



Monthly HR Department Report

To: Brian L. Barroso, City Manager

Date: October 1, 2025

From: Bridget J. Flores, HR Department Director

Subject: September 2025 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION/ORACLE

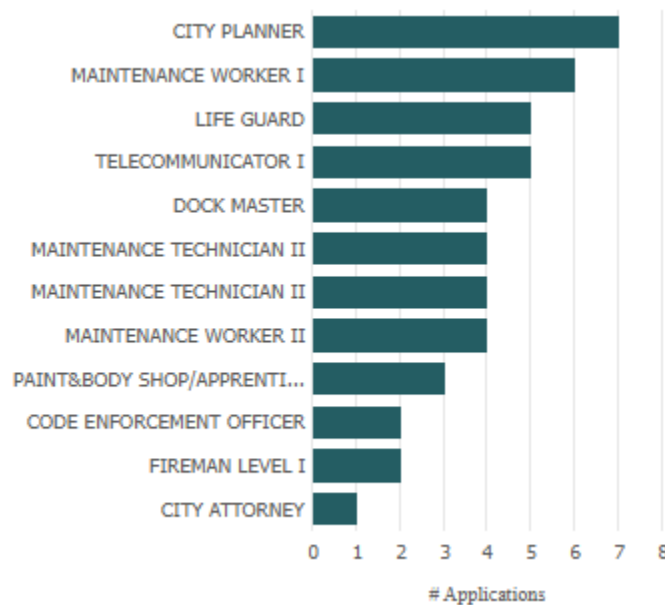
- **Recruitment**
 - **29 Oracle Applications**
 - **13 Applications per Job (average)**
 - **Average 33 Days to Fill Requisition**
- **Hiring**
 - **47 Applicants referred to Hiring Manager**
 - **14.3 % of Jobs Offered to Internal Applicants**
 - **4 Offers Extended**
- **Orientation**
 - **4 Orientations**
- **Benefits**
 - **4 FMLA Approvals (25 Active FMLA Cases)**
 - **1 FMLA Denial**
 - **14 Health Benefits Counseling and 60 Days Enrollment**
 - **3 Life Event Changes to Insurance**
 - **6 EMS Trip Reports Releases**
- **Termination**
 - **11 Resignation/Dismissal**
- **Retirement**
 - **0 Retirements**
- **Performance Evaluations**
 - **Employee Evaluations completed. 100% Complete for FY25**

Building Efficiency and Innovation Through Technology - Human Resources and Finance have partnered to evaluate and select a new Enterprise Resource Planning (ERP) system — a comprehensive software platform that integrates core business functions such as payroll, budgeting, procurement, and personnel management into one unified system. This collaboration ensures that the selected ERP will meet both departments' operational needs,

improve data accuracy, streamline workflows, and enhance overall efficiency across the organization. We will have demonstrations by Oracle and Workday in October 2025.

RECRUITING – CITYOFKEYWEST-FL.GOV – LINKEDIN – INDEED - Human Resources is monitoring our source tracking and the city website is our best recruiting this month. 44 candidates completed the application process and 22 of the candidates reported their search started with the CityofKeyWest-fl.gov site (50%).

Top Jobs Attracting Candidates



FY26 PREPARATION – RECLASSIFICATIONS & POSITION REVIEW

As we enter FY26, the City Manager has tasked Human Resources with working alongside each Department Director to review organizational efficiency and staffing levels. The goal is to identify opportunities to reduce total FTEs while maintaining the high level of service expected by City of Key West residents.

Through this collaborative review, HR and the Directors identified three positions with responsibilities that were either similar to or overlapping with other roles within the City. In many cases, cross-training and teamwork have already allowed peers to absorb additional workload without a significant increase in responsibility.

This ongoing evaluation of positions, duties, and service requirements will continue to guide our efforts to streamline operations, enhance efficiency, and reduce personnel service costs throughout FY26.

NEW EMPLOYEE ENGAGEMENT – Human Resources has launched a new way to stay connected with our newest team members—email check-in surveys at 30 days and six months. The 30-day survey gives employees a chance to share their first impressions, highlight collaborative efforts, and provide feedback on the initial training for their role.

The six-month survey marks the end of the probationary period—a milestone worth celebrating! It focuses on leadership, growth opportunities, and the overall work environment. Please rate the City's leadership team.

Answered: 7 Skipped: 0



These check-ins help us ensure our team members feel supported, heard, and set up for success from day one. We have not received the September surveys for the six month mark; so results remain the same.

FLORIDA PUBLIC EMPLOYEE LABOR RELATIONS ASSOCIATION – The HR Director continues to network with Florida municipalities of similar size for employee information on salary, employee relations, organization structures and employee recognition. As FPELRA provides resources free of additional cost for mediation, arbitration, and professional discussions on labor negotiations, to assist Human Resource Directors through unique circumstances.

Professional in Human Resources – Congratulations to Kerri Voelkel who received her PHR certification this month bringing her vast knowledge and experience in the form of professional certification! We are excited to see continued success with the City.

- **Employee Committee**

- **Upcoming Events:**

- **Cooking Up Appreciation** **October 10, 2025**
 - **October Health Challenge** **Step It Up**
 - **Halloween Door Contest** **October 16-31, 2025**
 - **City Float Building** **November 1, 2025**
 - **Holiday Parade** **December 6, 2025**
 - **Holiday Door Contest** **December 8 – January 1 , 2025**
 - **City Holiday Party** **January 10, 2026**

- **VIP Seating for Special Events** – The Employee Committee is looking at opportunities with Management to have a viewing area for City employees at events like Fantasy Fest Parade, Boatraces and Holiday Parade to allow for enjoyment while performing their duties for the community.
- **Holiday Door Decorations** - Human Resources and the Employee Committee will work together again this year to host Halloween and Holiday Door Decorating Contests throughout City Office Buildings. We encourage all to participate; rules and entry requirements are coming soon!
- **Collective Bargaining**
 - **PBA** – Expires September 30, 2026
 - **IAFF** – Expires Sept 20, 2025 – September 15, 2025 – Negotiation teams will meet at City Hall for a three year contract. Executive Session for Commission planned for late October to brief on contract negotiations.
 - **Teamsters** – Expires Sept 30, 2027; MOU for part-time telecommunicator to alleviate overtime signed and transfer of fulltime employee to parttime employee will be in October.

