

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

**CITY MANAGER'S OFFICE**

- Met with Senator Brodeur and discussed funding request that he successfully secured for the City of Sanford.
- Represented City at the Central Florida Zoo & Botanical Gardens ribbon cutting celebration ceremony for their Eagle Habitat.
- Met with John Williams, President & CEO of Wayne Densch Inc., to tour and discuss his plans for the construction of an expansion of their facility.
- Served as a panelist on the April Florida League of Cities webinar and spoke on best practices for hurricane preparedness.
- Attended Private Business Association of Seminole County (PBAS) April meeting and heard presentation by Shepherd Clark who has opened a new business in Sanford.
- Represented City at Sanford Housing Authority's Somerset Landings Grand Opening.
- Participated in Community Development Block Grant (CDBG) Program's National Community Development Week "Sanford Street Clean Up" on Historic Goldsboro Blvd.
- Along with Brady had a meeting with County Manager and County staff to discuss future use of County's downtown properties.
- Met with County Manager and Lake Mary City Manager to discuss addressing 1,4 Dioxane issue.
- Had conversation with Jake Varn regarding City's actions pertaining to the 1,4 Dioxane issue.
- Met with County Manager and city managers of Seminole County to discuss potential projects with one cent sales tax.
- **Marina**
  - The final scope of work for the Marina has been uploaded to the grant's portal for FEMA's review. The scope of work includes removing and replacing many portions of the docks, reinforcing areas in the exterior and interior dry stack area from materials lost from Ian, and replacing the fuel dispenser, line and piping. Public Works crews cleared, graded, and resurfaced the outside storage area east of the dry storage near the north shore that washed out during Ian, where the sailboats are stored. Public Works crews also removed and disposed the chain link fence between this storage area and the waterline. A new fence will be installed.
- **Fire Station #40**
  - A kick-off meeting was held on April 9<sup>th</sup> with Oelrich Construction, City & Airport staff, and the engineers & consultants to put the project in motion. City staff and airport staff are discussing the stormwater situation for the site and working on a solution.

## **CITY MANAGER'S OFFICE CONTINUED**

- **Goldsboro Museum & Goldsboro Front Porch Shared Facility**
  - All information has been received from both organizations that was requested by the Commission. Staff are compiling the information and will be meeting the week of April 16th to discuss.
- **Parking Assessment Study**
  - After the March 25th work session presentation, City staff conferenced with G3 Development to discuss next steps. G3 is still very interested in the project and will prepare a draft agreement for City staff review. They will also look at spending dollars on appraisals and other associated costs of the potential deal.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT**

- **Community Relations & Neighborhood Engagement (CRANE)**
  - Attended Seminole State College Series "Artificial Intelligence and the Future of Work".
  - Participated in the Diversity Equity and Inclusion (DEI) committee meeting to discuss the DEI proposals.
  - Met with Habitat for Humanity to discuss future partnerships.
  - Participated in the Peace Justice Institute (PJI) Civil Rights Tour gathering to discuss May's Civil Rights tour to Georgia and Alabama.
  - Attended the CALNO meeting hosted by the City of Sanford. Invited Martha Are of Homeless Services Network of Central Florida to give an update on House Bill (HB)1365.
  - LIHEAP and CDBG participated in the 1st Annual Vendor Fair.
- **Community Development Block Grant (CDBG)**
  - Safety Home Repair Program (SHRP) opens April 15. The program provides a grant up to \$10,000 for low- and moderate-income residents for repairs of doors, fences, flooring, painting, or windows.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Home energy assisted 50 households.
  - Crisis energy assisted 16 households.
  - Gas utility assisted two households.
  - Two home visits to seniors with disabilities.

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

- The following action item was approved at the April 3, 2024 CRA Board Meeting, which is the Melissa's Race to Battle Brain Cancer – Special Event Grant Request for City costs of \$2,885.01.
- In March, a State of the City planning meeting took place with City staff, the Sanford Chamber of Commerce, and Sanford Main Street to strategize about this year's event, which will take place on October 16, 2024.
- Partnered with a representative of the Public Art Commission to meet with a few businesses about possible mural projects for their buildings. Provided CRA Façade Grant information to the business representatives as well.

**ECONOMIC DEVELOPMENT (ED)/COMMUNITY REDEVELOPMENT AGENCY (CRA) CONTINUED**

- The Trail Town Designation Application was submitted to the Florida Department of Environmental Protection (FDEP). After reviewing the submittal, the FDEP Central Florida Coordinator contacted us, requesting a tour of the RiverWalk and City. The tour is scheduled for late April. This is the next step in the process of a potential trail town designation. We will keep you posted on the progress.
- A new Welcome Packet for Businesses was drafted and is in the process of being reviewed.
- Continuing to work with building owners and potential tenants to fill available spaces, as well as getting projects over the finish line so their doors can be open.
- The ED Team is working in partnership with the Orlando Economic Partnership, Seminole County and the Airport team on two (2) large projects.
  - Project Opal- 268 new full-time jobs with approximately \$987 million capital investment; competing with Texas, Georgia, and the Florida panhandle area
  - Project Lautrec- 1,000 projected, new full-time jobs with approximately \$200 million capital investment; competing with Texas and other areas of Florida
- Trolley Ridership shows a large increase of riders in Calendar Year 2023.

<b>STOP</b>	<b>Jan-23</b>	<b>Feb-23</b>	<b>Mar-23</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>	<b>Jul-23</b>	<b>Aug-23</b>	<b>Sep-23</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>	
SUNRAIL	1667	1398	2270	2143	2306	2225	1990	1462	1887	1612	2628	3012	
MAGNOLIA SQUARE	1247	1137	1967	1640	2244	1829	2059	1477	1427	1008	1691	1281	
WELCOME CENTER	483	375	733	571	547	503	470	319	398	636	546	806	
PALMETTO & 3RD	69	36	54	63	39	38	25	26	9	8	10	22	
GEORGETOWN SQUARE	0	0	0	67	75	110	179	69	50	60	93	95	
SANFORD AVE & 5TH	146	172	162	207	248	185	186	211	154	68	96	109	
SANFORD AVE & 3RD	109	112	151	84	204	128	177	209	126	143	160	115	
SANFORD MUSEUM	230	193	413	437	350	352	397	451	335	177	254	115	
COUNTY SVC BLDG	81	47	144	116	91	78	42	108	95	117	107	71	
SEMINOLE BLVD & PALM	349	372	710	536	360	408	343	324	336	353	392	374	
AMTRAK	697	808	859	1002	933	803	787	764	715	479	965	812	
<b>TOTAL</b>	<b>5,078</b>	<b>4,650</b>	<b>7,463</b>	<b>6,866</b>	<b>7,397</b>	<b>6,659</b>	<b>6,655</b>	<b>5,420</b>	<b>5,532</b>	<b>4,661</b>	<b>6,942</b>	<b>6,812</b>	<b>74,135</b>

**Calendar Year 2023 – 74,135 Riders**

*Calendar Year 2022 – 64,902 Riders*

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

- A Special Joint Work Session between the Sanford City Commission and the Sanford Community Redevelopment Agency (CRA) Board is planned to be 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 Food and Beverage Association meeting, the Sanford Airport Authority Monthly Board Meeting, the Public Art Commission meeting, the Economic Development Officials/Connex Discussions meeting, and participated at the Sanford Vendor Fair, as well as the All Souls Catholic School 70<sup>th</sup> Anniversary onsite event for the students and teachers.
- We also continue to welcome and work with several owners of well-established, unique businesses who are interested in potentially locating to Downtown Sanford and/or other areas of the City. We are closely monitoring and following-up on each
- Multiple prospects to purchase The Seminole Town Center Mall were briefed and courted.
- Orlando Sanford International transition to self-performance of Terminal management continues with smooth continuance of operations being of paramount importance.

## **POLICE DEPARTMENT**

- Officers participated in a realistic and immersive De-escalation Training at Decision Tactical. The training offered mock scenarios in an environment that simulates homes and actual streets or businesses from the City of Sanford. This interactive and hands on training is invaluable for officers.
- Community Relations Officers deployed the Activities Trailer for a fun filled day at the Easter Eggstravaganza Event.
- Chief Smith hosted another successful Breaking Bread with the Chief at Longhorn Steakhouse. It provided the venue to have in-depth conversations with a few members of the community.
- Hosted the First Annual Rollcall Community bike ride to promote awareness of bicycle safety month.
- Officer Collins, Community Relations Officers, and several community partners hosted the first Seminole Gardens Shoe Giveaway. They were able to give almost 50 pairs of brand-new Nike sneakers to children that were identified as in need.
- Officers, through a combination of our Compassionate Care Card Program and partnerships with community partners provided a young mother that was in need, a new infant car seat, diapers, formula, and groceries.
- Two Cadets graduated from their College Basic Recruit Academy at Daytona State College
- One newly sworn in Police Officer.
- Currently have 15 sworn vacancies, two (2) support staff vacancies, and three (3) new Community Service Officer positions.

## **FIRE DEPARTMENT**

- **Training and Activities:**
  - 1<sup>ST</sup> Quarter County-wide training.
  - Medical Director meetings attended.
  - Ride Along
    - Seminole State - 8 students.
    - Seminole High School – 17 students
    - Observers – 6.
  - Pre-fire plans completed – 10 businesses.
  - Rescue standby for 3 events.
  - Fire Department Peer Support meeting.
  - Emergency Medical Services (EMS) training completed.
  - Technical Rescue Team did Rope Training with the cities of Deland, Deltona and Orange City.
- **Fire Prevention:**
  - Annuals - 251.
  - Re-inspections on annuals - 177.
  - New Construction Inspections - 103.
  - State Required Inspections - 17.
  - Food Truck Inspections - 0.
  - BC Pass down/follow ups - 14.
  - Plans Review - 100.
  - Special/Complaint inspections - 80.
  - Car seat installed - 1.
  - Public Education Events - 2.
  - Smoke alarms installed - 18.
  - Fire Investigations - 5.
- **Administration:**
  - Currently down 1 Firefighter, will have 6 recruits for April start date for training 6 weeks.
  - Working with Lunz architect on Station 40 design. General Contractor (Oelrich) was brought in to speed up the process and hopefully break ground at the end of April.

## **PARKS AND RECREATION**

- The Bettye Smith Cultural Arts Center reroofing project has been completed and inspected. This project encompassed the Spanish tile as well as two flat sections.
- New, electronic blinds have been installed in the Civic Center. The project was possible through funding provided by the Community Redevelopment Agency
- Parks staff have been making repairs and improvements in Washington Oaks Park. The items include fresh sod, tree trimming and limb removal, and new signage. A replacement slide for the playground is expected by the end of the month.
- Parks and Grounds staff are partnering with the Utilities Division for the Annual Water Wise event. Those that have completed online courses will be eligible for a drawing to include rain barrels, 3-gallon trees and butterfly gardens.

## **PARKS AND RECREATION CONTINUED**

- The downtown Senior Center will host “Brain Games” on April 23rd. This event is co-sponsored by Charter Research and will include exciting and challenging activities to keep your mind sharp. Registration is required and refreshments will be served.
- Staff have placed a temporary entrance gate at Lee P. Moore Park. The purchasing process has begun, and we hope to have the new gate in place by the end of May.
- The downtown Senior Center in partnership with AARP is completing the months long tax season. Over 800 seniors had their taxes completed free of charge.

## **FINANCE**

- Continued work on Fire Assessment Fee.
- Continued work on Parking Assessment Fee.
- Fiscal Year (FY) 2023 audit completed with the exceptions of the Community Redevelopment Agency (CRA) and the Annual Financial Report (AFR) to the state.
- Working with contractor and Federal Emergency Management Agency (FEMA) to formulate project worksheets for reimbursement of Hurricane related costs for Ian.
- Training four new employees and in the process of hiring our last two openings.
- Kicked off the Budget preparation for 2025 and now in the review process as budget submissions come in from the departments.
- Information Technology (IT) Service Requests
  - IT tracks requests or incidents reported by staff. The numbers below are based on totals for March 2024.
    - New IT Service Requests/Tickets: 413.
    - Closed IT Service Requests/Tickets: 507.
- Digital Transformation Project
  - m365 Migrations
    - Police, Fire, Recreation and Public Works groups are next on the migration schedule.
      - 28% Complete.
  - Process Modernizations
    - City Procurement process
      - Initial design phase continues to be developed.
      - Prototype will be developed based on initial design.
    - Budget Transfer Request
      - Initial design phase is complete.
      - Prototype will be developed based on initial design.
    - Police processes
      - Testing phase of forms and workflows.
    - Intranet Modernization
      - Initial Overall City intranet design phase – in process.

## **FINANCE CONTINUED**

- Digital Transformation Project
  - Process Modernizations
    - Intranet Modernization
      - Initial Department Intranet sites – Finance, Human Resources and Information Technology.
    - Capital Improvement Plan (CIP) Request and Tracking
      - 238 CIP requests submitted by departments for Finance review.
- **Lucity Work Order and Asset Management**
  - Public Works currently processing work orders.
  - Parks group requested training to begin processing work orders.
  - Utilities is in the process of finalizing testing various work order scenarios and configurations.
    - Testing was delayed due to Naviline version update not compatible with Lucity 21.1.
    - Lucity upgrade completed April 7<sup>th</sup>.
    - Target Go Live April 2024.
- **City Website Content Editor Training**
  - Content Editor training sessions continue – this includes news, articles, events, 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.
- Working on 29 solicitations throughout the City.
- Meeting with IT the committee team to put together to continue the process of a new solicitation for the copiers. This is currently on hold due to the contract review of purchasing policies and procedures.
- Continued work on updating purchasing policies including new Consultants' Competitive Negotiation Act (CCNA) 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.
- Working with legal to revise construction documents including contracts.
- Training continues with our new purchasing coordinator.
- Collect and review Performance documents for each Department/Division to be completed for the FY25 Budget.
- Hosted meetings with all Public Works and Utility management staff to revitalize the Lucity work order initiative.
- Continuing ICMA-Data Driven course. Submitted Sanford data to the Florida League of Cities City State Survey.
- Submitted Sanford data to Florida Benchmark Consortium AI survey.
- Working with Green Belt team and Utilities to continue the most recent Green Belt project implementation.
- Continued to assist Utilities with their Capital Improvement Plans (CIPs as they relate to the State Revolving Fund (SRF) loans.

## **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. A draft is now under review by staff.
  - Articles III and VI Zoning in Progress were extended, and staff is moving forward with the necessary changes to present to both the Planning and Zoning and City Commissions.
  - The recent addition of applications to Citizenserve and Schedule F, LDR yielded a need for fee schedule updates. Said updates were approved, and staff are now also reviewing the remainder of the schedule to determine if additional modifications are necessary.
- **Comprehensive Plan Amendments**
  - Staff are working with purchasing to finalize the contract for the 2024 Evaluation and Appraisal (EAR) data update.
- **Citizenserve Updates**
  - Staff are continuing to work on closing out and denying abandoned applications per Florida Statutes.
  - Staff has actively begun working with applicants on pending applications to ensure extensions are granted to viable projects.
  - Staff continues working to collect any unpaid balances as part of the end of year closeout on applications.
  - Staff are working on the testing and proofing phase of Central Square to work through any issues prior to going live.
- **Mapping and Data Analysis**
  - Planning continues to work with the Finance Department on the feasibility and analysis regarding the downtown parking garage.
  - Staff is mapping out the current locations of all Small Box Discount Retail Stores in the city.
- **Special Projects**
  - Staff is engaged in a revision to the Development Agreement relating to relocation and elimination of Billboards on the west side of town.
  - Staff continues to assess the multiple family residential construction as directed by the City Commission.
  - Staff continues to work with Seminole County on updating the Joint Planning Agreement and the incorporation of the East Lake Mary Boulevard corridor study.
  - Staff continues to work on assessing other city’s regulations regarding Small Box Discount Retail Stores.

## **DEVELOPMENT SERVICES CONTINUED**

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

- Story Apartments – 1751 Rinehart Road – Certificates of Occupancy are in process (Clubhouse and 4 Residential Buildings, 3 Garage Buildings and other accessory structures have been CO'd).
- Bahama Bay Club (ALF) – 3441 W. 1st Street – Nearing completion.
- Kings Crossing
  - Publix – Open.
  - WaWa – Site Plans received and in review.
  - Apartments –Awaiting resubmittal.
- All Souls PD
  - Beryl Landing Infrastructure - Plat is recorded, finalizing construction.
  - Emerald Point – Plat ready for recording, pending Beryl Landing
  - Narcissus Cell Tower Relocation – Tower up, relocation is progress.
  - Apartments – Awaiting further review.
- Monroe Place Apartments – 2306 W 1st Street – CO has been issued.
- Towns of Riverwalk – 2485 W. Seminole Blvd –Plat in review. Models underway.
- Skylar Crest – 3100 Kentucky St. – Plat approved by Commission, pending close-out documents.
- Concorde Community - 2401 E . Lake Mary Blvd – Working on Phase 3, Phase 2 Plat recorded.
- Spacebox – 2461 Cherry Laurel – Building and site under construction.
- Afton Palms – 1150 Upsala Road –Construction continues. Partial Certificates of Occupancy (CO)issued.
- Apiary – 2678 Richmond Avenue – CO issued.
- Wayne Densch Addition – Infrastructure and building are underway.
- Harvest Time, Phase 2 – Permit issued for site construction, sitework underway.
- Top Kids Daycare – 700 Historic Goldsboro Boulevard – Pending CO
- Wynn Funeral Home – 1300 Historic Goldsboro Boulevard - Building and sitework underway
- Belair – 1701 Celery Avenue – Plat recorded. Issuance of building permits has begun.
- TD Bank – SR 46 – Nearing completion.
- Leadership Lane – Working with Habitat for Humanity to start housing permit review
- La Braza – Orlando Drive (Lake Mary Corners) – Under Construction
- 205 Aero Lane – Certificates of completion issued.
- Tuscany Village – Construction started.

## **DEVELOPMENT SERVICES CONTINUED**

- **Code Enforcement**
  - Hired 2 new Code Officers.
  - 37 cases were brought before the Magistrate this month.
  - Continue our community engagement program.
  - Received foreclosure on 120 W. 19th Street.
  - Continue decibel readings on Sanford Avenue and increased parking enforcement.
- **Building**
  - Deputy Building Position is vacant
  - Breezeway Expansion Project demolition phase has begun.
  - Making significant progress in the Building Fee Reduction program.
  - 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.
  - Continue our community engagement/open for business plan.

## **PUBLIC WORKS AND UTILITIES**

- The Georgetown Project Phase 1 construction continues. The project is behind schedule but making progress.
- 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 obtaining an SRF loan for construction at the recommendation of Raftelis.
- Drainage system construction on Maplewood Avenue is ongoing. They have completed most of the pipe installation.
- The Washington Avenue - Randolph Avenue - Mellonville Avenue drainage improvements contractor has returned the signed contract and is working with Jeff Davis on getting to the Notice To Proceed.
- 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 GMP (Guaranteed Maximum Price) proposal under their continuing contract with the City. We had budgeted for \$3 million and their price is \$1.77 million. We will take this to the Commission in May.
- Both the Trailhead Restroom and the Artisan Square Restroom are in process with the contractors for production and scheduling. Leesburg Concrete is scheduled to deliver the unit for the Trailhead site on April 19<sup>th</sup>.
- We anticipate receiving the 90% Plans for the Maple Avenue Drainage Improvements this month.
- The roofing contractor will start construction on Monday April 15<sup>th</sup>.
- The new Utility Building has been awarded to Oelrich Construction. The Demo Permit has been issued and the building permit is being reviewed.
- The Fulton Street Building project is on hold subject to receiving a Brownfield Grant from the EPA that removes this work from the project cost. We should know this month.

## **PUBLIC WORKS AND UTILITIES CONTINUED**

- Stormwater staff and City GIS staff are working together to fill in the blanks in our Stormwater GIS product provided by our consultant. We tried to work out a two-week trial of Leica's GPS system to utilize in collecting the data but the City Attorney's office decided that was a procurement procedure and shot us down.
- We are unable to get bids on the Mellonville Ave & Celery Avenue. intersection improvements project. We are looking at using a CCNA to manage the construction.
- Citywide resurfacing is underway. We have completed 8.3 Lane Miles of roadway so far.
- Washington Oaks Paving will begin April 15<sup>th</sup>.
- 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 will begin April 15<sup>th</sup>.
- Scheduling of Sidewalk Repairs is ongoing city-wide.
- Over 250 locate requests have been responded to.
- Twenty-Five Right-of-Way (ROW) Permits have been reviewed and responded to.
- Street swept approximately 350 miles.
- Clean/Jetted approximately 5,842 Ft. of storm pipe.
- Mowing and weed eating ditches and ponds.
- Repair inlets/pipe (3rd & Chapman, 1106 20th St., Marshall Ave & 20th, 10th, and Palmetto Ave., 110 Scott Dr., 107 Anthony Dr.)
- Clean/Inspect inlets around Sanford.
- Finished Commercial Driver's License (CDL) class.
- Finished Chainsaw training class.
- Continuing realignment of ditch and retention area at Palmetto Avenue.
- Install valley gutters on St. John Parkway.
- Start installing valley gutters and driveway aprons on El Portal Avenue.
- Provided special event support.
- Provided emergency afterhours support.
- Picked up debris that was dumped in alleys and on city rights of ways around the City of Sanford.
- Maintenance of leased parking lot maintenance - regraded and picked up trash.
- Stump grinded tree stumps after trees have been removed.
- Repaired stamped crosswalk areas on 17-92.
- Trimmed trees in various alleys as requested by Waste Pro.
- Grinded stump for sidewalk replacement.
- Picked up trash in extended area - Upsala Ave - Central Park Drive to County Road 46.
- Conducted investigations for claims/lawsuits against the city
- Assisted Marina - Regrade/raise area along fence line on east side of Marina
- Repaired brick road at the intersection at 1<sup>st</sup> St & Park Avenue.
- Repaired brick on sidewalk at Northeast corner 1<sup>st</sup> St & Park Avenue.
- Repaired guardrail repair from vehicle collision at Seminole Blvd. at the Central Florida Zoo entrance.
- Removed breezeway fence from city hall.
- Repaired low area at Marina by boat office.

## **PUBLIC WORKS AND UTILITIES CONTINUED**

- Attended American Public Works Association (APWA) event in Daytona Beach.
- Assisted contractor and replaced brick mailbox on Maplewood Street.
- Installed new track lighting in the Utilities hallway
- Installed new parking lot lighting in the lot across from the Civic Center.
- Replaced all the burnt-out bulbs on the drape lighting on 1<sup>st</sup> St and Palmetto Avenue.
- Repaired multiple streetlights on French Ave. and Seminole BLVD.
- Assisted Chinchor Electric in repairing broken electric lines at Ft Mellon Park.
- Installed two water fountains at the Stadium.
- Cleaned the carpet in Marlon Hooks' office.
- Completed multiple Locates.
- Completed several plumbing repairs.
- Completed several electric repairs.
- New Electrician started April 1<sup>st</sup>.
- Installed electrical stub up for the new bathroom at the trailhead.
- Completed 137 work orders completed for March 2024.
- Completer 47 regularly scheduled Preventative Maintenance Services of city fleet.
- Performed 55 routine oil changes.
- Submitted Monthly Work Order Reports to each division and Finance Dept. for monthly accounting journal entries
- Performed two roadside services on City vehicles from Fleet staff due to vehicle malfunction, mechanical failure or flat tire.
- Continued revamping city fleet badging and license plates as per City Manager directive.
- Performed major internal engine repair on Unit 173, replacing three fuel injectors and the High-Pressure fuel pump, saving the City thousands in labor costs.
- Performed internal engine repair on Unit 208, replacing the Valvebody Assembly, internal to transmission, saving the City thousands in labor costs.
- Successfully implemented the Ford Integrated Diagnostic System (IDS) for even greater in-house repair capability.
- State Road 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.... Waiting for hydrant inspection.
- State Road 46 widening is beginning.... UWS plans into FDOTs engineer.
- Pineway 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 170 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 90% complete for the telemetry project.
- Consumptive use permitting is ongoing.
- Alternative water piloting continues.
- Sanitary Sewer upgrades ongoing
- 1,4 Dioxane updates and review ongoing.
- Distribution of flyer to water customers on increase to utilities costs
- Hosting a water wise event at Lowe's in April.
- Construction is still ongoing on Country Club for sewer manhole installation and rehabilitation.
- 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.
- Awarded a 2.9-million-dollar grant from FDEP for nutrient reduction.
- Awarded an additional 2.6-million-dollar grant for FDEP nutrient reduction for sewer lining and manhole replacement.
- Concorde Subdivision Phase 2 has FDEP sewer clearance and Certificate of Completion of utilities work.
- Belair Park should have their Certificate of Completion in December / January
- 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 (NGST) at Water Plant #1 inspected per FDEP requirements for the second of three Ground Storage Tank (GST) required under Consent Order (CO).
- Oregon Well-we replaced the electrical panel, re-ran new wires, and added a disconnect.
- Prepped Wynnewood, Bakers Crossing & Celery Key Lift Stations for the new generators.
- Awarded Lift Station & Vacuum Pit Conversions Project to Cathcart.
- Awarded North Water Reclaim Facility (NWRf) Integrated Fixed Film Activated Sludge (IFAS) Instrumentation Project to CL2 Solutions.
- Processed a Piggyback Agreement & requisition to Utility Service to get the Main Water Plant GST's pressure washed.
- Removed accumulated material from Train A in the NWRf IFAS basins.

## **PUBLIC WORKS AND UTILITIES CONTINUED**

- Processed a PBA & requisition to Miller Electric to upgrade the NWRP security cameras.
- Received purchase order to repair 5 of the City's generators:
  - River Run Lift Station
  - Carriage Cove Lift Station
  - Oregon Well # 1
  - Hidden Lakes # 7
  - Auxiliary Plant
- Started the process to get an engineering consultant to provide an assessment of the NWRP deficiencies.
- Presented a Utility availability PowerPoint at recent work session.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Risk Management:**
  - Workers Compensation Claims:3.
  - Liability Claims: 5.
  - Auto Claims:1
  - Mediations:1.
  - Coordinate Safety Committee Meeting:1.
  - Special Events Meetings:2.
  - Recoveries: \$566,434.85.
  - Recoveries fiscal year to date: \$652,377.44.
  - Participation in Various Litigated Files.
  - Multiple conversations and meetings with the Trial Attorney on various matters.
- **Recruitment and Employment:**
  - Job Postings: 7.
  - Applicants: 164.
  - New Hires: 4.
  - Promotions: 6.
  - New Hire Incentives: 2.
  - New Hire Incentives Paid: \$7,657.30.
  - New Family Medical Leave (FML) cases: 3.

## **HUMAN RESOURCES & RISK MANAGEMENT CONTINUED**

- **Benefits, Wellness and Records Administration**

- Coordinated monthly AIG (457) meeting: 1.
- Processed benefits for new hires: 1.
- Coordinated New Hire Orientation Session, 6 hours: 1.
- Continued 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 Request.
- Processed 59 Change in Status forms.
- Processed 3 Health Reimbursement Account Deductible Refund Checks.
- Processed 22 Wellness Reimbursement Requests.
- Off-boarded 1 retiree.
- Off-boarded 3 terminating employees.
- Coordinated 1 family Fitness Fun Walk Event.