

CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2008



I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects

Bruce Avenue Drainage – Phase II – Staff directed the consultant to prepare a proposal to complete project in three phases. Consultant is preparing detailed scope and fee proposal for the Bradsher section.

Lexington Drive Storm Drain Outfall – New project staff is developing a work plan for in-house design of this project.

Yacht Basin Drive Storm Drain Outfall – New project staff is developing a work plan for accomplishing the design of this project.

Longhorn Drive Drainage Improvements – City Attorney has revised the release and access agreement.

Boulevard Widening Project (North, Fifth Lane) – Under Construction.

Landfill Entrance Road(s) – Staff is exploring various road alignments across the Wal-Mart property, as well as Roslyn Farm property. Staff has conducted meetings with Roslyn Farms regarding the acquisition of a right of way corridor that would extend E. Roslyn Road to the landfill. Staff has received survey data for the existing improvements on the Wal-Mart property.

Right Turn Lane on Southpark Boulevard (front of Wal-Mart) – Received full appraisal report for the Wal-Mart property to be acquired for right turn lane. Made contact with new realty manager. Discussed process for requesting donation of property by Wal-Mart.

Boulevard/Government Center Enhancement – Federal Aid, SAFETEA-LU Enhancement Program – Final draft of PSA transmitted to VDOT for pre-award audit by the E&CA Division.

Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) – ***Federal Aid, CMAQ Program*** – Agreement received by city staff. Continuing to work with MPO and VDOT staff to program additional flexible funds and consolidate administration of projects.

I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects (Continued)

Boulevard Widening Project (Windsor to Pickwick Ave, Fifth Lane). – *State Aid, Revenue Sharing Program* – Agreement to locally administer project executed. Updated and transmitted project cost estimate to VDOT.

Boulevard Widening Project (Westover to Windsor, Fifth Lane) – Federal Aid, CMAQ Program – Consolidated administration of projects. Updated and transmitted project cost estimate to VDOT.

Boulevard Signal Coordination (Sherwood to Temple). – Staff developed a detailed statement of work and transmitted to the Consultant for their use in developing a task and fee proposal.

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. Hampton Inn is nearing completion, A final site inspection was held last week. Still remaining are the landscaping, parking lot striping, and miscellaneous items.

Landmark Realty New Office Building - The developer is working to complete the final inspection punch list items. Ornamental lighting has now been installed.

Tussing Elementary School Addition - Project is nearing completion. Still remaining are completion of paving and striping of the parking lots, installation of flashing School Zone signs, conversion of the silt trap to a BMP and other miscellaneous items. Erosion and sediment control items are being maintained.

Dunlop House Assisted Living, Phase II - Building work continues. Site work basically complete. Contractor is maintaining erosion and sediment control items.

Walgreens - Building and site construction continues. Some work starting on traffic signal items. Maintaining erosion and sediment control items.

Ariya Family Chiropractic Center - Contractor working on the building. Little work on the site. Erosion and sediment control items being maintained.

Mount Pleasant Baptist Church Parking Lot Expansion - Parking lot work is ongoing. Storm culvert installation continues. Erosion control items being maintained.

East Roslyn Farm Section 3, Lot 5 Erosion Control Plan - Erosion and Sediment Control plan for a proposed earth stockpile at the “Haydt Shop” on E. Roslyn Road. Plan has been approved and work should begin shortly.

C. Economic Development Projects (under review)

School Maintenance Building - The plans are now complete pending receipt of a wetlands study. A Letter of Map Revision is to be submitted upon completion of the project to update the FEMA Floodway Maps.

I. ENGINEERING DEPARTMENT:

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

Gill's Point Section 9 - Planning Commission comments are being incorporated into the plans and subdivision plat. Plans and plat are nearing completion.

Sam's Club Expansion - The plans are now complete and will be approved upon receipt of required bonding and erosion control permitting.

Subdivision of 1905 Boulevard - This subdivision has gone back before the Planning Commission (August meeting) as directed by City Council. The Planning Commission response is to be considered by City Council at their September work session. Final plat has been received and reviewed; however final review cannot be made until we receive Council's decision on this matter.

Denny's - The plans are now complete and required bonds have been received. The plans will be approved upon receipt of a one remaining item (copy of VSMP application and fee form).

Prospect Heights, Lots 13-20, Block 1 - Lot configuration has been changed. We have reviewed updated plans and R/W dedication plat. Held a meeting with the developer and his engineer and agent to discuss various drainage problems. We are now awaiting a final set of plans for review.

Jones' Office Building - Lots 4-6, Block B, Prospect Heights - A single office building is to be installed on Cloverhill Ave. Plans have been reviewed and we are awaiting a final set of drawings.

Roslyn Farm Corporate Office - (located beside the Virginia Credit Union) - Final plans have been received and will be reviewed in the near future.

Community Building Addition - Plans have been received and will be reviewed in the near future.

Value Place Motel - Four story Hotel located off of Jennick Drive. Plans have been received and will be reviewed in the near future.

Right-of-way Permits:

- Issued nine (9) Permits
- Closed out three (3) Permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Four (4) fence permits issued.
2. Six (6) sign permits issued:
 - ☆ Lowes – new hire office – 456 Charles Dimmock Parkway – temp
 - ☆ Red Lobster – 119 Temple Avenue – temp
 - ☆ First Federal Savings – 3209 Boulevard
 - ☆ Uppy's – 961 Temple Avenue – temp
 - ☆ Play N' Trade – 798 Southpark Boulevard
 - ☆ Colonial Shell – 3220 Boulevard – temp
3. Boulevard Revitalization –
 - ☆ 1 contract approved/payment authorized

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

4. Neighborhood Revitalization:

a. 2007-8 CDBG Home Repair Grant:

- ☆ 5 plumbing & related accessibility jobs complete
- ☆ 2 accessibility jobs complete
- ☆ 1 termite treatment complete
- ☆ 8 roofing jobs completed
- ☆ 7 electric jobs completed
- ☆ 1 heating and air job completed
- ☆ 6 carpentry jobs completed
- ☆ 1 carpentry job underway
- ☆ 2 carpentry jobs pending

c. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		51
# of Dwellings registered	2	50
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		51
Dwellings to be inspected	0	50
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	66
Passed	0	15
Failed	0	51
Second Inspection	2	100
Passed	2	97
Failed	1	3
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	0
Passed	0	0
Failed	0	0

c. Rental Inspection Program (Continued):

Item	Month	YTD
Failure to schedule by owners	0	0
Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$350.00	\$1,250.00
4 year Certificates Issued		
Dwellings	2	107
Apartments (no of units certified)	0	0

5. Zoning/ Property Maintenance complaints investigated-

a. Property Maintenance

	Month	YTD
Total inspections	14	166
Violations	11	130
Violations resolved	5	73

b. Zoning

	Month	YTD
Total inspections	4	52
Violations	4	48
Violations resolved	1	29

c. Building Code

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

d. Other

	Month	YTD
Total inspections	3	3
Violations	0	0
Violations resolved	0	0

e. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	7	77
Violations	5	64
Violations resolved	1	32

f. Tall Grass

	Month	YTD
Total inspections	17	156
Violations	17	142
Violations resolved	8	104

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

g. Sign Ordinance

	Month	YTD
Total inspections	1	42
Violations	1	41
Violations resolved	9	36

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	0	28
2. New Construction Inspections	347	2,722
3. Permits for New Residences	3	15
4. Estimated Cost for Permits for New Residences	\$239,000	\$1,721,040
5. Permits for Commercial Construction	5	62
6. Estimated Cost for Commercial Permits	\$113,020	\$7,006,802
7. Plumbing Permits Issued	13	117
8. Electrical Permits Issued	19	163
9. Mechanical Permits Issued	13	112
10. Swimming Pool Permits Issued	1	8
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	10	20

III. POLICE DEPARTMENT:

- ✓ Total calls for service in August, 2008, show an increase of 12.92%, going from 4,281 calls for service in 2007, to 4,834 in August, 2008.
- ✓ There were 104 Part I, or serious, crimes reported to the Colonial Heights Police Department in August. Sixty-three (63) of those, or 60.58%, have been cleared.
- ✓ Our **Records Division** processed 311 arrest reports, 11 Animal Control reports, 55 field interviews, 301 incident reports, 903 pawned properties, and 1,321 traffic summonses, along with a variety of other reports, totaling **3,271 reports**.
- ✓ We started off the month celebrating the 25th Anniversary of *National Night Out*. We had 44 neighborhood events throughout the city and the citizens really came together.
- ✓ We were recipients of a plaque from the United States Marshals Service recognizing our capture of the 1,000th fugitive from *America's Most Wanted*.
- ✓ The U.S. Naval Service responded to our library and conducted a "train the trainer" course on the LInX program for our officers.
- ✓ We have started training a group of officers for our honor guard and feel we have a very capable group of officers.
- ✓ We have been awarded a TRIAD grant from the Attorney General's Office and have plans on conducting a *Senior Citizen Crime Prevention Academy*. This idea has been well received by our senior citizens.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ We are continuing to work on filling our sole opening within the Patrol Division. A conditional offer of employment was recently given. If successfully completed, it would bring us up to full staffing. We are in the background process for the Animal Control aide opening, and we have given out background authorization forms to be returned on two candidates for our Animal Control officer position. For the time being, Officer Stacey Arehart continues to do an exceptional job in assisting us at the shelter.
- ✓ 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:
 - Back –to-school festival
 - Suicide prevention training
 - Colonial Heights TRIAD Health Fair
 - *New Beginnings* Child Safety presentation
 - Implementation of four mini-checkpoints and selective enforcement
 - *Keep Kids Alive/Drive 25* program initiated on Carroll Avenue
 - Our speed trailer was utilized on Elmwood Drive, Newcastle Drive, Chesterfield Avenue, River Oaks Drive, Carroll Avenue, Roslyn Road, Dunlop Farms Drive and Dunston Point Parkway.
 - Zero tolerance radar assignments have been given for Elmwood Drive in an effort to impact the speeding in the area.
- ✓ The officers are aggressive but fair in their traffic enforcement efforts. However, it was evident that individuals continue to operate motor vehicles while under the influence. Our DUI arrests increased 137% over the past year. There were 19 arrests in August of 2007 and 45 arrests in August of 2008.
- ✓ Our **Auxiliary** police force continues to show up with great enthusiasm. This past month, our Auxiliary officers volunteered over 442 hours in a variety of ways. Duties included assistance with the high school football games, ride-alongs, the B.I.B. tournament and the American Legion Baseball Tournament. As they continue their efforts, we are very fortunate to have such a group of capable and enthusiastic individuals who are so dedicated to serving their community.
- ✓ Our **Patrol Division** tagged 33 inoperative vehicles during the month of August, while six (6) inoperative street lights were reported to Dominion Power for repair.
- ✓ During the month of August, a total of 1,321 traffic summonses were issued and 1,106 warnings were given by the Patrol Division officers. A total of 41 felony charges and 210 misdemeanor charges were also issued during the month of August. A total of 74 parking citations were issued, 45 DUI arrests were made, and 77 crashes were reported. A total of 216 new cases were assigned to Patrol officers for investigation, and 163 cases have been cleared, or 75%. The detectives were assigned a total of 14 new cases for investigation and, of those, 14 cases, or 100%, have been cleared. Some of those cleared cases were from previous months.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The **Animal Control Division** impounded 30 dogs and 23 cats. During the month of August, there were 15 dogs returned to their owners, with 17 dogs and 21 cats adopted out. Members of the community surrendered six (6) dogs and 11 cats to the shelter. Animal Control officers investigated one (1) cat bite. At the end of the month, Animal Control investigated a total of 168 complaints, two (2) summonses were issued, and a total of \$679.00 in fees was collected.
- ✓ Our **Auxiliary** officers donated a total of 442 hours to court appearances, meetings, sporting or civic events, extra duty, traffic details and other duties as assigned. **Sentinel** volunteers donated a total of 88 hours.

Crime	August 2007	August 2008	Percentage of Increase/Decrease
Aggravated Assaults	2	1	-50.00%
Arson	3	1	-200.00%
Burglaries	2	5	150.00%
Calls for services	4,281	4,834	12.92%
DUI arrests	19	45	136.84%
Larceny	59	67	13.56%
Motor Vehicle thefts	3	2	-33.33%
Robberies	4	1	-300.00%
Shoplifting arrests	27	33	22.22%
Simple Assaults	7	26	271.43%
All criminal arrests	232	311	34.05%
	PART I (Serious) OFFENSES		
August 2008	Number Reported	Number Cleared	Percentage Cleared
	104	63	60.58%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 141

Call Descriptions:

Alarm System Activations
 Alarm System Malfunctions
 Brush Fires
 Child Safety Seat Installations
 Cover Assignment
 Dispatched then Cancelled Calls
 Electrical Equipment Problems
 False Alarms
 Gas/Other Combustible Liquid Spills
 Good Intent Calls
 Hazardous Condition

No:

16
5
4
15
5
22
3
2
3
12
4

Call Descriptions:

Lighting Strike (No Fire)
 No Incident on Arrival
 Power Lines Down
 Public Fire Education
 Public Service Assistance Calls
 Smoke Detector/CO2 Installations
 Smoke Scare/Odor Removal
 Structure Collapse
 Structure Fire
 Unauthorized Burning
 Vehicle Fires

No:

1
1
3
3
29
4
3
1
2
1
2

IV. FIRE & EMS DEPARTMENT (CONTINUED):

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield - EMS 1st Responder	4	Chesterfield	3
Petersburg	1	Fort Lee	1

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 86% of all calls received during the month~

EMS DIVISION:		TOTAL EMS PATIENTS: 310	
<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	20	OB/GYN Calls	2
Allergic Reactions	3	Other Injury/Medical Calls	122
Altered Level of Consciousness Calls	2	Overdose Calls	7
Assaults	5	Public Service Calls	7
Chest Pains	32	Rescue Situation	1
Difficulty Breathing	32	Strokes	5
Falls	25	Trauma Patients	9
Fire Standby Call	1	Unresponsive Patients	15
Motor Vehicle Accidents	22		

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Fort Lee	1	A&B Ambulance	1
Petersburg	8	Chesterfield	2
		Fort Lee	3
		Petersburg	3

~Patient contact was established in 8 minutes or less from the time of dispatch on 86% of all calls received during the month~

Training Division

Number of Classes Taught:	14
Attendees:	138
Man Hours	309.50

V. FINANCE DEPARTMENT:

• Checks processed:	General Fund	369
	Payroll Checks	680
	Other	<u>105</u>
	Total	<u>1,154</u>

- Nine alarm citations were processed during August.
- Year-end audit/annual financial report work schedules are being prepared.
- **Purchasing** – 247 total purchase orders were completed with 162 being processed by purchasing and 85 departmental purchases being reviewed as compared to 242 being completed for the same period in 2007. In addition, 143 check requests were prepared by departments which are not processed by Purchasing.
- Bids Issued/Opened during the month:
 - Employee Assistance Program proposal (Invitation #08-02049-936) was issued on August 18, 2008, with proposals due on September 4, 2008.

V. FINANCE DEPARTMENT (CONTINUED):

- Other Purchasing Activity:
 - Notice to proceed given to Slurry Pavers to start Asphalt Sealing
 - Quote issued and PO placed for Zero Mower for Public Works
 - Began discussion with vendor for new gas pumps for Public Works
 - Telephone committee met during the month to finalize new phone system
 - Worked with State of VA on a security system for Circuit Court
 - Extended Ambulance billing contract until Dec 31....going back out for bids
 - Issued quote for the sanitary sewer repair in the alley beside Highland Methodist Church. Quotes are due in September
 - Coordinated with State of VA to disconnect summer playground phones
 - Issued quote for the Opticom system at the intersection of Charles Dimmock Parkway and South Park Boulevard
 - Worked with Sheriff Department on grant related purchases
 - Purchased new ice machine for Fire Station #2.
 - Coordinated installation with State of VA for full T-1 for Sheriff Department.
 - Purchased fall banners for the Beautification Committee.

- Risk –
 - **Automobile –**
 - 1) Police Officer was driving westbound on E. Eilerslie Avenue, when a small deer ran into the road, causing the officer to strike it. Only a small amount of damage was done. City's Fleet Maintenance Department did the repairs.

 - **Property –**
 - 1) Two vehicles struck each other on Chesterfield Avenue, causing one of the vehicles to strike street & stop sign. The City's Traffic Department did the repairs.

- **Utility Billing –** During August:
 - Bi-monthly Utility Bills Sent – 3,462
 - Delinquent Notices Sent – 673
 - Delinquent Notices Percentage – 18.3%
 - Services cut off for nonpayment 96.

VI. HUMAN RESOURCES DEPARTMENT:

• Advertisements

<u>Department</u>	<u>Position</u>
Public Works	Street Heavy Equipment Operator (Promotional)
Police	Utilities Heavy Equipment Operator (Promotional)
Office on Youth	Youth Specialist (Part-time)

• Applications and Testing

Total applications received for the following position recruitments:

Animal Control Aide (Part-time)	10
Street Heavy Equipment Operator	2
Utilities Heavy Equipment Operator	2

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- City departments have started utilizing the VML On-line Training Program, which allows employees to complete training courses (e.g. safety, OSHA, etc.) by computer on an individual basis. Employees will have until June 2009 to complete department allocated courses.
- An Employee Baseball Night was held at a Richmond Braves Game on August 15, 2008 as part of the employee recognition program. The total number of tickets requested by employees was (202).
- The annual Employee Recognition Luncheon was held on August 21, 2008, which recognized (35) employees for their service with the City.
- **Workers Compensation**
The following employee(s) filed a workers' compensation report during the month of August 2008:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
08-10-08	Police	Chigger bites on legs and stomach during foot pursuit in woods.
08-15-08	Public Works	Exposure to poison sumac while weeding flower bed.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 40,068 visits in the month of August with 76,597 page views, including 2,711 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Police, and Fire & EMS.
- ☆ Citizens submitted and city staff processed 103 service requests and questions through the "Citizens Action Center" online in the month of August.
- ☆ The Telephone Committee met with Walton & Walton consultants and Avaya system representatives on August 7 to finalize the details of the new telephone system proposal.
- ☆ The IS Coordinator worked with IT services vendor Code Blue to repair the City file server. She also facilitated the IT User Committee Meeting on August 20.
- ☆ The City will have a new computer services contractor beginning in September.

VIII. LIBRARY:

- ☆ The library staff circulated 29,797 titles in August.
- ☆ The public computer center was used 2,685 times.
- ☆ 307 children participated in the summer reading program.
- ☆ 257 residents registered for new library cards, and an average of 598 residents used the library each day.
- ☆ The library's meeting rooms were used 64 times.
- ☆ 2,416 residents visited the Colonial Heights Virtual Library to retrieve 315 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation & Parks		
<u>ACTIVITIES</u>	<u>2008</u>	<u>2007</u>
ADULT SOFTBALL	16 teams	9 teams
AEROBICS	N/A	12
BACK TO SCHOOL FESTIVAL	206	N/A
BELLY DANCING	17	24
CARDIO KICK BOXING	25	12
CHEERLEADER REGISTRATION	101	116
COMMUNITY BUILDING ATTENDANCE	1,210	1275
COMMUNITY BUILDING RESERVATIONS	26	31
FOOTBALL CAMP	41	38
FOOTBALL REGISTRATION	154	166
HORSEBACK RIDING	1	N/A
MEALS AT CENTER	0	0
MEALS HOME DELIVERED	165	165
OUTDOOR ADVENTURE CAMP	1	N/A
PAVILION ATTENDANCE	1,740	1492
PAVILION RESERVATIONS	30	32
SKATEBOARD PROGRAM	122	378
SR. CITIZEN ATTENDANCE	2,513	2302
SUMMER SPLASH	180	345
TENNIS TOURNAMENT	6	11
U-12 FAST PITCH SOFTBALL	0	14
U-14 FAST PITCH SOFTBALL	13	14
VAN PASSENGERS	577	840
VANS MILEAGE	3960	3854
VIOLET BANK MUSEUM	261	381
VOLUNTEER VAN DRIVER HOURS	18	19

SENIOR CITIZEN CENTER		
<u>Activities</u>	<u>2008</u>	<u>2007</u>
Advisory Board Meeting	n/a	6
Bingo in Center	57	56
Bowling	128	260
Club Meeting	152	144
Crochet & Knitting	32	40
Diana Martin Oil painting class	13	8
Floor Exercises	116	86
Golf at Prince George	431	480
Kids Make-up Class	n/a	2
Life Line Screening	91	30
Line Dance Class	35	54
Lunch Out	15	17
Movies	8	10
Painters Group	21	22
Party Bridge	96	160
Riverside Theater	36	24
Sandwich Social	32	26
Sing A-Long	37	52
Sing-a-long CH Health Care Center	10	12
Sit Down Exercises	236	194
Strength Training Class	193	319

IX. RECREATION & PARKS (CONTINUED):

SENIOR CITIZEN CENTER		
Activities	<u>2008</u>	<u>2007</u>
Table Games	0	2
Tai Chi	39	14
Tangier Island	n/a	36
Tap Class Advance	70	67
Tap Class Beginners	41	60
Tap Dance Intermediate	56	n/a
Terry Smith Class	12	n/a
Tournament Bridge	54	48
TRIAD	130	n/a
Yoga	39	34
Zoomer Boomer	243	39
Total	2513	2302
Meals	<u>2008</u>	<u>2007</u>
Bags	40	30
Breakfast Meals	80	60
Home Del Meals	80	75
Site Meals	0	0
Total	200	165
Transportation		
Total Miles	3960	3854
Total Passengers	577	840
Volunteer Hours	18	19
Wheelchairs	20	30

Crocheting Group made and donated 102 Hats, Afghans and Slippers to From the Heart, Cares & RSVP.

Dancing Granny's performed at the following locations: Hopewell Health Care Center and Golden Living Center.

Violet Bank Museum

	<u>2008</u>	<u>2007</u>
Attendance	261	381

- ☆ Changing exhibit in the upstairs.
- ☆ Took in 37 artillery shells – both Confederate & Federal.

Parks, Buildings and Grounds

- ☆ Cleaned parks and park bathrooms daily at White Bank Park, Lakeview Park, Ft Clifton Park.
- ☆ Wash out pavilions at White Bank Park as needed.
- ☆ Checked daily and clean as needed the High School concession stand bathrooms, Lakeview softball concession stand bathrooms and Soccer Complex concession stand.
- ☆ Clean Shepherd Stadium before and after games and for tournaments.
- ☆ Cleaned Stadium restroom before and after events.
- ☆ Prepared A-field, B-field, Civic field, Shepherd Stadium field, Lakeview 1 and 2 daily for games.
- ☆ Washed out Stadium and Stadium dugouts as needed for games.
- ☆ Nail drag all baseball and softball fields as needed.

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds (Continued):

- ☆ Repaired mound and batters box area in Shepherd Stadium with clay as needed.
- ☆ Repaired mound and batters box area with clay at Middle School baseball field.
- ☆ Repaired practice mounds with clay A-field, B-field and in Stadium.
- ☆ 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 Center, A-field, B-field, Civic field, Shepherd Stadium, Lakeview 1 and 2.
- ☆ Cut grass on ball fields and soccer fields as needed.
- ☆ Performed preventative maintenance on lawn mowers.
- ☆ Picked up bucket truck from Public Works. Took truck to Shepherd Stadium and used to re-tie outfield net back together.
- ☆ Picked up plywood from Home Depot. Cut plywood for warning signs and mounded signs in Shepherd Stadium.
- ☆ Repaired bolts on swings at Lakeview Park.
- ☆ Repaired gazebo bench at Lakeview Park.
- ☆ Inspected playground equipment at all parks and playgrounds.
- ☆ Replaced bubble on play set at Floral M. Hill playground.
- ☆ Moved furniture in offices at Courts Building. Hung pictures in offices at Courts Building.
- ☆ Dug out stump in front of Public Safety Building.
- ☆ Put up windscreen on tennis courts at Middle School.
- ☆ Moved soccer goals at High School.
- ☆ Attended ICS-200 training.
- ☆ Worked BIB tournament as needed.
- ☆ Removed small pitchers mound in Shepherd Stadium (used for BIB tournament). Built regular pitchers mound for Mid-Atlantic American Legion tournament.
- ☆ Installed new home plate in Shepherd Stadium for Mid-Atlantic American Legion tournament.
- ☆ Installed and removed flags along first base and third base fence in Shepherd Stadium for Mid-Atlantic American Legion tournament.
- ☆ Painted handrail in Shepherd Stadium.
- ☆ Laid out and painted recreation football field at Middle School.
- ☆ Painted practice football field, band practice field, field hockey field, and recreation football practice field as needed.
- ☆ Repaired drain on ice machine in Shepherd Stadium.
- ☆ Took tents tables and chairs to Fort Clifton, Floral M. Hill Park and Community Center for National Night Out. Picked up afterwards.
- ☆ Picked up stage from American Legion and took to Floral M. Hill Park for National Night Out. Picked up stage afterwards and returned to American Legion the next day.
- ☆ Performed preventative maintenance on paint machines.
- ☆ Aerated Shepherd Stadium outfield, top-dressed with sand, and seeded.
- ☆ Performed preventative maintenance on Sidewinder lawnmower.
- ☆ Performed preventative maintenance on Sand-Pro.
- ☆ Removed debris from boat ramp at Lakeview Park.
- ☆ Sprayed grass killer around fences and concession stand at Soccer Complex.

IX. RECREATION & PARKS (CONTINUED):

- ☆ Sprayed grass killer at Church site, Shop, Community Building, Skate Board Park, Floral Ave Park, White Bank Park, basketball court by Shepherd Stadium, on the walking paths at Ft. Clifton, and around Shepherd Stadium wall.
- ☆ Sprayed weed control on soccer fields at Soccer Complex.
- ☆ Set up Water Reel and watered as needed at Soccer Complex.

X. OFFICE ON YOUTH & HUMAN SERVICES:

- YAC Activities
 - 10 YAC members attended monthly meeting
 - 2 guest attended monthly meeting
 - 2 youth applied for membership to YAC
- Life Skills
 - 3 youth completed Life Skills/Anger Management Training
 - 7 youth completed program at Pocahontas State Park in the Youth Services Corps program
- Parenting
 - 4 families attended *Parenting With Love & Limits*
- Community Service
 - 24 youth completed 267 hours of Service Learning
- Shoplifting Diversion
 - 35 youth and their parent(s) attended Shoplifting Diversion Program
- CHHS Orientation
 - Distributed information to parents on underage drinking in conjunction with the CHHS CADRE
- American Red Cross Babysitting Skills Class
 - Classes were taught by Phyllis Cheely during August. Seventeen girls were awarded the American Red Cross Babysitting Certification Card. Classes were co-sponsored by Office on Youth & Recreation & Parks.

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	103	\$24,357.71	11	\$3,258.78
2007	100	\$23,450.41	8	\$2,222.05

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- ⊗ Watered all sites four times a week, 800 gallons per day.
- ⊗ Continue mulching, fertilizing, cutting, pruning and weeding sites throughout the City.
- ⊗ Worked with Office on Youth and Beautification Committee.
- ⊗ Continue to edge all sites three times a week, cut grass at the Legacy Garden and Chesterfield Highland Park once a week.
- ⊗ Sprayed for weeds at all sites.
- ⊗ Responded to miscellaneous tree calls.
- ⊗ Started cleaning all beds, applied post emergency herbicide in preparation for fall mulch beginning September 1.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Vegetation

Picked up litter at the following locations:

- Archer Ave.
- Conduit Rd. (Charles Ave. to Old Town Creek Way)
- Recycling Center
- Blvd.
- Hill Place
- Temple Avenue

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

- 715 Lafayette Ave.
- Crestwood Ave.
- Ellerslie Avenue
- 405 Lafayette Avenue
- 331 Ridge Road
- 3812 Perthshire Lane
- Conduit Rd. (Charles Ave. & Old Town Creek Way)
- E. Westover Ave.
- Huntington Road
- Marvin Avenue
- 117 George Avenue
- E. Westover Avenue

Sprayed for weeds and high grass at the following locations:

- Crestwood Dr.
- 304 Eastman Ave.
- Recycling Center
- Temple Ave.
- Danville Ave.
- Radio Tower
- 319 Ridge Rd.

Cut and trimmed grass at the following locations:

- Blvd.
- Chesterfield Ave.
- Tussing Ln.
- Gills Dr.
- Edinborough Dr.
- Ellerslie Ave.
- Crestwood Ave.
- Fairfax Ave.
- Pickett Ave.
- Recycling Center
- Branders Bridge Rd.
- Washington Ave.
- Meridian Ave.
- Riveroaks Dr.
- White Bank Rd.
- Dunlop Farms Blvd.
- Ellerslie Ave.
- 501 Lake Ave.
- Radio Tower
- Temple Ave.

Other:

- Responded to miscellaneous complaints concerning high weeds, dead trees and drainage issues.
- Employees completed FEMA training and Sexual Harassment Training.
- Assisted Fire and Police Department with spills at I-95 and Temple, Blvd. & Ellerslie Ave.

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

- 1210 Hermitage Rd.
2.5' Curb and Gutter
- 1015 Lafayette Ave.
20' Sidewalk
- 315 Royal Oak Ave.
28' Sidewalk
- 209 Washington Ave.
66.5' Curb and Gutter
- 620 Lafayette Ave.
4' Sidewalk
- 107 Marvin Ave.
32' Sidewalk
- 215 Washington Ave.
8' Curb and Gutter

Stormwater and Drainage

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

- 204 Windmere Dr.
- Conduit Rd.
- Meridian Ave.
- 319 Ridge Road
- Danville Avenue
- 3628 Boulevard
- Charlotte Ave.
- Fairfax Ave.
- Recycling Center
- Crestwood Drive
- 117 Orange Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Performed Street Sweeping at Blvd. and Temple Ave. Removed 16 cubic yards of debris.

Solid Waste

Recycling

- Recycled 40 cubic yards of metal products.
- Removed 640 cubic yards of solid waste debris.

Transfer Station

- 225 citizens used the Convenience Center to dispose of debris and metal products.
- Collected \$10.00 for Freon removal 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:

- Gills Dr.
- 119 Deerwood Dr.
- 128 Roanoke Ave.
- Archer Ave.
- Dunston Point Parkway
- Lynchburg Ave.
- Roanoke Ave.
- Washington Ave.
- 900 Conduit Rd.
- 116 Greenmeadow Dr.
- 622 Colonial Ave.
- Corner of Dupuy and Braxton Ave.
- 509 & 510 Compton Ave.
- Duke of Gloucester St.
- 320 Longhorn Dr.
- Moorman Ave.
- Shade Tree Ct.
- 111 Deerwood Dr.
- 622 Floral Ave.
- 209 Washington Ave.
- Atlantic Ave.
- Floral Ave.
- 608 Pinehurst Ave.
- 209 Washington Ave.
- 622 Colonial Ave.
- 307 Greenmeadow Ct.
- 3113 Atlantic Ave.
- Brookhill Avenue
- 500 Braxton Ave.
- Cedarwood Ave.
- 923 Yorkshire Rd.
- 212 & 216 James Ave.
- Pecan Tree Terrace (cul-de-sac)
- 3501 Blvd.

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

- 209 Piedmont Ave.

Traffic Operations

Signals

- Did preventative maintenance on four (4) traffic cabinets.
- Replaced two (2) LED traffic lights.
- Replaced two (2) 2 pedestrian crossing lights.
- Installed 12 new amber and amber arrow LED traffic lights.
- Ran three (3) repaired controllers @ various intersections.. All checked good.

Signals and Markings

- Made and put up 8 assorted signs throughout the City.
- Made and put up 32 new high intensity street name signs.
- Put up DRIVE WITH CARE signs for Police Department on Carroll Avenue.

Street Lights

- Installed five (5) ornamental street light bulbs and replaced one (1) ballast.

Traffic Control

- Responded to 4 after – hours call backs for malfunctioning traffic lights.
- Worked over three (3) times at Bruce Avenue for new signal.
- Provided traffic control for National Night Out at Riverview and Duke of Gloucester.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Miscellaneous

- Compiled a list of all uncontrolled intersections throughout the City.
- Downloaded all Opti-com information to laptop for troubleshooting purposes.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 1108 Duke of Gloucester St.
- 318 Jefferson Ave.
- 601 Lafayette Ave.
- 321 Jefferson Ave.
- 707 Keswick Rd.
- 313 Roanoke Ave.

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

- 3103 Atlantic Ave.
- 1108 Duke of Gloucester St.
- 1000 Forestview Dr.
- 218 Heron Run Dr.
- 707 Keswick Rd.
- 621 Charles Ave.
- 1007 Elmwood Dr.
- 1618 Franklin Ave.
- 103 Huntington Rd.
- 124 W. Highland Ct.

Camera sewer main/lateral at the following locations:

- 17 Brandywine Ct.
- 229 Homestead Dr.
- 621 Charles Ave.
- 707 Keswick Rd.

Flushed sewer main line at the following locations:

- 3420 Blvd.
- Hamilton Ave. @ Blvd.
- 110 Lafayette Ave.
- 102 Lafayette Ave.
- 110 Yew Ave.
- Blvd. @ Boykins Ave.
- Hillcrest Pump Station
- 124 Lafayette Ave.
- 412 Marvin Ave.

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

- 2701 Conduit Rd.
- 520 Roslyn Ave.
- 1111 Oakwood Dr.

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.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Responded to miscellaneous sewer calls at the following locations:

- 17 Brandywine Ct.
- James Ave.
- 215 Homestead Dr.
- 120 W. Westover Ave.

Flushed storm drains at the following location:

- 204 Windmere Dr.

Distributed rat bait in manhole at the following locations:

- 304 Eastman Ave.
- 223A Newcastle Dr.

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

- 623 Charles Ave.
- 223 Charles Ave.
- 223 Newcastle Dr.
- 2801 Woodlawn Ave.

Performed preventative maintenance at the following locations:

- Conjurers Neck Pump Station
- Dimmock Pump Station
- Main Pump Station
- Dimmock Methane Line
- Dunlop Farms Pump Station

Responded to alarms at the following locations:

- Dunlop Farms Pump Station
- Hrouda Pump Station
- Shepherd Stadium Water Tower
- Hillcrest Pump Station
- Main Pump Station
- Southpark Water Tower

Miss Utility locating required 164 man-hours for the month of August 2008.

Water

Repaired main line water break at the following location:

- 3103 Atlantic Ave.

Replaced water meters at the following locations:

- 2033 Blvd.
- 4518 Conduit Rd.
- 3119 Farris Ave.
- 116 Huntington Rd.
- 623 Keswick Rd.
- 1000 Temple Ave.
- 201 Winston Ave.
- 702 Charles Ave.
- 418 E. Westover Ave.
- 3102 Frederick Ave.
- 137 Kennon Point Dr.
- 700 Lakeview Dr.
- 1107 West Roslyn Rd.

Set meter for new construction at the following locations:

- 402 Creek Pt. Ct.
- 403 E. Roslyn Rd.

Repaired main line break at the following locations:

- 913 & 919 Germar Ct.
- 921 Williamsburg Rd.
- 3202 Glenview Ave.

Responded to meter leak complaint at the following locations:

- 108 Cedar Creek Ln.
- 218 Heron Run Dr.
- Hampton Inn

Repaired or raised meter box at the following locations:

- 3107 Blvd.
- 3107-6B Blvd.
- 312 Branders Bridge Rd.
- 205 Chesterfield Ave.
- 209 Chesterfield Ave.
- 249 Pecan Tree Terrace
- 3107-2B Blvd.
- 406B Bradsher Ave.
- 107 Bruce Ave.
- 176 Chesterfield Ave.
- 151B Chesterfield Ave.
- 3615 Spruce Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Install or replace meter setter at the following location:

- 623 Keswick Rd.

Responded to water cut on/off at the following locations:

- 3640 Blvd.
- 154 W. Westover Ave.
- 706 Old Town Dr.

Performed water shut off at the following locations:

- Ash Ave.
- North Blvd.
- Boykins Ave. to Ash Ave.

Backflow/Cross Connection Survey at the following locations:

- 2403 Blvd.
- 2903 Blvd.
- 3224 Blvd.
- 3609 Blvd.
- 103 Buckingham Dr.
- 3630 Hawick Dr.
- 101 Old Oak Ln.
- 1261 Riveroaks Dr.
- 671 Southpark Blvd.
- 680 Southpark Blvd.
- 723 Southpark Blvd.
- 431 Southpark Circle
- 107 Temple Lake Dr.
- 3120 Woodlawn Ave.
- 1101 Blvd.
- 3201 Blvd.
- 3107-16 Blvd.
- 2002 Blvd.
- 114 Charlotte Ave.
- 200 King Fisher Way
- 501 Old Town Dr.
- 931 South Ave.
- 725 Southpark Blvd.
- 729 & 727 Southpark Blvd.
- 235 Southpark Blvd.
- 411 Southpark Circle
- 880 W. Roslyn Rd.

Responded to dirty water complaint and collected water sample at the following locations:

- 100 Carroll Ave.
- 215 Richmond Ave.

Cleaned out meter boxes for Utility Billing at the following locations:

- 184 Archer Ave.
- 515 Chestnut Ave.
- 317 E. Westover Ave.
- 424 Fairfax Ave.
- 3225 Glenview Ave.
- 704 Lakeview Ave.
- 517 Pinehurst Ave.
- 311 Royal Oak Ave.
- 506 Waterfront Dr.
- 303 Winston Dr.
- 222 Biltmore Dr.
- 3702 Conduit Rd.
- 124 Essex Rd.
- 300 Fairmont Dr.
- 102 Homestead Dr.
- 516 Pinehurst Ave.
- 518 Pinehurst Ave.
- 106 Seaton Dr.
- 118 Waterfront Dr.

Performed yard maintenance at the following locations:

- Appomattox PS
- Archer Ave. Park/Right of Way
- Chesterfield Metering Pit/ROW
- Conjurers Neck Pump Station
- Dunlop Farms Pump Station
- Hrouda Pump Station
- R/W behind Conv. Center
- Sherwood Hills Water Tower/ROW
- Wakefield Ave Sewer ROW
- Archer Ave. Right of Way
- C&B Pump Station/Right of Way
- Conduit Rd.
- Dimmock Pump Station
- Hillcrest Pump Station
- MPS/Right of Way
- Sherwood Hills Pump Station
- Southpark Water Tower
- Moose Ln. @ Creek Pt.

Pulled meter for Utility Billing at the following locations:

- 415 Cameron Ave.
- 99 Moore Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Responded to miscellaneous water calls at the following locations:

- 228 Biltmore Dr.
- 116 Huntington Rd.
- 209 Washington Ave.
- 1836 Duke of Gloucester St.
- 220 Kennon Pt.

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

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk