

## Resolution No. 3046

**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 implementing administrative actions; providing for severability, conflicts, and 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 Changes**

**Section 2. Establishment and Funding of Additional 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 by the City Commission;

<b>#</b>	<b>Positions</b>	<b>Job Title</b>	<b>Department</b>	<b>Pay Grade</b>
1		Code Enforcement Officer	Development Services	413

### **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. The City Manager shall ensure that all personnel actions conform to the controlling requirements of law.

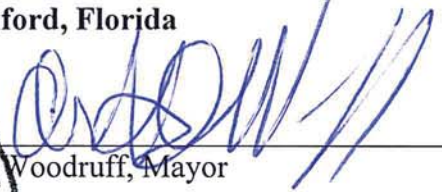
**Section 4. Severability.** If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force or effect of any other section or part of this Resolution.

**Section 5 Conflicts.** All resolutions or parts of resolutions in conflict herewith are hereby revoked.

**Section 6. Effective Date.** This resolution shall become effective immediately upon its passage and adoption.

**Passed And Adopted** this 27th Day of June, 2022.

**City Commission of the City Of  
Sanford, Florida**




Art Woodruff, Mayor



*Attest:*

  
Traci Houchin, MMC, FCRM, City Clerk

Approved As To Form And  
Legal Sufficiency:

By:   
William L. Colbert, City Attorney

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2022

Department: Dev Services

Division: Code Enforcement

6/27/2022

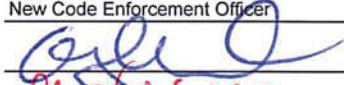
**CHANGES IN REVENUES**


REVENUE ACCOUNT NUMBER						Current	Current	Amount of	Adjusted
Fund	Revenue	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Unrealized
001	0000	389	98	00	Use of Reserves	\$ 10,634,354	\$ -	\$ 20,535	\$ 20,535
<b>TOTAL CHANGES IN REVENUES</b>								<b>\$ 20,535</b>	


**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining	
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
001	1103	519	12	00		Salaries			\$ 17,760	
001	1103	519	46	00		Repairs and Maintenance			2,100	
001	1103	519	52	05		Uniforms			550	
001	1103	519	54	01		Memberships			125	
<b>TOTAL CHANGES IN EXPENDITURES</b>								<b>\$ 20,535</b>		

REASON FOR AMENDMENT: New Code Enforcement Officer

DIRECTOR APPROVAL:  DATE: 6-22-22

FINANCE APPROVAL:  DATE: 6/22/2022

CITY MANAGER APPROVAL:  DATE: 6.28.2022

CITY COMMISSION AGENDA DATE: June 27, 2022 APPROVED Y

**FOR FINANCE USE**

Entry Date: 06/23/2022 Batch Number: B# 4065 Document #: 09-113  
S. Posey Res# 3046  
 CCM# 22-176



**CITY COMMISSION MEMORANDUM 22-176**  
**JUNE 27, 2022 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Fred W. Fosson, Director of Human Resources/Risk Management and Tony Raimondo, Director of Development Services.  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., City Manager  
**SUBJECT:** Amendment to the Classification and Pay Plan

**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 add one Full Time Equivalent (FTE) Code Enforcement Officer position in the Development Services Department and the related budget amendment. The estimated cost to the City is \$20,535 for the remainder of Fiscal Year 21/22, and \$88,198 annually, including wages and benefits.

**BACKGROUND:**

In the May 23, 2022 Commission Workshop meeting, the Mayor and members of the City Commission agreed that one of their top priorities for the Fiscal Year 22/23 budget was to add two additional FTE Code Enforcement Officer positions. The Development Services Department requests to add one of those two FTEs at this time rather than wait until October 1, 2022.

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

It is Staff's recommendation that the City Commission approve Resolution No. 3046 to amend the Classification and Pay Plan and to amend the budget.

**SUGGESTED MOTION:**

"I move to approve Resolution No. 3046

Attached: Resolution No. 3046