Resolution No. 2025-3404

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 and conflicts, severability 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. Creation of Position. The following classification will be changed within the City's Classification and Pay Plan, as it exists on the effective date of this Resolution:

# FTE Position	Title	Department	Pay Grade
1.0	Temporary Administrative Services Manager	Development Services Department	116

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 necessary to implement the actions taken in this Resolution including, but not limited to, such fiscal matters as may be required.

Section 4. Savings. All prior actions of the City Commission relative to the matters set forth herein and the City's Classification and Pay Plan are hereby ratified and affirmed.

Section 5. Conflicts. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby superseded and shall be of no further effect; provided, however, that the rates and charges as well as other fiscal matters set forth therein are hereby ratified and affirmed.

Section 6. Severability. Should any section, paragraph, sentence, clause, phrase or other part of this Resolution be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this Resolution as a whole or any portion thereof, other than the part so declared to be invalid.

Section 7. Effective Date. The provisions of this Resolution shall take effect immediately upon adoption; provided.

Passed and Adopted this 28th day of July, 2025.

Attest:

City Commission of the City of Sanford

Traci Houchin, MMC, FCRM
City Clerk

Art Woodruff
Mayor

Approved as to form and legal sufficiency.

Lindsay N. Greene
City Attorney

CITY OF SANFORD FLORIDA

APPROVED

WS __ RM _X_
Item No. 9.D

CITY COMMISSION MEMORANDUM 25-182
JULY 28, 2025, AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Sharon Kraynik, Director of Human Resources and Risk Management
SUBMITTED BY: Norton N. Bonaparte, Jr., City Manager
SUBJECT: Amendment to Pay and Classification Plan: Development Services Department; Resolution No. 2025-3404

STRATEGIC PRIORITIES:

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

SYNOPSIS:

Requesting to approve Resolution No. 2025-3404, to amend the Classification and Pay Plan in the Development Services Department.

FISCAL/STAFFING STATEMENT:

The fiscal impact for the remainder of FY 2024/20255 due to the inclusion of this position is estimated to be $13,552.90.

BACKGROUND:

The current (1.0) Full Time Equivalent Development Services Manager position is occupied by Angela Adkins. Ms. Adkins will no longer serve in that position as of July 17, 2025. The Administrative Services Manager position is a vital support resource for Building, Code Enforcement, and the Planning Division as the job functions include, but are not limited to: coordinating, documenting, and assisting with the review and accuracy of documents presented before the Special Magistrate for Code Enforcement and daily administrative functions between the divisions. The temporary position would allow Ms. Adkins to work with the incumbent to ensure a smooth transition into the position while maintaining process continuity. The temporary full-time Administrative Services Manager position would end no later than (30) days following its approval.

In this proposed action, a temporary Full Time Equivalent (FTE) Administrative Services Manager position would be authorized for Pay Grade 116. The fiscal impact for FY 2024/2025 would be $13,552.90.

LEGAL REVIEW:

The City Attorney's Office has reviewed this agenda item and has no legal objection.

Recommendation:

City staff recommends that the City Commission approve Resolution No. 2025-3404, amending the Classification and Pay Plan implementing the aforesaid actions.

Suggested Motion:

"I move to approve Resolution No. 2025-3404."

Attachment: Resolution No. 225-3404