

CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 2018

I. PUBLIC WORKS & ENGINEERING: ENGINEERING

Transportation Capital Projects

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Revising plans to meet VDOT and Colonial Heights Public Schools requirements.
- ***Safe Routes to Schools (North Elementary School Phase I) UPC 105233*** – Design work in progress.
- ***Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188*** – Preliminary engineering work in progress.
- ***Holly Avenue Reconstruction (Revenue Sharing) UPC 105690*** – Design work for Jamestown and Holly Ave in progress.
- ***Dupuy Avenue Modernization (UPC 101287)*** – Requested VDOT to authorize City's advertisement for construction bids. Request still under VDOT review.
- ***Lakeview Avenue Modernization (UPC 101288)*** – Utility relocation currently underway.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – Awaiting VDOT's establishment of a new account/UPC to continue work on project. VDOT has informed us the new agreement should be ready for signature in January 2019.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107534*** – Preliminary engineering work in progress.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – Preliminary engineering work in progress.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Design work complete. Requesting funds from MPO in order to fund construction phase.
- ***Appomattox River Greenway Trail Phase V (UPC 107533)*** – Preliminary engineering work in progress.
- ***Improvements on Conduit/Ellerslie Avenue (UPC 108646)*** – Request for construction bids has been advertised. Bids are due on January 25th.
- ***FY 18-19 Pavement Preservation*** – Construction bids have been received. Awaiting bonding documents prior to awarding project.
- ***Temple Avenue Resurfacing (UPC 113441 & 113513)*** – Construction bids have been received. Awaiting bonding documents prior to awarding project.

Utilities Capital Projects

- ***Lakeview Avenue Water and Sewer Replacement*** – Design work complete. Construction start scheduled for Fall 2019.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design work complete. Construction start scheduled for Spring 2019.
- ***Nantucket Drainage*** – Design work in process.
- ***Hemlock Drainage*** – Design work completed. Construction bids well over the engineer's estimate. Project to be merged and rebid with Nantucket drainage project.
- ***Hrouda Pump Station*** – Survey work has completed. Conceptual plan design has commenced.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **Extended Stay Hotel** – Final Plan (1st submittal) submitted to City on 11/1. Stormwater completeness reviewed 11/7.
- **Southpark Crossing Subdivision** – Final Plat (1st Submission) submitted on 12/18. Plat reviewed and comments sent to developer's agent on 12/31.
- **Crowder Estate Boundary Line Adjustment** – Preliminary Plat submitted on 12/13. Plat reviewed and comments sent to K. Hall w/ Planning on 12/17.
- **Southgate Square Improvements 2018** – Final Plan (3rd Submission) approved on 12/6.
- **Extended Stay Hotel** – Final Plan (1st submittal) reviewed and comments sent to developer's agent on 12/14.
- **Towneplace Suites** – Preliminary Plan submitted 12/4. Plan reviewed and comments sent to K. Hall w/Planning on 12/19
- **Nantucket Court Drainage Improvements** – 90% Plans submitted on 12/20.
- **Fence Permits**- Staff reviewed one (1) fence plot plan.

Right-of-Way Permits

- Issued/opened four (4) permits and closed fifteen (15) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 72 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (04) locations and responded to (03) dead animal removal from street.
- Trimmed/removed tree limb hanging in street after snow storm on Snead Avenue and responded to tree miscellaneous request on Swift Creek Lane.
- Removed storm damage at citizen request at (07) locations.
- City's crews collected (591.5) cubic yards from Areas 2 and 3 for a total of (1,176.5) cubic yards for the season. Due to inclement weather, leaf schedule is running behind approximately two weeks.

Recycling Center

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

Storm Water and Drainage

- Cleaned (03) catch basins/curb inlets, (01) drainage ditch and responded to drainage miscellaneous request at (04) locations.
- Sweeper removed (16) cubic yards of debris from (11) streets.

Transportation

- Placed Asphalt in (03) potholes.
- Assisted Fire Department placing and removing road closed signs on Cambridge Place at Marvin Avenue and on Fairfax Avenue due to tree limb on power lines.
- Graded gravel road with motor grader to Animal Shelter.
- All Public Works employees worked two 12 hours shifts and placed approximately 99.2 tons of salt and 390.6 tons salt/sand mix on streets during snow event from December 9th to December 13th.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Responded to numerous citizens' requests to remove snow in front of driveways and around vehicles that were parked on the street.
- Continued to clean and perform preventive maintenance/repairs on City's Vehicles and Equipment.

Wastewater Utility

- Responded to (11) sewer backups and to (01) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (03) locations.
- Installed a new cleanout on Dupuy, Kensington, Boykins and Crescent Avenues.
- Repaired (01) sewer lateral line on Roanoke Avenue.
- Placed topsoil around sewer cleanout on MacArthur Avenue.
- Removed debris from pump 1 and 2 three times for the month, replaced floats for high level alarm and reported pump 4 failed to AIS, bad bearing, they will repair at their cost at the Main Pump Station.
- Removed limbs from snow storm and cleaned wet well with flusher at Charles Dimmock.
- Pulled pump 2, cleaned vault and placed pump back in service at Hillcrest Pump Station.
- Pulled and cleaned grease from floats at Appomattox Pump Stations.
- Cleaned wet well with flusher at Conjurers Neck Pump Station.
- Assisted Street Division with snow removal from December 9th to December 13th.
- Continue flushing all trouble sewer lines throughout the City.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (05) meters, and responded to (04) water miscellaneous requests.
- Repaired a water main line break on Kennon Point Court and Riverview Road.
- Repaired a meter leak on Greenwood and Moorman Avenues.
- Replaced a meter box top on Conduit Road and Windsor Avenue.
- Replaced a water valve top on Boulevard at Lynchburg Avenue and on Lyons Avenue.
- Located and uncovered a meter box on Ridge Road.
- Installed a 1" drain line for sump pump in Altitude valve vault to divert water when it overflows at Shepherd Stadium Water Tower.
- Placed gravel in utility cuts on Cloverhill Avenue and Kennon Point Court until cuts can be patched with asphalt.
- Collected weekly routine water samples, performed THM's, HAA's sent to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (100) man hours and (131 tickets) completed.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Department Overview

During the month of December, one of the part-time Code Enforcement Inspector position was vacated and filled within the same month. For the Community / Economic Development Specialist position, a written offer was provided to the selected candidate, but the candidate turned down the job. This position was vacated on July 10th and the duties associated with the position were previously completed by temporary workers during the summer and fall; currently, the duties associated with this position are split between all of the staff with the Assistant Director covering the majority of the duties.

Planning & Community Development Division

- Planning Commission did not meet in the month of December but will be meeting in the month of January.
- At City Council Work, the following planning related items were considered:
 - An Ordinance No 18-26 (First Reading), mobile food units at special events
- 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 36 new cases in December 2018 and observed 79 outstanding cases come into compliance.

Building Inspections Division

- The building inspection division issued 26 total building and trade permits, with a total expected investment of \$150,000 in commercial construction.
- Commercial C/O issued for 798 Southpark for the Verizon remodel.
- The department completed 101 inspections.

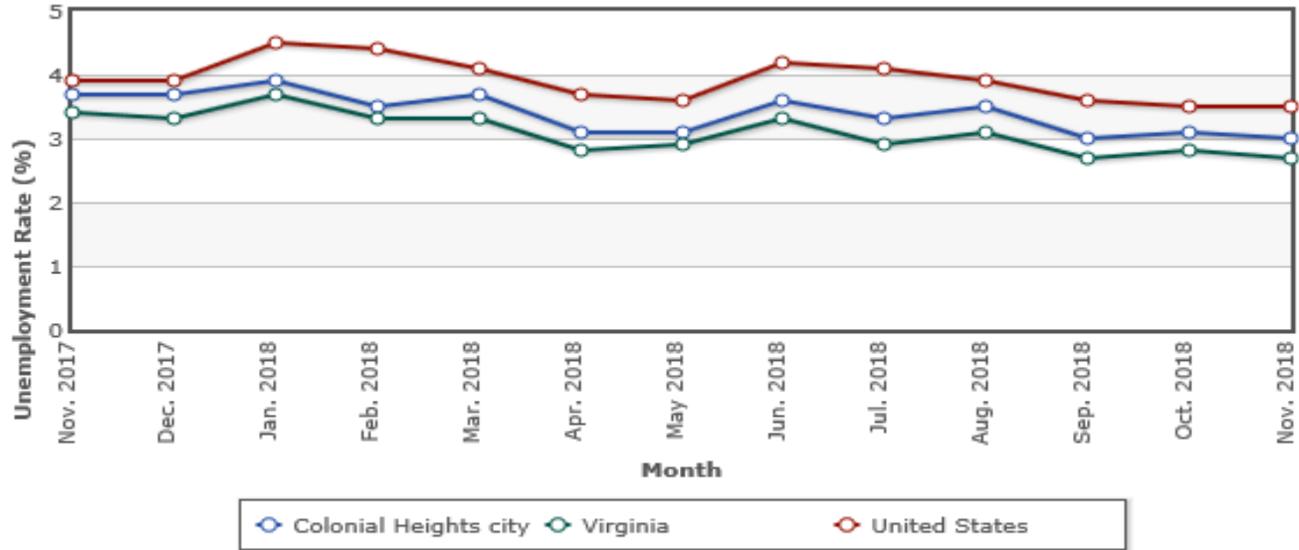
The following spreadsheet depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

Planning & Community Development			New Cases	Month	YTD
12/01/2018-12/31/2018			Total - All Categories	36	1228
1/14/2019			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	7	95
			Exterior storage of objects and equipment	7	149
			Damage or defacement of public or private property	0	0
Building Permits	Month	YTD	Storage of Inoperable Vehicles	17	176
Total - All Categories	26	561	Removal of Vegetation	0	352
Residential - New Construction	5	17	Solid Waste: Remove unsafe substances	0	345
Cost/Investment	\$38,448	\$1,777,778	Zoning	1	27
Residential - Alteration/Demos	4	96	Virginia Property Maintenance Code	4	84
Cost/Investment	\$1,929	\$ 869,559			
Commercial	2	55	Closed Cases	Month	YTD
Cost/Investment	\$150,000	\$ 5,589,494	Total - All Categories	79	1163
Electrical	8	178	Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	8	116
Mechanical	7	117	No Violation	0	5
Plumbing	0	98	Compliant	8	100
			Forced Compliant	0	0
			Exterior storage of objects and equipment	11	142
			No Violation	1	7
			Compliant	10	135
			Forced Compliant	0	0
			Damage or defacement of public or private property	0	0
			No Violation	0	0
Building Inspections	Month	YTD	Compliant	0	0
Residential	54	798	Forced Compliant	0	0
Commercial	47	797	Storage of Inoperable Vehicles	19	156
			No Violation	1	9
			Compliant	18	145
			Forced Compliant	0	2
			Removal of Vegetation	21	412
			No Violation	1	10
Planning Permits	Month	YTD	Compliant	17	342
Total- All Categories	4	142	Forced Compliant	3	60
Fence	0	33	Solid Waste: Remove unsafe substances	18	258
Signs - Temporary	1	13	No Violation	4	9
Signs - Permanent	2	33	Compliant	11	243
Zoning	1	63	Forced Compliant	3	6
			Zoning	0	18
			No Violation	0	0
			Compliant	0	18
			Forced Compliant	0	0
			Virginia Property Maintenance Code	2	61
			No Violation	0	5
			Compliant	2	56
			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
Nov. 2018	3.0%	2.7%	3.5%
Oct. 2018	3.1%	2.8%	3.5%
Nov. 2017	3.7%	3.4%	3.9%
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 October 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,948	8,668	280	3.1	No

- *Chesterfield 2.7 %unemployment *City of Petersburg 5.4 % unemployment
- *Dinwiddie 3.3 % unemployment *City of Hopewell 4.3% unemployment
- *Prince George 3.3 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	1
Sites/Bldgs. Submitted	2
Active Prospects	6

Projects:

Tractor Museum Expansion – under construction
Towneplace Suites – site plan submitted
Southgate Square Shopping Center Re-subdivision
Extended Stay Hotel - site plan submitted
Colonial Square Project in works
Conn's Home Store - under construction

Meetings & Events:

International Council of Shopping Centers Trade Show
Virginia Chamber Economic Development Summit
VGR Operations Meeting
Retail Merchants Association Monthly Meeting
Virginia Retail Federation
Crater Workforce Investment Board Business Services Committee Meeting
CREW (Commercial Real Estate for Women) Meeting
Virginia Economic Development Site Meeting
Community College Workforce Meeting
Petersburg Area Regional Tourism Marketing Meeting
Greater Realtor Association Commercial Realtors Monthly Meeting
Network of Enterprising Women (NEW) Monthly Luncheon
Outback – Ribbon Cutting
Petersburg Area Regional Tourism (PART) Meeting
Civil War Trails Meeting

IV. POLICE DEPARTMENT:

Our officers responded to 3,204 calls for service during the month of December, 2018. During the same month last year, we responded to 3,498 calls for service—resulting in an 8% decrease. We had one (1) homicide in December of 2017 and none reported in December of 2018. We had one (1) reported robbery, and none reported in December, 2017— a 100% increase. We had one (1) reported rape in December of 2018 and none reported in December of 2017, resulting in a 100% increase. Three (3) reports of an aggravated assault were reported this December, with two (2) reported during the month of December, 2017— a 50% increase. Four (4) burglaries were reported in December, 2018, with one (1) reported during the month of December, 2017— a 300% increase. There were 107 Part I, or serious, crimes reported to the Colonial Heights Police Department in December, 2018. Sixty-eight (68) of those, or 64%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

We had some wonderful community events in December, beginning with an excellent **Christmas Parade**. This is an annual tradition that continues to shine for all those involved. Once again, we partnered with Target and the Colonial Heights Kiwanis Club for the now annual **Heroes and Helpers** project, where we shopped for 37 children in our community. We had a wonderful turnout of volunteers and it was just a blessing to be able to participate in this for the past few years.

Crime statistics revealed that even though our overall calls for service were down by eight percent (8%), our criminal arrests increased 18 percent (18%) from last year. In reviewing our end of the year statistics on heroin overdoses, we saw a decrease of 20% for the year, as we had a total of 24 in 2017 and 20 in 2018. As for fatalities, we had a total of five (5) fatal overdoses in 2018 and two (2) in 2017.

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

- Officer Joseph Vaughan was on foot patrol at Southpark Mall where he detected the odor of marijuana from two suspects in the mall area. The suspects were escorted to Officer Vaughan's patrol car, when one of the two suspects attempted to flee on foot. That suspect was caught and both were criminally charged in this incident.
- Master Officers Mike Kelley and Stacey Whitt were processing a robbery suspect when that individual attempted to flee the lock-up facility. Security features in that area prevented him from escaping, and he was apprehended quickly. The suspect was charged criminally for this attempt and was taken to Riverside Jail.
- During routine patrol, Career Officer Greg Thinnes conducted a traffic stop and was able to charge the driver with drug possession and recovered two stolen firearms that had not yet been reported. He also cleared a burglary case in Chesterfield.
- Career Officer Chris Wulff observed a stolen vehicle from Dinwiddie and attempted to make a stop. The vehicle refused to stop and a pursuit was initiated. The suspect vehicle stopped a short time later and the two occupants fled on foot. Both were ultimately taken into custody.
- Officer P. J. Calhoun took a report of a sexual assault on Perthshire Lane. The suspect was possibly living in a tent near Edinborough Park and was located in that area and charged in this crime.
- Officer Rob Brown attempted to stop a vehicle for suspicion of DUI. After a short vehicle pursuit, the suspect struck a curb, disabling the vehicle. The suspect was arrested for multiple violations of the law.

IV. POLICE DEPARTMENT (CONTINUED):

- Officer Calhoun responded to a parental abduction at Southpark Mall. The children were in the custody of the grandparents when taken by their mother and father. Using the suspects' cellular phones, the children were located in Henrico County and returned unharmed.
- Officer Andrew Fontaine took a report of a burglary, domestic assault, destruction of property, abduction. The suspect is the father of the victim's child. He fled before law enforcement arrived at the residence and warrants were obtained. The suspect returned the next morning and the victim was able to dial 911 and the suspect was located trying to flee the area. Additional charges were placed and the suspect was held at Riverside Jail.

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

- Members of LES Division attended A.A.I.R. (Active Attack Integrated Response) training along with Fire Department members at the library. Great beginning training for this program.
- School Resource Officers (SRO's), LES staff, administrative staff, patrol officers, school personnel, and families attended the *Heroes and Helpers* event at Target. It was a great day and 35 children and families were able to shop and get Christmas presents.
- SRO's and LES members worked the City Christmas Parade.
- All Term 2 accreditation files were completed and submitted.
- Captain Anspach completed his 10-month course at the F.B.I. National Academy and received 12 graduate credits. The division and the department are extremely proud of him and this outstanding accomplishment.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported December, 2018, was an average month for the number of cases forwarded to Investigations. Eighteen (18) new cases were assigned to detectives for the month. Of all the cases that were investigated, 14 were cleared, which included clearing six (6) cases from previous months, resulting in a clearance rate of 78% for the month of December.

Even though December was an average month for new cases, we did have several serious crimes. In total, detectives worked two (2) death investigations, two (2) break and enters, two (2) sexual assaults, one (1) rape, one (1) armed robbery, one (1) kidnapping and nine (9) other various criminal complaints. In addition, six (6) cases that were inactivated from previous months were cleared. These cases included two (2) death investigations, one (1) armed robbery, one (1) fraud from 2017, one (1) grand larceny and one (1) stalking case.

After hundreds of hours of investigation and countless interviews, the murder trial against Sade Evans was scheduled for December, just over one year after the death of Lailah Bradford. We received a setback in this case when the medical examiner changed the cause of death from blunt force trauma to suffocation two weeks before the trial. The Commonwealth consulted with six medical experts who routinely testify for the prosecution, and six different opinions were received. Since none of the Commonwealth's experts could agree on how Lailah died, a plea deal was made with the defendant. This was not the outcome we desired, but Sade Evans agreed to serve six (6) years of active prison time.

During the month of December, we had one (1) reported non-fatal heroin overdose. We also processed 31 concealed weapon permits, and two (2) massage clinic permits.

IV. POLICE DEPARTMENT (CONTINUED):

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned six (6) new cases, as follows:
 - One burglary to a local business.
 - One armed robbery to a local business.
 - Two cases of fraud.
 - One death investigation case was ruled an accidental overdose of fentanyl from September of 2018.
- Master Detective Roger Santini was assigned six (6) new cases, as follows:
 - Two cases of larcenies from local businesses.
 - One case of credit card fraud.
 - One case of rape of a juvenile victim.
 - One case of kidnapping of two children by their biological parents.
- Career Detective Chris Harris was assigned four (4) new cases this month, as follows:
 - One case of a reported runaway.
 - Career Detective Harris cleared a stalking case using a GPS device from a previous month, as the victim declined to prosecute the offender.
 - One case of sexual battery of a juvenile.
 - One case involved an alcohol violation.
- Master Detective Adam Brandeberry was assigned two (2) new cases this month, as follows:
 - One case of grand larceny of an automobile.
 - One case involved a death investigation of a city resident.
 - Detective Brandeberry cleared two inactive cases from previous months—a grand larceny from November, 2018, that was unfounded, since the victim chose not to pursue charges; and a death investigation from September 2018 that was ruled a suicide by the medical examiner.

No public nuisance letters were issued this month.

IV. POLICE DEPARTMENT (CONTINUED):

Auxiliary and Sentinels assisted with traffic control during the annual Christmas Parade on December 4, 2018. Auxiliary officers also assisted patrol with a TDO (temporary detention order) service and provided over 57 hours of extra manpower while riding with officers during the month. Auxiliary and Sentinel members volunteered 186 hours of service during December. In total, they have volunteered 2,854 hours of service during the 2018 calendar year.

As an agency, overall we made 321 total arrests, worked 106 crashes, wrote 481 traffic citations, executed 578 traffic stops, affected 19 DUI arrests and 27 drug arrests, and issued 26 parking citations.

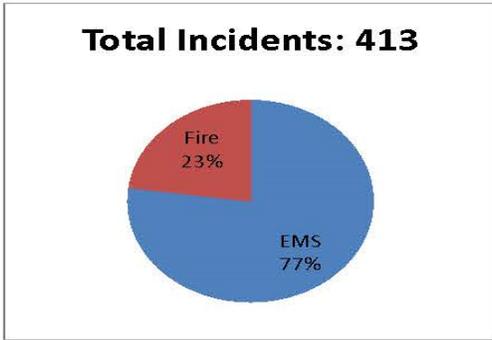
Auxiliary Officer William S. Feasenmyer was selected and recognized as our *Employee of the Month* for **November, 2018**. During November, Auxiliary Officer Feasenmyer volunteered 54 hours of service to the police department. He volunteered to work at North Elementary School for three days while the school resource officer was out on sick leave, enabling the department to maintain a police presence at the school during school hours. Bill has been our “go to” guy when short notice staffing issues arise during any given month. He has assisted patrol with traffic control, ride-alongs with officers, *Tip-a-Cop* Special Olympics fundraisers and security at the most recent CHHS home football game. Auxiliary Officer Feasenmyer’s cooperative nature builds positive relationships with everyone in the department and the Colonial Heights community.

Our volunteers are invaluable to this organization. We can always count on Auxiliary Feasenmyer to be here when we need him. He is dependable, likeable, available, and a tremendous asset to our city. Some people go through life without purpose—Bill has found that purpose and openly shows it through his extreme commitment to making Colonial Heights a wonderful place to live.

DEPARTMENT STATISTICS

Crime	December 2017	December 2018	Percentage of Increase/Decrease
Homicide	1	0	-100%
Rape	0	1	100%
Robbery	0	1	100%
Aggravated Assaults	2	3	50%
Simple Assaults	15	26	73%
Breaking & Entering	1	4	300%
Larceny	51	64	25%
Vehicle Thefts	0	8	800%
Arson	1	0	-100%
Shoplifting	35	41	17%
DUI Arrest	18	19	6%
All Criminal Arrests	273	321	18%
Calls for Service	3498	3204	-8%
December 2018	Number Reported	Number Cleared	Percentage Cleared
	107	68	64%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 94

(Total Fire Loss \$10,500)

Total EMS Incidents: 319 (228 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents: (Avg. response time 4:56 minutes)

EMS units arrived on scene in less than 9 minutes on 96.4% of emergency incidents. (Avg. response time 5:36 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building Fire	1	Gas Leak (Natural or LPG)	2	Good Intent Calls	24
Cooking Fire (confined)	2	Electrical Wiring or Equipment	2	Public Services	19
Authorized Controlled Burning	1	Overheated Motor	1	False Alarm/False Call	6
		Power line Down	10	Assist Invalid	8
		Arching, Shorted Electrical Equip	1	Smoke/CO Detector Installation	2
		Water or Steam Leak	2	Knox Box Installation	2
		Smoke or Odor Removal	1	Child Seat Installation	6
		Haz-Mat investigation/no Haz-Mat Found	3	Cover Assignment/Station Fill in	2
		Oil or other combustible liquid spill	1		

Fire Mutual Aid Given & Received

M/A Fire Engine First Responder EMS to Chesterfield	9	M/A received from Chesterfield Fire	4
M/A given to Chesterfield Fire	3		
M/A given to Petersburg Fire	2		
M/A given to Prince George (Crater Tech Rescue team)	1		

EMS Mutual Aid Given and Received

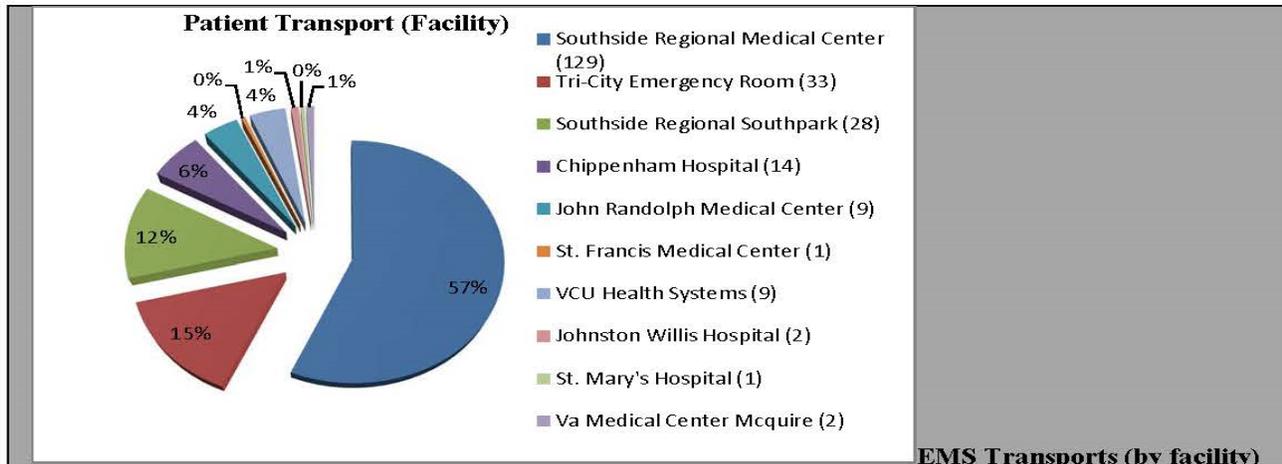
M/A given to Petersburg EMS	3	M/A received from Fort Lee EMS	6
		M/A received from Petersburg EMS	3
		M/A received from Chesterfield EMS	3

Staffing

Engine unstaffed due to EMS call

Engine staffed with 2 due to EMS call

Station	Number of Incidents	32 Incidents	27 Incidents
	Total Hours	33 Hours & 13 Minutes	31 Hours & 13 Minutes
Station 1			
Station 2		11 Incidents	5 Incidents
		15 Hours & 10 Minutes	6 Hours & 50 Minutes



VI. FINANCE DEPARTMENT:

Departmental Highlights

- ERP System- VirtualIT of Roanoke, Virginia has been selected as the City's business process consultant and a contract was signed in December. VirtualIT is reviewing the draft contract with Tyler and has scheduled a kick-off meeting with City staff and project stakeholders on January 9.
- The Audit Committee reviewed the FY18 audit and it was presented to Council in December.
- An initial conference call with the preferred utility rate consultant was scheduled for early January.
- The FY2019-2020 budget process began with budget forms sent out on November 26. Budget requests and CIP project proposals are due back in January.

Finance – 1,023 Checks processed; Eight alarm citations sent

Purchasing –144 total purchase orders were completed with 119 being processed by Purchasing and 25 departmental purchases being reviewed. This compares to 162 being completed for the same period in 2017. In addition, 83 check requests were prepared by departments which are not processed by Purchasing.

Bid/RFP Activity:

- Construction on the Tennis Courts project behind CHHS started in early November and is ongoing. A change order was required to address soft soil in the area.
- The six proposals received in response to Invitation # SP18-100102-1075, Computer Aided Dispatch (CAD), Mobile client, Law Enforcement Records Management Software (RMS) Automatic Vehicle Locator (AVL) CAD to CAD Solution are being evaluated by the CAD evaluation team.
- Staff have selected a consultant for the utility water and sewer financial analysis and are negotiating the final scope of work for the infrastructure condition assessment.
- Engineering received four responses to Invitation # 18-111602-1079, "On Call" Land Surveying & Mapping services, and has scheduled meetings with the vendors in January.
- Bids have been received for Invitation # 18-120702-1080, Pavement Preservation 2019, Invitation # 18-120702-1081, Temple Avenue Resurfacing (Boulevard to Conduit Road), and Invitation # 18-120702-1082, Temple Avenue Resurfacing (Conduit Road to City Limits).
- Invitation # 19-012502-1083, Conduit Road & East Eilerslie Avenue Traffic Signal Replacement was issued on December 28, with bids due on January 25, 2019. This project consists of the replacement of traffic signals, poles and pedestrian upgrades at the intersection; including sidewalks, curb ramps and mill and overlay of existing pavement.

Other Purchasing Activity

- The Other Post-Employment Benefits (OPEB) actuarial valuation services multi-jurisdictional contract was renewed for another three years for Colonial Heights City & Schools, and Prince George County and schools.

VI. FINANCE DEPARTMENT (CONTINUED):

- Invoices were sent to Troy & Banks to do an analysis of charges for Dominion Energy, Verizon Wireless, Verizon, Sprint and AT & T. The audit could take 4 – 6 months.
- A new contract was signed with Comcast, which is expected to lower the City's monthly charge for Internet service.
- A purchase order was issued for a new gas generator at the Public Safety Building. This purchase was done by using a nationwide contract in place. A purchase order was also issued to modify the gas service for the new generator.
- A purchase order was issued for business process consulting services for the City's new Enterprise Resource Planning Software System.
- A contract was finalized for the July 4, 2019 fireworks show. The vendor that will be shooting our show is the same vendor that does the fireworks show at Ft. Lee.

Risk Management

- A City Utility Department employee struck another City employee's personal vehicle while backing up his City truck.
- While backing up, a city Public Works truck slid on the snow and struck a City snow plow.
- The City's battalion chief truck was involved in an accident at Temple Avenue & Conduit Road while responding to a call. The driver that struck the City truck was charged.
- A police vehicle did minor damage to another vehicle when the City vehicle struck the other vehicle in the rear.
- A City police vehicle coasted into another vehicle, which was parked and unattended, on Wrights Avenue.
- During a birthday party at the Senior/Teen Center, the DJ decided to go warm up his vehicle to go home. A juvenile jumped in the DJ's vehicle, and proceeded to strike two City message poles and the wood sign in front of the center.
- A City snow plow was pushing snow on Temple Avenue, when it took up a manhole cover in the street. A vehicle hit the hole and did damage to their vehicle.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,640

Delinquent Notices Sent – 893 or 23.2% with 113 cut off for nonpayment.

\$147.54 in utility billing set-off Debt Collections received for this month.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Commonwealth's Attorney	Administrative Assistant (Part-time)
Library	Digital Resources Specialist
Recreation & Parks	Recreation Specialist II

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Administrative Assistant (Part-time)	66	422
Digital Resources Specialist	24	416
Recreation Specialist II	74	639

Pay Plan Study

- Continue to request, receive and compile survey information from surrounding and similar size localities. Responses are being reviewed and data trends identified for positions. A brief presentation will be made to City Council at the annual retreat in January 2019.

Miscellaneous

- Met with VML safety consultant to discuss recent OSHA changes, including reporting requirements and site recommendations.
- Orientation sessions were held for: Transportation Coordinator and Police Officer.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 45,228 page views in the month of December.

Top fifteen sites visited after home page:	Top five countries after U.S.:	Top four regions after Virginia:
<ol style="list-style-type: none">1. Animal Control & Shelter2. Christmas Parade3. Real Estate Record Search4. Library5. Pay Online6. Human Resources7. Police8. Yard Sale and Temporary Sign Permit9. Trash10. Recreation & Parks11. GIS and Maps12. Utility Billing13. Our Government14. Jobs15. Assessor	<ol style="list-style-type: none"> India Germany Ireland Canada Philippines	<ol style="list-style-type: none"> Illinois North Carolina Pennsylvania California Maryland

- ☆ Citizens submitted and city staff processed 209 service requests and questions through the "Report a Concern" module during the month of December.
- ☆ The City of Colonial Heights' Facebook Page now has 4,593 fans and the City's Twitter account has 1,330 followers. There are 3,374 subscribers for "In the News".
- ☆ Proactive Information Management completed 71.5 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

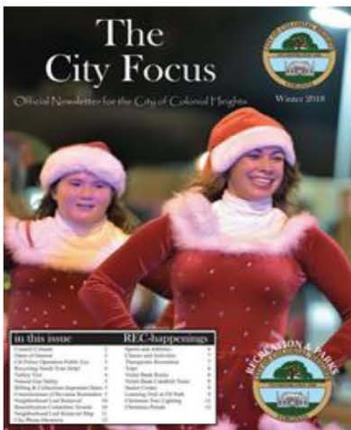
- ☆ The library staff circulated 18,054 titles in November.
- ☆ Residents borrowed 6,998 e-books on Kindles, while 485 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 725 residents registered for the Hoopla service.
- ☆ The public computer center had 1,189 users, while the iPad center was used 57 times.
- ☆ The children's story time program had 41 children participating.
- ☆ The library's meeting rooms were used by 107 groups.
- ☆ An average of 621 residents used the library each day, while 66 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In December, the Recreation Division presented the 66th Annual City of Colonial Heights Christmas Parade on the Boulevard, as well as Candlelit Tours at Violet Bank Museum. Youth Basketball league practices began the first week in December and games for the Youth League begin January 5th. The Department started accepting reservations for the Community Building and Park Pavilions for 2019 on December 3rd. Staff is also preparing programs for the upcoming 2019 Spring edition of the City Focus as well as making preparations for tournaments to be held at Shepherd Stadium and surrounding fields this upcoming Spring and Summer.

Activities	2018	2017
Youth Basketball	244	236
Youth Wrestling	15	15
Open Gym Basketball	120	n/a
Christmas Parade entries	71	70
Art & Pizza Night		14
Winter Break Camp		14
Therapeutic Recreation Classes		25
Facility Usage	2018	2017
Community Room Attendance	1,375	1,427
Community Room Reservations	25	31



Parks, Horticulture, Buildings & Grounds

- ✓ Moved bleachers from Soccer Complex to Boulevard for Christmas Parade and back to Soccer Complex after parade.
- ✓ Set up tents, tables, chairs, and lights at review stand for Christmas Parade.
- ✓ Provided work force for Christmas Parade.
- ✓ Removed snow from parking lots around Community Center and Shepherd Stadium.
- ✓ Removed snow from sidewalks around Community Center, Courthouse, Shepherd Stadium, and Violet Bank Museum.
- ✓ Assisted with shower door replacement on four showers at Fire Station #2.
- ✓ Repaired broken boards on fence around parking lot at Community Center.
- ✓ Power washed fence around parking lot at Community Center.
- ✓ Returned light towers to Ft Lee.
- ✓ Hung Christmas wreaths at entrance signs to City (Legacy Garden, War Memorial, and Old Town Civic sign).
- ✓ Installed Christmas lights in trees at Library.
- ✓ Weeded and edged beds at sites as needed.
- ✓ Cut Liriope at sites as needed.
- ✓ Cut back ornamental grasses at sites. Trimmed juniper at sites as needed.
- ✓ Mulched sites as needed. Blew and raked leaves at sites.

Violet Bank Museum

	<u>2018</u>	<u>2017</u>
Attendance	307	340

Attendance: House Tours: 40
 Grounds Only: 24
 Program Attendance: 15
 Candlelit Tours: 228

Museum staff were busy with giving Candlelit tours and keeping the house clean between tours during the first half of the month. The entertainment in the Lee Parlor and the Victorian Santa, with Elf Helper in the Shore Parlor were popular with the visitors. Photo opportunities with Santa were available at no charge. The last night of the tour was cancelled due to inclement weather. The food drive that was held during the Candlelit Tours collected 125 pounds of food, which was donated to the Colonial Heights Food Pantry.

The second half of the month was very quiet. Our Curator had the opportunity to be the guest speaker for The Violet Bank Garden Club at their December club meeting and luncheon. Staff and club members discussed upcoming projects and ideas for the club's involvement.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Activities	2017	2018
Adult Coloring	8	12
Bingo in Center	14	22
Bowling	260	260
Bridge Party	48	32
Bridge Tournament	70	57
BUNCO	N/A	8
Christmas Party	45	44
Cookie Exchange	12	15
Craft Classes	15	N/A
Senior Club Board Meeting	N/A	6
Senior Club Meeting	61	49
Sing A-Long	18	28
Tacky Sweater Christmas Party	N/A	6
Awareness/Education	2017	2018
Blood Pressure Check	26	20
Classes	2017	2018
Bridge 101	12	4
Colorful Creation Open Paint	22	31
Crochet & Knitting	20	21
Line Dancing Class	34	59
Quilts for Vets	N/A	5
Sewing Class	11	29
Tap Class	29	33
Tech Savy	2	5
Watercolor with Faye	22	20
Fitness	2017	2018
Muscles in Motion	163	158
Sit & Let's Get Fit	100	104
Strength & Stretch	245	231
Tai Chi	18	16
Pickleball	55	152
Water Aerobics	9	13
Yoga	79	88
Zumba Gold	11	N/A
Trips	2017	2018
Bizarre, Bizarre	10	N/A
Holiday at the Jefferson	38	35
Lewis Ginter	25	N/A
Riverside	N/A	26
Tacky Light Tour	15	N/A
Tea & Tidings at Pamplin Park	N/A	24
TOTAL	1,482	1,583
Volunteer Hours	19	20

Meals	2017	2018
Home Delivery Meals	70	40
Site Meals	18	30
Transportation	2017	2018
Total Passengers	233	218
Total Trips	472	321
Total Miles	2448	2046
Wheelchairs	2	14
Donations	\$221.60	\$281.00
New Riders	2	11

Tea at The Jefferson



Tea & Tidings at Pamplin Park



Christmas Lunch at Center



XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 12 YAC Members and YAC Advisor Attended December Monthly Meeting
- Signed 120 cards to Meals on Wheels and 86 cards for McGuire Veterans
- Advisor Delivered No Sew Fleece Blankets to CARES
- 4 YAC Officers and Advisor Planned for the Monthly Meeting

➤ **Youth Services Commission**

- December meeting cancelled due to weather.

➤ **Kids' After School Program**

- Enrollment: Tussing Elementary- 17, North Elementary – 16, Lakeview Elementary- 12.
- KAP Activities- Team Building-Rope Relay; Art- ornaments; STEM-Time Activity; Social-Emotional learning-cards for veterans; Literacy- word search, dictionary drills and daily reading.
- Staffing- City payroll -13; Work Study- 5

➤ **Substance Abuse Prevention Activities**

- 21 teen received Virginia ABC, Drive Smart Virginia, AAA, State Police, Poison Control Center information at driver's licensing ceremony

➤ **Ongoing Monthly Meetings/Trainings**

- CAAN-DUU Coalition Meeting
- Community Coalitions of Virginia Board meeting
- Commonwealth Institute Policy Summit
- Families First Advisory Board

➤ **Diversion Program Participation**

- **Community Service**
9 Youth Completed 87 Hours of Service Learning
 - **Shoplifting Diversion**
7 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
 - **Teen Life Skills**
4 Youth Completed 7 Sessions of "Teen Life Skills"
 - **Miscellaneous Youth Services (Non DJJ)**
2 Youth Completed 30 Hours of Community Service
- ✓ Volunteered for Reach for Reading at North Elementary School
 - ✓ Attended Therapeutic Recreation Birthday Party
 - ✓ Presented "Open Arms? Open Eyes!" Program to 119 CHMS 8th Grade Students
 - ✓ Volunteered at Colonial Heights Food Pantry for Distributions
 - ✓ Attended "High in Plain Sight" Training presented by DCJS
 - ✓ Volunteered at Annual Christmas Parade, Holiday Luncheon
 - ✓ Shared Alcohol Awareness Information with 8 CHMS Students

XII. FLEET MAINTENANCE:

	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2018	75	\$20,694.40	4	\$1,881.44
2017	86	\$32,184.74	13	\$5,925.56

Sublet repairs consist of the following;

Exhaust	\$465.28
Glass replacement	\$276.21
Alignment	\$139.95

A summary of the repair cost for the first half of this year compared to the last 5 years is as follows:

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
13/14	\$126,598.60	\$5,206.20
14/15	\$157,755.43	\$20,494.84
15/16	\$113,361.52	\$13,714.78
16/17	\$178,536.21	\$19,170.11
17/18	\$143,646.23	\$19,910.05
18/19	\$132,716.98	\$26,302.65