

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

**CITY MANAGER'S OFFICE**

- Met with manager of Bahama Bay Club Resort-Style Senior Living and toured facility ([Senior Living and Assisted Living in Sanford | Bahama By Club \(bahamabayclub.com\)](#))
- Along with Brynt discussed with Caleb Kostreva, U.S. Congressman Cory Mills' Legislative Director the process to submit for two Congressional appropriations, one for our plant and the other for sewer system needs.
- Participated in Annual Employee and Family Fitness Walk program.
- Facilitated a Senior Management Team special workshop on "Racial Wealth Gap Simulation" presented by the Peace and Justice Institute.
- Attended Mayfair Clubhouse Groundbreaking.
- Attended TableTalk Town Hall presented by the Central Florida Foundation and WMFE (Public Radio Station).
- Invited John Gerhold, the CEO of the HCA Lake Monroe Hospital to speak at the City Commission Meeting.
- Represented the City at the monthly PBAS (Private Business Association of Seminole County) meeting where the speaker discussed the use of Artificial Intelligence (AI) in local government.
- Discussed with Amy Dunn, District Director for U.S. Congressman Cory Mills several appropriation requests for the City to be included in the Federal budget.
- Held a "Coffee with the City Manager" for employees to get information on City operations and to ask questions regarding City employment issues.
- Accompanied Britt Henderson and a group of his young male mentees to an Orlando Magic basketball game.
- **Mayfair Clubhouse**
  - The groundbreaking ceremony on Thursday, March 7, 2024 was well attended. The pre-construction contract has been presented to the top-ranked firm (Wharton-Smith, Inc.). After receiving the signed contract from Wharton-Smith, Inc., the City will begin negotiations for the Guaranteed Maximum Price under the Construction Manager at Risk process.
- **William Clark Court Ball Fields**
  - The Environmental Survey Form 58 has been completed. An amendment to the Contract for Sale of Real Estate has been approved by the City Commission at the February 26, 2024 meeting. The application of Sale is in the Washington DC office in the Special Application Center awaiting approval from HUD. We are expecting to close on the property in April 2024.
- **Goldsboro Museum & Goldsboro Front Porch**
  - A shared facility proposal and request for information has been sent to Ms. Baker, Ms. Oliver, and Dr. Williams. We are awaiting their response.

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

### **• Parking Assessment Study**

- Final review and analysis of the parking assessment study are concluding. Staff is planning to present the findings at the 2nd Commission meeting in March (March 25, 2024) to discuss the study. No action is expected from the City Commission, discussion only with any direction from the Commission to City staff.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT**

### **• Community Relations & Neighborhood Engagement (CRANE)**

- Attended a Forum on Climate Change for Diversity Equity and Inclusion at Seminole State College.
- Facilitated cleaning of the City's two (2) duplexes by Public Works staff.
- Prepared a Women's History Month Proclamation to be read by the Mayor at a City Commission meeting.
- Participated in a site visit to Pinellas Safe Harbor low barrier shelter in Clearwater.
- Attended the 457 Pension Committee meeting.
- Attended the Central Commission on Homelessness Managing Board Member meeting.
- Met with Michelle Dusseau to discuss University of Central Florida's (UCF) Master of Public Administration Service Learning Project.
- Met with staff from HDR to discuss reaching out community members to educate them on Vision Zero, a study that focuses on eliminating all fatalities and serious injuries on our roadways.
- Participated in a site visit to Grace Marketplace low barrier shelter in Gainesville.
- Attended Tri County League of Cities Symposium on Homelessness.
- Attended Homeless Services Network Board meeting.
- Attended Community Services Block Grant Board meeting.
- Participated in 1st Annual Vendor Fair hosted by Purchasing.
- Participated in Connect To Greatness "The Un-Webinar" to discuss mentorship for black boys, nurturing for connection and belonging, and trust.
- Submitted Community Relations department budgets.

### **• Community Development Block Grant (CDBG)**

- Completed four out of 24 low-income home repairs through the Safety Home Repair grant program.
- Notice of Funding Availability for the Safety Home Repair Program fiscal year 2024 has been published.
- United Medical & Social Services purchased a new clinic in the Goldsboro area with Public Facilities grant funds.
- Virginia Miller of Helping Others in Need Ministries has expended all Economic Development grant funds.

## **COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT CONTINUED**

- **My Brother's Keeper (MBK)**
  - Fourteen students traveled to Jacksonville to tour the University of North Florida, Edward Water University, and visit the Kingsley Plantation.
  - What's Your "E?" (Education, Employment or Enlistment) workshop coming soon.
  - Ten Students will be attending Orlando Magic games on March 13, March 17, March 19 and March 21.
  - Five students will be touring Savannah State University.
  - Fifteen students will be touring Florida A&M University.
  - Students will participate in a Student Athlete vs. Campus Life workshop facilitated by Bishop Derek Triplett at the Westside Community Center.
  - Students will participate in an Emotional & Social workshop facilitated by Dr. Anderson at the Westside Community Center.
- **Low Income Home Energy Assistance Program (LIHEAP)**
  - Home Energy - Households assisted - 47
  - Crisis Energy - Households assisted - 19
  - Completed three home visits for residents in need of transportation.
- **Race, Equality, Equity, & Inclusion (REEI)**
  - Forty (40) City of Sanford Senior Management Team members attended a Racial Wealth Gap Simulation presented by Florence French Fagan of Bread for the World.

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

- The following action items were approved at the March 6, 2024 CRA Board Meeting which are: the St. Johns River Festival of the Arts-Signature Special Event Grant, the Juneteenth-A Freedom Festival-Special Event Grant, and Sanford Museum Improvements.
- On February 20<sup>th</sup>, the St. Johns Rivership held a ribbon cutting ceremony and sailing event. There was an overwhelming number of attendees who showed up, excited for this affair.
- Michelle Wyatt, owner of the St. Johns Rivership, has secured space at 541 North Palmetto Avenue, Suite 103 (next to the Yoga studio). This space will allow her to hold events that are too large for the Rivership. She is working through the Conditional Use process.
- On February 28<sup>th</sup>, the ED team filmed a business spotlight, in partnership with the Seminole State College film team for Decision Tactical. The students are working on the film. When finished, the spotlight is provided to the business in appreciation for choosing Sanford to locate their business. They can utilize the spotlight on their website, social media, etc.

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

- A meeting took place with the Central Florida Coordinator of the Florida Department of Environmental Protection who oversees Trail Town Designations to discuss the application process to become a Trail Town. A committee has been formed, called the Trail Town Cuties, between the City's Economic Development/CRA team, Brenda Urias, Bicikleta Bike Shop, Karen Aplin, Seminole County Tourism, Kayla Mitchell, Bike Walk Central Florida, and Dan Ping, Sanford Main Street. Application efforts are in process.
- Downtown is happening and old buildings are being brought to life! To name a few, the owners of 320 East 2<sup>nd</sup> Street have started improvement efforts. Union Square Gardens will be an event center. The owners of 110 Palmetto Avenue are looking to house offices upstairs and retail or a restaurant use downstairs. They are in the process of developing plans for their project. The former floral shop on Commercial Avenue is going to be a veterinary clinic and work has begun for this greatly needed business in downtown as well. Towns Garden Center will be in the former Goodyear space at 555 West First Street.
- Over the last month, we have welcomed several owners of well-established, unique businesses who are interested in potentially locating to Downtown Sanford. Introductions have been made between the business owners and building owners. We are closely monitoring and following-up on each.
- Continued meetings with current Seminole Towne Center ownership group, with a focus on maintaining utility bills current and facilitating a sale.
- Detailed meeting with prospective buyers of the Seminole Towne Center with a focus on facilitating the purchase and maximizing potential of the commercial area.
- Orlando Sanford International transition to self-performance on the majority of operations has required additional coordination with the City. This relationship will continue permanently in an effort to foster better cooperation on the Economic Development front.
- 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, and the FPL Florida First Sites 2024 Kick-Off Meeting.

## **POLICE DEPARTMENT**

- Community Relations Unit joined Seminole County Sheriff's Office Family Wraparound Services at Georgetown Square Apartments to discuss available services, crime-related concerns specific to our local seniors, and answered questions the residents had.
- Began the "Lucky Leprechaun" initiative to remind drivers about safe driving this St. Patrick's Day.
- Hosted a successful Coffee with a Cop event at Foxtail Coffee Co.
- Officer J. Salgado and Officer J. Buchanan for participated in the 12th Annual Matt Miller Police Motor Skills Challenge. Officer Salgado received 3rd place recognition.
- Participated in the Family Day' event at the Public Safety Complex. Both the K9 Unit and Motor Unit conducted demonstrations for those who attended.
- Hosted a very successful Cupcakes with a Cop event at the Starbucks located in the Target Supercenter where four attendees were the lucky recipients of Stanley Cups raffled off by Target.
- Currently, we have 14 sworn vacancies and three (3) support staff vacancies.

## **FIRE DEPARTMENT**

- **Training and Activities:**
  - 1<sup>ST</sup> 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 1 event.
  - Fire Department Peer Support meeting.
  - Emergency Medical Services (EMS) training completed.
- **Fire Prevention:**
  - Annuals - 305.
  - Re-inspections on annuals - 271.
  - New Construction Inspections - 108.
  - State Required Inspections - 16.
  - Food Truck Inspections - 0.
  - BC Pass down/follow ups - 17.
  - Plans Review - 103.
  - Special/Complaint inspections - 78.
  - Car seat installs - 0.
  - Public Education Events - 5.
  - Smoke alarms installed - 22.
  - Fire Investigations - 2.
- **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) brought in to speed up the process and hopefully break ground in April.

## **PARKS AND RECREATION**

- Parks and Ground Operations management has coordinated a Chainsaw Safety course that will be held on March 28th. This class will have an instructional/study component in the morning, moving to the 18th Street park location for application in the afternoon. Employees from Parks, Recreation and Public Works will be participating in this important training.
- Replacement of the Triplett Community Center playground equipment is well underway and expected to be completed by month's end.
- The downtown Senior Center is once again hosting AARP Tax assistance for seniors. Over 450 seniors have already met with representatives, and we expect to assist a total of 700 seniors before the conclusion of tax season.
- The Ft Mellon Splash Pad has opened for the 2024 season. In March, the splash pad is open on weekends only, with a full schedule resuming in April.
- Staff are working with GAI Consultants for a scope of services for the improvement of Lake Carola.
- Members of the Westside Mentoring group and My Brothers Keeper completed a college tour on March 7th. Students visited Edward Waters University and the University of North Florida. Both schools are in Jacksonville.
- Spring Break camp begins Monday March 18th at the Triplett Community Center.
- Registration for Summer Camp begins Monday, March 18th and is open to all children ages 5 to 12 years of age. Camp will be held at the Triplett Community Center.
- The annual Easter Eggstravaganza is scheduled for Saturday, March 30th from 9am – 12 noon. This is held at the Triplett Community Center and open to all children aged 12 and under.
- The roof replacement project at the Bettye Smith Cultural Arts Center is scheduled to begin March 18th.
- Our annual Super Kids Soap Box Derby race will be held on Saturday, April 20th at Kirby Park.
- The Sanford Civic Center will once again host the Veterans Appreciation Luncheon on Thursday, April 18th at 11am. This is in partnership with Seminole County.

## **FINANCE**

- Working on Fire Assessment Fee.
- Continued work on Parking Assessment Fee.
- Fiscal Year (FY) 2023 audit work wrapping up and work starting on the 2023 ACFR.
- Auditors wrapping up audit for FY 2023.
- Working with contractor and Federal Emergency Management Agency (FEMA) to formulate project worksheets for reimbursement of Hurricane related costs for IAN and Nicole.
- 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 February 2024.
    - New IT Service Requests/Tickets: 453.
    - Closed IT Service Requests/Tickets: 330.
- Digital Transformation Project
  - m365 Migrations
    - Police, Fire, Recreation and Public Works groups are next on the migration schedule.
      - 22% 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.
      - 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.

## **FINANCE (CONTINUED)**

- **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 delayed due to Naviline version update not compatible with Lucity 21.1.
    - 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 22 solicitations throughout the City.
- Met with IT the committee team to put together to continue the process of a new solicitation for the copiers. The City decided to move forward with a solicitation. The team is working on the scope of services.
- 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.
- Continued to work with IT Digital Transformation Team to create a new CIP form and process for budget preparation.
- Attended an organizational health and performance workshop with the National Academy of Public Administration.
- Started ICMA-Data driven course.
- Continued to educate and work with IT and Public Works in their continued efforts with Lucity.
- Created the Performance Documents for each Department/Division for the FY25 Budget.
- Polco Community Survey results went live to the public and are working with Communications and City Manager to start work on a city-wide implementation campaign based on the survey results.
- Continued to work toward Power Bi certification.
- Continued to assist Utilities with their 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.
  - Schedule P, Utilities Standards and Specifications and Design Standards for Water Conservation was adopted and posted to the web.
  - Articles III and VI are still in Zoning in Progress. Staff are making modifications and will forward to legal when ready for review.
- **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 continue 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 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 in regards to the downtown parking garage.
- **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 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**
  - Starbucks – Certificate of Completion has been issued.
  - Culvers- Open.
  - I-4 Beltway Commerce Park – 3205 St Johns Parkway – Certificate of Occupancy (CO) issued.
  - Story Apartments – 1751 Rinehart Road – Certificates of Occupancy are in process (Clubhouse and 2 Residential Buildings and accessory structures have been CO'd).
  - Bahama Bay Club (ALF) – 3441 W. 1st Street – Nearing completion.
  - Kings Crossing
    - Publix – Open
    - McDonalds - Site Plans received and in review
    - WaWa – Site Plans received and in review
    - Apartments –Site Plan under review

## **DEVELOPMENT SERVICES CONTINUED**

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

- Queens Crossing
  - Wendy's – Site plans received and in review.
- 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, antenna relocation is progress
- Monroe Place Apartments – 2306 W 1st Street – Nearing CO. Right of Way (ROW) repair needed.
- Towns of Riverwalk – 2485 W. Seminole Blvd – Plat in review. Models and clubhouse 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 – Final Plat recorded. Construction continues.
- Apiary – 2678 Richmond Avenue – Nearing completion, close out pending.
- 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 – Nearing completion.
- Wynn Funeral Home – 1300 Historic Goldsboro Boulevard - Building and sitework underway.
- Belair – 1701 Celery Avenue – Plat recorded. Building Plans submitted.
- TD Bank – SR 46 – Now under construction.
- Ford's Garage – Project approved. Awaiting construction.
- Leadership Lane – Working with Habitat for Humanity to start housing permit review.
- La Braza – Orlando Drive (Lake Mary Corners) – Under Construction.

### **• Code Enforcement**

- Hired a new Code Officer for the day shift.
- Interviewing for night officer positions.
- Increased parking enforcement with an emphasis on the downtown area.
- Proposed changes to the "False Alarm" Ordinance
- Requested summary judgement of the 503 Sanford Avenue foreclosure case. The hearing is scheduled for May 7<sup>th</sup>.

## **DEVELOPMENT SERVICES CONTINUED**

### **• Building**

- Maintained 100% staffing levels.
- Ms. Johnson announced that she is planning to retire in May.
- Held Central Square Training to facilitate migration to new Permitting software.
- 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.

## **PUBLIC WORKS AND UTILITIES DEPARTMENT**

- 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.
- Drainage system construction on Maplewood Avenue is ongoing. They are currently dewatering to install underdrains.
- The Washington Avenue - Randolph Avenue - Mellonville Avenue drainage improvements contractor has returned the signed contract and is working with Jeff on getting to the Notice To Proceed.
- The Aero Lane and 5th Street roadway and drainage improvements bid close on February 8<sup>th</sup>. We have requested Oelrich Construction take on the project as a Construction Management At Risk (CMAR).
- 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 March 21<sup>st</sup>.
- We anticipate receiving the 90% Plans for the Maple Avenue Drainage Improvements in the next month.
- The roofing contractor brought in the materials manufacturer to work out some issues with attachment to avoid the possibility of screwing into electrical conduits.
- The new Utility Building has been awarded to Oelrich Construction. The Utility Dept. is waiting for the Purchase Order to issue the Notice to Proceed.
- The Fulton Street Building project is on hold subject to receiving a Brownfield Grant from the Environmental Protection Agency (EPA) that removes this work from the project cost. We should know this month.
- Stormwater staff and City Geographical Information Systems (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 working to transfer the Mellonville Ave & Celery Ave. intersection improvements to Seminole County for construction. We are unable to get bids on the project and they are willing to bid it out and oversee construction due to connection to the trail project.

## **PUBLIC WORKS AND UTILITIES DEPARTMENT CONTINUED**

- Citywide resurfacing is underway. We have completed 8.3 Lane Miles of roadway so far.
- Over 250 locate requests have been responded to.
- Twenty-Five Right-of-Way (ROW) Permits have been reviewed and responded to.
- City street sweeping of approximately 300 miles.
- Cleaned/Jetted approximately 5,971 feet of storm pipe.
- Completed inlet cleaning at 24th & Revona Court.
- Cleaned right of way and flume at 18th and Chase Ave.
- Repaired inlets at Terwilliger Lane and 114 Larkwood Dr.
- Cleaned and inspected inlets around Sanford.
- Completed retention area off 15th St. by garden.
- Started new class for Commercial Driver's License (CDL).
- Started realignment of ditch and retention area at Palmetto Ave.
- Straightened and replaced City wide signage.
- Repaired and replaced sidewalk panels throughout the city.
- Provide 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.
- Alley maintenance on various areas throughout the City of Sanford.
- Collected trash and provided maintenance of the leased parking lot.
- Stump grinded tree stumps after trees have been removed
- Repaired stamped crosswalk areas on 17-92.
- Prepared Mayfair Golf Course cart path for paving and tree trimming.
- Trimmed trees in various alleys requested by Waste Pro.
- Stump grinding for sidewalk replacement.
- Picked up trash in extended area – Upsala Ave – Central Park Dr to CR 46.
- Installed "No Overnight Parking" signs on Seminole Blvd by The Preserves
- Stump grinding for annual paving project.
- Conducted investigations for claims/lawsuits against the City.
- Installed signs for new bumps on Oregon Ave, N. White Cedar & Country Club Circle.
- Repainted several of the Utilities Department offices.
- Finished the Retrofit and repair of the outside building at the Public Safety Complex.
- Repainted the GIS offices in Utilities.
- Repainted Nikki Osborn's office.
- Replaced 45 Light Emitting Diodes (LED) post light heads on Historic Goldsboro and William Clark.
- Completed several street light repairs.
- Completed several plumbing repairs.
- Completed several Electrical repairs.
- Completed 166 Work Orders for the month of February 2024.
- Completed 66 regularly scheduled Preventative Maintenance Services on City Fleet.

## **PUBLIC WORKS AND UTILITIES DEPARTMENT CONTINUED**

- Submitted Monthly Work Order Reports to each division and Finance for monthly accounting journal entries.
- Performed five Roadside Services on City vehicles from Fleet staff due to vehicle malfunction, mechanical failure or flat tire.
- Continued revamping City Fleet Badging as per City Manager directive.
- State Road (SR)46 water main replacement project continues. CSX crossing 2-26-24 and working connection at Oak Ave.
- SR 46 force main project continues; both taps are in the ground.
- 3rd street water main project continues, waiting for hydrant inspection.
- SR 46 widening is beginning and Utility Water Services has submitted plans to the Florida Department of Transportation (FDOT) engineer.
- Plans have been submitted to Cathcart for quote on install of 8" water meter and relocate hydrant for the Pine Way water main extension.
- The new main water plant is undergoing ongoing testing.
- Mass meter exchange project planning and launch continues.
- 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.
- Consumptive use permitting is ongoing.
- Alternative water piloting continues.
- Sanitary Sewer upgrades are ongoing.
- 1,4 Dioxane updates and review ongoing .
- Distribution of flyers to water customers on increase to utilities costs.
- Distributed water quality flyers to customers.
- The relocation project for Raw Water Main Hidden Lakes Well was completed.
- Cathcart has completed the raw water main relocation in the utility easement on the Culvers property. Construction is still ongoing on Country Club for sewer manhole installation and rehabilitation
- Staff has installed 100 MDX transponders and programmed meters to be ready for trial drive by meter reading with Sense meters
- Awarded a \$6.255 million facilities grant for water treatment planning for polyfluoroalkyl substances (PFAS) and 1,4 dioxane treatment. Carollo Engineers has been selected to prepare the facilities plan and work is about to start.
- Water modeling will begin for Water Master Plan.
- Awarded a 2.9-million-dollar grant from FDEP for nutrient reduction.
- 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.
- Main Water Treatment Plant Phase II Request for Qualifications (RFQ) has closed.
- Utilities and Planning are coordinating with Seminole County Building Department for approval of city water and sewer services.
- Pressure washed a large portion of the sidewalk by the Celery Lakes.

### **PUBLIC WORKS AND UTILITIES DEPARTMENT CONTINUED**

- 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 GST's required under Certificate of Occupancy (CO).
- Replaced the electrical panel, re-ran new wires and added a disconnect at the Oregon Well.
- Prepared Wynnwood, Bakers Crossing & Celery Key Lift Stations for the new generators.

## **HUMAN RESOURCES & RISK MANAGEMENT**

- **Risk Management:**
  - Workers Compensation Claims:10.
  - Liability Claims:4.
  - Auto Claims:1
  - Mediations:2.
  - Coordinate Safety Committee Meeting:1.
  - Special Events Committee Meeting Attendance:2.
  - Recoveries: \$2,810.
  - Recoveries fiscal year to date: \$61,840.
  - Participation in Various Litigated Files.
  - Multiple conversations and meetings with the Trial Attorney on various matters.
- **Recruitment and Employment:**
  - Job Postings: 12.
  - Applicants:353.
  - New Hires:1.
  - Promotions:2.
  - New Hire Incentives: 1.
  - New Hire Incentives Paid: \$6,388.
  - New FML cases: 1.
  - Continued Communication and Data Transfer with Management Advisory Group, nearing completion of Pay Study; only open items Stability/Longevity Pay calculations.
- **Benefits, Wellness and Records Administration**
  - Coordinated monthly AIG (457) visit: 1.
  - Processed benefits for new hires: 6.
  - Coordinated New Hire Orientation Session, 6 hours: 1.
  - Continue implementation of new benefits platform, BenteK, while maintaining the current system.
  - Responded to multiple Verifications of Employment.
  - Responded to multiple Public Records Request.
  - Enter Change in Status: 81.
  - Processed Health Reimbursement Account deductible refunds: 1.
  - Processed Wellness Reimbursement Requests: 25.
  - On the committee to select a new copier company.
  - Attended Safety Meeting: 1.
  - Processed Retiree death claims: 1.
  - Processed DROP paperwork for entry into DROP: 1.
  - Processed retiree paperwork: 2.
  - Off-boarded 5 terminating employees.
  - Coordinated OneBlood blood drive: 1.