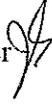


THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

To: All Directors and City Staff
From: Jim Scholl, City Manager 
Date: January 23, 2008
Reference: City of Key West Green Policies

The City of Key West is unique - a pure gem rising out of azure waters. We, the City employees, are the stewards of the island and entrusted to protect the many aspects of island living that ensure our citizens can continue to enjoy the high quality of life they grew up in or moved to Key West to enjoy. We need to protect our island from the very slow and insidious process of global warming and related climate change. Left unchecked, the adverse impact of global warming will bring a rise in sea levels threatening our homes and the land they are built on.

In an effort to reduce the effect of global warming the city commission had issued a policy to do our part in reducing carbon emissions. The following policies will help city associates reduce carbon emissions. The reduction in emissions will parallel the efforts made by other cities world-wide and together we can make a difference. I ask that we all make these changes in our policies, procedures and habits to help ensure our future generations will enjoy our home.

As City Manager, I am asking you all to think about how you can play a part in reducing global warming. If you have suggestions, please don't hesitate to contact Annalise Mannix, our environmental Programs Manager to discuss them.

greenkeywest

City of Key West Green Policy

January 22, 2008



Jim Scholl
City Manager

Policy 1.0

Energy Management

Our Energy Management Program is a key element to the City's green initiative which is addressing carbon emissions. A carbon emission basically is burning fuel. The burning causes excess carbon which can cause climate change and higher tides.

The goal of the program is to change behaviors and conditions that will cause a reduction in energy use in city government. We hope to change attitudes, behaviors and conditions. We all need to believe that each of us is responsible for change and therefore take action to change existing behaviors and infrastructure.

It is important to realize that energy is a manageable resource that we should control. The implications of energy use should be incorporated into decision making and lifecycle costing.

This program is not optional. All members of staff must comply with program elements. Directors will distribute the information to all staff and implement standard operating procedures in their department. Departments will monitor report and react to performance results.

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 SOP's and equipment operations.

We are all in a uniquely advantageous position of being able to provide benefits to the city in a cost reduction and relevant emissions.

Each department Director is responsible for developing operating procedures which best fit their department. The policy shall be distributed to each employee through electronic means or posting. All associates shall initial a cover sheet attesting to have understood the policy. A copy of the SOP shall be sent to the Environmental Programs Manager.

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City of Key West Green Policy

Standard Operating Procedures Tool Kit

Use these tools to create a departments S.O.P.

1. Maintain daytime office and facility thermostats between 74-78 degrees and nighttime temperatures at 80;
2. Change air filters every month;
3. Check the cleanliness of a/c coils monthly and maintain as coils become dusty/dirty;
4. Repair ductwork leaks immediately;
5. Keep the a/c thermostat on "fan on" during day time hours in occupied offices;
6. Turn off lights at night;
7. Turn off computers/printers at night, as approved by IT;
8. Use energy efficient bulbs when changing incandescent bulbs;
9. Use energy efficient bulbs on all exterior night time uses;
10. Reduce water heater temperatures to 120;
11. Develop your green team to stay abreast of new energy management technologies;
12. Do not allow a vehicle to idle for more than three (3) minutes, turn off the vehicle;
13. Do not use a/c in the winter (air temp below 72 deg.) if outside air intake is possible;
14. Plan/map vehicle trips to accomplish all of your business in an efficient manner;
15. Use the city busses for commuting;
16. Car pool to work sites when possible;
17. Maintain vehicle tire air pressure and
18. Have vehicle serviced when owner's manuals call for service.

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Policy 1.0

Policy 2.0

Green Purchasing

The federal government and 47 states have purchasing policies that require purchase of recycled materials. In 2007 their recycled-content purchases and those of individual consumers prevented the release of more than 33 million tons of carbon dioxide, roughly the amount emitted annually by 25 million cars. Many state and local governments are moving beyond recycled purchasing to incorporate additional environmental considerations into their purchasing policies. Key West is such a city.

Although protecting our environment is an urgent strategic planning initiative, responsible fiscal management is too. Therefore directors are urged to ensure life cycle economics is a consideration of purchasing products.

Definitions

The following terms shall have the assigned definitions for all purposes under this policy:

- A. "Agency" means city department, board, or utility.
- B. "Environmentally preferable products" or "green product" means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- C. "Post-consumer recycled material" means only those products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from the solid waste stream for the purposes of collection, recycling and disposition.

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D. Once approved by City Manager and budget authorized by Commission the request can be forwarded to the purchasing agent.

Exemptions

A. Nothing in this policy shall be construed as requiring an agency or contractor to procure products that do not perform adequately for their intended use or are not available at a reasonable price in a reasonable period of time.

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Policy 3.0

Recycling

It is the policy of the City of Key west that staff shall recycle all recyclable paper, cardboard, glass bottles and jars, aluminum and steel cans, and plastic bottles and tubs (#s 1-3). If a department feels that this policy creates a clear economic hardship, a department staff shall contact the City Manager Office to discuss accommodations that can be made.

- A. All office buildings, recreation sites and ports must have recycling containers.
- B. All special events shall have recycling, reduce and/or reuse components.
- C. There shall be an increased in the number of recycling containers available on sidewalks.

Specific Products:

A. PAPER

Where: Recycle paper in the green containers labeled for paper recycling that are located in every building. Please see the list of locations to find the recycling station nearest to you.

What: Basically all paper that is used for writing or packaging is recyclable. Envelopes with labels, paper with staples, paper with binding, post-its, paper ream wrappers, thin cardboard packaging (cereal box), white paper, letterhead, stationery, printer paper, index cards, notebook paper, copy machine paper, flip chart sheets, drawing paper, computer paper, continuous form computer paper, including white and barred (i.e. green or blue bar), torn off edges from computer paper. Newspaper, magazines, NCR paper, envelopes (windows and labels are okay), folders, paper bags, glossy paper, color paper, thin cardboard (cereal box), post-it notes, butcher paper, paper ream wrappers.

Paper With Labels And Tape Is Okay

Staples & Paper Clips Are Okay

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What should NOT be recycled? Paper plates, paper cups, carbon paper, napkins, paper towels, tissue, non-tearing paper-plastic blends, candy wrappers.

B. CANS and BOTTLES

Where: Recycle cans & bottles in the green containers labeled for can and bottle recycling that are located in or outside every building.

What: All beverage containers including glass bottles, plastic bottles, aluminum cans. Also many food packaging containers should be placed in the green bins including **clean** aluminum foil, steel cans (soup cans), glass jars (mayonnaise jars), plastic tubs (yogurt containers, margarine containers) that are labeled #1, 2, or 3.

How: Please empty, rinse, and remove lids from cans, bottles, jars, and tubs. Metal lids may be placed in the cans & bottles container. Plastic lids should be placed in a garbage can.

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Policy 3.0

Vehicle Request Form (Draft)

To be filled out by requesting Dept.

Dept _____ | Director _____ | Manager _____

Replacement vehicle or new vehicle request _____

Position/s to use vehicle _____ Estimate miles driven per year _____

Number of persons to use vehicle at same time _____

Purpose of Vehicle (in detail, including information like passenger needs, towing, parking enforcement, etc)

Special needs (color, bed size, extra equipment, etc) _____

Suggested style/make of vehicle _____

To be filled out by Fleet Administrator

Recommended Class of Vehicle

Vehicles in Class	Vehicle 1	Adjusted for life cycle	Vehicle 2	Adjusted for life cycle	Vehicle 3	Adjusted for life cycle	Vehicle 4	Adjusted for life cycle
Initial Purchase Price								
Projected Residual Value								
Net Purchase Price								
Fuel Miles per Gallon								
Est. Fuel Cost								
Estimated Maintenance and Repair Cost								
Total cost of ownership								

Fuel type for recommended vehicle _____

Special repair needs for recommended vehicle (i.e. batteries) _____

Annual estimated cleaning costs _____

Annual estimated fuel cost _____

Annual estimate Repair budget _____

Fleet Administrator Signature _____ Recommended vehicle _____