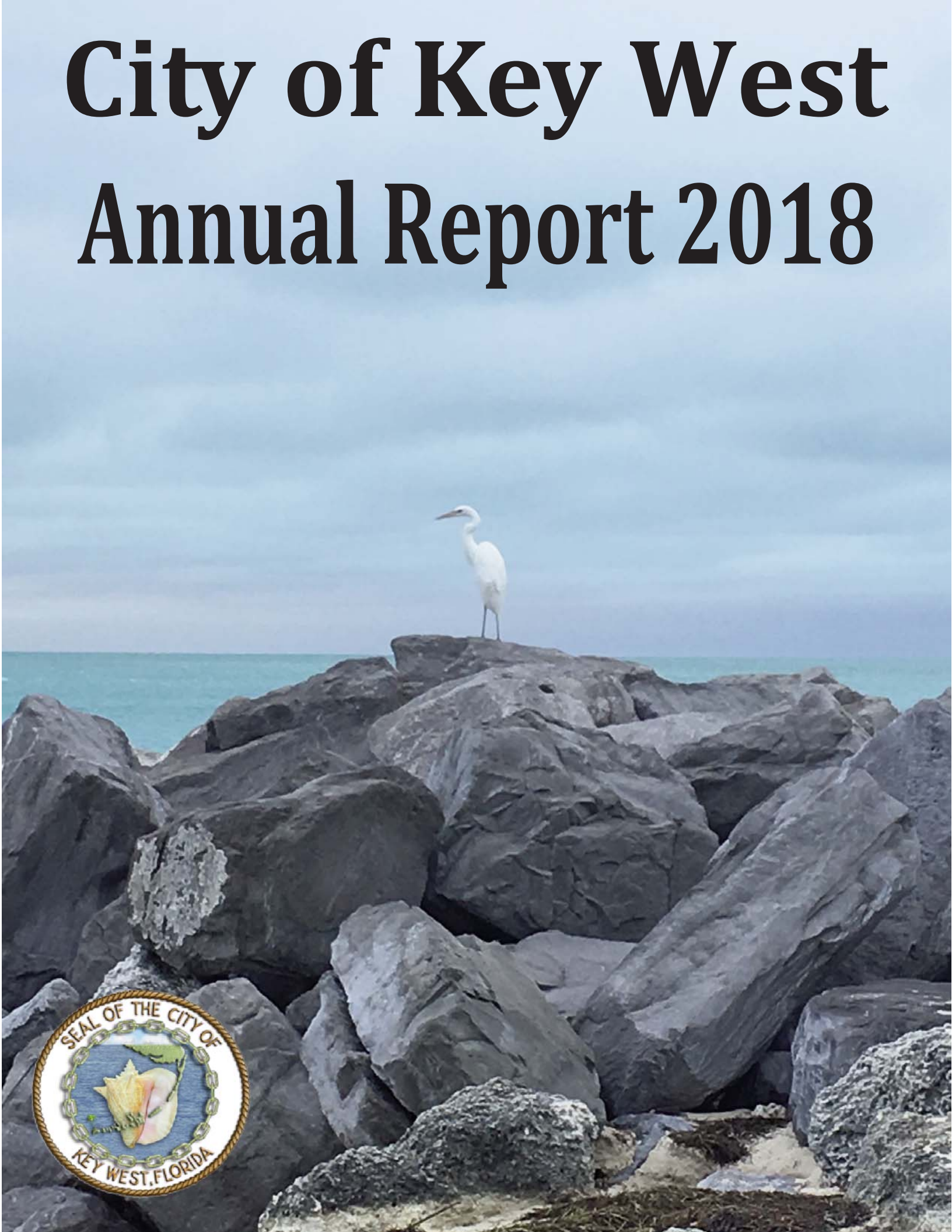


City of Key West Annual Report 2018



City Manager's Office



Jim Scholl, City Manager

I'm pleased to introduce the City's annual report. While 2017 tested City government's ability to respond to a disaster -- named Hurricane Irma -- 2018 was challenging as we worked to recoup recovery expenses and keep property taxes down.

The City continues to work diligently to ensure the reimbursement of expenditures necessary for our recovery so that that the burden does not fall on our taxpayers.

I'm proud to say that each department within in City has been successful at providing the essential services while staying within stringent budgetary guidelines. As your City Manager, it's up to me to ensure that we fulfill our responsibility for protecting the public's welfare, and continue our obligation of fiscal responsibility with taxpayers' money.

2018 saw some major landmarks that will continue to improve the lives of our residents and visitors. After years of dilligent work, the Truman Waterfront Park became a reality. The year opened with a major performance at the brand new Key West Amphitheater. The free Duval Loop is a continuing success.

The August election saw the reelection of District 2 Commissioner Sam Kaufman and the seating of two new commissioners: District 4 Commissioner Gregory Davila and District 5 Commissioner Mary Lou Hoover. In November, Mayor *Emeritus* Craig Cates was termed out after a decade of service and Mayor Teri Johnston was elected.

The City staff has accomplished many challenging tasks over the past year. Please take a look at the ways that we, as your City government, work to provide the safety and the necessities to continually better our island community.

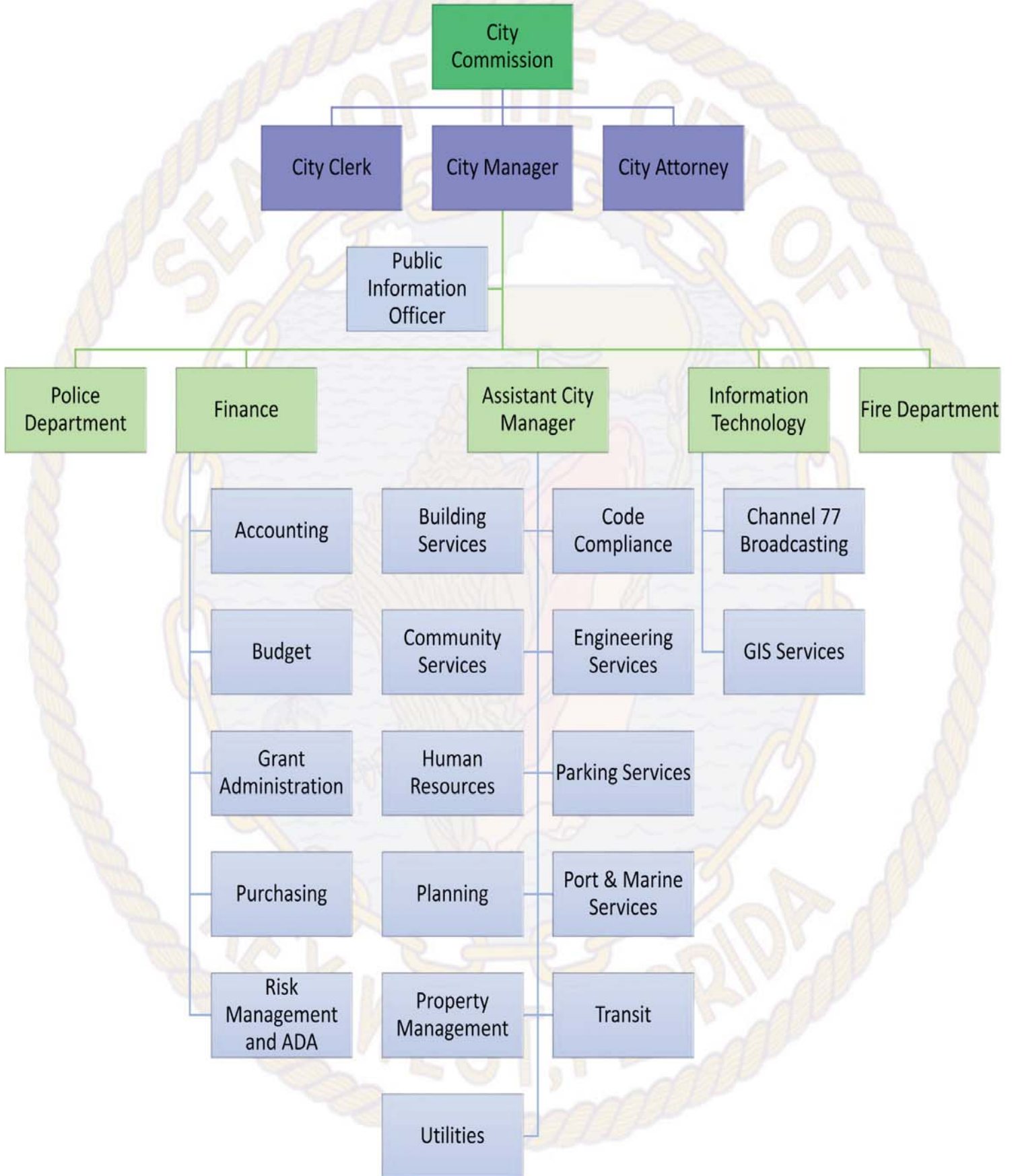


Greg Veliz, Jim Scholl, Portia Navarro, Maria Ratcliff

***The City Manager's Office
consists of
City Manager Jim Scholl and
Assistant City Manager
Greg Veliz.***

***Portia Navarro and Maria Ratcliff are
executive administrators.
Alyson Crean serves as the
Communications Manager
for the City of Key West.***

City Organizational Chart



City Commission



District 5 Commissioner Mary Lou Hoover, District 4 Commissioner Gregory Davila, District 1 Commissioner Jimmy Weekley, Mayor Teri Johnston, District 6 Commissioner Clayton Lopez, District 3 Commissioner Billy Wardlow. District 2 Commissioner Sam Kaufman,

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.

Teri Johnston, Mayor
tjohnston@cityofkeywest-fl.gov

District 1: Jimmy Weekley
jweekley@cityofkeywest-fl.gov

District 2: Sam Kaufman
skaufman@cityofkeywest-fl.gov

District 3: Billy Wardlow
bwardlow@cityofkeywest-fl.gov

District 4: Gregory Davila
gdavila@cityofkeywest-fl.gov

District 5: Mary Lou Hoover
mhoover@cityofkeywest-fl.gov

District 6: Clayton Lopez
clopez@cityofkeywest-fl.gov

Building Department

Ron Wampler, Director



Mission

The Key West Building Department's primary mission is to safeguard the public, promote the health, safety and welfare of our City through enforcement of the Florida Building Code and Key West Code of Ordinances. We believe the residents and the construction professionals of our city are entitled to professional, efficient and accurate guidance from our staff in the areas of construction, renovation and demolition, and planning of any and all property within the city.

We are committed to provide such assistance to residents and our fellow professionals in a courteous and timely manner. Therefore, the mission statement of the Building Department shall be to provide knowledge and service regarding local, state and federal building codes and standards in a manner which supports our commitment to the safety of our residents and to the integrity of the department. We willingly participate in a program of continuing education and testing in order to keep our staff informed on the latest techniques and requirements within the building trades industry as well as customer service and technology.

Department Overview

The City of Key West Building Department is comprised of four divisions: front office permit technicians; plan reviewers; inspectors; and licensing. Permit technicians receive applications, track progress, issue building permits and certificates of occupancy, advise customers of requirements. Plan reviewers review all applications for accuracy and compliance with all applicable codes. Inspectors conduct inspections of all types of permits including building, accessibility, electrical, mechanical, plumbing, and roofing, and they investigate complaints of unsafe structures. Licensing issues all business tax receipts and regulatory permits, advises business owners of requirements set forth by local and state codes.

Accomplishments

Our small staff of 15 processed 5671 permit applications compared to Monroe County staff of 42 processing a similar amount of permit applications.

We converted in March to our new data tracking system Trakit. This has involved countless hours of training and refinement as we move forward with this very powerful new system.

Upgraded our onsite inspection with our new handheld pads using Etrakit software to initiate paperless inspection routing and recording of results into our office data system.

Maintained our Insurance Service Office, Inc. (ISO) performance evaluation of the Building Code Effectiveness Grading Schedule (BCEGS) classification of 4 for one and two family residential property and 4 for commercial and industrial property for the next three years.

City Clerk



Cheri Smith, City Clerk

Mission

The City Clerk's Office is committed to serving the public by striving for excellence, providing complete and accurate information while preserving the records of the City and maintaining a professional level of service.

Department 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
- Prepares annual budget for City Clerk's Office and City elections
- Receives and open bids
- Administers filing of domestic partnerships

Accomplishments

- Prepared City Commission meeting agendas for 29 Commission meetings and workshops
- Prepared Board of Adjustment, Caroline Street Corridor and Bahama Village Community Redevelopment Agency, and Naval Properties Local Redevelopment Authority meeting agendas for 28 meetings.
- Attended 97 hours of City Commission, BOA, CRA, LRA meetings and workshops

- Attended and participated in 21 hours of the City Manager’s agenda setting
- Administered and attested to 380 Resolutions and 28 Ordinances
- Administered 47 calls for bids
- Administered eight domestic partnerships and three terminations
- Administered approximately 600 hours of research for public record requests; 1380 requests submitted to the City’s public record request portal.
- Administered 50 hours preparing agendas and minutes for the City Commission, BOA, CRA and LRA
- Administered 280 hours preparing agendas, minutes and attending meetings for Arts in Public Places (14 meetings), Bahama Village Redevelopment Advisory Committee (4 meetings), Historic Architectural Review Commission (13 meetings), Key West Bight Management District Board (12 meetings), Planning Board (10 meetings), Sustainability Advisory Board (9 meetings), Tree Commission (13 meetings), Truman Waterfront Advisory Board (6 meetings), Contractors Examining Board (3 meetings) and Parking & Alternative Transportation Group (10 meetings)
- Administered 50 hours of training for the Legistar paperless agenda, Imaging software (Optiview) and new public record requests software

*City Clerk Cheri Smith,
Clerk Lissette Carey,
Senior Deputy Clerk Sue Harrison*



Single Member District Map
City of Key West, Florida
2013



Community Services



Marcus Davila, Director

Department Overview

Every part of Key West is touched by the work performed by the Community Services Department. The department is responsible for street cleaning, parks and recreation facilities for leisure activities, City-owned fleet maintenance, landscaping, historic cemetery, maintenance of all City-owned buildings and many other functions. The Community Services Department is a consolidation of six divisions. The sharing of similar skill sets, labor force, and equipment allows the department to complete projects in an efficient manner. This arrangement allows for cost-effective, responsive services for our citizens and guests.

Public Works

Public Works is managed by the Community Services Superintendent Richard Sarver at 305-809-3757. The Public Works crews maintains over 80 miles of city streets and the associated sidewalks, storm drains, street signs and light fixtures as well as providing janitorial services for all City facilities. It provides support for many special events, parades, and festivals. Public Works provides the staging and removal of barricades, as well as clean up and removal of debris after many events. They also assist the police and fire departments during emergencies to include traffic accidents, oil spills, and fires. The superintendent along with key staff are members of the Emergency Management Team and play a critical role in the preparation and recovery of the City during storm events. The City conducts street sweeping operations 365 days a year. Associates also mow grass, weed, sweep, blow sidewalks, and remove trash/debris.

This year during Fantasy Fest, over 1,300 barricades were staged and removed from the parade route. Over 400 trash and recycling containers were staged throughout the event area. This quantity is in addition to the 130 metal cans that are maintained and permanently in the Duval Corridor. Public Works is responsible for the repair of potholes on City-maintained streets. Storm catch basins are cleaned six to eight times annually and as needed during storm events. Public works also provide support to all City departments, to include Parking, Engineering, Information Technology, Police, Fire, and Building and Code. Public Works assists the police with abandoned vehicles and assists the Building and Code departments with derelict homes. Installation of street signs and road striping are safety priorities for Public Works. Crews paint "Stop" bars, residential parking designations, stripe centerlines, and yellow curbing. Public Works installs signs that have been knocked down due to storm events and due to routine maintenance.

Historic Cemetery

Key West's unique cemetery lies in the heart of Old Town. The Cemetery Sexton Russell Brittain can be reached at 305-809-3986 and his office is located on the corner of Angela and Margaret Street near the main entrance. Within the 19-acre cemetery Bahamian mariners, Cuban cigar makers, Spanish-American War veterans, soldiers, millionaires,

paupers, Catholics, Protestants and Jews all rest side by side, echoing the City's diverse heritage. The Key West City Cemetery was established in 1847 following the disastrous hurricane of October 11, 1846, where the beachside cemetery was unearthed by winds and seas. With over 100 interments annually, the cemetery remains extremely active. Within the fenced area, over 80,000 people are interred. A great deal of research has been done in order to digitize the burial records for all 19 acres of the historic cemetery. Guided tours are available through the Historic Florida Keys Foundation, and free self-guided tour maps are available at the cemetery entrance.

Parks and Recreation

The Parks and Recreation division provides citizens with well-maintained facilities and a safe environment for all to enjoy. Our staff maintains facilities that serve over 125 teams of all ages, year round. Parks and Recreation is managed by Recreation Facilities Manager Randy Sterling at 305-809-3769.

The Dr. Martin Luther King Community Center and Pool are located on the corner of Catherine and Thomas streets. The facilities are open and free to the public. The entire community center underwent a major overhaul in 2011, turning it from an older functional facility to the jewel in the crown of Key West. The Willie Ward and Nelson English Parks adjacent to the pool complements the community center and provides an excellent recreation venue for the entire family. Frederick Douglass Gym is located on the corner of Emma and Olivia Streets is currently undergoing major renovation. It is home to the Police Athletic League Little Conch Basketball. The gym is expected to reopen in the summer of 2017. The complex also offers an after-school tutoring program for children grades 1- 5. Between 75 and 100 youth utilize the facilities daily. In addition, the facility is also used by The Bahama Village Music program, Children's Choir, and a Drum/Drill Team.

The Recreation division provides support for athletic programs providing daily maintenance of all playing fields, which includes dragging, marking lines, cleaning, mowing, and fertilizing throughout the year. Other Recreation Facilities include: Clayton Sterling Complex, which consists of four baseball fields and batting cages, are located at the corner of Kennedy Drive and North Roosevelt Boulevard. This complex is home to Little Conch baseball. Rosa Hernandez Softball Field, located at the corner of Kennedy Drive and Northside Dr. and is home of the Key West Girls Softball League.

Wickers Sports Complex is comprised of the Dewitt Roberts softball field, George Mira football field and Blake Fernandez Skate Park. The complex is home of the Key West Junior Football League, the Key West men's softball league and the Jewfish Over 40 Softball League. The complex is six acres in total and located at Kennedy Drive. Sonny McCoy Indigenous Park located at the corner of Atlantic Blvd and White Street totals 10 acres; houses the bocce courts and the Wildlife Rescue. Bayview Park on the corner of Truman Avenue and Jose Marti Drive is comprised of 4 acres is home to the Vietnam Living Memorial within the Veterans Memorial Garden. The Park also offers basketball goals, tennis courts, softball field, a playground and facilities for the Boys and Girls Club. In-line hockey rink is located at the corner of Bertha and Atlantic Blvd and is home to the Southernmost Hockey League.

Pocket parks such as the Bill Butler Park, Cozumel Park, 18th Street Park and Spottswood Park provide other recreational venues. The Truman Waterfront is currently under construction to create a world class park. This area is home to the Matthew L. Gilleran Recreational Field. The recreation division also provides maintenance and upkeep for all other beaches and green space areas within the City of Key West limits.

Landscaping

This group is the ultimate "green" division. If it's green, we will take care of it. Jerry Farrell is the Landscaping Foreman (305-809-3766). He and his crew are located at 633 Palm Avenue. The Landscaping Staff is proud of the

hard work, dedication, and skills they maintain in the upkeep of our urban canopy. They implement and maintain City-owned landscaping projects, trim trees, plant trees, and remove tree hazards from the right-of-way. The City Planning Department's Urban Forestry Manager, Karen DeMaria, is available to field any tree related issues. Her contact number is 305-809-3768.

Fleet Services

The City of Key West Fleet Services is responsible for repairs and maintenance of over 400 City vehicles and equipment including Police, Fire, and Emergency Medical Services. It also provides all unleaded fueling for the City Fleet. Fleet Services is doing their part by going green through the use of ethanol blend fuel. The division performs over 2000 vehicle/ equipment repairs and maintenance requests per year. John Fallon is the Fleet Services Manager located at 627 Palm Avenue and can be reached at 305-809-3904. In addition to these primary functions, all new vehicle purchases are made through the Fleet Services division. The staff can respond 24/7 to any vehicle or equipment emergencies and is an essential element in our emergency response situations. Our team works to enhance the quality of our vehicles and equipment so all departments can deliver high quality of service to our citizens. It is our goal that all departments will be capable of greater efficiency and quality by reducing vehicle downtime. This assertion is proven by the length of time we can keep vehicles in service.

Facilities Maintenance

The Facilities Maintenance Team was established to meet the repairs, maintenance and construction needs of the City of Key West facilities and infrastructure. The staff skill sets consist of electrical, welding, plumbing, environmental control, carpentry, masonry, roofing, and general construction. The team is skilled at a journeyman or higher level. The division is supervised by the Facilities Maintenance Supervisor, Brett Wright at 633 Palm Avenue. He can be reached at 305-809-3755.

Department Accomplishments

2018 was another busy year for the Community Services Department.

Truman Waterfront park was completed and is now one of the best attractions in Key West. The splash pad and playground are constantly being used by children and families of locals and tourists alike. The exercise trail is a hit with those looking to get some exercise in the new park. There is a lot of maintenance to keep the park looking good and our department has done a great job making sure it stays looking great. Overall it has been a great addition of green space, and activities that Key West really needed.

The first Super Boat Races since the Truman Waterfront Park reopened was this year and was a great success. The event always brings a lot of tourists to town during a slow time of year and is a lot of fun for locals and tourists alike.

The Truman Waterfront Amphitheater has had a busy year which has been great. Many local events for Fantasy Fest were put on there this year and had great turnouts and were a lot of fun. Some national acts have been performing at the amphitheater as well which has been a great addition to the music scene of Key West. The Mile 0 Fest 4-day festival was held there, Songwriters Fest had many shows out there, Styx and Blue Oyster Cult had a show there, and it had its first sold out event with the Avett Brothers on the second night of a 2-night run. The amphitheater has been a great addition to what Key West has to offer for attractions. We are looking forward to seeing what and who it brings to Key West in the coming year.

That's just the extracurricular stuff. We still have all the regular special events that are put on every year as well as the maintenance and upkeep of the City. The Community Services Department is always working hard to make sure the streets and sidewalks are looking good, the right of ways are maintained, trees are trimmed, buildings are maintained, and the City in general is looking good.

The Community Services Department is committed to doing everything it can to maintain and improve the great City of Key West, and we look forward to continuing to do so in 2019.

Finance Department



Mark Finigan, Director

Mission

The Finance Department is committed to the City's financial integrity, providing efficient and courteous assistance in all financial matters and effectively communicating the results of these efforts to the management and citizens of the City of Key West.

Department Overview

The Finance team is organized into functional areas – Administration, General Accounting, Purchasing, Revenue and Budget. The department has 12 full-time employees and one part-time employee.

The General Accounting function is responsible for maintaining the accuracy of the general ledger through monthly and annual reconciliations. The general ledger is made up of 18 funds – these funds are used to account for the various City functions. The responsibilities also include investments, sales and gas tax remittances to the state, daily cash receipts verification and grant billing. Fixed assets, accounts receivable and bank reconciliations are performed monthly. Payroll and accounts payable also fall under the general accounting function. Payroll is responsible for the bi-weekly payroll for close to 500 City employees. Accounts payable prints weekly check runs for all city departments for payment to city vendors and contractors. The accounts payable process is very labor intensive, requiring each transaction to be verified for accurate invoice amount and purchase order amount. The City issues approximately 100 vendor checks/electronic transfers per week. Purchasing processes all the City purchase orders – 3,300 annually. Along with this task is the process of informal and formal bidding to assure the City receives the “best value” for services, supplies and equipment, required to efficiently operate the City.

Other main processes within the Finance Department function include: revenue collections and budget monitoring, which is an ongoing daily function. The department also prepares, delivers and manages the annual operating and capital budget. Coordinating the annual audit and ensuring the timely publication of the Annual Comprehensive Financial Report – which reports the City’s annual financial position along with any audit findings – is also the responsibility of the Finance Department.

Accomplishments

Received the Government Finance Officers Association Award for Excellence in Financial Reporting for the 33th consecutive year for FYE 2017. The City also received a favorable audit opinion and a finding of no material weaknesses for fiscal year ending 2017.

Instrumental in developing a “rollback” tax rate in 2018 for the 2019 budget cycle without compromising operational efficiency while ensuring adequate operating reserves and prudent capital planning.

Fire Department



Michael Davila, Fire Chief

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, and 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.

Department Overview

Our department consists of 89 members divided into four divisions: Suppression, Prevention, Emergency Management and Training, and the EMS Division.

KWFD has an ISO rating of 1, a superior rating that results in the lowest possible fire insurance rates to the taxpayers. That rating puts us in the top 1 percent of all fire departments in the nation.

The fire suppression team prepares every day to answer the alarm to fires quickly which prevents small fires from becoming larger. In addition to our daily fire suppression and rescue services, we also have a Hazardous Materials Team, Dive Team, Urban Search & Rescue, and Technical Rescue Team. These extremely proficient and highly trained crews are fully staffed around the clock and can respond whenever needed.

The fire prevention bureau that is responsible for life safety inspections, fire investigations, fire code complaints, plans review and public education. The Fire Marshal and his office are the authority having jurisdiction with regard to fire investigations and Life Safety Code enforcement.

The Division of Emergency Management and Training is tasked with providing emergency management in times of natural and manmade disasters and the training of our members. Emergency Management works together with local, county, state, and federal resources developing and maintaining contingency plans, which coordinates a comprehensive and aggressive emergency preparedness, response, and recovery program reducing the effects of natural and man-made disasters to the citizens of Key West. It also provides continued educational units (CEU) and advanced training to the department's firefighters.

The Emergency Medical Service division provides a very high level of service to include Basic Life Support and Advanced Life Support. Although we have only been providing this service for a year and a half we can show that our level of service is outstanding and always improving.

Accomplishments

- 6378 total calls for service (Fire / EMS)
- 5213 EMS calls for service
- 1165 Fire calls for service
- 3734 EMS transports
- Graduated 20 KWFD firefighters through Trench Rescue and Structural Collapse training
- Over 100 training certificates acquired by personnel
- Graduated 15 KWHS students through Fire Academy training and three of those students obtained a Nationally Registered EMR Certification

The EMS Division was awarded three grants in 2018:

- State of Florida Department of Health, EMS Grant awarded for the purchase of a new Ambulance - \$142,283
- FEMA, Assistance to Firefighters Grant, awarded for the purchase of 4 Stryker Power Pro stretchers - \$79,344
- State of Florida Department of Health, Helping Emergency Responders Obtain Support (HEROS) Grant, awarded for the purchase of the opiate antagonist medication, Narcan - \$36,577



Response: Emergency Mgmt and Training Division Chief Kenneth Wardlow, Fire Chief Michael Davila, Administrative Assistant Molly Sawyer, Operations Division Chief Alan Averette.



Fire prevention: Division Chief/Fire Marshal Danny Blanco, Lt. Tim Anson, Alia Michaud, Captain Jason Barroso, Captain Gregory Barroso

Emergency Medical Service Chief Eddie Perez and Administrative Assistant Annissa Balbi



Tribute

Honoring Firefighter Frankie Gutierrez

It is with deep regret that the Key West Fire Department must say goodbye to Firefighter Frankie Gutierrez. Firefighter Gutierrez served the department for six years from February 6, 2012 to November 2, 2018. He was a certified EMT-P paramedic and devoted to providing compassionate care to those in need of emergency service. The Key West Fire Department Family were privileged to know and work with Frankie, he holds a special place with each one of us. Firefighter Gutierrez always made the job enjoyable with his sense of humor and infectious smile and you could always count on his ability as a solid member of his crew. The Key West Fire Department sends their deepest condolences and prayers to his mother Tammy and all of Frankie's family.

- Fire Chief Michael Davila



Engineering



Jim Bouquet, Director

Mission

We strive to provide the best customer services and outstanding projects while providing cost effective professional engineering by consulting with citizens, developing sustainable projects and seeking alternate funding.

Department Overview

The Engineering Department currently manages over 30 active projects, combining for over \$20 million in design fees and actual/projected construction costs. Department personnel include the Director of Engineering, a City Engineer, Project and Construction Managers and supporting technical staff. Additionally, the City's Sustainability Coordinator reports to the Director of Engineering. Engineering and Utilities Departments share an Executive Assistant.

Accomplishments

The new Key West City Hall at the Former Glynn R. Archer School was determined final complete in 2018 and subsequently awarded LEED Platinum certification by the U.S. Green Building Council. Ongoing \$2 million renovation of the adjacent former gymnasium will complete development of the City Hall parcel.

Phase 1A of the Truman Waterfront Park development project was completed in 2018. This \$17 million project included utility improvements, roadways and parking, sidewalks, landscaping, play areas and interactive water feature and a dedicated access to Fort Zachary Taylor State Park. Also completed in 2018 was the \$4 million Truman Waterfront Amphitheater and demolition of former Navy Building 103 to provide additional green space at the park. Design of the \$4 million Phase 1B component of the park including renovation to Building 1287 and a multi-purpose athletic field is complete. Phase 1B construction is scheduled to commence in 2019, with completion during 2021.

The Department is currently supporting development of 104 units of workforce housing off College Road on Stock Island. This \$29 million project is a coordinated effort between the City, Key West Housing Authority and Florida Department of Economic Development.

Other projects of note include the following:

- Rest Beach Seawall and upland restoration
- Fleming Street ADA and pavement improvements
- New Smathers Beach bathroom
- Truman Harbor seawall replacement along the NOAA facility
- Lighting and structural improvements to Edward B. Knight Pier
- New Outer Mole Pier entry control point for Naval Air Station Key West
- Renourishment of Smathers and South Beaches
- Repairs to the Mallory Square T-pier
- Design of pavement and ADA improvements to Simonton and Angela Streets
- Supporting stabilization and redevelopment of the former KEYS Energy Diesel Plant



*Standing: Assistant City Engineer Ian McDowell, Sustainability Coordinator Alison Higgins,
City Engineer Kelly Crowe.*

*Seated: Senior Construction Manager Kreed Howell, Deputy Director Steve McAlearney,
Senior Project Manager Albi Balliu.*

Not pictured: Special Projects Designer Eric Augst and Jim Bouquet who retired in early 2019.

Information Services



Patti McLauchlin, Director

Mission

The Department of Information Technology strives to provide the highest quality technology-based services in the most cost-effective manner.

To meet this mission we will: Provide effective technology support for audio/visual, computer, multi-media, voice, video, and web based applications and services to all areas of the City; promote and facilitate the effective integration of technology into the basic mission of the City through planning, training and other support activities; develop, enhance, and manage the City's network to provide high speed, transparent, and highly functional connectivity among all information resources; facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access; provide capabilities including the ability to develop and manage the distribution through broadcast, broadband, software, the Web and other telecommunications technologies City programs and services; provide fast and reliable access to all information systems.

Department Overview

IT provides Help Desk services to the City's computer users weekdays from 7:30 a.m. to 8:00 p.m. as well as after hours and weekend support for Public Safety and Code Compliance Officers. Users can call in a request for the department's services, enter it into the computer system, or contact the on-call staff person. The requests are monitored to address any emergencies that arise.

IT provides Citywide support for all computer systems and telephone systems and is responsible for analyzing and implementing the electronic needs of all City departments according to response time, storage requirements, hardware and software services, and insuring that adequate training is available to users.

The IT Department plans, purchases, manages, and maintains the computing and telecommunications hardware, software, and networking infrastructure to support the many departments of the City in providing their services to the citizens. Every desk in the City is equipped with a computer and the software necessary for that staff member to work effectively. Each of these desktops is connected to an extensive network that communicates with the servers and i-series that provide the computing power for the City. There is also a voice over IP telephone system that runs across the City network which provides telephone support to the City staff as well as giving citizens access to City services. The IT Department maintains a qualified staff of IT Specialists needed to support the departments and maintain this infrastructure. The services IT provides include email, internet access, multimedia services, telephones, and network management.

The IT Department continually strives to innovate and improve the quality of services in a fiscally responsible manner.

Accomplishments

- Assisted the Monroe County School Board Information Technology Department with implementing connectivity at City Hall for broadcasting the school board meetings.
- Implemented new community development software for the following departments:
- Building Permits, Business Licensing, Code Compliance, Engineering and Planning Department.
- Purchased, configured and deployed 25 desktop computers;
- Purchased, configured and deployed 11 laptop computers;
- Completed the configuration and deployment of 15 GETAC laptops for Police Department
- Implemented new password reset software
- Researched equipment needed for closed captioning
- Installed new local area network and wireless network at the Douglass Gym
- Installed wireless network at the Martin Luther King Community Center
- Installed wireless network at Bayview Park
- Reconfigured Key West Bight network during construction;
- Replaced 72 PC monitors;
- Replaced 30 PC backup devices;
- Researched software for citizen input online
- Held computer orientation for 45 new employees
- Reconfigured in-house tracking forms
- Televised 131 city meetings
- Maintained the City of Key West website
- Completed 5,107 service tickets
- Provided 24/7 support for City operations and communications



— Welcome to —
KEY WEST
FLORIDA

The Official Government Website for the City of Key West Florida
The Southernmost City in the Continental United States

Key West has much to offer: great weather, a beautiful coral reef, historic buildings and national landmarks. In addition, we have wonderful architecture and superlative arts and museums. We have our own symphony and theatre and limitless choices for fine dining and nighttime entertainment. You will also find a multitude of boating and fishing activities. Add to that our diverse and friendly population and you'll see why people seek us out as a place to visit often, as well as one to call home.

- Mayor Craig Cates

Average Yearly Temperature 77° F Stay Connected Download Our Apps

Code Compliance



Jim Young, Director

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. The staff serves as representatives of the Department and provides information and services to the public regarding code compliance.

We will exhibit professionalism through continued education and teamwork to accomplish our mission.

Department Overview

The City of Key West Code Compliance Department has the responsibility of investigating complaints and ensuring compliance of the City Code of Ordinances, building standards, zoning issues, licensing regulations and the Historical Architectural Review Commission (HARC) guidelines. All complaints and violations received or discovered are logged into the city computer system. Each officer is expected to maintain continuous monitoring of assigned cases with the ultimate goal being voluntary compliance. All compliance officers are required to be certified by the Florida Association of Code Enforcement either at the time of hiring or within one year after their hiring date.

Accomplishments

During the past fiscal year, the Code Compliance Department received and investigated approximately 1,586 complaints with the following being the top five:

1. 225 for unlicensed/delinquent business tax receipts.
2. 228 for building without permits or building beyond the scope of a permit
3. 211 for obstruction of streets.
4. 135 for leaving trash bins on City right of way.
5. 113 for general complaints.

This past year, Code Compliance continued the proactive investigations of short term, (transient) rental complaints, which totaled 109 complaints. The Department working with the City's GIS Coordinator developed a computer program to track and identify the locations of illegal transient rentals. This program was very successful and now the Monroe County Tax Collectors Office has the same program, which has resulted in the Tax Collector collecting more in bed taxes.

Some other accomplishments the Code Compliance Department achieved were: Conducting a citywide post-Hurricane Irma damage assessment that assisted the City's FEMA Coordinator in submitting the approximate total cost of the damage sustained by property owners; The continued proactive investigation of complaints regarding FEMA issues and working in conjunction with the City's Flood Plain Manager in assisting our community achieve compliance with FEMA violations; Continued proactive compliance efforts regarding unpaid and/or delinquent business tax receipts. The Licensing Department provided Code Compliance 354 business that were delinquent with payment for their business tax receipts. As of September 30 only five businesses are delinquent. This compliance effort resulted in the City collecting \$32,450.70 in revenue.

Human Resources

Samantha Farist, Director



Mission

The mission of the Human Resources Department is to support all City Departments in recruiting, selecting, developing and retaining a high quality workforce to serve the citizens and visitors of Key West. The Human Resources Department staff will provide quality human resources services with integrity, objectivity, responsiveness, sensitivity and confidentiality to all City employees.

Department Overview

Human Resources has primary responsibility for managing a wide range of employee related services and programs for the City's diverse workforce during an employee's active employment and in many cases postemployment in the form of benefits to retired employees and continuation of benefits for employees leaving for other reasons. Human Resources activities include: developing and implementing policy, designing employee benefit programs, monitoring workforce diversity issues, managing Human Resources Information System, recruiting and filling job openings, conducting employee orientation, resolving employee complaints and grievances negotiating labor agreements, providing employee training, managing worker's compensation, serving in an advisory capacity to ad hoc City committees including the Civil Service Board and Safety Committee.

Hiring and Selection: manage and administer the recruitment and selection process for the city. Selection and staffing programs include: internal and external job posting of vacancies, assisting applicants with all phases of the employment process, recruitment activities, review and vetting of applications, pre-employment skills testing, reference and background checks, post-employment drug testing and all related compliance programs.

Benefits: Responsible for delivering benefits to 494 active employees and retirees including three bargaining units. These benefits include health, dental and vision plans, life insurance programs, flexible spending accounts, deferred compensation plans, Family Medical leave, Employee Assistance Plan, retiree benefits, Drug Free Workplace program and various voluntary benefit programs for employees. Staff provides research and recommendations on development of and/or changes to City benefit programs that are competitive, cost effective and compliant. Develop and provide communications regarding benefit programs to educate employees; problem solves with employees addressing a steady stream of phone calls, emails and walk-in visits from employees requesting assistance with benefit related issues.

Compensation and Classification: Implement and maintain citywide classification structure, maintain job description database, review positions and position descriptions and classify work to maintain an equitable classification structure; maintain the International Association of Firefighters and Police Benevolent Association step plans and ensure compliance with collective bargaining agreements and City policy. As of December 31, 2018, the minimum starting salary for any City employee will be raised to \$15 per hou.

Labor Relations: conduct negotiations for three collective bargaining agreements; provide counsel to managers/supervisors on implementation, interpretation and administration of collective bargaining agreements, discipline and grievance process and City policy; represent the City in arbitration cases and employment issues; provide employee counseling and conflict resolution.

Human Resource Policies and Compliance: provide policy direction to management; initiate, review and update personnel policies, ensure compliance with federal, state and local legislation, collective bargaining agreements and City policy.

Human Resources Information System: manage, update and maintain the human resources/payroll system; coordinate and input employee data; maintain all official personnel files and employee confidential medical files; provide management reporting.

Collective Bargaining Units: In September, we were pleased to negotiate and finalize the current contract with the IAFF Local 1424 which will run through September of 2021. Both the Teamster and Police Benevolent Association contracts will run through September of 2020.

Accomplishments

Hiring and Selection:

- Received and processed 432 applications for employment.
- Filled a total of 84 vacant positions; 27 with internal candidates through promotion/transfer; hired 57 new employees.
- Conducted new hire orientations for 57 newly hired employees.

Benefits:

- Completed employee open enrollments for Health Care Plan and Flexible Spending Plan.

Wellness:

- Sponsored our 7th annual employee health fair.
- Continued with an employee wide “Wellness” program stressing annual checkups and screenings; these are provided by our current carrier Cigna Insurance.

Employee Development/Recognition:

Service awards presented to City employee included:

23 Five-year anniversary awards

23 Ten-year anniversary awards

12 Fifteen-year anniversary awards

11 Twenty-year anniversary awards

5 Twenty-five-year anniversary awards

3 Thirty-year anniversary awards

AND

1 - FIFTY, that's 5-0, year anniversary award to Mary Canalejo in the Police Department



Alison Tejada, Frenza Shine, Alice Parker, HR Director Samantha Farist, Erin Getchel, and Richard Richardson.

Planning Department



Patrick Wright, Director

Mission

To serve the citizens of Key West by assisting the City Commission, Board of Adjustment, Planning Board, Departmental Review Committee and other appointed bodies and officials to implement the City's Comprehensive Plan and Land Development Regulations by processing effectively and fairly all applications for development and planning approvals. In addition, carry out all studies and analysis

directed by the City Commission when expertise in neighborhood and city planning, development, historic preservation, urban forestry and environmental resources is required.

Department Overview

The Planning Department is responsible for short and long range planning. The Department also handles historic preservation planning and approval activities, provides important staff support for eight City Boards and Commissions and assists other departments on a variety of important interdisciplinary assignments.

This year, the City hired a new City Planning Director by promoting Patrick Wright, formerly the Senior Planner. Through this year, a full time employee was promoted to a Planner I position and a new administrative assistant was hired. These new changes have strengthened the quality of the department's customer and professional service.

The Planning Department completely staffs several Boards and Commissions:

- Planning Board
- Historic Architectural Review Commission
- Tree Commission
- Sustainability Advisory Board
- Development Review Committee
- Truman Waterfront Advisory Board
- Art in Public Places Advisory Board
- Community Redevelopment Agency

For the second consecutive year, the Planning Department staff was closely involved in the building permits review process; zoning and land development regulations such as urban forestry, historic preservation, among others, were part of the review process to ensure that new construction projects are in compliance with current city regulations. Planning staff reviewed over 3,954 building permit applications under simultaneous review before the building department issued a permit. A total of 6,239 applications have been reviewed by staff members, including planners, HARC staff, and the Urban Forester. Over the last year, the Department has provided staff for 115 public meetings and workshops related to land use and other categories as directed by the City Manager.

The Planning Department maintains and updates the Building Permit Allocation System. The BPAS is the City's primary tool to regulate new residential development growth. In the past four years, the city has allocated 245 affordable units.

The Department has a total staff of seven professionals and two administrative support personnel. The staff also relies on the services provided by the South Florida Regional Planning Council, on which the Mayor or a Commission member sits. The Department also has regular communication with DEO, which oversees all major development and planning in the Keys.

Accomplishments

Planning and Zoning:

- Processed 175 applications, among them the Planning Board reviewed 73 applications including seven development plans, 35 variances, six conditional use applications, and 12 amendments to the Comprehensive Plan and the Land Development Regulations, among others.
- The City Commission reviewed nine easement applications submitted through the planning department.
- The Planning Board held ten public meetings

Historic Architectural Review Commission:

- The historic preservation staff received 1,836 Certificate of Appropriateness applications. Of those, the Historic Architectural Review Commission reviewed 89. HARC denied only two applications and no appeals were submitted to the Special Magistrate.
- HARC held twelve public meetings and one workshop.

Tree Commission:

- The Tree Commission and Urban Forestry Manager processed 554 applications. Of those, the Tree Commission reviewed 108 applications.
- Seventeen administrative hearings for enforcement action were processed. The Tree Commission managed settlement agreements for each hearing.
- The Tree Commission and staff submitted for City Commission approval four new ordinances pertaining Tree Commission composition and review.
- The city was awarded with two grants, a grant from State of Florida Urban Forestry Council to document trees in City parks using the I-Tree GIS and computer programs, and another grant from Arbor Day Foundation and Texas Roadhouse to purchase and plant 15 trees at Bayview Park.
- The City received 55 donated trees from the Trophia Foundation to be planted in City street planters.
- For the sixth consecutive year, the City has received recognition as a member of Tree USA.
- The Tree Commission held twelve public meetings and one workshop

Police Department

Sean Brandenburg, Police Chief



Mission

The mission of the Key West Police Department in partnership with the community is to provide effective and efficient police services. The Key West Police Department is a professional department guided by a set of core values aimed at making Key West a safe place to live, work and visit. The core values are: Respect -- A comfortable and healthy work environment must first start with mutual respect among members of our Department. Likewise, a community that respects its police department and its members must first start with members of our Department always demonstrating understanding and sensitivity to all of those in our community with whom they come in contact. Integrity -- Ethics and honesty are perhaps the most valuable traits a law enforcement officer can possess, an essential element in gaining the trust and confidence of the public. Fairness -- It is important that every law enforcement officer be able to make objective and impartial decisions based on the law and the facts at hand. Just as important is his/her ability to exercise discretion, always using fairness as his/her guide. Service -- We must always strive to provide a positive and professional response to the needs of our residents and visitors.

Department Overview

The Key West Police Department is a fully State of Florida accredited department made up of a dedicated and professional group of men and women. Our island is home to a unique and diverse community, which is reflected throughout the ranks of the department. We protect and serve a population of 25,000 full-time residents, with over two million visitors each year.

Community policing is an integral part of the Department; partnering with the community to prevent and solve crime. We hold crime prevention seminars, Citizens Police Academies, and Ambassador presentations, all aimed at educating the entire community about crime prevention.

The Chief has a command staff made up of two captains, six lieutenants and eleven sergeants. There are 98 sworn officers (budgeted) and 29 civilian employees. One captain oversees the administrative bureau of the Department, the other oversees the operations bureau.

In addition to road patrols and motorcycles, the Department has a Marine Unit, a K9 Unit, a Motor Unit and a Mounted Unit. The Marine Unit is responsible for the land side security and screening of cruise ship and ferry passengers. In addition, they also perform boat safety checks on the water as well as environmental enforcement. The K9 Unit teams patrol and narcotics certified canines with officers. The Motor Unit conducts traffic patrols as well as escort duties and special event traffic management. The Mounted Unit is a regular presence on our streets daily as well as during special events.

Accomplishments

Crime in Key West continued a decade-long downward trend.

After 24 years with the Department and ten years at the helm, Chief Donie Lee retired. Capt. Sean Brandenburg was appointed as Chief of Police and sworn in on December 6th. Lt. Randall Smith was promoted to Captain of the Administrative Bureau and Sgt. Matt Haley was promoted to Night Patrol Lieutenant. Officers Mark Siracuse and Joe Stockton were promoted to the rank of Sergeant.

Detective Gustavo Medina earned recognition by the Department and by the Key West Chamber of Commerce as Officer of the Year.

Continued diligence, facilitated by a grant from FDOT, resulted in a 64 percent drop in the number of scooter and motorcycle crashes when compared to the average number over the past three years.

The Department continued to team up with Keys to be the Change, mentoring at-risk students at Key West High School. Five School Resource Officers were certified and are providing a strong presence in our public schools. The Key West Police Explorers program, too, continues to help tie local youth to the Department in a positive way.

The Department successfully recruited several new officers, nine of whom were sponsored through the law enforcement academy.

The Mounted Unit added a new member, a Percheron-paint cross horse named Lou, thanks to the generous donation of Dr. Louis Spelios.

On December 6, 2018, the Honorable Judge Mark Wilson swore in Key West's new Chief of Police: Chief Sean T. Brandenburg. Retiring Chief Donie Lee pinned the Chief's Stars on his successor's collar. Chief Lee retired after ten years as chief and 24 years with the Department.



Transportation



Rod DeLostrinos, Director

Mission

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

Department Overview

Number of employees: 27 full time equivalent positions, consisting of 16 full time bus operator positions; up to nine relief driver positions (varies by need); two Assistant Transit Operations Supervisors; one Transit Operations Manager, one Projects/Grants Manager, one Customer Service Specialist/Dispatcher, one Lead Maintenance Technician, two Maintenance Technicians, two Transit Helpers, and one Transportation Director.

The City of Key West Department of Transportation provides the only fixed route public transportation service available throughout the City of Key West, Stock Island and daily shuttles to Marathon. Our responsibilities include all safety and training compliance for public transit systems in Florida, annual budget and execution, grants writing and management, operations, administration and maintenance of all aspects of the public transportation department. This includes adherence to all federal, state, and local regulations that apply to public transit services. This commitment to excellence assures we provide the best service possible to our community.

Accomplishments

- Operated over 675,000 miles while providing service to over 619,285 passengers
- Lessen the financial impact to the community by securing over \$4 million in federal and state funding for capital and operating costs
- Expanded fare-free Duval Loop area to include Mallory Square and the Truman Waterfront Park
- Enhanced public safety by providing “Safe Ride” shuttles during Fantasy Fest and New Year’s Eve
- Cultivates community partnerships through involvement in local events such as the Key West Preschool CO-OP Truck Day, National Veterans Small Business Week, and FKCC Community Day
- Provided transportation services for the Key West Fire Department Firefighters Academy to the Joe London Fire Fighting Training facility located on Crawl Key in the Middle Keys
- Provided a facility tour and bus riding orientation to FKCC students
- Provided transportation services to support facilities visits for the Key West Ambassadors program
- Recognized the excellence of Bus Driver of the Year Alex Perez along with Drivers of the Quarter
- Key West Transit received four new low floor clean diesel Gillig BRT style buses.

Parking

John Wilkins, Director



Mission

The Parking Department manages the parking supply in the City right of way to provide an equitable balance for the needs of our community.

Department Overview

With our staff of 20 employees the City of Key West Parking Department works throughout the city enforcing local and state parking ordinances. We collect revenue and maintain the City's paid parking meters and paystations in the commercial zones. We collect fines for citations and administer four parking programs. We provide school crossing guards to assist children who walk or ride their bikes to school. Our work requires coordinating with various City departments such as Police, Code Compliance, Planning, Fire Department, Transportation, Community Services and Municipal Traffic Court.

We seek to balance competing need for parking in the city (commercial delivery, metered parking, moped, bicycle, residential metered, employee assistance parking, residential and non residential on-street parking and special events) to support economic vitality and a livable community.

Accomplishments

The department began the process of replacing our aging parking paystations with new up to date models. New paystations allow resident parking permit holders to enter their 5-digit permit number and receive a 4-hour free parking receipt. This is allowed at five locations around the City: Old Town Garage (aka Park 'N' Ride), the main lot at Key West Bight, Fire Station #2 lot, and the new Truman Waterfront Park. It is valid one time per day. Created a Truman Waterfront Park parking permit for people who live outside the city, up to mile marker 11, to park for four hours per day at the Truman Waterfront Park. This was created to allow families with children to enjoy the new park without paying to park.

Parking rates also increased this year. The hourly rate city wide is now \$4 per hour. Daily rates at the Park 'N' Ride and the Key West Bight were raised to match the daily rate at Mallory Square. Monthly rate at the Park 'N' Ride increased to \$200 per month. The funds generated from this increase were used to balance the City's budget in lieu of raising real estate taxes.

The City's Employee Parking Permit increased from \$400 to \$480 for four months. This allows employees in the historic district to park on-street without paying the meter.

Parking fines increased this year. Most increased to \$50. This increase is to maintain an equitable deterrent to the parking hourly rate increase.

The City has continued at an accelerated pace the remarking of residential parking space in the Historic District. These new thermoplastic street markings are more durable and visible, enabling better enforcement

The City Commission created a Parking and Alternative Transportation Committee that analyzed the city's parking and transportation needs. This dedicated group met monthly and held several public meetings. They formulated solutions and presented their findings and recommendations to the Commission for approval. Several recommendations were enacted by resolution quickly and the Sustainability Board was tasked with monitoring the implementation of the remaining. Their report can be found on the City's website.

Utilities

John Paul Castro, Director



Mission

The Utilities Department employees endeavor to provide outstanding customer services to residents and visitors of the City of Key West, while providing cost effective project and facilities management and vigorously seek to obtain and utilize grant and alternate funding.

Department Overview

The Utilities Department is tasked with providing operation and management services for wastewater collection, treatment and disposal at the Richard A. Heyman Environmental Protection Facility, solid waste collection and transfer from city's transfer station on Rockland Key, and the stormwater drainage system, including contract management, permitting, and planning for design and construction of system improvements.

Accomplishments

Sanitary Sewer Division:

- City of Key West continues to collect on average 4 million gallons per day of wastewater and operate the Richard A. Heyman Environmental Protection Facility to achieve Advanced Wastewater Treatment levels.
- City's contract operator, Jacobs/OMI, Inc., cleaned and removed debris from sewers and pump stations, made repairs to pipelines, pumps, controllers, and equipment, and performed laboratory testing.
- City of Key West contractor Jacobs/OMI received the Water Heroes Award from Water Environmental Federation for service above and beyond the call of duty during Hurricane Irma in 2017.
- City of Key West received renewal of the WWTP operations permit from FDEP on August 10, 2018 which is valid for 5 years.
- The City of Key West extended the operations contract with OMI for the WWTP and stormwater services for an additional 5 years.
- The Utilities department along with Jacobs engineering completed an energy efficiency master plan for the WWTP. Capital initiatives will begin to be implemented in 2019.
- City of Key West operates a Class V injection well system, consisting of two Class V non-hazardous effluent injection wells and monitor wells, located at the Richard A. Heyman Environmental Protection Facility. Required mechanical integrity testing of the injection wells was performed in November 2014. The Operation Permit for the Class V Injection Well System was issued December 1, 2014, with expiration date November 30, 2019.

Stormwater Drainage Division:

- City's contract operator, Jacobs/OMI, Inc., cleaned and removed debris from storm drains, pollution control devices, and injection wells, and performed nearshore water sampling and testing. The City has installed 82 inlet trash grates that will improve the filtering of trash from Duval St. and downtown areas allowing the street sweeper to capture those items. This has cut down considerably on debris entering the storm system.
- The City entered into agreement with the Monroe County School District for an easement at Key West High

School which will allow the construction of a stormwater pump station and outfall at the corner of Dennis St. and Venetia St. The project will be grant funded in the amount of \$929,000.

- The stormwater fund has applied for multiple Federal and State grant opportunities to fund future projects to mitigate flooding in low lying areas.
- The White St. stormwater outfall was repaired from Hurricane Irma damage.
- All of the City's permitted drainage canals had mangroves trimmed and cleared to improve storm flow.
- City of Key West continues to realize improved stormwater fee collection with fewer delinquencies, due to elimination of monthly billing and creation of a non-ad valorem assessment on the property tax roll.
- City of Key West received coverage under the Phase II MS4 Generic Permit to operate and maintain the Municipal Separate Storm Sewer System (MS4), implement the Stormwater Management Program, and comply with the requirements of the Phase II MS4 Generic Permit. Coverage under the permit became effective March 5, 2015 and will expire March 4, 2020.

Solid Waste Collection and Transfer Division:

The Solid Waste Division is responsible for all the garbage and recycling in the City of Key West including: managing contracts with Solid Waste and Hauling Contractor Waste Management; managing the scale house at the City Transfer Station on Rockland Key; customer service for garbage and recycling collection from residents, businesses and public spaces; education outreach with local schools, businesses and civic groups and Keep Key West Beautiful; and long term care of the Stock Island Landfill, which was officially closed and released from Long Term Care by FDEP in 2016. Routine maintenance, landscaping, annual water testing and pest control are still being performed.

This year the City renewed the current hauling contract with Waste Management for an additional six years. All garbage is currently going to waste to energy facilities. All yard waste is being processed into mulch.

The City worked with Waste Management to start collection of commercial recycling on Saturdays in 2017 and Sundays in 2018, now commercial recycling is collected 7 days a week.

Completed update and recommendations to City Commission of Solid Waste Master Plan.

The City is now using ReCollect, an online program and app that can be used by all citizens. The app shows solid waste pickup schedules, sends reminders via text, email, or phone calls, service menu to request pickups, and report missed pickups. This past year we have received approximately 1000 users with over 14,000 items searched on how to dispose or recycle and 131 service requests.

The City has seen an increased recycling rate from 10 percent in 2017 to 12 percent in 2018. Increased diversion rate from 11 percent to 19 percent.

The City collected over 52,000 tons of solid waste this year with approximately 6,000 tons of recycling and 4,000 tons of yard waste at the Rockland Key Transfer Station. Residents are offered household hazardous waste and e-waste collection every month for no charge and bulky waste pickup of large household items for no charge.

The City purchased 125 new Victor Stanly trash and recycling receptacles for the City right of way. Increased recycling collection at Fantasy Fest from went from negligible in 2016 to 7.3 tons of clean recycling in 2018.

The City, in partnership with Reef Relief, the National Marine Sanctuary and Surfrider Foundation, started a Plastic Free Keys Partnership working with restaurants, businesses and residents to use less plastic, learn how to recycle properly, and establish green business certification program, with several activities, special events and cleanups together.

Keep Key West Beautiful (KKWB) has participated in several cleanups throughout the year resulting in approximately 200 volunteers, over 4000 pounds of garbage picked up in the city and surrounding mangroves.

KKWB started collecting cigarette waste from businesses and residents in a voluntary recycling program in a partnership with TerraCycle. They are recycled into plastic lumber. Five Ballot Box Cigarette Collection Bins were bought and are being installed around the city. The past year has resulted in over 200 pounds of cigarette butts being collected and recycled.

KKWB Plogging Program has a weekly litter cleanup event starting at Ed Knight Pier each Wednesday morning at 8 a.m. resulting in collection of over four gallons of cigarette butts from the streets and beach and over 300 pounds of other litter.

Port and Marine Services



Doug Bradshaw, Director

Mission

The Port and Marine Services Department is public benefit City department providing coordination of all port and marina activities, real estate services, and management of infrastructure to enhance the local economy, insure a secure revenue source for the City, and providing recreational opportunities for its citizens while at the same time protecting our heritage, the marine environment, our Citizen's quality of life and our fragile ecosystem for future generations.

Department Overview

Port and Marine Services consists of the Port of Key West (cruise ships), the Key West Historic Seaport -- including Key West Bight Marina, City Marina at Garrison Bight, and the City's mooring field. Although each division has a distinct function within the City, all have one feature in common: commitment to managing and caring for the City's waterside facilities, both financially and environmentally. Each division has identified goals and objectives that will ensure we fulfill the vision for Port and Marine Services.

Accomplishments

Key West Bight Historic Seaport

- Installed new fiber optic cable connect to the Dockmaster Office to stop outage issues on fuel and reservation systems.
- Installed three new dinghy docks with 48 private cleats generating \$6,600 of income each month.
- Installed new brighter lights around dinghy docks to help security and customers to be safer at night.
- In the progress of replacing all electric pedestals reading meters for easier reading.
- Installed two new Ingenico chip reading devices to prevent chargebacks from credit card company.
- The Marina increased transient dockage and dinghy dock rates and showers charge ten percent generating \$110,000 for the Bight this coming year.

City Marina at Garrison Bight

- Began construction on new Dockmaster Office
- Grant funding secured for refurbishment of boat ramp
- Electrical infrastructure replaced on Wahoo and Kingfish piers
- Mooring piling rehab on Wahoo, Bonefish and Bonita piers (post Irma) nine pilings
- Digital sign installed main sign display
- Received an additional \$32,000 in revenue from bid on abandoned houseboat.
- Liveaboard revenue up \$53,000 above projected budget due to the intake of larger vessels in leased slips.

- Overhauled utility vessel with new engine and rigging.
- New washers and dryers installed for liveaboard tenants
- Mooring field revenue consistent for the year considering a complete loss of vessels from Hurricane Irma.
- Restoration of most damaged equipment, signs, buildings, water and electric from Hurricane Irma
- Installed portable bathrooms to support tenant needs during construction of new bath rooms

Port and Marine Service

- Provided training specifically focused towards the duties and functions of the department.
- Insured a safe, secure and clean port call for all cruise lines.
- Maintained port security plan in compliance with Homeland Security and Florida Statue Chapter 311.12.
- Performed yearly security assessment review for the port.
- Issued 335 City of Key West Port ID Badges
- Coordinated pier assignment, security and transportation for a total of 405 cruise ship port calls representing a total of 817,450 passengers visiting the City of Key West.
- Billing and collection of \$4,876,310 in gross revenues to the City.
- Scheduled and updated cruise ship calendars for the 2018-2021.
- Obtained three TWIC Readers and software to comply with USCG regulation.
- Cruise Ship Rate Fees Study by Raftelis
- Negotiation of disembarkation and dockage fees increase based on study.
- Negotiation of transportation contract with HTA for passengers arriving at the Outer Mole.
- Negotiation of shared transportation cost with cruise lines.
- Setting up operations for Ferry Terminal tendering of cruise ship shuttles.
- Tasking CH2M Hill to design improvements to T-Pier to better insure the berthing safety of existing cruise ship scheduled to berth at Mallory Pier.
- Conducted repairs and replacement of hardware to fenders at Mallory Pier.

Port and Marine Service Capital Improvements

- Completed the Thompsons Fish House Preservation. Work Included replacing the exterior concrete walls and foundation.
- Transient restroom/ Dockmaster building at City Marina. Project to include transient restroom/ shower and laundry facility, public restrooms, dockmaster office and maintenance shop. New facility partially funded through a large grant.
- Seawall Assessment. Completed an engineered assessment of the Historic Seaport seawall from Turtle Kraals through the Conch Republic Seafood Company. Construction documents underway and project is anticipated to bid in May of 2019.
- Completed Dolphin Pier replacement at City Marina. Project included the placement of 180 linear feet of floating dock with finger piers and updated utilities.
- Completed Hurricane Irma dock repairs at Historic Seaport. Work included replacement of pilings, dock sections and structural members damage by the hurricane.
- Completed Historic Seaport parking lot renovation. Work included milling/ paving, signage and striping.
- Ferry Terminal pier extension. Construction to be complete early 2019. Work includes an 80'L x 20'W pier extension with new fueling stations, utility pedestals and lighting.





