

CITY MANAGER'S REPORT TO CITY COUNCIL JULY 2011



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities

- ***New Courts Facility*** – Council approved resolution accepting schematic design and authorizing negotiation of interim PPEA agreement with CM/GC.

Storm Water and Drainage

- ***Right Turn Lane on Southpark Boulevard at Dimmock Parkway, UPC 97692*** – Received VDOT authorization to advertise for construction bids.
- ***Boulevard/Government Center Enhancement – Transportation Enhancement Program, UPC 7822*** –Utility adjustments/relocations in process.
- ***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.
- ***Dimmock Parkway-Jennick Drive Traffic Signal, UPC 94750*** –Onsite work anticipated to begin in late August.
- ***Asphalt Concrete Pavement Maintenance/Preservation-(Summer 2011)*** – Awarded contract. Onsite work anticipated to begin early August.
- ***Safe Routes to Schools- Phase 1 and 2, UPC 87317 and 93211***– Opened bids and made recommendation to award to Messer Contracting, LLC.

UTILITIES CAPITAL PROJECTS

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

PLAN REVIEWS

- Received twenty-one (21) plans and reviewed twenty-one (21) plans.

RIGHT OF WAY PERMITS

- Issued six (6) permits and closed out five (5) permits.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

OPERATIONS AND MAINTENANCE

STREET MAINTENANCE

- Placed asphalt in (10) potholes, (6) utility cuts, (3) low areas.
- Placed gravel in alleys at (24) locations and shoulder of street at (1) location.

TRAFFIC OPERATIONS

- Replaced/Maintained signals, signs, markings and street lighting – 64 locations.
- Preventative Maintenance – 4 locations.

VEGETATION

- Removed litter from (3) locations, and responded to (2) miscellaneous/dead animal requests.
- Trimmed limbs/bushes at (10) locations, removed (1) tree fallen into street from storms, responded to (1) miscellaneous tree request and removed storm damage from (7) locations.
- Cut, trimmed (53) locations and sprayed for high grass/weeds at (4) locations.

RECYCLING CENTER

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

STORM WATER UTILITY

- Cleaned (330) catch basins and curb and gutters at (2) locations.
- Placed (320) basins on GPS and responded to (4) miscellaneous drainage requests.
- Placed topsoil/gravel in sinkhole at (1) location and around drainage pipe at (1) location.
- Repaired storm sewer at (1) location.
- Sweeper swept (47) locations and collected (68) cubic yards of debris.
- Concrete Crew repaired/replaced (51) feet of Curb and Gutter at (4) locations, (14) feet of sidewalk at (2) locations and responded to (2) miscellaneous concrete request.

WASTEWATER UTILITY

- Responded to (5) sewer backups, (11) miscellaneous requests, installed/repared (3) cleanouts, flushed (7) main, repaired (2) caps and camera (1) main line.
- Checked all trouble areas, cut grass around pump stations and Appamattuck Park off Archer Ave.
- Removed debris from pump, and responded to an alarm after hour at Main Pump Station.
- Removed grease and washed wet well at Dunlop Farms Pump Station.
- Continued checking all pump stations and methane pump daily.
- Back up pump was ordered for Hillcrest Pump Station.

WATER UTILITY

- Replaced (9) meters, cleaned (5) meter boxes, repaired (6) meter leaks, (2) main lines, (2) service lines, replaced (1) box, (1) meter setter, repaired (2) Fire Hydrants, turned water off at (1) location due to a leak under house, and responded to (19) miscellaneous requests.
- Backflow/Cross Connection Technician conducted (90) surveys, (54) completed, (36) incomplete and assisted with locating underground utilities.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Interviews conducted and an offer was made to an applicant for Technician position, upon the results of the background and physical are negative.
- Inspections of the waterworks system were performed by VDH.
- Collected routine weekly water samples, performed THM's, HAA's sent to ARWA lab for testing and performed bacterial sample, disinfected by products and sent to Richmond for testing.
- Miss Utility locating required (202) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

- | | Month | YTD |
|--|-------|----------|
| 1. Fence Permits | 2 | 12 |
| 2. New Sign Permits | 6 | 46 |
| <ul style="list-style-type: none"> • Cookout Restaurant – 618 Boulevard • BB&T – 810 Southpark Boulevard • Great Clips – 1058 Temple Avenue • City Limits Tattoo – 119D Boulevard • PetSmart – 42 Southgate Square • Angel DeSouza Dance Studio – 2108 Boulevard | | |
| 3. Neighborhood Revitalization | | |
| Repairs Completed | #11 | \$82,863 |
| <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 - \$7,130 • 924 Yorkshire Road – new HVAC unit and duct work, accessibility improvements in bathroom and around house, floor repair, plumbing and electrical improvements - \$11,960 • 1117 Covington Road – new roof and chimney repair - \$6,070 • 1207 Meridian Avenue – accessibility and new bathroom fixtures - \$8,143 • 321 Jefferson Avenue – new roof, new windows, repair to exterior wall, bathroom floor and window repaired - \$5,750 | | |
| Repairs in the Works | #0 | |
| 100% of grand funds expended for 2010-2011! New program to start up 8/1/11 | | |
| 4. Zoning Property Maintenance | | |

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	7	88	Total Inspections	0	31
Violations	3	58	Violations	0	21
Violations Resolved	2	43	Violations Resolved	0	18
House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	0	14	Total Inspections	65	448
Violations	0	13	Violations	32	268
Violations Resolved	0	8	Violations Resolved	17	121

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	9	88	Total Inspections	0	42
Violations	5	63	Violations	0	22
Violations Resolved	3	48	Violations Resolved	0	18
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	6	51	Total Inspections	5	27
Violations	6	51	Violations	2	12
Violations Resolved	1	44	Violations Resolved	2	12

5. Building Inspections

	Month	YTD
New Construction Inspections	177	1,309
Permits for new Residents	0	2
Cost New Homes	\$0	\$152,000
Existing House & Maintenance Additions	7	48
Demolitions	7	58
Permits for Commercial	2	4
Cost for Commercial	6	38
Plumbing Permits Issued	\$474,800	\$2,611,929
Electrical Permits Issued	17	100
Mechanical Permits Issued	15	107
Swimming Pool Permits Issued	8	39
Inoperative Vehicles Towed	2	6
Letters on Water Cutoff	0	0
Court Cases	3	3
	0	1

Rental Inspections

	Month	YTD
Total Units Registered	29	69
Total Units Inspected	3	32
Dwellings	0	20
Multi-family	0	10
Apartments	3	3
First Inspection	0	0
Passed	0	30
Failed	0	0
Second Inspection	0	0
Passed	0	0
Failed	0	0
Re-Inspection – Phase 1	0	63
Passed	0	57
Failed	0	0
4 Year Cert. Issued	0	27
Apartments	4	4
No. of Units Certified	29	29

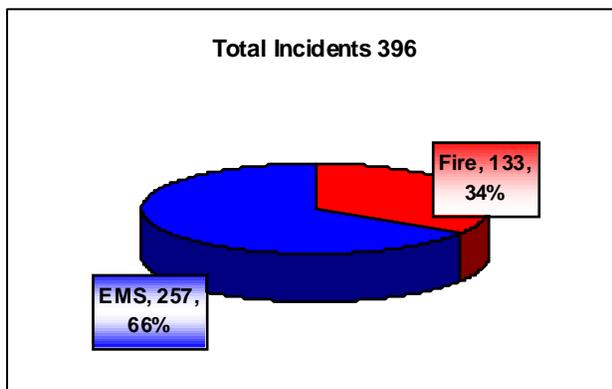
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 4,215 calls for service during the month of July, 2011. During the same month last year, we responded to 4,240 calls for service—a 1% decrease. No robberies were reported this month, while three (3) were reported last year during this same time frame—a 100% decrease. There were three (3) reported aggravated assaults and three (3) reported during the month of July, 2010—no change. We responded to two (2) burglaries in July, 2011, compared with a response to six (6) burglaries during the month of July, 2010—a 67% decrease. There were 104 Part I, or serious, crimes reported to the Colonial Heights Police Department in July, 2011. Seventy-two (72) of those, or 69%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of July was a very active month considering the heat that we all have experienced lately. Larcenies and shoplifting have been on the increase even though many people are doing their best to stay indoors. Evening shifts are reporting a lot less traffic after mall business hours. We have participated in a variety of community events and presentations to include Child Safety and the collection of Child DNA. We have also begun preparations for Safety Day, which is a major community event scheduled for September. This event will include a blood drive, child safety seat checks, document shredding as well as a food drive. We are also pleased to report that Lt. William Anspach is currently attending the National Command College at the Virginia State Police Academy; he is scheduled to graduate in September.
- ✓ Overall, we made 275 arrests for the month, to include 56 felonies and 152 misdemeanors; worked 114 crashes; wrote 830 traffic citations; gave 1,350 verbal warnings; affected 15 DUI arrests and issued 62 parking citations.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Uniform patrol has been very busy with a variety of calls for service with some very positive results. We had one of our Project Lifesaver participants wander away from his residence and within 10 minutes of activating our search team, the victim was located unharmed. Officers arrested an armed robbery suspect, wanted by Prince George Police for a robbery where shots were fired. Officers also called out the Virginia State Police Bomb Squad after a resident discovered several civil war ordinances that were still undetonated.
- ✓ Our Street Crimes Unit continues to stay busy with several narcotic and criminal investigations. They had the occasion to conduct a “sting operation” consisting of the theft of riding lawnmowers from area businesses and observed and caught two residents that were responsible, we also seized their 2001 Dodge pickup. Compliance checks of the internet cafes since the new state laws took effect revealed they have since ceased operations.
- ✓ Our Auxiliary police volunteered 256 hours during the month. Duties included the Fourth of July Fireworks, ride-alongs, the start of the BIB tournament and call-outs. Our Sentinel volunteers donated 10 hours of their time and duties included the Fireworks and a Child DNA event.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 133

Total EMS Patients: 257

(Total EMS incidents 263)

Fire units arrived on scene in less than 7 minutes on 67.9% of emergency incidents. (average response time 5:55 minutes)

EMS units arrived on scene in less than 7 minutes on 74.5% of emergency incidents. (average response time 6:06 minutes)

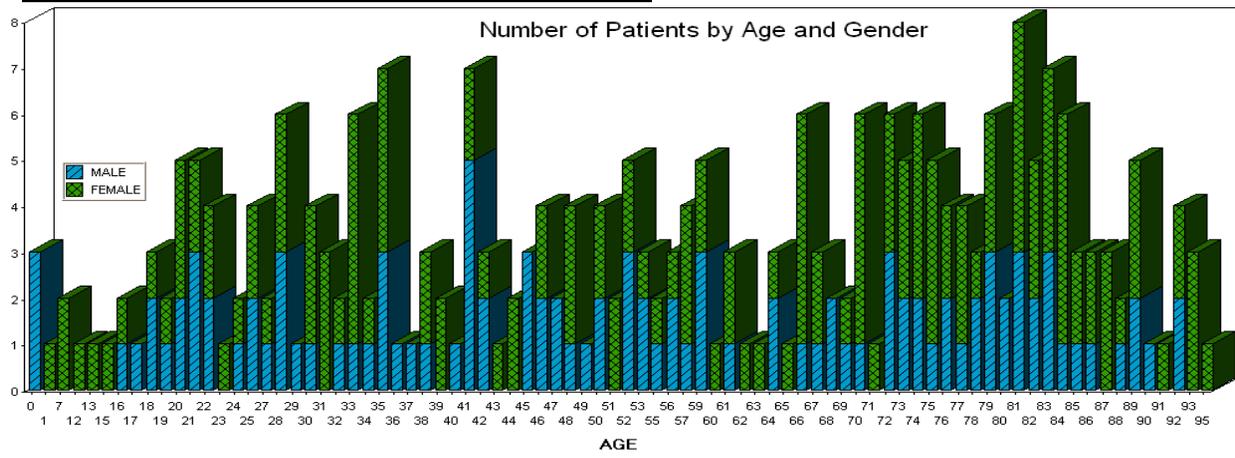
Fire Division (number of incidents):

<u>Fires</u>	<u>Hazardous situations</u>	<u>Service calls and false calls</u>
Building Fire	2	Electrical Problem
Boiler Malfunction	1	Power Line Down
Brush/Trash Fire	1	Natural Gas Leak
Lighting Strike	1	Chemical/gasoline Spill
Other Type Fire	1	Explosive, Bomb Removal
M/A to Chesterfield EMS First Responder	11	M/A received from Chesterfield Fire
M/A to Chesterfield Fire	1	M/A received from Fort Lee Fire
M/A to Prince George Fire	2	

EMS Division (number of patients):

Abdominal pain	23	Convulsions/Seizure	5	Pregnancy/Childbirth	3
Allergic reaction	1	Diabetic Problem	9	Psychiatric Problem	2
Altered Mental Status	7	Fall	20	Sick Person	13
Animal Bite	1	Headache	7	Stroke/CVA	6
Assault	3	Heart Problem	1	Traffic Accident	21
Back Pain	8	Heat/Cold Exposure	5	Traumatic Injury	7
Breathing Problem	27	Hemorrhage/Laceration	2	Unconscious	16
Cardiac Arrest	1	Overdose	3	Other type EMS Calls	35
Chest Pain	20	Pain	11		
M/A to Petersburg EMS	4			M/A received from Chesterfield EMS	2
M/A to Dinwiddie EMS	1			M/A received from Petersburg EMS	1
M/A to Fort Lee EMS	1				

IV. FIRE & EMS DEPARTMENT (CONTINUED):



V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,097

Two (2) alarm citations were processed during July.

Purchasing - 412 total purchase orders completed with 332 being processed by the purchasing and 80 departmental purchases being reviewed as compared to 409 being completed for the same period in 2010. In addition 200 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 11-061002-987 – 2011 Pavement Preservation contract documents prepared.
- Invitation # 11-061502-986 – Boulevard Government Center Enhancements – Contract documents prepared.
- Invitation # 11-061502-985 – Pedestrian Improvements near Colonial Heights Middle School – Contract documents being prepared.
- Invitation #11-062302-988 – Preliminary Engineering & Acquisition of Right of Way for the Modernization of Lakeview Avenue – Vendor has been chosen with scope meeting scheduled.
- Invitation # 11-062303-989 – Preliminary Engineering & Acquisition of Right of Way for the Modernization of Dupuy Avenue - Vendor has been chosen with scope meeting scheduled.
- Invitation # 11-050502-982 – Proposal under PPEA – New Courthouse – Kenbridge Construction chosen as contractor.

Other Purchasing Activity:

- Annual Blanket Orders were issued for all Departments.
- Purchase Order issued for survey work - turn lane at Temple Ave. & Dimmock Parkway.
- Purchase Order issued for survey work - turn lane at Temple Ave. & Conduit Rd.
- Purchase Order issued for design work at Appomattox River Greenway trail.
- Purchase Order issued for way finding signs in the City. Anticipated late Sept.
- Contract negotiated to administer City’s CDBG Program
- Purchase Order for a new vehicle for Recreation Department.
- Purchase Order issued to repair backup sewer pump at Hillcrest Pump Station.
- Emergency Purchase Order issued to remove fallen branches in an alley and on a roof of a business on the Boulevard.

Risk Activity:

- Lightning hit at Public Works gas pump.
- Major spill by vendor at gas pumps, which was contained and cost will be paid by vendor.

V. FINANCE DEPARTMENT (CONTINUED):

Utility Billing:

Bi-monthly Utility Bills Sent – 3,777

Delinquent Notices Sent –712 or 19.8% with 204 cut off for nonpayment

Received \$198.28 in delinquent bills using the State Set-Off Debt Collection System.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

<u>Department</u>	<u>Position</u>
Police	Police Officer (Certified)
Public Works	Assistant Director of Public Works – Engineering
Office on Youth	Site Supervisor (Part-time)
Information Technology	Information Systems Coordinator

Applications & Testing

☆ Total applications received for the following position recruitments:

Police Officer (Certified)	14
Assistant Director of Public Works – Engineering	29
Site Supervisor	19

☆ The written test phase of the Fire Lieutenant promotional process was held on July 29, 2011.

Training

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

Miscellaneous

☆ The following new employee orientation and exit interview sessions were held in July 2011:

<u>Orientation</u>	<u>Exit Interview</u>
Andrew Tatum – EMS Firefighter	Harold Caples – Assistant Director of Public Works

☆ The following topics were discussed during the Human Resources Liaison Committee meeting on July 28, 2011: workers’ compensation forms, application management system, health insurance stipend, and revised job descriptions.

Worker’s Compensation

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
07-05-11	Fire	Abrasion to left ring finger during training exercise.
07-11-11	Police	Exposure to blood from suspect.
07-13-11	Recreation	Hit head on bottom of pool while working summer program.
07-14-11	Public Works	Right index finger/arm shocked by fuel pump while activating bypass.
07-25-11	Recreation	Soreness and swelling on ribs while reaching into truck bed.
07-25-11	Police	Right elbow injured when suspect pushed employee into concrete ditch.
07-30-11	Fire	Lower back pain while checking fire engine.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's web site had 55,341 visits in the month of July with 91,252 page views, including 3,989 visits to the City job listings page. The top five pages visited after the home page were: 4th of July Fireworks, Jobs, Library, Purchasing RFPs, and Real Estate Assessment Search.

VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ Citizens submitted and city staff processed 324 service requests and questions through the “Citizens Action Center” online during the month of July. The FAQs were viewed 710 times during this same period.
- ☆ July’s City e-News was distributed via email to 4,132 customers. The City of Colonial Heights’ Facebook Page now has 1,989 fans.
- ☆ Proactive Information Management completed 102.5 hours of IT service and maintenance for City departments in July.
- ☆ The Information Systems Coordinator position was reestablished by Council on July 12th and was advertised for recruitment on July 22, 2011.

VIII. LIBRARY:

- The library staff circulated 25,019 titles in July.
- The public computer center was used 1,943 times.
- 648 children participated in the summer reading program.
- 220 residents registered for new library cards, and an average of 783 residents used the library each day.
- The library’s meeting rooms were used 101 times.
- 3,661 residents visited the Colonial Heights Virtual Library to retrieve 399 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In July the Recreation Division hosted the Babe Ruth District 2 tournament at Shepherd Stadium for the 13-15 year old age group and the 54th Annual BIB Tournament began play on July 28th, also at Shepherd Stadium. The Playground and Summer Teen programs continued in July and will finish the first week in August. Football and Cheerleading registration also was completed in July and registration is up in both. The Fall/Winter Activity Guide has been released and staff continues to make preparations for Fall/Winter programs.

Athletics	2011	2010
Adult Softball (Wood Bat League)	4 teams	n/a
Youth Football Registration	180	119
Youth Cheerleading Registration	88	63
Tennis Lessons	46	46
Basketball Camp	52	66
Volleyball Camp	17	n/a
Swim Lessons	12	17
Optima Basketball	8	11
Activities/Programs	2011	2010
Softball Pee Wee League (ages 9-11)	54	65
Softball Junior Leagues (ages 12-14)	52	43
Golf Lessons	9	10
Tennis Lessons	44	42
Tennis Clinic	11	6
Swim Lessons	12	20
Optima Basketball as of 6/29/11	3	11
American Legion Baseball Camp	42	31
Activities/Programs	2011	2010
POWER	6	6

Agency on Aging		
Activities	2011	2010
AARP	0	0
Advisory Board Meeting	12	12
Bingo in Center	48	68
Bowling	144	148
Bridge Party	92	96
Bridge Tournament	112	112
Golfers at Prince George	488	480
First Street	15	21
Senior Club Meeting	178	146
Senior Citizen Dance	96	78
Sing A-Long	42	31
Sing A-Long – CH Health Center	11	11
Table Games		13
Awareness/Education	2011	2010
TRIAD	50	17
Classes	2011	2010
Craft Classes	0	8
Class Computer	21	0

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Summer Splash	18	118
Tue Teen	6	31
Summer Tots	10	18
Summer Playground	141	150
High Octane Teen Camp	13	11
Instructor Based Programs	2011	2010
Karate	15	23
Zumba	16	n/a
Cardio Fusion	11	11
Facility Usage	2011	2010
Community Room Attendance	1,072	1,045
Community Room Reservations	25	24
Pavilion Attendance	3,131	2,935
Pavilion Reservations	52	52
Field Attendance	1,020	n/a
Field Rentals	9	n/a
Teen Center Attendance – CHHS Students	116	216
Teen Center Attendance – CHMS Students	318	324
Teen Center Peak Hours (Mon-Thurs)	3:00 – 6:30 p.m.	
Teen Center Peak Hours (Fri-Sat)	3:00 – 6:00 p.m.	

Crochet & Knitting	32	46
Garden Stone Class		8
Line Dance Class	32	0
Painting Class Kay Tirpak	0	25
Painting Class by Gems by James	0	6
Painters Group	36	28
Bob Ross	4	0
Splash of Color	14	13
Class Mary Carole Workshop	121	0
Tap Class Beginners	34	0
Tap Class Intermediate	76	109
Tap Class Advance	62	66
Quilting Class		0
Watercolor	13	28
Fitness	2011	2010
Strength Training Class	195	153
Sit Down Exercises	100	41
Floor Exercises	100	41
Yoga	149	66
Zoomer Boomer	292	201
Tai Chi	31	34
Trips	2011	2010
Continental Concert	0	30
Trip Meeting Outwest	40	0
Trip Miss Hampton Cruise	0	15
Museum Trip	0	15
Riverside Theater	0	26
Total	2,855	2,495
Meals	2011	2010
Home Del Meals	25	10
Site Meals	0	168
Breakfast Meals	25	0
Bags	5	0
Total	55	178
Transportation	2011	2010
Total Passengers	446	99
Total Trips		444
Total Miles	3,186	2,992
Wheelchairs	35	6
Volunteer Hours	18	21
Donations	\$116	\$296

Parks

- Prepared Shepherd Stadium and provided manpower for Babe Ruth State tournament.
- Prepared Shepherd Stadium for BIB Tournament - removed pitcher's mound and built new pitcher's mound, installed bases, fencing and foul polls.
- Laid out and painted Field Hockey field for Hockey Camp.
- Built and installed desk at Courts Building.

Horticulture

- Pruned Crepe Myrtle at Courts Building as a result of storm damage.
- Pruned Butterfly Bushes at Ft Clifton.
- Removed two dead trees from Floral M Hill Park.

Violet Bank Museum

2011 2010

Attendance

- Attendance figure includes monthly attendance, one outreach program and Headquarters days
- Two programs: Headquarters Days & traveling exhibit to Petersburg Battlefields Crater Day.
- Mounted temporary exhibit: The Curator's Perfect World: the private collection of Miniature Artisan Milton Waff, which will run through Sept. 30, 2011.

IX. OFFICE ON YOUTH & HUMAN SERVICES:

Prevention Programs and Activities

“Assault Diversion” Program was presented to 25 teens at Chesterfield Courthouse. Staff presented substance abuse prevention information to 22 teens receiving their driver’s license this month.

Ongoing planning/collaboration continued with the Inter-Agency Prevention Team, Toastmasters International, CAAN-DUU Coalition, Address Confidentiality Program Webinar by Attorney General’s Office. In addition staff participated in Cyber-bullying Webinar by ONDCP.

VJCCCA Crime Control Programs

Community Service Learning Program served 14 youth who completed 116 hours of Service Learning. Shoplifting Diversion Program served 30 youth and parent offering information and education regarding consequences of stealing.

Youth Advisory Council

No YAC meeting was held in July because of the July 4th holiday. Six members and an advisor provided lunch for the *WorkCamp* Crew for a week. Two members and advisory assembled and distributed *LemonAid* Kits for Children’s Miracle Network fundraiser. Five members and advisor worked the *LemonAid* Stand fundraiser at City Hall. YAC also hosted an online *LemonAid* Stand.

Youth Services Commission

The Commission held its regular monthly meeting.

Kids’ After-School Program

KAP coordinator is planning for the upcoming school year, 2011-12. Site Manager advertisement was in newspaper for new hire.

X. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2011	95	\$26,609.60	6	\$ 615.60
2010	84	\$12,866.95	2	\$ 137.00

Most of the repairs are normal maintenance issues.

The sublet repairs consist of the following:

Towing	345.00
Glass	95.00
Alignment	175.60