

RESOLUTION NUMBER 18-2022

A RESOLUTION OF THE CITY OF GULF BREEZE, FLORIDA TO ADOPT A REVISED SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2022; PROVIDING FOR REPEAL OF CONFLICTING SCHEDULES; AND, PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, at its regular meeting on September 20, 2021, the City Council of the City of Gulf Breeze approved and adopted the City's Fiscal Year (FY) 2022 comprehensive budget; and

WHEREAS, the adopted budget includes staff salaries for FY 2022 for the positions; and

WHEREAS, on October 4, 2021, the City Council adopted Resolution No. 45-2021, approving a Schedule of Authorized Positions for FY 2022; and

WHEREAS, on February 7, 2022, the City Council adopted Resolution No. 03-2022 as the first amendment to the FY2022 Schedule of Authorized Positions; and

WHEREAS, on July 5, 2022, the City Council authorized the addition of two full-time Service Workers for the Parks Division; and,

WHEREAS, on August 15, 2022, the City Council authorized the removal of the Special Advisor from the General Government Department; and

WHEREAS, on August 15, 2022, the City Council authorized the Recreation Assistant – After School/Summer Camp position to be separated into two positions as follows: "Recreation Assistant - Summer Camp" with 28 seasonal positions and "Recreation Assistant - After School" with 10 part-time positions; and

WHEREAS, the City desires to amend the Schedule of Authorized Positions for Fiscal Year 2022 to reflect the changes in authorized position recited herein. This will be amendment number 2 and represents the final amendment to FY2022 Schedule of Authorized Positions.

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 FY2022 by adding two full-time Service Workers to the Parks Division,

removing the Special Advisor position from the General Government Department, and reorganizing the Recreation Assistant - After School/Summer Camp position into separate categories as follows: "Recreation Assistant - Summer Camp" with 28 seasonal positions and "Recreation Assistant - After School" with 10 part-time positions, 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 15th DAY OF AUGUST, 2022.

CITY OF GULF BREEZE, FLORIDA

By: 
Cherry Fitch, Mayor

ATTEST

By: 
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 2022						
GENERAL GOVERNMENT						
City Manager	1101	30	1.00			
Assistant City Manager <i>Unfund position (Resolution 03-2022)</i>	2102	27	-			1.00
Special Advisor <i>Removed Resolution No. 18-2022</i>	2100			0.50		
Total FY22 Positions			1.00	0.50	-	1.00
City Clerk Department						
City Clerk	2104	22	1.00			
<i>Senior Administrative Assistant to the City Clerk Add position (Resolution 03-2022)</i>	<i>4616</i>	<i>10</i>	<i>1.00</i>			
Total FY22 City Clerk Department Positions			2.00	-	-	-
Technology and Innovation Department						
Technology and Innovation Director	5553	24	1.00			
Total FY22 Technology and Innovation Department Positions			1.00	-	-	-
Administrative Services Department						
Administrative Services Director <i>Pay grade 22 to 26 (Resolution 03-2022)</i>	2111	<i>26</i>	1.00			
Procurement and HR Generalist	0004	13	1.00			
Senior Administrative Assistant	4616	9	1.00			
Total FY22 Administrative Services Department Positions			3.00	-	-	-
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			
Administrative Assistant	4616	9	1.00			
Total FY22 Finance Department Positions			6.00	-	-	-
Total FY22 General Govt Positions			13.00	0.50	-	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
GULF BREEZE FINANCIAL SERVICES/CAPITAL TRUST AGENCY						
Executive Director		26	1.00			
Senior Analyst and Compliance Officer (Senior Analyst)	4761	14	1.00			
Executive Assistant	4700	14	1.00			
Total FY22 Gulf Breeze Financial Services/Capital Trust Agency 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		
Code Enforcement Officer	2212	10	1.00			
Community Services Senior Administrative Assistant	2109	9	1.00			
Total FY22 Community Services Department Positions			4.00	1.00	-	-
LAW ENFORCEMENT DEPARTMENT						
Police Chief	2107	26	1.00			
Captain (Administration)	8418	23	1.00			
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			
Fire Marshal <i>Pay grade 13 to 15 (Resolution 03-2022)</i>	7704	15	1.00			
Total FY22 Positions			8.00	-	-	-
Shift Officers						
Police Sergeant		18	4.00			
Police Sergeant I	6413					

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
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 FY22 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 FY22 Dispatch Positions			5.00	4.00	-	-
Total FY22 Law Enforcement Department Positions			31.00	9.00	-	-
PUBLIC WORKS DEPARTMENT						
Public Works Director	2106	26	1.00			
Administrative Assistant	4616	9	1.00			
Total FY22 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			
Total FY22 Development Services Division Positions			5.00	-	-	-
Public Services Division						

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Public Services Manager	6415	22	1.00			
Natural Resources Management Supervisor	6414	15	1.00			
Public Works Communications Officer	4630	15	1.00			
Logistics Officer	4618	13	1.00			
Part-time Seasonal Technicians					4.00	
Total FY22 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			
Utility Accounts Specialist	3136	8	2.00			
Utility Billing Specialist	3138	8	1.00			
Total FY22 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 FY22 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 Resources Management		5				
Total FY22 Natural Resources Management Subdivision Positions			4.00	-	-	-
Transfer Station - Solid Waste Subdivision						
Technicians - Transfer Station			1.00	3.00		
Technician III - Transfer Station		9				

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Technician - Transfer Station		5				
Total FY22 Transfer Station - Solid Waste Subdivision Positions			1.00	3.00	-	-
Total FY22 Public Services Division Positions			28.00	3.00	4.00	-
Water/Sewer Service Operations Division						
Utility Manager	5346	22	1.00			
Administrative Assistant	4616	9	1.00			
Total FY22 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 Supervisor	5351	15	1.00			
Water Operator SSRUS	8748	10	1.00			
Technician - SSRUS			14.00			
Lead Technician SSRUS	8850	13				
Technician III SSRUS	8851	9				
Technician II SSRUS	8848	7				
Technician I SSRUS	8846	5				
Lift Station Technician/Electrician	5347	15	1.00			
Full-time Seasonal Technicians		9			2.00	
Total FY22 Field Ops Subdivision Positions			21.00	-	2.00	-
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 FY22 Wastewater Treat Facility Subdivision Positions			7.00	-	-	-
Total FY22 Water/Sewer Service Operations Division Positions			30.00	-	2.00	-
Total FY22 Public Works Department Positions			65.00	3.00	6.00	-
PARK & RECREATION DEPARTMENT						
Director of Parks & Recreation	2108	24	1.00			
Assistant Director of Parks & Recreation	2110	20	1.00			
Total FY22 Positions			2.00	-	-	-
Parks Division						
Parks Superintendent	5738	16	1.00			
Parks Supervisor	5739	13	1.00			
<i>Service Worker - Parks</i> 2 Full-Time Positions Added Resolution No 18-2022			6.00	2.00		
Service Worker II Parks	8848	7				
Service Worker I Parks	8846	4				
Boat Ramp Attendant	2200	4			2.00	
Total FY22 Parks Division Positions			8.00	2.00	2.00	-
Recreation and Community Center						
Facility Coordinator	9652	11	1.00			-
Evening Supervisor	5	5	1.00			-
Facility Support Coordinator	9652	5	1.00			-
Program Coordinator	1500	11	1.00			-
Special Events 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/Summer Camp Reorganized below Res #18-2022	5627	1			28.00	
<i>Recreation Assistant - After School</i> Reorganized Res #18-2022	<i>5627</i>	<i>1</i>		<i>10.00</i>		

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
<i>Recreation Assistant - Summer Camp</i> <i>Reorganized Res #18-2022</i>	<i>5627</i>	<i>1</i>			<i>28.00</i>	
Total FY22 Recreation and Community Center Positions			6.00	18.00	28.00	-
Total FY22 Department of Parks & Recreation Positions			16.00	20.00	30.00	-
Grand Total			132.00	-	36.00	1.00