

RESOLUTION NUMBER 35-2021

A RESOLUTION OF THE CITY OF GULF BREEZE, FLORIDA TO ADOPT THE FOURTH AMENDMENT TO THE 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, on May 17, 2021, the City Council authorized the temporary addition and funding of 2 FTE seasonal positions to address the maintenance needs associated with the WWTF and reclaim systems not funded in the Fiscal Year 2021 budget. The positions were approved at a pay grade of 9 or \$15.50 per hour; and

WHEREAS, on July 19, 2021, the City Council authorized converting the voluntary Fire Marshal position to a salaried position at a pay grade 13 within the Law Enforcement Department not funded in the Fiscal Year 2021 budget; and,

WHEREAS, the City desires to amend the Schedule of Authorized Positions for Fiscal Year 2021 by funding of 2 FTE seasonal positions at a pay grade of 9 within Field Operations to address the maintenance needs associated with the WWTF and reclaim systems, and by funding the position of Fire Marshall to a salaried position at a pay grade 13 within the Law Enforcement; and

WHEREAS, Resolution No. 68-2020 was the first amendment to the Schedule of Authorized positions, Resolution No. 09-2021 was the second amendment, Resolution No 15-2021 was the third amendment and Resolution No. 34-2021 will be the fourth and final amendment 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 funding 2 FTE seasonal positions at a pay grade of 9 within Field Operations to address the maintenance needs associated with the WWTF and reclaim systems, and by funding the position of Fire Marshal to a salaried position at a pay grade 13 within Law Enforcement, 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 8th DAY OF SEPTEMBER, 2021.

CITY OF GULF BREEZE, FLORIDA

By: Cherry Fitch
Cherry Fitch, Mayor

ATTEST

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



**Resolution No. 35-2021
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 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/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 FY21 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		
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			
Fire Marshal (Added FM 7/19/21 Reso 33-21 9/8/21)	7704	13	1.00			
Total FY21 Positions			8.00	-	-	-
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) (Added 1 more on 03/15/21 Res. 09-2021)	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	-	-

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Total FY21 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 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			

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Customer Service Representative - UB	4631	6	2.00			
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 Resources 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				
Full-time Seasonal Technicians (added 2 seasonal techs on 05/17/2021)(Reso 33-2021 9/8/21)			9		2.00	
Total FY21 Field Ops Subdivision Positions			19.00	-	2.00	-
Wastewater Treat Facility Subdivision						
WWTP Superintendent	2251	17	1.00			
Waste Water Operator			4.00			
Waste Water Operator III	8754	14				

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
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				
Total FY21 Wastewater Treat Facility Subdivision Positions			7.00	-	-	-
Total FY21 Water/Sewer Service Operations Division Positions			28.00	-	2.00	-
Total FY21 Public Works Department Positions			64.00	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 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	-

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Recreation and Community Center						
Facility Coordinator	9652	11				-
Evening Supervisor		5				-
Facility Support Coordinator		5				-
Program Coordinator	1500	11				-
Special Events Coordinator	9650	12				-
Youth Sports Coordinator	9651	10	1.00			
Recreation Assistant - Facility/Customer Support	5628	1		8.00		
Recreation Assistant - After School/Summer Camp (Funded on 04/05/21 Council Meeting Res. 15-2021)	5627	1			28.00	
Total FY21 Recreation and Community Center Positions			1.00	8.00	28.00	-
Total FY21 Department of Parks & Recreation Positions			9.00	10.00	30.00	-
Grand Total			123.50	23.00	36.00	0.50