

# CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2009



## **I. PUBLIC WORKS & ENGINEERING:**

### **A. Capital Improvement Projects**

*Tussing Elementary School Addition* – Final inspection punch list has now been completed and the one year maintenance period begun.

*Walgreen's* – All punch list items have been completed. Final acceptance is pending power connection of ornamental streetlights by Dominion Virginia Power.

*Ariya Family Chiropractic Center* – All punch list items have been completed. Final completion is pending recordation of easement plats and agreements.

*School Maintenance Building* – Final inspection punch list has now been completed and the one year maintenance period begun.

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

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

*Sam's Club Expansion* – Final landscaping and cleanup around site are nearing completion. Placement of asphalt in parking area is in progress. Erosion and Sediment control measures are being maintained.

*Gill's Point Section 9* – Construction of end wall at drainage basin has been completed. Grading work in the drainage basin and along the new streets is in progress. Erosion and Sediment control measures are being maintained.

*Value Place Hotel* – Utility work is nearing completion. On site grading work on the parking lot are in progress. Building construction in progress.

*Colonial Heights Health Care Center* – Site work is nearing completion. Building construction work is in progress. Erosion and Sediment Control being maintained.

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

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

***Wachovia Bank, N.A. Branch Expansion*** – Plans are complete and will be approved upon receipt of required bonds, etc. and settlement of an issue concerning a neighbors trees.

***Roslyn Farm Corporate Office*** – (located beside the Virginia Credit Union) updated plans have been reviewed and comments forwarded. Plans are nearing completion.

***American Family Fitness Parking Lot Expansion*** – A portion of the pond in front of the building will be filled to construct a new parking area. Updated plans have been reviewed and comments forwarded. Plans are nearing completion.

***Temple Avenue Associates Subdivision*** – Parcel located north of the intersection of Temple Avenue and Charles H. Dimmock Parkway. Parcel is to be divided into three lots. Updated plat has been reviewed and approved.

***Townplace Suites*** – this is a proposed six story, 127 room hotel that will be located immediately beside Comfort Suites. Updated plans have been reviewed and comments forwarded for further revisions.

***Southlake III*** – This project consists of constructing two office buildings at the former “Haydt Maintenance Shop” on E. Roslyn Road. Updated plans have been reviewed and comments forwarded for further revisions.

***A. B. Cook Farm Phase I*** – This project consists of constructing two general retail single story buildings. Preliminary plan of development has received Planning Commission’s approval (pending engineering requirements). Now awaiting receipt of construction plans and easement plats for initial review.

***Mount Pleasant Acres Section 2*** – Preliminary plan of development has been received and is scheduled for presentation at the Planning Commission Meeting on September 9<sup>th</sup>.

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

- Issued fourteen (14) permits
- Closed out two (2) permits
- 

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

1. Six (6) fence permits issued.

2. Twelve (12) sign permits issued:

- ☆ Dances Sporting Goods – 570 Southpark Boulevard (Temporary)
- ☆ Celebrate U Hair & Spa – 100 Taswell Avenue
- ☆ Ariya Chiropractic Center – 3507 Boulevard
- ☆ Soft Touch – 2200 Boulevard (Temporary)
- ☆ Kim & Company – 2110 Boulevard (Temporary)
- ☆ Dante’s – 3800 Boulevard (Temporary)
- ☆ Walgreen’s – 626 Boulevard (Temporary)
- ☆ Pleasure Island – 3650 Boulevard (Temporary)
- ☆ Dance Reg – 2108 Boulevard
- ☆ Sam’s Club – 735 Southpark Boulevard
- ☆ Education Beauty & Barber Academy – 3233 Boulevard
- ☆ Harris Auto Repair – 115 Boulevard (Temporary)

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

3. Neighborhood Revitalization:

**a. 2008-09 CDBG Home Repair Grant**

- ☆ 9 electric jobs completed
- ☆ 10 carpentry jobs completed
- ☆ 1 carpentry and related plumbing/accessibility job completed
- ☆ 4 heating jobs completed
- ☆ 3 plumbing jobs completed
- ☆ 1 lead clearance completed
- ☆ 7 re-roofing jobs completed
- ☆ 1 roofing repair completed

**b. 2008-09 CDBG Stimulus Grant Application approved**

**c. 2009-10 Application submitted**

**d. Rental Inspection Program:**

Item	Month	YTD
TOTAL UNITS REGISTERED		514
# of Dwellings registered	22	162
# of Multi-family Dwellings	2	35
# of Apts. registered	8	317
TOTAL UNITS INSPECTED		228.7
Dwellings inspected	22	162
Multi-family dwellings	2	35
Apts. to be inspected (10%)	.8	31.7
Total # of Properties Sold	0	1
Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	10	267
Passed	10	92
Failed	0	175
Second Inspection	0	68
Passed	0	66
Failed	0	2
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	0
Passed	0	0
Failed	0	0
Failure to schedule by owners	0	0

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

Total Fees Collected	0	\$350.00
Reinspection	0	\$100.00
Late Registration	\$200.00	\$250.00
4 year Certificates Issued		
Dwellings	10	119
Apartments	1	4
(no of units certified)	8	70

5. Zoning/ Property Maintenance investigations:

**a. Property Maintenance**

	<b>Month</b>	<b>YTD</b>
Total inspections	25	152
Violations	21	124
Violations resolved	9	104

**b. Zoning**

	<b>Month</b>	<b>YTD</b>
Total inspections	6	72
Violations	6	62
Violations resolved	3	50

**c. Building Code**

	<b>Month</b>	<b>YTD</b>
Total inspections	0	1
Violations	0	1
Violations resolved	0	1

**d. House Number Violations**

	<b>Month</b>	<b>YTD</b>
Violations reported	0	6
Actual violations	0	29
First letter sent	0	29
Violations abated	0	43
Summons issued	0	1
Door hangers posted	2	10
Active violations	0	0

**e. Other**

	<b>Month</b>	<b>YTD</b>
Total inspections	4	49
Violations	1	26
Violations resolved	1	26

**f. Inoperable Motor Vehicle Complaints**

	<b>Month</b>	<b>YTD</b>
Total inspections	10	72
Violations	8	60
Violations resolved	7	59

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

	<b>Month</b>	<b>YTD</b>
<b>g. Tall Grass</b>		
Total inspections	22	164
Violations	15	133
Violations resolved	4	118

	<b>Month</b>	<b>YTD</b>
<b>h. Sign Ordinance</b>		
Total inspections	38	60
Violations	38	60
Violations resolved	28	48

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

	<b><u>Month</u></b>	<b><u>YTD</u></b>
1. Existing Housing and Maintenance Inspections	0	100
2. New Construction Inspections	221	1,509
3. Permits for New Residences	0	4
4. Estimated Cost for Permits for New Residences	0	\$261,000
5. Permits for Commercial Construction	8	54
6. Estimated Cost for Commercial Permits	\$217,780	\$8,349,082
7. Plumbing Permits Issued	12	82
8. Electrical Permits Issued	9	121
9. Mechanical Permits Issued	4	55
10. Swimming Pool Permits Issued	1	7
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6
13. Court Cases	0	2

**III. POLICE DEPARTMENT:**

- ✓ Total calls for police service in August 2009; show a decrease of 29%, going from 4,834 calls for service in 2008, to 3,428 in August, 2009.
- ✓ There were 82 Part I, or serious, crimes reported to the Colonial Heights Police Department in August. Fifty-seven (57) of those, or 70%, have been cleared.
- ✓ Our **Records Division** processed 227 arrest reports, 12 Animal Control reports, 46 field interviews, 204 incident reports, 765 pawned properties and 672 traffic summonses, along with a variety of other reports, totaling **2,247 reports**.
- ✓ We had a very nice memorial event in honor of our fallen co-worker and friend, Lt. Jamie Sears. A memorial stone was donated by our Auxiliary and placed near the accident site on the Boulevard, and a formal presentation and dedication ensued. The painted curbing of the “thin blue line” really sets the area off. The officers really appreciate everyone’s efforts in making this happen.
- ✓ The department is really proud of the accolades that we recently received at the Virginia Chiefs of Police conference in Newport News, Virginia. The department received the 2008 *Speed Awareness Award* over all 51 law enforcement agencies that were considered. We also received a second place award in the *Law Enforcement Challenge* regarding traffic safety programs, and *Best Seat Belt Usage Rate Award*. Both of these awards were based on the size of our department.

### III. POLICE DEPARTMENT (CONTINUED):

- ✓ We are very excited about the newest member of our department, *Chip*, a six-month-old chocolate Labrador retriever, who will be attending a narcotics recognition school in the fall. The Brad and Debbie Slaybaugh family of Colonial Heights made this generous donation to their community. We also continue to receive monetary donations to support our K-9 Program.
- ✓ Preparations have begun for our first *Celebrate Safe Communities Night* on October 6<sup>th</sup>. We look forward to participation from many citizens throughout our community.

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

- ✓ Our **Law Enforcement Services Bureau** has been engaged in a variety of duties, as follows:
  - We participated in a family event at CiCi's Pizza where we distributed Child DNA kits.
  - Our speed trailer was utilized extensively on branders Bridge Road, Sherwood Drive, Dunston Point Parkway, Colonial and Washington Avenues, as well as on Covington Road, both east and west bound.
  - School resource Officers Dale Waldrop and Scott Whirley have been assigned to their respective posts at the high school and middle school.
  - We have started ride-alongs again with our new Neighborhood Planner in an effort to take a closer look at Lafayette Avenue.

During the month of August, our **Patrol Division** officers arrested 38 shoplifters. Patrol officers continue their traffic Patrol officers continue their traffic enforcement efforts, tallying 672 traffic summonses from 1,081 traffic stops; making 11 DUI arrests and 21 drug-related arrests; investigating 79 traffic crashes; issuing 79 parking citations; and initiating 46 field interviews. A total of 227 arrests were made during the month, with 63 felony warrants and 119 misdemeanor warrants obtained. Twenty-nine (29) inoperative vehicles were reported. A total of 178 new cases were assigned to Patrol officers for investigation, and 131 cases have been cleared, or 79%.

Our **Street Crimes Unit**, reported a solid month within investigations and street crimes. Sgt. Kolev reported a clearance rate of 89% for the month, which included the clearance of five (5) cases from previous months, in addition to the 16 cleared out of 19 that were newly assigned. Our Street Crimes Unit assisted with surveillances and burglary investigations, as well as some selective radar enforcement. They also executed a search warrant resulting in the seizure of a small amount of marijuana. Detectives' activities for the month included the following:

- We assisted Chesterfield County Police Department with identifying burglary suspects, which then led to active surveillance, which ultimately resulted in the arrests of the suspects for a bank robbery that they had just committed.
- Detectives were able to arrest the aforementioned suspects for three burglaries of area apartments.
- Detectives investigated an embezzlement of \$24,000.00 from Cash Advance and obtained a confession before making the arrest.

### III. POLICE DEPARTMENT (CONTINUED):

- Detectives are investigating a strong-armed robbery and are close to clearing a two-month-old case involving stolen credit cards from mailboxes where the cards are used here in Colonial Heights.
- Ten (10) concealed weapon permits were processed during the month of August.

Our **Auxiliary** police force continues to display their interest by volunteering over 349 hours in a variety of ways during the month of August. Duties included assistance with security at the B.I.B. Tournament; ride-alongs; and traffic control for street light repairs, dances, the Tri-City Roadrunner Race and Lt. Sears' memorial ceremony. We are also very excited to report that Auxiliary Officers Kevin Burcham and Dennis Branzelle will graduate from the Chesterfield Basic Police Academy on September 14<sup>th</sup>, 2009, at 6:00 p.m.

The **Animal Control Division** impounded 32 dogs and 54 cats. During the month of August, there were 13 dogs and one (1) cat returned to their owners, with 22 dogs and 26 cats adopted out. Animal Control officers had no reported bites. At the end of the month, Animal Control investigated a total of 157 complaints, with one (1) summons issued. A total of \$700.00 in fees was collected.

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

<b>Crime</b>	<b>August 2008</b>	<b>August 2009</b>	<b>Percentage of Increase/Decrease</b>
Aggravated Assaults	1	0	<b>-100%</b>
All Criminal Arrests	311	227	<b>-27%</b>
Arson	1	0	<b>-100%</b>
Burglaries	5	8	<b>60%</b>
Calls for services	4,834	3,428	<b>-29%</b>
DUI arrests	45	11	<b>-76%</b>
Larceny	67	56	<b>-16%</b>
Motor Vehicle thefts	2	3	<b>50%</b>
Robberies	1	1	<b>0%</b>
Shoplifting arrests	33	38	<b>15%</b>
Simple Assaults	26	14	<b>-46%</b>
<b>PART I (Serious) OFFENSES</b>			
<b>August 2009</b>	Number Reported	Number Cleared	<b>Percentage Cleared</b>
	82	57	<b>70%</b>

#### IV. FIRE & EMS DEPARTMENT:

##### **FIRE DIVISION:**

**TOTAL FIRE TYPE CALLS: 111**

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activations	5	Hazardous Conditions	1
Animal Rescue	0	Heat from Short Circuit	2
Assist Invalid	1	No Incident on Arrival	2
Brush Fires	5	Overheated Motor	1
Building Fire	2	Passenger Vehicle Fires	3
Building/Structure Weakened	2	Police Matter	0
Child Safety Seat Installations	19	Power Line Down	6
CO2 Detector Installations	1	Public Fire Education	3
Cover Assignment	5	Public Service Assistance Calls	14
Dispatched then Cancelled Calls	15	Smoke Scare/Odor Removal	1
Electrical Equipment Problems	1	Trash/Rubbish Fires	1
False Alarms	1	Unauthorized Burning	1
Gas/Other Flammable Liquid Spills	2	Unintentional Alarm Malfunctions	21
Gas Leak	1	Water Problem	1
Good Intent Calls	12		
<u>Mutual Aid Received</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Hopewell	1	Chesterfield	2
Petersburg	2	Fort Lee	3
Prince George	1		

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 85.5% of all calls received during the month~

##### **EMS DIVISION:**

**TOTAL EMS PATIENTS: 280**

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	19	Motor Vehicle Accidents	16
Allergic Reactions	2	Other Injury/Medical Calls	121
Altered Level of Consciousness	8	Overdose Calls	5
Assaults	2	Public Service Calls	4
Bite/Sting	2	Rescue Situation	1
Chest Pains	24	Strokes	6
Difficulty Breathing	26	Suicide Calls	1
Falls	22	Trauma Calls	3
Fire Standby	1	Unresponsive Patients	17
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	4	Chesterfield	2
Petersburg	3	Fort Lee	1
Prince George	2	Petersburg	3
Fort Lee	2		

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

<u>Call Type</u>	<u>Average Time of Patient Contact</u>
Priority 1	5.05 minutes
Priority 2	5.51 minutes
Priority 3	7.97 minutes

#### V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	398
Payroll Checks	673
Other	<u>173</u>
Total	<u>1,244</u>
- Eight (8) alarm citations were processed during August.
- End of Year departmental purchase order rollover procedures were completed and will be submitted to City council for budgetary approval in September. Currently completing audit procedures and work papers for the annual external audit and Comprehensive Annual Financial Report.

**Purchasing** - 275 total purchase orders were completed with 180 being processed by the purchasing and 95 departmental purchases being reviewed as compared to 247 being completed for the same period in 2008. In addition 188 check requests were prepared by departments which are not processed by Purchasing.

#### Bids Issued/Opened during the month

- Invitation #09-81002-953, Section 125 Benefits, was issued last month and opened on August 10 2009. Selection Committee is reviewing proposals received.
- Invitation # 09-82802-954, Periodical Subscription for Library, was issued on August 17, with a bid opening date of August 28.
- Invitation # 09-91102-955, Mechanical Maintenance Contract, was issued on August 2 2009, with a bid opening date of September 11.

#### Other Purchasing Activity

- Another Police vehicle was purchased, with funding coming from the Edward Byrne Memorial Justice Assistance Grant.
- Lease purchase of copy machine, utilizing a Federal Contract. (For Fire Department)
- New Server purchased from Dell, due to Assessor server crashing.
- Purchase Order issued for balancing HVAC System at courthouse (Utilizing State Contract)
- Purchase Order issued for emergency sewer line work on Carroll Avenue.
- Disconnected Summer Playground phones, with the State of Virginia.
- Surplus items donated to Goodwill
- Began the negotiations on the renewal of the Pro-Active Computer Maintenance Contract.
- Purchase order issued for the design on the next phase of the Appomattox Trail project.

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

**Risk Activity:**

General/Citizen Claims

- None

Property Claims

- A vehicle going north on the Boulevard, loss control of the vehicle, and struck an decorative light pole

Automobile Claims

- None

Incidents Reported

- None

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,456

Delinquent Notices Sent –713

Delinquent Notices Percentage 19.5%

Services cut off for nonpayment on August 11<sup>th</sup> was 128.

Additional 14 cutoffs after receiving extension in August

Work orders for August 2009

Leaks – 18

New Accounts – 73

Terminations – 82

Extensions – 79

Clean - 1

Emergency Cut Off - 0

Utility Billing Generated State Setoff Collections: August \$154.91

**VI. HUMAN RESOURCES DEPARTMENT:**

- **Advertisements**

<u>Department</u>	<u>Position</u>
Public Works	Utility Maintenance Specialist
Recreation & Parks	Skateboard Park Supervisor (Part-time)

- **Applications and Testing**

A total of fifty-seven (57) applications were received for the Utility Maintenance Specialist position in the Public Works Department.

The written tests for the Battalion Chief and Fire Lieutenant promotional processes were held on August 3, 2009.

- **Miscellaneous**

The annual Employee Recognition Luncheon was held on August 13, 2009, which recognized twenty-nine (29) employees for their continuous service with the City.

The initial panel interview phase was held for Battalion Chief on August 10, 2009, and for Fire Lieutenant on August 14, 2009.

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

- **Workers Compensation**

The following workers' compensation reports were filed during the month of August 2009:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
8/2/2009	Fire	Body fluid exposure while moving patient
8/2/2009	Fire	Body fluid exposure while moving patient
8/4/2009	Recreation	Lower back sprain while removing a cooler from van
8/11/2009	Fire	Heat exhaustion while fighting a fire in bunker gear
8/18/2009	Police	Scrapes to right hand while arresting a fleeing suspect
8/20/2009	Police	Abrasions while chasing and arresting a suspect
8/31/2009	Police	Dog bite on left, upper thigh while responding to a call

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- The City's web site had 46,427 visits in the month of August with 78,469 page views, including 3,297 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Real Estate Assessment Search, Purchasing RFPs, and Recreation & Parks.
- Citizens submitted and city staff processed 262 service requests and questions through the "Citizens Action Center" online during the month of August. The FAQs were viewed 212 times during this same period. August's e-News was distributed via email to 5,142 customers.
- The City's new central file server was installed in August, providing a significant increase in data storage capacity for all departments.

**VIII. LIBRARY:**

- ☆ The library staff circulated 29,568 titles in August.
- ☆ The public computer center was used by 2,758 patrons.
- ☆ 201 children participated in the Summer Reading Program.
- ☆ The library's meeting rooms were used 92 times.
- ☆ 3,612 residents visited the Colonial Heights Virtual Library to retrieve 385 articles from their homes and offices.
- ☆ 227 people registered for new library cards and an average of 692 patrons used the library each day.

**IX. RECREATION & PARKS:**

**Recreation & Parks**

<u>Activities</u>	<u>2008</u>	<u>2009</u>
ADULT SUMMER SOFTBALL	16 Teams	20 Teams
BACK TO SCHOOL FESTIVAL	206	360
BELLY DANCING	17	23
CARDIO KICKBOXING	25	15
CHEERLEADER REGISTRATION	101	78
COMMUNITY BUILDING ATTENDANCE	1,210	1,659
COMMUNITY BUILDING RESERVATIONS	26	28
FAMILY FLOAT NIGHT		30
FOOTBALL CAMP	41	30
FOOTBALL REGISTRATION	154	164
KARATE		15
MEALS HOME DELIVERED	165	100
OUTDOOR ADVENTURE CAMP		1
PAVILION ATTENDANCE	1,740	4,860

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

PAVILION RESERVATIONS	30	49
PETE'S PLACE (CHHS)		324
PETE'S PLACE (CHMS)		299
PETE'S PLACE (PEAK HOURS)	6:30 P.M. -8:45 P.M.	
PETE'S PLACE (TOTAL)		623
POWER PROGRAM		18
SKATEBOARD PARK	122	273
SUMMER PLAYGROUND PROGRAM		202
SUMMER SPLASH	180	163
TENNIS LESSONS		37
TUESDAY TEENS PROGRAM		11
U-10 FAST PITCH SOFTBALL		14
U-16 FAST PITCH SOFTBALL		15
VIOLET BANK MUSEUM	261	

### **Senior Citizens Center**

<b><u>Activities</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
Bingo in Center	57	124
Bob Ross Painting Class	0	3
Bowling	128	96
Club Meeting	152	166
Charlotte Talley's Oil Painting	0	4
Craft Class	0	2
Crochet & Knitting	32	48
Dance	0	96
Diana Martin's Oil Painting	0	13
Floor Exercises	116	83
Golfer's Board Meeting	0	12
Golf at Prince George	431	482
Kay's Oil painting	16	0
Kid's Make-up Class	0	3
Line Dance Class	35	28
Lunch Out	15	0
Movies	8	10
Painters Group	21	36
Party Bridge	96	96
Paddle Boat Cruise	0	36
Riverside Theater	36	36
Sandwich Social	32	32
Sing A-Long	37	45
Sing-a-long CH Health Care Center	10	11
Sit Down Exercises	236	226
Strength Training Class	193	142
Tai Chi	39	40
Tap Class Advance	70	59

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

Tap Class Beginners	41	0
Tap Class Intermediate	56	72
Terry Smith Class	12	0
Tournament Bridge	54	104
Triad Meeting	130	40
Watercolor Class	0	22
Yoga	39	82
Zoomer Boomer	243	235
Total	2,513	2,476

	<u>2008</u>	<u>2009</u>	<u>2008</u> <u>Donations</u>	<u>2009</u> <u>Donations</u>
<b>Meals</b>				
Home Del Meals	80	100	\$30.00	\$65.00
Breakfast Meals	80	100		
Bags	40	50		
Total	200	250		
<b>Transportation</b>				
Total Passengers	577	594	\$147.00	\$120.40
Total Miles	3,960	3,906		
Wheelchairs	20	22		
Volunteer Hours	18	32		

**Violet Bank Museum**

	<u>2008</u>	<u>2009</u>
Attendance	261	322

**Parks, Buildings and Grounds**

- ☆ Cleaned White Bank Park, Lakeview Park, and Ft Clifton Park, as needed.
- ☆ Washed out pavilions at White Bank Park, as needed.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Picked up trash and emptied trash cans around all ball fields and soccer fields as needed.
- ☆ Dragged and lined all baseball and softball fields as needed for practice, games, and tournaments.
- ☆ Repaired pitching mounds at Shepherd Stadium, Middle School baseball, A-field, and B-field.
- ☆ Cleaned Shepherd Stadium, Shepherd Stadium restrooms, and dugouts as needed.
- ☆ Cut grass at Shepherd Stadium, Civic field, Lakeview ball fields, A-field, B-field, as needed.
- ☆ Cut grass, trimmed, and blew off sidewalks at Wakefield Ave, War Memorial, School Board, Old church, Shuford Ave. Violet Bank, Flora Ave. Playground and Flora M. Hill Park, Battery/Hanover Island, Library, Bristol Ave., City Hall, Health Dept., and Public Safety Building.
- ☆ Cut grass and trimmed at White Bank, Ft Clifton, Lakeview Park, Edinborough Park.
- ☆ Cut grass at Soccer Complex, Skate Park, Pistol Range, Animal Shelter, and Fire Station #2.
- ☆ Performed preventative maintenance on lawnmowers.
- ☆ Moved bases and installed pitching rubber for fast pitch softball games at Lakeview #1 & 2, as needed.
- ☆ Removed temporary fence used for BIB Tournament.
- ☆ Picked up dog food from Sam’s Club and took to Animal Shelter.
- ☆ Took trash cans to new boat ramp behind Animal Shelter.
- ☆ Installed new “No Parking” signs at White Bank Park boat ramp. Old signs were vandalized.
- ☆ Lowered flags to half-staff and raised back as needed.
- ☆ Located corner pins, laid out, and painted High School football practice field, Recreation football practice field and Band practice field.
- ☆ Performed preventative maintenance and made repairs to paint machines.

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

- ☆ Installed new AED cabinet in City Hall, first floor hallway.
- ☆ Cleaned pine tags out of Courts Building's parking lots.
- ☆ Replaced broken toilet seat in women's restroom at Lakeview Park.
- ☆ Took reel mower to Smith Turf for repairs.
- ☆ Picked up mats and mini-trampoline from North Elementary and returned to Stadium storeroom.
- ☆ Rebuilt practice pitching mound and game field pitching mound on B Field.
- ☆ Moved bases in Shepherd Stadium from BIB tournament and repaired worn turf in infield.
- ☆ Repaired wind screen and gate at Civic Field.
- ☆ Cleared brush and bushes from Church parking lot.
- ☆ Repaired gate at Flora M. Hill playground
- ☆ Repaired batters boxes with field clay at Lakeview 1 and 2.
- ☆ Sprayed KillzAll and Pendulum at Parks Department Shop, Lakeview Park playground, High School softball infield, Tussing Elementary softball field, Shepherd Stadium, impound lot and volleyball court at White Bank Park, and also at Violet Bank.

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

### **Better Beginnings Coalition**

A new part time Coordinator was hired and oriented to the program and its agenda. Staff worked on research for broadening our image in the community.

### **CADRE Coalition**

CADRE Coalition hosted a Teen Dance at the new Community Center with 110 teens in attendance.

### **Community Diversion Programs**

- *Community Service Learning* had 15 youth work at a variety of tasks to complete 275 hours of Service Learning.
- *Shoplifting Diversion Program* served 33 youth and families with information regarding the consequences of stealing.
- *Parenting with Love and Limits* was completed by seven (7) teens and their parents.
- *Life Skills/Anger Management* classes were completed by six (6) youths.
- *Substance Abuse Education* was presented with one (1) youth in attendance.
- *Information /Education* 25 youth received information for the prevention of underage drinking, to include materials from multiple sources.
- *Juvenile and Domestic Task Force* met and began planning for October Press Conference.
- *Kid's After School Program (KAP)* advertised and began recruitment for students at Back to School Festival. Also began program planning and volunteer recruitment.
- *Youth Advisory Council* met in August with ten (10) members in attendance and four (4) YAC members assisted with the Back to School Festival.
- *Youth Conservation Corps* at Pocahontas State Park involved ten (10) youth who completed three (3) weeks of work and learning about conservation. This joint venture between Chesterfield Group Home and Office on Youth enabled each teen that completed the program to earn \$500.

**XI. FLEET MAINTENANCE:**

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2009	85	\$18,989.90	6	\$1,620.88
2008	103	\$24,357.71	11	\$ 3,258.78

Most of the work was normal maintenance issues. We did install a new arrow board on traffic's pickup and a new arrow stick on a utility department van. All the equipment is in for the new police cars, just waiting on the cars.

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

**Horticulture**

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

- Chesterfield Highland, Legacy Garden, Laurel Parkway, White Bank Park, Marvin Ave, Arlington Ave, School Board, Royal Oak Ave, Fire Station II, Lynchburg Ave, War Memorial, Old Town Creek Civic Sign, 2200 Boulevard, Fort Clifton, Library, Courthouse, Temple Ave at I-95, Flora Hill Park, Pickwick Ave, and the median on Temple Ave. in front of Courthouse.
- Trimmed shrubbery at City Hall, Arlington Ave, and Public Safety Building.
- Continued watering all sites each day.

Placed mulch and sprayed for weeds at the following sites:

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

**Vegetation**

*Cut and trimmed grass at the following locations:*

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| • Branders Bridge Road drainage ditch | • Old Town Drive                      |
| • Yacht Basin Drive                   | • White Bank road                     |
| • Moose Lane                          | • Sherwood Drive at Springdale Avenue |
| • Woodlawn Avenue                     | • Lakeview Avenue                     |
| • Sadler Avenue drainage ditch        | • Temple Avenue                       |
| • Snead Avenue at Ridge Road          | • North Temple Avenue                 |
| • Hamilton at Prince Albert Avenues   | • Westover Avenue                     |
| • Conduit Road                        | • West and East Roslyn Road           |
| • Guardrails on Charles Dimmock Pkwy  | • Chesterfield Avenue                 |
| • Hanover at Orchard Avenues          | • Marvin Avenue drainage ditch        |
| • Public Works Complex                | • Old Recycling Center location       |
| • Biltmore Drive drainage ditch       | • Entrance to Animal Shelter          |
| • Royal Oak Avenue                    | • Hillside Lane drainage ditch        |
| • Archer Avenue drainage ditch        | • Marvin Avenue                       |
| • Wakefield Avenue drainage ditch     |                                       |

*Trimmed limbs and/or bushes at the following locations:*

- |                             |                        |
|-----------------------------|------------------------|
| • 914 Kingston Avenue Alley | • Suffolk Avenue Alley |
| • Walnut and Snead Avenue   | • 626 Lakeview Avenue  |

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

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

- 1117 Yacht Basin Drive
- 

*Picked up litter at the following locations:*

- Temple Avenue
- West Westover Avenue
- Roslyn Road
- Chesterfield Avenue
- Branders Bridge Road drainage ditch
- Hanover at Orchard Avenues
- Wakefield Avenue
- Washington Avenue
- Archer Avenue
- Conduit Road
- Charles Dimmock Parkway
- Marvin Avenue
- Yacht Basin Drive
- Marvin Avenue drainage ditch
- Boulevard
- Royal Oak 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.
- Assisted with installation of new boat ramp at Appomattox River.
- Fabricated an asphalt ramp to shed at the City's Garage for bus tires.
- Continued monitoring drainage throughout the City.
- Assisted Horticulture Division with sites throughout the City.

### **Stormwater and Drainage**

Street Sweeper removed 72 cubic yards of debris from the following locations:

- Mount Pleasant Drive
- Cedarwood Avenue
- Community Building Parking Lot
- James Avenue
- Appomattox Drive
- Duke of Gloucester Street
- Burlington Drive
- Canterbury lane
- Pleasant Dale Avenue
- Wellington Road
- Breezy Hill Drive
- Whitehall Drive
- Woodside Avenue
- Covington Road
- Roanoke Avenue
- Highland Avenue
- Appomattox Court
- Conduit Road
- Deerwood Drive
- Lexington Drive
- Ridgecrest Lane
- Gills Drive
- Hermitage Road

Repaired catch basin, inlet top and drainage pipe at the following locations:

- East Westover Avenue at Tussing Lane
- 414 Nottingham Drive
- 313 Dick Ewell Avenue
- 

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

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

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

- Brookhill Avenue at Forest View Drive
- 613 Hamilton Avenue
- Marvin at Chesterfield Avenue
- Sherwood Drive at Boulevard
- Royal Oak Avenue Alley
- 148 Chesterfield Avenue
- 3001, 3005, 3007, 3012 and 3118
- 2219 Boulevard
- Conduit Road
- Danville Avenue
- 906 and 918 East Ellerslie Avenue

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

### **Solid Waste**

#### **RECYCLING**

- 277 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Collected \$20.00 for CFC (Freon) removal.
- Removed 1 cardboard container for recycling.
- Removed 40 cubic yards of metal for recycling.
- Removed 125 gallons Antifreeze, 650 gallons Category 1 Materials and 510 gallons used oil.
- Removed 1 cardboard container for recycling.

### **Transportation**

#### **Streets**

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

- 1140 Wicker Drive
- 922 Lakeview Avenue
- 413 Lakeview Avenue
- 1002 Conjurers Drive
- 317 Conduit Road

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

- 412 Marvin Avenue
- 1107 Shuford Avenue
- 4819 Conduit Road
- 315 Ridge Road
- 622 Charles Avenue
- Bruce Avenue
- 234 Battery Place
- Charles Avenue
- Temple Avenue
- 3106 Frederick Avenue
- 414 Nottingham Drive
- 416 Moorman Avenue
- Brandywine Court
- Nantucket Court
- 613, 618 and 624 Woodcliffe Court
- Oak at Moorman Avenues
- 107 Kennon Point Court
- 105 Conjurers Drive
- 160-162 Piedmont Avenue
- Ellis Lane in Alley
- Battery Place Church Entrance
- Lafayette at Danville Avenues
- 1002 Conjurers Drive
- 302 Hillcrest Avenue
- East Westover Avenue
- Huntington Road
- Salem Court

### **Traffic Operations**

- Signals
  - Did preventative maintenance on four (4) traffic cabinets
  - Replaced 22 LED traffic lights
  - Replaced two (2) pedestrian crossing lights
  - Replaced tether wire @Westover/Boulevard
- Signs and Markings
  - Made and put up five (5) new stop signs.
  - Made and put up 32 new high intensity street name signs
  - Made four (4) miscellaneous signs
- Street Lighting
  - Installed nine (9) ornamental street light bulbs
  - Replaced two (2) ornamental street light ballasts
  - Rebuilt eight (8) ballasts for street lights
    - Replaced two (2) arms on ornamental street light involved in accident
- Traffic Control
  - Responded to six (6) after- hours call backs for traffic lights

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

- Miscellaneous
  - Installed rebuilt cabinet at Ellerslie and Dunlop
  - Responded to two (2) GovQA requests
  - Repaired traffic cabinet from Ellerslie and Dunlop in shop. Running now.
  - Cut brush and trees around signs all over the City

### **Utilities**

#### **Wastewater**

*Responded to sewer backups at the following locations:*

- 2237 Boulevard
- 915 Floral Avenue
- 313 Norfolk Avenue
- 111 Winston Avenue
- 145 Carroll Avenue
- 317 Lafayette Avenue
- 701 Waterfront Drive

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

- 145 Carroll Ave.
- 515 Colonial Ave.
- 2701 Conduit Rd.
- 631 Ellerslie Ave.
- 111 Winston Ave.
- 622 Charles Ave.
- 4515 Conduit Rd.
- 4517 Courtland Dr.
- 701 Waterfront Dr.

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

- 145 Carroll Avenue
- 205 Winston Avenue

*Flushed sewer main line at the following locations:*

- Chesterfield Avenue @ Sancho Alley
- Tussing Lane

*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:*

- 145 Carroll Avenue
- 223 Marvin Avenue
- 1303 Yacht Basin Drive
- 4515 Conduit Road
- 522 Pinehurst Ave.

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

*Installed new pump in #1 position at Hrouda Pump Station.*

*Performed weekly preventative maintenance on methane pump at Dimmock Pump Station.*

*Pulled pump and removed debris at C&B Pump Station and Hillcrest Pump Station.*

*Tested amp draw at all pump stations weekly.*

*Removed debris from #1 and #2 pumps at Main Pump Station.*

*Miss Utility locating required 205 man hours for the month of August 2009.*

### **Water**

*Repaired water meters at the following locations:*

- 3109 Atlantic Avenue
- 101 Bruce Avenue
- 5100 Conduit Road
- 216 Norfolk Avenue
- 618 Woodcliffe Drive
- 3107 -13 Boulevard
- 313 Comstock Drive
- 315 Lakeview Avenue
- 961 Temple Avenue
- 624 Woodcliffe Drive

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

- 119 Creek Ridge

*Repaired service line break at the following location:*

- 331 Shade Tree Drive

*Repaired water main at the following location:*

- 315 Ridge Road

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

- 303 Kent Avenue
- 307 Washington Avenue
- 1140 Shuford Avenue
- 723 Waterfront Drive

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

- 2010 Franklin Avenue
- 624 Woodcliffe Drive

*Check fire hydrant for leak at the following location:*

- 139 Hillcrest Avenue

*Replaced fire hydrant at the following location:*

- 3106 Frederick Avenue

*Performed water shut down at the following location:*

- Bradsher Avenue

*Replaced or repaired water service line at the following locations:*

- 2701 Conduit Road
- 428 Dupuy Avenue
- 1140 Shuford Avenue
- 624 Woodcliffe Drive
- 4819 Conduit Road
- 2010 Franklin Avenue
- 618 Woodcliffe Drive

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

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

- 914 Conjurers Drive
- 1700 E. Dunlop Place
- 1118 Jett Avenue
- 108 Lee Avenue
- 207 Orchard Avenue
- 1200 Dunlop Farms Boulevard
- 3704 Hemlock Avenue
- 214 Kennon Point Drive
- 202 Orchard Avenue
- 1200 Wellington Road

*Performed yard maintenance at the following locations:*

- Appomattox Pump Station
- C & B Pump Station/Right of Way
- Conduit Road
- Archer Avenue Park/Right of Way
- Chesterfield Meeting Pit/Right of Way
- Conjurers Neck Pump Station

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

- 948 Ayrshire Rd.
- 2002 Blvd.
- 2960 Blvd.
- 212 Brooke Ct.
- 108 Comstock Dr.
- 225 Comstock Dr.
- 307 Comstock Dr.
- 2711 Conduit Rd.
- 401 E. Roslyn Rd.
- 200 Heron Run Dr.
- 100 Indian Rock Ct.
- 113 Kennon Ct.
- 319 Norwood Dr.
- 118 Old Brickhouse Ln.
- 184 Southgate Square
- 723 Southpark Blvd.
- 727 Southpark Blvd.
- 735 Southpark Blvd.
- 796 Southpark Blvd.
- 431 Southpark Circle
- 1054 Temple Ave.
- 119 Temple Lake Dr.
- 107 Waterfront Dr.
- 159 Waterfront Dr.
- 401 Waterfront Dr.
- 413 Waterfront Dr.
- 707 Waterfront Dr.
- 104 Woodbridge Rd.
- 203 Woodbridge Rd.
- 305 Woodbridge Rd.
- 1116 Blvd.
- 2403 Blvd.
- 3609 Blvd.
- 107 Comstock Dr.
- 120 Comstock Dr.
- 300 Comstock Dr.
- 2501 Conduit Rd.
- 1007 Conjurers Dr.
- 3630 Hawick Dr.
- 225 Honeycreek Ct.
- 3231 Jersey Ct.
- 301 Mallard Dr.
- 112 Old Brickhouse Ln.
- 206 Old Brickhouse Ln.
- 721 Southpark Blvd.
- 725 Southpark Blvd.
- 729 Southpark Blvd.
- 790 Southpark Blvd.
- 820 Southpark Blvd.
- 1891 Southpark Circle
- 107 Temple Lake Dr.
- 880 W. Roslyn Rd.
- 143 Waterfront Dr.
- 185 Waterfront Dr.
- 412 Waterfront Dr.
- 601 Waterfront Dr.
- 305 Winston Ave.
- 201 Woodbridge Rd.
- 206 Woodbridge Rd.

*Responded to dirty water complaints at the following locations:*

- 914 Conjurers Dr.
- 1700 E. Dunlop Place
- 1118 Jett Ave.
- 108 Lee Ave.
- 207 Orchard Ave.
- 1200 Wellington Rd.
- 1200 Dunlop Farms Blvd.
- 3704 Hemlock Ave.
- 214 Kennon Pt. Dr.
- 202 Orchard Ave.
- 201 Stratford Dr.

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

*Performed yard maintenance at the following locations:*

- Appomattox Pump Station
- C & B Pump Station/Right Way
- Conduit Rd.
- Dimmock Pump Station
- Hillcrest Pump Station
- Main Pump Station Right of Way
- Southpark Water Tower
- Archer Avenue/Right of Way
- Chesterfield Metering Pit/Right of Way
- Conjurers Neck Pump Station
- Dunlop Farms Pump Station
- 1-95 Right of Way (behind Kmart)
- Sherwood Hills Pump Station
- Wakefield Avenue Sewer Right of Way

*Cut water off for citizen to repair leak at the following location:*

- 200 Walnut Avenue

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

- 1018 Briarcliffe Drive
- Hillside @ Archer Avenue
- 107 Kennon Point
- Utilities
- 120 W. Westover Ave.
- 907 Jamestown Road
- 423 Norwood Drive
- 624 Woodcliffe Drive

*Cleaned meter boxes out at the request of Utility Billing at the following locations:*

- 401 Dupuy
- 216 Norfolk Avenue
- 316 Lynchburg Avenue

*Collected Water sample at the following location:*

- 925 Conjurers Drive

### **Administration**

- Attended Crater MPO meeting to review and discuss ARRA (Stimulus) projects and funding amounts.
- Met with representatives of the Commonwealth Gas Transmission Company to review and discuss City's plans for park and future development of Parcel 1 of the former landfill property. I was advised that the Company safety regulations prohibit vehicular entry onto the transmission easement except for transverse crossings. Informed the City Manager and City Planner of the Company's position.
- Met with representatives of C & W Tesco, Inc. at the Courthouse to provide direction on conducting contract work to evaluate, test and adjust the HVAC system.
- Met with representatives of CDM, Inc. to plan additional committee and public involvement for Phase II assessment of City's stormwater program.

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Richard A. Anzolut, Jr.  
City Manager

cc: Department Heads  
City Attorney  
City Clerk