

## **Resolution No. 2026-3471**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2025, and ending September 30, 2026; 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, 2025, and terminating on September 30, 2026, 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, 2025, and terminating on September 30, 2026, 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, 2025, and

terminating on September 30, 2026, 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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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.

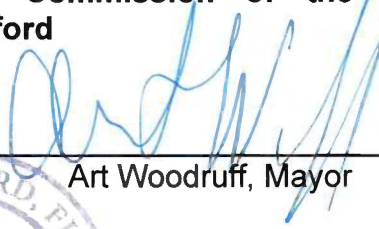
Passed and adopted this 23<sup>rd</sup> day of March, 2026.

Attest:

City Commission of the City of  
Sanford



Traci Houchin, MMC, FCRM  
City Clerk

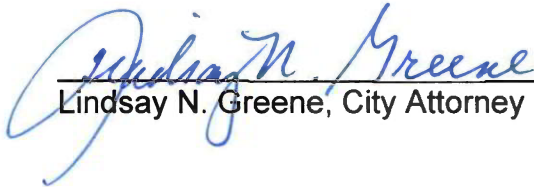


Art Woodruff, Mayor



For use and reliance of the Sanford  
City Commission only.

Approved as to form and legality.



Lindsay N. Greene, City Attorney

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2026  
 Department: City Manager

Division: \_\_\_\_\_

Date: 3/23/2025

## BUDGET AMENDMENT

### CHANGES IN REVENUES

REVENUE ACCOUNT NUMBER									
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Balance
001	0000	389	98	00	Use of Reserves	\$ 4,143,418	\$ 4,143,418	\$ 100,080	\$ 4,243,498
360	0000	381	60	00	Transfer from General Fund	\$ 6,938,872	\$ 5,204,154	\$ 100,080	\$ 5,304,234
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -

TOTAL CHANGES IN REVENUES \$ 200,160

### CHANGES IN EXPENDITURES

EXPENDITURE ACCOUNT NUMBER										
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
360	0101	511	62	00		Buildings	\$ 286,016	\$ 265,267	\$ 100,080	\$ 365,347
001	7979	581	91	28		Transfer from General Fund	6,933,897	5,199,179	100,080	5,299,259
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -

TOTAL CHANGES IN EXPENDITURES \$ 200,160

REASON FOR AMENDMENT: City Hall 2nd Floor Renovations Project Construction Project Management Services

DIRECTOR APPROVAL: \_\_\_\_\_

DATE: 3/11/26

FINANCE APPROVAL: \_\_\_\_\_

DATE: 3/11/26

CITY MANAGER APPROVAL: \_\_\_\_\_

DATE: 3/11/26

(\$5,000 to \$74,999)

CITY COMMISSION AGENDA DATE: \_\_\_\_\_

(\$75,000 or More)

MARCH 23, 2026

APPROVED: \_\_\_\_\_

YES

FOR FINANCE USE

Document #: \_\_\_\_\_

Entry Date: \_\_\_\_\_

Batch Number: \_\_\_\_\_

CCM#: \_\_\_\_\_

RES#: \_\_\_\_\_



**TASK AUTHORIZATION FORM ISSUED BY CITY OF SANFORD**

Date: **March 3, 2026**

Task Authorization No.: **2**

Project Title: **Second Floor Remodel Project – Pre-Construction & Construction Services**

Consultant: **ZHA Incorporated**

Agreement Date and Solicitation Number: **02/13/2023, PBA #22/23-231**

This Task Authorization implements the above-referenced Agreement and assigns work to be performed under the Agreement. The terms, conditions and provisions of the Agreement apply to and govern all work under this Task Authorization Form. The Consultant shall not under any circumstances attach to any document, which proposes in conjunction with this Task Assignment or otherwise propose any term, condition or provision relating to the work. A Consultant so doing will be in breach of the Agreement and will be engaging in conduct, which the City will deem to be as unethical.

Execution of this Task Authorization by the City shall serve as authorization for the Consultant to provide the above project, professional services as set out herein 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
- Schedule of Subcontractor Participation (approved by the City).
- Other please specify: Construction Services (CM – Schedule)

**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 approximately Two Hundred and Forty-Five (245) calendar days from date of the Contractor's NTP for the construction issued by the City to the Contractor. The task shall be completed in accordance with the contract time schedule set forth below.

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## TASK AUTHORIZATION

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### TASK 1

#### Description of Work:

As part of the Pre-Construction & Construction Services, ZHA staff will:

- Assist with contract negotiations with successful bidder.
- Assist with awarding contract.
- Provide periodic construction oversight of the project to review the job progress.
- Monitor construction work for CM's compliance with contract and construction documents.
- Participate in periodic CM's construction planning meetings.
- Assist OWNER and the CM in monitoring the processing of shop drawings to ensure that it follows the schedule submitted by the CM.
- Assist the OWNER and the CM in securing, building and environmental permits and approvals for construction.
- Assist OWNER in reviewing the daily quality control inspection reports to ensure all tests required by the specifications and drawings are performed.
- Assist OWNER in determining that all building department inspections are conducted in a timely and efficient manner.
- Recommend rejection of all construction work or materials that do not comply with the contract requirements.
- Monitor CM's construction schedule.
- Analyze construction progress vs. CM's proposed invoice and make recommendation of payment to the CM.
- Review and recommend actions to OWNER on proposed design and construction changes to assess impact on project budget.
- Review, evaluate and make recommendations to OWNER, as required, on Contract modifications.
- Assist OWNER and CM in the preparation and review of punch lists and pre-final and final inspection of the work. Monitor performance of punch list work.
- Coordinate turnover of Facility, final inspection by the building department, and final acceptance by the OWNER.
- Provide furniture, fixture and equipment procurement and installation services as required
- Oversee OWNER move-in.
- Provide other services as deemed appropriate by OWNER.



**Contract Price: \$100,080**

**Contract Time: 528 hours**

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<b>TASK AUTHORIZATION SUMMARY</b>			
<b>No.</b>	<b>Description</b>	<b>Contract Price</b>	<b>Contract Time</b>
A	Pre-Construction Services	\$22,540	120 hours
B	Construction Services	\$76,740	408 hours
C	Reimbursable Expenses	\$800	
<b>TOTAL</b>		<b>\$100,080.00</b>	<b>245 Days</b>



**APPROVAL OF TASK AUTHORIZATION AND ACKNOWLEDGMENTS**

**IN WITNESS WHEREOF**, the City and following named Consultant have executed this instrument for the purpose herein expressed.

**ATTEST:**

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

Approved as to form and  
legal sufficiency.

Lindsay J. Greene  
~~William L. Colbert, City Attorney~~  
LINDSAY J. GREENE

**ATTEST:**

\_\_\_\_\_  
\_\_\_\_\_  
Print Name  
Title: \_\_\_\_\_

**CITY OF SANFORD**

By: Art Woodruff  
Art Woodruff  
Mayor  
Date: 3-26



**ZHA INCORPORATED**

By: Frederick J. Mellin, Jr.  
Frederick J. Mellin, Jr.  
President/CEO  
Date: 03 March 2026



CITY OF  
**SANFORD**  
FLORIDA



APPROVED

WS \_\_ RM X

Item No. 9, B

**CITY COMMISSION MEMORANDUM 26-072**  
**MARCH 23, 2026 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Owen Christopher, Planning Project Manager  
Craig M. Radzak, Assistant City Manager  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Project Management Services for City Hall Renovations; Associated  
Budget Amendment; Resolution No. 2026-3471

**SYNOPSIS:**

Requesting to approve Resolution 2026-3471 to amend the budget with the procurement of construction project management services (Task #2) by ZHA, Inc., related to the future City Hall renovations.

**FISCAL/STAFFING STATEMENT:**

The total ZHA, Inc. fee for Task #2 would be \$100,080 as enumerated in various tasks as listed below:

- Support contract negotiations and contract award.
- Provide periodic construction oversight and monitor CM compliance.
- Participate in CM construction planning meetings.
- Track shop drawing processing and schedule adherence.
- Assist with securing required building, environmental, and construction permits.
- Review daily quality control reports and required testing.
- Ensure timely completion of building department inspections.
- Recommend rejection of non-compliant work or materials.
- Monitor the CM's construction schedule and progress.
- Compare progress to CM invoices and recommend payment actions.
- Review proposed design or construction changes for budget impacts.
- Evaluate and recommend actions on contract modifications.
- Assist with punch list development, inspections, and completion monitoring.
- Coordinate facility turnover, final inspections, and OWNER acceptance.
- Provide FF&E procurement and installation support.
- Oversee OWNER move-in.
- Provide additional services as requested by OWNER.

**BACKGROUND:**

The Breezeway project of City Hall was completed in June 2025, and the majority of the Building Division has moved to the 1st Floor which has freed up much needed space for the Second Floor Expansion project to occur. As previously approved by the Commission, the project has been submitted to the Building Department for review permit approval creating much needed additional staff space in utilizing the vacated space in an efficient and public friendly manner. A future design space for Public Works will be included once the anticipated new Public Works Administration

building is complete on Fulton Avenue, which those employees will occupy in approximately two years.

The second-floor renovation project will require complex and logistical challenges as renovation will occur as the second floor will be occupied during this time will require the expertise of outside project management consultant services. ZHA Inc. has provided these services in the past, which has proven to be very beneficial as City staff is very limited.

**LEGAL REVIEW:**

The City Attorney has reviewed this matter, prepared the resolution and has no legal objection.

**RECOMMENDATION:**

City staff recommends that the City Commission approve the procurement of construction project management services of the City Hall second-floor renovation project to ZHA, Inc., as well as the adoption of Resolution No. 2026-3471 amending the budget in the amount of \$100,080.

**SUGGESTED MOTION:**

"I move to approve the requested procurement of construction project management services of the City Hall second-floor renovation project to ZHA, Inc., as well as the adoption of Resolution No. 2026-3471 amending the budget in the amount of \$100,080."

Attachments: (1). Task 2, Authorization from ZHA, Inc.  
(2). Resolution No. 3471 with budget amendment attachment 'A'.