

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

**CITY MANAGER'S OFFICE**

- Spoke at meeting of the Seminole County League of Women Voters meeting.
- Attended District 2 East/Westside Community meeting.
- Attended No Limit Counseling and Education tour.
- Along with Commissioners Wiggins and Thomas attended the Orlando Magic Resurfacing Ceremony at Coastline Park.
- Met with Seminole County Manager Darren Gray to discuss the County's looking at a new "Microtransit" system that would serve residents in the County including Sanford.
- Attended the Sanford Chamber Weekly Business Connections Meeting where Commissioner Wiggins was the speaker.
- Attended the Wayne Densch "The Official Beer of Sanford" event marking the 20th Anniversary of the proclamation signed by former Mayor Brady Lessard naming Budweiser "The Official Beer of the City of Sanford."
- Along with Mayor Woodruff, Commissioner Wiggins and other City staff members attended the 6th Annual Boys II Men Social event.
- Spoke at the April Private Business Association of Seminole meeting's City Managers Panel.
- Along with Mayor Woodruff provided welcome comments at the Sanford Speaks event.
- Along with the Communications & Marketing Manager Lisa Holder met with representatives of Florida Power & Light to get briefed on their proposed rate case with the Florida Public Service Commission and the impact on the revenue that the city would receive.
- Attended Mayors and Managers of Seminole County meeting.
- Spoke at Ribbon Cutting for New Gen New You.
- Spoke at Ribbon Cutting for Center Well.
- Along with the Communications & Marketing Manager Lisa Holder met Randy Green, the new owner of the Sanford Herald.
- Attended Community Development Block Grant Community Engagement event put on by Nicole Osburn and Eddie Josue.
- Along with Mayor Woodruff and City Commissioners Britton and Thomas attended Ribbon Cutting for Hot Asian Buns.
- At the invitation of Mr. Hom Souvan, attended the annual celebration of the New Year at their Wat Navaram Buddhist Temple.
- Along with Mayor Woodruff, city staff and other volunteers participated in the Community Development Block Grant Annual Street Clean-Up on Historic Goldsboro Blvd.
- Attended 14th Annual St. Johns River Festival of the Arts.
- Approved along with the commissioners the live streaming on YouTube of the work commission meeting along with regular commission meeting going forward.
- Along with the Communications & Marketing Manager Lisa Holder and Digital Media Specialist Nico Durham approved of the creation of a video of Brynt Johnson Public Works and Utilities Director talking about the reclaim water process.

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

- **Marina**
  - The exterior painting of the dry storage building is complete. The exhaust fan installation for the dry storage building was delayed due to the electrical panel being full. An order is being processed to add electrical capability. Two exhaust fans, one installed in each bay, will be completed in the next few weeks.
  - The FEMA site inspection was conducted on Tuesday, April 15, 2025, in the afternoon to complete a review of replacement and damaged areas of pile guides, dock boxes, utility pedestals, distribution panels, piles, and other associated items. The intention of this 2nd site visit was to fill potential gaps in information and validate the descriptive language in the damage report. The next step is FEMA will begin preparing a determination letter and obligation notice to the city.
- **Mayfair Golf Course Clubhouse**
  - The roof decking, construction of the dormers, and interior framing will be completed this week. The timbers and tongue & groove ceiling installation started the week of April 21st.
- **Goldsboro Front Porch & Goldsboro Museum Project**
  - Both trailers have been vacated. A request has been made to Florida Power & Light to disconnect the power feed and have the meters pulled. The new Goldsboro Front Porch trailer is expected to be delivered in the first week of June.

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

- Facilitated the quarterly Homeless Task Force Meeting.
- Attended the Georgetown Sterring Team meeting to plan for the annual Emancipation Day celebration.
- Attended SALT (Service and Love Together) Youth ribbon cutting in Orlando.
- Attended the Orlando Magic Basketball Court unveiling at Coastline Park.
- Attended the Fair Housing Summit in Orlando.
- Attended the Central Florida Commission on Homelessness Leadership retreat in Orlando.
- Participated in the 457-committee meeting.
- Attended the Sanford Housing Authority public meeting for their 5-year Public Housing Plan.
- Attended the Sanford Housing Authority Special meeting to discuss the community input regarding the Public Housing Authority Plan.
- Participated in the Homeless Services Network board meeting virtually.
- **Community Development Block Grant (CDBG)**
  - Meet with Development Services to discuss plans for a free medical clinic funded in part by the Community Development Block Grant.
  - Community Development Block Grant Advisory Board Meeting
  - Held a community needs assessment at the Civic Center facilitated by the Florida Housing Coalition for the City's 5-year Consolidated Plan. In addition, held a virtual meeting, and another in person meeting at the Dr. Velma H. Williams Westside Community Center.
  - Safety Home Repair (SHRP) projects are ongoing. One project was completed.

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

### **(continued)**

- **Community Development Block Grant (CDBG)**
  - Housing & Rehab walkthrough completed April 9th. Pending proposals from both contractors.
  - Public Service Q2 exhibits were due April 15th.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Home Energy - assisted 10 households.
  - Crisis Energy - assisted 45 households.
  - Florida Commerce introduced a new online application software. In collaboration with the Information Technology (IT) department, staff have established a workstation equipped with two computers to assist visitors in completing the online application process.
- **My Brother's Keeper (MBK)**
  - Held the 6th Annual Boys II Men Social at the Dr. Velma H. Williams Westside Community Center. 176 guests signed up for the event.
  - A group of ten to twelve students attended several Orlando Magic games, including a playoff game. They had the unique opportunity to stand on the court in front of the players during the National Anthem, earning the title of "Anthem Buddies."
- **Race, Equality, Equity, and Inclusion**
  - Held a special meeting of partners for the upcoming Sanford Speaks community dialogues.
  - In partnership with the Mayor's Youth Council, hosted this year's community dialogue, Sanford Speaks at the Civic Center. 107 people signed up for the event.
  - Attended the Peace and Justice Institute's Civil Rights History Tour pre-gathering in Maitland.

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

- On March 17, 2025, tour of the new Diversions store and met with Lisa Lendved regarding site improvements she plans to make. She is going before the Historic Preservation Board (HPB) in April and plans to go before the CRA Board for a CRA Façade Grant once she receives HPB Certificate of Appropriateness.
- On March 19, 2025, Citizens Academy Economic Development night took place where we began with a presentation, followed by a bus tour of the area and a stop at the Sanford Airport where attendees heard from Steve Fussell, Vice President, Chief Strategy Officer. The very engaged class brought forth wonderful questions throughout the evening.
- On March 20, 2025, ribbon cutting/grand opening took place at Rita's Italian Ice and Frozen Custard, located at 5030 West State Road 46. This was a very well attended event and by the time the ribbon cutting started, the owners said they had close to 400 customers that day.
- On March 24, 2025, filmed the introduction, interview, and brewing activities for a Wops Hops Business Spotlight. Finishing the shoot on April 2, 2025, to obtain B-roll during bingo night. The City works in partnership with the Seminole State College Film Department on these endeavors. It provides the students with real-life filming opportunities, as well as helps them build their resumes with film-related experience.

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

- On March 25, 2025, a preliminary onsite meeting took place for the Second Streetscape Improvements project with Condor Construction. Staff with Economic Development/CRA, as well as Public Works were present, including the inspector who will oversee this project.
- On March 25, 2025, attendance at the Sanford Main Street Board meeting where the Board voted on various items, including adding four new Sanford Main Street Board Members, Christine Barret, John Gyllin, Patty Mahaney, and Claudia Thomas (ex officio member).
- On March 27, 2025, attended the Seminole County Chamber of Commerce Professional Women's Luncheon at the Marriott Lake Mary. Speaker Carol Ann Logue, Director, Central Florida Tech Grove of the UCF Research Foundation and Director of Programs and Operations for the Innovative Districts and Incubation Program gave an informative yet heartfelt presentation.
- On March 31, 2025, met with Kristin Durr, City of Palatka CRA Coordinator who visited Sanford, as she is new in her role and wanted to reach out to CRA leaders for guidance on various activities. Kristin will continue to contact staff on an as needed basis for guidance on CRA tasks.
- On March 31, 2025, staff provided an introduction via an online meeting with the Orlando Film Commission and the Seminole State College Film Department leadership with the goal of building a rapport and to see how they could work in partnership on various filming activities.
- On April 2, 2025, B-roll footage filmed by the Seminole State College film team at Wops Hops for their Business Spotlight.
- On Wednesday, April 2, 2025, the Sanford CRA held their board meeting where they considered ten action items. The following action items approval received: Special Event Grants for Melissa's Race to Battle Brain Cancer for City Costs at \$3,007.00 and the 18th Annual Hurricane Party for City Costs of \$4,820.00. The Nations grants for 210 Avenue and 214 South Oak Avenue were canceled due to property owner sharing that he does not believe project can complete within necessary timeframe. The CRA Board provided authorization to proceed with the informal bidding process for the Civic Center Waterfront Greenspace. The CRA Board also approved the Waterfront Passive Park design services for the area of North Palmetto Avenue and East Seminole Boulevard with CPH. The Amphitheater Intergovernmental Agreement for Plans, Bid Package, and Construction Services, as well as a Budget Amendment for \$2 million, showed unanimous approval and will go before the City Commission for consideration. The Sanford Sizzlin' Summer campaign approved for \$65,500.00, which is a 10-week community focused campaign spearheaded by Sanford Main Street and in partnership with the Sanford Chamber of Commerce. Campaign components include the Sanford Seeds Program, Ritz Family Flicks, and Sanford Sunset Sessions in the Square, Sanford Bingo Card, Splash Pad Promotion, the Boys of Summer, and Christmas in July. The Hot Rod Halloween – Special Event Grant Request was continued and will consider at an upcoming CRA Board Meeting.

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

- On April 7, 2025, met with Eddie Forbes of the Bayou restaurant, located at 115 East First Street and inquired about the timeline for opening his doors. Takeout begins on April 14, 2025. He plans to open the dining room on April 28, 2025, but may start serving in the dining room prior to that date. The grand opening will take place on May 22, 2025.
- On April 10, 2025, Ardent Properties met at City Hall with staff from Economic Development, Planning, and Building to discuss Ardent's vision and processes to bring their vision to fruition. Beyond that, their entire legal and engineering team attended to interact and strategize a path forward. Very positive tone, anticipate "work" beginning on site in the next 90 days.
- On April 30, 2025, Jersey Mikes plans to open their doors at 130 West Lake Mary Boulevard.
- One of the clocks faces on the Magnolia Square clock, facing west, is not working. The mechanisms need replacement and parts ordered for repair.
- The first airport hotel ever, the Comfort Inn, appears still slated to open on July 5, 2025. The ongoing traffic from both the airport and Boombah should serve as a steady influx of high occupancy at this hotel.
- Continued meetings with the billboard industry on numerous sites throughout the city. The primary goal is assessing the viability of modernization to improve aesthetics, while also carving out free use of the signs to promote City initiatives.
- 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. For the CRA, an upsurge of business owners and representatives of various organizations are contacting staff about potential grants.
- 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.

## **FIRE DEPARTMENT**

- **Training and Activities**
  - Medical Director meetings attended.
  - Pre-fire plans completed -14 businesses.
  - Dive training completed.
  - Technical Rescue Team Training completed with surrounding agencies.
  - 2 EMS standbys completed.

## **FIRE DEPARTMENT (continued)**

- **Fire Prevention**

- Annuals – 212
- Re-inspections on annuals - 438
- New Construction Inspections - 116
- State required inspections - 24
- Food Truck Inspections - 3
- BC Pass down/follow-ups – 20
- Plans Review - 109
- Special/Complaint inspections - 70
- Car Seat installs - 3
- Public Education Events/Fire Safety flyer (20,000 homes)
- Smoke Alarms Installed - 0
- Fire Investigations - 3

- **Administration**

- 9 new hires entered their third week of their six-week orientation program.
- Currently down 5 FF's due to unable to fill the open positions even with the recent hiring and with the three recent resignations.
- Interlocal agreement approved between the City and Airport for the drainage project at ST40.
- 3 employees attended the Fire Department Instructors Conference in Indianapolis.
- Citizens Academy was a great success, with strong participation and feedback.

## **PARKS AND RECREATION**

- Parks staff continue working with GAI Consultants on the redesign of Lake Carola. This is currently at 90% completion. Once staff receives clearance from the St. Johns River Water Management District (SJRWMD), bid documents will be prepared.
- Staff have received the purchase order for the installation of the downtown annuals/flower beds. Removal and installation were scheduled to begin by April 18th.
- Parks Division has a new Adopt-A-Bench for George Touhy Park from the Kruckemyer family in memory of their daughter Elizabeth.
- The Parks Operations Division hosted a Playground Maintenance training session with the Florida Recreation and Parks Association (FRPA) on Friday April 4th. This course was held at City Hall and was well attended with many traveling from Jacksonville to participate.

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

- The 4th Annual Waterwise and Tree Giveaway event was held on April 12th at the Lowes Home Improvement store in Sanford. This was a great event with help from Parks and Recreation, Public Works and Utilities, Seminole County and University of Florida/Institute of Food and Agricultural Sciences (IFAS), volunteers from the Downtown Sanford Rotary Club and in partnership with Sanford Lowes. Staff gave out over 100 trees, 25 butterfly gardens, and 12 rain barrels. Other prizes and giveaways included a low flow toilet and bar-b-que grill.
- Staff are preparing for the replacement for the exercise trail at Ft. Mellon Park. This project is scheduled for late April.
- Westside Mentoring continues to hold on-going mental health sessions for both students and parents through the partnership with SISTAS (Sistas Inspiring Sisters to Achieve Success Inc.) organization and Educating the Whole Child, Inc.
- The Larry A. Dale Aquatic Center was proud to host the Florida High School Athletic Association District 2 and Region 1 Championship Water Polo Tournaments. This included High School Water Polo teams from across the state.
- Historic Sanford Memorial Stadium hosted great college baseball games between the Florida A&M University Rattlers and the Bethune Cookman University Wildcats! The two teams are tied for the Southwestern Athletic Conference lead with identical 13 & 2 conference records. The games were held Thursday, April 17th, and Friday, April 18th, at 6pm and Saturday, April 19th, at 2pm. The admission was free, and concessions were available.
- City of Sanford Parks & Recreation & Ladies 327 hosted the annual Easter EGGstravaganza on Saturday, April 19th, 9 AM – NOON at the Jeff Triplett Community Center. Egg hunts for ages 12 and under began at 10 AM. This event was free with fun for the whole family!

## **FINANCE**

- **Accounting Division**
  - Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for Ian and Milton.
  - Wrapping up the Community Redevelopment Agency (CRA) the 2024 audit.
  - Reviewing the Department Budget submittals and working on projections for 2026.
  - Finance RoundTable held for Budget Amendments/Transfers and CIP projects.
- **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 March 2025.
      - New IT Service Requests/Tickets 416.
      - Closed IT Service Requests/Tickets 419.

## **FINANCE (continued)**

- **Digital Transformation Project**
  - Artificial Intelligence (AI)
    - No activity this month.
- **Process Modernizations**
  - Procurement process
    - Emergency Justification form – functional testing phase.
    - Certificate of Insurance (COI) SharePoint Migration – completed 3/17/25.
    - COI form – in development.
    - Requisition Checklist form – in development.
    - Public Notice of Intent form – Functional testing phase.
    - Single Sole Source Justification form – functional testing phase.
    - Add Vendor Process form – functional testing phase.
    - Vendor Performance Report form – functional testing phase.
    - Informal Request for Quote form – functional testing phase.
    - Field Purchase Order (FPO) form- functional testing phase.
    - Consultants Competitive Negotiation Act (CCNA) Contract form – functional testing phase.
- **Process Modernizations**
  - Finance Processes
    - Budget Book Cover Contest intake form completed 3/18/25.
    - Budget transfer/amendment form – in development.
    - Leave request form and calendar integration – in development.
    - CIP 2.0 Print Budget Book – In progress.
  - Intranet Modernization
    - All pages need internal review and approval before going live.
  - Human Resources Process
    - Basic Leave Request Form – functional testing phase.
    - HR Calendar Training Form – functional testing phase.
    - Employee Onboarding Form – functional testing phase.
  - Police Processes
    - Police Memo Form - customer testing required.
    - Police Endorsement Form - customer testing required.
    - Police Leave Request Form - customer testing required.
    - Police Timesheet Form - customer testing required.
    - Police Training Request Form - customer testing required.
    - Police Equipment Request Form - customer testing required.
  - Utility Processes
    - Utility Availability Connection Cost Request Form - customer testing required.
    - Commercial Utility Form - customer testing required.



## **FINANCE (continued)**

- **Process Modernizations**

- Communications Processes
  - Communications Office Service Form - customer testing required.
  - Public Art Application Form - customer testing required.
  - Call to Artists Form - customer testing required.
  - Youth Council Form - customer testing required.

- **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 – The target go live is June 2025.
- Utilities Plants
  - Requirements gathering.
- Fleet
  - Warehouse enhancement complete.
  - Work order completion notifications – in progress.
- EAM software upgrade complete.
- Work order enhancements in progress.

- **Purchasing Division**

- Working on 28 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.
- Procurement training was held 4/3/25 in the Utilities Training Room.

- **Performance Management Division**

- Gained Commission approval for the updated Strategic Plan allowing for data collection to start.
- Hosted all department budget book performance meetings to update their performance information.
- Finished configuration of Neogov learn platform.
- Launched the Neogov learn platform in a few divisions for Beta testing.
- Did a second try of Lucity training of reports for Public Works administrative staff.
- Hosted and collected results of the Finance Department employee survey follow up to check in on employee needs.
- Revisited how to host and gain vital information through Public Community Surveys with the Communications and City Managers' offices.

## **DEVELOPMENT SERVICES**

- **Land Development Regulations in Revision**
  - Articles I thought about X are complete and posted on the City's Website.
  - Fees have been updated to include new applications and have been posted on the website.
  - Schedules N and O were presented to the Planning and Zoning Commission. They will be presented to the Commission upon final action.
  - Schedule U and Schedule R now in Zoning in Progress
- **Comprehensive Plan Amendments**
  - 2024 Evaluations and Appraisals (EAR) being compiled by staff.
- **Joint Planning Agreement (JPA)**
  - On hold.
  - In the interim, the draft boundaries for the revised East Lake Mary Boulevard corridor study have been mapped and City staff continue to work on researching State Statutes and opportunities to enclose existing enclaves through non-voluntary annexations and JPA options.
- **Mapping and Data Analysis**
  - Staff continue to compile data for future mapping projects for the EAR and JPA as noted above.
- **Citizenserve**
  - Staff are working to revise current and new applications, letters, standard procedures, and an updated fee schedule that will align with the updated
  - 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.
- **Development Agreements**
  - The billboard relocation from the mall to Fire Station 32 is scheduled for Planning and Zoning Commission review.
- **Ongoing list of permitted projects and those under construction:**
  - Kings Crossing
    - Wawa – Under construction.
    - Apartments –Under construction.
  - All Souls PD
    - Emerald Point – Townhomes are under construction.
    - Apartments –Pending Development Plan approval.
    - Commercial Outparcel – Pending Site Development approval.
  - Towns at Riverwalk – 2485 W Seminole Blvd –Homes under construction. Clubhouse near completion.
  - Skylar Crest – 3100 Kentucky St. –Townhomes under construction.
  - Concorde Community - 2401 E. Lake Mary Blvd – Ph2 near buildout. Ph 3 began.
  - Belair – 1701 Celery Avenue – Houses under construction.
  - Tuscany Village -4201 W 1<sup>st</sup> Street – Under construction. Clubhouse near completion.

## **DEVELOPMENT SERVICES (continued)**

- **Ongoing list of permitted projects and those 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 2<sup>nd</sup> Street – Under construction, near completion.
- ParkView Place, Ph 2 (Skyway Landings)- 3600 Skyway Dr – Plat record. Homes pending.
- Blue Gate RV Storage – 1320 Pine Way – Under Construction
- 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 – 218 Palmetto Avenue - Under Construction.
- 101 Specialty Point – Warehouse – Shell Building nearing completion.
- Charley's Cheesesteak – 1920 French Avenue – Under Construction.
- 101 N. Park Avenue – Site Development Issued – Stop Work on all vertical construction. No COA.
- Fords Garage – 1415 Rinehart Road – Under Construction.
- Advent Health – 7450 North Ronal Regan Blvd –Under Construction.
- Mayfair Golf and Country Club –Under Construction.
- Fire Station #40 – Under Construction.
- Ace Café – 115 Laurel Avenue – Construction underway.
- Zoom Car Wash – 3831 W. 1<sup>st</sup> Street – Under construction.
- Miwa Commercial – 210 Oak Avenue – Under construction.
- Savita Apartments – Windleshore Way – Under Construction.
- Goldsboro Daycare - 1100 Goldsboro Boulevard – Certificate of Occupancy (CO) issued.
- 610 Voltage Way – Under Construction.
- 1701 W. 1<sup>st</sup> Street – Under Construction.

- **Significant projects in review:**

- Tranquility Village – 500 Terrace Court (off Ridgewood) – Final Subdivision Review.
- Queens Crossing – 4430 Canyon Point - Final Plans in review. Working to divide into phases.
- Public Works Complex – Review Complete Pending Final Site Development Permitting.
- 2100 E. Lake Mary Boulevard – Development Plan in Review.

- **Code Enforcement**

- Documented 113 new cases.
- Brought 26 cases before the Magistrate.
- Wrote 17 parking citations.

## **DEVELOPMENT SERVICES (continued)**

### **• Building**

- Issued 588 Permits.
- Reviewed 636 Building Plans.
- Performed 1663 Inspections.
- Averaged 2.2 Days Plan Review for Commercial Permits.
- Averaged 8.2 Days Plan Review for Residential Permits.
- 98% of incoming calls direct answered.
- Certificated of Occupancies Issued:
  - Wetzel's Pretzels (Wal-mart)
  - Bojangles (Fire damage)
  - Screen Printing Shop – Apparel Design
  - Flexjet
  - UPS Store

## **PUBLIC WORKS AND UTILITIES**

- The Georgetown Project Phase 1 construction is substantially complete.
- The Georgetown Project Phase 2 project is in design.
- The Washington Avenue - Randolph Avenue – Mellonville Ave. drainage improvements project is under construction.
- Construction is progressing on the new utilities building at 14<sup>th</sup> St. and French Ave. Completion is scheduled for May.
- We have been awarded a grant to clean-up the brownfield on the Fulton St. parcel where the future Public Works Emergency Operations Building will be constructed. The Environmental Protection Agency (EPA) has reviewed and approved our Request for Proposal (RFP). Finance has posted the RFP to Vendorlink.com (solicitations website).
- The new seawall for Marina is going out to bid for design.
- We are waiting for the attorney's review of the RFQ (Request for Qualifications) for the CMAR (Construction Management at Risk) so we can use a CMAR contractor to start multiple funded projects. Includes the Mayfair Drainage Project, the Maple Ave. Drainage Project, the Mellonville Ave and Celery Ave. Intersection Improvements, the St. Johns Parkway and Upsala Road Intersection Improvements and the Aero Lane and 5<sup>th</sup> St. Roadway and Drainage Improvements.
- We started working with a consultant on a new Stormwater Master Plan and Maintenance Plan for the City.
- Concrete curb repair ongoing in areas to be repaved city-wide.
- Ongoing city-wide sidewalk repair and concrete work.
- Ongoing city-wide new driveway and sidewalk inspections.
- Right of Way (ROW) permit review ongoing.
- Second St. 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.
- Sanford Avenue paving with Middlesex is complete for 250' portion scheduled for the week of April 21st.
- Annual paving is ongoing in locations city-wide.
- Full depth roadway reconstruction scheduled for the week of April 21, 2025.
- Several Administration Staff are participating in a 40-hour class for procurement provided by the Finance Department.

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

- 9 reported streetlights to FPL (Florida Power & Light) outage website.
- 6 electrical repairs completed.
- 14 streetlight repairs completed.
- 5 plumbing repairs completed.
- 56 utility locates completed.
- 2 A/C repairs completed.
- Assistance provided with the setting up of 3 city events.
- Completed 149 work-orders for repair and maintenance on City vehicles & equipment.
- Responded to 10 Road Service Calls on vehicles & equipment disabled in the field or on the road.
- Completed 58 scheduled Preventative Maintenance services.
- Presented the Fleet Division at the Public Works and Utilities Citizen's Academy.
- 1,329 Tons of Residential Solid Waste was collected from approximately 15,861 City of Sanford residents.
- 190 Tons of Residential Yard Waste was collected from approximately 15,861 City of Sanford residents.
- 100 Tons of Residential Recycle was collected from approximately 15,861 City of Sanford residents.
- 3,113 Tons of debris were collected in roll off dumpsters from residential homes and businesses within the City of Sanford.
- 1,750 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.
- Presenting minor City Code Amendment to Commercial Recycling Nonexclusive Permits for City Commission approval.
- A 4% Consumer Price Index (CPI) being applied to the city residents and commercial business. Citizens will begin receiving the adjustment July 1, 2025.
- Approximately 750 miles of street sweeping.
- Approximately 10,722 ft. of storm pipe cleaned/jetted.
- Cleaned and inspected stormceptors along Seminole Blvd. and 2<sup>nd</sup> St. from 17-92 to Mellonville Ave.
- City-wide Right of Ways (ROW) of small machine moving and weed trimming.
- Approximately 19 acres of city-wide large machine and slope mowing.
- 1,500 feet of storm pipe relined with Inliner Solutions.
- Pipe Repairs:
  - East 13<sup>th</sup> St.
  - West 18<sup>th</sup> St.
  - 200 Academy Court

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

- Pond and Ditch maintenance:
  - 12 ponds and 2 ditches: Treatment of aquatic weed vegetation by spraying (contractor).
  - Filled in erosion at the following:
    - Approximately 400 feet at Mill Creek
    - Approximately 300 feet at Cloud Branch
  - Vegetation clean-out at the following:
    - Approximately 2,500 feet at Mill Creek
    - Approximately 700 feet at Cloud Branch
- Approximately removed 1,100 Tons of debris from Stock Yard at 26th St.
- Ongoing yard clean up at the Public Works Complex, 800 West Fulton St.
- Begin Commercial Driver License Class/Training.
- 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 of removing fallen trees and tree limbs throughout the city.
- Stump grinding tree stumps after tree removal.
- Acknowledge and respond to citizens' concerns.
- Ongoing pothole repairs and asphalt road crossings throughout the city.
- Continuously mowing city lots and ROWs.
- Continuously picking up debris that are dumped in alleys and on city ROWs around the city.
- Ongoing city-wide alley maintenance in various areas.
- 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.
- Maintenance/repair stamped crosswalk areas on State Road (SR) 17/92.
- Assisted the Aquatic Center with debris removal.
- Assisted with art sculpture installations.
- Clean-up unhoused camp in Goldsboro community.
- City-wide trash collection.
- Provide support for Emergency After Hours.
- City-wide debris clean-up in alleys and on right-of-ways.
- Provide support for special events.
- Cathcart Construction continues sewer connection replacement on previously lined gravity sewers for 32 sewer customers in the Mayfair subdivision. The City is 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. Two State Revolving Loan (SRF) Agreements will be presented to the City Commission for approval at the April 28, 2025, City Commission Meeting.

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

- The City's staff are repairing fire hydrants that have been placed "out of service". A contract was received from R&M Solutions for hydrants heavy repairs and maintenance. Commission has approved this work directive, and the process will begin once a Purchase Order (PO) is received.
- The Water Modeling Project is ongoing.
- The vacuum system is functioning very well.
- 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 (vendor) has cleaned CCTV east side of the city to prepare for gravity sewer lining and manhole rehabilitation. In the next few weeks, Inliner Solutions will prepare to mobilize and begin installation of the liner inside the gravity mainlines.
- VEPO (vendor) has installed 18,200 residential/commercial water meters to date which is approximately 67% of existing meters. Large commercial meters will ramp-up change out in the near future.
- In progress and ongoing manhole rehabilitation in the Pinecrest Subdivision and the Orlando Sanford Airport.
- Reviewing data from the Smart Cover (technology used to identify areas of infiltration and direct flow) to continue efforts of elimination infiltration and direct inflow to the Collection System. Still ongoing, including repairs that are performed by the City's staff members and contractors.
- Installed 6 new sewer taps and 22 repairs, replaced 6 manhole rims and covers.
- Ongoing crew members are working on broken cleanout caps and repairing sewer cave into the Collective System to help eliminate infiltration and direct flow.
- Repairing leaks and breaks on the distribution and reclaim system as they occur. Still ongoing.
- North Plant Projects:
  - Cleaned media from around the North Plant.
  - Installed two Sodium Hypochlorite Storage tanks.
  - Repaired a 12-inch receiver intake line.
  - Replaced the Weir strip.
  - Removed drain lines.
  - Pulled and inspected all six Master Lift Station pumps.
  - Installed smoke detectors in the Operator's office.
  - Pulled and inspected all six (6) Master Lift Station pumps.
  - Installed all Mixers and IMLRS in the IFAS Basin.
  - Calibrated all meters (TSS, PH, and CL2).
  - Processed the Discharge Monitoring Reports.

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

- South Plant Projects:
  - Used Vactor truck to clean out the headworks.
  - Installed the Belt Press Variable Frequency Drive (VFD).
  - Processed the Discharge Monitoring Reports.
  - Issued a Purchase Order to Arminius to assemble a Request for Qualifications (RFQ) document for the design of the South Plant expansion and construction of the Reverse Osmosis alternative water supply system.
- Used Vactor truck to clean out several lift stations.
- Prepared all portable generators for hurricane season.
- Maintained and cut the roadways at Site 10.
- Prepared two (2) John Deere Gators and a Vactor Trailer for auction.
- Repaired the water faucet at the Auxiliary Plant.
- Pre-Treatment Coordinator's Office Projects:
  - Removed all the furniture
  - Painted the office
  - Repaired the A/C unit
- Prepared and submitted the Monthly Operating Reports for the Aux & Main Plant to Florida Department of Environmental Protection (FDEP).
- Collect & prepare data for the Monthly Operating Report, Bacteriological report, Quarterly Disinfection report, & Water Quality Parameter report for FDEP.
- Collect samples from each Water Well and test for hardness, fluoride, iron, chlorides, pH, & alkalinity.
- Prepared and submitted 93 Bacteriological samples from the distribution system and one (1) bacteriological sample from 12 Water Wells.
- Collect samples & prepare data for the Florida Linked Oral Status System for Department of Health.
- Collect and prepare data for monthly Flow report & EN-50 report for St. Johns River Management District.
- Cut remote sites grass at the following locations:
  - Wells
  - Elevated Tanks
  - Mill Creek
- Installed diesel pumps at Idyllwilde, 9<sup>th</sup> & Cypress, & Celery Lift Stations.

## **POLICE DEPARTMENT**

- Major Crimes Investigators arrested Thallas Jerome Inman Jr, in connection with the November 20, 2022, homicide of Isaiah Ezra Diaz that occurred at the Hatteras Sound Apartments.
- Community Relations Officers spent the morning at Lake Mary High School's Young Women of Excellence program sharing insights about law enforcement, life skills, and empowerment.
- The Community Relations Unit joined the Eid al-Fitr celebration at Masjid Al-Hayy, enjoying valuable time connecting with the community and sharing in this special occasion.



## **POLICE DEPARTMENT (continued)**

- Our SRO's participated in Seminole High School's Senior Field Day! Our School Resource Officers loved being part of the fun alongside students and staff.
- Sanford Officers attended the Boyz 2 Men Social hosted by the City of Sanford and organized by Commissioner Kerry Wiggins and Mr. Britt Henderson! They had the chance to connect with the young men in our community and the amazing leaders who support them on their journey.
- Hosted a very successful Coffee with a Cop for the first time at the Winn-Dixie grocery store.
- The Awards Committee presented several awards to Sanford Police Staff. Congratulations to Officer of the Year - Officer Jose Salgado, Supervisor of the Year - Brian Flanagan, and Civilian of the Year - CST Katie Lopez.
- Officers attended and participated in the Sanford Speaks event. Speaking with community members and strengthening relationships.
- Swore In two new police officers.
- Currently we have 8 sworn vacancies and zero support staff vacancies.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Recruitment and Employment**
  - New Job Postings: 5
  - Applicants: 197
  - New Hires: 15
  - Promotions: 3
  - New Hire Incentives: 5
  - New Hire Incentives Obligation: \$28,937.00
  - New FML Cases: 4
- **Benefits, Wellness and Records Administration**
  - Coordination of monthly Corebridge (457) meetings - 1
  - New hires benefits processing - 6
  - Coordinated New Hire Orientation (comprehensive session about 6 hours each) - 1
  - Responded to multiple Verifications of Employment.
  - Responded to multiple Public Records Requests.
  - Processed 67 changes in status forms.
  - Processed 24 Wellness Reimbursement Requests.
  - Processed 7 Health Reimbursement Requests
  - Off-boarded 9 terminated employees.
  - Working with Premise Health to implement a new wellness platform called Sonic Boom.
  - Working with IT on implementing Super SharePoint platform.
  - Processed Deferred Retirement Option Plan (DROP) paperwork for 1 employee.
  - Coordinated Take Your Kids to Work Day.
  - Hosted Florida Retirement System (FRS) Lunch and Learn.
  - Continuing Allstate Audit.

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

- **Risk Management**

- Workers' Compensation Claims - 4
- Liability Claims - 9
- Auto Claims - 1
- Mediation - 8
- Coordinate Safety Committee Meeting - 1
- Special Events Meetings - 1
- Recoveries - \$31,619.61
- Multiple conversations with the Trial Attorney on various matters.