



CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 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.
- ***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 complete. Final punch list items are currently being addressed.
- ***Dupuy Avenue Modernization, UPC 101287*** – In order to tie Dupuy Ave project to the East River Road project in Chesterfield County, VDOT and VSU have requested the plans to be amended to include an extra 50 feet of improvements at the City limits. Additional work may extend the start of construction to Spring 2018.
- ***Lakeview Avenue Modernization, UPC 101288*** – 100% project plans have been submitted for review 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 PE expenditures has been reopened to expenditures. Additional tree grates have been purchased in order to collect outstanding project reimbursements. Once the tree grates are installed, unpaid reimbursements will be requested.
- ***2017 Pavement Preservation*** – Completed Phase I construction. Lee-Hy was awarded the contract for Phase II. Construction to start in mid-September.
- ***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 been finalized. Final plans will be delivered to VDOT for review and approval.
- ***Stratford Drive Reconstruction, UPC 107092*** – Preliminary engineering has been finalized. Final plans will be delivered to VDOT for review and approval.
- ***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. Requests have been made to Army Corps of Engineers for right of way verification.
- ***Improvements on Conduit/Ellerslie Avenue – UPC 108646*** – Preliminary engineering work has commenced.

Utilities Capital Projects

- ***Lakeview Avenue Water and Sewer Replacement*** – Design in process.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design in process.
- ***Nantucket Drainage*** – Design in process.
- ***Hemlock Drainage*** – Design in process.
- ***Hrouda Pump Station*** – Being re-advertised due to receiving no responses to first advertisement for construction bids.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **North Elementary School Addition** – Final plan (1st resubmittal) reviewed. Comments submitted to developer's agent.
- **Roslyn Farm Office Lot #12** - Final Plan (1st submittal) submitted and reviewed.
- **SRMC-FSED** - Final plan (1st resubmittal) comments submitted to developer's agent. Final Plan (2nd resubmittal) submitted for review.
- **Longhorn Steakhouse** – Final Plan (2nd resubmittal) submitted and reviewed. Comments submitted to the developer's agent. Final Plan (3rd resubmittal) submitted and reviewed. Comments submitted to the developer's agent. Final Plan (4th submittal) submitted and reviewed.
- **Petroff** – Final Plat comments sent to City Attorney.
- **Gills Point Section 10** – Final subdivision plat (2nd resubmittal) submitted and reviewed. Comments sent to developer's agent. Final Plat approved on 8/4 and recorded on 8/8.
- **Precision Cell** – Final Plan (1st submittal) submitted.
- **Kroger** – Demolition Plan submitted for review.
- **Huntington Hills Lots 19 & 20 Boundary Line Adjustment Plat** – Plat submitted for review.

Right-of-Way Permits

- Issued five (5) permits and closed two (2) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 66 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (06) locations, responded to (04) litter miscellaneous and to (04) dead animal requests.
- Cut grass/trimmed at (69) locations.
- Sprayed for high weeds/grass at (03) locations.
- Removed a tree from street at (02) locations and responded tree miscellaneous request at (02) locations.
- Trimmed tree limbs/bushes at (05) locations, removed discarded limbs/brush on City property at (02) locations and removed storm damage at (08) locations.

Recycling Center

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

Storm Water and Drainage

- Cleaned (84) catch basins/curb inlets and responded to drainage miscellaneous requests at (04) locations.
- Capped off an abandon 24" concrete storm drain pipe at 2033 Boulevard causing a water leak inside building.
- Placed gravel in sinkholes at (04) locations.
- Sprayed around curb inlets, catch basins, drainage pipes, outfalls and drainage ditches for high weeds/grass at (01) location.
- Concrete Crew replaced (34) feet of radius Curb at (01) location and (02) feet of Curb and Gutter at (01) location.
- Concrete Crew replaced (48) feet of radius Curb at (01) location and (84.5) feet of Curb and Gutter at (05) locations due to Storm drain repairs.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (37) potholes, (09) shoulders, (01) driveway, (03) low areas, (11) utility cuts (12) asphalt breaking up, (01) drainage swell and responded to (05) miscellaneous requests.
- Graded gravel area to Animal Shelter with loader.
- Assisted Police Department with 4 way stop signs at the intersection of Southpark Boulevard and Roslyn Avenue due to a power outage to traffic lights.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

Wastewater Utility

- Responded to (12) sewer backups and responded to (05) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (04) locations.
- Repaired sewer main line at (01) location.
- Installed sewer cleanout at (01) location.
- Flushed sewer main line at (03) locations.
- Responded to sewer roaches at (06) locations.
- Placed topsoil around cleanout area at (02) locations.
- Responded to sewer odor at (04) locations.
- Removed debris from pumps 1 and 2 twice, washed down and cleaned commutator area with flush truck, greased grinder hog and responded to an alarm after hours at the Main Pump Station.
- Responded to high level alarm pulled and cleaned floats, washed down and removed grease with flusher truck in wet well and pulled pump 1 not working correctly.
- Removed debris at Charles Dimmock Pump Stations.
- Replaced damaged sheet rock in ceiling and replaced light at C&B Pump Station.
- Cleared trees on hill at Hillcrest Pump Station.
- Removed debris from pump 1 and 2 at Appomattox Pump Station.
- Removed debris and grease in wet well with flusher truck at Conjurers Neck Pump Station.
- Removed debris and grease with flusher truck and changed lead float in wet well at Hrouda Pump Station
- Cut/trimmed grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (35) meters, a meter box at (01) location, meter top at (03) locations, meter pigtail (01) location, meter setter at (01) location and responded to (11) water miscellaneous requests.
- Set a new meter at (01) location.
- Repaired a main water line at (03) locations, service line at (04) locations and repaired a meter leak at (02) locations.
- Repaired a fire hydrant at (02) locations.
- Collected water at (02) locations for testing at Appomattox River Water Authority test results negative for Total Coliform and E-Coli.
- Turned water off at (03) locations due to a water line break on private property.
- Pulled/re-set meter for Utility Billing after payment was made at (01) location
- Replaced screen, a 1 ½" check valve on sump pump in attitude valve and adjusted attitude valve at Southpark Water Tower.
- Backflow/Cross Connection Technician conducted (90) surveys, (51) completed and (39) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Hydrant Flushing began August 21, 2017
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (284) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

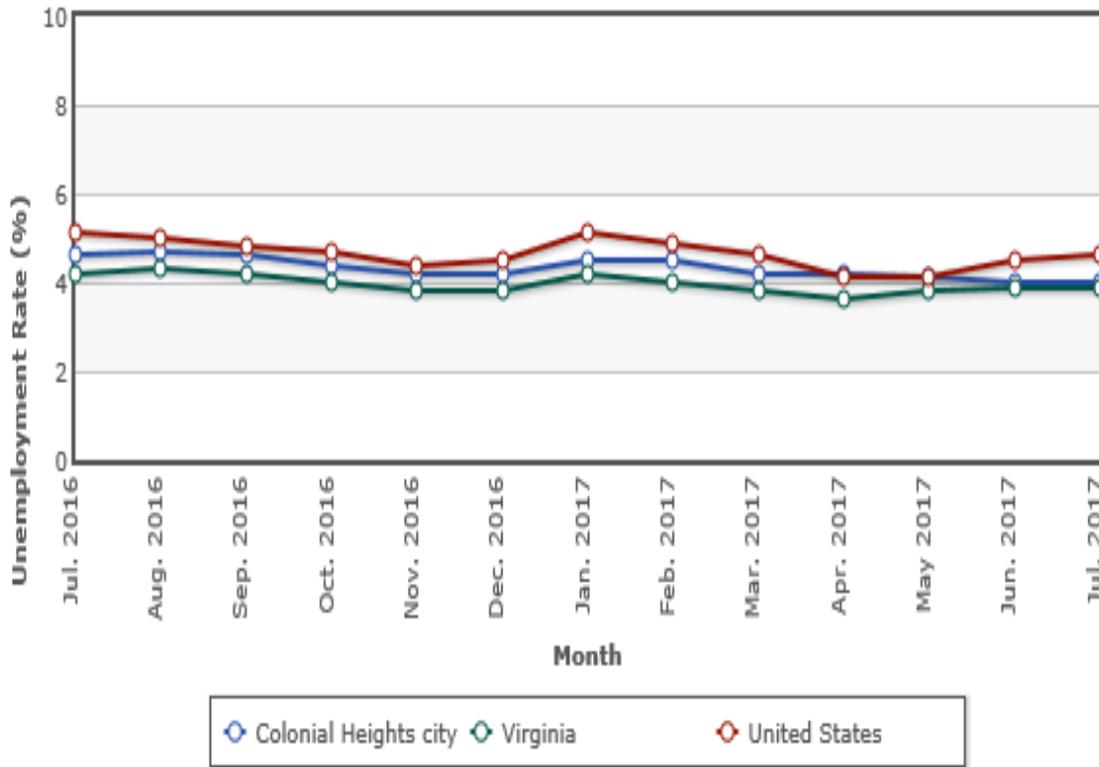
- The department shows another productive month in all divisions. As you will see below, all divisions continue to provide professional service in an effort to reach the department's mission, vision, and goals.
- The following are highlights of the work performed by the planning and zoning division. The director drafted language to amend the zoning ordinance related to allowing mobile food units at private farmers markets. He began planning for the transition of the office with staff since he will be leaving his current position for a new position in another locality. The assistant director worked with engineering/public works on reviewing a final site plan for Southside Regional Medical Center's proposed freestanding emergency department (FSED). She worked with applicants for this year's emergency home repair program. 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 a slight decrease in overall inspections when comparing monthly inspections from August 2016 to August 2017. In comparing this same time period, there was an increase in overall inspections for violations pertaining to tall grass, trailer, trash/debris, exterior storage of objects, and Virginia property maintenance code issues. This division continues proactive enforcement of city property maintenance and zoning violations. Staff is observant of building permit violations and work with the building inspections division to share information.
- The building inspections division saw a slight decrease in permits and inspections when comparing monthly inspections and permits issued from August 2016 to August 2017. The division reviewed several construction plans for new houses, commercial tenant improvements, and for various plumbing, mechanical, and electrical contractors.
- The spreadsheet below depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	65	341	New Residential	2	6
No Violation Found	0	0	Cost	\$585,000	\$ 1,050,000
Compliant	57	203	Res. Additions/Alterations	7	74
In Progress	8	12	Cost	\$104,050	\$ 721,915
City Enforced - Grass Cut	30	120	Demolitions	1	4
Total Inspections	100	562	Cost	\$48,000	\$ 91,000
Inoperable Motor Vehicles			Commercial	10	45
Initial Inspections	32	187	Cost	\$586,640	\$ 6,546,107
No Violations Found	0	2	Plumbing	6	77
Compliant	21	115	Electrical	14	111
In Progress	11	18	Mechanical	7	72
Vehicles Towed	0	4	Swimming Pool	1	6
Total Inspections	64	368	TOTAL PERMITS	48	395
Trailer Violations			Building Inspections		
Initial Inspections	8	56	Residential	71	656
No Violations Found	0	3	Commercial	76	486
Compliant	8	36	TOTAL INSPECTIONS	147	1142
In Progress	0	3	Permits issued by Zoning		
Total Inspections	16	109	Fence	2	32
Trash/Debris Violations			Signs	6	30
Initial Inspections	29	172	Zoning	10	65
No Violations Found	0	6	Private Farmers Market	0	2
Compliant	28	116	TOTAL PERMITS	18	129
In Progress	1	27	Other Activities		
Total Inspections	58	338	Water Shut Off/Marked	0	0
Exterior Storage Violations			Uninhabitable		
Initial Inspections	32	110	Court Cases	0	2
No Violations Found	0	1			
Compliant	26	96			
In Progress	6	23			
Total Inspections	64	219			
Graffiti					
Initial Inspections	0	2			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	1			
Total Inspections	0	4			
VA Property Maintenance Code					
Initial Inspections	13	99			
No Violations Found	0	3			
Compliant	5	27			
In Progress	8	45			
Total Inspections	26	195			
Zoning					
Initial Inspections	2	27			
No Violations Found	0	0			
Compliant	0	11			
In Progress	2	7			
Total Inspections	4	54			
Signs					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	0			
Total Inspections	0	2			
TOTAL INSPECTIONS	332	1851			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT for the past 12 months Colonial Heights City



Source: Virginia Bureau of Labor Statistics

Comparison Over Time			
Time Period	Colonial Heights city	Virginia	United States
July 2017	4.0%	3.9%	4.6%
June 2017	4.0%	3.9%	4.5%
July 2016	4.6%	4.2%	5.1%
5 Year Annual Average 2012 - 2016	5.7%	5.1%	6.3%
10 Year Annual Average 2007 - 2016	5.9%	5.3%	7.0%

Source: Virginia Bureau of Labor Statistics

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

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 2017 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,179	8,810	369	4.0	No
*Chesterfield	3.7 %unemployment		*City of Petersburg	7.2 % unemployment
*Dinwiddie	4.5 % unemployment		*City of Hopewell	6.1% unemployment
*Prince George	4.4% unemployment			

Prospect Activity

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

Announced Projects

- Southside Physicians Network – ENT & Allergy
- LongHorn – former LoneStar site
- Gabe’s – former JC Penney Home Store
- Publix – Colonial Square Shopping Center
- Skrimp Shack – Colonial Square Shopping Center
- Domino’s Theater – Colonial Square Shopping Center
- Walker Office Building – Roslyn Office Park
- SRMC Urgent Center – Roslyn Road
- Discount Tire – Roslyn Road

IV. POLICE DEPARTMENT:

Our officers responded to 3,757 calls for service during the month of August, 2017. During the same month last year, we responded to 3,620 calls for service—a 4% increase. We had one (1) reported robbery this month, and two (2) reported in August, 2016—a 50% decrease. We had four (4) aggravated assaults this month, and two (2) being reported during the month of August, 2016—a 100% increase. Four (4) burglaries were reported in August, 2017, compared with three (3) reported during the month of August, 2016—a 33% increase. There were 88 Part I, or serious, crimes reported to the Colonial Heights Police Department in August, 2017. Fifty (50) of those, or 57%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of August was the seventh consecutive month in which we saw increased calls for service. As you know, our officers continue to be very effective even during these busy times. We just recently returned to full staffing, adding two (2) certified officers to our ranks. Our SRO’s (School Resource Officers) also returned to their respective schools. They were a big help during the summer, as they were assigned to various patrol squads.

IV. POLICE DEPARTMENT (CONTINUED):

The month was filled with a variety of community and charitable activities. We participated in two events for Special Olympics. In one event, we raised over \$200.00 by “covering” the cruiser at our local Wawa. The second was the *Super Sluggers Softball Tournament*, where we raised over \$1,700.00. Both Fire and Police public safety officers represented our city well, coming only a game away from playing for a championship. Officer Darrell Aleshire is to be commended for putting our team together.

We also started the *P.O.I.N.T. Project (Police Opioid Intervention Naloxone Treatment Project)* for our officers’ safety as well as those who continue to struggle with addiction to opioids. Our officers are now carrying Naloxone (Narcan) auto injector packets in order to treat our officers’ accidental exposure in a timely and effective manner. These packets also enable officers to treat individuals under the effects of an overdose in a situation where an EMS response has not been initiated. I appreciate all of the support and encouragement it took to provide these services. I believe it shows the commitment our community has to addressing the needs of the times we live in today.

I would be remiss not to mention that another year has passed and this department continues to mourn the loss of one of our own, Lt. James H. Sears. Jamie was off duty, heading home after a brief visit to police headquarters, when he was struck and killed by a Chesterfield County police officer involved in a high speed pursuit down the Boulevard. His “end of watch” was August 12, 2006.

Our **Operations Division**, commanded by **Capt. Steve Groat**, reported the following from his personnel. Some of the operational highlights are as follows:

- Sr. Officer Andy Barnhouse investigated a single vehicle crash at Dupuy Avenue and Battery Place. The driver of the vehicle fled the scene, but a passenger stayed and assisted in the identification of the driver. Sr. Officer Barnhouse made contact with the driver and arrested him for DUI as well as other charges from the crash.
- Officer Rob Brown responded to Wells Fargo in the 3100 block of the Boulevard for the ATM being open. The officer was unable to secure the ATM and contacted the key holder to come out and correct the problem. He never responded. It was later discovered that money had been taken from the machine. Detectives are investigating the incident.
- Officers responded to the Riverwalk Trail for a sexual assault that happened on the trail. Officers checked all parts of the path and tracking K-9 Rose and her handler, Career Officer Chris Wulff, attempted to locate the suspect, to no avail. Detectives are handling the investigation.
- Officers went to Denny’s for a disturbance, where they found one of two suspects had a firearm. As officers arrived, one suspect was leaving in a vehicle. Officers attempted to stop the suspect vehicle, but the suspect fled to Petersburg, where the vehicle crashed and the driver was taken into custody. The second suspect was still on scene at Denny’s and was detained. The firearm was located near the second suspect and was determined to be stolen. The second suspect was arrested on firearm charges.
- Officers responded to Southpark Mall near Dick’s Sporting Goods for a stolen vehicle in the lot. As the suspects approached the vehicle, they were confronted by officers. One suspect was taken into custody and the other fled on foot but was located a short time later and arrested.

IV. POLICE DEPARTMENT (CONTINUED):

- Officer Joseph Vaughan attempted to stop a vehicle for speeding on Temple Avenue. The suspect failed to yield to the officer and the pursuit was terminated due to the danger outweighing the need to arrest the suspect. The investigation is ongoing.
- Sr. Officer Robbie Simmons conducted a traffic stop in the parking lot of Auto Zone on the Boulevard. The store manager came out and spoke with the officer about the driver being in the store the day before stealing merchandise. Sr. Officer Simmons questioned the driver, who admitted to taking the items. The merchandise was recovered from the trunk of the vehicle.
- Master Officer Eric Allen stopped a vehicle for speeding on the Boulevard. The suspect fled as Master Officer Allen got next to it. The pursuit was terminated by the supervisor when the danger outweighed the need to arrest the suspect. Master Officer Allen developed a suspect, who ultimately turned himself in the next night and admitted to the crime.
- Sr. Officer Simmons responded to Walmart for two shoplifting suspects who were walking away from the store. One was arrested just off of Southpark Boulevard with a concealed firearm. The other was taken into custody after jumping into the water near Comfort Suites.

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:

- The department participated in a joint press conference with the Colonial Heights Fire Department and the Petersburg Bureau of Police regarding personnel carrying Naloxone (Narcan) auto-injector packets. All of the local media outlets covered the story.
- Capt. Bill Anspach was the keynote speaker at the Kiwanis luncheon. Capt. Anspach discussed the 2016 Annual Report and new initiatives for 2017.
- Capt. Anspach and Sgt. Renee Walters made a video for back-to-school safety regarding passing school buses. This was posted on the department's Facebook page and was positively received.
- The radio project involving installation of new radios in police vehicles was completed on August 7th. This project only took 11 days to complete, compared to the anticipated time line of weeks.
- School Resource Officers (SROs) returned to their school assignments and attended open houses at their respective schools.
- Career Officer Scott Whirley unpacked the new robotic McGruff crime dog and began to familiarize himself with the equipment. We hope to deploy this new equipment during *Safe Communities Night* on October 3rd.
- Career Officer Whirley assisted Capt. Anspach with finding pouches/holsters for the Naloxone (Narcan) canisters, all of which were paid for by citizen donations.
- Career Officer Whirley spoke at *Neighborhood Watch* meetings at both Conjurers Neck and Sherwood Hills.

IV. POLICE DEPARTMENT (CONTINUED):

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported an average month, with 22 new cases. Seventeen (17) of those cases were cleared—this included three (3) cases from previous months, all of which resulted in a 79% clearance rate. During the month of August, we had no reported overdoses. The POINT Project has been initiated, as mentioned above. During the month of August, the Investigations Division processed 15 concealed weapon permit applications, two (2) massage permits and one (1) precious metals permit.

Some of the division highlights include:

- Detective Sergeant Thad Johnson has been assigned cases involving an attempted abduction (arrest), burglary, child abuse and unfounded a sexual assault from July, 2017.
- Master Detective Chris Harris investigated a case of a stolen firearm from Tennessee, a credit card fraud, a missing person that was located, two (2) cases of child neglect and a death investigation that was deemed from natural causes.
- Master Detective Adam Brandeberry is investigating cases involving fraud, an armed robbery of a gas station, a burglary and a possession of child pornography, which was unfounded.
- Master Detective Roger Santini is investigating three reported sexual assaults, to include the one from the Riverwalk Trail.
- Five public nuisance letters were issued pertaining to the use of illegal drugs.

The U.S. Marshal's Task Force, which includes Master Officer Travis Karr, located and arrested three (3) murder suspects for homicides that occurred in the cities of Fredericksburg and Petersburg. They also arrested 10 fugitives from Colonial Heights and served 21 warrants.

Auxiliary and **Sentinels** met in August and conducted monthly training. Legal update was the subject matter. During the month of August, Auxiliary and Sentinel members volunteered 189 hours of service. Duties included a few road races and a traffic checkpoint. Year to date, Auxiliary and Sentinel members have volunteered 1,618 hours of service.

Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, had an active and productive month. During the month, the unit was tasked with surveillance of the Riverwalk after the reported sexual assault. The unit was also instrumental in the identification and apprehension of an armed robbery suspect that terrorized the greater Richmond area with violent crimes, to include other robberies and a carjacking. Getting this subject off the street saved lives. They are to be commended for the swift and safe manner in which they conducted this operation. The unit also made several larceny arrests at various convenience stores after conducting various surveillances. Many property owners were most pleased by this unit's initiative. There were 16 new cases initiated, 15 of which were cleared by arrest. They executed four search warrants at residences within the city. They also obtained 19 felony warrants and 31 misdemeanor warrants for various offenses involving drug distribution, child neglect, alcohol violations, weapons charges, and maintaining a common nuisance. The unit also issued four (4) traffic summonses, six (6) verbal warnings and two (2) written warnings.

Overall as an agency, we made 365 total arrests, worked 113 crashes, wrote 548 traffic citations, executed 857 traffic stops, affected 15 DUI arrests and 50 drug arrests, and issued 35 parking citations.

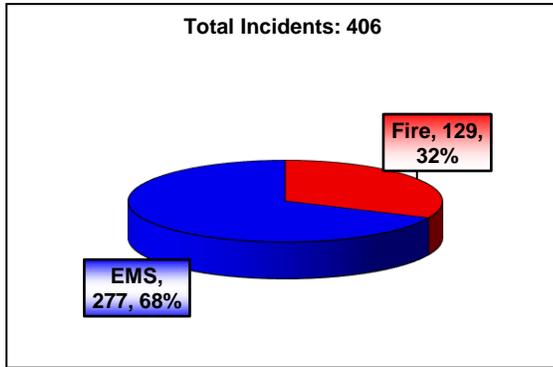
IV. POLICE DEPARTMENT (CONTINUED):

Officer Robert N. Brown was selected as our *Employee of the Month* for July, 2017. On July 21, 2017, the Food Lion located in the Dunlop Farms Shopping Center was robbed. A description of the suspect and vehicle was broadcast. Officer Brown was responding to the robbery when he observed a vehicle matching the description that was given and conducted an investigative stop. The Food Lion employee who was robbed was able to identify the driver and suspect vehicle as those involved in the robbery. A search of the suspect vehicle was conducted that night, but no money was located at that time. However, based on further information, the money was ultimately located in the dashboard of the vehicle.

Throughout this entire incident, Officer Brown maintained his vigilance and professionalism. His attention to detail and his ability to focus during his response to a stressful call resulted in the apprehension of the suspect and recovery of the stolen money.

In addition, Officer Brown issued 16 tickets and eight verbal warnings during the month of July. He also obtained two felony and four misdemeanor warrants. Rob is a dedicated police officer who can be counted on to be present and do his job every night. For this reason, we feel that he is most deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 129

(Total Fire Loss \$5,025):

Total Patients transported: 218

(Total EMS incidents 277):

Fire units arrived on scene in less than 9 minutes on 93.1% of emergency incidents.

(Average response time 5:26 minutes)

EMS units arrived on scene in less than 9 minutes on 97.0% of emergency incidents.

(Average response time 5:19 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	6	Good Intent Calls	36
Cooking Fire	2	Down or low hanging wire	2	Public Service	34
Brush/trash Fire	3	Gasoline/combustible spill	2	False Alarm/False Call	15
		Gas Leak (Natural or LPG)	1	Child Seat installation	7
		Other Hazardous Situations	1	Smoke/CO detector installation	8
				Assist Invalid	11
M/A First Responder given to EMS Chesterfield	10	M/A received from Chesterfield Fire			3
M/A given to Petersburg Fire	2	M/A received from Fort Lee Fire			1
		M/A received from Petersburg Fire			1

STAFFING

		<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
Station 1	Number of Incidents	17	14
	Total hours	24 hrs. 16 min.	18 hrs. 10 min.
Station 2	Number of Incidents	15	1
	Total hours	15 hrs. 43 min.	0 hrs. 33 min.

EMS Mutual aid

M/A given to Petersburg EMS	4	M/A received from Che:
M/A given to Chesterfield EMS	1	M/A received from Fort
M/A given to Dinwiddie EMS	1	M/A received from Pete
M/A given to Hopewell EMS	3	M/A received from Prin
M/A given to Prince George EMS	2	

EMS Transports (by facility)

Southside Regional Medical Center
 Tri-City Emergency Room
 John Randolph Medical Center
 Chippenham Hospital
 VCU Health Systems
 St. Francis Medical Center
 Johnston Willis Hospital
Total:

VI. FINANCE DEPARTMENT:

Departmental Highlights

- Staff has had multiple follow-up discussions with current financial system vendor about current system status and future business plans. The future of the City's financial system will be a topic coming to Council in the very near future.
- Staff has been busy preparing for the annual audit. Auditors with Brown Edwards began their on-site field work September 5 and will be with us until September 15.

Finance - Checks processed: 1,093, Alarm citations: 3

Purchasing – 230 total purchase orders were completed with 176 being processed by purchasing and 54 departmental purchases being reviewed. This compares to 250 being completed for the same period in 2016. In addition, 111 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #17-091302-1065 Historic Structure Report- Violet Bank Museum was issued August 2, with proposals due September 13. It is anticipated that a vendor will be selected and contract awarded by the end of October.

Other Purchasing Activity:

- Purchased 2017 Chevrolet Express Cargo Van for Public Works. This vehicle will replace a truck that is over 20 years old. Delivery is expected around November 1.
- Purchase Order issued to Dubberly Tractor, for the routine upgrade of the Public Work's maintenance equipment heavily utilized in general performance of the department duties. Work will be done to rebuild the hydraulics of two zero turn mowers, that are 10 years old and utilized daily during grass cutting season.
- Purchased for the Fire Department, a mobile data computer (Panasonic Toughbook). These mobile computers that are located in the vehicles, allow for electronic reporting of EMS & Fire incidents, and provide secondary communication to dispatch.
- Purchased a 2018 Chevrolet Silverado, for the city's inspector in engineering, using a contract in place by the City of VA Beach.
- Purchase Order issued for the professional engineering services, for the design of a mast art traffic signal and pedestrian upgrades at the intersection of Conduit Road and Ellerslie Avenue, with roadway rehabilitation and improvements where feasible. The City's annual on call contract for traffic engineering services with Clark Nexsen was used.
- Purchase Order issued for a new battalion vehicle for the Fire Department. Delivery is expected around November 1.
- Agreement between Project Homes and the City, was finalized during the month, for Project Homes to administer the City's Community Development Block Grant (CDBG) program.
- Purchase Order issued for tree grates, by EJ. These grates are to replace tree grates that were provided for the Boulevard project, which as part of the reimbursement process, have to be made in the US. EJ will certify that the items were made in the US, which will help the City reimbursement process.
- Four police interceptors and one sheriff vehicle were ordered, via a contract in place by City of Bluefield.

Risk Management:

Vandalism:

- Vandalism was reported at Flora Hill Park. Panels were broken off the jungle gym during the night. Recreation and Parks will get the playground distributor to come look at the damages and give prices for the repair.

Utility Billing:

- Bi-monthly Utility Bills Sent – 3,622
- Delinquent Notices Sent – 808 or 21.2% with 125 cut off for nonpayment.
- \$54.72 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 2017:

☆ **Advertisements**

<u>Department</u>	<u>Position</u>
Office on Youth	Site Supervisor (Part-time)
Office on Youth	Support Worker (Part-time)
Public Works	Project Coordinator

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications</u>	<u>Total Hits on Job</u>
	<u>Received</u>	<u>Announcement Page</u>
Site Supervisor (Part-time)	29	936
Support Worker (Part-time)	30	1,014
Project Coordinator	40	945

☆ **Training**

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

☆ **Miscellaneous**

- A new employee orientation session was held for Jonathan Liss (Engineering Technician).
- Participated in the panel interview phase of the Executive Assistant recruitment process on August 15-29, 2017.
- Participated in the Citywide Health Summit/Strategic Planning Training on August 2, 2017.

VIII. INFORMATION TECHNOLOGY DEPARTMENT

The City’s website, www.colonialheightsva.gov, had 57,823 page views in the month of August.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records Search 3. City Employees Login 4. Animal Shelter 5. Human Resources 6. Yard Sales 7. Online Bill Pay 8. Recreation & Parks 9. Police 10. Our Government 11. Sports & Athletics 12. Records & Property Tax Maps 13. GIS & Maps 14. Jobs 15. Assessor 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Canada  Germany  Philippines  Russia <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Illinois  New York  Pennsylvania  Maryland  California
---	--

VIII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ Citizens submitted and city staff processed 539 service requests and questions through the “Report a Concern” module during the month of July.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,491 fans and the City’s Twitter account has 1,025 followers.
- ☆ IT staff provided the following training for employees:
 - CivicPlus Website CMS (Library and Purchasing Staff)
 - Comcast Business VoiceEdge (Library and Purchasing Staff)
- ☆ IT staff is also working with the Police Department to switch their current video magistrate system to one that is capable of making IP calls utilizing Polycom Conferencing equipment.
- ☆ Proactive Information Management completed 39.75 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 20,432 titles in August.
- ☆ Four thousand, six-hundred and thirty e-books circulated on Kindles.
- ☆ Three hundred and five e-books and audiobooks were downloaded from the library’s online Hoopla service, which has 373 residents registered.
- ☆ The public computer center was used 1,939 times, while the iPad center was used by 229 patrons.
- ☆ Two hundred and twenty-five children participated in the Story Time program, while the library’s Rolling Reads Outreach program involved 63 children.
- ☆ The library’s meeting rooms were used by 89 groups.
- ☆ One hundred and eighty-one residents registered for new library cards, and an average 757 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

The Recreation Department had a very busy August in 2017. Summer programs finished in early August to include the Playground Summer Camp and Summer Tots programs. Our Adult Softball League completed their end of season tournament the middle of August for all Open and Church Leagues and saw an increase in teams for the Fall Leagues starting in September. The Department also hosted its Annual Back to School Festival at the Soccer Complex. Staff worked with the City Manager's Office to complete the fall edition of the City Focus and mailed to residents the middle of August. Youth Football & Cheerleading programs began the 1st week in August with games starting September 7th. Shepherd Stadium hosted the BIB Tournament the first week in August, and for the first time since 2000, the Colonial Heights team won the Championship.

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.

Athletics/Programs	2017	2016
Adult Softball (Fall League)	25 teams	15 teams
Youth Football Registration	45	113
Youth Cheerleading Registration	51	70
Tennis Lessons	10	31
Boys Fall Ball	34	n/a
Girls Fast Pitch Fall Ball	27	17
Back to School Festival	580	675
Shorty Chef	3	n/a
Summer Camp	84	n/a
Karate	9	11
Belly Dancing	8	7
Facility Usage	2016	2017
Community Room Attendance	895	1,080
Community Room Reservations	30	26
Pavilion Attendance	2,515	1,745
Pavilion Reservations	29	25
Field Attendance	7,885	7,320
Field Rentals	51	49
Teen Center Attendance-CHHS Students	0	2
Teen Center Attendance-CHMS Students	26	22

Violet Bank Museum

	<u>2016</u>	<u>2017</u>
Attendance	319	231

- Courthouse exhibit artifact selection
- Collection management
- Research

Colonial Heights BIB Tournament 2017 Champions



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging		
Daily Activities	2017	2016
Bingo in Center	9	18
Blood Drive	N/A	15
Bob Ross Painting Video	5	N/A
Bowling	240	240
Bridge Party	62	40
Bridge Tournament	117	122
BUNCO	8	48
Clever Wine Cork Class	N/A	9
Grand High Tea	55	50
Senior Club Board Meeting	15	N/A
Senior Club Meeting	93	109
Senior Citizen Dance	87	88
Senior Golf Association Fort Lee	359	549
Senior Idol Presentation & Lunch	24	N/A
Sing A-Long	31	31
Awareness/Education	2017	2016
Blood Pressure Check	45	35
Flu & Pneumonia Shots	7	N/A
Health & Stress Management	N/A	78
TRIAD	N/A	11
Classes	2017	2016
Bridge 101	N/A	9
Colorful Creation Open Paint	31	28
Crochet & Knitting	41	37
Line Dancing Class	62	68
Quilts for Vets	10	12
Sewing Class	26	42
Tap Class	67	77
Tech Savvy	2	6
Watercolor with Faye	33	30
Fitness	2017	2016
Muscles in Motion	203	271
Sit & Let's Get Fit	212	249
Strength & Stretch	362	384
Tai Chi	25	27
Pickle Ball	21	N/A
Water Aerobics	131	66
Yoga	144	132
Zumba Gold	6	14
Trips	2017	2016
Lunch Bunch	10	N/A
Riverside Theater	26	25
Smithfield Fashion Show	11	N/A
TOTAL	2,580	2,909

Volunteer Hours	17	N/A
Meals	2017	2016
Home Delivery Meals	70	N/A
Site Meals	21	N/A
Transportation	2017	2016
Total Passengers	197	N/A
Total Trips	428	N/A
Total Miles	2563	N/A
Wheelchairs	15	N/A
Donations	\$258.80	N/A
New Riders	5	N/A

Parks, Horticulture, Buildings & Grounds

- Laid out and painted band practice field.
- Laid out and painted soccer fields at Soccer Complex.
- Laid out and painted numbers on football stadium at Middle School.
- Installed soccer goals on fields at Soccer Complex and staked down.
- Provided personnel to work Back to School Night event.
- Dragged and lined ball fields as needed for league and tournament play.
- Prepared field and provided personnel to work BIB tournament.
- Installed electric hand dryers at Lakeview Park and White Bank Park restrooms.
- Remove vandalized playground equipment from Floral M Hill Park to make safe.
- Replaced broken boards on walking bridge at Fort Clifton Park.
- Cleaned day lilies out of mulch beds at sites.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Trimmed trees and shrubs as needed at sites.
- Cut dead and low limbs on Crepe Myrtles at Library.
- Trimmed suckers from Crepe Myrtles along Temple Ave.
- Trimmed back hollies at Courthouse.
- Cut back black-eyed Susie's at sites
- Spread pine tags in beds at Library.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

- **Youth Advisory Council Activities**
 - 10 YAC Members and YAC Advisor Attended August YAC Meeting
 - 2 YAC Members Volunteered at Back to School Festival
 - 3 YAC Officers and YAC Advisor Met to Plan for Year and September Meeting
- **Youth Services Commission**
 - Youth Services Commission did not meet in July
- **Kids' After School Program**
 - Interviewing, Recruiting, Hiring, Training Staff and Volunteers for 2017-2018 School Year
- **Ongoing Monthly Meetings/Trainings**
 - Kiwanis Meetings/Board Meeting
 - Healthy and Equitable Community/Public Health Innovation Workshop
 - Colonial Heights Food Pantry Board Meeting, Volunteered
 - Colonial Heights School Board Meeting
 - Juvenile and Domestic Violence Task Force
 - Virginia Mentoring Partnership Training
 - Smart Beginnings Meeting
 - Program Logic Model Training
 - Family Assessment and Planning Team Meeting
 - Comprehensive Policy and Management Team
 - Community Coalitions of Virginia Board Meeting
 - Systems of Care Steering Committee
 - SAFE Opioid and Heroin Prevention Task Force Meeting
 - Evidence Based Decision Making Team Meeting
 - Child Advocacy Center Meeting
 - Multi-Disciplinary Team Meeting
 - Rule of Law Planning Group Meeting
 - Chesterfield-Colonial Heights School Readiness Committee Meeting
 - Heroin and Opiate Summit Planning Meeting
- **Diversion Program Participation**
 - **Community Service**
 - 6 Youth Completed 114 Hours of Service Learning
 - **Shoplifting Diversion**
 - 16 Youth and a Parent Attended the Shoplifting Diversion Program
 - **Active Parenting of Teens**
 - No Parents Are Currently Participating in “Active Parenting”
 - **Teen Life Skills**
 - 3 Youth Participated In and Completed Course Work for “Teen Life Skills”
 - **Miscellaneous Youth Services (Non DJJ)**
 - 3 Youth Completed 14 Hours of Community Service
 - 1 Youth Completed Teen Life Skills
- ✓ Attended Drug Court Graduation Ceremonies
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Volunteered at Back to School Festival
- ✓ Attended Work Study Fair to Recruit for KAP Staff and Volunteers
- ✓ Presented Community Resource Information to 25 Dream Team Parents at Middle School
- ✓ Volunteered for Special Olympics Bowling

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

- ✓ Nine crew members and two crew leaders 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># Work Orders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2017	95	\$25,101.83	9	\$4,262.33
2016	95	\$45,288.54	3	\$471.53

Sublet repairs consist of:

Exhaust work	\$2,116.08
Glass work	593.62
Alignment	785.69
Misc.	570.28
Tire repair	186.56