



# Monthly Engineering Department Report

To: Albert P. Childress *APC*  
City Manager

Date: April 11, 2024

From: Gary Volenec, PE  
Engineering Director

Subject: March 2024 – Engineering Department Report

- Engineering Financial Reporting



8 Purchase Requisitions were processed totaling \$224,962



23 Payment Applications were processed for \$579,642

- **Engineering Services**
  - 39.8K Social Media hits on Facebook/Instagram for Bike/Mobility.
  - 9 Key West Connects/Citizen Request were addressed.
  - 42 Temporary ROW Permits were reviewed.
  - 2 ROW easements were reviewed
  - 3 Agenda Items prepared for February City Commission Meeting (2 were put on hold)
  - 3 Resolutions approved by City Commission
  - 16 active individual Consultant and Construction Contracts being managed for City Projects.
  - 42 Consultant/Project meetings attended.
  - 29 Project site visits conducted.
  - 3 Webinars attended.
  - 2 Change Order in process.
  - 4 Director Meetings attended
  - 6 Multi-Departmental meetings attended
  - 1 Advisory Board Meetings attended.
  - 1 Public Meeting attended
  - 1 Chamber of Commerce Luncheon attended
  - 784 Total Responses to Online Survey for MLK Pool Improvements tabulated
  - 29 Bike Parking spaces installed
  - 150 Bike Lights & Bells distributed.
  - 14 informational notices posted.
  - 5 Wayfinding signs fabricated
  - 1 Computer Software (Revit) installed for future inhouse design and renderings
  
- **Construction**
  - **Bid proposals Opened**
    - Spencer's Seawall Repair
    - South Street Roadway Improvements
  - **Eaton Street - Simonton Street to White Street**
    - 13,265 SQ/YD New Asphalt and Paint Striping plans prepared
    - 470 SQ/YD trench restoration plans prepared