

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE ADDITION OF ONE FULL TIME EQUIVALENT ADMINISTRATIVE ASSISTANT II POSITION; APPROVING THE ELIMINATION OF ONE UTILITIES GENERAL SERVICES CONSTRUCTION INSPECTOR POSITION (CURRENTLY VACANT); APPROVING ANY NECESSARY BUDGET TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Utilities Department currently shares administrative assistant functions with the Engineering Department, with that position budgeted within, and primarily serving the Engineering Department; and

WHEREAS, the Utilities Department requires additional administrative assistant support, due to projects, grants, purchasing and customer service functions that are necessary to ensure the smooth operation of the stormwater, wastewater, solid waste and recycling utility operations; and

WHEREAS, one General Services Construction Inspector position has been vacant since May of 2014, with no detrimental effect on department operations, indicating that the position is not currently necessary; and

WHEREAS, City staff finds and recommends that funds could be saved, and Utility Department operations would be improved, by the approval of one full-time Administrative Assistant II and by eliminating one vacant position of General Services Construction Inspector;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That one full time equivalent "Administrative Assistant II" position is hereby authorized for the Utilities Department.

Section 2: That one full time equivalent "General Services Construction Inspector" position is hereby eliminated from the Utilities Department.

Section 3: That necessary budget transfers to effectuate this adjustment of FTEs within the Utilities Department are hereby approved.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this _____ day of _____, 2015.

Authenticated by the Presiding Officer and Clerk of the
Commission on _____ day of _____, 2015.

Filed with the Clerk on _____, 2015.

Mayor Craig Cates	_____
Vice Mayor Mark Rossi	_____
Commissioner Teri Johnston	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____
Commissioner Tony Yaniz	_____

CRAIG CATES, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK