

Resolution No. 3020

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 pertaining to master planning services relating to the Sanford Marina procured from Neel-Schaffer, Inc. in association with Edgewater Resources, LLC; 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 such as for master planning services relating to the Sanford Marina procured from Neel-Schaffer, Inc. in association with Edgewater Resources, LLC; 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; Master Planning Services Relating To The Sanford Marina.

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 pertaining to master planning services relating to the Sanford Marina procured from Neel-Schaffer, Inc. in association with Edgewater Resources, LLC.

Section 3. Savings.

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities pertaining to the Sanford Marina 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.

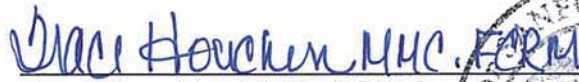
Section 6. Effective Date.

This Resolution shall become effective immediately upon adoption.


Passed and adopted this 28th day of February, 2022.

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 L. Colbert, City Attorney

REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2022

Department: Marina

Division: Marina

Date: 2/15/2022


CHANGES IN REVENUES

REVENUE ACCOUNT NUMBER						Current Budget	Current Unrealized (Budget)	Amount of Change	Adjusted Unrealized
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title				
001	0000	389	98	00	Use of Reserves	\$ -	\$ -	\$ 100,595	\$ 100,595
457	0000	381	60	00	Transfer from General Fund	\$ -	\$ -	\$ 100,595	\$ 100,595
			01						-
TOTAL CHANGES IN REVENUES								\$ 201,190	

CHANGES IN EXPENDITURES

EXPENDITURE ACCOUNT NUMBER						Current Budget	Current Balance	Amount of Change	Remaining Balance
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title			
457	5502	575	63	00	MA2201	Imp Other than Bldgs	-	-	100,595
001	7979	581	94	57		Transfer to Marina Fund	-	-	100,595
PJS 03142022									
TOTAL CHANGES IN EXPENDITURES								\$ 502,975	

REASON FOR AMENDMENT: Marina Master Planning Services

DIRECTOR APPROVAL: 

DATE: 2/15/2022

FINANCE APPROVAL: Cynthia Lindsay

DATE: 2/14/22

CITY MANAGER APPROVAL: 

DATE: 3.1.2022

CITY COMMISSION AGENDA DATE: 2/28/2022

APPROVED? Y

FOR FINANCE USE

Entry Date: S. Posey
3/14/2022

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Res # 3020
CCM # 22-074



WS __ RM <u>X</u>
Item No. <u>8.C</u>

CITY COMMISSION MEMORANDUM 22-074
FEBRUARY 28, 2022 AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Craig M. Radzak, Assistant City Manager
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Procurement of Marina Master Planning Services; Associated Budget Amendment; Resolution No. 2022-3020

STRATEGIC PRIORITIES:

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

SYNOPSIS:

Approval of procurement of master planning services relating to the Sanford Marina with Neel-Schaffer, Inc. of Sanford and Edgewater Resources, LLC, of St. Joseph, Michigan (through its Pompano Beach office) is requested together with the associated budget amendment Resolution No. 2022-3020 is requested.

FISCAL/STAFFING STATEMENT:

The total lump sum fee for master planning services is \$100,595. Funding is from a transfer from the General Fund reserves. The master planning effort could commence within 10 business days from acceptance of the proposal with permitting taking up to 12 months depending on the need for technical studies or feedback from agencies. Once permits have been received, final design can commence which includes detailed engineering plans, specifications, bidding, contract documents, and construction supervision, which can be completed under a separate scope and fee. This work would be performed under our Continuing Services Agreement # RFQ 14/15-16 with the City.

BACKGROUND:

In November 2021, City staff and Neel-Schaffer and Edgewater Resources presented a condition assessment of the Sanford Marina. In this assessment, nearly \$12 million in needed improvements were identified. Approximately \$3 million of the total estimated costs were classified as required “immediate” improvements. The City Commission has taken steps to commit fund balances to several City needs including marina repairs, improvements, and master planning services. If approved, it is anticipated the completion of the master planning tasks can be completed within 12 months.

The City has taken steps to move forward with the procurement of a management company for the maintenance and operation of the Sanford Marina, and ending the lease with the current lessee that expires on May 31, 2022. The City is also committed to work on improvements needed to bring

the marina to safe, proper working conditions. As part of this initiative, it is requested to engage Neel-Schaffer to perform master planning services under our continuing services agreement due to their marina expertise and experience in association with Edgewater Resources.

A proposal has been received from Neel-Schaffer to provide master planning services for the Sanford Marina. Based on similar projects of this nature, Neel-Schaffer has proposed the master planning services consists of six tasks:

- (1) **Survey of Existing Conditions Base Map/Hydrographic Survey** – this task would entail a compilation of existing conditions, drawings, and documents to include water, electric, storm water, road, dredging, maritime elevations, etc.
- (2) **Marina Market Study and Master Plan/Conceptual Design** – this task would include an evaluation of slip size and mix (uncovered /covered), occupancy, amenities, and marina competitive rates within the area. This task will also include a review of existing traffic patterns, parking, utilities, and other upgrades needed. Specifically focusing on the marina basins.
- (3) **Marina Land Planning Design Charrette** – this task would include multi day charrettes, individual meetings with various stakeholders, and the public to receive input from several sources.
- (4) **Development Economics and Cost Estimates** – this task would identify the economics of the project; determine the return on investment for various components, financial projections, and economic development considerations.
- (5) **Permitting and Entitlements** – this task would include preparing permit applications to various entities.
- (6) **Funding Research and Planning** – this task would identify possible funding sources such as grant opportunities, timing and assistance with preparation / completion.

LEGAL REVIEW:

The Assistant City Attorney has reviewed the materials and prepared Resolution No. 2022-3020 and has no legal objection. The procurement activity will occur in accordance with the requirements of the City’s Purchasing Policies and Procedures.

RECOMMENDATION:

City staff recommends that the City Commission approve the procurement of master planning services from Neel-Schaffer in association with Edgewater Resources, as well as the adoption of Resolution No. 2022-3020 amending the budget in the amount of \$201,190.

SUGGESTED MOTION:

“I move to approve Resolution No. 2022-3020.”

- Attachments: (1). Proposal Sanford Marina master planning services.
(2). Resolution No. 2022-3020 with budget amendment attachment “A”.