

# CITY MANAGER'S REPORT TO CITY COUNCIL JULY 2018

## I. PUBLIC WORKS & ENGINEERING: ENGINEERING

### Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – Staff is revising plan to meet VDOT and Colonial Heights Public Schools requirements.
- **Safe Routes to Schools (North Elementary School Phase I), UPC 105233** – VDOT has provided 90% plan review comments. Staff is currently revising design plans.
- **Safe Routes to Schools (North Elementary School Sidewalks,) UPC 106188** – Preliminary engineering work in process.
- **Holly Avenue Reconstruction (Revenue Sharing), UPC 105690** – Construction complete for Yorkshire and Williamsburg Roads. Design work for Jamestown and Holly Ave in progress.
- **Dupuy Avenue Modernization, UPC 101287** – VDOT has provided comments for 100% plans. Staff is working on final package submittal to VDOT in order to gain authorization to go to advertisement. Final package to be submitted in August 2018.
- **Lakeview Avenue Modernization, UPC 101288** – City has issued notice to proceed for utility relocation.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue), UPC 78222** – VDOT to establish new UPC to continue work on project.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107533** – Preliminary engineering work in progress.
- **Mallard Drive Reconstruction, UPC 107093** – Construction contract awarded to Finley Asphalt and Sealing, Inc. Construction has been completed.
- **Stratford Drive Reconstruction, UPC 107092** – Construction contract awarded to Finley Asphalt and Sealing, Inc. Construction has been completed.
- **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – Awaiting fully executed agreement and financial documents from VDOT.
- **Appomattox Green River Trail Phase IV, UPC 105236** – Design work complete. Awaiting executed easement agreement from Army Corps of Engineers (ACOE).
- **Appomattox River Greenway Trail Phase V, UPC 107533** - Finalizing contract documents to start design work.
- **Improvements on Conduit/Ellerslie Avenue, UPC 108646** – 50% design complete. Right of way acquisition is underway. 100% plans to be submitted August 2018.
- **FY 18-19 Pavement Preservation** – Staff finalizing design plans. Construction scheduled for Spring 2019.
- **Temple Avenue Resurfacing, UPC 113441 & 113513** – Preliminary engineering work in process. Construction scheduled for Spring 2019.

### Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Design work complete. Construction to start Fall 2019.
- **Dupuy Avenue Water and Sewer Replacement** – Design work complete. Construction to start fall 2019.
- **Nantucket Drainage** – Design work in process.

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

- **Hemlock Drainage** – Design work has been completed. Advertisement for construction bids scheduled for August 2018.
- **Hrouda Pump Station** – Work has commenced on contract materials.

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### **Development Plan Reviews**

- **Keystone Tractor Museum Expansion** – Final Plan submitted 7/9. Completeness review completed 7/11 and letter requesting additional information sent to developer's agent on 7/12. Full review completed on 7/31.
- **Shepherd Stadium Bleachers Repair** – Final plan submitted on 7/17.
- **Duck's Locksmith** – Variance request submitted on 7/24 and comments submitted to Public Works Director on 7/31.

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

- Issued/opened six (6) permits and closed zero (0) permits for the month.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting at 71 locations.
- Performed preventative maintenance at 4 locations.

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### **Vegetation**

- Removed litter from (07) locations, responded to litter miscellaneous request at (01) location and responded to (04) dead animal removal from street.
- Cut and trimmed grass at (48) locations and sprayed weeds/grass at (10) locations.
- Trimmed tree limbs/bushes at (07) locations, removed tree that fell in street due to storms at (04) locations and removed a tree and trimmed others on Boulevard to improve sight line.
- Assisted Purchasing Department moving surplus items from City Hall to storage.

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### **Recycling Center**

- 323 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 (58) catch basins/curb inlets, (01) drainage ditch, (02) curb and gutters and responded to drainage miscellaneous request at (02) locations.
- Sprayed weeds/grass around Inlets, Basins, BMPs and Outfalls at (06) locations
- Placed gravel in sinkholes at (01) location and topsoil at (03) locations.
- Concrete crew replaced (08) feet of Curb and Gutter at (01) location and (08) feet of sidewalk at (01) location. An additional (06) feet of sidewalk at (01) location due to Utility repairs.
- Assisted Parks and Recreation preparing area and installing a 24' x 24' concrete pad at Shepard Stadium.
- Replaced an ADA handicap ramp at 3007 Boulevard.
- Assisted Traffic Engineering removing a stop sign that was damaged on Roslyn Road.

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### **Transportation**

- Placed Asphalt in (02) utility cuts, (59) potholes, (08) low areas, (02) sinkholes, (03) shoulders, (03) asphalt breaking up, (07) driveways and responded to miscellaneous request at (01) location.
- Placed asphalt in drainage ditch at the dead end of Hemlock Avenue.
- Replaced a 16' driveway pipe, installed an asphalt berm and placed stone around pipe to correct a drainage issue on Glenview Avenue.
- Placed gravel on shoulder of street on Wakefield Avenue and graded gravel entrance to the Animal Shelter at 301 Charles Dimmock Parkway.
- 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 (04) sewer backups and responded to (02) sewer miscellaneous requests.
  - Camera sewer line to determine problem area at (03) locations.
  - Repaired sewer cleanout at (03) locations.
  - Removed debris from pumps 1 and 2 three times this month, removed debris from wet well, received control panels to run pumps and responded to an alarm after hours at the Main Pump Station.
  - Removed debris and grease from wet well twice this month and replaced lead float at Charles Dimmock Pump Station.
  - Removed grease from wet well twice this month, replaced lead float and responded to an alarm after hours due to float to high at Hrouda Pump Station.
  - Removed grease from wet well and assisted electrician troubleshooting problems at Conjurers Neck Pump Station.
  - Continue cutting and trimming grass around Pump Stations and Water Towers.
  - Continue flushing all trouble sewer lines throughout the City.
  - Continue monitoring all pump stations and methane pump daily.
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### **Water Utility**

- Replaced (10) meters, meter box at (11) locations, meter top at (01) location and responded to (04) water miscellaneous requests.
- Replaced a pigtail on water meter at (02) locations.
- Replaced the top section on a valve box at Beechwood and Bermuda Avenues.
- Set new meter at (02) locations.
- Repaired a water service line break on Jefferson Avenue and Elmwood Drive.
- Cleaned meter box out for Utility Billing at (03) locations.
- Raised meter box at (01) location.
- Backflow/Cross Connection Technician conducted (58) surveys, (22) completed and (36) incomplete.
- Collected weekly routine water samples, performed THM's and HAA's sent to Appomattox River Water Authority's (ARWA) for testing.
- Continued testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (100) man hours and (201) tickets completed.

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

### **Department Overview**

At the end of the month of July, three vacancies exist in the staffing for the department. Four candidates for the Assistant Director position were interviewed on July 9th. After a second round of interviews, one candidate was selected and will be starting on August 22. The last day for the Community Development / Economic Development Planner was July 10th. A temporary worker has been hired to cover some of the duties of the Community Development / Economic Development Planner. Interviews for the position will commence after interviews for the Assistant Director position are completed.

### **Planning & Community Development Division**

- Planning Commission did not meet in the month of July. Applications for Planning Commission were received by the July deadline, therefore Planning Commission is scheduled to meet in August.
- At City Council, the following planning items were discussed:
  - Second Reading of City Ordinance No. 18-25, adds the enforcement of location of solid waste and recycling cans and containers outside of the collection window and moves enforcement to Planning Department.
- For CDBG, the new Program Year began July 1st. Staff met with sub-recipient Project HOMES on July 11th to review and rank applicants.
- Wetlands Board met on July 12 to discuss new responsibilities in regards to the Chesapeake Bay Preservation Area regulatory relief mechanisms.
- 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.

### **Code Enforcement Division**

- The code enforcement division recorded 101 new cases in July 2018 and observed 103 outstanding cases come into compliance.

### **Building Inspections Division**

- The building inspection division issued 64 total building and trade permits, with a total expected investment of \$191,000 in commercial construction. The department completed 173 inspections.
- C/O's were issued for 2550 Boulevard (Christian Bookstore) and one new residential dwelling.

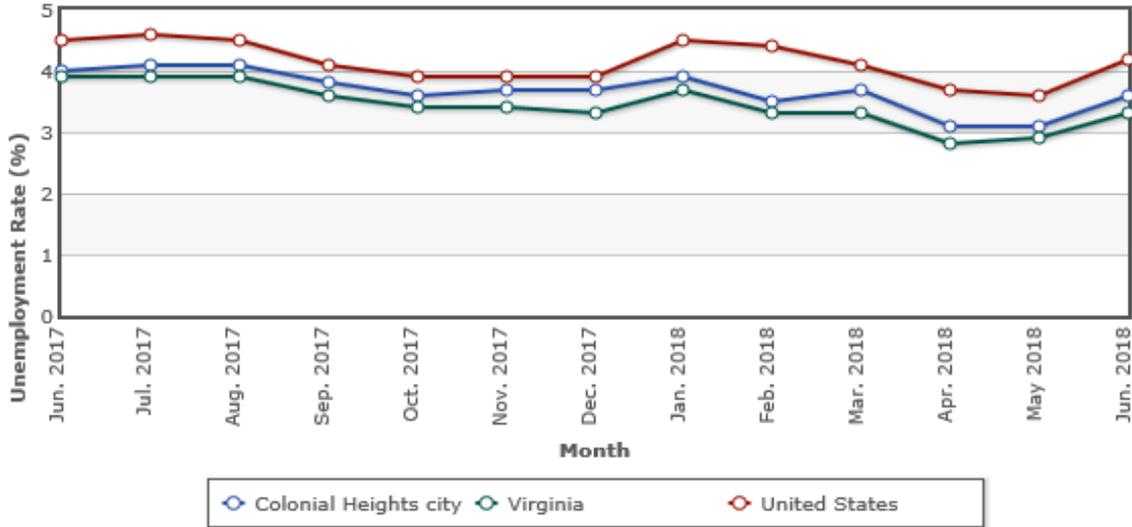
There was one new housing permit issued in July 2018.

The following spreadsheet depicts the department's monthly and year-to-date statistics.



### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Source: Virginia Bureau of Labor Statistics

Comparison Over Time			
Time Period	Colonial Heights city	Virginia	United States
June 2018	3.6%	3.3%	4.2%
May 2018	3.1%	2.9%	3.6%
June 2017	4.0%	3.9%	4.5%
5 Year Annual Average 2013 - 2017	5.1%	4.6%	5.6%
10 Year Annual Average 2008 - 2017	6.1%	5.4%	7.0%

Source: Virginia Bureau Labor Statistics

#### 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 June 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,018	8,691	327	<b>3.6</b>	No

- \*Chesterfield      3.2 %unemployment      \*City of Petersburg      6.5 % unemployment
- \*Dinwiddie        3.6 % unemployment      \*City of Hopewell      4.9% unemployment
- \*Prince George    3.9% unemployment

### **III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):**

#### **Prospect Activity:**

Direct Requests for Information:	3
Sites/Bldgs. Submitted	2
Active Prospects	4

#### **Projects:**

Walker Office Building – Roslyn Office Park  
Sedona Tap House Under Construction  
Tractor Museum Expansion  
Starbucks Renovation – Southpark Boulevard  
McDonalds Renovation - Boulevard

#### **Meetings & Events:**

Retail Merchants Association Monthly Meeting  
Chamber Finance Committee Monthly Meeting – Colonial Heights Chamber  
Crater Workforce Investment Board Business Services Committee Meeting  
Petersburg Area Regional Tourism Marketing Meeting  
Greater Realtor Association Commercial Realtors Monthly Meeting  
Workforce Investment Board (WIB) Marketing/Rebranding Meeting  
Metro-Exports Training Event  
Network of Enterprising Women (NEW) Monthly Luncheon  
Virginia Chamber Workforce Roundtable  
Southside Regional ER Center Ribbon Cutting  
Virginia Municipal League Annual Meeting  
Metro-Business Entrepreneur Roundtable  
Virginia Economic Development Site Tour  
Virginia Retail Federation Semi-Annual Meeting  
Economic Development Quarterly Meeting  
Community College Workforce Alliance Meeting  
Keystone Board Meeting  
H & B Surveying/Mapping Consultant Meeting  
Special Event Application Meeting  
Virginia’s Gateway Executive Director Meeting

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

Our officers responded to 3,495 calls for service during the month of July, 2018. During the same month last year, we responded to 3,631 calls for service—resulting in a 4% decrease. We had three (3) reported robberies, and three (3) reported in July, 2017— no change. We had one (1) report of aggravated assault this July, with one (1) reported during the month of July, 2017— no change. We had five (5) reported burglaries in July, 2018, with one (1) reported during the month of July, 2017— a 400% increase. There were 97 Part I, or serious, crimes reported to the Colonial Heights Police Department in July, 2018. Fifty-three of those, or 55%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of July has gone by really fast. It is hard to believe that summer is coming to an end and the kids will be back in school before they know it. We started off the month as tradition would have it—celebrating the 4<sup>th</sup> of July. The weather cooperated and only positive comments were received regarding the event. We also celebrated within the agency for the addition of new chairs throughout the department. We were able to replace aging chairs in the squad room and Investigations, as well as the decades-old chairs in the lobby where our citizens wait for police services. This project was long overdue and very much appreciated. Also in July, a team of assessors came to headquarters and conducted an Accreditation File Review. We are proud to report that it was met with positive results.

In reference to crime, we experienced an increase in residential burglaries. However, since this report, we have cleared them and will be directly indicting a suspect at our next grand jury. We also experienced a few armed robberies; however, those suspects have been identified and arrested in a timely manner. Our patrol and Investigations personnel work very well together, and their efforts show by these quick and solid arrests. We continue our community efforts and participated in Virginia State University's summer program by providing a forensic demonstration for their students. Overall, it has been a very solid month for our agency.

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

- Officer Micaulay Fable and Officer Desiree McCurry responded to Clearfield Apartments parking lot for a report of an armed robbery. Officers made contact with the victim and canvassed the area for the suspects. Career Detective Chris Harris was called out and is investigating the incident.
- Sr. Officer P. J. Calhoun made contact with several individuals in Clearfield Apartments parking lot and charged them with possession of a controlled substance and weapons violations.
- Officers responded to a robbery in progress at the Dollar Tree on Southpark Boulevard. On- scene officers confronted the juvenile suspect and used a Taser to take the suspect into custody.
- Career Officer Wayne Moody responded to Walmart for suspects who were involved in a larceny. A suspect vehicle description was given and located by officers in the area. The suspect vehicle was stopped and all four occupants were taken into custody. Officer Moody's investigation found that these individuals were involved in multiple thefts in the area, and his arrest cleared a number of cases from other jurisdictions.
- Officer Jacob Miller attempted to stop a vehicle for speeding. The suspect refused to stop and a vehicle pursuit was initiated. The suspect stopped near the entrance to the Oaks Apartments and fled on foot. Officer Miller was unable to catch the suspect at that time, but he was able to identify the suspect and obtain multiple warrants.
- Officer Desiree McCurry responded to Clearfield Circle for a report of a burglary. During her investigation, she located a witness and was able to identify the suspect and recovered several items that were taken from the residence.

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

- Sr. Officer Robbie Simmons was responding to a panic alarm at 2103 Wakefield Avenue. He arrived on Wakefield and observed a suspect entering a vehicle parked near the residence and driving off at a high rate of speed. Officer Simmons attempted to conduct a traffic stop, but the suspect did not stop. Officer Simmons began to pursue the suspect, but his patrol car became disabled with a flat tire and he terminated the pursuit. The suspect has since been identified and arrested. He was the same individual who was involved in our rash of commercial burglaries over the course of a few months.
- Officer Rob Brown investigated a vehicle crash with an overturned vehicle on Lakeview Avenue near Cabel Drive. The driver of the vehicle was investigated and arrested for DUI.

The **Law Enforcement Services Division**, commanded by **Capt. Bill Anspach**, also reported his division as having a solid month. Highlights from their reported activities are as follows:

- Sgt. Walters assisted with creating an invoice and bill to replace a Project Lifesaver transmitter that was inadvertently lost by a nursing home in Petersburg.
- School Resource Officer Andrew Barnhouse has continued to investigate the status of firearms that are in property. Some of the firearms that could be returned to owners required some investigation and assistance from Investigations in locating owners. SRO Barnhouse also created Quarterly Inspection Sheets for the child safety seat trailer and the animal control trailer. SRO Barnhouse also coordinated the Police Department photo session scheduled for August 30, 2018.
- FOIA Specialist Franklin McQuage assisted the crime prevention office by calling former *Celebrate Safe Communities* hosts in preparation for this year's event on October 2, 2018.
- Sentinel Jerry Petersen drove the mobile command post to Ashland, Virginia, to an RV dealership to get an estimate on fixing the side pull-out awning.
- Sgt. Walters submitted a VML grant for suspenders and flashlights. This is a workplace safety grant.
- Career Officer Scott Whirley, along with Captain Dann Ferguson, Sr. Officer Andy Barnhouse and Sentinel Jerry Petersen participated in a child DNA event at Walmart. This was a back-to-school event hosted by Walmart. Thirty-three children were DNA screened and their parents were provided with the completed DNA kit for safekeeping.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, also reported a solid month, with 20 new cases assigned to the division. Seventeen cases were cleared, including six (6) cases from previous months, all of which resulted in an 85% clearance rate. During the month, we had no reported overdoses. We also processed 18 concealed weapon permits and one (1) massage clinic permit.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned one (1) new fraud case this month.

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

- Master Detective Roger Santini was assigned five (5) new cases this month, as well as a criminal background for a telecommunications officer.
  - Two cases involved credit card frauds. Arrests were made in both cases.
  - One case involved a runaway of a juvenile. The juvenile was located by Det. Santini and removed from VCIN/NCIC.
  - One case involved a missing person who was eventually located and removed from VCIN/NCIC.
  - One case involved a larceny. Det. Santini was able to determine that the money was stolen in Chesterfield County. All information was turned over to Chesterfield Police Department.
  
- Career Detective Chris Harris was assigned eight (8) new cases this month, as follows:
  - Two cases involved separate robberies. One was cleared by arrest, the other is being followed up.
  - One case involved a death investigation.
  - Three cases of residential burglary are being investigated.
  - Four cases were cleared from prior months. A death investigation case was unfounded due to it being ruled natural causes by the Medical Examiner's Office. One case was cleared by arrest regarding a credit card fraud at Walmart. One case was cleared by arrest regarding a sexual assault. Another case was exceptionally cleared regarding a fraud. The information was turned over to California authorities at their request.
  
- Master Detective Adam Brandeberry was assigned five (5) new cases this month, as follows:
  - One case involved a computer trespass.
  - One case involved a sexual assault which was exceptionally cleared, as the victim declined to pursue charges.
  - One case involved a robbery, which was cleared by arrest.
  - One case involved a larceny from Victoria's Secret, at which time two arrests were made.
  - One case involved a death investigation in which the Medical Examiner ruled the death a suicide.
  - Two cases were cleared from previous months.

Two (2) public nuisance letters were issued this month:

- 500 block of MacArthur Avenue.
- 500 block of Oak Avenue.

**Auxiliary and Sentinels** worked the July 4th fireworks display and the Southside Regional Medical Center Emergency Room *Drug Take Back* event on July 14, 2018, at Fort Clifton. Auxiliary officers assisted the M.A.I.T. team with traffic control on July 15, 2018, for a fatal vehicle crash. Auxiliary/Sentinel members volunteered 257 hours of service during July. Our Auxiliary/Sentinel members have volunteered 1,675 hours of service during the 2018 calendar year.

**Sgt. Jason Chimera**, who supervises the **Special Operations Unit**, continued its efforts investigating several complaints involving narcotics violations around the city. Members focused on several apartment complexes that resulted in numerous arrests for drug violations. There were 18 new cases initiated, 13 of which were cleared by arrest. We obtained 10 felony warrants and 15 misdemeanor warrants for offenses involving drug possession/distribution, petit larceny and counterfeit currency. SOU issued two (2) traffic summonses, seven (7) verbal warnings, three (3) written warnings, and served three (3) warrants. SOU executed two (2) search warrants relating to a drug investigation seizing numerous drugs, \$4,417.00 in U.S. currency, and one vehicle. There were no heroin overdoses reported this month.

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

As an agency, overall we made 356 total arrests, worked 71 crashes, wrote 460 traffic citations, executed 782 traffic stops, affected 12 DUI arrests and 43 drug arrests, and issued 14 parking citations.

**Officer Robert N. Brown** was selected as our *Employee of the Month* for **June, 2018**. During the month of June, Officer Brown worked tirelessly hunting down DUIs, removing seven (7) intoxicated drivers from our roadways. In addition, Officer Brown also issued 35 traffic citations and 35 verbal warnings.

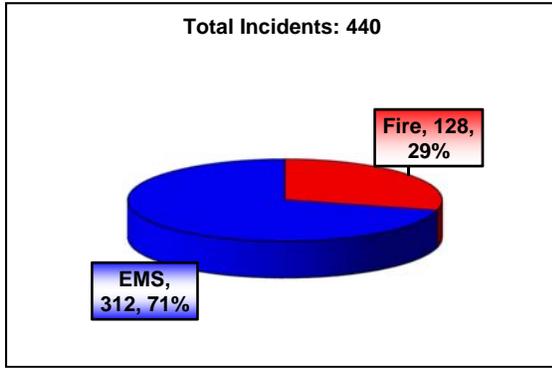
Officer Brown is an extremely hard working individual and serves as an example to other officers with the level of productivity that is expected in the Colonial Heights Police Department. He is dependable, makes good decisions and keeps supervisors informed of anything out of the ordinary. Rob is an asset to his squad and to the department.

For the above reasons alone, we believe that Rob is most deserving of this award.

**DEPARTMENT STATISTICS**

<b>Crime</b>	<b>July 2017</b>	<b>July 2018</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	3	3	<b>0%</b>
Aggravated Assault	1	1	<b>0%</b>
Simple Assault	15	17	<b>13%</b>
Breaking & Entering	1	5	<b>400%</b>
Larceny	50	62	<b>24%</b>
Vehicle Theft	0	9	<b>900%</b>
Arson	0	0	<b>0%</b>
Shoplifting	30	32	<b>7%</b>
DUI Arrests	5	12	<b>140%</b>
All Criminal Arrests	371	356	<b>-4%</b>
Calls for Service	3,631	3495	<b>-4%</b>
<b>July 2018</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	97	53	<b>55%</b>

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 128**

(Total Fire Loss \$15,600):

**Total Patients transported: 238**

(Total EMS incidents 313):

*Fire units arrived on scene in less than 9 minutes on 92.9% of emergency incidents.*

*(Average response time 5:44 minutes)*

*EMS units arrived on scene in less than 9 minutes on 98.7% of emergency incidents.*

*(Average response time 5:14 minutes)*

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

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Carbon Monoxide Incident	2	Good Intent Calls	36
Brush / Trash Fire	3	Gas Leak (natural gas or LP)	1	Public Service	33
Vehicle Fire	3	Electrical Problem	5	False Alarm/False Call	22
		Down or low hanging wire	2	Child Seat installation	7
		Other	1	Smoke/CO detector installation	2
				Assist Invalid	10
M/A First Responder given to EMS Chesterfield	2	M/A received from Chesterfield Fire			4
M/A given to Chesterfield Fire	1				
M/A given to Petersburg 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>	<b>Number of Incidents</b>	19	3
	<b>Total hours</b>	22 hrs. 35 min.	3 hrs. 29 min.
<b>Station 2</b>	<b>Number of Incidents</b>	14	23
	<b>Total hours</b>	12 hrs. 18 min.	33 hrs. 13 min.

**EMS Mutual aid**

M/A given to Petersburg EMS	6	M/A received from Fort Lee EMS	2
M/A given to Chesterfield EMS	1	M/A received from Petersburg EMS	3
M/A given to Hopewell EMS	1	M/A received from Prince George	1
M/A given to Fort Lee	1		

**EMS Transports (by facility)**

Southside Regional Medical Center	145	60.92%
Tri-City Emergency Room	25	10.50%
Southside Regional (Southpark)	24	10.08%
John Randolph Medical Center	15	6.30%
Chippenham Hospital	13	5.46%
St. Francis Medical Center	6	2.52%
VCU Health Systems	5	2.10%
VAMC (McGuire)	5	2.10%
<b>Total:</b>	<b>238</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

### **Departmental Highlights**

- ERP System- Two proposals were received for the ERP system; Tyler submitted their MUNIS product and Edmunds submitted their MCSJ product. Both systems are in use in other Virginia localities and would likely be viable options for the City. The City has established an evaluation team of 9 individuals representing each module of the system to review the proposals.
- Staff continues to work on fiscal year end for FY2018. Certain revenue collections and accounts payable for FY18 will continue to be recorded through mid-August. Once these have been finalized, staff will post the standard adjusting entries before reviewing our ending financial position.
- Ms. Rosalyn Frederick will join the Finance Team on Wednesday, August 8 as our Accountant. Rosalyn joins us from Virginia Commonwealth University, where she is a Sr. Financial Analyst.
- We have experienced an increasing number of issues with deposits to the City's banking institution through the months of June and July. The problems include misread or unread checks and extraordinarily long wait times when making a deposit, all due to implementation of a new system by the bank. To mitigate the issue, in July Billing and Collections purchased a check scanner and implemented online check scanning. We have been very pleased with this new process.
- Staff has updated the application to Virginia Resources Authority (VRA) that was submitted in the spring and the City has been approved to participate in the Fall Pool. The application to Virginia Public School Authority (VPSA) is underway and due in late August. Staff is also preparing to issue a bank loan RFP requesting proposals for bank loans in various amounts to provide the City with the flexibility to meet the fall debt issuance needs through VRA/ VPSA, a bank loan, or a combination thereof depending on rates and issuance costs. Note that VRA is statutorily restricted from issuing debt for schools, and likewise VPSA can only issue debt for schools.

**Finance** – 1,069 Checks processed; 4 Alarm citations sent

**Purchasing** – 445 total purchase orders were completed with 385 being processed by purchasing and 60 departmental purchases being reviewed. This compares to 466 being completed for the same period in 2017. In addition, 136 check requests were prepared by departments which are not processed by Purchasing.

### **Bid/RFP Activity:**

- Proposals in response to Invitation # 18-071302-1072 Financial Management, Tax Administration and General Enterprise Resource Planning Software were received on July 13. The evaluation team is reviewing the two proposals received.
- Invitation # SP18-100102-1075, Computer Aided Dispatch (CAD), Mobile client, Law Enforcement Records Management Software (RMS) Automatic Vehicle Locator (AVL ) CAD to CAD Solution was issued on July 30, with proposals due back on October 1 2018.

### **Other Purchasing Activity**

- Staff has been drafting a RFP for a bank loan to be issued in August.
- Contract completed with contracted business to provide backup internet connection for the Emergency Communications Center.
- Met with Fidelity Engineering for a new natural gas generator at the Public Safety Building.
- Purchase Order issued for fencing project inside Shepherd Stadium.

### **Risk Management**

- A driver struck the guardrail at Lakeview Avenue & Cabell Drive. The driver was charged with drunk driving.
- During the annual inspection, it was discovered that the fire alarm panel at the library had been damaged by lightning.

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

**Utility Billing:**

- Bi-monthly Utility Bills Sent – 3,838
- Delinquent Notices Sent – 738 or 20.36% with 101 cut off for nonpayment.
- \$340.36 in set-off Debt Collections received for July.

**VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of July 2018:

**Advertisements:**

<u>Department</u>	<u>Position</u>
Fleet Maintenance	Senior Automotive Mechanic (Part-time)
Office on Youth	Support Worker (Part-time)
Police	School Crossing Guard (Part-time)

**Applications & Testing:**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
School Crossing Guard (Part-time)	11	181
Senior Automotive Mechanic (Part-time)	1	57
Support Worker (Part-time)	11	172

**Pay Plan Study:**

- Review process began to determine the scope of the pay plan study and a presentation was made to City Council to discuss the basis of the process.
- Department Directors/Constitutional Officers interviews began to discuss the study and obtain position specific information related to each department/office.

**Miscellaneous:**

- Exit interview sessions were held for the Community/Economic Development Specialist.
- Participated in the panel interview process for the Assistant Director of Planning & Community Development position.
- Attended the VRS Hybrid Disability Program Regional Training Workshop.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 63,062 page views in the month of June.

Top fifteen sites visited after home page:	Top five countries after U.S.:	Top five regions after Virginia:
<ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Search Records</li> <li>3. Animal Control</li> <li>4. Human Resources</li> <li>5. City Employees</li> <li>6. Yard Sale Permits</li> <li>7. Recreation &amp; Parks</li> <li>8. Pay On-Line</li> <li>9. Police</li> <li>10. Our Government</li> <li>11. GIS &amp; Maps</li> <li>12. Jobs</li> <li>13. Records &amp; Property Tax Maps</li> <li>14. Assessors</li> <li>15. Utility Billing</li> </ol>	<ol style="list-style-type: none"> <li> India</li> <li> Germany</li> <li> Ireland</li> <li> Canada</li> <li> Peru</li> </ol>	<ol style="list-style-type: none"> <li> Illinois</li> <li> North Carolina</li> <li> Pennsylvania</li> <li> California</li> <li> New York</li> </ol>

- ☆ Citizens submitted and city staff processed 467 service requests and questions through the “Report a Concern” module during the month of July. The City of Colonial Heights’ Facebook Page now has 4,475 fans and the City’s Twitter account has 1,240 followers. There are 3,406 subscribers for In The News.
- ☆ Due to the electrical work in the Public Safety Building, electrical service to the City Hall Server room was disrupted for a short period of time on July 11th. When power was restored, the Virtual Farm would not boot. A Lenovo technician came on-site and determined it was a cable issue. The City and Lumos were able to agree on a contract which allowed us finalize plans for the installation of the back-up fiber circuit for Public Safety.
- ☆ Proactive Information Management completed 51.75 hours of IT service and maintenance for City departments this month.

## IX. LIBRARY:

- ☆ The library staff circulated 22,651 titles in July.
- ☆ Residents borrowed 6,282 e-books on Kindles, while 553 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 667 residents registered for the Hoopla service.
- ☆ The public computer center had 1,725 users, while the iPad center was used 165 times.
- ☆ The Summer Reading program had 234 children participating.
- ☆ The library’s meeting rooms were used by 109 groups.
- ☆ An average of 706 residents used the library each day, while 164 residents registered for new library cards.

**X. RECREATION & PARKS DEPARTMENT:**

**Recreation Division**

The Recreation Division continued their Summer Camp programs to include the Playground Program, Summer Tots and various athletics camps. Six youth baseball and softball All-star teams competed in local tournaments. Adult Softball Leagues completed their regular seasons in July and will complete their tournaments in August. Youth Football and Cheerleading registration concluded in July and practices will start the second week of August. The Department also hosted its 2nd Annual Cardboard Boat Regatta and Dive in Movie events, and the CJ Procise Football Camp was also hosted in July for the second year in a row. Staff prepared the Fall City Focus edition that will be finalized and released in August.

Activities/Programs	2018	2017
Adult Softball	23 teams	24 teams
Youth Football Registration (as of 7/31/18)	60	65
Youth Cheerleading Registration (as of 7/31/18)	44	47
Basketball Camp	35	23
Cheerleading Camp	18	16
Football Camp	13	11
Be Procise Football Camp	120	110
Cardboard Boat Regatta	2 teams	3 teams
Dive in Movie	80	120
Belly Dance	3	6
Karate	4	9
Summer Playground Enrollment	362	372
Summer Tots	56	23
Therapeutic Recreation	43	n/a
Facility Usage	2018	2017
Community Room Attendance	1,144	845
Community Room Reservations	26	19
Pavilion Attendance	3,021	2,525
Pavilion Reservations	53	45
Field Attendance	10,085	9,480
Field Rentals	87	71

**Summer Playground Participants  
Public Safety Appreciation**



**Violet Bank Museum**

	<u>2018</u>	<u>2017</u>
Attendance	138	199

- Attendance includes 110 museum tours and 28 visitors to the grounds
- Outreach was limited to brochure distribution at John Tyler Community College, Colonial Heights and Chester Food Lions.
- Guided two group tours; SCV Urqhart-Gillette Camp and J. Michael Moore Tour Group, Lee Hall Mansion, Newport News
- Daily tasks included cleaning and organizing Civil War pictures and artifacts to a gallery. Added new displays; Native American, Colonial, Antique Woodworking Tools and Antique/Primitive Farm Tools. Developing four additional displays.
- Preparing new program that will be utilizing the Conference/Resource Room every Tuesday morning 10 am to Noon and the last Saturday of the month from 1pm to 3pm. Violet Bank Stitchers from The Heart; knitting, crocheting and sewing for those who are sick or in need. Other programming is in the development stage at this time for the Museum.
- Training new part-time hire.
- Developing a volunteer pool to help with programs and events.



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

**Agency on Aging**

Agency on Aging Activities	2017	2018
Adult Coloring	N/A	6
Bingo	19	37
Bowling	192	192
Bridge Party	44	48
Bridge Tournament	88	112
BUNCO	12	12
Senior Advisory Board Meeting	7	12
Senior Club Meeting	82	69
Senior Citizen Dance	82	87
Senior Golf Association Fort Lee	345	288
Senior Golf Association Tri-Cities	N/A	128
Seniors Got Talent Auditions	N/A	15
Sing A-Long	20	30
Awareness/Education	2017	2018
Blood Pressure Check	32	35
Blood Drive	N/A	6
Classes	2017	2018
Colorful Creation Open Paint	36	33
Crochet & Knitting	42	31
Game Central	N/A	25
Line Dancing Class	74	63
Quilts for Vets	4	7
Sewing Class	4	28
Tap Class	53	49
Tech Savvy	3	4
Watercolor with Faye	33	38
Fitness	2017	2018
Muscles in Motion	215	238
Sit & Let's Get Fit	235	191
Strength & Stretch	384	343
Tai Chi	34	53
Pickleball	59	223
Water Aerobics	159	143
Yoga	145	125
Trips	2017	2018
Family History Center	N/A	6
Jamestown Tour	N/A	12
Lunch Bunch	8	10
MGM Casino	N/A	52
Total	2,411	2,751
Meals	2017	2018
Home Delivery Meals	55	50
Site Meals	50	48
Transportation	2017	2018
Total Passengers	210	217
Total Trips	424	424
Total Miles	2239	2516
Wheelchairs	8	4
Donations	\$157.20	\$147.00
New Riders	8	10

**Jamestown Trip**



**Tai Chi Class**



**Parks, Horticulture, Buildings & Grounds**

- Prepped ball fields as needed for league and tournament play.
- Cut grass around City buildings, parks, and ballfields as needed.
- Removed temporary fencing off High School baseball and softball fields.
- Removed pitcher's mound in Shepherd Stadium for BIB Tournament.
- Installed temporary pitcher's mound in Shepherd Stadium for BIB Tournament.
- Installed temporary fence in Shepherd Stadium for BIB Tournament.
- Prepare field and provided work force for BIB Tournament.
- Formed and poured concrete for new picnic area and sidewalk in Shepherd Stadium.
- Power washed bridge at White Bank Park to prepare for Girls Scout painting project.
- Scraped and painted handrails at Animal Shelter.
- Filled in washed out areas with gravel on Roslyn walking trail.
- Cleared storm damaged trees from Roslyn walking trail.
- Weeded and mulched flowerbeds as needed.
- Trimmed shrubs at sites as needed.
- Cut grass and weeded sites as needed.
- Trimmed back crepe myrtles at Library.
- Trimmed back crepe myrtles at Public Safety building.
- Trimmed hedges at sites as needed.

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

- **Youth Advisory Council Activities**
  - 3 YAC Members and Advisor Fed a Tri-Cities Work Camp Crew
- **Youth Services Commission**
  - Did not hold monthly meeting.
- **Kids’ After School Program**
  - Coordinator for KAP held a week long Office on Youth Leadership Camp for 9 middle school youth.
  - Speakers included Mayor Kochuba and Chief Faries who spoke about the different aspects of leadership. The youth visited the Colonial Heights Food Pantry, helped to sort and weigh items to be used in distribution and made a donation of \$112.00 and 30 pounds of food. On the last day they participated in the Challenge Discovery rope course at U of R. The course is designed to build on teamwork, cooperation and to strengthen confidence.
- **Ongoing Monthly Meetings/Trainings**
  - Kiwanis Meetings
  - Colonial Heights Food Pantry Board Meeting
  - Family Assessment & Planning Team
  - Community Coalitions of Virginia Board meeting
  - Children’s Advocacy Center
  - CH Opioid/Heroin Summit Committee
  - Families First Advisory Board
  - ChildSavers-Trauma and Young Children training
- **Diversion Program Participation**
  - **Community Service**  
3 Youth Completed 32 Hours of Service Learning
  - **Shoplifting Diversion**  
No Youth and Parent Attended the Shoplifting Diversion Program
  - **Teen Life Skills**  
3 Youth Completed 4 Sessions of “Teen Life Skills”
  - **Miscellaneous Youth Services (Non DJJ)**  
2 Youth Completed 13 Hours of Community Service
  - ✓ Shared Prevention Materials with 8 Teens at Drivers’ Licensing Ceremony
  - ✓ Attended Colonial Heights Christmas Parade Planning Committee Meeting
  - ✓ Provided Orientation for 7 Crew Members and Parents for the Youth Conservation Corps Program which is organized and sponsored by the Virginia Department of Conservation and Recreation
  - ✓ Served as Crew Leaders for the Youth Conservation Corps Program

**XII. FLEET MAINTENANCE:**

	<b><u># Work Orders</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
<b><u>2018</u></b>	91	\$22,274.69	4	\$1,811.24
<b><u>2017</u></b>	79	\$20,288.19	4	\$4,713.42

Sublet repairs consist of the following;

- Alignment 679.36
- Towing 312.50
- Tire Repair 334.38
- Misc. [ welding ] 485.00