



# City Manager's Annual Report

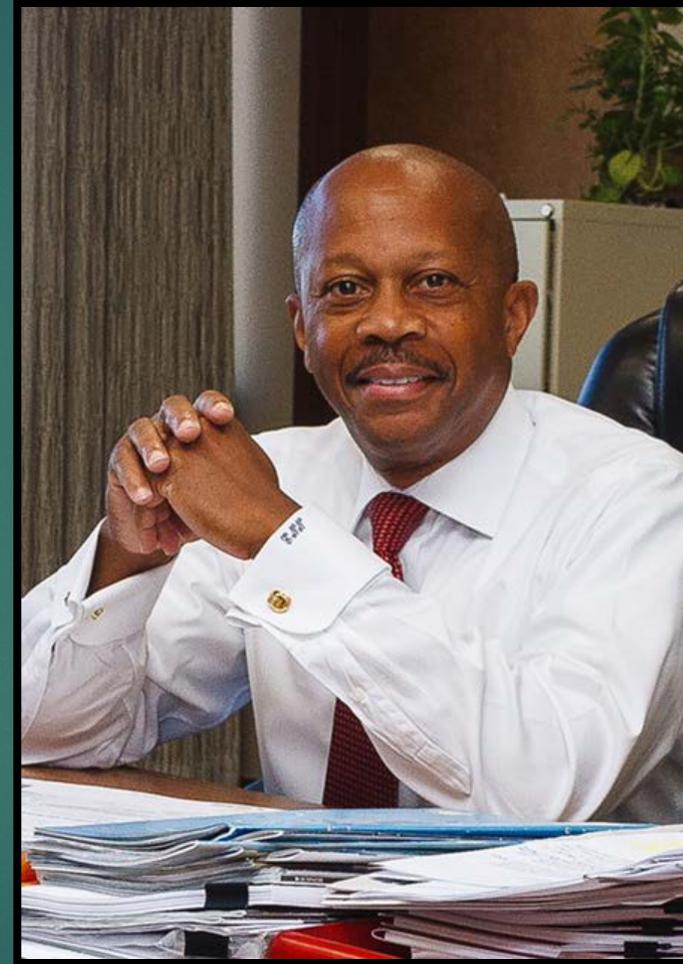
NORTON N. BONAPARTE, JR., ICMA-CM

FISCAL YEAR (FY) 2015



## Greetings from the City Manager

FY 2015 has been a challenging year. Collectively the City has grown with increased development and residents while dedicated, professional City staff have maintained all City services and programs and have produced many significant accomplishments.



Norton N. Bonaparte, Jr., ICMA-CM



## **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.

## **OUR MISSION**

The City of Sanford is dedicated to the delivery of a high standard of service 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.



## Core Values

### CHARACTER

We value Sanford's authenticity as a resilient, hard-working community that preserves its history.

### CULTURE

We enjoy a distinctive identity that reflects our diversity, friendliness and faith, each enriching our culture and history.

### CONNECTIONS

Sanford is a well connected regional hub that offers opportunity through accessibility and a collaborative spirit of problem solving.

### COMMERCE

Our growth depends on regional access, a thriving downtown, opportunities for personal growth and promotion of our cultural and economic assets.



The City of  
Sanford  
is at your  
service.



Because City government is the government closest to the people and the one with the most direct daily impact upon the entire community, we have a special opportunity to engage with our citizens and raise awareness about the services and functions provided to them as citizens of the City of Sanford.

# City Clerk's Office

**Processed** 119 Public Records Requests.

**Destroyed** (shredded) 727 cubic feet of records that met their retention period.

**Scanned** 33,337 new documents and 3,304 old (archival) documents into Laserfiche.

**Prepared** 56 Agendas and attended 56 official meetings.

**Recorded, Transcribed and Archived** 47 City Commission minutes.

**Prepared** and published notices for 46 additional meetings other than Commission meetings.

**Advertised** 4 Annexations; 6 Rezones; 3 Vacates; 4 Comprehensive Plan Amendments; 13 ordinances pertaining to City Code, 54 Resolutions, and 1 Budget.

**Placed** 34 legal advertisements in the Sanford Herald newspaper.



Cynthia Porter,  
City Clerk

# Community Development Block Grant & (CDBG) and Neighborhood Stabilization Program (NSP)

**Allocated** \$379,551 for the CDBG Program.

**Funded** 3 youth programs (Public Services): \$54,400.

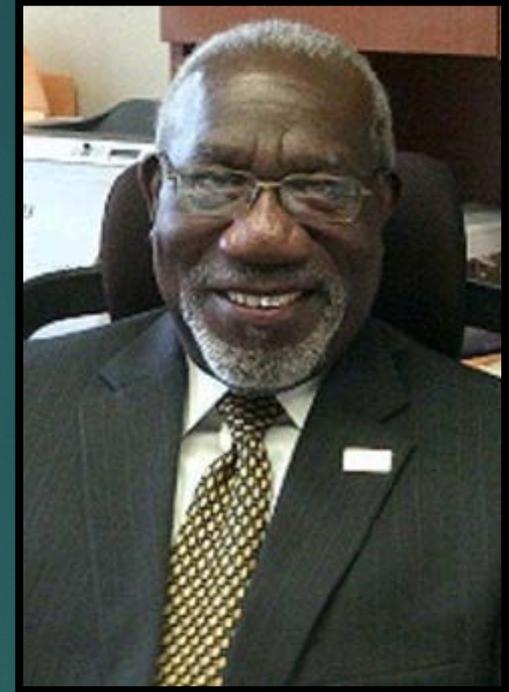
**Funded** Academy Manor Park Improvements (Public Facilities): \$35,000.

**Funded** Housing Rehabilitation to assist 18 low and moderate income homeowners with emergency repairs: \$213,900.

**Funded** 22 summer employment slots through the Youth Empowerment and Leadership Development Academy.

**Sold** two house in the NSP program to low income homeowners.

**Accepted** the challenge to become a My Brother's Keeper Community.



Andrew Thomas,  
Community Relations  
& Neighborhood  
Engagement Director

# Community Improvement

**Investigated** 1,856 code complaints which resulted in a total of 2,015 violations cited by code enforcement officers.

**Administered** \$682,325 in supplemental energy assistance to over 1,600 families in Seminole County through the Low Income Home Energy Assistance Program (LIHEAP).

**Collected** \$15,815 in outstanding code enforcement liens through the Lien Amnesty Program which allowed 12 properties to be brought into compliance.

**Completed** the condemnation and demolition of 3 dilapidated structures by leveraging CDBG funding with the Department's operating budget.



Darrel Presley,  
Community  
Improvement  
Director

# Economic Development

**Partnered with the Sanford Community Redevelopment Agency (CRA)** to request Seminole County extend the downtown CRA for another 10 years. A Comprehensive Plan was prepared to continue the development of the streets north of First Street to Seminole Boulevard; Myrtle Avenue & Oak Avenue South of Second Street; a new Civic Center; and the plans for the development of a major 6+ acre downtown site.

**Partnered** with Seminole County to incentivize the expansion of Aerosim Flight Academy at Orlando Sanford International Airport, creating an additional 50 jobs over the next 3 years with an average salary of \$38,000 and a capital investment of over \$1.1 million.

**Began** the work on six projects that could create over 1,500 new jobs over the next three years, with a capital investment of over \$32 million.

**Continued** working with three local companies that could create 75 new jobs with a capital investment of over \$12 million.



Bob Turk,  
Economic  
Development  
Director

# Finance

**Completed** the 2015 Budget process – a \$103 million budget.

**Completed** the 2014 Comprehensive Annual Financial Report (CAFR) and received an audit with no discrepancies.

**Saved** \$325,000 in taxes by purchasing material directly vs. the contractor purchasing it under their contract (called Owner Direct Purchases, ODP's).

**Started** the implementation of the online City credit card system which will assist in processing and providing more detailed information on credit card transactions that the departments can access and utilize in their budget planning.



Cindy Lindsay,  
Finance Director

# Finance/Information Technology (IT)

**Replaced** the Network Storage Units for the City's servers, increasing capacity and performance for all servers.

**Completed** the eWarrants project with the Police Department providing them access to electronically process warrants.

**Completed** a project with the Police Department to allow for citations written in the field to be uploaded into software called Café, reducing significant data entry time by the Records section.

**Completed** a two factor authentication project for better security for the Police Department, allowing them to remain Florida Department of Law Enforcement compliant and have access to Criminal Justice Information Systems information.

**Re-organized** the Department to create a more customer service oriented area of IT in order to promote efficient team work and a better customer service experience.

**Working** on a number of security products in place that will significantly increase security across all IT Systems.

**Replaced** the AS400 Server with a new IBM server significantly increasing storage space and performance for the Sungard applications (financial software).

**Handled** approximately 3,500 Helpdesk requests this year.



Cindy Lindsay,  
Finance Director

# Fire Department

**Conducted** a hurricane drill at the Emergency Operations Center with the City Emergency Management Team at the Public Safety Complex and started an after action item list to improve our emergency preparedness.

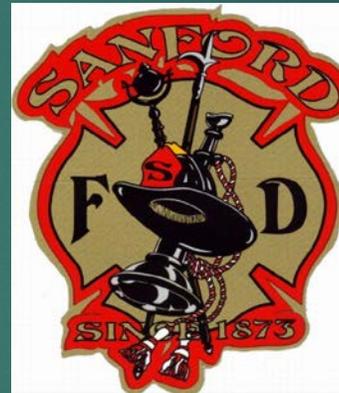
**Submitted** the Florida Emergency Management Agency (FEMA) Grant Program application for providing training for all firefighters. If approved, the grant will enable the Fire Department to provide approximately \$200,000 worth of training. Also, submitted a Safety and Fire Prevention grant for portable extinguisher training props to demonstrate the proper use of extinguishers to the public.

**Revised** the Building Code Ordinance to reflect changes in the 2014 edition of the Florida Building Code.

**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.

**Installed** power load stretchers in each front line rescue for lifting and lowering patients reducing/eliminating the chance of injury to both the crew members and patients.

**Upgraded** the front line stretchers to more safely handle obese patients.



Craig Radzak,  
Fire Chief

# Human Resources & Risk Management

**Posted** 87 Vacancy Announcements compared to 72 in FY14 and 70 in FY13.

**Received** 3,074 employment applications compared to 3,038 in FY14 and 2,854 in FY13.

**Processed** 65 Regular and Temporary New Hires compared to 54 in FY14 and 63 in FY 13.

**Processed** 33 promotions compared to 29 in FY14 and 30 in FY13.

**Met** with multiple departments to discuss/review personnel issues prior to taking further action.

**Maintained** low levels of Workers Compensation Claims projected to be at 28 in FY15 compared to 36 in FY14 and 26 in FY13.

**Celebrated** the Ninth Annual Safety Incentive Program recognizing the employee's commitment to safety accountability in FY14, FY13 and FY12.



Fred Fosson,  
Director Human  
Resources & Risk  
Management

# Planning & Development Services

**Executed** over 20 Development Orders, (a written agreement between the City and the applicant to specify standards and conditions granting development).

**Reviewed and inspected** 1,422 Building Permits for zoning compliance.

**Reviewed** 2,429 Business Tax Receipt applications for zoning compliance.

**Collected** \$212,783 in Development Review and Permit fees.

**Completed** the design and permitting for the construction of RiverWalk Phase III.

**Processed 1,172** development applications, a 35% increase for same period last year.



Russ Gibson,  
Director  
Planning &  
Development  
Services

# Police Department

**Hired and trained** 18 new sworn officers.

**Conducted** over 1,668 community outreach activities.

**Handled** 1,186 Investigative cases.

**Solved** two homicides and arrested those involved.

**Attended** numerous community meetings in regard to public safety, community redevelopment and engagement.

**Increased** social media presence with the utilization of Facebook, Twitter and YouTube.

**Increased** number of tips received through Crimeline; stronger relationship with Crimeline.

**Conducted** daily information Walk and Talks through the Patrol Division.

**Continued** to reduce crime in the City of Sanford.



Cecil Smith,  
Chief of Police

# Public Works

**Completed** Riverwalk Phase II – This project consisted of the continuation of the RiverWalk from French Avenue to Mangoustine Avenue.

**Began the Goldsboro Trailhead Project** at Coastline Park consisting of a new 10 ft. 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.

**Began the 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.

**Completed** approximately 17,100 ft. of rehabbing the alley ways.

**Re-graded** shallow ditches also known as “swales” along Myrtle Ave. to help alleviate localized flooding along Myrtle in front of apartments.



Bilal Iftikhar,  
Public Works Director

# Utility Department

**Completed** the Sanford Volusia County reclaimed water interconnect project at a cost of \$994,739.

**Completed** a Pipe Bursting project for water line rehabilitation (replacing old water lines with new water lines by the "Pipe Bursting Method").

**Completed** the expansion of the Sanford South Water Resource Center from 2 million gallons a day to 3 million gallons a day.

**Started** the \$12.1 million Biological Nutrient Reduction project at the Sanford North Water Reclamation Facility.

**Completed** the U.S. Highway 17-92 well field raw water line improvements.



Paul Moore,  
Director Utility  
Department

# Recreation Services

**Generated** over \$14,000,000 in Economic Impact in Sanford this past year through 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.

**Coordinated** a variety of special events for residents and visitors. Sanford served as host to over 200 events this year.

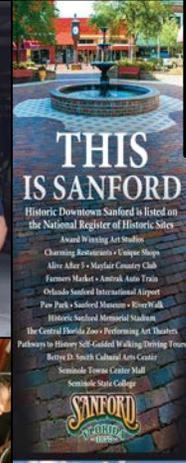
**Partnered** with the Dr. Martin Luther King, Jr. Advisory Committee and the Seminole County Area Veterans Advisory Committee to coordinate and promote Dr. Martin Luther King, Jr. Day, Veteran's Day and Memorial Day events.



Mike Kirby,  
Director Recreation  
Services Department

# SANFORD

FLORIDA  
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# Looking towards FY 2016

The future is bright for the City of Sanford. As the City continues to grow we recognize the role local government plays as a partner in the community and are ready to provide the access to much-needed services and programs to our residents, customers and guests, working hard to create a successful and balanced year.