

**Resolution No. 2025-3431**

**A Resolution of the City Commission of the City of Sanford, Florida relating to City procurement and purchasing activities pursuant to the Ft. Mellon Park Improvement Project allowing for the awarding of bids to encumber moneys received from the Community Redevelopment Agency (CRA) Interlocal and thereby allowing for actions to be taken consistent with the legal requirements and conditions and requirements of CRA; delegating authority to the City Manager to act upon matters relating to the award of bids; providing for authorization and direction to City personnel; providing for legislative findings and intent; providing for a savings provision and for the ratification of acts; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the City has received funding from the Community Redevelopment Agency (CRA) Interlocal in the furtherance of the Ft. Mellon Park Improvement Project; and

**Whereas**, the City must adhere to conditions to award bids, which may be inconsistent in one way or another with the normatively utilized Procurement Policy of the City when working with the CRA Interlocal so as to ensure that funds are encumbered within required time limitations; and

**Whereas**, the City must comply with the requirements to encumber these funds to qualify for funding prior to the sunset of the CRA; and

**Whereas**, if the City were not to encumber these funds in a timely manner the funds will likely be lost, thus sacrificing the completion of the Ft. Mellon Park Improvement Project.

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

**Section 1. Legislative Findings and Intent.**

(a). The City of Sanford has complied with all requirements and procedures of Florida law in processing this Resolution.

(b). The City Commission of the City of Sanford finds that it is prudent and in the public interest to maximize the receipt of funds from the CRA Interlocal in order to fund and implement the Ft. Mellon Park Improvement Project in order to advance the interests of the citizens of the City while reducing the fiscal impact to the citizens and taxpayers of the City through obtaining funds from other sources.

(c). Section 2.04 of the *City Charter of the City of Sanford* relates to the general powers and duties of the City Commission and provides that “[a]ll powers of the City shall be vested in the Commission, except as otherwise provided by law or this charter, and the Commission shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the City by law” and Section 3.04 of the *City Charter of the City of Sanford* relates to the powers and duties of the City Manager and provides, in pertinent part that “[t]he City Manager shall be the chief administrative officer of the City. The City Manager shall be responsible to the Commission for the administration of all City affairs placed in his or her charge by or under this Charter”.

**Section 2. Delegation of Authority to Ensure Compliance with Grant Conditions Relative to the Procurement Activities of the City.**

(a). The City Commission of the City of Sanford hereby delegates plenary authority to the City Manager to award bids to vendors in a manner which ensures that the CRA Interlocal funds are encumbered in compliance with CRA conditions and requirements. This delegation of authority specifically included authority to

ensure that the procurement obligations under CRA are adhered to in every respect such that the procurement of goods and services are accomplished in a manner which fully comports with the requirements to encumber the funds for the completion of the Ft. Mellon Improvement Project. This delegation of authority recognizes the fact that the City may be required to take purchasing actions and engage in procurement practices that are not normative under the City's Procurement (Purchasing) Policy as adopted by the City Commission.

(b). The City Manager may delegate the authority delegated herein to City staff, as the City Manager deems appropriate.

(c). The City Attorney shall assist City staff in adhering to CRA requirements and in evaluating when controlling law allows or does not allow a variation from normative City Procurement Policy.

### **Section 3. Savings.**

The prior actions of the City Manager of the City of Sanford relating to the procurement activities of the City and the implementation of grants, and any and all related or associated activities and matters, 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 adoption.

**Passed and adopted this 8th<sup>th</sup> day of December, 2025.**

Attest:

Traci Houchin, MFC, FORM

Traci Houchin, City Clerk

For use and reliance of the Sanford City Commission only.

Approved as to form and legality.

Lindsay N. Greene

Lindsay N. Greene, City Attorney

**City of Sanford City Commission**

Art Woodruff, Mayor





**CITY COMMISSION MEMORANDUM 25-279**  
**DECEMBER 8, 2025, AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Owen Christopher, Planning Project Manager  
Craig M. Radzak, Assistant City Manager  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Resolution No. 2025-3431; Community Redevelopment Agency (CRA)  
Interlocal Procurement Delegation of Authority for Ft. Mellon Park  
Improvements

**SYNOPSIS:**

Requesting to approve Resolution No. 2025-3431 for Community Redevelopment Agency (CRA) Interlocal Procurement Delegation of Authority for Ft. Mellon Park Improvements the rankings of the Request for Qualification (RFQ) selection committee relating to RFQ 24/25-02.

**FISCAL/STAFFING STATEMENT:**

There is no fiscal impact currently.

**BACKGROUND:**

Staff issued a current joint bid project IFB 25/26-04 titled “Ft. Mellon Improvement” project in which a portion of the project is funded by the Community Redevelopment Agency (CRA). The requirement for the sun setting of the CRA requires that project funds must be encumbered by December 31, 2025 or certain financial burdens will apply. The bids are due on December 2, 2025 which shortly after must be reviewed, awarded, contract signed and a final Purchase Order must be issued. Staff, Purchasing and Finance has worked expeditiously to get the project designed permitted and out to bid. The prefabricated main pavilion unit has been ordered, and this project will provide the structural wrap of the amphitheater, associated sidewalks, and other amenities for a complete project.

The resolution is required to meet or avoid any possible delays of timelines as there is no second meeting in December and thus allowing certain the CRA requirements to be met. Under this resolution, the authority is delegated to the City Manager and if invoked, Staff will brief the City Commission of the steps that were taken under this resolution at the next available commission meeting. It should be noted the City of Sanford has complied with all requirements and procedures of Florida law in processing this resolution; and must adhere to conditions to award bids, which may be inconsistent in one way or another with the normatively utilized Procurement Policy of the City when working with the CRA Interlocal so as to ensure that funds are encumbered within required time limitations

**LEGAL REVIEW:**

The City Attorney has reviewed this matter, prepared the resolution and had no legal objection.

**RECOMMENDATION:**

City staff recommends that the City Commission approve Resolution No. 2025-3431 for CRA Interlocal Procurement Delegation of Authority for Ft. Mellon Park Improvements.

**SUGGESTED MOTION:**

“I move to approve Resolution No. 2025-3431 for CRA Interlocal Procurement Delegation of Authority for Ft. Mellon Park Improvements.

Attachments: (1) Resolution No. 2025-3431