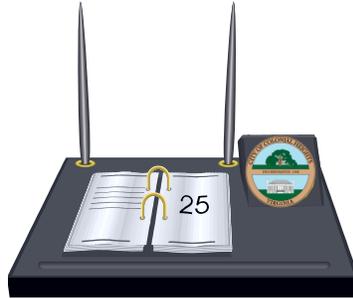


# CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2016



## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING AND DEVELOPMENT

#### Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – Construction bids have been received and submitted to VDOT for review. The bids were far above the engineer's estimate.
- **Safe Routes to Schools (North Elementary School Phase I) UPC 105233** – Preliminary engineering work and surveying work on-going.
- **Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188** – Preliminary engineering and environmental work has begun.
- **Holly Avenue Reconstruction (Revenue Sharing) UPC 105690** – Construction has been suspended until geotechnical studies have been completed for the remaining streets
- **Dupuy Avenue Modernization, UPC 101287** – Right of Way acquisition in process. To date, twenty-one (21) property owners have accepted offers. Certificates of take were submitted to the circuit court for 14 properties who haven't signed agreements. City has obtained right of entry to begin utility relocation. Utility relocation has commenced.
- **Lakeview Avenue Modernization, UPC 101288** – Notification letters have been sent to all affected property owners. To date, sixteen (16) property owners have accepted offers. Deeds are currently being revised.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – Preliminary Engineering will be completed by on-call contract consultant.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533** – Proposal has been submitted by on-call consultant and is under review
- **Mallard Drive Reconstruction, UPC 107093** – Preliminary engineering has commenced.
- **Stratford Drive Reconstruction, UPC 107092** – Preliminary engineering has commenced.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – Staff has reviewed and approved proposal from JMT. Staff is evaluating documentation prior to issuance of notice to proceed
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Phase IV 90% construction plans have been submitted to VDOT for review. Awaiting new project agreement from VDOT.
- **Improvements on Conduit/Ellerslie Drive – UPC 108646** - Proposal has been submitted by on-call consultant and is under review

#### Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Design in process.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process.
- **Bruce Avenue Storm Drainage Phase III and Phase IV** – Phase III construction has been completed.

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

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### **Plan Reviews**

- Southlake IV – Plans were approved 8/4.
- Discount Tire – Preliminary plans reviewed and comments submitted on 8/19
- Kroger – Received E&S bond, still awaiting Allen Myers/Kroger agreement for performance bond

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### **Right-of-Way Permits**

- Issued eight (8) permits and closed one (1) permit for the month.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 67 locations.
- Performed preventative maintenance - 4 locations.
- Pavement Markings – Working on plan for FY 2016-2017 roadways

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### **Vegetation**

- Removed litter from (14) locations and responded to (03) dead animal requests.
- Cut and trimmed grass at (75) locations and sprayed for high grass/weeds at (24) locations.
- Trimmed tree limbs at (05) locations, bushes at (02) locations and responded to (02) tree/bushes miscellaneous calls.

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### **Recycling Center**

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

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### **Storm Water and Drainage**

- Cleaned (32) catch basins/curb inlets, drainage ditch at (04) locations, drainage pipe at (01) location, curb and gutters at (03) locations and responded to (01) drainage miscellaneous request.
- Sprayed around inlets, catch basins, outfalls and BMPs for high weeds (06) locations.
- Repaired storm drain pipe at (01) location and drop inlet at (01) location.
- Sweeper collected (172) cubic yards of debris from (34) streets.
- Concrete Crew repaired/replaced (166) feet of Curb and Gutter at (10) locations, (12) feet of radius curb at (01) location and (85) feet of Sidewalk at (02) locations.
- Replaced (03) feet of gutter pan at (01) location, 21' x 24" driveway at (01) location and (18) feet of Curb and Gutter at (02) locations due to Storm Drain repairs.
- Repaired the sharp edges from the angle iron on a corner inlet at (01) location.
- Assisted Traffic Engineering removing a sign and post at the Middle School.

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### **Transportation**

- Placed Asphalt in (24) potholes, (07) utility cuts, (02) low areas, (04) shoulders, (01) sinkhole, (04) driveways, (01) storm water cuts, (03) Concrete cuts and responded to (01) miscellaneous asphalt request.
- Placed gravel in sinkholes at (01) location and on shoulder of street at (02) locations.
- Removed (52) dump truck loads of construction debris from Public Complex and Utilities Division yard to Area 6 at Old Landfill.
- Placed sand near a dumpster that was leaking for Fire Department at Southpark Mall.
- Assisted Park and Recreations with grading ball field with motor grader.
- Responded to (04) street miscellaneous calls.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.

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

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### **Wastewater Utility**

- Responded to (09) sewer backups and responded to (05) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (02) locations.
- Installed sewer cleanout at (03) locations.
- Repair sewer lateral at (01) location.
- Flushed sewer main line to unstop backups at (02) locations.
- Responded to sewer roaches at (04) locations.
- Placed topsoil around cleanout at (01) location.
- Removed debris from pumps (03) times and washed down wet well at the Main Pump Station.
- Used flusher truck to clean grease out of wet well at Conjurers Neck Pump Station.
- Repaired gate chain broken by vandals at C&B Pump Station.
- Responded to two alarms after hours to re-set pumps at Dunlop Farms Pump Station.
- Unstopped pump 2 at Appomattox Pump Station.
- Used flusher truck to clean wet well and made temporary patch on generator radiator at Hrouda Pump Station.
- Assisted Coastal Utilities installing new starter on bucket and used flusher truck to clean wet well at Charles Dimmock Pump Station
- Cut/trimmed grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

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### **Water Utility**

- Replaced (13) meters, a meter box at (04) locations, meter top at (02) locations, meter setter at (01) location and responded to (09) water miscellaneous requests.
- Repaired a main water line break at (03) locations and turned water off at (01) for a leak on private property.
- Cleaned meter box at (02) locations and raised meter box to grade at (02) locations.
- Pulled meter for non-payment at (01) location and re-set meter at (02) locations after payment was made.
- Responded to discolor water at (01) location ran fire hydrant until water cleared.
- Replaced fire hydrant on Temple Avenue and Burlington Drive.
- Placed stone in sinkhole at (01) location.
- Begin Hydrant flushing on August 22<sup>nd</sup> in the Southeast section from Ellerslie Avenue /Yacht Basin Drive South to East Roslyn Road.
- Backflow/Cross Connection Technician conducted (53) surveys, (26) completed and (27) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for choline at the dead end of Wildwood (02) times a week.
- Miss Utility locating required (210) man-hours and performed shut downs for water line repairs at (03) locations.
- Public Works Technician vacant position has been advertised.

## **II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:**

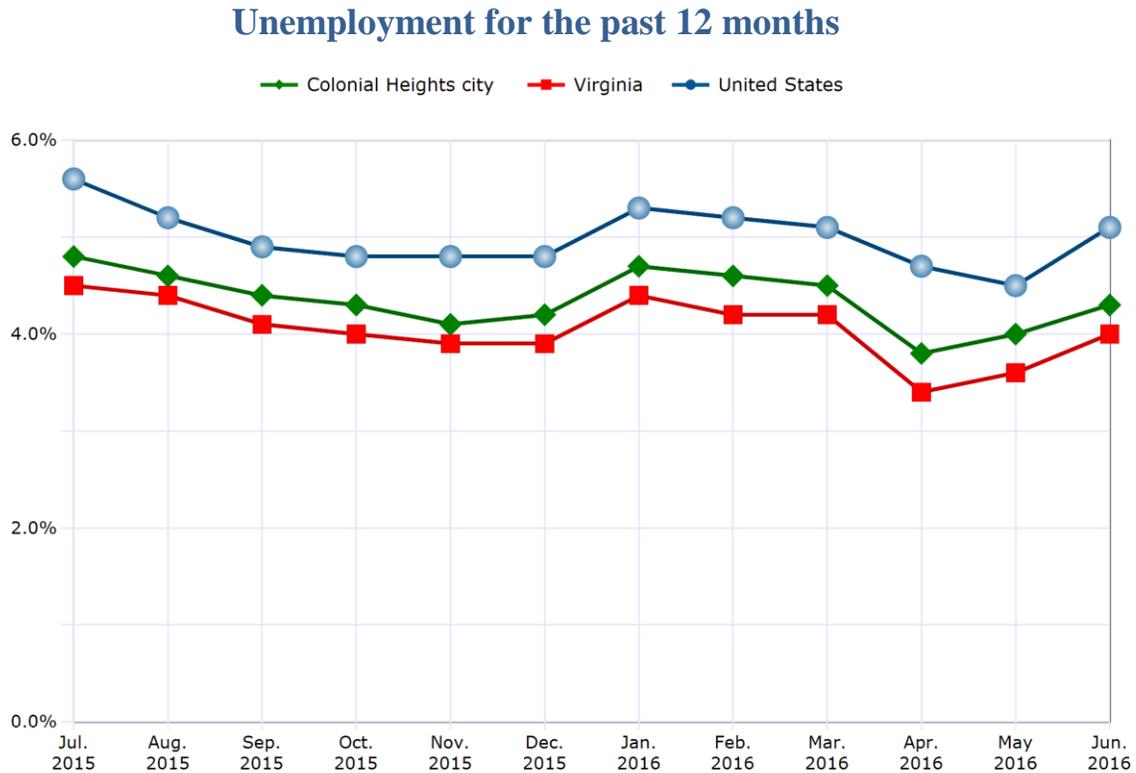
- ☆ The month of August proved to be a productive month for all divisions in the department. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
  
- ☆ The Director and Assistant Director met with the Southern Gateway Land Use Planning Committee. A discussion on the potential land uses and lot sizes is continuing in regards to Dupuy Avenue. The Assistant Director took the next step at the end of the month in getting neighborhood feedback on the potential rezoning options for Battery Place (section behind the Courthouse) and Chesterfield Avenue (portion between Courthouse and Marvin Avenue). The division reviewed a preliminary site plan for Discount Tire. The community/economic development specialist has been maintaining daily duties while updating the department's website, working on address points for GIS, and working with the Economic Development Director on tourism materials and preparations for an EDA meeting. We finally received a quote from GovQA on prices for adding an additional module to have all applications and permits through our existing database system. The division also continues to review sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.
  
- ☆ The code enforcement division saw an overall increase in violations involving trash/debris, trailers, exterior storage, Virginia property maintenance, and zoning based upon a year-to-date comparison. There was an overall decrease in tall grass and inoperable vehicle violations based on a year-to-date comparison. Our senior building inspector is still helping help inspect for code enforcement violations in areas until the new part-time code enforcement inspector begins. This division continues to be proactive and enforcing city property maintenance and zoning violations. The inspectors continue to be observant of building permit violations and work with the building inspections division to share information.
  
- ☆ The building inspections division saw an overall increase for inspections and permits issued during the month. We had one application for a new single family residence during the month. The division continued to receive new plans to review for commercial remodels and alterations to existing housing.
  
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

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

	Month	YTD		Month	YTD
<b>Code Enforcement</b>			<b>Building Permits</b>		
<b>Tall Grass</b>			<b>Permits</b>		
Initial Inspections	42	460	New Residential	1	2
No Violation Found	2	11	Cost	\$162,000	\$ 312,000
Compliant	26	395	Res. Additions/Alterations	8	68
In Progress	14	55	Cost	\$97,035	\$ 693,159
City Enforced - Grass Cut	21	128	Demolitions	0	4
Total Inspections	61	781	Cost	\$0	\$ 39,000
<b>Inoperable Motor Vehicles</b>			Commercial	7	46
Initial Inspections	35	232	Cost	\$428,500	\$ 3,809,723
No Violations Found	0	5	Plumbing	8	84
Compliant	5	168	Electrical	21	128
In Progress	30	34	Mechanical	18	91
Vehicles Towed	0	12	Swimming Pool	2	8
Total Inspections	70	447	<b>TOTAL PERMITS</b>	<b>65</b>	<b>431</b>
<b>Trailer Violations</b>			<b>Building Inspections</b>		
Initial Inspections	5	69	Residential	98	657
No Violations Found	0	7	Commercial	64	465
Compliant	2	67	<b>TOTAL INSPECTIONS</b>	<b>162</b>	<b>1122</b>
In Progress	3	3	<b>Permits issued by Zoning</b>		
Total Inspections	10	131	Fence	5	51
<b>Trash/Debris Violations</b>			Signs	5	41
Initial Inspections	10	85	Zoning	2	44
No Violations Found	0	10	Private Farmers Market	0	2
Compliant	2	80	<b>TOTAL PERMITS</b>	<b>12</b>	<b>138</b>
In Progress	8	10	<b>Other Activities</b>		
Total Inspections	20	160	Water Shut Off/Marked	1	2
<b>Exterior Storage Violations</b>			Uninhabitable		
Initial Inspections	17	59	Court Cases	0	0
No Violations Found	2	3			
Compliant	9	69			
In Progress	6	7			
Total Inspections	32	115			
<b>Graffiti</b>					
Initial Inspections	1	5			
No Violations Found	0	0			
Compliant	1	4			
In Progress	0	0			
Total Inspections	2	10			
<b>VA Property Maintenance Code</b>					
Initial Inspections	4	55			
No Violations Found	0	3			
Compliant	1	47			
In Progress	3	12			
Total Inspections	8	107			
<b>Zoning</b>					
Initial Inspections	2	10			
No Violations Found	0	0			
Compliant	0	3			
In Progress	2	5			
Total Inspections	4	20			
<b>Signs</b>					
Initial Inspections	0	19			
No Violations Found	0	0			
Compliant	0	19			
In Progress	0	0			
Total Inspections	0	38			
<b>TOTAL INSPECTIONS</b>	<b>207</b>	<b>1809</b>			

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT 2015/2016 Colonial Heights City



#### Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in July 2016 per Virginia Employment Commission.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,929	8,538	382	4.4	No

- \*Chesterfield                    3.8% unemployment
- \*City of Hopewell                6.4% unemployment
- \*City of Petersburg              7.7% unemployment
- \*Dinwiddie                        4.8% unemployment
- \*Prince George                    4.8% unemployment

#### Prospect Activity

- Direct Requests for Information:    5
- Sites/Bldgs. Submitted                2
- Active Projects                            4

#### **IV. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,620 calls for service during the month of August, 2016. During the same month last year, we responded to 3,974 calls for service—a 9% decrease. We had two (2) reported robberies this month, and none reported in August of 2015—a 200% increase. We had two reports of aggravated assaults this August, with none reported during the month of August, 2015— a 200% increase. We had three (3) reported burglaries in August, 2016, compared with two (2) reported during the month of August, 2015—a 50% increase. There were 107 Part I, or serious, crimes reported to the Colonial Heights Police Department in August, 2016. Fifty-seven (57) of those, or 53%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month was one to remember as our community and our city government really came together to show their appreciation for our department and those within law enforcement. We were honored with a departmental picnic, which was well attended by our officers and their families. It was really a great showing of support, and the efforts of Mayor Greg Kochuba and Mr. Tom Mattis were, and continue to be, appreciated. Our department also took the time to reflect and honor Lt. Jamie Sears, as it was the 10-year anniversary of his death. Lt. Sears's family was most pleased, and the event was covered by our local media as Jamie was a big part of our community and still touches many of us today.
- ✓ A few of our criminal arrests received a lot of media attention for various reasons. Our accidental fatality, where a vehicle rolled down a driveway on Walnut Avenue and struck the person trying to stop it, made all the local networks. We also requested additional media coverage when we tried to locate additional victims from a sexual assault investigation. The suspect, owner/manager of a fast food establishment in the mall, is alleged to have assaulted multiple employees over the years.
- ✓ I would be remiss not to mention that my former boss, City Manager Tom Mattis, resigned his position to return to Texas for a similar position and be closer to his children. I appreciate the opportunity to serve under Tom and feel I am a better department head for it. I have full faith and confidence in the City's search to find a new City Manager.
- ✓ Our **Operations Bureau**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
  - Master Officers Mike Kelley and Greg Thinnies responded to Walnut Avenue for a fatality accident investigation. The new total station was utilized for this event and proved to be an extremely useful tool.
  - Career Officer Mike Duncan arrested a subject at Target for petit larceny. It was later discovered that the suspect was a dentist and has stolen from Target on at least five (5) other occasions. Additional warrants were obtained.
  - Officer Will Waldrep responded to Southside Regional Medical Center after a report of a stabbing. The victim was initially uncooperative, but later reported that he had been stabbed by his girlfriend, and she was arrested.
  - Officer Glinn Drake was assaulted by an individual in the parking lot of J. C. Penney's during a child custody exchange. Officer Drake sustained minor injuries to his face and head during the incident.
  - Master Officer Thinnies investigated an embezzlement report at Verizon. The store manager advised that an employee had been stealing phones and reported a loss of more than \$40,000.00.
  - A prisoner in cell one in lock-up was caught by Officer Drake in the act of attempting to take his own life by strangulation. Officer Drake was able to intervene before he sustained any injury.
  - Sgt. Steve Kolev attempted to stop a stolen vehicle at the Boulevard and Lynchburg Avenue. The vehicle failed to stop, turned onto Roanoke Avenue and crashed. The suspect fled on foot, but was located hiding under a vehicle just inside of Chesterfield County.
  - Sgt. Rob Ruxer took a report of vandalism at Fort Clifton. Unknown subjects spray painted the park bathrooms and pier.
  - Officer Micaulay Fable responded to Southpark Mall in reference to a vehicle larceny. After speaking with the victim, Officer Fable discovered that the victim's ex-boyfriend had taken the car and that her three-year-old was also taken with the car. Officer Fable located the vehicle and suspect and conducted a traffic stop at U-Haul. The suspect stopped and fled on foot into the woods, leaving the child in the car unharmed. Multiple warrants were obtained and he was later located with the assistance of the U.S. Marshals.

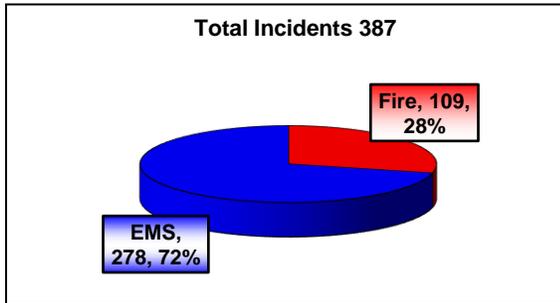
#### **IV. POLICE DEPARTMENT (CONTINUED):**

- “B” Squad responded to more than 13 spray paint vandalisms in the south end of the City. Multiple vehicles, sidewalks and street signs were painted.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a good month. Highlights from their reported activities are as follows:
  - New hire, Recruit Jacob Miller, is at Crater Criminal Justice Training Academy and is set to graduate on Friday, September 9, 2016.
  - Sgt. Renee Walters met with all of her School Resource Officers and the School Board administration regarding expectations during the school year.
  - Sgt. Terry Long is in the process of planning a mock accreditation assessment in November prior to our formal one.
  - Twenty to 25 hosts are in the planning stages for *Celebrate Safe Communities* to be held on the evening of October 4, 2016.
  - Captain Newsome wanted to make note that we are receiving a higher amount of FOIA requests as of late. The ones involving our body camera footage are very time consuming.
- ✓ Our **Investigations Division**, Commanded by Capt. Dann Ferguson, reported a very busy month, with 38 new cases. During the month, there were no fatal heroin overdoses; however, we had four overdoses (one person twice) that we responded to and are investigating. Our totals for the year are as follows: (10) total with three (3) fatalities. We continue to educate those involved in this lifestyle and also attempt to investigate their source but have been met with negative results. A community forum on heroin is in the process of being planned in collaboration with our Commonwealth’s Attorney’s Office. We processed 26 concealed weapon permits, four (4) massage therapist permits and one (1) precious metals permit for the month.
- ✓ Some of the division highlights include:
  - Investigations reported a division clearance rate of 68%.
  - Master Officer Travis Karr, who was assigned to the U.S. Marshal’s Fugitive Task Force, reported 14 fugitive arrests and service of 30 outstanding warrants.
  - Master Detective Thad Johnson is investigating the armed robbery of Chipotle; polygraphs of employees are in the process. Master Detective Johnson is still working on the sexual assault investigations involving former and current employees of Knock-Out Burger at the mall.
  - Master Detective Roger Santini completed two (2) background investigations for the Communications applicants, as they are trying to fill telecommunicator openings. Roger is actively working on two (2) cases of fraud and a death investigation.
  - Career Detective/Sgt. Jason Chimera investigated a death investigation of a person found shot in a vehicle parked at a local auto parts business. No foul play is suspected. Two larcenies from autos were cleared by arrest. Several fraud investigations continue.
  - Master Detective Chris Harris was recently selected as our newest investigator and has hit the ground running in his first week with a death investigation, as well as investigations into a sexual assault and malicious wounding incidents.
- ✓ Overall, we made 375 total arrests, worked 94 crashes, wrote 459 traffic citations, executed 795 traffic stops, affected 17 DUI arrests and 34 drug arrests, and issued 46 parking citations.
- ✓ **Lt. Thomas C. Kifer** had a very rewarding month and has been selected as our *Employee of the Month* for July, 2016.
- ✓ On July 28<sup>th</sup>, Lt. Kifer made contact with the clerk at 7-Eleven, at which time he learned that a suspicious individual had been hanging around the business. Lt. Kifer promised to keep a check on the clerk throughout his shift. Before signing off, he made one last ride through the area to see if he could locate the suspicious subject. As Lt. Kifer circled the business, he noticed an occupied vehicle parked at the drive-through window of CVS. His attention was further drawn to the vehicle, as a coat appeared to have been intentionally placed over the rear license plate. The occupants of the vehicle noticed Lt. Kifer and began to drive off. Lt. Kifer immediately conducted a traffic stop, at which time he was able to speak privately with the driver. The driver advised Lt. Kifer that the passengers in the vehicle had put masks over their faces just prior to his arrival and were preparing to rob the 7-Eleven. A handgun was recovered from the glove compartment

**IV. POLICE DEPARTMENT (CONTINUED):**

- ✓ and was eventually determined to be stolen. Later that morning, detectives in Investigations continued to follow up with this case and discovered that these same individuals had committed a robbery in Petersburg earlier that same evening. It was also determined that several of these individuals had been arrested a few months prior in Colonial Heights for multiple break-ins at Sneaker P’s and Hot Spot Electronics. Warrants were obtained for all of the suspects for the crimes in Petersburg and Colonial Heights.
- ✓ Without the tenacity demonstrated by Lt. Kifer on the evening of July 28<sup>th</sup>, these criminals may never have been removed from the streets of our city. Through his compassion for the concerns of the 7-Eleven clerk and his professionalism in following through with his mission that night, to the actual stopping of the suspect vehicle, Lt. Kifer proved that he is more than worthy of this award. The citizens of Colonial Heights and surrounding localities are safer because of officers like Lt. Tom Kifer. Thanks for being there, Tom.

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 109**

(Total Fire Loss \$20,000):

**Total Patients transported: 220**

(Total EMS incidents 278)

*Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents.*

*(Average response time 5:17 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.6% of emergency incidents.*

*(Average response time 5:21 minutes)*

**Fire Division(number of incidents):**

<u>Fires</u>	<u>Hazardous Situations</u>	<u>Service calls and false calls</u>
Building Fire	2	Power line down
Brush or brush/grass Fire	4	Overheated motor
		Gasoline/flammable liquid
		Electrical wiring/equipment
		Gas leak (natural gas or LP)
		Good Intent Calls
		Public Service
		False Alarm/False Call
		Child Seat installation
		Smoke detector installation
		Assist Invalid
		Citizen complaint
		Assist Police
M/A First Responder EMS Chesterfield	3	M/A received from Chesterfield Fire
M/A given to Petersburg Fire	2	M/A received from Petersburg Fire
M/A given to Hopewell Fire	1	M/A received from Hopewell Fire
M/A given to Chesterfield Fire	2	M/A received from Ft. Lee Fire

**STAFFING**

	<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
<b>Station 1</b>		
Number of Incidents	18	9
Total hours	2 hrs. 37 min.	10 hrs. 27 min.
<b>Station 2</b>		
Number of Incidents	10	24
Total hours	14 hrs. 33 min.	28 hrs. 50 min.

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

M/A given to Petersburg EMS	5	M/A received from Fort Lee EMS	1
M/A given to Dinwiddie EMS	1	M/A received from Chesterfield EMS	2
		M/A received from Hopewell EMS	1

<b>EMS Transports (by facility)</b>		
Southside Regional Medical Center	166	75.45%
John Randolph Medical Center	20	9.09%
Chippenham Hospital	17	7.73%
VCU Health Systems	11	5.00%
St. Francis Medical Center	5	2.27%
Johnston Willis Hospital	1	0.45%
<b>Total:</b>	<b>205</b>	<b>100%</b>

**VI. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,080

Six alarm citation was processed during August.

**Purchasing** – 250 total purchase orders were completed with 206 being processed by purchasing and 44 departmental purchases being reviewed as compared to 207 being completed for the same period in 2015. In addition, 106 check requests were prepared by departments which are not processed by Purchasing.

**Bids Issued/Opened during the month:**

- Invitation #16-062102-1054, Safe Route to School Phase III. Issued on May 27, 2016 with sealed bids received June 21st. This project continues the construction of Sidewalks and other improvements in vicinity of CHMS. Waiting on State Approval to proceed.
- Invitation #16-070102-1055, Architect – Animal Shelter Modifications and Additions. Issued on June 17th, with proposals due July 1st. Architect was chosen and contract is in process.
- Invitation #16-080502-1056 Dry Sprinkler Replacement at Fire Station #2 - Issued on July 27th, with bids received August 5th. Purchase order has been issued.
- Invitation #16-081902-1057 Contract for Custodial Services - Issued on July 29th, with bids received August 19th. Current contract will be renewed.

**Other Purchasing Activity:**

- Purchase Order issued for City’s “on-call service”, for traffic work. Will provide traffic signal timing plans on Temple Avenue to improve travel times & reduce congestion, also includes the reconstruction of two traffic signals on Temple Avenue,
- Contract with Taser International for body cameras, with unlimited storage.
- Commonwealth Attorney’s Case Management System Purchase Order has been issued, with a live date sometime in Nov 2016
- Purchase Order issued for the Fire Station monitoring system alerting system, which is connected to the regional radio project.
- Quotes received for the re-roofing of the public safety building, phase 2.

**Risk Activity:**

- None.

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,601  
 Delinquent Notices Sent – 794 or 20.7% with 139 cut off for nonpayment.  
 No Set-off debt Collections received for August.

**VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of August 2016:

☆ **Advertisements**

**Department**

Office on Youth  
Police  
Public Works

Recreation & Parks

**Position**

Site Supervisor (Part-time)  
Animal Control Aide (Part-time)  
Senior Engineering Technician  
Public Works Technician  
Van Driver (Part-time)  
Landscaping Technician (Part-time)

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
EMS Firefighter	43	3,050
Site Supervisor (Part-time)	13	218
Van Driver (Part-time)	28	702
Landscaping Technician (Part-time)	9	323

☆ **Training**

- Employees continue to complete required ICS and VML University training courses.

☆ **Miscellaneous**

- The following exit interview sessions were held in August 2016: John Radcliffe (Public Works Technician) and Cheryl Davis (Engineering Technician).
- Administered the written test phase for Telecommunicator (Dispatcher) candidates on August 8, 2016.

☆ **Worker's Compensation**

- The following workers' compensation report was filed during the month of August 2016:

Date	Department	Description of Injury
08/13/16	Police	Hit in nose and head by suspect.
08/21/16	Fire	Laceration to left thumb.
08/31/16	Fire	Lower back strain while lifting patient onto stretcher.

**VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 73,284 page views in the month of August..

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Records Search</li> <li>3. City Employees Login</li> <li>4. Yard Sales</li> <li>5. Recreation &amp; Parks</li> <li>6. Animal Shelter</li> <li>7. Departments</li> <li>8. Animal Shelter</li> <li>9. Police</li> <li>10. Records &amp; Property Tax Maps</li> <li>11. Online Bill Pay</li> <li>12. City Maps</li> <li>13. Sports &amp; Athletics</li> <li>14. Utility Billing</li> <li>15. Jobs</li> </ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> <li> Germany</li> <li> India</li> <li> Canada</li> <li> Netherlands</li> <li> France</li> </ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> <li> Maryland</li> <li> North Carolina</li> <li> Pennsylvania</li> <li> Washington</li> <li> California</li> </ul>
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## VIII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ Citizens submitted and city staff processed 538 service requests and questions through the “Let Us Know” module during the month of August. The City of Colonial Heights’ Facebook Page now has 4,271 fans and the City’s Twitter account has 825 followers.
- ☆ Proactive Information Management completed 79.7 hours of IT service and maintenance for City departments this month.
- ☆ Training on the new website content management platform was held on August 12th through a CivicPlus webinar. IT also participated in an e-payment webinar on August 17th. In addition, IT participated in the pre-implementation meeting for the Commonwealth’s Attorney’s new case management system with Karpel on August 31st.
- ☆ IT provided in-house training for staff on the CivicReady notification system on August 24th.

## IX. LIBRARY:

- ☆ The library staff circulated 18,969 titles in August.
- ☆ One hundred and ninety-three e-books were downloaded, while 2,899 e-books circulated on Kindles.
- ☆ The public computer center had 1,948 users, while the iPad center was used 298 times.
- ☆ Five hundred and nineteen children participated in the Story Time program. Forty-one children were visited by the Colonial Heights Rolling Reads Program.
- ☆ The library’s meeting rooms were used by 89 groups.
- ☆ Two-hundred and ten residents registered for new library cards, and an average of 703 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

The Recreation Department had a very busy August in 2016. Our Adult Softball League completed their end of season tournament the middle of August for all Open and Church Leagues. The Department also hosted its Annual Back to School Festival at the Soccer Complex which also included an outdoor movie night. Staff worked with the City Manager’s Office to complete the fall edition of the City Focus and it was mailed to residents the middle of August. Youth Football & Cheerleading programs began the 1<sup>st</sup> week in August with games starting September 10th. Shepherd Stadium hosted the BIB Tournament the first week in August.

Staff has begun efforts on upcoming events to include Halloween in the Park, the Christmas Tree Lighting and the annual Christmas Parade, as well as other fall programs that begin in September.

<b>Athletics</b>	<b>2016</b>	<b>2015</b>
Adult Softball (Fall League)	15 teams	17 teams
Youth Football Registration	113	70
Youth Cheerleading Registration	70	59
Tennis Lessons	31	28
Girls Fast pitch Fall Ball	17	14
<b>Activities/Programs</b>	-	-
Back to School Festival	675	635
Outdoor Movie Night	45	110
Karate	11	12
Belly Dancing	7	6

### Parks, Horticulture, Buildings & Grounds

- Laid out and painted band practice field.
- Laid out and painted football practice field for team.
- Laid out and painted CHHS football field.
- Laid out and painted CHHS field hockey field.
- Laid out and painted football practice fields for recreation teams.
- Provided personnel for work Back to School Festival.
- Dragged and lined baseball/softball fields as needed for league and tournament play.
- Installed temporary fence and removed 60’ pitcher's mound and built 46’ pitcher's mound in Shepherd Stadium for BIB tournament
- Provided personnel to work BIB tournament.
- Removed debris and shrubs along fence line at Courthouse and hauled away.
- Installed LEED plaque in Courthouse lobby.
- Installed telephone and cable lines from squad room to communication closet at Public Safety Building.
- Began cutting sod and grading base paths in Shepherd Stadium in preparation of new sod project.
- Cleaned day lilies out of mulch beds at sites.
- Weeded beds at all sites as needed.
- Mulched sites as needed.

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

**Recreation Division (Cont'd)**

<b>Facility Usage</b>	-	-
Community Room Attendance	1,080	1,020
Community Room Reservations	26	25
Pavilion Attendance	1,745	1,940
Pavilion Reservations	25	30
Field Attendance	7,320	9,174
Field Rentals	49	50
Teen Center Attendance-CHHS Students	2	33
Teen Center Attendance-CHMS Students	22	61

**Parks, Horticulture, Buildings & Grounds (Cont'd)**

- Trimmed trees and shrubs as needed at sites.
- Cut dead and low limbs from trees at Health Department.
- Trimmed suckers from Crepe Myrtles along Temple Ave.
- Trimmed back hedges at Lakeview Park.

**Agency on Aging**

<b>Activities</b>	<b>2015</b>	<b>2016</b>
Bingo in Center	52	18
Blood Drive	N/A	15
Bowling	325	240
Bridge Party	64	40
Bridge Tournament	108	122
Bunco	N/A	48
Clever Wine Cork Class	N/A	9
Golfers Fort Lee	484	549
Golfers Prince George	260	253
Golfers Prince George Board Meeting	N/A	10
Grand High Tea	40	55
Senior Advisory Board Meeting	12	12
Senior Club Meeting	105	109
Senior Citizen Dance	117	88
Sing A-Long	48	31
<b>Awareness/Education</b>		
Blood Pressure Check	42	35
Health & Stress Management	N/A	78
TRIAD	10	11
<b>Classes</b>		
Bridge 101	N/A	9
Crochet & Knitting	68	37
Colorful Creation Open Paint	30	28
Computers	17	6
Line Dancing Class	N/A	68
Painters Group	32	N/A

Quilts for Vets	15	12
Sewing Class	16	42
Splash of Color	12	N/A
Tap Class Intermediate	30	34
Tap Class Advance	33	43
<b>Fitness</b>		
Muscles in Motion	233	271
Sit & Let's Get Fit	237	249
Strength & Stretch	160	384
Tai Chi	42	27
Tennis	17	N/A
Water Aerobics	31	66
Yoga	126	132
Zumba Gold	N/A	14
<b>Trips</b>		
Hopewell Lunch & Learn	8	N/A
Lunch Bunch	N/A	12
Riverside Theater Trip	8	25
<b>TOTAL</b>	<b>2782</b>	<b>3061</b>

<b>Meals</b>	<b>2015</b>	<b>2016</b>
Home Del Meals	14	N/A
Site Meals	105	N/A
<b>Transportation</b>		
Total Miles	2302	N/A
Total Trips	357	N/A
Wheelchairs	7	N/A
Volunteer Hours	10	N/A
Donations	\$369.00	N/A
New Riders	1	N/A

## **X. RECREATION & PARKS DEPARTMENT (CONTINUED):**

### **Violet Bank Museum**

	<u>2016</u>	<u>2015</u>
Attendance	319	222
➤ Archival management, conservation & purge		
➤ Collections, inventory & assessment.		

## **XI. OFFICE ON YOUTH & HUMAN SERVICES:**

- **Youth Advisory Council Activities**
  - No YAC Meeting in August
  - 5 YAC Members Volunteered for Back to School Festival
  - 5 YAC Officers, YAC Advisor Met for Annual Planning Meeting
- **Youth Service Commission**
  - Met and reviewed the 2015-2016 Annual report.
- **Kids' After School Program**
  - Program Coordinator worked on program planning and hiring staff for 2016-2017 school year.
- **Substance Abuse Prevention Activities**
  - 22 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver's licensing ceremony.
- **Ongoing Monthly Meeting/Trainings**
  - Kiwanis Meetings
  - Colonial Heights Food Pantry Board Meeting and Work Session
  - Family Assessment and Planning Team Meeting
  - CAAN-DUU Coalition
  - Suicide Prevention Committee
  - Interagency Prevention Team
  - School Board Meeting
  - Community Coalitions of Virginia Board meeting
  - Evidenced Based Decision Making work group
  - Families First Advisory Board
  - Community Policy and Management Team
  - EFSP Board
  - Central Virginia Heroin Prevention Task Force
  - Smart Beginnings/School Readiness
- **Diversion Program Participation**
  - **Community Service**
    - 7 youth completed 93 hours of Service Learning
  - **Shoplifting Diversion**
    - 19 youth and a parent attended the Shoplifting Diversion Program
  - **Active Parenting of Teens**
    - No families currently enrolled in "Active Parenting"
  - **Miscellaneous Youth Services (Non DJJ)**
    - 4 Youth Completed 27 hours of Community Service
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Presented Community Resource Information to 30 Dream Team Parents at Middle School
- ✓ Assisted with Poverty Simulation provided by Social Services for CHPS elementary teachers
- ✓ Volunteered for Special Olympics Bowling, Supported Special Olympics Fundraiser

**XI. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):**

- ✓ Eight crew members and one crew leader from Colonial Heights successfully completed the Youth Conservation Corps Day Program at Pocahontas State Park; Partnership with the Chesterfield Adolescent Reporting Program and the Virginia Department of Conservation and Recreation

**XII. FLEET MAINTENANCE:**

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2016	95	\$45,288.54	3	\$471.52
2015	53	\$ 9,499.12	5	\$828.31

Sublet repairs are:

Tire Repair	\$161.95
Tow	\$150.00
Exhaust	\$159.57