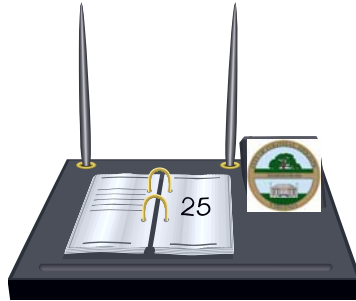


CITY MANAGER'S REPORT TO CITY COUNCIL JUNE 2010



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

Adaptive Reuse of the Former Church – Executed professional services agreement with Moseley Architects. Met with Presiding Judge of the Circuit Court to initiate first phase.

Landfill Entrance Road(s) – Project information retransmitted to Wal-Mart Real Estate for review and discussion renewed. Turnover of Wal-Mart staff has slowed progress on memorandum of understanding/letter of intent.

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – project received approval of allocation by Tri-Cities Area MPO.

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 and marked layout on pavement.

Boulevard/Government Center Enhancement – Transportation Enhancement Program – Final design in progress.

Boulevard/Dupuy Modernization (Widening) Project – Awaiting decision by the Advisory Council on Historic Protection to participate in Section 106 MOA Section approved by Virginia Department of Historic Resources. 4f evaluation approval coordinated by FHWA. Final public meeting scheduled for August 12, 2010.

Safe Routes to Schools – Revised design in response to citizen and Council comments. Shared redesign with two citizens who expressed satisfaction with redesign.

B. Economic Development Projects (under construction)

Gill's Point Section 9 – Contractor has completed grading work and seeding the stormwater basin. Curb & gutter installation has been completed. Grading work along new roadways is in-progress. Erosion and Sediment Control measures are being properly maintained.

Value Place Hotel Parking Lot Addition - Plans for the addition of six (6) new spaces have been reviewed and approved for construction. Approval Letter sent to developer.

Colonial Heights Health Care Center – All punch list items have been completed. Letter regarding final project acceptance and commencement of one-year maintenance period has been sent to the developer.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

C. Economic Development Projects (under review)

Cookout Restaurant – This project consists of constructing a Drive-Thru Restaurant adjacent to the new Walgreens site on the Boulevard. Preliminary plan of development has been received and is scheduled for the upcoming July Planning Commission meeting.

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

- Roslyn Farm 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
- Cookout Restaurant

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 five (5) permits
- Closed out one (1) permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. Four (4) fence permits issued.

2. Eight (8) sign permits issued:

- ☆ Wal-Mart – 671 Southpark Boulevard
- ☆ Harris Financial Group – 320 A. Charles Dimmock Parkway
- ☆ Amedisys – 241 Charles Dimmock Parkway
- ☆ Used Car Super Store – 325 Charles Dimmock Parkway
- ☆ Family Dentistry – 723 Southpark Boulevard
- ☆ Walgreens – 626 Boulevard
- ☆ Super Cuts – 3107 Boulevard
- ☆ Carpet One – 3635 Boulevard

3. Neighborhood Revitalization:

a. June Activities:

Repairs Completed - **\$37,736**

- ☆ \$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

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

- ☆ \$1,050 metal roof repair
- ☆ \$3,623 handicap access ramp, porch post and rails replaced
- ☆ \$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
- ☆ \$3,565 handicap access ramp and tub cut
- ☆ \$4,852 foundation repair
- ☆ \$2,521 floor structure repair

Repairs Underway - \$2,800

- ☆ \$2,800 floor structure repair

Out for Bid

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

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

- ☆ \$23,510 expended 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

e. Violet Bank District Inspections Schedule:

- ☆ 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

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

f. Rental Inspection Program (Continued):

Item	Month	YTD
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
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	11	72
Violations	3	54
Violations resolved	0	36

b. Zoning

	Month	YTD
Total inspections	9	37
Violations	6	31
Violations resolved	2	21

c. Building Code

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

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

4. Zoning/ Property Maintenance complaints investigated (Continued)

d. House Number Violations

	Month	YTD
Violations reported	3	14
Actual violations	0	10
First letter sent	0	0
Violations abated	3	13
Summons issued	0	0
Door hangers posted	3	16
Active violations	0	0

e. Other

	Month	YTD
Total inspections	3	20
Violations	2	19
Violations resolved	2	17

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	9	95
Violations	2	73
Violations resolved	0	51

g. Tall Grass

	Month	YTD
Total inspections	81	222
Violations	46	153
Violations resolved	19	47

h. Sign Ordinance

	Month	YTD
Total inspections	6	51
Violations	6	50
Violations resolved	8	43

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	5	93
2. New Construction Inspections	220	969
3. Permits for New Residences	1	3
4. Estimated Cost for Permits for New Residences	\$75,000	\$193,000
5. Additions	17	64
6. Demolitions	2	4
7. Permits for Commercial Construction	5	36
8. Estimated Cost for Commercial Permits	\$92,100	\$1,620,119
9. Plumbing Permits Issued	12	80
10. Electrical Permits Issued	14	79
11. Mechanical Permits Issued	5	32
12. Swimming Pool Permits Issued	2	5
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	10	28
15. Court Cases	0	1

III. POLICE DEPARTMENT:

✓ Our officers responded to 3,754 calls for service during June, and we responded to 4,244 calls for service this month last year (a 12 % decrease).

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The Police Chief is excited to report that we have added our second police chaplain to our ranks. Dr. George Lyons was introduced to all of our supervisory staff recently and we feel he will be a welcomed addition to our community. Dr. Lyons pastors Guilford Baptist Church in Petersburg after having moved here two years ago. Dr. Lyons comes highly recommended from the Knoxville, Tennessee Police Department, where he was a police chaplain for eight years. We are also very thankful to the Colonial Heights Optimists Club for recognizing our efforts in the community by hosting a “Respect for Law” dinner. Several officers and volunteers attended and a good time was had by all.
- ✓ Our officers continue to set the example as we had 10 volunteers run through the City in the annual Virginia Special Olympics *Torch Run*.
- ✓ We are pleased to report that we had a very successful “Child Safety Seat Check” at Southpark Mall. We installed 48 child seats in an effort to make our traveled roads even safer and to prevent any unnecessary injury to our children.
- ✓ The Police Department wishes to give their thanks to all those involved with our Annual City Picnic. We appreciate the support and effort that goes into it so we all can have lunch together as city employees.
- ✓ We welcomed our most recent hire, Patrolman Greer Fullerton, to our team. Greer comes to us as an experienced officer from Virginia State University Police Department. He will be on field training for a period of time and will be assigned both day and evening hours during his training. Greer has a lot of personality, so if you see a new police officer with a big smile on his face, please welcome Greer to our city.
- ✓ During the month of June, our officers tallied 242 criminal arrests, 25 DUI arrests, and 17 drug arrests; issued 817 traffic summonses; made 1,369 traffic stops; and investigated 66 traffic crashes. In addition, we issued 77 parking citations, 35 false alarm citations, and 54 field interview reports. Our **Records Division** processed 243 incident reports, 96 Animal Control reports, and 910 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 inventoried all surplus items and forwarded same to Purchasing for the upcoming city auction.
 - Members of the Bureau participated in the Child Safety Seat Check and also conducted child DNA identification kits.
 - College Intern Scott Nuckols completed his college internship with the department.
 - Captain Newsome attended our last D.A.R.E. graduation ceremony at Lakeview Elementary.
 - Officer Sophie Benkendorf presented a “Senior Driving Concerns” course to our TRIAD members.
 - Sgt. Robert Ruxer attended a two-day grant writing course in Alexandria, Virginia.
- ✓ Some of the highlights from our **Investigations Division** and **Street Crimes Unit** are as follows:
 - Sgt. Stephanie Early has returned from maternity leave and is supervising the Investigations Division. Sgt. Early, along with Capt. Newsome, will be interviewing interested candidates for the open position within that division.

III. POLICE DEPARTMENT (CONTINUED):

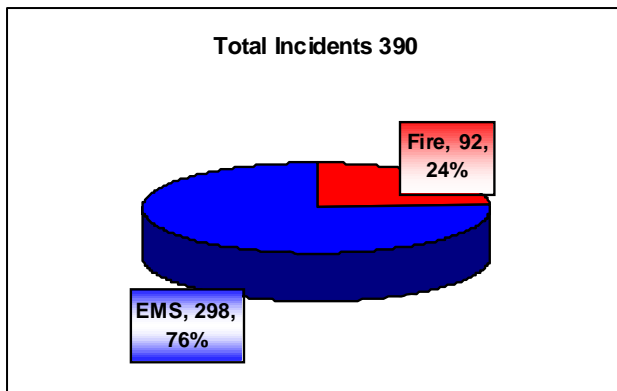
- Senior Detective Chris Wulff has been assigned 10 new cases this past month. He worked a strong armed robbery and unfounded it; a sexual assault case that resulted in an arrest; and is currently investigating a report of a sexual assault at an underage drinking party.
 - Senior Detective Bill Moore has been assigned 10 new cases this past month as well. They include an armed robbery with warrants having been obtained against one of the known suspects; an assault against a nine-month-old perpetrated by his 6-year-old cousin—no criminal charges were filed as the case has been turned over to Social Services; as well as a larceny of undergarments from a residence.
 - Detectives continue to participate and appear on WWBT Channel 12's *Fugitive Friday*. A fugitive from our jurisdiction is being sought for numerous counts of aggravated sexual battery against a juvenile.
 - Our Street Crimes Unit, acting on an initial Crime Solvers tip, obtained a search warrant and recovered and seized over 16 marijuana plants and various growing equipment. The owner of the residence was arrested and charged with manufacturing marijuana.
 - Several trash pulls were conducted over the past month in order to obtain further information and drug-related evidence.
 - SCU members are assisting detectives with the investigation into a reported home invasion. A search warrant was obtained, revealing a small amount of marijuana.
 - SCU members have assisted with the investigation, arrest and recovery of property from cases involving a grand larceny of jewelry and lawn equipment.
- ✓ We reported on an array of activities from the **Operations Division**. Some of these activities are as follows:
- Several members attended the “Respect for Law Enforcement Dinner” at the Optimists Club.
 - Numerous policies have been reviewed regarding our accreditation process.
 - A grand larceny of thousands of dollars of lawn mower equipment was reported from Watkins's Power Equipment. Suspects have been developed; however, the Federal Bureau of Investigation has taken over the case due to interstate travel of the suspects.
 - Patrol assisted with the body found in the submerged vehicle in the Appomattox River. However, it appears the vehicle entered the water from the Petersburg side.
 - Extra patrols were conducted at all of our schools due to recent vandalisms to area high schools.
 - K-9 handler Sr. Officer Eric Allen and his partner *Blitz* have hit the ground running. Several proactive initiatives have begun and good drug arrests have been made during the month. Several public relations contacts were made throughout the city involving mostly children.
- ✓ Our **Animal Control** personnel impounded 81 animals during the month. A total of 10 dogs were returned to owners, with 16 dogs and 24 cats adopted out. Animal Control officers investigated 110 animal complaints, with one (1) reported dog bite. Two (2) summonses were issued. Our personnel collected fees totaling \$747.00. We held a microchip clinic at the Animal Shelter and had 10 residents take advantage of the program. ACO Joni Bowman did a presentation at the Senior Center on how the shelter operates and the animals' health and welfare. At the conclusion, she received a nice donation of food for the animals.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Auxiliary Police** officers contributed 335 volunteer hours of service during June. Some of the activities included the high school graduation, Memorial Day activities, patrol ride-alongs, prisoner transports, baseball playoffs, the Emporia Pork Feast and field training.
- ✓ Our **Sentinels** volunteered 28 hours of service to our community during the month. Their activities included the Special Olympic Torch Run, seat belt surveys and the Child Safety Seat Check.

Crime	June 2009	June 2010	Percentage of Increase/Decrease
Aggravated Assaults	2	1	-50%
All criminal arrests	263	242	-8%
Arson	1	1	0%
Burglaries	6	8	25%
Calls for services	4,244	3,754	-12%
DUI arrests	31	25	-19%
Larceny	63	55	-13%
Motor Vehicle thefts	5	1	-80%
Robberies	1	3	67%
Shoplifting arrests	33	24	-27%
Simple Assaults	14	25	44%
PART I (Serious) OFFENSES			
June 2010	Number Reported	Number Cleared	Percentage Cleared
	94	53	56%

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 92
Total EMS Patients: 310
 (Total EMS incidents 298)

*The average response time for a fire unit to arrive on all emergency fire type calls:
 (See Firehouse note below)*

*The average response time for an EMS unit to arrive on all emergency medical calls:
 (See Firehouse note below)*

Fire Division:

<u>Fires</u>	<u>Hazardous situations</u>	<u>Service calls and false calls</u>
Brush Fire	3	Electrical Problem
Outside Equipment fire	1	Gasoline or Oil Spill
Trash Fire	1	Explosive Removal
		Chemical Spill
		Gas Leak
		Power Line Down
		Overheated Electrical Motor
		5
		2
		1
		1
		1
		1
		35
		20
		17
		3

IV. FIRE & EMS DEPARTMENT (CONTINUED):

M/A to Chesterfield EMS First Responder	5	M/A received from Chesterfield Fire	1
M/A to Chesterfield Fire	1		
M/A to Prince George	1		
M/A given by Crater Regional Haz-Mat Team	1		

EMS Division:			
Abdominal pain	17	Chest Pain	41
Allergic Reaction	2	Fall	20
Altered Mental Status	8	Overdose	3
Assault	8	Public Service	1
Bite/Sting	1	Stroke	5
Breathing Problem	24	Traffic Accident	41
M/A to Petersburg EMS	13	M/A received from Chesterfield EMS	1
M/A to Chesterfield EMS	1	M/A received from Petersburg EMS	1
M/A to Prince George EMS	3	M/A received from Fort Lee	5
M/A to Fort Lee	1		



Significant software updates in progress!!!

During the Month of June we have been in the process of a significant reporting software upgrade to meet new state requirements for reporting EMS data in NEMSIS format. While this upgrade is a technically intense project it will allow for standardized reporting of medical statistics nationally. During this transition we are working from 2 databases that cross over our reporting window. For this reason, some of our usual monthly statistics will not be available this month. The transition will be complete before next month's report. The new report will include updated and much more detailed EMS statistics. More to come!

Significant Incidents

- ☆ **May 21, 2010:** Units responded to 22 incidents in a 24 hours period.
- ☆ **May 22, 2010:** Fire and EMS units responded to Lakewood Drive at Sherwood drive for a 9 year old child riding a bike that was struck by a vehicle. The child had non-life-threatening injuries.
- ☆ **May 22, 2010:** Fire and EMS units responded to an overturned vehicle with persons trapped on I-95. Three patients were transported to MCV's level-1 trauma center after being extricated from the vehicle. One patient had life-threatening-injuries. Significant personnel resources were needed for this incident requiring a "Bravo" (non-mandatory) career call-back to staff units.



May 23, 2010: Fire and EMS units responded to the 3500 block of the Boulevard for a "head-on" motor vehicle accident with persons trapped inside the vehicle. There were a total of 5 patients injured in this incident. 4 patients were transported to MCV's Level-1 trauma center (3 by ambulance, 1 by Med-flight). The 5th patient was transported to Southside Regional Medical Center by ambulance. All Patients are expected to survive.

- ☆ **May 27, 2010:** Fire units responded to Clairmont Court for a person stuck in an elevator. The individual was rescued without injury.
- ☆ **May 27, 2010:** Units responded to 22 incidents in a 24 hours period.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ☆ **May 29, 2010:** Fire and EMS units responded to the 400 block of Southpark Boulevard for a motor vehicle collision with multiple injuries. 2 patients were transported to Southside Regional Medical Center and 2 patients were transported to Chippenham Hospital. All patients had non-life-threatening injuries.
- ☆ **May 31, 2010:** Fire and Police personnel responded to the 500 block of Roslyn Avenue for 2 civil war era “cannon balls” found in a field behind the home. State Police Bomb Disposal team responded to safely remove the explosives.
- ☆ **June 2, 2010:** Members of the Crater Regional Hazardous Materials team were activated and responded to a manufacturing facility in Disputanta for a Hazardous Materials leak. The material was Anhydrous Ammonia leaking from a pressurized pipe in the building. Team members were able to control the leak by entering the building in “Level A” hazardous material entry suits to close valves. None of the team members were injured during the incident.
- ☆ **June 6, 2010:** Fire units responded to a business on Southpark Boulevard for a smell of something burning. Upon investigation firefighters found one of the main electrical panels with significant charring of incoming 3 phase wiring as well as charring to several circuit breakers. Thermal imaging indicated significant overheating of wiring leading to the panel. Electricity was cut off to the panel and the business was required to close until electrical repairs were completed. Building inspections was notified to follow up on the repairs. No injuries were reported.
- ☆ **June 9, 2010:** Colonial Heights EMS units responded to assist a Chesterfield EMS unit transporting a victim from a house fire in the county. Our personnel met the Chesterfield unit at the intersection of Lakeview and the Boulevard. The victim had suffered significant burns in the fire. The Chesterfield EMS unit requested assistance from our personnel due to the manpower needed for the significance of the injury. The patient was transported to MCV’s burn center where she succumbed to her injuries.

June 11, 2010: Fire and EMS units responded to the intersection of the Boulevard and Hillcrest Avenue for a significant motor vehicle collision. Two patients were transported to Southside Regional Medical Center. All victims are expected to survive.



Training Division

Total Personnel Hours Training for Month: **724 Hours**

Description of training	Hours
Big Box Store Fires	94
Escape Pack Training	35
Haz-Mat Trailer Operation	20
Haz-Mat Detection and Monitoring	16
IS-701 Multi Agency Coordination System	18
IS-702 Public Information Systems	8
IS-703 NIMS Resource Management	14
IS-704 NIMS Communication and info mgt	130
IS-706 NIMS Intrastate Mutual Aid	16
IS-800 National Response Framework	116
Leadership and Influence	8
Miscellaneous Continuing Education	56
Pump Operations	5
Pediatric Advanced Life Support Refresher	32
Pre-Hospital Trauma Life Support Refresher	156



- Congratulations to Firefighter Jeff Lewis who has received state certification as Officer Level 1 from Virginia Department of Fire Programs.
- Congratulations to Firefighters Johnny Crenshaw, Chris Pawlick, Victoria Shelton and Jeff Turner for receiving certification as a Nationally Registered Paramedic. Each of these firefighters has taken classes for almost 2 years to achieve this accomplishment.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



The training division has begun a two month process of training all department members on the use of emergency escape packs purchased by our volunteer members. These are self-rescue devices to be used as a last resort if a firefighter becomes trapped in an upper floor of a building. Each pack includes a specially designed rescue belt along with descending equipment that can be used when escaping from residential or multi story commercial buildings.

The Richmond Metropolitan Fire Chiefs are continuing 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. During the months of May, June, July and August 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 area Fire Chiefs. Both of these training initiatives have been very beneficial in both training and relationship building between area fire departments.



Physical training continues to be an important part of the day for each of our firefighters. These two firefighters were found working out on a 90 degree day while breathing air from an airpack. The purpose of this exercise is to not only keep in shape, but to improve breathing control skills to allow for longer periods of time working in a burning structure with a limited amount of breathing air. (This picture was not staged... both individuals were observed by administrative staff who took notice of their ingenuity and initiative)

We are currently in the process of reviewing our safety procedures for Interstate-95 responses. The picture to the left is from an incident in May where fire units were on the interstate for a brush fire along the side of the road. While extinguishing the blaze an approaching tractor trailer lost control sliding along the guardrail causing a police officer to dive over the guardrail to avoid being hit. The truck stopped within 2 feet of striking unoccupied Engine-1. Colonial Heights Fire and EMS continues to send an extra fire apparatus to all Interstate responses to be used solely as a blocking unit to protect our workers in situations like these. Our goal is to be sure our workers are safe..... Even if that means the sacrifice of a piece of equipment. I-95 incidents continue to be one of the most dangerous responses our employees face. The police officer was treated and released on scene.



IV. FIRE & EMS DEPARTMENT (CONTINUED):

Deputy Fire Marshal's Office

Fire Inspections	11
Fire Investigations	4
Plans Reviewed	3

✓ The Carnival at Dunlop Village was inspected. Several violations were found, some required immediate action prior to opening.

- ✓ An inspection was conducted of the After Prom decorations at the High School. Some minor corrections were required.
- ✓ A manufacturing facility on the Boulevard was inspected with several violations noted. The most severe of these violations were problems with the sprinkler system.
- ✓ An inspection at a local restaurant on the boulevard located an exit door blocked by a large item in storage. The violation was immediately corrected; however several previous violations remain to be corrected.
- ✓ A local restaurant failed an independent 3rd party hood suppression system inspection which required the hood system to be red tagged for repair. Those repairs have been completed.
- ✓ Two (2) summonses have been issued for local restaurants for failure to have hood systems inspected and tested. Both businesses have had several violation notices over years and have failed to comply. Since the summonses have been issued one (1) of the businesses has provided a hood inspection report.
- ✓ Several other businesses were noted with minor violations during the month.
- ✓ Plan review of a doctor's office being built at Dunlop Village was completed.
- ✓ Continued to investigate a structure fire that occurred in April 2010
- ✓ Fire Department responded to Dunlop Farms Blvd for a brush fire. The caller reported seeing some juveniles running from the area. The investigation led to the confession by 2 juveniles to setting the fire. The fire was started with the use of allegedly stolen fireworks. The juveniles were released to a guardian and have been charged with "Careless Burning" a Class 4 Misdemeanor.
- ✓ Fire units responded to Walgreen's north for a report of a suspect attempting to set fire to some bushes. No fire was found, however, there was evidence supporting the report. No suspect has been charged at this point.



The Deputy Fire Marshal was instrumental in procuring a UASI (urban area security initiative) grant for an unknown chemical identification device for the Crater Regional Hazardous Materials Team. The device will be housed in the City of Colonial Heights but remain available to the region. It scans materials with a laser detector giving an immediate preliminary identification of the substance. This device will be especially useful for "white powder" incidents but has no boundary to its uses. Training on the operation of the equipment is ongoing. This \$38,000 piece of equipment was 100% grant funded.

Volunteers

- ✓ Volunteer personnel were on duty in both operational and support roles for **1,317** hours during the month. This is equivalent to 1.82 FTE (full time employees). The Volunteers participation in staffing as well as many other responsibilities continues to save the city significant tax dollars.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



The Volunteer Membership used donated funds from a recent fund raiser to replace a worn out treadmill at the Dunlop Farms fire station. The Volunteers continue to work very hard to assist with department needs during an extremely difficult economy. This equipment is used by both career and volunteer members as well as being available to members of our police department.

The Volunteer Membership used donated funds to purchase “escape packs” to be kept with all of our self contained breathing apparatus (SCBA). These are self-rescue devices to be used as a last resort if a firefighter becomes trapped in an upper floor of a building. Each pack includes a specially designed rescue belt along with descending equipment that can be used when escaping from residential or multi story commercial buildings.



Retired Deputy Chief “Ed” Snyder continues to assist our volunteers by teaching many EMS continuing education classes during his spare time. Ed remains a “Life” member of our volunteer membership.

Emergency Management Division

- ✓ Colonial Heights Emergency Management participated in a BLOWATCH tabletop exercise for the Central Virginia region. The exercise was used to evaluate the plans for responding to potential Bioterrorism events in the region.
- ✓ Colonial Heights Emergency Management continues to work with the subcommittee for the HSEEP (Homeland Security Exercise and Evaluation Program). The committee is working towards a workshop to develop a regional plan to manage the potential incoming evacuees during an evacuation from the Hampton Roads area. While participation in HSEEP is mandated to be eligible for many grant funds, it is a great program to develop and evaluate emergency preparedness plans to protect our community and its guests. The exercise is currently scheduled for September 28, 2010 at the Petersburg train station.
- ✓ Under the UASI (Urban Area Security Initiative) grant the Tri-Cities were awarded \$15,000 to be used for a Citizen Survivor Day event. The Tri-Cities is developing the pilot program for the Survivor Day that other localities may copy. Survivor Day will be a large event with multiple citizen preparedness training opportunities. Participants completing the training will receive a citizen preparedness gift appropriate for use to prepare themselves and their family for potential disasters. This program is currently in development and is expected to take place in the early fall of 2010.
- ✓ Emergency Management has received an allocation letter for the Citizen Preparedness Program (CERT) in the amount of \$8,200. An application letter has been sent to the state to officially request these funds.
- ✓ Planning has begun for the next CERT (community emergency response team) class. The next full CERT class is scheduled for September 13th through October 6, 2010.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

- ✓ Emergency Management is in the process of developing rapid assessment teams using members of CERT. These teams will be used to rapidly assess damage in the city after severe weather or disaster events.



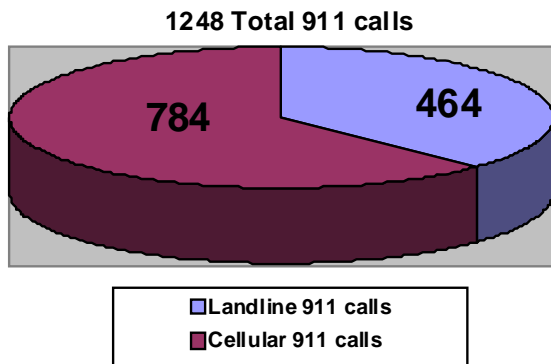
The National Weather Service Wakefield office presented Skywarn training for our CERT and other community members. 18 people were certified as trained weather spotters for the community.

Emergency Management Personnel along with Police department animal control officers visited Hopewell to learn more about a pet sheltering trailer recently obtained for the region through a grant. In the event of a major disaster in the area requiring citizens to be housed in a shelter, the supplies in this trailer will allow for a pet friendly family shelter for up to 50 pets. This trailer is housed in Hopewell, but is a regional disaster resource. Colonial Heights Emergency management is investigating UASI grant possibilities to double this capacity for a regional pet friendly shelter.



Lessons learned during Hurricane Katrina from those refusing to evacuate without their pets have led to requirements to plan for pets to be allowed to evacuate with their owners.

Communications Division



Total phone calls processed:	8,514
Total 911 Calls processed:	1,248
Landline 911	464
Cellular 911	784
Total calls requiring service:	4,250
Criminal Warrants processed:	241

- ☆ Recently, the Virginia Wireless Board sent notification they would no longer automatically pay for the localities Wireless Trunks and other equipment to receive wireless 9-1-1 calls. This would have equated to an approximate expense of \$18,000 the city would have had to pick up. This notification was made after our budget was submitted so it would have been an unbudgeted expense. The Communications director has applied for a grant through the Wireless Board to cover the total costs of the trunks and equipment for Fiscal Year 2010/11.
- ☆ Over the last month, the Emergency Communication’s Center has been operating with reduced staffing due to illness. Two (2) telecommunicators were out due to surgery, two (2) due to Maternity Leave and One (1) was hospitalized due to Cardiac issues. All of this was on top of the already scheduled summer vacations. All personnel pulled together and insured all shifts were covered.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Other Points of Interest



On May 17, 2010 Colonial Heights Fire and EMS participated in the TRIAD health fair at the Colonial Heights Senior Center. Personnel were offered blood pressure checks and answered many questions about our Fire and EMS services.

On June 14, 2010 Colonial Heights Fire and EMS along with Police and Sherriff's personnel were honored by Tussing Elementary school students and their school choir as they presented a tribute to Police and Firefighters. Choir Director Mike Souders who is known for his viral YouTube tribute to soldiers premiered his new song and video honoring our first responders.



On June 11, 2010 the city employee picnic was held at White Bank Park. A great time was had by all employees that attended. Each employee was honored with a gift (insulated coffee mug) given by the Mayor and Members of City Council. Both Chief Moore and Chief Faries were the "Chefs" for the event. Other department heads also assisted in many ways making the event a success.

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	496
Payroll Checks	478
Other	<u>234</u>
Total	<u>1,208</u>

- Three (3) alarm citations were processed during June.
- **Auditing** – Normal financial reviews, account payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. Petty cash audits were conducted for all departments with the exception of the Treasurer's office. This position also covered for Utility Billing Office when required. Helped cover absence of Accounting Technician who handled Accounts Payable and month-end close-out procedures
- **Purchasing** - 221 total purchase orders were completed with 173 being processed by the purchasing and 48 departmental purchases being reviewed as compared to 260 being completed for the same period in 2009. In addition 225 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 reviewed by the Engineering Department, and a vendor was chosen. Vendor is to get with the City Engineer to finalize a scope of work, with pricing.
 - **Invitation # 10-060302-964 – Colonial Heights Courthouse Mechanical Repairs, Duct Cleaning and Mold Remediation** was re-issued on May 20, with a bid opening date of June 3. Contract documents have been sent out.

V. FINANCE DEPARTMENT (CONTINUED):

- **Invitation # 10- 02263-963 – A/E Services for Preliminary Design of an adaptive reuse of the former Colonial Heights Baptist Church** – Purchase Order has been issued to Moseley Architects.
- **Invitation #10-02173-962 – Commercial Real Estate Brokerage Service** – Contract is being reviewed by the City Attorney’ Office.
- **Invitation #10-061802-968 – CDBG Program Implementation Proposal** was issued on June 4, with an opening date of June 18. Two proposals were received, and are being reviewed.
- **Other Purchasing Activity:**
 - Emergency PO issued to JD Witt and Sons Roofing - repairs to roof at main pump station.
 - Repair PO issued for damage to Violet Bank Museum Cucumber Tree.
 - PO issued to grind the branches/wood debris at the landfill.
 - Purchased additional cal license (email server), to be in compliant with Microsoft License Agreement.
 - Contract finalized, and signed, for the lease of copy machine for the Library.
 - Contract finalized, and signed, for the lease of copy machine for the City Clerk.
 - Purchase Orders continue to be issued for the CDBG program.
 - Continued discussion with Patriot Properties (customer Software support and license agreement).
 - Purchased additional Motorola radios, for new auxiliary to help Sheriff Department.
 - Mobile Firehouse Software purchased for Ambulances, to be used for EMS field reporting.
 - Participated on interview panel to pick the next Purchasing Agent for Hopewell.
 - PO issued to reroof Violet Bank Museum.
 - Contractor contacted for Emergency repairs to pump station, off of Conduit Road.
 - Contract renewed for Sodium Chloride (Salt for Streets during snow). Vendor held prices another year. We are in the process of locating a secondary vendor, in case our primary vendor is out of stock or can not deliver in a reasonable time.
 - City/School auction is scheduled for June 28, at the Vo Tech Center.
- **Risk –**
 - None
- **Utility Billing – During June:**
 - Bi-monthly Utility Bills Sent – 3,445
 - Delinquent Notices Sent – 641
 - Delinquent Notices Percentage – 17.5%
 - Services cut off for nonpayment on June 9th was 112.
- **Work orders for June 2010:**
 - Leaks – 15
 - New Accounts – 71
 - Terminations – 80
 - Extensions – 70
 - Clean – 10
 - Emergency Cut Off – 1
 - Pulled – 2

Utility Billing Generated: State Setoff Collections June - \$677.19.

VI. HUMAN RESOURCES DEPARTMENT:

- **Advertisements**

<u>Department</u>	<u>Position</u>
Library	Library Assistant

- **Applications & Testing**

Applicant interviews for the Neighborhood Revitalization Planner position were held on June 17, 2010.

- **Training**

All City employees continue to 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 orientation and exit interview sessions were held in June 2010:

<u>Orientation</u>	<u>Exit Interview</u>
Lisa Smith – Financial Specialist	Seth Hansen – Police Officer
Greer Fullerton III – Police Officer	

The annual Employee Picnic Luncheon was held on June 12, 2010 at White Bank Park as part of the employee recognition program.

- **Workers Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
06-04-10	Police	Fell while trying to subdue suspect and injured right arm and hand.
06-16-10	Police	Right knee injury while arresting a subject.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's web site had 43,961 visits in the month of June with 78,953 page views, including 2,986 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Purchasing RFPs, Recreation & Parks, and Real Estate Assessment Search.

☆ Citizens submitted and city staff processed 291 service requests and questions through the "Citizens Action Center" online during the month of June. The FAQs were viewed 248 times during this same period. June's City e-News was distributed via email to 4,557 customers.

☆ The City of Colonial Heights' Facebook Page now has 1,436 fans.

VIII. LIBRARY:

☆ The library staff circulated 25,574 titles in June.

☆ The public computer center was used 2,211 times.

☆ 385 children participated in storytime.

☆ 227 residents registered for new library cards, and an average of 786 residents used the library each day.

☆ The library's meeting rooms were used 84 times.

☆ 3,344 residents visited the Colonial Heights Virtual Library to retrieve 235 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation Activities

Activities	2010	2009
Adult Softball (Teams)	30	27
Baseball Camp	41	38
Baseball/Softball Participants	532	531
Bicycle Rodeo-Helmet Giveaway	n/a	75
Class-Baby Sitter Training	n/a	10
Class-Belly Dance	17	29
Class-Kick Boxing	11	16
Class-Okinawan Karate	26	12
Class-Swim Lessons	20	17
Class-Teen Hip Hop	n/a	12
Class-Tennis Camp	12	6
Class-Tennis Lessons	42	37
Class-VA Credit Union	12	n/a
Class-Youth Archery	5	2
Class-Youth Fishing Clinic	n/a	30
Community Room Attendance	1,515	50
Community Room Reservations	29	1
Hershey Track & Field (District Meet)	n/a	470
High Octane Teen Program	n/a	11
Park Attendance	4,820	4,010
Park Reservations	66	50
Playground Program	140	178
POWER Program	6	18
Skate Park Attendance	77	66
Summer Splash	n/a	50
Teen Dance	92	113
Tuesday Teen Program	10	21
Tot Program	18	24
Trip-Atlanta Braves @ Baltimore Orioles	n/a	75

Teen Center Peak Hours of Attendance (Monday thru Thursday)-4:00 p.m. to 8:00 p.m.

Teen Center Peak Hours of Attendance (Friday and Saturday)-6:00 p.m. to 9:00 p.m.

Teen Center Peak Hours of Attendance (Sunday)-2:00 p.m. to 3:00 p.m.

Senior Citizen Center Activities

Activities	2010	2009
AARP	28	n/a
Bingo in Center	89	58
Bowling	180	325
Bridge-Party	92	96
Bridge-Tournament	104	n/a
Class-Bob Ross Video	2	4
Class-Charlotte's Oil Painting	n/a	2
Class-Computers	4	n/a
Class-Craft Class	10	n/a
Class-Crochet & Knitting	52	46
Class-Kay's Oil Painting	16	20
Class-Line Dance Class	32	29
Class-Painters Group	45	42
Class-Tap Class Advance	116	120
Class-Tap Class Beginners	34	n/a
Class-Tap Class Intermediate	105	118

IX. RECREATION & PARKS (CONTINUED):

Senior Citizen Center Activities

Activities	2010	2009
Class-Watercolor Class	13	28
Dancing Grannies Cookout	n/a	35
FitnessFloor Exercises	76	72
Fitness-Sit Down Exercises	208	240
Fitness-Strength Training Class	170	125
Fitness-Tai Chi	48	43
Fitness-Yoga	120	66
Fitness-Zoomer Boomer	232	257
Golf at Prince George	560	590
Movies	2	9
Sandwich Social	n/a	n/a
Senior Advisory Meeting	8	n/a
Senior Club Meeting	176	180
Senior Dance	78	n/a
Sing A-Long	38	36
Sing-a-Long CH Health Care Center	14	36
Swap Shop	75	n/a
Triad Meeting	30	10
Trip-Amerivan Music Theater	36	n/a
Trip-Charlestown Slots	55	n/a
Trip-River Cruise	n/a	36
Trip-Riverside Theater	36	n/a
Total	1975	1763

Meals	2010	2009
Bags	5	50
Breakfast Meals	25	100
Home Del Meals	25	100
Site Meals	0	0
Total	55	250

Donations \$15.00 \$65.00

Transportation	2010	2009
Total Passengers	430	533
Total Miles	3557	3671
Wheelchairs	22	19
Volunteer Hours	18	22

Donations \$95.00 \$110.60

Violet Bank Museum

	2010	2009
Attendance	256	210
Outreach Program	125	120

- ☆ Living History preparation and space management
- ☆ Roof examination prior to re-roofing
- ☆ Preparation for new exhibit
- ☆ Collections work
- ☆ Sesquicentennial Committee Meeting

IX. RECREATION & PARKS (CONTINUED):

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, Z-Master lawn mowers, Kubota lawn mower and on reel mower.
- ☆ Cut grass at Violet Museum, Lakeview 1 & 2, Soccer Complex, Floral Ave Park, Edinborough Park, White Bank, Ft Clifton, Floral M Hill Park, Shufford Ave, Wakefield Park, Bristol/Conduit, Blvd/Battery Place, Marvin/Battery Place, Old Shop, Church, War Memorial, School Board, Animal Shelter, Community Center, Shepherd Stadium, A Field, B Field, Civic Field, behind Stadium wall, Public Safety Building, City Hall, Health Dept, Fire Station #2, and Library as needed.
- ☆ Cut grass in impound lot at City Garage.
- ☆ Lowered and raised US, State, and City flags as needed.
- ☆ Repair warm up and field pitching mound at High School baseball, B field, Shepherd Stadium and A field.
- ☆ Hauled brick dust to High School baseball and spread in dugout area.
- ☆ Cleaned out bleachers in Shepherd Stadium for games as needed.
- ☆ Moved mats and trampoline to North Elementary for summer program.
- ☆ Moved picnic tables at North Elementary for summer program.
- ☆ Moved picnic tables from Ft Clifton to playground behind Civic field for summer program.
- ☆ Moved soccer goals, trash cans, benches, and bleachers off soccer fields for the summer.
- ☆ Cleaned and organized shop.
- ☆ Wash out dug outs in Shepherd Stadium as needed.
- ☆ Repaired storm damage to Lakeview Park playground area. Hauled and spread Fibar.
- ☆ Set up and run water cannon at Soccer Complex as needed.
- ☆ Aerated all soccer fields at Soccer Complex.
- ☆ Mixed sand and top soil at Soccer Complex. Top dressed fields at Soccer Complex.
- ☆ Scrapped Shepherd Stadium outfield wall. Prep for painting.
- ☆ Sprayed primer paint on Shepherd Stadium outfield wall.
- ☆ Repaired paint sprayer.
- ☆ Took chairs used in Memorial Day service back to Community Center and Ft Clifton.
- ☆ Installed temporary barrier around tree limb that fell from Cucumber tree.
- ☆ Removed broken water fountain from Lakeview Park.
- ☆ Repair broken drain line from pump well behind Shepherd Stadium wall.
- ☆ Replaced basketball nets at High School.
- ☆ Picked up dog and cat food from Sam's Club and took to Animal Shelter.
- ☆ All employees took on line IS-800.b course.
- ☆ Replaced dog flaps on kennel runs at Animal Shelter.
- ☆ Sprayed Ft Clifton and Tussing baseball field with KillzAll and Prodiamine.
- ☆ Sprayed around City Hall building, Community Building, Shepherd Stadium and Civic field with KillzAll and Prodiamine.
- ☆ Sprayed around Library with KillzAll.

X. OFFICE ON YOUTH & HUMAN SERVICES:

- **YAC Activities**
 - 10 members and 2 advisors attended monthly meetings
 - 10 Youth Advisory Council members graduated from Colonial Heights High school and 2 graduated from Appomattox Regional Governor’s School
 - 4 members and 1 advisor “Volunteered to Cheer” for Special Olympics
 - 2 members awarded Coleman “Voice of Youth” Scholarship
 - 3 members and advisor assembled Lemon-Aid Kits for Anthem Lemon-Aid Stands
- **Kids’ After-School Program**
 - End of year cookout held for parents and participants; awards and recognitions made
- **Substance Abuse Prevention Activities**
 - CADRE hosted Activity Night for 25 students
 - 12 youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license
 - Submitted 2010-2011 Community Coalitions Grant Proposal to Virginia ABC
- **Youth Services Commission**
 - Members met for their regular meeting and elected new officers for the year
- **Ongoing Monthly Meetings/Trainings**
 - Inter-Agency Prevention Team – 16 students were served
 - Underage Drinking Task Force
 - Systems of Care Outcomes Group Meeting
 - Attended conference on Community Collaboration in Preventing Family Violence
 - Grant Writing Basics Workshop
 - Attended “effective Black Parenting” Workshop
 - Juvenile & Domestic Violence Task Force
 - Presented “Risky Business – Working with At-Risk Youth” to 45 Youth Conservation Corps Supervisors for Dept. of Conservation & Recreation
 - Toastmasters International

Diversion Program Participation:

- **Parenting**
 - No class in June
- **Community Service**
 - 29 youth completed 267 hours of Service Learning
- **Shoplifting Diversion**
 - 55 youth and a parent attended the Shoplifting Diversion Program
- **Anger Management**
 - 7 youth completed Anger Management Classes
- **Substance Abuse Education**
 - 1 youth completed Substance Abuse Education Classes

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	71	\$34,417.58	8	\$1,179.49
2009	95	\$18,989.82	11	\$1,433.19

XI. FLEET MAINTENANCE (CONTINUED):

☆ Most of the repairs are normal maintenance issues. We did have to have the brakes replaced on the Kawasaki Loader, which made up one third of the total maintenance cost. All surplus vehicles have been prepped for the auction that we are having on the 21st of next month.

The Sublet repairs consist of the following

Glass replacement	645.52
Towing	355.00
Tire repair	98.97
Alignment	45.00
Misc	35.00

A comparison of maintenance cost for the last 5 years are:

Year	Parts	Sublet	Supplies	Total
05/06	\$154,120.86	\$32,242.04	\$11,077.10	\$197,440.00
06/07	\$162,960.62	\$33,685.33	\$12,264.15	\$208,833.49
07/08	\$165,204.28	\$13,464.31	\$14,230.20	\$192,898.79
08/09	\$149,593.15	\$16,884.01	\$14,027.35	\$180,504.51
09/10	\$180,318.85	\$13,998.80	\$12,183.50	\$206,501.15

Sublet repair cost for the year are 6.779 % of the total maintenance cost, which is almost 3% lower than last year.

A breakdown of cost by category and departments are as follows:

	08/09 year		09/10 year	
	Cost	Percent	Cost	Percent
Exhaust	\$554.83	3.286%	\$904.51	6.461%
Towing	\$1,002.50	5.938%	\$1,422.50	10.162%
Glass Replacement	\$3,276.56	9.406%	\$4,611.30	32.941%
Alignment	\$2,267.38	13.429%	\$3,037.88	21.701%
Tire Repair	\$760.00	4.501%	\$1,256.64	8.977%
Dealer Repair	\$5,035.79	29.826%	\$574.40	4.103%
Radiator	\$290.00	1.718%	\$75.00	.536%
Seat	\$665.00	3.939%	\$85.00	.607%
Misc.	\$3,031.95	17.958%	\$2,031.57	14.512%

	08/09 year		09/10 year	
	Cost	Percent	Cost	Percent
Fire	\$2,985.82	17.684%	\$2,642.75	18.878%
Police	\$2,360.05	13.978%	\$4,736.47	33.835%
Schools	\$3,658.94	21.671%	\$3,601.49	25.727%
Sheriff	0.00	0.000%	\$392.55	2.804%
Parks	\$565.63	3.350%	\$75.00	0.536%
Senior Citizen	\$3,414.32	20.222%	\$0.00	0.000%
Engineering	\$654.69	3.878%	\$0.00	0.000%
Streets	\$2,227.59	13.193%	\$1,740.94	12.436%
Utilities	\$644.80	3.819%	\$465.00	3.322%
Other	\$372.17	2.204%	\$344.60	2.462%

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Horticulture

Removed trash from the following locations:

- Boulevard, Temple Avenue at I-95, Courthouse, City Hall, and Fire Station # I.

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 Public Safety Building and Courthouse 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, and the Entrance sign on Temple Avenue,
- Responded to Violet Bank a large limb had fallen out of the Cucumber Tree turned of to Parks and Recreation Superintendent.
- Trimmed hedges at City Hall
- Pruned Crepe Myrtles at MI Rodeo, Archer Avenue, Arlington Avenue, Royal Oak Avenue, and Temple Avenue sites.
- Pruned bushes at Flora Hill and 6 trees at Courthouse.

Vegetation

Cut and trimmed grass at the following locations:

- | | |
|-------------------------------------|----------------------------------|
| • West Westover Avenue | • Animal Shelter |
| • Bluff Terrance | • Bluff Court |
| • Dunlop Farms Boulevard | • Bluff Drive |
| • Hamilton at Prince Albert Avenues | • Boulevard |
| • Branders Bridge Road | • Charles Dimmock Parkway |
| • Dupuy Avenue | • Chesterfield Avenue |
| • Meridian Avenue | • Conduit Road |
| • Lakeview Avenue | • Ellerslie Avenue |
| • Temple Avenue | • North Temple at Temple Avenues |
| • Helen Avenue | • Old Landfield |
| • Ryan Avenue | • Pinehurst Avenue |
| • Charles Avenue | • Roslyn Road |
| • Public Works Complex | • Sadler avenue |
| • Old Town Drive | • Vo-Tech Field |
| • Biltmore Drive | • White Bank Road |
| • Sherwood Drive | • Woodlawn Avenue |

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Sprayed for weeds, high grass at the following locations:

- | | |
|-------------------------------------|---------------------------|
| • Drainage Ditch on Charles Avenue | • Dead end Old Town Drive |
| • Drainage Ditch on White Bank Road | • 107 Princeton Road |

Trimmed limbs at the following locations:

- | | |
|----------------------|--------------------------|
| • 100 Sherwood Drive | • 1148 Peace Cliff Court |
| • 107 Princeton Road | • Canterbury lane |

City Contractor removed/trimmed trees and/or grinded stumps at the following locations:

- | | |
|--|---|
| • Between 1109 and 1111 West Roslyn Road | • 17391 Branders Bridge Road Old Railroad Bed |
| • Alley behind 215 Hamilton Avenue | • Bristol Avenue at Conduit Road |
| • Carroll Avenue | • 125 Carroll Avenue |
| • 315 Hamilton Avenue | • 626 Lakeview Avenue |

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Removed storm damage tree limbs at the following locations:

- 158 Chesterfield Avenue
- 303 Pickett Avenue
- 937 Edinborough Drive
- 505 Forest View Drive
- 2801 Vance Avenue
- 320 Lyons Avenue
- Dick Ewell Avenue

Picked up litter at the following locations:

- Boulevard
- Roslyn Road
- Conduit Road
- Chesterfield Avenue
- North Temple at Temple Avenues
- Ridge Road
- Charles Dimmock Parkway
- Archer Avenue
- Meridian Avenue
- Dupuy Avenue
- Temple Avenue
- Hamilton Avenue
- W. Westover Avenue

Other

- Responded to miscellaneous request concerning dead trees/limbs, dead animals, curb and gutters, sidewalks and drainage issues.
- Cleaned Recycling Center pushed brush, empty used oil, paints, and loaded metal dumpster.
- Continue excavating, sloping bank and placing stone to form a new road at Roslyn Landing.
- Assisted Police Department providing road closed signs and cones to block street at 422 Taswell Avenue
- Installed an asphalt berm to divert water from washing hillside away, placed small rip rap stone, topsoil and seeded area.
- Removed trash, vines and brush from fence, cut grass and sprayed alley behind 2203 Franklin Avenue.
- Placed ten (10) mosquitos' tables in five (5) catch basin boxes behind 115 School Avenue.
- Saw cut entrance of driveway to make uniform and removed chipped concrete at 1202 Clifton Drive

Stormwater and Drainage

Placed gravel in sinkholes and shoulders at the following locations:

- 305 Cloverhill Avenue
- 408 Dick Ewell Avenue
- Huntington Road

Concrete Curb and Gutter, and Sidewalk restorations at the following locations:

- 207 Piedmont Avenue – 47' C&G and 4' Sidewalk
- 179 Piedmont Avenue – 4' Sidewalk
- 106 Cameron Avenue – 30' Sidewalk
- 202 Hamilton Avenue – 47' Sidewalk
- 220 Piedmont Avenue – 9' Sidewalk
-

Repaired storm sewer, catch basins and drop inlets at the following locations:

- 307 Walnut Avenue
- Washington Avenue
- 322 Yorktown Drive
- 313 Fairfax Avenue
- 208 Honeycreek Court

Stormwater crew cleaned eight (8) catch basins throughout the City.

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

- Hamilton Avenue
- Dupuy Avenue
- 301 Piedmont Avenue
- 1207 Meridian Avenue
- 202 Plumtree Avenue
- Waterfront Drive
- 406 Dick Ewell Avenue
- 171 Piedmont Avenue
- Wakefield Avenue
- Shuford Avenue
- 161 Piedmont Avenue
- 920 Lakeview Avenue

Solid Waste

Recycling

- 283 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed (1) 40 cubic yard metal and (1) cardboard container for recycling.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

Streets

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

- 916 Meridian Avenue
- 1400 Meridian Avenue
- 2201 Snead Avenue
- 3709 Conduit Road
- 108 Robinwood Court
- 108,309,310,413,414 and 416 Nottingham Drive
- 101 and 114 Buckingham Drive
- 101,303,424 and 500 Norwood Drive
- 801 Lakewood Drive
- 213 Stratford Drive
- 313 Ridgecrest Lane
- Animal Shelter
- Boulevard
- 1913 Franklin Avenue
- 301 Plumtree Avenue
- 112 Lafayette Avenue
- Conduit at Wellington Roads
- 249 White Sand Court
- 203,205,207,209 and 218 Homestead Drive
- 107,204,208, and 302 Winston Avenue
- 114,218 and 225 Biltmore Drive
- 500 and 519 Huntington Road
- B Avenue
- Maple Avenue at Poplar Street
- 1309 Elmwood Drive
- Lakewood at Forest View Drives

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets.
 - Replaced 3 LED traffic lights.
 - Replaced 3 pedestrian crossing lights.
 - Straightened 4 signals and signs from storms.
- Signs and Markings
 - Made and put 5 new stop signs.
 - Made and put up 34 new high intensity street name signs.
 - Payne's went over thermo markings on Dimmock and on E. Roslyn Ave.
 - Overlaid skips and some lane lines on Conduit Road.
 - Made seven (7) No Trespassing signs for Police Department.
 - Made four (4) zero tolerance speed enforcement signs for the Police Department.
- Street Lighting
 - Installed three (3) ornamental street light bulbs.
 - Replaced one (1) ballast on ornamental street lights.
- Traffic Control
 - Responded to 4 after-hours call backs for traffic lights.
- Miscellaneous
 - Assisted with three (3) GovQA questions.
 - Replaced bad board for opti-com @ Temple Ave. and Southpark Blvd.
 - Survey crew for Blvd. coordination
 - Put up two (2) Deaf Child Area signs on Eastman Ave.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 116 Marvin Avenue
- 101 Ashley Place
- 102 Robinwood Court
- 414 Crescent Avenue
- 212 Maple Lane
- 414 Lafayette Avenue
- 206 Crestwood Drive
- 146 Chesterfield Avenue
- 312 Suffolk Avenue
- 404 Lakeview Avenue

Repaired sewer main line at the following locations:

- 116 Marvin Avenue

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- 414 Lafayette Avenue
- 206 Crestwood Drive
- 146 Chesterfield Avenue
- 101 Ashley Place
- 102 Robinwood Court

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.

Flushed sewer lines at the following locations:

- 116 Marvin Avenue
- 414 Lafayette Avenue

Congratulation to James Tuck completing driving and equipment part and receiving his CDL license.

Assisted Parks and Recreations Department moving filled dirt from Soccer Field.

Responded to sewer odor, no odor found, placed deodorant in Cleanout at the 212 Maple Lane.

Contractor started repairs on sewer line on Windsor Avenue.

Cleared debris from pumps and preformed preventive maintenance at Main Pump Station.

Cleaned generator air filters and assisted Instrumentation Control Specialist calibrating flowcharts at Charles Dimmock Pump Station.

Changed oil in generator, topped off radiator fluid and assisted Instrumentation Control Specialist calibrating flow charts float at C&B Pump Station.

Tightened impeller, reset pump, fabricated a cable and installed on gate at Hillcrest Pump Station.

Performed preventive maintenance on generator, removed two pumps for possible repairs and cleaned around building at Appomattox Pump Station.

Performed preventive maintenance on generator, changed oil and cleaned air filters at Conjurers Neck and Dunlop Farms Pump Stations.

Performed preventive maintenance on generator, changed oil, filter and topped off radiator at Hrouda Pump Station

Dismantled pump found bad bearings, bushings, packing and gland broken, carried parts to machine shop, on Methane Pump.

Performed preventive maintenance on generator topped off oil and antifreeze levels, responded to alarm, checked station and reset switch, broke up sludge blanket at Sherwood Hills Pump Station.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Water

Replaced water meters at the following locations:

- 1119 Peace Cliff Court
- 5113 Nantucket Court
- 1006 Hope Ridge Court
- 316 Hamilton Avenue
- 916 Meridian Avenue
- 125 Briarcliffe Court
- 2100 Boulevard
- 1001-1028 Old Oak Lane
- 207 Moore Avenue
- 616 Hamilton Avenue

Set new meter at 209 Lee Avenue.

Replaced a fire hydrant at 3706 Conduit Road.

Repaired water service line or main line, at the following location:

- 307 Brookedge Drive
- East Westover Avenue
- 208 Crestwood Avenue
- 3125B Woodlawn Avenue

Responded to meter leak at the following locations:

- 1301 Oakwood Drive
- 3637 Perthshire Lane
- 119 Laurens Lane
- 114 Arlington Avenue

Repaired a water valve at the following locations:

- 1019 Lakewood Drive
- 3724 Conduit Road

Replaced meter box top for Utility Billing at the following locations:

- 3701H Boulevard
- 3106 Frederick Avenue
- 224 Lee Avenue
- 517 James Avenue
- 217A and 217B Dupuy Avenue
- 412 Highland Avenue
- 124 Hamilton Avenue

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

- 230 Battery Place
- 404 Lakeview Avenue
- 1706 Franklin Avenue
- 4515 Conduit Road
- 231 Battery Place

Backflow/Cross Connection Technician conducted 74 surveys, 29 completed and 45 incomplete.

Cleaned meter box for Utility Billing at the following locations:

- 200 Breezy Hill Drive
- 906 Park Avenue
- 318 Moorman Avenue
- 3800 Dunoon Road
- 37 Brandywine Court
- 1218 Covington Road
- 914 Azalea Lane
- 1215 Burlington Drive
- 3517 Boulevard
- 3702 Conduit Road
- 820 Kensington Avenue
- 1217 Tussing Lane
- 3812 Perthshire Lane
- 1202 and 1306 Hermitage Road
- 1307 Appomattox Drive
- 1331 Riveroaks Drive
- 601 Hamilton Avenue
- 3517A Boulevard

Performed yard maintenance at the following location:

- 2701 Conduit Road

Collected a water sample for Appomattox River Water Authority (AWRA) to test from 109 Creek Ridge Place and 127 Breezy Hill Drive results are fine.

Pulled meter at 411 and 412 Orange Avenue and 475 Dupuy Avenue for Utility Billing.

Checked meter at 319 Kingfisher Way and 3611 Spruce Avenue for Utility Billing, nothing found.

Delivered 5 water box risers and 3 tops to contractor paving on Sherwood Drive.

Performed test holes on Boulevard for Engineering Division to locate 12" water line.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

Responded to low water pressure due to low water in Sheppard Stadium Water Tank at the following locations: 1706 Franklin Avenue, 395 Danville Avenue, 114 Charlotte Avenue, 103 Brijadan Lane and 157 Roanoke Avenue.

Collected routine weekly water samples and sent to Appomattox River Water Authority (ARWA) lab for testing.

Miss Utility locating required 185 man-hours for the month of June 2010.

Administration

- Met with staff of the Virginia Department of Historic Resources in Richmond to obtain approval of memorandum of agreement according to Section 106 of the Historic Protection Act to address adverse impacts of Boulevard Modernization Projects
- Met with residents of 301 Elko Avenue to address concerns about impact of Safe Routes to Schools project design
- Met with representatives of Roslyn Farm Corporation to further explore solution to erosion of drainage easement across Resubdivision of Lot 2 of Roslyn Farm
- Met with Bennett and Williams to discuss requests by the Department of Environmental Quality for changes to landfill monitoring plan
- Attended joint meeting of the South Central Wastewater and Appomattox River Water Authorities in Petersburg
- Set and cleaned up annual employee picnic
- Met with representatives of C and T Land and Counsel to resolve issues related to commercial development requirements including pedestrian access, utility relocations/adjustments and traffic impact mitigation
- Attended coordinating committee meeting of the 2010 United Way Campaign in Richmond
- Interviewed and selected consultant for inspection and evaluation of the City's elevated water storage tanks
- Met with representative of Campus Facilities Services, a contractor of VSU to review and discuss apparent double billing of wastewater services
- Met with the Presiding Judge of the Circuit Court to initiate project to evaluate the adaptive reuse of the city-owned former church

William E. Johnson
Acting City Manager

cc: Department Heads
City Attorney
City Clerk