

CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 2008



I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Review process re-activated. Review comments returned to Consultant. Now awaiting updated plans.

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

Bruce Avenue Drainage – Phase II – Awaiting submittal from consultant for the Bradsher/Dupuy section of project.

Lexington Drive Storm Drain Outfall – New project staff is developing a work plan for in-house design of this project.

Yacht Basin Drive Storm Drain Outfall – New project staff is developing a work plan for accomplishing the design of this project.

Longhorn Drive Drainage Improvements – City Attorney revising release and access agreement.

Boulevard Widening Project (North, Fifth Lane) – Under Construction.

Landfill Entrance Road(s) – Staff is exploring various road alignments across the Wal-Mart property, as well as Roslyn Farm property. Staff has conducted meetings with Roslyn Farms regarding the acquisition of a right of way corridor that would extend E. Roslyn Road to the landfill. Staff has received survey data for the existing improvements on the Wal-Mart property.

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – Staff is currently finalizing design of turn lane.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Final draft of PSA transmitted to VDOT for pre-award audit by the E&CA Division.

Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945 – Revenue Sharing, Urban and CMAQ Programs – Requested transfer of Revenue Sharing Funds from UPC 52434. Submitted draft RFP for PE and R/W services to VDOT for review.

I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects (Continued)

Boulevard Widening Project (Windsor to Pickwick Ave, Fifth Lane) UPC 90374 – Revenue Sharing, CMAQ Program – Requested VDOT to add project to STIP and MTIP. Submitted draft RFP for PE and R/W services to VDOT for review.

Boulevard Widening Project (Westover to Windsor, Fifth Lane) –CMAQ Program – Submitted draft RFP for PE and R/W services to VDOT for review.

Boulevard Signal Coordination (Sherwood to Temple). –Staff developed a detailed statement of work and transmitted to the Consultant for their use in developing a task and fee proposal.

Safe Routes to School – Received agreement from VDOT.

B. Economic Development Projects (under construction)

Shamin Hotels (Hampton Inn and Holiday Inn Millennium) - Both hotels are now open. Still remaining is the review and inspection of the landscaping.

Landmark Realty New Office Building - The developer is working to complete the final inspection punch list items. Ornamental lighting has now been installed and repairs to the driveway completed. Still awaiting completion of all items on the final inspection punch list.

Tussing Elementary School Addition - School is now open. Contractor is rushing to complete all items shown on the approved plans. A final inspection will be held in the near future. Erosion and sediment control items are being maintained.

Dunlop House Assisted Living, Phase II - Building work continues. Site work basically complete. Contractor is maintaining erosion and sediment control items.

Walgreens -Building and site construction continues. Mast arm signal pole installed. Interior curb and gutter being installed. Water services installed. Maintaining erosion and sediment control items.

Ariya Family Chiropractic Center - Contractor working on the building. Little work on the site. Erosion and sediment control items being maintained.

Mount Pleasant Baptist Church Parking Lot Expansion - Parking lot work is ongoing. Storm drainage inlets and retaining wall being constructed. Underground stormwater detention system installed. Erosion control items being maintained.

School Maintenance Building - The plans have been approved. Work should begin shortly. A Letter of Map Revision is to be submitted upon completion of the project to update the FEMA Floodway Maps.

Denny's - The plans have been approved. Contractor is installing required erosion and sediment control items. Work has begun on the building pad.

I. ENGINEERING DEPARTMENT:

C. Economic Development Projects (under review)

Gill's Point Section 9 - Planning Commission comments are being incorporated into the plans and subdivision plat. Plans and plat are nearing completion. One street name has been changed as directed by the Planning Commission.

Wachovia Bank, N.A. Branch Expansion - Updated plans have been reviewed. Work is progressing on the recording of the required alley access easement.

Subdivision of 1905 Boulevard - This subdivision has now been recorded.

Jones' Office Building - Lots 4-6, Block B, Prospect Heights - A single office building is to be installed on Cloverhill Ave. Updated plans have been reviewed and we are awaiting a final set of drawings.

Roslyn Farm Corporate Office - (located beside the Virginia Credit Union) - Updated plans have been received and will be reviewed in the near future.

Community Building Addition - Updated plans have been received and reviewed.

Value Place Motel - Four story Hotel located off of Jennick Drive. Plans have been reviewed and we are reviewing the updated set.

Southpark Carpet and Flooring - Plan showing parking lot improvements and an Erosion and Sediment Control plan received and reviewed.

The following project(s) are approvable pending execution of the appropriate agreements and posting of performance bonds:

- Ashton Car Wash
- The Tanning Club Entrance Relocation
- Office Depot
- Sam's Club Expansion

The following project(s) have been approved this month:

- Denny's
- School Maintenance Building

Right-of-way Permits:

- Issued two (2) Permits
- Inspected 1 permit

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Two (2) fence permits issued.

2. Nine (9) sign permits issued:

- ☆ Liberty Tax Service – 571 Southpark Boulevard – temp
- ☆ The UPS Store – 1050 Temple Avenue
- ☆ Game Café – 109 New Castle Drive
- ☆ Spirit Halloween – 3107 Boulevard
- ☆ Holiday Inn – 401 E. Roslyn Road
- ☆ National Client Services – 798 Southpark Boulevard
- ☆ Check N Go – 3411 Boulevard – temp
- ☆ CVS – 629 Boulevard – temp
- ☆ CVS – 100 Dunlop Village – temp

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

3. Neighborhood Revitalization:

a. 2007-8 CDBG Home Repair Grant:

- ☆ 5 plumbing & related accessibility jobs complete
- ☆ 2 accessibility jobs complete
- ☆ 1 termite treatment complete
- ☆ 8 roofing jobs completed
- ☆ 7 electric jobs completed
- ☆ 1 heating and air job completed
- ☆ 8 carpentry jobs completed
- ☆ 2 carpentry jobs underway
- ☆ 1 carpentry job pending
- ☆ 3 electric jobs going out for quotes
- ☆ 1 heating job specs being prepared

b. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		51
# of Dwellings registered	0	50
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		51
Dwellings to be inspected	0	50
Multi-family dwellings	0	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold	1	3
Failure to Register Letters	0	65
Answers Received	0	60
First Inspections made	0	66
Passed	0	15
Failed	0	51
Second Inspection	3	103
Passed	3	100
Failed	0	3
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	0
Passed	0	0
Failed	0	0

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

b. Rental Inspection Program (Continued):

Item	Month	YTD
Failure to schedule	0	0
by owners		
Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$350.00	\$1,250.00
4 year Certificates Issued		
Dwellings	3	110
Apartments		
(no of units certified)	0	0

4. Zoning/ Property Maintenance complaints investigated-

a. Property Maintenance

	Month	YTD
Total inspections	15	181
Violations	11	141
Violations resolved	6	79

b. Zoning

	Month	YTD
Total inspections	0	52
Violations	0	48
Violations resolved	0	29

c. Building Code

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

d. Other

	Month	YTD
Total inspections	2	5
Violations	0	0
Violations resolved	0	0

e. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	10	87
Violations	9	73
Violations resolved	1	33

f. Tall Grass

	Month	YTD
Total inspections	41	197
Violations	37	179
Violations resolved	21	125

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

g. Sign Ordinance

	Month	YTD
Total inspections	0	42
Violations	0	41
Violations resolved	0	40

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	27	55
2. New Construction Inspections	450	3,172
3. Permits for New Residences	1	16
4. Estimated Cost for Permits for New Residences	\$70,000	\$1,791,040
5. Permits for Commercial Construction	4	66
6. Estimated Cost for Commercial Permits	\$418,750	\$7,425,552
7. Plumbing Permits Issued	14	131
8. Electrical Permits Issued	19	182
9. Mechanical Permits Issued	11	123
10. Swimming Pool Permits Issued	0	8
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	1	21

III. POLICE DEPARTMENT:

- ✓ Total calls for service in September, 2008, show an increase of 8.34%, going from 3,742 calls for service in 2007, to 4,054 in September, 2008.
- ✓ There were 100 Part I, or serious, crimes reported to the Colonial Heights Police Department in September. Sixty-two (62) of those, or 62%, have been cleared.
- ✓ Our **Records Division** processed 284 arrest reports, three (3) Animal Control reports, 64 field interviews, 285 incident reports, 945 pawned properties, and 989 traffic summonses, along with a variety of other reports, totaling **2,866 reports**.
- ✓ The following reflects highlights during the month:
 - We are very proud to announce that Captain W. Keith Early successfully completed the University of Virginia's *National Criminal Justice Command College*. This was a ten-week program geared toward mid- and executive-level leadership education.
 - The department participated in the American Legion's *9-11 Memorial Service* held at the War Memorial.
 - We completed our updates to the City's *Emergency Operation Plan* and submitted same to the Fire Department.
 - We received a DMV *Click-It or Ticket Award for Most Improved Seatbelt Usage*.
 - We conducted two traffic checkpoints in the city to complete our grant requirements for the current DMV *Highway Safety Program*.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Law Enforcement Services Division** has been very busy with a variety of duties. They have coordinated and participated in a multitude of events, as follows:
 - We received a \$7500.00 grant from the Alcohol Beverage Control Board to combat underage drinking.
 - New Glock .45 handguns were transitioned into the Patrol Division, replacing the Glock Model 30's.
 - We started the conversion with Northrup Grummond for the *LInX (Information Exchange) Program*.
 - We received a \$500.00 donation for our *Keep Kids Alive/Drive 25* program.
 - Our speed trailer was utilized on Yacht Basin Drive, Lafayette Avenue, Sherwood Drive, Dale Avenue and Conduit Road.
 - Zero tolerance radar assignments for Elmwood Drive have been completed, and we are again studying it with the speed pads in order to review our impact in the area.
- ✓ Our **Investigations Bureau**, reported an active September. Our detectives are investigating a variety of cases, to include two (2) residential burglaries, which were cleared by arrest; four (4) separate sexual battery cases; several credit card frauds, forgery and uttering cases throughout the city; and, unfortunately, the accidental drowning at the river. The detectives were assigned a total of 32 new cases for investigation and, of those, 25 cases, or 78%, have been cleared. Some of those cleared cases were from previous months.
- ✓ Officer Travis Karr and Officer Chris Harris were recognized as *MADD (Mothers Against Drunk Driving)* Award winners at the *MADD* annual awards dinner in Richmond. Two recruits (Joey Baird and Seth Hansen) have both completed their field training and are now assigned on respective night shifts.
- ✓ Overall our **Patrol Division** officers continue to be aggressive but reasonable in their traffic enforcement duties. Uniformed patrol tallied 989 traffic summonses from 1,401 traffic stops, made 29 DUI arrests, 31 drug arrests, investigated 66 traffic crashes, issued 47 parking citations, tagged 32 inoperative vehicles and initiated 64 field interviews. During the month of September, 756 warnings were given by the Patrol Division officers. A total of 38 felony charges and 152 misdemeanor charges were also issued during the month. A total of 227 new cases were assigned to Patrol officers for investigation, and 168 cases have been cleared, or 74%.
- ✓ Our **Auxiliary** police force continues to show their dedication and commitment. This past month, our Auxiliary officers volunteered over 363 hours in a variety of ways. Duties included assistance with the high school football games, ride-alongs, the *Walk for Life* campaign, the Archer Avenue drowning detail, the 9-11 Memorial service, and a license checkpoint. Our **Auxiliary** officers also donated a total of 375 hours to meetings, sporting or civic events, extra duty, traffic details and other duties as assigned. We are very proud of our Auxiliary police force and grateful for their assistance.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The **Animal Control Division** impounded 11 dogs and 24 cats. During the month of September, there were 21 dogs and one (1) cat returned to their owners, with 13 dogs and 13 cats adopted out. Members of the community surrendered seven (7) dogs and six (6) cats to the shelter. Animal Control officers investigated two (2) cat bites. At the end of the month, Animal Control investigated a total of 192 complaints with no summonses issued and a total of \$727.00 in fees was collected.
- ✓ **Sentinel** volunteers donated a total of 59 hours, contributing to a vast array of duties in order to free up our officers for more pressing matters.

Crime	September 2007	September 2008	Percentage of Increase/Decrease
Aggravated Assaults	1	2	100.00%
Arson	0	1	100.00%
Burglaries	8	12	50.00%
Calls for services	3,742	4,054	8.34%
DUI arrests	23	29	26.09%
Larceny	60	68	13.33%
Motor Vehicle thefts	3	2	-33.33%
Robberies	3	0	-100.00%
Shoplifting arrests	28	36	28.57%
Simple Assaults	17	14	-17.65%
All criminal arrests	225	284	26.22%
PART I (Serious) OFFENSES			
September 2008	Number Reported	Number Cleared	Percentage Cleared
	100	62	62.00%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 118

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activations	16	Gas/Other Combustible Liquid Spills	4
Alarm System Malfunctions	9	Good Intent Calls	12
Assist Invalid	1	Hazardous Condition	1
Assist Police	2	No Incident on Arrival	2
Breakdown Light Ballust	1	Overheated Motor	1
Brush Fires	3	Overpressure Rupture/Explosion	1
Child Safety Seat Installations	13	Power Lines Down	3
Cooking Fire	1	Public Fire Education	3
Cover Assignment	3	Public Service Assistance Calls	21
Dispatched then Cancelled Calls	12	Smoke Detector Installations	3
Electrical Equipment Problems	1	Vehicle Fires	2
Excessive Heat	2	Water Problem	1

IV. FIRE & EMS DEPARTMENT (CONTINUED):

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	4	Chesterfield	5
Chesterfield - EMS 1st Responder	5	Petersburg	2
		VA State Police	1

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 80% of all calls received during the month~

EMS DIVISION:

TOTAL EMS PATIENTS: 293

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	17	Motor Vehicle Accidents	18
Allergic Reactions	4	OB/GYN Calls	1
Altered Level of Consciousness Calls	3	Other Injury/Medical Calls	118
Assaults	8	Overdose Calls	1
Chest Pains	28	Public Service Calls	5
Difficulty Breathing	32	Rescue Situation	4
Falls	29	Strokes	7
Fire Standby Call	1	Unresponsive Patients	17
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Hopewell	2	Fort Lee	2
Petersburg	6	Petersburg	3
Prince George	1		

~Patient contact was established in 8 minutes or less from the time of dispatch on 86% of all calls received during the month~

Training Division

Number of Classes Taught:	22
Attendees:	195
Man Hours	242.10

V. FINANCE DEPARTMENT:

• Checks processed:	General Fund	366
	Payroll Checks	658
	Other	<u>111</u>
	Total	<u>1,135</u>

- Fifteen (15) alarm citations were processed during September.
- Year-end audit/annual financial report work schedules continue to be prepared.
- Required City-wide departmental survey completed concerning City use of Social Security Numbers and sent to Virginia Municipal League.
- Assisted Treasurer's Office in establishing banking automatic withdrawal procedures/authorizations in credit card usage charges.
- **Purchasing** – 252 total purchase orders were completed with 172 being processed by purchasing and 80 departmental purchases being reviewed as compared to 215 being completed for the same period in 2007. In addition, 136 check requests were prepared by departments which are not processed by Purchasing.

V. FINANCE DEPARTMENT (CONTINUED):

- Bids Issued/Opened during the month:
 - Proposal – Feasibility of establishing a Stormwater Utility (#SP08-10163-937) was issued on September 30, 2008, with proposals due on October 16, 2008.
- Other Purchasing Activity:
 - Completed proposal for Engineering & Acquisition of Right-of-Way for the Boulevard Modernization. This proposal has been sent to VDOT for their review and approval.
 - Pest control contract, with Dobson Brothers Exterminating, was renewed with no price increase.
 - T-1 installed in Courthouse Building, for Criminal Justice System Improvement Grant for the Sheriff's Department.
 - Tablet Pac's ordered for Criminal Justice System Improvement Grant for the Sheriff's Department.
 - Software upgrade ordered for Criminal Justice System Improvement Grant for the Sheriff's Department.
 - Vibratory Roller, for rolling out asphalt for Public Works, was ordered and received during the month.
 - Fire Department working on specifications for the billing of Ambulance Service. Present contract with Diversified Ambulance, has been renewed until January 1, 2009.
 - Five (5) new police vehicles received during the month.
 - New ambulance received during the month. This unit should be out on the road in about a month.
- **Risk –**
 - **General Claims –**
 - 1) A vehicle, while trying to enter a business parking lot, scrapped the bottom of the road. Damage was to the front end and under the vehicle. Claim was paid out of the City's No Fault coverage.
- **Utility Billing –** During September:
 - Bi-monthly Utility Bills Sent – 3,684
 - Delinquent Notices Sent – 610
 - Delinquent Notices Percentage – 17.6%
 - Services cut off for nonpayment 139.

VI. HUMAN RESOURCES DEPARTMENT:

• Advertisements

<u>Department</u>	<u>Position</u>
Public Works	Recycling Center Attendant (Part-time)
Human Resources	Clerical Pool (Part-time/On-call)

• Applications and Testing

Office on Youth & Human Services received (14) applications for the part-time Youth Specialist position recruitment.

- Training Coordinator and Human Resources Liaison representatives were introduced to the new workers' compensation reporting system "Company Nurse", which was implemented on September 11, 2008. Training Coordinator representatives will be responsible for training all staff within their department on the new system by the end of September 2008.

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

• **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
09-04-08	Public Works	Right shoulder strain while shoveling asphalt.
09-26-08	Communications	Puncture to left index finger by staple.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 39,525 visits in the month of September with 75,793 page views, including 2,905 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Citizens Help Desk, and the Colonial Heights Soccer Association.
- ☆ Citizens submitted and city staff processed 142 service requests and questions through the “Citizens Action Center” online during the month of September. The Web Administrator attended training on four new modules of the Citizens Action Center to be implemented in October: E-Newsletters, Citizen Surveys, Community Calendar, and a Citizen’s Document Download Center.
- ☆ The IS Coordinator setup new technical support vendor “Introductory Meetings” for City Management and computer users in September. She also arranged a meeting with the Comcast Government Relations Director to discuss the City’s franchise agreement. The IS Coordinator developed the IT Standards, Policies and Procedures Development Procedure.

VIII. LIBRARY:

- ☆ The library staff circulated 26,669 titles in September.
- ☆ The public computer center was used 2,555 times.
- ☆ 248 residents registered for new library cards, and an average of 652 residents used the library each day.
- ☆ The library’s meeting rooms were used 81 times.
- ☆ 2,679 residents visited the Colonial Heights Virtual Library to retrieve 676 articles and place online book requests from their homes and offices.

IX. RECREATION & PARKS:

RECREATION & PARKS		
<u>Activities</u>	<u>2008</u>	<u>2007</u>
ADULT SOFT BALL TEAMS	16 teams	9 teams
AEROBICS	n/a	20
BELLY DANCE CLASS	17	24
CHEERLEADER REGISTRATION	101	116
COMMUNITY BUILDING ATTENDANCE	1,165	1340
COMMUNITY BUILDING RESERVATIONS	27	28
FOOTBALL REGISTRATION	154	166
INTERIOR DECORATING	5	n/a
JAMESTOWN TRIP	n/a	12
NEW ENGLAND TRIP	n/a	42
ORIOLES-YANKEES	n/a	32
PAVILION ATTENDANCE	2,480	2,160
PAVILION RESERVATIONS	37	35

IX. RECREATION & PARKS (CONTINUED):

RECREATION & PARKS		
<u>Activities</u>	<u>2008</u>	<u>2007</u>
POWER	2	n/a
RANDY PARTON THEATRE	n/a	36
SCUBA DIVING CLASS	n/a	1
SKATEBOARD PARK	202	354
SR CITIZEN ATTENDANCE	2,675	2309
TAE BOX	26	20
TEEN DANCE	202	97
U-12 TRAVEL SOFTBALL	0	13
U-14 BLITZ TRAVEL TEAM	12	14
VIOLET BANK MUSEUM	188	317

SENIOR CITIZEN CENTER		
<u>Activities</u>	<u>2008</u>	<u>2007</u>
AARP Meeting	58	57
Advisory Board Meeting	8	9
Bingo in Center	78	48
Bowling	120	192
Club Meeting	192	178
Crochet & Knitting	47	62
Family Night Out	n/a	38
Floor Exercises	128	30
Gary Jenkins Video Painting	12	n/a
Golf at Prince George	496	448
Jamestown Trip	n/a	12
Line Dance Class	40	58
Lunch Out	n/a	12
Meet the Candidates	180	n/a
Movies	6	12
New England Trip	n/a	52
Nova Scotia Trip	30	n/a
Painters Group	64	49
Party Bridge	104	160
Randy Parton Theatre	n/a	36
Sandwich Social	32	28
Sandwich Social	33	n/a
Shopping in Williamsburg	n/a	24
Sing A-Long	48	56
Sing A-Long CH Health Care Center	14	13
Sit Down Exercises	204	123
Strength Training Class	188	331
Tables Games	n/a	6
Tai Chi	33	23
Tap Class Advance	62	79
Tap Class Beginners	33	36
Tap Class Intermediates	56	n/a
Tournament Bridge	76	64
Triad	50	12
Watercolor Class	20	n/a
Yoga	33	67
Zoomer Boomers	251	n/a
Total	2675	2309

IX. RECREATION & PARKS (CONTINUED):

Meals	Donations	<u>2008</u>	<u>2007</u>	Donations
Home Del Meals	\$60.00	100	60	\$30.00
Site Meals		0	0	
Breakfast Meals		100	60	
Bags		40	30	
Total		240	150	

Transportation	Donations			Donations
Total Passengers	\$289.00	671	818	\$211.80
Total Miles		3150	3591	
Wheelchairs		17	35	
Volunteer Hours		0	18	

- ☆ Crocheting Group made and donated 123 Hats, Afghans and Slippers to From the Heart, Cares and RSVP.

Violet Bank Museum

	<u>2008</u>	<u>2007</u>
Attendance	188	317

- ☆ Museum Curator worked on collections, setting up upstairs exhibit, accepted 33 pieces of Early American Glassware and 1 piece of porcelain on loan for upstairs' exhibit. Curator catalogue bullet mold collection and document work for AAM request in December.

Parks, Buildings and Grounds

- ☆ Checked daily and clean as needed the High School concession stand bathrooms, Lakeview softball concession stand bathrooms and Soccer Complex concession stand bathrooms.
- ☆ Clean Shepherd Stadium before and after games and for tournaments.
- ☆ Cleaned Shepherd Stadium restroom before and after events.
- ☆ Picked up trash around Municipal Building complexes (daily).
- ☆ Cut grass and trimmed as needed at Church property, Old Shop, Ft. Clifton, Lakeview Park, Library, Shuford Ave, Violet Bank, Fire Station #2, Public Safety Building, City Hall, Health Dept, War Memorial, School Board, Courts Building, White Bank Park, Edinborough playground, Wakefield playground, Flora M. Hill Park, Dog Pound, pistol range, and the Community Building.
- ☆ Cut grass on ball fields and soccer fields as needed.
- ☆ Perform preventative maintenance on lawn mowers.
- ☆ Painted stadium football field at Middle School, practice football field, band practice field, field hockey field, and recreation football practice field as needed.
- ☆ Loaded trashcans and benches on trailer and took to Soccer Complex.
- ☆ Loaded Kubota tractor on trailer and took to Archer Ave. Picked up afterwards.
- ☆ Lowered and raised flags as needed.
- ☆ Took chairs to War Memorial for 9/11 ceremonies. Picked up chairs afterward and took back to Ft Clifton.
- ☆ Filled in hole at Violet Bank with topsoil.
- ☆ Laid out and painted soccer fields at Soccer Complex.
- ☆ Moved all soccer goals into place at Soccer Complex.
- ☆ Moved all bleachers into place at Soccer Complex.
- ☆ Performed preventative maintenance on paint machines.
- ☆ Removed temporary fence from Civic field.

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds (Continued):

- ☆ Took Sidewinder mower to Smith Turf to be repaired. Picked up after it was repaired.
- ☆ Repaired mound and batters box area in Shepherd Stadium with clay as needed.
- ☆ Repaired mound and batters box area with clay at Middle School baseball field.
- ☆ Repaired mounds with clay A-field and B-field.
- ☆ Cut tree roots out of left field on Lakeview #2.
- ☆ Sprayed as needed Killz-All: Shepherd Stadium, High School softball field, High School baseball field, and Violet Bank.
- ☆ Sprayed as needed Pedulun: High School softball field and High School baseball field.

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ YAC Activities

- YAC has taken on coaching a U-11 Soccer Team this fall. Six YAC members volunteered with this community service activity.
- YAC officers met for leadership development.

➤ Youth Services Commission:

- Met and established goals for 2008-09.
- Goals for the year include:
 - Examine need for expanded CADRE/SADD programs.
 - Assist with development of partnership with SAFE.
 - Assist with Policies & Procedures for the Teen Center.
 - Work towards the ongoing development of Enrichment/After-School Programs for elementary school age children.

➤ Juvenile & Domestic Violence Task Force met and elected a new chair for the year. Phyllis Cheely will chair this work group for the next year.

➤ CADRE Coalition met and reviewed goals for the year; will continue to recruit new members; sponsored “Project Sticker Shock” with the Regional Drug Free Alliance. Prevention education material disseminated to 18 new teen drivers.

➤ Diversion Programs

- Community Service Learning served 16 youth, who completed 107 hours of community service.
- Shoplifting Diversion – this program served 27 families with education regarding laws pertinent to shoplifting.
- Parenting Education – 4 families participated in “Parenting With Love & Limits”.

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	83	\$12,746.17	8	\$1,773.55
2007	63	\$14,118.83	3	\$ 786.40

XI. FLEET MAINTENANCE (CONTINUED):

☆ Vehicle and Equipment Maintenance costs for the first quarter of this fiscal year compared to the last 5 years are as follows:

2008/09	\$54,432.30
2007/08	\$51,851.09
2006/07	\$67,044.10
2005/06	\$43,149.75
2004/05	\$39,227.39
2003/04	\$38,216.36

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- ⊗ Watered all sites twice a week, 400 gallons per day.
- ⊗ Continue mulching, fertilizing, cutting, pruning and weeding sites throughout the City.
- ⊗ Worked with Office on Youth and Beautification Committee.
- ⊗ Continue to edge all sites three times a week, cut grass at the Legacy Garden and Chesterfield Highland Park once a week.
- ⊗ Sprayed for weeds at all sites.
- ⊗ Responded to miscellaneous tree calls.
- ⊗ Cleared, sprayed, mulched and removed shrubs at Courthouse.

Vegetation

Picked up litter at the following locations:

- Boulevard
- Branders Bridge Road
- Charles Dimmock Parkway
- Conduit Road
- East Roslyn Road
- East Westover Avenue
- Ellerslie Avenue
- Kent Avenue
- Meridian Avenue
- Recycling Center
- Temple Avenue
- West Roslyn Road
- Westover Avenue

Trimmed limbs, removed tree/Limbs and trimmed bushes at the following locations:

- 325 Charles Dimmock Parkway
- Hamilton Avenue
- Dale at Ellerslie Avenues
- Marvin Avenue
- Dick Ewell Avenue
- 214 Lafayette Avenue
- Old Town Drive
- Temple Avenue
- 401 Temple Avenue
- 418 Dick Ewell Avenue
- Ellerslie Avenue
- Moose Lane
- White Bank Road
- 631 Lynchburg Avenue
- 1000 Elko Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Sprayed for weeds and high grass at the following locations:

- Dunlop Farms Boulevard
- 401 Temple Avenue

Cut and trimmed grass at the following locations:

- Bluffs
- Boulevard
- Branders Bridge Road
- Brookedge Drive
- Chesterfield Avenue
- Compton Road
- Dupuy Avenue
- Edinborough Drive
- Ellerslie Avenue
- Hemlock Avenue
- Lakeview Avenue Dam
- Old Town Drive
- Ridge Road
- Riveroaks Drive
- Roslyn Road
- Sadler Avenue
- Springdale Avenue
- Temple Avenue
- White Bank Road
- Woodlawn Avenue
- Yacht Basin Drive
- Conduit Road
- Helen Avenue
- Archer Avenue
- Marvin Avenue
- Carroll Avenue
- Meridian Avenue
- Gills Drive
- Dunlop Farms Boulevard
- Spruce Avenue
- Spring Drive
- Westover Avenue
- North Temple Avenue
- Hope Ridge Court
- Recycling Center
- 501 Lake Avenue
- Sherwood Drive
- Snead Avenue
- Moose Lane
- Lakeview Avenue

Other

- Responded to miscellaneous complaints concerning high weeds, dead trees and drainage issues.
- Assisted Fire and Police Department accident at I-95 and Temple Avenue on ramp placed barricades and cones.
- Removed glass from street at 3200 Boulevard.
- Removed brush from street on Hamilton between Walnut and MacArthur Avenues and on Temple Avenue under I-95 underpass.
- Removed and replaced guardrail on Boulevard under train tussle.
- Placed High Water signs at Bradsher and Dupuy Avenues during tropical storm Hanna.

Concrete Sidewalk and Curb and Gutter restoration at the following locations:

- 108 Carroll Avenue
42' Sidewalk
- 145 Carroll Avenue
31' Sidewalk
- 143 Carroll Avenue
20' Sidewalk
- 620 Lafayette Avenue
4' Curb and Gutter
- 141 Carroll Avenue
8' Sidewalk
- 219 Carroll Avenue
10' Sidewalk
- 156 Carroll Avenue
32' Sidewalk

Stormwater and Drainage

Street Sweeper removed 28 cubic yards of debris from the following locations:

- Boulevard
- East Roslyn Road
- North and South Valley Road
- East Ellerslie Avenue
- Dunlop Farms Boulevard
- Conduit Road
- Temple Avenue
- Clifton Drive
- Sherwood Drive Bridge

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- 113 Royal Oak Avenue
- 203 Jefferson Avenue
- 312 Jefferson Avenue
- 3225 Glenview Avenue
- 402 Washington Avenue
- 710 Lakeview Avenue
- Boulevard
- Covington Road
- Ellerslie Avenue
- Hamilton Avenue at Boulevard
- Jett Avenue
- Marvin at Chesterfield Avenues
- Pickett Avenue
- Westover at Hamilton Avenue
- Wright Avenue at Boulevard
- 200 Kingfisher Way
- 2125 B. Woodlawn Avenue
- 319 Piedmont Avenue
- 3229 Glenview Avenue
- 704 Compton Road
- 910 Ellerslie Avenue
- Conduit Road
- Dupuy Avenue and Battery Place
- Forest View Drive at Brookhill Avenue
- Jamestown at Conduit Road
- Lafayette Avenue at Boulevard
- Oak Avenue
- Westover at Fischer Avenues
- Westover at Shuford Avenues
- Yorkshire at Conduit Roads

Installed a drainage pipe at 897 Conduit Road and 711 Boulevard due to cars dragging when entering and exiting driveways.

Solid Waste

Recycling

- Recycled 40 cubic yards of metal products.

Transfer Station

- 165 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

Transportation

Streets

Asphalt placed in potholes, low spots, shoulder, driveway, new curb and gutters, water and sewer utility cut at the following locations:

- Bristol Avenue
- Washington at Virginia Avenue
- Conjurers Drive at Dunston Pkwy
- 200 and 300 Block Lyons Avenue
- Suffolk at Lee Avenues
- 1000 Yacht Basin Drive
- B Avenue
- Windmere Drive
- Archer Avenue
- Crescent Avenue at Cambridge Place
- 3227 Glenview Avenue
- Pinehurst Avenue
- Roanoke Avenue
- Boulevard
- 3202 Glenview Avenue
- 308 Pickett Avenue
- 921 Williamsburg Road
- 717 Hamilton Avenue
- 130 Bruce Avenue
- Conduit Road at Temple Avenue
- Pickett Avenue
- Temple Avenue at I-95
- 205 Piedmont Avenue
- Bluffs entrance
- 511 Riverview Road
- Comstock Drive at Old Brickhouse Lane
- 418 Dick Ewell Avenue
- 809 Lakewood Drive
- 203 Prince Albert Avenue
- 2209 Wakefield Avenue
- 920 Germar Court
- 111 Lexington Avenue
- 313 Roanoke Avenue
- 897 Conduit Road

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Placed stone in alleys, sinkholes, drainage ditches and shoulders at the following locations:

- 225 Bear Chase Court
- 2209 Wakefield Avenue
- 312 Ryan Avenue
- 219 Kennon Point
- Recycling Center
-

☆ Applied “slurry” seal to approximately 75,000 sq. yds (approx. 3 miles) of pavement.

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets
 - Replaced 4 LED traffic lights
 - Replaced 1 pedestrian crossing lights
 - Installed 8 new amber and amber arrow LED traffic lights
 - Ran new cabinet in shop for 2 days checked good
- Signs and Markings
 - Made and put up 6 No Parking signs @ Brockwell Lane
 - Made and put up 24 new high intensity street name signs
 - Put up 0 Tolerance signs on Elmwood and then Chesterfield for P.D.
 - Put in new pavement markings on Longhorn and on Hamilton
- Street Lighting
 - Installed 2 ornamental street light bulbs
 - Inspected new cabinet for street lights @ Hallmark Realty
- Traffic Control
 - Responded to 2 after- hours call backs for malfunctioning traffic lights and worked over for Walk for Life parade and installation of new traffic light @ Bruce Ave
 - Set out 75 cones for Walk For Life
- Miscellaneous
 - Took down 27 spring banners and installed 30 fall banners on Blvd and on Pickwick for Beautification Committee

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 105 Buckingham Dr.
- 602 Compton Rd.
- 319 Frederick Ave.
- 510 Chestnut Ave.
- 212 East Westover Ave.

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

- 620 Ryan Ave.

Camera sewer main/lateral at the following locations:

- 1907 Blvd.
- 123 E. Westover Ave.

Flushed sewer main line at the following locations:

- 3612 Hawick Dr.
- 412 Marvin Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Checked the following manholes "trouble spot" locations:

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

Responded to miscellaneous sewer calls at the following location:

- 300 Nottingham Dr.

Flushed storm drains at the following locations:

- 560 Battery Place
- Lynchburg Ave. @ Lee Place
- 2229 Glendale Ave.

Distributed rat bait in manhole at the following location:

- 135 Westover Ave.

Responded to citizen complaint for sewer bugs at the following locations:

- 1104 Clifton Dr.
- 112 Conjurers Dr.

Responded to alarms at the following locations:

- Conjurers Neck Pump Station
- Dunlop Farms Pump Station
- Dimmock Pump Station
- Hillcrest Pump Station

Performed routine maintenance at the following Pump Stations:

- Conjurers Neck Pump Station
- Dunlop Farms
- Dimmock Pump Station
- Hrouda

Vented methane line pump at Dimmock Pump Station.

Miss Utility locating required 185 man-hours for the month of September 2008.

Issued request for quotes to construct sanitary sewer line replacement in alley adjacent to Highland United Methodist Church.

Water

Replaced water meters at the following locations:

- 901 Colonial Ave.
- 321 Lafayette Ave.
- 318 Prince Albert Ave.
- 213 Crestwood Dr.
- 613 Pinehurst Ave.
- 5032 Salem Ct.

Set meter for new construction at the following locations:

- 509½ Riverview Rd.
- 121 Washington Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Repaired service line break at the following locations:

- 206 Crestwood Dr.
- 111 Lexington Dr.
- 2012 Franklin Ave.

Responded to meter leak complaint at the following locations:

- 4515 Conduit Rd.
- 334 Jackson Ave.

Repaired/raised meter box or meter lid at the following locations:

- 143 Briarcliffe Ct.
- 121 Princeton Rd.
- 311 Washington Ave.
- 411 Lyons Ave.
- 209 Washington Ave.
- 125 Wright Ave.

Install or replace meter setter at the following locations:

- 213 Crestwood Dr.
- 700 Lakeview Ave.
- 121 Princeton Rd.
- 113 Deerwood Dr.
- 111 Lexington Dr.

Replaced or installed new water service at the following locations:

- 3320 Blvd.
- 113 Deerwood Dr.
- 308 Pickett Ave.
- 901 Colonial Ave.
- 309 Moorman Ave.

Pulled meter to be tested for the following location:

- 318 Prince Albert Ave.

Replaced valve box top at the following location:

- 312 Taswell Ave.

Backflow/Cross Connection Survey at the following locations:

- 1221 Blvd.
- 2425 Blvd.
- 1116 Blvd.
- 360 Charles Dimmock Pkwy.
- 1007 Conjurers Dr.
- 212 Heron Run Dr.
- 301 Jennick Dr.
- 319 King Fisher Way
- 931 South Ave.
- 184 Southgate Square
- 721 Southpark Blvd.
- 425 Southpark Blvd.
- 671 Southpark Blvd.
- 735 Southpark Blvd.
- 500 Southpark Blvd.
- 1054 Temple Ave.
- 1054 Temple Ave.
- 1104 W. Roslyn Rd.
- 306 Waterfront Dr.
- 654 Blvd.
- 2033 Blvd.
- 3523 Blvd.
- 457 Charles Dimmock Pkwy.
- 3110 Greenwood Ave.
- 131 Jennick Dr.
- 3231 Jersey Ct.
- 413 Nottingham Dr.
- 930 South Ave.
- 723 Southpark Blvd.
- 600 Southpark Blvd.
- 796 Southpark Blvd.
- 798A Southpark Blvd.
- 790 Southpark Blvd.
- 497 Southpark Circle
- 1040A Temple Ave.
- 119 Temple Lake Dr.
- 880 W. Roslyn Rd.
- 312 Waterfront Dr.

Performed water cut off/on at the following locations:

- 408 Highland Ave.
- 317 Jefferson Ave.
- 303 B Lynchburg Ave.
- 3110 Holly Ave.
- 1010 Lafayette Ave.
- 209 Washington Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Responded to dirty water complaint at the following locations:

- 1204 Canterbury Ln.
- 615 Compton Rd.
- 212 E. Westover Ave.
- 101 Hargrave Ave.
- 122 Huntington Rd.
- 202 Norfolk Ave.
- 1203 Wellington Rd.
- 3012 Wildwood Dr.
- 430 Clairmont Ct.
- 109 Creek Pt. Ct.
- 210 George Ave.
- 3702 Hemlock Dr.
- 251 Kennon Pt. Dr.
- 1201 Wellington Rd.
- 206 Windmere Dr.

Performed yard maintenance at the following locations:

- Appomattox PS
- Archer Ave. Park/Right of Way
- Chesterfield Metering Pit/ROW
- Conjurers Neck Pump Station
- Dunlop Farms Pump Station
- Hrouda Pump Station
- R/W behind Conv. Center
- Sherwood Hills Water Tower/ROW
- Wakefield Ave Sewer ROW
- Archer Ave. Right of Way
- C&B Pump Station/Right of Way
- Conduit Rd.
- Dimmock Pump Station
- Hillcrest Pump Station
- MPS/Right of Way
- Sherwood Hills Pump Station
- Southpark Water Tower
- Moose Ln. @ Creek Pt.

Pulled meter for utility billing at the following location:

- 408 Highland Ave.

Responded to miscellaneous water calls at the following locations:

- 206 Crestwood Dr.
- 308 Pickett Ave.
- 921 Yorkshire Rd.
- 1836 Duke of Gloucester St.
- 401 Temple Ave.

Performed routine maintenance at Shepherd Stadium and Southpark Water Towers.

Collected routine weekly water samples and sent to ARWA lab for testing for the month of September.

Collected second stage samples for the 3rd Quarter 2008.

Collected Bacti samples for the 3rd Quarter 2008.

Coordinated and collected 30 Lead and Copper Samples and sent to State Lab in Richmond.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk