

## **Resolution No. 2022-3040**

**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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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.

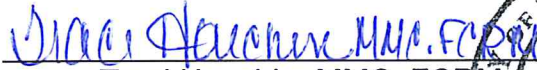
**Section 6. Effective Date.**

This Resolution shall become effective immediately upon enactment.

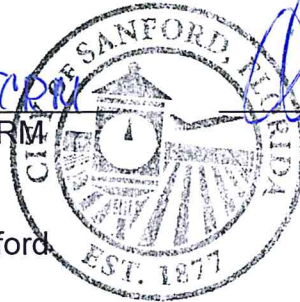
Passed and adopted this 13<sup>th</sup> day of June 2022.

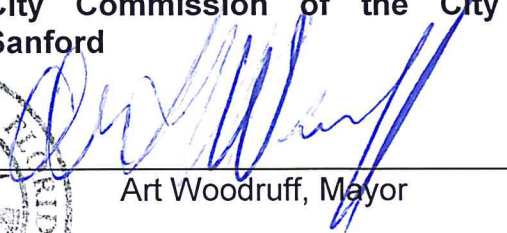
Attest:

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 21/22  
Department: City Manager's Office

Division: Economic Development

6/13/2022

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER						Current	Current	Amount of	Adjusted
Fund	Revenue	Act Cd	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Unrealized
001	0000	389	98	00	Use of Reserves	\$ 10,559,354	-	\$ 6,000	6,000
<b>TOTAL CHANGES IN REVENUES</b>								<u>\$ 6,000</u>	

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Budget	Balance	Change	Balance
001	0101	511	34	00	City Commission Contractual Services	24,000	20,467	6,000	26,467
<b>TOTAL CHANGES IN EXPENDITURES</b>								<u>\$ 6,000</u>	

REASON FOR AMENDMENT: funding for Goldsboro Mainstreet Program

DIRECTOR APPROVAL:  DATE: Jun 1, 2022

FINANCE APPROVAL:  DATE: Jun 1, 2022

CITY MANAGER APPROVAL:  DATE: Jun 1, 2022

CITY COMMISSION AGENDA DATE: June 13, 2022 APPROVED 

**FOR FINANCE USE**

Entry Date: 07/21/2022  
S. Posey

Batch Number: 4484  
6/1/2022

Document #: BA 09-100  
Res #: 3040  
CCM #: 22-160



CITY OF  
**SANFORD**  
FLORIDA

WS \_ RM \_ X \_

Item No. 8.E

**CITY COMMISSION MEMORANDUM 22-160**  
**JUNE 13, 2022 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Dr. Tom Tomerlin, Economic Development Director  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Funding for Goldsboro Main Street Personnel and Operational Costs

**STRATEGIC PRIORITIES:**

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

**SYNOPSIS:**

The City of Sanford (City) desires to fund personnel costs for a part-time Executive Director to oversee the activities of Goldsboro Main Street, located at 1213 Historic Goldsboro Boulevard.

**FISCAL/STAFFING STATEMENT:**

Costs are estimated to be \$25,000 which would be funded through the City Commission Contractual Services Account line (001-0101-511-3400). Previously, \$24,000 was allocated in this account line for this use. Additionally, staff is requesting an additional \$5,000 to help cover operational expenses for the apprentice Goldsboro Main Street Program. Therefore, a budget amendment of \$6,000 is being requested to fund the position at \$25,000 (as requested) and to cover an additional \$5,000 in operational expenses.

**BACKGROUND:**

The City recognizes the value of implementing the Main Street Program in the Goldsboro area. The personnel, a part-time Executive Director, would be an employee of Goldsboro Main Street and would be funded by the City, not to exceed \$25,000. Additionally, Goldsboro Main Street Board Members have either donated or made pledges for financial support.

Pending City Commission approval of a part-time Executive Director, the City will enter into a Funding Agreement with Goldsboro Front Porch Council, Inc. to provide for the funding of \$30,000 annually to assist in paying the salary for a part-time Executive Director and to help cover expenses incurred by Goldsboro Front Porch Council, Inc.

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of Goldsboro Main Street. Other key duties include the following:

- Expand local revenue generating and fundraising activities to support existing program

operations.

- Deepen and refine all aspects of communication from web presence to external relations with the goal of creating a stronger bond.
- Use external presence and relationships to garner new opportunities.
- Begin to build partnerships in new markets, establishing relationships with funders, and political and community leaders.
- Be an external local presence that publishes and communicates program results with an emphasis on the successes of the local program.
- Responsible for the fiscal integrity of the Goldsboro Front Porch Council (GFPC), to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Work with the Board to ensure that the mission is fulfilled through the programs, strategic planning, and community outreach.
- Responsible for implementation of the GFPC's programs that carry out the organization's mission.
- Responsible for the strategic planning to ensure that GFPC can successfully fulfill its mission into the future.
- Responsible for the enhancement of the GFPC's image being active and visible in the community and by working closely with other professional, civil, and private organizations.

The Goldsboro Main Street Executive Director professional qualifications per the congratulatory correspondence received by the Florida Department of State include:

- A Bachelor's Degree
- Transparent and high integrity leadership
- Three to five or more years, senior nonprofit management of comparable experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and others.
- Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Demonstrate ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies, gate keepers, stake holders, and volunteers.
- Solid organizational abilities, including planning, delegating, program development, experienced in working with diversity groups.
- Strong financial management skills, including budget preparation, analysis, decision-making and reporting.
- Strong written and oral communication skills
- Computer literacy
- Strong public speaking ability
- Strong work ethic with a high degree of energy

#### **LEGAL REVIEW:**

The attached funding agreement was reviewed and approved by the City Attorney's Office.

**RECOMMENDATION:**

It is staff's recommendation that the City Commission approve the funding of personnel costs for a part-time Executive Director to oversee the activities of Goldsboro Main Street and to help cover expenses incurred by Goldsboro Front Porch Council, Inc. in an amount not to exceed \$30,000. Furthermore, Staff recommends this funding remains in place for a three (3) year period paid annually for a cumulative total of \$90,000. If approved, staff will budget for the program over the next two (2) years as part of the regular budget process.

**SUGGESTED MOTION:**

"I move to approve the funding of personnel costs for a part-time Executive Director to oversee the activities of Goldsboro Main Street in an amount not to exceed \$25,000 per year and a contribution toward expenses incurred by Goldsboro Front Porch Council, Inc. not to exceed \$5,000 per year, for a three (3) year period.

Attachments: Florida Department of State Correspondence, Dated November 12, 2021  
Goldsboro Front Porch Council, Inc. Correspondence, Dated April 24, 2022  
Funding Agreement



## FLORIDA DEPARTMENT OF STATE

**RON DESANTIS**  
Governor

**LAUREL M. LEE**  
Secretary of State

November 12, 2021

Mr. Kenneth Bentley  
Goldsboro Front Porch  
1213 Historic Goldsboro Boulevard  
Sanford, Florida 32771

Dear Mr. Bentley:

On behalf of the Florida Division of Historical Resources, congratulations on your recent designation as a Florida Main Street community. We look forward to working with you as an apprentice Florida Main Street community to encourage the revitalization and preservation of your district.

Attached here you will find the 3-Year Florida Main Street Letter of Agreement. Please review carefully, execute, and return the original hardcopy to our office as soon as possible. Once fully executed by the Division of Historical Resources, you will receive an electronic version of the document for your records.

Once the Letter of Agreement is fully executed, your Main Street organization will be eligible for technical assistance from the Division of Historical Resources. This includes \$10,000 in consultant services that can be utilized by your organization within the next three years, match waivers for the Division of Historical Resource's Historic Grants Program, payment of the first year of Main Street America membership dues, one scholarship per year for the first three years to attend the national Main Street Now Conference, among other items.

Please direct any additional questions to Florida Main Street Program Coordinator, Katherine Beck, at [Katherine.Beck@dos.myflorida.com](mailto:Katherine.Beck@dos.myflorida.com) or 850.245.6345.

We look forward to your future successes as Florida Main Street community.

Sincerely,

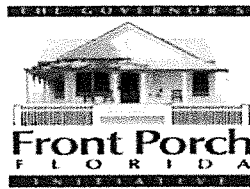
A handwritten signature in black ink, appearing to read "T. Parsons", written over a large, stylized circular flourish.

Timothy A. Parsons, Ph.D.  
Director, Division of Historical Resources &  
State Historic Preservation Officer

TAP/lmc

CC: The Honorable Art Woodruff, Mayor, City of Sanford; Mr. Norton N. Bonaparte, Jr., City Manager, City of Sanford





Goldsboro Front Porch Council, Inc.  
1213 Historic Goldsboro Boulevard  
Sanford, Florida 32771

April 24, 2022

Mr. Norton N. Bonaparte, Jr.  
Sanford City Manager  
City of Sanford City Hall  
300 North Park Avenue  
Sanford, Florida 32771

Dear Mr. Bonaparte,

This correspondence comes as a follow up to our meeting regarding the Apprentice Main Street Program, an entity of the Goldsboro Front Porch Council, we are seeking financial assistance to defray a part time position (\$25,000.00) for an Executive Director to administer/ manage the Apprentice Main Street Program.

All Main Street District designations local in cities with a population more than 50,000 citizens are mandated to hire a full time Executive Director and to provide funds for travel to district, state and national training conference.

Due to the lack of budget funds, the Goldsboro Front Porch's chairman made a generous personal donation of \$1,000.00 dollars and other Main Street Board members have either donated or made pledges for financial support. Also, it's anticipated that Goldsboro Front Porch Board members will be supportive financially.

Yes, we are currently in immediate dire need for financial assistance. Therefore, we accept with humility and are very appreciative of your longstanding continued support and especially your consideration during these critical moments.

Again, thanks for your consideration in this matter. Should you have any questions, please contact me at (407) 322 9270 or (407) 314 4216.

Velma Williams, Ph.D.

Vice President, Main Street Board