

# CITY MANAGER'S REPORT TO CITY COUNCIL JUNE 2017

## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING

#### Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – Adjusting bid documents in order to re-advertise. Plans sent to School Maintenance for final approval.
- **Safe Routes to Schools (North Elementary School Phase I) UPC 105233** – Preliminary engineering work and surveying work in process.
- **Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188** – Preliminary engineering and environmental work in process.
- **Holly Avenue Reconstruction (Revenue Sharing) UPC 105690** – Construction work in process. Completion anticipated next month.
- **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** – Design consultant is finalizing 100% plans for submittal to VDOT. Legal counsel to prepare certificate of takes for property refusals.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – Awaiting confirmation from VDOT that project has been reopened to expenditures.
- **2017 Pavement Preservation** – Completed Phase I construction. Advertised for Phase II construction bids.
- **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)** – On hold due to backlog and I-95/Temple interchange improvement project.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Completed 100% PS&E.
- **Improvements on Conduit/Ellerslie Avenue – UPC 108646** – Preliminary engineering anticipated to commence next month.

#### 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** – Final payment made.
- **Nantucket Drainage** – Design in process.
- **Hemlock Drainage** – Design in process.
- **Hrouda Pump Station** – Advertised for construction bids.

#### Development Plan Reviews

- **North Elementary School Addition** – Final plan submitted and review. Comments sent to developer's agent.
- **880 West Roslyn Road** – Final plat submitted, reviewed and approved. Plat recorded at Circuit Court.
- **SRMC-FSED** - Final plan submitted and reviewed. Comments sent to developer's agent.

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

- **Longhorn Steakhouse** – Final plan submitted for review.
- **Roslyn Farm Corporation, Lot 12** - Preliminary plan submitted and reviewed. Comments sent to Planning Department.
- **Gills Point Section 10** – As-Built Plan and Road Certification submitted for review.

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

- Issued three (3) permits and closed no permits for the month.

## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 56 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (05) locations and responded to (03) dead animal requests.
- Cut grass/trimmed at (35) locations.
- Sprayed for high weeds/grass at (13) locations.
- Trimmed tree limbs/bushes at (16) locations, removed limbs discarded on City property at (02) locations and responded to (04) miscellaneous tree requests.
- Removed storm damage from (01) location in response to citizen request.
- City Contractor cut/removed tree, trimmed limbs and/or grinded stumps from (14) locations.

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### **Recycling Center**

- 406 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 (66) catch basins/curb inlets, drainage ditch at (05) locations, Curb and Gutter at (01) location and responded to drainage miscellaneous requests at (04) locations.
- Repaired a catch basin on Red Fox Road.
- Placed topsoil at (03) location and gravel at (02) locations in sinkhole.
- Sweeper collected (56) cubic yards of debris from (29) streets.
- Placed gravel on shoulder of street at (03) locations and in alley at (05) locations.
- Concrete Crew replaced (42.5) feet of Curb and Gutter at (04) locations, (07) feet of Gutter pan at (01) location and patched (28) sections of gutter pan at (02) locations.
- Replaced (03) feet of Curb and Gutter at (01) location and a 4x4 section of sidewalk at (01) location due to Utilities Division Sewer/Water line repairs and Storm water repairs to a Catch Basin.

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### **Transportation**

- Placed Asphalt in (55) potholes, (03) shoulders, (04) driveways, (03) low areas, (01) concrete cut, (03) utility cuts (05) asphalt breaking up and responded to (02) miscellaneous requests.
- Repaired guardrail on Charles Dimmock Parkway.
- Removed (56) dump truck loads of construction debris from Public Works Complex to Old Landfill Area 6.
- Cleaned graffiti from street on South Valley Road.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

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### **Wastewater Utility**

- Responded to (04) sewer backups and (05) sewer miscellaneous requests.
- Inspected sewer line with camera to determine problem area at (05) locations.
- Installed sewer cleanout at (03) locations and repaired cleanout top at (03) locations.

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

- Repaired sewer main at (01) location and sewer lateral at (02) locations.
- Relocated cleanout at (01) location.
- Flushed sewer main to unstop line at (02) locations.
- Sprayed manhole for sewer roaches at (04) locations.
- Removed debris from pumps and performed preventive maintenance on grinder hog at Main Pump Station.
- Cleaned wet well of grease and other debris with flusher truck at Hrouda Pump Stations.
- Removed debris and changed bad cutoff float on pump 2. Cleaned wet well of grease and other debris with flusher truck and changed cutoff float in wet well at Charles Dimmock Pump Station.
- Sprayed for spiders and bugs at C&B Pump Stations.
- Cleaned wet well of grease and other debris from wet well at Conjurers Neck Pump Station.
- Assisted Street Division with clearing brush from meter for Dominion Power to read meter at Appomattox Pump Station.
- Responded to pump station overflow, cleaned floats and reset pumps at Sherwood Hill Pump Station.
- Continue monitoring all pump stations and methane pump daily.

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### **Water Utility**

- Replaced (08) meters, (01) meter box, (01) top, (01) meter setter and responded to (10) water miscellaneous requests.
- Aligned meter at (01) location and repaired a meter leak at (01) location.
- Pulled a 2" meter and capped the water service line for new business on Southpark Boulevard.
- Repaired a service line break at (01) location and replaced a service line at (01) location.
- Replaced a fire hydrant on Mount Pleasant Drive.
- Cleaned meter box for Utility Billing at (03) locations.
- Turned water off at (02) locations due to a leak on private property.
- Performed water pressure test at (01) location.
- Placed topsoil in sinkhole behind 401 Southpark Blvd. and gravel in sinkhole at (02) locations.
- Backflow/Cross Connection Technician conducted (74) surveys, (50) completed and (24) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's and sent to ARWA for testing.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (330) man-hours.
- Waiting on physical examination results for Public Works Technician candidate.

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

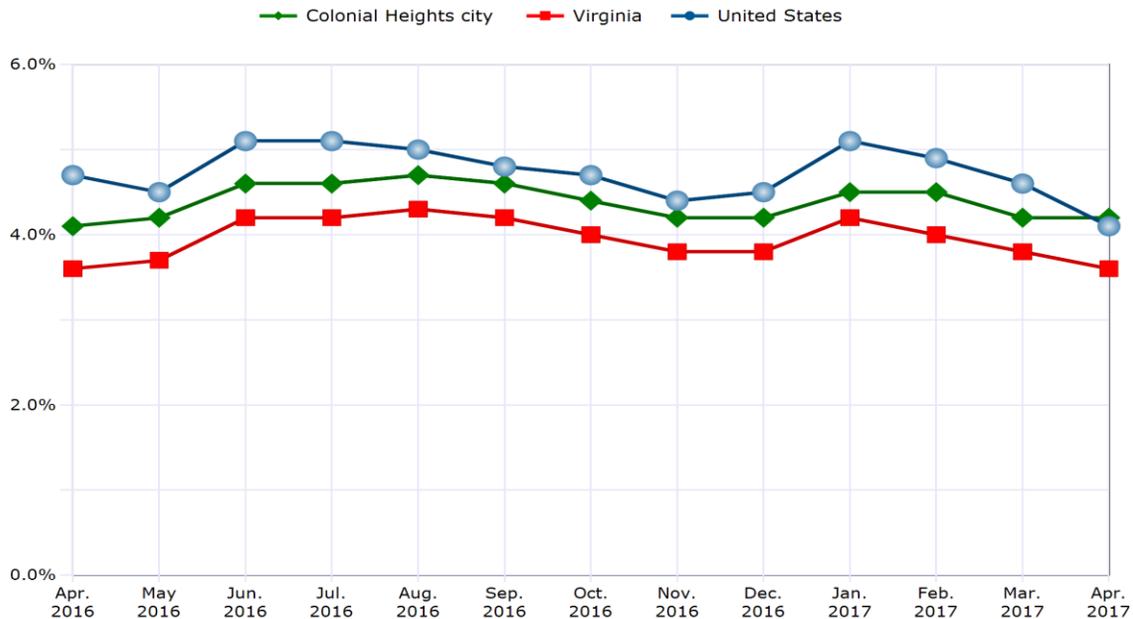
- During the month of June, we had staff members celebrate a child's high school graduation and others took a much needed vacation. However, the month was still productive in all divisions. As you will see below, all divisions continue to provide professional service in an effort to reach the department's mission, vision, and goals.
- The following are highlights of the work performed by the planning and zoning division. The director worked with engineering/public works on reviewing a final site plan for an expansion at North Elementary School. He reviewed a preliminary site plan for Roslyn Farm Corporation that will be heard at the July regular meeting of the Planning Commission. The community development specialist and assistant director continued to research how other localities zone mobile food units for special events and farmers markets. Staff has developed this to where there is a need for clarification from City Council on their perception or definition of a special event. Staff prepared documents for the July Planning Commission meeting. The assistant director worked with engineering/public works on reviewing a final site plan for LongHorn Restaurant. She closed out the FY16-17 CDBG program. June is the month where she works with applicants and collects application for the FY 17-18 CDBG program. The assistant director had to resubmit the City's Annual Action Plan based upon HUD's requirements because of the unknown funding of the program by the federal government. The division also continues to review zoning, 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 June 2016 to June 2017. In comparing this same time period, there was an increase in overall inspections for violations pertaining to grass, trailers, trash/debris, VA property maintenance code, and zoning. 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 a minimal decrease in permits issued but an increase in inspections when comparing monthly inspections and permits issued from June 2016 to June 2017. The building official appeared in court with the fire marshal for a case involving a violation to the Virginia Uniform Statewide Building Code. 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	65	239	New Residential	0	4
No Violation Found	0	0	Cost	\$0	\$ 465,000
Compliant	51	129	Res. Additions/Alterations	11	60
In Progress	14	22	Cost	\$151,341	\$ 577,787
City Enforced - Grass Cut	26	54	Demolitions	0	2
Total Inspections	104	424	Cost	\$0	\$ 5,000
<b>Inoperable Motor Vehicles</b>			Commercial	5	31
Initial Inspections	15	139	Cost	\$759,286	\$ 5,712,607
No Violations Found	0	2	Plumbing	12	64
Compliant	10	88	Electrical	17	80
In Progress	5	9	Mechanical	10	57
Vehicles Towed	1	4	Swimming Pool	1	4
Total Inspections	29	272	<b>TOTAL PERMITS</b>	<b>56</b>	<b>302</b>
<b>Trailer Violations</b>			<b>Building Inspections</b>		
Initial Inspections	9	43	Residential	101	524
No Violations Found	0	3	Commercial	67	345
Compliant	6	24	<b>TOTAL INSPECTIONS</b>	<b>168</b>	<b>869</b>
In Progress	3	6	<b>Permits issued by Zoning</b>		
Total Inspections	18	83	Fence	9	27
<b>Trash/Debris Violations</b>			Signs	3	18
Initial Inspections	21	129	Zoning	8	48
No Violations Found	2	6	Private Farmers Market	0	2
Compliant	12	85	<b>TOTAL PERMITS</b>	<b>20</b>	<b>95</b>
In Progress	7	33	<b>Other Activities</b>		
Total Inspections	40	252	Water Shut Off/Marked	0	0
<b>Exterior Storage Violations</b>			Uninhabitable		
Initial Inspections	4	64	Court Cases	0	1
No Violations Found	0	1			
Compliant	3	66			
In Progress	1	22			
Total Inspections	8	127			
<b>Graffiti</b>					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	0			
Total Inspections	0	2			
<b>VA Property Maintenance Code</b>					
Initial Inspections	14	70			
No Violations Found	0	2			
Compliant	7	18			
In Progress	7	31			
Total Inspections	28	138			
<b>Zoning</b>					
Initial Inspections	3	22			
No Violations Found	0	0			
Compliant	0	9			
In Progress	3	6			
Total Inspections	6	44			
<b>Signs</b>					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	0			
Total Inspections	0	2			
<b>TOTAL INSPECTIONS</b>	<b>233</b>	<b>1344</b>			

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

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



Source: Virginia Employment Commission (Graph does not include May data)

### 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 May 2017 per Virginia Employment Commission.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,007	8,638	369	4.1	No

- \*Chesterfield                      3.6% unemployment
- \*City of Hopewell                5.9% unemployment
- \*City of Petersburg              6.9% unemployment
- \*Dinwiddie                        4.4% unemployment
- \*Prince George                  4.3% unemployment

### Prospect Activity

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

### SBDC Project

**Completed**

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

- ✓ Our officers responded to 3,662 calls for service during the month of June, 2017. During the same month last year, we responded to 3,403 calls for service—an 8% increase. We had four (4) reported robberies this month, and one (1) reported in June, 2016— a 300% increase. We had no aggravated assaults this month, but three (3) reported during the month of June, 2016— a 100% decrease. Six (6) burglaries were reported in June, 2017, compared with one (1) reported during the month of June, 2016—a 500% increase. There were 91 Part I, or serious, crimes reported to the Colonial Heights Police Department in June, 2017. Sixty-five (65) of those, or 71%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month, we saw a reduction in our calls for service from the previous month. However, for the sixth consecutive month, our calls for service increased in comparison to 2016.
- ✓ June is the month that we participate in the annual Special Olympics Law Enforcement Torch Run. Many in our agency, and the profession as a whole, look forward to this every year. Master Officer Sophie Benkendorf once again coordinated the event, and the participation was fantastic. This is one event that I especially look forward to because of the special charitable efforts displayed by the athletes, families and supporters of Special Olympics of Virginia. Being able to stand up for those who are not able to stand up for themselves is what we are all about. This is the second year in a row that the event utilized the City’s Appomattox River Trail and concluded at CiCi’s Pizza, where runners, athletes and families enjoyed food and fellowship. Thanks were given to all of our runners from the Colonial Heights Police Department, Commonwealth Attorney’s Office and Human Resources Department. A special thanks to Sr. Officer Jared Brandeberry and Sr. Detective Will Waldrep, who ran the entire length of the event, which began in Hopewell.
- ✓ Also this month, our agency began the training process for a relatively new state program being offered through the Attorney General’s Office known as the ***Lethality Assessment Program***, or “***LAP*”**. We are a voluntary participant, partnering with the James House, Commonwealth Attorney’s Office, and Victim/Witness Office. This program identifies victims of domestic violence who are at an increased risk of facing serious injury or even death at the hands of their abuser. Officers will be trained to ask a series of questions to determine the level of risk a victim may face. If a victim’s responses do not meet certain criteria, the victim will immediately be put into contact with a crisis counselor at the James House from the scene. These counselors will be prepared to provide financial and emotional support, as well as housing and clothing, all in an effort to separate the victim from the abuser and give them an opportunity to break the cycle of violence. To facilitate this training, on June 15<sup>th</sup> and 16<sup>th</sup>, Captain Steve Groat, Lieutenants Sam Young and Rob Ruxer, Sergeant Kyle Sexton, and Master Officer Sophie Benkendorf all attended training at Crater Criminal Justice Training Academy. Also attending were Attorneys Ashley Henderson and Victoria Moore from the Commonwealth Attorney’s Office, and Lori Hahn from Victim/Witness. We are looking forward to actively participating in this program in the hope that it provides officers with another tool with which to combat this crime.
- ✓ Our Animal Shelter renovation/addition project continues to progress. Paint colors have been selected and the new façade has been placed on the building. Heating and air conditioning ductwork, as well as electrical installation, is progressing nicely.
- ✓ Our **Operations Division**, commanded by **Capt. Steve Groat**, reported the following from his personnel. Some of the operational highlights are as follows:
  - Officer Rob Brown responded to an address for a grand larceny from a home that was under renovation. A description of the suspect, as well as a license plate, was provided to Officer Brown. Later that day, Officer Brown observed the vehicle and was able to arrest both individuals as well as recover some of the stolen property.
  - Sr. Officer Brett Jennings conducted a traffic stop and during the investigation, was able to arrest the driver for possession of a stolen firearm, possession of a firearm by a convicted felon, possession of a concealed firearm and attempt to remove the serial number from a firearm.
  - Officers responded to the area of Walmart for a suspect who had just taken a television and was exiting the back door. For several weeks, similar types of these incidents had been occurring and officers had very little information as to a suspect. During this particular incident, however, officers

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

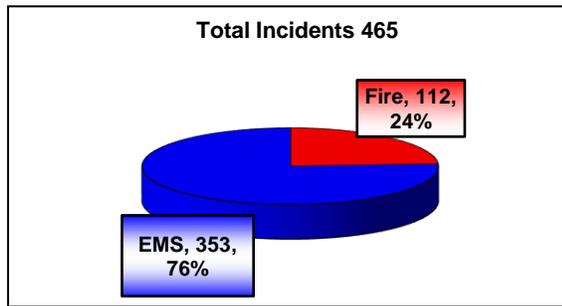
arrived quickly, located a suspect vehicle and conducted a traffic stop. The suspect was identified and was subsequently arrested for multiple larcenies.

- Sr. Officer Andy Barnhouse responded to a vehicle crash on Westover at Colonial Avenue in which a two-year old was struck by a vehicle. The investigation showed that the child had run away from an adult and attempted to cross the street. Thankfully, the child only suffered minor injuries. The driver of the vehicle was not charged.
  - Officers responded to Starbuck's for an attempted robbery. A male suspect entered the store and handed the cashier a note. When the cashier asked for assistance from her cashier, the suspect left the store without receiving any money. Career K-9 Officer Chris Wulff responded and conducted a track with negative results. Detectives are currently investigating the case.
  - Career Officer Wulff responded to a hit and run with a vehicle description broadcast over the radio. Captain Bill Anspach observed the suspect vehicle traveling on Westover Avenue and attempted to make a stop, at which time the vehicle fled. Heavy traffic and erratic driving by the suspect caused Captain Anspach to end the pursuit due to the danger it posed to the community. The suspect vehicle was later located abandoned on Cabell Drive.
  - Officers responded to Wawa on the Boulevard for an armed robbery. The victim reported that he was buying marijuana from the suspect in the parking lot when the individual pointed a firearm at him and demanded money. The victim was able to get a license plate number on the suspect vehicle. Detectives are investigating this case.
  - Officers responded to Chick-Fil-A on Southpark Boulevard for an attempted armed robbery of a person in the parking lot. The suspect attempted to take possession of the victim's motorcycle, but the victim fought back. The suspect struck the victim in the face with a handgun and fled the area on foot. Officers canvassed the area, located the suspect and recovered the firearm.
- ✓ The **Law Enforcement Services Division**, commanded by **Capt. Bill Anspach**, also reported his division as having a very productive month. Highlights from their reported activities are as follows:
- Captain Anspach, Sergeant Renee Walters, and Master Officer Scott Whirley attended City website training at the Library. This training will allow them to update the department's website.
  - Police Intern Brittany Lorentz completed her college summer internship. Brittany spent hours learning about different divisions of the department and doing "ride-alongs" with officers. She also spent numerous hours with other city departments, such as Communications and the Commonwealth Attorney's Office.
  - An updated *Memorandum of Understanding* (MOU) between the Colonial Heights Police Department and the Colonial Heights Public Schools was signed pertaining to our School Resource Officer Program.
  - A testing process for new hires was held for our two current vacancies. Seven applicants successfully completed both the written and physical agility tests. These individuals will now move on to the interview phase of the selection process.
  - Four new stainless steel work tables were placed into service for evidence processing and packaging. These tables will now provide a location where officers can handle and package evidence in a contaminate-free environment. In addition, with the increase of carfentanyl and fentanyl overdoses, this provides a surface that can be completely cleaned and sanitized.
- ✓ Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a busy month, with 25 new cases. Eighteen (18) of those cases were cleared—this included three (3) cases from previous months, all of which resulted in a 72% clearance rate. During the month of June, we had four (4) heroin overdoses. Unfortunately, one of those individuals did not survive. Two of the four victims were residents (including the fatality), while the other two were non-residents. Detectives are investigating the fatal overdose to determine the circumstances and any criminal culpability. During the month of June, the Investigations Division processed 22 concealed weapon permit applications.
- ✓ Some of the division highlights include:
- Detective Sergeant Thad Johnson investigated a burglary, an assault, a credit card fraud and a child abuse case, which was unfounded.

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

- Detective Sergeant Johnson investigated an alleged abduction of a female by her male companion at the Hilton Garden. Upon tracking the alleged victim's cell phone, she was located unharmed in North Carolina. Upon further investigation, it was discovered that the victim and suspect had gotten into an argument at the hotel. Once police were called, both fled, as multiple states had outstanding warrants for each of them, rendering the case unfounded.
  - Master Detective Chris Harris investigated a larceny, a credit card fraud, two sexual assaults, a burglary and conducted a death investigation. He also cleared two cases from May. One case involved an aggravated sexual battery, which resulted in an arrest, and the other involved a death investigation that was unfounded.
  - Master Detective Harris worked with Sergeant Johnson to investigate two separate burglaries that occurred at the Shop-and-Go Exxon on Southpark Boulevard. Through the investigation, Detective Harris identified three suspects. One of the suspects identified had recently been incarcerated. After attempting to speak with the suspect in jail, Detective Harris looked at the suspect's personal effects at the jail and located clothing that matched store surveillance video from the crime, at which time he seized the items.
  - Sr. Detective Adam Brandeberry had a busy month, investigating a credit card fraud, a possible sexual assault involving a juvenile, a child neglect case and a death investigation of a stillborn child.
  - Detective Brandeberry responded to a robbery that occurred in the parking lot of the Wawa located on the Boulevard. He was able to identify and obtain warrants on the suspect. Due to the nature of this crime, as well as the suspect's extensive and violent history, the U. S. Marshall's Task Force has adopted this case and is actively searching for him.
  - Master Detective Roger Santini investigated three separate fraud cases this month, as well as a juvenile sexual assault that was unfounded. He was also able to clear a robbery that occurred in May at the Wood Springs Suite.
  - Master Detective Santini responded to a city residence of an individual who had overdosed on heroin several times during the previous few weeks. The individual was found deceased as the result of a suspected overdose. Master Detective Santini is following up on multiple leads to determine facts surrounding this incident.
  - Two (2) public nuisance letters were issued pertaining to the use of illegal drugs.
- ✓ Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, had a very busy and productive month, as well as provided information to our Investigations Division in reference to several recent burglaries. During the month, the unit conducted two undercover operations at Southpark Mall and performed alcohol compliance checks at twelve (12) area businesses. Several foot patrols and surveillance operations were conducted at various locations, which resulted in many good arrests. The unit initiated 26 new cases, 21 of which were cleared by arrest. Those arrests included 15 felony warrants and 20 misdemeanor warrants, with charges varying from drug distribution to child neglect, grand larceny, robbery, credit card fraud and maintaining a common nuisance. They also issued seven traffic summonses and seven verbal warnings. This unit is the primary investigative unit for non-fatal heroin overdoses, investigating three occurrences this month.
- ✓ Overall as an agency, we made 430 total arrests, worked 80 crashes, wrote 640 traffic citations, executed 845 traffic stops, affected 19 DUI arrests and 47 drug arrests, and issued 24 parking citations.
- ✓ **Mrs. Robin Kester from our records division** was selected and honored as our *Employee of the Month* for May 2017. Ms. Kester noticed that officers were having numerous difficulties properly completing reports that were compatible with UCR requirements. She also noticed that supervisors were having trouble identifying these errors and, in turn, were unable to approve the reports. Ms. Kester identified several key areas that were giving officers problems and created an instructional sheet that was distributed via e-mail. As follow-up, she offered to give personal instruction to each officer in the department on Shieldware report writing. If given proper instruction, Robin felt that officers would have more confidence in the system and could complete proper reports. This solution would ultimately reduce the time wasted in correcting the reports. As the month progressed, officers and supervisors received the training and report writing has vastly improved. Robin was commended for not only identifying the problem, but also for her implementation of a solution. Everyone has learned something from the training and is assured of continued support from the Records staff.

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 112**

(Total Fire Loss \$39,035):

**Total Patients transported: 260**

(Total EMS incidents 353)

*Fire units arrived on scene in less than 9 minutes on 91.7% of emergency incidents.*

*(Average response time 6:00 minutes)*

*EMS units arrived on scene in less than 9 minutes on 98.8% 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	1	Electrical Problem	2	Good Intent Calls	23
Vehicle Fire	3	Power Line Down	4	Public Service	38
Brush/trash Fire	2	Gasoline/combustible spill	2	False Alarm/False Call	9
Other Fire	1	Other Hazardous Situations	3	Child Seat installation	7
				Smoke detector installation	1
				Assist Invalid	13
M/A First Responder given to EMS Chesterfield	6	M/A received from Chesterfield Fire			2
M/A given to Chesterfield Fire	3				

**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	11	22
Total hours	13 hrs. 2 min.	19 hrs. 55 min.
<b>Station 2</b>		
Number of Incidents	8	17
Total hours	7 hrs. 33 min.	16 hrs. 26 min.
	<b><u>EMS Mutual aid</u></b>	
M/A given to Petersburg EMS	8	M/A received from Chesterfield EMS 2
M/A given to Prince George EMS	1	M/A received from Fort Lee EMS 6
M/A given to Fort Lee EMS	1	

**EMS Transports (by facility)**

Southside Regional Medical Center	178	68.48%
Tri-City Emergency Room	21	8.07%
John Randolph Medical Center	20	7.69%
Chippenham Hospital	19	7.31%
VCU Health Systems	15	5.77%
St. Francis Medical Center	5	1.92%
Johnston Willis Hospital	1	0.38%
Saint Mary's Hospital	1	0.38%
<b>Total:</b>	<b>260</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,589

One alarm citation was processed during June.

**Purchasing** – 246 total purchase orders were completed with 212 being processed by purchasing and 34 departmental purchases being reviewed. This compares to 259 being completed for the same period in 2016. In addition, 130 check requests were prepared by departments which are not processed by Purchasing.

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

- Invitation # 17-062702-1063, Hrouda Pump Station Rehabilitation, sealed bid issued on June 2 and due on July 14, with a mandatory pre-bid conference on June 20.
- Invitation #17-071802-1064 Pavement Preservation 2017, sealed bid issued on June 30 with bids due back on July 18.

### **Other Purchasing Activity:**

- Agreement renewed with MED 3000, for ambulance billing services. The contractor held their pay percentage to the City at 4.5 %.
- Purchase Order issued to 2000.Net Computers, for the upgrade of all four dispatch center computers, to include Microsoft Office Software to allow dispatchers to complete other work-related tasks at their console. The price received from 2000.Net Computers was below the State of VA contract with Dell.
- Agreement renewed for Pest Control, with Bug Busters, for all City buildings. The contractor held their price for another year.
- Agreement renewed with VA Green Lawn Service, for granular fertilization and liquid leaf weed control at athletic fields and various City locations.
- Fireworks show on July 4th by Dominion Fireworks, was finalized. All contract documents are in place, and the City contact for the show will be the Fire Marshall.
- Staff continued to work with City IT Department, on trouble shooting the phone issues at the Courthouse. Even though main equipment has been replaced, the phones do go down from time to time. It was decided to test the wiring in the building for any potential problems.
- Blanket Purchase Orders for all departments, for the time period of July 1 2017 – June 30 2018, was completed during the month. There are approximately 250 blanket purchase orders.
- Purchase Order issued for a new heating & cooling system replacement for the concession stand at Shepherd Stadium. The system will be installed in July.
- Purchase Order issued to the City's IT's vendor, Proactive, to add a third redundancy location, for the backup of all City servers.
- Purchase Order issued for the server virtualization project. This creates a server farm which will allow for redundancy for all servers going forward.
- Purchase Order issued for the preventative maintenance and repairs to the partition wall at the Senior/Teen Center.
- Agreement approved for an on line training system for the City's Fire & EMS Department.

### **Risk Activity:**

- Damage was incurred on Officer Foster's 2016 Caprice police vehicle. The vehicle was damaged as it was parked on the street in front of his house. It looked like someone might have jumped on the car top. The City's Fleet Department tried to bang out the dents, but it had to be taken to Battlefield Park Body Shop. Repair cost were \$1,750.
- A vehicle traveling north on Lakeview Avenue, veered off the road to the left as it entered a curve and struck some guardrail. The impact with the guardrail caused pieces of it to become detached and strike a residents home. An outside vendor has been contact to give the City a quote on replacing the guardrail.
- A vehicle was driving south on the Boulevard, when the driver fell asleep and ran off the road striking a City ornamental light pole. After hitting the light pole, the vehicle struck a traffic light base. The driver of the vehicle was not licensed and was not wearing a seat belt. The City's Traffic Department is working on getting specifications for the repairs.
- A driver filed a claim against the City, for tire and rim damage which incurred on Battery Place. This claim is still being investigated by the City's insurance carrier, VML Insurance.

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

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,599  
 Delinquent Notices Sent – 807 or 22.4% with 134 cut off for nonpayment.  
 \$395.26 Set-off Debt Collections received for June.

**VII. HUMAN RESOURCES DEPARTMENT:**

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

☆ **Advertisements**

<u>Department</u>	<u>Position</u>
Commissioner of Revenue	Deputy I
Office on Youth	Site Supervisor (Part-time)
	Support Worker (Part-time)
Public Works	Engineering Technician

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Deputy I	129	1,104

- Proctored the written test phase of the EMS Firefighter recruitment process on June 15, 2017.
- Proctored the written test phase of the certified Police Officer recruitment process on June 29, 2017.

☆ **Training**

- Employees continue to complete required ICS and VML University training courses.
- Completed Freedom of Information Act (FOIA) representative training through the City Attorney’s office.

☆ **Miscellaneous**

- New Employee Orientation: Kimberly Allen – Telecommunicator  
 Sheila Minor – Director of Finance
- Exit Interview: Hildrew McNair II – Engineering Technician
- Attended a NEOGOV seminar on June 15, 2017 to review system enhancements and implementation plan/schedule.

**VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 66,349 page views in the month of June.

<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. Animal Shelter</li> <li>6. Yard Sales</li> <li>7. Recreation &amp; Parks</li> <li>8. Online Bill Pay</li> <li>9. Sports &amp; Athletics</li> <li>10. Rumor Mill</li> <li>11. Police</li> <li>12. Our Government</li> <li>13. Recreation Programs</li> <li>14. Records &amp; Property Tax Maps</li> <li>15. GIS &amp; Maps</li> </ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> <li> India</li> <li> Philippines</li> <li> Canada</li> <li> Russia</li> <li> France</li> </ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> <li> Illinois</li> <li> Pennsylvania</li> <li> New York</li> <li> Delaware</li> <li> Maryland</li> </ul>
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## **VIII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):**

- ☆ Citizens submitted and city staff processed 475 service requests and questions through the “Report a Concern” module during the month of June. The City of Colonial Heights’ Facebook Page now has 4,462 fans and the City’s Twitter account has 997 followers.
- ☆ IT staff provided training for employees on the CivicPlus website content management system on June 8th. IT staff also participated in the FOIA training offered by the City Attorney’s Office on June 22nd. The department is in the planning stages for two upcoming projects: the implementation of CivicRec – a Recreation & Parks web-based solution for activities, registration, league scheduling, and facilities rentals; and the replacement/upgrade of several servers to a virtualized host environment.
- ☆ Proactive Information Management completed 47 hours of IT service and maintenance for City departments this month.

## **IX. LIBRARY:**

- ☆ The library staff circulated 17,776 titles in June.
- ☆ Four thousand, two-hundred and eleven e-books circulated on Kindles.
- ☆ Two hundred and six e-books and audios circulated on the library’s e-book service Hoopla, while 313 residents have registered for the service.
- ☆ The public computer center had 1,553 users, while the iPad center was used 156 times.
- ☆ Four hundred and eighty-five children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 95 groups.
- ☆ One hundred and sixty-four residents registered for new library cards, and an average 563 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In June, the Recreation Division completed its youth baseball and softball seasons with its City League Night of Champion games the week of June 19<sup>th</sup>. Staff completed trainings, preparations and began the Summer Playground and Summer Tots programs. American Legion Post 284 began its season play at Shepherd Stadium on June 10<sup>th</sup> and will complete its regular season the middle of July. Colonial Heights all-star teams competed in Dixie District Tournaments the end of June for a chance to advance to their respective State Tournaments. Staff also held our 1<sup>st</sup> Great American Campout at Ft Clifton Park as part of a National program that connects families to local parks

Athletics	2017	2016
Adult Softball	24 teams	25 teams
Youth Football Registration (as of 7/5/17)	25	77
Youth Cheerleading Registration (as of 7/5/17)	16	42
Youth Soccer Camp	34	36
Beach Volleyball	8	n/a
Competition Archery	2	n/a
Baseball Camp	34	50
Tennis Lessons	10	31
Activities/Programs	2017	2016
Summer Playground Enrollment	84	126
Summer Tots	8	10
Playground Program Parent Orientation	23	25
Great American Campout	45	n/a
Junior Chef	5	n/a
Belly Dancing	8	8
Karate	11	13
Facility Usage	2017	2016
Community Room Attendance	1,157	1,138
Community Room Reservations	28	23
Pavilion Attendance	4,125	3,655
Pavilion Reservations	44	27
Field Attendance	8,600	3,350
Field Rentals	66	36
Teen Center Attendance-CHHS Students	9	50
Teen Center Attendance-CHMS Students	29	35

### Violet Bank Museum

	2017	2016
Attendance	172	320

- Exhibit fabrication and updates
- Storage purge
- Christmas program preparation

### Summer Camp Talent Show



### Great American Campout Tie-Dye Project



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

**Agency on Aging**

Activities	2017	2016
Bingo in Center	20	29
Bowling	192	192
Bridge Party	40	44
Bridge Tournament	92	108
BUNCO	12	N/A
Donuts for Dads	5	8
Senior Club Board Meeting	6	12
Senior Club Meeting	103	83
Senior Citizen Dance	79	82
Senior Golf Association Fort Lee	366	318
Sing A-Long	24	26
Blood Pressure Check	27	20
Lunch & Learn	28	N/A
Classes	2017	2016
Colorful Creation Open Paint	36	24
Crochet & Knitting	36	36
Line Dancing Class	65	69
Paint Night	35	N/A
Quilts for Vets	8	10
Sewing Class	23	13
Tap Class	73	43
Watercolor with Faye	40	30
Fitness	2017	2016
Interval Strength Training	28	N/A
Muscles in Motion	217	253
Sit & Let's Get Fit	200	236
Strength & Stretch	383	341
Tai Chi	25	33
Pickleball	40	N/A
Water Aerobics	119	46
Yoga	136	127
Zumba Gold	9	16
Trips	2017	2016
Amishlands	32	N/A
Da Vinci Alive	12	N/A
Food Pantry Volunteer	9	N/A
Kinky Boots Altria Theater	12	N/A
Lunch Bunch	12	10
Riverside Theater	23	N/A
Smithfield Station	11	N/A
<b>TOTAL</b>	<b>2,578</b>	<b>2,209</b>
Volunteer Hours	30	50
Meals	2017	2016
Home Delivery Meals	11	19
Site Meals	41	97
Transportation	2017	2016
Total Passengers	275	47
Total Trips	561	461
Total Miles	2901	2984
Wheelchairs	13	12
Donations	\$239.60	\$209.40
New Riders	6	6

**Parks, Horticulture, Buildings & Grounds**

- Dragged and lined ball fields as needed for league and tournament play.
- Installed fence in Shepherd Stadium for Night of Champions games
- Painted field hockey field at Soccer Complex for field hockey camp.
- Installed soccer goals on fields at Soccer Complex for soccer camp.
- Provided man power for Dixie Youth tournament.
- Aerated and top dressed Shepherd Stadium infield.
- Aerated Shepherd Stadium outfield.
- Laid out and painted practice football field for High School team practice.
- Replaced electric hand dryers with new ones in Shepherd Stadium.
- Weeded and mulched flowerbeds as needed.
- Trimmed Crepe Myrtles along Boulevard and Temple Ave.
- Trimmed back viburnum and bayberry at sites as needed.
- Spread bales of pine tags at sites as needed.
- Trimmed shrubs at all sites as needed.
- Trimmed hedges at sites as needed.

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

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

- 13 YAC Members and YAC Advisor Attended June YAC Meeting
- 3 YAC Members and YAC Advisor Volunteered to Cheer at Special Olympics Summer Games
- 2 YAC Members Received Coleman “Voice of Youth” Scholarship
- 5 YAC Officers, and Advisor Met to Plan for Monthly Meeting

### ➤ **Youth Service Commission**

- Did not meet in June

### ➤ **Kids’ After School Program**

- **KAP FACTS** –There were 71 students enrolled in KAP for the 2016-2017 school year. Academic help remains the primary reason for referral (76%), followed by social skills (62%), positive behavior at 57% and physical fitness at 49%. Most students are enrolled for multiple reasons. According to report cards, 92% of the students were on honor roll at the end of the year. Parents surveyed indicated appreciation for the program. They also indicated there was an improved attitude towards schoolwork.
- There were 83 volunteers who completed service learning hours for the program. The total number of volunteer time was 4010 hours. The value of volunteer time is calculated at \$23.56 per hour according to online studies done by the Wallace Foundation. If calculated using this rate, the economic impact is \$94,775. KAP continued a successful partnership with VSU by utilizing 6 students as Interns. The Interns completed 1384 service learning hours.
- Coordinator facilitated Teen Life Skills and applied for grants.

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

- 31 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
- Interagency Prevention Team Meeting – 8 review cases
- Colonial Heights Food Pantry Board Meeting, Volunteer
- Juvenile and Domestic Violence Task Force
- Youth Conservation Corp Crew Leader Training with Department of Conservation and Recreation
- Emergency Food and Shelter Program Meeting
- Family Assessment & Planning Team
- Southside Trauma Informed Care Network
- Community Coalitions of Virginia
- C.H. Multi-Disciplinary Council
- Heroin & Opioid Prevention Task Force
- Children’s Advocacy Committee
- Children’s Services Team retreat
- Summer Learning Loss meeting

### ➤ **Diversion Program Participation**

#### • **Community Service**

11 youth completed 198 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**

2 youth currently enrolled in “Teen Life Skills”

1 Youth Completed Course Work for “Teen Life Skills”

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

- **Miscellaneous Youth Services (Non DJJ)**  
 No youth completed hours of Community Service
  - ✓ Attended HOBY Virginia Leadership Seminar at James Madison University, HOBY Virginia Corporate Board Meeting
  - ✓ Presentation on “Positive Discipline Techniques” for YCC Crew Leader Training
  - ✓ Served on Interview Panel for Colonial Heights Food Pantry Executive Director
  - ✓ Presented Scholarship at Senior Scholarship Night for Kiwanis
  - ✓ Attended Special Olympics Torch Run Event
  - ✓ Supported Colonial Heights Food Pantry Paint Night Event

**XII. FLEET MAINTENANCE:**

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2017	71	\$28,401.06	5	\$3,595.88
2016	78	\$24,743.71	8	\$3,224.12

Sublet repairs consist of:

Dealer (paint)	\$3,079.48
Glass	315.00
Misc.	201.40

A comparison of maintenance cost for the last 7 years are:

<u>Year</u>	<u>Parts</u>	<u>Sublet</u>	<u>Supplies</u>	<u>Total</u>	<u>% Change</u>
10/11	\$213,279.61	\$12,368.97	\$12,949.37	\$238,435.79	+15.46%
11/12	\$269,080.31	\$14,171.91	\$13,916.43	\$297,168.65	+24.63%
12/13	\$226,313.47	\$14,890.29	\$12,603.30	\$253,807.06	-14.59%
13/14	\$212,171.63	\$14,972.55	\$13,760.70	\$240,904.88	-05.38%
14/15	\$249,529.34	\$77,477.05	\$17,605.24	\$344,611.63	+43.05%
15/16	\$207,590.13	\$34,529.33	\$12,852.00	\$254,971.46	-26.01%
16/17	\$264,331.94	\$37,245.69	\$16,477.40	\$318,055.03	+24.74%

Sublet repair costs for the year are 11.71% of the total maintenance cost and a 7.87 percent increase over last year’s cost. Most of these expenses are dealer repairs to fire dept. vehicles and the school buses.

<u>Categories</u>	<u>16/17 year</u>		<u>15/16 year</u>	
	<u>Cost</u>	<u>Percent</u>	<u>Cost</u>	<u>Percent</u>
Exhaust	\$965.67	2.593%	\$2,784.41	8.064%
Towing	\$1,608.00	4.317%	\$1,552.50	4.469%
Glass Replacement	\$2,270.47	6.096%	\$2,312.69	6.698%
Alignment	\$3,555.01	9.545%	\$2,705.74	7.836%
Tire Repair	\$1,240.29	3.330%	\$1,478.81	4.283%
Dealer Repair	\$18,734.56	50.300%	\$14,815.61	42.907%
Radiator	\$0.00	0.00%	\$0.00	0.000%
Seat	\$3,475.00	9.330%	\$0.00	0.000%
Misc.	\$5,396.69	14.489%	\$8,879.47	25.716%

**XII. FLEET MAINTENANCE (CONTINUED):**

<b>Departments</b>	<b>16/17 year</b>		<b>15/16 year</b>	
	<b>Cost</b>	<b>Percent</b>	<b>Cost</b>	<b>Percent</b>
Fire	\$21,708.74	58.285%	\$12,795.85	37.058%
Police	\$3,746.24	10.058%	\$2,192.18	6.349%
Schools	\$7,761.48	20.839%	\$6,356.43	18.409%
Sheriff	\$270.43	0.726%	\$275.87	0.799%
Parks	\$55.00	0.148%	\$85.00	0.246%
Senior Citizen	\$255.05	0.685%	\$0.00	0.000%
Engineering	\$216.37	0.581%	\$55.00	0.159%
Streets	\$2,342.29	6.289%	\$9,598.84	27.799%
Utilities	\$890.09	2.390%	\$2,131.02	6.172%
Others	\$0.00	0.000%	\$1,039.04	3.009%