

CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2008



I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Plans have been received and are in the review process. Met with Parks and Recreation Staff to review and discuss alternatives. A review in the field is being planned by Staff for a final evaluation of the proposed approach versus other alternative methods.

Fort Clifton Amphitheater Seating Improvements – This project has been temporarily set aside pending funding and completion of the White Bank Park project plans. Conceptual plans have been received this month.

Courts Building Renovation – This work is currently being coordinated directly by the City Manager's Office. Discussions are continuing between the Judiciary, Administration and Council.

Boulevard Clock Tower and Message Center– This is a new entry in this report. Met with firm of Commonwealth Architects to begin contract development and negotiation. Instructed consultant to coordinate proposal with Boulevard Enhancement Project below.

Bruce Avenue Drainage – Phase I – In one-year maintenance period.

Bruce Avenue Drainage – Phase II - Consultant preparing service proposal to revise plans incorporating additional infrastructure replacements and construction in two phases – Phase IIA and Phase IIB.

Lexington Drive Storm Drain Outfall – On hold pending the recruitment of a Project Manager in the Engineering Division (same as last month).

Yacht Basin Drive Storm Drain Outfall – On hold pending the recruitment of a Project Manager in the Engineering Division (same as last month).

Longhorn Drive Drainage Improvement – By letter, City Attorney contacted grantors regarding their signatures on conditional release.

I. ENGINEERING DEPARTMENT (CONTINUED):

A. Capital Improvement Projects (Continued):

Temple Avenue/I-95 Northbound Ramp – VDOT and contractor continue work on adding a merging on-ramp from Temple Avenue to NB I-95. Currently working on a bridge over Old Town Creek and a retaining wall for the ramp (same as last month).

Boulevard Widening Project (North, Fifth Lane) – Completed bid documents and transmitted to VDOT for review and approval. Also transmitted certification of right of way and utility clearance. In response, received notice that several outstanding issues remain regarding environmental certifications.

Landfill Entrance Road Realignment – Staff will contact Wal-Mart to renew negotiations (same as last month).

Right Turn Lane on Southpark Boulevard (front of Wal-Mart) – On hold pending the recruitment of a Project Manager in the Engineering Division (same as last month).

Boulevard/Government Center Enhancement – Federal Aid, SAFETEA-LU Enhancement Program – Began contract development and negotiations with firm of Timmons Group for engineering and design services.

Boulevard Widening Project (Westover to Windsor, Fifth Lane) – Federal Aid, CMAQ Program – Requested VDOT to combine this project with adjoining project below.

Boulevard Widening Project (Windsor to 500 feet south of Bruce Ave.). – State Aid, Revenue Sharing Program - See adjoining project above.

Boulevard Signal Coordination Project (Sherwood Drive to Temple Ave.) – Federal Aid, CMAQ Program – Executed project agreement with VDOT. Met with VDOT.

Dupuy Intersection Improvement – Provided additional information to City's economic development consultant regarding coordination with Church property development.

B. Economic Development Projects (under construction)

Shamin Hotels (Hampton Inn and Holiday Inn Millennium) - Building and site grading work continuing. Parking lots being paved. Maintaining the erosion and sediment control items.

Olive Garden - Site work is nearing completion. A final inspection will be scheduled in the near future. Scheduled open date to the public is March 17th.

Landmark Realty New Office Building - Site work is continuing. Erosion and sediment control items are being maintained.

Tussing Elementary School Addition - Site work is continuing. Storm sewer, water and sewer line work has begun. A request has been received to relocate a fire hydrant. Erosion and sediment control items are being maintained.

Dunlop House Assisted Living, Phase II - Curb and gutter, storm sewer, and utility installation have begun.

I. ENGINEERING DEPARTMENT (CONTINUED):

B. Economic Development Projects (under construction)(Continued)

Southpark Mall Food Court - Water and sewer service installation has begun. The food court tenants are Sabarro, Subway, Stirfry 88 and Knockout Burger. One stall is still available. Staff has been coordinating retail prospects with mall management.

C. Economic Development Projects (under review)

School Maintenance Building - This building will be constructed behind Lakeview Elementary School. The plans have been reviewed and we are now awaiting the consultant's response comments. The consultant is currently preparing a Floodway Study with the intention of remapping the floodway in the site area.

Target Expansion - Approval for a parking space variance has been received from the Planning Commission. A plan of development has been reviewed and we are awaiting the final submittal (same as last month).

Walgreen's - An Updated plan of development has been received and will be reviewed by this office in the near future. The property closing will occur before the end of February.

Boulevard Shoppes Subdivision - This subdivision is being prepared for the Walgreen's development. Received preliminary subdivision plat and have prepared conceptual comments to be forwarded to the Planning Commission for Conditional Approval of the plat in February.

Gill's Point Section 9 - Updated plans have been received and will be reviewed by this office in the near future.

Wachovia Bank, N.A. Branch Expansion - Updated plans have been received and will be reviewed by this office in the near future. The plan is on the Planning Commission agenda for February.

Sam's Club Expansion - The plan of development has been reviewed and we are now awaiting an updated set of plans.

Ariya Family Chiropractic Center - Plans are now complete and will be approved upon receipt of Planning Commission Approval (February agenda) and bonding, etc.

Mount Pleasant Baptist Church Parking Lot Expansion - Plans have been received and reviewed. Awaiting updated plans.

A. B. Cook Farm Erosion and Grading Plan (Phase II) - The site was originally cleared and grubbed. This plan now calls for earthwork that will smooth the contours of the site. Plan will be reviewed by this office in the near future.

Denny's - Site is located beside the Olive Garden. Plan has been received and will be reviewed by this office in the near future.

Right-of-way Permits:

- Issued three permits and closed out 12 permits for the month of January.

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Four (4) fence permits issued.
2. Three (3) sign permits issued:
 - ☆ Tidewater Physical Therapy – 300 B Temple Lake Drive
 - ☆ Snapfitness – 3107 Boulevard
 - ☆ Connelly – 600 Boulevard
3. Boulevard Revitalization –
 - ☆ Phase V – 21 applications received, review committee met on 2/5/08.
4. Neighborhood Revitalization:
 - a. **2006-7 CDBG Home Repair Grant:**
 - ☆ All jobs finished
 - b. **2007-8 CDBG Home Repair Grant:**
 - ☆ 1 plumbing & related accessibility job is complete
 - ☆ 1 additional plumbing job is complete
 - ☆ 1 termite treatment has been completed
 - ☆ 6 roofing jobs have been completed
 - ☆ 7 electric jobs have been completed
 - c. **Rental Inspection Program:**

Item	Month	YTD
TOTAL UNITS REGISTERED		
# of Dwellings registered	30	30
# of Multi-family Dwellings	1	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		
Dwellings to be inspected	30	30
Multi-family dwellings	1	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold		
	2	2
Failure to Register Letters		
	65	65
First Inspections made		
Passed	8	8
Failed	1	1
	7	7
Second Inspection		
Passed	37	37
Failed	35	35
	2	2
Third Inspection		
Passed	0	0
Failed	0	0

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

c. Rental Inspection Program (Continued):

Additional Inspections	0	0
Passed	0	0
Failed	0	0
Failure to schedule by owners	0	0
Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$900.00	\$900.00
4 year Certificates Issued		
Dwellings	36	36
Apartments		
(no of units certified)	0	0

5. Zoning/ Property Maintenance complaints investigated-

a. Property Maintenance

	Month	YTD
Total inspections	20	20
Violations	17	17
Violations resolved	14	14

b. Zoning

	Month	YTD
Total inspections	16	16
Violations	16	16
Violations resolved	10	10

c. Building Code

	Month	YTD
Total inspections	0	0
Violations	0	0
Violations resolved	0	0

d. Other

	Month	YTD
Total inspections	0	0
Violations	0	0
Violations resolved	0	0

e. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	10	10
Violations	9	9
Violations resolved	9	9

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

f. Tall Grass

	Month	YTD
Total inspections	0	0
Violations	0	0
Violations resolved	0	0

g. Sign Ordinance

	Month	YTD
Total inspections	1	1
Violations	0	0
Violations resolved	0	0

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	4	4
2. New Construction Inspections	222	222
3. Permits for New Residences	5	5
4. Estimated Cost for Permits for New Residences	\$835,000	\$835,000
5. Permits for Commercial Construction	9	9
6. Estimated Cost for Commercial Permits	\$3,240,539	\$3,240,539
7. Plumbing Permits Issued	14	14
8. Electrical Permits Issued	14	14
9. Mechanical Permits Issued	13	13
10. Swimming Pool Permits Issued	1	1
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	6	6

III. POLICE DEPARTMENT:

- ✓ Total calls for police service in January, 2008, show a decrease of 3.95%, going from 3,821 calls for service in 2007 to 3,670 in January, 2008.
- ✓ There were 70 Part I, or serious, crimes reported to the Colonial Heights Police Department in January. Thirty-four (34) of those, or 48.57%, have been cleared.
- ✓ Our Records Division processed 215 arrest reports, 28 Animal Control reports, 48 field interviews, 231 incident reports, 492 pawned properties, and 726 traffic summonses, along with a variety of other reports, totaling 2,065 reports.
- ✓ A great deal of time and effort has been placed into finding the best police officers, resulting in the hiring of two certified officers. Thad Johnson comes to us from Virginia Capitol Police, and Mike Foster comes to us from the Lacrosse Police Department. Both are currently assigned to our field training program and will ultimately make good additions to our team.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The entire Investigations Division has been working surveillance, along with Patrol officers and Auxiliary officers, in an effort to capture unknown individuals who have been breaking into area cigarettes stores. These crimes have been occurring all over the central region of the Commonwealth. The division has also been working on strict law enforcement efforts at Regal Cinemas after management reported numerous individuals walking in without payment. Several arrests have been made in a short period of time. The detectives have also reinitiated monthly meetings with area investigators and had a very successful first meeting.
- ✓ The **Operations Division** began the New Year with a bang! Captain Keith Early reported strong traffic enforcement efforts this month, coupled with good investigative work by our uniform officers. Lt. Bill Anspach and Officer Wayne Moody, as a result of a community tip, arrested four suspects for drug offenses. Approximately 20 pounds of marijuana, numerous ecstasy pills, over \$32,000.00 in cash and a handgun were recovered. Additionally, three vehicles and a wide-screen television were seized.
- ✓ A brief vehicle pursuit culminated with the suspect bailing out of the car at the intersection of West Roslyn Avenue at I-95. Upon observing several bullet holes in the suspect vehicle, a multi-jurisdictional manhunt was initiated. With the assistance of our Outbound Notification System, the suspect was later located and arrested.
- ✓ During the month of January, a total of 726 traffic summonses were issued, and 648 warnings were given by the Patrol Division officers. A total of 215 criminal arrests, 30 DUI arrests, and 58 parking citations were initiated this month. Officers also investigated a total of 79 vehicular crashes. A total of 149 cases were assigned to the patrol officers for investigation, and 117 cases have been cleared. The detectives were assigned a total of 21 new cases for investigation and, of those, 10 cases have been cleared.
- ✓ Our Auxiliary officers donated 427 hours for sporting and civic events, ride-alongs, traffic details and extra duty. Sentinel volunteers donated a total of 40 hours during the month of January.

<u>Crime</u>	<u>Jan-07</u>	<u>Jan-08</u>	
Aggravated Assaults	3	2	100.00%
Arson	1	2	-100.00%
Burglaries	4	8	100.00%
Calls for Service	3,821	3,670	-3.95%
DUI Arrests	24	33	37.50%
Larceny	58	37	-36.21%
Motor Vehicle Thefts	2	1	-50.00%
Robberies	2	3	50.00%
Shoplifting Arrests	26	28	7.69%
Simple Assaults	17	14	-17.65%
All Criminal Arrests	248	204	-17.74%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 99

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Malfunctions	5	Hazardous Investigations	3
Assist Invalid Calls	2	Natural or LPG Gas Leaks	5
Assist Police Calls	3	Overheated Motor Call	1
Authorized Controlled Burning	1	Overpressure/Overheat	1
Bomb Scare/No Bomb	1	Power Lines Down	2
Brush Fires	3	Public Fire Education	1
Building/Structure Fires	2	Public Service Assistance Calls	17
Carbon Monoxide Incidents	2	Rubbish/Trash Fires	2
Child Safety Seat Installations	3	Short Circuit (wiring) Calls	3
Cover Assignment Call	1	Smoke Detector Activation	1
Dispatched then Cancelled Calls	7	Smoke Detector Installations	4
Electrical Equipment Problems	2	Smoke Scare/Odor Removal	3
False Alarm Call	1	Unauthorized Burning	2
Good Intent Calls	15	Vehicle Fires	2
Hazardous Conditions/Other	2	Water/Stream Leak	2
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	4	Chesterfield	4
Chesterfield - EMS 1st Responder	4	Petersburg	1
Hopewell	1		
Petersburg	1		

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 84.4% of all calls received during the month~

EMS DIVISION:

TOTAL EMS PATIENTS: 308

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	17	Fire Standby Calls	3
Allergic Reactions	2	Motor Vehicle Accidents	22
Altered Level of Consciousness Calls	2	Other Injury/Medical Calls	115
Assaults	8	Overdose Calls	3
Cardiac Arrest	1	Public Service Calls	3
Chest Pains	29	Strokes	13
Difficulty Breathing	37	Trauma Patients	1
Falls	24	Unresponsive Patients	28
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	2	Chesterfield	2
Dinwiddie	1	Fort Lee	4
Hopewell	3	Petersburg	2
Petersburg	10		
Prince George	2		

IV. FIRE & EMS DEPARTMENT (CONTINUED):

~Patient contact was established in 8 minutes or less from the time of dispatch on 85.5% of all calls received during the month~

Training Division

Number of Classes Taught:	41
Attendees:	312
Man Hours	947.50

V. FINANCE DEPARTMENT:

• Checks processed:	General Fund	573
	Payroll Checks	627
	Other	<u>129</u>
	Total	<u>1,329</u>

Annual financial report has been completed by finance staff and it is being reviewed by the City's independent Auditors.

No alarm citations were processed during January.

- **Purchasing** - 275 total purchase orders were completed with 185 being processed by the purchasing and 90 departmental purchases being reviewed as compared to 315 being completed for the same period in 2007.

<u>Proposal/Bid</u>	<u>Published</u>	<u>Opens/Opened</u>
Mechanical Maintenance Services	1/29/2008	2/20/2008
Information Tech Services	12/31/2007	2/12/2008

Prepared Sealed bid for 5th lane addition and issued to VDOT for their review
Design of "Welcome to Colonial Heights" sign was finalized with contractors.
Kickoff meeting with telephone consultant was held.
Contract finalized with vendor for updating of zoning ordinances.
Fire work quote for fireworks was issued and received.

Bids/RFPs Pending:

Waiting on departmental recommendation:
Citizen Request Tracking System

Waiting on contract documents from vendor
Appomattox Greenway
Clock Tower
Government Center & Boulevard Enhancements

- **Risk** –
 - **General** – None.
 - **Auto** – None.
 - **Other** – 2008-2009 Insurance renewal packages has been forwarded to VML Pool. Annual fire extinguisher check was completed.

V. FINANCE DEPARTMENT (CONTINUED):

- **Utility Billing** – During January:
 - Bi-monthly Utility Bills Sent – 3,662
 - Delinquent Notices Sent – 652
 - Delinquent Notices Percentage – 18.9%
 - Services cut off for nonpayment – 107

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Police	Police Officer (Certified)
Police	Police Officer Recruit
Public Works	Street Foreman

- **Applications & Testing**

Total applications received for each of the following position recruitments:

Mentor/Tutor (Part-time)	9
Police Officer (Certified)	1
Police Officer Recruit	6
Street Foreman	18
Youth Specialist (Part-time)	5

☆ A new employee orientation session was held for Ronald Edwards, Jr. (EMS Firefighter Recruit).

- **Workers Compensation**

The following employee(s) filed a workers' compensation report during the month of January 2008:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
01-01-08	Fire	Right shoulder pain while moving patient to medic.
01-08-08	Public Works	Twisted back while stepping out of truck.
01-09-08	Public Works	Cut right hand while repairing toilet.
01-18-08	Police	Hands bitten while loading stray animal in vehicle.
01-22-08	Finance	Right ankle twisted from fall in hallway.
01-22-08	Finance	Pulled back muscle moving boxes in storage room.
01-31-08	Public Works	Injured nail on right ring finger while removing plants.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's web site had 43,389 visits in the month of January with 81,096 page views, including 2,720 visits to the City job listings page. The top five pages visited after the home page were: Library, Job Listings, Real Estate Assessment Search, Citizens Online Help Desk, and Police.

☆ Vendor interviews were conducted on January 10th to select a web-based Citizens Request Management System. IT personnel participated in the Electronic Payments Project Team's initial meeting on January 18th. On January 30th, a pre-proposal conference was held for the Information Technology Services Support RFP. In addition, a kick-off meeting was held the same day with Walton & Walton Associates, the City's Telephone Systems Consultants.

VIII. LIBRARY:

- ☆ The library staff circulated 27,588 titles in January.
- ☆ The public computer center was used 2,219.
- ☆ 280 residents registered for new library cards, and an average of 821 residents used the library each day.
- ☆ The library's meeting rooms were used 91 times.
- ☆ 2,056 residents visited the Colonial Heights Virtual Library to retrieve 284 articles from their homes and offices.

IX. RECREATION & PARKS:

<u>ACTIVITY</u>	<u>2008</u>	<u>2007</u>
# OF PEOPLE USING VAN	587	723
AEROBICS	n/a	13
AFTERNOON PAINTING CLASS	26	32
BELLY DANCE	n/a	13
CARDIO KICK BOXING/TAEBOX	27	9
COMMUNITY BUILDING ATTENDANCE	1440	1080
COMMUNITY BUILDING RESERVATIONS	27	30
CRUISE	n/a	73
ELKS HOOP SHOOT	38	50
HOME DELIVERED MEALS	135	165
KARAOKE	n/a	48
MEALS SERVED AT CENTER	0	0
NYS CA COACHES TRAINING	10	4
OIL PAINTING CLASS	10	7
OPEN GYM	538	244
SENIOR CITIZEN ATTENDANCE	2013	2091
SKATEBOARD PARK	44	n/a
STRENGTH TRAINING	330	308
TEEN DANCE	n/a	95
VAN DRIVER HOURS	0	0
VAN MILEAGE	3994	3142
VIOLET BANK MUSEUM	141	115
WRESTLING	22	34
YOUTH BASKETBALL	353	352

Senior Citizen Center

<u>Activities</u>	<u>2008</u>	<u>2007</u>
AARP	63	48
Bingo in Center	52	58
Bowling	216	320
Club Meeting	289	192
Crochet & Knitting	58	60
Cruise	n/a	71
Cruise Meeting Sunday 1/7/07	n/a	70
Diana Martin Oil painting class	0	7
Floor Exercises	107	94
From the Heart	n/a	7

IX. RECREATION & PARKS (CONTINUED):

Senior Citizen Center

<u>Activities</u>	<u>2008</u>	<u>2007</u>
Golfers Board Meeting	12	n/a
Karaoke	n/a	48
Line Dance Class	71	54
Lunch Out	n/a	18
Movies	9	6
Painters Group	26	32
Party Bridge	144	140
Sandwich Social	28	23
Senior Advisory Meeting	7	7
Senior Navigator Bonnie Balance	n/a	23
Sing A-Long	32	24
Sing-a-long CH Health Care Center	12	12
Sit Down Exercises	193	187
Strength Training Class	330	308
Tai Chi	27	25
Tap Class Advance	128	62
Tap Class Beginners	25	74
Tournament Bridge	104	80
TRIAD	20	n/a
Watercolor	9	17
Well-Being Message	n/a	24
Total	2013	2091

Meals

Bags	30	30
Breakfast Meals	60	60
Home Del Meals	45	75
Site Meals	0	0
Total	135	165

Transportation

Total Miles	3994	3142
Total Passengers	587	723
Volunteer Hours	0	0
Wheelchairs	24	41

Violet Bank Museum

	<u>2008</u>	<u>2007</u>
Attendance	122	115

- ☆ Tour Bus passing through from Georgia to Philadelphia stopped at Museum.
- ☆ Due to Museum Director placing VB on TimeTravelers.org in December.
- ☆ Working on program schedule for Museum.
- ☆ Working on preliminary long range plan and emergency plan for AAM.
- ☆ Will start work on second major collection.
- ☆ Attended relic show to make contacts and purchased one item for collection.

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds

- ☆ Inspected all Fire Extinguishers and replaced old Extinguishers.
- ☆ Tore down and removed non-repairable playground equipment from Wakefield Playground.
- ☆ Broke up concrete and used to build bulkhead at Fort Clifton pier. This was to repair erosion of bank.
- ☆ Scraped block and painted dugout at A-field to cover graffiti. Filled cracks in dugout wall.
- ☆ Removed rotted roof from dugout at A-field and took to dump.
- ☆ Cleaned parks (every day) and around ball fields (as needed).
- ☆ Picked up trash around municipal building complexes (daily).
- ☆ All employees attended IS-00700 NIMS training.
- ☆ Blew and remove leaves at Wakefield Park, Edinborough Park, Floral Hill Park, Fort Clifton, White Bank Park and Civic Field playgrounds.
- ☆ Cut down four dead pine trees at Library.
- ☆ Removed graffiti from playground equipment at Civic Field.
- ☆ Repaired TV stand in weight room at PSB.
- ☆ Replaced worn State and City flag at PSB.
- ☆ Repaired hole in wall of holding cell in PSB.
- ☆ Repaired windscreens on dugouts at B-field, Civic field and Lakeview fields.
- ☆ Obtained material and built shelves for file boxes in Finance Dept at City Hall. Painted wall prior to building shelves. Moved file boxes onto new shelves.
- ☆ Cut up and removed old poles (used as fence) at White Bank Park.
- ☆ Demolished old trash dumpster block wall at White Bank Park and took to dump.
- ☆ Moved furniture and file cabinets at Commonwealth Attorney's offices.

X. OFFICE ON YOUTH & HUMAN SERVICES:

Youth Activities Council Activities:

- 2 YAC members attended Teen Center meeting on 01/17/08
- 11 YAC members tutored at Lakeview Elementary on 01/04/08
- 11 YAC members tutored at Lakeview Elementary on 01/18/08
- 9 YAC members met for planning session for the Youth Forum

Youth Services Commission:

- Commission members met for their regular monthly meeting to discuss the Teen Center in particular

Teen Center Committee:

- Met, elected officers, and wrote by-laws

Life Skills:

- Presented 6 sessions of *LifeSkills* to 100 CHMS sixth graders
- Presented 3 sessions of *LifeSkills* to 99 CHMS sixth graders

Parenting:

- Six families began a new session of "*Parenting With Love & Limits*"

Service Learning Youth:

- 17 individuals performed 93 hours of community service

X. OFFICE ON YOUTH & HUMAN SERVICE (CONTINUED):

Shoplifting Diversion Program:

- Twenty youth and their parents attended the Shoplifting Diversion Class

Substance Abuse Class:

- Eight youth attended this class on a weekly basis in January

Kids' After-School Program:

- Twelve KAP participants attended Regal Cinema movies on January 14 and January 28
- Interviews took place for KAP Coordinator and Mentor/Tutor position

Community Services:

- 7 youth completed 86 hours of community service

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	87	\$12,938.37	3	\$ 275.00
2007	89	\$12,402.50	4	\$ 332.00

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- Continue revising Horticultural Report.
- Responded to complaints regarding trees in City's right-of-way.
- Removed weeds and dead headed winter annuals from all sites.
- Worked with Office on Youth Service Learning groups.
- Performed weekly trash pick up and site survey.
- Removed grass, trees, and shrubs, re-designed and planted plants at Royal Oak Avenue site.
- Planted shrubs, prepared site, purchased stone for patio at Violet Bank.
- Removed leaves and debris from all sites.
- Started winter pruning all sites.

Vegetation

Picked up litter at the following locations:

- Archer Avenue
- Boulevard
- Branders Bridge Road
- Charles Dimmock Parkway
- Conduit Road
- Elmwood Drive
- Greenwood Drive
- Roslyn Road
- Temple Avenue
- Washington Avenue
- Westover Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Other

- Removed glass from Boulevard after an accident.
- Assisted Purchasing Department removing surplus items from Police Department.
- Assisted Horticulture Division planting trees, shrubs and grading site on Royal Oak Ave.
- Placed 25 tons sand and salt mix throughout the City during inclement weather on January 17th and 28th.
- Cleaned trucks, leaf machines and removed leaf boxes from two units.
- Removed a tree limb that had fallen in street on Swift Creek Lane.
- Cut and removed brush, trees and debris from Sherwood Hills side of Swift Creek Dam.

Storm Water and Drainage

Leaf machines collected 422 cubic yards of leaves from the following areas:

- Area 1 - 182 cubic yards from Sherwood Hills, Lakeview and Toll House.
- Area 2 - 189 cubic yards from Ellerslie, Fort Clifton and Mount Pleasant.
- Area 3 - 51 cubic yards from Oak Hill, Shepherd Stadium, Violet Bank-Flora Hill and Westover-Snead.
- Picked up 26 cubic yards from other locations after season ended.

Removed debris from storm drain, drainage pipe, gutters and ditches at the following locations:

- 1210 Hermitage Road
- Charlotte Avenue
- Lynchburg Avenue
- Piedmont Avenue
- Ridge Road
- Roanoke Avenue
- West Westover Avenue

Removed a beaver dam from Old Town Creek to improve water flow.

Placed stone in sinkhole, driveway, alley and drainage ditch at the following locations:

- 110 Royal Oak Avenue
- 3229 Glenview Avenue
- 404 Walnut Avenue
- Alley between Hamilton and Jackson Avenues
- Alley between Jefferson and Cameron Avenues
- Chesterfield Avenue
- Convenience Center

Placed topsoil in sinkholes at 213, 217 and 219 Kennon Point Drive.

SOLID WASTE RECYCLING

- Recycled 80 cubic yards of metal products.
- Removed 360 cubic yards of solid waste debris.
- Removed 24 Refrigerators and 5 Air Conditioners for recycling.

TRANSFER STATION

- 400 citizens used the Convenience Center to dispose of debris, garbage and metal products.
- Collected \$2,670.00 for the month.

TRANSPORTATION

STREETS

Asphalt placed in potholes, shoulders, water and sewer utility cut at the following locations:

- ◆ 300 and 600 block Hamilton Avenue
- ◆ 3103 Atlantic Avenue
- ◆ 613 Compton Drive
- ◆ Dupuy Avenue
- ◆ Ridge Road
- ◆ Southpark Boulevard
- ◆ Virginia Avenue

Traffic Operations

- Signals
 - Did preventative maintenance on four traffic cabinets.
 - Worked with Richardson and Wayland at Olive Garden and on installation of opti-com at Temple and Hamilton
- Signs and Markings
 - Straightened signs on all main corridors and at PSB and City Hall.
 - Made and installed 22 miscellaneous signs throughout the city.
 - Made and installed 13 Neighborhood Watch signs.
- Street Lighting
 - Troubleshooting and repair of ornamental street lights at the War Memorial.
- Traffic Control
 - Responded to two after-hours callbacks for malfunctioning traffic lights.
 - Checked timing and operation of all pedestrian crossings
- Miscellaneous
 - Restriped Westover Avenue
 - Took down all Christmas decorations

UTILITIES

Wastewater

Responded to sewer backups at the following locations:

- 163 Brandywine Rd.
- 209 Cloverhill Ave.
- 606 Fairlie Rd.
- 206 Jefferson Ave.
- 113 Moore Ave.
- 215 Richmond Ave.
- 421 Roslyn Ave.
- 106 Buckingham Dr.
- 213 Fairfax Ave.
- 215 Highland Ave.
- 924 Lakeview Ave.
- 531 Riverview Ave.
- 161 Piedmont Ave.
- 923 Yorkshire Rd.

Install/repair sewer clean out or lateral at the following locations:

- 111 Biltmore Ave.
- 209 Cloverhill Ave.
- 215 Highland Ave.
- 130 Roanoke Ave.
- 1303 Yacht Basin Dr.
- 106 Buckingham Dr.
- 1106 Elmwood Dr.
- 206 Jefferson Ave.
- 125 Suffolk Ave.

Camera sewer main/lateral at the following locations:

- 111 Biltmore Dr. Walnut Ave.

Flushed sewer main line at the following locations:

- 2237 Blvd. • Boykins Ave.
- 215 Highland Ave. • 504 Lakeview Ave.
- Orange Ave. • 501 Southpark Blvd.
- Walnut Ave. @ Elko

Repaired manhole at the following location:

- 1903 Franklin Ave.

Checked the following manholes "trouble spot" locations:

- Battery Place @ Plumtree Ave. • Blvd. behind Pino's
- 3209 Bermuda Ave. • 617 Blvd.
- 102 Boykins Ave. • 231 Breezy Hill Dr.
- 410 Cameron Ave. • Charles Ave. @ Atlantic Ave.
- Colonial Ave. @ Lafayette Ave. • Dale Ave.
- Eastman Ave. • 921 & 1020 Forestview Dr.
- Greenleaf @ Fairlie Rd. • Highland Ave.
- Jackson Ave. @ Blvd. • 204 Jefferson Ave.
- Jefferson Ave. @ Royal Oak Ave. • Lafayette Ave. @ Blvd.
- Lakeside Dr. • Lakeside Dr. @ Lakeview Ave.
- 1017 Lakewood Dr. • 100 Laurel Parkway
- 118 Lee Ave. • 212 Maple Ln.
- Newcastle Dr. • 209 Nottingham Dr.
- 220/306 Orange Ave. • Pickwick Alley
- Parking lot of Pleasure Island • 83 Sherwood Dr.
- Shuford Ave. • Stuart Ave. @ Washington Ave.
- 401 Taswell Ave. • 100 blk. of Washington Ave.
- West Ave. @ George Ave. • Yew Ave.
- 509 Riverview Rd.

Responded to complaint of sewer rat at the following location:

- 2110 Franklin Ave.

Miss Utility locating required 174 man-hours for the month of January 2008.

Water

Replaced water meters at the following locations:

- 232 Archer Ave. • 210 Biltmore Dr.
- 115 Chesterfield Ave. • 112 George Ave.
- 325 Jefferson Ave. • 207 Kennon Point
- 207 Piedmont Ave. • 112 Pinecliffe Dr.
- 105 Tudor Rd. • 405 Washington Ave.
- 231 Washington Ave. • 701 Waterfront Dr.

Set meter for new construction at the following location:

- 254 Bluffs Terrace

Repaired service line break at the following locations:

- 324 Mallard Dr.
- 904 Williamsburg Rd.
- 916 Williamsburg Rd.

Responded to meter leak complaint at the following locations:

- 228 Biltmore Dr.
- 209 Washington Ave.

Pulled meter for Utility Billing at the following location:

- 618 Blvd.

Repaired or raised meter box at the following locations:

- 922 Azalea Ln.
- 17-19, 21 Brandywine Ct.
- 115 Chesterfield Ave.
- 1824 Duke of Gloucester St.
- 324 Jefferson Ave.
- 1108 Oakwood Dr.
- 209 Plumtree Ave.
- 1823 Southpark Blvd.
- 906 Williamsburg Rd.

Install or replace meter setter at the following locations:

- 210 Biltmore Dr.
- 115 Chesterfield Ave.
- 112 George Ave.
- 207 Piedmont Ave.

Replaced water service at the following locations:

- 207 Piedmont Ave.
- 125 Suffolk Ave.

Responded to water turn on and turn off at the following locations:

- 174 Charlotte Ave.
- 205 S. Valley Rd.

Backflow/Cross Connection Survey at the following locations:

- 3107-7 Blvd.
- 2600 Blvd.
- 1210 Blvd.
- 3501 Blvd.
- 3400 Blvd.
- 617 Blvd.
- 3240 Blvd.
- 3300 Blvd.
- 1214 Blvd.
- 3522 Blvd.
- 3505 Blvd.
- 100 Dunlop Circle
- 11 Dunlop Shopping Center
- 831 E. Ellerslie Ave.
- 301 Jennick Dr.
- 204 Southgate Square
- 501 Southpark Blvd.
- 1142 Temple Ave.
- 798A Southpark Blvd.
- 1040 Temple Ave.
- 830 Southpark Blvd.
- 1156 Temple Ave.
- 1869 Southpark Circle
- 301 Temple Lake Dr.
- 1857 Southpark Circle
- 324 Southpark Circle
- 6 Southpark Circle

