

## **RESOLUTION NO. 01-2023**

### **A RESOLUTION OF THE CITY OF GULF BREEZE, FLORIDA TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2023; PROVIDING FOR REPEAL OF CONFLICTING SCHEDULES; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, at its regular meeting on September 19, 2022, the City Council of the City of Gulf Breeze approved and adopted the City's Fiscal Year (FY) 2023 comprehensive budget; and

**WHEREAS**, the adopted budget includes staff salaries for FY 2023 for the positions; and

**WHEREAS**, on September 19, 2022, the City Council adopted Resolution No. 38-2022, approving a Schedule of Authorized Positions for FY 2023; and

**WHEREAS**, on November 7, 2022, Amendment No. 1 to the Schedule of Authorized Positions for fiscal year 2023 was adopted by the City Council by Resolution No. 44-2022, funding one police officer position through the second quarter of FY2023 and increasing the classification grade for the Natural Gas Supervisor from 15 to 17; and,

**WHEREAS**, on January 17, 2023, the City Council authorized the elimination of the Administrative Assistant from the Finance Department; and,

**WHEREAS**, on January 17, 2023, the City Council authorized the funding of a Procurement Officer under the Finance Department with a grade classification of 13; and,

**WHEREAS**, the City desires to amend the Schedule of Authorized Positions for Fiscal Year 2023 to reflect the changes in authorized positions recited herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE AS FOLLOWS:**

#### **SECTION 1. RECITALS.**

The "Whereas" clauses set forth above are incorporated herein by reference.

#### **SECTION 2. ADOPTION OF A REVISED SCHEDULE OF AUTHORIZED POSITIONS.**

The City Council of the City of Gulf Breeze hereby adopts a revised Schedule of Authorized Positions for FY2023 by authorizing the elimination of the Administrative Assistant position within the Finance Department and funding of a full-time Procurement Officer position within the Finance Department with a grade classification of 13 and eliminating, attached hereto as **Exhibit "A."**

**SECTION 3. REPEAL OF CONFLICTING PROVISIONS**

All schedules or parts thereof of the City that conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

**SECTION 4. EFFECTIVE DATE.**

This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA, ON THIS 17<sup>th</sup> DAY OF JANUARY, 2023.**

**CITY OF GULF BREEZE, FLORIDA**

By:   
Cherry Fitch, Mayor

ATTEST

By:   
Leslie A. Guyer, CMC, City Clerk



**EXHIBIT "A"**  
**RESOLUTION NO. 01-2023**  
**SCHEDULE OF AUTH'D POSITIONS**

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Fiscal Year 2023						
<b>GENERAL GOVERNMENT</b>						
City Manager	1101	30	1.00			
<b>Total FY23 Positions</b>			<b>1.00</b>	-	-	-
<b>City Clerk Department</b>						
City Clerk	2104	22	1.00			
Senior Administrative Assistant to the City Clerk	4617	10	1.00			
<b>Total FY23 City Clerk Department Positions</b>			<b>2.00</b>	-	-	-
<b>Technology and Innovation Department</b>						
Technology and Innovation Director	5553	24	1.00			
<b>Total FY23 Technology and Innovation Department Positions</b>			<b>1.00</b>	-	-	-
<b>Administrative Services Department</b>						
Administrative Services Director	2111	26	1.00			
Personnel Generalist	0004	13	1.00			
Senior Administrative Assistant	4617	10	1.00			
<b>Total FY23 Administrative Services Department Positions</b>			<b>3.00</b>	-	-	-
<b>Finance Department</b>						
Finance Director	2103	26	1.00			
Senior Accountant	3634	19	1.00			
Accountant (Enterprise)	0002	15	1.00			
Account Specialist II (AP)	0003	10	1.00			
Account Specialist II (Payroll)	3632	10	1.00			
Procurement Officer (Resolution No. 01-2023)	TBC	13	1.00			
<del>Administrative Assistant (Resolution No. 01-2023)</del>	<del>4616</del>	<del>9</del>				
<b>Total FY23 Finance Department Positions</b>			<b>6.00</b>	-	-	-
<b>Total FY23 General Govt Positions</b>			<b>13.00</b>	-	-	-
<b>GULF BREEZE FINANCIAL SERVICES/CAPITAL TRUST AGENCY</b>						
Executive Director	4762	26	1.00			



Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Senior Analyst and Compliance Officer (Senior Analyst)	4761	14	1.00			
Executive Assistant	4700	14	1.00			
<b>Total FY23 Gulf Breeze Financial Services/Capital Trust Agency Positions</b>			<b>3.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>COMMUNITY SERVICES DEPARTMENT</b>						
Community Services Director	2105	24	1.00			
Neighborhood Service Coordinator/CRA	2213	12	1.00			
Code Enforcement Officer	2210	10	1.00	1.00		
Community Services Senior Administrative Assistant	2109	9	1.00			
<b>Total FY23 Community Services Department Positions</b>			<b>4.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>
<b>LAW ENFORCEMENT DEPARTMENT</b>						
Police Chief	2107	26	1.00			
Captain (Administration)	8418	23	1.00			
Captain (Operations)	8418	23	1.00			
IT Manager Police Department Part-Time	5551	14	-	1.00		
Senior Administrative Assistant	0637	9	1.00			
Administrative Assistant	0637	9	1.00			
Fire Marshal	7704	15	1.00			
<b>Total FY23 Positions</b>			<b>6.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>
<b>Shift Officers</b>						
Police Sergeant		18	4.00			
Police Sergeant I	6413					
Police Sergeant II	8416					
Police Sergeant III	8417					
Patrol Officer Res #44-2022 Add 1 P.O through 2nd qtr		13	14.00			
Patrol (Police Officer I)	8411					
Patrol (Police Officer II)	8412					
Patrol (Police Officer III)	8413					
Patrol (Part Time)	8415			5.00		
School Resource Officer	9653	13	3.00			
<b>Total FY23 Shift Officers Positions</b>			<b>21.00</b>	<b>5.00</b>	<b>-</b>	<b>-</b>

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
<b>Dispatch</b>						
Dispatcher Lead	3661	11	1.00			
Dispatcher	3628	9	4.00			
Dispatcher Part Time	3629	9		4.00		
<b>Total FY23 Dispatch Positions</b>			<b>5.00</b>	<b>4.00</b>	<b>-</b>	<b>-</b>
<b>Total FY23 Law Enforcement Department Positions</b>			<b>32.00</b>	<b>10.00</b>	<b>-</b>	<b>-</b>
<b>PUBLIC WORKS DEPARTMENT</b>						
Public Works Director	2106	26	1.00			
Administrative Assistant	4616	9	1.00			
<b>Total FY23 Positions</b>			<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Development Services Division</b>						
Development Services Manager	2202	22	1.00			
Construction Supervisor	5344	14	1.00			
GIS Mapping Coordinator	5550	15	1.00			
Project Manager	2215	20	2.00			
Custodian	0007	4	1.00			
<b>Total FY23 Development Services Division Positions</b>			<b>6.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Services Division</b>						
Public Services Manager	6415	22	1.00			
Public Works Communications Officer	4630	15	1.00			
Logistics Officer	4618	13	1.00			
Seasonal Technicians					4.00	
<b>Total FY23 Public Services Division Positions</b>			<b>3.00</b>	<b>-</b>	<b>4.00</b>	<b>-</b>
<b>Customer Services Subdivision</b>						
Utility Billing Supervisor	3135	14	1.00			
UT Assistant Billing Supervisor	4632	13	1.00			
Customer Service Representative - UB	4631	6	2.00			
Utility Accounts Specialist	3136	8	2.00			
Utility Billing Specialist	3138	8	1.00			



Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
<b>Total FY23 Customer Services Subdivision Positions</b>			<b>7.00</b>	-	-	-
<b>Natural Gas Subdivision</b>						
Natural Gas Supervisor <span style="color: red;">Res #44-2022 Change Grade from 15 to 17</span>	6749	17	1.00			
Technician - Natural Gas			11.00			
Natural Gas Lead	6748	13				
Technician III - Gas	8849	9				
Technician II - Gas	8847	7				
Technician I - Gas	8845	5				
<b>Total FY23 Natural Gas Subdivision Positions</b>			<b>12.00</b>	-	-	-
<b>Natural Resources Management Subdivision</b>						
Natural Resources Management Supervisor	6414	15	1.00			
Natural Resources Management Technicians			8.00	1.00		
Technician III - Natural Resources Management	8863	9				
Technician II - Natural Resources Management	8860	7				
Technician I - Natural Resources Management	8859	5				
<b>Total FY23 Natural Resources Management Subdivision Positions</b>			<b>9.00</b>	<b>1.00</b>	-	-
<b>Transfer Station - Solid Waste Subdivision</b>						
Technicians - Transfer Station			1.00	3.00		
Technician III - Transfer Station	8865	9				
Technician - Transfer Station	8862	5				
<b>Total FY23 Transfer Station - Solid Waste Subdivision Positions</b>			<b>1.00</b>	<b>3.00</b>	-	-
<b>Total FY23 Public Services Division Positions</b>			<b>40.00</b>	<b>4.00</b>	<b>4.00</b>	-
<b>Water/Sewer Service Operations Division</b>						
Utility Manager	5346	22	1.00			
Administrative Assistant	4616	9	1.00			
<b>Total FY23 Positions</b>			<b>2.00</b>	-	-	-
<b>Field Ops Subdivision</b>						
Water and Sewer Superintendent	5552	17	1.00			
Water Distribution Supervisor	8755	15	1.00			
Water Plant Supervisor	8746	15	1.00			

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Collections Systems Supervisor	5352	15	1.00			
Regulatory and Compliance Supervisor	5351	15	1.00			
Water Operator GBRWS	8748	10	1.00			
Technician - GBRWS			14.00			
Lead Technician GBRWS	8861	13				
Technician III GBRWS	8858	9				
Technician II GBRWS	8857	7				
Technician I GBRWS	8856	5				
Lift Station Technician/Electrician	5347	15	1.00			
Full-time Seasonal Technicians		9			2.00	
<b>Total FY23 Field Ops Subdivision Positions</b>			<b>21.00</b>	<b>-</b>	<b>2.00</b>	<b>-</b>
<b>Wastewater Treat Facility Subdivision</b>						
WWTP Superintendent	2251	17	1.00			
Waste Water Operator			4.00			
Waste Water Operator III	8754	14				
Waste Water Operator II	8753	12				
Waste Water Operator I	8752	10				
WWTP Mechanic	8747		2.00			-
Mechanic III		11				
Mechanic II		9				
Mechanic I		7				
<b>Total FY23 Wastewater Treat Facility Subdivision Positions</b>			<b>7.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total FY23 Water/Sewer Service Operations Division Positions</b>			<b>30.00</b>	<b>-</b>	<b>2.00</b>	<b>-</b>
<b>Total FY23 Public Works Department Positions</b>			<b>70.00</b>	<b>3.00</b>	<b>6.00</b>	<b>-</b>
<b>PARK &amp; RECREATION DEPARTMENT</b>						
Director of Parks & Recreation	2108	24	1.00			
<b>Total FY23 Positions</b>			<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parks Division</b>						
Parks Manager	5739	15	1.00			



Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
<i>Service Worker - Parks</i>			6.00	2.00		
Service Worker III Parks	(To be created)	9				
Service Worker II Parks	8843	7				
Service Worker I Parks	8841	4				
Boat Ramp Attendant	2200	4			2.00	
<b>Total FY23 Parks Division Positions</b>			<b>7.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>
<b>Recreation and Community Center</b>						
Recreation Manager	9652	15	1.00			-
Facility Manager	9652	11	1.00			-
Recreation Coordinator	0005	10	1.00			-
Recreation Program Coordinator	1500	11	1.00			-
Rec & Tourism Coordinator	9650	12	1.00			-
Youth Sports Coordinator	9651	10	1.00			
Recreation Assistant - Facility/Customer Support	5628	1		8.00		
Recreation Assistant - After School	5627	1		10.00		
Recreation Assistant - Summer Camp	5627	1			28.00	
Custodian/Parks	0007	4	1.00			
<b>Total FY23 Recreation and Community Center Positions</b>			<b>7.00</b>	<b>18.00</b>	<b>28.00</b>	<b>-</b>
<b>Total FY23 Department of Parks &amp; Recreation Positions</b>			<b>15.00</b>	<b>20.00</b>	<b>30.00</b>	<b>-</b>
<b>Grand Total</b>			<b>137.00</b>	<b>34.00</b>	<b>36.00</b>	<b>-</b>