

**RESOLUTION NO. 03-2024**

**A RESOLUTION OF THE CITY OF GULF BREEZE, FLORIDA TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS AS AMENDMENT NO. 1 FOR FISCAL YEAR 2024; PROVIDING FOR REPEAL OF CONFLICTING SCHEDULES; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, at its regular meeting on September 18, 2023, the City Council of the City of Gulf Breeze approved and adopted the City’s Fiscal Year (FY) 2024 comprehensive budget; and

**WHEREAS**, the adopted budget includes staff salaries for FY 2024 for the positions; and

**WHEREAS**, on September 18, 2023, the City Council adopted Resolution No. 29-2023, approving a Schedule of Authorized Positions for FY 2024; and

**WHEREAS**, on January 16, 2024, the City Council approved an amendment to the Schedule of Authorized Positions for fiscal year 2024, creating the position of Innovation and Technology Service Desk Analyst as a paygrade 13 within the Innovation and Technology Department; and,

**WHEREAS**, on February 5, 2024, the City Council authorized title changes to the following Parks and Recreation Department, Parks Division, positions: two Service Workers II positions will have titles changed to "Parks Supervisor" and "Operations Supervisor", the Boat Ramp Attendant titles will be changed to “Dock Masters”, and all Service Worker titles will be changed to "Technician". The Park Ranger will be reassigned to the Parks Division; and,

**WHEREAS**, on February 5, 2024, the City Council authorized title changes to the following Parks and Recreation Department, Recreation Division, positions: Recreation Program Coordinator will now be known as the "Recreation Program Supervisor", one Recreation Assistant – After School Program will now be known as the “Recreation Program Coordinator”, the Facility Manager will now be known as the "Parks and Recreation Coordinator", the Recreation Coordinator will now be known as the “Recreation Supervisor”, and the “Recreation Assistant” will now be known as “Recreation Admin Assistant”; and,

**WHEREAS**, the City desires to amend the Schedule of Authorized Positions as Amendment No. 1 for Fiscal Year 2024 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 amends the Schedule of Authorized Positions as Amendment No. 1 for fiscal year 2024 authorizing the creation of the Innovation and Technology Service Desk Analyst position as a paygrade 13, within the Innovation and Technology Department; position titles changes as follows: two Service Workers II positions will change to "Parks Supervisor" and "Operations Supervisor" positions, all Service Worker titles will be changed to "Technician", the Boat Ramp Attendants titles will be changed to "Dock Masters", and the Park Ranger will be reassigned within the Parks & Recreation Department, Parks Division; and the Recreation Program Coordinator title will change to "Recreation Program Supervisor", one Recreation Assistant position will be changed to "Recreation Program Coordinator", the Facility Manager will change to "Parks and Recreation Coordinator", and the Recreation Coordinator will change to "Recreation Supervisor" and the "Recreation Assistant" will now be known as "Recreation Admin Assistant" within the Parks & Recreation Department, Recreation Division. The revised Schedule of Authorized Positions is attached hereto as **Exhibit "A."**

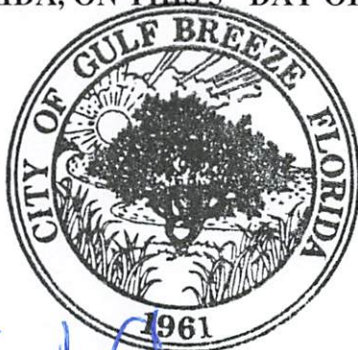
**SECTION 3. REPEAL OF CONFLICTING PROVISIONS**

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 5<sup>th</sup> DAY OF FEBRUARY, 2024.**



**CITY OF GULF BREEZE, FLORIDA**

By: Cherry Fitch  
Cherry Fitch, Mayor

ATTEST

By: Leslie A. Guyer  
Leslie A. Guyer, CMC, City Clerk

Exhibit A

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 2024 (Amendment #1)						
<b>GENERAL GOVERNMENT</b>						
City Manager	1101	30	1.00			
<b>Total FY24 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 FY24 City Clerk Department Positions</b>			<b>2.00</b>	-	-	-
<b>Innovation and Technology Department</b>						
Innovation and Technology Director	5553	24	1.00			
Innovation and Technology Service Desk Analyst (Resolution No. 03-2024)	5554	13	1.00			
<b>Total FY24 Innovation and Technology Department Positions</b>			<b>2.00</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 FY24 Administrative Services Department Positions</b>			<b>3.00</b>	-	-	-
<b>Finance Department</b>						
Finance Director	2103	26	1.00			
Deputy Finance Director	2113	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 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	3635	13	1.00			
<b>Total FY24 Finance Department Positions</b>			<b>7.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total FY24 General Govt Positions</b>			<b>15.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GULF BREEZE FINANCIAL SRVCS/CAPITAL TRUST AGENCY/CAPITAL TRUST AUTHORITY</b>						
Executive Director	4762	26	1.00			
Senior Analyst and Compliance Officer (Senior Analyst)	4761	14	1.00			
Executive Assistant	4700	14	1.00			
<b>Total FY24 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			
CRA and Neighborhood Services Manager	2213	15	1.00			
Code Enforcement Officer	2210	10	1.00	1.00		
Planning Technician	2216	12	1.00			
<b>Total FY24 Community Services Department Positions</b>			<b>4.00</b>	<b>1.00</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>GULF BREEZE VOLUNTEER FIRE DEPARTMENT</b>						
Fire Chief	2112	19	1.00			
Fire Marshal	7704	15	1.00			
<b>Total FY24 Gulf Breeze Volunteer Fire Department Positions</b>			<b>2.00</b>	<b>-</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			
<b>Total FY24 Positions</b>			<b>5.00</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		13	13.00			
Patrol (Police Officer I)	8411					
Patrol (Police Officer II)	8412					
Patrol (Police Officer III)	8413					

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Patrol (Part Time)	8415			5.00		
School Resource Officer	9653	13	3.00			
<b>Total FY24 Shift Officers Positions</b>			<b>20.00</b>	<b>5.00</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 FY24 Dispatch Positions</b>			<b>5.00</b>	<b>4.00</b>	<b>-</b>	<b>-</b>
<b>Total FY24 Law Enforcement Department Positions</b>			<b>30.00</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 FY24 Positions</b>			<b>2.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Development Services Division</b>						
Development Services Manager	2202	22	1.00			
Facilities Coordinator	5342	14	1.00			
GIS Mapping Coordinator	5550	15	1.00			
Project Manager	2215	20	2.00			
Custodian	0007	4	1.00			
<b>Total FY24 Development Services Division Positions</b>			<b>6.00</b>	<b>-</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 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 FY24 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	1.00			
Utility Accounts Specialist	3136	8	2.00			
Utility Billing Specialist	3138	8	2.00			
<b>Total FY24 Customer Services Subdivision Positions</b>			<b>7.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Natural Gas Subdivision</b>						
Natural Gas Supervisor	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 FY24 Natural Gas Subdivision Positions</b>			<b>12.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Natural Resources Management Subdivision</b>						
Natural Resources Management Supervisor	6414	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
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 FY24 Natural Resources Management Subdivision Positions</b>			<b>9.00</b>	<b>1.00</b>	<b>-</b>	<b>-</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 FY24 Transfer Station - Solid Waste Subdivision Positions</b>			<b>1.00</b>	<b>3.00</b>	<b>-</b>	<b>-</b>
<b>Total FY24 Public Services Division Positions</b>			<b>40.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-</b>
<b>Water/Sewer Service Operations Division</b>						
Utility Manager	5346	22	1.00			
Administrative Assistant	4616	9	1.00			
<b>Total FY24 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 Plant Lead	8756	14	1.00			
Water Plant Supervisor	8746	15	1.00			
Collections Systems Supervisor	5352	15	1.00			
Regulatory and Compliance Supervisor	5351	15	1.00			
Water Operator GBRWS	8748	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
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 FY24 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 FY24 Wastewater Treat Facility Subdivision Positions</b>			<b>7.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total FY24 Water/Sewer Service Operations Division Positions</b>			<b>30.00</b>	<b>-</b>	<b>2.00</b>	<b>-</b>
<b>Total FY24 Public Works Department Positions</b>			<b>70.00</b>	<b>3.00</b>	<b>6.00</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>PARK &amp; RECREATION DEPARTMENT</b>						
Director of Parks & Recreation	2108	24	1.00			
<b>Total FY24 Positions</b>			<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Parks Division</b>						
Parks Manager	5739	15	1.00			
Parks Supervisor (Resolution No. 03-2024)	(to be created)	7	1.00			
Operations Supervisor (Resolution No. 03-2024)	(to be created)	7	1.00			
<i>Technicians - Parks</i> Reduced by two FTE for Parks Supervisor and Operations Supervisor (Resolution No. 03-2024)			4.00	2.00		
Technician III Parks <del>Service Worker III Parks</del> (Resolution No. 03-2024)	(to be created)	9				
Technician II Parks <del>Service Worker II Parks</del> (Resolution No. 03-2024)	8843	7				
Technician I Parks <del>Service Worker I Parks</del> (Resolution No. 03-2024)	8841	4				
Technician <del>Service Worker Seasonal</del> (Resolution No. 03-2024)	2200	4			4.00	
Park Ranger (Reassigned from Recreation Division) (Resolution No. 03-2024)	5631	10	1.00			
Dock Master <del>Boat Ramp Attendant</del> (Resolution No. 03-2024)	2200	4			2.00	
<b>Total FY24 Parks Division Positions</b>			<b>8.00</b>	<b>2.00</b>	<b>6.00</b>	<b>-</b>
<b>Recreation and Community Center</b>						
Recreation Manager	0006	15	1.00			-
Parks and Recreation Coordinator <del>Facility Manager</del> (Resolution No. 03-2024)	9652	11	1.00			-
Recreation Supervisor <del>Recreation Coordinator</del> (Resolution No. 03-2024)	0005	10	1.00			-
Recreation Program Supervisor <del>Recreation Program Coordinator</del> (Resolution No. 03-2024)	1500	11	1.00			-
Recreation Program Coordinator <del>Ree Assistant</del> (Resolution No. 03-2024)	9652	11		1.00		
Special Event Coordinator	9650	12	1.00			-
Youth Sports Coordinator	9651	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
Recreation Administrative Assistant (Resolution No. 03-2024)	4716	10	1.00			
Recreation Assistant - Facility/Customer Support (Reduced by 2 for 1 FT Rec Admin Assistant) (Resolution 03-2024)	5628	1		6.00		
Recreation Assistant - After School Reduced by 1 for RP Coordinator conversion (Resolution No. 03-2024)	5627	1		9.00		
Recreation Assistant - Summer Camp	5627	1			28.00	
Technician II - Community Center <del>Service Worker II - Community Center</del> (Resolution No. 03-2024)	5632	7	1.00			
<del>Park Ranger</del> (Reassigned to Parks Division) (Resolution No. 03-2024)	<del>5631</del>	<del>10</del>	<del>1.00</del>			
<b>Total FY24 Recreation and Community Center Positions</b>			<b>8.00</b>	<b>16.00</b>	<b>28.00</b>	<b>-</b>
<b>Total FY24 Department of Parks &amp; Recreation Positions</b>			<b>17.00</b>	<b>18.00</b>	<b>34.00</b>	<b>-</b>
<b>Grand Total</b>			<b>141.00</b>	<b>34.00</b>	<b>40.00</b>	<b>-</b>