

CITY MANAGER'S REPORT TO CITY COUNCIL MAY 2010



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

Adaptive Reuse of the Former Church – Negotiating professional services agreement with Moseley Architects.

Bruce Avenue Drainage – Phase II – Construction contract awarded to Southern Construction. Work on Bradsher Avenue is substantially complete. Construction in Dupuy Avenue is substantially complete.

Signal Coordination UPC 77600 – CMAQ Program - Contractor has been issued a Notice to Proceed. Contractor completed soil boring for strain pole foundation design at Lakeview Avenue and Boulevard.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Revising and reassessing previous approach to minimize impacts to property owners. Survey work complete.

Boulevard/Dupuy Modernization (Widening) Project – Awaiting approval of Section 4f evaluation by the Department of the Interior and Section 106 Memorandum of Agreement with the Virginia Department of Historic Resources.

Safe Routes to Schools – Design is 100% complete; held public meeting. Presented original concept and alternatives to City Council. Currently evaluating other design alternatives.

American Reinvestment and Recovery Act (ARRA) Resurfacing – Work has commenced, approximately 90% complete.

Windsor Ave. Water and Sewer Replacement – Contractor has been issued a Notice to Proceed. Work has commenced.

B. Economic Development Projects (under construction)

Mount Pleasant Baptist Church Parking Lot Expansion - Received photometric lighting plan. All punch list items have now been completed. Letter will be sent to developer regarding final project acceptance.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

B. Economic Development Projects (under construction)(continued)

Gill's Point Section 9 – Contractor performed grading work along new roadways and at storm water basin. Erosion and Sediment Control measures are being properly maintained.

Jones Office Building (Cloverhill Ave.) – Plans have been approved and awaiting Land disturbance permit issuance.

Miller Rheumatology – Plans have been approved and awaiting Land disturbance permit issuance.

Salem and Sons Subdivision – Land disturbance permit was issued. Contractor cleared site and installed erosion control measures. Contractor has since pulled off the site without any further work being done.

North Riverview Commercial Center Phase I – Plans have been approved and awaiting Land disturbance permit issuance.

American Family Fitness Building Expansion – Plans have been approved and awaiting Land disturbance permit issuance.

Towneplace Suites – Plans have been approved and awaiting Land disturbance permit issuance.

C. Economic Development Projects (under review)

Wachovia Bank, N.A. Branch Expansion – Received correspondence from bank regarding their decision not to pursue the above referenced project at this time. This project has officially been withdrawn.

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.
- Old Town Creek Center (formerly A.B. Cook Farm – Phase I)
- Southlake III
- Mount Pleasant Acres – Section 2

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

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

Right-of-way Permits:

- Issued fifteen (15) permits
- Closed out five (5) permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. One (1) fence permits issued.
2. Five (5) sign permits issued:
 - ☆ Kuchinsky & Yeamans – 200 Lakeview Avenue
 - ☆ Family Auto Sales – 3636 Boulevard
 - ☆ Wallace Warden – 3413 Boulevard
 - ☆ Roslyn Farm Corp – 458 Charles Dimmock Parkway
 - ☆ Enterprise Rent A Car – 325 Charles Dimmock Parkway

3. Neighborhood Revitalization:

a. May Activities:

Repairs Completed - \$30,363

- ☆ \$1,325 plumbing repairs, toilet, kitchen sink, shower drain, grab bars
- ☆ \$1,700 flooring repair, porch structure repair, ceiling repair
- ☆ \$1,120 metal roof repair
- ☆ \$1,110 metal roof repair
- ☆ \$1,075 metal roof repair
- ☆ \$925 metal roof repair
- ☆ \$650 shingle roof repair
- ☆ \$1,050 metal roof repair
- ☆ \$3,623 handicap access ramp, porch post and rails replaced (they have a dog)
- ☆ \$1,200 porch railing replacement
- ☆ \$2,050 porch railing replacement, brick steps repair, gutter replacement
- ☆ \$1,800 water line and water heater replacement, drain repair
- ☆ \$6,720 structural flooring, cabinets, ceiling and door repair
- ☆ \$600 electrical repair
- ☆ \$200 plumbing drain cleaning
- ☆ \$825 tub cut
- ☆ \$825 tub cut

Repairs Underway - \$10,173

- ☆ \$4,852 foundation repair
- ☆ \$2,521 floor structure repair
- ☆ \$2,800 floor structure repair

Out for Bid

- ☆ Asbestos abatement
- ☆ Tub replacement, toilet replacement, grab bars and ceiling repair

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

- ☆ \$23,510 committed to Citywide emergency repair activities

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

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

e. Violet Bank District Inspections Schedule:

Section 1	Inspected	04/31/2010	
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	0	3
# of Dwellings registered	0	2
# of Multi-family Dwellings	0	1
# of Apts registered	0	0
TOTAL UNITS INSPECTED	0	0
Dwellings inspected	0	1
Multi-family dwellings	0	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	0	3
Passed	0	3
Failed	0	0
Second Inspection	0	52
Passed	0	52
Failed	0	0
Third Inspection	0	0
Passed	0	0
Failed	0	0
Additional Inspections	0	33
Passed	0	0
Failed	0	33
Failure to schedule by owners	0	0

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

f. Rental Inspection Program (Continued):

Item	Month	YTD
Total Fees Collected		\$0
Reinspection	0	\$0
Late Registration	0	\$0
4 year Certificates Issued		
Dwellings	0	30
Apartments	0	7
(no of units certified)	0	162

4. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	8	61
Violations	7	51
Violations resolved	2	36

b. Zoning

	Month	YTD
Total inspections	3	28
Violations	3	25
Violations resolved	3	19

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	11
Actual violations	3	10
First letter sent	0	0
Violations abated	0	10
Summons issued	0	0
Door hangers posted	3	13
Active violations	0	0

e. Other

	Month	YTD
Total inspections	4	17
Violations	1	21
Violations resolved	1	17

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	12	86
Violations	11	71
Violations resolved	6	51

g. Tall Grass

	Month	YTD
Total inspections	67	141
Violations	46	107
Violations resolved	13	28

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

4. Zoning/ Property Maintenance complaints investigated (Continued)

h. Sign Ordinance

	Month	YTD
Total inspections	7	45
Violations	7	44
Violations resolved	2	36

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	26	88
2. New Construction Inspections	175	749
3. Permits for New Residences	0	2
4. Estimated Cost for Permits for New Residences	0	\$118,000
5. Additions	15	47
6. Demolitions	1	2
7. Permits for Commercial Construction	7	31
8. Estimated Cost for Commercial Permits	\$672,600	\$1,528,019
9. Plumbing Permits Issued	21	68
10. Electrical Permits Issued	12	65
11. Mechanical Permits Issued	1	27
12. Swimming Pool Permits Issued	1	3
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	1	18
15. Court Cases	0	1

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,100 calls for service during May, and we responded to 4,417 calls for service this month last year (a 30% decrease).
- ✓ It is hard to believe that the month of May has come and gone. Even though the month included *Police Week* and other police memorials, we felt like it was proper to recognize so many others who make our jobs much more manageable. We were fortunate to have the *Sons of the American Legion* host an appreciation dinner for us where we acknowledged several individuals. Sentinel Les Fryar and Chaplain Mike Murray were recognized for their volunteerism and dedication to our department. Officer Thad Johnson was honored as the *2009 Colonial Heights Police Officer of the Year*. Fire Chief A.G. Moore and Sheriff Todd Wilson were thanked for their support and cooperation over the past several years. Each individual was recognized for their contribution and given a plaque.
- ✓ We are also pleased to report that our annual *Cops and Lobsters* event held at the local Red Lobster was a rousing success. We had an impressive turnout of Colonial Heights police officers who volunteered their time for such a wonderful cause. We were able to raise over \$2,100.00 for Special Olympics. The Police Chief was most pleased to see several City employees and local teachers attend the event and show their support. He is also excited to report that SRO Scott Whirley graduated from John Tyler Community College and received his Associate’s Degree in Police Science.
- ✓ Recruit Officer Jared Brandeberry has successfully completed his field training and has been assigned to an evening squad. Officer Jared Brandeberry, who speaks fluent Spanish, has been a valuable addition to our team. A conditional offer of employment has been extended to a certified police officer applicant, and we are waiting for results on his polygraph and physical. An advertisement for certified police officers has been placed for the one opening that we currently have in the department.

III. POLICE DEPARTMENT (CONTINUED):

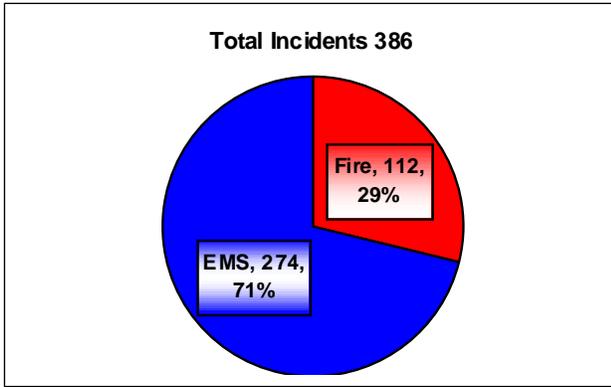
- ✓ Sr. Officer Eric Allen and his new German shepherd, Blitz, have graduated from the canine training facility in Newport News. They will be assigned within the Patrol Division to cover all the shifts for their most efficient use.
- ✓ During the month of May, our officers tallied 219 criminal arrests, 22 DUI arrests, and 26 drug arrests; issued 761 traffic summonses; made 1,107 traffic stops; and investigated 74 traffic crashes. In addition, we issued 77 parking citations, 34 false alarm citations, and 64 field interview reports. Our **Records Division** processed 196 incident reports, one (1) Animal Control report, and 711 pawned properties.
- ✓ A variety of activities this month occurred within the **Law Enforcement Services Bureau**. Some of the activities are as follows:
 - Captain Newsome and staff attended the Tri-City Law Enforcement Memorial Breakfast.
 - Participated in the American Legion Community day and completed 25 Child DNA kits.
 - College Intern Scott Nuckols began his internship with us; he needs 120 hours to complete his degree requirements.
 - Captain Newsome attended the Commonwealth of Virginia's CIT (Crisis Intervention Training) meeting in Richmond.
 - We participated in Fort Lee's *Safety Day* on post as well as CHHS *Career Day*.
 - Administrative staff met with Dr. Lyons and Reverend Mike Murray in an effort to reorganize our Chaplain program.
- ✓ Some of the highlights from our **Investigations Division** and **Street Crimes Unit** are as follows:
 - Sgt. Stephanie Early continues to be on maternity leave and is set to return to duty in June.
 - Senior Detective Chris Wulff has been assigned 10 new cases this past month and is actively working an armed robbery from last month.
 - Senior Detective Bill Moore has been assigned six (6) new cases this past month, to include a discharge of a firearm where a suspect fired two rounds in a front yard. The suspect was identified, located and charged accordingly.
 - Detectives and members of the Street Crimes Unit jointly handled an assignment of loud music coming from a residence on Huntington Road. The residents were spoken to about the neighbor's complaints and the complainants were notified that the residents were not in violation of our city ordinance.
 - Our Street Crimes Unit indicted ten (10) persons for 31 felony charges at our last Grand Jury. These charges range from armed robbery to distribution of various narcotics.
 - Several supervised purchases of controlled substances consisting of Xanax, Vicodin, Ecstasy and heroin were executed throughout the month.
 - K-9 Officer Wayne Moody conducted five (5) canine searches during the month, locating powder cocaine in a pill bottle as well \$2,000.00 in cash. However, the money was returned after it was discovered to have been legally obtained.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ We reported on an array of activities from the **Operations Division**. Some of these activities are as follows:
 - Officer Bob Clark and Senior Detective Chris Wulff represented our agency at the National Law Enforcement Memorial Service in Washington, D.C.
 - Officer Gary Sink arrested a subject for DUI as a result of a successful hit and run investigation.
 - Master Officer Jeff Santini executed prisoner extraditions from Louisiana and North Carolina.
 - Several of our officers continue to attend to Project Lifesaver duties. These duties include signing on new users and providing scheduled equipment maintenance checks.
 - C Squad, under the command of Lt. Dann Ferguson and Sgt. Sam Young, made several drug interdiction arrests.
 - Numerous patrol assignments were addressed this past month. They included River Oaks Drive at Conduit Road, Elmwood Drive, Lakeview Elementary and our City parks.
- ✓ Our **Animal Control** personnel impounded 52 animals during the month. A total of nine (9) dogs were returned to owners, with 22 dogs and 10 cats adopted out. Animal Control officers investigated 117 animal complaints, with one (1) reported dog bite. No summonses were issued. Our personnel collected fees totaling \$409.00.
- ✓ Our **Auxiliary Police** officers contributed 350 volunteer hours of service during May. Some of the activities that they attended to included patrol ride-alongs, prisoner transports, assistance at the annual Fort Clifton Festival, Project Lifesaver and field training.
- ✓ Our **Sentinels** volunteered 65 hours of service to our community during the month. Their activities included DNA events, the Fort Clifton Festival and training.

Crime	May 2009	May 2010	Percentage of Increase/Decrease
Aggravated Assaults	1	2	100%
All criminal arrests	301	219	-27%
Arson	0	1	100%
Burglaries	3	1	-67%
Calls for services	4,417	3,100	-30%
DUI arrests	31	22	-29%
Larceny	63	38	-40%
Motor Vehicle thefts	1	0	-100%
Robberies	0	0	0%
Shoplifting arrests	43	26	-40%
Simple Assaults	12	19	58%
	PART I (Serious) OFFENSES		
May 2010	Number Reported	Number Cleared	Percentage Cleared
	61	35	57%

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 112

Total EMS Patients: 276

(Total EMS incidents 274)

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

7 minutes, 54 seconds

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

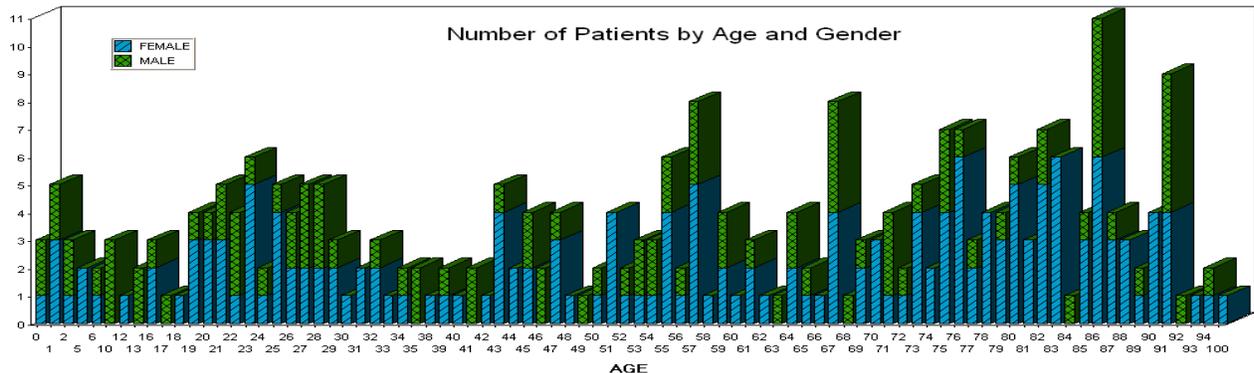
5 minutes, 48 seconds

Fire Division:

<u>Fires</u>		<u>Hazardous situations</u>		<u>Service calls and false calls</u>	
Vehicle Fire	3	Power Line Down	10	Good Intent Calls	26
Brush Fire	6	Gasoline or Oil Spill	3	Public Service	29
Other Fire	1	Building Weakened/Collapse	2	Alarm Activation (no fire)	10
		Shorted Electrical Equipment	2	Child Seat Installation	10
		Other Hazardous Condition	2	False Alarms	1
		Gas Leak	1	Severe Weather Assessment	5
		Electrical Problem	1		
M/A to Chesterfield EMS First Responder	3	M/A received from Chesterfield Fire	2		
M/A to Chesterfield Fire	2	M/A received from Petersburg Fire	1		
M/A to Petersburg Fire	1				
M/A to Dinwiddie Fire	1				

EMS Division:

Abdominal pain	16	Fall	42	Overdose	2
Allergic Reaction	4	MVA	35	Public Service	1
Altered LOC	4	MVA Pedestrian	1	Stroke	2
Assault	2	MVA Trapped	1	Suicide	1
Chest Pain	18	Other Injury	14	Trauma	5
Difficulty Breathing	37	Other Medical	76	Unresponsive	15
M/A to Petersburg EMS	7	M/A received from Chesterfield EMS	1		
M/A to Chesterfield EMS	1	M/A received from Petersburg EMS	2		
M/A to Prince George EMS	1				
M/A to Dinwiddie EMS	1				



IV. FIRE & EMS DEPARTMENT (CONTINUED):

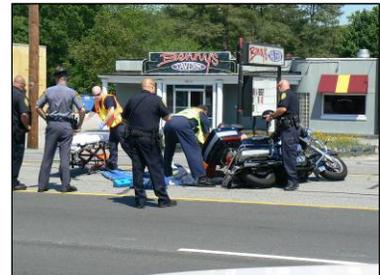
Significant Incidents



April 24, 2010: Fire and EMS units responded for a tractor trailer overturned on I-95 near Temple Avenue. The vehicle recovery operation lasted over 9 hours. All of the produce that was being carried in the trailer was a total loss. The driver of the vehicle was transported to MCV and is expected to survive.

- ☆ **April 24, 2010:** Fire units responded with Police to investigate a suspicious package left at Southpark Mall. The package was found to be an abandoned backpack in a bathroom. No injuries were reported.

April 24, 2010: Fire and EMS personnel responded to a motorcycle accident on the Boulevard. The patient was transported to SRMC with non-life-threatening injuries.



April 25, 2010: Fire units responded for a boat dock fire in the rear of a home on Waterfront Drive. Limited access from the home created the need for the fire to be fought with fire extinguishers and manual efforts until a fire boat with pump equipment could be brought in from Chesterfield. No injuries were reported.



- ☆ **April 28, 2010:** EMS units responded mutual aid to Petersburg for an individual injured by a forklift that had fallen on the patient. The patient was transported to SRMC.



April 30, 2010: Fire units responded for trash truck on fire on I-95 underneath the Ellerslie Avenue Bridge. The fire and smoke caused north and southbound I-95 to be closed for a period of time. Direct fire impingement on the bridge structure required Ellerslie Avenue to be closed for approximately 1 hour until bridge inspectors could certify the bridge was not significantly damaged. Travel throughout the city was severely impacted by travelers exiting I-95 and entering the city from both the north and south. The closure of Ellerslie Avenue and minor accidents on the Boulevard complicated the situation. No injuries were reported.

- ☆ **May 5, 2010:** Fire units responded to the Dunlop Farms Subdivision for a wide area of hydraulic fluid spilled. The leak was from Prestige Pl, Bluffs, Gillcreff, Creff, Dunlop Farms Blvd, Longhorn, Shade Tree, Jersey, Angus, Old Town and other streets. The vehicle leaking the fluid was located and the owner hired a cleanup contractor to clean up the spill.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



May 7, 2010: Fire and EMS units responded to Southpark Boulevard in the area of Wal-mart for an MVA involving a truck and a car. The patient in the car was entrapped for a short period of time, while the driver of the truck was reported uninjured. The 26 year old driver of the car succumbed to her injuries.

- ☆ **May 8 & 9, 2010:** EMS units assisted with the Fort Clifton Festival by providing an ambulance on standby throughout the event.
- ☆ **May 8, 2010:** Fire units responded Southpark Boulevard for a vehicle that struck a building. There was minor damage to the structure. Building inspections was contacted to follow up with repairs. No injuries were reported.

May 12, 2010: A severe thunderstorm struck the City of Colonial Heights causing multiple downed trees and power lines. Several homes were damaged by wind and trees. After the storm there were over 300 Colonial Heights customers without power. All power was restored by 7:00pm the following day. No injuries were reported. There were 19 storm related responses. (More pictures in the Emergency Management section of this report).



Training Division

Total Personnel Hours Training for Month: **312.5 Hours**

<u>Description of training</u>	<u>Hours</u>
ALS Precepting	4
Big Box Store Fires	56
Pump Operations Engine-1	4.5
Escape Pack Training	42
Forcible Entry	45
Weather Warning Coordination	32
General Trauma	9.5
Haz-Mat Trailer Operations	12
Haz-Mat Decontamination	8
Inspections Training	6
Investigations Training	3
NIMS Multi-Agency Coordination Systems	2
NIMS Public Information Systems	4
NIMS Communications and Info Mgmt	6
NIMS National Response Framework	8
Medical Scenarios	6
Miscellaneous Continuing Education	12
Rescue	9
Ropes and Knots	33
SCBA	10.5

- Congratulations to Firefighter Wayne Rae who has received state certification as Officer Level 1 from Virginia Department of Fire Programs.
- Congratulations to Firefighter Travis Bowling who has received state certification as Driver Pump Operator from Virginia Department of Fire Programs.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



The Richmond Metropolitan Fire Chiefs have begun the annual training initiative for 2010. This year all area departments are training together on “Big Box” store fires. These type fires are in buildings such as grocery stores, large department stores and furniture stores. Unfortunately, fires in these buildings have a history of being deadly to firefighters. Over the next 4 months every firefighter in the Richmond Metropolitan area will have the opportunity to attend this hands on training. Last year Colonial Heights participated in the “high rise” building fire training initiative developed by the Richmond Metropolitan Fire Chiefs. Both of these training initiatives has been very beneficial in both a tactical instruction and relationship building between area fire departments.

Deputy Fire Marshal’s Office

Fire Inspections	10
Fire Investigations	4
Plans Reviewed	2

✓ The Deputy Fire Marshal conducted two inspections of businesses prior to those properties being opened to the public. Both properties required corrections of fire code violations before being allowed to open.

- ✓ All of the City Schools were inspected over the past month. The elementary schools passed with the exception of a few minor violations. A small gas leak was found on a stove at the Middle School. The gas was cut off to the stove and the school was advised to have it repaired. The Deputy Fire Marshal is following up with the High School on a fire code violation.
- ✓ The Southpark Mall Carnival was inspected. Several fire code violations were corrected.
- ✓ Southpark Mall maintenance is working with the Deputy fire Marshal’s office to correct fire access lane violations. Modifications to the fire lane are scheduled to be complete in July.
- ✓ Several local business sprinkler system inspection reports have been received noting needs for corrections in the system. The Deputy Fire Marshal has been following up with these businesses to assure repairs are being completed.
- ✓ Investigated the cause of a pier fire. The cause was found to be an unattended outdoor fireplace.
- ✓ Continued to investigate a structure fire from a previous month.
- ✓ Cleared 2 cases from 2009. Both of these involved a male calling to report that he was injured. When police and EMS units arrived on scene, no one could be found. The suspect was identified and found to be mentally challenged, so no criminal charges are being placed.

Volunteers

- ✓ Volunteer personnel were on duty in both operational and support roles for **1,424** hours during the month of April. This is equivalent to 1.98 FTE (full time employees). The Volunteers participation in staffing as well as many other responsibilities continues to save the city significant tax dollars.
- ✓ The Volunteers have begun a fund raising campaign to assist the city with the re-upholstering decades old furniture in the living areas of the fire stations. They are also assisting in the purchase of physical training equipment needed to replace a worn out treadmill in the station workout area. Lastly, volunteer funds are assisting in the purchase several helmets to replace those that are worn out or damaged.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Emergency Management Division



A severe thunderstorm struck Colonial Heights on May 12, 2010. Emergency Management early warning procedures were able to give significant warning time for citizens to prepare to protect life and property from the approaching storm. A combination of NOAA weather alert radios, outbound notification, and the new city wide early warning sirens were used in combination with regional radio and television broadcasts to notify citizens of imminent danger. This was a dangerous storm, but the city's early warning procedure is one factor that contributed to all of our citizens remaining safe during the storm. Colonial Heights remains certified by the National Weather Service as a "Storm Ready Community"

During the storm Emergency Management personnel assessed storm damage and monitored electrical power recovery efforts until all power was restored. There were over 300 Virginia Power customers without power within the City at the peak of the outage. All power had been restored approximately 30 hours after the initial storm impact.

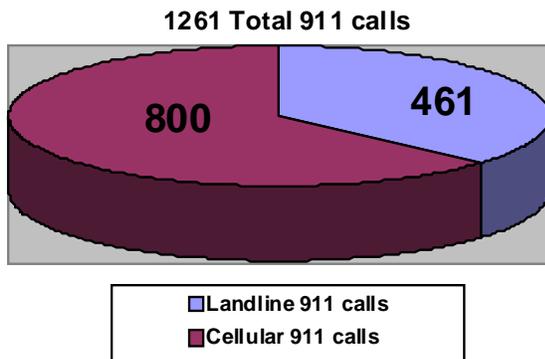


On Saturday May 1, 2010 seventeen (17) CERT, Sentinel and fire volunteer members conducted a community project. These volunteers installed reflective bands on fire hydrants located throughout the city. The reflective bands were obtained from a citizen donation and will assist firefighters in nighttime emergency responses by increasing hydrant visibility. Approximately 75% of the hydrants in the city were completed in 1 day.

- ☆ The Local Emergency Planning Committee (LEPC) met on May 11, 2010. During that meeting a subcommittee was formed to investigate ways to enhance citizen awareness of emergency notification procedures as well educate the citizens on what procedures to take when receiving an emergency notification.
- ☆ Emergency Management personnel are working in conjunction with the Central Virginia Urban Area Security Initiative (UASI) Citizen Preparedness Subcommittee to develop a "Survivor day" for the Tri-city area. This educational program will be funded through UASI. The "Survivor Day" will be 4 hour group of seminars on emergency home preparedness. The date for this event has not yet been set.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Communications Division



Total phone calls processed:	8,277
Total 911 Calls processed:	1,261
Landline 911	461
Cellular 911	800
Total calls requiring service:	3,569

- ☆ In May, the SyTech RIOS (Radio Interoperability System) installation was finally completed. This system “allows users of non-compatible voice and signaling systems to communicate together regardless of format, frequency, or physical distance. With RIOS, law enforcement, public safety, and federal agencies have the ability to create powerful, easy-to-use emergency-response networks by interconnecting their existing communication resources.” Several Communications Personnel also attended a training webinar on the use of the system.
- ☆ Lewis Archileti attended the RPAC-I (Regional Preparedness Advisory Committee for Interoperability) for our region. At the meeting, all members were tasked by the State to complete a 100+ question survey which will not only allow localities to determine their current level of interoperability but identify shortcomings and needs. Following the RPAC meeting, members from Colonial Heights, Petersburg, Dinwiddie and Prince George met to discuss the survey as well as other topics of concern. At that meeting, it was decided to form a Tri-Cities Communication Group which will also hopefully include Hopewell and Fort Lee. Meetings will be monthly.

Other Points of Interest



- ☆ On May 12, 2010 Colonial Heights Fire and EMS hosted the annual Community Steak Dinner at the Dunlop Farms fire station. Over 250 people attended this highly anticipated event. Once again the steaks were cooked by the employees of the Fire Department and served by the Culinary Arts class from Colonial Heights High School. Even a severe thunderstorm could not dampen the spirits at this year’s event.



On May 4, 2010 Colonial Heights Fire and EMS was honored by Colonial Heights Convalescent Center with the annual breakfast banquet. Staff from the facility cooked and served “made to order” omelets and other breakfast specialties. The working relationship between our organizations is excellent. We continue to strive for positive relationships with all of the businesses in our community.

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	413
Payroll Checks	678
Other	<u>124</u>
Total	<u>1,215</u>

- Three (3) alarm citations were processed during May.

- **Auditing** – Normal financial reviews, account payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. Requested tax forms from 4 vendors. This position also covered for Utility Billing Office when required. Helping cover absence of Financial Specialist who handled Accounts Payable and month-end close-out procedures until new employee comes on board.

- **Purchasing** - 201 total purchase orders were completed with 127 being processed by the purchasing and 74 departmental purchases being reviewed as compared to 202 being completed for the same period in 2009. In addition 121 check requests were prepared by departments which are not processed by Purchasing.

- **Bids Issued/Opened during the month:**
 - **Invitation #10-052102-967 – Professional Engineering Services for Inspection of Elevated Water Tanks**, was issued on May 7 2010, with proposals opened on May 21. Two proposals were received, and are being reviewed by the City’s Engineering Department.

 - **Invitation # 10-060302-964 – Colonial Heights Courthouse Mechanical Repairs, Duct Cleaning and Mold Remediation** was re-issued on May 20, with a mandatory pre bid on May 27, and a bid opening date of June 3. Bid was re-issued to tighten up scope of work.

 - **Invitation #10-05062-965 – Windsor Avenue Water & Sewer Replacement**, bid opening was on May 6. Perkinson Construction was the low bidder. To speed up the work to be done, contract documents were waved. Pre-Construction meeting has been held with the City’s Engineering Department.

 - **Invitation # 10- 02263-963 – A/E Services for Preliminary Design of an adaptive reuse of the former Colonial Heights Baptist Church.** Scope of work, with pricing, has been received and is being reviewed by the City’s Engineering Department.

 - **Invitation # 10-05132-966 – Pavement Preservation Program 2010, the Sherwood Hills Area.** The bid opening was on May 13, and Slurry Pavers was the low bidder. Contract documents have been received from the contractor, and are being reviewed by the City Attorney.

 - **Invitation #10-02173-962 – Commercial Real Estate Brokerage Service –** Proposal meetings were held during the month, and negotiations are in process with the vendor chosen, on the scope of work.

- **Other Purchasing Activity:**
 - The contract for the lease of a replacement copier at City Hall was completed, and the new machine is now in place.
 - The lease contract for the Library and City Clerk copier is in the City Attorney’s office for review.
 - The Assessor’s Office, customer support and license agreement was reviewed by the City Attorney. Revisions to the contract are in negotiations.

V. FINANCE DEPARTMENT (CONTINUED):

- A quote was issued for the clearing of the brush at the landfill.
- Purchase Order was issued to cut miscellaneous trees/bushes
- A quote was issued to replace the shingles on the large pavilion, facing the water, at White Bank Park.
- Purchased towable four light system for Police Department, with donated funds.
- Purchase Order issued for pavement preservation of South Park Boulevard and Charles Dimmock parkway.
- Activated summer playground phones with the State of Virginia, for the Recreation Department.
- Continued negotiations with State of Virginia on discrepancy on T-1 pricing.
- Purchase order issued for new fire department hoses.
- Continued issuing purchase orders and change orders for the CDBG program.
- Plans are in the works for a surplus auction, with the school system, probably in middle of June or early July.
- Worked with the Police Department on reallocation of office space.

- **Risk –**
 - **General/Citizen Claims:**
 - During the Fire Department’s hose testing, hose damaged a firefighter’s vehicle.

 - **Automobile Claims:**
 - A Public Works employee, while backing up a dump truck at the Public Works Complex, struck the City backhoe. Damage to the truck was less than \$1,000.

- **Utility Billing –** During May:
 - Bi-monthly Utility Bills Sent – 3,657
 - Delinquent Notices Sent – 686
 - Delinquent Notices Percentage – 19.8%
 - Services cut off for nonpayment on May 12th was 86.

- Work orders for May 2010:
 - Leaks – 30
 - New Accounts – 60
 - Terminations – 74
 - Extensions – 71
 - Clean – 24
 - Emergency Cut Off – 1
 - Pulled – 1

Utility Billing Generated: State Setoff Collections May - \$946.42.

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Planning	Neighborhood Revitalization Planner
Recreation & Parks	Recreations Specialist II
Police	Police Officer (Certified)

- **Applications & Testing**

Total applications received for the following position recruitments:

City Clerk	39
Neighborhood Revitalization Planner	35
Recreation Specialist II	127
Police Officer (Certified)	16

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- **Training**
All City employees must complete the next series of Emergency Management Institute on-line training courses (IS-800.B & IS-704) by August 31, 2010, which are required by FEMA.
- **Miscellaneous**
The following employee exit interview session was held on May 24, 2010: Steven Thomas (Neighborhood Revitalization Planner).
- **Workers Compensation**
The following workers' compensation report was filed during the month of May 2010:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
05-09-10	Police	Employee dove out of the path of a tractor trailer causing minor bruising & headache.
05-11-10	Police	Cat claw puncture to top of right hand.
05-18-10	Public Works	Log dropped onto left thumb resulting in dime size blood blister.
05-25-10	Planning	Dog bite to lower left leg below calf.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 51,663 visits in the month of May with 88,956 page views, including 3,951 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Purchasing RFPs, Recreation & Parks, and Real Estate Assessment Search.
- ☆ Citizens submitted and city staff processed 393 service requests and questions through the "Citizens Action Center" online during the month of May. The FAQs were viewed 195 times during this same period. May's City e-News was distributed via email to 4,583 customers.
- ☆ The City of Colonial Heights' Facebook Page now has 1,389 fans.

VIII. LIBRARY:

- ☆ The library staff circulated 19,979 titles in May.
- ☆ The public computer center was used 1,998 times.
- ☆ 137 children participated in storytime.
- ☆ 118 residents registered for new library cards, and an average of 537 residents used the library each day.
- ☆ The library's meeting rooms were used 95 times.
- ☆ 2,107 residents visited the Colonial Heights Virtual Library to retrieve 368 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation Activities		
<u>Activities</u>	<u>2010</u>	<u>2009</u>
Adult Softball (number of teams)	30	27
Aquifina Pitch Hit and Run	23	6
Bicycle Rodeo - Helmet Giveaway (Ages 2-18)	N/A	June
Bicycle Rodeo -Safety Workshop-Parents	N/A	June
Class-Babysitter Training	8	N/A
Class-Belly Dancing	14	23
Class-Building a Better Budget	26	N/A
Class-Cloverbuds	N/A	84
Class-Okinawan Karate	20	22

IX. RECREATION & PARKS (CONTINUED):

Recreation Activities		
Activities	2010	2009
Class-Swimming Classes at YMCA	6	11
Class-Tae Box	20	16
Class-Teen Painting	6	N/A
Class-Youth Archery	N/A	5
Class-Youth Teen Hip Hop	N/A	12
Community Room Reservations	27	N/A
Community Room Attendance for Reservations	1,309	N/A
Fort Clifton Festival	4,000	16,000
Hershey Track and Field	31	16
Krispy Kreme and Cici's Pizza Fundraisers (total raised)	\$168.00	N/A
Nationals-Phillies Trip	N/A	26
Park Pavilion Reservations	49	28
Park Pavilion Reservations Attendance	2,882	1,306
POWER	6	6
Skateboard Park	75	
Sticks for Kids/Youth Golf Lessons	10	7
Teen Center: # of CHMS Students	304	N/A
Teen Center: # of CHHS Students	87	N/A
Teen Dance	95	99
Youth Baseball/ Softball Registrants	532	531
Youth Fishing Clinic	N/A	33

Teen Center Peak Hours of Attendance (Monday thru Thursday)-3:00 p.m. to 6:00 p.m.

Teen Center Peak Hours of Attendance (Friday and Saturday)-4:00 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	36	n/a
Advisory Board Meeting	12	n/a
Bingo in Center	56	42
Bob Ross Painting Class	2	2
Bowling	144	128
Caribbean Cruise	49	n/a
Choquet & Knitting Group	60	
Club Meeting	152	168
Craft Class	8	n/a
Dixie's 911 Class	n/a	12
Floor Exercises	80	78
Golf at Prince George	590	476
Kay's Oil Painting Class	32	20
Lewisberg WV Trip	n/a	51
Line Dance Class	35	32
Lunch Out	n/a	50
Movies	0	3
Painters Group	48	24
Party Bridge	96	96
Riverdance	24	n/a
Riverside Theatre	36	36
Sandwich Social	n/a	n/a
Seniors Dance	118	n/a
Sing A-Long	52	26

IX. RECREATION & PARKS (CONTINUED):

Senior Citizen Center Activities

<u>Activities</u>	<u>2010</u>	<u>2009</u>
Sing-a-long CH Health Care Center	13	8
Sit Down Exercises	189	258
Splash of Color	13	7
Strength Training Class	150	133
Swap Shop	n/a	26
Tai Chi	49	36
Tap Class	149	133
Teen Painting Class	32	n/a
Tournament Bridge	104	n/a
Triad Meeting	120	50
Watercolor	11	15
Yoga	149	56
Yorktown Trip	n/a	24
Zoomer Boomer	204	233
Total	2813	2205

<u>Meals</u>	<u>2010</u>	<u>2009</u>
Bags	5	50
Breakfast Meals	25	100
Home Del Meals	25	100
Site Meals	0	0
Total	55	250
Meal Donations	\$15.00	\$65.00

<u>Transportation</u>		
Total Miles	2934	3236
Total Passengers	589	580
Volunteer Hours	0	32
Wheelchairs	30	23
Donations	\$176.00	\$137.20

Violet Bank Museum

	<u>2010</u>	<u>2009</u>
Attendance	242	272
Attendance Outreach @ Fort Clifton Festival	300	

- ☆ Program wind-down from doing our display "tour" at local programs.
- ☆ Fort Clifton, prep work for our program on July 10th & 11th & doing the prep work for setting up a new exhibit on original Confederate Roster papersapers Roof & Structural examination.
- ☆ Collections work (we've taken in a considerable number of artillery shells this month).
- ☆ All of the above (except the examination aspect) necessitates a considerable amount of attention to re-organization & space management.

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, Kubota and Z-Master lawn mowers.
- ☆ Cut grass at Violet Museum, Lakeview 1 & 2, and Soccer Complex as needed.

IX. RECREATION & PARKS (CONTINUED):

- ☆ Cut grass at Floral Ave Park, and Edinborough Park as needed.
- ☆ Cut grass at White Bank, Ft Clifton, Floral M Hill Park, Shufford Ave, Wakefield Park as needed.
- ☆ Cut grass at Bristol/Conduit, Blvd/Battery Place, Marvin/Battery Place, Old Shop, and Church as needed.
- ☆ Cut grass at War Memorial, School Board, Animal Shelter, and Community Center, as needed.
- ☆ Cut grass at Shepherd Stadium, A Field, B Field, Civic Field, and behind Stadium wall as needed.
- ☆ Cut grass at Public Safety Building, City Hall, Health Dept, Fire Station #2, and Library as needed.
- ☆ Lowered and raised US, State, and City flags as needed.
- ☆ Turned on irrigation at Ft Clifton, City Hall, and Public Safety.
- ☆ Replaced ceiling tiles in Courts Building.
- ☆ Built flower bed, with 6 x 6 timbers, around entrance sign to Ft Clifton.
- ☆ Cut down four trees at Ft Clifton Park for Ft Clifton Festival and hauled it to transfer station.
- ☆ Graded roads and spread rock at Ft Clifton Park for Ft Clifton Festival.
- ☆ Provided manpower for Ft Clifton Festival. Helped with set up, supplied ice, clean up and take down.
- ☆ Installed signs at boat ramp in White Bank Park.
- ☆ Cleaned and organized shop.
- ☆ Replaced broken basketball goals at Lakeview.
- ☆ Replaced basketball nets at Middle School.
- ☆ Put field material on Tussing ball field with top dresser.
- ☆ Repaired door lock on Shepherd Stadium concession stand.
- ☆ Repaired shelf in Community Building.
- ☆ Cut trees at Animal Shelter, boat ramp at White Bank Park, and Soccer Complex.
- ☆ Trimmed limbs back along road to pier at Ft Clifton.
- ☆ Painted Lakeview concession stand.
- ☆ Repaired backstop pads on Field B and Lakeview #2.
- ☆ Edge infield in Shepherd Stadium.
- ☆ Repaired fence in left and left center at Lakeview #2.
- ☆ Provided manpower for Independent High School baseball tournament.
- ☆ Replaced worn flags at City Hall, Public Safety Building, Lakeview Park, and Fire Station #2.
- ☆ Removed nets off old soccer goals at Soccer Complex.
- ☆ Installed dry erase board for Police Dept at Public Safety Building.
- ☆ Installed three dry erase boards in Shop.
- ☆ Refurbished entrance signs at Ft Clifton Park.
- ☆ Sprayed Ft Clifton, Middle School baseball field and Edinborough Park with KillzAll and Prodiamine.
- ☆ Sprayed Floral M Hill Park, White Bank Park and around Courts Building with KillzAll and Prodiamine.
- ☆ Sprayed Floral Ave Park, Lakeview 1 & 2 fence line and bleachers with KillzAll and Prodiamine
- ☆ Sprayed around Animal Shelter with Cool Power and KillzAll.
- ☆ Sprayed Lakeview 1 & 2 fields with 2,4,D.
- ☆ Sprayed cracks on tennis courts with KillzAll and Prodiamine.
- ☆ Sprayed warning track in Shepherd Stadium with KillzAll and Prodiamine.
- ☆ Sprayed parking lot and sidewalks at old church with KillzAll and Prodiamine.
- ☆ Sprayed drive area at Soccer Complex with KillzAll and Prodiamine.
- ☆ Sprayed parking lot outside Shepherd Stadium with KillzAll and Prodiamine.

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 11 members and one guest attended monthly meeting
- 2 members and advisor presented “Building Positive Relationships” workshop at Richmond Youth Peace Summit
- 1 member and advisor attended Richmond Youth Peace Summit
- 5 members participated in City-Wide Clean Up
- 6 members applied for Coleman “Voice of Youth” Scholarship

➤ **Kids’ After-School Program**

- Monthly dinner held with 61 KAP participants and family members present
- *Chick-fil-A* fundraiser held on May 13; earned \$60
- Three CHHS students joined the mentor/tutor team and will assist with program needs through the end of the school year

➤ **Substance Abuse Prevention Activities**

- CADRE met to plan Activity Night for June 4
- 17 Youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license
- 4 students, CADRE sponsor, YAC sponsor, SLY supervisor, VCU Intern completed Project Sticker Shock at Colonial Shell and Food Lion
- “Parent Pod Kick-Off” with SAFE and Underage Drinking Task Force at Oasis Sports Park

➤ **Youth Services Commission**

- YSC members met for their monthly meeting

➤ **Ongoing Monthly Meetings/Trainings**

- Regional & Drug Free Alliance – “Medical Marijuana”: Dr. Aron Lichtman
- Inter-Agency Prevention Team
- Underage Drinking Task Force
- Systems of Care Outcomes Group Meeting
- SAFE Board Meeting
- Health Advisory Board
- Positive Parenting Coalition
- Toastmasters International
- Presented “Open Arms? Open Eyes!” program to 215 CHMS 8th grade students

Diversion Program Participation:

➤ **Parenting**

- 5 families completed classes for “Parenting With Love & Limits”

➤ **Community Service**

- 23 youth completed 182 hours of Service Learning

➤ **Shoplifting Diversion**

- 22 youth and a parent attended the Shoplifting Diversion Program

➤ **Anger Management**

- 6 youth enrolled in Anger Management Classes

➤ **Substance Abuse Education**

- 4 youth participated (2 completed) Substance Abuse Education Classes

➤ **Shoe Fund**

- Shoe vouchers were given to 5 children who needed new shoes

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	86	\$17,834.08	10	\$2,228.18
2009	71	\$16,058.39	3	\$ 632.18

The Sublet repairs consist of the following

Alignment	1,089.68
Glass	828.50
Tire repair	175.00
Welding	135.00

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 and water all sites daily.
- Removed old pansies from all sites.

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, War Memorial, City Hall, School Board and the Entrance sign on Temple Avenue,
- Removed a dead tree at 101 Hanover Avenue.
- Mulched sites at Fort Clifton.
- Removed dead rose buds (dead heading) at Temple Avenue at I-95.
- Checked damaged site on Ashby Avenue from an accident over the weekend.
- Planted Sweet Potato Vines and Oscars at Ashby Avenue

Vegetation

Cut and trimmed grass at the following locations:

- | | |
|--|---|
| • Corner of Spruce and Hemlock Avenues | • Old railroad bed at dead end of Walnut Avenue |
| • Drainage ditch on Biltmore Drive | • Drainage ditch on Chesterfield Avenue |
| • Boulevard | • Drainage ditch on Brookedge Drive |
| • Corner of Hamilton and Prince Albert Avenues | • Corner of Washington Avenue and Roslyn Road |
| • Yacht Basin Drive | • Old Town Drive |
| • Conduit Road | • Moose Lane |
| • White Bank Park | • Helen Avenue |
| • Temple Avenue | • Branders Bridge road |
| • Washington Avenue | • Old railroad bed behind Biltmore Drive |
| • Corner of North Temple and Ridge Road | • Corner of Hamilton and Prince Albert Avenues |
| • Guardrails on Temple Avenue | • Crestwood Drive |
| • Roslyn Road at I-95 | • Field behind Vo-tech School |
| • Fence on Public Works Complex | • Dunlop Farms Boulevard |

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Sprayed for weeds, high grass at the following locations:

- Behind 206 and 208 Biltmore Drive
- Conduit Road
- Dunlop Farms Boulevard
- Roslyn Road
- 301 Charles Dimmock Pkwy Radio Tower
- Temple Avenue
- Ellerslie Avenue
- Boulevard

Trimmed limbs at the following locations:

- Longhorn Drive at Ellerslie Avenue
- Hamilton at Temple Avenues
- 1216 Covington Road
- 301 Winston Avenue

Removed dead trees/storm damage at the following locations:

- Behind 228 Biltmore Drive
- Archer Avenue
- 204 Crestwood Avenue
- 116 Carroll Avenue
- 130 Chesterfield Avenue
- 220 Richmond Avenue
- 4724 Ridgecrest Lane
- 2306 Wakefield Avenue
- 626 Lakeview Avenue
- 104 Verbov Avenue
- Temple at Hamilton Avenues
- Temple Avenue at I-95
- Temple Avenue at Mall Entrance

Picked up litter at the following locations:

- Temple Avenue
- Spruce Avenue
- Lakeview Avenue
- Conduit Road
- Prince Albert Avenue
- Ridge Road
- Ellerslie Avenue
- Boulevard
- Hemlock Avenue
- West Westover Avenue
- Roslyn Road
- North Temple Avenue
- Hill Place and Boulevard
- Dunlop Farms Boulevard

Other

- Responded to misc. request concerning dead trees/limbs, dead animals, curb and gutters, sidewalks and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- Continue excavating, sloping bank and placing stone to form a new road at Roslyn Landing.
- Investigated guardrail in the 400 block of Temple Avenue no damage found.
- Assisted IT Department moving large tables from server at City Hall to Library.
- Assisted Police Department provided barrels and road closed signs at Colonial at Lynchburg and Franklin at D Avenues.
- Responded to water standing in dirt road off Lakeview Ave, placed dirt and mosquito donuts in low areas.
- Repaired guardrail at 301 Charlotte Avenue beside drainage ditch.

Stormwater and Drainage

Street sweeper removed 32 cubic yards of debris from the following locations:

- Brookedge Drive
- Keith Drive
- Essex Road
- Snead Avenue
- Valley Road
- Brijadan Lane
- Cedar Creek Lane
- Lakeview Park Road
- Lenoir Avenue
- Ewing Avenue
- Taswell Avenue
- Verbov Avenue
- Bermuda Avenue
- Maple Grove Avenue
- Ross Avenue
- Farris Avenue
- Crestwood Drive
- Newcastle Drive
- Hampton Drive
- Spring Drive
- North and South Valley Road
- Cabell drive
- Cloverhill Avenue
- Laurens lane
- Lundy Avenue
- Sadler Avenue
- Vance Avenue
- Beechwood Avenue
- Dale Avenue
- Orange Avenue
- Eastman Avenue
- Hillcrest Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Placed gravel/topsoil in sinkholes at the following locations:

- Washington Avenue
- 701 Battery Place
- 249 Whitesand Court
- 207 North Valley Road

Concrete Curb and Gutter, and Sidewalk

- 705 James Avenue - 1.5' Curb and Gutter
- 310 and 313 Lyons Avenue – 10' Curb and Gutter
- 709 Lafayette Avenue – 11' Sidewalk
- 116 Suffolk Avenue – 4' Curb and Gutter
- 715 Old Town Drive – 5' Curb and Gutter
- 2102 Franklin Ave – 5' Curb and Gutter

Repaired storm sewer at the following locations:

- 307 Walnut Avenue
- Washington Avenue

Stormwater crew cleaned 63 basins throughout the City.

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

- 212 Biltmore Drive
- Waterfront Drive
- 1210 Hermitage Road
- 3225 Glenview Avenue
- Hamilton at Westover Avenues
- Chesterfield at Marvin Avenues
- Conduit Road
- 3612 Hemlock Avenue
- Clifton Drive
- 1312 Canterbury Lane
- Westover Avenue
- Brookhill at Forest View Drives

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:

- 118 Conjurers Drive
- 1109 Shuford Avenue
- 3118 Dale Avenue
- 3220 Glenview Avenue
- 107 Arlington Avenue
- 231 Lee Avenue
- 1023 Forest View Drive
- 912 Edinborough Drive
- Elko Avenue
- Entrance to Boat ramp at Roslyn Landing off Charles Dimmock Pkwy.
- 200 Comstock Drive
- 501 Lake Avenue
- 115 Lafayette Avenue
- 126 Verbov Avenue
- 116 Sadler Avenue
- 337 Kingfisher Way
- 2016 Wakefield Avenue
- 913 Park Avenue
- 216 Royal Oak Avenue
- 1107 Oakwood Avenue
- 204 Conduit Road
- 317 Joe Johnson Avenue
- 161 Piedmont Avenue
- Snead Avenue at Laurel Parkway
- Charles Dimmock Pkwy at Southpark Blvd
- Dunston Point Parkway
- 2004 Snead Avenue
- 205 North Valley Road
- 1321 Covington Road
- 207 Hamilton Avenue

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets.
 - Replaced 2 LED traffic lights.
 - Replaced 4 pedestrian crossing lights.
 - Straightened 6 signals and signs from storms.
 - Checking new loops on Charles Dimmock Parkway and on Southpark Boulevard.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Signs and Markings
 - Made and put 3 new stop signs.
 - Made and put up 12 new high intensity street name signs.
 - Checking new markings on Charles Dimmock Parkway and on Southpark Boulevard.
- Street Lighting
 - Installed 8 ornamental street light bulbs.
 - Replaced 1 ballast on ornamental street lights.
- Traffic Control
 - Responded to 3 after-hours call backs for traffic lights.
- Miscellaneous
 - Assisted with 7 GovQA questions.
 - Put out barrels, cones, barricades and signs for Ft. Clifton Festival.
 - Straightened signs all over the City.
 - Cut branches all over City blocking signs.
 - Performed test bore at Lakeview Ave. for coordination project.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 312 Lakeview Avenue
- 206 Crestwood Avenue
- 2108 Snead Avenue
- 906 Conduit Road
- 2033 Boulevard
- 304 Maple Avenue
- 564 Riverview Road
- 505 Springdale Avenue
- 702 Lakeview Avenue
- 206 Lafayette Avenue
- 3103 Greenwood Avenue
- 105 Royal Oak Avenue
- 708 Meadow View Road
- 808 Colonial Avenue

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

- 3117 Fredrick Avenue
- 222 Cameron Avenue
- 922 Lakeview Avenue
- 327 Jackson Avenue
- 112 Lafayette Avenue

Repaired sewer main line at the following locations:

- 3117 Fredrick 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.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Sprayed manholes for bugs at the following locations:

- 305 Maple Avenue
- 2801 Woodlawn Avenue
- 3103 Greenwood Avenue
- 1534 Mount Pleasant Drive
- 308 Taswell Avenue

Placed topsoil around sewer cleanout at the following locations:

- 1202 Clifton Drive
- 1103 Clifton Drive
- 1218 Covington Road

Flushed sewer lines at the following locations:

- 2203 Wakefield Avenue
- 206 Crestwood Avenue
- 100 Highland Avenue
- Hamilton Avenue at Boulevard
- 3650 Boulevard
- 3420 Boulevard
- 204 Lafayette Avenue
- 113 Yew Avenue

Cleaned and replaced deodorant in manholes at the following locations:

- 100 Laurel Parkway
- Highland at Hamilton Avenues
- 100 Highland Avenue

Continued to check by-pass pump, cleaned, re-clamped hose, and cleaned rags from floats on Windsor Avenue.

Cleared debris from pumps, replaced belt on fan, greased pumps and motor at Main Pump Station.

Cleaned sludge from #2 pump at Charles Dimmock Pump Station.

Installed pest control screens on dry well, broke air lock on both pumps, and replaced cut-off float at C&B Pump Station.

Repaired air lock on pump at Hillcrest Pump Station.

Cleaned debris from pumps, and reprogrammed exercisers for generator at Appomattox Pump Station.

Removed grease from edges of wet well at Conjurers Neck Pump Station.

Rebuilt pump, cleaned layer of scum and debris from wet well, drain line, adjusted packing three times and re-shimmed bearings on Methane Pump.

Water

Replaced water meters at the following locations:

- 2541 Pin Oak Court
- 1400 Meridian Avenue
- 821 Hamilton Avenue
- 211 Hamilton Avenue
- 1913 Franklin Avenue
- 1244 Riveroaks Drive
- 212 Dupuy Avenue
- 1308 Canterbury Lane
- 225 Whitesand Court
- 301 Plumtree Avenue

Replaced water service line, meter box or setter at the following location:

- 1913 Franklin Avenue
- 301 Plumtree Avenue

Responded to meter leak at the following locations:

- 413 Crescent Avenue
- 232 Kennon Point Drive
- 201 Clements Court
- 336 Jackson Avenue

Replaced water box top at the following locations:

- 207 Breezy Hill Drive

Placed topsoil around meter box at the following locations:

- 1914 Franklin Avenue
- 411 Gould Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- 312 Lakeview Avenue
- 225 Whitesand Court
- 108 Lee Avenue

Backflow/Cross Connection Technician conducted 62 surveys, 22 completed and 40 incomplete.

Cleaned meter box for Utility Billing at the following locations:

- 184 Archer Avenue
- 224 Marvin Avenue
- 110 Salisbury Road
- 301 Suffolk Avenue
- 215 Jefferson Avenue
- 128B Hillcrest Avenue
- 404 Lake Avenue
- 208 Archer Avenue
- 4804 Conduit Road
- 317 Suffolk Avenue
- 3649 Perthshire Lane
- 2518 Bent Oak Drive
- 810-828 Old Oak Lane
- 1110 Covington Road

Performed yard maintenance at the following location:

- 2701 Conduit Road

Pulled meter at 113 Lee Avenue and 143 Windsor Avenue for Utility Billing.

Abandon an old water line at 2201 Snead Avenue.

Checked meter at 1311 Hermitage Road, 1244 River Oaks Drive and 1200 Wellington Road, nothing found. Align and moved yoke to center meter at 120 Ashley Place for Utility Billing Department.

Checked tank pressures gauge and installed hose bib connection for chart recorder and peak gauge at Sheppard Stadium.

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

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

Miss Utility locating required 212 man-hours for the month of May 2010.

Administration

- Attended executive board meeting and conference of the VA-DC-MD branch of APWA in Hampton, VA.
- Negotiated professional services agreement with Moseley Architects.
- Attended ARWA Board meeting.
- Met with Lochner staff to make final revisions to design of Lee Avenue/Dupuy Avenue and Boulevard.

William E. Johnson
Acting City Manager

cc: Department Heads
City Attorney
City Clerk