

## Resolution No. 3118

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023; 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, 2022 and terminating on September 30, 2023 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, 2022 and terminating on September 30, 2023 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, 2022 and

terminating on September 30, 2023 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All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.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.

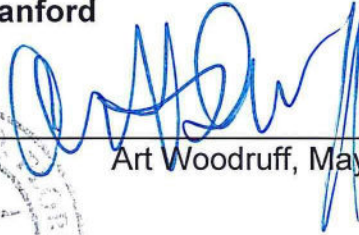
Passed and adopted this 13<sup>th</sup> day of March, 2022.

Attest:

City Commission of the City of  
Sanford

 MMC, FCRM

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 Colbert, City Attorney

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2023  
Department: City Manager

Division: Community Relations

2/27/2023

**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			\$ 35,000	\$ 35,000
<b>TOTAL CHANGES IN REVENUES</b>								<b>\$ 35,000</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	102	569	31	00		Professional Services			\$ 35,000	\$ 35,000
<b>TOTAL CHANGES IN EXPENDITURES</b>								<b>\$ 35,000</b>		

REASON FOR AMENDMENT: Agreement with PJI for consulting for REEI

DIRECTOR APPROVAL: Nicole J. Osburn

DATE: Feb 28, 2023

FINANCE APPROVAL: Sybilus L. ...

DATE: Feb 28, 2023

CITY MANAGER APPROVAL: Norbert N. Bonaparte Jr.

DATE: Feb 28, 2023

CITY COMMISSION AGENDA DATE: March 13th

APPROVED Y

**FOR FINANCE USE**

Entry Date: \_\_\_\_\_

Batch Number: \_\_\_\_\_

Document #: \_\_\_\_\_



**CITY COMMISSION MEMORANDUM 23-055**  
**MARCH 13, 2023 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Nicole J. Osburn, Community Relations and Neighborhood Engagement Director  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Budget Amendment for Resolution No. 3118

**STRATEGIC PRIORITIES:**

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

**SYNOPSIS:**

Approve Resolution No. 3118, to amend the budget in the amount of \$35,000 for technical assistance, training and facilitation services from the Peace and Justice Institute (PJI) for the Race, Equality, Equity and Inclusion (REEI) Advisory Board, is requested.

**FISCAL/STAFFING STATEMENT:**

The budgetary impact to the City associated with the standing REEI Advisory Committee will not exceed \$35,000. Some City staff time will need to be devoted to working with the facilitators and Advisory Committee regarding collection and vetting applications, coordinating meeting time and location and planning meetings with facilitators.

**BACKGROUND:**

PJI will provide technical assistance, training and facilitation services. An associated budget amendment resolution is also proposed for adoption.

Resolutions No 2021 – 2937 authorizing the creation of the Race, Equality, Equity and Inclusion Advisory Committee and Resolution No. 2021 – 2938 authorizing the transfer of \$35,000 from the City Reserve to the Community Relations and Neighborhood Engagement budget was approved by the City Commission on February 22, 2021, to support the work of the committee. Resolution No. 3038 was approved by the City Commission on September 26, 2022 establishing a standing Race, Equality, Equity, and Inclusion Advisory Committee to serve in an advisory capacity to the City Commission and staff under the guidance of an independent facilitator, Peace and Justice Institute (PJI). An agreement with PJI for technical assistance and training and facilitation services was executed February 27, 2023.

**LEGAL REVIEW:**

No legal review requested of the City Attorney.

**RECOMMENDATION:**

City staff recommends that the City Commission approve Resolution No. 3118, to amend the budget, in the amount of \$35,000, for technical assistance, facilitators and administrative cost from the Peace and Justice Institute (PJI) for the Race, Equality, Equity, and Inclusion (REEI) Advisory Committee.

**SUGGESTED MOTION:**

“I move to approve Resolution No. 3118.”

Attachments: (1) Resolution No. 3118  
(2) Budget Amendment  
(3) PJI Agreement

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December 15, 2022

Subject: City of Sanford Procurement of Services: Race, Equality, Equity and Inclusion Project

The Peace and Justice Institute (PJI) and the City of Sanford (City) agree as follow with regard to the procurement of services for the subject Project:

PJI assigns staff to coordinate and facilitate the Project. The City's assigned staff person is: Nicole Osburn, Community Relations & Neighborhood Engagement Director, Office of the City Manager, City of Sanford, 300 North Park Avenue, Sanford, Florida 32771-1244. City staff Teresa Teague serves as ongoing administrative support for the REEI Committee helping with duties including but not limited to: email correspondence with the committee, meeting calendar invitations, room reservations, food purchasing, printing documents, liasoning with city departments, project communication.

## **PJI's Scope of Work**

1. Support the establishment of the standing REEI committee.
2. Attend the City Commission and Executive Management Team Meetings as requested.
3. Collaborate with the City to address the recommendations of the REEI Final Report.
4. Convene two community dialogues in partnership with the Sanford Police Department
5. Work with the City to plan training for City of Sanford employees in partnership with Human Resources.
6. Convene the REEI monthly meetings and ad hoc meetings as needed.
7. Coordinate city departments and committees around the Paths to Reconciliation project visioning and planning to include a budget proposal.
8. Coordinate and support facilitation of community meetings to generate ideas about the Paths to Reconciliation project and the history that will be memorialized in Sanford.

## **Detailed Work Includes:**

1. Support the creation of the standing REEI Committee.
  - a. Follow the city's resolution process and file with the Clerk's office.
  - b. Establish the standing committee with an annual allocation for the consultant fee
  - c. Committee will appoint the chair and co-chair of the committee.
  - d. Determine:
    - i. Frequency of meetings (Committee determines)
    - ii. To whom they will report: (City Manager or their designee)
2. Reconvene the former committee and host a "next steps" meeting to discuss:  
(December)

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- a. The establishment of the standing committee and membership (term limits, etc.)
  - b. The vision and mission of the committee
  - c. The work ahead for the year
  - d. Committee calendar for the year
  - e. Work with the City to develop a budget for the next fiscal year.
3. Meet once a month or as needed (Staff liaison calendars the meetings)
- a. Suggestion for non-City Commission meeting Mondays from 4:00 - 5:30 pm
  - b. Determine the year's calendar of events including the Sanford Speaks community dialogues in partnership with the Sanford Police Department.
4. Schedule the official opening meeting of the new **standing** REEI Committee:
- a. Welcome by the Mayor and City Manager
  - b. Introduction of the Chairs and Welcome
  - c. Member Introductions
  - d. Read the Principles for How We Treat Each Other
  - e. Review Sunshine Law
  - f. REEI Committee Vision, Mission and Goals
  - g. Calendar of meetings reviewed
5. Plan Sanford Speaks: Community Dialogues
- The 2.5-hour Sanford Speaks community dialogues are facilitated to educate and create a safe space for residents from multiple districts to express concerns, needs and visions for the community in relation to race, equity, diversity and inclusion and the police. Participant feedback as well as quantitative and qualitative assessment data from each session will be recorded, published, and presented in a Final Report for Sanford's City Commission.

The City will be responsible for securing location and providing registration, a box meal, marketing, AV, audio, video and internet for each Sanford Speaks events.

Following the community dialogues, committee members will meet to discuss participant feedback and assessment data. The debrief meetings will benefit the REEI Committee as they review input and formulate findings to construct recommendations and actionable items for the City of Sanford.



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6. Facilitate Paths to Reconciliation Project
  - a. Work with the City to determine that Ft. Melon Park is the preferred location of the Paths to Reconciliation project. Establish a partnership with City Departments and REEI.
  - b. Integrate this Paths to Reconciliation into the park renewal plan.
  - c. Determine the scope of the project and cost estimates in coordination with the plans to upgrade and renew the park post Hurricane Ian.
  - d. Work with REEI to develop a budget request for the City's next fiscal year.
  - e. Create a 3-year project that identifies key priorities of the project
    - i. Form the multi-department planning team to develop the project collaboratively.
    - ii. Work with City Staff to determine planning and budgeting.
      1. Year one - request a budget for the initial planning phase to include the project lead and architect.
      2. Year two - Presentation of plan and budget. Ground breaking and initial kiosks.
      3. Year three - project continuation
7. Create an agenda for the Paths to Reconciliation Meeting of Partners
  - a. What is the desired outcome of this work?
  - b. Work in partnership with City staff to determine key staff members to partner on the project.
    - i. REEI will lead the project with City Staff support
    - ii. Parks and Recreations will do the park layout design
8. PJI attends and facilitates all REEI Committee Meetings Monthly or Semi-Monthly.
9. PJI provides a continuous foundation for dialogue in a safe and open environment where individuals are invited to bring in their lived experiences as it relates to the scholarship and theory presented in the content.
10. PJI will prepare a final report with data and recommendations from Sanford Speaks.
11. PJI and Committee members will attend debrief meetings with the City Commission as needed.
12. PJI in collaboration with the REEI Committee will provide updates to the Commission.
13. PJI and city staff will meet at a minimum monthly to review progress towards the goal of the project and discuss any challenges, changes, revisions and modifications needed to the project.

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The Fee for services is all inclusive. PJI and city staff will develop a timeline for completion of the project within 30 days of implementation of the project.

Meetings and workshops mentioned above will be delivered face-to-face and virtually over Zoom as deemed appropriate for the city staff, commission, REEI Committee and community members.

Meetings as well as workshop dates and times will be scheduled as determined by both parties. PJI will provide continuous consultation and engagement throughout the REEI Committee's implementation, including engagement in the selection, preparation, and development of the committee, community dialogue, project development and reporting in support of city needs.

**Total Programming Project Fee:** \$35,000.00

The method of payment will be 25% upon execution of the Agreement and 60% upon completion of the two Sanford Speaks sessions (to be held in the spring and summer of 2023) and 15% upon acceptance of the Final Report by the City's City Commission (anticipated date July 2023) and invoices being tendered by PJI to the City for such payments.

If it is necessary for the City to postpone or cancel a workshop, the City will advise PJI no less than 5 business days prior to the Program start date. In the event the City cancels a workshop within 5 business days prior to the start of the program, the workshop will be rescheduled.

This Letter of Agreement may be terminated without cause by either party by giving 14 calendar days advance written notice, with confirmed receipt by the other party. The notification will state the effective date of termination.


The City agrees not to solicit or contract directly with PJI consultants, facilitators or staff without written permission from the PJI.

Both the City and the PJI hereby agree to indemnify, defend and hold harmless one another and all of one another's officers, agents and employees from any claim, loss, damage, cost, charge or expense arising out of any negligent act by one another arising from or during its performance of the Project to the extent and limits authorized by controlling State law to include, but not be limited to, Section 768.28, Florida Statutes. Neither the City nor the PJI shall be deemed to, in any way, waived any right, protection or defense available under the doctrine of sovereign immunity except to the extent and limits authorized by controlling State law to include, but not be limited to, Section 768.28, Florida Statutes.

# PEACE AND JUSTICE INSTITUTE

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Sincerely,



Rachel C. Allen  
Executive Director, Peace and Justice Institute  
407-582-2709  
Rallen39@valenciacollege.edu

**Attest:**

**CITY OF SANFORD**

Traci Houchin

Traci Houchin (Feb 27, 2023 09:54 EST)

Traci Houchin, MMC, FORM  
City Clerk



Norton N. Bonaparte, Jr.

By: Norton N. Bonaparte, Jr. (Feb 26, 2023 14:23 EST)

Norton N. Bonaparte, Jr., ICMA-CM FOR  
City Manager

Lonnie N. Groot, ACA, for WLC, CA

By: Lonnie N. Groot, ACA, for WLC, CA (Feb 26, 2023 15:12 EST)

William L. Colbert, City Attorney

For use and reliance of the City of Sanford only, approved as to form and legality.

Dated: Feb 27, 2023  
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