

CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2008



I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Plans and a cost estimate have been received.

Boulevard Clock Tower and Message Center–Negotiations and contract development are complete. Staff is working on a final grant agreement with VDOT.

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

Bruce Avenue Drainage – Phase II – Office awaiting full submittal of PS&E, expected delivery date of May 1.

Lexington Drive Storm Drain Outfall – On hold pending the recruitment of additional staff in the Engineering Division (same as last month).

Yacht Basin Drive Storm Drain Outfall – On hold pending the recruitment of additional staff in the Engineering Division (same as last month).

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 (same as last month). Anticipated completion and opening July 23, 2008.

Boulevard Widening Project (North, Fifth Lane) – VDOT has given the City authorization to proceed with advertisement after certifying that the City has met all state requirements. Purchasing will advertise for bids May 2.

Landfill Entrance Road Realignment – Received request from Mr. Rod Williams for city to provide appraisals of Wal-Mart property to be acquired for road access.

Right Turn Lane on Southpark Boulevard (front of Wal-Mart) – Received request from Mr. Rod Williams for city to provide appraisals of Wal-Mart property to be acquired for auxiliary lane.

I. ENGINEERING DEPARTMENT (CONTINUED):

A. Capital Improvement Projects (Continued):

Boulevard/Government Center Enhancement – Federal Aid, SAFETEA-LU Enhancement Program – Received final draft of PSA. Working with Purchasing and City Attorney to provide City General Provisions.

Boulevard Widening Project (Westover to Windsor, Fifth Lane) – Federal Aid, CMAQ Program – Continuing to work with MPO and VDOT staff to program additional flexible funds and consolidate administration of projects.

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

Boulevard Signal Coordination (Sherwood to Temple). – Staff has met with VDOT and is awaiting approval from VDHR. We have received the Project Administration Agreement from VDOT.

B. Economic Development Projects (under construction)

N. Riverview at Roslyn E&S Control (Old Landfill Property North of Temple Avenue) – Removal of the buried waste is complete. Fill has been placed on top of the clay cap and topsoil has been spread. Received copy of Brownfields Certification Report for Landfill Reclamation prepared by developer's consultant and submitted to VA Dept. of Environ. Quality for approval. They have been notified to construct a turn-a-round at the entrance. We understand WaWa has backed-out of its option on the site.

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

Landmark Realty New Office Building - Building work has begun. Construction of sanitary sewer and water lines has begun. Erosion and sediment control items are being maintained.

Tussing Elementary School Addition - Site work and building work is continuing. Contractor is constructing curb and gutter and sidewalk along the front. Erosion and sediment control items are being maintained but they have been put on notice to comply with repeat violations.

A.B. Cook Farm Erosion and Sediment Control Plan - Grading work is complete and the contractor is completing final inspection punch list items.

Dunlop House Assisted Living, Phase II - Site grading, curb and gutter, storm sewer, and waterline installation continuing. Plumbing work being done. Contractor is maintaining erosion and sediment control items.

Walgreens - The plan has been approved and site improvements should begin shortly. Demolition of the existing building is nearing completion.

I. ENGINEERING DEPARTMENT (CONTINUED):

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. Council approved a conceptual agreement on financing the signal.

School Maintenance Building - This building will be constructed behind Lakeview Elementary School. A second review has been completed and we are now awaiting the consultant's response comments. The consultant has provided a no rise certification and is currently preparing a Floodway Study with the intention of remapping the floodway in the site area.

Erosion and Sediment Control for Athletic Fields - We just received updated plans. These include additional tree buffer areas along the rear of the Covington Road lots.

Ariya Family Chiropractic Center - Construction has begun.

Sam's Club Expansion - Updated plans have been received and reviewed. Plans are nearing completion.

Mount Pleasant Baptist Church Parking Lot Expansion - We have received updated construction plans. These will be reviewed in the near future.

Denny's - An updated set of plans has been received and reviewed. Completed construction plans should be received shortly.

Jones' Office Building - Lots 4-6, Block B, Prospect Heights - A single office building is to be installed on Cloverhill Ave. Construction plans are currently being reviewed.

Roslyn Farm Corporate Office - (located beside the Virginia Credit Union) - Construction plans have been received and will be reviewed in the near future.

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. Plans have been received and will be reviewed in the near future.

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

- Walgreens Demolition and Erosion Control Plan
- Walgreens
- Boulevard entrance
- Ariya Family Chiropractic Center
- In Roadway Warning Lights at the crosswalk on Conduit Road between the High School and Vocational School

Right-of-way Permits:

- Issued three permits and closed out nine.

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Seven (7) fence permits issued.
2. Eight (8) sign permits issued:
 - ☆ Southern VA Foot and Ankle – 241 Charles Dimmock Parkway, Suite 1
 - ☆ Schwan’s – 707 Southpark Boulevard - temp
 - ☆ Schwan’s – 3115 Boulevard - temp
 - ☆ N’Telos – 645 Southpark Boulevard - temp
 - ☆ Radke & Associates – 575 Southpark Boulevard
 - ☆ Jiffy Lube – 708 Boulevard
 - ☆ Laser Force – 376 Southpark Mall
3. Boulevard Revitalization –
 - ☆ Phase V – 11 contracts executed. 1 completed project payment processed.
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
 - ☆ Misc. carpentry jobs for 7 houses have gone out for bid.
Quotes are due back by May 5, 2008.

c. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		48
# of Dwellings registered	0	47
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		48
Dwellings to be inspected	0	47
Multi-family dwellings	0	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold	0	2
Failure to Register Letters	0	65
Answers Received	0	60
First Inspections made	0	64
Passed	0	13
Failed	0	51

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

c. Rental Inspection Program (Continued):

Item	Month	YTD
Second Inspection	9	51
Passed	9	49
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	59
Apartments (no of units certified)	0	0

5. Zoning/ Property Maintenance complaints investigated-

a. Property Maintenance

	Month	YTD
Total inspections	27	115
Violations	17	95
Violations resolved	11	60

b. Zoning

	Month	YTD
Total inspections	6	39
Violations	4	37
Violations resolved	1	23

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	11	45
Violations	7	36
Violations resolved	6	28

f. Tall Grass

	Month	YTD
Total inspections	37	37
Violations	27	27
Violations resolved	17	17

g. Sign Ordinance

	Month	YTD
Total inspections	0	25
Violations	0	24
Violations resolved	0	13

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	7	13
2. New Construction Inspections	327	1189
3. Permits for New Residences	0	7
4. Estimated Cost for Permits for New Residences	\$0	\$1,020,000
5. Permits for Commercial Construction	10	29
6. Estimated Cost for Commercial Permits	\$1,989,016	\$5,660,454
7. Plumbing Permits Issued	13	55
8. Electrical Permits Issued	22	79
9. Mechanical Permits Issued	19	61
10. Swimming Pool Permits Issued	1	4
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	6

III. POLICE DEPARTMENT:

- ✓ The Police Department has hired three additional certified officers. Officer James Stacey Whitt comes to us from military service in Iraq, having formerly worked at the Hopewell Police Department. Officer Lino Covello is a recent graduate of a police academy in his home state of Pennsylvania. Officer Roger Santini comes to us from the private sector, having formerly served with the VCU Police Department. They are currently undergoing field training and are eager to serve the citizens of Colonial Heights. Officer Dan Vilaro has been released from field training, with new Officer LaKeisha Givens soon to follow suit. We currently have three additional applicants in the testing and background phases of the hiring process.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Law Enforcement Services coordinated department clean-up and provided logistical support after a fire in the Public Safety building, which resulted in smoke damage and loss of power. They established a command post during fire recovery, as well as provided services to Communications personnel during installation of a replacement UPS system.
- ✓ Likewise, Law Enforcement Services immediately established logistical support in the Southpark Mall area through our Mobile Command Post after the April 27th tornado. Services included the coordination of food, water, supplies for personnel, and public information throughout the duration of the clean-up efforts, lasting well into the evening of April 28th. Cleanup is ongoing at this time.
- ✓ A VIN Etching event was conducted by Law Enforcement Services through the *H.E.A.T. (Help Eliminate Auto Theft) Program* in the Bloom Brothers parking lot on Saturday, April 12th. At that time, 36 vehicles and two motorcycles were etched. A total of seven child safety seats were also checked and installed, despite the foul weather and shortened time frame.
- ✓ **D.A.R.E.** Officer Sophie Benkendorf is our department representative for Special Olympics. To that end, she will help to coordinate the annual *Torch Run*, and will also be heavily involved in May's *Cops and Lobsters* fundraising event. She continues to conduct D.A.R.E. classes at each of the elementary schools as they prepare for their graduation ceremonies in May, as well as participating in the monthly TRIAD meetings at the Senior Center.
- ✓ Our **Records Division** processed 278 arrest reports, 16 Animal Control reports, 68 field interviews, 261 incident reports, 623 pawned properties, and 907 traffic summonses, along with a variety of other reports, totaling 2,497 reports.
- ✓ Both of our **School Resource Officers** Renee Walters and Derek Pattison participated in school system residency sweeps in both the middle and high schools. SRO Walters conducted two classes at the middle school relating to internet safety and computer laws. She also chaperoned at-risk students during a tour of Riverside Regional Jail. Both SRO's continue to provide security at numerous school events.
- ✓ Our volunteer **Sentinels** contributed a total of 131 hours during the month of April, performing duties as assigned in the fields of administration, classes and special events. They eagerly assisted during the recent tornado aftermath.
- ✓ Sgt. Steve Kolev and Detectives Bill Moore put in some extensive hours of surveillance and hard work resulting in the arrests of the three suspects responsible for the B&E at Dance's Sporting Goods a few weeks ago.
- ✓ Sr. Detective Chris Wulff is the lead investigator in two death investigations, while Det. Stephanie Early assisted the Secret Service with several counterfeit currency cases dating from October 2007 to present.
- ✓ Det. Moore was subpoenaed to Colorado, where he testified in reference to a manslaughter case as the result of a traffic stop he made on a vehicle in 2007. His testimony was key to the revocation of the suspect's probation, sending him back to prison for eight years.
- ✓ The Investigations Division was assigned a total of 30 new cases for the month of April, 22 of which were cleared, for a clearance rate of 73% for the month.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ With the assistance of the U.S. Marshals, officers responded to the north end of Conduit Road where one of *America's Most Wanted* fugitives was located and arrested. The fugitive was wanted for murder and abduction charges in New York City.
- ✓ Officers were confronted with an emotional, unfortunate incident involving a very young child who apparently drowned in a backyard swimming pool. Lt. Jay Peterson and Lt. Bill Anspach valiantly attempted to resuscitate the victim by performing CPR, but to no avail.
- ✓ Animal Control impounded 17 dogs and 16 cats during the month of April. Ten (10) dogs were returned to their owners, while six (6) dogs and four (4) cats were adopted out. Three (3) dogs and 11 cats were surrendered by their owners to the shelter. No dog or cat bites were reported. By the end of April, Animal Control had investigated a total of 291 complaints and taken in \$298.00 in fees.
- ✓ K-9 Officer Wayne Moody and his partner, *Lou*, conducted screenings of vehicles at several traffic stops during the month of April resulting in the detection and recovery of both marijuana and cocaine. In one case, more than two pounds of marijuana was confiscated. Both Officer Moody and Lou participated in the middle school's *Career Day* program, and gave a K-9 demonstration at both the middle and high schools' Crime Solvers meeting. He also assisted Prince George Police with a K-9 search of the county's high school and middle school.
- ✓ Auxiliary officers donated a total of 433.5 hours of duty throughout the month of April, 2008.

Crime	April 2007	April 2008	Percentage of Increase/Decrease
Aggravated Assaults	3	1	-66.67%
Arson	2	1	-100.00%
Burglaries	4	8	100.00%
Calls for services	3,606	4,142	14.86%
DUI arrests	18	24	33.33%
Larceny	45	54	20.00%
Motor Vehicle thefts	5	5	0.00%
Robberies	1	2	100.00%
Shoplifting arrests	25	37	48.00%
Simple Assaults	17	11	-35.29%
All criminal arrests	212	278	31.13%
	PART I (Serious) OFFENSES		
April 2008	Number Reported	Number Cleared	Percentage Cleared
	82	56	-31.71%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 101

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Alarm System Activation	2	Good Intent Calls	19
Alarm System Malfunctions	8	Hazardous Condition	1
Assist Invalid Calls	3	No Incident on Arrival	1
Assist Police Calls	2	Overheated Motor	1
Authorized Controlled Burn	1	Power Lines Down	1
Brush Fires	3	Public Fire Education	2
Building/Structure Fire	4	Public Service Assistance Calls	14
Child Safety Seat Installations	8	Severe Weather/Natural Disaster	1
Cover Assignment Calls	3	Smoke Detector/CO2 Installation	2
Defective Elevator	2	Smoke Scare/Odor Removal	1
Dispatched then Cancelled Calls	7	Tornado Assessment	1
Electrical Equipment Problems	3	Unauthorized Burn	1
Excessive Heat/Explosion	1	Vehicle Fires	3
False Alarm	1	Water Leak	2
Gas/Other Combustible Liquid Spill	3		

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	
Chesterfield - EMS 1st Responder	1	Chesterfield	2
		Crater Regional Haz-Mat Team	1
		Dinwiddie	3
		Fort Lee	2
		Goochland	1
		Prince George	7
		Richmond	1

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch
on 90% of all calls received during the month~

EMS DIVISION:

TOTAL EMS PATIENTS: 314

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	19	Fire Standby Calls	2
Allergic Reactions	2	Motor Vehicle Accidents	20
Altered Level of Consciousness Calls	3	Other Injury/Medical Calls	124
Assaults	5	Overdose Calls	3
Bite/Sting	1	Public Service Calls	8
Chest Pains	34	Strokes	6
Difficulty Breathing	33	Suicide	2
Environmental Injury	1	Trauma Patients	1
Falls	31	Unresponsive Patients	19

IV. FIRE & EMS DEPARTMENT (CONTINUED):

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	1	A&B Ambulance	2
Henrico	2	Chesterfield	1
Petersburg	7	Dinwiddie	1
Prince George	2	Fort Lee	4
		Goochland	1
		Henrico	2
		Petersburg	2
		Powhatan	1
		RAA	2

~Patient contact was established in 8 minutes or less from the time of dispatch on 88% of all calls received during the month~

Training Division

Number of Classes Taught:	13
Attendees:	97
Man Hours	360.50

V. FINANCE DEPARTMENT:

• Checks processed: General Fund	337
Payroll Checks	663
Other	<u>93</u>
Total	<u>1,093</u>

Thirty-nine citations were processed during April.

Finalized categorization system and approval process for monthly journal entries.

Finance and purchasing staff attended VDOT urban project management training session concerning the procedures required when the City takes over administration of future road projects.

Prepared process for separation of Highway maintenance expenditures as required by State guidelines.

Prepared draft guidelines for reporting, investigation and prosecution of Fraud and Irregularities found in the workplace.

Researched cost advantages to modification of service requirements for employees remaining on City Health Insurance upon retirement.

Director of Finance served on Prince George's interview panel for their replacement of the Director of Finance position.

- **Auditing** – Normal financial reviews, accounts payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. Prepared transfer entries for VDOT year to date expenditures.
- **Purchasing** – 300 total purchase orders were completed with 229 being processed by the purchasing department and 71 departmental purchases being reviewed as compared to 245 being completed for the same period in 2007.

V. FINANCE DEPARTMENT (CONTINUED):

<u>Proposal/Bid</u>	<u>Published</u>	<u>Opens/Opened</u>
None		

- Telephone committee attending meeting with Avaya and will be utilizing Fairfax County’s bid which gives 40% discount over list price.
- Quote Issued for installing AC system in computer server rooms.
- Contract finalized on camera security system upgrade at Courthouse.
- Received approval from VDOT to advertise 5th Lane Project
- Contract finalized with architect for Community Building.
- Emergency replacement purchase for UPS system that was burned in electric fire in Public Safety Building
- Received quotes for installing bollards in front of Commissioner of Revenue window.
- Issued quotes for CDBG carpentry work.

Bids/RFPs Pending:

Waiting on contract documents from vendor:

- Clock Tower
- Government Center & Boulevard Enhancements

• **Risk –**

- **General** – Resident reported sewer backup in their house due to broken sewer pipe in road. Contractor and Insurance called to fix break and treat resident’s damage to property.
- **Auto** – Public Works vehicle struck a vehicle sitting at a traffic light.
- **Property** –
 - 1) Electrical fire occurred in the Public Safety building electrical room which resulted in an estimated \$125,000 claim for clean-up and equipment replacement.
 - 2) Fire hydrant was struck on Temple Avenue. Repair costs were \$250.

• **Utility Billing** – During April:

- Bi-monthly Utility Bills Sent – 3,460
- Delinquent Notices Sent – 550
- Delinquent Notices Percentage – 15.1%
- Services cut off for nonpayment – 108

VI. HUMAN RESOURCES DEPARTMENT:

• **Advertisements**

<u>Department</u>	<u>Position</u>
Police	Police Officer (Certified)
Police	Police Officer Recruit
Office on Youth	Mentor/Tutor (Part-time)
Recreation & Parks	Part-time/Seasonal
Recreation & Parks	Skateboard Park Supervisor (Part-time)

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- **Applications & Testing**

Total applications received for each of the following position recruitments:

Police Officer (Certified)	4
Police Officer Recruit	10
Mentor/Tutor (Part-time)	8
Part-time/Seasonal	13
Skateboard Park Supervisor (Part-time)	6

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

Orientation

LaKeisha Givens – Police Officer (Certified)
Rosolino Covello – Police Officer (Certified)
James Whitt – Police Officer (Certified)
Roger Santini – Police Officer (Certified)
Jeremy Moore – Public Works Technician

☆ Completed setup information and commonly asked questions for the new GovQA information and inquiry system.

- **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
04-11-08	Fire	Right leg exposed to blood while starting IV.
04-21-08	Police	Twisted left ankle on damaged brick surface.
04-23-08	Fire	Right knee pain & swelling during recruit school run.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's web site had 50,223 visits in the month of April with 83,434 page views, including 2,652 visits to the City job listings page. The top five pages visited after the home page were: Citizens Online Help Desk, Jobs, Library, Real Estate Assessment Search, and Police.

☆ The Citizens Request Management System data from all City offices will be forwarded for implementation to GovQA on May 2, with employee training scheduled for mid-May and website launching on June 2.

☆ Members of the Telephone Committee met on April 17 with consultants Walton & Walton and representatives from Avaya to map out the upgrade and implementation of the new telephone system.

☆ Other IT projects coordinated during the month of April include:

1. Networking the police department laser copier.
2. Working with Engineering, Planning, and Mark Bittner from Crater Planning District to set up a small scale GIS system.
3. Resolving Blackberry issues with Code Blue.
4. Correcting system clock time with Code Blue on the city's computers.
5. Resolving Recreation and Parks email issues.

VIII. LIBRARY:

- ☆ The library staff circulated 21,214 titles in April.
- ☆ The public computer center was used 1,913 times.
- ☆ 127 children participated in the story time program.
- ☆ 156 residents registered for new library cards, and an average of 682 residents used the library each day.
- ☆ The library's meeting rooms were used 107 times.
- ☆ 2,554 residents visited the Colonial Heights Virtual Library to retrieve 508 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation & Parks		
<u>ACTIVITIES</u>	<u>2008</u>	<u>2007</u>
ADULT SOFTBALL	26 Teams	26 Teams
AEROBICS	n/a	10
AMERICAN LEAGUE AGES 11-12	57	62
APPOMATTOX TRAVEL-AGES 15-17	18	29
AQUAFINA PITCH HIT AND RUN	18	N/A
BACK TO SCHOOL FESTIVAL MEETING	9	N/A
BELLY DANCE CLASS	0	11
CARDIO KICK BOXING EVENING	36	14
COMMUNITY BUILDING ATTENDANCE	1045	1339
COMMUNITY BUILDING RESERVATIONS	30	27
CROCHET AND KNITTING CLASS	48	44
FAST PITCH SOFTBALL	4	10
INSTRUCTIONAL BOYS AND GIRLS 4-5	40	59
JR. OLYMPICS BASKETBALL	14	N/A
JUNIOR SOFTBALL AGES 11-13 GIRLS	50	52
KARAOKE	N/A	45
MINOR LEAGUE AGES 9-10	72	90
NATIONAL LEAGUE --AGES 13-15	52	61
NATIONALS VS CUBS TRIPS	29	N/A
OKININKWAN KARATE	20	18
PARK ATTENDANCE	835	1341
PARK RESERVATIONS	21	32
PEE WEE SOFTBALL--AGES 9-10 GIRLS	34	46
ROOKIE LEAGUE BOY AND GIRLS6-8	65	91
SENIOR SOFTBALL AGES 14-18 GIRLS	0	0
SIT DOWN EXERCISES	288	170
SKATEBOARD PARK	62	414
SR. CITIZEN ATTENDANCE	2248	2490
SR. CITIZEN HOME DELIVERED MEALS	155	165
SR. CITIZEN VAN MILEAGE	4107	4934
SR. CITIZEN VAN PASSENGERS	755	831
SR. CITIZEN VOLUNTEER HOURS	21	27
SR. CITIZENS MEALS AT CENTER	0	0
STRENGTH TRAINING CLASS	242	255
T-BALL BOYS AND GIRLS 6-7	104	52
TEEN CENTER SURVEY (chms)	200	N/A
TEEN DANCE	72	89
TEEN FLASHLITE EASTER EGG HUNT	N/A	52
VIOLET BANK MUSEUM	366	232

IX. RECREATION & PARKS (CONTINUED):

Senior Center		
<u>Activities</u>	<u>2008</u>	<u>2007</u>
AARP	56	62
Bingo in Center	78	68
Bowling	262	124
Charles Town Slots	N/A	36
Club Meeting	192	195
Craft Class	13	11
Crochet & Knitting	48	44
Dance @ Moose Lodge	N/A	110
Diana Martin Oil painting class	11	5
Floor Exercises	148	77
Golf at Prince George	560	560
Jerry's Artarama	12	N/A
Karaoke	N/A	45
Line Dance Class	55	51
Lunch Out	13	26
Messages	N/A	32
Movies	15	5
Mt. Vernon Trip	36	NA
Painters Group	32	21
Party Bridge	124	132
Pocahontas	N/A	24
RSVP Luncheon	12	N/A
Sandwich Social	34	28
Sing A-Long	36	35
Sing-a-long CH Health Care Center	14	14
Sit Down Exercises	288	170
Strafford Hall Trip	N/A	24
Strength Training Class	242	255
Table Games	0	4
Tai Chi	34	10
Tap Class Advance	81	88
Tap Class Beginners	30	72
Tap Dance Intermediates	166	n/a
Texas Trip	N/A	40
Tournament Bridge	64	64
TRIAD Meeting	60	35
Watercolor	18	12
Women Show	N/A	12
Yoga	39	N/A
Total	2248	2490

IX. RECREATION & PARKS (CONTINUED):

Senior Center

Meals

Bags	60	30	
Breakfast Meals	30	60	Donations
Home Del Meals	65	75	\$30.00
Site Meals	0	0	
Total	155	165	

Transportation

Total Miles	4107	4934	
Total Passengers	755	831	Donations
Volunteer Hours	21	27	\$213.75
Wheelchairs	30	48	

The Knitting and Crocheting Group received the Sara Cole Myers service awards for outstanding volunteer service from Crater AAA and RSVP.

Crocheting group donated 115 hats, afghans and slippers for CARES, RSVP and From the Heart.

Dancing Grannies performed at Health Care Center, Elm Street Baptist Church and Waverly Nursing Home. They will be performing at Fort Clifton on Saturday at 4:30 p.m.

Violet Bank Museum

	<u>2008</u>	<u>2007</u>
Attendance	366	232

- ☆ OUTREACH Program: Tredagar Iron Works on April 5, and Chesterfield Courthouse on April 12.
- ☆ April 18 at Revolutionary War Event at Batersea.
- ☆ Slide/lecture program at the Shepherd's Center. Outreach program for month 700 people.
- ☆ Completed Signs for outside of building.
- ☆ Museum was used on April 27 as a film location for an A & E Series which will air in June or July.
- ☆ Accepted a nice bullet collection that will be displayed at Fort Clifton.

Parks, Buildings and Grounds

- ☆ Cleaned and prepared bathrooms at White Bank Park, Lakeview Park, Ft Clifton Park, High School concession stand, Lakeview softball concession stand and Soccer Complex concession stand.
- ☆ Prepared Shepherd Stadium field, Civic field, High School baseball field, Middle School baseball field and Middle School softball field daily for spring High School sports.
- ☆ Nail dragged all baseball and softball fields as needed.
- ☆ Cleaned parks (every day), park restrooms, around ball fields and ball field restrooms (as needed).
- ☆ Picked up trash around Municipal Building complexes (daily).

IX. RECREATION & PARKS (CONTINUED):

Parks, Buildings and Grounds (Continued)

- ☆ Cut grass as needed at Ft Clifton, Lakeview Park, Library, Shuford Ave, Violet Bank, Fire Station #2, Public Safety Building, City Hall, Health Dept, War Memorial, School Board, and Courts Building, White Bank Park, Edinborough playground, Wakefield playground, Flora M. Hill Park, and pistol range.
- ☆ Cut grass on ball fields and soccer fields as needed.
- ☆ Cleaned up old metal behind Stadium wall and hauled away.
- ☆ Removed leaf box off vehicle #530 and stored behind Stadium wall.
- ☆ Reinstalled downspouts and gutters that had blown off of Fire Station #2.
- ☆ Repaired mound and home plate area with mound clay.
- ☆ Cleaned Shepherd Stadium before and after games and for tournaments.
- ☆ Installed and removed temporary fence in Shepherd Stadium for homerun hitting contest.
- ☆ Repaired electrical boxes at Fort Clifton.
- ☆ Replaced US flags at Violet Bank & War Memorial.
- ☆ Pulled carpet in break room at Courts Bldg and replaced, replaced ceiling tiles.
- ☆ PM mowers.
- ☆ Removed railroad ties at Fort Clifton and replaced with 6"x6"x 12' pressure treated timbers (approx. 72).
- ☆ Cut-up old ties and hauled to landfill.
- ☆ Drilled new timbers at Fort Clifton and installed rebar.
- ☆ Lowered City and State flags around City.
- ☆ Hauled damaged materials from electrical room at Public Safety Bldg.
- ☆ Cleaned & waxed 3 trucks.
- ☆ Replaced rafters & roofing on third base dugout at 'A' field.
- ☆ Repaired table in soccer concession.
- ☆ Moved table for Commonwealth Attorney's office.
- ☆ Cleaned fence line at Violet Museum.
- ☆ Mounted irrigation controller at PSB.
- ☆ Patched walls in Engineering.
- ☆ Repaired walls in Recreation office.
- ☆ Cut down six trees at Fort Clifton and hauled to landfill.
- ☆ Painted picnic tables at Lakeview Park, Flora M. Hill Park, Stadium Playground, and Wakefield playground.
- ☆ Cleaned out parks bldg on Meridian Ave and took to loads to landfill.
- ☆ Cleaned drainage ditch at soccer complex.
- ☆ Took tables & chairs to Violet Bank for Arbor Day and picked-up.
- ☆ Repaired damaged areas in Stadium with Turface and Emerald Green.
- ☆ Took Sidewinder to Smith Turf for PM.
- ☆ Top-dressed Stadium infield.
- ☆ Turned on irrigation at all locations and tested.

X. OFFICE ON YOUTH & HUMAN SERVICES:

- The **Better Beginnings Coalition** developed ideas for programming to highlight May – Teen Pregnancy Prevention month in Colonial Heights.
- The **VJCCCA 09-10 Biennial Plan** was submitted to the Department of Juvenile Justice, with minimal reductions on the part of the state. Our programs were monitored by the Regional Coordinator with only minor comments on programs. Site visits for the Community Service Learning program were conducted.

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

- “Parenting With Love & Limits” classes were conducted for four families in April.
- **Community Service Learning** had 21 youth who completed 193 hours of community service this month. **Shoplifting Diversion Program** was completed by 25 youth and their parent(s). Life Skills/Anger Management Curriculum and the Substance Abuse Education served four youth in the series of classes.
- **Youth Advisory Council**
YAC members volunteered with Tutoring @ Lakeview and participated in the City Wide Clean- Up Day. Additionally, some met with the Architects as part of the Teen Center Committee for Teen/Senior Center expansion.
- The K.A.P program served 23 youth with tutoring/mentoring. Additionally, the youth completed a special service learning program with the Dunlop House and there was a Family Dinner held for all K.A.P. participants and their families. A special parenting workshop was held for 7 parents and taught by Ms. Lynch.

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	95	\$15,445.20	6	\$1,879.10
2007	71	\$15,605.86	6	\$ 726.04

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

- ⊗ Continue mulching, fertilizing, cutting, pruning and weeding all sites throughout the City.
- ⊗ Worked with Office on Youth and Beautification Committee.
- ⊗ Assisted with clean up on Saturday, April 26, 2008, planting plants at Fort Clifton.
- ⊗ Assisted with the Historic Garden Tour, Legacy Garden dedication, Arbor Day and Chesterfield Highlands Park.
- ⊗ Cleaned all sites of trash and debris twice a week.

Vegetation

Picked up litter at the following locations:

- Boulevard
- Charles Dimmock Parkway
- Chesterfield Avenue
- Westover Avenue
- Springdale Avenue
- Conduit Road
- Sherwood Drive
- Temple Avenue
- Woodlawn Avenue
- Temple Lake Road
- Lakeview Avenue
- Ridge Road
- Dale Avenue
- Snead Avenue
- Bermuda Avenue
- Stuart Avenue
- Roslyn Avenue
- Convenience Center

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Trimmed limbs and bushes from the following locations:

- 200 Lafayette Avenue
- Lynchburg Avenue
- Royal Oak Avenue

Removed storm damage on April 3rd and April 28th from the following locations:

- Archer Avenue
- Lynchburg Avenue at Hill Place
- Roslyn Road
- Temple Lake Road

Cut and trimmed grass at the following locations:

- | | |
|---------------------------|---------------------|
| ○ 501 Lake Avenue | ○ Marvin Avenue |
| ○ Archer Avenue | ○ Old Town Drive |
| ○ Biltmore Drive | ○ Orchard Avenue |
| ○ Boulevard | ○ Pinehurst Avenue |
| ○ Brander Bridge Road | ○ Ridge Road |
| ○ Brookedge Drive | ○ Riveroaks Drive |
| ○ Charles Avenue | ○ Roslyn Avenue |
| ○ Charles Dimmock Parkway | ○ Ryan Avenue |
| ○ Charlotte Avenue | ○ Sherwood Drive |
| ○ Chesterfield Avenue | ○ Snead Avenue |
| ○ Concord Avenue | ○ Spring Avenue |
| ○ Conduit Road | ○ Springdale Avenue |
| ○ Convenience Center | ○ Temple Avenue |
| ○ Covington Road | ○ Walnut Avenue |
| ○ Dunlop Farms Boulevard | ○ Westover Avenue |
| ○ Dupuy Avenue | ○ White Bank Road |
| ○ East Westover Avenue | ○ White Bank Road |
| ○ Edinborough Drive | ○ Windmere Drive |
| ○ Gills Drive | ○ Woodlawn Avenue |
| ○ Hope Ridge Court | ○ Yacht Basin Drive |
| ○ Ivey Avenue | |

Other:

- Cleaned and performed preventive maintenance on city equipment.
- Assisted Horticulture Division with mulching and cleaning around beds throughout City.
- Continue to clean and load dumpsters at the Convenience Center.
- Responded to miscellaneous calls concerning drainage issues and trash in street.
- Removed a fallen tree from Old Town Creek to enhance water flow.
- Assisted Fire Department with the tornado aftermath by supplying barrels, cones and manpower.
- Assisted with the Adopt-A-Highway clean up on April 26, 2008.
- Assisted Purchasing Department with moving surplus items from Courts and Fire Department to be stored at the Public Works Complex.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- ◆ 1107 Shuford Ave. 9' x 4' section of Sidewalk and 10' linear feet Roll Face Curb.
- ◆ 116 West Westover Ave. 7 linear feet Curb and Gutter
- ◆ 210 Bristol Ave. 60' x 4' section of sidewalk & 7' x 12' Handicap Ramp
- ◆ 210 East Westover Ave. 8' x 4' section of sidewalk & 8.5 linear feet Roll Face Curb.
- ◆ 210 Jefferson Ave. 11' x 4' section of Sidewalk
- ◆ 236 Virginia Ave 43' x 4' section of Sidewalk
- ◆ 713 Colonial Ave 28 linear feet Curb and Gutter
- ◆ 807 Colonial Ave 14 linear feet Curb and Gutter
- ◆ 809 Colonial Ave. 34 linear feet Curb and Gutter

Stormwater and Drainage

Sweeper collected 12 cubic yards of debris from the following locations:

- Arlington Avenue
- Cameron Avenue
- Danville Avenue
- Lafayette Avenue
- Lynchburg Avenue
- Lee Avenue
- Richmond Avenue
- Norfolk Avenue
- Royal oak Avenue
- Hamilton Avenue
- Hill Place
- Suffolk Avenue
- Virginia Avenue
- Jackson Avenue

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

- 204 and 206 Windmere Drive
- 318 Jefferson Avenue
- 1538 Mount Pleasant Drive
- 308 Winston Avenue
- 202-212 Archer Avenue
- 219 and 220 Orange Avenue
- 314 Piedmont Avenue
- 601 Cameron Avenue
- Oakwood Drive
- Jefferson Avenue
- Royal Oak Avenue

Solid Waste

Recycling

- Recycled 80 cubic yards of metal products.
- Removed 400 cubic yards of solid waste debris.

Transfer Station

- 604 citizens used the Convenience Center to dispose of debris, garbage and metal products.
- Collected \$3,380.00 and \$250.00 in coupons for the month.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

Streets

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

- ◆ 113 Bluff Court
- ◆ 138-140 Pickwick Avenue
- ◆ 202 Windmere Drive
- ◆ 504 Moorman Avenue
- ◆ Boulevard
- ◆ Colonial Avenue
- ◆ Conduit Road
- ◆ Cottage Grove Avenue
- ◆ Maple Grove Avenue
- ◆ Shuford Avenue
- ◆ Westover Avenue
- ◆ Wilson Avenue

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

- ◆ Archer Avenue
- ◆ Bristol Avenue
- ◆ Cameron Avenue
- ◆ Conduit Road
- ◆ East Westover Avenue
- ◆ Fischer Avenue
- ◆ Hamilton Avenue
- ◆ Hill Place
- ◆ Lee Place
- ◆ Lynchburg Avenue
- ◆ Norfolk Avenue
- ◆ Pickett Avenue
- ◆ Stuart Avenue
- ◆ Washington Avenue
- ◆ Westover Avenue

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets.
 - Respliced 2 traffic loops – Temple @ Blvd.
 - Repaired Opti-com – Temple @ Conduit.
- Signs and Markings
 - Made and put up 17 assorted signs throughout the City.
 - Made and put up 10 new high intensity street name signs.
 - Straightened signs all over the City.
 - Installed Revolutionary War sign for Petersburg Historic Society.
 - Made sign for Commonwealth Attorney's Office.
- Street Lighting
 - Replaced 4 ornamental light bulbs.
 - Resecured light pole at Legacy Garden.
- Traffic Control
 - Responded to 3 after-hours call backs for malfunctioning traffic lights.
 - Worked over for tornado damage on signals and signs.
 - Put up lane closures for Legacy Garden dedication.
- Miscellaneous
 - Worked 2 days with Venture Electric @ the high school on installation of new pedestrian crosswalk lighting.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 510 Compton Rd.
- 508 James Ave.
- 113 Nottingham Dr.
- 1707 Wakefield Ave.
- 3005 Conduit Rd.
- 3261 Jersey Ct.
- 816 Old Town Dr.

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

- 510 Compton Rd.
- 113 Nottingham Dr.
- 1707 Wakefield Ave.
- 914 Williamsburg Rd.
- 305 Winston Ave.
- 508 Compton Rd.
- 130 Roanoke Ave.
- 302 Walnut Ave.

Camera sewer main/lateral at the following locations:

- 231 Honeycreek Ct.
- 508 James Ave.
- 200 Lafayette Ave.

Flushed sewer main line at the following locations:

- Boykins Ave.
- 112 George Ave.
- Hamilton Ave. @ Blvd.
- 508 James Ave.
- Prince George County
- 204 Windmere Dr.
- 412 Crescent Ave.
- Hamilton Ave.

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

- 100A Highland Ave.
- 412 Marvin Ave.
- 321 Lafayette 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.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Responded to miscellaneous sewer calls at the following locations:

- 231 Honeycreek Ct.
- 3254 Longhorn Dr.

Flushed storm drains at the following locations:

- Joe Johnson Ave.
- Oakwood Dr. @ Mt. Pleasant

Repaired utility cuts at the following locations:

- 510 Compton Rd.
- 620 Hamilton Ave.

Assisted Southern Construction with collapsed sewer line at Longhorn Dr. @ Angus Lane.

Main Pump Station comminutor out of service. Checked pumps and pulled debris from wet well manually.

Monitored pump in wet well at Main Pump Station during rain storm.

Responded to alarms at the following locations:

- Dimmock Pump Station
- Main Pump Station

Miss Utility locating required 176 man-hours for the month of April 2008.

Water

Replaced water meters at the following locations:

- 220 Archer Ave.
- 4506 Conduit Rd.
- 702 Elko Ave.
- 3249 Jersey Ct.
- 704 Keswick Dr.
- 602 Old Town Dr.
- 106 Sadler Ave.
- 404 Windmere Dr.
- 904 Blvd.
- 907 Conjurers Dr.
- 1125 Elmwood Dr.
- 131 Kennon Pt. Dr.
- 221 Marvin Ave.
- 624 Ryan Ave.
- 110 Southgate Square

Set meter for new construction at the following locations:

- 401 E. Roslyn Rd.
- 306 Heron Run Dr.
- 321 Kennon Pt. Dr.

Repaired service line break at the following location:

- 157 Piedmont Ave.

Responded to meter leak complaint at the following locations:

- 500 Braxton Ave.
- 702 Elko Ave.
- 907 Conjurers Dr.
- 3624 Hawick Dr.

Repaired or raised meter box at the following locations:

- 415 Blvd.
- 1018 Blvd.
- 103 Creekrige Place
- 154 Roanoke Ave.
- 204 Suffolk Ave.
- 1000 Yacht Basin Dr.
- 2801A Blvd.
- 2463 Blvd.
- 235 Honeycreek Ct.
- 205 South Valley Rd.
- 2524 White Oak Ct.
-

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Install or replace meter setter at the following locations:

- 702 Elko Ave.
- 204 Suffolk Ave.
- 704 Keswick Dr.

Replaced water service at the following location:

- 702 Elko Ave.

Replaced fire hydrant at the following location:

- 1128 Shuford Ave.

Repaired fire hydrant at the following location:

- 891 Temple Ave.

Tested meters for the following locations:

- 4506 Conduit Rd.
- 404 Windmere Dr.

Backflow/Cross Connection Survey at the following locations:

- 610 Blvd.
- 1217 Blvd.
- 3220 Blvd.
- 3115 Blvd.
- Brockwell Ln.
- 445 Charles Dimmock Pkwy.
- 2600 Conduit Rd.
- 3451A Conduit Rd.
- 626 Dunlop Farms Blvd.
- 501 E. Roslyn Rd.
- 201 James Ave.
- 901 Meridian Ave.
- 157 Roanoke Ave.
- 2001 Southpark Circle
- 1000 Yacht Basin Dr.
- 1850 Blvd.
- 1919 Blvd.
- 3424 Blvd.
- Blvd./War Memorial
- 455 Charles Dimmock Pkwy.
- 325 Charles Dimmock Pkwy.
- 2701 Conduit Rd.
- 215 Dunlop Farms Blvd.
- 295 Dunlop Farms Blvd.
- 100 Highland Ave.
- 501 Lake Ave.
- 40 Pickwick Shopping Center
- 801 Temple Ave.
- 860 W. Roslyn Rd.

Responded to dirty water complaint at the following location:

- 3102 Woodlawn Ave.

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

Performed flow test at the following location:

- 235 Dunlop Farms Blvd.

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

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

- 3102 Woodlawn Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Responded to miscellaneous water calls at the following locations:

- 1006 Briarcliffe Dr.
- 2701 Conduit Rd.
- 217-307 Highland Ave.

Responded to Shepherd Stadium Water Tower for overflow.

Administration

- Met with property owners at 214 Pickett to review and discuss flooding problem.
- Attended the Crater MPO meeting to review pending allocation of flexible funds - briefed City Manager.
- Attended Water Environment Association Conference on wastewater collection systems.
- Met with Crater PDC and City Planning staff to discuss GIS applications.
- Met with potential vendor of Clock Tower structure.
- Met with DEQ Waste Program and Enforcement officials to discuss compliance issues with North Landfill - briefed City manager.
- Attended CVWMA Board meeting in Petersburg.
- Met with Parks and Recreation staff to discuss refinement of action steps for Council Work Plan Goal No. 1.
- Met with City Managers of Colonial Heights and Petersburg to discuss SCWA flow/cost adjustment issue.
- Attended Allied Waste meeting to petition CVWMA to institute fuel surcharge – briefed City Manager.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk