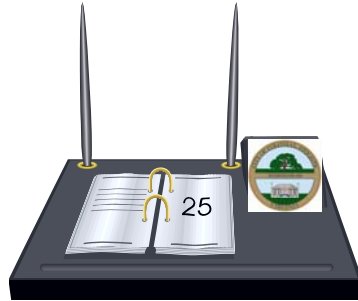


CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 2010



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

Adaptive Reuse of the Former Church – Prepared and advertised request for proposals for the evaluation and preliminary design, held mandatory pre-proposal meeting and received 10 proposals for the work. Also received one (1) unsolicited proposal under the Public-Private Education and Infrastructure Act.

Bruce Avenue Drainage – Phase II – Construction contract awarded to Southern Construction. Work on Bradsher Avenue is substantially complete. Construction on Dupuy Avenue has begun. Work was suspended by the Department on February 1st due to weather and is scheduled to begin once weather permits. Issued Change Order to begin work on April 12th.

White Bank Park Drainage Improvements – Construction plans must be redesigned in-house to minimize the impact to existing foliage in the park.

Lexington Drive Storm Drain Outfall – In-house design of this unfunded project has begun.

Yacht Basin Drive Storm Drain Outfall – In-house design of this unfunded project has begun.

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

Signal Coordination UPC 77600 – CMAQ Program - 100% plan submittal has been reviewed and approved. Bids have come in for the project. Received additional funding from the MPO. Contract documents received on March 29, 2010.

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

Safe Routes to Schools – Received and approved base mapping from the survey company. Design is 95% complete; preparing for public meeting, tentatively scheduled for late April 2010.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

A. Capital Improvement Projects (Continued)

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

Asphalt Concrete Maintenance Contract - Work was suspended by the Department on December 18 due to weather and is scheduled to begin once weather permits. Issued Change Order to begin work on March 29, 2010.

American Reinvestment and Recovery Act (ARRA) Resurfacing – Advertised 100% federal share project to full-width resurface a section of Southpark Blvd and a partial-width section of Dimmock Parkway. Bids have come in for the project. Low bid 50% under engineer's estimate. Contract documents are being reviewed by Purchasing and the City Attorney.

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

Windsor Ave. Water and Sewer Replacement – Developing specifications and bid documents for water and sanitary sewer replacement on Windsor Ave. (50% complete)

B. Economic Development Projects (under construction)

Dunlop House Assisted Living, Phase II – All punch list items on the End of one-year maintenance inspection have been completed. Letter has been sent to developer releasing the remaining surety amount. This project is now completed.

Landmark Realty – Awaiting completion of final punch list item prior to releasing remaining surety amount.

Gill's Point Section 9 – Installation of water services and relocation of VA Power poles and underground utilities is in-progress.

American Family Fitness Parking Lot Expansion – Site work to install fill material and extend the slope on the existing BMP pond is in-progress. Erosion and Sediment Control measures are being maintained.

C. Economic Development Projects (under review)

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

Southlake III - This project consists of constructing two office buildings at the former "Haydt Maintenance Shop" on E. Roslyn Rd. Updated plans have been reviewed and comments forwarded for further revisions.

Old Town Creek Center (formerly A.B. Cook Farm Phase I) – This project consists of constructing two general retail single story buildings. Preliminary plan of development has received Planning Commission Approval (pending engineering requirements). Construction plans have been reviewed and comments forwarded for revisions.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

American Family Fitness Building Expansion – Plans have been approved and Land disturbance permit will be issued upon receipt of required forms and surety bonds.

Miller Rheumatology – This project consists of constructing a two-story Medical Office. Preliminary plan of development has received Planning Commission Approval. Construction plans have been reviewed and comments forwarded for further revisions.

Right-of-way Permits:

- Issued five (5) permits
- Closed out twenty-one (21) permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Three (3) fence permits issued.

2. Twelve (12) sign permits issued:

- ☆ Martin's Food & Drug - 3107 Boulevard
- ☆ Twilight Images - 798 Southpark Boulevard
- ☆ Orthodontics - 500 Southpark Boulevard
- ☆ Bank of McKenney - 3115 Boulevard (temporary)
- ☆ All Things Pet - 2312 Boulevard
- ☆ Ameritax - 656 Boulevard (temporary)
- ☆ Wesley United Methodist Church - Conduit Road
- ☆ Salon Centric - 2425 Boulevard
- ☆ Highland United Methodist Church - Shepherd Stadium (temporary)
- ☆ Shumate Automotive - 225 Boulevard (temporary)
- ☆ BB&T - 810 Southpark Boulevard (temporary)
- ☆ Dante's Pizza - 3008 Boulevard

3. Boulevard Revitalization:

- a.** Seminar on City incentives scheduled for April 28, 2010
Dunlop House 4:30 – 6:00 p.m.

4. Neighborhood Revitalization:

a. March Activities:

Completed

- ☆ \$3,989 Complete reroof
- ☆ \$4,089 Complete reroof
- ☆ \$3,231 Complete reroof
- ☆ \$850 Porch railing and steps repair
- ☆ \$730 Gutter Replacement
- ☆ \$1,249 Gutter and porch post replacement
- ☆ \$3,465 Mold Remediation

Out for Bid

- ☆ Floor structure repair
- ☆ Handicap access ramp and accessibility modifications
- ☆ Floor, ceiling and wall repair

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

Underway

- ☆ \$4,852 Foundation repair
- ☆ \$3,081 Complete reroof
- ☆ \$1,300 Electric service upgrade
- ☆ \$725 Electric circuit addition, repair and fixture replacement
- ☆ \$500 sink and toilet replacement
- ☆ \$4,870 Floor structure repair, porch repair, cabinet replacement, bathroom flooring repair, Ceiling and drywall repair
- ☆ \$1,450 Flooring repair, porch structure repair, ceiling repair
- ☆ \$1,050 Water heater replacement faucet and toilet replacement
- ☆ \$1,120 Metal roof repair
- ☆ \$1,110 Metal roof repair
- ☆ \$1,075 Metal roof repair
- ☆ \$ 925 Metal roof repair
- ☆ \$450 Shingle roof repair
- ☆ \$150 Shingle roof repair
- ☆ \$1,050 Metal roof repair
- ☆ \$3,623 Handicap access ramp, ceiling repair, porch post replacement
- ☆ \$1,200Porch railing replacement
- ☆ \$2,000 Porch railing replacement, brick steps repair, gutter replacement
- ☆ \$650 Toilet replacement and access grab bars
- ☆ \$1,800Water line and water heater replacement, drain repair
- ☆ \$200 Drain Repair

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

- ☆ \$23,510 committed to Citywide emergency repair activities.
- ☆ \$17,879 expended

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

- ☆ \$70,000 committed to emergency repair projects.

d. Violet Bank District Inspections Schedule:

Section 1	Inspected	03/08/2010	0 citations
Section 2	Inspected	03/22/2010	0 citations
Section 3	Scheduled	04/05/2010	No violations
Section 4	Scheduled	04/19/2010	No violations

e. Rental Inspection Program:

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

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

e. Rental Inspection Program (Continued):

Item	Month	YTD
Total # of Properties Sold	0	0
Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	1	1
Passed	0	0
Failed	0	0
Second Inspection	7	52
Passed	7	52
Failed	0	0
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	33	33
Passed	0	0
Failed	33	33
Failure to schedule by owners	0	0
Total Fees Collected		\$0
Reinspection	0	\$0
Late Registration	0	\$0
4 year Certificates Issued		
Dwellings	1	129
Apartments (no of units certified)	3 88	7 162

5. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	19	40
Violations	14	34
Violations resolved	6	9

b. Zoning

	Month	YTD
Total inspections	4	15
Violations	2	13
Violations resolved	2	4

c. Building Code

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

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

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

d. House Number Violations

	Month	YTD
Violations reported	4	5
Actual violations	6	7
First letter sent	0	0
Violations abated	6	7
Summons issued	0	0
Door hangers posted	6	7
Active violations	0	1

e. Other

	Month	YTD
Total inspections	11	13
Violations	10	10
Violations resolved	6	6

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	17	53
Violations	16	48
Violations resolved	6	11

g. Tall Grass

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

h. Sign Ordinance

	Month	YTD
Total inspections	1	34
Violations	1	33
Violations resolved	0	21

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	30	31
2. New Construction Inspections	204	377
3. Permits for New Residences	0	2
4. Estimated Cost for Permits for New Residences	0	\$118,000
5. Additions	10	18
6. Demolitions	1	1
7. Permits for Commercial Construction	6	18
8. Estimated Cost for Commercial Permits	\$16,800	\$455,700
9. Plumbing Permits Issued	13	34
10. Electrical Permits Issued	14	38
11. Mechanical Permits Issued	9	21
12. Swimming Pool Permits Issued	0	0
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	0	11
15. Court Cases	1	1

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,589 calls for service during March, and we responded to 4,196 calls for service this month last year (a 14% decrease).
- ✓ Candidates for both sergeant and lieutenant positions have already completed both the written and interview panel phases of the process. They are currently in the bureau commanders' interview phase, which includes a review of their evaluations over the past three years. We should be able to complete the process in the coming month. There has also been a continuation in our hiring process—we have re-hired Officer Gary Sink. One other certified candidate did not successfully complete the background phase and we have gone to the next eligible candidate.
- ✓ We are pleased to report positive progress of our newest canine at Newport News Police Department's canine training program. Officer Eric Allen and his German shepherd, "Blitz", are working well together.
- ✓ We are also proud to report that we acknowledged two residents with the Virginia Association of Chiefs of Police and the Virginia Governor's Highway Safety Office "Saved by the Belt and Bag" awards. These awards promote safety belt use as well as recognize individuals who were involved in traffic crashes who were wearing a safety belt, reducing their injuries or saving their lives. Mr. Alan Little and his son, Ethan, were very grateful for this recognition and supportive of getting the message out to others
- ✓ During the month of March, our officers tallied 289 criminal arrests, 26 DUI arrests, and 38 drug arrests; issued 750 traffic summonses; made 1,253 traffic stops; and investigated 83 crashes. In addition, we issued 57 parking citations, 33 false alarm citations, and 33 field interview reports. Our **Records Division** processed 263 incident reports, 142 Animal Control reports, 775 pawned properties, and four (4) concealed weapon permits.
- ✓ A variety of activities this month occurred within the **Law Enforcement Services Bureau**. Some of the activities are as follows:
 - Capt. Newsome made a presentation to students at Virginia State University regarding our Internship Program.
 - Capt. Newsome coordinated all promotional written tests for both Sergeant and Lieutenant candidates.
 - Sgt. Tom Kifer presented Senior Safety information to CERTS and our Sentinels.
 - Thirteen (13) new mobile data computers were issued to patrol officers.
 - Day shift officers have started directly inputting offense reports into the Shield System.
 - D.A.R.E. Officer Sophie Benkendorf completed the 32nd D.A.R.E. class at the Colonial Heights Middle School.
 - D.A.R.E. Officer Benkendorf completed Domestic Violence training in Fredericksburg.
 - SRO's Derek Pattison and Scott Whirley participated in statewide tornado drills at their respective schools.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Some of the highlights from our **Detective Division** and **Street Crimes Unit** are as follows:
 - We are pleased to report that Senior Det. Stephanie Early is expecting her second child during the first full week of April. She will be taking some time off and we are all very excited for her.
 - Lt. Ferguson investigated a sexual assault of a 17-year-old juvenile; the case was unfounded after she later admitted the contact was consensual.
 - Sr. Det. Stephanie Early completed a background on a certified applicant, which we, in turn, declined to pursue further. She also is assisting the U.S. Secret Service with several counterfeit investigations.
 - Senior Det. Chris Wulff investigated an alleged sexual assault of a child and determined no crime had occurred. He also assisted Chesterfield County with the recovery of the missing person who was found deceased on the river at White Bank Park.
 - Sr. Det. Bill Moore is investigating a bank robbery where the same suspect is being sought in Richmond and Spotsylvania County. Efforts are underway in trying to identify the suspect. He is also investigating the robbery of our Movie Gallery.
 - Street Crimes Unit personnel conducted two undercover drug buys during March. Prescription drugs, marijuana, heroin and cocaine were purchased from various street-level drug dealers.
 - The Street Crimes Unit made a second controlled buy of heroin and is expecting to indict the suspect at the next grand jury.
 - The Street Crimes Unit conducted several days of traffic interdiction.
 - The Street Crimes Unit conducted thirteen business compliance checks utilizing an underage purchaser of alcohol. Only one business was found to have violated state law.
 - Six (6) drug and/or alcohol nuisance letters were issued and served during the month.
 - Four (4) Crimesolvers tips were assigned for follow-up investigation.

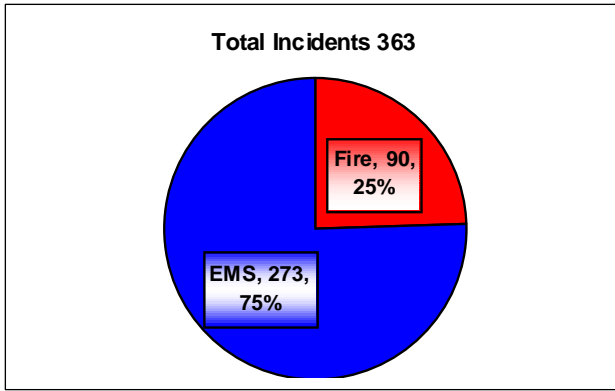
- ✓ We reported on an array of activities from the **Operations Division**. Some of these activities are as follows:
 - Captain Early reports meeting with General District Court Judge O'Berry regarding immediate Monday traffic court dockets which will adversely impact our overtime budget.
 - We are happy to report the marriage of Master Officer Robert Helms and Laura O'Hara. We wish them the very best in their new life together.
 - Stalking training was provided to all squads by Officer Renee Walters
 - Patrol continues to lead the way with Project Lifesaver, either by signing up new users or performing scheduled maintenance.

III. POLICE DEPARTMENT (CONTINUED):

- Officer Greg Thinnes is still assigned at Ft. Hood, Texas, with the Air National Guard. We are hoping for a return home in May.
 - Several patrol officers recently graduated from child safety seat installation school and have begun serving our community with this resource.
 - Master Officer Jeff Santini has conducted one extradition to Union City, Tennessee, and another from North Carolina.
 - Several tours of the department were conducted for the Boy Scouts of America and the Girl Scouts.
- ✓ Our **Auxiliary Police** officers contributed 298 volunteer hours of service during March. Some of the activities that they attended to included patrol ride-alongs, prisoner transports, a *WOW* event at the middle school and field training.
- ✓ Our **Sentinels** volunteered 52 hours over the course of the month. The majority included crime scene security, patrol, CERT training and a scheduled meeting.
- ✓ Our **Animal Control** personnel impounded 41 dogs and 37 cats. During the month, there were 19 dogs and one (1) cat returned to owners, with 15 dogs and 13 cats adopted out. Animal Control officers investigated 145 animal complaints with five (5) cat bites reported. No summonses were issued, and our personnel collected fees totaling \$430.00.

Crime	March 2009	March 2010	Percentage of Increase/Decrease
Aggravated Assaults	1	3	200%
All criminal arrests	340	289	-15%
Arson	0	1	100%
Burglaries	3	3	0%
Calls for services	4,196	3,589	-14%
DUI arrests	40	26	-35%
Larceny	63	48	-24%
Motor Vehicle thefts	1	2	100%
Robberies	3	2	-33%
Shoplifting arrests	43	39	-9%
Simple Assaults	14	28	100%
	PART I (Serious) OFFENSES		
March 2010	Number Reported	Number Cleared	Percentage Cleared
	88	71	81%

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 90
Total EMS Patients: 273

A fire unit arrived on-scene in 6 minute or less from the time of dispatch on 92.8% of all emergency fire type calls

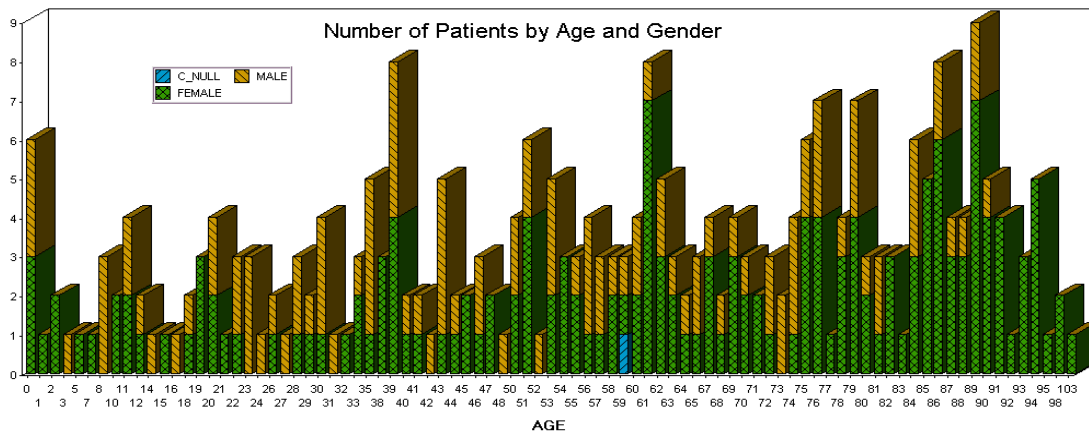
An EMS unit arrived on scene in 6 minutes or less from the time of dispatch on 90.9% of all emergency medical calls

Fire Division:

<u>Fires</u>		<u>Hazardous situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Combustible Liquid Spill	2	Public Service	31
Vehicle Fire	2	Power Line Down	2	Good Intent Calls	28
Brush Fire	1	Shorted Electrical Equipment	2	Alarm Activation (no fire)	11
Other Fire	1	Electrical Problem	1	Assist Police	2
		Gas Leak	1	Animal Rescue	1
		Overheated Motor	1	Malicious False Alarms	1
				Smoke Removal	1
M/A to Chesterfield EMS First Responder	4	M/A received from Chesterfield Fire	7		
M/A to Petersburg Fire	1	M/A received from Petersburg Fire	4		
		M/A received from Fort Lee Fire	2		

EMS Division:

Abdominal pain	20	Difficulty Breathing	38	Other Medical	77
Altered Level of Consciousness	10	Fall	25	Overdose	1
Assault	2	MVA	15	Public Service	1
Bite/Sting	1	MVA Pedestrian	2	Stroke	6
Cardiac Arrest	1	OB/GYN	2	Trauma	3
Chest Pain	32	Other Injury	16	Unresponsive	21
M/A to Petersburg EMS	4	M/A received from Chesterfield EMS	1		
		M/A received from Fort Lee EMS	5		



IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ☆ **February 26, 2010:** Fire units rescued a pet dog on Roslyn Avenue that had trapped its head under the lower portion of a kitchen cabinet. The fire crew was able to cut a small space to place a crowbar to create leverage to release the animal. The animal was released without any injury.



March 9, 2010: A disabled vehicle on the side of I-95 was struck by a tractor trailer causing massive damage. The tractor trailer overturned into the woods causing a significant hazardous materials fuel spill. The spill was removed by a hazardous materials contractor. Amazingly, there were no injuries. The driver of the car quickly jumped across the guardrail just prior to impact.

- ☆ **March 10, 2010:** A privacy fence and dog house was damaged on Colonial Avenue. The fire was determined to have started in the dog house by a light being used for heat. The animal was not injured in the fire.
- ☆ **March 11, 2010:** Colonial Heights Fire and EMS assisted with the body recovery of a female that had been missing in the area since January. The body was discovered by a person canoeing near White Bank Park. Chesterfield Police is handling the investigation since they have jurisdiction on the water and islands.

March 11, 2010: Structure fire on Lakeview Avenue. The cause of fire was determined to be electrical in nature. There was approximately \$20,000 damage to the home and contents. The owner was home at the time of the fire and was alerted by a smoke detector. No injuries were reported.



- ☆ **March 13, 2010:** EMS and Fire units transported 4 patients from a vehicle accident at the intersection of Southpark Boulevard and Charles Dimmock Parkway. Fort Lee also transported 1 patient for a total of 5 patients involved in the incident. All patients had non-life threatening injuries.



March 14, 2010: Structure Fire on Moorman Avenue. The cause of the fire is still under investigation. There was approximately \$180,000 damage to the home and contents. No injuries were reported.

- ☆ Firefighter/Paramedic Kevin Smith has passed his nursing boards and is now a Registered Nurse (RN).
- ☆ Administrative Assistant, Brittney Peters, has graduated from John Tyler School of Nursing, has passed her nursing boards and is now Registered Nurse (RN).
- ☆ The Fire & EMS Department has received a \$7,500 donation from Mr. and Mrs. Thornton. These funds will be used to purchase high visibility bands for city fire hydrants, GPS navigation systems for all response units and smoke detectors for the elderly and low income homeowners.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ☆ Congratulations to Volunteer members Katie Fenderson, Will Smith, and Brittany Perkinson for obtaining their EMT Certifications.
- ☆ 25 personnel recertified Pediatric Advanced Life Support (PALS) this month
- ☆ Over 30 personnel recertified Advanced Cardiac Life Support (ACLS) this month
- ☆ Congratulations to Lt. Joe Boisseau, FF Jonaaron Evans, FF Johnny Crenshaw and FF Tim Schack for becoming certified child safety seat installers. This is a very intense 40 hour training course.
- ☆ Emergency Management was approved to receive \$3,750 for Citizen Preparedness. This money comes from the Central Virginia Urban Security Initiative. The money will be used to purchase 2 laptops and a projector to be used for training.
- ☆ Emergency Management was approved to receive \$5,000 for the Local Emergency Management Program (LEMPG). This money will be used for improvement to the Emergency Management program in Colonial Heights.
- ☆ The CERT team had their quarterly meeting on March 8th. Topics included the 2010 Continuing Ed classes schedule and two projects: Fire Hydrant Reflective Tape and Updated Merchant Information.

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	408
Payroll Checks	658
Other	<u>105</u>
Total	<u>1,171</u>
- Five (5) alarm citations were processed during March.
- Continuing personal property and real estate tax reconciliation procedures that were taken over from Treasurer.
- Completed preliminary budget worksheets and budget estimates. Participated in completion of final proposed budget document.
- **Purchasing** - 225 total purchase orders were completed with 175 being processed by the purchasing and 50 departmental purchases being reviewed as compared to 217 being completed for the same period in 2009. In addition 178 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
 - Invitation # 10-02023-961, Sale of Leaf Vacuum, was opened on March 2. Only one bid was received. Unit has been picked up.
 - Invitation # 10-02173-962, Commercial Real Estate Brokerage Services for the former landfill was received on March 2. A total of four proposals were received.
 - Invitation # 10-02243-963, Architect and Engineering Services for the preliminary design of an adaptive reuse for the former Colonial Heights Baptist Church, was received on March 26. A total of ten proposal were received. One PPEA proposal was also received.

V. FINANCE DEPARTMENT (CONTINUED):

• **Other Purchasing Activity:**

- Department continued to turn in their pagers. The City started out with 124 pagers, and we are now down to 13 pagers.
- Continued to issued purchase orders under the Community Development Block Grand (CDBG)
- Attended trade show on copiers. We are looking at entering into new lease agreements on the City Hall copier, and the copier in the City Clerks office.
- Renewed maintenance agreement for scanning equipment in police records.
- Purchase Order issued to Commonwealth Engineering to rebuild and purchase pumps for animal shelter.
- Purchase Order issued to Proactive, to retrieve information, from damage hard drive at Utilities Department.
- Purchase Order issued to M& W Printers, for the printing and mailing of Real Estate and Personal Property bills.

• **Risk –**

• **Property Claims:**

- The Utilities Department had a major hard drive failure. The City has issued a Purchase Order to Proactive, to recover the loss data.

• **Automobile Claims:**

- Fire Department Utility truck was struck by another vehicle that was entering City Hall. Damage to the City vehicle was \$1,200. Battlefield Park will be doing the repairs.

• **Pending Litigation:**

- Notice received regarding a pending litigation concerning the actions of three police officers.

• **Utility Billing – During March:**

- Bi-monthly Utility Bills Sent – 3,655
- Delinquent Notices Sent – 628
- Delinquent Notices Percentage – 18.2%
- Services cut off for nonpayment on March 10th was 133.

• **Work orders for March 2010:**

- Leaks – 21
- New Accounts – 69
- Terminations – 66
- Extensions – 58
- Clean – 10
- Emergency Cut Off – 0
- Pulled – 0

Utility Billing Generated State Setoff Collections March - \$1,666.10.

VI. HUMAN RESOURCES DEPARTMENT:

• **Advertisements**

Department

Parks & Recreation

Parks & Recreation

Public Works

Position

Facilities/Groundskeeper II

Facilities/Groundskeeper III (Promotional Opportunity)

Concrete Technician

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- **Applications & Testing**

A total of (105) applications were received for the Facilities/Groundskeeper II position in the Parks & Recreation Department.

Panel interviews for the Police Lieutenant and Police Sergeant promotional processes were held on March 24 – 25, 2010.

- **Miscellaneous**

- ☆ The following new employee orientation sessions were held in March 2010: Gary Sink (Certified Police Officer) and Matthew Spruill (Recreation Superintendent).

- ☆ Human Resources Liaison representatives were introduced to the revised workers' compensation reporting system "Nurse Triage 24", which replaced the previous Company Nurse reporting system effective March 15, 2010. The new system will reduce the hold time for callers and provide needed follow-up services.

- ☆ The Human Resources Department participated in two Virginia Employment Commission Telephonic Fact-finding Interviews for unemployment claims during March 2010.

- ☆ The Human Resources Liaison group met on March 24, 2010 to review and discuss the following topics: workers' compensation reporting through NT24 and several personnel policies (e.g. military leave, Family & Medical Leave Act (FMLA), and social media).

- **Workers Compensation**

The following workers' compensation report was filed during the month of March 2010:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
03-02-10	Public Works	Right knee hit & bruised while removing metal post from ground.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 49,657 visits in the month of March with 85,439 page views, including 3,206 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Purchasing RFPs, and Recreation & Parks.

- ☆ Citizens submitted and city staff processed 353 service requests and questions through the "Citizens Action Center" online during the month of March. The FAQs were viewed 237 times during this same period. March's City e-News was distributed via email to 4,539 customers.

- ☆ The City instituted new policies this month to govern the use of Social Media and Facebook Comments. As of March 31, the City's Facebook Page had grown to 1,276 fans.

- ☆ The Fleet Maintenance building's network infrastructure was upgraded in March and joined to the City's Wide Area Network through VPN technology.

VIII. LIBRARY:

- ☆ The library staff circulated 24,459 titles in March.

- ☆ The public computer center was used 2,426 times.

- ☆ 88 children participated in story time.

- ☆ 191 residents registered for new library cards, and an average of 733 residents used the library each day.

- ☆ The library's meeting rooms were used 116 times.

- ☆ 3,140 residents visited the Colonial Heights Virtual Library to retrieve 873 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation Activities		
Activities	2010	2009
4-H COVERBUDS	N/A	5
ADULT SOFTBALL	24 Teams	27 teams
BASEBALL-AMERICAN LEAGUE AGES 11-12	67	56
BASEBALL-APPOMATTOX TRAVEL AGES 14-16	18	32
BASEBALL-COACH PITCH LEAGUE BOY AND GIRLS 6-8	119	136
BASEBALL-MINOR LEAGUE AGES 9-10	78	83
BASEBALL-NATIONAL LEAGUE AGES 13-15	50	54
BASEBALL-ROOKIE LEAGUE BOYS AND GIRLS AGES 4-5	69	65
BELLY DANCE	21	25
COMMUNITY ROOM ATTENDANCE	1360	0
COMMUNITY ROOM RESERVATIONS	26	0
EASTER EGG HUNT	392	N/A
EASTER EGG NIGHT HUNT	51	N/A
INTERIOR DECORATING	N/A	3
KARATE	27	21
MARTINA McBRIDE/TRACE ADKINS CONCERT TICKET GIVE-A-WAY	400	N/A
PARK ATTENDANCE	770	700
PARK RESERVATIONS	10	7
POWER	6	5
SIGN LANGUAGE	9	N/A
SKATEBOARD PARK	237	216
SKATEBOARD CONTEST PARTICIPANTS	N/A	24
SKATEBOARD CONTEST SPECTATORS	N/A	150
SOFTBALL-JUNIOR GIRLS SOFTBALL AGES 11-13	43	43
SOFTBALL-PEE WEE GIRLS SOFTBALL AGES 9-10	65	46
SOFTBALL-GIRLS FAST PITCH TRAVEL TEAM	n/a	7
TAE BOX	28	18
TEEN CENTER ATTENDANCE-CHHS STUDENTS	127	N/A
TEEN CENTER ATTENDANCE-CHMS STUDENTS	375	N/A
TEEN DANCE	120	129
TEEN PAINTING CLASS	4	N/A
TRI-STAR BASKETBALL	18	23

Teen Center Peak Hours of Attendance (Monday thru Thursday)-3:30 p.m. to 5:30 p.m.

Teen Center Peak Hours of Attendance (Friday and Saturday)-3:30 p.m. to 8:30 p.m.

Teen Center Peak Hours of Attendance (Sunday)-1:00 p.m. to 3:00 p.m.

Senior Citizen Center Activities		
Activities	2010	2009
AARP	28	n/a
Advisory Board Meeting	10	8
Bingo in Center	82	72
Bob Ross Video Painting	n/a	7
Bowling	192	160
Bridge-Party	120	96
Bridge-Tournament	116	n/a
Club Meeting	162	182
Crochet & Knitting	49	47
Dance-USA Dance Masters	62	n/a
Dance-Seniors	87	n/a
Easter Crafts Volunteers	8	n/a

IX. RECREATION & PARKS (CONTINUED):

Senior Citizen Center Activities		
Activities	2010	2009
Floor Exercises	310	98
Golfers Meeting	118	98
Kay's Oil Painting Class	18	20
Line Dance Class	43	40
Lunch Out & From the Heart	n/a	11
Movies	4	4
Painters Group	52	42
Sing A-Long	46	36
Sing-a-long CH Health Care Center	8	12
Sit Down Exercises	299	264
Splash of Color Class	11	14
St. Patrick's Day Sing-A-Long	n/a	20
Strength Training Class	233	118
Swap Shop	n/a	22
Tai Chi	66	36
Tap Class Advance	128	n/a
Tap Dance Beginners	47	150
Tap Dance Intermediate	101	n/a
TRIAD Meeting	25	n/a
Trip-Atlantic City	40	n/a
Trip-Carolina Outlets	n/a	24
Trip-First Street	23	n/a
Trip-Museum	11	n/a
Trip-Riverside Theater	36	n/a
Trip-Terra Cotta Warriors (Washington)	36	n/a
Watercolor	14	25
Yoga	160	106
Zoomer Boomer	310	203
Total	2139	1343
Meals	2010	2009
Bags	20	50
Breakfast Meals	40	125
Home Del Meals	40	125
Site Meals	0	0
Total	100	300
Meal Donations	\$15.00	\$65.00
Transportation	2010	2009
Total Passengers	580	831
Total Miles	3181	3520
Wheelchairs	21	54
Volunteer Hours	25	0
Transportation Donations	\$136.00	\$130.80

Violet Bank Museum		
	2010	2009
Attendance	*401	238
*Includes 250 VBM booth visitors @ SS VA Heritage Days (Sutherland)		

IX. RECREATION & PARKS (CONTINUED):

Violet Bank Museum (Continued):

- ☆ Displayed at the Southside VA Heritage Days.
- ☆ Received several items for the museum.
- ☆ Repair work on back porch and roof.
- ☆ Prepared for and planned for the Spring program tour.
- ☆ Met with web designer to finalize webpage & personally donated first year's bandwidth fee.

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, and Ft. Clifton Park as needed.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Cleaned restrooms as needed at all parks and ball fields.
- ☆ Pick up trash and empty trash cans around all ball fields and soccer fields as needed.
- ☆ Nail dragged 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.
- ☆ Blew and hauled leaves from White Bank Park to transfer station.
- ☆ Power washed side of building on Shop.
- ☆ Blew off sand and salt from sidewalks at Community Center.
- ☆ Utilized prisoners to clean up sticks and debris at Soccer Complex. Hauled items to transfer station.
- ☆ Picked up supplies from Va. Distribution Center.
- ☆ Turned water on at all parks and ball fields.
- ☆ Checked all bathrooms at parks and ball fields for maintenance issues after turning on water.
- ☆ Tore down walls of dugouts at A-field. Hauled debris to transfer station.
- ☆ Painted poles supporting A-field dugout roof and new siding.
- ☆ Laid out and painted soccer fields at Soccer Complex and Middle School.
- ☆ Painted soccer fields as needed for games and practice.
- ☆ Moved all soccer goals in place at Soccer Complex and stacked down.
- ☆ Raked and removed leaves and debris at Floral Ave & Floral M Hill playground.
- ☆ Repaired door in center field fence at Shepherd Stadium.
- ☆ Repaired pitching mounds on baseball and softball fields as needed.
- ☆ Spread Tur-face, sand, and top soil in all goal mouths at Soccer Complex.
- ☆ Removed windscreen off top of dugouts at Civic Field.
- ☆ Moved trash cans and benches from behind Shepherd Stadium to Soccer Complex.
- ☆ Moved bleachers to fields at Soccer Complex.
- ☆ Installed batting cage nets at High School, Civic Field, and Shepherd Stadium.
- ☆ Repaired broken water pipe in men's restroom and broken toilet in women's restroom at Lakeview softball fields.
- ☆ Moved playground equipment into shed.
- ☆ Repaired ruts on High School baseball field.
- ☆ Replaced dog doors on runs, cables and pulleys on dog doors at Animal Shelter.
- ☆ Installed new siding and trim on concession stand at Lakeview softball field.
- ☆ Replaced broken soap dispenser in women's restroom at Police Dept.
- ☆ Performed preventative maintenance on paint machine.
- ☆ Repair broken benches at Soccer Complex.
- ☆ Marked dead trees to be removed at Soccer Complex.
- ☆ Took pads to Soccer Complex and installed around light poles.
- ☆ Took Z-masters to Conners for servicing.
- ☆ Took Kubotas to Sandy's Tractor for servicing.
- ☆ Took reel mower to Smith Turf for servicing.
- ☆ Cleaned out metal shed in Shepherd Stadium.
- ☆ Moved furniture at Courts Building.
- ☆ Cut grass Shepherd Stadium, Lakeview 1 & 2, Floral Ave Park, and Edinburgh Park.

IX. RECREATION & PARKS (CONTINUED):

- ☆ Replace tennis nets at Lakeview Park tennis courts.
- ☆ Replaced soccer nets on goals at Soccer Complex.
- ☆ Installed temporary fence at High School softball field.

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 14 YAC members attended monthly meeting
- 7 members worked on Youth Forum
- 18 members worked on Youth Forum on three evenings
- 18 members attended Youth Forum
- 4 members attended VSU Youth Leadership Summit

➤ **Kids' After-School Program**

- March KAP Family Dinner – 74 family members attended. Parenting Class was held on “Age Appropriate Chores”
- New participant registered for KAP at Lakeview Elementary

➤ **Substance Abuse Prevention Activities**

- CADRE meeting
- 16 Youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license
- Presented “Red Watch Band” information to 26 students at John Tyler Community College

➤ **Better Beginnings Coalition**

- Coordinator attended staff meeting at Office on Youth
- Researched “Teen Dating Violence” and made display and brochures to be distributed on Teen Forum
- Counseled teens about responsible internet use
- Attended Youth Forum and had informational display
- Attended Domestic Violence Task Force monthly meeting
- Worked on booklets and brochures for display at Library during April in recognition of Domestic Violence Prevention Month

➤ **Ongoing Monthly Meetings/Trainings**

- Participated in 3 days of training on Environmental Strategies for Prevention of Substance Abuse, with national leaders in the field
- System of Care strategic planning retreat – a joint multi-disciplinary effort with Chesterfield & Colonial Heights
- Community Corrections Justice Board
- Regional Drug Free Alliance
- Juvenile & Domestic Violence Task Force
- Inter-Agency Prevention Team – 15 students were served
- Underage Drinking Task Force
- Underage Drinking Prevention Town Hall Meeting
- Toastmasters International
- Life Skills with 115 students at Colonial Heights Middle School
- “Motivational Interviewing: Guiding People to Change” webcast
- VDH “Preventing Violence Against Women on Campus” webcast
- “Alcohol Messages in Music” Audio Conference (UDETC)
- Positive Parenting Coalition Meeting
- “See It, Name It, Change It” DSS Training
- Café Conversations with SAFE
- Attended “Train the Trainer” for “Red Watch Band” at Stoneybrook University, NY
- Dr. Ron Prinz “Positive Parenting Program” – Positive Parenting Coalition

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

Diversion Program Participation:

- **Parenting**
 - “3 families completed “Parenting With Love & Limits”
- **Community Service**
 - 21 youth completed 257 hours of Service Learning
- **Shoplifting Diversion**
 - 35 youth and a parent attended the Shoplifting Diversion Program
- **Anger Management**
 - 1 youth completed, and 7 youth began Anger Management Classes
- **Substance Abuse Education**
 - 1 youth participated in Substance Abuse Education
- **Shoe Fund**
 - Shoe Fund assisted family who had experienced a home fire with shoes for 3 children

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	74	\$15,131.75	4	\$ 554.25
2009	86	\$13,765.86	3	\$ 220.00

Maintenance cost for the 3 quarters of this fiscal year compared to the last three are:

	Sublet	Total
2006/07	\$17,827.87	\$158,269.64
2007/08	\$ 7,372.22	\$148,891.38
2008/09	\$14,498.64	\$134,148.91
2010/09	\$ 9,601.50	\$142,249.30

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

Removed leaves, limbs and trash from the following locations:

- Temple Avenue at I-95, White Bank Park, Lynchburg Avenue, Fort Clifton, Archer Avenue, City Hall, Legacy Garden, Marvin Avenue, Chesterfield Avenue, and Flora Hill

Weeded, weed eaten, cut grass and edged the following locations:

- Courthouse, Temple Avenue at I-95, City Hall, Public Safety Building, Public Works Office, Ashby Avenue, Fort Clifton, entrance sign on Temple Avenue, Library, Police Station, Flora Hill, Archer Avenue, Arlington Avenue, Violet Bank Museum, Lynchburg Avenue, and Fire Station II
- Continue to check all sites daily.
- Graded embankment across from Legacy Garden where a truck with dual wheels made ruts.
- Trimmed Pumas Grass at White Bank Park and Ashby Avenue.
- Pruned trees removed limbs and planted Dogwood Tree at the Library.
- Meet with Women’s Club at Violet Bank discussed possible new planting site.
- Cleaned and removed metal stakes around Spruce Tree at Courthouse.
- Pruned two Crepe Myrtles at 124 Lafayette Avenue.
- Planted a Magnolia Tree at Violet Bank.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Vegetation

Picked up litter at the following locations:

- Boulevard
- Charles Dimmock Parkway
- Roslyn Road
- Westover Avenue
- Lakeview Avenue
- Archer Avenue
- Temple Avenue
- Conduit Road
- Entrance to Animal Shelter
- Public Works Complex

Cut and trimmed grass at the following location:

- 3500-3600 block of Boulevard

Trimmed tree limbs at the following locations:

- Alley between Hamilton and Cameron Avenues
- Boulevard

Other

- Responded to misc. request concerning dead trees/limbs, leaves, dead animals, curb and gutters, sidewalks and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- Removed standing water, installed an 8" pipe to drain water from field and walkway, removed eight dump trucks of construction materials from Public Works Complex and two loads from area six at the old Landfill to be used as bedding under new road, and assisted with clean up at Roslyn Landing Park on Saturday.
- Removed tree that fell in street at Hamilton and Temple Avenues.
- Removed storm damage at 204 Crestwood Avenue.
- Trimmed limbs and removed debris on railroad bed from Walnut to Temple Avenues to gain access and perform work on bridge.
- Cut small trees, brush and pulled weeds on the embankment at Lakeview Dam.
- Drainage Structure inventory 166 basins has been placed on GPS.

Stormwater and Drainage

Street sweeper removed 248 cubic yards of debris from the following locations:

- Archer Avenue
- Atlantic Avenue
- Holly Avenue
- Hope Ridge Court
- Huntington Road
- James Avenue
- Jamestown Road
- Kensington Avenue
- Orkney Road
- Perthshire Lane
- Pinecliffe Drive
- Princeton Road
- Red Fox Road
- Salem Court
- Salisbury Road
- Sancho Alley
- Seaton Drive
- Snead Avenue
- Southpark Boulevard
- Stratford Drive
- Taylor Lane
- Welesley Lane
- Whitestone Court and Place
- Wicker Drive
- Williamsburg Road
- Windmere Drive
- Woodcliffe Drive
- Dunlop Farms Boulevard
- Avon Court
- Ayshire Road
- Berkshire Lane
- Boulevard
- Brandywine Road
- Briarcliff Court and Drive
- Camden Road
- Charles Avenue
- Charles Dimmock Parkway
- Conjurers Drive
- Courtland Drive
- Cumberland Drive
- Dogwood Drive
- Dunoon Court and Road
- East and West Westover Avenues
- East Roslyn Road
- Eastwind Court
- Ellerslie Avenue
- Frederick Avenue
- Germar Court
- Hamilton Avenue
- Hawick Drive
- Highland Avenue
- Yorkshire Road
- Temple Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- Alley between Lafayette and Hamilton Avenues
- Alley between Suffolk and Norfolk Avenues
- 403 Marvin Avenue
- Piedmont Avenue
- Alley between Jefferson and Washington Avenues
- Alley behind 646 Battery Place
- 113 Royal Oak Avenue
- Alley between Boulevard and Franklin Avenue
- Alley behind Battery Place that runs into Bruce Avenue
- Temple Avenue
- Taswell Avenue
- Alley between Hamilton and Cameron Avenues
- Alley behind Dale Avenue Apartments
- 416 Moorman Avenue

Repaired storm sewer at the following locations:

- 113 Royal Oak Avenue
- 105 Lexington Drive
- 100 Winston Avenue

Removed debris from gutters, catch basins, storm drains and drainage ditches at the following locations:

- Brookhill Avenue at Forest View Drive
- 1023 Forest View Drive
- Sherwood Drive at Boulevard
- 206, 208 and 212 Biltmore Drive
- Chesterfield Avenue Retention Pond
- Westover at Hamilton Avenues
- 305 Winston Avenue
- Alley between Dale and Bermuda Avenues
- Behind Big Lots
- Marvin at Chesterfield Avenues
- 1907 Wakefield Avenue
- Boulevard at Shuford Avenue
- Winston Avenue at Lakewood Drive

Solid Waste

Recycling

- 374 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed (1) 40 cubic yard metal container for recycling.
- Collected \$10.00 for removal of CFC (Freon).

Transportation

Streets

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

- 313-331 Shade Tree Drive
- 912 Lakewood Drive
- 604 James Avenue
- 910 Forest View Drive
- Cedarwood Avenue at Duke of Gloucester Street
- 135 Chesterfield Avenue
- 238 Honeycreek Court
- Old Town Creek Way
- 152 Chesterfield Avenue
- 118 Bluffs Court
- 108 Nottingham Drive
- 113 Norwood Drive
- 145 and 147 Carroll Avenue
- 205 Ridge Road
- 2110 Boulevard
- 224 Honeycreek Court
- 664 Boulevard
- 715 Old Town Drive
- Boulevard at Essex Avenue
- Charles Dimmock Parkway at entrance to Animal Shelter
- Chesterfield Avenue at Boulevard
- Westbound Temple Avenue at Conduit Road
- Southpark Boulevard
- 224 White Sand Court
- 906 Jamestown Road
- 3110-3112 Conduit Road
- Temple Avenue in front of BP Station
- Forest View at Sherwood Drives
- Optimist Club
- White Bank Road
- Clifton Avenue at Conduit Road
- Riveroaks at Conduit Roads

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Roslyn Road in front of U-Haul
- Conduit Road by Golden Corral
- Meridian Avenue
- Dupuy Avenue
- 502 Meridian Avenue
- Sherwood at Fairmont Drives
- Roanoke Avenue dead end
- Crescent Avenue
- Fire Station II
- Greenleaf Lane at Fairlie Road
- Conduit Rd at Windmere Drive
- Conjurers Drive
- Dunlop Farms Boulevard
- 973 Edinburgh Drive
- Roslyn at Conduit Roads
- Pinehurst Avenue at Conduit Road
- 306 Lee Place
- Maple at Meridian Avenues
- Meridian at Roanoke Avenues
- 646 Batter Place
- Bruce Avenue at Battery place
- Washington at Stuart Avenues
- Shuford Avenue
- 215 Norfolk
- Norfolk Avenue at Hill Place
- Fischer at Richmond Avenues
- 259 Washington Avenue
- James Avenue at Boulevard
- 143 Roanoke Avenue
- Branders Bridge Road at City Limits
- Meridian at Plumtree Avenues
- 3110 and 3112 Boulevard
- Boulevard at Staples Automotive, Johnson Cleaners, Trophy Shop, Domino's Pizza, Flaming Pit Restaurant, Pickwick Shopping Center, Dante's, Small's Funeral Home and Bowling Alley
- 306 Mallard Drive
- Berkshire at Welesley Lanes
- Cedarwood Avenue
- 123 Stratford Drive
- Dunston Point Pkwy at Waterfront Drive
- 800 Block Forest View Drive
- Forest View at Sherwood Drives
- Maple Grove Avenue at Boulevard
- 636 Boulevard
- Chesterfield Avenue at Boulevard
- 504 Braxton Avenue
- Taswell at Ewing Avenues
- Clover Hill at Vance Avenues
- 120 and 215 Hillcrest Avenue
- Woodlawn Avenue
- Valley Road at Brookedge Drive
- E Avenue at Boulevard
- Newcastle Drive at Boulevard
- Eilerslie Avenue at Boulevard
- 213 and 234 Battery Place
- 1717 Boulevard
- Boulevard in front of Napier Realty
- 134 Swift Creek Lane
- Pondola Lane
- 1001 Lakewood Drive
- 212 Conduit Road
- Springdale at Eilerslie Avenues
- Elmwood at Wildwood Avenues
- Yacht Basin Drive at Cedarwood Ave
- Gills Drive at Ridgecrest Lane
- 105 Red Fox Road
- Windmere at Stratford Drives
- 212 Winston Avenue

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets.
 - Replaced 2 LED traffic lights.
 - Replaced 4 pedestrian crossing lights.
 - Repaired broken top of signal @ Temple Ave. and Conduit Rd.
- Signs and Markings
 - Made and put 8 new stop signs.
 - Made and put up 38 new high intensity street name signs.
 - Made and put up 7 Misc. signs
- Street Lighting
 - Installed 22 ornamental street light bulbs.
 - Replaced 2 ballast on ornamental street lights.
 - Replaced 2 broken globes on street lights.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Traffic Operations (continued):

- Traffic Control
 - Responded to 6 after-hours call backs for traffic lights.
- Miscellaneous
 - Assisted with 7 GOV QA questions.
 - Put up 57 spring banners.
 - Straightened signs all over the City.
 - Installed 4 missing flag brackets.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 2306 Wakefield Avenue
- 913 Park Avenue
- 2308 Wakefield Avenue
- 504 Lakeview Avenue
- 608 Walnut Avenue
- 501 Lake Avenue
- 307 Pickett Avenue
- 310 Charlotte Avenue
- 111 Norfolk Avenue
- 625 Ellerslie Avenue

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

- 103 Red Fox Road
- 107 Arlington Avenue
- 210 Royal Oak Avenue
- 205 Ridge Road
- 113 Norwood Avenue
- 124 Norfolk Avenue
- 212 Moorman Avenue
- 302 Piedmont Avenue
- 622 Hamilton Avenue
- 2111 Wakefield Avenue

Repaired sewer main line at the following locations:

- 601 Cameron Avenue
- 216 Royal Oak Avenue

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.

Replaced manhole cover at 109 Norwood Drive.

TV'ed lateral at 113 Moore Avenue removed debris no need to repair.

Responded to sewer rats on Archer Avenue placed rat bait in manholes and storm drains.

Responded to Animal Shelter pumps down, pulled #2 pump found motor burnt, #1 pump alarm on but recycling ok. Checked on Monday, pump out wet well both sides found impeller to be badly worn and cutter were broke, cleaned pump and cleared impeller and installed new pumps on 3/18/10.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Continued to check by-pass pump on Windsor Avenue.

Removed debris and unclogged, installed four new valves, removed and cleaned pressure reducing valves on water seal on pump #2 at Main Pump Station. Performed maintenance ventilation and exhaust system.

Pulled pump at C&B Pump Station amps high, cleared debris reinstalled pump should be alright.

Removed tamper from check valve, back flushed pump, worked on packing gland stub tapping and treading at Sherwood Hills Pump Station.

Pulled pump #2 and found impeller loose, tighten impeller and performed preventive maintenance at Hillcrest Pump Station.

Cleaned wet well of grease at Dunlop Farms Pump Station.

Cleaned floats at Conjurers Neck Pump Station.

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

Water

Replaced water meters at the following locations:

- 100 Winston Avenue
- 304 Windmere Avenue
- 209 Stratford Drive
- 1100 Peace Cliff Court
- 409A Orange Avenue
- 403 Cloverhill Avenue
- 712 Meadowview Road
- 406 James Avenue
- 320 Jefferson Avenue
- 607 Pinehurst Avenue
- 202 Dupuy Avenue
- 3107 Fredrick Avenue
- 106 Conjurers Drive

Repair service line break at the following location:

- Lakeview Ball Field

Repair main line water break at the following locations:

- 914 Lakewood Drive
- 609 Compton Road
- 108 Nottingham Drive

Responded to meter leak complaint at the following locations:

- 1206 Oakwood Avenue
- 320 Jefferson Avenue
- 218 Plumtree Avenue
- 312 Greenmeadow Drive

Replaced meter box top at the following locations:

- 254 Bluff Terrace
- 315 Ridge Road
- 310 Moorman Avenue
- 403 James Avenue
- 307 Brookedge Drive
- 207 Lee Avenue
- 1110 Boulevard
- 125 Lafayette Avenue
- 5112 Conduit Road
- 117 Salisbury Road
- 220 Danville Avenue
- 315 Suffolk Avenue
- 104 Suffolk Avenue
- 121 Washington Avenue
- 309 Prince Albert Avenue
- 2010 and 2013 Snead Avenue
- 190 Dupuy Avenue

Install or replace meter setter at the following locations:

- 220 Piedmont Avenue
- 1903 Franklin Avenue

Replaced meter box at the following locations:

- 504 Cameron Avenue
- 3666 Boulevard

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Placed topsoil around meter box at the following locations:

- 912 Edinborough Drive
- Shade Tree Drive
- 154 Piedmont Avenue
- 238 and 224 Honeycreek Court
- 1804 Franklin Avenue

Performed a flow test at meter at the following location:

- 118 Arlington Avenue

Backflow/Cross Connection Survey at the following locations:

- 192 Lyons Avenue
- 475 Dupuy Avenue
- 205 Danville Avenue
- 3107 E Boulevard
- 405 Boulevard
- 33 Dunlop Shopping Center

Responded to low water pressure at the following locations:

- 1209 Wellington Road
- 2007 Snead Avenue

Cleaned meter box for Utility Billing at the following locations:

- 402 Lake Avenue
- 205 N. Valley Road
- 214 Lynchburg Avenue
- 1209 Tussing Lane
- 1001 Briarcliffe Drive
- 516 Pinehurst Avenue
- 142 Roanoke Avenue
- 152 Windsor Avenue
- 202 Crestwood Avenue
- 192 Dupuy Avenue

Performed yard maintenance at the following location:

- 2701 Conduit Road

Responded to miscellaneous water calls at the following location:

- 2501 Conduit Road

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

Miss Utility locating required 220 man-hours for the month of March 2010

Administration

- Attended Virginia Transportation Construction Alliance meeting in Richmond
- Held plan review for Safe Routes to School project
- Met with Federal Highway Administration and Virginia Department of Transportation staff who are auditing American Recovery and Reinvestment Act projects
- Met with Bennett and Williams project geologist to discuss methane issue and stepped up regulatory requirements imposed by the Department of Environmental Quality
- Participated in pre-proposal meeting for the adaptive reuse of the former Church as a Courthouse
- Negotiated additional services with CDM, the city's consultant, for parcel analysis and mapping to support stormwater utility start-up.
- Attended CVWMA Board meeting in Richmond; Chesterfield County Board of Supervisors is considering various options for recycling services including elimination, which would have fiscal impact to other localities.

William E. Johnson
Acting City Manager

cc: Department Heads
City Attorney
City Clerk