

# CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2009



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

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

*White Bank Park Drainage Improvements* – Review process re-activated. Review comments returned to Consultant. Received final plans on polyester film.

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

*Bruce Avenue Drainage – Phase II* – Provided comments to the consultant for the Bradsher/Dupuy section of project. Received revised plan set for another review.

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

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

*Boulevard Widening Project (North, Fifth Lane)* – Construction substantially complete. Retainage held pending resolution of quality issues with hydraulic and asphalt concrete products. In other words, the contractor is going to have to repave to get paid.

*Landfill Entrance Road(s)* – Revised preliminary design alternative for access road along Wal-Mart's north property line to avoid/mitigate impact to Columbia Gas easement.

*Right Turn Lane on Southpark Boulevard (in front of Wal-Mart)* – Wal-Mart Real Estate committee reviewing city proposal.

*Boulevard/Government Center Enhancement – Transportation Enhancement Program* – Start of contract with Timmons Group delayed pending review by VDOT Civil Rights Division.

*Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945 – Revenue Sharing, Urban and CMAQ Programs* – Conducted interviews with four engineering consultants and selected H. A. Lochner, Inc. as most responsive. Began contract negotiations.

*Boulevard Widening Project (Windsor to Pickwick Ave, Fifth Lane) UPC 90374 – Revenue Sharing, CMAQ Program* – Same as above.

*Boulevard Widening Project (Westover to Windsor, Fifth Lane) – CMAQ Program* – Same as above.

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

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

***N. Riverview at Roslyn E&S Control (Old Landfill Property North of Temple Avenue)*** – Removal of the buried waste is complete. Fill has been placed on top of the clay cap and topsoil has been spread. Received copy of Brownfields Certification Report for Landfill Reclamation prepared by developer's consultant and submitted to VA Dept. of Environ. Quality for approval. A landscape plan to restore the natural vegetation within the disturbed RPA area is now in the review process. Staff believes two tenants have been signed.

***Shamin Hotels (Hampton Inn and Holiday Inn Millennium)*** - Both hotels are now open. Developer is working to complete the final inspection punch list which includes modifications to the landscaping plan.

***Landmark Realty New Office Building*** - The developer is working to complete the final inspection punch list items. An updated utility plan sheet has been received and is in the review process.

***Dunlop House Assisted Living, Phase II*** - Building work continues. Site work is basically complete. Fire Marshall has noticed some discrepancies in the Fire Lane and entrance. These are now being revised. Contractor is maintaining erosion and sediment control items.

***Walgreens*** -Building and site construction continues. Sidewalk, landscaping and Irrigation have been installed. A revised plan is being prepared by their engineer to address runoff concerns of the adjacent Laundromat and rear yards along Bruce Ave. Contractor is maintaining erosion and sediment control items. Staff believes it will be 3-4 months before the store opens.

***Mount Pleasant Baptist Church Parking Lot Expansion*** - Project is now nearing completion. Landscaping has been installed. An offsite erosion and sediment control plan has been received for lots that were used to dump unneeded excavated material. Erosion control items being maintained.

***School Maintenance Building*** - Work continuing on the building. Contractor began waterline installation. Erosion and sediment control items are in place.

***Denny's*** - The building has been installed and site work begun. Currently all work is shut down. No work this month. Erosion control items are installed. Still no word on the developers financing. The property and franchise are also for sale.

***Community Building Addition*** - Contractor has installed required erosion and sediment control items. Contractor grading the building pad and site.

***Southpark Carpet and Flooring*** - Parking lot work is complete. Awaiting completion of landscaping. A final inspection will be held in the near future.

***Sam's Club Expansion*** - Contractor has installed erosion and sediment control items and began waterline and sanitary sewer installation work.

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

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

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

***Gill's Point Section 9*** - Construction plans have been approved. Work may begin. We have received a subdivision plat that is now in the review process. This is needed before any lots could be sold.

***Wachovia Bank, N.A. Branch Expansion*** - Plans are nearly complete. An adjacent property owner has complained about the possibility of the site work damaging or killing a tree on his lot. This may have delayed the project but is being worked out.

***Roslyn Farm Corporate Office*** - (located beside the Virginia Credit Union) -Updated plans have been reviewed and comments forwarded.

***Value Place Motel*** - Four story hotel located off of Jennick Drive. Revised plans have been reviewed and are close to being approved. RPA issues have been resolved.

***Colonial Heights Health Care Center*** -- A building addition to the existing building. Plans have reviewed. We are awaiting updated plans.

***Lakeview Elementary School*** -- A building addition to the existing school. Plans have been received and will be reviewed in February. Project may be delayed by the School Board.

***American Family Fitness Parking Lot Expansion*** - A portion of the pond in front of the building will be filled to construct a new parking area. Revised plans have been received and will be reviewed in February.

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

- Issued six (6) permits

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

1. No fence permits issued.

2. Three (3) sign permits issued:

- ☆ Sonic – 457 Charles Dimmock Parkway
- ☆ City Limits Tattoo – 119 D Boulevard
- ☆ Colonial Heights Dental – 3401 Boulevard

3. Neighborhood Revitalization:

#### **a. 08-09 CDBG Home Repair Grant**

- ☆ 9 electric jobs completed
- ☆ 5 carpentry jobs completed
- ☆ 3 carpentry jobs underway
- ☆ 1 carpentry job awaiting quotes
- ☆ 1 carpentry and related plumbing/accessibility job completed
- ☆ 4 heating jobs completed
- ☆ 1 plumbing job completed
- ☆ 1 plumbing job underway
- ☆ 1 lead clearance completed
- ☆ 1 re-roofing job completed
- ☆ 4 re-roofing jobs scheduled

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

### b. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED		411
# of Dwellings registered	136	136
# of Multi-family Dwellings	30	30
# of Apts registered	245	245
TOTAL UNITS INSPECTED		190.5
Dwellings to be inspected	136	136
Multi-family dwellings	30	30
Apts to be inspected (10%)	24.5	24.5
Total # of Properties Sold	1	1
Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	2	2
Passed	0	0
Failed	2	2
Second Inspection	0	0
Passed	0	0
Failed	0	0
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	0
Passed	0	0
Failed	0	0
Failure to schedule by owners	0	0
Total Fees Collected		
Reinspection	\$0.00	\$0.00
Late Registration	\$50.00	\$50.00
4 year Certificates Issued		
Dwellings	0	0
Apartments (no of units certified)	0	0

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

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

#### a. Property Maintenance

	Month	YTD
Total inspections	23	23
Violations	22	22
Violations resolved	9	9

#### b. Zoning

	Month	YTD
Total inspections	12	12
Violations	10	10
Violations resolved	5	5

#### c. Building Code

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

#### d. House Number Violations

	Month	YTD
Violations reported	5	5
Actual violations	29	29
First letter sent	29	29
Violations abated	9	9
Summons issued	1	1

#### e. Other

	Month	YTD
Total inspections	15	15
Violations	13	13
Violations resolved	7	7

#### f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	9	9
Violations	9	9
Violations resolved	3	3

#### g. Tall Grass

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

#### h. Sign Ordinance

	Month	YTD
Total inspections	1	1
Violations	1	1
Violations resolved	0	0

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

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	45	45
2. New Construction Inspections	210	210
3. Permits for New Residences	1	1
4. Estimated Cost for Permits for New Residences	\$76,000	\$76,000
5. Permits for Commercial Construction	7	7
6. Estimated Cost for Commercial Permits	\$4,863,875	\$4,863,875
7. Plumbing Permits Issued	11	11
8. Electrical Permits Issued	14	14
9. Mechanical Permits Issued	10	10
10. Swimming Pool Permits Issued	0	0
11. Inoperative Vehicles Towed	0	0
12. Letters on Water Cutoff	6	6

## III. POLICE DEPARTMENT:

- ✓ Total calls for police service in January, 2009, show an increase of 17 %, going from 3,731 calls for service in 2008, to 4,368 in January, 2009.
- ✓ There were 84 Part I, or serious, crimes reported to the Colonial Heights Police Department in January. Fifty-four (54) of those, or 64%, have been cleared.
- ✓ Our **Records Division** processed 290 arrest reports, 21 Animal Control reports, 69 field interviews, 270 incident reports, 713 pawned properties, and 1,145 traffic summonses, along with a variety of other reports, totaling **2,840 reports**.
- ✓ January has started out as being a very active and busy month. This is most evident in our 17 % overall increase for calls for service. We are all cognizant of the down economy and the resulting high unemployment rates that usually result in higher crime rates. We also recognize that individuals are more stressed during these times, people medicate themselves and domestic calls for service increase, as evidenced by the 70% increase for domestic calls for service in January. We are continuing with our efforts; however, we hope to be able to distinguish the human aspects of it all during these very difficult times.
- ✓ We have transitioned police supervisors from nights to days, and vice versa, in an effort to make for an overall better supervisor who is familiar with the different aspects of policing, depending on the time. It also allows our officers to acclimate to other supervisors and their leadership styles.
- ✓ We are very pleased to report that an inspection by the Department of Agriculture and Consumer Services of our Animal Shelter was met with positive results. No findings of non-compliance were discovered. Our efforts were the direct result of Officer Stacey Arehart and new ACO Joni Bowman.
- ✓ We have entered the 2009 *Chief's Challenge*, an event sponsored by the Virginia Association of Chiefs of Police, which recognizes and rewards the best overall traffic safety program in Virginia.
- ✓ Forty-one unclaimed bicycles were donated to the Salvation Army.
- ✓ We provided Child DNA Identification Kits at Regal Cinemas for a family event they sponsored. Our sentinels assisted us with this program.

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

- ✓ School Resource Officers Renee Walters and Dale Waldrop continued their efforts in investigating residency issues within the school system.
- ✓ Our **Patrol Division** officers continue to try to change the behavior of many with their traffic enforcement efforts. Uniformed patrol tallied 1,052 traffic summonses from 1,849 traffic stops; made 31 DUI arrests and 39 drug arrests; investigated 69 traffic crashes; issued 67 parking citations; and initiated 69 field interviews. A total of 38 felony charges and 150 misdemeanor charges were also issued during the month. Thirty-six (36) inoperative vehicles were reported. A total of 189 new cases were assigned to Patrol officers for investigation, and 151 cases have been cleared, or 79%.
- ✓ The **Investigations Division**, reported a sound January. Our Street Crimes Unit continues to make a difference. Their activities include an arrest of a subject for distributing drugs at the Kangaroo gas station parking lot. Arrests for two subjects for felony drug charges were the result of a buy/bust operation. Our unit also assisted our detectives in the location and arrests of two robbery suspects. Eight (8) alcohol arrests were made during the month. Detectives' activities included:
  - Detectives identified two (2) robbery suspects from December, 2008; warrants were obtained and arrests were made.
  - Detectives cleared a reported sexual assault by arrest; the subject was also in violation of his probation.
  - Detectives cleared a grand larceny case from September of last year as well as several fraud cases.
  - Detectives and patrol officers worked on an indecent exposure case together and identified the subject from a previous and recent report; the person was identified by both victims and arrested.
  - Lt. Ferguson has issued three (3) drug nuisance letters and one (1) alcohol nuisance letter to property owners this month.
  - Thirty-four (34) concealed weapon permits were processed.
  - Detectives were assigned a total of 23 new cases for investigation and, of those, 14 cases, or 61%, have been cleared.
- ✓ Our **Auxiliary** police force continues to show their enthusiasm by volunteering over 538 hours in a variety of ways. Duties included assistance with ride-alongs, traffic direction and enforcement, academy training, along with extra duty at the mall and prisoner transports. Auxiliary Sgt. Dean Miller and Auxiliary Officers Mike Tereschenko, Kevin Burcham, Dennis Branzelle and Richard Hubbell are continuing their training at the Chesterfield County Police Academy and are doing a very good job representing our agency.
- ✓ The **Animal Control Division** impounded 7 dogs and 11 cats. During the month of January, there were eight (8) dogs returned to their owners, with 10 dogs and 19 cats adopted out. Members of the community surrendered six (6) dogs and five (5) cats to the shelter. Animal Control officers had one reported cat bite. At the end of the month, Animal Control investigated a total of 82 complaints, with three (3) summonses issued. A total of \$516.00 in fees was collected.

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

✓ **Sentinel** volunteers donated a total of 30 hours, contributing to a vast assortment of duties in order to free up our officers for more pressing matters. Our Sentinels assisted with the DNA event at Regal Cinemas, traffic duties and assisted with a media release for Channel 6.

<b>Crime</b>	<b>January 2008</b>	<b>January 2009</b>	<b>Percentage of Increase/Decrease</b>
Aggravated Assaults	2	4	<b>100.00%</b>
All criminal arrests	215	290	<b>35.00%</b>
Arson	0	1	<b>100.00%</b>
Burglaries	8	7	<b>-13.00%</b>
Calls for services	3,731	4,368	<b>17.00%</b>
DUI arrests	30	31	<b>3.00%</b>
Larceny	38	52	<b>37.00%</b>
Motor Vehicle thefts	1	1	<b>0.00%</b>
Robberies	3	3	<b>0.00%</b>
Shoplifting arrests	19	33	<b>74.00%</b>
Simple Assaults	16	12	<b>-25.00%</b>
	<b>PART I (Serious) OFFENSES</b>		
<b>January 2009</b>	Number Reported	Number Cleared	<b>Percentage Cleared</b>
	84	54	<b>64.00%</b>

**IV. FIRE & EMS DEPARTMENT:**

**FIRE DIVISION:**

**TOTAL FIRE TYPE CALLS: 94**

<u><i>Call Descriptions:</i></u>	<u><i>No:</i></u>	<u><i>Call Descriptions:</i></u>	<u><i>No:</i></u>
Alarm System Activations	4	Good Intent Calls	12
Alarm System Malfunctions	4	Hazardous Condition	3
Assist Invalid	3	Heat from Short Circuit	1
Assist Police	1	No Incident on Arrival	1
Breakdown of Light Ballast	1	Public Service Assistance Calls	13
Building Fires	3	Smoke Detector Installations	7
Child Safety Seat Installations	6	Station Tour	1
Cover Assignment	5	Structure Fire	1
Dispatched then Cancelled Calls	12	Transport Vehicle Fire	1
Electrical Equipment Problem	1	Unintentional Alarm Transmission	1
False Alarm/Call	1	Water Problem	3
Gas Leak	2	Water/Stream Leak	7
<u><i>Mutual Aid Given:</i></u>	<u><i>No:</i></u>	<u><i>Mutual Aid Received</i></u>	<u><i>No:</i></u>
Chesterfield	2	Chesterfield	3
Chesterfield - EMS 1st Responder	11	Fort Lee	3
Petersburg	1	Petersburg	2

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

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 91% of all calls received during the month~

**EMS DIVISION:**

**TOTAL EMS PATIENTS: 291**

<u>Call Descriptions:</u>	<u>No:</u>	<u>Call Descriptions:</u>	<u>No:</u>
Abdominal Pains	14	OB/GYN	1
Allergic Reactions	2	Other Injury/Medical Calls	122
Altered Level of Consciousness Calls	2	Overdose Calls	4
Assaults	1	Public Service Calls	5
Cardiac Arrest	2	Rescue Situation	3
Chest Pains	30	Strokes	3
Difficulty Breathing	39	Suicide	1
Falls	26	Trauma Calls	1
Fire Standby	3	Unresponsive Patients	14
Motor Vehicle Accidents	18		

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

~Patient contact was established in 8 minutes or less from the time of dispatch on 87% of all calls received during the month~

**Training Division**

Number of Classes Taught:	36
Attendees:	282
Man Hours	956.50

**V. FINANCE DEPARTMENT:**

• Checks processed:	General Fund	328
	Payroll Checks	641
	Other	<u>95</u>
	Total	<u>1,064</u>

- Nine (9) alarm citations were processed during January.
- **Auditing** – Normal financial reviews, account payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. IRS report filing and mailings for annual year-end 1099 requirements was completed. Maintained and updated W-9 files during the 1099 process. Started working on 2008 Cost Allocation plan.
- **Purchasing** - 215 total purchase orders were completed with 146 being processed by the purchasing and 69 departmental purchases being reviewed as compared to 206 being completed for the same period in 2008. In addition 144 check requests were prepared by departments which are not processed by Purchasing.

## V. FINANCE DEPARTMENT (CONTINUED):

- **Bids Issued/Opened during the month:**
  - **Professional/Consultant Services for Management Support of the City's Information Technology Operations**, Proposal # 09-012103-944, **opened** on January 21, 2009. Ten firms submitted proposals.
  - **Annual Contract for Granular Fertilization and Liquid Leaf Weed Control at various locations**, Sealed Bid # 09-012803-946, **opened** on January 28, 2009.
- **Other Purchasing Activity:**
  - Purchase Order issued for City's Anti Virus license for 2009.
  - Proposal meetings held with vendors, On Boulevard Modernization and Right of Way Acquisitions.
  - Vendor finalized on Ambulance Billing contract.
  - Quotes received for Fire Works show on July 4, 2009.
  - Purchase Order issued to replace five computers in the Library media center.
  - Notice to proceed given to Community Building Addition vendor, OKJ Construction. Anticipated completion date in June 18, 2009.
  - Worked with the State of Virginia on T-1 concerns at various locations in the City.
  - Procured special inspector for Community Building Addition.
  - Negotiated new lease of copier for Recreation Department.
  - Surplus Auction was held on January 26, with proceeds of \$8,885.
  - Annual inspection of Fire Extinguishers for 2009 held.
  - Certification Kit ordered from the State for Flagger Certification, which is required by OSHA.
  - Issued Telecommunications Service Upgrade to the State for T-1 Modifications.
  - Negotiated sand and gravel contract renewal with Vulcan Material. Prices to stay the same for another year.
  - Sent preliminary sealed bid to State of VA, for their review, concerning Appomattox Trail Project – Phase I.
  - Coordinated asbestos abatement and removal from Community Building.
  - Coordinated with Verizon, the running of a modem line for the Fuel Management system at the Garage.
- **Risk – Automobile:**
  - Public Works street sweeper scratched parked car on Conduit Road. Repair cost to repair the vehicle is \$1,500.
  - Our oldest ambulance was involved in an accident at the intersection of Interstate 95 and Temple Avenue. The ambulance was attempting a left hand turn off Temple Avenue onto the interstate, when it was hit by a vehicle that disregarded a red light. Minor injuries were sustained by EMS personnel. VML Insurance came to look at the damage, and the ambulance has been declared totaled. Staff is pursuing repair options.

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

- **Citizen Claim:**
  - A City resident filed a claim against the City for damage to his vehicle, caused by hitting a water drain inlet, turning off the Boulevard. This claim has been denied by VML.
- **Miscellaneous:**
  - A City resident filed a claim against the City for damage to his vehicle, caused by hitting a water drain inlet, turning off the Boulevard. This claim has been denied by VML.
- **Utility Billing – During January:**
  - Bi-monthly Utility Bills Sent – 3,668
  - Delinquent Notices Sent – 671
  - Delinquent Notices Percentage – 19.4%
  - Services cut off for nonpayment on January 13<sup>th</sup> was 112.

**VI. HUMAN RESOURCES DEPARTMENT:**

• **Advertisements**

<u>Department</u>	<u>Position</u>
Office on Youth	Mentor/Tutor (Part-time)
Recreation & Parks	Building Maintenance (Part-time)

• **Applications and Testing**

A total of (25) applications were received for the part-time Mentor/Tutor position in the Office on Youth.

• **Workers Compensation**

The following workers' compensation report was filed during the month of January 2009:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
01-08-09	Recreation	Left thumb punctured by rusty nail while reaching in bin.
01-17-09	Police	Right thumb jammed during suspect arrest.
01-18-09	Fire	Left shoulder pain while being hoisted up from floor during drill.
01-23-09	Fire	Right knee pain & swelling after ambulance was struck by a vehicle.
01-23-09	Fire	Lower back pain after ambulance was struck by a vehicle.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City's web site had 39,414 visits in the month of January with 81,085 page views, including 2,399 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Fire & EMS, and Police.
- ☆ Citizens submitted and city staff processed 45 service requests and questions through the "Citizens Action Center" online during the month of January. The FAQs were viewed 600 times during this same period.
- ☆ The IS Coordinator worked with IT services vendor ProActive to transition 80% of the City's departmental technical services from the current vendor to ProActive. She also coordinated the maintenance of City Hall's servers with ProActive and worked with the City Attorney's Office to have Comcast Internet Service installed at Violet Bank Museum and the Public Works Foreman's Office.

## VIII. LIBRARY:

- ☆ The library staff circulated 26,817 titles in January.
- ☆ The public computer center was used 2,435 times.
- ☆ An average of 689 residents used the library each day.
- ☆ The library's meeting rooms were used 87 times.
- ☆ 2,399 residents visited the Colonial Heights Virtual Library to retrieve 361 articles from their homes and offices.
- ☆ 39 children participated in the children's story time program.

## IX. RECREATION & PARKS:

<b>Recreation &amp; Parks</b>		
<b><u>ACTIVITY</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
4-H CLOVERBUDS	n/a	11
AFTERNOON PAINTING CLASS	26	24
CARDIO KICK BOXING/TAEBOX	27	27
COMMUNITY BUILDING ATTENDANCE	1440	100
COMMUNITY BUILDING RESERVATIONS	27	2
ELKS HOOP SHOOT	38	37
HOME DELIVERED MEALS	135	250
MEALS SERVED AT CENTER	0	0
NUMBER OF PEOPLE USING VAN	587	532
NYS CA COACHES TRAINING	10	8
OIL PAINTING CLASS	10	20
OPEN GYM-ADULT WEEKNIGHT	N/A	15
OPEN GYM-SUNDAY	538	264
POWER	n/a	3
SENIOR CITIZEN ATTENDANCE	2013	2017
SKATEBOARD PARK (Weekends only)	44	27
STRENGTH TRAINING	330	225
TEEN DANCE	n/a	102
VAN DRIVER HOURS	0	0
VAN MILEAGE	3994	2443
VIOLET BANK MUSEUM	141	105
WINTER BREAK YOUTH TRIP 01/02/2009	n/a	9
WRESTLING	22	33
YOUTH BASKETBALL	353	332

<b>Senior Citizen Center</b>		
<b><u>Activities</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>
AARP	63	n/a
Bingo in Center	52	38
Bob Ross Video Painting	n/a	8
Bowling	216	260
Club Meeting	289	172
Crochet & Knitting	58	52
Diana Martin Oil painting class	0	n/a
Floor Exercises	107	157
Golfers Board Meeting	12	13
Kay's Oil Painting Class	n/a	20
Line Dance Class	71	43

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

<b>Senior Citizen Center</b>			
Activities	2008	2009	
Movies	9	6	
Painters Group	26	52	
Party Bridge	144	104	
Sandwich Social	28	n/a	
Seniors Exercise at Lakeview School	n/a	13	
Sing A-Long	32	29	
Sing-a-long CH Health Care Center	12	13	
Sit Down Exercises	193	241	
Strength Training Class	330	225	
Tai Chi	27	19	
Tap Class Advance	128	53	
Tap Class Beginners	25	n/a	
Tap Dance Intermediate	n/a	50	
Tournament Bridge	104	84	
TRIAD	20	3	
Watercolor	9	24	
Yoga	n/a	131	
Zoomer Boomer	n/a	307	
Total	2013	2017	
<b><u>Meals</u></b>	<b>2008</b>	<b>2009</b>	<b>Donations</b>
Bags	30	50	
Breakfast Meals	60	100	
Home Del Meals	45	100	\$60.00
Site Meals	0	0	
Total	135	250	
<b><u>Transportation</u></b>			
Total Miles	3994	2443	
Total Passengers	587	532	\$153.60
Volunteer Hours	0	0	
Wheelchairs	24	10	

**Violet Bank Museum**

	2008	2009
Attendance	122	105

- ☆ Accessed on loan the original muster papers for Company G 14th North Carolina Infantry and started required conservation. Short of correspondence written and signed by either Robert E. Lee or Stonewall Jackson, muster papers represent the pinnacle of Confederate Archival material.
- ☆ \$500.00 worth of Christmas decorations donated to Museum via volunteer Harvie Christie.
- ☆ Photo inventoried collection primarily the military items received recently. This will be ongoing until entire collection is digitally documented.
- ☆ Working on language for American Association of Museums.

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

- ☆ Cleaned White Bank Park, Lakeview Park, Ft Clifton Park. Wash out pavilions at White Bank Park as needed.
- ☆ Picked up trash around Municipal Building complex (daily).
- ☆ Blew off Community Building parking lot and Stadium parking lot as needed.
- ☆ Blew leaves and got up leaves as needed around Community Building, A field, B field, Civic field, Edinborough playground, Lakeview Park, White Bank Park, Wakefield Park, Flora M. Hill Park, old Church, Courts Building, Public Safety Building, City Hall, and Health Dept. Took leaves to landfill.
- ☆ Lowered and raised flags as needed at Public Safety Building, City Hall, War Memorial, Fire Station #2, Library, Courts Building, and Lakeview Park.
- ☆ Cut up old railroad ties at White Bank and hauled away.
- ☆ Repaired windscreen at Middle School tennis courts.
- ☆ Hook up new blower to Kubota tractor.
- ☆ Took blower and tractor to Smith Turf to be adjusted.
- ☆ Paint upstairs hallway and trim at City Hall.
- ☆ Re-hang bulletin boards at City Hall.
- ☆ Removed bushes behind shop and took to landfill.
- ☆ Repaired roof on dugout at A-field.
- ☆ Hung new bulletin board in Recreation Office.
- ☆ Pulled old poles around parking lot at White Bank Park. Cut poles up and hauled away.
- ☆ Replaced damaged ceiling tiles in Courts Building.
- ☆ Hung paper towel dispenser at Public Safety Building.
- ☆ Repaired two sections of fence in parking lot across from School Board Office.
- ☆ Repaired ball on top of flagpole at Public Safety Building.
- ☆ Replaced damaged flags as needed at Public Safety Building, City Hall, Fire Station #2, Lakeview Park, and Courts Building.
- ☆ Replaced damaged kennel run door flaps at Animal Shelter.
- ☆ Install hose hanger at Animal Shelter.
- ☆ Installed doorstop on door at Health Dept.
- ☆ Hung exit signs and picture at Health Dept.
- ☆ Painted two offices, closets, squad room, and holding cells at Public Safety Building.
- ☆ Removed Christmas wreath and re-hung clock at Library.
- ☆ Repaired windscreen on tennis courts at High School.
- ☆ Replaced water valve on standpipe at Lakeview #2 field.
- ☆ Replaced fluorescent light bulbs at Public Safety Building & Courts Building.
- ☆ Moved furniture from Community Building to surplus.
- ☆ Took Workman to Smith Turf to have preventative maintenance done.
- ☆ Took Z Master lawnmowers to Connors to have preventative maintenance done.
- ☆ Took 4-wheeler to Motorcycle Authority to have new tires and repairs done.
- ☆ Took Sand Pro to Smith Turf to have preventative maintenance done.
- ☆ Took Kubota tractor to Sandy's Equipment to have preventative maintenance done.
- ☆ Took reel mower to Smith Turf to have preventative maintenance done.
- ☆ Cut and removed underbrush along road at White Bank Park.
- ☆ Fixed ice machine in Stadium.
- ☆ Repaired windscreen at Civic Field.
- ☆ Repaired practice pitchers mound in Stadium and the High School baseball field.
- ☆ Replaced drag on Sand Pro.

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

- **Youth Advisory Council**
  - 18 YAC Members attended the January Meeting
  - Donated \$200 to support the After-Prom celebration
- **Trainings and Meetings**
  - Presented Life Skills to 165 Colonial Heights Middle School Students
  - Served 12 students through Inter-Agency Prevention Team
- **Driver Bags**
  - 11 Youth Received VaABC, VASAP, MADD, State Police information when they received their driver’s license
- **Life Skills/Anger Management**
  - 3 youth completed Anger Management
- **Parenting**
  - 5 families began “Parenting with Love & Limits”
  - 2 parents completed “Parenting Wisely”, computer parenting program
- **Community Service**
  - 18 youth completed 195 hours of Service Learning
- **Shoplifting Diversion**
  - 36 youth and their parent(s) attended the Shoplifting Diversion Program
- **Substance Abuse Education**
  - 4 youth completed the Substance Abuse Group
- **Kids’ After-School Program**
  - Two new students have been added to the KAP roster
  - Family Dinner held with 17 family members and 2 mentors present
  - Parenting Class held for parents on topics of “Age Appropriate Chores for Children”. Discussion focused on why chores are important; what chores teach; and age-appropriate chores.
  - KAP participants went to the CiCi’s for a pizza lunch and the Women’s Museum at Fort Lee on January 23, early release day from school.

**XI. FLEET MAINTENANCE:**

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2009	69	\$13,747.14	6	\$2,803.53
2008	87	\$12,938.37	3	\$ 275.00

☆ Most of the repairs are normal maintenance issues. We also prepared a seized 1999 Tahoe for the police dept. We had 10 city and 4 school board vehicles stripped and prepared for auction. We also sent 30 different parts from inventory to auction, some of these where either parts we have had since 88 or no longer pertain to our fleet.

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

**Horticulture**

- Continue mulching, fertilizing, cutting, pruning and weeding sites throughout the City.
- Worked with office on Youth and Beautification Committee.
- Responded to miscellaneous tree calls.
- Planted trees, grasses and graded new site at White Bank Park.
- Assisted street division removing trash from Temple Avenue.
- Removed dead shrubs from Laurel Parkway site.
- Removed leaves from all sites.
- Removed 5 stumps from White Bank Park.

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

### **Vegetation**

*Picked up litter at the following locations:*

- Charles Dimmock Parkway
- 114 Chesterfield Avenue
- Roslyn Road
- Archer Avenue
- Entrance to Recycling Center
- Temple Avenue
- Suffolk Avenue
- Dupuy Avenue
- East Ellerslie at Dale Avenues
- East Ellerslie at I-95 Overpass
- Conduit Road
- East Ellerslie Avenue at Longhorn Drive

*City tree contractor removed, trimmed, and grinded stumps at the following locations:*

- 1004 Forest View Drive
- 1038 Conjurers Drive
- 118 Charlotte Avenue
- 1213 Covington Road
- 142 Windsor Avenue
- 148 Carroll Avenue
- 156 Carroll Avenue
- 212 Richmond Avenue
- 318 Westover Avenue
- 3360 Ashby Avenue
- 407 Lee Place
- 4513 Conduit Road
- 516 MacArthur Avenue
- Across from 153 Chesterfield Avenue
- Across from 317 Joe Johnson Avenue
- Alley next to 209 Royal Oak Avenue

### **Other**

- Responded to miscellaneous complaints concerning dead trees, dead animals and drainage issues.
- Assisted Purchasing Department moving and unloading surplus items for the auction.
- Assisted Horticulture Division spreading mulch.
- Continue to clean and maintain brush pile, metal dumpster and used oil container at the Recycling Center.
- Welcomed and trained new part-time Recycling Center Attendant Robert Fields.
- Removed a beaver dam from Old Town Creek.
- Storm Water foreman attended a Maintenance Related Program meeting at City Hall.
- Placed rat bait in storm drain at 165 Wright Avenue.
- Continued maintaining and cleaning City vehicles and equipment.
- The new VAC-CON truck was delivered for the Storm Water crew.

*No Concrete Sidewalk and Curb and Gutter restoration for the month of January.*

### **Stormwater and Drainage**

Removed the following cubic yards of leaves from streets:

Area 1 – 32 cubic yards, Sherwood Hills, Lakeview, and Toll House areas.

Area 2 – 415 cubic yards, Ellerslie, Fort Clifton and Mount Pleasant areas.

Area 3 – 60 cubic yards, Oak Hill, Shepherd Stadium, Violet Bank-Flora Hill and Westover-Snead areas.

Total – 507 cubic yards for the month.

The season total beginning November 10, 2008 through January 30, 2009 is 2,848 cubic yards.

*Street Sweeper removed 70 cubic yards of debris from the following locations:*

- Lakeview Avenue
- Temple Avenue
- Dupuy Avenue
- Fischer Avenue
- Ellerslie Avenue
- Branders Bridge Road
- East Westover Avenue
- Conduit Road

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

- 651 Conduit Road
- Westover at Fischer Avenues
- Marvin at Chesterfield Avenues
- East Westover from Shuford to Hamilton Ave.
- 708 to 714 Lakeview Avenue
- 521 Springdale Avenue
- 1104 West Roslyn Road
- 3700 and 3702 Conduit Road
- Holly Avenue
- Oak Avenue behind Big Lots
- 219 Piedmont Avenue
- Westover at Shuford Avenues
- Brookhill Avenue at Forest View Dr
- Conduit Rd from Charles Ave to Old Town Creek Way
- 314 Piedmont Avenue
- Sherwood Drive
- Chesterfield Avenue
- Hamilton at Westover Avenues
- 117 Conjurers Drive

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

### **Solid Waste**

#### **Recycling**

- 140 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

### **Transportation**

#### **Streets**

*Placed asphalt in potholes at the following locations:*

- Boulevard
- Southpark Boulevard
- Yacht Basin Drive at Wildwood Ave.
- 324 Ridge Road
- Conduit Road at Hardy Avenue
- Temple Avenue at I-95
- 317, 419 and 421 Hamilton Avenue
- Jackson at Hamilton Avenues
- 406 Roslyn Road

*Placed stone in potholes, drainage ditches and alleys at the following locations:*

- Boulevard to Lafayette Avenue
- Lee Place to Boulevard
- Hill Place To Fischer Avenue
- Cameron Avenue to Conduit Road
- Hamilton to Royal Oak Avenues
- Royal Oak to Virginia Avenues
- Roslyn Road to Stuart Avenue
- Bristol to Stuart Avenues
- Cameron to Hamilton Avenues
- Lynchburg to Hamilton Avenues
- Washington and Jefferson Avenues
- Recycling Center behind gate
- 314 Piedmont Avenue
- 521 Springdale Avenue

### **Traffic Operations**

- Signals
  - Performed preventative maintenance on four (4) cabinets.
  - Replaced three (3) LED traffic
  - Replaced two (2) pedestrian crossing lights
  - Replaced traffic signal at Dupuy Avenue
- Signs and Markings
  - Fabricated and installed four (4) new STOP signs
  - Fabricated and installed 26 high intensity street name signs
  - Slurry eradicated and changed markings at Sam's Club
- Street Lighting
  - Installed 18 ornamental street light bulbs
  - Replaced two (2) for ornamental street lights
- Traffic Control
  - Responded to three (3) after-hours call backs for malfunction traffic lights
  - Used arrow board for traffic control to inspect pavement on Boulevard 5<sup>th</sup> lane project

### **Utilities**

#### **Wastewater**

*Responded to sewer backups at the following locations:*

- Bradsher Ave.
- Conduit Rd. @ Charles Ave.
- 237 Kennon Pt. Dr.
- 113 Royal Oak Ave
- 127 Washington Ave.
- 101 Buckingham Dr.
- 125 Huntington Rd.
- 221 Plumtree Ave.
- 2106 Snead Ave.

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

- 164 Breezy Hill Dr.
- 805 Forestview Dr.
- 1220 W. Roslyn Rd.
- 117 Conjurers Dr.
- 205 Ingram Ave.

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

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

- 101 Buckingham Dr.
- 604 Fairlie Rd.
- 152 Carroll Ave.

*Flushed sewer main line at the following locations:*

- Bradsher Ave.
- 3501 East Ave.
- Laurel Parkway
- 500 Springdale Ave.
- 402 Wilson Ave.
- Charles Ave. @ Conduit Rd.
- 333 Hamilton Ave.
- Shuford Ave.
- 505 Springdale Ave.

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

- 100 Highland Ave.
- 100 Laurel Parkway

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

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

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

- Bradsher Ave.
- 312 Lynchburg Ave.
- 406 Walnut Ave.
- 319 Bradsher Ave.
- 216 Royal Oak Ave.

*Performed preventative maintenance at the following locations:*

- Appomattox Pump Station
- Conjurers Neck Pump Station
- Dunlop Farms Pump Station
- Hrouda Pump Station
- C&B Pump Station
- Dimmock Pump Station
- Hillcrest Pump Station
- Sherwood Hills Pump Station

*Performed necessary repairs to unclog pump #1 and #2 of debris at Main Pump Station.*

*Diaphragm and level control failed at Sherwood Hills Pump Station. Installed float switch to correct problem.*

*Reported 3 sewer overflow spills to DEQ.*

*Southern Construction performed work on an emergency basis to replace 70 feet of failed sanitary sewer pipe on Bradsher Ave..*

*Miss Utility locating required 149 man-hours for the month of January 2009.*

### **Water**

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

- 315 Cloverhill Ave.
- 702 Greenleaf Ln.
- 235 Dunlop Farms Blvd.
- 735 Southpark Blvd.

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

*Replaced water meters at the following locations:*

- 319 Bradsher Ave.
- 412 Dick Ewell Ave.
- 133 Hillcrest Ave.
- 911 Park Ave.
- 100 Prestige Place
- 3623 Spruce Ave.
- 1307 Covington Rd.
- 110 Greenmeadow Dr.
- 128 A Hillcrest Ave.
- 3713 Perthshire Ln.
- 1243 Riveroaks Dr.
- 231 White Sand Ct.

*Repaired service line break at the following locations:*

- 1206 Covington Rd.
- 110 Greenmeadow Dr.
- 607 Whitestone Ct.
- 412 Dick Ewell Ave.
- 1220 West Roslyn Rd.

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

- 203 Ingram Ave.

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

- 414 Bradsher Ave.
- 311 Dupuy Ave.
- 316 Highland Ave.
- 3606 Perthshire Ln.
- 106 Prestige Place
- 118 Charlotte Ave.
- 2006 Franklin Ave.
- 3212 Holly Ave.
- 100 Prestige Place

*Installed or replaced meter setter at the following locations:*

- 412 Dick Ewell Ave.
- 315 Highland Ave.
- 1243 Riveroaks Dr.
- 2013 Snead Ave.
- 110 Greenmeadow Dr.
- 108 Lafayette Ave.
- 310 Royal Oak Ave.

*Installed or replaced water service at the following locations:*

- 319 Bradsher Ave.
- 203 Ingram Ave.
- 1243 Riveroaks Dr.
- 309 Clover Hill Ave.
- Lakeview ballfield #1
- Tussing Elem ballfield

*Performed water shut off at the following locations:*

- 200 Beechwood Ave.
- 115 A Conduit Rd.
- 814 Lakewood Dr.
- Woodlawn Ave. (new construction)
- Colonial Court Apartments
- 301 Jennick Dr.
- 735 Southpark Blvd.

*Responded to dirty water complaint and collected water sample at the following location:*

- 406 Ivey Ave.

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

- 1303 Appomattox Dr.
- 200 Beechwood Ave.
- 2111 Blvd.
- 207 Clements Ct.
- 3218 Holly Ave.
- 203 Ingram Ave.
- 1243 Riveroaks Dr.
- 131 Sadler Ave.
- 215 Archer Ave.
- 2643 Blvd.
- 1218 Choptank Ct.
- 802 Colonial Ave.
- Hoperidge Ct. @ Windmere Dr.
- 231 Lee Ave.
- 157 Roanoke Ave.
- 223 Virginia Ave.

*Installed new altitude valve at Shepherd Stadium Water Tower.*

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

*Collected Disinfect By-product samples and first stage THM & HAA samples for the month of January.*

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

### **Administration**

- Met with Roslyn Farms to resolve issues with agreement for traffic signal at Dimmock Parkway and Jennick Drive. Provided revisions to City Attorney
- Conducted all staff meeting with streets and utilities staff to review challenges due to economic conditions and personnel updates among other subjects
- Met with representatives from Southern Construction Company to resolve issues with construction contract for replacement of utility infrastructure in alley adjacent to Highland Methodist Church
- Met with City Attorney to revise illicit discharge ordinance (stormwater management) in response to comments received from Council at first reading.
- Met with HA Lochner project manager to initiate contract development for consultant services on Boulevard Modernization project.

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Richard A. Anzolut, Jr.  
City Manager

cc: Department Heads  
City Attorney  
City Clerk