

CITY MANAGER'S REPORT TO CITY COUNCIL JULY 2017

I. PUBLIC WORKS & ENGINEERING:

ENGINEERING

Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – Adjusting bid documents in order to re-advertise.
- **Safe Routes to Schools (North Elementary School Phase I) UPC 105233** – Preliminary engineering work and surveying work in process.
- **Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188** – Preliminary engineering and environmental work in process.
- **Holly Avenue Reconstruction (Revenue Sharing) UPC 105690** – Construction complete. Final punchlist items are currently being addressed.
- **Dupuy Avenue Modernization, UPC 101287** – In order to tie Dupuy Ave project to the East River Road project in Chesterfield County, VDOT and VSU have requested the plans to be amended to include an extra 50 feet of improvements at the City limits. Additional work may extend the start of construction to Spring 2018.
- **Lakeview Avenue Modernization, UPC 101288** – 100% project plans have been submitted for review to VDOT. Legal counsel to prepare certificate of takes for property refusals.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – Awaiting confirmation from VDOT that PE expenditures have been reopened to expenditures. Working with procurement to obtain additional tree grates in order to collect outstanding project reimbursements.
- **2017 Pavement Preservation** – Completed Phase I construction. Lee-Hy was awarded the contract for Phase II. Construction to start in September.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533** – Requests for proposal (RFP) is currently being drafted.
- **Mallard Drive Reconstruction, UPC 107093** – Preliminary engineering has commenced.
- **Stratford Drive Reconstruction, UPC 107092** – Preliminary engineering has commenced.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – On hold due to backlog and I-95/Temple interchange improvement project.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Completed 100% PS&E.
- **Improvements on Conduit/Ellerslie Avenue – UPC 108646** – Consultant proposal has been approved and sent to Finance for a purchase order. Kick-off meeting to be held 8/15.

Utilities Capital Projects

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

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **North Elementary School Addition** – Final plan (1st resubmittal) submitted for review.
- **Lot 7 East Roslyn Farm** – Final Plat submitted and reviewed. Comments submitted to the developer's agent. Final Plat (1st Resubmittal) submitted and reviewed. Plat approved 7/14.
- **SRMC-FSED** - Final plan (1st resubmittal) submitted for review.
- **Longhorn Steakhouse** – Final Plan (1st resubmittal) submitted and reviewed. Comments submitted to the developer's agent.
- **Petroff** – Final Plat submitted and reviewed. Comments submitted to City Attorney.
- **Gills Point Section 10** – Final subdivision plat (1st resubmittal) submitted and reviewed. Comments sent to developer's agent.

Right-of-Way Permits

- Issued five (5) permits and closed one (1) permit for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

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

Vegetation

- Removed litter from (19) locations, responded to (10) litter miscellaneous and to (03) dead animal requests.
- Cut grass/trimmed at (49) locations.
- Sprayed for high weeds/grass at (18) locations.
- Removed a tree from street at (01) location.
- Trimmed tree limbs/bushes at (07) locations and removed limbs discarded on City property at (01) location.
- Assisted Purchasing Department moving surplus items from City Hall to Public Works Complex.
- Responded to after hour calls, tree down in street on Temple Avenue, stump in street on Boulevard and sinkhole on Orange Avenue.

Recycling Center

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

Storm Water and Drainage

- Cleaned (27) catch basins/curb inlets, drainage ditch at (02) locations, drainage pipe at (01) location and responded to drainage miscellaneous requests at (06) locations.
- Repaired a catch basin on Red Fox Road and on Dunlop Farms Boulevard and a storm sewer pipe on Meridian Avenue.
- Placed gravel in sinkholes at (04) locations and in alleys at (05) locations.
- Sprayed around curb inlets, catch basins, drainage pipes, outfalls and drainage ditches for high weeds/grass at (09) locations.
- Concrete Crew replaced (18) feet of Curb and Gutter at (01) location and (12) feet of Curb and Gutter at (01) location due to Utilities Division Sewer line repair.
- Responded to after hour calls to assist Police Department with flooding on East Ellerslie Avenue and on Boulevard under train trestle.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (24) potholes, (05) shoulders, (01) driveway, (03) low areas, (02) gutter pan, (07) utility cuts (22) asphalt breaking up and responded to (04) miscellaneous requests.
- Removed (55) dump truck loads of construction debris from Public Works Complex and Utilities Division to Old Landfill Area 6.
- Assisted Traffic Engineering saw cut concrete around stop sign to be replaced on Taswell Avenue.
- Graded area and placed stone at the dead end of Ingram Avenue where stone had washed away behind drain pipe entrance to the railroad bed.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

Wastewater Utility

- Responded to (07) sewer backups and responded to (08) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (05) locations.
- Repaired sewer main line at (01) location.
- Installed sewer cleanout at (01) location and repaired cleanout top at (02) locations.
- Flushed sewer main line at (01) location.
- Responded to sewer roaches at (04) locations.
- Placed topsoil around cleanout area at (03) locations and gravel in sinkhole at (01) location.
- Replaced manhole top on Southpark Circle.
- Removed debris from pumps, washed wet well down and responded to (02) alarms after hours at the Main Pump Station.
- Trimmed vines on building, top off and added two quarts of oil to generator at Charles Dimmock Pump Stations.
- Repaired damaged door to dry well at C&B Pump Station.
- Top off generator at Sherwood Hills, Conjurers Neck and Hrouda Pump Stations.
- Removed pump 2, replaced worn wear ring and impeller seals at Hillcrest Pump Station.
- Cut/trimmed grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (07) meters, a meter box at (01) location, meter top at (04) locations, meter pigtail (02) locations and responded to (07) water miscellaneous requests.
- Repaired a main water line at (01) location, service line at (01) location and repaired a meter leaking at (01) location.
- Align a meter in box at (01) location.
- Performed water pressure test at (01) location.
- Flushed hydrant at (01) location to clear water that was discolored.
- Turned water off at (03) locations due to a water line break on private property.
- Replaced float on sump pump, adjusted pilot valve, replaced water pressure gauge inside tank base and assisted East Coast Valve rebuilding pilot valve on attitude valve at Southpark Water Tower.
- Backflow/Cross Connection Technician conducted (57) surveys, (26) completed and (31) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority (ARWA) for testing.
- Performed bacterial sample and disinfected by products sent these to Richmond lab for testing.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (254) man-hours.
- Welcome new Public Works Technician "James Hudson" to our team.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

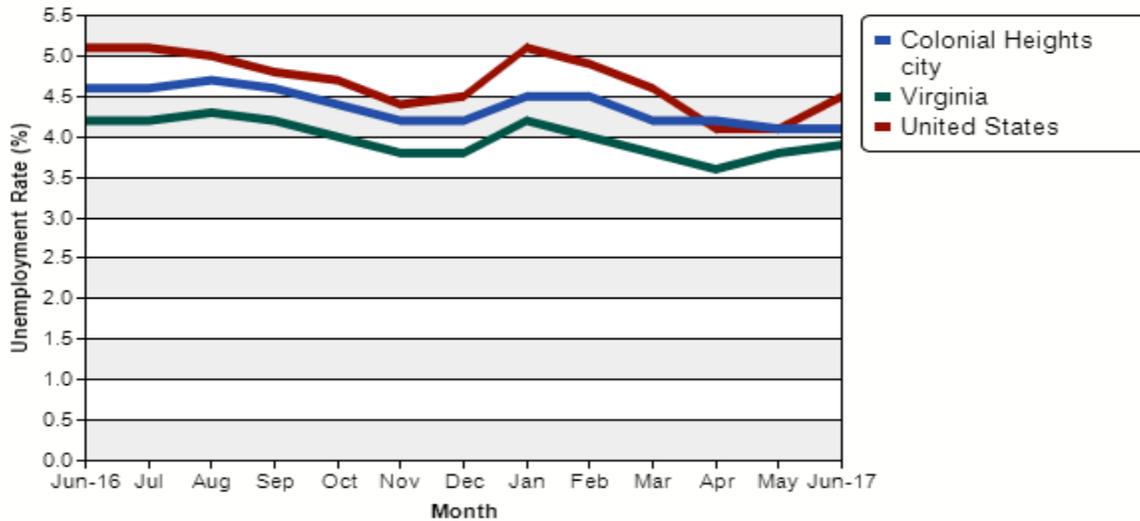
- During the month of July, we had staff members attend conferences to learn, obtain educational credits to keep their certifications, and to build relationships with colleagues in their field. The department shows another productive month in all divisions. As you will see below, all divisions continue to provide professional service in an effort to reach the department's mission, vision, and goals.
- The following are highlights of the work performed by the planning and zoning division. The director investigated several zoning violations. He attended a few meetings with individuals regarding planning and zoning information for residential development and commercial redevelopment. The director reviewed state legislation that became law on July 1 regarding wireless companies installing new infrastructure or co-locating on existing infrastructure. The assistant director worked with engineering/public works on reviewing a final site plan for Southside Regional Medical Center's proposed freestanding emergency department (FSED). She worked with ProjectHomes to rank applicants for this year's emergency home repair program. The assistant director attended the Virginia American Planning Association (APA) Conference. The division also continues to review zoning, sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.
- The code enforcement division saw a slight decrease in inspections when comparing monthly inspections from July 2016 to July 2017. In comparing this same time period, there was an increase in overall inspections for violations pertaining to trash/debris, exterior storage of objects, Virginia property maintenance code, and zoning. This division continues proactive enforcement of city property maintenance and zoning violations. The inspectors are observant of building permit violations and work with the building inspections division to share information.
- The building inspections division saw an increase in permits and inspections when comparing monthly inspections and permits issued from July 2016 to July 2017. The building official attended the Virginia Code Education Conference. He worked with the deputy fire marshal in making sure 107 Carroll Avenue was vacated by all tenants until the owner can make the necessary repairs for the structure to be habitable.
- The spreadsheet below depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

| | Month | YTD | | Month | YTD |
|-------------------------------------|------------|-------------|---------------------------------|------------|--------------|
| Code Enforcement | | | Building Permits | | |
| Tall Grass | | | Permits | | |
| Initial Inspections | 37 | 276 | New Residential | 0 | 4 |
| No Violation Found | 0 | 0 | Cost | \$0 | \$ 465,000 |
| Compliant | 17 | 146 | Res. Additions/Alterations | 7 | 67 |
| In Progress | 20 | 34 | Cost | \$40,078 | \$ 617,865 |
| City Enforced - Grass Cut | 36 | 90 | Demolitions | 1 | 3 |
| Total Inspections | 38 | 462 | Cost | \$38,000 | \$ 43,000 |
| Inoperable Motor Vehicles | | | Commercial | | |
| Initial Inspections | 16 | 155 | Cost | \$246,860 | \$ 5,959,467 |
| No Violations Found | 0 | 2 | Plumbing | 7 | 71 |
| Compliant | 6 | 94 | Electrical | 17 | 97 |
| In Progress | 10 | 16 | Mechanical | 8 | 65 |
| Vehicles Towed | 0 | 4 | Swimming Pool | 1 | 5 |
| Total Inspections | 32 | 304 | TOTAL PERMITS | 45 | 347 |
| Trailer Violations | | | Building Inspections | | |
| Initial Inspections | 5 | 48 | Residential | 61 | 585 |
| No Violations Found | 0 | 3 | Commercial | 65 | 410 |
| Compliant | 4 | 28 | TOTAL INSPECTIONS | 126 | 995 |
| In Progress | 1 | 6 | Permits issued by Zoning | | |
| Total Inspections | 10 | 93 | Fence | 3 | 30 |
| Trash/Debris Violations | | | Signs | 6 | 24 |
| Initial Inspections | 14 | 143 | Zoning | 7 | 55 |
| No Violations Found | 0 | 6 | Private Farmers Market | 0 | 2 |
| Compliant | 3 | 88 | TOTAL PERMITS | 16 | 111 |
| In Progress | 11 | 39 | Other Activities | | |
| Total Inspections | 28 | 280 | Water Shut Off/Marked | 0 | 0 |
| Exterior Storage Violations | | | Uninhabitable | | |
| Initial Inspections | 14 | 78 | Court Cases | 1 | 2 |
| No Violations Found | 0 | 1 | | | |
| Compliant | 4 | 70 | | | |
| In Progress | 10 | 30 | | | |
| Total Inspections | 28 | 155 | | | |
| Graffiti | | | | | |
| Initial Inspections | 1 | 2 | | | |
| No Violations Found | 0 | 0 | | | |
| Compliant | 0 | 1 | | | |
| In Progress | 1 | 1 | | | |
| Total Inspections | 2 | 4 | | | |
| VA Property Maintenance Code | | | | | |
| Initial Inspections | 16 | 86 | | | |
| No Violations Found | 1 | 3 | | | |
| Compliant | 4 | 22 | | | |
| In Progress | 11 | 42 | | | |
| Total Inspections | 31 | 169 | | | |
| Zoning | | | | | |
| Initial Inspections | 3 | 25 | | | |
| No Violations Found | 0 | 0 | | | |
| Compliant | 2 | 11 | | | |
| In Progress | 1 | 4 | | | |
| Total Inspections | 6 | 50 | | | |
| Signs | | | | | |
| Initial Inspections | 0 | 1 | | | |
| No Violations Found | 0 | 0 | | | |
| Compliant | 0 | 1 | | | |
| In Progress | 0 | 0 | | | |
| Total Inspections | 0 | 2 | | | |
| TOTAL INSPECTIONS | 175 | 1519 | | | |

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT for the past 12 months Colonial Heights City



Source: Virginia Employment Commission

| Comparison Over Time | | | |
|---------------------------------------|-----------------------|----------|---------------|
| Time Period | Colonial Heights city | Virginia | United States |
| Jun. 2017 | 4.1% | 3.9% | 4.5% |
| May. 2017 | 4.1% | 3.8% | 4.1% |
| Jun. 2016 | 4.6% | 4.2% | 5.1% |
| 5 Year Annual Average 2012 - 2016 | 5.7% | 5.1% | 6.3% |
| 10 Year Annual Average 2007 - 2016 | 5.9% | 5.3% | 7.0% |

Source: Virginia Bureau of Labor Statistics

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 2017 per Virginia Employment Commission.

| Labor Force | Employed | Unemployed | Unemployment Rate | Preliminary |
|-------------|----------|------------|-------------------|-------------|
| 9,099 | 8,730 | 369 | 4.1 | No |

*Chesterfield

3.8 %unemployment

*City of Petersburg

7.0 % unemployment

*Dinwiddie

4.6 % unemployment

*City of Hopewell

6.1% unemployment

*Prince George

4.5% unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity

| | |
|----------------------------------|---|
| Direct Requests for Information: | 4 |
| Sites/Bldgs. Submitted | 3 |
| Active Projects | 4 |

Announced Active Projects

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

IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,631 calls for service during the month of July, 2017. During the same month last year, we responded to 3,473 calls for service—a 5% increase. We had three (3) reported robberies this month, and two (2) reported in July, 2016— a 50% increase. We had one (1) aggravated assault this month, with none being reported during the month of July, 2016— a 100% increase. One (1) burglary was reported in July, 2017, compared with two (2) reported during the month of July, 2016—a 50% decrease. There were 70 Part I, or serious, crimes reported to the Colonial Heights Police Department in July, 2017. Fifty (50) of those, or 71%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month, we saw a slight reduction in our calls for service from the previous month. However, for the sixth consecutive month, our calls for service increased in comparison to 2016.
- ✓ The month of July was very busy, and it all started with the annual fireworks show in the City. Even the rain did not deter this event, as was evidenced by the high attendance and many positive comments on the show itself. As far as criminal activity goes, our officers were up to the challenge as quick arrests were made in a Saturday afternoon bank robbery, and two strong armed robberies.
- ✓ We are pleased to report that our Project Lifesaver Program was a success during the month. One participant of the program walked away from her residence and within nine minutes upon arrival, our officers located her safe and sound. I personally am surprised that this wonderful story did not make more of a media impact.
- ✓ We also want to make mention that the CHPD family grew by one as Master Officer Bob Clark and his wife, Tara, welcomed a beautiful baby girl into their family. All are doing well.
- ✓ We are excited that all of our new radios have been installed into our fleet and our officers have all their new portables in use. This project was a major undertaking, and Captain Bill Anspach and Sgt. Renee Walters are to be commended for their efforts.
- ✓ Our Animal Shelter renovation/addition project continues to progress.
- ✓ Our hiring efforts are moving forward as two (2) conditional offers have been made and we are awaiting the results of further testing. That being said, we are excited to welcome back Sr. Officer Joey Viera at the end of the month, who has been on extensive military leave serving our country the past year and has been deployed overseas.

IV. POLICE DEPARTMENT (CONTINUED):

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

- During a traffic stop, Officer Robert Brown arrested two juveniles for possession of a firearm and possession of marijuana.
- Officers responded to Sun Trust Bank on Charles Dimmock Parkway for a robbery. The suspect entered the bank and passed a note that demanded money. The suspect had fled the area before officers arrived. Detectives made an arrest hours later.
- Officers responded to an apartment, for an elderly female with Alzheimer's, who had wandered away from home. While checking the area, Officer Brett Jennings found the apartment open and unoccupied. He checked the apartment and located the missing female hiding in the bathroom. The family completed an application for Project Lifesaver. The elderly lady was placed in the program the next day.
- Career Officer Mike Kelley responded to the Martin Luther King Bridge for a person who had jumped off the bridge. When he arrived at the bridge, an off-duty Petersburg Police officer was assisting the person out of the water. The person was then transported to the hospital for medical/psychological evaluation.
- Officers responded to Walmart for an attempted strong arm robbery. The suspect approached a cashier and told her to give him the money or he would break her face. The suspect left the store without the money. Officer Jacob Miller was able to recognize the suspect from his previous job at Riverside Regional Jail and obtained warrants.
- Officers responded to Archer Avenue Apartments for a missing Alzheimer's patient. The patient had recently been enrolled in the department's *Project Lifesaver Program* and could have been gone as long as seven hours. Career Officer Mike Kelley used the tracking equipment and located the patient within nine minutes in the wooded area near the apartments. The patient was returned home with no injuries.
- Sr. Officer Robbie Simmons responded to a hotel here in the city for a report of drug activity. Officer Simmons noticed an odor of marijuana coming from a specific room. He made contact with the occupants of the room and was able to recover marijuana as well as other drugs and charged one of the occupants with drug possession.
- Officers responded to Food Lion grocery store for a strong arm robbery. Officer Rob Brown observed a vehicle that fit the description of the suspect vehicle. He was able to stop and detain the driver until a positive identification could be made. The suspect was charged in this incident and the money taken was recovered.
- Sr. Officer Simmons also attempted to stop a vehicle on Ellerslie Avenue. The suspect refused to stop until he reached home. The driver was arrested for DUID as well as other traffic charges.

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

- Sergeant Renee Walters coordinated the deployment of new portable radios for the department as well as received old radios and equipment. This was a smooth process and was completed quickly. Career Officer Scott Whirley assisted with this project.
- Captains Anspach, Groat and Ferguson interviewed seven certified candidates for the two vacant police officer positions. Four individuals were selected for backgrounds, three of which are still moving through the process.
- Sergeant Walters received notification that we were approved to receive the funding for the School Resource Officer (SRO) grants she submitted. These will be for year four of four for North Elementary, and year three of four for Tussing Elementary.

IV. POLICE DEPARTMENT (CONTINUED):

- The Commonwealth Attorney's Office provided legal update to the agency during several roll call sessions.
- Captain Anspach and Sgt. Walters have been training Career Officer Whirley in the property room throughout this month. He was shown how to enter property, sign property in and out, and return property. Career Officer Whirley rode with Sgt. Walters to the state lab to observe the process involving delivering and picking up property at the lab.
- Career Officer Whirley went to North Carolina with Master Officer Benkendorf on an extradition to pick up a female prisoner.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a busy month, with 24 new cases. Twenty-one (21) of those cases were cleared—this included six (6) cases from previous months, all of which resulted in an 85% clearance rate. During the month of July, we had four (4) heroin overdoses. One of these was the same person twice in one day. Fortunately, we had no fatalities. We continue our efforts in obtaining Narcan and moving forward with our initiative. During the month of July, the Investigations Division processed 17 concealed weapon permit applications.

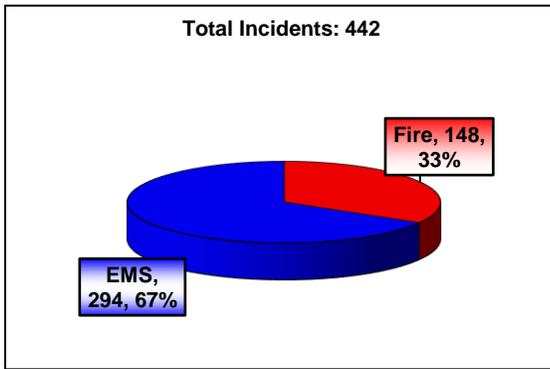
Some of the division highlights include:

- Detective Sergeant Thad Johnson investigated our reported bank robbery and had the suspect under arrest within eight hours of the crime.
 - Master Detective Chris Harris investigated a case involving distribution of child pornography, which resulted in a search warrant being executed; status is pending forensics findings of computers that were seized.
 - Master Detective Harris cleared four pending cases from previous months—one overdose that was unfounded; one aggravated sexual assault that was exceptionally cleared; one distribution of obscene pictures that was unfounded; and one death investigation that was unfounded.
 - Sr. Detective Adam Brandeberry had a busy month investigating three cases involving counterfeit currency that was passed at local businesses. He also cleared two pending cases from previous months—one robbery by arrest and one counterfeit currency by arrest.
 - Master Detective Roger Santini investigated three cases involving fraud crimes. One case was unfounded, the second case was cleared by arrest, and the third is pending further investigation.
 - Three public nuisance letters were issued pertaining to the use of illegal drugs.
- ✓ **Auxiliary and Sentinels** did not have a monthly training session. The Auxiliary Unit assisted with the 4th of July fireworks. In addition, Auxiliary provided traffic control/security for the Ft. Lee 100 Mile Road Run on July 9th and the BIB Tournament on July 27-31. During the month of July, Auxiliary/Sentinel members volunteered 174 hours of service. Year to date, Auxiliary/Sentinel members have volunteered 1,429 hours of service.
- ✓ Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, had a very busy and productive month. During the month, the unit was able to seize over \$15,000.00 in drug proceeds. The unit conducted surveillance operations at various businesses in the city. There were 30 new cases initiated, 27 of which were cleared by arrest, and executed two search warrants at residences within the city. They obtained 15 felony warrants and 27 misdemeanor warrants for various offenses involving drug distribution, child neglect, alcohol violations, weapons charges, and maintaining a common nuisance. The unit also issued one traffic summons, 11 verbal warnings and two written warnings. Officer Darrell Aleshire also investigated four non-fatal heroin overdoses this month.
- ✓ Overall as an agency, we made 371 total arrests, worked 83 crashes, wrote 556 traffic citations, executed 847 traffic stops, affected five DUI arrests and 60 drug arrests, and issued 21 parking citations.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ **Master Detective Christopher D. Harris** was selected and honored as our Employee of the Month for June, 2017. Eight new cases were investigated by Master Detective Harris during the month, including a burglary that occurred at the Shop and Go Exxon on Southpark Boulevard. He assisted in search warrants that were obtained in response to a tip that we received about the burglary. Det. Harris conducted interviews of two individuals who were arrested in relation to said burglaries, during which time he received the name of a third potential suspect. This suspect was already incarcerated at Riverside Regional Jail for the burglary of a commercial property that occurred in Chesterfield County two days after Chris's case. Chris was able to contact the suspect, who denied any involvement. He made sure to check the suspect's property that was brought into the jail and was able to locate the same shoes that were worn by the burglary suspect in the inmate's property. Based on all of the information received and evidence collected, he was able to secure warrants on the final suspect.
- ✓ Every day, Master Detective Harris demonstrates his dedication, professionalism and his willingness to assist other officers and detectives, even when he may be busy himself. He always arrives to work early and maintains a positive attitude, no matter what situation he may encounter. For his continuing contribution to the mission of the department, we feel that he is more than deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 148

(Total Fire Loss \$23,350):

Total Patients transported: 224

(Total EMS incidents 294):

Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents.

(Average response time 5:04 minutes)

EMS units arrived on scene in less than 9 minutes on 99.2% of emergency incidents.

(Average response time 5:00 minutes)

Fire Division(number of incidents):

| <u>Fires</u> | | <u>Hazardous Situations</u> | | <u>Service calls and false calls</u> | |
|---|---|--------------------------------------|---|--------------------------------------|----|
| Building Fire | 4 | Electrical Problem | 5 | Good Intent Calls | 40 |
| Cooking Fire | 2 | Down or low hanging wire | 5 | Public Service | 46 |
| Vehicle Fire | 1 | Gasoline/combustible spill | 1 | False Alarm/False Call | 19 |
| Brush/trash Fire | 2 | Gas Leak (Natural or LPG) | 1 | Child Seat installation | 8 |
| | | Other Hazardous Situations | 1 | Smoke/CO detector installation | 5 |
| | | | | Assist Invalid | 8 |
| M/A First Responder given to EMS Chesterfield | 7 | M/A received from Chesterfield Fire | 5 | | |
| M/A given to Chesterfield Fire | 3 | M/A received from Fort Lee Fire | 1 | | |
| M/A given to Petersburg Fire | 1 | M/A received from Prince George Fire | 1 | | |
| | | M/A received from Petersburg Fire | 1 | | |

STAFFING

| | | <u>Engine unstaffed due to EMS call</u> | <u>Engine left with 2 personnel due to EMS call</u> |
|------------------|----------------------------|---|---|
| Station 1 | Number of Incidents | 13 | 17 |
| | Total hours | 15 hrs. 0 min. | 19 hrs. 2 min. |
| Station 2 | Number of Incidents | 6 | 7 |
| | Total hours | 6 hrs. 5 min. | 7 hrs. 5 min. |

EMS Mutual aid

| | | | |
|-----------------------------|----|------------------------------------|---|
| M/A given to Petersburg EMS | 10 | M/A received from Chesterfield EMS | 2 |
| M/A given to Hopewell EMS | 2 | M/A received from Fort Lee EMS | 2 |
| M/A given to Fort Lee EMS | 2 | M/A received from Petersburg EMS | 1 |

EMS Transports (by facility)

| | | |
|-----------------------------------|------------|-------------|
| Southside Regional Medical Center | 138 | 61.61% |
| Tri-City Emergency Room | 33 | 14.73% |
| John Randolph Medical Center | 19 | 8.48% |
| Chippenham Hospital | 16 | 7.14% |
| VCU Health Systems | 6 | 2.68% |
| St. Francis Medical Center | 6 | 2.68% |
| Johnston Willis Hospital | 5 | 2.23% |
| Saint Mary's Hospital | 1 | 0.45% |
| Total: | 224 | 100% |

VI. FINANCE DEPARTMENT:

Departmental Highlights

- Internal staff meeting to discuss status of RE & PP Tax Administration systems, and financial systems in general. This will be a topic coming to Council in the near future.
- We currently have a vacancy in a Financial Specialist due to a separation, and an Administrative Assistant who will be out on FMLA. We will be evaluating workload and looking at various options to fill the Financial Specialist position in the near future.
- The Director has established monthly meetings with key staff not physically located on the second floor to keep lines of communication open for direct reports who may not interact with the Director on a regular basis.

Finance - Checks processed: 1,047, Alarm citations: 4

Purchasing – 466 total purchase orders were completed with 390 being processed by purchasing and 76 departmental purchases being reviewed. This compares to 476 being completed for the same period in 2016. In addition, 112 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 17-062702-1063, Hrouda Pump Station Rehabilitation opening date was July 14, but no bids were received. Engineering is in discussion with various contractors to address concerns as to why no bids were received.
- Invitation #17-071802-1064 Pavement Preservation 2017, sealed bids were opened on July 18 with a contract awarded to Lee Hy Paving.

Other Purchasing Activity:

- Working on an addendum to the contract, for consulting services for the radio communications system project. Addendum would add funds, which are already included in the total cost of the total project. Consulting services would run until September 25, 2020.
- Working on a lease agreement for a new copy machine for the police department, with Virginia Business System. The new lease will be for 60 months. The NJPA (National Joint Powers Alliance) contract was used.
- Contract with Argos for the delivery of concrete to the Public Works Department has been approved. The low bidder would not agree on contract language, so the next vendor in line was chosen.
- Purchase Order issued to Structural Technology for the annual inspection of all ladders for the Fire Department. Inspection must be completed by August 15.
- Purchase Order issued for the re-sealing and pavement markings on the parking area around Shepherd Stadium.
- Purchase Order issued to LS Lee to replace the guardrail damaged by a driver on June 24. L S Lee to coordinate all work with the City's Public Works Department.
- A used fork truck was purchased by Fleet Department (Hyundai Lift Truck model HLF15-5, approximately 2,254 operating hours/3,000 base capacity at 24' load center.
- Confirmed a backup vendor, Exxon at the north end of the City on the Boulevard, should the gas/diesel pumps go down, like they did this month. Exxon will run a tab for the City.
- Meeting held with those involved in the animal shelter addition project, to discuss concerns with painting the walls at the shelter.
- Purchase order issued for the replacement of conference room chairs for the City Manager's conference room and the City Council conference room. Chairs were purchased from Staples at 40 % off.
- Contract addendum signed with Proactive, to continue to offer IT support for the City for the period of July 1, 2017 – June 30, 2018.
- Purchase Orders issued to multiple vendors, for the purchase of school supplies for the City's Back to School Festival, scheduled for August 15.

VI. FINANCE DEPARTMENT (CONTINUED):

- Contacted Cintas about the City's contract for mats that are to be delivered to two City buildings. It was discovered that the US Communities Contract will give the City a lower price per week, of which we want to take advantage.
- Purchase Order issued to Med-Pro US Inc. for the inspection and preventative maintenance on the Stryker and Fern stretchers.
- Continue to work with the City's IT Department, concerning the dropping of phone calls at the Courthouse. It is now believed that the wireless access points in the building and the radio booster system in the Courthouse could be causing the problem.
- Purchase Order issued for cat and dog tags, with M & W Printers.
- Quote issued for the replacement of the A/C gas system serving the left side of the bunk house living quarters at the Dunlop Farms Fire Station. Quotes are due back in August.
- Quote issued for the re-roofing of the Public Safety building and also the Senior Center building. There is a mandatory pre-bid conference on August 2, with quotes due on August 9.
- Received preliminary pricing on the real estate assessments, which will be mailed out in January 2018. Approximately 7,600 real estate assessments are in the City's data base. Estimated cost of the job, not counting the mailing cost: \$1,496.50
- Purchase Order issued to Capital Auto Group, for a 2018 Ram 1500, 4 x 4 tradesman crew cab, 4 x 4 short bed truck.
- Purchase Order issued to Heritage Chevrolet for a 2017, full size ¾ ton cargo van, rear wheel drive.
- Trouble tickets placed for problems with the x-ray machine at the Courthouse. L3 Communications was contacted.

Risk Management:

Vehicle:

- A City resident backed up their vehicle into an unoccupied Recreation and Parks truck at Lakeview Park. There was no damage to the City truck.

Citizen Claim:

- A City police officer, while making an arrest for possession of marijuana, placed the individual's cell phone on top of the police vehicle. The officer forgot it was there, and it fell off the car and struck the asphalt as the officer turned a corner.

Notice of Legal Action:

- A notice of legal action was filed by a resident from an accident in September 2015. When the individual exited her truck that she parked on the street, she fell in an open water meter hole. VML will handle this claim.
- A warrant in debt was filed against the City's Police Department for \$25,000, for excessive force, illegal detainment, entrapment, loss of employment and refusing to let the individual make a call, during an arrest in April 2017.
- An individual gave notice of her claim against the City and its Police Department for her false arrest and imprisonment sustained by reason for the gross negligence of the City, its agents, officers, which resulted in the loss of her employment and benefits. VML to assign legal representation for this claim.

Utility Billing:

- Bi-monthly Utility Bills Sent – 3,818
- Delinquent Notices Sent – 770 or 21.4% with 134 cut off for nonpayment.
- \$53.25 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 2017:

☆ Advertisements

| <u>Department</u> | <u>Position</u> |
|-----------------------|-------------------------------|
| City Manager's Office | Executive Assistant |
| Fire & EMS | Battalion Chief (Promotional) |
| Fire & EMS | Fire Lieutenant (Promotional) |
| Office on Youth | Site Supervisor (Part-time) |
| Office on Youth | Support Worker (Part-time) |
| Public Works | Engineering Technician |
| Public Works | Project Coordinator |

☆ Applications & Testing

| <u>Position</u> | <u>Total Applications Received</u> | <u>Total Hits on Job Announcement Page</u> |
|-------------------------------|------------------------------------|--|
| Battalion Chief (Promotional) | 5 | 47 |
| Engineering Technician | 15 | 440 |
| Executive Assistant | 123 | 1,392 |
| Fire Lieutenant (Promotional) | 12 | 74 |

☆ Training

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

☆ Miscellaneous

- New Employee Orientation:
Mariah Lowe – Telecommunicator
James Hudson – Public Works Technician
- Exit Interview:
Elke Gibbs – Executive Assistant
Heather Smith – EMS Firefighter

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, www.colonialheightsva.gov, had 76,179 page views in the month of July.

| | |
|--|--|
| <p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Records Search3. Human Resources4. City Employees Login5. Animal Shelter6. Yard Sales7. Recreation & Parks8. Online Bill Pay9. Police10. Sports & Athletics11. Our Government12. Records & Property Tax Maps13. Recreation Programs14. GIS & Maps15. Things to Do | <p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India Germany Canada Philippines United Kingdom <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois Pennsylvania New York Maryland Delaware |
|--|--|

☆ Citizens submitted and city staff processed 400 service requests and questions through the "Report a Concern" module during the month of July. The City of Colonial Heights' Facebook Page now has 4,476 fans and the City's Twitter account has 1,010 followers.

☆ IT staff provided the following training for employees in July:

- Adobe Acrobat Professional (Sheriff's Office, July 12)
- CivicPlus Website CMS (Police Administration, July 20)
- GIS (Police Investigations, July 21)
- CivicPlus Agenda Center (City Administration, July 27)

☆ Proactive Information Management completed 70.15 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

☆ The library staff circulated 21,347 titles in July.

☆ Four thousand, four hundred and thirty-six e-books circulated on Kindles. Two hundred and thirty-five e-books and audio titles were downloaded from Hoopla, and 345 residents are currently registered for this online library service.

☆ The public computer center had 1,716 users, while the iPad center was used 202 times.

☆ One thousand, three hundred and thirty-six children participated in the Summer Reading Program, and 81 children from the Parks and Recreation Playground Program visited the library several times. A library staff member visited 24 children in community day care centers in the Rolling Reads Outreach Program.

☆ The library's meeting rooms were used by 95 groups.

☆ One hundred and seventy-six residents registered for new library cards, and an average of 676 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

The Recreation Division continued to hold 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 in August. Staff prepared the Fall City Focus edition. Completed upgrades to the outside façade of Shepherd Stadium to include awnings, banners, lit signage, and parking lot improvements.

| Athletics | <u>2016</u> | <u>2017</u> |
|---|-------------|-------------|
| Adult Softball | 31 teams | 24 teams |
| Youth Football Registration (as of 7/31/17) | 102 | 65 |
| Youth Cheerleading Registration (as of 7/31/17) | 63 | 47 |
| Boys Basketball Camp | 26 | 23 |
| Volleyball Camp | 29 | N/A |
| Cheerleading Camp | 24 | 16 |
| CJ Prosize Football Camp | N/A | 110 |
| Tennis Lessons | 31 | 10 |
| Beach Volleyball | N/A | 8 |
| Activities/Programs | <u>2016</u> | <u>2017</u> |
| Summer Playground | 446 | 372 |
| Summer Tots | 13 | 23 |
| Cardboard Boat Regatta | N/A | 3 teams |
| Dive in Movie at SYC | N/A | 120 |
| Shorty Chef | N/A | 3 |
| Belly Dancing | 7 | 6 |
| Karate | 13 | 9 |
| Facility Usage | <u>2016</u> | <u>2017</u> |
| Community Room Attendance | 1,112 | 845 |
| Community Room Reservations | 25 | 19 |
| Pavilion Attendance | 1,865 | 2,525 |
| Pavilion Reservations | 22 | 45 |
| Field Attendance | 6,935 | 9,480 |
| Field Rentals | 61 | 71 |
| Teen Center Attendance-CHHS Students | 5 | 5 |
| Teen Center Attendance-CHMS Students | 50 | 32 |

Violet Bank Museum

| | <u>2016</u> | <u>2017</u> |
|------------|-------------|-------------|
| Attendance | 262 | 199 |

- Activities-new employee orientation & training, storage purge, Christmas decoration preparation and exhibit work

Summer Playground Program



Cardboard Boat Regatta



Shepherd Stadium Upgrades



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

| Agency on Aging Activities | 2017 | 2016 |
|----------------------------------|--------------|--------------|
| Bingo in Center | 19 | 32 |
| Bowling | 192 | 192 |
| Bridge Party | 44 | 48 |
| Bridge Tournament | 88 | 104 |
| BUNCO | 12 | 45 |
| Senior Advisory Board Meeting | 7 | N/A |
| Senior Club Board Meeting | N/A | 8 |
| Senior Club Meeting | 82 | 78 |
| Senior Citizen Dance | 82 | 82 |
| Senior Golf Association Fort Lee | 345 | 478 |
| Sing A-Long | 20 | 30 |
| Awareness/Education | 2017 | 2016 |
| Blood Pressure Check | 32 | 28 |
| Health & Stress Management | N/A | 15 |
| TRIAD | N/A | 41 |
| VDDHH Presentation | 14 | N/A |
| Classes | 2017 | 2016 |
| Bridge 101 | N/A | 12 |
| Colorful Creation Open Paint | 36 | 26 |
| Crochet & Knitting | 42 | 35 |
| Line Dancing Class | 74 | 58 |
| Quilts for Vets | 4 | 8 |
| Sewing Class | 4 | 21 |
| Tap Class | 53 | 66 |
| Tech Savy | 3 | 10 |
| Watercolor with Faye | 33 | 38 |
| Fitness | 2017 | 2016 |
| Muscles in Motion | 215 | 200 |
| Sit & Let's Get Fit | 235 | 200 |
| Strength & Stretch | 384 | 274 |
| Tai Chi | 34 | 19 |
| Pickleball | 59 | N/A |
| Water Aerobics | 159 | 65 |
| Yoga | 145 | 101 |
| Zumba Gold | 14 | 10 |
| Trips | 2017 | 2016 |
| Crochet Trip | N/A | 6 |
| King Family Vineyard | 13 | N/A |
| Lunch Bunch | 8 | 20 |
| Petersburg Art Show & Lunch | 12 | N/A |
| Spirit of Norfolk | N/A | 13 |
| White Water Rafting | 10 | 24 |
| TOTAL | 2,460 | 2,346 |

| | | |
|-----------------------|-------------|-------------|
| Volunteer Hours | 16 | 16 |
| Meals | 2017 | 2016 |
| Home Delivery Meals | 55 | 12 |
| Site Meals | 50 | 81 |
| Transportation | 2017 | 2016 |
| Total Passengers | 210 | 57 |
| Total Trips | 424 | 397 |
| Total Miles | 2239 | 2373 |
| Wheelchairs | 8 | 9 |
| Donations | \$157.20 | \$158.40 |
| New Riders | 8 | 9 |

Parks, Horticulture, Buildings & Grounds

- Prepared ball fields as needed for league and tournament play.
- Laid out and painted field hockey field at High School for fall sports.
- Laid out and painted football field at Middle School stadium.
- Laid out and painted football practice fields for recreation teams.
- Removed temporary fencing off High School baseball and softball fields.
- Repainted bathrooms at Shepherd Stadium.
- Removed & replaced pitcher's mound, installed temporary fence, prepared field at Shepherd Stadium for BIB tournament.
- Prepared field and provided work force for BIB tournament.
- Installed banners at Shepherd Stadium.
- Mulched flower beds as needed.
- Trimmed shrubs at all sites as needed.
- Trimmed back crepe myrtles at Library.
- Trimmed back crepe myrtles at Public Safety building.
- Trimmed under hedges at War Memorial.
- Trimmed viburnum and hollies at Legacy Garden.
- Trimmed back bayberry hedges at City Hall.
- Spread pine needles in beds at Library.
- Edged beds at Public Safety Building.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

- **Youth Advisory Council Activities**
 - YAC Members and YAC Advisor Did Not Attend July YAC Meeting
 - 4 YAC Members and YAC Advisor Participated in mini-goLEAD Institute
 - 9 YAC Members and YAC Advisor Raised Funds at Annual Lemon-Aid Stand
 - 6 YAC Members and YAC Advisor Delivered Lunches to Work Camp Crew
 - 2 YAC/CADRE Members and Advisor Attended YADAPP Conference at Longwood University
 - 4 YAC Officers and YAC Advisor Met to Plan for August Meeting

- **Youth Services Commission**
 - Met in July; reviewed KAP Annual Report for 2016-2017

- **Kids’ After School Program**
 - Facilitated 2 – day Youth Leadership Training with 15 youth.
 - Provided training to after-school staff

- **Ongoing Monthly Meetings/Trainings**
 - Kiwanis Meetings/Board Meeting
 - Colonial Heights Food Pantry Board Meeting, Volunteered
 - Colonial Heights School Board Meeting
 - CARES Board of Directors Meeting
 - Family Assessment & Planning Team
 - Comprehensive Policy & Management Team
 - Smart Beginnings/School Readiness
 - Meeting with Senator Dance & Delegate Tyler

- **Diversion Program Participation**
 - **Community Service**
13 Youth Completed 129 Hours of Service Learning
 - **Shoplifting Diversion**
17 Youth and a Parent attended the Shoplifting Diversion Program
 - **Active Parenting of Teens**
No Parents Are Currently Participating in “Active Parenting”
 - **Teen Life Skills**
4 Youth participated in course work for “Teen Life Skills”
1 Youth completed course work for “Teen Life Skills”
 - **Miscellaneous Youth Services (Non DJJ)**
3 Youth completed 50 hours of Community Service

- ✓ Provided Orientation for 9 Crewmembers, Parents, and Crew Leader for YCC Day Program

XII. FLEET MAINTENANCE:

| | <u># Workorders</u> | <u>Total</u> | <u>Sublet</u> | <u>Sublet total</u> |
|------|---------------------|--------------|---------------|---------------------|
| 2017 | 79 | \$20,288.19 | 4 | \$4,713.42 |
| 2016 | 84 | \$28,771.31 | 6 | \$10,362.98 |

Sublet repairs consist of:

| | |
|-------------------|------------|
| Dealer repair | \$4,096.69 |
| Glass Replacement | 273.98 |
| Misc. | 267.75 |
| Alignment | 75.00 |