



# CITY MANAGER'S REPORT TO CITY COUNCIL MAY 2017

## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING

#### Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – Staff is working to adjust bid document in order to re-advertise.
- **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 work on Williamsburg has commenced.
- **Dupuy Avenue Modernization, UPC 101287** – Awaiting state/federal authorization to advertise for construction bids or notice of remaining prerequisites for authorization.
- **Lakeview Avenue Modernization, UPC 101288** – VDOT reviewing 90% plan submittal. Final negotiations underway with property owners.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – Preliminary engineering delayed due to project backlog.
- **2016-2017 Pavement Preservation** – Construction contract awarded to Blakemore Construction and work commenced.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533** – Requests for proposal (RFP) is currently being drafted.
- **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)** – RFP to be issued later in 2017 with construction in 2018.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – 100% estimate and specifications completed and received.
- **Improvements on Conduit/Ellerslie Drive – UPC 108646** – On hold pending verification of funds.

#### Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Design in process.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process.
- **Sewer Betterment – Temple Ave Roundabout Project** – Construction completed except testing.
- **Nantucket Drainage** – Design in process.
- **Hemlock Drainage** – Design in process.

#### Plan Reviews

- **Prospect Heights** – Plat recorded at Colonial Heights Circuit Court.
- **Discount Tire** – Final plan submitted, reviewed and approved. Pre-construction meeting held with contractor.
- **Longhorn Steakhouse** - Final plan submitted and reviewed. Comments sent to consultant.
- **880 West Roslyn Road – Vacation of Lot Lines** - Plat submitted and comments sent to Planning Department. Final plat submitted, reviewed and approved. Consultant notified.
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## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

- **Precision Cell Phone** - Preliminary plan submitted and reviewed. Comments sent to Planning Department.
- **SRMC-FSED** – Plan submitted.
- **Hrouda Pump Station** – Final plans, specifications and estimate (PSE&E) submitted.

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

- Issued nine (9) permits and closed four (4) permits for the month.

## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 66 locations.
- Performed preventative maintenance - 4 locations.
- Pavement Markings – Working on plan for FY 2016-2017 roadways.

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### **Vegetation**

- Removed litter from (05) locations and responded to (03) dead animal requests.
- Cut grass/trimmed at (58) locations.
- Sprayed for high weeds/grass at (06) locations.
- Trimmed tree limbs/bushes at (05) locations and responded to (03) miscellaneous tree requests.
- Removed a tree limb at (01) location and tree that fell in street at (02) locations.

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### **Recycling Center**

- 374 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 (38) catch basins/curb inlets, drainage ditch at (05) locations, drainage pipe at (01) location, curb and gutter at (02) locations and responded to drainage miscellaneous requests at (03) locations.
- Rebuilt two inlets on West Roslyn Road.
- Placed topsoil at (01) location and gravel at (01) location in sinkhole.
- Sweeper collected (248) cubic yards of debris from (116) streets.
- Placed gravel on shoulder of street at (03) locations.
- Concrete Crew replaced (54) feet of curb and gutter at (03) locations, (07) feet of radius curb (01) location, (04) feet of gutter pan at (01) location and (32) feet of sidewalk at (01) location.
- Raised two sections of sidewalk to level on Biltmore Drive.

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### **Transportation**

- Placed asphalt in (42) potholes, (02) seams in street, (02) shoulders, (05) driveways, (01) low area, (01) drainage swell, (01) new concrete structure, (01) gutter pan, (06) utility cuts (13) asphalt breaking up and responded to (03) miscellaneous requests.
- Removed (10) dump truckloads of construction debris from Public Works Complex to Old Landfill Area 6.
- Assisted Recreation and Parks with removal of a metal pipe and installation of a 20' x 30" corrugated pipe at Fort Clifton road to the pier.
- Assisted Police/Fire Department with closing off Snead Avenue due to tree limb on power line and swept up debris on Conduit Road and Boulevard after an accident.
- Assisted Traffic Engineering with installing a new cable with traffic control at Temple Avenue and Boulevard.
- Removed loose siding, gutters, electrical boxes, and graffiti and painted Old Water Tower Building off Eilerslie Avenue.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

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

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### **Wastewater Utility**

- Responded to (13) sewer backups and (05) sewer miscellaneous requests.
  - Camera sewer line to determine problem area at (04) locations.
  - Installed sewer cleanout at (02) locations and repaired cleanout top at (03) locations.
  - Repaired sewer lateral at (03) locations.
  - Flushed sewer main to unstop line at (04) locations.
  - Sprayed manhole for sewer roaches at (01) location.
  - Removed debris from pumps at Main Pump Station.
  - Removed logs from manhole and sprayed for ants and bugs at Hrouda Pump Stations.
  - Removed debris from pumps and sprayed for ants and bugs at Charles Dimmock Pump Station.
  - Sprayed for ants and bugs at Appomattox, C&B, Swift Creek, Sherwood Hills, Hillcrest and Dunlop Farms Pump Stations.
  - Changed battery on generator and sprayed for ants and bugs at Conjurers Neck Pump Station.
  - Placed six dump truck loads of gravel in parking lot at Fort Clifton for Recreation and Parks.
  - Continue monitoring all pump stations and methane pump daily.
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### **Water Utility**

- Replaced (22) meters, (04) meter boxes, (03) tops, (01) meter setter, (01) pigtail, set new meter (01) location and responded to (10) water miscellaneous requests.
- Re-set meter after payment at (01) location.
- Aligned meter at (01) location and raised meter box at (01) location.
- Repaired a main line break at (01) location.
- Cleaned meter box for Utility Billing at (05) locations.
- Replaced three water valve box risers and tops on Conduit Road.
- One hard copy of the Water Quality Report mailed to a citizen.
- Backflow/Cross Connection Technician conducted (31) surveys, (12) completed and (19) 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 chorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (269) man-hours.
- Public Works Technician interviews were completed.

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

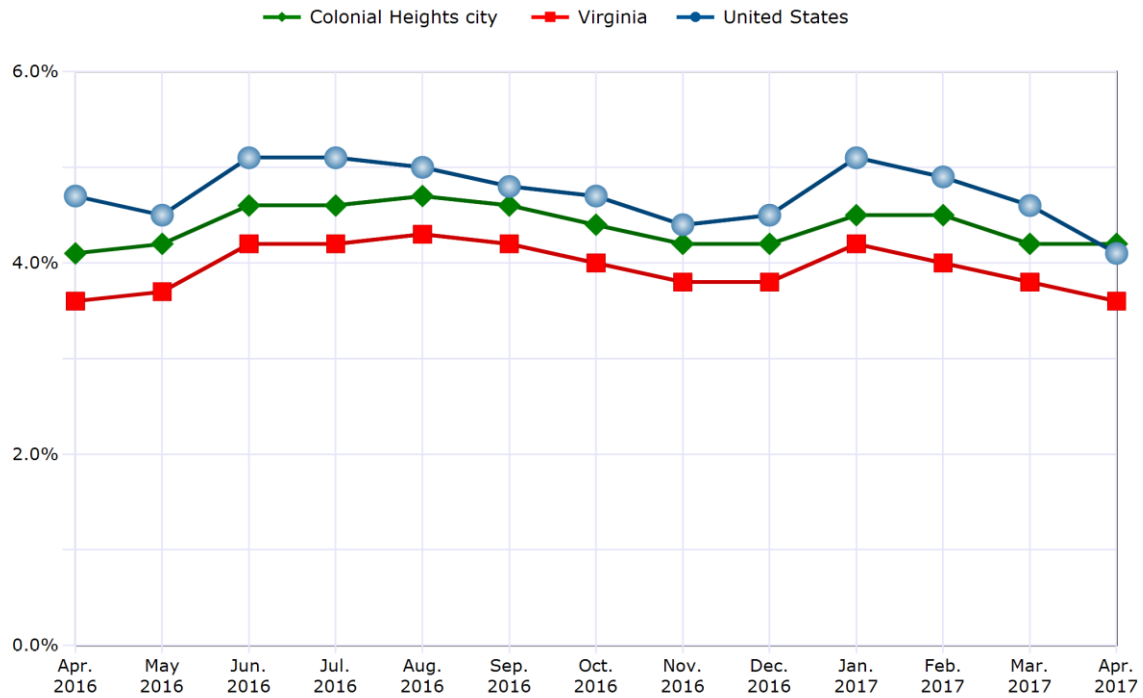
- May was a productive month in all divisions despite the record amount of rainfall. As you will see below, all divisions continue to provide professional service in an effort reach the department's mission, vision, and goals.
- The following are highlights of the work performed by the planning and zoning division. The director reviewed two special use permit applications and a preliminary site plan for the June planning commission meeting. He reviewed a plat that was submitted to vacate two lot lines on a parcel. The community development specialist and director provided staff support for the May planning commission meeting and a board of zoning appeals meeting. The director provided information to the City Manager for a response by City Council regarding the Draft Environmental Assessment (EA) for the Tri-Cities Multimodal Station. He worked with the economic development director on a project. Staff prepared documents for the June planning commission meeting. The assistant director worked with engineering/public works on reviewing a final site plan for LongHorn Restaurant. She conducted inspections on repairs performed on homes in the emergency home repair program through CDBG funding. She conducted a public hearing for the Annual Action Plan for next year's CDBG program during the May City Council meeting. The assistant director worked with HUD when they came on site to audit our environmental review files and received one-on-one training from the representative. 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 inspections when comparing monthly inspections from May 2016 to May 2017. This division continues proactive enforcement of city property maintenance and zoning violations. The inspectors are observant of building permit violations and work with the building inspections division to share information.
- The building inspections division saw an increase in inspections and permits issued when comparing monthly inspections and permits issued from May 2016 to May 2017. The building inspector appeared in court for case involving a violation to the Virginia Uniform Statewide Building Code. The Office of the Commonwealth's Attorney had him qualified in court as an expert witness. The building official is continuing to work with the Office of the Commonwealth's Attorney on two properties that have been issued letters to repair or demolish which may lead to a court hearing.
- 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	111	174	New Residential	0	4
No Violation Found	0	0	Cost	\$0	\$ 465,000
Compliant	69	78	Res. Additions/Alterations	10	49
In Progress	42	54	Cost	\$43,607	\$ 426,446
City Enforced - Grass Cut	27	28	Demolitions	1	2
Total Inspections	195	320	Cost	\$2,000	\$ 5,000
<b>Inoperable Motor Vehicles</b>			Commercial	7	26
Initial Inspections	21	124	Cost	\$1,303,039	\$ 4,953,321
No Violations Found	0	2	Plumbing	9	52
Compliant	13	78	Electrical	18	63
In Progress	8	11	Mechanical	8	47
Vehicles Towed	0	3	Swimming Pool	1	3
Total Inspections	42	243	<b>TOTAL PERMITS</b>	<b>54</b>	<b>246</b>
<b>Trailer Violations</b>			<b>Building Inspections</b>		
Initial Inspections	9	34	Residential	77	423
No Violations Found	1	3	Commercial	87	278
Compliant	1	18	<b>TOTAL INSPECTIONS</b>	<b>164</b>	<b>701</b>
In Progress	7	8	<b>Permits issued by Zoning</b>		
Total Inspections	17	65	Fence	3	18
<b>Trash/Debris Violations</b>			Signs	4	15
Initial Inspections	34	108	Zoning	8	40
No Violations Found	1	4	Private Farmers Market	0	1
Compliant	20	73	<b>TOTAL PERMITS</b>	<b>15</b>	<b>74</b>
In Progress	13	39	<b>Other Activities</b>		
Total Inspections	67	212	Water Shut Off/Marked	0	0
<b>Exterior Storage Violations</b>			Uninhabitable		
Initial Inspections	23	60	Court Cases	1	1
No Violations Found	0	1			
Compliant	16	63			
In Progress	7	25			
Total Inspections	46	119			
<b>Graffiti</b>					
Initial Inspections	1	1			
No Violations Found	0	0			
Compliant	1	1			
In Progress	0	0			
Total Inspections	2	2			
<b>VA Property Maintenance Code</b>					
Initial Inspections	23	56			
No Violations Found	0	2			
Compliant	5	11			
In Progress	18	36			
Total Inspections	46	110			
<b>Zoning</b>					
Initial Inspections	0	19			
No Violations Found	0	0			
Compliant	0	9			
In Progress	0	4			
Total Inspections	0	38			
<b>Signs</b>					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	1			
Total Inspections	0	4			
<b>TOTAL INSPECTIONS</b>	<b>415</b>	<b>1113</b>			

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT for the past 12 months Colonial Heights City



Source: VEC

### 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 April 2017 per Virginia Employment Commission.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,939	8,565	374	4.2	No

- \*Chesterfield 3.5% unemployment
- \*City of Hopewell 6.2% unemployment
- \*City of Petersburg 7.3% unemployment
- \*Dinwiddie 4.8% unemployment
- \*Prince George 4.4% unemployment

### Prospect Activity

Direct Requests for Information: 6  
 Sites/Bldgs. Submitted 3  
 Active Projects 2

**SBDC Project** 1 (ongoing)

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

- ✓ Our officers responded to 4,027 calls for service during the month of May, 2017. During the same month last year, we responded to 3,337 calls for service—an astounding 21% increase. We had three (3) reported robberies this month, and two (2) reported in May, 2016— a 50% increase. We had one (1) report of an aggravated assault this May, with three (3) reported during the month of May, 2016— a 67% decrease. We had no reported burglaries in May, 2017, compared with eight (8) reported during the month of May, 2016—a 100% decrease. There were 91 Part I, or serious, crimes reported to the Colonial Heights Police Department in May, 2017. Seventy (70) of those, or 77%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month has been a very busy one to say the least. For the fifth consecutive month, our calls for service increased. Twenty-one percent (21%) is a significant increase. Our hope is that this trend does not continue into the summer.
- ✓ This time of the year is one of remembrance as we honored those who have fallen in the line of duty with our annual Police Memorial Breakfast. We always take the time to recognize our department's one officer who made that sacrifice—Curtis R. Mason, whose end of watch was on December 24, 1948. We appreciate that our community, and specifically our City Council, takes the time to recognize those officers by acknowledging Police Week in the City of Colonial Heights.
- ✓ Our personnel changes, which include promotions, have been completed and reassignments have been made. Capt. Steve Groat has returned to work full time and has been assigned the responsibility of the Patrol Division. Lt. Rob Ruxer has been assigned as an evening shift supervisor. Detective Sgt. Thad Johnson has taken over as the supervisor in the Investigations Division office. Sergeant Kyle Sexton has been assigned as the Patrol sergeant on a daylight squad. Additional assignments have been made as we prepare to fill openings due to the aforementioned promotions. Career Officer/SRO Scott Whirley will take over our accreditation and crime prevention role in the agency and we have posted for his school resource opening. Senior Officer Will Waldrep has been selected as our Central Virginia (1B) Narcotics Task Force detective. We continue to congratulate these fine officers and look forward to their growth and development.
- ✓ Our Animal Shelter project continues to progress nicely. Haley Builders continues to be easy to work with, as we have had very little change orders on the project. We still have a completion goal of this summer, so we are hoping that our weather cooperates.
- ✓ Our **Operations Division**, commanded by **Capt. Steve Groat**, reported the following from his personnel. Some of the operational highlights are as follows:
  - Career Officer Eric Allen had a short pursuit with a dirt bike from Ellerslie Avenue to the Boulevard. The suspect dropped the bike on the Boulevard in front of Burger King and fled on foot. Allen located the suspect and took him into custody. He was charged with DUI—3<sup>rd</sup>, driving on a suspended license (DUI-related), eluding, refusal, and numerous other traffic charges.
  - Officer Joseph Vaughan responded to 411 James Avenue for a report of a missing juvenile. The complainant, a 15-year-old juvenile, reported his girlfriend had gone missing while walking and had possibly entered a vehicle with unknown persons. Sgt. Johnson assisted in the case and the juvenile ultimately admitted to filing a false police report.
  - Master Officer Stacey Whitt responded to 1500 Concord Apartments, where the property manager reported smelling drugs from an apartment. The call led to contact with a resident and a search warrant was obtained. Multiple drugs and cash were seized from the residence and the resident was arrested.
  - Officers responded to the area of Walmart for a strong arm robbery. The suspect was last seen running towards Southpark Boulevard. Career Officer Allen located a person who fit the description given. The individual was arrested and all of the victim's property was located and returned to the victim.
  - Officer Brett Jennings conducted a traffic stop on a vehicle for a minor traffic violation. During the investigation, Officer Jennings located marijuana and a stolen firearm in the vehicle. He was able to arrest the occupants for various crimes.

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

- Capt. Ferguson, Master Officer Mike Kelley and Master Officer Mike Duncan stopped a stolen vehicle from Prince George on I-95. The vehicle was spotted in the area of Lakeview Avenue and the Boulevard by Master Officer Bob Clark, who was off-duty at the time. An individual was arrested and turned over to Chesterfield Police Department, who held warrants for his arrest.
- Career Officer Eric Allen responded for an attempted suicide. The victim stabbed herself in the abdomen because she was upset about an upcoming child custody case. The victim was transported to MCV and a medical temporary detention order (TDO) was obtained.
- Officers responded to Woodsprings Suites for a robbery. A male suspect entered the lobby and demanded money while holding a gun-shaped item under a bag. Once the money was provided by the clerk, the suspect left the scene. Master Detective Roger Santini was called out and warrants are pending for the suspect, as he has been identified.
- Officer Santini responded to Mount Pleasant Drive for an 8-month-old male baby abandoned by his mother. The child was supposed to be picked up by his mother on May 29, 2017, but the mother never showed up and could not be reached by phone. Investigations and Social Services were called out and are investigating.
- Officers responded to Best Buy for a robbery. Two suspects entered the store, selected four security systems and then attempted to exit the store. Loss Prevention personnel attempted to stop the suspects, but one suspect pulled up his shirt displaying a handgun. The two suspects then got into a vehicle and drove away. Detectives responded to the scene and are investigating the case.
- ✓ The **Law Enforcement Services Division**, commanded by **Capt. Bill Anspach**, also reported his division as having a feverish but productive month. Highlights from their reported activities are as follows:
  - New procedures of entering/submitting property into evidence were implemented involving the exclusive use of our Shieldware database and involving officers in entering the information. Capt. Anspach met with officers regarding property entry and packaging for Shieldware.
  - School Resources Officers attended and assisted with the Special Olympics *Little Feet Meet* at the football field.
  - All members of Law Enforcement Services and SROs attended Shieldware training provided by the Records Department.
  - Sergeant Renee Walters completed and submitted grant applications for continued funding for SRO positions at North and Tussing Elementary Schools.
  - Longwood University student, Brittany Lorentz, started her police internship with us.
  - DMV Law Enforcement Liaison/Safety Representative Mike Nash spoke with all patrol shifts about the DMV grant, seat belt enforcement, and *Click It or Ticket*.
  - Quarterly inspection of the Property Room was completed by Capt. Ferguson.
  - Capt. Anspach and Sgt. Walters participated in a tabletop exercise in the Emergency Operations Center (EOC).
  - Sgt. Kyle Sexton gave a follow-up presentation to the Wesley United Methodist group, “Seniors on the Move”.
  - Sergeant Walters submitted the acceptance letter for the Byrne Justice Grant, Local Law Enforcement Block Grant (LLEBG).
- ✓ Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported an extremely busy month, with 20 new cases. Nineteen (19) of those cases were cleared—this included six (6) cases from previous months, all of which resulted in a 95% clearance rate. Unfortunately, we had three (3) heroin overdoses during the Memorial Day holiday weekend. All three victims were residents of other localities and were found in parking lots around the mall. The tri-city area had approximately a dozen overdoses during the same weekend and, all investigators are working to find out the connection between them. We processed 22 concealed weapon permit applications.
- ✓ Some of the division highlights include:
  - Detective Sergeant Thad Johnson investigated a grand larceny; an abduction, which was unfounded; and also cleared a vandalism case at the high school. A Crime Solvers tip was generated from the high school and the lead was investigated. Two juveniles’ names were given and both were interviewed. Both juveniles admitted to the damage to the concession stand. Multiple petitions were requested on both juveniles. We advertised this crime on our mobile read board and it met with many

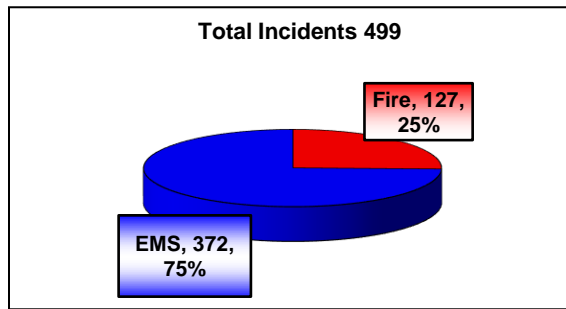


#### IV. POLICE DEPARTMENT (CONTINUED):

positive comments in the local media. Master Detective Chris Harris investigated, and is still in the process of arresting, those involved in several larcenies from vehicles and stolen automobiles from the Lakeview Avenue area. One subject has been identified, and warrants have been obtained. Several others are pending identification and eventual arrest.

- Master Detective Chris Harris investigated a child neglect, sexual battery and a child pornography case; however, one other child pornography case was cleared from April. Detective Harris was able to interview the suspect, who admitted to having inappropriate photographs on his computer. After consulting with an expert and having the computer analyzed, multiple warrants were obtained for the suspect, who was then taken into custody and is incarcerated with no bond.
  - Sr. Detective Adam Brandeberry has been busy with numerous counterfeiting cases; a grand larceny; a runaway who returned home; and a death investigation, where no foul play is suspected.
  - Master Detective Roger Santini was able to clear two reports from April. One of the cases involved a fraud at a business in the city. The second case was an indecent exposure case. In both cases, suspects were taken into custody on existing warrants obtained by Detective Santini. Master Det. Santini is also handling multiple fraud cases to various businesses in the City, as well as the aforementioned robbery at Woodsprings Suites.
  - Five (5) public nuisance letters were issued pertaining to the use of illegal drugs.
- ✓ Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, had a most helpful month, as the unit assisted with street coverage on both A and C Squads. Several foot patrols and surveillances were conducted at various locations, which resulted in many good arrests. The unit initiated 32 new cases, 27 of which were cleared by arrest. Those arrests included 29 felony warrants and 25 misdemeanor warrants, with charges varying from drug distribution to child neglect to petit and grand larceny. They also issued 12 traffic summonses and 28 verbal warnings. This unit has taken the lead for all the heroin overdose investigations.
- ✓ Overall as an agency, we made 405 total arrests, worked 107 crashes, wrote 744 traffic citations, executed 1,049 traffic stops, affected 14 DUI arrests and 56 drug arrests, and issued 30 parking citations.
- ✓ **Officer Jacob A. Miller** was selected and honored as our *Employee of the Month* for April, 2017. During the month, Officer Miller issued 43 summonses and 22 warnings. He also recently completed pepperball training. Due to his excellent work ethic, he is always one of the top producing officers on the shift. He believes in the team concept and works diligently with his shift partners.
- ✓ Most significantly, Officer Miller investigated a case at Southpark Mall where he was able to arrest three individuals for manufacturing stolen credit cards, possession of manufacturing equipment, credit card fraud and several other felony charges—a very big bust!
- ✓ On numerous occasions, Jacob has demonstrated his dedication—not only to the Colonial Heights Police Department, but also to the citizens he serves. He has established himself as a trustworthy and committed team player. For those reasons, we felt that he was most deserving of this award.

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 127**

(Total Fire Loss \$11,705):

**Total Patients transported: 242**

(Total EMS incidents 372)

*Fire units arrived on scene in less than 9 minutes on 87.1% of emergency incidents.*

*(Average response time 6:31 minutes)*

*EMS units arrived on scene in less than 9 minutes on 98.2% of emergency incidents.*

*(Average response time 5:01 minutes)*

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

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	3	Electrical Problem	5	Good Intent Calls	32
Vehicle Fire	1	Power Line Down	6	Public Service	30
Brush/trash Fire	3	Gasoline/combustible spill	2	False Alarm/False Call	14
Other Fire	1	Natural Gas or LP gas leak	2	Child Seat installation	5
		Carbon Monoxide incident	3	Smoke detector installation	3
		Other Hazardous Situations	2	Assist Invalid	15
M/A First Responder given to EMS Chesterfield	4	M/A received from Chesterfield Fire	8		
M/A given to Petersburg Fire	2	M/A received from Petersburg Fire	2		
M/A given to Crater Haz-Mat team	1	M/A received from Fort Lee Fire	2		
		M/A received from Prince George Fire	2		

**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	15	22
Total hours	15 hrs. 1 min.	23 hrs. 54 min.
<b>Station 2</b>		
Number of Incidents	6	18
Total hours	9 hrs. 15 min.	23 hrs. 26 min.

**EMS Mutual aid**

M/A given to Petersburg EMS	9	M/A received from Petersburg EMS	2
M/A given to Chesterfield EMS	1	M/A received from Chesterfield EMS	2
M/A given to Prince George EMS	3	M/A received from Prince George EMS	2
		M/A received from Fort Lee EMS	3
		M/A received from Dinwiddie EMS	2

**EMS Transports (by facility)**

Southside Regional Medical Center	201	73.90%
John Randolph Medical Center	28	10.29%
VCU Health Systems	16	5.88%
Chippenham Hospital	14	5.15%
St. Francis Medical Center	5	1.84%
Johnston Willis Hospital	4	1.47%
Saint Mary's Hospital	1	0.37%
Henrico Doctors - Forrest	2	0.74%
Memorial Regional Medical Center	1	0.37%
<b>Total:</b>	<b>272</b>	<b>100%</b>

## VI. FINANCE DEPARTMENT:

**Finance** - Checks processed: 1,074

Three alarm citations were processed during May.

**Purchasing** – 227 total purchase orders were completed with 165 being processed by purchasing and 62 departmental purchases being reviewed as compared to 201 being completed for the same period in 2016. In addition, 110 check requests were prepared by departments which are not processed by Purchasing.

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

- Invitation # SP 16-062102-1054, Safe Route to School – Phase III, sealed bid issued on May 29 and due on June 21

### **Other Purchasing Activity:**

- Purchase Order issued to replace a portion of the air conditioning system at the library. A 25 ton American Standard AC condenser system will be installed.
- Quote issued for hardware, to program the Next Generation of Radios over WiFi.
- Contract was renewed with Barksdale Oil, to provide the City gasoline & diesel for City vehicles, for another year.
- Began working on new blanket purchase orders, for departments, for the next fiscal year.
- City iPhones during the month, were upgraded to a newer model, with no cost to the City for the upgraded phone.
- A total of 17 surplus vehicles were auctioned during the month, with approximately \$22,000 collected.

### **Risk Activity:**

- A traffic control box, was damaged by a driver, who suffered a seizure while driving. A new box has been ordered.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,809

Delinquent Notices Sent – 808 or 22.4% with 144 cut off for nonpayment.

\$3,292.28 Set-off Debt Collections received for May.

## VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of May 2017:

### ☆ Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	EMS Fire Firefighter
Police	Police Officer

### ☆ Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
EMS Firefighter	127	2,289
Police Officer	49	473

### ☆ Training











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

### ☆ Miscellaneous

- The 8-week Citizens Government Academy program concluded on April 27, 2017 followed by a reception and presentation at the City Council meeting on May 9, 2017.
- Exit interview session was held for Jon Roberts (EMS Firefighter).
- The annual Employee Benefits/Wellness Fair & Picnic was held at White Bank Park on May 19, 2017.
- Attended a legislative committee meeting held by the Department of Labor and Industry to review/comment on the development and implementation plan for a paid family leave program.
- Received a 2017 Risk Management Excellence Award at the annual VMLIP meeting on May 12, 2017.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 65,082 page views in the month of May.

<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. Human Resources</li><li>4. City Employees Login</li><li>5. Fort Clifton Festival</li><li>6. Animal Shelter</li><li>7. Recreation &amp; Parks</li><li>8. Online Bill Pay</li><li>9. Sports &amp; Athletics</li><li>10. Yard Sales</li><li>11. Police</li><li>12. Our Government</li><li>13. Recreation Programs</li><li>14. GIS &amp; Maps</li><li>15. Records &amp; Property Tax Maps</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> India</li><li> France</li><li> Germany</li><li> Russia</li><li> Canada</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Illinois</li><li> Pennsylvania</li><li> Maryland</li><li> Delaware</li><li> Washington</li></ul>
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- ☆ Citizens submitted and city staff processed 391 service requests and questions through the "Report a Concern" module during the month of May. The City of Colonial Heights' Facebook Page now has 4,404 fans and the City's Twitter account has 970 followers.
- ☆ Proactive Information Management completed 45 hours of IT service and maintenance for City departments this month.

## IX. LIBRARY:

- ☆ The library staff circulated 17,464 titles in May.
- ☆ Four thousand and ninety-one e-books circulated on Kindles.
- ☆ Two hundred and sixty-six e-books and audios were downloaded from Hoopla, while 291 residents are signed up for the new online service.
- ☆ The public computer center had 1,731 users, while the iPad center was used 127 times.
- ☆ Eighty-three children participated in the Story Time program and fifty-two 1<sup>st</sup> graders visited the library on a field trip.
- ☆ The library's meeting rooms were used by 104 groups.
- ☆ One hundred and forty-eight residents registered for new library cards, and an average 547 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In May, the Recreation Division hosted another successful Fort Clifton Arts and Crafts Festival at Fort Clifton Park. Despite the weather, there was an estimated crowd of 6,000 people over the two day event. We also hosted the Virginia Independent Schools State Baseball Championships at Shepherd Stadium with an estimated attendance of 3,400 people over the three days of play. Staff, in conjunction with the City Manager's Office, completed the Summer 2017 edition of the City Focus that was mailed to residents the middle of May.

Staff continues preparing for Summer programs and events that are being held or starting in June to include the Summer Playground Program and a variety of Youth Sports Camps. Youth Baseball and Softball Leagues will finish their regular season the 2nd week in June and Night of Champions Week at Shepherd Stadium will begin Monday June 19th to conclude the season. We will have 7 all-star teams competing in Dixie and Babe Ruth post season play starting the end of June, to include our Department hosting the District Boys Baseball Tournament the last week in June.

Athletics	2017	2016
Adult Softball Teams	24	25
Youth Baseball	264	325
Youth Softball	69	80
Girls Volleyball	21	n/a
Junior Olympics Day	8	n/a
Ready, Set, Run	12	n/a
Activities/Programs	2017	2016
Fort Clifton Festival	6,000	7,000
Story & Stretching in the Park	5	n/a
Yoga in the Park	81	n/a
Art & Pizza Party Night	9	n/a
Summer Playground Parent Orientation	13	26
Shorty Chef	4	n/a
Junior Chef	5	n/a
Community Campfire	35	n/a
Belly Dancing	8	7
Karate	12	13
Facility Usage	2017	2016
Community Room Attendance	850	1,065
Community Room Reservations	29	23
Pavilion Attendance	2,116	2,360
Pavilion Reservations	35	35
Field Attendance	13,350	10,050
Field Rentals	64	44
Teen Center Attendance-CHHS Students	7	33
Teen Center Attendance-CHMS Students	18	26

### Parks, Horticulture, Buildings & Grounds

- Fort Clifton Festival preparation; cut and removed dead trees, blew pine needles and leaves from paths and roadways, checked all electrical outlets and replaced GFI receptacles as needed, spread rock, and provided on-site event manpower.
- Prepared Shepherd Stadium for VISAA State tournament (edged infield, added material to infield, added material to warning track).
- Provided manpower to work VISAA State tournament.
- Painted Finance Director's office at City Hall.
- Painted breezeway in Shepherd Stadium.
- Removed batting cage net and painted net frames of batting cage in Shepherd Stadium.
- Replaced broken lanyard on flag pole at Fire Station #2
- Replaced broken lanyard on flag pole and hung new flag at Violet Bank Museum.
- Dragged and lined ball fields as needed for league and tournament play.
- Painted soccer fields at Soccer Complex and Middle School Stadium as need for games.
- Weeded and mulched flower beds as needed.
- Cut Liriope as needed at all sites.
- Planted annuals as needed at all sites.
- Cut suckers off of Crepe Myrtles along Temple Ave.
- Trimmed under hedges at War Memorial.
- Trimmed shrubs at all sites as needed.

### Violet Bank Museum

	2017	2016
Attendance	205	204
Outreach Attendance	350	45

- Two outreach programs; Fort Clifton Festival (250) & Magnolia Grange (100)
- Working on collection management & program development.

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

Agency on Aging		
Agency on Aging Activities	2017	2016
Bingo in Center	12	32
Bowling	210	260
Bridge Party	48	60
Bridge Tournament	70	140
BUNCO	16	36
Fort Clifton Festival Group	12	12
Muffins for Moms	35	22
Senior Club Board Meeting	10	12
Senior Club Meeting	89	84
Senior Citizen Dance	80	98
Senior Golf Association Fort Lee	480	598
Sing A-Long	29	26
Awareness/Education	2017	2016
Blood Mobile	2	N/A
Blood Pressure Check	32	30
Senior Advisory Board Meeting	8	8
TRIAD Health Fair	35	100
Classes	2017	2016
Colorful Creation Open Paint	29	22
Crochet & Knitting	42	56
Line Dancing Class	92	62
Newspaper Basket Class	5	N/A
Painters Group	N/A	21
Quilts for Vets	8	8
Sewing Class	35	6
Tap Class	92	137
Tech Savy	3	8
Watercolor with Faye	32	36
Wilson Bickford Painting Workshop	N/A	35

Agency on Aging		
Fitness	2017	2016
Interval Strength Training	26	N/A
Muscles in Motion	199	205
Sit & Let's Get Fit	252	240
Strength & Stretch	353	335
Tai Chi	23	28
Pickleball	65	N/A
Water Aerobics	49	48
Yoga	124	127
Zumba Gold	10	16
Trips	2017	2016
Hollywood Cemetery	12	N/A
James River Winery	N/A	12
Jamestown Boat Trip	N/A	24
Riverside Theater	N/A	12
Smithfield Station	12	N/A
VA Senior Games	7	N/A
<b>TOTAL</b>	<b>2,638</b>	<b>2,956</b>
Volunteer Hours	5	34
Meals	2017	2016
Home Delivery Meals	15	12
Site Meals	44	118
Transportation	2017	2016
Total Passengers	206	50
Total Trips	404	392
Total Miles	2521	2848
Wheelchairs	13	4
Donations	\$221.40	\$172.20
New Riders	2	1

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

### ➤ **Youth Advisory Council Activities**

- 17 YAC Members and YAC Advisor Attended May YAC Meeting
- 5 YAC Members and YAC Advisor Attended Act II – Heroin and Opiate Summit
- 9 YAC Members, YSC Member and YAC Advisor Participated in Project Sticker Shock with CHHS CADRE
- 6 YAC Officers and Nominees, and Advisor Met to Plan for Monthly Meeting

### ➤ **Youth Service Commission**

- Held monthly meeting

### ➤ **Kids' After School Program**

- Staff facilitated child care provider training for 25 participants.
- Developed Mentor recruitment packets
- Completed Intern evaluations
- KAP Program Evaluation

### ➤ **Substance Abuse Prevention Activities**

- 3 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/Board Meeting/Terrific Kids
- Interagency Prevention Team Meeting –7 review cases
- Colonial Heights Food Pantry Board Meeting
- CARES Board Meeting
- Positive Parenting Coalition Meeting
- Juvenile and Domestic Violence Task Force
- Health Advisory Board Meeting
- CADRE Coalition
- Colonial Heights School Board Meeting
- Family Assessment and Planning Team
- Smart beginnings/School Readiness
- Southside trauma Informed Care Network
- Summer Learning
- Heroin Summit-Act II
- Community Coalitions of VA
- Families First Advisory Board
- Children's Policy & Management Team

### ➤ **Diversion Program Participation**

#### • **Community Service**

4 youth completed 98 hours of Service Learning

#### • **Shoplifting Diversion**

18 youth and a parent attended the Shoplifting Diversion Program

#### • **Active Parenting of Teens**

No parents are currently participating in "Active Parenting"

#### • **Teen Life Skills**

5 youth currently enrolled in "Teen Life Skills"

#### • **Miscellaneous Youth Services (Non DJJ)**

No youth completed hours of Community Service

- ✓ Attended YCC Day Planning Meeting at Pocahontas State Park with CARP Staff and Park Staff
- ✓ Presented Information on the Interagency Prevention Team at May School Board Meeting
- ✓ Attended Community of Practice Workshop of "Cultural Inclusion and Competencies"

**XII. FLEET MAINTENANCE:**

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2017	68	\$18,109.57	5	\$2,106.36
2016	73	\$15,321.63	9	\$2,422.30

Sublet repairs consist of:

Dealer (paint)	\$1,384.90
Exhaust	431.20
Glass	235.26
Tow	55.00