

CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 2009



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

Walgreen's – Power connection of ornamental streetlights by Dominion Virginia Power has been completed. Final acceptance is pending completion of asphalt repairs at Wawa entrance.

Ariya Family Chiropractic Center – All punch list items have been completed. Recordation of easement plats and agreements is in-process.

Denny's – All punch list items have been completed. Payment from developer for streetlight installation has been received. Final acceptance is pending installation and power connection of streetlight by Dominion Virginia Power.

Sam's Club Expansion – Final landscaping and asphalt paving in parking area has been completed. Final cleanup around site in preparation for final inspection is in progress. Erosion and Sediment control measures are being maintained.

Gill's Point Section 9 – Grading work and excavation for curb along the new streets is in progress. Erosion and Sediment control measures are being maintained.

B. Economic Development Projects (under construction)

Value Place Hotel – On-site parking lot grading and curb work is in progress. Building construction is in progress.

North Riverview Commercial Center Phase 1 – This is a proposed Steak and Shake fast food restaurant. Plans have been approved and Land Disturbance permit will be issued upon receipt of required forms and surety bonds.

C. Economic Development Projects (under review)

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. Updated plans have been reviewed and comments forwarded. Plans are nearing completion. Plans for the building expansion have been received and are under review.

A.B. Cook Farm Phase I – 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.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Mount Pleasant Acres Section 2 – Preliminary plan of development has received Planning Commission Approval (pending engineering requirements). Construction plans have been received and initial review is in progress.

White Bank Park Drainage Improvements – Construction plans have been approved. Work on utility relocations has been completed. Scheduling for the development of special provisions to move construction forward.

Courts Building Renovation – Scoped and issued two task orders under State DGS requirements contract to award work for roof survey and HVAC evaluation, adjustment and testing services. Roof survey complete and repair work solicitation issued. HVAC services in progress. Roof repair bids have been advertised.

Right-of-way Permits:

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

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Three (3) fence permits issued.

2. Fifteen (15) sign permits issued:

- ☆ Tetterton and Associates – 3601 Boulevard
- ☆ CiCi Pizza – 1072 Boulevard
- ☆ N'Telos – 645 Southpark Boulevard
- ☆ Tri-City Driving School – 1910 Boulevard
- ☆ Trojan Beauty and Barber College – 26 Pickwick Avenue
- ☆ Edible Arrangements – 798 Southpark Boulevard
- ☆ Spirit of Halloween – 820 Southpark Boulevard
- ☆ Rimtyme – 1909 Boulevard
- ☆ RBH Medical Center – 3403 Boulevard
- ☆ Red Lobster – 119 Temple Lake Avenue
- ☆ Sarek Automobile – 119 Boulevard
- ☆ Home Décor Liquidators – 500 Southpark Boulevard
- ☆ London Uniform – 2200 Boulevard
- ☆ Perm and Make-Up – 1902 Boulevard

3. Boulevard Revitalization

- ☆ 3 final payment requisitions processed

4. Neighborhood Revitalization:

a. 2008-09 CDBG Home Repair Grant

- ☆ 9 electric jobs completed
- ☆ 10 carpentry jobs completed
- ☆ 1 carpentry and related plumbing/accessibility job completed
- ☆ 4 heating jobs completed
- ☆ 3 plumbing jobs completed
- ☆ 1 lead clearance completed
- ☆ 7 re-roofing jobs completed
- ☆ 1 roofing repair completed
- ☆ 13 new households served in Program Year

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

- b. 2008-09 CDBG Stimulus Grant Application approved for citywide emergency repairs - \$23,510
- c. 2009-10 CDBG Home Repair Grant Application to HUD approved and funding awarded - \$87,560
- d. Received 30 Emergency Repair Applications for FY10 Grant. Currently processing applications for eligibility. Application period closed.
- e. **Rental Inspection Program:**

Item	Month	YTD
TOTAL UNITS REGISTERED		522
# of Dwellings registered	0	162
# of Multi-family Dwellings	0	35
# of Apts. registered	8	317
TOTAL UNITS INSPECTED		229.5
Dwellings inspected	0	162
Multi-family dwellings	0	35
Apts. to be inspected (10%)	.8	32.5
Total # of Properties Sold	0	1
Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	3	270
Passed	2	94
Failed	1	176
Second Inspection	4	72
Passed	4	70
Failed	0	2
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	0
Passed	0	0
Failed	0	0
Total Fees Collected	0	\$950.00
Reinspection	0	\$100.00
Late Registration	600.00	\$850.00
4 year Certificates Issued		
Dwellings	2	121
Apartments	1	5
(no of units certified)	22	92

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

5. Zoning/ Property Maintenance investigations:

a. Property Maintenance

	Month	YTD
Total inspections	15	167
Violations	12	136
Violations resolved	5	109

b. Zoning

	Month	YTD
Total inspections	3	75
Violations	2	64
Violations resolved	1	51

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations reported	4	10
Actual violations	4	33
First letter sent	0	29
Violations abated	0	43
Summons issued	0	1
Door hangers posted	4	14
Active violations	4	4

e. Other

	Month	YTD
Total inspections	5	54
Violations	0	26
Violations resolved	0	26

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	1	73
Violations	1	61
Violations resolved	1	60

g. Tall Grass

	Month	YTD
Total inspections	36	200
Violations	32	165
Violations resolved	12	130

h. Sign Ordinance

	Month	YTD
Total inspections	13	73
Violations	13	73
Violations resolved	9	65

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	2	102
2. New Construction Inspections	217	1,726
3. Permits for New Residences	0	4
4. Estimated Cost for Permits for New Residences	0	\$261,000
5. Permits for Commercial Construction	3	57
6. Estimated Cost for Commercial Permits	\$289,500	\$8,638,582
7. Plumbing Permits Issued	11	93
8. Electrical Permits Issued	19	140
9. Mechanical Permits Issued	5	60
10. Swimming Pool Permits Issued	0	7
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6
13. Court Cases	1	3

III. POLICE DEPARTMENT:

- ✓ Total calls for police service in September 2009; show an increase of 2.%, going from 4,054 calls for service in 2008, to 4,144 in September, 2009.
- ✓ Our **Records Division** processed 237 arrest reports, 45 Animal Control reports, 45 field interviews, 225 incident reports, 727 pawned properties and 1,139 traffic summonses, along with a variety of other reports, totaling **2,706 reports**.
- ✓ We are pleased to report that September, 2009, was a busy, productive month for our organization. We enjoyed the competition and fellowship at our annual *Police vs. Fire Charity Softball Game* this month. Camaraderie and a good time were enjoyed by all in attendance.
- ✓ Captain Keith Early and Officer Travis Karr attended the annual *MADD Award* ceremony in Chesterfield County. With approximately (15) jurisdictions in attendance, Office Karr were recognized with the *highest* achievement award for his 2008 DUI enforcement efforts. Officer Karr arrested 109 DUI offenders during the calendar year.
- ✓ Lt. Dann Ferguson graduated from the National Criminal Justice Command College this month. Sponsored by the University of Virginia, this 10-week training was very demanding.
- ✓ Auxiliary police officers Dennis Branzelle and Kevin Burcham graduated from the Chesterfield Police Academy's Basic Police Training this month. The completion of this grueling, long-term training is indicative of the dedication our volunteers have for our organization and our community.

The following information reflects highlights during the month, by division.

- ✓ The **Law Enforcement Services Bureau** activities were as follows:
 - Sergeant Tom Kifer, Officer Sophie Benkendorf, Auxiliary officers and Sentinels participated in the department's shredding and child safety seat inspection event in the parking lot of Ashley Furniture on September 12th. Approximately 3,500 pounds of documents were shredded, 30 child safety seats were checked, and 11 child DNA identification kits were completed.
 - Both Captain Early and Captain Newsome attended the *9/11 Memorial Ceremony* at the War Memorial on September 12th. Both Police and Fire personnel spoke at the event.

III. POLICE DEPARTMENT (CONTINUED):

- Captain Newsome, Lieutenant Ken Stables, Sergeant Kifer, SRO Dale Waldrop and Sentinels participated in the elementary schools' kindergarten and new student orientations, providing child DNA identification kits for more than 200 children.
- Captain Newsome and Lieutenant Stables attended the *Community Heroes* Sunday Service at Faith Baptist Church on September 27th, where each attendee from the public safety realm was presented with a coffee mug filled with assorted small gifts. Most notably, Captain Newsome was presented with a plaque in honor of his 35 years of service as a law enforcement officer.
- Officer Benkendorf and Detective Bill Moore provided a safety presentation to 96 kindergarten students at Tussing Elementary School.
- Our speed trailer was utilized on West Ellerslie Avenue, Archer Avenue, and Hamilton Avenue throughout the month of September.
- Students returned to school on September 8th, and SRO Dale Waldrop returned to the high school, while SRO Scott Whirley began his first year at the middle school as a resource officer.

The highlights from our **Detective Division** and our **Street Crimes Unit** were as follows:

- Detective Bill Moore successfully investigated the armed robbery that occurred at the Virginia Commonwealth Bank. Two suspects have been arrested for the robbery and related offenses.
- Street Crimes Unit officers executed a search warrant on a local residence, at which time several grams of marijuana were recovered.
- Street Crimes personnel charged a resident on Suffolk Avenue for maintaining a drug nuisance at the residence.
- Detective Moore participated in the NBC-12 *Fugitive Friday* news broadcast.
- Three (3) nuisance letters were issued during the month of September.

Sentinel volunteers donated a total of 43 hours. Our Sentinels assisted with special events, traffic details and patrol duties throughout the month. Like our Auxiliary police, our Sentinels are a part of our law enforcement family. We continue to value their dedication and service to our community.

We reported an increase in productivity from our **Operations Division** during the month of September. Federal Highway Safety grant monies aided us in our public safety efforts this month. Numerous selective enforcement details were executed, to include DUI enforcements, school zone speed enforcements, and traffic light enforcements.

Our officers tallied 1,139 traffic summonses, 1,703 traffic stops, 23 DUI arrests, 64 investigated crashes, 23 drug arrests, 237 total arrests, 70 issued parking tickets, and 44 initiated field interviews. Our uniformed officers investigated 180 reported incidents, and we cleared 137 of those incidents, or 76%. Some of the Operations Division highlights are as follows:

- Officer Thad Johnson successfully investigated several burglaries, destruction of properties, and larcenies from the Dunlop Village Shopping Center complex. Two juveniles were arrested as a result of these incidents, and a third suspect's arrest is imminent.

III. POLICE DEPARTMENT (CONTINUED):

- Officers responded to an armed robbery at the Virginia Commonwealth Bank. Whereas the suspects initially eluded capture, our officers did a good job coordinating their efforts. Our detectives have since arrested both suspects for the robbery and related charges.
- As a result of a call for service, our officers observed marijuana plants growing in a wooded area off of Hillcrest Avenue. Subsequent to obtaining/executing a search warrant, a marijuana grow operation and numerous types of illegal drugs were recovered. The suspect was arrested, and he is awaiting trial for the multitude of charges.
- Captain Early attended the *Lakeview Dam Emergency Action Plan Functional Exercise* sponsored by Kleinshmidt. He was joined by members of the Fire Department and others.

Our **Auxiliary Police** officers continue to volunteer their time and energy for our community. Officers contributed 370 hours of service this month, and some of their efforts were directed towards the 9/11 Memorial event, Child Safety Seat and Shredding event, CHHS football games, ride-alongs, academy training, etc.

Our **Animal Control** personnel impounded 25 dogs and 21 cats. During the month of September, there were four (4) dogs and no cats returned to their owners, with 15 dogs and 25 cats adopted out. We did not receive any reports of animal bites during the month. Animal Control officers investigated 125 complaints, and they issued a total of five (5) summonses. Personnel collected fees totaling \$324.00. Our recent hire of Shelter Aide Jennifer Harman will enable our ACO officers to more actively deal with calls for service and other related duties.

Crime	September 2008	September 2009	Percentage of Increase/Decrease
Aggravated Assaults	2	0	-100%
All Criminal Arrests	284	237	-17%
Arson	1	0	-100%
Burglaries	12	7	-42%
Calls for services	4,054	4,144	2%
DUI arrests	29	23	-21%
Larceny	68	46	-32%
Motor Vehicle thefts	2	3	50%
Robberies	0	2	#DIV/0!
Shoplifting arrests	36	28	-22%
Simple Assaults	14	17	21%
	PART I (Serious) OFFENSES		
September 2009	Number Reported	Number Cleared	Percentage Cleared
	75	54	72%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 111

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activations	8	Hazardous Conditions	2
Animal Rescue	0	Heat from Short Circuit	0
Assist Invalid	2	Lightning Strike	1
Assist Police	1	No Incident on Arrival	1
Authorized Controlled Burning	2	Passenger Vehicle Fires	0
Building Fire	1	Police Matter	3
Child Safety Seat Installations	15	Power Line Down	6
CO2 Detector Installations	0	Public Fire Education	1
Cover Assignment	0	Public Service Assistance Calls	22
Dispatched then Cancelled Calls	9	Smoke Detector Installed	2
Electrical Equipment Problems	4	Smoke Scare/Odor Removal	2
EMS Call	1	Trash/Rubbish Fires	1
Gas/Other Flammable Liquid Spills	1	Unauthorized Burning	3
Gas Leak	2	Unintentional Alarm Malfunctions	1
Good Intent Calls	13	Water Problem	1
<u>Mutual Aid Given</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	5	Crater Haz-Mat Team	1
Prince George	1		

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

EMS DIVISION:

TOTAL EMS PATIENTS: 280

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	14	Motor Vehicle Accidents	9
Allergic Reactions	4	Other Injury/Medical Calls	106
Altered Level of Consciousness	8	Public Service Calls	7
Assaults	4	Strokes	7
Bite/Sting	2	Suicide Calls	2
Cardiac Arrest	1	Trauma Calls	1
Chest Pains	28	Unresponsive Patients	20
Difficulty Breathing	34		
Falls	29		
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Fort Lee	3	Chesterfield	1
Petersburg	2	Fort Lee	3
		Petersburg	2

IV. FIRE & EMS DEPARTMENT (CONTINUED):

<u>Call Type</u>	<u>Average Time of Patient Contact</u>
Priority 1	5.14 minutes
Priority 2	5.01 minutes
Priority 3	6.11 minutes

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	430
Payroll Checks	632
Other	<u>120</u>
Total	<u>1,182</u>
- Twelve (12) alarm citations were processed during September.
- New Server for financial software has been ordered and scheduled for installation in October. This will include an update of financial software with the exception of the tax and utility billing programs.
- Continued audit procedures and work papers for the annual external audit and Comprehensive Annual Financial Report.
- Continuing discussions with our financial advisor pertaining to refunding of currently outstanding general obligation bond issues to obtain savings brought on by current interest rate conditions.

Purchasing – 200 total purchase orders were completed with 162 being processed by the purchasing and 38 departmental purchases being reviewed as compared to 247 being completed for the same period in 2008. In addition 152 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month

- Invitation #09-91102-955, Mechanical Maintenance Contract, issued on August 2, 2009, was opened on September 11. Griffin Heating and Cooling was the low bidder. The contract is in place, and they will start on October 1.

Other Purchasing Activity

- Contract renewed for asphalt slurry seal and cracked sealant.
- Continued contract negotiations with Pro Active, the City's IT service vendor.
- Section 125 Vendor chosen, with contract in place.
- Consolidate cell phone plans in the City, to reduce cost with more service.
- Contacted appraiser to appraise Violet Bank Museum collection, for insurance purposes.
- Quotes were issued for various items for the newly formed Street Crime Unit. Funding coming from asset forfeiture.
- Purchase Order issued for professional consultant services for Route 1 signal coordination, from Sherwood Drive to Temple Avenue.

V. FINANCE DEPARTMENT (CONTINUED):

Risk Activity:

General/Citizen Claims

- A citizen obtained a crack in their windshield that was caused by an object coming off the back of a City truck. Cost to fix the windshield was \$185.00.
- A citizen twisted her ankle while stepping in the courtyard at the Courthouse while on jury duty late at night.
- While cutting grass on Temple Avenue, a rock was thrown from a City lawn mower and broke the glass of a vehicle stopped at a stoplight.

Property Claims

- None

Automobile Claims

- Police officer stopped another vehicle for a traffic violation. The stopped vehicle backed into the City vehicle, causing little damage to either vehicle.
- A vehicle, stopping for the red light at Westover and the Boulevard, struck the back of a City vehicle. There was little damage to either vehicle.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,660

Delinquent Notices Sent –644

Delinquent Notices Percentage 18.6%

Services cut off for nonpayment on September 10th was 108

Additional 14 cutoffs after receiving extensions in August

Work orders for September 2009

Leaks – 39

New Accounts – 79

Terminations – 83

Extensions – 66

Clean - 2

Emergency Cut Off - 1

Utility Billing Generated State Setoff Collections: September \$41.64

Completed semi-annual review of trash can usage to ensure proper amounts are charged for refuse collection.

VI. HUMAN RESOURCES DEPARTMENT:

• **Advertisements**

Department

Public Works

Office On Youth

Library

Position

Public Works Technician

Mentor/Tutor (Part Time)

Library Assistant (Part Time)

• **Applications and Testing**

Utility Maintenance Specialist 57

Skateboard Park Supervisor (Part Time) 13

Public Works Technician 68

Mentor/Tutor (Part Time) 16

Library Assistant (Part Time) 104

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

• Miscellaneous

The following employee orientation and exit interview sessions were held in September 2009:

Orientation

John Crenshaw – EMS Firefighter
Jonarron Evans – EMS Firefighter
Kyle Papelino – EMS Firefighter
Timothy Fontaine – EMS Firefighter
Timothy Schaak – EMS Firefighter
Travis Bowling – EMS Firefighter
Trenton Worrell – EMS Firefighter

Exit Interview

LaKeisha Givens – Police Officer

Worker's Compensation

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
09-02-09	Police	Lower back pain while picking up 50 lb. bags of cat litter.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City's web site had 52,765 visits in the month of September with 82,344 page views, including 4,022 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Real Estate Assessment Search, Purchasing RFPs, and Recreation & Parks.
- Citizens submitted and city staff processed 275 service requests and questions through the "Citizens Action Center" online during the month of September. The FAQs were viewed 249 times during this same period.
- September's City e-News was distributed via email to 5,111 customers. In addition, a new featured e-Newsletter, "Retail Buzz", was distributed to 197 contacts from Economic Development in September.
- IT's Wide Area Network continues to progress with VPN project commencement for the Public Works Administration and Traffic Engineering offices. That project will tie both of those facilities into the City's network.

VIII. LIBRARY:

- ☆ The library staff circulated 24,094 titles in September.
- ☆ The public computer center was used by 2,390 patrons.
- ☆ The library's meeting rooms were used 84 times.
- ☆ 3,719 residents visited the Colonial Heights Virtual Library to retrieve 752 articles from their homes and offices.
- ☆ 208 people registered for new library cards and an average of 633 patrons used the library each day.

IX. RECREATION & PARKS:

Recreation & Parks

<u>Activities</u>	<u>2008</u>	<u>2009</u>
ADULT SUMMER SOFTBALL	16 Teams	20 Teams
BELLY DANCING	5	n/a
CHEERLEADER REGISTRATION	101	78
COMMUNITY BUILDING ATTENDANCE	1,165	1,045
COMMUNITY BUILDING RESERVATIONS	37	37
FOOTBALL REGISTRATION	154	164
NEW ENGLAND TRIP	N/A	50
OPTIMA GIRLS TRAVEL LEAGUE		
BASKETBALL	N/A	12
PAVILION ATTENDANCE	2,480	1,987
PAVILION RESERVATIONS	37	37
PETE'S PLACE (CHHS)	N/A	203
PETE'S PLACE (CHMS)	N/A	242
PETE'S PLACE (PEAK HOURS)	6:30 P.M.	-8:45 P.M.
POWER	2	5
SENIOR CITIZEN ATTENDANCE	2,675	2,867
SKATEBOARD PARK	202	275
TAE BOX	26	17
TEEN DANCE	202	150
TEEN AFTER SCHOOL PROGRAM	N/A	15
TEEN CENTER MOVIE NIGHT	N/A	23
U-14 BLITZ TRAVEL TEAM	12	15
UNITED WAY EMPLOYEE KICK-OFF	N/A	90
VIOLET BANK MUSEUM	188	189

Senior Citizens Center

<u>Activities</u>	<u>2008</u>	<u>2009</u>
Advisory Board Meeting	8	9
AARP Meeting	58	42
Bingo in Center	78	1178
Bob Ross Painting Class	12	4
Bowling	120	120
Club Meeting	192	183
Crochet & Knitting	47	42
Dance	0	111
Floor Exercises	128	97
Golf at Prince George	496	590
Kay's Oil painting	n/a	25
Line Dance Class	40	43
Movies	6	8
New England Trip	n/a	50
Painters Group	64	24
Popular Forest	n/a	28
Sandwich Social	32	28

IX. RECREATION & PARKS (CONTINUED):

Sing A-Long	48	36
Sing-a-long CH Health Care Center	14	14
Sit Down Exercises	204	348
Splash of Color Workshop	n/a	13
Strength Training Class	188	201
Tai Chi	33	39
Tap Class Advance	48	36
Tap Class Beginners	56	71
Tap Class Intermediate	62	67
Triad Meeting	50	65
Watercolor Class	20	12
Yoga	33	98
Zoomer Boomer	251	260
Total	2,675	2,867

	<u>2008</u>	<u>2009</u>	<u>2008</u> <u>Donations</u>	<u>2009</u> <u>Donations</u>
Meals				
Home Del Meals	100	60	\$65.00	\$60.00
Breakfast Meals	100	60		
Bags	40	30		
Total	240	150		
Transportation				
Total Passengers	671	537	\$127.00	\$289.00
Total Miles	3,150	3,543		
Wheelchairs	17	17		
Volunteer Hours	0	8		

Violet Bank Museum

	<u>2008</u>	<u>2009</u>
Attendance	188	189

- Preparing for program at Christmas at Violet Bank Museum
- Developing a Revolutionary War Program for April 2010
- Working on Museum scrap book that details the chronological evolution of Violet Bank
- The 200th Anniversary of the fire at Violet Bank is 2010

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, and Ft Clifton Park, as needed.
- ☆ Washed out pavilions at White Bank Park, as needed.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Picked up trash and emptied trash cans around all ball fields and soccer fields as needed.
- ☆ Dragged and lined all baseball and softball fields as needed for practice, games, and tournaments.
- ☆ Repaired pitching mounds at Shepherd Stadium, Middle School baseball, A-field, and B-field.
- ☆ Cleaned Shepherd Stadium, Shepherd Stadium restrooms, and dugouts as needed.
- ☆ Cut grass at Shepherd Stadium, Civic field, Lakeview ball fields, A-field, B-field, as needed.
- ☆ Cut grass, trimmed, and blew off sidewalks at Wakefield Ave, War Memorial, School Board, Old church, Shuford Ave. Violet Bank, Flora Ave. Playground and Flora M. Hill Park, Battery/Hanover Island, Library, Bristol Ave., City Hall, Health Dept., and Public Safety Building.
- ☆ Cut grass and trimmed at White Bank, Ft Clifton, Lakeview Park, Edinborough Park.
- ☆ Cut grass at Soccer Complex, Skate Park, Pistol Range, Animal Shelter, and Fire Station #2.
- ☆ Performed preventative maintenance on lawnmowers.

IX. RECREATION & PARKS (CONTINUED):

- ☆ Got chairs and tents from Fort Clifton and set-up in Stadium for United Way picnic.
- ☆ Lowered flags to half staff and raised back as needed.
- ☆ Replaced worn flags at Public Safety Building.
- ☆ Moved bases in Shepherd Stadium for Police/Firemen softball game.
- ☆ Removed pitchers mound from Shepherd Stadium used for BIB Tournament.
- ☆ Built back regular pitchers mound in Shepherd Stadium.
- ☆ Cleaned trash from Football Stadium.
- ☆ Painted High School Football Practice Field, Recreation Football Practice Field, Field Hockey Field, Soccer Fields and Band practice field.

- ☆ Located corner pins and laid out soccer field at Soccer Complex.

- ☆ Set out soccer goals and stacked down, set out benches and trash cans at Soccer Complex.
- ☆ Moved bleachers in place at Soccer Complex.
- ☆ Replaced broken swing at Flora M Hill Park.
- ☆ Moved bases at Lakeview 1 & 2 as needed for Fast Pitch Tournament.
- ☆ Set-up chairs, tables and portable stand at new boat landing and river trail dedication.
- ☆ Blew off parking lot at Community Center and Shop as needed.
- ☆ Cut up tree at White Bank Park that was blown down in storm.
- ☆ Repaired and rebuilt two paint machines.
- ☆ Sprayed Tussing Elementary parking area and Violet Bank with KillzAll.

X. OFFICE ON YOUTH & HUMAN SERVICES:

YAC Activities

- 4 YAC members helped with the *Back to School Festival*

Trainings & Meetings

- Abby Lynch & Tricia Quenan attended the *Back-to-School Breakfast* at CHHS
- Abby Lynch attended *Teaching Methods in Prevention Classroom – VTSP*
- Abby Lynch attended the *VJCCCA Regional Meeting* in Yorktown
- Abby Lynch, Tricia Quenan & Eileen Brown attended the *Better Beginnings Coalition Meeting*
- Abby Lynch & Tricia Quenan attended the *Toastmasters* Training
- Abby Lynch attended the *State of the Community's Health* seminar
- Abby Lynch attended the *Fidelity Based Adaptations to Diversion/Prevention Programs – VTSP*
- Tricia Quenan & Abby Lynch attended the Hidden Epidemic: *Alcohol and the Older Adult* seminar
- Abby Lynch attended the *Underage Drinking Task Force*
- Abby Lynch and Tricia Quenan attended *CSA Resource Day* with presenter, Dr. Jon Bartlette

Driver Bags

- 27 youth received VaABC, VASAP, MADD, State Police information when they received their driver's license

Community Service

- 11 youth completed 105 hours of Service Learning

Shoplifting Diversion Program

- 53 youth attended the Shoplifting Diversion Program with a parent

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

Better Beginnings Coalition

- New Coordinator, Janet Sullivan held a lunch meeting with 11 people in attendance. The group planned new strategies for reaching teens and pamphlets are available for teens at “Pete’s Place”

Juvenile & Domestic Violence Task Force

- Meeting held with 25 members in attendance with two new members; planned for upcoming events: TRIAD Elder Abuse meeting, Safe Communities Night, and Regional Domestic Violence Meeting

Kids’ After-School Program

- Program began at North Elementary and Tussing Elementary, serving 22 students; interviewed mentor/tutor applicants; solicited volunteers for program; staff spoke at elementary PTO meetings to promote the program

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2009	63	\$10,567.63	7	\$1,649.83
2008	83	\$12,746.17	8	\$ 1,773.55

All of the repairs are normal maintenance issues. We are currently preparing the leaf collectors for service and they should be ready by next week.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

Weeded, weedeated, and cut grass at the following sites:

- Temple Avenue, Boulevard, Violet Bank, Old Town Drive Civic Site, Lynchburg Avenue, Legacy Garden, Laurel Parkway, City Hall, Ashby Avenue, Flora Hill, White Bank Park, Royal Oak Avenue, Public Safety Building, City entrance sign at Prince George line, War Memorial, Marvin Avenue and Library.
- Trimmed shrubbery at City Hall, Arlington Ave, and Public Safety Building.
- Continued watering all sites each day.

Placed mulch and sprayed for weeds at the following sites:

- Public Safety Building, Marvin Ave, Arlington Ave, White Bank Park, Legacy Garden, Laurel parkway, War Memorial, Old Town Creek Civic sign, Temple Ave in front of Courthouse, Library, Temple Ave at I-95, Flora Hill Park, City Hall and Fire Station II.
- Planted Black Eye Susan’s and Lioriope at Old town Creek Civic site, Day Lillis and junipers at Tempe Ave and I-95 and entrance sign at Ashby Ave and the Temple Ave entrance sign at Prince George.
- Planted Black Eye Susan’s and Lioriope at Old town Creek Civic site, Day Lillis and junipers at Tempe Ave and I-95 and entrance sign at Ashby Ave and the Temple Ave entrance sign at Prince George.
- Pruned tree at Courthouse.

Vegetation

Cut and trimmed grass at the following locations:

- | | |
|----------------------------------|---------------------------------|
| • Meridian Avenue drainage ditch | • Biltmore Drive |
| • Yacht Basin Drive | • Sherwood Drive |
| • Public Works Complex | • Sadler Avenue |
| • White Bank Road | • Moose Lane |
| • Old Town Drive | • Covington Road drainage ditch |

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Conduit Road
- Gills Drive
- Boulevard
- Washington Avenue
- Dunlop Farms Boulevard
- Old Recycling Center
- Carroll Avenue
- Charlotte Avenue drainage ditch
- Riveroaks Drive
- Edinborough Drive
- Chesterfield Avenue
- Ellerslie Avenue
- Bluff Drive, Court and Terrace
- Charles Dimmock Parkway
- Temple Avenue
- Branders Bridge Road

Trimmed limbs and/or bushes at the following locations:

- Fischer Avenue
- Temple Avenue
- Joe Johnson Avenue

Removed fallen trees/limbs after storm from the following locations:

- 1117 Yacht Basin Drive

Sprayed the following locations for high weeds:

- Dunlop Farms Boulevard
- Old Town Drive
- Moose Lane
- 1201 Covington Road
- Boulevard at Carroll Avenue
- Chesterfield Avenue
- Yacht Basin Drive
- Radio Tower behind Animal Shelter
- Cedarwood Drive
- Temple Avenue guardrails

Picked up litter at the following locations:

- Roanoke Avenue
- Conduit Road
- Westover Avenue
- Dunlop Farms Boulevard
- Old Recycling Center location
- Temple Avenue
- Roslyn Road
- Ellerslie Avenue
- Bluff Court, Drive and Terrace
- Charles Dimmock Parkway

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.
- Assisted with installation of pilings for the new boat ramp at Appomattox River.
- Placed "No Dumping" signs at 228 Washington Avenue residents dumping grass clippings and brush.
- Continued monitoring drainage throughout the City.
- Assisted Horticulture Division with sites throughout the City.
- Removed four dump truck loads of construction material from Public Works Complex.
- Assisted Fire Department removing sand from street after a trash truck hydraulic spill.
- Sprayed for fleas and removed debris from wooded area at 533 MacArthur Avenue.

Stormwater and Drainage

Street Sweeper removed 4 cubic yards of debris from the following locations:

- Honey Creek Court
- Conduit Road

Removed limbs, brush and debris from the following locations:

- Franklin Avenue
- 401 Lee Avenue
- 119 Sadler Avenue
-

Repaired a Storm Sewer and Drop inlet at the following locations:

- 300 Fairmont Drive
- 303 Maple Avenue

Concrete Curb and Gutter, and Driveway Apron restorations at the following locations:

- 3106 Frederick Avenue 7' C&G
- 414 Nottingham Drive 10' C&G
- 920 Jamestown Road 2' C&G
- 1140 Wicker Drive 48' C&G

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- Danville Avenue
- Temple Avenue
- 521 Springdale Avenue
- Yacht Basin Drive
- 228 Washington Avenue
- School Avenue at Conduit Road
- 151 and 157 Brandywine Road
- Roslyn Road at I-95
- 114 Chesterfield Avenue
- 313 Brookedge Drive
- 110 Windmere Drive
- 961 Temple Avenue
- Sancho Alley
- Dick Ewell Avenue
- Forest View Drive at Brookhill Avenue
- 202 Wood mere Dr. at Brandywine Rd.
- Southpark Boulevard at Roslyn Road
- 184 Archer Avenue
- Behind Big Lots

Solid Waste **RECYCLING**

- 216 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed 21 batteries for recycling.

Transportation **Streets**

Placed gravel around new Curb and Gutter, drainage ditch, shoulders, driveways and sink holes at the following locations:

- 418 Dick Ewell Avenue
- 141 – 145 Carroll Avenue

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

- 108 Cedar Creek Lane
- 905 Jamestown Road
- 2701 Conduit Road
- Yorktown Drive
- 205 Homestead Drive
- 100 Bluff Court
- Spruce at Hemlock Avenue
- 300 Fairmont Drive
- 331 Shade Tree Drive
- 915 Williamsburg Road
- 515 Colonial Avenue
- Conduit Road in front Tussing Elem.
- 107 and 201 Winston Avenue
- Spruce Avenue at Boulevard
- A at Wakefield Avenue
-

Traffic Operations

- Signals
 - Did preventative maintenance on four (4) traffic cabinets
 - Replaced 9 LED traffic lights
 - Repaired Opti-com at Boulevard/Hamilton
 - Repaired traffic cabinet at Temple/Dimmock
- Signs and Markings
 - Made and put up four (4) new stop signs.
 - Made and put up 14 new high intensity street name signs
 - Made six (6) miscellaneous signs
 - Made and put up 11 specialty signs for Roslyn Landing Park
- Street Lighting
 - Installed seven (7) ornamental street light bulbs
 - Replaced three (3) ornamental street light ballasts
 - Repaired two (2) electric eyes for ornamental street lights.
- Traffic Control
 - Responded to five (5) after hours call backs for traffic lights

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Miscellaneous
 - Put barrels and no parking at Roslyn Landing Park
 - Responded to five (5) GovQA requests
 - Tested emergency generators
 - Removed 34 Spring flags and put up 57 Fall flags
 - Cut brush and trees around signs all over the City

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 1205 Boulevard
- 1206 Pleasant Dale Avenue
- 1211 Canterbury Lane
- 407 Wilson Avenue

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

- 2624 Bent Oaks Drive
- 1101 Duke of Gloucester
- 208 Crestwood Avenue
- 1206 Pleasant Dale Avenue

Camera sewer main/lateral at the following location:

- 208 Crestwood Drive
- Moorman Avenue
- Piedmont Avenue
- 212 W. Westover Avenue
- 201 Danville Avenue
- Moorman Avenue
- 100 Blk. Piedmont Avenue
- 111 Yew Avenue
- 317 Lafayette Avenue
- Mt. Pleasant Drive
- 1206 Pleasant Dale Avenue
- 407 Wilson Avenue
- 508 Ivey Avenue
- Mt. Pleasant Drive
- 505 Springdale Avenue

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 location:

- 902 Colonial Avenue
- 324 Mallard Drive
- 123 Stratford Drive
- 3216 Dale Avenue
- 509 Moorman Avenue

Repaired utility cuts at the following locations:

- Braxton Avenue
- 503 Roslyn Road/ Riverview Apartments
- Jamestown Road

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Responded to citizen's complaints for sewer bugs at the following locations:

- 116 Ashley Place
- 554 Riverview Road
- 322 Ivey Avenue

Cleaned wet well at Hillcrest Pump Station.

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

Removed debris from #2 pump at Main Pump Station.

Miss Utility locating required 233 man hours for the month of September 2009.

Water

Repaired water meters at the following locations:

- 108 Cedar Creek Lane
- 5106 Conduit Road
- 1313 Hermitage Road
- 113 Kennon Point Drive
- 515 Lyons Avenue
- 5043 Salem Court
- 917 Williamsburg Road
- 212 Clements Court
- 118 East Highland Court
- 906 Jamestown Road
- 219 Kennon Point Drive
- 419 Moorman Avenue
- 1110 Wellington Road

Set meter for new construction at the following location:

- 128 Hamilton Avenue

Repaired service line break at the following location:

- 2110 Franklin Avenue
- 218 Pinecliff Drive
- 125 Pinecliff Drive

Repaired water main at the following location:

- 315 Ridge Road

Repaired main line break at the following locations:

- 609 Boulevard
- 3222 Holly Avenue
- 315 Ridge Road
- 500 Braxton Avenue
- 320 Jefferson Avenue
- 503 Roslyn Avenue

Replaced meter lid at the following locations:

- 143 Briarcliffe Court
- Newcastle Drive
- 311 Walnut Avenue
- 213 Hillcrest Avenue
- 551 Riverview Avenue
- 337 Waterfront Drive

Install or replace meter setter at the following locations:

- 108 Cedar Creek Lane
- 208 Wakefield Avenue

Check fire hydrant for leak at the following location:

- 139 Hillcrest Avenue

Performed water shut down at the following location:

- 109 Ashley Place
- Franklin Avenue
- 149 Ashley Place
- 804 W. Roslyn Road

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Replaced or repaired water service line at the following locations:

- 108 Cedar Creek Lane
- 901 Lakewood Drive
- 905 Jamestown Road
- 106-113 Waterfront Drive

Responded to dirty water complaint at the following locations:

- 1202 Burlington Drive
- 208 Crescent Avenue

Performed yard maintenance at the following locations:

- Appomattox Pump Station
- C & B Pump Station/Right of Way
- Conduit Road
- Dimmock Pump Station
- 1-95 Right of Way (behind K-Mart)
- Right of Way behind Convalescent Center
- Sherwood Hills Water Tower/Right of Way
- Archer Avenue Park/Right of Way
- Chesterfield Meeting Pit/Right of Way
- Conjurers Neck Pump Station
- Dunlop Farms Pump Station
- Main Pump Station/Right of Way
- Sherwood Hills Pump Station
- Southpark Water Tower

Backflow/Cross Connection Survey at the following locations:

- 654 Blvd.
- 2002 Blvd.
- 2425 Blvd.
- 212 Brooke Ct.
- 110 Cedar Creek Ln.
- 430 Clairmont Ct.
- 101 Comstock Dr.
- 200 Comstock Dr.
- 307 Comstock Dr.
- 1007 Conjurers Dr.
- 235 Dunlop Farms Blvd.
- 3110 Greenwood Ave.
- 107 Heron Run Dr.
- 301 Jennick Dr.
- 212 King Fisher Way
- 331 King Fisher Way
- 301 Mallard Dr.
- 413 Nottingham Dr.
- 219 Old Brickhouse Ln.
- 1225 Riveroaks Dr.
- 851 South Ave.
- 425 Southpark Blvd.
- 727 Southpark Blvd.
- 798 A Southpark Blvd.
- 165 Southpark Circle
- 1891 Southpark Circle
- 119 Temple Lake Dr.
- 425 Waterfront Dr.
- 512 Waterfront Dr.
- 519 Waterfront Dr.
- 1116 Blvd.
- 2033 Blvd.
- 3201 Blvd.
- 108 Cedar Creek Ln.
- 360 Charles Dimmock Pkwy.
- 436 Clairmont Ct.
- 108 Comstock Dr.
- 242 Comstock Dr.
- 1001 Conjurers Dr.
- 1013 Conjurers Dr.
- 113 Dunoon Ct.
- 3630 Hawick Dr.
- 212 Heron Run Dr.
- 200 King Fisher Way
- 319 King Fisher Way
- 102 Lakeview Ct.
- 300 Nottingham Dr.
- 206 Old Brickhouse Ln.
- 1119 Peace Cliff Ct.
- 837 South Ave.
- 931 South Ave.
- 721 Southpark Blvd.
- 735 Southpark Blvd.
- 810 Southpark Blvd.
- 497 Southpark Circle
- 1040 A Temple Ave.
- 1104 W. Roslyn Rd.
- 507 Waterfront Dr.
- 513 Waterfront Dr.
- 529 Waterfront Dr.

- 705 Waterfront Dr.

- 706 Waterfront Dr.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- 721 Waterfront Dr.
- 224 White Sand Ct.
- 102 Woodbridge Rd.
- 203 Woodbridge Rd.
- 170 Southpark Circle
- 723 Waterfront Dr.
- 225 White Sand Ct.
- 200 Woodbridge Rd.
- 3120 Woodlawn Ave.

Responded to miscellaneous water calls at the following locations:

- 903 Azalea Lane.
- 1314 Canterbury Lane
- 296 Kennon Point Court
- 3637 Perthshire Lane
- 1869 Southpark Boulevard
- 415 Bradsher Avenue
- 916 Forestview Drive
- 507 Moorman Avenue
- 4548 Ridgecrest Lane

Abandoned old service line at 506 Colonial Avenue.

Collected routine water samples and sent to ARWA Lab for testing for the month of September.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk