

CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 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*** – Design work in progress.
- ***Safe Routes to Schools (North Elementary School Sidewalks), UPC 106188*** – Preliminary engineering work in progress.
- ***Holly Avenue Reconstruction (Revenue Sharing), UPC 105690*** – Design work for Jamestown and Holly Avenue in progress.
- ***Dupuy Avenue Modernization, UPC 101287*** – Requested VDOT to authorize City's advertisement for construction bids. Anticipating approval early November 2018.
- ***Lakeview Avenue Modernization, UPC 10128*** – 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***– Preliminary engineering work in progress.
- ***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*** – Preliminary engineering work in progress.
- ***Improvements on Conduit/Ellerslie Avenue, UPC 108646*** – Right of way acquisition complete. Awaiting revised 100% plans for consultant.
- ***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 (3rd revision) submitted 9/7.
 - **Dominion Southpark Plat** – Preliminary Plat submitted 9/6. Plat reviewed and comments sent to Planning Department on 9/10.
 - **Duck’s Locksmith** – Final Plan (3rd revision) submitted 9/28.
 - **Extended Stay Hotel** – Preliminary Plat submitted 9/6. Plat reviewed and comments sent to Planning Department on 9/25.
 - **Southpark Crossing Plat** – Preliminary Plat submitted 9/6. Plat reviewed and comments sent to Planning Department on 9/12.
 - **Southgate Square Improvements 2018** – Final plan reviewed and sent to developer’s agent on 9/21.
 - **Gills Point Section 10, Lots 9 & 10 Plat** – Final Plat submitted 9/17.
 - **Fence Permits**- Staff reviewed three (3) fence plans.
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Right-of-Way Permits

- Issued/opened twelve (12) permits and closed one (1) permit for the month.
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OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 60 locations.
 - Performed preventative maintenance at 4 locations.
-

Vegetation

- Removed litter from (04) locations and removed (03) dead animals from street.
 - Cut and trimmed grass at (47) locations and sprayed weeds/grass at (11) locations.
 - Trimmed tree limbs/bushes at (03) locations, removed storm damage from (01) location and responded to tree leading on power lines at (01) location referred citizen to Dominion Energy.
 - Assisted Purchasing Department removing/packing up surplus and Traffic Engineering measuring the depth of pond at Temple Avenue and I-95.
 - Performed preventive maintenance on mowers.
 - Welcomed new employee, Adam Wagenbaur to our Public Works Team.
 - All employees prepared for Hurricane, checking and fueling all equipment, checking saws and small tools and purchasing necessary equipment/small tools that may be needed.
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Recycling Center

- 385 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 (35) catch basins/curb inlets, (07) drainage ditches, curb and gutter at (01) location and responded to drainage miscellaneous request at (07) locations.
 - Sprayed weeds/grass around Inlets, Basins, BMPs and Outfalls at (04) locations.
 - Supplied citizens with approximately 200 sandbags preparing for Hurricane Florence.
 - Concrete crew replaced (66) feet of Curb and Gutter on Piedmont Avenue, (111) feet of sidewalk on Virginia and Ivey Avenues and repaired an inlet top on Ivey Avenue.
 - Assisted Traffic Engineering placing stop signs and barrels out due to power outage at the intersection of Branders Bridge Road and James Avenue.
 - All employees attended the Active Shooter Training at the Police Department.
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I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (04) potholes, (01) asphalt breaking up, new concrete structure at (01) location and responded to asphalt miscellaneous request at (01) location.
- Placed geotex fabric and concrete pieces in washed out area at Old Town Creek and Rent E-Quip on the Boulevard.
- Removed debris from boat ramp at Lakeview Park after the storm.
- Continued to clean and perform preventive maintenance/repairs on City's Vehicles and Equipment.

Wastewater Utility

- Responded to (07) sewer backups and responded to (06) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (01) location.
- Repaired a sewer cleanout top at (01) location and installed a new cleanout at (01) location.
- Repaired (03) sewer lines on Woodlawn and Lakeview Avenues due to Miller Pipe Line installing new gas line.
- Removed debris from pumps 1 and 2 twice this month, replaced manhole casting, assisted City contractor repairing packing on pump 4, and adjusting pump settings, cleaned and adjusted exhaust fan for wet well and performed preventive maintenance on grinder hog at the Main Pump Station.
- Cleaned wet well with flusher at Charles Dimmock and Conjurers Neck pump Stations.
- 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.
- All employees attended Active Shooter training at Police Department.

Water Utility

- Replaced (08) meters, meter box tops at (02) locations, meter boxes at (02) locations and responded to (07) water miscellaneous requests.
- Set new meters at (02) locations.
- Repaired a water service line break on North Valley Road and on Waterfront Drive.
- Turned water off at street for citizen due to water leak on private property on Brandywine Court and removed meter that would not turn off so house can be remodeled on Essex Road.
- Cleaned meter boxes at (02) locations and raised meter box at (01) location for Utility Billing.
- Tested water to determine if it was City or ground water at (01) location.
- Uncovered meter box at (02) locations due to Miller Pipe line installing new gas line.
- Continued Citywide Fire Hydrant Flushing.
- Backflow/Cross Connection Technician conducted (36) surveys, (27) completed and (09) 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.
- Continued testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (130) man hours and (337) tickets completed.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Department Overview

During the month of September, the Planning & Community Development Department has two vacancies: (1) part-time Code Enforcement Inspection and (2) the Community Development / Economic Development Planner that is shared 50-50 with Economic Development Department. The temporary worker fulfilling some of the duties associated with the Community Development Planner left in early September to pursue full-time employment. Interviews for the Code Enforcement Inspector were planned for after the selection of the Community Development / Economic Development Planner, but since that position will be re-advertised, interviews for the Code Enforcement Inspector position have been scheduled for early October.

Planning & Community Development Division

- Planning Commission did meet in the month of September and the items below were discussed. Planning Commission will be meeting next month.
 - Preliminary Site Plan – PD-4 Colonial Heights Tennis Courts.
- At City Council Work Session, staff presented on the year-to-date numbers for Code Enforcement Division.
- For CDBG, a public hearing for the CAPER was conducted on September 25th at 5:00pm. The CAPER was submitted shortly afterwards that week.
- 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 108 new cases in August 2018 and observed 173 outstanding cases come into compliance.

Building Inspections Division

- The building inspection division issued 41 total building and trade permits, with a total expected investment of \$433,377 in commercial construction. The department completed 122 inspections.
- No commercial CO's were issued this month.
One new residential dwelling received a CO. No new building permits for new residential dwellings.

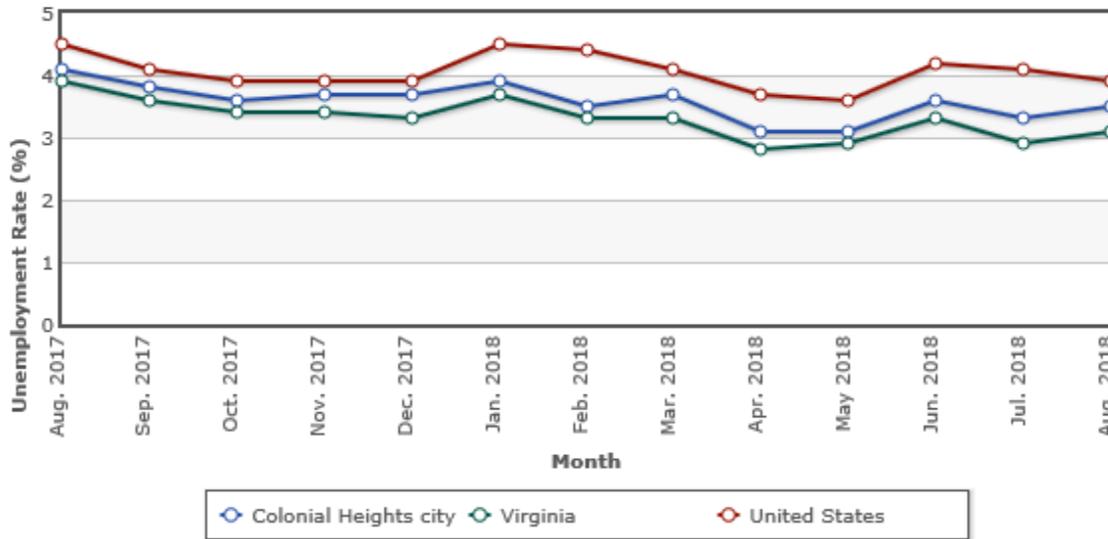
The following spreadsheet depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

Planning & Community Development			New Cases	Month	YTD
09/01/2018-09/30/2018			Total - All Categories	108	1059
10/16/2018			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	0	82
			Exterior storage of objects and equipment	7	118
			Damage or defacement of public or private property	0	0
Building Permits	Month	YTD	Storage of Inoperable Vehicles	9	131
Total - All Categories	41	453	Removal of Vegetation	56	325
Residential - New Construction	1	12	Solid Waste: Remove unsafe substances	31	303
Cost/Investment	\$215,000	\$1,739,330	Zoning	0	26
Residential - Alteration/Demos	7	81	Virginia Property Maintenance Code	5	74
Cost/Investment	\$82,145	\$ 756,728			
Commercial	6	48	Closed Cases	Month	YTD
Cost/Investment	\$435,377	\$ 4,599,125	Total - All Categories	173	1000
Electrical	15	138	Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	8	95
Mechanical	7	86	No Violation	0	5
Plumbing	5	88	Compliant	8	90
			Forced Compliant	0	0
			Exterior storage of objects and equipment	6	116
			No Violation	0	5
			Compliant	6	111
			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	65	626	Forced Compliant	0	0
Commercial	57	615	Storage of Inoperable Vehicles	11	123
			No Violation	0	7
			Compliant	11	114
			Forced Compliant	0	2
			Removal of Vegetation	102	384
Planning Permits	Month	YTD	No Violation	0	9
Total- All Categories	15	128	Compliant	84	318
Fence	3	30	Forced Compliant	18	57
Signs - Temporary	0	12	Solid Waste: Remove unsafe substances	43	211
Signs - Permanent	7	30	No Violation	0	5
Zoning	5	56	Compliant	41	204
			Forced Compliant	2	2
			Zoning	0	17
			No Violation	0	0
			Compliant	0	17
			Forced Compliant	0	0
			Virginia Property Maintenance Code	3	54
			No Violation	0	4
			Compliant	3	50
			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
Aug. 2018	3.5%	3.1%	3.9%
Jul. 2018	3.3%	2.9%	4.1%
Aug. 2017	4.1%	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 August 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,943	8,632	311	3.5	No

- *Chesterfield 3.0 % unemployment *City of Petersburg 6.0 % unemployment
- *Dinwiddie 3.6 % unemployment *City of Hopewell 4.9% unemployment
- *Prince George 3.8 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	4
Sites/Bldgs. Submitted	3
Active Prospects	6

Projects:

Sedona Tap House – Nov. 10th tentative opening
Tractor Museum Expansion
Towneplace Suites Pre-application Meeting
Southgate Square Shopping Center Re-subdivision for parcel in front of Gabes
Extended Stay Hotel Pre-application Meeting (Dr. Amin)
Colonial Square Project

Meetings & Events:

Retail Merchants Association Monthly Meeting
Crater Workforce Investment Board Business Services Committee Meeting
Petersburg Area Regional Tourism Marketing Meeting
Greater Realtor Association Commercial Realtors Monthly Meeting
Hopewell Planned Unit Development (PUD) Presentation
Network of Enterprising Women (NEW) Monthly Luncheon
Colonial Square Owner Meeting
Metro-Exports/RVA Program
Community/Economic Development Specialist Interviews
Colonial Heights Chamber Luncheon
Petersburg Area Regional Tourism (PART) Meeting
Virginia's Gateway Partner Meeting
Boards and Commissions Dinner
Workforce Investment Board Meeting
Virginia Civil War Trails Meeting
Virginia Retail Federation Workshop
Virginia Chamber Workforce Conference

IV. POLICE DEPARTMENT:

Our officers responded to 3,259 calls for service during the month of September, 2018. During the same month last year, we responded to 3,744 calls for service—resulting in a 13% decrease. We had one reported robbery, none reported in September, 2017— a 100% increase. We had one (1) report of an aggravated assault this September, with three (3) reported during the month of September, 2017— a 67% decrease. We had two (2) reported burglaries in September, 2018, with one (1) reported during the month of September, 2017— a 100% increase. There were 63 Part I, or serious, crimes reported to the Colonial Heights Police Department in September, 2018. Forty-nine (49) of those, or 78%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of September was primarily a good, but intense, month. We had no issues regarding the opening of school, and all of our resource officers returned to their respective assignments. We started hurricane preparations in anticipation of Hurricane Florence, which changed course at the last moment to our benefit and surprise. Captain Bill Anspach headed off to the FBI National Academy for a special 10-week training course. Lt. Rob Ruxer will be handling our Law Enforcement Services Division as Acting Captain until Captain Anspach returns. We are proud to report that during this transition, a property audit was successfully completed. As a staff, we are also proud to report that the Colonial Heights School Board recognized our efforts in educating their entire school personnel with the CRASE (Civilian Response to Active Shooter Events) Program, for which we are most grateful.

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

- Officers responded to the stand-alone SRMC Emergency Room for a shooting victim from an incident in Petersburg being dropped off. There was a large crowd gathering and the ER was on lockdown. Officers assisted with dispersal of the crowd and secured the landing zone for a med-flight helicopter.
- Officer Cecil Powell responded to a single vehicle crash in the 300 block of Clover Hill Avenue. The vehicle crashed through a fence and onto a front porch. An investigation identified the driver, who had a strong odor of alcoholic beverage about his breath and person and was later arrested for DUI.
- Officers responded to Old Town Drive for a death investigation from an apparent overdose. The investigation is ongoing.
- Sr. Officer P. J. Calhoun conducted a traffic stop on the Boulevard near Piedmont Avenue. During the investigation, he located 1.7 ounces of marijuana and suspected cocaine from the occupants of the vehicle.
- Officers responded to Roslyn Landing for a hand grenade that was found by a citizen. The Virginia State Police bomb squad responded and detonated the device safely.
- Career Officer Chris Wulff and K-9 Rose were called out to assist Dinwiddie County with a missing and endangered adult. Rose was able to track the missing adult for over a mile and located them in a wood line with no serious injuries.
- Officers responded to a single vehicle crash into a utility pole on the Boulevard at Sherwood Drive. The driver was arrested for DUID, and the passenger of the vehicle was charged with possession of controlled substances.
- Officers responded to a single vehicle crash into a utility pole causing a major power outage for nearly eight hours.

IV. POLICE DEPARTMENT (CONTINUED):

- During routine patrol in the Walmart parking lot, Officer Darrell Aleshire heard some loud slaps and observed a suspect striking a child in the back seat of a vehicle to the point where the child vomited in the car. Officer Aleshire obtained a number of criminal charges from this incident.

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

- Captain Ruxer and Career Officer Scott Whirley spoke to residents at Encompass Health and Rehabilitation about scams affecting the elderly population.
- Members of Police Administration were recognized at the Colonial Heights School Board Meeting in appreciation of our relationship and commitment to the Colonial Heights Schools and for recent CRASE training for all school personnel.
- The LES Division began a complete audit of the Property Room in preparation of Captain Anspach turning his keys over to A/Captain Ruxer while attending the FBI Academy. The audit was successfully completed during the month, and a large amount of property properly destroyed or returned to owners. The process of conducting property disposition and removal for completed cases will continue monthly.
- All of the LES Division, along with many other members of the department, attended the Patriot Day Celebration and Cookout at Sonabank.
- Acting Captain Rob Ruxer reported to the LES Division to shadow Captain Anspach in preparation for Captain Anspach's leaving for the FBI Academy.
- School Resource Officers reported for duty at their assigned locations. It was a successful, smooth opening of the school year.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a busy month, with 14 new cases assigned to the division. Fifteen (15) cases were cleared, including eight (8) cases from previous months, all of which resulted in a 105% clearance rate. During the month of September, we had three (3) reported non-fatal overdoses. We also processed 21 concealed weapon permits and three (3) precious metal permits.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned four (4) new cases.
 - One case involved a credit card fraud with an arrest made.
 - One involved a burglary reported 15 days later.
 - One case involved a death investigation; no foul play suspected.
 - One case involved obtaining money by false pretenses and was cleared by arrest.
 - One case cleared by arrest was a sexual assault that was reported in August.

IV. POLICE DEPARTMENT (CONTINUED):

- Master Detective Roger Santini was assigned three (3) new cases.
 - One case involved possession of stolen property and warrants have been obtained.
 - One case cleared by arrest involved juveniles being disorderly at the mall.
 - One case involved a sting operation of a local massage parlor operating without proper permits and also unlicensed therapists. Good job here by our team of investigators.
- Career Detective Chris Harris was assigned two (2) new cases this month, as follows:
 - One case involved a petit larceny, which was cleared by arrest.
 - One case involved a residential burglary.
 - Seven (7) cases were cleared from previous months varying from burglaries, to a death investigation, to credit card fraud and rape.
- Master Detective Adam Brandeberry was assigned five (5) new cases this month, as follows:
 - One case involved an assault, which was unfounded.
 - One case involved a death investigation of a juvenile; no suspected foul play.
 - One case involved another death investigation of a 29-year-old male; drugs are suspected, but no foul play.

No public nuisance letters were issued this month.

Auxiliary and **Sentinels** assisted school resource officers by working security at three football games. Auxiliary Officer Jason E. Poe graduated from the Crater Criminal Justice Academy after having completed the Basic Law Enforcement School and is now completing his field training hours. Auxiliary/Sentinel members volunteered 168 hours of service during September. Our Auxiliary/Sentinel members have volunteered 1,972 hours of service during the 2018 calendar year

As an agency, overall we made 282 total arrests, worked 65 crashes, wrote 480 traffic citations, executed 768 traffic stops, affected 13 DUI arrests and 24 drug arrests, and issued 21 parking citations.

Master Officer Eric L. Allen was selected and honored as our *Employee of the Month* for **August, 2018**. Master Officer Allen had an excellent month, issuing 51 summonses and 22 warnings. He also investigated 11 new cases in August and cleared nine (9) of them, for a clearance rate of 81%. One of the cases that Eric investigated involved a stolen cell phone reported by a 14-year-old female at Target. Master Officer Allen was able to locate the phone with the “Find My iPhone” application. He responded to Petersburg and located the residence wherein the phone was located. At that point, he was able to speak to the mother of the male juvenile who had stolen the phone, recovered the phone, and released the juvenile to his mother.

Eric also assisted in a foot pursuit in the area of Dupuy Avenue. He was able to locate the possible suspect and assisted in taking the male into custody. The suspect had a firearm in his waistband when he was arrested.

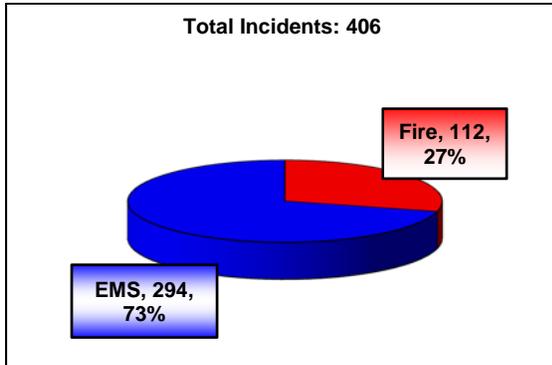
IV. POLICE DEPARTMENT (CONTINUED):

If there is one thing that Master Officer Allen can be noted for, it is that he is a very hard worker and always prepared for duty. He is a leader on the shift and is always ready to handle anything given to him. He believes in the team concept and works diligently with his shift partners. Without complaint, he will always be at the ready to jump in and help, providing a leading example of what makes a strong police officer and great co-worker. For these reasons, we feel that Master Officer Eric Allen deserves the Employee of the Month Award.

DEPARTMENT STATISTICS

Crime	September 2017	September 2018	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	1	0	-100%
Robbery	0	1	100%
Aggravated Assault	3	1	-67%
Simple Assault	15	13	-13%
Breaking & Entering	1	2	100%
Larceny	58	46	-21%
Vehicle Theft	1	0	-100%
Arson	1	0	-100%
Shoplifting	31	33	6%
DUI Arrests	13	13	0%
All Criminal Arrests	393	282	-28%
Calls for Service	3,744	3259	-13%
September 2018	Number Reported	Number Cleared	Percentage Cleared
	63	49	78%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 112

(Total Fire Loss \$2,800):

Total Patients transported: 226

(Total EMS incidents 294):

Fire units arrived on scene in less than 9 minutes on 96.8% of emergency incidents.

(Average response time 5:18 minutes)

EMS units arrived on scene in less than 9 minutes on 97.2% of emergency incidents.

(Average response time 5:11 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	1	Good Intent Calls	28
Vehicle Fire	3	Gasoline or flammable spill	1	Public Service	27
Brush Fire	1	Electrical Problem	2	False Alarm/False Call	17
Trash or Rubbish Fire	1	Down or low hanging wire	3	Child Seat installation	9
Excessive Heat	1	Building or Structure	1	Smoke/CO detector installation	5
Explosive / Bomb Scare	1	weakened or collapse		Assist Invalid	9
				Aircraft Standby	1
M/A First Responder given to EMS Chesterfield		2	M/A given to Petersburg Fire		4
M/A given to Chesterfield Fire		2	M/A received from Chesterfield Fire		2

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	27	29
	Total hours	33 hrs. 37 min.	31 hrs. 46 min.
Station 2	Number of Incidents	14	16
	Total hours	19 hrs. 26 min.	20 hrs. 23 min.

EMS Mutual aid

M/A given to Petersburg EMS	3	M/A received from Fort Lee EMS	6
M/A given to Chesterfield EMS	1	M/A received from Petersburg EMS	1

EMS Transports (by facility)

Southside Regional Medical Center	120	53.09%
Tri-City Emergency Room	26	11.50%
Southside Regional (Southpark)	25	11.06%
John Randolph Medical Center	18	7.96%
Chippenham Hospital	19	8.40%
St. Francis Medical Center	6	2.65%
VCU Health Systems	5	2.21%
VAMC (McGuire)	2	0.88%
Henrico Doctors (ParhamCampus)	1	0.44%
Johnston Willis Hospital	4	1.76%
Total:	226	100%

VI. FINANCE DEPARTMENT:

Departmental Highlights

- ERP System- The evaluation team visited the City of Franklin during the month to discuss and observe the Edmunds MCSJ system with their counterparts. Likewise, team members visited their counterparts during the month to observe the Tyler Munis system. Both vendors will be providing scripted demos in October and the team will make their final recommendation to Council in November.
- The auditors are working on the City's report and wrapping up their work remotely. We expect to receive a draft of the report in late October or possibly early November.
- Council approved the issuance of a bank loan of \$5.825M in September. Staff has been working with the City's financial advisor and bond counsel to draft the final agreements. We expect to close on the loan on October 19.
- The City has issued RFPs for a business process consultant and water and sewer financial analysis and rate study.

Finance – 1,010 Checks processed; 3 Alarm citations sent

Purchasing –187 total purchase orders were completed with 157 being processed by purchasing and 30 departmental purchases being reviewed. This compares to 185 being completed for the same period in 2017. In addition, 82 check requests were prepared by departments which are not processed by Purchasing.

Bid/RFP Activity

- The evaluation team on Invitation # 18-071302-1072 Financial Management, Tax Administration and General Enterprise Resource Planning Software performed site visits during the month.
- 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 due back on October 1. Six proposals were received.
- Invitation # 18-112602-1077, Consultant to complete a water and sewer financial analysis and rate study (with option for infrastructure condition assessment), was issued on October 5. Proposals are due back on October 26. The intent of the study is to independently assess and evaluate the City's existing rates and provide recommendations for a water and sewer rate structure for at least the next five years that will meet the City's financial and operational goals.
- Invitation #18-101602-1078, Business Process/Management Information Consultant, was issued on Sept 28, with proposals due on Oct 16. The consultant's services are to be provided prior to and concurrent with the implementation of a new enterprise resource planning system, planned to commence in the spring of 2019.

VI. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity

- The emergency vendor contact book was updated during the month in anticipation of Hurricane Florence bringing bad weather to the area.
- Two Zero Turn mowers were purchased for the Recreation Department, using a state contract with Toro.
- A Purchase Order was issued to TJ Distributors to correct seating concerns at Shepherd Stadium. The City negotiated extensively with this vendor, and floor mounted seats will be installed in the stadium at a significant discount.
- Staff is looking into the possibility of adding City Hall to the new emergency generator to be installed at the Public Safety Building.
- A Purchase Order was issued to the City's "on-call" vendor for transportation engineering services to design a 10ft wide paved multi-use trail with 2ft gravel shoulders, along the Appomattox River, part of the Phase V Trail project.
- Purchase Order issued to the City's "on-call" vendor for transportation engineering services. Services are for the design of a 5 foot sidewalk with ADA ramps, on the south side of Eastman Avenue, Hillcrest Avenue and Orange Avenue, beginning at the west end of the Boulevard (US Route 1) and running east to Ross Avenue.
- Purchase order issued to the City's "on-call" vendor for transportation engineering services, for the design for the Temple Avenue traffic signal project. The project includes preparation of traffic signal timing plans along Temple Avenue to improve travel times & reduce congestion, which also includes design plans for the reconstruction of two span wire traffic signals.

Risk Management

- A citizen filed a claim against the City, for dead branches falling on her 2000 Mustang. The branches fell on the vehicle windshield, which caused it to crack. Rain water went into the vehicle, causing her insurance company to total the vehicle.
- A driver attempting to turn around, drove into a wet muddy area, striking a raised collar of a City manhole. The vehicle struck the manhole and knocked the manhole completely off the concrete footing. The front passenger side tire then became lodged inside the concrete opening of the manhole. A tow truck was called to remove the vehicle.
- A notice of a possible lawsuit was received, against the City's Police Department.

Utility Billing

- Bi-monthly Utility Bills Sent – 3,833
- Delinquent Notices Sent – 761 or 21.00% with 101 cut off for nonpayment.
- \$421.28 in set-off Debt Collections received for this month.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	EMS Firefighter
Office on Youth	Site Supervisor (Part-time)
Office on Youth	Support Worker (Part-time)
Police	Police Officer
Recreation & Parks	Recreation Specialist II

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
EMS Firefighter	31	264
Public Works Technician	24	292
Police Officer	31	264
Recreation Specialist II	97	601
Site Supervisor (Part-time)	12	374
Support Worker (Part-time)	21	297

Pay Plan Study

- The survey questionnaire was finalized and distributed to surrounding and similar size localities with responses due by October 31, 2018.

Miscellaneous

- New employee orientation sessions were held for two staff members.
- Exit interview sessions were held for three staff members.
- Attended a discrimination law seminar presented by Woods Rodgers and Richmond SHRM.

Attended the 2018 Virginia Workforce Conference, which focused on Veteran's Services Programs for the Commonwealth of Virginia.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 51,349 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. Real Estate Records Search3. Animal Control4. City Employees5. Yard Sales6. Human Resources7. Pay Online8. Recreation & Parks9. Police10. GIS & Maps11. Utility Billing12. Jobs13. Assessor14. Records & Property Tax Maps15. Our Government	<ol style="list-style-type: none"> India Germany Ireland Philippines Canada	<ol style="list-style-type: none"> Illinois North Carolina Pennsylvania California Maryland

- ☆ Citizens submitted and city staff processed 445 service requests and questions through the “Report a Concern” module during the month of September. The City of Colonial Heights’ Facebook Page now has 4,523 fans and the City’s Twitter account has 1,305 followers. There are 3,403 subscribers for In The News.
- ☆ Proactive Information Management completed 76 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 20,206 titles in September.
- ☆ Residents borrowed 6,569 e-books on Kindles, while 504 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 709 residents registered for the Hoopla service.
- ☆ The public computer center had 1,465 users, while the iPad center was used 77 times.
- ☆ The children’s story time program had 183 children participating.
- ☆ The library’s meeting rooms were used by 114 groups.
- ☆ An average of 642 residents used the library each day, while 56 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In September, the Recreation Division kicked off its Fall programs. Athletic programs began playing games in early September to include Football/Cheerleading, Girls Fast Pitch Softball, Boys Fall Baseball, Girls Volleyball and our Fall Adult Softball league. Our athletic fields hosted numerous tournaments and games to include youth and adult softball and youth soccer. Staff began preparations for city events to include Halloween in the Park, Christmas Tree Lighting and the Christmas Parade.

Athletics/Programs	2018	2017
Adult Softball (Fall League)	16 teams	19 teams
Youth Football Registration	82	45
Youth Cheerleading Registration	50	51
Ready, Set, Run	9	12
Boys Fall Baseball	40	34
Girls Fast Pitch Fall Softball	54	27
Volleyball	25	n/a
Little Tykes All-Stars	12	16
Therapeutic Recreation	78	n/a
Yoga in the Park	38	143
Karate	4	10
Belly Dancing	5	6
Facility Usage	2018	2017
Community Room Attendance	900	990
Community Room Reservations	20	30
Pavilion Attendance	2,268	2,175
Pavilion Reservations	36	35
Field Attendance	7,625	7,275
Field Rentals	82	82

Lunch & Learn Medicare Mistakes



Richmond Trolley Trip



Agency on Aging

Agency on Aging Activities	2017	2018
Adult Coloring	N/A	7
Bingo in Center	9	44
Bowling	256	240
Bridge Party	48	48
Bridge Tournament	91	97
BUNCO	N/A	12
Senior Club Meeting	65	46
Senior Golf Association Fort Lee	471	367
Senior Golf Association Tri-Cities	N/A	143
Sing A-Long	21	26
Awareness/Education	2017	2018
Blood Pressure Check	33	40
Central VA Health Services Lunch & Learn	N/A	21
LifeLine Screening	N/A	64
Medicare Mistakes Lunch & Learn	N/A	34
Classes	2017	2018
Bridge 101	10	16
Colorful Creation Open Paint	29	22
Crochet & Knitting	36	43
Line Dancing Class	52	83
Quilts for Vets	7	3
Sewing Class	18	17
Tap Class	50	52
Tech Saw	3	5
Watercolor with Faye	33	27
Fitness	2017	2018
Muscles in Motion	183	194
Sit & Let's Get Fit	135	230
Strength & Stretch	364	337
Tai Chi	20	30
Pickleball	32	184
Water Aerobics	51	33
Yoga	112	119
Trips	2017	2018
Highland & Carter Mountain	N/A	26
Richmond Trolley	N/A	24
Total	2,129	2,536
Volunteer Hours	31	24
Meals	2017	2018
Home Delivery Meals	80	40
Site Meals	48	45
Transportation	2017	2018
Total Passengers	239	295
Total Trips	452	576
Total Miles	2545	3039
Wheelchairs	6	9
Donations	\$175.20	\$211.20
NewRiders	3	3

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Violet Bank Museum

Attendance (143)

Tours – 33 / Grounds Only - 77 / Onsite Program - 33

- VBM received a loan of interesting photos and artifacts from the WWI and WWII. Staff is working on getting these displayed and labeled to further expand the timeline of the house and how world events affected those in Colonial Heights.
- VBM welcomes volunteers Jeff and Mary-Ellen Anderson. The couple has an extensive history of community service, are very effective event organizers and are very knowledgeable about local history.
- Staff continues to work hard on the big upcoming fall festival carnival extravaganza, happening October 27.
- A new outreach program is in the research and development stage to increase visitor numbers and interest in Violet Bank Museum.
- Violet Bank Stitchers from the Heart donated 8 pet cage cozy mats to Smitty's Cat Rescue, and adult hats, adult scarves, baby hats, baby blankets, baby sweaters, and toddler mittens to CARES, Inc.; a local group that assists women and children in crisis.



Parks, Horticulture, Buildings & Grounds

- Laid out and painted soccer fields at Soccer Complex.
- Put out trashcans, benches, and bleachers at all fields at Soccer Complex.
- Painted football field, field hockey field, band practice field for High School as needed.
- Dragged and lined ballfields as needed for league and tournament play.
- Installed new Fibar in White Bank Park playground.
- Installed new Fibar in Floral M. Hill Park playground.
- Replaced broken boards on pier at Roslyn Landing Park.
- Replaced broken boards on benches at Roslyn Landing Park river walk.
- Mulched Temple Ave. roundabout medians.
- Prepared equipment and facilities for Hurricane Florence.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Trimmed Bayberry bushes, shrubs, and Holly trees at Legacy Garden.
- Trimmed suckers off Bradford Pear trees at welcome sign on Temple Ave.
- Trimmed suckers off Crepe Myrtles at White Bank Park.
- Edged beds at sites as needed.
- Trimmed boxwoods at Courthouse.



XI. OFFICE ON YOUTH & HUMAN SERVICES:

- **Youth Advisory Council Activities**
 - 6 YAC Members, YAC Advisor and a Guest Met in September
 - 5 YAC Members and Advisor Completed Quarterly Trash Pick Up on James Avenue
 - 5 YAC Officers and Advisor Met to Plan for the Monthly Meeting
- **Youth Services Commission**
 - Attended the City Council's Boards and Commissions Annual Picnic
- **Kids' After School Program**
 - Started up on September 10, 2018 at Tussing Elementary (17 students) and North Elementary (16 students). Lakeview will open in October.
 - KAP Staff: 13; Volunteers;7; Interns: 4 Work-Study students: 3.
 - Provide ongoing supervision to VSU Interns
- **Ongoing Monthly Meetings/Trainings**
 - Colonial Heights Food Pantry Board Meeting
 - "What's Wrong with Kids These Days?" Supporting Children in a Complicated World Training
 - Positive Parenting Coalition Meeting
 - Juvenile and Domestic Violence Task Force Meeting
 - CSA Resource Day and Training Event
 - School Board Meeting
 - HOBY Virginia Corporate Board Meeting
 - Be Well Virginia Conference
 - Community Coalitions of Virginia
 - CH Heroin & Opiate Summit Planning committee
 - Children's Policy & Management Team
 - Community Criminal Justice Board
 - Colonial Heights Multi-Disciplinary Team
- **Diversion Program Participation**
 - **Community Service**
 - 4 Youth Completed 24 Hours of Service Learning
 - **Shoplifting Diversion**
 - 9 Youth and Parent Attended the Shoplifting Diversion Program
 - **Teen Life Skills**
 - 1 Youth Completed of "Teen Life Skills"
 - **Miscellaneous Youth Services (Non DJJ)**
 - 3 Youth Completed 14 Hours of Community Service
- ✓ Provided "ACEs and Resilience" Training for Kids' Afterschool Program Staff
- ✓ Participated in the Suicide Prevention Awareness Event/Walk at Virginia State University

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2018	69	\$24,298.25	3	\$11,510.38
2017	80	\$20,180.02	7	\$1,547.74

Sublet repairs consist of the following;

Exhaust work	\$374.95
Tire Repair	\$58.14
Misc. (rebuild boom unit 211)	\$11,077.29

Maintenance cost for the first fiscal quarter this year compared to the last 5 years are;

2018/2019	\$67,142.99
2017/2018	\$65,570.04
2016/2017	\$98,692.88
2015/2016	\$58,064.78
2014/2015	\$74,464.78
2013/2014	\$67,183.56