



# City Manager Monthly Report *April 2025*

APRIL & MAY 2025

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*The City Manager Monthly Report is a summary of activities each Department has chosen to highlight for the month.*

*This report does not relay every activity or duties completed by City staff over the course of a month.*

*For additional information regarding staff productivity please contact the Department Director.*



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## City Manager Executive Summary

The City Manager Monthly Report has been produced almost every month for the last year. This report allowed Departments to capture monthly accomplishments and provide updates on various projects and initiatives throughout the City. In efforts to streamline communication with the Community, staff reviewed and revised the report based on City Commission feedback.

This new reporting format and style will make information more easily digestible for citizens in every district. Commissioners will be able to confidently direct their constituents to the appropriate departments and clearly demonstrate the work staff are doing. The information presented may vary from month to month, and while some departments may showcase more data than others at times, this doesn't mean work isn't being done. The "Highlights" section showcases not only what each department is currently doing, but also events throughout the month they are proud to share. The staff wanted to present not just analytical data, but meaningful insights that reflect the impact and pride behind the work being done citywide.

The City Manager invites the Community to use this report as way to find out what each Department does to keep supporting the City and all who live, work and play here.

## City Projects

### Golf Course Clubhouse Update

Estimated completion November 2025.

### Marina Update

Discussions being conducted with FEMA, no additional updates for this months reporting period.

### Fire Station 40

Underground infrastructure (storm structures & piping) along with the water line supplying the fire hydrant are completed. The entrances off Skyway Drive have been cut and the permit for the Marquette entrance was received on May 14<sup>th</sup>. Underground electrical, plumbing, and HVAC are all installed and all the building footers have been poured. All the exterior masonry walls are set and the interior walls and remainder of the beams, columns, and rakes are expected to be completed the first week June. The project is approximately 25% complete.

### Opportunity Site Update

No updates for this months reporting period.

### Seminole County Building Discussions

No updates for this months reporting period.

### **Georgetown Stormwater Basin Update**

Georgetown Phase 1A will be completed by December 2026. Phase 2 (final phase) to be completed by the end of 2030 assuming there are no funding problems.

### **Water Meter Replacement Update**

Approximately 95% of the meters should be replaced by August 2025. Due to the difficulty of installation for the remaining 5%, final completion will be November 2025.

### **Vacuum Sewer Conversion**

Completion is scheduled for May 30<sup>th</sup> for Brewlando and June 13<sup>th</sup> for Willow Tree (assuming no more FPL delays).

### **Current state of the north sewage treatment plant and an action plan for repairs or upgrades.**

The last Consent Order item must be completed by July 31, 2025. Additional improvements are ongoing with many of the major improvements being completed within 2-3 years.

### **Building and Successfully Launching the 1:4 Dioxane, and PFAS Treatment Facility Update**

No updates for this months reporting period.

**For more updates on projects view the City Project Dashboard.**  
*Currently under development anticipated publishing date: end of June.*

## **Departmental Updates**

### **City Manager**

<b>1</b>	Along with Mayor Woodruff provided welcome comments at the Sanford Speaks event
<b>2</b>	Along with Mayor Woodruff and city staff attended the Public Works Community Meeting regarding Georgetown projects
<b>3</b>	Along with other City staff attended the Community Leadership Celebration and witness the “Leadership Seminole” graduation of Human Resources and Risk Management Director Sharon Kraynik and Public Works and Utilities Director Brynt Johnson.
<b>4</b>	Attended Pinning Ceremony of new fire fighters
<b>5</b>	Attended 4th Annual Sanford Riverwalk Rhythm & Brews Barbecue Fest
<b>6</b>	Along with Commissioner Thomas attended the May meeting of the Private Business Association of Seminole for their “Florida Legislative Updates 2025” and heard from State Senator Jason Brodeur and State Representative
<b>7</b>	Attended the May Tri-County League of Cities General Membership meeting and heard an update of the legislative session from Andrew Kalel of the Sunrise Consulting Group

8	Met with Aantiago Avila, the Mayor of Deltona and discussed the Sister City agreement the City has with his City.
9	Attend along with Mayor Woodruff and other City staff attended the Emancipation Day Program at Hopper Academy
10	Attended the HCA Lake Monroe Hospital Board of Trustees meeting where Economic Development Director Brady Lessard made a presentation about projects in the City
11	Represented City at HCA Lake Monroe Hospital Trauma Survivors Day event where Sanford Fire Department Paramedics were recognized
12	Attended Public Works Rodeo
13	Attended City of Sanford Volunteer Appreciation Dinner hosted by Waste Pro
14	Along with Assistant City Manager Craig Radizak attended the Florida City and County Management Association's 2025 conference. Was one of four panelist for the "So You're Going to Be A City/County Manager" session and was the speaker for the "Inspirational Breakfast

### **City Clerks**

1	Traci Houchin, City Clerk, and Cathy LoTempio, Deputy City Clerk, earned a place on the 2025 Municipal Clerks Honor Roll.
2	Lisa Antonini, Records Manager, coordinated a City-wide shredding event.

### **Communications** ( A City Manager Division)

1	The City of Sanford has launched an exciting new quarterly e-newsletter, *The Clockwork Chronicle*, and it's already off to a fantastic start! On its very first day, the newsletter gained over 250 subscriptions, highlighting how eager residents are for fresh and engaging ways to stay connected. This new initiative promises to be a great way to keep the community informed and involved.
2	The communications team attended the FMCA (Florida Municipal Communicators Association) conference in Cocoa Beach. FMCA is a professional network for individuals who lead and support communications efforts in Florida's cities, towns, and villages. It provides opportunities for professionals to learn, collaborate, and create innovative solutions for the communities they serve. The City of Sanford brought home two prestigious awards! They earned a Certificate of Excellence in Government Communication and were named the winner for Best Brand Book or Style Guide.
3	The communications team has shifted to highlighting city events and achievements using reels and videos instead of static graphics. This change boosted views on social channels from 21,841 to an impressive 129,939! These engaging visuals have significantly increased the impact and kept more citizens informed about what's happening in the city.
4	The city proudly hosted a vibrant sculpture walk featuring 10 stunning new sculptures crafted by the talented Greg and Alex Mendez, perfectly timed to complement the St. Johns River Festival of the Arts. To enhance the experience, our skilled Digital Media Specialist designed an engaging brochure to guide visitors through this artistic journey! The sculpture walk was
5	The Communications team has relaunched the social media ambassador program and is now collaborating with three community members who specialize in social media. This initiative aims to create a more positive and engaging presence across our channels. By working closely with the community, we're not only demonstrating that the city values public input but also showing we're actively listening to their concerns.

### **Community Relations** *(A City Manager Division)*

1	Richard Moore, an 8th-grade My Brother's Keeper (MBK) student, was awarded a two-year paid scholarship through the "Take Stock" program. This remarkable achievement ensures that Richard will attend any Florida College or University for his first two years without any financial burden. This scholarship underscores the value of investing in our youth, fostering educational attainment, and breaking cycles of poverty by opening pathways to higher education.
2	My Brother's Keeper (MBK) students participated in the Unity Youth Association's (UYA) Mother/Son Dance, a formal evening where young men expressed their gratitude and appreciation for their mothers. This event fostered strong family bonds, encouraged emotional expression, and highlighted the importance of respect and gratitude within familial relationships.
3	The City of Sanford has been allocated \$437,753 in Community Development Block Grant (CDBG) funding for FY 2025/26, reflecting a decrease from the previous allocation of \$464,255. While the reduced funding presents challenges, the City remains committed to prioritizing impactful projects that address community needs.
4	The Race, Equality, Equity, and Inclusion (REEI), in partnership with the Mayor's Youth Council (MYA), hosted two Sanford Speaks community dialogues centered on youth perspectives. These sessions provided a platform for young people to share their understanding of diversity, equity, and inclusion (DEI), communicate key messages they wish adults to hear, and articulate their vision for the future they aspire to create. By engaging directly with our youth, these dialogues foster intergenerational communication, amplify young voices in shaping DEI initiatives, and cultivate a shared vision for a more inclusive community.
5	The Low-Income Home Energy Assistance Program (LIHEAP) staff is now utilizing a new statewide software platform, Promise, to enhance client service and operational efficiency. This innovative software streamlines application management, reduces response times, and provides a more user-friendly experience for residents seeking assistance.

### **Economic Development** *(A City Manager Division)*

1	Seminole Towne Center Mall – continued meetings with new ownership and were presented a revised concept for Costco and neighboring area. Additional revisions underway.
2	Hotel – Comfort Inn Hotel is nearing completion. Estimated opening date of November 2025.
3	Airport – New airline will begin at Orlando Sanford International Airport, Arajet with destinations planned for Chile, Argentina, and Dominican Republic

### **Human Resources & Risk Management**

1	Recovered \$165,772.85 through claim subrogation.
2	Coordinated a Stop the Bleed Lunch and Learn.
3	Hosted monthly Safety Committee Meeting
4	Working with IT on implementing the HR/RM SharePoint webpage.

### **Finance**

### **Accounting, Purchasing, and Performance Management**

1	Continued to evaluate ways to improve the City Manager Report, both for collection and publishing.
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2	Continued to work on the 2026 budget by conducting City department meetings, updating revenue projections, evaluating addition and CIP requests, evaluating new position requests, updating the budget book with the new strategic plan and goals and objectives layout, and collecting KPIs, objectives, and department performance information. Awarded the winner of the first annual budget cover contest.
3	Purchasing worked on 25 solicitations, conducted their 2nd quarter training session, and is recruiting for a new Contract Specialist.
4	Launched first "Sanford Listens" survey with results to be collected in May.
5	Started creating Learn paths that align with various positions in the City.

**Information Technologies** (A Finance Division)

1	IT Service requests reported to staff for the month of March were 432 and we closed 450.
2	The intranet modernization is still in progress with the home, HR, City Administration, Development Services, Police, Fire, Parks and Recreation, and Public Works pages being in final design, and Finance, Purchasing, IT, and Utilities in the requirements gathering phase.
3	Modernization processes were completed for a Communications Office service request form and are in testing for a public art workflow, and Mayors Youth Council workflow.
4	Modernization processes were completed for a City budget survey workflow and are in progress for a purchasing order migration, contracts migration, and Certificate of Insurance migration. Currently testing requisition checklist workflow, a budget transfer workflow, and a budget amendment workflow.
5	Modernization processes also underway for a HR calendar training workflow and an employee onboarding workflow, a special event permit application workflow, golf cart registration workflow, police memo workflow, police endorsement workflow, police leave request workflow, police timesheet workflow, police training request workflow, police equipment request workflow, and a commercial utility request workflow.

**Development Services**

**Code Enforcement & Building**

1	Working on Revising the rules regarding Chickens for presentation to Commission
2	Preparing a workshop presentation on "Vested Rights"
3	Continuing Breezeway Expansion Program (entering final phase)

**Planning** (A Development Services Division)

1	Land Development Regulations in Revision <ul style="list-style-type: none"> <li>•Schedules N, Subdivision Requirements and Schedule O, Drainage, Easements &amp; Site Preparation/Excavation Requirements were approved by the Planning and Zoning Commission. They are being schedule for presentation to the City Commission.</li> </ul>
2	Land Development Regulations in Revision <ul style="list-style-type: none"> <li>•Schedule U, Overlay Districts and Schedule R, Airports and Aircraft, have been placed in Zoning in Progress to allow staff to incorporate previously adopted Lake Mary Boulevard Overlay standards and to incorporate overlay standards for a new proposed Goldsboro District.</li> </ul>
3	Comprehensive Plan Updates <ul style="list-style-type: none"> <li>•2024 EAR statistics have been provided to staff by the consultant and updates are being drafted. The updates underway include new projection data and additional sections which will include Transfer of Development Rights to aid the City in preserving wetlands and floodplain.</li> </ul>

4	<p>Citizenserve</p> <ul style="list-style-type: none"> <li>Staff has worked with Citizenserve to implement a new Sufficiency Review process to reduce applicant delay based on incorrect or insufficient submittal information.</li> </ul>
5	<p>Seminole Towne Center Mall</p> <ul style="list-style-type: none"> <li>Planning staff continue to work with Economic Development to move forward with the redevelopment plans for the mall. Staff have engaged the developer and their representative team in multiple pre-application meetings, advised on CAPP processes and has participated in Economic Development meetings to revitalize the mall for a future mixed-use development.</li> </ul>

[For additional updates from Planning click here.](#)

**Fire**

1	<p>Training and Activities:</p> <p>Medical Director meetings attended.</p> <p>Pre-fire plans completed- 16 businesses.</p> <p>Triannual Multicompany training began with surrounding agencies.</p> <p>Technical Rescue Team Training completed.</p> <p>3 EMS standby completed.</p>
2	<p>Fire Prevention:</p> <p>Annuals – 146</p> <p>Re-inspections on annuals –355</p> <p>New Construction Inspections –64</p> <p>State required inspections – 26</p> <p>Food Truck Inspections –3</p> <p>BC Pass down/follow-ups –37</p> <p>Plans Review – 174</p> <p>Special/Complaint inspections - 80</p> <p>Car Seat installs – 2</p> <p>Public Education Events – 0</p> <p>Smoke Alarms Installed - 5</p> <p>Fire Investigations- 3</p>
3	<p>Administration</p> <p>9 new hires completed their six-week orientation.</p> <p>Currently down 5 FF's we will be posting on June 2nd.</p> <p>ST40 is on track to be completed by end of February 2026.</p>

**Police**

<b>1</b>	Members of SPD and our Community Relations Unit participated in the following crime prevention/community relations events: <ul style="list-style-type: none"> <li>* joined Pinch A Penny to spread awareness about National Water Safety Month.</li> <li>* attended the First Responder Appreciation Lunch hosted by the Woman’s Club of Sanford.</li> <li>* Participated in Sanford’s 4th Annual Ride to Freedom.</li> <li>* hosted a Fighting Fraud presentation to Marina Isle Waterfront Assisted Living</li> <li>* participated in the Sanford Speaks event organized by the City of Sanford’s Race, Equality, Equity, and Inclusion Advisory Committee</li> <li>* Community Relations Unit stopped by LA Fitness to share crime prevention tips with gym members in response to ‘hotspot’ crime data</li> </ul>
<b>2</b>	Criminal Investigations Section and Neighborhood Response Unit conducted a Burglary Prevention Operation in areas with previous burglary activity
<b>3</b>	The Investigations Unit arrested Leevail Terrell (D.O.B. 01/29/1990), regarding multiple Vehicle Burglary cases in the area. Terrell was responsible for at least seven Vehicle Burglary cases in the areas of Washington Oaks, Celery Lakes, and the San Lanta area. In addition, Terrell had an existing Volusia County felony warrant for Vehicle Burglary and Petit Theft.
<b>4</b>	Our Traffic Unit Officers teamed up with members of the Florida Department of Transportation for National Work Zone Awareness Week to educate drivers about construction zone safety
<b>5</b>	Deployed the Activities Trailer at the City of Sanford Easter Eggstravaganza.
<b>6</b>	In an effort to reduce crime, the Community Relations Unit conducted walk and talks due to recent vehicle burglaries. The following walk and talks were conducted: <ul style="list-style-type: none"> <li>* 05/12/2025 at 1125 hours, CRU conducted a walk and talk on Paloma Avenue</li> <li>* On 05/15/2025 at 1235 hours, CRU conducted a walk and talk in the area of 1506 W. 18th Street</li> <li>* 05/15/2025 at 1305 hours, CRU conducted a walk and talk in the area of 1300 Southwest Road</li> <li>* 05/15/2025 at 1345 hours, CRU conducted a walk and talk at 504 Myrtle Ave</li> <li>* On 05/19/2025 at 1135 hours, CRU conducted a walk and talk at 12th Street and Myrtle Avenue. The agency currently has eleven (11) sworn vacancies.</li> </ul>
<b>7</b>	We had no requests for 287(g) Task Force assistance.
<b>8</b>	As of May 27, 2025, Sanford Police Department is showing a 9% decrease in Part I crimes from the same time period last year.

### **Public Works**

<b>1</b>	18 streetlight repairs completed.
<b>2</b>	Support provided for the St. Johns Festival of Arts.
<b>3</b>	Completed 208 work-orders for repair and maintenance on City vehicles & equipment and 71 scheduled
<b>4</b>	Responded to 12 Road Service Calls on vehicles & equipment disabled in the field or on the road.
<b>5</b>	Ongoing discussions for a new Interlocal Agreement with Seminole County to include a substantial increase in the cost of recycle processing fees.
<b>6</b>	A 4% Consumer Price Index (CPI) increase in garbage and recycle collection fees will be applied to city residents and commercial business. Citizens will begin receiving the adjustment July 1, 2025.
<b>7</b>	Approximately 650 miles of street sweeping.
<b>8</b>	Concrete repairs at Flum 19th Court, Drive-way apron at 2818 French Avenue, and sidewalk at Kaywood Drive.
<b>9</b>	Continuation of repairs/replacing sidewalk panels throughout the city.
<b>10</b>	Clean-up unhoused camp in Goldsboro community.

[For additional updates from Public Works click here.](#)

## Utilities

<b>1</b>	Cathcart Construction continues sewer connection replacement on previously lined gravity sewers for 32 sewer customers in the Mayfair subdivision. The City is coordinating with the property owners to obtain the rights of access agreements to complete this work.
<b>2</b>	The City's staff are repairing fire hydrants that have been placed "out of service". A contract was received from R&M Solutions for hydrants heavy repairs and maintenance. Commission has approved this work directive, and the process will begin once a Purchase Order (PO) is received. Currently, the PO is in the reviewing stage at the City's Purchasing Management.
<b>3</b>	Plans are being reviewed by city staff for water line improvement in the Goldsboro community. This project will have new fire hydrants and improve the water pressure throughout the Goldsboro community.
<b>4</b>	Inliner Solutions (vendor) has cleaned and started lining manholes. In the next few weeks, Inliner Solutions will prepare to mobilize and begin installation of the liner inside the gravity mainlines on the eastside of the City.
<b>5</b>	VEPO (vendor) has installed 19,000 residential/commercial water meters to date which is approximately 75% of existing meters. Large commercial meters will ramp-up change out in the near future.
<b>6</b>	Prepared all portable generators for hurricane season.
<b>7</b>	Finished the electrical set-up for the North Water Reclamation Facility Master Lift Station.
<b>8</b>	Installed diesel pump at the 9th & Cypress Lift Station.
<b>9</b>	Wrote a Standard Operating Procedure for the South Water Resource Center generator start-up
<b>10</b>	Poured Odor Control unit cement pad at the North Water Reclamation Facility.

[For additional updates from Public Works click here.](#)

## Parks & Recreation

### Parks

<b>1</b>	Sanford's commitment to beautification shines through its recent Palm Tree Project along Seminole Boulevard, where 168 palms were carefully pruned to enhance the city's scenic gateway to the Riverwalk. Led by the Parks Division with support from local arborists, the project was thoughtfully executed to minimize disruption while maximizing visual appeal. The refreshed palm-lined corridor now offers a welcoming, picturesque route for residents and visitors alike, reflecting Sanford's charm and its growing reputation as a hub for festivals, events, and community gatherings.
<b>2</b>	The City of Sanford Parks Division has expanded its fleet with a new 8-yard garbage truck, enhancing efficiency and cleanliness as the city grows as a destination for festivals, special events, and Riverwalk activities. Designed to handle larger loads and navigate event spaces smoothly, the truck streamlines waste collection, reducing trips, fuel consumption, and environmental impact. This investment ensures Sanford remains clean and welcoming for residents and visitors alike. Acquired for \$137,919, the truck was funded by the City and is expected to be reimbursed through TrailGo, a new grant from the Florida Department of Environmental Protection.
<b>3</b>	As the rainy season approaches, Sanford's Parks Operations team has cleared storm drains at Lee P. Moore Park to prevent flooding and protect this popular community space. Storm drains, often clogged with debris over time, are vital for managing heavy summer rains and hurricane impacts. This proactive maintenance helps keep walkways, playgrounds, and green spaces safe and accessible, reflecting the City's broader commitment to storm readiness and environmental stewardship across all its parks.

<b>4</b>	The City of Sanford Parks Division is proactively addressing shoreline erosion along the Riverwalk, where around 80 washout holes near the seawall were identified. Crews quickly secured the areas and began repairs to prevent safety hazards, preserve the seawall’s integrity, and maintain the Riverwalk’s beauty. This effort reflects Sanford’s ongoing commitment to public safety, cost-effective maintenance, and the long-term care of one of its most beloved community spaces.
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## Recreation & Museum

<b>1</b>	Westside Mentoring continues to provide ongoing mental health sessions for students and parents through a partnership with SISTAS (Sistas Inspiring Sisters to Achieve Success Inc.) organization and Educating the Whole Child, Inc.
<b>2</b>	The Larry A. Dale Aquatic Center was proud to host the Florida High School Athletic Association District 2 and Region 1 Championship Water Polo Tournaments. High school water polo teams from across the state participated in the events. Both the boys' and girls' teams from Seminole High School secured the regional championship titles and went on to compete in the state championships in Miami.
<b>3</b>	Historic Sanford Memorial Stadium hosted college baseball games between the Florida A&M University Rattlers and the Bethune-Cookman University Wildcats. The two teams were tied for the Southwestern Athletic Conference lead with identical 13 & 2 conference records. The games were played on Thursday, April 17th, Friday, April 18th, and Saturday, April 19th, with BCU taking the series and the conference lead.
<b>4</b>	City of Sanford Parks & Recreation & Ladies 327 played host to the annual Easter EGGstravaganza, Saturday, April 19th, from 9 AM until NOON at the Jeff Triplett Community Center. Egg hunts were held in four separate age groups, with first, second, and third place baskets going to the winners. Over 1000 children and their families attended this free family event.

## Dashboard Links

[GIS Map of Capital Project](#)


*More dashboards to be available starting in the June report.*

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