



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

To: Rogelio Hernandez
Transit Operations Supervisor

From: David Fernandez *DF*
Assistant City Manager - Operations

Date: June 27, 2013

Subject: Acting DOT Manager

Rogelio, per our meeting this memo is to confirm your position as Acting-DOT Manager, effective June 29, 2013. Your responsibilities will include but not limited to approval of payroll (your payroll should be forwarded to me for approval), equipment purchasing, work schedules and appointments. All correspondence should be channeled through you, via administrative support staff Regina Scott and Carolyn Haia.

Any questions please give me a call.