

CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 2008



I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Review process re-activated. Review comments returned to Consultant. Now awaiting updated plans.

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

Bruce Avenue Drainage – Phase II – Awaiting submittal from consultant for the Bradsher/Dupuy section of project.

Lexington Drive Storm Drain Outfall – In-house design of this project has begun.

Yacht Basin Drive Storm Drain Outfall – In-house design of this project has begun.

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

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

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – Staff is currently finalizing design of turn lane.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Final draft of Professional Services Agreement transmitted to VDOT for pre-award audit by the E&CA Division.

Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945 – Revenue Sharing, Urban and CMAQ Programs – Requested transfer of Revenue Sharing Funds from UPC 52434. Staff has received comments back from VDOT on the draft RFP. Those comments have been incorporated into the RFP and has been transmitted back to VDOT for there final approval. Awaiting VDOT authorization to advertise.

I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects (Continued)

Boulevard Widening Project (Windsor to Pickwick Ave, Fifth Lane) UPC 90374 – Revenue Sharing, CMAQ Program – Requested VDOT to add project to STIP and MTIP. Staff has received comments back from VDOT on the draft RFP. Those comments have been incorporated into the RFP and has been transmitted back to VDOT for there final approval. Awaiting VDOT authorization to advertise.

Boulevard Widening Project (Westover to Windsor, Fifth Lane) –CMAQ Program – Staff has received comments back from VDOT on the draft RFP. Those comments have been incorporated into the RFP and has been transmitted back to VDOT for there final approval. Awaiting VDOT authorization to advertise.

Boulevard Signal Coordination (Sherwood to Temple). –Staff has received the task and fee proposal from the consultant and has requested a meeting to discuss in greater detail.

Safe Routes to School – Staff has begun preliminary investigation to draft a task and fee proposal for survey services.

B. Economic Development Projects (under construction)

Shamin Hotels (Hampton Inn and Holiday Inn Millennium) - Both hotels are now open. Still remaining is the completion of the revised landscape plans and inspection of the landscaping.

Landmark Realty New Office Building - The developer is working to complete the final inspection punch list items. Ornamental lighting has now been installed and repairs to the driveway completed. Still awaiting completion of all items on the final inspection punch list.

Tussing Elementary School Addition - Some site work remains. The site is not ready yet for a final inspection. Erosion and sediment control items are being maintained.

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

Walgreens -Building and site construction continues. Mast arm signal pole installed. Interior curb and gutter being installed. New curbing along the Boulevard and Bruce Ave. Stone base is being installed within the parking lot. Maintaining erosion and sediment control items.

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

Mount Pleasant Baptist Church Parking Lot Expansion - Parking lot work is ongoing. Storm culvert in Greenwood Ave., interior curb and gutter, and grading for stone base all being constructed. Erosion control items being maintained.

School Maintenance Building - Erosion and sediment control items have been installed. Site grading and grading for the building pad are ongoing.

Denny's - The contractor is installing storm sewer and has begun site grading. Water service has been installed. Erosion control items are being maintained. An old style diner building has been moved onto the site.

I. ENGINEERING DEPARTMENT:

C. Economic Development Projects (under review)

Gill's Point Section 9 - Plans and plat are close to completion.

Wachovia Bank, N.A. Branch Expansion - Updated plans have been reviewed. Work is progressing on the recording of the required alley access easement.

Sam's Club Expansion - Revised plans have been reviewed and a few comments noted. The revised plans are now very close to completion.

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

Roslyn Farm Corporate Office - (located beside the Virginia Credit Union) -Updated plans have been reviewed and comments forwarded.

Colonial Heights Surgery Center 930 South Ave. Suite 2 - Portion of former American Family Fitness building on South Ave. being converted to a surgical suite. Updated plans have been received and will be reviewed in the near future.

Community Building Addition - Updated plans have been received and reviewed. The project is out for bids.

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

Southpark Carpet and Flooring - Plan showing parking lot improvements and an Erosion and Sediment Control plan. Updated plans have been received and reviewed.

The following project(s) have been approved this month:

- Community Building
- Tussing Elementary Landscape Revision
- Dunlop House irrigation revision

Right-of-way Permits:

- Issued 10 R/W Permits
- Closed out 5.
- Put together spring paving package for 2009 bidding for April 2009.
- Worked on the standards with staff.

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Four (4) fence permits issued.

2. Seven (7) sign permits issued:

- ☆ Auto Tech Electronics – 2025 Boulevard
- ☆ Mi Rodeo – 2208 Boulevard
- ☆ Food Lion – 11 Dunlop Farm Boulevard – temporary
- ☆ Card Factory – 1865 Southpark Boulevard
- ☆ Denny's – 852 South Avenue
- ☆ Walgreens – 626 Boulevard
- ☆ Wachovia – 1604 Boulevard

3. Neighborhood Revitalization:

One (1) project payment

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

a. 2007-8 CDBG Home Repair Grant:

- ☆ 5 plumbing & related accessibility jobs complete
- ☆ 2 accessibility jobs completed
- ☆ 1 termite treatment completed
- ☆ 8 roofing jobs completed
- ☆ 7 electric jobs completed
- ☆ 1 heating and air job completed
- ☆ 11 carpentry jobs completed
- ☆ 3 additional electric jobs awarded

b. 08-09 CDBG Home Repair Grant

- ☆ 10 new applicants being processed.

c. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		53
# of Dwellings registered	2	52
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		53
Dwellings to be inspected	2	52
Multi-family dwellings	0	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold	0	3
Failure to Register Letters	0	65
Answers Received	0	60
First Inspections made	2	68
Passed	0	15
Failed	2	53
Second Inspection	3	106
Passed	3	100
Failed	0	3
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

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

c. Rental Inspection Program (Continued):

Item	Month	YTD
Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$50.00	\$1,300.00
4 year Certificates Issued		
Dwellings	3	113
Apartments		
(no of units certified)	0	12

4. Zoning/ Property Maintenance complaints investigated-

a. Property Maintenance

	Month	YTD
Total inspections	6	186
Violations	4	145
Violations resolved	0	136

b. Zoning

	Month	YTD
Total inspections	3	55
Violations	0	48
Violations resolved	0	48

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations Reported	5	5
Actual Violations	16	16
Letters Sent	16	16
Violations Abated	2	2

e. Other

	Month	YTD
Total inspections	3	8
Violations	0	0
Violations resolved	0	0

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	4	87
Violations	0	65
Violations resolved	0	65

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

g. Tall Grass

	Month	YTD
Total inspections	16	213
Violations	14	193
Violations resolved	6	179

h. Sign Ordinance

	Month	YTD
Total inspections	0	42
Violations	0	41
Violations resolved	0	40

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	0	55
2. New Construction Inspections	234	3,406
3. Permits for New Residences	4	20
4. Estimated Cost for Permits for New Residences	\$300,000	\$2,091,040
5. Permits for Commercial Construction	4	70
6. Estimated Cost for Commercial Permits	\$969,210	\$8,394,762
7. Plumbing Permits Issued	7	138
8. Electrical Permits Issued	19	201
9. Mechanical Permits Issued	3	126
10. Swimming Pool Permits Issued	0	8
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	2	23

III. POLICE DEPARTMENT:

- ✓ Total calls for service in October, 2008, show an increase of 11.36%, going from 4,014 calls for service in 2007, to 4,470 in October, 2008.
- ✓ There were 65 Part I, or serious, crimes reported to the Colonial Heights Police Department in October. Thirty-eight (38) of those, or 58%, have been cleared.
- ✓ Our **Records Division** processed 228 arrest reports, 13 Animal Control reports, 84 field interviews, 229 incident reports, 721 pawned properties, and 1,088 traffic summonses, along with a variety of other reports, totaling **2,755 reports**.
- ✓ The Department conducted a H.E.A.T. (*Help Eliminate Auto Theft*) VIN Etching event, along with child safety seat inspections in mid-October. Thirty vehicles stopped and participated in these projects.
- ✓ We had our first mandatory full-day supervisory meeting, at which time we reviewed policy and procedures, conducted tabletop exercises, had roundtable discussions, and conducted team-building exercises. Human Resources attend for training in workers' compensation and FMLA issues.
- ✓ We are pleased to report that we have currently filled all openings within the Patrol Division when on October 15th, certified Officer Richard Scrivner began his employment.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Law Enforcement Services Division** has been very busy with a variety of duties. They have coordinated and participated in a multitude of events, as follows:
 - Virginia Crime Stoppers Association's annual training in Virginia Beach
 - Chesterfield Police Academy's annual review meeting
 - *Halloween in the Park* festivities at Flora Hill Park
 - *CPR* training for the administration staff and SRO's
 - *Lidar* training (laser radar) was put on by Kustom Signals and held here in our conference/training room.
 - Our speed trailer was utilized on Wakefield Avenue, Colonial Avenue, Archer Avenue and Dale Avenue.
 - Our speed pads continue to be utilized on Elmwood Drive and have again determined that the problems are continuing in that area. Therefore, enforcement efforts will continue. We also have utilized the pads for a speed study on Covington Road.
- ✓ Our **Investigations Bureau**, reported a steady October. Our detectives are investigating a variety of cases, to include several shed burglaries, which are in the process of being cleared by arrest; a sexual battery case involving a city employee; an attempted armed robbery of a person at an ATM; several grand larcenies of catalytic converters. Arrests are also forthcoming in these cases. Lt. Ferguson has also delivered three nuisance letters to residents on Huntington Avenue, Homestead Drive and Bradsher Avenue. Detectives were assigned a total of 17 new cases for investigation and, of those, 11 cases, or 65%, have been cleared. They also processed 13 concealed weapon permits and submitted them to the Circuit Court.
- ✓ Our **Patrol Division** officers continue to put safety first regarding their patrol efforts in the community. Uniformed patrol tallied 1,088 traffic summonses from 1,780 traffic stops, made 34 DUI arrests, 12 drug arrests, investigated 102 traffic crashes, issued 88 parking citations, tagged 12 inoperative vehicles and initiated 84 field interviews. During the month of October, 970 warnings were given by the Patrol Division officers. A total of 42 felony charges and 134 misdemeanor charges were also issued during the month. A total of 204 new cases were assigned to Patrol officers for investigation, and 138 cases have been cleared, or 67%.
- ✓ Our **Auxiliary** police force continues to show their devotion by volunteering over 382 hours in a variety of ways. Duties included assistance with the high school football games, ride-alongs, the *Walk for Life* event, *Halloween in the Park*, and *H.E.A.T.* VIN etching. We are very thankful for the assistance afforded by our Auxiliary police force.
- ✓ The **Animal Control Division** impounded nine (9) dogs and 17 cats. During the month of October, there were 11 dogs returned to their owners, with four (4) dogs and six (6) cats adopted out. Members of the community surrendered one (1) dog to the shelter. Animal Control officers had no complaints of animal bites. At the end of the month, Animal Control investigated a total of 264 complaints with no summonses issued, and a total of \$427.00 in fees was collected.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ **Sentinel** volunteers donated a total of 45 hours, contributing to a vast array of duties in order to free up our officers for more pressing matters.

Crime	October 2007	October 2008	Percentage of Increase/Decrease
Aggravated Assaults	2	1	-50.00%
All criminal arrests	256	228	-10.94%
Arson	1	2	100.00%
Burglaries	3	7	133.33%
Calls for services	4,014	4,470	11.36%
DUI arrests	24	34	41.67%
Larceny	70	44	-37.14
Motor Vehicle thefts	4	4	0.00%
Robberies	1	1	0.00%
Shoplifting arrests	37	25	-32.43%
Simple Assaults	15	6	-60.00%
PART I (Serious) OFFENSES			
October 2008	Number Reported	Number Cleared	Percentage Cleared
	65	38	58.46%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 127

<u><i>Call Descriptions:</i></u>	<u><i>No:</i></u>	<u><i>Call Descriptions:</i></u>	<u><i>No:</i></u>
Alarm System Activations	6	Good Intent Calls	11
Alarm System Malfunctions	3	Hazardous Condition	2
Assist Invalid	5	No Incident on Arrival	2
Assist Police	2	Overheated Motor	1
Attempted Burning	1	Overpressure Rupture/Explosion	1
Authorized Controlled Burning	3	Power Lines Down	1
Child Safety Seat Installations	12	Public Fire Education	7
Cooking Fire	3	Public Service Assistance Calls	22
Cover Assignment	5	Smoke Detector/CO2 Installations	8
Dispatched then Cancelled Calls	13	Smoke Scare/Odor of Smoke	5
Excessive Heat	1	Trash/Rubbish Fire	2
Explosive, Bomb Removal	1	Vehicle Accident	1
False Alarm/Call	2	Water Problem	2
Gas/Other Combustible Liquid Spills	5		
<u><i>Mutual Aid Given:</i></u>	<u><i>No:</i></u>	<u><i>Mutual Aid Received</i></u>	<u><i>No:</i></u>
Chesterfield	1	Chesterfield	5
Chesterfield - EMS 1st Responder	6	Fort Lee	1
Crater Haz-Mat Team	1	Prince George	1
Fort Lee	1		
Petersburg	1		
Prince George	1		

IV. FIRE & EMS DEPARTMENT (CONTINUED):

~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~

EMS DIVISION:		TOTAL EMS PATIENTS: 301	
<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	21	Fire Standby Call	2
Allergic Reactions	3	Motor Vehicle Accidents	22
Altered Level of Consciousness Calls	4	Other Injury/Medical Calls	125
Assaults	2	Overdose Calls	3
Chest Pains	41	Public Service Calls	5
Difficulty Breathing	24	Strokes	7
Environmental Injury	1	Suicides	2
Falls	25	Unresponsive Patients	14
 <u>Mutual Aid Given:</u>		 <u>Mutual Aid Received</u>	
Fort Lee	1	Fort Lee	4
Petersburg	4	Petersburg	2
Prince George	1		

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

Training Division

Number of Classes Taught:	31
Attendees:	139
Man Hours	621.85

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	367
Payroll Checks	640
Other	<u>140</u>
Total	<u>1,147</u>
- Ten (15) alarm citations were processed during October.
- Year end audit/annual financial report work schedules continue to be prepared. Auditors are onsite reviewing work papers and doing statistical sampling.
- Budget forms for Fiscal Year 2009-10 are being prepared.
- The temporary taxable note used for the purchase of the former church property was refinanced with a 5 year tax-exempt note at an interest rate of 3.25% with Carter Bank & Trust of Martinsville, VA producing the winning bid. The five-year note contains no prepayment penalty as opposed to the one year no-call provision contained in the other two offers.
- **Purchasing** – 244 total purchase orders were completed with 158 being processed by the Purchasing Department and 86 departmental purchases being reviewed as compared to 234 being completed for the same period in 2007. In addition, 147 check requests were prepared by departments which are not processed by Purchasing.

V. FINANCE DEPARTMENT (CONTINUED):

- Bids Issued/Opened during the month:
 - Proposal SP08-10171-938, **Safety Inspection of Highway Structures** issued on October 21, 2008. The proposal opened on October 31, 2008. Moffatt & Nichol was the only vendor that responded. They are presently working on the contract, with pricing and will forward to the Purchasing Department.
 - Proposal SP08-10231-939, **Providing An Automated Medical Billing System for Ambulance Service**, issued on October 8, 2008. The proposals opened on October 23, 2008. A total of nine (9) proposals were received. The Fire Department is presently reviewing the proposals, and will short list down to four (4) firms to interview. The present contract the City has for Ambulance Billing Service expires on December 31, 2008.
 - Proposal 08-10281-940, **Physicals – Fire & Emergency Services**, issued on October 9, 2008. The proposals opened on October 28, 2008. Two firms responded to the proposals. The Fire Department is presently reviewing the proposals, and will most likely interview both firms.
 - Proposal 08-10311-941. **Employment Physicals – Police, Sheriff and New Employees**, issued on October 10, 2008. The proposals opened on October 31, 2008. Two firms responded to the proposals. Both firms will be interviewed by the City's selection committee.
 - Sealed Bid 08-12013-942. **Community Building Addition**, issued on October 30, 2008 with bids being due on December 1, 2008. The bid is 449 pages long and includes 43 drawings.
- Other Purchasing Activity:
 - Purchased Christmas decorations and flags for Beautification Committee.
 - Quote issued to furnish and install Opticom system at six intersections in the City.
 - 2009 F350 cab & chassis with auto crane ordered for Utilities Department. VDOT Contract was used.
 - Coordinated with VDOT the installation of an addition T-1 at Public Safety Building
 - GBC Electrical Purchase Order issued for three households.
 - In-depth meetings held with Air Excellence, the City's contractor for Mechanical Maintenance, concerning billing issues.
 - In-depth analysis of City pager account was done. Due to the fact than many individuals have City issued cell phones, many pagers were disconnected.
 - Renewed Powers Auto Parts Contract for Fleet Maintenance Department. Vendor agreed to hold current prices for another year.
 - Purchase Order issued for an additional fifty (50) engraved bricks at the Legacy Garden
 - Quote issued to replace gas and diesel pumps at Public Works complex. Contractor has been notified and equipment, which includes a fuel management tracking system, is on order.
 - Quote issued for grinding of material at landfill.
 - Worked with contractor on specifications for adding two emergency sirens in the City.
 - Surplus was organized during the month, with a City auction planned with the schools, on Monday, January 26.

V. FINANCE DEPARTMENT (CONTINUED):

- **Risk** –
 - **Claims by Citizens** –
 - 1) Claim filed against the City for wheel rim damage to a vehicle, caused by road conditions on Archer Avenue.
 - **Property Claim** –
 - 1) Lightning struck the radio tower at the Recycling Center. Four of the AC surge arrestors located inside of the building were blown up. Chesterfield Radio Shop did the repairs.
- **Utility Billing** – During October:
 - Bi-monthly Utility Bills Sent – 3,454
 - Delinquent Notices Sent – 647
 - Delinquent Notices Percentage – 17.6%
 - Services cut off for nonpayment 65. Cut off was delayed due to power outages in the City, which would not allow the payments to be collected efficiently.

VI. HUMAN RESOURCES DEPARTMENT:

• **Advertisements**

<u>Department</u>	<u>Position</u>
Sheriff	Deputy Sheriff (Part-time)
Public Works	Public Works Technician
Public Works	Utility Technician
Police	Animal Control Aide (Part-time)

• **Applications and Testing**

Total applications received for the following position recruitments:

Recycling Center Attendant (Part-time)	23
Clerical Pool (Part-time/On-call)	24
Deputy Sheriff (Part-time)	23

• **Training**

Presented an overview and update on Workers' Compensation and Family & Medical Leave Act (FMLA) for Police Department supervisory staff on Friday, October 30, 2008.

• **Miscellaneous**

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

Orientation

David Gallagher – Police Officer (Police Department)

Richard Scrivner – Police Officer (Police Department)

Exit Interview

Kristin Wears – Telecommunicator (Communications Center)

• **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
10-28-08	Public Works	Stepped on rock while watering plants and twisted left ankle.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 40,773 visits in the month of October with 78,621 page views, including 3,018 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Police, and Fire & EMS.
- ☆ Citizens submitted and city staff processed 89 service requests and questions through the "Citizens Action Center" online during the month of October. The FAQs were viewed 646 times during this same period.
- ☆ The IS Coordinator worked with IT services vendor ProActive to resolve bandwidth issues at Fire Station 2. She also drafted the IT Personnel and Service Provider Security Procedure.

VIII. LIBRARY:

- ☆ The library staff circulated 26,522 titles in October.
- ☆ The public computer center was used 2,492 times.
- ☆ 180 residents registered for new library cards, and an average of 651 residents used the library each day.
- ☆ 104 children participated in storytime.
- ☆ The library's meeting rooms were used 85 times.
- ☆ 2,579 residents visited the Colonial Heights Virtual Library to retrieve 1,010 articles from their homes and offices.

IX. RECREATION & PARKS:

<u>Recreation & Parks</u>		
<u>ACTIVITY</u>	<u>2007</u>	<u>2008</u>
ADULT SOFT BALL TEAMS	9	16
	teams	teams
AEROBICS	20	n/a
BELLY DANCE	n/a	14
BLITZ TRAVEL SOFTBALL	14	12
CARDIO KICK BOXING	20	30
CHEERLEADER REGISTRATION	116	101
COMMUNITY BUILDING ATTENDANCE	1072	2050
COMMUNITY BUILDING RESERVATIONS	30	30
FEAR FEAST YOUTH TRIP	n/a	3
FOOTBALL REGISTRATION	166	154
HALLOWEEN FUN DAY	225	96
KARATE	n/a	11
PAVILION ATTENDANCE	855	1245
PAVILION RESERVATIONS	20	25
POWER	n/a	3
SKATEBOARD ATTENDANCE	473	347
TEEN DANCES	105	n/a

IX. RECREATION & PARKS (CONTINUED):

Senior Center		
<u>Activities</u>	<u>2007</u>	<u>2008</u>
AARP	57	52
Belly Dancing	5	n/a
Bingo in Center	48	56
Bowling	192	96
Carolina Outlets	8	n/a
Club Meeting	178	240
Crochet & Knitting	62	26
Diana Martin Oil painting class	0	0
Dorothy Dent Workshop	n/a	72
Floor Exercises	137	149
Gary Jenkins Video Painting	n/a	8
Golf at Prince George	448	358
Golfers Meeting	75	98
James Madison Montpelier Trip	n/a	24
Line Dance Class	58	52
Lunch Out	23	n/a
Meditation	61	n/a
Meet the Candidates	n/a	100
Michie Tavern	26	n/a
Moorefield Mines	10	n/a
Movies	6	7
Nutritionist Workshop	2	n/a
Painters Group	12	26
Party Bridge	160	124
Sandwich Social	10	36
Sing A-Long	56	32
Sit Down Exercises	195	227
Splash of Color	15	n/a
Strength Training Class	360	198
Tai Chi	13	28
Tap Class Advance	96	39
Tap Class Beginners	59	28
Tap Class Intermediate	n/a	42
Tournament Bridge	64	64
TRIAD	n/a	50
Watercolor	8	16
Well-Being Message	38	n/a
Yoga	49	13
Zoomer Boomer	n/a	237
Total	2663	

IX. RECREATION & PARKS (CONTINUED):

Meals (Donations)		\$30.00
Bags	30	50
Breakfast Meals	60	100
Home Del Meals	60	100
Site Meals	0	0
Total	150	250

Transportation

Donations	\$ 247.85	\$ 292.25
Total Miles	4115	3251
Total Passengers	914	600
Volunteer Hours	10.5	10
Wheelchairs	42	25

Violet Bank Museum

	<u>2008</u>	<u>2007</u>
Attendance	188	111

- ☆ Completed fabrication on new exhibit upstairs that has been 10 years in the making.
- ☆ Last step in process the writing of the text.
- ☆ Completing fabrication a new school outreach exhibit.
- ☆ Working on documentation to send to AAM.
- ☆ Continuing cataloging of bullets, etc.

Parks, Buildings and Grounds

- ☆ Cleaned parks and park bathrooms daily at White Bank Park, Lakeview Park, Ft Clifton Park. Washed out pavilions at White Bank Park as needed.
- ☆ Checked daily and clean as needed the High School concession stand bathrooms, Lakeview softball concession stand bathrooms and Soccer Complex concession stand bathrooms.
- ☆ Clean Shepherd Stadium before and after games and for tournaments.
- ☆ Picked up trash around Municipal Building complexes (daily).
- ☆ Performed field maintenance (installing field material, leveling, and dragging) on Shepherd Stadium and Civic Field.
- ☆ Cut grass and trimmed as needed at Church property, Old Shop, Ft Clifton, Lakeview Park, Library, Shuford Ave, Violet Bank, Fire Station #2, Public Safety Building, City Hall, Health Dept, War Memorial, School Board, Courts Building, White Bank Park, Edinborough playground, Wakefield playground, Flora M. Hill Park, Animal Shelter, pistol range, and the Community Building.
- ☆ Prepared A-field, B-field, Civic field, Shepherd Stadium field, Lakeview 1 and 2 for games and practice as needed.
- ☆ Nail drag all baseball and softball fields as needed.
- ☆ Moved pitchers mounds and bases on A-field, B-field, Lakeview 1 and 2 as needed.
- ☆ Cut grass on ball fields and soccer fields as needed.
- ☆ Performed preventative maintenance on lawn mowers.
- ☆ Painted stadium football field at Middle School, practice football field, band practice field, field hockey field, and recreation football practice field, and soccer fields at Soccer Complex as needed.
- ☆ Replaced dog door flaps on kennel runs at the Animal Shelter.

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds (Continued):

- ☆ Replaced broken sign post at White Bank boat landing.
- ☆ Lowered and raised flags as needed.
- ☆ Picked up 60 chairs from Ft Clifton and delivered to Community Building. Returned chairs to Ft Clifton after event.
- ☆ Removed rope swing and steps off tree hanging over the river at Archer Ave.
- ☆ Repaired concession stand door at Civic Field that had been broken into.
- ☆ Reattached slate on steps at Church property.
- ☆ Installed security mirror in Probation Office at Courts Building.
- ☆ Performed preventative maintenance on paint machines.
- ☆ Relocated storage shed at Animal Shelter.
- ☆ Took Sidewinder mower to Smith Turf to be maintenance.
- ☆ Cleaned dog runs and cat kennels at Animal Shelter.
- ☆ Fed dogs and cats at Animal Shelter.
- ☆ Three employees completed on-line Sexual Harassment Class.
- ☆ Picked up 50 chairs from Ft Clifton and delivered to old brick house in Conjures Neck for event. Picked up chairs after event and returned them to Ft Clifton.
- ☆ Repaired fence at Skate Board Park and at Lakeview #2 field.
- ☆ Installed new windscreen at High School tennis courts.
- ☆ Reattached windscreen that had blown loose at Middle School & High School tennis courts.
- ☆ Replaced tennis net at Lakeview tennis courts.
- ☆ Took flag down behind Shepherd Stadium.
- ☆ Fertilized A, B, and Civic fields.
- ☆ Cut back infield grass on Lakeview 1 and 2.
- ☆ Hooked up Aeravator to Kubuta and aeravated Lakeview 1 and 2.
- ☆ Marked all irrigation heads in Shepherd Stadium in preparation for winterizing irrigation system.
- ☆ Installed a water key on side of Public Safety Building.
- ☆ Repaired holes in roof of shed at the Animal Shelter.
- ☆ Picked up 3 yards of topsoil compost from Boulevard Flowers.
- ☆ Repair backstop pads on Lakeview 1 and 2 softball fields.
- ☆ Sprayed as needed Killz-All: Soccer fields, Floral M. Hill Park, White Bank, A field fence line, Lakeview 1 and 2 fence line, Shepherd Stadium parking lot and River trail.
- ☆ Sprayed as needed Pedulun: Lakeview #1 and #2.
- ☆ Provided manpower and supplies for Halloween in the Park event held at Floral M. Hill Park.

X. OFFICE ON YOUTH & HUMAN SERVICES:

- ***Youth Advisory Council*** met and began plans for Fall Fundraising for the Salvation Army and the Chesterfield-Colonial Heights Christmas Mother. The Youth Advisory Council met in October and had 21 YAC members present. Other YAC activities included YAC sponsored U-11 soccer team practice and games; James Avenue Clean-up, and YAC officers' meeting to prepare for November meeting.
- ***Office on Youth Staff*** participated in trainings and meetings to include: *Systems of Care Training* at Department of Social Services; training on topic of *Self Injurious Behaviors* provided by Popular Springs Hospital; Virginia ABC Conference on *Under-age Drinking, Call Home Alive* presentation by SAFE; SAFE Board Meeting and ICS training.

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

- *Youth Services Commission* met in October and began continuation of Teen Center Committee planning. Several YSC members wish to be considered for re-appointment to the Youth Services Commission in the next few months. Teen Center Committee met with Parks and Recreation Staff. The Office on Youth and *CADRE* met in October and welcomed several new members. Ms. Dorothy Vincent held *CADRE* Youth Meeting at Colonial Heights High School to plan for October activities. Planning for alcohol free activity nights began in earnest. Staff distributed information on alcohol and driver safety to 13 youth.
- *The Juvenile & Domestic Violence Task Force* participated in the Community Impact Awards ceremony at Fort Lee. Recognition for the critical role to media plays in combating domestic violence was highlights of the ceremony.
- *VJCCCA- Diversion Programs* served 5 families in *Parenting With Love & Limits*; there were 12 youth who completed 104 hours of **Community Service Learning**; **Shoplifting Diversion Program** served 58 youth and their parents.
- *Kids' After-School Program* began again in October. Staff met with elementary school principals, conducted staff/intern interviews and staff meetings/orientation and signed up 8 new youth. KAP officially started at Tussing Elementary on October 28, 2008.

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	83	\$17,127.70	5	\$2,659.93
2007	68	\$10,417.14	1	\$ 150.00

- ☆ Most of the repairs are normal maintenance issues. All the leaf collectors are ready to go and we are now going through the snow equipment getting the spreaders and trucks ready. All the new police units are ready and on the road.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- ⊗ Watered all sites.
- ⊗ Continue mulching, fertilizing, cutting, pruning and weeding sites throughout the City.
- ⊗ Worked with office on Youth and Beautification Committee.
- ⊗ Cut grass at the Legacy Garden and Chesterfield Highland Park.
- ⊗ Sprayed for weeds at all sites.
- ⊗ Responded to miscellaneous tree calls.
- ⊗ Removed plant materials and installed foundation landscape at the Library
- ⊗ Pruned all trees on Temple Avenue.
- ⊗ Placed fall decorations at the following locations: Nichols, School Board, Entrance sign on Temple Avenue, Floral Hill and Pickwick.
- ⊗ Installed a small flower bed at Floral Hill.
- ⊗ Started removing summer annuals and planting pansies.

Vegetation

Picked up litter at the following locations:

- Boulevard
- Westover Avenue
- Roslyn Road
- Dupuy Avenue
- Temple Avenue
- Southpark Boulevard
- Charles Dimmock Parkway
- Conduit Road
- Recycling Center
- Lynchburg Avenue
- East Eilerslie Avenue
- Hamilton Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- Moose Lane
- Tussing Lane
- 2016 Franklin Avenue
- Roanoke Avenue
- Ellis Avenue

Sprayed for weeds and high grass at the following locations:

- Boulevard
- Carroll Avenue

Cut and trimmed grass at the following locations:

- Bruce Avenue
- Bluff Court
- Boulevard
- Roslyn Road
- Carroll Avenue
- Woodlawn Avenue
- Hillside Avenue
- Pinehurst Avenue
- Chesterfield Avenue
- Yacht Basin Drive
- Kent Avenue
- Lakeview Avenue
- Bluff Drive
- Recycling Center
- Franklin Avenue
- Hamilton Avenue
- Ridge Road
- Riveroaks Drive
- Archer Avenue
- Bluff Terrace
- Branders Bridge Road
- Charles Dimmock Parkway
- Dunlop Farms Boulevard
- Ellerslie Avenue
- Hemlock Avenue
- Ivey Avenue
- Marvin Avenue
- Old Town Drive
- Ryan Avenue
- Sherwood Drive
- Westover Avenue
- Radio Tower
- Conduit Road
- Snead Avenue
- Gills Drive
- New I-95 North bound ramp

Other

- Responded to miscellaneous complaints concerning dead trees and drainage issues.
- Removed 31 dump trucks loads of construction debris from Public Work Complex.
- Superintendent and Foremen attended ICS 300 FEMA class offered by the Fire Department.
- Installed leaf boxes in preparation for leaf season beginning.
- Continued to clean and perform vehicle maintenance.
- Cleaned and painted guardrail on Boulevard under train tussle.
- Assisted Police Department burning documents at the Recycling Center.

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

- Legacy Garden – 40' C&G and 45' Sidewalk
- Dick Ewell Avenue at 414 – 19' and at 416 15', Sidewalk
- 620 Ryan Avenue – 7' Sidewalk
- ☆ Carroll Avenue at 145 – 23.5', at 147 -15' and at 140 - 2', Sidewalk
- ☆ 415 Hamilton Avenue – 12', Sidewalk

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

- Legacy Garden
- 414 and 416 Dick Ewell Avenue
- 4500 Conduit Road
- 145 Hamilton Avenue
- 620 Ryan Avenue
- 119 Kennon Court

Stormwater and Drainage

Street Sweeper removed 13 cubic yards of debris from the following locations:

- Boulevard at Sherwood Drive
- Boulevard at Lakeview Avenue
- Boulevard at Temple Avenue
- Boulevard at East Westover Avenue
- Boulevard at Dupuy Avenue
- Boulevard at Hamilton Avenue
- Boulevard at Washington Avenue
- Boulevard at Ellerslie Avenue
- Boulevard at Newcastle Drive
- Boulevard at Branders Bridge Road
- Boulevard at Pickwick Avenue
- Boulevard at Lee Avenue
- Boulevard at Arlington Avenue
- Boulevard at Archer Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Breeze Hill Drive
- Chas. Dimmock Pkwy @ Temple Lake Dr.
- Conduit at Roslyn Road
- Marvin Avenue
- Southpark Boulevard at Roslyn Road
- Temple Avenue at I-95
- Temple Avenue at Mall Entrance
- Chas. Dimmock Pkwy @ Jennick Dr.
- Chas. Dimmock Pkwy @ Southpark Blvd.
- Conduit Road at East Westover Avenue
- Southpark Boulevard at South Avenue
- Temple at Hamilton Avenues
- Temple Avenue at Conduit Road
- Temple Avenue at Charles Dimmock Pkwy

Repaired storm drain pipe, concrete drainage ditch, grates, and drop inlet box at the following locations:

- Conduit Road
- Boulevard at train tussle
- 217 Dupuy Avenue
- 119 Kennon Court
- 600 South Avenue
- Comstock Drive
- East Westover at Fischer Avenues

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

- 4500 Conduit Road
- Temple Avenue at Conduit Road
- 961 Temple Avenue
- Conduit Road at East Westover Avenue
- 115 Dupuy Avenue
- East Westover at Fischer Avenues
- 3229 Glenview Avenue
- 600 South Avenue
- Temple Avenue near I-95 Overpass
- Boulevard at train tussle
- Southpark Boulevard at Charles Dimmock Parkway
- Boulevard between Essex Road and train tussle
- Ellerslie at Holly Avenues
- 319 Ridge Road

Solid Waste

Recycling

- 169 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Recycled 40 cubic yards of metal products.

Transportation

Streets

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

- Battery Place
- 259 Washington Avenue
- Elko at Westover Avenues
- West Roslyn Road
- Lafayette at Danville Avenues
- Cedarwood Avenue at Covington Road
- 231 Washington Avenue
- Windsor Avenue at Boulevard
- Temple Avenue at Conduit Road
- Courtland at Briarcliff Drives
- 901 Colonial Avenue
- Deerwood Drive
- Poplar at Fairfax Avenues
- Danville at Colonial Avenues
- Center Lane at conduit Road
- Boulevard at Shuford Avenue
- 112 Appomattox Court
- Nottingham at Lakewood Drives
- 319 Kent Avenue
- Brame at Franklin Avenues
- Conduit Road
- 800 Lakewood Drive
- 206 Crestwood Avenue
- Spruce Avenue

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

- 100 Red Fox Road
- Washington at Royal Oak Avenues
- Stuart at Bristol Avenues
- Jefferson at Jackson Avenues
- 2209 Wakefield Avenue
- Wakefield Avenue
- Royal Oak at Stuart Avenues
- Stuart at Cameron Avenues
- 961 Temple Avenue
- 207 Crescent Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Traffic Operations

- Signals
 - Performed preventive maintenance on four (4) traffic cabinets
 - Replaced two (2) LED traffic lights
 - Replaced two (2) pedestrian crossing lights
 - Inventories five (5) traffic cabinets for Boulevard coordination project
 - Repaired three (3) signs damaged by wind
- Signs and Markings
 - Fabricated and installed five (5) STOP signs
 - Fabricated and installed 26 high intensity street name signs
 - Repaired two (2) sign brackets damaged by wind
- Street Lighting
 - Replaced seven (7) ornamental streetlight bulbs
 - Rebuilt four (4) ballasts for ornamental streetlights
- Traffic Control
 - Responded to three (3) after- hours call backs for malfunctioning traffic lights
- Miscellaneous
 - Worked on coordination plan for Southpark Dr.
 - Reviewing proposal for Blvd. coordination project
 - Received 15 new Christmas snowflake decorations
 - Put up two (2) additional fall banners
 - Cut trees and brush on Temple and W. Roslyn Rd.
 - Working at Tussing school on new school flashing lights
 - Continuing work at Walgreens site for ornamental streetlights

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 3245 Blvd.
- 201 Danville Ave.
- 3000 Driftwood Dr.
- 214 & 216 N. Valley Rd.
- 309 Orange Ave.
- 1305 Yacht Basin Dr.
- 4515 Conduit Rd.
- 606 Dover Ln.
- 106 Homestead Dr.
- 203 Norwood Dr.
- 205 S. Valley Rd.

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

- 313 James Ave.
- 301 Ridge Rd.
- 3617 Spruce Ave.
- 103 Winston Ave.
- 910 Lakeview Ave.
- 555 Roslyn Ave.
- 518 Walnut Ave.

Camera sewer main/lateral at the following locations:

- 214 N. Valley Rd.
- 307 Winston Ave.
- 3617 Spruce Ave.

Flushed sewer main line at the following locations:

- 205 Danville Ave.
- 1017 Forestview Dr.
- 1021 Forestview Dr.
- 505 Springdale Ave.
- 1013 Forestview Dr.
- 1020 Forestview Dr.
- 555 Roslyn Ave.
- 2207 Wakefield Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Checked the following manholes "trouble spot" locations:

- Battery Place @ Plumtree Ave.
- 3209 Bermuda Ave.
- 102 Boykins Ave.
- 410 Cameron Ave.
- Colonial Ave. @ Lafayette Ave.
- Eastman Ave.
- Greenleaf @ Fairlie Rd.
- Jackson Ave. @ Blvd.
- Jefferson Ave. @ Royal Oak Ave.
- Lakeside Dr.
- 1017 Lakewood Dr.
- 118 Lee Ave.
- Newcastle Dr.
- 220/306 Orange Ave.
- Parking lot of Pleasure Island
- Shuford Ave.
- Blvd. behind Pino's
- 617 Blvd.
- 231 Breezy Hill Dr.
- Charles Ave. @ Atlantic Ave.
- Dale Ave.
- 921 @ 1020 Forestview Dr.
- Highland Ave.
- 204 Jefferson Ave.
- Lafayette Ave. @ Blvd.
- Lakeside Dr. @ Lakeview Ave.
- 100 Laurel Parkway
- 212 Maple Ave.
- 209 Nottingham Dr.
- Pickwick Alley
- 83 Sherwood Dr.
- Stuart Ave. @ Washington Ave.

Responded to miscellaneous sewer calls at the following location:

- 651 Southpark Blvd.

Flushed storm drains at the following location:

- Elmwood Dr. @ Greenwood Ave.

Performed manhole repairs at the following locations:

- 503 Cameron Ave.
- Lakeview Metering Pit
- 100 Highland Ave.
- 100 Laurel Parkway

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

- 204-208 Prince Albert Ave.
-

Responded to alarms at the following locations:

- Dunlop Farms Pump Station
- Sherwood Hills Pump Station

Exhausted methane line at Dimmock Pump Station daily.

Repaired methane line pump at Dimmock Pump Station.

Painted disconnect boxes, electrical meter base and trim on control building at Dimmock Pump Station.

Replaced sodium light starter and transformer on security light at Dimmock Pump Station.

Greased bearings at Dimmock Pump Station.

Replaced #2 pump motor, impeller and rewired at Hrouda Pump Station.

Performed maintenance on generator at Sherwood Hills Pump Station.

Shut down and locked out # 1 pump controls and valves, cleaned rags out of pump and put back on line at Main Pump Station.

Miss Utility locating required 200 man-hours for the month of October 2008.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Water

Replaced water meters at the following locations:

- 3110 Atlantic Ave.
- 3606 Blvd.
- 213 Fairfax Ave.
- 2013 Franklin Ave.
- 319 King Fisher Way
- 100 Roanoke Ave.
- 1902 A Blvd.
- 3620 Blvd.
- 1007 Forestview Dr.
- 313 James Ave.
- 213 Old Brickhouse Ln.
- 1807 Wakefield Ave.

Set meter for new construction at the following location:

- 310 Walnut Ave.

Repaired main line break at the following locations:

- Elmwood Dr.
- Mount Pleasant Baptist Church

Responded to meter leak complaint at the following location:

- 408 Windmere Dr.

Repaired/raised meter box or meter lid at the following locations:

- 1709 Blvd.
- 330 Kent Ave.
- 2309 Wakefield Ave.
- 1717 Blvd.
- 212 Nottingham Dr.
- 3207 Wildwood Dr.

Responded to water pressure complaint at the following locations:

- 143 Carroll Ave.
- 817 Lafayette Ave.
- 506 Compton Rd.

Backflow/Cross Connection Survey at the following locations:

- 3240 Blvd.
- 3660 Blvd.
- 3209 Blvd.
- 3666 Blvd.
- 360 Charles Dimmock Pkwy.
- 2801 Conduit Rd.
- 235 Dunlop Farms Blvd.
- 127 E. Ellerslie Ave.
- 3110 Greenwood Ave.
- 202 Lakeview Park Rd.
- 727 Southpark Blvd.
- 729 Southpark Blvd.
- 978 Southpark Blvd.
- 725 Southpark Blvd.
- 230 Southpark Circle
- 1040 Temple Ave.
- 306 Waterfront Dr.
- 3601 Blvd.
- 617 Blvd.
- 2033 Blvd.
- 3220 Blvd.
- 436 Clairmont Ct.
- 1013 Conjurers Dr.
- 714 E. Ellerslie Ave.
- 3117 Frederick Ave.
- 319 King Fisher Way
- 1225 Riveroaks Dr.
- 798 A Southpark Blvd.
- 810 Southpark Blvd.
- 431 Southpark Blvd.
- 6 Southpark Circle
- 1040A Temple Ave.
- 107 Temple Lake Dr.
- 312 Waterfront Dr.

Responded to dirty water complaint at the following locations:

- 520 Colonial Ave.
- 1204 Elmwood Dr.
- 212 Lynchburg Ave.
- 122 Marvin Ave.
- 916 Colonial Ave.
- 202 Hamilton Ave.
- 130 Lynchburg Ave.
- 1912 Wakefield Ave.

Pulled meter for utility billing at the following locations:

- Cedar Ln. @ Brame Ave.
- 1451/2 Charlotte Ave.
- Charlotte Ave.
- 2412 Cedar Ln.
- 145 Charlotte Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Performed yard maintenance at the following locations:

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

Performed annual fire hydrant flushing in the northwest, southwest and southeast sections of the City.

Responded to miscellaneous water calls at the following locations:

- 1206 Elmwood Dr.
- Greenwood Dr.

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

Collected 1st stage THM and HHA samples for the 3rd Quarter 2008.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk