

CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 2010



I. PUBLIC WORKS & ENGINEERING:

A. Capital Improvement Projects

Right Turn Lane on Southpark Boulevard (in front of Wal-Mart) – project received approval of allocation by Tri-Cities Area MPO. Final design completed. Received the intergovernmental agreement from VDOT; preparing for submission of the final construction plans to VDOT for approval.

Signal Coordination UPC 77600 – CMAQ Program – Construction is complete. Within one-year maintenance.

Safe Routes to Schools – Final design completed. Finalizing specifications and plans for submission to VDOT in January 2011.

Dimmock Parkway-Jennick Drive Traffic Signal – 100% plan submittal and contract documents have been submitted for review.

B. Economic Development Projects (under construction)

Walgreen's – End of One-year maintenance inspection has been completed and punch list forwarded to developer for completion.

Sam's Club Expansion – All punch list items on the End of one-year maintenance inspection have been completed. This project is now completed.

Gill's Point Section 9 – All site work has been completed. Final inspection has been held and punch list items have been forwarded to the developer and contractor for completion.

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

Texas Roadhouse Restaurant - Preliminary plan of development is scheduled for presentation at the Planning Commission meeting on Jan. 4th.

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

- Southlake III
- Mount Pleasant Acres – Section 2
- Texas Roadhouse 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

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

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

- Resubdivision of Mount Pleasant Acres, Blocks J, G, and M
- J. S. Wood Builder, Motel addition
- Ashton Car Wash (behind Sonic)
- Roslyn Farm Corporate Office
- Resubdivision of Lot 21, Blk. A, Mt. Pleasant Acres

Right-of-way Permits:

- Issued two (2) permits
- Closed out five (5) permits

II. PLANNING & COMMUNITY DEVELOPMENT:

1. No fence permits issued.
2. One (1) sign permit issued:
 - ☆ The Nicholson Co. – 400 E. Ellerslie Avenue
3. Boulevard Revitalization – No individual business activity.
4. Neighborhood Revitalization – CDBG Program

a. 2010 – 2011 CDBG Emergency Home Repair Program

The City has contracted with ElderHomes to administer the 2010 Emergency Home Repair Program. With the money carried over from the 2009 program year, the total allocation for housing repairs is \$82,863. Of this \$48,420 has been spent or set aside for repairs.

In December, work began on seven (7) households, four (4) of which have been completed. Of the three (3) remaining households, two (2) are expected to be completed in the next couple of weeks. The one (1) remaining house will be completed in the Spring when the weather is warmer. The breakdown of the work is as follows:

Repairs Completed - \$27,740

- ☆ 207 Hamilton Avenue – plumbing and porch repair \$8,000
- ☆ 409 Joe Johnson Avenue – new bathroom fixtures, accessibility and railings on back porch \$6,040
- ☆ 506 Braxton Avenue – new furnace \$7,200
- ☆ 205 Plumtree Avenue – new windows and roof \$6,500

Repairs in the works – total \$20,680

- ☆ 203 Davis Avenue – new roof and electrical work \$6,680
- ☆ 114 Hamilton Avenue – patch and paint roof, new gutters, chimney repairs, and porch repair \$6,800
- ☆ 524 Colonial Avenue – plumbing repairs and sheetrock replacement \$7,200

Out for Bid – no projects are currently out to bid

b. Violet Bank District Inspections Schedule:

- ☆ This month staff completed inspections in two of the four inspection areas. There were six (6) violations as a result of these inspections.

5. Zoning/ Property Maintenance complaints investigated:

a. Property Maintenance

	Month	YTD
Total inspections	9	161
Violations	8	118
Violations resolved	1	107

b. Zoning

	Month	YTD
Total inspections	5	73
Violations	3	61
Violations resolved	0	56

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

c. Building Code

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

d. House Number Violations

	Month	YTD
Violations reported	0	17
Actual violations	0	16
First letter sent	0	0
Violations abated	0	19
Summons issued	0	0
Door hangers posted	0	22
Active violations	0	3

e. Other

	Month	YTD
Total inspections	4	33
Violations	2	18
Violations resolved	1	18

f. Inoperable Motor Vehicle Complaints

	Month	YTD
Total inspections	21	193
Violations	21	156
Violations resolved	0	131

g. Tall Grass

	Month	YTD
Total inspections	3	405
Violations	0	251
Violations resolved	0	244

h. Sign Ordinance

	Month	YTD
Total inspections	0	98
Violations	0	96
Violations resolved	10	94

The following are highlight activities for the Building Inspections Division:

	<u>Month</u>	<u>YTD</u>
1. Existing Housing and Maintenance Inspections	15	184
2. New Construction Inspections	104	1,900
3. Permits for New Residences	0	6
4. Estimated Cost for Permits for New Residences	\$0	\$548,000
5. Additions	7	129
6. Demolitions	0	7
7. Permits for Commercial Construction	7	72
8. Estimated Cost for Commercial Permits	\$91,535	\$5,057,889
9. Plumbing Permits Issued	9	153
10. Electrical Permits Issued	8	167
11. Mechanical Permits Issued	8	72
12. Swimming Pool Permits Issued	0	6
13. Inoperative Vehicles Towed	0	0
14. Letters on Water Cutoff	0	28
15. Court Cases	1	2

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,413 calls for service during the month of December, 2010. During the same month last year, we responded to 3,038 calls for service—an 11% increase.
- ✓ We handled our seasonal high volume of traffic and its congestion but for the most part the month was uneventful. With the assistance of many volunteers, officers worked our annual Christmas Parade. Per usual, it never fails to be the coldest night of the year. We continued to maintain a strong presence at all of our retail outlets during the shopping season and it appeared that a positive experience was had by most.
- ✓ Members of the Christiansburg Police Department visited our department in December, offering assistance by checking our files to make sure we are in compliance with standards as we continue to forge ahead with our goal of accreditation. Many members of our department teamed with the Middle School Administration in a kickoff of their anti-bullying campaign. The event was attended by members of the local media as well as School Board officials.
- ✓ Regarding statistics for the month of December, our officers tallied 229 criminal arrests, 22 drug arrests, 23 DUI arrests, 641 traffic summonses, 1,179 traffic stops and 119 investigated vehicle crashes. In addition, we issued 47 parking citations, 27 false alarm citations and initiated 13 field interview reports. Our **Records Division** processed 239 incidents reports, 39 Animal Control reports and 1,054 pawned properties.
- ✓ The **Law Enforcement Services Bureau** activities are as follows:
 - Officer Benkendorf represented the Department at the “Victims of Homicide Memorial” tree lighting ceremony in Hopewell.
 - Officer Benkendorf completed 5th grade D.A.R.E. for the semester.
 - Capt. Newsome administered both written and physical tests for several certified applicants.
 - Capt. Newsome attended a board of director’s meeting regarding Crisis Intervention Training (C.I.T.).
 - Sgt. Rob Ruxer continues to advance the grant process. Both the Local Law Enforcement Block Grant (L.L.E.B.G.) and DMV grant were processed this month.
 - Sr. SRO Derek Pattison conducted a high school residency sweep with school officials.
 - Lt. Anspach attended the Virginia Internal Affairs Conference and was appointed the Central Regional Coordinator.
- ✓ Our **Investigations Division** and **Street Crimes Unit** activities are as follows:
 - Sr. Detective Bill Moore was assigned six (6) new cases during the month. These investigations included a car jacking/abduction, grand larceny and counterfeit currency.
 - Detective Thad Johnson investigated eight (8) new cases during the month. They included several credit card frauds at a local restaurant where the waitress changed her tip amounts, a residential burglary, grand larceny and an attempted rape.
 - Sr. Detective Mike Kelley was assigned eight (8) new cases for the month as well. They included a child abuse, sexual harassment and numerous credit card thefts and frauds.
 - Sr. Detective Moore attended a three-day homicide training course sponsored by the Division of Forensic Science.
 - While investigating a Crime Solvers tip, our Street Crimes Unit (SCU) observed a drug transaction at Colonial Court Apartments. Two (2) arrests were made and marijuana and prescription pills were recovered.
 - SCU members conducted several controlled purchases of narcotics, to include cocaine, ecstasy and heroine.

III. POLICE DEPARTMENT (CONTINUED):

- SCU members investigated a Crime Solvers tip and arrested a wanted fugitive.
 - SCU continued to do several trash pulls for narcotic investigations.
 - With the assistant of the Virginia State Police Drug Diversion Unit, SCU is investigating numerous counterfeit prescription frauds that have occurred in the area.
- ✓ The **Operations Bureau** activities are as follows:
- Patrol officers assisted Chesterfield County with a robbery investigation; the suspect was located and arrested at CHHS.
 - Numerous extra patrols have been conducted at our city parks and Shepherd Stadium due to a rash a vandalisms that occurred. .
 - Master Officer Eric Allen and his canine *Blitz* initiated five (5) drug arrests and one (1) weapons violation arrest for the month. .
 - Lt. Dann Ferguson and Officer Mike Foster attended the Dunlop House tree lighting event.
 - Sr. Officer Kenny Bish had the most notable arrest for the month as the result of a traffic stop. Upon further investigation, Officer Bish confiscated 16 pounds of marijuana and \$1,700.00 in currency.
- ✓ In an effort to increase visitors to the shelter, Sr. **Animal Control** Officer Stacey Arehart created a Christmas Coloring Contest which netted positive results. Several organizations assisted with the placement of animals during the holidays. Animal Control officers handled 104 complaints and adopted 27 animals out during the month of December. A total of \$500.00 in fees was collected.
- ✓ Our **Auxiliary Police** officers contributed 144 hours of service during the month of December. Duties included traffic detail and prisoner transports, Christmas Parade, and ride-alongs.
- ✓ Our **Sentinels** volunteered 22 hours of service to our community during the month with the majority of the duty being our Christmas Parade.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Lt. William Anspach, Sgt. Rob Ruxer and Sgt. Stephanie Early were nominated and selected as November’s *Employees of the Month*. During the month, these three supervisors planned and executed the responses of our personnel, members of the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Virginia State Police and members of the Alcohol Beverage Control Board regarding the policing of the Hell’s Angels book signing event which came to our City on November 14, 2010. The event was attended by an estimated 200-300 Hell’s Angels members and affiliates at a local business on the south end of town. What could have been a significant threat to the safety of our citizens was thwarted by the extensive collaboration and preparedness of our local and fellow law enforcement agencies. The effective, competent leadership provided during this entire operation provided a sense of pride within the Department.

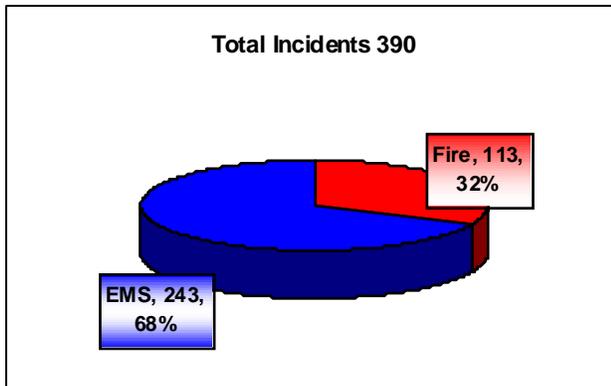
For their expertise and leadership during this event, Bill, Rob and Stephanie were each rewarded with a gift certificate to Buffalo Wild Wings Restaurant.

Crime	December 2009	December 2010	Percentage of Increase/Decrease
Aggravated Assaults	1	1	0%
All criminal arrests	219	229	4%
Arson	0	0	0%
Burglaries	2	3	33%

III. POLICE DEPARTMENT (CONTINUED):

Calls for services	3,038	3,413	11%
DUI arrests	19	23	17%
Larceny	73	55	25%
Motor Vehicle thefts	3	1	-67%
Robberies	4	1	-75%
Shoplifting arrests	51	42	-18%
Simple Assaults	15	20	25%
PART I (Serious) OFFENSES			
December 2010	Number Reported	Number Cleared	Percentage Cleared
	81	66	81%

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 113

Total EMS Patients: 243

(Total EMS incidents 237)

Fire units arrived on scene in less than 7 minutes on 47.5% of emergency incidents.

(average response time is 6:53 minutes)

EMS units arrived on scene in less than 7 minutes on 68.7% of emergency incidents.

(average response time is 6:07 minutes)

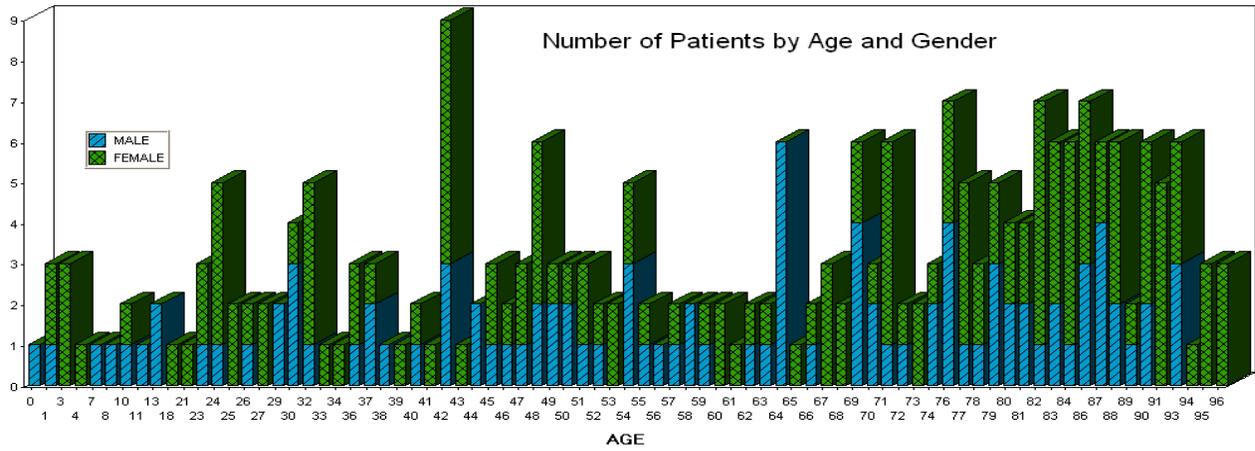
Fire Division:

<u>Fires</u>		<u>Hazardous situations</u>		<u>Service calls and false calls</u>	
Building Fire	7	Electrical Problem	4	Good Intent Calls	36
Cooking Fire	2	Gas Leak	2	Public Service	26
Brush Fire/rubbish fire	2	Power Line Down	1	Alarm Activation (no fire)	11
Vehicle Fire	1	Chemical/gasoline Spill	5	Child Seat Installation	9
Other type fire	1			Smoke detector installation	5
				Malicious false call	1
M/A to Chesterfield EMS First Responder	3	M/A received from Chesterfield Fire	6		
M/A to Chesterfield Fire	5	M/A received from Petersburg Fire	2		
M/A to Hopewell Fire	1	M/A received from Fort Lee Fire	4		

EMS Division:

Abdominal pain	7	Diabetic Problem	5	Psychiatric Problem	1
Altered Mental Status	3	Fall	27	Sick Person	16
Assault	1	Headache	3	Stroke/CVA	10
Back Pain	4	Heart Problem	1	Traffic Accident	23
Breathing Problem	31	Heat/Cold Exposure	1	Traumatic Injury	6
Chest Pain	30	Hemorrhage/Laceration	5	Unconscious	14
Choking	1	Overdose	5	Other type EMS Calls	37
Convulsions/Seizure	7	Pain	5		
M/A to Petersburg EMS	5				
M/A to Hopewell EMS	1				

IV. FIRE & EMS DEPARTMENT (CONTINUED):



Significant Incidents



December 1, 2010: Fire and EMS units responded to the 800 block of Temple Avenue for a single vehicle accident. The picture to the right is hard to see, but the hole in the windshield is from the driver's head going through it. The Driver was transported to MCV's level-1 trauma center and is expected to survive the injuries.

December 2, 2010: Fire units responded to English Village Apartments for an apartment fire. The cause of the fire was determined to be carelessly discarded smoking material. Fire damage was contained to a laundry basket and a wall. Smoke damage was found throughout the apartment. No injuries were reported.



December 3, 2010: Fire units responded to McDonald's on Southpark Circle for the report of a structure fire. The fire was located in a large grease fryer causing extensive damage to the cooking equipment. There were occupants inside the building when the fire ignited, but everyone was able to escape without injury. The business was closed for a large portion of the day for cleanup and health inspection.



December 3, 2010: Fire units responded to the 5200 block of Conduit Road for a report of a structure fire. The fire was located in the furnace with all fire damage contained to the furnace cabinet. No injuries were reported.

IV. FIRE & EMS DEPARTMENT (CONTINUED):

December 8, 2010: Fire units responded to the 3200 block of Longhorn Drive for a large water leak from an upstairs heating unit. There was extensive water damage throughout the home. No injuries were reported.



December 11, 2010: Fire and EMS units responded to Temple Avenue at I-95 for a hit and run motor vehicle accident with significant damage. The fleeing vehicle was located and neither driver was injured.

December 11, 2010: Fire units responded to the 1300 block of Oakwood Drive for the smell of smoke in a home. After searching the home the fire was located coming from an electrical outlet on the exterior of the building. No injuries were reported.



- ☆ **December 13, 2010:** Fire units responded to Wal-Mart for vehicle fire up against the building. The fire was extinguished by employees with a fire extinguisher before it could extend to the building. No injuries were reported.



December 30, 2010: Fire units responded to the 900 block of Williamsburg Road for a house fire. The fire was contained to the laundry area. The source of the fire has been determined to be electrical. There were no injuries reported.

- ☆ **December 14, 2010:** Fire units responded to the 600 block of Fairlie Road for a possible house fire. Firefighters found the damper on a fireplace had not been opened causing the residence to become filled with smoke. There were no injuries reported.
- ☆ **December 25, 2010:** Fire units responded to I-95 for a 25 yard brush fire that had spread up the hill and into the trees. The fire was determined to be caused by a discarded cigarette. There were no injuries reported.
- ☆ **December 25, 2010:** Fire units responded to the 100 block of Boykins avenue for a report of a house fire. Firefighters found a short circuit had occurred in the panel box. A breaker tripped on the power pole allowing the fire to extinguish itself. There were no injuries reported.

December 30, 2010: Fire units responded to the 300 block of Mallard Drive for a house fire. The fire was contained to the basement area. The source of the fire has been determined to be excess lint in a dryer hose. There were no injuries reported.



IV. FIRE & EMS DEPARTMENT (CONTINUED):

Training Division

Total Personnel Hours Training for Month: **251 Hours**

Description of training	Hours
ASHI Pro CPR	48
FF 1&2 Train the Trainer	3.5
Investigator Class In-Service	4
Ladder Training	9
Miscellaneous Continuing Education	177
Other Fire Training	10

Deputy Fire Marshal's Office

Inspections: (total number of initial inspections: 59)

- ✓ The Deputy Fire Marshal issued notices to 32 businesses that had not reported inspection of their fire suppression or detection system. The fire code requires that all commercial hood suppression system be inspected every 6 months, fire sprinkler systems every 3 months, and fire alarms every year. This office requires that those inspection reports be sent in for review. These businesses failed to do that. As of the end of the month, 15 businesses have not submitted these reports.
- ✓ The Fire Marshal's office received information about a vacant house insecure on James Ave. A notice of violation was sent to the owner. Building Inspections and the Deputy Fire Marshal checked the property and found it to still be insecure. The property was posted Uninhabitable by Inspections. The owner was later contacted and secured the property.
- ✓ The Deputy Fire Marshal continued to monitor a house on Lee Ave. The property is temporarily secured, but nothing has been done to remove the waste or permanently secure the property.
- ✓ During an inspection of a business dealer on the Boulevard serious electrical problems were noted throughout the building. They were advised to get an electrician in the building and correct these problems immediately.



- ✓ A business at Southpark Crossing was issued a notice of violation for trash and waste piled up behind the building. The manger advised that they could not access the dumpster because of the snow. The snow was from the previous week and the trash still was there.
- ✓ While checking the rear exit hallway at Southpark Mall the Deputy Fire Marshal came across a rear door standing open behind on of the businesses. Several fire code violations were noted to include waste, storage in front of the electrical service, improper locks on an exit door, and a fire extinguisher obstructed. The business was advised to correct the violations.
- ✓ A notice of violation was issued to Southpark Mall for not clearing the sidewalks of snow. This obstructed the means of egress from the Mall. They had cleared the main entranceways, but did not do all of the rear hallway exit doors or the exit doors from Regal Cinemas. This causes a serious problem if someone needed to exit the building during an emergency.

Investigations:

- ✓ Regina Hite was found guilty of Arson and Insurance Fraud on December 13th. She was an occupant involved in a house fire on March 14th at 313 Moorman Ave. The trial went three days Friday, Saturday, and ended on Monday. The Deputy Fire Marshal spent about 6 hours on the witness stand explaining the origin of the fire and items that were missing from the house at the time of the fire.

IV. FIRE & EMS DEPARTMENT (CONTINUED):



She will be sentenced in March. The co-defendant James Wyche was found not guilty on his charges.

- ✓ The Deputy Fire Marshal responded to investigate an apartment fire at English Village Apartments. The investigation determined that the fire was accidental due to careless discarded cigarettes in a trash container.
- ✓ Fire units requested the Deputy Fire Marshal to respond to Value Place because a tenant had attempted to remove the smoke detector from his room. This caused the fire alarm to activate. The tenant was identified and confessed that he attempted to remove the detector. He was charged with violating the fire code, tampering or removing a smoke detector. His trial date is January 5th.
- ✓ The fire marshal's office investigated a house fire on Williamsburg Road. The cause of the fire was determined to be an overloaded electrical fuse panel.
- ✓ Chesterfield County Fire Marshal's Office requested assistance with an investigation in Matoaca. They were busy on a major fire at an apartment complex and needed assisted with the investigation. The fire had occurred the night before and had killed the family pets. The fire was caused by faulty electrical wiring near the breaker panel.



- ✓ The Deputy fire Marshal responded to an apartment fire in Old Buckingham Station Apartments in Chesterfield. The fire destroyed a three-story apartment building. Because of the heavy amounts of structural damage, entry was never made into the building. The fire was determined to have originated in a first floor apartment, possibly on the exterior patio. Chesterfield Fire Marshal's Office is still investigating.

- ✓ The three defendants charged with dumping fuel oil on a property in the 300 block of Royal Oak were found guilty and ordered to pay restitution to the Fire Department. This incident was in August. The fuel was dumped on the property. It then went down Jackson Ave and then two blocks down Royal Oak. The Department of Environmental Quality will be attempting to collect expenses for their response to the spill.

Volunteers

- ✓ Volunteer personnel were on duty in both operational and support roles for **1,442** hours during the month of November. This is equivalent to 5.94 FTE (full time employees). The Volunteer's participation in staffing as well as many other responsibilities continues to save the city significant tax dollars.

The volunteer membership sponsored its first annual Christmas dinner and awards ceremony. The following awards were presented:

FF/EMT Heather Smith – Life Saving Award
Administrative Assistant Lisa Sheppard – Volunteer Life Membership
Lieutenant Joe Boisseau – Volunteer Life Membership
Chief A.G. Moore – Volunteer Certificate of Appreciation
Deputy Chief Dave Salot – Volunteer Certificate of Appreciation
Lieutenant Eric Albert – Volunteer Certificate of Appreciation



IV. FIRE & EMS DEPARTMENT (CONTINUED):

Emergency Management Division

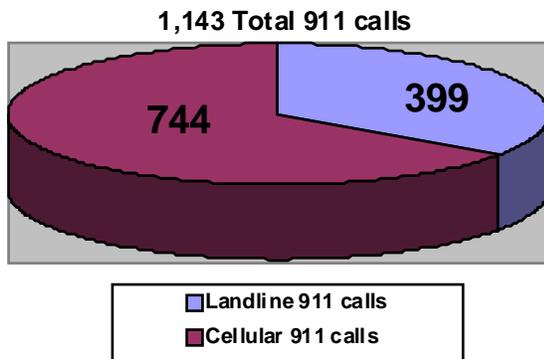


The planning process has begun for the next CERT new member's course. This class will be funded using grant funds.

March 2, 2011	Introduction, CERT Overview & Organization, Disaster Preparedness
March 7, 2011	Terrorism/CERT Organization (ICS)
March 9, 2011	Search & Rescue
March 12, 2011	CPR & Basic First Aid (9-5:00)
March 14, 2011	Triage & Disaster Psychology
March 16, 2011	Fire Safety
March 21, 2011	Exercise and Graduation

- ☆ On December 13, 2010, the CERT had their quarterly meeting. The December meeting is a Pot Luck dinner used for team building. In 2010 we had 10 new CERT members trained. The 2011 Continuing Education schedule is under development.
- ☆ Emergency Management is in the process of developing a table top exercise for city departments. This exercise is planned for March 15, 2011. This is the same day as the statewide tornado drill.
- ☆ Emergency Management continues to monitor winter weather forecasts and offer planning and support to departments when needed. While the Christmas winter storm had a significant effect on travel there was limited effect on Emergency Services during the event.

Communications Division



Total phone calls processed:	7,896
Total 911 Calls processed:	1,143
Landline 911	399
Cellular 911	744
Total calls requiring service:	3,412
911 Hang-up calls:	155
(Requiring follow-up to check welfare)	
Criminal Warrants processed:	199
Calls handled from police lobby phone:	200

Other Points of Interest



Firefighter Geoff Turner was honored by John Randolph Medical Center as the Basic Life Support Provider of the year. Geoff was selected for this honor by his peers in the EMS field from throughout the Tri-City area. Pictured with him are some of his shift partners that attended the dinner in his honor.

Colonial Heights Fire and EMS was honored by John Randolph Medical Center as EMS Agency of the year. Colonial Heights was selected for this honor by our peers in the EMS field from throughout the Tri-City area.



IV. FIRE & EMS DEPARTMENT (CONTINUED):



Lieutenant Joe Boisseau was honored with “Life Membership” to the Volunteer Fire Department. Joe served several years as a volunteer before being hired by the city. Joe has remained committed to creating a strong relationship between the career and volunteer staff of the department.

Administrative Assistant Lisa Sheppard was honored with “Life Membership” to the Volunteer Fire Department. Lisa has served the department for many years treating each of the volunteers as members of her own family. The entire department is thankful for the personal caring touch she displays with each of our employees and volunteers.



Volunteer EMT Heather Smith was honored with the “Life Saving Award” for her efforts reviving a patient at a local restaurant. Heather was working as a waitress at the restaurant when a customer went into cardiac arrest. Her quick action in giving CPR allowed the patient to be revived before arriving at the hospital.

V. FINANCE DEPARTMENT:

- Checks processed:

General Fund	439
Payroll Checks	647
Other	<u>84</u>
Total	<u>1,170</u>

- Three (3) alarm citations were processed during December.
- **Auditing** – Normal financial reviews, account payable review, bank reconciliation, daily cash report procedures and preparation of Sales & Use Tax return. This position also covered/assisted for Accounts Payable and Utility Billing Office when required. Process continued on outstanding unclaimed property reporting requirements and reissued required checks. Cost Allocation report for Fiscal Year 2010 was continued.
- **Purchasing** - 178 total purchase orders were completed with 136 being processed by the purchasing and 51 departmental purchases being reviewed as compared to 1787 being completed for the same period in 2009. In addition 120 check requests were prepared by departments which are not processed by Purchasing.
- **Bids Issued/Opened during the month:**
 - **Invitation # 10-122902-977 – Heavy Rescue Pumper** – This seal bid was issued on November 19 with a bid opening date of December 29. Only one bid was received. The Fire Department is reviewing the bid and their specifications.
 - **Invitation # 10-122902-978 – Bill Paying Services** – This seal bid was issued on December 3, with a bid opening date of December 22. Five proposals were received, and will be reviewed.
 - **Invitation # 10-012503-979 – Demolition of City Property, (Old CHBC)** – This sealed bid was issued on December 17, with a bid opening date of January 25. There will be a mandatory pre-bid conference on January 11.

V. FINANCE DEPARTMENT (CONTINUED):

- **Invitation # 10-02103-980 – Audit Services** – This proposal was issued on December 30, with a proposal due date of January 31.
- **Other Purchasing Activity:**
 - Purchase Order issued for a pickup truck with mounted snow & ice control spreader and plow.
 - Lease contract executed for a copy machine for the Sheriff’s Office.
 - Purchase Order issued to trim and cut down various trees in the City.
 - Sand and salt for snow removal ordered.
- **General/Citizen Claims:**
 - A claim was filed by Verizon for damage to a Verizon 50 pair cable by City workers while working at 100 Swift Creek Lane.
- **Property Claims:**
 - A driver, charged with DUI, struck the guardrail on Temple Avenue. A Purchase Order was issued for the repair cost of \$3,907.
- **Automobile Claims:**
 - A vehicle, parked at the Recreation Department, was vandalized. Tires were slashed, outside mirrors broken, front windshield broken, and paint was thrown on the vehicle. The vehicle was declared totaled by the City’s Insurance Agent.
- **Utility Billing** – During December:
 - Bi-monthly Utility Bills Sent – 3,629
 - Delinquent Notices Sent – 774
 - Delinquent Notices Percentage – 18.8%
 - Services cut off for nonpayment on December 14th was 136.
- Work orders for December 2010:
 - Leaks – 27
 - New Accounts – 53
 - Terminations – 81
 - Extensions – 68
 - Clean – 3
 - Emergency Cut Off – None
 - Pulled – None

VI. HUMAN RESOURCES DEPARTMENT:

• **Advertisements**

<u>Department</u>	<u>Position</u>
Office on Youth	Site Supervisor (Part-time)
Fire & EMS	EMS Firefighter

• **Applications & Testing**

A total of 14 applications were received for the Site Supervisor (Part-time) position in the Office on Youth.

• **Training**

New employees continue to complete required ICS and VML University on-line training courses.

• **Miscellaneous**

An HR Liaison Committee meeting was held on December 2, 2010, which included discussion on the following topics: FMLA and Sick Leave Usage, Sick Leave Bank, New Employee Offer Letters, and Emergency Contact Forms.

• **Workers Compensation**

The following workers’ compensation reports were filed during the month of December 2010:

VI. HUMAN RESOURCES (CONTINUED):

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
12-03-10	Comm. of Revenue	Desk drawer fell and hit left foot causing redness.
12-08-10	Public Works	Pain and bruise to right foot from vehicle during leaf pickup.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 43,601 visits in the month of December with 68,236 page views, including 2,644 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Purchasing RFPs, Real Estate Assessment Search, and Fire & EMS. City department websites were updated in December with department head biographies and photographs.
- ☆ Citizens submitted and city staff processed 176 service requests and questions through the "Citizens Action Center" online during the month of December. The FAQs were viewed 1,001 times during this same period.
- ☆ December's City e-News was distributed via email to 4,133 customers. The City of Colonial Heights' Facebook Page now has 1,795 fans. In addition, a new Facebook page was launched in December for the Recreation & Parks Department.
- ☆ Proactive Information Management completed 71 hours of IT service and maintenance for City departments in December.

VIII. LIBRARY:

- ☆ The library staff circulated 19,373 titles in December.
- ☆ The public computer center was used 1,657 times.
- ☆ 49 children participated in storytime.
- ☆ 109 residents registered for new library cards, and an average of 547 residents used the library each day.
- ☆ The library's meeting rooms were used 78 times.
- ☆ 2,941 residents visited the Colonial Heights Virtual Library to retrieve 466 articles from their homes and offices.

IX. RECREATION & PARKS:

Recreation Division

In the month of December the Recreation Department moved their activities indoors for the Winter. Youth basketball practices are officially underway and games will begin in early January. Recreation staff and volunteers spent time spreading Holiday cheer with the annual Santa's Calling and Santa's Workshop events. Work continues on the Spring and Summer 2011 Activity Guide for release in late February.



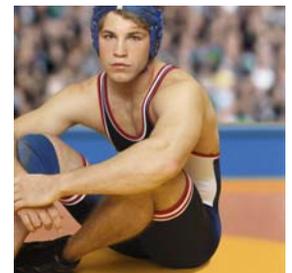
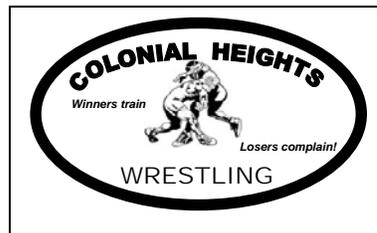
Santa's Calling

On Tuesday December 21 and Wednesday December 22 the Colonial Heights Recreation and Parks Department made phone calls to registered Colonial Heights children from the "North Pole!" Santa and his operators called 80 children over the two nights to discuss their Christmas Wish

Lists'. A special thanks to Colonial Heights staff members Harold Caples, Jeff Faries and Tom Gates, and resident David Lynch, for being Santa's. Also a special thanks to Colonial Heights staff members Jennifer Carpenter, Abby Lynch, Lisa Smith, Karla Ramsey, Deborah Rose and Joni Bowman for being our North Pole Operators.

Youth Wrestling Tournament

On Sunday December 12th the Colonial Heights Youth Wrestling program hosted a Youth Wrestling tournament at Colonial Heights High School. A total of 92 wrestlers registered and participated in the tournament. Wrestlers from the Tri-cities area, Richmond, Northern Virginia and Virginia Beach traveled to participate in the tournament. Proceeds from the tournament will support the CH Wrestling Club. All wrestlers did a great job in the round-robin formatted tournament.



IX. RECREATION & PARKS (CONTINUED):

Athletics	2010	2009
Youth Basketball Registration	343	329
Youth Open Gym Basketball	21	49
Adult Open Gym Basketball	5	10
Youth Wrestling	28	31
Activities/Programs	2010	2009
POWER	6	5
Santa's Calling	80	97
Santa's Workshop and Lunch	44	n/a
School's Out Activities	14	29
Disney On Ice - Princess	25	n/a
Movie Night	10	n/a
Teen After School Program	21	n/a
Instructor Based Programs	2010	2009
Karate	13	16
Zumba	13	n/a
Tae Box	14	18
Facility Usage	2010	2009
Community Room Attendance	1,643	1,630
Community Room Reservations	29	27
Teen Center Attendance-CHHS Students	78	219
Teen Center Attendance-CHMS Students	223	324

Santa's Workshop and Lunch

The Workshop and Lunch with Santa was a great success. We had several craft workshops for the children to enjoy. Participants decorated cookies, colored Christmas items, and made ornaments. The day ended with lunch and a visit from Santa Clause. This program was co-sponsored with the Colonial Heights Quarterback Club.

Teen Christmas Party

Participants enjoyed musical chairs, pong toss, table hockey, free food, raffle drawing, and guess the number of M&M's, during our annual Christmas Party. All participants for the night had the chance to win prizes, gifts and or a gift card.

Skatepark now unsupervised

In an effort to increase the amount of use and availability of the Skate Park the Recreation Department has changed operational procedures for the Skatepark facility located behind the Colonial Heights Vocational School building. Effective December 1, 2010 the skate park became an unsupervised facility. There will be no staff member on-site and the Skatepark will remain open daily from 9:00am to dark. In case of inclement weather the Skatepark will be closed. The new changes will allow more skateboarding enthusiasts to utilize the Skatepark when it is convenient for them, as long as the rules are adhered to.

Teen Center Attendance

Mon-Thurs Peak Hours 3:00-7:00pm
 Fri-Sat Peak Hours 4:00-8:00pm
 Sunday Peak Hours 1:00-2:00pm

Total Participants

2010	2009
1926	2204

Agency on Aging

Agency on Aging Activities	2010	2009
AARP	40	44
Bingo in Center	42	86
Bowling	160	128
Bridge Party	48	124
Bridge Tournament	96	96
Christmas Dinner	135	112
Cookie Day	30	40
Santa's Workshop-Crafts	39	0
Sean Gleason's Retirement Open House	n/a	100
Senior Club Reception for Sean Gleason	n/a	68
Senior Club Board Meeting	12	0
Senior Club Meeting	96	138
Sing A-Long	42	45
Sing A-Long-CH Health Center	13	12

Senior Citizens Christmas Dinner



Lunch with Santa



IX. RECREATION & PARKS (CONTINUED):

Fitness	2010	2009
Strength Training Class	140	146
Sit Down Exercises	126	315
Floor Exercises	56	70
Yoga	90	84
Zoomer Boomer	250	212
Tai Chi	21	32
Trips	2010	2009
American Music Jubilee	36	36
Dinwiddie Holiday Concert	50	24
Radio City Rockettes Trip	0	26
Whitehouse Tour	0	49
Riverside Theater	36	0

Classes	2010	2009
Craft Class	11	6
Crochet & Knitting	52	48
Dixie's Painting Class	34	0
Line Dance Class	18	17
Painting Class Kay Tirpak	18	16
Painters Group	22	32
Splash of Color	18	0
Tap Class Beginners	30	0
Tap Class Intermediate	62	114
Tap Class Advance	84	100
Quilting Class	10	0
Watercolor	9	16

Dancing Grannies Perform at the 2010 Christmas Parade



Transportation	2010	2009
Total Passengers	213	
Total Trips	624	735
Total Miles	3176	2924
Wheelchairs	14	29
Volunteer Hours	80	18
Donations	\$121.00	\$125.00

Parks/Buildings & Grounds
Parks/Buildings & Grounds/Horticulture

Landscaping

- ☆ Facilities: Cut down three trees at War Memorial and hauled to transfer station. Blew leaves around City Hall, Court Buildings, B-field and Community Center. Gathered leaves and took to transfer station. Hung Christmas wreaths on sign at Legacy Garden.
- ☆ Snow/Ice Removal: Picked up and stored de-icer. Put down de-icer around City buildings as needed. Cleared snow from parking lots and sidewalks around Shepherd Stadium and Community Center.

Maintenance

- ☆ Equipment: Performed preventative maintenance on paint machine, Z-Master lawn mowers, Kubota lawn mower and Sand Pro. Installed mulching kits on two Z-Master lawn mowers.
- ☆ Ball Fields: Removed batting cage nets from Civic field, High School baseball field, and Shepherd Stadium. Folded and stored nets. Cut off water at A-field, B-field, Civic field, and two Lakeview fields. Removed wooden benches and trash cans from all soccer fields at Soccer Complex.
- ☆ Facilities: 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 City Hall, Public Safety, Courts Building, Old Church, and Library on daily basis.
- ☆ Picked up trash and emptied trash cans around all ball fields and soccer fields as needed. Replaced dog door flaps at Animal Shelter. Moved hanging file holders at Health Department. Installed new power strips on two walls at Health Department. Installed file holders on doors at Health Department. Installed a new second floor electrical outlet in City Hall. Installed new electrical outlet in lobby at Public Safety building. Installed coat rack in Utility Billing office at City Hall. Mounted signs on boards and installed signs at Skateboard Park. Cleaned old shop on Meridian Ave and took junk to transfer station. Removed awning from old church and stored inside Shepherd Stadium.

IX. RECREATION & PARKS (CONTINUED):

Horticulture

General: Performed general clean-up and maintenance (raking, pruning and mulching) throughout the city.

Civic Sign (Boulevard and Newcastle): Trimmed all fountain grasses, cut-back and raked lilies, trimmed holly trees and crape myrtles, and mulched.

Fire Station #1: Planted pansies at back door area and mulched.

Fire Station #2: Planted pansies in four beds and mulched.

Flora Hill Park: Raised the bed area by removing leaves, pruning trees, trimming shrubs and mulching.

Library: Trimmed lilies, holly trees, crape myrtles, and mulched. Mulched entrance sign area.

Police Department: Mulched islands in parking lot.

Violet Bank: Trimmed, raked and cleared overgrowth on the north side of property.

War Memorial: Removed three trees that will be replaced in the spring.



Projects and Community Support

City Hall Beatification: Painted second floor hallway, lobby area, break room and restrooms. Removed hand rails from 231 Chesterfield Ave; cut to size, sanded, primed, painted, and installed in hallway. Installed 11 door stops on second floor. Hung pictures in second floor hallway.

Christmas Parade: Moved bleachers from soccer field to Boulevard for Christmas parade and returned following.

Wakefield Playground: Graded and leveled rock dust for new playground equipment.

Violet Bank Museum

	2010	2009
Attendance	202	250



Monthly Activity

- ☆ Candlelit tours were held December 17-19
- ☆ Installed miniatures exhibit
- ☆ Textiles exhibit preparation

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 18 members attended Monthly Meeting with YAC advisor, 2 YSC representatives, and 3 members of Swift Creek Woman’s Club.
- Delivered Christmas Family gifts to Christmas Mother
- Sent 94 Christmas Cards to McGuire VA Hospital
- 12 members sang Christmas Carols for the residents of Dunlop House
- Sent 12 “Hugs in Mugs” to CARES Shelter

➤ **Kids’ After-School Program**

- Family dinner was held for 37 participants
- A newsletters was prepared and sent to all KAP parents
- Total number of KAP participants are:
 - Lakeview Elementary – 15
 - Tussing Elementary – 8
 - North Elementary – 16

➤ **Substance Abuse Prevention Activities**

- 12 Youth received VaABC, VASAP, MADD, State Police information when they received their driver’s license

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

- **Youth Services Commission**
 - No meeting held due to Christmas holiday
- **Ongoing Monthly Meetings/Trainings**
 - Positive Parenting Coalition
 - Regional & Drug Free Alliance Meeting
 - Inter-Agency Prevention Team – 11 students were served
 - Operation Christmas Child
 - Systems of Care Outcomes Group
 - Systems of Care Training Group
 - Toastmasters International
 - Community Policy & Management Team
 - Colonial Heights CADRE Coalition

Diversion Program Participation:

- **Parenting Program**
 - 3 families participated in classes on “Parenting With Love & Limits”
- **Community Service**
 - 20 youth completed 232 hours of Service Learning
- **Shoplifting Diversion**
 - 24 youth and a parent attended the Shoplifting Diversion Program
- **Anger Management**
 - No youth participated in Anger Management Classes
- **Substance Abuse Education**
 - No youth participated in Substance Abuse Education Classes

Presented Life Skills/Anger Management Curriculum to 114 CHMS sixth grade students.

Participated in:

“Pledge Signing Celebration” at CHMS for bullying prevention

XI. FLEET MAINTENANCE:

	<u># of Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2010	76	\$18,816.78	2	\$235.00
2009	60	\$ 8,239.53	2	\$572.55

☆ Most of the repairs we did were normal maintenance issues. A new public works unit #202 is now in service.

☆ The sublet repairs consist of the following:

Towing	65.00
Alignment	170.00

A summary of the repair cost for the first half of this year compared to the last 5 years is as follows:

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
05/06	\$93,181.51	\$ 7,087.90
06/07	\$113,873.69	\$14,171.71
07/08	\$97,963.48	\$6,245.11
08/09	\$94,735.95	\$11,085.06
09/10	\$94,246.69	\$6,759.08
10/11	\$124,887.12	\$4,116.45

X. FLEET MAINTENANCE (CONTINUED):

A breakdown of sublet repairs by department and category is as follows:

2009-2010

<u>Repair</u>	<u>Amount</u>	<u>Percentage</u>	<u>Department</u>	<u>Amount</u>	<u>Percentage</u>
Alignment	\$1,578.55	23.511%	Police	\$2,553.51	38.032%
Towing	\$602.50	8.974%	Fire	\$1,133.32	16.880%
Glass Replacement	\$1,754.30	26.129%	Streets	\$692.60	10.316%
Radiator Repair	\$0.00	0.000%	Utilitys	\$110.00	1.638%
Dealer Repair	\$100.00	1.489%	Parks	\$0.00	0.000%
Tire Repair	\$360.07	5.363%	Sheriff	\$347.55	5.176%
Exhaust	\$789.06	11.752%	Engineering	\$0.00	0.000%
Seat Repairs	\$85.00	1.266%	Schools	\$1,532.50	22.825%
Misc.	\$1,444.60	21.516%	Senior Citizens	\$0.00	0.000%
			Others	\$344.60	5.132%
Totals	\$6,714.08			\$6,714.08	

2010-2011

<u>Repair</u>	<u>Amount</u>	<u>Percentage</u>	<u>Department</u>	<u>Amount</u>	<u>Percentage</u>
Alignment	\$880.40	21.390%	Police	\$535.00	12.998%
Towing	\$480.00	11.662%	Fire	\$1,125.00	27.333%
Glass Replacement	\$47.00	1.142%	Streets	\$545.00	13.241%
Radiator Repair	\$0.00	0.000%	Utilitys	\$50.00	1.215%
Dealer Repair	\$881.05	21.406%	Parks	\$420.00	10.204%
Tire Repair	\$262.45	6.376%	Sheriff	\$90.00	2.187%
Exhaust	\$0.00	0.000%	Engineering	\$0.00	0.000%
Seat Repairs	\$315.00	7.653%	Schools	\$1,023.90	24.877%
Misc.	\$1,250.00	30.370%	Senior Citizens	\$12.00	0.292%
			Others	\$315.00	7.653%
Totals	\$4,115.90			\$4,115.90	

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Vegetation

Picked up litter at the following locations:

- Franklin Avenue
- Temple Avenue (twice)
- Temple at Hamilton Avenues
- Trash cans on Boulevard at Dupuy, Pickwick, Westover and James Avenues
- Boulevard (twice)
- Roslyn Road (twice)
- Boulevard at Fairfax 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.
- City crew placed 162 tons of salt, 465 tons of mix sand/salt on City streets during snow storm on 12/16, 12/17, 12/25, 12/26, 12/27 and 12/28/10.
- Assisted Fire Department with diesel spill on Temple, Eilerslie Avenues and Conduit Road by supplying and sweeping up sand on 12/7/10
- Spread gravel and dressed up area at Boat Ramp.
- Preformed test holes on Charles Dimmock Parkway at Jennick Drive to locate Methane line in turning lane.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Stormwater and Drainage

Stormwater crew cleaned (20) catch basins throughout the City.

Placed the following basins on GPS::

- Greenleaf Lane at Charles Avenue – 2 Curb Inlets
- Keswick Road at Greenleaf Lane – Manhole
- 702 Old Town Drive at Keswick Road – Curb inlet
- 712, 812 and 815 Keswick Road – Curb Inlet at each locations
- 513 Old Town Drive – Curb Inlet and Manhole
- 702 Keswick Road – Curb Inlet
- 709 Old Town Drive – Manhole
- E. Ellerslie Avenue at Bent Oaks Drive – Manhole
- 626 Keswick Road at Greenleaf Lane – Curb Inlet
- Old Town Drive at Fairlie Road – Manhole
- 614 Old Town Drive at Keswick Road – Curb Inlet
- 519 Old Town Drive Curb Inlet and Manhole
- Old Town Drive at E. Ellerslie Avenue – Curb Inlet and Manhole
- 701 Old Town Drive – Curb Inlet
- 500 Compton Road – Manhole and Grate top Basin

Street sweeper collected (46) cubic yards of debris from the following locations::

- Boulevard
- Conduit Road
- Temple Avenue
- Southpark Boulevard
- Lynchburg Avenue
- Ellerslie Avenue
- Charles Dimmock Parkway
- Southpark Circle

Secured grate top that had been falling into catch basin behind Middle School.

Removed debris from storm drains at the following locations:

- Conduit Road
- Behind Big Lots
- Roslyn Road

Leaf season the following cubic yards were collected from City streets:

Area 1 – 325 cubic yards: Sherwood Hill, Lakeview and Toll House. **Area 2 – 221 cubic yards:** Oak Hill, Shepherd Stadium, Violet Bank, Floral Hill, Westover and Snead. **Area 3 – 695.5 cubic yards:** Ellerslie, Fort Clifton, Mount Pleasant and Southpark.

Totaling 1,241.5 cubic yards.

Solid Waste

Recycling

- 131 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- Removed (2) 40 cubic yards of recyclables and (2) cardboard containers for recycling.

Traffic Operations

- Signals
 - Did preventative maintenance on 4 traffic cabinets.
 - Replaced 2 LED traffic lights.
 - Replaced 4 pedestrian crossing lights.
 - Replaced another broken signal and tether wire at Temple Avenue and Boulevard.
- Signs and Markings
 - Made and put up 3 new stop signs.
 - Made and put up 12 new high intensity street name signs.
 - Made 25 miscellaneous signs.
- Street Lighting
 - Installed 9 ornamental street light bulbs.
 - Installed 2 ballast for ornamental lights.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Traffic Control
 - Responded to 3 after-hours call backs for traffic lights.
- Miscellaneous
 - Assisted with 11 GovQA questions.
 - Working with VDOT adjusting timings for signal coordination from Sherwood Dr. to Temple Avenue on the Boulevard.
 - Put out and picked up barrels, barricades and cones for Christmas parade.
 - Inventoried major components for each intersection.
 - Worked with Richardson and Wayland to move opti-com.
 - Detector at Ellerslie and Dunlop.
 - Finished putting up Christmas snowflakes.

Utilities

Wastewater

Responded to sewer backups at the following locations:

- 118 Boykins Avenue
- 517 Boulevard
- 2231 Boulevard
- 54 Colonial Court
- 702 Old Town Drive
- 305 Plumtree Avenue
- 913 Forest View Drive
- 903 Conduit Road
- 318 Lakeview Avenue

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

- 2107 Wakefield Avenue
- 107 Biltmore Drive

Checked the following manholes “trouble spot” locations:

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

Flushed sewer lines at the following locations:

- 301 Charles Dimmock Parkway – Animal Shelter

Replaced light bulbs in shed and stairwell to basement, removed and replaced motors for the turrets on snow blowers and performed general maintenance at Main Pump Station.

Pump 1 over temperature light on, acknowledged, reset and back flushed at Sherwood Hills Pump Station.

Performed preventive maintenance, ran methane pump and collected totalizer readings daily.

Repositioned, changed hose clamp, tested, thermostat seems to be stuck, added one gallon of coolant needs block header, ran, troubleshot over heating, possibly thermostat bad, will check back later at Conjurers Neck Pump Station.

XII. PUBLIC WORKS & ENGINEERING (CONTINUED):

Repaired gate supports at C&B Pump Station.

Troubleshoot heater, working but staying on high all the time, ordered a thermostat at Appomattox Pump Station.

Water

Replaced water meters at the following locations:

- 1214 Boulevard
- 313 and 319 Greenmeadow Court
- 101 Kennon Point Drive
- 3204 Glenview Avenue

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

- 920 Forest View Drive
- 120 Forest View Drive
- 3204 Glenview Avenue
- 306 Walnut Avenue
- 2809 Woodlawn Avenue
- 313 and 319 Greenmeadow Court
- 1214 Boulevard
-

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

- 3018 Boulevard
- 313 Roanoke Avenue
- 416 Orange Avenue
- 2416 Boulevard
- 135 Roanoke Avenue
- 230 Eastman Avenue

Backflow/Cross Connection Technician conducted 31 surveys, 28 completed and 3 incomplete.

Replaced Meter Setter at the following locations:

- 1214 Boulevard
- 313 and 319 Greenmeadow Court

Cleaned meter box for Utility Billing at the following locations:

- 424 Dupuy Avenue
- 626A Boulevard
- 3517A Boulevard

Turned water off for resident due to pipe leaking at the following locations::

- 1907 Boulevard
- 143 Waterfront Drive

Performed yard maintenance at the following location:

- 2701 Conduit Road Main Pump Station and Recycling Center

Pulled meter for Utility Billing at 506 Walnut Avenue.

Replaced pigtail on water meter at 4515 Conduit Road.

Placed topsoil in sinkhole around water meter at 401 Fairfax Avenue.

Responded to low water pressure at 115 Lafayette Avenue, turned water meter all the way on, no other problems found, informed citizen.

Placed 21a stone in utility cut at 100 Swift Creek Lane.

Assisted Street Division with snow removal.

Repairs by City contractor on sewer line continues on Old Town Drive.

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

Miss Utility locating required 125 man-hours for the month.

Administration

- Met with fire department and engineering staff to discuss shared use of geographic information and revised procedures for fire suppression systems during development review and construction
- Met with prospective employee to fill the upcoming vacancy in engineering technician position
- Participated in conference call for progress meeting on Boulevard Modernization project
- Attended Council regular and special meetings

Thomas L. Mattis
City Manager

cc: Department Heads
City Attorney
City Clerk