

# CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 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 Avenue in progress.
- **Dupuy Avenue Modernization, UPC 101287** – Design work in process to include an extra 50 feet of improvements at the City limits. Design plans expected to be finalized April 2018.
- **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 Construction Company. Construction currently underway.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107533** – Consultant selection in process. Scheduled start of preliminary engineering is May 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 April 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 April 2018.
- **Temple Avenue Signal Coordination, UPC 98883 (CMAQ Program)** – Consultant selection in process. Consultant has submitted proposal for design work. Currently under review
- **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 Construction Co. for \$81,000. Construction work to finish in April 2018.
- **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**

- **O'Reilly Auto** – Easement plat reviewed and comments sent to City Attorney on 3/12.
  - **Sedona Taphouse** – Final plan reviewed and comments submitted to developer on 3/13. Final Plan (1<sup>st</sup> resubmittal) submitted on 3/27.
  - **Duck's Locksmith** – Final plan reviewed and comments submitted to developer on 3/29.
  - **Dellwood Vacation Plat** – Plat recorded on 3/8.
  - **Dellwood Boundary Line Adjustment** – Preliminary Plat reviewed and comments sent to Planning Dept. on 3/13.
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### **Right-of-Way Permits**

- Issued/opened three (3) permits and closed four (4) 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 75 locations.
  - Performed preventative maintenance at 4 locations.
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### **Vegetation**

- Removed litter from (23) locations, responded to litter miscellaneous requests at (03) locations and responded to (04) dead animal removals from street.
  - Cut, trimmed and sprayed grass at roundabout on Temple Avenue.
  - Trimmed tree limbs at (02) locations, removed limbs on City property at (01) location and removed tree that fell in street on Hillside Drive.
  - Removed storm damage at (02) locations.
  - Foreman attended recertification Pesticide Application class in Blackstone Virginia to obtain license.
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### **Recycling Center**

- 420 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 (67) catch basins/curb inlets, (07) drainage ditches, (03) curb and gutters, (01) outfall and responded to drainage miscellaneous request at (01) location.
  - Placed gravel in sinkholes at (04) locations.
  - Swept Temple Avenue and Conduit Road collecting (72) cubic yards of debris.
  - City's crews collected an additional (32) cubic yards of leaves at citizens request. Finishing the season with a total of (3,054.5) cubic yards.
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### **Transportation**

- Placed Asphalt in (11) utility cuts, (72) potholes, (01) shoulder, (01) asphalt breaking up, (01) sinkhole, (01) low area and responded to (05) asphalt miscellaneous requests.
  - Placed gravel in alley at (03) locations and on street shoulder at (04) locations.
  - Installed fifty feet of fence at the dead end of Ivey Avenue to impede foot traffic on City property.
  - Responded to street repair miscellaneous request at (02) locations.
  - Assisted Police/Fire Department by placing sand on a liquid spill on Charles Dimmock Parkway at Temple Avenue.
  - Placed 60 tons of salt/sand mix and 124 tons salt on City streets during snow events on March 12<sup>th</sup>, 13<sup>th</sup>, 21<sup>st</sup>, and 22<sup>nd</sup>.
  - Continued to clean and preform preventive maintenance/repairs on City's vehicles and Equipment.
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### **Wastewater Utility**

- Responded to (14) sewer backups and responded to (06) sewer miscellaneous requests.
  - Camera sewer line to determine problem area at (02) locations.
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## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

- Installed sewer cleanout at (01) location and replaced manhole top at (01) location.
- Repaired sewer lateral at (02) locations.
- Placed topsoil around cleanout at (01) location.
- Removed debris from pumps 1 and 2 four times this month, performed routine maintenance on grinder hog at Main Pump Station.
- Removed debris from pump 1 and 2 three times this month and washed down wet well at Charles Dimmock Pump Station.
- Picked up trash around Hillcrest Pump Station.
- Pulled pump 1 and back flushed to remove debris, pumped down and washed wet well to remove grease and trimmed trees at Dunlop Farms Pump Station.
- Removed debris from pump 2 at Appomattox Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- All employees assisted with clearing sidewalks at City's buildings during snow event on March 12<sup>th</sup>, 13<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup>.

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### **Water Utility**

- Replaced (11) meters, (02) meter box, (02) meter setters, (02) meter tops and responded to (12) water miscellaneous requests.
- Repaired a water service line break at (02) locations, a main line break at (02) locations, a meter leak at (01) location and a water valve at (01) location.
- Replaced water service saddle at (02) locations.
- Turned water service on/off at (01) location due to broken pipes on private property.
- Replaced a Fire Hydrant on Cloverhill Avenue.
- Adjusted altitude valve manually to prevent overfilling and to keep water level steady while ARWA was flushing their lines at Shepherd Stadium Water Tower.
- Installed new transducer to view water level and psi of tank at Southpark Water Tower.
- 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.
- Continue testing for chlorine at the dead end of Wildwood Ave. (02) times a week.
- 811 (formerly Miss Utility) locating required (214) man-hours.

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

### **Department Overview**

In the month of March, the Assistant Director, who had been acting in the role of Interim Director since October 2017, was promoted to the position of Director on March 16th. The City began advertisement for the Assistant Director on March 19<sup>th</sup>. The responsibility and duties of the Assistant Director position are assigned/shared between the Director and the Community Development / Economic Development Planner.

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

- Planning Commission did meet in the month of March.
- At City Council, the following planning items were discussed:
  - First Hearing for No 17-31, Special Use Permit for Agricultural Use and Accessory Structures on Archileti Property. Motion to Approve (7-0).
- For CDBG, contractors are currently finishing up work on 6 homes.
- Staff continues to work diligently on the DEQ compliance requirements that are due at the end of April.
- 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 114 new cases in March 2018, a slight decrease in contrast to March 2017, and observed 71 outstanding cases come into compliance.
- The department met with the Commonwealth Attorney's representative to discuss enforcement of a number of outstanding cases.

### **Building Inspections Division**

- The building inspections division received a slight increase of permit applications in comparison to March 2017, a total expected investment of \$289,800 in new residential construction and \$255,419 in commercial construction. The department completed 117 total inspections in March. 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 March, bringing the total to 7 new houses year to date.

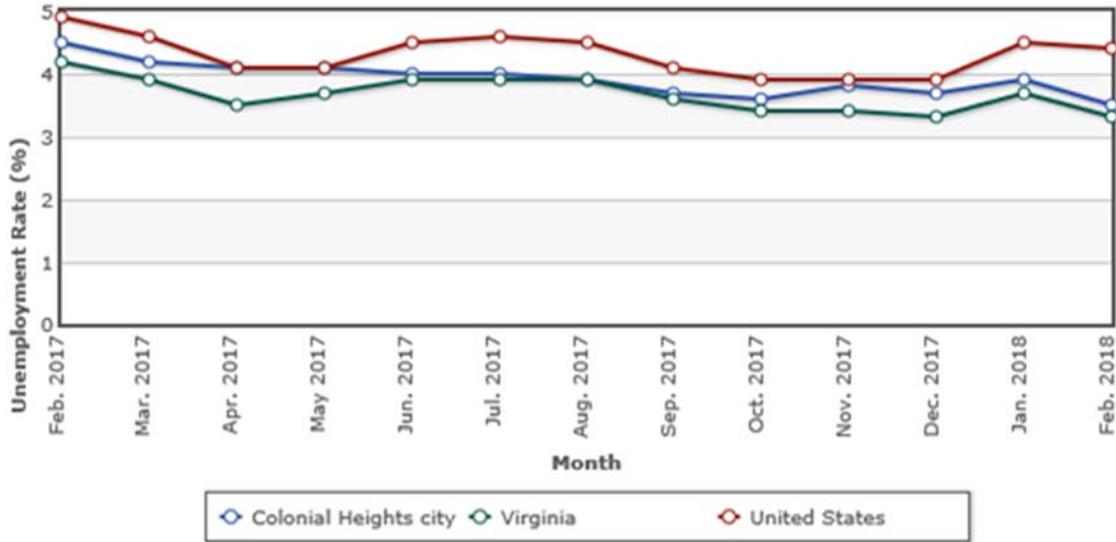
The following spreadsheet depicts the department's monthly and year-to-date statistics.

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

Planning & Community Development			New Cases		Month	YTD
03/01/2018-03/31/2018			<b>Total - All Categories</b>		114	416
5/16/2018			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts		10	42
			Exterior storage of objects and equipment		15	87
			Damage or defacement of public or private property		0	0
<b>Building Permits</b>			Month	YTD		
<b>Total - All Categories</b>			38	122		
Residential - New Construction	3	7	Removal of Vegetation		0	0
Cost/Investment	\$289,800	\$ 992,800	Solid Waste: Remove unsafe substances		47	168
			Zoning		4	17
Residential - Alteration/Demos	8	24	Virginia Property Maintenance Code		8	27
Cost/Investment	\$72,923	\$ 163,516				
			<b>Closed Cases</b>		Month	YTD
Commercial	4	12	<b>Total - All Categories</b>		71	270
Cost/Investment	\$255,419	\$ 424,484	Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts		7	40
			No Violation		0	3
Electrical	12	33	Compliant		7	37
			Forced Compliant		0	0
Mechanical	4	20	Exterior storage of objects and equipment		16	55
			No Violation		0	4
Plumbing	7	26	Compliant		16	61
			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	61	149	Storage of Inoperable Vehicles		15	70
Commercial	56	201	No Violation		2	4
			Compliant		12	64
			Forced Compliant		1	2
			Removal of Vegetation		0	0
<b>Planning Permits</b>	Month	YTD	No Violation		0	0
<b>Total- All Categories</b>	17	41	Compliant		0	0
Fence	4	10	Forced Compliant		0	0
			Solid Waste: Remove unsafe substances		29	76
Signs - Temporary	1	4	No Violation		2	3
			Compliant		27	73
Signs - Permanent	3	10	Forced Compliant		0	0
			Zoning		1	12
Zoning	9	17	No Violation		0	0
			Compliant		1	12
			Forced Compliant		0	0
			Virginia Property Maintenance Code		3	17
			No Violation		0	1
			Compliant		3	16
			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
Feb. 2018	3.5%	3.3%	4.4%
Jan. 2018	3.9%	3.7%	4.5%
Feb. 2017	4.5%	4.2%	4.9%
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 February 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,857	8,549	308	3.5	No

- \*Chesterfield 3.2 %unemployment
- \*Dinwiddie 3.9 % unemployment
- \*Prince George 3.9% unemployment
- \*City of Petersburg 6.8 % unemployment
- \*City of Hopewell 5.4% unemployment

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

#### **Prospect Activity:**

Direct Requests for Information:	6
Sites/Bldgs. Submitted	3
Active Prospects	2

#### **Projects:**

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

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

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 Dev.  
Petersburg Area Regional Tourism Board Meeting and Marketing Meeting  
Greater Richmond Association for Commercial Real Estate (GRACRE) Monthly Meeting  
Metro Exports Initiative Workshop  
Colonial Heights Chamber Annual Dinner  
Virginia Gateway’s Operations Meeting  
Community College Workforce Alliance Meeting  
Colonial Heights Appomattox River Trail System (CHARTS) Meeting  
Citizens Academy  
CBL Properties Meeting  
Workforce Investment Board Education Symposium  
RVA Chamber Megasite Meeting  
Network of Enterprising Women Business Summit  
Workforce Investment Board (WIB) Board Meeting  
Keystone Tractor Museum Board Meeting

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

Our officers responded to 3,654 calls for service during the month of March 2018. During the same month last year, we responded to 3,751 calls for service—resulting in a 3% decrease. We had one (1) reported robbery, and one (1) reported in March 2017—no change. We had two (2) reports of aggravated assaults this March, with one (1) reported during the month of March 2017—a 100% increase. We had two (2) reported burglaries in March, 2018, compared with one (1) reported during the month of March 2017—a 100% decrease. There were 72 Part I, or serious, crimes reported to the Colonial Heights Police Department in March 2018. Sixty-three (63) of those, or 88%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of March is one that we look forward to putting past us—merely for the want and need for warmer weather. Outside of our daily activities, most of the month consisted of working closer with our school officials and reflecting on our own efforts in keeping our schools safe and secure. We have started meeting with the school’s Administrative Cabinet to discuss any potential crossover issues. A couple of improvements we made include supplementing our schools with back-up school resource officers (SRO’s) in the event that they are without for an extended period of time; and establishing mandatory extra patrols inside and outside of the schools every school day, no matter if an SRO is working or not. We are hoping these additions will make for a much safer learning environment in the future.

We are excited to report that we have now installed the latest and most efficient in fingerprint technology—*LiveScan*. This system will allow us to save processing time and to be more accountable in getting fingerprints into the criminal justice system. It will also aid our courts and regional jail in their accountability and, hopefully, collect additional revenue by increasing fingerprinting fees that will, in turn, allow us to fingerprint anyone who makes a request.

Sergeant Renee Walters was recognized as the Colonial Heights Chamber of Commerce’s *Officer of the Year for 2017*. Renee was surprised and honored at the Chamber’s annual dinner.

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

- Officer Jacob Miller conducted a traffic stop on a stolen vehicle from Henrico. Two juveniles were taken into custody and transported to juvenile detention.
- Career Officer Wayne Moody responded with other officers to a suspicious vehicle in the parking lot of Dance’s Sporting Goods. During the investigation, Career Officer Moody located a concealed firearm at the feet of the front passenger. Career Officer Moody also discovered that the firearm was stolen from Henrico, and the passenger was arrested and charged with both crimes.
- Officers from the night shift responded to multiple calls for large crowds of juveniles in and around the mall. Some arrests were made for trespassing during these calls for service. We have begun educational initiatives to all the area schools again regarding the trespassing/loitering problems that the mall experiences every year during the spring and summer months.
- Officer Devon Marks was checking the new SRMC construction site and located a suspicious vehicle parked on the property. When he began to search the site, a subject ran from Officer Marks and was caught in the 400 block of Southpark Boulevard. This was a great arrest, as we were able to clear several other crimes.

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

- D Squad officers stopped a vehicle for a suspicion of DUI (driving under the influence). During the investigation, the driver put his vehicle in reverse and rammed an officer's patrol car. He then put his vehicle in drive and directed it at another officer on scene, almost hitting him. A vehicle pursuit was initiated, and the suspect drove to Petersburg, where the driver stopped and attempted to flee on foot. After a short foot pursuit, the suspect was taken into custody without further incident. Thankfully, no one was injured during this event.
- Sergeant Kyle Sexton investigated a theft, forgery and uttering of some checks. This case led to a search warrant of a residence, and multiple charges in this jurisdiction.
- Officer Desiree McCurry arrested a subject for domestic assault and served the subject with an emergency protective order. When she went back to the residence to serve the victim with their copy of the protection order, the offender was back at the residence, in violation of the protection order. As Officer McCurry went to arrest the subject, he assaulted the officer. The subject was taken into custody with multiple charges.
- Lieutenant Tom Kifer assisted Petersburg Police Department by participating on their oral promotional board for a sergeant position.

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:

- On March 2, 2018, the city and the public safety building were affected by power outages due to high winds. The EOC (Emergency Operations Center) was on a monitoring status throughout the day. Information was shared through our social media page, including a Facebook live broadcast.
- *LiveScan* was officially installed at the department. Officers from each shift and division attended training.
- Sgt. Renee Walters requested reimbursement from DMV for two raptor radar units and a lidar unit, for a total of \$5,773.00.
- Sgt. Walters also met with the Administrative Cabinet for the schools and discussed safety and security, as well as persons of interest/concern. There will be meetings scheduled with each building administrator, at which time Sgt. Walters will further discuss and identify potential risks.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported an extremely busy month, with 31 new cases assigned to the division. Thirty-three (33) cases were cleared, including 11 cases from previous months, all of which resulted in a 106% clearance rate. During the month, we had one (1) non-fatal heroin overdose. We also processed 64 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 seven (7) new cases this month, as follows:
  - A reported domestic assault where a father punched his child in the face.
  - A malicious wounding that was ultimately determined to have occurred in Chesterfield County. Detective Sgt. Thad Johnson responded to Chippenham Hospital, where he was able to determine that the incident was a drug deal gone bad and occurred in Chesterfield County.

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

- A missing person who was also wanted by authorities. Detective Sgt. Johnson was able to locate the person by receiving GPS locations from the subject's cell phone. The subject was eventually taken into custody, his warrant was served, and he was cleared from VCIN/NCIC.
- Shoplifting of a ring from Macy's. The suspect was identified and a warrant was obtained. The suspect was discovered to have fled to California.
- Assault on a Walmart employee. The suspect was identified and arrested. Detective Sgt. Johnson was able to clear one shoplifting case from February involving a stolen ring from J.C. Penney's.
- Master Detective Roger Santini was assigned nine (9) new cases this month, as follows:
  - A reported domestic assault.
  - One case involved a check fraud at a local bank.
  - Three (3) cases involved a grand larceny from Home Depot. Warrants were obtained on suspects and all three suspects have been arrested.
  - Six (6) cases involved credit card frauds. All of these cases were cleared after the identity of one female suspect was made.
  - Four (4) of the cases were from previous months. Two cases involved the clearance of death investigations; one was from a previous month. One case involved a subject who suffered from a self-inflicted gunshot wound, and the other was due to natural causes. One case involved an embezzlement by an employee of a local business.
- Master Detective Chris Harris was assigned 10 new cases this month, as follows:
  - Four (4) cases involved credit card frauds from various businesses located in the city.
  - A robbery at Southpark Mall. The suspect was identified and taken into custody by the United States Marshals Task Force.
  - Two (2) cases involved a burglary at the construction site of the new Southside Regional Emergency Room being built. The suspect was discovered and taken into custody by a patrol officer performing a check of the property.
  - One (1) case involved an arrest of disorderly conduct and false identity to law enforcement while working at Southpark Mall on an overtime assignment.
  - Master Detective Harris continues to conduct the background investigation on the part-time FOIA candidate.
  - A death investigation which he continues to investigate.

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

- Master Detective Harris cleared two cases from previous months. One case involved a credit card fraud at Southpark Mall. The suspect was identified and arrested. The second case involved possession of child pornography. Child Pornography was located on the suspect's computer. Indictments were obtained and he was arrested.
- Master Detective Adam Brandeberry was assigned five (5) new cases this month, as follows:
  - An overdose which occurred in January. The Medical Examiner's report was completed after it was determined it was an overdose.
  - Robbery from February. It was determined that this incident was a drug deal gone bad. The suspect was arrested.
  - A fraud charge that the victim decided not to pursue after the investigation was completed.
  - An identity fraud case that is still being investigated.
  - Larceny of a Colonial Heights school laptop computer. The investigation is ongoing.
  - Credit card fraud for which the investigation is ongoing.
  - Attempted rape of a 14-year-old female by her step-father. Warrants were issued for the suspect, who then shot himself after being confronted by the United States Marshal's Task Force in the City of Richmond.

Five public nuisance letters were issued to the following properties concerning the use of illegal drugs on the premises:

900 block of Williamsburg Road  
200 block of Cambridge Place  
400 block of Charles Dimmock Parkway  
500 block of Battery Place  
200 block of Orange Avenue

**Auxiliary and Sentinels** met on March 1, 2018. Training was conducted pertaining to disorderly conduct and *Department Policy 3-40 (Civil Disturbances)*. Members provided traffic control during the White Bank 5-mile road race on March 24, 2018. Auxiliary/Sentinel members volunteered 181 hours of service during March. Our Auxiliary/Sentinel members have volunteered 301 hours of service during the 2018 calendar year.

**The U. S. Marshal's Fugitive Task Force**, which includes our Master Officer Travis Karr, arrested 20 fugitives from justice, seven (7) of whom were wanted in the City of Colonial Heights. They also served 72 warrants, 15 of which were also from the City of Colonial Heights.

Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, focused efforts on numerous parking lots throughout the mall area due to increased juvenile activity and foot traffic in the area. SOU also conducted alcohol compliance checks at 15 local businesses, which resulted in four (4) arrests for sale of alcohol to a minor. This unit also conducted 4th Amendment Waiver searches at two separate residences in the city. There were 18 new cases initiated, 17 of which were cleared by arrest. We obtained six (6) felony warrants and 14 misdemeanor warrants for offenses involving drug possession/distribution, grand larceny and stolen property offenses. SOU gave eight (8) verbal warnings, conducted four (4) field interviews, served four (4) warrants and executed three (3) search warrants at various addresses throughout the city. Officer Darrell Aleshire investigated the one (1) non-fatal heroin overdose this month.

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

As an agency, overall we made 360 total arrests, worked 116 crashes, wrote 606 traffic citations, executed 936 traffic stops, affected 17 DUI arrests and 34 drug arrests, and issued 35 parking citations.

**Officer Devon C. Marks** was selected as our *Employee of the Month* for February 2018. During the month of February, Officer Marks issued 40 traffic tickets, leading the squad this month, and 33 warnings. He arrested two people for DUI, obtained two felony and 10 misdemeanor warrants, and served 20 additional warrants.

Officer Marks regularly serves as his "C" Squad's "5:00 pm to 5:00 am" officer, in order to assist the day shift officers with completing assignments at the end of the day. Additionally, Officer Marks went "above and beyond" by volunteering to become our Grand Jury representative and present all of the squad's cases to that panel.

Officer Marks has been steadily increasing his productivity and has been focusing on parking issues in the busier convenience stores on the south end of the Boulevard. He routinely patrols WaWa and 7-11, which enables those busy locations to remain productive. He has made great improvement in his report writing, to the extent that Master Detective Chris Harris noted his thoroughness on a credit card fraud report and notified administrative staff in an e-mail.

Devon continuously strives to improve himself and to be a productive member of the department. Making progress and striving for excellence are very noteworthy attributes in law enforcement, as in life, and we believe that Officer Marks is deserving of this award for being a hard-working, productive member of this department.

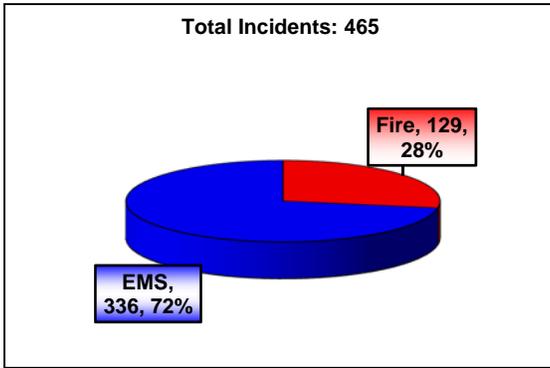
**IV. POLICE DEPARTMENT (CONTINUED):**

**DEPARTMENT STATISTICS**

February 2018

<b>Crime</b>	<b>March 2017</b>	<b>March 2018</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	1	1	<b>0%</b>
Aggravated Assaults	1	2	<b>100%</b>
Simple Assaults	14	18	<b>29%</b>
B & E	1	2	<b>100%</b>
Larceny	50	45	<b>-10%</b>
Vehicle Thefts	0	4	<b>400%</b>
Arson	1	0	<b>-100%</b>
Shoplifting	32	24	<b>-25%</b>
DUI Arrests	15	17	<b>13%</b>
All Criminal Arrests	353	360	<b>2%</b>
Calls for Service	3751	3654	<b>-3%</b>
<b>March 2018</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>72</b>	<b>63</b>	<b>88%</b>

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 129**

(Total Fire Loss \$150,505):

**Total Patients transported: 262**

(Total EMS incidents 336):

*Fire units arrived on scene in less than 9 minutes on 91.9% of emergency incidents.*

*(Average response time 5:53 minutes)*

*EMS units arrived on scene in less than 9 minutes on 95.9% of emergency incidents.*

*(Average response time 5:30 minutes)*

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

<u>Fires</u>	<u>Hazardous Situations</u>	<u>Service calls and false calls</u>
Building Fire	2	Gasoline/combustible spill 1
Cooking Fire	3	Electrical Problem 5
Outside Equipment Fire	1	Carbon Monoxide Incident 1
Brush	5	Down or low hanging wire 6
Trash/Rubbish Fire	2	Structure weakened/collapsed 1
		Other Hazardous condition 2
M/A First Responder given to EMS Chesterfield	3	M/A received from Chesterfield Fire 7
M/A given to Petersburg Fire	2	M/A received from Fort Lee Fire 1
M/A given to Chesterfield Fire	1	M/A received from Hopewell Fire 2
		M/A received from Petersburg Fire 8

**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	16	16
Total hours	17 hrs. 51 min.	15 hrs. 53 min.
<b>Station 2</b>		
Number of Incidents	8	9
Total hours	11 hrs. 7 min.	10 hrs. 7 min.

**EMS Mutual aid**

M/A given to Petersburg EMS	3	M/A received from Chesterfield EMS	2
M/A given to Chesterfield EMS	1	M/A received from Fort Lee EMS	11
		M/A received from Petersburg EMS	1
		M/A received from Prince George EMS	4

**EMS Transports (by facility)**

Southside Regional Medical Center	169	64.50%
Tri-City Emergency Room	48	18.32%
Chippenham Hospital	14	5.34%
John Randolph Medical Center	12	4.58%
VCU Health Systems	11	4.20%
St. Mary's Hospital	5	1.92%
St. Francis Medical Center	2	0.76%
Johnston Willis Hospital	1	0.38%
<b>Total:</b>	<b>262</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

### **Departmental Highlights**

- ERP System- Staff have completed functional requirements sessions. Purchasing has begun work on RFP draft with a planned issuance in April.
- The FY19 CIP document has been presented, and the proposed budget will be presented in April.
- An offer has been made and accepted by an applicant for the Accountant position. Tena Schurr will join the Department on April 18.

**Finance** – 1,205 Checks processed: 2 Alarm citations:

**Purchasing** – 202 total purchase orders were completed with 175 being processed by purchasing and 27 departmental purchases being reviewed. This compares to 217 being completed for the same period in 2017. In addition, 140 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.
- Four vendors are now under contract 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 and will be interviewed in April.
- A contract has been issued for the Boulevard Resurfacing Project.

### **Other Purchasing Activity:**

- A request for quote was issued for the grinding of the wood debris at the landfill. It was difficult to get vendors to bid on this, due to the amount of trash mixed up in the wood debris. Now that there are gates at the landfill, staff expects that the problem with trash in the wood debris to be eliminated.
- Contract renewed for the towing & storage of vehicles with a local vendor.
- Purchase order issued for new carpet in Council Chambers and the conference room. This work will be done later in the year, when the Recreation & Parks Department has the time to remove the audience seating and the carpet currently in Council Chambers.
- CERT items were purchased for emergency management, with funding coming from a grant.
- Purchase Order issued for the paving of the Boulevard from Newcastle Drive to Yew Avenue. A pre-construction meeting was held during the month, and the City’s Engineering Department will be giving the notice to proceed in April.

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

### **Risk Management**

- A resident filed a claim against the City because sand & pebbles were blown back into the residents' water line when the City was flushing out a water line.
- A resident filed a claim against the City, stating that the roundabout was not scraped of snow, which caused him to slide and damage his vehicles' tire and rim.
- A citizen stated that she hit a pot hole on Charlotte Avenue, which did damage to their car strut, tire, and rim.
- A VML OSHA class will be taught at the Courthouse for the City and neighboring cities. This will be a one day class, representatives from various departments of the City attending.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,838

Delinquent Notices Sent – 733 or 20.3% with 113 cut off for nonpayment.

\$0 Set-off Debt Collections received for March.

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

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

### **Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Financial Specialist I (Re-advertisement)
Recreation & Parks	Recreation Assistant Summer Program (Part-time)
Recreation & Parks	Facilities/Groundskeeper II (Promotional)
Recreation & Parks	Facilities/Groundskeeper I
Fire & EMS	Telecommunicator
Fire & EMS	EMS Firefighter
Planning & Community Development	Assistant Director of Planning & Comm. Dev.

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Financial Specialist (Re-advertisement)	117	762
Recreation Assistant (Summer Programs)	49	496
Facilities/Groundskeeper II (Promotional)	2	14

### **Training**

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

### **Miscellaneous**

- The Citizens Government Academy began on March 8, 2018 with on-site department visits to provide participants with a better understanding of City operations and services. The program will end on April 26, 2018 followed by a graduation presentation at the City Council meeting on May 8, 2018.
- Attended the annual IPMA-HR VA Chapter Spring Conference in Fredericksburg, Virginia on March 21 – 23, 2018. Topics included: Employment Law and Legislative Updates, Workplace Ethics and Behavior, Organizational Change, Workplace Opioid Crisis-Impact, and Records Retention.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 55,437 page views in the month of March.

Top fifteen sites visited after home page:	Top five countries after U.S.:	Top five regions after Virginia:
<ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Search Records</li> <li>3. Animal Control</li> <li>4. Human Resources</li> <li>5. City Employees Login</li> <li>6. Online Bill Pay</li> <li>7. Recreation &amp; Parks</li> <li>8. Yard Sale Permits</li> <li>9. Jobs</li> <li>10. Our Government</li> <li>11. Police</li> <li>12. GIS &amp; Maps</li> <li>13. Things to do</li> <li>14. Assessor</li> <li>15. Utility Billing</li> </ol>	<ol style="list-style-type: none"> <li> India</li> <li> Canada</li> <li> Germany</li> <li> Ireland</li> <li> Russia</li> </ol>	<ol style="list-style-type: none"> <li> Maryland</li> <li> Georgia</li> <li> Nevada</li> <li> North Carolina</li> <li> California</li> </ol>

- ☆ Citizens submitted and city staff processed 327 service requests and questions through the “Report a Concern” module during the month of March. The City of Colonial Heights’ Facebook Page now has 4,431 fans and the City’s Twitter account has 1,174 followers. There are 3,436 subscribers for In The News.
- ☆ IT assisted the Police Department and vendor with automated fingerprinting equipment. IT also attended a meeting with Emergency Communications in regards to NG911 and its pending implementation in the Dispatch Center. Attended the Citizen’s Academy Kickoff in Council Chambers and also, presented information on Information Technology to the participants at the Library on March 29<sup>th</sup>.
- ☆ Proactive Information Management completed 59.5 hours of IT service and maintenance for City departments this month.

## IX. LIBRARY:

- ☆ The library staff circulated 20,829 titles in March.
- ☆ Five thousand, seven-hundred and one e-books circulated on Kindles, while 397 e-books and audios were downloaded from the library’s online Hoopla collection. Five hundred and seventy-four residents are currently using Hoopla.
- ☆ The public computer center had 1,763 users, while the iPad center was used 88 times.
- ☆ Two hundred and twelve children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 113 groups.
- ☆ One hundred and twelve residents registered for new library cards, and an average 701 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.

Staff also took part in various meetings and outreach to include the Autism Resource Fair with Autism Association of Richmond, Youth Services Commission meeting, Colonial Heights High School Disability Resource Fair and presented at the Middle School Career Day.

Activities/Programs	2018	2017
Youth Basketball	236	228
Adult Softball Teams	22	24
Ready, Set, Run	8	11
Baseball Pitching/Catching Clinic	21	n/a
Softball Pitching/Catching Clinic	22	n/a
Baseball Registration	224	260
Softball Registration	73	70
Volleyball	20	19
Therapeutic Recreation	62	n/a
Explore the Urban Wild	11	11
Mess Makers	6	7
Belly Dancing	6	8
Facility Usage	2018	2017
Community Room Attendance	875	930
Community Room Reservations	24	31
Pavilion Attendance	1,365	435
Pavilion Reservations	17	6
Field Attendance	10,025	10,250
Field Reservations	69	70

### Parks, Horticulture, Buildings & Grounds:

- 36 volunteers collected and disposed of 36 bags of trash and 3 tires as part of the FOLAR Annual Cleanup
- Laid out and painted soccer field at Middle School Stadium for High School games.
- Dragged and lined baseball and softball fields as needed for practice and games.
- De-winterized and turned water on at all Park bathrooms.
- Cleaned and reopened park bathrooms for summer.
- Cut wind damaged trees from Roslyn Landing walking trail.
- Repaired split rail fence on Roslyn Landing walking trail due to vandalism.
- Installed fence around new AC unit at Animal Shelter.
- Laid out and painted soccer fields at Soccer Complex. Set soccer goals at Soccer Complex.
- Placed benches and trashcans at Soccer Complex.
- Began cleaning Fort Clifton Park for festival. Blew leaves and removed downed limbs.
- Installed new banners on outfield wall in Shepherd Stadium.
- Painted wall, ceiling, and floors in lock-up at Public Safety Building.
- Removed structurally unsound gazebo from Floral M. Hill Park.
- Fertilized trees and shrubs at sites as needed.
- Cleaned up flower beds at all sites.
- Trimmed back holly trees at Library.
- Trimmed back butterfly bushes at Fort Clifton Park and War Memorial.
- Pruned knockout roses at all sites as needed.
- Cut back liriopie at sites as needed.
- Mulched flower beds as needed.



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

**Agency on Aging**

Bowling	192	192
Bridge Party	38	36
Bridge Tournament	73	94
BUNCO	16	24
Scrabble	16	n/a
Senior Advisory Board Meeting	9	7
Senior Club Meeting	84	81
Senior Citizen Dance	81	82
Senior Golfer's Board Meeting	12	n/a
Senior Golfer's Meeting	92	164
Sing A-Long	22	34
<b>Awareness/Education</b>	<b>2018</b>	<b>2017</b>
Alzheimers Awareness	8	n/a
Blood Pressure Check	36	30
Depression and Anxiety Lunch and Learn	41	n/a
Fall Prevention Lunch & Learn	29	45
Lifeline Screenings	81	n/a
<b>Classes</b>	<b>2018</b>	<b>2017</b>
Colorful Creation Open Paint	41	26
Crochet & Knitting	39	42
Line Dancing Class	50	88
Quilts for Vets	14	6
Sewing Class	14	31
Tap Class	75	80
Tech Savy	3	8
Watercolor with Faye	36	36
<b>Fitness</b>	<b>2018</b>	<b>2017</b>
Muscles in Motion	216	216
Sit & Let's Get Fit	147	224
Strength & Stretch	292	452
Tai Chi	29	36
Pickleball	180	64
Water Aerobics	37	45
Yoga	122	115
Zumba Gold	11	n/a
<b>Trips</b>	<b>2018</b>	<b>2017</b>
Chatham Manor	12	n/a
Food Pantry	6	n/a
John Marshall Trip	13	n/a
Lunch Bunch	9	9
Scavenger Hunt	12	n/a
Southern Women's Show	21	24
<b>TOTAL</b>	<b>2,238</b>	<b>2,310</b>
Volunteer Hours	6	49
<b>Meals</b>	<b>2018</b>	<b>2017</b>
Home Delivery Meals	60	16
Site Meals	36	138
<b>Transportation</b>	<b>2018</b>	<b>2017</b>
Total Passengers	214	282
Total Trips	425	462
Total Miles	2195	2973
Wheelchairs	12	16
Donations	\$196.80	\$169.80
New Riders	7	5

**Violet Bank Museum**

	<u>2017</u>	<u>2018</u>
Attendance	223	188

Activities - focus on collections management and staff training.



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

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

- 10 YAC Members, YAC Advisor and YSC Representative Attended March YAC Meeting
- YAC Member and YAC Advisor Delivered Hats, Blankets, Scarves from Volunteer-a-thon to CARES
- Selected Lilian Sampson as YAC Scholarship Winner
- 4 YAC Officers and YAC Advisor Met to Plan for March Meeting

### ➤ **Youth Services Commission**

- The Commission held its bi-monthly meeting in March.

### ➤ **Kids' After School Program**

- KAP enrollment: Tussing Elementary = 23, North Elementary = 14, Lakeview Elementary = 12, CHMS = 8.
- Volunteer hours: Matoaca High School = 50, VSU = 9, VCU = 2, Community members = 29, CHHS = 58.
- Intern hours: Social Work Interns = 264, Education Intern = 45

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

- Kiwanis and Kiwanis Board Meetings
- Colonial Heights Food Pantry Board Meeting
- Interagency Prevention Team (Speaker: Lindsay Bat – NAMI)
- School Board Meeting
- Health Advisory Board Meeting
- CHHS CADRE Meeting
- CARES Board Meeting
- Suicide Prevention Coalition Meeting
- Positive Parenting Coalition Meeting
- Family Assessment & Planning Team
- VSU SW Field work
- North Elementary Career Fair
- VSU Social Work Advisory Board
- Trauma Training
- Positive Parenting Institute
- Community Coalitions of Virginia
- Families First Advisory Board
- Chesterfield Heroin & Opioid Task Force
- Children Policy & Management Team

### ➤ **Diversion Program Participation**

- **Community Service**  
6 Youth Completed 49 Hours of Service Learning
  - **Shoplifting Diversion**  
8 Youth and a Parent Attended the Shoplifting Diversion Program
  - **Active Parenting of Teens**  
No Parents Are Currently Participating in “Active Parenting”
  - **Teen Life Skills**  
1 Youth Began Course Work for “Teen Life Skills”
  - **Miscellaneous Youth Services (Non DJJ)**  
1 Youth Completed 7 Hours of Community Service
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution
  - ✓ Attended Presentation “Hoop Dreams” by Chris Herren at CHHS
  - ✓ Attended Annual Chamber of Commerce Dinner
  - ✓ Presented Terrific Kids Awards with Kiwanis at Elementary Schools

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

- ✓ Assisted with Therapeutic Recreation Program
- ✓ Visited Open House at CHHS VoTech Center
- ✓ Presented Office on Youth Information to 10 Citizens' Academy Attendees
- ✓ Attended Mental Health Symposium
- ✓ Attended CAAN-DUU Coalition Capacity Building Training
- ✓ Attended "Connect Before You Correct" Training
- ✓ Attended Positive Parenting Institute Annual Training
- ✓ Presented ATOD Information and Fatal Vision Goggles Simulation to 91 CHMS 8<sup>th</sup> Grader Students
- ✓ Presented Information at Career Day at North Elementary School to 331 students

**XII. FLEET MAINTENANCE:**

	# Work Orders	Total	Sublet	Sublet total
2018:	77	\$26,256.73	9	\$3,421.01
2017:	91	\$23,161.96	15	\$4,795.24

Sublet repairs consist of the following;

Dealer repair	\$1,071.84
Tire Repair	\$1,423.87
Towing	\$400.00
Misc.	\$525.30

Maintenance cost for the 3 quarters of this fiscal year compared to the last 5 are:

	Sublet	Total
2012/13	\$13,375.38	\$193,044.04
2013/14	\$13,077.67	\$178,613.49
2014/15	\$28,145.08	\$232,176.85
2015/16	\$26,054.05	\$188,813.54
2016/17	\$30,975.35	\$247,363.55
2017/18	\$36,259.35	\$245,296.13