

CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2010



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

Adaptive Reuse of the Former Church – Previewed building preservation and renovation options proposed by Moseley Architects.

Bruce Avenue Drainage – Phase II – Construction contract awarded to Southern Construction. Work on Bradsher Avenue is substantially complete. Construction in Dupuy Avenue is substantially complete. Punch list items are being addressed.

Signal Coordination UPC 77600 – CMAQ Program – Construction underway.

American Reinvestment and Recovery Act (ARRA) Resurfacing - Work is approximately 100% complete. We have received additional funding for additional work location of Southpark Boulevard. Work order has been processed and work has been scheduled.

Dimmock Parkway-Jennick Drive Traffic Signal - reviewing proposal received from Kimley-Horn consultants to develop scope of design and construction of a multi-phase, actuated traffic signal. Met with consultant responsible for signal design and the geotechnical engineer. Scheduled soil borings for potential mast arm placement.

Windsor Ave. Water and Sewer Replacement – Construction is substantially complete. Punch List has been addressed by the contractor. Within one-year maintenance.

B. Economic Development Projects (under construction)

Shamin Hotels (Hampton Inn and Holiday Inn Millennium) – All punch list items on the End of one-year maintenance inspection have been completed. Letter has been sent to developer releasing the remaining surety amount. This project is now completed.

Gill's Point Section 9 – Placement of asphalt base has been completed. Placement of final surface mix is scheduled upon completion of new houses. Erosion and Sediment Control measures are being properly maintained.

Miller Rheumatology - Land disturbance permit has been issued and Pre-construction meeting held on-site with contractors. Installation of storm drainage and utilities is in-progress. Erosion and Sediment Control measures are being properly maintained.

North Riverview Commercial Center Phase I (Patient First) – Plans have been approved and awaiting Land disturbance permit issuance.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

Lakeview Elementary School Addition – Construction plans have been approved and awaiting Land disturbance permit issuance.

C. Economic Development Projects (under review)

Temple Ave. Associates Subdivision – Plat has been approved and recorded.

Cookout Restaurant – This project consists of constructing a Drive-Thru Restaurant adjacent to the new Walgreens site on the Boulevard. Preliminary plan of development was approved at the July Planning Commission meeting (pending engineering requirements). Construction plans have been reviewed and comments forwarded for revisions.

The following private development projects are currently **active** within the review process:

- Old Town Creek Center (formerly A.B. Cook Farm – Phase I)
- Southlake III
- Mount Pleasant Acres – Section 2
- Cookout Restaurant

The following private development projects are currently **inactive** within the review process:

- Office Depot
- Mallard Cove Section 3
- The Tanning Club Entrance Relocation
- Target Expansion
- Resubdivision of Mount Pleasant Acres, Blocks J, G, and M
- J. S. Wood Builder, Motel addition
- Ashton Car Wash (behind Sonic)
- Roslyn Farm Corporate Office
- Resubdivision of Lot 21, Blk. A, Mt. Pleasant Acres

Right-of-way Permits:

- Issued eight (8) permits
- Closed out ten (10) permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. One (1) fence permit issued.
2. Nine (9) sign permits issued:
 - ☆ Kitchen & Bath Outlet – 1905 Boulevard
 - ☆ Heaven Sent – 23 Dunlop Village Circle
 - ☆ Watkins Equipment Center – 880 W. Roslyn Road
 - ☆ Dances Sporting Goods – 570 Southpark Boulevard
 - ☆ Taekwondo Institute – 2203 Boulevard
 - ☆ Carpet Outlet – 860 W. Roslyn Road
 - ☆ Wachovia Bank – 1603 Boulevard
 - ☆ Dots Fashion – 106 Southpark Boulevard
 - ☆ Keystone Tractor Museum – 880 W. Roslyn Road
3. Boulevard Revitalization – No Activity

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

4. Neighborhood Revitalization – CDBG Program

a. Repairs Completed - \$42,682

- ☆ \$1,325 plumbing repairs, toilet, kitchen sink, shower drain, grab bars
- ☆ \$1,700 flooring repair, porch structure repair, ceiling repair
- ☆ \$1,120 metal roof repair
- ☆ \$1,110 metal roof repair
- ☆ \$1,075 metal roof repair
- ☆ \$925 metal roof repair
- ☆ \$650 shingle roof repair
- ☆ \$1,050 metal roof repair
- ☆ \$3,623 handicap access ramp, porch post and rails replaced
- ☆ \$1,200 porch railing replacement
- ☆ \$2,050 porch railing replacement, brick steps repair, gutter replacement
- ☆ \$1,800 water line and water heater replacement, drain repair
- ☆ \$6,720 structural flooring, cabinets, ceiling and door repair
- ☆ \$600 electrical repair
- ☆ \$200 plumbing drain cleaning
- ☆ \$825 tub cut
- ☆ \$825 tub cut
- ☆ \$3,565 handicap access ramp and tub cut
- ☆ \$4,852 foundation repair
- ☆ \$2,521 floor structure repair
- ☆ \$1,861 floor repair
- ☆ \$485 install handicap toilet
- ☆ \$1,850 remove & replace concrete steps and railing
- ☆ \$750 replace gutters

Repairs Underway -

- ☆ None

Out for Bid

- ☆ None

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

- ☆ \$23,510 expended to Citywide emergency repair activities

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

- ☆ \$75,943 available to carryover for emergency repair projects.

d. 2010-2011 CDBG Action Plan for \$94,232 entitlement award submitted to HUD

- ☆ Subgrantee contract with Elderhomes drafted, now under legal review.

e. Violet Bank District Inspections Schedule:

- ☆ An increase in the level of complaints and infractions in the four inspection areas brought the inspectors into the Violet Bank-Flora Hill District on a more frequent basis than the regular inspections schedule. Because of the increase in enforcement activity there was not one inspection route on a single day that represents these activities. Please refer to property maintenance inspector and building inspector reports for detailed citation data.

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

5. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	19	105
Violations	14	78
Violations resolved	4	68

b. Zoning

	Month	YTD
Total inspections	9	54
Violations	7	46
Violations resolved	5	44

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations reported	0	17
Actual violations	0	13
First letter sent	0	0
Violations abated	0	16
Summons issued	0	0
Door hangers posted	0	19
Active violations	0	0

e. Other

	Month	YTD
Total inspections	23	51
Violations	3	19
Violations resolved	1	17

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	23	125
Violations	13	95
Violations resolved	2	84

g. Tall Grass

	Month	YTD
Total inspections	90	337
Violations	33	208
Violations resolved	11	186

h. Sign Ordinance

	Month	YTD
Total inspections	2	68
Violations	2	67
Violations resolved	1	61

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	25	128
2. New Construction Inspections	178	1,322
3. Permits for New Residences	1	4
4. Estimated Cost for Permits for New Residences	\$65,000	\$258,000
5. Additions	7	83
6. Demolitions	0	4
7. Permits for Commercial Construction	1	40
8. Estimated Cost for Commercial Permits	\$6,700	\$1,661,319
9. Plumbing Permits Issued	15	106
10. Electrical Permits Issued	13	109
11. Mechanical Permits Issued	5	42
12. Swimming Pool Permits Issued	0	6
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	0	28
15. Court Cases	0	1

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,963 calls for service during August, and we responded to 3,428 calls for service this month last year, a 16% increase.
- ✓ The Police Department has experienced an increase in daylight criminal activity and has utilized many different resources in order to address the daytime burglaries. We continue to follow-up on leads and stay in contact with surrounding jurisdictions, as they have experienced similar crimes. By partnering with the local media, we hope to get the information out to our citizens as well as offer safety and security tips for crime prevention.
- ✓ Another area of crime prevention that we have focused on is our elderly. Recently, we provided our entire TRIAD membership with whistles, along with information that may prevent them from becoming a victim of crime. We also stepped up our response to domestic violence by providing informational pouches made up for each officer within the department to be used as informational resources that are conveniently available to all. During the month, we also addressed over 800 in-coming Fort Lee soldiers in the areas of crimes prevention and traffic laws so that they are aware when visiting the City of Colonial Heights.
- ✓ The Police Chief had the occasion to attend an underage drinking conference for the John Tyler ASAP Board. He is planning to develop and host training in the area of technology of fraudulent identification detection. This will be offered regionally; however, he feels it will have a positive impact locally with the increase of underage serviceman as well as college students that frequent our establishments on a regular basis.
- ✓ Our officers tallied 233 criminal arrests, 21 DUI arrests, and 12 drug arrests; issued 977 traffic summonses; made 1,448 traffic stops; and investigated 99 traffic crashes. In addition, we issued 108 parking citations, 33 false alarm citations, and 111 field interview reports. Our **Records Division** processed 230 incident reports, 45 Animal Control reports, and 1,057 pawned properties.
- ✓ The **Law Enforcement Services Bureau** activities are as follows:

III. POLICE DEPARTMENT (CONTINUED):

- Captain Newsome administered the Senior and Master Career Development test to 10 officers.
 - Lt. William Anspach completed four (4) policies toward the accreditation process.
 - Sgt. Ruxer did three (3) media releases to local TV stations.
 - Police Intern John Ingram has completed 120 hours towards his college internship with the department.
 - Captain Newsome represented our department at Wal-Mart's grand re-opening.
 - Officer Sophie Benkendorf trained all squads on the domestic violence information pouches.
 - Sgt. Rob Ruxer attended a mandatory DMV Grant Distribution Workshop in Richmond.
 - Sgt. Robert Ruxer completed financial reports on the Federal Highway Safety Grant, the Byrne Memorial Equipment Grant and the Local Law Enforcement Block Grant, as well as the Bullet- Proof Vest Partnership.
 - Both school resource officers, Pattison and Whirley, returned to their respective schools.
- ✓ Our **Investigations Division** and **Street Crimes Unit** activities are as follows:
- Sgt. Stephanie Early has welcomed two of our newest investigators to the unit: Det. Thad Johnson and Det. Michael Kelley. Along with their arrival came an increase in the overall case load of robberies and burglaries.
 - Sr. Detective Bill Moore has been assigned five (5) new cases this past month. They include an armed robbery at Subway where after a brief chase, both suspects were captured, at which time they admitted to other robberies in the City of Petersburg. Det. Moore is also investigating a \$40,000.00 scam that may involve both current and previous employees. Det. Moore also arrested a suspect for a previous armed robbery that occurred in the month of June.
 - Det. Thad Johnson has been assigned 17 new cases for the month. They include several of the aforementioned burglaries as well as a sexual assault with indictments pending. Det. Johnson is investigating the armed robbery of two employees at Wal-Mart, which were collecting the day's receipts.
 - Det. Mike Kelley has been assigned 15 new cases for the month, to include several of the daytime burglaries as well as two (2) different embezzlements from Wendy's. Det. Kelley investigated the robbery at Patriot's Motorsports, which resulted in an arrest; he is also looking into the armed robbery at Kentucky Fried Chicken.
 - Our Street Crimes Unit, acting on an initial Crime Solvers tip, obtained a search warrant for an address in the 1100 block of Lakeview Avenue. The homeowner was arrested for distribution of marijuana and possession of cocaine.
 - Street Crimes has been mainly assisting with general investigations of the burglaries.
 - SCU members assisted Dinwiddie County with the apprehension of a fugitive.
 - SCU members observed a hand-to-hand narcotics transaction which resulted in an arrest and a search warrant where \$200.00 in cash, a 1993 Jeep Cherokee and heroin were seized.
 - SCU members issued four (4) public nuisance letters and followed up on two (2) emergency protective orders.

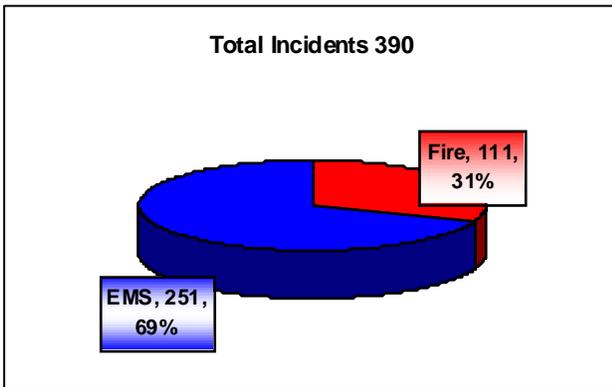
III. POLICE DEPARTMENT (CONTINUED):

- ✓ The **Operations Bureau** activities are as follows:
 - Uniform patrol is assisting with the burglary investigations; they are out interviewing residents and conducting numerous field interviews.
 - Officer Greer Fullerton was released from field training and has been assigned to an evening squad.
 - Officers Mike Foster and Joey Baird are to be recognized by the M.A.D.D. (*Mothers Against Drunk Driving*) organization for their efforts toward combating drunk driving.
 - Congratulations are in order for Officers Adam Brandeberry and David Gallagher, who both have new additions to their respective families.
 - The Commonwealth Attorney's Office conducted roll call training to all shifts on the subjects of trespassing and concealed weapons.
 - Extra patrols were conducted at all of our schools, city parks and ball games.
 - Sgt. Terry Long completed annual background checks on city contracted tow truck drivers.
 - Virginia State University students returned back to campus without incident. New policies and procedures regarding moving in were well received.
- ✓ Our **Animal Control** personnel impounded 62 animals during the month. A total of 17 dogs were returned to owners, with nine (9) dogs and 22 cats adopted out. Animal Control officers investigated 129 animal complaints, with one reported bite. Sixteen (16) summonses were issued. Our personnel collected fees totaling \$830.00.
- ✓ Our **Auxiliary Police** officers contributed 289 volunteer hours of service during August. Some of the activities included the annual BIB Tournament, patrol ride-alongs, prisoner transports, road races and field training.
- ✓ Our **Sentinels** volunteered 20 hours of service to our community during the month. Their activities included the back to School event, traffic check point and patrol duties.
- ✓ Both Officer Dan Vilaro and Officer Ken Bish have been selected as our *Employees of the Month* for July, 2010. Since the supervision of "C" Squad has been taken over by Lt. Dann Ferguson, an effort toward selective enforcement has been initiated in the City parks, which includes the utilization of the "Mule". In mid-July, Officer Vilaro and Officer Bish observed four individuals in the back area of White Bank Park, and they detected an odor of marijuana. Upon further investigation, one adult was ultimately arrested for Possession of Marijuana with Intent to Distribute and three counts of Contributing to the Delinquency of a Minor. The three juveniles were arrested for Possession of Marijuana.
- ✓ Overall, Officers Vilaro and Bish have been making a significant contribution to the selective enforcement initiative as well as to the department's mission of protecting the life, individual liberty and property of all people within the City of Colonial Heights. They are setting the standard that their peers should strive to achieve.
- ✓ For their hard work and initiative, both Dan and Ken have been awarded with gift certificates to Buffalo Wild Wings Restaurant.

III. POLICE DEPARTMENT (CONTINUED):

Crime	August 2009	August 2010	Percentage of Increase/Decrease
Aggravated Assaults	0	2	200%
All criminal arrests	227	233	3%
Arson	0	1	100%
Burglaries	8	11	38%
Calls for services	3,428	3,963	16%
DUI arrests	11	19	42%
Larceny	56	50	-11%
Motor Vehicle thefts	3	3	0%
Robberies	1	5	400%
Shoplifting arrests	38	33	-13%
Simple Assaults	14	13	-7%
PART I (Serious) OFFENSES			
August 2010	Number Reported	Number Cleared	Percentage Cleared
	86	55	64%

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 105

Total EMS Patients: 295

(Total EMS incidents 297)

Fire units arrived on scene in less than 7 minutes on 59.8% of emergency incidents.

(average response time is 6:55 minutes)

EMS units arrived on scene in less than 7 minutes on 72.2% of emergency incidents.

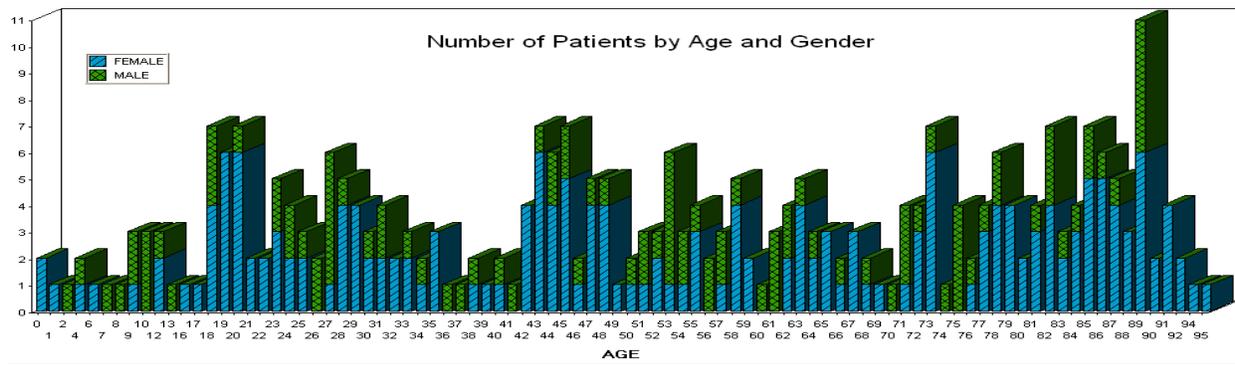
(average response time is 5:52 minutes)

Fire Division:

<u>Fires</u>	<u>Hazardous situations</u>	<u>Service calls and false calls</u>
Building Fire 1	Electrical Problem 7	Good Intent Calls 35
Cooking Fire 3	Gasoline or oil spill 3	Public Service 19
Vehicle Fire 1	Power Line Down 2	Alarm Activation (no fire) 21
Outside Rubbish Fire 1	Other Hazardous Condition 2	Child Seat Installation 6
Other type of Outside Fire 1	Chemical Spill 1	Lighting Strike – no fire 1
	Gas Leak 1	
M/A to Chesterfield EMS First Responder 6	M/A received from Chesterfield Fire 1	
M/A to Chesterfield Fire 1	M/A received from Prince George Fire 2	
M/A to Petersburg Fire 1		
M/A to Hopewell Fire 1		

IV. FIRE & EMS DEPARTMENT (CONTINUED):

EMS Division:					
Abdominal pain	20	Convulsions/Seizure	6	Overdose	5
Allergies (allergic reaction)	2	Diabetic Problem	4	Pain	10
Altered Mental Status	3	Fall	26	Pregnancy/Childbirth	4
Assault	3	Headache	8	Psychiatric Problems	1
Auto vs. Pedestrian	1	Heart Problem	3	Sick Person	16
Back Pain	1	Heat/Cold exposure	1	Stroke/CVA	5
Breathing Problem	33	Hemorrhage/Laceration	2	Traffic Accident	34
Cardiac Arrest	2	Ingestion/Poisoning	1	Traumatic Injury	10
Chest Pain	31	Other type EMS Calls	41	Unconscious	22
M/A to Petersburg EMS	8	M/A received from Fort Lee			2
M/A to Dinwiddie EMS	1	M/A received from Chesterfield			2
M/A to Fort Lee	1	M/A received from Hopewell			2
M/A to Prince George	2	M/A received from Petersburg			1



Significant Incidents



July 16, 2010: (above) Fire units responded to Keswick Road for a lighting strike. Lightning struck a tree in the front yard of the home, jumped across to a metal porch railing and broke through the brick wall into the home. When the lightning entered the home the sheetrock on the inside was blown off the wall, the picture window and front door glass were also shattered. The occupant of the home was sitting in a chair near the point of entry of the lightning. That chair was also damaged by the lightning. All of the damage seen in the pictures above is from the impact of the lightning. None of the damage was from fire control efforts. No injuries were reported.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



July 17, 2010: Fire units responded mutual aid along with several other surrounding agencies to assist Petersburg Fire Department with a structure fire at the former Brown and Williamson Tobacco Company Warehouse on Brown Street. The fire took over 8 hours to bring under control. Colonial Heights Engine-1 with a crew of 4 personnel was on the scene for 14 hours. No injuries were reported.

- ☆ **July 18, 2010:** EMS units responded to a bicycle struck by a vehicle in the 600 block of Ellerslie Avenue. An adult patient was transported to SRMC suffering from chest pains. The patient is expected to survive.

July 18, 2010: Fire and EMS units responded to the intersection of Brander's Bridge road and Franklin Avenue for a vehicle accident. One patient was transported to the hospital with minor injuries.



- ☆ **July 19, 2010:** Fire units responded to Wal-Mart for water coming from the sprinkler system when it was damaged by contractors doing renovations in the pharmacy area. Firefighters assisted the business with shutting off the water flow while maintaining sprinkler coverage to the rest of the structure. Repairs have been made to the system.
- ☆ **July 19, 2010:** Fire units responded to Eastman Avenue for a cooking fire. A pan of grease left on the stove caught fire and extended to the exhaust hood of the stove. There was approximately \$150 damage caused by the fire. There were no reports of injuries.
- ☆ **July 19, 2010:** Fire and EMS units responded to the Martin Luther King Memorial Bridge for a person who had fallen from the bridge. The victim was located on the ground on the Petersburg side. Colonial Heights personnel assisted Petersburg with packaging the patient for transport to the hospital by Southside Emergency Crew. The extent of the patient's injuries is unknown.
- ☆ **July 20, 2010:** Fire units responded to Archer Avenue for a tree that had fallen across power lines. The tree had a small fire where it was crossing power lines. The power company responded to cut power off and remove the tree. Fire units remained on scene to extinguish the fire. Power outages in the area lasted only for a short period of time.
- ☆ **July 21, 2010:** Fire units responded to Regal Cinema for a water line that had ruptured in the building. Water was found running out of the back door of the service area of the theater. Fire personnel assisted with securing the main water supply to the building. Management contacted the proper personnel for cleanup.



July 22, 2010: Fire units responded to the 2800 block of the boulevard for a vehicle that struck a building. The driver of the vehicle was not injured. The scene was turned over to building inspections who determined the structure's damage to be cosmetic.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ☆ **July 22, 2010:** Fire units responded to the Boulevard between Brander's Bridge and Roanoke Avenue for a large hydraulic fluid spill. The spill is estimated to be 250 gallons. Public Works assisted the Fire Department by spreading sand and using the street sweeper to cleanup the fluid. The spill and cleanup caused significant traffic impacts for approximately 4 hours.
- ☆ **July 22, 2010:** Fire and EMS units responded to **22** calls in a 24 hour period.
- ☆ **July 24, 2010:** Fire Department Water Rescue-1 responded to assist Hopewell Fire Department with a rescue of 2 occupants of a boat that had become stranded on a sand bar in the center of the James River. Hopewell's large boat was unable to work in the shallow water to reach the stranded occupants. Do to the length of time the individuals had been in the boat and concern for dehydration the decision was made to use our smaller boat to make the rescue. The individuals were rescued without incident and treated by Hopewell EMS.

July 26, 2010: Fire and EMS units responded to a multi-vehicle accident on I-95. Initial reports indicted one of the vehicle had overturned; however, all 3 of the vehicles involved were found upright. 2 patients were transported to Southside Regional with non-life-threatening injuries.



- ☆ **July 28, 2010:** Fire units responded to Value Place Suites for a cooking fire. The fire was caused by grease on the stove. The counters and walls adjacent to the fire were checked for fire extension and the smoke was ventilated from the building. There were no injuries reported.
- ☆ **August 3, 2010:** Fire and EMS units responded to I-95 for a motor vehicle accident with multiple injuries. Three (3) patients were transported to Southside Regional Medical center with non-life-threatening injuries.
- ☆ **August 5, 2010:** Fire and EMS units responded to **22** calls in a 24 hour period.

August 5, 2010: Fire units responded the 200 block of James Avenue for smoke in a residence. Light smoke was found on the first floor of the residence, but moderate smoke was found in the attic area. A burned motor was found in the HVAC unit that had pumped smoke throughout the home. There was approximately \$1,500 damage. No injuries were reported.



August 5, 2010: A severe storm impacted the Tri-City area during the evening hours. Colonial Heights was spared significant damage. Fire and EMS units responded to 3 weather related incidents. (Transformer fire, a motor vehicle accident, and tree across a road). There was a total of 92 Colonial Heights customers without power at the peak of the storm. All power was restored the same night.

- ☆ **August 7, 2010:** Fire and EMS units responded to the 3200 block of Glenview Avenue a stove fire. A pan with butter in it caught on fire scorching the cabinets and filling the home with smoke. The homeowner was able to extinguish the fire with baking soda prior to our unit arrival. There were no injuries reported.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ☆ **August 10, 2010:** Fire units responded to Southpark mall for 2 separate incidents of bomb threats. Fire units stood by while the Deputy Fire Marshal and Police investigated. No bombs were found. The Deputy Fire Marshal is continuing his investigation.
- ☆ **August 14, 2010:** Fire units responded to 3600 block of Hemlock Avenue for smoke in a residence. Upon arrival fire units found a haze of smoke throughout the home appearing to be most concentrated in the kitchen area. Further investigation located an electrical failure in the refrigerator. The electricity to the device was secured until an electrician could arrive to correct the issue.

August 15, 2010: Fire and EMS units responded to the 700 block of Southpark Boulevard for a vehicle that struck a building. There was moderate damage to the building. The driver received minor injuries that did not require treatment. The building was turned over to building inspections to confirm the safety of the building.



- ☆ **August 15, 2010:** Fire and EMS units responded to the intersection of the Boulevard and Moore Avenue for a vehicle accident with multiple injuries. Four (4) patients were transported to the hospital all with non-life-threatening injuries.



August 15, 2010: Fire and EMS units responded to the 3100 Block of Dale Avenue for a vehicle accident involving a parked car. The driver of the car suffered minor injuries.

Training Division



Firefighters that were hired last year are continuing their training. The picture to the left shows new firefighters practicing their skills drafting water from Lakeview Park near the dam. Drafting is a procedure used to pump water from a static source such as a lake or river when a fire hydrant is not readily available. While this skill is rarely needed in the city limits there are still times this procedure may be necessary. As the fall semester approaches many of these same firefighters will transition their training back to EMT-I (Intermediate) and Paramedic classes. A fully training Firefighter/EMT-I can take 2-3 years to develop the skills needed to be fully functional.

Total Personnel Hours Training for Month: **156 Hours**

Description of training	Hours
EMT Paramedic	4
Hurrevac – Hurricane tracking software	2
Fire Instructor-1	80
Fire Investigator in-service	10
Miscellaneous EMS continuing education	10
Pump Operation in service	50



- ✓ Congratulations to FF Harrison and FF Gillam for becoming certified in Virginia Department of Fire Programs Instructor I.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Deputy Fire Marshal's Office

Inspections:

- ✓ Several businesses were re-inspected with violations still pending. Extensions were given to correct these problems.
- ✓ Two businesses requested inspections prior to opening. Heaven Sent Nursing is moving to Dunlop Village while they rebuild at their existing location on Temple Avenue. Since the Flaming Pit is now under new ownership they were concerned about any pending violations and wanted to correct any problems prior to opening.
- ✓ During re-inspections at Dunlop Village, contractors were found in a tenant space doing remodel work without an electrical permit. Building Officials were notified the required permit was obtained.
- ✓ The Deputy Fire Marshal noted that a business was advertising some new items that would lower their occupant load. He found that they had created a wall across the exit path without a building permit. The new wall had various building and fire code violations that were considered a major life safety concern. The business was closed until temporary safety modifications could be made. They were allowed to reopen after removing a door and placing an exit sign above the doorway. It was also discovered that the business installed a new wash sink without a building permit. Apparently, this work was done to comply with the health code. However, they were in violation of the building code and fire code. These permit issues were turned over to the Building Officials.
- ✓ While checking area businesses on the Boulevard, The Deputy fire Marshal observed someone occupying a basement. He spoke to the owner of the business who was remodeling to move in. The upstairs was going to be one business and his furniture refinishing business was going to be in the basement. The owner was advised that he needed to see the Building Official's Office for any possible permits or change of use requirements. While there, it was noticed that a SCUBA School had moved into a detached storage building in the rear. These items were passed along to the Building Official.
- ✓ After receiving a sprinkler report from a business that had several major problems the Deputy Fire Marshal met with the management of the property. They walked the property and reviewed the deficiencies in the report. The Fire Marshal's office discovered that the sprinkler company had made a mistake and the business was not required to correct all of the problems. This saved the business several thousands of dollars in unnecessary repairs.
- ✓ After receiving a complaint about a house on Jersey Court left unsecured, the house was found to have a bucket of used motor oil and vehicle batteries abandoned on the property. Several unsuccessful attempts were made to find a responsible party. Since the house is in foreclosure, the City Attorney agreed we could remove the motor oil and batteries before it became an environmental hazard. Routine checks of the property are continuing to ensure the property remains secure.
- ✓ Southpark Mall is continuing to address fire lane issues. Work has begun on the repainting and marking of the fire lanes.
- ✓ During an inspection of Colonial Heights Middle School, It was noted that they were exceeding the posted occupant load in the cafeteria. The Deputy Fire Marshal met with the school and an engineer about how to increase the occupant load, without a major remodel, while still meeting the code. The problem has been resolved without any cost to the schools.

Investigations:

- ✓ The Deputy Fire Marshal responded with the police department for a domestic in Clearfield Apartments. A male occupant reported that his girlfriend had sprayed lighter fluid on his mattress. Samples and evidence were taken; however, there were no signs of an attempted arson or burning of property. The male declined to press charges. The case was cleared.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ✓ The Fire Marshal's office was called to the playground equipment off Meridian Avenue between the softball and baseball field for a report that someone had damaged equipment and burned holes in the plastic slide. Several juveniles in the area have been interviewed, but currently there is no suspect. The case is still pending.
- ✓ The Police and Fire Departments were called to Southpark Mall for a bomb threat, twice in one day. The male caller contacted the City Managers Office and then J C Penney to report that there was a bomb in the mall. There is no suspect at this time. The case is pending phone records from J C Penney.
- ✓ The case on an alleged arson structure fire in May has been closed and presented to the Commonwealth Attorney pending possible charges.

Volunteers

- ✓ Volunteer personnel were on duty in both operational and support roles for **1,338** hours during the month. This is equivalent to 1.85 FTE (full time employees). The Volunteers participation in staffing as well as many other responsibilities continues to save the city significant tax dollars.



Thank you to the Volunteer membership who purchased a commercial grade document shredder for Fire Administration. The Volunteers continue to financially assist us during these poor economic conditions. Prior to this purchase all medical records and expired confidential files had to be saved until a commercial shredder could be borrowed to properly destroy the documents. While this commercial grade shredder costs over \$800 it can shred large quantities of documents quickly and easily increasing the efficiency of that process.

Emergency Management Division



Under the UASI (Urban Area Security Initiative) grant the Tri-Cities were awarded \$15,000 to be used for a Citizen Survivor Day event. The Tri-Cities is developing the pilot program for the Survivor Day that other localities may copy. Survivor Day will be a large event with multiple citizen preparedness training opportunities. Participants completing the training will receive a citizen preparedness gift appropriate for use to prepare themselves and their family for potential disasters. This program is currently in development and is expected to take place in the Fall of 2010.

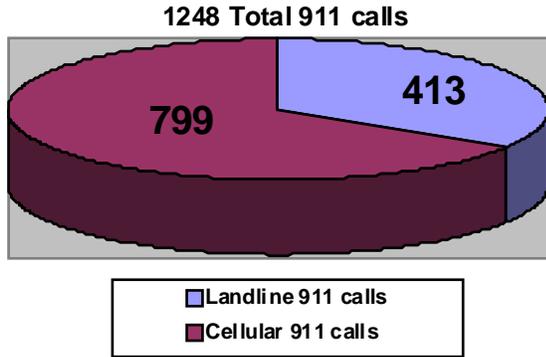
- ✓ Colonial Heights Emergency Management is in the final planning stages for a regional HSEEP (Homeland Security Exercise and Evaluation Program) workshop. The purpose of the workshop is to develop a regional plan to manage the potential incoming evacuees and their impact to local services during an evacuation from the Hampton Roads area. While participation in HSEEP programs is mandated to be eligible for many grant funds, it is also a great program to develop and evaluate emergency preparedness plans to protect our community and its guests. The regional exercise is scheduled for September 28, 2010 at the Petersburg train station.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



The next CERT (community emergency response team) class is scheduled for September 13th through October 6, 2010. Contact Beverly Brandt at (804)524-8773 or Brandtb@colonial-heights.com if you would like to register or receive more information.

Communications Division



Total phone calls processed: 8,676
 Total 911 Calls processed: 1,212
 Landline 911 413
 Cellular 911 799
Total calls requiring service: 4,082

911 Hang-up calls: 175
 (Requiring follow-up to check welfare)

Criminal Warrants processed: 237

- The Director of Communications attended the RPAC-I (Regional Preparedness Advisory Committee for Interoperability) on August 6. The main topic discussed was narrowbanding of the HEAR (Hospital Emergency Administrative Radio) Radio System. This radio system is used by Medic Units to give pre-arrival patient information to the hospital. The FCC has mandated certain VHF frequencies must be narrowbanded by January 1, 2013. Those frequencies utilized for the HEAR System fall under that mandate. It has been determined many of the radios currently used on the HEAR System will not be able to be narrowbanded; therefore, will need replaced at a substantial cost to each locality. The committee has authorized a sub-committee to research the possibility of using grant funds to assist with the radio replacement.

Other Points of Interest

Southside Regional Medical Center has awarded Colonial Heights Fire and EMS the Quarterly Fire and EMS Trauma Award for the 1st and 2nd quarter of 2010. This award is “for dedication and excellence in the care of patients requiring trauma care and transport”.



July 20, 2010: Fire and EMS units participated in the Summer Reading Program at the Colonial Heights Library. Units were on display for children to tour. Firefighters also discussed fire safety and completed several demonstrations of equipment and procedures. The Red Knights Motorcycle club was also on site to assist with the program.

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	458
Payroll Checks	676
Other	<u>150</u>
Total	<u>1,284</u>

V. FINANCE DEPARTMENT (CONTINUED):

- Eleven (11) alarm citations were processed during August.
- **Auditing** – Normal financial reviews, account payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. This position also covered/assisted for Accounts Payable and Utility Billing Office when required. Process required due diligence on outstanding unclaimed property checks. Completed State Street report for Fiscal Year 2010.
- **Purchasing** - **245** total purchase orders were completed with 157 being processed by the purchasing and 88 departmental purchases being reviewed as compared to 274 being completed for the same period in 2009. In addition 160 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
 - **Invitation # 10-081102-969 – Annual Contract for Gasoline & Diesel** – Sealed bid was opened on August 9th, with a new vendor starting the middle of September.
 - **Invitation #10-052102-967 – Professional Engineering Services for Inspection of Elevated Water Tanks**, was issued on May 7th, with proposals opened May 21st. The Engineering Department continues to work on the scope of work and pricing, with the contractor.
 - **Invitation # 10-060302-964 – Colonial Heights Courthouse Mechanical Repairs, Duct Cleaning and Mold Remediation.** The HVAC duct work has been cleaned and the air handling system maintenance is complete. The twenty five new fan coil units have been received. The size of the new fan units are bigger than the present units, so some modification will have to be done.
 - **Invitation #10-061802-968 – CDBG Program Implementation.** Proposal was issued on June 4th, with an opening date of June 18th. A vendor has been chosen, and contract negotiations are in process.
 - **Invitation # 10-090802-970 – Appomattox River Development Corridor Study** was issued August 20th, with proposals due September 8th.
 - **Invitation # 10-0090803-971 – Pest Control Services** was issued on August 19th, with the Sealed Bid opening due on September 8th.
 - **Invitation # 10-091403-972 – Professional Laboratory Services** was issued August 20, with the sealed bid opening due on September 14th.
- **Other Purchasing Activity:**
 - Entered into a contract with Ricoh, using US Communities Contract, for copier lease for the Circuit Court.
 - Due to a change in the Fairfax County Cell phone contract with Nextel, that the City is using, the City will be able to save approximately \$10,000 a year on our present cell phone service.
 - Replacement batteries purchased for all 800 MHz radios in the Fire Department
 - Talked to VDOT about snow plows and spreader contracts for Public Works.
 - Attended meeting with Motorola on City contracts that they have.
 - Contract renewed for Drug/Alcohol Testing with Virginia Industrial Medicine. Prices held for another year.
 - Met with Professional Maintenance on issues dealing with the cleaning contract we have with them.
 - Contract renewed with Compas MD for Fire Department physicals. Prices held for another year.
 - Contract renew with Intermedix Corp, for out ambulance billing service. Collection percentage charge will reduce from 6.25% to 6.18%.

V. FINANCE DEPARTMENT (CONTINUED):

- **Risk –**
 - **General/Citizen Claims:**
 - A rock, thrown from a City lawn mower, struck the glass on a screen door, with cost to repair being \$74.
 - A rock, thrown from a City weed eater, struck a vehicle on Temple Avenue, breaking the glass, with cost to repair being \$173.
 - A City vehicle, backing out of the Recreation Department, scraped the side of another vehicle. Cost to repair the other vehicle was \$910.
 - **Property Claims:**
 - A vehicle, attempting to turn around in an intersection, backed up striking a fire hydrant. Our Utilities Department did the repairs.
- **Utility Billing – During August:**
 - Bi-monthly Utility Bills Sent – 3,444
 - Delinquent Notices Sent – 712
 - Delinquent Notices Percentage – 19.5%
 - Services cut off for nonpayment on August 11th was 87.
- **Work orders for August 2010:**
 - Leaks – 11
 - New Accounts – 87
 - Terminations – 91
 - Extensions – 58
 - Clean – 3
 - Emergency Cut Off – 0
 - Pulled – 1

Utility Billing Generated: State Setoff Collections August - \$264.71.

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Office on Youth	Youth Specialist (Part-time)
Recreation & Parks	Horticulturist
Recreation & Parks	Van Driver (Promotional Opportunity)
Fire (Communications)	Telecommunicator

- **Applications & Testing**

A total of (89) applications were received for the Legal Assistant position in the City Attorney’s Office.

- **Training**

All City employees were scheduled to complete the Emergency Management Institute on-line training course (IS-704) by August 31, 2010, which are required by FEMA.

- **Miscellaneous**

- ☆ The following new employee orientation session was held in August 2010: Maureen (Jamie) Sherry – Neighborhood Revitalization Planner.
- ☆ The annual Employee Recognition Luncheon was held on August 12, 2010 to recognize (33) employees for their continuous service with the City.

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- **Workers Compensation**

No workers' compensation reports of employee injury/illness filed during the month of August 2010.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 47,946 visits in the month of August with 81,523 page views, including 3,789 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Purchasing RFPs, Real Estate Assessment Search, and Police.
- ☆ Citizens submitted and city staff processed 375 service requests and questions through the "Citizens Action Center" online during the month of August. The FAQs were viewed 325 times during this same period.
- ☆ August's City e-News was distributed via email to 4,400 customers. In addition, Economic Development's featured e-newsletter, *Retail Buzz*, was distributed to 485 contacts. The City of Colonial Heights' Facebook Page now has 1,600 fans.
- ☆ A new server rack was installed in the City Hall server room, along with all new patch cabling, managed gigabit switches, and fiber connectors, to improve data speed and security of the City's wide area network.

VIII. LIBRARY:

- ☆ The library staff circulated 25,922 titles in August.
- ☆ The public computer center was used one thousand, three hundred and seventy-seventy times.
One hundred and sixty-three children participated in the Summer Reading Program.
- ☆ Two hundred and nine residents registered for new library cards, and an average of six hundred and forty-one residents used the library each day.
- ☆ The library's meeting rooms were used ninety-nine times.
- ☆ Three thousand, four hundred and forty-eight residents visited the Colonial Heights Virtual Library to retrieve two hundred and forty-seven articles from their homes and offices.

IX. RECREATION & PARKS:

In August, the Recreation Department officially ended the baseball season by sending five teams to various baseball All-star tournaments. The Minor League all-stars competed in the Hopewell Optimist Tournament, finishing in third place, and the Prince George Tournament where they finished in second place. Our two American League All-stars competed in the Hopewell Optimist Tournament and the 53rd Annual BIB Tournament. The Optimist team won the Championship in Hopewell, and finished 4th in the BIB. Our 14-15 and 13 year old Babe Ruth All-stars competed in District Tournaments in Emporia and Brunswick County.



IX. RECREATION & PARKS (CONTINUED):



BIB Tournament

Shepherd Stadium played host to the 53rd Annual BIB Tournament, sponsored by the Colonial Heights Optimist Club, July 29th-August 7th. This year's tournament director David Wells had the following to say, "The tournament was a great success due to all the volunteers of the Optimist Club and with the help of the Colonial Heights Recreation Department and their staff. Everyone working together is the reason why this tournament has been so successful over the years." Highlights from the tournament included a first time Champion, Southampton/Sussex, who defeated Runner-up CBC National in the Championship game. The Colonial Heights Optimist team placed 4th, losing to Williamsburg in the Consolation game. Payton Holdsworth was named MVP of the tournament with 2 wins on the mound including the championship game and threw 10 shutout innings in the tournament. Luc Lipcius won the Batting Title with a .667 avg.

☆ Youth Recreation Football/Cheerleading

Our Youth Recreation Football and Cheerleading is off and running with games to begin in early September. We have over 200 youth participating in 4 different divisions ranging from 5 to 13 years old. The players and cheerleaders have been practicing and conditioning since early August, and everyone expects to have a fun and enjoyable fall. Our teams will play other youth recreation teams from Prince George and Dinwiddie this fall. We have seen excellent support and leadership from our coaches and parents, and look forward to a successful fall season.

Athletics	2010	2009
Adult Softball	300	270
Cheerleading	66	78
Football Camp	29	30
Football	141	164
Tennis Lessons	47	37
Youth Fast Pitch Softball (Girls)	37	37
Optima Girls Basketball	15	12

Activities/Programs	2010	2009
Back to School Festival	309	360
POWER	6	18
Summer Playground Program	150	202
Summer Splash	88	163
Summer Tots	18	24
Tuesday Teens	10	11

Instructor Based Programs	2010	2009
Belly Dancing	22	23
Preschool Swim Lessons	5	N/A
Karate	19	15
Oil Painting Class	16	N/A
Tae Box	16	15

2010 Baseball Evaluation Highlights

92.7% of respondents had fun
83.3% said the program fee was excellent

"I tell everyone Colonial Heights has the best Little League sports program around. I purchased my house in Colonial Heights for the school system and programs offered by the Rec Dept. Great Job!" – Baseball Parent

Activity Guide

The Fall/Winter Activity Guide is now out and includes a listing of programs, facilities and special events for Sept. 2010 thru February 2011. A Guide can be picked up at City buildings including the Library and City Hall.

Back to School Festival

The 3rd Annual Back-to-School Program was held Thursday, August 26, 2010 at White Bank Park. Over 500 people attended the event and with 309 registered participants. Participants were able to partake in crafts, games, a resource fair, and face painting to name a few. Also facilitated by the Colonial Heights Police Department was a Bicycle Safety Workshop. At the conclusion of this workshop, helmets were given to participants for FREE. Local businesses and organizations contributed \$2,792.90 to this year's festival.

Playground Program

The Summer Playground Program concluded August 7, 2010 during Playground Day at White Bank Park. Participants presented their summer Craft projects and for the second straight year Fort Clifton Playground was named the best playground site. Also, Certificates of Recognition were presented by each Playground site to individuals who were named the Best Girl & Boy, exhibited the Best Sportsmanship, Best Helper, and who had Perfect Attendance. The summer concluded with lunch and an "Every person for themselves, all out water fight." A total of 230 participants were served during this year's Summer Playground Program, Summer Tots Program, High Octane Teen, and Tuesday Teen programs.

IX. RECREATION & PARKS (CONTINUED):

Facility Usage	2010	2009
Community Room Attendance	1,058	1,659
Community Room Reservations	24	28
Pavilion Attendance	2,725	4,860
Pavilion Reservations	44	49
Skate Park Attendance	215	273
Teen Center -CHHS Students	172	324
Teen Center -CHMS Students	286	299



Teen Center Peak Hours (Mon-Thurs)	3:00pm - 7:00pm
Teen Center Peak Hours (Fri and Sat)	5:00pm - 9:00pm
Teen Center Peak Hours (Sunday)	3:00pm - 5:00pm

Agency on Aging

	2010	2009
AARP	n/a	n/a
Bingo in Center	92	124
Bowling	160	96
Bridge-Party	64	96
Bridge-Tournament	120	104
Crochet & Knitting	52	48
Golf at Prince George	590	482
Golfer's Board Meeting	14	12
Movies	0	10
Sandwich Social	0	32
Senior Advisory Board Meeting	5	n/a
Senior Club Board Meeting	10	n/a
Senior Club Meeting	168	166
Senior Dance	94	96
Sing A-Long	42	45
Sing-a-Long CH Health Care Center	13	11
Suzie Smith Retirement Party	95	n/a
Swap Shop	74	n/a
Awareness/Education		
First Street	16	n/a
Messages Balance	35	n/a
TRIAD	75	40
Classes		
Bob Ross Video Painting	2	3
Charlotte Talley Oil Painting	n/a	4
Crafts	4	2
Kay's Oil Painting	22	16
Kids Painting Class	52	3
Line Dancing	23	28
Painters Group	32	36
Tap Dance-Advance	99	59
Tap Dance-Beginners	32	n/a
Tap Dance-Intermediate	72	72
Watercolor Painting	8	22
Splash of Color Workshop	15	n/a



The **Dancing Grannies** performed at the Dinwiddie Diamonds Social Club, Chester Village and auditioned at Shepard's Center Senior for Idol Competition.



Senior Citizens displayed their art at the Colonial Heights Health Care Center and volunteered at the Back to School Festival.



IX. RECREATION & PARKS (CONTINUED):

Agency on Aging (Continued)

Fitness		
Floor Exercises	50	83
Sit Down Exercises	277	226
Strength Training Class	204	142
Tai Chi	69	40
Yoga	104	82
Zoomer Boomer	259	235
Trips		
Paddle Boat Cruise	n/a	36
Riverside Theater	n/a	36
Old West Trip	47	n/a
Swing Band	20	n/a
Dong's Theater	46	n/a
Total	3156	2476
	2010	2009
Meals		
Bags	10	50
Breakfast Meals	10	100
Home Del Meals	25	100
Site Meals	0	0
Total	45	200
Donations	\$15.00	\$65.00
Transportation		
Total Passengers	72	
Total Miles	2644	3606
Total Trips	479	594
Wheelchairs	32	22
Volunteer Hours	6	32
Donations	\$154.20	\$147.00



Parks/Buildings & Grounds

Landscaping

Mowing: Violet Museum, Lakeview 1 & 2, Soccer Complex, Floral Ave Park, Church, Edinborough Park, White Bank, Ft Clifton, Floral M Hill Park, Shuford Ave, Wakefield Park, War Memorial, School Board, Animal Shelter, Community Center, Bristol/Conduit, Blvd/Battery Place, Marvin/Battery Place, Old Shop, Shepherd Stadium, A Field, B Field, Civic Field, and Shepherd Stadium, Public Safety Building, City Hall, Health Dept, Fire Station #2, and Library as needed.

Herbicide Spraying: Sprayed Killz-all and Prodiamine on parking area at Archer Ave., Skate Park, Lakeview tennis courts, outside Shepherd Stadium wall, White Bank flower beds, City Hall, Public Safety, Health Department, Courts Building and Library. Sprayed Killz-all and Barricade on playground and under walking bridge at White Bank Park. Lakeview Park playground at Floral Ave and Civic Field and playground at Lakeview Park and High School baseball fields.

Other: Raked and bagged pine tags at Courts Building. Cut tree limbs at Ft Clifton from storm damage. Pruned Crape Myrtles at Library. Removed dead shrubs at Violet Bank. Pruned limbs for cutting under trees at Battery Place, Old Shop, Floral Park, Edinborough Park.

IX. RECREATION & PARKS (CONTINUED):

Maintenance

Equipment: Sand Pro Kubota mower, Z-Master mowers, reel mower, all chain saws and paint machine. Took all trailers needing inspections to garage. Adjusted settings on irrigation at all locations. Took Sand Pro to Gale Welding for repair. Took reel mower to Smith Turf for repairs. Replaced broken bolts on reel mower. Repaired bench in court room at Courts Building. Installed two window a/c units at Courts building. Replaced a/c unit in mechanical room at Public Safety building. Sanded, primed, and painted file cabinets for Police Department.

Ball Fields: Nail drag and mat drag all softball and baseball fields as needed for practice and games. Line baseball and softball fields for games and tournaments as needed. Laid out and painted football practice field at Middle School, football stadium, band practice field and Lakeview #1. Set up and run water cannon at Soccer Complex as needed. Replace soccer nets at field behind High School. Removed built up lip on infield in Shepherd Stadium. Replaced home plate in Shepherd Stadium. Scraped, primed, painted backstop wall in Shepherd Stadium. Prepared Shepherd Stadium field for BIB Tournament; removed 60’ pitcher’s mound, 90’ bases, and installed temporary fence, 65’ bases and 46’ pitchers mound. Set Shepherd Stadium field back to official dimensions.

Other: Picked up trash around Municipal Building complex and Library (daily). Pick up trash and empty trash cans around all ball fields and soccer fields as needed. Cleaned White Bank Park, Lakeview Park, Ft Clifton Park as needed. Cleaned restrooms as needed at all parks and ball fields. Cleaned bleachers and dugouts in Shepherd Stadium for games as needed. Repair bathroom stall door at White Bank Park. Lowered and raised US, State, and City flags as needed. Took furniture from Recreation office to surplus.

Other

Support: Provided man power, supplies and clean-up for BIB tournament and the Back to School Festival. Removed an abandoned boat from White Bank boat ramp and took to Police impound.

Violet Bank Museum

	2010	2009
Attendance	228	322



- Completed the new roof project at museum in July

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- No monthly meeting held during August
- 4 officers met on 8/5 and 8/25 for annual planning and leadership training
- 5 members volunteered at the “Back to School Festival”

➤ **Kids’ After-School Program**

- No KAP Program during summer months

➤ **Substance Abuse Prevention Activities**

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

➤ **Youth Services Commission**

- No meeting during August
- Rennie Glazer, YSC Chair presented the 2010 Office on Youth Annual Report to City Council

➤ **Ongoing Monthly Meetings/Trainings**

- Underage Drinking Task Force, Parent Pod Subcommittee
- Infant Mortality Committee

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

- Systems of Care Outcomes Group Meeting
- Community Policy & Management Team
- Juvenile and Domestic Violence Task Force
- Toastmasters International
- Positive Parenting Coalition
- Colonial Heights School Board Meeting
- Tobacco Prevention and Cessation Training
- American Medicine Chest Challenge Teleconference
- 2 staff attended Colonial Heights Public Schools Back-to-School Breakfast & Assembly

Diversion Program Participation:

- **Parenting**
 - 2 families completed classes for “Parenting With Love & Limits”
- **Community Service**
 - 27 youth completed 241 hours of Service Learning
- **Shoplifting Diversion**
 - 31 youth and a parent attended the Shoplifting Diversion Program
- **Anger Management**
 - 3 youth began Anger Management Classes
 - 5 youth completed Anger Management Classes
- **Substance Abuse Education**
 - No youth participated in Substance Abuse Education Classes
- **Shoe Fund**
 - Shoe vouchers were given to 1 family to purchase shoes for 3 children
 - Phyllis Cheely presented information to the Lions Club at their monthly meeting about Office on Youth programs and services offered, with information on the shoe fund in particular
- **Youth Conservation Program – Pocahontas State Park**
 - 6 youth and 1 from Colonial Heights completed work in the Youth Services Corps at Pocahontas State Park

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	87	\$17,733.47	9	\$ 1,271.95
2009	85	\$18,989.90	6	\$1,620.88

☆ Most of the repairs are normal maintenance issues.

☆ The sublet repairs consist of the following:

Tire repair	128.00
Alignments	316.90
Towing	265.00
Dealer repair	337.05
Misc.	225.00

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- **Weeded, weedeated, cut grass and edged the following sites:**

Temple Avenue, Public Safety Building, Legacy Garden, Civic Sign on Boulevard, Mi Rodeo, Archer Avenue, Lakeview Park, Ashby Avenue, War Memorial, Chesterfield Highland, Arlington Avenue median, Pickwick Avenue, Floral Hill Park, Courthouse, School Board Office, Hamilton Avenue, White Bank Park, Fire Station #2, City Hall, Health Department, Fort Clifton, Lynchburg Avenue, Library, Marvin Avenue, and Violet Bank

- Continue to check and water all sites daily.
- Edged around tree at Courthouse and Temple Avenue
- Pruned trees on Temple Avenue, Archer Avenue, Fort Clifton, City Hall, Library, School Board,
- **Sprayed the following sites:**

Temple Avenue across from the Courthouse, Temple Avenue at I-95, Boulevard, Hamilton Avenue, Royal Oak Avenue, Public Works Complex, Lynchburg Avenue, Legacy Garden.

- Removed and replaced dead bushes and planted azaleas at City Hall.

Vegetation

Cut and trimmed grass at the following locations:

- Railroad bed at dead end Walnut Avenue
- Roslyn Road
- Animal Shelter
- Yacht Basin Drive
- Moose Lane
- Chesterfield Avenue
- Bruce Avenue
- Archer Avenue
- Corner of N. Temple Avenue at Ridge Road
- Temple Avenue
- Corner of Springdale and Sherwood Drives
- Woodlawn Avenue
- Branders Bridge Road
- Drainage Ditch Sadler Avenue
- Public Works Complex
- Hemlock Avenue
- Dunlop Farms Boulevard
- Bluff Court
- Guardrails at intersection Temple Avenue and Conduit Road
- Charles Dimmock Parkway
- Old Town Drive
- Conduit Road
- White Bank Road
- Marvin Avenue
- Lakeview Avenue
- Spruce Avenue
- Corner of Hamilton and Prince Albert Avenues
- Alley behind 1914 Franklin Avenue
- Corner of Ridge Road and Snead Avenue
- Drainage Ditch Meridian Avenue
- Boulevard
- Washington Avenue
- Biltmore Drive
- Elko at Westover Avenues
- Bluff Drive
- Bluff Terrance

Sprayed for weeds, high grass at the following locations:

- Covington Road
- Ellerslie Avenue
- Dunlop Farms Boulevard
- Conduit Road
- Radio Tower
- Around Fence at Public Works Complex

Trimmed limbs/bushes at the following locations:

- 156 Carroll Avenue
- Roslyn Road
- Royal Oak at Jackson Avenues
- Norfolk Avenue

Removed storm damage the following locations:

- 147 Carroll Avenue
- 135 Pickwick Avenue
- Ivey Avenue
- 3012 Wildwood Avenue
- 1219 Yacht Basin Drive
- Hillside Avenue

Picked up litter at the following locations:

- Archer Avenue
- Snead Avenue
- Norfolk Avenue
- Temple Avenue
- Dupuy Avenue
- Temple Avenue at Ridge Road
- Boulevard at Branders Bridge Road
- Ridge Road
- Ellerslie Avenue
- Boulevard
- Conduit Road
- Hermitage Road
- Temple Avenue at I-95
- Boulevard at Dupuy Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Other

- Responded to miscellaneous request concerning dead trees/limbs, dead animals, curb and gutters, sidewalks and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- All Public Works employees completed IS 704 FEMA class and passed test.
- Capped an abandoned 12" storm sewer pipe on Sherwood Drive.
- Removed tree and stump from 101 Hanover Avenue.

Stormwater and Drainage

Placed gravel/topsoil in sinkholes at the following locations:

- 907 Yorkshire Road
- 302 Hillcrest Avenue
- 402 Marvin Avenue

Concrete Curb and Gutter, and Sidewalk restorations at the following locations:

- 314 Piedmont Avenue – 20' C&G
- 124 Stratford Drive – 8' C&G
- 213 Stratford Drive – 11' C&G

Repaired storm sewer, catch basins and drainage pipes at the following locations:

- 124 Stratford Drive
- Maple Avenue
- 219 Piedmont Avenue

Stormwater crew cleaned nine (9) catch basins throughout the City.

Sewer removed 59 cubic yards of debris from the following locations:

- Duke of Gloucester Street
- Yacht Basin Drive
- Lafayette Avenue
- Pride Avenue
- Boulevard
- Southpark Boulevard
- West Roslyn Road
- Conduit Road
- Dunlop Farms Boulevard
- Covington Road
- Archer Avenue
- East Roslyn Road
- Temple Lake Drive

Removed debris from gutters, storm drains and drainage ditches at the following locations:

- Lafayette Avenue at Boulevard
- Westover at Shuford Avenues
- Conduit Road at Ivey Avenue
- Behind Big Lots
- Charlotte Avenue
- Lynchburg Avenue
- Danville Avenue
- Ellerslie Avenue
- Stuart Avenue
- Westover at Hamilton Avenues
- Forest View at Brookhill Drives
- Marvin at Chesterfield Avenues
- 212 Archer Avenue
- 126 Verbov Avenue
- Boulevard
- Washington Avenue
- Maple Lane

Solid Waste

Recycling

- 317 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed (2) 40 cubic yard metal, (4) recycling and (2) cardboard containers for recycling.
- Removed 385 gallons of Category 1 Materials.
- Collected \$10.00 for Freon Item to be recycled.

Transportation

Streets

Placed Asphalt in potholes, low areas, driveways, alleys, curb and gutters, and utility cuts at the following locations:

- Fairfax Avenue at Poplar Street
- North Elem. School Entrance
- Sherwood Drive at Bridge
- B Avenue at Boulevard
- 500 Block of Battery Place
- 130 Bruce Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Brame at Wakefield Avenues
- 212 West Westover Avenue
- Franklin Avenue behind Goodwill
- 116 Sadler Avenue
- 1209 Duke of Gloucester Street
- 2548 Bent Oaks Drive
- 105 Maple Avenue
- Westover Avenue
- 4818 Conduit Road
- Boulevard at Sherwood Drive
- 3117 Frederick Avenue
- 2106 Wakefield Avenue
- Community Building Parking Lot
- 200 Block of Whitesand Court
- 305 Windmere Drive
- 314 Piedmont Avenue
- 219 Piedmont Avenue
- Brookhill at Sherwood Drives
- Maple Lane
- 119 Swift Creek Lane
- 308 Pickett Avenue
- 3216 Holly Avenue

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets.
 - Replaced 4 LED traffic lights.
 - Replaced 3 pedestrian crossing lights.
- Signs and Markings
 - Made and put up 4 new stop signs.
 - Made and put up 22 new high intensity street name signs.
 - Made 4 miscellaneous signs.
- Street Lighting
 - Installed 6 ornamental street light bulbs.
- Traffic Control
 - Responded to 2 after-hours call backs for traffic lights.
- Miscellaneous
 - Assisted with three (3) GovQA questions.
 - Have worked with Midasco for the last month on the Boulevard Coordination Project.
 - Repaired opti-com at Southpark and Temple Avenue.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 211 Archer Avenue
- 112 Moore Avenue
- 1717 Boulevard
- 620 Ryan Avenue
- 831 Eilerslie Avenue
- 903 Kensington Avenue
- 510 James Avenue

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

- 313 Norfolk Avenue
- 220 Piedmont Avenue
- 112 Moore Avenue
- 201 Suffolk Avenue
- 132 Hamilton Avenue
- 605 Compton Road
- 412 Roslyn Avenue
- 908 Yorkshire Road

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.
- 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.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- 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.
- 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.

Flushed sewer lines at the following locations:

- Hamilton Avenue
- 505 Springdale Avenue
- 2201 Wakefield Avenue
- Bent Oaks Drive

Placed topsoil in sinkhole at 132 Hamilton Avenue.

Assisted Park and Recreations Department removing stumps at Wakefield Park on Wakefield Avenue.

Washed and placed deodorant in manholes at: 100 Laurel Parkway, and 100 Highland Avenue.

Sprayed for sewer bugs at 317 Boulevard.

Cleared debris from pumps, replaced motor, fabricated a pole to clean the sides of wet wells, replaced belt on unit and performed preventive maintenance at Main Pump Station.

Replaced air filters on Generator, removed grease, sludge, cleaned float switches on pump that was down, added degreaser and cleaned access door gutters at Sherwood Hills Pump Station.

Replaced exhaust fan wires that broke in half due to vibration at Charles Dimmock Pump station.

Removed clumps of grease and rags, cleaned floats and edges of wet well at Hrouda Pump Station.

Repaired gate at Dunlop Farms Pump Station.

Pulled pump #1 and cleaned at Appomattox Pump Station.

Performed preventive maintenance and ran methane pump daily.

Water

Replaced water meters at the following locations:

- 103 Homestead Drive
- 1207 Hermitage Road
- 126 Verbov Avenue
- 237 Battery Place
- 607 Waterfront Drive
- 311 Lynchburg Avenue
- 108 Salisbury Road
- 156 Chesterfield Avenue
- 918 Yorkshire Road
- 3737 Perthshire Lane
- 3606 Hawick Drive
- 418 Whipporwill Court
- 3078 Farris Avenue
- 130 James Avenue
- 119 Swift Creek Lane
- 2005 Wakefield Avenue

Set new meter at 117 Creek Ridge Place.

Repaired water service line or main line, at the following location:

- 119-126 Swift Creek Lane
- 4814 Conduit Road
- Boulevard at Sherwood Drive
- 308 Pickett Avenue
- 3306 Longhorn Drive
- 921 Williamsburg Road

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Responded to meter leak at the following locations:

- 2541 Pin Oak Court
- 618 Ryan Avenue
- 203 Crescent Avenue
- 102 Brijadan Lane
- 1314 Canterbury Lane
- 120 West Ellerslie Avenue

Replaced meter box top or raised meter for Utility Billing at the following locations:

- 174 Chesterfield Avenue
- 321 Kennon Point Drive
- 617 Boulevard
- 124 West Westover Avenue
- 3224 Boulevard
- 410 Taswell Avenue
- 303 Wright Avenue

Backflow/Cross Connection Technician conducted 66 surveys, 26 completed and 40 incomplete.

Cleaned meter box for Utility Billing at the following locations:

- 3517A Boulevard
- 116 Buckingham Drive
- 111 Winston Avenue
- 130 West Highland Court
- 102 Flintlock Drive
- 192 Dupuy Avenue
- 102 Winston Avenue
- 116 Flintlock Drive
- 184 Archer Avenue

Flushed fire hydrant for discolored water at the following locations:

- 206 Lee Avenue
- 403 Gould Avenue
- 117 Suffolk Avenue
- 213 Greenmeadow Drive
- 220 Lee Avenue
- 1200 Wellington Road
- South West Section of the City

Responded to water miscellaneous calls at the following locations:

- 302 Fairmont Drive
- 125 Essex Road
- 3272 Longhorn Drive
- 126 Verbov Avenue
- 323 Dupuy Avenue
- 312 West Westover Avenue
- 5032 Salem Court
- 207 Kennon Point Drive
- 521 Pinehurst Avenue
- 204 Orchard Avenue
- 108 Salisbury Road
- 113 Creek Ridge Place

Performed a water line spot check for Engineering Division on Boulevard at Cedar Lane.

Performed yard maintenance at the following location:

- 2701 Conduit Road

Responded to a leaking Fire Hydrant that was hit by a vehicle, turned off and tagged hydrant out of service until repairs can be made at Angus Lane and Longhorn Drive.

All employees completed and passed the IS 704 FEMA training.

Continue to cut grass at Pump Stations, Water Towers, Appamatuck Park and other Utilities easements.

Collected routine weekly water samples and sent to ARWA lab for testing.

Miss Utility locating required 165 man-hours for the month of August 2010.

Administration

- Met with Roslyn Farm Corp. representatives to review options for addressing erosion and drainage on Lot 2 Resubdivision property
- Attended APWA annual conference

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Chaired final public hearing for Boulevard Modernization projects
- Met with staff to consider and address vegetation management service concerns
- Met with Chesterfield County and Colonial Heights staff to consider VSU billing issue.
- Met with consultant to address public comments on access and parking design for Boulevard Modernization project

William E. Johnson
Acting City Manager

cc: Department Heads
City Attorney
City Clerk