

RESOLUTION 03-01-09

**A RESOLUTION OF THE KEY LARGO WASTEWATER
TREATMENT DISTRICT, PROCEDURES FOR
INCREASES IN PERSONNEL COMPENSATION; AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Key Largo Wastewater Treatment District (“District”) has delegated to the District General Manager general responsibility for supervision of District employees, including decisions regarding employment, discharge, and compensation; and

WHEREAS, the District Board of Commissioners (“Board”) desires to adopt procedures providing for notification to the Board prior to the effective date of an increase in personnel compensation; and

WHEREAS, the Board has determined that such notification is an important element of the General Manager’s responsibility to keep the Board advised of financial and personnel information;

NOW, THEREFORE, the Key Largo Wastewater Treatment District resolves:


1. The General Manager shall prepare a written memo describing any proposed increase or decrease in the compensation (salary and/or benefits) to be paid to a District employee, reflecting the then-current monthly and annual rates of the employee’s salary and benefits, the amount of the proposed increase or decrease in the rates of the employee’s compensation and a short explanation of the reasons therefor. The memo shall be transmitted to the Chief Financial Officer with a copy to the Commissioners.
2. If the proposed increase in compensation (salary and/or benefits) will (together with any other increases in the same year) exceed 3 percent of the compensation for the previous year, the proposed increase shall not take effect until after the passage of thirty (30) days after the date of distribution of the memorandum described above. Any Commissioner may place the proposed increase on the agenda of a regular Board meeting to be held within the thirty-day period. At the meeting, the Board may approve the increase, reject or modify the rate of increase, or take no action.
3. This resolution shall be effective immediately upon adoption.

The foregoing RESOLUTION NO. 03-01-09 was offered by Commissioner Brooks who moved its approval. The motion was seconded by Commissioner Tobin and being put to a vote the result was as follows:

	AYE	NAY
Chairman Susan Hammaker	--	<u>X</u>
Commissioner Charles Brooks	<u>X</u>	---
Commissioner Norman Higgins	<u>X</u>	---
Commissioner Robby Majeska	<u>X</u>	---
Commissioner Andrew Tobin	<u>X</u>	---

The Chairman thereupon declared Resolution No. 03-01-09 duly passed and adopted the 20th day of January, 2009.

**KEY LARGO WASTEWATER TREATMENT
DISTRICT BOARD OF COMMISSIONERS**

By 

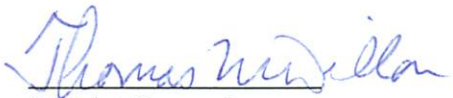
Chairman, Susan Hammaker

Attest:

By 

Carol Walker, District Clerk

Approved as to form and content:

By 

District Counsel