

City of Key West

State of the City

2009

Annual Report

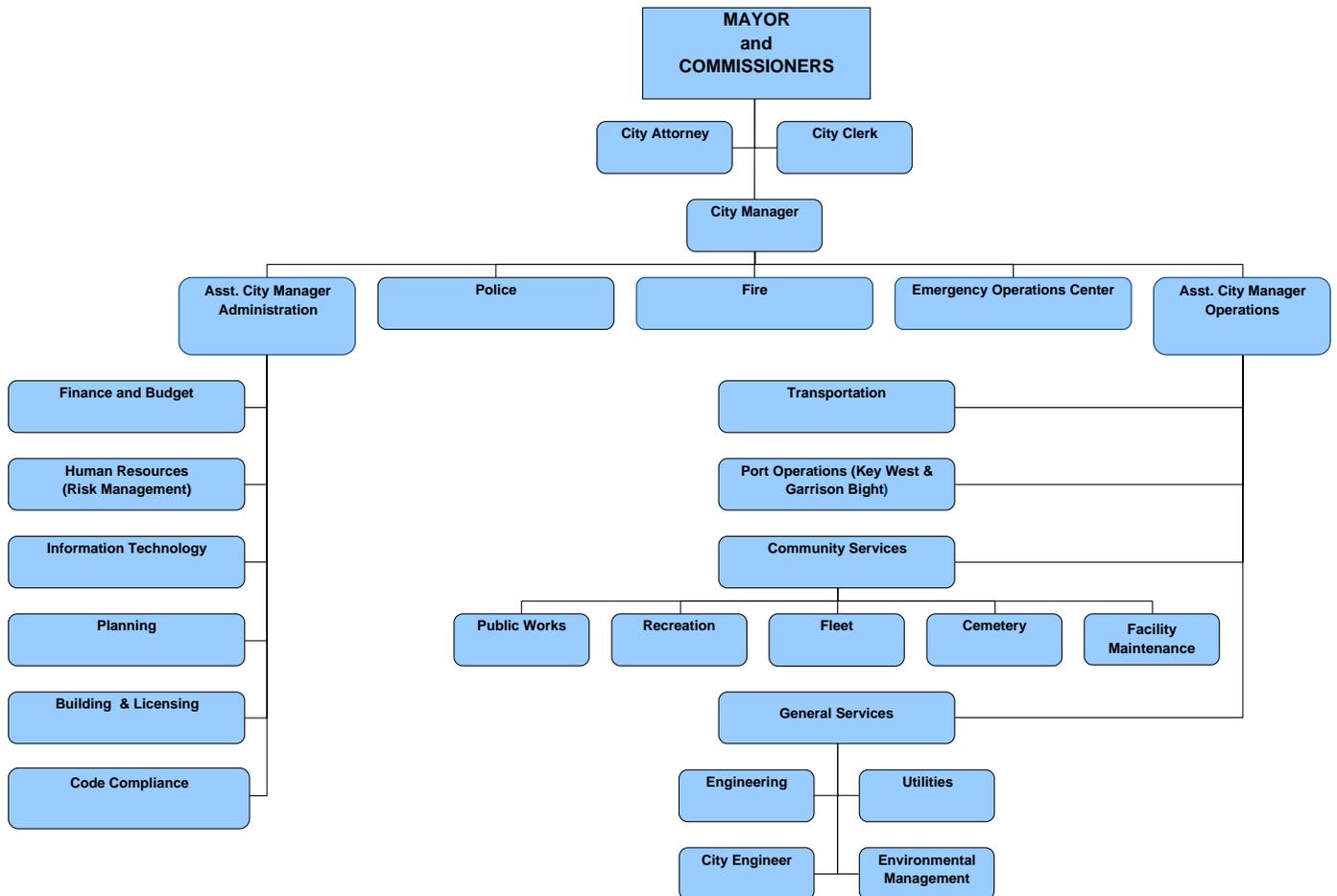




City Manager Jim Scholl

See Welcome message, page 6

CITY OF KEY WEST, FLORIDA ORGANIZATIONAL CHART



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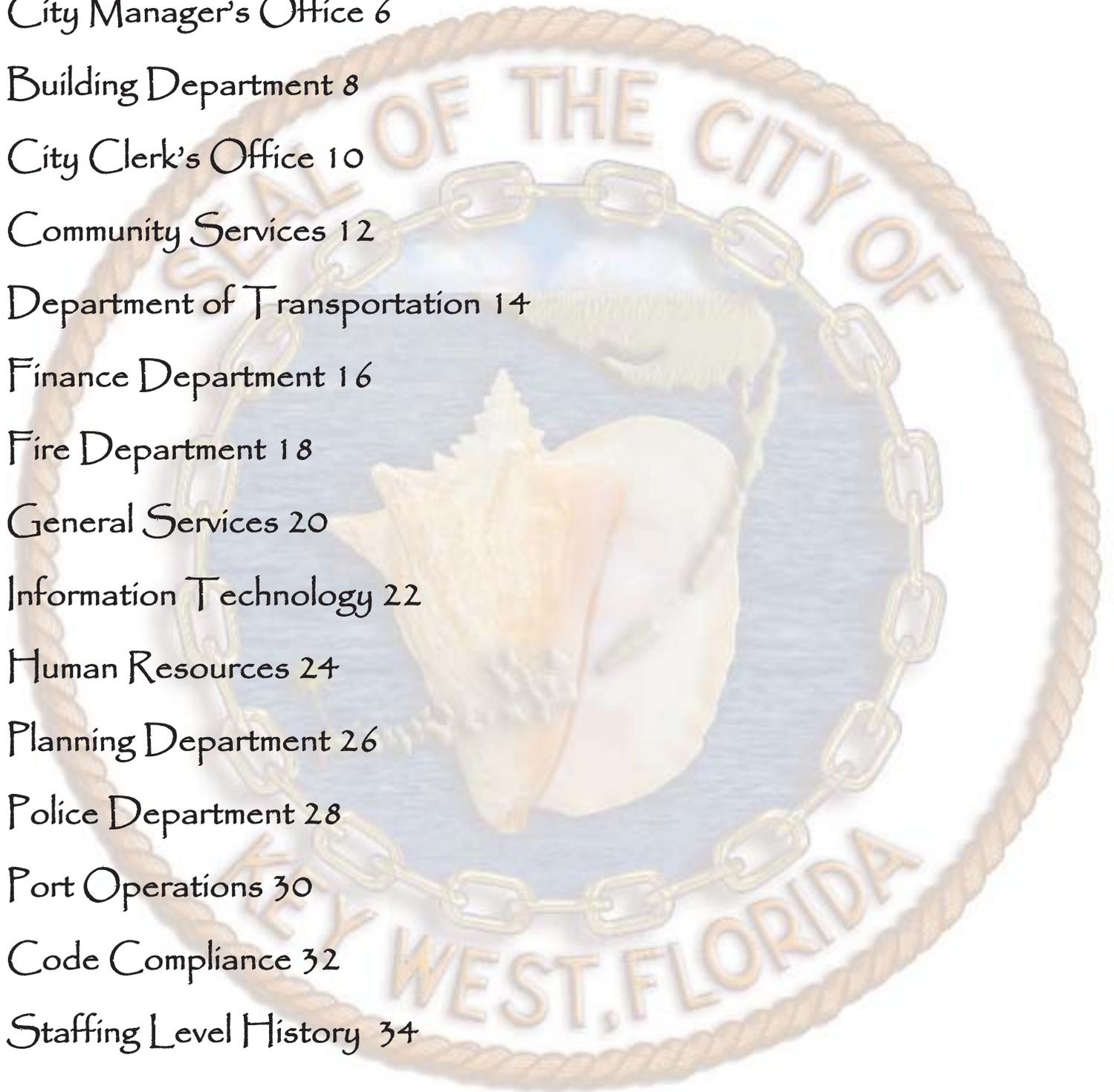
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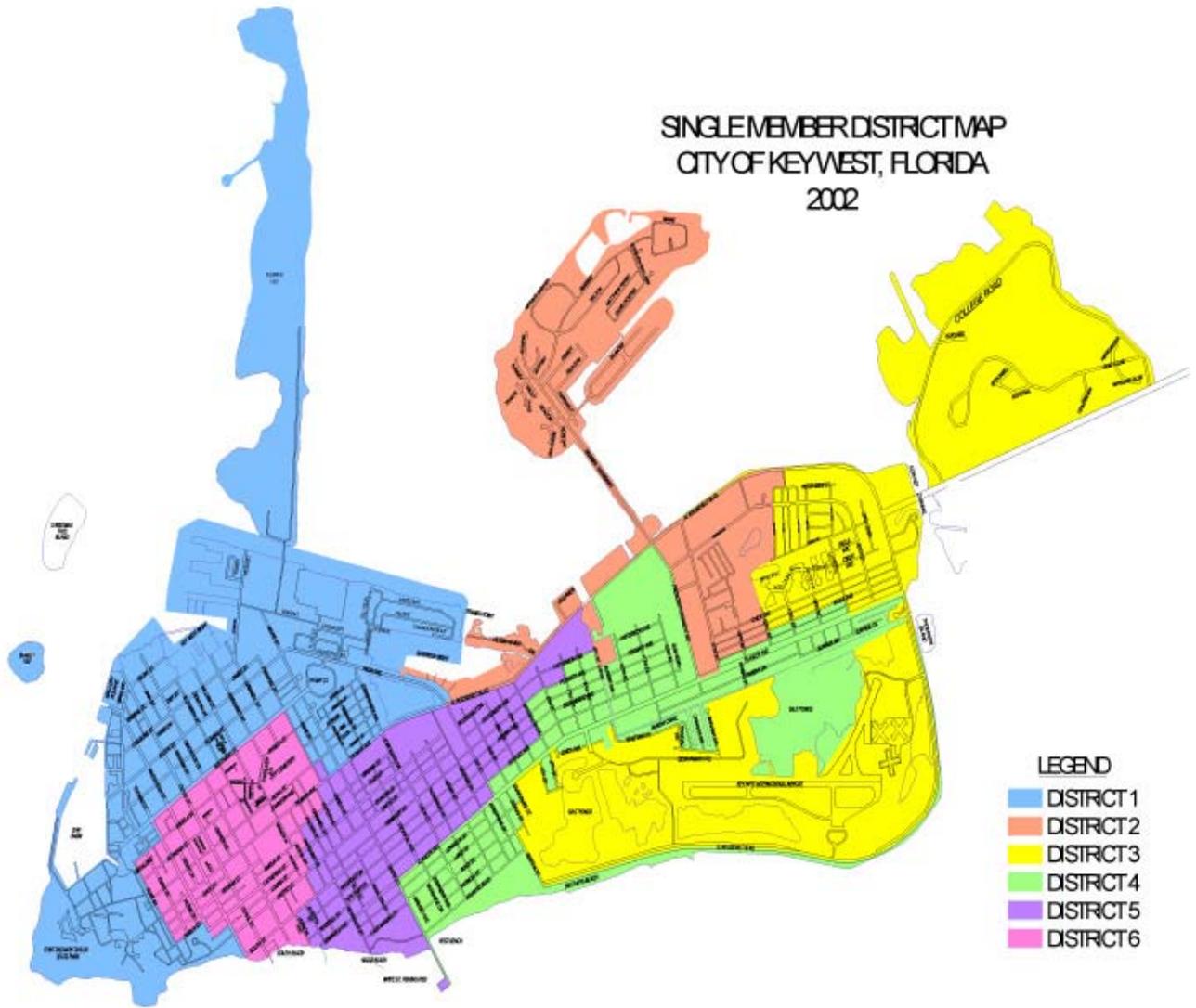
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SINGLE MEMBER DISTRICT MAP
CITY OF KEY WEST, FLORIDA
2002



Key West City Commission

Key West is divided into six voting districts, represented by six city commissioners who are up for election every four years. The 7th City Commission seat is occupied by the mayor, who is elected every two years. The six district commissioners are chosen by voters within their district. The mayor is elected by the citywide electorate.

Craig Cates, Mayor
ccates@keywestcity.com

District 1: Jimmy Weekley
jweekley@keywestcity.com

District 2: Mark Rossi
mrossi@keywestcity.com

District 3: Billy Wardlow
bwardlow@keywestcity.com

District 4: Barry Gibson
bgibson@keywestcity.com

District 5: Teri Johnston
johnston@keywestcity.com

District 6: Clayton Lopez
clopez@keywestcity.com

Boards, Commissions and Committees

To serve on a Board or Committee you may submit a resume along with a letter of interest to the Office of the City Clerk.

- City Commission 809-3844
- Historical Architectural Review Commission 809-3973
- Tree Commission 809-3768
- Art in Public Places Board 809-3844
- Bahama Village Redevelopment Advisory Committee 809-3836
- Civil Service Board 809-3772
- Climate Action Plan 809-3965
- Community Housing Committee 809-3831
- Community Traffic Safety Team 809-3855
- Contractors Examining Board 809-3951
- Development Review Committee 809-3728
- Keep Key West Clean and Green Committee 809-3962
- Key West Bight Management District Board 809-3791
- Key West Duval Street Committee 809-3844
- Monroe County Local Hazard Mitigation Strategy Plan Working Group 809-3965
- Planning Board 809-3728
- Sustainability Advisory Board 809-3962
- Truman Waterfront Advisory Board 809-3791



Seated: Teri Johnston, Craig Cates, Clayton Lopez
Standing: Jimmy Weekley, Mark Rossi, Barry Gibson, Billy Wardlow

City Manager



525 Angela Street
(305) 809-3881

Jim Scholl, Director

Welcome!

I am proud to present the City of Key West's Annual Report for 2009. It's been a challenging year, but our hard-working, dedicated staff has accomplished some major goals in providing public service and safety for the residents and business owners of Key West.

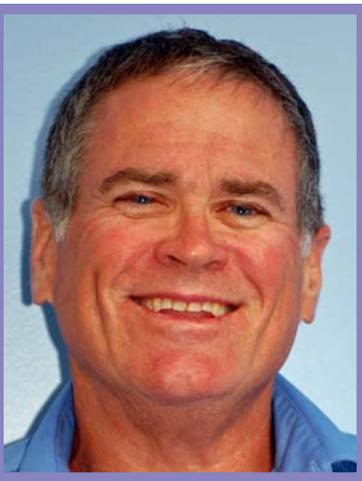
It seems that each year we are asked to do more with less, and again we have been able to do just that while keeping in mind the best service possible to you, our community.

This year's report is a great example of doing more with less. This year we are presenting the first paperless Annual Report. Not only are we able to realize substantial savings, but a fully electronic Annual Report is environmentally sound. And reducing the City's carbon footprint is one of our long-term goals. It makes sense for the community and for our future.

Environmental responsibility has also been reflected this year in our effort to improve the City's recycle rate. And while we're scrutinizing everything we do as a government entity, we are partnering with the community to encourage homeowners and businesses to incorporate recycling into everything they do.

The report offers a great snapshot look at the successes of the past year and the challenges ahead.

A handwritten signature in black ink that reads "J. K. Scholl". The signature is written in a cursive, slightly slanted style.



David Fernandez
Assistant City Manager



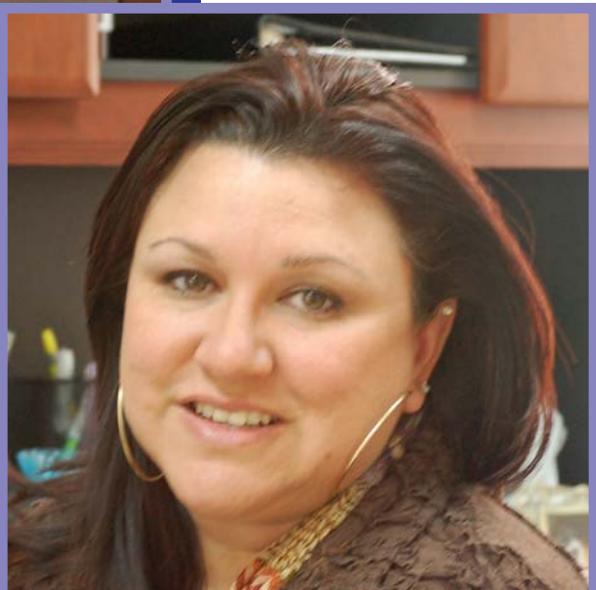
Shawn Smith
City Attorney



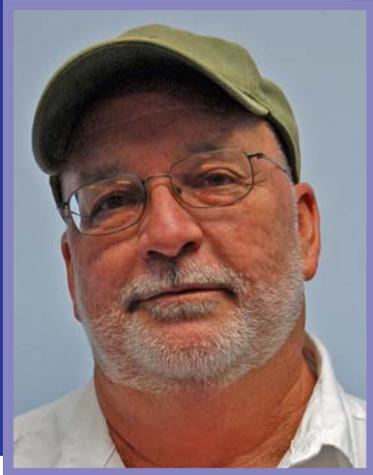
Mark Finigan
Assistant City Manager

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Portia Navarro (left), executive assistant to Assistant City Manager of Operations David Fernandez and Assistant City Manager of Administration Mark Finigan. Maria Ratcliff (center) executive administrator to City Manager Jim Scholl. Vivian Perez (right), serves as assistant to the mayor and City Commission.



Building Department



604 Simonton Street
(305) 809-3956

John Woodson, Director

Building Department Mission

To serve the public by ensuring the safety contemplated by applicable building codes becomes an accomplished fact.

To accurately and courteously communicate the codes and regulations we depend on to preserve our business community through the issuance of business licenses and business permits.

Building Department Overview

- Our State Certified Building Inspectors are certified in a total of 4 disciplines: Building, Electric, Mechanical and Plumbing.
- 1 State Certified Building Code Administrator
- 1 Building Inspector is also a State Certified Code Enforcement Officer.
- 3 State Certified Business Tax Officials.
- 2 Full time Permit Technicians, 1 part time Permit Technician.

Building Department Goals

Short term:

- Improve ISO rating from 4 to 3 (or better).
- Complete internet access to application files
- Improve public awareness to the changes of the Florida Building Code by conducting public workshops and better use of public forums to educate the public for the need of permitting.

Long term

- Obtain CRS (Community Rating System) certification in order to lower flood insurance premiums for the citizens.
- Complete cross-training of inspectors.

Building Department Special Challenges

- Providing a more coordinated effort with Code Compliance to eliminate unlicensed contractors.
- Making the researching of old permit information more user friendly to the public.
- Implementation of scanning plans for better record keeping.

Major Accomplishments

- All inspectors have obtained advanced NIMS training
- Continued elimination of unsafe structures
- Cross-training of inspectors to allow elimination of private provider inspection services



Diana Nichlaus, Terry Richardson, John Cruz, David Ray



In the Department of Transportation, local drivers were named among the safest in the state for the second consecutive year.

Dennis Boyd, transit operations coordinator; Manager Myra Wittenberg; driver Julian Butler, Assistant Supervisor Rogelio Hernandez; Superintendent Ben Gibson; and driver Robert Frost.

City Clerk



525 Angela Street
(305) 809-3831

Cheri Smith, City Clerk

Overview

The City Clerk is the official records keeper of the City and custodian of the City Seal. The City Clerk is appointed by and reports to the City Commission. Responsibilities of the City Clerk include:

- Recording the minutes and all official actions of the City Commission
- Prepare all City Commission meeting agendas
- Attesting to and maintaining custody of all records of the City Of Key West
- Administering the publication and supplementation of the City Code Book
- Process, record, file and advertise ordinances, resolutions and notices
- Establishing and coordinating the City's records management program in compliance with state law
- Respond to public records requests
- Administer oaths of office
- Maintain official City zoning map
- Provide Notary Services

The City Clerk is also the chief elections administrator for municipal elections and special elections in Key West. The Clerk also serves as a member of the Elections Canvassing Board. As elections administrator the Clerk's Office is responsible for:

- Qualifying candidates for Mayor, City Commission and Utility Board

- Receiving qualification papers and campaign treasurers' reports
- Handling initiative and referendum petitions and charter amendments.
- Administering Oath of Office to all elected officials
- Conduct elections for two members to the Retirement Committee-Board of Trustees of the Municipal Firefighters' and Police Officers' Retirement Trust Fund and three members to the General Employees Pension

Other responsibilities:

- Prepares budget for City Clerk's Office and City elections
- Receives and open bids
- Administers filing of Domestic Partnerships

Accomplishments for 2009:

- Prepared 490 City Commission meeting packets for distribution for 38 Commission meetings and workshops
- Attended 103 hours of Commission meetings
- Attended and participated in 26 hours of the City Manager's Staff Meetings
- Attended and participated in 40 hours of the City Manager's agenda setting
- Administered 38 City Commission packets to be placed on the City's web site for citizen perusal
- Administered 28 new ordinances passed by City

Commission to be placed on City's web site for citizen perusal

- Administered and attested to 329 Resolutions and 28 ordinances
- Administered 41 calls for bids
- Administered 9 filing of Domestic Partnerships
- Administered 1100 hours of research for requests for documents
- Administered 160 hours preparing minutes for the Commission
- Administered 24 hours for the publication of 5 supplements to the City's Code Book



Among the duties of the City Clerk: swearing in the new mayor. In this case, Mayor Craig Cates is joined by his wife Cheryl.

City Clerk Office Staff:

- Sue Harrison, Senior Deputy City Clerk
- Angela Budde, Deputy City Clerk



Sue Harrison, Angela Budde and City Clerk Cheri Smith oversee all aspects of the City's records.

Community Services



625 Palm Avenue
(305) 809-3767

Greg Veliz, Director

Community Services Mission

The Community Services Department provides the citizens and visitors of Key West a safe and enjoyable place to live and play. Through the efforts of a combined workforce, the department maintains safe streets and sidewalks, top-notch recreational facilities, well maintained municipal buildings, fleet vehicles, a historic cemetery, and lush tropical foliage. All of this is accomplished while protecting and overcoming the obstacles that are inherent in a historical city.

Community Services Overview

The department as a whole interacts with the public on many different levels. Public Works, Recreation and Cemetery engage in direct customer service. Facilities Maintenance and Fleet Services maintain public facilities and equipment.

Community Services Goals

Short term:

- Complete scheduled capital projects on time and within budget.
- Continue to explore cost cutting measures including reductions in overtime.
- Maximize efficiency by targeting skill sets to specific tasks.

Long term:

- Planning and design of a combined Community Services facility.
- Increase equipment inventory to facilitate the departments needs.
- Adherence to the 5 year capital plan.
- Continue to add and upgrade city owned facilities.

Community Services Department Special Challenges

- o Reduction of personnel
- o Continued budgetary constraints
- o Maintaining aging facilities and assets

Major Accomplishments

- Completion of the Clayton Sterling Baseball Complex renovation
- Completion of improvements to gazebo at Bayview Park
- Projected completion of Rosa Hernandez Softball Field renovations (completion expected Jan. 1, 2010)
- Renovation of Southernmost Point
- Rehab Bahama Village Arch and Entryway (completed with assistance from KWHS art class)
- Completed re-planting and installation of Flexi-Pave on Duval St. (Beginning Phase of Flexi-Pave Project)
- Re-painting of traffic lines and curbs on Duval St. and the Truman/Eaton; Simonton/White St. quadrant
- Rehab and addition to Tennis Pro Shop at Bayview Park
- Rehab Aids Memorial at White St. Pier



City crews were on hand this past summer and fall to install a new, safe material called Flexipave that is environmentally friendly and cost efficient for taxpayers.

Cleanup after Fantasy Fest and New Year's Eve is always a challenge, but each year Public Works crews break a new record, clearing away the mess in mere hours.



Department of Transportation



625 Palm Avenue
(305) 809-3918

Myra Wittenberg, Director

Mission

To provide safe, dependable and environmentally sensitive public transportation service for residents and visitors of the City of Key West and the lower Florida Keys.

Department of Transportation Overview

- Interactions with public: Public transportation interacts with the public daily by assisting with trip planning, bus schedule information, education via ongoing public outreach and public participation programs which include but are not limited to coordination of emergency management support, special events and other community based support services.

- Responsibilities: Safety, compliance, budgeting, grants funding, grants management, operations, administration and maintenance of all aspects of the public transportation department. This includes adherence to all State, Federal and local regulations that apply to public transit services. To assure we provide the best service possible to the communities we serve.

Department of Transportation Goals

Short term:

- Improved customer amenities (shelters, benches, solar lights and digital display boards)
- Educate the community that public transportation is not a profitable enterprise - but it is a very necessary service to the public.

Long term:

- Construction of a New Transportation Facility
- Secure Grant Funding - Lower Keys
- Dedicated Funding for Transit

Department of Transportation Special Challenges

- New Transit Facility
- Grant Funding - Operations
- Renewal of the Interlocal Agreement with Monroe County - City of Marathon
- Dedicated Funding
- Budget, Budget, Budget

Major Accomplishments

- We successfully revised city bus services by reducing six routes to four routes effective 10/5/09 - for the FY 2010 period. This revision reduces operating expenses in the transit budget by \$600,000.00. The planning and development of the new bus route network began and was completed in the FY 2009 cycle, however, actual budget dollars to be realized as reduced expenses of operation of public transit will be completely achieved by the year end of FY 2010 period.

- We promoted customer use of the RTPIS (voice, text and mapping options real time information system) to the public resulting in the number of "hits" to that system increasing from October 2008 at a mere 48 to an overwhelming number of visits in September 2009 of a total of 6,596. Wow, that breaks down to some 4,067 (mapping and mobile phone access) and an additional 2,529 IVR (integrated voice response / phone) visits to the site.

- KWDoT bus drivers were once again presented with award of a plaque from the Florida Public Transit Association (FPTA) as the "WINNER" in the CLASS III Safety Award category, which is a State-wide competition of public transit providers with award based on miles of

travel, number of customer incidents, complaints, accidents, etc. With this award, Key West Transit has earned the honor of being the safest public transit provider in the State of Florida operating less than 20 buses per day in peak service.

- KWDoT performed all required services to the public in FY 2009 period utilizing an average of 78% of the total budgets allocated in five (5) major areas which include Administration, City Operations, Building Maintenances, Lower Keys Operations and the Park N Ride Parking Lot. We monitored and managed our budgets very well this year.



Rogelio Hernandez Ben Gibson, Carolyn Haia, Dennis Boyd, Regina Lawrence, Myra Wittenberg

Finance Department



525 Angela Street
(305) 809-3822

Roger Wittenberg, Director

Finance Department Mission

The Finance Staff is Dedicated to Protecting the Financial Assets of the City by:

- Properly Accounting for and Safeguarding the receipt of funds
- Controlling the Disbursement of Funds in Accordance with City Procurement Ordinances and disbursement policies and procedure of the finance department

Finance Department Overview

- Number of employee - 14.28
- Interactions with public - Constant in Revenue, Customer Service & Parking. Accounts Payable & Purchasing consistent. Other areas sporadic.
- Responsibilities - General Ledger accounting, Payroll, Accounts Payable, Budget, Purchasing, Annual Audit , CAFR

Finance Department Goals

Short term

- Completion of the financial audit on a timely basis
- Completion of the audit with minimal Management Comments
- Successful placement and savings of KWB refinancing.

Long term

- FKAA conversion/ mismatched meters
- Remarketing of Banking and Investment contracts

Finance Department Special Challenges

- o Employee retention
- o Employee pay
- o Qualified employees
- o Changes in Governmental Accounting

Major Accomplishments

- Received for the 24th straight year the Government Finance Officers Association Award for Excellence in Financial Reporting
- Significantly reduced prior year audit comments from 23 to five.



The friendly faces that greet the public in the Revenue Department located in City Hall: Michael Koppel, Frenza Shine, Grace Pita, Shirley Seatey, Valerie Barrera

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The Police Athletic League sponsors a summer camp for Key West kids. This group of kids, during the summer 2009 session, visited the Key West Police Department Mounted Unit facility.

Fire Department



1600 No. Roosevelt Blvd.
(305) 809-3933

David Fraga, Fire Chief

Fire Department Mission

The Key West Fire Department is committed to protecting the people, property and environment within our community.

We will be responsive to the needs of our citizens by providing rapid, professional, humanitarian services essential to the health, safety, and well being of the community.

We will accomplish our mission through prevention, education, fire suppression, hazard mitigation and other related emergency and non-emergency activities.

We will actively participate in our community, serve as role models, and strive to effectively and efficiently utilize all the necessary resources at our command to provide a product deemed excellent by our citizens.

Fire Department Overview

- Our department is comprised of 3 fire stations with 72 members divided into 3 Divisions: Suppression, Prevention, and Training & Emergency Management.
- We have 1 non-manned fire station on Sunset Key.
- We have 55 Emergency Medical Technicians, 10 of which are Paramedics.

- In addition to our daily fire suppression and rescue services, we can also respond with our specialized teams that include Hazardous Materials, Dive Rescue, Urban Search & Rescue and Technical Rescue.

- Our department has a fully staffed fire prevention bureau that is responsible for fire inspections, fire investigations, fire code complaints, plans review and public education.

- Although Key West is a relatively small island, our fire department stays very busy. Last year we answered over 2400 calls for service with an average response time of just less than 3 minutes.

Fire Department Goals

Short Term

- Finalize Acquisition of New Pumper
- Citywide NIMS Compliance
- Increase Number of Certified Fire Inspectors

Long Term

- Maintain or Improve Current ISO Rating of 2
- Expand & Enhance Department Training & Education
- Continue with Fire Safety Awareness & Public Education Presentations in Our Community

Key West Fire Department Special Challenges

- Recruitment & Retention in Today's Economy
- Maintaining Expected Level of Service in Today's Economy
- Keeping up with the Ever Changing Role of The Fire Service in Today's World

Major Accomplishments

- Implementation of inspection fees for annual

and construction life safety inspections. This was done to defray the cost to the tax payer for that service. A portion of those fees collected will go directly to the training of the Key West Fire Department personnel.

- Reduced overtime costs by \$122,872.00 from the budgeted available overtime funds.
- Completed the update and revisions to the Key West Comprehensive Emergency Management Plan (CEMP).
- Completed citywide National Incident Management System (NIMS) compliance

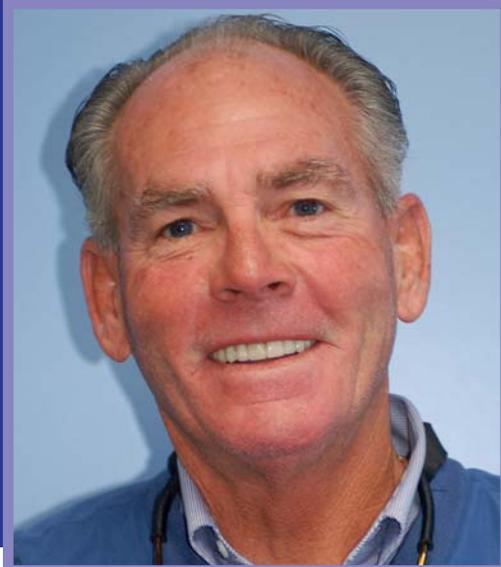


Marcus delValle, Division Chief/Fire Marshal; David Fraga, Chief; Molly Sawyer, administrative Specialist; Michael Davila, Division Chief of Operations; Craig Marston, Division Chief of Training and Emergency Management



Marcus delValle, Division Chief/Fire Marshal; Edward Sanchez, Fire Inspector; Mary Anderson, Administrative Assistant; Alan Averette, Fire Inspector; Danny Blanco, Fire Inspector; Peter Malott, Fire Inspector

General Services



604 Simonton Street
(305) 809-3714

Gary Bowman, Director

General Services Overview

General Services consists of five different divisions:

- o Engineering
- o Sewer
- o Solid Waste/Recycling
- o Stormwater
- o Environmental Programs

Engineering Goals

Short term

- Completion of Flagler Ave. Project
- Completion of ADA/sidewalks improvement project funded through federal stimulus
- Completion of United St. Mill & pave project

Long term

- Improve our City's ADA accessibility
- Improve quality and quantity of sidewalks
- Construction of new City Hall

Engineering Special Challenges

- Improving ADA compliance in the City, particularly in areas with older infrastructure.
- Keeping a constant awareness of potential safety hazards
- Coordination with other utilities to minimize

construction impacts to residents and businesses

Sewer Goals

Short term

- Installation of new Diffused Aeration System at WWTP
- North Roosevelt force main replacement

Long term

- Creation of wastewater reuse program in partnership with FKA
- Continued improvement in nearshore water quality
- Continued proactive maintenance of system

Sewer Special Challenges

- Continued improvements to wastewater collections system to increase capacity
- Decrease energy costs at wastewater treatment plant
- Maintain hurricane preparedness of wastewater system.

Solid Waste/Recycling Goals

Short term

- New recycle containers on streets and in parks
- Renew contract with Waste Management
- Improved recycling data

Long term

- New recycling ordinance/improve recycle rates to 30% cleaner city
- Negotiate with Waste Management to improve recycling incentives in contract revision
- Solid waste/recycling goals

Solid Waste Special Challenges

- Increase business recycling in areas where there is little room to do so.
- Encourage our visitors from all over the world to participate in recycling
- Create consistent recycling theme so containers will be easily identifiable as such.
- Trying to introduce a successful composting program

Stormwater Goals

Short term

- Completion of 30+ gravity wells, pollution control devices, and other projects funded through federal stimulus funds
- Completion of White St. pump station

Long term

- Improved ability to mitigate flood impacts
- Continued improvement in nearshore water quality

Stormwater Special Challenges

- Completion of a large number of stormwater capital projects with tight grant deadlines
- Maintain capital improvement plan while stormwater revenues are decreasing
- Continued stormwater education for residents

- Global warming/sea rise

Environmental Programs Goals

Short term

- Create an implementation plan for the Climate Action Plan using goals and performance measures for each department
- Create an Adaptation Action Team and Adaptation Plan
- Ensure the City is considered in state and federal funding priorities

Long term

- Implement the 2009 Climate Action Plan
- Ensure the City's programs are in the Regional Climate Action Plan and ranked high for funding.

Environmental Programs Special Challenges

- Lack of a dedicated funding source
- Enormous social change that is required for success
- Additional cost per KWH for alternative energy sources

Major Accomplishments

- Solid Waste: Opened new Transfer Station
- Stormwater: Completion of Mitigation/Flow Improvement project
- Sewers: Completion of Lift Station Generator project



William Funnye, Jean Charles, Red Ball, Jay Gewin,
John Newcomer, Raider Ortiz, Bolivar Iguas

Information Technology



525 Angela Street
(305) 809-3944

Patti McLaughlin, Director

Information Technology Mission

Manage and support the City's infrastructure to include telecommunications, network, computer systems, websites and broadcasting meetings.

Information Technology Overview

- o Website
- o Channel 77

Responsibilities:

- o Maintains computer equipment citywide
- o Maintains Channel 77
- o Maintains 2 phone systems
- o Supports Police & Fire 24/7
- o Maintains city website
- o Maintains city wide network

Information Technology Department Goals

Short term

- Implement Traffic Citation Project
- Pay online parking tickets-utility bills
- Purchase and implement agenda software
- Transition network infrastructure to Key West Police Department facility

Long term

- Fiber backbone for city facilities - Increased bandwidth
- Transition network infrastructure to new facility
- Implement Phase 3 Police grant
- On Demand streaming for City meetings
- Imaging documents citywide

Special Challenges

- Budget considerations
- Connectivity for 29 locations
- Dramatic growth of voice, data devices outside the office and after working hours
- Support a growing number of customized mobility solutions citywide. Building-Code-Police-Fire
- Determining technology needs vs. wants
- Data retention costs
- In-house vs. outsourcing
- Security - internet access

Major Accomplishments

- Reduced special circuit costs by \$28,500.00
- Reduced server costs by \$15,000.00
- Purchased Wyse terminals thus a costs saving of computers of \$30,000.00
- Completed TASERCAM software installation rollout for KYPD
- Completed cabling install at Rockland Key transfer station

- Created new Community Services website and restructure related departments, sections and documents
- Migrated Revenue Department to WYSE thin client for virtual machine access
- Completed Blade center setup at KWPD.
- Moved Licensing printer to new .NET DMS printing

Ryan Salizar is part of a 7 person team that handles everything from Channel 77 programming to making sure that the police get all emergency calls.



What's on channel 77?

We broadcast City Commission, Planning Board, Code Compliance, H.A.R.C. and other special meetings which are held in the commission chambers at Old City Hall, 510 Greene Street. In addition to meetings, we broadcast informational and educational programs. These shows can be seen during the City News program at Noon and 6 PM daily. Other informational and educational content can be seen at 2 PM Saturday to Wednesday and 7 AM Thursday. See the Replay Schedule and Program Guide for details.

What's on when there's no meeting playing?

The city maintains an Information Channel which broadcasts continuously between meetings and events. Descriptions of city services, office hours, phone numbers, job postings, and public events are some of the items you will see on the information channel.

Can I watch a meeting I missed?

Meetings will replay according to the Replay Schedule until it is replaced by the next meeting in the group or another special event to be aired.

Can I get a copy of a meeting?

Beginning in June 2006, City Commission meetings have been recorded to DVD and stored in the City Clerk's office. Copies of archived DVD's are available for a fee.

Human Resources



525 Angela Street
(305) 809-3714

Sandy Gilbert, Director

Mission Statement

To support all city departments in obtaining and retaining the most qualified workforce in a customer service focused environment; to provide effective management of all human resource programs.

Human Resources & Risk Management Overview

Interactions with public:

- o Daily interaction with job applicants, medical and service providers, public records requests, City Hall visitors, employees and their dependents, answering switchboard

Human Resources Responsibilities

- o Recruitment & Employment
- o Benefits
- o Compensation
- o Employee & Labor Relations
- o Collective Bargaining
- o Employment Law
- o Employee Development

- o Administration & Recordkeeping
- o Drug Free Workplace
- o Legal Compliance

Risk Management Responsibilities

- o Workers Compensation
- o Safety
- o Property / Liability Insurance

Department Goals

Short term

- Ensure compliance with applicable labor and benefit laws and regulations and workplace safety policies & regulations.

- Work with department management to ensure workplace equity.

- Promote employee safety by reducing workers compensation incident rate.

- Coordinate supervisory training & employee development programs.

- Implement employee evaluation program.

- Successfully negotiate collective bargaining agreements with unions.

Long term

- Provide resources and services to support City departments in the recruitment, management and retention of a diverse, qualified, productive workforce.

- Provide upward mobility & career opportunities based on merit and job performance.

- Provide compensation program that better links employee performance, skills and competencies necessary for job success.

- Work with bargaining units to redefine current pension program.

HR Department Special Challenges

- o Sustaining and maintaining a motivated, productive workforce during tough economic times.
- o Budget constraints.
- o Cost of providing long term benefits.

Major Accomplishments

- Implemented new online benefits enrollment system

- Successfully managed reduction in force; internally placed 13 affected employees in vacant positions

- Negotiated collective bargaining agreement with Teamsters

- Negotiated renewal of health insurance contract below trend

- Significantly reduced workers comp/property liability premium costs

- Instituted various programs to reduce paper use including paperless processing of applications for departments



Schavawn Yarber, Stephanie Johnson, Alice Parker, Sandy Gilbert, Pyllis Reynolds, Sandra Barroso, Pearlina Lewis

Planning Department



604 Simonton Street
(305) 809-3720

Amy Kimball-Murley,
Director

Mission

To provide the community with effective planning services for the improvement and preservation of Key West's unique built and natural environment

Planning Department Overview

- Average 160 -180 walk-ins or calls a month.
- Average 146 applications/requests monthly.

Responsibilities:

- Support: City Commission, Planning Board, Historic Architectural Review Commission, Development Review Committee, Bahama Village Redevelopment Advisory Board, Housing Committee, Truman Waterfront Committee
- Conduct public workshops and attend public meetings
- All public meetings and workshops for supported commissions, boards and committees
- Long and short range planning, historic preservation planning, and growth management.
- Maintaining an adopted Comprehensive Plan of the City in accordance with Florida Statutes.
- Refining the Land Development Regulations to implement the Comprehensive Plan and

respond to community needs.

- Maintaining an accounting system of the building permits issued pursuant to the Building Permit Allocation System, also known as the "Rate of Growth Ordinance" or ROGO.
- Staff the City of Key West Planning Board.
- Providing planning and historic preservation planning services to the community.
- Maintaining a courteous professional planning and development review process available to the public.
- Staff the City of Key West Historic Architectural Review Commission.
- Maintaining the Florida Master Site Files and updating the Historic Architectural Resources Inventory.
- Maintaining a competent, qualified professional staff through a program of continuous training.

Planning Department Goals

Short term

- Continue providing an open, transparent and welcoming environment for the public and applicants within the planning process.
- Improve all approval processes through procedural and regulatory changes.
- Continue interdepartmental coordination.

Long term

- Update the Comprehensive Plan
- Modernize land development regulations
- Update the Historic Architectural Resources Survey
- Update the Historic Architectural Guidelines
- Update the National Register of Historic Places Historic District nomination to recognize cultural diversity and architectural periods

Planning Department Special Challenges

- Overcome long standing deficit of short and long range planning.
- Address inequities in the process and regulations.
- Revitalize plans to reflect community vision.
- Update Comprehensive Plan and associated growth management regulations.

Planning Department 2009 Accomplishments

- Incorporation of the Historic Preservation Division into the Planning Department.
- LDR Amendments:
 - ROGO/ BPAS Ordinance
 - Single Family (SF) District height increase modification
- Clarification of the process for adopting revisions to HARC guidelines
- HARC guidelines amendments including definition of 2.5 stories.
 - 2.5 stories LDR Ordinance
 - New conditional uses in the Historic Public and Semipublic Services District-1 (HPS-1)
- Creation of historical marker definition and exception.
- Gradual resolution on phantom units issues.
- Performed an internal BPAS Audit.
- Updated the department web-

site page and all application's packets are available for public review.

- Revision of Planning Department applications and procedures.
- Initiate and update to the Water Supply Plan.
- Efforts to update the Capital Improvement Plan and Public Facilities elements for the Comprehensive Plan.
- Drafted a population analysis.
- Conducted a transient unit survey for hurricane evacuation model in compliance with the Comprehensive Plan.
- Performed an analysis and inventory of vacant lots suitable for residential development.
- Performed an analysis of affordable housing.
- Updated the Community Redevelopment Plan.
- Retained an expert on hurricane evacuation.
- The Planning Department generated \$107,505 in revenues from applications fees.



Brendon Cunningham, Carlene Cowart, Nicole Malo, Amy Kimbal-Murley, Enid Torregrosa, Ashley Monnier

Police Department



1604 No. Roosevelt Blvd.
(305) 809-1111

Donie Lee, Police Chief

Police Department Vision and Mission

CORE VALUES: Respect, Integrity, Fairness

VISION: The Key West Police Department envisions itself becoming the most effective, efficient Police Department in Florida in total partnership with our citizens and visitors.

MISSION: The mission of the Key West Police Department is to protect the lives and property of the citizens and visitors of this community, to preserve the peace, and to prevent crime and disorder while constantly guarding personal liberties.

Police Department Overview

- 89 Sworn Officers (Includes Marine Unit and TIF funded officers)
 - 38 Civilian Employees (includes parking enforcement)
- Calls for 2009: 108,221

Police Department Goals

Short term

- Actively recruit and process applicants to fill our vacant positions
- Increase community interaction and assis-

tance in crime prevention and neighborhood awareness

- Hire and Implement our Quality of Life Grant Officers

Long term

- Enhance the Public's ability to report and access crime data via the Internet
- Upgrade our communications system which has surpassed its end of life cycle
- Decrease the KWPD carbon footprint by Increasing green strategies
- Increase total number of sworn officers to adequately fulfill our mission

KWPD Special Challenges

- o Recruitment of Qualified LEO
- o Perception of Crime vs. Reality
- o Quality of Life Issues

Major Accomplishments

- o Reduction in major crimes
- o Acquired and implemented ICOP in-car audio/video
- o Acquired and implemented Tasers
- o \$1.3 million in grants for personnel and technology

2009 Criminal Investigations

Victim Contacts 893

Assigned Felony Cases 262

Total Investigative Hours 2,960

Successfully Cleared Cases 59.4%

Compared to National Average 33%

Some of the major cases resulting in arrest for 2009 included one murder, one home invasion, 11 robberies, 22 sexual batteries, 33 burglaries of structures and one bank robbery.

In 2009 the Special Operations Unit/ TIF Officers conducted 220 interviews resulting in 399 total arrests. Results included:

About 60 grams of crack cocaine seized

About 2 lbs of powder cocaine seized

Over \$52,000 seized

4 vehicles seized

14 trafficking level cocaine/pill cases

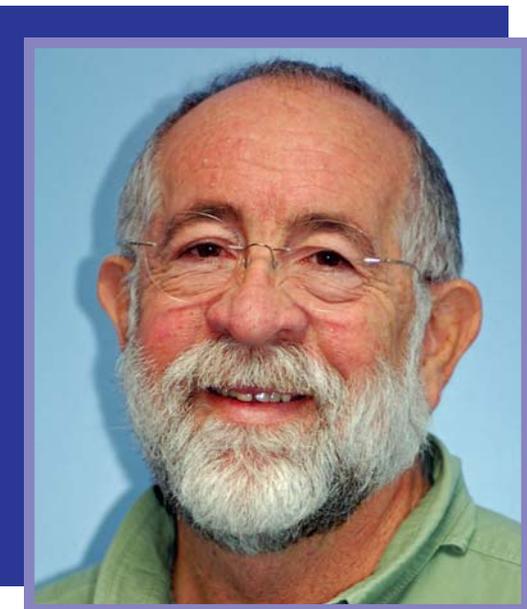
3 heroin sales cases

2 Firearm violations



Lt. David Smith, Sgt. Robert Currul, Officer Donnie Barrios and Det. Janeth Calvert, honoring the fallen at the 2009 memorial for the victims of the terrorist attack on Sept. 11th, 2001

Port Operations



201 William Street
(305) 809-3790

Raymond Archer, Director

Port Operations Mission

We will provide the coordination of all Port activities in an effort to promote a safe and efficient Port of Call. We will continuously plan for the future so that we may meet the needs of our port customers and insure a secure revenue source for the City while protecting our Citizen's quality of life and our fragile ecosystem.

Port Operations Overview

- Daily, employees interact with the public thru the marinas and upland properties, Cruise Ship passengers, and the sewer pump out boat.
- The Departments responsibilities include the management of the Key West Bight and upland properties, Key West Bight Ferry Terminal, City Marina at Garrison Bight, mooring field, the Truman Waterfront, and all Cruise Ship activities including Port Security

Port Operations Department Goals

Short term

- Repair/Replacement of Infrastructure
- Development of Advertising Strategy for Marinas
- Completion of exiting capital projects including Mallory Square Pier and Amberjack Pier

Long term

- Continue to create financial success while protecting historic integrity of waterfront
- Financially sound development of the Truman Waterfront in accordance with community vision
- Maintain a safe, efficient port which supports quality of life

Port Operations Special Challenges

- Supporting a diverse community using facilities
- Maintaining facilities on limited funds
- Operating a business (Key West Bight and City Marina) under a Government structure

Major Accomplishments

- Meeting with major cruise lines to keep Key West in their itinerary planning
- Designation of Key West Bight Marina and City Marina as State of Florida Clean Marina facilities
- Replacement of Mallory Square Pier
- Construction of new dock master office at Key West Bight
- Replacement of Amberjack Pier at City Marina
- Replacement of Marlin Pier at City Marina
- Construction of new retail shop at 201 William Street
- Replacement of D-Dock at Key West Bight
- Construction of new security fence for the Navy
- Installation of security buoys for Fleming Key for Navy
- Installation of CCTV systems for Key West Bight and City Marina
- Replacement/Upgrades to electrical for Lazy Way Shops
- Award of RFP for construction of Truman Waterfront Marina and Parks
- Replaced Tarpon Pier pedestals, boat ramp floating pier, 25 new mooring field assemblies
- Construction of mooring field bathhouse facility



Doug Bradshaw, port operations project manager; Martha Arencibia, executive assistant; Gary Hansen, internal auditor

Code Compliance



201 William Street
(305) 809-3790

Jim Young, Director

Code Compliance Mission

The City of Key West Code Compliance Department is committed to protecting the health, safety and welfare of our community. We continually strive to provide fair and equitable services to our citizens and visitors. We will exhibit professionalism through continued education and teamwork to accomplish our mission of compliance.

Code Compliance Overview

The Code Compliance Department interacts with the public on a wide range of issues. Each code officer is expected to maintain continuous monitoring of assigned cases. Voluntary compliance is the objective of all officers.

The Department has the responsibility of investigating complaints of potential violations of the City Code of Ordinances, building standards, zoning issues and licensing regulations.

Code Compliance Goals

Short term

- o Fill open position
- o License renewal process for street ven-

dors and artist

- o Preparing for tourist season and the increase of complaints regarding noise, transient rentals and street performers and vendors

Long term

- o Prioritizing type of complaints
- o Impending mandatory phase of the City Recycling Program
- o Working with the Licensing and Planning Departments on implementation and monitoring of the Conditional Use ordinance.

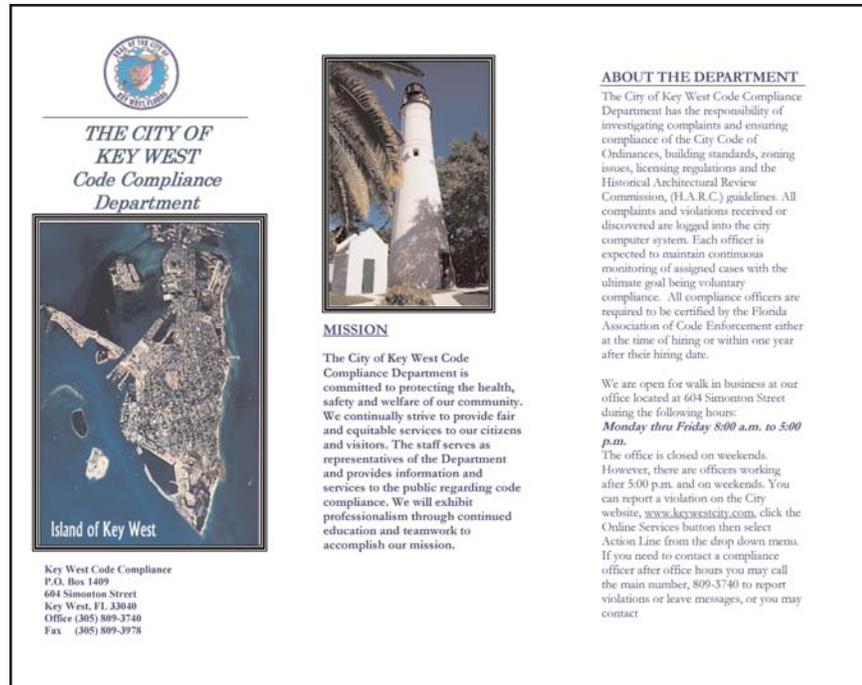
Code Compliance Special Challenges

- o Complaints regarding vacant foreclosed properties
- o Ensuring the quality of life for all citizens and visitors through education and voluntary compliance.

Major Accomplishments

- o Working with Commissioner Johnson on passage of the Code Fine Mitigation Ordinance.
- o Publishing a Code Compliance Brochure informing the public what Code does and giving the public an avenue to make comments suggestions or complaints
- o Recovery of outstanding fines and collection of outstanding liens. We just recovered a lien in the amount of \$42,000

This brochure -- one of the department's accomplishments in 2009 -- is an easy to understand guide for residents and business owners.



Scott Anderson, Barbara Meizis, Jim Young, Dottie Austin, Bonnita Myers

**CITY OF KEY WEST
FY 09/10 Budget Staffing Levels
with Ten Year History**

	Full Time Equivalents by Fiscal Year										Budget
	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
General Fund											
City Commission*	1.00	2.00	2.00	1.00	1.00	1.00	1.00	2.00	2.00	1.00	1.00
City Manager	4.00	4.00	4.00	6.00	4.00	5.00	4.00	3.00	3.00	5.20	4.60
City Clerk	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	3.00	3.00
Citizens Review Board					1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst. City Manager	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00
Finance	16.00	15.00	15.20	16.45	17.45	17.45	16.45	16.20	16.20	15.68	14.28
Human Resources	7.00	6.00	6.00	6.00	6.00	5.50	4.50	4.50	4.50	4.50	4.50
Information Technology	5.00	5.00	5.00	4.50	4.50	6.50	7.00	7.00	7.50	7.00	8.00
Training	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.50	0.00	0.00	0.00
City Attorney	4.50	4.50	4.50	5.13	4.50	4.50	4.50	4.50	4.25	4.25	4.25
City Planner	6.00	6.00	6.00	6.00	6.00	7.00	7.00	7.00	7.00	7.50	9.00
Fleet Maintenance	5.75	6.75	6.75	6.75	6.00	7.00	7.00	7.00	6.55	4.55	4.75
Public Works	42.00	42.00	41.00	32.25	33.50	36.00	34.00	36.00	30.15	29.15	28.80
Engineering	5.10	5.10	4.10	3.10	3.10	3.10	3.50	4.25	6.75	3.25	4.20
Facilities Maintenance										8.00	8.00
Hurricane Expenses											0.63
Police and Marine	110.33	113.00	123.00	133.00	133.00	137.00	137.00	137.00	133.00	122.00	121.20
Fire Department	73.00	73.00	73.00	73.00	73.00	73.00	73.00	73.00	73.50	71.50	71.50
Building Services	20.00	20.00	21.00	22.00	22.63	22.63	23.00	25.75	18.50	14.75	9.75
Code Compliance									9.00	6.00	7.00
LRA	3.00	3.00	2.00	6.00	6.00						
EOC								1.00	0.50	0.50	0.50
Cemetery				3.50	2.25	3.00	3.00	3.00	4.00	4.00	4.98
Mallory Square	10.90	9.90	8.80	8.30	7.18	7.34	7.08	6.34	6.98	8.18	0.00
Port Operations	2.00	2.00	1.47	2.47	2.47	2.47	1.97	1.82	1.82	1.62	1.57
Parks & Recreation	32.00	32.00	32.50	34.75	34.75	34.75	36.25	37.75	39.25	33.25	31.32
Bicycle Education	1.50	1.50	1.50	2.50	2.50	2.50	1.50	1.50			
Parking											12.00
Total General Fund	356.08	357.75	364.82	379.20	377.33	383.24	379.25	386.11	381.45	355.88	355.82
Other Funds											
Infrastructure	10.90	10.90	10.90	10.90	10.90	13.90	16.50	13.75	5.00	1.80	0.50
Gas Tax	4.00	4.00							3.00	4.00	4.00
Truman Property						6.00	5.00	4.50	5.50	2.25	2.25
Sewer	14.00	22.00	17.75	17.83	9.83	9.06	9.06	9.06	9.10	6.73	4.15
Stormwater			14.00	0.33	0.33	1.78	2.78	2.78	2.80	2.00	1.60
Solid Waste	34.00	35.00	34.00	33.66	33.66	11.03	12.03	12.03	11.90	11.19	10.15
Key West Bight	10.30	15.10	14.46	14.46	14.34	16.26	17.26	26.36	30.59	28.79	25.58
Transit	25.64	32.59	28.59	29.09	30.85	31.51	39.51	40.51	43.89	43.74	30.85
Garrison Bight	8.00	8.00	7.97	7.97	9.30	9.30	9.30	13.10	14.35	13.60	14.15
Insurance	1.50	1.50	1.50	1.50	2.50	3.00	3.00	3.00	3.25	3.25	3.25
Bahama/Caroline TIF									4.00	4.00	4.00
Total Other Funds	108.34	129.09	129.17	115.74	111.71	101.84	114.44	125.09	133.38	121.35	100.48
Total All Funds	464.42	486.84	493.99	494.94	489.04	485.08	493.69	511.20	514.83	477.23	456.30

*Excludes elected officials

Staffing levels for FY 2009/2010 are at a 10-year low, falling 2% below total staffing in FY 1999/2000.

