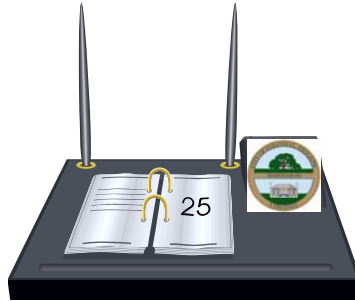


CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2011



I. PUBLIC WORKS & ENGINEERING:

PLAN REVIEWS

- Received eighteen (18) plans
- Reviewed eighteen (18) plans

RIGHT OF WAY PERMITS

- Issued eight (8) permits
- Closed out one (1) permit

STREET MAINTENANCE

- Placed asphalt in 19 potholes, 1 driveway clearance, 17 utility cuts and 2 low areas
- Placed gravel on 5 shoulders, 1 alley, 1 driveway and 1 sink hole
- Removed litter from main, secondary streets, and responded to miscellaneous requests
- Removed one (1) tree from street, trimmed limbs/bushes at six (6) locations and removed storm damage from three (3) locations
- Repaired fence at Riverview Road and Ivey Avenue

TRAFFIC OPERATIONS

- Replaced/Maintained signals, signs, markings and street lighting – 60 locations
- Preventative Maintenance – 4 locations

STORM WATER AND DRAINAGE MAINTENANCE

- Cleaned 56 catch basins, 5 drainage ditches, 1 drainage pipe, 10 curb and gutters, placed 40 catch basins on GPS and responded to miscellaneous requests
- Repaired 1 drop inlet box
- Placed topsoil at 1 location
- Marked 1 underground drainage structure location
- Collected 26 cubic yards of leaves

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

RECYCLING CENTER

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

WASTEWATER UTILITY

- Responded to two (2) miscellaneous requests, six (6) sewer backups, installed/repaired two (2) cleanouts, flushed one (1) main, repaired three (3) sewer laterals, cleared roots from 2 lines and checked all trouble areas
- Continued checking all pump stations and methane pump daily.

WATER UTILITY

- Replaced eleven (11) meters, two (2) meter tops, cleaned two (2) meter boxes, installed a riser on one (1) meter and responded to nine (9) miscellaneous water requests
- Backflow/Cross Connection Technician conducted 94 surveys, 45 completed and 49 incomplete.
- Collected routine weekly water samples and sent to ARWA lab for testing
- Miss Utility locating required 162 man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

	Month	YTD
1. Fence Permits	1	1
2. New Sign Permits	7	17
<ul style="list-style-type: none"> • Battlefield Body Shop – 118 Bruce Avenue • Virginia Pediatrics – 301 Jennick Drive • Exxon Rebrand – 801 Boulevard • Mattress King – 551 Southpark Boulevard 		<ul style="list-style-type: none"> • Claimco – 3424 Boulevard • Valero – 3523 Boulevard • Bank of McKenney – 3115 Boulevard
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 		
Applications being processed	#2	

4. Zoning Property Maintenance

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	22	32	Total Inspections	5	17
Violations	16	24	Violations	1	13
Violations Resolved	0	8	Violations Resolved	0	12

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	0	1	Total Inspections	0	0
Violations	0	1	Violations	0	0
Violations Resolved	0	1	Violations Resolved	0	0
Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	13	29	Total Inspections	3	8
Violations	10	23	Violations	2	7
Violations Resolved	0	13	Violations Resolved	0	0
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	18	23	Total Inspections	2	8
Violations	18	23	Violations	0	5
Violations Resolved	10	15	Violations Resolved	0	5

5. Building Inspections

	Month	YTD
New Construction Inspections	131	345
Permits for new Residents	0	0
Cost New Homes	0	0
Existing House & Maintenance Additions	10	15
Demolitions	13	24
Permits for Commercial	2	2
Cost for Commercial	3	7
Plumbing Permits Issued	\$56,300	\$156,500
Electrical Permits Issued	7	24
Mechanical Permits Issued	14	30
Swimming Pool Permits Issued	4	11
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	0	0
Court Cases	0	1

Rental Inspections

	Month	YTD
Total Units Registered	5	27
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

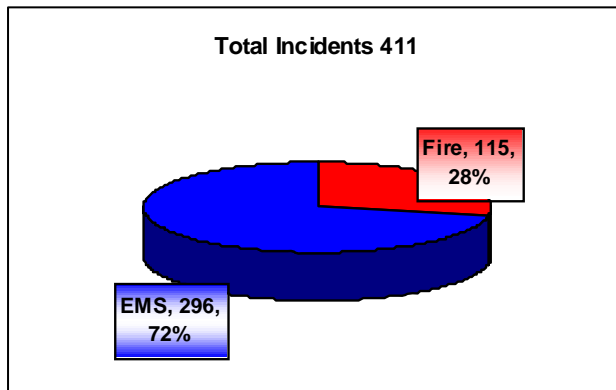
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,882 calls for service during the month of February, 2011. During the same month last year, we responded to 3,357 calls for service—a 14% increase. No robberies were reported this month, as none were reported last year during this same time frame. There were no reported aggravated assaults, and two (2) reported during the month of February, 2010, a 100 % decrease. We responded to five (5) burglaries in February, 2011, compared with a response to seven (7) burglaries during the month of February, 2010—a 29% decrease. There were seventy-five (75) Part I, or serious crimes, reported to the Colonial Heights Police Department in February, 2011. Sixty-one (61) of those, or 81%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of February was a very busy one. We initiated a lock-down of the middle school after evidence of a possible weapon was discovered. A student was found to be responsible and is being handled by the school administration and our School Resource Officer. Several significant drug arrests were made by both Patrol and our Street Crimes Unit members. Officers confiscated crack cocaine, marijuana, a firearm and powder cocaine, as well as \$9,400.00 in cash. Detectives continue to work on the Bland murder investigation; however, they also made several arrests in various cases involving larcenies, sexual assaults, and an attempted robbery of prescription drugs at Walgreens.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Administratively, we conducted internal audits on our in-car video cameras and preventive maintenance on our fleet. We are excited that we had two officers complete Crisis Intervention Training (C.I.T.) in order to respond more effectively to those who suffer from mental health issues.
- ✓ Overall, we made 226 arrests for the month, to include 69 felony and 119 misdemeanors; worked 83 crashes; wrote 993 traffic citations; gave 970 verbal warnings; affected 22 DUI arrests and issued 74 parking citations.
- ✓ Sr. Officer Greg Thinnes was selected as our *Employee of the Month* for January, 2011. On January 11, 2011, Sr. Officer Thinnes was responding to a robbery dispatch at the Wachovia Bank on the Boulevard when he observed a suspicious vehicle traveling southbound on the Boulevard matching the description being broadcast at that moment. Apparently the robbery suspect had hopped into the bed of a pickup truck for his escape, and the driver of said vehicle was swerving and trying to draw the officer's attention. By the time the broadcast for the suspect vehicle was completed, Sr. Officer Thinnes already had the suspect at gunpoint in the roadway. Sr. Officer Thinnes was instrumental in preventing the suspect from physically assaulting the driver and continue his getaway in a vehicle. The suspect then fled on foot, at which time Sr. Officer Thinnes put himself in harm's way by pursuing the suspect. With the assistance of an off-duty Virginia State Trooper, the suspect was confronted in the woods and taken into custody after a brief struggle. What could have resulted in a very bad outcome ended in the arrest of a dangerous and violent criminal. Sr. Officer Thinnes' attentiveness and follow-through led to the arrest of an individual who is clearly a menace to the community. Additionally, his supervisor also noted that Greg is a team player as well a contributor to the overall success of A Squad and the Department.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 98
Total EMS Patients: 233
 (Total EMS incidents 229)

Fire units arrived on scene in less than 7 minutes on 46.8% of emergency incidents. (average response time 7:11 minutes)

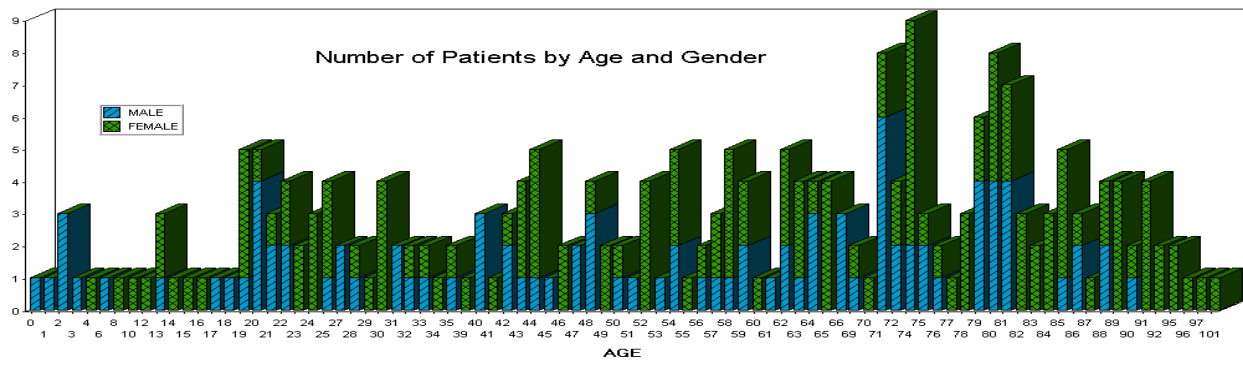
EMS units arrived on scene in less than 7 minutes on 76% of emergency incidents. (average response time 5:57 minutes)

Fire Division (number of incidents):

<u>Fires</u>	<u>Hazardous situations</u>	<u>Service calls and false calls</u>
Building Fire	2	Gas Leak
Brush Fire/rubbish fire	8	Power Line Down
Vehicle Fire	2	Chemical/gasoline Spill
		Carbon Monoxide incident
		Good Intent Calls
		Public Service
		Alarm Activation (no fire)
		Child Seat Installation
		Smoke detector installation
M/A to Chesterfield EMS First Responder	3	M/A received from Chesterfield Fire
M/A to Chesterfield Fire	1	M/A received from Petersburg Fire
M/A to Dinwiddie Fire	1	M/A received from Fort Lee Fire
M/A to Prince George Fire	1	
Crater Regional Haz-Mat team activations	1	

IV. FIRE & EMS DEPARTMENT (CONTINUED):

EMS Division (number of patients):					
Abdominal pain	12	Chest Pain	27	Pain	6
Allergic reaction	1	Convulsions/Seizure	1	Psychiatric Problem	4
Altered Mental Status	8	Diabetic Problem	3	Sick Person	15
Animal Bite	1	Fall	23	Stroke/CVA	6
Assault	3	Headache	3	Traffic Accident	21
Sexual Assault	1	Heart Problem	3	Traumatic Injury	4
Auto vs. Pedestrian	2	Heat/Cold Exposure	1	Unconscious	18
Back Pain	1	Machine/Equipment Injury	3	Other type EMS Calls	34
Breathing Problem	29	Overdose	3		
M/A to Petersburg EMS	8	M/A received from Chesterfield EMS			1
M/A to Prince George EMS	1	M/A received from Hopewell EMS			2
M/A to Dinwiddie EMS	1	M/A received from Petersburg EMS			4
		M/A received from Fort Lee EMS			3



V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,170

Two (2) alarm citations were processed during February.

Departmental budget preparation review process begun.

Purchasing - 200 total purchase orders completed with 154 being processed by the purchasing and 46 departmental purchases being reviewed as compared to 214 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 # 10-122902-978 – Bill Paying Services** – Issued on December 3rd, opened on December 22nd. Five proposals are presently being reviewed.
- **Invitation # 10-012503-979 – Demolition of City Property, (Old CHBC)** – Issued on December 17th, opened on January 25th. Contract documents and purchase order to SB Cox are completed. Pre Construction meeting will be held the first week of March.
- **Invitation # 10-02103-980 – Audit Services** – Was issued on December 30th, with a proposal due date of January 31. Four proposals were received and firms interviewed.

Other Purchasing Activity:

- Notice to proceed given to manufacture a Heavy Duty Rescue vehicle.
- Purchase order to AIS Industrial Service, to rebuild a standby pump at Main Pump Station.

V. FINANCE DEPARTMENT (CONTINUED):

- Purchase Order, and contract signed, for the July 4 fireworks show.
- Worked with Verizon, on trouble with video arraignment lines at the Courthouse.
- Renewed Trend Micro Anti Virus for all computers in the City.
- Purchase order issued for surveying of former CHBC Property
- Purchase order issued to Moseley Architects for building/sight design of new Courthouse.
- Contract modified with Va Industrial Medicine, to add Hepatitis A and B Shots.

Risk Activity - Automobile Claims – 1 minor damage claim

Utility Billing:

Bi-monthly Utility Bills Sent – 3,596

Delinquent Notices Sent –675 or 17.8% with 117 cut off for nonpayment

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

<u>Department</u>	<u>Position</u>
Recreation & Parks	Summer Recreation Programs (Part-time)
Public Works	Public Works Technician

Applications & Testing

A total of (34) applications were received for the Summer Recreation Program in the Recreation & Parks Department.

The written test phase of the EMS Firefighter hiring process was administered to (10) candidates on February 18, 2011.

Training

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

Miscellaneous

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

<u>Orientation</u>	<u>Exit Interview</u>
Alan Thornton – Engineering Technician	Jimmy Parrish – Deputy III

- ◆ The following topics were discussed during the Human Resources Liaison Committee meeting on February 4, 2011: OSHA posting requirements, Federal/State Labor Law posters, new employee hiring process, health insurance stipend, and the City’s intranet site.

Worker’s Compensation

No workers’ compensation reports of employee injury/illness filed during the month of February 2011.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City's web site had 43,901 visits in the month of February with 71,143 page views, including 2,723 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Real Estate Assessment Search, Purchasing RFPs, and Recreation & Parks.

VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- Citizens submitted and city staff processed 266 service requests and questions through the “Citizens Action Center” online during the month of February. The FAQs were viewed 171 times during this same period.
- February’s City e-News was distributed via email to 4,130 customers. The City of Colonial Heights’ Facebook Page now has 1,821 fans.
- Proactive Information Management completed 57.34 hours of IT service and maintenance for City departments in February.

VIII. LIBRARY:

- The library staff circulated 20,302 titles in February.
- The public computer center was used 1,817 times.
- 147 children participated in story time.
- 129 residents registered for new library cards, and an average of 527 residents used the library each day.
- The library’s meeting rooms were used 94 times.
- 2,894 residents visited the Colonial Heights Virtual Library to retrieve 528 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:



Recreation Division

In February the Recreation & Parks Department released its **Spring/Summer 2011 Activity Guide**. You can view the new online version by clicking the link.

<http://www.calameo.com/read/0004589185ab126fc96d2>

Athletics	2011	2010
Youth Basketball Registration	345	332
Youth Open Gym Basketball	129	145
Adult Open Gym Basketball	28	31
Optimist Tri-Star Challenge	15	18
Youth Wrestling	28	33
Activities/Programs	2011	2010
POWER	6	5
Little Tikes Preschool	7	n/a
Teen Dance	82	118
Teen Painting	6	n/a
Sign Language	4	n/a
Teen After School Program	51	n/a

Agency on Aging Activities	2011	2010
AARP	28	32
Bingo in Center	56	62
Bowling	325	96
Bridge Party	96	72
Bridge Tournament	128	128
Crochet & Knitting	49	38
Senior Club Meeting	133	168
Club Board Meeting	12	12
Senior Citizen Dance	66	83
Sing A-Long	36	42
Sing A-Long CH Health Center	13	12
Table Games	9	n/a

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Instructor Based Programs	2011	2010
Belly Dancing	11	22
Karate	19	31
Zumba	22	n/a
Yoga	5	n/a
Cardio Fusion	26	24
Facility Usage		
Community Room Attendance	1,142	1,450
Community Room Reservations	26	23
Field Attendance	153	n/a
Field Rentals	4	n/a
Teen Center Attendance – CHHS Students	83	85
Teen Center Attendance – CHMS Students	313	170
Teen Center Peak Hours (Mon-Thurs)	3:00 – 5:00 p.m.	
Teen Center Peak Hours (Fri-Sat)	5:00 – 6:00 p.m.	
Teen Center Peak Hours (Sunday)	3:00 – 4:00 p.m.	

Parks - Horticulture - Buildings & Grounds

- Completed installation of playground equipment and timbers at Wakefield Ave.
- Painted lobby at City Hall
- Laid out and painted soccer fields for Spring soccer
- Prepared all softball and baseball fields for Spring practices
- Cut Liriope and grasses back in all landscape sites in preparation of Spring growth
- Mulched landscape sites
- Pruned rose bushes
- Removed dead shrubs from all landscape sites

Violet Bank Museum

	2011	2010
Attendance	146	71

- Focus has begun on collection management
- Accepted 19 items into the collection
- Updating materials for our out-reach program & upcoming temporary exhibits

Awareness/Education	2011	2010
Chronic Wellness	62	n/a
TRIAD	20	4
Classes		
Craft Classes	16	n/a
Bob Ross Video Painting	1	n/a
Line Dance Class	33	35
Painting Class Kids	24	n/a
Painting Class Kay Tirpak	27	6
Painters Group	30	42
Splash of Color	14	13
Tap Class Beginners	9	36
Tap Class Intermediate	98	79
Tap Class Advance	116	92
Quilting Class	24	n/a
Watercolor	16	21
Fitness		
Strength Training Class	196	142
Sit Down Exercises	278	204
Floor Exercises	108	61
Yoga	106	144
Zoomer Boomer	271	182
Tai Chi	44	26
Trips		
From the Heart	11	n/a
Healthy Expo Trip – Richmond	12	n/a
Museum Trip	n/a	12
Riverside Theater	n/a	36
Total	2467	1880
Meals (Donations)		
Home Delivered Meals	0	\$30
Site Meals	26	0
Breakfast Meals	0	60
Bags	26	30
Transportation		
Total Passengers	69	n/a
Total Trips	405	387
Total Miles	1827	1840
Wheelchairs	12	18
Volunteer Hours	5	16
Donations	\$180	\$85

X. OFFICE ON YOUTH & HUMAN SERVICES:

Youth Advisory Council

Eleven members attended the YAC meeting with YAC Advisor and two YSC members. In addition seven members attended seven Youth Forum Planning sessions.

Youth Services Commission

The Youth Services Commission held their regularly scheduled meeting.

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

Kids' After-School Program

Enrollment is being maintained with 12 Tussing Elementary students; 14 participants at Lakeview Elementary and 17 participants at North Elementary.

The program continues to have a committed group of volunteers and staff. Currently, there are 5 staff; 2 work-study students from John Tyler Community College; 54 VSU volunteers; 4 students volunteers from Colonial Heights High School; 26 student volunteers from Matoaca High School and 1 from Dinwiddie High School.

Forty-three KAP students participated in a field Trip to Martin's Supermarket.

Substance Abuse Prevention Activities

Ten youth received VaABC, VASAP, MADD, State Police information when they received their driver's license.

On-going Monthly Meetings/Trainings

Staff participated in Positive Parenting Coalition, Inter-Agency Prevention Team served 7 youth, Attended CADRE Coalition Meeting (adult and teen meetings), Underage Drinking Educational Training Center – *“Alcohol Energy Drinks: They pack a Killer Punch!”*, Operation Christmas Child, Juvenile & Domestic Violence Task Force, Attended James House Pancake Breakfast Fundraiser, Attended School Board Meeting, and Toastmaster International – Completed Competent Leadership Manual.

Diversion Program Participation

Parenting - 3 families finished classes on “Parenting With Love & Limits”

Community Service - 27 youth completed 254 hours of Service Learning

Shoplifting Diversion – 28 youth and a parented attended the Shoplifting Diversion Program. Daryl Blakey, Loss Prevention Specialist for Target stores, attended the Shoplifting Diversion. Mr. Blakey was there to observe and will return to present the retailers point of view at next diversion class.

Anger Management – No participation this month

Substance Abuse Education – No participation this month

Staff Presentations: “Alcohol Prevention” Pilot Program to 53 CHMS eighth grade students, “Shoplifting Diversion Program” to 171 CHMS sixth grade students, “Drug and Alcohol Diversion” Program to 4 Colonial Heights students, “Health Relationships” Program to 51 CHMS eighth grade students, “Handling Strong Feelings: TALK” Program to 12 Lakeview KAP students

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2011	75	\$19,797.06	3	\$ 665.00
2010	65	\$12,160.12	2	\$2,290.83

Most repairs are normal maintenance issues. We have been busy with the new Fire Dept. vehicles and hopefully they should be finished in a few more weeks. We also prepared 2 vehicles for service for the Police Dept. The sublet costs are all for towing vehicles.