

CITY MANAGER'S REPORT TO CITY COUNCIL JUNE 2009



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

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

Courts Building Renovation – This work is currently being coordinated directly by the City Attorney's Office. Specifications are being prepared for mold and duct cleaning, roofing and HVAC evaluation. Projects should be awarded in July or early August.

Bruce Avenue Drainage – Phase II –Construction contract awarded to Southern Construction. Onsite work has begun.

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 completed.

Signal Coordination UPC 77600 – CMAQ Program - 50% plan submittal was received on June 24. Plans forwarded to VDOT for review.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Establishing contact with individual property owners regarding impacts to specific properties.

Boulevard Modernization Project - Traffic Data collection, survey work, and historic property assessments in process.

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

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

B. Economic Development Projects (under construction)

Shamin Hotels (Hampton Inn and Holiday Inn Millennium) – Landscaping completed. One additional punch list item remains.

Walgreens - A revised plan that addresses runoff concerns on the adjacent laundromat and rear yards along Bruce Avenue and utility rework within the Boulevard has been approved. Landscape work and miscellaneous site work continuing. Erosion and sediment control measures are being maintained.

Ariya Family Chiropractic Center – Ornamental streetlights have been installed and are waiting for power to be connected.

School Maintenance Building - Work is nearing completion. Received a revised plan that addressed drainage across an existing utility easement. Erosion and sediment control measures are being maintained.

Denny's – Grading completed. Awaiting pavement to be completed. 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. Site work has begun.

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 - Site work has begun. Utility work is nearing completion. Building is in progress.

Colonial Heights Health Care Center – Most of site work has been completed. Building work is in progress. Erosion and sediment control being maintained.

C. Economic Development Projects (under review)

Townplace Suites - This is a proposed six story, 127 room hotel that will be located immediately beside Comfort Suites. Updated plans have been received and are awaiting review.

Southlake III -- This project consists of constructing two office buildings at the former "Haydt Maintenance Shop" on E. Roslyn Rd. Updated plans have been received and are awaiting review.

Right-of-way Permits:

- Issued seven (7) permits
- Closed out 6 permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Six (6) fence permits issued.
2. Six (6) sign permits issued:
 - ☆ Colonial Heights Medical Park – 436 Clairmont Court
 - ☆ Priscillia McCall’s -2650 Conduit Road
 - ☆ Sprint – 1180 Temple Avenue - temporary
 - ☆ Bank of McKenney – 3115 Boulevard - temporary
 - ☆ Jewelry Creation – 1910 Boulevard
 - ☆ Lin Lane – 1906 Boulevard
3. Boulevard Revitalization:
 - ☆ Six (6) contract documents executed and in place
4. Neighborhood Revitalization:
 - a. **2008-09 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
 - ☆ 7 re-roofing jobs completed
 - ☆ 1 roofing repair completed

b. 2008-09 CDBG Stimulus Grant Application submitted

c. 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 inspected	0	140
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	4	256
Passed	4	82
Failed	64	174
Second Inspection	45	65
Passed	44	64
Failed	1	1

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

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	20	106
Apartments	1	3
(no of units certified)	24	62

5. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	12	112
Violations	7	94
Violations resolved	5	70

b. Zoning

	Month	YTD
Total inspections	14	54
Violations	11	44
Violations resolved	9	35

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations reported	0	6
Actual violations	0	33
First letter sent	0	29
Violations abated	3	43
Summons issued	0	1
Door hangers posted	2	8
Active violations	0	0

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

e. Other

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

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	13	63
Violations	5	43
Violations resolved	5	33

g. Tall Grass

	Month	YTD
Total inspections	33	144
Violations	17	112
Violations resolved	13	49

h. Sign Ordinance

	Month	YTD
Total inspections	0	21
Violations	0	21
Violations resolved	2	19

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	10	93
2. New Construction Inspections	183	1,141
3. Permits for New Residences	0	3
4. Estimated Cost for Permits for New Residences	\$0	\$211,000
5. Permits for Commercial Construction	7	39
6. Estimated Cost for Commercial Permits	\$408,600	\$8,084,702
7. Plumbing Permits Issued	12	64
8. Electrical Permits Issued	19	95
9. Mechanical Permits Issued	4	46
10. Swimming Pool Permits Issued	4	6
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6
13. Court Cases	0	2

III. POLICE DEPARTMENT:

- ✓ Total calls for service in June 2009, show a decrease of 6%, going from 4,495 calls for service in 2008, to 4,244 in June, 2009.
- ✓ There were 92 Part I, or serious, crimes reported to the Colonial Heights Police Department in June. Sixty-six (66) of those, or 72%, have been cleared.
- ✓ Our **Records Division** processed 263 arrest reports, 40 Animal Control reports, 44 field interviews, 261 incident reports, 910 pawned properties and 947 traffic summonses, along with a variety of other reports, totaling **2,805 reports**.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The Police Department is pleased to report that we have officially joined Crater Criminal Justice Police Academy, having been voted in by area member agencies. We will be receiving all of our in-service, firearm qualifications and basic training at the police academy, which is located just off Route 460 in Prince George County.
- ✓ We are also pleased to report that we had our best attendance ever for the annual *Run for the Torch* for Special Olympics. Over ten officers from our department endured this race, along with several members of our Auxiliary. Runners from the Commonwealth Attorney's Office and the Sheriff's Department also joined us for this worthy cause.
- ✓ We are most proud to report that our department is set to be recognized by the Virginia Association of Chief's of Police (VACP) at their annual conference in August for receiving second place in their *Law Enforcement Challenge*, based on sworn strength. The *Law Enforcement Challenge* program promotes professionalism in traffic safety enforcement and encourages agencies to share their best practices and programs with each other. The awards are based on entries prepared by participating agencies that highlighted traffic safety activities in the past calendar year. Our Law Enforcement Services Bureau was instrumental in organizing our activities and reporting our results.
- ✓ Our **Law Enforcement Services Bureau** has been very busy with an assortment of duties:
 - The Senior Citizen Crime Prevention Academy graduated at the end of June and we received favorable comments by those who participated.
 - All departmental firearms qualifications were conducted at Crater Criminal Justice Academy and have been completed.
 - Seat belt usage surveys have been conducted and reported to DMV.
 - Our speed trailer was utilized extensively on Washington Avenue, Danville Avenue and Hamilton Avenue.
 - Our speed pads were utilized on Washington Avenue in an effort to address residential speeding issues as part of our traffic calming program.
- ✓ The Chief and Captain Early met with Chief Judge Daffron, Judge Vaughn and Judge Evans, at which time we received very commendable comments that our officers are providing them very good, solid cases and are well-prepared and professional in their testimony of the facts.
- ✓ **Patrol Division** officers arrested 33 shoplifters during the month of June. Patrol officers continue their traffic enforcement efforts, tallying 947 traffic summonses from 1,499 traffic stops; making 31 DUI arrests and 18 drug-related arrests; investigating 91 traffic crashes; issuing 70 parking citations; and initiating 44 field interviews. A total of 263 arrests were made during the month, with 47 felony warrants and 161 misdemeanor warrants obtained. Twenty-four (24) inoperative vehicles were reported. A total of 204 new cases were assigned to Patrol officers for investigation, and 155 cases have been cleared, or 79%.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The **Investigations Division**, had a respectable June, reporting a clearance rate of 55% of new cases assigned for the month. Our Street Crimes Unit continues their efforts by conducting eight controlled buys of illegal narcotics within the city. They also participated in the U. S. Marshals Services' *Operation Falcon*, where they arrested area fugitives. Our SCU also assisted Chesterfield County with their two-day prostitution sting in an effort to educate ourselves while providing assistance. Detectives' activities for the month included the following:
 - Since February, detectives have been investigating a \$27,000.00 credit card fraud case and indictments are forthcoming.
 - Detectives are investigating two separate death investigations and are awaiting toxicology reports on same.
 - Investigations are underway concerning two commercial burglaries. It appears these are similar to several that have occurred in the tri-cities and Greater Richmond areas.
 - One (1) drug nuisance letter and one (1) alcohol nuisance letter were issued to owners/residents this month. To date, eight (8) letters have been issued for drugs and two (2) for alcohol.
 - Two (2) additional residents are participating in *Project Lifesaver*, bringing the current total of active participants to 12.
 - One (1) massage therapist permit and one (1) massage clinic permit were issued this month.
 - Thirteen (13) concealed weapon permits were processed during the month of June.
- ✓ Our **Auxiliary** police force continues to demonstrate their enthusiasm by volunteering over 492 hours in a variety of ways during the month of June. Duties included assistance with graduation, ride-alongs, traffic direction and enforcement, along with extra duty at the mall and prisoner transports.
- ✓ The **Animal Control Division** impounded 39 dogs and 47 cats. During the month of June, there were 13 dogs and five (5) cats returned to their owners, with 18 dogs and 25 cats adopted out. Animal Control officers had one (1) dog bite and two (2) cat bites that were reported. At the end of the month, Animal Control investigated a total of 156 complaints, with two summonses being issued. A total of \$524.00 in fees was collected.
- ✓ **Sentinel** volunteers donated a total of 35 hours. Our Sentinels assisted with the high school graduation, patrol duties, as well as a seat belt survey conducted in the beginning of June. Our Sentinels are a big part of our team effort just as our Auxiliary police force, and we continue to be forever grateful for their dedication to their community.

III. POLICE DEPARTMENT (CONTINUED):

Crime	June 2008	June 2009	Percentage of Increase/Decrease
Aggravated Assaults	2	2	0%
All criminal arrests	345	263	-24%
Arson	1	1	0%
Burglaries	4	6	50%
Calls for services	4,495	4,244	-6%
DUI arrests	42	31	-26%
Larceny	52	63	21%
Motor Vehicle thefts	3	5	67%
Robberies	1	1	0%
Shoplifting arrests	31	33	6%
Simple Assaults	15	14	-7%
PART I (Serious) OFFENSES			
June 2009	Number Reported	Number Cleared	Percentage Cleared
	92	66	72%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 92

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activations	3	Good Intent Calls	10
Assist Invalid	3	Hazardous Conditions	3
Bomb Scare - No Bomb	1	No Incident on Arrival	2
Brush Fires	3	Passenger Vehicle Fires	3
Building Fires	1	Police Matter	3
Child Safety Seat Installations	10	Public Fire Education	4
Cover Assignment	1	Public Service Assistance Calls	14
Dispatched then Cancelled Calls	15	Smoke Detector	2
Electrical Equipment Problems	1	Smoke Scare/Odor Removal	2
False Alarms	1	Trash/Rubbish Fires	3
Gas/Other Flammable Liquid Spills	2	Unauthorized Burning	1
		Unintentional Alarm Malfunctions	1

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield - EMS 1st Responder	5		

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 88.7% of all calls received during the month~

IV. FIRE & EMS DEPARTMENT (CONTINUED):

EMS DIVISION:

TOTAL EMS PATIENTS: 273

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	10	Motor Vehicle Accidents	14
Allergic Reactions	2	OBGYN Calls	1
Altered Level of Consciousness	2	Other Injury/Medical Calls	121
Assaults	1	Overdose Calls	4
Bite/Sting	1	Public Service Calls	4
Chest Pains	31	Strokes	4
Difficulty Breathing	34	Trauma Calls	1
Falls	29	Unresponsive Patients	13

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Fort Lee	1	Chesterfield	2
Hopewell	1	Petersburg	2
Petersburg	1		
Prince George	3		

<u>Call Type</u>	<u>Average Time on Scene</u>	<u>Average Time of Patient Contact</u>
Priority 1	3.1 minutes	5.2 minutes
Priority 2	4.5 minutes	5.19 minutes
Priority 3	3.5 minutes	6.46 minutes

Training Division

Number of Classes Taught:	15
Attendees:	111
Man Hours	224.23

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	534
Payroll Checks	675
Other	<u>177</u>
Total	<u>1,386</u>
- Nine (9) alarm citations were processed during June
- Preliminary closeout of fiscal year 2009 was completed on June 30, 2009.
- Final Budget for Fiscal Year 2010 was completed, printed, bound and distributed.
- The processing of Business licenses was reviewed with the Commissioner of Revenue & Staff and discussed possible modification of current procedures.
- **Purchasing** - 270 total purchase orders were completed with 201 being processed by the purchasing and 69 departmental purchases being reviewed as compared to 290 being completed for the same period in 2008. In addition, 205 check requests were prepared by departments which are not processed by Purchasing.

V. FINANCE DEPARTMENT (CONTINUED):

- **Bids Issued/Opened during the month:**
 - Proposal # 09-61502-952, **Bulk Sodium Chloride** was issued on June 1, 2009, and opened on June 15, 2009. Contract was awarded to Cargill, Inc.
- **Other Purchasing Activity:**
 - Coordinated the addition of two Verizon lines into the Community Building for Fire Monitoring Services
 - Purchased new telephone system for Community Building, replacing 30 year old system.
 - Purchase Order issued for fire system testing/inspection at City Hall, Library, Courthouse, and Violet Bank Museum
 - Quote issued for miscellaneous grass cutting services (Private homes)
 - Purchase Order issued for preliminary Engineering and Right of Way services for the Modernization of the Boulevard
 - Meeting held with Nextel, concerning changing the City billing plans. Change in plan resulted in saving of \$200 per month.
 - Miscellaneous office furniture and fixtures ordered for the Community Center.
 - Coordinated with an electrician, the moving of the power circuit for the IT servers in City Hall, so that they are on the UPS system at the Public Safety Building.
 - Coordinated with Verizon and Dominion Power, the disconnection of services to the attendance office, at the Recycling Center.
 - Quote issued for the cutting and removing of various trees in the City
- **Risk –**
 - **General/Citizen Claims:**
 - A City lawn mower threw a rock, breaking car window.
 - **Property Claim:**
 - Lighting Strike – The Community Center had a lighting strike early in the morning on Saturday, June 27. Damage occurred to the new phone system, the alarm system and a computer system.
 - **Automobile**
 - Police Vehicle Damage – A driver, while backing out of his driveway, got his foot stuck under the brake pedal. The driver accidentally pushed the gas while trying to get his foot out, causing his vehicle to accelerate backwards and struck a parked police vehicle. Damage to the City vehicle was approximately \$8,000.
- **Utility Billing – During June:**
 - Bi-monthly Utility Bills Sent – 3,460
 - Delinquent Notices Sent – 652
 - Delinquent Notices Percentage – 17.8%
 - Services cut off for nonpayment on June 17th was 88
(additional 11 cutoffs after receiving extension in June)
- **Work Orders for June 2009**
 - Leaks – 18
 - New Accounts – 89
 - Terminations – 98
 - Extensions – 43
 - Clean - 3

Utility Billing generated State setoff collections: \$1,1778.70

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Fire	Deputy Chief of Fire & EMS (Promotional Opportunity)
Fire	Battalion Chief (Promotional Opportunity)
Fire	Fire Lieutenant (Promotional Opportunity)
Public Works	Recycling Center Attendant (Part-time)

- **Applications and Testing**

Total applications received for the following position recruitments:

EMS Firefighter	42
Landscape Technician (Part-time)	12
Neighborhood Revitalization Planner	30
Parks Groundskeeper (Part time)	11

Promotional Opportunities

Deputy Chief of Fire & EMS	3
Battalion Chief	4
Fire Lieutenant	9

- **Miscellaneous**

The annual Employee Picnic Luncheon was held on June 5, 2009 at White Bank Park as part of the employee recognition program.

- **Workers Compensation**

The following workers' compensation reports were filed during the month of June 2009:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
06-25-09	Fire	Right heel and left foot contusions during training exercise
06-26-09	Public Works	Right pinky finger pinched in tailgate

VII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's web site had 43,394 visits in the month of June with 79,316 page views, including 3,566 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Recreation & Parks, Real Estate Assessment Search, and Purchasing RFPs.

☆ Citizens submitted and city staff processed 176 service requests and questions through the "Citizens Action Center" online during the month of June. The FAQs were viewed 326 times during this same period. June's e-News was distributed via email to 5,318 customers.

VIII. LIBRARY:

☆ The library staff circulated 30,156 titles in June.

☆ The public computer center was used by 2,628 patrons.

☆ 75 children participated in the Summer Reading Program.

☆ 240 residents registered for new library cards, and an average of 691 residents used the library each day.

☆ The library's meeting rooms were used 96 times.

☆ 3,522 residents visited the Colonial Heights Virtual Library to retrieve 354 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation & Parks

<u>ACTIVITY</u>	<u>2008</u>	<u>2009</u>
# OF PEOPLE USING VAN	650	533
BABYSITTER'S TRAINING CLASS	0	10
BASEBALL CAMP	56	38
BASEBALL/SOFTBALL	521	531
BELLY DANCING	26	29
BICYCLE RODEO/HELMET GIVEAWAY	0	75
CARDIO KICKBOXING	42	16
CH BLITZ FAST PITCH SOFTBALL	16	19
COMMUNITY BUILDING ATTENDANCE	1060	50
COMMUNITY BUILDING RESERVATIONS	26	1
HERSHEY TRACK & FIELD (District Meet)	420	470
HOME DELIVERED MEALS	220	250
JR.OLMPIC REGIONAL COMPETITION	3	n/a
KARATE	16	12
MEALS SERVED AT CENTER	0	0
NEW YORK CITY TRIP	45	n/a
ORIOLES BRAVES TRIP	0	75
PARK ATTENDANCE	4188	4,010
PARK RESERVATIONS	48	50
PLAYGROUND PROGRAM	151	178
POWER	n/a	18
SENIOR CITIZEN ATTENDANCE	2977	2,587
SKATE PARK	112	66
SPECIAL NEEDS PROGRAM	8	0
STATE TRACK MEET REPRESENTATIVES	0	5
SUMMER SPLASH	180	50
SWIMMING CLASSES	0	17
TEEN DANCE	81	113
TEEN TUESDAY	5	21
TENNIS LESSONS	32	37
TOT PROGRAM	24	24
VAN MILEAGE	3768	3,671
VIOLET BANK MUSEUM	252	210
VOLUNTEER VAN DRIVER HOURS	30	22
YOUTH ARCHERY	0	2
YOUTH TEEN HIP HOP CLASSES	0	12
YOUTH TENNIS CAMP	7	6

SENIOR CITIZEN CENTER

<u>Activities</u>	<u>2008</u>	<u>2009</u>
AARP	65	n/a
Bingo in Center	56	58
Bob Ross Video	n/a	4
Bowling	160	325
Charlotte's Oil Painting	n/a	2
Club Meeting	312	180
Craft Class	5	n/a
Crochet & Knitting	44	46

IX. RECREATION & PARKS (CONTINUED):

Senior Center (Continued):

Dancing Grannies Cookout	n/a	35
Floor Exercises	125	72
Golf at Prince George	412	590
Kay's Oil painting	n/a	20
Larry Gatlin Theatre	32	n/a
Line Dance Class	58	29
Lunch Out	20	n/a
Mackinac Island Trip	50	n/a
Messages	0	0
Movies	9	9
Painters Group	16	42
Party Bridge	96	96
Randy Parton Theatre	26	n/a
River Cruise	n/a	36
Sandwich Social	32	n/a
Senior Art Show in Petersburg	102	n/a
Sing A-Long	21	36
Sing-a-long CH Health Care Center	12	36
Sit Down Exercises	251	240
Strength Training Class	206	125
Tai Chi	51	43
Tap Class Advance	122	120
Tap Class Beginners	29	n/a
Tap Class Intermediate	111	118
Tournament Bridge	84	n/a
Triad Meeting	67	10
Watercolor Class	26	28
Yoga	61	66
Zoomer Boomer	276	257

Meals	<u>2008</u>	<u>2009</u>	<u>Donations</u>
Home Del Meals	100	100	\$65.00
Site Meals	0	0	
Breakfast Meals	80	100	
Bags	40	50	
Total	220	250	
Transportation			<u>Donations</u>
Total Passengers	650	533	\$110.60
Total Miles	3768	3671	
Wheelchairs	21	19	
Volunteer Hours	30	22	

IX. RECREATION & PARKS (CONTINUED):

Violet Bank Museum

	<u>2008</u>	<u>2009</u>
Attendance	252	210
Outreach Program	300	120

Preparation for program at Violet Bank on July 25-26

- ☆ Outreach program at Dunlop House and Magnolia Grange "Plantation Day"
- ☆ Started fabrication of frames to mount exterior graphics

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, Ft Clifton Park, as needed.
- ☆ Washed out pavilions at White Bank Park, as needed.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Picked up trash and emptied trash cans around all ball fields and soccer fields as needed.
- ☆ Dragged and lined all baseball and softball fields as needed for practice, games, and tournaments.
- ☆ Repaired pitching mounds at Shepherd Stadium, Middle School baseball, A-field, and B-field.
- ☆ Cleaned Shepherd Stadium, Shepherd Stadium restrooms, and dugouts as needed.
- ☆ Cut grass at Shepherd Stadium, Civic field, Lakeview ball fields, A-field, B-field, Soccer Complex, Skate Park, Pistol Range, Animal Shelter and Fire Station #2 as needed.
- ☆ Cut grass, trimmed, and blew off sidewalks at Wakefield Ave, War Memorial, School Board, Old Church, Shuford Ave., Violet Bank, Floral Ave. Playground, Flora M. Hill Park, Battery/Hanover Island, Library, Bristol Ave., City Hall, Health Dept., and Public Safety Building.
- ☆ Cut grass and trimmed at White Bank, Ft Clifton, Lakeview Park, Edinborough Park.
- ☆ Performed preventative maintenance on lawnmowers.
- ☆ Moved bases and installed pitching rubber for fast pitch softball games at Lakeview #1 & 2, as needed.
- ☆ Painted soccer fields at Soccer Complex.
- ☆ Filled in hole at Tussing Elementary School from Ft Clifton Festival.
- ☆ Installed two new sections of fence at Wakefield Playground.
- ☆ Repaired broken toilet in women's bathroom at Lakeview softball field.
- ☆ Cut up tree limbs that had fallen at B field and took to landfill.
- ☆ Picked up cooker and took to White Bank for employee picnic.
- ☆ Picked up tables and pop-up tent from Ft Clifton and set-up at White Bank for employee picnic.
- ☆ Loaded coolers with ice and took to White Bank for employee picnic.
- ☆ Picked up a load of topsoil from Boulevard Flowers and put in new flower bed at Community Bldg.
- ☆ Removed benches and trash cans from soccer fields and stored behind Stadium wall.
- ☆ Removed all soccer goals from fields at Soccer Complex.
- ☆ Installed new A/C unit in Mechanical Room at Public Safety Building.
- ☆ Blew off parking lots at Community Center, A-field, B-field, and Civic field.
- ☆ Repaired broken picnic table in playground next to Community Building.
- ☆ Cut 4x4 into four foot lengths to make tee boxes for disc golf course.
- ☆ Bought new hose from Southern Hardware and replaced broken hose at Animal Shelter.
- ☆ Leveled table in training room at Public Safety Building.
- ☆ Installed new hand sanitizer dispenser in waiting room at Health Department.
- ☆ Installed new shelves in Clerk of Courts office at Courts Building.
- ☆ Picked up 50 chairs from Ft Clifton and took to City Hall for City Council meeting.
- ☆ Moved bases in Stadium and installed temporary fence for Night of Champions.
- ☆ Trimmed limbs on trees at river.
- ☆ Repaired shut off valve on Water-Reel at Soccer Complex.
- ☆ Aerated soccer fields at Soccer Complex.
- ☆ Picked up new tables and chairs from Sam's Club and took to Community Building.

X. OFFICE ON YOUTH & HUMAN SERVICES:

Youth Advisory Council Activities

- 18 YAC members attended monthly meeting
- 5 YAC members participated in quarterly James Avenue Clean-Up
- 2 YAC Officers attended Leadership Training Meeting
- Presented 3 YAC graduating seniors with scholarships
- 8 YAC members graduated from CHHS
- 1 YAC member assembled lemon-aid kits for Children’s Miracle Network
- 4 YAC members visited Busch Gardens

Kids’ After-School Program

- Last family dinner held with 23 people in attendance
- Participants were recognized for their achievements in the program

Driver Bags

- 19 Youth received VaABC, VASAP, MADD, State Police Information when they received their driver’s license

Community Service

- 9 youth completed 171 hours of Service Learning

Shoplifting Diversion

- 24 Youth and a parent attended the Shoplifting Diversion Program

Substance Abuse Education

- 1 Youth completed Substance Abuse Education

Shoe Fund

- 2 shoe vouchers distributed

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2009	95	\$18,989.82	11	\$1,433.19
2008	78	\$16202.57	8	\$2,814.90

A comparison of maintenance cost for the last 5 years:

<u>Year</u>	<u>Parts</u>	<u>Sublet</u>	<u>Supplies</u>	<u>Total</u>
04/05	\$123,383.64	\$20,489.84	\$11,469.25	\$155,342.73
05/06	\$154,120.86	\$32,242.04	\$11,077.10	\$197,440.00
06/07	\$162,960.62	\$33,685.33	\$12,264.15	\$208,833.49
07/08	\$165,204.28	\$13,464.31	\$14,230.20	\$192,898.79
08/09	\$149,593.15	\$16,884.01	\$14,027.35	\$180,504.51

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

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

- City Hall, Public Safety Building, Library, White Bank Park, Health Department, Boulevard, Courthouse, Temple Avenue at I-95, Legacy Garden, Lynchburg Avenue, Laurel Parkway, Royal Oak Avenue, Archer Avenue, Violet Bank Museum
- Trimmed Crepe Myrtles at Public Safety Building
- Continued watering all sites each day
- Sprayed for weeds at the following locations: Public Safety Building, Hamilton Avenue at Boulevard, Royal Oak Avenue, Archer Avenue, and Laurel Parkway
- Planted 12 maple trees on South end of Boulevard
- Replaced a Dogwood tree and trimmed hedges at City Hall
- Investigated tree damage at 311 Dupuy Avenue
- Started working on ravine project at 3260 Longhorn Drive
- Picked up annuals and begin planning sites

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Vegetation

Cut and trimmed grass at the following locations:

- 212 Biltmore Drive
- Charles Dimmock Parkway
- Chesterfield Avenue
- Triangle on Hemlock at Spruce Avenues
- Hillside Lane
- Islands on Dunlop Farms Boulevard
- Tussing Lane
- Conduit Road
- Drainage Ditch on Charles Avenue from Holly Avenue to Conduit Road
- Charles Dimmock Parkway
- Behind Vo-Tech School
- Crestwood Avenue
- Yacht Basin Drive
- Drainage Ditch on Meridian Avenue from Charlotte to Kent Avenues
- Pinehurst Avenue
- Temple Avenue
- Corner of Snead Avenue and Ridge Road
- Sherwood Drive
- Lakeview at Woodlawn Avenues
- Corner of N. Temple Avenue and Ridge Rd.
- Road leading to dam on Sherwood Hill's side
- Radio Tower at Animal Shelter
- Boulevard
- Recycling Center
- Dupuy Avenue
- Guardrails on Temple Ave. from I-95 to Ridge Rd.
- Ellerslie Avenue
- Archer Avenue
- Westover Avenue
- Roslyn Road
- Drainage ditch from Branders Bridge Rd. to Kent Ave.
- Old Town Drive
- White Bank Park Road
- Drainage Ditch behind Biltmore Drive
- Drainage Ditch off Covington Road
- Railroad bed at the dead end of MacArthur Avenue
- Ivey Avenue
- Ryan Avenue
- Corner of Hamilton and Prince Albert Avenues
- Springdale Avenue
- Islands on Conduit Road
- Corner of Hamilton and Prince Albert Avenues
- Cut Area 6 twice at the Recycling Center location for Fire Works scheduled July 4th

Sprayed for weeds and high grass at the following locations:

- Boulevard
- Concrete Drainage Ditch on Temple Avenue
- Radio Tower at Animal Shelter
- Ellerslie Avenue
- Conduit Road
- Drainage pipe at 219 Kennon Point Drive
- Guardrails on Temple Avenue

Trimmed limbs and/or bushes at the following locations:

- Chestnut at Ivey Avenues
- Wright Avenue at Battery Place
- Lafayette at Lynchburg Avenues

Removed storm damage from the following locations:

- 206 Crestwood Drive
- 103 Sherwood Drive
- 104 Lee Avenue
- 218 Verbov Avenue

Picked up litter at the following locations:

- Boulevard
- Dupuy Avenue
- Archer Avenue
- Temple Avenue
- Snead Avenue at Ridge Road
- Recycling Center
- Westover Avenue
- Old Town Drive
- Charles Dimmock Parkway
- Hemlock at Spruce Avenues
- Hillside Lane
- Conduit Road
- Hamilton at Prince Albert Avenues
- Tussing Lane
- Roslyn Road
- Responded to miscellaneous request concerning dead trees/limbs, dead animals, curb and gutters, sidewalks and drainage issues
- Removed tree that had fallen in street at Vance Avenue and Tussing Lane

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Other

- Assisted Register's Office moving voting machines
- Cleaned backhoes and flat bed dump trucks
- Removed concrete spill on Temple Avenue at Mall entrance
- Graded Bruce Avenue with Motor grader
- Removed three computer monitors and one wall cubicle from City Hall to surplus area
- Relocated five large file cabinets and moved 40 boxes of documents to storage Unit on Roslyn Road for Finance Department
- Removed three dump truck of construction debris from Public Works Complex
- Assisted Horticulture Division with 3260 Longhorn Drive ravine project
- Assisted Police Department removing a bicycle from Old Town Creek
- Welcomed Michael Reives on June 24th filling the Public Works Technician position.
- Interviews for the Landscape part-time position are schedule for July 2009.

City Contractor removed grinded stumps and/or trimmed trees at the following locations:

- 125 Stafford Drive
- 407 Lee Avenue
- 215 Hamilton Avenue
- 125 and 127 Suffolk Avenue
- 233 Huntington Road
- 217 Richmond Avenue
- 200 Hillside Lane
- 3260 Longhorn Drive

Stormwater and Drainage

Street Sweeper removed 31 cubic yards of debris from the following locations:

- Driftwood Avenue
- Elmwood Drive
- Wildwood Avenue
- Atlantic Avenue
- Old Town Creek Way
- Holly Avenue
- Oakwood Drive
- Greenwood Avenue
- Yacht Basin Drive
- Charles Avenue
- Frederick Avenue

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

- Piedmont Avenue
- 218 Dupuy Avenue
- 2600 Bent Oaks Drive
- 306 Nottingham Drive

No concrete curb and gutter or sidewalk restoration for June 2009

Removed debris from catch basins, gutters, drainage ditches, drainage pipes and grates at the following locations:

- 2600 Bent Oaks Drive
- 3102 Fredrick Avenue
- 1000 Forest View Drive
- Sherwood Drive at Boulevard
- 318 Jefferson Avenue
- 309-311 and 314-320 Brookedge Drive
- Meridian Avenue
- 501 Lake Avenue fuel observation wells
- 114 Chesterfield Avenue
- 212 Lyons Avenue
- 408 and 521 Springdale Avenue
- 219 Kennon Point Drive
- 319 Ridge Road
- Temple Avenue
- Charlotte Avenue

The new Storm Water vacuum truck is in operation cleaning storm drains throughout the City

Solid Waste

RECYCLING

- 293 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials
- Collected \$30.00 for CFC (Freon) removal
- Removed 40 cubic yards of metal for recycling
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster
- Completed area for the new location of the Recycling Center at the Utilities Division
- Assembled oil shed at new Recycling Center location

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

Streets

Placed gravel in alleys, driveways, sinkholes and shoulders at the following locations:

- 100 Winston Avenue
- 513 Pinehurst Avenue
- Between Hamilton and Cameron Avenues
- 176 Lakeview Avenue
- 306 Nottingham Drive

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

- A Avenue at Boulevard
- Dupuy at Chesterfield Avenues
- Oak at Lyons Avenues
- Old Brickhouse Lane at Dunston Point Parkway
- Conduit Road Northbound turning lane at Temple Avenue
- Temple Avenue at I-95
- 800 Block Forest View Drive
- 602 James Avenue
- 102 Nottingham Drive
- Lexington at Deerwood Drives
- 3724 Conduit Road
- Nottingham at Fairmont Drives
- 1220 West Roslyn Road
- Riveroaks Drive
- B Avenue at Boulevard
- Elwood at Greenwood Avenues
- 300 Waterfront Drive
- Comstock Drive at Dunston Point Parkway
- West Ellerslie Avenue at Springdale Drive
- Dale Avenue
- Sherwood Drive
- 205 and 206 Moore Avenue
- Dupuy at Gould Avenues
- Conduit at Wellington Roads
- 419 Dupuy Avenue
- 608 Pinehurst Avenue
- Carroll Avenue
- Brame at Franklin Avenues

Traffic Operations

- Signals
 - Did preventative maintenance on four (4) traffic cabinets
 - Replaced two (2) LED traffic lights
 - Replaced two (2) pedestrian crossing lights.
 - Replaced traffic cabinet @Sherwood and Boulevard
 - Replaced traffic cabinet @Temple and Conduit
- Signs and Markings
 - Made and put up six (6) new stop signs.
 - Made and put up 32 new high intensity street name signs
 - Made seven (7) miscellaneous signs
- Street Lighting
 - Installed eight (8) ornamental street light bulbs
 - Two (2) new ornamental streetlights and cabinet were installed at the Ariya Chiropractic Building on the Boulevard
- Traffic Control
 - Responded to six (6) after- hours call backs for traffic lights
- Miscellaneous
 - Striping was done on Bruce Avenue and part of the Boulevard for the Walgreen's job
 - Received nine (9) new Christmas snowflakes
 - Took cabinet to RGA to be rebuilt
 - Responded to four (4) GovQA requests

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 145 Carroll Ave.
- 3701 Conduit Rd.
- 3501 East Ave.
- 104 Suffolk Ave.
- 407 Wilson Ave.
- 115 Chesterfield Ave.
- 1311 Covington Rd.
- 300 Prince Albert Ave.
- 701 Waterfront Dr.

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

- 106 Eastman Ave.
- 403 Springdale Ave.
- 407 Wilson Ave.
- 99 Moore Ave.
- 123 W. Ellerslie Ave.

Camera sewer main/lateral at the following location:

- 626 Blvd.
- 1326 Covington Rd.
- 608 Pinehurst Ave.
- 407 Wilson Ave.
- 1311 Covington Rd.
- 628 Lakeview Ave.
- Washington Ave.

Flushed sewer main line at the following locations:

- 601 A&D Blvd.
- 1012 Forestview Dr.
- 104 Lafayette Ave.
- 204 Lafayette Ave.
- 306 Orange Ave.
- 505 Springdale Ave.
- Dale Ave. Apt. 19
- 112 George Ave.
- 110 Lafayette Ave.
- 234 Lee Ave.
- 503 Roslyn Ave.
- 2207 Wakefield Ave.

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

- 523 Cameron Ave.
- 100 Laurel Parkway
- 100 Highland Ave.
- 315 Maple 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:

- 200 Archer Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Installed new sewer service at the following location:

- 99 Moore Ave.

Responded to sewer cave in complaint and turned over to Public Works due to storm sewer problem on at the following location:

- 912 Jamestown Ave.

Performed preventative maintenance at the following locations:

- Appomattox Pump Station
- Dimmock Pump Station
- Main Pump Station
- Conjurers Neck Pump Station
- Hillcrest Pump Station
- Sherwood Hills Pump Station

Performed preventative maintenance for sewer bugs at the following locations:

- 5270 Cedar Ridge Ct.
- 305 Maple Ave.
- 306 Orange Ave.
- 308 Taswell Ave.
- 2904 Woodlawn Ave.
- 2811 Woodlawn Ave.
- 123 Clover Hill Ave.
- 1534 Mount Pleasant Dr.
- 300 Taswell Ave.
- 3006 Wildwood Ave.
- 2801 Woodlawn Ave.

C & B Pump Station chart recorder was struck by lightning on June 26th.

Miss Utility locating required 188man-hours for the month of June 2009.

Water

Replaced water meters at the following locations:

- 17700 Branders Bridge Rd.
- 2209 Franklin Ave.
- 200 Heron Run Dr.
- 201 Ridge Rd.
- 815 Floral Ave.
- 3107 Greenwood Ave.
- 106 Laurens Ln.
- 605 Waterfront Dr.

Set meter for new construction at the following locations:

- 831 South Ave.
- 930 South Ave.
- 851 South Ave.

Relocated 6" water main and installed new water service at the following location:

- 99 Moore Ave.

Responded to meter leak complaint at the following locations:

- 140 Breezy Hill Dr.
- 106 Laurens Ln.
- 1002 Germar Ct.
- 324 Mallard Dr.

Repaired or raised meter box at the following locations:

- 17700 Branders Bridge Rd.
- 112 Dunoon Ct.
- 102 Laurens Ln.
- 206 Plumtree Ave.
- 2314 Wakefield Ave.
- 3001 Wildwood Ave.
- 622 Charles Ave.
- 315 Hamilton Ave.
- 501 Meridian Ave.
- 2209 Wakefield Ave.
- 2415 Wakefield Ave.

Installed or replaced meter setter at the following locations:

- 102 Laurens Ln.
- 123 W. Ellerslie Ave.
- 201 Ridge Rd.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Performed fire hydrant flow test at the following location:

- 255 Jennick Dr.

Performed water shut off at the following locations:

- Bradsher Ave.
- 631 B Hamilton Ave.
- 99 Moore Ave.
- 831 Ellerslie Ave.
- 630 Lafayette Ave.

Exercised water valve at the following location:

- 106 Eastman Ave.

Backflow/Cross Connection Survey at the following locations:

- 1101 Blvd.
- 1909 Blvd.
- 3107-13 Blvd.
- 3107-16 Blvd.
- 3224 Blvd.
- 3236 Blvd.
- 3635 B Blvd.
- 241 Charles Dimmock Pkwy.
- 320 Charles Dimmock Pkwy.
- 456 Charles Dimmock Pkwy.
- 458 Charles Dimmock Pkwy.
- 236 Comstock Dr.
- 2711 Conduit Rd.
- 250 E. Ellerslie Ave.
- 831 E. Ellerslie Ave.
- 620 Lafayette Ave.
- 319 Norwood Dr.
- South Ave.
- 400 Southpark Blvd.
- 551 Southpark Blvd.
- 601 Southpark Blvd.
- 648 Southpark Blvd.
- 680 Southpark Blvd.
- 796 Southpark Blvd.
- 820 Southpark Blvd.
- 130 Temple Ave.
- 107 Temple Lake Dr.
- 131 Temple Lake Dr.
- 518 Waterfront Dr.
- 3120 Woodlawn Ave.
- 1217 Blvd.
- 2403 Blvd.
- 3107-15 Blvd.
- 3201 Blvd.
- 3233 A & B Blvd.
- 3635 A Blvd.
- 3660 Blvd.
- 280 Charles Dimmock Pkwy.
- 445 Charles Dimmock Pkwy.
- 457 Charles Dimmock Pkwy.
- 114 Charlotte Ave.
- 2501 Conduit Rd.
- 1225 Duke of Gloucester St.
- 768 E. Ellerslie Ave.
- 403 E. Roslyn Rd.
- 211 & 213 Lynchburg Ave.
- 40 Pickwick Shopping Center
- 42 Southgate Square
- 500 Southpark Blvd.
- 600 Southpark Blvd.
- 647 Southpark Blvd.
- 671 Southpark Blvd.
- 790 Southpark Blvd.
- 798 Southpark Blvd.
- 324 Southpark Circle
- 891 Temple Ave.
- 119 Temple Lake Dr.
- 300 Temple Lake Dr.
- 603 Waterfront Dr.

Responded to dirty water complaints at the following locations:

- Atlantic Ave.
- 520 Colonial Ave.
- 1112 Duke of Gloucester St.
- 518 Eastwind Ct.
- 3102 Frederick Ave.
- 207 Hamilton Ave.
- 125 Old Brickhouse Ln.
- 204 Orchard Ave.
- 308 Prince Albert Ave.
- 2542 Bent Oaks Dr.
- 621 Colonial Ave.
- 202 Eastman Ave.
- 2209 Franklin Ave.
- 3216 Glenview Ave.
- 803 Lakewood Dr.
- 202 Orchard Ave.
- 218 Pinecliffe Dr.
- 3014 Woodlawn Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Performed yard maintenance at the following locations:

- Appomattox Pump Station
- Archer Ave. Right of Way
- Chesterfield Metering Pit/Right of Way
- Conjurers Neck PS
- Dunlop Farms Pump Station
- Hrouda Pump Station/Right of Way
- MPS/Right of Way
- Right of way @ end of Spring Drive
- Sherwood Hills Pump Station
- Southpark Water Tower
- Archer Ave. Park/Right of Way
- C&B PS/Right of Way
- Conduit Rd.
- Dimmock PS
- Hillcrest Pump Station
- I-95 Right of Way (behind Kmart)
- Right of way behind Convalescent Center
- Right of way behind Sonic Drive In
- Sherwood Hills Water Tower/Right of Way
- Wakefield Sewer Right of Way

Turned water off/on at the following locations:

- 803 Old Town Dr.
- 133 W. Westover Ave.

Pulled meter for utility billing at the following location:

- 815 Floral Ave.
- 120 W. Westover Ave.

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

- 2609 Blvd.
- 3731 B Blvd.
- 3107 Greenwood Ave.
- 103 Homestead Dr.
- 109 Sherwood Dr.
- 3517 Blvd.
- 222 Eastman Ave.
- 424 Hamilton Ave.
- 1300 Oakwood Dr.

Replaced water service at the following location:

- 123 W. Ellerslie Ave.

Responded to water leak complaint at the following location:

- 505 Pinehurst Ave.

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

- 831 Ellerslie Ave.

Responded to miscellaneous water calls at the following locations:

- 319 Bradsher Ave.
- 1307 Covington Rd.
- 3614 Hemlock Ave.
- 456 Charles Dimmock Pkwy.
- 202 Eastman Ave.
- 106 Lakeside Dr.

ARWA experienced complications during the June 26th storm and was unable to get readings from the Shepherd Stadium Water Tower. Utilities' employees checked water tower and retrieved readings and reported to ARWA until issue was resolved.

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

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk