



City Manager Monthly Report *July 2025*

JULY 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.



City Projects

CITY PROJECTS

Golf Course Clubhouse Update

The construction of the clubhouse is making steady progress. Permanent power is scheduled the week of August 25th. The metal roofing system should be completed in about 2 weeks - there were delays in a breakdown of heavy machinery and the summer heat has been brutal.

Over the next several weeks, soffit, ceiling tiles, epoxy floors, irrigation, and painting will be completed. The kitchen equipment is expected to be delivered the week of August 18th.

Marina Update

The City has requested from FEMA / FDEM the Marina project be split into 2 projects:

- 1) Dredging
- 2) Docks, Slips, piles, and other associated dock items.

The City and FEMA agreed upon the dredging scope.

Our selected engineering firm is updating the design & engineering proposal to reflect our last negotiations

Opportunity Site Update

The RFQ Committee had an introductory meeting on Monday, July 21, 2025. The next step is for the Committee to reconvene on Tuesday, August 21, 2025, to evaluate the proposals. The City received 3 proposals

Public Works project updates.

Tetra Tech is working on the Stormwater Master Plan update. They are in data collection mode.

2nd Street Streetscape is progressing well.

EPA approved transfer of CBG grant for \$1.1 million to the Maple Avenue Drainage project. We are getting the paperwork finalized and plan to go out to bid in October.

Georgetown Stormwater Basin Update

Phase 1 is complete. Phase 1A shop drawings are being reviewed and the contractor is almost set to commence construction. Phase 2 Design is 60% complete.

Water Meter Replacement Update

24,280 water meters replaced to date (86.7%). Current focus is on the replacement of commercial water meters. Due to the sizes and nature of meter construction, this will be a slower process.

Vacuum Sewer Conversion

Upgrades by Carr & Collier in progress

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

Received one of two SRF loan agreements for the water treatment plant upgrades to be submitted to the city commission for approval at its August 25th city commission meeting. Mediation with the Florida Department of Environmental Protection is scheduled for Monday, August 18, 2025. Proceeds from PFAS class action lawsuit settlements.

Departmental Updates

City Manager

1	Met with representatives of Air Dot Show Tour, Sanford Airport Authority, Police and Parks and Recreation Departments to discuss billing for police services for the October air show in Sanford.
2	Attended and spoke at Police retirement, promotional and swearing in ceremony.
3	Attended Sanford Chamber ribbon cutting for new Enterprise Car Sales dealership.
4	Along with Mayor Woodruff and City Attorney Greene held a virtual meeting with former State Sen. David Simmons to discuss the City moving forward with address the issue of removing 1,4 dioxane from our water.
5	Was interviewed by Cameron Pugh, a reporter with The Christian Science Monitor who is doing a story on "... looking at Sanford and how the city has bridged divides since the killing of Trayvon Martin in 2012."
6	Along with Mayor Woodruff attended the July Tri-County League of Cities General meeting.
7	Along with Commissioner Thomas attended SR 417 Sanford Airport Connector Project Development & Environment Study
8	William Clark Court properties- the Moving to Work (MTW) initiative and the Sanford Housing Authority's (SHA) 5-year Plan has been approved by HUD. SHA is now awaiting HUD approval on the disposition of the property.

Communications

1	Launched the "Clocktower Chronicle E-Newsletter The Communications Team successfully launched a citywide quarterly e-newsletter, The Clocktower Chronicle, which garnered over 1,300 subscribers in its first month. The newsletter highlights city events, initiatives, and staff achievements, providing a dynamic platform to showcase past accomplishments and future plans across departments.
2	Increased Social Media Engagement Through Video Content A new creative initiative was introduced, with the team producing multiple weekly video reels ranging from

3	<p>Enhanced Emergency Communication and Resident Support</p> <p>The team is actively updating the City’s Resident Guide while creating a specialized set of graphics tailored for emergency communications, including hurricanes and other natural disasters. After the incident on July 4th, the Communications team successfully organized a citywide meeting, bringing together departmental communicators from the Police Department, museum, and City Manager’s Office to ensure seamless collaboration and information sharing.</p>
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Economic Development

1	<p>AIRPORT</p> <p>On July 1, 2025, an airport tour and reception took place with Arajet Airlines leadership. Service begins late October 2025. Working with Hill Dermaceutical on an expansion on airport property that will increase production capacity to serve their growing European Union customer base with the topically applied cancer fighting creams that dominate their product line. This development model will serve as the lease template for future development of targeted manufacturing and high tech/logistics operations.</p>
2	<p>MALL</p> <p>ARDENT continues to proceed with the finalization of entitlements through the PD Amendment process. Demand remains very strong as retailers, hoteliers, and housing companies have learned of the total redevelopment of the site. EMBREY, a company that has also submitted on the Opportunity Site RFQ, seems to be the lead contender for bringing the first phase of market rate multi-family housing to the Seminole Towne Center site.</p>
3	<p>SPORTS TOURISM</p> <p>Working with Seminole County Staff on the proposed indoor facility on Lake Mary Boulevard, along with partnering on a HVS hotel market study to assess the increased demand forecast in the area. Working with BORUSSIA DORTMUND, a European soccer club, and PUMA footwear company to bring a dynamic sports training facility to market that will amount to a sports tourism and reputation boost that will facilitate additional opportunities. Projected decision on the partnership anticipated in September.</p>
4	<p>CIVIC CENTER WATERFRONT GREENSPACE</p> <p>On July 24, 2025, the kick-off meeting was held for the Civic Center Waterfront Greenspace project. Attendees reviewed the project scope, time window for working hours, location for materials to be stored, emergency protocols, and discussed timeline for project, which is scheduled to begin on August 18, 2025, and estimates completing the project by September 18, 2025.</p>
5	<p>ADDITIONAL NEWS</p> <p>On July 9, 2025, CRA staff presented along with Robert Beall from Parks and Recreation to the Florida Department of Environmental Protection’s Office of Greenways and Trails Council, showcasing the Sanford RiverWalk and all of the associated amenities. Later that same day, the Council was welcomed by City staff to Bcikleta Bike Shop where Council members rented bikes to ride along the trail, followed by dinner in Downtown Sanford.</p> <p>Economic Development participated with Sanford Chamber of Commerce at the following ribbon cuttings: 7/3/25, Love Fashion & More, 106 South Palmetto Avenue; 7/11/25 Enterprise Car Sales, 4316 West State Road 46; and 7/24/25 Dapper Doughnut, 4942 West State Road 46.</p> <p>The new Comfort Inn Hotel at 3043 East Lake Mary Boulevard. Still has an updated, estimated opening date of December 2025.</p>

Human Resources & Risk Management

1	Hosted Annual Family Bowling Night
2	Held a Safety Lunch and Learn on Snakes
3	Re-Started the Policy Committee

Planning

For updates from Planning click here.

Fire

1	<p>Training and Activities:</p> <p>Medical Director meetings attended. Pre-fire plans completed— 12 businesses EMS training completed.</p>
2	<p>Fire Prevention totals:</p> <p>Annuals— 102 Re-inspections on annuals— 335 New Construction Inspections— 77 State Required Inspections— 15 Food Truck Inspections— 8 BC Pass down/follow ups— 20 Plans Review— 129 Special/Complaint inspections— 77 Car seat installs— 0 Public Education Events— 2 (75 citizen contacts) Smoke alarms installed— 16 Fire Investigations— 3</p>
3	<p>Administration:</p> <p>Currently down 5, HR should be reaching out for physicals. Station 40 still on tract for end of February/March.</p> <p>Working with Utilities on hydrant testing/repair. Working on COOP plan for the City. Working on Strategic Plan for the Fire Department. Working with Finance on Fire Assessment Fee.</p>

Police

1	Members of the police department participated in the annual Star-Spangled Sanford event, ensuring a safe event and smooth traffic patterns before and after the event.
2	Members of Sanford Police Department's Command Staff took part in the Threat Assessment and Threat Management Training hosted by the Seminole County Sheriff's Office and led by the FBI-Federal Bureau of

3	Five new volunteers completed the Sanford Police Department's Volunteer Academy and joined the Sanford Police Volunteer Program.
4	Investigators in our Neighborhood Response Unit concluded an investigation into a house involved in illegal drug activity in the area of Grove Drive. The investigation started following community complaints, overdose incidents, and other drug related activity. The investigation led to a search warrant being issued for the house in question. As
5	The Sanford Police Department joined state and local law enforcement agencies for Operation Southern Slow Down. The operation aims to lower the risk of speed-related crashes by combining increased enforcement of
6	The Community Relations Unit hosted a very successful Blue & You BBQ and School Supply giveaway. The event was greatly attended, and the agency was able to give out school supplies to many families in need.
7	The Sanford Police Department recently held a ceremony to celebrate three officer retirements, the promotion of Eric Collins to the rank of sergeant, and the swearing-in of a new officer.
8	The Police Department is currently showing a 14% reduction in Part I Crimes (from Jan 1, 2025 – August 3, 2025)
9	The police department currently has 14 sworn vacancies and one support staff vacancy.

Public Works

1	Aero Lane & 5th Street will start construction soon subject to Commission approval on the 8th of Sept.
2	Realign ditch at Millcreek and 3rd Street design planned for the upcoming fiscal year.
3	13 streetlights repairs completed.
4	44 utility locates completed.
5	Completed 189 work-orders: 76 regularly scheduled Preventative Maintenance Services, 8 Road Services, and 84 oil changes services.
6	Processed 30 City Assets for disposals/sale auction.
7	1,534 Tons of Residential Solid Waste was collected from approximately 15,968 City of Sanford residents.
8	Waste Pro contract renewal discussion with City Commission.
9	Swale Regrade locations: Laurel Ave. and 27th St. and El Capitan Dr. and Osceola Dr.
10	Relocate brick pile at 26th St. approximately 30,000 cubic yards. Fill in with millings and regrade so we can get a canopy installed.
11	Assisted Mayfair Golf Course with emergency tree removal.
12	Assisted: Utilities with paving new building parking lot and repaved low areas on Douglas Ave.

Utilities

1	UT: VEPO (vendor) has installed 24,280 residential/commercial water meters to date which is approximately 86.7% of existing meters. Currently, the commercial meters (larger meters) are being replaced. Due to the sizes and nature of meter construction this will be a slower process.
2	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. The commission has approved this work directive, and the work has commenced. Over the last month since work began with R & M Solutions, 14 fire hydrants have been replaced and back online.
3	Removed SunBelt Generator from 10.1.2024 hurricane and installed CAT generator with new wires.
4	Bank Lift Station #78, start up on lift station

Parks & Recreation

Park, Recreation & Museum

1	Star Spangled Sanford was held on July 4th at Ft. Mellon Park and along Seminole Boulevard on the lakefront. The event was well attended even though a lightning strike hit a tree near the fireworks display and set off the show prior to the event start. No one was injured and the event continued until 9pm honoring the signing of the Declaration of Independence.
2	The Dr. Velma H. Williams Westside Community Center hosted a Pathways to Reconciliation Project honoring the Historic Goldsboro community on Saturday, July 26th, 2025. The event was established to share stories of Historic Goldsboro as the City prepares to honor the original incorporation from 1891-1911. The Westside Quilters along with the REEI Committee will use the stories to inspire work on a commemorative quilt that is being created to hang in City Hall. The event was a big success with stories from the descendants of people who lived in Goldsboro at that time.
3	The Jeff Triplett Afterschool Program registration kicked off on July 7th with openings for 75 children. In the first 5 minutes, 63 children had been registered, and the online registration was completed later that morning. The program provides tutors for the children to help complete homework for that day along with snacks and other activities of the child's choice such as art, athletics, cooking, reading, etc.
4	The Sanford Babe Ruth/Cal Ripken 12U State Champion baseball team competed in the Cal Ripken 12U Southern Regional tournament in Ft. Myers, Florida and came away with the third-place finish after losing to the eventual champion in the semi-finals. The ten team tournament featured teams from North Carolina, Virginia, South Carolina, Tennessee and Florida and was the final step before advancing to the World Series held in Branson Missouri.