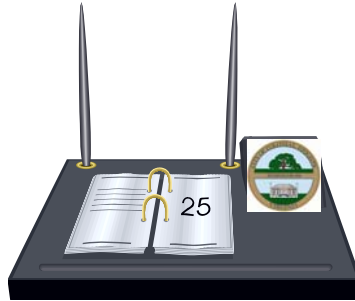


CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 2010



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

Signal Coordination UPC 77600 – CMAQ Program – Construction is substantially complete. Punch list items are being addressed and final timings are being implemented.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Final design in progress. Plans are being revised by the consultant.

Boulevard/Dupuy Modernization (Widening) Project – NEPA Categorical Exclusion and Section 4f evaluation approved by FHWA. NHPA Section 106 MOA executed by multiple agencies. Conducted meetings with property owners identified during the public hearing. ROW/Utility Plans are being finalized for submittal to VDOT.

Safe Routes to Schools – Final design in progress. Preparing for submission to VDOT

Asphalt Concrete Pavement Maintenance/Preservation-Sherwood Hills (Summer 2010) - Within one-year maintenance.

American Reinvestment and Recovery Act (ARRA) Resurfacing - Work is approximately 100% complete. Have received additional funding for additional work location of Southpark Blvd. Work order has been processed and work has been scheduled for October 2010.

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.

Windsor Ave. Water and Sewer Replacement –Within one-year maintenance.

B. Economic Development Projects (under construction)

Colonial Heights Surgery Center 930 South Ave. Suite 2 – All punch list items on the End of one-year maintenance inspection have been completed. This project is now completed.

Miller Rheumatology - Installation of storm drainage, utilities and curb/sidewalks are in-process. Erosion and Sediment Control measures are being properly maintained. Dominion VA Power has been contacted regarding installation of street lighting along Dunlop Farms Blvd. and East Ellerslie Avenue.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

North Riverview Commercial Center Phase I (Patient First) – Pre-construction meeting has been held and Land disturbance permit issued. Actual construction is scheduled to commence within next couple weeks. Dominion VA Power has been contacted for installation of street lighting at site entrance on Temple Ave.

Lakeview Elementary School Addition – Pre-Construction meeting has been held and Land disturbance permit issued. Installation of Erosion and Sediment Control measures and construction of the storm water basin is in-process.

Old Town Creek Center (formerly A.B. Cook Farm Phase I) – Plans have been approved and awaiting Land disturbance permit issuance.

C. Economic Development Projects (under review)

Cookout Restaurant – Construction plans have been reviewed and comments forwarded for revisions.

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

- 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 five (5) permits
- Closed out eight (8) permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Three (3) fence permit issued.

2. Eight (8) sign permits issued:

- ☆ Sam's Club – 735 Southpark Boulevard
- ☆ EVB Bank – 3400 Boulevard
- ☆ Spa & Nails – 652 Boulevard
- ☆ Mattress Club – 554 Southpark Boulevard
- ☆ Quizno's – 458 Charles Dimmock Parkway
- ☆ Spirit Halloween – 3107 Boulevard
- ☆ Fast Auto Loans – 701 Boulevard
- ☆ J. Wayne Browder – 209 Temple Avenue

3. Boulevard Revitalization – No Activity

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

4. Neighborhood Revitalization – CDBG Program

a. Repairs Completed - \$42,907

- ☆ \$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
- ☆ \$225 HVAC repair

Repairs Underway -

- ☆ Asbestos abatement and boiler replacement - \$6,400

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

- ☆ \$38,253 available to carryover for emergency repair projects.

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

- ☆ The City has now contracted with Elderhomes to administer the 2010 Emergency Home Repair Program. 2010 applications will begin to be processed in the next couple of weeks and then new repairs will begin.

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	11	116
Violations	6	84
Violations resolved	2	80

b. Zoning

	Month	YTD
Total inspections	0	54
Violations	0	46
Violations resolved	0	46

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	2	30
Violations	1	17
Violations resolved	0	16

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	19	144
Violations	16	111
Violations resolved	3	96

g. Tall Grass

	Month	YTD
Total inspections	22	359
Violations	14	222
Violations resolved	4	211

h. Sign Ordinance

	Month	YTD
Total inspections	10	80
Violations	9	78
Violations resolved	1	65

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	15	143
2. New Construction Inspections	150	1,472
3. Permits for New Residences	1	5
4. Estimated Cost for Permits for New Residences	\$130,000	\$388,000
5. Additions	12	95
6. Demolitions	2	6
7. Permits for Commercial Construction	10	50
8. Estimated Cost for Commercial Permits	\$2,846,684	\$4,508,003
9. Plumbing Permits Issued	9	115
10. Electrical Permits Issued	20	129
11. Mechanical Permits Issued	8	50
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 3,790 calls for service during the month of September, 2010, compared to 4,353 calls for service reported in September 2009—a 13% decrease.
- ✓ We continue to experience increases in our burglaries. Of the 11 burglaries reported during the month, two (2) were businesses located in the Southpark area and nine (9) were residential burglaries located throughout the city. We are continuing to follow up on all leads and staying in contact with outside agencies.
- ✓ Our officers tallied 257 criminal arrests, 28 DUI arrests, and 30 drug arrests; issued 748 traffic summonses; 1,253 traffic stops; and investigated 81 traffic crashes. In addition, we issued 55 parking citations, 24 false alarm citations and 51 field interview reports. Our **Records Division** processed 281 incident reports, 32 Animal Control reports and 1,025 pawned properties.
- ✓ The **Law Enforcement Services Bureau** activities are as follows:
 - Lt. William Anspach spoke to a class at VSU about careers in law enforcement.
 - Sgt. Rob Ruxer attended the LEPC meeting.
 - Sr. Officer Sophie Benkendorf attended a Special Olympics meeting at Riverside Regional Jail.
 - Sr. Officer Sophie Benkendorf attended the Central Virginia Crime Prevention Association meeting in Chesterfield.
 - The department hosted a Safety Event in the parking lot of Toys R Us at Southpark Mall. At that time, 43 child seats were checked; 20 Child DNA Identification Kits were completed; nine (9) vehicles had VIN's etched; and 88 pounds of prescription drugs were turned in for the National Prescription Drug Take-Back Day through the DEA.
- ✓ Our **Investigations Division** and **Street Crimes Unit** activities are as follows:
 - Senior Detective Bill Moore has been assigned eight (8) new cases this past month. They included the suicide of an elderly resident, a burglary on Archer Avenue and a runaway juvenile who was found in Missouri.

III. POLICE DEPARTMENT (CONTINUED):

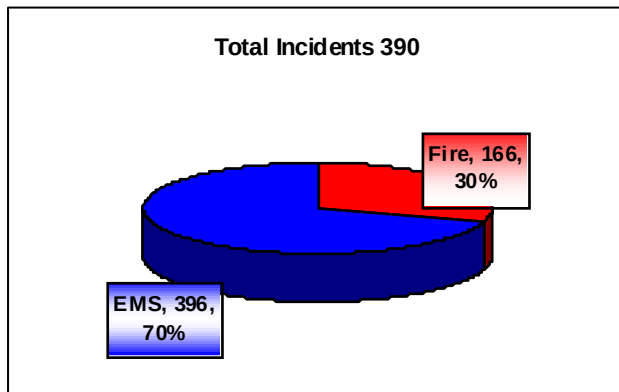
- Detective Thad Johnson has been assigned nine (9) new cases for the month. He received a new lead regarding numerous grand larcenies which had been reported at Victoria's Secret from March, 2009 thru July, 2010. Follow-up on this information lead to five (5) individuals being arrested for participating in the theft ring. As a result of two (2) search warrants for homes in Petersburg, Detective Johnson was able to recover some of the stolen merchandise. Thad also investigated an incident of shooting within an occupied dwelling and reckless handling of a firearm on Wakefield Avenue. Two intoxicated individuals were handling a loaded firearm when it accidentally went off. Several charges were filed as a result of this incident.
 - Senior Detective Mike Kelley was assigned eight (8) new cases for the month. He is currently investigating an armed robbery that occurred at the BP gas station on the Boulevard. He was also assigned a felonious assault that occurred at the Value Place Suites. The victim was stabbed numerous times in the torso and head. A Prince George County resident has been charged with felonious assault.
 - Our Street Crimes Unit (SCU) received information of a marijuana growing operation on Swift Creek just west of White Bank Park. With the assistance of the Fire Department's water rescue boat, SCU members were able to locate the plot and seized 30 marijuana plants ranging from four to seven feet in height. The investigation of developing a suspect continues in this case.
 - SCU members issued two (2) public nuisance letters and followed up on three (3) Emergency Protective Orders. A subject was found to be violating the conditions of the protective order and warrants were obtained.
 - SCU arrested a subject at Wawa, charging him with possession with the intent to distribute marijuana. A total of \$321.00 was seized.
 - SCU assisted the Virginia State Attorney General's Office with the surveillance of a city resident. Later, the Unit assisted with a search warrant of the resident's home in regards to the illegal sale of untaxed cigarettes and counterfeit stamps. The search warrant resulted in the collection of numerous documents from the residence.
- ✓ The **Operations Bureau** activities are as follows:
- Patrol officers arrested drunk drivers from several investigated crashes during the month. Another DUI offender was arrested subsequent to a brief vehicle chase.
 - Patrol conducted a very successful sobriety checkpoint on Temple Avenue on September 17th. During the execution of the checkpoint, five (5) drunk drivers were arrested, 35 traffic summonses were issued, and three (3) criminal arrests were initiated.
 - Seven (7) of our officers provided security for the Trey Songz autograph signing event inside of Southpark Mall.
 - Our officers responded to numerous complaints of unlawful water use during the mandatory and emergency restrictions that were imposed during the month.
 - Officers Mike Foster and Joey Baird were recognized by the Central Virginia Mothers against Drunk Driving (M.A.D.D.) Chapter for their DUI enforcement efforts during the calendar year 2009.
- ✓ Our **Animal Control** personnel held a Rabies Clinic on September 11th. At that time, 55 dogs and 24 cats were vaccinated. During the month they also worked four (4) animal cruelty cases. All four animals are now Shelter property and are awaiting new homes. The owners were ordered to pay over \$800.00 in shelter fees by November 27th. Two (2) dogs that were rescued from being left in hot cars have been placed in new homes.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Auxiliary Police** officers contributed 443 volunteer hours of service during September. Some of the activities included patrol ride-a-longs, prisoner transports, field training, road races, teen dances and charity motorcycle rides.
- ✓ Our **Sentinels** volunteered 26 hours of service to our community during the month. Their activities included football games, traffic checkpoints and patrol duties.
- ✓ **Sr. Detective William E. Moore, Jr.** has been selected as our *Employee of the Month* for August, 2010. While working an extra duty assignment, Sr. Det. Moore responded to an armed robbery at Subway in Southpark Crossings. He was able to locate the suspect vehicle as it was making its getaway from the scene. With great clarity and skill, Sr. Det. Moore articulately transmitted his location, the suspect vehicle information, direction of travel and other pertinent information to all responding officers. Once the fleeing vehicle was stopped near Swaders, both occupants bailed out and initially only one was captured. Sr. Det. Moore immediately supervised the setup of a perimeter, resulting in the capture of the second suspect.
- ✓ Throughout this incident, Det. Moore exhibited courage, initiative and knowledge. Even in a general sense, Bill is a mentor to all members of this department—always willing to lend a helping hand. He consistently contributes to the overall mission of the department through his initiative and hard work. For his diligence and mentorship, Bill was presented with a gift certificate to Buffalo Wild Wings.

Crime	September 2009	September 2010	Percentage of Increase/Decrease
Aggravated Assaults	1	3	67%
All criminal arrests	263	257	-2%
Arson	0	0	0%
Burglaries	8	11	27%
Calls for services	4,354	3,790	-13%
DUI arrests	23	28	18%
Larceny	54	69	22%
Motor Vehicle Thefts	4	6	33%
Robberies	2	0	-100%
Shoplifting Arrests	34	29	-15%
Simple Assaults	18	17	-6%
	PART I (Serious) OFFENSES		
September 2010	Number Reported	Number Cleared	Percentage Cleared
	106	54	51%

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 166

Total EMS Patients: 405

(Total EMS incidents 396)

Fire units arrived on scene in less than 7 minutes on 52.6% of emergency incidents.

(average response time is 6:37 minutes)

EMS units arrived on scene in less than 7 minutes on 70.6% of emergency incidents.

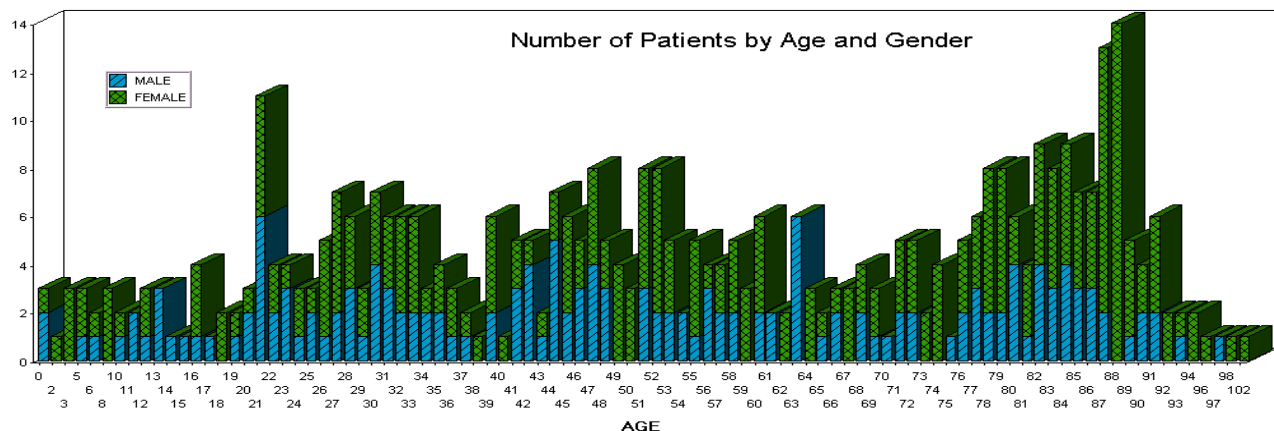
(average response time is 6:07 minutes)

Fire Division:

<u>Fires</u>		<u>Hazardous situations</u>		<u>Service calls and false calls</u>	
Brush Fire	9	Electrical Problem	7	Good Intent Calls	48
Vehicle Fire	4	Overpressure rupture, overhear	3	Public Service	34
Building Fire	3	Gasoline or oil spill	3	Alarm Activation (no fire)	32
Cooking Fire	3	Power Line Down	2	Child Seat Installation	13
Dumpster Fire	2	Other Hazardous Condition	1		
Other type fire	1	Gas Leak	1		
M/A to Chesterfield EMS First Responder	5	M/A received from Chesterfield Fire	5		
M/A to Chesterfield Fire	4	M/A received from Fort Lee	1		

EMS Division:

Abdominal pain	17	Convulsions/Seizure	11	Pain	8
Allergies (allergic reaction)	4	Diabetic Problem	7	Pregnancy/Childbirth	1
Altered Mental Status	6	Eye problem	1	Psychiatric Problems	5
Assault	8	Fall	38	Sick Person	18
Back Pain	9	Headache	3	Stab/gunshot wound	4
Breathing Problem	44	Heart Problem	2	Stroke/CVA	7
Burns	1	Medical transport	4	Traffic Accident	47
Chest Pain	36	Other type EMS Calls	74	Traumatic Injury	19
Choking	1	Overdose	4	Unconscious	26
M/A to Petersburg EMS	13	M/A received from Fort Lee	4		
M/A to Fort Lee	2	M/A received from Chesterfield	2		
M/A to Prince George	1	M/A received from Petersburg	1		



IV. FIRE & EMS DEPARTMENT (CONTINUED):

Significant Incidents



August 16, 2010: Fire units responded to Eastman Avenue for a kitchen fire. There was minimal damage to the home but the occupant was severely injured in the blaze. The patient transported to MCV by Med-flight with significant burns. The patient is expected to survive his injuries.

August 17, 2010: Fire and EMS units responded to the 1000 block of Temple Avenue for a motorcycle accident. The patient was transported to Southside Regional Medical Center with non-life-threatening injuries.



- ☆ **August 18, 2010:** Fire units responded to Compton Road for a water heater on fire. The fire was contained to the water heater control system. No injuries were reported
- ☆ **August 19, 2010:** Fire units responded to the 700 block of Southpark Boulevard for a vehicle fire. Units arrived to find a 2002 Chevrolet Suburban fully engulfed in flames. The vehicle was a total loss. There were no injuries reported.



August 20, 2010: Fire units responded to the 300 block of Royal Oak Avenue for a large oil spill from a fuel oil tank that had been dumped and removed from the property. The spill spread for several blocks. The Department of Environmental Quality (DEQ) engaged a contractor for the immediate hazard cleanup. Further investigation by the Deputy fire Marshal has located the responsible parties. Those parties have been charged in the case. Final cleanup of the area has been completed.

- ☆ **August 30, 2010:** Fire and EMS units responded to the intersection of Battery Place and Wright Avenue for a multi-vehicle accident. Three (3) patients were transported to Southside regional medical center with non-life-threatening injuries.

August 31, 2010: Fire units responded to the 1000 block of Hamilton Avenue for a vehicle fire. Upon arrival the vehicle was found with heavy fire close to a house. The fire did not extend to the home. The vehicle was a total loss. No injuries were reported.



- ☆ **September 2, 2010:** Fire and EMS units responded to **21** calls in a 24 hour period.
- ☆ **September 4, 2010:** Fire units responded to Value Suites Hotel for a grease fire on the stove in an occupied room. The fire was contained to a pan on the stove. No injuries were reported.
- ☆ **September 6, 2010:** Fire units responded to the 600 block of Southpark Boulevard for a dumpster fire. The fire was contained to the dumpster. No injuries were reported.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ☆ **September 7, 2010:** Colonial Heights Fire units assisted by Chesterfield Fire units I -95 just south of swift creek for a large brush fire in the wooded area. The fire was controlled in about 35 minutes. No injuries were reported.
- ☆ **September 7, 2010:** Fire units responded to the 100 block of Stratford Drive for a brush fire in the back yard of a home. The fire was started by a charcoal smoker. No damage was reported to the structure and no injuries were reported.
- ☆ **September 8, 2010:** Fire units responded to the 800 block of Roslyn Avenue for a brush fire. Workers in the area were cutting a chain link fence with a torch. Embers from the torch caused the fire. No injuries were reported.
- ☆ **September 8, 2010:** Fire units responded to the 2500 block of Bent Oaks Drive for an electrical fire. The occupant of the home woke up to see flames coming from a ceiling fan. The home was filled with smoke, but the fire was contained to the fan. No injuries were reported.
- ☆ **September 10, 2010:** Ems units responded to Temple and I-95 for a Motorcycle struck by a vehicle. The rider of the motorcycle was able to throw himself off of the bike prior to impact. The patient had minor injuries and was not transported.
- ☆ **September 11, 2010:** Fire units responded mutual aid to I-95 at Walthal to assist Chesterfield with a motorcycle accident. The Motorcycle struck a guardrail at a high rate of speed and ejected the rider of 50 feet from his vehicle landing him in a pile of rocks at the bottom of a ravine. Colonial Heights assisted in the rescue of the patient from the ravine. The patient was treated and transported by chesterfield EMS personnel. The extent of the patient's injuries is unknown at this time.



September 15, 2010: Fire and EMS units responded to the 2700 block of Conduit Road for a vehicle accident with multiple injuries. One adult and two children were transported to Southside Regional Medical Center with non-life-threatening injuries.

- ☆ **September 19, 2010:** Fire units responded to the 1900 block of Franklin Avenue for a cooking fire. Grease in a pan had caught fire. The fire was contained to the stove and cooking area. The occupant of the home was transported to Southside Regional Medical Center for smoke inhalation.
- ☆ **September 20, 2010:** Fire and EMS units responded to **21** calls in a 24 hour period.

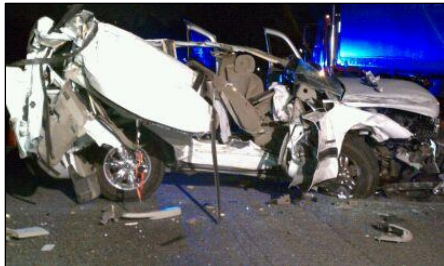
September 20, 2010: The fire department used water rescue-1 to assisted police investigators with the recovery of a large amount of suspected marijuana plants near a city waterway. Police investigation is ongoing.



September 23, 2010: Fire units responded to the 200 block of Spring Drive for a report of a house fire. The fire was caused by a significant electrical problem. While the extent of the damage appeared to be on the exterior of the building there may be extensive electrical damage to systems in the home.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

September 23, 2010: Fire and EMS units responded to the 700 block of Floral Avenue for a house fire. The fire was contained to patio furniture and vinyl siding. The cause of the blaze was discarded smoking material that ignited leaves near the home. No injuries were reported.



September 25, 2010: Fire and EMS units responded to I-95 for a MVA. A Chevy Tahoe struck a parked tractor trailer. One patient was killed on impact. 2 others were transported to MCV's level-1 trauma center with critical injuries.

Training Division

Firefighter/Paramedic Jeff Lewis was asked to assist the Office of EMS with EMSAT, a monthly satellite EMS training television program. Jeff was asked to assist due to his experience working in Iraq as a firefighter/medic. This television program discussed the new technological advances in tourniquets as well as cauterizing powders the military is using to stop uncontrolled bleeding.



Total Personnel Hours Training for Month: **415.5 Hours**

<u>Description of training</u>	<u>Hours</u>
ALS Coordinator Certification	4
Child Safety Seat Recertification	12
Haz-Mat decontamination training	6
Fire pump hydraulics	109
ICS 300	16
ICS 100	10
ICS 200	8
ICS 700	6
ICS 704	16
ICS 800	16
Miscellaneous Continuing Education	264
Rope Rescue level 1	16
Salvage and Overhaul	11.5
WEB EOC orientation	21



✓ Congratulations Kendal Best and Nate Jones for completing and passing their EMT certification course.

During the month of September Colonial Heights Fire and EMS became accredited as an EMT-I satellite teaching site for the Old Dominion EMS Alliance (ODEMSA). This will allow us to teach future EMT-I (intermediate) certification courses in-house without paying college tuition fees. EMT-I is a requirement for all career firefighters in our department.

Our department is now in discussions with VCU about hosting their college paramedic program in our facilities. Hosting the VCU paramedic program will help our providers achieve paramedic certification in a convenient and cost effective manner.



IV. FIRE & EMS DEPARTMENT (CONTINUED):

Deputy Fire Marshal's Office



Over the past few months there has been a significant number of cooking fires in the city. One fire resulted in a major burn to a homeowner requiring the patient to be airlifted to a burn unit. Colonial Heights Fire and EMS partnered with local television stations to educate the public on the proper way to prevent and extinguish cooking fires. A special thank you is given to James Meadows of "Cals" on the Boulevard for his assistance supplying props and facilities to make this educational report possible.

Inspections: (total number of initial inspections: 30)

- ✓ Several businesses were issued a notice of violation for not having their commercial hood fire suppression system inspected, tested and reported to the Fire Marshal's Office. Some of these businesses have now complied with and passed their inspections.
- ✓ The Deputy Fire Marshal met with a local restaurant owner to assist him with questions about proper placement of new equipment so that compliance with the fire code is maintained.
- ✓ During an inspection of a local business several violations were noted including issues with the sprinkler system. Plumbing work that was completed without a permit was also found. The building official was notified for follow-up.
- ✓ During an inspection of an industrial cleaning facility several violations were found including areas without proper sprinkler protection. The Deputy Fire Marshal will continue to monitor this location for compliance.
- ✓ The Deputy Fire Marshal continues to monitor a vacant home on Jersey court where hazardous materials were discarded last month. The home has been found unsecure once again this month.
- ✓ After working with the businesses Southpark Mall and Wal-Mart now have proper fire lanes and markings.
- ✓ Colonial Heights Health Care (convalescent home) has completed a fire alarm upgrade that will be able to identify an exact location of an alarm. This system is much better then the previous system which would only identify a zone or area where the alarm was initiated. As a result the new system will allow firefighters to quickly identify the exact location of a fire within the building.
- ✓ The Deputy Fire Marshal is working with Lakeview Elementary School to ensure proper emergency exit plans are maintained during the construction of a new addition.
- ✓ Firefighters Abernathy, Dodd and Hagler have been rotating through the Deputy Fire Marshal's office as part of their Fire Inspector Field Training.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Investigations:



Regina Hite

James Wyche

ARREST MADE IN HOUSE FIRE

On March 14, 2010 about 9:40PM, Colonial Heights Fire and EMS and Chesterfield Truck 12 were dispatch to 313 Moorman Ave for a reported house fire. When fire units arrived, they had heavy fire conditions inside the house. No one was home at the time of the fire. An investigation into the cause determined that the fire was arson. After a several month investigation by the Deputy Fire Marshal along with the assistance of the Insurance Companies, the occupants Regina Hite 43 and James Wyche Jr. 42 have both been arrested. The investigation determined that on March 2, Regina Hite and James Wyche obtained renters insurance from three different insurance carriers. During the investigation, it showed that Regina Hite had a previous fire loss with two different insurance companies in 2009. She failed to disclose this information at the time of the applications. It was found that items that they claimed on the proof of loss were not in the house at the time of the fire. The proof of loss also showed a value of a few items that exceeded their pre-fire value. Regina Hite is charged with Arson of a Dwelling, Arson with Intent to Defraud the Insurance Company, Conspiracy to Commit Arson, and Obtain Money from the Insurance Company by False Pretenses. James Wyche is charged with Arson of a Dwelling, Conspiracy to Commit Arson, and Attempted to Obtain Money from the Insurance Company. Court date is scheduled for November 8, 2010 at 8:00 AM in Circuit Court. The house was a total loss, which was assessed at \$132,400. The house has since been demolished. This investigation shows the importance of insurance companies and law enforcement working together to prevent and arrest those attempting to defraud the insurance companies and the citizens.

- ✓ The Deputy Fire Marshal responded to Ettrick to assist Chesterfield Fire Marshal's office with a house fire. The home was vacant at the time of the fire. The fire was determined to be arson. The suspect also set fire to a seat on a piece of construction equipment.
- ✓ The Fire Marshal's office continues to follow leads on a fire involving playground equipment on Meridian Avenue. The case is still pending.

<u>Volunteers</u>

- ✓ Volunteer personnel were on duty in both operational and support roles for **1,217** hours during the month of August. This is equivalent to 1.69 FTE (full time employees). The Volunteer's participation in staffing as well as many other responsibilities continues to save the city significant tax dollars.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



- **Welcome to the following new volunteer members:**

- o Luke Sears (cadet)
- o Matthew Orchel (cadet)
- o Miranda Story
- o Taylor Jones

Wal-Mart has donated \$1,000 to Colonial Heights Fire Department. The donation was presented to the department at the store's Grand Re-Opening ceremony. Wal-Mart has been a great partner with the Fire department. They often supply cash donations, door prizes, and use of their facilities for department sponsored community events.

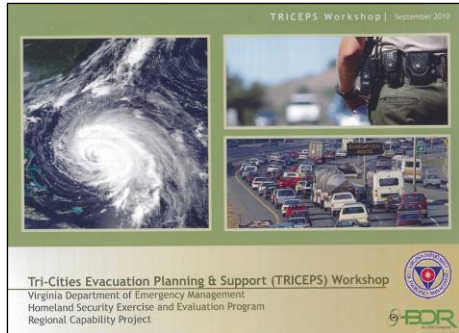


Emergency Management Division



IV. FIRE & EMS DEPARTMENT (CONTINUED):

The fall 2010 full CERT class is in progress. The class began on September 13 and will end on October 6, 2010. There are 10 students in the class. Their enthusiasm and interest has created an exciting class environment that encourages everyone to participate and share their disaster stories with each other. They will be a great addition to the existing CERT members.

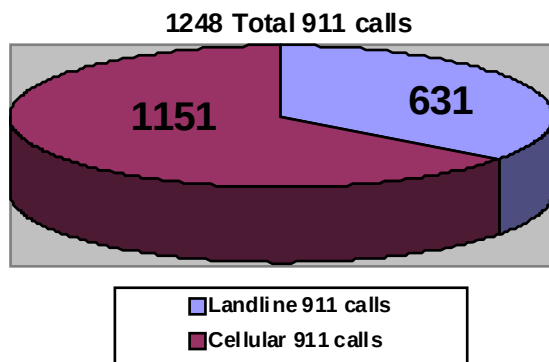


On September 28, 2010, the Region 1 Tri-City Workshop was held. The purpose of this workshop was to interact with adjacent jurisdictions and state planners on incoming evacuee management from the evacuation of the Hampton Roads region. One hundred and thirty-six (136) people participated from state, local and private agencies. The two objectives were to:

- Provide an opportunity for state planners to present on current evacuation plans and procedures with a focus on evacuation of the Hampton Roads region
- Provide an opportunity for the other state, local and private agencies to work together to begin to develop a draft incoming evacuee management plan.

- ✓ Colonial Heights Emergency Management Assistant Beverley Brandt accepted a request from UASI (Urban Area Security Initiative) to be Vice Chair of the Public Information and Education Subcommittee for UASI. Beverly's participation in all of the UASI groups has aided in the approval of many USAI grants for the City as well as the region as a whole.
- ✓ Emergency Management monitored Tropical Storm Nicole. This storm came through central Virginia on September 29 and 30th, bringing heavy rains. Conference calls with the Virginia Department of Emergency Management were monitored as the storm impacted the area. No major damage was reported in the city during the storm however a significant power outage involving Fire Station #2, Dunlop House assisted living, and portions of the medical building at Claremont Court caused some inconvenience for several hours. Fortunately, the Fire Station and Dunlop House have built in emergency backup generators for critical services.

Communications Division



Total phone calls processed:	12,817
Total 911 Calls processed:	1,782
Landline 911	631
Cellular 911	1,151

Total calls requiring service: 5,971

911 Hang-up calls: 237
(Requiring follow-up to check welfare)

Criminal Warrants processed: 368

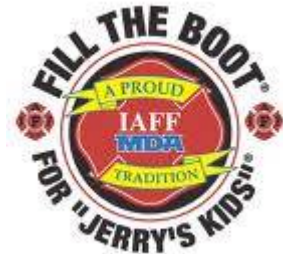
- ✓ All dispatch shifts attended training given by the Virginia Protection Utility Services (Miss Utility of Virginia). They are partnering with Virginia E911 Emergency Communication Centers in an effort to improve communication to utility operators when emergency conditions may affect the safety of their underground utilities. Now, instead of calling each utility individually, dispatchers will use a software program to notify member utilities when excavation will take place or there is a problem, such as gas leaks, lines down, etc.
- ✓ The Center received and responded to 1 Subpoena Duces Tecum from Petersburg Circuit Court regarding a criminal matter. We also received and responded to an FOIA request from an attorney regarding a civil case.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ✓ The Communications Coordinator attended the monthly Chesterfield Radio User Group meeting and was notified the lighting on our radio tower will be replaced in the near future. At this time, Chesterfield is awaiting bids from tower crews to handle the labor. All labor and material costs for this upgrade will be paid by Chesterfield County.
- ✓ The yearly Wireless True-Up was submitted to the State Wireless Board in September. This determines how much funding Emergency Communications will receive from the State Wireless Board. Noteworthy is the fact that **62%** of our 911 calls are now being received from cellular phones.

Other Points of Interest

WE DID IT!!!!!! With everyone's hard work we raised **\$17,587.22** for the Muscular Dystrophy Association surpassing our goal of \$16,000.00. For the third year in a row station 1 A-shift was the top money raiser winning a steak and seafood dinner. We would like to give special thanks to: Horace Hines, Kenny & Harriet Frenier, Joy Moore (City Treasurer), Jennifer & Ryan Autry, Richard Hubbell, Chick-Fil-A, Food Lion, Sam's Club, Wal-Mart, Olive Garden, Halligan Bar & Grill and Wachovia Bank.



During the month of September Firefighter/Paramedic Kevin Smith was honored as the employee of the month. Kevin is very deserving of this honor. He is currently a department Field Training Officer, Med-Flight Medic, and in his spare time is a Registered Nurse (RN). Kevin's calm attitude and demeanor gains him the respect and admiration of his peers.

On September 25, Colonial Heights Fire and EMS partnered with the Police and Sheriff's Departments to provide a Child Safety Seat check and installation event for the community. Other participants include our CERT team and the Police Sentinels. The police department also offered child DNA identification kits, vehicle VIN number etching and prescription drug disposal services.



On September 30, Colonial Heights Fire and EMS provided fire safety training for 75 children at Mount Pleasant Baptist Day Care. Along with safety demonstrations, each child was given the opportunity to meet with a firefighter dressed in full turnout gear. This is important training for a child since often they are scared having never seen a firefighter in full gear. We don't want a child to hide from a firefighter if their home were to be on fire.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



During the month of September inmates from the Riverside Regional jail have been used for several maintenance projects at both fire stations. They have painted several rooms, assisted in mounting and wiring of security monitors, preparing ground for a new sidewalk, and repaired walls. Pictured to the left is a damaged wall from a previously repaired roof leak at the Dunlop Farms Fire Station. The wall was found to have significant mold that was growing under the sheetrock. The inmates were able to remove the unhealthy materials and fully repair the wall to new condition. Materials for many of these projects were supplied by the Fire and EMS volunteer membership. There was no charge for the inmate labor.

Fire Prevention week is coming! This year's theme is **"Smoke Alarms: A Sound You Can Live With"**. Everyone is encouraged to have a smoke detector on every level of their home and near each bedroom. Batteries should be changed in the Fall and the Spring when changing to/from daylight savings time. The alarm should be tested monthly. Colonial Heights Fire and EMS can assist the elderly and others unable to physically mount a detector or change its battery. Homeowners who are unable to afford a smoke alarms may request a free detector from the fire department..... When was the last time you checked your smoke alarm?



V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	343
Payroll Checks	644
Other	<u>89</u>
Total	<u>1,076</u>
- Seven (7) alarm citations were processed during September.
- **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 continued on outstanding unclaimed property reporting requirements. Cost Allocation report for Fiscal Year 2010 was initiated.
- **Purchasing** - 246 total purchase orders were completed with 165 being processed by the purchasing and 81 departmental purchases being reviewed as compared to 196 being completed for the same period in 2009. In addition 121 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 9. Conference call was held with the low bidder, Petroleum Traders, to discuss expectations. Contract will start the first week in October.
 - **Invitation #10-052102-967 – Professional Engineering Services for Inspection of Elevated Water Tanks**, was issued on May 7 2010, with proposals opened on May 21. The Engineering Department finalized the scope of work with pricing, with the contractor. The Purchase Order has been issued.

V. FINANCE DEPARTMENT (CONTINUED):

- **Invitation # 10-060302-964 – Colonial Heights Courthouse Mechanical Repairs, Duct Cleaning and Mold Remediation.** The fan coil units were installed during the month and balancing of the HVAC system is in process. All work is scheduled to be finished by the second week in October.
- **Invitation #10-061802-968 – CDBG Program Implementation.** The contract was finalized with Elder Homes during the month.
- **Invitation # 10-090802-970 – Appomattox River Development Corridor Study.** Proposal meetings were held during the month. Land Planning and Design Associates was chosen, and they are in the process of providing a scope of work with pricing.
- **Invitation # 10-0090803-971 – Pest Control Services** was issued on August 19, with the Sealed Bid opening date on September 8. Bug Busters, out of Amelia, was chosen. The contract started October 1.
- **Invitation # 10-091403-972 – Professional Laboratory Services** was issued August 20, with the sealed bid opened on September 14. Test America Laboratories started the new contract on October 1.
- **Invitation # 10-091603-973 - Safety Inspection of Highway Structures.** The proposal was issued on Sept 1 and received back on Sept 16. The City's Engineering Department is reviewing the proposals received.
- **Invitation #10-100503-974 – Requirement Contract – Pavement Markings.** This sealed bid was issued on September 22, with a bid opening date of October 5.
- **Other Purchasing Activity:**
 - Purchased Ford F250 pickup, for Streets Department, using State of Virginia contract.
 - Quote issued for dump mount snow & ice control spreader. Quotes are being analyzed by Public Works.
 - Contract renewed with Power Auto Parts, for the Fleet Maintenance Department. Prices to remain the same for another year.
 - Began contract negotiations with Pro Active, the City's IT service provider.
 - Purchase Order issued to replace sliding board damaged by vandalism.
 - Contract renewed for mechanical maintenance services with Griffin Heating and Air.
 - Contract renewed for cleaning service for City Buildings. Professional Maintenance reduced their prices and offered suggestions on additional price reductions.
 - Contract renewed with Diamond Consulting, to provide employee assistance program.
- **Property Claims:**
 - A vehicle driving north on the Boulevard, left the roadway and struck a fire hydrant at the Boulevard at Norfolk Avenue. City's Utilities Department did the repairs.
 - Two vehicles truck each other at the northern end of the City, causing one vehicle to strike a City street sign. City's Traffic Engineering Department did the repairs.
 - A City vehicle, while backing up, struck another vehicle at the Senior Center. Damage to the other vehicle was \$900.
- **Utility Billing – During September:**
 - Bi-monthly Utility Bills Sent – 3,659
 - Delinquent Notices Sent – 634
 - Delinquent Notices Percentage – 18.4%
 - Services cut off for nonpayment on September 14th was 123.
- **Work orders for September 2010:**
 - Leaks – 35
 - New Accounts – 98
 - Terminations – 88

V. FINANCE DEPARTMENT (CONTINUED):

- Extensions – 79
- Clean – 3
- Emergency Cut Off – 1
- Pulled – 1

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Police	Police Officer (Certified)
Police	Police Officer (Recruit)

- **Applications & Testing**

Total applications received for the following position recruitments:

Youth Specialist (Part-time)	28
Horticulturist	38
Van Driver (Promotional Opportunity)	4
Telecommunicator	111

- **Miscellaneous**

- ☆ An HR Liaison Committee meeting was held on September 30, 2010 to discuss the following topics: FMLA, Monthly Reports, Human Resources Intranet, Employee Contact Information Forms, FSA changes, and the annual United Way campaign.

- **Workers Compensation**

The following workers' compensation reports were filed during the month of September 2010:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
09-12-10	Police	Employee tripped and fell during pursuit of juveniles.
09-13-10	Fire	Possible exposure of (6) employees to an airborne bacteria.
09-13-10	Police	Possible exposure of an employee to an airborne bacteria.
09-22-10	Communications	Left arm numbness and chest discomfort during assigned shift.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 48,926 visits in the month of September with 85,076 page views, including 3,679 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 299 service requests and questions through the "Citizens Action Center" online during the month of September. The FAQs were viewed 174 times during this same period.
- ☆ September's City e-News was distributed via email to 4,134 customers. The City of Colonial Heights' Facebook Page now has 1,669 fans.

VIII. LIBRARY:

- ☆ The library staff circulated 22,186 titles in September.
- ☆ The public computer center was used 2,298 times.
- ☆ 206 residents registered for new library cards, and an average of 538 residents used the library each day.
- ☆ The library's meeting rooms were used 89 times.
- ☆ 3,539 residents visited the Colonial Heights Virtual Library to retrieve 530 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation Division

In September the Recreation Department kicked off its Fall programs. Youth and adult athletic leagues, instructional programs and after school teen programs, all began in September. Recreation staff attended the Virginia Recreation and Park Society conference in Hampton, VA, September 12-14, where they attended educational sessions on marketing, developing successful programs, program trends, customer service and promoting the importance of health and fitness to the quality of life in cities, counties and towns.

Youth Football and Cheerleading

Youth Cheerleading and Football is off and running as of opening day. September 11th. All of our teams are playing an 8 game schedule with the top 4 teams in each division making the playoffs. Their regular season will run from September 11th through October 30th, with the playoffs occurring over the first 2 weekends in November. Colonial Heights will be hosting the Championship finals in each division this year, tentatively scheduled for November 13th at the Football Stadium. As of September 24th all of our teams in the youth football divisions are still undefeated and the teams are playing very well. Our cheerleaders are doing an outstanding job of keeping the crowds into the games and inspiring the football players to do their best.

2010 Summer Programs Evaluation Highlights

100% said Good Value for the Money
82% will re-enroll their child next year
82% will recommend program to a friend or relative

"My child had fun all summer doing activities he normally wouldn't get to do." – Playground Parent

"My son met new friends and was active during the summer" – Teen Parent



Athletics	2010	2009
Adult Softball	300	270
Cheerleading	66	78
Football	164	164
Youth Fast Pitch Softball (Girls)	37	37
Swim Lessons	4	n/a
Golf Lessons	5	n/a
Optima Girls Basketball	15	12

Adult Softball

Our fall adult softball leagues are underway and we have 20 teams competing in 3 divisions. The teams seem to be very well balanced in their different divisions as we only have 1 team with no losses through the first 3 weeks of game play. On the flip side we also only have 1 team with no wins. The teams play at Lakeview Fields #1 and #2 on Monday through Thursday nights, with a field supervisor and a full concessions stand to oversee and replenish those softball players. The league began game play on September 8th and will run until mid- October. It will conclude with a double elimination tournament in each division with runner-up and championship plaques presented to the winners in the regular season as well as the tournament.

Optima Basketball

Optima Family Care, a product of Optima Health, has once again partnered with the City of Colonial Heights for its 2010 Central Virginia Girls Basketball League. Players ages 11 – 14 participate in this traveling girl's league on Saturday mornings. The Central league consists of teams from Hopewell, Charles City, Richmond-North, Richmond-South, Petersburg, and Prince George. Prior to each game, all players participate in a Health Class where they are taught about Diabetes, High Blood Pressure, Cholesterol, Exercise, Nutrition to name a few. This league is a completely FREE program to all participants and is paid for by Optima Family Care.



IX. RECREATION & PARKS (CONTINUED):

Instructor Based Programs	2010	2009
Belly Dancing	22	24
Karate	18	30
Tae Box	25	17
Sign Language	4	n/a

Teen Center Attendance-CHHS Students		203
Teen Center Attendance-CHMS Students		242

Teen Center Peak Hours of Attendance (Monday thru Thru

Teen Center Peak Hours of Attendance (Friday and Saturd

Teen Center Peak Hours of Attendance (Sunday)-2:00 p.m

Facility Usage	2010	2009
Community Room Attendance	980	1,045
Community Room Reservations	23	25
Pavilion Attendance	2,450	1,987
Pavilion Reservations	39	37
Skate Park Attendance	189	275
Teen Center Attendance-CHHS Students	165	203
Teen Center Attendance-CHMS Students	437	242

Teen Center

Monday-Thursday Peak Attendance

3:00-6:00pm

Friday-Saturday Peak Attendance

4:00-6:00pm

Sunday Peak Attendance

2:00-4:00pm

Yankees vs. Orioles Trip, September 19, 2010

The Colonial Heights Recreation Department enabled interested individuals to enjoy a stress free day of America's favorite pastime. 37 participants traveled by Motor coach to Camden Yards to watch the New York Yankees take on the Baltimore Orioles. The game was phenomenal and participants enjoyed a showdown which ended in a 4 – 3 Orioles win in the 11th inning.

Activities	2010	2009
AARP	37	42
Bingo in Center	83	118
Bowling	260	120
Bridge-Party	120	116
Bridge-Tournament	128	
Crochet & Knitting	56	42
Golf at Prince George	472	590
Movies	n/a	8
Senior Advisory Board Meeting	12	9
Senior Club Meeting	183	183
Senior Dance	98	111
Sing A-Long	28	36
Sing-a-Long CH Health Care Center	13	14
Senior Club Board Meeting	7	

Awareness/Education

Messages	n/a	n/a
TRIAD	50	65
First Street	12	n/a

Classes

Bob Ross Video Painting	6	4
Crafts	11	n/a
Kay's Oil Painting	24	25
Line Dancing	34	43
Painters Group	45	24
Tap Dance-Advance	105	67
Tap Dance-Beginners	28	n/a
Tap Dance-Intermediate	65	71
Watercolor Painting	15	12
Splash of Color Workshop	10	13

The Dancing Grannies performed at the Dinwiddie Health & Rehab Center, the Joy Club of Richmond, Colonial Heights Senior Club meeting, the Morning Side Senior Center and for the Military Retirees.



Angie Cobb talks about container gardening.



Garden Party – Boulevard Flowers

IX. RECREATION & PARKS (CONTINUED):

<u>Fitness</u>	<u>2010</u>	<u>2009</u>
Floor Exercises	57	97
Sit Down Exercises	262	348
Strength Training Class	152	201
Tai Chi	37	39
Yoga	71	98
Zoomer Boomer	221	260

<u>Trips</u>		
Boulevard Flowers	18	
Nova Scotia Trip		50
Old West Trip	47	
Popular Forest		28
Riverside Chicage	32	
Tangier Island	24	
Total	2823	2834

<u>Meals</u>	<u>2010</u>	<u>2009</u>
Home Del Meals	20	60
Site Meals	0	0
Breakfast Meals	0	60
Bags	0	30
Total	20	150
Donations	0	\$65.00

<u>Transportation</u>		
Passengers	115	
Total Miles	2785	3543
Total Trips	537	537
Wheelchairs	8	17
Volunteer Hours	50	8
Donations	\$195.00	\$127.00

Parks/Buildings & Grounds

Landscaping

- ☆ Mowing: Cut grass at Violet Museum, Lakeview 1 & 2, Floral Ave Park, Church, White Bank, Ft Clifton, Floral M Hill Park, Shufford Ave, Wakefield Park, Edinborough Park, Soccer Complex, Bristol/Conduit, Blvd/Battery Place, Marvin/Battery Place, Old Shop War Memorial, School Board, Animal Shelter, and Community Center Shepherd Stadium, A Field, B Field, Civic Field, behind Stadium wall, Public Safety Building, City Hall, Health Dept, Fire Station #2, and Library as needed.
- ☆ Herbicide Spraying: Sprayed Lakeview 1 & 2, Shufford, and Soccer fields with Weed Hoe. Sprayed around Shop and Ft Clifton with Killz-all and Prodiamine Sprayed Shepherd Stadium fence line, Civic field fence line and playground area, Floral M Park tree rings and fence line, and Animal Shelter fence line with Imitator and Prodiamine.
- ☆ Other: Trimmed tree limbs at Soccer Complex. Pruned trees at Public Safety Building, Courts Building, Library, Floral M Hill Park and War Memorial. Adjusted settings on irrigation at all locations to conform to water restrictions. Reviewed 38 Horticulturist applications and interviewed five applicants.

Maintenance

- ☆ Equipment: Performed preventative maintenance on paint machine, Z-Master lawn mowers, Kubota lawn mower and Sand Pro
- ☆ Ball Fields: Nail and mat dragged all softball and baseball fields as needed for practice and games. Lined baseball and softball fields for games and tournaments as needed. Power washed bleachers inside Shepherd Stadium. Washed out dug outs in Shepherd Stadium as needed. Cleaned bleachers in Shepherd Stadium for games as needed. Removed signs from Shepherd Stadium scoreboard and took to Sign Shop. Replaced nets on soccer goals at Soccer Complex. Laid out and painted all soccer fields at Soccer Complex. Painted football fields, practice football fields, field hockey field, band practice field and soccer fields as needed. Set up and run water cannon at Soccer Complex as needed. Removed roof from A-field dugouts and replaced with metal roofing. Moved all goals, benches, bleachers, and trash cans into place at Soccer Complex.
- ☆ Facilities: Cleaned White Bank Park, Lakeview Park, Ft Clifton Park as needed. Cleaned restrooms as needed at all parks and ball fields. Picked up trash around Municipal Building complex and Library (daily). Picked up trash and emptied trash cans around all ball fields, parks, and soccer fields as needed. Repaired rails on walkway and pier at Lakeview Park. Repaired water hydrant at White Bank Park. Repaired toilet at White Bank Park. Installed Dog Poop Station at Edinborough Park and Lakeview Park. Repaired bench at Lakeview Park. Repaired broken stall doors in bathrooms at Lakeview Park. Replaced windows in Civic field concession stand that were vandalized. Repaired broken lock bar on drink cooler at Soccer Complex. Painted over graffiti at Lakeview Park bathrooms. Installed a baby changing station at the Health Department. Lowered and raised US, State, and City flags as needed. Back filled sunken trench at Floral M Hill Park.

IX. RECREATION & PARKS (CONTINUED):

Violet Bank Museum

	<u>2010</u>	<u>2009</u>
Attendance	303	189

- Collections
- Post-tourist season “deep” cleaning
- Preparing for upcoming exhibits & Christmas decorating
- Added several pieces to the collection



X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 10 members attended monthly meeting
- 2 members participated in James Avenue Clean Up
- 3 officers attended planning meeting
- Advisor presented program about YAC at Kiwanis’ lunch meeting

➤ **Kids’ After-School Program**

- New KAP Coordinator hired
- Coordinator is working to get KAP in place by October 11, 2010

➤ **Substance Abuse Prevention Activities**

- CADRE Coalition met to plan Fall activities
- 23 youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license
- Met with Dr. Evelyn Whitehead and peer educators at VSU to plan Project Sticker Shock and Peer Leader Presentation
- Planning meetings with CHPD for American Medicine Chest Challenge on November 13

➤ **Youth Services Commission**

- Commission members met for regular monthly meeting

➤ **Ongoing Monthly Meetings/Trainings**

- Regional and Drug Free Alliance Meeting
- Inter-Agency Prevention Team – 11 students were served
- Underage Drinking Task Force
- SAFE Annual Meeting
- Operation Christmas Child
- Positive Parenting Coalition
- “Bullying, Targets and Bystanders” – Commonwealth Parenting
- Protective Orders Workshop
- CSA Resource Fair
- Juvenile & Domestic Violence Task Force
 - Planning for October, Domestic Violence Prevention Month
- Toastmaster’s International/Open House

Diversion Program Participation:

➤ **Parenting Program**

- No families participated in “Parenting With Love & Limits”

➤ **Community Service**

- 17 youth completed 180 hours of Service Learning

➤ **Shoplifting Diversion**

- 51 youth and a parent attended the Shoplifting Diversion Program

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

➤ Anger Management

- 3 youth began Anger Management Classes

➤ Substance Abuse Education

- No youth participated in Substance Abuse Education Classes

➤ Shoe Fund

- Shoe vouchers were given to 3 families to purchase shoes for 7 children

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	88	\$25,729.93	4	\$930.00
2009	63	\$10,567.63	7	\$1,649.83

- ☆ Most of the repairs were normal maintenance issues which included replacing a transmission in a police unit, injector pump in a back hoe, all 4 rims on a dump truck due to salt damage, and general maintenance on the street sweeper.

- ☆ The sublet repairs consist of the following:

Welding	425.00
Tow	50.00
Glass	35.00
Electronic repair	420.00

- ☆ Maintenance cost for the first quarter of this fiscal year compared to the last 5 years are as follows:

2010/11	\$56,330.35
2009/10	\$52,399.76
2008/09	\$54,432.30
2007/08	\$51,851.09
2006/07	\$67,044.10
2005/06	\$43,149.75

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

Horticulture Division transferred to the Recreation & Parks Department the month of September.

Vegetation

Cut and trimmed grass at the following locations:

- | | |
|--------------------------------|---------------------------|
| • Pickwick Avenue Alley | • East Westover Avenue |
| • Conduit Road | • Roslyn Road |
| • Westover at Hamilton Avenues | • Bruce Avenue |
| • Archer Avenue | • Temple Avenue |
| • Ridge Road | • Hamilton Avenue |
| • Prince Albert Avenue | • North Temple Avenue |
| • Chesterfield Avenue | • Old Convenience Center |
| • Boulevard | • Hillside Lane |
| • Cedar Ridge Court | • Charles Dimmock Parkway |
| • Washington Avenue | • Ryan Avenue |
| • Helen Avenue | • Wakefield Avenue |
| • Ellerslie Avenue | • Dupuy Avenue |

Trimmed limbs/bushes at the following locations:

- | | |
|--------------------------------|-----------------------|
| • West Roslyn at Conduit Roads | • Chesterfield Avenue |
| • Essex Road at Hampton Drive | • 312 Maple Lane |

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Sprayed for weeds, high grass at the following locations:

- Roslyn Road
- Boulevard at A Avenue
- 207 Spring Drive
- Bruce Avenue
- Temple Avenue at Conduit Road
- Waterfront Drive - Drainage Ditch
- Charles Dimmock Pkwy – Guardrails
- Westover Avenue
- Dupuy Avenue
- Springdale Avenue at Sherwood Drive
- Lakeview Avenue at Cabell Drive
- Marvin Avenue - Dead End
- Swift Creek Lane - Old Railroad Bed
- Boulevard at Chesterfield Avenue
- 914 Kensington Avenue – easement
-

Removed storm damage the following locations:

- 3312 Longhorn Drive
- Temple Avenue
- 117 Nottingham Drive

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
- Boulevard at Temple Avenue
- Ridge Road
- Ellerslie Avenue
- Boulevard
- Conduit Road
- Hermitage Road
- Temple Avenue at I-95
- Boulevard at Dupuy Avenue

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.
- Repaired a 20' section of guardrail at Dale and Ellerslie Avenues that was damaged by a vehicle.
- Assisted Fire Department removing three trees from Appomattox River that was cut down.
- Placed "High Water" signs at the following locations: Boulevard at Snead Avenue and Southpark Circle at Toys R Us.
- Removed glass from street on Southpark Boulevard.

Stormwater and Drainage

Placed gravel/topsoil in sinkholes, alleys, shoulders and driveways at the following locations:

- 1718 Wakefield Avenue
- 219 and 269 Kennon Point Drive
- 2424A Boulevard
- Pickwick Avenue - Alley

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

- 100 B Highland Avenue – 22.5 square yards sidewalk
- 1158 Cumberland Drive – 36' Curb and Gutter
- 803 Forest View Drive – 24' Curb and Gutter
- 419 Bradsher Avenue – 60' stand up Curb and Gutter
- 1007 Conjurers Drive – 10' 3" gutter pan
- 420 Springdale Avenue – 13' Curb and Gutter and 30' Radius Curb and Gutter
- 236 Hamilton Avenue – 16 square yards sidewalk

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

- 920 Conjurers Drive
- 300 Nottingham Drive
- 1002 Conduit Road

Stormwater crew cleaned eight (8) catch basins throughout the City.

Sewer removed 26 cubic yards of debris from the following locations:

- Bristol Avenue
- Wilson Avenue
- Yacht Basin Drive
- Conduit Road
- Washington Avenue
- Temple Avenue
- Greenwood Avenue
- Highland Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Oak Avenue
- Richmond Avenue
- Suffolk Avenue
- Stratford Road
- Lee Avenue
- Hill Place
- Norfolk Avenue
- Lee Place
- Lynchburg Avenue

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

- Behind Colonial Apartments
- Hamilton at Westover Avenues
- 1016 Lafayette Avenue
- Yacht Basin Drive at Wildwood Avenue
- 1907 Wakefield Avenue
- Chesterfield at Marvin Avenues
- Westover at Hamilton Avenues
- 319 Ridge Road
- Fairfax at Meridian Avenues
- Conjurors Drive
- Ivey Avenue
- Meridian from Charlotte to Kent Avenues
- Bradsher Avenue Dead End
- Marvin Avenue Dead End
- Helen Avenue
- Kennon Point Drive
- 114 Stratford Drive
- 109 Breezy Hill Drive
- Old Town Drive
- Lynchburg Avenue
- Sherwood Drive at 7-11
- 209 East Westover Avenue
- Colonial at Westover Avenues
- Forest View Drive at Swim club
- Franklin at Maple Avenues
- 115 and 131 Carroll Avenue
- 117 Dupuy Avenue
- Charlotte at Meridian Avenues
- Danville Avenue
- Lee Avenue
- Highland Avenue
- Oak Avenue
- Suffolk Avenue
- 1101 Elmwood Drive
- 3111 Greenwood Drive
- Hill Place
- Richmond Avenue
- 301 Piedmont Avenue
- Brookhill at Forest View Drives
- Dunlop Farms Boulevard

Solid Waste

Recycling

- 323 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed (2) 40 cubic yard metal, (2) recycling and (2) cardboard containers for recycling.
- Removed Freon from 13 refrigerators for recycling.

Transportation

Streets

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

- Kennon Point Drive
- 1012 Hope Ridge Court
- Windmere at Briarcliff Drives
- Southpark Boulevard
- 213 Stratford Drive
- 130 James Avenue
- 917, 919 and 921 Williamsburg Road
- 101 School Avenue
- 614 Ryan Avenue
- 903 Kensington Avenue
- 521 Pinehurst Avenue
- Jackson Avenue
- 210 Lyons Avenue
- White Oak Road
- 200 Jefferson Avenue
- Maple Lane
- 412 Roslyn Avenue
- 3306 Longhorn Drive
- 207 Bear Chase Court
- 626 Hamilton Avenue
- 115 Cambridge Place
- Danville at Lafayette Avenues

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Traffic Operations

- Signals
 - o Did preventative maintenance on 4 traffic cabinets.
 - o Replaced 3 LED traffic lights.
 - o Replaced 2 pedestrian crossing lights.
 - o Installed new signal and put up new strain poles for traffic light at Lakeview.
 - o Added new left turn signal entering Martin's parking lot.
- Signs and Markings
 - o Made and put up 2 new stop signs.
 - o Made and put up 20 new high intensity street name signs.
 - o Made 8 miscellaneous signs.
- Street Lighting
 - o Installed 8 ornamental street light bulbs.
 - o Installed 4 ballast for ornamental lights.
 - o Replaced bad transformer for ornamental lights.
- Traffic Control
 - o Responded to 4 after-hours call backs for traffic lights.
- Miscellaneous
 - o Assisted with three (3) GovQA questions.
 - o Finished working with Midasco for the last 2 months on the Boulevard Coordination Project.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- | | |
|----------------------|---------------------|
| • 3606 Hawick Drive | • 905 Boulevard |
| • 118 Deerwood Drive | • 3001 Conduit Road |
| • 212 Maple Lane | • 900 Center Avenue |

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

- | | |
|-------------------------|----------------------------------|
| • 903 Kensington Avenue | • 1215 Duke of Gloucester Street |
|-------------------------|----------------------------------|

Checked the following manholes "trouble spot" locations:

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

Flushed sewer lines at the following locations:

- | | |
|------------------------|--------------------------------|
| • Pickwick Avenue | • Conduit at Roslyn Roads |
| • 118 Lee Avenue | • Ivey Avenue |
| • 709 Lynchburg Avenue | • Colonial at Lafayette Avenue |

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- 509 Riverview Road
- Laurel Parkway
- 500-503 Cameron Avenue
- 201 Danville Avenue
- 204 Lafayette to Lee Avenues
- Ellis Lane
- Stuart at Jefferson Avenues
- 37 Colonial Court
- Jefferson at Royal Oak Avenue
- Yorktown at Franklin Avenues
- 3420 Boulevard to Boykins Avenue
- 501-505 Springdale Avenue
- 1014-1018 Forest View Drive
- Shuford Avenue
- Yew Avenue
- 100 Highland Avenue

Repaired a 6" sewer main line at 1902 Franklin Avenue.

Cut grass and cleaned debris from sewer easement at 1101 Elmwood Drive.

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

Repaired receptacle, wash down wet well, cleaned out comminator and performed preventive maintenance at Main Pump Station.

Responded to an overflow alarm, repaired receptacle no overflow at Sherwood Hills Pump Station.

Responded to a generator alarm, reset breaker and checked oil, generator running all right now no overflow at Charles Dimmock Pump station.

Performed preventive maintenance and ran methane pump daily.

Rebuilt pump at C&B Pump Station.

Responded to overflow alarm, check pump, worked on floats, pumped out totalize well full of ground water everything working all right now no overflow at Hillcrest Pump Station.

Water

Replaced water meters at the following locations:

- 402 Taswell Avenue
- 154 Pinecliffe Drive
- 2100 Boulevard
- 607 Hamilton Avenue
- 1305 Duke of Gloucester Street
- 105 Verbov Avenue
- 112 Bluff Court
- 119 Swift Creek Lane
- 107 Fairmont Drive
- 600 Whitestone Court
- 613 Hamilton Avenue
- 1112 Wellington Road
- 902 Azalea Lane
- 806 Old Town Drive
- 110 Cedar Creek Lane
- 609 Ryan Avenue

Set new meter at the following locations:

- 412 Orange Avenue
- 106 West Highland Court

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

- Bear Chase Court
- 3018 Boulevard
- 101 School Avenue
- 900 Azalea Lane
- 609 Ryan Avenue
- 3611 Boulevard
- 4515 Conduit Road

Responded/repairs a meter leak at the following locations:

- 911 Dogwood Drive
- 102 Ashley Place
- 221 Maple Lane
- 408 Boulevard
- 108 Cedar Creek Lane
- 317 Lakeview Avenue

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

- 234 Lee Avenue
- 1015 Hamilton Avenue
- 106 Lafayette Avenue
- 313 Lafayette Avenue
- 1014 Kensington Avenue
- 905 Hamilton Avenue
- 395 Danville Avenue
- 2505 B Pin Oak Court

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- 323 Jackson Avenue
- 509 Colonial Avenue
- 131 Jennick Drive
- 315 Ridge Road
- 308 Royal Oak Avenue
- 206 James Avenue
- 500 Southpark Boulevard

Backflow/Cross Connection Technician conducted 123 surveys, 41 completed and 82 incomplete.

Replaced Meter Setter at the following locations:

- 317 Lakeview Avenue
- 520 Chestnut Avenue

Repaired Water Valve box at the following locations:

- Lynchburg Avenue at Conduit Road
- Boulevard at Westover Avenue

Cleaned meter box for Utility Billing at the following locations:

- 616 Keswick Road
- 233 Cabell Drive
- 323 Jackson Avenue
- 702 and 704 Old Town Drive
- 308 and 309 Royal Oak Avenue

Responded to discolored water at the following locations:

- 796 Southpark Boulevard
- 1200 Wellington Road
- Dunlop Shopping Center

Responded to water miscellaneous calls at the following locations:

- Boulevard at Windsor Avenue
- 3700 Conduit Road
- Colonial Square Shopping Center
- 617 Boulevard
- 605 Dover Lane
- 2500 White Oak Court
- Branders Bridge Road
- 3212 Holly Avenue
- 214 Kennon Point Drive

Replaced Fire Hydrant at the following locations:

- 2535 White Oak Court
- Angus Lane
- Boulevard at Norfolk Avenue

Repaired Fire Hydrant at the following locations:

- Boulevard at C Avenue
- 3706 Conduit Road
- 100 Lakeview Park road

Performed yard maintenance at the following location:

- 2701 Conduit Road

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 169 man-hours for the month.

Administration

- Met with South Central Wastewater Authority Directors to receive update on nutrient reduction project.
- Met with City's planning committee for the 2010 United Way Campaign.
- Met with Kimley-Horn and staff to negotiate task order for Dimmock-Jennick signal.
- Briefed Council on Safe Routes to Schools, Boulevard Enhancement and Boulevard Modernization projects; received concurrence to proceed with final design and right of way acquisition.
- Negotiating letter of intent with Walmart realty staff.
- Met with Mr. Ferranti to discuss driveway access to Vincenzo's/601 A-C Boulevard.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Coordinated with DEQ on Alternate Source Demonstrations of closed landfill.
- Met with Timmons Group and staff to provide direction on Boulevard Enhancement project.
- Met with CVWMA staff and Republic Services/Allied Waste to review MSW customer services issues in Tri-Cities.
- Negotiated and made final contract with Gannett-Fleming for inspection and evaluation of water storage tanks.
- Reviewed Moseley Architects' presentation and report of options for adaptive reuse of city-owned church property and provided direction.

Thomas L. Mattis
City Manager

cc: Department Heads
City Attorney
City Clerk