



June/July 2008

New policies commit city to going green

Further showing its commitment to environmental accountability, the City of Key West recently adopted official Energy, Recycling and Green Purchasing policies to be followed by every employee within city government.

The various policies are tailored to each department depending on their needs, and requires such no-brainers as purchasing recycled paper and only allowing the use of non-toxic cleaning products.

And now throughout the city, the purchase of Styrofoam products is not allowed. Nor is idling a vehicle when it is unoccupied.

“In an effort to reduce the effect of global warming, the City Commission issued a policy to do our part in reducing carbon emissions,” explained City Manager Jim Scholl in the cover letter of the policy. “The following policies will help city associates [do just that].”

The three-part plan first directs staff to try to reduce energy consumption as much as is reasonably possible.

“The goal of the program is to change behaviors and conditions that will cause a reduction in energy use in city gov-

ernment,” it states. “This is a long-term, continuous program, not a short-lived measure.

To sustain success we all must sustain effort and have a pro-active approach to energy management with regular reviews and ongoing training on standard operating procedures and equipment operations.”

To reduce energy consumption, the



policy mandates that:

- Daytime office and facility thermostats be set between 74 and 78 degrees Fahrenheit, and nighttime temperatures be set at 80 degrees.
- Lights be turned off at night
- Computers and printers be turned off at night, as approved by the Information Technology staff
- Energy efficient bulbs be used when changing worn out incandescent bulbs
- Associates carpool to meetings and work sites when possible.

The green purchasing part of the program not only ensures that departments purchase recycled products with the maximum amount of recycled material practicable, it also stipulates that employees should:

- Ensure that contracts issued by the city require recycled and environmentally prefer-

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VIEW FROM THE TOP

The process of preparing next fiscal year’s budget for the city is nearing completion.

The city is required to have a completed and approved budget to begin our new operating year on the 1st of October. This budget includes General Funds, Capital Projects Funds and Enterprise Funds.

All combined they make up the city’s projected revenues and expenses for an operating year. The goal, a balanced budget that provides the city with levels of service that support our community.

The city has by resolution adopted a Code of Ethics. The code “is a guide for personal behavior for all who live, work, or visit here.” It is important for all city employees to know the code and incorporate the guidelines into the daily actions of government.

Fundamental tenants of the code are the core values of Safety, Integrity, Respect, Accountability and Teamwork. These core values need to be a part of everything we do. So much so that they become visible habits since it is true that actions speak louder than words.

As we adopt the code, we will update our policies and procedures to make sure we fully incorporate the code guidelines. I ask that all employees read the city code and to hold ourselves accountable to the code.

Remember, it is hurricane season. Be Prepared!



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Jim Scholl

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Questions? Comments?

If you have information for the next City Newsletter or would like to see something added to the publication, please contact Communications Manager Christie Phillips at cphillip@keywestcity.com. This newsletter is a publication of the City of Key West.

able products whenever practicable

■ Use both sides of paper sheets whenever practicable in printing and copying.

The third component of the program, the recycling policy, simply states that all employees shall recycle all recyclable paper, cardboard, glass bottles and jars, aluminum and steel cans and plastic bottles and tubs. All city office buildings, recreation sites and ports must have recycling containers, and all special events from now on will have

recycling, reduce and/or reuse components in their contracts with the city.

For more information about the new Green Key West policies, city associates can visit the city's Intranet and click on "Announcements" then on "Key West Clean and Green Program." Those outside of city government can call Environmental Programs Manager Annalise Mannix at 305-809-3747. □

Two staffers win incentive awards, make city safer

Congratulations go out to the Parks & Recreation Department's Rigoberto Diaz and Assistant City Clerk Sue Harrison, who were named the city's Safety Incentive Award winners for May and June, respectively.

Not only did the two walk away with \$50 for their comments and requests to Risk Management, they made the city safer for everyone through their suggestions.

Rigoberto requested new signs at the intersection by Bayview Park, and to have the walkway repainted for better visibility and to help keep pedestrians safe.

Sue witnesses a person tripping over a step. Once she brought this to the attention of Risk Management, the step was painted to prevent future trips or falls.

"The Safety Committee would like to thank everyone for taking the time to be aware of all safety issues around the city,"

said Safety Committee Secretary and city Risk Management Specialist Pearline Lewis. "Doing this will enable us as city employees to keep our city clean and safe."

Pearline said there were numerous safety incentive suggestions that came before the committee this time around, and she encourages such input.

"Help keep the city liability cost down by submitting any safety related issues you see that are not within the scope of your job duties, like Rigoberto and Sue did," Pearline said.

Other safety-related issues include: downed signs, covered stop signs, badly broken sidewalks and potholes. Safety forms can be found on the city's shared drive under the Risk Management folder, or on the city Intranet under Forms & Templates/Risk Management. □



Network Analyst Ryan Condella, right, received this quarter's Chamber of Commerce City Employee of the Quarter award. Pictured with him are Assistant City Manager Mark Finigan and Information Technology Director Patti McLaughlin.

Commission files now searchable on Intranet

In an effort to reduce the amount of copies, and therefore paper, used on a daily basis by the City Clerk's office, and to bring a new level of convenience to internal records requests, the City Clerk has announced that all 2007 and 2008 City Commission resolutions and ordinances are now accessible by city employees through the city's Intranet.

This new feature is a searchable database of all commission documents from the past two years. Documents prior to 2007 must still be requested through the clerk's office.

"I would say we used to routinely print out about 500 pages of resolutions and ordinances after each commission meeting for in-house distribution," said Deputy City Clerk Angela Budde. "Having these files now accessible online will save all that paper, and make the entire process more convenient for everyone."

The move is part of the clerk's initiative to transition to an automated agenda

City fully-renovating Bayview Park, one step at a time

Many watched with curiosity as the city demolished the old, decaying bandstand in Bayview Park this month.

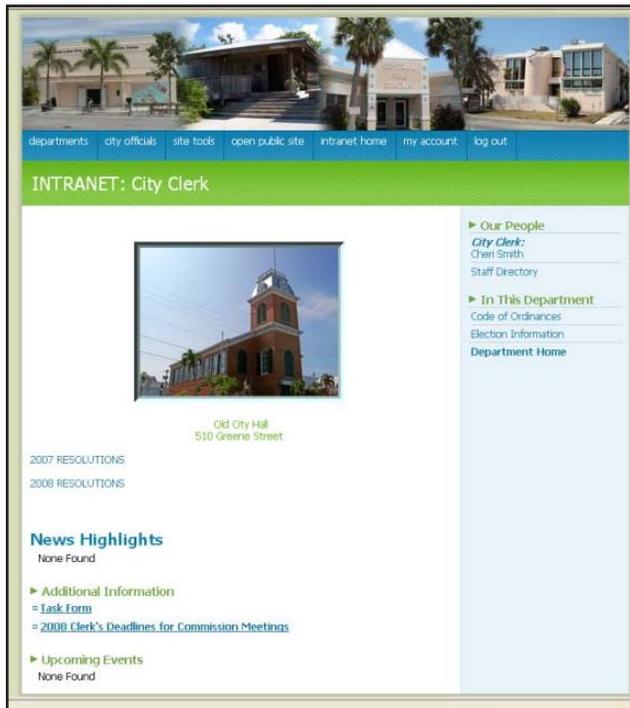
The structure, dating back to the 1940s, had been declared "unsafe and dangerous" by city building officials, and after the proper demolition and Historic Architectural Review Commission permits were obtained, crews knocked down the safety hazard.

That move was the start of a complete renovation project planned for Bayview Park.

The work continued when a week later, crews performed some much-needed

and commission packet, further reducing the office's paper consumption.

"Not only are we being environmentally friendly, but this really allows people to be more self-sufficient," said City Clerk Cheri Smith. □



The City Clerk's Intranet homepage now gives users the option of searching 2007 and 2008 commission documents.

JULY BIRTHDAYS

Jacek Witezak - Project Construction - July 4
Deglys Chavarria - Police Department - July 5
Cecilia Anuez - Finance - July 6
Don Guevremont - Police Department - July 8
Francisco Noguera - Transportation - July 8
Steve Schipper - Fleet - July 8
Wendy Tucker - Planning - July 8
Thomas Palumbo - Garrison Bight - July 9
Robert Malone - Fire Department - July 10
William Stafford - Parks & Rec - July 10
William Albury - Parks & Rec - July 11
Greg Barroso - Fire Department - July 11
Jason Hinde - Parks & Rec - July 12
Clayton Lopez - City Commissioner - July 13
Veronice Butler - Police Department - July 14
Toni Gage - Finance - July 15
Steve Torrence - Police Department - July 17
Amanda Willett - CRB - July 17
Cassandra Butler - Code Compliance - July 18
Julian Butler - Transportation - July 19
Michael Delph - Fire Department - July 19
Frenza Shine - Mallory Square - July 20
Alberto DeVelasco - Police Department - July 21
Edward Sanchez - Fire Department - July 22
Paul Sanchez - Public Works - July 23
Cheryl Smith - City Clerk - July 23
Valerie Barrera - Finance - July 24
Russell Brittain - Cemetery - July 24
Bolivar Iguales - Public Works - July 24
John Bringle - Fire Department - July 25
Vincente Rodriguez - Transportation - July 25
Randy Pekarik - Code Compliance - July 26
Kelly Thomas - Police Department - July 26
Shoulton Tyler - Mallory Square - July 28
Marta Cabaleiro - Building - July 29
Brittany McGaughan-Shirley - Police - July 29
Jordain Mera - Fire Department - July 29
Anna Nelson - Police Department - July 29
Ellie Barker - Police Department - July 31
Bradly Lariz - Police Department - July 31
Tammy Thompson - Transportation - July 31
Charles Winters - Parks & Rec - July 31



Firefighter Pam Blackwell, center, received the Chamber of Commerce's Firefighter of the Quarter award last month. Pam has been with the KWFD since 2004 and is currently the only female firefighter in the department. According to her Fire Chief David Fraga, left, "Pam takes her work very seriously, never shirking responsibility, never waiting to be told what to do. She takes pride in her job, and it shows in her organizational skills and her ability to stay level-headed, even under the stress that comes with the job." Also pictured at right is Fire Marshal Mike Davila.

CITY SERVICE AWARDS FOR JUNE & JULY

- | | |
|---|---|
| Steven Wells - Fire Department - 20 years of service | Roy Chavez - Public Works - 10 years of service |
| Vivian Perez - Assistant to the Mayor & Commissioners - 20 years of service | Tyrone Cervantes - Fire Department - 10 years of service |
| Ron Herrington - Fire Department - 20 years of service | Veronica Butler - Parking Enforcement - 10 years of service |
| Margaret Scanlan - Accounting Coordinator - 15 years of service | David Zarate - Fire Department - 5 years of service |
| Armando Escobio - Groundskeeper - 15 years of service | Carrie Sutton - Accounting - 5 years of service |
| Cheryl Smith - City Clerk - 15 years of service | John Padron - Police Department - 5 years of service |
| Maria Ratcliff - City Manager's Office - 15 years of service | Lee Lovette - Police Department - 5 years of service |
| Angela Budde - City Clerk's Office - 10 years of service | Danyle Gray - Police Department - 5 years of service |
| William Kaye - Fire Department - 10 years of service | William Funnye - Transfer Station - 5 years of service |
| | Richard Franco - Fire Department - 5 years of service |
| | Gary Celcer - Police Department - 5 years of service |
| | Jennie Carson - Police Department - 5 years of service |

AUGUST BIRTHDAYS

- Bernardo Barrios - Police Department - August 1
 Thomas Stutz - Police Department - August 1
 William Sykes - Garage - August 1
 Frank Abreu - Parks & Rec - August 2
 Cully Lightfoot - Fire Department - August 2
 Scott Smith - Police Department - August 4
 Kevin Cates - Fire Department - August 6
 Frank Blasberg - Police Department - August 8
 Brittany Delgado - Garrison Bight - August 8
 Terri Otto - Key West Bight - August 10
 Jason Fernandez - Police Department - August 12
 Donie Lee - Police Department - August 12
 Patti McLaughlin - IT - August 15
 Melanie Gantt - Transfer Station - August 16
 Roy Chavez - Public Works - August 18
 Ryan Condella - IT - August 18
 Frank Cohens - Police Department - August 19
 David Parker - Engineering Services - August 19
 Bernardo Suarez - Parks & Rec - August 20
 Stephen Mitchell - Police Department - August 21
 Jeffrey Stotts - Code Compliance - August 21
 Tara Stansbury - Finance - August 22
 Brenda Garcia - Public Works - August 24
 Elizabeth Mann - Transportation - August 24
 Alfred Baty - Parks & Rec - August 25
 Jason Klothakis - Fire Department - August 25
 David Vessecchia - Parks & Rec - August 26
 Ray Alvarez - Fire Department - August 28
 Molly Sawyer - Fire Department - August 28
 Dorothy Todd - IT - August 28
 Talandieu Dor - Transportation - August 29
 Erlien Etienne - Key West Bight - August 30
 Melissa Hadas - Police Department - August 30
 Richard Sarver - Project Construction - August 30