

City of Sanford
City Manager's Monthly Update
March 2025

CITY MANAGER'S OFFICE

- Along with Mayor Woodruff attended the Sanford Chamber Board Installation Swearing In.
- Attended District 2 East/Westside Community meeting.
- Attended 2025 Employee and Family Fitness Walk.
- Along with Mayor Woodruff, met with Seminole County Supervisor of Elections Amy Pennock and members of her staff.
- Met with Scott Kirts from the Florida Department of Transportation regarding work being performed on State Road 46.
- Along with Commissioner Thomas, attended the March meeting of the Private Business Association of Seminole, Inc.
- Met with Sanford Public Art Commission chair Virigina Poe to discuss work the Commission is planning to do.
- Along with Mayor Woodruff, attended the March meeting of the Tri-County League of Cities.
- 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.
- **Marina**
 - The exterior painting of the dry storage building is nearly complete (the south side is remaining). The exhaust fan installation for the dry storage building is underway. Two exhaust fans, one installed in each bay, will be completed this week.
 - A meeting was scheduled with FEMA representatives (Director of Florida Recovery Office, Infrastructure Branch Director, State Public Assistance Officer, External Affairs Officer, Hazard Mitigation Officer and the Environmental & Historic Preservation Advisor) to provide a path forward for the Marina Project from Hurricane Ian damages 2 ½ years ago. The path forward is to provide FEMA responses to additional Request for Information (RFI) and conduct another site inspection after FEMA has analyzed the information received from the City. The site inspection has been tentatively scheduled for Wednesday, April 9, 2025.

CITY MANAGER'S OFFICE (continued)

- **Mayfair Golf Course Clubhouse**
 - The exterior framing has been completed. Starting the week of March 24th, roof timbers will be installed, roof trusses will be set, and roof dormers constructed with roof decking. This will continue over the next two weeks.
 - The bathrooms near Hole #12 tee box have been re-furbished to include new vanities, toilets, flooring, and a fresh coat of paint. Looks Nice!

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT (CRANE)

- Attended the Community Outreach and Support Team (COAST) meeting at the Sheriff's office.
- Martha Are, President and CEO of the Homeless Services Network of Central Florida, provided the City Commission with an update on homelessness in the tri-county area during a work session.
- Attended the Georgetown Steering Team meeting to discuss the Emancipation Day celebration.
- Attended the Homeless Services Network (HSN) board meeting.
- Attended the Central Florida Commission on Homelessness (CFCH) managing board meeting.
- Toured Foundations to Freedom recovery program in Deland.
- Along with the CDBG Program Manager, attended the Seminole County 5-year Consolidated Plan meeting.
- Volunteered with the Sanford Police Department for the annual torch run.
- Participate in an all-day training course with LIHEAP staff in Deland for a new software program.
- Working on closing out the Neighborhood Stabilization (NSP) grant.
- **Community Development Block Grant(CDBG)**
 - Four homeowners signed the Safety Home Repair agreements.
 - Heating, Ventilation and Air Conditioner (HVAC) and Electrical work have been completed for the Bay Avenue property.
 - Work has commenced on the Shepherd Avenue property.
 - Safety Home Repairs will begin the week of March 24th.
- **Low Income Home Energy Assistance Program (LIHEAP)**
 - Provided LIHEAP assistance for a total of 66 households, comprised of:
 - Home Energy assisted 14 households.
 - Crisis Energy assisted 52 households.
- **My Brother's Keeper (MBK)**
 - Students have been dressing up on Wednesdays wearing their MBK polo shirt and slacks. Since implementation, the students have received praises from staff for their improved behavior and polished appearance.
 - Students will attend an Orlando Magic game during spring break.
 - Eighteen students will attend the Universal Soul Circus in Tampa during Spring Break, joining peers from Westside Mentoring and the Unity Youth Association (UYA).

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT (CRANE)
(continued)

- **Race, Equality, Equity, and Inclusion**
 - Committee members attended the City Commission work session in support of Resolution No. 2025-3362 opposing Senate Bill 420 and House Bill 1571 relating to Diversity Equity and Inclusion.
 - Request for Qualifications (RFQ) for the Goldsboro Art Exhibit has been posted.

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)

- On Wednesday, March 5, 2025, the Sanford CRA held their board meeting. Andrew Singh, Lake Mary Shuttle, provided a trolley services update. There was a Special Event Grant request awarded for the 40th Annual All British Car Show, which estimates attendance at 3,000 and is the largest All British Car Show in the State of Florida. Matthew Justine, owner of the building located at 405 East Fourth Street, was approved for a Commercial Redevelopment Grant. Site improvements will start shortly, and Pierogi Brothers will open their doors. Pole extension brackets for market lighting along First Street from Oak Avenue to French Avenue were approved as well. Twenty-two pole extension brackets are needed which require fabrication and powder coating. Dan Ping, Sanford Main Street Executive Director, provided an update and shared that there would be a funding request for Summer in Sanford coming forth for driving foot traffic to Downtown mid-week during the summer weeks. During Staff Reports, Ms. Lynch shared information on existing signage from her visits to the cities of Lake Mary, Altamonte Springs, and Winter Park, as well as provided information about kiosks. Both Lake Mary and Altamonte Springs do not have outdoor digital kiosks. The City of Winter Park does have outdoor informational kiosks where existing materials were used to house the electronic signage. Ms. Lynch also showed some various kiosk designs and estimates for each. The CRA Board asked staff to continue to obtain proposals for outdoor digital kiosks. In addition, Ms. Lynch provided information she received from a well-established audiovisual company regarding speakers running along a section of the Sanford Riverwalk, from Mellonville Avenue to Park Avenue. The audiovisual company explained that wired is the strongly preferred method. He states that wireless is unreliable and with all the speakers, audio signal synchronization would be a major problem with wireless, as all speakers may not play the same. Ample coverage with distance between poles is a concern as well. Amplifiers would need to house in outdoor racks/boxes on concrete pedestals and estimates needing three to four of these. May need to directional bore across the street to feed all of the light poles. The CRA Board asked that staff contact other companies, as they believe with today's wireless technology there should be a way to place wireless speakers along the Sanford Riverwalk. Following the CRA Board Meeting, an onsite meeting took place with another well-established audiovisual company who paralleled the concerns above.

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

However, the potential speakers project shifted to Fort Mellon Park where the speakers could be contained in a smaller area, and there is a building onsite that could house the amplifiers and other supportive equipment. CRA Attorney David Hall shared Legislation, House Bill 991, affecting Community Redevelopment Agencies. Most of the information included in this House Bill does not affect the Sanford Community Redevelopment Agency, except for initiating new projects after October 1, 2025. Although, projects already in the pipeline can continue to either specified end date or no later than project closeout date of December 31, 2026.

- ARDENT Properties has finalized the purchase of Seminole Town Center. The new owners will improve the mall property in phases, with plans to start the big box project first. As a reminder, this will be the largest commercial/retail redevelopment in Seminole County history. Jobs and sales tax revenue increases will flourish. ARDENT will be visiting Sanford 3/19-3/21 to meet with Staff and begin implementation.
- Staff continues to work very closely on bringing a very large commercial addition to Orlando Sanford International. The capital investment and job additions will have a regional impact if brought to fruition. Details can be provided to any Commissioners interested; they are not ready for public distribution.
- On February 20, 2025, California Closets held their Sanford Showroom Grand Opening, located at 335 Monroe Road.
- On February 25, 2025, staff met with Ms. Robin Thiessen of the Sanford Cultural Guild to discuss their vision for the proposed Botanical Gardens project.
- On February 25, 2025, the Sanford Chamber Installation of the Board of Directors took place at the Waste Pro Sanford Museum. This event was very well attended.
- On February 27, 2025, a film request to film a dog birthday scene, was received for 1014 Oak Avenue for either March 5, 2025 or March 6, 2025. Production had 65 crew members and 11 cast members, as well as 9 production vehicles and 45 crew vehicles. One officer was requested. The various departments provided timely responses with comments and/or approvals.
- On March 1, 2025, attended the Towns Garden Center ribbon cutting with the Sanford Chamber where Commissioner Patrick Austin provided a lovely welcome message.
- On March 1, 2025, attended the Botanical Gardens event held by the Sanford Historic Guild at Fort Mellon Park.
- On March 8, 2025, attended Decision Tactical's one year anniversary event, 430 Towne Center.
- On March 11, 2025, met with an audiovisual company to discuss a possible speakers project for the Fort Mellon Park area.
- On March 11, 2025, met with a paver company about a possible project on the side of the Civic Center facing Lake Monroe.

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

- Staff continues to focus on “branding up” the US 17 92 corridor and have seen some very good success. The recent addition of Sanford’s first Jersey Mike’s serves as a good example. Additional restaurant concepts and owners are currently being worked with.
- On March 14, 2025, attended the Brewlando VIP event; soft opening occurred next day, starting at 12:00 p.m. Brewlando has rehired a number of former employees of Sanford Brewing Company and anticipates significant growth as they explore an Airport footprint and research and development operations for the brand.
- 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.
- Violets Ice Cream, Amish produced, continues to wow locals and visitors alike after recently opening. Staff has observed operations and interacted with ownership to monitor the success track of this growing regional brand. It serves as an example of the destination retail/restaurant branding we are encouraging.
- We are currently working with a group to bring a very unique, 50’s style “sliders and soda pop” concept to a vacant storefront in the Sanford Avenue corridor. Another example of a location that people will travel to from our target 25-mile demographic radius.
- We are currently working with a contract Buyer to bring a service-based operation to the Park Avenue corridor in a building that has been vacant for approximately 20 years. Very solid business plan that will fill a current blind spot in our market.
- Staff works daily with businesses, small and large, to assist them in navigating the planning and permitting process in Sanford. This ombudsman role is critical to maintaining a healthy and thriving relationship with the business community.
- 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.

POLICE DEPARTMENT

- Chief Smith was a special guest at Millennium Middle School, sharing with the LEAP Exploring Pathways students about his 42-year career in law enforcement.
- Sanford Police Department currently has 11 sworn vacancies and one support staff vacancy.
- Officers attended the Black History Show & Expo hosted by Millennium Middle. Officers enjoyed connecting with the incredible students, staff, and community members throughout the event.
- Community Relations Officers received a generous donation of stuffed animals from Walmart on South Orlando Drive. The stuffed animals are used by our patrol officers to give to children during calls for service. Receiving a stuffed animal can bring comfort to a child facing a difficult situation.
- Sanford Police Investigators arrested Edward Alexander Henry (D.O.B. 11/15/1994), in connection to multiple reports of lewd and vulgar behavior towards young girls walking near their school.
- Sanford Police Investigators have arrest Timothy A. Thomas in connection with online threats to shoot up a school. Thomas shared a video on social media threatening to shoot up Seminole High School, which displaying realistic looking airsoft weapons. Thomas was identified and charged with Intimidation Written/Electronic Threat of Mass Shooting/Terrorism Act.
- School Resource Officer Flanagan participated in the mock trials hosted by the Civics Classes at Sanford Middle School. It was a hands-on way for the students to interact and learn about the justice system.
- Sanford Police Investigators arrested Anthony P. Dry for ten counts of possession of child pornography. Through an extensive investigation, Dry was identified and found in possession of hundreds of pornographic images and videos.
- Sergeant Gentry of our Community Relations Unit, City of Sanford's Mayor Woodruff, and our City Of Sanford Commissioners joined the Masjid Al Hayy Interfaith Iftar celebration. This was a fantastic opportunity for our community to break bread together and continue to build strong bonds which lead us to be stronger as one.
- Sanford Police Department hosted the 2nd Annual Chief's Challenge Run as part of the Law Enforcement Torch Run for Special Olympics along Sanford's beautiful Riverfront. SPD, along with other local law enforcement came together as guardians of the flame as it makes its way through the state for the Florida Special Olympics.

FIRE DEPARTMENT

- **Training and Activities**
 - Medical Director meetings attended.
 - Pre-fire plans completed -10 businesses.
 - Annual engineers testing completed.
 - Technical Rescue Team Training completed with surrounding agencies.
 - 2 EMS standbys completed.

FIRE DEPARTMENT (continued)

- **Fire Prevention**

- Annuals – 399
- Re-inspections on annuals - 423
- New Construction Inspections - 124
- State required inspections - 22
- Food Truck Inspections - 30
- BC Pass down/follow-ups – 12
- Plans Review - 130
- Special/Complaint inspections - 69
- Car Seat installs - 3
- Public Education Events - 5
- Smoke Alarms Installed - 5
- Fire Investigations - 2

- **Administration**

- Battalion Chief Greg Cuellar appointed to acting Deputy Chief effective March 29th.
- FF/PM Kody Cooper promoted to Lieutenant effective March 29th.
- 9 new hires will start March 31st with their six-week orientation.
- The Fire Department earned the Florida Municipal Insurance Trusts "Certificate of Safety Recognition" with a score of 95%.

PARKS AND RECREATION

- Summer Day Camp, Specialty Camp and Sports Camp program registration began on Monday, March 17th. The Summer Day Camp sessions were filled within 5 hours by City residents. Specialty and Sports Camp are half-day camps and still have several openings.
- Spring Break Camp is currently in session and at capacity with 50 children participating in the program and 35 on the waitlist.
- Youth Soccer and Youth Flag football began March 1st with nearly 400 Participants, ages 4 to 15 years. Games are played at the Jeff Triplett Community Center fields at the Tim Raines Sports Park.
- Adult Flag Football and Volleyball Polar League seasons ended the first week of March. Both leagues have grown over the last two seasons, with additional nights being added to accommodate teams. Spring Leagues begin on March 25th.
- Staff are working with GAI Consultants on the redesign of Lake Carola. This is currently at 80% completion.
- Parks Division crew leaders attended training with the Central Florida Turf Managers Association. Staff learned about new turf management techniques, were provided information from vendors for turf management and pest control and were able to see how sod production is produced.
- Sanford Memorial Stadium is proud to host three Florida League High School Baseball Invitationals. These tournaments are an annual event and provide up to 1500 hotel night stays in Sanford and throughout Seminole County.

PARKS AND RECREATION (continued)

- Parks and Recreation staff have completed the redesign of the Veterans Memorial Park Pathways to History signs and is quoting the fabrication. Mike Jones, GIS Analyst, and Julie Scofield, Historic Preservation Planner, were instrumental throughout this entire project
- Parks staff are working with Florida Plant and Tree Inc. to replace a number of along the Riverwalk, in Veterans Memorial Park and the North Shore. These palms are being replaced due to disease.
- Parks Staff are working with the sign contractor to replace the aged signs and missing section markers in the Sanford Municipal Cemetery. Staff are meeting the contractor on March 27th to discuss fabrication.
- Parks staff received a certificate of recognition from Masjid Al Hayy for Outstanding Leadership and unwavering commitment to strengthen and developing our community. This was presented to Edric Diaz, Crew Leader on March 12th at their mosque. This is for our partnership with the group through our Adopt-A-Park program.

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.
 - Starting review of department budget submittals.
- **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 February 2025.
 - New IT Service Requests/Tickets 307.
 - Closed IT Service Requests/Tickets 357.
- **Digital Transformation Project**
 - Artificial Intelligence (AI)
 - No activity this month.
 - m365 Migrations
 - 100% complete.
- **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 (continued)

- **Process Modernizations**
 - Finance Processes
 - Budget Transfer Form – in development.
 - Leave Request Form and Calendar Integration – in development.
 - Capital Improvement Plan (CIP) 2.0 Form completed 2/10/25.
 - CIP 2.0 Department List Views completed 2/10/25.
 - CIP 2.0 Print Department – completed 2/10/25.
 - 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 – customer testing required.
 - HR Calendar Training Form – customer testing required.
 - Employee Onboarding Form – customer testing required.
 - 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.
 - Communications Processes
 - Public Art Application Form - customer testing required.
 - Call to Artists Form - customer testing required.
 - Youth Council Form - customer testing required.
- **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 April 2025.
 - Utilities Plants
 - Requirements gathering.

FINANCE (continued)

• Purchasing Division

- Working on 26 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 held by NIGP vendor for City staff the week of March 3rd.

• Performance Management Division

- Received approval from City Management and Finance to proceed with implementation of fleet utilization process.
- Introduced the Vision, Mission, and strategic priorities to Executive Management and City Commission.
- Introduced to Executive Management the changes being made to performance measures for the budget book.
- Started to hold individual department budget book performance meetings.
- Continued to work on the implementation of the Neogov learn platform.
- Created a demo project dashboard for commissioners and discussed how to move forward.
- Finished the end of Quarter 1 Geographical Information Systems (GIS) dashboard update, currently live on website.
- Performed a Lucity training of reports for Public Works administration.
- Attended and completed cybersecurity course.

DEVELOPMENT SERVICES

Code Enforcement

- Documented 76 new cases.
- Brought 26 cases before the Magistrate.
- Wrote 19 parking citations.

• Building

- Issued 474 Permits.
- Reviewed 731 Building Plans.
- Performed 1735 Inspections.
- Averaged 2.3 Days Plan Review for Commercial Permits (longest was 17 days).
- Averaged 4.7 Days Plan Review for Residential Permits (longest was 18 days).

DEVELOPMENT SERVICES (continued)

- Conducted a review of Ring Central and determined that 100% of all incoming calls were answered this month.
- 96% of incoming calls direct answered.
- Certificated of Occupancies Issued:
 - Constant Aviation
 - Eckart Supply
 - Dauntless Point Warehouse
 - Enterprise Way Warehouse
 - Ganesh Warehouse
- **Business Tax Receipts (BTR)**
 - 56 BTRs issued or renewed.

PUBLIC WORKS AND UTILITIES

- The Georgetown Project Phase 1 construction is substantially complete. It's close to final completion.
- The Georgetown Project Phase 2 project is in design. We reviewed and approved the drainage model so the final plans can be prepared.
- The Washington Avenue - Randolph Avenue – Mellonville Avenue drainage improvements project is under construction. A change order is being processed for utility conflicts from a previously unknown utility line.
- Construction is progressing on the new utilities building at 14th Street and French Avenue. Completion is scheduled for May 2025.
- We have been awarded a grant to clean-up the brownfield on the Fulton Street parcel where the future Public Works Emergency Operations Building will be constructed. The EPA has reviewed and approved our RFP which will be processed as soon as Finance can post it.
- The new seawall for the Marina is going out to bid for design.
- We are waiting for Commission approval of 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.
- We are processing a proposal to start the process to do a new Stormwater Master Plan and Maintenance Plan for the City.
- 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 (ROW) permit review ongoing.
- Second Street Streetscape to be awarded; bid opening was January 30th with the lowest bid at \$2.4M. CRA project that public works will be managing and inspecting.
- Scheduling Sanford Avenue paving with Middlesex is scheduled for the week of March 19th.
- Annual paving is ongoing in locations city-wide.
- Full depth roadway reconstruction is scheduled for end of April.
- Several Administration Staff are participating in a 40-hour class for procurement provided by the Finance Department.
- Various meeting with and for the Public Art Commission.
- 12 reported streetlights to FPL (Florida Power & Light) outage website.

PUBLIC WORKS AND UTILITIES (continued)

- 6 electrical repairs completed.
- 13 streetlight repairs completed.
- 6 complete plumbing repairs.
- 60 Utility locates completed.
- 4 carpentry repairs completed.
- 2 A/C repairs completed.
- Assistance provided with setting up 3 city events.
- Hosted March 2025 Citizen Academy at the Public Works Complex.
- Worked with vendors on other services provided city-wide.
- Completed 198 work-orders for repair and maintenance on City vehicles & equipment.
- Responded to 9 Road Service Calls on vehicles & equipment disabled in the field or on the road.
- Completed 83 scheduled Preventative Maintenance services.
- De-commissioned several vehicles and equipment for auction sales.
- Process several new vehicles before assignment
- Fleet supervisor consulted with all City Departments for 2026 Fiscal Year Budget
- 1,580 Tons of Residential Solid Waste was collected from approximately 15,873 City of Sanford residents.
- 130 Tons of Residential Yard Waste was collected from approximately 15,873 City of Sanford residents.
- 135 Tons of Residential Recycle was collected from approximately 15,873 City of Sanford residents.
- 3,144 Tons of debris were collected in roll off dumpsters from residential homes and businesses within the City of Sanford.
- 1,754 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.
- Discussing minor City Code Amendment to Commercial Recycling Nonexclusive Permits with the City Attorney and reviewing if additional amendments are necessary.
- The City Commission approved 5.25% solid waste landfill rate increase. The adjustment for Sanford citizens will begin April 1, 2025.
- Participated and presented in the Citizen's Academy on March 5, 2025.
- Approximately 400 miles of street sweeping
- Approximately 4,832 ft. of storm pipe cleaned/jetted
- Continuously mowing and weed-eating ditches and ponds city-wide
- Grade for asphalt at the Utilities Building on 15th Street
- Inlet/basin repairs at 152 Academy Avenue, Mother Ruby Wilson Park
- Approximately 30 acres of city-wide mowed tops and slopes of ditches and ponds.

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 on Mill Creek at the following locations:
 - Approximately 200 feet on 8th Street
 - Approximately 1,500 feet on 1st Street
 - Vegetation clean-out at the following location:
 - Approximately 1,500 feet of the McCracken Ditch
- Installed new storm pipe at 106 Sweet Bay of approximately 200 feet.
- Ongoing yard clean up at the Public Works Complex, 800 West 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.
- Removed two trees on ROW at 119 West 23rd Street.
- Various meeting with and for the Public Art Commission.
- Ongoing response of 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. County Road 46 to State Road 46A.
- Conducted investigations for claim/lawsuits against the City of Sanford.
- Maintenance/repair stamped crosswalk areas on State Road (SR) 17/92.
- Replaced multiple sidewalk panes due to tree roots at Oak Avenue between 12th Street and 13th Street.
- Shoulder work was done on Ranyard Road, starting at the new condos to the dead end.
- Delivered three truckloads of millings to Mayfair Golf Course.
- Annual Alley Cutbacks:
 - Beginning vegetation management in the alleys at the Historic District for preparation of the upcoming growing season. The department will start in the north/south alleys and continue to the east/west alleys. After completing this section, the cutbacks will begin in the Goldsboro area.
- 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.

PUBLIC WORKS AND UTILITIES (continued)

- VEPO (vendor) has installed 16,000 residential meters to date which is approximately 49% of residential meters. Large commercial meters will change ramp-up in the very near future. 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 City's staff are repairing fire hydrants that have been placed "out of service".
- The vacuum system is functioning very well. Still the same.
- 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, closed circuit televised (CCTV) and is now preparing for gravity sewer lining in the Fort Mellon collection system.
- 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 10 new sewer taps and 15 repairs, replaced 6 manhole rims and covers, working on broken cleanout caps, and repairing sewer cave ins to 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.
- Cleaned media from around the North Plant.
- Vectored out the South Plant.
- Replace and build 2 Oil & Grease sheds.
- Repaired Oregon Well # 1.
- Installed the Belt Press Variable Frequency Drive (VFD) at the South Plant.
- Removed North Plant headworks old chemical tanks.
- Pulled North Plant Master Lift Station pump.
- Installed new eye wash station at North Plant headworks.
- Built North Plant Lead Operator's furniture.
- Lead a class on Total Suspended Solids (TSS) meters for staff.
- Installed a new panel and disconnect at High School Lift Station.
- Installed a new panel and poles at 24th Place Lift Station.
- Repaired Silver Lake Valve and put the system back online.
- Installed new fuel gauge on diesel tank.
- Installed fuel sensor at Greystone & Kays Landing Lift Stations.
- Replaced the chain on the North Plant bar screen.
- Installed camera and Supervisory Control and Data Acquisition (SCADA) monitors in the North Plant operator's office.
- Ordered crane to off-load the new Vacuum Station generator.
- Processed the Discharge Monitoring Reports for the North & South Plant.
- Vectored out several lift stations.

PUBLIC WORKS AND UTILITIES (continued)

- Pulled North Plant distribution # 3 Variable Frequency Drive (VFD) and motor.
- Replaced Air Conditioner Breaker for North Plant Operator Office
- Inspected all stationary & portable generators.
- Replaced Oregon Well # 4 check valve & gate valve.
- Relocated North Plant Operators upstairs to new office.

HUMAN RESOURCES & RISK MANAGEMENT

- **Recruitment and Employment**
 - New Job Postings: 0
 - Applicants: 0
 - New Hires: 6
 - Promotions: 0
 - New Hire Incentives: 6
 - New Hire Incentives Obligation: \$26,710.02
 - New FML Cases: 0
- **Benefits, Wellness and Records Administration**
 - Coordination of monthly Corebridge (457) meetings - 1
 - New hires benefits processing - 4
 - Coordinated New Hire Orientation (comprehensive session about 6 hours each) - 1
 - Responded to multiple Verifications of Employment.
 - Responded to multiple Public Records Requests.
 - Processed 53 change in status forms.
 - Processed 14 Wellness Reimbursement Requests.
 - Processed 4 Health Reimbursement Requests
 - Off-boarded 1 terminated employee.
 - Working with Premise Health to implement 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 Family Fitness Walk.
 - Coordinated Defensive Driving Lunch and Learn.
 - Began Allstate Audit.
- **Risk Management**
 - Workers Compensation Claims - 5
 - Liability Claims - 4
 - Auto Claims - 2
 - Mediations - 6
 - 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 opportunity offered.