

Resolution No. 2026-3446

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. Change of Positions. 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
			From:	
1.0		Sr. Human Resources Analyst	Human Resources/Risk Management	114
			To:	
1.0		Human Resources Manager	Human Resources/Risk Management	120

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 12th day of January, 2026.

City Commission of the City of Sanford

Attest:

Traci Houchin MMC, FCRM

Traci Houchin, MMC, FCRM
City Clerk

Art Woodruff
Mayor



Approved as to form and legal sufficiency.

Lindsay Greene

Lindsay Greene
City Attorney



CITY OF
SANFORD
FLORIDA



APPROVED

WS __ RM X

Item No. 9.H

**CITY COMMISSION MEMORANDUM 26-016
JANUARY 12, 2026 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., ICMA-CM, City Manager
SUBJECT: Amendment to the Classification and Pay Plan: Resolution No. 2026-3446

SYNOPSIS:

Requesting to approve Resolution No. 3446, amending the Classification and Pay Plan.

FISCAL/STAFFING STATEMENT:

This is a request to re-classify one (1.0) Full Time Equivalent (FTE) Senior Human Resources Analyst – Recruitment and Employee Relations position in the Human Resources Department to one (1) Full Time Human Resources Manager position in the Human Resources/Risk Management Department. This position would plan, coordinate and direct the administrative functions of the Human Resources/Risk Management Department. The fiscal impact on the City for the remainder of fiscal year 2025/2026 is estimated to be \$8,500.

BACKGROUND:

A review of the department was conducted in November of 2025 by the Human Resources Director. It was noted that the essential functions/tasks of the Senior Human Resources Analyst – Recruitment and Employee Relations position expanded beyond the listed job duties. This expansion was attributed to department position transitions and coverage needs for the Human Resources/Risk Management Department to provide continued consistent support to our 600+ employees during this period.

The Human Resources Manager position would report directly to the Human Resources/Risk Management Director, overseeing staff and daily coordination of division operations for recruitment, benefits, employee relations, performance, policy/procedures and compliance. This reclassification of the Senior Human Resources Analyst position would allow the Human Resources/Risk Management Director to focus on city policy, leadership/supervisory training and long-term high-level objectives and planning.

LEGAL REVIEW:

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

RECOMMENDATION:

It is staff's recommendation that the City Commission approve Resolution No. 3446.

SUGGESTED MOTION:

“I move to approve Resolution No. 3446.”