



CITY MANAGER'S

2012 ANNUAL REPORT





A YEAR IN THE LIFE OF SANFORD FOCUS ON 2012

CREATING and BUILDING A BETTER SANFORD

We began FY 2012 with a bright outlook and vision. The year ended with many successful programs and projects completed, such as the launch of the new City Website.





CITY CLERK ACCOMPLISHMENTS

- **Public Records Requests processed**
94
Trayvon Martin: 334: Grand Total = 428
- **Records destroyed (cubic feet)**
639
- **Documents scanned into Laserfiche**
11,017
- **Meetings/Agendas**
50
- **Minutes produced**
50
- **Notices for meetings other than Commission Meetings**
55
Minutes produced – 13
- **Ordinances**
14
Annexation – 4; Rezones – 4; Small Scale Comprehensive Plan Amendment – 2; City Code - 4
- **Resolutions**
65
- **Legal Ads placed**
19





COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACCOMPLISHMENTS

- **Provided** \$30,000 CDBG grant funding for the Youth Empowerment and Leadership Development Academy program that provided summer employment for 30 youth
- **Received** a \$1,037,697 Neighborhood Stabilization Program grant to acquire, rehabilitate and resell 12 foreclosed properties and demolition of 10 vacant and blighted properties in designated neighborhoods.
- **Received** \$404,880 in CDBG entitlement funding to address housing rehabilitation, infrastructure improvements, public services, demolition and clearance of blighted, vacant properties and to address economic development needs in the Georgetown, Goldsboro neighborhoods in addition to low income residents in the City of Sanford.
- **Partnered** with Habitat for Humanity and Monsters in the Morning Real Radio 104.1 FM in the construction of the First Monster House in Sanford.
- **Established** the Homeless Task Force to assess the scope of the homelessness in the City of Sanford and identify services and service gaps.



ECONOMIC DEVELOPMENT ACCOMPLISHMENTS

- **Initiated** the permitting process analysis and improvements, a service to the development community that provides the ability to meet with Department representatives to discuss site specific development issues. Worked with Building Department to create a fax in and email sub-permit submittals with over the phone credit card payment options.
- **Incentivized the establishment** of the first full service restaurant on the RiverWalk- RiverWalk Pizzeria through the CRA Rehabilitation Loan Subsidy program.
- **Incentivized the revitalization** of 104 S. Park Avenue building. Creating new space for an existing Sanford business Insurance Risk Services and a new bakery and gourmet popcorn stores through the CRA Rehabilitation Loan Subsidy program.
- **Incentivized the expansion** of an existing Sanford business - Primal Innovations, LLC. - partnering with Seminole County and the State of Florida, creating 25 jobs at a salary 150% higher than County average wage and a capital investment of \$1.8M. The City of Sanford competed directly with locales in Colorado, Virginia and Maryland for this expansion.
- **Funded a Jobs Growth Incentive** (JGI) for the relocation of the corporate headquarters of JAMCO Industrial from Canada to Sanford. Creating 12 new jobs and a capital investment of \$1.4M in partnership with Seminole County.
- **Coordinated with local business** leaders to create positive marketing campaign -- "Friendly Sanford, A lot to Like" -- an ongoing marketing campaign.





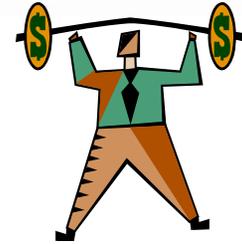
COMMUNITY IMPROVEMENT ACCOMPLISHMENTS



- **Implemented** the Lien Amnesty Program with 22 approved applicants for which \$46,362 in outstanding liens were collected.
- **Completed** entry of all foreclosed/vacant property registrations into Citizen Serve data base.
- **Compiled** a data base of outstanding code enforcement liens and sent notices to the property owners to notify them of the lien(s) on their property.
- **Developed and implemented** procedures to effectively manage the Special Magistrate hearing docket which included cases from the Fire Marshal's Office.
- **Implemented** the new Low Income Home Energy Assistance Program (LIHEAP) case management software which is compatible with the Florida Department of Economic Opportunity.



FINANCE DEPARTMENT ACCOMPLISHMENTS



- **Completed** the 2013 Budget process – an \$87 million budget.
- **Completed** the 2011 Comprehensive Annual Financial Report (CAFR) and received a clean audit opinion.
- **Organized** the File Storage Room and completed the Mass Document Destruction – resulting in no more offsite storage costs.





FINANCE DEPARTMENT ACCOMPLISHMENTS CONTINUED



IT Division

- **Refreshed** a large portion of the City's technology infrastructure to allow employees to work more efficiently and take advantage of modern advances in work processing, spreadsheets, email, along with the computer replacements through the Windows 7 and Office 2010 Migration.
- **Assisted** in the roll out of the new City Works project to better all aspects of the Utilities Department. The software will allow Utilities to more efficiently dispatch employees to water and sewer related problems, analyze data, determine trouble areas, and better manage the City's water services.
- **Moved** the City's cell phone network to Code Division Multiple Access (CDMA) technology allowing City employees to be better positioned to take advantage of modern functionality.
- **Implemented** infrastructure monitoring tools to alert staff of possible problems allowing staff to be proactive and become aware of outages as they occur.
- **Created** the IT Steering Committee – A technology committee comprised of representatives from each department to assist in determining the technological direction of the city.
- **Cleaned up** working area and revamped the IT training room.



FIRE DEPARTMENT ACCOMPLISHMENTS



- **Activated** the Emergency Operations Center (EOC) three times for the coordination of the Trayvon Martin events. The three events were respectively more than 10,000, 2,000 and 1,000 mass gatherings that occurred without incident.
 - **Coordinated** and developed contingency plans with city, state and federal agencies. Without our new facility, the coordination of operations would have been exponentially more difficult.
- **Improved Classification by ISO:** The City's fire protection services were evaluated by the Insurance Services Organization for property insurance rating purposes. As a result, the Fire Department's public protection classification was given an improved rating of class 3 from class 4. This improvement may have a positive effect on the commercial property owners' insurance rates depending on their insurance company.
- **Completed** the Traffic Pre-emption Program, all traffic signals in the greater Sanford area equipped or upgraded to allow for emergency response fire department vehicles to control intersections during emergency responses for safer and quicker response time. A continuing project over the years and the final phase of this was completed with federal grant funding that covered 80% of the \$101,163 project cost.
- **Received** Final Federal Grant Reimbursement for the Public Safety Complex. Last December the City received the final reimbursement of a wind retrofit grant under FEMA for the hardening of the Public Safety Complex bringing the total received for this project to \$1,001,305. A full \$300,000 above the original grant approval as a result of the perseverance of Nick Mcray, Senior Project Manager, who identified the actual hardening costs, updated the cost benefit analysis and pursued this request for over a year.
- **Federally Mandated Conversion of Radios to Digital** Mandated conversion of all public safety radio systems from analog to a digital platform is beginning. This national project is known as Project 25 (P25). The conversion cost to upgrade all of our remaining older radios was \$152,419. 80% of those costs were funded through a joint grant submitted by all municipal fire departments in Seminole County.

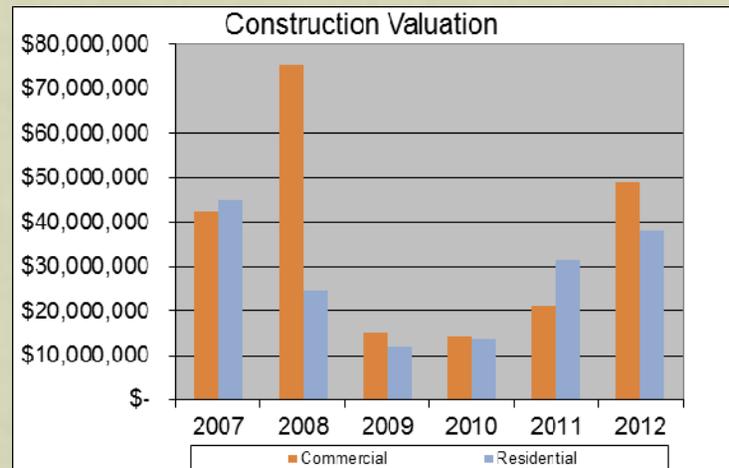


FIRE DEPARTMENT ACCOMPLISHMENTS CONTINUED



Building and Fire Prevention Division

- **Improved** the permit process: Allowing for faxing of building permits and business tax receipt submittals. Customers can make credit card payments by phone. Which has allowed staff to better facilitate businesses and improve efficiency to the development community.
- **Increased Activity:** Building permit activity for residential has returned to a more normal activity level over the last two years, with this past year, the best in five years at over \$38 million in residential permit valuation. Commercial permit valuation is even brighter with our second biggest permit valuation (\$49 million) in the last seven years (chart below).





HUMAN RESOURCES – RISK MANAGEMENT ACCOMPLISHMENTS

- **Posted** 46 Vacancy Announcements compared to 37 in FY11 and 44 in FY10.
- **Received** 3,008 employment applications in FY12 compared to 2,006 in FY11 and 828 in FY10.
- **Processed** 40 new hires.
- **Recorded** third lowest number of Workers Compensation claims in the last 15 years or more – (31 Claims).
- **Celebrated** the Sixth Annual Safety Incentive Program recognizing FY11, FY10 and FY09, especially the Record low Workers Compensation claims costs of FY11, only \$43,000.
- **Prevailed** in a legal matter at the appellate court level that will likely become Case Law.
- **Opened** a State-of-the-Art Health and Wellness Center, after four years of discussion, research and negotiation.
- **Maintained** contributions to the Employee Health Insurance at the same level for five years in a row.
- **Held** a successful Breast Cancer Awareness Week in October 2011.
- **Began** discussion, research and negotiation on electronic benefits enrollment with Benefitfocus; plan to implement in FY13.
- **Coordinated** the WorkForce Central Florida hiring event with City Staff; City selected several young people for the summer.





PUBLIC WORKS - SOLID WASTE DIVISION ACCOMPLISHMENTS

- **Painted or Replaced** 670 front load dumpsters.
- **Created** an "ADOPT-A-BLOCK PROGRAM" for residents who are interested in keeping their block and community litter free.
- **Created** the April & October Community Clean Up Program at no extra charge. A perfect opportunity for residents to clean out their closets, garages, and trim their trees with the added perk of placing the debris loose at their curbside or alley for removal.





PUBLIC WORKS- PARKS AND GROUNDS ACCOMPLISHMENTS

- **Submitted** an application for the \$500,000 Cultural Facilities grant for the Ft. Mellon Amphitheater project in June 2012.
- **Submitted** and was **Awarded** a \$200,000 Land & Water Conservation Fund (LWCF) grant for Coastline Park Trailhead project in August 2012.
- **Updated** various Parks signs.
- **Completed** the installation of the Dr. Velma Williams Resource Center signage in the new branding style.





PARKS AND GROUNDS ACCOMPLISHMENTS Ft. MELLON PARK



- **Built** a New Parks and Grounds Operations Facility in Ft. Mellon Park to house maintenance crews who maintain: Ft. Mellon Park, Sanford Riverwalk Phase I, Palmetto and Magnolia Streetscapes, City Hall, Marina North Shore and the downtown business district.
- **Installed** new 7.2 KW solar panel system (Ft. Mellon Maintenance Facility Solar Panels) through Grant Funding to offset power consumption for the new parks maintenance facility.
 - System collects energy from the sun through 29 micro-inverters and solar panels to provide power to the building. This system can be monitored daily through a web site to see power output and staff is notified monthly on the total amount of energy saved.



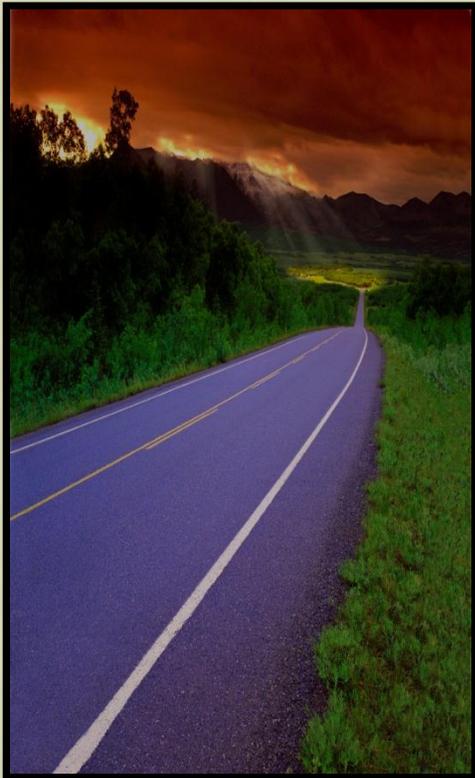
PUBLIC WORKS ACCOMPLISHMENTS CAPITAL IMPROVEMENT PROJECTS



- **Created** the Oak Avenue Retention Pond to reduce localized flooding for properties and roadways located near W. 24th Place and Oak Avenue. Purchased two repetitively flooded houses and demolished them to create a retention pond to alleviate flooding in this area.
 - **Raised** road elevation
 - **Built** new stormwater conveyance system
- **Created** the Oleander Avenue Road Extension to add a secondary means of ingress/egress for the west side Goldsboro District.
 - **Built** a new retention pond
 - **Built** a new road connection at Country Club Circle and Oleander Avenue
 - **Built** a new stormwater conveyance system
 - **Built** a new bike pedestrian path connecting Goldsboro and Country Club Subdivisions
 - **Built** a new roadway lighting
- **Built the Goldsboro Trail Phase II- Bike/Pedestrian Trail located in the Goldsboro District –**
 - A new bike/pedestrian trail with new lighting, new benches and trash receptacles, runs south to north from W. 18th Street to W. 11th Street.
 - **Providing** an exercise path for residents in the area, serves as a safe route to school's path (Goldsboro Elementary) and will connect to the future Goldsboro Trailhead at Coastline Park.



PUBLIC WORKS ROAD REJUVENATION PROJECTS



STREET	FROM	TO	LENGTH
HIAWATHA	17-92	27TH	560
FRENCH	17-92	27TH	958
PALMETTO	25TH	27TH	2920
MATTIE	SANFORD	GROVE	1140
WOODMERE	SANFORD	GROVE	1140
PALM PL	WOODMERE	GROVE	1075
GROVE DR	MATTIE	1125'	1125
GALE	GROVE	300'	300
CENTRAL	WOODMERE	225'	225
HARDY	25TH	COUNTRY CLUB	810
COUNTRY CLUB	HARDY	500'	500
FULTON	17-92	PARK	1600
ELM	1ST	FULTON	535
OLEANDER	16TH	18TH	650
LAKE	13TH	20TH	2200
16 TH	SOUTHWEST	LAKE	4000
17 TH	MULBERRY	END (G-TRAIL)	750
3 RD	17-92	OLEANDER	3200
SANFORD	12TH	6TH	1950
			Total Feet of Road Repair 25,638



PUBLIC WORKS STORMWATER PROJECTS



Upgraded the stormwater infrastructure at Locust Avenue & Plumosa Drive by adding inlets and increasing pipe size to help alleviate flooding in this area.

Re-grading swales of the Northstar Industrial Area - an on going project adding new drains and pipe. Dealing with drainage issues in this area is very difficult due to the high water table and topography.

Enclosed the open ditch on W. 14th Street & Southwest Road with new pipe and inlets from Southwest Road approximately 500 ft. east.





PLANNING & DEVELOPMENT ACCOMPLISHMENTS

- **Facilitated** 10 public meetings and hearings for the Historic Preservation Board
- **Facilitated** 16 public meetings and hearings for the Planning and Zoning Commission
- **Facilitated** 47 public meetings and hearings for the Development Review Team
- **Provided** several lectures and training sessions for staff, board members and the public
- **Processed 1,138 development applications including:**
 - 7 Annexations
 - 54 Arbor Permits
 - 83 Certificates of Appropriateness
 - 14 Conditional Use Permits
 - 25 Driveway Permits
 - 7 Rezoning including Planned Developments
 - 18 Variances
 - Executed 50 Development Orders
- **Reviewed and inspected** 1,221 Building Permits for zoning compliance
- **Reviewed** 706 Business Tax Receipt applications for zoning compliance
- **Collected** \$159,779 in Development Review and Permit fees
- **Completed** the River of Lakes Scenic Highway extension





PLANNING & DEVELOPMENT ACCOMPLISHMENTS CONTINUED

- **Completed** design and installation of the Wayfinding Sign Program
- **Facilitated** the renaming of W. 13th Street to Historic Goldsboro Boulevard
- **Obtained** substantial completion for the design and permitting of RiverWalk Phase II
- **Obtained** HUD grant to develop a TOD Master Plan for the Sanford SunRail station
- **Awarded** Department of State grant for Historic Preservation training seminar
- **Facilitated** University of Central Florida (UCF) opening the Public History Center at the Student Museum
- **Coordinated** the adoption of the new 17/92 CRA Redevelopment Master Plan
- **Participated** in the Community Visioning & Strategic Planning process
- **Revised and updated** the City's Land Development Regulations

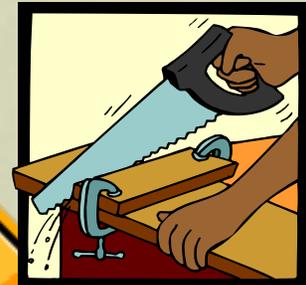


PLANNING & DEVELOPMENT CONTINUED

Redevelopment or Infill projects that have completed renovation, expansion or are currently under construction:

Bennett Auto Supply – 2306 French Avenue
Bub Warehouse addition* - 2325 W. Airport Boulevard
Burlington Coat Factory - 355 Towne Center Circle
Dick's Sporting Goods - 350 Towne Center Circle
Evolution Auto expansion* - 1300 Rinehart Road
Homes-N-Courts - 2564 Park Drive
IHOP restaurant - 111 S. Oregon Avenue
McDonalds – 112 S. French Avenue
McDonalds – 3785 Orlando Drive
Nash Building - 615 W. 25th Street
SunTrust Bank - 208 W. 1st Street
Taco Bell* - 2700 Orlando Drive
Tandon Retail* (former Heilig Myers) - 1100 French Avenue
Waste Pro* - 3705 St Johns Parkway
New Tribes Mission* - 78 Mission Boulevard
Patel-Bayard/French – 2535-2543 French Avenue
Pest Bear - 2920 Orlando Drive

Pet Rescue by Judy* - 401-409 Laurel Avenue
Reeltime Marketing* - 1043 Upsala Road
Seminole County Public Works - 112 E. Commercial St.
Shower Down of Blessings Church - 201 S. Elm Ave.



*Under construction



PLANNING & DEVELOPMENT CONTINUED

Noteworthy New Construction projects include:

- Army Reserve Training Center
- Brisson East and Brisson West
- Dollar General
- Fields Chrysler Dodge Jeep
- General Services Administration Hangar
- Infiniti Dealership
- Solara Apartments
- Southgate Planned Development





POLICE DEPARTMENT ACCOMPLISHMENTS

- **Received** reaccreditation by the Commission for Florida Law Enforcement
- **Implemented** the Community Awareness Team (CAT) with a focus on Historic Goldsboro and Downtown Historic District.
- **Initiated** the Police Car Replacement Program which will result in budget savings.
- **Established** new community service areas (CSAs). The alignment developed by CSA Committee will allow officers to be better acquainted with residents in their assigned CSA.





RECREATION ACCOMPLISHMENTS



- **Generated** \$15,208,761 in Economic Impact in Sanford this past year.
- **Utilized** 17,639 volunteer hours, or the equivalent of more than 8 full-time employees. Volunteers represent a savings of about \$155,000 to the City.
- **Coordinated** over 200 events at the Sanford Civic Center.
- **Hosted** a variety of special events for all ages including: Halloween's Spooky Hollow, Christmas in the Square, Christmas Illuminated Parade, Easter EGGstravaganza, Memorial Day Parade and Ceremony, and Star Spangled Sanford for Independence Day. Recreation also hosts special events for seniors in its community centers for events such as Christmas and Valentine's Day.
- **Partnered** with the Dr. Martin Luther King, Jr. Advisory Committee and the Seminole County Area Veterans Advisory Committee to promote certain holidays greatly respected in our community including Dr. Martin Luther King, Jr. Day and Veterans Day.
- **Hosted** the Annual Golden Age Games (for 38 years now) with events in Archery, Basketball Shooting, Golf, Tennis, Table Tennis, Track and Field, Swimming, Ballroom and Social Dancing and Horseshoes.
- **Received** the United States' "National Favorite Rally City" Award for the 25th Annual Derby Season.
- **Provided** swimming lessons to nearly 600 children under the age of 12 at the Larry A. Dale Aquatic Center -- with 150 children enrolled in the year-round USA swim team. A combined total of 2,500 youth and adults participating in city athletic programs and events.



UTILITY DEPARTMENT ACCOMPLISHMENTS



- **Completed** Utility relocation work on SR 415 and on SR 46 near the intersection of Mellonville Ave. This work was required by FDOT which plans to make improvements to these roads in the future. City utility lines conflicted with these planned improvements.
- **Improved** the transmission of work assignments by the use of technology through the City Works Pilot Program. The program transmits information to the laptops of field personnel to perform work orders. This speeds up the reporting process and improves accuracy.
- **Completed** the Utility Rate Study and outlined funding requirements needed to comply with State and Federal regulatory orders.



UTILITY DEPARTMENT ACCOMPLISHMENTS CONTINUED



Ongoing Projects

- **Relocating** utilities on Sanford Ave. from 6th Street to 11th Street.
- **Designed** the Auxiliary Water Plant improvements which has been designed and is currently out to bid -- Meeting the federal disinfection by-product rule. Estimated construction cost is \$7.5 million with a completion date at the end of 2013.
- **Designed** the nutrient removal project at the North Water Reclamation Facility and expansion of the South Water Resource Center and is out for bid. Estimated construction cost is \$12 million with a completion date of early 2014.
- **Changing** out all meters to the automated meter reader (AMR) type. The Meter conversion project, involves Uses radio technology to transmit data continued this fiscal year. All residential meters will be changed out by the end of 2012. Commercial meter change-outs will continue.



LOOKING TOWARD 2013

Staff continue to facilitate a number of programs, projects and services that will help to ensure the residents of Sanford have a safe, clean and serviced City.

