

CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 2009



I. PUBLIC WORKS & ENGINEERING:

A. Site Construction

Ariya Family Chiropractic Center – Recordation of easement plats and agreements have been completed and the one-year maintenance period begun.

Sam's Club Expansion – Final inspection is pending completion of thermoplastic pavement markings along entrance. Erosion and Sediment Control measures are being maintained.

Gill's Point Section 9 – Installation of sanitary sewer and curb and gutter along the new streets is in progress. Waterline installation has been completed, with testing in-progress. Erosion and Sediment control measures are being maintained.

Value Place Hotel – Final acceptance is pending removal of meter base used for temporary office trailer.

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

B. Economic Development Projects (under review)

Resubdivision of Lot 21, Blk. A Mt. Pleasant Acres – Has received Planning Commission Approval (pending engineering requirements). Met with engineer over plan inefficiencies. Now awaiting receipt of Resubdivision plat and construction plans.

A.B. Cook Farm Phase I – This project consists of constructing two general retail single story buildings. Preliminary plan of development has received Planning Commission Approval (pending engineering requirements). Now awaiting receipt of construction plans and easement plats for initial review.

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

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

North Riverview Commercial Center Phase 1 – This is a proposed Steak and Shake fast food restaurant. Plans have been approved and land disturbance permit will be issued upon receipt of required forms and surety bonds.

Right-of-way Permits:

- Issued seven (7) permits
- Closed out six (6) permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. One (1) fence permits issued.
2. Eight (8) sign permits issued:
 - ☆ Education Beauty and Barber Academy – 3233 Boulevard
 - ☆ Invisalign – 3630 Boulevard
 - ☆ PNC Mortgage – 256 E. Ellerslie
 - ☆ Beauty and Barber College – 26 Pickwick Avenue
 - ☆ Presidential Mortgage – 2425 Boulevard
 - ☆ Blue's Place – 1702 Boulevard
 - ☆ Check into Cash – 1912 Boulevard
 - ☆ Red Lobster – 119 Temple Lake Drive
3. Boulevard Revitalization
 - ☆ One (1) final payment requisition processed
4. Neighborhood Revitalization:
 - a. **2008-09 CDBG Home Repair Grant - \$86,560**
 - ☆ 9 electric jobs completed
 - ☆ 10 carpentry jobs completed
 - ☆ 1 carpentry and related plumbing/accessibility job completed
 - ☆ 4 heating jobs completed
 - ☆ 3 plumbing jobs completed
 - ☆ 1 lead clearance completed
 - ☆ 7 re-roofing jobs completed
 - ☆ 1 roofing repair completed
 - ☆ 13 new households served in Program Year

October Activities Completed:

- ☆ \$985 - Porch, Doors, Handrails
- ☆ \$275 – Ceiling Repair

October Activities Bid and Awarded:

- ☆ \$1,100 Ceiling and water damage repair, doorway replacement
- ☆ \$2,400 Porch replacement

b. 2008-09 CDBG Stimulus Grant Application approved for citywide emergency repairs - \$23,510

No jobs currently funded, citywide applications and inspections under review

c. 2009-10 CDBG Home Repair Grant Application to HUD approved and funding awarded - \$87,560

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

d. Received thirty (30) Emergency Repair Applications for 09/10 Cycle.

- ☆ Received eleven (11) applications for citywide repairs
- ☆ Ten (10) applicants not qualified for program activities
- ☆ Thirteen (13) home inspections for preliminarily qualified applicants
- ☆ Seven (7) home inspections scheduled

e. Rental Inspection Program:

| Item | Month | YTD |
|-----------------------------|--------|----------|
| TOTAL UNITS REGISTERED | | 522 |
| # of Dwellings registered | 0 | 162 |
| # of Multi-family Dwellings | 0 | 35 |
| # of Apts. registered | 0 | 317 |
| TOTAL UNITS INSPECTED | | 229.5 |
| Dwellings inspected | 0 | 162 |
| Multi-family dwellings | 0 | 35 |
| Apts. to be inspected (10%) | 0 | 32.5 |
| Total # of Properties Sold | 0 | 1 |
| Failure to Register Letters | 0 | 0 |
| Answers Received | 0 | 0 |
| First Inspections made | 0 | 270 |
| Passed | 0 | 94 |
| Failed | 0 | 176 |
| Second Inspection | 64 | 136 |
| Passed | 64 | 134 |
| Failed | 0 | 2 |
| Third Inspection | 0 | 0 |
| Passed | 0 | 0 |
| Failed | 0 | 0 |
| Additional Inspections | 0 | 0 |
| Passed | 0 | 0 |
| Failed | 0 | 0 |
| Total Fees Collected | 0 | \$950.00 |
| Reinspection | 0 | \$100.00 |
| Late Registration | 600.00 | \$850.00 |
| 4 year Certificates Issued | | |
| Dwellings | 2 | 121 |
| Apartments | 1 | 6 |
| (no of units certified) | 64 | 156 |

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

5. Zoning/ Property Maintenance investigations:

a. Property Maintenance

| | Month | YTD |
|---------------------|--------------|------------|
| Total inspections | 12 | 179 |
| Violations | 9 | 145 |
| Violations resolved | 5 | 138 |

b. Zoning

| | Month | YTD |
|---------------------|--------------|------------|
| Total inspections | 6 | 81 |
| Violations | 6 | 70 |
| Violations resolved | 4 | 68 |

c. Building Code

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

d. House Number Violations

| | Month | YTD |
|---------------------|--------------|------------|
| Violations reported | 0 | 10 |
| Actual violations | 0 | 33 |
| First letter sent | 0 | 29 |
| Violations abated | 4 | 47 |
| Summons issued | 0 | 1 |
| Door hangers posted | 4 | 14 |
| Active violations | 4 | 4 |

e. Other

| | Month | YTD |
|---------------------|--------------|------------|
| Total inspections | 6 | 60 |
| Violations | 3 | 29 |
| Violations resolved | 1 | 27 |

f. Inoperable Motor Vehicle Complaints

| | Month | YTD |
|---------------------|--------------|------------|
| Total inspections | 6 | 83 |
| Violations | 6 | 72 |
| Violations resolved | 1 | 67 |

g. Tall Grass

| | Month | YTD |
|---------------------|--------------|------------|
| Total inspections | 10 | 246 |
| Violations | 8 | 191 |
| Violations resolved | 5 | 187 |

h. Sign Ordinance

| | Month | YTD |
|---------------------|--------------|------------|
| Total inspections | 0 | 73 |
| Violations | 0 | 73 |
| Violations resolved | 2 | 67 |

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 | 3 | 105 |
| 2. New Construction Inspections | 335 | 2,061 |
| 3. Permits for New Residences | 0 | 4 |
| 4. Estimated Cost for Permits for New Residences | 0 | \$261,000 |
| 5. Permits for Commercial Construction | 1 | 58 |
| 6. Estimated Cost for Commercial Permits | \$2,205 | \$8,640,787 |
| 7. Plumbing Permits Issued | 13 | 106 |
| 8. Electrical Permits Issued | 16 | 157 |
| 9. Mechanical Permits Issued | 2 | 62 |
| 10. Swimming Pool Permits Issued | 0 | 7 |
| 11. Inoperative Vehicles Towed | 0 | 0 |
| 12. Letters on Water Cutoff | 0 | 6 |
| 13. Court Cases | 1 | 3 |

III. POLICE DEPARTMENT:

- ✓ Total calls for police service in October 2009 are as follows: 225 criminal arrests, 25 drug, 23 DUI, 779 traffic summons issued, 1,188 traffic stops, 78 investigated crashes, 81 parking citations issued, 31 false alarm citations and 40 field interview reports. Seventy-nine (79) Part 1, serious offenses, were investigated; forty-seven (47) were cleared for 67% rate.
- ✓ Our **Records Division** processed 25 Animal Control reports, 204 incident reports, 631 pawned properties and 17 concealed weapons permits. Attached to this report are additional statistical data, including comparison information from October 2008
- ✓ Officer Horace Evans received an *Excellent Police Duty* award from Richmond Police Department's Chief Brian Norwood at their quarterly awards ceremony. Officer Evans, while off duty, aided Richmond officers with the apprehension of a fugitive who was eluding capture.
- ✓ The **Law Enforcement Services Bureau** activities were as follows:
 - The Department's first *Celebrate Safe Communities Night* was held on October 6, 2009. A total of 43 neighborhood events were held throughout the City. The cooler temperatures seemed to be well-received by the community, and 10 new events were added to the schedule. Many of the hosts reported larger attendance than in the past.
 - School Resource Officers Dale Waldrop and Scott Whirley participated in the school residency sweeps. SRO Whirley presented a course on *Internet Crimes and Cell Phone Safety* to sixth-graders at the Middle School.
 - The bureau has worked hard organizing and advertising the upcoming *Crime Prevention Business Seminar* to be held on November 4, 2009, at the Holiday Inn.
 - Officer Benkendorf presented D.A.R.E. curriculum to all fifth-grade classes at North, Lakeview, and Tussing Elementary Schools throughout the month.
 - Four (4) high school *Job Shadow* students have been assigned to the Police Department, and they will be involved with experiencing related activities.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The highlights from our **Detective Division** and our **Street Crimes Unit** were as follows:
 - Investigated two breaking and entering cases that occurred on different days at the same residence. Developed a juvenile suspect, gained a confession, and an arrest was executed.
 - Street Crimes personnel conducted an underage buy operation during the month. Twelve (12) businesses were checked, and a total of four (4) businesses sold alcohol to an underage person – arrests were affected.
 - Street Crimes personnel obtained and executed three (3) drug-related search warrants. The first was heroin related, the second marijuana and the third was cocaine. Arrests were affected in each of the investigations. The search warrant involving the cocaine stemmed from a call for service, and the investigation was a cooperative effort between Patrol and our Street Crimes Unit. Officers recovered/seized approximately one-quarter \$10,000 in property and the seizure of a vehicle is being further investigated.
- ✓ Our **Sentinel** volunteers donated a total of 44 hours of service for our community. They assisted with several special events, to include CHHS football games, *Celebrate Safe Communities Night*, Halloween, and *Walk for Life*.
- ✓ **The Operations Division Activities are as follows:**
 - An Officer engaged in a vehicle pursuit that led our officers into the City of Petersburg. The suspects had just stolen approximately \$1,500 worth of merchandise from Walgreens. After the vehicle pursuit concluded, Officer Baird caught the driver after a subsequent foot chase. The suspect was arrested on a multitude of charges.
 - Our night shift officers assisted Chesterfield and Virginia State Police with a vehicle pursuit that entered our City. The Officer successfully deployed spike strips, which brought the chase to a conclusion.
 - We utilized the City's Connect-CTY system to aide with locating a reported missing juvenile. The juvenile returned home shortly after the message was sent.
 - Officers received night-time firearms qualification training. Taser and pepperball recertification training was conducted for our personnel as well.

Our **Auxiliary Police** officers contributed 362 hours of service throughout the month. Some of the activities our volunteer officers tended to are as follows: *Celebrate Safe Communities Night*, varsity football games, Halloween activities, VSU Homecoming, *Walk for Life*, training events, and officer ride-alongs. Selections for our Auxiliary Police promotions will be announced in the near future.

Our **Animal Control** personnel impounded 23 dogs and 31 cats. During the month of October, there were thirteen dogs and returned to their owners, with 9 dogs and 19 cats adopted. Animal Control officers investigated 110 animal complaints. Our staff conducted a Rabies Clinic during the month, at which time 118 animals were vaccinated. Personnel collected fees totaling \$585.

III. POLICE DEPARTMENT (CONTINUED):

| Crime | October 2008 | October 2009 | Percentage of Increase/Decrease |
|----------------------------------|-----------------|----------------|---------------------------------|
| Aggravated Assaults | 1 | 2 | 100% |
| All Criminal Arrests | 228 | 225 | -1% |
| Arson | 2 | 0 | -200% |
| Burglaries | 7 | 4 | -43% |
| Calls for services | 4,470 | 3,392 | -24% |
| DUI arrests | 34 | 23 | -32% |
| Larceny | 44 | 46 | 5% |
| Motor Vehicle thefts | 4 | 2 | -50% |
| Robberies | 1 | 0 | -100% |
| Shoplifting arrests | 25 | 32 | 28% |
| Simple Assaults | 6 | 16 | 167% |
| PART I (Serious) OFFENSES | | | |
| October 2009 | Number Reported | Number Cleared | Percentage Cleared |
| | 70 | 47 | 67% |

IV. FIRE & EMS DEPARTMENT:

FIRE DIVISION:

TOTAL FIRE TYPE CALLS: 99

| <u>Call Descriptions:</u> | <u>No:</u> | <u>Call Descriptions:</u> | <u>No:</u> |
|-----------------------------------|------------|----------------------------------|------------|
| Alarm System Activations | 11 | Hazardous Conditions | 2 |
| Animal Rescue | 0 | Heat from Short Circuit | 1 |
| Assist Invalid | 2 | Lightning Strike | 1 |
| Assist Police | 1 | No Incident on Arrival | 2 |
| Authorized Controlled Burning | 1 | Passenger Vehicle Fires | 2 |
| Building Fire | 1 | Police Matter | 1 |
| Child Safety Seat Installations | 14 | Power Line Down | 3 |
| CO2 Detector Installations | 0 | Public Fire Education | 1 |
| Cover Assignment | 3 | Public Service Assistance Calls | 18 |
| Dispatched then Cancelled Calls | 8 | Smoke Detector Installed | 5 |
| Electrical Equipment Problems | 2 | Smoke Scare/Odor Removal | 2 |
| EMS Call | 1 | Trash/Rubbish Fires | 2 |
| Gas/Other Flammable Liquid Spills | 1 | Unauthorized Burning | 2 |
| Gas Leak | 2 | Unintentional Alarm Malfunctions | 1 |
| Good Intent Calls | 8 | Water Problem | 1 |
| <u>Mutual Aid Given</u> | <u>No:</u> | <u>Mutual Aid Received</u> | <u>No:</u> |
| Chesterfield | 3 | Chesterfield | 2 |
| Crater Haz-Mat Team | 1 | Va. State Police | 1 |
| Dinwiddie | 1 | | |
| Petersburg | 3 | | |
| Prince George | 1 | | |

~A fire unit arrived on-scene in 6 minutes or less from the time of dispatch on 74.6% of all calls received during the month~

IV. FIRE & EMS DEPARTMENT (CONTINUED):

EMS DIVISION:

TOTAL EMS PATIENTS: 264

| <u>Call Descriptions:</u> | <u>No:</u> | <u>Call Descriptions:</u> | <u>No:</u> |
|--------------------------------|------------|----------------------------|------------|
| Abdominal Pains | 9 | Motor Vehicle Accidents | 13 |
| Allergic Reactions | 3 | OB/GYN Call | 1 |
| Altered Level of Consciousness | 3 | Other Injury/Medical Calls | 109 |
| Assaults | 4 | Overdose Calls | 2 |
| Cardiac Arrest | 1 | Public Service Calls | 7 |
| Chest Pains | 28 | Strokes | 6 |
| Difficulty Breathing | 34 | Trauma Calls | 1 |
| Falls | 25 | Unresponsive Patients | 18 |
| <u>Mutual Aid Given:</u> | <u>No:</u> | <u>Mutual Aid Received</u> | <u>No:</u> |
| Chesterfield | 1 | Chesterfield | 1 |
| Fort Lee | 4 | Fort Lee | 4 |
| Hopewell | 1 | | |
| Petersburg | 2 | | |

| <u>Call Type</u> | <u>Average Time of Patient Contact</u> |
|------------------|--|
| Priority 1 | 4.64 minutes |
| Priority 2 | 4.84 minutes |
| Priority 3 | 5.86 minutes |

V. FINANCE DEPARTMENT:

| | | |
|---------------------|----------------|------------|
| • Checks processed: | General Fund | 223 |
| | Payroll Checks | 652 |
| | Other | <u>100</u> |
| | Total | <u>975</u> |

- Five (5) alarm citations were processed during October.
- New Server for financial software has been installed and training has been scheduled for the second week of November. This software includes an update of financial software with the exception of the tax and utility billing programs.
- Audit procedures and work papers for the annual external audit and Comprehensive Annual Financial Report were continued with independent Auditors being currently on site.
- Continuing with financial advisor to refunding of currently outstanding 1996-2002 General Obligation Bond issues to obtain savings brought on by current conditions.

Purchasing – 208 total purchase orders were completed with 125 being processed by the purchasing and 83 departmental purchases being reviewed as compared to 240 being completed for the same period in 2008. In addition 156 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month

- Invitation #09-102002-956: Asphalt Concrete Pavement Maintenance, issued on October 2, 2009, with a bid opening date of October 22, 2009.

V. FINANCE DEPARTMENT (CONTINUED):

- Invitation #09-102902-957: Pavement marking lines, issued on October 8, 2009, with a bid opening date of October 29, 2009

Other Purchasing Activity

- PO issued for miscellaneous roof repairs at the Courthouse
- Continued discussion with Pro Active On It Contract
- Renewed Pest Control contract for additional year
- PO issued for CDBG Emergency Repair Program
- Sent the bid boiler plate for Boulevard Traffic Signal Coordination, Optimization and Modernization project to VDOT for their approval

Risk Activity:

General/Citizen Claims

- None

Property Claims

- A vehicle traveling east on Lakeview Avenue, ran off the road on the left shoulder. The vehicle struck a utility pole and caused minor damage to the Public Works complex fence.

Automobile Claims

- None

Utility Billing:

Bi-monthly Utility Bills Sent – 3,453

Delinquent Notices Sent –693

Delinquent Notices Percentage 18.9%

Services cut off for nonpayment on October 15th was 113

Work orders for October 2009

Leaks – 29

New Accounts – 68

Terminations – 82

Extensions – 71

Clean - 9

Emergency Cut Off - 1

Utility Billing Generated State Setoff Collections October - None

VI. HUMAN RESOURCES DEPARTMENT:

- Advertisements

Department

Public Works

Fire

Position

Streets Heavy Equipment Operator (Promotional)

Telecommunicator (Dispatcher)

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- **Applications and Testing**

Total applications received for the following position recruitments:

| | |
|--|----|
| Streets Heavy Equipment Operator (Promotional) | 2 |
| Telecommunicator (Dispatcher) | 86 |

- **Miscellaneous**

The Human Resources Liaison group met on October 15, 2009, for a presentation about the annual Open Enrollment process and future plan year changes, as well as an overview of employee benefits and products provided by Colonial Life.

Worker's Compensation

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

| <u>Date</u> | <u>Department</u> | <u>Description of Injury</u> |
|-------------|-------------------|--|
| 10/21/09 | Police | Dog bites to left arm, inner thigh and chest |
| 10/21/09 | Comm. Attorney | Left arm pain while moving a desk hutch that collapsed |
| 10/21/09 | Comm. Attorney | Upper back pain while moving a desk hutch that collapsed |

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City's web site had 51,552 visits in the month of October with 78,154 page views, including 3,302 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Real Estate Assessment Search, Purchasing RFPs, and Recreation & Parks.
- Citizens submitted and city staff processed 278 service requests and questions through the "Citizens Action Center" online during the month of September. The FAQs were viewed 391 times during this same period.
- October's City e-News was distributed via email to 4,469 customers. In addition, Economic Development's featured e-Newsletter, "Retail Buzz" was distributed to 295 contacts in October.

VIII. LIBRARY:

- ☆ The library staff circulated 20,172 titles in October.
- ☆ The public computer center was used by 2,299 patrons.
- ☆ 62 children participated in story time.
- ☆ 151 residents registered for new library cards, and an average of 582 residents used the library each day.
- ☆ The library's meeting rooms were used 105 times.
- ☆ 3,872 residents visited the Colonial Heights Virtual Library to retrieve 1,158 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation & Parks

| <u>Activities</u> | <u>2008</u> | <u>2009</u> |
|---------------------------------------|----------------------|-------------|
| ADULT SUMMER SOFTBALL | 16 Teams | 20 Teams |
| BASEBALL FUNDAMENTALS CLINIC | N/A | 23 |
| BEAST OF EAST BASEBALL TRNT. | N/A | 10 Teams |
| BELLY DANCING | 14 | 24 |
| BLITZ TRAVEL SOFTBALL | 12 | 15 |
| CHEERLEADER REGISTRATION | 101 | 78 |
| COMMUNITY BUILDING ATTENDANCE | 2,050 | 1,700 |
| COMMUNITY BUILDING RESERVATIONS | 30 | 25 |
| FOOTBALL REGISTRATION | 154 | 164 |
| HALLOWEEN FUN DAY | 96 | N/A |
| KARATE | 11 | 21 |
| OPTIMA GIRLS TRAVEL LEAGUE BASKETBALL | N/A | 11 |
| PAVILION ATTENDANCE | 1,245 | 392 |
| PAVILION RESERVATIONS | 25 | 8 |
| PETE'S PLACE (CHHS) | N/A | 215 |
| PETE'S PLACE (CHMS) | N/A | 387 |
| PETE'S PLACE (PEAK HOURS) | 6:30 P.M. -8:45 P.M. | |
| POWER | 3 | 5 |
| SENIOR CITIZEN ATTENDANCE | 2,675 | 2,867 |
| SIGN LANGUAGE | N/A | 5 |
| SKATEBOARD PARK | 347 | 273 |
| STICKS FOR KIDS GOLF LESSONS | N/A | 5 |
| TAE BOX | 30 | 18 |
| TEEN DANCE | N/A | 140 |
| TEEN AFTER SCHOOL PROGRAM | N/A | 15 |
| TEEN CENTER JEOPARDY | N/A | 9 |
| U-14 BLITZ TRAVEL TEAM | 12 | 15 |
| YOUTH SOFTBALL (U-10) | N/A | 14 |

Pete's Place Peak Hours Monday through Thursday 4:00 p.m. to 6:30 p.m.

Pete's Place Peak Hours Friday and Saturday 5:00 p.m. to 8:30 p.m.

Pete's Place is now open on Sunday afternoons from 1:00 p.m. to 5:00 p.m.

Senior Citizens Center

| <u>Activities</u> | <u>2008</u> | <u>2009</u> |
|-------------------------|-------------|-------------|
| Advisory Board Meeting | 8 | 9 |
| AARP Meeting | n/a | 40 |
| Bingo in Center | 56 | 104 |
| Bob Ross Painting Class | n/a | 6 |
| Bowling | 96 | 128 |
| Club Meeting | 240 | 210 |
| Crochet & Knitting | 26 | 26 |
| Dance | 0 | 111 |
| Floor Exercises | 149 | 92 |
| Golf at Prince George | 358 | 472 |
| Kay's Oil painting | n/a | 25 |
| Line Dance Class | 52 | 32 |

IX. RECREATION & PARKS (CONTINUED):

| | | |
|------------------------------|-----|-----|
| Movies | 7 | 9 |
| New England Trip | n/a | 50 |
| Painters Group | 26 | 48 |
| Party Bridge | 124 | 96 |
| Popular Forest | n/a | 28 |
| Sandwich Social | 36 | 28 |
| Senior Citizen Dance | n/a | 92 |
| Sing-a-long | 32 | 39 |
| Sing-a-long CH Health Center | n/a | 12 |
| Sit Down Exercises | 227 | 349 |
| Splash of Color | n/a | 14 |
| Strength Training Class | 198 | 186 |
| Tai Chi | 28 | 64 |
| Tap Class Advance | 39 | 53 |
| Tap Class Intermediate | 42 | 64 |
| TRIAD | 50 | 40 |
| USA Ballroom Dancing | n/a | 53 |
| Watercolor | 16 | 22 |
| Yoga | 13 | 100 |
| Zoomer Boomer | 237 | 269 |

| | <u>2008</u> | <u>2009</u> | <u>2008</u> <u>Donations</u> | <u>2009</u> <u>Donations</u> |
|-----------------------|-------------|-------------|---------------------------------|---------------------------------|
| Meals | | | | |
| Home Del Meals | 100 | 60 | \$30.00 | \$65.00 |
| Breakfast Meals | 100 | 60 | | |
| Bags | 50 | 30 | | |
| Total | 250 | 150 | | |
| Transportation | | | | |
| Total Passengers | 600 | 590 | \$292.50 | \$135.00 |
| Total Miles | 3,251 | 3,272 | | |
| Wheelchairs | 25 | 38 | | |
| Volunteer Hours | 10 | 8 | | |

Violet Bank Museum

| | <u>2008</u> | <u>2009</u> |
|------------|-------------|-------------|
| Attendance | 111 | 116 |

- Working on Christmas decorating preparation
- New temporary exhibit on miniatures
- Planning for one weekend of Candle Light Tours at Christmas

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, and Ft Clifton Park, as needed.
- ☆ Washed out pavilions at White Bank Park, as needed.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Picked up trash and emptied trash cans around all ball fields and soccer fields as needed.
- ☆ Cleaned Shepherd Stadium, Shepherd Stadium restrooms, and dugouts as needed.
- ☆ Cut grass at Shepherd Stadium, Civic field, Lakeview ball fields, A-field, B-field, as needed.

IX. RECREATION & PARKS (CONTINUED):

- ☆ Cut grass, trimmed, and blew off sidewalks at Wakefield Ave, War Memorial, School Board, Old church, Shuford Ave. Violet Bank, Flora Ave. Playground and Flora M. Hill Park, Battery/Hanover Island, Library, Bristol Ave., City Hall, Health Dept., and Public Safety Building.
- ☆ Cut grass and trimmed at White Bank, Ft Clifton, Lakeview Park, Edinborough Park.
- ☆ Cut grass at Soccer Complex, Skate Park, Pistol Range, Animal Shelter, and Fire Station #2.
- ☆ Performed preventative maintenance on lawnmowers.
- ☆ Lowered flags to half staff and raised back as needed.
- ☆ Cleaned trash from Football Stadium.
- ☆ Painted High School Football Practice Field, Recreation Football Practice Field, Field Hockey Field, Soccer Fields and Band practice field.
- ☆ Installed fence at Wakefield playground.
- ☆ Serviced generator.
- ☆ Formed pad and poured concrete for dog pen for Police Department.
- ☆ Painted walls in Community Building.
- ☆ Installed door stops on doors in Community Building.
- ☆ Cut 3 shelves and installed in closets in Community Building.
- ☆ Changed locks on doors in Community Building.
- ☆ Relocated Computer Room thermostat in Community Building.
- ☆ Dug trenches, installed electric lines, and backfilled for new electric service at Floral M. Hill Park.
- ☆ Raked and mulched leaves under cucumber tree and Violet Bank.
- ☆ Repaired broken fence at Ft. Clifton.
- ☆ Removed part of wooden fence in front of Community Building and installed bike rack.
- ☆ Picked up temporary pitchers mound and installed on Civic Field.
- ☆ Replaced broken dog kennel door at Animal Shelter.
- ☆ Picked up chairs and tables from Ft Clifton and took to Brick House for Night Out Event.
- ☆ Picked up stage and took to Floral M Hill Park for Night Out Event.
- ☆ Repaired gate on Lakeview # 1 field.
- ☆ Changed filters on ice machine in Stadium.
- ☆ Repaired windscreen on Lakeview #2 dugout.
- ☆ Removed graffiti from A-field dugout.
- ☆ Worked on renovating Lakeview # 1 & 2 softball fields
- ☆ Sprayed Killz-All and Pendelum at Soccer Complex and Skateboard Park.
- ☆ Sprayed Killz-All and Pendelum on parking area at High School baseball field.
- ☆ Sprayed Killz-All and Pendelum on parking area at Ft. Clifton.
- ☆ Sprayed Killz-All and Pendelum on Lakeview #1 & 2 fence line and basketball court.
- ☆ Sprayed Killz-All and Pendelum on fence lines at Shepherd Stadium, Civic, A, and B fields.
- ☆ Sprayed Killz-All and Pendelum at Lakeview Park and Lakeview Park parking lot.
- ☆ Sprayed Killz-All and Pendelum on parking area outside Shepherd Stadium and behind stadium wall.
- ☆ Sprayed Killz-All on plant beds at old Colonial Baptist Church.

X. OFFICE ON YOUTH & HUMAN SERVICES:

Better Beginnings Coalition

- Janet Sullivan, Coordinator, received Proclamation from City Council designating October as “Let’s Talk Month”.
- Better Beginnings Coalition meeting held with 8 members in attendance; plans made for possible talks/forums and updated web site design.

Juvenile & Domestic Violence Task Force

- Received Proclamation from City Council designating October as “Domestic Violence Prevention Month”.
- Regional Domestic Violence Task Force meeting held in Prince George to honor all who work for domestic violence prevention, education, and awareness.
- Two Colonial Heights task force members were presented with the “Community Impact Award”.
- Juvenile & Domestic Violence Task Force sponsored In-Service for Colonial Heights teachers. Chesterfield/Colonial Heights Dept. of Social Services presented important information on reporting suspected child abuse. This was done at 2 schools in October.
- Juvenile & Domestic Violence Task Force sponsored the October TRIAD meeting where the topic of Elder Abuse was presented. Several task force members assisted with specific subject presentations.
- Task force members participated in Safe Communities Night at Flora Hill Park.

Kids’ After-School Program

- Interviewed 6 new volunteers for KAP
- Coordinator took part in the Inter-Agency Meeting
- New mentor/tutor was hired to manage program at Tussing Elementary
- Coordinator attended “Strategies for Success”
- First Family Dinner held with 41 people in attendance

Service Learning

- 11 youth completed 63 hours of Service Learning

Youth Advisory Council

- 16 YAC members attended monthly meeting

Driver Bags

- 5 youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license.

Parenting

- 6 families began “*Parenting With Love & Limits*”

Shoplifting Diversion

- 30 youth and a parent attended

CADRE

- CADRE Coalition met and approved new By-Laws & elected Officer’s.
- CHHS CADRE youth met to plan Substance – Free activity night on October 30 @ Pete’s Place.

XI. FLEET MAINTENANCE:

| | <u># of Workorders</u> | <u>Total</u> | <u>Sublet</u> | <u>Sublet Total</u> |
|------|------------------------|--------------|---------------|---------------------|
| 2009 | 73 | \$18,982.13 | 8 | \$1,455.75 |
| 2008 | 83 | \$17,127.70 | 5 | \$ 2,659.93 |

The leaf collectors have been prepared for service, and the new police units have arrived. Staff and the Police Department are working out a few minor details on the markings of the new police units.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

Weeded, weedeated, and cut grass at the following sites:

- Temple Avenue, Boulevard, Violet Bank, Old Town Drive Civic Site, Lynchburg Avenue, Legacy Garden, Laurel Parkway, City Hall, Ashby Avenue, Flora Hill, White Bank Park, Royal Oak Avenue, Public Safety Building, City entrance sign at Prince George line, War Memorial, Marvin Avenue and Library.
- Trimmed shrubbery at City Hall, Arlington Ave, and Public Safety Building.
- Continued watering all sites each day.

Planted fall pansies at the following sites:

- Old Town Drive Civic, Courthouse, Library, Lynchburg Avenue, Police Department, Flora Hill, Fire Station II, and Legacy Garden.
- Pruned Crepe Myrtle on Laurel Parkway.
- Placed fall decorations at various sites throughout the City.
- Tagged trees for contractor to remove throughout the City.
- Transplanted Verbena from Legacy Garden to Flora Hill.
- Pruned roses at Temple Avenue and I-95.

Vegetation

Cut and trimmed grass at the following locations:

- | | |
|-------------------------------------|------------------------------------|
| • East Westover Avenue | • Conduit Road |
| • Roslyn Road | • Temple Avenue |
| • Snead Avenue at Ridge Road | • Prince Albert at Hamilton Avenue |
| • Springdale Avenue at Spring Drive | • Boulevard |
| • Meridian Avenue | • Branders Bridge Road |
| • Yacht Basin Drive | • Behind Vo-Tech |
| • Charles Dimmock Parkway | • Bluffs Drive, Terrace and Court |
| • Old Town Drive | |

Sprayed the following locations for high weeds:

- | | |
|--------------------|-------------------------------|
| • Roslyn Road | • Lakeview Avenue |
| • Dupuy Avenue | • White Bank Road |
| • Moose Lane | • PW Complex |
| • Conduit Road | • Windmere Drive Dead End |
| • Hope Ridge Court | • Maple Grove Avenue Dead End |

Picked up litter at the following locations:

- | | |
|------------------------------------|--------------------------------------|
| • East Westover Avenue | • Conduit Road |
| • Temple Avenue | • Roslyn Road |
| • Boulevard | • Archer Avenue |
| • Charles Dimmock Parkway | • Boulevard at James Avenue |
| • Boulevard at East Ellerslie Ave. | • Temple Avenue at I-95 |
| | • Conduit Road at Old Town Creek Way |

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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.
- Built an asphalt ramp in front of the Recycling Center Office.
- Removed two tree stumps, topsoil and graded area, at 119 Sadler Avenue.
- Cleaned Public Complex yard by removing old debris, cutting grass and trimming limbs.
- Replaced rubber pads for out-rigger on backhoe.
- Repaired leaf boxes by welding, bolting braces, spraying rust preventer, and painted.
- Cleaned and oiled concrete forms
- Placed sand on oily film on Lakeview Avenue at Cabell Drive.
- Assisted Purchasing Department moving surplus items from Courthouse.
- Interviewed potential candidates for the Public Works Technician position.
- Placed 25 tons of 21a stone in impound lot, graded and compacted for the Police Department.

Stormwater and Drainage

Street Sweeper removed 76 cubic yards of debris from the following locations:

- Branders Bridge Road
- Brockwell Lane
- Brooke Court
- Cedar Ridge Court
- Clements Court
- Comstock Drive
- Conduit Road
- Dunston Point Parkway
- East Westover Avenue
- Ellerslie Avenue
- Indian Rock Court
- Kennon Court
- Old Brickhouse Lane
- Temple Avenue
- Woodbridge Road
- Yorkshire Road

Concrete sidewalk, curb and gutter restorations at the following locations:

- 220 Virginia Avenue – 90’ sidewalk and new handicap ramp
- 141 Carroll Avenue – 9’ sidewalk
- 143 Carroll Avenue – 9’ sidewalk
- 145 Carroll Avenue – 4’ sidewalk and 5’x6x6’ driveway entrance
- 140 Carroll Avenue – 12’ sidewalk
- 144 Carroll Avenue – 52.5’ sidewalk
- 609 Boulevard – 12.5’x5.8’ sidewalk
- 501 Braxton Avenue – 3’x3’ sidewalk and 5’C&G
- 2010 Franklin Avenue – 8’x4’ driveway entrance
- 2106 Franklin Avenue – 5’ C&G
- 2200 Franklin Avenue – 5’ C&G
- 2016 Franklin Avenue – 20’ C&G
- 2110 Franklin Avenue – 5’ C&G

Repaired Catch Basin Pipe at 243 Lee Avenue.

Removed debris from catch basins, gutters, drainage ditches, drainage pipes and grates at the following locations:

- 501 Lake Avenue
- Lafayette Avenue
- 209 East Westover Avenue
- Behind Big Lots
- 313 Brookedge Drive
- Sadler Avenue
- 201 Spring Drive
- East Westover Avenue
- 533 MacArthur Avenue
- Dupuy Avenue
- 114 Chesterfield Avenue
- 1013 Colonial Avenue
- 418 Lyons Avenue
- 316 North Temple Avenue
- 233 Huntington Road
- 405 Gould Avenue
- Springdale Avenue
- 228 Washington Avenue
- Chesterfield Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Solid Waste

RECYCLING

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

Transportation

Streets

Placed Asphalt in potholes, water and sewer utilities cuts, low areas, new curb and gutters, and shoulders at the following locations:

- 2316 Wakefield Avenue
- 230 Washington Avenue
- 506 Colonial Avenue
- 820 Elko Avenue
- 407 Wilson Avenue
- 401 Fairfax Avenue
- 209 Ridge Road
- Yacht Basin Drive
- Woodside Avenue
- 900 Holly Avenue
- Boulevard in front of WAWA
- Jefferson Avenue
- 899, 900 and 908 Conduit Road
- 145 Charlotte Avenue
- Braxton Avenue
- 111 and 201 Green Meadow Drive
- West Roslyn Avenue
- 417 Gould Avenue
- 303, 309, 313 and 315 Roanoke Ave.
- 805 Forest View Drive
- Flintlock Drive
- Sherwood Drive
- 100 Swift Creek Lane

Investigated pavement thickness for milling at the following locations:

- 303 Price Albert Avenue
- 1128 Shuford Avenue
- 204-206 Walnut Avenue
- 400 and 500 block Moorman Avenue
- Shuford Avenue near post office
- 209-310 MacArthur
- 300 and 500 block Lyons Avenue

Traffic Operations

- Signals
 - Did preventative maintenance on four (4) traffic cabinets
 - Replaced two (2) LED traffic lights
 - Replaced four (4) pedestrian crossing lights
 - Repaired Opti-com at Conduit/Old Town Creek Way
- Signs and Markings
 - Made and put up four (4) new stop signs.
 - Made and put up 24 new high intensity street name signs
 - Made 13 miscellaneous signs
 - Made and put up four (4) signs for Sheriff's Dept.
 - Made four (4) signs for Registrar's Office
- Street Lighting
 - Installed six (6) ornamental street light bulbs
 - Replaced two (2) ornamental street light ballasts
 - Picked up tow (2) destroyed ornamental streetlights from car accidents
- Traffic Control
 - Responded to five (5) after- hours call backs for traffic lights
- Miscellaneous
 - Put in new electrical line and two (2) new electrical boxes at City's newest Arbor Day tree
 - Responded to two (2) GovQA requests
 - Changed cabinet in shop to run different intersections
 - Put out and picked up cones along Conduit Road for Walk for Life event
 - Put out and picked up numerous barricades, cones, and barrels for National Night Out

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Utilities

Wastewater

Responded to sewer backups at the following locations:

- Dunlop Farms Boulevard
- 2112 Wakefield Avenue
- 115 George Avenue

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

- 174 Chesterfield Avenue
- 1206 Oakwood Drive
- 2112 Wakefield Avenue
- 208 Crestwood Avenue
- 516 Roslyn Avenue
- 203 Windmere Drive

Camera sewer main/lateral at the following location:

- Lyons Avenue
- 206 Oakwood Drive
- Walnut Avenue
- MacArthur Avenue
- Prince Albert Avenue
- 106 Yew Avenue

Flushed sewer main line at the following locations:

- 3631 Boulevard
- Lyons Avenue
- Springdale Avenue
- Walnut Avenue
- 611 Compton Dr.
- Newcastle Apts.
- 505 Springdale Ave.

Checked the following manholes “trouble spot” locations:

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

Repaired utility cuts at the following locations:

- Braxton Avenue
- 503 Roslyn Road Apartments
- Jamestown Road

Responded to citizen’s complaints for sewer bugs at the following locations:

- 623 Charles Avenue

Performed preventative maintenance at the following locations:

- Dimmock Pump Station

Performed repairs on external alarm light at Hillcrest Pump Station.

The Utilities division welcomed James Tuck as Utility Maintenance Specialist on October 28, 2009.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Cleared debris from pump #2 at Main Pump Station.

Miss Utility locating required 186 man hours for the month of October 2009.

Water

Repaired water meters at the following locations:

- 395 Danville Avenue
- 111 Greenmeadow Drive
- 906 Lakeview Avenue
- 163 W. Westover Avenue
- 303 Windmere Drive
- 2102 Franklin Avenue
- 125 Kennon Pt. Drive
- 701 Old Town Drive
- 407 Wilson Avenue

Set meter for new construction at the following location:

- 212 Clover Hill Avenue
- 200 Spring Drive

Repaired service line break at the following location:

- 145 Charlotte Avenue at Cottage Grove
- 899 Conduit Road

Repaired water main at the following location:

- 899 Conduit Road

Repaired main line break at the following locations:

- 899 Conduit Road

Replaced meter leak at the following locations:

- 119 Temple Lake Drive

Install or replace meter setter at the following locations:

- 145 Charlotte Avenue @ Cottage Grove
- 820 Elko Avenue
- 111 Greenmeadow Drive
- 208 Crestwood Drive
- 701 Old Town Drive

Installed or replaced water service at the following locations:

- 820 Elko Avenue
- 111 Greenmeadow Drive
- 2012 Wakefield Avenue

Performed water shut down for Southern Construction on Perthshire Lane

Replaced or repaired water service line at the following locations:

- 108 Cedar Creek Lane
- 901 Lakewood Drive
- 905 Jamestown Road
- 106-113 Waterfront Drive

Responded to dirty water complaint at the following locations:

- 1006 Ayrshire Road
- Shepherd Stadium Water Tower
- 103 Moore Avenue

Performed yard maintenance at the following locations:

- C&B PS/Right of Way
- Dimmock Pump Station
- Hillcrest Pump Station
- Southpark Water Tower
- Conjurers Neck Pump Station
- Dunlop Farms Pump Station
- Main Pump Station/Right of Way
- Wakefield Avenue Sewer Right of Way

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Backflow/Cross Connection Survey at the following locations:

- 626 Blvd.
- 3609 Blvd.
- 103 Buckingham Drive
- 318 Comstock Drive
- 2801 Conduit Road
- 113 Dunoon Ct.
- 3630 Hawick Dr.
- 103 Indian Rock Ct.
- 109 Indian Rock Ct.
- 99-207 Kennon Pointe Dr.
- 243-275 Kennon Pointe Dr.
- 313 Kingfisher Way
- 336 Kingfisher Way
- 300 Nottingham Dr.
- 107 Old Brickhouse Lane
- 212 Old Brickhouse Lane
- 3843 Perthshire Lane
- 930 South Ave.
- 425 Southpark Blvd.
- 790 Southpark Blvd.
- 114 Southpark Circle
- 1040 Temple Ave.
- 113 Waterfront Dr.
- 149 Waterfront Dr.
- 312 Waterfront Dr.
- 1221 Blvd.
- 3666 Blvd.
- 107 Comstock Drive
- 2711 Conduit Road
- 235 Dunlop Farms Blvd.
- 127 E. Westover Ave.
- 200 Heron Run Dr.
- 106 Indian Rock Ct.
- 101-119 Kennon Pointe Ct.
- 213-238 Kennon Pointe Dr.
- 278-308 Kennon Pointe Dr.
- 331 Kingfisher Way
- 202 Lakeview Park Rd.
- 106 Old Brickhouse Ln.
- 118 Old Brickhouse Lane
- 218 Old Brickhouse Lane
- 1261 Riveroaks Drive
- 931 South Ave.
- 729 Southpark Blvd.
- 6 Southpark Circle
- 1891 Southpark Circle
- 1054 Temple Ave.
- 131 Watercress Ct.
- 306 Waterfront Dr.
- 407 Waterfront Dr.

Responded to miscellaneous water calls at the following locations:

- 109 Ashley Place
- 228 Biltmore Dr.
- 2102 Franklin Ave.
- 412 Waterfront Dr.
- 135 Ashley Place
- 121 Claremont Dr.
- 2012 Wakefield Ave.

Cleaned meter boxes at the request of Utility Billing at the following:

- 25 Dale Ave.
- 186 Piedmont Ave.
- 395 Danville Ave.
- 106 Yew Ave.

Collected routine water samples and sent to ARWA Lab for testing for the month of October.

Collected THM and HAA water samples and sent to ARWA Lab for testing for the month of October.

Collected Disinfect By-products samples and sent to State Lab in Richmond for testing for the month of October.

Administration

- Submitted 100-plus page annual report to the Department of Conservation and Recreation for the City's MS4 Stormwater permit.
- Prepared 100-page bid document for Fall 2009 asphalt concrete pavement maintenance and forwarded to purchasing for advertisement on October 2.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Conducted project showing on October 13 to inform bidders of requirements. Opened bids on October 23rd.
- Met with Southern Construction Company principals to discuss work in process and upcoming on Dupuy Avenue
- Met with development review staff to discuss their 18 pages of comments on Mt. Pleasant Acres development plan.
- Met with Lochner staff to discuss utility impacts on Boulevard Modernization projects
- Attended joint meeting of the Historical Commission and the Historical Society to review environmental impacts of Boulevard Modernization projects
- Met with Southern Construction project management and superintendent to discuss their plan for performing stage 2 construction work
- Attended quarterly meeting of Urban Construction Initiative members in Richmond

Richard A. Anzolut, Jr.
City Manager

cc: Department Heads
City Attorney
City Clerk