



# March Utilities Department Report

To: Brian L Barroso, City Manager

Date: April 9, 2025

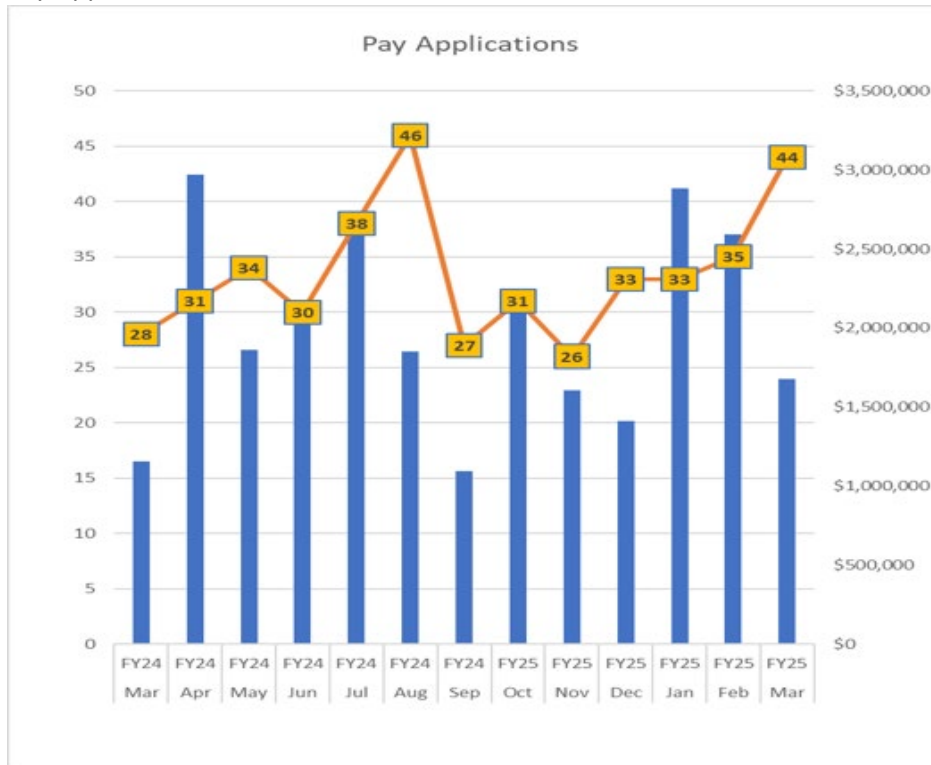
From: Matt Willman, Utilities Director

Subject: March Report 2025

## Utilities Department

### *Administrative*

Pay Apps Processed: 44 for \$1,792,599



Purchase Requests Submitted: 15 for \$248,190



- Issues Resolved-Click Fix 13 of 16 resolved to date (all categories)
- Back Utility Fees Assessed/Collected: \$0 Assessed / \$632 Collected
- Undiscovered Sewer Base Charges recognized: 1.78 EDUs @ \$27.51 = \$48.97/month
- Add or Re-assess new parcels: 1 @ 357.59= \$600.21/year

### **Solid Waste**

- Waste Hauled
  - Municipal Solid Waste: 3020 tons
  - Recycling: 389 tons
  - Yard Waste: 464 tons
  - Construction and Demolition: 41 tons
  - Metal: 32 tons
  - Leachate: 56 tons
- White Goods: 166 items collected
- Free Bulk Pick Ups by Waste Management: 311 pick-up locations
- Charged Bulk Pick Ups by Waste Management: 45 pick-up locations
- Tonnage of bulk picked up by Waste Management: 230 tons
- Bulk Pick Ups by Public Works: 79 billable tons in 153 vehicle trips
- Extra Pick Ups: 9
- Carts Delivered: 73
- Cart Exchanges: 6
- Commercial Recycling Participation Rate: 50%
- Solid Waste related code cases opened: 23
- Solid Waste code cases closed: 24
- 318 tons of MSW shipped to Okeechobee, 2702 tons to Medley

- **Haul-Out Contract Review:** Reviewed the existing Haul-Out contract and initiated drafting of a new agreement to meet the City's current and near-term operational requirements in preparation for the upcoming Request for Proposal (RFP).
  - **Transfer Station Billing:** Processed \$25,530 in receivable invoices for transfer station account holders. This figure excludes revenue from cash-paying customers.
  - **Automation & System Support:** Continued troubleshooting issues with the automation system and coordinated technical support and repairs for the transfer station's camera system.
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### Recycling Program Updates

- **Oyster Shell Recycling Initiative:** Collaborated with various City departments and local businesses to explore viable oyster shell recycling solutions.
  - **April Commission Presentation:** Developed materials for the April Commission meeting presentation.
  - **Toner Cartridge Recycling:** Managed the monthly shipment of recycled toner cartridges.
  - **Trash Derby Planning:** Continued event planning and coordination for the upcoming Trash Derby.
  - **Recycle Florida Today Summit:** Coordinated travel arrangements to attend the Recycle Florida Today Spring Summit.
  - **Recycling Contamination Reduction:** Implemented contamination reduction strategies as part of the Pilot Program at Taste of Key West.
  - **MRF Site Visit:** Conducted a site visit to the Reuters Materials Recovery Facility (MRF) in Pembroke Pines.
  - **Public Bin Inventory:** Continued inventory and assessment of recycling bins along Whitehead, Greene, and Front Streets.
  - **Earth Day Planning:** Contributed to planning and logistics for Earth Day events.
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### Sewer, Stormwater, GIS & Solid Waste

- **Pump Station G:** Demolition and reconstruction efforts are ongoing. Demolition is approximately 90% complete, and concrete repairs in the vaults are 50% complete.
- **Pump Station R:** Received the 60% design package for rehabilitation work from Jacobs Engineering.

- **Pump Station F:** Approved a change order for bid phase services related to grinder installation, provided by Jacobs Engineering.
- **Pump Station J:** Reviewed and returned Jacobs Engineering's preliminary task order for finalization.
- **Roadway Repairs:** Completed asphalt restoration at seven separate roadway trench locations.
- **Infrastructure Task Orders:** Worked with Perez Engineering to develop task orders addressing concrete repairs, water intrusion issues, and manhole maintenance.
- **Coordination Meetings:** Participated in scheduled meetings with Waste Management, Jacobs Engineering, the Florida Department of Commerce, and City Utilities staff.
- **FOG Ordinance:** Met with the City Licensing Official and Assistant City Attorney to review a proposed ordinance regulating fats, oils, and grease (FOG).
- **Capital Planning:** Attended the Capital Improvement Strategy Session in preparation for the FY 2026 budget cycle.
- **Community Outreach:** Presented Utilities information to the Ambassadors group.
- **Drainage Improvement:** Provided project updates at the District 6 meeting, including details on a planned drainage improvement project.
- **Water Quality Collaboration:** Worked with Monroe County agencies to identify and prioritize water quality improvement initiatives.
- **Event Support:** Volunteered with other City staff to support recycling efforts during the Taste of Key West event.
- **Stakeholder Engagement:** Met with the Regional Vice President for Operations Management at Jacobs Engineering.
- **Leadership Development:** Attended a professional leadership seminar hosted by the Gehring Group.
- **Energy Coordination:** Participated in coordination meetings with NASKW staff and the City's Energy Group.
- **WWTP Appraisal:** Received a project briefing from Raftelis regarding the Utility Appraisal of the City's Wastewater Treatment Plant.