

Resolution No. 2026-3475

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 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 regarding 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 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 pertains to and provide for the overriding role of the City Commission regarding 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. Establishment and Funding of New Regular Temporary Full-Time 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; provided, however, that, in accordance with controlling law, the position shall be only temporarily filled:

<u>Position</u>	<u>Job Title</u>	<u>Department</u>	<u>Pay Grade</u>
1.0 FTE	Senior Engineer (Temporary) Regular Full Time	Public Works & Utilities	(insert)

Part III. Administrative Provisions

Section 4. Implementing Actions. The City Manager is hereby granted full and complete authority to take 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.

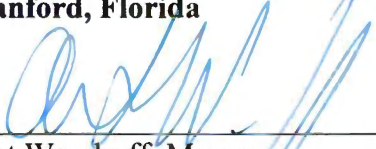
Section 5. Severability. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force or effect of any other section or part of this Resolution.

Section 6. Conflicts. All resolutions or parts of resolutions in conflict herewith are hereby revoked.

Section 7. Effective Date. This resolution shall become effective immediately upon its passage and adoption.

Passed And Adopted this 13th day of April, AD, 2026.

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

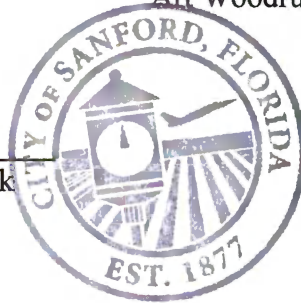


Art Woodruff, Mayor

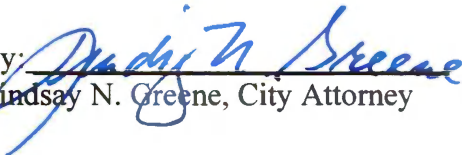
Attest:



Traci Houchin, MMC, FCRM, City Clerk



Approved As To Form And
Legal Sufficiency:

By: 

Lindsay N. Greene, City Attorney



CITY OF
SANFORD
FLORIDA



APPROVED

WS	___	RM	<u>X</u>
Item No.	<u>9.G</u>		

CITY COMMISSION MEMORANDUM 26-083
APRIL 13, 2026, AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Brynt Johnson, Director of Public Works and Utilities
SUBMITTED BY: Norton N. Bonaparte, Jr., City Manager
SUBJECT: Resolution No. 3475; Amendment to the Classification and Pay Plan; Reclassification; Utility Support Services Manager to Senior Engineer

SYNOPSIS:

Requesting to approve Resolution No. 2026-3475, amending Classification and Pay Plan.

FISCAL/STAFFING STATEMENT:

This is a request to re-classify one (1.0) Full Time Equivalent (FTE) Utility Support Services Manager position in the Public Works/Utilities Department to one (1) temporary Full Time Equivalent Senior Engineer position in the Public Works/Utility Department. There is no fiscal impact on the City for the remainder of FY 2025/2026.

BACKGROUND:

The purpose of this request is to establish a temporary Senior Engineer position to shadow the current Utilities Engineering Manager who is approaching retirement. This measure is necessary to ensure continuity of operations, preserve institutional knowledge, and minimize disruption to critical functions.

The current employee possesses extensive technical expertise, historical knowledge of systems and processes, and a deep understanding of environmental regulations that have been developed over many years through work in the water and wastewater industry. Much of this knowledge is not fully documented and is thus difficult to transfer through standard training methods alone. Without a structured transition period, the City risks losing critical insights that are essential for maintaining operational efficiency.

Creating a temporary Senior Engineer role will allow for a deliberate and comprehensive knowledge transfer process. The individual in this position will work directly alongside the retiring employee, gaining hands-on experience with daily responsibilities, decision-making processes, and specialized tasks. This shadowing approach enables real-time learning, immediate clarification of complex issues, and exposure to routine operations. Additionally, it also reduces the likelihood of operational disruptions, costly errors, or delays that could arise from gaps in knowledge following the employee's departure.

The temporary nature of the position ensures that there is an effective, efficient and strategic transfer of knowledge of current projects such as the plant expansion for 1:4 dioxane, lead and copper rule, various Florida Department of Environmental Protection (FDEP) matters, Consumptive Use Permit (CUP) renewal and other highly technical projects. Once the current Utilities Engineering Manager has retired, the Senior Engineer will be fully prepared to assume responsibilities independently as the new Utilities Engineering Manager, at which time the Senior Engineer position will no longer exist and will be reclassified to another position that has yet to be determined within the department.

Staff recommends that the City Commission temporarily reclassify the position of Utility Support Services Manager to Senior Engineer position.

LEGAL REVIEW:

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

RECOMMENDATION:

It is staff's recommendation that the City Commission approve Resolution No. 2026-3475 pertaining to amending the Classification and Pay Plan.

SUGGESTED MOTION:

"I move to approve Resolution Number 2026-3475."