

Resolution No. 2819

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020; 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, 2019 and terminating on September 30, 2020 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, 2019 and terminating on September 30, 2020 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, 2019 and

terminating on September 30, 2020 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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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 14th day of October, 2019.

Attest:

City Commission of the City of
Sanford

Traci Houchin, CMC, FIRM

Traci Houchin, City Clerk

Jeff Triplett Mayor

For use and reliance of the Sanford
City Commission only.

Approved as to form and legality.

William L. Colbert

William L. Colbert, City Attorney



ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year _____
Department: Public Works

Division: Stormwater

9/30/2019

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)			\$ 150,000	150,000
TOTAL CHANGES IN REVENUES								<u>\$ 150,000</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	Secondary Drainage Improvements	\$ -		150,000	150,000
							\$ -		-	-
							\$ -		-	-
TOTAL CHANGES IN EXPENDITURES								<u>\$ 150,000</u>		

REASON FOR AMENDMENT: Funding for design services

DIRECTOR APPROVAL: *[Signature]* DATE: 10/2/19

FINANCE APPROVAL: *Cynthia Lindsay* DATE: 10/2/19

CITY MANAGER APPROVAL: *[Signature]* DATE: 10-15-19

CITY COMMISSION AGENDA DATE: Oct. 14, 2019 APPROVED Y

FOR FINANCE USE

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

September 30, 2019

Mr. Jeff Davis, CPM
Project Manager
City of Sanford Public Works Department
300 North Park Avenue
Sanford, FL 32771

RE: Proposal for City-Wide Stormwater Infrastructure inventory - Invert Elevation update

Dear Mr. Davis,

As requested, Neel-Schaffer (NSI) is providing this scope of services to obtain invert elevation data for the City of Sanford's stormwater infrastructure network. NSI will update the current GIS database by collecting the infrastructure invert elevations in the field utilizing handheld Global Navigation Satellite System (GNSS) receivers. This information will be supplemented with as-built construction plan information provided by the City for inaccessible structures. Information to be collected will include invert elevations of inlets, control structures, manholes, and pipes including sizes and materials of these items. The geodatabase of existing stormwater infrastructure including data collected previously by NSI will be updated with this information and will be provided as a field accessible interactive map.

Data collected from our initial City-Wide Stormwater inventory project indicated a total of 5,782 structures that will need to be accessed to obtain invert elevations. Approximately 802 structures have some invert data that will need to be field checked.

Our fees for this work are broken out into three tasks:

Task 1- Geodatabase Development (field collection)

- Locate stormwater structures in the field within Sanford city-limits and not in gated communities
- Remove stormwater inlet grate or manhole cover to access invert pipes
- Measure the invert elevation of the pipes associated with each structure
- Log GPS location and stormwater structure elevations into a geodata collector
- Follow the direction of the pipe, and log this info into the geodata collector
- Take GPS-referenced photographs of each structure that will be uploaded to GIS

Based on previous experience, our field crew was able to collect data on an average of 14 structures per day. The total time required to perform this task for all 5,782 structures is approximately 413 work days which will be spread across a 3-year period as requested by the City and may be affected by weather delays and flooding. Based on our previous experience, this task can be done efficiently using a single field technician on some structures that are easily accessible, not in traffic areas, and not requiring two people to remove grates or manhole covers. These could include mitered end sections, pipe end walls and some control structures. Therefore, we anticipate performing the field data collection task using a 2-man crew approximately 60% of the time and a single GIS field technician 40% of the time.

Task 2- Geodatabase Development (as-built plans collection)

This effort will involve noting inaccessible locations as we come across them in the field. We will supplement this missing information directly into the geodatabase with available as-built/construction plans from the City of

Mr. Jeff Davis
September 30, 2019
Page 2

Sanford. Inaccessible areas without available as-built plans will be noted and labeled separately in the GIS map. Manhours for this activity are in addition to the above field tasks.

Task 3- Update City-Accessible Interactive Map

This effort will involve compiling data and updating the geodatabase with the collected information and preparing a GIS map package that the City can use as a reference for their field operations and improvement plans. A quality control review will be performed on all data and GIS map package deliverables before submittal to the City.

COMPENSATION

The total fee for these services is \$365,190 for obtaining elevation data for all 5,782 structures identified previously, either through field data collection or desktop review of as-built plans for inaccessible locations. This fee is based on the above tasks and the terms and conditions of the CCNA contract between Neel-Schaffer, Inc. and the City of Sanford. As requested, we propose completing this work incrementally in accordance with the following schedule:

<i>Year</i>	<i>Structures Collected</i>	<i>Fee</i>
1	2,375	\$150,000
2	2,375	\$150,000
3	1,032	\$65,190

This fee will be invoiced in accordance with the lump sum method described in the CCNA contract as a percentage of structures collected either through field or as-built review. The summary of fees and man-hour estimates are presented in Tables 1 & 2.

We appreciate the opportunity to provide these services to the City of Sanford and look forward to continuing to work with you. If you have any questions, please give me a call.

Sincerely,
NEEL-SCHAFFER, INC.



Steven R. Cockerham, P.E.
Senior Project Manager

ACCEPTED: CITY OF SANFORD

BY: _____

DATE: _____



WS ___ RM X
Item No. 8.C

**CITY COMMISSION MEMORANDUM 19-229
OCTOBER 14, 2019 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. 2819 and Purchase Order/Work Order to Neel-Schaffer, Inc. for GIS Stormwater Data Survey Phase I

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. 2819 and Purchase Order to Neel-Schaffer, Inc. for GIS Stormwater Data Survey Phase I.

FISCAL/STAFFING STATEMENT:

The amount of the award is \$150,000 for Phase I and funds are available from the 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 I 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)* requirements. The attached Scope of Services describes the tasks involved with the design of work to be performed.

LEGAL REVIEW:

The City Attorney's office has reviewed this agenda item and the associated documents and has assisted in the drafting of the documents and has made legal comments relative to the procurement activity.

RECOMMENDATION:

Staff recommends that the City Commission approve Resolution No. 2819 amending the budget and authorize the issuance of a City purchase order/work order to Neel-Schaffer, Inc. for the GIS Stormwater Data Survey Phase I in an amount not to exceed \$150,000.

SUGGESTED MOTION:

“I recommend that the City Commission approve Resolution No.2819, amending the budget and Purchase Order to Neel-Schaffer, Inc. for the GIS Stormwater Data Survey Phase I in an amount not to exceed \$150,000.”

Attachments: (1). Scope of Services for Pump Branch Drainage Basin.
(2). Budget Resolution No. 2819