

# CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2010



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

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

***White Bank Park Drainage Improvements (and restrooms)*** – Construction plans are being redesigned in-house to minimize the impact to existing foliage in the park.

***Bruce Avenue Drainage – Phase II*** – Construction contract awarded to Southern Construction. Work on Bradsher Avenue is substantially complete. Construction on Dupuy Avenue has begun. Work began again on January 4, 2010. The Department plans on suspending work again in early February until the weather permits paving.

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

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

***Landfill Entrance Road(s)*** – Project information transmitted to Wal-Mart Real Estate for review. At Wal-Mart Realty's request, further work on hold pending completion of the real estate work on the right turn lane at Southpark and Dimmock.

***Right Turn Lane on Southpark Boulevard (in front of Wal-Mart)*** – Revised project information transmitted to Wal-Mart Real Estate for review and approval.

***Signal Coordination UPC 77600 – CMAQ Program*** - 100% plan submittal have been reviewed and approved. Received VDOT and Federal authorization to advertise. Currently out for advertisement, bids are due February 12, 2010.

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

***Boulevard/Dupuy Modernization Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945 – Revenue Sharing, Urban and CMAQ Programs*** – Survey work, preliminary design, and historic property assessments in process.

***Safe Routes to Schools*** – Received and approved base mapping from the survey company. Completed 90% In-house design, preparing for public involvement.

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

### **A. Capital Improvement Projects (Continued)**

***Asphalt Concrete Maintenance Contract*** - Work was suspended by the Department on December 18 due to weather and is scheduled to begin once weather permits.

***American Reinvestment and Recovery Act (ARRA) Resurfacing*** – received FHWA approval to advertise 100% federal share project to full-width resurface a section of Southpark Blvd and a partial-width section of Dimmock Parkway.

***Dimmock Parkway-Jennick Drive Traffic Signal*** – met with Kimley-Horn consultants to develop scope of design and construction of a multi-phase, actuated traffic signal.

***Hrouda Pump Station Upgrades*** – 100% plan submittal has been received and approved.

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

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

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

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

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

***Resubdivision of Lot 21, Blk. A Mt. Pleasant Acres*** - Has received Planning Commission approval (pending engineering requirements). Now awaiting receipt of Resubdivision plat and construction plans.

***Temple Ave. Associates Subdivision*** - Parcel located north of the intersection of Temple Avenue and Charles H. Dimmock Parkway. Parcel is to be divided into three lots. Engineer is revising subdivision plat. Awaiting receipt of plat for review and approval.

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

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

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

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

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

**II. PLANNING & COMMUNITY DEVELOPMENT:**

- 1. One (1) fence permit issued.
- 2. Four (4) sign permits issued:
  - ☆ At Winds Shield Repair - mobile
  - ☆ Marshalls – 1142 Temple Avenue
  - ☆ Tan N Time – 613 Southpark Boulevard – temporary sign
  - ☆ Colonial Shell – 3220 Boulevard – temporary sign
- 3. Boulevard Revitalization:
  - ☆ No activity
- 4. Neighborhood Revitalization:
  - a. 08-09 CDBG Home Repair Grant - \$23,510**  
\$23,510 Committed to City-wide Emergency Repair Activities

**January activities:**

Completed

- ☆ Electrical Upgrade \$1,100

Underway

- ☆ Water line \$900
- ☆ Water heater replacement \$700
- ☆ Floor repair \$650

Out for bid

- ☆ 21 projects

- b. 2008-09 CDBG Stimulus Grant - \$23,510**
  - ☆ \$23,510 committed to Citywide emergency repair activities.
- c. 2009-2010 CDBG Home Repair Grant - \$87,560**
  - ☆ \$70,000 committed to emergency repair projects.
  - ☆ Funding agreements issued to 21 grantees.
  - ☆ Bids for 21 funded activities due February 17<sup>th</sup>.

**d. Violet Bank District Inspections Schedule:**

This is a new property maintenance inspection program in response to concerns from the Flora Hill Neighborhood Association through its leader, Mary Ann Hamilton.

<b>Section 1</b>	<b>Inspected</b>	<b>11/03/2009</b>	<b>2 citations</b>
<b>Section 2</b>	<b>Inspected</b>	<b>11/16/2009</b>	<b>No violations</b>
<b>Section 3</b>	<b>Inspected</b>	<b>12/01/2009</b>	<b>No violations</b>
<b>Section 4</b>	<b>Scheduled</b>	<b>01/05/2010</b>	<b>1 violation</b>

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

**e. Rental Inspection Program:**

<b>Item</b>	<b>Month</b>	<b>YTD</b>
TOTAL UNITS REGISTERED	1	1
# of Dwellings registered	1	1
# of Multi-family Dwellings	0	0
# of Apts registered	0	0
TOTAL UNITS INSPECTED	0	0
Dwellings inspected	0	0
Multi-family dwellings	0	0
Apts to be inspected (10%)	0	0
Total # of Properties Sold	0	0
Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	0	0
Passed	0	0
Failed	0	0
Second Inspection	45	45
Passed	45	45
Failed	0	0
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		\$0
Reinspection	0	\$0
Late Registration	0	\$0
4 year Certificates Issued		
Dwellings	26	128
Apartments (no of units certified)	4	4
	74	74

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

### 5. Zoning/ Property Maintenance complaints investigated:

#### a. Property Maintenance

	Month	YTD
Total inspections	12	12
Violations	12	12
Violations resolved	3	3

#### b. Zoning

	Month	YTD
Total inspections	6	6
Violations	6	6
Violations resolved	2	2

#### c. Building Code

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

#### d. House Number Violations

	Month	YTD
Violations reported	1	1
Actual violations	1	1
First letter sent	0	0
Violations abated	0	0
Summons issued	0	0
Door hangers posted	1	1
Active violations	1	1

#### e. Other

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

#### f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	20	20
Violations	17	17
Violations resolved	5	5

#### g. Tall Grass

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

#### h. Sign Ordinance

	Month	YTD
Total inspections	22	22
Violations	21	21
Violations resolved	12	12

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

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	1	1
2. New Construction Inspections	100	100
3. Permits for New Residences	2	2
4. Estimated Cost for Permits for New Residences	\$118,000	\$118,000
5. Additions	4	4
6. Demolitions	0	0
7. Permits for Commercial Construction	4	4
8. Estimated Cost for Commercial Permits	\$151,800	\$151,800
9. Plumbing Permits Issued	12	12
10. Electrical Permits Issued	14	14
11. Mechanical Permits Issued	9	9
12. Swimming Pool Permits Issued	0	0
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	11	11
15. Court Cases	0	0

## III. POLICE DEPARTMENT:

- ✓ Our police officers responded to 3,416 calls for service during January, and we responded to 4,368 calls for service this month last year (a 22% decrease).
- ✓ We have a lot of positive activity to report within our police department from the first month of the New Year. We are currently in the midst of both a hiring process and promotional process. Physical agility tests and the written tests for seven (7) DCJS, police-certified candidates have been conducted. Currently, we are conducting background investigations on the top performers. As for the promotional process, we have five (5) sergeants testing for the position of lieutenant, and 10 officers testing for the position of sergeant. All of the candidates have submitted professional resumes, and they are currently reviewing several books in preparation for the upcoming written test.
- ✓ During the month of January, our officers tallied 221 criminal arrests, 18 DUI arrests, and 27 drug arrests; issued 767 traffic summonses; made 1,345 traffic stops; and investigated 50 crashes. In addition, we issued 62 parking citations, 27 false alarm citations, and 40 field interview reports. Our **Records Division** processed 196 incident reports, 42 Animal Control reports, 820 pawned properties, and nine (9) concealed weapon permits.
- ✓ The **Law Enforcement Services Bureau** activities are as follows:
  - Captain Newsome coordinated with DMV to have a representative come to HQ to conduct training on the new TREDs system for accident reporting. TREDs reporting will eliminate paper and all crash reports will be completed and disseminated electronically.
  - Capt. Newsome, Capt. Keith Early, Officer Dan Vilaro, and Sentinel Les Fryar conducted police officer applicant interviews on January 26<sup>th</sup>.
  - Law Enforcement Services staff, the Mayor and City Manager attended the Chesterfield County/Colonial Heights Crime Solvers annual installation dinner at Birkwood Golf Club on January 21<sup>st</sup>.

### **III. POLICE DEPARTMENT (CONTINUED):**

- Our I.T. Advisory Committee met to further discuss needed technological advancements for our organization.
  - D.A.R.E. Officer Sophie Benkendorf began middle school instruction this month. Courses are taught each school day through April.
  - The *Job Shadow Program* concluded on January 14<sup>th</sup>. Chief Faries and Sgt. Tom Kifer attended the annual Job Shadow luncheon on January 27<sup>th</sup> at Red Lobster.
- ✓ Some of the highlights from our **Detective Division** and our **Street Crimes Unit** are as follows:
- Lt. Ferguson investigated a burglary complaint at Swearingen Realty. During the initial on-scene investigation, two suspects were developed, a subsequent search warrant was obtained and executed and arrests were affected.
  - Sr. Detective Chris Wulff is investigating an armed robbery that occurred at KFC. Several leads are being followed up on.
  - Street Crimes Unit personnel conducted nine (9) undercover drug buys during January. Prescription drugs, marijuana, heroin and cocaine were purchased from various street level drug dealers.
  - The Street Crimes Unit also assisted our uniformed officers with extra patrols and surveillance on the Boulevard corridor regarding the recent armed robberies.
- ✓ We reported an array of activities from the **Operations Division**. Some of these activities are as follows:
- Each of our four (4) Patrol squads is experiencing different supervision from the last calendar year. These changes should promote career development and continued vigor throughout our Patrol Division.
  - Officer Dale Waldrop has been recently reassigned from the high school School Resource Officer position to uniform patrol. Consequently, Officer Derek Pattison has been reassigned as our high school SRO.
  - As a result of Sentinel Les Fryar's keen observations, our uniformed officers investigated a suspicious vehicle on the parking lot of Wal-Mart. The investigation led to Prince George Police clearing incidents involving numerous larcenies from vehicles within the county.
  - Lt. Bill Anspach completed pepper ball training and Active Shooter refresher training for our officers. The squads also completed required ADA training.
  - Sgt. Terry Long completed the inspections of all tow trucks utilized by our City.
  - Our officers responded to a "fight in progress" call for service at Benny's Tavern. Two suspects were arrested for offenses related to disorderly conduct and resisting arrests. One of our officers utilized OC spray and another officer deployed his assigned taser to safely affect the arrests.
- ✓ Our **Auxiliary Police** officers contributed 287 volunteer hours of service during January. Some of the activities that they attended to included security at the Middle School W.O.W. events, patrol ride-alongs, prisoner transports, and field training.



**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	1	Fort Lee	2
Prince George	1		

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 89.6% of all calls received during the month~

**EMS DIVISION:**

**TOTAL EMS PATIENTS: 284**

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	18	Fire Standby	1
Allergic Reaction	3	Motor Vehicle Accidents	20
Altered Level of Consciousness	3	Other Injury/Medical Calls	86
Assaults	3	Overdose Calls	4
Cardiac Arrest	1	Strokes	10
Chest Pains	33	Suicide Call	1
Difficulty Breathing	43	Unresponsive Patients	19
Falls	39		

<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Petersburg	4	Chesterfield	3
Prince George	1	Fort Lee	8
		Petersburg	2

<u>Call Type</u>	<u>Average Time of Patient Contact</u>
Priority 1	4.86 minutes
Priority 2	5.00 minutes
Priority 3	NONE

**Training Division**

Number of Classes Taught:	9
Attendees:	97
Man Hours	457

**V. FINANCE DEPARTMENT:**

• Checks processed:	General Fund	231
	Payroll Checks	665
	Other	<u>71</u>
	Total	<u>967</u>

- Seventeen (17) alarm citations were processed during January.
- On January 21<sup>st</sup> the sale of the 2010 General Obligation Public Improvement Bonds resulted in the refunding of the bonds issues of 1996, 1998, 2000 and most of the 2002 series. This sale resulted in the present value savings of \$489,940 over the next 9 fiscal years. This sale was handled by the City's team of Morgan Keegan & Co as Underwriter, Bassett Financial Management as Financial Advisor, and McGuire Woods as Bond Council with various City staff also assisting in the process.

## V. FINANCE DEPARTMENT (CONTINUED):

- **Auditing** – Normal financial reviews, accounts payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. Requested tax forms from 15 vendors. This position also covered for Utility Billing Office when required. Work on cost allocation plan continues. Cross-training with Accounting on month-end close out procedures. Completed 2009 Cost Allocation Report.
- **Purchasing** - 218 total purchase orders were completed with 124 being processed by the purchasing and 94 departmental purchases being reviewed as compared to 207 being completed for the same period in 2009. In addition 123 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
  - Invitation for Bid # 09-01802-958, issued on December 11, for Electrical Services Annual Contract. Bid opening is January 8 2010. It is anticipated that three vendors will be put under contract.
  - Invitation for Bid #10-02122-960 was issued on January 15, for the Boulevard Traffic Optimization and Modernization, with a bid opening date of February 12 2010.
- **Other Purchasing Activity:**
  - Contract with Pro-Active, for IT Services, was finalized during the month.
  - Renewed contract for stone and sand with Vulcan Material. They agreed to hold their current prices for another year.
  - Quote was issued for July 4 fireworks show. Purchase Order will be issued in Feb.
  - Purchase Order issued for grinding of debris at Recycling Center
  - Renewed contract for fertilization/weed control with Trugreen Chemlawn. They agreed to hold their current prices for another year.
  - Renewed contract for Sheriff and Police Uniforms, with Heroes Apparel. They agreed to hold their current prices for another year.
  - Quotes issued for the Community Development Block Grant home repairs. Quotes were issued for roofing, electrical, plumbing, and general contractor work. All quotes are due in Feb 2009.
  - The Procurement Specialist received training on doing online Nextel activities. This includes resolving billing problems, activating phones, etc. She is doing an outstanding job on keeping this account organized.
- **Risk –**
  - **General/Citizen Claims:**
    - Resident on Waterfront Drive filed a claim against the City for a sewer backup in their house.
  - **Property Claim:**
    - None
  - **Automobile Claim:**
    - None
  - **Incidents Reported:**
    - None

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

- **Utility Billing** – During January:
  - Bi-monthly Utility Bills Sent – 3,646
  - Delinquent Notices Sent – 713
  - Delinquent Notices Percentage – 20.4%
  - Services cut off for nonpayment on January 13<sup>th</sup> was 113.
- Work orders for January 2010:
  - Leaks – 33
  - New Accounts – 64
  - Terminations – 65
  - Extensions – 81
  - Clean – 14
  - Emergency Cut Off – 1
  - Pulled – 0
  - Utility Billing generated State setoff collections: January \$104.60

**VI. HUMAN RESOURCES DEPARTMENT:**

• **Advertisements**

<u>Department</u>	<u>Position</u>
Parks & Recreation	Summer Recreation Program (Part-time)

• **Applications & Testing**

The recruitment process for Recreation Superintendent resulted in (91) applications for review and consideration.

• **Workers Compensation**

The following workers' compensation report was filed during the month of January 2010:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
01-09-10	Fire	Hit hip & ribs on stretcher hook while providing patient care.
01-10-10	Fire	Combative patient bit employee on right arm.
01-10-10	Fire	Combative patient bit employee on right hand.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City's web site had 46,898 visits in the month of January with 82,253 page views, including 3,425 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Purchasing RFPs, and Recreation & Parks.
- ☆ Citizens submitted and city staff processed 183 service requests and questions through the "Citizens Action Center" online during the month of January. The FAQs were viewed 525 times during this same period. January's City e-News was distributed via email to 4,565 customers.
- ☆ The Public Works Network Project was completed last month, adding the Administrative, Foreman and Traffic Engineering offices to the City's Wide Area Network. The Fleet Maintenance Building will be joined to the enterprise network in February.

**VIII. LIBRARY:**

- ☆ The library staff circulated 20,776 titles in January.
- ☆ The public computer center was used 1,989 times.
- ☆ 25 children participated in story hour program.
- ☆ An average of 643 residents used the library each day.
- ☆ The library’s meeting rooms were used 105 times.
- ☆ 3,002 residents visited the Colonial Heights Virtual Library to retrieve 365 articles from their homes and offices.

**IX. RECREATION & PARKS:**

**Recreation Activities**

<u>Activities</u>	<u>2010</u>	<u>2009</u>
Belly Dancing	11	n/a
Cardio Kick Boxing/Tae Box	22	27
Community Room Attendance	1160	100
Community Room Reservations	26	2
Elk's Hoop Shoot	18	37
Karate	28	16
NYSCA Coaches Certification	41	8
Open Gym-Sunday	279	264
Open Gym-Weeknight	n/a	15
POWER	5	3
Sign Language Class	8	n/a
Skateboard Park (Weekends only)	17	27
Teen Center Attendance-CHHS Students	194	n/a
Teen Center Attendance-CHMS Students	298	n/a
Teen Dance	107	102
Teen Center Ping Pong Tournament	12	n/a
Winter Break Youth Trip	n/a	9
Youth Basketball	332	332
Youth Wrestling	33	33
4-H Cloverbuds	n/a	11

Teen Center peak hours of attendance (Monday – Thursday) 3:00 – 6:00 p.m.  
 Teen Center peak hours of attendance (Friday and Saturday) 3:00 – 8:00 p.m.  
 Teen Center peak hours of attendance (Sunday) 1:30 – 4:00 p.m.

**Senior Citizen Center**

<u>Activities</u>	<u>2010</u>	<u>2009</u>
AARP	43	n/a
Advisory Board Meeting	8	n/a
Afternoon Paint Class	n/a	24
Bingo in Center	62	38
Bob Ross Video Painting	n/a	8
Bowling	192	260
Bridge-Party	88	104
Bridge-Tournament	96	84

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

<b>Senior Citizen Center</b>		
Activities	2010	2009
Club Meeting	163	172
Crafts-Placemats	4	n/a
Crochet & Knitting	32	52
Diana Martin Oil painting class	n/a	n/a
Floor Exercises	97	157
Golfers Board Meeting	12	13
Kay's Oil Painting Class	24	20
Line Dance Class	41	43
Movies	0	6
Museum Trip	11	n/a
Painters Group	40	52
Riverside Theater	24	n/a
Robert Warren Painting Workshop	49	n/a
Sandwich Social	n/a	n/a
Senior Dance	92	n/a
Sing A-Long	36	29
Sing-a-long CH Health Care Center	13	13
Sit Down Exercises	336	241
Spash of Color Workshop	14	n/a
Strength Training Class	181	225
Swap Shop	18	n/a
Tap Class Advance	49	53
Tap Class Beginners	27	n/a
Tap Dance Intermediate	55	50
Tai Chi	28	19
TRIAD	3	3
Watercolor	22	24
Yoga	142	131
Zoomer Boomer	228	307
<b>Total</b>	<b>1741</b>	<b>2017</b>
Meals	2010	2009
Bags	30	50
Breakfast Meals	60	100
Home Del Meals	60	100
Site Meals	0	0
<b>Total</b>	<b>150</b>	<b>250</b>
Donations	\$65.00	\$60.00
Transportation		
Total Miles	3231	2443
Total Passengers	565	532
Volunteer Hours	10	0
Wheelchairs	40	10
Donations	\$131.00	\$153.60

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

### **Violet Bank Museum**

	<u>2010</u>	<u>2009</u>
Attendance	77	105

- ☆ Wrapped up the temporary exhibit on miniatures which was a great success.
- ☆ Removed, disposed & stored of Christmas decorations; exhibit re-arrangement (moving back those items displaced by the temp. ex. & making room). Accepted & installed on long term loan of a full scale, fireable reproduction Gatlin Gun. (as far as we know this is the only one in Virginia-it was the star attraction at a museum in Fredericksburg for a number of years). Putting together a "chronological" "to-do" list with recommendations regarding accreditation.

### **Parks, Buildings and Grounds**

- ☆ Cleaned White Bank Park, Lakeview Park, Ft Clifton Park as needed.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Pick up trash and empty trash cans around all ball fields and soccer fields as needed.
- ☆ Remove wall paper border from Recreation Dept office.
- ☆ Patch holes in walls and paint Recreation Dept office.
- ☆ Boarded up windows at old church.
- ☆ Brought desk from surplus to Director's new office.
- ☆ Took damaged old desk to transfer station.
- ☆ Removed cable from post around parking lot at White Bank.
- ☆ Pulled old post around parking lot at White Bank. Filled holes with rock dust. Took old post to transfer station.
- ☆ Cut rotten trees at Soccer Complex and hauled away.
- ☆ Repaired ruts at Animal Shelter.
- ☆ Cleaned ditch line of leaves at White Bank Park.
- ☆ Blew leaves at White Bank Park, Ft Clifton Park, and Courts Building.
- ☆ Dug out and formed sidewalk at Animal Shelter.
- ☆ Poured new concrete sidewalk at Animal Shelter.
- ☆ Took Sidewinder lawnmower, Reel mower, and Sand Pro to Smith Turf for preventative maintenance service.
- ☆ Took Z-Master lawnmower to Conner's Small Engine for preventative maintenance service.
- ☆ Took Kubota tractors to Sandy's Tractor for preventative maintenance service.
- ☆ Blew leaves and removed storm debris from around Community Building. Hauled to landfill.
- ☆ Inventoried TurFace and fertilizer.
- ☆ Relevelled washing machine at Animal Shelter.
- ☆ Repaired 'Road Closed' sign for White Bank Park.
- ☆ Replaced lights in hallways at Courts Building.
- ☆ Caulked cracks in dog runs at Animal Shelter.
- ☆ Painted dog runs at Animal Shelter.
- ☆ Replaced worn cables on dog doors at Animal Shelter.
- ☆ Replace door stops on doors at Animal Shelter.
- ☆ Blew leaves around Civic Field and B Field and hauled to landfill.
- ☆ Picked up tables from Violet Bank and returned to Ft Clifton.
- ☆ Repaired 3rd base dugout roof at Civic Field.
- ☆ Removed Christmas decorations from Community Building and put in storage.
- ☆ Removed snow from sidewalks at Community Building. Spread salt on sidewalks.
- ☆ Picked up dog food from Sam's Club and took to Animal Shelter.
- ☆ Painted basketball poles and backboards at Lakeview Basketball Court.
- ☆ Repaired pitching mound at High School baseball field.

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

- **YAC Activities**
  - 21 YAC members attended monthly meeting
  - 10 members attended three work sessions for Youth Forum
  - 8 members attended “Semester Celebration” for pizza lunch
- **YAC Services Commission**
  - Joint meeting held with YAC in January
- **Kids’ After-School Program**
  - KAP Family Dinner was held on 1/6/10 with 82 people in attendance
    - Parents received information on “*Punishment vs. Discipline*”
  - *Chick-Fil-A* fundraiser held on 1/14/10. KAP received a total of \$73.81.
  - Five new KAP participants began the program; 3 at North Elementary and 2 at Tussing Elementary
- **Substance Abuse Prevention Activities**
  - CADRE met to plan Activity Night for February 5
  - 12 youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license
- **Ongoing Monthly Meetings/Trainings**
  - Regional & Drug Free Alliance Meeting
  - Inter-Agency Prevention Team – 10 students were served
  - Underage Drinking Task Force
  - SAFE Board Meeting
  - JACK Meeting
  - “Recent Trends & Efforts to Prevent College and Underage Drinking” presentation by Dr. Ralph Hingson
  - Toaster International
  - VML – Diversity for All Employees
  - “Choose Respect” Community Kickoff sponsored by The James House
  - Juvenile & Domestic Violence Task Force Meeting with presentation/training on “Stalking”
  - CCOVA Strategic Planning day

**Diversion Program Participation:**

- **Parenting**
  - 5 families are attending classes for “Parenting With Love & Limits”
- **Community Service**
  - 16 youth completed 137 hours of Service Learning
- **Shoplifting Diversion**
  - 28 youth and a parent attended the Shoplifting Diversion Program
- **Anger Management**
  - 2 youth completed Anger Management Classes
- **Substance Abuse Education**
  - No youth participated in Substance Abuse Education

**XI. FLEET MAINTENANCE:**

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	65	\$12,160.12	2	\$ 516.97
2009	69	\$13,747.14	6	\$2,803.53

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

### **Horticulture**

Removed leaves, limbs and trash from the following locations:

- Temple Avenue at I-95, Flora Hill, Boulevard, Ashby Avenue, Violet Bank, West Roslyn Road, Fort Clifton, Conduit Road, War Memorial, Pickwick Avenue, Lakeview Park, Legacy Garden, Archer Avenue, Health Department, City Hall Public Safety Building, Fire Stations, Branders Bridge Road, White Bank Park, Roslyn Avenue.
- Assisted Street Division picking up leaves.
- Pruned Crape Myrtles at the following locations: Royal Oak Avenue, Archer Avenue, Temple Avenue, and Roslyn Avenue,
- Pruned Pampas Grass at Laurel Parkway site.
- Pruned mums and other variety of plants at Arlington Avenue site.
- Continue to check all sites daily.
- Planted grass seed at 209 Biltmore an area damaged by leaves placed there too long.
- Edged sites at Fort Clifton and White Bank Park.
- Installed an erosion control slope at 504 Moorman Avenue.

### **Vegetation**

*Picked up litter at the following locations:*

- Temple Avenue
- Entrance to Animal Shelter
- Westover Avenue
- Lynchburg Avenue at Lee Place
- 1013 Colonial Avenue
- Dunlop Farms Boulevard
- Boulevard
- Archer Avenue
- Conduit Road
- Condit Road at E. Ellerslie Avenue
- 223 E. Westover Avenue

*The City's contractor removed, grinded stump and trimmed trees at the following locations:*

- 2012 Snead Avenue
- Corner of Floral and Lynchburg Avenues
- 898 Hamilton Avenue
- 317 Lafayette Avenue
- 1213 Canterbury Lane
- Westover between Colonial and Kensington Avenues
- 118 Conjurers Drive
- 405 Gould Avenue

### **Other**

- Responded to miscellaneous request concerning dead trees/limbs, Leaves, dead animals, curb and gutters, sidewalks and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- Removed a barrel and a wooden dock from Swift Creek at the end of Boykins Avenue.
- Removed logs, trash, tree limbs, tightened water and sewer brackets and placed rip rap stone under bridge on Sherwood Drive.
- Placed stone on the culvert pipe outfall under the bridge at Temple Avenue and Conduit Road
- Welcome new employee Edward Clements to the Public Works team.

### **Stormwater and Drainage**

Collected 721.5 cubic yards of leaves from the following areas:

Area 1 – Oak Hill, Shepherd Stadium, Violet Bank, Flora Hill and Westover- Snead collected 162.5 cubic yards.

Area 2 – Sherwood Hills, Lakeview and Toll House collected 409.5 cubic yards.

Area 3 – Ellerslie, Fort Clifton, Mount Pleasant and Southpark collected 149.5 cubic yards.

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

- 111 Lakeside Drive
- Charles at Atlantic Avenues
- 1401 Covington Road
- Brookhill Avenue
- Sherwood Drive
- West Westover Avenue
- 1310 Colonial Avenue
- 209 and 307 Windmere Drive
- 1206 Meridian Avenue
- Forest View Drive
- Behind Big Lots
- Charles from Holly to Fredrick Avenues

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

*Street sweeper removed 88 cubic yards of debris from the following locations:*

- Ellerslie Avenue
- 118 Arlington Avenue
- Angus Lane,
- Compton Road
- Longhorn Drive
- Pecan Tree Terrace
- Greenmeadow Court and Drive
- Shade Tree Court and Drive
- Charles Avenue
- Dover Lane
- Kingfisher Way
- Pin Oak Court
- Heron Run Drive
- White Bank Road
- White Sand Court
- Springdale Avenue
- Boulevard
- 218 Lynchburg Avenue
- Bear Chase Court
- Jersey Court
- Old Town Drive
- Greenleaf Lane
- Honeycreek Court
- Bent Oaks Avenue
- Compton Road
- Keswick Road
- Moose Lane and Avenue
- Fairlie Road
- Watercress Court
- White Oak Court
- Lake Avenue

*Placed gravel on shoulders, sink holes and alleys at the following locations:*

- 624 Lakeview Avenue
- 1809 Wakefield Avenue
- 1210 Franklin Avenue
- Cameron Avenue
- Alley between Washington and Cameron Avenue
- Alley from Lynchburg to Norfolk Avenues
- Alley from Lynchburg to Boulevard
- Alley from Danville to Lynchburg Avenues
- 235-237 Pecan Tree Terrace
- 200 Hillside Lane
- 213 Lakeview Avenue
- Conduit Road
- Alley from Cameron Avenue to Conduit Road
- Alley from Lee Place to Danville Ave.
- Dead End Royal Oak Avenue
- 503-505 and 511 and 512 Pinehurst Ave.
- 111 Deerwood Drive
- Alley behind Jefferson Avenue

*Repaired storm sewer at the following locations:*

- 304 Maple Grove Avenue
- 401 James Avenue

### **Solid Waste**

#### **Recycling**

- 158 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- CFC (Freon) was removed from 16 Refrigerators and one Air Conditioner.
- City's Contractor grinded and removed all brush from the Recycling Center.

### **Transportation**

#### **Streets**

*Placed Asphalt in potholes at the following locations:*

- 205 Norwood Drive
- Corner of Hamilton and Washington Avenues
- Meridian Avenue
- 216 Virginia Avenue
- Boulevard
- Southpark Boulevard at Charles Dimmock Parkway
- 701 Fairlie Road
- 224 Piedmont Avenue
- Conduit Road
- Bristol Avenue
- Temple Avenue turning lane heading west at Conduit Road
- 116 and 118 Charlotte Avenue
- Alley behind Jersey Mike's
- Alley between C and D Avenues
- Alley behind Franklin Avenue
- Ring Road at Southpark Mall
- Bridge on Temple Avenue
- Alley between B and C Avenues

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

### **Traffic Operations**

- Signals
  - Did preventative maintenance on 4 traffic cabinets.
  - Replaced 2 LED traffic lights.
  - Replaced 2 pedestrian crossing lights.
  - Replaced broken signal @ Sherwood and Blvd.
- Signs and Markings
  - Made and put up 2 new stop signs.
  - Made and put up 16 new high intensity street name signs
  - Made 4 signs for Parks and Rec.
  - Made 4 signs for Sheriff's Dept.
  - Made 6 misc. signs
- Street Lighting
  - Installed 24 ornamental street light bulbs.
  - Replaced 3 ballast on ornamental street lights.
  - Replaced 4 broken globes on street lights.
  - Tightened ornamental street lights east side of Blvd on the south end.
- Traffic Control
  - Responded to 4 after- hours call backs for traffic lights.
  - Replaced bad photocell for ornamental street lights @ Landmark Realty
- Miscellaneous
  - Responded to 5 GOV. QA questions
  - Took down 44 Christmas snowflakes
  - Took down 20 large Christmas flags
  - Took down 57 small Christmas flags

### **Utilities**

#### **Wastewater**

*Responded to sewer backups at the following locations:*

- |                      |                      |
|----------------------|----------------------|
| • Animal Shelter     | • 107 Arlington Ave. |
| • 108 Buckingham Dr. | • 206 Crestwood Dr.  |
| • 910 Forestview Dr. | • 205 Ingram Ave.    |
| • 604 James Ave.     | • 113 Moore Ave.     |
| • 212 Moore Ave.     | • 5106 Nantucket Ct. |
| • 115 Richmond Ave.  | • 204 Ridge Rd.      |
| • 205 Ridge Rd.      | • 216 Royal Oak Ave. |
| • 205 Walnut Ave.    | • 104 Winston Ave.   |

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

- |                      |                     |
|----------------------|---------------------|
| • 118 Charlotte Ave. | • 604 James Ave.    |
| • 212 Moorman Ave.   | • 115 Richmond Ave. |
| • 204 Ridge Rd.      | • 104 Stratford Dr. |

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

- |                          |                      |
|--------------------------|----------------------|
| • 107 Arlington Ave.     | • Charlotte Ave.     |
| • 118-138 Charlotte Ave. | • 3220 Glenview Ave. |
| • 205 Ridge Rd.          | • 104 Winston Ave.   |

*Flushed sewer main line at the following location:*

- |                      |                       |
|----------------------|-----------------------|
| • 3420 Blvd.         | • 106 Buckingham Dr.  |
| • 118 Charlotte Ave. | • Dupuy Ave.          |
| • 412 Moorman Ave.   | • 505 Springdale Ave. |

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

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

- 100 Highland Ave.
- 100 Laurel Parkway

*Checked the following manholes "trouble spot" locations:*

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

*Repaired utility cut at the following location:*

- Brame Ave. @ Franklin Ave.

*Repaired sewer main at the following location:*

- 118-138 Charlotte Ave.

*Removed debris and unclogged Pumps #2 and #3 at Main Pump Station.*

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

*Repaired gate at C&B Pump Station.*

*Miss Utility locating required 105 man-hours for the month of January 2010.*

### **Water**

*Replaced water meters at the following locations:*

- 2231 Blvd.
- 1102 Clifton Dr.
- 1903 Franklin Ave.
- 1400 Meridian Ave.
- 1243 Riveroaks Dr.
- 510 Chestnut Ave.
- 626 Fairlie Rd.
- 216 Maple Ln.
- 1116 Oakwood Dr.

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

- 214 Cloverhill Ave.

*Repair service line break at the following locations:*

- 912 Edinborough Dr.
- 325-331 Shade Tree Dr.
- 906 Jamestown Rd.

*Repair main line water break at the following locations:*

- 664 Blvd.
- 538 Riverview Ave.

*Responded to meter leak complaint at the following locations:*

- 149 Heron Run Dr.

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

- 1310 Hermitage Rd.
- 2530 Pin Oak Ct.
- 2314 Wakefield Ave.
- 334 Jackson Ave.
- 3547 Pin Oak Ct.
- 167 Wrights Ave.

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

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

- 510 Chestnut Ave.
- 626 Fairlie Rd.

*Repaired water service at the following locations:*

- 301 Charles Dimmock Pkwy.
- 510 Chestnut Ave.
- 212 Conduit Rd.
- 626 Fairlie Rd.
- 2530 Pin Oak Ct.
- 325-331 Shade Tree Dr.
- 2314 Wake field Ave.

*Repaired fire hydrant at the following location:*

- 604 Boulevard

*Performed water shut downs at the following locations:*

- Dupuy Ave.
- Jamestown Rd.
- Shade Tree Dr.

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

- 3606 Hemlock Ave.
- 3207 Longhorn Dr.
- 1243 Riveroaks Dr.
- 231 Spring Dr.

*Located stormwater run off at the following locations:*

- Stratford Dr.

*Replaced water main valve box at the following locations:*

- Hamilton Ave. @ Lyons Ave.

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

- 1204 Blvd.
- 1210 Blvd.
- 1214 Blvd.
- 2600 Blvd.
- 3107-15 Blvd.
- 3116 Blvd.
- 3303 Blvd.
- 3501 Blvd.
- 3504 Blvd.
- 3505 Blvd.
- 3737 Blvd.
- 2600 Conduit Rd.
- 100 Dunlop Circle
- 11 Dunlop Shopping Center
- 831 E. Ellerslie Ave.
- 104-140 Pickwick Ave.
- 105-140 Pickwick Ave.
- 107 Pickwick Ave.
- 24-44 Pickwick Shopping Center
- 1718 Snead Ave.
- 2008 Snead Ave.
- 930 South Ave., Suite 1
- 930 South Ave., Suite 2
- 116 Southgate Square
- 204 Southgate Square
- 401 Southgate Blvd.
- 501 Southpark Blvd.
- 820 Southpark Blvd.
- 830 Southpark Blvd.
- 6 Southpark Circle
- 170 Southpark Circle
- 324 Southpark Circle
- 1829 Southpark Circle
- 1857 Southpark Circle
- 1869 Southpark Circle
- 1156 Temple Ave.
- 1106 W. Roslyn Rd.

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

- 202 Plumtree Ave.
- 325 Shade Tree Dr.
- 1111 Yacht Basin Dr.

*Performed yard maintenance at the following location:*

- 2701 Conduit Rd.

*Performed fire hydrant flow test at the following location:*

- 820 Southpark Blvd.

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

*Pulled meter and sent to be tested for utility billing at the following location:*

- 1116 Oakwood Dr.

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

- 504 Cameron Ave.
- 1210 Hermitage Rd.
- 523 Ivey Ave.
- 201 Old Brickhouse Ln.
- 2102 Snead Ave.
- 2701 Conduit Rd.
- 3102 Holly Ave.
- 205 Norwood Dr.
- 701 Old Town Dr.
- 149 White Bank Rd.

*Collected routine weekly water samples and sent to ARWA lab for testing.*

*Collected 1<sup>st</sup> Quarter THM and HAA samples and sent to ARWA lab for testing.*

*Collected 1<sup>st</sup> Quarter Disinfect By-product samples and sent to State lab in Richmond.*

### **Administration**

- Submitted evaluation required by Section 106 of the National Historic Preservation Act and received determination that four structures on Boulevard and one on Dupuy are eligible for listing on the potential Colonial Heights Historic District. This process could affect the Boulevard/Dupuy Intersection Project. Staff is trying to remove any historic references.
- Met with contractor regarding roof and gutter repair to Courthouse.
- Met with CDM consultants to provide guidance on continued public involvement in evaluating the stormwater program.
- Began review of preliminary design for Safe Routes to School facilities.
- Approved final plans for Hrouda pump station rehabilitation.
- Reviewed solid waste management requirements and remediation concepts for South Landfill property.
- Based on City Attorney's input, revised property conveyance documents for the right-turn lane on Southpark Blvd. and returned to Wal-Mart's real estate agent.

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Richard A. Anzolut, Jr.  
City Manager

cc: Department Heads  
City Attorney  
City Clerk