

## **Resolution No. 3003**

**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; 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; 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, 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.

**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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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 13<sup>th</sup> day of December, 2021.

Attest:

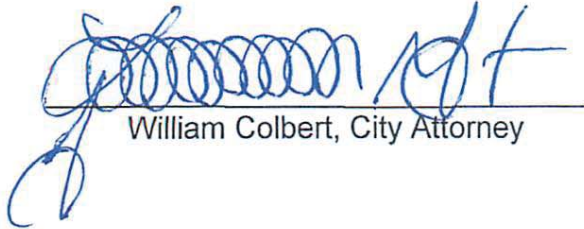
City Commission of the City of  
Sanford

  
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 Colbert, City Attorney

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2021/2022  
 Department: Development Services

Division: Planning

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER					Current	Current	Amount of	Adjusted
Fund	Revenue	Act Cd	Ele	Project #	Budget	Balance	Change	Unrealized
520	0000	389	98	00			\$ 2,500	
001	0000	381	52	00			\$ 2,500	
<b>TOTAL CHANGES IN REVENUES</b>							<u>\$ 5,000</u>	

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Budget	Balance	Change	Balance
520	7979	581	91	01		\$ -		2,500	2,500
001	1110	515	31	00		\$ -		2,500	2,500
<b>TOTAL CHANGES IN EXPENDITURES</b>							<u>\$ 5,000</u>		

REASON FOR AMENDMENT: Update the Cottage Home Project Plans

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

DATE: 12-1-21

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

DATE: 12/1/21

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

DATE: \_\_\_\_\_

CITY COMMISSION AGENDA DATE: December 13, 2021

APPROVED YES

**FOR FINANCE USE**

Entry Date: 12/15/2021  
S. Posey

Batch Number: B# 0984

Document #: BA 03-100

Res#: 3003  
 CCM#: 21-286

M I L Z A R C H, L L C

November 8, 2021

Anthony Raimondo  
Director of Development Services  
City of Sanford, FL  
300 N Park Avenue Sanford, FL 32771  
P.O. Box 1788  
Sanford, FL 32772-1788  
(407)688-5162  
[ANTHONY.RAIMONDO@Sanfordfl.gov](mailto:ANTHONY.RAIMONDO@Sanfordfl.gov)

*sent via email only*

**RE: SANFORD COTTAGES FEE PROPOSAL FOR UPDATING PLANS**  
**PROJECT NUMBER: MZa 2021.018**

Dear Tony;

Thank you for this opportunity for this Continuing Services Architect to work on the "Cottages" project, again. I believe I am aware of the Scope of Work required, as written below.

**SCOPE OF SERVICES:**

Review Final Construction Documents (CDs) (all 12) for the design of single family homes (SFR) on current vacant lots, within the City Limits, that do OR do not meet current zoning requirements for a buildable SFR. The actual Scope of Work is to review the 2016 submittals and update all sets to today's current codes:

1. DESIGN CRITERIA – Update all Code references by which the Contractors must follow for construction.
2. Review the NOA (Product Approval) listings to be sure the Numbers are the latest.
3. Update the Project Team from BHM Architecture to Milzarch, LLC. This would include correcting the end banners of every sheet.
4. Check the Consultant Team for corrections as necessary.
5. Review Structural, Mechanical and Electrical Drawings for Code updates that may affect those drawing sheets.
6. Review Engineered Truss Drawings with Manufacturer to be sure no changes will be required.
7. Plumbing & Electrical subcontractors reviewed the original plans for Code compliance. Both have moved on. Alternative consultants must be determined and placed on the coversheets.
8. Cursory review of each drawing sheet will be required by the Architect for potential updates.
9. Architect must coordinate all input from subcontractors and/or Consultants, as well as the Architect's updates, compile the changes and instruct the CAD Tech to prepare all changes on all sets.

**Not included:**

1. Change later Additional Services offering construction materials' Options for the individual Cottages. That document will remain the same from its revised completion date of 8.13.18.

**COMPLETED PROJECT**

This current project will be to update those existing twelve sets of CDs known as 1B, 1B-R, 2B, 3B, 4B, 4B-R and 1B-F2, 1B-R-F2, 2B-F2, 3B-F2, 4B-F2 & 4B-R-F2 (See attached "Model Identifier" sheets). Although not site specific, the "Master Files" will enable a Builder or property owner to find one of twelve sets of documents, most suitable for their individual lot, select that model, prepare a site plan submittal, and within two weeks, obtain a building permit to construct the selected model on their site. Although there will only be four unique models, an additional two will be the "reverse" of two of the four basic models (1B & 4B). This gives a total of six, however, the City requests that each model have two "facades" to choose from, thus creating the total of twelve.

**Deliverables:**

- Twelve Master Files for Single Family Residences will be updated.

**Schedule:**

- My goal will be to have all twelve Models Updated by the end of January, since we are now entering in to the Holidays, as long as I receive your Authorization to Proceed by December 1, 2021.

**Fee for Services**

I propose to provide the described updated Master File Services as outlined above for a lump sum fee of \$2,500.00. I will also charge for any reimbursable expenses I incur on behalf of this effort. I anticipate only some printing expenses, but have not calculated these expenses. It does depend on what you think the City might need. Electronic Construction Documents can be provided to the City for printing sets for Builder/Owner review.

**Billing and Payment**

MZA will e-mail all invoices, on a monthly basis, to the City's Manager of Purchasing, Ms. Marisol Ordonez, at: [marisol.ordonez@sanfordfl.gov](mailto:marisol.ordonez@sanfordfl.gov)  
 Receipt verification will be requested with this billing procedure.

**Contracts**

This letter of proposal for services inclusive of the attached Hourly Billing Rates - 2021, wrapped within the City's Work Order and other City of Sanford agreement documents, will serve as the contract for the agreed upon Services once signed by both parties. This agreement once activated, may be modified by mutual agreement of both parties.

I thank you, Tony, for the opportunity to be a part of your renewed vision to offer streamlined permitting services and opportunities to develop smaller residential lots, within the City! Please do not hesitate to contact me if you have any questions at all.

Respectfully submitted,

**Milzarch, LLC**

Jerry Walker Mills, Sr  
 Manager, Architect  
 AR0008314

*Attachments: Hourly Rates & Reimbursables 2021  
 CC Honorable Mayor, Art Woodruff*

## MODEL 1B



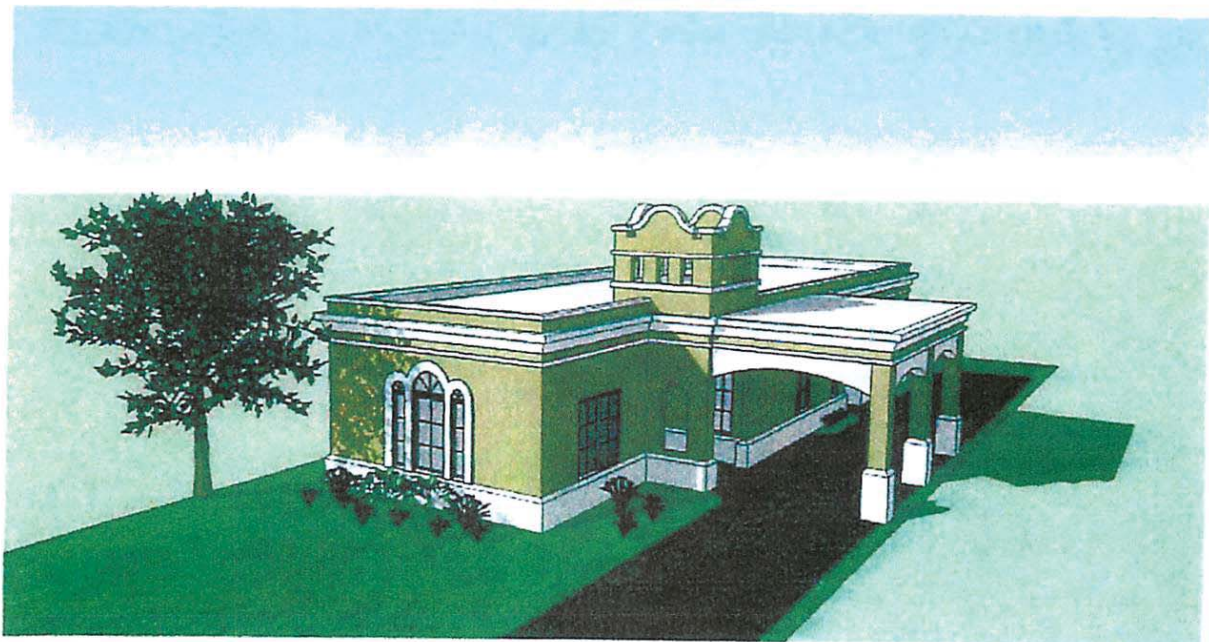
## MODEL 1B-R



## MODEL 2B

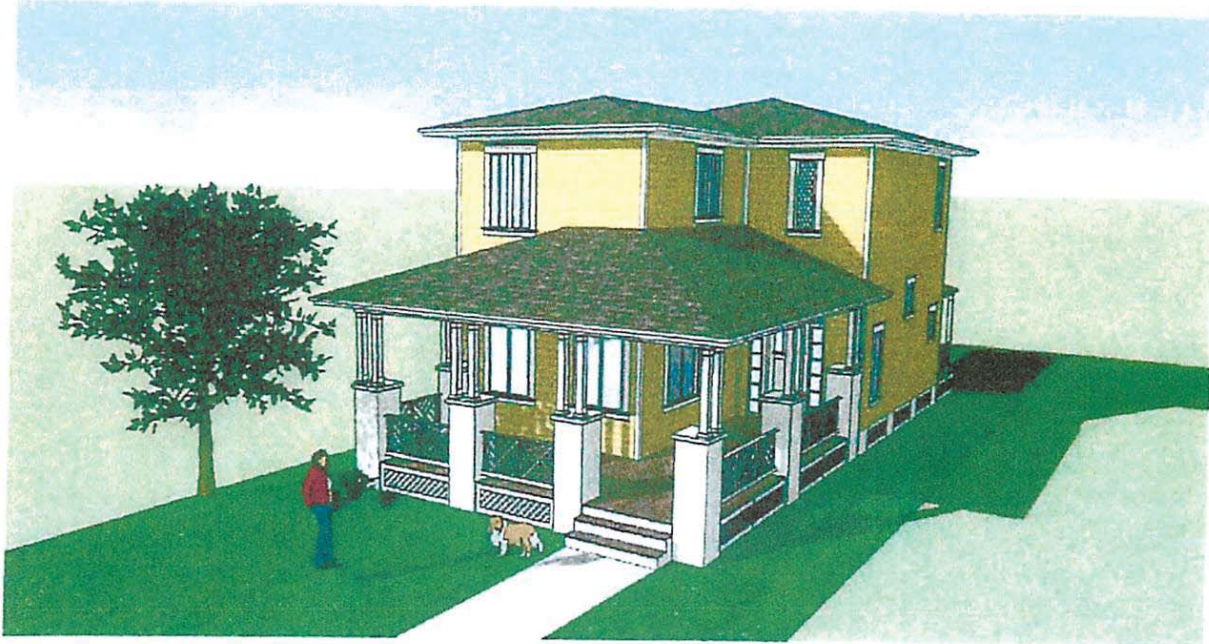


## MODEL 3B

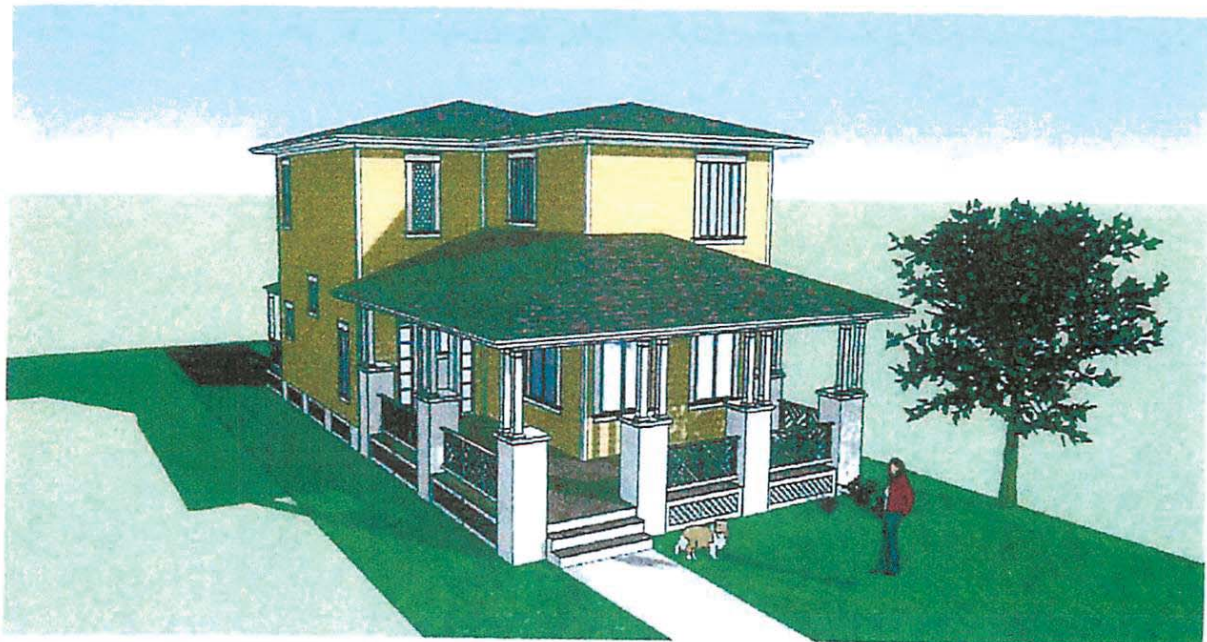




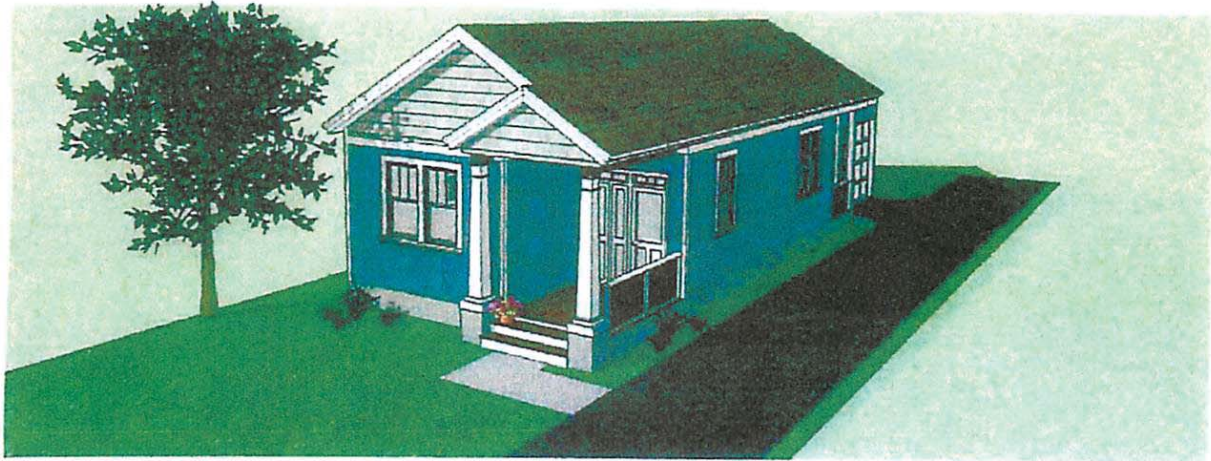
## MODEL 4B



## MODEL 4B-R



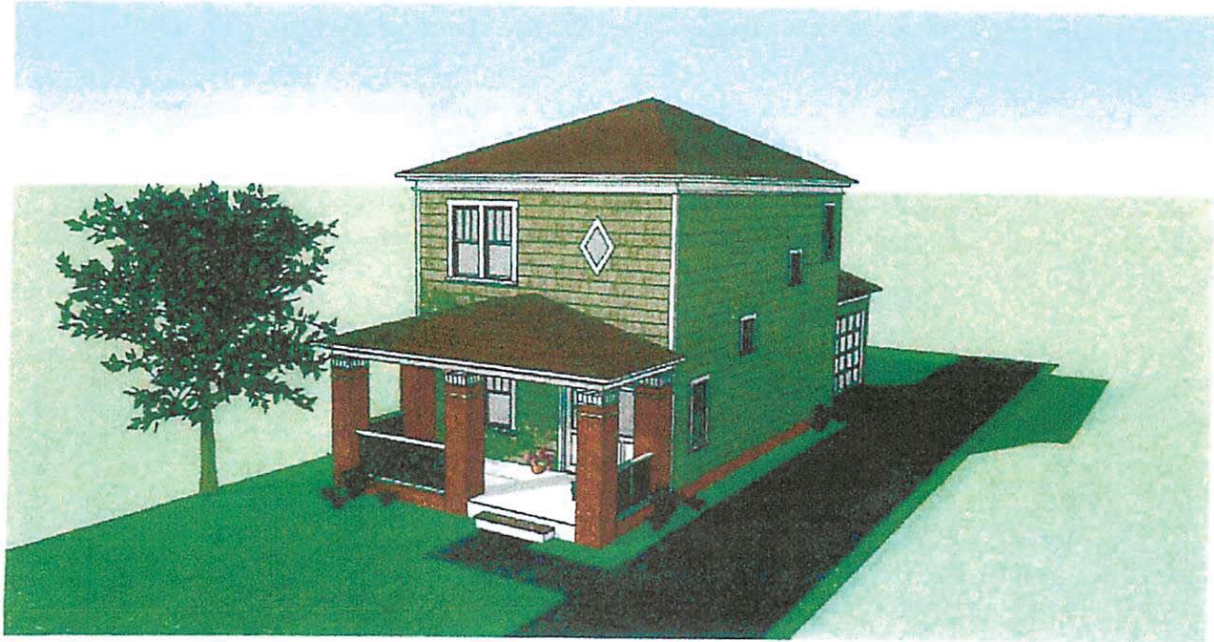
## MODEL 1B-F2



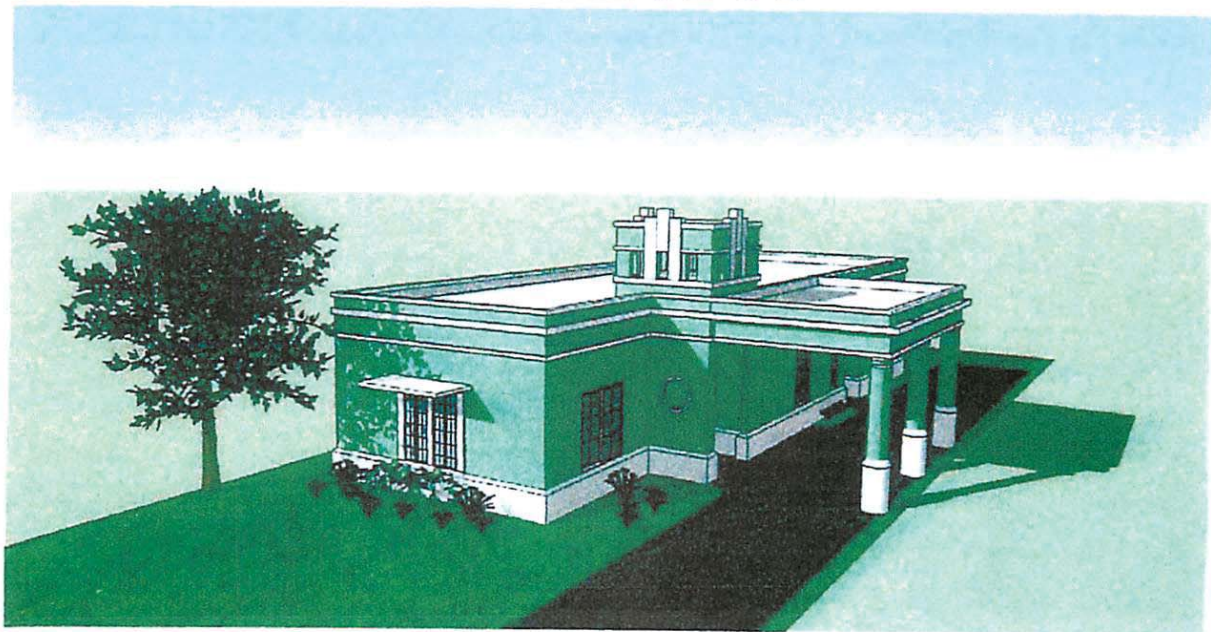
## MODEL 1B-R-F2



## MODEL 2B-F2



## MODEL 3B-F2



**MODEL 4B-F2**



**MODEL 4B-R-F2**



M I L Z A R C H , L L C

January, 2021

**RE: MILZARCH, LLC HOURLY BILLING RATES**

Principal, Owner, Director, Architect	\$100.00
AutoCAD Technician	\$ 50.00
Interior Designer	\$ 65.00
Structural Engineer	\$125.00
MEP Engineers	\$125.00

Reimbursable Expenses

1. Road tolls, parking fees, and all automobile mileage at the current rate of reimbursable allowed by the U.S. Federal Government. (\$.57.5/mi.)
2. CADD plots and reproduction of documents, postage, express mail services, communications, and delivery services.
3. Professional renderings, professional models, and mock-ups requested by the Owner.
4. Additional insurance coverage or limits, including professional liability insurance, required by the Owner in excess of that normally carried by the Architect and the Architect's consultants.
5. Transportation, meals, and lodging for travel in connection with the project.
6. Supplies for Interior Design Presentation Boards created for client's use.
7. Printing: 8 1/2x11 \$.25/sht. 11x17 \$.50/sht, color or B&W, if printed "in-house," market rate if printed at print shop, same for large format printing.

Expenses will be billed at actual costs. ARCHITECT will provide an itemized billing summary of all reimbursable expenses associated with any project.

ARCHITECT's hourly rate schedule is updated annually in the month of December. The attached schedule rates are effective through December 1, 2020 and work performed thereafter is subject to an updated Fee Schedule. The Owner will be notified of any changes with the first invoice that is affected by these updates.

J E R R Y W A L K E R M I L L S , S R. A R C H I T E C T  
DESIGNS FOR: RESTORATION . FINE RESIDENTIAL . SMALL COMMERCIAL . CONCEPTUAL PLANNING  
AR 0008314 407.921.8795 [MILZARCH@GMAIL.COM](mailto:MILZARCH@GMAIL.COM)  
7 0 1 W e s t T h i r d S t r e e t , S a n f o r d , F L 3 2 7 7 1



CITY OF  
**SANFORD**  
FLORIDA



APPROVED

WS \_ RM X

Item No. 8.D

**CITY COMMISSION MEMORANDUM 21-286  
DECEMBER 13, 2021 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Angela Adkins, Administrative Support Supervisor Development Services  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., City Manager  
**SUBJECT:** Budget Amendment Resolution No. 3003, Little Red School House Funds

**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. 3003 to amend the budget in an amount of \$5,000 to increase the Planning Fund account is being requested.

**FISCAL/STAFFING STATEMENT:**

Funds are available in the Little Red School House Fund.

**BACKGROUND:**

The attached budget amendment is for a \$2,500 increase which will update the plans for the Sanford Cottage Homes Project MZa 2021.018. This funding will be used to ensure that the Cottage Home Project is brought into compliance with current Building Code.

**LEGAL REVIEW:**

No legal review requested of the City Attorney.

**RECOMMENDATION:**

It is Staff's recommendation that the City Commission approve Resolution No. 3003, to amend the budget in the amount of \$5,000 to increase the Planning Funds.

**SUGGESTED MOTION:**

"I move to approve Resolution No. 3003, to amend the budget in an amount of \$5,000 to increase the Planning Funds."

Attachments: Resolution No. 3003  
Budget Amendment  
Sanford Cottage Fee Proposal/Updating Plans