



# Monthly HR Department Report

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**To:** Brian L. Barroso, City Manager

**Date:** December 1, 2025

**From:** Bridget J. Flores, HR Department Director

**Subject:** November 2025 HR Department Report

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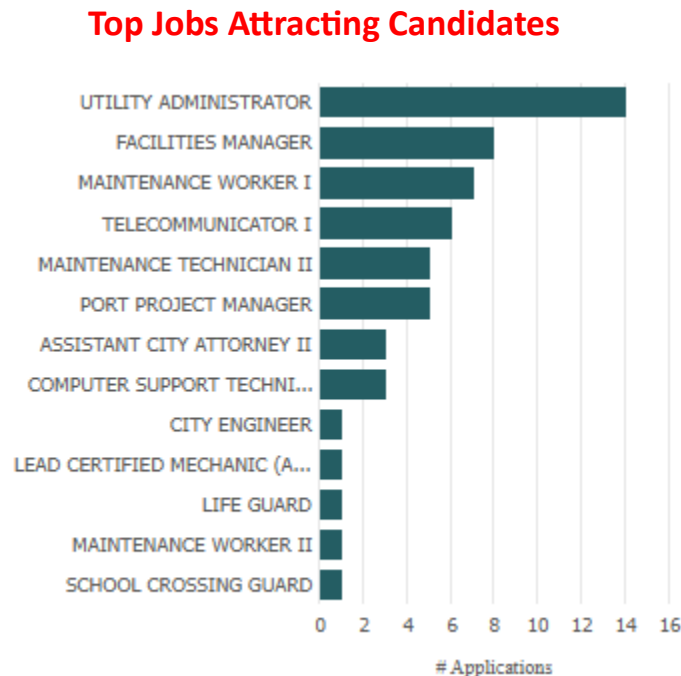
## PERSONNEL ACTIONS – ONE SOLUTION/ORACLE

- **Recruitment**
  - 19 Oracle Applications
  - 15 Applications per Job (average)
  - Average 29 Days to Fill Requisition
- **Hiring**
  - 19 Applicants referred to Hiring Manager
  - 6.7 % of Jobs Offered to Internal Applicants
  - 8 Offers Extended
- **Orientation**
  - 4 Orientations
- **Benefits**
  - 2 FMLA Approvals (22 Active FMLA Cases)
  - 1 FMLA Denial
  - 6 Health Benefits Counseling and 60 Days Enrollment
  - 0 Life Event Changes to Insurance
  - 12 EMS Trip Reports Requests
- **Termination**
  - 3 Resignation/Dismissal
- **Retirement**
  - 1 Retirements
- **Performance Evaluations**
  - 19 FY26 Evaluation submitted <5% for year

**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 (12/17/25) and Workday (12/10/25).

**RECRUITING – CITYOFKEYWEST-FL.GOV – LINKEDIN – INDEED** - Human Resources is monitoring our source tracking and the city website is our best recruiting this month. 50 candidates completed the application process and 24 of the candidates reported their search started with the CityofKeyWest-fl.gov site (48%).



#### **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.

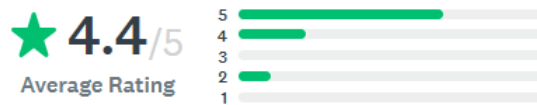
This ongoing evaluation of positions, duties, and service requirements will continue to guide our efforts to streamline operations, enhance efficiency, and reduce personnel service costs throughout FY26.

**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: 9   Skipped: 1



These check-ins help us ensure our team members feel supported, heard, and set up for success from day one. We are able to monitor the number not just the average and will continue to use this visual for monthly comparison.

**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.

- **Employee Committee**

- **Upcoming Events:**

- |                                 |  |
|---------------------------------|--|
| ▪ <b>VIP Boat Races</b>         | <b>November 9, 2025 Mallory Square</b>     |
| ▪ <b>City Float Building</b>    | <b>November 1, 2025 – December 3, 2025</b> |
| ▪ <b>Ornament Decorating</b>    | <b>November 15 – 30, 2025</b>              |
| ▪ <b>City Hall Holiday Tree</b> | <b>December 1, 2025</b>                    |
| ▪ <b>Holiday Parade</b>         | <b>December 6, 2025</b>                    |
| ▪ <b>Holiday Luncheon</b>       | <b>December 15, 2025</b>                   |
| ▪ <b>Ugly Sweater Contest</b>   | <b>December 18, 2025</b>                   |
| ▪ <b>Holiday Door Contest</b>   | <b>December 8 – December 23, 2025</b>      |
| ▪ <b>City Holiday Party</b>     | <b>January 10, 2026</b>                    |

- **VIP Seating for Special Events** – The Employee Committee has secured seating for City Employees at Mallory Square on Sunday, November 9, 2025 for the World Championship Boat Races. The event was a tremendous success and we look to host more events for employees to share in fellowship at the many city events.
  - Gobble, Gobble! City of Key West Wellness funded Thanksgiving Turkeys for 163 employees this year. Wellness will fund an additional 161 Holiday Meals for employees in December. Every Full time employees with salary below \$70,000 will receive a gift card for Publix between November and December 2025.
  - Holidays are approaching and this year the **City Hall Tree** will be decorated with ornaments designed by our employees!! Human Resources will provide each employee with blank ornaments the week of November 16<sup>th</sup> to decorate and hang on the City Hall tree beginning December 1, 2025. We look forward to seeing the creativity of our team members to share the Holiday Spirit!
  - **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 City anticipate opening negotiations in March 2026
    - **IAFF** – Expires Sept 30, 2028 – Ratified and approved by Commission in November 2025.
    - **Teamsters** – Expires Sept 30, 2027

