

CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2008



I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Plans have been received and are in the review process. A meeting was held by staff at the site to discuss alternative proposals. An estimate has now been received from the consultant.

Fort Clifton Amphitheater Seating Improvements – This project has been temporarily set aside pending funding and completion of the White Bank Park project plans. Conceptual plans have been received.

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

Boulevard Clock Tower and Message Center–Negotiating contract scope and fee with Commonwealth Architects .

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

Bruce Avenue Drainage – Phase II - Consultant preparing service proposal to revise plans incorporating additional infrastructure replacements and construction in two phases – Phase IIA and Phase IIB.

Lexington Drive Storm Drain Outfall – On hold pending the starting date for the Assistant Director in the Engineering Division (same as last month).

Yacht Basin Drive Storm Drain Outfall – On hold pending the starting date for the Assistant Director in the Engineering Division (same as last month).

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

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

I. ENGINEERING DEPARTMENT (CONTINUED):

A. Capital Improvement Projects (Continued):

Boulevard Widening Project (North, Fifth Lane) – Provide VDOT with supporting data (UST and T&E) for environmental due diligence certifications.

Landfill Entrance Road Realignment – Tracked down contact information Mr. Rod Williams, new Wal-Mart realty agent through local and regional organization. Left two messages asking him to call.

Right Turn Lane on Southpark Boulevard (front of Wal-Mart) – On hold pending the starting date of the Assistant Director in the Engineering Division (same as last month).

Boulevard/Government Center Enhancement – Federal Aid, SAFETEA-LU Enhancement Program – Negotiating contract scope and fee with Timmons Group.

Boulevard Widening Project (Westover to Windsor, Fifth Lane) – Federal Aid, CMAQ Program – Received response from VDOT LAD that MPO must approve program adjustment to consolidate this project with revenue project below.

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

Boulevard Signal Coordination Project (Sherwood Drive to Temple Ave.) – Federal Aid, CMAQ Program –Requested VDOT to provide information to scope RFP.

Dupuy Intersection Improvement – Awaiting notice to proceed with development.

B. Economic Development Projects (under construction)

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

Olive Garden - A final inspection has been held and punch list items forwarded. All but three items on this list have now been completed. Staff has not yet received confirmation of a grand opening.

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

Tussing Elementary School Addition - Site work and building work is continuing. Approved revision to the waterline system. Storm sewer, water and sewer line work is continuing. Erosion and sediment control items are being maintained.

A.B. Cook Farm Erosion and Sediment Control Plan - The final site inspection punch list items have been completed with the exception of replacing the buffer. This is still being coordinated (same as last month). Note that a grading plan has now been submitted that will level out the land within the area that has been cleared.

I. ENGINEERING DEPARTMENT (CONTINUED):

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

Dunlop House Assisted Living, Phase II - Site grading, curb and gutter, storm sewer, and waterline installation continuing.

Southpark Mall Food Court - Work is complete.

C. Economic Development Projects (under review)

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

School Maintenance Building - This building will be constructed behind Lakeview Elementary School. The plans have been reviewed and we are now awaiting the consultant's response comments. The consultant is currently preparing a Floodway Study with the intention of remapping the floodway in the site area (same as last month).

Walgreens - An updated plan has been reviewed and comments forwarded to the developer.

Boulevard Shoppes Subdivision - This subdivision plat has been reviewed and has now been recorded.

Gill's Point Section 9 - Updated plans have been reviewed. We are now awaiting the final set of drawings.

Wachovia Bank, N.A. Branch Expansion - Updated plans have been received and are being reviewed.

Sam's Club Expansion - The plan of development has been reviewed and we are now awaiting an updated set of plans.

Ariya Family Chiropractic Center - Plans are now complete and will be approved upon receipt of bonding, etc.

Denny's - Site is located beside the Olive Garden. Plan has been received and conceptual comments submitted to the Planning Commission Agenda package. A thorough review of the plan will be made by this office in the near future.

Entrance Plan 407, 411, 415 Boulevard - Single sheet plan to install an entrance onto the Boulevard at the vacant lot beside the former Salvation Army Building (now being leased by the Colonial Heights Baptist Church). Plan has been reviewed and comments forwarded.

Miscellaneous comments:

- Reviewed the proposed Safe Routes To School Plan
- Met with developers looking into developing lots on the undeveloped Mt. Pleasant Drive.
- Received conceptual sketch for Norris Jones Office Building on Cloverhill Ave.

Right-of-way Permits:

- Issued nine permits and closed out one permit for the month of February.

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Five (5) fence permits issued.
2. Five (5) sign permits issued:
 - ☆ EVB – 3400 Boulevard
 - ☆ Moxie Salon & Spa – 2316 Boulevard
 - ☆ Old Town Creek – 107 New Castle Drive
 - ☆ VCA Animal Care Associates – 2403 Boulevard
 - ☆ Blue’s Place – 1702 Boulevard
3. Boulevard Revitalization –
 - ☆ Phase V – 22 applications received, 18 recommended for approval – March City Council agenda.
4. Neighborhood Revitalization:
 - a. **2006-7 CDBG Home Repair Grant:**
 - ☆ All jobs finished
 - b. **2007-8 CDBG Home Repair Grant:**
 - ☆ 1 plumbing & related accessibility job is complete
 - ☆ 1 additional plumbing job is complete
 - ☆ 1 termite treatment has been completed
 - ☆ 6 roofing jobs have been completed
 - ☆ 7 electric jobs have been completed
 - ☆ 1 heating and air job has been completed
 - ☆ Miscellaneous carpentry jobs specs are being prepared
 - c. **Rental Inspection Program:**

Item	Month	YTD
TOTAL UNITS REGISTERED		47
# of Dwellings registered	16	46
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		47
Dwellings to be inspected	16	46
Multi-family dwellings	0	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold	0	2
Failure to Register Letters	5	65
Answers Received	60	60
First Inspections made	23	31
Passed	9	10
Failed	14	21

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

c. Rental Inspection Program (Continued):

Item	Month	YTD
Second Inspection	0	37
Passed	0	35
Failed	0	2
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	0
Passed	0	0
Failed	0	0
Failure to schedule by owners	0	0
Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$350.00	\$1250.00
4 year Certificates Issued		
Dwellings	9	45
Apartments (no of units certified)	0	0

5. Zoning/ Property Maintenance complaints investigated-

a. Property Maintenance

	Month	YTD
Total inspections	33	53
Violations	30	47
Violations resolved	20	34

b. Zoning

	Month	YTD
Total inspections	12	28
Violations	12	28
Violations resolved	10	20

c. Building Code

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

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

d. Other

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

e. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	16	26
Violations	13	22
Violations resolved	9	18

f. Tall Grass

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

g. Sign Ordinance

	Month	YTD
Total inspections	0	1
Violations	0	0
Violations resolved	0	0

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	2	6
2. New Construction Inspections	272	494
3. Permits for New Residences	5	5
4. Estimated Cost for Permits for New Residences	\$0	\$835,000
5. Permits for Commercial Construction	6	15
6. Estimated Cost for Commercial Permits	\$293,399	\$3,533,938
7. Plumbing Permits Issued	13	27
8. Electrical Permits Issued	23	37
9. Mechanical Permits Issued	16	29
10. Swimming Pool Permits Issued	0	1
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6

III. POLICE DEPARTMENT:

- ✓ Total calls for service in February, 2008, show an increase of 11.43%, going from 3,568 calls for service in 2007 to 3,976 in February, 2008.
- ✓ There were 58 Part I, or serious, crimes reported to the Colonial Heights Police Department in February. Thirty-one (31) of those, or 53.45%, have been cleared.
- ✓ Our Records Division processed 204 arrest reports, 51 Animal Control reports, 33 field interviews, 208 incident reports, 424 pawned properties, and 804 traffic summonses, along with a variety of other reports, totaling 2,057 reports.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ This past month, Investigators worked with school administrators to identify a high school student who made threats against the school through an internet chat room. The cooperation from both parties resulted in the quick identification and apprehension of that subject. The officers working on the case received many positive comments from the public.
- ✓ Our Law Enforcement Services Division has been very busy on a variety of duties. They are in the process of organizing a *Neighborhood Watch Program* in Sherwood Hills. There appears to be some interest from some of the citizens in the neighborhood. A new class of Sentinels began training this past month. Eight (8) citizens have joined the volunteer program. They appear to be a very dedicated and committed group that will help us in the future. These volunteers continue to assist with the Colonial Heights TRIAD, and have placed the speed trailer out at several locations, to include: River Oaks Drive, Dale Avenue, Woodlawn Avenue and Swift Creek Lane. Our speed pads have been utilized on Chesterfield Avenue and Stratford Drive.
- ✓ This past month, the Detectives have cleared a variety of cases, to include an alleged sexual assault that was unfounded; a strong armed robbery where petitions for a juvenile have been obtained; a burglary with a larceny of a firearm where petitions have been obtained; and an aggravated sexual assault of a juvenile. In the latter, indictments are pending for the stepfather. We also currently have armed robbery warrants for a resident in Petersburg. Detectives are still currently investigating a home invasion where the victim was assaulted. We believe this case to be one of mistaken identity.
- ✓ School Resource Officer Derek Pattison and Sr. School Resource Officer Renee Walters continue to investigate several residency issues. Officer Pattison has obtained warrants for false enrollment in one case. Senior Officer Walters assisted the Department of Social Services with the removal and alternate home placement of two students.
- ✓ Our Patrol Division tagged 41 inoperative vehicles during the month of February, while several inoperative street lights were reported to Dominion Power for repair.
- ✓ During the month of February, a total of 804 traffic summonses were issued and 773 warnings were given by the Patrol Division officers. A total of 44 felony charges and 80 misdemeanor charges were also issued during the month of February. A total of 86 parking citations were issued, 32 DUI arrests were made, and 83 crashes were reported. A total of 169 new cases were assigned to Patrol officers for investigation, and 105 cases have been cleared, or 62%. The detectives were assigned a total of 21 new cases for investigation and, of those, 17 cases, or 80%, have been cleared.
- ✓ The Animal Control Division impounded 37 dogs and seven (7) cats. During the month of February, 21 dogs were returned to their owners, with 13 dogs and five (5) cats being adopted out. Members of the community surrendered four (4) dogs and four (4) cats to the shelter. Animal Control Officers investigated one (1) dog bite and two (2) cat bites. At the end of the month, Animal Control investigated a total of 190 complaints, three (3) summonses were issued and a total of \$697.00 in fees was collected.
- ✓ Our Auxiliary officers donated a total of 453 hours to court appearances, meetings, sporting or civic events, extra duty, traffic details and other duties as assigned. Sentinel volunteers donated a total of 49 hours.

III. POLICE DEPARTMENT (CONTINUED):

<u>Crime</u>	<u>Feb-07</u>	<u>Feb-08</u>	
Aggravated Assaults	3	2	100.00%
Arson	0	1	100.00%
Burglaries	2	2	0.00%
Calls for Service	3,568	3,976	11.43%
DUI Arrests	23	32	39.13%
Larceny	55	37	-32.73%
Motor Vehicle Thefts	1	2	100.00%
Robberies	1	2	100.00%
Shoplifting Arrests	29	14	-51.72%
Simple Assaults	12	11	-8.33%
All Criminal Arrests	210	204	-2.86%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 124

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Malfunctions	14	Hazardous Investigations	2
Assist Invalid Calls	2	Natural or LPG Gas Leaks	5
Assist Police Calls	1	No Incident on Arrival	1
Bomb Scare/No Bomb	1	Power Lines Down	5
Brush Fires	7	Public Fire Education	1
Building/Structure Fires	4	Public Service Assistance Calls	11
Child Safety Seat Installations	10	Short Circuit (wiring) Calls	4
Cooking Fire	1	Smoke Detector Activation	6
Cover Assignment Call	6	Smoke Detector Installations	2
Dispatched then Cancelled Calls	22	Smoke Scare/Odor Removal	2
Electrical Equipment Problems	1	Vehicle Fires	2
Good Intent Calls	11	Water Evacuation	1
Hazardous Conditions/Other	2		
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	1	Chesterfield	4
Chesterfield - EMS 1st Responder	4	Petersburg	1
Dinwiddie	1		
Fort Lee	1		
Petersburg	3		

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 84.4% of all calls received during the month~

IV. FIRE & EMS DEPARTMENT (CONTINUED):

EMS DIVISION:		TOTAL EMS PATIENTS: 294	
<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	12	MVA/Patient Trapped	1
Allergic Reactions	1	MVA/Pedestrian	1
Altered Level of Consciousness			
Calls	6	OB/GYN	3
Assaults	7	Other Injury/Medical Calls	127
Bite/Sting	1	Overdose Calls	2
Chest Pains	33	Public Service Calls	4
Difficulty Breathing	34	Strokes	5
Falls	25	Suicides	3
Fire Standby Calls	1	Trauma Patients	1
Motor Vehicle Accidents	12	Unresponsive Patients	15
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	4	Chesterfield	2
Dinwiddie	1	Fort Lee	4
Fort Lee	1	Petersburg	2
Hopewell	2		
Petersburg	8		
Prince George	2		

~Patient contact was established in 8 minutes or less from the time of dispatch on 85.5% of all calls received during the month~

Training Division

Number of Classes Taught:	22
Attendees:	162
Man Hours	533

V. FINANCE DEPARTMENT:

• Checks processed: General Fund	382
Payroll Checks	629
Other	<u>88</u>
Total	<u>1,099</u>

Thirteen alarm citations were processed during February.

- **Purchasing** - 192 total purchase orders were completed with 129 being processed by the purchasing and 63 departmental purchases being reviewed as compared to 232 being completed for the same period in 2007.

<u>Proposal/Bid</u>	<u>Published</u>	<u>Opens/Opened</u>
Mechanical Maintenance Services	1/29/2008	2/20/2008
Information Tech Services	12/31/2007	2/12/2008
Rewriting of Emergency Operations Plan	2/21/2008	3/14/2008
Community Building Architectural Serv.	2/21/2008	3/6/2008
Fire Department Ceiling	2/29/2008	3/19/2008

V. FINANCE DEPARTMENT (CONTINUED):

Telephone consultant needs assessment departmental meeting held.
Vendor selected for citizen request management system.
Vendor was chosen for aerial survey of Vocational School recreation area.
Current Mechanical Maintenance Services contractor retained bid.
Contract signed for Appomattox Trail project.
Fire work vendor selected.
Upgrade of Courthouse Security Cameras started.
Quote for tree trimming issued.
Security project meeting for Council Chambers was held with Chesterfield County personnel.

Bids/RFPs Pending:

Waiting on contract documents from vendor:
Clock Tower
Government Center & Boulevard Enhancements

- **Risk –**
 - **General** – Vehicle damaged by City toolbox while traveling in work zone.
 - **Auto** – Office on Youth received minor damage while parked on street by vehicle driving in opposite direction.
 - **Property –**
 - 1) Hit & run vehicle that struck speed limit sign on Conduit Road was later located and charged.
 - 2) Vehicle on W. Roslyn Road struck ditch line & damaged culvert that will be replaced by City crews.
 - 3) Tennis Court fence was brought down by high winds, and has been fixed.
- **Utility Billing** – During February:
 - Bi-monthly Utility Bills Sent – 3,451
 - Delinquent Notices Sent – 600
 - Delinquent Notices Percentage – 16.4%
 - Services cut off for nonpayment – 131

VI. HUMAN RESOURCES DEPARTMENT:

• **Advertisements**

<u>Department</u>	<u>Position</u>
Police	Police Officer (Certified)
Police	Police Officer Recruit
Public Works	Public Works Technician
Recreation & Parks	Skateboard Park Supervisor (Part-time)
Recreation & Parks	Summer Playground Program (Part-time)

• **Applications & Testing**

Total applications received for each of the following position recruitments:

Police Officer (Certified)	8
Police Officer Recruit	4
Public Works Technician	24
Skateboard Park Supervisor (Part-time)	1

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

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

<u>Orientation</u>	<u>Exit Interview</u>
Mike Foster – Police Officer (Certified)	Christopher Dycus –
Adam Brandeberry – Police Officer (Certified)	EMS Firefighter
Rodney Capati – EMS Firefighter Recruit	
Brian Roach – EMS Firefighter Recruit	
Victoria Shelton – EMS Firefighter Recruit	
Geoffrey Turner – EMS Firefighter Recruit	

The annual OSHA 2008 summaries were distributed to departments on February 1, 2008 for posting throughout City buildings from February 1 – April 30, 2008.

The first annual Employee of the Year Dinner was held on February 11, 2008. Eileen Drake, Recreation Specialist II in the Recreation & Parks Department, was selected as the Employee of the Year 2008

Participated in two Virginia Employment Commission telephonic fact-finding hearings for unemployment benefit determinations on February 14 & 15, 2008.

- **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
02-11-08	Police	Right arm muscle pulled while handcuffing a subject.
02-15-08	Fire	Lower back pain while cleaning floor.
02-26-08	Recreation & Parks	Strained lower back picking up plans from floor.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 39,765 visits in the month of February with 74,407 page views, including 2,514 visits to the City job listings page. The top five pages visited after the home page were: Library, Job Listings, Citizens Online Help Desk, Real Estate Assessment Search, and Recreation & Parks.
- ☆ The City of Colonial Heights Foundation website was launched on February 27 and can be viewed at www.colonialheightsfoundation.org. A web presence is also planned for the Colonial Heights Appomattox River Trails System (C.H.A.R.T.S.).
- ☆ The City awarded a contract to GovQA in February for the new web-based Citizens Request Management System, with employee training to begin next month.
- ☆ IT personnel participated in an Electronic Payments Portal presentation by representatives from Virginia.gov on February 6, with follow-up meetings scheduled for March. IT personnel also visited Sussex County for a demonstration of the Library's planned upgraded software system which will be web-based to provide extended patron features.

IX. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ The City's telephone system consultants, Walton & Walton Associates, conducted employee interviews on February 26 to gather requirements from every office in the City for the new telecommunications system.
- ☆ The Information Technology Services Support RFP closed on February 20, with seven vendors submitting proposals. This is the RFP to possibly replace Code Blue, our current contractors.

VIII. LIBRARY:

- ☆ The library staff circulated 26,641 titles in February.
- ☆ The public computer center was used 2,037 times.
- ☆ 245 residents registered for new library cards, an average of 613 residents used the library each day.
- ☆ The library's meeting rooms were used 87 times.
- ☆ 77 preschoolers attended the library's story hour.
- ☆ 2,206 residents visited the Colonial Heights Virtual Library to retrieve 973 articles from their homes and offices.

IX. RECREATION & PARKS:

<u>Activities</u>	<u>2008</u>	<u>2007</u>
2007 VRPS Management Conference at Hilton Garden Inn	n/a	103
Aerobics	n/a	9
Atlantic City, NJ Trip	104	49
Belly Dancing	18	13
Cardio Kick Boxing	33	13
CH Middle School Dance	139	101
Circus	34	16
Community. Building Reservations	29	25
Community. Building. Attendance	1061	990
Home Delivered Meals	135	150
Karaoke	n/a	72
Karate	17	n/a
Meals Served at Center	0	0
Number of People Using Van	622	616
NYSCA Coaches Certification	n/a	n/a
Open Gym	330	312
Optimist Tri-Star Basketball	n/a	43
Saturday Painting Class	10	4
Senior Citizen Attendance	2,076	1,850
Van Drivers-Volunteer Hours	41	12.5
Van Mileage	3,095	3,240
Violet Bank Museum	157	91
Youth Basketball League	353	352
Youth Wrestling	22	34

Kim Trotter is working on a Back to School Festival for Youth in the Fall.
Application for \$368.00 Bike Smart Virginia Bicycle Helmet/Rode Mini Grant accepted.

IX. RECREATION & PARKS (CONTINUED):

<u>SENIOR CITIZEN CENTER</u>	total for month	
Activities	2008	2007
AARP	70	53
Atlantic City	104	50
Bingo in Center	50	56
Bowling	216	260
Club Meeting	275	112
Craft Class	12	12
Crochet & Knitting	60	52
Diana Martin Oil Painting Class	10	4
Floor Exercises	145	72
KAP	30	N/A
Karaoke	N/A	72
Line Dance Class	66	47
Lunch Out	n/a	19
Movies	10	3
Painters Group	27	48
Party Bridge	140	128
Riverside Theater	39	24
Sandwich Social	25	14
Sing A-Long	30	56
Sing-a-long CH Health Care Center	10	15
Sit Down Exercises	192	159
Strength Training Class	207	278
Tai Chi	28	24
Tap Class Advance	55	103
Tap Class Beginners	25	51
Tap Class Intermediate	88	n/a
Tournament Bridge	100	64
Triad Meeting	50	23
Watercolor	12	6
Total	2076	1850
Meals (Donation)	\$50.00	\$45.00
Bags	30	30
Breakfast Meals	60	60
Home Del Meals	45	60
Site Meals	0	0
Total	135	150
<u>Transportation (Donation)</u>	\$236.50	
Total Miles	3095	3240
Total Passengers	622	616
Volunteer Hours	41	12.5
Wheelchairs	20	42

IX. RECREATION & PARKS (CONTINUED):

Violet Bank Museum

	<u>2008</u>	<u>2007</u>
Attendance	157	91

- ☆ Upgraded Fire and ADT Security Systems at Museum.
- ☆ Researched and text generation/documentation of collection additions.
- ☆ Working on interior and plaser restoration.
- ☆ Planning and costuming for planned events listed below.
- ☆ Had roofer back to Museum to look at doing roof work.

Displaying and participating in the following programs and locations:

March 29 & 30	Southside Virginia heritage Days, Sutherland, VA
April 5	Tredegar Civil War Days, Richmond, VA
April 5	Confederate Heritage Day, Chesterfield, VA
April 12	Ettrick Festival
April 19	Battersea, Battle of Petersburg

Parks, Buildings and Grounds

- ☆ Took two zero turn lawn mowers to Conner's Small Engine for preventative maintenance.
- ☆ Installed park bench in front of Library.
- ☆ Repaired holes in wall of bathroom and meeting room at Library. Painted repair spots.
- ☆ Power washed brick wall sign and sidewalk at Courts Building.
- ☆ Cleaned parks (every day) and around ball fields (as needed).
- ☆ Picked up trash around municipal building complexes (daily).
- ☆ All employees attended ICS Training.
- ☆ Blew and remove leaves at White Bank Park.
- ☆ Cut down two dead trees at White Bank Park.
- ☆ Edged Shepherd Stadium infield and removed grass.
- ☆ Cut shelves and relocated five file drawer cabinets at PD.
- ☆ Replaced worn USA, State and City flag at City Hall.
- ☆ Installed doorstops on doors at PD.
- ☆ Repaired windscreens on High School.
- ☆ Replaced track on desk drawer at PD.
- ☆ Sanded and painted fifteen file cabinets at PD.
- ☆ Moved furniture out of Squad Room at PD so it could be stripped and waxed.
- ☆ Put three batting cages. (High School, Civic Field, and Shepherd Stadium).
- ☆ Measured for covers over dugouts at B-field, Civic field, Lakeview 1 & 2 and fence cap at Stadium.
- ☆ Put gravel on roof of PSB.
- ☆ Spotted, painted, and moved goals onto field 1 & 4 at Soccer Complex.
- ☆ Purchased material to install door in meeting room at PSB.
- ☆ Installed boards on outfield wall at Shepherd Stadium.
- ☆ Changed light bulbs at PSB.
- ☆ Replaced snap hook and USA flag at Lakeview Park.
- ☆ Cut trees that had been blown down by strong winds at Wakefield Park and Soccer Complex.
- ☆ Cut dead tree out of Moose Lodge parking lot. Tree was from White Bank Park.

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds (Continued)

- ☆ Cut shelves for Senior Center.
- ☆ Cleaned out underneath shed and behind wall at Stadium.
- ☆ Received infield mix from Brett Aggregates.
- ☆ Hung bulletin board for Juvenile Probation at Courts Building.
- ☆ Took load of brush from high winds from White Bank Park to landfill.
- ☆ Moved table from Commonwealth Attorney's office to Law Library.
- ☆ Took grate from grill at Pavilion #1 White Bank Park to Gail Welding to be repaired.
- ☆ Put cable and clamps on flat top trash can lids (numerous locations).
- ☆ Laid out and painted foul lines on Shepherd Stadium, A-field, B-field, Civic field, Lakeview 1 & 2.
- ☆ Put Emerald Green on wear spots in Shepherd Stadium.
- ☆ Order spring tine replacement sets for Sand Pro.
- ☆ Set up fertilization and weed control schedule with Tru-Green.
- ☆ Put Turface on Shepherd Stadium field, A-field, B-field, and Civic field.
- ☆ Prepared 5 ball fields daily for CHHS and CHMS Baseball and Softball.
- ☆ Nail drag all baseball and softball fields.

X. OFFICE ON YOUTH & HUMAN SERVICES:

The highlight for the month of February was the 8th Annual Youth Forum sponsored by the Youth Advisory Council and the Youth Services Commission on February 28, 2008. With 96 students and over 30 adults participating, this year's Forum was lively and exciting.

➤ YAC Activities

- 13 YAC members attended a joint meeting with the Youth Services Commission on February 4, 2008.
- 3 YAC members cleaned up James Avenue on February 5 as part of the Adopt-a-Street program.
- 10 YAC members met for three planning sessions for Youth Forum.
- 1 YAC member attended *Girl's Night* at L.C. Bird on February 12; Hannah Keifer, Miss Virginia, was the guest speaker.
- 12 YAC members facilitated at the Youth Forum on February 28.

The Youth Services Commission met as well as the Teen Center Committee to discuss the needs of a potential Teen Center with the proposed expansion of the Community Building. The YSC met with the Youth Advisory Council to support their efforts with the Forum.

Other activities carried out by the staff included:

- Driver Bags
 - 23 youth received information contained in the bags.
- Life Skills
 - Presented 3 sessions of Life Skills to 99 CHMS Sixth Graders
- Parenting Classes
 - 6 families attended three classes

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

- Service Learning
 - 17 individuals completed 135 hours of community service.
- Substance Abuse Group
 - The last class of the Substance Abuse Group were held on February 11, 2008; 4 students completed the course
- Shoplifting Diversion Program
 - 26 youth attended this program along with a parent.

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	64	\$23,466.05	1	\$ 127.50
2007	81	\$14,287.53	3	\$1,145.61

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- ⊗ Planted both medians on Royal Oak Avenue.
- ⊗ Removed dead plant materials, pruned, graded lot, planted, mulched, and set stone pad and two benches on Lynchburg Avenue.
- ⊗ Planted shrubs and cleaned entrance at the Fire Station.
- ⊗ De-headed all winter annuals throughout the city.
- ⊗ Worked with street division on snow removal.
- ⊗ Started spring mulching sites.
- ⊗ Desired and drew scale drawing for the Legacy Garden and meet with Beautification Committee.
- ⊗ Worked with Floral Hill Garden Association planning spring garden tour.
- ⊗ Started applying emergence herbicide, lime, fertilizer at each site throughout the city.

Vegetation

Picked up litter at the following locations:

- Archer Avenue
- Boulevard
- Charles Dimmock Parkway
- Conduit Road
- Convenience Center
- Ellerslie Avenue
- Lakeview Avenue
- Roslyn Road
- Temple Avenue
- Tussing Lane

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Other

- Removed glass and concrete from Roslyn Road after an accident.
- Assisted Registrar Department with moving voting machines.
- Assisted Horticulture Division cleaning, mulching beds throughout the City, setting up benches at Lynchburg and Danville and grading area at Lee and Lynchburg Avenues.
- Placed 32 tons sand and salt mix throughout the City during inclement weather on February 14th and 22nd.
- Cleaned trucks, removed snow plow and spreaders.
- Assisted fire department with an oil spill on Boulevard and at the intersection of Breezy Hill Drive and Canterbury Lane.
- Removed glass and debris from Temple and Snead Avenue after an accident.
- Removed a dead tree leaning over street on Walnut Avenue.
- Hauled 12 dump trucks load of filled dirt to Appamatuck Park on Archer Avenue.
- Removed a beaver dam from Old Town Creek to improve water flow.
- Responded to tree complaint at 216 Honey Creek Court and 115 School Avenue.
- All employees attended a FEMA Emergency Management Incident Command class given by the fire department.

Storm Water and Drainage

Sweeper collected 188 cubic yards of debris from the following locations:

- | | |
|-----------------------------|------------------------|
| ▪ Boulevard | ▪ Lee Avenue |
| ▪ Cameron Avenue | ▪ Lee Place |
| ▪ Center Avenue | ▪ Lilliston Avenue |
| ▪ Chesterfield Avenue | ▪ Lynchburg Avenue |
| ▪ Chestnut Avenue | ▪ Lyons Avenue |
| ▪ Colonial Avenue | ▪ Moorman Avenue |
| ▪ Conduit Road | ▪ Norfolk Avenue |
| ▪ Crestwood Drive | ▪ North Temple Avenue |
| ▪ Danville Avenue | ▪ Oak Avenue |
| ▪ East and West Roslyn Road | ▪ Park Avenue |
| ▪ East Highland Avenue | ▪ Perthshire Lane |
| ▪ East Westover Avenue | ▪ Pickwick Avenue |
| ▪ Elko Avenue | ▪ Pinehurst Avenue |
| ▪ Ellis Lane | ▪ Pride Avenue |
| ▪ Fischer Avenue | ▪ Prince Albert Avenue |
| ▪ Floral Avenue | ▪ Richmond Avenue |
| ▪ Hamilton Avenue | ▪ Riverview Road |
| ▪ Hardy Avenue | ▪ Roslyn Avenue |
| ▪ Highland Avenue | ▪ Ryan Avenue |
| ▪ Hill Place | ▪ Shuford Avenue |
| ▪ Hillcrest Avenue | ▪ Snead Avenue |
| ▪ Ingram Avenue | ▪ South Avenue |

- Ivey Avenue
- James Avenue
- Jett Avenue
- Kensington Avenue
- Lafayette Avenue
- Southpark Boulevard
- Southpark Circle
- Temple Avenue
- Walnut Avenue
- West Highland Avenue

Leaf machines collected 32 cubic yards of leaves after season from the following locations.

- 401 Temple Avenue
- 507 Forest View Drive
- Cambridge Avenue
- Marvin Avenue
- North Valley Road
- Old Town Drive
- White Bank Park

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

- 1023 Forest View Drive
- 3102 Greenwood
- 313 Brookedge Drive
- 413 Norwood Drive
- Battery Place
- Brookhill Avenue and Court
- Chesterfield Avenue
- Conduit Road at East Westover Avenue
- Davis Avenue
- Ellis Avenue
- Elmwood Avenue
- Essex Road
- Friar Lane
- Hampton Drive
- James Avenue
- Newcastle Drive
- Oak Avenue
- Royal Oak Avenue
- Sherwood Drive
- Walnut Avenue
- Westover Avenue
- White Bank Park Road

Responded to high water and blocked storm drains on February 1st at the following locations:

- 300 Hamilton Avenue
- 313 Brookhill Drive
- 608 James Avenue
- Boulevard
- Oak Avenue

Placed stone in alleys and shoulders at the following locations:

- 116 and 402 Taswell Avenue
- 2016 Wakefield Avenue
- A Avenue
- Cameron Avenue
- Caswell Avenue
- Charlotte Avenue
- Dale Avenue
- East Westover Avenue
- Franklin Avenue
- Hill Place
- Laurel Parkway
- Lee Place
- Roslyn Road
- Suffolk Avenue
- Washington Avenue

SOLID WASTE
RECYCLING

- Recycled 120 cubic yards of metal products.
- Removed 200 cubic yards of solid waste debris.
- Removed 50 gallons used oil for recycling.

TRANSFER STATION

- 403 citizens used the Convenience Center to dispose of debris, garbage and metal products.
- Collected \$2,400.00 for the month.

LANDFILLS

Procured contractor and completed repairs to methane collection pipe on Dimmock Parkway

TRANSPORTATION STREETS

Asphalt placed in potholes, shoulders, water and sewer utility cut at the following locations:

- 131 and 148 Swift Creek Lane
- 207 Piedmont Avenue
- 209 Cloverhill Avenue
- 302 Valley Drive
- 306 Maple Avenue
- 307 Pickett Avenue
- 309 Piedmont Avenue
- 309 Walnut Avenue
- 324 Mallard Drive
- 406 James Avenue
- 510 Colonial Avenue
- 526 and 528 MacArthur Avenue
- 616 Pinehurst Avenue
- 620 Charles Avenue
- 805 Forest View Drive
- 904 and 919 Williamsburg Road
- 914 Hamilton Avenue
- B Avenue
- Boulevard at Laurel Parkway
- Breezy Hill Drive at Royal Oak Avenue
- Clairmont Court
- Colonial at Danville Avenues
- Conduit Road
- Conduit Road at Temple Avenue
- E Avenue
- Edinborough Drive at Conduit Road
- Ewing at Cloverhill Avenues
- Fairlie Road at Greenleaf Avenue
- Heron Run Drive at Conduit Road
- Mallard Drive at Conduit Road
- Maple Grove Avenue
- Meridian at Dupuy Avenues
- Southpark Boulevard
- Springdale Avenue
- Stratford Drive at Conduit Road
- Tussing Lane

Removed storm damage from the following locations:

- 100 Winston Avenue
- 113 Brookhill Avenue
- 114 Yew Avenue
- 118, 130, 140 and 158 Chesterfield Ave.
- 1267 Dana Lane
- 1303 Wellington Road
- 203 Davis Avenue
- 208 Crestwood Avenue
- 209 Maple Grove Avenue
- 211 Marvin Avenue
- 213 Crestwood Avenue
- 213 Davis Avenue
- 2811 Woodlawn Avenue
- 306 Brookedge Drive
- Chesterfield Avenue
- Conduit road
- Dana lane
- Dupuy at Bradsher Avenues
- Dupuy Avenue at Battery Pl.
- East Westover Avenue
- Elko Avenue
- Forest View Drive
- Hanover Avenue
- Kensington Avenue
- Marvin Avenue
- Ridge Road
- Roslyn Avenue
- Snead Avenue

- 308 Plumtree Avenue
- 3118 Dale Avenue
- Boulevard at Cedar Lane
- Brookedge Drive
- Carroll Avenue
- Charlotte Avenue
- Spring Drive
- Springdale Avenue
- Swift Creek Lane
- Valley Road
- Walnut Avenue
- Yacht Basin Drive

Trimmed limbs and bushes from the following locations:

- 205 Davis Avenue
- 105 Charlotte Avenue
- 2100 Snead Avenues
- 107 and 111 Breezy Hill Drive
- 173 Waterfront Drive
- Tussing Lane
- Chesterfield at Hanover Avenues
- Seaton Drive at Friar lane

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets.
 - Completed signal and pavement marking changes for Olive Garden
- Signs and Markings
 - Made and put up 15 assorted signs throughout the city.
 - Straightened signals and tightened tether wire at Lakeview and Boulevard.
 - Put up 8 safety signs on Richmond Ave. for Police Department.
- Street Lighting
 - Rebuilt 3 ballasts for ornamental street lights and replaced 4 bulbs.
- Traffic Control
 - Responded to 4 after-hours callbacks for malfunctioning traffic lights.
 - Replaced 3 pedestrian lights and checked all for proper operation
- Miscellaneous
 - Replaced 2 broken tether wires, 1 broken signal, 3 broken back plates and straightened 5 signals and 8 signs from wind damage.
 - Completed FEMA ICS-100 training.

UTILITIES

Wastewater

Responded to sewer backups at the following locations:

- 225 Biltmore Dr.
- 504 Compton Dr.
- 116 Fairfax Ave.
- 307 Pickett Ave.
- 3617 Spruce Ave.
- 127 Washington Ave.
- 3002 Blvd.
- 1327 Covington Rd.
- 706 Kensington Ave.
- 1207 Pleasant Dale Ave.

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

- 225 Biltmore Dr.
- 105 Flintlock Dr.
- 903 Jamestown Rd.
- 3617 Spruce Ave.
- 100 Brookhill Ave.
- 1015 Forestview Dr.
- 307 Pickett Ave.

Camera sewer main/lateral at the following locations:

- 210 Cloverhill Ave.
- 504 Compton Rd.

Flushed sewer main line at the following locations:

- 210 Cloverhill Ave.
- 3201 Dale Ave.
- West Ave.
- 504 Compton Rd.
- 112 George Ave.

Repaired sewer main line at the following locations:

- Cameron Ave.
- 606 Fairlie Rd.

Checked or repaired manhole at the following locations:

- 124 Lafayette Ave.
- Lakeview Ave.
- Norfolk Ave. Alley
- Pickett Ave.

Checked the following manholes “trouble spot” locations:

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

- 220/306 Orange Ave.
- Parking lot of Pleasure Island
- Shuford Ave.
- 401 Taswell Ave.
- West Ave. @ George Ave.
- Pickwick Alley
- 83 Sherwood Dr.
- Stuart Ave. @ Washington Ave.
- 100 blk. of Washington Ave.
- Yew Ave.
- 509 Riverview Rd.

Put gravel in utility cut at the following location:

- 307 Pickett Ave.

Responded to alarms at the following locations:

- Hrouda Pump Station
- Main Pump Station

Miss Utility locating required 165 man-hours for the month of February 2008.

Water

Replaced water meters at the following locations:

- 115 Chesterfield Ave.
- 1215 Duke of Gloucester St.
- 904 Forestview Dr.
- 207 Hillcrest Ave.
- 1015 Lakewood Dr.
- 112 Moore Ave.
- 107 Nottingham Dr.
- 624 Ryan Ave.
- 201 Stratford Dr.
- 205 A Temple Ave.
- 1106 W. Roslyn Rd.
- 101 Winston Ave.
- 319 Comstock Dr.
- 1807 Duke of Gloucester St.
- 101 Highland Ave.
- 919 Lakeview Ave.
- Lynchburg @ Blvd.
- 504 Moorman Ave.
- 2536 Pin Oaks Ct.
- 101 School Ave.
- 206 Temple Ave.
- 107 Tudor Rd.
- 1104 W. Roslyn Rd.
-

Set meter for new construction at the following location:

- 230 Southpark Circle

Repaired service line break at the following locations:

- 113 Bluffs Ct.
- 200 Old Brickhouse Ln.

Repaired water main break at the following locations:

- Dupuy Ave. @ Meridian Ave.
- 622 Hamilton Ave.
- Richmond Ave.

Responded to meter leak complaint at the following locations:

- 127 Breezy Hill Dr.
- 202 Orchard Ave.
- 1226 W. Roslyn Rd.

Repaired or raised meter box at the following locations:

- 2108 Blvd.
- 115 Chesterfield Ave.
- 819 Hamilton Ave.
- 203 N. Valley Rd.
- 107 Tudor Rd.
- 2010 Blvd. @ C Ave.
- 501 Fairmont Dr.
- 137 Hillcrest Ave.
- 1111 Oakwood Dr.
- 167 Wrights Ave.

Install or replace meter setter at the following locations:

- 508 Battery Place
- 2010 Blvd. & C Ave.
- 504 Moorman Ave.

Replaced water service at the following location:

- 504 Moorman Ave.

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

- 211 Plumtree Ave.

Backflow/Cross Connection Survey at the following locations:

- 3107-7 Blvd.
- 2600 Blvd.
- 3522 Blvd.
- 3107-E Blvd.
- 3236 Blvd., Suite B
- 3600 Conduit Rd.
- 3201 Dale Ave.
- 11 Dunlop Shopping Center
- 1106 Roslyn Rd.
- 204 Southgate Square
- 723 Southpark Blvd.
- 114 Southpark Circle
- 840 A W. Roslyn Rd.
- 3501 Blvd.
- 3107-1E Blvd.
- 3420 Blvd.
- 3107-15 Blvd.
- 500 Conduit Rd.
- 3451 Conduit Rd.
- 33 Dunlop Shopping Center
- 831 E. Ellerslie Ave.
- 931 South Ave.
- 501 Southpark Blvd.
- 1829 Southpark Circle
- 505 Springdale Ave.

Responded to dirty water complaint at the following locations:

- 3498 East Ave.
- 728 Old Oak Ln.
- 107 Tudor Rd.

Performed yard maintenance at the following locations:

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

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

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

- 728 Old Oak Ln.
- 1215 Yacht Basin Dr.

Pulled water meter for utility billing at the following locations:

- 618 Blvd.
- 628 Blvd.
- 1004 Elmwood Dr.
- 3104 Greenwood Ave.
- 622 Blvd.
- 2436 Blvd.

Repaired water valve box at the following locations:

- Adams Ave. @ George Ave.
- East Ave. @ George Ave.
- Dupuy Ave. @ Meridian Ave.
- Hargrave Ave. @ Adams Ave.

Responded to miscellaneous water calls at the following locations:

- 506 Battery Place
- 202 E. Ellerslie Ave.
- 113 Bruce Ave.
- 149 Wrights Ave.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk