



## **Resolution No. 2920**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021; 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, 2020 and terminating on September 30, 2021 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, 2020 and terminating on September 30, 2021 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, 2020 and

terminating on September 30, 2021 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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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 14<sup>th</sup> day of December 2020.

Attest:

**City Commission of the City of  
Sanford**

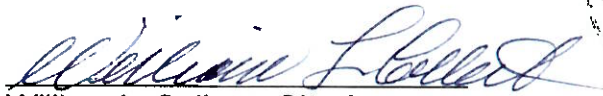


Traci Houchin, MMC, FCRM City Clerk



Art Woodruff, Mayor

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



William L. Colbert, City Attorney



APPROVED

WS \_\_\_ RM X  
Item No. 8.D

**CITY COMMISSION MEMORANDUM 20-243  
DECEMBER 14, 2020 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Fred W. Fosson, Director of Human Resources and Risk Management  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., City Manager  
**SUBJECT:** Resolution No. 2919, amending the Pay and Classification Plan and Budget  
Resolution No. 2920 for the Human Resources/Risk Management  
Department

**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 is being requested.

**FISCAL/STAFFING STATEMENT:**

This is a request to fund and authorize one regular part-time Administrative Specialist III position. The fiscal impact for FY 20/21 is estimated to be 20,650.

**BACKGROUND:**

The City's Human Resources/Risk Management (HR/RM) Department currently is authorized and funded for four full-time equivalents (FTE). The HR/RM is a dynamic department of dedicated staff with a budget of \$10,000,000. Daily activities include: Recruiting, Employee Relations, Benefits, Wellness, Records Retention and Risk Management. Further, this department has been very active Citywide in response to the COVID-19 pandemic.

For the last several years the HR/RM Department has been operating with two-thirds of the authorized and funded staff of prior years. However, recent surveys have revealed that the City's HR/RM Department has fewer personnel performing more duties than all other agencies surveyed; in short, for several years the City's HR/RM Department has been doing more with less. And where most other City departments have one or more positions providing day-to-day administrative support, the HR/RM Department has none.

Despite this thin staff, the department continues to forge ahead and take on new challenges, additional workload, projects and procedures that take additional time and work effort that did not exist prior to the lower staffing levels. As examples: the development and maintenance of the electronic internet based Job Posting, Employee Performance Evaluation and Benefits Enrollment programs, as well as the annually required Affordable Care Act 1095-C forms preparation.

Additionally, the HR/RM Department has no permanent presence at its front counter. When a customer comes to the counter and rings the bell to let us know they are there, it is not uncommon for two, three, or even four HR/RM staff members to gladly pause their work and leave their offices in order to promptly respond to and assist the customer.

Due to having no day-to-day administrative support, it is not uncommon to see all members of the HR/RM staff making copies, filing, making labels, answering solicitation phone calls and, as mentioned above, greeting customers.

Although the HR/RM department does not have the high visibility of some other departments, it consistently provides and delivers essential and exceptional services and support important to both the City employees and the Sanford Citizens. The goal is to maintain that standard of service. Additional staffing as proposed will go a long way in attaining that goal.

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

City staff recommends that the City Commission approve Resolution No. 2919 amending the Classification and Pay Plan, implementing the aforesaid actions as well as the respective Budget Resolution 2920 and its Budget Amendment Attachment 'A'.

**Suggested Motion:**

"I move to approve Resolution No. 2919", as well as the respective Budget Resolution 2920 and its Budget Amendment Attachment 'A'.

Attachments: Resolution No. 2919

Budget Resolution 2920

Budget Amendment Attachment 'A'

## Resolution No. 2919

**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 an addition to the City’s Classification and Pay Plan as it exists on the effective date of this Resolution; and is hereby included and funded by the City Commission:

| <b># FTE<br/>Position</b> | <b>Title</b>   | <b>Department</b>                   | <b>Pay Grade</b> |
|---------------------------|--|-------------------------------------|------------------|
| 1                         | Administrative Specialist III<br>(Regular Part-Time) | Human Resources/<br>Risk management | 412              |

**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.

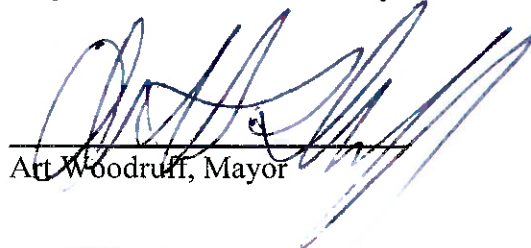
**Section 7. Effective Date.** The provisions of this Resolution shall take effect immediately upon adoption; provided.

**Passed and Adopted** this 14<sup>th</sup> day of December, 2020.

**City Commission of the City of Sanford**

*Attest:*

  
\_\_\_\_\_  
Traci Kouchin, MMC, FCRM, City Clerk  
Cathy Lotempio Deputy City Clerk  
Approved as to form and legal sufficiency.

  
\_\_\_\_\_  
Art Woodruff, Mayor

  
\_\_\_\_\_  
William L. Colbert City Attorney



PREPARED 12/30/2020, 30:50  
 PROGRAM GM312V

5qsysprt  
 City of Sanford

PAGE 1

BUDGET ADJUSTMENT EDIT LIST BY TRANSACTION NUMBER

ACCOUNTING PERIOD 03/2021

GROUP NUMBER . : 01105 HR ADMIN POSITION  
 GROUP USER . . : POSEYS Posey, Shanna - Executive

| TRANS NO                | TRANS DATE | DOCUMENT  | ACCOUNT NUMBER     | DESCRIPTION 1     | PROJECT | BUDGET AMOUNT | ORIG(Y/N) |
|-------------------------|------------|-----------|--------------------|-------------------|---------|---------------|-----------|
| DESCRIPTION 2           |            | TYPE      |                    |                   |         |               |           |
| 0000100                 | 12/14/2020 | BA 03-108 | 001-7979-590.99-70 | HR ADMIN POSITION |         | 20,650.00-    |           |
| RES# 2920 / CCM# 20-243 |            |           |                    |                   |         |               |           |
| 0000200                 | 12/14/2020 | BA 03-108 | 001-0105-513.13-00 | HR ADMIN POSITION |         | 14,246.00     |           |
| RES# 2920 / CCM# 20-243 |            |           |                    |                   |         |               |           |
| 0000300                 | 12/14/2020 | BA 03-108 | 001-0105-513.21-00 | HR ADMIN POSITION |         | 1,098.00      |           |
| RES# 2920 / CCM# 20-243 |            |           |                    |                   |         |               |           |
| 0000400                 | 12/14/2020 | BA 03-108 | 001-0105-513.22-01 | HR ADMIN POSITION |         | 1,258.00      |           |
| RES# 2920 / CCM# 20-243 |            |           |                    |                   |         |               |           |
| 0000500                 | 12/14/2020 | BA 03-108 | 001-0105-513.23-00 | HR ADMIN POSITION |         | 3,896.00      |           |
| RES# 2920 / CCM# 20-243 |            |           |                    |                   |         |               |           |
| 0000600                 | 12/14/2020 | BA 03-108 | 001-0105-513.23-02 | HR ADMIN POSITION |         | 106.00        |           |
| RES# 2920 / CCM# 20-243 |            |           |                    |                   |         |               |           |
| 0000700                 | 12/14/2020 | BA 03-108 | 001-0105-513.24-00 | HR ADMIN POSITION |         | 46.00         |           |
| RES# 2920 / CCM# 20-243 |            |           |                    |                   |         |               |           |

TOTALS:

AMOUNT CALCULATED                      AMOUNT ENTERED                      DIFFERENCE

COUNT:    7    7  
 AMOUNT: