

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

CITY MANAGER'S OFFICE

- Represented the City at the Memorial Service for Pastor John Murphy.
- Along with Brady Lessard, met with David Goldfarb of Elev8 Fun to discuss prospective developments at Seminole Towne Center Mall.
- Attended the Veterans Appreciation Luncheon.
- Attended the Young Men and Young Women of Excellence Award Ceremony and was awarded the 2024 Edward Blacksheare Community Leadership Award.
- Attended and spoke at Police Swearing In Ceremony.
- Met with former Commissioner Williams and Ms. Cathy Beck, Director of Florida Mainstreet, and her team to discuss the Goldsboro Main Street initiative.
- Attended Seminole County Opioid Settlement and Mitigation meeting.
- Attended Push-In Ceremony for new Fire Engine 31.
- Attended various Police Department Roll Call meetings.
- Along with Pamela Lynch, met with Dr. Roberto Martinez Suarez, President and CEO of Horizon Health Management and toured their new Sanford facility.
- Met with Dr. Ethan Johnson, Administrator for the Florida Department of Health in Seminole County and discussed how the City and Health Department could work together on serving our residents.
- Along with various City staff, meet with Gustavo Lumer and Mohammed Rashad to address issues with getting the Wells Fargo building project proper building permits.
- Attended Private Business Association of Seminole County (PBAS) May meeting and heard presentation by Senator Jason Brodeur, Representative David Smith and Representative Rachel Saunders Plakon.
- Met with County Manager, County Attorney and city managers of Seminole County to discuss one cent sales tax.
- Attended Wharton-Smith Construction Group 40th anniversary celebration.
- Represented the City at the 2024 Seminole County Law Enforcement Memorial.
- Attended Leadership Seminole Ribbon Cutting Ceremony at Rescue Outreach Mission.
- Attended 2024 Hurricane Awareness Tour at the Orlando Sanford International Airport.
- Met with David Goldfarb to discuss development of the Seminole Towne Center.

CITY MANAGER'S OFFICE (continued)

- **Marina**
 - The Marina vehicle has arrived at the Public Works Complex, Fleet Division. At the June 10, 2024 City Commission meeting, staff is asking the Commission to transfer ownership of the Nissan Frontier to Founders 3 for liability and legal reasons. There will be a provision in the management agreement that the vehicle returns to the City based upon the City's operational needs.
- **Mayfair Clubhouse**
 - The Clubhouse Construction Contract has been executed, and Wharton-Smith has begun compiling and updating pricing from their subcontractors. The goal is to have the Guaranteed Maximum Price (GMP) presented to the City Commission at one of the June meetings. A pre-construction meeting is scheduled for May 22, 2024 at the Golf Course.
- **Mayfair Golf Carts**
 - The nine (9) golf carts that were stolen from Mayfair were replaced by the insurance company the first week of May. This has assisted tremendously with the pace of play at Mayfair.
- **Mayfair Hole #12**
 - Crews started rehabbing the green on hole #12. The tree near the green, which is on private property, and its root system has caused damage and isn't getting enough sunlight. Crews are moving the green to the west (towards Rantoul Lane). A temporary green has been placed in front of the existing green. We anticipate opening the new green in early July, first cut was performed on May 14, 2024.
- **Mayfair Consumptive Use Permit**
 - The St. John's River Water Management District authorized the consumptive use permit (CUP) for Mayfair Country Club on May 7, 2024. The District authorized the use of 3.6 million gallons of groundwater from the Upper Floridan Aquifer for irrigation from reclaimed water use on the golf course until 2034.
- **William Clark Court Property (Ball Fields)**
 - The Chicago, IL office in the HUD Special Applications Center has requested an updated appraisal of the property and additional letters of support. Staff are currently working on these two items.
- **Budget Meetings**
 - FY 24-25 Budget meetings with the City Manager's Office and all the Departments have concluded. Finance and the City Manager's office will present a proposed FY24-25 budget to the Commission in July.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

- **Community Relations & Neighborhood Engagement (CRANE)**
 - Participated in the Seminole County Broadband Project: Local Technology Planning Team update virtual meeting.
 - Attended the Goldsboro MainStreet meeting with Commissioner Williams and Cathy Beck, Director of Mainstreet.
 - Participated in the Unpacking Fear, Shame, and Gilt Insights into the Psyche of Black Boys virtual meeting.
 - Attended the Homeless Services Network board orientation in Orlando Florida.
 - Gave greetings at the Boys II Men Social at the Westside Community Center.
- **Community Development Block Grant (CDBG)**
 - Director and Program Manager attended the National Community Development Association Region 5 conference in Raleigh NC.
 - Safety Home Repair application window closed May 15.
 - As of May 7, 22 Safety Home Repair appointments have been scheduled and 15 completed applications have been received.
 - Twelve properties have been completed in last year's Safety Home Repair Program.
- **Low Income Home Energy Assistance Program (LIHEAP)**
 - Director and Program Manager attended the Florida Association for Community Action Conference in Orlando.
 - Assisted 22 households in home energy assistance.
 - Assisted 52 households in crisis energy assistance. Twenty-eight of those households were disabled.
 - Program manager made three home visits
- **My Brother's Keeper (MBK)**
 - MBK students participated in Mental Health workshops at Westside Community Center.
 - MBK students participated in the Boys II Men Social held at the Westside Community Center.
 - MBK students participated in the Mother and Son dance at the Westside Community Center.
- **Race, Equality, Equity and Inclusion (REEI)**
 - Director and Co-Chair Barbara Coleman participated in the Inaugural PJI Civil Rights tour to Atlanta, Selma, Montgomery and Birmingham.

POLICE DEPARTMENT

- Hosted the Sanford leg of the 2024 Law Enforcement Torch Run for Special Olympics. The Chief's Challenge 5k had over 40 runners helping to guard the Flame of Hope on its journey throughout Florida.
- Two new Sanford Police K-9's, K-9 Ryker and K-9 Case, completed their 480-hour training course and are ready for service.
- Many officers worked at the Orlando Air Show, ensuring thousands of residents and guests were able to safely attend the event.
- Motor's Unit was given the opportunity to fly on the U.S. Navy Blue Angels on Fat Albert. It was a great experience for everyone involved.
- K-9 Bane and K-9 Ben retired from service after 13 years of combined service to the City of Sanford.
- Swore in two new Police Officers.
- Hosted the second Senior Resource Fair and Fraud Presentation at the Dr. Velma H. Williams West Side Community Center.
- Participated in the DEA National Prescription Drug Take back event on April 27th.
- Arrested one suspect in connection with the April 9th homicide of Sadarion Cosby and issued an arrest warrant for a second suspect.
- Members of SPD participated in Melissa's 5k Run as part of SPD's Wellness initiative.
- Currently we have 15 sworn vacancies, and three support staff vacancies (includes the new Community Service Officer positions).

FIRE DEPARTMENT

- **Training and Activities:**
 - 2nd Quarter County-wide training.
 - Medical Director meetings attended.
 - Ride Along
 - Seminole State - 10 students.
 - Observers - 6.
 - Pre-fire plans completed - 10 businesses.
 - Rescue standby for 2 events.
 - Fire Department Peer Support meeting.
 - Emergency Medical Services (EMS) training completed.
- **Fire Prevention:**
 - Annuals - 168.
 - Re-inspections on annuals - 394.
 - New Construction Inspections - 130.
 - State Required Inspections - 19.
 - Food Truck Inspections - 39.
 - BC Pass down/follow ups - 23.
 - Plans Review - 117.
 - Special/Complaint inspections - 62.
 - Car seat installs - 0.
 - Public Education Events - 1.
 - Smoke alarms installed - 15.
 - Fire Investigations - 0.

FIRE DEPARTMENT (continued)

• Administration:

- Currently down 1 Firefighter, now have 6 recruits training for 6 weeks.
- Hired new Admin III and a Logistics Coordinator.
- Working with Lunz architect on Station 40 interior design. General Contractor (Oelrich) brought in. We have been on hold with the Airport making drainage changes since December.
- Working with Utilities on hydrant testing.
- Still working on Continuity of Operations Plan (COOP) plan for the City.
- Working with Finance on Fire Assessment Fee.

PARKS AND RECREATION

- Demolition of the tennis and pickleball courts has begun at Lee P. Moore Park. The project, replacing all six courts, is expected to take ninety days.
- Parks staff have begun installing new picnic tables at Ft. Mellon Park. Upon completion, all pavilions will have new tables for the residents and guests to enjoy.
- Washington Oaks Park playground recently had a replacement slide installed on the playground equipment.
- Summer is upon us! As staff prepares to host the annual Summer Camp program, they will be taking part in CPR and First Aid training provided by the Fire Department as well as training in coordination with the University of Central Florida CARD (Center for Autism and Related Disabilities) program.
- The annual Memorial Day Remembrance Ceremony will be held on Monday, May 27th at Veterans Memorial Park. A brass band will begin playing at 9am with the Ceremony beginning at 10am.
- The Sanford Senior Center will begin a monthly Lunch and Learn program, Various subjects will be covered, and pre-registration will be required.
- A Medicare 101 course will be held at the Senior Center on Thursday, May 23rd. Participants will learn about the program benefits and how to make informed decisions.
- The Westside Mentoring program completed a four-part workshop dealing with various topics as it relates to teens and their parents.

FINANCE

- 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) Service Requests
 - IT tracks requests or incidents reported by staff. The numbers below are based on totals for April 2024.
 - New IT Service Requests/Tickets: 430.
 - Closed IT Service Requests/Tickets: 274.

FINANCE (continued)

- **Digital Transformation Project**
 - m365 Migrations
 - Police, Fire, Recreation and Public Works groups are next on the migration schedule.
 - 29% Complete.
 - Process Modernizations
 - City Procurement process
 - Initial design phase continues to be developed.
 - Prototype will be developed based on initial design.
 - Budget Transfer Request
 - I 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%
 - Initial Department Intranet sites – Finance, Human Resources and Information Technology.
 - Capital Improvement Plan (CIP) Request and Tracking
 - 238 CIP request 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 June 2024.
 - 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 June 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 32 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.
- Continued working on updating templates for the bidding process (mapping the process).

FINANCE (continued)

- Working on updating templates for bids, construction documents, and terms and conditions.
- Working with legal to revise construction documents including contracts.
- Finished hosting meetings with Public Works and Utilities management staff to revitalize the Lucity work order initiative.
- Held meeting with IT and the Parks Division management to revitalize the Lucity work order initiative.
- Continuing ICMA – Data Driven Course.
- Submitted Sanford data to Florida Benchmark Consortium HR survey.
- Working with the Green Belt team and Utilities to continue most recent Green Belt project implementation.
- Continue to collect measurable objectives for Q2.
- Worked with Departments on identifying areas of focus and implementation plans related to the Community Survey.
- Updated and collected Purchasing Division related dashboard for Q2.

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 needed documentation to accomplish this study.
- **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 continue working to collect any unpaid balances.
 - 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 Assistant City Manager on the feasibility and analysis regarding the downtown parking garage.
- **Special Projects**
 - Staff is continuing to work on the relocation and elimination of Billboards on the west side of town.
 - Seminole County is reviewing the maps provided by the City as they relate to various districts of the Joint Planning Agreement and the incorporation of the East Lake Mary Boulevard corridor study.

DEVELOPMENT SERVICES (continued)

- Staff continue to work with Seminole County on updating the Joint Planning Agreement and the incorporation of the East Lake Mary Boulevard corridor study.
- **Ongoing list of projects under construction**
 - Story Apartments – 1751 Rinehart Road – Certificates of Occupancy (CO) 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 utilities.
 - Emerald Point – Plat ready for recording, pending Beryl Landing
 - Narcissus Cell Tower Relocation – Tower up, relocation is in progress.
 - Apartments – Awaiting further review.
 - Towns of Riverwalk – 2485 W. Seminole Blvd –Plat in review. Models under construction.
 - Skylar Crest – 3100 Kentucky St. – Plat approved by Commission, pending close-out documents.
 - Concorde Community - 2401 E . Lake Mary Blvd –Approached City about Townhomes.
 - Spacebox – 2461 Cherry Laurel – Building and site under construction.
 - Afton Palms – 1150 Upsala Road –Construction continues. Partial CO's 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 – CO issued.
 - Wynn Funeral Home – 1300 Historic Goldsboro Boulevard - Building and sitework underway
 - Belair – 1701 Celery Avenue – Plat recorded. Issuance of building permits has begun. CC needed.
 - TD Bank – SR 46 – Nearing completion.
 - Leadership Lane – Houses nearing completion. Sitework underway. Investigated Utility Conflicts.
 - La Braza – Orlando Drive (Lake Mary Corners) – Under Construction.
 - Tuscany Village – Construction started.
- **Code Enforcement**
 - Achieved full staffing.
 - Issued 14 parking citations.
 - Documented 338 new cases.
 - Brought 31 cases before the Magistrate.
 - Collected \$144,000.00 in Foreclosures.
 - Collected \$164, 000.00 in Code Liens.

DEVELOPMENT SERVICES (continued)

• 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.
- 19 Certificate of Occupancy/Certificate of Completion issued (7 residential/12 commercial).
- 278 permits issued (34 residential/98 commercial/146 MEPG).
- 181 Plans reviewed (45 residential/70 commercial/ 66 MEPG).
- 899 Inspections conducted.

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 obtaining an SRF 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 13th.
- 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 should start soon. 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 8th. 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 Commission in May.
- The Trailhead Restroom has been set. FPL 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 1st Street in that area for several hours to unload all the panels. The schedule is being planned for Monday or Tuesday morning.
- We anticipate receiving the 90% Plans for the Maple Avenue Drainage Improvements this month.
- The roofing contractor is working evenings to replace the City Hall roof. They are in their 3rd week of work to tear off the old roof.
- The old 14th 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.
- We are unable to get bids on the Mellonville Ave & Celery Ave. intersection improvements project. We are looking at using a CCNA/CMAR to manage the construction.
- Citywide resurfacing is underway. We have completed 8.3 Lane Miles of roadway so far.

PUBLIC WORKS AND UTILITIES (continued)

- Washington Oaks Paving is complete.
- The Full Depth Road Recycling Project south of 2nd Street, East of French Avenue, North of 25th Street and West of Park Avenue is in progress and is expected to be complete the week of May 13th
- 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.
- Scheduling a new sidewalk to be constructed on Country Club Road between Hardy Avenue and Our Father's Table.
- The Mellonville Drainage Project has started and the contractor will start the clearing and grubbing process on Washington Avenue this week.
- Street sweeping Approx. 375 miles.
- Clean/Jetted Approx. 2806 Ft. of storm pipe.
- Mowing and weed eating ditches and ponds.
- Repair inlets/pipe (121 Maplewood Dr./ 105 Sterling Ct./ 107 Anthony Dr./ 2 on Editha Cir./ Amelia Ave.)
- Clean/Inspect inlets around Sanford.
- All Commercial Driver's License (CDL) students passed exam.
- Finished realignment of ditch and retention area at Palmetto Ave.
- Installed valley gutters and driveway aprons on El Portal Ave.
- Pond maintenance Oregon Ave. (Clean vegetation out of pond)
- Assist Facilities with light pole installation.
- Remove vegetation off fence around pond at 1405 Williams Ave.
- Start repair on structure at Pinehurst Pond.
- City wide sign maintenance straighten & replace.
- Fabricate & install 20 signs at city hall.
- Repair/replace sidewalk panels throughout the city.
- Remove dead/dying trees on city ROWs throughout the city.
- Respond and remove fallen trees and tree limbs.
- Pothole repairs and asphalt road crossings throughout the City of Sanford.
- Mow city lots & rights of ways.
- Pick up trash throughout the City of Sanford.
- Respond to citizen complaints.
- 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 Dr to CR46, Rinehart Rd – CR46 to SR46A.
- Conduct investigations for claims/lawsuits against the city.

PUBLIC WORKS AND UTILITIES (continued)

- Assist Marina – Remove fence along east side of Marina.
- Install parking bumpers in parking lot at Marina – 3 handicap & 3 regular.
- Sidewalk grinding on 1st St from Park Ave to Myrtle Ave north and south side of road.
- Installed 2 new water fountains at the stadium 1st and 3rd base dugouts.
- Installed 2 new water fountains at the Civic Center.
- Finished installing the track lighting in Utilities hallway.
- Had the carpet cleaned in the Utilities training room.
- Replaced the boat ramp lighting with a lower wattage light as requested.
- Retro fit North Shore lighting to mostly LED.
- Replaced the Marina parking lot lighting with brighter lighting.
- Repaired the street lighting out by the Mall.
- Repaired street lighting on Central Park Dr.
- Completed multiple Locates.
- Completed multiple street light repairs.
- Completed several plumbing repairs.
- Completed several electric repairs.
- Work orders completed in the month of April 2024.
- Regularly scheduled Preventative Maintenance Services completed on City Fleet.
- Routine oi changes performed.
- 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.
- Successfully implemented the Ford Integrated Diagnostic System (IDS) for even greater in-house repair capability.
- Residential Solid Waste
 - 1,586 Tons of Residential Solid Waste was collected from approximately 15,322 City of Sanford residents.
- Residential Yard Waste
 - 1,874 Tons of Residential Yard Waste was collected from approximately 15,322 City of Sanford residents.
- Residential Recycle
 - 106 Tons of Residential Recycle was collected from approximately 15,322 City of Sanford residents.
- Roll Off Collection
 - 2,672 Tons of debris was collected from residential homes and businesses within the City of Sanford.
- Front Load Collection
 - 1,906 Tons of debris was collected from businesses within the City of Sanford.
- Price Increase
 - 4 % Consumer Price Index Adjustment will be effective July 1, 2024.

PUBLIC WORKS AND UTILITIES (continued)

- SR 46 water main replacement project continues.
- SR 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.
- SR 46 widening is beginning.... Utilities Water Service (UWS) plans 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 170 meters are reporting under the AMI software.
- 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 95% of telemetry projects are completed.
- Rebuilt 4 fire hydrants.
- Installed 3 new fire hydrants.
- Installed 4 new sewer tops.
- 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
- Hosted 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.

PUBLIC WORKS AND UTILITIES (continued)

- Replaced the submersible pump base plates, risers, piping, check valves and gate valves at the Celery Lakes Lift Station (L/S).
- 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 Florida Department of Environmental Protection (FDEP) requirements for the second of three Ground Storage Tanks (GST) required under CO.
- Oregon Well-we replaced the electrical panel, re-ran new wires, and added a disconnect.
- Prepared Wynnwood, Bakers Crossing & Celery Key Lift Stations for the new generators.
- Awarded Lift Station & Vacuum Pit Conversions Project to Cathcart
- Awarded NWRf IFAS Instrumentation Project to CL2 Solutions
- Processed a PBA & requisition to Utility Service to get the Main Water Plant GST's pressure washed.
- Removed accumulated material from Train A in the North Water Reclaim Facility (NWRf) IFAS Basins
- Processed a PBA & requisition to Miller Electric to upgrade the NWRf security cameras.
- Received purchase order to repair 5 of the City's generators.
 - River Run L/S
 - Carriage Cove L/S
 - Oregon Well # 1
 - Hidden Lakes # 7
 - Aux Plant
- Started the process to get an engineering consultant to provide an assessment of the NWRf deficiencies.
- Presented a Utility availability PowerPoint at recent work session.
- Put new Disc Tertiary Filtration System online.
- Submitted bid to Retrofit One Traveling Bridge Sand Filter to Cloth Media Filter.
- Submitted bid for the NWRf Gravity Belt Thickeners Rehabilitation & the South Water Reclaim Facility (SWRC) Belt Press Rehabilitation.
- Replace the plug and check valves on the SWRC Master L/S Pump #3
- Pre-con 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 demo of the old Main Water Plant
- Construction meeting with Eau Gaille to install electrical switchgear at SWRC.

HUMAN RESOURCES & RISK MANAGEMENT

- **Risk Management:**
 - Workers Compensation Claims: 4
 - Liability Claims: 8
 - Auto Claims: 0
 - Mediations: 1
 - Coordinate Safety Committee Meeting: 1
 - Special Events Meetings: 2
 - Recoveries: \$7,464.19
 - Recoveries YTD: \$659,841.63
 - Participation in various litigated files.
 - Multiple conversations with the Trial Attorney on various matters.
- **Recruitment and Employment:**
 - Job Postings: 8
 - Applicants: 321
 - New Hires: 19
 - Promotions: 4
 - New Hire Incentives: 8
 - New Hire Incentives Paid: \$34,082.00
 - New FML Cases: 0
- **Benefits, Wellness and Records Administration**
 - Coordination of Monthly Corebridge (457) Meetings: 2
 - New Hires Benefits Coordination: 6
 - 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 98 change in status forms.
 - Off-boarded 0 retirees.
 - Off-boarded 5 terminating employees.
 - Processed 15 Wellness Reimbursements.
 - Processed 3 Health Reimbursement Account Deductible Refund Checks.
 - Entered Wellness Logs – 327
 - Processed Wellness log checks – 109
 - Processed DROP paperwork – 2
 - Planned and hosted FRS Lunch and Learn for 46 employees.
 - Planned and hosted 40 children on Take Your Kids to Work Day.
 - Coordinated monthly AIG (457) meeting: 1

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)

- At the May 5, 2024 CRA Board Meeting, a presentation was provided by HDR, Inc., consultants to MetroPlan Orlando, on the Vision Zero Central Florida Project, which has a focus on eliminating all fatalities and serious injuries on our roadways. Action items that were approved at the same CRA Board Meeting are the Festival Puertorriqueno y Multicultural Sanford Special Event Grant Request in an amount not to exceed \$7,489.02 and the Sanford RiverWalk Rhythm and Brews Barbecue Fest Special Event Grant Request in an amount not to exceed \$5,534.38. The CRA Treasurer Ms. Lindsay discussed the upcoming Fiscal Year 2024-25 CRA Budget and the CRA Board advised where they want to allocate carryover funding. The updated budget will be presented for final CRA Board review and approval at the June CRA Board Meeting. Previously, the CRA Board requested the assistance of the Public Art Commission (PAC) to provide them with prominent art piece suggestions. PAC Chairman Virginia Poe and Ms. Lisa Holder, Chief Communications and Cultural Affairs Administrator/PAC Liaison, brought forth art sculpture suggestions and the CRA Board was amenable to all art pieces shown. The CRA Board requested to obtain quotes for all the art pieces as the CRA Board has monies under Public Art in the CRA budget for expenditures of these type. It is planned to have the CRA Board consider the art sculptures as an action item at their June CRA Board Meeting. A Streetscapes Project Plans Update was provided by Mr. Joe LoFaso, Senior Project Manager/Engineer with CPH, Inc. and the CRA Board provided feedback regarding suggestions revisions. New CRA Board Member Tim Dolan joined the CRA Board for his first meeting.
- On April 25, 2024, a tour of the RiverWalk and Downtown Sanford area, took place with the Florida Department of Environmental Protection Central Florida Coordinator, Office of Greenways and Trails, with the Trail Town Cuties Committee (which involves City staff, Bike Walk Central Florida, Bicikleta Bike Shop, Sanford Main Street, and Seminole County Tourism). This tour was the next step in the vetting process, as the FDEP Coordinator needed to assess the area in person. Overwhelmingly positive feedback was received. Staff are now obtaining Business Pledges and Letters of Support for this endeavor. The Florida Department of Environmental Protection Office of Greenways and Trails Board holds their board meetings at various locations throughout the State and will hold their September Board Meeting in late September right here in the City of Sanford. At that same meeting, the Office of Greenways and Trails Board will vote on potentially making the City of Sanford a Trail Town Designation.
- The owner of the 311 East First Street building, estimates getting the doors open for Workspace Collective in late 2024.
- The owners of the 106 East First Street building on the 2nd floor have finished their commercial improvements. The CRA has awarded the building owners with a CRA Commercial Redevelopment Grant to assist with the improvements and the space looks amazing! Tenant, Straight Up Collective, is utilizing the space for their clients as they oversee menu engineering, recipe development, and shoot national commercials for well-known brands.

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

- On May 7, 2024, Economic Development staff and the City Manager toured the new Horizon Health Management facility, located at 520 West Lake Mary Boulevard. The business owner estimates opening the medical office in late May.
- 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 continues to work 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
- 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. We are closely monitoring and following-up with each of the business owners.
- 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 Sanford Airport Authority Monthly Board Meeting, the Public Art Commission meeting, attended the webinar "AI is here. Are local governments ready for it" and attended the webinar "Access to Capital through Florida's State Small Business Credit Initiative" by the Florida Economic Development Council.