

CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 2009



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Construction plans must be redesigned in house to minimize the impact to existing foliage in the park.

Bruce Avenue Drainage – Phase II –Construction contract awarded to Southern Construction. Work on Bradsher Avenue is substantially complete. Construction in Dupuy Avenue has begun. Work was suspended by the Department on December 18 for the holidays and is scheduled to begin again on January 4, 2010.

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

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

Boulevard Widening Project (North, Fifth Lane) – Within one-year maintenance period. Pavement was replaced in December. Very smooth now.

Signal Coordination UPC 77600 – CMAQ Program - 100% plan submittal have been reviewed and approved. Awaiting VDOT and Federal authorization to advertise.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Contacting individual property owners regarding impacts to specific properties.

Boulevard/Dupuy Modernization Widening Project – Survey work, preliminary design, and historic property assessments in process.

Safe Routes to Schools –Received and approved base mapping from the survey company. In-house design has begun.

Asphalt Concrete Maintenance Contract - Administered Fall 2009 pavement program.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

B. Economic Development Projects (under construction)

Walgreens – All punch list items have been completed. The one-year maintenance period has begun.

Sam's Club Expansion – All punch list items have been completed. The one-year maintenance period has begun.

Gill's Point Section 9 – The site has been stabilized for the winter. Erosion and Sediment control measures are being maintained.

Value Place Hotel – All punch list items have been completed. The one-year maintenance period has begun.

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

American Family Fitness Parking Lot Expansion – Site work to install fill material and extend the slope on the existing BMP pond is in-progress. Erosion and Sediment Control measures are being maintained.

C. Economic Development Projects (under review)

Towneplace Suites - This is a proposed six story, 127 room hotel to be located beside Comfort Suites. Updated plans have been reviewed and comments forwarded for further revisions. Staff continues to wonder if this project will advance.

North Riverview Commercial Center Phase I – This is a proposed Steak and Shake fast food restaurant. Plans have been approved and Land disturbance permit will be issued upon receipt of required forms and surety bonds. Staff believes the prospect is looking for a cheaper location.

Southlake III - This project consists of constructing two office buildings at the former "Haydt Maintenance Shop" on E. Roslyn Rd. Updated plans have been reviewed and comments forwarded for further revisions.

Old Town Creek Center (formerly A.B. Cook Farm Phase I) – This project consists of constructing two general retail single story buildings. Preliminary plan of development have received Planning Commission Approval (pending engineering requirements). Construction plans have been submitted for initial review, staff conducted a meeting with the Developer and Engineer to discuss. Awaiting resubmittal of construction plans.

American Family Fitness Building Expansion – Construction plans have been reviewed and comments forwarded for further revisions.

Right-of-way Permits:

- Issued four (4) permits
- Closed out 5 permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. No fence permits issued.
2. Six (6) sign permits issued:
 - ☆ Landmark Realty – 3500 Boulevard
 - ☆ Union First Market Bank – 3107 Boulevard
 - ☆ The Lions Mane – 2518 Boulevard
 - ☆ Commonwealth Dentistry – 456 Charles Dimmock Parkway
 - ☆ Victory Lane Auto – 3245 Boulevardj
 - ☆ hhgregg – 820 Southpark Boulevard

3. Boulevard Revitalization:
 - ☆ No activity

4. Neighborhood Revitalization:

a. 08-09 CDBG Home Repair Grant - \$86,560

\$66,242.03 Reimbursed from HUD
 \$11,545.12 Expenses pending reimbursement

\$ 1,600.00 Bid out and under contract
 \$ 3,857.50 08-09 program year balance

December activities:

Completed

- ☆ \$2,905 porch replacement

Underway

- ☆ Electrical Upgrade \$1,100

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

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

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

- ☆ \$68,000 committed to emergency repair projects.
- ☆ Funding agreements issued to 17 grantees.
- ☆ Bid package for 17 funded posted first week of January.

d. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		522
# of Dwellings registered	0	164
# of Multi-family Dwellings	0	35
# of Apts registered	0	325
TOTAL UNITS INSPECTED		229.5
Dwellings to be inspected	0	164
Multi-family dwellings	0	35
Apts to be inspected (10%)	0	32.5
Total # of Properties Sold	0	1

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

d. Rental Inspection Program (continued):

Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	0	270
Passed	0	94
Failed	0	176
Second Inspection	3	144
Passed	3	142
Failed	0	2
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	0
Passed	0	0
Failed	0	0
Failure to schedule by owners	0	0
Total Fees Collected		\$950.00
Reinspection	\$0.00	\$100.00
Late Registration	\$600.00	\$850.00
4 year Certificates Issued		
Dwellings	0	128
Apartments (no of units certified)	0	6 156

5. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	11	196
Violations	7	157
Violations resolved	3	143

b. Zoning

	Month	YTD
Total inspections	6	92
Violations	6	81
Violations resolved	0	70

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

c. Building Code

	Month	YTD
Total inspections	0	2
Violations	0	2
Violations resolved	0	2

d. House Number Violations

	Month	YTD
Violations reported	0	10
Actual violations	0	33
First letter sent	0	29
Violations abated	0	44
Summons issued	0	1
Door hangers posted	0	14
Active violations	0	4

e. Other

	Month	YTD
Total inspections	2	64
Violations	1	31
Violations resolved	0	27

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	20	123
Violations	17	109
Violations resolved	0	73

g. Tall Grass

	Month	YTD
Total inspections	0	247
Violations	0	192
Violations resolved	0	187

h. Sign Ordinance

	Month	YTD
Total inspections	4	77
Violations	4	77
Violations resolved	0	68

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	28	133
2. New Construction Inspections	119	2345
3. Permits for New Residences	0	4
4. Estimated Cost for Permits for New Residences	\$0	\$261,000
5. Permits for Commercial Construction	3	64
6. Estimated Cost for Commercial Permits	\$1,279,500	\$10,033,287
7. Plumbing Permits Issued	6	121
8. Electrical Permits Issued	4	167
9. Mechanical Permits Issued	2	72
10. Swimming Pool Permits Issued	0	7
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6
13. Court Cases	1	5

III. POLICE DEPARTMENT:

- ✓ Police responded to 3,038 calls for service during December, and we responded to 4,007 calls for service this month last year (a 24% decrease).
- ✓ We had a very nice Christmas Parade, where we were able to showcase our newly formed Honor Guard for the first time. They performed splendidly and we received many positive comments from our citizenry.
- ✓ A member of our police family retired after 28 years of service to the City of Colonial Heights and 33 years of service overall. Lt. Kenneth Stables has retired. The Mayor and City Manager made presentations at his retirement event. With Lt. Stables' retirement comes the opening of his position, which will, in turn, open a sergeant's position as well. Official notice has been posted and we expect to start the process in early 2010.
- ✓ During the month of December, our officers tallied a total of 219 criminal arrests, 19 DUI arrests, 16 drug arrests, 498 issued traffic summonses, 836 traffic stops and 130 investigated crashes. In addition, we issued 55 parking citations, 38 false alarm citations and 25 field interview reports. Our **Records Division** processed 217 incident reports, 105 Animal Control reports, 731 pawned properties, and 16 concealed weapon permits.
- ✓ The **Law Enforcement Services Bureau** activities are as follows:
 - A follow-up survey of business operators at Dunlop Village Shopping Center was done with positive results.
 - DARE instruction has been completed at all of our elementary schools and graduations are now being planned.
 - The Colonial Heights High School *Job Shadowing Program* continues as three students interested in law enforcement participated this past month.
 - The bureau completed the purchase of 13 mobile data computers for issuance to patrol officers to replace aging laptops. Best Buy gave us an unbelievably low price per unit.
- ✓ Some of the highlights from our **Detective Division** and our **Street Crimes Unit** are as follows:
 - Sr. Detective Stephanie Early is investigating an armed robbery at Movie Time as well as working with the United States Secret Service on several counterfeiting cases.
 - Sr. Detective Chris Wulff is also working with the U. S. Secret Service on a nationwide \$250,000 counterfeiting case. Sr. Det. Wulff cleared cases of an automobile theft, missing person, runaway and an assault.
 - Sr. Detective Bill Moore has cleared a \$1,800.00 grand larceny from a residence as well as several cases where checks were stolen from mailboxes and passed at various businesses.
 - Street Crimes Unit personnel conducted six (6) undercover drug buys where prescription drugs, heroin and cocaine were purchased from street level drug dealers.
 - Street Crimes personnel also conducted several larceny sting operations within Wal-Mart, Target and K-Mart due to recent and historical purse larcenies during the holidays. These resulted in one arrest.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The **Operations Division** activities are as follows:
 - The holiday season was in full swing as we maintained a high visibility rate in our shopping areas.
 - Patrol officers were involved in two (2) brief vehicle pursuits; arrests were made in both instances.
 - Lt. William Anspach completed training on *Active Shooter Response* to all of our patrol officers.
 - Our Major Accident Investigation Team (M.A.I.T.) worked a serious crash on I-95 near the Southpark exit ramp.
- ✓ Our **Auxiliary Police** officers contributed 302 hours of service throughout the month. These valuable volunteer officers tended assisted us with the Christmas Parade, traffic details, ride-alongs and field training activities.
- ✓ Our **Sentinel** volunteers donated a total of 26.5 hours of service to our community. They assisted with the Christmas Parade, Santa at Wal-Mart and other patrol matters.
- ✓ Our **Animal Control** personnel impounded 37 dogs and 14 cats. During the month of December, there were nine (9) dogs and two (2) cats returned to owners, with 18 dogs and 11 cats adopted out. Animal Control officers investigated 105 animal complaints, with no bites reported. Personnel collected fees totaling \$505.00.

Crime	December 2008	December 2009	Percentage of Increase/Decrease
Aggravated Assaults	3	1	-67%
All criminal arrests	271	219	-19%
Arson	0	0	0%
Burglaries	5	2	-60%
Calls for services	4,007	3,038	-24%
DUI arrests	26	19	-27%
Larceny	61	73	20%
Motor Vehicle Thefts	2	3	50%
Robberies	3	4	33%
Shoplifting Arrests	40	51	28%
Simple Assaults	15	15	0%
PART I (Serious) OFFENSES			
December 2009	Number Reported	Number Cleared	Percentage Cleared
	98	65	66%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 99

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Malfunction	6	Good Intent Calls	10
Assist EMS Crew	1	Hazardous Condition	1
Assist Invalid	3	Haz-Mat Release	1
Assist Police	7	No Incident on Arrival	1
Brush Fires	2	Overpressure/Overheat	1
Child Safety Seat Installations	6	Passenger Vehicle Fire	1
CO Detector Activation	1	Power Lines Down	2
CO Detector Installation	1	Public Service Assistance Calls	8
Cooking Fires	3	Smoke Detector Activation	8
Cover Assignment/Standby	3	Smoke Detector Installation	3
Dispatched then Cancelled Calls	12	Smoke Scare	3
Dumpster/Trash Fire	2	Smoke/Odor Removal	1
Electrical Wiring Problem	1	Unauthorized Burning Call	1
False Alarm	2	Vehicle Extrication	1
Gas Leak	2	Water Problem	1
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	1	Chesterfield	1
Chesterfield - EMS 1st Responder	3	Petersburg	1
Fort Lee	3		
Petersburg	1		

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 85.4% of all calls received during the month~

EMS DIVISION:

TOTAL EMS PATIENTS: 281

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	17	Motor Vehicle Accidents	19
Allergic Reaction	1	MVA/Trapped	1
Altered Level of Consciousness	3	Other Injury/Medical Calls	112
Assaults	4	Overdose Calls	2
Bite/Sting	1	Public Service Calls	3
Chest Pains	36	Strokes	2
Difficulty Breathing	31	Trauma Patients	1
Falls	31	Unresponsive Patients	16
Fire Standby	1		
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	3	Fort Lee	3
Dinwiddie	1	Petersburg	1
Petersburg	6		

IV. FIRE & EMS DEPARTMENT (CONTINUED):

<u>Call Type</u>	<u>Average Time of Patient Contact</u>
Priority 1	5.17 minutes
Priority 2	5.86 minutes
Priority 3	6.53 minutes

Training Division

Number of Classes Taught:	19
Attendees:	126
Man Hours	285

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	479
Payroll Checks	664
Other	<u>94</u>
Total	<u>1,237</u>
- Fifteen (15) alarm citations were processed during December.
- New computer server was parallel tested, and we are now live with an updated version of financial software with the exception of the tax and utility billing programs.
- Comprehensive Annual Financial Report was completed and submitted to the Government Finance Officers Association for review for the annual certification process. Year-end Comparative Cost Report for the Auditors of Public Accounts was completed and submitted. Finance assisted the auditors with reconciliation of Personal Property Taxes receivable during the Audit process and this office will, effective 1/1/2010, take over those duties from the Treasurer.
- **Purchasing** - 181 total purchase orders were completed with 129 being processed by the purchasing and 52 departmental purchases being reviewed as compared to 204 being completed for the same period in 2008. In addition 158 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
 - Invitation for Bid # 09-01802-958, issued on December 11, for Electrical Services Annual Contract. Bid opening is January 8, 2010.
- **Other Purchasing Activity:**
 - Community Development Block Grant Quote issued for miscellaneous work
 - Sealed Bid boiler plant send to Appomattox Trails Architect, for phase II.
 - Quote issued for grinding miscellaneous debris at landfill.
 - Proactive, the City's IT service vendor, contract was reviewed by City Attorney, with requested contract modifications sent to Proactive. Contract expected to be signed in January 2010.
 - Miscellaneous snow removal supplies ordered during the month.

V. FINANCE DEPARTMENT (CONTINUED):

- **Risk –**
 - **Citizen Claims:**
 - Sewer backup in Small’s Funeral Home, caused by main line being stopped up. Cost of cleanup was under \$500. VML has reimbursed Small’s Funeral Home.
 - Miscellaneous mail boxes were hit by City snow ploys, during the last snow storm. Public Works did the repairs.
 - **Property Claim:**
 - Guardrail damage on Temple Avenue. Public Works crews did the repairs.
 - **Automobile Claim:**
 - None
 - **Incidents Reported:**
 - None
 - **Utility Billing – During December:**
 - Bi-monthly Utility Bills Sent – 3,499
 - Delinquent Notices Sent – 718 Estimated
 - Delinquent Notices Percentage – 19.7%
 - Services cut off for nonpayment on December 9th was 143.
 - Work orders for December 2009:
 - Leaks – 25
 - New Accounts – 60
 - Terminations – 65
 - Extensions – 49
 - Clean – 16
 - Emergency Cut Off – 2
 - Pulled – 1
 - Utility Billing generated State setoff collections: November \$84.22

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Parks & Recreation	Recreation Superintendent
- **Applications & Testing**

The recruitment process for Police Officer (Certified) resulted in (15) applications for review and consideration.
- **Training**

City employees will complete all allocated training courses through the VML On-line University program by December 31, 2009.
- **Workers Compensation**

The following workers’ compensation report was filed during the month of December 2009:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
12-01-09	Fire	Needle stick to right hand while administering patient medicine.
12-08-09	Public Works	Lower back pain while lifting a meter box.
12-15-09	Fire	Laceration to right eye from corner post.
12-23-09	Library	Tripped and fell over phone cord bruising left knee and arm.
12-30-09	Fire	Laceration to right middle finger from florescent light.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 40,970 visits in the month of December with 67,214 page views, including 2,807 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 Adopt-a-Pet Program.
- ☆ A new page was added to the City's website for the Colonial Heights Historical Society (www.colonial-heights.com/HistoricalSociety.htm) and online registration forms were posted for the Recreation & Parks Department's Community Room and Park Pavilion rentals.
- ☆ Citizens submitted and city staff processed 214 service requests and questions through the "Citizens Action Center" online during the month of December. The FAQs were viewed 769 times during this same period.
- ☆ December's City e-News was distributed via email to 4,594 customers. In addition, Economic Development's featured e-newsletter, *Retail Buzz*, was distributed to 376 contacts.

VIII. LIBRARY:

- ☆ The library staff circulated 22,687 titles in December.
- ☆ The public computer center was used 2,391 times.
- ☆ 45 children participated in the story time reading program.
- ☆ 138 residents registered for new library cards, and an average of 548 residents used the library each day.
- ☆ The library's meeting rooms were used 105 times.
- ☆ 3,227 residents visited the Colonial Heights Virtual Library to retrieve 316 articles from their homes and offices.

IX. RECREATION & PARKS:

<u>Recreation Activities</u>		
<u>ACTIVITIES</u>	<u>2009</u>	<u>2008</u>
Belly Dance Class	2	0
Christmas Card Contest	94	210
Community Building Attendance	1750	1280
Community Building Reservations	28	24
Karate	16	17
Lunch with Santa	n/a	63
NYSCA Coaches Certification	n/a	0
Open Gym (ages 14 and under and their families)	49	n/a
Open Gym (ages 15 and older)	10	n/a
POWER	5	n/a
Santa Calling	97	332
Schools Out Trip-Bowling	9	n/a
Schools Out Trip-Movies	10	n/a
Schools Out Trip-Princes and the Frog	10	n/a
Skate Park participants	203	92
Tae Box/Aerobics	18	15
Teen Center Attendance-CHHS Students	219	n/a
Teen Center Attendance-CHMS Students	324	n/a

IX. RECREATION & PARKS (CONTINUED):

Recreation Activities

<u>ACTIVITIES</u>	<u>2009</u>	<u>2008</u>
Teen Center Attendance-CHHS Students	219	n/a
Teen Center Attendance-CHMS Students	324	n/a
Teen Center Christmas Party	60	n/a
Teen Center Midnight Madness	26	n/a
Teen Dance	n/a	115
Youth Basketball	329	332
Youth Trip-Childrens Museum/Swaders	n/a	8
Youth Wrestling	33	33

Santa's Workshop and Lunch with Santa were cancelled due to snow/ice.

Teen Center Peak Hours of Attendance (Monday thru Thursday)-4:00 p.m. to 7:30 p.m.

Teen Center Peak Hours of Attendance (Friday and Saturday)-4:30 p.m. to 9:00 p.m.

Teen Center Peak Hours of Attendance (Sunday)-1:30 p.m. to 5:00 p.m.

Senior Citizens Center Activities

<u>ACTIVITIES</u>	<u>2009</u>	<u>2008</u>
AARP	44	n/a
American Music Jubilee	36	28
Bingo in Center	86	72
Bob Ross Video Painting	0	8
Bowling	128	160
Bridge (Party)	124	124
Bridge (Tournament)	96	80
Christmas Dinner	112	n/a
Club Meeting	138	144
Cookie Day	40	8
Craft Class	6	n/a
Crochet & Knitting	48	48
Dinwiddie Holiday Concert	24	n/a
Floor Exercises	70	119
Kay's Oil Painting Class	16	n/a
Line Dance Class	17	26
Movies	0	8
Painters Group	32	48
Radio City Rockettes Trip	26	n/a
Santa's Workshop-Crafts	0	35
Sean Gleasons' Retirement Open House	100	n/a
Senior Club Reception for Sean Gleason	68	n/a
Sing-A-Long	45	26
Sing-A-Long CH Health Care Center	12	11
Sit Down Exercises	315	180
Splash of Color	0	n/a
Strength Training Class	146	142
Tai Chi	32	33
Tap Class Advance	100	40
Tap Class Beginners	0	28
Tap Class Intermediate	114	28
Watercolor	16	18
Whitehouse Tour	49	n/a
Yoga	84	97
Zoomer Boomer	212	240
Total	2336	1751

IX. RECREATION & PARKS (CONTINUED):

Meals

Bags	30	50
Breakfast Meals	60	100
Home Del Meals	60	100
Total	150	250

Donations \$65.00 \$60.00

Transportation

Total Passengers	735	575
Total Miles	2924	3401
Wheelchairs	29	18
Volunteer Hours	18	24

Donations \$125.00 \$214.00

Violet Bank Museum

	<u>2008</u>	<u>2009</u>
Attendance	118	150
Candle Light Tours		23

☆ Lakeview Elementary Choir Christmas Caroling was cancelled due to inclement weather.

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, Ft Clifton Park as needed.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Pick up trash and empty trash cans around all ball fields and soccer fields as needed.
- ☆ Cut up and removed tree blown over in storm at Animal Shelter.
- ☆ Removed benches and trash cans from Soccer Complex and put behind Stadium wall.
- ☆ Moved all goals off fields at Soccer Complex and locked them together.
- ☆ Cleaned all mowers and started to winterize.
- ☆ Cleaned shop and moved equipment to make room for parking tractors in shop.
- ☆ Nail drag, level drag, and mat drag all baseball/softball fields as needed.
- ☆ Lower flags to half staff and raised back as needed.
- ☆ Replaced worn flags as needed.
- ☆ Painted walls in Community Building.
- ☆ Painted doors and trim in Community Building.
- ☆ Blew leaves from parking lots at Courts Building and Community Center as needed.
- ☆ Blew leaves from walking path at Roslyn Landing Park.
- ☆ Removed storm debris from Lakeview Park pier and playground area.
- ☆ Raked leaves at Wakefield Park and removed.
- ☆ Clean up debris at Lakeview Park and pier after storms.
- ☆ Removed old playground equipment from Wakefield Park.
- ☆ Removed old playground equipment from Shepherd Stadium Playground.
- ☆ Graded parking area in front of Animal Shelter so water would drain.
- ☆ Installed benches at Roslyn Park and along river walk.
- ☆ Cut off water at Floral M Hill Park.
- ☆ Installed Dog Waste Stations at White Bank, Ft Clifton, and Floral M Hill parks.
- ☆ Replaced damaged doggy doors at Animal Shelter.
- ☆ Replaced worn rope on flag pole at Fire Station #2.
- ☆ Removed concrete from Shepherd Stadium playground and Wakefield playground.
- ☆ Hauled concrete to Ft Clifton pier to be used as rip rap.

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds (continued)

- ☆ Moved 2 sets of bleachers to Blvd for Christmas parade. Moved back to Soccer Complex after parade.
- ☆ Repaired turf in goal mouths at Soccer Complex.
- ☆ Removed batting cage nets from Civic field, High School baseball field, and Shepherd Stadium.
- ☆ Unloaded new playground equipment from tractor trailer and stored behind Stadium wall.
- ☆ Hung wreath at Library.
- ☆ Hung four bulletin boards in Community Center.
- ☆ Hung coat rack in Community Center.
- ☆ Replaced front tires on Kubota tractor.
- ☆ Replaced broken security lights at Shepherd Stadium.

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ YAC Activities

- 20 members attended Monthly Meeting
- Delivered items to Christmas Mother for family and elderly person
- 11 members visited Dunlop House to sing Christmas Carols
- 109 Christmas Cards sent to veterans at McGuire Hospital
- 5 people attended YAC sponsored CPR class to honor the memory of William Shields
 - ✓ 1 YAC member, 2 varsity soccer team members

➤ YAC Services Commission

- No Meeting in December

➤ Kids' After-School Program

- Family Dinner was held on December 1st with 60 family members and 6 mentors in attendance.

➤ Substance Abuse Prevention Activities

- CADRE met for Holiday celebration & planned future activities
- 21 Youth received VaABC, VASAP, MADD, State Police information when they received their driver's license

➤ Ongoing Monthly Meetings/Trainings

- Regional and Drug Free Alliance Meeting
- Inter-Agency Prevention Team- 8 students were served.
- Café Conversations with Mary Lib Morgan/Linda Hancock
- Underage Drinking Task Force
- SAFE Board Meeting

Diversion Program Participation:

➤ Parenting

- There were no scheduled classes for "Parenting with Love and Limits"

➤ Community Service

- 16 youth completed 125 hours of Service Learning

➤ Shoplifting Diversion

- 26 youth and a parent attended the Shoplifting Diversion Program

➤ Anger Management

- 5 youth completed Anger Management Classes

➤ Substance Abuse Education

- 3 youth participated in Substance Abuse Education

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2009	60	\$ 8,239.53	2	\$ 572.55
2008	70	\$12,163.03	8	\$2,564.14

A breakdown of sublet repairs by department and category is as follows:

2009-2010

<u>Repair</u>	<u>Amount</u>	<u>Percentage</u>	<u>Department</u>	<u>Amount</u>	<u>Percentage</u>
Alignment	\$1,578.55	23.511%	Police	\$2,553.51	38.032%
Towing	\$602.50	8.974%	Fire	\$1,133.32	16.880%
Glass Replacement	\$1,754.30	26.129%	Streets	\$692.60	10.316%
Radiator Repair	\$0.00	0.000%	Utilities	\$110.00	1.638%
Dealer Repair	\$100.00	1.489%	Parks	\$0.00	0.000%
Tire Repair	\$360.07	5.363%	Sheriff	\$347.55	5.176%
Exhaust	\$789.06	11.752%	Engineering	\$0.00	0.000%
Seat Repairs	\$85.00	1.266%	Schools	\$1,532.50	22.825%
Misc.	\$1,444.60	21.516%	Senior Citizens	\$0.00	0.000%
			Others	\$344.60	5.132%
Totals	\$6,714.08			\$6,714.08	

2008 - 2009

<u>Repair</u>	<u>Amount</u>	<u>Percentage</u>	<u>Department</u>	<u>Amount</u>	<u>Percentage</u>
Alignment	\$1,959.38	17.676%	Police	\$1,236.17	11.152%
Towing	\$390.00	3.518%	Fire	\$2,073.32	18.704%
Glass Replacement	\$1,889.64	17.047%	Streets	\$1,759.21	15.870%
Radiator Repair	\$140.00	1.263%	Utilities	\$290.00	2.616%
Dealer Repair	\$5,034.79	45.420%	Parks	\$520.63	4.697%
Tire Repair	\$490.00	4.420%	Sheriff	\$0.00	0.000%
Exhaust	\$0.00	0.000%	Engineering	\$654.69	5.906%
Seat Repairs	\$290.00	2.616%	Schools	\$1,221.72	11.021%
Misc.	\$891.25	8.040%	Senior Citizens	\$3,329.32	30.034%
			Others	\$0.00	0.000%
Totals	\$11,085.06			\$11,085.06	

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

Removed leaves, limbs and trash from the following sites:

- Lynchburg Avenue, Pickwick Avenue, Courthouse, Legacy Garden, War Memorial, Fire Station II, Violet Bank, Old Town Drive Civic, City Hall, Public Safety Building, Marvin Avenue, Chesterfield Avenue, Temple Avenue entrance, Library, Arlington Avenue, Flora Hill
- Picked up litter on Branders Bridge Road, and Temple Avenue,
- Assisted Street Division picking up leaves.
- Re-planted a bush on the South side of Violet Bank that had been pulled out of ground.
- Removed a tree at the corner of Springdale Avenue and Sherwood Drive.
- Continue to check all sites daily.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Vegetation

Picked up litter at the following locations:

- Temple Avenue
- Boulevard

Other

- Responded to miscellaneous request concerning dead trees/limbs, Leaves, dead animals, curb and gutters, sidewalks and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- Replaced a mailbox and post that was damaged by leaf truck at 104 Appomattox Court.
- Assisted Purchasing Department by picking up surplus computers from the Library.
- Removed snow from sidewalk for citizen at 301 Walnut Avenue.
- Cleaned equipment after snow storm.
- Removed approximately 9 cubic yards of trash from Boulevard after Christmas Parade.
- Removed a sofa from Swift Creek behind apartments on Swift Creek Lane.
- Snow program was in full operation on December 18th through 21st, 48 tons of salt and 233 tons of sand/salt mix was placed on streets throughout the City.
- Scot Rollie was promoted to Streets Heavy Equipment Operator

Stormwater and Drainage

Collected 1,833 cubic yards of leaves from the following areas:

Area 1 – Oak Hill, Shepherd Stadium, Violet Bank, Flora Hill and Westover-Snead collected 65 cubic yards.

Area 2 – Sherwood Hills, Lakeview and Toll House collected 936 cubic yards.

Area 3 – Ellerslie, Fort Clifton, Mount Pleasant and Southpark collected 832 cubic yards.

Street sweeper removed 22 cubic yards of debris from the following locations:

- Angus Lane
- Jersey Court
- Greenmeadow Court and Drive
- Shade Tree Court and Drive
- Brame Avenue
- Carroll Avenue
- Crescent Avenue
- Marvin Avenue
- Hanover Avenue
- Verbov Avenue
- Bear Chase Court
- Longhorn Drive
- Honeycreek Court
- Battery Place
- Cambridge Place
- Chesterfield Avenue
- Lundy Avenue
- Orchard Avenue
- Sadler Avenue
- Boulevard

Placed gravel on shoulder and alley at the following locations:

- 1202 Meridian Avenue
- 2004 Wakefield Avenue
- 107 Birch Avenue
- Alley behind 2113 Franklin Avenue

Removed debris from catch basins and drainage pipes at the following locations:

- Bruce Avenue
- 555 Roslyn Avenue
- Dupuy Avenue at Battery Place
- 919 Jamestown Road
- 1907 Wakefield Avenue
- Piedmont Avenue

Solid Waste

Recycling

- 111 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Collected \$10.00 for removal of Freon.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

Streets

Placed Asphalt in potholes at the following locations:

- Conduit Road at Edinborough Drive
- Meridian at W. Westover Avenues
- Meridian at Dupuy Avenues
- Temple Avenue at BP Station
- Westover Avenue at Tussing Lane
- 1907 Wakefield Avenue
- Sherwood at Forest View Drives
- Meridian at Roanoke Avenues
- Conduit Road N. Bound Lane
- Boulevard at WAWA
- Piedmont Avenue

Traffic Operations

- Signals
 - Did preventative maintenance on four (4) traffic cabinets
 - Replaced three (3) LED traffic lights
 - Replaced five (5) pedestrian crossing lights
 - Replaced bad ped push button @ Dunlop Farms Blvd.
 - Repaired Opti-com at James Ave.
- Signs and Markings
 - Made and put up five (5) new stop signs.
 - Made and put up 28 new high intensity street name signs
 - Made 14 signs for Parks and Rec.
- Street Lighting
 - Installed two (2) ornamental street light bulbs
 - Replaced one (1) ballast on ornamental street light ballasts
 - Replaced 2 broken globes on street lights.
- Traffic Control
 - Responded to five (5) after- hours call backs for traffic lights
- Miscellaneous
 - Responded to 3 GOV QA questions
 - Put out barricades, barrels, signs and cones for Christmas parade.
 - Worked at Christmas Parade.
 - Worked 12/18/09, 12/19/09 and 12/20/09 for snow duty.
 - Counted and measured all loops on Dimmock and on Southpark.
 - Put up Drive with Care signs on Lee Ave. for child safety.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- Animal Shelter
- 3640 Blvd.
- 701 Fairfax Ave.
- 3220 Glenview Ave.
- 901 Lakewood Dr.
- 305 Plumtree Ave.
- 102 Suffolk Ave.
- 407 Winston Ave.
- 2019 Blvd.
- 118 Charlotte Ave.
- 1000 Forestview Dr.
- 708 Lakeview Ave.
- 225 Piedmont Ave.
- 216 Royal Oak Ave.
- 102 Winston Ave.

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

- 118 Charlotte Ave.
- 701 Fairlie Rd.
- Public Works
- 2105 Wakefield Ave.
- 102 Winston Ave.
- 1125 Elmwood Dr.
- 210 Norwood Dr.
- 1107 W. Roslyn Rd.
- 107 Waterfront Dr.
- 104 Winston Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Camera sewer main/lateral at the following locations:

- 118 Charlotte Ave.
- 1261 Dana Ln.
- 2105 Wakefield Ave.
- 3702 Conduit Rd.
- 216 Royal Oak Ave.

Flushed sewer main line at the following locations:

- 3420 Blvd.
- 201 Danville Ave.
- 100 Lafayette Ave.
- 201 Newcastle Dr.
- Conduit Rd. @ Stuart Ave.
- 1000 Forestview Dr.
- 206 Lafayette Ave.
- 505 Springdale Ave.

Repaired sewer manholes, tops and inverts at the following locations:

- 100 Highland Ave.
- Piedmont Ave. @ Meridian Ave.
- 100 Laurel Parkway

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 locations:

- Archer Ave.
- 100 Blk. Piedmont Ave.
- 113 Sadler Ave.
- 613 Old Town Dr.
- 1206 Pleasant Dale Ave.
- 1900 Blk. Wakefield Ave.

Repaired utility cut at the following location:

- Honeycreek Ct.

Distributed rat bait in manhole at the following location:

- 304 W. Westover Ave.

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

- 502 Windmere Dr.

Performed preventative maintenance at the following pump stations:

- C&B Pump Station
- Hillcrest Pump Station
- Conjurers Neck Pump Station

Responded to alarms at the following location:

- Appomattox Pump Station

Contracted Standby System to replace gas regulator for generator at Hillcrest Pump Station.

Replaced cut-off float at Conjurers Neck Pump Station.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Pump #2 failure at C&B Pump Station and have requisitioned for new replacement pump.

Cleared debris from pump #1 and #2 weekly at Main

Used Vac-Con Truck to remove heavy debris from wet well at Dimmock Pump Station.

Shimmed bearings and shaft at Methane Pump (Dimmock Pump Station) bi-weekly.

Miss Utility locating required 136 man-hours for the month of December 2009.

Water

Replaced water meters at the following locations:

- 124 Briarcliffe Ct.
- 220 Honeycreek Ct.
- 314 Kennon Point Dr.
- 502 Moorman Ave.
- 224 White Sand Ct.
- 152 Chesterfield Ave.
- 224 Honeycreek Ct.
- 628 Lakeview Ave.
- 219 Old Brickhouse Ln.

Set meter for new construction at the following location:

- 115 Creek Ridge Place

Repair service line break at the following locations:

- 118 Bluffs Ct.
- 212 Conduit Rd.
- 224 Honeycreek Ct.
- 517-521 MacArthur Ave.
- 410 Cameron Ave.
- 117-119 Conjurers Dr.
- 331-342 Kingfisher Way
- 205 Norwood Dr.

Repair main line water break at the following locations:

- 135 Chesterfield Ave.
- 715 Old Town Dr.
- 411 Lyons Ave.

Responded to meter leak complaint at the following locations:

- 626 Fairlie Rd.
- 2106 Snead Ave.

Repaired or raised meter box at the following locations:

- 660 Battery Place
- 410 Cameron Ave.
- 208 Crestwood Ave.
- 605 Hamilton Ave.
- 312 Branders Bridge Rd.
- 152 Chesterfield Ave.
- 401 Fairfax Ave.
- 2106 Snead Ave.

Install or replace meter setter at the following locations:

- 617 Blvd.
- 220 & 224 Honeycreek Ct.
- 152 Chesterfield Ave.
- 502 Moorman Ave.

Repaired water service at the following locations:

- 152 Chesterfield Ave.
- 224 Honeycreek Ct.
- 912 Lakewood Dr.
- 502 Moorman Ave.
- 305 Fairfax Ave.
- 238-242 Honeycreek Ct.
- 916 Meridian Ave.
- 313 Shade Tree Dr.

Abandon old water service line at the following location:

- 224 Piedmont Ave.

Performed water shut off at the following locations:

- Dupuy Ave.
- 701 Old Town Dr.
- Honeycreek Ct.

Replaced valve box top at the following location:

- North end of Blvd.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Backflow/Cross Connection Survey at the following locations:

- 205-219 Archer Ave.
- 2600 Blvd.
- 3523 Blvd.
- 212 Brooke Ct.
- 103 Buckingham Dr.
- 230 Comstock Dr.
- 318 Comstock Dr.
- 2600 Conduit Rd.
- 1013 Conjurers Dr.
- 108 Creek Point Ct.
- 127 E. Ellerslie Ave.
- 3110 Greenwood Ave.
- 212 Heron Run Dr.
- 255 Jennick Dr.
- 113 Kennon Ct.
- 308 Kennon Pointe Dr.
- 313 Kingfisher Way
- 337 Kingfisher Way
- 212 Old Brickhouse Ln.
- 1225 Riveroaks Dr.
- 1106 Roslyn Rd.
- 830 Southpark Blvd.
- 165 Southpark Circle
- 1040 Temple Ave.
- 1156 Temple Ave.
- 130 Watercress Ct.
- 185 Waterfront Dr.
- 306 Waterfront Dr.
- 400 Waterfront Dr.
- 512 Waterfront Dr.
- 202 Woodbridge Rd.
- 1204 Blvd.
- 3424 Blvd.
- 3630 Blvd.
- 213 Brooke Ct.
- 212 Clements Ct.
- 248 Comstock Dr.
- 2501 Conduit Rd.
- 1001 Conjurers Dr.
- 107 Creek Point Ct.
- 100 Dunlop Circle
- 831 E. Ellerslie Ave.
- 107 Heron Run Dr.
- 109 Indian Rock Ct.
- 106 Kennon Ct.
- 299 Kennon Pointe Dr.
- 307 Kingfisher Way
- 336 Kingfisher Way
- 105 Lakewater Ct.
- 3843 Perthshire Ln.
- 157 Roanoke Ave.
- 204 Southgate Square
- 6 Southpark Circle
- 1857 Southpark Circle
- 1054 Temple Ave.
- 301 Temple Lake Dr.
- 113 Waterfront Dr.
- 200 Waterfront Dr.
- 312 Waterfront Dr.
- 500 Waterfront Dr.
- 600 Waterfront Dr.

Responded to dirty water or low pressure complaints at the following locations:

- 506 Braxton Ave.
- 207 Hamilton Ave.
- 1110 Duke of Gloucester St.
- 798 Southpark Blvd.

Cut water off/on for Citizens at the following locations:

- 321 Jefferson Ave.
- 307 Shade Tree Dr.
- 401 Joe Johnson Ave.
- 218 West Ellerslie Ave.

Pulled meter for utility billing at the following locations:

- 2501 Conduit Rd.
- 1903 Franklin Ave.

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

- 310 Branders Bridge Rd.
- 312 Branders Bridge Rd.

Responded to miscellaneous water calls at the following locations:

- 107 Bluffs Ct.
- 4518 Conduit Rd.
- 2107 Franklin Ave.
- 328 & 330 Kent Ave.
- 714 Old Town Dr.
- 323 Washington Ave.
- 3107-15 Blvd.
- 2102 Franklin Ave.
- 224 Honeycreek Ct.
- 300 Kingfisher Way
- 207 Richmond Ave.
- 141 Windsor Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

One on the job injury, employee on restricted duty from 12/8/09 until present.

Performed snow removal from all intersections on City streets.

Performed snow removal from sidewalks and parking lots at the following City locations:

- City Hall
- Fire Station 1
- Library
- Courthouse
- Fire Station 2
- Public Safety Building

Administration

- Administrative staff continued cross training in each other's responsibility center in anticipation of position reduction caused by retirement of an employee.
- Attended meeting of the Central Virginia Management Authority in Richmond. The Board approved the 2010-2011 operating budgets.
- Met with Southern Construction staff to review progress on stage 2 construction work on Dupuy Avenue. Suspended work from Dec. 18 through January 3.
- Met with representatives of CFS Corp. to discuss qualifying contaminated soil as cover or waste at the Petersburg Landfill.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk