

# CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 2010



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

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

*Adaptive Reuse of the Former Church* – Council considered the building preservation and renovation options proposed by Moseley Architects and elected to demolish the building. Staff is developing a contract to abate and remove hazmat and the entire structure. Next month's entry will be renamed "New Courthouse at 231 Chesterfield Avenue."

*Right Turn Lane on Southpark Boulevard (in front of Wal-Mart)* – project received approval of allocation by Tri-Cities Area MPO. Final design completed. Requested VDOT to provide intergovernmental agreement.

*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 authorization to proceed with right of way acquisition.

*Safe Routes to Schools* – Final design completed. Finalizing specifications and plans for submission to VDOT.

*Dimmock Parkway-Jennick Drive Traffic Signal* – 90% plan submittal and contract documents have been submitted for review.

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

*Denny's* – All punch list items on the End of one-year maintenance inspection have been completed. This project is now completed.

*Value Place Hotel* – End of One-year maintenance inspection has been completed and punch list forwarded to developer for completion.

*North Riverview Commercial Center Phase I (Patient First)* - Installation of utilities is in-process. Erosion and Sediment Control measures are being maintained.

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

*Texas Roadhouse Restaurant* – Preliminary plan of development is scheduled for presentation at the Planning Commission on December 7<sup>th</sup>.

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

- Southlake III
- Mount Pleasant Acres – Section 2
- Texas Roadhouse Restaurant

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

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

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 nine (9) permits
- Closed out ten (10) permits

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

1. No fence permits issued.
2. Four (4) sign permits issued:
  - ☆ Quality Car Rental – 100 Roanoke Avenue
  - ☆ Colonial Heights Collision Center – 110 Wright Avenue
  - ☆ Patient First – 1260 Temple Avenue
  - ☆ Flaming Pit II – 2231 Boulevard
3. Boulevard Revitalization – No individual business activity.
4. Neighborhood Revitalization – CDBG Program

### **a. Repairs Completed - \$49,515**

- ☆ \$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
- ☆ \$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

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

- ☆ \$225 HVAC repair
- ☆ \$6,400 Asbestos abatement and boiler replacement
- ☆ \$208 Reinstall hot water heater

Repairs Underway -

- ☆ None
- ☆ 2009 program year is complete

Out for Bid

- ☆ None
- ☆ 2009 program year is complete

**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**

- ☆ \$27,897.35 is available to carryover for emergency repair projects. This amount is the remainder after the above repairs, planning and administrative costs.

**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 initial inspections and write ups have been prepared for four (4) households. These jobs are currently out for bid and work is expected to be completed by the end of December.

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

- ☆ This month staff completed inspections in all of the four inspection areas. There were no violations as a result of these inspections; however, throughout the month there were several complaints that led to violations in all of the four inspection districts.

5. Zoning/ Property Maintenance complaints investigated:

**a. Property Maintenance**

	<b>Month</b>	<b>YTD</b>
Total inspections	13	152
Violations	8	110
Violations resolved	4	106

**b. Zoning**

	<b>Month</b>	<b>YTD</b>
Total inspections	9	68
Violations	7	58
Violations resolved	5	56

**c. Building Code**

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

**d. House Number Violations**

	<b>Month</b>	<b>YTD</b>
Violations reported	0	17
Actual violations	0	16
First letter sent	0	0
Violations abated	3	19
Summons issued	0	0
Door hangers posted	0	22
Active violations	3	3

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

**e. Other**

	<b>Month</b>	<b>YTD</b>
Total inspections	0	33
Violations	0	18
Violations resolved	0	18

**f. Inoperable Motor Vehicle Complaints**

	<b>Month</b>	<b>YTD</b>
Total inspections	7	172
Violations	6	135
Violations resolved	2	131

**g. Tall Grass**

	<b>Month</b>	<b>YTD</b>
Total inspections	19	402
Violations	10	251
Violations resolved	3	244

**h. Sign Ordinance**

	<b>Month</b>	<b>YTD</b>
Total inspections	9	98
Violations	9	96
Violations resolved	0	84

**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	10	169
2. New Construction Inspections	180	1,796
3. Permits for New Residences	1	6
4. Estimated Cost for Permits for New Residences	\$160,000	\$548,000
5. Additions	20	122
6. Demolitions	1	7
7. Permits for Commercial Construction	8	65
8. Estimated Cost for Commercial Permits	\$366,750	\$4,966,354
9. Plumbing Permits Issued	16	144
10. Electrical Permits Issued	20	159
11. Mechanical Permits Issued	6	64
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 3,686 calls for service during the month of November, 2010. During the same month last year, we responded to 3,820 calls for service – a 4% decrease.
- ✓ Overall, the month of November was another busy month for the Police Department. Capt. Keith Early, with the assistance of Lt. Billy Anspach and Sgts. Rob Ruxer, Stephanie Early, and Steve Kolev, planned and executed a response to the book signing event at City Limits Tattoo attended by Sonny Barger, the author/founding member of the Hell’s Angels motorcycle gang. Several hundred Hell’s Angels members and affiliates were present at this location. Considering the threat of rival biker gangs having a retaliatory response, this event was taken very seriously. With the assistance of personnel from the Bureau of Alcohol, Tobacco and Firearms, Virginia State Police and the Virginia Alcohol Beverage Control, the event was well policed. There were no reported incidents stemming from these activities.

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

- ✓ On November 7<sup>th</sup>, we participated in the annual Police vs. Fire softball games fundraiser. In customary fashion, the Police Department won two out of three games, bringing “home” the trophy for the third straight year. The proceeds from ticket sales benefited the Food Bank, and the proceeds from the 50/50 raffle went towards medical bills for Maya Santini (daughter of Officer Roger Santini), who recently received a liver transplant. This event is always a lot of fun. Aside from raising money for good causes, the games continue to build camaraderie and morale between Police and Fire personnel.
- ✓ All of our sworn personnel successfully completed semi-annual firearms qualifications. These qualifications were more challenging considering the implementation of the timed, flip targets now in service at the Crater Criminal Justice Academy firing range. We also qualified five (5) officers at the Henrico Police Academy firing range with our newly purchased AR-15 patrol rifles. The generous monetary donations from Mr. and Mrs. Bruce Thornton are aiding us with our goal of outfitting all of our officers with this equipment.
- ✓ Regarding statistics for the month of November, our officers tallied 222 criminal arrests, 30 drug arrests, 17 DUI arrests, 768 traffic summonses, 1,074 traffic stops, and 95 investigated vehicle crashes. In addition, we issued 67 parking citations, 22 false alarm citations and initiated 32 field interview reports. Our **Records Division** processed 237 incidents reports, 11 Animal Control reports and 1,074 pawned properties.
- ✓ The **Law Enforcement Services Bureau** activities are as follows:
  - Sgt. Rob Ruxer and Sr. Officer Sophie Benkendorf participated in the American Medicine Chest Challenge with the Office on Youth and the CADRE Coalition.
  - Capt. Wayne Newsome, in search of one qualified police officer, conducted the written and physical testing of our certified police applicants.
  - Lt. Billy Anspach continues to advance our accreditation process. Chief Deputy Joe McLaughlin from the New Kent County Sheriff’s Office assisted Lt. Anspach during the month with a preliminary inspection of our accreditation folders and our facilities.
  - Lt. Billy Anspach planned and executed a “safety” presentation to the residents at the Oaks Apartments.
  - Sr. SRO Scott Whirley attended a webinar on “Bullying, What We Need to Know,” and he is working jointly with Middle School Principal Bill Hertz to implement a program to stop bullying in school.
  - Sr. SRO Derek Pattison has been working to promote the Crime Solvers Club within our high school to provide a viable venue for our youth to report crime.
  - Sgt. Steve Kolev assisted the Hopewell Bureau of Police by participating on a panel during a detective promotional process.
- ✓ Our **Investigations Division** and **Street Crimes Unit** activities are as follows:
  - Senior Detective Bill Moore was assigned seven (7) new cases during November. These investigations included a robbery, sexual assault, fraud crimes and burglaries.
  - As a result of several cold AFIS fingerprint “hits,” Detective Thad Johnson cleared 11 burglaries that were reported during the summer months. He also cleared six (6) prior grand larcenies from Victoria’s Secret, as well as a reported burglary—great work! Detective Johnson also cleared, by arrest, an on-going sexual assault involving a 14-year-old boy and a 9-year-old boy victims.
  - Sr. Detective Mike Kelley cleared a reported armed robbery that occurred in the wooded area behind the Colonial Court Apartments. The investigation revealed that a friend of the victim “set up” the robbery, which was then carried out by two additional people. Detective Kelley investigated several other fraud-related incidents during the month.

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

- Detectives Thad Johnson and Mike Kelley, being fairly new to their positions, continue to receive related training. Both detectives attended in-depth crime scene training at the Chesterfield Training Academy. Detective Kelley received additional cyber forensic training in Richmond.
  - Our Street Crimes Unit (SCU), while investigating a Crime Solvers tip, obtained and executed a search warrant at the Old Oak Apartments. A resident was subsequently arrested for marijuana and anabolic steroid possession, along with illegally pirated DVD movies and video games. A television, computer and printer were all seized as a result of this investigation.
  - SCU members conducted several controlled purchases of narcotics, to include cocaine, crack cocaine, ecstasy, Oxycontin and hydrocodone.
  - SCU members assisted the Chesterfield County Police Department with a prostitution sting in Chesterfield County. The two-day operation consisted of training, planning and operation execution. Five (5) subjects were arrested for solicitation to engage in prostitution.
  - SCU assisted the Virginia Attorney General's Office with surveillance of a wanted subject. Our officers were able to affect an arrest of the individual. We also seized a vehicle, via seizure warrant, as a result of the operation.
- ✓ The **Operations Bureau** activities are as follows:
- With the onset of the holiday shopping season, our officers have focused their patrolling efforts in our retail shopping areas.
  - Master Officer Jeff Santini planned and executed a prisoner extradition from New Hanover, North Carolina.
  - Master Officer Eric Allen engaged in a vehicle pursuit that began on I-95. The pursuit touched three jurisdictions before coming to a successful conclusion in Chesterfield County. The driver was arrested for possession of cocaine, felony eluding and a myriad of traffic offenses.
  - The Virginia State Police Bomb Squad was summoned to our City after a citizen responded to the police station with a device that appeared to be explosive. The item was examined and determined to be inert.
  - Lt. Dann Ferguson assisted the Prince George County Police Department by participating on a panel during a sergeant promotional process.
  - K-9 Officer Eric Allen and "Blitz" screened numerous vehicles for illegal contraband during the month. In addition to their City efforts, the duo responded to drug detection requests by both Petersburg and Chesterfield Police. Related arrests were executed for possession of both marijuana and cocaine.
- ✓ Regarding **Animal Control**, Sr. Officer Stacey Arehart came up with a novel idea of having a yard sale at the Animal Shelter to raise money for the S.P.C.A. As a result of our ACO staff's efforts, \$1,650.00 was raised. Our staff received 28 animals at the Shelter, we adopted out 14 animals, and seven (7) pets were returned to their owners. We also assisted the ACO staff in Petersburg and Hopewell with adoptions. Fees were collected at the Animal Shelter in the amount of \$1,385.00.
- ✓ Our **Auxiliary Police** officers contributed 237 hours of service during the month of November. We had a great volunteer turnout for the Hell's Angels event, and these officers also assisted with numerous other duties, to include football games, Veterans' Day event, traffic detail and prisoner transports.
- ✓ Our **Sentinels** volunteered 39 hours of service to our community during the month. Their activities included football games, Drug Take Back event and the Veterans' Day event.

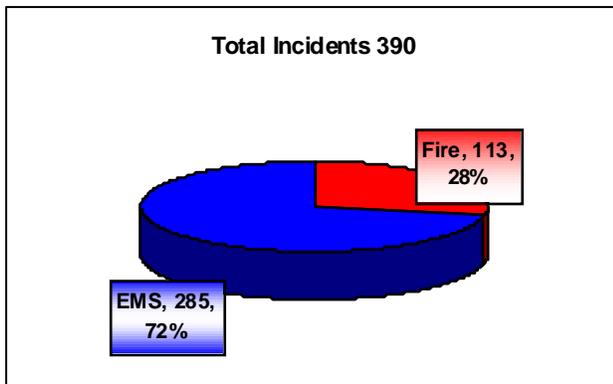
**III. POLICE DEPARTMENT (CONTINUED):**

✓ **Sr. Officer Michael D. Duncan** has been selected as our *Employee of the Month* for October, 2010. On October 20, 2010, “B” Squad responded to a report of a robbery at the GameStop on Southpark Boulevard. A description of the suspect and the vehicle was broadcast by Communications, which Sr. Officer Duncan heard as he was working out in the training room. He immediately headed to the area of Hamilton and Temple Avenues, where he noticed a vehicle matching the description of the suspect vehicle heading west on Temple Avenue. Sr. Officer Duncan fell in behind the vehicle and immediately advised Communications of his location and attempted to conduct a vehicle stop. The vehicle sped away and a short pursuit ensued, ending with the suspect crashing into a utility pole on MacArthur Avenue and fleeing on foot towards the Courthouse. With the assistance of the Colonial Height Sheriff’s Office, the suspect was apprehended, subsequently admitting to the robbery along with crimes in other jurisdictions.

Sr. Officer Duncan’s attentiveness and quick actions led to the apprehension of an individual who posed an immediate and serious danger to the public. For his diligence and determination, Mike was presented with two gift certificates to Buffalo Wild Wings Restaurant.

Crime	November 2009	November 2010	Percentage of Increase/Decrease
Aggravated Assaults	4	1	-75%
All Criminal Arrests	324	222	-31%
Arson	1	2	100%
Burglaries	4	4	0%
Calls for Services	3,820	3,686	-4%
DUI Arrests	26	17	-35%
Larceny	67	61	-9%
Motor Vehicle Thefts	4	1	-75%
Robberies	0	2	100%
Shoplifting Arrests	42	32	-24%
Simple Assaults	18	18	0%
<b>PART I (Serious) OFFENSES</b>			
<b>November 2010</b>	Number Reported	Number Cleared	<b>Percentage Cleared</b>
	89	62	<b>70%</b>

**IV. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 113**

**Total EMS Patients: 285**

(Total EMS incidents 287)

*Fire units arrived on scene in less than 7 minutes on 65.5% of emergency incidents.*

***(average response time is 5:52 minutes)***

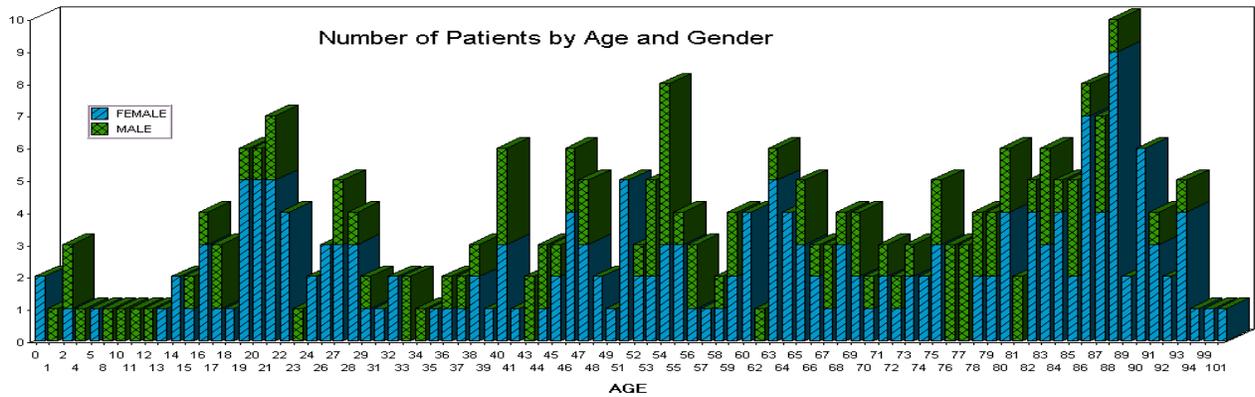
*EMS units arrived on scene in less than 7 minutes on 70.6% of emergency incidents.*

***(average response time is 6:04 minutes)***

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

<b>Fire Division:</b>					
<u>Fires</u>		<u>Hazardous situations</u>		<u>Service calls and false calls</u>	
Vehicle Fire	2	Electrical Problem	3	Good Intent Calls	32
Boat Dock Fire	1	Gas Leak	3	Public Service	31
Brush Fire/rubbish fire	1	Power Line Down	2	Alarm Activation (no fire)	20
Other type fire	1	Chemical Spill	1	Child Seat Installation	3
		Bomb Scare	1	Smoke detector installation	11
				Malicious false call	1
M/A to Chesterfield EMS First Responder	4	M/A received from Chesterfield Fire			2

<b>EMS Division:</b>					
Abdominal pain	15	Choking	3	Pain	11
Allergies (allergic reaction)	1	Convulsions/Seizure	4	Sick Person	6
Altered Mental Status	7	Diabetic Problem	9	Stroke/CVA	12
Assault	1	Fall	23	Traffic Accident	28
Back Pain	9	Headache	5	Traumatic Injury	6
Breathing Problem	33	Heart Problem	3	Unconscious	27
Burns	1	Hemorrhage/Laceration	1	Other type EMS Calls	46
Cardiac Arrest	1	Ingestion/Poisoning	1		
Chest Pain	30	Overdose	2		
M/A to Petersburg EMS	9	M/A received from Chesterfield			1
M/A to Fort Lee	6	M/A received from Prince George			1
M/A to Hopewell	3				
M/A to Dinwiddie	1				
M/A to Prince George	1				



#### Significant Incidents



**November 1, 2010:** Fire units responded White Bank Park for a city owned dock that was on fire. Approximately \$600 damage was caused by the fire. The cause of the fire is still under investigation by the Deputy Fire Marshal.

☆ **November 1, 2010:** Fire units responded to Claremont Court for a person that was in an elevator that was stuck between 2 floors. The Department was able to open the second floor elevator door and the subject was able to be assisted up and out of the elevator.

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

- ☆ **November 2, 2010:** Fire units responded to Canterbury Lane for a house filled with smoke. Smoke was found to be coming from the fireplace with a flu that was stuck in the closed position. The fire was removed from the fireplace and the smoke cleared from the home. No injuries were reported.
- ☆ **November 8, 2010:** Fire units responded to Bristol Avenue for a house with flickering lights and smell of electrical burning throughout the home. Virginia power found a significant electrical problem with the grounding of the home causing wires to burn. The power was cut off to the home until the problem is fixed and inspected. No injuries were reported.
- ☆ **November 10, 2010:** Fire units responded to the home of an 8 year old that had accidentally locked himself in a pair of handcuffs found at the home. Police officers were unable to open the cuffs with their key. Firefighters were able to carefully cut the handcuffs off of the child without causing an injury. The quote from the child was “at least I got to see a policeman and a fireman!”
- ☆ **November 10, 2010:** Fire and EMS units responded to the 600 block of the Boulevard for 2 people struck by a single vehicle while crossing the road. The individuals were not crossing in a crosswalk area. Both victims were transported to Southside Regional Medical Center with non-life-threatening injuries.

**November 17, 2010:** Fire and Police units responded to the Public Safety Building for an individual that found a military ordinance and brought it to the fire department. The area was closed off while State Police bomb disposal experts came to dispose of the device. While the situation could have been extremely dangerous, the device was eventually found to be inoperable. No injuries were reported.



- ☆ **November 23, 2010:** Fire and EMS units responded to I-95 for a multi vehicle accident. One patient was transported to Southside Regional Medical Center with non-life-threatening injuries.
- ☆ **November 23, 2010:** Fire units responded to Brander’s Bridge apartment for a couch that was fully engulfed in flames outside of the building. There was no damage to the building. The fire is under investigation by the Deputy Fire Marshal.
- ☆ **November 29, 2010:** Fire units responded to Claremont Court for a person that was stuck in an elevator. The Department was able to open free the subject from the elevator by manually opening the doors. This is the same elevator that required a rescue earlier this month.

**Training Division**

Total Personnel Hours Training for Month: **291 Hours**

<u>Description of training</u>	<u>Hours</u>
12 lead EKG interpretation	4
Child Safety Seat Recertification	36
Child Safety Seat Initial Certification	32
Communications	34
Pump Operations	20
Crater Regional Haz-mat drill	18
Infection control	81
Inspection class in-service training	8
Miscellaneous Continuing Education	48
Emergency Manager Coordinator Briefing	10



- √ During the month of November all career firefighters completed physicals to verify they remain fit for duty. Respiratory testing is mandated by OSHA to be completed annually in order to be able to wear firefighting breathing apparatus.
- √ During the month of November all Career and Volunteer staff attended the annual Infectious Disease control update. This annual update is an OSHA requirement for individuals that may come in contact with anyone carrying an infectious disease.
- √ Congratulations to Firefighter **Tim Fontaine** who received Child Safety seat installation Certification during the month of November.

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

- ✓ The Crater Hazardous Materials Team conducted a full-scale exercise at the Perdue plant in Prince George. The plant simulated an ammonia leak from their cooling system with several employees exposed. The plant activated their emergency plan and emergency response team. The problems faced in the training was to removed the various victims, decontamination and treatment of the victims, transport the victims to SRMC, integrate the team with the plant's emergency response team, stop the leak, ventilate the area, and monitor the area. During this exercise, the team was given simulated failures or problems that the team had to address and overcome.



#### Deputy Fire Marshal's Office



Congratulations to Firefighters **Tracy Abernathy, Alan Dodd, and Chris Hagler** for completing the State Fire Investigator Course. This intense three week school covered fire behavior, legal aspects of investigations, evidence collection, and scene documentation. After completing field training there will be an assistant to the Deputy Fire Marshal assigned to each shift. These firefighters will be a huge asset to the Fire Marshal's office.



#### Inspections: (total number of initial inspections: 29)

- ✓ The Fire Marshal's office received a complaint about trash being stored in the hallways of Southpark Mall. Several stores were found to be in violation, notices were issued, and the trash was removed.
- ✓ Several stores in Southpark Mall had Exit Lights out. One store had a display blocking the exit light. Notices were issued and the violations corrected.
- ✓ The building official contacted the Fire Marshal's office in reference to a new amusement device (small bungee jump) that had been installed in the mall without proper inspection. The device was found to be obstructing a path of egress. The violations has been corrected
- ✓ The Deputy fire Marshal followed up on a local restaurant not having the hood suppression system inspected or hood cleaned. The same issues were noted earlier in the year. They were given only a few days to correct the problem. Upon return inspection the violations still existed. The manager on duty wanted to argue that the hood was not covered in grease. He insisted it was rust. When he was advised that if this was rust, they could not cook, he then agreed it was grease. All issues were corrected.
- ✓ An inspection of a new Spa in Southpark Mall revealed several violations that needed to be corrected prior to opening. The most significant issue was walls installed which created areas without proper fire sprinkler coverage. Several sprinkler heads were painted and had to be replaced. The General Contractor thought that since the plans were reviewed and approved by the Building Official, he did not have to correct the violations with the sprinkler system. He was advised that this was not correct since it created a situation that was in violation of the Building Code and Fire Code. The business could not open until all the violations were corrected. Upon re-inspection the following week the violation were corrected and the business was allowed to open.
- ✓ On Wednesday November 24<sup>th</sup>, The Deputy Fire Marshal walked the mall with Commissioner of Revenue Majority DeDanko while she checked business licenses. They found one store that did not have their license and other fire code violations. When the storeowner went to obtain the license, the Commissioners Office found that they had not had one for three years. The owner had to pay for the previous licenses, taxes on the gross receipts for the three years, and pay the 10% penalty.
- ✓ Plans were reviewed on River City and Tattoo Body Piercing that will be coming to Southpark Mall.
- ✓ Since October 2009, the fire marshal's office has been monitoring a house on Lee Ave. The house is vacant and filled with combustible waste. Recently the house was discovered insecure. The Deputy Fire Marshal met with a representative of the property owner, reviewed the property, and advised them what needed to be done to comply. The property has been spot checked several times this month and been found to be insecure. The owner's representative has advised that they have hired a contractor to secure the property. As of November 30<sup>th</sup> the problem had not been resolved.

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

##### Investigations:

- ✓ The Deputy Fire Marshal responded to Fort Clifton for a fire at the observation pier. The investigation determined that the fire was set. During the investigation, acceleration marks were found in the grass medium in the parking lot. At this time, there are no suspects or witnesses.
- ✓ The fire department responded to Brander Bridge Apartments for a couch on fire. The couch was abandoned property on the back parking lot. The fire was determined to have been set. During the investigation 2 witness that had been seen leaving the scene were located but denied any knowledge of the fire. At this time there are no other witnesses or leads.
- ✓ The Deputy Fire Marshal was called to Tri-City Laundry on Bruce Ave for a trash can fire inside the building. The building was opened, but there was no one there at the time of the fire. The fire was ruled accidental with the cause being a discarded cigarette. The owner has now placed no smoking signs in the building.
- ✓ The Deputy Fire Marshal investigated a vehicle fire on Clairmont Ct. The investigation determined the fire to be accidental caused by an electrical short near the headlight assembly.
- ✓ The Fire Marshal's office has spent several days working with the Commonwealth Attorney preparing for trial on the arson fire on Moorman Avenue that occurred in May 2010.

##### Volunteers

- ✓ Volunteer personnel were on duty in both operational and support roles for **1,355** hours during the month of September. This is equivalent to 5.56 FTE (full time employees). The Volunteer's participation in staffing as well as many other responsibilities continues to save the city significant tax dollars.



The Volunteer membership has appropriated \$15,000 to assist the city in the purchase and repair of turnout gear. The department has implemented a formalized program for gear inspection using 2 in house certified turnout gear inspectors. This process has identified numerous repair/replacement needs. There are currently 71 career/volunteer/part time personnel that have turnout gear issued to them. This number fluctuates significantly with the number of volunteers. It is estimated to require a consistent \$20,000 to \$25,000 per year to maintain a proper gear replacement schedule. A full set of gear costs approximately \$2500 and has a projected lifespan of 10 years if it is not damaged or destroyed.

##### Emergency Management Division

- ☆ The planning process has begun for the next CERT new member's course. This class will be funded using grant funds. The course is projected to be offered early Spring 2011.
- ☆ The emergency management assistant continues to be heavily involved in the Central Virginia Urban Area Security Initiative grant program. During the month of November she has attended multiple meetings to work toward securing grant funding for projects meeting the regional gaps UASI have identified. Last year USAI grants supplied almost \$50,000 in grant funds to Colonial Heights.
- ☆ The Emergency Management Assistant and Deputy Chief both attended the state's annual Emergency Managers Coordinator briefing in Williamsburg. Attendance of this briefing is mandatory to be eligible for Local Emergency Planning Grant funds (LEMPG).

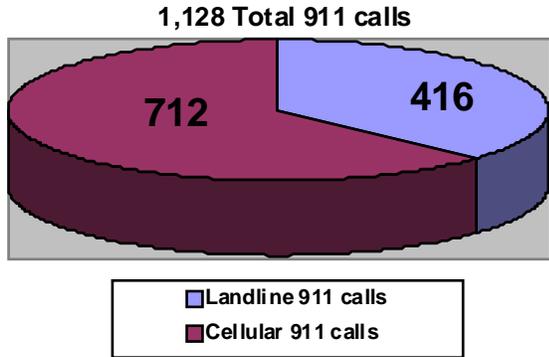


**November 1, 2010:** Colonial Heights Emergency Management presented emergency preparedness training to TRIAD. Jon Donnelly from Chesterfield Health District Medical reserve Corp gave a presentation on "Are You Ready?", placing emphasis on the importance of everyone having a 72 hour preparedness kit.

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

☆ The Local Emergency Planning Committee (LEPC) had its annual appreciation breakfast meeting at Golden Corral. The LEPC consists of citizen volunteers, city representatives, and local emergency organizations. This committee is tasked with assisting with emergency planning as well as coordinating Citizen Corp organizations such as CERT.

**Communications Division**



Total phone calls processed:	7,914
Total 911 Calls processed:	1,128
Landline 911	416
Cellular 911	712
<b>Total calls requiring service:</b>	<b>3,685</b>
911 Hang-up calls: (Requiring follow-up to check welfare)	154
Criminal Warrants processed:	231
Calls handled from police lobby phone:	206

**Other Points of Interest**



Communications division administrative assistant Miriam Williams retired from her position during the month of November. You may recognize Miriam as the wife of former Fire Chief Robert Williams. Miriam will always be a part of our family at Colonial Heights Fire & EMS..... Love ya Miriam!

**V. FINANCE DEPARTMENT:**

- Checks processed:

General Fund	374
Payroll Checks	640
Other	<u>87</u>
<b>Total</b>	<b><u>1,101</u></b>
  
- Two (2) alarm citations were processed during November.
- **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 and Freedom of Information request for the Hopewell News.
- **Purchasing** - 201 total purchase orders were completed with 135 being processed by the purchasing and 66 departmental purchases being reviewed as compared to 232 being completed for the same period in 2009. In addition 136 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
  - **Invitation # 10-060302-964 – Colonial Heights Courthouse Mechanical Repairs, Duct Cleaning and Mold Remediation.** Waiting on recommendations from the Contractor on improving air flow issues.

## V. FINANCE DEPARTMENT (CONTINUED):

- **Invitation # 10-090802-970 – Appomattox River Development Corridor Study.** Contract was finalized during the month, and Land Planning and Design Associates has been given the notice to proceed.
- **Invitation # 10-111602-976 – Contract for Stone and Sand** – This seal bid was issued on October 26, with bids opened on Nov 16. This contract will be used by the Colonial Heights school system as well. Vulcan Material will be awarded the contract, pending on resolving a wording problem in one of the contract documents.
- **Invitation # 10-122902-977 – Heavy Rescue Pumper** – This seal bid was issued on November 19 with a bid opening date of December 29.
- **Other Purchasing Activity:**
  - Purchase Order issued for centrifugal landfill gas blower for landfill.
  - Purchase Order issued to have a vendor on call, with pricing, for emergencies (Ex: snow removal)
  - Purchase Order issued for snow removal supplies
  - Purchase Order issued for grinding and hauling away yard waste, at Recycling Center.
  - Began negotiation process on renewing periodicals, for the Library.
  - Purchase Order issued for emergency utility repairs on Old Town Drive.
  - Worked on numerous blackberry maintenance issues during the month.
  - Quote issued for trimming and removal of trees in the City.
- **General/Citizen Claims:**
  - A citizen reported damage to his vehicle, while turning off the Boulevard onto a side street. The City's Public Works Department repaired the street.
- **Property Claims:**
  - Ft. Clifton observation deck was set on fire Halloween night. Quote to be issued to rebuild.
  - A portable light tower boom, while driving down the Boulevard, snagged a City Traffic light.
  - A City resident ran into the fence gate at the Animal Shelter. The City's Public Works Department repaired the pole.
- **Automobile Claims:**
  - A police officer, while patrolling a shopping mall, struck a concrete light pole. With damage to the vehicle estimated at \$3,000.
  - A police officer, while in pursuit of another vehicle, sustained damage to the driver side door.
- **Utility Billing** – During November:
  - Bi-monthly Utility Bills Sent – 3,772
  - Delinquent Notices Sent – 654
  - Delinquent Notices Percentage – 18.8%
  - Services cut off for nonpayment on November 9<sup>th</sup> was 146.
- **Work orders for November 2010:**
  - Leaks – 23
  - New Accounts – 73
  - Terminations – 103
  - Extensions – 84
  - Clean – 1
  - Emergency Cut Off – None
  - 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:

Mentor/Tutor (Part-time)	18
Deputy Sheriff	33
Utility Technician	39
Engineering Technician	43

- **Training**

A limited allotment of VML On-line University courses have been allocated to departments for training, which must be completed by December 31, 2011.

- **Miscellaneous**

- ☆ The following new employee orientation and exit interview sessions were held in November 2010:

<u>Orientation</u>	<u>Exit Interview</u>
Amy Armstrong – Horticulturist	Jennifer Gallagher - Telecommunicator

- ☆ Participated in a Virginia Employment Commission telephone fact-finding hearing for unemployment benefits on November 3, 2010.

- **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
11-06-10	Police	Fell on wet floor causing contusion to right hand & shoulder.
11-17-10	Police	Struck light pole causing pain to right hand & knuckles.

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

- ☆ The City's web site had 43,126 visits in the month of November with 69,783 page views, including 2,806 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 Fire & EMS.
- ☆ Citizens submitted and city staff processed 326 service requests and questions through the "Citizens Action Center" online during the month of November. The FAQs were viewed 524 times during this same period.
- ☆ November's City e-News was distributed via email to 4,140 customers. The City of Colonial Heights' Facebook Page now has 1,769 fans.
- ☆ Proactive Information Management completed the City's Virtual Private Network (VPN) project in November. The VPN enables a secure connection into the City's network, allowing mobile units, such as Police and Fire, to access data and files remotely. Proactive also finished the installation of an email archiving system for the City's MS Exchange email server. In addition to these projects, Proactive completed 60.5 hours of IT service and maintenance for City departments in November.

## VIII. LIBRARY:

- ☆ The library staff circulated 21,364 titles in November.
- ☆ The public computer center was used 2,037 times.
- ☆ 144 children participated in storytime.
- ☆ 141 residents registered for new library cards, and an average of 763 residents used the library each day.
- ☆ The library's meeting rooms were used 92 times.
- ☆ 3,048 residents visited the Colonial Heights Virtual Library to retrieve 644 articles from their homes and offices.

## IX. RECREATION & PARKS:

### Recreation Division

The month of November brought an end to Fall programs and the start of our Winter programs. Youth Basketball and Wrestling registrations have been completed and teams will begin practicing the first week in December. Recreation staff continues to make preparations for upcoming Holiday events as well as planning for the Spring/Summer 2011 Activity Guide



### Christmas Card Contest

The Colonial Heights Recreation Department would like to congratulate the winners of this year's Christmas Card Contest. Over 180 entries were received by the Department and the first place winner's design will be used for the Department's Christmas Card.

<b>First Place</b>	<b>Nya Haley</b>	<b>Lakeview Elementary</b>
<b>Second Place</b>	<b>Luke Harris</b>	<b>Tussing Elementary</b>
<b>Third Place</b>	<b>Eivey Chalako</b>	<b>North Elementary</b>

### Youth Football & Cheerleading Recap

Our Youth Football and Cheerleading fall season came to a close on Saturday, November 13, with all three football teams and cheer squads in action. Our Youth Football teams all had outstanding seasons and they finished them off in the championship games in each division on Saturday, November 13<sup>th</sup>.

The Minor Division regular season champion Colonials struggled to move the ball against a Dinwiddie team that was up to the challenge on this Saturday. The Dinwiddie Minors came out on top with a hard fought 20-6 victory in capturing the title. The Colonial Heights Minors, led by Coach Foster, had a great season in finishing with a 7-1-2 record and a runner up finish in the playoffs.

In the Junior division, the Colonials also came in with the #1 seed and were in control of the game the whole way until the final play of the game. The Prince George Green team won the league playoffs with a miraculous last second play to give Colonial Heights the runner up trophy in the Junior division. Despite the disappointment, the Juniors had a great season finishing with an 8 - 2 record and a regular season championship. Coach Schoot and his coaching staff did a great job with this group this year and handled themselves well in the tough luck loss.

In the Senior division, again Colonial Heights came in with the #1 seed and an undefeated team. This time the Colonials came out on top scoring in the last minute of the game to win the title and finish off an undefeated 10-0 season. The Colonials were dominant all season and showed their heart and desire in the championship game, as they had not trailed in a game all season. Congratulations to Coach Schoot and the Colonial Seniors on their undefeated season and a league title.

The Colonial Heights Cheerleaders were equally as outstanding on this last day of the season for them as well, as they cheered and pumped up the crowd throughout all three tense and heart stopping games. Coaches Foote and Zinn did a fabulous job with all three teams and it showed in their cheers and organization on Saturdays.

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

<b>Athletics</b>	<b>2010</b>	<b>2009</b>
Cheerleading	66	78
Football	164	164
SWISH Basketball Clinic	17	20
Youth Basketball Registration	338	333
Youth Wrestling	35	31
Optima Girls Basketball	12	12
<b>Activities/Programs</b>	<b>2010</b>	<b>2009</b>
Teen Movie Night	12	15
POWER	6	5
Teen Dance	108	140
Teen After School Program	32	n/a
<b>Instructor Based Programs</b>	<b>2010</b>	<b>2009</b>
Belly Dancing	23	23
Karate	13	18
Tae Box	33	36
Sign Language	5	4
<b>Facility Usage</b>	<b>2010</b>	<b>2009</b>
Community Room Attendance	1,283	1,355
Community Room Reservations	28	26
Pavilion Attendance	170	20
Pavilion Reservations	2	1
Teen Center Attendance-CHHS Students	215	193
Teen Center Attendance-CHMS Students	335	266

**Youth Football & Cheerleading Evaluation Highlights**

**90%** respondents that would want their child to play or cheer for the same coach

**96%** respondents that said their child had fun

*“We were extremely impressed with the coaching staff and their dedication to the team. My son was a first year football player and was taught the sport and excelled at it. He also enjoyed the coaching and the camaraderie of the team.” – Football Parent*

*“Overall, my daughter had a fantastic and fun season. She benefited from all that it had to offer as well. The cheerleading coaches were tremendous and should be commended for all of their hard work.” – Cheerleading Parent*

**Agency on Aging**

**Activities**

	<b>2010</b>	<b>2009</b>
AARP	32	42
Bingo in Center	78	72
Bowling	200	160
Bridge Party	100	96
Bridge Tournament	96	16
Crochet & Knitting	52	38
Movies	n/a	5
Senior Advisory Board	12	9
Senior Club Meeting	86	152
Senior Citizen Dance	78	74
Sing A-Long	22	31
Sing A-Long-CH Health Center	13	11
Swap Shop	48	n/a
Table Games	5	n/a

**Fitness**

	<b>2010</b>	<b>2009</b>
Strength Training Class	150	118
Sit Down Exercises	320	148
Floor Exercises	49	79
Yoga	112	32
Zoomer Boomer	244	171
Tai Chi	76	32



**Awareness/Education**

	<b>2010</b>	<b>2009</b>
Host Site-American Medicine Chest Challenge	25	n/a
Flu Shots	n/a	32
TRIAD	15	20



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

<b>Classes</b>	<b>2010</b>	<b>2009</b>	<b>Trips</b>	<b>2010</b>	<b>2009</b>
Craft Class	22	12	Atlantic City Trip	n/a	100
Line Dance Class	22	30	Boulevard Flowers	5	n/a
Painting Class Charlotte Talley	n/a	6	Shopping Williamsburg Outlets	n/a	12
Painting Class Kay Tirpak	26	24	<b>Total</b>	2271	1714
Painters Group	28	24			
Splash of Color	14	10	<b>Meals</b>	<b>2010</b>	<b>2009</b>
Tap Class Beginners	49	23	Home Del Meals	0	60
Tap Class Intermediate	136	61	Site Meals	0	0
Tap Class Advance	156	68	Breakfast Meals	0	60
Quilting Class	10	n/a	Bags	0	30
Watercolor	15	6	<b>Total</b>	0	150
			Donations	0	\$65.00

<b>Transportation</b>	<b>2010</b>	<b>2009</b>
Total Passengers	43	50
Total Trips	355	534
Total Miles	1825	2517
Wheelchairs	14	16
Volunteer Hours	0	0
Donations	\$159.00	\$237.25

**Dancing Grannies Performances:** First Union Baptist Church, St. Ann’s Church, St. Luke’s Church, Chester Presbyterian Church, Colonial Heights Baptist Church, Friendship Club, Gayton Assisted Living, and Maryfield Apartments

**Parks/Buildings & Grounds**  
**Parks/Buildings & Grounds/Horticulture**

We are pleased to welcome Amy Armstrong, Horticulturist, to our department.

**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.
- ☆ Other: Met with Avery Irrigation to winterize irrigation systems around the City. Pick up a load of mulch from Boulevard Flowers.

**Maintenance**

- ☆ Equipment: Performed preventative maintenance on paint machine, Z-Master lawn mowers, Kubota lawn mower and Sand Pro. Delivered and picked up Sand Pro to Smith Turf for service. Delivered and picked up Kubota tractors to Sandy's Equipment for service.
- ☆ 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. Painted football field, practice football fields, field hockey field, band practice field and soccer fields as needed. Removed and secured all goals off soccer fields at Soccer Complex. Scraped, primed, and painted scoreboard at Shepherd Stadium. Installed protective fence cap on fence around A-field.

**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. Rerouted phone lines in City Manager's office. Pulled new electric lines and installed receptacle outside elevator on second floor of City Hall. Installed masonite on shelves for records storage at City Hall. Repaired lights on flag pole at War Memorial. Installed safety strap around pepper spray tank in Public Safety building. Replaced dog door flaps at Animal Shelter. Repaired broken benches at Lakeview Park. Cleaned up sheds and storage areas behind Stadium.

**Other**

Lowered and raised US, State, and City flags as needed. Built storage shed and placed behind Shop. Closed and winterized bathrooms at Lakeview ball fields, Lakeview Park, High School ball fields, White Bank, and Ft Clifton Met with Fire Dept concerning fire on pier at Ft Clifton. Installed signs next to trash dumpster at Shepherd Stadium. Removed salvageable equipment and supplies from old Church.

**Projects and Community Support**

**Halloween in the Park:** Returned chairs and tables to Ft Clifton and stage to American Legion after event.

**CHPD vs. CHFD Charity Softball Game:** Installed temporary fence and prepared field and facility in Shepherd Stadium.

**Roslyn Landing Park:** Completed fence project and installed no parking signs around pier. Cut asphalt and installed removable bollard on walking path. Graded, aerated, fertilized and seeded park area.

**Veteran's Day:** Set-up 300 chairs at War Memorial for Veterans Day event.

**Wakefield Playground:** Completed a majority of new playground equipment project (soil preparation, equipment installation, secured equipment in concrete).

**Wakefield Playground Project**



**Violet Bank Museum**

	<b><u>2010</u></b>	<b><u>2009</u></b>
Attendance	145	121

**Monthly Activity**

- ☆ Christmas Decorating
- ☆ Exhibit preparation: Mini Musings
- ☆ Exhibit preparation: 19<sup>th</sup> Century Bedcovers
- ☆ Planning for Candlelit Tours



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

### ➤ **YAC Activities**

- 17 members attended Monthly Meeting with YAC advisor, 2 Youth Services Commission representatives, and 10 Virginia State University Student Leaders, who presented a program on “Love & Liquor”.
- Five members attended No-Sew Fleece Blankets for Christmas Family and Elderly Person
- Ten members, YAC Advisory, and YSC Representative shopped for gifts and food for Christmas Family and Elderly Person, then wrapped gifts.

### ➤ **Kids’ After-School Program**

- 8 youth enrolled at Tussing Elementary
- 13 youth enrolled at Lakeview Elementary
- 15 youth enrolled at North Elementary
- KAP Participants had a visit from Culinary Chef Wareham (CH Voc-Tech) and presented information on healthy snacks with food samples
- Lakeview Elementary School Nurse, Lee Ann Skinner talked to the KAP kids about healthy bodies. Each child received a goody bag of hygiene produces
- KAP kids participated in physical activities with American Family Fitness Personal Trainers

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

- Colonial Heights Police and sentinels, Office on Youth, Colonial Heights CADRE Coalition promoted and collected for the “American Medicine Chest Challenge” where 33 pounds of expired or unused medications were received and properly disposed of.
- 21 youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license.

### ➤ **Youth Services Commission**

- Had regular monthly meeting

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

- Regional & Drug Free Alliance Meeting
- Infant Mortality Task Force Meeting
- Inter-Agency Prevention Team – 11 students were served
- Operation Christmas Child
- Systems of Care Outcomes Group
- Toastmaster International

## **Diversion Program Participation:**

### ➤ **Parenting Program**

- Three families participated in classes on “Parenting With Love & Limits”

### ➤ **Community Service**

- 17 youth completed 131 hours of Service Learning

### ➤ **Shoplifting Diversion**

- 21 youth and a parent attended the Shoplifting Diversion Program

### ➤ **Anger Management**

- Six youth completed the Anger Management Classes
- Abby Lynch presented Life Skills/Anger Management Curriculum to 114 students in the sixth grade at Colonial Heights Middle School.

### ➤ **Substance Abuse Education**

- No youth participated in Substance Abuse Education Classes

**XI. FLEET MAINTENANCE:**

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	83	\$16,007.26	6	\$794.00
2009	82	\$14,625.27	4	\$382.57

- ☆ Most of the repairs were normal maintenance issues. All snow trucks and spreaders have been checked and are ready for service.
- ☆ This year again, the shop will close for the week of December 6 – 10, for our annual house cleaning. No work is scheduled, but we will still take care of any emergency repairs that may arise.
- ☆ The sublet repairs consist of the following:

Dealer Repair	544.00
Seat Repair	90.00
Alignment	90.00
Towing	50.00
Locksmith	20.00

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

**Vegetation**

*Cut and trimmed grass at the following locations:*

- Ellerslie Avenue
- White Bank Road
- Yacht Basin Drive
- Public Works Complex
- Old Town Drive
- Drainage Ditch off Biltmore Drive
- Woodlawn Avenue
- Charles Dimmock Parkway
- Field behind Vo-Tech
- Chesterfield Avenue
- Conduit Road (2 times)
- West Westover Avenue
- Roslyn Road
- Dunlop Farms Boulevard
- Temple Avenue
- Drainage Ditch on Sadler Avenue
- Lakeview Avenue
- Old Landfill
- Drainage Ditch on Meridian Avenue

*Trimmed limbs/bushes at the following locations:*

- 301 Charles Dimmock Parkway – Boat Ramp
- Pickwick Avenue

*Picked up litter at the following locations:*

- Roslyn Road (3 times)
- Conduit Road (4 times)
- East Westover Avenue
- Temple Avenue (6 times)
- Archer Avenue
- Boulevard

**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 glass on Washington Avenue and screws on Conduit Road.
- Assisted Purchasing Department removing surplus items from City Hall, Library, Sheriff and Parks.
- Modified backhoe bucket by cutting out bottom section and replacing it with a round bottom to clean drainage ditches.
- Removed a stove from 710 Old Town Drive.
- Storm water employee’s recovered keys from a storm drain in parking lot at Martin’s and returned to owner at 109 Cabell Drive.
- Investigated two (2) catch basins at 1004 Conduit Road called in by a concern citizen found no evidence of illegal dumping.

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

### **Stormwater and Drainage**

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

- 114 Arlington Avenue – 11' x 5' x 7' driveway apron and 12' x 11' x 4' driveway that was removed by the Utilities Division to repair a sewer line.
- 1201 Boulevard – 10' C&G, 6' x 4' sidewalk and 6' x 6' handicap apron that was removed by the Utilities Division to repair a damaged fire hydrant.

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

- 105 Greenmeadow Drive – Grate top basin box

*Stormwater crew cleaned (99) catch basins throughout the City.*

*Placed the following basin boxes on GPS:*

- 215 Hargrave Avenue – Curb Inlet
- East at Hargrave Avenues – Manhole and Curb Inlet
- Yew at Spruce Avenue – Manhole
- 301 Eastman and across street Catch Basins
- Maple Grove at Dale Avenues – Curb Inlets
- North Elem. School Teacher's parking lot – Grate Top Basin
- Ross at Dale Avenues – Catch Basin and Manhole
- Alley Between Dale and Bermuda Avenues – Manhole
- Beechwood at Dale Avenues – Curb Inlet
- Dead end of Beechwood Avenue – Curb Inlet and Manhole
- Charles between Frederick and Atlantic Avenues – Curb Inlets and Catch Basin
- Charles at Atlantic Avenues – Curb inlet
- 2512, 2519 and 2547 White Oak Court – Curb Inlets
- 2600 Bent Oaks Drive – Curb Inlet and Manhole
- Dale across from Beechwood Avenues – Curb Inlet and Manhole
- 2512 Bent Oaks Drive – Manhole
- 816 Old Town Drive – Curb Inlet
- Behind 805 Old Town Drive – Catch Basin Grate Top
- Across from 714 Compton Road – Curb inlet
- 508 and 509 Compton Road – Curb Inlets
- 712 Compton Road – Curb Inlet
- Across from 822 Old Town Drive – Curb Inlet
- 3498 and 3500 East Avenue – Manholes
- 207 Moore Avenue – Manhole
- 3601 East Avenue – Curb Inlet
- 112 and 113 Moore Avenue – Curb Inlets
- 113 Moore Avenue – Manhole
- 215 and 302 Hillcrest Avenue Catch Basins
- 304 Maple Grove Avenue and Across street – Curb Inlets
- 117 Orange Avenue and across street – Curb Inlets
- 220 and 221 Orange Avenue – Grate Top Basins
- 229A Orange Avenue – Catch Basin
- Beechwood Avenue at Apartment #16 – Curb Inlet
- North Elem. Bus Drop off – 2 Curb Inlets
- Charles at Frederick Avenues – Curb Inlet
- 2523B and 2524A Pin Oak Court – Curb Inlets
- Charles Avenue at Bent Oaks Drive – Curb Inlet
- 2529 and 2530 Bent Oaks Drive – Curb inlets
- 3204 Dale Avenue and across street – Curb Inlets
- North Elem yard – 2 Catch Basins and 2 Manholes
- 805 Old Town Drive – Manhole
- 720 Old Town Drive – Curb Inlet and Manhole
- 506 Compton Road and across street – Curb Inlets
- 705 Compton Road – 2 curb Inlets
- 723 Old Town Drive – Curb Inlet
- East at Moore Avenues – Manhole
- 214 and 215 Moore Avenue – Curb Inlet
- Eastman at East Avenues – Catch Basin

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

- 308 Eastman Avenue – Catch Basin
- 111, 112 and 121 Yew Avenue – Curb Inlets
- West at George Avenues – Catch Basin
- George at West Avenues – Catch Basin
- 215 George Avenues – Curb Inlet
- Adams at Hargrave Avenues – Curb Inlet and Manhole
- 209 Hargrave Avenue - Manhole
- Ash at Hemlock Avenues – Curb Inlet
- 112 Yew Avenue – Grate Top Basin
- 102 George Avenue – Curb Inlet
- 115 George Avenue – Curb Inlet
- 113 Hargrave Avenue – Curb Inlet
- 206 Hargrave Avenue – Curb Inlet

Leaf season began November 8, 2010 the following cubic yards were collected from City streets:

Sherwood Hill, Lakeview and Toll House, **Area 1 – 314.5**. Oak Hill, Shepherd Stadium, Violet Bank, Floral Hill, Westover and Snead, **Area 2 – 322**. **Totaling 636.5 cubic yards.**

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

- Marvin at Chesterfield Avenues
- Westover at Shuford Avenues
- Sherwood Drive behind 7-11
- 207 Spring Drive
- 113 Deerwood Drive
- Hamilton at Westover Avenues
- Brookhill at Forest View Drives
- Behind Big Lots
- 1210 Covington Road
- Both sides of Westover Avenue

### **Solid Waste**

#### **Recycling**

- 211 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed (1) 40 cubic yard metal and (2) 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:*

- D Avenue at Cedar Lane
- 100 School Avenue
- 118 West Highland Court
- 409 Highland Avenue
- 1225 West Roslyn Road
- 306 White Bank Landing
- Roslyn Road
- Dunlop Farms Boulevard at BSV Bank
- Ivey Avenue
- 628 Hamilton Avenue
- 108 Fairfax Avenue

### **Traffic Operations**

- Signals
  - Did preventative maintenance on 4 traffic cabinets.
  - Replaced 4 LED traffic lights.
  - Replaced 2 pedestrian crossing lights.
  - Replaced broken signal and tether wire at Temple Avenue and Boulevard.
- Signs and Markings
  - Made and put up 4 new stop signs.
  - Made and put up 18 new high intensity street name signs.
  - Made 7 miscellaneous signs.
  - Placed double yellow on Swift Creek Lane in the curved section
  - Placed yellow skip marks from Conduit Road on to Eilerslie Avenue
- Street Lighting
  - Installed 18 ornamental street light bulbs.
  - Installed 1 ballast for ornamental lights.

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

- Traffic Control
  - Responded to 5 after-hours call backs for traffic lights.
- Miscellaneous
  - Assisted with four (4) GovQA questions.
  - Working with VDOT adjusting timings for signal coordination from Sherwood Dr. to Temple Avenue on the Boulevard.
  - Put up 54 small Christmas Flags.
  - Put up 24 large Christmas Flags.
  - Put Christmas wreaths on Public Safety Building.
  - Started putting up Christmas Snowflakes.

### **Utilities**

#### **Wastewater**

*Responded to sewer backups at the following locations:*

- 701 Old Town Drive
- 112 Biltmore Drive
- 505 Pinehurst Avenue
- 532 Roslyn Avenue
- 550 Cottage Grove Avenue
- 712 Compton Road
- 710 Old Town Drive
- 318 Suffolk Avenue
- 215 Jefferson Avenue
- 109 School Avenue
- 205 Archer Avenue
- 913 Forest View Drive
- 3217 Bermuda Avenue
- 1219 West Roslyn Road
- 408 James Avenue

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

- 913 Forest View Drive
- 112 Biltmore Drive
- 108 Fairfax Avenue

*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
- 301 Charles Dimmock Parkway
- 1013 Forest View Drive
- 3420 Boulevard
- 505 Springdale Avenue
- Hamilton at Lafayette Avenues
- 101 Yew Avenue

*Washed and placed deodorant in manhole at the following locations: 100 Laurel Parkway and 100 Highland Avenue.*

*Continued monitoring by-pass sewerage pump on Old Town Drive.*

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

*Placed topsoil around cleanout at 3118 Dale Avenue.*

*Cleared debris from Pump 1 and 2, replaced mercury vapor lamps in wet well, washed down louver on wet well vents and generator room, replaced flood lights around shed and performed general maintenance at Main Pump Station.*

*Cleared debris from pump 2, back flushed pump 1 and 2, broken up sludge blanket with high pressure hose at Sherwood Hills Pump Station.*

*Performed preventive maintenance, ran methane pump and collected totalizer readings daily.*

*Installed relay in high water level position and cleaned floats at Hillcrest Pump Station.*

*Vacuumed electrical panel and seal conduit at Conjurers Neck Pump Station.*

*Pumped out ground water from dry well at Hrouda Pump Station.*

### **Water**

*Replaced water meters at the following locations:*

- 222 Eastman Avenue
- 212 King Fisher Way
- 1152 Wicker Drive
- 418 Nottingham Drive
- 106 Seaton Drive
- 409 Highland Avenue
- 301 Waterfront Drive
- 3107 Boulevard

*Set new water meter at the following locations:*

- 410 Orange Avenue
- 213 Swift Creek Lane

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

- 1225 West Roslyn Road
- 100 Swift Creek Lane
- 620-622 Hamilton Avenue
- 410 Highland Avenue

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

- Soccer Field
- 114 Clearfield Circle
- 528 Roslyn Avenue
- 124 and 154 Watercress Court
- 204 Nottingham Drive
- 5 and 6 Brandywine Court
- 203 North Valley Road
- 102 Boykins Avenue
- 109 and 218 Suffolk Avenue
- 185 Waterfront Drive

*Backflow/Cross Connection Technician conducted 25 surveys, 21 completed and 4 incomplete.*

*Replaced Meter Setter at the following locations:*

- 409 Highland

*Cleaned meter box for Utility Billing at the following locations:*

- 1201 Covington Road
- 616 Keswick Road
- 513 Compton Road
- 702 Old Town Drive
- 40 Brandywine Court
- 130 Lynchburg Avenue

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

- 806 Old Town Drive
- 231 Hamilton Avenue
- 217 Biltmore Drive
- 125 Norfolk Avenue
- 230 Battery Place
- 613 Pinehurst Avenue
- 614 Ryan Avenue
- 

*Performed yard maintenance at the following location:*

- 2701 Conduit Road Main Pump Station and Recycling Center

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

*Video Inspected with City contractor at Sheppard Stadium, Sherwood Hills and Southpark Water Towers.*

*Responded to a meter leak at 205 Davis Avenue replaced washers on leak on City side.*

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

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

*Miss Utility locating required 212 man-hours for the month.*

**Administration**

- Attended community meeting with FEMA to review changes to FIRM/NFIP.
- Met with contractors and staff to review change proposal for HVAC adjustment work in existing courthouse.
- Met with staff at three department reporting locations to introduce new City Manager.
- Met with property owner at 404 Lakeview Avenue to review and discuss drainage issue.
- Attended ARWA/SCWWA meetings at ARWA.
- Attended CVWMA meeting in Petersburg.
- Attended two staff meetings and Council regular meeting.

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Thomas L. Mattis  
City Manager

cc: Department Heads  
City Attorney  
City Clerk