



January Utilities Department Report

To: Brian L Barroso, City Manager

Date: February 1, 2025

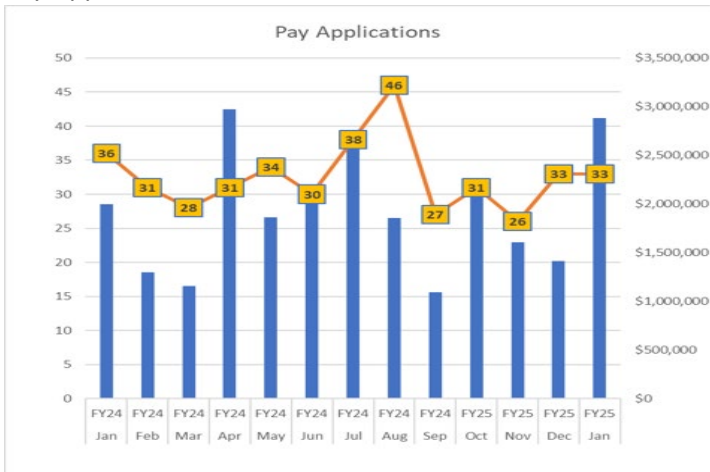
From: Matt Willman, Utilities Director

Subject: January Report 2025

Utilities Department

Administrative

- Pay Apps Processed: 33 for \$2,885,375

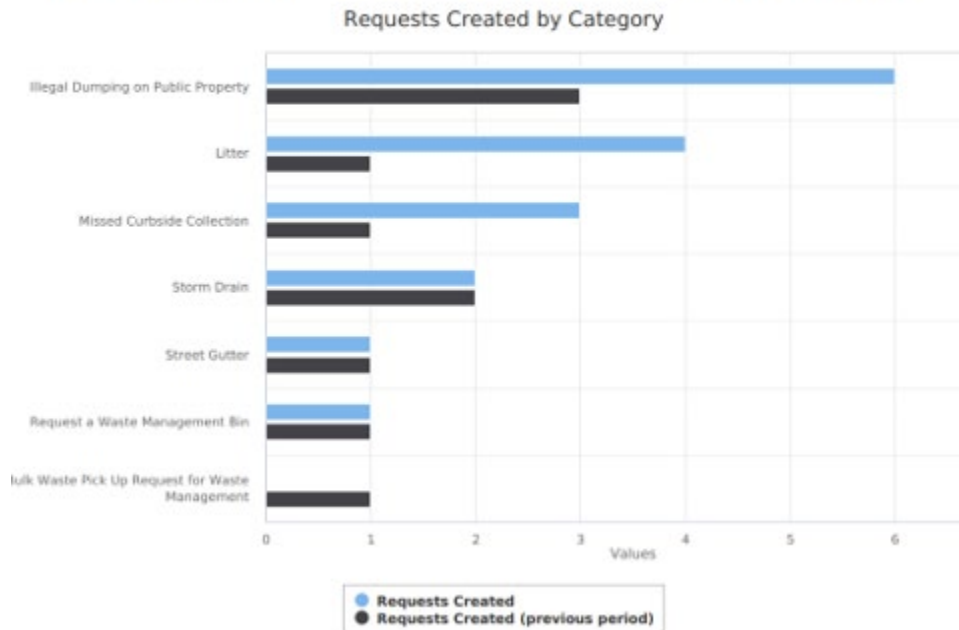


- Purchase Requests Submitted: 8 for \$56,556



- Issues Resolved-Click Fix 10 of 17 resolved to date (all categories)

Requests filtered by request category that have been created 01/01/2025 - 02/01/2025 compared to 12/01/2024 - 01/01/2025 filtered to 7 categories within all geographies



- Back Utility Fees Assessed/Collected: \$4294.21 Assessed / \$256,666.02 Collected
- Undiscovered Sewer Base Charges recognized: 5 EDUs @ \$27.51 = \$137.55/month

Solid Waste

- Waste Hauled
 - Municipal Solid Waste: 3277 tons
 - Recycling: 379 tons
 - Yard Waste: 339 tons
 - Construction and Demolition: 14 tons
 - Metal: 34 tons
 - Leachate: 94 tons *non-billable due to procedural change*
 - Household Hazardous Waste & E-Waste: 1 ton
 - Tires: 0 tons
- White Goods: 154 items collected
- Free Bulk Pick Ups by Waste Management: 309 locations
- Charged Bulk Pick Ups by Waste Management: 57 locations
- Tonnage of bulk picked up by Waste Management: 215 tons
- Bulk Pick Ups by Public Works: 57.17 billable tons in 58 vehicle trips
- Extra Pick Ups: 22
- Carts Delivered: 76
- Carts Repaired: 0
- Cart Exchanges: 26
- Commercial Recycling Participation Rate: 51%
- Solid Waste related code cases opened: 19

- Solid Waste code cases closed: 18

*Received notification from Waste Management that waste has begun to be diverted to Okeechobee landfill. The Increased rate will be applied to the diverted loads as they occur.

Recycling Update:

- Conducted site visits to businesses to educate them on best recycling practices.
- Reached out to e-bike rental facilities to explore the possibility of establishing a local drop-off site for lithium-ion battery recycling.
- Developed educational content for social media to promote recycling awareness.
- Participated in the composting program at the Botanical Gardens.
- Meeting with Bigbelly to gather insights on compacting trash receptacles.
- Revised the recycling and solid waste section of the special events form to encourage better waste management practices.
- Distributed an in-house recycling survey, with responses due by January 31st.
- Began research for an April presentation to the Commission.

Sewer/Storm/GIS/Solid Waste

- Updated Commissioner Haskell on Utilities Department activity.
- Posted Utilities Administrator position.
- Led monthly Jacobs/OMI meeting to enhance asset management & GIS data capture.
- Held bimonthly department staff and WWTP Jacobs meetings.
- Attended Key West & Monroe County Business Tax Receipt License Discovery Session.
- Met with stakeholders for upcoming Manhole Rehabilitation project.
- Participated in January City Commission and Development Review Committee meetings.
- Attended weekly Directors meetings and January after-action meeting.
- Discussed improvements to the "Special Events" form with department staff.
- Reviewed Southernmost Point project update & plans.
- Met with Monroe County staff on Flagler Ave storm drainage upgrades.
- Gave CM Barroso and ACM Delestrinos a WWTP staff meet & greet and project tour.
- Joined TEAMS call with Monroe County & stakeholders on Florida Keys Water Quality Improvements Program.
- Facilitated meeting with Jacobs Regional Director, WWTP Project Manager, CM Barroso, and staff.
- Discussed potential WWTP conveyance to Florida Keys Aqueduct Authority with staff.
- Submitted GIS data for GOV Built project initiation.
- Conducted pre-bid meeting for Pump Station F Grinder Installation.
- Assigned Perez Engineering to develop plans for concrete and manhole repairs.
- Ordered a Poo-Pit test installation at Eaton & Fletcher's Ln. for sanitary mainline repair.

- Secured Commission approval for Crosshair Construction to mill and pave seven trench repairs.
- Coordinated public outreach on lithium-ion battery disposal at household hazardous waste drop-off.
- Reviewed & provided feedback on 60% plans for Southernmost Point Plaza Roadway Project.
- Managed renewal of Richard A. Heyman WWTP injection well system permit.
- Coordinated mangrove trimming at Linda Avenue drainage canal.