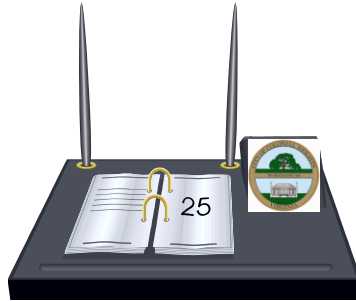


CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 2011



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* –The PPEA Interim Agreement has been executed. Value Engineering workshop and review meeting have been completed. LEED design kick-off meeting to be completed in January 2012.

Transportation Capital Projects

- *Right Turn Lane on Southpark Boulevard at Dimmock Parkway, UPC 97692* – Bids were received (second rebid) and submitted for pre-award audit by VDOT. Contract award anticipated January 2012 with completion in Spring 2012.
- *Boulevard/Government Center Enhancement – Transportation Enhancement Program, UPC 7822* –Project is substantially complete.
- *Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434* –*Urban and CMAQ Programs* – Preliminary engineering and right of way acquisition in process. Construction start is anticipated Summer 2012.
- *Dimmock Parkway-Jennick Drive Traffic Signal, UPC 94750* – Project is complete and closed out except for the maintenance period.
- *Safe Routes to Schools- Phase 1 and 2, UPC 87317 and 93211*– Construction is substantially complete. Punch list items remain to be completed.
- *Dupuy Avenue Modernization, UPC 101287* – Professional services procurement in process. Contract award anticipated in January 2012 after audit by VDOT.
- *Lakeview Avenue Modernization, UPC 101288* – Professional services procurement in process. Contract award anticipated in January 2012 after audit by VDOT.

Utilities Capital Projects

- *Hrouda Pump Station Upgrades* – On hold.
- *Boulevard Water and Sewer Replacement* – Negotiated contract amendment to provide additional services for design of subsurface replacements prior to street reconstruction.

Plan Reviews

- Received six (6) plans and reviewed six (6) plans.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Right of Way Permits

- Issued six (6) permits and closed out nineteen (19) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/Maintained signals, signs, markings and street lighting – 44 locations.
- Preventative Maintenance – 4 locations.

Vegetation

- Removed litter from (16) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Continue removing storm damage from (03) locations.

Recycling Center

- 194 citizens used the Recycling Center to dispose of Category 1 Materials, brush, Hurricane debris, metal products and other recyclable materials.
- 200 gallons of used oil was removed.

Street

- Placed asphalt in (07) potholes and overlaid an area near curb and gutter at (01) location.

Storm Water and Drainage

- Cleaned (10) catch basins, (04) drainage ditches, (06) curb and gutters, repaired (01) catch basin, (02) storm sewers, (02) drop inlets and responded to (02) miscellaneous drainage request.
- Placed topsoil/gravel in sinkhole at (07) locations.
- Sweeper swept (12) locations collecting (68) cubic yards of debris.
- Collected 1990 cubic yards of leaves from Areas 1, 2 and 3.

Wastewater Utility

- Responded to (06) sewer backups, (11) miscellaneous requests, installed (07) and replaced (01) cleanouts, flushed drains at the animal shelter, repaired (03) laterals and (01) main sewer line.
- Camera sewer main line at (01) location.
- Removed debris from pumps, and replaced flood lights at Main Pump Station.
- Removed pump for repairs, flushed grease and debris from wet well and cleaned floats at Conjurers Neck Pump Station.
- Removed debris from the inlet manhole to clear pipe at Hrouda Pump Station.
- Placed gravel in a utility cut at 124 Lafayette Avenue.
- Continued checking all pump stations and methane pump daily.

Water Utility

- Replaced (29) meters, cleaned (10) meter boxes, repaired (03) meter leaks, (01) service and (03) main lines, replaced (05) meter boxes, (01) top, (03) meter setters, (02) 2" valve and responded to (02) miscellaneous water requests.
- Responded to (04) request for discolored water ran a hydrant to clear in each area.
- Turned water on at (01) location after hours for Police Department.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Backflow/Cross Connection Technician conducted (08) surveys, (08) completed and assisted with locating underground utilities performing (26) hours.
- Collected weekly routine water samples, performed THM's, HAA's and sent to Appomattox River Water Authority's (ARWA) lab for testing.
- Miss Utility locating required (158) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

- | | Month | YTD |
|--|--------------|---|
| 1. Fence Permits | 0 | 20 |
| 2. New Sign Permits | 4 | 76 |
| • CVS – 100 Dunlop Farms Village | | |
| • Napier Realty – 19-20 Dunlop Circle | | |
| 3. Neighborhood Revitalization – 2011 Emergency Home Repair Revitalization - \$52,135 | | |
| Repairs Completed | #0 | |
| Repairs in the Works | #0 | |
| 2011 Applications being processed | #6 | Six (6) grant recipients have been selected for this funding cycle. Depending on project costs, additional grants may be given to those on the waiting list. |
| 4. Zoning Property Maintenance | | |

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	7	136	Total Inspections	9	51
Violations	6	87	Violations	7	34
Violations Resolved	2	54	Violations Resolved	1	20
House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	3	24	Total Inspections	0	591
Violations	3	23	Violations	0	357
Violations Resolved	23	53	Violations Resolved	0	184
Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	17	152	Total Inspections	10	73
Violations	16	124	Violations	2	37
Violations Resolved	4	66	Violations Resolved	10	33
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	7	98	Total Inspections	2	35
Violations	7	93	Violations	0	13
Violations Resolved	0	80	Violations Resolved	0	13

5. **Building Inspections**

	Month	YTD
New Construction Inspections	250	2,246
Permits for new Residents	1	7
Cost New Homes	\$146,000	\$600,400
Existing House & Maintenance	0	58
Additions	2	95
Demolitions	0	4
Permits for Commercial	6	72
Cost for Commercial	\$1,185,400	\$4,823,767

Rental Inspections

	Month	YTD
Total Units Registered	0	92
Total Units Inspected	0	46
Dwellings	0	26
Multi-family	0	10
Apartments	0	10
First Inspection		
Passed	0	44
Failed	0	0

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

Plumbing Permits Issued	16	160	Second Inspection	0	2
Electrical Permits Issued	12	192	Passed	0	2
Mechanical Permits Issued	9	85	Failed	0	0
Swimming Pool Permits Issued	0	14	Re-Inspection – Phase 1	15	116
Inoperative Vehicles Towed	0	0	Passed	15	110
Letters on Water Cutoff	0	14	Failed	0	6
Court Cases	0	1	4 Year Cert. Issued	0	46
			Apartments	0	4
			No. of Units Certified	0	36

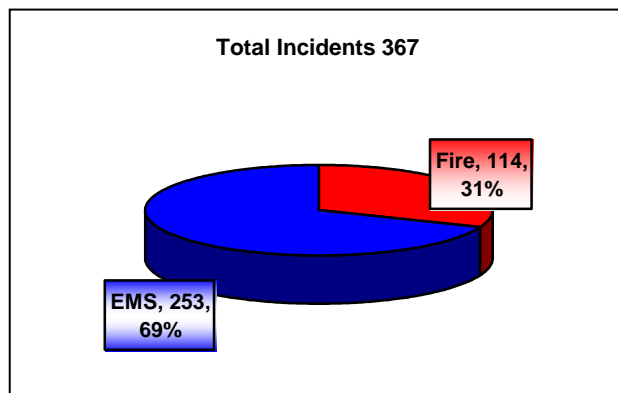
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,395 calls for service during the month of December, 2011. During the same month last year, we responded to 3,413 calls for service—a 1% decrease. No robberies were reported this month, nor were any reported last year during this same time—no change. There was one (1) reported aggravated assault this December, and one (1) reported during the month of December, 2010—no change. We responded to two (2) burglaries in December, 2011, compared with a response to three (3) burglaries during the month of December, 2010—a 33% decrease. There were 115 Part I, or serious, crimes reported to the Colonial Heights Police Department in December, 2011. Eighty-eight (88) of those, or 77%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of December was a very good month to close out the year. We celebrated the beginning of the month with the City’s Annual Christmas Parade. With temperatures in the 50’s, it had to be the warmest one on record. We are proud to announce that Captain W. Keith Early has graduated from the F.B.I. National Academy, receiving 15 graduate credits from the University of Virginia. We are also thankful to announce that Senior Officer Greg Thinner was honored by our local V.F.W. as CHPD’s Officer of the Year for his exemplary service to our country and our community.
- ✓ As the result of receiving a successful grant, it is our pleasure to report that we received our first license plate reader, which is now attached to a patrol unit. We have permanently assigned it to a daylight unit so that it can be utilized round the clock. This unit will alert us in locating any reported stolen vehicles that may come into our area. We will also be looking at any possible uses to aid the Treasurer’s Office in their duties.
- ✓ Our Law Enforcement Services Bureau reported that our D.A.R.E. program has started at the Middle School as well as safety presentations at the elementary schools. Our Accident Review Board has met twice and determined that both crashes involving patrol units were unavoidable and no fault of the driver/officer. We are pleased to report the hiring of former ACO Aide Jean Smith as our newest full-time Animal Control Officer. We feel this will be a smooth transition, as Jean was a former ACO in a neighboring jurisdiction. Our two recruit officers at Crater Training Academy are still at or near the top in their academics and are set to graduate sometime in early March. We continue to have one opening in Patrol and have just closed out the application process for same—updates to follow.
- ✓ Our Investigations Division had a solid month. They were assigned 22 new cases and cleared 18 of them—some from the previous month—for a clearance rate of 82%. Cases which were assigned included embezzlement; grand larceny; several sexual assaults; credit card fraud, forgery and uttering; and counterfeiting. One case to note involved a lottery scam over the course of the year, where the victim wired several thousands of dollars overseas. The case has been turned over to the Postal Inspector’s Office for further investigation. Investigations also processed eight (8) concealed weapon permits, two (2) precious metal permits, two (2) massage clinic permits and one (1) massage therapist permit.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our Street Crimes Unit (SCU) is continuing to assist both Investigations and Patrol in their duties. They also worked this month closely with the F.B.I. in searching for wanted subjects within our city. SCU is still investigating numerous fraudulent prescription cases involving a local doctor and several of his family members, working with both D.E.A. and the Virginia State Police. SCU is also working with Chesterfield County Police in clearing numerous vandalisms in the area where several young adults and juveniles slashed tires.
- ✓ Overall, we made 338 arrests for the month, to include 31 felonies and 166 misdemeanors; worked 100 crashes; wrote 553 traffic citations; gave 685 verbal warnings; affected 13 DUI arrests and issued 19 parking citations.
- ✓ Our Auxiliary Police volunteered 216 hours during the month. Duties included the Christmas Parade, police transports, bike patrols, and ride-alongs. Sentinels volunteered 18 hours of service, including assistance with the Christmas Parade.
- ✓ Employee of the Month for November went to Officer Adam Brandeberry and Sr. Officer Dan Vilardo. On November 25, 2011, these officers responded to an alarm call at Play 'N Trade. Officer Brandeberry observed a ladder leading to the roof of Chinamen's Buffet. As he continued to investigate, he discovered someone attempting to gain entry into Play 'N Trade by throwing a brick at the store's front window. He continued to investigate when Sr. Officer Vilardo located a subject attempting to hide behind some bushes in front of Rugged Warehouse. The subject was questioned and finally confessed to trying to gain entry to the business in order to take items. This fact was further confirmed after viewing Play 'N Trade's video of the incident. Due to their teamwork and determination, these officers deserve to be named Employee of the Month.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 114

Total EMS Patients: 251

(Total EMS incidents 284)

Fire units arrived on scene in less than 7 minutes on 78.1% of emergency incidents. (average response time 5:44 minutes)

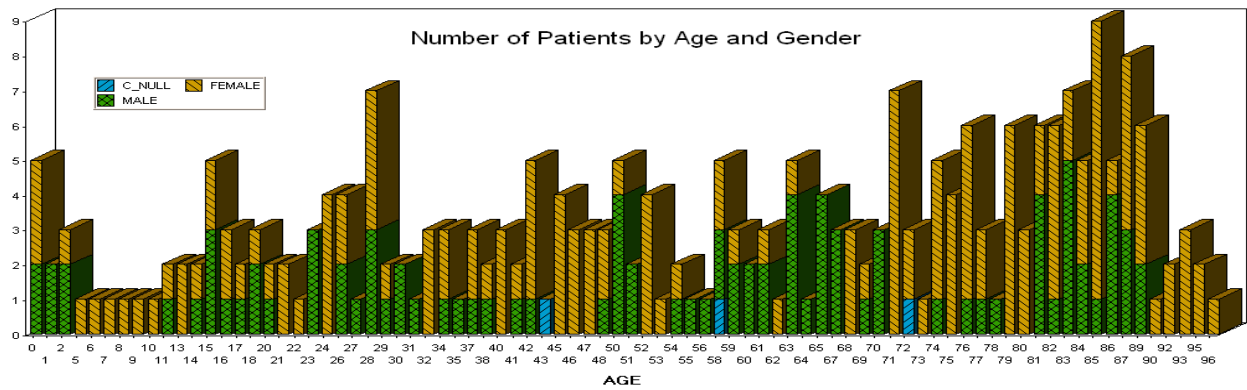
EMS units arrived on scene in less than 7 minutes on 70.7% of emergency incidents. (average response time 5:45 minutes)

Fire Division (number of incidents):

<u>Fires</u>	<u>Hazardous situations</u>	<u>Service calls and false calls</u>
Building Fire	1 Electrical Problem	7 Good Intent Calls
Cooking Fire	1 Carbon Monoxide Incident	1 Public Service
Dumpster Fire	1 Natural Gas Leak	2 Alarm Activation (no fire)
	1 Chemical/gasoline Spill	1 Child Seat Installation
		7 Smoke detector installation
M/A EMS First Responder to Chesterfield	1	M/A received from Chesterfield Fire
M/A to Chesterfield Fire	1	M/A received from Fort Lee Fire
M/A to Petersburg Fire	1	M/A received from Hopewell Fire
		M/A received from Petersburg Fire

IV. FIRE & EMS DEPARTMENT (CONTINUED):

EMS Division (number of patients):					
Abdominal pain	16	Diabetic Problem	6	Sick Person	21
Allergic Reaction	1	Eye Problem	1	Stab/Gunshot Wound	1
Altered Mental Status	8	Fall	26	Stroke/CVA	8
Assault	2	Headache	3	Traffic Accident	17
Auto vs. Pedestrian	3	Heart Problem	1	Traumatic Injury	5
Back Pain	3	Ingestion/Poisoning	22	Unconscious	12
Breathing Problem	31	Overdose	2	Other type EMS Calls	32
Chest Pain	32	Pain	6		
Convulsions/Seizure	6	Psychiatric Problem	6		
M/A to Petersburg EMS	4	M/A received from Fort Lee EMS	3		
		M/A received from Petersburg EMS	6		
		M/A received from Hopewell EMS	2		
		M/A received from Chesterfield EMS	2		



V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,125

Six (6) alarm citations were processed during December.

Purchasing - 184 total purchase orders completed with 130 being processed by the purchasing and 54 departmental purchases being reviewed as compared to 187 being completed for the same period in 2010. In addition 119 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 11-02903-998 – Right Turn Lane at Southpark Blvd and Charles Dimmock Parkway, Project bid back on November 29th, with results given to Commonwealth for agreement to proceed.
- Invitation # 11-102702-995/996 – Ambulance Cab and Chassis & Ambulance Body, Bids received October 27th. Department is reviewing bids.
- Invitation# 11-112903-997 – Appomattox River Greenway Trail – Phase II, Bids received on November 21st, with results given to Commonwealth for agreement to proceed.
- Invitation # 1202203-999 – On Call Contract for Environment Contract, issued on October 26th, with proposals received December 2nd and negotiations are in process.
- Invitation # 1202203-1000 - Voice Recording System for Emergency Communications, issued on Dec 7, with proposal due on January 6 2012.

Other Purchasing Activity:

- Contract renewed for City's Employee Assistant Program
- Contract renewed for Fire Department's annual physical program.
- Contract renewed for new hire physicals and alcohol/drug testing program.
- Contract renewed for mechanical equipment maintenance program.

V. FINANCE DEPARTMENT (CONTINUED):

Risk Activity:

- Claim by resident for vehicle damage by manhole cover.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,603

Delinquent Notices Sent –795 or 21.1% with 190 cut off for nonpayment

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

<u>Department</u>	<u>Position</u>
Sheriff	Deputy Sheriff
Police	Police Officer (Certified)
Police	Animal Control Aide (Part-time)

Applications & Testing

Total applications received for the following position recruitments:

Deputy Sheriff	77
Engineering Technician	43
Utility Heavy Equipment Operator (Promotional)	4

Training

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

Miscellaneous

- ☆ The following employee orientation session was held in December 2011: Jean Smith - Animal Control Officer (Police Department).
- ☆ Participated in a Virginia Employment Commission unemployment claim telephonic interview on December 14, 2011.
- ☆ The following topics were discussed during the Human Resources Liaison Committee meeting on December 8, 2011: employee separation process, tuition reimbursement, and policy review.

Worker's Compensation

- ☆ The following workers' compensation reports were filed during the month of November 2011:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
12/05/11	Fire	Puncture to tip of right index finger.
12/16/11	Fire	Puncture to left thumb.
12/21/11	City Attorney	Bruise to left foot from stapler.
12/30/11	Communications	Bruise and laceration to toes from weight.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 43,367 visits in the month of December with 66,614 page views, including 2,896 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 2011 Christmas Parade.

VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ Citizens submitted and city staff processed 220 service requests and questions through the “Citizens Action Center” online during the month of December. The FAQs were viewed 1,849 times during this same period.
- ☆ December’s City e-News was distributed via email to 4,039 customers. The City of Colonial Heights’ Facebook Page now has 2,133 fans.
- ☆ Proactive Information Management completed 75.67 hours of IT service and maintenance for City departments this month. They installed and configured wireless networks at both Shepherd Stadium and the Community Center.
- ☆ The IS Coordinator assisted in issuing an RFP for a new Communications Logging Recorder for the dispatch center. He also worked with the Police Department and their vendor DocView to enable online access for citizens and insurance companies to accident reports. In addition, he has assisted the police in the implementation of license plate recognition cameras in their vehicles.

VIII. LIBRARY:

- The library staff circulated 18,871 titles in December.
- The public computer center was used 1,667 times.
- 151 children participated in story time.
- 109 residents registered for new library cards, and an average of 519 residents used the library each day.
- The library’s meeting rooms were used 94 times.
- 3,505 residents visited the Colonial Heights Virtual Library to retrieve 616 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

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 begin January 4th. 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 2012 Activity Guide for release in February. The Teen Center hosted its Midnight Madness event on Saturday, December 31st to ring in the New Year.

Athletics	2011	2010
Youth Basketball Registration	337	338
Youth Open Gym Basketball	59	21
Adult Open Gym Basketball	34	5
Youth Wrestling	32	28
Activities/Programs	2011	2010
POWER	1	6
Santa's Calling	93	80
First Tech Robotics challenge	12	n/a
Santa's Workshop and Lunch	127	44
Little Tikes	3	n/a
CHMS Dance	82	n/a
Teen After School Program	11	21
Instructor Based Programs	2011	2010
Zumba	22	13
Young Rembrandts Art - Holiday	7	n/a
Belly Dancing	18	n/a
Cardio Fusion	9	14

Activities	2011	2010
AARP	38	40
Bingo in Center	72	42
Bowling	192	160
Bridge Party	64	48
Bridge Tournament	104	96
Christmas Dinner	162	135
Cookie Day	32	30
Santa's Workshop-Crafts	n/a	39
Senior Club Board Meeting	12	12
Senior Club Meeting	175	96
Sing A-Long	46	42
Sing A-Long-CH Health Center	10	13
Table Games	7	n/a

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Facility Usage	2011	2010
Community Room Attendance	1,370	1,643
Community Room Reservations	31	29
Teen Center Attendance-CHHS Students	46	78
Teen Center Attendance-CHMS Students	233	223

Agency on Aging

Meals

Meals at Center	179	n/a
Home Meals	8	n/a

Transportation

Total Passengers	117	213
Total Trips	554	624
Total Miles	2287	3176
Wheelchairs	4	14
Volunteer Hours	22.5	80
Donations	\$304.00	\$121.00

Parks/Horticulture/Buildings & Grounds

- Repaired vandalized wall in Library bathroom.
- Moved bleachers from Soccer Complex to Boulevard for Christmas Parade
- Replaced worn dog flaps at Animal Shelter
- Blew and removed leaves from White Bank Park
- Weeded and cleaned pansies in all landscape areas and flower beds
- Planted additional pansies were needed
- Removed damaged tree at Flora M. Hill Park

Violet Bank Museum

	2010	2011
Attendance	202	288

- Decorated for Christmas
- Held our first "A Very Dickens Christmas" program with 175 attendees

X. OFFICE ON YOUTH & HUMAN SERVICES:

YAC Activities

- 10 YAC Members, 1 guest, YSC Rep, YAC advisor attended monthly meeting
- 9 YAC members, 8 CHHS band members, YAC advisor played and sang Christmas Carols for residents at Dunlop House
- Delivered gifts to Christmas Mother for adopted family and elderly person

Classes

Craft Class	14	11
Crochet & Knitting	56	52
Dixie's Painting Class	n/a	34
Gems by James Painting Class	10	n/a
Line Dance Class	8	18
Painting Class Kay Tirpak	22	18
Painters Group	n/a	22
Sewing	4	n/a
Splash of Color	16	18
Tap Class Beginners	n/a	30
Tap Class Intermediate	111	62
Tap Class Advance	130	84
Quilting Class	20	10
Watercolor	12	9

Fitness

Cardio Bump	60	n/a
Strength Training Class	154	140
Sit Down Exercises	377	126
Floor Exercises	40	56
Yoga	40	90
Zoomer Boomer	134	250
Tai Chi	33	21

Trips

American Music Jubilee	n/a	36
Big Band Concert Richmond	24	n/a
Crater Luncheon	26	n/a
Dinwiddie Holiday Concert	n/a	50
Riverside Theater	26	36
Total Participants	2231	1926

- Mailed 80 Christmas cards to veterans at McGuire Veterans Hospital

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

Youth Service Commission

- No December meeting

Substance Abuse Prevention Activities

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

Kids’ After School Program

- Has current enrollment of 46 students
- Volunteers from VSU, CHHS & Matoaca High School = 42 with a total of 108 volunteer hours
- JTCC workstudy students – 11
- Field trip for students included making Christmas cookies @ CH Community Center and Fitness for Life Program by American Family Fitness.

Ongoing Monthly Meeting/Trainings

- Operation Christmas Child
- Family Assessment Planning Team
- Interagency Prevention Team
- Completed Community Emergency Response Team Training
- VFHY Environmental Strategies Training
- National Alliance of Children’s Trust – Strengthening Families Pilot
- SAFE Board meeting

Diversion Program Participation

Parenting

- 0 families completed “Parenting with Love & Limits”

Community Service

- 14 youth completed 95 hours of Community Service

Shoplifting Diversion

- 24 youth and parent attended the Shoplifting Diversion Program

Anger Management

- 2 youth completed Anger Management Classes

Substance Abuse Education

- No youth participated in Substance Abuse Education

Presented “Assault Diversion” Program to 21 teens/parents at Chesterfield Juvenile Courthouse

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2011	67	\$18,112.75	3	\$ 413.60
2010	76	\$18,816.78	2	\$ 235.00

Most of the repairs are normal maintenance issues. Two more new police units have been put in service.

The sublet repairs consist of:

Towing	50.00
Tire Repair	363.60

XI. FLEET MAINTENANCE (CONTINUED):

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

Year	Total Cost	Sublet Cost
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
11/12	\$112,015.83	\$ 6,641.08