



City Manager Monthly Report

JUNE 2025

[City Manager Executive Summary](#)

[City Projects](#)

[City Manager](#)

[City Clerk](#)

[Communications](#)

[Community Relations](#)

[Economic Development](#)

[Human Resources & Risk Management](#)

[Finance](#)

[Development Services](#)

[Fire](#)

[Police](#)

[Public Works](#)

[Utilities](#)

[Parks & Recreation](#)

[Dashboards](#)

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.



City Manager Executive Summary

This report summarizes the key activities for the month of June. Overall, the month was marked by significant progress in various projects being managed by our Departments.

City Projects

Golf Course Clubhouse Update

Estimated completion November 2025.

Marina Update

Discussions being conducted with FEMA, no additional updates for this month's reporting period.

Fire Station 40

ST40 is on track to be completed by end of February 2026.

Discussion on the future of local Seminole County Government Buildings

No updates reported for June.

Georgetown Stormwater Basin Update

We are working with SanPik under a CMAR contract (Construction Management At Risk) to get Phase 1A started. The contract for Phase 1 is in closeout subject to an agreement on penalties for excessive time taken.

No change. Phase 1 is completed, Phase 1A is about to start and Phase 2 is in Design.

Water Meter Replacement Update

The project is approximately 85% complete with 24,000 water meters having been replaced. The contractor is currently working on the replacement of larger commercial meters with much lower production rates. All meter replacements under the current contract are estimated to be completed by the end of the year.

Vacuum Sewer Conversion

Job has been completed. All 3 businesses removed off the vacuum sewer system since 7.18.2025

Provide an assessment of the current state of the north sewage treatment plant and an action plan for repairs or upgrades.

Damaged Conductors to Electrical Switchgear to the East side of the Plant NWRP

L/S Rehab

Actiflo Re-bid

Odor control Fan for ATAD System

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

We have the SRF loan agreement for the 3.6-million-dollar loan and we expect to receive the second SRF loan agreement for the 46.9-million-dollar loan in the next couple of weeks so we can take them to commission for approval.

Additional Plant Related Projects

1. Arminius

- a. Engineering services for the NWRF Gravity Belt Thickener (GBT) and SWRC Belt Filter Press (BFP) Rehab - \$50,000.00
- b. Design report for SWRC RAS & WAS Pump replacement - \$35,000.00
- c. NWRF East Side ATS installation and NWRF Gravity Belt Thickener (GBT) and SWRC Belt Filter Press (BFP) new replacement electrical panels design - \$51,084.00
- d. NWRF Headworks & Biological Nutrient Reduction Improvements - \$438,752.00
- e. Replacement and reconfiguration of the NWRF east Side electrical switchgear and ATS Generator Room - \$93,305.00
- f. Engineering support services for the design, demolition and replacement of the existing 8" concrete Cl2 Tanks pedestal/pad - \$8,000.00
- g. Engineering support services for the design and construction of an Additional SWRC Biosolids Storage Basin and complete rehab of the existing, original Basin/Tank - \$250,679.00
- h. Engineering design and bid phase services for the NWRF Clarifier #2 Walkway replacement - \$9,900.00
- i. NWRF Clarifier #3 rehab - \$42,500.00

2. Tetra Tech

- a. 1Engineering support and preliminary design services to retrofit one NWRF Traveling Bridge Sand Filter to a cloth media type - \$217,644.00
- b. Professional Engineering Services for the Site 10 Reclaim Water Repumping Station - \$278,873.00
- c. Professional Engineering Services for Reclaim Water Flow Control Improvements to include, but not limited to replacing and automating the in-plant reject valve; replacing the valves for the two Ground Storage tanks as well as other valves; installation of new plant effluent flowmeters and replace and automate river control discharge valve - \$230,626.00

3. CPH

- a. Vacuum Lift Station survey, design and post design services - \$214,951.00. Project just started.
- b. 1Groveview Lift Station survey, design and post design services - \$201,458.00
- c. NWRF West Side new electrical switchgear installation and modifications and Site plan, Architectural and Structural Services for new electrical building - \$254,120.00

Departmental Updates

City Manager

1	Attended the June meeting of the Private Business Association of Seminole County meeting and heard Craig Grant speak on how AI can revolutionize organizational operations.
2	Conducted a site visit of the new Mayfair Golf Course Club House and spoke to staff regarding the progress of the construction.
3	Spoke to group of students at the Unity Youth Association's (UYA) summer camp program
4	Along with Mayor Woodruff and City staff held a virtual meeting with former State Sen. David Simmons to discuss the City getting a grant to construct a water treatment facility to remove 1, 4 dioxane from our water.
5	Along with members of the Sanford Police Department attended the 2025 Flag Day Flag Retirement Ceremony at Decision Tactical.
6	Along with Mayor Woodruff met with Deltona's mayor, City manager and economic development director to discuss the Sister City agreement between the two cities.
7	Met with Tekoa Pouerie, the new President and CEO of the Sharing Center and discussed the plans they have for a housing project in Sanford.
8	Attended the Police Volunteer Graduation

City Clerks

1	No update since previous month
---	--------------------------------

Communications

1	The City of Sanford Communications Team delivered its first collaborative communications presentation during a Commission Meeting Work Session, joined by the Sanford Police Department's Public Information Officer. The presentation also included social media performance metrics from the Sanford Museum. This joint effort highlighted the cohesive work of the City's communications professionals and demonstrated how departments keep residents informed, engaged, and connected. By presenting as a unified Communications team, the departments reinforced their shared commitment to transparency, effective outreach, and service to the citizens of Sanford.
2	Our communications platforms experienced notable growth in reach and engagement on Facebook and Instagram driven in part by the strategic use of Reels. Total impressions reached 325,265, marking a 95.2% increase and reflecting broader visibility of City content. Engagements rose significantly by 249.9%, totaling 19,907 public interactions. Post link clicks increased by 62%, with 232 users clicking through to access additional information. The engagement rate per impression also improved, reaching 6.1% a 79.3% increase demonstrating stronger connection and responsiveness from the community.
3	City Hall welcomed two interns to the Communications Department one from the High School Youth Employment and Leadership Development Academy (YELDA) and another from Rollins College. This initiative provides valuable hands-on experience in local government while supporting youth development and higher education engagement. It also enhances the City's ability to showcase municipal operations and foster civic involvement.

Community Relations

1	<p>Community Development Block Grant (CDBG) Consolidated Plan Draft Posted.</p> <p>The draft of the Community Development Block Grant (CDBG) Consolidated Plan has been made available on the City’s website for public review and feedback. This plan outlines the City’s strategic priorities and proposed use of CDBG funds over the next 5 years.</p>
2	<p>Completion of Home Safety Repair Projects.</p> <p>Six home safety repair projects funded by the Community Development Block Grant (CDBG) were completed. Repairs included tree trimming, exterior painting and pressure washing, replacement of exterior doors and fences, leveling of uneven floors, window replacements, and additional tree trimming to prevent code enforcement violations.</p>
3	<p>Staff Participation in Professional Development Conferences.</p> <p>Staff attended the Annual National Community Development Association (NCDCA) Conference and the Annual Florida Association for Community Action (FACA) Conference. These events provided opportunities for staff to engage with industry experts, learn about innovative approaches to community development, and gain insights into best practices and policy updates.</p>
4	<p>Race, Equality, Equity, and Inclusion Committee Engagement in Cultural and Historical Education.</p> <p>The Race, Equality, Equity, and Inclusion (REEI) Committee participated in Race Amity Day and a historical tour of the Museum of Seminole County History. The REEI Co-Chair delivered an update on the committee's ongoing work during the observance of Race Amity Day at the Dr. Velma H. Williams Westside Community Center. This nationally recognized day promotes interracial friendship, mutual respect, and unity among all communities.</p>
5	<p>My Brother's Keeper Students participate in a basketball clinic.</p> <p>Students enrolled in the City’s My Brother’s Keeper (MBK) initiative participated in a basketball clinic hosted by the Orlando Magic at the Dr. Velma H. Williams Community Center. This engagement provided youth with an opportunity to build confidence, develop teamwork skills, and interact with positive role models, reinforcing the City’s commitment to youth development and community partnerships.</p>

Economic Development

1	<p>SEMINOLE TOWNE CENTER MALL</p> <p>When you build it they will come and now that we have Costco locating to the Seminole Towne Center Mall property, we are noticing strong interest by very well-known tenants that are game changers, who will bring droves of shoppers to Sanford. No doubt that Costco is a catalyst to drive other businesses and development to Sanford. Stay tuned, we can’t name them yet but once we get the green light, will do!</p>
2	<p>ORLANDO SANFORD INTERNATIONAL AIRPORT</p> <p>Orlando Sanford International Airport has landed a new airline, Arajet, a Dominican airline who is introducing new, nonstop flights to Punta Cana, Dominican Republic, starting on October 26th. Flights will operate three days a week, on Tuesdays, Fridays, and Sundays. Additional destinations in the near future to and from Chile,</p>
3	<p>NEW HOTEL</p> <p>Construction continues to move along smoothly towards getting the doors open for the new Comfort Inn Hotel at 3043 East Lake Mary Boulevard. Still showing an estimated opening date of November 2025.</p>

4	<p>CRA</p> <p>At the June 4, 2025, CRA Board Meeting, two Façade Grant requests were approved, the 119 Magnolia Avenue building in the amount of \$10,000.00 and the 500 Sanford Avenue building for \$5,113.00. Both of these projects, which are along well traveled roads, will move through the site improvements process quickly. The CRA Board denied approval of the CRA Fiscal Year 25/26 Budget. In addition, the CRA Board unanimously approved entering the purchase process for property located at the Southeast corner of Palmetto Avenue and Second Street in an amount up to \$460,000.00 for purchase, appraisal services, and associated costs, contingent upon City Commission approval. It is good to note that the amount stated is an estimate and once closing costs are solidified, the total cost may change.</p>
----------	--

Human Resources & Risk Management

1	Recruiting: We had 8 new Job Postings, a total of 180 applicants, 11 New hires were processed.
2	We had a total of 4 New FMLA Cases filed with the City.
3	Hosted 457 sponsor, Corebridge, so they could have one-on-one advisory sessions with our employees Held one 6-hour New Hire Session
4	Planned, executed and hosted a successful Safety Incentive Luncheon for all Employees.

Finance

Accounting, Purchasing, and Performance Management

1	Completed, printed, and delivered the 2026 Proposed Budget.
2	Continued to work on the Fire Assessment fee project.
3	Purchasing worked on 30 solicitations, conducted their 3rd quarter training session, and selected the new Contract Specialist. They are also working closely with IT to finish the purchase order workflow system for department use.
4	Streamlined the City Manager Report Monthly collection process.
5	Created a central hub for all performance related data collection and designed, formatted the Performance employee intranet page to be launched in July.

Information Technologies

1	IT service requests reported to staff for the month of June were 489 and 449 were closed. Compared to 341 and 255 consecutively in June 2024.
2	The intranet modernization is still in progress with the Home, City Administration, Development Services, Police, Fire, Parks and Recreation, and Public Works pages all complete. The HR, Finance, Purchasing, Performance Management, and IT pages are in Final Design, and the Utility page is in requirements gathering.
3	Modernization processes were completed for a public art workflow, Mayors Youth Council workflow, and Citizen's Academy Class 23 Application workflow.
4	Modernization processes were completed for purchasing order migration, contracts migration, and Certificate of Insurance migration. Currently working on a requisition checklist workflow and a budget transfer and amendment workflow. Gathering requirements for a tangible personal property and disposal workflow.

5	Modernization processes are also underway for workflows for HR training, employee onboarding, golf cart registration, police memo, police endorsement, police leave request, police timesheet, police training request, police equipment request, and a commercial utility request.
----------	---

Development Services

Code Enforcement & Building

1	Code Enforcement Officer attended the Florida Association of Code Enforcement Conference. Mr. Raimondo was a keynote speaker.
2	Three Code Enforcement Officers completed Civilian Parking Enforcement Specialist Training
3	Information and Licensing Coordinator processed 47 new business applications in June
4	Building issued Certificates of Occupancy for Tropical Smoothie, Sally Beauty Supply and Funtastic Learning Academy

Planning

1	<p>Citizenserve Portal Update</p> <p>Staff is collaborating with Citizenserve developers to enhance the visual design and user experience of the citizen portal, with the goal of improving accessibility and ease of use for applicants.</p>
2	<p>Application Process Improvements</p> <p>Development Services is actively revising the architectural review process to streamline procedures and reduce complications during the building plan submittal phase.</p>
3	<p>Staffing update</p> <p>Both vacant positions in the Planning Division have been successfully filled. The department is expected to be fully staffed as of July 14, 2025.</p>
4	<p>State Legislation</p> <p>Staff continues to actively monitor ongoing state-level legislation that may impact planning operations and other development-related functions, ensuring the City remains informed and prepared to adapt to any regulatory changes.</p>
5	<p>Joint Planning Efforts</p> <p>In preparation for the pending Joint Planning Agreement updates with Seminole County, staff is proactively reviewing and editing key regulatory documents including Schedule U, Overlay Districts and Schedule R, Airport and Aircraft, to ensure cohesive development, protect future airport growth, and promote continuity between City and County planning efforts.</p>

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

Fire

1	<p>Training and Activities:</p> <ul style="list-style-type: none"> o1Medical Director meetings attended. o1Pre-fire plans completed- 16 businesses. o1Triannual Multicompany training with surrounding agencies. o1Technical Rescue Team Training completed. o14 EMS standby completed.
----------	--

2	<p>Fire Prevention: Annuals – 165 Re-inspections on annuals –236 New Construction Inspections –161 State required inspections – 17 Food Truck Inspections –1 BC Pass down/follow-ups –22 Plans Review – 125 Special/Complaint inspections - 61 Car Seat installs – 0 Public Education Events – 7 (1390 citizens) Smoke Alarms Installed - 0 Fire Investigations- 1</p>
3	<p>Administration 19 new hires completed their six-week orientation. 1 Currently down 6 FF's posting closed on July 4th. 1 ST40 is on track to be completed by end of February 2026. R31 and E41 at Ten 8 getting equipment mounted.</p>

Police

1	<p>The Community Relations Unit recently joined Iglesia Misionera Una Nueva Esperanza en Cristo Jesús to help distribute food at their community food drive.</p>
2	<p>Recruiting initiatives - The Sanford Police Department now offers a starting salary of \$64,000 — the highest starting pay for law enforcement in Seminole County!</p>
3	<p>Hosted two successful Cram the Cruiser events at the Walmart located at 3653 S. Orlando Drive. Our Community Relations Unit collected school supplies that will be given out at the July Blue and You BBQ.</p>
4	<p>Two of our cadets were sworn in as Police Officers. Officer Thalia Criollo and Officer Cedric Hicks. In addition, at their law enforcement academy graduation, Officer Criollo was awarded the Most Improved Fitness and was the</p>
5	<p>Hosted a successful Sweet Tea with the Chief at Fort Mellon Park where our officers and volunteers were able to connect with the families enjoying our beautiful park.</p>
6	<p>Members of SPD instructed and trained Sanford Fire Department's ten newest EMS Bike Team members.</p>
7	<p>As of June 30, 2025 SPD was showing a 19% decrease in Part I crimes.</p>
8	<p>We had no 287g requests for the month of June.</p>

Public Works

1	<p>Facilities Division: 7 electrical repairs completed. Assisted with moving the City's Attorney office furniture to the Public Works and Utilities building.</p>
---	---

2	Fleet Division: Completed 171 work-orders for repair and maintenance on City vehicles & equipment and 69 scheduled preventative maintenance services. Responded to 6 Road Service Calls on vehicles & equipment disabled in the field or on the road.
3	Solid Waste Division: Ongoing negotiating a new Interlocal Agreement with Seminole County to include a substantial increase in the cost for recycling processing fees. A 4% Consumer Price Index (CPI) increase in the garbage and recycle collection fees will be applied to the City residents and commercial business. Citizens will
4	Stormwater Division: Concrete repairs at the following locations: Curb and sidewalk at North St. and Summerlin, Apron repair on 11th St. and Palmetto Ave, Replaced 75' x 45' concrete slab at Public Works Complex. Storm
5	The 2nd Streetscape construction will be starting later this month. This is a CRA project that public works will be managing and inspecting.
5	Streets Division: Hung bracket on 1st St. for the String Light Project – Oak Ave. to SR 17/92. Assisted the Utilities Division with emergency asphalt repair on 46A.
6	Lily Court does not have stormwater issues just because it flooded in a 500 year storm. We do not design for that. No municipality I'm aware of designs for that. We are looking at purchasing one of the properties at the Corner of Lily and 20th Street to build a retention pond to address street flooding that occurs at the intersection during heavy afternoon thunderstorms.
6.1	New inlets were added mid-block and the inlet at the southern end was upgraded.
7	Staff is working with a CMAR (Construction Management at Risk) contractor to begin the Aero Lane & 5th Street improvements project. This includes drainage improvements and road widening and ties in with the new traffic signal installed at 1st Street and Aero Lane. Mellonville-Randolph drainage improvements project is substantially complete, including the stormwater pond on Washington Avenue.

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

Utilities

1	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 work has commenced.
2	VEPO (vendor) has installed 24,000 residential/commercial water meters to date which is approximately 85% of existing meters.
3	Prepared and submitted the Monthly Operating Reports for the Aux & Main Plant to Florida Department of Environmental Protection (FDEP).
4	Prepared and submitted 93 Bacteriological samples from the distribution system and one (1) bacteriological sample from 12 Water Wells.
5	Class Action Settlement proceeds from 3M, DuPont, Tyco and BASF related to PFAS contamination in some City wells.
6	We are evaluation these areas as a part of our LPA0554 sewer rehabilitation project. We are receiving an additional 2.5 million in grant funding from State appropriations for this project bringing the total grant amount to

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

Parks & Recreation

Parks

1	<p>Parks & Recreation Safety Vision – McKibbon Park</p> <p>As part of its ongoing commitment to public safety, Parks & Recreation has taken proactive steps to ensure McKibbon Park located at 1201 W 25th Street remains a secure and welcoming space for all visitors. Approximately 700 feet of sidewalk, identified as unsafe, has been carefully removed to prevent potential hazards. This initiative reflects the City’s broader vision of maintaining high safety standards in its public spaces. In addition to the removal, targeted grinding and replacement work is underway to enhance accessibility and long-term durability. This park is on the City’s Capital Improvement list for rehabilitation and will be enhanced once funding becomes available.</p>
2	<p>Irrigation Techs Step Up to the Plate at City Hall</p> <p>With the newly expanded City Hall parking lot under construction, the real challenge was installing an efficient irrigation system to support the health and longevity of the new plants. That’s where our irrigation techs stepped up big time. With a tight timeline, staff quickly mobilized to install irrigation valves, heads, and piping across the expanded area, carefully threading equipment around fresh concrete, walkways, and new plant beds. Their precision and dedication ensured that the system would deliver just the right amount of water to every tree, shrub, and flower.</p>
3	<p>Staff Works on Restoring Riverwalk Trail with 768 Sq. Ft. of Asphalt Repairs</p> <p>In a continued effort to enhance the safety and beauty of our community’s outdoor spaces, Parks & Recreation staff recently completed the successful repair of 768 square feet of asphalt along the popular Riverwalk Trail system. The repair is part of an ongoing initiative to preserve and improve the City’s parks and trail systems. Staff will continue monitoring trail conditions and, with support from Public Works, proactively address areas of concern to keep our outdoor spaces vibrant hubs of community connection and well-being.</p>
4	<p>Fort Mellon Park Exercise Equipment Repaired for Safety</p> <p>During the recent removal and inspection of exercise equipment at Fort Mellon Park, Park & Recreation staff identified safety concerns due to rust damage on the legs of the equipment. In a cost-saving effort, staff cut away the damaged portions and expertly rewelded the legs in-house. This proactive repair not only ensures the continued safety and longevity of the equipment but also saved the City and taxpayers by avoiding outside contractor fees.</p>

Recreation & Museum

1	The Parks & Recreation Division hosted the annual Memorial Day Remembrance Celebration at Veterans Memorial Park on Monday, May 26th, from 9 AM until noon. The event was attended by an estimated crowd of 750 citizens, veterans, and their families. Sanford is known as a veteran-friendly City, and these annual events help keep the sacrifices that both veterans and their families face at the forefront. The event was also supported by both the Sanford Fire and Police Departments as well as the Seminole County Sheriff's Office.
2	The Westside Community Center hosted 52 local youth, consisting of Westside Mentoring, MBK, Jeff Triplett Community Center Afterschool Program, Central Florida Boys & Girls Club, UYA, and individuals from the community, as they participated in a program titled "Positive Interaction with Law Enforcement". The program is a 45-minute youth basketball clinic and police engagement event, sponsored by the Orlando Magic in partnership with the Sanford Police Department and the City of Sanford Parks and Recreation Department. Each child received a clinic t-shirt, an Orlando Magic basketball, Magic Sunglasses, and dined on delicious pizza. Former Magic player and Community Ambassador Bo Outlaw conducted the clinic.
3	The Sanford Museum has created a new exhibit titled "Under the Radar: Sanford During the WWII Years". The exhibit celebrates Sanford's involvement in WWII on the 80th anniversary of the war's end. This exhibit is located in the front lobby and will be up throughout the summer and early fall.
4	The Sanford Babe Ruth League took home four District Championships in the All-Star competitions during play in June. All four winners were in the Cal Ripken Division Leagues for 8U, 10U, 12U, and 14U. All four district winners finished in the top 10 in the Northern Region of the Florida State Championships, with the 14U finishing in third and the 12U team coming home with the State Championship! The 12U team will play in the United States Regional Championships to be held in Stuart, Florida, in August.