



# May Utilities Department Report

To: Brian L Barroso, City Manager

Date: May 1, 2025

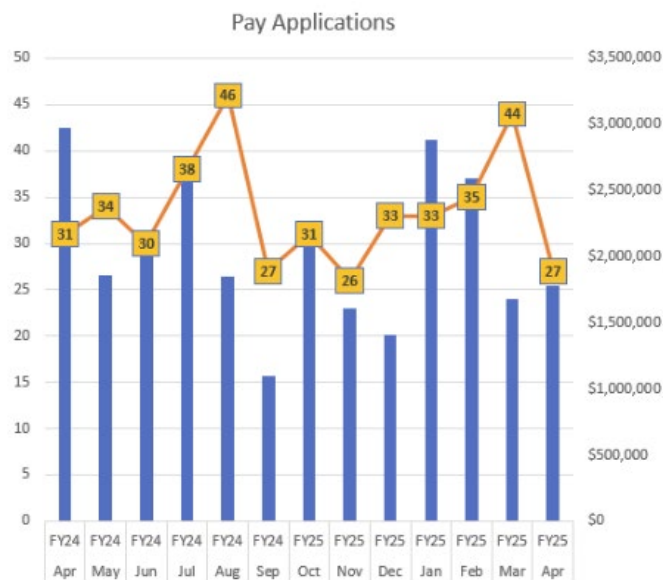
From: Matt Willman, Utilities Director

Subject: April Report 2025

## Utilities Department

### *Administrative*

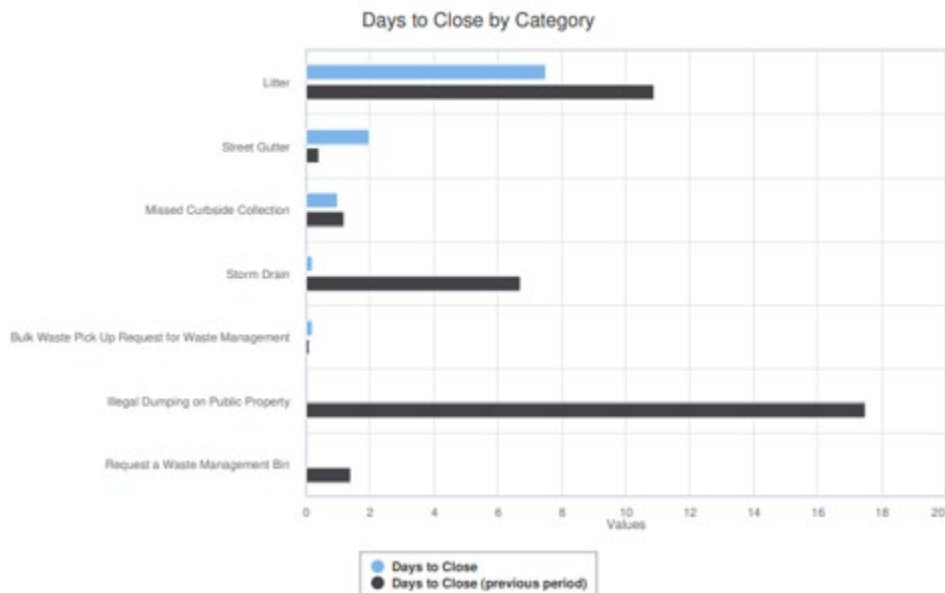
- Pay Apps Processed: 27 for \$1,776,188



- Purchase Requests Submitted: 7 for \$1,519,769



- Issues Resolved-Click Fix 13 of 18 resolved to date (all categories)



- Back Utility Fees Assessed/Collected: \$0 Assessed / \$0 Collected
- Undiscovered Sewer Base Charges recognized: 6 EDUs @ \$27.51 = \$165.06/month
- Add or Re-assess new parcels: 0 @ 357.59 = \$242.63/year

### ***Solid Waste***

- Waste Hauled
  - Municipal Solid Waste: 3469 tons
  - Recycling: 436 tons
  - Yard Waste: 450 tons
  - Construction and Demolition: 0 tons
  - Metal: 37 tons
  - Leachate: 80 tons
  - Tires: 0 tons
- White Goods: 131 items collected
- Free Bulk Pick Ups by Waste Management: 344 locations
- Charged Bulk Pick Ups by Waste Management: 57 locations
- Tonnage of bulk picked up by Waste Management: 252 tons in 120 vehicle trips
- Bulk Pick Ups by Public Works: 70 billable tons in 87 vehicle trips
- Extra Pick Ups: 36
- Carts Delivered: 36
- Carts Repaired: 0
- Cart Exchanges: 10
- Commercial Recycling Participation Rate: 51%

- Solid Waste related code cases opened: 28
- Solid Waste code cases closed: 28
- Shipped 538 tons of MSW to Okeechobee and 2,931 tons to Medley.
- Pre-approved Disaster Debris Management Sites ahead of hurricane season.
- Finalized scope of services for Haul-Out Contract RFP.
- Sourcing quotes for exterior transfer station repairs.
- Adjusted transfer station staff schedules to reduce overtime.
- Recovered \$17,538 through a review of commercial solid waste accounts.
- Processed \$28,295.27 in receivables and \$32,720.64 in credit card transactions.
- Began FY 2026 budgeting with Raftelis RFI submission.
- Ongoing troubleshooting of transfer station camera system.

### ***Recycling Update:***

- Continued inventory and assessment of trash and recycling bin assets to improve tracking and service delivery citywide.
- Ongoing promotion of the *Plogging for Recycling* initiative, combining community cleanups with wellness to foster resident engagement.
- Developed new sustainability outreach materials, including a branded banner and educational table display for use at public events.
- Conducted post-event outreach and engagement following *Taste of KW*, reinforcing our presence and messaging around waste reduction and sustainability.
- Created and distributed a multilingual “What Can I Recycle?” flyer to improve recycling compliance and ensure accessibility for all residents.
- Participated in major community events—*Earth Day*, *Arbor Day*, and *Oceanfest*—with strong turnout and positive engagement on environmental topics.
- Delivered updates and program highlights at both the City Commission meeting and Sustainability Advisory Board meeting to maintain transparency and alignment with City goals.
- Advanced the *Oyster Shell Recycling Initiative*

### **Sewer / Stormwater / GIS / Solid Waste**

- Participated in a strategic meeting with Raftelis to discuss budgetary goals.
- Completed GIS training modules related to Utilities projects.
- Met with Jacobs to address concerns regarding the restroom facilities at the Amphitheater.
- Resolved various address and parcel-related issues.
- Attended regular weekly and monthly coordination meetings with OMI, Waste Management, Utilities Department staff, Department of Commerce, and Directors.

- Participated in the Southeast User Conference for Environmental Systems Research Institute (ESRI) and GIS.
- Collaborated with staff to prepare the first round of information for the FY26 budget review.
- Engaged with external stakeholders to discuss future partnership opportunities.
- Received and reviewed bids for upcoming pump station upgrades.
- Coordinated with Solid Waste and Finance departments on the preparation of the Haul Out Request For Proposal.
- Met with Planning staff and the Assistant City Manager to discuss the proposed Duval Street restroom location.
- Staff held discussions with Dr. Brian LaPointe regarding Consent Order matters.
- Attended the Tree Commission meeting to obtain a tree removal permit for pump station R.
- Coordinated with OMI staff on a new sewer tap installation, associated street repairs, and billing.
- Participated in the Mayor's Cemetery Committee meeting.
- Reviewed and prepared a budget adjustment to reflect Jacobs' sludge hauling rate increase.
- Attended the April Development Review Committee (DRC) meeting.
- Met with City staff to discuss additional tree removal needs.
- Conducted the kickoff meeting for the annual rate model update for stormwater, sewer, and solid waste services.
- Participated in the Flagler Avenue Progress Meeting with both City and County stakeholders.
- Assessed City easement maintenance needs and surveyed additional canal clearing needs.
- Met with a 4th Street homeowner to address localized drainage concerns.
- Coordinated with FDOT and their contractor on the SRB pump station project, in preparation for City acceptance and turnover scheduled for May 2025.