

Resolution No. 2026-3486

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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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 8th day of June 2026.

Attest:

City Commission of the City of Sanford

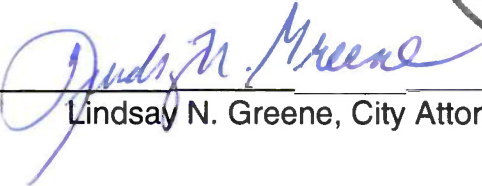
On Behalf of 
Traci Houchin, MMC, FCRM
City Clerk

DEPUTY
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 2026
Department: Development Services

Division: Building

Date: 5/12/2026

BUDGET AMENDMENT

CHANGES IN REVENUES

REVENUE ACCOUNT NUMBER									
Fund	Revenue	Act Cd	Obj	Project #	Revenue Account Title	Budget	Balance	Change	Balance
135	0000	399	98	00	Building Reserves	\$ 2,607,504	\$ 2,916,924	\$ (228,052)	\$ 2,288,872
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -


TOTAL CHANGES IN REVENUES \$ (228,052)


CHANGES IN EXPENDITURES

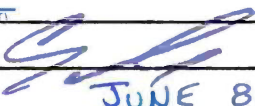
EXPENDITURE ACCOUNT NUMBER									
Fund	Dpt/Div	Activity	Obj	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
135	1114	524	63	00	BRWY24 Breezeway Expansion Project	\$ 816,961	\$ (111,199)	\$ 111,199	\$ -
135	1114	524	63	00	PW2502 City Hall Parking Lot	816,961	(77,224)	77,224	\$ -
135	1114	524	63	00	DSEQP Development Services Equipment	816,961	(14,300)	14,300	\$ -
135	1114	524	64	00	DSEQP Equipment	294,571	(5,329)	5,329	\$ -
135	1114	524	34	00	Other Contractual	268,155	67,052	10,000	\$ 77,052
135	1114	524	46	00	Repairs & Maintenance	83,581	15,952	10,000	\$ 25,952
									\$ -
									\$ -

TOTAL CHANGES IN EXPENDITURES \$ 228,052

REASON FOR AMENDMENT: To cover Building Department Negative Balances

DIRECTOR APPROVAL:  DATE: 5/19/26

FINANCE APPROVAL:  DATE: May 19, 2026
Peter J. Staffieri / May 19, 2026 16:03:36 EDT

CITY MANAGER APPROVAL:  DATE: 5/19/26

CITY COMMISSION AGENDA DATE: JUNE 8, 2026 APPROVED: YES

(\$5,000 to \$74,999)
(\$75,000 or More)

FOR FINANCE USE

Entry Date: _____ Batch Number: _____ Document #: _____

CCM#: _____

RES#: _____

BA Negative Accounts \$228,052

Final Audit Report

2026-05-19

Created:	2026-05-19
By:	Cindy Andryshak (cynthia.andryshak@sanfordfl.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5GLNZJZ790fxjH8TX8tBuaWpSZ-X4U8b

"BA Negative Accounts \$228,052" History

-  Document created by Cindy Andryshak (cynthia.andryshak@sanfordfl.gov)
2026-05-19 - 7:21:38 PM GMT
-  Document emailed to Peter Staffieri (Peter.Staffieri@Sanfordfl.gov) for signature
2026-05-19 - 7:23:46 PM GMT
-  Email viewed by Peter Staffieri (Peter.Staffieri@Sanfordfl.gov)
2026-05-19 - 8:02:52 PM GMT
-  Signer Peter Staffieri (Peter.Staffieri@Sanfordfl.gov) entered name at signing as Peter J. Staffieri
2026-05-19 - 8:03:34 PM GMT
-  Document e-signed by Peter J. Staffieri (Peter.Staffieri@Sanfordfl.gov)
Signature Date: 2026-05-19 - 8:03:36 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-05-19 - 8:03:36 PM GMT



LOTEMPIO, CATHY

From: Hanft, Andrew
Sent: Thursday, May 7, 2026 10:33 AM
To: LOTEMPIO, CATHY
Subject: Development Services
Attachments: Development Services Overdrawn Projects.xlsx

Good morning,

Could you please complete budget transfers to bring the attached projects back into balance?

Thank you,

Andrew Hanft
Senior Accountant
Finance Department
[City of Sanford](#)
p: 407.688.5094
e: andrew.hanft@sanfordfl.gov



Account Number	Project Number	Available Balance
135-1114-524.63-00	BRWY24	(111,198.08)
135-1114-524.63-00	PW2502	(77,223.48)
135-1114-524.63-00	DSEQP	(14,299.58)
135-1114-524.64-00	DSEQP	(5,328.96)

LOTEMPIO, CATHY

From: Hanft, Andrew
Sent: Thursday, May 7, 2026 12:55 PM
To: LOTEMPIO, CATHY
Subject: RE: Development Services

Hey Cathy,

All of this is related to the Breezeway expansion project. PW2502 is a Public Works project code, but it was for the parking lot. I am not sure why it was coded to that project code, but since it is coming out of the 135 fund it would have to be handled with those funds. Lindsey, someone at Public Works, or Jasmin might be able to provide context on why it was coded to that project code. Let me know if you have any other questions.

Thank you,

Andrew Hanft
Senior Accountant
Finance Department
[City of Sanford](#)
p: 407.688.5094
e: andrew.hanft@sanfordfl.gov



From: LOTEMPIO, CATHY <CATHY.LOTEMPIO@Sanfordfl.gov>
Sent: Thursday, May 7, 2026 12:37 PM
To: Hanft, Andrew <Andrew.Hanft@Sanfordfl.gov>
Subject: RE: Development Services

Hi Andrew,

I will get a memo together to send to Commission. Do we have an idea what the negative balances are for so I can include that in the Memo?

Also, what is PW2502? Is that a Public Works Project Code?
Thank you,

Cathy

Cathy LoTempio
Administrative Services Manager
Development Services
[City of Sanford](#)

300 N. Park Avenue
Sanford, Florida 32771
Office of Development Services
Direct – 407-688-5163



Our Vision – Sanford is a significant cultural and business hub for the Central Florida region. With its showcase waterfront, extensive transportation network, distinctive cultural corridor and historic downtown, Sanford is a *vibrant* and safe City in which people choose to **live, work, raise a family, attend school, shop, play and retire.**

Our Mission – The City of Sanford is dedicated to the delivery of a high standard of service that cultivates a vibrant business and citizen partnership and fosters a well-connected, economically thriving community that celebrates its distinctive historical, natural, social and cultural character.

From: Hanft, Andrew <Andrew.Hanft@Sanfordfl.gov>
Sent: Thursday, May 7, 2026 10:33 AM
To: LOTEMPIO, CATHY <CATHY.LOTEMPIO@Sanfordfl.gov>
Subject: Development Services

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Thank you,

Andrew Hanft
Senior Accountant
Finance Department
[City of Sanford](http://CityofSanford)
p: 407.688.5094
e: andrew.hanft@sanfordfl.gov



PROJECT	BRWY24-Dev Serv-Breezeway	Project	TYPE: CP-CIP	SUB-TYPE:	STATUS: ACTIVE								
TYPE	CHK#	TRAN DT REF #	VOUCH#	VEND #	DESCRIPTION	BUDGET	PROJECT-TO-DATE	YEAR-TO-DATE	TRANS AMT	TRANS ENCUMBERED	ENCUMBERED	FISC YR PERIOD	BALANCE
135-0000-389-98-00	RESERVES					32,484.00-			.00		.00		32,484.00-
TRANSACTION TOTAL:													
135-1114-524-63-00	BUILDING					787,829.00	833,294.58	833,294.58	.00		65,732.50	111,198.08-	
EN		01/28/2026		13260	OELRICH CONSTRUCTION, I				.00		418,608.00	2026	04
					CONSTRUCTION SERVICES, HE								
EN		12/04/2025		12559	SPECIALIZED COMMUNICATI				.00		4,410.00	2026	03
					COMPUTERS HRDW & SOFTWARE								
EN		11/18/2025		13260	OELRICH CONSTRUCTION, I				.00		579,114.59	2026	02
					CONSTRUCTION SERVICES, HE								
AP	213795	11/18/2025		12205	SECURITY 101			1,212.50			1,212.50-	2026	03
					LOBBY SLIDER DOOR ACCESS								
AP	213795	11/18/2025		12205	SECURITY 101			4,098.75			4,098.75-	2026	03
					LOBBY SLIDER DOOR ACCESS								
AP	213795	11/18/2025		12205	SECURITY 101			1,225.00			1,225.00-	2026	03
					LOBBY SLIDER DOOR ACCESS								
EN		11/17/2025		219	CPH CONSULTING, LLC				.00		64,945.00	2026	02
					BUILDING (MAINT & REPAIR)								
AP	6586	10/30/2025		13260	OELRICH CONSTRUCTION, I			349,885.97			349,885.97-	2026	04
					CH BREEZEWAY								
EN		10/01/2025		12205	SECURITY 101				.00		1,212.50	2026	01
					AIRCRAFT AND AIRPORT EQUI								
EN		10/01/2025		12205	SECURITY 101				.00		4,098.75	2026	01
					BUILDER'S SUPPLIES								
EN		10/01/2025		12205	SECURITY 101				.00		1,225.00	2026	01
					SOUND SYSTEMS & ACCESSORY								
EN		10/01/2025		12005	SKYLINE ELEVATOR				.00		585.00	2026	01
					PRIOR YR ENCUMB								
EN		10/01/2025		219	CPH CONSULTING, LLC				.00		176,230.00	2026	01
					PRIOR YR ENCUMB								
EN		10/01/2025		13260	OELRICH CONSTRUCTION, I				.00		579,114.59	2026	01
					PRIOR YR ENCUMB								
AP	6586	09/30/2025		13260	OELRICH CONSTRUCTION, I			647,836.62			647,836.62-	2026	04
					CH BREEZEWAY								
AP	6586	09/30/2025		13260	OELRICH CONSTRUCTION, I			119,381.00-			.00	2026	04
					parking lot portion								
AP	213801	09/08/2025		12559	SPECIALIZED COMMUNICATI				198.00		.00	2026	03
					SERVICES - FY2025								
AP	213801	09/08/2025		12559	SPECIALIZED COMMUNICATI				2,499.00		.00	2026	03
					SERVICES - FY2025								
AP	6006	08/28/2025		13260	OELRICH CONSTRUCTION, I			6,122.88-			.00	2026	04
					CHANGE PROJECT NUMBER								
EN		08/19/2025		13260	OELRICH CONSTRUCTION, I				.00		579,114.59-	2026	02
					MISCELLANEOUS SERVICES, N								
AP	5806	07/31/2025		13260	OELRICH CONSTRUCTION, I			13,084.80-			.00	2026	04
					CHANGE PROJECT NUMBER								
AP	5806	06/30/2025		13260	OELRICH CONSTRUCTION, I			43,690.08-			.00	2026	04
					CHANGE PROJECT NUMBER								
EN		06/18/2025		219	CPH CONSULTING, LLC				.00		121,890.00-	2026	02
					EDUCATIONAL SERVICES								
AP	213801	01/13/2025		12559	SPECIALIZED COMMUNICATI				360.00		.00	2026	03

PROJECT: BRWY24-Dev Serv-Brezeaway Project TYPE: CP-CIP

SUB-TYPE: -

STATUS: ACTIVE

TYPE	CHK#	TRAN DT	REF #	VOUCH#	VEND #	BUDGET DESCRIPTION	PROJECT-TO-DATE	YEAR-TO-DATE	ENCUMBERED	FISC YR PERIOD	BALANCE	
							TRANS AMT	TRANS AMT	ENCUMBERED			
AP	213801	01/13/2025		002157	12559	SERVICES - FY2025 SPECIALIZED COMMUNICATI	202.50	202.50	.00	2026	03	
AP	213801	01/13/2025		002158	12559	SERVICES - FY2025 SPECIALIZED COMMUNICATI	2,430.00	2,430.00	.00	2026	03	
AP	213801	01/13/2025		002159	12559	SERVICES - FY2025 SPECIALIZED COMMUNICATI	1,215.00	1,215.00	.00	2026	03	
AP	214333	01/13/2025		PI2590	12559	SPECIALIZED COMMUNICATI INSTALL PROJ	1,215.00	1,215.00-	1,215.00-	2026	05	
AP	214333	01/13/2025		PI2591	12559	SPECIALIZED COMMUNICATI INSTALL PROJECT	2,430.00	2,430.00-	2,430.00-	2026	05	
AP	214333	01/13/2025		PI2592	12559	SPECIALIZED COMMUNICATI INSTALL PROJ	360.00	360.00-	360.00-	2026	05	
AP	213801	10/22/2024		002155	12559	SPECIALIZED COMMUNICATI SERVICES - FY2025	202.50	202.50	.00	2026	03	
AP	214333	10/22/2024		PI2589	12559	SPECIALIZED COMMUNICATI INSTALL PROJ	202.50	202.50-	202.50-	2026	05	
EN		07/29/2024		038421	219	CPH CONSULTING, LLC BUILDING (MAINT & REPAIR)	.00	54,340.00-	54,340.00-	2026	02	
PO ENTRY							833,294.58	65,732.50				
TRANSACTION TOTAL:												
323-1114-524	63-00	BUILDING					.00	366,903.60-	.00	366,903.60	04	
AP	6006	08/28/2025		005336	13260	OELRICH CONSTRUCTION, I CHANGE PROJECT NUMBER	366,903.60-	35,716.80-	.00	2026	04	
AP	5806	07/31/2025		005337	13260	OELRICH CONSTRUCTION, I CHANGE PROJECT NUMBER	76,328.00-		.00	2026	04	
AP	5806	06/30/2025		005338	13260	OELRICH CONSTRUCTION, I CHANGE PROJECT NUMBER	254,858.80-		.00	2026	04	
PARKING LOT REMODEL							366,903.60-		.00			
TRANSACTION TOTAL:												
402-4045-541	63-00	IMPROVE OTHER THAN					.00	10,482.96-	.00	10,482.96	04	
AP	6006	08/28/2025		005367	13260	OELRICH CONSTRUCTION, I CHANGE PROJECT NUMBER	10,482.96-	1,020.48-	.00	2026	04	
AP	5806	07/31/2025		005371	13260	OELRICH CONSTRUCTION, I CHANGE PROJECT NUMBER	2,180.80-		.00	2026	04	
AP	5806	06/30/2025		005375	13260	OELRICH CONSTRUCTION, I CHANGE PROJECT NUMBER	7,281.68-		.00	2026	04	
PARKING LOT REMODEL							10,482.96-		.00			
TRANSACTION TOTAL:												
452-4510-536	63-00	IMPROVE OTHER THAN					.00	83,863.68-	.00	83,863.68	04	
AP	6006	08/28/2025		005365	13260	OELRICH CONSTRUCTION, I CHANGE PROJECT NUMBER	83,863.68-	8,163.84-	.00	2026	04	
AP	5806	07/31/2025		005369	13260	OELRICH CONSTRUCTION, I CHANGE PROJECT NUMBER	17,446.40-		.00	2026	04	
AP	5806	06/30/2025		005373	13260	OELRICH CONSTRUCTION, I CHANGE PROJECT NUMBER	58,253.44-		.00	2026	04	
PARKING LOT REMODEL							83,863.68-		.00			
TRANSACTION TOTAL:												

PROJECT: BRWY24 P R O J E C T T O T A L S

PROJECT: BRWY24-Dev Serv-Breezeway Project TYPE: CP-CIP SUB-TYPE: -
 STATUS: ACTIVE

TYPE	CHK#	TRAN DT REF #	VOUCH#	VEND #	BUDGET DESCRIPTION	PROJECT-TO-DATE	YEAR-TO-DATE	TRANS AMT	TRANS ENCUMBERED	FISC YR PERIOD	BALANCE
CLASSIFICATION TOTALS:											
EXPENDITURES:						437,776.84					
TRANSACTION TOTAL:											
ESTIMATE COMPARISON:						.00	437,776.84	437,776.84	65,732.50	437,776.84-	
(ACTUAL) SUMMARY TOTAL:						755,345.00	372,044.34	372,044.34	65,732.50	317,568.16	

Take a look at what I've noted below to explain the balance for BRWY24. You would have to determine whether or not the AP charges are correct and/or if a project code should be corrected on the POs that have a remaining balance (Open POs are shown below).

@Hanft, Andrew – Do you already have a report, or efficient way to help answer questions like this? I've attached the project activity listing as a start, but this report might be a bit overwhelming. If you have something similar that is easier to follow, please advise. If you feel this is the best resource, either of us should get w/ Cathy to show her how to retrieve.

@LOTEMPIO, CATHY Hopefully this helps. Reach out if you have additional questions.

Account Number	Project Number	Available Balance
135-1114-524.63-00	BRWY24	(111,198.08)
135-1114-524.63-00	PW2502	(77,223.48)
135-1114-524.63-00	DSEQP	(14,299.58)
135-1114-524.64-00	DSEQP	(5,328.96)

BRWY24	
Budget for FY26	787,829.00
Posted Amounts for FY26 (Already expensed)	(833,294.58)
Post Encumbrance for FY26 (Money reserved, but not spent)	(65,732.50)
	<u>(111,198.08)</u>

Project		BRWY24	Dev Serv-Breezeway Projc
Jump To			
2026	Purchase Order		
	Purchase Order	Vendor Name	
	R71763	SKYLINE ELEVATOR	
	038421	CPH CONSULTING, LLC	
	040303	OELRICH CONSTRUCTION, INC.	
	041692	SECURITY 101	
	041976	SPECIALIZED COMMUNICATIONS SOLUTION	

Thank you,

Jasmin Funnyé, CGFO
 Chief Accountant
 Finance Department
[City of Sanford](#)
 p: 407.688.5033
 f: 407.688.5021

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youtube.com/Cityofsanfordfl
twitter.com/CitySanfordFL
Instagram.com/CityofSanfordfl



From: LOTEMPIO, CATHY <CATHY.LOTEMPIO@Sanfordfl.gov>
Sent: Thursday, May 7, 2026 3:10 PM
To: Funnye, Jasmin <Jasmin.Funnye@Sanfordfl.gov>
Subject: FW: Development Services

Jasmin,

Would you be able to tell me the items that are included in the attached negated Project codes? I need to get a Commission Memo together to adjust the negative balances.

Thanks
Cathy

Cathy LoTempio
Administrative Services Manager
Development Services
[City of Sanford](#)
300 N. Park Avenue
Sanford, Florida 32771
Office of Development Services
Direct – 407-688-5163



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Sent: Thursday, May 7, 2026 10:33 AM
To: LOTEMPIO, CATHY <CATHY.LOTEMPIO@Sanfordfl.gov>
Subject: Development Services

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Thank you,

Andrew Hanft

Senior Accountant

Finance Department

[City of Sanford](#)

p: 407.688.5094

e: andrew.hanft@sanfordfl.gov





CITY OF
SANFORD
FLORIDA



APPROVED

WS __ RM X

Item No. 9.F

**CITY COMMISSION MEMORANDUM 26-116
JUNE 8, 2026, AGENDA**

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Anthony Raimondo, Director of Development Services
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Balance Building Budget; Resolution No. 2026-3486

SYNOPSIS:

Requesting to approve Resolution No. 2026-3486, to amend the Building Department budget to balance various account lines and project codes.

FISCAL/STAFFING STATEMENT:

Funding in the amount of \$228,052 is available in the Building Reserves Fund.

BACKGROUND:

This budget amendment is to cover a negative balance in the Building Department Capital Account lines to include: \$111,199 for Project Code BRWY24 – Breezeway Expansion Project Building; \$77,224 for Project Code PW2502 – City Hall Parking Lot; \$14,300 for Project Code DSEQP – Building Equipment; \$5,329 for Project Code DSEQP – Machinery and Equipment Building; \$10,000 – Other Contractual, and \$10,000 – Repairs and Maintenance (to keep these accounts from going into the negative for the remaining Fiscal Year).

LEGAL REVIEW:

No legal review requested of the City Attorney.

RECOMMENDATION:

It is staff's recommendation that the City Commission approve Resolution No. 2026-3486, to amend the Building Department budget in the amount of \$228,052, to increase various account lines.

SUGGESTED MOTION:

“I move to approve Resolution No. 2026-3486.”

Attachments: Resolution No. 2026-3486
Budget Amendment Attachment “A”