

RESOLUTION NUMBER 49-2024

A RESOLUTION OF THE CITY OF GULF BREEZE, FLORIDA TO ADOPT A SCHEDULE OF AUTHORIZED POSITIONS FOR FISCAL YEAR 2025; PROVIDING FOR REPEAL OF CONFLICTING SCHEDULES; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at its regular meeting on September 16, 2024, the City Council of the City of Gulf Breeze approved and adopted the City’s Fiscal Year (FY) 2025 budget; and

WHEREAS, the adoption of FY 2025 budget includes staff salaries for FY 2025 for the positions set forth on the Schedule of Authorized Positions for FY 2025 that is attached hereto as Exhibit “A”; and

WHEREAS, the City desires to approve and adopt the Schedule of Authorized Positions for FY 2025;

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 SCHEDULE OF AUTHORIZED POSITIONS.

The City Council of the City of Gulf Breeze hereby adopts the City of Gulf Breeze Schedule of Authorized Positions for Fiscal Year 2025 attached hereto as Exhibit “A.”

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of the City that are in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.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 16th DAY OF SEPTEMBER, 2024.



CITY OF GULF BREEZE, FLORIDA

By: Cherry M. Fitch
Cherry M. Fitch, Mayor

ATTEST

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 2025						
GENERAL GOVERNMENT						
City Manager	1101	(30) 35	1.00			
Total FY25 Positions			1.00	-	-	-
City Clerk Department						
City Clerk	2104	(22) 25	1.00			
Senior Administrative Assistant to the City Clerk	4617	(10) 11	1.00			
Total FY25 City Clerk Department Positions			2.00	-	-	-
Innovation and Technology Department						
Innovation and Technology Director	5553	24	1.00			
Innovation and Technology Service Desk Analyst	5554	13	1.00			
Total FY25 Innovation and Technology Department Positions			2.00	-	-	-
Administrative Services Department						
Administrative Services Director	2111	(26) 27	1.00			
Personnel Generalist	0004	(13) 14	1.00			
Senior Administrative Assistant	4617	(10) 11	1.00			
Total FY25 Administrative Services Department Positions			3.00	-	-	-
Finance Department						
Finance Director	2103	(26) 27	1.00			
Deputy Finance Director	2113	26	1.00			
Senior Accountant	3634	(19) 20	1.00			

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
Accountant (Enterprise)	0002	15	1.00			
Account Specialist-H (AP)	0003	(10) 11	1.00			
Account Specialist-H(Payroll)	3632	(10) 11	1.00			
Procurement Officer	3635	13	1.00			
Total FY25 Finance Department Positions			6.00	-	-	-
Total FY25 General Govt Positions			14.00	-	-	-
GULF BREEZE FINANCIAL SRVCS/CAPITAL TRUST AGENCY/CAPITAL TRUST AUTHORITY						
Executive Director	4762	(26) 36	1.00			
Senior Analyst and Compliance Officer (Senior Analyst)	4761	14	1.00			
Executive Assistant	4700	14	1.00			
Total FY25 Gulf Breeze Financial Services/Capital Trust Agency Positions			3.00	-	-	-
COMMUNITY SERVICES DEPARTMENT						
Community Services Director	2105	24	1.00			
CRA and Neighborhood Services Manager	2217	(15) 22	1.00			
Code Enforcement Officer	2210	(10) 11	1.00	1.00		
Planning Technician	2216	12	1.00			
Total FY25 Community Services Department Positions			4.00	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 VOLUNTEER FIRE DEPARTMENT						
Fire Chief	2112	19	1.00			
Fire Marshal	7704	15	1.00			
Total FY25 Gulf Breeze Volunteer Fire Department Positions			2.00	-	-	-
LAW ENFORCEMENT DEPARTMENT						
Police Chief	2107	(26) 27	1.00			
Captain (Administration)	8418	(23) 24	1.00			
Captain (Operations)	8418	(23) 24	1.00			
IT Manager Police Department Part-Time	5551	(14) 16	-	1.00		
Senior Administrative Assistant	0637	(9) 11	1.00			
Administrative Assistant	0637	9	1.00			
Total FY25 Positions			5.00	1.00	-	-
Shift Officers						
Police Sergeant		(18) PD2	4.00			
Police Sergeant I	6413					
Police Sergeant II	8416					
Police Sergeant III	8417					
Patrol Officer		(13) PD1	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) PDI	3.00			
Total FY25 Shift Officers Positions			20.00	5.00	-	-
Dispatch						
Dispatcher Lead	3661	11	1.00			
Dispatcher	3628	9	4.00			
Dispatcher Part Time	3629	9		4.00		
Total FY25 Dispatch Positions			5.00	4.00	-	-
Total FY25 Law Enforcement Department Positions			30.00	10.00	-	-
PUBLIC WORKS DEPARTMENT						
Public Works Director	2106	(26) 27	1.00			
Administrative Assistant	4616	9	1.00			
Total FY25 Positions			2.00	-	-	-
Development Services Division						
Development Services Manager	2202	22	1.00			
Facilities Coordinator	5342	(14) 10	1.00			
GIS Mapping Coordinator	5550	15	1.00			
Project Manager	2215	20	2.00			
Custodian	0007	4	1.00			
Total FY25 Development Services Division Positions			6.00	-	-	-

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
Public Services Division						
Public Services Manager	6415	22	1.00			
Public Works Communications Officer	4630	15	1.00			
Logistics Officer	4618	13	1.00			
Seasonal Technicians	8859	9			4.00	
Total FY25 Public Services Division Positions			3.00	-	4.00	-
Customer Services Subdivision						
Utility Billing Supervisor	3135	(14) 15	1.00			
UT Assistant Billing Supervisor	3140	13	1.00			
Customer Service Representative - UB	4631	(6) 7	1.00			
Utility Accounts Specialist	3136	(8) 9	2.00			
Utility Billing Specialist	3138	(8) 9	2.00			
Total FY25 Customer Services Subdivision Positions			7.00	-	-	-
Natural Gas Subdivision						
Natural Gas Supervisor	6749	17	1.00			
Technician - Natural Gas			11.00			
Natural Gas Lead	6748	13				
Technician III - Gas	8852	9				
Technician II - Gas	8853	7				
Technician I - Gas	8854	5				
Total FY25 Natural Gas Subdivision Positions			12.00	-	-	-
Natural Resources Management Subdivision						
Natural Resources Management Supervisor	8864	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				
Total FY25 Natural Resources Management Subdivision Positions			9.00	1.00	-	-
Transfer Station - Solid Waste Subdivision						
Technicians - Transfer Station			1.00	3.00		
Technician III - Transfer Station	8865	(9) 10				
Technician - Transfer Station	8862	5				
Total FY25 Transfer Station - Solid Waste Subdivision Positions			1.00	3.00	-	-
Total FY25 Public Services Division Positions			40.00	4.00	4.00	-
Water/Sewer Service Operations Division						
Utility Manager	5346	22	1.00			
Administrative Assistant	4616	9	1.00			
Total FY25 Positions			2.00	-	-	-
Field Ops Subdivision						
Water and Sewer Superintendent	5552	17	1.00			
Water Plant Lead	8756	14	1.00			
Water Plant Supervisor	8746	(15) 16	1.00			
Collections Systems Supervisor	5352	(15) 16	1.00			
Regulatory and Compliance Supervisor	5351	(15) 16	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) 10				
Technician II GBRWS	8857	7				
Technician I GBRWS	8856	5				
Lift Station Technician/Electrician	5347	15	1.00			
Full-time Seasonal Technicians		(9) 10			2.00	
Total FY25 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				
Mechanic II		9				
Mechanic I		7				
Total FY25 Wastewater Treat Facility Subdivision Positions			7.00	-	-	-
Total FY25 Water/Sewer Service Operations Division Positions			30.00	-	2.00	-
Total FY25 Public Works Department Positions			70.00	4.00	6.00	-

Department	Class	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Seasonal Authorized Positions	Unfunded Positions
PARK & RECREATION DEPARTMENT						
Director of Parks & Recreation	2108	24	1.00			
Total FY25 Positions			1.00	-	-	-
Parks Division						
Parks Manager	5739	15	1.00			
Parks Supervisor	5741	9	1.00			
Operations Supervisor	5742	9	1.00			
Technicians - Parks			4.00	2.00		
Technician III Parks		9				
Technician II Parks	8843	7				
Technician I Parks	8841	4				
Technician - Seasonal	2200	4			4.00	
Park Ranger	5631	10	1.00			
Dock Master	2200	4			2.00	
Total FY25 Parks Division Positions			8.00	2.00	6.00	-
Recreation and Community Center						
Recreation Manager	0006	15	1.00			-
Parks and Recreation Coordinator	9652	11	1.00			-
Recreation Supervisor	0005	10	1.00			-
Recreation Program Supervisor	5743	(11) 13	1.00			-
Recreation Program Coordinator	5744	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	5748	(10) 9	1.00			
Recreation Assistant - Facility/Customer Support	5628	(1) 3		6.00		
Recreation Assistant - After School	5627	(1) 3		9.00		
Recreation Assistant - Summer Camp	5627	(1) 3			28.00	
Technician II - Community Center	5747	7	1.00			
Total FY25 Recreation and Community Center Positions			8.00	16.00	28.00	-
Total FY25 Department of Parks & Recreation Positions			17.00	18.00	34.00	-
Grand Total			140.00	33.00	40.00	-