

**RESOLUTION NUMBER 09-2021**

**A RESOLUTION OF THE CITY OF GULF BREEZE, FLORIDA TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2021; PROVIDING FOR REPEAL OF CONFLICTING SCHEDULES; AND, PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, at a special meeting on September 17, 2020, the City Council of the City of Gulf Breeze approved and adopted the City's Fiscal Year (FY) 2021 comprehensive budget; and

**WHEREAS**, the adopted FY 2021 budget includes staff salaries for FY 2021 for the positions; and

**WHEREAS**, on September 14, 2020, the City Council adopted Resolution No. 51-2020, approving a Schedule of Authorized Positions for FY 2021; and

**WHEREAS**, the City desires to increase the number of part-time police officers by adding one additional part-time officer bringing the total number of part-officers from five (5) to six (6) and funding five (5) positions at the Recreation and Community Center that were not funded in the FY2021 budget, to wit: Special Event Coordinator, Facility Coordinator, Evening Supervisor, Program Coordinator, and Facility Support Coordinator.

**WHEREAS**, Resolution No. 68-2020 was the first amendment to the Schedule, and Resolution No. 09-2021 is amendment number two to the Schedule of Authorized Positions for fiscal year 2021.

**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 by increasing the total number of part-time police officers to six (6) and funding the positions of Special Event Coordinator, Facility Coordinator, Evening Supervisor, Program Coordinator, and Facility Support Coordinator within the Recreation and Community Center.

**SECTION 3. REPEAL OF CONFLICTING PROVISIONS**

All schedules or parts thereof of the City that are in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.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 15<sup>th</sup> DAY OF MARCH, 2021.**



CITY OF GULF BREEZE, FLORIDA

By: \_\_\_\_\_

*Cherry Fitch*  
Cherry Fitch, Mayor

ATTEST

*Leslie A. Guyer*  
Leslie A. Guyer, CMC, City Clerk

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 2021				
<b>GENERAL GOVERNMENT</b>						
City Manager	1101	30	1.00			
Assistant City Manager	2102	27	1.00			
<b>Total FY21 Positions</b>			<b>2.00</b>	-	-	-
<b>City Clerk Department</b>						
City Clerk	2104	22	1.00			
<b>Total FY21 City Clerk Department Positions</b>			<b>1.00</b>	-	-	-
<b>Technology and Innovation Department</b>						
Technology and Innovation Director	5553	24	1.00			
<b>Total FY21 Technology and Innovation Department Positions</b>			<b>1.00</b>	-	-	-
<b>Administrative Services Department</b>						
Administrative Services Director	2111	22	1.00			
Procurement and HR Generalist	0004	13	1.00			
Senior Administrative Assistant (Funded for 1/2 Year)	4616	9	0.50			0.50
<b>Total FY21 Administrative Services Department Positions</b>			<b>2.50</b>	-	-	<b>0.50</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			

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Administrative Assistant	4616	9	1.00			
<b>Total FY21 Finance Department Positions</b>			<b>6.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total FY21 General Govt Positions</b>			<b>12.50</b>	<b>-</b>	<b>-</b>	<b>0.50</b>
<b>GULF BREEZE FINANCIAL SERVICES/CAPITAL TRUST AGENCY</b>						
Executive Director		26	1.00			
Senior Analyst and Compliance Officer (Senior Analyst)	4761	14	1.00			
Executive Assistant	4700	14	1.00			
<b>Total FY21 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		
Fire Inspector/Code Enforcement Officer	2212	10	1.00			
Community Services Senior Administrative Assistant	2109	9	1.00			
<b>Total FY21 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			

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Captain (Operations)	8418	23	1.00			
IT Manager Police Department	5551	14	1.00			
Senior Administrative Assistant	0637	9	1.00			
Red Light Camera Clerk	0637	9	1.00			
Records Clerk	5636	7	1.00			
<b>Total FY21 Positions</b>			<b>7.00</b>	<b>-</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		13	11.00			
Patrol (Police Officer I)	8411					
Patrol (Police Officer II)	8412					
Patrol (Police Officer III)	8413					
Patrol (Part Time)	8415			6.00		
School Resource Officer	9653	13	3.00			
<b>Total FY21 Shift Officers Positions</b>			<b>18.00</b>	<b>6.00</b>	<b>-</b>	<b>-</b>
<b>Dispatch</b>						
Dispatcher Lead	3661	11	1.00			
Dispatcher	3628	9	4.00			
Dispatcher Part Time	3629	9		4.00		
<b>Total FY21 Dispatch Positions</b>			<b>5.00</b>	<b>4.00</b>	<b>-</b>	<b>-</b>
<b>Total FY21 Law Enforcement Department Positions</b>			<b>30.00</b>	<b>10.00</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>PUBLIC WORKS DEPARTMENT</b>						
Public Works Director	2106	26	1.00			
Administrative Assistant	4616	9	1.00			
<b>Total FY21 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			
Lift Station Technician/Electrician	5347	15	1.00			
<b>Total FY21 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			
Natural Resources Management Supervisor	6414	15	1.00			
Utility Marketing/Customer Service Representative	4630	15	1.00			
Logistics Officer	4618	13	1.00			
Part-time Seasonal Technicians					4.00	
<b>Total FY21 Public Services Division Positions</b>			<b>4.00</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			

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Utility Accounts Specialist	3136	8	2.00			
Utility Billing Specialist	3138	8	1.00			
<b>Total FY21 Customer Services Subdivision Positions</b>			<b>7.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Natural Gas Subdivision</b>						
Natural Gas Supervisor	6749	15	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 FY21 Natural Gas Subdivision Positions</b>			<b>12.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Natural Resources Management Subdivision</b>						
Natural Resources Management Technicians			4.00			
Technician II - Natural Resources Management		7				
Technician I - Natural Resouces Management		5				
<b>Total FY21 Natural Resources Management Subdivision Positions</b>			<b>4.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfer Station - Solid Waste Subdivision</b>						
Technicians - Transfer Station			1.00	3.00		
Technician III - Transfer Station		9				
Technician - Transfer Station		5				
<b>Total FY21 Transfer Station - Solid Waste Subdivision Positions</b>			<b>1.00</b>	<b>3.00</b>	<b>-</b>	<b>-</b>
<b>Total FY21 Public Services Division Positions</b>			<b>28.00</b>	<b>3.00</b>	<b>4.00</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>Water/Sewer Service Operations Division</b>						
Utility Manager	5346	22	1.00			
Administrative Assistant	4616	9	1.00			
<b>Total FY21 Positions</b>			<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</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			
Collections Systems Supervisor	5352	15	1.00			
Regulatory and Compliance Coordinator	5351	15	1.00			
Water Operator SSRUS	8748	10	1.00			
Technician - SSRUS			13.00			
Lead Technician SSRUS	8850	13				
Technician III SSRUS	8851	9				
Technician II SSRUS	8848	7				
Technician I SSRUS	8846	5				
<b>Total FY21 Field Ops Subdivision Positions</b>			<b>19.00</b>	<b>-</b>	<b>-</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				



Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Mechanic II		9				
Mechanic I		7				
<b>Total FY21 Wastewater Treat Facility Subdivision Positions</b>			<b>7.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total FY21 Water/Sewer Service Operations Division Positions</b>			<b>28.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total FY21 Public Works Department Positions</b>			<b>64.00</b>	<b>3.00</b>	<b>4.00</b>	<b>-</b>
<b>PARK &amp; RECREATION DEPARTMENT</b>						
Director of Parks & Recreation	2108	24	1.00			
Assistant Director of Parks & Recreation	2110	20	1.00			
<b>Total FY21 Positions</b>			<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parks Division</b>						
Parks Superintendent	5738	16	1.00			
Parks Supervisor	5739	13	1.00			
Service Worker - Parks			4.00	2.00		
Service Worker II Parks	8848	7				
Service Worker I Parks	8846	4				
Boat Ramp Attendant	2200	4			2.00	
<b>Total FY21 Parks Division Positions</b>			<b>6.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>
<b>Recreation and Community Center</b>						
Facility Coordinator	9652	10			1.00	-
Evening Supervisor		4			1.00	-
Facility Support Coordinator		4			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
Program Coordinator	1500	10			1.00	-
Special Events Coordinator	9650	11			1.00	-
Youth Sports Coordinator	9651	10	1.00			
Recreation Assistant - Facility/Customer Support	5628	1		8.00		
Recreation Assistant - After School/Summer Camp						28.00
<b>Total FY21 Recreation and Community Center Positions</b>			<b>1.00</b>	<b>8.00</b>	<b>5.00</b>	<b>28.00</b>
<b>Total FY21 Department of Parks &amp; Recreation Positions</b>			<b>9.00</b>	<b>10.00</b>	<b>2.00</b>	<b>28.00</b>
<b>Grand Total</b>			<b>122.50</b>	<b>24.00</b>	<b>6.00</b>	<b>28.50</b>