

CITY COUNCIL RESEARCH DIVISION LEGISLATIVE SUMMARY



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Bill Type and Number: Resolution 2025-544

Introducer/Sponsor(s): Council President at the request of the Mayor

Date of Introduction: July 22, 2025

Committee(s) of Reference: R

Date of Analysis: July 22, 2025

Type of Action: Appointment confirmation

Bill Summary: This bill confirms the Mayor's appointment of Susan C. Kelly as the Chief of the Community Planning Division within the Planning and Development Department.

Background Information: Section 30.402, *Ordinance Code*, provides that the Chief of Community Planning shall have a bachelor's degree or higher in an accredited college or university in urban or regional planning, geography or civil engineering, community planning, architecture, landscape architecture, public administration or related field and at least seven years' experience in comprehensive community planning or at least five years' of experience with a master's degree in any of the listed fields, or commensurate training and experience, and shall have proven administrative experience. The Chief shall be appointed by the Mayor and approved by the Council and shall serve at the pleasure of the Mayor.

Ms. Kelly holds a bachelor's degree in architecture from the University of Florida and master's degree in city and regional planning from Georgia Institute of Technology. She started working for the City in 2007-2012 as a planner, was the Director of Policy and Planning for JCCI 2013-16, returned to the City in 2016 and has worked as a historic preservation section city planner supervisor, DIA redevelopment coordinator, and land use city planner supervisor. Ms. Kelly resides in Duval County in council district 5.

Policy Impact Area: Planning and Development Department operations

Fiscal Impact: The salary range for this position is \$104,348.92 - \$170,365.40 annually

Analyst: Hampsey