

CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2018

I. PUBLIC WORKS & ENGINEERING: ENGINEERING

Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – Revising plans to meet VDOT and Colonial Heights Public Schools requirements.
- **Safe Routes to Schools (North Elementary School Phase I), UPC 105233** – Revising plans based on VDOT's 90% plan review comments.
- **Safe Routes to Schools (North Elementary School Sidewalks), UPC 106188** – Preliminary engineering work in process.
- **Holly Avenue Reconstruction (Revenue Sharing), UPC 105690** – Design work for Jamestown and Holly Ave in progress.
- **Dupuy Avenue Modernization, UPC 101287** – Requested VDOT to authorize City's advertisement for construction bids.
- **Lakeview Avenue Modernization, UPC 101288** – Utility relocation currently underway.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue), UPC 78222** – Awaiting VDOT's establishment of a new account/UPC to continue work on project.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107534** – Preliminary engineering work in progress.
- **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. Requested VDOT's transfer of funds from Phase V in order to fund construction of this phase. Awaiting VDOT's response and action.
- **Appomattox River Greenway Trail Phase V, UPC 107533** – Finalizing consultant contract documents.
- **Improvements on Conduit/Ellerslie Avenue, UPC 108646** – 100% design submitted. Right of way acquisition underway.
- **FY 18-19 Pavement Preservation** – Finalizing construction plans. Construction scheduled for Spring 2019.
- **Temple Avenue Resurfacing, UPC 113441 & 113513** – Preliminary engineering work is underway. Construction start scheduled for Spring 2019.

Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Design work complete. Construction start scheduled for Fall 2019.
- **Dupuy Avenue Water and Sewer Replacement** – Design work complete. Construction start scheduled for Winter 2018-2019.
- **Nantucket Drainage** – Design work in process.
- **Hemlock Drainage** – Design work completed. Construction bids well over the engineer's estimate. Project to be merged and rebid with Nantucket drainage project.
- **Hrouda Pump Station** – Awaiting issuance of capital financing.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **Keystone Tractor Museum Expansion** – Final Plan (1st revision) submitted 8/15.
- **T-Mobile Generator (Shepherd Stadium)** – Plot plan reviewed 8/7. Comments submitted to developer's agent on 8/24
- **Duck's Locksmith** – Variance request response sent to developer's agent on 8/2.
- **North Elementary Sidewalks Phase 1** – Final Plan submitted 8/7.
- **Hemlock Outfall Reconstruction** – Final Plan submitted 8/7. Final Plan reviewed and comments sent to project manager on 8/20.
- **Conduit and Ellerslie Intersection Improvements** – Final plan submitted 8/8. Final plan reviewed and comments sent to project manager on 8/20.
- **Colonial Heights HS Tennis Courts Improvements** – Preliminary Plan submitted on 8/16. Plan reviewed and comments sent to Planning Dept. on 8/21.
- **Dupuy Widening** – Final Plan (1st Revision) submitted 8/21. Plans reviewed on 8/24.
- **Gills Point Section 10 Vacation Plat** – Preliminary Plat submitted 8/21.
- **Southgate Square Improvements 2018** – Final Plan (1st revision) submitted 8/24.
- **Fence Permits**- Staff reviewed seven (7) fence plans.

Right-of-Way Permits

- Issued/opened eleven (11) permits and closed four (4) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 62 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (11) locations and responded to (03) dead animal removal from street.
- Cut and trimmed grass at (33) locations and sprayed weeds/grass at (21) locations.
- Trimmed tree limbs/bushes at (13) locations, removed tree that fell in street at (03) locations and responded to check a dead tree, tree is on private property.
- Removed tree limbs on City property at (07) locations.
- Assisted Police Department removing debris from street on Temple Avenue and on Conduit Road at Temple Avenue.

Recycling Center

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

Storm Water and Drainage

- Cleaned (30) catch basins/curb inlets, (01) drainage ditch, (02) curb and gutters, (01) drainage pipe and responded to miscellaneous drainage requests at (06) locations.
- Sprayed weeds/grass around inlets, basins, BMPs and outfalls at (10) locations.
- Inspected pipe, inlet or basins at (03) locations and found no damage.
- Swept (08) streets, collecting (46) cubic yards of debris.
- Placed topsoil in settled area behind curb near storm drain at (04) locations.
- Concrete crew replaced (202) feet of curb and gutter at (06) locations, (71) feet of sidewalk, (10) feet of curb in driveway at (01) location and driveway aprons at (04) locations. An additional (12) feet of curb and gutter at (02) locations and (10) feet of gutter pan at (01) locations due to Utility and storm water repairs.
- Assisted Traffic Engineering removing limbs/brush overhanging street blocking view of road signs at Roslyn Road and I-95.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed asphalt in (02) utility cuts, (01) storm water cut, (02) concrete cuts, (29) potholes, (04) low areas, (01) shoulder of street, (05) asphalt breaking up, (03) driveways, (01) drainage swell and responded to asphalt miscellaneous request at (01) location.
- Graded stone, placed geotextile fabric and 16 tons of rip rap stone on shoulder of Appomattox River Trail near C&B Pump Station.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

Wastewater Utility

- Responded to (07) sewer backups and responded to (03) sewer miscellaneous requests.
- Placed camera in sewer line to determine problem area at (02) locations.
- Repaired a sewer cleanout at (03) locations.
- Installed new manhole casting on Branders Bridge Road, City contractor repairing sewer line.
- Replaced (02) main sewer lines on Lafayette Avenue.
- Removed debris from pumps 1 and 2 twice this month, assisted City's contractor replacing panels for pumps and responded to an alarm after hours, commutator down, reset breaker at the Main Pump Station.
- Responded to an alarm, high amps, pulled pump 2, replaced stationary volute wear ring and stainless wear ring on impeller at Hillcrest 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.

Water Utility

- Replaced (11) meters, meter box top at (01) location and responded to (06) water miscellaneous requests.
- Replaced a water valve box top on Princeton Avenue, a 6" and a 10" valve and box on Comstock Drive.
- Set new meter at (01) location.
- Repaired a water service line break on North Valley Road and one (1) on Elko Avenue and a main line break on Conduit Road.
- Placed topsoil around a meter box on Pinecliffe Drive.
- Pulled and reset meter after payment was made at (01) location for Utility Billing.
- Turned water off at street for citizen due to water leak on private property at (02) locations.
- Tested water to determine if it was City or ground water at (02) locations.
- Began Fire Hydrant Flushing on August 20th.
- Backflow/Cross Connection Technician conducted (103) surveys, (85) completed and (18) incomplete.
- Monitored Southpark and Shepherd Stadium Water Tanks for water levels.
- Collected weekly routine water samples, performed THM's, HAA's sent to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811VA (formerly Miss Utility) locating required (120) man hours and (252) tickets completed.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Department Overview

The Assistant Director of Planning & Community Development, Ms. Brandi Payne, began her first day at the City on August 22. The Community Development / Economic Development position was vacated on July 10th and a temporary worker is filling some of the duties associated with that position. Since the temporary worker is leaving in early September, Planning and Economic Development have begun reviewing applicants for the position. Finally, the Planning Department has a vacancy with one part-time Code Enforcement Inspector position. Interviews for this position will commence shortly after interviews for the Community Development / Economic Development position are completed.

Planning & Community Development Division

- Planning Commission did meet in the month of August and the items below were discussed. Planning Commission did receive an application by the August deadline and therefore is scheduled to meet in September.
 - Public Hearing for PC Resolution No. 18-10 and Ordinance No. 18-27, special use permit application for monopole tower.
 - Public Hearing for PC Resolution No. 18-11 and Resolution No. 18-26, amendments to the CIP.
 - Discussion on draft City Council Ordinance No. 18-10, partial exemption of rehabilitated residential structures from real estate taxation.
- At City Council, the following planning items were discussed:
 - First reading for Ordinance No. 18-27, special use permit application for monopole tower.
- For CDBG, staff worked diligently on preparing the CAPER (Consolidated Annual Performance Evaluation Report) for PY2017.
- 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 76 new cases in August 2018 and observed 101 outstanding cases come into compliance.

Building Inspections Division

- The building inspection division issued 63 total building and trade permits, with a total expected investment of \$1,158,042 in commercial construction. The department completed 178 inspections.
- C/O's were issued for North Elementary, Colonial Heights Middle School, McDonalds (1101 Boulevard), and Starbucks (790 Southpark). Three new dwellings received CO'.
- There was one new housing building permit issued in August 2018.

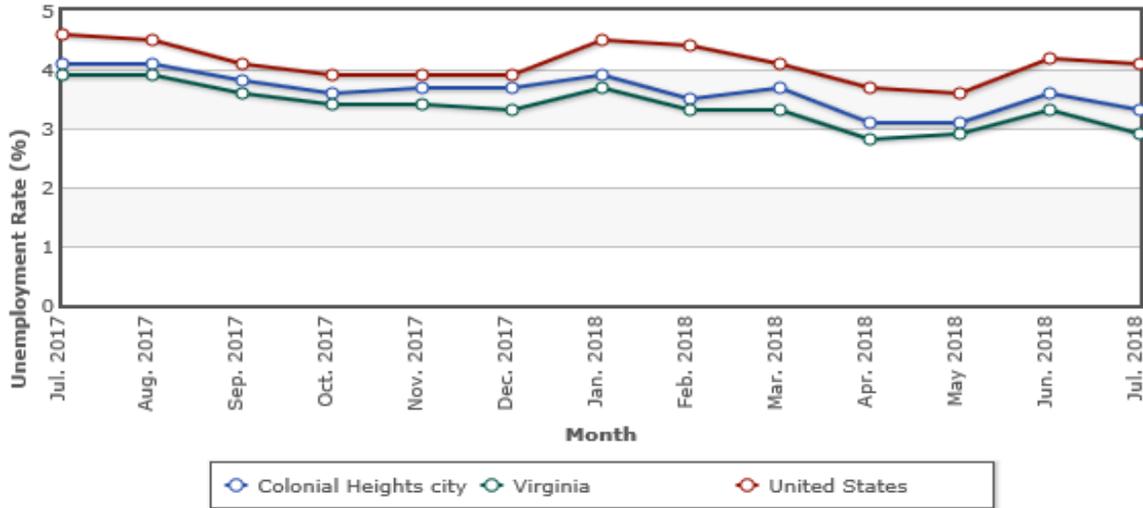
The following spreadsheet depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

Planning & Community Development			New Cases	Month	YTD
07/01/2018-07/31/2018			Total - All Categories	76	951
9/20/2018			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	2	82
			Exterior storage of objects and equipment	6	111
			Damage or defacement of public or private property	0	0
Building Permits	Month	YTD	Storage of Inoperable Vehicles	4	122
Total - All Categories	63	412	Removal of Vegetation	41	269
Residential - New Construction	1	11	Solid Waste: Remove unsafe substances	16	272
Cost/Investment	\$218,000	\$1,524,330	Zoning	2	26
			Virginia Property Maintenance Code	5	69
Residential - Alteration/Demos	11	74			
Cost/Investment	\$169,610	\$ 674,583	Closed Cases	Month	YTD
			Total - All Categories	101	827
Commercial	6	42	Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	7	87
Cost/Investment	\$1,158,042	\$4,163,748	No Violation	0	5
			Compliant	7	82
Electrical	21	123	Forced Compliant	0	0
			Exterior storage of objects and equipment	3	110
Mechanical	9	79	No Violation	0	5
			Compliant	3	105
Plumbing	15	83	Forced Compliant	0	0
			Damage or defacement of public or private property	0	0
			No Violation	0	0
Building Inspections	Month	YTD	Compliant	0	0
Residential	78	561	Forced Compliant	0	0
Commercial	100	558	Storage of Inoperable Vehicles	6	112
			No Violation	0	7
			Compliant	6	103
			Forced Compliant	0	2
			Removal of Vegetation	51	282
Planning Permits	Month	YTD	No Violation	0	9
Total- All Categories	21	113	Compliant	37	234
Fence	6	27	Forced Compliant	14	39
			Solid Waste: Remove unsafe substances	18	168
Signs - Temporary	3	12	No Violation	0	5
			Compliant	18	163
Signs - Permanent	3	23	Forced Compliant	0	0
			Zoning	1	17
Zoning	9	51	No Violation	0	0
			Compliant	1	17
			Forced Compliant	0	0
			Virginia Property Maintenance Code	15	51
			No Violation	1	4
			Compliant	14	47
			Forced Compliant	0	0

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
Jul. 2018	3.3%	2.9%	4.1%
Jun. 2018	3.6%	3.3%	4.2%
Jul. 2017	4.1%	3.9%	4.6%
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 July 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,097	8,794	303	3.3	No

- *Chesterfield 2.9 %unemployment *City of Petersburg 6.3 % unemployment
- *Dinwiddie 3.3 % unemployment *City of Hopewell 4.6% unemployment
- *Prince George 3.7% unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	3
Sites/Bldgs. Submitted	1
Active Prospects	3

Projects:

Sedona Tap House – Nov. 10th tentative opening
Tractor Museum Expansion
Starbucks Renovation – Southpark Boulevard Completed
McDonalds Renovation – Boulevard
Towneplace Suites Pre-application Meeting
Southgate Square Shopping Center Re-subdivision for parcel in front of Gabes
Extended Stay Hotel Pre-application Meeting
Colonial Square

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
Superior Slitting Meeting
Network of Enterprising Women (NEW) Monthly Luncheon
Colonial Square Owner Meeting
Metro-Exports/RVA Program
Virginia Economic Development Site Tour
Colonial Heights Chamber Luncheon
Virginia’s Gateway Partner Meeting
Workforce Investment Board Meeting
Virginia Retail Federation Workshop

IV. POLICE DEPARTMENT:

Our officers responded to 3,630 calls for service during the month of August, 2018. During the same month last year, we responded to 3,757 calls for service—resulting in a 3% decrease. We had no reported robberies, and one (1) reported in August, 2017— a 100% decrease. We had two (2) reports of aggravated assault this August, with four (4) reported during the month of August, 2017— a 50% decrease. We had one (1) reported burglary in August, 2018, with four (4) reported during the month of August, 2017— a 75% decrease. There were 86 Part I, or serious, crimes reported to the Colonial Heights Police Department in August, 2018. Fifty-four of those, or 63%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of August was a very busy month. We ended the summer on a high note, not only with our efforts in policing, but more toward our community policing and school safety initiatives. We are excited to report that in our partnership with our school system, we were provided the opportunity to educate 323 school personnel with the **CRASE** (Civilian Response to an Active Shooter Event) program. It was well received, with some exceptional comments from many teachers who felt it was timely and worthwhile. In reference to crime, we had several high profile cases involving the discharge of firearms within the City, which were cleared by arrests. A missing person was located thanks to our efforts, and we made an arrest in a sexual assault case.

We are pleased to report that our agency was recognized as having the one of the top traffic safety programs in the Commonwealth, based on departmental size, for which we received a third place *Law Enforcement Challenge* trophy at the annual Virginia Association of Chiefs of Police (VACAP) Conference.

Capt. Steve Groat, commands our **Operations Division**. Some of the operational highlights are as follows:

- Officers responded to Benny’s Tavern for a subject who fired a weapon inside of a vehicle in the parking lot. The suspect was identified and found to be intoxicated. The suspect was arrested on multiple charges.
- Lieutenant Val Eiler had a meeting about a sexual assault report involving individuals at the Hampton Inn the night before. Career Detective Chris Harris was called out to investigate this incident.
- Officers responded to the area of Virginia Avenue for a report of a small child out alone. The officers went door-to-door and reverse 911 was used to attempt to locate or identify the child. No one ever came forward to report a child missing, and all attempts to locate the child were unsuccessful. No crime was determined, but the response was excellent.
- Officer Jacob Miller attempted to stop a vehicle on Cambridge and Bradsher Avenues. All occupants of the vehicle fled on foot. The squad established a perimeter and took the driver into custody after a foot chase. A firearm was recovered on the suspect. A second suspect was also taken into custody and multiple charges were secured on both parties.
- Officers responded to an apartment on Old Oak Lane for reports of shots fired into a residence. It was determined that a resident of an adjacent apartment had accidentally fired a handgun and the projectile exited through a door into the adjacent apartment. A stolen AR-15 was also recovered, and the subject who fired the weapon was arrested on multiple charges.
- While patrolling Southpark Mall on foot, Officer Joe Vaughan detected a strong smell of marijuana. He was able to follow the odor and identify the suspect and seized .8 ounces of marijuana, over \$600.00 in currency and other narcotics. The suspect was arrested on multiple charges.

IV. POLICE DEPARTMENT (CONTINUED):

- Officers on B Squad took multiple reports of vehicles that were tampered with and items stolen around the area of the Colonial Heights Middle School. Some items were recovered on Roslyn Avenue.

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:

- We received notification that we had been awarded the VML grant we applied for to purchase suspenders for officers and Auxiliary, as well as multiple tactical flashlights.
- The department hosted a breakfast meeting for the Central Virginia Chiefs Association at our public library.
- We received confirmation from the Virginia Association of Chiefs of Police (VACP) that the department placed third in the 2018 *Virginia Law Enforcement Challenge*.
- A much anticipated department photo was taken at the football stadium by the Colonial Heights Middle School. Attendance was high and everyone looked sharp.
- The division worked to replace the school crossing guard vacancy at the Middle School that was vacant with the resignation of Jennifer Fletcher. Mrs. Stephanie Smith was selected and we were able to have her up and running for the first day of school.
- Capt. Anspach, part-time FOIA Specialist Franklin McQuage, and Robin Kester from our Records Division, attended FOIA/records retention training at City Hall.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, also reported an average month, with 17 new cases assigned to the division. Seventeen (17) cases were cleared, including eight (8) cases from previous months, all of which resulted in a 100% clearance rate. During the month, we had no reported overdoses. We also processed 23 concealed weapon permits and four (4) massage therapist permits.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned seven (7) new cases.
 - One case involved a fraud where the victim sent money to a person in Texas.
 - Two cases involved reckless handling of a firearm.
 - One case involved a strangulation/rape that occurred at a local residence.
 - One case involved a drunk in public arrest.
 - Two cases involved other criminal violations.

IV. POLICE DEPARTMENT (CONTINUED):

Three cases were cleared from previous months. Two B&E's (break and enters) from May were cleared by arrest, and a vandalism from 2017 was exceptionally cleared.

- Master Detective Roger Santini was assigned one (1) new case this month involving a credit card fraud.
- Career Detective Chris Harris was assigned six (6) new cases this month, as follows:
 - One case involving an arrest.
 - Two cases involved fraud complaints.
 - One case involved a death investigation (no foul play suspected).
 - One case involved a child neglect complaint.
 - One case involved a missing person who was located unharmed in Nevada.
 - Two death investigation cases were cleared from previous months. One was cleared as natural causes, while the other was determined an accidental overdose.
- Master Detective Adam Brandeberry was assigned three (3) new cases this month, as follows:
 - One case involved a check fraud complaint.
 - One case involved a reported child abuse complaint.
 - One case involved a residential B&E report.

Three cases were cleared from previous months. One case involved a B&E from May, 2018, that was cleared by arrest. One case involved a credit card fraud that was cleared by arrest. One case involved a death investigation from May, 2018, that was ruled an accidental overdose.

Seven (7) public nuisance letters were issued this month:

- 100 block of Westover Avenue
- 2000 block of SouthPark Boulevard
- 1200 block of the Boulevard
- 300 block of Norfolk Avenue
- 200 block of Old Oak Lane
- 1500 block of Concord Avenue
- 200 block of Lee Avenue

IV. POLICE DEPARTMENT (CONTINUED):

Auxiliary and Sentinels had their monthly meeting on August 2, 2018. During the month of August, they assisted the Special Operations Unit with a plain clothes operation at Roslyn Landing, a traffic checkpoint, a back-to-school supplies give-away, the Boys Invitational Baseball (B.I.B.) Tournament, the *Race 4 the Cause 5K Run*, and a Colonial Heights High School football game. Auxiliary/Sentinel members volunteered 332 hours of service during August. To date, our Auxiliary/Sentinel members have volunteered 2,007 hours of service during the 2018 calendar year.

Sgt. Jason Chimera, who supervises the **Special Operations Unit**, conducted several surveillance operations generated by citizen complaints involving drug and alcohol violations. As a result, there were several drug arrests made. SOU members also focused on interdiction stops, which netted additional drug violations. Master Officer Jared Brandeberry was a big help to SOU this summer and will be transitioning back into his school resource officer role now that school will be starting. There were 11 new cases initiated, all of which were cleared by arrest. We obtained five (5) felony warrants and 10 misdemeanor warrants for offenses involving drug possession/distribution, credit card theft, and false ID to law enforcement. SOU issued eight (8) verbal warnings, three (3) written warnings, and served one (1) warrant. Additionally, they executed three (3) search warrants relating to drug investigations. There were no heroin overdoses reported this month.

As an agency, overall we made 348 total arrests, worked 100 crashes, wrote 558 traffic citations, executed 830 traffic stops, affected 13 DUI arrests and 46 drug arrests, and issued 19 parking citations.

Senior Officer Andrew L. Barnhouse was been selected as our *Employee of the Month* for **July, 2018**. Andy has been working with Law Enforcement Services for the summer and has been instrumental in accomplishing some goals set by the division. He played a crucial role in over 30 weapons in property being either returned, forfeited or destroyed. Through his investigation and follow-up, these weapons were cleared from the Property Room.

Senior Officer Barnhouse also worked on updating the Project Lifesaver clients and supplies. He accompanied Sgt. Renee Walters in visiting each client and worked on retrieving transmitters from children and adults who were moving from the city. He also updated the supplies and client files, both in the database as well as at the station. Andy also arranged and scheduled the departmental photo and worked on some updates to forms for the department.

Not only has Andy been available to assist Law Enforcement Services this summer, but also Investigations and Patrol. During one particular incident, Andy picked up on a prisoner in lock-up becoming loud with an officer and responded without hesitation to assist. The prisoner assaulted both Senior Officer Barnhouse and Senior Officer Robbie Simmons, but they were able to get him under control without further incident or injury. In addition to all of his duties in Law Enforcement Services, Andy also assisted with calls at headquarters and on the road.

The productivity that Senior Officer Andy Barnhouse has exhibited and the assistance that he has provided throughout the summer have been greatly appreciated, which is why we feel he is most deserving to be our recipient of July's *Employee of the Month* award.

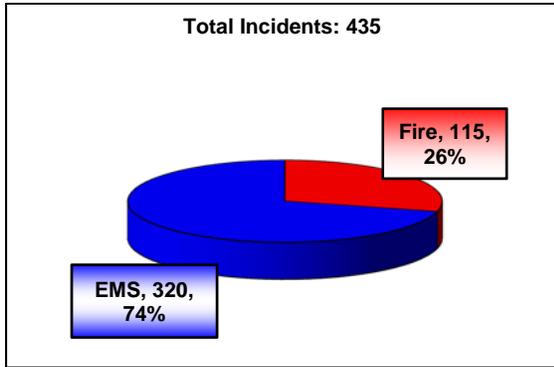
IV. POLICE DEPARTMENT (CONTINUED):

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

DEPARTMENT STATISTICS

Crime	August 2017	August 2018	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	1	0	-100%
Aggravated Assault	4	2	-50%
Simple Assault	7	14	100%
Breaking & Entering	4	1	-75%
Larceny	69	68	-1%
Vehicle Theft	3	1	-67%
Arson	0	0	0%
Shoplifting	36	32	-11%
DUI Arrests	15	14	-7%
All Criminal Arrests	365	348	-5%
Calls for Service	3,757	3630	-3%
August 2018	Number Reported	Number Cleared	Percentage Cleared
	86	54	63%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 115

(Total Fire Loss \$1,500):

Total Patients transported: 246

(Total EMS incidents 320):

Fire units arrived on scene in less than 9 minutes on 97.1% of emergency incidents.

(Average response time 5:34 minutes)

EMS units arrived on scene in less than 9 minutes on 95.5% of emergency incidents.

(Average response time 5:47minutes)

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	1	Good Intent Calls	35
Vehicle Fire	1	Gas Leak (natural gas or LP)	1	Public Service	33
		Electrical Problem	3	False Alarm/False Call	21
		Down or low hanging wire	1	Child Seat installation	5
		Oil or other combustible spill	1	Smoke/CO detector installation	2
		Other	2	Assist Invalid	8
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M/A First Responder given to EMS Chesterfield	2	M/A given to Prince George Fire			1
M/A given to Chesterfield Fire	2	M/A received from Chesterfield Fire			2
M/A given to Petersburg Fire	5				

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	25	21
	Total hours	26 hrs. 27 min.	17 hrs. 42 min.
Station 2	Number of Incidents	7	15
	Total hours	5 hrs. 45 min.	18 hrs. 58 min.

EMS Mutual aid

M/A given to Petersburg EMS	4	M/A received from Fort Lee EMS	6
M/A given to Chesterfield EMS	1	M/A received from Petersburg EMS	5
		M/A received from Hopewell EMS	1

EMS Transports (by facility)

Southside Regional Medical Center	139	56.50%
Tri-City Emergency Room	23	9.34%
Southside Regional (Southpark)	47	19.10%
John Randolph Medical Center	11	4.47%
Chippenham Hospital	11	4.47%
St. Francis Medical Center	3	1.21%
VCU Health Systems	11	4.47%
VAMC (McGuire)	1	1.21%
Total:	246	100%

VI. FINANCE DEPARTMENT:

Departmental Highlights

- ERP System- The evaluation team has scored both proposals and are now actively visiting their counterparts in Prince George County to get a first-hand glimpse of one of the two proposed systems in action. The team has scheduled a trip to the City of Franklin in October to view the other system, which is being implemented there.
- The year-end process for FY18 was in full swing in August. Auditors will be onsite the first two weeks of September for field work.
- Ms. Rosalyn Frederick joined the Finance Team on Wednesday, August 8 as our Accountant. Rosalyn joins us from Virginia Commonwealth University, where she was a Sr. Financial Analyst.
- Our Financial Specialist I (Accounts Payable) gave her resignation and will be leaving the department September 7 to return to her previous employer. We have hired Ms. Debra Lee, retired Assistant Finance Director with the City of Petersburg, on a part-time basis to assume the Accounts Payable duties.
- Proposals for bank loans were due August 31. Staff will be evaluating the proposals and estimated debt service terms from VRA and VPSA and presenting a recommendation to Council on September 11.

Finance – 1,226 Checks processed; 2 Alarm citations sent

Purchasing –182 total purchase orders were completed with 152 being processed by purchasing and 30 departmental purchases being reviewed. This compares to 212 being completed for the same period in 2017. In addition, 115 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 has scored the two proposals and is now visiting references and scheduling scripted demos for the second phase of the evaluation process.
- 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.
- Preliminary site plans for the tennis courts have been approved by the Planning Commission. A final site plan will be forwarded by the Vendor.
- Seven bank loan proposals in response to Invitation #18-083102-1076 are being reviewed by the Finance Department.

Other Purchasing Activity

- A purchase order was issued for school supplies, which were given out at the City's Back to School Festival.
- A purchase order was issued for a dump body mount snow & ice control spreader, for Public Works.

VI. FINANCE DEPARTMENT (CONTINUED):

- A request for quote was issued for the Hemlock drainage improvements. Only one quote was received and was higher than the City estimate. This project will be combined with another project, and be bid out in the future.
- A purchase order was issued with Venture Electric to install a camera at the intersection of the Boulevard and James Avenue, to detect the east bound traffic approaching due to a defective traffic loop under the road.
- Vehicles were purchased for the Police Department and the Sheriff Department, using cooperated contracts already in place.
- An emergency purchase order was issued to Southern Construction due to a broken sewer pipe near Franklin Avenue. The broken pipe was 15 feet below the ground. Repairs will be extensive.

Risk Management

- Multiple citizens reported sewer backups in their basement on Franklin Avenue. It was discovered that there was a blockage in the street.
- The VML safety officer did a safety inspection at City Hall, Fleet Maintenance, Public Works, and the Utilities Complex

Utility Billing:

Bi-monthly Utility Bills Sent – 3,628

Delinquent Notices Sent – 806 or 21.00% with 123 cut off for nonpayment.

\$221.01 in 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 2018:

Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	Deputy Chief of Fire & EMS
Fire & EMS	EMS Firefighter
Police	Police Officer
Recreation & Parks	Recreation Specialist II
Fleet Maintenance	Senior Automotive Mechanic (Part-time)
Office on Youth	Support Worker (Part-time)
Office on Youth	Site Supervisor (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Deputy Chief of Fire & EMS	18	1,609
Senior Automotive Mechanic (Part-time)	2	74

Pay Plan Study

- The scope of the pay plan study was discussed in further detail with City Council prior to creating the survey questionnaire. The survey will be distributed to surrounding and similar size localities in September.

Miscellaneous

- New employee orientation sessions were held for: Andrew Blais (Director of Information Technology), Brandi Payne (Assistant Director of Planning & Community Development), and Roslyn Frederick (Accountant).

Exit interview sessions were held for a Firefighter and Recreation Specialist II.

- Participated in the annual Freedom of Information Act (FOIA) training program provided by the City Attorney's office.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 56,374 page views in the month of August.

Top fifteen sites visited after home page:	Top five countries after U.S.:	Top five regions after Virginia:
<ol style="list-style-type: none">1. Library2. Animal Control3. Real Estate Records Search4. Yard Sales5. City Employees6. Human Resources7. Recreation & Parks8. Pay On-Line9. Police10. Jobs11. Fire & EMS12. Assessor13. GIS & Maps14. Our Government15. Record and Property Tax maps	<ol style="list-style-type: none"> India Germany Ireland Canada Philippines	<ol style="list-style-type: none"> Illinois North Carolina Pennsylvania California New York

- ☆ Citizens submitted and city staff processed 323 service requests and questions through the “Report a Concern” module during the month of August. The City of Colonial Heights’ Facebook Page now has 4,493 fans and the City’s Twitter account has 1,272 followers. There are 3,408 subscribers for In The News.
- ☆ Proactive Information Management completed 47.2 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 21,924 titles in August.
- ☆ Residents borrowed 6,391 e-books on Kindles, while 534 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 694 residents registered for the Hoopla service.
- ☆ The public computer center had 1,901 users, while the iPad center was used 214 times.
- ☆ The Summer Reading program had 85 children participating.
- ☆ The library’s meeting rooms were used by 114 groups.
- ☆ An average of 612 residents used the library each day, while 135 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

The Recreation Department had a very busy August. Summer programs finished in early August to include the Playground Summer Camp and Summer Tots programs. We introduced and held our first Therapeutic Recreation Camp week in August for those with disabilities and had a very good turnout. Our Adult Softball League completed their end of season tournament the middle of August for all Open Leagues. 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 it was mailed to residents the middle of August. Youth Football & Cheerleading programs saw an increase in registration and began the first week in August with games starting September 8th. Shepherd Stadium hosted the BIB Tournament the first week in August and staff has started to secure NCAA games and various tournaments for 2019.

Staff has begun planning for 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	2018	2017
Youth Football Registration	78	45
Youth Cheerleading Registration	50	51
Boys Fall Ball	40	34
Girls Fast pitch Fall Ball	53	27
Back to School Festival	800	580
Therapeutic Recreation Summer Camp	13	n/a
Summer Camp	82	84
Therapeutic Recreation Classes	70	n/a
Belly Dancing	2	8
Facility Usage	2018	2017
Community Room Attendance	910	895
Community Room Reservations	26	30
Pavilion Attendance	2,175	2,515
Pavilion Reservations	29	29
Field Attendance	5,120	7,885
Field Rentals	32	51

Back to School Festival



Parks, Horticulture, Buildings & Grounds

- ✓ Prepped ball fields as needed for league and tournament play.
- ✓ Cut grass around City buildings, Parks, and ballfields as needed.
- ✓ Laid out and painted CHHS band practice field.
- ✓ Laid out and painted football practice field for CHHS teams.
- ✓ Laid out and painted practice football field at Middle School stadium.
- ✓ Laid out and painted numbers on football field at CHHS Football Field.
- ✓ Laid out and painted football practice fields for recreation teams.
- ✓ Laid out and painted CHHS field hockey field at High School.
- ✓ Rebuilt pitcher's mound in Shepherd Stadium.
- ✓ Power washed block wall at Shepherd Stadium.
- ✓ Repainted outside of block wall on east side of Shepherd Stadium.
- ✓ Provided personal to work Back to School Festival.
- ✓ Removed four sections of fence in Shepherd Stadium to prepare for new taller fence.
- ✓ Top-dressed Shepherd Stadium infield.
- ✓ Cleaned day lilies out of mulch beds at sites.
- ✓ Trimmed suckers from Crepe Myrtles at sites.
- ✓ Trimmed hollies at Library and Courthouse.
- ✓ Trimmed shrubs at Senior Center.
- ✓ Spread pine tags in beds at Library.
- ✓ Cut black-eye Susie's at Courthouse.
- ✓ Trimmed back crepe myrtles at Library.
- ✓ Trimmed back crepe myrtles at Public Safety building.
- ✓ Trimmed trees, hedges and shrubs as needed at sites.
- ✓ Cut grass, weeded and mulched sites at all sites as needed.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Agency on Aging Activities	2018	2017
Bingo in Center	56	9
Bob Ross Painting Video	4	5
Bowling	240	240
Bridge Party	65	62
Bridge Tournament	75	117
BUNCO	16	8
Grand High Tea	43	55
Scrabble	15	N/A
Senior Club Board Meeting	12	15
Senior Club Meeting	103	93
Senior Citizen Dance	82	87
Senior Golf Association Fort Lee	522	359
Senior Golf Association Tri-Cities	215	N/A
Seniors Got Talent Show & Dinner	78	N/A
Sing A-Long	46	31
Thursday Game Central	50	N/A
Awareness/Education		
Blood Pressure Check	42	45
Hearing Lunch & Learn	17	N/A
Home Safety Lunch & Learn	26	N/A
KeepSafe Lunch & Learn	15	N/A
Classes		
Colorful Creation Open Paint	42	31
Crochet & Knitting	46	41
Line Dancing Class	59	62
Quilts for Vets	6	10
Sewing Class	14	26
Tap Class	33	67
Tech Savy	3	2
Watercolor with Faye	35	33
Fitness		
Muscles in Motion	264	203
Sit & Let's Get Fit	224	212
Strength & Stretch	414	362
Tai Chi	34	25
Pickleball	230	21
Water Aerobics	125	131
Yoga	125	144
Zumba Gold	N/A	6
Trips		
Family History Center	6	N/A
Lunch Bunch	5	10
Patrick Henry Tour	13	N/A
Riverside Theater	26	26
VA War Memorial	13	N/A
Total	3,374	2,538
Volunteer Hours	26	17
Meals		
Home Delivery Meals	50	70
Site Meals	44	21
Transportation		
Total Passengers	338	197
Total Trips	790	428
Total Miles	3624	2563
Wheelchairs	6	15
Donations	\$274.40	\$258.80
New Riders	9	5

Lunch & Learn / Home Safety



Violet Bank Museum

	2018	2017
Attendance	112	231

August Attendance: Tours – 71 / Grounds Only - 41

- Monthly synopsis: Visitation was down due to constant rain, humidity and high temperatures.
- Museum staff has been busy working on programming ideas and some new approaches to public outreach. Brochures were placed at Hopewell Public Library, Chesterfield Central Library, Chesterfield County Museum, Trinity Church in Chesterfield and in the Petersburg Visitor Center.
- The first month of the ongoing program; "Stitchers from the Heart" yielded 3 large woven pet mats, 1 small woven pet mat, 2 Adult sized crocheted hats, 9 Adult sized scarves (6 crocheted, 3 knitted), 1 crocheted cotton washcloth, 14 knitted cotton washcloths and 2 crocheted lap blankets. This was from 25 participants spread out over five 2-hour sessions. Staff would like to thank Marlene Evans of Sussex who donated yarn, crochet hooks, knitting needles, sewing supplies and fabric to the cause and really helped get things off to a great start.



XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- YAC Members Did Not Meet in August
- 6 YAC Members Volunteered at the Back to School Festival
- 4 YAC Officers and Advisor Met to Plan for the Monthly Meeting and Review Bylaws

➤ **Youth Services Commission**

- Held their bi-monthly meeting.

➤ **Kids' After School Program**

- KAP recruitment has been ongoing, with applicant screenings and interviews.
- Volunteer recruitment is in full swing- more volunteers are needed.

➤ **Ongoing Monthly Meetings/Trainings**

- Colonial Heights Food Pantry Board Meeting
- DCJS and Prince William County Public Schools Symposium – “Achieving Success for All Students: Yellow Brick Road to Building Bridges”
- Positive Parenting Coalition Meeting
- Juvenile and Domestic Violence Task Force Meeting
- Showing of “Suicide: The Ripple Effect” Kevin Hines Story
- School Board Meeting
- Families First Advisory Board
- System of Care Work Group
- Community Coalitions of Virginia
- Emergency Food & Shelter Program
- SAFE Heroin & Opiate Prevention Task Force
- Children’s Services Policy & Management Team
- CH Heroin Summit Committee

➤ **Diversion Program Participation**

- **Community Service**
3 Youth Completed 35 Hours of Service Learning
 - **Shoplifting Diversion**
11 Youth and Parent Attended the Shoplifting Diversion Program
 - **Teen Life Skills**
0 Youth Completed Sessions of “Teen Life Skills”
 - **Miscellaneous Youth Services (Non DJJ)**
5 Youth Completed 37 Hours of Community Service
1 Youth Completed 2 Sessions of “Teen Life Skills”
- ✓ Shared Community Resource Materials with 39 Dream Team Parents of CHMS 6th grade students
 - ✓ Shared Prevention Materials with 7 Teens at Drivers’ Licensing Ceremony
 - ✓ Crew Leaders and Crewmembers Completed the Youth Conservation Corps Program

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2018	76	\$20,570.15	4	\$3,909.23
2017	95	\$25,101.83	9	\$4,262.23

Sublet repairs consist of ;

Dealer repair	\$3,378.53
Seat Repair	\$350.00
Welding	\$170.00
Tire Repair	\$10.70