



Monthly Community Services Department Report

To: Albert P. Childress
City Manager

Handwritten initials "APC" in blue ink, enclosed in a blue circle.

Date: September 14, 2023

From: Marcus Davila
Director of Community Services

Subject: August 2023 Community Services Report

Key West Cemetery

- 3 Full body burials
- 7 Interment of cremations
- 2 Niche sold, \$1,500 received.
- Received a deposit to reserve one niche in Building F of \$750.00.
- 2 Purchase agreements completed and sent to the City Clerk's office.
- \$2,614 total money received for perpetual care, tent/chair rental, and casket tray fees.
- 1 payment of \$398.00 for one plaque to be ordered.
- 3 Scrolls ordered from Mathews; 4 Plaques ordered from Mathews. Will receive payments from family when plaques are received.
- 2 Celestial vases ordered with payment already received from family of \$320.
- 10 Celestial vase of varying sizes, ordered to stock in Sexton office.
- Met with 7 different families regarding family plot ownership, to find family members buried in the cemetery, and future lot repair requests.
- 6 Construction permits pulled by families.
- Bee removal was successful, to family lot in the Catholic Cemetery Sec.D by Rolly's Pest Control LLC.
- Grave repair completed in Catholic Cemetery Sec.D after bee removal by FMT Staff.
- Tree in storage area near Olivia St. snapped. I contacted tree crew and they immediately responded and removed making area safe.
- Fence Repair in Catholic Sec. on Francis St repaired by FMT Staff.
- Street Signs in Cemetery repaired by PW staff.
- FMT has started repair on a damaged hut in public grounds near Olivia St.
- HR Director submitted a memorandum to City Manager for dissolution of the Save A Grave program in the Key West Cemetery.

- Working to apply to ICCFA to start the certification program to be a Certified Cemetery Executive.

Claw Truck

- Dumped 14 times for 37.5 Tons.

Tree Trimming

- Trimmed 30 Coconut Palms, 3 miscellaneous trees, 3 tree removals, planted 22 trees.

Events

- 7 Events, 2 of them at the Douglass Gym, Sublime and the Dirty Heads at the Amphitheater, Lobsterfest on Duval St, Football Jamboree at George Mira Football Field, Backpack Giveaway at Nelson English Park, National Night Out at Bayview Park.

August- See Click Fix Report

Request Category	Created	Acknowledged	Closed	Avg Days to Acknowledg	Avg Days to Close
Abandoned Bicycle	7	5	4	1.1	2.6
Abandoned Property	3	2	3	2.7	3.2
Bicycle Rack Maintenance	2	2	1	3.3	8.5
Bicycle Rack Request	2	2	2	1.9	4.7
Bulk Waste Pick Up Request for Waste Management	3	3	3	0	1
City Building Maintenance (Community Services)	81	80	71	0.2	3.5
Code Compliance Concern	3	1	3	0.1	2
Curb Issue	1	1	1	0.4	2.5
FMT Category for maintenance	3	3	3	0.2	4.6
Graffiti	7	7	4	1.4	2.3
Illegal Dumping on Public Property	3	3	3	0	3.4
Litter	3	2	3	0	0.4
Missed Curbside Collection	1	1	1	0	0.1
Parking Concerns	7	0	6		2.5
Pavement Marking	1	1	1	0	0
Pickup on ROW	13	13	13	0	0
Pothole	5	5	5	0.9	2
Public Beach	1	1	1	0	1.6
Public Park	8	8	6	0.4	0.5
Request a Waste Management Bin	1	1	1	0	0.1
Right of Way Concern	2	1	0	0	
Sidewalks	10	9	9	0.8	2.4
Signage	21	18	19	0.3	1.4
Storm Drain	4	2	3	0	0.1
Street Gutter	2	0	1		0
Streetlights	7	6	6	0.6	3.1
Streets	27	20	17	1.5	3.3
Tree Concerns	7	5	3	0.7	0.5
Trim Trees on Public Property	14	14	4	0.5	4.4
Urban Forestry Request	2	2	0	0	