

## Resolution No. 2024-3284

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**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2023 and terminating on September 30, 2024 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

**Whereas**, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision; and

**Whereas**, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

**Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:**

### **Section 1. Adoption of Budget Amendment.**

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2023 and terminating on September 30, 2024 is hereby revised and amended by Attachment "A". The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2023 and

terminating on September 30, 2024 shall remain in full force and effect.

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**Section 2. Implementing administrative actions.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

**Section 3. Savings.**

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed.

**Section 4. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**Section 5. Severability.**

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

**Section 6. Effective Date.**

This Resolution shall become effective immediately upon enactment.

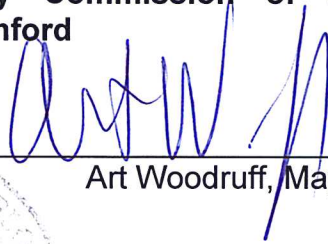
Passed and adopted this 26<sup>th</sup> day of August, 2024.

Attest:

City Commission of the City of  
Sanford



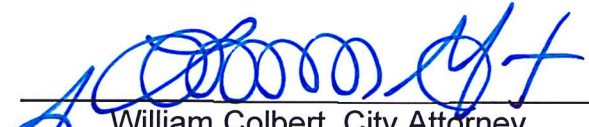
Traci Houchin, MMC, FCRM  
City Clerk



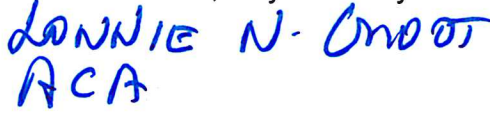
Art Woodruff, Mayor

For use and reliance of the Sanford  
City Commission only.  
Approved as to form and legality.





William Colbert, City Attorney

  
LONNIE N. ONO  
ACA

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2024

Department: Public Works

Division: Admin

8/14/2024

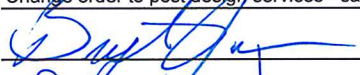
**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER						Current	Current	Amount of	Adjusted
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Unrealized
402	4045	541	63	00	st2400 Improvement other than building	\$ 26,119,179	\$19,622,561	\$ 45,000	19,622,561
<b>TOTAL CHANGES IN REVENUES</b>								<b>\$ 45,000</b>	

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining	
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
402	4045	541	63	00	st2101	improvements other than building	\$ 26,116,179	19,622,561	45,000	19,622,561
							\$ -			-
							\$ -			-
<b>TOTAL CHANGES IN EXPENDITURES</b>								<b>\$ 45,000</b>		

REASON FOR AMENDMENT: Change order to post design services - same account different project numbers

DIRECTOR APPROVAL:  DATE: 8/14/24

FINANCE APPROVAL:  DATE: 8/21/24

CITY MANAGER APPROVAL:  DATE: 8/21/24

CITY COMMISSION AGENDA DATE: 8/26/24 APPROVED Y

**FOR FINANCE USE**

Entry Date: \_\_\_\_\_ Batch Number: \_\_\_\_\_ Document #: \_\_\_\_\_





**TASK AUTHORIZATION FORM ISSUED BY CITY OF SANFORD**

Task Authorization No.: 2 PR                      PO 39116  
Project Title: Post Design Services Georgetown  
Contractor/Consultant/Vendor: CPH Consulting, LLC  
Agreement Date and Solicitation Number: 9/30/23, ST2101

This Task Authorization implements the above-referenced Agreement and assigns work to be performed under the Agreement. The terms, conditions and provisions of the Agreement apply to and govern all work under this Task Authorization Form. The Contractor shall not under any circumstances attach to any document which proposes in conjunction with this Task Assignment or otherwise propose any term, condition or provision relating to the work. A Contractor/Consultant/Vendor so doing will be in breach of the Agreement and will be engaging in conduct which the City will deem to be as unethical.

Execution of this Task Authorization by the City shall serve as authorization for the Contractor/Consultant/Vendor to provide the above project, professional services as set out herein and further delineated in the specifications, conditions and requirements stated in the following listed documents, which are attached hereto and made a part hereof.

**ATTACHMENTS (Check all that apply):**

- Drawings/Plans/Specification
- Detailed Services and Task for project or Study
- Special Conditions
- Schedule of Subcontractor Participation (approved by the City).
- Other please specify \_\_\_\_\_

**Time for completion:** The work authorization by this Task Authorization shall be commenced upon receipt of a purchase order by the Contractor/Consultant/Vendor and shall be completed with (180) calendar days from date of the purchase order issued by the City to the Contractor/Consultant/Vendor. Each enumerated task shall be completed in accordance with the contract time schedule set forth below.



**TASK 4**

**Description of Work:**

**Contract Price:**

**Contract Time:**

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**TASK 5**

**Description of Work:**

**Contract Price:**

**Contract Time:**

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**Total Contract Time: 180 Days** \_\_\_\_\_

**Total Contract Price: \$45,000** \_\_\_\_\_

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<b>TASK AUTHORIZATION SUMMARY</b>			
<b>No.</b>	<b>Description</b>	<b>Contract Price</b>	<b>Contract Time</b>
1	Additional Post Design Services due to Construction Time Frame Extensions	\$45,000.00	180
2			
3			
4			
5			
<b>TOTAL</b>		<b>\$45,000.00</b>	<b>180 Days</b>



**APPROVAL OF TASK AUTHORIZATION AND ACKNOWLEDGMENTS**

IN WITNESS WHEREOF, the City and following named Contractor/Consultant/Vendor have executed this instrument for the purpose herein expressed.

**ATTEST:**

**CITY OF SANFORD**

*Traci Houchin MMC FCRM*

Traci Houchin, MMC, FCRM  
City Clerk



By: *[Signature]*  
Art Woodruff  
Mayor  
Date: *9-9-24*

Approved as to form and legal sufficiency.

*[Signature]*  
William L. Colbert, City Attorney  
*Winnie N. Orndorff*

**ATTEST:**

**CPH CONSULTING, LLC**

By: *[Signature]*  
*DAVID E MAHLER*

Print Name

Title: *Chief Operations Officer - Public Services*

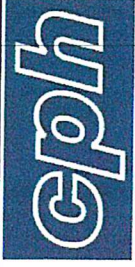
Dated: *8-14-2024*

Print Name

Title: \_\_\_\_\_



**Extra Work Authorization (EWA) For IFB 21/22-14 Georgetown Storm Sewer**



EWA#: 1

CPH Project #: S06200.01	Base Contract Date: 2/15/2023
Project Name: Georgetown Storm Sewer	Base Contract Fee Amount: \$223,740.00
Client: Mr./Ms.: City of Sanford	Current Contract Date: 2/15/2023
	Current Contract Fee Amount: \$223,740.00
	Proposed Fee for Extra Work: \$45,000.00
	Contract Fee Amount with this EWA: \$268,740.00

All terms and conditions of the BASE CONTRACT, with all approved amendments to date, shall be applicable to this Extra Work Authorization, except that Professional Services hourly rates are updated to reflect periodic adjustments to CPH's published rate, if so marked below. Approval of this Extra Work Authorization will amend the scope of services, and professional fees.

The following:  Increased Scope of Service  Additional Service, is proposed for Client's approval:

SCOPE DESCRIPTION

PROPOSED FEE ADJUSTMENT  
(IF ANY)

1. Additional Post Design Services due to Construction Time Frame Extensions  
Added 4 months for construction including an additional 60 days for contract closout \$45,000.00

Revised Professional Service Rates are Attached.

Proposed by:  
David Terwilliger

*David Terwilliger*  
(Signature)

5/12/24  
Date

Approved:

CPH Project Manager

Client

Signature

Date





WS	RM	X
Item No.	9.E	

CITY COMMISSION MEMORANDUM 24-252  
AUGUST 26, 2024 AGENDA

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Jeff Davis, Public Works and Utilities Project Manager  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., City Manager  
**SUBJECT:** Approval of a Budget Amendment Resolution 2024-3284, to Increase PO #39116 to CPH for Additional Post Design Services for the Georgetown Drainage Improvements

**STRATEGIC PRIORITIES:**

- Unify Downtown & the Waterfront
- Promote the City’s Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

**SYNOPSIS:**

Approval of Resolution No. 2024-3284, to amend the budget, to increase PO #39116 in an amount not to exceed \$45,000 bringing the total amount to \$268,740 to CPH, Inc., is requested.

**FISCAL/STAFFING STATEMENT:**

The total amount requested is an amount not to exceed \$45,000 and is available in the Stormwater account lines.

**BACKGROUND:**

With the City of Sanford’s ongoing commitment to drainage improvements Citywide, unforeseen conditions and project delays arise that warrant additional engineering services as is with the case for the Georgetown Drainage Improvements project.

**LEGAL REVIEW:**

Legal review has been provided for this procurement and are in accordance with City Purchasing Policy.

**RECOMMENDATION:**

It is staff’s recommendation that the City Commission approve Resolution No. 2024-3284, to amend the budget, to increase PO #39116 in an amount not to exceed \$45,000 to CPH, Inc., for the Georgetown Drainage Improvement Project.

**SUGGESTED MOTION:**

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“I move that the City Commission approve Resolution No. 2024-3284 as proposed and increase PO #39116.

- Attachments:
- (1). Budget Amendment
  - (2). Additional Scope of Services
  - (3). Resolution No. 2024-3284