

# CITY MANAGER'S REPORT TO CITY COUNCIL MAY 2018

## I. PUBLIC WORKS & ENGINEERING: ENGINEERING

### Transportation Capital Projects

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Awaiting VDOT direction on procedures for repackaging this project.
- ***Safe Routes to Schools (North Elementary School Phase I), UPC 105233*** – Preliminary engineering work in process.
- ***Safe Routes to Schools (North Elementary School Sidewalks), UPC 106188*** – Preliminary engineering work in process.
- ***Holly Avenue Reconstruction (Revenue Sharing), UPC 105690*** – Construction complete for Yorkshire and Williamsburg Roads. Preliminary work for Jamestown and Holly Ave in progress.
- ***Dupuy Avenue Modernization, (UPC 101287)*** – Design work in process to include an extra 50 feet of improvements at the City limits. Awaiting comments from VDOT review of revised plans.
- ***Lakeview Avenue Modernization, (UPC 101288)*** – 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*** – VDOT to establish new UPC to continue work on project.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107533*** – Finalizing consultant proposal. Design work to start in June 2018.
- ***Mallard Drive Reconstruction, (UPC 107093)*** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$64,722.61. Construction has commenced.
- ***Stratford Drive Reconstruction, (UPC 107092)*** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$205,725. Construction has commenced.
- ***Temple Avenue Signal Coordination, (UPC 98883) (CMAQ Program)*** – Consultant selection in process. Consultant has submitted proposal for design work. Working with VDOT to open expenditure account.
- ***Appomattox Green River Trail Phase IV, (UPC 105236)*** – Design work complete. Right of way acquisition work in process.
- ***Appomattox River Greenway Trail Phase V, (UPC 107533)*** - Finalizing consultant proposal. Design work to start in June 2018.
- ***Improvements on Conduit/Ellerslie Avenue, (UPC 108646)*** – 50% design complete. Right of way acquisition is underway.
- ***Boulevard Resurfacing, (UPC 111947)*** – Construction has commenced. Paving work currently scheduled to be completed by July 2018.

### Utilities Capital Projects

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

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

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### **Development Plan Reviews**

- **Duck's Locksmith** – Final Plan (1<sup>st</sup> Revision) submitted on 5/19. Final plan reviewed and comment sent to developer's agent on 5/29.
- **Dupuy Ave Improvements** – Final plan (revised 100% plan) reviewed on 5/23. Comments sent to consultant.
- **SRMC-FSED Utility Access Easement** – Exhibit Plat submitted, reviewed and comments sent to developer's agent on 5/31.
- **Laurel Hill Boundary Adjustment Plat** – Final Plat (2<sup>nd</sup> Revision) reviewed, approved and recorded on 5/29.

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### **Right-of-Way Permits**

- Issued/opened six (6) permits and closed three (3) permits for the month.

## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting at 74 locations.
- Performed preventative maintenance at 4 locations.

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### **Vegetation**

- Removed litter from (07) locations, responded to litter miscellaneous request at (02) locations and responded to (04) dead animal removal from street.
- Cut and trimmed grass at (41) locations and sprayed weeds/grass at (11) locations.
- Trimmed tree limbs at (06) locations, removed storm damage at (01) location and cut/removed a tree that fell into street on Marvin Avenue.
- Assisted City Hall moving tables for City's picnic.
- Interviewed and selected Michael Rieves as the new Heavy Equipment Operator replacing an employee that resigned.

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### **Recycling Center**

- 455 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 (46) catch basins/curb inlets, (01) drainage ditch, (02) drainage pipe, (02) curb and gutters, (01) outfall and responded to drainage miscellaneous request at (09) locations.
- Performed Yearly BMP Inventory at (59) locations and cleaned a BMP at (01) location.
- Placed gravel in sinkholes at (03) locations.
- Repaired storm drain pipe at (03) locations.
- Placed topsoil around a catch basin and a handicap ramp at Kennon Point entrance, a sinkhole on Suffolk Avenue and on Brijadan Lane
- Swept (52) streets collecting (100) cubic yards of debris.
- Concrete crew replaced (13) feet of Curb and Gutter at (02) locations, an additional (12) feet of Curb and Gutter at (01) location, a 5' x 5' sidewalk at (01) location and (14) feet of gutter pan at (01) location due to Utility repairs.
- Patched (12) crack areas in Curb and Gutters on Oakwood Drive, a small piece of curb near a driveway on Richmond Avenue and responded to concrete miscellaneous request at (01) location.
- Attended a training class with the Superintendent on "Active Shooter Employee Training" at the Police Department.

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

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### **Transportation**

- Placed Asphalt in (07) utility cuts, (120) potholes, (04) low areas, (01) sinkhole and (08) driveways.
- Graded gravel area in alley between Bristol and Stuart Avenues.
- Replaced a 16' driveway pipe on Glenview Avenue and removed a driveway pipe at Citizen's request on Comstock Drive.
- Responded to street repair miscellaneous request at (03) locations.
- Removed (50) dump truck loads of brush grindings from the Recycling Center to area 6 at the Old Landfill.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

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### **Wastewater Utility**

- Responded to (09) sewer backups and responded to (05) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (05) locations.
- Installed a sewer cleanout at (02) locations.
- Repaired sewer lateral at (02) locations.
- Placed topsoil around cleanout at (02) locations.
- Uncovered manhole and raised to grade on Stratford Drive at Conduit Road.
- Sprayed manhole for sewer roaches at (01) location.
- Placed topsoil in sinkhole on Perthshire Lane and gravel in a utility cut at (02) locations.
- Removed debris from pumps 1 and 2 twice this month, installed new cutting teeth, hardware, cleaned and flushed channel on the commutator grinder at the Main Pump Station.
- Repaired lead float, cleaned out wet well and painted pump number 1 and 2 on the outside of pump station to identify location of pumps on the inside at Charles Dimmock Pump Station.
- Removed grease from wet well and cleaned floats at Hrouda Pump Station.
- Cleaned floats, pumped down wet well and flushed both pumps at Hillcrest Pump Station.
- Painted pump number 1 and 2 on the outside of pump station to identify location of pumps on the inside at Sherwood Hills Pump Station.
- Placed stone and graded road to entrance of C&B Pump Station.
- Continue cutting and trimming grass around Pump Stations and Water Towers.
- Continue flushing all trouble sewer lines throughout the City.
- Continue monitoring all pump stations and methane pump daily.
- Three employees attended a training class on "Active Shooter Employee Training" at the Police Department.

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### **Water Utility**

- Replaced (21) meters, (01) meter box, (1) meter top and responded to (09) water miscellaneous requests.
- Repaired a water service line break at (02) locations and a water valve cover at (01) location.
- Replaced water service line at (01) location.
- Performed a water pressure test at citizen request at (01) location.
- Cleaned meter box out for Utility Billing at (03) locations.
- Turned water off at (01) location due to a leak on private property and pulled a meter at (01) location for non-payment of utility bill.
- Mailed a copy of the 2017 Water Quality Report at citizen request to (01) location.
- Backflow/Cross Connection Technician conducted (72) surveys, (16) completed and (56) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's and sent to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (200) man hours-(251) 811 tickets.

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

### **Department Overview**

At the end of the month of May, the department staffing has two vacancies. The job posting for the Assistant Director position was re-advertised on May 27, 2018, due to the fact the top candidates from the first posting did not accept the position. Currently, the responsibility and duties of the Assistant Director position are assigned/shared between the Director and the Community Development / Economic Development Planner. Additionally, one of the part-time Code Enforcement Inspectors resigned this month. The job posting to fill this part-time position opened on May 20, 2018.

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

- Planning Commission did meet in the month of May.
  - Preliminary Site Plan PD-18\_1 – proposed development of a 35,000 square foot single-story expansion on the rear of the existing Keystone Tractor Museum and Sibley’s BBQ located at 880 W. Roslyn Road.
- At the May 8<sup>th</sup> City Council Regular Meeting, the following planning items were discussed:
  - City Ordinance No. 18-3, PC Resolution 18-4, to amend the zoning code to comply with the State Chesapeake Bay Preservation Act regulations.
  - City Ordinance No. 18-4, PC Resolution 18-5, amend the zoning code with revised criteria for the Board of Zoning Appeals in granting a variance.
  - City Ordinance No. 18-7, PC Resolution 18-6, amend the Comprehensive Plan by changing the land use classification for City-owned parcel 69020900001.
  - City Ordinance No. 18-8, PC Resolution 18-7, amend zoning map for City-owned parcel 69020900001.
  - City Ordinance No. 18-9, PC Resolution 18-8, amend and update Chapter 7 of the Comprehensive Plan, to comply with the State Chesapeake Bay Preservation Act regulations.
- At the May 15<sup>th</sup> City Council Work Session, the discussion on Mobile Food Units was continued. General consent was given to move forward with drafting an ordinance to allow mobile food units for limited time periods, such as during special events, in certain zoning districts.
- Public Hearing occurred on May 15<sup>th</sup>, 2019 for the CDBG Annual Action Plan.
- For CDBG, repairs began for an additional 2 homes.
- 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 122 new cases in May 2018, a decrease in new cases from May 2017, and observed 177 outstanding cases come into compliance.

### **Building Inspections Division**

- The building inspections division received a decrease of permit applications in comparison to May 2017, a total expected investment of \$710,658 in commercial construction. The department completed 119 total inspections in May.
- A commercial permit was issued for Sedona Taphouse to construct a new restaurant and meeting space on Charles Dimmock Parkway.
- There were no new housing permits issued in May 2018.

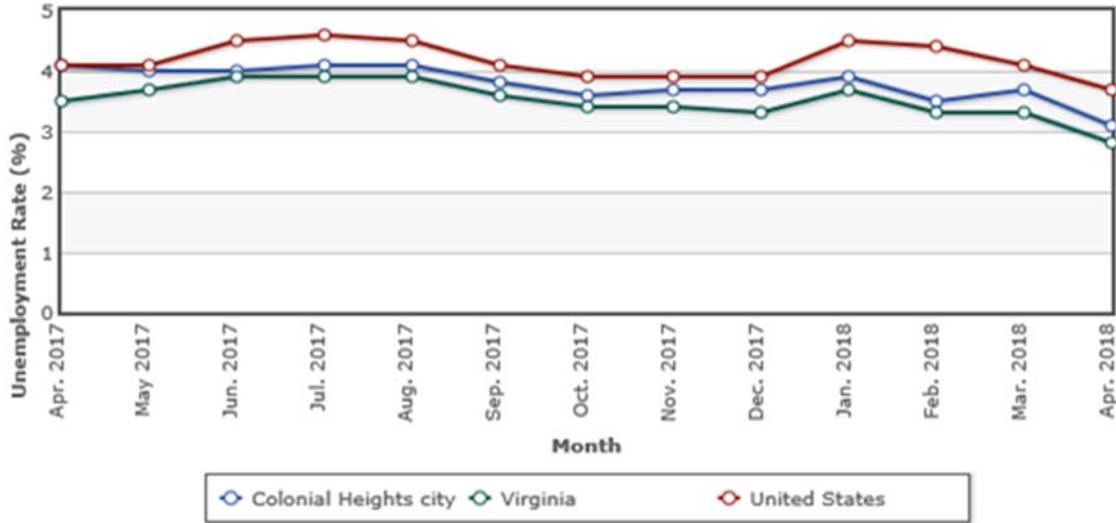
## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

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

Planning & Community Development			New Cases		Month	YTD
05/01/2018-05/31/2018			<b>Total - All Categories</b>		122	663
6/21/2018			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts		11	66
			Exterior storage of objects and equipment		4	100
			Damage or defacement of public or private property		0	0
<b>Building Permits</b>			Month	YTD		
<b>Total - All Categories</b>			50	241		
Residential - New Construction	0	9	Storage of Inoperable Vehicles		13	101
Cost/Investment	\$0	\$1,206,330	Removal of Vegetation		63	123
			Solid Waste: Remove unsafe substances		18	204
			Zoning		2	21
Residential - Alteration/Demos	12	41	Virginia Property Maintenance Code		11	48
Cost/Investment	\$78,290	\$286,903				
Commercial	3	22	<b>Closed Cases</b>		Month	YTD
Cost/Investment	\$710,658	\$1,378,642	<b>Total - All Categories</b>		177	515
			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts		13	59
			No Violation		1	5
Electrical	11	63	Compliant		12	54
			Forced Compliant		0	0
Mechanical	14	51	Exterior storage of objects and equipment		29	100
			No Violation		1	5
Plumbing	10	55	Compliant		28	95
			Forced Compliant		0	0
			Damage or defacement of public or private property		0	0
			No Violation		0	0
			Compliant		0	0
			Forced Compliant		0	0
<b>Building Inspections</b>	Month	YTD	Storage of Inoperable Vehicles		8	91
<b>Total - All Categories</b>			No Violation		1	6
Residential	78	343	Compliant		7	83
Commercial	41	299	Forced Compliant		0	2
			Removal of Vegetation		97	118
			No Violation		9	9
			Compliant		79	100
			Forced Compliant		9	9
<b>Planning Permits</b>	Month	YTD	Solid Waste: Remove unsafe substances		19	104
<b>Total- All Categories</b>	14	71	No Violation		1	5
Fence	2	17	Compliant		18	99
			Forced Compliant		0	0
Signs - Temporary	1	7	Zoning		2	15
			No Violation		0	0
Signs - Permanent	2	16	Compliant		2	15
			Forced Compliant		0	0
Zoning	9	31	Virginia Property Maintenance Code		9	28
			No Violation		1	3
			Compliant		8	25
			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
Apr. 2018	3.1%	2.8%	3.7%
Mar. 2018	3.7%	3.3%	4.1%
Apr. 2017	4.1%	3.5 %	4.1%
5 Year Annual Average 2013 - 2017	5.1%	4.6%	5.6%
10 Year Annual Average 2008 - 2017	6.1%	5.4%	7.0%

Source: Virginia Bureau Labor Statistics

### Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in April 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,919	8,645	274	3.1	No

- \*Chesterfield      2.8 %unemployment      \*City of Petersburg      6.0 % unemployment
- \*Dinwiddie        3.3 % unemployment      \*City of Hopewell      4.7% unemployment
- \*Prince George    3.4% unemployment

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

#### **Prospect Activity:**

Direct Requests for Information:	6
Sites/Bldgs. Submitted	2
Active Prospects	4

#### **Projects:**

Boulevard WaWa Interior Renovations  
Walker Office Building – Roslyn Office Park  
Sedona Tap House Under Construction  
Rezoning for Charles Dimmock Site Approved by City Council  
Pre-Application for Tractor Museum Expansion

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

Retail Merchants Association Monthly Meeting  
Chamber Finance Committee Meeting – Colonial Heights Chamber  
Crater Workforce Board Meeting  
Crater Workforce Investment Board Business Services Committee Meeting  
Petersburg Area Regional Tourism Marketing Meeting  
Greater Realtor Association Commercial Realtors Monthly Meeting  
International Conference for Shopping Center Trade Show  
Community College Workforce Alliance Meeting  
Workforce Marketing/Rebranding Meeting  
Keystone Tractor Museum Board Meeting  
Active Shooter Training  
Economic Development Authority Meeting  
Chamber Scholarship Committee Meetings  
Network of Enterprising Women Luncheon  
Crater Economic Development Meeting

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

Our officers responded to 3,732 calls for service during the month of May, 2018. During the same month last year, we responded to 4,027 calls for service—resulting in a 7% decrease. We had no reported robberies, and three (3) reported in May, 2017— a 100% decrease. We had five (5) reports of aggravated assaults this May, with one (1) reported during the month of May, 2017— a 400% increase. We had four (4) reported burglaries in May, 2018, with none reported during the month of May, 2017— a 400% increase. There were 86 Part I, or serious, crimes reported to the Colonial Heights Police Department in May, 2018. Fifty-five (55) of those, or 64%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of May was another busy month, our community events were demanding but very much needed and appropriate, and our investigative cases increased and are currently on-going. We had the opportunity to host the annual police memorial breakfast this year as it has traditionally been on a rotation of larger jurisdictions in the Tri-City area. We honored all the officers and their respective families for their loved one “giving the ultimate sacrifice” in the line of duty. Our own Kirk Cox, Speaker of the House of Delegates in the General Assembly, was our keynote speaker and did a wonderful job recognizing the magnitude of the event and recognizing the families of the fallen. We are also excited to report the graduation of “Justice” and Officer P.J. Calhoun from narcotics canine school hosted by the Chesterfield County Police Department. Both are now on the road serving successfully the residents and those that visit the City of Colonial Heights.

We continue our partnership with local causes and this month was no different as we assisted with the American Red Cross in a blood drive at Southpark Mall. The “Battle of the Badges” is a reoccurring commitment where local law enforcement agencies compete against each other to increase participation in order to help a local non-profit. We also want to recognize our police intern, Matthew Young, who worked with us for 120 hours. Matt graduated from Bridgewater College and has interest in continuing in some capacity in the law enforcement field. We wish him the best of luck in his future.

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

- Sergeant Kolev took a report where a suspect took two rings from Boulevard Pawn and sold those rings back to the business. During Sergeant Kolev’s investigation he was able to develop a suspect name by showing a picture of the suspect to hotels in the Chester area. One of the clerks recognized the suspect and was able to get an identity and secure warrants for the suspect.
- Officer Miller conducted a traffic stop on a vehicle and during that stop and investigation he was able to arrest the driver of the vehicle for possession with intent to sell marijuana. A vehicle, 2 cell phones and us currency were seized for asset forfeiture.
- Officer Jennings took a report for a domestic incident and during the investigation Officer Jennings discovered that there was abduction, an assault, and a larceny. Officer Jennings obtained warrants and the suspect was located and arrested.
- Officers from both A squad and C squad assisted with a missing 74 year old female that had wandered away from her home. She was found in Petersburg shortly after a social media post was made with her picture and information.
- Officer Jennings responded to Compton Road for a report of a child being born unexpectedly and was not breathing. The newborn was transported to SRMC with the mother. Detectives are investigating this incident.

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

- Officer Simmons attempted to stop an intoxicated driver on Lakeview Ave. The suspect attempted to elude Officer Simmons fleeing into Chesterfield County. During the pursuit the suspect threw out a large bag of suspected cocaine and later threw multiple bags of suspected marijuana. The suspect drove into the city of Petersburg where he crashed his vehicle and was taken into custody.
- Officer McCurry responded to Old Navy for a white male suspect that had exposed himself to employees in the changing room. Detectives are investigating the incident and have leads on the suspect identity.
- Officer Brown attempted to stop a vehicle for suspicion of DUI. The suspect stopped at first and then drove off as the officer exited his vehicle. A slow speed pursuit ensued north bound on the Boulevard. Spike strips were used to flatten the suspect vehicle tires in the area of Boulevard and Yew Ave. The suspect then stopped in Chesterfield County and was taken into custody without further incident.
- Officer Marks responded to Dogwood Avenue for a threat of suicide. A male subject had left the scene prior to the officer's arrival with injuries to his wrist. Officer Marks advised of a vehicle description and that vehicle was located and stopped. The Male was detained and taken to the hospital for treatment.

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:

- Career Officer Whirley continued to file prep during the month of May. Career Officer Whirley also confirmed that the department will conduct a mock assessment/file review of the Term 1 files on July 24, 2018.
- May 17, 2018 was the Tri-Cities Law Enforcement Memorial Breakfast hosted by our department. The Law Enforcement Services Division was pleased with the service and the culmination of the planning and work leading to this event.
- Sergeant Walters and Career Officer Whirley attended the Battle of the Badges Red Cross Blood Drive at Southpark Mall and completed a Facebook live video while there to encourage participation.
- Three new patrol vehicles were completed, outfitted and issued during May. These vehicles also were outfitted with new radar units.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a very busy month, with 30 new cases assigned to the division. 27 cases were cleared, including seven (7) cases from previous months; all of which resulted in an 84% clearance rate. During the month, we had one (1) non-fatal heroin overdose. We also processed 18 concealed weapon permits and one (1) massage clinic permit.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned five (5) new cases this month, as follows:
  - One case involved a threat to a Colonial Heights police officer that was forwarded to Hopewell PD for investigation.
  - One case involved an indecent exposure at a local retail business.
  - Two cases involved Breaking and Entering to businesses in the Southpark Mall patrol area.
  - Sgt. Johnson also cleared an aggravated sexual assault from April 2018 by arrest.

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

- Master Detective Roger Santini was assigned five (5) new cases this month, as follows:
  - Two cases involved larcenies.
  - One involved a sexual assault of a juvenile and the suspect was arrested.
  - Detective Santini also cleared a missing person (victim found unharmed) from April 2018 and a contributing case from April 2018 by arrest.
- Master Detective Chris Harris was assigned eight (8) new cases this month, as follows:
  - A case involving an alleged forcible sodomy from 2016 where both parties involved were dating in high school.
  - A missing person case, subject was located.
  - A larceny case from a local business.
  - A case of child neglect.
  - Two cases of fraud at a local business.
- Master Detective Adam Brandeberry was assigned 12 new cases this month, as follows:
  - Nine (9) cases of larceny from automobiles and they have been cleared by arrest.
  - Two (2) death investigations.
- Master Detective Brandeberry cleared three larcenies from automobiles.
- Four (4) public nuisance letters were issued this month to the following properties:
  - A residence in the 200 block of Battery Place, 2500 block of Pin Oak Court, 600 block of Fairlie Road and the 1800 block of Franklin Avenue.

**Auxiliary and Sentinels** met on May 3, 2018. Auxiliary Officer Jason Poe is doing extremely well in the 91st Basic Law Enforcement Academy; he has successfully completed two months of training. Auxiliary and Sentinel members assisted with the traffic checkpoint on May 30, the VFW/American Legion Memorial Celebration on May 28 and traffic/crowd control during the Fort Clifton Festival May 12-13, 2018. Auxiliary/Sentinel members volunteered **429 hours** of service during May. Our Auxiliary/Sentinel members have volunteered **1047 hours** of service during the 2018 calendar year.

**The U. S. Marshal's Fugitive Task Force**, which includes our Master Officer Travis Karr, arrested 17 fugitives from justice, seven (7) of whom were wanted in the City of Colonial Heights. They also served 61 warrants, eighteen of which were also from the City of Colonial Heights. They were able to locate two high profile fugitives for Colonial Heights this month. The first case involved a fugitive that was wanted on a probation violation who had been actively evading law enforcement to keep from being arrested. On May 8, 2018, the Task Force located the fugitive at a local residence in Colonial Heights where he barricaded himself inside the residence to try to prevent his arrest. Task Force officers eventually made entry into the residence and took the fugitive into custody.

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

On May 21, 2018, Task Force officers located a fugitive wanted for aggravated sexual battery, attempted sexual assault and indecent exposure involving a child under 14yoa hiding inside a residence in Petersburg. Officers had to breach the door to the residence and found the fugitive smoking marijuana.

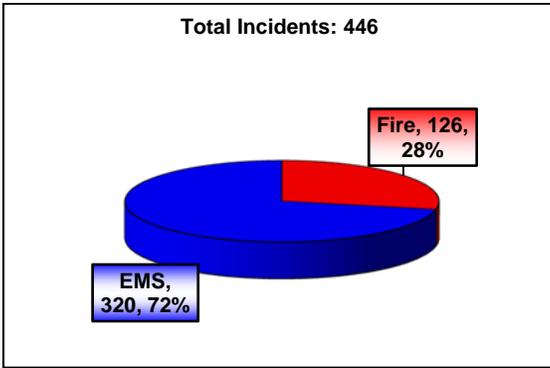
**Sgt. Jason Chimera**, who supervises the **Special Operations Unit**, reported that members attended several training opportunities. Officer Aleshire attended and completed “Top Gun” in Williamsburg, VA and Sgt. Chimera attended Drug Diversion School in Virginia Beach, VA. Additionally, SOU participated in “Operation Strike Force” with surrounding jurisdictions, focusing on interdiction stops for drugs, weapons, wanted persons etc. SOU also participated in “Operation Home Check” with Probation/Parole and made several home visits for compliance checks. There were 10 new cases initiated, all 10 of which were cleared by arrest. We obtained 3 felony warrants and 7 misdemeanor warrants for offenses involving drug possession/distribution, domestic assault, and alcohol violations. SOU issued 12 traffic summons and gave 8 verbal warnings. We also executed 5 search warrants on various cell phones and vehicles relating to drug investigations. There was 1 non-fatal Heroin overdose reported this month

As an agency, overall we made 393 total arrests, worked 105 crashes, wrote 546 traffic citations, executed 805 traffic stops, affected 12 DUI arrests and 33 drug arrests, and issued 23 parking citations.

### **DEPARTMENT STATISTICS**

<b>Crime</b>	<b>May 2017</b>	<b>May 2018</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	1	<b>100%</b>
Robbery	3	0	<b>-100%</b>
Aggravated Assaults	1	5	<b>400%</b>
Simple Assaults	27	19	<b>-30%</b>
Breaking & Entering	0	4	<b>400%</b>
Larceny	56	52	<b>-7%</b>
Vehicle Thefts	2	5	<b>150%</b>
Arson	2	0	<b>-100%</b>
Shoplifting	35	23	<b>-34%</b>
DUI Arrests	14	12	<b>-14%</b>
All Criminal Arrests	405	393	<b>-3%</b>
Calls for Service	4027	3732	<b>-7%</b>
<b>May 2018</b>	<b>Number of Part 1 Crimes Reported</b>	<b>Number of Part 1 Crimes Cleared</b>	<b>Percentage Cleared</b>
	86	55	<b>64%</b>

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 126**

(Total Fire Loss \$2,545):

**Total Patients transported: 230**

(Total EMS incidents 320):

*Fire units arrived on scene in less than 9 minutes on 91.6% of emergency incidents.*

*(Average response time 5:49 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.1% of emergency incidents.*

*(Average response time 5:09 minutes)*

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

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Vehicle Fire	2	Gasoline/combustible spill	1	Good Intent Calls	35
Brush or grass Fire	3	Electrical Problem	8	Public Service	34
		Down or low hanging wire	3	False Alarm/False Call	11
		Building weakened/collapsed	2	Child Seat installation	6
		Other Hazardous condition	1	Smoke/CO detector installation	5
				Assist Invalid	15
M/A First Responder given to EMS Chesterfield	2	M/A received from Chesterfield Fire			3
M/A given to Petersburg Fire	2				

**STAFFING**

	<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
<b>Station 1</b>		
Number of Incidents	6	15
Total hours	2 hrs. 59 min.	14 hrs. 18 min.
<b>Station 2</b>		
Number of Incidents	6	5
Total hours	7 hrs. 6 min.	9 hrs. 34 min.

**EMS Mutual aid**

M/A given to Petersburg EMS	7	M/A received from Fort Lee EMS	4
M/A given to Chesterfield EMS	3	M/A received from Petersburg EMS	1

**EMS Transports (by facility)**

Southside Regional Medical Center	151	63.98%
Tri-City Emergency Room	29	12.29%
Chippenham Hospital	19	8.06%
John Randolph Medical Center	17	7.20%
VCU Health Systems	12	5.08%
Johnston Willis Hospital	2	0.85%
St. Francis Medical Center	2	0.85%
VAMC (McGuire)	2	0.85%
St. Mary's Hospital	1	0.42%
Henrico Doctors Hospital - Forest Campus	1	0.42%
<b>Total:</b>	<b>236</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

### **Departmental Highlights**

- ERP System- RFP was finalized and released on June 1. Proposals are due back on July 13.
- The school division has made an inquiry into requesting an amendment to the CIP and appropriation for some school projects which may be brought to Council in July. These projects would be debt funded with the debt to be issued this fall.
- Toneka Davis joined the Finance Department on May 30 as Financial Specialist I (Accounts Payable). The employee previously hired for the Accountant position, resigned effective June 1. The Accountant position has already been advertised and will close June 15.

**Finance** – 1,037 Checks processed; 1 Alarm citation sent

**Purchasing** – 164 total purchase orders were completed with 132 being processed by purchasing and 32 departmental purchases being reviewed. This compares to 176 being completed for the same period in 2017. In addition, 132 check requests were prepared by departments which are not processed by Purchasing.

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

- The Violet Bank Museum Historic Structure draft report has been reviewed by staff, and the final report will be released to the City in early June.
- The selection committee selected an architect/engineer for the White Bank Park Restroom Replacement project, and the purchase order has been issued.
- Only one bid was received for the Tennis Court replacement project, and it was significantly over budget. Purchasing staff and school staff are evaluating options with the vendor, one of which is to get a quote for 6 courts instead of 8.

### **Other Purchasing Activity:**

- PO issued for air tight shelters and quick response shower system for the Crater Regional Hazardous Materials Team through the Fire Department. The City will purchase 6 of these, one for us and the rest for the surrounding localities. Funding is from a Homeland Security Grant.
- Contract renewed with Barksdale Oil, to provide the City with gasoline/diesel for City vehicles.
- Staff continued to work on outstanding issues on the animal shelter expansion. (gas line expansion and camera/DVR concerns)

### **Risk Management**

- A police officer, responding to a call for service, attempted to do a turn on Maple Avenue, rubbing the rear passenger side of the police vehicle against a utility pole. Minor damage was done to the police vehicle.

### **Citizen Claim**

- A City business owner sustained tire damage to her vehicle from work being done on the Boulevard.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,848

Delinquent Notices Sent – 660 or 18.2% with 164 cut off for nonpayment.

\$640.66 in set-off Debt Collections received for May.

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

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

### **Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Accountant
Planning & Community Development	Assistant Director of Planning & Comm. Dev.
Planning & Community Development	Code Enforcement Inspector (Part-time)
Police	FOIA Specialist (Part-time)
Public Works	Public Works Technician
Recreation & Parks	Museum Curator

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
FOIA Specialist (Part-time)	59	503
Museum Curator	181	1,812
Public Works Technician	25	298
Code Enforcement Inspector (Part-time)	29	343
Accountant	27	341
Assistant Director of Planning & Comm. Dev.	23	385

### **Miscellaneous**

- New employee orientation sessions were held for: Toneka Davis (Financial Specialist I) and Timothy Allen, Jr. (Facilities/Groundskeeper I).
- The 8-week Citizens Government Academy program concluded on April 26, 2018 followed by a reception and presentation at the City Council meeting on May 8, 2018.
- The annual Employee Benefits/Wellness Fair & Picnic was held at the American Legion on May 18, 2018.
- Completed a training session on Active Shooter for Employees, which was hosted and presented by the Colonial Heights Police Department.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 67,304 page views in the month of May.

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. Fort Clifton Festival</li><li>4. Animal Control</li><li>5. Human Resources</li><li>6. City Employees</li><li>7. Pay On-line</li><li>8. Recreation &amp; Parks</li><li>9. Yard Sale Permits</li><li>10. Police</li><li>11. GIS &amp; Maps</li><li>12. Jobs</li><li>13. Our Government</li><li>14. Records &amp; Property Tax</li><li>15. Violet Bank</li></ol>	<ol style="list-style-type: none"><li> India</li><li> Canada</li><li> Ireland</li><li> Japan</li><li> Germany</li></ol>	<ol style="list-style-type: none"><li> Maryland</li><li> New York</li><li> Georgia</li><li> Nevada</li><li> California</li></ol>

- ☆ Citizens submitted and city staff processed 397 service requests and questions through the “Report a Concern” module during the month of May. The City of Colonial Heights’ Facebook Page now has 4,445 fans and the City’s Twitter account has 1,207 followers. There are 3,421 subscribers for ‘*In the News*’.
- ☆ IT met with Finance to review the requirements regarding the Financial System prior to it going out to bid. IT also attended a meeting with the Communication’s Director and Chesterfield County IT to view a demo for a CAD to CAD product. The Courthouse had a major phone outage which lasted for approximately 2 days. The outage was caused by a defective box. Once we determined the cause of the problem, Comcast overnighted the equipment and we were able to correct the issue. IT continues to work with General District Court in regards to phone issues. To date, a majority of the problems have been corrected.
- ☆ Proactive Information Management completed 49.0 hours of IT service and maintenance for City departments this month.

## IX. LIBRARY:

- ☆ The library staff circulated 20,229 titles in May.
- ☆ Six-thousand and two e-books circulated on Kindles, while residents downloaded 419 e-books and audios from the library’s online Hoopla collection. Six-hundred and thirteen residents are currently using Hoopla.
- ☆ The public computer center had 1,691 users, while the iPad center was used 71 times.
- ☆ One-hundred and five children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 107 groups.
- ☆ Eighty-eight residents registered for new library cards, and an average of 778 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In May the Recreation Division hosted another successful Fort Clifton Arts and Crafts Festival at Fort Clifton Park. There was an estimated crowd of 7,000 people over the two-day event. We also hosted the Virginia Independent Schools State Baseball Championships at Shepherd Stadium with an estimated attendance of 3,200 people over the three days of play. Staff, in conjunction with the City Manager's Office, completed the Summer 2018 edition of the City Focus that was mailed to residents the middle of May.

Staff continues preparing for Summer programs and events being held or starting in June to include the Summer Playground Program and a variety of Youth Sports Camps. Youth Baseball and Softball Leagues will finish their regular season the 1st week in June and Night of Champions Week at Shepherd Stadium will begin Monday June 11th to conclude the season. We will have 6 all-star teams competing in Dixie and Babe Ruth post season play starting the end of June.

<b>Athletics</b>	<b>2018</b>	<b>2017</b>
Adult Softball Teams	23	24
Youth Baseball	224	264
Youth Softball	78	69
Girls Volleyball	21	21
Beach Volleyball	6	n/a
Quick Start Tennis	10	n/a
<b>Activities/Programs</b>	<b>2018</b>	<b>2017</b>
Fort Clifton Festival	7,000	6,000
Yoga in the Park	24	81
Counselor in Training	7	n/a
Summer Playground Parent Orientation	7	13
First Aid and CPR	7	n/a
Therapeutic Recreation	69	n/a
Belly Dancing	7	8
Karate	5	12
<b>Facility Usage</b>	<b>2018</b>	<b>2017</b>
Community Room Attendance	925	850
Community Room Reservations	19	29
Pavilion Attendance	1,890	2,116
Pavilion Reservations	33	35
Field Attendance	11,890	13,350
Field Rentals	49	64

### Parks, Horticulture, Buildings & Grounds

- Cut and removed dead trees, blew pine needles and leaves from path, spread rock dust on roads and walkways, checked electrical and replaced GFI receptacles as needed at Fort Clifton Park in preparation for the 2018 festival.
- Provided staff for Fort Clifton Festival.
- Shepherd Stadium for VISAA State baseball tournament; edged infield, added material to infield and added material to warning track.
- Provided staff to work VISAA State baseball tournament.
- Dragged and lined ball fields as needed for league and tournament play.
- Painted soccer fields at Soccer Complex and Middle School Stadium as need for games.
- Cut grass as needed around City buildings, parks, and sports fields.
- Set up chairs and tents at War Memorial for Memorial Day service.
- Weeded and trimmed flowerbeds at sites as needed.
- Mulched flower beds as needed.
- Cleaned up flowerbeds at Ft. Clifton for Ft. Clifton Festival.
- Trimmed back trees and shrubs at Library.
- Trimmed shrubs at Courthouse.
- Transplanted lirioppe from Courthouse to War Memorial.
- Edged flower beds as needed.
- Removed pansies from sites as needed. Planted annuals at sites as needed.

### CIT Training



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

**Agency on Aging**

Agency on Aging Activities	2018	2017
Bingo in Center	31	12
Bowling	210	210
Bridge Party	44	48
Bridge Tournament	82	70
BUNCO	12	16
Fort Clifton Festival Group	5	12
Scrabble	14	N/A
Senior Club Meeting	109	89
Senior Citizen Dance	60	80
Senior Golf Association Fort Lee	424	480
Senior Golf Association Tri-Cities	198	N/A
Sing A-Long	23	29
Tile + Alcohol Ink	4	N/A
Awareness/Education	2018	2017
Blood Pressure Check	26	32
Senior Advisory Board Meeting	14	8
Classes	2018	2017
Colorful Creation Open Paint	26	29
Crochet & Knitting	45	42
Line Dancing Class	77	92
Quilts for Vets	6	8
Sewing Class	33	35
Tap Class	62	92
Tech Savy	4	3
Watercolor with Faye	23	32
Fitness	2018	2017
Muscles in Motion	200	199
Sit & Let's Get Fit	174	252
Strength & Stretch	352	353
Tai Chi	12	23
Pickleball	134	65
Water Aerobics	60	49
Yoga	147	124
Trips	2018	2017
Branch Museum	9	N/A
City Tour	9	N/A
Family History Center	13	N/A
Klix Internet Gaming	12	N/A
Lunch Bunch	16	N/A
Nashville, TN	37	N/A
Riverside Theater	25	N/A
Smithfield Station	12	12
Tangier Island	26	N/A
<b>TOTAL</b>	<b>2,766</b>	<b>2,496</b>
Meals	2018	2017
Home Delivery Meals	60	15
Site Meals	40	44
Transportation	2018	2017
Total Passengers	310	206
Total Trips	629	404
Total Miles	3530	2521
Wheelchairs	14	13
Donations	\$240.00	\$221.40
New Riders	10	2

**Violet Bank Museum**

	2017	2018
On-site Attendance	205	204
Outreach Events Attended	350	350

- Displayed at one outreach program; Fort Clifton Festival (350)
- Focus on transition preparation and exhibit update.

**Scenic City Tour**



**Quilts for Vets**



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

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

- 13 YAC Members, YAC Advisor and YSC Chairman Attended May YAC Meeting
- 4 YAC Officers and YAC Advisor Met to Plan for Summer

### ➤ **Youth Services Commission**

- Held monthly meeting

### ➤ **Kids' After School Program**

- Coordinator focused on development of Leadership Training for middle –school students

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

- Kiwanis and Kiwanis Board Meetings
- Interagency Prevention Team
- School Board Meeting
- CHHS CADRE Meeting
- CARES Board Meeting
- Positive Parenting Coalition Meeting
- Juvenile and Domestic Violence Task Force
- HOBY Virginia Corporate Board Meeting
- Suicide Prevention Team Meeting
- CAAN-DUU Coalition Meeting
- Health Advisory Board “Virtual” Meeting
- Community Coalitions of VA Board
- Community Policy & Management Team
- System of Care
- Central VA Heroin & Opioid Prevention Task Force
- Families First Advisory Board
- Children’s Advocacy Center
- Family Assessment & Planning Team
- School Readiness Coalition

### ➤ **Diversion Program Participation**

- **Community Service**

- 6 Youth Completed 51 Hours of Service Learning

- **Shoplifting Diversion**

- 11 Youth and Parent Attended the Shoplifting Diversion Program

- **Teen Life Skills**

- 2 Youth Completed 4 Sessions of “Teen Life Skills”

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

- 5 Youth Completed 59 Hours of Community Service

- 1 Youth Completed 4 Sessions of Teen Life Sills

- ✓ Shared Prevention Materials with 10 Teens at Drivers’ Licensing Ceremony
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution
- ✓ Presented Terrific Kids Awards with Kiwanis at Elementary Schools
- ✓ Assisted with Therapeutic Recreation Program
- ✓ Attended Concerned Community for Children Meeting
- ✓ Attended “Active Attacker “ Training
- ✓ Participated in Kiwanis Scholarship Selection Committee
- ✓ Presented “More Than Sad” Training for Surry County Youth and Family Resources

**XII. FLEET MAINTENANCE:**

	<b># Work Orders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
<b><u>2018</u></b>	90	\$30,797.68	6	\$3,909.74
<b><u>2017</u></b>	68	\$18,109.57	5	\$2,106.36

Sublet repairs consist of the following;

- Alignment \$1,879.06
- Dealer \$959.00
- Towing \$472.50
- Glass Replacement \$599.18