

CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2011



I. PUBLIC WORKS & ENGINEERING:

PLAN REVIEWS

- Received four (4) plans
- Reviewed four (4) plans

RIGHT OF WAY PERMITS

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

RIGHT OF WAY AND GROUNDS

- Removed litter from main streets and responded to miscellaneous requests.
- City's contractor trimmed 13 and removed 5 trees from various locations.
- Trimmed and removed bushes around fire hydrant at 324 Mallard Drive.

STORM WATER AND DRAINAGE

- Cleaned 63 catch basins, 2 drainage ditches, 1 curb and gutter and placed 53 catch basins on GPS.
- Removed 676 cubic yards of leaves from all areas and leaf signs from Area 1 and 2.

RECYCLING

- 137 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

TRAFFIC OPERATIONS

- Replaced/Maintained signals, signs, markings and street lighting – 55 locations
- Preventative Maintenance – 4 locations

WASTEWATER

- Responded to seven (7) miscellaneous requests, 11 sewer backups, installed/repaired six (6) clean outs, flushed two (2) mains, replaced three (3) sewer laterals and checked all trouble areas.
- Continued checking all pump stations and methane pump daily.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

WATER

- Replaced seven (7) meters, four (4) meter tops, pulled one (1) meter and responded to five (5) miscellaneous water requests.
- Repaired four (4) services and eleven (11) main water lines.
- Backflow/Cross Connection Technician conducted 69 surveys, 55 completed and 14 incomplete.
- Collected routine weekly water samples, performed THM's and HAA's, sent to ARWA lab for testing, performed bacterial sample and disinfected by products sent to Richmond Lab for testing.

Miss Utility locating required 191 man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

| | Month | YTD |
|--|--|------------|
| 1. Fence Permits | 0 | 0 |
| 2. New Sign Permits | 10 | 10 |
| <ul style="list-style-type: none"> • Vetxpress – 241 Charles Dimmock Pkwy, Suite 5 • Angel Touch Salon – 1902 Boulevard • Tan & Time – 613 Southpark Boulevard • Priority Kia – 445 Charles Dimmock Parkway • Party City – 1865 Southpark Boulevard | <ul style="list-style-type: none"> • Wells Fargo – 1603 Boulevard • Dunn Right Properties – 1214 Boulevard • Liberty Tax – 8 Dunlop Village • Wells Fargo – 3107 – 16 Boulevard • A Little Bit of This and That – 30 Pickwick | |
| 3. Neighborhood Revitalization | | |
| Repairs Completed | #6 | \$41,620 |
| <ul style="list-style-type: none"> • 207 Hamilton Avenue – plumbing and porch repair \$8,000 • 409 Joe Johnson Avenue – new bathroom fixtures, accessibility & railings on back porch \$6,040 • 506 Braxton Avenue – new furnace - \$7,200 • 205 Plumtree Avenue – new windows and roof - \$6,500 • 203 Davis Avenue – new roof and electrical work \$6,680 • 524 Colonial Avenue – plumbing repairs and sheetrock replacement \$7,200 | | |
| Repairs in the Works | #1 | \$6,800 |
| <ul style="list-style-type: none"> • 114 Hamilton Avenue – patch and paint roof, new gutters, chimney repairs, porch repair \$6,800 | | |

4. Zoning Property Maintenance

| Property Maintenance | | | Zoning | | |
|----------------------------------|--------------|------------|----------------------|--------------|------------|
| | Month | YTD | | Month | YTD |
| Total Inspections | 10 | 10 | Total Inspections | 12 | 12 |
| Violations | 8 | 8 | Violations | 12 | 12 |
| Violations Resolved | 1 | 1 | Violations Resolved | 6 | 6 |
| House # Violations | | | Tall Grass | | |
| | Month | YTD | | Month | YTD |
| Total Inspections | 1 | 1 | Total Inspections | 0 | 0 |
| Violations | 1 | 1 | Violations | 0 | 0 |
| Violations Resolved | 1 | 1 | Violations Resolved | 0 | 0 |
| Inoperable Motor Vehicles | | | Building Code | | |
| | Month | YTD | | Month | YTD |
| Total Inspections | 16 | 16 | Total Inspections | 5 | 5 |
| Violations | 13 | 13 | Violations | 5 | 5 |
| Violations Resolved | 5 | 5 | Violations Resolved | 0 | 0 |

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

| Signs | | | Other | | |
|---------------------|--------------|------------|---------------------|--------------|------------|
| | Month | YTD | | Month | YTD |
| Total Inspections | 5 | 5 | Total Inspections | 6 | 6 |
| Violations | 5 | 5 | Violations | 5 | 5 |
| Violations Resolved | 4 | 4 | Violations Resolved | 0 | 0 |

5. Building Inspections

| | Month | YTD |
|--|--------------|------------|
| New Construction Inspections | 214 | 214 |
| Permits for new Residents | 0 | 0 |
| Cost New Homes | 0 | 0 |
| Existing House & Maintenance Additions | 5 | 5 |
| Demolitions | 11 | 11 |
| Demolitions | 0 | 0 |
| Permits for Commercial | 4 | 4 |
| Cost for Commercial | \$100,150 | \$100,150 |
| Plumbing Permits Issued | 17 | 17 |
| Electrical Permits Issued | 16 | 16 |
| Mechanical Permits Issued | 7 | 7 |
| Swimming Pool Permits Issued | 0 | 0 |
| Inoperative Vehicles Towed | 0 | 0 |
| Letters on Water Cutoff | 0 | 0 |
| Court Cases | 1 | 1 |

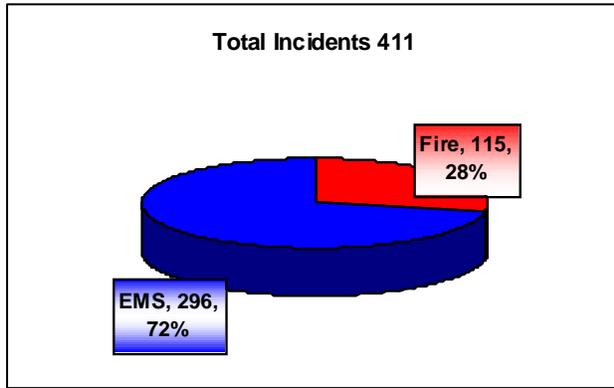
Rental Inspections

| | Month | YTD |
|------------------------|--------------|------------|
| Total Units Registered | 22 | 22 |
| Total Units Inspected | 0 | 0 |
| Dwellings | 0 | 0 |
| Multi-family | 0 | 0 |
| Apartments | 0 | 0 |
| First Inspection | 0 | 0 |
| Passed | 0 | 0 |
| Failed | 0 | 0 |
| Second Inspection | 0 | 0 |
| Passed | 0 | 0 |
| Failed | 0 | 0 |
| Third Inspection | 0 | 0 |
| Passed | 0 | 0 |
| Failed | 0 | 0 |
| 4 Year Cert. Issued | 0 | 0 |
| Apartments | 0 | 0 |
| No. of Units Certified | 0 | 0 |

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 4,276 calls for service during the month of January, 2011. During the same month last year, we responded to 3,889 calls for service—a 9% increase. Unfortunately, we had a double homicide this past month where we had none last year. Two (2) robberies were reported this month, compared to one (1) reported robbery in January, 2010—a 50% increase. There was no change in aggravated assaults, with one (1) incident reported this month, and one (1) reported during the month of January, 2010. We responded to eight (8) burglaries in January, 2011, compared with a response to seven (7) burglaries during the month of January, 2010—a 13% increase. There were ninety-four (94) Part I, or serious, crimes reported to the Colonial Heights Police Department in January, 2011. Fifty-two (52) of those, or 55%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ Obviously, we are saddened to report the double homicides of the Blands. However, we have received many thanks and appreciation from their family and friends regarding the arrest of the suspect, Matthew Brady. As you know, officers from within Investigations, as well as experienced Patrol supervisors and administrators came together and worked as one team to solve this case. I am very blessed and grateful to be a part of these men and women of the Colonial Heights Police Department.
- ✓ Overall, we made 234 arrests for the month, wrote 1,068 citations, gave 1,147 verbal warnings, affected 26 DUI arrests and issued 68 parking citations. I believe that this month’s traffic enforcement has increased due to the recent squad supervisor changes.
- ✓ Sr. Officer Ken Bish was selected as our Department’s *Employee of the Month* for December, 2010. After issuing a summons to a driver during a traffic stop, he had reasonable cause to do a trunk search of the vehicle, resulting in the confiscation of nearly 16 pounds of marijuana and over \$1,700.00 in U. S. currency, among other items. Sr. Officer Bish was awarded a gift certificate to Buffalo Wild Wings for his diligence and tenacity.

IV. FIRE & EMS DEPARTMENT



Total Fire Type Incidents: 115
Total EMS Patients: 302
 (Total EMS incidents 296)

Fire units arrived on scene in less than 7 minutes on 71.4% of emergency incidents. (average response time 6:03 minutes)

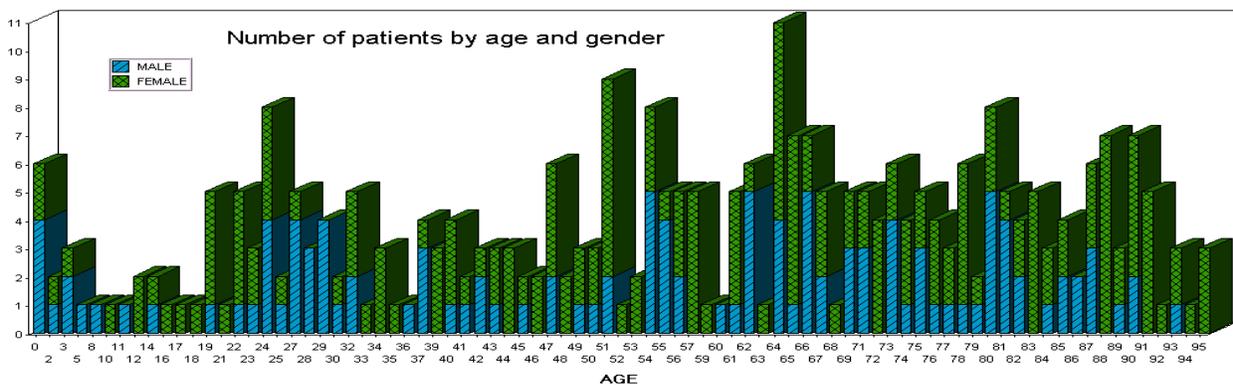
EMS units arrived on scene in less than 7 minutes on 79% of emergency incidents. (average response time 5:40 minutes)

Fire Division(number of incidents):

| <u>Fires</u> | | <u>Hazardous situations</u> | | <u>Service calls and false calls</u> | |
|---|---|--------------------------------------|---|--------------------------------------|----|
| Building Fire | 2 | Electrical Problem | 3 | Good Intent Calls | 25 |
| Cooking Fire | 4 | Gas Leak | 1 | Public Service | 40 |
| Brush Fire/rubbish fire | 2 | Power Line Down | 1 | Alarm Activation (no fire) | 16 |
| Vehicle Fire | 3 | Chemical/gasoline Spill | 2 | Child Seat Installation | 3 |
| | | Carbon Monoxide incident | 1 | Smoke detector installation | 8 |
| | | Other Hazardous Condition | 3 | Malicious false call | 1 |
| M/A to Chesterfield EMS First Responder | 8 | M/A received from Chesterfield Fire | 3 | | |
| M/A to Chesterfield Fire | 2 | M/A received from Petersburg Fire | 1 | | |
| | | M/A received from Fort Lee Fire | 1 | | |
| | | M/A received from Prince George Fire | 3 | | |

EMS Division (number of patients):

| | | | | | |
|-----------------------|----|------------------------------------|----|----------------------|----|
| Abdominal pain | 15 | Choking | 1 | Psychiatric Problem | 8 |
| Allergic reaction | 1 | Convulsions/Seizure | 9 | Sick Person | 19 |
| Altered Mental Status | 4 | Diabetic Problem | 7 | Stab/Gunshot wound | 1 |
| Assault | 4 | Fall | 26 | Stroke/CVA | 6 |
| Auto vs. Pedestrian | 1 | Headache | 3 | Traffic Accident | 13 |
| Back Pain | 4 | Heart Problem | 5 | Traumatic Injury | 6 |
| Breathing Problem | 41 | Hemorrhage/Laceration | 1 | Unconscious | 28 |
| Cardiac Arrest | 3 | Overdose | 4 | Other type EMS Calls | 44 |
| Chest Pain | 34 | Pain | 14 | | |
| M/A to Petersburg EMS | 9 | M/A received from Chesterfield EMS | 3 | | |
| | | M/A received from Fort Lee EMS | 5 | | |
| | | M/A received from Petersburg EMS | 3 | | |



V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,170

Twelve (12) alarm citations were processed during January.

IRS W-2 and 1099 processes were completed.

Purchasing - 207 total purchase orders completed with 148 being processed by the purchasing and 60 departmental purchases being reviewed as compared to 217 being completed for the same period in 2010. In addition 147 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 – Issued on November 19 with a bid opening date of December 29. Only one bid was received.
- Invitation # 10-122902-978 – Bill Paying Services – Issued on December 3, with a bid opening date of December 22. Five proposals were received. Proposals are presently being reviewed.
- Invitation # 10-012503-979 – Demolition of City Property, (Old CHBC) – Issued on December 17, with a bid opening date of January 25. Contract documents are in process.
- Invitation # 10-02103-980 – Audit Services – Issued on December 30, with a proposal due date of January 31. Four proposals were received.

Other Purchasing Activity:

- Purchase Order issued for July 4 Fireworks show.
- Purchased five police vehicles, using Chesapeake VA vehicle contract
- Contract renewed for granular fertilization and liquid leaf weed control at various sites in the City.
- Renewed Blackberry Support Agreement for another year.

Risk Activity - Automobile Claims – 2 minor damage claims

Utility Billing:

Bi-monthly Utility Bills Sent – 3,783

Delinquent Notices Sent – 774 or 20.6% with 116 cut off for nonpayment

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

| <u>Department</u> | <u>Position</u> |
|------------------------|--|
| City Assessor’s Office | City Assessor |
| Recreation & Parks | Summer Recreation Programs (Part-time) |

Applications & Testing

Total applications received for the following position recruitments:

| | |
|-----------------|----|
| EMS Firefighter | 96 |
| City Assessor | 18 |

Training

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

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Miscellaneous

- ◆ The following employee orientation and exit interview sessions were held in January 2011:

Orientation

Rickey Corn – Utility Technician
Elizabeth Foster – Telecommunicator

Exit Interview

Greg Gentry – Engineering Technician
Timothy Schaak – EMS Firefighter

- ◆ The annual OSHA Summary Log (2010) was distributed to departments for posting throughout City buildings from February 1 – April 30, 2011.

Worker's Compensation

The following workers' compensation reports were filed during the month of January 2011:

| <u>Date</u> | <u>Department</u> | <u>Description of Injury</u> |
|-------------|-------------------|---|
| 01-04-11 | Fire | Cut right thumb on metal while performing oil check. |
| 01-05-11 | Police | Left shoulder pain as suspect turned to flee during pat down process. |
| 01-11-11 | Recreation | Scratched top of head on wall while moving file cabinet. |
| 01-15-11 | Fire | Struck lip on metal clip causing cut to inside of upper lip. |
| 01-24-11 | Fire | Right shoulder pain while lifting patients. |
| 01-24-11 | Public Works | Right middle finger tip caught between pulley and belt causing cut. |
| 01-29-11 | Police | Tripped and fell hitting left arm causing bruising. |

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City's web site had 50,374 visits in the month of January with 81,099 page views, including 3,925 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Purchasing RFPs, and Fire & EMS.
- Citizens submitted and city staff processed 311 service requests and questions through the "Citizens Action Center" online during the month of January. The FAQs were viewed 321 times during this same period.
- January's City e-News was distributed via email to 4,132 customers. The City of Colonial Heights' Facebook Page now has 1,814 fans.
- Proactive Information Management completed 56.5 hours of IT service and maintenance for City departments in January.

VIII. LIBRARY:

- The library staff circulated 25,516 titles in January.
- The public computer center was used 1,951 times.
- 65 children participated in story time.
- 156 residents registered for new library cards, and an average of 633 residents used the library each day.
- The library's meeting rooms were used 80 times.
- 3,890 residents visited the Colonial Heights Virtual Library to retrieve 625 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

- In January the Recreation and Parks Department issued its first monthly newsletter to keep citizens informed of all program offerings and park information between Activity Guide releases. You can access February's newsletter here. <http://www.colonialheights.com/RecParksNewsletter0211.pdf>.
- The Recreation and Parks Department also launched its Facebook Page to keep in touch with our program and park users about our programs and parks. You can access the page at <http://www.facebook.com/colonialheightsrec>.

| Athletics | 2011 | 2010 |
|--|------------------|-------------|
| Youth Basketball Registration | 345 | 332 |
| Youth Open Gym Basketball | 102 | 167 |
| Adult Open Gym Basketball | 72 | 112 |
| Elks Hoop Shoot | 35 | 26 |
| Youth Wrestling | 28 | 33 |
| Activities/Programs | 2011 | 2010 |
| POWER | 6 | 5 |
| College Financial Planning Workshop | 30 | n/a |
| Teen Dance | 85 | 107 |
| Teen After School Program | 34 | n/a |
| Instructor Based Programs | 2011 | 2010 |
| Belly Dancing | 11 | 11 |
| Karate | 15 | 28 |
| Zumba | 18 | n/a |
| Cardio Fusion | 19 | 22 |
| Facility Usage | 2011 | 2010 |
| Community Room Attendance | 1,235 | 1,160 |
| Community Room Reservations | 29 | 26 |
| Teen Center Attendance – CHHS Students | 95 | 194 |
| Teen Center Attendance – CHMS Students | 322 | 298 |
| Teen Center Peak Hours (Mon-Thurs) | 3:00 – 7:00 p.m. | |
| Teen Center Peak Hours (Fri-Sat) | 4:00 – 8:00 p.m. | |
| Teen Center Peak Hours (Sunday) | 1:00 – 2:00 p.m. | |

Parks/Buildings & Grounds

- Removed recessed lights from 231 Chesterfield Ave. to be used for the City Hall Beautification project.
- Painted 2nd floor restrooms at City Hall.
- Painted the main Recreation Department Office.
- Removed dead and hazardous trees from White Bank Park.

Horticulture

- Completed winter pruning and mulching of seven landscape sites.
- Attended Beautification Committee meeting.

| Agency on Aging Activities | 2011 | 2010 |
|-----------------------------------|--------------|--------------|
| AARP | 32 | 43 |
| Advisory Board Meeting | 12 | 8 |
| Bingo in Center | 78 | 62 |
| Bowling | 325 | 192 |
| Bridge Party | 96 | 88 |
| Bridge Tournament | 104 | 96 |
| Golfers Board Meeting | 12 | 12 |
| Swap Shop | 32 | 18 |
| Senior Club Board Meeting | 8 | 8 |
| Senior Club Meeting | 130 | 163 |
| Senior Citizens Dance | 118 | 92 |
| Sing A-Long | 42 | 36 |
| Sing A-Long CH Health Center | 11 | 13 |
| Awareness/Education | 2011 | 2010 |
| TRIAD | 13 | 3 |
| Classes | 2011 | 2010 |
| Craft Classes | 24 | 4 |
| Crochet & Knitting | 48 | 32 |
| Line Dance Classes | 40 | 41 |
| Painting Class Kay Tirpak | 17 | 24 |
| Painters Group | 32 | 40 |
| Robert Warren Painting Workshop | 52 | 49 |
| Splash of Color | 15 | 14 |
| Tap Class Beginners | 10 | 27 |
| Tap Class Intermediate | 78 | 55 |
| Tap Class Advance | 73 | 49 |
| Quilting Class | 6 | n/a |
| Watercolor | 18 | 22 |
| Fitness | 2011 | 2010 |
| Strength Training Class | 224 | 181 |
| Sit Down Exercises | 216 | 336 |
| Floor Exercises | 72 | 97 |
| Yoga | 72 | 142 |
| Zoomer Boomer | 306 | 228 |
| Tai Chi | 59 | 28 |
| Trips | 2011 | 2010 |
| Continental Concert | 45 | n/a |
| Museum Trip | 9 | 11 |
| Riverside Theater | 36 | 24 |
| TOTAL | 2,450 | 2,238 |

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

| Violet Bank Museum | | |
|---|-------------|-------------|
| | <u>2011</u> | <u>2010</u> |
| Attendance | 231 | 77 |
| <ul style="list-style-type: none"> • Dismantled Christmas Decorations stored • Re-staged normal interpretation • Prep work for up-coming tourist season, event participation - prepared for resumption of work on ceiling moulding. • Accessed several items into collection. | | |

| Transportation | <u>2011</u> | <u>2010</u> |
|-----------------------|-------------|-------------|
| Total Passengers | 93 | n/a |
| Total Trips | 455 | 565 |
| Total Miles | 2,177 | 3,231 |
| Wheelchairs | 17 | 40 |
| Volunteer Hours | 22 | 10 |
| Donations | \$154 | \$131 |

X. OFFICE ON YOUTH & HUMAN SERVICES:

Youth Advisory Council

Activities included a joint YAC and Youth Services Commission meeting. The Annual Youth Forum scheduled for March is in the planning stages and six YAC members met in January to begin their planning efforts.

Youth Services Commission

The Commission met jointly with the Youth Advisory Council.

Kids' After-School Program

Enrollment is growing with 40 students (North Elementary – 17; Lakeview Elementary – 13, Tussing Elementary – 10). Volunteer tutors include 3 students from Colonial Heights High School; 1 from Dinwiddie High School and Matoaca High School has 20 volunteers. In addition, we have 10 Virginia State University students who volunteer with us, and KAP has five Site Supervisors. During January, 30 KAP participants went on a field trip to “The Bowling Alley”.

Prevention Activities

Eleven youth received VaABC, VASAP, MADD, State Police information upon receiving their driver’s license. Staff participated in state-wide level advocacy for legislation pertinent to prevention of substance abuse (CCOVA). Staff presented “*Alcohol Prevention*” Pilot Program to 52 Colonial Heights Middle School eighth grade students. In addition staff presented “*Shoplifting Diversion*” program to 57 Colonial Heights Middle School sixth graders.

On-going Monthly Meetings/Trainings

Staff participated in Positive Parenting Coalition, Underage Drinking Education Training - “It’s Greek to Me!”, Systems of Care Training Group, Operation Christmas Child, Juvenile & Domestic Violence Task Force, Southside Literacy Roundtable, Toastmasters International Board Meeting/Officer Training; Community Corrections Justice Board and CSA Policy and Management Team.

Diversion Program Participation

Parenting had four families began classes on “*Parenting With Love & Limits*”;

Community Service had 25 youth completing 166 hours of Service Learning; *Shoplifting Diversion Program* was facilitated for 29 youth and parent; *Anger Management Classes* had 7 youth complete the program; *Substance Abuse Education* had no participation in January.

XI. FLEET MAINTENANCE:

| | # Workorders | Total | Sublet | Sublet total |
|------|---------------------|--------------|---------------|---------------------|
| 2011 | 88 | \$22,138.15 | 7 | \$1,074.20 |
| 2010 | 65 | \$12,160.12 | 2 | \$ 516.97 |

Most of the maintenance performed where normal repairs. We installed lights and radios in the old Comm.1, now Batt. 4, installed lights and siren in the new police detectives unit and installed the plow frame and related equipment on the new Storm Water truck.

The Sublet repairs consist of the following:

| | |
|-------------------|--------|
| Glass Replacement | 459.20 |
| Alignment | 90.00 |
| Tire repair | 240.00 |
| Misc Welding | 285.00 |

Thomas L. Mattis
City Manager

cc: Department Heads
City Attorney
City Clerk