

# CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 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.
- **Lakeview Avenue Modernization, UPC 101288** – Awaiting right of way clearance to issue notice to proceed for utility relocation.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue), UPC 78222** – Final reimbursement request submitted to VDOT.
- **2018 Pavement Preservation** – Construction contract awarded to Blakemore Const. Co. Construction start anticipated March 2018.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107533** – Consultant selection in process. Scheduled start of preliminary engineering is March 2018.
- **Mallard Drive Reconstruction, UPC 107093** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$64,722.61. Scheduled start of construction is March 2018.
- **Stratford Drive Reconstruction, UPC 107092** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$205,725. Scheduled start of construction is March 2018.
- **Temple Avenue Signal Coordination (CMAQ Program), UPC 9888**– Consultant selection in process. Scheduled start of preliminary engineering is March 2018.
- **Appomattox Green River Trail Phase IV, UPC 105236** – Design work complete. Right of way acquisition work in process.
- **Improvements on Conduit/Ellerslie Avenue, UPC 108646** – 50% design complete. Right of way acquisition is underway.

### **Utilities Capital Projects**

- **Lakeview Avenue Water and Sewer Replacement** – Design work complete.
- **Dupuy Avenue Water and Sewer Replacement** – Design work complete.
- **Richmond Avenue Sewer Repair** – Construction contract awarded to Perkinson Const. Co. for \$81,000. Construction work in process.
- **Nantucket Drainage** – Design work in process.
- **Hemlock Drainage** – Design work in process.
- **Hrouda Pump Station** – Further work on hold pending approval of CIP budget request.

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

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### **Development Plan Reviews**

- **Discount Tire** – Easement plat submitted, reviewed and approved on 2/5.
  - **Sedona Taphouse** – Final plan submitted in 2/7 and currently under review.
  - **Duck's Locksmith** – Final plan submitted on 2/20 and currently under review.
  - **Dellwood Vacation Plat** – Final plat (1<sup>st</sup> resubmittal) reviewed and approved on 2/28.
  - **Dellwood Boundary Line Adjustment** – Preliminary Plat submitted on 2/27.
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### **Right-of-Way Permits**

- Issued/opened four (4) permits and closed five (5) permits for the month.
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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting at 56 locations.
  - Performed preventative maintenance at 4 locations.
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### **Vegetation**

- Removed litter from (19) locations and (02) dead animal requests.
  - Trimmed bushes at B Avenue and Boulevard obstructing traffic, and removed a tree that fell in street on Archer Avenue.
  - Cut and removed a tree leaning into the street on Temple Avenue with assistance of Traffic Engineering and the Utilities Divisions.
  - City Contractor trimmed limbs and cut down a dangerous tree located at the west bound turning lane on Temple Avenue.
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### **Recycling Center**

- 201 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
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### **Storm Water and Drainage**

- Cleaned (32) catch basins/curb inlets, (05) drainage ditches, (03) outfalls and responded to drainage miscellaneous requests at (05) locations.
  - Placed gravel in sinkholes at (03) locations.
  - Swept Boulevard collecting (64) cubic yards of debris.
  - Leaf removal - City's crews collected (546) cubic yards from Areas 1, 2 and 3; with a total of (3,022.5) cubic yards collected so far this season.
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### **Transportation**

- Placed Asphalt in (17) utility cut, (73) potholes, (01) shoulder, (02) breaking up asphalt and responded to (04) asphalt miscellaneous requests.
  - Placed sand on an oil spill on Branders Bridge Road from Railroad tracks in Chesterfield County to Boulevard and Boulevard from Branders Bridge Road to Temple Avenue.
  - Repaired an ADA (handicap ramp) at Ashby Avenue and Boulevard.
  - Continued to clean and perform preventative maintenance/repairs on City's vehicles and equipment.
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### **Wastewater Utility**

- Responded to (03) sewer backups and responded to (13) sewer miscellaneous requests.
  - Camera sewer line to determine problem area at (07) locations.
  - Installed sewer cleanout at (01) location and replaced cleanout top at (02) locations.
  - Flushed sewer main line at (05) locations.
  - Repaired sewer lateral at (01) location.
  - Placed topsoil around cleanout at (01) location.
  - Removed debris from pumps 1 and 2 twice this month, performed routine maintenance on grinder hog, replaced fuses and removed teeth on commutator at the Main Pump Station.
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## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

- Cleaned wet well with flusher truck, unclogged pump 2, replaced belt and gauge motor on the methane pump and back flushed both pumps for better pumping at Charles Dimmock Pump Station.
- Changed air filter on generator at Sherwood Hills Pump Station.
- Assisted Standby Systems while working on generator at Dunlop Farms Pump Station.
- Removed all debris around pump station at citizen request and placed a “Surveillance in Progress” sign up to keep people from trespassing on City property at Appomattox Pump Station.
- Continue monitoring all pump stations and methane pump daily.

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### **Water Utility**

- Replaced (14) meters, meter box at (01) location, meter setter at (01) location, meter top at (02) locations and responded to (06) water miscellaneous requests.
- Cleaned meter box for Utility Billing at (01) location.
- Repaired a water service line break at (02) locations, a main line break at (01) location and water valve at (02) locations.
- Replaced a water service line from main to meter at (02) locations.
- Turned water service on/off at (02) locations due to broken pipes on private property.
- Ran a fire hydrant at (03) locations to clear water at citizen request.
- Performed water shut down for City contractor to install new water line on Richmond Avenue.
- Placed gravel in Utility cuts on Conduit Road, Westover Avenue, Moore Avenue, Snead Avenue at Laurel Parkway, Moorman Avenue and Colonial Avenue until they can be repaired.
- Backflow/Cross Connection Technician conducted (27) surveys, (06) completed and (21) incomplete.
- Collected weekly routine water samples, performed THM’s, HAA’s sent these to Appomattox River Water Authority’s (ARWA) for testing.
- Continued testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (173) man-hours.

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

### **Department Overview**

For the month of February, staffing in the department was not at full capacity. Since October 2017, the Assistant Director has filled in as Interim Director, and some of the duties of the Assistant Director position are assigned/shared with the Community Development / Economic Development Planner.

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

- Planning Commission did not meet in the month of February.
- At City Council, the following planning items were discussed:
  - First Hearing for No 17-30, Special Use Permit for Harbor Freight Sign, was withdrawn by the applicant the day before City Council. Applicant has proceeded with a sign application that meets City Code.
  - First Hearing for No 17-31, Special Use Permit for Agricultural Use and Accessory Structures on Archileti Property. Applicant requested the First Hearing to be continued to next month due to the absence of one City Council member.
  - First Hearing for No 17-32, Comprehensive Plan Land Use Amendment for 3009 Conduit Rd. Motion to Deny (7-0).
  - First Hearing for No 17-33, Zoning Map Amendment for the above mentioned. Motion to Deny (7-0).
- For CDBG, contractors are currently conducting work on 6 homes.
- Staff continues to work diligently on the DEQ compliance requirements including drafting comprehensive plan text and map amendments, coordinating with Engineering Department on development review checklists, and coordinating with the City Attorney's office on amendments to the City Code.
- 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 160 new cases in February 2018, consistent with February 2017, and observed 106 outstanding cases come into compliance.
- It is notable to report that the department sent 85 notices of violation for solid waste in February. The division continues proactive enforcement of city property maintenance and zoning violations.
- There has been a consolidated effort to educate the new staff members on the proper documentation process to remediate property maintenance issues with property owners.

### **Building Inspections Division**

- The building inspections division received a slight increase of permit applications in comparison to February 2017, a total expected investment of \$447,000 in residential construction and \$65,000 in commercial construction. The department has completed 95 total inspections in February. Multiple residents who received the Emergency Home Repair grant received inspections and approvals from this division.
- The department reviewed and issued a permit for 3 new single-family residences in February.

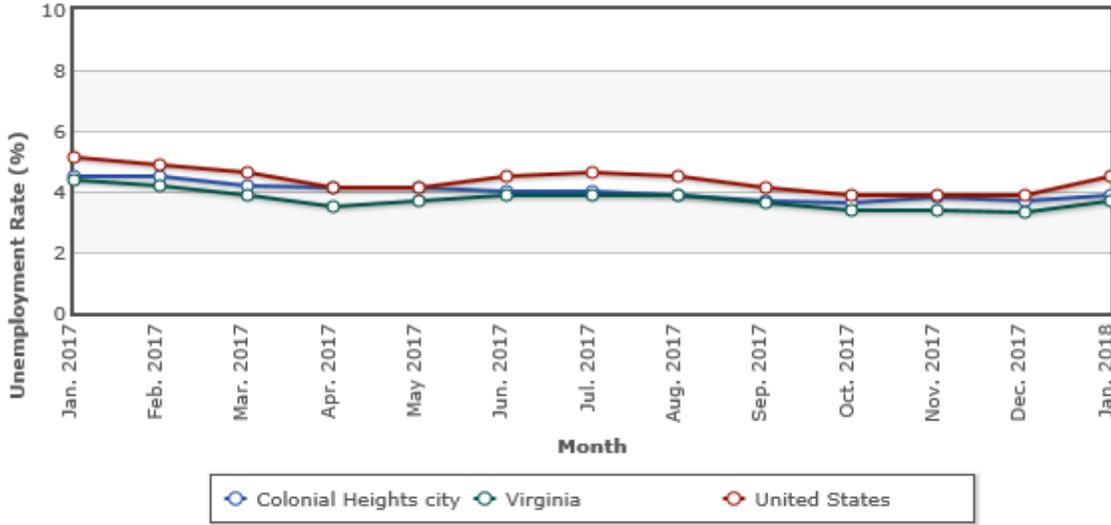
The following spreadsheet depicts the department's monthly and year-to-date statistics.

**II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):**

Planning & Community Development			New Cases	
02/01/2018-02/28/2018			Month	YTD
3/14/2018			<b>Total - All Categories</b>	160 302
			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	17 32
			Exterior storage of objects and equipment	19 72
<b>Building Permits</b>			Damage or defacement of public or private property	0 0
Month	YTD		Storage of Inoperable Vehicles	22 45
<b>Total - All Categories</b>	43	84	Removal of Vegetation	0 0
Residential - New Construction	3	4	Solid Waste: Remove unsafe substances	85 121
Cost/Investment	\$398,000	\$ 703,000	Zoning	8 13
			Virginia Property Maintenance Code	9 19
Residential - Alteration/Demos	8	16		
Cost/Investment	\$49,014	\$ 90,593	<b>Closed Cases</b>	Month YTD
			<b>Total - All Categories</b>	106 199
Commercial	4	8	Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	15 33
Cost/Investment	\$65,000	\$ 169,065	No Violation	1 3
			Compliant	14 30
Electrical	10	21	Forced Compliant	0 0
			Exterior storage of objects and equipment	21 39
Mechanical	9	16	No Violation	1 4
			Compliant	20 45
Plumbing	9	19	Forced Compliant	0 0
			Damage or defacement of public or private property	0 0
			No Violation	0 0
<b>Building Inspections</b>	Month	YTD	Compliant	0 0
<b>Total - All Categories</b>			Forced Compliant	0 0
Residential	41	88	Storage of Inoperable Vehicles	18 55
Commercial	54	145	No Violation	1 2
			Compliant	16 52
			Forced Compliant	1 1
			Removal of Vegetation	0 0
<b>Planning Permits</b>	Month	YTD	No Violation	0 0
<b>Total- All Categories</b>	13	24	Compliant	0 0
Fence	2	6	Forced Compliant	0 0
			Solid Waste: Remove unsafe substances	37 47
Signs - Temporary	1	3	No Violation	1 1
			Compliant	36 46
Signs - Permanent	5	7	Forced Compliant	0 0
			Zoning	5 11
Zoning	5	8	No Violation	0 0
			Compliant	5 11
			Forced Compliant	0 0
			Virginia Property Maintenance Code	10 14
			No Violation	1 1
			Compliant	9 13
			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
Jan. 2018	3.9%	3.7%	4.5%
Dec. 2017	3.7%	3.3%	3.9%
Jan. 2017	4.5%	4.4%	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 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 January 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,764	8,426	338	<b>3.9</b>	No

\*Chesterfield 3.5 %unemployment      \*City of Petersburg 7.2 % unemployment  
 \*Dinwiddie 4.3 % unemployment      \*City of Hopewell 5.8% unemployment  
 \*Prince George 4.2% unemployment

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

#### **Prospect Activity:**

Direct Requests for Information:	5
Sites/Bldgs. Submitted	1
Active Prospects	2

#### **Projects:**

Boulevard WaWa Interior Renovations – Currently On Hold  
Longhorn’s – construction underway, Early Spring Opening  
Walker Office Building – Roslyn Office Park  
Harbor Freight – Taking ½ of the HHGregg bldg. – May Opening  
Sedona Tap House - Preliminary Site Plan Approved

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

Sheetz Grand Opening  
Retail Merchants Association Monthly Meeting  
Chamber Finance Committee Meeting – Colonial Heights Chamber  
Crater Workforce Investment Board Business Services Committee Meeting  
Interview Panel for Director of Planning & Community Development.  
Petersburg Area Regional Tourism (PART) Marketing Meeting  
Greater Richmond Association for Commercial Real Estate (GRACRE) Monthly Meeting  
Skrimp Shack Grand Opening  
Sweet Saloon Grand Opening  
Metro Exports Initiative Workshop  
Community College Workforce Alliance Roundtable  
Chamber Monthly Luncheon  
Hosted Small Business Development Center Workshop  
Virginia Gateway’s Annual Meeting  
McGuire Woods Legislative Reception

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

Our officers responded to 3,208 calls for service during the month of February 2018. During the same month last year, we responded to 3,658 calls for service—resulting in a 12% decrease. We had one (1) reported robbery this month, and none reported in February 2017— a 100% increase. We had one (1) report of an aggravated assault this February, with two (2) reported during the month of February, 2017— a 50% decrease. We had no reported burglaries in February, 2018, compared with one (1) reported during the month of February 2017— a 100% decrease. There were 57 Part I, or serious, crimes reported to the Colonial Heights Police Department in February, 2018. Forty-five (45) of those, or 79%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of February is our shortest month of the year. However, it was extremely busy and we accomplished a lot that will set the pace for the rest of the year. We started the month off by educating our public with the dangers of drinking and driving. Our media blitz aptly centered around the Super Bowl. We also took to our Facebook page to allow our citizens/followers to name our newest narcotics canine. The overwhelming response was the name “Justice”. K-9 Justice began her training at Chesterfield County with several other canines. We also celebrated the retirement of K-9 Blitz, Master Officer Eric Allen’s narcotics canine, who served eight solid years for the residents and visitors of the City of Colonial Heights. The ceremony was a first-time event for our agency, initiated by Capt. Steve Groat, who should be commended for his effort. The ceremony was a hit, both in person and online. Our Animal Control Shelter renovations have been completed, and we are in the planning phases of a dedication once the weather becomes more temperate. Our volunteers continue to step up and lead the way, as our agency has experienced its share of seasonal illnesses. Both Auxiliary Officers Bill Feasenmyer and Derek Pattison have really been setting the example of being true public servants, for which we are most grateful.

We continue our efforts in school safety by initiating conversations and meetings with our school administration. Our goal is to make sure we are doing as we say by keeping the lines of communication open and welcoming. We have always shared a strong partnership with our school system and look to improve upon that even more. Our goals and new ideas have been met with a positive response from our school system personnel.

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

- Career Officer Chris Wulff responded to a residence for a missing four-year-old child. Before initiating a full-scale investigation, Career Officer Wulff first searched the residence and found the child hiding in the home.
- Sergeant Mike Foster responded to a hit and run investigation. A vehicle had struck a parked car and the driver had called a tow truck to pick up and transport his own vehicle in an attempt to avoid being charged with a hit and run. Once the tow truck driver realized what was happening, he called police, at which time the offender fled on foot. The driver was later identified, taken into custody several hours later that morning, and charged with felony hit and run.
- Master Officer Greg Thinnes was working extra duty at Southpark Mall and was escorting a subject off the property after he had been told to leave by mall management. Once outside, the subject refused to leave. As Master Officer Thinnes went to arrest the subject, the subject assaulted Master Officer Thinnes. The subject was then “tased”, taken into custody without further incident, and charged with multiple offenses.
- Master Officer Wulff responded to a call of child neglect in progress and found a two-year-old on the front porch of the residence wearing only a diaper. Further investigation revealed that a four-year-old was also in the residence with no supervision. It was determined that the babysitter had left the children alone before the mother had returned home from work. The babysitter was identified and charged in the incident.

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

- Officers responded to a residence in the city that had received a package containing 1.5 pounds of marijuana. The resident did not know who sent the package and promptly turned it over to police upon discovery. This incident is currently under investigation.
- Officers responded to a hotel for a report of a smell of marijuana coming from a specific room. Officers located two juveniles—a 13- and 15-year-old—in the room with a small amount of marijuana. The 15-year-old had an active detention order through Chesterfield County and was, therefore, turned over to a Chesterfield police officer.

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:

- We had several school resource officers out of work due to illness. During their absence, we were very appreciative of available patrol officers, Auxiliary officers and Career Officer Scott Whirley for helping us cover these important assignments. The recent events this month in Florida are an unfortunate reminder to every agency in the Country that school security can never be taken for granted.
- Career Officer Whirley spoke with the James House in reference to a display at the department called the “Clothesline Project”. This project allows local victims of sexual abuse to write a message or create a drawing on a shirt and then display them on the rack during the month of April, which is *Sexual Abuse Awareness Month*. The department is proud to be participating as a host agency for this event.
- Sgt. Renee Walters submitted an application to the Department of Criminal Justice Services for a new Local Law Enforcement Block Grant which focuses on training and equipment as it pertains to civil unrest.
- Sgt. Walters also submitted a renewal application for the **Department of Motor Vehicles Grant** related to alcohol safety.
- Career Officer Mike Duncan completed walk-throughs at both North Elementary and Lakeview Elementary.
- Law Enforcement Services handled all of our media releases and Facebook posts.
- The division organized training for several of our officers in the area of P.T.S.D. (Post-Traumatic Stress Disorder), which was held at our Veterans’ Hospital in Richmond.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a lower than average caseload, with 16 new cases assigned to the division. Fourteen (14) of those cases were cleared, including four (4) cases from previous months, all of which resulted in an 88% clearance rate. During the month, we had two (2) non-fatal heroin overdoses. We also processed 20 concealed weapon permits; however, we had no precious metal or massage therapist applications.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned three (3) new cases this month, as follows:
  - An alleged domestic assault reported by a hospital. Detective Sergeant Johnson responded to the Emergency Room and interviewed the victim, an eight-year-old female. It was determined from this investigation that no assault occurred—the alleged victim was upset with her mother.

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

- A reported littering in a residential neighborhood of some literature containing inflammatory statements.
- A vague threat to an unknown mosque uttered by a local bank customer and reported to our agency by that bank. All information was forwarded to the Virginia State Police Fusion Center.
- Master Detective Roger Santini was assigned three (3) new cases this month:
  - A reported domestic assault reported by the Governor's School in Petersburg. The alleged 18-year-old victim would not cooperate with the investigation, and the case was exceptionally cleared.
  - Check fraud at a local bank. The suspect was identified and arrested.
  - Grand larceny from Macy's where over \$2,000.00 in merchandise was taken. The suspect was identified and arrested.
- Master Detective Chris Harris was assigned the following five (5) new cases this month:
  - Three cases involved credit card fraud from various businesses located in the city.
  - A trespassing at the Colonial Heights Public Library.
  - A strong-armed robbery at Southgate Square. An 85-year-old victim was violently attacked and had her purse stolen. One arrest has been made and others are pending.
  - Master Detective Harris cleared two cases from previous months. One case involved a credit card fraud that was cleared by arrest. The second involved a death investigation where the Medical Examiner's Office ruled that the death was due to accidental multi-drug toxicity.
- Master Detective Adam Brandeberry was assigned five (5) new cases this month, as follows:
  - Vehicle larceny from the parking lot of a local business.
  - Larceny of property from a residence.
  - Identity theft/fraud of money from a resident's checking account.
  - Possible robbery from a resident during a hit and run. Case was unfounded due to the lack of cooperation from the victim.
  - A death investigation at a local residence. The Medical Examiner's Office ruled the death as the result of natural causes.
- Three public nuisance letters were issued to the following properties concerning the use of illegal drugs:
  - 255 Jennick Drive (Tenant's room)
  - 206 Lynchburg Avenue
  - 144 Chesterfield Avenue

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

**Auxiliary and Sentinels** met on February 1, 2018. This meeting was used for administrative updates due to there being no meetings held in either December 2017 or January 2018. Auxiliary and Sentinel members volunteered 87 hours of service during January, and 69 hours during the month of February. Our Auxiliary and Sentinel members have volunteered a total of 156 hours of service to date during the 2018 calendar year.

**The U.S. Marshal's Fugitive Task Force**, which includes our Master Officer Travis Karr, was responsible for locating and arresting seven (7) fugitives who had active arrest warrants in Colonial Heights. The two fugitives wanted for the strong-arm robbery at Southgate Square were located and arrested by the marshals during the month of February.

Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, investigated several citizen drug complaints, Crime Solvers tips, and a grand larceny scheme at Walmart. The grand larceny schemes lead to the execution of several residential search warrants where various stolen items belonging to Walmart (and several other stores in Colonial Heights, Chesterfield, and Prince George) were recovered. Four (4) suspects were identified and arrested for multiple charges in connection with this case. There were 13 new cases initiated, 12 of which were cleared by arrest. The unit obtained 12 felony warrants and six (6) misdemeanor warrants for various offenses involving drug possession and distribution, weapons violations, and grand larceny and conspiracy-related offenses. They executed six (6) search warrants at various addresses, one of which was in Chesterfield County. They also gave nine (9) verbal warnings and served four (4) warrants. Officer Darrell Aleshire investigated two (2) non-fatal heroin overdoses this month.

As an agency, overall we made 386 total arrests, worked 86 crashes, wrote 552 traffic citations, executed 838 traffic stops, affected 16 DUI arrests and 32 drug arrests, and issued 24 parking citations.

**Master Detective Christopher D. Harris** was been selected as our *Employee of the Month* for January 2018, and honored in February 2018. During the month of January, Master Detective Harris was assigned a break and enter (B&E) case that occurred at a local business on New Year's Day. Video surveillance from the business was unable to capture an image of the suspect's face. However, Master Detective Harris located a surveillance video from an adjacent business that showed the suspect's face and wearing the same clothing from the B&E that Master Detective Harris was investigating. Approximately one week later, Detective Harris was working an off-duty assignment when he noticed an individual who matched the description of the B&E suspect. He was able to initiate a consensual encounter with this individual and ultimately obtained a confession to the B&E.

In late January, Chris responded to the BB&T Bank located on the Boulevard in reference to a skimming device that was located in their ATM. Detective Harris processed the scene and collected several pieces of evidence. The Richmond Office of the FBI was contacted, and agents from both the FBI and Secret Service responded to Colonial Heights. Detective Harris assisted in coordinating a surveillance of the ATM machine later that night, which resulted in two suspects being arrested for attempted credit card theft and conspiracy to commit credit card theft. The two individuals arrested were part of an organized theft ring that has been operating along the East coast and are responsible for stealing over one million dollars from BB&T!

Master Detective Harris constantly exhibits his commitment to the field of law enforcement. His diligence and determination are evident in everything he does, from the "day to day" to the "above and beyond". For his exemplary conduct and extraordinary perseverance, Chris has more than earned his selection as January's *Employee of the Month*.

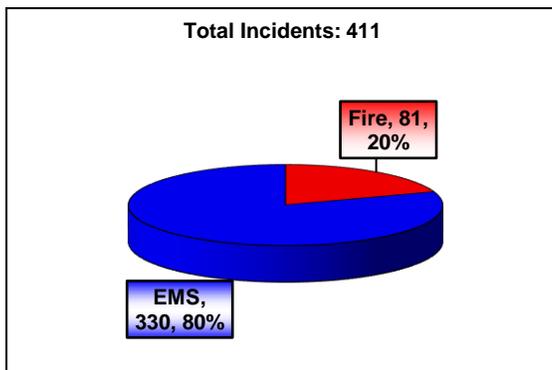
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**IV. POLICE DEPARTMENT (CONTINUED):****DEPARTMENT STATISTICS**

February 2018

<b>Crime</b>	<b>February 2017</b>	<b>February 2018</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	0	1	<b>100%</b>
Aggravated Assault	2	1	<b>-50%</b>
Simple Assault	13	17	<b>31%</b>
Breaking & Entering	1	0	<b>-100%</b>
Larceny	69	37	<b>-46%</b>
Vehicle Theft	2	1	<b>-50%</b>
Arson	0	0	<b>0%</b>
Shoplifting	43	22	<b>-49%</b>
DUI Arrests	11	16	<b>45%</b>
All Criminal Arrests	345	386	<b>12%</b>
Calls for Service	3658	3208	<b>-12%</b>
<b>February 2018</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	57	45	<b>79%</b>

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 81**

(Total Fire Loss \$2,240):

**Total Patients transported: 267**

(Total EMS incidents 330):

*Fire units arrived on scene in less than 9 minutes on 93.2% of emergency incidents.*

*(Average response time 5:47 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.7% of emergency incidents.*

*(Average response time 5:10 minutes)*

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

<u>Fires</u>	<u>Hazardous Situations</u>	<u>Service calls and false calls</u>
Building Fire 1	Gasoline/combustible spill 2	Good Intent Calls 31
Cooking Fire 2	Electrical problem 3	Public Service 12
Vehicle Fire 1		False Alarm/False Call 14
		Child Seat installation 3
		Smoke/CO detector installation 2
		Assist Invalid 10
M/A First Responder given to EMS Chesterfield 6	M/A received from Chesterfield Fire 3	
M/A given to Petersburg Fire 1		

**STAFFING**

	<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
<b>Station 1</b>		
Number of Incidents	11	28
Total hours	12 hrs. 57 min.	36 hrs. 55 min.
<b>Station 2</b>		
Number of Incidents	9	11
Total hours	10 hrs. 14 min.	15 hrs. 45 min.
	<b><u>EMS Mutual aid</u></b>	
M/A given to Petersburg EMS 9	M/A received from Chesterfield EMS 2	
M/A given to Prince George EMS 1	M/A received from Fort Lee EMS 5	
	M/A received from Petersburg EMS 1	

**EMS Transports (by facility)**

Southside Regional Medical Center	181	67.80%
Tri-City Emergency Room	39	14.61%
John Randolph Medical Center	19	7.12%
Chippenham Hospital	12	4.49%
VCU Health Systems	6	2.25%
St. Francis Medical Center	6	2.25%
Johnston Willis Hospital	1	0.37%
VAMC Richmond (McGuire)	1	0.37%
St. Mary's Hospital	1	0.37%
Retreat Hospital	1	0.37%
<b>Total:</b>	<b>267</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

### **Departmental Highlights**

- ERP System- Staff have almost completed functional requirements sessions. Purchasing has begun work on RFP draft with a planned issuance in April.
- FY19 Budget development is in progress. The proposed CIP will be presented to Council in March and the Proposed Operating Budget in April.
- Interviews were held for candidates for the Accountant position. The Department has a Financial Specialist I vacancy as an employee transferred to the Fire Department.

**Finance** - Checks processed: 1,034, Alarm citations: 1

**Purchasing** – 181 total purchase orders were completed with 166 being processed by purchasing and 15 departmental purchases being reviewed. This compares to 161 being completed for the same period in 2017. In addition, 79 check requests were prepared by departments which are not processed by Purchasing.

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

- The Violet Bank Museum Historic Structure analysis is moving along with no reported problems. A report is expected in May.
- Engineering is negotiating hourly rates with vendors selected for “on-call” transportation engineering services.
- A preconstruction meeting will be held for pavement preservation services in March. Work expected to begin once warmer temperatures arrive and will be completed by June.
- The three proposals for White Bank Park Restroom Replacement architects/ engineers are being evaluated by Recreation.
- Invitation #18-022602-1073 Boulevard Resurfacing Project was issued February 9, and bids were received February 26. Branscome Inc. submitted the lowest responsive bid of six, and contract documents are underway.

### **Other Purchasing Activity:**

- The Kangaroo Gas station on Temple Avenue, is now a location where City vehicles can get gas/diesel if the pumps at the Public Works complex go down. The City will continue to use the Exxon Gas Station on Route 1/301 as the primary backup. The Exxon closes from midnight to 5 AM. By adding the Kangaroo gas station, we now have round the clock coverage.
- A Purchase Order was issued for the purchase of a new K-9 dog by the police department.
- A new ambulance was purchased during the month, using the HGACBuy contract. (Houston/Galveston Area Council). The estimated delivery of this new ambulance is August 15, 2018.
- A Purchase Order was issued for a new sign to go out in front of Shepherd Stadium to identify the Recreation Department offices. This sign will look similar to the sign that is in place at City Hall.
- The Department continued to work on the proposal for the Enterprise Resource Planning Software for the City. It is expected that this proposal will be issued in April.

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

### **Risk Management**

- Slight damage was reported for two fire trucks. One truck was traveling west on Picket Avenue, while another truck was going east on Picket Avenue. The vehicle mirrors on both trucks were damaged.
- A claim was received from an individual whose car was dented when her friend resisted arrest.
- The City's Insurance renewal, for the period of July 1, 2018 – June 30, 2019, was completed during the month and submitted to VML Insurance. VML has advised that premiums will increase \$29,600 over the current rate. This increase can be attributed to higher LODA (Line of Duty Act) premiums, and an increase in the 3 year average of for Workers Comp claims.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,609

Delinquent Notices Sent – 739 or 19.2% with 95 cut off for nonpayment.

\$174.75 Set-off Debt Collections received for February.

## **VII. HUMAN RESOURCES DEPARTMENT:**

### **Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Accountant
Finance	Financial Specialist I (Promotional)
Finance	Financial Specialist I (Re-advertisement)
Recreation & Parks	Recreation Assistant Summer Program (Part-time)
Recreation & Parks	Facilities/Groundskeeper II (Promotional)

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Accountant	56	573
Financial Specialist (Promotional)	2	9

### **Training**

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

### **Miscellaneous**

- A new employee orientation session was held in February 2018 for Morgan Davis (Telecommunicator), Holly Pascale (Telecommunicator) and William Elliott (Recreation Specialist I).
- Participated in a human resources webinar on Government Affairs/Legal Update provided by IPMA-HR.
- Participated in a Virginia Employment Commission (VEC) telephonic fact-finding interview for an unemployment benefits claim.
- Participated in the interview panel phases of the Director of Planning & Community Development.

**VIII. INFORMATION TECHNOLOGY DEPARTMENT**

The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 51,683 page views in the month of February 2018.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Search Records</li> <li>3. City Employee’s Login</li> <li>4. Animal Control</li> <li>5. Human Resources</li> <li>6. Online Bill Pay</li> <li>7. Recreation &amp; Parks</li> <li>8. Business License &amp; Taxes</li> <li>9. Police</li> <li>10. Our Government</li> <li>11. Jobs</li> <li>12. GIS &amp; Maps</li> <li>13. Records and Property Tax Maps</li> <li>14. Assessor</li> <li>15. Utility Billing</li> </ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> <li> India</li> <li> Germany</li> <li> Ireland</li> <li> Russia</li> <li> Canada</li> </ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> <li> Nevada</li> <li> Maryland</li> <li> Georgia</li> <li> California</li> <li> North Carolina</li> </ul>
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- ☆ Citizens submitted and city staff processed 347 service requests and questions through the “Report a Concern” module during the month of February. The City of Colonial Heights’ Facebook Page now has 4,434 fans and the City’s Twitter account has 1,151 followers.
- ☆ IT received confirmation from The State Wireless Board regarding the submitted grant. It was approved in the amount of \$100,697 to assist with updating the City’s GIS Data. Assisted Police with computer software issues involving their case assignment/management. Completed and returned the configuration paperwork necessary for a Police Department installation. Assisted General District Court Clerk’s Office with reported phone issues and corrected some problems with the hunt group configuration.
- ☆ Proactive Information Management completed 79.75 hours of IT service and maintenance for City departments this month.

**IX. LIBRARY:**

- ☆ The library staff circulated 18,635 titles in February.
- ☆ Five thousand, five hundred and seventy-four e-books circulated on Kindles, while 391 e-books and audios were downloaded from the library’s online Hoopla collection. Five-hundred and six residents are currently using Hoopla.
- ☆ The public computer center had 1,618 users, while the iPad center was used 77 times.
- ☆ Two hundred and thirty-nine children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 121 groups.
- ☆ One hundred and seventeen residents registered for new library cards, and an average 593 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation:

In the month of February, the Recreation Department continued the youth basketball program. The youth basketball league will finish by mid-March with playoffs starting the first week in March. The new chair back seating project was completed at Shepherd Stadium and we played host to five NCAA Division II Baseball teams over the last weekend in February. Due to a field issue at Virginia State University, we also hosted the Virginia State Softball team the last weekend in February. High School sports on our facilities also began the last week in February with games beginning the middle of March.

Recreation staff in conjunction with the City Manager's office completed and sent out to residents the spring edition of the City Focus. We are excited about the new offerings being provided and are currently preparing for our traditional programs to include youth baseball and softball, as well as our Summer Camps.

Programs	2018	2017
Youth Baseball <i>(as of March 1)</i>	199	155
Youth Softball <i>(as of March 1)</i>	62	34
Youth Basketball	236	246
Little Tikes Basketball	16	18
Open Gym Basketball	125	75
Youth Wrestling	15	24
Belly Dancing	7	6
Karate	5	20
Parent's Night Out	6	N/A
Art & Pizza Night	8	N/A
Therapeutic Recreation	52	N/A
Facility Usage	2018	2017
Community Room Attendance	715	885
Community Room Reservations	21	27
Field Attendance	820	1,500
Field Rentals	5	8

### Parks, Horticulture, Buildings & Grounds:

- Rebuilt pitcher's mound in Shepherd Stadium.
- Repaired washed areas on warning track in Shepherd Stadium and spread new material.
- Edged infield grass in Shepherd Stadium.
- Prepared Shepherd Stadium field for college baseball teams.
- Prepared Shepherd Stadium field daily for high school practices.
- Installed outfield fence on baseball and softball fields at High School.
- Installed batting cage nets at Shepherd Stadium, Civic Field, and B-Field.
- Laid out and painted soccer fields, and set goals for high school practices.
- Cleaned and disinfected air vents at City Hall.
- Patched holes in sheetrock and painted Pete's Place at Community Center.
- Power washed bird droppings from main entrance area of Courthouse.
- Installed new blinds in Community Building.
- Installed interior trim and blinds in front office of Recreation Department.
- Installed new shelves at Police Department.
- Repaired broken counter top in Men's Bathroom at Courthouse.
- Mulched sites as needed.
- Cut back liriope at sites as needed.
- Cut down and removed Bayberry bushes from City Hall.
- Removed weeds from beds around Courthouse.
- Removed weeds from beds along Boulevard.
- Transplanted Nandina's at City Hall.
- Installed fertilizer stakes around trees at Courthouse.



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

**Agency on Aging**

Activities	2018	2017
Adult Coloring	5	N/A
Bingo in Center	27	13
Bob Ross Painting Video	5	4
Bowling	192	192
Bridge Party	40	40
Bridge Tournament	93	92
BUNCO	15	20
Chili Cookoff	10	N/A
Golfers Board Meeting	7	N/A
Mexican Train Dominoes	3	N/A
Senior Club Meeting	55	82
Senior Citizen Dance	62	86
Sing A-Long	23	54
Valentine's Party	53	72
<b>Awareness/Education</b>	<b>2018</b>	<b>2017</b>
Art Therapy	6	N/A
Blood Pressure Check	38	35
<b>Classes</b>	<b>2018</b>	<b>2017</b>
Colorful Creation Open Paint	28	29
Crochet & Knitting	36	33
Line Dancing Class	45	73
Quilts for Vets	3	9
Sewing Class	5	17
Tap Class	94	91
Tech Savy	2	10
Watercolor with Faye	27	26
<b>Fitness</b>	<b>2018</b>	<b>2017</b>
Muscles in Motion	213	166
Sit & Let's Get Fit	150	218
Strength & Stretch	335	361
Tai Chi	20	22
Pickleball	126	62
Water Aerobics	38	56
Yoga	106	122
Zumba Gold	8	N/A
<b>Trips</b>	<b>2018</b>	<b>2017</b>
Food Pantry	3	N/A
KLIX Internet Gaming Café	8	N/A
Riverside Theater	26	25
VMFA: Terracotta Army	12	N/A
<b>TOTAL</b>	<b>1,919</b>	<b>2,010</b>
Volunteer Hours	14	8
<b>Meals</b>	<b>2018</b>	<b>2017</b>
Home Delivery Meals	60	10
Site Meals	22	25
<b>Transportation</b>	<b>2018</b>	<b>2017</b>
Total Passengers	202	299
Total Trips	389	375
Total Miles	2533	2492
Wheelchairs	6	9
Donations	\$159.00	\$138.60
New Riders	13	5

**Violet Bank Museum**

	<u>2017</u>	<u>2018</u>
Attendance	138	110

Activities - focus on collections management and staff training.



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

### ➤ **Youth Advisory Council Activities**

- 15 YAC Members and YAC Advisor Attended February YAC Meeting
- 4 YAC Members and Advisor Partnered with Dunlop House and Swift Creek Woman's Club to make Fleece Valentine Hearts for Alzheimer's residents, and 8 No Sew Fleece Blankets for CARES
- Sent 128 Valentine's to Veterans at McGuire Veterans Hospital
- 20 YAC Members and Advisor Attended the CHHS Volunteer-a-thon. Our Volunteers
  - ✓ Made **23 no sew fleece hats** for CARES
  - ✓ Made **51 Valentines/encouraging cards** for 40 residents at Children's Hospital of Richmond
  - ✓ Made **50 kindness rocks**, some rocks shared with residents at Dunlop House
  - ✓ Made **65-70 dog toys** from old t-shirts for animal shelter
  - ✓ Earned **57,440 grains of rice** at [www.freerice.com](http://www.freerice.com) - 19,200 grains of rice feeds one person for a day
- 5 YAC Members and Advisor Picked Up Trash on James Avenue
- 4 YAC Officers and YAC Advisor Met to Plan for March Meeting

### ➤ **Youth Services Commission**

- Did not meet in February

### ➤ **Kids' After School Program**

- KAP enrollment: Tussing Elementary = 23, North Elementary = 14, Lakeview Elementary = 12 & CHMS = 8.
- February Field Trip: Skyzone = 36 attended
- Intern Hours: Social Work Interns = 334, Education Interns = 39
- Volunteer Hours: Matoaca HS = 76, VCU = 2, Community members = 29 & CHHS = 71

### ➤ **Ongoing Monthly Meetings/Trainings**

- Kiwanis and Kiwanis Board Meetings
- Colonial Heights Food Pantry Board Meeting
- School Board Meeting
- CHHS CADRE Meeting
- CARES Board Meeting
- Suicide Prevention Coalition Meeting
- Positive Parenting Coalition Meeting
- Juvenile and Domestic Violence Task Force Meeting
- Family Assessment & Planning Team
- Interagency Prevention Team
- VSU Field Department
- Community Coalitions of Virginia
- Virginia Association of League of Human Service professionals
- Smart Beginnings
- CH Heroin & Opiate task Force
- Community Policy and Management Team
- Heroin & Opiate Prevention Task Force

### ➤ **Diversion Program Participation**

- **Community Service**  
5 Youth Completed 26 Hours of Service Learning
- **Shoplifting Diversion**  
16 Youth and a Parent Attended the Shoplifting Diversion Program
- **Active Parenting of Teens**  
No Parents Are Currently Participating in "Active Parenting"

**XI. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):**

- **Teen Life Skills**

- 3 Youth Completed Course Work for “Teen Life Skills”

- **Miscellaneous Youth Services (Non DJJ)**

- 4 Youth Completed 32 Hours of Community Service

- ✓ Volunteered at Colonial Heights Food Pantry during Distribution
- ✓ Presented Terrific Kids Awards with Kiwanis at Elementary Schools
- ✓ Read to Pre-Kindergarten Class with Kiwanis Program
- ✓ Volunteered for Special Olympics Bowling
- ✓ Assisted with Therapeutic Recreation Program
- ✓ Participated in “Communication – The Essential Skills” Webinar
- ✓ Participated in SAMHSA Webinar – “Housing and Homeless Cross Collaboration”
- ✓ Attended Conference on “The Open Table Program” at United Methodist Family Services
- ✓ Attended “Telling Jenn’s Story” and Domestic Violence Panel Discussion at Virginia State University
- ✓ Participated in “Trauma & Resilience Webinar” Presented by Trauma Informed Care Network
- ✓ Participated in “Challenging Behavior in Youth – Strategies for Intervention” Webinar

**XII. FLEET MAINTENANCE:**

	# Work Orders	Total	Sublet	Sublet total
2018	89	\$44,411.21	6	\$8,012.30
2017	65	\$14,212.54	2	\$120.00

The sublet repairs consist of;

Misc. - engine rebuild	\$6,433.84
Towing	\$905.00
Glass Replacement	\$390.01
Exhaust Replacement	\$283.45