



City Manager Monthly Report *August 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

Golf Course Clubhouse Update

Street Paving for both entrances continue, and pavers are being set. The parking lot poles and lights have been delivered and expected to be installed soon. There is an ongoing "punch list" that is being addressed. Substantial completion is expected the first week of November. A tentative date of Saturday, December 6, 2025, at 10:00 am is scheduled for the grand opening. A "Save the Date" will be sent out within the next month.

Marina Update

The City has received the final determination memo (DM) from FEMA. The DM is an official document from FEMA declaring what scope of services are approved for reimbursement. Of the estimated \$18 million of damages from Hurricane Ian, FEMA has approved approximately \$6.4 million for reimbursement. Our FEMA attorney office, Baker Donaldson, is preparing the 1st appeal to send to Florida Department of Emergency Management (FDEM). The appeal is due October 28, 2025. FDEM has 60 days to forward to FEMA.

The Dredging Design and Dock Replacement Design contract with Neel- Schaffer has been finalized and will be presented to the City Commission at their September 22, 2025 meeting. The cost of dredging and dock replacement design services is approximately 1.3 million.

Fire Station 40

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

Opportunity Site Update

The RFQ Committee recommends re-bidding the project due to the three proposals that we received being heavy in residential development. Staff will refine the scope of services and present to the City Commission at a work session for discussion

Georgetown Stormwater Basin Update

Project is ongoing.

Vacuum Sewer Conversion

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

Additional Utilities Project updates

Arminius

Engineering services for the NWRF Gravity Belt Thickener (GBT) and SWRC Belt Filter Press (BFP) Rehab - \$50,000.00

Design report for SWRC RAS & WAS Pump replacement - \$35,000.00

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

NWRF Headworks & Biological Nutrient Reduction Improvements - \$438,752.00

Replacement and reconfiguration of the NWRF east Side electrical switchgear and ATS Generator Room - \$93,305.00

Engineering support services for the design, demolition and replacement of the existing 8” concrete Cl₂ Tanks pedestal/pad - \$8,000.00

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

Engineering design and bid phase services for the NWRF Clarifier #2 Walkway replacement - \$9,900.00

NWRF Clarifier #3 rehab - \$42,500.00

Tetra Tech

Engineering support and preliminary design services to retrofit one NWRF Traveling Bridge Sand Filter to a cloth media type - \$217,644.00

Professional Engineering Services for the Site 10 Reclaim Water Repumping Station - \$278,873.00

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

CPH

Vacuum Lift Station survey, design and post design services - \$214,951.00. Project just started.

Groveview Lift Station survey, design and post design services - \$201,458.00

NWRF West Side new electrical switchgear installation and modifications and Site plan, Architectural and Structural Services for new electrical building - \$254,120.00

Chen Moore

SWRC drainage and stormwater improvement - \$20,880

Site 10 – site restoration, drainage and stormwater improvements - \$48,340

Departmental Updates

Community Relations

1	My Brother's Keeper (MBK) successfully launched at Markham Woods Middle School with 25 young boys of color actively participating in the program. The program hosted a Teen Summit, "Youth & Teens Voices Rising Up", which promoted positive interaction with law enforcement. The event also featured a Zumba demonstration and session on managing emotions and behaviors.
2	The My Brother's Keeper (MBK) program received commitments from the Orlando Magic and the Unity Youth Association. The Orlando Magic has formally committed to partnering with MBK throughout the school year, providing ongoing engagement opportunities for the young men. Unity Youth Association is committed to partnering with MBK to jointly pursue funding opportunities and broaden program exposure.
3	Community Development Block Grant (CDBG) Public Services and Economic Development Business Improvement workshops were conducted to provide an overview of the programs, guide participants through the application process, and respond to questions from the community.
4	All Community Development Block Grant (CDBG) Safety Home projects have been completed. Additionally, one housing rehabilitation project has been finalized, with six more currently under construction.
5	Race, Equality, Equity & Inclusion (REEI) held a special Pathways to Reconciliation Subcommittee meeting at the Dr. Velma H. Williams Community Center, where the Goldsboro Quilters and community members were invited to share personal stories that will inform the design of the commemorative quilt.

Economic Development

1	<p>AIRPORT</p> <p>Working with Airport Staff, we continue to monitor and confirm a very high demand for existing warehouse and office space on the Authority's property. Focus remains on bringing new product to the market by overcoming the resistance in the capital markets to long term leases vs ownership that is required by the Federal Aviation Authority. A recent success in overcoming the objection is indicated by the recent announcement of Hill Dermaceutical to construct an additional 80,000 square feet adjacent to their current facility. Our Department is committed to insuring that other developers hear this story, and in turn, get a comfort level to proceed with the many projects we have in the planning pipeline. Air service continues to grow as the Frontier Airlines/Spirit Airlines rivalry provides numerous route opportunities for Allegiant.</p>
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2	<p>MALL</p> <p>ARDENT continues to move forward with the entitlement process, with a number of users committing to the site. Primary progress is currently being made on the COSTCO development, with hotels and residential components currently being circulated in the commercial real estate markets. It is important to note that there has been a noticeable uptick in demand for existing space adjacent to Seminole Towne Center, as word of the global redevelopment has been confirmed. The Department's projection of growth and schedule expectations remains at a very high confidence level.</p>
3	<p>COMING SOON</p> <p>PHD Games has secured a substantial amount of space, 116,000 square feet at 2594 West Airport Boulevard. This is new Class A warehouse/office space that meets the Department's stated goal of "clean industrial tax base and job creation", with very little impact on City services. The site is located behind Sunoco Gas Station, just west of the Goldsboro community, and represents the first such development in the area in decades. The Economic Development Department worked very closely with the Orlando Economic Partnership, a relationship the City has not capitalized on in the past. There will be a groundbreaking ceremony in late September by RSVP only. If you would like to attend, please contact our Department. The new posture of our relationship with the Orlando Economic Partnership has Sanford well positioned to bring additional projects online in the near future.</p>
4	<p>As the CRA nears sunset, any CRA approved projects need to commence by sunset, December 31, 2025, and be completed within the one-year project closeout period, ending December 31, 2026. With that said, the Civic Center Waterfront Greenspace project has been completed and the property purchase processes are underway for the properties located at 2nd Street and Palmetto Avenue southeast corner and 2nd Street and Magnolia Avenue southwest corner. As we finish working through the due diligence period, closing dates have been scheduled for both properties on the same day, October 6, 2025. The purchase of both of these properties within the CRA boundaries fills immediate parking needs prior to being developed in the future. The amphitheater audio, visual, and lighting, as well as the Fort Mellon Park speakers projects both went out to bid. The owner of the 311 East First Street building, where Workspace Collective will be located, canceled the CRA Commercial Redevelopment Grant due to not being able to complete the site improvements within the required timeline. The owner made it very clear that he is still opening Workspace Collective at this location, but it will occur in 2026.</p>
5	<p>COMMUNITY ENGAGEMENT</p> <p>The Economic Development team continues to strengthen connections with the Sanford Chamber of Commerce, the Orlando Economic Partnership, CRA Redevelopment Visionaries, Sanford Main Street, the various committees, and represented the City of Sanford at the Seminole County Chamber Business Resource Fair. The Economic Development Department assisted Commissioner Thomas in a global presentation of "All Things Sanford" at the CALNO meeting that the City of Sanford recently hosted at Decision Tactical.</p>

Finance

Accounting, Purchasing, and IT

1	IT service requests reported to staff for the month of July were 460 and 466 were closed. Compared to 359 and 208 consecutively in July 2024.
2	Implemented a soft launch of the new Employee Portal. Also conducted two in-person workshops for key department representatives to receive direct feedback. Based on initial feedback and additional requirements,
3	24 modernization processes are in progress throughout Finance, IT, HR, Police, and Utilities.

Development Services

Code Enforcement & Building

1	Development Services initiated the Permitting Process study to evaluate success and search for areas of service that can be improved upon.
2	The Building Department has moved to the final phase of construction on the Breezeway Expansion Program. Final completion is expected to be October 31, 2025
3	Code Enforcement hired three new Code Enforcement Officers and a new Admin I

Planning

1	Land Development Regulation Update City staff is nearing completion of the updates to Schedule H – Parking Regulations within the Land Development Regulations (LDR), in alignment with City Commission direction and recent changes to state statutes. In addition, amendments to Article I and Article II are underway to ease regulatory burdens on single-family residences and streamline minor administrative reviews.
2	Land Development Regulation Update City staff has initiated updates to the Land Development Regulations to incorporate the Gateway Overlay standards outlined in the Lake Mary Boulevard Small Area Study, previously approved by the City Commission, County Commission, and the Sanford Airport Authority. These updates will include revisions to Schedule U – Overlay Districts and Schedule R – Airports and Aircraft, ensuring alignment with adopted planning frameworks and regulatory guidance.
3	Significant Completion St. James AME Church, a recognized local historic landmark located at 819 Cypress Avenue, recently completed a challenging roof restoration project. City staff supported the effort by assisting with the grant application and administration, contributing to the preservation of an important piece of Sanford’s cultural heritage.
4	State Legislation Staff is actively monitoring Senate Bill 180, which imposes significant limitations on local planning authority, including restrictions on land development regulations and moratoria. The bill’s provisions, particularly Sections 18 and 28, may impact future updates to the City’s Comprehensive Plan and Land Development Regulations.
For updates from Planning click here.	

Fire

1	Training and Activities: Medical Director meetings attended. Pre-fire plans completed- 16 businesses. Triannual Multicompany training began with surrounding agencies. Technical Rescue Team Training completed. 4 EMS standbys completed. 1155 total incident responses 897 medical calls
2	Fire Prevention: Annuals – 132 Re-inspections on annuals –304 New Construction Inspections –67 State required inspections – 6 Food Truck Inspections –0 BC Pass down/follow-ups –31 Plans Review – 134 Car Seat installs – 0 Public Education Events – 4 Smoke Alarms Installed - 17 Fire Investigations- 2
3	Administration Dixie started as Administrative Assistant III on 9/3 5 replacement new hires start six-week orientation on September 15th. Lieutenant Hall retired and Firefighter/Paramedic Janson promoted to Lieutenant Currently down 2 firefighters. Posted Training Lieutenant position. Posted Battalion Chief EMS position. Still working on Continuity of Operations for the Fire Department. Still working on Strategic Plan for the Fire Department. Updating and working on Continuity of Operations for the City. Still in Union Negotiations. Fire Prevention joining union.

Police

1	<p>Community Engagement</p> <p>Our Community Relations Unit attended the 5th Annual District 2 Community Meeting & SCPS Back To School Event. The Community Relations Unit and our Sanford Police Volunteers served refreshments for the guest and enjoyed interacting with all the attendees and vendors.</p> <p>The Community Relations Unit hosted another successful Sweet Tea with the Chief Event at Fort Mellon Park.</p> <p>Our School Resource Unit, Traffic Unit and Public Information Unit worked together to ensure we had a great Back To School Safety Campaign. Officers used social media and traffic enforcement/education to ensure residents were aware of the start of the new school year.</p> <p>Officers and the Community Relations Unit joined the fun at the City of Sanford BBQ Luau for Seniors, helping cook and serve food for the seniors.</p>
2	<p>Patrol</p> <p>Sergeant Collins, Delta Squad, and Traffic Officer Krupa handed out new backpacks to local students, helping them get ready for new school year.</p> <p>Sergeant Memminger and Sergeant Collins attended the Teen Summit - Youth & Teens Voices Rising Up, and had an amazing time engaging with local youth and participants. The sergeants had the honor of speaking with the youth, answering questions, and fostering a deeper understanding of each other's perspectives.</p> <p>Sgt. Collins and our Delta Shift officers partnered with Christian Teach Center Ministries to donate laptops to two local teens in the community. These laptops will help open doors to education, creativity, and brighter opportunities.</p> <p>Sanford Police Department is proud to joined Mothers Against Drunk Driving (MADD) and other local law</p>
3	<p>Investigations</p> <p>Sanford Investigators arrested Jaden Alexander Harris on the charge of Second Degree Homicide with a firearm, in connection with the August 14, homicide on Marbella Lane.</p> <p>Sanford Police Investigators arrested John Walter Jennings Jr), on the charge of Lewd Lascivious Behavior - Lewd Lascivious Battery Victim Age 12 Less than 16, following allegations that he traveled to Sanford and sexually assaulted a 12 year old girl he met on Instagram.</p>
4	<p>As of August 31 – we are showing a 13% reduction in Part I crimes (year to date).</p>
5	<p>As of August 31 we have 14 sworn vacancies and 1 support staff vacancy.</p>

Public Works

1	Recently completed a Full Depth Roadway Reconstruction and added 2 inlets in Lily court area.
2	<p>Facilities Division:</p> <p>5 streetlights repairs completed. 15 streetlights report to FPL (Florida Power & Light)</p>
3	<p>Fleet Division:</p> <p>Completed 168 work-orders: 62 regularly scheduled Preventative Maintenance Services, 3 Road Services, and 80 oil changes services. Performed mid-life restoration repairs to several high milage work vehicles.</p>
4	<p>Solid Waste Division:</p> <p>Meeting with Seminole County, received second draft to review for new Interlocal Agreement with Seminole County to include a substantial increase in the cost for recycling processing fees. Waste Pro contract renewal discussion.</p>
5	<p>Stormwater Division:</p> <p>Storm Pipe repairs at the following locations:</p> <ul style="list-style-type: none"> 7th St. and Park Ave. 1915 Summerline Ave. 122 Crown Colony Way Country Club Road 313 Live Oak Blvd. Ft. Mellon Park box culvert <p>At 1007 West 7th St: removed unhoused campers on ditch.</p>
6	<p>Streets Division:</p> <p>Assisted Facilities Maintenance on pouring concrete for the installation of a new sculpture alongside the Welcome Center. Kaywood Subdivision: extensive concrete/sidewalk repairs.</p>

Utilities

1	<p>The main water treatment project improvements for PFAS (Per-and-poly fluoroalkyl substances) and 1,4 Dioxane treatment is moving forward. We received one of the SRF loan agreements and expect to receive the second loan in the next couple of weeks and will be given to the mayor to execute (authorized by the City Commission – resolution number 2025-3411).</p> <p>Shutts & Bowen LLP received the second 3M payment related to its PFAS class action settlement in the amount of \$2,201,092.78 and will be forwarding this payment to the City.</p>
2	<p>North Plant Projects:</p> <ul style="list-style-type: none">Put Silica Sand on traveling Bridge.Installed cement pad for odor control unit.Put Rock between Train B & C.Hooked up bypass pump on master lift station.Replaced Diesel Hoses on tank.Remove wires From Plant Generator.Replaced Lobepro pump with New one.Ras pit and Ras Pit Pumped out.Installed Plates On traveling Bridge.Pulled #3 Distribution pump and replaced.Pulled #3 VFD and put on pallet.Replaced Lovejoy on thickener.Install VFD on Thickener.Replace #3 200HP motor Distribution.Replace motor & Gearbox on thickener.Processed the Monthly Discharge Monitoring Reports
3	<p>Lift Station (LS) Projects:</p> <ul style="list-style-type: none">Hidden well water replaced motor.Golf course #3 well replaced motor.Golf course #2 Pulled motor.Golf course monitoring well replaces casing.

<p>4</p>	<p>Well Projects: Hidden well water replaced motor. Golf course #3 well replaced motor. Golf course #2 Pulled motor. Golf course monitoring well replaces casing.</p>
<p>5</p>	<p>Water Plant Projects: Prepared and submitted the Monthly Operating Reports for the Aux & Main Plant to Florida Department of Environmental Protection (FDEP). Collect & prepare data for the Monthly Operating Report, Bacteriological report, Quarterly Disinfection report, & Water Quality Parameter report for FDEP. Collect samples from each Water Well and test for hardness, fluoride, iron, chlorides, pH, & alkalinity. Prepared and submitted 93 Bacteriological samples from the distribution system and one (1) bacteriological sample from 12 Water Wells. Collect samples & prepare data for the Florida Linked Oral Status System for Department of Health. Collect and prepare data for monthly Flow report & EN-50 report for St. Johns River Management District.</p>
<p>6</p>	<p>South Plant Projects: South Plant repaired Starter for lights. Processed the Monthly Discharge Monitoring Reports</p>

Parks & Recreation

Parks

1	<p>Adopt-A-Bench Program</p> <p>In August, three benches were adopted through our Adopt-A-Bench Program, each serving as a heartfelt tribute to loved ones and a lasting gift to our community. These benches not only provide welcoming spots to sit and enjoy the beauty of our parks, but also create meaningful spaces for remembrance, reflection, and connection.</p>
2	<p>Paw Park Mulching</p> <p>This year's annual mulching at Paw Park was completed with care, refreshing the play areas and pathways to keep the park both welcoming and safe. The new mulch not only enhances the park's appearance, but also helps reduce dust, creating a cleaner, more comfortable environment for our four-legged friends to run and play. By maintaining this space, we ensure that both pets and their humans can continue to enjoy a vibrant, well-kept park experience year-round.</p>
3	<p>Team Achievement: Pool Certification Success</p> <p>Parks staff members Steffan Dyess, Robert Wilds, Nathan Santiago, Ryan Ackerson, and Griffin Ciancimino successfully completed and passed the pool certification course. Their dedication and teamwork not only strengthened their individual skills but also enhanced our team's overall capability to maintain safe, high-quality facilities for the community.</p>
4	<p>Emergency Tree Response at Mayfair Country Club</p> <p>When a large tree limb unexpectedly fell on the entrance sign at Mayfair Country Club, Parks and Public Works crews acted quickly to address the situation. Their prompt response ensured the immediate area was secured for visitor safety, and both the damaged limb and the remaining stump were carefully removed. By restoring clear access and eliminating potential hazards, the team not only protected park users but also preserved the welcoming appearance of the entrance. This swift action highlights the department's ongoing commitment to safety, responsiveness, and maintaining the beauty of our community spaces.</p>
5	<p>Parks and Grounds Prepare for Hurricane Season</p> <p>Parks and Grounds Operations Manager Robert Beall recently developed a comprehensive Hurricane Preparation Manual and led a training session to ensure the team is fully aligned for storm response. The meeting covered critical responsibilities, response expectations, and key areas of focus during emergencies.</p>

Recreation & Museum

1	The Velma H. Williams Westside Community Center was the recipient of tickets to the NASCAR Coke 400 race on August 23rd. This was a once-in-a-lifetime experience for many of our Mentoring, MBK, and Jeff Triplett Community Center participants and staff. They were transported to Daytona Beach on the City Parks and Recreation bus. The free passes included an All Access field pass, a garage pit tour, and, of course, the exciting race.
2	The Larry A. Dale Aquatic Center was host to a nationwide initiative by USA Water Polo called "Try Water Polo for Free" on Sunday, August 24th!
3	The Civic Center hosted approximately 120 seniors for the annual BBQ party. The Sanford Police Department and Civic Center staff did an amazing job cooking the food, which saved valuable funds. There was music from a professional DJ who got the seniors up and dancing throughout the event. Several vendors who generously provided raffle prizes also gave information and products to our attendees.
4	The Velma H. Williams Westside Community Center, in partnership with Seminole State College's Seminole Connect program, began another GED Class for individuals interested in earning a high school diploma. The class has 15 residents who meet on Wednesdays in the facility's
5	Sanford Babe Ruth 8U All Stars proudly represented Sanford and Babe Ruth District 4 at the State Championship tournament held in Lake City. Following the State Tournament, the All Stars received an invitation to play in the World Series in Ocala, where they performed exceptionally.