



Monthly CS Department Report

To: Albert P. Childress
City Manager

Handwritten initials "APC" in blue ink, circled.

Date: November 9, 2023

From: Marcus Davila
Director of Community Services

Subject: October 2023 Community Services Report

Key West Cemetery

- Met with Marcus Davila and Diane Silva to discuss Florida Keys Foundation events. We have asked Diane to provide more information when coordinating tours by informing Sexton who will be guiding tours, day, and time. Communication will be directly with sexton regarding any upcoming events coordinated by Florida Keys Foundation.
- The main entrance gate was repaired by City Staff FMT.
- Updated Data Entry Clerk Job Description and submitted it to HR.
- Met with Karen Demaria regarding tree complaints and requests from families regarding tree trimming and root treatment to avoid damaged graves in the future.
- Attended virtual Cemetery board meeting which gains points for Cemetery Executive Certification.
- 5 Construction permits pulled by different families, for approved contractors to repair, open or close vaults, one to repair a roof top, work will not start until November.
- Tampa Rough Riders did their yearly October visit as a group to visit Frank Booth grave site.
- 2 full burials, 4 dis-interments, 5 interments of ashes.
- Met with 16 different families regarding ownership inquiries, plaque ordering inquiries, family plot repair, and finding family gravesites.
- \$2,181.20 total received for rental of tents, chairs, casket trays, and perpetual care.
- \$500 deposit for finance of a vault on Olivia Mausoleum, \$200 for installment of plaque on Olivia Mausoleum.

Claw Truck

- Dumped 27 times for 51.01 Tons.

Tree Trimming

- Trimmed Bayview-45 Coconut Palms, 7 Royal Palms, 58 Mahogany and Misc. Trimmed TWF- 208 Coconut Palms, 82 Buttonwoods, 35 Silver Palms. Removal of 553 feet of Sea Grape and Buttonwood for S. Roosevelt Project.

Events

- 15 Events, including Goombay, Homecoming Parade, Baseball Tournament, Zombie Bike Ride, and many Fantasy Fest Events.

October- See Click Fix Report

Request Category	Created	Acknowledged	Closed	Avg days to Acknowledge	Avg days to Close
Abandoned Bicycle	4	4	2	7.1	5.8
Abandoned Property	1	0	1		0
Bicycle Rack Maintenance	1	1	0	0	
Bulk Waste Pick Up Request for Waste Management	2	2	2	0.9	0.9
City Building Maintenance (Community Services)	93	93	77	0.2	2.5
Code Compliance Concern	4	3	3	0.8	2.2
Compliment	2	0	1		3.6
Corner Visibility	2	0	1		0
Curb Issue	3	2	2	1.1	1.8
FMT Category for maintenance	2	2	1	0	1.1
Graffiti	6	5	4	1.1	5.2
Homeless Encampment	2	2	0	0.1	
Illegal Dumping on Public Property	3	1	3	0	0.5
Litter	7	6	6	0.1	3.5
Missed Curbside Collection	1	0	1		0
Parking Concerns	15	0	14		3.5
Parking Spaces impacted by Construction Projects	1	0	0		
Pavement Marking	2	0	1		0.2
Pickup on ROW	7	6	6	0	0
Pothole	22	15	14	1.1	1.9
Public Beach	2	1	2	5.2	7
Public Park	3	2	2	0.2	0.2
Right of Way Concern	2	1	0	1.8	
Sidewalks	13	10	10	1.2	3.7
Signage	12	10	10	0.2	2.7
Storm Drain	4	4	4	0	1
Street Gutter	1	1	1	0	4
Streetlights	6	4	6	0.4	1.2
Streets	6	5	4	1.3	2.7
Suggestion Box	2	1	1	5.2	9.9
Tree Concerns	7	6	2	0.4	1.1
Trim Trees on Public Property	11	4	3	0.5	3
Urban Forestry Request	5	4	0	0.2	