

# CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2010



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

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

*White Bank Park Drainage Improvements (and restrooms)* – Construction plans 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 in Dupuy Avenue has begun. Work was suspended by the Department on February 1<sup>st</sup> due to weather and is scheduled to begin once weather permits.

*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.

*Right Turn Lane on Southpark Boulevard (in front of Wal-Mart)* – After several years of deliberation, Wal-Mart has finally approved the donation of real estate property. Received executed agreements and forwarded to City Attorney's Office for City signing and recording.

*Signal Coordination UPC 77600 – CMAQ Program* - 100% plan submittal has been reviewed and approved. Bids have come in for the project. Awaiting additional funding from the MPO prior to award.

*Boulevard/Government Center Enhancement – Transportation Enhancement Program* – Contacting individual property owners regarding impacts to specific properties. Made presentation of current status and issues to Council.

*Boulevard/Dupuy Modernization (Widening) Project* – Survey work, preliminary design, and historic property assessments in process. Made presentation of current status and issues to Council.

*Safe Routes to Schools* – Received and approved base mapping from the survey company. Design is 90% complete; preparing for agency and public review.

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

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

***American Reinvestment and Recovery Act (ARRA) Resurfacing*** – Advertised 100% federal share project to full-width resurface a section of Southpark Blvd and a partial-width section of Dimmock Parkway. Currently out for advertisement, bids are due March 3, 2010.

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

***Carroll Avenue Sanitary Sewer Replacement*** – Within 1 year maintenance period.

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

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

***Dunlop House Assisted Living, Phase II*** – End of one-year maintenance inspection has been completed. Letter being sent to developer regarding punch list items.

***Landmark Realty***– End of one-year maintenance inspection has been completed. Letter being sent to developer regarding punch list items.

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

***Temple Ave. Associates Subdivision*** - Parcel located north of the intersection of Temple Avenue and Charles 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 reviewed and comments are being forwarded for revisions.

***American Family Fitness Building Expansion*** – Updated plans have been reviewed and comments are to be forwarded for further revisions.

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

- Issued one (1) permits
- Closed out 0 permits

**II. PLANNING & COMMUNITY DEVELOPMENT:**

1. One (1) fence permit issued.
2. Five (5) sign permits issued:
  - ☆ Norris Jones – 3701 Boulevard
  - ☆ Old Town Creek Townhouse – 111 Newcastle Drive
  - ☆ Plato’s Closet – 180 Southgate Square
  - ☆ Martin’s Food & Drug – 3107 Boulevard
  - ☆ The Flamming Pit – 2231 Boulevard

3. Neighborhood Revitalization:

**a. February Activities:**

Completed

- ☆ Heating Repair \$500
- ☆ Water Line \$900/water heater replacement \$700/floor repair \$560

Underway

- ☆ N/A

Out for bid

- ☆ 21 projects
- ☆ 20 project bids returned
- ☆ 13 bids awarded for \$24,000 in contracts

**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:**

<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>

**e. Rental Inspection Program:**

<b>Item</b>	<b>Month</b>	<b>YTD</b>
TOTAL UNITS REGISTERED	0	1
# of Dwellings registered	0	1
# of Multi-family Dwellings	0	0
# of Apts registered	0	0
TOTAL UNITS INSPECTED		0
Dwellings inspected	0	0
Multi-family dwellings	0	0
Apts to be inspected (10%)	0	0

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

**e. Rental Inspection Program (Continued):**

<b>Item</b>	<b>Month</b>	<b>YTD</b>
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	0	45
Passed	0	45
Failed	0	0
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	33	33
Passed	0	0
Failed	33	33
Failure to schedule by owners	0	0
Total Fees Collected		\$0
Reinspection	0	\$0
Late Registration	0	\$0
4 year Certificates Issued		
Dwellings	0	128
Apartments	0	4
(no of units certified)	0	74

4. Zoning/ Property Maintenance complaints investigated:

**a. Property Maintenance**

	<b>Month</b>	<b>YTD</b>
Total inspections	9	21
Violations	8	20
Violations resolved	0	3

**b. Zoning**

	<b>Month</b>	<b>YTD</b>
Total inspections	5	11
Violations	5	11
Violations resolved	0	2

**c. Building Code**

	<b>Month</b>	<b>YTD</b>
Total inspections	0	0
Violations	0	0
Violations resolved	0	0

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

4. Zoning/ Property Maintenance complaints investigated (Continued):

**d. House Number Violations**

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

**e. Other**

	<b>Month</b>	<b>YTD</b>
Total inspections	0	2
Violations	0	0
Violations resolved	0	0

**f. Inoperable Motor Vehicle Complaints**

	<b>Month</b>	<b>YTD</b>
Total inspections	16	36
Violations	15	32
Violations resolved	0	5

**g. Tall Grass**

	<b>Month</b>	<b>YTD</b>
Total inspections	0	0
Violations	0	0
Violations resolved	0	0

**h. Sign Ordinance**

	<b>Month</b>	<b>YTD</b>
Total inspections	11	33
Violations	11	32
Violations resolved	0	14

**The following are highlight activities for the Building Inspections Division:**

	<b><u>Month</u></b>	<b><u>YTD</u></b>
1. Existing Housing and Maintenance Inspections	0	1
2. New Construction Inspections	73	173
3. Permits for New Residences	0	2
4. Estimated Cost for Permits for New Residences	0	\$118,000
5. Additions	4	8
6. Demolitions	0	0
7. Permits for Commercial Construction	8	12
8. Estimated Cost for Commercial Permits	\$287,100	\$438,900
9. Plumbing Permits Issued	9	21
10. Electrical Permits Issued	10	24
11. Mechanical Permits Issued	3	12
12. Swimming Pool Permits Issued	0	0
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	0	11
15. Court Cases	0	0

### **III. POLICE DEPARTMENT:**

- ✓ Our officers responded to 2,702 calls for service during February, and we responded to 4,106 calls for service this month last year (a 34% decrease).
- ✓ Overall statistics and crime were down and we are sure the weather played a positive part in it. We are continuing with the hiring process, with two certified applicants currently in the background phase. Several officers are continuing their studies in preparation for promotional testing on March 19<sup>th</sup>. Our newest canine finally started training at Newport News Police Department's canine training program. However, our donated canine has not responded as expected. We are moving toward a replacement canine.
- ✓ Captain Keith Early, Lt. Bill Anspach and the Chief of Police recently met with our Commonwealth's Attorney and his staff at our request in order to address several issues of effectiveness and efficiency of our officers in court. Our meeting addressed issues of overtime, court preparation and expectations on both sides. The meeting was productive and we hope to see progress in the near future.
- ✓ During the month of February, our officers tallied 172 criminal arrests, 18 DUI arrests, and 14 drug arrests; issued 623 traffic summonses; made 1,077 traffic stops; and investigated 65 crashes. In addition, we issued 39 parking citations, 16 false alarm citations, and 16 field interview reports. Our **Records Division** processed 154 incident reports, 24 Animal Control reports, 515 pawned properties, and 11 concealed weapon permits.
- ✓ A variety of activities this month occurred within the **Law Enforcement Services Bureau**. Some of the activities are as follows:
  - Capt. Newsome made a presentation to several Ft. Lee chaplains in an effort to revamp our Chaplain Program.
  - Capt. Newsome coordinated all A.D.A. (Americans with Disabilities) training throughout the department, as well as obtaining signed agreements for the new Acceptable Internet Use Policy.
  - Sgt. Tom Kifer represented our department at the city capabilities assessment survey at the City's Emergency Operations Center.
  - D.A.R.E. Officer Sophie Benkendorf completed two of three scheduled DARE graduations.
  - The Bureau has accepted Virginia State University intern Ashley Robinson into the department. She will be working in various capacities within the department to complete her criminal justice degree.
  - SRO's Derek Pattison and Scott Whirley participated in residency sweeps during the month.
- ✓ Some of the highlights from our **Detective Division** and **Street Crimes Unit** are as follows:
  - Lt. Dann Ferguson investigated two (2) stalking complaints. One was cleared by arrest, while the other was exceptionally cleared, as the victim chose not to prosecute.

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

- Sr. Det. Stephanie Early has completed one of the many police background investigations assigned. She is also working with the U.S. Secret Service on a counterfeit currency case.
  - Senior Det. Chris Wulff followed up on a police information report, which subsequently developed into an actual attempted abduction of a student from a bus stop. The suspect was a local transient.
  - Det. Bill Moore cleared two (2) separate missing adult cases and located both individuals. Det. Moore is also investigating a string of burglaries over the past three weeks at area apartment complexes.
  - Street Crimes Unit personnel conducted two undercover drug buys during February. Prescription drugs, marijuana, heroin and cocaine were purchased from various street level drug dealers.
  - The Street Crimes Unit, along with detectives, is conducting surveillance of various apartment complexes regarding several B&E's over a three-week time period.
  - The Street Crimes Unit conducted a "knock and talk" at Branders Bridge Road Apartments and made two possession of marijuana arrests.
  - The Street Crimes Unit continues to check on active emergency protective orders within the city.
- ✓ We reported on an array of activities from the **Operations Division**. Some of these activities are as follows:
- Command personnel met with Fire command personnel for our quarterly meeting. The purpose of our meetings is to enhance our relationship and share information and ideas that will aid us in providing the best services to our public.
  - Our Animal Control staff conducted a rabies clinic. A total of 71 dogs and 32 cats were vaccinated. The Treasurer's Office sold 46 dog and cat licenses.
  - Officer Mike Foster has developed a PowerPoint presentation for domestic violence training to be used at a scheduled James House event.
  - Sgt. Terry Long completed the inspections of all tow trucks utilized by our City.
- ✓ Our **Auxiliary Police** officers contributed 353 volunteer hours of service during February. Some of the activities that they attended to included patrol ride-alongs, prisoner transports, and field training.
- ✓ Our **Animal Control** personnel impounded 23 dogs and 23 cats. During the month, there were eight (8) dogs returned to owners, with 17 dogs and 16 cats adopted out. Animal Control officers investigated 74 animal complaints and issued no summonses, and our personnel collected fees totaling \$510.00.

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

<b>Crime</b>	<b>February 2009</b>	<b>February 2010</b>	<b>Percentage of Increase/Decrease</b>
Aggravated Assaults	3	1	-67%
All criminal Arrests	277	172	-38%
Arson	1	0	-100%
Burglaries	5	4	-20%
Calls for Services	4,106	2,702	-34%
DUI Arrests	29	18	-38%
Larceny	48	36	-25%
Motor Vehicle Thefts	3	1	-67%
Robberies	3	0	-100%
Shoplifting Arrests	28	29	4%
Simple Assaults	12	13	8%
<b>PART I (Serious) OFFENSES</b>			
<b>February 2010</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	55	45	82%

**IV. FIRE & EMS DEPARTMENT:**

**FIRE DIVISION:**

**TOTAL FIRE TYPE CALLS: 76**

<u><b>Call Descriptions:</b></u>	<u><b>No:</b></u>	<u><b>Call Descriptions:</b></u>	<u><b>No:</b></u>
Alarm System Activations	8	Good Intent Calls	9
Assist Invalid	3	No Incident on Arrival	2
Biological Hazard Investigation	1	Overheated Motor	1
Building Fire	2	Passenger Vehicle Fire	1
Building Weaken/Collapse	2	Police Matter	1
Brush Fire	1	Potential Accident	1
Child Safety Seat Installations	2	Power Line Down	1
CO2/Smoke Detector Installations	4	Public Service Assistance	9
Cover Assignment	1	Smoke/Odor Removal	2
Dispatched then Cancelled Calls	13	Steam/Vapor Problem	1
Electrical Equipment Problem	4	Unintentional Alarm Transmission	2
False Alarm/Call	1	Water Problem	2
Gas Leak	2		
<u><b>Mutual Aid Given:</b></u>	<u><b>No:</b></u>	<u><b>Mutual Aid Received</b></u>	<u><b>No:</b></u>
Chesterfield - EMS 1st Responder	5	Chesterfield	3
Hopewell	1	Fort Lee	2

**IV. FIRE & EMS DEPARTMENT (CONTINUED):**

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 85.9% of all calls received during the month~

**EMS DIVISION:**

**TOTAL EMS PATIENTS: 287**

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	13	Fire Standby	1
Allergic Reaction	1	Motor Vehicle Accidents	20
Altered Level of Consciousness	8	Other Injury/Medical Calls	109
Assaults	3	Public Service	1
Cardiac Arrest	3	Strokes	5
Chest Pains	34	Suicide Call	1
Difficulty Breathing	39	Trauma Calls	3
Falls	30	Unresponsive Patients	16
<u>Mutual Aid Given:</u>	<u>No:</u>	<u>Mutual Aid Received</u>	<u>No:</u>
Chesterfield	2	Fort Lee	3
Petersburg	8	Petersburg	2
Prince George	1		

<u>Call Type</u>	<u>Average Time of Patient Contact</u>
Priority 1	4.86 minutes
Priority 2	5.69 minutes
Priority 3	7.90 minutes

**Training Division**

Number of Classes Taught:	8
Attendees:	101
Man Hours	432.50

- ✓ The Fire Department responded to a house fire at 406 Dick Ewell Avenue where a pet dog, was rescued from the structure.
- ✓ After a major accident in the southbound lane of I-95, one patient was transported by Med-Flight to MCV. Colonial Heights Lieutenant, Bobby King, who is also a volunteer Flight Paramedic with Med-Flight, was onboard the aircraft to treat the patient.
- ✓ During the snow storm, a family of 5 was involved in a vehicle accident where the vehicle overturned. There were no injuries to the occupants, but a child onboard needed to be in West Palm Beach, Florida for a scheduled surgery 2 days later. Due to the snow, all local rental car agencies were closed. After persistent efforts by the on-duty Battalion Chief, arrangements for a rental car were made through the Richmond Airport. A volunteer firefighter transported the father to pick up a rental car, while the Station #1 fire personnel housed the remaining family members. The family was able to resume their travels at 1:00 a.m. the next morning.
- ✓ Firefighter's Abernathy, Dodd and Schane were certified as VDEM Hazardous Materials Technicians. Each one attended the course using personal development leave (PDL), annual leave, or sacrificing their off days without being compensated. This in-depth, two week course, required 100% attendance, a final score of 80 to pass, and multiple practical skills tests.

#### IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ✓ The Emergency Communications Center received a \$7,471 grant to train dispatchers in Emergency Medical Dispatching (EMD). Once dispatchers are trained, they will be able to categorize and prioritize medical calls, then give pre-arrival instructions to help treat the patient using locally approved EMD guide cards.
- ✓ Emergency Management has received a grant to complete 2 Community Emergency Response Team (CERT) courses. The grant will also provide continuing education and supplies for the existing CERT team members.

#### V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	481
Payroll Checks	653
Other	<u>126</u>
Total	<u>1,260</u>
- Two (2) alarm citations were processed during February.
- Started Personal Property and Real Estate Tax reconciliation procedures that were taken over from Treasurer. Real Estate beginning balance has been verified and corrected with first quarter also reconciled to outstanding receivables. Second quarter Real Estate reconciliation is currently in process.
- Prepared Preliminary Budget worksheets and participated in departmental budget review meetings.
- **Purchasing** - 214 total purchase orders were completed with 149 being processed by the purchasing and 65 departmental purchases being reviewed as compared to 206 being completed for the same period in 2009. In addition 132 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
  - The Boulevard Traffic Signal Coordination, Optimization, and Modernization (Invitation # 10-02122-960), was opened on February 12.
  - Commercial Real Estate Brokerage Service, (Invitation # 10-02173-932), was issued on February 24, with a bid opening of March 17 2010.
  - Sale of Leaf Vacuum (Invitation # 10-02023-961), was issued on February 18, with a bid opening of March 2, 2010.
  - Funded Pavement Preservation of Southpark Boulevard and Charles Dimmock Parkway (Invitation # 10-0222602-959) was issued on February 12, with a bid opening of March 26 2010.
- **Other Purchasing Activity:**
  - Contract finalized and Purchase Order issued for July 4<sup>th</sup> fireworks show.
  - Quotes associated with the CDBG program were received during the month. Quotes associated with roofing, plumbing, HVAC, electrical and general contractor work are being reviewed. Purchase Orders will be issued during the March 2010.

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

- Quote issued to modify the dug outs at the “A” field, behind the Optimist Building.
- Due to the shortage of salt for snow removal on the east coast, the Procurement Specialist found a company in West Virginia, which delivered in two days.
- Purchase Order issued to the City’s IT vendor, to upgrade the Destiny system at the library. (Library’s card catalog system)
- **Risk –**
  - **General/Citizen Claims:**
    - On February 1<sup>st</sup>, a lady reported that she had slipped on some black ice in the parking lot of the Hamilton Avenue side of the courts building. She sustained minor injuries to her right hand and left knee. She declined having EMS come check her out. As of this date, she has not filed a claim against the City.
  - **Utility Billing – During February:**
    - Bi-monthly Utility Bills Sent – 3,448
    - Delinquent Notices Sent – 650
    - Delinquent Notices Percentage – 17.8%
    - Services cut off for nonpayment on February 18<sup>th</sup> was 71.
  - **Work orders for February 2010:**
    - Leaks – 24
    - New Accounts – 72
    - Terminations – 72
    - Extensions – 69
    - Clean – 4
    - Emergency Cut Off – 4
    - Pulled – 1

**VI. HUMAN RESOURCES DEPARTMENT:**

- **Advertisements**  

<u>Department</u>	<u>Position</u>
Parks & Recreation	Summer Recreation Program (Part-time)
- **Applications & Testing**  
 Application interviews for the Recreation Superintendent position were held on February 22 – 25, 2010.
- **Training**  
 All sworn staff within the Colonial Heights Police Department have completed a training series about the Americans with Disabilities Act (ADA) and Law Enforcement.
- **Workers Compensation**  
 The following workers’ compensation report was filed during the month of February 2010:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
02-01-10	Circuit Court	Slipped on ice causing bruised left knee and knot on head.
02-11-10	Police	Upper back pain while moving bags of trash.
02-16-10	Police	Dog bite to left hand.
02-24-10	Recreation/Parks	Right knee popped while locating pin on field.
02-26-10	Police	Right pinky finger smashed in door causing fracture and laceration.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City's web site had 43,490 visits in the month of February with 74,830 page views, including 2,460 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Real Estate Assessment Search, Purchasing RFPs, and Recreation & Parks.
- ☆ Citizens submitted and city staff processed 239 service requests and questions through the “Citizens Action Center” online during the month of February. The FAQs were viewed 237 times during this same period. February’s City e-News was distributed via email to 4,573 customers.
- ☆ The City’s Facebook Page was established in February and currently has 1,155 fans.

**VIII. LIBRARY:**

- ☆ The library staff circulated 23,786 titles in February.
- ☆ The public computer center was used 2,385 times.
- ☆ 71 children participated in story time.
- ☆ 103 residents registered for new library cards, and an average of 626 residents used the library each day.
- ☆ The library’s meeting rooms were used 110 times.
- ☆ 3,010 residents visited the Colonial Heights Virtual Library to retrieve 378 articles from their homes and offices.

**IX. RECREATION & PARKS:**

*\* A Number of attendance totals were down this month due to inclement weather.*

<b>Recreation Activities</b>		
<b>Activities</b>	<b>2010</b>	<b>2009</b>
4-H Cloverbuds	n/a	10
Atlantic City, NJ Trip	n/a	n/a
Belly Dancing	22	25
CH Middle School Dance	118	142
Circus	n/a	25
Community Room Reservations	23	0
Community Room Attendance	1450	0
Interior Decorating	n/a	6
Karate	31	21
Open Gym	0	202
POWER	5	3
Skatepark	n/a	37
Tae Box	24	18
Teen Center Attendance-CHHS Students	85	n/a
Teen Center Attendance-CHMS Students	170	n/a
Youth Basketball League	332	332
Youth Wrestling	33	33
<b>Total</b>	<b>2293</b>	<b>854</b>

Teen Center Peak Hours of Attendance (Monday thru Thursday)-3:00 p.m. to 5:30 p.m.  
 Teen Center Peak Hours of Attendance (Friday and Saturday)-4:00 p.m. to 9:00 p.m.  
 Teen Center Peak Hours of Attendance (Sunday)-1:30 p.m. to 4:00 p.m.

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

<b>Senior Citizen Center Activities</b>		
<b>Activities</b>	<b>2010</b>	<b>2009</b>
AARP	32	n/a
Arthritis Workshop	n/a	50
Atlantic City	n/a	n/a
Bingo in Center	62	62
Bob Ross Video Painting	n/a	12
Bowling	96	240
Bridge-Party	72	96
Tournament Bridge	128	0
Club Board Meeting	12	n/a
Club Meeting	168	189
Craft Class	n/a	0
Crochet & Knitting	38	32
Diana Martin Oil Painting Class	n/a	n/a
Floor Exercises	61	114
Healthy Expo Trip-Richmond	n/a	12
Kay's Oil Painting	6	n/a
Line Dance Class	35	52
Museum Trip	12	n/a
Movies	0	6
Painters Group	42	48
Riverside Theater	36	36
Sandwich Social	n/a	n/a
Senior Dance	83	n/a
Sing A-Long	42	18
Sing-a-long CH Health Care Center	12	8
Sit Down Exercises	204	230
Splash of Color	13	13
Strength Training Class	142	144
Swap Shop	n/a	18
Tai Chi	26	65
Tap Class Advance	92	n/a
Tap Class Beginners	36	144
Tap Class Intermediate	79	n/a
Triad Meeting	4	40
Watercolor	21	14
Yoga	144	83
Zoomer Boomer	182	212
<b>Total</b>	<b>997</b>	<b>1938</b>
	<b>2010</b>	<b>2009</b>
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>
<b>Meals (Donation)</b>	<b>\$30.00</b>	<b>\$50.00</b>

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

Total Miles	1840	3414
Total Passengers	387	675
Volunteer Hours	16	24
Wheelchairs	18	14

**Transportation (Donation)**                      \$85.00    \$176.00

<b><u>Violet Bank Museum</u></b>	<b><u>2010</u></b>	<b><u>2009</u></b>
Attendance	71	135

- ☆ Collections and spring cleaning.
- ☆ Preparing for the Petersburg Tourism Forum and have confirmed the following participants at our Headquarters' Days program in July: Richmond National Battlefield, Petersburg National Battlefield, Quartermasters Museum, Women in the Military Museum, Weston Manor.

### **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.
- ☆ Cleaned hydraulic oil off Kubota tractor and took to Sandy's Tractor Equip to be repaired.
- ☆ Installed push blade on Ford tractor.
- ☆ Went to Agri Supply to get replacement blade and bolts for Ford tractor.
- ☆ Cleared Shepherd Stadium and Community Center parking lots of snow. (More than once.)
- ☆ Cleared Optimist Club and Violet Bank Museum parking lots and sidewalks of snow. (More than once.)
- ☆ Salted sidewalks for ice as needed at Community Center, Public Safety Building, and Violet Bank.
- ☆ Salted sidewalks for ice as needed at Courts Building, Library, and Animal Shelter.
- ☆ Removed old siding from Lakeview ball field concession stand and hauled to landfill.
- ☆ Removed old shingles from Lakeview ball field concession stand and hauled to landfill.
- ☆ Replaced water damaged sheathing on Lakeview ball field concession stand.
- ☆ Installed new tar paper and shingles on Lakeview ball field concession stand.
- ☆ Removed outfield fence and poles from Civic field.
- ☆ Removed debris from Lakeview Park boat ramp.
- ☆ Removed snow from Lakeview Park pier.
- ☆ Moved two refrigerators at Health Department.
- ☆ Cleared snow off Public Safety Building parking lot and sidewalks.
- ☆ Picked up salt and ice melt from Southern Hardware, Home Depot and FasteNal.
- ☆ Cut plywood for boat signs at White Bank Park. Mount sign on plywood.
- ☆ Cleaned graffiti from bathroom stall at Library.
- ☆ Painted bathroom stall at Library and hung a picture.
- ☆ Repaired gutter at Shepherd Stadium.
- ☆ Repaired electrical boxes for lights at Middle School softball field.
- ☆ Cleaned and moved furniture into office at Shepherd Stadium.
- ☆ Replaced broken clips on flagpole at Public Safety Building.
- ☆ Removed broken door in Community Building.
- ☆ Cleared shop gutters of debris.
- ☆ Check and service ice machines at Shepherd Stadium and Soccer concession.
- ☆ Repair windscreen on Lakeview #1 softball field.
- ☆ Cut post and installed at Fort Clifton. Installed chain on post to stop vehicles access to field.
- ☆ Picked up donated dog food from Wal-Mart and took to Animal Shelter.
- ☆ Nail drag and mat drag all softball and baseball fields.

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

### ➤ **YAC Activities**

- Monthly meeting canceled due to snow
- 10 members worked on Youth Forum each Thursday evening

### ➤ **YAC Services Commission**

- No meeting was held during February

### ➤ **Kids' After-School Program**

- KAP Family Dinner was cancelled due to weather
- *Chick-Fil-A* fundraiser was held in February earning \$167.20 for KAP

### ➤ **Substance Abuse Prevention Activities**

- CADRE meeting cancelled due to weather
- 12 youth received VaABC, VASAP, MADD, State Police information when they received their driver's license

### ➤ **Better Beginnings Coalition**

- Accepted membership into the juvenile & Domestic Violence Task Force and attended February meeting
- Met with JDVTF chair to plan for April, Child Abuse Prevention Month
- Met with Office on Youth Staff to plan for participation in upcoming Youth Forum
- Drafted, developed, and presented program plans to be held at Teen Center

### ➤ **Ongoing Monthly Meetings/Trainings**

- Regional and Drug Free Alliance Meeting
- Inter-Agency Prevention Team – 11 students were served
- Underage Drinking Task Force
- Toastmaster International
- Life Skills with 115 students at Colonial Heights Middle School
- Systems of Care Workgroup Meeting
- VJCCCA Regional Meeting in Norfolk
- Colonial Heights Health Advisory Board
- Juvenile & Domestic Violence Task Force
- "From the Community to the Courts: A Comprehensive Strategy to Address Underage Alcohol Problems in Long Beach, New York" Webcast
- Southside Community Partners Literacy Roundtable
- Positive Parenting Coalition

### **Diversion Program Participation:**

#### ➤ **Parenting**

- "Parenting With Love & Limits" is scheduled to start March 1<sup>st</sup>.

#### ➤ **Community Service**

- 15 youth completed 102 hours of Service Learning

#### ➤ **Shoplifting Diversion**

- 27 youth and a parent attended the Shoplifting Diversion Program

#### ➤ **Anger Management**

- 3 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	97	\$20,675.74	10	\$2,290.83
2009	67	\$11,905.96	2	\$ 390.05

- ☆ Most of the repairs are normal maintenance issues, which included replacing the hydraulic pump on Squirt 1 and replacing the alternator and tires on Quint 2. All of the snow equipment is in service with the exception of one plow (parts on back order).

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

**Horticulture**

Removed leaves, limbs and trash from the following locations:

- Fort Clifton, War Memorial, Temple Avenue at I-95, Temple Avenue at Boulevard, Legacy Garden, Boulevard at Rent-E-Equip, Lynchburg Avenue.
- Assisted Street Division picking up leaves and snow removal.
- Pruned Crape Myrtles and Holly trees at Library, pruned plants and Crape Myrtles at four sites on Temple Avenue.
- Continue to check all sites daily.

**Vegetation**

*Picked up litter at the following locations:*

- Boulevard
- Roslyn Road
- Valley Road at Boulevard
- Boulevard at Wright Avenue
- Temple Avenue
- Archer Avenue
- Boulevard at B Avenue
- Conduit Road at Charles Avenue

**Other**

- Responded to miscellaneous request concerning dead trees/limbs, Leaves, dead animals, curb and gutters, sidewalks, icy areas, snow blocked driveway entrances and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- During snow storm from January 30 – February 12, 2010, 210 tons of salt and 447 tons of salt/sand mix was placed on City’s streets and parking lots.
- Removed a fallen tree from Old Town Creek.
- Graded Bruce Avenue and alley behind Pickwick Shopping Center
- Removed 10 flat beds dump trucks of construction materials from Public Works Complex.
- Trimmed limbs in alley between Jefferson and Jackson Avenues.
- Public Works Technician Michael Rieves received his CDL.
- Public Works Concrete Foreman Clifford “Jay” Conner received the Employee of the Year award for 2009.

**Stormwater and Drainage**

*Resumed leaf collection after snow storm from the following area:*

Area 3 – Ellerslie, Fort Clifton, Mount Pleasant and Southpark collected 19.5 cubic yards.

*Street sweeper removed 44 cubic yards of debris from the following locations:*

- Temple Avenue
- Hillside Lane
- Parking lot at Courthouse
- Archer Avenue
- Springdale Avenue

*Repaired storm sewer at the following locations:*

- 115 Princeton Road
- Colonial Heights Middle School ball field

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

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

- Boulevard
- Westover Avenue
- Canterbury Lane at Wellington Road
- Sherwood Drive
- 316 North Temple Avenue
- Shuford Avenue at Boulevard
- Sherwood Drive
- 1907 Wakefield Avenue
- 3112 Canterbury Lane
- Conduit Road at Pleasant Dale Avenue
- 1020 Forest View Drive
- Westover Avenue Alley
- Pickwick Avenue
- Hamilton at Highland Avenues
- Chesterfield Avenue

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

- Alley between Conduit Road and Cameron Ave.
- Roslyn Road
- Alley from Jefferson to Royal Oak Aves.
- Alley from Jefferson to Stuart Aves.
- Alley from Cameron to Jackson Aves.
- Alley from Norfolk Ave to Boulevard
- Alley from Norfolk Ave. to Hill Pl.
- Alley from Suffolk Ave. to Lee Pl.
- Alley from Richmond Avenue to Blvd
- Alley from Richmond to Fischer Aves.
- Alley from Lafayette to Danville Aves.
- Alley from Westover to Hamilton Aves
- Alley between Bristol and Stuart Aves.
- Alley from Dale to Bermuda Avenues
- Alley from Washington to Stuart Aves.
- Alley from Cameron to Bristol Aves.
- Alley from Virginia to Hamilton Aves.
- Alley from Hill Pl to Suffolk Ave.
- Alley from Lee Pl to Lafayette Ave.
- Alley from Boulevard to Lynchburg
- Alley from Lee Pl to Suffolk Ave.
- Alley from Hill Pl to Westover Ave.
- Alley from Lynchburg to Hamilton Aves.
- 404 Lakeview Avenue

### **Solid Waste**

#### **Recycling**

- 55 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed (1) 40 cubic yard metal container for recycling.

### **Transportation**

#### **Streets**

*Placed Asphalt in potholes, low areas, shoulders and utility cuts at the following locations:*

- 220 Piedmont Avenue
- 411 Lyons Avenue
- Temple Avenue Bridge
- B Avenue at Boulevard
- Briarcliff at Courtland Drives
- White Bank at Conduit Roads
- Cameron at Ivey Avenues
- 3606 Perthshire Lane
- Roslyn Road
- Concord Avenue at Yorktown Drive
- Perthshire Lane at Edinborough Drive
- Taswell at Vance Avenues
- Entrance to Football Field
- 1255 Briarcliff Drive
- 208-210 Brame Avenue
- 517-521 MacArthur Avenue
- 224 Whitesand Court
- Woodlawn at Ellerslie Avenues
- Conduit Road
- Spring at Sherwood Drives
- Washington at Jefferson Avenues
- Boulevard near train tussle
- Perthshire Lane at School Avenue
- Westover at Meridian Avenues
- Yorkshire at Holly Avenues
- Conduit Road at Edinborough Drive
- Temple Avenue
- Courthouse parking lot
- 2108 Boulevard

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

### **Traffic Operations**

- Signals
  - Did preventative maintenance on 4 traffic cabinets.
  - Replaced 2 LED traffic lights.
  - Replaced 3 pedestrian crossing lights.
  - Repaired broken bottom of signal @ Sherwood and Blvd.
- Signs and Markings
  - Made and put 4 new stop signs.
  - Made and put up 26 new high intensity street name signs.
- Street Lighting
  - Installed 9 ornamental street light bulbs.
  - Replaced 4 ballast on ornamental street lights.
  - Replaced 1 broken globe on street lights.
  - Tightened ornamental street lights west side of Blvd. on the south end.
  - Reset circuit breaker for City Entrance Sign, Ashby Ave.
- Traffic Control
  - Responded to 3 after-hours call backs for traffic lights.
- Miscellaneous
  - Assisted with to 2 GOV QA questions.
  - Worked snow duty February 1<sup>st</sup>

### **Utilities**

#### **Wastewater**

*Responded to sewer backups at the following locations:*

- 1105 West Roslyn Road
- 1534 Mount Pleasant Drive
- Animal Shelter

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

- 1015 Lakewood Drive
- 1105 West Roslyn Road
- 226 Lafayette Avenue
- 3639 Ashby Avenue
- 4503 Conduit Road

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

- 226 Lafayette Avenue
- 3639 Ashby Avenue

*Flushed sewer main line, drains and manholes at the following locations:*

- 112 Boykins Avenue
- 101 Ashley Place
- 2203-2303 Wakefield Avenue
- Pickwick to 201 Danville Avenues
- 505 Springdale Avenue
- 3418 Longhorn Drive
- 100 Laurel Parkway
- 100 Highland Avenue

*Placed gravel in utility cuts at the following locations:*

- 238 Shade Tree Drive
- 120 Charlotte Avenue
- 4503 Conduit Road
- 212 Conduit Road

*Flushed storm sewer at 1312 Canterbury Lane.*

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

*Dismantled, cleaned, greased, shimmed bearings and shaft at Methane Pump (Dimmock Pump Station) bi-weekly.*

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

*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.

*Removed and installed hardware, check valves, gate valves, plug for flume, adjusted floats and removed by-pass pump at C&B Pump Station.*

*Removed snow from sidewalks and applied chemicals at Library, Courthouse and City Hall.*

*Miss Utility locating required 104 man-hours for the month of February 2010.*

### **Water**

*Replaced water meters at the following locations:*

- 220 Piedmont Avenue
- 318 Cameron Avenue

*Repair service line break at the following location:*

- 220 Piedmont Avenue

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

- 17720 Branders Bridge Road

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

- 216 James Avenue
- 220 Piedmont Avenue
- 218 Cameron Avenue

*Replaced meter box top at the following locations:*

- 910 and 1914 Boulevard

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

- 220 Piedmont Avenue
- 1903 Franklin Avenue

*Performed water shut down at the following locations:*

- Branders Bridge Road

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

- 325 Shade Tree Drive

*Performed yard maintenance at the following location:*

- 2701 Conduit Road

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

- 263 Washington Avenue
- 100 Creekridge Place
- 225 Pecan Tree Terrace

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

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

- 1008 Boulevard
- 1214 Boulevard
- 1210 Boulevard
- 1106 West Roslyn Road
- 3420 Boulevard
- 1829 Southpark Circle
- 3245 Boulevard
- 701 Boulevard
- 497 Southpark Boulevard
- 3610 Boulevard
- 2001 Snead Avenue
- 3420 Boulevard
- 1156 Temple Avenue
- 300 Southpark Circle
- 1869 Southpark Circle
- 905 Boulevard
- 130 Pickwick Avenue
- 116 Southgate Square
- 324 Southpark Circle
- 2600 Boulevard
- 1912 Boulevard
- 201 Newcastle Drive
- 1910 Boulevard
- 830 Southpark Boulevard
- 1902 Boulevard
- 3505 Boulevard
- 3501 Boulevard
- 2200 Boulevard
- 2425 Boulevard
- 135 Pickwick Avenue
- 1857 Southpark Boulevard
- 30 Pickwick Shopping Center
- 2600 Conduit Road
- 3504 Boulevard
- 3235 Boulevard
- 1712 Boulevard
- 1902 Boulevard
- 664 Boulevard
- 140 Pickwick Avenue
- 3522 Boulevard
- 305 Boulevard
- 210 Temple Avenue
- 2801 Boulevard

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

### **Administration**

- Met with consultant to review alternatives to avoid/minimize adverse effects of the Boulevard Modernization Project on architecturally significant properties.
- Met with FHWA and VDOT to discuss Section 106 and 4-f reviews of Boulevard Modernization project.
- Presented progress update to Boulevard Revitalization Committee.
- Drafted RFP and advertised for proposals to consider a green, adaptive reuse of the former Colonial Heights Church as a Courthouse.

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Richard A. Anzolut, Jr.  
City Manager

cc: Department Heads  
City Attorney  
City Clerk