



## THE CITY OF KEY WEST

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**TO:** Jim Scholl, City Manager

**FROM:** John Paul Castro, Utilities Director

**CC:** Greg Veliz, Assistant City Manager  
Sarah Spurlock, Assistant City Manager

**DATE:** April 17, 2015

**SUBJECT: Restructuring Positions for the Utilities Department**

**ACTION STATEMENT:**

The Utilities Department Requests the elimination of one General Services Construction Inspector and the addition of one Administrative Assistant II position.

**BACKGROUND:**

The Utilities department has shared admin with the Engineering department since the two departments split approximately 5 years ago. The admin is budgeted within the engineering department in which it primarily serves.

**PURPOSE & JUSTIFICATION:**

The inspection project load is currently being adequately served with one construction inspector. The department has been without a second Utility inspector since May of 2014 without issue. Due to the amount of customer service, projects, grants, and purchasing that must be undertaken to run Stormwater, Wastewater, Solid Waste, and Recycling there is increased need for administrative assistance within the department.

This administrative assistance would free up the department director and engineer to engage more in contract/project management and implementation of Utilities department goals.

The new position would take requisition input, payment applications and invoicing from the engineering admin. Additionally the new admin will take over tasks being completed by Utilities management including responding to frequently asked questions, payroll, meeting coordination and scheduling, etc.

**OPTIONS:**

1. The City Commission could approve the elimination of one General Services Construction Inspector and add one Administrative Assistant II, this would create a budgetary savings of \$12,014.50 per year.
2. The City Commission could disapprove the elimination of one General Services Construction Inspector and addition of one Administrative Assistant II and request staff bring back all changes for budget review FY15/16 for approval.

**FINANCIAL IMPACT:**

Administrative Assistant II fully wrapped annual salary is \$49,375.66 (base salary \$14.94/hr or \$31,081.54/yr), General Services Construction Inspector fully wrapped annual salary is \$61,390.16 (base salary \$19.49/hr or \$40,539.20/yr). This will cost the department \$12,014.50 less per year.

**RECOMMENDATION:**

City Staff recommends option 1, eliminating the Utilities department General Services Construction Inspector and adding an Administrative Assistant II to help better serve the department's needs.