

RESOLUTION NUMBER 68-2020

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 clarify the roles of existing positions assigned to both Gulf Breeze Financial Services and Capital Trust Agency in the Schedule of Authorized Positions for FY 2021 by adding “Capital Trust Agency” under the Department category for Gulf Breeze Financial Services as the staff positions listed provide services to both departments.

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 adding “Capital Trust Agency” under the Department category for Gulf Breeze Financial Services as the staff positions listed provide services to both departments.

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of the City that are in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.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 5th DAY OF OCTOBER, 2020.



ATTEST


Leslie A. Guyer, CMC, City Clerk

CITY OF GULF BREEZE, FLORIDA

By: 
Cherry M. Fitch, Mayor

EXHIBIT A
Resolution 68-2020
CITY OF GULF BREEZE



JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR

DEPARTMENT: GULF BREEZE FINANCIAL SERVICES/
CAPITAL TRUST AGENCY

CLASSIFICATION: FULL-TIME REGULAR, EXEMPT

PAYGRADE: 26 (\$86,587 - \$138,539 ANNUALLY)

GENERAL DESCRIPTION:

Functions and duties includes, the directing, overseeing, supervising, managing, marketing, etc.: (i) the activities and operations of Capital Trust Agency, Inc. (CTA), Gulf Breeze Financial Services, Inc. (GBFS) and Capital Trust Agency Community Development Entity (CDE) as well as their subsidiary or related entities; (ii) the financing programs which have been created, or which may be created hereafter, for which CTA is the issuer of its funding bonds, and (iii) the Local Government Loan Program Floating Rate Demand Revenue Bonds, Series 1985, and the corresponding 1985 Local Government Loan Program. Such other duties might include those customarily performed by an executive director for entities such as CTA, CDE and GBFS and any other duties Employer may from time to time assign to Employee. For example, in addition to the duties relating to CTA, CDE and/or GBFS, the Employee may be assigned to research, market and manage financing opportunities relating to entities under the auspice of Employer, including, but not limited to, its enterprises.

ESSENTIAL JOB FUNCTIONS:

- (a) Assist in the selection and engagement of any financial or other professionals, which may be considered to participate in any Programs;
- (b) Pursue and acquire approval by appropriate officials or governing bodies of any participants, counties, cities, or other governmental organizations or public agencies necessary for implementation of a Program and/or for any loans or financings contemplated as a part thereof;
- (c) Market, provide information, and promote Programs as appropriate to potential participants through development, preparation and dissemination of written materials, meetings with appropriate officials, and appearances and presentations at conferences, conventions, programs and meetings for appropriate organizations;
- (d) Participate extensively with all parties and professionals in the establishment and operation of Programs, including negotiation of terms, conditions and program structure;

- (e) Provide advice and assistance to Employer and CTA with respect to the structuring of Programs so as to enable the Programs to be and remain competitive with other sources of financings;
- (f) Advise Employer and CTA immediately of any actions or omission of actions which Employee believes adversely impact the marketability of a Program;
- (g) Use reasonable efforts to originate loans from or for the Programs;
- (h) Assist prospective participants or borrowers in preparing required information in completing required applications to secure approval of a Program and/or approval of a loan from a Program;
- (i) Coordinate the scheduling and closing of each Program and each loan from a Program, and assume responsibility to assure that all requirements and conditions for the closing are satisfied;
- (j) Provide periodic reports to Employer and CTA detailing marketing and origination activities, the status of potential Programs, loans and applications for borrowings, and other reasonably pertinent matters, as Employer or CTA may desire;
- (k) Consult with the officials or any prospective participant or borrower seeking to participate in a Program or seeking a loan from a Program and give advice and assistance to such prospective participant or borrower as to eligibility, application procedure, required security, and all other related matters;
- (l) Meet with the governing body or other appropriate representatives of a prospective participant or borrower to explain the appropriate Program and applicable procedure;
- (m) Provide reasonable assistance to prospective participants and/or borrowers in the preparation of applications and assembling the necessary information and documentation as contemplated for participation in and/or borrowing from a Program;
- (n) Review for completeness and provide recommendations upon required submissions and supporting documentation for participation in and/or borrowings from a Program;
- (o) Act as a liaison between a participant or borrower and other appropriate parties including the issuer and credit facility with respect to each Program;
- (p) Subsequent to closing of a Program, and subsequent to closing of loans as a part of a Program, receive and review annual audits and other information relative to the financial status and general operation of a participant or borrower as to which CTA or Employee has a reasonable basis of concern regarding its financial condition and the status of the participant's or borrower's project with respect to the applicable Program and/or applicable loan (and in the event of finding from such review any fact that may be adverse to the status of a Program, provide appropriate notification and consultation with such participant or borrower);

- (q) Respond to inquiries from participants and borrowers and assist participants and borrowers in complying with continuing requirements of the applicable Program;
- (r) Obtaining and providing information necessary for audits of CTA and each Program;
- (s) Obtaining from participants and borrowers the information for annual or event disclosure reports required pursuant to applicable regulations with respect to Programs, and/or loans therefrom, and otherwise taking such steps as necessary to comply with reporting requirements contemplated by applicable governmental regulations;
- (t) Assist in the selection, engagement and/or termination of CTA employees;
- (u) Participate extensively with all parties and professionals in the establishment and operation of GBFS and the 1985 Loan Program, including negotiation of terms, conditions and program structure;
- (v) Provide advice and assistance to Employer with respect to the structuring of the 1985 Loan Program so as to enable the GBFS and the 1985 Loan Program to be and remain competitive with other sources of financings;
- (w) Advise Employer immediately of any actions or omission of actions, which Employee believes adversely impacts the marketability of GBFS and the 1985 Loan Program;
- (x) Provide periodic reports to Employer detailing the status and operation of GBFS and the 1985 Loan Program and other reasonably pertinent matters as Employer may desire;
- (y) Act as a liaison between a participant or borrower and other appropriate parties including the credit facility with respect to GBFS and the 1985 Loan Program;
- (z) Subsequent to closing of the 1985 Loan Program, and subsequent to closing of loans as a part of the 1985 Loan Program, receive and review annual audits and other information relative to the financial status and general operation of a participant or borrower as to which Employer or Employee has a reasonable basis of concern regarding its financial condition and the status of the participant's or borrower's project with respect to the 1985 Loan Program and/or applicable loan (and in the event of finding from such review any fact that may be adverse to the status of the 1985 Loan Program, provide appropriate notification and consultation with such participant or borrower);
- (aa) Respond to inquiries from participants and borrowers and assist participants and borrowers in complying with continuing requirements of the 1985 Loan Program;
- (bb) Obtaining and providing information necessary for audits of Employer and GBFS and the 1985 Loan Program;

(cc) Obtaining from participants and borrowers the information for annual or event disclosure reports required pursuant to applicable regulations with respect to GBFS and the 1985 Loan Program and/or loans therefrom, and otherwise taking such steps as necessary to comply with reporting requirements contemplated by applicable governmental regulations;

(dd) Performing such other duties as are customarily performed by an Executive Director of an entity such as GBFS as well as any subsidiary or related entities;

(ee) Such other duties as customarily performed by an Executive Director of an entity such as CTA or GBFS as well as any subsidiary or related entities (such as CDE); and

(ff) Such other duties as may be requested by Employer, CTA or its Board of Directors or GBFS.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Highly organized.
- Project management experience.
- Highly ethical behavior.
- Effective communicator.
- Motivational skills.
- In-depth knowledge of financial practices.
- Public relations and marketing knowledge.
- Exceptional interpersonal skills.
- Financial management experience.

EDUCATION AND EXPERIENCE:

Masters in Business Administration or equivalent.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate orally.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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			
GENERAL GOVERNMENT						
City Manager	1101	30	1.00			
Assistant City Manager	2102	27	1.00			
Total FY21 Positions			2.00	-	-	-
City Clerk Department						
City Clerk	2104	22	1.00			
Total FY21 City Clerk Department Positions			1.00	-	-	-
Technology and Innovation Department						
Technology and Innovation Director	5553	24	1.00			
Total FY21 Technology and Innovation Department Positions			1.00	-	-	-
Administrative Services Department						
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
Total FY21 Administrative Services Department Positions			2.50	-	-	0.50
Finance Department						
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			
Total FY21 Finance Department Positions			6.00	-	-	-
Total FY21 General Govt Positions			12.50	-	-	0.50
GULF BREEZE FINANCIAL SERVICES/<u>CAPITAL TRUST AGENCY</u>						
Executive Director		26	1.00			
Senior Analyst and Compliance Officer (GB Financial Senior Analyst)	4761	14	1.00			
GB Financial Executive Assistant	4700	14	1.00			
Total FY21 Gulf Breeze Financial Services/<u>Capital Trust Agency</u> Positions			3.00	-	-	-
COMMUNITY SERVICES DEPARTMENT						
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			
Total FY21 Community Services Department Positions			4.00	1.00	-	-
LAW ENFORCEMENT DEPARTMENT						
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			
Total FY21 Positions			7.00	-	-	-
Shift Officers						
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			5.00		
School Resource Officer	9653	13	3.00			
Total FY21 Shift Officers Positions			18.00	5.00	-	-
Dispatch						
Dispatcher Lead	3661	11	1.00			
Dispatcher	3628	9	4.00			
Dispatcher Part Time	3629	9		4.00		
Total FY21 Dispatch Positions			5.00	4.00	-	-
Total FY21 Law Enforcement Department Positions			30.00	9.00	-	-

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
PUBLIC WORKS DEPARTMENT						
Public Works Director	2106	26	1.00			
Administrative Assistant	4616	9	1.00			
Total FY21 Positions			2.00	-	-	-
Development Services Division						
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			
Total FY21 Development Services Division Positions			6.00	-	-	-
Public Services Division						
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	
Total FY21 Public Services Division Positions			4.00	-	4.00	-
Customer Services Subdivision						
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			
Total FY21 Customer Services Subdivision Positions			7.00	-	-	-
Natural Gas Subdivision						
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				
Total FY21 Natural Gas Subdivision Positions			12.00	-	-	-
Natural Resources Management Subdivision						
Natural Resources Management Technicians			4.00			
Technician II - Natural Resources Management		7				
Technician I - Natural Resouces Management		5				
Total FY21 Natural Resources Management Subdivision Positions			4.00	-	-	-
Transfer Station - Solid Waste Subdivision						
Technicians - Transfer Station			1.00	3.00		
Technician III - Transfer Station		9				
Technician - Transfer Station		5				
Total FY21 Transfer Station - Solid Waste Subdivision Positions			1.00	3.00	-	-
Total FY21 Public Services Division Positions			28.00	3.00	4.00	-

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Water/Sewer Service Operations Division						
Utility Manager	5346	22	1.00			
Administrative Assistant	4616	9	1.00			
Total FY21 Positions			2.00	-	-	-
Field Ops Subdivision						
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				
Total FY21 Field Ops Subdivision Positions			19.00	-	-	-
Wastewater Treat Facility Subdivision						
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				
Total FY21 Wastewater Treat Facility Subdivision Positions			7.00	-	-	-
Total FY21 Water/Sewer Service Operations Division Positions			28.00	-	-	-
Total FY21 Public Works Department Positions			64.00	3.00	4.00	-
PARK & RECREATION DEPARTMENT						
Director of Parks & Recreation	2108	24	1.00			
Assistant Director of Parks & Recreation	2110	20	1.00			
Total FY21 Positions			2.00	-	-	-
Parks Division						
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	
Total FY21 Parks Division Positions			6.00	2.00	2.00	-
Recreation and Community Center						
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
Total FY21 Recreation and Community Center Positions			1.00	8.00	-	33.00
Total FY21 Department of Parks & Recreation Positions			9.00	10.00	2.00	33.00
Grand Total			122.50	23.00	6.00	33.50