

## Resolution No. 2021-2998

**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 to fund the 2021 Loyalty Incentive Award Program; providing for implementing administrative actions to include, but not be limited to, the issuance of payments; 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 such as for the funding of the 2021 Loyalty Incentive Award Program; 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" that relates to the funding of the 2021 Loyalty Incentive Award Program. 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.**

(a). As a general matter, 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 in order to fund the City's 2021 Loyalty Incentive Award Program. The City's Finance Director is authorized to determine which fund or funds which shall be utilized to fund the City's 2021 Loyalty Incentive Award Program.

(b). The City, under the 2021 Loyalty Incentive Award Program, hereby determines and directed that all City employees, including Charter Officers that are employees, as of November 18, 2021, shall receive a net check of \$75.00 for their dedication to public service for the City and its citizens and the City's Finance Director is hereby authorized and directed to make such payments.

**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** 18th day of November, 2021.

Attest:



  
Traci Houchin, MMC, FCRM  
City Clerk



**City Commission of the City of Sanford**

  
Art Woodruff  
Mayor

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

  
William Colbert, City Attorney  
  
Lonnie N. Groot  
ACA

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2022  
Department: City Commission

Division: City Commission

11/18/2021

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER						Current	Current	Amount of	Adjusted
Fund	Revenue	Act Cd	Elo	Project #	Revenue Account Title	Budget	Balance	Change	Unrealized
001	0000	389	98	00	Use of Reserves	\$ -	\$ -	\$ <del>59,980</del>	\$57,942
402	0000	389	98	00	Use of Reserves	\$ 3,518,184	\$ -	\$ -995	\$ 2,133
451	0000	389	98	00	Use of Reserves	\$ 25,320	\$ -	\$ -	\$ 13,220
135	0000	389	98	00	Use of Reserves	\$ -	\$ -	\$ -	\$ 1,564
401	0000	389	98	00	Use of Reserves	\$ -	\$ -	\$ -	\$ 141
<b>TOTAL CHANGES IN REVENUES</b>								<b>\$ 75,000</b>	

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining	
Fund	Dpt/Div	Activity	Obj	Elo	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
001	0102	512	12	00		Salaries	\$ 221,298	\$ -	\$ 1,279	1,279
001	0104	513	12	00		Salaries	213,388		426	426
001	0105	513	12	00		Salaries	276,990		853	853
001	0401	513	12	00		Salaries	729,296		1,564	1,564
001	0402	513	12	00		Salaries	432,142		853	853
001	0403	513	12	00		Salaries	124,458		284	284
001	1103	519	12	00		Salaries	307,060		1,138	1,138
001	1110	515	12	00		Salaries	743,994		995	995
135	1114	524	12	00		Salaries	786,623		1,564	1,564
001	2022	521	12	00		Salaries	801,834		2,133	2,133
001	2023	521	12	00		Salaries	4,465,704		10,234	10,234
001	2024	521	12	00		Salaries	3,257,352		6,539	6,539
001	2034	521	12	00		Salaries	797,522		3,553	3,553
001	3001	522	12	00		Salaries	3,565,988		10,750	10,750
001	3002	522	12	00		Salaries	272,986		569	569
001	3003	522	12	00		Salaries	612,057		995	995
001	4001	539	12	00		Salaries	210,996		995	995
401	4002	534	12	00		Salaries	135,940		141	141
<del>402</del>	<del>402</del>	4042	539	12	00	Salaries	369,755		995	995
<del>402</del>	<del>404</del>	4045	541	12	00	Salaries	844,309		2,133	2,133
001	4046	539	12	00		Salaries	418,389		853	853
001	4047	<del>539</del>	12	00	541	Salaries	750,894		1,705	1,705
451	4510	536	12	00		Salaries	1,154,823		2,843	2,843
451	4520	536	12	00		Salaries	2,730,475		6,112	6,112
451	4530	536	12	00		Salaries	839,789		1,848	1,848
451	4540	536	12	00		Salaries	970,997		2,417	2,417
001	5052	573	12	00		Salaries	97,303		710	710
001	5501	<del>573</del>	12	00	572	Salaries	573,884		2,274	2,274
001	5502	575	12	00		Salaries	924,348		4,407	4,407
001	5508	572	12	00		Salaries	1,042,147		3,838	3,838
<b>TOTAL CHANGES IN EXPENDITURES</b>								<b>\$ 75,000</b>	<b>-</b>	

REASON FOR AMENDMENT: Loyalty Program

DIRECTOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

FINANCE APPROVAL: Cynthia Lindsay DATE: 11/18/21

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

CITY COMMISSION AGENDA DATE: Nov. 18, 2021 APPROVED Y

**FOR FINANCE USE**

Entry Date: 12/7/2021  
S. Posey

Batch Number: B# 0842

Document #: BA 02-102  
Res# 2998  
CCM# 21-258



CITY OF  
**SANFORD**  
FLORIDA

WS \_X\_ RM \_\_\_

Item No.

**CITY COMMISSION MEMORANDUM 21-258**  
**NOVEMBER 18, 2021 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Cynthia Lindsay, Finance Director  
Fred W. Fosson, Director of Human Resources/Risk Management  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** City Employee 2021 Loyalty Incentive Award Program; Approval; Budget Amendment; Resolution No. 2998

**STRATEGIC PRIORITIES:**

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

**SYNOPSIS:**

Approval of a resolution providing for legislative/administrative action by the City Commission through the adoption of Resolution No. 2998, providing for a one-time City employee 2021 Loyalty Incentive Award Program is requested, along with the associated budget amendment therein.

**FISCAL/STAFFING STATEMENT:**

Approval would require use of reserves in the amount of, \$50,636 from funds as determined by the City's Finance Director.

**BACKGROUND:**

The City wishes to create and provide for City employee awards under a 2021 Loyalty Incentive Award Program whereby all City employees, including Charter Officers that are employees, as of November 18, 2021, will receive a net check of \$75 for their dedication to public service for the City and its citizens. \$100

**LEGAL REVIEW:**

The City Attorney has reviewed this matter and has no legal objection as the action, which comports with controlling Florida law.

**RECOMMENDATION:**

City administration recommends that the City Commission approve the proposed Resolution No. 2998, adopting the 2021 Loyalty Incentive Award Program and the budget amendment for the Program.

**SUGGESTED MOTION:**

“I move to approve Resolution No. 2998, creating, and authorizing payment under, the 2021 Loyalty Incentive Award Program, and approving associated budget amendment.”

Attachment: Loyalty Award Program Resolution No. 2998.