

CITY MANAGER'S REPORT TO CITY COUNCIL JUNE 2008



I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects

Boulevard Clock Tower and Message Center – Negotiations and contract development are complete.

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

Bruce Avenue Drainage – Phase II – A meeting is held with the consultant to discuss the review comments. These are now being incorporated into the plans.

Longhorn Drive Drainage Improvement –Received response from Mr. Brockwell rejecting terms and conditions of easement agreement. This project cannot move forward.

Temple Avenue/I-95 Northbound Ramp – North bound ramp has now been opened to the public.

Boulevard Widening Project (North, Fifth Lane) – Opened bids. Most responsive bid less than Engineers Estimate. Received authorization from VDOT to make award to Perkinson Construction Company. City Purchasing transmitted contract, bond and insurance forms.

Boulevard Signal Coordination (Sherwood to Temple). –Staff received signed contract from the consultant.

B. Economic Development Projects (under construction)

Shamin Hotels (Hampton Inn and Holiday Inn Millennium) - Holiday Inn Millennium has received a final site inspection. All items on the list have been completed with the exception of the landscaping. Building work is continuing on the Hampton Inn. Maintaining the erosion and sediment control items.

Landmark Realty New Office Building - A final site inspection has been made and the developer is working to complete the punch list items.

Tussing Elementary School Addition - Building work is continuing. A 10” water tap has been completed and a fire hydrant at the rear installed. Erosion and sediment control items are been maintained.

I. ENGINEERING DEPARTMENT (CONTINUED):

B. Economic Development Projects (under construction)(Continued)

Dunlop House Assisted Living, Phase II - Building work continues. Minor utility adjustments were made. Contractor is maintaining erosion and sediment control items.

Walgreens - Fill has been completed and building construction has begun. Storm sewer and utility work being done. Maintaining erosion and sediment control items.

Ariya Family Chiropractic Center - Water and sanitary lines and services and storm sewer have been installed. The building slab has been poured.

C. Economic Development Projects (under review)

Wachovia Bank, N.A. Branch Expansion - Updated plans have been reviewed. A meeting has been set-up with the consultant to discuss several items listed on the review.

Mount Pleasant Baptist Church Parking Lot Expansion - The plans are now complete and will be approved upon receipt of required agreements and bonds, etc.

Denny's - The plans are now complete and will be approved for construction upon receipt of required bonds, etc. An updated plat has been reviewed and is now being signed by the owners. Plat should be recorded in the near future.

Roslyn Farm Corporate Office - (located beside the Virginia Credit Union) - Construction plans have been reviewed and we are awaiting updated plans.

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

Waskey Construction 406-412 Dupuy - Plans for installation of water and sewer services to four lots. Reviewed and approved.

Right-of-way Permits:

- Issued 6 Permits
- Conducted 4 permit inspections

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Six (6) fence permits issued.

2. Eight (8) sign permits issued:

- ☆ Richard Papcun – 625 Southpark Boulevard
- ☆ WaWa – 604 Boulevard – temporary
- ☆ Select Physical Therapy – 320 A Charles Dimmock Parkway
- ☆ The Mobile Team – 790 Southpark Boulevard
- ☆ East Coast Sales – 3018 Boulevard
- ☆ The Avenue Hair Salon – 117 A Orange Avenue
- ☆ Park South Shopping Center – 790 Southpark Boulevard
- ☆ Bank of Southside Virginia – 764 E. Ellerslie Avenue

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

3. Boulevard Revitalization –

- ☆ 1 completed project payment processed

4. Neighborhood Revitalization:

a. 2006-7 CDBG Home Repair Grant:

- ☆ All jobs finished

b. 2007-8 CDBG Home Repair Grant:

- ☆ 4 plumbing & related accessibility jobs complete
- ☆ 1 plumbing job pending
- ☆ 1 accessibility job pending
- ☆ 1 termite treatment complete
- ☆ 6 roofing jobs completed
- ☆ 1 roofing job pending
- ☆ 7 electric jobs completed
- ☆ 1 heating and air job completed
- ☆ 2 carpentry jobs completed
- ☆ 1 carpentry job underway
- ☆ 1 carpentry job pending
- ☆ 3 carpentry jobs awaiting quotes
- ☆ Specs for 2 additional households: plumbing, roofing, heating & electric underway

c. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		49
# of Dwellings registered	0	48
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		49
Dwellings to be inspected	0	48
Multi-family dwellings	0	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold	0	2
Failure to Register Letters	0	65
Answers Received	0	60
First Inspections made	0	64
Passed	0	13
Failed	0	51
Second Inspection	20	84
Passed	20	82
Failed	0	2

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

c. Rental Inspection Program (Continued):

Item	Month	YTD
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	\$350.00	\$1250.00
4 year Certificates Issued		
Dwellings	20	92
Apartments (no of units certified)	0	0

5. Zoning/ Property Maintenance complaints investigated-

a. Property Maintenance

	Month	YTD
Total inspections	7	131
Violations	4	105
Violations resolved	0	65

b. Zoning

	Month	YTD
Total inspections	4	46
Violations	4	43
Violations resolved	4	28

c. Building Code

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

d. Other

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

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

e. **Inoperable Motor Vehicle Complaints**

	Month	YTD
Total inspections	7	57
Violations	6	43
Violations resolved	2	30

f. **Tall Grass**

	Month	YTD
Total inspections	21	126
Violations	19	117
Violations resolved	14	85

g. **Sign Ordinance**

	Month	YTD
Total inspections	0	25
Violations	0	24
Violations resolved	0	20

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	15	28
2. New Construction Inspections	484	1,996
3. Permits for New Residences	4	12
4. Estimated Cost for Permits for New Residences	\$353,540	\$1,482,040
5. Permits for Commercial Construction	12	49
6. Estimated Cost for Commercial Permits	\$524,775	\$6,185,229
7. Plumbing Permits Issued	21	84
8. Electrical Permits Issued	20	120
9. Mechanical Permits Issued	7	85
10. Swimming Pool Permits Issued	2	7
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	10

III. POLICE DEPARTMENT:

- ✓ Total calls for Police service in June, 2008, show an increase of 15.97%, going from 3,876 calls for service in 2007, to 4,495 in June, 2008.
- ✓ There were seventy-nine (79) Part I, or serious, crimes reported to the Colonial Heights Police Department in June. Forty-seven (47) of those, or 59.49%, have been cleared.
- ✓ Our **Records Division** processed 345 arrest reports, 39 Animal Control reports, 73 field interviews, 279 incident reports, 551 pawned properties, and 1,026 traffic summonses, along with a variety of other reports, totaling 2,709 reports.
- ✓ We are pleased to report that we have one opening to fill within the patrol ranks and have scheduled testing for the month of July. We are hearing that Colonial Heights Police Department is getting back to being *the* place to be, and we are aware of several qualified candidates that have since applied for our one opening. Police applicants include both certified and non-certified individuals.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Law Enforcement Services Division** has been very busy with a variety of duties. They have coordinated and participated in a multitude of events, as follows:
 - Special Olympics *Torch Run*
 - Virginia State Police H.E.A.T. (*Help Eliminate Auto Theft*) program
 - Colonial Heights TRIAD meeting
 - Lakeview Elementary *DARE* graduation
 - Child Safety Day at Wal-Mart
 - *Keep Kids Alive Drive 25* was featured on Colonial Avenue
 - Our speed trailer was utilized on Lynchburg, West Ellerslie, Piedmont, Lafayette, Cameron, Snead and Archer Avenues, as well as on Pleasantdale, Briarcliffe and Dunston Point Parkway
 - Our speed pads have been utilized on Colonial Avenue in an effort to study the area.
- ✓ **School Resource Officer** Derek Pattison and Sr. School Resource Officer Renee Walters have completed their respective duties and have been assigned within the Patrol Division.
- ✓ Our **Patrol Division** tagged 42 inoperative vehicles during the month of June, while fifteen inoperative street lights were reported to Dominion Power for repair.
- ✓ During the month of June, a total of 1,026 traffic summonses were issued and 968 warnings were given by the Patrol Division officers. A total of 40 felony charges and 166 misdemeanor charges were also issued during the month of June. A total of 107 parking citations were issued, 42 DUI arrests were made, and 91 crashes were reported. A total of 208 new cases were assigned to Patrol officers for investigation, and 151 cases have been cleared, or 72%. The detectives were assigned a total of 23 new cases for investigation and, of those, 17 cases, or 73%, have been cleared.
- ✓ The **Animal Control Division** impounded 40 dogs and 16 cats. During the month of June, there were 25 dogs returned to their owners, but 10 dogs and nine (9) cats were adopted out. Members of the community surrendered three (3) dogs and seven (7) cats to the shelter. Animal Control officers investigated two (2) dog bites and two (2) cat bites. At the end of the month, Animal Control investigated a total of 271 complaints, 13 summonses were issued and a total of \$805.00 in fees was collected.
- ✓ Our **Auxiliary** officers donated a total of 416 hours to court appearances, meetings, sporting or civic events, extra duty, traffic details and other duties as assigned. **Sentinel** volunteers donated a total of 69 hours.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our officers within the Patrol Division worked at an optimal level with several duties which included the Fort Clifton Festival, VSU graduation traffic, CHSO Special Olympics motorcycle ride, and enforcement efforts with zero tolerance at Benny's Tavern.

Crime	June 2007	June 2008	Percentage of Increase/Decrease
Aggravated Assaults	3	2	-33.33%
Arson	0	1	100.00%
Burglaries	2	4	100.00%
Calls for services	3,876	4,495	15.97%
DUI arrests	21	42	100.00%
Larceny	51	52	1.96%
Motor Vehicle thefts	1	3	200.00%
Robberies	0	1	100.00%
Shoplifting arrests	18	31	72.22%
Simple Assaults	10	15	50.00%
All criminal arrests	222	345	55.41%
PART I (Serious) OFFENSES			
June 2008	Number Reported	Number Cleared	Percentage Cleared
	79	47	59.49%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 129

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activations	10	Gas/Other Combustible Liquid Spills	8
Alarm System Malfunctions	6	Good Intent Calls	16
Assist Invalid	1	Haz-Mat Investigation	1
Assist Police Calls	3	Power Lines Down	2
Authorized Controlled Burn	2	Public Service Assistance Calls	29
Brush Fires	14	Smoke Detector/CO2 Installations	1
Child Safety Seat Installations	16	Smoke Scare/Odor Removal	1
Dispatched then Cancelled Calls	9	Unauthorized Burn	1
Electrical Equipment Problems	1	Vehicle Fire	8

IV. FIRE & EMS DEPARTMENT (CONTINUED):

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

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 88% of all calls received during the month~

EMS DIVISION:		TOTAL EMS PATIENTS: 270	
<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	12	OB/GYN Calls	1
Allergic Reactions	1	Other Injury/Medical Calls	108
Altered Level of Consciousness Calls	7	Overdose Calls	5
Assaults	5	Public Service Calls	5
Bite/Sting	1	Rescue Situation	2
Chest Pains	32	Strokes	1
Difficulty Breathing	27	Suicide	2
Falls	19	Trauma Patient	1
Fire Standby Calls	9	Unresponsive Patients	15
Motor Vehicle Accidents	17		

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	5	Chesterfield	2
Hopewell	2		
Petersburg	5		
Prince George	2		

~Patient contact was established in 8 minutes or less from the time of dispatch on 89% of all calls received during the month~

Training Division

Number of Classes Taught:	35
Attendees:	294
Man Hours	698.75

V. FINANCE DEPARTMENT:

• Checks processed:	General Fund	448
	Payroll Checks	673
	Other	<u>134</u>
	Total	<u>1,255</u>

Six alarm citations were processed during June.

- **Purchasing** – 288 total purchase orders were completed with 200 being processed by purchasing and 88 departmental purchases being reviewed as compared to 284 being completed for the same period in 2007.

V. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity:

- Finalized on call contract for engineering services with Kimberly Horn.
 - Purchase Order issued to paint the outside trim at Fire Station #2.
 - Purchase Order issued to reseal the bay floors at Fire Station #1.
 - Purchase Order issued to remodel/repair four bathrooms at Fire Station #2.
 - Purchase two vehicles during the month. One vehicle was for the Police Department, which has had two vehicles totaled during the year. The other vehicle was for the Assistant Director of Public Works.
 - Contract documents were issued to Perkinson Construction for the Fifth Lane widening. The contract documents are in the City Attorney's office for review.
 - Contract documents were issued to Slurry Pavers for emulsified asphalt slurry seal & crack sealant on various streets in the City. Contract documents have not been received back from the vendor.
 - Purchase Order issued to Stoker Construction to install an office in the Engineering Department.
 - Prices were received from Atlantic Machinery for the purchase of a Vac-Con truck approved in the 2008-09 Budget.
- **Risk** –
 - **Automobile** –
 - 1) A marked City of Colonial Heights police vehicle was parked in the 200 block of Prince Albert, when another vehicle ran into it. The police vehicle is being fixed at this time.
 - **Utility Billing** – During June:
 - Bi-monthly Utility Bills Sent – 3,445
 - Delinquent Notices Sent – 592
 - Delinquent Notices Percentage – 16.1%
 - Services cut off for nonpayment – 81 – cut off was delayed 1 week due to concerns that weather conditions would adversely effect customers with no water.

VI. HUMAN RESOURCES DEPARTMENT:

● Advertisements

<u>Department</u>	<u>Position</u>
Police	Police Officer (Certified)
Police	Police Officer Recruit
Public Works	Stormwater Foreman

● Applications and Testing

Police Officer (Certified)	2
Police Officer Recruit	6
Project Coordinator	15
Senior Engineering Technician	14
Stormwater Foreman	8
Utility Foreman	8

- The Human Resources Liaison group hosted a city-wide training session on June 11, 2008, which included a presentation and discussion on current and revised purchasing and finance procedures.

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- The annual Employee Picnic Luncheon was held on June 13, 2008 at White Bank Park as part of the employee recognition program.
- **Workers Compensation**
The following employee(s) filed a workers' compensation report during the month of June 2008:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
06-08-08	Fire	Blood borne pathogen exposure (patient's blood).
06-24-08	Fire	Blood borne pathogen exposure (left thumb needle stick).

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 44,330 visits in the month of June with 85,253 page views, including 2,703 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Citizens Online Help Desk, Real Estate Assessment Search, and Recreation & Parks.
- ☆ The "Citizens Action Center Online" was launched on the website June 2 and a presentation was made to City Council members on this new system at the June 16 Council Worksession. In the first four weeks since going live, citizens have submitted and city staff has processed 47 service requests and questions online.
- ☆ A new Economic Development section was added to the City's website in June: www.colonial-heights.com/EconomicDevelopment.htm. This site will promote retail opportunities in the City as well as provide the latest in Colonial Heights business news.
- ☆ The City's Outbound Notification System was extended to the Colonial Heights School System in June. All students have been imported into the database, enabling school administrative personnel to utilize the alert system to contact parents in case of emergency.
- ☆ The Information Systems Coordinator worked with IT Services Vendor CodeBlue to replace a failed switch on the network. In addition, she coordinated with Purchasing and Buildings & Grounds to have an air conditioning unit installed in the City Hall Server Room

VIII. LIBRARY:

- ☆ The library staff circulated 28,348 titles in June.
- ☆ The public computer center was used by 2,533 patrons.
- ☆ 265 residents registered for new library cards, and an average of 614 residents used the library each day.
- ☆ The library's three meeting rooms were used 78 times.
- ☆ 2,311 residents visited the Colonial Heights Virtual Library to retrieve 246 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation & Parks		
<u>ACTIVITY</u>	<u>2008</u>	<u>2007</u>
AEROBICS	N/A	12
BASEBALL CAMP	56	53
BASEBALL/SOFTBALL	521	571
BELLY DANCING	26	24
CARDIO KICKBOXING	42	12
COMMUNITY BUILDING ATTENDANCE	1060	1076
COMMUNITY BUILDING RESERVATIONS	26	27
HERSHEY TRACK & FIELD (District Meet)	420	402
HOME DELIVERED MEALS	220	150
JR.OLMPIC REGIONAL COMPETITION	3	N/A
KARATE	16	13
MEALS SERVED AT CENTER	0	0
NEW YORK CITY TRIP	45	42
NUMBER OF PEOPLE USING VAN	650	766
PARK ATTENDANCE	4188	3,706
PARK RESERVATIONS	48	55
PLAYGROUND PROGRAM	151	200
SENIOR CITIZEN ATTENDANCE	2977	2,221
SKATE PARK	112	
SPECIAL NEEDS PROGRAM	8	3
SUMMER SPLASH	180	145
TEEN DANCE	81	72
TEEN TUESDAY	5	1
TENNIS LESSONS	32	37
TOT PROGRAM	24	25
VAN MILEAGE	3768	3,516
VIOLET BANK MUSEUM	252	312
VOLUNTEER VAN DRIVER HOURS	30	9
YOUTH TENNIS CAMP	7	N/A

SENIOR CITIZEN CENTER		
<u>Activities</u>	<u>2008</u>	<u>2007</u>
AARP	65	47
Bingo in Center	56	56
Bowling	160	260
Charleston, Savannah Trip	n/a	28
Club Meeting	312	168
Craft Class	5	0
Crochet & Knitting	44	52
Floor Exercises	125	89
Golf at Prince George	412	472
Larry Gatlin Theatre	32	n/a
Line Dance Class	58	48
Lunch Out	20	15
Mackinac Island Trip	50	n/a
Marine Museum	n/a	32
Messages	0	25
Movies	9	7

IX. RECREATION & PARKS (CONTINUED):

SENIOR CITIZEN CENTER

<u>Activities</u>	<u>2008</u>	<u>2007</u>
Painters Group	16	24
Painting for Kids Class	n/a	4
Party Bridge	96	108
Randy Parton Theatre	26	n/a
Sandwich Social	32	28
Senior Advisory Board Meeting	n/a	8
Senior Art Show in Petersburg	102	n/a
Sing A-Long	21	42
Sing-a-long CH Health Care Center	12	11
Sit Down Exercises	251	218
Strength Training Class	206	292
Tai Chi	51	18
Tap Class Advance	122	59
Tap Class Beginners	29	65
Tap Class Intermediate	111	n/a
Tournament Bridge	84	68
Triad Meeting	67	18
Watercolor Class	26	7
Yoga	61	
Zoomer Boomer	276	n/a
Total		2221

<u>Meals</u>			<u>2008</u>
Bags	40	30	Donations
Breakfast Meals	80	60	\$85.00
Home Del Meals	100	60	
Site Meals	0	0	
Total	220	150	

<u>Transportation</u>			<u>2008</u>
Total Miles	3768	3516	Donations
Total Passengers	650	766	\$211.00
Volunteer Hours	30	9	
Wheelchairs	21	24	

Dancing Granny's performed at Dance Revue at Matoaca High School.
 Crocheting Group made and donated 122 Hats, Afghans and Slippers.

Violet Bank Museum

	<u>2008</u>	<u>2007</u>
Attendance	252	312
Outreach Program	300	n/a

- ☆ Outreach Program at Pamplin Park and Magnolia Grange "Plantation Day".
- ☆ Processing 100 bullet molds into collection

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds

- ☆ Cleaned parks and park bathrooms daily at White Bank Park, Lakeview Park, Ft. Clifton Park.
- ☆ Checked daily and clean as needed the High School concession stand bathrooms, Lakeview softball concession stand bathrooms and Soccer Complex concession stand bathrooms.
- ☆ Clean Shepherd Stadium along with restrooms before and after games and for tournaments.
- ☆ Prepared A-field, B-field, Civic field, Shepherd Stadium field, Lakeview 1 and 2 daily for games.
- ☆ Washed out Stadium dugouts as needed for games.
- ☆ Nail drag all baseball and softball fields as needed.
- ☆ Picked up trash around Municipal Building complexes (daily).
- ☆ Cut grass and trimmed as needed at Church property, Ft Clifton, Lakeview Park, Library, Shuford Ave, Violet Bank, Fire Station #2, Public Safety Building, City Hall, Health Dept, War Memorial, School Board, Courts Building, White Bank Park, Edinborough Playground, Wakefield playground, Flora M. Hill Park, Dog Pound, Pistol Range, Community Building, A-field, B-field, Civic field, Shepherd Stadium, Lakeview 1 and 2.
- ☆ Cut grass on ball fields and soccer fields as needed.
- ☆ Replaced gates at Tussing Elementary that were taken down for Ft. Clifton Arts Festival.
- ☆ Installed duck boxes in swamp at Fort Clifton.
- ☆ Went to State Warehouse and picked up supplies.
- ☆ Perform preventative maintenance on lawn mowers.
- ☆ Removed trash cans and benches from Soccer Complex and brought to Stadium.
- ☆ Moved soccer goals and bleachers from all fields at Soccer Complex.
- ☆ Reset times and water days on irrigation controllers to accommodate hotter days.
- ☆ Perform preventative maintenance on Kubota tractor.
- ☆ Cut overhanging limbs on new trail along river at landfill and at pistol range.
- ☆ Took both tractors to new trail along river at landfill and leveled trail.
- ☆ Repaired gutter at Shepherd Stadium.
- ☆ Removed fire extinguishers, coat racks, and lights from old Colonial Heights Baptist Church and took to shop.
- ☆ Removed furniture from lockup area at Public Safety Building. Etched concrete floor in lockup at Public Safety Building. Rinsed, dried, and stained concrete floor.
- ☆ Replaced light bulbs in lobby bathroom at Public Safety Building.
- ☆ Replaced damaged plywood covering windows in Shepherd Stadium concession stand.
- ☆ Returned furniture to lockup area in Public Safety Building.
- ☆ Moved furniture in Commonwealth Attorney's office.
- ☆ Replaced damaged kennel doors at Animal Shelter.
- ☆ Painted poles on batting cage in Shepherd Stadium.
- ☆ Removed old animal cages from Animal Shelter and took to landfill.
- ☆ Repaired broken benches from soccer fields.
- ☆ Repaired broken swing at Stadium playground.
- ☆ Rehung building plaque in City Hall by entranceway.

IX. RECREATION & PARKS (CONTINUED):

- ☆ Put up temporary fence, portable mound, and moved bases in Shepherd Stadium for Tournament of Champions night.
- ☆ Replaced broken globe on light at Shepherd Stadium.
- ☆ Went to Trailer Outlet and picked up new trailer. Took trailer to garage to get trailer # and tags.
- ☆ Took new trailer to Gail Welding to have tailgate reinforced.
- ☆ Took vehicle #501 to Goodman's Upholstery to have headliner replaced.
- ☆ Went to Home Depot and purchased lumber and shingles to redo the bandstand at Ft. Clifton.
- ☆ Trimmed overhanging limbs along old railroad bed at Lakeview Park. Loaded limbs on trailer and took to landfill.
- ☆ Trimmed low hanging limbs at Violet Bank Museum. Loaded limbs on trailer and took to landfill.
- ☆ Replaced insulation on coolant line on freezer in Shepherd Stadium.
- ☆ Replaced broken bases at Lakeview 1 & 2 softball fields.
- ☆ Repaired pitchers rubber at Lakeview 2 softball field.
- ☆ Picked up new trashcans from Garage and brought to Stadium.
- ☆ Repaired mound and batters box area in Shepherd Stadium with clay as needed.
- ☆ Set up Water Reel at Soccer Complex to water grass.
- ☆ Repaired bare spots in grass at Shepherd Stadium.
- ☆ Change mound and base distances as needed for games on A-field.
- ☆ Took Water Reel to Watkins to be maintenance.
- ☆ Met with Avery Irrigation at Public Safety Building to repair irrigation.
- ☆ Met with Avery Irrigation at Shepherd Stadium to repair irrigation.
- ☆ Replaced bolts on power seeder.
- ☆ Aerated Shepherd Stadium & Soccer Complex.

X. OFFICE ON YOUTH & HUMAN SERVICES:

Youth Advisory Council Activities

- 13 members attended monthly meeting.
- Jillian Price and Caitlin Nolan received "*Coleman Voice of Youth*" scholarships from Youth Advisory Council.
- YAC Members/CHHS graduates: Calvin Kong, Cody LaRue, Justin Snell, Caitlin Nolan and Jillian Price.
- YAC participated in the Ukrop's Golden Gift program.
- Youth Advisory Council elected new Officers for the next year.
 - President – Rachel Thibault
 - 1st VP – Emily Portwood
 - 2nd VP – Chris Morgan
 - Secretary – Vincent Cong
 - Natasha Sheybani – Historian

Youth Services Commission:

- The YSC met in June and elected new Officers for this year. Chair is Margie Strum, Vice-Chair is Tom Agee, and Secretary is Selena McColley.

Juvenile Community Cruise Control:

Life Skills Program

- Presented 6 sessions of Life Skills/Anger Management to 5 court ordered youth.

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

Trainings, Workgroups and Committee Meetings:

- “Simple Gifts” training – This follow-up training offered an opportunity to strategize about “tools” to use with youth when employing the simple gift of philosophy of prevention. Abby and Tricia attended on June 4, 2008.
- Toastmasters – Tricia and Abby attended on June 5, 2008. Abby attended on June 19, 2008.
- “Unequal Partners” VDH Training focusing upon the identification and recognition of forms of domestic violence in teen relationships. Abby attended June 6, 2008.
- Underage Drinking Task Force – Abby attended June 25 with Dorothy Vincent of CADRE.
- SAFE Board meeting – attended by staff to further development of leadership with this Coalition.
- Members of Virginia Prevention Coalitions held in Richmond. Ms. Brown represented Colonial Heights at this meeting.
- Substance abuse prevention information and driver safety information was distributed to teens at Juvenile and Domestic Relations Court upon their obtaining a driver’s license.

Community Services Learning:

- 23 youth did 208 hours of community service learning; working with the city Horticulturist, at Fort Lee with the Quartermaster Museum, and at City Hall in Finance and the Office on Youth.

Shoplifting Diversion Program:

- A new part-time Coordinator was hired to direct this project.
- Funding from the state was discontinued due to the state revenue shortfall.
- Group programs/curriculum for teens was developed to address the teen’s self-worth and positive decision-making skills.

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	78	\$16,202.57	8	\$ 2,814.90
2007	98	\$26,990.60	12	\$14,937.12

A comparison of maintenance cost for the last 5 years are:

<u>Year</u>	<u>Parts</u>	<u>Sublet</u>	<u>Supplies</u>	<u>Total</u>
03/04	\$129,271.43	\$24,168.57	\$10,977.01	\$164,417.01
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

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- ⊗ Trimmed hedges/trees at City Hall, Public Safety, Library & Public Works
- ⊗ Watered all sites four times a week, 600 gallons per day.
- ⊗ Continue mulching, fertilizing, cutting, pruning and weeding sites throughout the City.
- ⊗ Worked with Office on Youth, Beautification Committee and Chesterfield Juvenile Detention Center.
- ⊗ Continue to edge all sites three times a week, cut grass at the Legacy Garden and Chesterfield Highland Park once a week.
- ⊗ Planted new plants at Fire Station II, City Hall, Library and Public Works Office.
- ⊗ Assisted Street Division removing tree and sprayed weeds in the rear of 509 Forest View Drive.
- ⊗ Designed and ordered plants for the new site at the Library.
- ⊗ Scheduled test for Certified Arborist Exam July 16, 2008.
- ⊗ Sprayed for weeds at all sites.
- ⊗ Removed two trees at the Library.
- ⊗ Removed old plants at I95 and Temple Avenue.
- ⊗ Ordered and picked up all seasonal annuals.
- ⊗ Responded to miscellaneous tree calls.

Vegetation

Picked up litter at the following locations:

- Boulevard
- Conduit Road
- Temple Avenue
- Westover Avenue
- West Roslyn Road

Trimmed limbs removed trees and trimmed bushes at the following locations:

- 115 Lee Avenue
- Kensington Avenue
- 2560 Pin Oak Avenue
- 900 Hamilton Avenue
- 509 Forest View Drive

Sprayed for weeds and high grass at the following locations:

- Dunlop Farms Boulevard
- 501 Lake Avenue
- Meridian Avenue
- 509 Forest View Drive
- Lakeview Avenue
- Temple Avenue

Cut and trimmed grass at the following locations:

- Carroll Avenue
- Meridian Avenue
- Ellerslie Avenue
- Bluff Court
- Boulevard
- Hillside Lane
- Marvin Avenue
- Radio Tower
- Old Town Drive
- Conduit Road
- Highland Avenue
- Dunlop Farms Boulevard
- Pinehurst Avenue
- Kent Avenue
- Chesterfield Avenue
- Sadler Avenue
- 509 Forest View Drive
- Archer Avenue
- Bluff Drive
- Bluff Terrance
- Bruce Avenue
- Charles Dimmock Parkway
- Charlotte Avenue
- Fairfax Avenue
- Ivey Avenue
- Lake Avenue
- Lakeview Avenue
- Oak Avenue
- Ryan Avenue
- Temple Avenue
- Westover Avenue
- Yacht Basin Drive

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Responded to miscellaneous complaints concerning high weeds, dead trees and drainage issues.

Stormwater & Drainage

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

- Boulevard
 - Chesterfield Avenue
 - Kent Avenue
 - Waterfront Drive
 - Charlotte Avenue
 - Conduit Road
 - Roslyn Road
- Replaced 6 inch drain tile on Waterfront Drive.

Solid Waste

- Removed wood pallets and debris from the Convenience Center field in preparation for the new trail along the Appomattox River and the closing of the Center.

Recycling

- Recycled 40 cubic yards of metal products.
- Removed 640 cubic yards of solid waste debris.
- Received 20 hazardous waste barrels for Category One Materials for the new recycling.

Transfer Station

- 460 citizens used the Convenience Center to dispose of debris, garbage and metal products.
- Collected \$2,230.00 and \$50.00 in coupons for the month.

Transportation

Streets

Asphalt placed in potholes, low spots, shoulder, driveway, new curb and gutters, water and sewer utility cut at the following locations:

- White Oak Drive
- 313 North Temple Avenue
- 300 block Hillcrest Avenue
- 116 Buckingham Drive
- Wellington Road
- 107 Eastman Avenue
- 219 Danville Avenue
- 309 North Temple Avenue
- Ridge Road
- 1009 Lakewood Drive
- Winston Avenue
- Conjurers Drive
- Conduit Road
- Norwood Drive
- Norfolk Avenue
- Royal Oak Avenue
- Germar Court
- 212 Royal Oak Avenue
- Temple Avenue
- 120 Charlotte Avenue
- 1310 and 1312 Oakwood Drive
- 1316 Covington Road
- 160 Clifton Drive
- 203 and 205 Homestead Drive
- 219 Marvin Avenue
- 303 Norwood Drive
- 314 Newcastle Drive
- 317 Maple Avenue
- 906 and 910 Forest View Drive
- Brookhill Avenue
- Charles Avenue
- Edinborough Drive
- Friar Lane
- Hill Place
- Jackson Avenue
- Red Fox Road
- Springdale Avenue
- Woodbridge Road

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- 105 and 107 Greenmeadow Dr.
- 146 Charlotte Avenue
- 404 Lakeview Avenue
- Appomattox Trail
- Spring Drive
- 2105 Snead Avenue
- 809 Lakewood Drive
- 303 Comstock Drive
- Archer Avenue
- Waterfront Drive installed Rip Rap

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

- 325 Bristol Avenue
39' Sidewalk
- 3219 Longhorn Drive
6' Curb and gutter
- 280 Charles Dimmock Parkway
22' Curb and Gutter
- 314 Newcastle Drive
36' Curb and Gutter

Placed topsoil around new Curb and Gutters, sidewalks, drop inlets and sinkholes at the following locations:

- 325 Bristol Avenue
- 105 and 107 Greenmeadow Dr.
- 146 Charlotte Avenue
- 404 Lakeview Avenue
- 314 Newcastle Drive
- 2105 Snead Avenue
- 809 Lakewood Drive
- 303 Comstock Drive

Graded shoulder and cleaned street at 1710 Franklin, Pickett and A 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 loop amplifier on Temple @ Blvd.
- Signs and Markings
 - Made and installed eight (8) assorted signs throughout the City
 - Made and installed 12 new high intensity street name signs
 - Made four (4) signs for Public Works
 - Put up "Drive with Care" signs for Police Department
 - Completed final phase of pavement marking for 07-08
- Street Lighting
 - Checked all ornamental streetlights – all working
- Traffic Control
 - Responded to three (3) after- hours call backs for malfunctioning traffic lights
 - Worked over twice - once with VDOT and once with pavement marking.
- Miscellaneous
 - Provided traffic control for 95 North Ramp opening
 - Fixed confirmation lights on Opti-com at South Park and Temple

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 230 Eastman Ave.
- 1203 Hermitage Rd.
- 509 Riverview Rd.
- 505 Springdale Ave.
- 1912 Franklin Ave.
- 408 Lakeview Ave.
- 313 Roanoke Ave.

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

- 201 James Ave.
- 900 Yorkshire Rd.

Camera sewer main/lateral at the following locations:

- 1912 Franklin Ave.
- 117 Sherwood Dr.

Flushed sewer main line at the following locations:

- Animal Shelter
- 216 Conduit Rd.
- 3216 Dale Ave.
- Maple Grove Ave. @ Dale Ave.
- 2207 Wakefield Ave.
- 2801 Conduit Rd.
- 19 Dale Ave.
- Hamilton Ave. @ Blvd.
- 306 Orange Ave.
- 1912 Franklin Ave.

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

- 503 Cameron Ave.
- 100 Highland Ave.
- Conduit Rd.
- 100 Laurel Parkway

Checked the following manholes “trouble spot” locations:

- Battery Place @ Plumtree Ave.
- 3209 Bermuda Ave.
- 102 Boykins Ave.
- 410 Cameron Ave.
- Colonial Ave. @ Lafayette Ave.
- Eastman Ave.
- Greenleaf @ Fairlie Rd.
- Jackson Ave. @ Blvd.
- Jefferson Ave. @ Royal Oak Ave.
- Lakeside Dr.
- 1017 Lakewood Dr.
- 118 Lee Ave.
- Newcastle Dr.
- 220/306 Orange Ave.
- Parking Lot of Pleasure Island
- Shuford Ave.
- 401 Taswell Ave.
- West Ave. @ George Ave.
- 509 Riverview Rd.
- 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.
- 100 blk. Of Washington Ave.
- Yew Ave.

Responded to miscellaneous sewer calls at the following locations:

- 2701 Conduit Rd.
- Riverview Ave.
- Lafayette Ave.

Distributed rat bait in manhole at the following location:

- 303 Kent Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- 102 Camden Rd.
- 617 Charles Ave.
- 139 Carroll Ave.
- 205 Jackson Ave.

Main Pump Station comminutor out of service. Checked pumps and pulled debris from wet well manually.

Responded to alarms at the following locations:

- Dimmock Pump Station
- Main Pump Station
- Performed routine maintenance at Dimmock Pump Station.
- Performed repairs to Dunlop Farms Pump Station due to pump failure.
- Sewage overflow at Sherwood Hills Pump Station due to pump failure.
- Checked methane level and vented line on Dimmock Methane Pump.
- Miss Utility locating required 191 man-hours for the month of June 2008.

Water

Replaced water meters at the following locations:

- 3119 Atlantic Ave.
- 107 Comstock Dr.
- 1201 Hermitage Rd.
- 704 Lakeview Ave.
- 116 Sherwood Dr.
- 1810 Wakefield Ave.
- 1703 Blvd.
- 629 Fairlie Rd.
- 274 Kennon Pt. Dr.
- 317 Maple Ave.
- 107 Swift Creek Ln.

Repaired service line break at the following location:

- 219 Marvin Ave.

Repaired or raised meter box at the following locations:

- 3018 Blvd.
- 104 Brijidan Ln.
- 514 Compton Dr.
- 315 Hamilton Ave.
- 102 Lakeside Dr.
- 201 N. Valley Rd.
- 419 Springdale Ave.
- 2014 Wakefield Ave.
- 408 Springdale Ave.
- 110 Brijidan Ln.
- 305 Cloverhill Ave.
- 403 Gould Ave.
- 218 Lafayette Ave.
- 704 Lakeview Ave.
- 220 Orange Ave.
- 401 Taswell Ave.
- 156 Windsor Ave.

Install or replace meter setter at the following locations:

- 219 Marvin Ave.
- 211 Moore Ave.

Installed or replaced water service at the following locations:

- Eastman Ave.
- 215 Washington Ave.

Replaced fire hydrant at the following location:

- 1314 Elmwood Dr.

Performed pressure test at the following locations:

- 500 Dupuy Ave.
- 201 James Ave.
- Target Shopping Center
- 100 Highland Ave.
- Sam's Club

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Installed water main valve at the following location:

- Blvd. @ Bruce Ave.

Backflow/Cross Connection Survey at the following locations:

- 3737 Blvd.
- 3401 Blvd.
- 3630 Blvd.
- 3115 Blvd.
- 3635 E Blvd.
- 3635 A Blvd.
- 320 A,B,C Chas. Dimmock Pkwy.
- 280 Charles Dimmock Pkwy.
- 457 Charles Dimmock Pkwy.
- 2711 Conduit Rd.
- 250 E. Ellerslie Ave.
- 211 & 213 Lynchburg Ave.
- 42 Southgate Square
- 820 Southpark Blvd.
- 648 Southpark Blvd.
- 1823 Southpark Blvd.
- 119 Temple Lake Dr.
- 131 Temple Lake Dr.
- 1000 Yacht Basin Dr.
- 1850 Blvd.
- 3107-13 Blvd.
- 3631 Blvd.
- 215 Blvd.
- 3635 B Blvd.
- 3107 Blvd.
- 241 Charles Dimmock Pkwy.
- 456 Charles Dimmock Pkwy.
- 458 Charles Dimmock Pkwy.
- 2501 Conduit Rd.
- 439 Jennick Dr.
- 800 South Ave.
- Southgate Square
- 551 Southpark Blvd.
- 600 Southpark Blvd.
- 891 Temple Ave.
- 130 Temple Lake Dr.
- 706 Waterfront Dr.

Responded to pressure inquiries at the following locations:

- 604 Blvd.
- 418 Lyons Ave.

Performed yard maintenance at the following locations:

- Appomattox Pump Station
- Archer Ave. Right of Way
- Conduit Rd. Right of Way
- Chesterfield Metering Pit/Right of Way
- Dunlop Farms Pump Station
- Hrouda Pump Station/Right of Way
- Sherwood Hills Pump Station
- Right of Way behind Convenience Center
- Archer Ave. Park
- C&B Pump Station/Right of Way
- Conjurers Neck Pump Station
- Dimmock Pump Station
- Hillcrest Pump Station
- Main Pump Station/Right of Way
- Southpark Water Tower
- Sherwood Hills Water Tower Right of Way

Pulled meter for testing at the following locations:

- 1201 Hermitage Rd.
- 274 Kennon Pt. Drive

Responded to miscellaneous water calls at the following locations:

- 2701 Conduit Rd.
- 113 Verbov Ave.
- Adjusted altitude valve at Shepherd Stadium Water Tower.
- Distributed water shut off notices for Dupuy Ave. to Lynchburg Ave. for new Walgreens on Blvd.
- Coordinated and scheduled water shutdown for Moore Ave. and Eastman Ave.
- Collected routine weekly water samples and sent to ARWA lab for testing for the month of June.
- Collected 2nd Quarter Disinfect Byproduct samples for the month of June.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Administration

- Met with DCR Enforcement Manager to review and discuss final draft of MS4 program implementation plan and the draft Consent Order.
- Conducted “plans-in-hand” review of Bruce Avenue Phase II project with engineering staff.
- Completed interviews for the Utility Foreman’s position.
- Conducted interviews for the positions of Project Coordinator and Senior Engineering Technician.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk