



CITY MANAGER'S REPORT TO CITY COUNCIL JUNE 2018

I. PUBLIC WORKS & ENGINEERING: ENGINEERING

Transportation Capital Projects

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Awaiting VDOT direction on procedures for repackaging this project.
- ***Safe Routes to Schools (North Elementary School Phase I), UPC 105233*** – Preliminary engineering work in process.
- ***Safe Routes to Schools (North Elementary School Sidewalks), UPC 106188*** – Preliminary engineering work in process.
- ***Holly Avenue Reconstruction (Revenue Sharing), UPC 105690*** – Construction complete for Yorkshire and Williamsburg Roads. Preliminary work for Jamestown and Holly Ave in progress.
- ***Dupuy Avenue Modernization, UPC 101287*** – Design work in process to include an extra 50 feet of improvements at the City limits. Awaiting comments from VDOT review of revised plans.
- ***Lakeview Avenue Modernization, UPC 101288*** – City has issued notice to proceed for utility relocation.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue), UPC 78222*** – VDOT to establish new UPC to continue work on project.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107533*** – Finalizing contract documents to start design work.
- ***Mallard Drive Reconstruction, UPC 107093*** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$64,722.61. Construction has commenced.
- ***Stratford Drive Reconstruction, UPC 107092*** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$205,725. Construction has commenced.
- ***Temple Avenue Signal Coordination (CMAQ Program), UPC 98883*** – Awaiting agreement and financial documents from VDOT.
- ***Appomattox Green River Trail Phase IV, UPC 105236*** – Design work complete. Finalizing right of way acquisition with Army Corps of Engineers (ACOE).
- ***Appomattox River Greenway Trail Phase V, UPC 107533*** - Finalizing contract documents to start design work.
- ***Improvements on Conduit/Ellerslie Avenue, UPC 108646*** – 50% design complete. Right of way acquisition is underway. 100% plans to be submitted August 2018.
- ***Boulevard Resurfacing, UPC 111947*** – Construction has been completed.

Utilities Capital Projects

- ***Lakeview Avenue Water and Sewer Replacement*** – Design work complete.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design work complete.
- ***Nantucket Drainage*** – Design work in process.
- ***Hemlock Drainage*** – Design work has been completed. Advertisement for construction bids scheduled for August 2018.
- ***Hrouda Pump Station*** – This project is included in the CIP budget ordinance for FY 19 that was approved in May.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **SRMC-FSED Utility Access Easement** – Easement Plat (2nd Revision) submitted 6/1 and reviewed on 6/19. Comments sent to developer's agent on 6/19. Easement Plat (3rd Revision) submitted on 6/20 and approved on 6/25. Plat sent to the City Attorney's Office on 6/26.
- **Sedona Taphouse** – Utility plan revisions submitted on 6/20 and approved on 6/22. Construction work in process.

Right-of-Way Permits

- Issued/opened four (4) permits and closed six (6) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 80 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (05) locations, responded to litter miscellaneous request at (02) locations and responded to (04) dead animal removal from street.
- Cut and trimmed grass at (25) locations and sprayed weeds/grass at (33) locations.
- Trimmed tree limbs/bushes at (12) locations, removed storm damage at (03) locations and cut/removed a tree that fell into Old Town Creek off Newcastle Drive.
- Performed interviews for a Public Works Technician on the Vegetation crew.

Recycling Center

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

Storm Water and Drainage

- Cleaned (37) catch basins/curb inlets, (06) drainage ditches, (00) drainage pipe, (03) curb and gutters, (01) outfall and responded to drainage miscellaneous request at (06) locations.
- Sprayed weeds/grass around Inlets, Basins, BMPs and Outfalls at (06) locations
- Placed gravel in sinkholes at (02) locations and topsoil at (02) locations.
- Repaired a catch basin floor at 1217 Boulevard.
- Placed topsoil around a storm sewer manhole on Southpark Boulevard.
- Swept (43) streets collecting (120) cubic yards of debris.
- Concrete crew replaced (12) feet of Curb and Gutter at (01) location and (105) feet of sidewalk at (02) locations. An additional (10) feet of Curb and Gutter at (01) location due to Utility repairs.
- Patched (03) cracked areas in Curb at 801 Boulevard, repaired a small area on the side of a drainage ditch at the dead end of Newcastle Drive, three small areas on Temple Avenue in median near roundabout, a small area in front of sidewalk at 609 Boulevard and responded to a concrete miscellaneous request at (01) location.
- Assisted Traffic Engineering removing a pole that was damaged on Temple Avenue near roundabout.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (12) utility cuts, (111) potholes, (07) low areas, (02) sinkholes, (02) shoulders, (04) asphalt breaking up, (03) driveways, (01) gutter pan and responded to miscellaneous request at (02) locations.
- Placed gravel in alley between Norfolk and Suffolk Avenues and in potholes at the entrance to Old Landfill.
- Graded gravel area in alley between 2102 and 2112 Boulevard and road going to Animal Shelter at 301 Charles Dimmock Parkway.
- Assisted Police Department with oil spill at Lakeview Avenue and Boulevard by applying sand to area, closed off Westover Avenue due to an accident and removed concrete from street on Temple Avenue.
- Assisted Registrar Office moving Voting Machines.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and equipment.

Wastewater Utility

- Responded to (08) sewer backups and responded to (04) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (03) locations.
- Repaired a sewer cleanout at (03) locations.
- Placed topsoil around cleanout at (03) locations.
- Sprayed manhole for sewer roaches at (02) locations.
- Removed debris from pumps 1 and 2 three times this month and responded to an alarm after hours due to storm at the Main Pump Station.
- Removed debris and grease from wet well and filled diesel tank for generator at Charles Dimmock Pump Station.
- Installed "NO Trespassing" signs and filled diesel tank for generator at Hrouda Pump Station.
- Replaced battery and filled diesel tank for generator at Sherwood Hills Pump Station.
- Filled diesel tank for generator at C&B Pump Station.
- Responded to an alarm after hours, generator was running had to reset generator at Dunlop Farms Pump Station.
- Removed grease from wet well at Conjurers Neck Pump Station.
- Continued cutting and trimming grass around Pump Stations and Water Towers.
- Continued flushing all trouble sewer lines throughout the City.
- Continued monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (30) meters, meter box at (02) locations, meter top at (06) locations and responded to (09) water miscellaneous requests.
- Repaired a water service line break on Walnut Avenue, a meter leak on Jackson Avenue and a water valve on Dunlop Farms Boulevard.
- Replaced a water service line on Wilkshire Court and capped two old water services lines that were still live and disconnected them from the water main on Richmond Avenue.
- Cleaned meter box out for Utility Billing at (03) locations.
- Raised meter box at (07) locations and placed topsoil around a meter box on Wakefield Avenue.
- Reset a meter on Williamsburg Road and installed a new meter on East Roslyn Court.
- Backflow/Cross Connection Technician conducted (34) surveys, (27) completed and (07) incomplete.
- 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.
- 811 (formerly Miss Utility) locating required (180) man hours and (205) tickets completed.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Department Overview

At the end of the month of June, three vacancies exist in the staffing for the department. The second advertisement for the Assistant Director position closed on June 15, 2018 and four candidates were selected to proceed forward to the interview, which is scheduled for July. Currently, the responsibility and duties of the Assistant Director position are assigned/shared between the Director and the Community Development / Economic Development Planner. The Community Development / Economic Development Planner submitted his resignation letter for July 10th 2018 in order to enroll full-time in a graduate degree program. The part-time Code Enforcement Inspector position closed 06/08/2018. Interviews for the position will commence after interviews for the Assistant Director position are completed.

Planning & Community Development Division

- Planning Commission did not meet in the month of June. Applications for Planning Commission were received by the June deadline, therefore Planning Commission is scheduled to meet in August.
- At City Council, the following planning item was discussed:
 - First Reading of City Ordinance No. 18-25, which modifies the location of trash and recycling receptacles outside of the collection window and moves enforcement to the Planning Department.
- For CDBG, the Program Year ended on June 30th. All outstanding home repairs were completed and closed out.
- 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 111 new cases in June 2018, a decrease in new cases from June 2017, and observed 108 outstanding cases come into compliance.

Building Inspections Division

- The building inspections division received an increase of permit applications in comparison to June 2017, a total expected investment of \$1,436,064 in commercial construction. The department completed 168 total inspections in June.
- C/O's were issued for MP Bounce N'Golf with Me, WaWa, Teresa Nails, and SRMC-FSED.

There were no new housing permits issued in June 2018.

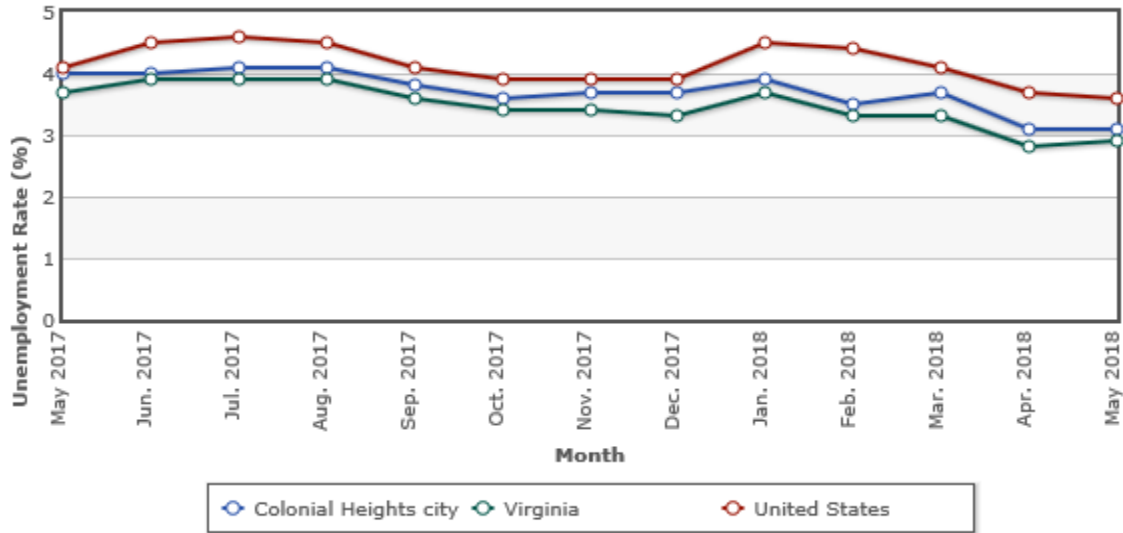
The following spreadsheet depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

Planning & Community Development			New Cases	Month	YTD
06/01/2018-06/30/2018			Total - All Categories	111	774
7/13/2018			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts		
				10	76
			Exterior storage of objects and equipment	3	103
			Damage or defacement of public or private property		
				0	0
Building Permits	Month	YTD	Storage of Inoperable Vehicles	12	113
Total - All Categories	44	285	Removal of Vegetation	54	177
Residential - New Construction	0	9	Solid Waste: Remove unsafe substances	23	227
Cost/Investment	\$0	\$1,206,330	Zoning	1	22
			Virginia Property Maintenance Code	8	56
Residential - Alteration/Demos	7	48			
Cost/Investment	\$140,057	\$ 348,670			
			Closed Cases	Month	YTD
			Total - All Categories	108	623
Commercial	8	30	Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	18	77
Cost/Investment	\$1,436,064	\$2,814,706	No Violation	0	5
			Compliant	18	72
Electrical	14	77	Forced Compliant	0	0
			Exterior storage of objects and equipment	6	106
Mechanical	9	60	No Violation	0	5
			Compliant	6	101
Plumbing	6	61	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
Total - All Categories			Forced Compliant	0	0
Residential	58	401	Storage of Inoperable Vehicles	8	99
Commercial	68	367	No Violation	1	7
			Compliant	7	90
			Forced Compliant	0	2
			Removal of Vegetation	52	170
Planning Permits	Month	YTD	No Violation	0	9
Total- All Categories	9	80	Compliant	41	141
Fence	3	20	Forced Compliant	11	20
			Solid Waste: Remove unsafe substances	20	124
Signs - Temporary	1	8	No Violation	0	5
			Compliant	20	119
Signs - Permanent	4	20	Forced Compliant	0	0
			Zoning	0	15
Zoning	1	32	No Violation	0	0
			Compliant	0	15
			Forced Compliant	0	0
			Virginia Property Maintenance Code	4	32
			No Violation	0	3
			Compliant	4	29
			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
May 2018	3.1%	2.9%	3.6%
Apr. 2018	3.1%	2.8%	3.7%
May 2017	4.0%	3.7 %	4.1%
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 May 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,985	8,707	278	3.1	No

*Chesterfield	2.8 %unemployment	*City of Petersburg	5.8 % unemployment
*Dinwiddie	3.2 % unemployment	*City of Hopewell	4.5% unemployment
*Prince George	3.4% unemployment		

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	5
Sites/Bldgs. Submitted:	1
Active Prospects:	4

Projects:

Boulevard WaWa Interior Renovations
Walker Office Building – Roslyn Office Park
Sedona Tap House Under Construction
Tractor Museum Expansion

Meetings & Events:

Retail Merchants Association Monthly Meeting
Chamber Finance Committee Meeting – Colonial Heights Chamber
Chamber Fellowship of Christian Athletes Speaker Meeting
Crater Workforce Investment Board Business Services Committee Meeting
Petersburg Area Regional Tourism Marketing Meeting
Greater Realtor Association Commercial Realtors Monthly Meeting
VA Chamber Conference
Community College Workforce Alliance Meeting
Workforce Marketing/Rebranding Meeting
VEDP Business Retention Meeting
Chamber Scholarship Committee Meetings
Network of Enterprising Women Luncheon
Southside Va. Realtors Meeting
Cameron Foundation Workforce Meeting
Timmons Open House
Metro-Business Entrepreneur Roundtable
Virginia Secretary of Commerce & Trade Visit to Colonial Heights
Ribbon Cutting for Lundie Insurance, Sherwood Title, and Colonial Grill
VCU – Startups and Entrepreneurships

IV. POLICE DEPARTMENT:

Our officers responded to 3,863 calls for service during the month of June, 2018. During the same month last year, we responded to 3,662 calls for service—resulting in a 5% increase. We had no reported robberies, and four (4) reported in June, 2017— a 100% decrease. We had one (1) report of aggravated assault this June, with none reported during the month of June, 2017— a 100% increase. We had two (2) reported burglaries in June, 2018, with six (6) reported during the month of June, 2017— a 67% decrease. There were 91 Part I, or serious, crimes reported to the Colonial Heights Police Department in June, 2018. Sixty-two of those, or 68%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of June was an extremely busy month. We are proud to announce that we officially opened our renovated/expanded animal shelter by hosting an open house/dedication to show the shelter to the public. This event was well attended and well received. We will forever be grateful to JoAnn and David Glazier for their generous support on this project. Their continued commitment will serve our residents as well as care for those animals that are in need of homes. I am also grateful to City Council and the Petersburg/Colonial Heights S.P.C.A. for their financial support for the project. This partnership will only enhance community relationships far into the future.

Our commitment to community service is ongoing as well. This year's Special Olympics Torch Run was a great success with great participation. We had over a dozen officers actively run or bike the 3.1 mile route through the City, while a few did the entire tri-cities distance of 11 miles. The final leg of the course ended at CiCi's Pizza, where we were met by a crowd of over 50 children and their parents, all of whom are involved in Special Olympics. This was a sight to see and makes it all worthwhile.

Our newly hired FOIA specialist finally began work on June 13th. Retired Hopewell Police Department Lt. Franklin McQuage was eagerly welcomed to our team. Franklin is a part-time employee who has hit the ground running and brings a vast amount of police expertise to his job.

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

- Officer Christopher Velasquez took a report of a sexual assault of a juvenile working at the Chick-Fil-A drive through. The offender would grab the victim's behind as he was providing his meal order. Detectives have made an arrest in this case.
- Master Officer Kenny Bish responded to E. Eilerslie Avenue for a death investigation, the facts for which were ultimately turned over to our Investigations Division.
- Officer Joseph Vaughan responded to Southpark Mall for a larceny report. Officer Vaughan located the possible suspect and initially detained him. Officer Vaughan made contact with the victim who observed the suspect take a tee shirt and then leave the store. The shirt was recovered by the victim inside another store at the mall. The suspect was a severely intoxicated juvenile. Officers called EMS to treat the juvenile and transport him to the hospital. During a search of the juvenile, Officer Vaughan located a small firearm on his person as well. Officer Vaughan made contact with the suspect's parents and explained the situation and that multiple charges were pending this incident.
- Officer Velasquez arrested a suspect for indecent exposure while inside of his vehicle in the Publix parking lot. Great arrest from a quick police response.
- Sr. Officer Brett Jennings responded to an unresponsive subject on an ATV. The subject was located and found to have multiple outstanding arrest warrants. While taking this suspect into custody, the suspect attempted to drive off on the ATV, assaulting both officers in the process. The officers were able to take the suspect into custody without further incident.

IV. POLICE DEPARTMENT (CONTINUED):

- Career Officer Greg Thinnes responded to Cal's on the Boulevard for a person attempting to sell a pallet of rebar. During Career Officer Thinnes' investigation, he found that the suspect had taken the rebar from his employer in Henrico County and was attempting to sell it. The same suspect had sold pallets of rebar to Cal's in the past. In addition, upon arresting the suspect, Career Officer Thinnes discovered illegal narcotics during a search of the suspect vehicle. There were multiple charges obtained for this suspect.
- Two days in a row, officers arrested the same suspect at Walmart for indecent exposure. On the second day, the suspect was taken into custody and taken in front of a magistrate, who held a bond on the suspect.
- Officer Micaulay Fable responded for a juvenile who was threatening suicide. During the investigation, the juvenile indicated that she had been molested by a family member; the family member was arrested.
- During their shift, Officer Jacob Miller and Sgt. Mike Foster noticed a large amount of smoke and were able to trace it to Franklin Avenue. They located a residence that was on fire and forced open the front door, but no one was home. A dog was rescued from the home and taken to the emergency vet.

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

- The entire Law Enforcement Services Division participated in the Torch Run for Special Olympics on June 8th. This was another excellent event in which many members of the department participated.
- Sgt. Renee Walters and Sr. Police Officer Andy Barnhouse visited Project Lifesaver clients to verify equipment, update information, and review responsibilities/contracts for the program.
- Another successful school year was completed, with school resource officers attending awards ceremonies and field days at their respective schools to interact and build relationships with students, staff, and parents.
- The division was excited to welcome our new FOIA specialist, Franklin McQuage, to our agency. Franklin comes to us as after serving the Hopewell Police Department for 27 years as a police lieutenant. Please take a moment to congratulate him and welcome him to our team.
- Career Officer Scott Whirley attended a Boy Scout trade show for area scouts. This event was held at Wesley Methodist Church. Thank you to Craig Skalak from Parks and Recreation for also attending this event with Career Officer Whirley.
- Social media was utilized to inform our public of scams, an indecent exposure arrest, our animal shelter dedication, attempts to identify an arson suspect, and an incident citing good police work by Auxiliary Capt. Scott Young.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a solid month, with 15 new cases assigned to the division. Nine (9) cases were cleared, including two (2) cases from previous months, all of which resulted in a 74% clearance rate. During the month, we had one (1) non-fatal heroin overdose. We also processed 28 concealed weapon permits and one (1) massage clinic permit.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned two (2) new cases this month, as follows:
 - Once case involved a Fraud report pertaining to an IRS scam.

IV. POLICE DEPARTMENT (CONTINUED):

- One case involved a sexual assault cleared by arrest.
- Sgt. Johnson also cleared by arrest an aggravated sexual assault from May, 2018, and was able to declare as unfounded a computer solicitation matter from February, 2018.
- Master Detective Roger Santini was assigned three (3) new cases this month, as follows:
 - Two cases involved theft of automobiles from a local car rental company. One case was exceptionally cleared (suspect arrested and charged in Georgia); and one case was inactivated (additional leads are being investigated).
 - One case involved a sexual assault that was unfounded.
- Career Detective Chris Harris was assigned five (5) new cases this month, as follows:
 - Two cases involved separate death investigations. Cases are pending medical examiner reports (foul play not suspected).
 - One case involved a child abuse involving a juvenile. Career Detective Harris is currently working with Child Protective Services and awaiting medical reports from the doctor.
 - One case involved assisting a Florida County Sheriff's Department interviewing a juvenile victim pertaining to sexual abuse being committed by the father.
 - One case involved a domestic assault that occurred at a residence.
- Master Detective Adam Brandeberry was assigned five (5) new cases this month, as follows:
 - One case involved a death investigation. Case status pending medical examiner's report (foul play not suspected).
 - One case involved a breaking and entering to a business in Patrol Area 5 that is connected to two previous breaking and entering incidents from May 2018.
 - One case involved a sexual battery that was cleared by arrest.
 - One case involved a fraud complaint where the victim was tricked into sending money, claiming her grandchild was in trouble.
 - One case involved a Social Services complaint alleging abuse. After investigation, it was determined to be unfounded.

Two (2) public nuisance letters were issued this month to the following properties:

- The owner of a 2012 Volkswagen was notified about a criminal activity occurring in the owner's vehicle by another party and if caught again the vehicle would be confiscated for the criminal activity taking place.
- Also, one was issued on a resident in the 700 block of Old Town Drive.

IV. POLICE DEPARTMENT (CONTINUED):

Auxiliary and Sentinels met on June 7, 2018, and trained on the proper use of the department's stop sticks. Auxiliary Officer Jason Poe is doing very well in the 91st Basic Law Enforcement Academy; he has successfully completed three months of training. Auxiliary and Sentinel members assisted with the Special Olympics Torch Run on June 8th and the Colonial Heights High School graduation ceremony on Jun 14th. Auxiliary/Sentinel members volunteered 284 hours of service during June. Our Auxiliary/Sentinel members have volunteered 1,331 hours of service during the 2018 calendar year

The U. S. Marshal's Fugitive Task Force, which includes our Master Officer Travis Karr, arrested 23 fugitives from justice, seven (7) of whom were wanted in the City of Colonial Heights. They also served 69 warrants, eighteen of which were also from the City of Colonial Heights. The USMS Task Force arrested seven (7) Colonial Heights fugitives during June. One of the Colonial Heights fugitives has been on the run for over five months. He kept changing his cell phone number and constantly moved from one residence to the next. Through their tenacity, this fugitive was finally caught in Petersburg and at the time of his arrest, over ½ pound of marijuana was located. Two fugitives were located and arrested out of state—one in North Carolina and one in Georgia. Master Officer Karr has also located four (4) fugitives from Colonial Heights who were already incarcerated in local jails throughout Virginia. These four fugitives are not counted in the Marshal's statistical numbers since the Marshals did not make the arrests.

Sgt. Jason Chimera, who supervises the **Special Operations Unit**, reported that during the month of June, 2018, Special Operations Unit members focused on several ongoing investigations and conducted surveillance operations on numerous locations, both residential and business related. SRO/Master Officer Jared Brandeberry was once again assigned to the Special Operations Unit (SOU) during the summer months when schools are closed. There were 10 new cases initiated, all 10 of which were cleared by arrest. We obtained one (1) felony warrant and nine (9) misdemeanor warrants for offenses involving drug possession/distribution, grand larceny, larceny with intent to sell and several alcohol violations. SOU issued 2 traffic summonses, gave 10 verbal warnings and one (1) written warning. We also executed three (3) search warrants relating to a drug investigation. There were two (2) firearms seized and one (1) non-fatal heroin overdose.

As an agency, overall we made 386 total arrests, worked 112 crashes, wrote 561 traffic citations, executed 871 traffic stops, affected 19 DUI arrests and 22 drug arrests, and issued 17 parking citations.

Sergeant Renee Walters has been selected as our *Employee of the Month* for **May, 2018**. Over the past 24 years, law enforcement professionals, community members and families of slain law enforcement officers have come together to honor our fallen and share breakfast at the Hopewell Moose Lodge in Hopewell, Virginia, in observance of **National Police Week**. In order that the event remains a "tri-cities" event each year, a primary agency from the region is tasked with hosting the breakfast. This year the Colonial Heights Police Department was selected with hosting this honored event.

Sergeant Walters headed up the planning and execution of this year's event for the first time. She quickly became aware of its significance to the families of the fallen and to the community, organizing meetings with all of the agencies' representatives, as well as smaller meetings with individual agency members. Early on, she identified the need to shorten the lengthy program and update extremely outdated address lists. By contacting individual agency representatives, she was able to have them revise their respective address lists and to refresh their end-of-watch summaries for each of their fallen officers. Renee also performed a multitude of other tasks to ensure a successful event, organizing photos of the fallen; finding a singer for the national anthem; securing a notable speaker; creating an event program; and coordinating table placement, menu and table decorations with the Moose staff. At the end of the ceremony, many of the attendees expressed how wonderful, timely and well-attended and well-organized the breakfast was.

IV. POLICE DEPARTMENT (CONTINUED):

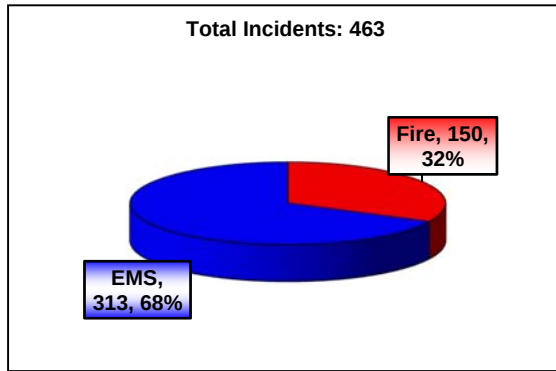
For many, the breakfast is a tradition that allows the opportunity to come together as members of a profession that takes pride in honoring our fallen. That tradition only happens because of the efforts like those that Renee displayed. There is no doubt that Sergeant Walters set a high standard that other agencies will try to match for many years to come.

For this, and many other reasons, we felt that Renee deserved this award in recognition for a job well done. We are so very proud to have Renee as part of our CHPD team.

DEPARTMENT STATISTICS

Crime	June 2017	June 2018	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	1	1	0%
Robbery	4	0	-100%
Aggravated Assaults	0	1	100%
Simple Assaults	22	21	-5%
Breaking & Entering	6	2	-67%
Larceny	55	63	15%
Vehicle Thefts	2	1	-50%
Arson	1	2	100%
Shoplifting	26	32	23%
DUI Arrest	19	19	0%
All Criminal Arrests	430	386	-10%
Calls for Service	3662	3863	5%
June 2018	Number Part 1 Crimes Reported	Number Part 1 Crimes Cleared	Percentage Cleared
	91	62	68%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 150

(Total Fire Loss \$15,600):

Total Patients transported: 242

(Total EMS incidents 313):

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

(Average response time 5:36 minutes)

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

(Average response time 5:19 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	4	Gasoline/combustible spill	2	Good Intent Calls	42
Fire in Building (not structure)	1	Gas Leak (natural gas or LP)	4	Public Service	34
Cooking Fire	2	Electrical Problem	3	False Alarm/False Call	26
Vehicle Fire	1	Down or low hanging wire	5	Child Seat installation	6
		Building weakened/collapsed	1	Smoke/CO detector installation	4
				Assist Invalid	15
M/A First Responder given to EMS Chesterfield	3	M/A received from Chesterfield Fire	9		
M/A given to Chesterfield Fire	1				
M/A given to Petersburg 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	8	31
	Total hours	7 hrs. 4 min.	33 hrs. 25 min.
Station 2	Number of Incidents	7	4
	Total hours	8 hrs. 39 min.	4 hrs. 21 min.

EMS Mutual aid

M/A given to Petersburg EMS	6	M/A received from Fort Lee EMS	5
M/A given to Chesterfield EMS	3	M/A received from Petersburg EMS	1

EMS Transports (by facility)

Southside Regional Medical Center	156	64.46%
Tri-City Emergency Room	44	18.18%
John Randolph Medical Center	16	6.61%
VCU Health Systems	10	4.13%
Chippenham Hospital	9	3.72%
St. Francis Medical Center	4	1.66%
Johnston Willis Hospital	2	0.83%
VAMC (McGuire)	1	0.41%
Total:	242	100%

VI. FINANCE DEPARTMENT:

Departmental Highlights

- ERP System- RFP was finalized and released on June 1. Proposals are due back on July 13.
- The School Board has requested an amendment to the CIP and capital project appropriations for four projects which will be brought to Council in July. These projects would be debt funded with the debt to be issued this fall.
- Staff interviewed four applicants for the Accountant position and plan to make an offer in early July. We hope to bring the new person onboard in late July.

Finance – 1,561 Checks processed; 2 Alarm citations sent

Purchasing – 183 total purchase orders were completed with 168 being processed by purchasing and 15 departmental purchases being reviewed. This compares to 211 being completed for the same period in 2017. In addition, 122 check requests were prepared by departments which are not processed by Purchasing.

Bid/RFP Activity:

- Approximately 225 Blanket Purchase Orders were completed for all departments, for the period of July 1 2018 – June 30 2019.
- The ambulance billing contract was renewed for another year. Since this is the last year of the five year contract, a new proposal will be issued in early 2019.
- Meetings were held with a vendor that performed a previous installation for the City.
- The animal shelter project is now complete.
- A new 14 Seer American Standard air conditioning system, 36,000 BTU, was purchased for the Recreation Department, as their old system stopped working and was not economically repairable.

Other Purchasing Activity

- A purchase order was issued to install a water meter vault at Prudential Overall Supply, the City's largest utility customer. After the vault is installed, City forces will install the new 4" water meter. This installation has been problematic from the beginning, and due to its age and existing condition, the meter was not able to be replaced without a complete rehabilitation of the valves and vault.
- A purchase order was issued to take down leaning trees on Moose Lane.
- A purchase order was issued for consulting services to assist with applications related to the proposed multi-modal transportation facility.
- A purchase order issued to replace the drive cabinets at the main pump station. A contract in place with the University of Virginia was used.

Risk

- A Sheriff Department vehicle struck a motorcycle from behind. Slight damage was done to the City vehicle, with the motorcycle suffered both front and rear damage.
- An individual filed a claim against the City, due to a large pot hole as you enter Bank of America from Temple Avenue

VI. FINANCE DEPARTMENT (CONTINUED):

Utility Billing:

Bi-monthly Utility Bills Sent – 3,625

Delinquent Notices Sent – 915 or 23.8% with 97 cut off for nonpayment.

\$1,384.72 in set-off Debt Collections received for June.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Commonwealth's Attorney's Office	Administrative Assistant (Part-time)
Fire & EMS	EMS Firefighter
Planning & Comm. Dev./Economic Dev.	Community/Economic Development Specialist
Recreation & Parks	Van Driver (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Administrative Assistant (Part-time)	51	436
EMS Firefighter	20	659
Community/Economic Dev Specialist	42	367
Community/Economic Dev Specialist (Re-adv.)	51	436
Van Driver (Part-time)	18	215

Miscellaneous

- Exit interview sessions were held for 3 staff members.
- Administered the written test phase of the Telecommunicator recruitment process on June 26, 2018.
- Participated in a joint workshop for NEOGOV Online Application program enhancements with Prince George County and City of Hopewell.
- Completed webinar training sessions on the Family Medical Leave Act (FMLA) and HR Government Affairs Update.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 60,891 page views in the month of June.

Top fifteen sites visited after home page: 1. Library 2. Real Estate Search Records 3. Animal Control 4. Human Resources 5. Pay On-Line 6. City Employees 7. Recreation & Parks 8. Yard Sale Permits 9. Police 10. Our Government 11. Records & Property Tax 12. Jobs 13. GIS & Maps 14. Assessors 15. Things to Do	Top five countries after U.S.:  Germany  India  Canada  Ireland  Philippines	Top five regions after Virginia:  Illinois  North Carolina  New York  California  Maryland
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- ☆ Citizens submitted and city staff processed 300 service requests and questions through the "Report a Concern" module during the month of June. The City of Colonial Heights' Facebook Page now has 4,467 fans and the City's Twitter account has 1,224 followers. There are 3,418 subscribers for *In The News*.
- ☆ Comcast had a Nationwide outage on June 29th caused by 2 fiber cuts. This cause an interruption of service (phone and internet) to most city offices as well as service to residential customers. Fortunately, service was restored within 2 hours.
- ☆ Proactive Information Management completed 53.5 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 22,346 titles in June.
- ☆ Residents borrowed 6,104 e-books on Kindles, while 438 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 643 residents registered for the Hoopla service.
- ☆ The public computer center had 1,802 users, while the iPad center was used 155 times.
- ☆ The Summer Reading program had 438 children participating.
- ☆ The library's meeting rooms were used by 104 groups.
- ☆ An average of 659 residents used the library each day, while 99 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In June the Recreation Division completed its youth baseball and softball seasons with its City League Night of Champion games the week of June 11th. Our Baseball and Softball All-star teams competed in Dixie District Tournaments the end of June with our Boys 11-12-year-old team advancing to the Dixie Virginia State Tournament. The Adult Softball League continues regular season play and will start their league playoffs in July. American Legion Post 284 began its season play at Shepherd Stadium on June 23 and will complete its regular season the middle of July. Sports Camps also began in June with Baseball and Soccer Camps taking place the last week in June.

Staff completed trainings, preparations and began the Summer Camp and Summer Tots programs. The Summer Camp and Summer Tots programs began the last week in June and will continue through the first week in August.

The Therapeutic Recreation program continued in June with strong attendance each night. Staff continues to work on upcoming July events to include the Ultimate Frisbee Tournament, Cardboard Boat Regatta, and the Dive in Movie.

Activities/Programs	2018	2017
Adult Softball	23 teams	24 teams
Youth Football Registration (as of 7/5/17)	24	25
Youth Cheerleading Registration (as of 7/5/17)	26	16
Youth Soccer Camp	32	34
Quick Start Tennis	10	10
Baseball Camp	13	34
Belly Dance	4	5
Summer Playground Enrollment	99	84
Summer Tots	11	8
Playground Program Parent Orientation	18	23
Therapeutic Recreation	60	n/a
Facility Usage	2018	2017
Community Room Attendance	1,061	1,157
Community Room Reservations	23	28
Pavilion Attendance	4,875	4,125
Pavilion Reservations	52	44
Field Attendance	7,054	8,600
Field Rentals	54	66

Summer Playground Program at Maymont Park



Parks, Horticulture, Buildings & Grounds

- Prepped ball fields as needed for league and tournament play.
- Installed fence in Shepherd Stadium for Night of Champions games.
- Cleared and cleaned Appomattox River Trail of overhanging limbs and debris.
- Replaced deteriorating siding on pavilion at Edinborough Park.
- Cut and removed dead trees at White Bank Park.
- Cut and removed fallen tree at Roslyn Landing Park.
- Replaced boards and addressed nails backing out on bridge at White Bank Park.
- Formed and poured concrete for new sidewalk at the Animal Shelter.
- Repaired fence at Civil War site at end of Conjurers Dr.
- Installed cable and net at High School batting cage.
- Repaired dugout netting in Shepherd Stadium.
- Repaired fence rails at White Bank playground.
- Replaced broken window in Shepherd Stadium press box.
- Weeded and mulched flowerbeds as needed.
- Removed pansies from sites as needed.
- Trimmed and removed suckers off Crepe Myrtles along Boulevard and Temple Ave.
- Trimmed back viburnum and bayberry at sites as needed.
- Spread bales of pine tags at sites as needed.
- Trimmed shrubs at sites as needed.
- Trimmed hedges at sites as needed.
- Cut grass and weeded sites as needed.

Community Center Vegetable & Herb Garden



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Agency on Aging Activities	2017	2018
Bingo in Center	20	40
Birthday Luncheon	N/A	23
Bob Ross Painting Video	N/A	4
Bowling	192	192
Bridge Party	40	45
Bridge Tournament	92	84
BUNCO	12	26
Donuts for Dads	5	N/A
Senior Club Board Meeting	6	N/A
Senior Club Meeting	103	84
Senior Citizen Dance	79	93
Senior Golf Association: Fort Lee	366	388
Sing A-Long	24	31
Awareness/Education	2017	2018
Blood Pressure Check	27	23
Lunch & Learn	28	32
Classes	2017	2018
Colorful Creation Open Paint	36	37
Crochet & Knitting	36	48
Line Dancing Class	65	51
Paint Night	35	N/A
Quilts for Vets	8	9
Sewing Class	23	21
Tap Class	73	28
Watercolor with Faye	40	26
Fitness	2017	2018
Interval Strength Training	28	N/A
Muscles in Motion	217	267
Sit & Let's Get Fit	200	173
Strength & Stretch	383	375
Tai Chi	25	44
Pickleball	40	147
Water Aerobics	119	114
Yoga	136	117
Zumba Gold	9	N/A
Trips	2017	2018
Amishlands	32	N/A
Da Vinci Alive	12	N/A
Food Pantry Volunteer	9	N/A
Kinky Boots Altria Theater	12	N/A
Klix Video Gaming	N/A	6
Lunch Bunch	12	N/A
Petersburg Battlefield Tour	N/A	6
Riverside Theater	23	N/A
Smithfield Station	11	N/A
St. John's Tour	N/A	13
West Side Story	N/A	11
Total	2,578	2,534
Volunteer Hours	30	12
Meals	2017	2018
Home Delivery Meals	11	45
Site Meals	41	42
Transportation	2017	2018
Total Passengers	275	291
Total Trips	561	564
Total Miles	2901	3102
Wheelchairs	13	4
Donations	\$239.60	\$219.00
New Riders	6	8

Violet Bank Museum

	2017	2018
Attendance	172	97

- Managed tours
- Facility cleaning and display work
- Preparing new programming and exhibit ideas
- Submitted maintenance request
- Worked on part-time staff and volunteer training materials.

Surprise Birthday Luncheon



Saint John's Church Tour



XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- Due to Year End Activities, the YAC Advisor and Members were unable to attend the June YAC Meeting
- 2 YAC Members and YAC Advisor Volunteered to Cheer for Special Olympics VA Summer Games
- 3 YAC Members Graduated from Colonial Heights High School
- 4 YAC Officers and YAC Advisor Met to Plan for Summer

➤ **Youth Services Commission**

- Did not meet in June

➤ **Kids' After School Program**

- Coordinator held a weeklong training for middle-school youth on "Being a leader" with 9 youth in attendance.

➤ **Ongoing Monthly Meetings/Trainings**

- Kiwanis and Kiwanis Board Meetings
- Interagency Prevention Team
- School Board Meeting
- Colonial Heights Food Pantry Board Meeting
- Juvenile and Domestic Violence Task Force
- HOBY Virginia Corporate Board Meeting
- Suicide Prevention Team Meeting
- CAAN-DUU Coalition Meeting
- Community Coalitions of Virginia Board Meeting
- System of Care meeting
- Heroin & Opioid Prevention Task Force
- Community Criminal Justice Board
- Community Policy & Management Team

➤ **Diversion Program Participation**

- **Community Service**
6 Youth Completed 66 Hours of Service Learning
 - **Shoplifting Diversion**
10 Youth and Parent Attended the Shoplifting Diversion Program
 - **Teen Life Skills**
3 Youth Completed 4 Sessions of "Teen Life Skills"
 - **Miscellaneous Youth Services (Non DJJ)**
5 Youth Completed 72 Hours of Community Service
- ✓ Attended HOBY Virginia Leadership Seminar at James Madison University
 - ✓ Participated in Kiwanis Pre-K Reading Program at North Elementary School
 - ✓ Presented Training Information, Attended Youth Conservation Corps Crew Leader Training with the Department of Conservation and Recreation at Twin Lakes State Park
 - ✓ Attended Tussing Elementary School Year End Awards Ceremony
 - ✓ Volunteered with Therapeutic Recreation Program
 - ✓ Completed Course at Challenge Discovery with go LEAD Group
 - ✓ Shared Prevention Materials with 16 Teens at Drivers' Licensing Ceremony
 - ✓ Attended CHHS "Senior of the Month" Dinner
 - ✓ Volunteered at Colonial Heights Food Pantry during Distribution and Annual Inventory
 - ✓ Attended CHHS Scholarship Night, Assisted in Awarding Kiwanis Scholarships

XII. FLEET MAINTENANCE:

	# Work Orders	Total	Sublet	Sublet total
<u>2018</u>	92	\$24,964.08	5	\$887.50
<u>2017</u>	71	\$28,401.06	5	\$3,595.88

Sublet repairs consist of the following;

- Towing \$637.50
- Glass \$195.00
- Alignment \$55.00

A comparison of maintenance cost for the last 8 years are:

Year	Parts	Sublet	Supplies	Total	% Change
10/11	\$213,279.61	\$12,368.97	\$12,949.37	\$238,435.79	+15.46%
11/12	\$269,080.31	\$14,171.91	\$13,916.43	\$297,168.65	+24.63%
12/13	\$226,313.47	\$14,890.29	\$12,603.30	\$253,807.06	-14.59%
13/14	\$212,171.63	\$14,972.55	\$13,760.70	\$240,904.88	-05.38%
14/15	\$249,529.34	\$77,477.05	\$17,605.24	\$344,611.63	+43.05%
15/16	\$207,590.13	\$34,529.33	\$12,852.00	\$254,971.46	-26.01%
16/17	\$264,331.94	\$37,245.69	\$16,477.40	\$318,055.03	+24.74%
17/18	\$257,378.11	\$43,534.39	\$16,780.88	\$317,693.38	-00.11%

Sublet repair costs for the year are 13.07% of the total maintenance cost and a 1.3% increase over last year's cost. Most of these expenses are dealer repairs to fire dept. vehicles and the streets department trucks.

Categories	<u>16/17 year</u>		<u>17/18 year</u>	
	Cost	Percent	Cost	Percent
Exhaust	\$965.67	2.593%	\$4,242.47	9.745%
Towing	\$1,608.00	4.317%	\$4,337.50	9.963%
Glass Replacement	\$2,270.47	6.096%	\$4,884.46	11.220%
Alignment	\$3,555.01	9.545%	\$4,373.15	10.045%
Tire Repair	\$1,240.29	3.330%	\$2,357.51	5.415%
Dealer Repair	\$18,734.56	50.300%	\$14,815.61	42.907%
Radiator	\$0.00	0.00%	\$00.00	0.000%
Seat	\$3,475.00	9.330%	\$00.00	0.000%
Misc.	\$5,396.69	14.489%	\$8,879.47	25.716%

Departments	<u>16/17 year</u>		<u>17/18 year</u>	
	Cost	Percent	Cost	Percent
Fire	\$21,708.74	58.285%	\$15,559.18	35.740%
Police	\$3,746.24	10.058%	\$6,191.41	14.222%
Schools	\$7,761.48	20.839%	\$7,520.06	17.274%
Sheriff	\$270.43	0.726%	\$238.80	0.549%
Parks	\$55.00	0.148%	\$558.73	1.283%
Senior Citizen	\$255.05	0.685%	\$266.57	0.612%
Engineering	\$216.37	0.581%	\$625.28	1.436%
Streets	\$2,342.29	6.289%	\$10,780.86	24.764%
Utilities	\$890.09	2.390%	\$1,643.50	3.775%
Others	0.00	0.000%	\$150.00	0.345%