



CITY OF  
**SANFORD**  
FLORIDA

**City Manager's Annual Report**  
**2018**

CITY MANAGER  
**NORTON BONAPARTE, JR.**





# Table of Contents



<b>City Manager’s Statement</b> .....	<b>2</b>
<b>Mayor &amp; City Commission</b> .....	<b>3</b>
<b>City of Sanford Organization Chart</b> .....	<b>4</b>
<b>City Clerks Department</b> .....	<b>5</b>
<b>Communications Office</b> .....	<b>6</b>
<b>Community Improvement</b> .....	<b>7</b>
<b>Community Redevelopment Agency</b> .....	<b>8</b>
<b>Community Relations &amp; Neighborhood Engagement</b> .....	<b>9-10</b>
<b>Economic Development Office</b> .....	<b>11-12</b>
<b>Finance Department &amp; IT Division</b> .....	<b>13</b>
<b>Fire Department</b> .....	<b>15-16</b>
<b>Human Resources/Risk Management</b> .....	<b>17</b>
<b>Parks &amp; Recreation Department</b> .....	<b>18</b>
<b>Planning &amp; Development Services</b> .....	<b>19-20</b>
<b>Police Department</b> .....	<b>21-22</b>
<b>Public Works &amp; Utilities Department</b> .....	<b>23-30</b>

# City Manager's Statement



## City Manager

Norton Bonaparte, Jr.

Fiscal Year 2018 (October 1, 2017 to September 30, 2018) has been a rewarding year. Sanford has seen more growth than in the last 20 years combined. This report contains accomplishments across all city departments working within a citywide budget of \$116 million administering programs and services integral to the city, its residents and visitors. Your dedicated and professional city staff continue to provide excellent customer service to our 60,000 residents.

We are fortifying the increased need for citizen engagement and communication with our open for business concept. The City of Sanford has several major capital projects in the pipeline, Riverwalk Phase 3, Heritage Park and the 17-92 Beautification project just to name a few. Working together with the community, the City of Sanford is on par for another great year.





# Mayor & City Commission



Mayor  
**Jeff Triplett**

Jeff.Triplett@  
sanfordfl.gov

407-314-4864



District 1  
**Art Woodruff**

Art.Woodruff@  
sanfordfl.gov

407-687-3423



District 2  
**Dr. Velma Williams**

Velma.Williams@  
sanfordfl.gov

407-322-9270



District 3  
**Patrick Austin**

Patrick.Austin@  
sanfordfl.gov

407-702-9249



District 4  
**Patty Mahany**

Patty.Mahany@  
sanfordfl.gov

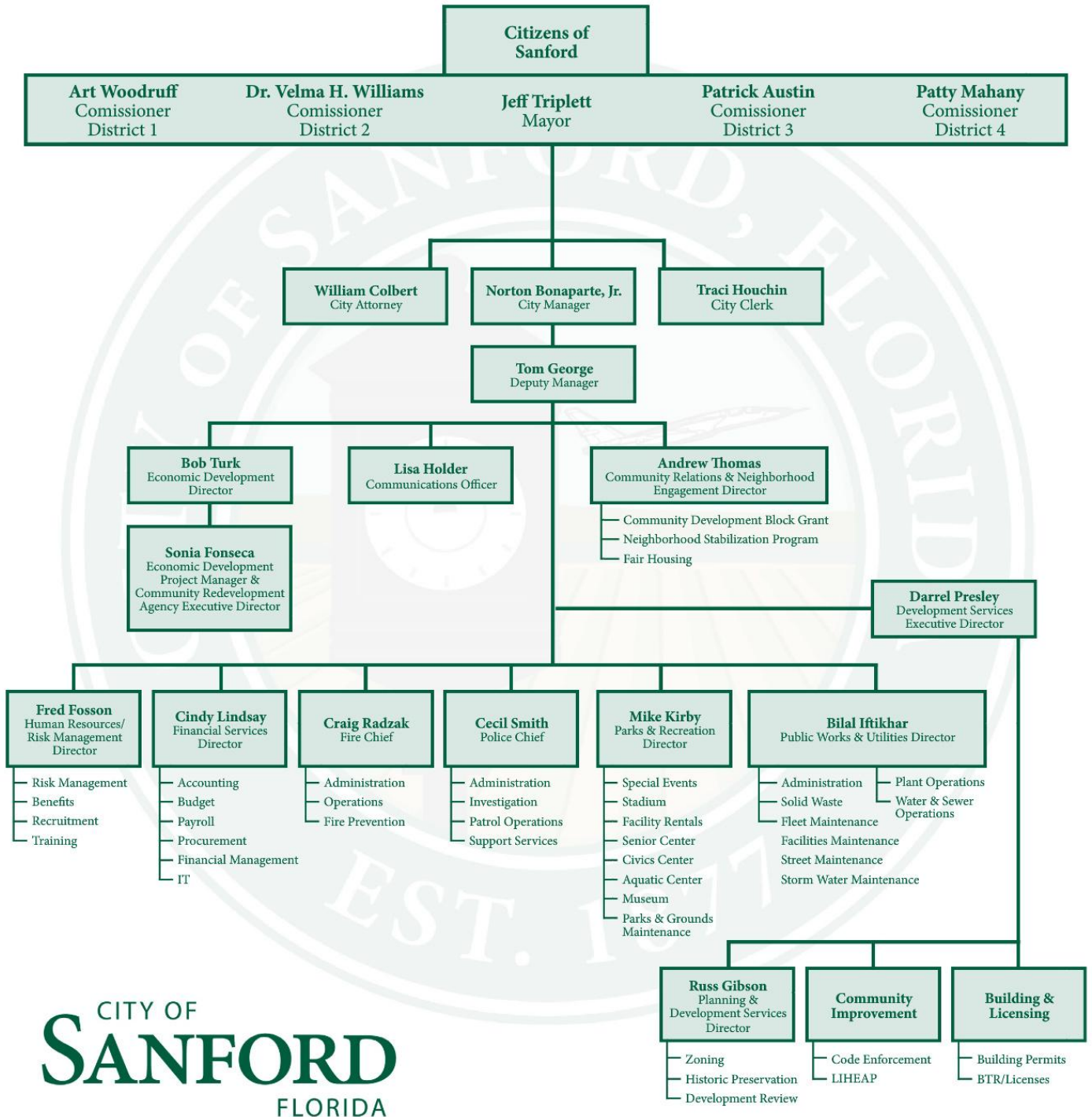
407-388-5672

The city's governing body is composed of a five-member elected Commission, including a citywide elected Mayor and four Commissioners elected by district. The City Commission is governed by the City Charter and by state and local laws. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is delegated by the Commission to their appointed City Manager.



# City of Sanford Organization Chart

October 2018



CITY OF  
**SANFORD**  
FLORIDA



# City Clerks Department

## City Clerks Department

Traci Houchin, *City Clerk*

*The City Clerks Office serves as the liaison between the public and City Commission and provides related municipal services.*

**Processed** 157 Public Records requests.

**Shredded** 625 cubic feet of records that met their retention period.

**Scanned** 5,149 pages/official documents into Laserfiche.

**Prepared** 37 Agendas and attended 37 official meetings.

**Recorded, transcribed and archived** 154 pages of City Commission minutes.

**Prepared and published** notices for 5 additional meetings other than Commission meetings.

**Advertised** 21 annexations; 12 rezones; 1 vacate; 4 Comprehensive Plan Amendments; 8 ordinances pertaining to City Code; 50 resolutions; 1 election; and 1 budget.

**Placed** 43 legal advertisements in the Sanford Herald newspaper.

The following staff/board member training sessions were held:

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

The City Clerks Office coordinated the Second Annual Board Appreciation Dinner at the Sanford Civic Center on April 25, 2018.

City Clerk staff works in conjunction with the Safety Committee setting up and checking in staff at the annual Safety Incentive luncheon.

**Qualified** ten candidates for the Primary Election that was held on August 28, 2018.



*Clerk Address*



*Volunteer Appreciation Dinner*

# Communications Office



## Communications Office

Lisa Holder, *Communications Officer*

*The Office of Communications carries out communications, marketing, and promotional strategies, through a variety of communication tools providing effective citizen engagement ensuring the city's brand is promoted and perceived positively.*

**Organized & Unveiled** the city's new Style Guide.

**Created** content and increased social media presence on the following pages:

- Nextdoor
- Facebook
- Youtube
- Twitter
- Instagram

**Provided** content to city website, worked with staff on launching, upgrading, and improving website.

**Scheduled** Media Interviews/Liaison to Media for City Staff – (broadcast and print).

**Collaborated/reviewed/submitted** Proclamations for outside agencies.

**Film Permits** processed - 7

**Attended** bi-monthly meetings of the Mayors Youth Council.

**Managed/promoted/marketed** roll-out of Uber 2nd Year Pilot Program on Inter-City Ridesharing, represented the city on the Municipal Mobility Working Group.

**Collaborated** with outside agencies to record State of the City video production.

**Managed/photographed/chronicled/promoted** two Citizens Academies, 64 graduates:

- Since its inception, 300 Citizens Academy graduates.
- As a result of the Citizens Academy, graduates are applying and being appointed to City Boards.
- Class 12 began September 2018.

**Collaborated** with the Mayor on Mayoral requests for information, fulfilled Mayor's Letters of Support, Greetings, Special Recognitions, and Key to the City presentations.

**Collaborated** with the City Manager and all City Departments on the publication of the City Manager's Annual Report and promotion of City Projects and Services.

**Appointed** as inaugural Board Member for the Florida League of Cities Municipal Communications Association, Inc.

**Created** activities and led the Florida League of Cities City Government Week program (promoting local government).

**Presented** state-wide Florida League of Cities Webinar on Youth Councils.

**Completed** the Florida League of Cities Annual City Stats Survey.

**Collaborated** with Planning Department on the Florida Department of Health Healthy Communities Application submission. As a result, City of Sanford designated 2018 "Healthy Community".

**Processed** Maus Media Digital Advertising Applications.

**Collaborated** with the Sanford Community Redevelopment Agency to promote the Sanford Free Trolley.

**Created** concept/promoted "Movie Classics on Magnolia" partnering with the Wayne Densch Performing Arts Center.

**Produced** editorial, collaborated on design, photography & submitted digital/print, radio ads, and marketing materials to the following publications:

- My Sanford Magazine
- Orlando Family Magazine
- Orlando Style Magazine
- Orlando Weekly
- Outfront Media
- Sunseeker Magazine-Allegiant, LLC
- WaterMark Media
- Westin/Hampton Inn Map

**Hosted** a Communications Office Summer Intern through the Youth Empowerment Leadership Development Association Program.





# Community Improvement

## Community Improvement

Darrel Presley, *Community Improvement Director*

*Community Improvement is responsible for the enforcement of the City's Code of Ordinance and Land Development Regulations. The department's code enforcement activities completes proactive inspections as well as responding to complaints from citizens. The goal of code enforcement is to achieve voluntary cooperative compliance with the City Code. Community Improvement is also responsible for managing the federal Low Income Home Energy Assistance Program in Seminole County which provides help to low income households to pay for heating or cooling their homes.*

**Investigated** 1,747 code complaints (8.8% increase from Fiscal Year 2017). 89% of the code complaints had initial inspection/response within one business day.

**Completed** 5,649 inspections by code enforcement officers.

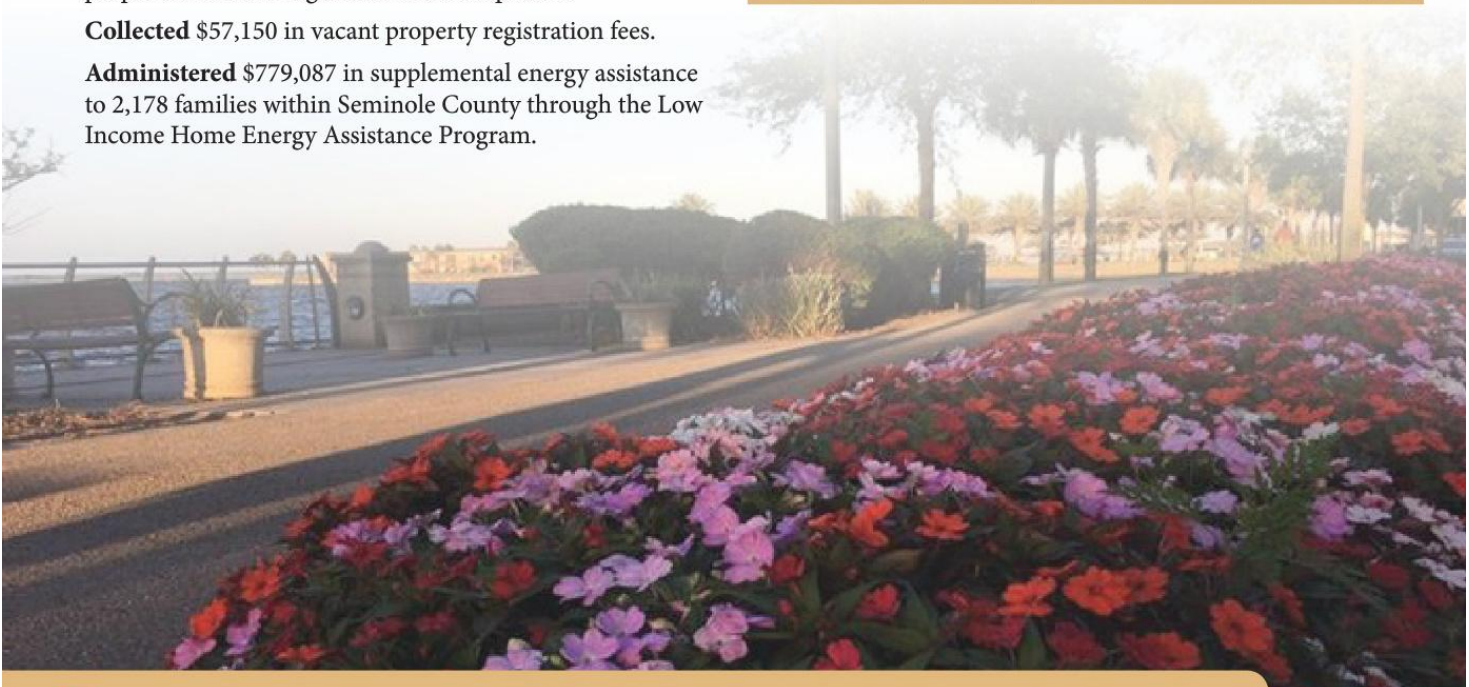
**Cited** 2,536 violations by code enforcement officers (25% increase from Fiscal Year 2017).

**Scheduled** 392 cases (22% of all code complaints) for Special Magistrate hearings.

**Collected** \$89,033 in outstanding code enforcement liens through the Lien Amnesty Program which allowed 28 properties to be brought into code compliance.

**Collected** \$57,150 in vacant property registration fees.

**Administered** \$779,087 in supplemental energy assistance to 2,178 families within Seminole County through the Low Income Home Energy Assistance Program.



# Community Redevelopment Agency



## Community Redevelopment Agency

**Sonia Fonseca**, Economic Development Project Manager & Community Redevelopment Agency Executive Director

*The Community Redevelopment Agency was established in 1995 to specifically address slum and blight within the designated boundaries. Its focus is to aggressively pursue redevelopment/revitalization of the district, enhance economic vitality and livability of the redevelopment area, integrate the downtown with waterfront activities, improve transportation and improve the Community Redevelopment Agency district's physical and social quality while preserving historical significance.*



### Trolley

The FREE trolley has surpassed 1000 weekly riders at an average cost of \$3.62 per ride.



### Trolley Tracker

- Schedule
- Real-Time
- Trip Plans
- Mobile
- Desktop



### New Construction Grant

201 S. Sanford Avenue • Retail/Restaurant – 2,200 sq. ft.  
Multi-family – 14 dwelling units above retail/restaurant  
Investment of \$1.4 million.

Tax revenues will increase from \$1,527 to a minimum of \$10,824 annually – (Provisional Acceptance Certificate Aug 28, Construction Permit submittal by September – ground breaking early 2019)

### Rehabilitation/Loan Subsidy Grants

- 213 E. 1st Street - Art Gallery
- 113 Palmetto Avenue - Old Police Station (restaurant)
- 212 W. 1st Street - The Depot
- 214 Oak Avenue

### Façade Grants

- 202 S. Sanford Avenue
- 307 E. 2nd Street
- 214 Oak Avenue
- 210 Park Avenue
- 225 French Avenue

### Special Event Grants

- Alive After Five
- St. John's River Festival of the Arts
- MLK Parade and Celebration
- Riverside Dash
- Sanford Block Party
- Jingle Jam
- Bokey Riders
- Melissa's Race for the Cure
- Seminole County Day of Unity
- Pints & Paws
- 2nd Puerto Rican Festival in Sanford

A total of 160,000 visitors were attracted to Sanford through these events!

The average American spends at least \$20 at an outdoor event, approximately \$3.2 million added to Sanford's local economy at these events.

## TROLLEY RIDERSHIP REPORT

Week	52	Totals
SUNRAIL	160	6881
AMTRAK	62	8352
MAGNOLIA SQUARE	72	4689
WELCOME CENTER	135	3555
PALMETTO AVENUE & 3RD STREET	9	136
SANFORD AVENUE & 5TH STREET	27	1743
SANFORD AVENUE & 3RD STREET	19	1826
SANFORD MUSEUM	23	1134
COUNTY SERVICES BUILDING	44	672
SEMINOLE BOULEVARD & PALM DRIVE	89	2293
JULY 4TH - Mall		11
<b>TOTALS</b>	<b>640</b>	<b>31295</b>
<b>Cost to Date</b>	<b>\$125,825.00</b>	<b>\$4.02</b>



# Community Relations & Neighborhood En

## Community Relations & Neighborhood Engagement

Andrew Thomas, *Community Relations & Neighborhood Engagement Director*

*Community Development/Relations endeavors to ensure the City of Sanford embraces diversity and inclusion and promotes equality, justice and equal protection under the law for all its citizens. Also, to ensure that all residents in the City of Sanford are treated fairly and have equal access to opportunities in education, employment, housing, and certain public accommodations regardless of race, color, religion, sex (gender) or national origin. Administers the Community Development Block Grant programs.*

### COMMUNITY DEVELOPMENT BLOCK GRANT

- The 2018-2019 Community Development Annual Action Plan was submitted to the City Commission and approved at the August 13, 2018 Commission Meeting.
- The U.S. Department of Housing and Urban Development for Program Year 2018-2019 (October 1, 2018 through September 30, 2019) has allocated \$448,253 in CDBG funding for the City of Sanford.

### CDBG PUBLIC SERVICES GRANTS

Four Grants Totaling \$62,182

- \$24,056 to Early Learning Coalition of Seminole County CDBG funding was used for their school readiness program.
- \$6,040 to St. Johns River Festival of the Arts. The SJRFA used CDBG funds for its Arts for kids program. The program provides art classes to children. Funds will be used for scholarships for the classes as well as art supplies.
- \$12,306 to Golden Rule Housing and Community Development. CDBG funding was used for HUD Housing Counseling Services, first time homeowners.
- \$19,780 to Kidzkare Preschool and Childcare CDBG funding was used for the Strengthening Families program.

### HOUSING

Redevelopment and Revitalization - \$158,299

- Assisted six low and moderate-income homeowners with grants to address housing immediate needs such as roof, electrical, plumbing and ac units' repair and replacement.
- In collaboration with Seminole County and the use of State Housing Initiative Partnership, Department of Housing and Urban Development HOME and CDBG funds completed reconstruction of two houses with four under construction for low and moderate-income homeowners at an average cost of \$140,000 per house.

### ECONOMIC DEVELOPMENT

- Implemented the Historic Goldsboro Boulevard Economic Development Façade Improvement Program to assist businesses along Historic Goldsboro Boulevard, total funding \$55,000 to assist business.

### AFFORDABLE HOUSING FOR LOW INCOME HOME BUYERS/RENTERS

- Continued to work with Harvest Time International to identify sponsors for the second debt free home for a disabled veteran.
- Partnered with Habitat for Humanity of Seminole County and Apopka on Builders Blitz 2018 to construct one new home at 2400 Marshall Avenue for a low-income homebuyer.
- Partnered with Seminole County Community Services Department for the Annual Homeownership Fair.

### GOLDSBORO CHOICE NEIGHBORHOOD GRANT INITIATIVE

The City of Sanford in partnership with the Sanford Housing Authority accomplished the following during the past year:

- Interviewed over 200 Goldsboro residents.
- Conducted 70 plus stakeholder's meetings with more than 300 total participants.
- Mailed over 9000 letters to residents.
- Completed the Choice Neighborhood Transformation Plan and submitted it to HUD.
- Sanford Housing Authority collaborated with Wendover Housing Partners for the development of a 100+ multi-family unit complex.
- Provided a grant to assist with relocation, staffing and materials for the Goldsboro Farmers Market and contracted with Goldsboro Front Porch Council, Inc. for the continued administration of the Market.
- Completed and implemented the Market Analysis for Affordable Residential Products to guide development of new affordable and market rate, for-sale residential housing in the Goldsboro Community.

### NEIGHBORHOOD STABILIZATION PROGRAM

- Assisted four low-income households with affordable rental housing.
- Assisted two first-time low-income homebuyers with purchase of homes.



## NINE POINT PLAN

- Continue to work with faith based organizations to strengthen relationships and build program capacity to serve low and moderate-income residents.
- Continue to work and collaborate with local/state human rights and fair housing organizations to address race, equity issues related to housing.


## MY BROTHER'S KEEPER INITIATIVE

- Youth Summit - In an effort to increase positive police community relations Community Development partnered with the Sanford Police Department and the West Side Community Center for the Westside Youth Mentoring 3rd Annual Teen Summit held on August 26, 2018. The summit involved 63 teens, 28 adults, 10 law enforcement officers, and 5 city staff. Community Development sponsored gift cards for the giveaways.
- Youth Employment and Leadership Development Academy - Continued the partnership with Career Source and Goldsboro Front Porch to expand leadership development and employment opportunities for high school students through the Youth Leadership and Development Program by providing paid summer work experiences for 57 students.

## 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, a person with a disability who lives either in a place not meant for human habitation, a safe haven or emergency shelter continuously for at least 12 months, or at least four separate occasions in the last three years, where the combined length of homelessness is equal to at least 12 months.
- Partnered 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 the Homeless Services Network.
- Represented the city on the Continuum of Care for homelessness in the Central Florida region.








# TOWN HALL MEETING


CNI Meeting  
March 29, 2018 - 6:00PM  
City Hall Commissioner Chambers  
300 North Park Avenue  
Sanford, FL 32771  
*For more information or  
transportation please call  
(407) 304-3616*


You are invited to the Town Hall Meeting regarding the Goldsboro Choice Neighborhood Initiative Grant. There will be an opportunity to ask questions following the presentation.













# Economic Development Office

## Economic Development Office

**Bob Turk**, *Economic Development Director*

*The Office of Economic Development strives to promote Sanford as a place that is “Open For Business”. The office seeks to retain existing, and attract new businesses in order to create jobs for residents, and promote economic prosperity for the community.*

**Entered** into partnership with the Greater Sanford Regional Chamber of Commerce to visit a minimum of 6 existing businesses per month in Sanford to understand the issues and opportunities of the city’s future economic growth.

**Partnered** with the Greater Sanford Regional Chamber of Commerce to host the annual Industry Recognition Dinner to honor several of the city’s existing businesses that made a substantial investment in their company.

**Strengthened** partnerships and innovation to leverage existing (diminishing) resources to obtain increasing community development outcomes through new partnerships, amplified focus, and program funding sources.

**Participated** with the Seminole County Regional Chamber of Commerce Economic Development Committee to pursue creating a county-wide Business Retention and Expansion program in partnership with Seminole County and other municipalities.

**Participated** on the Greater Sanford Regional Chamber of Commerce Economic Development Committee.

**Worked** with several local craft brewers in planning for possible expansion and new development.

**Continued** to meet with the Orlando Sanford International Airport regarding proposed projects to locate/expand on the airport property.

**Met** with numerous potential businesses that are considering locating their operations to Sanford.

**Met** several times with developers to discuss possible redevelopment of existing buildings in downtown Sanford.

**Continued** to work with Career Source Central Florida in promoting the workforce for expanding companies and new companies considering locating to Sanford.

**Continued** relationship with West Volusia/North Seminole Economic Development professionals to promote regional initiatives regarding the Municipal Economic Development Organization.

**Implemented** new demographic research tools to provide businesses with analytics.

**Initiated** an ‘Existing Business Spotlights’ program to showcase our local companies to the City Commission on a monthly basis.



*Hernon Manufacturing, Inc.*



*New Business on State Road 46*



*Benada Business Spotlight*



*QuantumFlo Business Spotlight*

**Attended** professional development and trade meetings:

- Florida Economic Development Council
- International Council of Shopping Centers
- International Economic Development Council
- Florida Simulation Summit – in partnership with Orlando Economic Partnership
- National Business Aircraft Association – in partnership with Orlando Economic Partnership
- International Economic Development Council
- Southern Economic Development Council
- Florida Craft Brewers Association

**Continued** to provide leadership in the World Affairs Council of Central Florida.



*New Industrial Park*



*STRADA Building*



# Finance Department & IT Division

## Finance Department

Cynthia Lindsay, CPA, *Financial Services Director*

*The Finance Department strives to demonstrate excellence in the level of financial services provided to our public customers, elected officials, and the City of Sanford and its departments, while maintaining prudent use of financial resources in compliance with all associated laws, regulations, and policies. To support the mission and goals of the city and its departments with timely, reliable, cost-effective technology services and to provide assistance and advice in its use.*

**Completed** the Fiscal Year 2019 Budget process.

**First Time Recipient** of the *Distinguished Budget Award* by the Government Finance Officers Association for the 2018 budget.

**Completed** the Fiscal Year 2017 Comprehensive Annual Financial Report and received a clean audit opinion.

## Information Technology (IT) Division

**Completed** the launch of the new city website. The website offers new technology to manage all city and department content. The website is a constant work in progress that requires continuous improvements in order to provide a positive experience while adding value for our citizens and visitors. The website overview team will continue to provide new and fresh online ideas and techniques.

**Completed** the purchase of citywide network equipment to replace aging technology. Once implemented, the new technology will provide much improved network stability, performance, alerting, and monitoring capabilities. The new solution will also provide a solid layer of security inside and outside our network.

**Completed** several enhancements to the Financial Accounting System. A development instance was implemented for quality assurance testing and training. Established a new secure online payment system that provides a convenient bill payment method. Implemented several automated processes and reports that provide enhanced capabilities to the financial system processes.

**Implemented** several Geographic Information System interactive solutions for Hurricane Irma cleanup efforts, census reporting data, zoning, annexations, and waste collection. Many of these solutions are integrated with the new website.

**Established** an IT security coordinator who oversees intrusion detection and prevention measures to respond to the ever increasing cyber security threats.



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax 312.977.4806

June 5, 2018

Cynthia M. Lindsay  
Financial Services Director  
City of Sanford  
PO Box 1788  
Sanford, FL 32772-1788

Dear Ms. Lindsay:

We are pleased to notify you that City of Sanford, Florida, has received the Distinguished Budget Presentation Award for the current budget from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Cynthia M. Lindsay, Financial Services Director

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program, and we sincerely hope that your example will encourage others to achieve and maintain excellence in governmental budgeting.

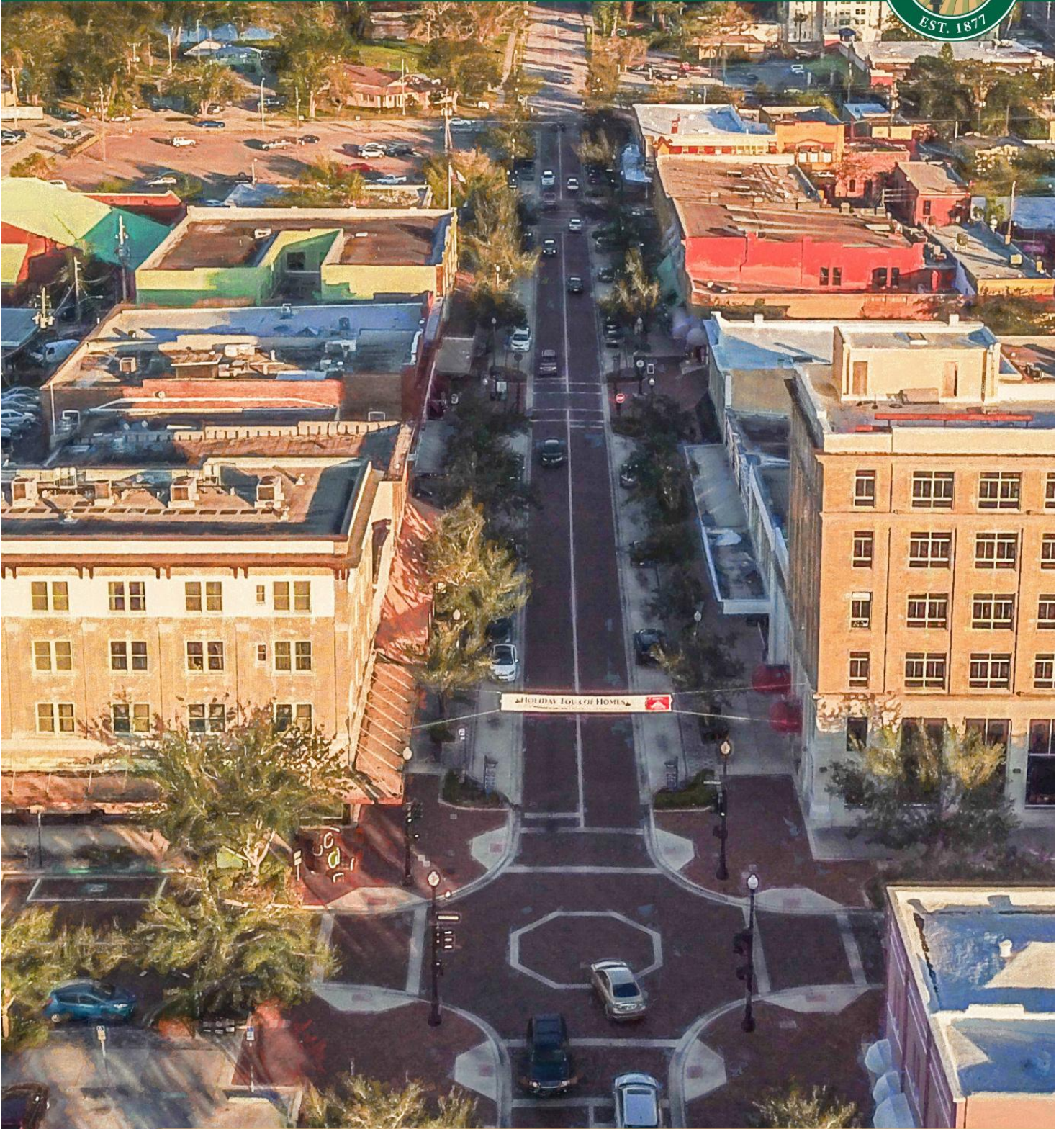
Sincerely,

Michele Mark Levine  
Director, Technical Services Center

Enclosure

Washington, DC Office  
Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax 202.393.0780  
www.gfoa.org







# Fire Department

## Fire Department

Craig Radzak, *Fire Chief*

*The Sanford Fire Department's mission, purpose, and role is to provide protection and prevention against the loss of life and property by fire, emergency services, and mitigation of hazards to the public, both natural and manmade.*

**Successfully** improved our Insurance Service Office rating (now a 2/2x) providing a possibility of reduced commercial insurance rates in the City effective August 1, 2018. The existing grading was a three (3).

**Conducted** two new hire orientation classes consisting of 12 probationary firefighters.

**Submitted** for a Safety and Fire Prevention grant for portable extinguisher training prop to demonstrate the proper use of extinguishers to the public.

**Hosted** response to Propane Emergencies training in the Emergency Operations Center for 124 personnel including outside agencies such as Seminole County, Lake Mary, Deltona, and Oviedo Fire Departments.

**Implemented** post-fire gross decontamination program to reduce the carcinogenic risk to firefighters.

**Participated** in the County-wide Computer Aided Dispatch working group for vendor selection and subsequent testing in the field.

**Completed** an aggregate total of 17,518 hours of documented fire and Emergency Medical Services training and improved our tracking mechanism.

**Continued** working on Geographic Information System based pre-fire plan program that will integrate into the County-wide Computer Aided Dispatch.

**Improved** station security at Fire Station 32 and 38 by installing card reader access at both stations.

**Activated** the Emergency Operations Center for Hurricane Irma in September 2017.

**Compiled** a list of after action items for the events and effects of Hurricane Irma to improve the level of the city's emergency preparedness.

**Completed** approximately 2,000 annual fire inspections on commercial buildings.

**Participated** in active shooter drills throughout Seminole County.

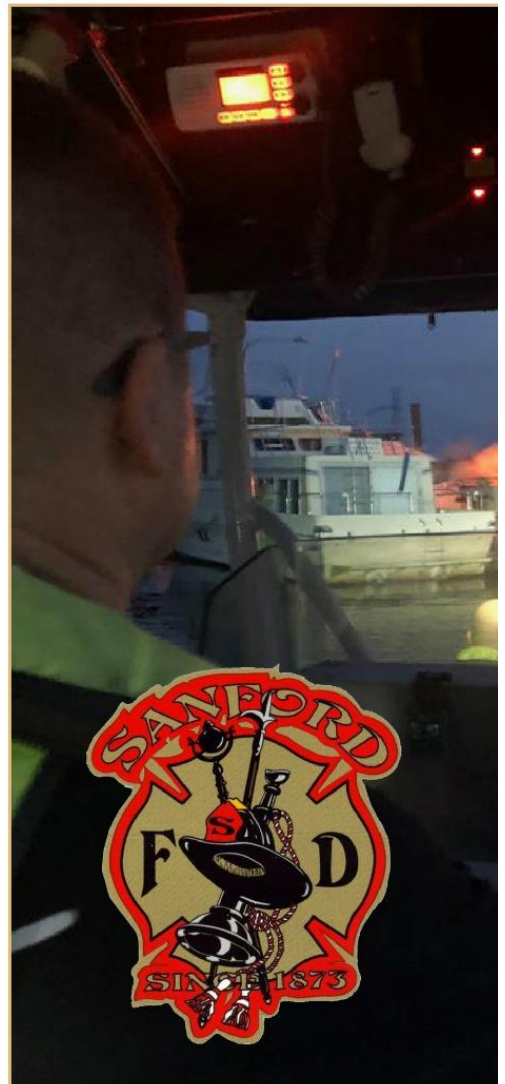
**Implemented** a tablet based Emergency Medical Services reporting system converting to electronic billing and refusal forms to reduce paper consumption and staff hours.

**Awarded** the Hazard Mitigation Grant to wind retro-fit Fire Stations 32 & 38 to improve emergency preparedness.

**Replaced** all stretchers for the primary and back-up rescue vehicles.

**Coordinated and collaborated** with Seminole County Emergency Management on a Reverse 911 system for improved notifications to residents.

**Completed** the first round of "Blue Card" incident command training for all officers and "ride-up" officers.





**Implemented** a certified public expenditure program to increase our emergency medical transport revenue.

**Executed** a rebate program with our emergency medical supply vendor to decrease the amount of operating costs in supplies by one-half.

**Participated** in a walk-through of the new Millennium Middle School for all shifts to pre-plan emergencies and building familiarization.

**Trained** the department on the new compressed natural gas facility located at Waste Pro on St. John's Parkway.

**Streamlined** logistical needs during Emergency Operations Center activations as the support unit for City functions including relationships with local vendors and assisting the City.

**Implemented** quarterly task books and testing of firefighters to ensure success progression is made in the department.

**Completed** the Lean Six Sigma Yellow Belt certification for key staff to improve our performance management processes.

**Executed** the First Response Inter-local agreement with other fire departments in the county.

**Trained** 7 company officers in the International Association of Fire Chiefs Officer Development Program.

**Collaborated** with Community Improvement, Planning, and Building to establish to one-stop center at City Hall for customer friendly environments.

**Created** a Deputy Building Official position to establish a succession program for the Building Division.

**Updated and revised** the Emergency Management Comprehensive Plan and Ordinance.

**Implemented** a staffing program allowing for more efficiency in scheduling of employees and improving notification to employees on required staffing needs.

**Coordinated** with Community Improvement and other departments on moving the Citizen Serve program to allow for a more efficient permitting process.

**Responded** to over 11,033 emergency calls for service; a 3.5% increase over last year.

**Transported** 4,831 patients to the hospital; a 5% increase over last year.





# Human Resources/Risk Management

## Human Resources/Risk Management Department

Fred Fosson, *Human Resources/Risk Management Director*

*Our Mission is to administer a personnel system, which shall provide for an equitable system of operating procedures designed to ensure uniform, fair and effective treatment of all personnel in accordance with Federal and/or State laws relating to the functions of personnel administration.*

**Posted** 121 vacancy announcements.

**Received** 3,030 employment applications.

**Processed** 74 regular and temporary new hires.

**Processed** 43 employee employment promotions.

**Met** with various departments multiple times to discuss/review personnel issues prior to the department taking action.

**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** multiple Florida Retirement System training sessions conducted by Ernst and Young representative.

**Maintained employee** contributions to the Employee Health Insurance at the same level for twelve years in a row.

**Scheduled** monthly New Employee Orientation sessions to include, not only a review of benefits offered by the city, but also reviewed: customer service expectations and training, Active Shooter scenario video, and the city's policy in regards to discrimination and all forms of harassment.

**Conducted** six Annual Benefits Open Enrollment informational sessions.

**Continued** the city's Health Reimbursement Account incentive requirements.

**Began** implementation of a citywide electronic Employee Performance Evaluation platform.

**Prepared and distributed for the third year** Affordable Care Act required IRS 1095-C and 1094-C forms.

**Continued** the Employee Service Awards Recognition and Luncheon for Years of Service.

**Led** teaching and discussion on sixteen chapters in regards to Effective Supervisory Training classes for 16 City employees.

**Coordinated** the Take Your Daughters and Sons to Work Day, a successful Cancer Awareness Week event in October 2017, a Wellness Walk, and a City Employee Wellness Bowling night.

**Hosted** multiple CareHere monthly Lunch and Learns on health and wellness topics.

**Continued** promotion of the Employee Wellness Log Program to encourage a healthy lifestyle.

**Maintained** benefits and programs to the city's health insurance program; no benefits or coverages reduced.

**Maintained** current life insurance rates with Florida Combined Life despite unprecedented usage of the life insurance in the last 60 months.

**Continued** partnership with City of Lake Mary's CareHere Health and Wellness Center and the Oviedo Wellness Center.

**Continued** the new hire pre-employment examination at the Wellness Center. Cost savings to the city.

**Continued** the Workers Compensation injury treatments at the Wellness Center. Cost savings to the city.

**Continued** the post-accident drug screening at the Wellness Center. Cost savings to the city.

**Continued** high utilization at the Wellness Center.

**Calculated** and issued co-payment reimbursement checks to eligible health insurance members.

**Decreased** incurred workers compensation claims costs.

**Recovered** \$420,861 to date since January 2014 from others due to their damage to city property and vehicles.

**Saved** a projected \$300,000 in Fiscal Year 2018 Excess Health Insurance premium by changing Excess Health Insurance carriers from Symetra to SunLife.

**Celebrated** the Twelfth Annual Safety Incentive Program.

**Conducted** or coordinated multiple Safety and Risk Management meetings and training sessions.

**Renewed** the Florida League of Insurance property and casualty insurance for Fiscal Year 2019.

**Instrumental** in the repair or replacement of multiple items of exercise and wellness equipment in the City Hall Wellness Room.

**Preparation** of four budgets for Fiscal Year 2019 with a total of a \$10.1M budget maintained by four staff members including: Operations, Health and Wellness Center, Property and Liability Insurance, and Health Insurance.

# Parks & Recreation Department



## Parks & Recreation Department

Mike Kirby, Parks & Recreation Director

*Our Mission is to provide the citizens of Sanford with an enhancement of the quality of life through the design, development and the efficient operation of parks, recreation and city facilities, while preserving the historical integrity of our community. We strive to offer a variety of quality, affordable leisure activities to meet the physical, mental, cultural and social needs of our residents and visitors.*

### RECREATION DIVISION

- Generated \$15 million in Economic Impact through Sanford programs, facility rentals and events.
- Coordinated City sponsored special events to include Easter, Memorial Day, Star Spangled Sanford, Halloween, Veterans Day, Christmas in the Square, and the area's largest Christmas Parade.

### SOAP BOX DERBY

- Hosted 22 Soap Box Derby rallies bringing the total rallies held to 380 (leading the nation).
- Held the 6th Annual Super Kids Race with our winner traveling to Akron Ohio for the National race.
- 3 Local champions and 10 Rally champions from Sanford's Derby Park qualified to represent our city for the 2018 World Championships, held in Akron, Ohio.
- Sanford Soap Box Derby hosted their 20th annual Toys for Tots Rally.

### LARRY A. DALE AQUATIC CENTER

- Staff conducted swim lessons at the Larry A. Dale Aquatic Center for over 500 children ages 12 and under.
- The Aquatic Center also hosted 4 USA Sanctioned Swim meets with over 1000 swimmers participating.
- Hosted the 2017 Seminole Athletic Conference Swimming and Diving Championships.
- Hosted the 2017 FHSAA District Water Polo.
- Hosted the first annual "Swim for St. Jude Children's Hospital" Fundraiser.

### HISTORIC SANFORD MEMORIAL STADIUM

- Historic Sanford Memorial Stadium hosted 324 games despite no fall season due to Hurricane Irma.
- Recovered from severe Hurricane Irma damage to have a successful spring and summer schedule.
- Historic Sanford Memorial Stadium hosted two Florida Collegiate Summer League teams during the summer.
- Proud to become the home field of the Crooms Baseball team.

### WESTSIDE COMMUNITY CENTER

- Westside Community Center's Mentoring program continues to expand and this year included college tours of Seminole State, FAMU, Rollins, Aviation Institute of

Maintenance (Casselberry), Bethune-Cookman College, University of South Florida (Tampa), University of North Florida, and Edward Waters College (Jacksonville) providing young citizens hope, opportunity, and a positive environment.

- Provided a 10 week basketball program to young men in the community as a crime prevention outlet at the Westside Community Center "Open Gym" Program.
- Westside Community Free Fitness Program has raised awareness about health through adults and senior citizens in the community.
- Westside Senior Program arts and craft and sewing and knitting group made and donated over 250 blankets, quilts, hats and lap rolls for Winnie/Arnold Palmer Children Hospital in Orlando, local nursing homes, and community residents in 2018. Over 2,000 quilts, blankets, hats and lap roll have been hand made in the past 8 years.

### SPECIAL EVENTS

- Processed 161 special event applications through our Special Events Division during Fiscal Year 2018.
- Hurricane Irma caused a number of events to be canceled due to flooding and damaged caused to Ft. Mellon Park and Riverwalk areas.

### CIVIC CENTER/SENIOR CENTER

- Civic Center/Senior Center shuffleboard courts were renovated and now hosts the Sanford Shuffle.
- Staff oversaw the conversion of tennis courts to create six Pickleball courts at Groveview Park.
- Over 600 Seniors received AARP Tax help free of charge.

### PARKS & GROUNDS DIVISION

- Adopt-A-Park program continues to grow.
- Completed Centennial Park gazebo and rehabilitation of landscape.
- Installed a new Playground in George Starke Park.
- Completed new bridge design and bidding process for Starke Park rehabilitation.
- Replaced 30 benches on Riverwalk Phase I with the remainder in the next Fiscal Year.
- Installed a new playground at Bay Avenue Park.
- Installed a 3 tiered colored light water feature in Lake Carola.
- Responsible for landscape maintenance operations of 268.01 Acres.



# Planning & Development Services

## Planning & Development Services

**Russell Gibson**, *Planning & Development Services Director*

*Planning and Development is responsible for administering the City's Comprehensive Plan, Land Development Regulations and related ordinances. Planning staff assist customers in complying with City codes and ensure that adequate infrastructure and basic services are available to support new development and redevelopment. Additionally, Planning and Development provides technical data, support and recommendations to the City Commission, Historic Preservation Board, Planning and Zoning Commission and Public Art Commission.*

**Facilitated** 11 public meetings and hearings for the Planning and Zoning Commission.

**Facilitated** 45 public meetings and hearings for the Development Review Team.

**Facilitated** 10 public meetings and hearings for the Historic Preservation Board.

**Facilitated** 12 public meetings for the Public Art Commission.

**Provided** several lectures and training sessions for staff, board members and the public.

**Processed** 1,866 development applications including:

- 27 annexations
- 82 arbor permits
- 333 Certificates of Appropriateness
- 20 Conditional Use permits
- 50 driveway and other engineering permits
- 15 rezoning requests including Planned Developments
- 46 variances

**Reviewed** over 20 demolition permits.

**Executed** approximately 100 Development Orders.

**Reviewed** 1,000 Building Permits for zoning compliance.

**Reviewed** several hundred Business Tax Receipts with zoning compliance.

**Collected** \$336,725 in Development Review and Permit fees.

**Prepared and/or reviewed** ordinances for:

- Pet Friendly Restaurants
- Medical Marijuana Dispensaries
- Architectural Design Standards
- Lake Access
- Wireless Communications
- Historic Tax Exemption
- Donation Boxes
- Reviewed Cottage Home Designs



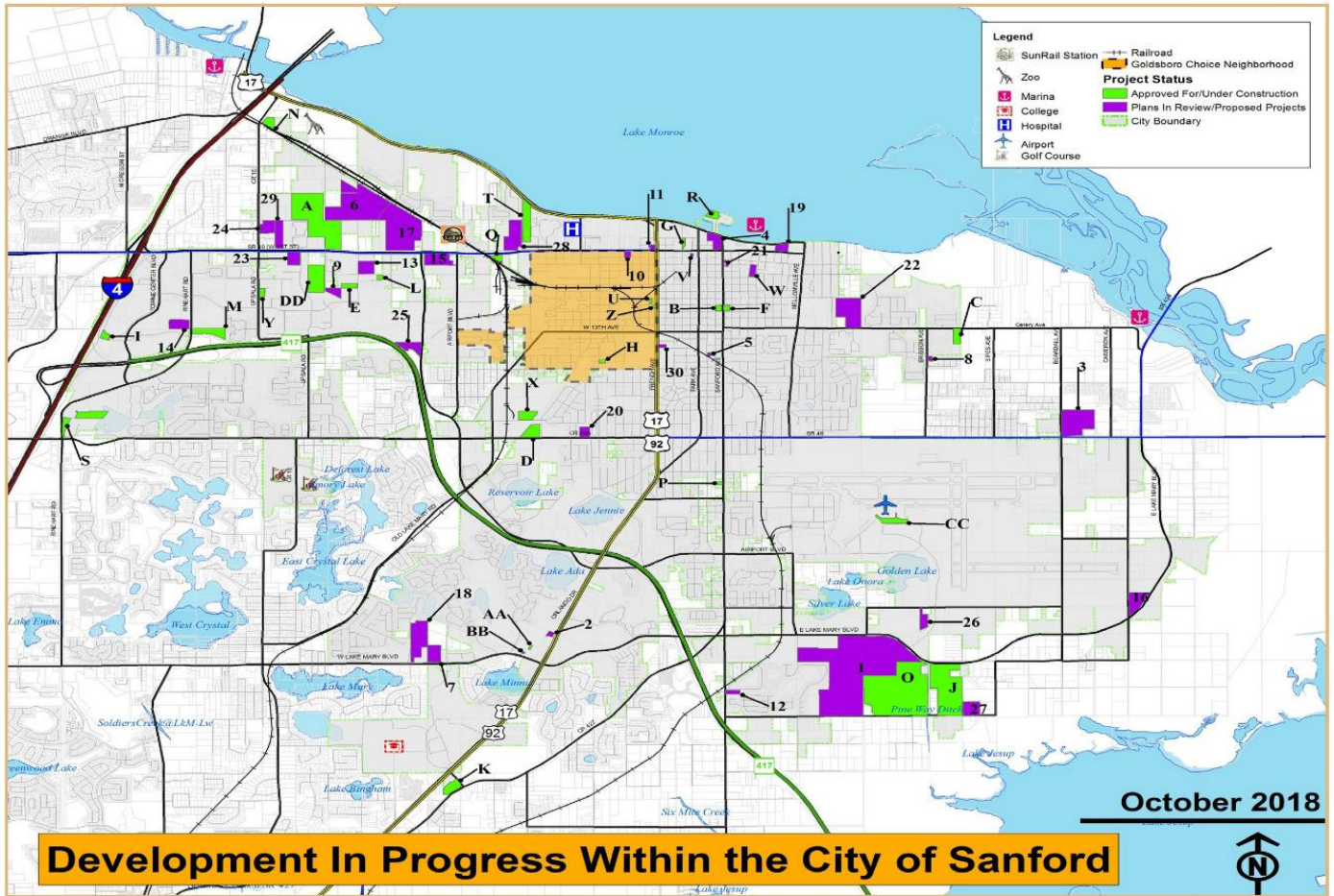
*Heritage Park, Historic Downtown Sanford.*

**Transmitted** Evaluation and Appraisal Report (EAR) based amendment for Sanford Comprehensive Plan update.

**Scheduled** adoption hearing for November 2018.

Planning staff **attended and represented** the City of Sanford at the following regular meetings:

- Citizens Advisory Group for Seminole County Public Schools
- Community Redevelopment Agency
- Development Review Committee - Sanford Airport
- East Central Florida Regional Planning Council
- Goldsboro Choice Neighborhood Working Group Meetings
- LYNX Regional Planning Group
- MetroPlan Technical Advisory Committee
- Metroplan Transportation Systems Management & Operations Advisory Committee
- Planning Technical Advisory Committee
- Public Art Commission
- River of Lakes Heritage Scenic Highway Committee
- Sanford Airport Noise Abatement Committee
- San Lanta Heritage Advisory Committee
- School Safety Advisory Committee
- Special Magistrate – Code Enforcement
- SunRail Technical Advisory Committee



## Development In Progress Within the City of Sanford

### APPROVED FOR/UNDER CONSTRUCTION

- A. Thornbrooke
- B. New Life Church
- C. Celery Cove
- D. Heavy Highway Infrastructure - Hardy Avenue
- E. Aero Lane Industrial
- F. St. Johns Missionary Baptist Church
- G. Henry's Depot
- H. Christian Fellowship Church
- I. Fields Chrysler Jeep
- J. Wyndham Preserve (Brisson East)
- K. Reagan Pointe
- L. Gordon Street Warehouse
- M. Rinehart Greenway Commons
- N. Lake Monroe Commerce Center
- O. Kensington Reserve (Brisson West)
- P. ETS Auto
- Q. Smokey Valley Stone Co.
- R. Marina Isle Assisted Living Facility
- S. Headquarter Hyundai Dealership
- T. Lake Monroe Apartments
- U. Maple Avenue Apartments
- V. Loggerhead Distillery
- W. Georgetown Square
- X. Father's Table Addition
- Y. Specialty Point Warehouse
- Z. Star Element 26
- AA. Fresh Produce and Fruits Store
- BB. Waffle House
- CC. Orlando-Sanford International Airport Terminal Expansion
- DD. Towns at White Cedar

### PLANS IN REVIEW/PROPOSED PROJECTS

- 1. Sylvestri Estates
- 2. Race Trac
- 3. Florida Extruders PD
- 4. Heritage Park (Downtown Catalyst Site)
- 5. Iglesia De Dios Pentecostal M.I.
- 6. NorthPort Industrial
- 7. The Preserve at Sanford
- 8. Brisson Avenue
- 9. CLX Engineering
- 10. Next Horizon
- 11. 7-Eleven Redevelopment
- 12. Rose Hill Phase 3 & 4
- 13. West Sanford Business Park
- 14. Southgate, Phase II
- 15. Transit Properties
- 16. Seminole County Sports Complex - Phase 2
- 17. All Souls Transit Village
- 18. Lake Mary Townhome
- 19. Mayfair Inn Hotel
- 20. Warley Park Apartments
- 21. 215 Sanford Avenue Development
- 22. Celery West
- 23. Sunbelt Rental
- 24. 225 Monroe Road (Industrial)
- 25. HGME Corporate Office
- 26. Marquette Mixed-Used Planned Development
- 27. Wyndham Preserve/Pine Way
- 28. 2300 W. 1st Street - Townhomes
- 29. Seminole Business Center II
- 30. Seminole Pool Supply



# Police Department



## Police Department

Cecil Smith, *Police Chief*

*It is the mission of the Sanford Police Department to enhance the quality of life in our city by working in partnership with the community, within the framework of the constitution, to enforce the laws, preserve the peace, reduce fear, and provide a safe environment.*

**Estimated** total calls for service were 150,225, which resulted in a 10.14% increase from Fiscal Year 2016/2017 (136,395).

**Estimated** total Part I Crimes were 2,832 which resulted in a 05.60% decrease from Fiscal Year 2016/2017 (3,000).

**Hired and trained** 15 new officers and one civilian in Fiscal Year 2017-2018. The Sanford Police Department Training/ Recruiting Unit facilitated two separate hiring processes in Fiscal Year 2017-2018. Hiring was done in the months of October, June, and March.

**Investigated** 1,687 cases.

**Cleared** 43% (on average) of the 312 cases assigned to the Major Crimes Unit.

**Investigated** 119 City of Sanford Auto Theft Cases by investigator assigned to City County Auto Theft Unit.

Investigators **arrested** six suspects on homicide related charges, and nine suspects on robbery charges.

**Conducted** regular Walk and Talks and implemented Seminole Action Coalition, Kate's Hope, and Cops Closet serving our needy through community outreach.

**Registered** 47 new golf carts and conducted numerous golf cart inspections.

**Utilized** data analysis to issue weekly strategic priorities designed to address Part I crimes, and traffic crash mitigation.

**Hosted and participated** in over 203 functions across the city for family events, fundraisers, safety demonstrations,

educational and instructional courses, school events and meetings through the Community Relations Unit.

**Arrested** 121 suspects through the use of K-9 Deployment.

**Seized** a total of 22 firearms through the Neighborhood Response Unit.

**Processed** a total of 129 crime scenes by our Crime Scene Technicians.

**Received and logged** 6,571 evidence items (including safekeeping and found property).

**Arrested** 56 subjects with active warrants through the Neighborhood Response Unit.

**Utilized** traffic crash analytics to conduct traffic enforcement as a crash mitigation tool.

**Deployed** the Community Activities Trailer a total of 28 times.

**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 by over 10% across all platforms.

**Received** 174 tips through Crimeline. (The significant increase is due to increased use of social media in attempts to identify suspects).

**Held** two Citizen's Police Academies.

Volunteers **supported and participated** in numerous community events throughout the city, totaling 3,209.5 hours.

**Preparing** to host a very successful National Night Out.





# Public Works & Utilities Department

## Public Works & Utilities Department

Bilal Iftikhar, *Public Works & Utilities Director*

*The goal of the Public Works Department is to build and maintain a community of the highest quality for our citizens by keeping our lakes clean, drainage ways open, maintaining/improving the condition of our streets, maintaining/operating all city controlled traffic signs, making sure pavement markings are safe and effective, and by providing a safe and reliable public water and sewer system. We provide our residents with the best quality, responsive, and dependable service on a daily basis.*

### RIDGEWOOD AVENUE FROM SR 46 TO SEMINOLE HIGH SCHOOL HAS BEEN RESURFACED ALONG WITH TERRACE DRIVE FROM GEORGIA AVENUE TO RIDGEWOOD AVENUE.

The entire Academy Manor subdivision was resurfaced. 10th and 11th Street from Mellonville Avenue to Sanford Avenue was resurfaced. All of the above projects received a 1.5" mill and overlay.

### STORMWATER LOCATES AND DRIVEWAY INSPECTIONS – CITY WIDE

116 locates and 8 driveway inspections with 20 CO's were performed in the month of June. The inspector must meet with the excavator many times to ensure our storm water infrastructure is not damaged. Damage to our storm system could create a potential flooding risk if compromised. Inspectors must also meet homeowners to inspect driveways and sidewalks being constructed on city maintained right of ways to insure our infrastructure is not compromised or affects neighboring property owners.

### RIVERWALK PHASE III SEAWALL PROJECT

This is the seawall installation phase of the extension of the Riverwalk from Mangoustine Avenue to the Central Florida Zoo. The 12,000 feet of new seawall will raise the elevation of the northern right of way along Seminole Boulevard to allow construction of the final phase of the Riverwalk. Riverwalk Phase III trail construction will begin sometime next year and will include an extension of the trail, new lights, roadway improvements, landscaping, hardscaping and an educational element.

### 17-92 BEAUTIFICATION PROJECT

Project will consist of new lighting, hardscape and sidewalk improvements. Seminole County Commission approved Inter-local Agreement at a reduced amount of \$1,960,000. Project has been rebid and opened January 18th 2018. Gomez Construction awarded contract of \$3,100,000. Notice to Proceed May 7th. Conduit being directional drilled for fiber and new roadway lighting.



**OAK AVENUE STREETScape**

This is a CRA funded project which will add continuity to the other phases of downtown streetscape projects. Oak Avenue demolished between 1st and 2nd. All pavers have been palletized.

**ST JOHNS PKWY INTERSECTION IMPROVEMENTS**  
CPH, Inc. has designed an improvement to the intersection of St. Johns Parkway and Upsala Road.

**TERWILLEGER TRAIL**

The GAI Consultants designed trail will connect Seminole Boulevard to State Road 46. Condor Construction awarded bid. Clearing and grubbing has begun.

**CLOUD BRANCH DRAINAGE PHASE III**

Installed pipe under the rail road tracks using jack and bore on Elm Avenue.

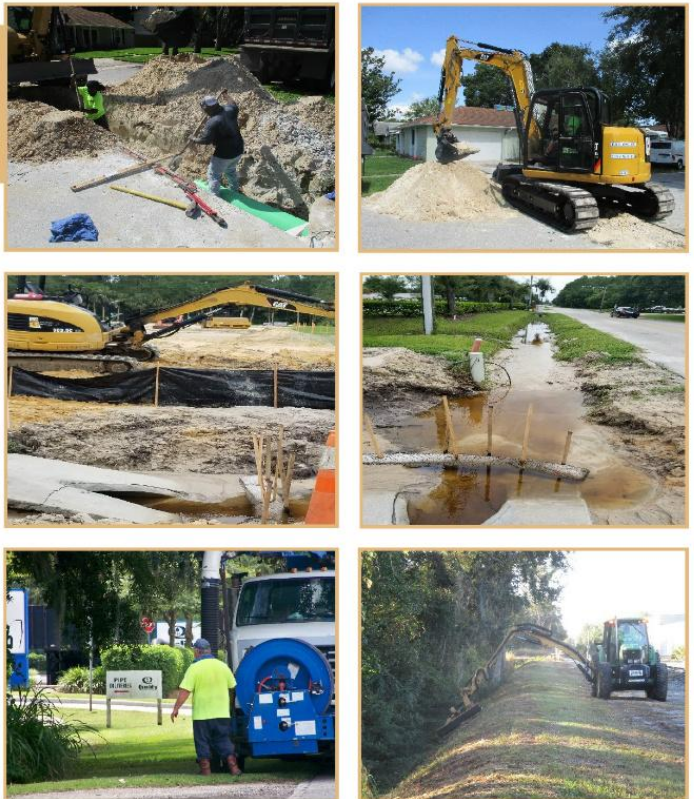


**STORMWATER DIVISION**

Crew doing a pipe crossing in hazel glean to alieve standing water on a driveway that was gone in a few days. Crew digging out the ditch along Aero Lane we had to dig this out due to lack of best management practices by the contractor. Crew mowing ditches and pipe cleaning areas that are holding water.

**HIDDEN LAKE DRIVE AND LIVE OAK BOULEVARD SIDEWALK PROJECT**

Neel-Schaffer has designed a continuous sidewalk in the Hidden Lake subdivision in Fiscal Year 2017 over 10 lane miles of roadway were resurfaced city-wide. Agendas were approved by the City Commission for road and concrete services totaling over \$1.5 Million in the 2018 budget year.



**STREET DIVISION**

Fallen tree blocking the road, tree removed and road reopened.



Broken curb along Riverwalk, streets crew made the repair and it is as good as new.



Sign Shop installing a new project sign.





# Public Works & Utilities Department

Continued

## Capital Projects

- Palmetto Avenue Parking - \$80,000
- Georgetown 10th and 11th Street Resurfacing - \$100,000
- Ridgewood Avenue Resurfacing - \$120,000
- Hidden Lakes Phase II Double-micro Resurfacing - \$180,000
- Academy Manor Resurfacing - \$200,000
- City-wide Sidewalk Repair - \$200,000
- Country Club Full Depth Reclamation Phase 1 - \$350,000
- Terwilliger Trail Project - \$600,000
- Oak Avenue Streetscape - \$750,000
- Hidden Lakes Sidewalk Design and Construction - \$1,000,000
- 17-92 Beautification Project - \$3,100,000
- Cloud Branch Phase 3 in construction - \$5,600,000
- Riverwalk Phase 3 Seawall \$14,000,000
- St. Johns Parkway/Upsala Road Intersection Improvement - In Design

## Facilities Division Activities

- |  |                           |
|--|---------------------------|
| Carpentry New Construction                                     | Miscellaneous Maintenance |
| Carpentry Repair   | Plumbing Repair           |
| Carpentry Miscellaneous  | Sign Install              |
| Furniture Move   | Special Event Support     |
| Electric Repair  | Street Light Damages      |
| Heating, Ventilation and Air Conditioning Maintenance & Repair | Street Light Repair       |
|  | Utility Locates           |

## Fleet Division Expenses

Parts	\$ 11,053.81
To Be Announced	\$ 7,000.87
Sublet	\$ 23,788.67
Subtotal	\$ 41,843.35
Labor	\$ 4,160.45
Overhead	\$ 4,160.45
<b>Total</b>	<b>\$ 50,164.25</b>

**Completed** 62 preventive maintenance services.

**Completed** 54 Lube/Oil/Filter services.

Our Service trucks were **called out 5 times** for various road services.

Fuel System:

- 1,854 Transactions
- 21,359.1 Gallons Unleaded
- 4,452.9 Gallons Diesel

## Streets Division Activities

- Alley Grading
- Alley Maintenance
- Alley Rehab
- Asphalt Remove
- Asphalt Repair
- Brick Repair/Replace
- Chemical/Weed Control
- Cold Patch
- Concrete Miscellaneous
- Curb Construction & Repair
- Debris Removal
- Edge Clean Blow
- Grading
- Grind Sidewalk
- Inlet/Marina Harbor Clean
- Install/Replace Delineator
- Janitorial Duties
- Litter Removal
- Maintenance/Cleaning
- Paint/Repair Control Devices
- Pothole Repair
- Sidewalk Repair
- Sign Fabricate
- Sign Install
- Sign Relocation
- Sign Removal
- Sign Repair/Replace
- Sod Grass/Seed
- Special Event Support
- Striping
- Stump Grinding
- Tractor Machine Mow
- Tractor Machine Mow Lots & Right of Ways
- Traffic Control
- Tree Removal
- Tree Trimming



# SANFORD RIVERWALK SEAWALL PROJECT

**MAYOR**  
Jeff Triplett

**PROJECT COST - \$13,734,631.01**  
*'Your Tax Dollars at Work'*

**DESIGN ENGINEERS**



**CITY COMMISSION**

- District 1 - Art Woodruff
- District 2 - Velma Williams
- District 3 - Patrick Austin
- District 4 - Patty Mahany



**GENERAL CONTRACTOR**



**CITY MANAGER**  
Norton N. Bonaparte, Jr.

**PUBLIC WORKS DEPARTMENT**

Director - Bilal Iftikhar  
Project Manager - Jeff Davis

Design Project Manager  
Owen Christopher

FUNDING MADE POSSIBLE THROUGH THE SEMINOLE COUNTY THIRD GENERATION ONE CENT SALES TAX  
IN COOPERATION WITH SEMINOLE COUNTY,  
THE FLORIDA DEPARTMENT OF TRANSPORTATION AND  
METROPLAN ORLANDO



**Wharton-Smith, Inc.**  
CONSTRUCTION GROUP

*Please call the City of Sanford Public Works Department with any questions or concerns at 407-688-5080*





# Public Works & Utilities Department

Continued

## Administration

### Management

**Managed** Financial Forecast Project.

**Secured** a Florida Department of Environmental Protection grant of \$500,000 for Nutrient Reduction Sewer Work.

**Participated** in City school mentoring program.

**Mentor** at Sanford Middle School.

**Granted** Good Neighbor Utility Fund Assistance. Department was Safety Incentive Eligible.

**Presented** at Annual Safety and Appreciation Luncheons, and Citizens Academy.

**Staffed** Customer Service Supervisor and South Water Resource Center Alternative Water Source Plant Expansion Property procurement.

### Aquafer Storage & Recovery

**Began** Aquafer Storage & Recovery Cycle Test VI.

#### Reclaimed Water

Public-Private for East Lake Mary Boulevard Reclaimed Water line extension Phase II 70% completed.

#### Water Conservation

Spring Water Wise Event at Lowes Toilet Rebate Program

#### Goals

**Focus** on Customer Service Improvements including training.

**Secure** additional Aquafer Storage & Recovery related grants and cost shares.

**Begin** Reclaimed Water Service to Volusia County Management System.

**Implement** Utility Billing and Customer Service Coordinator job.

**Complete** a city work order expansion.



### Old Police Station Water Main Relocation

815 French Avenue, Sanford.

Design by: The City of Sanford Utility Engineer.

Job Bid and Managed by: City of Sanford Utility Engineer and Utility Inspectors.

The project consisted of relocating a 10-inch water from the old police department property and re-routing it around the property without interrupting services.

This 10-inch water main is one of the main source of water to the downtown area. The completion time given for this project was 120 days. The actual time including final walk-through was 84 days. Completed the project on August 7, 2018.

The project came in under the proposed budget.

The estimated total cost was \$125,000 to \$150,000 and the bid came in at \$99,965. There was only one change order do to a meter relocation which was approximately \$1500.

#### Cost savings

Because this project was designed and executed in house it is estimated the city saved \$40,000 to \$60,000 in design costs and \$10,000 to \$12,000 in management and inspection cost fees.



### Inspections

#### Reclaimed Water

New Accounts - 276

Annual Accounts - 313

Initial Accounts - 9

#### New Construction

Certificate of Occupancy - 337

Reoccurring Active Daily Inspections - 22

Backflow Inspections - 2,022

Capital Improvement Inspections - 10



### Active Capital Improvement Projects

State Road 46	100% Utilities Complete
County Road 46	100% Complete
17-92	80% Utilities Complete
Lake Mary Boulevard Reclaimed	
Water Main extension Phase II	70% Complete
Cloudbranch Utilities Only	100% Complete
Midway Utilities Phase II	100% Complete
815 French Avenue (Old Police Station)	95% Complete
Oak Avenue Utilities Only	50% Complete
17-92 Beautification Utilities Only	50% Complete
Terwilliger Trail Utilities Only	50% Complete



#### Cameron Heights

Pictured above, the contractor is preparing to bore under State Road 415 to connect the approximate 160 homes to one of three main water connections to the subdivision at Cameron Heights. This Subdivision is located on Cameron Avenue between Celery Avenue and State Road 46.

#### Kensington Reserve

*(Brisson East)*

250 new homes going up in Kensington Reserve. This project started late 2016.

#### Wyndham Preserve

*(Brisson West)*

The west side of Brisson, better known as Wyndham Preserve, is on Phase 3 of development. It was designed for approximately 300 households.





# Public Works & Utilities Department

*Continued*

## **CR 46 Water Main Relocation Project Completed.**

**US 17-92 Relocation Project** continues on into 2018-2019. Pictured above the contractor has installed a Piling Wall near Lake Minnie. This construction will create an impervious wall between the road, storm ditch and storm piping that will feed into the lake. These pilings are forty feet in length.

## **SR 46 Utility Relocation Project** (Melonville to SR 415)

The last connection was made near State Road 415 on State Road 46 in front of the RaceTrac in May of 2018. This relocation project removed over 2 miles of old Asbestos Cement pipe, updated our reclaim main line, re-routed our force main line and updated our connection with the Midway Community among other improvements. Department of Transportation continues the road project.

## **East Lake Mary reclaim Main Extension Phase II**

2800 feet of 12" reclaim main is being pulled through the ground on East Lake Mary near Red Cleveland Boulevard. This will extend the reclaim line from South Brisson Avenue to Ohio Avenue.

## **Training**

- Inspector Brandon Ellenburg received his State of Florida Water Distribution III License and his Waste Water Collection C License.
- Inspector Brandon Arrington received his State of Florida Water Distribution II License and his Waste Water Collection C License.
- All inspectors renewed their Back Flow inspection testing licenses.
- Brandon Ellenburg and Scott Richardson graduated from the Effective Supervisory Practices training course.
- Scott Richardson received his Advanced Maintenance of Traffic Certification.
- Cross Connection Program
- Inspectors team and the Geographic Information System team have been working hard together to integrate the Cross Connection Control program into the Geographic Information System database. This will streamline the information gathering and bring the Cross Connection Control program up to date logistically with Florida Department of Environmental Protection requirements.

## **Water and Sewer**

**Repaired** 68 sewer lines.

**Responded** to over 11,500 locate tickets.

**Cleaned** 3,000 linear feet of force mains.

**Changed** out 3,000 Automated Meter Reading Registers.

**Cleaned** 515,000 linear feet of sewer lines.

**Completed** 32 sewer and water disconnects for demolition.

**Rebuilt** 105 vacuum pits and 8 buffer tanks.

**Rebuilt** 175 vacuum controllers.

**Replaced** 6 fire hydrants.

**Installed** 4 new water system valves.

**Repaired** 250 service line leak or leaks at the meter.

**Repaired** 6 main line breaks.

**Replaced** 10 commercial meter 3" or greater.



### Water and Wastewater Plants

- North Water Reclamation Facility Biological Nutrient Reduction Improvement Project 95% complete.
- North Water Reclamation Facility Biosolids and Solar Dryer Project 20% complete.
- Rebuilt 2nd Oxidation Ditch rotor, gearbox, and motor at the South Water Resource Center.
- Upgraded all Submersible Lift Stations that do not have onsite generators to new style plugs.
- Overhauled one vacuum pump at the Vacuum Lift Station.
- Replaced Golf Course #4 well pump, motor and piping.
- Replaced Sodium Hypochlorite Bulk Storage Chemical Tank at the North Water Reclamation Facility (Fig. A).
- Replaced Water Treatment Plant #2 High Service Pump Rotating Assembly.
- Installed network firewalls for North Water Reclamation Facility and South Water Resource Center Supervisory Control and Data Acquisition Systems.
- Replaced both AC units in the Electrical Control Room at the South Water Resource Center (Fig. B).
- Replaced Vacuum Lift Station Emergency Backup Generator Diesel Fuel Day Tank.
- Remodeled front entrance and replaced electrical front gate at the South Water Resource Center to provide easier access for deliveries (Fig. C).
- Repaired Oregon Wellfield Pump #1.
- New biosolids screw press installation (Fig. D).
- New biosolids Thermaer reactor under construction (Fig. E).
- New biosolids solar dryer greenhouse under construction (Fig. F).
- New biosolids load-out building under construction (Fig. G).



Fig. A



Fig. B



Fig. C



Fig. D



Fig. E



Fig. F



Fig. G





## 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.

## Mission

The City of Sanford is dedicated to the delivery of a high standard of services that cultivates a vibrant business and citizen partnership and fosters a well-connected, economically thriving community that celebrates its distinctive historical, natural, social, and cultural character.



[www.sanfordfl.gov](http://www.sanfordfl.gov)

Layout Design and Printed by:



407-322-0449

[facebook.com/pmgforyou](https://facebook.com/pmgforyou)