

# CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 2011



## **I. PUBLIC WORKS & ENGINEERING:**

### **PLAN REVIEWS**

- Received three (3) plans
- Reviewed three (3) plans

### **RIGHT OF WAY PERMITS**

- Issued four (4) permits
- Closed out eight (8) permit

### **STREET MAINTENANCE**

- Placed asphalt in (11) potholes, (3) driveways clearance, (23) utility cuts, (1) curb and gutter and (6) low areas.
- Placed gravel on (3) shoulders, (3) alleys, (2) driveways and (1) sink hole.

### **TRAFFIC OPERATIONS**

- Replaced/Maintained signals, signs, markings and street lighting –58 locations
- Preventative Maintenance – 4 locations

### **STORM WATER AND DRAINAGE MAINTENANCE**

- Cleaned (209) catch basins, (5) drainage ditches, (2) drainage pipes, (22) curb and gutters.
- Placed (193) basins on GPS and responded to miscellaneous drainage requests.
- Repaired (1) Drop Inlet box and (1) retaining wall to a storm drain.
- Placed topsoil in sinkhole at (1) location.
- Sweeper swept (35) locations and collected (308) cubic yards of debris.
- Concrete Crew repaired/replaced (16) feet of Curb and Gutter at (2) locations and (13) square yards of sidewalk at (3) locations.

### **RECYCLING CENTER**

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

## I. PUBLIC WORKS & ENGINEERING (CONTINUED):

### VEGETATION

- Removed litter from (21) locations, and responded to miscellaneous request.
- Removed (4) trees from street that fell during storms, trimmed limbs/bushes at (6) locations and removed storm damage from (17) locations.
- Cut and trimmed grass at (5) locations.
- Assisted with cleanup at The Colonial Heights Appomattox River Trail System (C.H.A.R.T.S.) on March 19, 2011.

### WASTEWATER UTILITY

- Responded to (4) miscellaneous requests, (8) sewer backups, installed/repared (4) cleanouts, flushed (1) main, repaired (6) sewer laterals, cleared roots from (1) line, placed topsoil around (2) cleanouts and check all trouble areas.
- Repaired sewer main line and removed pump #2 for re-building at Hillcrest Pump Station.
- Continued checking all pump stations and methane pump daily.

### WATER UTILITY

- Replaced (12) meters, installed (4) new meters, (1) meter top, cleaned (4) meter boxes, replaced (12) meter boxes, repaired (1) main line, (1) service line, installed (1) riser, and responded to (3) miscellaneous requests.
- Backflow/Cross Connection Technician conducted (57) surveys, (5) completed (52) incomplete and assisted with locating underground utilities.
- Collected routine weekly water samples and sent to ARWA lab for testing.
- Miss Utility locating required (284) man-hours.

## II. PLANNING & COMMUNITY DEVELOPMENT:

	<b>Month</b>	<b>YTD</b>
1. <b>Fence Permits</b>	1	2
2. <b>New Sign Permits</b>	9	26
<ul style="list-style-type: none"> <li>• Appliance Place – 3213 Boulevard</li> <li>• Texas Roadhouse – 2602 Conduit Road</li> <li>• Car Title Loans – 701 Boulevard</li> <li>• Exxon – 501 Southpark Boulevard</li> <li>• Titlemax Holding – 1702 Boulevard</li> </ul>	<ul style="list-style-type: none"> <li>• Ameritax – 656 Boulevard</li> <li>• Delux Tattoo – 1410 Boulevard</li> <li>• Good Neighbor Counseling – 798 Southpark Blvd.</li> <li>• Dante’s – 2900 Cedar Lane</li> </ul>	
3. <b>Neighborhood Revitalization</b>		
<b>Repairs Completed</b>	#6	\$41,620
<ul style="list-style-type: none"> <li>• 207 Hamilton Avenue – plumbing and porch repair \$8,000</li> <li>• 409 Joe Johnson Avenue – new bathroom fixtures, accessibility &amp; railings on back porch \$6,040</li> <li>• 506 Braxton Avenue – new furnace - \$7,200</li> <li>• 205 Plumtree Avenue – new windows and roof - \$6,500</li> <li>• 203 Davis Avenue – new roof and electrical work \$6,680</li> <li>• 524 Colonial Avenue – plumbing repairs and sheetrock replacement \$7,200</li> </ul>		
<b>Repairs in the Works</b>	#1	\$6,800

## II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

- 114 Hamilton Avenue – patch and paint roof, new gutters, chimney repairs, porch repair \$6,800  
Applications being processed #3

### 4. Zoning Property Maintenance

<b>Property Maintenance</b>			<b>Zoning</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	14	46	Total Inspections	2	19
Violations	12	36	Violations	0	13
Violations Resolved	6	30	Violations Resolved	0	13
<b>House # Violations</b>			<b>Tall Grass</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	0	1	Total Inspections	3	3
Violations	0	1	Violations	1	1
Violations Resolved	0	1	Violations Resolved	0	0
<b>Inoperable Motor Vehicles</b>			<b>Building Code</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	15	44	Total Inspections	6	14
Violations	14	37	Violations	0	7
Violations Resolved	8	31	Violations Resolved	7	7
<b>Signs</b>			<b>Other</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	9	32	Total Inspections	9	17
Violations	9	32	Violations	5	10
Violations Resolved	4	22	Violations Resolved	4	9

### 5. Building Inspections

	<b>Month</b>	<b>YTD</b>
New Construction Inspections	209	554
Permits for new Residents	0	0
Cost New Homes	0	0
Existing House & Maintenance Additions	5	20
Demolitions	13	37
Permits for Commercial	0	2
Permits for Commercial	8	15
Cost for Commercial	\$457,493	\$613,993
Plumbing Permits Issued	9	33
Electrical Permits Issued	14	44
Mechanical Permits Issued	4	15
Swimming Pool Permits Issued	0	0
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	0	0
Court Cases	1	2

### Rental Inspections

	<b>Month</b>	<b>YTD</b>
Total Units Registered	10	37
Total Units Inspected	11	11
Dwellings	5	5
Multi-family	3	3
Apartments	0	0
First Inspection	0	0
Passed	0	0
Failed	0	0
Second Inspection	0	0
Passed	0	0
Failed	0	0
Re-Inspection – Phase 1	0	0
Passed	32	32
Failed	0	0
4 Year Cert. Issued	5	5
Apartments	0	0
No. of Units Certified	0	0

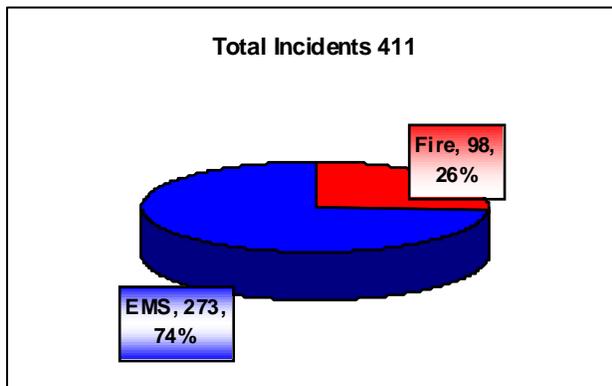
## III. POLICE DEPARTMENT:

- ✓ Our officers responded to 4,393 calls for service during the month of March, 2011. During the same month last year, we responded to 3,889 calls for service—a 13% increase. No robberies were reported this month, while two were reported last year during this same time frame—a 100% decrease. There was one reported aggravated assault, and three (3) reported during the month of March, 2010—a 67 % decrease. We responded to two (2) burglaries in March, 2011, compared with a response to three (3) burglaries during the month of March, 2010—a 33% decrease. There were 103 Part I, or serious crimes, reported to the Colonial Heights Police Department in March, 2011. Eighty-eight (88) of those, or 85%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

### III. POLICE DEPARTMENT (CONTINUED):

- ✓ The month of March was a very active month. In so many instances, our officers demonstrated excellent team work to get the job done. During the month, our patrol officers worked hand-in-hand with our Street Crimes Unit members with executing several search warrants as well as two checkpoints that resulted in narcotic arrests with drug and money seizures. Our investigators and School Resource Officers worked well with Social Services in the investigation of several cases of child abuse and sexual assault. A “bomb threat” at the high school resulted in the arrest of a high school student. Our Street Crimes Unit was very busy with narcotic investigations, with several cases resulting in search warrants and arrests. They also made an important prescription fraud arrest involving a person wanted by several surrounding jurisdictions.
- ✓ Administratively, we completed spring firearms qualifications. We also welcomed Officer Andy Barnhouse, a newly hired certified officer from Chesterfield County with over ten years of experience. Officer Roger Santini, formerly of the Street Crimes Unit, has been reassigned to fill a vacancy within Investigations. We are excited about the move and look for big things from Roger.
- ✓ Overall, we made 316 arrests for the month, to include 62 felonies and 139 misdemeanors; worked 85 crashes; wrote 1,045 traffic citations; gave 944 verbal warnings; affected 27 DUI arrests and issued 118 parking citations.
- ✓ **Sr. School Resource Officer H. Scott Whirley** was selected as our *Employee of the Month* for February, 2011. On February 3, 2011, Sr. Officer Whirley was notified by Colonial Heights Middle School administration that several rounds of live ammunition had been located in a boys’ bathroom inside the school. Consequently, the entire school was placed on “lockdown” until further law enforcement resources could arrive. The principal of the middle school was very pleased with Sr. Officer Whirley’s actions concerning this incident and with Scott’s work in general at the school.
- ✓ In addition to the above, Scott has become an integral part of the school’s Crime Solvers Club. In February, he publicized a Crime Solvers case at the middle school and received a tip which has led to the identification of suspects in a larceny which occurred outside of the school. In general, Sr. Officer Whirley is doing an excellent job as the School Resource Officer at the Middle School, interacting effectively both with the students as well as the administration.

### IV. FIRE & EMS DEPARTMENT:



**Total Fire Type Incidents: 98**  
**Total EMS Patients: 260**  
 (Total EMS incidents 229)

*Fire units arrived on scene in less than 7 minutes on 68.0% of emergency incidents. (average response time 6:37 minutes)*

*EMS units arrived on scene in less than 7 minutes on 75.8% of emergency incidents. (average response time 5:43 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	2	Good Intent Calls	32
Cooking Fire	1	Power Line Down	5	Public Service	28
		Chemical/gasoline Spill	2	Alarm Activation (no fire)	11
		Other Hazardous Condition	1	Child Seat Installation	5
				Smoke detector installation	10

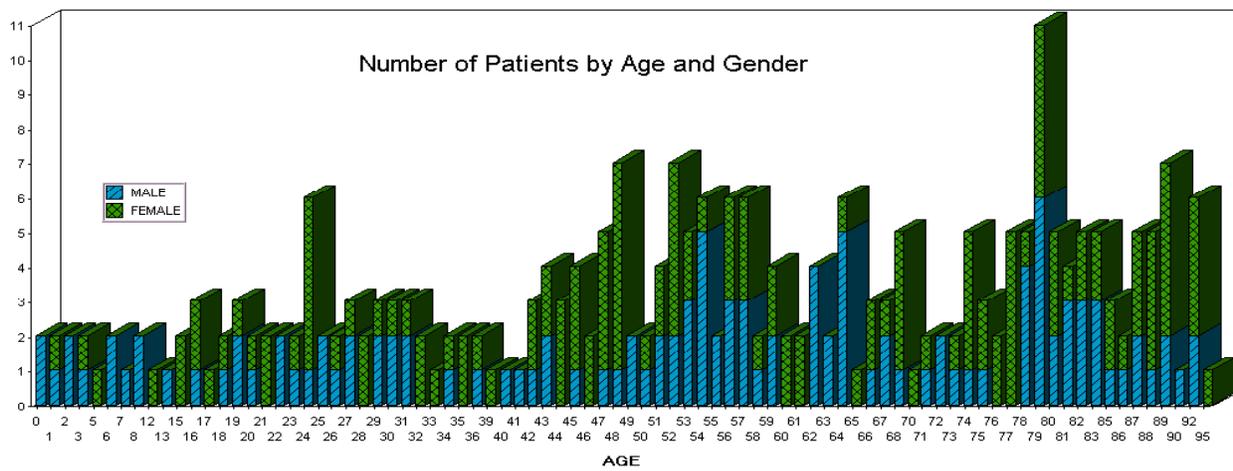
**IV. FIRE & EMS DEPARTMENT (CONTINUED):**

M/A to Chesterfield EMS First Responder	14	M/A received from Chesterfield Fire	1
M/A to Petersburg	2	M/A received from Fort Lee Fire	1

**EMS Division (number of patients):**

Abdominal pain	14	Choking	2	Pain	10
Allergic reaction	1	Convulsions/Seizure	7	Psychiatric Problem	5
Altered Mental Status	2	Diabetic Problem	11	Sick Person	11
Assault	3	Fall	22	Stroke/CVA	4
Back Pain	9	Headache	3	Traffic Accident	16
Breathing Problem	32	Heart Problem	4	Traumatic Injury	9
Burns	1	Hemorrhage/Laceration	2	Unconscious	21
Cardiac Arrest	1	Invalid Assist	1	Other type EMS Calls	42
Chest Pain	26	Machine/Equipment Injury	1		

M/A to Petersburg EMS	9	M/A received from Chesterfield EMS	1
M/A to Hopewell EMS	2	M/A received from Fort Lee EMS	1
M/A to Dinwiddie EMS	2		



**V. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,261

One (1) alarm citation was processed during March.

The City budget process continues.

**Purchasing** - 223 total purchase orders completed with 154 being processed by the purchasing and 69 departmental purchases being reviewed as compared to 224 being completed for the same period in 2010. In addition 146 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 10-012503-979 – Demolition of City Property, (Old CHBC) –Issued on December 17, with a bid opening date of January 25. S.B. Cox was the low bidder and demolition of the building has begun.
- Invitation # 10-02103-980 – Audit Services –Audit Committee selected Brown Edwards & Company L.L. P.
- Invitation # 10-032902-981 - Charles Dimmock & Jennick Drive Traffic Signalization Plan – Issued on March 11, and the bid opening date is on hold, waiting on additional information from City’s Engineering Department.

**V. FINANCE DEPARTMENT (CONTINUED):**

- Invitation # 11-050502-982 – Courthouse Proposal under PPEA, Issued on March 14, with proposals due May 5, and pre-proposal conference on April 14.

Other Purchasing Activity:

- Purchase Order issued with Va Power, for new light pole at Intersection of Temple/Dimmock Parkway.
- The City has had numerous cell phone service problems during the month. The City’s Procurement Specialist, has worked hard on these problems, and has done an outstanding job of keeping the City’s cell phones working.
- Quote is being issued, to rebuild an observation deck at Ft. Clifton, which was destroyed by vandals.

**Risk Activity –**

Automobile Claims – 2 – 1 with minor damage to fire truck and under \$3,000 to Police vehicle.

Property Claims - \$1,825 damage to School sign by high winds

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,575

Delinquent Notices Sent –629 or 17.5% with 140 cut off for nonpayment

**VI. HUMAN RESOURCES DEPARTMENT:**

**Advertisements**

<u>Department</u>	<u>Position</u>
Public Works	Public Works Technician
Fire (Communications)	Telecommunicator (Dispatcher)

**Applications & Testing**

- Total applications received for the following position recruitments:
 

Public Works Technician	69
Telecommunicator (Dispatcher)	89
- The panel interview phase of the City Assessor recruitment process was held on March 3, 2011.

**Training**

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

**Miscellaneous**

- ◆ The following new employee orientation session was held in March 2011: Andrew Barnhouse (Police Officer)
- ◆ The following topics were discussed during the Human Resources Liaison Committee meeting on March 31, 2011: Personnel Transaction Form, required reporting information, and 1<sup>st</sup> annual “Employee Benefits Fair”.

**Worker’s Compensation**

The following workers’ compensation reports were filed during the month of March 2011:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
03-05-11	Fire	Laceration to left leg while disposing trash.
03-08-11	Police	Abrasion to left hand while placing subject in holding cell.
03-09-11	Police	Lower back pain while arresting a resisting subject.

**VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):**

- 03-23-11 Utilities Lower back pain while shutting down water main.
- 03-26-11 Police Snapped left middle finger tendon while grabbing ballistic vest.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- The City's web site had 50,533 visits in the month of March with 78,390 page views, including 4,165 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 Recreation & Parks.
- Citizens submitted and city staff processed 328 service requests and questions through the “Citizens Action Center” online during the month of February. The FAQs were viewed 376 times during this same period.
- March’s City e-News was distributed via email to 4,127 customers. The City of Colonial Heights’ Facebook Page now has 1,859 fans.
- Proactive Information Management completed 84.40 hours of IT service and maintenance for City departments in March.

**VIII. LIBRARY:**

- The library staff circulated 22,371 titles in March.
- The public computer center was used 2,106 times.
- 196 children participated in storytime.
- An average of 546 residents used the library each day.
- The library’s meeting rooms were used 129 times.
- 2,713 residents visited the Colonial Heights Virtual Library to retrieve 1,023 articles from their homes and offices.

**IX. RECREATION & PARKS DEPARTMENT:**

**Recreation Division**

In March the Recreation Division began to move its operations and programs outdoors. We completed youth baseball and softball evaluations and team drafts and hosted two youth baseball tournaments on our fields. Youth basketball finished its season on Saturday March 19<sup>th</sup> with league championship games played at the Middle School.

<b>Athletics</b>	<b>2011</b>	<b>2010</b>
Adult Softball	23	24
Baseball Rookie (ages 4-5)	72	69
Baseball Coach Pitch (ages 6-8)	118	119
Baseball Minor League (ages 9-10)	88	78
Baseball American League (ages 11-12)	72	67
Baseball National League (ages 13-15)	53	50
Baseball Appomattox League (ages 14-16)	6	18
Softball Pee Wee League (ages 9-11)	54	65
Softball Junior Leagues (ages 12-14)	52	43
Swim Lessons	5	n/a
<b>Activities/Programs</b>	<b>2011</b>	<b>2010</b>
POWER	6	6
Little Tikes Preschool	8	n/a
Teen Dance	92	120
College Financial Aid Workshop	4	n/a
Teen Center Flag Football Game	15	n/a

<b>Agency on Aging</b>		
<b>Activities</b>	<b>2011</b>	<b>2010</b>
AARP	32	28
Bingo in Senior Center	115	82
Bowling	192	192
Bridge Party	116	120
Bridge Tournament	124	116
Crochet & Knitting	58	49
Golfers Meeting	98	0
Senior Club Meeting	157	162
Senior Blub Board Meeting	10	0
Senior Citizens Dance	93	87
Sing A Long	38	46
Sing A Long CH Health Care	11	8
Swap Shop	60	0
Table Games	7	0

**IX. RECREATION & PARKS DEPARTMENT (CONTINUED):**

Teen After School Program	37	n/a
<b>Instructor Based Programs</b>	<b>2011</b>	<b>2010</b>
Belly Dancing	14	21
Cardio Fusion	22	28
Karate	18	27
Yoga	4	n/a
Zumba	20	n/a
<b>Facility Usage</b>	<b>2011</b>	<b>2010</b>
Community Room Attendance	1,090	1,360
Community Room Reservations	30	26
Pavilion Attendance	410	770
Pavilion Reservations	7	10
Field Attendance	2,415	n/a
Field Rentals	21	n/a
Teen Center Attendance – CHHS Students	85	127
Teen Center Attendance – CHMS Students	305	375
Teen Center Peak Hours (Mon-Thurs)	3:00 – 6:00 pm	
Teen Center Peak Hours (Fir-Sat)	4:00 – 7:00 pm	
<b>Transportation</b>	<b>2011</b>	<b>2010</b>
Total Passengers	86	n/a
Total Trips	575	580
Total Miles	2,558	3,181
Wheelchairs	13	21
Volunteer Hours	25.5	25
Donations	\$246	\$136
<b>Meals</b>	<b>2011</b>	<b>2010</b>
Home Deliver Meals	0	40
Site meals	161	0
Breakfast	28	40
Boxes	28	20
Total	217	100
Donation	0	\$15

<b>Awareness/Education</b>	<b>2011</b>	<b>2010</b>
Chronic Wellness	37	0
TRIAD	40	25
<b>Classes</b>	<b>2011</b>	<b>2010</b>
Craft Class	22	0
Bob Ross Video	0	0
Line Dance Class	39	43
Painting Class Kay Tirpak	36	18
Painter Group	32	52
Splash of Color	16	11
Tap Class Beginners	6	47
Tap Class Advance	79	128
Tap Class Intermediate	87	101
Quilting Class	51	0
Watercolor Class	12	14
<b>Fitness</b>	<b>2011</b>	<b>2010</b>
Strength Training Class	194	233
Sit Down Exercises	217	299
Floor Exercises	94	100
Yoga	158	160
Zoomer Boomer	241	310
Tai Chi	48	66
<b>Trips</b>	<b>2011</b>	<b>2010</b>
Atlantic City	39	40
Cruise	28	0
Cruise Meeting	22	0
Museum Trip	0	11
Riverside Theater	36	36
Washington Trip	0	36
Total	2645	2620

**Violet Bank Museum**

	<b>2011</b>	<b>2010</b>
Attendance	225	256
Outreach Program	30	125

- Exhibit planning and preparation
- Developing landscape models and graphic work to provide a basis for comprehensive plan

**Parks – Horticulture – Buildings & Grounds**

- City Hall 1<sup>st</sup> Floor Project – completed painting and installed handrails.
- Cleaned and performed maintenance for all winterized bathrooms at parks and ball fields. Opened all bathroom facilities.
- Cut down dangerous trees at the soccer complex.
- Remove dead shrubs from all landscape sites
- Worked with Beautification Committee and Garden Club on cleaning up Marvin Ave landscape site.
- Worked with volunteers on Rosyln Landing clean up.
- Removed Holly trees at Police Dept and planted new Arborvitae trees.

**X. OFFICE ON YOUTH & HUMAN SERVICES:**

**Prevention Programs and Activities**

Staff presented an “Anger Management” program to 12<sup>th</sup> District CSU youth; “Healthy Relationships” Program to 107 CHMS 8<sup>th</sup> grade students; “Handling Strong Feelings: TALK” Program to KAP students @ Tussing and North Elementary schools; information presentation on “K2 and Spice” to Community Day School students and presented substance abuse prevention information to teens receiving their Driver’s License this month.

Ongoing prevention planning/collaboration continued with the Inter-Agency Prevention Team , Juvenile & Domestic Violence Task Force, CADRE Coalition (Teen Meeting), Smart Beginnings Planning Committee, and the Partnership for Youth.

**VJCCCA Crime Control Programs**

Community Service Learning Program served 14 youth who completed 158 hours of community service in the community.

Shoplifting Diversion Program served 50 families offering information/education regarding consequences of stealing.

**Youth Advisory Council**

The Youth Advisory Council held its annual Youth Forum on March 16, 2011 @ CHHS with about 100 people in attendance. Additionally, many youth met throughout the month to plan for the event and to coordinate with the Youth Services Commission regarding the Forum.

**Kids’ After-School Program**

The KAP program continues to provide tutoring for approximately 40 students at each elementary school. KAP held a Skate Night fundraiser for elementary school students. The KAP family dinner hosted 83 family members with a special Karate demonstration for the youth.

**XI. FLEET MAINTENANCE:**

	<b># Workorders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
2011	78	\$19,402.12	7	\$ 811.46
2010	74	\$15,131.75	4	\$ 554.25

Most repairs are normal maintenance issues. Two of the Fire Department’s new vehicles are in service and the third should be ready in a week or so.

The sublet repairs consist of the following

Towing	100.00
Glass replacement	146.35
Tire repair	555.11
Misc.	10.00

Maintenance cost for the 3 quarters of this fiscal year compared to the last four are:

	<b>Sublet</b>	<b>Total</b>
2006/07	\$17,827.87	\$158,269.64
2007/08	\$ 7,372.22	\$148,891.38
2008/09	\$14,498.64	\$134,148.91
2010/09	\$ 9,601.50	\$142,249.30
2010/11	\$ 6,667.11	\$186,067.29