

Resolution No. 2025-3366

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025 relating to transferring funds from the Utilities Capital Projects Account Repair and Maintenance Project No. WW1601 to the Utilities Operating Repair and Maintenance and Rentals and Leases accounts and relating to emergency procurement activities; 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, 2024, and terminating on September 30, 2025, 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 transferring funds from the Utilities Capital Projects Account Repair and Maintenance Project No. WW1601 to the Utilities Operating Repair and Maintenance and Rentals and Leases accounts and addressing emergency procurement activities; 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; Amending Utilities Capital Projects Account; Repair And Maintenance Project No. WW1601; Amend The Utilities Operating Repair And Maintenance And Rentals And Leases Accounts.

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2024, and terminating on September 30, 2025, is hereby revised and amended by Attachment "A". The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim which attachment relates to amending the Utilities Capital Projects Account/Repair And Maintenance Project No. WW1601 and amending the Utilities Operating Repair And Maintenance and Rentals And Leases accounts. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2024, and terminating on September 30, 2025, 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 to include, but not be limited to, emergency procurement activity.

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 including, but not limited to the emergency procurement activity contemplated by this budget amendment.

ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2025
Department: PW-Utilities

Division: Plants

3.10.2025

CHANGES IN REVENUES

REVENUE ACCOUNT NUMBER					Revenue Account Title	Current Budget	Current Balance	Amount of Change	Adjusted Unrealized
Fund	Revenue	Act Cd	Ele	Project #					
452	0000	381	45	20	From Utility O&M Fund/WWW Cap Replacement FD	\$ 7,764,511	\$ 5,823,383	\$ (350,000)	6,173,383
TOTAL CHANGES IN REVENUES								\$ (350,000)	

CHANGES IN EXPENDITURES

EXPENDITURE ACCOUNT NUMBER					Expenditure Account Title	Current Budget	Current Balance	Amount of Change	Remaining Balance
Fund	Dpt/Div	Activity	Obj	Ele					
451	7979	581	91	01	REPAIR & MAINTENANCE	\$ 7,764,511	5,823,383	(350,000)	7,414,511
451	4527	536	44	00	RENTALS & LEASES	\$ 93,000	7,769	140,000	233,000
451	4257	536	46	00	REPAIR & MAINTENANCE	\$ 500,000	(1,528)	210,000	710,000
452	4527	536	46	00	WW1601 REPAIR & MAINTENANCE	1,353,000	472,667	(350,000)	1,003,000
TOTAL CHANGES IN EXPENDITURES								\$ (350,000)	

REASON FOR AMENDMENT: MOVING NWRP REPAIR & MAINTENANCE CAPITAL FUNDS TO NWRP OPERATING REPAIR & MAINTENANCE & RENTALS

DIRECTOR APPROVAL: *Brynt Johnson*
Brynt Johnson (Mar 11, 2025 17:53 EDT) DATE: 03/11/2025

FINANCE APPROVAL: *Cynthia Lindsey* DATE: 03/12/2025

CITY MANAGER APPROVAL: *Craig M. Padgett* DATE: 03/12/2025

CITY COMMISSION AGENDA DATE: 3.31.2025 APPROVED Y

FOR FINANCE USE

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



City of Sanford | Finance Department | Procurement Division

300 N. Park Avenue, Sanford, Florida 32771
Phone: 407.688.5028, or 5030 | Fax: 407.688.5021

**PROCEDURE
11.176**

EMERGENCY JUSTIFICATION APPROVAL FORM

Reference: Purchasing Division Procedure 11-176

Date 3.13.2025 Department PW-UTILITIES Contact RICHARD CASELLA Requisition No. 72606/72607

Company Proposed for Procurement: SUNBELT RENTALS, INC.

Note: As time permits, the maximum amount of competition practical must be obtained.

Description of the emergency situation and why deviation from normal competitive procedures was/is necessary: _____

The NWRf houses two back-up generators onsite. During a hurricane in October 2024, the east generator during the normal exercising process exploded.

Identification/Description of Proposed Procurement and basis for the claim of emergency processing: The plant is required to have the generators in an operating manner as set by Florida Department of Environmental Protection. In order to maintain compliance, the division at the time sought to obtain the rental services from a few rental companies; and was able to obtain a generator from Sunbelt Rentals.

Outline action taken: Sunbelt was able to deliver the generator and restore the Plants' back-up generator power under the Omnia Partners Contract No. R200601. The division will require the generator rental services until a permanent solution is secured.

If additional space is needed for this item – attach additional sheet(s)

Background and Applicability

General: The first consideration for all procurements is competition. City of Sanford Procurement Policy provides that: all price quotations, bids and proposals shall be obtained through a fair, equal and documented competitive process. All vendors must be provided the same information, specifications, terms, conditions, and are to be treated equally during the process. However, from time to time deviations are necessary and cannot be avoided. Recognizing that competitive procurement practices save money for the public and ensures that corrupt influences are avoided, the use of emergency procedures or other direct purchases must be carefully and prudently considered as all doubts will be resolved in favor of competitive procurement practices.

As used in this section, the term "emergency" means an unexpected turn of events that causes this request to be in response to:

- An immediate danger to the public health or safety;
- An immediate danger of loss of public or private property; or
- An interruption in the delivery of an essential governmental service.

It is noted that the use and completion of this form should be carefully and prudently considered as all doubts will be resolved in favor of competitive procurement practices.

If the lowest responsive bid(s) or quotes were not selected or price competitive bid(s) or quotations were not solicited, provide a justification to support decision and reasonableness of cost.

If a direct purchase is made on the basis of and in response to an emergency declared governing authority, please provide the particulars: _____

An approval for emergency processing automatically **terminates at the time the applicable procurement process is completed.** Emergency processing shall not be approved for later purchases of the same materials and/or services based on the specific conditions applicable to the original emergency justification



City of Sanford | Finance Department | Procurement Division

300 N. Park Avenue, Sanford, Florida 32771
Phone: 407.688.5028, or 5030 | Fax: 407.688.5021

PROCEDURE

11.176

EMERGENCY JUSTIFICATION APPROVAL FORM

REQUESTING DEPARTMENT:

Submitted By Taneka Cross DIRECTOR Brynt Johnson

Date Submitted 3.13.2025

PURCHASING DIVISION APPROVAL

Purchasing Division-Recommended Disposition: _____

PURCHASING MANAGER [Signature]

Date Signed: 4-2-25

CITY MANAGER APPROVAL IF PROPOSED PROCUREMENT GREATER THAN \$10,000

CITY MANAGER [Signature]

DATE SIGNED: 4.2.25

- All applicable signatures must be affixed prior to submitting as an attachment to an Agenda Item.
- If the procurement is \$50,000 or greater, a copy of the approved Commission Agenda item must be attached to the purchase requisition associated with this justification. If it is necessary the Commission Agenda item may be submitted and files updated after the fact.

IMPORTANT NOTICE

Before declaring a commodity or service as an emergency purchase, please read the following:

Pursuant to section 255.0525(5), Florida Statutes. As used in this section, the term "emergency" means an unexpected turn of events that causes: (a) An immediate danger to the public health or safety; (b) An immediate danger of loss of public or private property; or (c) An interruption in the delivery of an essential governmental service.

The solicitation of competitive bids or proposals for any county, municipality, or other political subdivision construction project that is projected to cost more than \$500,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference. Bids or proposals shall be received and opened at the location, date, and time established in the bid or proposal advertisement. In cases of emergency, the procedures required in this section may be altered by the local governmental entity in any manner that is reasonable under the emergency circumstances.



APPROVED

WS _ RM x
Item No. 9.L

CITY COMMISSION MEMORANDUM 25-095
MARCH 31, 2025 AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Richard Casella, Utility Plants Manager
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Budget Amendment request; Resolution No. 2025-3366 (\$350,000);
Procurement; Sunbelt Rentals, Inc.; Emergency Procurements (\$72,000)

STRATEGIC PRIORITIES:

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

SYNOPSIS:

Requesting to adopt Resolution No. 2025-3366, to amend the budget in the amount of \$350,000 to increase the Utilities, Repair and Maintenance account and the Utilities, Rentals and Leases account and the associated emergency generator rental procurement to Sunbelt Rentals, Inc. in the amount of \$72,000.

FISCAL/STAFFING STATEMENT:

The increase in the budget is \$350,000. Funds are available in the 2024 Capital Replacement Fund in the Fiscal Year 2024/2025 budget to be transferred to the Utilities, Repair & Maintenance account and the Utilities, Rentals and Leases account.

BACKGROUND:

City staff is making significant progress in addressing the City's regulatory violations by replacing, repairing and maintaining essential equipment. However, these efforts are creating budgetary pressures. The proposed budget amendment will provide the necessary funds to continue repair and maintenance at the North Water Reclamation Facility (NWRf).

At the onset of Hurricane Milton in October 2024, the NWRf east 1250 kw generator experienced a catastrophic failure during standard testing. To maintain compliance with the Florida Department of Environmental Protection’s (FDEP) requirements for operational generators, City staff secured a rental from Sunbelt Rentals, Inc. The emergency justification will authorize the actions taken retroactively, as needed.

This budget amendment proposes reallocating funds from Capital Utilities, Repair and Maintenance Project No. WW1601 to the Utilities, Repair & Maintenance account and the Utilities, Rentals and Leases account.

The City Commission has, in the past, provided City management and operational staff with authority to address emergency matters in an expeditious manner to ensure that every effort is made to continue to provide essential City services. Failure to procure a backup generator could have resulted in a complete loss of power at the NWRP which could have been catastrophic. The authority sought as to emergency procurements totals \$72,000.

LEGAL REVIEW:

The Assistant City Attorney has reviewed this matter and supports the actions proposed.

RECOMMENDATION:

City staff recommend that the City Commission adopt Resolution No. 2025-3366, amending the City budget by \$350,000 to increase funds in the Utilities, Repair & Maintenance account and the Utilities, Rentals and Leases account and authorize the associated emergency justification procurement activity, retroactively as has been required.

SUGGESTED MOTION:

“I move to adopt Resolution No. 2025-3366 and authorize all actions, as proposed.

- Attachments: (1). Resolution No. 2025-3366 – Budget Amendment
(2). Emergency Justification Form.