

CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 2009



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Construction plans must be redesigned in house to minimize the impact to existing foliage in the park.

Bruce Avenue Drainage – Phase II – Construction contract awarded to Southern Construction. Work on Bradsher Avenue is substantially complete. Stage two construction work in Dupuy Avenue has begun. Construction contract time has been extended to December 14th as a result of inclement weather. Approved Contractor's request to work the day after Thanksgiving and Saturday, November 28 to assist in mitigating delay. In addition, Contractor requested approval to work on Saturdays in December, which is being considered by Public Works, again to mitigate delay.

Lexington Drive Storm Drain Outfall – In-house design of this unfunded project is in process as staff time devoted to funded projects and other higher priorities allows.

Yacht Basin Drive Storm Drain Outfall – In-house design of this unfunded project as staff time devoted to funded projects and other higher priorities allows.

Boulevard Widening Project (North, Fifth Lane) – Pavement replacement began November 30th.

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

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – Wal-Mart's Realty Agent has indicated acceptance of the City's proposal for right of way donation and construction. Final documents transmitted to Wal-Mart for execution.

Signal Coordination UPC 77600 – CMAQ Program - 100% plan submittal has been received and approved. Awaiting VDOT approval to advertise.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Established contact with individual property owners regarding impacts to specific properties. Initiated negotiations with property owners over a landscape installation and maintenance agreement.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

A. Capital Improvement Projects (continued)

Boulevard/Dupuy Modernization Project – Survey work, preliminary design, and historic property assessments in process.

Safe Routes to Schools – Preliminary survey work has been completed and is now under review. Preliminary design in process.

Annual Asphalt Pavement Maintenance Contract – Held a pre-construction meeting with Contractor on November 20. Work is scheduled to begin on November 30.

B. Economic Development Projects (under construction)

Sam's Club Expansion – Final inspection is scheduled. Final acceptance will be pending completion of punch list items.

Gill's Point Section 9 – Installation of sanitary sewer and curb and gutter along the new streets is in-progress. Waterline installation has been completed. Erosion and Sediment control measures are being maintained.

Value Place Hotel – Final acceptance is pending receipt of letter from Joyce Engineering regarding the repairs of the on-site monitoring well.

American Family Fitness Parking Lot Expansion – Site work to install fill material and extend the slope on the existing BMP pond is in-progress. Erosion and Sediment Control measures are being maintained.

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.

Resubdivision of Lot 21, Blk. A Mt. Pleasant Acres - Has received Planning Commission Approval (pending engineering requirements). Now awaiting receipt of Resubdivision plat and construction plans.

Temple Ave. Associates Subdivision - Parcel located north of the intersection of Temple Avenue and Charles H. Dimmock Parkway. Parcel is to be divided into three lots. Engineer is revising subdivision plat. Awaiting receipt of plat for review and approval. It appears that Roslyn Farms has lost all of their tenant's commitments (Patient First, Chick-Fil-A and Steak-N-Shake).

Old Town Creek Center (formerly A.B. Cook Farm Phase I aka Joe Tyler) – This project consists of constructing two general retail single story buildings. Preliminary plan of development has received Planning Commission Approval (pending engineering requirements). Now awaiting receipt of construction plans and easement plats for initial review.

Right-of-way Permits:

- Issued eight (8) permits
- Closed out 1 permit

II. PLANNING & COMMUNITY DEVELOPMENT:

1. One (1) fence permit issued.
2. Four (4) sign permits issued:
 - ☆ Unlimited Wireless – 3413 Boulevard
 - ☆ Adolph’s – 648 Southpark Boulevard
 - ☆ Outback Steakhouse – 165 Southpark Circle
 - ☆ Wells Fargo – 320 A Charles Dimmock Parkway
3. Boulevard Revitalization:
 - ☆ 1 final payment requisition processed
4. Neighborhood Revitalization:
 - a. **08-09 CDBG Home Repair Grant - \$86,560**
 - \$49,026.00 Reimbursed from HUD
 - \$18,985.93 Expenses pending reimbursement
 - \$4,000.00 Bid out and under contract
 - \$14,548.07 08-09 program year balance

November activities:

Completed

- ☆ \$1,100 ceiling and water damage repair, doorway replacement

Underway

- ☆ \$2,400 Porch replacement

Out to bid

- ☆ Electrical upgrade (estimated \$1,600)

b. 2008-09 CDBG Stimulus Grant - \$23,510

c. 2009-2010 CDBG Home Repair Grant - \$87,560

- ☆ \$92,000 has been committed to emergency repair projects as of November 24, 2009.
- ☆ 30 emergency repair applications received for available funding:
 - ✓ 17 projects awarded funding
 - ✓ 9 projects ineligible for assistance
 - ✓ 4 projects under investigation

d. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		522
# of Dwellings registered	2	164
# of Multi-family Dwellings	0	35
# of Apts registered	0	325
TOTAL UNITS INSPECTED		229.5
Dwellings to be inspected	2	164
Multi-family dwellings	0	35
Apts to be inspected (10%)	0	32.5
Total # of Properties Sold	0	1

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

d. Rental Inspection Program (continued):

Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	0	270
Passed	0	94
Failed	0	175
Second Inspection	5	141
Passed	5	139
Failed	0	2
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		\$950.00
Reinspection	\$0.00	\$100.00
Late Registration	\$600.00	\$850.00
4 year Certificates Issued		
Dwellings	7	128
Apartments	0	6
(no of units certified)	0	156

5. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	6	185
Violations	5	150
Violations resolved	2	140

b. Zoning

	Month	YTD
Total inspections	5	86
Violations	5	75
Violations resolved	2	70

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

c. Building Code

	Month	YTD
Total inspections	1	2
Violations	1	2
Violations resolved	1	2

d. House Number Violations

	Month	YTD
Violations reported	0	10
Actual violations	0	33
First letter sent	0	29
Violations abated	4	44
Summons issued	0	1
Door hangers posted	0	14
Active violations	0	4

e. Other

	Month	YTD
Total inspections	2	62
Violations	1	30
Violations resolved	0	27

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	20	103
Violations	20	92
Violations resolved	6	73

g. Tall Grass

	Month	YTD
Total inspections	1	247
Violations	1	192
Violations resolved	0	187

h. Sign Ordinance

	Month	YTD
Total inspections	0	73
Violations	0	73
Violations resolved	1	68

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	0	105
2. New Construction Inspections	165	2226
3. Permits for New Residences	0	4
4. Estimated Cost for Permits for New Residences	\$0	\$261,000
5. Permits for Commercial Construction	3	58
6. Estimated Cost for Commercial Permits	\$13,000	\$8,653,787
7. Plumbing Permits Issued	9	115
8. Electrical Permits Issued	6	163
9. Mechanical Permits Issued	8	70
10. Swimming Pool Permits Issued	0	7
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6
13. Court Cases	1	4

III. POLICE DEPARTMENT:

- ✓ We responded to 2,936 calls for service during November, and we responded to 4,320 calls for service this month last year (a 32% decrease). There was a 100% decrease in the number of robberies—none were reported in November, 2009—and there were two (2) reported in November, 2008.
- ✓ During the month of November, our officers tallied a total of 249 criminal arrests, 26 DUI arrests, 28 drug arrests, 792 issued traffic summonses, 1,100 traffic stops, 101 investigated crashes. In addition, we issued 55 parking citations, 29 false alarm citations and 32 field interview reports. We investigated 72 Part I (or serious) offenses and we cleared 46 (or 64%) of those offenses.
- ✓ Our **Records Division** processed 202 incident reports, six (6) Animal Control reports, 651 pawned properties, and seven (7) concealed weapon permits.
- ✓ We are excited to report on a variety of activities and events that our organization was involved with throughout the month of November. Seven police officers (Derek Pattison, Stephanie Early, Mike Duncan, Jason Chimera, Scott Whirley, Greg Thinnes and Bill Moore) successfully passed their first step within our Career Development Program. We are very pleased with their commitment and dedication throughout the process. We are also pleased to report on two Auxiliary promotions: Dean Miller and Dennis Branzelle were promoted to Lieutenant and Sergeant, respectively. Their leadership skills and obligation to volunteering in our community shined through the process.
- ✓ The **Law Enforcement Services Bureau** activities are as follows:
 - We hosted a business seminar dealing with “Crime Trends and Prevention” at our Holiday Inn. It was attended by 14 business owners and managers.
 - Captain Newsome, along with Lt. Ken Stables, visited William and Mary Police Department, New Kent Sheriff’s Office and the Virginia Capitol Police in order to continue our accreditation process.
 - An audit of the *LinX Program* was completed and submitted to the Department of the Navy.
 - The Colonial Heights High School *Job Shadowing Program* continues as two students continue their interests in law enforcement.
 - Officer Sophie Benkendorf presented D.A.R.E. curriculum to all fifth-grade classes at North, Lakeview and Tussing Elementary Schools throughout the month.
 - The department participated in a mini *Click –It or Ticket* wave during the past month.
- ✓ Some of the highlights from our **Detective Division** and our **Street Crimes Unit** are as follows:
 - Detective Stephanie Early is investigating two (2) burglaries and two (2) credit card frauds this month. Detective Early cleared a Petersburg burglary after locating property at one of our local pawn shops.
 - Sr. Detective Chris Wulff is investigating a counterfeiting case where a suspect has been developed. However, he may be out of the area in the State of Nevada. Det. Wulff also cleared a grand larceny of an automobile where the suspect and the vehicle were located in New Jersey.

III. POLICE DEPARTMENT (CONTINUED):

- Detective Bill Moore is investigating a possible child pornography case where a 14-year-old female sent nude photos of herself to unknown parties. Det. Moore also cleared by arrest an embezzlement of several thousand dollars from a local home health care business.
 - Street Crimes personnel conducted an underage alcohol buy operation during the month. Thirteen (13) businesses were checked, and a total of two (2) businesses sold alcohol to an underage persons—arrests were affected.
 - Street Crimes personnel obtained and executed one drug-related search warrant. The warrant yielded two grams of cocaine and a quarter-ounce of marijuana. Overall for the entire month, 36 individuals were arrested with 48 criminal charges. The unit seized almost \$1,500.00 in cash and \$8,000.00 in property.
- ✓ The **Operations Division**. Some of these activities are as follows:
- Concentrated patrols as well as undercover operations have been directed toward the Dunlop Village Shopping Center in an effort to address the needs of the business owners who have expressed their concerns for the juvenile and adult criminal element loitering on their property.
 - Patrol officers maintained a high visibility rate at the election polling locations throughout the city. We are continuing that effort in the construction areas on Dupuy Avenue.
 - Lt. William Anspach is conducting a refresher course on *active shooter* response to all of our patrol officers.
 - Officer Mike Duncan, via his crime scene tech efforts, received a cold DNA hit from a larceny crime scene. Warrants have been secured for the suspect. We applaud Officer Duncan's patience and attention to detail in obtaining this cold hit.
 - Patrol supervisors have met with the administrative staff of Fort Lee Police Department where Chief Joseph Metzger expressed his appreciation for our teamwork approach and professionalism.
- ✓ Our **Auxiliary Police** officers contributed 357 hours of service throughout the month. Some of the activities our volunteer officers tended to are as follows: the *Teddy Bear Run*, flu shot clinics, football games, ride-alongs and field training activities.
- ✓ Our **Sentinel** volunteers donated a total of 22 hours of service to our community. They assisted with CHHS football games and various patrol matters.
- ✓ Our **Animal Control** personnel impounded 32 dogs and 20 cats. During the month of November, there were 12 dogs returned to owners, with 13 dogs and 21 cats adopted out. Animal Control officers investigated 96 animal complaints, with only one cat bite reported. Personnel collected fees totaling \$410.00.

III. POLICE DEPARTMENT (CONTINUED):

Crime	November 2008	November 2009	Percentage of Increase/Decrease
Aggravated Assaults	3	4	33%
All criminal arrests	302	249	-18%
Arson	0	0	0%
Burglaries	4	3	-25%
Calls for services	4,320	2,936	-32%
DUI arrests	41	17	-59%
Larceny	68	47	-31%
Motor Vehicle thefts	3	4	33%
Robberies	2	0	-100%
Shoplifting arrests	44	32	-27%
Simple Assaults	11	14	27%
PART I (Serious) OFFENSES			
November 2009	Number Reported	Number Cleared	Percentage Cleared
	72	46	64%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 95

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activations	13	Haz-Mat Release	1
Animal Problem	1	No Incident on Arrival	1
Assist Invalid	1	Oil/Other Combustible Liquid Spill	1
Assist Police	1	Overheated Motor	2
Breakdown of Light Ballast	1	Passenger Vehicle Fire	1
Child Safety Seat Installations	3	Power Line Down	3
Cover Assignment	1	Public Fire Education	8
Dispatched then Cancelled Calls	11	Public Service Assistance Calls	22
Electrical Equipment Problems	3	Smoke Scare/Odor of Smoke	3
Flood Assessment	1	Smoke/Odor Removal	2
Fuel Burner/Broiler Malfunction	1	Unintentional Alarm Transmission	3
Gas/Other Flammable Liquid Spills	2	Water Evacuation	1
Good Intent Calls	8		
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
		Chesterfield	2
		Petersburg	1

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 87.9% 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	7	Motor Vehicle Accidents	29
Altered Level of Consciousness	3	OBGYN Calls	2
Assaults	2	Other Injury/Medical Calls	113
Chest Pains	26	Overdose Calls	2
Difficulty Breathing	38	Public Service Calls	7
Falls	23	Strokes	8
Fire Standby	1	Unresponsive Patients	12
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	1	Chesterfield	4
Fort Lee	2	Fort Lee	2
Hopewell	2		
Petersburg	3		

<u>Call Type</u>	<u>Average Time of Patient Contact</u>
Priority 1	4.88 minutes
Priority 2	5.17 minutes
Priority 3	9.87 minutes

Training Division

Number of Classes Taught:	32
Attendees:	107
Man Hours	525.00

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	310
Payroll Checks	654
Other	<u>110</u>
Total	<u>1,074</u>
- Five (5) alarm citations were processed during November.
- New Server for financial soft-wear has been installed and training has been completed. After a parallel test period in December, we will go live. This software includes an update of financial software with the exception of the tax and utility billing programs.
- Audit procedures and work papers for the annual external audit and Comprehensive Annual Financial Report were completed. Independent Auditors met with City Council Audit Committee and Management on preliminary findings. Finance assisted the auditors with reconciliation of Personal Property Taxes receivable. Modifications were also requested from software developer to assist in future reconciliations.
- In association with the financial advisor, an underwriter was selected to assist in the refunding of currently outstanding 1996 - 2000 General Obligation Bond issues to obtain savings brought on by current conditions.

V. FINANCE DEPARTMENT (CONTINUED):

- **Purchasing** - 234 total purchase orders were completed with 159 being processed by the purchasing and 75 departmental purchases being reviewed as compared to 189 being completed for the same period in 2008. In addition 118 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
 - None
- **Other Purchasing Activity:**
 - Contract finalized with Pro Active for IT Services
 - Contract finalized for periodicals for the Library
 - PO issued to cut and trim various trees/branches in the City
 - PO issued, using USA Commodities contract, for new playground equipment for Wakefield Park
 - Contract Documents issued and completed for Asphalt Paving. Notice to Proceed has been given.
 - Contract issued for Asphalt Line Markings
 - Renewed contract for Professional Maintenance, to continue to do building cleaning. Prices were held for another year.
 - Continued to work with the State, on the sealed bid for Signal Coordination on the Boulevard. Minor corrections were made to the bid, and the work is scheduled to be bid out in early December.
- **Risk –**
 - **Citizen Claims:**
 - City tree fell during a storm hitting a resident's mail box. Cost to repair will be \$109.15.
 - A Police Officer used his vehicle to push another vehicle, which had run out of gas, out of traffic. During this process, the citizen's vehicle bumper was scratched. Repair cost was \$436.
 - **Property Claim:**
 - Truck hit light pole at the Court House, while turning around.
 - Hit and run driver struck one of the ornamental light poles on the Boulevard.
 - **Property Claim:**
 - Truck hit light pole at the Courthouse, while turning around.
 - **Utility Billing – During November:**
 - Bi-monthly Utility Bills Sent – 3,651
 - Delinquent Notices Sent – 650 Estimated
 - Delinquent Notices Percentage – 18.8%
 - Services cut off for nonpayment on November 18th was 78.
 - Work orders for November 2009:
 - Leaks – 28
 - New Accounts – 56
 - Terminations – 76
 - Extensions – 48
 - Clean – None
 - Emergency Cut Off – 2
 - Utility Billing generated State setoff collections: November \$128.10

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Parks & Recreation	Director of Parks & Recreation (Promotional)
Police	Police Officer (Certified)

- **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
11-06-09	Police	Patrol car door closed on right thumb.
11-19-09	Building Inspections	Twisted right ankle while stepping off sidewalk.
11-20-09	Recreation & Parks	Left shoulder & elbow injured in vehicle accident (car hit van.)

VII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's web site had 45,920 visits in the month of November with 73,634 page views, including 2,953 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 Police.

☆ Citizens submitted and city staff processed 240 service requests and questions through the "Citizens Action Center" online during the month of November. The FAQs were viewed 522 times during this same period. November's City e-News was distributed via email to 4,589 customers.

☆ The City renewed the annual contract with Proactive Information Management on November 1, 2009 to provide comprehensive IT services to all departments and Constitutional Offices.

VIII. LIBRARY:

☆ The library staff circulated 16,779 titles in November.

☆ The public computer center was used 1,895 times.

☆ 30 children participated in story time.

☆ 155 residents registered for new library cards, and an average of 526 residents used the library each day.

☆ The library's meeting rooms were used 85 times.

☆ 3,644 residents visited the Colonial Heights Virtual Library to retrieve 494 articles from their homes and offices.

IX. RECREATION & PARKS:

<u>Recreation</u>		
<u>ACTIVITIES</u>	<u>2009</u>	<u>2008</u>
BASEBALL FUNDAMENTALS CLINIC	23	N/A
BELLY DANCE CLASS	23	10
BLITZ SOFTBALL	15	14
CARDIO KICK BOXING	18	14
CHHS STUDENTS PETE'S PLACE	193	N/A
CHMS STUDENTS PETE'S PLACE	266	N/A
CHRISTMAS CARD CONTEST	N/A	210
COMMUNITY BUILDING RENTALS	26	22

IX. RECREATION & PARKS (CONTINUED):

Recreation		
<u>ACTIVITIES</u>	<u>2009</u>	<u>2008</u>
COMMUNITY BUILDING ATTENDANCE	1355	895
CPR CLASS	N/A	7
GOLF CLINIC	5	N/A
KARATE	18	11
MIDDLE SCHOOL DANCE	140	114
OPTIMA GIRLS BASKETBALL	11	N/A
PEAK EXPERIENCE YOUTH TRIP	N/A	13
PETE PLACE SELF DEFENSE CLASS	25	N/A
PETE'S PLACE MOVIE NIGHT	15	N/A
PETE'S PLACE TWILIGHT MOON RELEASE PARTY	20	N/A
POWER	5	3
SKATEBOARD PARK	273	377
TEEN PAINTING CLASS	3	N/A
YOUTH BASKETBALL	315	328
YOUTH WRESTLING	31	33

Senior Citizen Center Activities		
<u>Activities</u>	<u>2009</u>	<u>2008</u>
AARP	39	30
Atlantic City Trip	50	100
Bingo in Center	106	160
Bowling	128	16
Camern's Painting Class	8	N/A
Chair\Massage	8	N/A
Charlotte Talley's Class	N/A	6
Club Meeting	88	96
Craft Class	6	12
Crochet & Knitting	32	28
Floor Exercises	77	32
Golfer Banquet	104	N/A
Line Dance Class	26	n/a
Lunch Out From the Heart	N/A	6
Meditation	N/A	118
Movies	6	23
Painters Group	51	5
Party Bridge	104	38
Sandwich Social	25	N/A
Senior Advisory Board	10	9
Senior Citizen Dance	90	11
Shopping Williamsburg Outlets	N/A	32
Sing A-Long	36	42
Sing-a-long CH Health Care Center	10	11
Sit Down Exercises	244	79
Splash of Color Workshop	16	10
Strength Training Class	117	148

IX. RECREATION & PARKS (CONTINUED):

Senior Citizen Center Activities

<u>Activities</u>	<u>2009</u>	<u>2008</u>
Swap Shop	90	N/A
Tai Chi	58	24
Tap Class Advance	103	31
Tap Class Beginners	N/A	61
Tap Class Intermediate	105	68
Tournament Bridge	N/a	152
TRIAD	20	20
Watercolor	26	n/a
Well-Being Message	N/A	12
Yoga	131	171
Zoomer Boomer	213	32

<u>Meals</u>	<u>Donations</u>	<u>2009</u>	<u>2008</u>
Home Del Meals	\$65.00	60	60
Site Meals		0	0
Breakfast Meals		60	60
Bags		30	30
Total		150	150

<u>Transportation</u>	<u>Donations</u>	<u>2009</u>	<u>2008</u>
Total Passengers	\$157.00	501	
Total Miles		2517	
Wheelchairs		38	
Volunteer Hours		0	

Violet Bank Museum

	<u>2008</u>	<u>2009</u>
Attendance	114	121

- ☆ Working on Christmas decorating preparation.
- ☆ New temporary exhibit on miniatures.
- ☆ Planning for one weekend of Candle Light Tours at Christmas.
- ☆ Historical Society had regular meeting and program in November.
- ☆ Outreach Program 100 people.

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, Ft. Clifton Park as needed.
- ☆ Wash out pavilions at White Bank Park as needed.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Pick up trash and empty trash cans around all ball fields and soccer fields as needed.
- ☆ Cleaned Shepherd Stadium, Shepherd Stadium restrooms, and dugouts as needed.
- ☆ Cut grass at 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, the 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.

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds (continued)

- ☆ Cut grass at Soccer Complex, Skate Park, Pistol Range, Animal Shelter, and Fire Station #2.
- ☆ Cut grass and trimmed at White Bank, Ft Clifton, Lakeview Park, Edinborough Park.
- ☆ Cut grass at Roslyn Landing Park. Cut weeds along walking trail at Roslyn Landing Park.
- ☆ Nail drag, level drag, and mat drag all baseball/softball fields as needed.
- ☆ Repaired pitchers mound in Shepherd Stadium.
- ☆ Replaced basketball nets at Lakeview.
- ☆ Removed temporary fence from Civic Field.
- ☆ Repaired gated at Floral M Hill playground.
- ☆ Repaired backstop pads at Lakeview #1 field.
- ☆ Performed preventative maintenance on lawnmowers.
- ☆ Lower flags to half staff and raised back as needed.
- ☆ Replaced worn flags as needed.
- ☆ Cleaned trash from Football Stadium.
- ☆ Painted High School football practice field, recreation football practice field, field hockey field and band practice field as needed.
- ☆ Painted Football Stadium as needed for JV and Varsity football games.
- ☆ Painted soccer fields at Soccer Complex as needed.
- ☆ Painted walls in Community Building.
- ☆ Blew leaves from parking lots at Courts Building and Community Center as needed.
- ☆ Blew leaves from walking path at Roslyn Landing Park.
- ☆ Repaired lock on drink machine at Soccer Complex concession stand.
- ☆ Replaced broken clips on flagpole at City Hall.
- ☆ Replaced broken sign post on field 5 at Soccer Complex.
- ☆ Repaired broken sink at Animal Shelter.
- ☆ Installed chain across road at Wakefield Park.
- ☆ Secured and barricaded doors at old church.
- ☆ Hung new bulletin boards at Animal Shelter.
- ☆ Removed storm debris from Lakeview Park pier, White Bank pier and playground area.
- ☆ Installed 'No trespassing' signs on Shepherd Stadium wall.
- ☆ Installed 'Park closed at dark' signs at playground next to Community Center.
- ☆ Put five loads of mulch around Cucumber tree at Violet Bank Museum.
- ☆ Blew and removed leaves from playground next to Community Center and around Community Center, Violet Bank Museum Courts Building and War Memorial.
- ☆ Cut off water at White Bank, Ft Clifton, Lakeview Park, HS fields, Lakeview Fields, A field, B field, Civic field, Shepherd Stadium, and Middle School fields.
- ☆ Winterized bathrooms at White Bank, Ft Clifton, Lakeview Park, HS Fields and Lakeview Fields.
- ☆ Removed damaged ceiling tiles and placed buckets under leaks in ceiling of Public Safety Building.
- ☆ Installed ceiling tile at Public Safety Building.
- ☆ Installed fibar mulch in Lakeview Park playground.
- ☆ Aerated at Community Building and spread grass seed.
- ☆ All employees took two on-line VML courses.

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ YAC Activities

- 17 members attended monthly meeting
- 12 members cleaned up James Avenue
- 4 members visited Swadders
- 3 members attended Chesterfield Youth Forum
- 7 members shopped for Christmas Family and Elderly Person

X. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):

➤ **Kids' After-School Program**

- Program accepted 3 more volunteer mentor/tutors
- Family Dinner held on November 17, 2009 with 45 family members in attendance
- Three more participants added to KAP Program

Crime Control Programs:

➤ **Parenting**

- 5 families completed "Parenting With Love & Limits"

➤ **Community Service**

- 12 youth completed 54 hours of Service Learning

➤ **Shoplifting Diversion**

- 28 youth and a parent attended the Shoplifting Diversion Program

➤ **Anger Management**

- 6 youth began Anger Management Classes

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2009	82	\$14,625.27	4	\$382.57
2008	74	\$11,012.92	3	\$387.14

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

Weeded, weedeated (trimmed), and cut grass at the following sites:

- Lynchburg Avenue, Pickwick Avenue, Courthouse, Legacy Garden, War Memorial, Fire Station II, Violet Bank, Old Town Drive Civic, City Hall, Public Safety Building, Marvin Avenue, Chesterfield Avenue, Temple Avenue entrance, Library, Arlington Avenue, Flora Hill
- Seeded, planted Bayberries, pruned hedges, trimmed, cleaned up brush and placed netting on embankment at Violet Bank.
- Continued watering all sites each day.
- Placed fall decorations at various sites throughout the City.

Planted fall pansies at the following sites:

- Courthouse, War Memorial, Library, Ashby Avenue and Public Works Complex
- Picked up litter on Temple Avenue and Branders Bridge Road

Vegetation

Cut and trimmed grass at the following locations:

- Boulevard

Picked up litter at the following locations:

- Archer Avenue
- Boulevard
- Temple Avenue
- Conduit Road

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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, paints, and loaded metal dumpster.
- Prepared 20 sandbags for citizen at 923 Forest View Drive.
- Placed leaf pickup dates notification signs at entrance to each area.
- Cleaned Public Works Complex, filled holes and picked up litter.
- Repaired fence on back lot where it was cut by vandals.
- Assisted Registrars Office moving voting machine for Election Day.
- Concrete Technician resigned.
- Welcome new Public Works Technician Jason Williams.
- Investigate tree at 1201 Yacht Basin Drive notified citizen on private property.
- Removed a large tree that fell in street after storm on Appomattox Drive.

Stormwater and Drainage

Leaf season began November 09, 2008, collecting 477 cubic yards of leaves from Area 1 – Oak Hill, Shepherd Stadium, Violet Bank, Flora Hill and Westover-Snead.

Street sweeper removed 56 cubic yards of debris from the following locations:

- | | |
|------------------------|------------------------|
| • A Avenue | • B Avenue |
| • Brame Avenue | • Branders Bridge Road |
| • C Avenue | • Cedar Lane |
| • Concord Avenue | • D Avenue |
| • E Avenue | • F Avenue |
| • Kent Avenue | • Franklin Avenue |
| • Maple Avenue | • Wakefield Avenue |
| • Yorktown Avenue | • Charlotte Avenue |
| • Cottage Grove Avenue | • Wright Avenue |
| • Drake Avenue | • Battery Place |
| • Piedmont Avenue | • Braxton Avenue |
| • Poplar Street | • Maple Lane |
| • Roanoke Avenue | • Meridian Avenue |
| • Fairfax Avenue | • Plumtree Avenue |
| • West Westover Avenue | • Gould Avenue |

Recorded the following catch basins on GPS:

- 3200, 3249, 3267, 3260, 3424 and (3) behind 3226 Longhorn Drive

Placed gravel in sinkholes at the following locations:

- | | |
|--------------------------|------------------------|
| • 219 Kennon Point Court | • 249 White Sand Court |
|--------------------------|------------------------|

Concrete driveway entrance, curb and gutter restorations at the following locations:

- | | |
|----------------------------|---|
| • 243 Lee Avenue – 42' C&G | • Legacy Garden – 15' x 5'x8" driveway entrance |
|----------------------------|---|

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

- | | |
|---|--|
| • Homestead Drive | • Norwood Drive |
| • Intersection Lee Place and Suffolk Avenue | • Washington Avenue from Boulevard to Cameron Avenue |
| • 1000 Block Covington Road | • Jackson Avenue |
| • Jefferson Avenue | • Cameron Avenue |
| • 4800 Block Conduit Road | • 1208 Hermitage Road |
| • Dupuy Avenue at Battery Place | • Ellerslie Avenue |
| • Temple Avenue | • Franklin Avenue |
| • Meridian Avenue | • Lynchburg Avenue |
| • 705 Compton Drive | • 660 Battery Place |
| • 1907 Wakefield Avenue | • Plumtree Avenue |

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- Chesterfield Avenue
- 311 Conduit Road
- Lakeview Avenue at Cabell Drive
- 307 Charlotte Avenue
- West Westover Avenue
- Roanoke Avenue
- Wright Avenue
- 304 Maple Grove Avenue
- 101 Comstock Drive
- Conduit Road at Hardy Avenue
- Jefferson at Royal Oak Avenues
- Pinehurst Avenue
- Maple Lane – Dead End
- 518 Waterfront Drive
- Orchard Avenue
- Crescent Avenue
- Marvin Avenue
- Piedmont Avenue
- Gould Avenue
- 113 Royal Oak Avenue
- East Westover at Shuford Avenues
- Conduit Road at Ivey Avenue
- 228 Washington Avenue
- Chestnut Avenue

Solid Waste

Recycling

- 174 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed 165 gallons of Category 1 materials.
- Collected \$20.00 for removal of Freon.

Transportation

Streets

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

- 1101 Yacht Basin Drive
- Lakeview at Ewing Avenues
- 125 Kennon Point
- Temple Avenue
- E Avenue
- Roslyn Road
- Entrance to Animal Shelter at Gate
- 320 Jefferson Avenue
- 1130 Shuford Avenue
- Lakeview at Vance Avenues
- Boulevard
- Washington at Jefferson Avenues
- 409 Wilson Avenue
- 243 Lee Avenue

Utilities

Wastewater

Responded to sewer backups at the following locations:

- Animal Shelter
- 118 Deerwood Dr.
- 898 Hamilton Ave.
- 318 Highland Ave.
- 304 Lafayette Ave.
- 901 Lakewood Dr.
- 305 Plumtree Ave.
- Walnut Hill
- 1218 Covington Rd.
- 118 E. Westover Ave.
- 100 A Highland Ave.
- 320 Jefferson Ave.
- 601 Lafayette Ave.
- 231 Lee Ave.
- 116 Sherwood Dr.

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

- 611 Compton Rd.
- 118 E. Westover Ave.
- 231 Lee Ave.
- 210 Walnut Ave.
- 1218 Covington Rd.
- 901 Lakewood Dr.
- 211 MacArthur Ave.

Camera sewer main/lateral at the following location:

- 656 Blvd.
- 118 E. Westover Ave.
- 231 Lee Ave.
- 249 White Sand Ct.
- Jefferson Ave. @ Royal Oak Ave.
- 898 Hamilton Ave.
- Mt. Pleasant Dr.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Flushed sewer main line at the following locations:

- 517 Blvd.
- 201 Danville Ave.
- 505 Springdale Ave.
- 3420 Blvd.
- Hamilton Ave. @ Blvd.
- 109 Yew Ave.

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

- 100 Highland Ave.
- Newcastle Dr. Apts.
- 100 Laurel Parkway
- 520 Roslyn 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:

- 2624 Bent Oaks Dr.
- 622 Charles Ave.
- 212 MacArthur Ave.
- 616 Compton Rd.
- 628 Lakeview Ave.
- 213 Pecan Tree Terrace

Repaired sewer main at the following location:

- 1130 Shuford Ave.

Repaired utility cut at the following location:

- Brame Ave. @ Franklin Ave.
- Elmwood Dr. @ Wildwood Dr.

Performed routine maintenance on methane pump at Dimmock Pump station and ran daily.

Troubleshooted telephone line and Sensaphone alarms at all Pump Stations.

Pumped grease off of Conjurers Neck Wet Well to correct pump operations.

Performed preventative maintenance at the following locations:

- Appomattox Pump Station
- Conjurers Neck Pump Station
- Hillcrest Pump Station
- Sherwood Hills Pump Station
- C&B Pump Station
- Dimmock Pump Station
- Hrouda Pump Station

Responded to alarms at the following location:

- Appomattox Pump Station
- Hrouda Pump Station

Miss Utility locating required 128 man-hours for the month of November 2009

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Water

Replaced water meters at the following locations:

- 228 Biltmore dr.
- 117 Conjurers Dr.
- 203 Huntington Rd.
- 42 Pickwick Ave.
- 130 Watercress Ct.
- 617 Blvd.
- 3111 Greenwood Dr.
- 909 Jamestown Rd.
- 413 Taswell Ave.
- 302 Windmere Dr.

Set meter for new construction at the following locations:

- 501 Lake Ave.
- 2316 Wakefield Ave.

Repair main line water break at the following locations:

- 318 Jefferson Ave.
- 526 Riverview Ave.

Responded to meter leak complaint at the following locations:

- 811 Keswick Rd.

Repaired or raised meter box at the following locations:

- 2211 Franklin Ave.
- 313 Lafayette Ave.
- 901 Lakewood Dr.

Install or replace meter setter at the following locations:

- 501 Lake Ave.

At the request of Utility Billing, pulled meter to be tested at the following location:

- 413 Taswell Ave.

Performed water shut off at the following location:

- 3115 Dale Ave.
- 916 Meridian Ave.

Replaced valve box top at the following location:

- Ivey Ave. @ Riverview Rd.

Backflow/Cross Connection Survey at the following locations:

- 205-219 Archer Ave.
- 2425 Blvd.
- 207 Brooke Ct.
- 909 Center Ave.
- 436 Clairmont Ct.
- 2801 Conduit Rd.
- 235 Dunlop Farms Blvd.
- 102 Friar Ln.
- 255 Jennick Dr.
- 325 King Fisher Way
- 342 King Fisher Way
- 105 Lakewater Ct.
- 930 South Ave., Suite 1
- 725 Southpark Blvd.
- 790 B Southpark Blvd.
- 830 Southpark Blvd.
- 1891 Southpark Circle
- 301 Temple Lake Dr.
- 130 Watercress Ct.
- 148 Watercress Ct.
- 412 Waterfront Dr.
- 1204 Blvd.
- 3630 Blvd.
- 213 Brooke Ct.
- 430 Clairmont Ct.
- 313 Comstock Dr.
- 707 Creek Pointe Ct.
- Dunston Point Pkwy. (Conj. Neck Sign)
- 102 Indian Rock Ct.
- 301 Jennick Dr.
- 337 King Fisher Way
- 202 Lakeview Park Rd.
- 1322 Oakwood Dr.
- 425 Southpark Blvd.
- 790 Southpark Blvd.
- 810 Southpark Blvd.
- 114 Southpark Circle
- 213 Stratford Dr.
- 880 W. Roslyn Rd.
- 131 Watercress Ct.
- 154 Watercress Ct.
- 237 White Sand Ct.

Responded to dirty water complaint at the following location:

- 110 Dupuy Ave.

Performed a water pressure test at the following location:

- 617 Blvd.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Performed yard maintenance at the following locations:

- C&B Pump Station/Right of Way
- Dunlop Farms Pump Station
- Main Pump Station/Right of Way
- Sherwood Hills Water Tower/ROW
- Chesterfield Metering Pit/Right of Way
- Hillcrest Pump Station
- Right of Way behind Conv. Center
- Southpark Water Tower

Repaired water service at the following locations:

- 501 Lake Ave.
- 303 Lakeview Ave.

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

- 1 Dunlop Shopping Center
- 916 Lakeview Ave.
- 420 Springdale Ave.
- 402 Lake Ave.
- 112 Laurens Ln.
- 3104 Woodlawn Ave.

Responded to miscellaneous water calls at the following locations:

- 2102 Franklin Ave.
- 212 MacArthur Ave.
- Recycling Shed
- 203 Huntington Rd.
- 701 Old Town Dr.

Coordinated water shut down with Southern Construction for Perthshire Lane.

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

Administration

- Administrative staff cross training in each other's responsibility center in anticipation of vacancy caused by retirement of an employee. The Engineering Office Administration position has been frozen by the City Manager until further notice due to the retirement.
- Met with consultant to review individual qualifications for construction inspectors to fill vacancy caused by the medical absence of an employee.
- Met with Southern Construction staff to review progress on stage 2 construction work on Dupuy Avenue and discuss options for mitigating delay.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk