

CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 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.

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.

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

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

Lexington Drive Storm Drain Outfall – In-house design of this project has begun.

Yacht Basin Drive Storm Drain Outfall – In-house design of this project has begun.

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

Landfill Entrance Road(s) – Completed preliminary design alternative for access road along Wal-mart's north property line.

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – Completed 90% plans. Transmitted to Wal-mart Realty plans and a request for dedication of right of way and easements.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Executed contract with Timmons Group for engineering and design services.

Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945 – Revenue Sharing, Urban and CMAQ Programs – Request for Proposals for Preliminary Engineering and ROW Acquisition is currently being advertised.

Boulevard Widening Project (Windsor to Pickwick Ave, Fifth Lane) UPC 90374 – Revenue Sharing, CMAQ Program – Request for Proposals for Preliminary Engineering and ROW Acquisition is currently being advertised.

I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects (Continued)

Boulevard Widening Project (Westover to Windsor, Fifth Lane) –CMAQ Program – Request for Proposals for Preliminary Engineering and ROW Acquisition is currently being advertised.

Boulevard Signal Coordination (Sherwood to Temple). –Staff has received the revised task and fee proposal from the consultant and is negotiating a task order.

Safe Routes to School – Staff has drafted a task and fee proposal for survey services.

B. Economic Development Projects (under construction)

Shamin Hotels (Hampton Inn and Holiday Inn Millennium) - Both hotels are now open. We have now received revised landscape plans. These will be reviewed in the near future. Landscaping is the last remaining item on the final inspection punch list.

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. Miscellaneous utility work, Irrigation and landscaping work proceeding. 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 (same as last month).

Mount Pleasant Baptist Church Parking Lot Expansion - Parking lot work is ongoing. Riprap installed at the discharge of the new storm culvert system in Greenwood Ave. Interior curb and gutter and entrances being constructed. Erosion control items being maintained.

School Maintenance Building - Site grading is ongoing. Work continuing on the building. Erosion and sediment control items are in place.

Denny's - The building has been installed and site work begun. Currently all work is shut down. No work this month. Erosion control items are installed.

Community Building Addition - Plans have been approved. We are awaiting beginning of construction.

C. Economic Development Projects (under review)

Gill's Point Section 9 - Plans and plat are close to completion. A final set of construction plans has been received and will be reviewed in the near future.

Wachovia Bank, N.A. Branch Expansion - Updated plans have been reviewed. Work is progressing on the recording of the required alley access easement and the dedicating of additional R/W needed for widening Branders Bridge Road.

Sam's Club Expansion - The site plans are now complete and we are awaiting required bonds, etc.

Prospect Heights, Lots 13-17, Block 1 - Builder has re-submitted plans using standard Building Permit forms.

I. ENGINEERING DEPARTMENT:

C. Economic Development Projects (under review)(Continued)

Roslyn Farm Corporate Office - (located beside the Virginia Credit Union) -Updated plans have been reviewed and comments forwarded. We are awaiting final set of updated plans.

Colonial Heights Surgery Center 930 South Ave. Suite 2 - Portion of former American Family Fitness building on South Ave. being converted to a surgical suite. Completed plans have been received. We are awaiting receipt of required bonds, etc. Updated plans have been received and will be reviewed in the near future.

Value Place Motel - Four story hotel located off of Jennick Drive. Updated plans have been reviewed. We are awaiting revised plans.

Southpark Carpet and Flooring – Plan showing parking lot improvements and an Erosion and Sediment Control Plan. Updated plans are now complete and will be approved upon receipt of required documents.

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

- Vacation of Lot Lines – Lots 39-42, Block C, West Lyonia
- Vacation of Lot Lines – Roslyn Farm Property Between I-95 and Grove Park Subdivision.
- Vacation of Lot Lines – Lots 11-12, Block J, Prospect Heights
- Boundary Line Adjustment – Lots 8, 9-9, 10, Block J, Prospect Heights

Right-of-way Permits:

- Issued seven (7) permits.
- Closed out four (4) permits.

II. PLANNING & COMMUNITY DEVELOPMENT:

1. No fence permits issued.

2. Three (3) sign permits issued:

- ☆ Paul Mailler – 100 Taswell Avenue
- ☆ The Nicholson Co. – 400 E. Ellerslie Avenue
- ☆ Carpet Outlet of America – 860 W. Roslyn Road

3. Neighborhood Revitalization:

One (1) project payment

a. 08-09 CDBG Home Repair Grant

- ☆ 10 new applicants being processed
- ☆ 2 electric jobs completed
- ☆ 1 electric job pending
- ☆ 1 carpentry job complete
- ☆ 1 carpentry and related plumbing/accessibility job complete
- ☆ 1 additional carpentry job underway
- ☆ 2 heating jobs out for quotes
- ☆ 5 re-roofing specs going out for bids

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

b. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		53
# of Dwellings registered	2	52
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		53
Dwellings to be inspected	2	52
Multi-family dwellings	0	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold	1	4
Failure to Register Letters	0	65
Answers Received	0	60
First Inspections made	2	68
Passed	0	15
Failed	2	53
Second Inspection	3	106
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
Failure to schedule by owners	0	0
Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$50.00	\$1,300.00
4 year Certificates Issued		
Dwellings	3	113
Apartments (no of units certified)	0	12

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

4. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	16	202
Violations	15	160
Violations resolved	1	137

b. Zoning

	Month	YTD
Total inspections	6	61
Violations	5	53
Violations resolved	0	48

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations Reported	3	8
Actual Violations	11	27
Letters Sent	11	27
Violations Abated	11	13

e. Other

	Month	YTD
Total inspections	0	8
Violations	0	0
Violations resolved	0	0

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	14	101
Violations	13	78
Violations resolved	3	68

g. Tall Grass

	Month	YTD
Total inspections	4	217
Violations	4	197
Violations resolved	1	180

h. Sign Ordinance

	Month	YTD
Total inspections	10	52
Violations	10	51
Violations resolved	1	41

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	47	102
2. New Construction Inspections	170	3,576
3. Permits for New Residences	2	22
4. Estimated Cost for Permits for New Residences	\$120,000	\$2,211,040
5. Permits for Commercial Construction	5	75
6. Estimated Cost for Commercial Permits	\$180,048	\$8,574,810
7. Plumbing Permits Issued	7	138
8. Electrical Permits Issued	20	221
9. Mechanical Permits Issued	7	133
10. Swimming Pool Permits Issued	0	8
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	23

III. POLICE DEPARTMENT:

- ✓ Total calls for service in November, 2008, show an increase of 18.23%, going from 3,654 calls for service in 2007, to 4,320 in November, 2008.
- ✓ There were 91 Part I, or serious, crimes reported to the Colonial Heights Police Department in November. Sixty-five (65) of those, or 71%, have been cleared.
- ✓ Our **Records Division** processed 302 arrest reports, two (2) Animal Control reports, 49 field interviews, 251 incident reports, 552 pawned properties, and 1,126 traffic summonses, along with a variety of other reports, totaling **2,654 reports**.
- ✓ The month of November has been a very busy month as you can see by the 18 percent increase in calls for service. The following reflects highlights during the month:
 - Uniform patrols have concentrated their efforts in the retail areas of the City in an effort to provide a safe shopping experience. We have supplemented patrol with extra personnel during the holiday season.
 - The Administration has met with representatives of the Department of Criminal Justice Services in an effort to begin the application process for DCJS Accreditation. This course of action is a 2–3 year progression.
 - The process is underway for the selection of officers for our Street Crimes Unit. Applications and interviews have been completed and selections will be forthcoming. This four-person unit, which will be supervised through Investigations, will work closely with investigators as well as Patrol in order to address the issues that need concentrated efforts.
 - Applicants have been interviewed for the available Animal Control Officer and Animal Control Aide positions. Announcements should be forthcoming in the next couple of weeks.
- ✓ Our **Patrol Division** officers continue to put safety first regarding their patrol efforts in the community, even more so during this heavy shopping season. Uniformed patrol tallied 1,126 traffic summonses from 1,854 traffic stops; made 41 DUI arrests and 30 drug arrests; investigated 72 traffic crashes; issued 125 parking citations; and initiated 49 field interviews. A total of 54 felony charges and 203 misdemeanor charges were also issued during the month. Forty-nine (49) inoperative vehicles were reported. A total of 218 new cases were assigned to Patrol officers for investigation, and 155 cases have been cleared, or 79%.

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:
 - This division designed and prepared shopping safety flyers for distribution throughout the holiday season. Walmart, Ukrop's, Domino's Pizza, K-Mart and Southpark Mall are all participating in this endeavor. CBS Channel 6 filmed a story on the department's proactive approach to the season.
 - DARE/Crime Prevention Officer Sophie Benkendorf has been working with residents in the areas of Hemlock and Lyons Avenues to assist in the establishment of new *Neighborhood Watch* programs, greatly enhancing crime prevention through citizen participation.
 - Delegates from the ABC Board presented the Department with a check in the amount of \$7,500.00 representing a grant awarded to the Department. These funds will be used to establish deterrents to underage drinking. Some of the funds will be contributed to the After Prom Committee efforts, while the remainder will be directed toward a hotline for reporting underage drinking in the community and developing and implementing programs addressing underage drinking in the military and college realms to prepare for major personnel expansion at Fort Lee and Virginia State University.
- ✓ Our **Investigations Bureau**, reported a steady November. Activities included:
 - An ongoing death investigation involving a local resident, the disposition of which is pending the toxicology report from the Medical Examiner's Office.
 - A reported child abuse case is being investigated involving a mother allegedly leaving her child with a stranger while she traveled out of state.
 - Two (2) armed robberies occurred at different locations in the City during November.
 - Lt. Ferguson issued two (2) narcotic nuisance letters to two (2) property owners in the City notifying them that there is drug activity at the properties in their absence, for which they are responsible.
 - Detectives were assigned a total of 16 new cases for investigation and, of those, 12 cases, or 75%, have been cleared.
- ✓ Our **Auxiliary** police force continues to show their devotion by volunteering over 340 hours in a variety of ways. Duties included assistance with the high school football games, ride-alongs, traffic direction and enforcement, along with extra duty at the mall and bank. We are very pleased to report that Auxiliary Sgt. Dean Miller and Auxiliary Officers Mike Tereschenko, Kevin Burcham, Dennis Branzelle and Richard Hubbell began attending training on November 18th at the Chesterfield County Police Academy to become certified police officers. They will graduate on August 27, 2009, indicating a strong commitment to our organization as well as to our community.
- ✓ The **Animal Control Division** impounded 24 dogs and 23 cats. During the month of November, there were six (6) dogs returned to their owners, with 22 dogs and 19 cats adopted out. Members of the community surrendered seven (7) dogs and 10 cats to the shelter. Animal Control officers had no complaints of animal bites. At the end of the month, Animal Control investigated a total of 210 complaints with four (4) summonses issued. A total of \$400.00 in fees was collected.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ **Sentinel** volunteers donated a total of 55.5 hours, contributing to a vast array of duties in order to free up our officers for more pressing matters. Our Sentinels assisted with the *Teddy Bear Run*, the *Vegas in the Heights* fundraiser, the flu clinic, the Veteran's Day observance ceremony, and distribution of the holiday safety flyers at several locations throughout the City.

Crime	November 2007	November 2008	Percentage of Increase/Decrease
Aggravated Assaults	0	3	300.00%
All criminal arrests	227	302	33.04%
Arson	1	0	-100.00%
Burglaries	4	4	0.00%
Calls for services	3,654	4,320	18.23%
DUI arrests	31	41	32.26%
Larceny	53	68	28.30%
Motor Vehicle thefts	0	2	200.00%
Robberies	2	2	0.00%
Shoplifting arrests	16	44	175.00%
Simple Assaults	11	11	0.00%
PART I (Serious) OFFENSES			
October 2008	Number Reported	Number Cleared	Percentage Cleared
	91	65	71.43%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 94

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activations	7	Good Intent Calls	13
Alarm System Malfunctions	4	Haz Mat Release	1
Assist Invalid	1	Hazardous Condition	1
Assist Police	3	No Incident on Arrival	1
Attempted Burning	1	Overheated Motor	1
Authorized Controlled Burning	2	Person in Distress	2
Brush Fires	2	Public Fire Education	1
Child Safety Seat Installations	7	Public Service Assistance Calls	18
Chimney/Flue Fire	1	Shorted Electrical Equipment	1
Cooking Fire	2	Smoke Detector/CO2 Installations	4
Cover Assignment	3	Water Evacuation	1
Dispatched then Cancelled Calls	9	Water Problem	2
False Alarm/Call	2	Water/Steam Leak	1
Gas/Other Combustible Liquid Spills	3		
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	1	Chesterfield	4
Chesterfield - EMS 1st Responder	5		

IV. FIRE & EMS DEPARTMENT (CONTINUED):

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 86% of all calls received during the month~

EMS DIVISION:		TOTAL EMS PATIENTS: 265	
<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	13	OB/GYN Calls	2
Allergic Reactions	1	Other Injury/Medical Calls	116
Altered Level of Consciousness Calls	5	Overdose Calls	3
Assaults	5	Public Service Calls	3
Chest Pains	27	Strokes	1
Difficulty Breathing	28	Trauma Calls	1
Falls	29	Unresponsive Patients	15
Motor Vehicle Accidents	16		
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	2	Fort Lee	4
Petersburg	10	Hopewell	1
Prince George	2	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:	15
Attendees:	106
Man Hours	229.25

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	400
Payroll Checks	651
Other	<u>111</u>
Total	<u>1,162</u>
- Three (3) alarm citations were processed during November.
- Year end audit/annual financial report work schedules completed. Auditors are preparing CAFR Exhibits/Schedules for City review, with Finance preparing other major parts.
- Budget forms for Fiscal Year 2009-10 were given out and emailed to departments during budget kickoff meeting.
- **Purchasing** – 189 total purchase orders were completed with 138 being processed by the purchasing and 51 departmental purchases being reviewed as compared to 255 being completed for the same period in 2007. In addition 120 check requests were prepared by departments which are not processed by Purchasing.
- Bids Issued/Opened during the month:
 - Invitation # 08-12103-943, Preliminary Engineering & Acquisition of Right of Way Boulevard Widening Projects, issued on November 19, 2008, bid opening on December 10, 2008.

V. FINANCE DEPARTMENT (CONTINUED):

- **Other Purchasing Activity:**
 - Coordinated with VDOT the increasing of ban width from partial to full T-1 Fire Station #2.
 - PO issued and notice to proceed given to Bair Petroleum to purchase Gas pumps. Pumps to come with fuel management system tracking system.
 - Purchase Order issued for Bridge Inspection Service
 - Continued working on getting quotes on two new emergency sirens.
 - Addendum #1 issued for Community Building Addition.
 - Coordinated with electrician, electrical hookup on poles for Christmas decoration.
 - Continue work on proposal for new phone system.
 - Proposals reviews and meetings scheduled for those firms who want to provide new employment physicals for the City.
 - Negotiations ongoing for the firm to provide Fire Department physicals.
 - Purchase Order issued for grinding yard waste for land fill.
 - Issued CDBG quote for heating repair.
- **Risk** –
 - Happy to report no Risk activity for the month.
- **Utility Billing** – During November:
 - Bi-monthly Utility Bills Sent – 3,663
 - Delinquent Notices Sent – 682
 - Delinquent Notices Percentage – 19.7%
 - Services cut off for nonpayment on November 19th was 90.

VI. HUMAN RESOURCES DEPARTMENT:

• **Advertisements**

<u>Department</u>	<u>Position</u>
Public Works	Utility Heavy Equipment Operator

• **Applications and Testing**

Total applications received for the following position recruitments:

Utility Heavy Equipment Operator	39
Public Works Technician	43
Utility Technician	48
Animal Control Aide (Part-time)	19

• **Training**

City departments continue to complete training courses through the VML On-line University program. All City employees working in a continuous full-time/part-time status position are required to complete the Sexual Harassment Prevention on-line course by December 31, 2008.

• **Miscellaneous**

Completed a Request For Proposal (RFP) review for medical services (e.g. pre-employment physicals/tests, drug testing program, etc.), with vendor interviews scheduled for December 3, 2008.

• **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
11-17-08	Fire	Exposed to blood borne pathogen (body fluid) from patient.
11-23-08	Police	Twisted left ankle while working a multi-vehicle accident.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 38,797 visits in the month of November with 70,300 page views, including 2,658 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Registrar, Real Estate Assessment Search, and Police.
- ☆ Citizens submitted and city staff processed 63 service requests and questions through the "Citizens Action Center" online during the month of November. The FAQs were viewed 634 times during this same period.
- ☆ The IS Coordinator worked with IT services vendor ProActive to transition the Library's technical services from the current vendor to ProActive. She also drafted the City's IT Security procedure and developed the IT User Committee Team Charter.

VIII. LIBRARY:

- ☆ The library staff circulated 24,794 titles in November.
- ☆ The public computer center was used 2,048 times.
- ☆ 197 residents registered for new library cards, and an average of 612 residents used the library each day.
- ☆ 64 children participated in story time.
- ☆ The library's meeting rooms were used 70 times.
- ☆ 2,290 residents visited the Colonial Heights Virtual Library to retrieve 731 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation		
ACTIVITIES	2007	2008
AEROBICS	13	N/A
BELLY DANCE CLASS	16	14
BLITZ SOFTBALL	13	14
CARDIO KICK BOXING	13	15
CHRISTMAS CARD CONTEST	221	210
COMMUNITY BUILDING RENTALS	31	22
COMMUNITY BUILDING ATTENDANCE	1510	895
CPR CLASS	N/A	7
KARATE	18	10
MIDDLE SCHOOL DANCE	124	114
PEAK EXPERIENCE YOUTH TRIP	N/A	13
POWER	N/A	3
SKATEBOARD CONTEST	92	N/A
SKATEBOARD PARK	221	377
YOUTH BASKETBALL	343	328
YOUTH WRESTLING	22	33

IX. RECREATION & PARKS (CONTINUED):

Senior Citizen Center Activities		
Activities	2007	2008
AARP	45	42
Atlantic City Trip	n/a	100
Bingo in Center	49	72
Bowling	325	160
Charlotte Talley's Class	n/a	6
Club Meeting	168	152
Craft Class	n/a	12
Crochet & Knitting	38	38
Dance at Moose Lodge	68	n/a
Drawing Class	32	n/a
Floor Exercises	92	79
Flu Shots	52	32
Line Dance Class	67	30
Lunch Out From the Heart	8	n/a
Meditation	13	N/A
Movies	7	5
Painters Group	36	24
Party Bridge	138	96
Sandwich Social	24	28
Senior Advisory Board	11	9
Senior Golfers Meeting	125	n/a
Shopping Williamsburg Outlets	n/a	12
Sing A-Long	31	31
Sing-a-long CH Health Care Center	13	11
Sit Down Exercises	167	148
Skin Care Facials	4	n/a
Splash of Color Workshop	13	10
Strength Training Class	258	118
Tai Chi	22	32
Tap Class Advance	102	68
Tap Class Beginners	49	23
Tap Class Intermediate	n/a	61
Tournament Bridge	68	16
TRIAD	26	20
Watercolor	n/a	6
Well-Being Message	27	n/a
Yoga	8	32
Zoomer Boomer	n/a	171

Violet Bank Museum

	<u>2008</u>	<u>2007</u>
Attendance	131	138

- ☆ Decorated Museum for Christmas.
- ☆ Working on Space Management.
- ☆ Hosted Historical Society Meeting.
- ☆ Text writing for American Association of Museums.
- ☆ Text writing for exhibits.

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds

- ☆ Cleaned parks and park bathrooms daily at White Bank Park, Lakeview Park, Ft Clifton Park. Wash out pavilions at White Bank Park as needed.
- ☆ 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, Animal Shelter, pistol range, Community Center.
- ☆ Cut grass on ball fields and soccer fields as needed.
- ☆ Nail drag all baseball and softball fields as needed.
- ☆ Moved pitchers mounds and bases on A-field, B-field, Lakeview 1 and 2 as needed.
- ☆ Prepared A-field, B-field, Civic field, Shepherd Stadium field, Lakeview 1 and 2 for games as needed.
- ☆ Performed preventative maintenance on lawn mowers.
- ☆ Performed preventative maintenance on paint machines.
- ☆ Repaired leaf machine and performed preventative maintenance.
- ☆ Painted stadium football field at Middle School, practice football field, band practice field, field hockey field, and recreation football practice field, and soccer fields at Soccer Complex as needed.
- ☆ Returned chairs and tables back to Ft Clifton from event at Floral M Hill Park.
- ☆ Removed 2 bulletin boards and hung 3 bulletin boards at Health Department.
- ☆ Put together and hung cabinet with folding desktop at Public Safety Building.
- ☆ Graded parking lot behind shop.
- ☆ Installed leaf box on vehicle #530.
- ☆ Took chairs from Ft. Clifton to War Memorial for Veterans Day ceremony. Picked up chairs and return to Ft. Clifton after ceremony.
- ☆ Cut off water and winterized restrooms at Wakefield, Ft. Clifton, Lakeview Park, White Bank Park, High School baseball concession, and Lakeview softball concession.
- ☆ Cut off water to A field, B field, Civic field, Stadium field, High School baseball field, Middle School softball field, Middle School baseball field, and Lakeview softball field.
- ☆ Moved shelves, installed wall cabinet, fire extinguisher and key box at Courts Building.
- ☆ Relocated LIDAR sign at Public Safety Building. Measured and marked 50ft and 100ft distances for LIDAR calibration.
- ☆ Removed limb debris from Violet Bank Museum and took to land fill.
- ☆ Washed and waxed vehicle # 501, 502, 526, 528, and 542.
- ☆ Replaced worn chains on swings at Stadium playground.
- ☆ Blew leaves and got up leaves as needed around Community Building, A field, B field, Civic field, Edinborough Playground, Lakeview Park, White Bank Park, and Wakefield Park.
- ☆ Moved all trailers from behind shop to the back lot of the Stadium.
- ☆ Moved all soccer goals off the fields at the Soccer Complex.
- ☆ Removed all trashcans and benches from Soccer Complex and put behind Stadium.
- ☆ Three employees completed Sexual Harassment class.
- ☆ Removed tree that had fallen on Shelter #7 at White Bank Park.
- ☆ Installed 8 doorstops on doors at Library.

X. OFFICE ON YOUTH & HUMAN SERVICES:

- The *Youth Advisory Council (YAC)* met @ CH Library and planned their monthly activities. These activities included assisting with U-11
 - 1 YAC member assisted with U-11 soccer team practice and games
 - 1 youth and advisor attended Chesterfield Youth Forum
 - 12 YAC members attended the November meeting
 - 11 YAC members shopped for the Christmas Family
- *CADRE* - 7 Youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license.
- *Life Skills* - 3 youth completed Anger Management Training.
- *Parenting* - 5 families completed *Parenting With Love & Limits*.
- *Community Service* - 10 youth completed 94 hours of service Learning.
- *Shoplifting Diversion* - 57 youth and a parent attended the Shoplifting Diversion Program.
- *Kids’ After-School Program*
 - 25 family members attended the Family Dinner; David Staples, Tussing Principal spoke to the parents on parenting issues.
 - Four new KAP participants were signed up; 2 from Lakeview, 1 from Tussing, and 1 from North.

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	74	\$11,012.92	3	\$ 387.14
2007	69	\$12,530.97	7	\$1,781.82

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- ☼ Watered all sites.
- ☼ Continue mulching, fertilizing, cutting, pruning and weeding sites throughout the City.
- ☼ Worked with Office on Youth and Beautification Committee.
- ☼ Cut grass at the Legacy Garden and Chesterfield Highland Park.
- ☼ Sprayed for weeds at all sites.
- ☼ Responded to miscellaneous tree calls.
- ☼ Removed paint materials and installed foundation landscape at the Library.
- ☼ Pruned all trees on Temple Avenue.
- ☼ Planted 2000 pansies throughout the City.
- ☼ Transplanted large trees at the Library.
- ☼ Started placing “If it Doesn’t Fit in Cart” stickers on trash cans.
- ☼ Removed leaves from all sites.

Vegetation

Picked up litter at the following locations:

- Boulevard
- Temple Avenue
- Southpark Boulevard
- Dupuy Avenue
- Roslyn Road
- I-95 on ramp
- Pickwick Avenue
- Conduit Road
- Charles Dimmock Parkway
- Newcastle Drive
- B Avenue
- East Ellerslie Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Trimmed limbs removed tree at the following locations:

- 315 Hamilton Avenue
- Huntington Road

Cut drainage ditch on Meridian Avenue from Charlotte to Kent Avenues.

Other

- Responded to miscellaneous complaints concerning dead trees, dead animals and drainage issues.
- Finished painting guard rail on Boulevard under train tussle.
- Two employees attended CERT training offered by the Fire Department.
- Assisted Registrar Office moving voting machines.
- Continued to clean and perform vehicle maintenance.
- Continued cleaning area and stockpiling brush and tree limbs at the Recycling Center
- Assisted Fire Department supplying sand for a transmission fluid spill on Boulevard at Pickwick Avenue
- Started placing "If It Doesn't Fit in Cart" stickers on trash cans.

No Concrete Sidewalk and Curb and Gutter restoration for the month of November.

Stormwater and Drainage

Leaf season began November 10, 2008, collecting 749 cubic yards of leaves from Area 1 - Sherwood Hills, Lakeview, and Toll House areas and 299 cubic yards from Area 2 - Ellerslie, Fort Clifton and Mount Pleasant areas.

Street Sweeper removed 36 cubic yards of debris from the following locations:

- Biltmore Drive
- Nottingham Drive
- Homestead Drive
- Brookhill Court
- Flintlock Drive
- Swift Creek Lane
- Norwood Drive
- Forest View Drive
- Brookhill Avenue
- Lakewood Drive
- Sherwood Drive

Repaired storm drain pipe at the following location:

- Temple Avenue at Charles Dimmock Parkway.

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

- 101 Brian Lane
- 200 Maple Avenue
- 112 Hanover Avenue
- 4500 Conduit Road
- Conduit Road at Temple Avenue
- 701 Battery Place
- 200 and 202 Plumtree Avenue
- 121 Carroll Avenue
- East Westover Avenue

Solid Waste

Recycling

- 163 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:

- Ridge Road
- Temple Avenue
- 205 Jefferson Avenue
- 600 South Avenue
- Charles Dimmock Parkway

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

- 624 Lakeview Avenue
- 506 Waterfront Drive

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Traffic Operations

- Signals
 - Did preventative maintenance on four (4) traffic cabinets
 - Replaced three (3) LED traffic lights
 - Replaced four (4) pedestrian crossing lights
- Signs and Markings
 - Made and put up three (3) new stop signs.
 - Made and put up eight (8) new high intensity street name signs
- Street Lighting
 - Installed four (4) ornamental street light bulbs
 - Replaced two (2) ballast for ornamental street lights
- Traffic Control
 - Responded to two (2) after- hours call backs for malfunctioning traffic lights
- Miscellaneous
 - Installed 35 Christmas snowflakes
 - Installed seven (7) Christmas wreaths
 - Put up 20 large Christmas banner
 - Put up 50 small Christmas banners
 - Attended four (4) CERT training classes
 - Continuing work at Walgreens site for ornamental street lights

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 150 Charlotte Ave.
- 602 Compton Rd.
- 4515 Conduit Rd.
- 206 Lafayette Ave.
- 1131 Shuford Ave.
- 310 Washington Ave.
- 902 Colonial Ave.
- 3001 Conduit Rd.
- 910 Hardy Ave.
- 412 Marvin Ave.
- 518 Walnut Ave.

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

- 902 Colonial Ave.
- 216 George Ave.
- 105 Deerwood Dr.
- 910 Hardy Ave.

Camera sewer main/lateral at the following locations:

- Fischer Ave. @ West Ave.
- 310 Washington Ave.
- 518 Walnut Ave.

Flushed sewer main line at the following locations:

- Colonial Ave. @ E. Westover Ave.
- Hamilton Ave. @ E. Westover Ave.
- Lafayette Ave. @ E. Westover Ave.
- 1125 Elmwood Dr.
- 213 Highland Ave.
- 505 Springdale Ave.

Repaired sewer manholes, tops and inverts at the following locations:

- 100 Highland Ave.
- 100 Laurel Parkway

Vacuum water off curb at the following location:

- E. Westover Ave. @ Fischer 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.

Flushed storm drains at the following location:

- 4506 Conduit Rd.
- Temple Ave. @ Conduit Rd.

Repaired utility cut at the following location:

- 105 Deerwood Dr.

Responded to alarms at the following locations:

- Dunlop Farms Pump Station

Exhausted methane line at Dimmock Pump Station daily.

Rewired and installed new pump at Dimmock Pump Station.

Exercised valves on all pumps at Dimmock Pump Station.

Back flushed force main into wet well to break up sludge blanket at Dimmock Pump Station weekly.

Removed debris from pumps at Main Pump Station.

Exercised generator at Main Pump Station.

Repaired water seal piping in pump #2 at Main Pump Station.

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

Water

Replaced water meters at the following locations:

- 125 Ashley Place
- 622 Floral Ave.
- 5044 Salem Ct.
- 201 Woodbridge Rd.
- 127 E. Westover Ave.
- 202 Norwood Dr.
- 1140 Wicker Dr.
- 202 Woodbridge Rd.

Set meter for new construction at the following location:

- 501 Lake Ave.
- 101 Moore Ave.

Repaired service line break at the following locations:

- 315 Cloverhill Ave.
- 512 Eastwind Ct.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Repaired main line break at the following locations:

- 910 Azalea Ln.
- 205 Jefferson Ave.
- Hill Place

Repaired or raised meter box at the following locations:

- 109 Ashley Place

Installed or replaced meter setter at the following locations:

- 506 Compton Rd.
- 501 Lake Ave.

Check fire hydrant for leak at the following location:

- Hamilton Ave. @ Virginia Ave.

Installed or replaced water service at the following locations:

- 3507 Blvd.
- 3249 Jersey Ct.
- 315 Cloverhill Ave.
- 501 Lake Ave.

Replaced valve top at the following locations:

- Blvd. @ Archer Ave.
- Stuart Ave. @ Conduit Rd.

Backflow/Cross Connection Survey at the following locations:

- 1221 Blvd.
- 3401 Blvd.
- 3609 Blvd.
- 103 Buckingham Dr.
- 2801 Conduit Rd.
- 401 E. Roslyn Rd.
- -301 Jennick Dr.
- 413 Nottingham Dr.
- 170 Southpark Circle
- 165 Southpark Circle
- 1156 Temple Ave.
- 603 Waterfront Dr.
- 3635A Blvd.
- 3201 Blvd.
- 3610 Blvd.
- 430 Clairmont Ct.
- 1225 Duke of Gloucester St.
- 127 E. Westover Ave.
- 131 Kennon Pointe Dr.
- 425 Southpark Blvd.
- 1869 Southpark Circle
- 1040 Temple Ave.
- 301 Temple Lake Dr.

Responded to dirty water complaint at the following locations:

- 3660 Blvd.
- 600 Southpark Blvd.
- 931 South Ave.

Responded to low water pressure complaint at the following location:

- 100 Nottingham Dr.

Performed water pressure flow test for the following locations:

- 122 Hanover Ave.
- 930 South Ave.

Performed yard maintenance at the following locations:

- Chesterfield Metering Pit/ROW
- MPS/Right of Way
- Dimmock Pump Station

Turned off water at the following location:

- 534 Riverview Rd.

Responded to miscellaneous water calls at the following locations:

- 3600 blk. Blvd.
- 506 Braxton Ave.
- 1007 Hope Ridge Ct.
- 2108 Blvd.
- 115 Chesterfield Ave.
- 118 Lee Ave.

Performed annual fire hydrant flushing in the southeast section of the City.

Reworked air gap apparatus to prevent excess water during overflow at Shepherd Stadium Water Tower.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Pulled pilot valve assembly and cleaned at Shepherd Stadium and Southpark Water Towers to prevent overflow.

All employees in the Utility Division have completed the on-line Sexual Harassment Course.

Collected routine weekly water samples and sent to ARWA lab for testing for the month of November 2008.

Administration

- Met with consultants regarding request for proposals for federally funded Boulevard Modernization projects.
- Met with VDOT traffic engineering staff regarding federally funded Boulevard signal coordination project.
- Met with ARWA/SCWA executives to discuss 2009-2010 service budget development.
- Met with American Legion representatives to resolve non-compliant right of way permit (parking lot driveway on Ellerslie Avenue). Issue appears resolved.
- Attended Crater MPO meeting to request amendment to STIP/TIP funding for Boulevard Modernization projects.
- Met with consultant regarding Lakeview Hydropower facility.
- Attended preconstruction meeting for Lakeview fuel dispenser/management system replacement project.
- Selected CDM, Inc. as consultant for stormwater program assessment/utility feasibility study and began negotiating scope and fee proposal.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk