

Resolution No. 3001

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022; 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, 2021 and terminating on September 30, 2022 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, 2021 and terminating on September 30, 2022 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, 2021 and

terminating on September 30, 2022 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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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 13th day of December, 2021.

Attest:

City Commission of the City of
Sanford



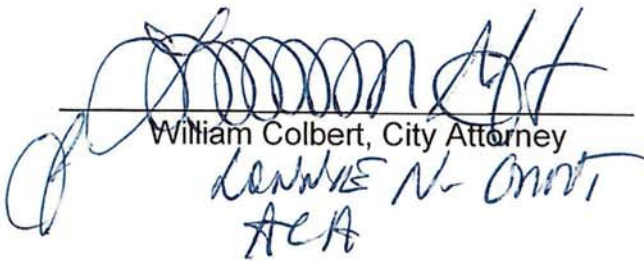
Traci Houchin, MMC FCRM
City Clerk





Art Woodruff, Mayor

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



William Colbert, City Attorney
LAWYER N. COLBERT
ACA

ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year _____
Department: Public Works

Division: Stormwater

11/8/2021

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 | 0000 | 389 | 98 | 00 | Reserves (Stormwater) | \$ 3,518,184 | \$ - | \$ 65,190 | 65,190 |
| TOTAL CHANGES IN REVENUES | | | | | | | | <u>\$ 65,190</u> | |

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 | SW2001 ST2001 | Secondary Drainage Improvements | \$ 3,625,000 | 3,280,240 | 65,190 | 3,690,190 |
| | | | | | | | \$ - | - | - | - |
| | | | | | | | \$ - | - | - | - |
| TOTAL CHANGES IN EXPENDITURES | | | | | | | | <u>\$ 65,190</u> | | |

REASON FOR AMENDMENT: Funding for design services

DIRECTOR APPROVAL: *B. A. [Signature]*

DATE: 12/8/21

FINANCE APPROVAL: *Cynthia Lindsay*

DATE: 11/15/2021

CITY MANAGER APPROVAL: *[Signature]*

DATE: 12.15.2021

CITY COMMISSION AGENDA DATE: 12.13.21

APPROVED Y

FOR FINANCE USE

Entry Date: 12/28/2021
S. Posey

Batch Number:

B# 1124

Document #: BA 02-101

Res#: 3001
CCM#: 21-284



CITY OF
SANFORD
FLORIDA



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| | | | | |
|----------|-----|----|-----|---|
| WS | ___ | RM | ___ | X |
| Item No. | 8.B | | | |

**CITY COMMISSION MEMORANDUM 21-284
DECEMBER 13, 2021 AGENDA**

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Jeff Davis, Project Manager
SUBMITTED BY: Norton N. Bonaparte, Jr., City Manager
SUBJECT: Approval of Budget Amendment Resolution No. 3001 and Purchase Order/Work Order to Neel-Schaffer, Inc. for GIS Stormwater Data Survey Phase III

STRATEGIC PRIORITIES:

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

SYNOPSIS:

Approval of Budget Amendment Resolution No. 3001 and Purchase Order to Neel-Schaffer, Inc. for GIS Stormwater Data Survey Phase III.

FISCAL/STAFFING STATEMENT:

The amount of the award is \$65,190 for Phase III and funds are available from the FY 21/22 Stormwater Reserve Fund. The proposed cost for all three phases of the program is \$365,190.

BACKGROUND:

In a continuing effort to maintain an inventory of our stormwater assets in GIS, The City of Sanford finds it necessary to collect electronic data as it pertains to the location, depth, flow direction and pipe size of our drainage infrastructure. This is Phase III of a three year data collection process.

Neel-Schaffer, Inc. is on the City pre-approved Continuing Services list and the award is consistent with *Consultants Competitive Negotiation Act (CCNA)* (RFQ #14/15-16) requirements. The attached Scope of Services describes the tasks involved with the design of work to be performed.

LEGAL REVIEW:

No legal review requested of the City Attorney.

RECOMMENDATION:

Staff recommends that the City Commission approve the proposed budget amendment Resolution No. 3001 and authorize the issuance of a City purchase order/work order to Neel-Schaffer, Inc. for the GIS Stormwater Data Survey Phase III in an amount not to exceed \$65,190.

SUGGESTED MOTION:

“I recommend that the City Commission approve Budget Amendment Resolution No. 3001 and Purchase Order to Neel-Schaffer, Inc. for the GIS Stormwater Data Survey Phase III in an amount not to exceed \$65,190.”

Attachments: (1). Budget Resolution No. 3001
(2). Task Authorization Form



CITY OF
SANFORD
FINANCE DEPARTMENT

SECTION 00XXX

TASK AUTHORIZATION FORM

Task Authorization No. _____

Project Title Sanford GIS Stormwater Infrastructure Inventory – Year 3

Owner City of Sanford

Contractor: Neel-Schaffer

Agreement Date and Solicitation Number: RFQ 14/15-16

This Task Authorization is necessary to cover work to be performed under the existing Agreement. The GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS apply to and govern all work under this Task Authorization Form.

Execution of the Task Authorization by the City shall serve as authorization for the CONSULTANT to provide the above project, professional services as set out in the Task Authorization form below; to that certain **Agreement dated** 27th day of April, 2017 between the CITY and the CONSULTANT 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
- Other please specify GIS Mapping Data

Time for completion: The work authorization by this TASK AUTHORIZATION shall be commenced upon receipt of a Purchase Order by the CONSULTANT and shall be completed within (365) calendar days from receipt of Purchase Order by the CONSULTANT.



TASK AUTHORIZATION

TASK 1

Description of Work: Geodatabase Development (field collection). The Engineer will locate stormwater structures in the field, remove inlet grates or manhole covers to access invert pipes, measure the invert elevations of the pipes associated with each structure, Log GPS location of each structure, and confirm the stormwater pipe direction.

Contract Price: \$65,190.00 (including tasks 2 and 3)

Contract Time: 365 days (including tasks 2 and 3)

TASK 2

Description of Work: Geodatabase Development. The Engineer will note inaccessible structures as discovered in the field and supplement this missing information with any available as-built data provided by the City.

Price:

Time:

TASK 3

Description of Work: Update City-Accessible Interactive Map. The Engineer will compile the field data, update the geodatabase with the collected information, and prepare a map package that the City can use as a reference for their field operations and improvement plans.

Price:

Time:



Total Contract Time: 365 Days

Total Contract Price: \$65,190.00

| TASK AUTHORIZATION SUMMARY | | | |
|-----------------------------------|---|-----------------------|----------------------|
| No. | Description | Contract Price | Contract Time |
| 1 | Geodatabase Development (field collection) | \$ 65,190.00 | 365 |
| 2 | Geodatabase Development (as-built plans collection) | w/task 1 | w/ task 1 |
| 3 | Update City-Accessible Interactive Map | w/task 1 | w/task 1 |
| TOTAL | | \$ 65,190.00 | 365 Days |

APPROVAL TASK AUTHORIZATION

ACKNOWLEDGMENTS

The aforementioned work affected thereby, is subject to all provisions of the original Agreement it is expressly understood and agreed that the approval of the Task Authorization shall have no effect on the original Agreement other than matters expressly provided herein.



IN WITNESS WHEREOF, the City and **(Neel-Schaffer)** have executed this instrument for the purpose herein expressed.

ATTEST:

Traci Houchin

Traci Houchin, MMC, FCRM
City Clerk



CITY OF SANFORD

By: *Art Woodruff*
Art Woodruff
Mayor

Date: 12-13-21

Approved as to form and
legal sufficiency.

William L. Colbert

William L. Colbert, City Attorney

ATTEST:

*LINDIE N. GROSS
ACA*

Steven R. Cockerham

Steven R. Cockerham, P.E.
Vice President

Neel-Schaffer

By: *Rosemary R. Aldridge*

Rosemary R. Aldridge, P.E., CHMM
Senior Vice President

Dated: 12-13-21

END OF SECTION