

## **Resolution No. 2025-3441**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2025, and ending September 30, 2026; 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, 2025, and terminating on September 30, 2026, 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, 2025, and terminating on September 30, 2026, 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, 2025, and

terminating on September 30, 2026, shall remain in full force and effect.

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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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

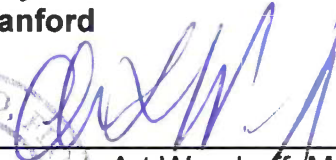
**Passed and adopted this 8<sup>th</sup> day of December, 2025.**

*Attest:*

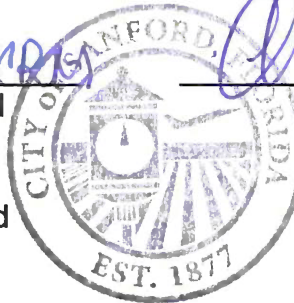
**City Commission of the City of  
Sanford**



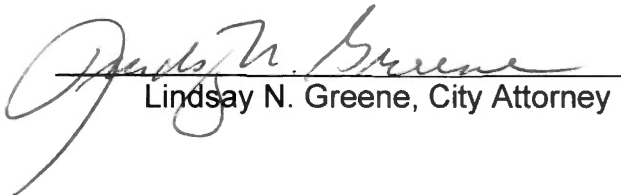
Traci Houchin, MMC, FCRM  
City Clerk



Art Woodruff, Mayor



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



Lindsay N. Greene, City Attorney

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2025/26  
Department: Economic Development

Division: CRA

Date: 12/8/2025

## BUDGET AMENDMENT

### CHANGES IN REVENUES

REVENUE ACCOUNT NUMBER									
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Unrealized
360	0000	381	56	00	Transfer from CRA Fund	\$ -	\$ -	\$ 217,450	\$ 217,450

TOTAL CHANGES IN REVENUES \$ 217,450

### CHANGES IN EXPENDITURES

EXPENDITURE ACCOUNT NUMBER									
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change
156	7979	581	91	22		Transfer to Capital Project Fund	\$ -	\$ -	\$ 217,450
156	0108	552	63	00		Improvements Other Than Buildings	-	-	(217,450)
360	5508	572	63	00		Improvements Other Than Buildings	-	-	217,450

TOTAL CHANGES IN EXPENDITURES \$ 217,450

REASON FOR AMENDMENT: Transfer CRA funds to City budget for site preparation, concrete, & paving services for 2nd St. & Magnolia site and 300 W. Second site.

DIRECTOR APPROVAL: 

DATE: 11/13/25

FINANCE APPROVAL: 

DATE: 11/17/2025

CITY MANAGER APPROVAL: 

DATE: 11/18/2025

(\$5,000 to \$49,999)

CITY COMMISSION AGENDA DATE: 12-8-25

APPROVED: 

(\$50,000 or More)

### FOR FINANCE USE

Entry Date: \_\_\_\_\_

Batch Number: \_\_\_\_\_

Document #: \_\_\_\_\_

CCM#: \_\_\_\_\_

RES#: \_\_\_\_\_



1980 Cameron Ave  
Sanford, FL 32771  
P: (386) 218-6969 F: (386) 218-6970  
www.allterraintractorservice.com

## (REV) Proposal

Project Name: **2nd Street & Myrtle Ave**  
Project Phase: **Asphalt Paving & Concrete Sidewalks**

Project Address: **118 W. 2nd Street**  
City, State, Zip: **Sanford, FL 32771**

Proposal Date: **Wednesday, November 5, 2025**  
**Proposal price good for 20 days from the date of this proposal.**

Prepared for: **City of Sanford**  
Address: **230 East First Street**

City, State, Zip: **Sanford, FL 32771**

Contact: **Pamela Lynch**  
Phone: **407-280-5827**  
Cell:  
Email: [Pamela.Lynch@Sanfordfl.gov](mailto:Pamela.Lynch@Sanfordfl.gov)

### Scope of Work

- Under The Terms and Conditions of This Proposal. All Terrain Tractor Service Inc, Hereby Proposes to Provide Labor, Materials, Supervision **Necessary to Complete "ONLY" the Described Line Items Listed Below. No Other Work expressed or Implied in This Proposal.**

### Inclusions & Exclusions

- There are no permitting fees included in this proposal. Permitting obtained by All Terrain Tractor Service will be invoiced separately, outside of this contract, at the time of permit issuance, as a direct pass through to be paid within 10 days of receipt and no retainage held.
- No bonds are included in this proposal, if required there will be additional costs incorporated by change order or as part of the contract proposal agreed upon during negotiations.
- No handling of contaminated, hazardous or unsuitable material is included in this proposal, if required there would be additional costs.
- Any existing electrical, gas, cable tv, phone, internet or other existing utilities are to be relocated or removed by others.
- Any electrical work related to the sitework package is to be provided by others and is not included in this proposal, if required there would be additional costs.
- It is assumed that all material on site is suitable for backfill in structural areas and no costs are included for double handling, hauling off or import fill to replace unsuitable material is included in this proposal.
- There is no jersey barriers for MOT included in this proposal, if required there would be additional costs.
- No Seeding, sodding, landscaping, irrigation or irrigation repairs are included in this proposal except as specifically called out in the proposal.
- There is no night work or weekend work included in this proposal, if required there would be additional costs.
- There are no plant opening fees for concrete and/or asphalt included in this proposal, if required there would be additional costs.
- No SWPPP maintenance, monitoring, (weekly/rain event inspections) or reporting is included in this proposal.
- There is only one (1) mobilization included for each phase of the scope of work in this proposal. If the General Contractor's schedule requires a specific phase to be done out of sequence, there would be costs incurred for additional mobilizations.

CODE	DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
1.001	Mobilization	1	LS	\$7,000.00	\$7,000.00
1.001	Locates & Utility Verifications	1	LS	\$500.00	\$500.00
1.002	Proctor, & Density Test	1	LS	\$2,250.00	\$2,250.00
1.003	Survey, Layouts, & As-Builts	1	LS	\$8,500.00	\$8,500.00
1.004	MOT	1	LS	\$4,250.00	\$4,250.00

3.003	Remove Existing Concrete Pavement	2100	SF	\$5.00	\$10,500.00
4.001	Grub & Scrap Property	1611	SY	\$2.95	\$4,752.45
4.002	Excavate Parking Area for Limerock Base, Stabilized Subgrade & Asphalt	1615	SY	\$7.30	\$11,789.50
4.005	Load & Haul Unsuitable Fill Off Site	360	CY	\$18.50	\$6,660.00
6.1	4" Concrete Sidewalks 3500 PSI w/ Light Broom Finish	700	SF	\$7.25	\$5,075.00
6.1	Thickened Edge	280	LF	\$18.50	\$5,180.00
7.5	12" Stabilized Subgrade	1925	SY	\$10.50	\$20,212.50
7.6	6" Limerock Base	1925	SY	\$22.25	\$42,831.25
7.1	2" Asphalt SP 12.5 30% RAP (One Lift)	1925	SY	\$21.70	\$41,772.50
8.1	Regular Paint Striping (Allowance)	1	LS	\$3,500.00	\$3,500.00

Base Proposal Total **\$174,773.20**

#### Terms & Conditions:

1. This proposal is valid for thirty (30) days from the date of this proposal.
2. This proposal is subject to the receipt and review of final stamped approved plans ready for construction. Any differences will be agreed upon and incorporated into the contract proposal during negotiations.
3. During the performance of the contract, if the price of materials and various surcharges increase significantly, through no fault of All Terrain Tractor Service Inc., the price may be adjusted to cover any such significant price/surcharge increases.
4. Should All Terrain Tractor Service Inc. be delayed, obstructed, hindered or interfered with in the commencement, prosecution or completion of the Work by any cause, beyond the control of and not due to any fault, neglect, act or omission of All Terrain Tractor Service Inc., including delays caused by any act, neglect or default of the General Contractor, Owner, Engineer, Architect, or other Contractors then All Terrain Tractor Service Inc. shall be entitled to an extension of time and additional compensation from the General Contractor for such delay. The entitlement to and/or receipt by the General Contractor for additional time and/or compensation from the Owner related to the subject matter of All Terrain Tractor Service Inc.'s claim shall not be a condition precedent to All Terrain Tractor Service Inc.'s receipt of additional time and/or compensation.
5. All Terrain Tractor Service Inc.'s invoices must be paid on terms of net 30 days. Payment to the General Contractor by the Owner shall not operate as a condition precedent to payment to All Terrain Tractor Service Inc. If payment is more than ten (10) days overdue, All Terrain Tractor Service Inc. has the right to suspend performance with no liability to General Contractor until the outstanding amount is fully paid.
6. Any plan changes or changes to scope by the Engineer, Owner, General Contractor, or Inspector may constitute a change order. No change order work will commence without written authorization of a signed change order.

**Landon Massa**

All Terrain Tractor Service, Inc.

**Pamela Lynch**

City of Sanford

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Authorized Signature Date

Price is subject to change, pending receipt of 'Final Construction Drawings'.



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www.allterraintractorservice.com

## (REV 1) Proposal

Project Name: **2nd Street & Magnolia**  
Project Phase: **2" Asphalt Paving**  
Project Address: **E. 2nd Street & Magnolia**  
City, State, Zip: **Sanford, FL 32771**  
Proposal Date: **Thursday, October 23, 2025**  
**Proposal price good for 20 days from the date of this proposal.**

Prepared for: **City of Sanford Public Works & Utilities**  
Address: **800 W Fullton Street**

City, State, Zip: **Sanford, FL 32771**

Contact: **Jeff Davis**  
Phone:  
Cell: **407-688-5080**  
Email: [jeff.davis@sanfordfl.gov](mailto:jeff.davis@sanfordfl.gov)

### Scope of Work

- Under The Terms and Conditions of This Proposal. All Terrain Tractor Service Inc, Hereby Proposes to Provide Labor, Materials, Supervision **Necessary to Complete "ONLY" the Described Line Items Listed Below. No Other Work expressed or Implied in This Proposal.**

### Inclusions & Exclusions

- There are no permitting fees included in this proposal. Permitting obtained by All Terrain Tractor Service will be invoiced separately, outside of this contract, at the time of permit issuance, as a direct pass through to be paid within 10 days of receipt and no retainage held.
- No bonds are included in this proposal, if required there will be additional costs incorporated by change order or as part of the contract proposal agreed upon during negotiations.
- No handling of contaminated, hazardous or unsuitable material is included in this proposal, if required there would be additional costs.
- Any existing electrical, gas, cable tv, phone, internet or other existing utilities are to be relocated or removed by others.
- Any electrical work related to the sitework package is to be provided by others and is not included in this proposal, if required there would be additional costs.
- It is assumed that all material on site is suitable for backfill in structural areas and no costs are included for double handling, hauling off or import fill to replace unsuitable material is included in this proposal.
- The MOT pricing does not include "Jersey" barricades of any kind unless specifically called out in the proposal.
- No Seeding, sodding, landscaping, irrigation or irrigation repairs are included in this proposal except as specifically called out in the proposal.
- There is no night work or weekend work included in this proposal, if required there would be additional costs.
- There are no plant opening fees for concrete and/or asphalt included in this proposal, if required there would be additional costs.
- The maintenance of SWPPP items is included while All Terrain Tractor Service is on-site only. If maintenance is required while All Terrain is not on-site, or as a result of work or damage by other trades, there would be additional costs.
- No SWPPP monitoring (weekly/rain event inspections) or reporting is included in this proposal. All Terrain Tractor Service will monitor inspection reports, make corrections, and sign off on the appropriate items related to All Terrain's work while on-site only.
- There is only one (1) mobilization included for each phase of the scope of work in this proposal. If the General Contractor's schedule requires a specific phase to be done out of sequence, there would be costs incurred for additional mobilizations.

CODE	DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
4.003	Re-work/ Grade, & Compact Existing Base	1	LS	\$5,200.00	\$5,200.00
7.1	2" Asphalt SP 12.5 30% RAP (One Lift)	1500	SY	\$20.80	\$31,200.00

8.1	Striping Allowance	1	LS	\$1,050.00	\$1,050.00
Base Proposal Total					\$37,450.00

#### Terms & Conditions:

1. This proposal is valid for thirty (30) days from the date of this proposal.
2. This proposal is subject to the receipt and review of final stamped approved plans ready for construction. Any differences will be agreed upon and incorporated into the contract proposal during negotiations.
3. During the performance of the contract, if the price of materials and various surcharges increase significantly, through no fault of All Terrain Tractor Service Inc., the price may be adjusted to cover any such significant price/surcharge increases.
4. Should All Terrain Tractor Service Inc. be delayed, obstructed, hindered or interfered with in the commencement, prosecution or completion of the Work by any cause, beyond the control of and not due to any fault, neglect, act or omission of All Terrain Tractor Service Inc., including delays caused by any act, neglect or default of the General Contractor, Owner, Engineer, Architect, or other Contractors then All Terrain Tractor Service Inc. shall be entitled to an extension of time and additional compensation from the General Contractor for such delay. The entitlement to and/or receipt by the General Contractor for additional time and/or compensation from the Owner related to the subject matter of All Terrain Tractor Service Inc.'s claim shall not be a condition precedent to All Terrain Tractor Service Inc.'s receipt of additional time and/or compensation.
5. All Terrain Tractor Service Inc.'s invoices must be paid on terms of net 30 days. Payment to the General Contractor by the Owner shall not operate as a condition precedent to payment to All Terrain Tractor Service Inc. If payment is more than ten (10) days overdue, All Terrain Tractor Service Inc. has the right to suspend performance with no liability to General Contractor until the outstanding amount is fully paid.
6. Any plan changes or changes to scope by the Engineer, Owner, General Contractor, or Inspector may constitute a change order. No change order work will commence without written authorization of a signed change order.

**Landon Massa**

All Terrain Tractor Service, Inc.

**Jeff Davis**

City of Sanford Public Works & Utilities

\_\_\_\_\_/\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_/\_\_\_\_\_  
Authorized Signature Date

Price is subject to change, pending receipt of 'Final Construction Drawings'.



CITY OF  
**SANFORD**  
FLORIDA



APPROVED

WS \_\_ RM \_\_ X

Item No. 9.M

**CITY COMMISSION MEMORANDUM 25-288**  
**DECEMBER 8, 2025 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Pamela Lynch, Community Redevelopment Agency Executive Director  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Site Improvements Projects Budget Amendment from CRA Budget to City Budget (\$217,450); Resolution No. 2025-3441

**SYNOPSIS:**

Requesting to approve a budget amendment from the CRA Budget, Improvements Other Than Buildings to the City Budget for site improvements projects for the properties located at 300 West Second Street and the Second Street and Magnolia Avenue southwest corner site.

**FISCAL/STAFFING STATEMENT:**

With a budget amendment in place from the CRA Budget, Improvements Other Than Buildings to the City Budget, in an amount of \$217,450, funding is available for the site improvements projects for the 300 West Second Street property and the Second Street and Magnolia Avenue southwest corner site.

**BACKGROUND:**

The Sanford Community Redevelopment Agency recognizes the importance of ample parking within the Downtown Sanford footprint. Over time, parcels have developed or become unusable, further restraining parking needs. The CRA has purchased properties to secure short-term parking needs and longer term, may remain as parking or become available for redevelopment opportunities.

**LEGAL REVIEW:**

No review requested from City Attorney.

**RECOMMENDATION:**

City staff recommends that the City Commission approve the budget amendment from the CRA Budget, Improvements Other Than Buildings to the City Budget in an amount of \$217,450, for site improvements projects, as proposed.

**SUGGESTED MOTION:**

“I move to approve Resolution No. 2025-3441.”

Attachments: (1). All Terrain Quotes.  
(2). Resolution No. 2025-3441.  
(3). Budget Amendment.