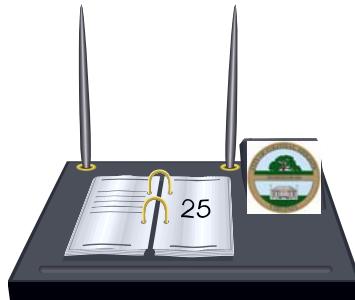


# CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 2008



## I. ENGINEERING DEPARTMENT:

### A. Capital Improvement Projects

***White Bank Park Drainage Improvements*** – Plans and a cost estimate have been received.

***Fort Clifton Amphitheater Seating Improvements*** – This project has been temporarily set aside pending funding and completion of the White Bank Park project plans. Conceptual plans have been received (same as last month).

***Courts Building Renovation*** – This work is currently being coordinated directly by the City Manager's Office. Discussions are continuing between the Judiciary, Administration and Council.

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

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

***Bruce Avenue Drainage – Phase II*** – Director met with consultant to review terms and conditions of supplemental agreement. Consultant given notice to proceed with work authorized by supplemental including plan revisions for additional infrastructure replacements and construction in two phases – Phase IIA and Phase IIB.

***Lexington Drive Storm Drain Outfall*** – On hold pending the recruitment of additional staff in the Engineering Division (same as last month).

***Yacht Basin Drive Storm Drain Outfall*** – On hold pending the recruitment of additional staff in the Engineering Division (same as last month).

***Longhorn Drive Drainage Improvement*** – One of the grantors, Mr. Brockwell, in contact with City Manager.

***Temple Avenue/I-95 Northbound Ramp*** – VDOT and contractor continue work on adding a merging on-ramp from Temple Avenue to NB I-95. Currently working on a bridge over Old Town Creek (same as last month). Anticipated completion and opening July 2008.

**I. ENGINEERING DEPARTMENT (CONTINUED):**

**A. Capital Improvement Projects (Continued):**

***Boulevard Widening Project (North, Fifth Lane)*** – VDOT reviewing City certifications and waiver requests.

***Landfill Entrance Road Realignment*** – Exchanged information with Mr. Rod Williams of Wal-Mart regarding land swap.

***Right Turn Lane on Southpark Boulevard (front of Wal-Mart)*** – Exchanged information with Mr. Rod Williams regarding right of way dedication.

***Boulevard/Government Center Enhancement – Federal Aid, SAFETEA-LU Enhancement Program*** – Complete negotiations with Consultant, who is preparing revised proposal.

***Boulevard Widening Project (Westover to Windsor, Fifth Lane) – Federal Aid, CMAQ Program*** – Met with VDOT and MPO staff to review pending MTIP project selections, programming and consolidation of this project with projects described in Items 7 and 9 below. Discussed proposal for single multi-phase project with City Manager and staff.

***Boulevard Widening Project (Windsor to 500 feet south of Bruce Ave.). – State Aid, Revenue Sharing Program*** - See Item above.

***Boulevard Signal Coordination Project (Sherwood Drive to Temple Ave.) – Federal Aid, CMAQ Program*** –Received fully executed project agreement. Director and Signal Technician met with VDOT staff to discuss integration with State signal management system based in the Chester Traffic Operations Center.

***Dupuy Intersection Improvement*** –See item above.

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

***Shamin Hotels (Hampton Inn and Holiday Inn Millennium)*** - Building work is continuing. Site grading work continuing at the rear of the site. Parking lots being paved. Fire and waterlines being installed/adjusted. Maintaining the erosion and sediment control items.

***Olive Garden*** - All final inspection items have been completed with the exception of recording the BMP Maintenance Easement. The restaurant is now open for business.

***Landmark Realty New Office Building*** - Building work has begun. Preparations have been made for a future water shut down that will be needed to complete the approved plan. Construction of sanitary sewer lines has begun. Erosion and sediment control items are being maintained.

***Tussing Elementary School Addition*** - Site work and building work is continuing. Contractor has installed 3" waterline and is working on the sanitary sewer line. Erosion and sediment control items are being maintained.

## **I. ENGINEERING DEPARTMENT (CONTINUED):**

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

***A.B. Cook Farm Erosion and Sediment Control Plan*** - A grading plan has been approved. Contractor has cut down the site and filled low areas according to the approved plan. A final inspection punch list has been compiled and forwarded to the developer.

***Dunlop House Assisted Living, Phase II*** - Site grading, curb and gutter, storm sewer, and waterline installation continuing. Waterlines have been pressure tested. Roof drains are being installed. Contractor is also grading the parking areas to subgrade.

### **C. Economic Development Projects (under review)**

***Ashton Car Wash*** - Plans are complete pending receipt of traffic signal plans at Jennick Dr. and Charles H. Dimmock Parkway. Site bonding has been received for work within the site. The City Attorney is conferring with the Ashton Car Wash attorney on the procedure/method of insuring the traffic signal at Jennick and Charles H. Dimmock Parkway will be constructed in a timely manner. A proposal from the property owners on cost sharing of the signal is expected soon.

***School Maintenance Building*** - This building will be constructed behind Lakeview Elementary School. The plans have been reviewed and we are now awaiting the consultant's response comments. The consultant has provided a no rise certification and is currently preparing a Floodway Study with the intention of remapping the floodway in the site area.

***Walgreens*** - An Updated plan has been reviewed and comments forwarded to the developer. The plan is nearing completion. The buildings have been demolished and removed from the site.

***Gill's Point Section 9*** - Updated plans have been reviewed. We are now awaiting the final set of drawings. Director and engineering staff met with owner and consultant to review and discuss final staff comments.

***Erosion and Sediment Control for Vo-Tech Sports Complex*** - We are currently awaiting updated plans. These will include additional tree buffer areas along the rear of the Covington Road lots.

***Wachovia Bank, N.A. Branch Expansion*** - Updated plans have been reviewed. Now awaiting updated set of plans.

***Sam's Club Expansion*** - We have received an updated set of plans that will be reviewed in the near future.

***Denny's*** - Site is located beside the Olive Garden. Plan has been received and reviewed. Now awaiting an updated set of plans.

***Jones' Office Building - Lots 4-6, Block B, Prospect Heights*** - A single office building is to be installed on Cloverhill Ave.

#### ***Right-of-way Permits:***

- Issued nine permits and closed out six permits for the month of March.

## **II. PLANNING & COMMUNITY DEVELOPMENT:**

1. No fence permits issued.
2. Six (6) sign permits issued:
  - ☆ Shoe Carnival – 723 Southpark Boulevard
  - ☆ Food Court – 230 Southpark Boulevard
  - ☆ Hampton Inn – 403 E. Roslyn Road
  - ☆ Great China Buffet – 1829 Southpark Boulevard
  - ☆ Living Word World – 1221 Boulevard
  - ☆ Food Lion – 11 Dunlop Village
3. Boulevard Revitalization –
  - ☆ Phase V – 18 contracts sent to grant recipients, 4 letters sent to those not approved.
4. Neighborhood Revitalization:
  - a. **2006-7 CDBG Home Repair Grant:**
    - ☆ All jobs finished
  - b. **2007-8 CDBG Home Repair Grant:**
    - ☆ 1 plumbing & related accessibility job is complete
    - ☆ 1 additional plumbing job is complete
    - ☆ 1 termite treatment has been completed
    - ☆ 6 roofing jobs have been completed
    - ☆ 7 electric jobs have been completed
    - ☆ 1 heating and air job has been completed
    - ☆ Miscellaneous carpentry jobs specs are being prepared
  - c. **Rental Inspection Program:**

Item	Month	YTD
TOTAL UNITS REGESTERED		48
# of Dwellings registered	1	47
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		48
Dwellings to be inspected	1	47
Multi-family dwellings	0	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold	0	2
Failure to Register Letters	0	65
Answers Received	0	60
First Inspections made	33	64
Passed	3	13
Failed	30	51

## II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

### c. Rental Inspection Program (Continued):

Item	Month	YTD
Second Inspection	5	42
Passed	5	40
Failed	0	2
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	0
Passed	0	0
Failed	0	0
Failure to schedule by owners	0	0
Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$350.00	\$1250.00
4 year Certificates Issued		
Dwellings	5	50
Apartments		
(no of units certified)	0	0

### 5. Zoning/ Property Maintenance complaints investigated-

#### a. Property Maintenance

	Month	YTD
Total inspections	35	88
Violations	31	78
Violations resolved	15	49

#### b. Zoning

	Month	YTD
Total inspections	5	33
Violations	5	33
Violations resolved	2	22

#### c. Building Code

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

## **II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):**

### **d. Other**

	<b>Month</b>	<b>YTD</b>
Total inspections	0	0
Violations	0	0
Violations resolved	0	0

### **e. Inoperable Motor Vehicle Complaints**

	<b>Month</b>	<b>YTD</b>
Total inspections	8	34
Violations	7	29
Violations resolved	4	22

### **f. Tall Grass**

	<b>Month</b>	<b>YTD</b>
Total inspections	0	0
Violations	0	0
Violations resolved	0	0

### **g. Sign Ordinance**

	<b>Month</b>	<b>YTD</b>
Total inspections	24	25
Violations	24	24
Violations resolved	4	4

**The following are highlight activities for the Building Inspections Division:**

	<b>Month</b>	<b>YTD</b>
1. Existing Housing and Maintenance Inspections	0	6
2. New Construction Inspections	368	862
3. Permits for New Residences	2	7
4. Estimated Cost for Permits for New Residences	\$185,000	\$1,020,000
5. Permits for Commercial Construction	4	19
6. Estimated Cost for Commercial Permits	\$137,500	\$3,671,438
7. Plumbing Permits Issued	15	42
8. Electrical Permits Issued	20	57
9. Mechanical Permits Issued	13	42
10. Swimming Pool Permits Issued	2	3
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6

## **III. POLICE DEPARTMENT:**

- ✓ We are excited to report the hiring of two more certified officers. Officer Daniel Vilardo comes to us from the Richmond Police Department. Officer LaKeisha Givens formerly served with the Chesterfield County Police Department. Both are experienced, qualified officers. Once they receive their field training, these new hires will be serving on the streets of Colonial Heights. Our commanders continue to make training and reassessments a priority.
- ✓ Capt. Wayne Newsome, commander of this division, reports that he has administered applicant testing to three (3) certified officers in the hopes of finding the most qualified for hiring.

### **III. POLICE DEPARTMENT (CONTINUED):**

- ✓ The Second Basic Sentinel Training Course concluded in March, with eight (8) participants graduating and beginning field training in April.
- ✓ **D.A.R.E.** Officer Sophie Benkendorf met with residents of Sherwood Hills concerning the development of a *Neighborhood Watch* in that subdivision. This was in response to one family who wrote to the Progress-Index voicing their concerns for community safety in this area.
- ✓ Our **Records Division** processed 242 arrest reports, 27 Animal Control reports, 56 field interviews, 254 incident reports, 538 pawned properties, and 1,068 traffic summonses, along with a variety of other reports, totaling 2,600 reports.
- ✓ Both of our **School Resource Officers** Renee Walters and Derek Pattison responded, along with several other patrol units, to a major disturbance call at Petersburg High School.
- ✓ Our volunteer **Sentinels** contributed a total of 88.5 hours during the month of March, performing duties as assigned in the fields of administration, classes and special events. They also made a generous donation of nearly \$2,000.00 for the purchase of a computerized “Smart Board” for use in our Community Training Room.
- ✓ Detective Stephanie Early and Detective Bill Moore interviewed suspects involved in the attempted armed robbery at Expressions Jewelry in March, at which time they obtained confessions to 10 other armed robberies in many of the surrounding jurisdictions.
- ✓ During the month of March, a total of 1,048 traffic summonses were issued and 719 warnings were given by the Patrol Division officers. A total of 44 felony charges and 104 misdemeanor charges were also executed during the month of March. A total of 112 parking citations, 32 DUI arrests, and 36 drug arrests were initiated. Officer investigated 73 crashes during the month. And, a total of 196 new cases were assigned to Patrol officers for investigation, and 139 cases have been cleared, or 78%. The detectives were assigned a total of 16 new cases for investigation and, of those, 10 cases, or 63%, have been cleared.
- ✓ Forty-six (46) vehicles throughout the City were tagged as “inoperative”.
- ✓ Officer Karr also located and arrested the operator of a vehicle for destroying the baseball field at the middle school.
- ✓ Our efforts with the *Click It or Ticket* campaign netted 135 traffic summonses.
- ✓ Animal Control impounded 24 dogs and 12 cats during the month of March. Twelve (12) dogs and one (1) cat were returned to their owners, while seven (7) dogs and four (4) cats were adopted out. Three (3) dogs and six (6) cats were surrendered by their owners to the shelter. Animal Control investigated two (2) cat bites; no dog bites were reported. By the end of March, Animal Control had investigated a total of 255 complaints and taken in \$392.00 in fees.
- ✓ Auxiliary officers donated a total of 451.1 hours of duty throughout the month of March. Volunteer officers provided some greatly appreciated assistance with dances, traffic details, a two-day softball tournament, the Roadrunner race, a veterans walk down the Boulevard sponsored by the American Legion, and several ride-alongs.

### III. POLICE DEPARTMENT (CONTINUED):

Crime	March 2007	March 2008	Percentage of Increase/Decrease
Calls for services	3,943	4,194	<b>6.37%</b>
Aggravated Assaults	0	1	<b>100.00%</b>
Simple Assaults	19	10	<b>-47.37%</b>
Burglaries	3	7	<b>133.33%</b>
Larceny	58	62	<b>6.90%</b>
Robberies	4	1	<b>-75.00%</b>
Motor Vehicle thefts	4	4	<b>0.00%</b>
Arson	2	0	<b>-200.00%</b>
Shoplifting arrests	22	38	<b>72.73%</b>
DUI arrests	21	28	<b>33.33%</b>
All criminal arrests	199	239	<b>20.10%</b>
	<b>PART I (Serious) OFFENSES</b>		
March 2008	Number Reported	Number Cleared	Percentage Cleared
	85	49	<b>57.65%</b>

### IV. FIRE & EMS DEPARTMENT:

#### FIRE DIVISION:

##### *Call Descriptions:*

Alarm System Activation	12
Alarm System Malfunctions	4
Assist Invalid Call	1
Assist Police Call	1
Authorized Controlled Burn	1
Bomb Scare/No Bomb	1
Brush Fires	7
Building/Structure Collapse	2
Building/Structure Fire	1
Chemical Hazard	1
Chemical/Other Leak	3
Child Safety Seat Installations	13
Cooking Fire	1

#### TOTAL FIRE TYPE CALLS: 105

##### *Call Descriptions:*

<i>No:</i>	<i>Call Descriptions:</i>	<i>No:</i>
12	Cover Assignment Calls	2
4	Dispatched then Cancelled Calls	7
1	Electrical Equipment Problems	3
1	Good Intent Calls	8
1	Oil/Other Combustible Liquid Spill	1
1	Power Lines Down	4
7	Public Fire Education	2
2	Public Service Assistance Calls	19
1	Refrigerator Leak	1
1	Short Circuit (wiring) Calls	4
3	Smoke Detector Installations	2
13	Smoke Scare/Odor Removal	2
1	Vehicle Fires	2

#### **IV. FIRE & EMS DEPARTMENT (CONTINUED):**

<u><b>Mutual Aid Given:</b></u>	<u><b>No:</b></u>	<u><b>Mutual Aid Received</b></u>	<u><b>No:</b></u>
Chesterfield	2	Chesterfield	2
Chesterfield - EMS 1st Responder	4	Fort Lee	2
Petersburg	2	Hopewell	2
Prince George	1	Petersburg	4
		Prince George	2

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 85% of all calls received during the month~

<b>EMS DIVISION:</b>		<b>TOTAL EMS PATIENTS: 294</b>	
<b><u>Call Descriptions:</u></b>	<b>No:</b>	<b><u>Call Descriptions:</u></b>	<b>No:</b>
Abdominal Pains	10	Motor Vehicle Accidents	23
Allergic Reactions	1	MVA/Pedestrian	1
Altered Level of Consciousness Calls	1	OB/GYN	1
Assaults	8	Other Injury/Medical Calls	116
Cardiac Arrest	1	Overdose Calls	3
Chest Pains	34	Public Service Calls	4
Difficulty Breathing	36	Strokes	4
Falls	24	Trauma Patients	1
Fire Standby Calls	11	Unresponsive Patients	15

<u><b>Mutual Aid Given:</b></u>	<u><b>No:</b></u>	<u><b>Mutual Aid Received</b></u>	<u><b>No:</b></u>
Chesterfield	1	Chesterfield	1
Dinwiddie	1	Petersburg	2
Hopewell	3		
Petersburg	8		
Prince George	3		

~Patient contact was established in 8 minutes or less from the time of dispatch on 83% of all calls received during the month~

## Training Division

Number of Classes Taught: 24  
Attendees: 197  
Man Hours 1,000.50

## **V. FINANCE DEPARTMENT:**

- Checks processed: General Fund 332  
Payroll Checks 643  
Other 90  
Total 1,065

Six alarm citations were processed during March.

- **Purchasing** - 224 total purchase orders were completed with 129 being processed by the purchasing and 95 departmental purchases being reviewed as compared to 285 being completed for the same period in 2007.

## **V. FINANCE DEPARTMENT (CONTINUED):**

<b><u>Proposal/Bid</u></b>	<b><u>Published</u></b>	<b><u>Opens/Opened</u></b>
Rewriting of Emergency Operations Plan	2/21/2008	3/14/2008
Community Building Architectural Serv.	2/21/2008	3/6/2008
Fire Department Ceiling	2/29/2008	3/19/2008

Telephone consultant received current billing information.  
Contract finalized for citizen request management system.  
Working on Quotes for installing AC system in computer server rooms.  
Working on camera security system upgrade at Courthouse.  
Working with Fleet Maintenance to clear Public Works complex of 14 surplus vehicles.  
Working on quotes for painting and sealing of fire bay flooring in the Public Safety Building  
Contacted GovDeals concerning listing of City surplus on their website.  
Brick and sign portion of Welcome sign is complete.  
With upcoming hurricane season coming, weekly tests of emergency generator at Middle School was requested.

### **Bids/RFPs Pending:**

Waiting on contract documents from vendor:

Clock Tower  
Government Center & Boulevard Enhancements

- Risk –**

- **General** – Resident reported sewer backup in their house. Claim for \$818 is being investigated by VML.
- **Auto** – Public Works vehicle struck & broke parked vehicles mirror at a repair cost of \$250.
- **Property** - Flower bed on Royal Oak was vandalized with replacement cost estimated to be less than \$250.

- Utility Billing – During March:**

- Bi-monthly Utility Bills Sent – 3,662
- Delinquent Notices Sent – 613
- Delinquent Notices Percentage – 17.8%
- Services cut off for nonpayment – 47
  - Reduced number due to later cut-off date.

## **VI. HUMAN RESOURCES DEPARTMENT:**

- Advertisements**

<b><u>Department</u></b>	<b><u>Position</u></b>
Police	Police Officer (Certified)
Police	Police Officer Recruit
Police	Animal Control Officer
Office on Youth	Mentor/Tutor (Part-time)

- Applications & Testing**

Total applications received for each of the following position recruitments:

Police Officer (Certified)	3
Police Officer Recruit	25
Animal Control Officer	33

## **VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):**

The following employee orientation and exit interview sessions were held in March 2008:

### **Orientation**

Davion Richards – Mentor/Tutor (Part-time)

Daniel Vilardo – Police Officer (Certified)

Harold Caples – Assistant Director of Public Works – Engineering

### **Exit Interview**

Melissa Chartier – Animal Control Officer

- ★ The first Human Resources Liaison group meeting was held on March 7, 2008. The meeting was used to review and discuss Human Resources and Payroll policies and procedures, as well as provide a live demonstration of various Intranet resources.
- ★ The annual Employee Hockey Game Night was held at the Richmond Coliseum on March 14, 2008. The total number of tickets requested by employees was (213).

- **Workers Compensation**

The following employee(s) filed a workers' compensation report during the month of March 2008:

<b><u>Date</u></b>	<b><u>Department</u></b>	<b><u>Description of Injury</u></b>
03-08-08	Fire	Slipped and fell into glass panel of bay door.
03-14-08	Sheriff	Twisted right ankle in eroded crack in parking lot.

## **VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ★ The City's web site had 45,210 visits in the month of March with 75,509 page views, including 2,594 visits to the City job listings page. The top five pages visited after the home page were: Job Listings, Citizens Online Help Desk, Library, Real Estate Assessment Search, and Police.
- ★ A web site is in development for the Colonial Heights Appomattox River Trails System (C.H.A.R.T.S.), with a domain established at [www.colonialheightstrails.org](http://www.colonialheightstrails.org).
- ★ City Departments are compiling FAQs and Service Request requirements for the upcoming online Citizens Request Management System. Employee training for the system will take place in May and the target "go live" date is June 2, 2008.

## **VIII. LIBRARY:**

- ★ The library staff circulated 27,855 titles in March.
- ★ 63 children attended the library's story hour program.
- ★ The public computer center was used 2,239 times.
- ★ 179 residents registered for new library cards, and an average of 577 residents used the library each day.
- ★ The library's meeting rooms were used 109 times.
- ★ 2,707 residents visited the Colonial Heights Virtual Library to retrieve 546 articles from their homes and offices.

## IX. RECREATION & PARKS:

<b>RECREATION</b>		
<b>ACTIVITIES</b>	<b>2008</b>	<b>2007</b>
ADULT SOFTBALL	Registration	26 teams
AEROBICS	n/a	10
AMERICAN LEAGUE AGES 11-12	57	62
APPOMATTOX TRAVEL-AGES 15-17	16	29
BELLY DANCE	30	11
CARDIO KICK BOXING EVENING	36	14
CHMS FUNDAY	119	N/A
COMMUNITY BUILDING ATTENDANCE	930	1365
COMMUNITY BUILDING RESERVATIONS	25	30
EASTER EGG COLORING CONTEST	65	52
EASTER EGG HUNT	269	165
FAST PITCH SOFTBALL GIRLS TRAVEL	4	10
INSTRUCTIONAL BOYS AND GIRLS 4-5	40	54
JR. OLYMPICS SOCCER	13	N/A
JUNIOR SOFTBALL AGES 11-13 GIRLS	50	52
KARAOKE	N/A	42
MINOR LEAGUE AGES 9-10	71	90
NATIONAL LEAGUE --AGES 13-15	52	61
NATIONAL YOUTH SPORT COACHES-CERTIFICATION	N/A	27
NIGHT EASTER EGG HUNT	49	52
PARK ATTENDANCE	634	550
PARK RESERVATIONS	17	13
PEE WEE SOFTBALL--AGES 9-10 GIRLS	34	46
ROOKIE LEAGUE BOY AND GIRLS 6-8	98	91
SKATEBOARD PARK	222	376
SPRING BREAK- MOVIES TEENS	22	N/A
SPRING BREAK-BOWLING TEENS	22	N/A
SPRING BREAK-CHILDREN'S MUSEUM TEENS	13	N/A
SPRING BREAK-ICE SKATING TEENS	21	N/A
SPRING BREAK-LASER TAGS TEENS	24	N/A
SR. CITIZEN ATTENDANCE	2296	2092
SR. CITIZEN HOME DELIVERED MEALS	150	150
SR. CITIZEN VAN MILEAGE	4131	3520
SR. CITIZEN VAN PASSENGERS	567	831
SR. CITIZEN VOLUNTEER HOURS	26	0
SR. CITIZENS MEALS AT CENTER	0	0
T-BALL BOYS AND GIRLS 6-7	65	52
TEEN DANCE	103	93
VIOLET BANK MUSEUM	328	163
YOUTH COACHES CLINIC	15	N/A

<b>SENIOR CITIZEN CENTER</b>		
<b>Activities</b>	<b>2008</b>	<b>2007</b>
AARP	52	52
Advisory Board Meeting	6	7
American Music Trip	36	n/a
Bingo in Center	56	52
Bowling	325	256
Classic Country	85	n/a
Club Meeting	168	198
Crochet & Knitting	58	32

## IX. RECREATION & PARKS (CONTINUED):

<b>SENIOR CITIZEN CENTER (Continued)</b>			
	<b>2008</b>	<b>2007</b>	
<b>Activities</b>			
Drawing Class	6	n/a	
Floor Exercises	117	110	
Gift Bag Class	7	n/a	
Golfers Board Meeting	12	12	
Golfers Meeting	124	118	
Line Dance Class	52	78	
Lunch Out & From the Heart	8	7	
Movies	13	5	
Painters Group	32	4	
Party Bridge	128	198	
Sandwich Social	35	22	
Sandwich Social Guest Speaker	35	n/a	
Sing A-Long	42	36	
Sing-a-long CH Health Care Center	13	14	
Sit Down Exercises	229	226	
Splash of Color Class	9	6	
Strength Training Class	175	347	
Tai Chi	49	18	
Tap Class Advance	61	87	
Tap Dance Beginners	32	71	
Tap Dance Intermediate	126	n/a	
Taxes	22	28	
Tournament Bridge	64	64	
TRIAD Meeting	35	27	
Watercolor	27	13	
Yoga	57	n/a	
<b>Meals</b>			<b>Donations</b>
Home Del Meals	60	60	\$45.00
Bags	30	30	
Breakfast Meals	60	60	
Site Meals	0	0	
Total	150	150	
<b>Transportation</b>			
Total Miles	4131	3520	
Total Passengers	567	831	<b>Donations</b>
Volunteer Hours	26	0	\$328.00
Wheelchairs	18	54	

Crocheting Group made and donated 268 hats, afghans, and slippers from the Heart, Cares & RSVP.

## **IX. RECREATION & PARKS (CONTINUED):**

### **Violet Bank Museum**

	<u>2008</u>	<u>2007</u>
Attendance	233	163
Out Reach Program	95	n/a

- ★ Displayed at Southside Virginia Heritage Days.
- ★ Displayed at VSU School of Agriculture – Colonial Wool Processing.
- ★ Fabricated two small exhibit cases.
- ★ Worked on exhibits and plaster work.

### **Parks, Buildings and Grounds**

- ★ Turned on water at White Bank Park, Lakeview Park, Ft Clifton Park, High School concession stand.
- ★ Lakeview softball concession stand, Soccer Complex concession stand, A-field, B-field, Civic field, and Shepherd Stadium.
- ★ Cleaned and prepared bathrooms at White Bank Park, Lakeview Park, Ft. Clifton Park, High School concession stand, Lakeview softball concession stand and Soccer Complex concession stand. Opened bathrooms to the public.
- ★ Prepared Shepherd Stadium field, Civic field, High School baseball field, Middle School baseball field.
- ★ Middle School softball field daily for spring High School sports.
- ★ Nail drag all baseball and softball fields as needed.
- ★ Provided workforce and Kubota tractor for Archer Ave Spring cleanup.
- ★ Blew and removed leaves at White Bank Park and Lakeview Park.
- ★ Cleaned parks (everyday), park restrooms, around ball fields and ball field restrooms (as needed).
- ★ Picked up trash around Municipal Building complexes (daily).
- ★ Cleaned debris off roofs at Lakeview Park restrooms, Pavilion #2, and bandstand at Ft Clifton. Checked roofs of all buildings and pavilions at all parks.
- ★ Moved old railroad ties from along walking paths at White Bank Park. Filled in along walking paths with dirt.
- ★ Cut grass as needed at Ft. Clifton, Lakeview Park, Library, Shuford Ave, Violet Bank, Fire Station #2, Public Safety Building, City Hall, Health Dept., War Memorial, School Board, and Courts Building.
- ★ Cut grass on ball fields and soccer fields as needed.
- ★ Cleaned debris off road and paths at Ft Clifton for Tri-City Road Runners event.
- ★ Built wall and installed door in meeting room at Public Safety Building. Installed sheet rock on new wall.
- ★ Mudded, sanded, and painted sheetrock on new wall.
- ★ Put up temporary outfield fence on Civic Field.
- ★ Remove old fence guard and installed new fence guard on Shepherd Stadium fence.
- ★ Took Z-Master lawn mower to Conner's Small Engine to be repaired.
- ★ Install canopy tops on dugouts of Civic Field and B-Field.
- ★ Did spring cleaning of Shop. Moved winter equipment to old shop and metal shed behind Stadium.
- ★ Cleaned up old metal behind Stadium wall and hauled away.
- ★ Removed leaf box off vehicle #530 and stored behind Stadium wall.
- ★ Reinstalled downspouts and gutters that had blown off of Fire Station #2.

## **IX. RECREATION & PARKS (CONTINUED):**

### **Parks, Buildings and Grounds (Continued)**

- ★ Provide workforce to drag and line fields and to clean up bathrooms and around fields for baseball tournament the weekend of March 28th. (Shepherd Stadium, Civic Field, A-Field, and B-Field).
- ★ Laid out soccer fields at Soccer Complex and at Football Stadium. Did initial painting of soccer fields at Soccer Complex and Football Stadium. Painted all soccer fields as needed.
- ★ Moved all soccer goals into place at Soccer Complex and anchored down.
- ★ Moved bleachers in place at Soccer Complex.
- ★ Replaced straps on tennis nets at High School and Middle School.
- ★ Cut trees at Ft Clifton that had blown over in storm.
- ★ Replaced gatepost that was broken by tree that was blown over in storm.
- ★ Loaded benches and trash cans and took to Soccer Complex.
- ★ Reattached windscreens on dugouts at B-Field, Civic Field, and Lakeview 1 & 2 softball fields.
- ★ Repaired dugout post at B-Field that was blown over by winds.
- ★ Hung backstop in batting cages at High School and behind Civic Field.
- ★ Put pads on light poles at Soccer Complex.
- ★ Painted picnic tables at White Bank Park.
- ★ Painted picnic tables at Ft Clifton Park.
- ★ Repaired swing at playground beside Senior Center.
- ★ Repaired fence on basketball court beside Senior Center.
- ★ Installed drinking fountains and turned water on to drinking fountains at High School baseball field and Lakeview softball fields.
- ★ Replaced water valve at A-Field.
- ★ Cut grass off Middle School Softball field.
- ★ Installed Tur-face on B-Field.
- ★ Repaired home plate and pitchers mound at Middle School Softball field.
- ★ Replace tines on drag for Sand-Pro.
- ★ Repaired mound and home plate area with mound clay.
- ★ Cleaned Shepherd Stadium before and after games and for tournaments.
- ★ Installed Tur-face and field material on Middle School baseball and softball field.
- ★ Painted numbers in outfield at Lakeview softball fields for memorial softball tournament.
- ★ Replace pitching mound rubbers at Middle School baseball field.
- ★ Installed and removed temporary fence in Shepherd Stadium for homerun hitting contest.
- ★ Fixed flag at Lakeview Park.
- ★ Nail drag and fill in ruts and Middle School softball field due vandalism.
- ★ Took reel mower to Conner's to be repaired.
- ★ Seeded B-field with fescue and rye grass seed.
- ★ Fertilized A-field, Civic field, Lakeview 1& 2, and Tussing Elementary ball fields.
- ★ Lowered City and State flags around City.
- ★ Used brush cutter to cut walking path along river.
- ★ Sprayed round-up on Stadium parking area, Stadium wall, Cucumber tree, soccer fields at Soccer Complex, and Civic field wall.

## **X. OFFICE ON YOUTH & HUMAN SERVICES:**

- ***Kids' After-School Program*** continues to recruit students. Family dinner was held as well as student activities during spring break.
- ***Youth Advisory Council*** - On March 7, 2008, four YAC members tutored students at Lakeview Elementary School. Seven members volunteered at the ***Kassidy R. Hahn Memorial Tournament*** on March 24 & 25. YAC also made a \$200 donation to the tournament. An officers' meeting was held on March 26 for the purpose of training.
- ***Office on Youth*** staff attended Inhalant Abuse Prevention Conference in Staunton. Staff continues to work to advance expansion of Teen/Senior Center with interviews of potential architectural firms.
- ***Driver Bag Distribution*** - Driver Bags were distributed for 14 youth, who received their driver's license from the Juvenile Court Judge.
- ***Life Skills*** - Three Life Skills/ Anger Management/Substance Abuse sessions were held for 7 youth.
- ***Parenting Classes*** -Two sessions of "Parenting with Love & Limits" was held for 8 parents and their teens.
- ***Service Learning*** – Fourteen youth were provided with work sites. Eighty-one hours of community service work was completed during March 2008.

## **XI. FLEET MAINTENANCE:**

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	84	\$14,523.48	4	\$ 724.61
2007	89	\$17,705.92	8	\$2,177.85

## **XII. PUBLIC WORKS & ENGINEERING (CONTINUED):**

### **Horticulture**

- ✿ Mulched, fertilized, cut, pruned and weeded the following sites:
  - 2200 Center Ave.
  - Arlington Ave.
  - Ashby Ave.
  - City Hall
  - Jersey Mikes
  - Mi Rodeo
  - Nichols
  - School Board
  - War Memorial
  - White Bank Park
- ✿ Worked with Office on Youth and Chesterfield Detention.
- ✿ Assisted with clean up at Appamatuck Park on Archer Avenue.
- ✿ Worked with contractor, designed sidewalk and border, picked up supplies, separated all blocks and oversaw completion of the Legacy Garden project.
- ✿ Cleaned all sites of trash and debris twice a week.
- ✿ Water new sites once a week.
- ✿ Worked with James River Association.
- ✿ Planted 75 day Lilly's at Royal Oak Avenue site.
- ✿ Ordered and built a bench for Violet Bank.
- ✿ Wrote a landscape article for Floral Hill Neighborhood Association.
- ✿ Removed 50 Nandinas and planted 50 Gardenias at City Hall site.

## **XII. PUBLIC WORKS & ENGINEERING (CONTINUED):**

### **Vegetation**

*Picked up litter at the following locations:*

- Boulevard
- West Westover Avenue
- West Roslyn Road
- Conduit Road
- Stratford Drive
- Temple Avenue
- Westover Avenue
- East Roslyn Road

*Trimmed limbs and bushes from the following locations:*

- 118 Chesterfield Avenue
- 1304 Oakwood Drive
- 216 Lee Avenue

*Removed dead trees from the following locations:*

- North Temple Avenue
- 407 Springdale Drive
- Walnut Avenue

*Cut and trimmed grass at the following locations:*

- Boulevard
- Dunlop Farms Boulevard
- Ellerslie Avenue
- Lake Avenue
- Temple Avenue
- Westover Avenue

### **Other**

- Removed concrete spill from Temple Avenue at Boulevard.
- Removed glass from 800 block of Elko Avenue.
- Assisted Fire Department closing streets at Boulevard, Snead, and Hamilton Avenues intersecting James Avenue due to evacuation of City Hall.
- Cleaned and preformed preventive maintenance on city equipment.
- Repaired a fence that had fallen during inclement weather in parking lot across from School board.
- Assisted with cleanup and hauled 38 dump trucks load of filled dirt to Appamatuck Park on Archer Avenue.
- Assisted Horticulture Division with grading, depositing sand and stone, delivering bricks, mulching and placement of the handicap sidewalk at the Legacy Garden.
- Responded to a paving concern at 409 Joe Johnson Avenue.
- Removed a printer and cabinet from the Treasure Office.
- Continue to clean and load dumpsters at the Convenience Center.

### **Stormwater and Drainage:**

*Sweeper collected 72 cubic yards of debris from the following locations:*

- Ashby Avenue
- Ashley Place
- Atlantic Avenue
- Berkshire Lane
- Birch Avenue
- Boykins Avnue
- Brijadan Lane
- Brookedge Drive
- Bruce Avenue
- Lakeview Park Road
- Laurel Parkway
- Laurens Lane
- Lenoir Avenue
- Lundy Avenue
- Marvin Avenue
- North Temple Road
- North Valley Road
- Orchard Avenue

- Cabell Drive
- Cambridge Place
- Caswell Avenue
- Cedar Creek Lane
- Charles Avenue
- Crescent Avenue
- Dick Ewell Avenue
- East and West Roslyn Road
- Ellerslie Avenue
- Ewing Avenue
- Frederick Avenue
- Glenview Avenue
- Hanover Avenue
- Hemlock Avenue
- Hillside Lane
- Holly Avenue
- Jett Avenue
- Joe Johnson Avenue
- Lake Avenue
- Pickett Avenue
- Pondola Lane
- Ridge Road
- Riverview Road
- Roslyn Avenue
- Sadler Avenue
- Sancho Alley
- Sherwood Drive
- South Avenue
- South Valley Road
- Southpark Boulevard and Circle
- Springdale Avenue
- Spruce Avenue
- Taswell Avenue
- Vance Avenue
- Verbov Avenue
- West Ellerslie Avenue
- Woodlawn Avenue
- Lakeside Drive

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

- 1910 Wakefield Avenue
- 228 Biltmore Drive
- 230 Washington Avenue
- 5112 Conduit Road
- 927 Lakeview Avenue
- Atlantic at Charles Avenues
- Bruce Avenue
- Chesterfield Avenue
- Oaks Avenue

*Installed a driveway drainage pipe at 616 Ryan Avenue.*

### **Solid Waste** **Recycling**

- Recycled 40 cubic yards of metal products.
- Removed 300 cubic yards of solid waste debris.

### **Transfer Station**

- 798 citizens used the Convenience Center to dispose of debris, garbage and metal products.
- Collected \$4,160.00 for the month.

### **Transportation** **Streets**

*Asphalt placed in potholes, low spots, shoulder, water and sewer utility cut at the following locations:*

- 100 Swift Creek Lane
- 1015 Forest View Drive
- 145 and 148 Roanoke Avenue
- 151, 152 and 165 Chesterfield Avenue
- 200 Honey Creek Court
- 206 Jefferson Avenue
- 219 Orange Avenue
- 225 Biltmore Drie
- 243 Pecan Tree Terrance
- 911, 914 and 916 Williamsburg Road
- Bermuda Avenue
- Brookhill Drive
- Comstock Drive
- Conduit Road
- Dunston Point Parkway
- Ewing Avenue
- Fischer Avenue
- Forest View Drive

- 310 and 416 Moorman Avenue
- 3200 Holly Avenue
- 3245 Boulevard
- 403 Clover Hill Avenue
- 405 Joe Johnson Avenue
- 415 and 419 Hamilton Avenue
- 517 Battery Place
- 606 Fairlie Road
- 619 Woodcliffe Drive
- 840 East Roslyn Road
- Temple Avenue at I95
- Lakewood Drive
- Norwood Drive
- Ridge Road
- Roanoke Avenue at Blvd.
- Sherwood Drive
- Snead Avenue
- Springdale Drive
- Stratford Drive
- Taswell Avenue
- Temple Avenue at Conduit Road

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

- 1014 Kensington Avenue
- 140 Chesterfield Avenue
- 1703 Franklin Avenue
- 219 Kennon Point Drive
- 3112 Woodlawn Avenue
- Bruce Avenue
- Conduit Road
- Lake Avenue

*Installed an asphalt driveway apron at 208 North Valley Road.*

*Removed storm damage from the following locations:*

- 101 Waterfront Drive
- 105 Sherwood Drive
- 109 Hargrave Avenue
- 110A Oaks Avenue
- 112 Winston Avenue
- 118 Tudor Road
- 158 Chesterfield Avenue
- 2211 Franklin Avenue
- 324 Jefferson Avenue
- 504 Hamilton Avenue
- 718 Meadow View Road
- Archer Avenue
- Cedar Ridge Court
- Jefferson Avenue
- Walnut Avenue

### **Traffic Operations**

- Signals
  - Did preventative maintenance on four traffic cabinets.
- Signs and Markings
  - Made and installed six street name signs.
  - Straightened large street name sign on mast arm @Ellerslie/Boulevard.
  - Put up Child Safety signs on Richmond and Lafayette Avenues for Police Department.
  - Put up four Virginia Civil War Trail Signs for Recreation Department.
  - Made three large Fort Clifton Festival signs.
- Street Lighting
  - Replaced seven ornamental street light bulbs.
- Traffic Control
  - Responded to four after-hours callbacks for malfunctioning traffic lights.
- Miscellaneous
  - Inventoried everything at intersections from Sherwood Drive to Temple Avenue for Boulevard coordination project.
  - Replaced three broken tether wires and straightened many signals due to wind damage.
- Cut threes behind Boy Scout Lodge for Public Works

*Delivered and picked up barricades, cones and barrels for charity benefit on Taswell Avenue.*

**Utilities**  
**Wastewater**

*Responded to sewer backups at the following locations:*

- 3245 Blvd.
- 403 Cloverhill Ave.
- 202 Lakeview Park Dr.
- 219 A Orange Ave.
- 325 Ridge Rd.
- 2306 Wakefield Ave.
- 127 Washington Ave.
- 3420 Blvd.
- 706 Conduit Rd.
- 220 Norfolk Ave.
- 140 Pickwick Ave.

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

- 3245 Blvd.
- 403 Cloverhill Ave.
- 219 A Orange Ave.
- 325 Ridge Rd.
- 1201 Canterbury Ln.
- 311 Orange Ave.
- 138-140 Pickwick Ave.

*Camera sewer main/lateral at the following locations:*

- 219 A Orange Ave.
- 140 Pickwick Ave.

*Flushed sewer main line at the following locations:*

- Alley Richmond & Norfolk Ave.
- 403 Cloverhill Ave.
- Lynchburg Ave.
- 505 Riverview Rd.
- 148 Roanoke Ave.
- Suffolk Ave.
- 100 Swift Creek Ln.
- 101 Yew Ave.
- 3420 Blvd.
- Lafayette Ave.

*Repaired sewer main line at the following locations:*

- 148-149 Roanoke Ave.

*Checked the following manholes “trouble spot” locations:*

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

*Applied rat bait in manhole at the following location:*

- 2110 Franklin Ave.

*Sprayed for sewer roaches at the following location:*

- 102 Camden Rd.

*Washed down street at the following location:*

- 248 Pecan Tree Terrace

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

*Responded to alarms at the following locations:*

- Appomattox Ct. Pump Station
- Hrouda Pump Station

*Miss Utility locating required 167 staff-hours for the month of March 2008.*

### **Water**

*Replaced water meters at the following locations:*

- 313 Comstock Dr.
- 919 Germar Ct.
- 116 Homestead Dr.
- 112 Homestead Dr.
- 118 Kennon Pt. Ct.
- 100 Swift Creek Ln.
- 628 Fairlie Rd.
- 104 Homestead Dr.
- 108 Homestead Dr.
- 1118 Jett Ave.
- 714 Meadowview Rd.
- 

*Set meter for new construction at the following locations:*

- 630 Blvd.
- 301 Cambridge Place
- 801 South Ave.

*Repaired water main break at the following location:*

- 202 Windmere Dr.

*Responded to meter leak complaint at the following locations:*

- 3101 Greenwood Ave.
- 624 Ryan Ave.
- 206 Temple Ave.

*Repaired or raised meter box at the following locations:*

- 228 Biltmore Dr.
- 109 Cameron Ave.
- 1230 Choptank Ct.
- 4808 Conduit Rd.
- 315 E. Westover Ave.
- 137 Hillcrest Ave.
- 105 Indian Rock Ct.
- 315 Ridge Rd.
- 126 Swift Creek Ln.
- 159 Waterfront Dr.
- 6 Brandywine Ct.
- 1201 Choptank Ct.
- 1300 Clifton Dr.
- 408 Dick Ewell Ave.
- 1013 Germar Ct.
- 104 Homestead Dr.
- 1131 Peace Cliff Ct.
- 207 S. Valley Rd.
- 2016 Wakefield Ave.
- 

*Install or replace meter setter at the following locations:*

- 1300 Clifton Dr.
- 628 Fairlie Rd.
- 112 Moore Ave.

*Replaced water service at the following locations:*

- 243 Pecan Tree Terrace
- 100 Swift Creek Ln.

*Responded to water turn on and turn off at the following location:*

- 110 Southgate Square

*Replaced fire hydrant at the following location:*

- 205 Maple Grove Ave.

*Backflow/Cross Connection Survey at the following locations:*

- 1217 Blvd.
- 629 Blvd.
- 3107-15 Blvd.
- 3606 Blvd.
- 3524 Blvd.
- 3505 Blvd.
- 3610 Blvd.
- Charles Dimmock Pkwy.
- 2701 Conduit Rd.
- 626 Dunlop Farms Blvd.
- 714 E. Ellerslie Ave.
- 176 Southgate Square
- 505 Springdale Ave.
- 401 Temple Ave.
- 891 Temple Ave.
- 1919 Blvd.
- 3518 Blvd.
- 3107-1E Blvd.
- 610 Blvd.
- 3628 Blvd.
- 3650 Blvd.
- 1710 Blvd.
- 500 Conduit Rd.
- 3201 Dale Ave.
- 33 Dunlop Shopping Center
- 800 Southpark Blvd.
- 324 Southpark Circle
- 116 Southgate Square

*Responded to dirty water complaint at the following location:*

- 112 Yew Ave.

*Performed yard maintenance at the following locations:*

- Archer Ave. Park & Right of Way
- 2701 Conduit Rd.
- Sherwood Hills Pump Station
- Southpark Water Tower
- Chesterfield Metering Pit
- Dimmock Pump Station
- Sherwood Hills Water Tower

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

*Collected Stage 2 samples.*

*Collected water sample and sent to lab for testing for the following location:*

- 728 Old Oak Ln.

*Responded to water pressure issue at the following locations:*

- 2310 Franklin Ave.
- 143 Waterfront Dr.
- 112 Hargrave Ave.

*Repaired water valve box at the following locations:*

- Hargrave @ West Ave.
- 401 Taswell Ave.

*Planned and coordinated shut down for the following locations:*

- Maple Grove Ave.
- West Ave.

*Responded to miscellaneous water calls at the following locations:*

- 135 Ashley Place
- 5112 Conduit Rd.
- 124 Kennon Pt. Ct.

### **Administration**

- Harold R. Caples, Assistant Director of Public Works started employment March 19.
- Met with SCWA staff to review proposal for licensing withdrawals from Lake Chesdin.

- City Manager and Director met with SCWA staff to review and discuss issue regarding adjustments of recorded wastewater flows.
- Met with SCWA staff to review new metering equipment at Main Pump station and solvent extractable matter in wastewater flow.
- Planning Director, Director and engineering staff met with Mr. Walker and Roslyn Farms staff to share information about city's proposal for improving the City Landfill site including feasibility of creating a southern access.

---

Richard A. Anzolut, Jr.  
City Manager

cc: Department Heads  
City Attorney  
City Clerk