



**City Manager  
Annual Report  
Fiscal Year (FY) 2016**

## Table of Contents

Greetings from the City Manager.....	3
Organization Chart .....	4
City Clerk’s Department .....	5-6
Communications Office .....	7-8
Community Relations & Neighborhood Engagement.....	9-11
Community Improvement Department .....	12
Economic Development .....	13-14
Finance Department .....	15
Fire Department.....	16-17
Human Resources/Risk Management .....	18-20
Planning and Development Services Department .....	21-23
Police Department .....	24-25
Public Works Department .....	26-30
Recreation Department.....	31
Utility Department.....	32-35

**Greetings from the City Manager  
Norton N. Bonaparte, Jr., ICMA-CM**



City government is the government closest to most citizens and the one with the most direct daily impact upon its residents.

FY 2016 has been a rewarding year. The City continues to grow and attract new business, residents and visitors. Dedicated, professional City staff have provided and maintained all City services and programs with results being seen every day throughout the City.

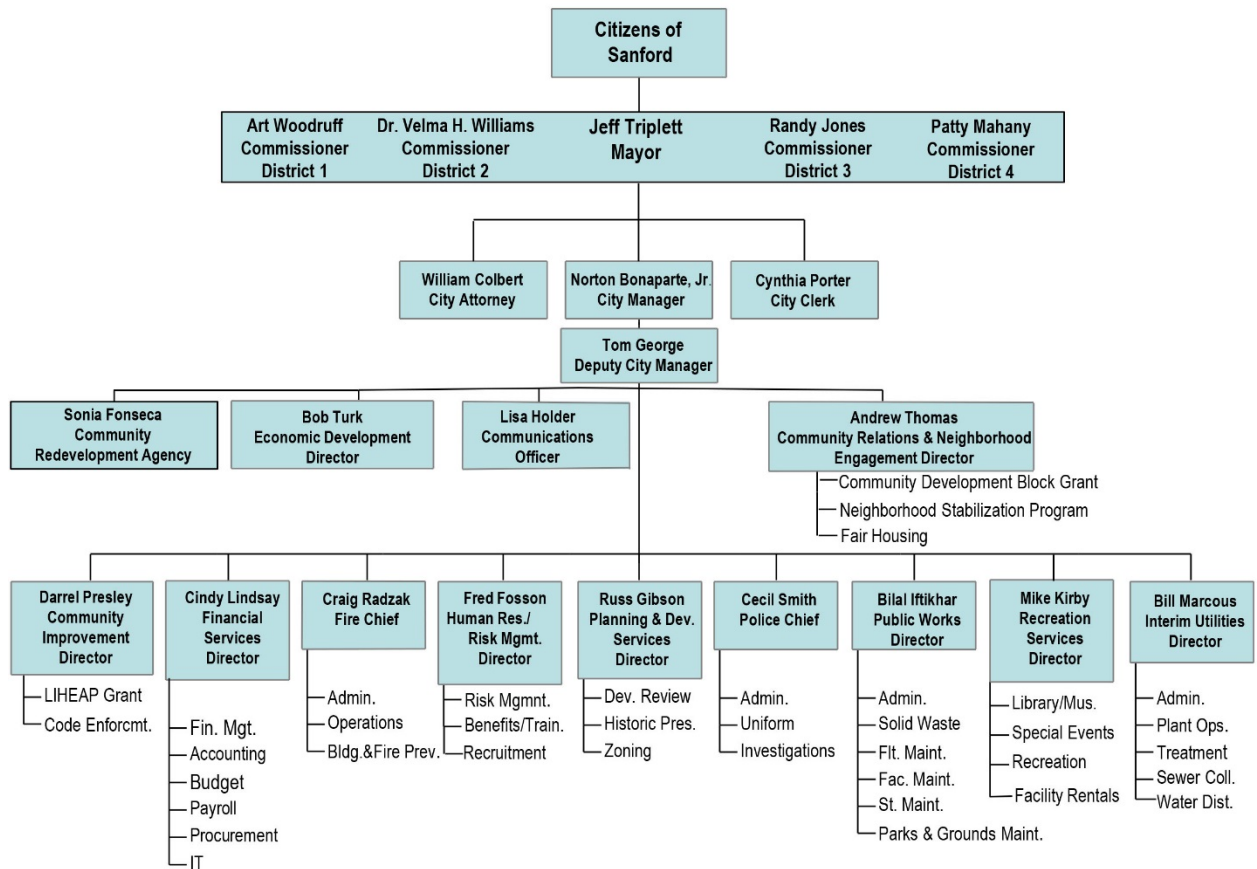
We share with you the following City Manager's Annual Report which includes the accomplishments of each of the City's Departments between October 1, 2015 through September 30, 2016.

**Our Vision**

Sanford is a significant cultural and business hub for the Central Florida region. With its showcase waterfront, extensive transportation network, distinctive cultural corridor and historic downtown, Sanford is a vibrant and safe City in which people choose to live, work, raise a family, attend school, shop, play and retire.



## City of Sanford Organization Chart



## City Clerk's Department *Cynthia Porter, City Clerk*

- **Processed** 124 Public Records Requests.
- **Destroyed** (shredded) 678 cubic feet of records that met their retention period.
- **Scanned** 29,093 new documents and 2,766 old (archival) documents into Laserfiche.
- **Prepared** 46 Agendas and attended official meetings.
- **Recorded**, transcribed and archived 300 pages of City Commission minutes.
- **Prepared** and published notices for 5 additional meetings other than Commission Meetings.
- **Advertised** 7 Annexations; 7 Rezones; 3 Vacates; 6 Comprehensive Plan Amendments; 12 ordinances pertaining to City Code, 67 Resolutions and 1 Budget.
- **Placed** 35 legal advertisements in the Sanford Herald newspaper.

Additionally, the following staff/board member training sessions were held:

Ethics Training:	2 (4-hour sessions)
Public Records:	3 classes
Records Management:	2 classes
Laserfiche:	1 class
WebLink:	1 class
Citizen's Academy Presentations:	2

Additionally, the City Clerk's Office is proud to be a designated Adopt-A-Road sponsor. Fulton Street between Park Ave. and U.S. 17-92 is the roadway we maintain.

Organized a Bar-B-Que Fundraiser luncheon and was able to raise over \$1000 with employee contributions to assist 20 year Utilities Department employee Reggie Braxton who has been unable to work for several months.

### **Introduced new Technology**

#### **AV Capture**

AV Capture offers solutions and improves efficiency by streamlining the meeting workflow, while promoting transparency and accountability by empowering constituents to access valuable information pertaining to their community. With AV Capture, government agencies can easily capture, manage and share their meetings online.

## **City Clerk's Department Continued:**

### **WebQA Public Records Portal**

Last October, the Clerk's Office introduced new technology on the front page of the City's website whereby a person could request public records 24/7 from any location provided they had internet access to the City's webpage. Some of the great features of this portal are the ability for persons to request records "anonymously," site accessible 24/7, automatic routing of request to appropriate department for action, automatic receipt/confirmation to requestor that request was received, ability for requestor to log-in and see staff comments/progress pertaining to their request.

## Communications Office

### *Lisa Holder, Communications Officer*

Produced editorial, collaborated design & submitted digital/print radio ads and marketing materials:

- British Visitor handbook
- CGI Communications – “Take a Tour of the City” (7) Video Showcase
- Clear Channel/airport
- Created concept/promoted “Movie Classics on Magnolia” film series/with Wayne Densch Performing Arts Center
- Evolve FDOT SunRail promotions/City ads
- Excellence in Seminole
- Gage Publishing - Flagler, Ormond, Halifax Magazines/Gage Radio interviews
- Generated concept for Video Promo of City Free Marina Day Slips (Boating to Sanford)
- iheart radio - WJRR/Sanford Welcome Center, Unplugged Acoustic Guitar Series
- Lake Mary Life Magazine
- My Sanford Magazine
- Orlando Family Magazine
- Orlando Style Magazine
- Orlando Weekly
- Orlando Attractions.com
- Outfront Media
- Seminole High School
- Seminole Magazine
- Sunseeker Magazine-Allegiant, LLC
- WaterMark Media
- Westin/Hampton Inn Map

**Wrote, Created, Posted and increased presence on City Social Media sites:**

- Nextdoor
- Facebook – (grew City Official Facebook page to 11,368 likes)
- Youtube
- Twitter
- City Website
  
- **Wrote** and disseminated 18 City of Sanford Press Releases.
- **Interviewed** by Media/Scheduled Interviews for City Staff – (broadcast and print).
- **Collaborated**/reviewed/submitted **Proclamations** for City and outside agencies.

### **Film Permits**

- **Processed** 9 film permits with Metro Orlando Film Commission.

## Communications Office Continued:

### Special Projects

- **Mayors Youth Council**-Attended bi-monthly meetings and Florida League of Cities Annual Conference with Council accepting Award for Best statewide video, “Why I love my City” (5<sup>th</sup> place).
- **Managed/photographed/chronicled/promoted** two Citizens Academies per year - 53 graduates. (Fall 2015/Winter 2016 classes).
  - Organizing first Citizens Academy Alumni Event for January 18, 2017
  - 210 total graduates
- **Manage/promote/market** roll-out of Uber Pilot Ridesharing Program.
  - Initiated the Seminole State College student-led Uber Capstone Project.
- **Managed** Vietnam Veterans Commemorative Partnership – City commemoration partnered with Seminole County and Sanford Pastors Connecting on 2<sup>nd</sup> Annual Vietnam Veterans Luncheon held at the Sanford Civic Center on June 29.
- **Attended** and organize City Groundbreakings and Ribbon Cuttings such as the Paw Park Groundbreaking, Coastline Park Ribbon Cutting Ceremony and the Historic Goldsboro Blvd. Streetscape Project.
- **Represented** the City of Sanford on the newly established Tourism Committee in partnership with the Orlando Sanford International Airport, Amtrak AutoTrain Orlando North and their partners, such as the Central Florida Zoo.
- **Facilitated** the City’s Mentor Program with Seminole County Public Schools.
- **Collaborated** with the Mayor on the annual State of the City Speech.
- **Collaborated** with the City Manager and City Departments on the publication of the City Manager’s Annual Report
- **Accepted** the role of Chairman for the Inaugural Florida League of Cities (FLC) Statewide Communications Advisory Committee to begin January 2017.

## Community Relations & Neighborhood Engagement

*Andrew Thomas, Director*

### Community Development Block Grant (CDBG)

- **Public Services Grants:**
  - \$30,872 grant to provide child care subsidy for households with annual income that does not exceed 80% of the area median income with children ages birth – nine (9) in Goldsboro, Georgetown, San Lanta and Dreamworld neighborhoods.
  - \$29,439 grant to KidzKare Preschool and Child Care Center to provide wrap around services for children 5 years of age and under and Linking Families to services with children 5-14 years old and their parents/legal guardian(s) in the KidzKare Linking Families and Youth Project. A total of 95 youth and their families from low and moderate income households will be served.
- **Public Facility Improvements:**
  - **Allocated** \$75,000 to complete the Georgetown Streetlights project.
- **Economic Development:**
  - **Released** Notice of Funding Availability for businesses in the Georgetown and Goldsboro neighborhoods. Grant funding available \$55,000.
- **Housing - home improvements emergency repairs:**
  - **Assisted** 19 low and moderate income homeowners with grants to address plumbing, electrical, roofing, heating and air conditioning repairs through the Immediate Needs housing rehabilitation program.
- **Housing Rehabilitation:** In partnership with Seminole County, the Housing Rehabilitation Program is intended to meet the housing needs of very low and low and moderate income households, by providing interest free deferred payment loans for needed repairs and/or alternations and contribute to the structural integrity and preservation of the owner-occupied homes. It will also be used to improve their health, safety, and well-being. Utilizing funds from the State Housing Initiative Partnership (SHIP) and HOME Seminole County for the 9 housing projects either underway or pending for City of Sanford residents.
- **Affordable Housing for Low Income Home Buyers/Renters :**
  - **Continue** to work with Operation Finally Home to identify sponsors for the second debt free home for a disabled veteran.
  - **Homeownership Fair:** The City partnered with Seminole County Community Services Department again for the 3rd Annual Homeownership Fair.
  - **Awarded** a Choice Neighborhood Grant Application. The City in partnership with the Sanford Housing Authority was awarded a \$500,000 planning grant for the Goldsboro neighborhood from the Department of Housing and Urban Development Choice Neighborhoods Initiative Grant program.

## Community Relations & Neighborhood Engagement Continued:

- **Sponsored** the 2016 Florida Community Development Association Annual Training, in partnership with Seminole County.
- **Conducted and implemented a** Distressed Areas Study of the City in partnership with University of Central Florida Center for Non-Profit Management.
- **Neighborhood Stabilization Program (NSP)**
  - **Assisted** six low income households with affordable rental housing.

### Community Relations

- **Nine Point Plan:**
  - **Continue** to work with faith based organizations to strengthen relationships and build program capacity.
  - **Continue** to work and collaborate with local and state human rights and fair housing organizations and agencies to address race, equity and leadership issues in local government.
  - **Provided** a \$30,000 grant to the Goldsboro Front Porch Council Inc. Youth Empowerment Leadership Development Academy (YELDA) for the Summer Youth Employment and Leadership Training. Matched by an \$85,000 grant from Career Source of Central Florida to employ 50 youth for 8 weeks during the summer.
  - **Mayors** Youth Council conducted a session with the youth at the Boys and Girls Club on the meaning of peace on International Peace Day.
  - **Completed** the challenge actions and officially became a My Brother's Keeper Community.
    - **Sponsored** 20 young men of color from Seminole High School and Journeys' Academy to participate in the National Lab week, held at NASA. The national program's goal is to introduce young people of color to the science, technology, engineering and mathematics careers.
  - **Peace** and Justice Institute of Central Florida - The City continues to partner with Valencia College in advancing the Peace and Justice Institute work in Central Florida.
  - **Department Of Justice (DOJ)** Community Relations Services - The City continues to communicate with the DOJ to assess progress on the Nine-Point Plan. The City of Sanford was featured in the DOJ Community Relations Services promotional video released this year.

## Community Relations & Neighborhood Engagement Continued:

- **Divided** Communities Project (DCP): The City continues to participate in the DCP sponsored by The Ohio State University- Moritz College of Law Program on Dispute Resolution. The project released two publications this past year to assist communities to build capacity to address civil unrest: Planning in Advance of Civil Unrest and Key Considerations for Community Leaders Facing Civil Unrest.

### Homelessness

- **The Sanford** Task Force on Homelessness continues to meet and assess the gaps in services to the homeless population in Sanford with special attention to the chronic homeless.
- **Continue** to partner with Seminole County in the implementation of the strategic plan to address homelessness in the County.
- **Represented** the City on the Central Florida Commission on Homelessness Board of Directors and executive committee.
- **Represented** the City on the Board of Directors of Homeless Services Network.
- **Represented** the City on the Continuum of Care (CoC) for homelessness in the Central Florida region.
- **Partnered** with Seminole County Veteran Services to sponsor the 2016 Veterans Stand Down.
- **Joined** with the Orlando World Outreach Center – Orlando Serve in support of the “He Got Up” a mega resource fair for the needy and homeless in the Central Florida area.

**Community Improvement Department**  
*Darrel Presley, Director*

- **Investigated** 2,102 code complaints (13% increase from FY 2015).
- **91%** of the code complaints had initial inspection/response within one business day.
- **Cited** 2,545 violations by code enforcement officers (26% increase from FY 2015).
- **Scheduled** 364 cases (17% of all code complaints) for Special Magistrate hearings.
- **Collected** \$46,094 in outstanding code enforcement liens through the Lien Amnesty Program which allowed 26 properties to be brought into code compliance.
- **Collected** \$169,100 in vacant property registration fees.
- **Administered** \$734,434 in supplemental energy assistance to 1,672 families within Seminole County through the Low Income Home Energy Assistance Program (LIHEAP).

## **Economic Development**

*Bob Turk, Director*

### **Community Redevelopment Agency (CRA)**

- **Encumbered** \$120,000 for façade and rehab grants to revitalize the CRA district.
- **Contributed** over \$70,000 toward community events to strengthen the community and support local economic growth.
- **Completed** the Sanford Avenue Streetscape.
- **Funded** additional maintenance of the Riverwalk landscape and hardscape.
- **Worked** with CPH Engineering, LittleJohn Engineering and the Planning Department to update the Comprehensive Plan and update of Land Development Regulations and CRA Plan.
- **Worked** on the downtown riverfront redevelopment plan with Littlejohn Engineering.
- **Initiated** plan for presentation of plan for CRA extension.
- **Granted** 10 year extension of the CRA by Seminole County Commission.
- **Provided** funding for free Wi-Fi to the downtown district.
- **Increased** funding for shuttle service for AmTrak / SunRail to downtown.
- **Created** a grant for new development.
- **Created** a new application format.
- **Initiated** the start of the Streetscape project for 2nd Street between Oak Ave. and Myrtle Ave.
- **Approved** funding for two additional police personnel within the CRA district.

### **Jobs Growth Incentive Program Funding**

- **Partnered** with Seminole County to incentivize the recruitment of Jetezy LLC at the Orlando Sanford International Airport. Jetezy will be manufacturing and assembling over four amphibious aircraft per month. The project will include the recruitment of 50 employees with an average salary of over \$61,000. Enterprise Florida Inc. approved a Qualified Target Industry Tax Refund for \$100,000 with Sanford and Seminole County providing \$20,000 each. Jetezy, which is expanding from Singapore, will invest up to \$5.4M in building improvements, leasing of international corporate offices in downtown Sanford, purchase of new equipment and research and development.

## **Economic Development Continued:**

- **Partnered** with Seminole County to incentivize the expansion of Allegiant Air LLC at the Orlando Sanford International Airport. Allegiant Air will be locating their east coast U.S. Simulation Training Center adjacent to the Orlando Sanford International Airport. Enterprise Florida Inc. approved a Qualified Target Industry Tax Refund for \$55,000 with Sanford and Seminole County providing \$5,500 each. The project will require the hiring of 11 new Jobs with an average salary of \$100,000. Additional employees will be hired at lower pay rates. Allegiant will make a capital investment of over \$24,650,000 in the purchase of a full flight simulator, a fixed training device and the construction of a 45,000 sq. ft. building. Allegiant will train over 1000 pilots, mechanics and flight attendants. This project qualified for Sanford's first Tax Exemption Program for \$327,590 over a 10 year period.

### **Downtown Waterfront Catalyst Site**

- **Worked** with LittleJohn Engineering to provide planning, design and economic development services in order to examine preliminary development scenarios for various City owned parcels with the Downtown Riverfront District as a part of the implementation of the 2013 City wide Vision and Strategic Plan and the City's overall economic and redevelopment activities.
- **Worked** with City staff and Littlejohn Engineering in the selection of the developer for the downtown catalyst site.

### **Organizational Development**

- **Strengthened** focus on partnerships and innovation to leverage existing (diminishing) resources to obtain increasing community development outcomes through new partnerships, amplified focus, and program funding sources:
  - **Seminole** County Chamber of Commerce/Economic Development Committee
  - **Greater** Sanford Chamber of Commerce
    - 3rd Annual Industry Appreciation Dinner
    - New Proactive Economic Development Committee
      - Creation of the Business Retention and Expansion Program
    - City wide map / banner ad
  - **Initiated** West Volusia/ Seminole Economic Development Initiatives
    - Creation of Municipal Economic Development Organization
  - **Attended** professional development annual meetings:
    - Florida Economic Development Council
    - International Council of Shopping Centers
    - International Economic Development Council
    - Florida Simulation Summit

## Finance Department

### *Cynthia Lindsay, Director*

- **Completed** the 2017 Budget process continuing in the City Commission's adoption of a \$107 million budget.
- **Completed** the 2015 Comprehensive Annual Financial Report (CAFR) and received a clean audit opinion.
- **Completed** the implementation of the online pcard system which assists in processing and providing more detailed information on pcard transactions that the departments can access and utilize in their budget planning.

## Information Technology (IT) Division

- **Expanded** our employee training program to offer classes on: SharePoint, Office, Windows, AS400, Project Management, and our Website. Also trained our employees on various cyber security topics to include Ethical Hacking and Response.
- **Implemented** multiple security products and practices to secure our environment from Cyber Threat Actors.
- **Collaborated**, completed and put into production an organization wide collaboration platform to enhance the organization. SharePoint can be used not only to replace the Intranet but allow departments to work more efficiently, store data in new and old ways, understand their information better, and create solutions to drive their processes.
- **Created** multiple interactive GIS maps for use by employees and citizens to include a map for the Sanford Police Department with school floor plans to support active shooter and other incident response activities.
- **Replaced** and upgraded the Security software for Cameras and Door controls enhancing functions of this system and setting the stage to allow more department interaction with it.
- **Enhanced** the Infrastructure to expand on our mobile support to include increased support for Tablets and the ability to support Android devices.
- **Increased** and Improved Wireless service at multiple City locations to include public facing WiFi at the Civic Center and Stadium.

## **Fire Department**

### *Craig Radzak, Fire Chief*

- **Conducted** an emergency management drill at the Emergency Operations Center with the City Emergency Management Team and Senior Management Team and started an after action item list for continued improvement of emergency preparedness.
- **Submitted** the Florida Emergency Management Agency Grant Program application for providing ballistic protection for all units in the event of an active shooter incident. Also, submitted a Safety and Fire Prevention grant for portable extinguisher training prop to demonstrate the proper use of extinguishers to the public.
- **Adopted** and implemented an expedited plans review resolution which triples the normal fees for plans review.
- **Adopted** the Local Mitigation Strategy (LMS) Plan which would enable the City to be eligible for federal funding on vulnerabilities such as natural, man-made, or technological threats to the City.
- **Provided** cadaver lab training to personnel to improve their comprehension of human anatomy and enhance pre-hospital and clinical emergency medical skills.
- **Completed** multi-company drills at the existing “Bar Out Back” building to provide hands on training in fire suppression and search and rescue.
- **Responded** and mitigated two major structure fire incidents at Luxury Motor Coach and existing warehouse on South Sanford Avenue.
- **Implemented** a “Wash Your Hood” program to raise awareness and prevention of carcinogenic materials of structural firefighting gear.
- **Placed** a replacement rescue in service at the Public Safety Complex.
- **Completed** the training of all City employees in Incident Command System 100 & 700 level courses to assist the City with receiving FEMA reimbursable expenses if a federally declared emergency exists.
- **Completed** 2,300 annual fire inspections on commercial buildings.
- **Trained** all personnel with other agencies in Seminole County on high rise operations at the Orlando Sanford International Airport parking garage.
- **Participated** in three active shooter drills at the Seminole Town Centre Mall, Central Florida Zoo, and Seminole State College.

## Fire Department Continued:

- **Implemented** and executed safety inspections at all three fire stations.
- **Replaced** self-contained breathing apparatus bottles.
- **Hired** and put five recruit firefighters through orientation and initial training.
- **Installed** anti-theft devices on all operational units.
- **Coordinated** and collaborated with Seminole County Emergency Management on a Reverse 911 system for improved notifications to residents.
- **Instituted** a Citizen Information Line for improved communication with residents during disasters, significant events, and other important matters.
- **Collaborated** with Planning and Developmental Services Department on improving our Community Rating System for reducing flood insurance premiums for residents.
- **Responded** to over 10,500 emergency calls for service, a 14% increase over the last 3 years.
- **Transported** 4,496 patients to the hospital.

## Human Resources and Risk Management

*Fred Fosson, Director*

- **Posted** 98 Vacancy Announcements through 9-26-16 for FY 16 compared to 90 in all of FY 15 and 72 in all of FY 14. These numbers are increasing yearly without additional staffing.
- **Received** 3,578 employment applications through 9-26-16 for FY 16 compared to 3,085 in all of FY 15 and 3,038 in all of FY 14. These numbers are increasing yearly without additional staffing.
- **Processed** 63 Regular and Temporary New Hires through 9-26-16 for FY 16 compared to 65 in all of FY 15 and 60 in FY 14.
- **Processed** 29 promotions through 9-26-16 compared to 33 in all of FY 15 and 29 in all of FY 14.
- **Met** with various departments multiple times to discuss/review personnel issues prior to the department taking action.
- **Maintained** low levels of Workers Compensation Claims projected to be at 32 in FY 16 compared to 27 in FY 15 and 36 in FY 14.
- **Promoted** to Senior Human Resources Analyst a Utilities Department regular part-time employee that had been assisting in clerical duties in the HR/RM department for several months.
- **Attended** by staff, numerous educational training programs. Especially important due to the only staff member with at least three years of experience in the HR/RM department is the Director.
- **Emphasis** on cross-training in all areas of HR/RM. Department now has more redundancy capabilities in the case of a long term staff absence or vacancy.
- **Coordinated** Social Security training session conducted by Social Security representative.
- **Celebrated** the Tenth Annual Safety Incentive Program recognizing FY 14, FY 13 and FY 12.
- **Maintained** contributions to the Employee Health Insurance at the same level for ten years in a row.
- **Conducted** Six Annual Benefits Open Enrollment informational sessions.
- **Conducted** sixteen Customer Service Training sessions.
- **Coordinated** the first Classification and Pay Study for the City since the last one ten years ago.

## Human Resources and Risk Management Continued:

- **Completed** the health insurance dependent eligibility review, first of its kind at the City.
- **Prepared** and distributed the first ever Affordable Care Act required IRS 1095-C and 1094-C forms.
- **Prepared** the bi-annual Equal Employment Opportunity Plan (EEO) reports for both the Police Department and for the entire City.
- **Prepared** the bi-annual Equal Employment Opportunity Commission (EEOC) report.
- **Continued** the Employee Service Awards Recognition and Luncheon for Years of Service after re-instituting it in FY 13 after many years of not doing so.
- **Held** a successful Cancer Awareness Week in October 2015.
- **Coordinated** and administered one Wellness Walk.
- **Coordinated** and administered the City Employee Wellness Bowling night.
- **Hosted** CareHere monthly Lunch and Learns on health and wellness topics.
- **Promoted** the Wellness Log program to encourage a healthy lifestyle.
- **Maintained** benefits and programs to the City's health insurance program, no benefits or coverage reduced.
- **Maintained** current life insurance rates with Florida Combined Life despite unprecedented usage of the life insurance in the last 36 months.
- **Continued** the City of Sanford initiated quarterly Seminole County City/County Human Resources Directors/Managers roundtable meetings.
- **Partnered** with City of Lake Mary's CareHere Health and Wellness Center.
- **Continues** the new hire pre-employment examination at the Wellness Center. Cost Savings to the City.
- **Continues** the Workers Compensation injury treatments at the Wellness Center. Cost Savings to the City.
- **Continues** the post-accident drug screening at the Wellness Center. Cost Savings to the City.
- **Continued** high utilization at the Wellness Center.

## Human Resources and Risk Management Continued:

- **Recovered** \$83,447 to date in FY 16, \$81,513 in FY 15 and \$68,481 in FY 14 from others due to their damage to City property and vehicles. This compares to only \$50,000 in all of the period FY 09, FY 10, FY 11, FY 12 and FY 13 combined. This large increase in recoveries in FY 14, FY 15 and FY 16 is due to the efforts of the Risk Management Specialist and the City creating a Risk Management Specialist position that could concentrate on Risk Management rather than the Director perform all Director and Risk Management matters. This does not include the \$339,802 Risk Management was actively involved in recovering from the insurance carrier as a result of the loss of the Little Red School House.
- **Conducted** or coordinated multiple Safety and Risk Management meetings and training sessions.
- **Renewed** the Florida league of Insurance property and casualty insurance for FY 17 at a premium less than City paid FY 16. In doing so, staff discovered a \$20,000 error in the original renewal proposal premium presented to staff, the actual renewal is \$20,000 less.
- **Participated** in multiple City Hall vulnerability assessment discussions with the Safety and Fast Acting Safety Team committees. Report to City Manager on those discussions, forthcoming.
- **Instrumental** in the repair or replacement of multiple items of exercise and wellness equipment in the City Hall Wellness Room.
- **Coordinated** the “Take your Daughters and Sons to Work” Day.
- **Preparation** of four budgets for FY 17 with at \$7.5M budget including:
  - Operations
  - Health and Wellness Center
  - Property and Liability Insurance
  - Health Insurance

## **Planning and Development Services Department**

*Russ Gibson, Director*

- **Facilitated** 11 public meetings and hearings for the Historic Preservation Board.
- **Facilitated** 12 public meetings and hearings for the Planning and Zoning Commission.
- **Facilitated** 46 public meetings and hearings for the Development Review Team.
- **Facilitated** 8 public meetings for the Public Art Commission.
- **Provided** several lectures and training sessions for staff, board members and the public.
- **Processed 1,196** development applications, a 10 percent increase during same period last year. Applications included the following:
  - 12 Annexations
  - 88 Arbor Permits
  - 202 Certificates of Appropriateness
  - 24 Conditional Use Permits
  - 76 Driveway and other Engineering Permits
  - 10 Rezoning applications including Planned Developments
  - 23 Variances
- **Executed** over 25 Development Orders.
- **Reviewed** and inspected 1,525 Building Permits for zoning compliance.
- **Reviewed** over 2,000 Business Tax Receipt applications for zoning compliance.
- **Collected** \$187,126 in Development Review and Permit fees.
- **Completed** the design and permitting for the construction of RiverWalk Phase III.
- **Completed** construction plans for Paw Park Village.
- **Reviewed** and processed several demolition projects.
- **Attended** and represented the City of Sanford at the following regular meetings:
  - 17/92 Redevelopment Planning Agency
  - 17/92 Technical Advisory Committee
  - Airport Area Planning Committee
  - Bicycle Pedestrian Advisory Committee
  - Citizens Advisory Group for Seminole County Public Schools
  - Community Redevelopment Agency
  - County Wide Addressing Committee
  - Development Review Committee - Sanford Airport

## Planning and Development Services Department Continued:

- East Central Florida Regional Planning Council
  - LYNX Regional Planning Group
  - Planning Technical Advisory Committee
  - Public Art Commission
  - River of Lakes Heritage Scenic Highway Committee
  - Sanford Airport Noise Abatement Committee
  - Sanford Historic Trust
  - School Safety Advisory Committee
  - Special Magistrate – Code Enforcement
  - SunRail Technical Advisory Committee
  - Transportation Technical Committee
- 
- **Completed**, renovated, expanded or are currently under construction several development or infill projects:
    - 2<sup>nd</sup> Street Station – 300 E. 2<sup>nd</sup> Street
    - 7-Eleven – 1890 Rinehart Road
    - A-1 Block – 350 Persimmon Avenue
    - Advance Auto Parts – 1315 W. 1<sup>st</sup> Street
    - All Pro Freight – 2625 Jewett Lane
    - All Souls Transit Village – 3280 W. 1<sup>st</sup> Street
    - Athletic Apex – 181 Towne Center Circle
    - Blue Ox Land Service – 500 North Way
    - Boss Laser – 608 Trestle Point
    - Brisson East – 3795 Brisson Avenue
    - Buffalo Wild Wings – 1680 Rinehart Road
    - Caboose Place Warehouse – 3830 Caboose Place
    - Celery Cove – 2601 Celery Avenue
    - Danus Utilities – 2320 Beardall Avenue
    - Del-Air Electric – 3400 St Johns Parkway
    - Downtown Waterfront Catalyst Site – 215 E. Seminole Boulevard
    - ETS Auto Expansion – 2618 Sanford Avenue
    - Family Dollar – 1113 W. 1<sup>st</sup> Street
    - FedEx – Phase 2 – 451 Monroe Road
    - Floor & Décor – 221 Towne Center Boulevard
    - Former Student Museum – 301 W. 7<sup>th</sup> Street
    - Ganesh North Planned Development – 343 Monroe Road
    - Global One – 1642 Hangar Road
    - Goldsboro Elementary School – 1300 W. 20<sup>th</sup> Street
    - Hamilton Elementary School – 1501 E. 8<sup>th</sup> Street
    - Heavy Highway Infrastructure – 2000 W. 25<sup>th</sup> Street
    - Hernon Manufacturing – 121 Tech Drive
    - Hertz Rental Equipment – 1501 W. 1<sup>st</sup> Street
    - Hill Dermaceuticals – 3065 Mellonville Avenue

## Planning and Development Services Department Continued:

- Hyundai Dealership – 995 Rinehart Road
- K&W Excavating – 2713 Country Club Road
- Marina Isle Assisted Living Facility – 530 N. Palmetto Avenue
- Motorworks – 2913 Orlando Drive
- North Port Business Park – 3700 Narcissus Avenue
- New Life Church – 911 Palmetto Avenue
- Pat’s Liquor & Leaf – 3021 Orlando Drive
- Preferred Storage – 2715 Country Club Road
- Rand Yard Commerce Center – Caboose Place
- Redding Gardens – 400 Locust Avenue
- Reagan Pointe – 4976 CR-427
- Sanford Airport Long Term Parking Lot – 651 Red Cleveland Boulevard
- Sanford Brewing Company – 400 Sanford Avenue
- Seminole Asphalt and Paving – 2283 W. Airport Boulevard
- Seminole Commons – 1840 Rinehart Road
- Seminole County Sports Complex – 3250 E. Lake Mary Boulevard
- Seminole Gardens Apartments – 1600 W. 5th Street
- Silent Running – 210 Magnolia Avenue
- Southgate Planned Development - 1600 Rinehart Road
- Sovran Storage - 2010 Old Lake Mary Boulevard
- TBI – Allegiant Simulator Training Facility – 2250 Marquette Avenue
- Thornbrooke – 133 N. White Cedar Road
- Todd’s Tomatoes – 2350 N. Beardall Avenue
- Upsala Business Park – 450 Specialty Point
- Waste Pro Expansion- 3705 St Johns Parkway
- Zaxby’s – 3815 Orlando Drive

## Police Department

### *Cecil Smith, Chief of Police*

- **Estimated** total calls for service were 127,254, which resulted in a 2% decrease from the 2014/2015 fiscal year.
- **Estimated** total Part I Crimes were 3,227 which resulted in a 0% change from the 2014/2015 fiscal year.
- **Hired** and trained 21 new sworn officers and currently have six processing for full time police officer positions.
- **Investigated** 1,470 cases.
- **Investigations** made approximately nine homicide related arrests, ten armed robbery arrests, and two armed carjacking arrests.
- **Conducted** continued deployment of Command Vehicle and additional Command Vehicle operations course for all Patrol Operations supervisory personnel.
- **Conducted** regular Walk and Talks and implemented Seminole Action Coalition Serving Our Needy (SACSON) outreach, Kate's Hope and Cops closet as additional community outreach.
- **Shared** best practices regarding implementation of Fair and Impartial Policing to include other law enforcement agencies, city/county government and members of the community.
- **Utilized** data analysis to issue weekly strategic priorities designed to address Part I crimes, and traffic crash mitigation.
- **Hosted** and participated in over 75 functions across the city for family events, fundraisers, safety demonstrations, educational and instructional courses, school events and meetings through the Community Relations Unit.
- **Deployed** the Community Activity Trailer.
- **Seized** eighteen firearms through the Neighborhood Response Unit.
- **Seized** a total of \$43,328 in United States Currency through the Neighborhood Response Unit.
- **Conducted** nine prostitution related arrests through the Neighborhood Response Unit.
- **Utilized** traffic crash analytics to conduct traffic enforcement as a crash mitigation tool.
- **Instituted** "Coffee with a Cop" which is an open forum to talk about crime and quality of life issues in the community.

## Police Department Continued:

- **Attended** numerous community meetings in regards to public safety, community redevelopment and engagement.
- **Increased** social media presence with the utilization of Facebook, Facebook Live, Twitter and YouTube.
- **Continued** and expanded partnership with Seminole State College's Digital Production Department to create educational videos.
- **Continued** partnership with Crimeline, resulting in 187 tips received through Crimeline for open investigations.
- **Hired** three volunteers with our agency as full time police officers.
- **Three** students from the University of Central Florida and one from Keiser University successfully completed an internship with us.
- **Held** two Citizen's Police Academies.
- **Volunteers** supported and participated in over 80 community events throughout the City.
- **Preparing** to host a very successful National Night Out.

## **Public Works Department**

### ***Bilal Iftikhar, Director***

#### **Capital Improvement Projects (CIP)**

- **Goldsboro Trailhead at Coastline Park** – This project consists of a new 10’ trail, new pavilion, new trail lighting, revamped basketball and tennis courts, refurbished bathrooms, refurbished pavilion and refurbishing of the historic Atlantic Coastline Railroad station fountain. Project was completed in May 2016.
- **Persimmon Avenue Widening Project** – This project consists of adding a new turn lane along with the reconstruction of Persimmon Avenue from SR 46 to the Auto-Train terminal. New drainage consisting of a pond along Persimmon Avenue and along W. 3<sup>rd</sup> Street to Mill’s Creek is also part of the construction. Project was completed in March 2016.
- **Northstar Drainage Project** – This is a drainage project consisting of new stormwater infrastructure to help alleviate the flooding potential in the Northstar Industrial Park. The project consist of new inlets and pipes along Tech Drive and St. John’s Parkway - in construction.
- **Towne Center Boulevard Resurfacing Project** – This road rehabilitation project consisted of a 1.5 inch of milling, asphalt and overlay with new striping and marking. Project completed in March 2016.
- **Paw Park** – This project consists of new amenities, fencing, parking, trail and dog agility equipment - in construction.
- **Historic Goldsboro Boulevard Streetscape Project Phase II** - This project consists of new sidewalk, parking and hardscape with decorative features such as pavers, benches, historic style lighting with receptacles for holiday lighting and a courtyard. In addition, there will be underground utility work to replace aging stormwater, water and sewer infrastructure. The roadway will also be resurfaced and restriped. The project limits are from William Clarke Avenue to Persimmon Avenue. In construction.
- **US 17-92 Beautification Project** – This project is being paid for by The Seminole County CRA, the project will consist of decorative style lighting, new sidewalk, curb modifications, paved hardscape and address ADA (Americans with Disabilities Act) compliancy issues from Park Drive to West 1<sup>st</sup> Street along the US 17-92 corridor. Currently awaiting (Florida Department of Transportation (FDOT) permit approval for rebid.

#### **Projects in Design**

- **Cloud Branch Drainage Phase III** – This project will address the drainage along Elm Avenue from W. 20<sup>th</sup> Street to W. 10<sup>th</sup> Street, from Elm Avenue on W.10<sup>th</sup> Street to Coastline Park pond and on 13<sup>th</sup> Street from Park Avenue to Laurel Avenue.

## Public Works Department Continued:

- **Oak Avenue Streetscape** – This is a streetscape project being funded by the Sanford CRA and will be a continuation of the improvements made to the downtown on Oak Avenue from W.1<sup>st</sup> Street to W. 3<sup>rd</sup> Street and along W. 2<sup>nd</sup> Street from Oak Avenue to Myrtle Avenue.
- **Riverwalk Phase III** – This project will continue the Riverwalk from Mangoustine Avenue along the lakefront to the park at the 17-92 bridge.
- **Hidden Lake Drive and Live Oak Boulevard resurfacing and restriping project** – This project consists of a 1.5 inch of milling, asphalt/overlay and restriping the road in a manner to calm traffic in the area.
- **Citywide Sidewalk Repair** – This is our annual sidewalk repair and replace project to correct broken and out of ADA compliance.

### Major Completed Projects for Stormwater

- **12th and Mangoustine Ave.** - 12th and Mangoustine Ave. pipe 100' of ditch and repair/replace 100' of 12" pipe.
- **Mangoustine between 12<sup>th</sup> and 11<sup>th</sup>**- Pipe 200' of open ditch and inlets and re-grade 200' of swales (shallow ditch on right of way that collects water from the road).
- **Merthie and 18<sup>th</sup>** - Pipe 150' of open ditch.
- **On 2<sup>nd</sup> between Oleander and Jessamine** - Pipe 300' of open ditch. Clear and re-grade 125' of ditch and added two flumes (a concrete pad that slows down the flow of water).
- **Central Park Dr. and Saint John's Parkway** Add 200' of pipe and inlets along Central Park Dr.
- **Hidden Lake Area** - Continue re-grading swales.
- **4th and Pomegranate** - Re-grade swale and add curb and a flume to improve parking area.
- **City wide** -There is 562,636 linear feet of storm water lines in Sanford of which 20 % must be cleaned & inspected annually per the National Pollutant Discharge Elimination System (NPDES) mandate.
- **City wide** - There are 320 lane miles of curbed streets throughout the city that must be swept every week. This is also part of our NPDES program.
- **Cities wide** -Clean, mow & maintain 6 miles of open ditches.

## **Public Works Department Continued:**

### **Streets Division Projects**

- **Rehabbed** 36,000 linear feet of alley ways/ in third year of our six year alley rehab program.
- **Worked** on getting tree trimming done in the Historic, Georgetown and Goldsboro districts.
- **Removed** dead, diseased and/or fallen trees.
- **Continued** to maintain our brick roads in our downtown area which is the focal point of our City.
- **Continued** maintenance on 180 miles of roads (pot hole repairs, road cut repairs), 80 miles of sidewalk (replacing broken or raised panels/trip hazards) and 17.6 miles of alley ways (rutting, dips and washouts).
- **Maintained** our City lots and Rights of Ways mowing schedule.

### **Major Completed Projects for Facility Maintenance**

- **Assisted** with installing the complete new A/C system in City Hall.
- **Reroofed** the Fleet Maintenance Building.
- **Installed** 2 new signs for City Hall.
- **Replaced** the front doors at the Sanford Welcome Center.
- **Installed** 2 new cameras at the Public Works Complex.
- **Assisted** in the remodeling of the City Hall Break room.
- **Built** new office walls for the City Clerk's Office.
- **Replaced** all the street light bulbs on 17/92 between the 417 overpass and the on ramp.
- **Remodeled** the break room at 6<sup>th</sup> St. Parks Department.
- **Securely** covered the indoor insulation in the gymnasium at the A-10 BLDG.
- **Changed** the water heater and the leaking pipes at the Sanford Chamber of Commerce.
- **Removed** and replaced the water damaged floor and wall at the Sanford Chamber of Commerce.
- **Assisted** in the replacement of the sliding door to Utilities hallway at City Hall.

## Public Works Department Continued:

- **Managed** the repair of the elevator at the A-10 Building.

### Parks and Grounds Operations

- **Performed** weekly landscape maintenance operations for:
  - 29 Park Sites, 129.29 Acres
  - 20 Traffic Medians, 16.05 Acres
  - 17 City Facilities, 111.45 Acres
  - 6 Entry Signs, .66 Acres
  - 2 Trails, 13.48 Acres
  - Historic Downtown District, 12.88 Acres
- **Outsourced** twelve maintenance sites for landscape maintenance.
- **Performed** twenty thousand dollars in replanting in the downtown and Riverwalk areas.
- **Applied** for and received a \$20,320 Go Greenfield grant to install 8 pieces of exercise equipment in Lee P. Moore Park and 8 pieces of exercise equipment in Groveview Park.
- **Refurbished** the Chase Park tennis courts. New fencing material, new nets, repaint and striping to include pickle ball striping.
- **Repainted** and restriped the three tennis courts at Groveview Park and added pickle ball to the lineup.
- **Demolished** the old Centennial Park structure and rebuilt a new structure. Staff has completed the demolition and is pricing reconstruction for next year's budget.
- **Replaced** Safety Surface and Arch Climber at Ft. Mellon Park.
- **Completed** rehab of the Paw Park – to include new entry features, new fencing, benches and trash receptacles. Currently under construction.
- **Held** several different training sessions with staff.
- **Strung** over 20,000 holiday tree and streetscape tree lights.
- **Worked** over 110 Special Events.
- **Trimmed** Downtown Trees and Trees along the RiverWalk.

## **Public Works Department Continued:**

- **FT Mellon** Splash Pad
  - Staff had to make several large repairs due to the system being struck by lightning.
- **Seal coated** and new striping of the parking lots at Lee P. Moore and Groveview Parks.
- **Added** a new Park Ranger at Ft. Mellon to assist with clean up in the downtown and RiverWalk areas on weekends.

## Recreation Department

*Mike Kirby, Director*

- **Generated** over \$13M in Economic Impact in Sanford programs, events and facility rentals.
- **Utilized** over 20,000 volunteer hours or the equivalent of 10 full time employees. Volunteers represent a savings of approximately \$180,000 to the City.
- **Sanford** was chosen as the “Outstanding Race City” for Soap Box Derby Racing. There are 161 race cities worldwide. Sanford Soap Derby received Worldwide Champion, Race Director and Rally Organizational awards in July 2016.
- **Coordinated** a variety of special events for residents and visitors. Sanford served as host to over 200 special events this year.
- **Started** two new fitness programs for seniors utilizing grant money.
- **Partnered** with the Dr. Martin Luther King, Jr. Advisory Committee and the Seminole County Area Veterans Advisory Committee to coordinate and promote Dr. Martin Luther King, Jr. Day, Veteran’s Day and Memorial Day events.
- **Continued** mentoring programs for young men and women at the Westside Community Center. Groups have doubled in attendance.
- **Hosted** the 42nd Annual Golden Age Games for seniors with events in Archery, Basketball, Cycling, Golf, Swimming, and Track and Field. Sanford’s Golden Age Games is the “Oldest Senior Games” in the country.
- **Coordinated** City Sponsored Special Events, Easter Extravaganza, Memorial Day, July 4<sup>th</sup>, Halloween, Christmas in the Square and Christmas Parade.
- **Staff** at the Larry A. Dale Aquatic Center provided swim lessons to over 600 children under the age of 12.
- **A combined** total of 2,500 youth and adults participated in City athletic programs.
- **Held** the City’s 4<sup>th</sup> Annual Super Kids Soap Box Derby race. This race allows special needs children to enjoy the thrill of downhill Soap Box Derby racing and also race in Akron, OH at the world championships.
- **Partnered** with Seminole County Families in Transition (F.I.T) in order to provide scholarships for children to attend the City of Sanford Summer Camp program.
- **Coordinated** approximately 200 events at the Sanford Civic Center.
- **Celebrated** Florida Collegiate Summer League (Sanford River Rats) 13<sup>th</sup> Anniversary in June.

## **Utility Department**

*Bill Marcous, Interim Utility Department Director*

### **Utility Administration**

- **Water** Conservation - Water Wise Event at Lowe's presented in April.
- **Aquifer Storage Recovery (ASR)** Pump Station currently under construction.
- **Financial** Forecast conducted by Public Resource Management Group.
- **Installed** Customer Service safety glass.
- **Launched** vertical training.
- **Mentored** student at Sanford Middle.
- **Obtained** \$300,000 from the Florida Department of Environmental Protection for a Nutrient Reduction Grant from Florida Legislature.
- **Began** Lake Mary/Timacuan reuse billing.
- **Completed** E. Lake Mary Blvd reclaim Extension financed by Developer and ST. Johns River Water Management District.

### **Utility Inspections**

#### **Projects inspected by Utility staff:**

- 17-92 Well field line Improvements
- Thornbrooke Phase I and II
- Midway Water Main Improvements
- Southwest Rd water line conflicts- Seminole County Storm project
- Galileo School - Cameron Ave.
- Boss Laser - 608 Trestle Point
- 7-11 - 1890 Rinehart Rd.
- Warehouse - 401 Specialty Point
- Seminole Sports Complex - Lake Mary Blvd.
- Persimmon Ave.
- Hernon Warehouse -21 Tech Drive.
- Global One - 1650 Hangar Rd.
- Seminole Masonry - 3850 E. Lake Mary Blvd.
- Wal-Mart Neighborhood Market - 295 Casa Verde

## **Utility Department Continued:**

### **Ongoing Projects**

- S.R. 46 Utility Relocates - from Mellonville Ave. to SR 415
- Historic Goldsboro Trail Streetscape – from William Clark to Persimmon Ave.
- 17-92 Utility Relocates - from County Home Road to Airport Blvd.
- T.B.I. Holdings Simulator Training building - Marquette Ave.
- Ganesh North warehouse/commercial - Monroe Rd.
- Hamilton Elementary School renovating utility lines
- Hill Dermaceuticals Laboratories - on Mellonville
- Seminole Gardens addition and renovations - 5<sup>th</sup> St.
- All Pro Freight Commercial business expansion - Airport Blvd.
- Preferred Storage - Country Club Rd.
- Lake Mary Blvd reclaim main extension
- Thornbrooke Phase III, IV, V

### **Upcoming Projects planned for inspections FY 2017**

- Del-Air Warehouse Park - Meisch and St. Johns
- Zaxbys - 17-92 and Lake Mary
- ETS Auto - Sanford Ave.
- North Point Industrial – Narcissus
- Marina Isle river front project - Marina Isle and Palmetto Ave.
- Brisson East Subdivision
- Brisson West Subdivision - Off Lake Mary Blvd.
- Sylvestri Estates Subdivision - Off Lake Mary Blvd.
- CR46A turn lanes addition - Seminole County Project Off Lake Mary Blvd.
- FDOT Hwy17-92 road lighting project - CR15 and Hwy 17-92 area near I-4.
- Waterside expansion – City provides sewer to Lake Mary subdivision project.

## **Utility Department Continued:**

### **Other Duties**

- **Staff** completed 3 Annual Irrigation Inspections, 27 New Account Irrigation Inspections, and 2 Initial Irrigation Inspections.
- **Staff** completed 98 Clearance of Occupancy requests.
- **Back** Flow inspections completed 629 and backflow test received 300.
- **Performed** Cross Connection Inspections on 163 Commercial sites.

### **Water and Sewer Division**

- **Repaired** 42 sewer lines.
- **Installed** a new 14" Valve and Water Booster Plant on 17-92.
- **Installed** 1 new Hydro Guard Automatic flushing device.
- **Responded** to 8,723 locate tickets.
- **Cleaned** 573,185 linear feet of sewer lines.
- **Completed** 22 Sewer disconnects.
- **Rebuilt** 75 Vacuum pits and 5 buffer tanks.
- **Replaced** 4 Fire hydrants.
- **Changed** out 1600 AMR Registers.
- **Installed** 10 new ARI's (air release valves) on East Lake Mary Blvd.

### **Plants Department**

#### **Administration**

- **Currently** working with the City's IT Division to create firewalls for the two Drinking Water and the two Reclaim Water Plant data tracking systems to secure remote access.

#### **Water Plants**

- **Replaced** the turbine pump and associated column piping for Twin Lakes Well #3, which is one of the two major potable water supply wells at Twin Lakes' well field.
- **Replaced** the chemical feed pump skids for the raw and final process water at the Main Water Plant.
- **Diagnosed** and modified the raw water influent piping to the Auxiliary Water Plant, adding a standpipe to alleviate hydraulic issues with the side stream ozone injection pumps.
- **Collected** over 300 gallons of used cooking oil since August 2015 at the newly established cooking oil recycling center located on 412 W. 14<sup>th</sup> St.

## Utility Department Continued:

- **Relocated** the finished water flow meter for reliability and accuracy and built a buried vault to house it and the polyphosphate injection point.
- **Began** construction of a cross-connection control pump station to be used with the aquifer storage and recovery (ASR) well.

## North Water Reclamation Facility (NWRf)

- **Biological** Nutrient Reduction improvements and upgrades at the NWRf are ongoing in order to meet more stringent water quality parameters mandated by Environmental Protection Agency and the Florida Department of Environmental Protection.
- **Initiated** design of a new bio solids management system which will serve both wastewater plants. These improvements will eliminate significant recurring costs for offsite bio solids disposal.
- **Replaced** the submersible irrigation well pump, control valve and several sections of the 30+ year old piping that very badly corroded the Mayfair Golf Course non-reclaim water irrigation system.