

Resolution No. 2023-3176

A Resolution by the City Commission of the City of Sanford, Florida, to provide for personnel related revisions within and to be included in the City's "Classification and Pay Plan" providing for legislative/administrative findings; providing for a grant of authority to the City Manager to take administrative implementing actions; providing for a savings provision, severability, conflicts and an effective date.

Whereas, the City Commission has the continuing and overriding responsibility to take all necessary steps and actions to ensure that sound economic, financial and fiscal management policies are implemented and maintained in the City for the benefit of the citizens of the City of Sanford; and

Whereas, the City Manager provides diligent assistance and guidance to develop, implement and maintain the economic, financial and fiscal management policies of the City Commission for the benefit of the citizens of the City of Sanford; and

Whereas, the City Commission is vested with the budgetary authority and control relating to City of Sanford Government operations, the provision of adequate levels of service with regard to essential public services and facilities and the maintenance of public benefits provided and the protection of the public health, safety and welfare by City Government to the citizens of the City of Sanford; and

Whereas, the City Commission is responsible for the determination as to the appropriate staff levels within City Government and the establishment and budgeting of the staffing levels and positions assigned to each particular department, office and function of City Government and for the funding, creation, abolishment, and other economic, fiscal and financial decisions relating to the staffing of City Government; and

Whereas, the City has adopted certain provisions in the City's Personnel Rules and Regulations and a Classification and Pay Plan that pertain to and provide for the overriding role of the City Commission with regard to the establishment of City staffing levels as may be necessary to operate City Government; and

Whereas, it is the desire and goal of the City Commission for City Government to function as an efficient governmental organization in which all employees are treated with equity and fairness; and

Whereas, the City Manager is charged with ensuring that the alignment and organization of the City's departments, offices and functions are sound and consistent with highly productive public administration practices, procedures and systems and that all employees are treated equitably and fairly; and

Whereas, the City Commission has concluded that the actions taken herein, as authorized in the City’s Personnel Rules and Regulations and the Classification and Pay Plan relating thereto and other documents, will provide positive economic and budgetary benefits to the City and the City Commission has concluded that the results of such actions will benefit the citizens of the City of Sanford and work equity and fairness to the affected City employees; and

Whereas, it is the goal and desire of the City Commission to provide a continuing high quality level of service to the citizens of the City of Sanford with regard to the provision of essential and beneficial levels of service and the provision of adequate public facilities to serve the needs of the citizens; and

Whereas, the City Commission hereby finds and concludes that the level of service and the system of public facilities provided to the citizens of the City of Sanford will be positively and favorably impacted as a result of the City Commission taking the necessary economic, fiscal, financial, and budgetary actions as set forth in this Resolution; and

Whereas, the City Commission of the City of Sanford hereby finds and concludes that the actions taken herein are consistent with the Personnel Rules and Regulations of the City of Sanford and other applicable laws and serve an important public purpose.

Now, therefore, be it resolved by the City Commission of the City of Sanford, Florida, as follows:

Part I. City Commission Intent and Findings

Section 1. Legislative/Administrative Intent and Findings. The intent and findings set forth in the above recitals (whereas clauses) are hereby adopted as the legislative and administrative intent and findings relative to the provisions of this Resolution.

Part II. Position Change

Section 2. Establishment and Funding of New Regular Temporary Full-Time Position. The following classification will be an addition to the City’s Classification and Pay Plan as it exists on the effective date of this Resolution; and is hereby included by the City Commission; provided, however, that, in accordance with controlling law, the position shall be only temporarily filled:

Position	Job Title	Department	Pay Grade
1.0 FTE	Stormwater Superintendent (Temporary 3-month period) Regular Full-Time	Public Works/Utilities	116

Part III. Administrative Provisions

Section 4. Implementing Actions. The City Manager is hereby granted full and complete authority to take any and all necessary administrative actions that may be desirable or necessary

to implement the actions taken in this Resolution. The City Manager shall ensure that all personnel actions conform to the controlling requirements of law.

Section 5. Savings. The prior actions of the City of Sanford relating to the management, administration and implementation of the City's Classification and Pay Plan, and any and all related activities and matters, are hereby ratified and affirmed.

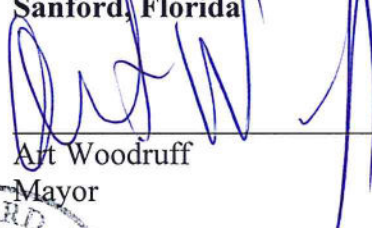
Section 6. Severability. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force or effect of any other section or part of this Resolution.

Section 7. Conflicts. All resolutions or parts of resolutions in conflict herewith are hereby revoked.

Section 8. Effective Date. This resolution shall become effective immediately upon its passage and adoption.

Passed And Adopted this 13th day of November, AD, 2023.

**City Commission of the City Of
Sanford, Florida**



Art Woodruff
Mayor

Attest:



Traci Houchin, MMC, FCRM
City Clerk



Approved As To Form And
Legal Sufficiency:

By: 

William L. Colbert
City Attorney



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

**CITY COMMISSION MEMORANDUM 23-219
NOVEMBER 13, 2023 AGENDA**

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Fred W. Fosson, Director of Human Resources/Risk Management and Craig Radzak, Acting Director of Public Works and Utilities
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Resolution No. 2023-3176; Amending Classification and Pay Plan; Public Works Stormwater Superintendent

STRATEGIC PRIORITIES:

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

SYNOPSIS:

Approve Resolution No. 3176, to amend the Classification and Pay Plan is being requested.

FISCAL/STAFFING STATEMENT:

This is a request to temporarily add one Full-Time Equivalent (FTE) in the Public Works and Utilities Department. The fiscal impact on the City for the FY 2023/2024 is estimated to be \$36,000 for the estimated three month period from December 1, 2023 until February 29, 2024.

BACKGROUND:

The Public Works and Utilities Department requests to temporarily add one additional Regular FTE for the position of Public Works Stormwater Superintendent.

The City authorizes and funds one Public Works Stormwater Superintendent FTE that is currently filled. However, the incumbent, who has been with the City for over 17 years, will retire in February 2024. As a result of being with the City for 17 years and in that position for all those years, the incumbent is a significant training resource for the new employee that would replace him. Therefore, the Public Works and Utilities Department is requesting to recruit for and fill the current position prior to the incumbent’s retirement date so that a comprehensive turnover can be conducted.

In order to establish a smooth transition, staff proposes to authorize, fund, recruit and hire a temporary and additional Public Works Stormwater Superintendent FTE position. This additional Public Works Stormwater Superintendent will become the current Public Works Stormwater Superintendent’s eventual replacement. Upon the current Public Works Stormwater Superintendent’s retirement, which will occur in February 2024, the newly recruited and hired employee filling the second Public Works Stormwater Superintendent position will then transition to the permanent Public Works Stormwater Superintendent position vacated by the retirement; as

such, the second Public Works Stormwater Superintendent FTE position will no longer be required and will therefore be unfilled, unfunded and deauthorized.

While in the second Public Works Stormwater Superintendent 's position, the new employee will report to the Director of Public Works and Utilities and be trained by the current Public Works Stormwater Superintendent and will be used where needed in the Department.

LEGAL REVIEW:

The City Attorney's Office has reviewed and has no legal objection to the proposed action which is consistent with sound and generally accepted public management practices and principles.

RECOMMENDATION:

City staff recommends that the City Commission approve Resolution No. 2023-3176 amending the Classification and Pay Plan.

SUGGESTED MOTION:

"I move to approve Resolution No. No. 2023-3176, as proposed."

Attached: Resolution No. 2023-3176