

CITY MANAGER'S REPORT TO CITY COUNCIL MAY 2011



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities

- ***New Courts Facility*** – Schematic design and selection of construction manager in process. Evaluations by Building and Land Use Committees in process.

Storm Water and Drainage

1. ***Right Turn Lane on Southpark Boulevard at Dimmock Parkway, UPC 97692*** – VDOT review of final plans in process beginning this month.
2. ***Boulevard/Government Center Enhancement*** – Transportation Enhancement Program, UPC 7822 – Advertisement for construction bids in process.
3. ***Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945 – Revenue Sharing, Urban and CMAQ Program*** – Right-of-way acquisition in process.
4. ***Boulevard Widening Project (Windsor to Pickwick Ave, Fifth Lane) UPC 90374 – Revenue Sharing, CMAQ Program*** – Same as No. 3 above.
5. ***Boulevard Widening Project (Westover to Windsor, Fifth Lane) – CMAQ Program*** – Same as No. 3 above.
6. ***Dimmock Parkway – Jennick Drive Traffic Signal, UPC 94750*** – Construction contract awarded to Richardson Wayland Inc. Onsite work anticipated to begin in August.
7. ***Asphalt Concrete Pavement Maintenance/Preservation – (Summer 2011)*** – Advertisement for construction bids in process.
8. ***Safe Routes to Schools – Phase 1 and 2, UPC 87317 and 93211*** – VDOT review of final plans in process since January 2011.

Utilities

- ***Hrouda Pump Station Upgrades*** – Pending confirmation of funding, project to be advertised in Fall 2011.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

PLAN REVIEWS

- Received twenty (20) plans and reviewed twenty (20) plans.

RIGHT OF WAY PERMITS

- Issued seven (7) permits and closed out four (4) permits.

STREET MAINTENANCE

- Placed Asphalt in (16) potholes, (4) utility cuts, (4) new curb and gutters, (3) shoulders, (1) storm drain and (7) low areas.
- Placed gravel on (5) shoulders, (1) alley and (1) sink hole.
- Performed asphalt test holes at (7) locations.
- Removed 160 tons of construction debris from Public Works Complex to Pistol Range.
- Graded entrance to Appamatuck Park off Archer Ave.
- Welcomed new Public Works Technician, Brandon Gist.

TRAFFIC OPERATIONS

- Replaced/Maintained signals, signs, markings and street lighting – 49 locations.
- Preventative Maintenance – 4 locations

STORM WATER AND DRAINAGE MAINTENANCE

- Cleaned (105) catch basins, (3) drainage ditches, (2) drainage pipes, (1) curb and gutter.
- Placed (77) basins on GPS and responded to (11) miscellaneous drainage requests.
- Repaired storm sewer at (1) location.
- Placed topsoil in sinkhole at (1) location.
- Sweeper swept (2) locations and collected (4) cubic yards of debris before breaking down again.
- Concrete Crew repaired/replaced (99) feet of Curb and Gutter at (4) locations and (12) Radius Curb and Gutter at (1) location, (159) feet of sidewalk at (4) locations, and d responded to (2) miscellaneous concrete requests.

RECYCLING CENTER

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

VEGETATION

- Removed litter from (22) locations, and responded to miscellaneous/dead animal requests.
- Trimmed limbs/bushes at (2) locations, responded to (2) miscellaneous tree request and removed storm damage from (3) locations.
- Cut and trimmed grass at (61) locations and sprayed grass/weeds at (11) locations.

WASTEWATER UTILITY

- Responded to (11) miscellaneous requests, (5) sewer backups, installed/repared (2) cleanouts, flushed (1) main, cleared roots from (1) line, checked all trouble areas, cut grass around pump stations and Appamatuck Park off Archer Ave.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Removed debris from pumps and replaced fan belt on air handler at Main Pump Station. Removed grease, repaired floats, and installed a re-built pump at Hillcrest Pump Station. Replaced flushing hydrant with 2” valve and reconnected 1 ¼” water service at Dimmock Pump Station. Continued checking all pump stations and methane pump daily.
- Installed a timer, moisture knockout tank and City contractor rewired pump at the Methane Extraction System.

WATER UTILITY

- Replaced (10) meters, installed (4) new meters, replaced (1) meter top, cleaned (7) meter boxes, lowered (1) valve box, flushed (2) hydrants at (1) location for dirty water, replaced (1) key valve, located (3) meter boxes that was covered and responded to (5) miscellaneous requests.
- Backflow/Cross Connection Technician conducted (77) surveys, (40) completed (37) incomplete and assisted with locating underground utilities.
- Collected routine weekly water samples, performed THM’s and HAA’s and sent to ARWA lab for testing.
- Miss Utility locating required (186) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

	Month	YTD
1. Fence Permits	2	8
2. New Sign Permits	5	37
<ul style="list-style-type: none"> • ECK Supply – 1104 W. Roslyn Road • Pilo Arts Hair Salon – 2200 Boulevard • One Main Financial – 798 Southpark Blvd 	<ul style="list-style-type: none"> • Batteries Plus – 456 Charles Dimmock Parkway • Springleaf Financial – 629 Southpark Boulevard 	
3. Neighborhood Revitalization		
Repairs Completed	#7	\$48,420
<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 • 114 Hamilton Avenue – patch and paint roof, new gutters, chimney repairs, porch repair \$6,800 		
Repairs in the Works	#0	
Applications being processed	#4	

4. Zoning Property Maintenance

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	14	72	Total Inspections	5	30
Violations	9	52	Violations	4	21
Violations Resolved	2	41	Violations Resolved	4	18
House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	8	11	Total Inspections	125	253
Violations	8	10	Violations	78	176
Violations Resolved	0	2	Violations Resolved	37	83

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	9	71	Total Inspections	12	32
Violations	8	54	Violations	10	19
Violations Resolved	1	42	Violations Resolved	5	12
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	4	38	Total Inspections	0	21
Violations	4	38	Violations	0	10
Violations Resolved	1	31	Violations Resolved	0	9

5. Building Inspections

	Month	YTD
New Construction Inspections	173	900
Permits for new Residents	2	2
Cost New Homes	\$152,000	\$152,000
Existing House & Maintenance Additions	5	33
Demolitions	6	40
Permits for Commercial	0	2
Cost for Commercial	6	27
Plumbing Permits Issued	\$1,042,064	\$1,953,557
Electrical Permits Issued	12	59
Mechanical Permits Issued	16	81
Swimming Pool Permits Issued	5	24
Inoperative Vehicles Towed	3	3
Letters on Water Cutoff	0	0
Court Cases	0	1

Rental Inspections

	Month	YTD
Total Units Registered	0	40
Total Units Inspected	11	29
Dwellings	10	20
Multi-family	1	10
Apartments	0	0
First Inspection	0	0
Passed	11	30
Failed	0	0
Second Inspection	0	0
Passed	0	0
Failed	0	0
Re-Inspection – Phase 1	0	0
Passed	15	57
Failed	0	0
4 Year Cert. Issued	11	27
Apartments	0	0
No. of Units Certified	0	0

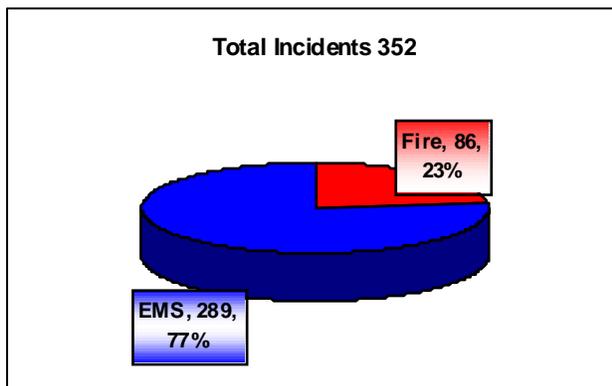
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 4,428 calls for service during the month of May, 2011. During the same month last year, we responded to 4,003 calls for service—an 11% increase. One robbery was reported this month, while one was reported last year during this same time frame—no change. There were two (2) reported aggravated assaults and four (4) reported during the month of May, 2010—a 50 % decrease. We responded to two (2) burglaries in May, 2011, compared with a response to two (2) burglaries during the month of May, 2010— no change. There were 120 Part I, or serious, crimes reported to the Colonial Heights Police Department in May, 2011. Eighty-five (85) of those, or 71%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of May was a very productive month for our department. We raised funds for Special Olympics at the annual Fort Clifton Festival, we met with the Hill Association at their Neighborhood Watch meeting, and we also met with most members of our *KeepSafe* program. Our Administrative Services Bureau sent out crime prevention material to all three elementary schools and its parents on the *Take 25* program to promote child safety both at home and on the internet. Our patrol officers are participating in the *Click it or Ticket* safety seat program that is funded through a state grant. Two mini checkpoints were executed this month and this, too, was funded through a state grant.
- ✓ Our Street Crimes Unit continues to stay busy with several controlled drug buys and numerous arrests. In this area, it appears that prescription drugs are the drug of use lately. Several Patrol and Auxiliary officers received patrol bicycle training this past month as we continue with our plans to revive our Bike Patrol in our community.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Administratively, we met with surrounding jurisdictions regarding the upcoming Virginia Hog Rally events that will take place between June 23rd and 25th. This event will positively impact our community and we are hoping to make it a most positive experience for all those who visit and reside here. This past month we observed the annual Police Memorial Week and officers paid their respects to those who sacrificed everything in the line of duty. The Hopewell Moose Lodge held their annual Police Memorial Breakfast honoring law enforcement personnel, focusing on our fallen brethren and their families. Next year the Colonial Heights Police Department will be the host agency for this event.
- ✓ Overall, we made 260 arrests for the month, to include 35 felonies and 150 misdemeanors; worked 75 crashes; wrote 1,011 traffic citations; gave 1,047 verbal warnings; affected 21 DUI arrests and issued 106 parking citations.
- ✓ Our Auxiliary police volunteered 383 hours during the month. Duties included a Special Olympics motorcycle ride, ride-alongs, Fort Clifton Festival, Memorial Day Celebration and call-outs. Our Sentinel volunteers donated 38 hours of their time and duties included the *Click it or Ticket* event and the Fort Clifton Festival.
- ✓ Officer Stacey Whitt was selected as our *Employee of the Month* for April and was awarded a gift certificate for Buffalo Wild Wings in May. Officer Whitt investigated nine (9) new cases for April, issued 35 traffic summonses, obtained four (4) felony warrants, two (2) misdemeanor warrants, served eight (8) outstanding warrants; investigated four (4) vehicle crashes and issued two (2) parking tickets. After investigating a lobby complaint that a family member may have stolen some jewelry, Officer Whitt located the stolen jewelry at three different businesses in the city. He arrested one family member and a friend for obtaining money by false pretenses, and also alerted Prince George Police of the incident, since the jewelry was originally stolen in their jurisdiction.
- ✓ We are also pleased to announce that Sr. Officer Ken Bish was honored as *Officer of the Year for 2010* by the Sons of the American Legion at a dinner that they hosted. Sr. Officer Bish was recognized and awarded for his outstanding service to our department and the community.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 86
Total EMS Patients: 290
 (Total EMS incidents 289)

Fire units arrived on scene in less than 7 minutes on 60.0% of emergency incidents. (average response time 7:03 minutes)

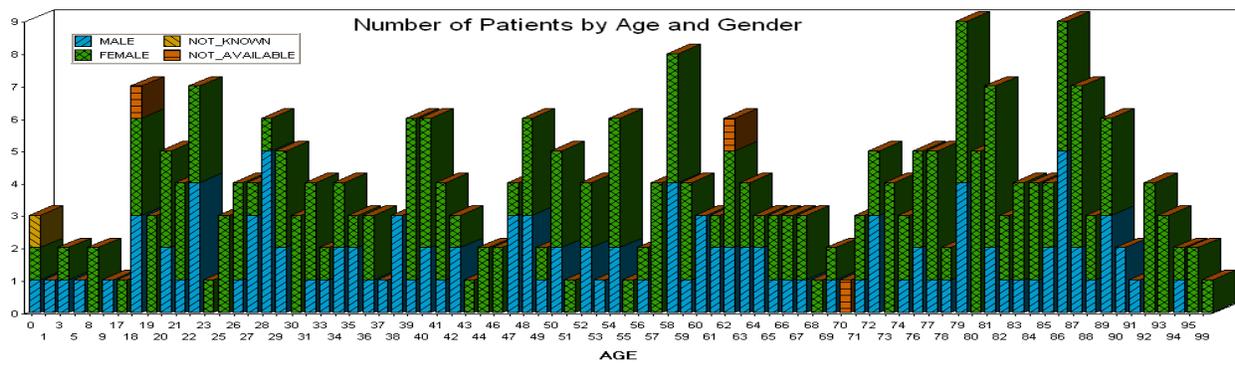
EMS units arrived on scene in less than 7 minutes on 70.5% of emergency incidents. (average response time 6:18 minutes)

Fire Division (number of incidents):

<u>Fires</u>	<u>Hazardous situations</u>	<u>Service calls and false calls</u>
Cooking Fire	1 Electrical Problem	4 Good Intent Calls
Brush/Trash Fire	1 Power Line Down	3 Public Service
	Natural Gas Leak	1 Alarm Activation (no fire)
	Chemical/gasoline Spill	4 Child Seat Installation
		Smoke detector installation
M/A to Chesterfield EMS First Responder	2	M/A received from Chesterfield Fire
M/A to Prince George Fire	1	M/A received from Petersburg Fire
		M/A received from Fort Lee Fire
		M/A received from Prince George Fire
		2

IV. FIRE & EMS DEPARTMENT (CONTINUED):

EMS Division (number of patients):					
Abdominal pain	15	Convulsions/Seizure	3	Pregnancy/Childbirth	2
Allergic reaction	1	Diabetic Problem	6	Psychiatric Problem	4
Altered Mental Status	5	Fall	29	Sick Person	10
Assault	2	Headache	6	Stab/Gunshot wound	1
Back Pain	4	Heart Problem	2	Stroke/CVA	9
Breathing Problem	39	Heat/Cold Exposure	1	Traffic Accident	23
Cardiac Arrest	1	Hemorrhage/Laceration	2	Traumatic Injury	7
Chest Pain	29	Medical Alarm	1	Unconscious	18
Choking	3	Pain	11	Other type EMS Calls	56
M/A to Petersburg EMS	7	M/A received from Chesterfield EMS			1
M/A to Prince George EMS	2	M/A received from Petersburg EMS			6
M/A to Dinwiddie EMS	2	M/A received from Fort Lee EMS			8
M/A to Hopewell EMS	2				
M/A to Fort Lee EMS	1				



V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,138

Two (2) alarm citations were processed during May.

New City auditors began preliminary audit information process.

Purchasing - 204 total purchase orders completed with 151 being processed by the purchasing and 53 departmental purchases being reviewed as compared to 197 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 # 11-050502-982 – Proposal under PPEA, for a new Courthouse - Issued on March 14, with proposals due May 5. Proposals are being reviewed.
- Invitation # 11-061002-987 – 2011 Pavement Preservation - Issued on May 21 with proposals due on June 10.

Other Purchasing Activity:

- Quote issued to do infrastructure inventory and condition assessment through the city.
- Working with a sign company, to help out with the specifications for “Way Finding” signs.
- Purchase order issued for grinding debris at the landfill.
- Quote issued for removing and cutting back, various trees in the City.
- In contract negotiations, for a firm to provide on-line City employment applications.
- Purchase Order issued for three in car video systems for the Police Department.

V. FINANCE DEPARTMENT (CONTINUED):

- Purchased new video surveillance processor for Library.
- Purchase order issued for cargo type trailer for Recreation Department.
- Procurement Specialist attended Sprint/Nextel meeting.

Risk Activity:

Automobile Claims – Police vehicle damaged (\$7,000) by citizens vehicle.

General Claims – Two minor claims from City mower & Street sweeper.

Miscellaneous – City Police Dog on patrol was injured by broken glass.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,598

Delinquent Notices Sent –680 or 18.9% with 204 cut off for nonpayment

Received \$1,471.28 in delinquent bills using the State Set-Off Debt Collection System.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

<u>Department</u>	<u>Position</u>
Public Works	Utility Technician

Applications & Testing

A total of (32) applications were received for the Landscape Technician (Part-time) position in the Recreation and Parks Department.

Training

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

Miscellaneous

- ◆ The following new employee orientation sessions was held in May 2011: Michael Jarrell (EMS Firefighter) and Brandon Gist (Public Works Technician).
- ◆ The following topics were discussed during the Human Resources Liaison Committee meeting on March 16, 2011: travel card policy, updated physicians panel for workers’ compensation program, requirements for new/separating employees, and annual employee picnic.
- ◆ Participated in the EOC tabletop exercise presented by the Fire Department on May 17, 2011.

Worker’s Compensation

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
05-04-11	Police	Vehicle struck left hand while directing traffic through intersection
05-05-11	Police	Dog bite to left hand.
05-05-11	Fire	Upper back strain during training exercise.
05-20-11	Fire	Pain in neck and back during training exercise.
05-25-11	Police	Lower back/shoulder strain and left knee pain from vehicle accident.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City’s web site had 47,847 visits in the month of May with 80,639 page views, including 3,230 visits to the City job listings page. The top five pages visited after the home page were: Jobs, Library, Real Estate Assessment Search, Recreation & Parks and Purchasing RFPs.

VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- Citizens submitted and city staff processed 357 service requests and questions through the “Citizens Action Center” online during the month of May. The FAQs were viewed 376 times during this same period.
- May’s City e-News was distributed via email to 4,127 customers. The City of Colonial Heights’ Facebook Page now has 1,911 fans.
- Proactive Information Management completed 78.93 hours of IT service and maintenance for City departments in May.
- The website committee has reviewed the RFPs submitted for the re-design of the City website, implementation of a web content management system and web hosting services. Interviews of the top three vendors were conducted during the last week of May.

VIII. LIBRARY:

- The library staff circulated 20,314 titles in May.
- The public computer center was used 1,943 times.
- 107 children participated in storytime.
- 180 residents registered for new library cards, and an average of 518 residents used the library each day.
- The library’s meeting rooms were used 110 times.
- 2,302 residents visited the Colonial Heights Virtual Library to retrieve 518 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In May the Recreation Division hosted the Fort Clifton Arts and Crafts Festival, the Virginia Independent Schools State Baseball Championships at Shepherd Stadium and also held the Hershey Track Meet at the Football stadium. Staff continues their preparations for the Summer Playground Program and Youth Sports Camps.

Athletics	2011	2010
Adult Softball	21	30
Baseball Rookie (ages 4-5)	75	69
Baseball Coach Pitch (ages 6-8)	123	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)	14	18
Softball Pee Wee League (ages 9-11)	54	65
Softball Junior Leagues (ages 12-14)	52	43
Golf Lessons	9	10
Hershey Track Meet	45	31
Track and Field Program	33	n/a
Swim Lessons	8	6

Agency on Aging		
Activities	2011	2010
AARP	n/a	36
Bingo in Senior Center	118	56
Bowling	128	144
Bridge Party	96	96
Bridge Tournament	112	104
Crochet & Knitting	52	60
Golf at Prince George	600	590
Senior Club Meeting	132	152
Senior Club Board Meeting	8	n/a
Senior Citizen Dance	115	118
Sing A-Long	48	52
Sing A-Long CH Health Center	10	13
Table Games	9	n/a

Activities/Programs	2011	2010
POWER	6	6
Little Tikes Preschool	9	n/a
Fort Clifton Festival	5,000	4,000
Middle School Dance	64	95

Awareness/Education	2011	2010
Advisory Board Meeting	12	12
Lunch & Learn	30	n/a
TRIAD	115	120

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

CPR Class	8	n/a
Babysitter's Training	10	8
Teen After School Program	11	n/a
Instructor Based Programs	2011	2010
Belly Dancing	12	14
Karate	19	20
Zumba	24	n/a
Cardio Fusion	19	20
Facility Usage	2011	2010
Community Room Attendance	1,180	1,309
Community Room Reservations	28	27
Pavilion Attendance	2,406	2,882
Pavilion Reservations	43	49
Field Attendance	670	n/a
Field Rentals	4	n/a
Teen Center Attendance – CHHS Students	25	87
Teen Center Attendance – CHMS Students	218	304
Teen Center Peak Hours (Mon-Thur)	3:00 – 6:00 pm	
Teen Center Peak Hours (Fri-Sat)	3:00 – 6:00 pm	
Meals	2011	2010
Home Delivered Meals	0	25
Site Meals	181	0
Breakfast Meals	0	10
Bags	0	25
Total	181	55

Classes	2011	2010
Craft Classes	9	8
Line Dance Class	32	35
Painting Class Kay Tirpak	16	32
Painters Group	32	48
Splash of Color	14	13
Tap Class Inter. & Beginners	135	88
Tap Class Advance	182	148
Teen Painting Class	n/a	32
Quilting	15	n/a
Water Color	9	11
Fitness	2011	2010
Strength Training Class	165	150
Sit Down Exercises	253	189
Floor Exercises	60	80
Yoga	99	149
Zoomer Boomer	200	204
Tai Chi	63	49
Special Activity	2011	2010
Ft Clifton Fest. Painters Group	24	n/a
Donation to Food Bank 514 pounds of paper products		
Trips	2011	2010
Riverdance	n/a	24
Riverside Theater	24	36
Total	2,917	2,813
Transportation	2011	2010
Total Passengers	145	
Total Trips	593	589
Total Miles	2,333	2,934
Wheelchairs	13	30
Volunteer Hours	21	0
Donations	\$157	\$176

Violet Bank Museum	2011	2010
Attendance	212	242
Attendance Outreach	300	n/r

- Participated in one outreach program; Fort Clifton Festival.
- Continuing development of comprehensive plan and moisture remediation project.
- Preparing for Headquarter Days and regular duties.

Parks – Horticulture – Buildings & Grounds
<ul style="list-style-type: none"> • Replaced shingles and siding at Fort Clifton amphitheater • Prepared Fort Clifton Park and provided manpower for Fort Clifton Arts & Crafts Festival • Replaced damaged playground equipment at Civic Field playground • Set up and removed chairs for Memorial Day service • Assisted Beatification Committee members at Fort Clifton for City Clean-up Day • Worked with Office on Youth on clean-up of flower beds at Courts Building, Fire Station 1 and War Memorial • Installed metal edging around trees and landscaped beds at Public Safety and City Hall.

IX. OFFICE ON YOUTH & HUMAN SERVICES:

Prevention Programs and Activities

“Assault Diversion” Program was presented to 30 teens at Chesterfield Courthouse. Staff presented substance abuse prevention information to 25 teens receiving their driver’s license this month.

Ongoing prevention planning/collaboration continued with the Inter-Agency Prevention Team, who served 8 youth, Toastmasters International, CAAN-DUU Coalition, Underage Drinking Task Force, Operation Christmas Child, Smart Beginnings, and Juvenile & Domestic Violence Task Force.

Teen Pregnancy Prevention Initiative received a Proclamation, “May is Teen Pregnancy Month”. A resource table was set up at the public library with information for teens and parents on the subject of teen pregnancy prevention. A poster contest was held with the theme of teen pregnancy prevention. Three winners were given a cash prize.

VJCCCA Crime Control Programs

Community Service Learning Program served 19 youth who completed 187 hours of Service Learning.

Staff presented an “Anger Management” program for 2 youth.

Six families participated in “Parenting With Love & Limits”

Shoplifting Diversion Program served 25 families offering information and education regarding consequences of stealing.

Youth Advisory Council

The Youth Advisory Council held its monthly meeting with 16 members, YAC advisor and 2 Youth Services Commission members in attendance.

Youth Services Commission

Commission held its regular monthly meeting.

Kids’ After-School Program

Students enjoyed an end of the year ice cream party at each elementary school location. The last day of KAP for this year was May 23, 2011.

X. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2011	74	\$19,310.30	2	\$ 180.00
2010	86	\$17,834.08	10	\$2,228.18

Most of the repairs consisted of normal maintenance.

The sublet repairs consist of glass repair and radiator repair for the Streets Department.