

# REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2021  
 Department: City Manager

Division: CDBG/LIHEAP

Date: 10/1/2020

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER						Current	Current	Amount of	Adjusted
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Unrealized
105	0000	331	54	00	CDBG Grant Funds			\$ 186,957	186,957
117	0000	331	59	01	LIASCA LIHEAP Cares Funds			\$ 576,466	576,466
<b>TOTAL CHANGES IN REVENUES</b>								<b>\$ 763,423</b>	

**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
105	1105	554	31	00		CDBGAD Professional Services	\$ -	-	29,995	29,995
105	1105	554	40	00		CDBGAD Professional Services	\$ -	-	100	100
105	1105	554	41	00		CDBGAD Professional Services	\$ -	-	876	876
105	1105	554	42	00		CDBGAD Professional Services	\$ -	-	100	100
105	1105	554	44	00		CDBGAD Professional Services	\$ -	-	530	530
105	1105	554	49	00		CDBGAD Professional Services	\$ -	-	5,567	5,567
105	1105	554	51	00		CDBGAD Professional Services	\$ -	-	2,500	2,500
105	1105	554	52	00		CDBGAD Professional Services	\$ -	-	6,164	6,164
105	1105	554	54	02		CDBGAD Professional Services	\$ -	-	500	500
105	1105	554	83	05		CDBGED Spec Econ Dev Activity	\$ -	-	7,959	7,959
105	1105	554	83	02		CDBGFD Food/PPE	\$ -	-	86,231	86,231
105	1105	554	83	02		CDBGHL Svcs for Youth/Sen Homeless	\$ -	-	46,435	46,435
117	1104	564	12	00		LIADCA Administration	\$ -	-	31,469	31,469
117	1104	564	44	00		LIADCA Rental	\$ -	-	18,525	18,525
117	1104	564	43	00		LIADCA Utilities	\$ -	-	4,425	4,425
117	1104	564	40	00		LIADCA Travel and Per Diem	\$ -	-	1,620	1,620
117	1104	564	41	00		LIADCA Postage	\$ -	-	1,920	1,920
117	1104	564	41	00		LIADCA Office Supplies	\$ -	-	3,606	3,606
117	1104	564	46	00		LIADCA Repairs and Maint	\$ -	-	3,000	3,000
117	1104	564	52	00		LIADCA Operating Supplies	\$ -	-	5,500	5,500
117	1104	564	47	00		LIADCA Printing and Binding	\$ -	-	500	500
117	1104	564	54	01		LIADCA Books/Publications	\$ -	-	428	428
117	1104	564	86	00		LIASCA Assistance	\$ -	-	391,070	391,070
117	1104	564	86	00		LIAOCA Outreach Assistance	\$ -	-	114,404	114,404
<b>TOTAL CHANGES IN EXPENDITURES</b>								<b>\$ 763,423</b>		

REASON FOR AMENDMENT: Rollover CARES funds remaining from FY2020 to FY 2021 for CDBG and LIHEAP

DIRECTOR APPROVAL: Peter J. Staffieri Digitally signed by Peter J. Staffieri DATE: 11/25/2020  
 FINANCE APPROVAL: \_\_\_\_\_ DN: cn=Peter J. Staffieri, o=City of Sanford, ou=Finance Department, email=peter.staffieri@sanfordfl.gov, DATE: \_\_\_\_\_  
 CITY MANAGER APPROVAL: Staffieri c=US DATE: \_\_\_\_\_  
 CITY COMMISSION AGENDA DATE: November 9, 2020 Date: 2020.11.25 13:02:42 -05'00' APPROVED Y

FOR FINANCE USE

Entry Date: 12/09/2020 Batch Number: B# 0774 Document #: BA 03-101  
 S. Posey Res# 2913  
 CCM# 20-226

## Resolution No. 2913

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021; 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, 2020 and terminating on September 30, 2021 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, 2020 and terminating on September 30, 2021 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, 2020 and

terminating on September 30, 2021 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 9<sup>th</sup> day of November, 2020.

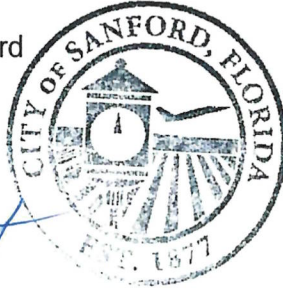
Attest:

City Commission of the City of  
Sanford

Traci Houchin, MMC, FCRM  
Traci Houchin, MMC, FCRM City Clerk

Art Woodruff  
Art Woodruff, 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



CITY OF  
**SANFORD**  
FLORIDA



APPROVED

WS \_\_\_\_ RM X

Item No. 8.C

**CITY COMMISSION MEMORANDUM 20-226  
NOVEMBER 9, 2020 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Cynthia Lindsay, Finance Director  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., City Manager  
**SUBJECT:** Resolution No. 2913 – Use of reserves for City CARES Grant program

**STRATEGIC PRIORITIES:**

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

**SYNOPSIS:**

Approval of Resolution No. 2913 to amend the LIHEAP and CDBG Grant funds in the amount of \$574,466 and \$186,957 is requested.

**FISCAL/STAFFING STATEMENT:**

The budget amendment is a grant supported adjustment that will aid the city's citizens during and because of the COVID-19 crisis and does not affect the City's general fund budget.

**BACKGROUND:**

During 2020, COVID-19 caused business to close or modify operations for social distancing purposes and as such has had a negative effect upon them and their employees. To assist those impacted, the federal government allocated CARES funds to assist those business' and residents. The City was awarded \$835,189 in LIHEAP funds and \$298,368 in the first round of CDBG funds.

This amendment rolls the amounts not spent in 2020 into FY 2021.

**LEGAL REVIEW:**

No legal review requested of the City Attorney.

**RECOMMENDATION:**

Staff recommends that the City Commission approve Resolution No. 2913 to amend the budget to amend the budget by \$763,423 by increasing the City's LIHEAP fund by \$576,466 and the CDBG fund by \$186,957.

**SUGGESTED MOTION:**

“I move to approve Resolution No. 2913 to amend the budget in the amount of \$763,423 by increasing the CDBG and LIHEAP funds.

Attachments:            Budget Amendment Resolution No. 2913

GROUP NUMBER . : 00774 ROLLOVER CARES FUNDS  
 GROUP USER . . : POSEYS Posey, Shanna - Executive

TRANS NO	TRANS DATE	DOCUMENT	ACCOUNT NUMBER	DESCRIPTION 1	PROJECT	BUDGET AMOUNT	ORIG(Y/N)
DESCRIPTION 2		TYPE					
0000100	11/25/2020	BA 03-101	105-0000-331.54-00	CDGB GRANT FUNDS		186,957.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0000200	11/25/2020	BA 03-101	117-0000-331.59-01	LIHEAP GRANT FUNDS	LIASCA	576,466.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0000300	11/25/2020	BA 03-101	105-1105-554.31-00	CDBG PROFESSIONAL SRVCS	CDBGAD	29,995.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0000400	11/25/2020	BA 03-101	105-1105-554.40-00	CDBG PROFESSIONAL SRVCS	CDBGAD	100.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0000500	11/25/2020	BA 03-101	105-1105-554.41-00	CDBG PROFESSIONAL SRVCS	CDBGAD	876.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0000600	11/25/2020	BA 03-101	105-1105-554.42-00	CDBG PROFESSIONAL SRVCS	CDBGAD	100.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0000700	11/25/2020	BA 03-101	105-1105-554.44-00	CDBG PROFESSIONAL SRVCS	CDBGAD	530.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0000800	11/25/2020	BA 03-101	105-1105-554.49-00	CDBG PROFESSIONAL SRVCS	CDBGAD	5,567.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0000900	11/25/2020	BA 03-101	105-1105-554.51-00	CDBG PROFESSIONAL SRVCS	CDBGAD	2,500.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0001000	11/25/2020	BA 03-101	105-1105-554.52-00	CDBG PROFESSIONAL SRVCS	CDBGAD	6,164.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0001100	11/25/2020	BA 03-101	105-1105-554.54-02	CDBG PROFESSIONAL SRVCS	CDBGAD	500.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0001200	11/25/2020	BA 03-101	105-1105-554.83-05	SPEC ECON DEV ACTIVITIES	CDBGED	7,959.00	
RES# 2913 / CCM# 20-226							
WARNING! Date is not within the range set for the period.							
0001300	11/25/2020	BA 03-101	105-1105-554.83-02	CDBG FOOD / PPE	CDBGFD	86,231.00	
RES# 2913 / CCM# 20-226							

GROUP NUMBER . : 00774 ROLLOVER CARES FUNDS  
 GROUP USER . . : POSEYS Posey, Shanna - Executive

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 TRANS NO TRANS DATE DOCUMENT ACCOUNT NUMBER DESCRIPTION 1 PROJECT BUDGET AMOUNT ORIG(Y/N)  
 DESCRIPTION 2 TYPE  
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WARNING! Date is not within the range set for the period.

0001400 11/25/2020 BA 03-101 105-1105-554.83-02 SRVS FOR YOUTH/SENR/HOMLS CDBGHL 46,435.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0001500 11/25/2020 BA 03-101 117-1104-564.12-00 LIHEAP ADMIN LIADCA 31,469.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0001600 11/25/2020 BA 03-101 117-1104-564.44-00 LIHEAP RENTAL LIADCA 18,525.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0001700 11/25/2020 BA 03-101 117-1104-564.43-00 LIHEAP UTILITIES LIADCA 4,425.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0001800 11/25/2020 BA 03-101 117-1104-564.40-00 LIHEAP TRAVEL & PER DIEM LIADCA 1,620.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0001900 11/25/2020 BA 03-101 117-1104-564.41-00 LIHEAP POSTAGE LIADCA 1,920.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0002000 11/25/2020 BA 03-101 117-1104-564.41-00 LIHEAP OFFICE SUPPLIES LIADCA 3,605.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0002100 11/25/2020 BA 03-101 117-1104-564.46-00 LIHEAP REPAIRS/MAINTENANC LIADCA 3,000.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0002200 11/25/2020 BA 03-101 117-1104-564.52-00 LIHEAP OPERATING SUPPLIES LIADCA 5,500.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0002300 11/25/2020 BA 03-101 117-1104-564.47-00 LIHEAP PRINTING/BINDING LIADCA 500.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0002400 11/25/2020 BA 03-101 117-1104-564.54-01 LIHEAP BOOKS/PUBLICATIONS LIADCA 428.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0002500 11/25/2020 BA 03-101 117-1104-564.86-00 LIHEAP ASSISTANCE ~~LIADCA~~ LIASCA PJS 12/10/2020 391,070.00  
 RES# 2913 / CCM# 20-226

WARNING! Date is not within the range set for the period.

0002600 11/25/2020 BA 03-101 117-1104-564.86-00 LIHEAP OUTREACH ASSISTNCE LIAOCA 114,404.00  
 RES# 2913 / CCM# 20-226



GROUP NUMBER . : 00774 ROLLOVER CARES FUNDS  
GROUP USER . . : POSEYS Posey, Shanna - Executive

TRANS NO	TRANS DATE	DOCUMENT	ACCOUNT NUMBER	DESCRIPTION 1	PROJECT	BUDGET AMOUNT	ORIG(Y/N)
DESCRIPTION 2		TYPE					

WARNING! Date is not within the range set for the period.

TOTALS:

AMOUNT CALCULATED

AMOUNT ENTERED

DIFFERENCE

COUNT: 26  
AMOUNT: 1,526,846.00

26  
1,526,846.00

\*\*\* WARNINGS exist in this Group. \*\*\*