



A Top 100 Smaller City

TO: Mayor and Council Members
FROM: Marcus Jahns
Interim City Administrator
DATE: November 8, 2010
SUBJECT: City Staff's Report for November 16, 2010 Council Meeting

★Indicates items that will appear on the agenda and will be discussed during the "Staff Reports" section at the City Council meeting.

A. ADMINISTRATION

No Report this Period.

B. GENERAL SERVICES

No Report this Period.

C. FINANCE

No Report this Period.

D. POLICE DEPARTMENT

Bi-monthly report previously submitted to Council under separate cover.

E. PUBLIC WORKS

1. Sewer Line Repairs/Maintenance
Repairs/Replaced 8
Backed Up Sewers 8
Installed City Cleanout 3

2. Waterline Repairs/Maintenance
Water Leaks /Repairs 75

3. Manhole Repairs/Maintenance
Repairs 13

4. Inspections
Final Utilities 25
Water Taps 44
Meter Boxes 1

5. Miscellaneous
Miscellaneous Tasks 8

6. Sinkholes 1

7. Televised Sanitary Sewer Lines
Service Lines 2

8. Line Locates 2

9. Valve Housing Maintenance – 1

10. Fire Hydrant Maintenance
Repairs 8

11. Fire Hydrants

Crews continue to locate fire hydrant valves and valve housings for repair and maintenance. As valves are located, crews are repairing and performing maintenance to bring the valve housings up to grade. Some of the valves are located under sidewalks and are being located for future repair.

12. On Call (After Hours)
Water Leaks 7
Sewer Issues 3
Meters Turned On/Off 4
Miscellaneous 1

13. Wastewater Treatment Plants – Monthly Rainfall/Flow Amounts

The amount of wastewater treated at the Dallas Salmon and Countryside wastewater treatment plants for the month of September was 242.3171 MG. The total rainfall was 12.3 inches.

14. Pre-Treatment Coordinator

The following businesses were inspected:

- **Starbucks (2800 Marina Bay Drive) – failed initial grease trap inspection. Addressed violation and passed re-inspection**
- **Molly’s Pub (1600 W. Main) - failed initial grease trap inspection. Addressed violation and passed re-inspection**
- **Kids R Kids (170 Bay Area Blvd) – Compliant**
- **Lease Space (2800 Marina Bay Drive) – Compliant**
- **Cajun Shack (2500 Marina Bay Drive, Ste. X) – Non-compliant**
- **Kwik Kar (2101 W. Main) – Compliant**
- **Joall Produce (1416 Main Street) – Compliant**

- **Fiona Bakery** (3020 Marina bay Drive) – Compliant
- **Quizno Subs** (3020 Marina Bay Drive) – Compliant
- **Smoothie King** (2660 Marina Bay Drive) – Compliant
- **Cajun Shack (2500 Marina Bay Drive, Ste. X) - failed initial grease trap inspection. Addressed violation and passed re-inspection**
- **Waffle House** (1803 W. Main) – Compliant
- **Esteban’s** (402 W. Main) – Compliant

15. Street Maintenance

Crews performed pothole repairs and utility cutouts throughout the city. Additionally, crews applied dust control on unpaved roads.

16. Mowing

Crews mowed right-of-ways throughout the city.

17. Traffic Control Division

The Traffic Control Division continues to construct and repair traffic signs throughout the City. Further, crews reset traffic signs, replaced dead-end barricades, and painted crosswalks and stop bars throughout the city. Also, the timing of the traffic signal light at Hobbs and League City Parkway (westbound) was reset.

18. Debris Removal

Crews removed debris throughout the City.

19. Building

| Description | 10/13/10 – 10/26/10 |
|--|---------------------|
| Permits | |
| Residential Construction Permits | 22 |
| Commercial Construction Permits | 0 |
| Additions, Repair & Remodeling Permits | 17 |
| Pool Permits | 1 |
| Mobile Home, Construction Trailers | - |
| Sign Permits | - |
| Gas Permits | 7 |
| Electrical Permits | 5 |
| Plumbing Permits | 6 |
| Air Conditioning Permits | 15 |
| Irrigation Permits | 5 |
| Handbill Permits | - |
| Description | 10/13/10 – 10/26/10 |
| Moving Permits | - |
| Demolition Permits | - |
| Licenses Issued | 22 |

| | |
|--|--------------------|
| Operations Permits | 1 |
| Total Permits | 149 |
| Inspections | |
| Number of Inspections | 969 |
| Number of Reinspections | 227 |
| Total Inspections | 1196 |
| Revenues | |
| Building Permits | \$24,033.50 |
| Electrical Permits | \$5,100.00 |
| Plumbing Permits | \$1,748.00 |
| Irrigation Permits | \$354.00 |
| Pool Permits | \$160.00 |
| Licenses | \$3,000.00 |
| A/C Permits | \$2,195.00 |
| Sign Permits | \$0 |
| Gas Permits | \$970.00 |
| Reinspection Fees | \$200.00 |
| Operations Permits | \$25.00 |
| Demolition Permits | \$100.00 |
| Moving Permits | \$0.00 |
| Misc./Plan Check Fees | \$5,036.50 |
| Total Revenues | \$42,922.00 |
| Amount of visitors signing in at front-- | 186 |

20. Vehicle Maintenance

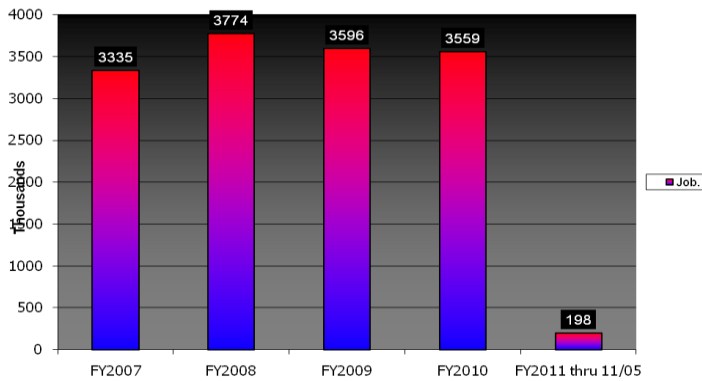
Completed Services:

| | |
|------------------------------------|----|
| Preventive Maintenance (scheduled) | 22 |
| Demand Services (unscheduled) | 37 |
| Road Service Calls | 4 |
| After Hours | 0 |

Year-to- Date Work Orders: 198

Fuel Average: Unleaded \$2.43
 Diesel \$2.55

JOB ORDERS



F. EMERGENCY SERVICES

FIRE MARSHAL (FMO)

1. A total of 227 fire inspections were conducted in September and 220 for October. Code violations cited for September and October were 239 and 143, respectively. Also, 178 pre-inspection worksheets were completed for the combined months.
2. Fire Marshall reviewed 45 plats and plans. Calls totaled 190 and 269 for the month of September and October, respectively. A total of 143 quality assurance calls were received and resolved. Station Tours and Fire prevention programs numbered 205.

FIRE DEPARTMENT

- 1) The Fire Department responded to 264 calls during the period.
- 2) The Fire Department responded to 12 structure fires during the period with 8 in the City and 4 being mutual aid outside of the City. Two of the fires in the City resulted in substantial fire damage. A third fire resulted in minimal fire damage but moderate water damage due to fire sprinklers that activated and prevented the spread of the fire.
- 3) The Fire Department has completed 9,162 hours of combined training and 4,439 hours of combined activities and public relations events year to date. The public relations events this period included participating in the Helen Hall Library Super Reader event, several day care and school visits, an 9/11 tribute event with HEB, several station tours, and held our annual haunted house at Fire Station #4.

EMERGENCY MEDICAL SERVICES (EMS)

1. September and October had call volumes of 338 and 366, respectively. YTD volume was 3,343. Response time was 5.81 and 5.94, respectively, down from 6.18.
2. Mutual Aid calls totaled 5 and 3 for September and October, respectively. YTD total of 72. Over 269 simultaneous calls came in for both months. Monthly transports totaled 358 for both September and October.

Emergency Management

We hosted the University of Houston Hurricane Business Recovery Center’s “IT Disaster Preparedness” Seminar. It was held at the Johnnie Arolfo Civic center on October 27th.

EMC attended an Evacuation and Reentry Planning Course in Austin. Asst. EMC attended G-235 Emergency Planning course in Austin.

The 4th Quarterly Financial Report and final Progress Report #2 for the 2010 EMPG has been completed and submitted to the State. Staff is also preparing to submit the 2011 Emergency Management Program Grant (EMPG) by the December 15, 2010 deadline.

Response Activity

The Clear Lake Council of Cities Emergency Response Committee met October 29, 2010. Our guest speaker was Mr. David Fink, TxDOT. A 23-year veteran Engineer with TxDOT, he is Assistant Director of Transportation Management Systems for the Houston Division where he oversees Freeway Operations, Intelligent Transportation Systems (ITS) Design and ITS Maintenance

Preparedness – Planning

For October, four (4) OEM volunteers participated in 4 Wednesday morning radio net checks for a total of 21 hours, including marine radios, National Weather Service, County OEM-1 and VHF/UHF, Red Cross and the Emergency Alert System (EAS).

G. BUILDING

No Report this Period.

H. ECONOMIC DEVELOPMENT

No Report this Period.

I. PLANNING

No Report this Period.

J. PARKS AND CULTURAL SERVICES

LIBRARY

Circulation Statistics for the Week of October 18-24, 2010

| DAY | DATE | DOOR COUNT | CHECK-OUTS* | CHECK-INS | NEW CARDS | HOURLY DOOR COUNT |
|---------|------------|------------|-------------|-----------|-----------|-------------------|
| Monday | 10/18/2010 | 932 | 2,370 | 1,990 | 9 | 84.73 |
| Tuesday | 10/19/2010 | 915 | 2,438 | 2,055 | 13 | 83.18 |

| | | | | | | |
|---------------------------|------------|--------------|---------------|---------------|-----------|--------|
| Wednesday | 10/20/2010 | 957 | 2,235 | 1,650 | 13 | 87.00 |
| Thursday | 10/21/2010 | 760 | 2,162 | 1,608 | 18 | 69.09 |
| Friday | 10/22/2010 | 642 | 1,861 | 1,309 | 14 | 80.25 |
| Saturday | 10/23/2010 | 726 | 2,395 | 1,513 | 23 | 90.75 |
| Sunday | 10/24/2010 | 439 | 1,400 | 911 | 1 | 109.75 |
| Total for the Week | | 5,371 | 14,861 | 11,036 | 91 | |

***Includes Self check Statistics**

Holds Activity (items requested by library patrons):

On shelf hold requests: 454
 Patron notification of holds by phone: 150 for 166 items
 Patron notification of holds by email: 474 for 677 items

Library Overdues:

Notices mailed: 104
 Notices emailed: 88

Pre-Overdue (Reminder) Notices: 1,116

Circulation Statistics for the Week of October 25-31, 2010:

| DAY | DATE | DOOR COUNT | CHECK-OUTS* | CHECK-INS | NEW CARDS | HOURLY DOOR COUNT |
|---------------------------|-------------|-------------------|--------------------|------------------|------------------|--------------------------|
| Monday | 10/25/2010 | 835 | 2,221 | 2,311 | 15 | 75.91 |
| Tuesday | 10/26/2010 | 915 | 2,157 | 2,233 | 13 | 83.18 |
| Wednesday | 10/27/2010 | 913 | 2,068 | 1,819 | 17 | 83.00 |
| Thursday | 10/28/2010 | 809 | 2,375 | 1,556 | 6 | 73.55 |
| Friday | 10/29/2010 | 701 | 2,106 | 1,269 | 8 | 87.63 |
| Saturday | 10/30/2010 | 624 | 1,906 | 1,450 | 12 | 78.00 |
| Sunday | 10/31/2010 | 337 | 1,233 | 880 | 4 | 84.25 |
| Total for the Week | | 5,134 | 14,066 | 11,518 | 75 | |

***Includes Self check Statistics**

Holds Activity (items requested by library patrons):

On shelf hold requests: 419
 Patron notification of holds by phone: 141 for 191 items
 Patron notification of holds by email: 565 for 766 items

Library Overdues:

Notices mailed: 110
 Notices emailed: 94

Pre-Overdue (Reminder) Notices: 1,083

Library Receives Loan Star Libraries Grant

The library received a grant of \$24,002 from the Texas State Library and Archives Commission. The Loan Star Libraries grants are awarded to accredited public libraries and the award amount is dependent in part on the amount of local funding the library receives.

Library Open House

The library will hold its annual Holiday Open House on Thursday, Dec. 2 from 5:00 to 6:30 p.m. Santa arrives at 5:00 p.m. and will be on hand to meet with all children attending. The Open House will be followed by the annual Tree Lighting in front of the library. The Tree Lighting is sponsored by the Parks Recreation Department and the Knights of Columbus #9310. The public is encouraged to attend both events.

PARK OPERATIONS

Sportsplex

Staff pressure washed the LCLL and ASA score booths, removed the dirt mound from the I45 entrance way and installed a new sign, constructed a new flower bed and painted new sign posts, repaired all concrete bases on all facility signs, repaired a meter valve in the LCLL men's restroom, regraded all volleyball courts for proper drainage, replaced lighting in all score houses, spot treated all fields for ants, applied herbicide for weeds, repaired door in ladies' restroom (blue pavilion), replaced an electrical outlet on LCLL field #8 (pitching machine) and staff continues to mow, trim and edge on a regular weekly basis.

Rustic Oaks

Staff spot treated for ants, applied herbicide for weeds, replaced lighting in the pavilion, replaced boards on the pond deck (due to vandalism), pressure washed the pavilion/restrooms, regraded the volleyball courts, trimmed and hauled off trees and staff continues to mow and weed on a regular weekly basis.

League Park – Boundless Playground

Staff, removed pea gravel from old playground area, cut out grass with sod cutter for mulch installation, installed 30 new named brick pavers, installed new donation name tags to playground benches. installed a new 20 amp breaker, installed a new underground wiring and electrical conduit, installed 14 yards of mulch, fabricated and installed six new handicap parking signs, repainted stripes on newly designed parking lot (ADA spaces) and pressure washed the pavilion/restrooms

League Park

Staff trimmed all rotten tree limbs on Park Avenue, replaced light bulbs throughout the park, replaced all rotten wood, repainted and repaired bricks around wishing well, repainted caboose (with industrial coating paint) and staff also continues to clean the pond and fountain on a regular weekly basis

Countryside

Staff pressure washed the pavilion/restrooms, replaced three defective irrigation heads on the soccer field, applied herbicide to volleyball court area for weed control, replaced a valve in the ladies restroom, spot treated for ants, replaced a defective electrical outlet on the pavilion south wall, worked with the City Arborist on the Countryside Butler Oak Tree Farm project, performed maintenance on all rolling equipment and mowers and staff continues to trim and mow on a regular weekly basis.

Helen's Garden

Staff spot treated for ants, pressure washed the brick walkways, repaired all irrigation heads for fall watering and staff continues to clean flower beds, trim shrubs, mow and weed on a regular weekly basis.

Butler Museum/Heritage Park

Staff spot treated for ants, replaced and repainted boards in back of the museum (due to vandalism), repaired loose park fence boards and staff continues to mow and trim on a regular weekly basis.

General

Staff fabricated plywood signs for the seniors program (per request), replaced two parking lot lamp bulbs at the Boat Ramp, cut down all shrubs and trees at City Hall for renovations, replaced two valves in the city pool ladies restroom, spot treated for ants at Newport and Bayridge Parks and staff continues to mow and trim at the Nature Center on a regular weekly basis.

PARKS RECREATION

Recreation (Youth & Adults)

Fall Gymnastics classes are underway at League City Elementary School (21 kids registered). Fall Karate classes are being held at Gilmore Elementary School, League City Elementary School, and South Shore Fitness Center (have 78 kids registered).

ASA Fall Softball games are being held at various locations throughout Galveston County.

Fall Soccer games are being played at the Sportsplex and Countryside Park.

Fall Volleyball games are being played at the Sportsplex.

Fall T-Ball games are being played at Countryside Park.

Fall Coach Pitch Baseball games started on October 12, at the Sportsplex.

Winter Basketball registration is over. (618 registered).

Pool

Met with Jim Solliday from Glacier Pool Company on October 29 to discuss operating procedures and maintenance upkeep for the summer season.

Special Events

Held the Harvest Festival at League Park on October 30, we had 52 kids participate in our costume contest (record number by far) and 24 vendors participated in the craft show.

Staff is now preparing for the Lighting of the Tree Program on December 2nd at Helen Hall Library.

Seniors' Program

New magnetic name badges were provided to us by the Friends of LC Seniors Foundation, the birthday lunch for our October birthdays was held on October 21st (we had over 60 in attendance), on October 26, we had our Fall Dance (over 80 attended) and Home Instead Senior Care gave an interesting presentation on the Stages of Senior Care.

PARKS PLANNING

On the Boundless Playground project staff documented the progress to include on city website and access channel, assisted in grand opening and continue to take orders for paver bricks. Staff also continues to work on the Butler Oaks Acorn Project.

THE END