

RESOLUTION NO. 2025-027

A RESOLUTION OF THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA, RECOMMENDING THE CITY COMMISSION APPROVE THE PLANNING DEPARTMENT'S PROPOSED STAFFING REQUEST FOR FY 2025/2026 AS APPEARS IN "EXHIBIT A. POSITION RECLASSIFICATION" ATTACHED HERETO AND MADE A PART OF THIS RESOLUTION; AND HEREBY AUTHORIZES THE CITY CLERK TO TRANSMIT A CERTIFIED COPY OF THIS RESOLUTION TO THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA.

WHEREAS, the Planning Department of the City of Key West, Florida, has prepared its proposed Position Reclassification request for FY 2025/2026, which includes proposed reclassification, new positions and expanded positions with increased grades and salary, with intent to increase staffing resources; and

WHEREAS, the Planning Board of the City of Key West, Florida supports the Planning Department's proposed Position Reclassification for FY 2025/2026; and

WHEREAS, the Planning Department's proposed FY 2025/2026 Position Reclassification will enhance the services provided by the Planning Department by providing the additional staffing needed to better meet the needs of the City of Key West, Florida;

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING BOARD OF THE CITY OF KEY WEST, FLORIDA:

mm
6/13/25

KPH
6/13/2025

Section 1: That the Planning Board hereby approves the Planning Department's proposed Position Reclassification for FY 2025/2025, attached hereto as "Exhibit A. Position Reclassification" and made a part hereof, and urges approval by the City Commission of the City of Key West, as part of its FY 2025/2026 Budget Process.

Section 2: That the City Clerk is hereby authorized to transmit a certified copy of this Resolution to the City Commission of the City of Key West, Florida.

Section 3: 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 Planning Board.

Passed and adopted by the Planning Board at a meeting held this 29 day of March, 2025.

Authenticated by the Presiding Officer and Clerk of the Planning Board of the City of Key West, Florida on the _____ day of _____, 2025.

Filed with the Clerk of the Planning Board of the City of Key West, Florida on _____, 2025.



CHAIRMAN, PLANNING BOARD
CITY OF KEY WEST, FLORIDA

ATTEST:





KERI O'BRIEN, CITY CLERK
CLERK OF THE PLANNING BOARD
CITY OF KEY WEST, FLORIDA



CITY OF KEY WEST
FY 25/26 New Positions and Reclassifications Requested*

Fund 1501
Department Planning

* Reclass requests are required to include a completed position classification questionnaire and a completed new or revised job description (forms are available in Human Resources).

Priority Order (Highest to lowest)	Requested Position Title (if Reclass, list new title here)	New or Reclass	Total FT / PT	Requested Increase/ (Decrease) in Salary	Purpose/Justification (include total annual hours for PT and current Position Title for Reclass)*
1	Senior Planner	New	1		Current Planner II qualifies for this position. The Department substantiated an Assistant Director position last budget cycle which was subsequently removed this fiscal year. This position would provide succession planning, allow for additional decision making capacity, and supervise less experienced planners and development review professionals.
2	Planner II (Remote or in-person)	New	1		New planner position. Current Planner I may apply or outside candidates may apply. Documentation to follow to substantiate savings regarding reduction of Stantec outside planner costs. In sum, volume of only permit and project work requires a minimum of four full time planners. The Department has only two full time planners at this time; previously the Department had additional planning staff and no decrease in work volume has been documented. Regardless of approval, I would like to request re-evaluation of grades and salaries of existing planners.
3	Planning Specialist/ Reviewer	New	1		This technical position would be assigned daily Trakit reviews to ensure permit or project compliance with Land Development Regulations. They would also process basic applications such as Zoning Verification Letters.
4	*Assistant Urban Forester	Reclass	1		This position would change from part time to full time and pick up some of the forestry responsibilities of the Permit Tech position.


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Department	Planning

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