



# July Utilities Department Report

To: Brian L Barroso, City Manager

Date: July 1, 2025

From: Matt Willman, Utilities Director

Subject: June Report 2025

## Utilities Department

### Administrative

- Pay Applications Processed: 33 for \$2,656,893

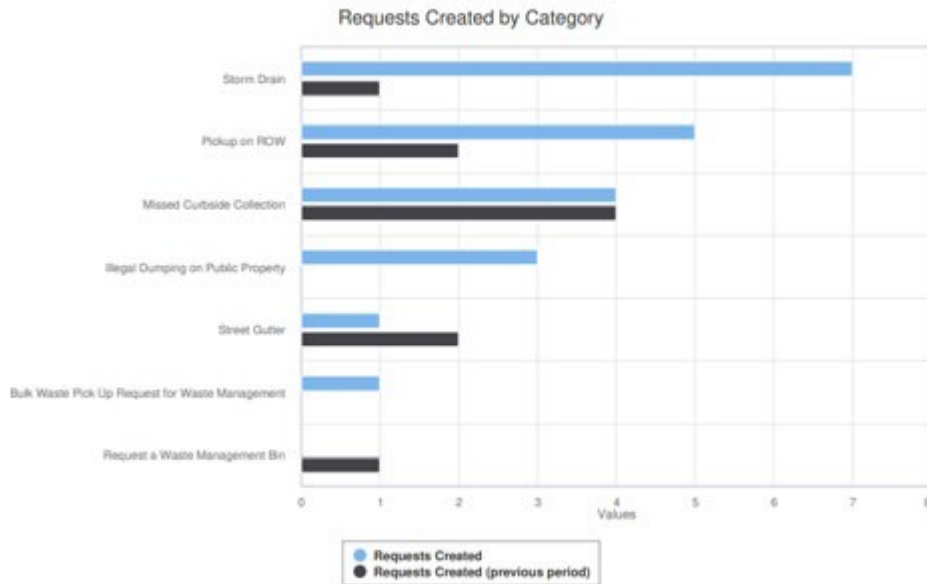


- Purchase Requests Submitted: 11 for \$589,023



- Issues Resolved-Click Fix 21 of 21 resolved to date (all categories)

Requests filtered by request category that have been created 06/01/2025 - 07/01/2025 compared to 06/01/2024 - 06/30/2024 filtered to 7 categories within all geographies



- Back Utility Fees Assessed/Collected: \$182.20 Assessed / \$178.80 Collected
- Undiscovered Sewer Base Charges recognized: 3 EDUs @ \$27.51 = \$82.53/month
- Add or Re-assess new parcels: 2 @ \$358 = \$715/year 2 @ \$121 = \$243/year

### ***Solid Waste***

- Waste Hauled
  - Municipal Solid Waste: 3207 tons
  - Recycling: 392 tons
  - Yard Waste: 525 tons
  - Construction and Demolition: 6 tons
  - Metal: 53 tons
  - Leachate: 83 tons
  - Household Waste & E-Waste: 1 ton
- White Goods: 114 items collected
- Free Bulk Pick Ups by Waste Management: 299 locations
- Charged Bulk Pick Ups by Waste Management: 47 locations
- Tonnage of bulk picked up by Waste Management: 224 tons in 112 vehicle trips
- Bulk Pick Ups by Public Works: 84 billable tons in 92 vehicle trips
- Key West Housing Authority: 36 tons Pro-Bono
- Extra Pick Ups: 9
- Carts Delivered: 75
- Carts Repaired: 0

- Cart Exchanges: 19
- Commercial Recycling Participation Rate: 51%
- Solid Waste related code cases opened: 61
- Solid Waste code cases closed: 47
- Hauled a total of 3,207 tons of municipal solid waste (MSW):
  - 1,779 tons to Okeechobee
  - 1,428 tons to Medley
- Processed:
  - \$24,914.08 in account holder receivable invoices
  - \$31,535.99 in credit card transactions from “cash” customers
- Continued troubleshooting the transfer station camera system:
  - Identified a non-functioning component
  - Cleaned all camera lenses
- Solid Waste Ordinance update:
  - Drafting in progress

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

- Attended the Harry S Truman Little Whitehouse Fruit Festival
- Conducted a site visit to Montessori to discuss programs and composting
- Initiated centralized waste and recycling efforts in the Utilities and Engineering Departments
- Attended the Sustainability Advisory Board (SAB) meeting
- Created 11x17 multilingual flyers for commercial recycling
- Created a composting guide and worm bin "how-to" for events and the website
- Attended the Recycle Florida Today Conference in Daytona (6/23–6/25)
- Continued collaboration with Melody Tuschel (Recycling Coordinator & Outreach/Monroe County) on the school initiative promoting reuse over single use
- Worked on the nationwide [Skip the Stuff campaign](#), scheduled for deployment in July. Preventing billions of unnecessary take-out accessories like straws, utensils, and condiment packets from automatically being included in orders, contributing to nearly 5 million tons of waste.

### ***Sewer/Storm/GIS/Solid Waste:***

#### **Project Updates & Field Work**

- **Pump Station G:** Substantial completion issued. Renovations complete 6/30
- **Pump Station D:** Flange bolts in wet well replaced; leaks resolved
- **Executing Well Cleaning under General Services Utility Agreement** with two selected contractors/awardees
- **Effluent System:** Design phase kicked off for manifold and Pump 1 & 2 replacements
- **Olivia Street:** Drainage improvements nearing completion
- **Dennis Street Phase II:** Currently in submittal phase
- **Tide Valve Project:** USACE (Army Core of Engineers) permit application submitted
- **Mallory Square:** Plan initiated to remove the compactor to create an additional parking space
- **Mt. Trashmore:** Grass seed applied with minor slow-release fertilizer
- **Telegraph Lane:** Provided information in response to pending litigation
- **Stormwater:** Met with residents to address neighborhood drainage concerns

## Coordination & Meetings

- Attended regular **monthly and biweekly meetings** for Staff, Directors, Waste Management, Navy, OMI, DRC, City Commission, and Special Projects
- Met with the **Finance Director** to review Utilities Fund cash carryforward
- Discussed **FCAA bill messaging** with Staff
- Held meeting with **Code staff** regarding Utility Inspector responsibilities
- **John Jones Navigational Center**: Attended ribbon cutting ceremony
- **Rate Model Refinement**: Ongoing coordination with Raftelis
- **Special Events**: Collaborated with Utilities and Public Works to streamline the special event application process as it pertains to solid waste and recycling.
- Participated in **Emergency Management annual training**
- Attended the **Florida Stormwater Association Conference**
- Met with **IT** to explore alternative internet options for the Transfer Station

## Planning & Administration

- Worked with **IT & ESRI** to improve GIS access for Bray
- Reviewed **FOG ordinance draft** with Interim City Attorney in preparation for the August City Commission meeting
- Adjusted **base charge units** for new businesses based on established flow data
- Recaptured **3 Building Permit Allocation Systems units** from a project converted from multi-unit to single-family
- Reviewed and updated the **Solid Waste & Stormwater Assessment Roll** in preparation for submission to the Tax Collector
- Submitted the **Quarterly Report** for Consent Order compliance