

CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2009



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Review process re-activated. Review comments returned to Consultant. Work on utility relocations has been processed and scheduled.

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

Bruce Avenue Drainage – Phase II – Provided marked up plans to the consultant for the Bradsher/Dupuy section of project. Received revised plans on February 27, 2009.

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

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

Boulevard Widening Project (North, Fifth Lane) – Construction substantially complete. Retainage held pending resolution of quality issues with hydraulic and asphalt concrete products. Street lighting will be energized in March.

Landfill Entrance Road(s) – Project information transmitted to Wal-Mart Real Estate for review.

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – Wal-Mart Real Estate committee reviewing city proposal. Discussed status with Realty Manager. No action to date by Wal-Mart.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Review by VDOT Civil Rights Division complete. Approved work schedule and issued Notice to Proceed.

Boulevard/Modernization Project – Contract negotiations in process. Value engineering has resulted in a reduction of consultant's contract amount by approximately \$150,000.

Safe Routes to Schools – Verified and/or revised construction cost estimates.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

B. Economic Development Projects (under construction)

N. Riverview at Roslyn E&S Control (Old Landfill Property North of Temple Avenue) – Removal of the buried waste is complete. Fill has been placed on top of the clay cap and topsoil has been spread. Received copy of Brownfields Certification Report for Landfill Reclamation prepared by developer's consultant and submitted to VA Dept. of Environ. Quality for approval. A landscape plan to restore the natural vegetation within the disturbed RPA area has now been approved.

Landmark Realty New Office Building - The developer is working to complete the final inspection punch list items. An updated utility plan sheet has been approved. The final inspection punch list is almost complete.

Dunlop House Assisted Living, Phase II - Building work continues. Site work is basically complete. Approved revisions to the Fire Department access on Longhorn Drive. Contractor is maintaining erosion and sediment control items.

Mount Pleasant Baptist Church Parking Lot Expansion - Project is now nearing completion. Landscaping has been installed. Off-site dumping area is now being investigated by the Army Corp of Engineers and the Virginia Department of Environmental Quality. Erosion control items being maintained.

School Maintenance Building - Work continuing on the building. Contractor grading the lot in preparation of placing stone base. Erosion and sediment control items are in place.

Community Building Addition - Contractor has begun work on the building footing and begun block work also installing storm sewer to Wright Ave. Erosion control items are installed and being maintained.

Sam's Club Expansion - Contractor has begun building construction. The right turn lane of Southpark Boulevard and the middle entrance have been removed per plans. Sanitary and storm sewer lines and manholes are being constructed. Erosion and Sediment control measures are being maintained.

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. Interior building work is proceeding. Site work has not begun.

Gill's Point Section 9 - Contractor has installed Erosion and Sediment Control measures and begun clearing.

C. Economic Development Projects (under review)

Wachovia Bank, N.A. Branch Expansion - Plans are complete and will be approved upon receipt of required bonds, etc. and settlement of an issue concerning a neighbors tree.

Value Place Motel - Plans are now complete and have been approved for construction, awaiting receipt of bonds, etc.

Colonial Heights Health Care Center -- A building addition to the existing building. Updated plans have been received and will be reviewed in the near future.

Lakeview Elementary School -- A building addition to the existing school. Plans have been placed on hold.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

American Family Fitness Parking Lot Expansion - A portion of the pond in front of the building will be filled to construct a new parking area. Revised plans have been reviewed and comments forwarded.

Right-of-way Permits:

- Issued four (4) permits
- Inspected 1 permit

II. PLANNING & COMMUNITY DEVELOPMENT:

1. One fence permit issued.
2. Two (2) sign permits issued:
 - ☆ Angel Touch – 1902 Boulevard
 - ☆ The Bowling Alley – 2237 Boulevard
3. Neighborhood Revitalization:

a. 08-09 CDBG Home Repair Grant

- ☆ 9 electric jobs completed
- ☆ 8 carpentry jobs completed
- ☆ 1 carpentry job underway
- ☆ 1 carpentry job awaiting quotes
- ☆ 1 carpentry and related plumbing/accessibility job completed
- ☆ 4 heating jobs completed
- ☆ 2 plumbing jobs completed
- ☆ 1 plumbing job underway
- ☆ 1 lead clearance completed
- ☆ 5 re-roofing jobs completed
- ☆ 1 re-roofing repair complete

b. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		475
# of Dwellings registered	2	136
# of Multi-family Dwellings	0	30
# of Apts registered	64	309
TOTAL UNITS INSPECTED		196.9
Dwellings to be inspected	2	136
Multi-family dwellings	30	30
Apts to be inspected (10%)	6.4	30.9
Total # of Properties Sold	0	1
Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	82	84
Passed	31	31
Failed	51	53

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

b. Rental Inspection Program (continued):

Second Inspection	0	0
Passed	0	0
Failed	0	0
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	\$0.00	\$50.00
4 year Certificates Issued		
Dwellings	31	31
Apartments (no of units certified)	0	0

4. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	20	43
Violations	13	35
Violations resolved	6	14

b. Zoning

	Month	YTD
Total inspections	3	15
Violations	3	13
Violations resolved	1	6

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations reported	1	6
Actual violations	0	29
First letter sent	0	29
Violations abated	26	35
Summons issued	0	1

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

e. Other

	Month	YTD
Total inspections	15	15
Violations	13	13
Violations resolved	7	7

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	14	29
Violations	11	23
Violations resolved	2	8

g. Tall Grass

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

h. Sign Ordinance

	Month	YTD
Total inspections	1	2
Violations	1	2
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	31	76
2. New Construction Inspections	173	383
3. Permits for New Residences	0	1
4. Estimated Cost for Permits for New Residences	\$0	\$76,000
5. Permits for Commercial Construction	4	11
6. Estimated Cost for Commercial Permits	\$46,223	\$4,910,098
7. Plumbing Permits Issued	10	2
8. Electrical Permits Issued	11	25
9. Mechanical Permits Issued	7	17
10. Swimming Pool Permits Issued	0	0
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6

III. POLICE DEPARTMENT:

- ✓ Total calls for service in February, 2009, show an increase of 3%, going from 3,976 calls for service in 2008, to 4,106 in February, 2009.
- ✓ There were 75 Part I, or serious, crimes reported to the Colonial Heights Police Department in February. Fifty-two (52) of those, or 69%, have been cleared. Criminal arrests were up 36%.
- ✓ Our **Records Division** processed 277 arrest reports, 30 Animal Control reports, 53 field interviews, 262 incident reports, 552 pawned properties, and 1,138 traffic summonses, along with a variety of other reports, totaling **2,663 reports**.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The following reflects highlights during the month:
 - Transition has begun for a new School Resource Officer, Patrolman Scott Whirley, at the middle school. Officer Whirley is spending a few hours a week at the school learning from SRO Renee Walters in preparation for next year.
 - Several officers have participated in school assemblies in order to educate students regarding the illegal use of marijuana and the dangers associated with Beach Week.
 - Our Animal Control officers have forged relationships with the S.A.F.E. organization, the Prince George County Animal Shelter, Henrico Humane Society and our local S.P.C.A. in order to increase our adoption efforts regionally. Results have been very positive to date.
 - All supervisors have been trained in the use of the Infrared Monocular that was obtained by a federal grant. This equipment will aid in searching for suspects during low- or no- light settings by using heat detection technology.
- ✓ Our **Law Enforcement Services Bureau** has been very busy with a variety of duties including:
 - We have begun preparations for all of our *Special Olympic* events.
 - The *2008 Annual Report* is nearing completion.
 - Ten (10) departmental policies and procedures were updated and reviewed with the Chief and have been submitted to the City Manager for approval and implementation.
 - Mandatory DMV grant training was attended in preparation for the 2010 Highway Safety Grant.
 - We are in receipt of the *COPS Hiring Recovery Program* grant, which funds new police officer positions for three years. The funds are from the American Recovery and Reinvestment Act of 2009, and require no match. We are in the process of studying our future needs.
 - School Resource Officers Renee Walters and Dale Waldrop continued their efforts in investigating residency issues within the school system.
 - Recruitment efforts are underway for our first ever Senior Citizen Crime Prevention Academy.
- ✓ Our **Patrol Division** officers continue to try to transform the conduct of many with their traffic enforcement efforts. Uniformed patrol tallied 1,138 traffic summonses from 1,741 traffic stops; made 29 DUI arrests and 23 drug arrests; investigated 69 traffic crashes; issued 88 parking citations; and initiated 53 field interviews. A total of 74 felony charges and 149 misdemeanor charges were also issued during the month. Twenty-six (26) inoperative vehicles were reported. A total of 206 new cases were assigned to Patrol officers for investigation, and 155 cases have been cleared, or 75%.
- ✓ Our **Investigations Division**, reported a very busy February. Our Street Crimes Unit continues to investigate and respond appropriately to quality of life issues. Their activities included a search warrant in the south end of the city which resulted in the arrests of two suspects for distribution and conspiracy to distribute marijuana. Street Crimes conducted the first of four scheduled underage drinking operations which resulted in five arrests for nine criminal charges for offenses related to underage drinking. Street Crimes also continues to assist our detectives in robbery investigations. Detectives' activities included:

III. POLICE DEPARTMENT (CONTINUED):

- Detectives are investigating three armed robberies that were reported during the month, two of which appear to be somewhat related.
 - Detectives are continuing their investigation into the theft of a local judge's vehicle. Evidence collected has been sent to the lab for processing and identification.
 - Detectives have identified the person responsible for a \$50,000.00 fraud case. A search warrant was obtained and property belonging to several local banks was recovered.
 - Detectives have cleared cases involving prescription fraud, as well as a theft ring from North Carolina that was stealing over-the-counter medications.
 - Lt. Ferguson has issued two (2) drug nuisance letters and one (1) alcohol nuisance letter to property owners this month.
 - Thirty (30) concealed weapon permits were processed during the month of February.
 - Detectives were assigned a total of 32 new cases for investigation and, of those, 20 cases, or 63%, have been cleared.
- ✓ Our **Auxiliary** police force continues to show their passion by volunteering over 390 hours in a variety of ways. Duties included assistance with ride-alongs, traffic direction and enforcement, academy training, along with extra duty at the mall and prisoner transports.
- ✓ The **Animal Control Division** impounded 32 dogs and 35 cats. During the month of February, there were 13 dogs returned to their owners, with 18 dogs and 10 cats adopted out. Members of the community surrendered 11 dogs and three (3) cats to the shelter. Animal Control officers had one reported cat bite. At the end of the month, Animal Control investigated a total of 100 complaints, with two (2) summonses issued. A total of \$580.00 in fees was collected.
- ✓ **Sentinel** volunteers donated a total of 74 hours, contributing to a vast assortment of duties in order to free up our officers for more pressing matters. Our Sentinels assisted with the Archer Avenue clean up, as well as patrol and traffic duties.

Crime	February 2008	February 2009	Percentage of Increase/Decrease
Aggravated Assaults	2	3	50%
All criminal arrests	204	277	36%
Arson	1	1	0%
Burglaries	4	5	25%
Calls for services	3,976	4,106	3%
DUI arrests	32	29	-9%
Larceny	39	48	23%
Motor Vehicle thefts	2	3	50%
Robberies	2	3	50%
Shoplifting arrests	14	28	100%
Simple Assaults	11	12	9%
PART I (Serious) OFFENSES			
February 2009	Number Reported	Number Cleared	Percentage Cleared
	75	52	69%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 104

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activations	4	Excessive Heat	1
Alarm System Malfunction	1	Gas Leaks	3
Assist Invalid	1	Good Intent Calls	16
Assist Police	1	Hazardous Condition	1
Authorized Controlled Burning	2	HazMat Release	1
Brush Fires	10	Oil/Other Combustible Liquid Spill	1
Building Fires	5	Passenger Vehicle Fires	2
Child Safety Seat Installations	11	Police Matter	1
Chimney Fire	1	Power Lines Down	2
Cover Assignment	1	Public Service Assistance Calls	16
Dispatched then Cancelled Calls	14	Smoke Detector/CO2 Installations	4
Electrical Equipment Problems	3	Smoke Scare/Odor Removal	2
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield - EMS 1st Responder	1	Chesterfield	3
Hopewell	1	Dinwiddie	1
		Petersburg	1

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 83% of all calls received during the month~

EMS DIVISION:

TOTAL EMS PATIENTS: 294

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	16	Motor Vehicle Accidents	18
Allergic Reactions	2	OB/GYN	2
Altered Level of Consciousness Calls	2	Other Injury/Medical Calls	101
Assaults	3	Overdose Calls	7
Chest Pains	43	Public Service Calls	6
Difficulty Breathing	50	Strokes	2
Falls	22	Trauma Calls	2
Fire Standby	3	Unresponsive Patients	15
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	12	Chesterfield	5
Fort Lee	1	Fort Lee	7
Hopewell	2	Petersburg	1
Petersburg	8		
Prince George	2		

~Patient contact was established in 8 minutes or less from the time of dispatch on 82% of all calls received during the month~

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Training Division

Number of Classes Taught:	19
Attendees:	150
Man Hours	304.25

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	384
Payroll Checks	632
Other	<u>111</u>
Total	<u>1,127</u>

- Twenty-one (21) alarm citations were processed during February.

- **Purchasing** - 207 total purchase orders were completed with 141 being processed by the purchasing and 66 departmental purchases being reviewed as compared to 192 being completed for the same period in 2008. In addition 140 check requests were prepared by departments which are not processed by Purchasing.

- **Bids Issued/Opened during the month:**
 - Appomattox River Green Trail Project, Sealed Bid #09-022703-946, was issued on February 4. Addendum #1 was issued on February 26. This bid will open on March 10.

 - Slurry Seal & Crack Sealant, Sealed Bid # 09-022601-947, was issued on February 9, with a bid opening date of February 26. Slurry Pavers was the low bidder. Contract documents will be issued the first week of March.

- **Other Purchasing Activity:**
 - Quote issued for CDBG Home repair
 - Negotiated with BB&T on the lease/purchase contract for Utilities Vac Con Truck
 - Contract finalized for ambulance billing services
 - Coordinated with Verizon for the moving of an above ground telephone line to underground, for the Community Building Addition.
 - PO issued to move phone system in Community Building, up in the ceiling, for construction purposes.
 - Responded to three Freedom of Information requests, regarding Ambulance Billing Service Contract.
 - Pre-bid conference (45 attendees) held on Appomattox Trails Project.
 - Purchase Order issued to repair ambulance damaged in wreck on Temple Avenue. Chesterfield Body shop will be doing the repairs.
 - Purchase Order issued for July 4th fireworks show.
 - Contract finalized for lease of a copy machine for the Recreation Department.
 - Preliminary proposal for banking services forwarded to Finance for their review, prior to being issued.
 - Purchase Order issued for 2009 half ton cargo van for Utilities Department. City will use VDOT contract for pricing.
 - Work request issued to VA. Dominion Power to move transformer near bathrooms at White Bank Park for drainage and ADA improvements.
 - Negotiated new billing rate to the City on open items on Ambulance billing contract. (Reduced rate from 9 % to 6.5%)

V. FINANCE DEPARTMENT (CONTINUED):

- **Risk –**
 - **General:**
 - Highland United Methodist Church filed a claim against the City, due to contaminated water entering water lines during City repairs.
 - **Automobile:**
 - Vehicle backed into a City police vehicle, while it was parked at WaWa.
 - **Utility Billing –** During February:
 - Bi-monthly Utility Bills Sent – 3,477
 - Delinquent Notices Sent – 633
 - Delinquent Notices Percentage – 17.3%
 - Services cut off for nonpayment on February 11th was 89.

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Police	Animal Control Aide (Part-time)
Recreation & Parks	Summer Recreation Program (Part-time)
Recreation & Parks	Skateboard Park Supervisor (Part-time)
- **Applications and Testing**

Total applications received for the following position recruitments:

Animal Control Aide (Part-time)	52
Building Maintenance (Part-time)	19
- **Miscellaneous**

The Human Resources Liaison group met on February 26, 2009 to discuss and review policies/procedures for the following topics: Family & Medical Leave Act (FMLA), mileage reimbursement, tuition reimbursement, new employee requirements/checklist, employee separation checklist, blood borne pathogens program, and emergency availability for work. In addition, the group was presented with a presentation regarding new information and features available under the Human Resources section of the Intranet.
- **Workers Compensation**

The following workers' compensation report was filed during the month of January 2009:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
02-12-09	Fire	Right temple laceration from ladder truck door.
02-19-09	Police	Top of head scratched while arresting suspect.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 37,940 visits in the month of February with 75,191 page views, including 2,890 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Purchasing RFPs, and Recreation & Parks. A new section was added to the web site for the Public Works' Adopt-a-Roadway Program:
<http://www.colonial-heights.com/PublicWorksAdoptARoadway.htm>.
- ☆ Citizens submitted and city staff processed 54 service requests and questions through the "Citizens Action Center" online during the month of February. The FAQs were viewed 537 times during this same period.

VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ The Web Administrator met with the City Attorney’s Office and Verizon representatives to discuss a franchise agreement for cable and high-speed internet service to the citizens of Colonial Heights. In addition, a meeting was held with Public Safety personnel and the City Attorney’s Office to discuss a city-wide Wi-Fi proposal utilizing the City’s current tower sites.

- ☆ The IS Coordinator worked with IT services vendor ProActive to transition 90% of the City’s Department technical services from the current vendor to ProActive. She also coordinated with ProActive to replace a bad hard drive and power supply in the Filebox Server and to set up training sessions for city staff on using ProActive’s Technical Support Request Tracking System.

VIII. LIBRARY:

- ☆ The library staff circulated 23,648 titles in February.
- ☆ The public computer center was used 2,077 times.
- ☆ An average of 643 residents used the library each day.
- ☆ The library’s meeting rooms were used 88 times.
- ☆ 2,328 residents visited the Colonial Heights Virtual Library to retrieve 498 articles from their homes and offices.
- ☆ 66 children participated in the children’s story time program.

IX. RECREATION & PARKS:

RECREATION & PARKS		
<u>Activities</u>	<u>2008</u>	<u>2009</u>
4-H Cloverbuds	n/a	10
Atlantic City, NJ Trip	104	n/a
Belly Dancing	18	25
CH Middle School Dance	139	142
Circus	34	25
Community. Building Reservations	29	0
Community. Building. Attendance	1061	0
Interior Decorating	n/a	6
Karate	17	21
Open Gym	330	202
POWER	n/a	3
Skatepark	n/a	37
Tae Box	33	18
Violet Bank Museum	157	135
Youth Basketball League	353	332
Youth Wrestling	22	33

IX. RECREATION & PARKS (CONTINUED):

SENIOR CITIZEN CENTER		
<u>Activities</u>	<u>2008</u>	<u>2009</u>
AARP	70	n/a
Arthritis Workshop	n/a	50
Atlantic City	104	n/a
Bingo in Center	50	62
Bob Ross Video Painting	n/a	12
Bowling	216	240
Club Meeting	275	189
Craft Class	12	0
Crochet & Knitting	60	32
Diana Martin Oil Painting Class	10	n/a
Floor Exercises	145	114
Healthy Expo Trip-Richmond	n/a	12
KAP	30	n/a
Line Dance Class	66	52
Movies	10	6
Painters Group	27	48
Party Bridge	140	96
Riverside Theater-NUNsense	39	36
Riverside Theater-Red Skelton	n/a	36
Sandwich Social	25	n/a
Sing A-Long	30	18
Sing-a-long CH Health Care Center	10	8
Sit Down Exercises	192	230
Splash of Color	n/a	13
Strength Training Class	207	144
Swap Shop	n/a	18
Tai Chi	28	65
Tap Class Advance	55	n/a
Tap Class Beginners	25	144
Tap Class Intermediate	88	n/a
Tournament Bridge	100	0
Triad Meeting	50	40
Watercolor	12	14
Yoga	n/a	83
Zoomer Boomer	n/a	212
	<u>2008</u>	<u>2009</u>
Meals (Donation)	\$50.00	\$50.00
Bags	30	50
Breakfast Meals	60	100
Home Del Meals	45	100
Site Meals	0	0
Total	135	250

IX. RECREATION & PARKS (CONTINUED):

<u>Transportation (Donation)</u>	\$236.50	\$176.00
Total Miles	3095	3414
Total Passengers	622	675
Volunteer Hours	41	24
Wheelchairs	20	14

Violet Bank Museum

	<u>2008</u>	<u>2009</u>
Attendance	157	135

- ☆ Replaced broken pane of glass on rear of Museum.
- ☆ Planning for coming program and living history on July 25.
- ☆ Attended tourism form at Hilton Garden Inn.
- ☆ Text & Sketch work for Engineering Department.
- ☆ Text work, research and photographic collections work.
- ☆ Setting up graphic design work with CHHS Honor Student

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, Ft. Clifton Park. Wash out pavilions at White Bank Park as needed.
- ☆ Picked up trash around Municipal Building complex (daily).
- ☆ Blew leaves and got up leaves as needed around Community Building, A field, B field, Civic field, Edinborough playground, Lakeview Park, White Bank Park, Wakefield Park, Flora M. Hill Park, old Church, Courts Building, Public Safety Building, City Hall, and Health Dept. Took leaves to landfill.
- ☆ Trimmed low hanging limbs at Library. Loaded limbs on dump trailer and hauled to landfill.
- ☆ Cut down two trees behind Shop. Loaded on dump trailer and hauled to landfill.
- ☆ Trimmed low hanging limbs at White Bank Park. Loaded limbs on dump trailer and hauled to landfill.
- ☆ Replaced 3 tennis nets at High School tennis courts.
- ☆ Replaced flag at War Memorial.
- ☆ Installed carpet in batting cage at Shepherd Stadium.
- ☆ Installed doorstop on door at City Attorney's office.
- ☆ Picked up chairs from Courts Building and took to surplus storage.
- ☆ Reattached windscreen on tennis courts at Middle School and High School.
- ☆ Prepared Fire Training Room at Public Safety Building for painting. Repaired cracks in sheetrock and reattached chair rail back to wall.
- ☆ Painted Fire Training Room at Public Safety Building.
- ☆ Painted hallway, lock-up, and photo room at Public Safety Building.
- ☆ Straightened batting cage poles at Civic Field.
- ☆ Installed batting cage nets at Civic Field, Shepherd Stadium, and High School.
- ☆ Laid out 9 soccer fields at Soccer Complex.
- ☆ Laid out soccer field in football stadium at Middle School.
- ☆ Painted lines on 2 soccer fields at Soccer Complex and 1 soccer field at Middle School.
- ☆ Moved and placed soccer goals on fields at Soccer Complex.
- ☆ Moved benches and trashcans from behind Stadium wall to Soccer Complex.
- ☆ Put pads around light poles at Soccer Complex.
- ☆ Replaced broken exterior light fixtures at Soccer Complex Concession Stand.
- ☆ Repaired Heater in men's bathroom at Soccer Complex Concession Stand.
- ☆ Moved air conditioning unit from Community Building to Library.

IX. RECREATION & PARKS (CONTINUED):

- ☆ Painted foul lines in Shepherd Stadium.
- ☆ Replaced broken picnic table at Soccer Complex.
- ☆ Provided manpower and equipment for clean up day at Archer Ave.
- ☆ Installed bulletin board, pictures, and pamphlet rack at Animal Shelter.
- ☆ Installed kick plate on door at Animal Shelter.
- ☆ Assembled new cat kennels at Animal Shelter.
- ☆ Installed field material and Turface on Civic Field. Graded and nail dragged field to improve playing surface and drainage.
- ☆ Cleaned up water in Health Department from backed up sewer line.
- ☆ Installed child height-measuring board at Health Department.
- ☆ Installed shelves in bathrooms at Health Department.
- ☆ Hung pictures and pamphlet racks at Health Department.
- ☆ Removed computer keyboard trays off desks at Health Department.
- ☆ Installed 9 poles for Disc Golf Course at White Bank Park.
- ☆ Cleaned and performed preventative maintenance on chainsaws and pole saws.
- ☆ Met Bartlett Tree Experts at Cucumber Tree for yearly servicing.
- ☆ Repaired ruts in field at White Bank Park from vandalism.
- ☆ Moved base pegs to distance requested at Middle School Softball field.
- ☆ Raised pitching rubber and home plate on Civic Field.
- ☆ Used sod cutter to cut back grass from infield on Middle School Baseball Field.
- ☆ Repaired pitchers mound with clay in Shepherd Stadium.
- ☆ Dragged and lined Shepherd Stadium field for scrimmage game.

X. OFFICE ON YOUTH & HUMAN SERVICES:

- **YAC Activities**
 - 19 YAC members attended the February meeting.
 - 4 YAC members cleaned up James Avenue.
 - 8 YAC members and 1 guest played Laser Tag at Swaders.
 - 8 YAC members planned for the Youth Forum.
 - 12 YAC members participated in Facilitator Training with 4 Youth Services Commission members
- **Driver Bags**
 - 8 youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license from the juvenile court judge.
- **Parenting**
 - 5 families continue “Parenting with Love & Limits”
- **Community Service**
 - 23 youth completed 215 hours of Service Learning
- **Shoplifting Diversion**
 - 24 youth and their parent(s) attended the Shoplifting Diversion Program
- **Kids’ After-School Program**
 - 2 new students signed up for KAP this month (from Tussing Elem.)
 - KAP Family Dinner held on Feb. 10 at the CH Library. Nineteen family members attended along with 3 mentors. The children played board games with their mentors while the coordinator had a parenting class on anger issues
 - Coordinator met with VSU about getting more work/study mentors

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2009	67	\$11,905.96	2	\$390.05
2008	64	\$23,466.05	1	\$127.50

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- Continue mulching, fertilizing, cutting, pruning and weeding sites throughout the City.
- Worked with office on Youth and Beautification Committee.
- Responded to miscellaneous tree calls.
- Transplanted azaleas, planted eight new large trees, mulched and trimmed trees at Floral Hill Park.
- Met with Floral Hill Neighborhood Association.
- Assisted with clean up at Appamatuck Park on February 28, 2009
- Trimmed Oriental grasses and mulched planted areas at White Bank Park.
- Assisted street division removing trash from Temple Avenue.

Vegetation

Picked up litter at the following locations:

- Archer Avenue
- Branders Bridge Road
- East Westover Avenue
- Temple Avenue
- East Ellerslie at I-95 Overpass
- Lee Avenue at Boulevard
- East Ellerslie at Conduit Road
- Southpark Boulevard at South Avenue
- Suffolk Avenue
- Boulevard
- Charles Dimmock Parkway
- Sherwood Drive
- Piedmont Avenue at Boulevard
- Conduit at Roslyn Roads
- Westover Avenue at Boulevard
- Dupuy Avenue at Boulevard
- 648 Southpark Boulevard
- Conduit Road at Temple Avenue

Other

- Responded to miscellaneous request concerning dead trees, dead animals, curb and gutters and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil and loaded metal dumpster.
- Started removing concrete walls at the Utilities Division to relocate Recycling Center.
- All employees in the Street, Storm Water and Horticulture Divisions completed two VML training classes one "Defensive Driving" and the other at their preferences.
- Removed a Fax Machine from the Sheriff's office and a Typewriter from the City Clerk's office to surplus.
- Assisted the Horticulture Division placing bricks in sidewalk at the Legacy Garden.
- Cleaned and preformed preventive maintenance on City vehicles.
- Cleaned debris from Old Town Creek.
- Assisted with concrete spill at Temple Avenue and Boulevard.
- Removed brush covering water meter at 117 George Avenue for Utility Billing.
- Placed 4 tons of salt/sand mix on bridges during snow on February 2, 2009
- Purchased two new propane tanks for the asphalt unit.
- Assisted with clean up at Appamatuck Park on February 28, 2009

No concrete sidewalk and curb and gutter restoration for the month of February.

Stormwater and Drainage

Removed 22 cubic yards of leaves the following locations:

- 3102 Atlantic Avenue
- Batter Place
- Newcastle Drive
- Holly Avenue
- Spring Drive
- Crescent Avenue
- Hamilton Avenue
- Charles Avenue
- Marvin Avenue
- Helen Avenue
- Huntington Road
- North Valley Road
- 3225 and 3229 Glenview Avenue
- Hermitage at Conduit Roads

Repaired storm sewer and drainage pipes at the following locations:

- 95 Sherwood Drive
- 3225 and 3229 Glenview Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Street Sweeper removed 76 cubic yards of debris from the following locations:

- Boulevard
- Newcastle Drive at Boulevard
- Temple Avenue at Boulevard
- Southpark Boulevard at Charles Dimmock Parkway
- Temple Avenue at Conduit Road
- East and West Roslyn Roads
- Southpark Boulevard
- Jennick Drive
- Ellerslie Avenue at Boulevard
- James Avenue at Boulevard
- Temple Avenue at I-95
- Temple Avenue at Charles Dimmock Parkway
- Pickwick Avenue
- South Avenue
- Southpark Circle
- Temple Lake Drive

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

- Fischer Avenue
- Kent Avenue
- 1113 Roslyn Road
- Cameron Avenue
- 565 Riverview Road
- Temple Avenue
- Dupuy Avenue at Battery Place
- Sherwood Drive at Boulevard
- Riverview Road at Ivey Avenue
- Oak Avenue
- James at Walnut Avenues
- Conduit Road
- 408 Roslyn Road
- Oak Avenue behind Big Lots
- East Westover at Fischer Avenues

Solid Waste

Recycling

- 166 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed CFC (Freon) from 15 Refrigerators and 3 Air Conditioners.

Transportation

Streets

Placed Asphalt in potholes, water and sewer utilities cuts, low areas and shoulders at the following locations:

- Colonial at Westover Avenues
- Boulevard
- Southpark Boulevard
- 107 Norwood Drive
- Woodlawn at West Ellerslie Avenues
- 512 Eastwind Court
- 413 Nottingham Drive
- 607 White Stone Court
- 152 Carroll Avenue
- 110 Greenmeadow Drive
- Archer Avenue
- Temple Avenue at Conduit Road
- 817 Forest View Drive
- 401 Temple Avenue
- Elko Avenue
- 1206 Covington Road
- 501 Lake Avenue
- 1243 Riveroaks Drive
- 101 Buckingham Drive
- 412 Dick Ewell Avenue
- Chesterfield Avenue at Boulevard

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

- Kennon Point Court
- Bruce Avenue
- 310 East Westover Avenue
- White Bank Road
- 506 Waterfront Drive
- Charlotte Avenue
- Dick Ewell at Westover Avenues
- 3112 Woodlawn Avenue

Placed topsoil in drainage ditches and sinkholes at the following locations:

- 117 Conjurers Drive
- 3225 and 3229 Glenview Avenue
- 2016 Franklin Avenue
- 1104 West Roslyn Road
- Dunston Point Parkway
- 95 Sherwood Drive
- 269 Kennon Point Drive

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 105 Biltmore Dr.
- Conduit Rd. @ Charles Ave.
- 1014 Elko Ave.
- 231 Kennon Pt. Dr.
- 209 Maple Grove Ave.
- 146 Roanoke Ave.
- 3701 Conduit Rd.
- Crescent Ave.
- 321 Jefferson Ave.
- 231 Lafayette Ave.
- 916 Meridian Ave.
- 608 Walnut Ave.

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

- 105 Biltmore Dr.
- 152 Carroll Ave.
- 202 Dupuy Ave.
- 209 Moore Ave.
- 316 Suffolk Ave.
- 101 Buckingham Dr.
- 217 Dupuy Ave.
- 333 Hamilton Ave.
- 146 Roanoke Ave.
- 910 Williamsburg Rd.

Camera sewer main/lateral at the following locations:

- 105 Biltmore Ave.
- 3701 Conduit Rd.
- 200 Highland Ave.
- 155 W. Westover Ave.
- Charles Ave.
- Health Dept.
- 919 Lafayette Ave.

Flushed sewer main line at the following locations:

- 905 Blvd.
- 236 Lee Ave.
- 608 Walnut Ave.
- 919 Lafayette Ave.
- 505 Springdale Ave.

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

- Franklin Ave. @ Yorktown Dr.
- Lafayette Ave. near Lynchburg Ave.
- Yorktown Dr. @ Concord Ave.
- 100 Highland Ave.
- 100 Laurel Parkway

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.

Root cut sewer main line at the following locations:

- 105 Biltmore Dr.
- Charles Ave. @ Frederick Ave.

Performed preventative maintenance at the following pump stations:

- Appomattox Pump Station
- Hrouda Pump Station
- Sherwood Hills Pump Station
- Hillcrest Pump Station
- Main Pump Station

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Distributed rat bait in manhole at the following locations:

- 2110 Franklin Ave.
- 2306 Wakefield Ave.
- 307 Kent Ave.

Responded to alarms at the following location:

- Dunlop Farms Pump Station

Miss Utility locating required 154 man-hours for the month of February 2009.

Water

Set meter for new construction at the following location:

- 2110 Blvd.
- 235 Dunlop Farms Blvd.
- 2600 Woodlawn Ave.
- 211 Clover Hill Ave.
- 103 Moore Ave.

Replaced water meters at the following locations:

- 119 Ashley Place
- 403 Clover Hill Ave.
- 706 Elko Ave.
- 807 Kensington Ave.
- 610 Old Town Dr.
- 200 Taswell Ave.
- 1218 Choptank Ct.
- 318 E. Westover Ave.
- 204 Jefferson Ave.
- 5043 Nantucket Ct.
- 103 Suffolk Ave.
- 203 Woodbridge Rd.

Repaired service line break at the following locations:

- 804 West Roslyn Rd.

Repaired main line water break at the following locations:

- Elmwood Dr. @ Greenwood Ave.
- 1014 Floral Ave.

Repaired or raised meter box at the following locations:

- 121 Ashley Place
- 500 Braxton Ave.
- 200 Clements Ct.
- 218 Fairfax Ave.
- 602 Floral Ave.
- 506 Old Town Dr.
- 114 Tudor Rd.
- 3303 Blvd.
- 151 Breezy Hill Dr.
- 114 Eastman Ave.
- 407 Fairfax Ave.
- 1004 Forestview Dr.
- 100 Royal Oak Ave.
- 149 White Bank Rd.

Installed or replaced meter setter at the following locations:

- 1218 Choptank Ct.

Installed a new 3/4" water tap at the following location:

- 211 Clover Hill Ave.

Performed water main shut off at the following location:

- 735 Southpark Blvd.

Replaced valve top at the following location:

- Stuart Ave. @ Washington Ave.

Pulled meter to be tested at the following locations:

- 706 Elko Ave.
- 103 Suffolk Ave.

Cleaned meter boxes for Utility Billing at the following locations:

- 403 Springdale Ave.
- 2801 Vance Ave.

Performed a fire hydrant flow test at the following location:

- 1221 Blvd.

Responded to miscellaneous water calls at the following locations:

- 3103 Atlantic Ave.
- 1182 Cumberland Dr.
- 319 Dick Ewell Ave.
- 3101 Greenwood Ave.
- 215 Highland Ave.
- 316 Lynchburg Ave.
- 1213 Pleasant Dale Rd.
- 107 Carroll Ave.
- 1183 Cumberland Dr.
- 119 Essex Rd.
- 3616 Hemlock Ave.
- 233 Huntington Rd.
- 414 Moorman Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Backflow/Cross Connection Survey at the following locations:

- 610 Blvd.
- 1214 Blvd.
- 2600 Blvd.
- 3107-7 Blvd.
- 3505 Blvd.
- 3630 Blvd.
- 100 Dunlop Circle
- 33 Dunlop Shopping Center
- 202 Lakeview Park Rd.
- 42 Southgate Square
- 176 Southgate Square
- 204 Southgate Square
- 820 Southpark Blvd.
- 1823 Southpark Circle
- 505 Springdale Ave.
- 1156 Temple Ave.
- 840A W. Roslyn Rd.
- 1106 W. Roslyn Rd.
- 1210 Blvd.
- 1217 Blvd.
- 3107-1E Blvd.
- 3107-15 Blvd.
- 3522 Blvd.
- 2600 Conduit Rd.
- 11 Dunlop Shopping Center
- 831 E. Ellerslie Ave.
- 40 Pickwick Shopping Center
- 116 Southgate Square
- 184 Southgate Square
- 501 Southpark Blvd.
- 324 Southpark Circle
- 1891 Southpark Circle
- 891 Temple Ave.
- 301 Temple Lake Dr.
- 860 W. Roslyn Rd.

Administration

- Continued negotiations for \$1.4 M professional services contract with H.W. Lochner, Inc. on Boulevard Modernization projects.
- Met with Dominion Power design staff to review street lighting procedures.
- Solicited informal proposals to replace SCADA/HMI system in water and wastewater stations.
- Met with VDOT Local Assistance Division staff to review program and finance requirements for City's participation in the Urban Construction Initiative to begin July 1, 2009.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk