

CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2010



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

Adaptive Reuse of the Former Church – Council interviewed shortlist of consultants and authorized staff to begin negotiating with Mosely Architects, the top-ranked proposer. An unsolicited proposal received under the Public-Private Education and Infrastructure Act has been neither accepted or rejected.

Bruce Avenue Drainage – Phase II – Construction contract awarded to Southern Construction. Work on Bradsher Avenue is substantially complete. Construction on Dupuy Avenue has resumed. Contractor provided May 12, 2010 as fixed completion date.

Signal Coordination UPC 77600 – CMAQ Program - 100% plan submittal have been reviewed and approved. Contract documents have been received and approved. Scheduled Preconstruction Conference for May 3, 2010.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Contacting individual property owners regarding impacts to specific properties.

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

Safe Routes to Schools – Received and approved base mapping from the survey company. Design is 100% complete; preparing for public meeting, scheduled for May 3, 2010.

Asphalt Concrete Maintenance Contract - Work has been substantially completed. Awaiting resolution of final punch list items.

American Reinvestment and Recovery Act (ARRA) Resurfacing – Contract documents have been approved. Preconstruction conference was held on April 29, 2010. Work is scheduled to begin on May 17, 2010.

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. Began discussion with the on call geotechnical engineer to obtain soil borings.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

A. Capital Improvement Projects (Continued)

Windsor Ave. Water and Sewer Replacement – Specifications and bid documents finalized for water and sanitary sewer replacement on Windsor Ave. Bids are due back to the City on May 6, 2010.

B. Economic Development Projects (under construction)

Landmark Realty – 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.

Gill's Point Section 9 – Contractor has mobilized back on-site and is in the process of installing the remaining storm sewer pipe. Installation of curb & gutter and storm inlets are still yet to be completed. All utilities have been relocated and sanitary sewer pipe has been tested. Installation of water services is nearing completion.

C. Economic Development Projects (under review)

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.

Miller Rheumatology – This project consists of constructing a two-story Medical Office. Preliminary plan of development has received Planning Commission Approval. Revised plans have been received and are under review.

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

- Roslyn Corporate Office
- Resubdivision of Lot 21, Blk. A, Mt. Pleasant Acres
- North Riverview Commercial Center Subdivision Plat.
- Towneplace Suites
- Old Town Creek Center (formerly A.B. Cook Farm – Phase I)
- Southlake III
- Mount Pleasant Acres – Section 2
- Miller Rheumatology

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

- Office Depot
- Mallard Cove Section 3
- The Tanning Club Entrance Relocation
- Target Expansion
- Resubdivision of Mount Pleasant Acres, Blocks J, G, and M
- Salem and Sons Subdivision
- J. S. Wood Builder, Motel addition
- Ashton Car Wash (behind Sonic)
- Jones Office Building (Cloverhill Ave.)

Right-of-way Permits:

- Issued two (2) permits
- Closed out three (3) permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Two (2) fence permits issued.
2. Nine (9) sign permits issued:
 - ☆ Dominion Southpark – 325 C. Dimmock Parkway
 - ☆ Advance Hearing Center – 625 Southpark Boulevard
 - ☆ Window's N Walls – 3701 Boulevard
 - ☆ Priority Kia – 910 Boulevard – temporary
 - ☆ Priority Kia – 910 Boulevard – temporary
 - ☆ Golden Dunes – Tax Service – 571 Southpark Boulevard
 - ☆ Nationwide Insurance – 2425 Boulevard
 - ☆ New Style Flooring 415 Ellerslie Avenue
 - ☆ A Plus Detailing – 119 Boulevard
3. Boulevard Revitalization:
 - a. Seminar on City incentives held on April 28, 2010 at the Dunlop House from 4:30 – 6:00 p.m. (25 attendees)
4. Neighborhood Revitalization:
 - a. **April Activities:**
 - Completed
 - ☆ \$1,300 electric service upgrade
 - ☆ \$650 toilet replacement and grab bars
 - ☆ \$4,870 floor structure repair, porch repair, cabinet replacement, bathroom flooring repair, ceiling and drywall repair
 - ☆ \$725 electric circuit addition, repair and fixture replacement
 - ☆ \$3,081 complete re-roof
 - ☆ \$1,050 water heater replacement faucet and toilet replacement
 - ☆ \$200 drain repair
 - Underway
 - ☆ \$4,852 foundation repair
 - ☆ \$500 sink and toilet replacement
 - ☆ \$1,450 flooring repair, porch structure repair, ceiling repair
 - ☆ \$1,120 metal roof repair
 - ☆ \$1,110 metal roof repair
 - ☆ \$1,075 metal roof repair
 - ☆ \$925 metal roof repair
 - ☆ \$450 shingle roof repair
 - ☆ \$1,050 metal roof repair
 - ☆ \$3,623 handicap access ramp, ceiling repair, porch post replacement
 - ☆ \$1,200 porch railing replacement
 - ☆ \$2,000 porch railing replacement, brick steps repair, gutter replacement
 - ☆ \$1,800 water line and water heater replacement, drain repair
 - Out for Bid
 - ☆ Floor structure repair
 - ☆ Handicap access ramp and tub cut
 - ☆ Asbestos abatement
 - ☆ Tub replacement, toilet replacement, grab bars and ceiling repair

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

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

e. Violet Bank District Inspections Schedule:

Section 1	Inspected	03/08/2010	0 citations
Section 2	Inspected	03/22/2010	8 citations
Section 3	Scheduled	04/05/2010**	
Section 4	Scheduled	04/19/2010**	

** An increase in the level of complaints and infractions in the four inspection areas brought the inspectors into the Violet Bank-Flora Hill District on a more frequent basis than the regular inspections schedule. Because of the increase in enforcement activity there was not one inspection route on a single day that represents these activities. Please refer to property maintenance inspector and building inspector reports for detailed citation data.

f. Rental Inspection Program:

Item	Month	YTD
TOTAL UNITS REGISTERED	2	3
# of Dwellings registered	1	2
# of Multi-family Dwellings	1	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED	0	0
Dwellings inspected	1	1
Multi-family dwellings	1	1
Apts to be inspected (10%)	0	0
Total # of Properties Sold	0	0
Failure to Register Letters	0	0
Answers Received	0	0
First Inspections made	2	3
Passed	2	3
Failed	0	0
Second Inspection	0	52
Passed	0	52
Failed	0	0
Third Inspection	0	0
Passed	0	0
Failed	0	0

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

f. Rental Inspection Program (Continued):

Item	Month	YTD
Additional Inspections	0	33
Passed	0	0
Failed	0	33
Failure to schedule by owners	0	0
Total Fees Collected		\$0
Reinspection	0	\$0
Late Registration	0	\$0
4 year Certificates Issued Dwellings	3	30
Apartments (no of units certified)	0	7 162

5. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	13	53
Violations	10	44
Violations resolved	2	34

b. Zoning

	Month	YTD
Total inspections	10	25
Violations	9	22
Violations resolved	3	16

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations reported	3	8
Actual violations	0	7
First letter sent	0	0
Violations abated	3	10
Summons issued	0	0
Door hangers posted	3	10
Active violations	0	0

e. Other

	Month	YTD
Total inspections	11	13
Violations	10	20
Violations resolved	6	16

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

5. Zoning/ Property Maintenance complaints investigated (Continued)

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	15	74
Violations	11	60
Violations resolved	0	45

g. Tall Grass

	Month	YTD
Total inspections	74	74
Violations	61	61
Violations resolved	15	15

h. Sign Ordinance

	Month	YTD
Total inspections	2	38
Violations	2	37
Violations resolved	0	32

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	31	62
2. New Construction Inspections	197	574
3. Permits for New Residences	0	2
4. Estimated Cost for Permits for New Residences	0	\$118,000
5. Additions	14	32
6. Demolitions	0	1
7. Permits for Commercial Construction	6	24
8. Estimated Cost for Commercial Permits	\$399,719	\$855,419
9. Plumbing Permits Issued	13	47
10. Electrical Permits Issued	15	53
11. Mechanical Permits Issued	5	26
12. Swimming Pool Permits Issued	2	2
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	6	17
15. Court Cases	0	1

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,302 calls for service during April, and we responded to 4,285 calls for service this month last year (a 23% decrease).
- ✓ We are pleased to recognize both Tom Kifer for his promotion to the position of lieutenant, and Stephanie Early for her promotion to the position of sergeant. Lt. Kifer will serve in the capacity of a squad commander in Uniform Patrol, and Sgt. Early will serve as our Investigations Division supervisor. We are confident that both of these officers will perform their new duties admirably.
- ✓ In addition to the promotions, we are also looking forward to the transfers of several supervisors into different positions. Effective next month, Lt. Dann Ferguson and Sgt. Steve Kolev will be welcomed back to Uniform Patrol, and we look forward to working with Lt. Billy Anspach and Sgt. Rob Ruxer as they transfer into Law Enforcement Services.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Recruit Officer Jared Brandeberry is reported to be doing well with his training, and he will transfer to the night shift very soon for the completion of the second half of his field training. We currently have one (1) certified police officer candidate in the midst of the background phase of our hiring process.
- ✓ Officer Eric Allen and his new German shepherd (Blitz) are reported to be doing very well at the canine training facility in Newport News. We look forward to having them in service within our City in the very near future.
- ✓ During the month of April, our officers tallied 277 criminal arrests, 30 DUI arrests, and 17 drug arrests; issued 714 traffic summonses; made 1,124 traffic stops; and investigated 74 traffic crashes. In addition, we issued 28 parking citations, 18 false alarm citations, and 42 field interview reports. Our **Records Division** processed 247 incident reports, 14 Animal Control reports, and 712 pawned properties.
- ✓ A variety of activities this month occurred within the **Law Enforcement Services Bureau**. Some of the activities are as follows:
 - During the April 13, 2010, City Council Meeting, Officer Sophie Benkendorf was recognized as City Employee of the Month. We are proud of her accomplishments.
 - Lt. Tom Kifer completed the department's 2009 entry for the *Law Enforcement Challenge* to the Virginia Association of Chiefs of Police.
 - Police Intern Ashley Robinson (VSU student) completed her internship with our department. Ashley plans to enter the United States Air Force as an officer in the near future.
 - The department participated in the Colonial Heights High School's 2010 Career Fair on April 28, 2010. A display was set up, and Officer Sophie Benkendorf was on hand to answer questions.
 - Senior Officers Derek Pattison and Scott Whirley participated in the school system's residency sweeps during the month.
 - The semi-annual departmental firearms qualifications were completed this month at the Crater Criminal Justice Academy's firing range.
- ✓ Some of the highlights from our **Investigations Division** and **Street Crimes Unit** are as follows:
 - Sgt. Steve Kolev is investigating an armed robbery from Domino's Pizza, and Sr. Detective Chris Wulff is investigating another, possibly related, robbery from Chanello's Pizza.
 - Sr. Detective Chris Wulff was able to clear an armed robbery that occurred at the Kentucky Fried Chicken in January of 2010. One suspect has been arrested in this case, with other possible arrests to follow.
 - Lt. Dann Ferguson served drug and/or alcohol nuisance letters to five (5) residences during the month of April.
 - Lt. Dann Ferguson provided a Project Lifesaver presentation to the Colonial Heights Lions Club.
 - Sr. Detective Wulff participated in NBC Channel 12's *Fugitive Friday* news broadcast on April 16, 2010.

III. POLICE DEPARTMENT (CONTINUED):

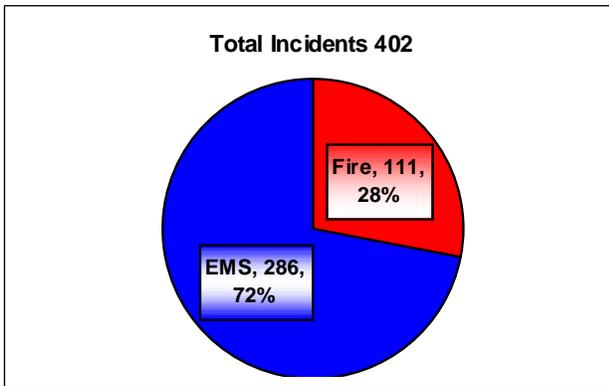
- Our Street Crimes Unit executed three (3) search warrants for residences in our community. One of the search warrants revealed a marijuana grow operation, and the investigation resulted in the seizure of 122 marijuana plants along with three and a half grams of cocaine.
 - Street Crimes personnel conducted alcohol compliance checks at various businesses. Two employees were arrested after they sold alcoholic beverages to an underage person.
 - Several controlled purchases of controlled substances were executed throughout the month—related arrests will follow.
 - K-9 Officer Wayne Moody assisted the Prince George County Police Department with a school search. The deployed canines screened lockers, hallways and student vehicles.
- ✓ We reported on an array of activities from the **Operations Division**. Some of these activities are as follows:
- Capt. Early completed revised Court schedules for all of our sworn personnel. Effective July 1, 2010, our day shift officers will attend traffic court on Mondays, while our night shift officers will attend traffic court on Tuesdays.
 - While attending a DUI conference in Virginia Beach, Officer Adam Brandeberry won a new Stalker RADAR unit for our department.
 - Master Officer Jeff Santini and Sgt. Steve Kolev executed a prisoner extradition from Louisiana.
 - Several of our officers continue to attend to Project Lifesaver duties. These duties include signing on new users and providing scheduled equipment maintenance checks.
 - Lt. Billy Anspach arrested a female for DUI. She had a blood alcohol content of .17, and she had a 25-day-old baby in the vehicle.
 - An extensive residential burglary investigation led Officer Thad Johnson to a suspect in Christiansburg, Virginia. The investigation led to the clearance of several cases in surrounding jurisdictions as well.
 - While investigating a reported shoplifting from Marshall's, our uniformed officers pursued (3) suspects on foot. Two (2) of the suspects were caught and arrested. Officers recovered a sawed-off shotgun and a stolen hand gun from Richmond. Multiple charges were placed on two of the individuals.
 - As a result of a complaint of a residential party, our officers arrested (5) individuals for underage possession of alcohol.
 - Officer Horace Evans assisted a professor at VSU with a classroom lecture on criminal justice.
- ✓ Our **Animal Control** personnel impounded 57 animals during the month. A total of eight (8) dogs and three (3) cats were returned to owners, with 11 dogs and 15 cats adopted out. Animal Control officers investigated 107 animal complaints, with one (1) reported cat bite and one (1) reported dog bite. No summonses were issued. Our personnel collected fees totaling \$1,005.00.
- ✓ We are pleased to have Jean Smith employed as our new Animal Control Aide. Jean was a certified animal control officer in the City of Petersburg, and she has also been employed as a veterinarian technician. We are also very happy to announce that we received an excellent report from the State's Veterinarians inspection of our animal shelter.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Auxiliary Police** officers contributed 286 volunteer hours of service during April. Some of the activities that they attended to included patrol ride-alongs, prisoner transports, and field training.
- ✓ Our **Sentinels** volunteered 26 hours of service to our community during the month. Their activities included Special Olympics T-shirt sales and traffic control.

Crime	April 2009	April 2010	Percentage of Increase/Decrease
Calls for Services	4,285	3,302	-23%
Aggravated Assaults	1	3	200%
Simple Assaults	15	18	20%
Burglaries	5	5	0%
Larceny	71	63	-11%
Robberies	4	2	-50%
Motor Vehicle Thefts	3	3	0%
Arson	1	0	-100%
Shoplifting Arrests	52	40	-23%
DUI Arrests	31	30	-3%
All Criminal Arrests	289	277	-4%
PART I (Serious) OFFENSES			
April 2010	Number Reported	Number Cleared	Percentage Cleared
	94	57	61%

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 111

Total EMS Patients: 286

(Total EMS incidents 291)

The average response time for a fire unit to arrive on all emergency fire type calls:

7 minutes, 57 seconds

The average response time for an EMS unit to arrive on all emergency medical calls:

6 minutes, 11 seconds

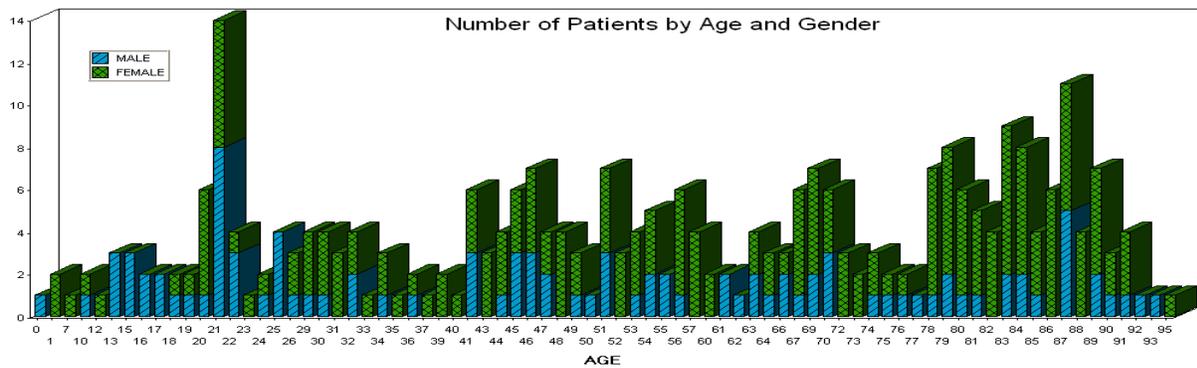
Fire Division:

<u>Fires</u>	<u>Hazardous situations</u>	<u>Service calls and false calls</u>			
Vehicle Fire	4	Shorted Electrical Equipment	3	Good Intent Calls	41
Brush Fire	2	Electrical Problem	2	Public Service	24
Shed Fire	1	Gasoline or Oil Spill	2	Alarm Activation (no fire)	13
Cooking Fire	1	Other Hazardous Condition	2	Child Seat Installation	9
Other Fire	1	Gas Leak	1	Assist Police	2
		Building Collapse (partial)	1	False Alarms	1

IV. FIRE & EMS DEPARTMENT (CONTINUED):

M/A to Chesterfield EMS First Responder	3	M/A received from Chesterfield Fire	5
M/A to Chesterfield Fire	2	M/A received from Fort Lee Fire	1
M/A to Petersburg Fire	3		

EMS Division:			
Abdominal pain	11	Fall	27
Allergic Reaction	4	Fire Standby	2
Altered LOC	6	MVA	20
Assault	3	MVA Pedestrian	2
Cardiac Arrest	1	Other Injury	12
Chest Pain	32	Other Medical	87
Difficulty Breathing	42	Overdose	4
M/A to Petersburg EMS	4	M/A received from Chesterfield EMS	1
M/A to Chesterfield EMS	1	M/A received from Fort Lee EMS	4
M/A to Prince George EMS	2	M/A received from Hopewell EMS	1



Significant Incidents



March 22, 2010: Fire units responded to an outside shelter fire on Cabell Drive. Lighting struck a tree then followed an attached clothesline to the metal support of an outside shelter which housed a hot tub. The lightning then followed the electrical system into the attached apartment causing damage to the electrical panel. The shelter was damaged by fire. No injuries were reported.

☆ **March 25, 2010:** Units responded to 20 fire and EMS calls within a 24 hour period.

March 27, 2010: Fire units responded to a van fire that spread to an adjacent vehicle. The incident occurred in a parking lot of a local business. The van was a total loss. No injuries were reported.



IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ☆ **March 27, 2010:** Fire units responded to Lee Avenue for a smell of something burning. No fire was discovered. However, the rental property was found to have significant fire code violations. Firefighters installed smoke detectors before leaving the building in the care of Building Inspections for follow up.



March 27, 2010: Fire units responded for a water line break in a 3rd floor apartment on Archer Avenue. There was considerable water damage to several apartments. There were no injuries reported.

March 29, 2010: Fire and EMS personnel assisted Police with a search of the rain swollen Appomattox River at Archer Avenue after a report of a body seen floating down the river. After an extensive search no evidence of a body was found.



March 29, 2010: Fire units along with Public Works personnel monitored apartments on Newcastle Drive. Flooding occurred after 4 inches of rain fell on previously rain saturated soil in the 20 square mile Old Town Creek catchment basin. Water surrounded the building and forced the removal of all vehicles from the parking area. Public Works had a truckload of sandbags on scene and ready for use if needed. No damage or injuries were reported.

April 1, 2010: Fire and EMS personnel assisted Chesterfield Scuba Rescue team in the search for a person who jumped into the rain swollen Appomattox River from Campbell's Bridge. After searching for over 1 hour the individual was located clinging to a rock near the Colonial Heights/Chesterfield County line. The individual was safely rescued, brought to shore by Scuba Rescue, and transported to the hospital for evaluation. No firefighter injuries were reported.



- ☆ **April 4, 2010:** Fire and EMS units responded to I-95 Southbound at exit 54 for a multi-vehicle accident. Four (4) patients were transported to the hospital with injuries.
- ☆ **April 5, 2010:** Fire and EMS units responded to I-95 Southbound for an overturned vehicle. The vehicle appeared to have been there for several hours after flipping over the guardrail into the woods. After searching the area for an ejected victim the scene was turned over to state police. The driver had left the scene.
- ☆ **April 6, 2010:** Fire units responded to the area of Hemlock and Spruce Avenue to assist with the removal of a fallen tree from the roadway. The tree was damaged from a severe thunderstorm.
- ☆ **April 6, 2010:** Fire and EMS units responded to Temple Avenue for a motorcycle accident. The driver of the motorcycle was transported to the hospital with non life threatening injuries.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ☆ **April 7, 2010:** Fire and EMS units responded to a suicide attempt by hanging. The individual was transported to the hospital with life threatening injuries.
- ☆ **April 8, 2010:** Fire and EMS units responded to the 500 block of Riverview for a partial building collapse of a house. Damage was isolated to a porch area of the home. There were no injuries reported.
- ☆ **April 10, 2010:** Fire and EMS units responded to the 100 block of Sherwood Drive for smoke in a residence. Upon arrival personnel found a fire in the furnace from a short circuit. The occupants were alerted to the fire by their smoke detector. There were no injuries reported.



April 10, 2010: EMS units responded to the 3100 block of the Boulevard for a pedestrian struck by a vehicle. The pedestrian was transported to the hospital with non life threatening injuries.

- ☆ **April 10, 2010:** Fire units assisted Dunlop House with damage control when a water pipe burst in the ceiling. Fire personnel shut off the water, controlled the electrical systems, and constructed catch basins to retain leaking water until a private contractor could make repairs. There were no injuries reported.
- ☆ **April 12, 2010:** Units responded to **20** fire and EMS calls within a 24 hour period.
- ☆ **April 15, 2010:** Fire and EMS personnel responded to a person in Cardiac Arrest in a local business. Bystander CPR was initiated prior to EMS arrival by Heather Smith. Heather is one of our own volunteers who was at work in the business at the time of the emergency. Her heroic efforts saved this individual's life. The patient was successfully resuscitated by our providers and transported to the hospital with a pulse.

Training Division



(Left) Newly graduated Firefighter **Tim Fontaine** with his son Hanover County Firefighter Stephen Fontaine



Newly Graduated Firefighter **Travis Bowling** with his father Petersburg Battalion Chief Steve Bowling (Right)

Total Personnel Hours Training for Month: **783 Hours**

<u>Description of training</u>	<u>Hours</u>	<u>Description of training</u>	<u>Hours</u>
Advance Cardiac Life Support	45	Hand tool use and maintenance	14.5
Aerial Operations of Quint-2	4.5	Heavy Tactical Rescue Team Drill	16
Big Box Store Fires	91	Miscellaneous Continuing Education	296
Boater's Safety Course	36	Miscellaneous Pump Operations	24
EMS Call Sheet Review	16.5	Pre-Planning of Local Buildings	35
Pump Operations of Quint-2	7.5	Rescue Training	3
Drafting Operations	17.5	Rapid Intervention Team Training	19
Emergency Response Guide Review	20	Rapid Sequence Intubation Training	93.5
Debris Management Planning	8	Volunteer Fire Training	36

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ✓ Congratulations to Firefighter Tim Fontaine and Firefighter Travis Bowling who graduated from the Regional Fire Academy. They have been assigned to 24 hour shifts for field training. All new recruits have now completed recruit school and are assigned to shifts.
- ✓ Congratulations to Firefighters Jonaaron Evans, Timothy Schaak, Kyle Papelino and Joseph Sims who have received state certification as Child Safety Seat Technicians. This is an intense 32 hour certification course requiring both written and practical examinations.
- ✓ Congratulations to Lieutenant Joe Boisseau for completing the International Association of Arson Investigators national recertification as a Fire Investigator.

Deputy Fire Marshal's Office

Fire Inspections	6
Fire Investigations	2

- ✓ Conducted an inspection at a business during a remodel project and discovered areas that needed fire sprinkler protection and some sprinkler heads that needed to be moved or replaced.
- ✓ Met with an up coming business owner on requirements to open a restaurant.
- ✓ Met with Wal-Mart and Southgate Square in reference to remarking the Fire Lane.
- ✓ Continuing to investigate a house fire on Moorman Avenue. The case is still pending.
- ✓ Investigated a vehicle fire at Wal-mart. The cause was found to be accidental.
- ✓ Located an abandoned vehicle on Roslyn Farm property with no tags. Located in the bed of the pickup truck were paint, gasoline, and other automotive and household chemicals. The owner could not be located. Contact was made to Roslyn Farms to have the vehicle removed.

Volunteers

- ✓ Volunteer personnel were on duty in both operational and support roles for **1,618** hours during the month of March.
- ✓ The Volunteer membership has approved \$1,200 from the volunteer treasury to re-upholster all cushions for station #1 dayroom furniture. This furniture is well over 15 years old and is subjected to commercial use.
- ✓ The Volunteer membership purchased 26 used pagers from Tappahannock/Essex fire department for \$500. Several more pagers were donated by Prince George Fire Department. These pagers are being used with the newly installed high band volunteer paging system that was also purchased with volunteer funds. This communications system has increased participation from our volunteers significantly by allowing volunteers to “hear” calls from home. Previously, volunteers only received a text message about incident occurring that needed their response.
- ✓ Congratulations to volunteer members Christy Whitted, Katie Fenderson and Nate Jones for completing their probationary membership and being voted into full membership.

Emergency Management Division

- ✓ The CERT had their quarterly meeting on March 8th. Topics included the 2010 Continuing Ed classes scheduled and two projects: Fire Hydrant Reflective Tape and Updated Merchant Information.
- ✓ On March 30, 2010 the CERT Continuing Education class Senior Safety was held. There were 8 students in attendance including several Sentinels. Police Sergeant Tom Kifer was the instructor.



April 15, 2010: A CERT continuing education class was held at the Med-Flight hanger. There were 10 students in attendance. Each of the CERT Continuing Education classes have been attended by CERT and the Sentinels. The intent of cross training these volunteer groups is to become familiar with each other through training prior to meeting at an incident.



IV. FIRE & EMS DEPARTMENT (CONTINUED):

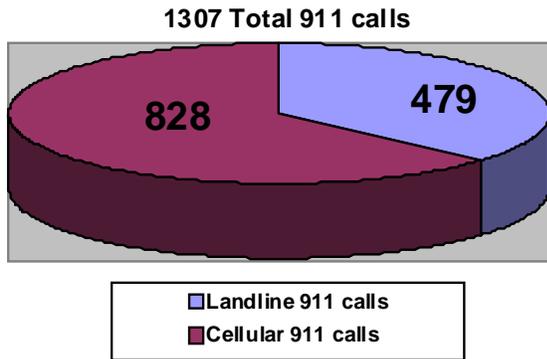
- ✓ The Local Emergency Planning Committee (LEPC) met on March 9, 2010. The agenda included Spills, Haz-Mat and other regional team updates.
- ✓ On March 30, 2010, Hopewell hosted the Annual Joint LEPC meeting. The topic was “Partnering with Schools for Emergency Preparedness and Planning”



In order to provide our citizens with the most effective outdoor warning system possible, the Fire, EMS & Emergency Management Department installed 3 new outdoor warning sirens for national weather service severe thunderstorm or tornado warnings. Funds to purchase the sirens were obtained through a grant from the Virginia Department of Emergency Management.

The sirens are located on Conduit Road at the Colonial Heights High School, at the Flora Hill Park at Norfolk & Suffolk Avenues and at the City Garage located on Lake Avenue off Lakeview Avenue. The sirens are primarily used to warn our community of severe weather conditions such as thunderstorms and tornados.

Communications Division



Total phone calls processed:	9,557
Total 911 Calls processed:	1,307
Landline 911	479
Cellular 911	828
Total calls requiring service:	4,077

In March, the Emergency Communications Center was audited by the Virginia State Police. This audit is conducted every 3 years and consists of State Police coming on-site to inspect our warrants, stolen property entries and protective orders. To pass, you are allowed no more than 1 critical error.

Prior to the audit, Angie Crawford and Julie Groat spend numerous hours pulling over 300 warrants and checking them against the VCIN/NCIC entries for accuracy. They also had to confirm all of the active protective orders, stolen vehicles and stolen property entered into the system.

Out of all the warrants, protective orders, etc. they reviewed, they were only able to find 4 minor errors. There were no critical errors.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



Dispatcher Sandra Callis visited her son's class at Midway Elementary School in Dinwiddie. As a follow up to their lessons on community helpers, Sandra was invited to teach the children about emergency communications. The kindergarteners learned about the duties of a dispatcher, when they should dial 911 and what information to give when they call, and the importance of memorizing their home address.

Other Points of Interest

- ✓ Firefighter Chris Hagler has developed and maintained our new Colonial Heights Fire and EMS Facebook page. During the first week over 200 individuals registered as fans. There were also 526 visits to the page during the first week.
- ✓ The annual community steak dinner will be May 12th from 5pm to 7pm. Contact Fire Administration at 520-9387 to purchase tickets.

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	325
Payroll Checks	645
Other	<u>100</u>
Total	<u>1,070</u>
- Five (5) alarm citations were processed during April.
- Completed Proposed Budget document for presentation to City Council.
- Kristin Clay, Financial Specialist left City employment after 9 ½ years in Finance to be a stay at home mom.
- **Purchasing** - 197 total purchase orders were completed with 136 being processed by the purchasing and 61 departmental purchases being reviewed as compared to 174 being completed for the same period in 2009. In addition 130 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
 - Invitation # 10-04282-965, Windsor Avenue Water & Sewer Replacement, was issued on April 19, with a bid opening date of 5/6/10.
 - Invitation # 10-04282-964, Mechanical Repairs, Duct Cleaning & Mold Remediation for the Courthouse was issued on April 19. After a pre-bid meeting, it was decided that additional information was needed before contractors could bid on this work. Addendum to this bid will be issued the first part of May.
- **Other Purchasing Activity:**
 - Contract documents finalized for the pavement preservation of Southpark Boulevard and Charles Dimmock Parkway
 - Contract documents finalized for the Boulevard Traffic Signal Coordination, Optimization and Modernization project.
 - Attended meeting in Richmond to see the newest technology on copy machines.

V. FINANCE DEPARTMENT (CONTINUED):

- Worked on new lease agreement for copiers at City Hall, City Clerks Office, and the Public Library
- Coordinated the mass mailing for letter detailing zoning ordinance revision
- All City cell phones are now off the State of Virginia contract. We are now using Fairfax County contract (State pricing less 25%)
- Met with Assistant Attorney General office, in Richmond, concerning pending litigation against a vendor
- Continued to issue Purchase Orders for the CDBG program.
- Worked with school system to set an auction date in June.
- Purchased chemical identification system, for the Fire Department, using Grant Funds.
- Purchase order issued for aerial inspections of ladders on fire trucks.
- Purchase order issued for electrical wiring issued at “Welcome to CH” sign at north end of the City. Electrical shortage was found.

- **Risk –**
 - Met with VML representative for site visit of Shepherd Stadium and the Lakeview dam.

 - **Utility Billing –** During April:
 - Bi-monthly Utility Bills Sent – 3,452
 - Delinquent Notices Sent – 684
 - Delinquent Notices Percentage – 18.7%
 - Services cut off for nonpayment on April 7th was 188.

 - Work orders for April 2010:
 - Leaks – 15
 - New Accounts – 74
 - Terminations – 60
 - Extensions – 70
 - Clean – 21
 - Emergency Cut Off – 0
 - Pulled – 0

Utility Billing Generated State Setoff Collections April - \$4,477.08.
State Unclaimed Property April \$832.85

VI. HUMAN RESOURCES DEPARTMENT:

• **Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Financial Specialist
City Council	City Clerk
City Council	City Manager

• **Applications & Testing**

Total applications received for the following position recruitments:

Facilities/Groundskeeper III (Promotional Opportunity)	3
Concrete Technician	24
Financial Specialist	145

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- **Miscellaneous**

The following employee orientation and exit interview sessions were held in April 2010:

Orientation

Bradley Watkins – Facilities Groundskeeper I

Michael Tereschenko – Facilities Groundskeeper II

Exit Interview

Kristin Clay – Financial Specialist

- **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
04-02-10	Police	Twisted left knee during a suspect arrest.
04-07-10	Utilities	Small abrasion on chin and left side of face from sewer tape.
04-08-10	Fire	Helmet fell off employee's head causing laceration to nose.
04-10-10	Police	Employee's legs hit while walking behind a car that started to back up.
04-13-10	Sheriff	Twisted right knee while kneeling to plug in a video cord.
04-13-10	Police	Dog bite to left leg.
04-20-10	Public Works	Exposure to poison ivy while weed eating City property.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 47,067 visits in the month of April with 79,148 page views, including 3,466 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Purchasing RFPs, Real Estate Assessment Search, and Recreation & Parks. On the City's Intranet, a new site was created for use by City Council.
- ☆ Citizens submitted and city staff processed 416 service requests and questions through the "Citizens Action Center" online during the month of April. The FAQs were viewed 279 times during this same period. April's City e-News was distributed via email to 4,576 customers. In addition, Economic Development's featured e-newsletter, *Retail Buzz*, was distributed to 437 contacts.
- ☆ The network infrastructure at Shepherd Stadium was upgraded in April and the offices were joined to the City's Wide Area Network through VPN technology.

VIII. LIBRARY:

- ☆ The library staff circulated 21,489 titles in April.
- ☆ The public computer center was used 1,930 times.
- ☆ 145 children participated in story hour.
- ☆ An average of 663 residents used the library each day.
- ☆ The library's meeting rooms were used 124 times.
- ☆ 2,681 residents visited the Colonial Heights Virtual Library to retrieve 382 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation Activities		
Activities	2010	2009
	30	27
ADULT SOFTBALL	Teams	teams
ARCHERY-BASIC CERTIFICATION CLASS	N/A	6
BASEBALL-AMERICAN LEAGUE (AGES 11-12)	67	57
BASEBALL-APPOMATTOX TRAVEL (AGES 14-16)	24	33
BASEBALL-MINOR LEAGUE (AGES 9-10)	82	85
BASEBALL-NATIONAL LEAGUE (AGES 13-15)	53	54
BASEBALL- COACH PITCH LEAGUE CO-ED (AGES 6-8)	121	93
BASEBALL- ROOKIE LEAGUE CO-ED (AGES 4-5)	72	93
CLASS-BELLY DANCE	14	23
CLASS-CPR	N/A	7
CLASS-OKINAWAN KARATE	20	22
CLASS-SWIM LESSONS	8	N/A
CLASS-TAE BOX	23	14
COMMUNITY ROOM RESERVATIONS	28	N/A
COMMUNITY ROOM ATTENDANCE	1235	N/A
EASTER EGG HUNT	N/A	331
EASTER EGG HUNT-TEEN FLASHLIGHT HUNT	N/A	35
JR. OLYMPICS BASKETBALL	N/A	22
JR OLYMPICS SOCCER	N/A	5
JR OLYMPICS TRACK & FIELD	N/A	14
PARK ATTENDANCE	1904	1,066
PARK RESERVATIONS	34	28
POWER	6	5
SKATEBOARD PARK ATTENDANCE	197	291
SOFTBALL-FAST PITCH (AGES 14 & UNDER)	N/A	7
SOFTBALL-JUNIOR LEAGUE (AGES 11-13)	46	43
SOFTBALL- PEE WEE LEAGUE (AGES 9-11)	67	47
SPRING BREAK ACTIVITIES-TEENS	47	33
TEEN CENTER ATTENDANCE-CHHS STUDENTS	109	N/A
TEEN CENTER ATTENDANCE-CHMS STUDENTS	311	N/A
TEEN DANCE	90	125
TRIP-DODGERS VS. NATIONALS	10	N/A
TRIP-RINGLING BROTHERS CIRCUS	28	N/A
4-H CLOVERBUDS	N/A	4

Teen Center Peak Hours of Attendance (Monday thru Thursday)-3:00 p.m. to 7:00 p.m.

Teen Center Peak Hours of Attendance (Friday and Saturday)-3:00 p.m. to 9:00 p.m.

Teen Center Peak Hours of Attendance (Sunday)-1:30 p.m. to 3:30 p.m.

Senior Citizen Center Activities		
Activities	2010	2009
AARP	32	N/A
Bingo in Center	64	54
Bowling	96	260
Bridge-Party	96	120
Bridge-Tournament	104	N/A
Class-All Fired Up (Ceramics)	43	N/A
Class-Bob Ross Video Painting	N/A	2
Class-Crochet & Knitting	52	38
Class-Kay's Oil Painting Class	18	5
Class-Line Dance Class	46	37

IX. RECREATION & PARKS (CONTINUED):

Senior Citizen Center Activities		
Activities	2010	2009
Class-Mary Carole Workshop	64	N/A
Class-Painters Group	48	65
Class-Splash of Color	12	16
Class-Tap Classes *classes seperated as of 2010	N/A	125
Class-Tap Class Advanced	149	N/A
Class-Tap Class Beginners	32	N/A
Class-Tap Class Intermediate	71	N/A
Class-Watercolor	8	26
Club Board Meeting	12	N/A
Club Meeting	192	201
Easter Crafts at Hunt	N/A	8
Fitness-Floor Exercises	70	219
Fitness-Sit Town Exercises	240	324
Fitness-Strength Training Class	167	129
Fitness-Tai Chi	44	37
Fitness-Yoga	134	74
Fitness-Zoomer Boomer	219	N/A
Golf at Prince George	472	472
Home Builders Project	N/A	10
Lunch Out	N/A	8
Movies	2	6
Petersburg School of Nursing Survey	36	N/A
Senior Dance	77	N/A
Sing A-Long	52	26
Sing-a-long CH Health Care Center	9	8
Swap Shop	N/A	32
TRIAD Meeting	N/A	30
Trip-Charles Town Slots	N/A	52
Trip-Cruise Meeting	48	N/A
Trip-Museum	12	N/A
Trip-Riverdance	24	N/A
Trip-Smithfield	N/A	36
Trip-Washington and Pentagon	43	N/A
Trip-Women's Show	N/A	8
Total	#REF!	2479
Meals	2010	2009
Bags	10	60
Breakfast Meals	20	125
Home Del Meals	20	125
Site Meals	0	0
Total	50	310
Donations	\$15.00	\$65.00
Transportation		
Total Passengers	479	543
Total Miles	3048	3024
Wheelchairs	10	14
Volunteer Hours	7	14
Donations	\$127.00	\$144.00

IX. RECREATION & PARKS (CONTINUED):

Violet Bank Museum

	<u>2010</u>	<u>2009</u>
Attendance	350	164
Attendance Outreach	203	

- ☆ Displayed at 2 programs: Civil War Days at Tredegar in Richmond, Ettrick Celtic Festival.
- ☆ Laid a wreath & spoke at the James Monroe Commemoration at Hollywood Cemetery.
- ☆ Spoke at the James Monroe Commemoration at Hollywood Cemetery.
- ☆ Put the base web page for the museum up and work will be completed soon. The address will be www.violetbankmuseum.org.
- ☆ Preparing for the July program and regular duties.
- ☆ Took in a number of new artifacts (artillery shells primarily) with more on the way.

Parks, Buildings and Grounds

- ☆ Cleaned White Bank Park, Lakeview Park, Ft Clifton Park as needed.
- ☆ Cleaned restrooms as needed at all parks and ball fields.
- ☆ Picked up trash around Municipal Building complex and Library (daily).
- ☆ Pick up trash and empty trash cans around all ball fields and soccer fields as needed.
- ☆ Nail drag and mat drag all softball and baseball fields as needed for practice and games.
- ☆ Line baseball and softball fields for games and tournaments as needed.
- ☆ Painted soccer fields as needed for games and practice.
- ☆ Performed preventative maintenance on paint machine and lawn mowers.
- ☆ Cut grass Violet Museum, Lakeview 1 & 2, Floral Ave Park, and Edinbrough Park as needed.
- ☆ Cut grass White Bank, Ft Clifton, Floral M Hill Park, Shufford Ave, Wakefield Park as needed.
- ☆ Cut grass Bristol/Conduit, Blvd/Battery Place, Marvin/Battery Place, Old Shop, and Church as needed.
- ☆ Cut grass War Memorial, School Board, Animal Shelter, and Community Center, as needed.
- ☆ Cut grass Shepherd Stadium, A Field, B Field, Civic Field, and behind Stadium wall as needed.
- ☆ Cut grass Public Safety Building, City Hall, Health Dept, Fire Station #2, and Library as needed
- ☆ Installed drinking fountain at B Field.
- ☆ Replace leaking water valve at B Field.
- ☆ Lowered and raised US, State, and City flags as needed.
- ☆ Hung bulletin boards in Shop.
- ☆ Dug holes and installed Disc Golf goals at White Bank Park.
- ☆ Returned tables to Ft Clifton.
- ☆ Performed maintenance on trailers.
- ☆ Painted handicap signs on pavement at Ft Clifton.
- ☆ Replace basketball goal at Lakeview.
- ☆ Took benches to Soccer Complex.
- ☆ Repaired base peg on Civic Field.
- ☆ Repair pitchers mound A and B Field, Shepherd Stadium, High School Field, and Middle School Field.
- ☆ Wash out Shepherd Stadium dugouts.
- ☆ Repair backstop mats on Civic Field.
- ☆ Replaced water valve at Tussing Elementary field.
- ☆ Repaired home plate on B Field and moved bases on A and B Fields.
- ☆ Repaired scoreboard lights in Shepherd Stadium.
- ☆ Filled in washed areas in front of White Bank Park bathrooms.
- ☆ Backfilled sunken trenches at Flora M Hill Park.
- ☆ Cleaned up Ft Clifton for Ft Clifton Festival.
- ☆ Fertilized and put down pre-emergent on A Field, B Field, and Civic Field.
- ☆ Trimmed trees inside Skate Park.
- ☆ Took reel mower to Smith Turf for repair.
- ☆ Filled in holes with crush and run in road at High School baseball field.
- ☆ Coordinated fertilization program with Tru-Green on all City Properties.

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 6 YAC members attended monthly meeting
- 5 members planted Pinwheels for Prevention for Child Abuse Prevention Month
- 2 members helped with Law Enforcement Appreciation for CHPD
- YAC Shoe Fund provided shoes for 3 needy children

➤ **Kids' After-School Program**

- One of the *KAP Activity Days* included a trip to the Fort Lee Women's Museum
- On another *KAP Activity Day*, the participants were taught about personal hygiene and basic first aid skills
- KAP hired another high school volunteer

➤ **Substance Abuse Prevention Activities**

- 17 youth received VaABC, VASAP, MADD, State Police information when they received their drivers' license

➤ **Youth Services Commission**

- YSC members met for their monthly meeting

➤ **Ongoing Monthly Meetings/Trainings**

- Inter-Agency prevention Team – 16 students were served
- Juvenile & Domestic Violence Task Force Meeting
- Positive Parenting Coalition
- Underage Drinking Education Training Center “Booze Buses” Webinar
- “Families United” Webinar: Dr. Dennis Embry
- Drug Free Communities, “Peer Review Training” Webinar
- Colorado Youth Development: “Getting Kids to the Table” Webcast
- Friday for the Arts: “The Art of Surviving” Exhibit
- Toastmasters

Diversion Program Participation:

➤ **Parenting**

- 4 families started “Parenting With Love & Limits” on April 12

➤ **Community Service**

- 24 youth completed 249 hours of Service Learning

➤ **Shoplifting Diversion**

- 17 youth and a parent attended the Shoplifting Diversion Program

➤ **Anger Management**

- 5 youth enrolled in Anger Management Classes

➤ **Substance Abuse Education**

- No youth participated in Substance Abuse Education

➤ **Juvenile & Domestic Violence Task Force**

- Task Force sold over 200 pinwheels for “Pinwheels for Prevention” and did a planting at the C.H. Public Library
- Several agencies provided resource materials for the library information table

In addition to the above, the Office on Youth served 396 Healthy Snacks (grapes, cheese, carrots) to Colonial Heights Middle School students at “Fun Day”

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	74	\$12,215.19	5	\$ 435.00
2009	71	\$11,287.39	3	\$ 320.00

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

Removed leaves, limbs and trash from the following locations:

- White Bank Park, Boulevard, Ashby Avenue, Temple Avenue at I-95, I-95 exit ramp to Temple Avenue, Courthouse, Flora Hill, Legacy Garden, Royal Oak Avenue.

Weeded, weedeated, 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, White Bank Park, Mi Rodeo, Lakeview Park, Laurel Parkway and Fire Station II
- Continue to check all sites daily.
- Planted new Crape Myrtle after removing dead Dogwood tree at Public Safety Building.

Sprayed the following locations:

- Temple Avenue, Lynchburg Avenue, Legacy Garden, Laurel Parkway, Archer Avenue, Fire Station II, Library, Violet Bank Museum, Flora M. Hill, Marvin Avenue, White Bank park, Temple Avenue at I-95, Hamilton Avenue, Royal Oak Avenue, Entrance sign on Temple Avenue,
- Pruned Crepe Myrtles and Roses on Temple Avenue, pruned Crepe Myrtles at Mi Rodeo on Boulevard, cut daffodils at Arlington Avenue, and removed old pansies on Boulevard.
- Mulched around new tree at Public Safety Building.
- Planted urns at City Hall and Courthouse.
- Planted plants at Legacy Garden and Arlington Avenue, placed potted plants at entrance signs in and out of City,
- Ordered trees for Beautification Committee,
- Attended Dedication Ceremony at Violet Bank.
- Worked on organizing, trees and handouts for Arbor Day Ceremony.
- Assisted Public Works Superintendent marking trees for removal.

Vegetation

Cut and trimmed grass at the following location:

- Meridian Avenue
- Dunlop Farms Boulevard
- Temple Avenue
- W. Westover Avenue
- Archer Avenue
- Temple Avenue
- Conduit Road
- Entrance to Animal Shelter
- Public Works Complex
- East Westover Avenue
- Charles Dimmock Parkway
- Spruce Avenue
- Washington Avenue
- Ivey Avenue
- Ryan Avenue
- Edinborough Drive
- Gills Drive
- Eilerslie Avenue
- Bluff Drive, Court, and Terrance
- Chesterfield Avenue
- Conduit Road
- Boulevard
- Hamilton at Prince Albert Avenues
- Yacht Basin Drive
- Charlotte Avenue
- Biltmore Drive
- East and West Roslyn Road
- Animal Shelter and Field
- Hemlock Avenue
- Helen Avenue
- Pinehurst Avenue
- Covington Road
- River Oaks Drive
- Branders Bridge Road

Removed dead tree at the following locations:

- 617 Hamilton Avenue
- 100 Highland Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Picked up litter at the following locations:

- Eilerslie Avenue
- East Westover Avenue
- East and West Roslyn Road
- Animal Shelter and Field
- Boulevard
- Edinborough Drive
- Gills Drive
- Old Town Drive
- Moose Lane
- Hamilton Avenue
- Branders Bridge Road
- Conduit Road
- Charles Dimmock Parkway
- Archer Avenue
- Temple Avenue
- River Oak Avenue
- Yacht Basin Drive
- White Bank Road
- N. Temple Avenue at Ridge Road
- Prince Albert Avenue

Other

- Responded to misc. request concerning dead trees/limbs, dead animals, curb and gutters, sidewalks & drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- Excavating and sloping bank to form a new road at Roslyn Landing.
- Installed a inlet with grate at the intersection of Southpark Circle and Southpark Drive
- Removed storm damage from 117 Carroll Avenue
- Performed maintenance on Temple Avenue and Sherwood Drive bridges.
- Conducting interviews for the Concrete Technician position.

Stormwater and Drainage

Street sweeper removed 88 cubic yards of debris from the following locations:

- Ashby Avenue
- Brian Lane
- Brookhill Avenue and Court
- Camelot Court
- Caswell Avenue
- Flintlock Drive
- Friar Lane
- Glenview Drive
- Greenwood Avenue
- Homestead Drive
- Kennon Point Court
- Lake Avenue
- Lakewater Court
- Lakewood Dr,
- Lenoir Avenue
- Oakwood Drive
- Robinwood Court
- Springdale Avenue
- Wildwood Avenue
- Winston Avenue
- Woodlawn Avenue
- Yacht Basin Drive
- Boykins Avenue
- Buckingham Drive
- Sherwood Drive
- Norwood Drive
- Davis Avenue
- Forest View Drive
- Seaton Drive
- Swift Creek Lane
- Waterfront Drive
- Tudor Road
- Kennon Court
- Lakeview Avenue
- Elmwood Drive
- Nottingham Drive
- Pickett Avenue
- Driftwood Avenue
- Fairmount Drive
- W. Eilerslie Avenue
- Woodside Avenue
- Biltmore Drive
- Cedarwood Avenue
- Bluff Court, Terrance and Drive

Placed gravel/topsoil on Alleys, sinkholes and driveways at the following locations:

- Alley b/w Lyons & Highland Avenues
- 219 and 269 Kennon Point Drive
- 212 Biltmore Drive
- 2406 Boulevard
- 319 Greenmeadow Court
- 2012 Snead Avenue

Concrete Curb and Gutter, and Driveway Apron restorations at the following locations:

- 715 Old Town Drive - 6' C&G
- 212 Winston Avenue - 3.8' C&G
- 705 Compton Road – 8' x 20" in front of inlet.
- 907 Forest View Drive – 11' C&G
- 207 Homestead Drive – 2.5' C&G
- 1019 Lakewood Drive – 5" C&G
- Ashby Avenue – Handicap Ramp at the City's entrance sign.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Repaired storm sewer at the following locations:

- 319 Greenmeadow Court
- 3267 Longhorn Drive
- 212 Biltmore Drive

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

- 409, 416, and 417 Nottingham Drive
- 116 Seaton Drive
- 115 Norwood Drive
- 701, 800, 803, 920, 918, 923, 1020 and 1023 Forest View Drive
- Washington at Cameron Avenues
- 524 Roslyn Avenue
- Temple Avenue at Conduit Road
- Springdale Avenue
- 501 Lake Avenue behind Garage
- Covington Road
- Kennon Point
- Behind 7-11 on Sherwood Drive
- 411 Lilliston Avenue
- 101, 113, 114 Tudor Road
- 101 and 102 Friar Lane
- 204, 300 and 303 Fairmont Drive
- 126 Swift Creek Lane
- 406 Dick Ewell Avenue
- 319 Ridge Road
- Davis at Lenoir Avenues
- 912 Yorkshire Road
- Chesterfield Avenue at Sancho Alley
- 114 Chesterfield Avenue
- 110 Royal Oak Avenue
- 1013 Colonial Avenue
- 209 Westover Avenue

Solid Waste

Recycling

- 396 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 \$20.00 for removal of CFC (Freon).

Transportation

Streets

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

- 912 Edinborough Drive
- 312 Greenmeadow Drive
- 107 Arlington Avenue
- Jefferson Avenue
- 226 Lafayette Avenue
- Vance at Lakeview Avenues
- 203 Maple Avenue
- Dead end of James Avenue
- Cedar Avenue
- E at Wakefield Avenues
- Wildwood Avenue
- Edinborough Drive at Perthshire Lane
- Wakefield at A Avenues
- Old Town Drive at Dover Lane
- 3655 Perthshire Lane
- 2012 Snead Avenue
- 1109 Shuford Avenue
- 715 Old Town Drive
- 510 Chestnut Avenue
- 231 Lee Avenue
- 216 Royal Oak Avenue
- 212 Moorman Avenue
- Southpark Boulevard Ring Road
- 304, 306, 308 and 309 Pickett Avenue
- Jefferson at Royal Oak Avenue
- A Avenue
- Meridian Avenue
- Vance at Lakeview Avenue
- Hamilton at Dick Ewell Avenue
- School Avenue
- Southpark Boulevard in front of Sam's Club
- Wakefield at C Avenues
- 1400 Meridian Avenue
- 922 Dogwood Drive
- 705 Compton Drive
- 406 Lakeview Avenue

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets.
 - Replaced 5 LED traffic lights.
 - Replaced 2 pedestrian crossing lights.
 - Repaired bottom of signal Boulevard @ Sherwood Dr.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Signs and Markings
 - Made and put 5 new stop signs.
 - Made and put up 42 new high intensity street name signs.
 - Made and put up 9 Misc. signs
 - Repaired overhead sign @ Pickwick Ave.
 - Made and put up 4 Adopt-A-Highway signs.
- Street Lighting
 - Installed 8 ornamental street light bulbs.
 - Replaced 1 ballast on ornamental street lights.
 - Troubleshoot City sign light @ Ashby Ave.
- Traffic Control
 - Responded to 4 after-hours call backs for traffic lights.
- Miscellaneous
 - Assisted with 4 GovQA questions.
 - Put up signs for Ft. Clifton
 - Straightened signs all over the City.
 - Put up No Parking signs for Arbor Day Celebration.
 - Put out barricades and cones for softball benefit.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 2106 and 2108 Snead Avenue
- Pickwick at Danville Avenues
- 505 Springdale Avenue
- 713 Conduit Road
- 1021 Forest View Drive
- 304 Plumtree Avenue
- 106 Eastman Avenue
- 319 Norfolk Avenue
- 142 Piedmont Avenue
- 701 Fairlie Road
- 215 Richmond Avenue
- 100 Highland Avenue
- 100 Laurel Parkway
- 118 Charlotte Avenue

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

- 307 Winston Avenue
- 1107 Oakwood Avenue
- 129 Richmond Avenue
- 513 Braxton Avenue
- 3118 Dale Avenue
- 304 Maple Grove Avenue
- 3220 Glenview Avenue
- 317 Joe Johnson Avenue
- 1023 Forest View Drive
- 913 Park Avenue
- 201 Davis Avenue

Repaired sewer main line at the following locations:

- 111 Norfolk Avenue
- 240 Conduit Road
- 138 Piedmont 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.
- 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.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Lakeside Dr.
- 1017 Lakewood Dr.
- 118 Lee Ave.
- Newcastle Dr.
- 220/306 Orange Ave.
- Parking lot of Pleasure Island
- Shuford Ave.
- Lakeside Dr. @ Lakeview Ave.
- 100 Laurel Parkway
- 212 Maple Ave.
- 209 Nottingham Dr.
- Pickwick Alley
- 83 Sherwood Dr.
- Stuart Ave. @ Washington Ave.

Responded to sewer roaches on at 1205 Clifton Drive sprayed manholes.

Continued to check by-pass pump on Windsor Avenue.

Cleared debris from pumps and fabricated barrel with lifting and dumping slings to remove debris from at Main Pump Station basement.

Installed pump, wired and placed back on line at C&B Pump Station.

Cleaned grease from floats, replaced old studs, tamping device and adjusted weight on arms on pump at Sherwood Hills Pump Station.

Removed grease from inside well, pulled pump and replaced key in keyway at Hillcrest Pump Station.

Washed well, removed grease, applied degreaser and replaced two bad floats at Dunlop Farms Pump Station.

Washed well, removed grease and applied degreaser at Conjurers Neck Pump Station.

Responded to overflow, checked status station ok, found force main leaking past gate at line stop connection, dug up and repaired at Hrouda Pump Station.

Installed new bearings, seals and gaskets on methane pump at Charles Dimmock Pump Station.

Water

Replaced water meters at the following locations:

- 2201 Franklin Avenue
- 237 Whitesand Court
- 132 Pickwick Avenue
- 1124 Peace Cliff Court
- 3117 Atlantic Avenue
- 303 Charlotte Avenue
- 912 Jamestown Road
- 501 Joe Johnson Avenue
- 119 Kennon Point Court
- 1042 Hope Ridge Court
- 312 Greenmeadow Drive
- 3116 Atlantic Avenue
- 503 Joe Johnson Avenue
- 2960 Boulevard
- 308 Dupuy Avenue
- 311 Lyons Avenue

Repair service line break at the following location:

- 1109 Shuford Avenue
- 2016 Wakefield Avenue

Set new meter at the following locations:

- 180 Wright Avenue
- 113 Creek Ridge Place

Replaced water meter box or setter at the following locations:

- 204 Conduit Road
- 1114 Covington Road

Repaired a main water line break at the following locations:

- 147-151 Chesterfield Avenue
- 5501 Conduit Road

Responded to meter leak at the following locations:

- 108 Fairfax Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Turned water on/off at the following locations:

- 605 Waterfront Drive
- 207 Temple Avenue
- 721 Southpark Boulevard

Replaced meter box top at the following locations:

- 212 Honeycreek Court
- 1000 Dunlop Place
- 242 Bluff Terrance
- 309 Plumtree Avenue
- 101 Lakeview Park Road
- 3236 Jersey Court
- 3218 Jersey Court
- 165 Wright Avenue
- 301 Piedmont Avenue
- 202 Dupuy Avenue

Placed topsoil around meter box at the following locations:

- 331 and 335 Shade Tree Drive
- 411 Gould Avenue

Performed a flow test at meter, low water pressure at the following location:

- 2408 Boulevard
- 315 Hamilton Avenue
- 311 Lyons Avenue
- 301 Fairfax Avenue

Backflow/Cross Connection Survey at the following locations:

- 501 East Roslyn Road
- 840 West Roslyn Road
- 36 Pickwick Shopping Center
- 176 Southgate Square
- 1909 Boulevard
- 295 Dunlop Farms Boulevard
- 1919 Boulevard

Cleaned meter box for Utility Billing at the following locations:

- 190 Dupuy Avenue
- 1110 Boulevard
- 1142 Temple Avenue
- 300 Fairmont Avenue
- 106 Nottingham Drive
- 3616 Ashby Avenue
- 210 and 308 Orange Avenue
- 110 Eastman Avenue
- 211 Hamilton Avenue
- 102 Lakeview Park Road
- 413 Dick Ewell Avenue
- 906 Hardy Avenue
- 127 and 209 Hillcrest Avenue
- 102 Flintlock Drive
- 1208 Duke of Gloucester Street
- 109 Sherwood Drive
- 1010 and 1015 Lakewood Drive
- 225 Bluff Terrance
- 902 and 912 Yorkshire Road

Performed yard maintenance at the following location:

- 2701 Conduit Road

Checked tank pressures and calculated level due to ARWA annual flushing at Sheppard Stadium and Southpark Water Tanks.

Responded to hydrant leaking at City Hall, cut valve off will repair at a later date, reported to Fire Department.

Reset meter for Utility Billing at 1316 Oakwood Avenue.

Cut grass at Pump Stations, Water Towers, Appamatuck Park and other Utilities easements.

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

Miss Utility locating required 181 man-hours for the month of April 2010

Administration

- Met with the Mayor, Acting City Manager and Department Directors
- Met with Craig Skalak to review and discuss remedial work to the existing courthouse

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Conducted all staff meeting for the Department of Public Works to review FY2010-2011 recommended budget and organizational items
- Met with Councilor Wood to discuss consultant selection for the adaptive reuse of the former Church
- Attended regular and two special meetings of Council
- Attended budget work session and hearing of Council
- Attended CVWMA Board meeting in Petersburg
- Met with Tom Hawthorne, Sam Hayes and Rob Bowman of VDOT Richmond District to discuss drainage easement across Lot 2, Resub. of Roslyn Farm
- Attended quarterly meeting of Urban Construction Initiative at VDOT Richmond District
- Met with Roslyn Farm's Nick Walker, Brian Mitchell, Townes, Inc., and Same Hayes of VDOT Richmond District to discuss proposal for realignment of drainage easement across Lot 2, Resub. of Roslyn Farm.
- Attended preconstruction meeting for ARRA Pavement Preservation project

William E. Johnson
Acting City Manager

cc: Department Heads
City Attorney
City Clerk