



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

To: Jim Scholl, City Manager

From: Sarah Hannah-Spurlock, Assistant City Manager

Agenda Date: December 2, 2014

RE: Continuing Services Agreement for Donald Craig

RECOMMENDATION: Staff recommends that Commission authorize the City Manager to enter into a continuing services agreement with the former Planning Director, Donald Craig, and the associated budget transfer from 001-1501-515-1200, Salaries and Wages to 001-1501-515-3100, Professional Services. Mr. Craig will assist the City with the completion of several long term projects for which he managed during his tenure with the City and which will be more efficiently completed with Mr. Craig's continued involvement. For a period of up to three months, Mr. Craig would also assist the City in finding a new Planning Director and aiding staff until a new director is hired. The contract provides that the City or Mr. Craig may cancel the contract at any time, should the City no longer require Mr. Craig's services.

BACKGROUND: Mr. Craig has served as the City's Planning Director by contract for four years and during that time stabilized the Planning Department staff and accomplished significant important tasks for the City, including the completion of the Comprehensive Plan, the Building Permit Allocations System and other critical amendments to the Land Development Regulations. He has established key project management processes and assured coordination between departments to accomplish many City goals in Urban Forestry (Tree Commission) , HARC, Sustainability , GIS and the CRA. Some of the projects that Mr. Craig will assist with include:

1. Impact Fee Ordinance rewrite – Analysis of study and ordinance revision
2. LDR Amendments – Review , Comment, and Amend as necessary
3. Affordable Housing Rezoning and Development – Identification of Sites, Completion of Rezoning Studies and Applications.
4. KOTS Implementation Plan and Major Development applications
5. Indigenous Park Master Plan
6. Truman Waterfront Park plan implementation
7. Duval Street Master Plan
8. Urban Design Plan

FINANCIAL IMPACT: The cost to the City would be up to \$50,000 a year, paid in monthly installments, for a 20-40 hour work week plus travel expenses as necessary should the City require Mr. Craig to be in Key West for meetings or the like.

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