



February Utilities Department Report

To: Brian L Barroso, City Manager

Date: March 10, 2025

From: Matt Willman, Utilities Director

Subject: February Report 2025

Utilities Department

Administrative

- Pay Apps Processed: 35 for \$2,593,005



- Purchase Requests Submitted: 12 for \$73,886



- Issues Resolved-Click Fix 9 of 12 resolved to date (all categories)
- Back Utility Fees Assessed/Collected: \$632 Assessed / \$0 Collected

Solid Waste

- Waste Hauled
 - Municipal Solid Waste: 3550 tons
 - Recycling: 486 tons
 - Yard Waste: 436 tons
 - Construction and Demolition: 23 tons
 - Metal: 43 tons
 - Leachate: 49 tons
 - Tires: 0 tons
- White Goods: 125 items collected
- Free Bulk Pick Ups by Waste Management: 293 pickup locations
- Charged Bulk Pick Ups by Waste Management: 50 pickup locations
- Tonnage of bulk picked up by Waste Management: 250 tons in 108 vehicle trips
- Bulk Pick Ups by Public Works: 82 billable tons in 115 vehicle trips
- Extra Pick Ups: 17
- Carts Delivered: 65
- Carts Repaired: 0
- Cart Exchanges: 14
- Commercial Recycling Participation Rate: 51
- Solid Waste Related Code Cases opened: 19
- Solid Waste Code Cases closed: 18
 - Approximately 83 tons of Municipal Solid Waste shipped to Okeechobee, the remaining shipped to Medley.
 - Review of existing Haul Out contract underway in preparation for required Request For Proposal.
 - Automation system improving operational efficiency.

Recycling Update:

- Updated Trash Can Placement ArcGIS map, walking streets taking inventory
- Submitted inventory data to Waste Management to bring invoices up to date
- Running pilot for reusable coffee mugs in Commission room
- Networked with food waste and food recovery organizations
- Met with KW Aquarium and Conch Republic Marine Army to collaborate on future events
- Created Public Service Announcement flyers on recycling plastic films and chasing arrow symbol on plastic
- Participating in composting program at Botanical Gardens
- Created flyers for food service industry on plastic cutlery (3 languages)

Sewer/Storm/GIS/Solid Waste

- Received Odor control units for pump stations, B, H and F
- Began Construction on Pump station R Rehabilitation
- Installation Pump station F Grinder bid opening - CT&S evoked local vendor privilege
- Task order requested from Jacobs Engineering for engineering services for Pump Station J
- Perez Engineering proceeding with engineering services for concrete and manhole repair specs and plans
- All parts received to install Poo-Pit at Eaton and Fletcher's Lane
- Consent agenda request to approve smoke testing services for sanitary sewer districts E & F
- Consent agenda request to approve purchase of Wilo submersible sewage pump for Pump Station A
- Mangrove trimming Linda Avenue Canal complete
- Reviewed plan for surface water management at 218 Duval Street
- Received and provided flood condition information during tropical rain event
- Produced street maps for storm drain inlet stenciling at Old Town west of Truman
- Conducted Interviews for the Utilities administrator position.
- Attended presentation of Key West - Final Mobile LiDAR - Data Review
- Revised the list for Florida Keys Water Quality Initiative for funding request.
- Met with Stormwater 1 District resident to discuss concerns and needed improvements to the system
- Performed canal inspections to devise a mangrove trimming Request for Proposal for canal maintenance near Government Road.
- Conducted bi-weekly Waste Management, Jacobs, and Utilities Staff meetings
- Attended the Capital Project workshop/Prioritization Meeting
- Conducted Staff performance evaluation
- Met with the Cemetery Committee and toured the cemetery
- Attended weekly Director meetings, agenda setting, and commission meeting.
- Met with other department staff to discuss status development review flow chart
- Met with Jacobs regarding Task Order 01-24 Permit Contract Review 2nd Draft Tech Memo
- Met with Overseas Market Representatives to discuss sewer credit following water leak
- Hosted a conversation with ESRI to discuss how we may use the Debris Management Solution following a storm
- Triaged stormwater & sanitary crew during and after the +7" rainfall the morning of 2-24

- Discussed the WM Haul Out contract and preparation for a Request for Proposal
- Met with SAK Construction at City Hall
- Attended the February Development and Review Committee Meeting