

CITY MANAGER'S REPORT TO CITY COUNCIL MAY 2009



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Construction plans have been approved. Review comments returned to Consultant. Work on utility relocations has been processed and scheduled.

Bruce Avenue Drainage – Phase II – Construction contract awarded to Southern Construction. Required submittals have been received and a preconstruction conference has been held. Onsite work to begin early June.

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.

Longhorn Drive Drainage Improvements – Staff has received Grant of Permission signed by Mr. and Mrs. Brockwell and his neighbor Mr. and Mrs. Zheng. Work is currently being scheduled.

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – Received comments from Wal-Mart Real Estate and have incorporated these comments into the City's design.

Signal Coordination UPC 77600 – CMAQ Program - Traffic counts have been received and being evaluated by staff and VDOT. Awaiting 50% plan submittal for review.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Received and reviewed 50% plans from the consultant. Initiating the public involvement process.

Boulevard/Dupuy Modernization Project – Revenue Sharing, Urban and CMAQ Programs – Contract documents and been received and reviewed and the final contract has been executed. Issued notice to proceed with contract work. Traffic Data collection and survey work in process.

Safe Routes to Schools – Verified and/or revised construction cost estimates. Negotiating with survey company so that we can proceed with acquiring survey data.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

B. Economic Development Projects (under construction)

Wilton Property – Contractor is stockpiling earth to be used for construction of a 30' +/- embankment for a development. Gate and No Trespassing signs have been installed. Erosion and Sediment control measures are being maintained. Awaiting resubmission of construction plans to bring site in compliance with the approved erosion and sediment control plan.

Walgreens -A revised plan is being prepared by their engineer to address runoff concerns on the adjacent Laundromat and rear yards along Bruce Ave. Asphalt concrete base and intermediate courses have been placed on the Boulevard and Bruce Ave. Landscape work and miscellaneous site work continuing. Erosion and Sediment control measures are being maintained.

Ariya Family Chiropractic Center - Contractor working on the building. Contractor repaired a small water leak and did miscellaneous grading around the site. Erosion and Sediment control measures are being maintained.

School Maintenance Building - Work is nearing completion. Contractor is dressing the site and putting down seed and mulch. Erosion and Sediment control measures are being maintained.

Denny's - Contractor grading the lot. Project temporarily shut down. Erosion and Sediment control measures are being maintained.

Community Building Addition - Six inch fire line and vault installed. New water service installed. Contractor began miscellaneous site concrete work. Erosion and Sediment control measures are being maintained.

Sam's Club Expansion - Contractor installing storm sewer and completing sanitary sewer work. 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. Preconstruction meeting has been held and site work will begin shortly.

Gill's Point Section 9 - Contractor installing storm sewer and bringing in fill dirt for backfill. Road grading has begun. Erosion and Sediment control measures are being maintained.

Value Place Hotel - Plans are now approved and work has begun.

Colonial Heights Health Care Center -- The plans are now approved and work has begun.

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.

Roslyn Farm Corporate Office - (located beside the Virginia Credit Union) -Updated plans have been reviewed and comments forwarded. Plans are nearing completion.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

Townplace Suites - This is a proposed six story, 127 room hotel that will be located immediately beside Comfort Suites. Plans have been reviewed and we are awaiting updated plans.

North Riverview Commercial Center -- Development plans have been received and reviewed. We are now awaiting updated plans.

Southlake III -- This project consists of constructing two office buildings at the former “Haydt Maintenance Shop” on E. Roslyn Rd. The plan has been received and reviewed. We are now awaiting updated plans.

Right-of-way Permits:

- Issued seven (7) permits
- Inspected and closed 4 permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Eight (8) fence permits issued.

2. Six (6) sign permits issued:

- ☆ Family Auto Sales – 3626 Boulevard
- ☆ New Style Flooring – 110 Boulevard
- ☆ The Flaming Pit – 2231 Boulevard
- ☆ Sam’s Club – 735 Southpark Boulevard
- ☆ TR Custom Auto – 1914 Boulevard
- ☆ Dante’s Pizza – 3008 Boulevard

3. Boulevard Revitalization:

- ☆ Seven (7) applications approved – approval letters sent out

4. Neighborhood Revitalization:

a. 08-09 CDBG Home Repair Grant

- ☆ 9 electric jobs completed
- ☆ 10 carpentry jobs completed
- ☆ 1 carpentry and related plumbing/accessibility job completed
- ☆ 4 heating jobs completed
- ☆ 3 plumbing jobs completed
- ☆ 1 lead clearance completed
- ☆ 5 re-roofing jobs completed
- ☆ 1 roofing repair completed

b. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		482
# of Dwellings registered	0	140
# of Multi-family Dwellings	0	33
# of Apts registered	0	309
TOTAL UNITS INSPECTED		203.9
Dwellings to be inspected	0	140

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

b. Rental Inspection Program (continued):

Multi-family dwellings	0	33
Apts to be inspected (10%)	0	30.9
Total # of Properties Sold	0	1
Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	65	252
Passed	1	78
Failed	64	174
Second Inspection	3	20
Passed	3	20
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	0	0
by owners		
Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$0.00	\$50.00
4 year Certificates Issued		
Dwellings	4	86
Apartments	1	2
(no of units certified)	26	38

5. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	10	100
Violations	10	87
Violations resolved	2	65

b. Zoning

	Month	YTD
Total inspections	7	40
Violations	4	33
Violations resolved	0	26

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations reported	0	6
Actual violations	0	29
First letter sent	0	29
Violations abated	0	40
Summons issued	0	1
Door hangers posted	2	8
Active violations	0	3

e. Other

	Month	YTD
Total inspections	1	21
Violations	0	20
Violations resolved	0	18

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	9	50
Violations	9	38
Violations resolved	0	28

g. Tall Grass

	Month	YTD
Total inspections	58	111
Violations	47	95
Violations resolved	29	36

h. Sign Ordinance

	Month	YTD
Total inspections	0	21
Violations	0	21
Violations resolved	0	17

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	2	83
2. New Construction Inspections	151	958
3. Permits for New Residences	1	3
4. Estimated Cost for Permits for New Residences	\$60,000	\$211,000
5. Permits for Commercial Construction	11	32
6. Estimated Cost for Commercial Permits	\$2,565,104	\$7,676,102
7. Plumbing Permits Issued	8	52
8. Electrical Permits Issued	19	76
9. Mechanical Permits Issued	7	42
10. Swimming Pool Permits Issued	1	2
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6
13. Court Cases	1	2

III. POLICE DEPARTMENT:

- ✓ Total calls for service in May, 2009, show a decrease of 3%, going from 4,540 calls for service in 2008, to 4,417 in May, 2009.
- ✓ There were 81 Part I, or serious, crimes reported to the Colonial Heights Police Department in May. Sixty-four (64) of those, or 79%, have been cleared.
- ✓ Our **Records Division** processed 301 arrest reports, 44 Animal Control reports, 62 field interviews, 252 incident reports, 823 pawned properties, and 1,039 traffic summonses, along with a variety of other reports, totaling **2,866 reports**.
- ✓ We are proud to report that we were the only law enforcement agency that was a recipient of the Virginia Municipal League's *Risk Management Excellence Award*. Our department's interest and dedication to job safety awareness was recognized at their annual meeting. We are also pleased to report that our staff met with the Flora Hill Neighborhood Association and heard many positive comments regarding our policing efforts.
- ✓ Our **Law Enforcement Services Bureau** has been very busy with an assortment of duties. Captain Wayne Newsome reported a number of events, as follows:
 - The newly formed Senior Citizen Crime Prevention Academy has begun, with eight (8) individuals meeting two days a week.
 - We have transitioned to the firing range at Crater Criminal Justice Academy and qualifications have begun.
 - The *Click it or Ticket* campaign was initiated throughout the City, which included a successful event at the high school.
 - The department partnered with the school administration to distribute information on the new *Take 25* Safety Program to students and parents in all three elementary schools.
 - D.A.R.E. graduations have been completed for all of our elementary schools.
 - We raised over \$1,300.00 for Special Olympics at our annual *Cops and Lobsters* fundraiser held at Red Lobster.
- ✓ Our **Patrol Division** officers arrested 43 shoplifters during the month of May. Patrol officers continue their traffic enforcement efforts, tallying 1,039 traffic summonses from 1,645 traffic stops; making 31 DUI arrests and 22 drug-related arrests; investigating 96 traffic crashes; issuing 65 parking citations; and initiating 62 field interviews. A total of 301 arrests were made during the month, with 65 felony warrants and 157 misdemeanor warrants obtained. Twenty-nine (29) inoperative vehicles were reported. A total of 207 new cases were assigned to Patrol officers for investigation, and 155 cases have been cleared, or 75%. All sworn police personnel have been scheduled to attend the spring firearms qualifications at the firing range.
- ✓ Our **Investigations Division**, had a very solid May, reporting a clearance rate of 91% of new cases assigned for the month. Our Street Crimes Unit continues to justify their existence, as indicated in the information below. Detectives' activities for the month included the following:
 - With the assistance of the Street Crimes Unit, detectives cleared the armed robberies which occurred at three (3) area businesses. Vehicle identification, video surveillance and a confession by one of the suspects all contributed to the capture and arrest of all suspects involved.
 - Detectives cleared at least two credit card fraud cases resulting in the obtaining of warrants, one of which involved a family member taking advantage of an elderly relative.
 - One drug nuisance letter was issued at a residence in the Clearfield Circle area.
 - *Project Lifesaver* equipment continues to be maintained, and two new clients were added to the program.

III. POLICE DEPARTMENT (CONTINUED):

- Lt. Ferguson spoke at the high school at a *Beach Week* presentation entitled, “Realities and Legalities”, highlighting the alcohol laws, safety, personal responsibility and civil laws that students must be aware of during this annual event.
 - Our counterparts at Fort Lee held a *Safety Day* in May, 2009, that was attended by approximately 1,200 military/civilian personnel. Major topics discussed were the new Alcohol Tip Line and drug/gang activity in the area.
 - Six (6) concealed weapon permits were processed during the month of May.
 - Our Street Crimes Unit received training in the operation of the Virginia State Police surveillance van, which will be a valuable asset for future investigations conducted by the division at no cost to the department.
 - Investigations conducted two ABC enforcement operations which resulted in 10 arrests. Fifteen (15) compliance checks on local businesses revealed three (3) businesses who were selling alcohol to underage persons.
- ✓ Our **Auxiliary** police force continues to demonstrate their passion by volunteering over 461 hours in a variety of ways during the month of May. Duties included assistance with ride-alongs, traffic direction and enforcement, along with extra duty at the mall and prisoner transports. Auxiliary Sgt. Dean Miller and several other Auxiliary members attended the Annual Police Memorial Breakfast at the Moose Lodge in Hopewell.
- ✓ The **Animal Control Division** impounded 25 dogs and 15 cats. During the month of May, there were 12 dogs returned to their owners, with 15 dogs and 17 cats adopted out. Animal Control officers had one (1) cat bite that was reported. At the end of the month, Animal Control investigated a total of 144 complaints, with no summonses being issued. In addition to their daily duties, ACOs Stacey Arehart and Joni Bowman volunteered their time to raise \$500.00 in donated funds for the S.P.C.A. at the Fort Clifton Festival. A total of \$578.00 in fees was collected.
- ✓ **Sentinel** volunteers donated a total of 68 hours. Our Sentinels assisted with the Fort Clifton Festival as well as a seat belt survey conducted in the beginning of May. Our Sentinels are a blessing in that they allow our officers to tend to the more serious situations that occur throughout the day.

Crime	May 2008	May 2009	Percentage of Increase/Decrease
Aggravated Assaults	1	1	0%
All criminal arrests	307	301	-2%
Arson	0	0	0%
Burglaries	5	3	-40%
Calls for services	4,540	4,417	-3%
DUI arrests	36	31	-14%
Larceny	54	63	17%
Motor Vehicle thefts	6	1	-83%
Robberies	3	0	-100%
Shoplifting arrests	25	43	72%
Simple Assaults	14	12	-14%
PART I (Serious) OFFENSES			
May 2009	Number Reported	Number Cleared	Percentage Cleared
	81	64	79%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 116

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activations	7	No Incident on Arrival	1
Assist Invalid	3	Passenger Vehicle Fires	3
Assist Police	4	Person in Distress	1
Authorized Controlled Burning	1	Power Lines Down	5
Brush Fires	3	Public Fire Education	3
Building Fires	2	Public Service Assistance Calls	10
Child Safety Seat Installations	14	Smoke Detector/CO2 Installations	5
Cover Assignment	1	Smoke Scare/Odor Removal	1
Dispatched then Cancelled Calls	19	Station Tour	1
Electrical Equipment Problems	4	Trash/Rubbish Fires	3
False Alarms	3	Unauthorized Burning	2
Gas/Other Flammable Liquid Spills	3	Unintentional Alarm Malfunctions	5
Good Intent Calls	8	Unintentional Alarm Transmission	1
Hazardous Conditions	2	Vehicle Accident, Clean up	1
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Hopewell	1	Chesterfield	1

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 88.5% 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	16	Motor Vehicle Accidents	29
Allergic Reactions	4	Other Injury/Medical Calls	114
Altered Level of Consciousness	3	Overdose Calls	2
Assaults	3	Public Service Calls	5
Cardiac Arrest	1	Strokes	3
Chest Pains	28	Suicides	2
Difficulty Breathing	41	Unresponsive Patients	17
Falls	25		
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	1	Chesterfield	2
Petersburg	5	Fort Lee	6
Prince George	3	Petersburg	1

~Patient contact was established in 8 minutes or less from the time of dispatch on 88% of all calls received during the month~

Training Division

Number of Classes Taught:	13
Attendees:	121
Man Hours	269.50

V. **FINANCE DEPARTMENT:**

- Checks processed:

General Fund	382
Payroll Checks	663
Other	<u>110</u>
Total	<u>1,155</u>

- Four (4) alarm citations were processed during May.
- Reviewed Banking Service proposals for the upcoming 5 year contract and have recommended the continuation of the BB&T relationship.
- The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of Colonial Heights by the Government Finance Officers Association for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2008. This Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting. An Award of Financial Reporting Achievement has been awarded to Kathy Sparks, Deputy Director of Finance as the primary individual responsible for preparing the award winning CAFR. This is the 29th consecutive year that the City has received this Certificate of Achievement.
- **Purchasing** - 202 total purchase orders were completed with 140 being processed by the purchasing and 62 departmental purchases being reviewed as compared to 203 being completed for the same period in 2008. In addition, 148 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
 - Proposal # 09-51102-951, "On Call" Geotechnical, Environmental and Construction Services was issued on April 20 2009, and opened on May 11 2009. Three firms have been shortlisted, and will be put under contract.
- **Other Purchasing Activity:**
 - Contract Documents were approved for Bruce Avenue Drainage Project, Phase II. Notice to proceed has been given to Southern Construction. Work to begin the first week in June 2009.
 - Purchase order issued for electrical wiring problem on Emergency Generator at Public Safety Building.
 - Notice to proceed given on Appomattox River Trail Project.
 - Pager replacement project completed in the City. Past pagers were not able to work on the new frequency.
 - Miscellaneous items ordered for Ft. Clifton Festival.
 - Emergency Purchase Order issued for Intranet Server, which crashed during the month.
 - Contract signed for on call "Surveying Services". Three firms are under contract.
 - Contract approved for Preliminary Engineering & Acquisition of Right of Way, for Modernization of the Boulevard.
 - Activated City playground phones with State of VA.
- **Risk –**
 - **General/Citizen Claims:**
 - A vehicle, while traveling on Temple Avenue, was struck by a rock thrown by a City lawn mower. Cost to replace side window glass was \$197.

V. FINANCE DEPARTMENT (CONTINUED):

- **Property Claim:**
 - Hit and run driver struck the Traffic Control box at the corner of Sherwood Avenue and the Boulevard. Police Department did locate the vehicle involved.
 - The server in the City Hall computer room was damaged by a power surge. Cost to replace, including labor, was \$21,000.
 - Two vehicles involved in an accident, did minor damage to the guard rail at the intersection of Hamilton Avenue and Conduit Road.
- **Utility Billing – During May:**
 - Bi-monthly Utility Bills Sent – 3,371
 - Delinquent Notices Sent – 729
 - Delinquent Notices Percentage – 21%
 - Services cut off for nonpayment on May 13th was 85.
- **Work orders for May 2009:**
 - Leaks – 22
 - New Accounts – 53
 - Terminations – 49
 - Extensions – 69
 - Utility Billing generated State setoff collections: May \$1,353.41
 - Department is currently in the process of getting Federal setoff collection procedures operational.

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Fire	EMS Firefighter
Planning	Neighborhood Revitalization Planner
Public Works	Landscape Technician (Part-time)
Recreation & Parks	Parks Groundskeeper (Part-time)

- **Applications and Testing**

Total applications received for the following position recruitments:

Senior Engineering Technician	42
Teen Center Supervisor (Part-time)	28

- **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
05-05-09	Police	Punctures to right pinky & ring fingers from cat at Animal Shelter
05-13-09	Sheriff	Contusion on right ribs during defensive tactics training.
05-26-09	Public Works	Foreign matter in eye while landscaping site.
05-29-09	Utility Billing	Upper abdomen strain while lifting lid to meter.
05-31-09	Fire	Exposure to body fluid from a combative patient.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 41,808 visits in the month of May with 77,329 page views, including 3,219 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Real Estate Assessment Search, Purchasing RFPs, and Recreation & Parks.

VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ Citizens submitted and city staff processed 90 service requests and questions through the “Citizens Action Center” online during the month of May. The FAQs were viewed 231 times during this same period. 388 citizens completed the City’s online Recycling Survey, which ended June 1.
- ☆ The IS Coordinator worked with Dell to diagnose and repair several warranted computers. She also assisted the Commissioner of Revenue’s office in obtaining a new software application for Business Taxes and Schedules to replace their old Q&A system.

VIII. LIBRARY:

- ☆ The library staff circulated 25,207 titles in May.
- ☆ The public computer center was used 2,460 times.
- ☆ 92 children participated in story time reading program.
- ☆ 211 residents registered for new library cards, and an average of 712 residents used the library each day.
- ☆ The library’s meeting rooms were used 87 times.
- ☆ 3,219 residents visited the Colonial Heights Virtual Library to retrieve 410 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation & Parks		
<u>ACTIVITIES</u>	<u>2008</u>	<u>2009</u>
4-H CLOVERBUDS	N/A	4
ADULT SOFTBALL	26 Teams	27 teams
AMERICAN LEAGUE AGES 11-12	57	57
APPOMATTOX TRAVEL-AGES 15-17	18	33
AQUAFINA PITCH HIT AND RUN	18	N/A
BASIC ARCHERY CERTIFICATION CLASS	N/A	6
BELLY DANCE CLASS	0	23
CARDIO KICK BOXING EVENING	36	14
COMMUNITY BUILDING ATTENDANCE	1045	N/A
COMMUNITY BUILDING RESERVATIONS	30	N/A
CPR CLASS	N/A	7
CROCHET AND KNITTING CLASS	48	38
EASTER EGG HUNT	269	331
FAST PITCH SOFTBALL	4	7
INSTRUCTIONAL BOYS AND GIRLS 4-5	40	93*
JR OLYMPICS SOCCER	N/A	5
JR OLYMPICS TRACK & FIELD	N/A	14
JR. OLYMPICS BASKETBALL	14	22
JR. OLYMPICS BASKETBALL	13	22
JUNIOR SOFTBALL AGES 11-13 GIRLS	50	43
MINOR LEAGUE AGES 9-10	72	85
NATIONAL LEAGUE --AGES 13-15	52	54
NATIONALS VS CUBS TRIPS	29	N/A
OKININKWAN KARATE	20	22

IX. RECREATION & PARKS (CONTINUED):

Recreation & Parks		
ACTIVITIES	2008	2009
PARK ATTENDANCE	835	1066
PARK RESERVATIONS	21	28
PEE WEE SOFTBALL--AGES 9-10 GIRLS	34	47
POWER	N/A	5
ROOKIE LEAGUE BOY AND GIRLS6-8	65	93*
SENIOR SOFTBALL AGES 14-18 GIRLS	0	0
SIT DOWN EXERCISES	288	324
SKATEBOARD PARK	62	291
SPRING BREAK ACTIVITIES-TEENS	102	33
SR. CITIZEN ATTENDANCE	2248	2479
SR. CITIZEN HOME DELIVERED MEALS	155	310
SR. CITIZEN VAN MILEAGE	4107	3024
SR. CITIZEN VAN PASSENGERS	755	543
SR. CITIZEN VOLUNTEER HOURS	21	14
SR. CITIZENS MEALS AT CENTER	0	0
STRENGTH TRAINING CLASS	242	129
T-BALL BOYS AND GIRLS 6-7	104	112
TEEN DANCE	72	125
TEEN FLASHLITE EASTER EGG HUNT	N/A	35
VIOLET BANK MUSEUM	366	164

* means two leagues combined in 2009

Senior Center		
Activities	2008	2009
AARP	56	N/A
Bingo in Center	78	54
Bob Ross Video Painting	N/A	2
Bowling	262	260
Charles Town Slots	N/A	52
Club Meeting	192	201
Craft Class	13	N/A
Crochet & Knitting	48	38
Diana Martin Oil painting class	11	N/A
Easter Crafts at Hunt	N/A	8
Floor Exercises	148	219
Golf at Prince George	560	472
Home Builders Project	N/A	10
Kay's Oil Painting Class	N/A	5
Line Dance Class	55	37
Lunch Out	13	8
Movies	15	6
Painters Group	32	65
Party Bridge	124	120
Sandwich Social	34	N/A
Sing A-Long	36	26
Sing-a-long CH Health Care Center	14	8
Sit Down Exercises	288	324
Smithfield	N/A	36
Splash of Color	N/A	16
Strength Training Class	242	129
Swap Shop	N/A	32

IX. RECREATION & PARKS (CONTINUED):

Senior Center				
Activities		2008	2009	
Tai Chi		34	37	
Tap Classes		277	125	
Tournament Bridge		64	N/A	
TRIAD Meeting		60	30	
Watercolor		18	26	
Women Show		N/A	8	
Yoga		39	74	
Total		2248	2479	
Meals		2008	2009	
Home Del Meals		65	125	
Site Meals		0	0	
Breakfast Meals		30	125	
Bags	Donations	60	60	Donations
Total	\$30.00	155	310	65
Transportation				
Total Passengers		755	543	
Total Miles		4107	3024	
Wheelchairs		30	14	
Volunteer Hours	Donations	21	14	Donations
	\$213.75			\$144.00

Tap Group - Elm Street Baptist Church and Richmond Senior Center Partnership
 Crochet & Knitting Group Donated to the following Groups - From the Heart- RSVP and Crater Hospice
 Painters Group has an Art Show for the month of April at PRAC
 Crochet & Knitting Group received the President's Volunteer Service Award from RSVP

Violet Bank Museum

	2008	2009
Attendance	366	164

- ☆ Outreach program at Chesterfield Courthouse, Sutherland Station, Battersea (Battle of Petersburg), Civil War Days at Tredegar. Outreach approximately 350.
- ☆ Repaired boards on exterior of building in preparation of painting Museum.
- ☆ Hosted Chesterfield UDC at Violet Bank Museum.
- ☆ Preparing for Fort Clifton Festival as Civil War Chairman with Ray Langston.
- ☆ Preparing for Living History at Violet Bank on July 25.
- ☆ Attended Civil War Sesquicentennial Meeting.
- ☆ Cutter replace on outside of building.
- ☆ Drain and concrete work completed on back entrance.
- ☆ **Outside painting of Museum has begun.**

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 and Library (daily).
- ☆ Drag and line all baseball and softball fields as needed for practice and games.
- ☆ Repair pitching mounds as needed at Shepherd Stadium, Middle School baseball, A-field, and B-field.
- ☆ Cleaned Shepherd Stadium, Shepherd Stadium restrooms, and dugouts as needed.
- ☆ Painted soccer fields at Soccer Complex and Middle School Stadium as needed.

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds (continued)

- ☆ Cut grass on Shepherd Stadium, Civic field, Lakeview ball fields, A-field, and B-field as needed.
- ☆ Cut grass, trimmed, and blew off sidewalks at Wakefield Ave, War Memorial, School Board, Old Church, and Violet Bank.
- ☆ Cut grass, trimmed, and blew off sidewalks at Floral Ave Playground, Flora M. Hill Park, Shuford Ave, and Battery/Hanover Island.
- ☆ Cut grass, trimmed, and blew off sidewalks at City Hall, Health Dept, Public Safety Building, Library, and Fire Station #2.
- ☆ Cut grass at Soccer Complex.
- ☆ Cut grass and trimmed at White Bank, Ft Clifton, Lakeview Park, Animal Shelter, and Pistol Range.
- ☆ Replaced broken sink at Animal Shelter.
- ☆ Picked up ceiling tiles and took to storage at Library.
- ☆ Picked up donated pool table and took to old church for storage.
- ☆ Mounted "Swim at your own risk" signs on post and installed at Archer Ave Park.
- ☆ Picked up supplies from Central Warehouse and unloaded at shop.
- ☆ Cleaned up and organized shop.
- ☆ Had stone dust delivered and graded out parking lot behind shop to take care of water.
- ☆ Added lock to doors at Soccer Complex concession stand.
- ☆ Installed door stops on doors at Public Safety Building.
- ☆ Employees took CPR training.
- ☆ Picked up brush from island at Hanover and Battery Place and took to land fill.
- ☆ Filled in sunken sewer line trench at Health Department.
- ☆ Took lawnmowers and weed eaters to Conners' for repairs and picked up when ready.
- ☆ Performed preventative maintenance on lawnmowers.
- ☆ Took table, chairs, and tent to new park for dedication ceremony. Picked up everything after dedication.
- ☆ Picked up supplies from Agri Supply.
- ☆ Turned water on at Fort Clifton, High School ball fields, Civic field, Stadium, and Middle School ball fields.
- ☆ Reattached wind screen at High School tennis courts.
- ☆ Repaired broken benches at Flora M Hill Park.
- ☆ Replaced broken water valve at Tussing Elementary ball field.
- ☆ Replaced broken water valve at A field.
- ☆ Installed new basketball nets at Lakeview.
- ☆ Identified burnt out lights at White Bank, Ft Clifton, Lakeview Park, and Flora M Hill Park.
- ☆ Cut up storm damaged tree at White Bank and hauled to land fill.
- ☆ Replaced water stained ceiling tiles at Courts Building.
- ☆ Repaired wind screen on dug outs at Lakeview softball fields.
- ☆ Repaired gates on Lakeview softball fields.
- ☆ Removed graffiti in bathrooms at White Bank, Ft Clifton, and Lakeview softball fields.
- ☆ Moved bases and pitching rubber at High School softball field.
- ☆ Installed new pitching rubber at Lakeview #1 field and Civic field.
- ☆ Moved bases for tournament at Lakeview softball fields.
- ☆ Sprayed Killz-All around fence at Civic field, A field, B field, and Stadium. Sprayed under bleachers at Lakeview fields.
- ☆ Sprayed Killz-All at White Bank, Soccer complex, Floral Ave, Flora M Hill Park, Firing range, Animal Shelter, City Hall, Public Safety Building, Fire Station #2, Fort Clifton, Edinborough Park and Courts Building.
- ☆ Sprayed Pendulum on Stadium parking lot, and around merry-go-round behind Civic field.
- ☆ Sprayed Pendulum on Edinborough Park playground area, Ft Clifton gravel area
- ☆ Sprayed Cool Power on Lakeview fields.

X. OFFICE ON YOUTH & HUMAN SERVICES:

- **Youth Advisory Council Activities**
 - 19 YAC members attended monthly meeting
 - 1 YAC member helped with U-11 Soccer Team
- **Driver Bags**
 - 9 Youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license
- **Parenting**
 - 4 families completed course
- **Community Service**
 - 21 youth completed 151 hours of Service Learning
- **Shoplifting Diversion**
 - 56 youth and a parent attended the Shoplifting Diversion Program
- **Substance Abuse Education**
 - 14 youth began Substance Abuse Education
- **Kids’ After-School Program**
 - KAP Family Dinner held with 7 family members and 4 mentors in attendance
 - Parents were offered parenting workshop on “*How to talk to your child about sex*”
 - 13 youth served in the KAP Program during May
- **Life Skill/Anger Management**
 - 4 youth completed Anger Management

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2009	71	\$16,058.39	3	\$632.18
2008	83	\$12,359.64	7	\$1,398.09

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

Weeded, weedeated, cut grass and mulched the following locations:

- Archer Avenue, War Memorial, Boulevard, Lynchburg Avenue, Library, Temple Avenue at I-95, Fort Clifton, Legacy Garden, Hamilton Avenue, Flora Hill Park, Ashby Avenue, White Bank Park, 501 Lake Avenue, Laurel Parkway, Pickwick Avenue, School Board, Temple Avenue and Violet Bank Museum.
- Trimmed Crepe Myrtles at Library, Temple and Archer Avenues.
- Continued watering all sites each day.
- Activated Irrigation System at the Library.
- Pruned trees and trimmed shrubs at Hamilton Avenue and Boulevard.
- Planted Rose Bushes, a Crepe Myrtle and various plants at Temple Avenue and I-95.
- Planted various plants at site on Ashby Avenue.
- Pruned Rose Bushes at Temple Avenue and I-95.
- Trimmed tree and shrubs at corner of Windmere Drive and Princeton Road.
- Planted pampas grass across from Courthouse on Temple Avenue.
- Removed a Magnolia tree from Courthouse and replanted at Library.
- Cleaned and cut Juniper bed at Temple Avenue and I-95.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Vegetation

Cut and trimmed grass at the following locations:

- Boulevard
- Field behind Vo-Tech
- White Bank road
- Hope Ridge Court
- Gills Drive
- Edinborough Drive
- Snead Avenue at Ridge Road
- Temple Avenue
- Meridian Avenue
- Bluffs Court, Drive and Terrance
- Sherwood Drive
- Woodlawn Avenue
- Archer Avenue
- Ridge Road
- Kent Avenue
- Westover Avenue
- Charles Dimmock Parkway
- Sadler Avenue
- Roslyn Avenue
- 2200 Franklin Avenue
- Old Town Drive
- Chesterfield Avenue
- Yacht Basin Drive
- Moose Lane
- Conduit Road
- River oaks Drive
- Hamilton at Prince Albert Avenues
- North Temple Avenue
- Marvin Avenue
- Dunlop Farms Boulevard
- Ellerslie Avenue
- Springdale Avenue
- Lakeview Avenue
- Bruce Avenue
- Snead Avenue
- Branders Bridge Road
- Roslyn Road
- Recycling Center
- Washington Avenue
- East Westover Avenue
- 216 Lee Avenue
- Helen Avenue

Sprayed for weeds and high grass at the following locations:

- Guardrails on Charles Dimmock Parkway
- Tower at Animal Shelter
- Alley behind 216 Lee Avenue
- Cedarwood Avenue Dead End
- Guardrails and Islands on Temple Avenue
- Guardrails and Islands on Conduit Road
- White Bank Road

Trimmed limbs and/or bushes at the following locations:

- Brame at Franklin Avenues
- Alley behind 130 Lynchburg Avenue
- Princeton Road at Windmere Drive
- Chesterfield Avenue
- 205 and 210 North Valley Road

Picked up litter at the following locations:

- Boulevard
- Snead Avenue
- Conduit Road
- Westover Avenue
- Charles Dimmock Parkway
- Recycling Center
- Ridge Road
- North Temple Avenue
- Temple Avenue
- Roslyn Road
- East Westover Avenue
- East Ellerslie Avenue

Other

- Responded to miscellaneous request concerning dead trees/limbs, dead animals, curb and gutters, sidewalks and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil and paints and loaded metal dumpster.
- Continued preparing the new location for the Recycling Center at the Utilities Division.
- Graded shoulder and placed 21a stone for parking and swept Brockwell Lane for Fort Clifton Festival.
- Replaced 26' straight and 14' curved sections of guardrail on Charles Dimmock Parkway.
- Removed surplus items from Treasure's Office per Purchasing Department request.
- Removed 9 dump trucks loads of construction debris from Public Works Complex.
- Removed a Holly tree at Bristol and Hamilton Avenues blocking traffic view.
- Removed two large limbs that fallen in street on Pinehurst Avenue.
- A candidate for the Street Technician position has been chosen, waiting for the outcome of the physical/background results.
- Donald Cook's Retirement as of June 1st and Public Works Week was celebrated on May 22, 2009.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Stormwater and Drainage

Street Sweeper removed 86 cubic yards of debris from the following locations:

- Charles Avenue
- Keswick Road
- Fairlie Road
- Jersey Court
- Greenmeadow Drive and Court
- Bear Chase Court
- Clairmont court
- Dunlop farms Boulevard
- Bent Oaks Drive
- Dover Lane
- Greenleaf Lane
- Oak Court
- Stratford Drive
- Jamestown at Williamsburg Roads
- Compton Road
- Old Town Drive
- Longhorn Drive
- Angus Lane
- Honey Creek Court and Drive
- Bluff Terrance, Court and Drive
- Pecan tree Terrance
- Shade Tree Drive and Court
- Charles Avenue
- Pin Oak Court
- White Oak Court
- Conjurers at Stratford Drives
- Briarcliffe Drive
- Angus Lane

Repaired catch basin, inlet top and drainage pipe at the following locations:

- Dunston Point Parkway
- 101 and 104 Lafayette Avenue
- 2600 Bent Oaks Drive
- 219 Kennon Point Drive
- 2105 Snead Avenue
- Meridian at Charlotte Avenues

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

- Charlotte Avenue – 3’ gutter pan
- 919 Williamsburg Road – 30’ C&G
- 5016 Conduit Road – 8’ Sidewalk

Removed debris from right-a-ways, gutters, drainage ditches, drainage pipes and grates at the following locations:

- 3614 and 3616 Hemlock Avenue
- 219 Orange Avenue
- 1216 Covington Road
- Lenoir Avenue
- 219 Kennon Point Drive
- Temple Avenue
- 2209 to 2211 Franklin Avenue

Solid Waste

Recycling

- 466 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Collected \$90.00 for CFC (Freon) removal.
- Removed 40 cubic yards of metal for recycling.

Transportation

Streets

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

- E Avenue at Boulevard
- Fairfax Avenue at Poplar Street
- 800 block Forest View Drive
- Potts Lane
- 115 Cambridge Place
- Greenwood at Elmwood Avenues
- 2200 Franklin Avenue
- West Avenue
- 620 Fairlie Road
- Temple Avenue at I-95
- 100 block Roanoke Avenue
- Holly at Ellerslie Avenues
- Dupuy at Bradsher Avenues
- Davis at Woodlawn Avenues
- Lakeview Park Road
- 2106 Wakefield Avenue
- 305 Drake Avenue
- 172 Piedmont Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Placed topsoil around new curb and gutter at the following locations:

- 5016 Conduit Road
- Dunston Point Parkway
- 101 and 104 Lafayette Avenue
- 2600 Bent Oaks Drive
- 919 Williamsburg Road
- 219 Kennon Point Drive
- 2105 Snead Avenue
- Meridian at Charlotte Avenues

Traffic Operations

- Signals
 - Did preventative maintenance on four (4) traffic cabinets
 - Replaced three (3) LED traffic lights
 - Replaced five (5) pedestrian crossing lights.
 - Repaired traffic cabinet @Sherwood and Boulevard after a hit and run accident
 - Repaired three (3) backplates on lights @James and Boulevard
- Signs and Markings
 - Made and put up Six (6) new stop signs.
 - Made and put up 20 new high intensity street name signs
 - Made six (6) miscellaneous signs
- Street Lighting
 - Installed three (3) ornamental street light bulbs
 - McCray Electric installed two (2) new ornamental streetlights, bases and cabinet pad at Ariya building
- Traffic Control
 - Responded to three (3) after- hours call backs for traffic lights
- Miscellaneous
 - Carried barrels, cones, and barricades to and from Fort Clifton for the festival.
 - Performed an amperage test on four (4) non-metered intersections to give to Dominion Virginia Power.
 - Met with Dale Pasley to install Opti-com @ W. Roslyn and Conduit.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- Animal Shelter
- 1008 Blvd.
- 521 Chestnut Ave.
- 714 Compton Rd.
- 508 James Ave.
- 406 Orange Ave.
- 905 Blvd.
- 210 Cambridge Rd.
- 305 Clover Hill Ave.
- 201 Danville Ave.
- 212 Nottingham Dr.
- 609 Pinehurst Ave.

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

- 3622 Ashby Ave.
- 507 Chestnut Ave.
- 714 Compton Rd.
- 212 Nottingham Dr.
- 3626 Ashby Ave.
- 305 Clover Hill Ave.
- 215 Jefferson Ave.

Camera sewer main/lateral at the following location:

- 305 Clover Hill Ave.
- 3713 Perthshire Ln.

Flushed sewer main line at the following locations:

- 3436 Blvd.
- 1534 Mount Pleasant Dr.
- 505 Springdale Ave.
-
- 135 Danville Ave.
- Roslyn Ave. @ Riverview Ave.
- 111 Yew Ave.
-

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- 100 Highland Ave.
- 100 Laurel Parkway
- 215 Jefferson Ave.

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 locations:

- 224 Danville Ave.
- 316 Lynchburg Ave.

Repaired sewer drains at the following location:

- 500 Conduit Rd.

Repaired utility cuts at the following locations:

- Drake Ave.
- Fort Clifton Park
- Valero Gas Station (rear)
- Fairlie Rd. @ Wakefield Ave.
- West Roslyn Rd.

Distributed rat bait in manhole at the following location:

- 151 Chesterfield Ave.

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

- 1534 Mount Pleasant Dr.

Repaired cave in at the following location:

- 300 Blk. Bradsher Ave.

Responded to alarms at the following location:

- 2701 Conduit Rd.

Computer installation for MPS pumps was completed by InstruLogic.

Miss Utility locating required 156 man-hours for the month of May 2009.

Water

Replaced water meters at the following locations:

- 130 Briarcliffe Ct.
- 1105 Covington Rd.
- 106 Kennon Point Ct.
- 201 Ridge Rd.
- 123 W. Ellerslie Ave.
- 4517 Courtland Dr.
- 213 Jefferson Ave.
- 200 Lakeview Ave.
- 1255 Riveroaks Dr.

Set meter for new construction at the following locations:

- 3507 Blvd.
- 735 Southpark Blvd.
- 157 Roanoke Ave.

Repaired main line water break at the following location:

- 1208 Riveroaks Dr.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Responded to meter leak complaint at the following location:

- 621 Charles Ave.

Repaired or raised meter box at the following locations:

- 3105 Atlantic Ave.
- 120 Carroll Ave.
- 1202 Covington Rd.
- 513 Huntington Rd.
- 321 Kennon Point Dr.
- 305 N. Temple Ave.
- 110 Swift Creek Ln.
- 230 Biltmore Dr.
- 902 Colonial Ave.
- 306 Eastman Ave.
- 220 Kennon Point Dr.
- 136 Lakeside Dr.
- 201 Ridge Rd.
- 723 Waterfront Dr.

Installed or replaced meter setter at the following locations:

- 306 Eastman Ave.

Backflow/Cross Connection Survey at the following locations:

- 215 Blvd.
- 617 Blvd.
- 1210 Blvd.
- 3115 Blvd.
- 3240 Blvd.
- 3701-1E Blvd.
- 236 Comstock Dr.
- 3451 A Conduit Rd.
- 215 Dunlop Farms Blvd.
- 250 E. Ellerslie Ave.
- 501 E. Roslyn Rd.
- 201 James Ave.
- 101-269 Kennon Point Dr.
- 275-321 Kennon Point Dr.
- 501 Lake Ave.
- 501 Old Town Dr.
- 930 South Ave.
- Southgate Square
- 400 C Southpark Blvd.
- 721 Southpark Blvd.
- 230 Southpark Circle
- 2001 Southpark Circle
- 1000 Yacht Basin Dr.
- 604 Blvd.
- 629 Blvd.
- 3107 Blvd.
- 3220 Blvd.
- 3660 Blvd.
- Brockwell Ln.
- 2501 Conduit Rd.
- 1225 Duke of Gloucester St.
- 11 Dunlop Shopping Center
- 403 E. Roslyn Rd.
- 100 Highland Ave.
- 439 Jennick Dr.
- 100-224 Kennon Point Ct.
- 620 Lafayette Ave.
- 901 Meridian Ave.
- 840 A Roslyn Rd.
- 2001 Southgate Circle
- 42 Southgate Square
- 600 Southpark Blvd.
- 800 Southpark Blvd.
- 1823 Southpark Circle
- 401 Temple Ave.

Responded to water complaints (i.e. smell, discoloration, pressure) at the following locations:

- 316 N. Temple Ave.
- 536 Southpark Blvd.
- 107 Temple Lake Dr.
- 1226 Riveroaks Dr.
- 570 Southpark Blvd.

Performed yard maintenance at the following locations:

- Archer Ave. Park/Right of Way
- C&B PS/Right of Way
- Conduit Rd.
- Dimmock PS
- Hillcrest Pump Station
- Right of way behind Sonic Drive In
- Southpark Water Tower
- Archer Ave. Right of Way
- Chesterfield Metering Pit/Right of Way
- Conjurers Neck PS
- Dunlop Farms Pump Station
- MPS/Right of Way
- Sherwood Hills Water Tower/Right of Way
- Wakefield Sewer Right of Way

Pulled meter for utility billing at the following location:

- 735 Southpark Blvd.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Performed pressure test at the following locations:

- 1209 Canterbury Ln.
- 712 Meadowview Rd.
- 106 George Ave.

Replaced water service at the following location:

- 2200 Franklin Ave.

Responded to fire hydrant leak at the following location:

- 1208 Riveroaks Dr.

Turned water off/on at the following locations:

- 1400 G Branders Bridge Rd.
- 17700 Branders Bridge Rd.

Collected water samples at the following locations and sent to ARWA for testing:

- 1213 Covington Rd.
- 2211 Wakefield Ave.
- 1312 Covington Rd.

Cleaned meter boxes out at the request of Utility Billing at the following locations:

- 212 Bear Chase Ct.
- 1105 Covington Rd.
- 503 Forestview Dr.
- 912 Forestview Dr.
- 1002 Forestview Dr.
- 1202 Hermitage Rd.
- 229 Homestead Dr.
- 1001 Lakewood Dr.
- 409 Nottingham Dr.
- 100 Robinwood Ct.
- 138 Swift Creek Ln.
- 203 Windmere Dr.
- 209 Winston Ave.
- 40 Brandywine Ct.
- 115 Flintlock Dr.
- 605 Forestview Dr.
- 920 Forestview Dr.
- 102 Friar Ln.
- 416 Hillcrest Ave.
- 222 Lakeview Ave.
- 301 Norwood Dr.
- 430 Nottingham Dr.
- 114 Swift Creek Ln.
- 110 Tudor Rd.
- 107 Winston Ave.

Responded to miscellaneous water calls at the following locations:

- 622 Fairlie Rd.
- 124 Kennon Point Ct.
- 157 Roanoke Ave.
- 2200 Franklin Ave.
- 3713 Perthshire Ln.

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

All employees in the Utility Division completed the VML on-line courses in Defensive Driving and Ladder Safety.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk