

# CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 2010



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

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

*White Bank Park Drainage Improvements* – Currently being reviewed by the Recreation and Parks Department.

*Adaptive Reuse of the Former Church* – Council is considering the building preservation and renovation options proposed by Moseley Architects.

*Bruce Avenue Drainage – Phase II* – Work on Bradsher Avenue is substantially complete. Construction on Dupuy Avenue is substantially complete. Punch list items are being addressed.

*Landfill Entrance Road(s)* – Wal-Mart has declined to initiate a letter of intent. Staff is continuing to provide information for Wal-Mart's consideration.

*Signal Coordination UPC 77600 – CMAQ Program* – Construction is substantially complete. Awaiting resolution of final punch list items.

*Boulevard/Dupuy Modernization (Widening) Project* - NEPA Categorical Exclusion and Section 4f evaluation approved by FHWA. NHPA Section 106 MOA executed by multiple agencies. Conducted meetings with property owners identified during the public hearing. ROW/Utility Plans have been submitted to VDOT, awaiting Notice to Proceed (NTP).

*American Reinvestment and Recovery Act (ARRA) Resurfacing* - Work has been substantially completed. Awaiting resolution of final punch list items.

*Dimmock Parkway-Jennick Drive Traffic Signal* – Issued Notice to Proceed to Kimley-Horn consultants to begin design of the multi-phase, actuated traffic signal.

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

*Ariya Family Chiropractic Center* – End of one-year maintenance inspection has been completed and punch list forwarded to developer for completion.

*Denny's* – End of one-year maintenance inspection has been completed and punch list forwarded to developer for completion.

*Gill's Point Section 9* – Placement of asphalt base has been completed. Placement of final surface mix is scheduled upon completion of new houses. Contractor is working on installation of drainage ditches and final site grading. Erosion and Sediment Control measures are being properly maintained.

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

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

*Miller Rheumatology* – All storm drainage, utilities, and on-site curb/sidewalks have been completed. Installation of sidewalk alongside Dunlop Farms Blvd still remains. Building construction is in-process. Erosion and Sediment Control measures are being properly maintained. Dominion VA Power has been contacted regarding installation of street lighting along Dunlop Farms Blvd. and East Ellerslie Avenue.

*North Riverview Commercial Center Phase I (Patient First)* – Installation of outfall drainage pipe and Erosion Control measures are in-process. Dominion VA Power has been contacted for installation of street lighting at site entrance on Temple Ave.

*Lakeview Elementary School Addition* – Building construction work is in-process. Storm drainage structures are being built and temporary silt basin is in-place. Erosion and Sediment Control measures are being maintained.

*Cookout Restaurant* – Plans have been approved and awaiting Land disturbance permit issuance.

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

The following private development projects are currently **active** within the review process:

- Southlake III
- Mount Pleasant Acres – Section 2

The following private development projects are currently **inactive** within the review process:

- Office Depot
- Mallard Cove Section 3
- The Tanning Club Entrance Relocation
- Target Expansion
- Resubdivision of Mount Pleasant Acres, Blocks J, G, and M
- J. S. Wood Builder, Motel addition
- Ashton Car Wash (behind Sonic)
- Roslyn Farm Corporate Office
- Resubdivision of Lot 21, Blk. A, Mt. Pleasant Acres

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

- Issued five (5) permits
- Closed out two (2) permits

## **II. PLANNING & COMMUNITY DEVELOPMENT:**

1. Three (3) fence permits issued.
2. Six (6) sign permits issued:
  - ☆ Tri-City Surf and Turf – 3411 Boulevard
  - ☆ Colonial Car Wash – 3224 Boulevard
  - ☆ Play & Trade – 798 Southpark Boulevard, Suite 6
  - ☆ Dr. George Varkney – 723 Southpark Boulevard
  - ☆ Navy Federal Credit Union – 1080 Temple Avenue
  - ☆ Kitchen & Bath Outlet – 1905 Boulevard
3. Boulevard Revitalization – No individual business activity. Wayfinding signage report submitted to City Manager.
4. Neighborhood Revitalization – CDBG Program
  - a. **Repairs Completed - \$49,307**
    - ☆ \$1,325 plumbing repairs, toilet, kitchen sink, shower drain, grab bars
    - ☆ \$1,700 flooring repair, porch structure repair, ceiling repair
    - ☆ \$1,120 metal roof repair

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

- ☆ \$1,110 metal roof repair
- ☆ \$1,075 metal roof repair
- ☆ \$925 metal roof repair
- ☆ \$650 shingle roof repair
- ☆ \$1,050 metal roof repair
- ☆ \$3,623 handicap access ramp, porch post and rails replaced
- ☆ \$1,200 porch railing replacement
- ☆ \$2,050 porch railing replacement, brick steps repair, gutter replacement
- ☆ \$1,800 water line and water heater replacement, drain repair
- ☆ \$6,720 structural flooring, cabinets, ceiling and door repair
- ☆ \$600 electrical repair
- ☆ \$200 plumbing drain cleaning
- ☆ \$825 tub cut
- ☆ \$825 tub cut
- ☆ \$3,565 handicap access ramp and tub cut
- ☆ \$4,852 foundation repair
- ☆ \$2,521 floor structure repair
- ☆ \$1,861 floor repair
- ☆ \$485 install handicap toilet
- ☆ \$1,850 remove & replace concrete steps and railing
- ☆ \$750 replace gutters
- ☆ \$225 HVAC repair
- ☆ \$6,400 Asbestos abatement and boiler replacement

Repairs Underway -

- ☆ None

Out for Bid

- ☆ None

**b. 2008-09 CDBG Stimulus Grant - \$23,510**

- ☆ \$23,510 expended to Citywide emergency repair activities

**c. 2009-2010 CDBG Home Repair Grant - \$87,560**

- ☆ \$38,253 available to carryover for emergency repair projects.

**d. 2010-2011 CDBG Action Plan for \$94,232 entitlement award submitted to HUD**

- ☆ The City has now contracted with Elderhomes to administer the 2010 Emergency Home Repair Program. This month seventeen (17) 2010 applications were mailed out to interested parties. These applications will be processed and new repairs will begin in the next couple of weeks.

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

- ☆ Staff has resumed the regular inspections for the four inspection areas. This month staff completed inspections in two of the four inspection areas. There was one violation as a result of these inspections. However, throughout the month several complaints led staff into all of the inspection districts at unscheduled times.

5. Zoning/ Property Maintenance complaints investigated:

**a. Property Maintenance**

	Month	YTD
Total inspections	23	139
Violations	18	102
Violations resolved	9	93

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

### b. Zoning

	Month	YTD
Total inspections	5	59
Violations	5	51
Violations resolved	2	48

### c. Building Code

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

### d. House Number Violations

	Month	YTD
Violations reported	0	17
Actual violations	3	16
First letter sent	0	0
Violations abated	0	16
Summons issued	0	0
Door hangers posted	3	22
Active violations	3	3

### e. Other

	Month	YTD
Total inspections	3	33
Violations	1	18
Violations resolved	1	18

### f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	21	165
Violations	18	129
Violations resolved	5	109

### g. Tall Grass

	Month	YTD
Total inspections	24	383
Violations	19	241
Violations resolved	6	228

### h. Sign Ordinance

	Month	YTD
Total inspections	9	89
Violations	9	87
Violations resolved	1	74

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

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	16	159
2. New Construction Inspections	144	1,616
3. Permits for New Residences	0	5
4. Estimated Cost for Permits for New Residences	\$0	\$388,000
5. Additions	7	102

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

6. Demolitions	0	6
7. Permits for Commercial Construction	7	57
8. Estimated Cost for Commercial Permits	\$91,601	\$4,599,604
9. Plumbing Permits Issued	13	128
10. Electrical Permits Issued	10	139
11. Mechanical Permits Issued	8	58
12. Swimming Pool Permits Issued	0	6
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	0	28
15. Court Cases	0	1

## **III. POLICE DEPARTMENT:**

- ✓ Our officers responded to 4,009 calls for service during the month of October, 2010, compared to 3,392 calls for service reported in October 2009—a 15% increase.
- ✓ October started off with our Celebrate Safe Communities Night. We received much community and business support that enabled us to partner with our residents and host over thirty neighborhood celebrations. Several of our command staff, along with city and council dignitaries, visited our neighborhood hosts and we were able to provide updated information on police and city matters. We feel our event is one-of-a-kind in the area and continues to be well- received by our residents.
- ✓ This past month, several of our officers gave back to their own by participating in a fund-raising golf tournament that benefited Street Crimes Unit Officer Roger Santini and his daughter, Mya. As many know, Mya recently received a much-needed liver transplant. The event was held to help cover some of the medical costs that continue to this day.
- ✓ In the latter part of the month, Senior Officer Mike Duncan was in the right place at the right time and was instrumental in the capture of an armed robber fleeing from Game Stop. A brief vehicle and foot chase ensued, resulting in the capture of a convicted felon. It was great team work by the squad, but Senior Officer Duncan is the principal one to be commended for his actions.
- ✓ The **Law Enforcement Services Bureau** activities are as follows:
  - Lt. William Anspach participated in the Domestic Violence Task Force awards ceremony held in Petersburg.
  - Sgt. Rob Ruxer and Sr. Officer Sophie Benkendorf were instrumental in the organization of our Celebrate Safe Communities Night.
  - Captain Newsome and Master Officer Renee Walters attended a CIT (Crisis Intervention Training) regional meeting in Richmond.
  - Sr. Officer Sophie Benkendorf made a crime prevention presentation to Mouth Pleasant Baptist Church.
  - Sr. Officer Sophie Benkendorf participated in “Project Sticker Shock” with the Office on Youth.
  - SRO Pattison conducted a “lock down” drill on the campus of the high school and reported no problems with the drill.
- ✓ Our **Investigations Division** and **Street Crimes Unit** activities are as follows:
  - Senior Detective Bill Moore was assigned 10 new cases this past month. Cases included a \$32,000.00 embezzlement from Southside Pediatrics, construction fraud, an attempted burglary, as well as a contributing to the delinquency of a child case where the suspect resides in the State of Illinois.

### III. POLICE DEPARTMENT (CONTINUED):

- Detective Thad Johnson was assigned seven (7) new cases for the month. They included several larcenies of tools, for which a suspect was developed, a confession obtained and arrest executed; a residential burglary committed by the neighbor; and an identity theft. Det. Johnson also received a fingerprint “hit” that developed a suspect for numerous burglaries that occurred over the past three months. Confessions were obtained and charges are pending.
  - Senior Detective Mike Kelley was assigned seven (7) new cases for the month. They include an unfounded sexual assault involving a juvenile, a wire fraud, the impersonation of a police officer, a residential burglary and a grand larceny of a motor vehicle.
  - Sgt. Stephanie Early investigated the aforementioned armed robbery at Game Stop and not only obtained a confession to that offense, but also a confession to an earlier robbery in Chesterfield and a stolen vehicle from Petersburg. A bank robbery was also prevented because the suspect admitted that he was on his way to a local bank when Senior Officer Duncan observed him and the chase ensued.
  - Our **Street Crimes Unit** (SCU) participated in *Celebrate Safe Communities Night*. They visited several hosts and explained their duties and responsibilities. They also assisted patrol with extra manpower for Virginia State University’s Homecoming event.
  - SCU members arrested a subject at Wawa for possession with the intent to distribute marijuana. We also confiscated the subject’s 2007 Chevy Impala and \$280.00 in currency.
  - SCU assisted patrol units at Colonial Court apartments, where a search warrant resulted in distribution charges and the arrest of two (2) residents.
  - SCU conducted a search warrant at Riverside Apartments. Evidence of marijuana distribution as well as possession of a firearm by a convicted felon existed. Charges were subsequently placed.
  - SCU issued five (5) public nuisance letters and also made an arrest on a subject who violated the conditions of his domestic violence protective order.
- ✓ The **Operations Bureau** activities are as follows:
- Master Officer Eric Allen arrested a motorist for possession with the intent to distribute marijuana and cocaine and seized approximately \$6,900.00 in currency.
  - Officer Horace Evans was involved in a short vehicle pursuit with a stolen automobile; one arrest was made.
  - Officer Mike Foster developed probable cause for a search warrant from a traffic crash where two arrests were made for narcotic violations.
  - Our officers continue to respond to complaints of unlawful water use during emergency restrictions that were imposed during the month.
- ✓ Our **Auxiliary Police** officers contributed 276 volunteer hours of service during October. Some of the activities included patrol ride-a-longs, prisoner transports, field training, football games and *Halloween in the Park* at Flora Hill.
- ✓ Our **Animal Control** received a donation from members of Fort Lee’s Army Logistics University for animal food and toys. We continue to foster relationships with rescue groups which has proved beneficial since we have found new homes for our City animals. Fifty-five (55) animals were placed in the pound during the month, while we adopted out twenty-five (25). Eighteen (18) animals were returned to their owners. Fees were collected at the Animal Shelter in the amount of \$550.00.

### III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Sentinels** volunteered 46 hours of service to our community during the month. Their activities included football games, traffic checkpoints, the DNA fingerprinting event, *Halloween in the Park* and other patrol duties as assigned.
- ✓ **Detective Thad E. Johnson** has been selected as our *Employee of the Month* for September, 2010. Though Det. Johnson is a new detective within the Investigations Division, he has hit the ground running. He has a wonderfully positive attitude and accepts each new assignment with enthusiasm. Det. Johnson has an outstanding work ethic and is committed to symbolizing the ideals of the department's *Mission Statement*.

Recently, Det. Johnson received information that a security guard obtained a license plate from a suspect vehicle in a grand larceny case from Victoria's Secret at Chesterfield Town Center. Since the grand larceny was similar to numerous reported larcenies that had occurred at Victoria's Secret in Southpark Mall during the past year, Det. Johnson followed up on the information. As a result of hard work and determination, Det. Johnson identified five suspects and obtained several confessions. Det. Johnson furthered his investigation by obtaining search warrants for two homes in Petersburg, resulting in the location of numerous items of evidence.

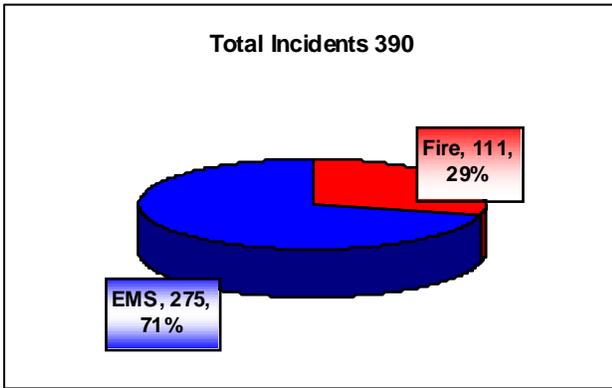
This investigation revealed that these suspects were a part of a crime ring that traveled throughout Virginia, as well as other states, committing larcenies of thousands of dollars in merchandise from Victoria's Secret stores. The merchandise would then be sold into the black market in Washington, DC.

Det. Johnson provided his investigative information to other law enforcement agencies and has been working in conjunction with them. Not only did Det. Johnson's hard work on "cold cases" pay off with the arrests of the perpetrators, but also the loss margin at retail establishments, specifically Victoria's Secret, will reduce dramatically.

For his diligence and determination, Thad has been presented with a gift certificate to Buffalo Wild Wings.

Crime	October 2009	October 2010	Percentage of Increase/Decrease
Aggravated Assaults	2	0	-100%
All criminal arrests	225	298	24%
Arson	0	2	100%
Burglaries	4	5	20%
Calls for services	3,392	4,009	15%
DUI arrests	23	27	15%
Larceny	46	72	36%
Motor Vehicle thefts	2	5	60%
Robberies	0	2	100%
Shoplifting arrests	32	55	42%
Simple Assaults	16	34	53%
<b>PART I (Serious) OFFENSES</b>			
<b>October 2010</b>	Number Reported	Number Cleared	Percentage Cleared
	120	83	69%

#### IV. FIRE & EMS DEPARTMENT:



**Total Fire Type Incidents: 111**

**Total EMS Patients: 275**

(Total EMS incidents 272)

*Fire units arrived on scene in less than 7 minutes on 67.5% of emergency incidents.*

***(average response time is 6:19 minutes)***

*EMS units arrived on scene in less than 7 minutes on 75.7% of emergency incidents.*

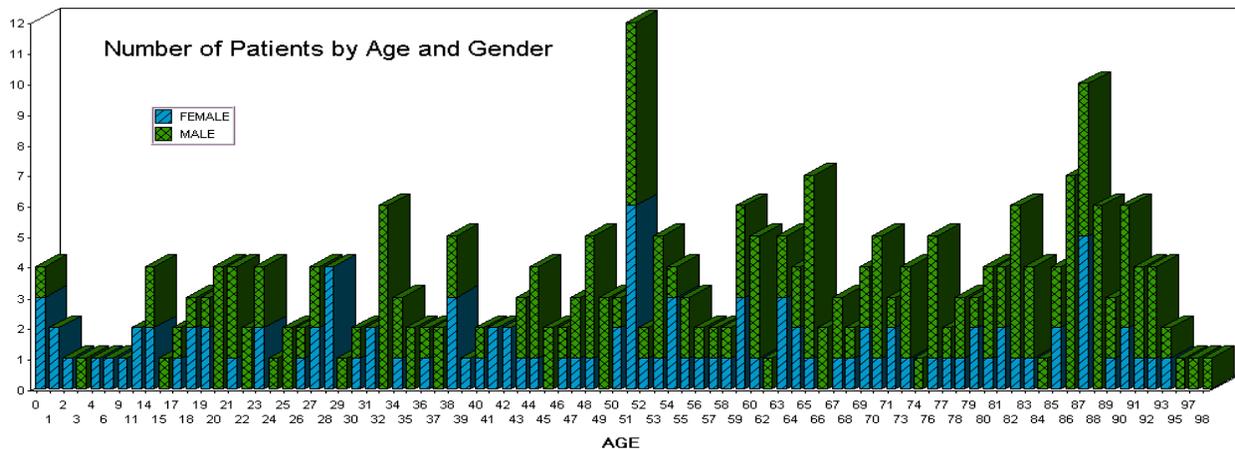
***(average response time is 5:45 minutes)***

#### Fire Division:

<u>Fires</u>		<u>Hazardous situations</u>		<u>Service calls and false calls</u>	
Brush Fire/rubbish fire	4	Electrical Problem	4	Good Intent Calls	27
Cooking Fire	3	Power Line Down	4	Public Service	31
Building Fire	2	Gasoline or Oil Spill	1	Alarm Activation (no fire)	16
Vehicle Fire	1	Overheated Motor	1	Child Seat Installation	7
Chimney fire	1	Gas Leak	2	Smoke detector installation	5
Other type fire	2				
M/A to Chesterfield EMS First Responder	4	M/A received from Chesterfield Fire	2		
M/A to Chesterfield Fire	2				

#### EMS Division:

Abdominal pain	12	Convulsions/Seizure	2	Psychiatric Problems	2
Allergies (allergic reaction)	2	Diabetic Problem	6	Sick Person	10
Altered Mental Status	3	Fall	32	Standby	2
Assault	1	Headache	3	Stroke/CVA	3
Auto vs. Pedestrian	1	Heart Problem	4	Traffic Accident	22
Back Pain	9	Hemorrhage/Laceration	4	Traumatic Injury	13
Breathing Problem	29	Ingestion/Poisoning	2	Unconscious	18
Cardiac Arrest	2	Overdose	2	Other type EMS Calls	42
Chest Pain	33	Pain	12		
Choking	3	Pregnancy/Childbirth	1		
M/A to Petersburg EMS	7	M/A received from Fort Lee	2		
M/A to Chesterfield	3				



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

##### Significant Incidents



**October 4, 2010:** Fire units responded to Johnson's Cleaners in Colonial Square Shopping Center for a dryer fire. The fire broke through the glass door of the dryer. There was extensive smoke damage to the building and major fire damage to the dryer. The business was closed for several days to make repairs. No injuries were reported.

- ☆ **October 7, 2010:** Fire and EMS units responded to the 600 block of the Boulevard for a pedestrian struck by a vehicle. The patient was found to have minor injuries.

**October 7, 2010:** Fire and EMS units were dispatched to I-95 for an MVA. One patient was transported to the hospital with non-life-threatening injuries.



- ☆ **October 9, 2010:** Fire units were dispatched to the railroad tracks off of Brander's Bridge Road for railroad ties on fire. The fire was found to be caused by CSX track maintenance crew that left a hot ember on the tracks. Rail traffic through the city was stopped until CSX could inspect the damage and deem the track was safe for use.



**October 9, 2010:** Fire and EMS units responded to the intersection of Lyons Avenue and Hamilton Avenue for a vehicle that struck a power pole. The driver sustained minor injuries, but the Pole was broken and required replacement.

- ☆ **October 9, 2010:** Fire and Ems units were dispatched to the intersection of Temple Avenue and I-95 for an accident with multiple injuries. 3 patients were transported to MCV with non-life-threatening injuries.
- ☆ **October 11, 2010:** During the overnight hours decorative flags as well as an American flag was set on fire in the front of 6 homes on Hampton Court. The Deputy Fire Marshal is continuing to investigate the arson cases.
- ☆ **October 19, 2010:** Fire units responded to the intersection of James Avenue and Snead Avenue for a vehicle fire. The fire was contained to the engine compartment of the vehicle. No injuries were reported.

**October 20, 2010:** Fire and units responded to MacArthur Avenue for a vehicle that struck a pole during a police pursuit. The police officers did a great job of quickly apprehending a robbery suspect. No injuries were reported, but power was disrupted for 198 Virginia Power customers. The power outage included the Public Safety Building and City Hall. Emergency Management personnel monitored the outage during the repairs.



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

- ☆ **October 23, 2010:** Fire units responded mutual aid to a waste water treatment facility on Ruffin Mill Road in Chesterfield County for a fire in the building. There were no injuries reported.
- ☆ **October 24, 2010:** Fire units responded to the 300 block of Maple Lane for smoke in a residence. Upon arrival units found a short circuit in a water heater causing the smoke. No injuries were reported.
- ☆ **October 26, 2010:** Fire and EMS units were dispatched to the intersection of Temple Avenue and I-95 for a motor vehicle accident involving a motorcycle. The driver of the motorcycle was transported to Southside Regional with non-life-threatening injuries.



**October 29, 2010:** Fire units responded to Colonial Court apartments for smoke coming from an apartment. Upon arrival smoke was found coming from the eaves of the building. Upon entry into an unattended apartment a pan was found burning on the stove filling the original and neighboring apartment with significant smoke. No injuries were reported.

**October 30, 2010:** Water Rescue-1 was dispatched to the Appomattox River 400 yards north of the Temple Avenue Bridge for a disabled boat. The boat had damaged its propeller in shallow water. The occupant was stranded on an island in the river with no means of propulsion. Since dusk was imminent the department's water rescue boat was deployed to assist in bringing the boat and occupant to safety.



**Training Division**

Total Personnel Hours Training for Month: **534 Hours**

<u>Description of training</u>	<u>Hours</u>
SCBA fit testing	137
Foam operations	36
High rise building operations	18
Hazardous materials conference	54
Haz-Mat decontamination	8
Crater Regional Haz-mat drill	16
Haz-Mat planning, management and safety	8
Inspection class in-service training	16
Investigator class in-service training	18
Ladder Company Operations	7.5
Miscellaneous Continuing Education	82.5
Other Fire training	28
Arson investigators fall school	105



- ✓ During the month of October all career and volunteer firefighters were required to be fit testing for their Self Contained Breathing Apparatus masks. This is an annual OSHA requirement.
- ✓ During the month of October physicals began. This physical will not only monitor the health of our Firefighters, but also meet OSHA's annual requirement for respiratory capacity and TB testing.
- ✓ Since becoming accredited as an alternate training site for the Old Dominion EMS Alliance, planning has begun for ALS training for our volunteers. During the month of November several Volunteers will begin training to advance from EMT to EMT-Intermediate. The first phase of this class is being funded by Hopewell fire department using a state grant. The second phase of the course will be offered in Colonial Heights.
- ✓ Colonial Heights Fire and EMS in conjunction with VCU will be offering EMT-Paramedic training within our department facilities. Several career staff members are stepping forward to advance their education with this local opportunity.

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

- ☆ Congratulations to FF Alan Dodd, FF Tracy Abernathy, and FF Chris Hagler for becoming sworn Fire Inspectors with summons powers for the City of Colonial Heights. Each of these individuals has attended training for several months to achieve this goal. Much of that time was off duty at their own expense.



During the month of October the Crater Regional Hazardous Materials Team conducted a Hazardous Material Technician Course. Nine area students completed the class. This team is composed of members from the Tri-City area fire departments. The regional approach offers skilled hazardous materials response to our area without the cost of each locality having an independent team.

#### **Deputy Fire Marshal's Office**

##### **Inspections: (total number of initial inspections: 20)**

- ✓ During the month of October all of the City of Colonial Heights' schools were inspected. The High School had minor violations, mainly dealing with egress lighting not working. The Vocational School had minor issues with the fire sprinkler system that needed to be addressed and some missing ceiling tiles in a room. The Middle School has one exit that had storage in front of it and one exit door that was hard to open. Lakeview Elementary did not have any issues after addressing their egress path being blocked because of the construction. North Elementary had some egress lighting issues and one room had an extension cord. Tussing Elementary needs to replace some gravel on the fire access road in the rear of the school. The Field House had extension cords, exit door that was hard to open, and a fire extinguisher that had been discharged. The Community Day School passed the inspection.
- ✓ The new Nave Federal Credit Union on Temple Avenue passed its final inspection.
- ✓ The Deputy Fire Marshal followed up on a complaint about a local fast food restaurant. Upon inspection the initial complaint could not be confirmed, but other violations were noted.
- ✓ The Deputy Fire Marshal completed plans review for Aroma Spa and Patient First.
- ✓ The Deputy Fire Marshal located a home using a neighbor's extension cord for power. It was found that the homeowner did not have power due to non-payment of bills. This is a fire code violation that has been corrected.
- ✓ A vacant home on Lee Avenue, with significant structural problems, was found insecure. Building Inspections has tagged the house unsafe. The owner has been contacted.
- ✓ The Fire Code Appeals Board met on October 14<sup>th</sup>. They discussed the adoption of the building and fire code in 2011. There was also discussion of residential sprinklers. Currently in the new International Code, all residential properties will have fire sprinkler systems. The Board of Housing is considering deleting this requirement or modifying the code. Nothing has been decided at this time. The new code could be adopted in March of 2011. The Board elected Charles Townes, Jr as the chairperson.

##### **Investigations:**

- ✓ The Deputy Fire Marshal responded to Moore Ave for a complaint about juveniles "blowing things up and playing with fire." He was able to gather information about the juveniles and the activity. After speaking with a juvenile at the house and receiving permission to search, illegal fireworks and cigarettes were found in the juveniles possession. The juvenile was charged with a fireworks violation.
- ✓ Lieutenant Albert assisted with an investigation of a fire at a Laundromat in Colonial Square Shopping Center. The cause of the fire was found to be incompatible materials being placed in the dryer.
- ✓ The Fire Department and Police Department responded to Hampton Dr. for a report of yard flags burned and stolen. During the evening, someone went through Hampton Dr. stealing flags from 132 Hampton Dr. and 113 Hampton Dr. They also set fire to flags at 106, 125, 129 Hampton Dr. There have been limited leads but the case remains under investigation.

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



Inmate labor from Riverside Regional Jail was used throughout the month of October to assist with several projects around both fire stations. A few of these projects include: overhauling the PSB break room, fixing the PSB dumpster fence, painting several offices, living areas and bathrooms at both fire stations. They did a major wall repair at station #2 as well as relocating a camera system at fire administration. All of this work was completed with minimal taxpayer dollars. Thank you to Lt. Boisseau for coordinating this effort. Also thank you to the Volunteer membership for providing \$1,000 to fund the materials for these repairs.

#### Volunteers

- ✓ Volunteer personnel were on duty in both operational and support roles for **1,263** hours during the month of September. This is equivalent to 5.2 FTE (full time employees). The Volunteer's participation in staffing as well as many other responsibilities continues to save the city significant tax dollars.



Thank you to everyone who purchased Brunswick stew for the Volunteer Fire Department Fall fund raiser. The department raised over \$1,400 during the sale. Special Thanks to Stew Master Walter Bishop. Mark your calendar for the next stew on March 4, 2011!



A **BIG** thanks goes out to the volunteer membership for replenishing the following items needed for the fire stations:

##### Station #1:

- Teflon cookware set
- Tupperware
- 4 glass baking dishes
- 4 plastic drink pitchers
- 2 plastic cutting boards
- Cooking Tools: meat thermometer; tongs; whisk; turkey basters
- Extra Large electric griddle
- 12 pillows
- 10 blankets
- 6 new wooden bar stools
- Serving bowls

##### Station #2

- 15 bath towels
- 15 wash cloths
- 10 dish cloths
- 10 pillow cases
- 12 new pillows

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

##### Emergency Management Division

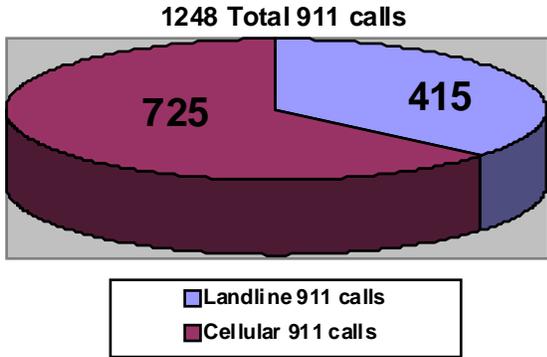


On October 6 the CERT team added 10 new members that graduated from the 2010 course. Each member participated in a simulated disaster to test their new skills. Current CERT team members as well as community volunteers assisted as victims for the exercise. Graduation culminated with certificates and a reception. Thank you to Emergency Management Assistant Beverly Brandt for all of her efforts coordinating this class!

- ☆ On October 23, 2010 many of our CERT team members attended an American Red Cross Pet First Aid. This training not only included basic first aid for pets, but also advanced procedures such as pet CPR.
- ☆ Our Emergency Management Assistant continues to help coordinate efforts to obtain Grant funds from the Central Virginia Urban Area Security Initiative (UASI). On October 21, 2010 Colonial Heights hosted the oversight committee for this group. The Central Virginia UASI consists of 20 regional jurisdictions.
- ☆ Emergency Management is in the process of securing 2 satellite phones for use in the Emergency Operations Center in the event of a major disaster that eliminates all other forms of communication. These phones are being purchased, installed and operated by UASI.
- ☆ UASI consultants are analyzing 3 potential city sites to retro-fit for generator hookups. If we qualify, these retro-fits will be funded by UASI. Each of the 3 facilities would be used as a backup shelter if a disaster caused the Middle School Shelter to be unusable or provide additional space due to overflow.

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

**Communications Division**



Total phone calls processed:	8,237
Total 911 Calls processed:	1,240
Landline 911	415
Cellular 911	725
<b>Total calls requiring service:</b>	<b>4,008</b>
911 Hang-up calls:	166
(Requiring follow-up to check welfare)	
Criminal Warrants processed:	214

**Other Points of Interest**




During the month of October Colonial Heights Fire and EMS visited Schools, Day Cares and Community events to educate children about fire safety. The theme of fire prevention week 2010 was ***“Smoke Alarms: A sound you can live with!”***



For the third quarter in a row Colonial Heights Fire and EMS has been awarded the Southside Regional Medical Center Trauma Award. The award is for “dedication and excellence in the care of patients requiring trauma care and transport.”

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



Colonial Heights Fire and EMS continues to support the Sherriff's Department with Halloween in the Park. Each year this event seeks to provide a safe place for our community to celebrate Halloween. Once again the event was a huge success!

**V. FINANCE DEPARTMENT:**

- Checks processed:
 

General Fund	324
Payroll Checks	958
Other	<u>95</u>
Total	<u>1,377</u>

- Three (3) alarm citations were processed during October.
- **Auditing** – Normal financial reviews, account payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. This position also covered/assisted for Accounts Payable and Utility Billing Office when required. Process continued on outstanding unclaimed property reporting requirements and reissued required checks. Cost Allocation report for Fiscal Year 2010 was continued and pulled documents for the auditors.
- **Purchasing** - 211 total purchase orders were completed with 169 being processed by the purchasing and 42 departmental purchases being reviewed as compared to 207 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:**
  - **Invitation # 10-081102-969 – Annual Contract for Gasoline & Diesel** – Sealed bid was opened on August 9. Conference call was held in September, with the low bidder, Petroleum Traders, to discuss expectations. The Contract was finalized in October. Petroleum Traders is now supplying the City.
  - **Invitation # 10-060302-964 – Colonial Heights Courthouse Mechanical Repairs, Duct Cleaning and Mold Remediation.** Balancing of the HVAC system was done during the month. Contractor is waiting on input from City's Engineering Department on balancing results.
  - **Invitation # 10-090802-970 – Appomattox River Development Corridor Study.** Proposal meetings were held during Sept. Land Planning and Design Associates was chosen, and a contract has been finalized. Purchase Order will be issued the first week of November.
  - **Invitation # 10-091603-973 - Safety Inspection of Highway Structures.** The proposal was issued in September. The contract was finalized and purchase order was issued with Moffatt & Nichols.
  - **Invitation #10-100503-974 – Requirement Contract – Pavement Markings.** This sealed bid was opened on Oct 5, two firms responded with Pro Markings and RJ Merkel were placed under contract.
  - **Invitation # 10-111602-976 – Contract for Stone and Sand** – This seal bid was issued on October 26, with bids due back on Nov 16. This contract will be used by the Colonial Heights school system as well.

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

• **Other Purchasing Activity:**

- Contract finalized with Pro Active to continue to be the City’s IT support.
- Purchased Barracuda email archiving application. Proactive to install system during November
- Continue to purchase Miscellaneous items for Fire Department Hazmat Grant
- Purchased email & spam filter backups. Proactive to install system during November
- Purchased Chevrolet pickup truck for storm water department, using State of Virginia contract.
- Purchase order issued to one of the City’s “on call” vendors, to provide professional engineering services for traffic signal design at Charles Dimmock Parkway & Jennick Drive.
- Purchased three Ford Explorers for the Fire Department, with donated funds. The City was able to purchase 2011 vehicles at 2010 prices.
- Quote issued for the rental of weather related equipment, with operator, for emergency situations (Ex: snow removal)
- Quote issued for the emergency repair on water lines on Old Town Drive.

• **Property Claims:**

- City Police noticed an ornamental light post leaning on the Boulevard. It appears the pole was hit at the base, by a hit and run driver. City’s Traffic Department will do the repairs.
- Recreation Department reported a larceny of four football blocking sleds t-shaped pads. Pads have been reordered.
- Fire Hydrant, on the corner of E. Westover and Boulevard, was hit by a hit and run driver. City’s Utilities Department will do the repairs.

• **Other Information:**

City’s HR Director and Risk Manager, met with a representative of Virginia Municipal League, the City’s insurance carrier. This was an annual meeting to discuss the City’s performance concerning money they pay out on City claims, vs. premiums they charge the City. VML is very happy with the City’s performance in all aspects.

Workers Compensation Losses: Member average loss ratio is 65%

For the City, the loss ratio by year is as follows:

2006	43.66 %
2007	8.39 %
2008	3.92 %
2009	18.01 %
2010	.91 %

25 Year Average: 39.28%

Property and Liability Losses: Member average lost ratio is 65%

2006	96.23 %	(High due to Fire Truck catching on fire, and a traffic control box being hit)
2007	63.90 %	(High due to fire, in Public Safety Building backup room)
2008	27.66%	
2009	10.40%	
2010	10.65 %	

25 Year Average: 26.56%

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

- **Utility Billing** – During October:
  - Bi-monthly Utility Bills Sent – 3,483
  - Delinquent Notices Sent – 739
  - Delinquent Notices Percentage – 20.2%
  - Services cut off for nonpayment on October 19<sup>th</sup> was 95.
- Work orders for October 2010:
  - Leaks – 29
  - New Accounts – 69
  - Terminations – 68
  - Extensions – 89
  - Clean – 4
  - Emergency Cut Off – 1
  - Pulled – None

**VI. HUMAN RESOURCES DEPARTMENT:**

• **Advertisements**

<u>Department</u>	<u>Position</u>
Office on Youth	Mentor/Tutor (Part-time)
Sheriff's Office	Deputy Sheriff (Part-time)
Public Works	Utility Technician
Public Works	Engineering Technician

• **Applications & Testing**

Total applications received for the following position recruitments:

Police Officer (Certified)	12
Police Officer Recruit	67

• **Training**

A limited allotment of VML On-line University courses will be available to City departments on an as needed basis until December 31, 2011.

• **Miscellaneous**

- ☆ The following new employee orientation sessions were held in September 2010: Randolph Hudgins (Van Driver) and Robin Gay (Legal Assistant/Deputy City Clerk).
- ☆ The annual VML Fall Workshop was held on October 7, 2010, which covered several topics including: employee recognition and motivation, sewer laterals damage prevention, services update, and workers' compensation claims settlement decisions.
- ☆ Participated in a Virginia Employment Commission telephone fact-finding hearing for unemployment benefits on October 27, 2010.
- ☆ Provided a review of the City's workers' compensation employee injury/illness reporting requirements for the Fire Officer's meeting in October 2010.

• **Workers Compensation**

The following workers' compensation reports were filed during the month of October 2010:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
09-12-10	Public Works	Limb hit employee in chest causing rib contusion.

## **VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City's web site had 42,020 visits in the month of October with 69,218 page views, including 2,536 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Purchasing RFPs, Real Estate Assessment Search, and Police.
- ☆ Citizens submitted and city staff processed 296 service requests and questions through the "Citizens Action Center" online during the month of October. The FAQs were viewed 416 times during this same period.
- ☆ October's City e-News was distributed via email to 4,138 customers. The City of Colonial Heights' Facebook Page now has 1,701 fans.

## **VIII. LIBRARY:**

- ☆ The library staff circulated 22,026 titles in October.
- ☆ The public computer center was used 2,140 times.
- ☆ 139 children participated in story time.
- ☆ 181 residents registered for new library cards, and an average of 758 residents used the library each day.
- ☆ The library's meeting rooms were used 105 times.
- ☆ 3,105 residents visited the Colonial Heights Virtual Library to retrieve 1,158 articles from their homes and offices.

## **IX. RECREATION & PARKS:**

The Colonial Heights Recreation and Parks Department had a busy month of October between Adult Softball and Youth Football leagues nearing completion, Youth Basketball and Wrestling registrations, field rentals for tournaments, Park enhancement projects, pavilion and community room rentals, Halloween in the Park and all of our great instructor based programs continuing. Staff is continuing work on preparations for the Holiday season to include the Christmas Card contest, Santa's Calling and the Santa's Workshop and Lunch event. Plans for the 2011 Spring/Summer season are also underway as we strive to offer quality recreational opportunities to City residents.

### **Recreation and Parks Hosts Fall Tournaments**

On the weekend of October 2-3 Shepherd Stadium and the surrounding fields hosted games as part of the USSSA Fall State Championships for teams' ages 9U to 15U. Teams from all over the state of Virginia participated and there were even a handful of teams from Maryland. The following weekend of October 9-10 Shepherd Stadium and the surrounding fields again played host to USSSA Fall State Championship games for ages 8U-18U with teams from Virginia and Maryland. Members of these teams enjoyed the great restaurants and lodging facilities available in the City of Colonial Heights, as well as the athletic facilities made available to them.

### **Adult Fall Softball**

Fall softball has come to a close for 2010 and we have 3 division winners as well as tournament winners. With 20 teams competing in 3 divisions, we had a very competitive fall season with some great games.

**Division 1:** In Division 1, Clearview won both the regular season and the tournament titles this fall.

**Division 2:** In Division 2, Dante's and Cha Cha's battled for the #1 seed throughout the regular season, with Cha Cha's coming out on top by 1 game. G & J was the #3 seed and came away with the tournament title.

**Division 3:** In Division 3, Colonial Honda seemed to be the class of the field throughout the regular season winning the league title, but when the tournament came around, nothing seemed to be the same as the #6 seed Longstreet's went undefeated in winning the title.



## IX. RECREATION & PARKS (CONTINUED):

<b>Athletics</b>	<b>2010</b>	<b>2009</b>
Adult Softball	300	270
Cheerleading	66	78
Football	164	164
Youth Fast Pitch Softball (Girls)	37	37
Swim Lessons	7	n/a
Golf Lessons	5	5
Optima Girls Basketball	12	12
<b>Activities/Programs</b>	<b>2010</b>	<b>2009</b>
Yo Gabba Gabba	37	n/a
Teen Movie Night	15	n/a
POWER	5	5
Teen Dance	122	150
Teen After School Program	36	15
Teen Painting	6	3
<b>Instructor Based Programs</b>	<b>2010</b>	<b>2009</b>
Belly Dancing	21	24
Karate	18	30
Tae Box	19	17
Sign Language	5	4

<b>Facility Usage</b>	<b>2010</b>	<b>2009</b>
Community Room Attendance	1,275	1,045
Community Room Reservations	21	25
Pavilion Attendance	2,450	1,987
Pavilion Reservations	39	37
Skate Park Attendance	189	275
Teen Center Attendance-CHHS Students	147	203
Teen Center Attendance-CHMS Students	309	242

### Teen Center Highlight

THE TEEN CENTER'S NEW GAMES ARE A HIT! THE TEENS ARE REALLY ENJOYING PLAYING SOCCER, BASEBALL AND FOOTBALL THROUGH THEIR NEW ESPN CHALLENGE GAME. THEY ARE EQUALLY ENTHUSIASTIC ABOUT THEIR NEW VIDEO GAMES ESPECIALLY JUST DANCE AND DEF JAM RAP-STAR. STAFF FEELS THAT THEY ARE A SUCCESS BECAUSE OF THE INTERACTIVE NATURE FOR BOTH THE TEENS AND STAFF. THEY AREN'T ABLE TO JUST SIT DOWN AND PUSH A BUTTON INSTEAD THEY HAVE TO INTERACT AND BE INVOLVED TO SUCCEED.

TAP IS BECOMING A HIT WITH THE TEENS AS WELL. THEY LOVE STUDYING AS A GROUP AND HELPING EACH OTHER OUT WITH THEIR HOMEWORK. THEY ARE IN TURN NOT ONLY LEARNING TECHNIQUES TO STUDYING BUT TEAMWORK AS WELL.

## Agency on Aging

<b>Activities</b>	<b>2010</b>	<b>2009</b>
AARP	38	40
Art Show	14	n/a
Bingo in Center	72	104
Bowling	260	128
Bridge Party	100	96
Bridge Tournament	128	n/a
Community Night Out	n/a	75
Crochet & Knitting	56	26
Golf at Prince George	475	472
Golfers Meeting	135	118
Movies	n/a	9
Senior Club Meeting	168	210
Senior Citizen Dance	86	92
Sing A-Long	48	39
Sing A-Long-CH Health Center	10	12

<b>Fitness</b>	<b>2010</b>	<b>2009</b>
Floor Exercises	83	92
Sit Down Exercises	187	349
Strength Training Class	209	186
Tai Chi	41	64
Yoga	114	100
Zoomer Boomer	230	269

### Teen Center

Monday-Thursday Peak Attendance	4:00-6:00pm
Friday-Saturday Peak Attendance	4:00-7:00pm
Sunday Peak Attendance	2:00-4:00pm

<b>Awareness/Education</b>	<b>2010</b>	<b>2009</b>
First Street	15	n/a
Flu Shots	14	n/a
Meet the Candidates	85	n/a
TRIAD	10	40



FIRST STREET



MEET THE CANDIDATES

<b>Transportation</b>	<b>2010</b>	<b>2009</b>
Total Passengers	146	
Total Trips	592	590
Total Miles	2700	3272
Wheelchairs	14	38
Volunteer Hours	41.5	8
Donations	\$171.00	\$135.00

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

<b>Meals</b>	<b>2010</b>	<b>2009</b>
Home Del Meals	0	60
Site Meals	0	0
Breakfast Meals	0	60
Bags	0	30
Total	0	150
Donations	0	\$65.00

<b>Classes</b>	<b>2010</b>	<b>2009</b>
Bob Ross Video Painting	n/a	6
Craft Class	16	3
Line Dance Class	22	32
Painters Group	18	48
Painting Class Charlotte Talley	n/a	6
Painting Class Kay Tirpak	36	n/a
Painting Class Kids	24	n/a
Painting Workshop Bill Blackman	n/a	75
Painting Workshop Dorothy Dent	61	n/a
Quilting Class	12	n/a
Splash of Color	n/a	14
Tap Class Advance	90	53
Tap Class Beginners	41	n/a
Tap Class Intermediate	98	64
USA Ballroom Dancing	n/a	53
Watercolor	19	22

<b>Trips</b>	<b>2010</b>	<b>2009</b>
Band Concert Petersburg High School	13	n/a
Boulevard Flowers	15	n/a
Charlestown Slots	52	n/a
Charlottesville Fall Foliage	24	n/a
Museum Trip	0	11
Senior Idol	20	n/a
Smithfield	36	n/a



**Dorothy Dent Workshop**



**Quilting Class**



**Kids Painting Class**

**Parks/Buildings & Grounds**

**Landscaping**

- ☆ Mowing: Cut grass at Public Safety Building, City Hall, Health Dept, Fire Station #2, Library, Floral Ave Park, Old Church, Legacy Garden, Lynchburg Ave Island, Edinborough Park, White Bank, Ft Clifton, Floral M Hill Park, Shufford Ave, Wakefield Park, Bristol/Conduit, Blvd/Battery Place, Marvin/Battery Place, Old Shop, War Memorial, School Board, Animal Shelter, and Community Center, Violet Museum, Lakeview 1 & 2, Soccer Complex, Shepherd Stadium, A field, B field, and Civic field as needed.
- ☆ Fertilization and Herbicide Spraying: Sprayed Violet Bank, Cucumber tree area, and Middle School softball field with Imitator.
- ☆ Fertilized Shepherd Stadium, A Field, B Field, Civic Field, Lakeview 1 and 2, fields 1 and 4 at Soccer Complex and the grass at the War Memorial.
- ☆ Other: Trimmed hedges at War Memorial and hauled brush to transfer station. Cut trees down at War Memorial and Courts Building and hauled to transfer station.

**Maintenance**

- ☆ Equipment: Performed preventative maintenance on paint machine, Z-Master lawn mowers, Kubota lawn mower and Sand Pro.
- ☆ Ball Fields: Nail and mat dragged all softball and baseball fields as needed for practice and games. Lined baseball and softball fields for games and tournaments as needed. Repaired pitcher's mound and home plate areas on Shepherd Stadium field, A field, and B field. Painted football field, practice football fields, field hockey field, band practice field and soccer fields as needed.

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

- ☆ Facilities: Cleaned White Bank Park, Lakeview Park, Ft Clifton Park as needed. Cleaned restrooms as needed at all parks and ball fields. Picked up trash around City Hall, Public Safety, Courts Building, Old Church, and Library on daily basis.
- ☆ Picked up trash and emptied trash cans around all ball fields and soccer fields as needed. Repaired holes in wall in City Manager's office. Painted City Manager's office. Repaired desk drawers on several desks at Health Dept. Repaired fence behind playground at White Bank Park. Cleaned graffiti off sliding board at White Bank Park playground. Cleaned graffiti off restroom walls at White Bank Park.

**Other**

Inventoried janitorial supplies for Shop, Shepherd Stadium, and all Park restrooms. Lowered and raised US, State, and City flags as needed. Built storage shed and placed behind Shop.

**Projects and Community Support**

**Safe Communities Night:** Loaded chairs and tables from Ft Clifton Park and delivered to neighborhood sites. Picked up tables and chairs and returned to Fort Clifton.

**Fall Decorations:** Decorated City Welcome signs (3), War Memorial, and School Board area with hay, pumpkins, mums and ribbon.

**Wakefield Playground:** Prepared the lot at Wakefield Ave. for playground equipment installation. Rough grade, spread stone dust, and re-graded.

**Halloween in the Park:** Provided manpower for Halloween in the Park held at Floral M Hill Park.

**Roslyn Landing Park:** Worked with Dominion Power, CHARTS and City Council volunteers to construct fence for parking area at Roslyn Park. City provided all materials. Dominion Power provided auger.

**Roslyn Landing Park Fence Project**



**Violet Bank Museum**

	<b>2010</b>	<b>2009</b>
Attendance	185	116

- Christmas decorating
- Exhibit preparation
- Collections work
- Space management
- Cataloging, research & cleaning



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

### ➤ **YAC Activities**

- 18 members attended monthly meeting with YAC advisor and YSC Chair
- 7 members, 4 guests, and Swift Creek Woman's Club participated in "Blankets for CARES Shelter Project". YAC launched their YAC Attack Facebook fan page

### ➤ **Kids' After-School Program**

- KAP Program began with students at Lakeview & North Elementary
- Mentors/Tutors and Site Managers assigned
- Coordinator met with principal and is planning for Tussing KAP Participation in November

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

- CADRE collected food for "Trick or Treat So Others Can Eat"
- 2 CADRE members and 1 SADD member participated in Project Sticker Shock with 5 VSU students and 3 adult advisors
- 15 Youth received VaABC, VASAP, MADD, State Police information when they received their driver's license
- Continued planning with CHPD for American Medicine Chest Challenge scheduled for November 13

### ➤ **Domestic Violence Task Force Participation in "October is Domestic Violence Prevention Month"**

- Received proclamation from City Council
- Had Resource Table set up in public library
- Chair assisted with planning and participated in Regional Domestic Violence Task Force Meeting

### ➤ **Youth Services Commission**

- Commission members met for regular monthly meeting

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

- Regional and Drug Free Alliance Meeting
- Inter-Agency Prevention Team – 9 students were served
- VJCCA Regional Meeting
- "Children Who Witness Domestic Violence" – DSS Training
- Underage Drinking Task Force
- Operation Christmas Child
- TRIAD Meeting – Emergency Preparedness Kit Information
- Positive Parenting Coalition
- Systems of Care Training Group
- VTSF – Teen Culture Training
- Judge Davis' Presentation to 6<sup>th</sup> graders a CHMS
- "Strengthening Ourselves for Virginia's Families" – VSPEC
- Domestic Violence information at SAFE Community Night
- Juvenile & Domestic Violence Task Force
- Tri-City Regional Domestic Violence Task Force Community Impact Awards
  - Winners from Colonial Heights were Abby Lynch & Sandra Coleman for their work with children
- Toastmaster International

## **Diversion Program Participation:**

### ➤ **Parenting Program**

- No families participated in "Parenting With Love & Limits"

### ➤ **Community Service**

- 18 youth completed 235 hours of Service Learning

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

➤ **Shoplifting Diversion**

- 28 youth and a parent attended the Shoplifting Diversion Program

➤ **Anger Management**

- No youth began Anger Management Classes

➤ **Substance Abuse Education**

- No youth participated in Substance Abuse Education Classes

➤ **Shoe Fund**

- Shoe vouchers were given to 2 families to purchase shoes for 4 children

**XI. FLEET MAINTENANCE:**

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	95	\$33,732.73	4	\$815.91
2009	73	\$18,982.13	7	\$1,455.75

☆ Most of the repairs were normal maintenance issues. The biggest expense this month where the leaf collectors which made up almost 50% of the cost for the month. With the redesign of the blower housing for the leaf collectors this should be the last time we will have this kind of cost in preparing them for service.

☆ The sublet repairs consist of the following:

Tire Repair	202.41
Seat Repair	225.00
Alignments	178.50
Welding	160.00
Towing	50.00

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

**Vegetation**

*Cut and trimmed grass at the following locations:*

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| • Bluff Court                       | • Bluff Drive                         |
| • Meridian Avenue                   | • Charlotte Avenue                    |
| • Charles Dimmock Parkway           | • Chesterfield Avenue                 |
| • Bluff Terrence                    | • Conduit Road                        |
| • Ellerslie Avenue                  | • Dunlop Farms Boulevard              |
| • Dupuy Avenue                      | • Helen Avenue                        |
| • White Bank Road                   | • Moose Lane                          |
| • Hamilton at Prince Albert Avenues | • Old Convenience Center              |
| • Marvin Avenue                     | • Old Town Drive                      |
| • Ryan at Ivey Avenues              | • Pinehurst Avenue                    |
| • Woodlawn Avenue                   | • Sadler Avenue                       |
| • Public Works Complex              | • Springdale Avenue at Sherwood Drive |
| • Biltmore Drive                    | • Temple Avenue                       |
| • Field behind Vo-Tech              |                                       |

*Trimmed limbs/bushes at the following locations:*

- |                         |                     |
|-------------------------|---------------------|
| • 709 James Avenue      | • 408 Roslyn Avenue |
| • Roslyn Avenue (Alley) |                     |

*Removed storm damage the following locations:*

- |                           |                     |
|---------------------------|---------------------|
| • 170 Chesterfield Avenue | • 118 Marvin Avenue |
| • 507 Forest View Drive   | • Lakeview Avenue   |

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

*Picked up litter at the following locations:*

- Temple Avenue
- North Temple Avenue at Ridge Road
- Old Convenience Center
- Chesterfield Avenue
- Marvin Avenue
- Archer Avenue
- Conduit Road at Canterbury Lane
- East Westover at Shuford Avenues
- Conduit Road
- Hamilton at Prince Albert Avenues
- Charles Dimmock Parkway
- Boulevard
- Roslyn Road
- Hillside Lane
- Conduit Road at Southpark Mall
- 105 School Avenue

### **Other**

- Responded to miscellaneous request concerning dead trees/limbs, dead animals, curb and gutters, sidewalks and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- Removed 92 dump truck loads of construction debris from Public Works Complex to Pistol Range off Charles Dimmock Parkway to build a berm.
- Started preparing for leave season that starts November 8, 2010
- Assisted Police and Fire Departments by providing barricades, detour signs and cones at Hamilton Avenue where a power pole was damaged.
- Placed rat bait in catch basins at 151 Chesterfield Avenue.
- Saw cut curb and installed a valley gutter to drain water into curb inlet on the other side of island in front of JC Penney on Southpark Boulevard.
- Reported a homemade grate box to City Hall, resident in the past had poured paint into box.
- Placed 2 tons of #3 stone at Cedar Lane to divert muddy water into ditch for the Engineering Division.
- Cut a small ditch and added 3 tons of 21a stone in driveway to divert water from front of property at 404 Lakeview Avenue.
- Removed a dead Dogwood tree at 1001 Hamilton Avenue.
- Street and Stormwater Foremen attended a Winter Maintenance class in Chester.
- Participated in the United Way Kickoff on October 22, 2010.

### **Stormwater and Drainage**

*Placed gravel/topsoil in sinkholes, alleys, shoulders and driveways at the following locations:*

- 503 Joe Johnson Avenue
- 501 Lake Avenue Bus Lot
- 622 Pinehurst Avenue
- Roslyn Avenue
- Animal Shelter
- 219 Kennon Point Drive

*Concrete Curb and Gutter, and Sidewalk restorations at the following locations:*

- 116 Marvin Avenue – 10’ Roll faced C&G
- 420 Springdale Avenue – 6’ C&G
- Norfolk Avenue – 16’ Sidewalk
- 233 Huntington Road – 11’ C&G
- 903 Kensington Avenue – 6’ Sidewalk

*Repaired storm sewer, catch basins and drainage pipes at the following locations:*

- 215 Biltmore Drive
- 320 Brookedge Drive

*Stormwater crew cleaned (22) catch basins throughout the City.*

*Sewer removed 8 cubic yards of debris from Joe Johnson Avenue.*

*Placed the following basin boxes on GPS:*

- 2208 and 2200 Boulevard – Basin Box
- 1904 and 1907 Wakefield Avenue – Basin Box Grate Top
- F Avenue at Boulevard – Curb Inlet
- E Avenue at Boulevard – Curb Inlet
- 2207 and 2216 Franklin Avenue – Curb inlet
- 1805 and 1902 Boulevard – Manhole inlets
- 2408 Cedar Lane – Basin Box
- F Avenue at Cedar Lane – Curb Inlet
- 1703 and 1704 Franklin Avenue – Curb Inlet
- 2207 Wakefield Avenue – Basin Box
- 2114 Boulevard – Basin Box Grate Top
- B Avenue at Boulevard – Manhole and Curb Inlets
- A Avenue at Boulevard – Manhole and Basin box Grate Top Inlets
- 2100 Boulevard – Curb Inlet

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

*Removed debris from gutters, storm drains, drainage ditches and pipes at the following locations:*

- 2002 Boulevard
- Westover at Hamilton Avenues
- Chesterfield at Marvin Avenues
- Charles from Holly to Frederick Avenues
- Charlotte Avenue
- Maple lane
- Jackson Avenue
- Westover at Shuford Avenues
- Brookhill at Forest View Drives
- 319 Ridge Road
- Branders Bridge Road from Boulevard to City Limits
- Roanoke Avenue
- Bruce Avenue

### **Solid Waste**

#### **Recycling**

- 354 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed (1) 40 cubic yard metal, (2) recycling and (1) cardboard containers for recycling.

### **Transportation**

#### **Streets**

*Placed Asphalt in potholes, low areas, driveways, alleys, curb and gutters, sidewalks, and utility cuts at the following locations:*

- Boulevard in front Priority Toyota
- Jamestown Road at Holly Avenue
- Animal Shelter
- 514 Battery Place
- Dupuy at Meridian Avenues
- Conduit at Huntington Roads
- 119 Stratford Drive
- 803 Forest View Drive
- Floral Hill Park
- 301 Heron Run Drive
- 3112 Fredrick Avenue
- 624 Charles Avenue
- 2801 Vance Avenue
- 900 Azalea Lane
- 3611 Boulevard
- 118 Deerwood Drive
- 301 Winston Avenue
- Lilliston at Ivey Avenues
- Edinborough Drive at Conduit Road
- Bermuda from Maple Grove to Beechwood Avenues
- Conduit Road in front of Golden Corral
- 3701 Conduit Road
- 211 Battery Place
- Temple Avenue
- 200 Battery Place
- 216 Stratford Drive
- 420 Springdale Avenue
- 920 Conjurers Drive
- Brookedge Drive
- 410 Orange Avenue
- 233 Huntington Road
- 200 Block Maple Avenue
- Pickett Avenue at Boulevard
- 3706 Conduit Road
- 3217 Holly Avenue
- 631 Floral Avenue
- 214 Stratford Drive
- Boulevard entrance to Martin's
- Conduit at Wellington Roads

### **Traffic Operations**

- Signals
  - Did preventative maintenance on 4 traffic cabinets.
  - Replaced 2 LED traffic lights.
  - Replaced 3 pedestrian crossing lights.
- Signs and Markings
  - Made and put up 2 new stop signs.
  - Made and put up 16 new high intensity street name signs.
  - Made 12 miscellaneous signs.
- Street Lighting
  - Installed 17 ornamental street light bulbs.
  - Installed 3 ballast for ornamental lights.
  - Replaced ornamental street light pole on north end of Boulevard that was hit by a car.

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

- Traffic Control
  - Responded to 6 after-hours call backs for traffic lights.
- Miscellaneous
  - Assisted with two (2) GovQA questions.
  - Working with VDOT adjusting timings for signal coordination from Sherwood Dr. to Temple Avenue on the Boulevard.
  - Worked with Blakemore Construction on installing new loops and pavement markings at the mall.
  - Loaned Hopewell 10 barricades for 5k run in their City.

### **Utilities**

#### **Wastewater**

*Responded to sewer backups at the following locations:*

- 564 Riverview Road
- 113 Norwood Avenue
- 1 Brandywine Court
- 1214 Boulevard
- 107 Temple Lake Drive
- 500 Cameron Avenue
- 508 Chestnut Avenue
- 114 Arlington Avenue

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

- 705 Old Town Drive
- 301 Winston Avenue
- 2406 Boulevard
- 1315 Canterbury Lane
- 107 Temple Lake Avenue
- 201 North Valley Road
- 703 Forest View Drive
- 114 Arlington Avenue
- Arlington Avenue
- Gill Point Subdivision

*Checked the following manholes “trouble spot” locations:*

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

*Flushed sewer lines at the following locations:*

- 100 Laurel Parkway

*Spot repaired a sewer main line from 612-614 Old Town Drive, this area was sent out for bid to be repaired by an outside contractor.*

*Replaced a 10’ section of 4” sewer main line at 3214 Holly Avenue*

*Cleared rags from Pump 1, 2 and 3, replaced Run light on #1 control panel, washed dry well down sanitized and added deodorant, cleared water seal, made adjustment on fence guide and rollers on gate, repositioned pump 3 to drain to sump pit, and performed general maintenance at Main Pump Station.*

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

*Back flushed force main and pumped wet well down to break up scum at Sherwood Hills Pump Station.*

*Excess grease dislodged float position, cleaned float and adjusted, tripped sump pump and pumped down dry well and checked pump alternation, fixed entrance road at C&B pump station.*

*Performed preventive maintenance and ran methane pump daily.*

*Simulated power failure, checked transfer switch working on hour run meter, removed grease from wet well, installed new hour meter on generator, checked amp draw on pump 2, and washed grease off side walls of wet well at Dunlop Farms Pump Station.*

*Checked amp draw on pump 2, amps are in line with operations, insured generator is exercising correctly, and checked dry and wet wells at Hillcrest Pump Station.*

*Test and ran generator, cleaned floats, scraped wet well walls and checked station operations at Conjurers Neck Pump Station.*

*Pumped out dry well were pumps are, No permanent sump pump, cleaned floats and checked station operations at Hrouda Pump Station.*

### **Water**

*Replaced water meters at the following locations:*

- 5049 Nantucket Court
- 1837 Duke of Gloucester Street
- 424 Fairfax Avenue
- 902 Germar Court
- 318 Cameron Avenue
- 2535 B Pin Oak Court
- 642 Battery Place
- 1130 Peace Cliff Court
- 626 Hamilton Avenue
- 321 Yorktown Drive
- 3623 Spruce Avenue
- 2801 Vance Avenue

*Repaired water service line or main line, at the following location:*

- 2801 Vance Avenue
- 3112 Fredrick Avenue
- 628 Hamilton Avenue
- 624 Charles Avenue
- 233 Huntington Road
- Ball Field for Parks and Recreations

*Replaced meter box top/box, align or raised meter for Utility Billing at the following locations:*

- 2314 Wakefield Avenue
- 212 George Avenue
- 315 Wright Avenue
- 3640 Boulevard
- 2309 Wakefield Avenue

*Backflow/Cross Connection Technician conducted 95 surveys, 56 completed and 39 incomplete.*

*Replaced Meter Setter at the following locations:*

- 902 Germar Court
- 2801 Vance Avenue

*Turn water off due to break in citizen's yard at the following locations:*

- 120 Lexington Avenue
- 913 Ayrshire Road

*Responded to discolored water at the following locations:*

- 2704 Woodlawn Avenue
- 37 Colonial Court
- 651 Southpark Boulevard
- 3804 Cedarwood Avenue

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

- 2547 Bent Oaks Drive
- 231 Hamilton Avenue

*Replaced Fire Hydrant at the following locations:*

- 1021 Boulevard

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

*Performed yard maintenance at the following location:*

- 2701 Conduit Road

*Replaced water meter pigtail for contractor at 318 Highland Avenue.*

*Continue to cut grass at Pump Stations, Water Towers, Appamatuck Park and other Utilities easements.*

*Participated in the United Way Kickoff October 22, 2010.*

*Collected routine weekly water samples, performed THM's and HAA's and sent to ARWA lab for testing. Performed bacterial sample and disinfected by products and sent to Richmond lab for testing.*

*Miss Utility locating required 198 man-hours for the month.*

**Administration**

- Chaired United way campaign planning meetings and hosted campaign kick-off event at White Bank Park
- Met with consultant to review and discuss proposal for adding ground vents for north landfill
- Attended regular and special Council meetings
- Met with planning director to review and discuss proposal for Petroff property, Archer Avenue and Boulevard
- Attended meeting of the board of directors of the Appomattox River Water Authority
- Participated in weekly conference calls with consultant for Boulevard Modernization
- Attended meeting of the board of directors of the Central Virginia Waste Management Authority in Richmond
- Attended meeting of the board of directors of the South Central Wastewater Authority
- Met with planning director and zoning recodification consultant to review Chesapeake Bay Act phase three criteria
- Met with planning, finance and economic development staff and city manager to consider offer for south landfill property
- Met with Boulevard Revitalization Committee to update status of Boulevard projects and to review recommendations for changes to ornamental street lighting they requested
- Attended strategic planning and business meetings of the VA-DC-MD Chapter of APWA in Richmond

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Thomas L. Mattis  
City Manager

cc: Department Heads  
City Attorney  
City Clerk