



# December Utilities Department Report

To: Todd Stoughton, Acting City Manager

Date: January 2, 2025

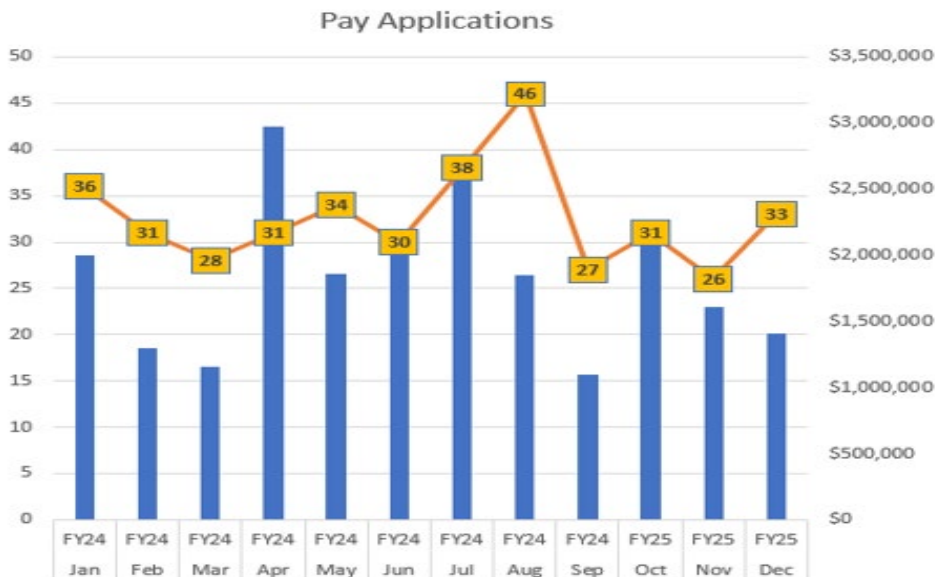
From: Matt Willman, Utilities Director

Subject: December Report 2024

## Utilities Department

### *Administrative*

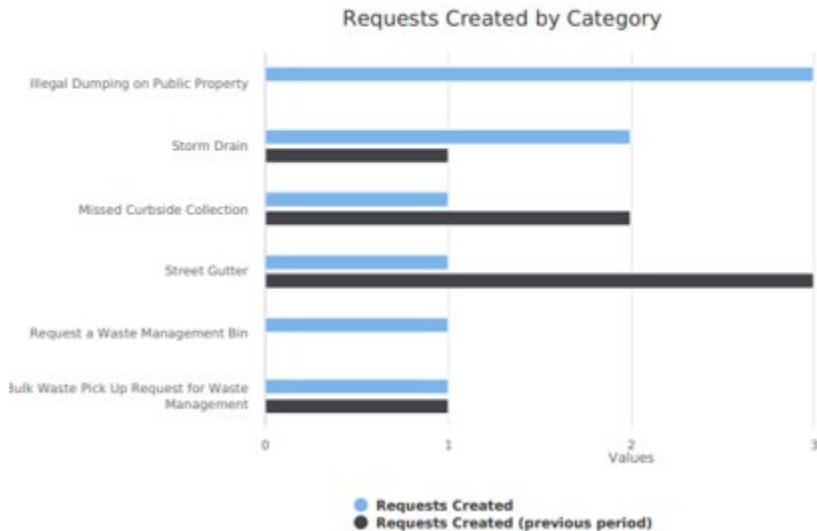
Pay Apps Processed: 33 for \$1,413,010



- Purchase Requests Submitted: 9 for \$291,423
- Undiscovered Sewer Base Charges Recognized: 2 EDU's @ \$27.51 = \$55.02/month
- Issues Resolved-Click Fix 5 of 9 resolved to date (all categories)

## City of Key West

Requests filtered by request category that have been created 11/29/2024 - 12/30/2024 compared to 11/29/2023 - 12/29/2023 filtered to 6 categories within all geographies



### ***Solid Waste***

- Waste Hauled
  - Municipal Solid Waste: 2987 tons
  - Recycling: 401 tons
  - Yard Waste: 417 tons
  - Construction and Demolition: 0 tons
  - Metal: 25 tons
  - Leachate: 70 tons
  - Household Hazardous and E-waste 1.5 tons
  - Tires: 0 tons
- White Goods: 85 items collected
- Free Bulk Pick Ups by Waste Management: 208 locations
- Charged Bulk Pick Ups by Waste Management: 49 locations
- Tonnage of bulk picked up by Waste Management: 154.61 tons
- Bulk Pick Ups by Public Works: 68 billable tons in 71 vehicle trips
- Extra Pick Ups: 9
- Carts Delivered: 23
- Carts Repaired: 0
- Cart Exchanges: 7
- Commercial Recycling Participation Rate: 51%
- Solid Waste related code cases opened: 17
- Solid Waste code cases closed: 28

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

- Developed 4 holiday recycling tip flyers for internal use and social media

- Started Konica Minolta Clean Planet program recycling toner cartridges

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

- **Meetings and Collaborations:**

- Held bi-weekly staff meetings.
- Attended weekly directors' meetings.
- Participated in bi-weekly Waste Management meetings.
- Collaborated with the Jacobs Team on developing and utilizing the Asset Management program.
- Facilitated a special grants meeting with Alison Higgins.
- Attended the December City Commission Meeting and subsequent after-action briefing.
- Hosted a call with FDOT, KEYS, and City Staff regarding the stormwater pump station on South Roosevelt Boulevard.
- Participated in the December Development Review Committee meeting.
- Attended several sessions of the Compact Climate Summit.
- Participated in a collaborative meeting with Naval Air Station Key West and the Real Estate Consulting Corps team to discuss real estate-focused topics.

- **Site Visits and Inspections:**

- Met Hotwire staff to locate the force main on South Roosevelt Boulevard.
- Toured the Wastewater Plant with Mayor Henriquez.
- Met with Joyce Moore at 509 South St. to confirm the existence of a second unit.
- Met with residents at 1117 Fleming Street to address a new sewer tap.

- **State and Compliance Notifications:**

- Notified the Florida Department Of Revenue and Monroe County Tax Collector per state statute regarding the upcoming Capital Improvement Assessment for stormwater.

- **Project Updates and Permits:**

- Olivia Street Drainage Permit obtained from the South Florida Water Management District.
- Dennis Phase II bid document preparation underway.
- Coordinated responses to the Tide Valve Request for Additional Information.
- Received and reviewed submittals for White Street Pump Can installations.
- Submitted Fleming Phase I deliverables to Florida Commerce.

- **Technical Tasks:**

- Conducted salinity readings at the USCG Base to identify infiltration areas at the request of Naval Air Station staff.

- Reviewed Geographic Information System (GIS) basics with Barb for future tasks.
  - Updated address data for the Key West Police Department's 911 system.
- **Grants and Funding:**
  - Met with Bill VanHooten to discuss the Wastewater Treatment Plant (WWTP) Office of Local Defense Community Cooperation Grant.
- **Commission Updates:**
  - Briefed Commissioner Haskell on various Utilities projects and ongoing tasks.