

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

**CITY MANAGER'S OFFICE**

- Represented the City at the Leadership Seminole Class 33 Graduation where two City employees graduated.
- Attended Florida Emancipation Celebration at Hopper Academy.
- Attended Police Promotions ceremony.
- Met with County Manager, and city managers of Seminole County to discuss one cent sales tax.
- Served employees at the City's Safety Incentive Luncheon.
- Attended Memorial Day Ceremony.
- Attended Waste Pro's BBQ for Public Works and Utilities employees.
- Attended Florida City and County Management Association's annual conference.
- Attended the East Central Florida Regional Planning Council "Disaster 101 for Senior Officials Training" at Valencia College School of Public Safety.
- Held "Coffee with the City Manager" for employees.
- Represented the City at the ribbon cutting for the Bahama Bay Club Resort-Style Senior Living facility grand opening.
- Attended Private Business Association of Seminole County (PBAS) June meeting and heard a panel discussing the pros and cons of extending the penny sales tax.
- Attended and spoke at Police Award and Swearing In Ceremony.
- Discussed with County Manager the future use of the County's downtown properties.
- Met with Rachel Allen and discussed the progress of the City's Race, Equity, Equality and Inclusion Advisory Board.
- Met with Jeff Villanueva, CEO for AdventHealth Altamonte Springs and the Seminole market, and Jamilah Felix, AdventHealth's Manager for Government Advocacy and discussed their plans for a facility in Sanford.
- **Marina**
  - The purchase order has been issued to replace the roof on the dry storage building. Material lead time is about 2 weeks. A roof access ladder will be installed on the northeast corner of the building (within the fenced area), and the roof vent fans will be removed and new exhaust fans installed on the side of the building. A pre-construction meeting was held last week. Construction will start Monday, July 8th , estimated completion of 6 weeks (depending on the amount of roof decking needing to be replaced).
- **Mayfair Clubhouse**
  - The Clubhouse Construction Contract has been executed, and Wharton-Smith has begun compiling and tracking their bid pricing from their subcontractors. The goal is to have the Guaranteed Maximum Price (GMP) presented to the City Commission at the August 12, 2024 meeting.

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

- **William Clark Court Property (Ball Fields)**
  - City staff provided an updated appraisal of the property and additional letters of support as requested by HUD's Special Applications Center. City staff continues to be in communication with the Sanford Housing Authority on regular progress reports.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT**

- **Community Relations & Neighborhood Engagement (CRANE)**
  - Attended the Seminole County Community Services Block Grant Advisory Board meeting.
  - Attended the Sanford Housing Authority Special Meeting.
- **Community Development Block Grant (CDBG)**
  - Public services program opened June 3rd.
  - Received 44 applications for Safety Home Repair.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Assisted 11 households in home energy assistance.
  - Assisted 35 households in crisis energy assistance.
  - Program Manager made one home visit to a senior with disabilities.
- **My Brother's Keeper (MBK)**
  - MBK youth are on summer break. Program Manager follows up with members weekly through email and or text.
- **Race, Equality, Equity and Inclusion (REEI)**
  - Members of the Advisory Committee along with staff from the museum, planning and parks and grounds toured the Harry T. & Harrietta V. Moore Memorial Park in Mims, Florida.
  - Members attended the Inaugural Peace Justice Institute (PJI) Civil Rights Tour in Atlanta, Georgia and Birmingham, Montgomery, and Selma Alabama.

## **CITY CLERK**

- The City Clerk and Records Manager attended the Annual Conference for the Florida Records Management Association.
- Held Qualifying for the upcoming 2024 Election.
- The City Clerk assisted the Assistant City Attorney with creating the Rules of the Commission.

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

- At the June 5, 2024 CRA Board Meeting, an Alive After Five Live Update was provided by Marilyn Maples, President. The following action items approved at the same CRA Board Meeting. The 115 North Laurel Avenue-CRA Commercial Redevelopment Grant Request in the amount of \$100,000.00, the Best of Downtown Sanford Awards-Marketing Request in the amount of \$5,000.00, the Art Sculptures Project-Kirk Seese, Artist, in an amount not to exceed \$53,400.00, the Art Sculptures Project-Lyman Whitaker, Artist, in an amount not to exceed \$15,980.00, and the CRA Fiscal Year 2024-25 Budget. Under Discussion Items, Dan Ping with Sanford Main Street provided an update. In addition, representatives of the Public Art Commission shared a suggested prominent art piece; a bronze sculpture called, "A Bridge to the Future". The CRA Board plans to consider this prominent art piece at their next CRA Board Meeting.
- Over the past month, Staff reached out to various organizations and business owners to discuss the City's efforts to become a Trail Town. A great amount of letters of support and business pledges were received to show support towards this initiative. This information was provided to the Florida Department of Environmental Protection's Office of Greenways and Trails Central Florida Coordinator. Included in the submittal was a list of key special events held in the City to show that there is ongoing activity near the Sanford Riverwalk. Ms. Hopkins responded, "Wow! This is a fantastic showing of support, and I believe the most letters of support we have received for any potential Trail Town". The Office of Greenways and Trails Board holds their meetings every few months at various locations throughout the State. In late September, the Council's meeting is taking place right here in Sanford, where at the same meeting, the Council will consider making the City of Sanford a designated Trail Town.
- We also continue to welcome and work with owners of well-established, unique businesses who are interested in potentially locating to Downtown Sanford and/or other areas of the City. On June 1, 2024, a ribbon cutting/grand opening event took place at Dear Universe, located at 1001 West First Street. On June 6, 2024, the Bahama Bay Club Resort-Style Senior Living had a ribbon cutting ceremony, located at 3441 West First Street.
- Continuing to work with building owners and potential tenants, by working as ombudsmen, to get projects over the finish line so doors can be open.
- Attended the virtual meeting "Grow FL Companies to Watch Community Partner Program", by the Florida Economic Development Council.
- At Seminole Towne Center Mall, 13% of the mall will be under new ownership next week, with the anticipation of the rest of the mall under new ownership by the end of calendar year 2024.
- The Orlando Sanford International Airport has a very aggressive, pro-development posture. Large, well-established corporations have set their sights on possibly locating to the airport. We continue to collaborate with the Orlando Economic Partnership on a few large competitive projects. Construction of the Comfort Inn continues as residents and visitors eagerly await this greatly needed hotel, anticipated to be open in 10-12 months.

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

- A Special Joint Work Session between the Sanford City Commission and the Sanford Community Redevelopment Agency (CRA) Board is scheduled for July 22, 2024. The topic will be Recurring Expenses.
- As representatives of the City, ongoing attendance at the Sanford Regional Chamber of Commerce meetings, Sanford Main Street Board meetings, the River Council meetings, the Sanford Airport Authority Monthly Board Meeting, the Public Art Commission meeting, pre-app meetings, and the Seminole County Professional Women’s Luncheon.

**POLICE DEPARTMENT**

- Promoted Sergeant Tina Leman to the rank of Lieutenant.
- Promoted Investigator Sharon Nettles to the rank of Patrol Sergeant.
- Swore in Seven new Police Officers.
- The Traffic Unit participated in the Statewide Click It or Ticket Campaign, reminding drivers about the importance of seatbelts when driving.
- Community Relations Unit deployed the Activities Trailer for the Lupus 5K at Coastline Park.
- Community Relations Unit participated in the Law Enforcement Vehicle display at the City of Altamonte Springs family day event.
- Showcased the SPD One Pill vehicle in conjunction with other local law enforcement at a media event highlighting the dangers of opioids.
- The Traffic Unit participated in the railroad safety campaign. They made contacts with 23 drivers that were stopped on the railroad tracks during their operation.
- Community Relations Unit Deployed the Activity Trailer through the month.
- Arrested the subject in the shooting on Ellen Drive. Awaiting his extradition from Georgia.
- Officers took part in numerous community outreach and business contacts
- We have seven Officers in Phase four of their respective FTO (Field Training)
- We are waiting for the Open Solicitation for the Department of Justice COPS grant to open.
- We are working on the information for the 2024 Byrnes Grant.
- We presently have nine open positions.

**FIRE DEPARTMENT**

- **Training and Activities:**
  - Medical Director meetings attended.
  - Ride Along
    - Seminole State – 5 students.
    - Observers – 3.
  - Pre-fire plans completed- 12 businesses.
  - Rescue Standby for 2 events.
  - 2 Public education events attended.
  - LTRT team completed monthly training.

## **FIRE DEPARTMENT (continued)**

### **o Fire Prevention:**

- o Annuals – 142
- o Re-inspections on annuals – 304
- o New Construction Inspections – 115
- o State required inspections – 9
- o Food Truck Inspections – 3
- o BC Pass down/follow-ups – 29
- o Plans Review – 121
- o Special/Complaint inspections - 60
- o Car Seat installs – 3
- o Public Education Events - 5
- o Smoke Alarms Installed - 12
- o Fire Investigations- 6

### **Administration**

- o Currently down 3 firefighters. The posting closes on July 5<sup>th</sup> to fill those positions.
- o Microsoft 365 migration completed for the whole department.
- o Still working on Continuity of Operations Plan (COOP) for the City.

## **PARKS AND RECREATION**

- Staff have been working with Congressman Mill's office to facilitate the "Passport Expo" at the Civic Center. The event, held June 13-14th, is an initiative by the Congressman to help residents file for and receive their Passport in an expedited time frame. Staff from the State Department will be on site to assist over 500 attendees.
- Summer Camp is in full swing at the Jeff Triplett Community Center and all sessions are sold out.
- The Florida Collegiate Summer League has returned to the Sanford Memorial Stadium. The River Rats will play through July.
- The Pickleball and tennis court rehab project continues at Lee P. Moore Park. Compaction has been completed and the fence poles have been set. The area is ready for the asphalt to be poured as soon as the weather allows.
- Parks staff expect delivery of the new Groveview Park playground equipment the week of June 17th. Installation and inspection will take 4 to 6 weeks.
- The current General Education Diploma (GED) program, held at the Velma H. Williams Westside Community Center, has begun. This is a free program in partnership with Seminole State College.

## **FINANCE**

- **Accounting Division**
  - Continued work on Fire Assessment Fee.
  - Wrapped up budget meetings with Departments and started meetings with the City Manager.
  - Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for IAN.
  - Interviewing for our last two openings in Finance.
- **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 May 2024.
    - New IT Service Requests/Tickets 341
    - Closed IT Service Requests/Tickets 255
- **Digital Transformation Project**
  - m365 Migrations
    - Police, Recreation, Public Works groups are next on the migration schedule.
    - 50% Complete
- Process Modernizations
  - City Procurement process
    - Initial design phase continues to be developed.
    - Prototype will be developed based on initial design.
  - Budget Transfer Request
    - Design of forms and workflow almost complete and moving to the testing phase.
  - Police processes
    - Testing phase of forms and workflows on hold until Police staff migrate to m365.
  - Intranet Modernization
    - Initial Overall City intranet design phase – in process
    - IT – 50%
    - Finance – 65%
    - Police – 50%
    - HR – 80%
  - CIP Request and Tracking
    - 250+ CIP requests submitted by Departments for Finance review.
- **Lucity Work Order and Asset Management**
  - Public Works redesign of workorder categories, problems, and tasks requested by staff to be completed.
  - Parks redesign of workorder categories, problems, and tasks requested by staff to be completed June 2024.
  - Utilities testing various work order scenarios and configurations – target go live is July 2024.

## **FINANCE (continued)**

- **City Website Content Editor Training**
  - Content Editor training sessions continue – this includes news, articles, events, and minor page edits
  - Communications office and other departments training and transition completed.
  - Communications office developing a content review process as directed by the City Manager.
- **Purchasing Division**
  - Working on 28 solicitations throughout the City.
  - Continued work on updating purchasing policies including new CCNA (Consultants Competitive Negotiation Act) guidelines. This is also temporarily on hold due to the contract on purchasing review.
  - Continued working on updating templates for the bidding process (mapping the process). This is also temporarily on hold due to the contract on purchasing review.
  - Working on updating templates for bids, construction documents, and terms and conditions. This is also temporarily on hold due to the contract on purchasing review.
  - Working with legal to revise construction documents including contracts.
- **Performance Management Division**
  - Worked with IT Manager to start making internal changes to Lucity.
  - Reformatted work orders to fit each Division's request and workflow needs.
  - Continued to work with parks and Recreation to develop a Lucity work order flow.
  - Working with IT manger to demo a special events work flow in Lucity.
  - Completed International City/County Management Association (ICMA) Data Driven course.
  - Started Task Force initiative within the City, City-wide (internal survey) and topic selection.
  - Completed Leadership Seminole.
  - Researched and presented findings to the City Manager related to a future strategic plan for the City.
  - Attended the Government Finance Officers Association (GFOA) Strategic budgeting workshop.
  - Continued to assist current Green Belt team and follow up on the previous Green Belt implementation.
  - Continued to collect Measurable objectives for Quarter 2.

## **DEVELOPMENT SERVICES**

- **Land Development Regulations in Revision**
  - Schedule A – Definitions, Schedule B – Permitted Uses, Schedule E - Additional Requirements & Provisions for Specific Uses, Schedule G – Design Guidelines, and Schedule D, Planned Developments are in progress. Draft still under review by staff.
  - Articles I through X are being reformatted including Articles III and VI which are under Zoning in Progress. Future Work Sessions will be scheduled to discuss upcoming changes.
- **Comprehensive Plan Amendments**
  - 2024 EAR data update is underway by the consultant. Staff are currently providing necessary documentation to accomplish this study. Staff has engaged the consultants and held progress meetings on the matter with a goal to have all data collection by July 30, 2024.
- **Central Square**
  - All staff accounts have been created and staff have been testing login capabilities.
  - Staff have begun the testing phase of Central Square relating to correcting issues prior to going live.
- **Citizenserve Updates**
  - Staff are continuing to work on closing out and denying abandoned applications per Florida Statutes.
  - Staff are continuing to work with applicants on pending applications to ensure extensions are granted to viable projects.
  - Staff continue to work to collect unpaid balances.
- **Mapping and Data Analysis**
  - Planning staff are working with Geographic Information Systems (GIS) staff to update and correct any incorrect data from this year’s annexation, land use and zoning updates.
  - Staff are working on updating the Development in Progress Map and look forward to releasing the Summer 2024 map by the end of July.
- **Special Projects**
  - Seminole County has reviewed the maps provided by the City relating to the Joint Planning Agreement (JPA) and the East Lake Mary Boulevard corridor study. Staff from both jurisdictions are scheduled to meet Monday, June 17, 2024 regarding updates.
  - Staff have begun actively digitizing and archiving older documents throughout the department.
  - The annual Community Rating System (CRS) is currently in review by Federal Emergency Management Agency’s (FEMA) ISO consultant.
  - Staff are actively working on updating Standard Operating Procedures and creating checklists to simplify processes for applicants.



## **DEVELOPMENT SERVICES (continued)**

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

- Story Apartments – 1751 Rinehart Road – Certificates of Occupancy are in process. Phases 7 and 8 were most recently completed.
- Kings Crossing
  - WaWa – Pending pre-construction meeting prior to commencing work on site.
  - Apartments –Awaiting resubmittal from applicant.
- All Souls PD
  - Beryl Landing Infrastructure - Plat is recorded, finalizing utilities
  - Emerald Point – Plat ready for recording, pending Beryl Landing
  - Narcissus Cell Tower Relocation – Second tower is active, old tower has been removed
  - Davis Apartments – Awaiting further review, pending Beryl Landing completion.
- Towns of Riverwalk – 2485 W. Seminole Blvd –Plat recording pending Certificate of Completion. Models nearing completion.
- Skylar Crest – 3100 Kentucky St. – Plat recorded, Certificate of Completion issued and house permits in review.
- Concorde Community - 2401 E . Lake Mary Blvd –Phase 3 closing out for Certificate of Completion.
- Spacebox – 2461 Cherry Laurel – Nearing completion.
- Afton Palms – 1150 Upsala Road –Construction continues. Certificate of Completion issued for Clubhouse and 2 buildings.
- Wayne Densch Addition – Nearing completion.
- Harvest Time, Phase 2 – Nearing completion.
- Wynn Funeral Home – 1300 Historic Goldsboro Boulevard – Nearing completion.
- Belair – 1701 Celery Avenue – Certificate of Completion has been issued.
- TD Bank – SR 46 – Final inspections underway.
- Leadership Point – Construction continues.
- La Braza – Orlando Drive (Lake Mary Corners) – Certificate of Occupancy issued.
- Tuscany Village – Construction started. Grading and utilities underway.
- 1701 Rinehart Road - Commercial outparcel at Story Apartments – Engineering approved, permits pending.
- Culver’s Restaurant, Phase 2 – 3418 Orlando Drive – Addition of a cross access to Auto Zone Engineering approved, permits pending.
- NorthPort Phase III – 495 N. White Cedar Road - Engineering approved, permits pending.
- Pathways to New Hope – 500 Holly Avenue – Permit issued for redevelopment.
- Jesus Image Church – 2871 E. Lake Mary Boulevard – Under construction.
- Gyro Sanford – 1514 French Avenue – Under construction.
- Sanford Courtyard, Ph 2 – 1021 E 2<sup>nd</sup> Street - Engineering approved, permits pending.

## **DEVELOPMENT SERVICES (continued)**

- **Ongoing list of projects under construction**
  - ParkView Place, Ph 2 – 3600 Skyway Drive – Under Construction.
- **Code Enforcement**
  - Officers attended the annual Florida Association of Code Enforcement (FACE) Conference in Orlando.
  - Issued 90 parking citations.
  - Documented 58 new cases.
  - Brought 30 cases before the Magistrate.
- **Building**
  - Maintained Residential Plan review times of 9 days or less.
  - Maintained Commercial Plan Review times of 14 days or less.
  - Building permitting, inspection and plan review services remain available on Fridays.
  - Hire three new Permit Coordinators.
  - The Breezeway Expansion Program continues. The slab is poured and framing is 70% complete.

## **PUBLIC WORKS AND UTILITIES**

- The Georgetown Project Phase 1 construction continues. The project is behind schedule.
- The Georgetown Project Phase 2 project is in design. The stormwater model is supposed to be ready this month. Staff met with CPH to plan to obtain a State Revolving Fund loan for construction at the recommendation of Raftelis.
- Drainage system construction on Maplewood Avenue is ongoing. The contractor is close to completing their portion. Some additional work is scheduled by City Staff to start the week of May 13<sup>th</sup>.
- The Washington Avenue - Randolph Avenue – Mellonville Avenue drainage improvements contractor is working with Jeff Davis and the Project Engineer to clear the shop drawings and construction has begun. Road closures will be part of the construction process.
- The Aero Lane and 5th Street roadway and drainage improvements bid closed without any submittals on February 8<sup>th</sup>. Oelrich Construction has provided a Guaranteed Maximum Price proposal under their continuing contract with the City. We had budgeted for \$3 million and their price is \$1.77 million.
- The Trailhead Restroom has been set. Florida Power & Light is due to complete the electrical improvements for service in June or July.
- The Artisan Square Restroom design has been set and approved. Leesburg Concrete is working with the crane operating service to schedule the delivery. This will require closing 1<sup>st</sup> Street in that area for several hours to unload all the panels. The schedule is being planned for a Monday or Tuesday morning
- We anticipate receiving the 90% Plans for the Maple Avenue Drainage Improvements this month.
- The roofing contractor is working in the evenings to replace the City Hall roof. They are in their 7<sup>th</sup> week of work.
- The old 14<sup>th</sup> Street Utility Building (Fire Station) has been demolished and the contractor is waiting for the building permit to be issued to start construction on the new building.

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

- We are unable to get bids on the Mellonville Ave & Celery Ave. intersection improvements project. We are looking at using a Consultants Competitive Negotiation Act/Construction Manager At Risk to manage the construction.
- Citywide resurfacing is 75% complete. We have completed 12.3 Lane Miles of roadway so far.
- Washington Oaks Paving Project is complete.
- The Full Depth Road Recycling Project south of 2nd Street, East of French Avenue, North of 25<sup>th</sup> Street and West of Park Avenue is complete. Striping and marking are scheduled along with miscellaneous concrete repairs.
- Scheduling of Sidewalk Repairs is ongoing city-wide.
- Twenty-Five Right-of-Way permits have been reviewed and responded to.
- Assisted Sanford Police with installing cameras.
- Assisted Information Technology Department with installing cameras at Coastline Park.
- Assisted in 4 special events.
- Completed multiple locates.
- Completed 16 street light repairs.
- Completed 3 carpentry repairs.
- Completed 9 plumbing repairs.
- Completed 10 electrical repairs.
- Replaced toilet and sink due to vandalism (Lee P. Moore Park).
- Completed 178 Workorders for Repair & Maintenance on City vehicles & equipment.
- Responded to 13 Road Service calls on vehicles & equipment disabled in the field or on the road.
- Completed 75 Scheduled Preventative Maintenance Services.
- Repaired & Re-built custom spray pallet for Stormwater Division.
- Received and processed several replacement vehicles for multiple departments
- 1,610 Tons of Residential Solid Waste was collected from approximately 15,304 City of Sanford residents.
- 203 Tons of Residential Yard Waste was collected from approximately 15,304 City of Sanford residents.
- 121 Tons of Residential Recycle was collected from approximately 15,304 City of Sanford residents.
- 3,023 Tons of debris was collected from residential homes and businesses within the City of Sanford.
- 1,960 Tons of debris was collected from businesses within the City of Sanford
- 4 % Consumer Price Index Adjustment will be effective July 1, 2024.
- Negotiating a new Interlocal Agreement with Seminole County to include a substantial increase in cost for recycle processing fees.
- Clean/Jetted approximately 1,000 feet of storm pipe.
- Mowing and weed eating ditches and ponds.
- Repair inlets/pipe (Pinehurst Pond).
- Clean/Inspect inlets around Sanford.

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

- Installed Miami curb and driveway aprons on Maplewood Drive.
- Pond maintenance: remove trash and spray herbicide at Coastline Park pond.
- Repair seawall at Scott Ave.
- Erosion repair at Mill Creek (3<sup>rd</sup> St.).
- Spray for midges along Sanford Riverwalk & Marina).
- Lot clearance on 24<sup>th</sup> and Oak Ave. (mowed debris and vegetation).
- City wide sign maintenance straighten & replace.
- Repair/replace sidewalk panels throughout the city.
- Remove dead/dying trees on city Right-of-Ways throughout the city.
- Respond and remove fallen trees and tree limbs.
- Pothole repairs and asphalt road crossings throughout the City of Sanford.
- Provide special event support.
- Provide emergency afterhours support.
- Picked up debris that was dumped in alleys and on city rights of ways around the City of Sanford.
- Alley maintenance on various areas throughout the City of Sanford.
- Leased parking lot maintenance/regrade and pick up trash.
- Stump grind tree stumps after trees have been removed.
- Maintenance/repair stamped crosswalk areas on 17-92.
- Tree trimming in various alleys requested by Waste Pro.
- Stump grinding for sidewalk replacement.
- Picked up trash in extended areas – Upsala Ave – Central Park Drive to County Road 46 and Rinehart Rd – County Road R46 to State Road 46A.
- Conduct investigations for claims/lawsuits against the city.
- Final asphalt patch on 9<sup>th</sup> Street between 17-92 & French Ave.
- Removed trees & stump grind at 1405 Williams Ave.
- American Disabilities Act (ADA) compliance/sidewalk issues resolve in Tuscan Place subdivision.
- State Road (SR) 46 water main replacement project continues.
- State Road 46 force main project is substantially complete. Completion is pending a water main repair and easement dedication.
- 3rd street water main project continues and hydrant inspection is pending.
- State Road 46 widening is beginning and Utilities Water Service plans have been submitted to Florida Department of Transportation's (FDOT) engineer.
- Pine way water main extension phase 1 by Cathcart to install of 8" water main and relocate hydrant will be beginning soon.
- Main water plant is undergoing ongoing testing.
- Mass meter exchange project installation contractor (VEPO Metering) is beginning the replacement of commercial water meters with residential meter replacement scheduled to begin in July.
  - Currently 1,500 meters are reporting under the AMI software.

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

- Vacuum sewer repairs are ongoing for a more streamlined way to handle high volumes of sewage at various times, on various days, and to be more prepared for storms and heavy rainfalls. Installation of vacuum pedestals on main six of the vacuum system continues. Design work for converting two existing vacuum pits to lift station and one existing vacuum pit to gravity sewer is complete and ready for bid advertisement.
  - About 98% of telemetry projects are completed
- Rebuilt 1 fire hydrant.
- Replaced 1 new fire hydrant.
- Installed 3 new sewer taps.
- Repaired 10 sewers.
- New Consumptive use permit # 3827-3 received for the Mayfair Golf Course Irrigation Wells.
- Alternative water piloting continues.
- Sanitary Sewer upgrades are ongoing.
- 1,4 Dioxane updates and review ongoing.
- Construction is complete on Country Club.
- Water modeling or Water Master Plan update is continuing.
- Awarded a \$6.255 million facilities grant for water treatment planning for PFAS and 1,4 dioxane treatment. Carollo Engineers is preparing the water facilities plan to submit to FDEP for funding consideration. Public comment and plan approval to be scheduled for the June 24<sup>th</sup> City Commission meeting.
- Awarded a 2.9-million-dollar grant from Florida Department of Environmental Protection for nutrient reduction. Utilities Sales and Service, Incorporated (USSI) is scheduled to perform smoke testing of 12,000 LF of sanitary sewers in the downtown area in mid to late June. Inliner Solutions is starting the rehabilitation of brick manholes in the Pinecrest subdivision, Rowland, Inc. is starting the rehabilitation of brick manholes at the Orlando-Sanford International Airport.
- Concorde Subdivision Phase 2 has Florida Department of Environmental Protection sewer clearance and Certificate of Completion of utilities work.
- Belair Park should have their Certificate of Completion in December 2024 / January 2025.
- Utilities and Planning are coordinating with Seminole County Building Department for approval of city water and sewer services.
- Continued installation of pedestals on 1B of the vacuum sewer system.
- Replaced the submersible pump base plates, risers, piping, check valves and gate valves at the Celery Lakes Lift Station.
- Purchased and received five (5) new submersible pumps at a cost of \$123,670.00 which will serve as "spares" for the latest eight (8) lift stations that the City has taken ownership of.
- Drained, cleaned and had the North Ground Storage Tank at Water Plant #1 inspected per Florida Department of Environmental Protection's requirements for the second of three Ground Storage Tanks required under Certificate of Occupancy.
- Oregon Well-we replaced the electrical panel, re-ran new wires, and added a disconnect.

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

- Prepared Wynnwood, Bakers Crossing & Celery Key Lift Stations for the new generators.
- Awarded Lift Station & Vacuum Pit Conversions Project to Cathcart.
- Awarded North Water Reclamation Facility's Integrated Fixed Film Activated Sludge Instrumentation Project to CL2 Solutions.
- Processed a Piggyback Agreement & requisition to Utility Service to get the Main Water Plant ground storage tanks pressure washed.
- Removed accumulated material from Train A in the North Water Reclaim Facility (NWRf) IFAS basins.
- Processed a Piggyback Agreement & requisition to Miller Electric to upgrade the North Water Reclamation Facility security cameras.
- Received purchase order to repair 5 of the City's generators located at:
  - River Run Lift Station
  - Carriage Cove Lift Station
  - Oregon Well # 1
  - Hidden Lakes # 7
  - Auxiliary Plant
- Arminius Engineering consultant is assessing the North Water Reclamation Facility deficiencies.
- Installed new Disc Tertiary Filtration System online.
- Submitted bid to Retrofit One Traveling Bridge Sand Filter to Cloth Media Filter
- Submitted bid for the North Water Reclamation Facility Gravity belt thickeners rehabilitation & the South Water Resource Center's belt press rehabilitation.
- Replace the plug and check valves on the South Water Reclamation Facility Master Lift Station Pump #3.
- Pre-construction meeting for the Downtown Lift Station & Vacuum Pit Conversions project.
- Submitted selection form to hire 2 Water Plant Operators.
- Concrete Pads poured for the new lift station generators:
  - Wynnwood
  - Bakers Crossing
  - Celery Key
- Began the demolition of the old Main Water Plant.
- Construction meeting with Eau Gaille to install electrical switchgear at South Water Resource Center.
- Installed new generators at Wynnwood, Baker's Crossing, & Celery Key Lift Stations
- Preconstruction meeting for the Downtown Lift Station & Vacuum Pit Conversion Project
- Repaired the following four City generators
  - Hidden Lakes Well # 7
  - Carriage Cove Lift Station
  - Placid Lakes Lift Station
  - River Run Lift Station
- Submitted paperwork for bid for the South Water Resource Center's bar screens and conveyor replacement.

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

- Started the process to meet with vendors to change all Wastewater and Lift Stations remote sites from radio to cell phone service.
- Pressured washed 2 of the Ground Storage Tanks at the Main Water Plant.
- Processed a requisition to Miller Electric to upgrade the Auxiliary Plant security cameras.
- Processed a requisition to procure a Polaris All-Terrain Vehicle to be utilized at Site 10.
- Replaced the South Water Resource Center gate operating system.
- Processed a requisition to Owner Direct Purchase the pumps and miscellaneous hardware and materials for the Downtown Lift Station & Vacuum Pit Conversions project.
- Hired a Water Plant Operator.
- Repaired a Vacuum Station Sewage Pump.
- Installed 1 of 4 Spray System on the North Water Reclamation Facility Integrated Fixed Film Activated Sludge (IFAS) Basins.
- Paved the front entrance of the North Water Reclamation Facility.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Risk Management:**
  - Workers Compensation Claims: 4.
  - Liability Claims: 6.
  - Auto Claims: 1.
  - Mediations: 2.
  - Coordinate Safety Committee Meeting: 1.
  - Special Events Meetings: 2.
  - Recoveries: \$11,994.42.
  - Hosted Safety Incentive Luncheon.
  - Coordinated Training for Backing Safety/Ground Guides Training Planning.
  - Participation in various litigated files.
  - Multiple conversations with the Trial Attorney on various matters.
- **Recruitment and Employment:**
  - New Job Postings: 3.
  - Applicants: 344.
  - New Hires: 15.
  - Promotions: 2.
  - New Hire Incentives: 7.
  - New Hire Incentives Paid: \$31,615.10
  - New FML Cases: 1.

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

### **• Benefits, Wellness and Records Administration**

- Coordination of Monthly Corebridge (457) Meetings: 1.
- New Hires Benefits Processing: 14.
- Coordinated one New Hire Orientation Session (Comprehensive session about 6 hours each) - 1.
- Continue Collaboration of Transitioning from the Benefitfocus Electronic Open Enrollment Platform to the Bentek Electronic Open Enrollment Platform.
- Responded to multiple Verifications of Employment.
- Responded to multiple Public Records Requests.
- Processed 109 change in status forms.
- Off-boarded 1 retirees.
- Off-boarded 9 terminating employees.
- Processed 9 Wellness Reimbursements.
- Processed 2 Health Reimbursement Account Deductible Refund Checks.
- Processed Deferred Retirement Option Plan (DROP) paperwork – 3.
- Assisted with Safety Incentive Luncheon.
- Planned Public Works Lunch and Learn.
- Planning Family Bowling Night.
- Working with IT to implement Super SharePoint Platform.