water lines on Train D IFAS Basin at the North Plant.
- Installed 4 new Air Conditioner units on the Return Activated Sludge electrical panels at the North Plant.
- Updated the lights in the Administrative Office at North Plant.
- Replaced Oregon Well motor # 1.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Recruitment and Employment:**

- New Job Postings: 4
- Applicants: 100
- New Hires: 4
- Promotions: 0
- New Hire Incentives: 3
- New Hire Incentives Obligation: \$13,719.90
- New FML Cases: 2

- **Benefits, Wellness and Records Administration**

- Coordination of monthly Corebridge (457) meetings - 1
- New hires benefits processing - 2
- Coordinated New Hire Orientation (comprehensive session about 6 hours each) - 1
- Responded to multiple Verifications of Employment.
- Responded to multiple Public Records Requests.
- Processed 45 change in status forms.
- Processed 4 Wellness Reimbursement Requests.
- Off-boarded 5 terminating employees.
- Off-boarded 2 retiring employees.
- Working with IT on implementing Super Share Point Platform.
- Working with Premise to implement new wellness platform called Sonic Boom.
- Hosted Sam's Club sign up event at different city sites.
- Attended 2-day Wellness Event at the Police Department.
- Processed Drop Paperwork for 1 employee.
- Started on 1095-C's.
- Finished Open Enrollment.
- Attended Webinar "Benefit Trends to Watch in 2025".
- Reviewed Stop Loss Insurance.

- **Risk Management:**

- Workers Compensation Claims - 4
- Liability Claims - 8
- Auto Claims - 1
- Mediations - 6
- Coordinate Safety Committee Meeting - 1
- Special Events Meetings - 2
- Recoveries - \$9,460.51
- Multiple conversations with the Trial Attorney on various matters.
- FMIT Risk Management Round Table - 1
- Met with Purchasing and City Admin to analyze Insurance requirements for vendors