

## Resolution No. 2999

**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 severability, conflicts, and 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 a New Regular Full-Time Position, but Temporarily.** 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:

<b>#</b>	<b>Job Title</b>	<b>Department</b>	<b>Pay Grade</b>
<b>Position</b> 1.0 FTE	Assistant City Manager Regular Full-Time (Temporarily)	City Manager’s Office	436

**Part III. Administrative Provisions**

**Section 3. 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

Passed and adopted this 13<sup>th</sup> day of December 2021.

Attest:

City Commission of the City of  
Sanford

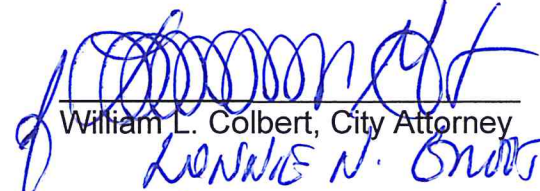



Traci Houchin, MMC, FCRM, City Clerk

  
Art Woodruff, Mayor

For use and reliance of the Sanford  
City Commission only.  
Approved as to form and legality.



  
William L. Colbert, City Attorney

  
Lenore N. O'Neil  
ACA

## Resolution No. 3000

**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 L. Colbert, City Attorney

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2022

Department: City Manager

Division: City Manager

12/13/2021

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER						Current	Current	Amount of	Adjusted
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Unrealized
001	0000	389	98	00	Use of Reserves	\$ -	\$ -	\$ 66,658	66,658
<b>TOTAL CHANGES IN REVENUES</b>								<b>\$ 66,658</b>	

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining	
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
001	102	512	12	00		Salaries	\$ 221,298	\$ 169,727	\$ 66,658	236,385
<b>TOTAL CHANGES IN EXPENDITURES</b>								<b>\$ 66,658</b>		

REASON FOR AMENDMENT: Deputy City Manager Additional FTE

DIRECTOR APPROVAL: *Frank W. Jasso*

DATE: 12/8/2021

FINANCE APPROVAL: *Paula Alfaro*

DATE: 12/8/2021

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

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

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

APPROVED \_\_\_\_\_

**FOR FINANCE USE**

Entry Date: 01/03/2022  
S. Posey

Batch Number: B# 1163

Document #: \_\_\_\_\_  
Res# 2999  
CCM# 21-283  
*BA 03-103*



**CITY COMMISSION MEMORANDUM 21-283**  
**DECEMBER 13, 2021 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Fred W. Fosson, Director of Human Resources/Risk Management and  
Norton N. Bonaparte, Jr., City Manager  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., City Manager  
**SUBJECT:** Amendment to the Classification and Pay Plan and Approve Budget  
Amendment

**STRATEGIC PRIORITIES:**

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

**SYNOPSIS:**

An amendment to the Classification and Pay Plan and the budget is being requested.

**FISCAL/STAFFING STATEMENT:**

This is a request to temporarily fund one additional Full Time Equivalent (FTE) in the City Manager's Office. The fiscal impact on the City for the remainder of Fiscal Year 2021/22 is estimated to be \$66,658.

**BACKGROUND:**

The City authorizes and funds one Deputy City Manager FTE that is currently filled. However, the incumbent, who has been in that position for 10 years will retire between now and March 4, 2022. As the current Deputy City Manager will be retiring soon, the City Manager determined to revise the title of this position to Assistant City Manager along with a few revisions to the Deputy City Manager job description to reflect the normative activity of the current Deputy City Manager. The Assistant City Manager job classification will be the same Pay Grade as the Deputy City Manager, thus, for the transition of the position title from Deputy City Manager to Assistant City Manager, budget approvals of the City Commission were not required. To that end, via a competitive recruitment process, the City Manager has chosen a current City of Sanford employee to fill the Assistant City Manager position

As a result of being the Deputy City Manager for 10 years, the incumbent is a significant training resource for the employee that will replace him. Therefore, the City Manager's Office is requesting to authorize and fill the Assistant City Manager position with a temporarily funded additional FTE prior to the incumbent's retirement date so that a comprehensive change in personnel can be accomplished. The Assistant City Manager will then transition to and fill the budgeted Deputy City Manager FTE upon the incumbent's retirement, but as Assistant City Manager; as such, the temporary funded additional FTE position will no longer be required and will therefore be unfilled, unfunded and deauthorized.

The Assistant City Manager will report to the City Manager.



**LEGAL REVIEW:**

The City Attorney's Office has reviewed and has no legal objection to the proposed action.

**RECOMMENDATION:**

It is Staff's recommendation that the City Commission approve Resolution No. 2999 to amend the Classification and Pay Plan and approve Resolution No. 3000 to amend the budget in the amount of, \$66,658.

**SUGGESTED MOTION:**

"I move to approve Resolution No. 2999 and Resolution No. 3000."

Attachments: Resolution No. 2999  
Resolution No. 3000