

CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 2008



I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects

White Bank Park Drainage Improvements – Review process re-activated. Review comments returned to Consultant. Now awaiting updated plans.

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. New Council Members toured the building as part of their orientation.

Utility Replacement-Water & Sewer at Highland Methodist (located in alley bound by Hill Place & Boulevard) – Under Construction, final punch list completed 12/11/2008.

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

Bruce Avenue Drainage – Phase II – Provided comments to the consultant for the Bradsher/Dupuy section of project. Awaiting plan resubmittal on 1/16/2009.

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

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

Longhorn Drive Drainage Improvements – City Attorney revising release and access agreement.

Boulevard Widening Project (North, Fifth Lane) – Under Construction, final punch list completed 12/29/2008.

Landfill Entrance Road(s) – Completed preliminary design alternative for access road along Wal-Mart's north property line.

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – Completed 90% plans. Transmitted to Wal-Mart Realty plans and a request for dedication of right of way and easements.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Requested authorization to proceed with preliminary engineering from VDOT Civil Rights Division.

I. ENGINEERING DEPARTMENT:

A. Capital Improvement Projects (Continued)

Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945 – Revenue Sharing, Urban and CMAQ Programs – Request for Proposals for Preliminary Engineering and ROW Acquisition have been received, interviews with short listed firms scheduled for 1/7/2009.

Boulevard Widening Project (Windsor to Pickwick Ave, Fifth Lane) UPC 90374 – Revenue Sharing, CMAQ Program – Request for Proposals for Preliminary Engineering and ROW Acquisition have been received, interviews with short listed firms scheduled for 1/7/2009.

Boulevard Widening Project (Westover to Windsor, Fifth Lane) –CMAQ Program – Request for Proposals for Preliminary Engineering and ROW Acquisition have been received, interviews with short listed firms scheduled for 1/7/2009.

Boulevard Signal Coordination (Sherwood to Temple). –Staff negotiated a second revision to the task and fee proposal from the consultant.

Safe Routes to School – Staff has drafted a task and fee proposal for survey services. Revised scope and cost estimates for current and future phases.

B. Economic Development Projects (under construction)

Wilton Property – Contractor is stockpiling earth to be used for construction of a 30' +/- embankment for a development. Owners building permit was revoked due to lack of response in making requested erosion control maintenance improvements. A new permit has now been issued and the erosion control items have been maintained.

Shamin Hotels (Hampton Inn and Holiday Inn Millennium) - Both hotels are now open. A revised landscaping plan has been approved but the landscaping has not yet fully installed.

Landmark Realty New Office Building - The developer is working to complete the final inspection punch list items. Still needed is a combined “As Built” plan for the installed sewer laterals and a revised plan that shows installation of one additional water service to serve a second business that has been created.

Dunlop House Assisted Living, Phase II - Building work continues. Site work basically complete. Contractor is maintaining erosion and sediment control items. Owners contacted the City Manager looking for ways to avoid the \$112,000 in water and sewer connection fees. They are paying them.

Walgreens -Building and site construction continues. Sidewalk, landscaping and Irrigation have been installed. Contractor is maintaining erosion and sediment control items.

Mount Pleasant Baptist Church Parking Lot Expansion - Interior parking lot curb and gutter and entrances have been constructed. Landscaping has been installed and the project has been paved. Erosion control items being maintained.

School Maintenance Building - Work continuing on the building. Storm sewer, sanitary sewer, and detention basin installed. Erosion and sediment control items are in place.

Denny's - The building has been installed and site work begun. Currently all work is shut down. No work this month. Erosion control items are installed.

I. ENGINEERING DEPARTMENT:

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

Community Building Addition - Plans have been approved. We are awaiting beginning of construction.

Southpark Carpet and Flooring - Parking lot work begun and nearly complete. A final inspection will be held in the near future.

Sam's Club Expansion - The plans have been approved. Work should begin shortly.

Colonial Heights Surgery Center 930 South Ave. Suite 2 - Portion of former American Family Fitness building on South Ave. being converted to a surgical suite. Plans have been approved. Work should begin shortly.

C. Economic Development Projects (under review)

Gill's Point Section 9 - Construction plans are close to completion. Should be approved this month.

Wachovia Bank, N.A. Branch Expansion - Plans are nearly complete. May be approved for construction this month.

Value Place Motel - Four story hotel located off of Jennick Drive. Revised plans have been received and will be reviewed in the near future. Staff is working with Roslyn Farm on finding a traffic signal at Dimmock and Jennick.

Colonial Heights Health Care Center -- A building addition to the existing building. Plans have been received and will be reviewed in the near future.

Lakeview Elementary School -- A building addition to the existing school. Plans have been received and will be reviewed in the near future. Planning Commission approved the preliminary site plan.

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

- Southpark Carpet and Flooring
- HCA Outpatient Surgery Center
- Sam's Club Expansion
- Shamin Hotels Revised Landscaping Plan

Right-of-way Permits:

- Issued 7 R/W permits.
- Closed out 9 permits.
- Finished Standards

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Two (2) fence permits issued.

2. Seven (7) sign permits issued:

- ☆ Family Eye Care – 3731 Boulevard
- ☆ L.H. Gravite & Son – 100 Laural Parkway
- ☆ Bank of Virginia – 3115 Boulevard
- ☆ The UPS Store – 1050 Temple Avenue
- ☆ Oxford Realty Holdings – 119 Boulevard
- ☆ Long & Foster – 601 Southpark Boulevard
- ☆ Red Lobster – 119 Temple Lake Drive – temporary

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

3. Neighborhood Revitalization:

One (1) project payment

a. 08-09 CDBG Home Repair Grant

- ☆ 10 new applicants being processed
- ☆ 5 electric jobs completed
- ☆ 2 carpentry jobs complete
- ☆ 1 carpentry and related plumbing/accessibility job complete
- ☆ 3 heating jobs complete
- ☆ 1 plumbing job complete
- ☆ 1 lead clearance complete
- ☆ 5 Re-roofing jobs awarded

b. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		53
# of Dwellings registered	0	52
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED		53
Dwellings to be inspected	0	52
Multi-family dwellings	0	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold	1	4
Failure to Register Letters	0	65
Answers Received	0	60
First Inspections made	2	68
Passed	0	15
Failed	2	53
Second Inspection	6	112
Passed	6	109
Failed	0	3
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	0
Passed	0	0
Failed	0	0
Failure to schedule by owners	0	0

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$50.00	\$1,300.00
4 year Certificates Issued		
Dwellings	3	113
Apartments		1
(no of units certified)	0	12

4. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	16	218
Violations	14	174
Violations resolved	13	150

b. Zoning

	Month	YTD
Total inspections	9	70
Violations	9	62
Violations resolved	4	52

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations Reported	4	12
Actual Violations	20	47
Letters Sent	20	47
Violations Abated	26	39
Summons Issued	1	2

e. Other

	Month	YTD
Total inspections	0	8
Violations	0	0
Violations resolved	0	0

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	5	106
Violations	3	81
Violations resolved	2	70

g. Tall Grass

	Month	YTD
Total inspections	0	217
Violations	0	197
Violations resolved	0	180

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

h. Sign Ordinance

	Month	YTD
Total inspections	4	56
Violations	4	55
Violations resolved	1	42

The following are highlight activities for the Building Inspections Division:

	Month	YTD
1. Existing Housing and Maintenance Inspections	33	135
2. New Construction Inspections	173	3,749
3. Permits for New Residences	2	24
4. Estimated Cost for Permits for New Residences	\$200,000	\$2,411,040
5. Permits for Commercial Construction	7	82
6. Estimated Cost for Commercial Permits	\$3,064,887	\$10,639,697
7. Plumbing Permits Issued	17	171
8. Electrical Permits Issued	20	241
9. Mechanical Permits Issued	7	133
10. Swimming Pool Permits Issued	0	8
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	0	23

III. POLICE DEPARTMENT:

- ✓ Total calls for service in December, 2008, show an increase of 8.21%, going from 3,703 calls for service in 2007, to 4,007 in December, 2008.
- ✓ There were 89 Part I, or serious, crimes reported to the Colonial Heights Police Department in December. Sixty-two (62) of those, or 69%, have been cleared.
- ✓ Our **Records Division** processed 302 arrest reports, two (2) Animal Control reports, 49 field interviews, 251 incident reports, 552 pawned properties, and 1,126 traffic summonses, along with a variety of other reports, totaling **2,654 reports**.
- ✓ Uniform patrols continue their efforts in the retail areas of the City, endeavoring to provide a safe shopping experience. We have supplemented patrol with extra personnel during the holiday season and Auxiliary officers were out to assist.
- ✓ Our annual Christmas Parade was held on the 5th of December, and a good and safe time was had by all who attended. Officers were very appreciative of being addressed by the City Manager during the pre-event inspections.
- ✓ Officers worked with representatives from the Office on Youth for *Project Sticker Shock* in an effort to educate the public and discourage them from purchasing alcohol for those under the legal age.
- ✓ D.A.R.E. Officer Sophie Benkendorf completed the 2008-2009 school year's D.A.R.E. instruction throughout the elementary schools and will hold graduation exercises in 2009.
- ✓ We distributed shopping safety flyers to the public throughout the holiday season. Wal-Mart, Ukrop's, Domino's Pizza, K-Mart and Southpark Mall all participated in this endeavor. This continued through the month.
- ✓ Several supervisors are changing squads; i.e., those working nights will go to days, and vice versa, in an effort to challenge and improve both the supervisors and the rank and file. All changes have been made for the betterment of the department and the community as a whole.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Uniformed patrol tallied 772 traffic summonses from 1,295 traffic stops; made 26 DUI arrests and 43 drug arrests; investigated 102 traffic crashes; issued 91 parking citations; and initiated 50 field interviews. A total of 48 felony charges and 173 misdemeanor charges were also issued during the month. Forty-two (42) inoperative vehicles were reported. A total of 227 new cases were assigned to Patrol officers for investigation, and 160 cases have been cleared, or 70%. Master Warrants Officer Jeff Santini conducted one (1) extradition to the Outer Banks this month.
- ✓ On the 10th of December, a newly formed Street Crimes Unit began. Its team consists of Sgt. Steve Kolev, Officer Wayne Moody, Officer Travis Karr and Officer Roger Santini. The Unit has hit the ground running. Their activities include obtaining two (2) search warrants which resulted in three (3) arrests, confiscation of approximately four (4) pounds of marijuana, and the recovery of \$8,800.00. Plain clothes operations were conducted at area convenience stores, resulting in one (1) misdemeanor and two (2) felony drug arrests and two (2) alcohol arrests. Our unit also assisted Hopewell Police Department with a round-up of wanted fugitives.
- ✓ Detectives' activities included:
 - A subject from the State of Delaware was arrested for possessing counterfeit goods, from whom we confiscated over \$20,000.00 of counterfeit merchandise.
 - A burglary of Dominion Chevrolet was cleared with the arrests of two (2) juveniles who had escaped from Poplar Springs Hospital.
 - A Chesterfield resident was arrested after having written two (2) threatening letters to our Commonwealth's Attorney.
 - Detectives have arrested a fugitive wanted for a strong armed robbery that occurred in the Wal-Mart parking lot and are still investigating a report of another of the same offense.
 - Detectives are investigating four (4) larcenies of purses from unattended shopping carts in and around the mall area.
 - Lt. Ferguson has, to date, issued twenty drug nuisance letters and six (6) alcohol nuisance letters to property owners.
 - Lt. Ferguson participated in NBC-12's *Fugitive Friday*.
 - Detectives were assigned a total of 19 new cases for investigation and, of those, 11 cases, or 58%, have been cleared.
- ✓ Our **Auxiliary** police force continues to show their dedication by volunteering over 478 hours in a variety of ways. Duties included assistance with the Christmas Parade, ride-alongs, traffic direction and enforcement, along with extra duty at the mall and prisoner transports. Auxiliary Sgt. Dean Miller and Auxiliary Officers Mike Tereschenko, Kevin Burcham, Dennis Branzelle and Richard Hubbell are continuing their training at the Chesterfield County Police Academy to become certified police officers.
- ✓ The **Animal Control Division** impounded 29 dogs and 10 cats. During the month of December, there were eight (8) dogs returned to their owners, with 19 dogs and 12 cats adopted out. Members of the community surrendered six (6) dogs to the shelter. Animal Control officers had no complaints of animal bites. At the end of the month, Animal Control investigated a total of 113 complaints with eight (8) summonses issued. A total of \$434.00 in fees was collected.

III. POLICE DEPARTMENT (CONTINUED):

✓ **Sentinel** volunteers donated a total of 31 hours, contributing to a vast array of duties in order to free up our officers for more pressing matters. Our Sentinels assisted with the Christmas Parade, traffic details and the distribution of the holiday safety flyers at several locations throughout the City.

Crime	December 2007	December 2008	Percentage of Increase/Decrease
Aggravated Assaults	1	3	200.00%
All criminal arrests	234	271	15.81%
Arson	1	0	-100.00%
Burglaries	4	5	25.00%
Calls for services	3,703	4,007	8.21%
DUI arrests	33	26	-21.21%
Larceny	41	61	48.78%
Motor Vehicle thefts	4	2	-50.00%
Robberies	0	1	100.00%
Shoplifting arrests	22	40	81.82%
Simple Assaults	16	15	-6.25%
	PART I (Serious) OFFENSES		
December 2008	Number Reported	Number Cleared	Percentage Cleared
	89	62	69.66%

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 111

<u><i>Call Descriptions:</i></u>	<u><i>No:</i></u>	<u><i>Call Descriptions:</i></u>	<u><i>No:</i></u>
Alarm System Activations	7	Gas Leak	3
Alarm System Malfunctions	4	Gas/Other Combustible Liquid Spills	4
Assist Invalid	2	Good Intent Calls	6
Assist Police	3	Hazardous Condition	1
Authorized Controlled Burning	3	Heat from Short Circuit	1
Brush Fires	4	Overheated Motor	1
Building Fires	2	Passenger Vehicle Fire	5
Child Safety Seat Installations	10	Police Matter	3
Cooking Fire	1	Power Line Down	1
Cover Assignment	3	Public Service Assistance Calls	24
Dispatched then Cancelled Calls	9	Smoke Detector Installations	2
Electrical Equipment Problem	6	Steam Mistaken for Smoke	1
Excessive Heat	1	Unintentional Alarm Transmission	3
False Alarm/Call	1		

IV. FIRE & EMS DEPARTMENT (CONTINUED):

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield - EMS 1st Responder	9	Chesterfield	5
Petersburg	1	Fort Lee	5
		Petersburg	1
		Prince George	1

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 86% of all calls received during the month~

EMS DIVISION:

TOTAL EMS PATIENTS: 300

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	10	Motor Vehicle Accidents	17
Allergic Reactions	1	Other Injury/Medical Calls	129
Altered Level of Consciousness Calls	1	Overdose Calls	3
Assaults	1	Public Service Calls	6
Cardiac Arrest	1	Strokes	8
Chest Pains	24	Suicide	1
Difficulty Breathing	37	Trauma Calls	2
Falls	40	Unresponsive Patients	19

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	1	Chesterfield	2
Prince George	1	Fort Lee	4
		Petersburg	1

~Patient contact was established in 8 minutes or less from the time of dispatch on 90% of all calls received during the month~

Training Division

Number of Classes Taught:	14
Attendees:	115
Man Hours	252

V. FINANCE DEPARTMENT:

• Checks processed:	General Fund	456
	Payroll Checks	954
	Other	<u>95</u>
	Total	<u>1,505</u>

- Thirteen (13) alarm citations were processed during December.
- Annual Comprehensive Financial Report was completed along with annual comparative cost report required by the Auditor of Public Accounts and Annual Bureau of Census report was completed.
- **Auditing** – Normal financial reviews, account payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. Audited Christmas Parade vendors to ensure proper licenses and identification were obtained. Conducted departmental petty cash audits.

V. FINANCE DEPARTMENT (CONTINUED):

- **Purchasing** - 204 total purchase orders were completed with 132 being processed by the purchasing and 72 departmental purchases being reviewed as compared to 193 being completed for the same period in 2007. In addition 136 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
 - **Sealed Bid for Community Building Addition** (Invitation # 08-12013-942) opened on December 1 2008. OK Construction, out of Williamsburg VA, was the low bidder. Contract documents have been sent. Anticipated start up date is the latter part of January 2009. Construction time is one hundred and fifty (150) calendar days.
 - **Proposal for Preliminary Engineering & Acquisition of Right of Way** (Proposal # 08-12103-943) opened on December 12 2008. Proposals have been short listed down to four (4) firms. Proposal meetings are scheduled on January 7 2009.
- **Other Purchasing Activity:**
 - Cleaning contract, with Professional Maintenance, has been renewed for another year. Due to increase in cleaning supplies, vendor asked for 2% increase in last years prices.
 - Contract was finalized with Reach, for employee assistance services. New contract to start January 2009.
 - Quote for July 4 fireworks show was issued. Quotes are due back on January 5 2009.
 - Contact finalized with VA Industrial Medicine, for physicals for new employees. This vendor will also do random drug/alcohol testing for the City.
 - Contract finalized with Compass MD, for physicals for Fire Department employees.
 - Proposal meetings were held during the month with the Fire Department, on choosing a vendor for ambulance billing services. It is hoped that a new contract can be finalized by Feb 1 2009.
 - Purchase Order issued for Opticom system at three intersections in the City.
 - Quote issued and vendor chosen for roof repair at four homes, under the CDBC Emergency Home Repair Program.
 - Quote issued and vendor chosen for furnace work at two homes, under the CDBC Emergency Home Repair Program.
 - City auction is scheduled with the school system, on Monday January 26.
- **Risk –**
 - Property damage was reported on a street sign, by a hit and run driver.
- **Other Risk Activity:**
 - Year-end meeting was held with VML, concerning the City's insurance and status.
 1. VML is very happy with the performance of the City. Claims are reported in a timely manner.
 2. Necessary information is provided to VML so that claims can be handled efficiently.

V. FINANCE DEPARTMENT (CONTINUED):

3. From a Workers Compensation standpoint, the City offers the injured City employee a panel of physicians to choose from.
 4. The City works closely with VML to bring the injured employee back to work on a modified duty when appropriate.
- The City's Workers Compensation loss ratio for the past five full policy years is 53%. In the Property and Liability coverage, the five year loss ratio is 56%. These both compare favorably with a program average of 65%.
 - The City's 2009/2010 insurance renewal package is due to VML by January 31, 2009.
 - **Utility Billing** – During December:
 - Bi-monthly Utility Bills Sent – 3,456
 - Delinquent Notices Sent – 652
 - Delinquent Notices Percentage – 17.8%
 - Services cut off for nonpayment on November 8th was 130.

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Communications Center	Telecommunicator (Dispatcher)

- **Applications and Testing**

Total of (98) applications were received for the Telecommunicator (Dispatcher) position in the Communications Center.

- **Training**

All City employees working in a continuous full-time/part-time status position were required to complete a Sexual Harassment Prevention training course through the VML On-Line University program by December 31, 2008.

- **Workers Compensation**

No workers' compensation reports were filed during the month of December 2008.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 36,048 visits in the month of December with 67,413 page views, including 2,782 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Fire & EMS, and Purchasing – Requests for Bids, RFPs.
- ☆ New sections added to the City's web site in December include:
 - Stormwater Management Program (<http://www.colonial-heights.com/PublicWorksStormWaterManagement.htm>)
 - Office on Youth's CADRE Coalition (<http://www.colonial-heights.com/YouthCADRE.htm>).
- ☆ Citizens submitted and city staff processed 46 service requests and questions through the "Citizens Action Center" online during the month of December. The FAQs were viewed 644 times during this same period.
- ☆ The IS Coordinator worked with IT services vendor ProActive to transition the Fire and EMS technical services from the current vendor to ProActive. She also coordinated installation of network equipment and configuration of a new T-1 with ProActive to increase bandwidth at City Hall and Fire Station 2. In addition, she drafted a Virtual Private Network (VPN) Policy. The purpose of this policy is to provide guidelines for VPN or remote connections to the city's internal network.

VIII. LIBRARY:

- ☆ The library staff circulated 25,404 titles in December.
- ☆ The public computer center was used 2,237 times.
- ☆ 85 children participated in the story time program.
- ☆ The library's meeting rooms were used 79 times.
- ☆ 2,215 residents visited the Colonial Heights Virtual Library to retrieve 350 articles from their homes and offices.
- ☆ 607 residents used the library each day, while 184 signed for new library cards.

IX. RECREATION & PARKS:

Recreation & Parks		
<u>ACTIVITY</u>	<u>2007</u>	<u>2008</u>
AEROBICS	13	n/a
BELLY DANCE CLASS	16	0
CARDIO KICK BOXING	13	15
CHRISTMAS CARD CONTEST	284	210
COMMUNITY BUILDING ATTENDANCE	1125	1280
COMMUNITY BUILDING RESERVATIONS	34	24
KARATE	13	17
LUNCH WITH SANTA CLAUS	85	63
NYSCA COACHES CERTIFICATION	10	0
SANTA CLAUS CALLING	88	332
SKATEBOARDING	130	92
TEEN DANCE	128	115
VIOLET BANK MUSEUM	212	118
YOUTH BASKETBALL	353	332
YOUTH TRIP- CHILDREN'S MUSEUM/SWADERS	n/a	8
YOUTH WRESTLING	22	33
TOTAL	2526	2639

- ☆ The Blitz Softball Team and the Dancing Grannies participated in Christmas Parade.
- ☆ Dancing Grannies were awarded first prize in the nonprofit division.

Senior Center		
<u>Activities</u>	<u>2007</u>	<u>2008</u>
AARP	n/a	n/a
American Music Jubilee	n/a	28
American Music Theater	48	n/a
Belly Dancing	5	n/a
Bingo in Center	40	72
Bob Ross Video Painting	n/a	8
Bowling	195	160
Club Meeting	160	144
Cookie Day	n/a	8
Crochet & Knitting	38	48
Floor Exercises	35	119
Fredericksburg Trolley Tour	34	n/a

IX. RECREATION & PARKS (CONTINUED):

Senior Center		
Activities	<u>2007</u>	<u>2008</u>
Hershey Holiday Trip	n/a	28
Jerry's Artarama	n/a	8
Line Dance Class	34	26
Meditation	61	n/a
Movies	8	8
Painters Group	35	48
Party Bridge	96	124
Santa's Workshop-Crafts	n/a	35
Sing A-Long	42	26
Sing-A-Long Health Center	11	11
Sit Down Exercises	26	180
Splash of Color	15	n/a
Strength Training Class	103	142
Tai Chi	18	333
Tap Class Advance	124	40
Tap Class Beginners	97	28
Tap Class Intermediate	n/a	28
Tournament Bridge	64	80
TRIAD	75	n/a
Watercolor	8	18
Well-Being Message	0	n/a
Yoga	13	97
Zoomer Boomer	n/a	240
Total	1480	1500
Meals		
Bags	30	50
Breakfast Meals	60	100
Home Del Meals	45	100
Site Meals	0	0
Donations		\$60.00
Total	135	250
Transportation		
Total Miles	4499	3401
Total Passengers	694	575
Volunteer Hours	36	24
Wheelchairs	14	18
Donations		\$214.00

IX. RECREATION & PARKS (CONTINUED):

Violet Bank Museum

	<u>2008</u>	<u>2007</u>
Attendance	118	212

- ☆ Decorated Museum for Christmas.
- ☆ Lakeview Elementary School students performed holiday carols on porch of museum with refreshments served after singing.
- ☆ Work on collections by photographing guns/rifles.
- ☆ Worked on documents for AAM.

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, Ft Clifton Park. Wash out pavilions at White Bank Park as needed.
- ☆ Cleaned Shepherd Stadium restroom before and after events.
- ☆ Picked up trash around Municipal Building complex (daily).
- ☆ Cut grass and trimmed as needed at Church property, Old Shop, Ft Clifton, Lakeview Park, Library, Shuford Ave, Violet Bank, Fire Station #2, Public Safety Building, City Hall, Health Dept, War Memorial, School Board, Courts Building, White Bank Park, Edinborough playground, Wakefield playground, Flora M. Hill Park, Animal Shelter, pistol range, Community Center.
- ☆ Nail drag all baseball and softball fields as needed.
- ☆ Blew leaves and got up leaves as needed around Community Building, A field, B field, Civic field, Edinborough playground, Hall, Lakeview Park, White Bank Park, Wakefield Park, Flora M. Hill Park, old Church, Courts Building, Public Safety Building, City and Health Dept. Took leaves to landfill.
- ☆ Got pipe insulation from Home Depot and installed on water lines in concession stand at Soccer Complex.
- ☆ Moved bleachers from Soccer Complex to Boulevard for Christmas parade. Moved bleachers back to Soccer Complex after parade.
- ☆ Took down batting cage nets at High School, Civic Field, and Stadium.
- ☆ Drag and line Lakeview 1 & 2 for tournament games.
- ☆ Lowered and raised flags as needed at Public Safety Building, City Hall, War Memorial, Fire Station #2, Library, Courts Building, and Lakeview Park.
- ☆ Picked up 60 chairs from Ft. Clifton and took to Violet Bank. Returned chairs to Ft. Clifton afterwards.
- ☆ Repaired windscreen at Middle School tennis courts.
- ☆ Picked up turkeys from Wal-Mart and delivered to Christmas luncheon.
- ☆ Had one employee attend and complete CERT training.
- ☆ Rearranged and cleaned Shop.
- ☆ Installed Christmas wreath at Library.
- ☆ Blocked an open vent in boiler room at old church.
- ☆ Chained picnic tables together in park to prevent vandalism.
- ☆ Cleaned up storm debris from boat ramp and shore at Lakeview Park.
- ☆ Replaced worn flags at City Hall and Courts Building. Checked all other flags for wear.
- ☆ Replaced burned out light bulbs at War Memorial.
- ☆ Stenciled and painted parking spaces at Public Safety Building.
- ☆ Replaced burned out floodlights and fluorescent lights at Courts Building.
- ☆ Performed preventative maintenance on Sand Pro, all lawn mowers and edger.
- ☆ Repaired windscreen at Civic Field and Lakeview #1.
- ☆ Mounted racks at Health Dept.

X. OFFICE ON YOUTH & HUMAN SERVICES:

Youth Advisory Council Activities

- 22 YAC members attended the December meeting
- Members shopped, wrapped, and delivered presents to the Christmas Family through the Chesterfield-Colonial Heights Christmas Mother Program
- YAC members donated 96 pounds of food to the Colonial Heights Food Pantry
- YAC members donated children's books for "Reading for a Cure"
- YAC members donated toiletry items for the Salvation Army Men's Shelter
- YAC sent 60 Christmas Greetings to "Holiday Mail for Heros" through the American Red Cross
- 3 YAC members participated in "Project Sticker Shock" with CHHS CADRE and CHMS SADD

Trainings & Meetings

- Abby Lynch assisted school personnel with District SACS Review (Standard 6)
- Abby Lynch attended VCU "Especially for Non-Profit – A Non-Profit Sampler"
- Abby Lynch attended the Colorado After School Network on Line Training – Engaging Parents
- Abby Lynch attended Underage Drinking Task Force Meeting
- Abby Lynch and Tricia Quenan attended the Systems of Care Task Force Meetings
- Abby Lynch presented Office on Youth Overview to Dr. Joseph Cox's Administrative Cabinet
- Served 11 students through Inter-Agency Prevention Team
- Served 3 students through Family Assessment and Planning Team

Driver Bags

- 8 Youth received VaABC, VASAP, MADD, State Police information when they received their driver's license

Life Skills

- No group held during December

Parenting

- No group held during December

Community Service

- 26 youth completed 231 hours of Service Learning

Shoplifting Diversion

- 57 youth/parents attended the Shoplifting Diversion Program

Substance Abuse Education

- 5 youth attended the Substance Abuse Group

Shoe Fund

- 13 children in need were given shoes during the month of December

Kids' After-School Program

- KAP continues to serve students in the 4th & 5th grades at the 3 elementary students
Second Family Dinner was held with a total of 16 people in attendance. Following the dinner the family, who participated, went together as a group to see the Colonial Heights Christmas Parade.

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2008	70	\$12,163.03	8	\$2,564.14
2007	84	\$23,484.28	4	\$ 275.00

A summary of maintenance costs for the first half of the fiscal year as compared to the last 5 years is as follows:

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
03/04	\$87,116.90	\$12,113.86
04/05	\$81,476.18	\$11,952.65
05/06	\$93,181.51	\$ 7,087.90
06/07	\$113,873.69	\$14,171.71
07/08	\$97,963.48	\$6,245.11
08/09	\$94,735.95	\$11,085.06

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

2007-2008

<u>Repair</u>	<u>Amount</u>	<u>Percentage</u>	<u>Department</u>	<u>Amount</u>	<u>Percentage</u>
Alignment	\$1,188.50	19.031%	Police	\$1,065.40	17.060%
Towing	\$427.50	6.845%	Fire	\$746.71	11.957%
Glass Replacement	\$1,943.65	31.123%	Streets	\$364.24	5.832%
Radiator Repair	\$123.00	1.970%	Utilities	\$342.55	5.485%
Dealer Repair	\$1,261.77	20.204%	Parks	\$0.00	0.000%
Tire Repair	\$441.74	7.073%	Sheriff	\$365.05	5.845%
Exhaust	\$197.55	3.163%	Engineering	\$0.00	0.000%
Seat Repairs	\$45.00	0.721%	Schools	\$1,611.94	25.811%
Misc.	\$616.40	9.870%	Senior Citizens	\$966.83	15.481%
			Others	\$782.39	12.528%
Totals	\$6,245.11			\$6,245.11	

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

- Continue mulching, fertilizing, cutting, pruning and weeding sites throughout the City.
- Worked with office on Youth and Beautification Committee.
- Responded to miscellaneous tree calls.
- Completed planting and installing foundation landscape at the Library.
- Pruned all shrubs on Temple Avenue.
- Completed placing “If It Doesn’t Fit in Cart” stickers on trash cans.
- Removed leaves from all sites.
- Assisted with installation of Christmas lights and wreaths

Vegetation

Picked up litter at the following locations:

- Boulevard
- Dupuy Avenue
- Conduit Road
- Temple Avenue
- East Ellerslie Avenue

Trimmed limbs removed tree at the following locations:

- 515 Walnut Avenue
- 902 Lakewood Drive
- Chesterfield Avenue

Other

- Responded to miscellaneous complaints concerning dead trees, dead animals and drainage issues.
- Removed a gravel and concrete spill at Temple Avenue and Boulevard.
- Removed broken glass from alley behind 201 A Danville Avenue.
- Storm Water Foreman attended CERT training class.
- Completed interviews for the Public Works and Utility Technicians.

No concrete sidewalk and curb and gutter restoration for the month of December.

Stormwater and Drainage

Removed the following cubic yards of leaves from streets:

Area 1 – 208 cubic yards, Sherwood Hills, Lakeview, and Toll House areas.

Area 2 – 669 cubic yards, Ellerslie, Fort Clifton and Mount Pleasant areas.

Area 3 – 416 cubic yards, Oak Hill, Shepherd Stadium, Violet Bank-Flora Hill and Westover-Snead areas.

Street Sweeper removed 32 cubic yards of debris from the following locations:

- Boulevard
- Brame Avenue
- Concord Avenue
- Franklin Avenue
- Maple Avenue
- Yorktown Drive
- A, B, C, D, E and F Avenues
- Cedar lane
- Kent Avenue
- Wakefield Avenue
- Fairfax Avenue

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

- 204 and 209 Windmere Drive
- 1907 Wakefield Avenue
- 318 New Castle Drive
- 319 Ridge Road
- 920 Lakeview Avenue
- Brookhill Avenue at Forest View Drive
- Chesterfield at Marvin Avenues
- Clover Hill Avenue
- Hamilton Avenue at Boulevard
- Huntington at Red Fox Roads
- Sherwood Drive at Boulevard
- Shuford at East Westover Avenues
- Suffolk Avenue at Boulevard
- 2600 Block Conduit Road
- 313 Brookedge Drive
- 135 Carroll Avenue
- Temple Ave. @Charles Dimmock Pkwy.
- Oak Avenue behind Big Lots
- Shuford at East Westover Avenue
- School Avenue at Conduit Road
- Dupuy Avenue
- Temple Avenue at Ridge Road
- Colonial at Westover Avenues
- 1023 Forest View Drive
- Cedarwood at Wildwood Avenues
- Piedmont Avenue at Boulevard

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Solid Waste

Recycling

- 96 citizens used the recycling Center to dispose of Category 1 materials, brush, metal products and other recyclable materials.

Transportation

Streets

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

- 910 Azalea Lane
- 105 Deerwood Drive
- 3704 Conduit Road

Placed stone in sinkholes at the following locations:

- 4523 Berkshire Lane

Traffic Operations

- Signals
 - Performed preventative maintenance on four cabinets.
 - Replaced two LED traffic
 - Replaced two pedestrian crossing lights
- Signs and Markings
 - Fabricated and installed two new STOP signs
 - Fabricated and installed 24 high intensity street name signs
 - Fabricated and installed four No Parking signs at Colonial Heights Medical Center
- Street Lighting
 - Installed six ornamental street light bulbs
 - Replaced one ballast for ornamental street lights
 - Troubleshoot ornamental street lights for bad circuit
- Traffic Control
 - Responded to four after-hours call backs for malfunction traffic lights
- Miscellaneous
 - Worked on Christmas parade
 - Attended four CERT training classes and received certificate
 - Continued with work on Christmas snowflakes and wreaths
 - Completed work on Fifth Lane Project except for punch list

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 205 Ingram Ave.
- 312 Lynchburg Ave.
- 505 Springdale Ave.
- 901 Lakewood Dr.
- 127 Sherwood Dr.
- 408 Washington Ave.

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

- 2205 Franklin Ave.
- 915 Lakewood Dr.
- 901 Lakewood Ave.

Camera sewer main/lateral at the following locations:

- 205 Ingram Ave.

Flushed sewer main line at the following locations:

- Animal Shelter
- 2805 Franklin Ave.
- Orange Ave. @ Blvd.
- 626 Blvd.
- 102 Orange Ave.
- Springdale Ave.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- 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:

- 420 Moorman Ave.
- 2547 Pin Oak Ct.

Repaired utility cuts at the following locations:

- 3704 Conduit Rd.
- 1243 Riveroaks Dr.

Performed preventative maintenance at the following locations:

- Appomattox Pump Station
- Dunlop Farms Pump Station
- Main Pump Station
- Conjurers Neck Pump Station
- Hrouda Pump Station
- Sherwood Hills Pump Station

Responded to alarms at the following locations:

- Conjurers Neck
- Main Pump Station
- Dunlop Farms

Seal failure at Sherwood Hills Pump Station on pump #2. Crane was rented to pull pump out. Installed new pump and performed amp draw test.

Replaced and rewired pump at Appomattox Pump Station due to pump failure.

Dismantled pump bearing covers and greased bearings at Dimmock Methane Pump Station.

Miss Utility locating required 151 man-hours for the month of December 2008.

Water

Replaced water meters at the following locations:

- 1907 A Blvd.
- 1107 Duke of Gloucester St.
- 237 Kennon Point Dr.
- 612 Pinehurst Ave.
- 210 Walnut Ave.
- 2114 Blvd.
- 324 Fairfax Ave.
- 204 Maple Grove Ave.
- 129 W. Westover Ave.
- 115 Wrights Ave.

Set meter for new construction at the following location:

- 626 Blvd.
- 311 Orange Ave.
- 123 Washington Ave.
- 105 Moore Ave.
- 313 Orange Ave.

Repaired service line break at the following locations:

- 3704 Conduit Rd.
- 306 Greenmeadow Ct.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Repaired main line break at the following locations:

- 614 Ryan Ave.

Replaced or installed new water service at the following locations:

- 919 Azalea Ln.
- 315 Cloverhill Ave.
- 413 Nottingham Dr.
- 309 Cloverhill Ave.
- 705 Elko Ave.

Repaired or raised meter box to include meter lids at the following locations:

- 102 Brijadan Ln.
- 151B Chesterfield Ave.
- 210 Lafayette Ave.
- 212 Pecan Tree Terrace
- 221 Piedmont Ave.
- 300 Prestige Place
- 319 Shade Tree Dr.
- 139 Carroll Ave.
- 323 Kent Ave.
- 3249 Longhorn Dr.
- 230 Pecan Tree Terrace
- 160 Piedmont Ave.
- 5050 Salem Ct.
- 207 Windmere Dr.

Installed or replaced meter setter at the following locations:

- 315 Cloverhill Ave.
- 324 Fairfax Ave.
- 210 Walnut Ave.
- 309 Cloverhill Ave.
- 118 Lee Ave.
- 115 Wrights Ave.

Performed fire hydrant flow test at the following location::

- 831 Ellerslie Ave.

Cut off water for Citizen at the following locations:

- 622 Colonial Ave.
- 112 Conjurers Dr.

Repaired leaking valve box at the following location:

- Vance Ave. @ Lakeview Ave.

Replaced valve top at the following location:

- Intersection Elko Ave. and James Ave.

Responded to dirty water complaint at the following locations:

- 311 Brookedge Dr.
- 796 Southpark Blvd.
- 536 Southpark Blvd.

Pulled meter for utility billing at the following location:

- 1604 Boulevard

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

- 2019 Blvd.
- 37 Brandywine Ct.
- 1830 Duke of Gloucester St.
- 1000 Hope Ridge Ct.
- 206 Lafayette Ave.
- 5106 Nantucket Ct.
- 531 Riverview Rd.
- 38 Brandywine Ct.
- 102 Brookhill Ave.
- 300 Fairmont Dr.
- 314 Ivey Ave.
- 903 Lakewood Dr.
- 4757 Ridgecrest Ln.
- 123 W. Ellerslie Ave.

Responded to miscellaneous water calls at the following locations:

- 916 Azalea Ln.
- 626 Blvd.
- 4903 Conduit Rd.
- 4511 Courtland Dr.
- 243 Kennon Point Dr.
- 1238 Riveroaks Dr.
- 3116 Blvd.
- 3700 Conduit Rd.
- 117 Conjurers Dr.
- 200 Greenmeadow Ct.
- 120 Newcastle Dr.
- 114 Southpark Circle

Pulled altitude pilot valve and cleaned at Shepherd Stadium Water Tower. Adjusted pilot valve accordingly due to overflow.

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

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Collected Bacti samples for the last quarter, October, November and December 2008.

Administration

- Attended CVWMA Board Meeting.
- Completed negotiations and executed contract with CDM for Stormwater Feasibility Study.
- Conducted semi-final review of plans for Bradsher Avenue Infrastructure Replacement (a.k.a. Bruce Avenue Phase II).
- Submitted draft Department requests for FY 2009-2010 general and enterprise fund budgets.
- Received nine proposals for Boulevard Modernization Project and shortlisted four consultants for interviews.

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk