

# CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2019

## 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. Construction advertisement scheduled for March 2019.
- **Dupuy Avenue Modernization, UPC 101287** – Request for construction bids advertised on January 25<sup>th</sup>. Bids are scheduled to be opened on February 21<sup>st</sup>.
- **Lakeview Avenue Modernization, UPC 101288** – Utility relocation currently underway.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue), UPC 78222** – City has received new agreement for project. City signatures were obtained and awaiting VDOT to execute agreement.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107534** – Preliminary engineering work in progress.
- **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – 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** – Construction bids were received on 1/31. Awaiting bond documents prior to awarding project.
- **FY 18-19 Pavement Preservation** – Project awarded to Slurry Pavers in the amount of \$502,705. Construction to start April 2019.
- **Temple Avenue Resurfacing, UPC 113441 & 113513** – Construction bids have been received. Awaiting bond 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 completed. Conceptual plan design commenced.

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

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### **Development Plan Reviews**

- **Extended Stay Hotel** – Final Plan (2<sup>nd</sup> submittal) submitted to City on 1/10. Plan reviewed on 1/30.
- **Dominion Energy Utility Easement at Animal Shelter** – Final Plat reviewed 1/9 and comments provided to City Attorney.
- **Dominion Southpark Lots #4 & #8 Boundary Line Adjustment** – Preliminary Plat submitted on 1/10. Plat reviewed and comments sent to K. Hall w/ Planning on 1/16.
- **Fence Permits**- Staff reviewed three (3) fence plot plans.

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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 104 locations.
- Performed preventative maintenance at 4 locations.

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### **Vegetation**

- Removed litter from (11) locations and responded to (04) dead animal removal from street.
- Removed tree limbs on Swift Creek Lane and responded to (01) miscellaneous request.
- City contractor removed (14) trees and trimmed (03) trees completing the purchase order.
- Removed storm damage at citizen request at (03) locations.
- City's crews collected (1,274) cubic yards of leaves from Areas 1, 2 and 3 for a total of (2,509) cubic yards for the season. Due to inclement weather, leaf schedule is running behind approximately two weeks.

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### **Recycling Center**

- 218 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 (22) catch basins/curb inlets and responded to drainage miscellaneous request at (03) locations.
- Storm water crew assisted with the collection of leaves.

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### **Transportation**

- Placed Asphalt in (64) potholes, (01) sinkhole and (21) asphalt breaking up.
- Placed graded gravel on shoulder of road on Lakeview and Lynchburg Avenues.
- All maintenance employees worked two 12 hours shifts and placed approximately 91 tons of salt and 52.5 tons salt/sand mix on streets during snow event from January 12<sup>th</sup> to January 14<sup>th</sup> and January 29<sup>th</sup>.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

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

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### **Wastewater Utility**

- Responded to (20) sewer backups and (08) sewer miscellaneous requests.
- Inspected sewer line with camera to determine problem area at (04) locations.
- Installed a new cleanout on Roslyn and Verbov Avenues.
- Repaired a sewer lateral line on Roanoke Avenue and a main line on Jackson Avenue.
- Flushed sewer line to unstop line on Charles Dimmock Parkway, South Valley Road and Conduit Road.
- Repaired a sewer lateral and main line on Battery Place.
- Removed debris from pump 1 and 2 four times for the month, greased pump 4 motor and responded to an alarm after hours to reset commutator at the Main Pump Station.
- Removed debris around pump station at Charles Dimmock Pump Station.
- Continued flushing all trouble sewer lines throughout the City.
- Continued monitoring all pump stations and methane pump daily.

### **Water Utility**

- Replaced (05) meters, set (01) new meter and responded to (09) water miscellaneous requests.
- Repaired a water main line break on Glenview Avenue and Clifton Drive at Cedar Ridge Court.
- Replaced a meter box top on Watercress Court and East Westover Avenue.
- Replaced a water valve top and riser at Southpark Boulevard and replaced a valve top on Dunlop Farms Boulevard.
- Pulled meter for non-payment on Salisbury Road and Roslyn Avenue.
- Reset meter on Salisbury Road after payment was made.
- Turned water off for private leaks on Hanover Avenue, Lafayette Avenue and on Old Oak Lane.
- Repaired a Fire Hydrant on Oak Avenue at Moorman Avenue.
- Adjusted altitude valve to prevent overflow at Shepherd Stadium Water Tower after hours for Appomattox River Water Authority.
- Placed gravel in utility cuts on Roanoke Avenue until cut 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.
- Performed bacterial sample and disinfected by products and sent to Richmond lab for testing.
- Collected Unregulated Contaminant Monitoring Rule 4 (UCMR4) samples for Environmental Protection Agency (EPA) and sent out of state for testing.
- Backflow/Cross Connection Technician conducted (32) surveys, (16) complete and (16) incomplete.
- Continued testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (120) man hours and (166 tickets) completed.

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

### **Department Overview**

During the month of January, only one position remains vacant. The Community / Economic Development Specialist position was vacated on July 10, 2018 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 meet for the month of January.
  - PC Resolution No 19-1, special use permit for sign on East Roslyn Court (recommends City Council approves, 7-0).
  - PD 19-1 TownePlace Suites (approved 7-0).
- At the City Council Regular Meeting of January 8<sup>th</sup>, 2019, the following planning related items were considered:
  - An Ordinance No 18-26 (Second Reading), mobile food units at special events
- Staff participated in the annual homeless person Point-In-Time count.
- For CDBG, staff kicked off the rehabilitation process for five cases including walkthroughs, assessment of needs, and environmental reviews.
- Planning division reviewed and approved 11 planning permits and completed 2 zoning opinions.
- 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 99 new cases in December 2018 and observed 77 outstanding cases come into compliance.

### **Building Inspections Division**

- The building inspection division issued 43 total building and trade permits, with a total expected investment of \$246,000 in commercial construction.
- Commercial C/O issued for DTLR at Southpark Mall.
- Residential C/O issued for 108 Wilkshire Ct.

The department completed 44 inspections.

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

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

### PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

January 2019

#### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	8	8
Commercial Building	1	1
Demolition	0	0
Electrical	13	13
Mechanical	7	7
Plumbing	10	10
Swimming Pool	0	0
Amusement Rides	0	0
Tent	0	0
Clean Out Installation	3	3
Water and Sewer Connection	1	1
<b>Total: All Permits</b>	<b>43</b>	<b>43</b>

New Residential Units (CO's)	Month	Year to Date
<b>Total</b>	<b>1</b>	<b>1</b>

Valuations	Month	Year to Date
Residential	\$87,747.03	\$87,747.03
Commercial	\$246,000.00	\$246,000.00
<b>Total</b>	<b>\$333,747.03</b>	<b>\$333,747.03</b>

Building Inspections	Month	Year to Date
Residential	32	32
Commercial	12	12
<b>Total: All Inspections</b>	<b>44</b>	<b>44</b>

#### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	4	4
Mobile Food Units	0	0
Signs - Permanent	3	3
Signs - Temporary	1	1
Zoning	3	3
<b>Total: All Permits</b>	<b>11</b>	<b>11</b>

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	0
Plat: Subdivision	0	0
Prelim. Site Plan Review	1	1
Special Exception Permit	0	0
Special Use Permit	1	1
Rezoning	0	0
Variance	0	0
Wetland Development	0	0
Zoning Opinion	2	2
<b>Total: All Categories</b>	<b>4</b>	<b>4</b>

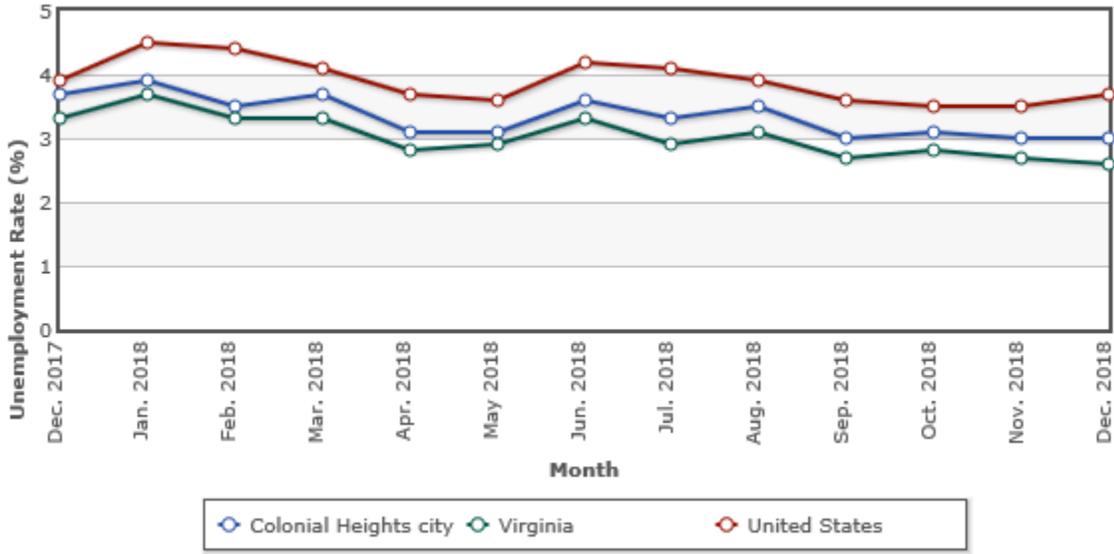
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	1	1
Wetlands Board	0	0
<b>Total: All Meetings</b>	<b>1</b>	<b>1</b>

#### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	29	29	16	16
Exterior Storage of Objects	11	11	12	12
Inoperable Vehicle	23	23	20	20
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	0	0	0	0
Trash/Debris	21	21	17	17
VA Property Maintenance Code	8	8	5	5
Zoning	7	7	7	7
<b>Total: All Cases</b>	<b>99</b>	<b>99</b>	<b>77</b>	<b>77</b>

### 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
Dec. 2018	3.0%	2.6%	3.7%
Nov. 2018	3.0%	2.7%	3.5%
Dec. 2017	3.7%	3.3%	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 November 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,889	8,619	270	3.0	No

- \*Chesterfield      2.5 %unemployment      \*City of Petersburg      5.4 % unemployment
- \*Dinwiddie        3.3 % unemployment      \*City of Hopewell      4.2% unemployment
- \*Prince George    3.2 % unemployment

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

#### **Prospect Activity:**

Direct Requests for Information:	11
Sites/Bldgs. Submitted	4
Active Prospects	7

#### **Projects:**

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

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

VGR Operations Meeting  
Retail Merchants Association Monthly Meeting  
Virginia Retail Federation  
CREW (Commercial Real Estate for Women) Meeting  
Community College Workforce Alliance Meeting  
Petersburg Area Regional Tourism Marketing Meeting  
Greater Realtor Association Commercial Realtors Monthly Meeting  
Network of Enterprising Women (NEW) Monthly Luncheon  
Petersburg Area Regional Tourism (PART) Meeting  
Pamplin Park Tourism Meeting  
Economic Development Authority Meeting  
Chamber Networking @ Touchstone Bank  
McGuire Woods Legislative Reception  
Provided Economic Development Tour of Colonial Heights  
Business Retention Expansion Meeting  
City Council Annual Retreat  
Chamber Monthly Luncheon

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

Our officers responded to 3,208 calls for service during the month of January, 2019. During the same month last year, we responded to 3,523 calls for service—resulting in a 9% decrease. We had no homicides in January of 2018 and none reported in January, 2019. We had three (3) reported robberies, and none reported in January, 2018— a 300% increase. There were no reported rapes in January of 2019, nor were any reported in January of 2018. We had three (3) reports of aggravated assault this January, with none reported during the month of January, 2018— a 300% increase. As for burglaries, four (4) were reported in January, 2019, with four (4) reported during the month of January, 2018— no change. There were 95 Part I, or serious, crimes reported to the Colonial Heights Police Department in January, 2019. Fifty-five (55) of those, or 58%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

We are hoping this beginning of a busy 2019 is an anomaly. In one weekend alone, we experienced an attempted murder by shooting, an armed robbery at a fast food business, a sexual assault, and shots fired into a residence. Thankfully, we have found those responsible for three of the four incidents reported and made quick and solid arrests. A big arrest was also made of those responsible for a daylight armed robbery that occurred at our Sprint store on Temple Avenue. Those suspects are connected to gang activity in Norfolk, Virginia. Our efforts have made a positive difference in many communities.

Statistically speaking, we have been very thankful that we experienced a reduction of 4% in overall crime in 2018 from the previous year, 2017. Violent crime statistics were down—we are grateful to report that we had no homicides in 2018. There was a significant 58% reduction of reported armed robberies. Property crimes showed an increase, with auto theft leading the way, doubling from the previous year. Our traffic enforcement efforts yielded a result of having zero fatalities on our roadways. We continued to show strong efforts in arresting impaired drivers, resulting in an increase of 11% in the number of arrests from the previous year.

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

- Officers responded to the Sprint store on Temple Avenue for a robbery. Suspects entered the business and detained all of the employees in a back office, then took a number of cell phones and electronic devices and fled the scene in a vehicle. Detectives were called out and are investigating the incident.
- Officer Andrew Fontaine responded to a report of a strong arm robbery. The victim had previously met the known suspect, and the suspect demanded money from the victim. The victim gave the suspect money, at which time the suspect drove away and the victim was dragged down the roadway. Officers obtained warrants for the known suspect.
- During a routine patrol, Master Officer Eric Allen stopped a vehicle for a traffic violation. During the stop, he noticed the odor of marijuana and investigated the driver, at which time he discovered a large amount of cocaine and \$3,346.00 in cash. The suspect was arrested and evidence was seized from the vehicle.
- Officer Darrell Aleshire responded to the 100 block of Roanoke Avenue for the odor of marijuana in that area. Officer Aleshire was able to locate the residence and made contact with the residents. He obtained a search warrant for the residence and located suspected narcotics. Suspects were arrested and some items were sent to the lab for testing.
- Officers responded to the 100 block of Carroll Avenue for a male who had been shot multiple times. Officers secured the scene, identified evidence, and were able to identify the suspect in this incident. Detectives were called out and are following up on the investigation.

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

- K-9 Officer P. J. Calhoun took a report of a stolen car. During his investigation, he was able to identify a suspect and obtain warrants for their arrest. The vehicle was located and returned to the owner.
- Officers responded to the 300 block of Cambridge Place for shots fired in the area. We located evidence of a gun being fired in the roadway and then located a residence with bullet holes. Entry was made to the residence and found that no one was hurt from this incident. Detectives were called out to do a further investigation.
- Officers responded to Cookout on the Boulevard for a robbery that had just occurred. Suspects had entered the business and, as the manager was opening up, they demanded money from the business. The suspects then fled the scene. Detectives were called out to investigate.
- Officer Devin Marks attempted to stop a vehicle for a violation, but the suspect vehicle refused to stop. During the short vehicle pursuit, items were thrown from the suspect vehicle. Eventually, the suspects stopped and were taken into custody. Illegal narcotics and a gun were located during the search.
- Officers responded for a report of a domestic situation on Branders Bridge Road. They were able to make contact with the suspect and victim in this case and charged the suspect with domestic assault, malicious wounding, and animal cruelty for killing the victim's cat during this incident.

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

- Sergeant Renee Walters and other members of the department participated in a tabletop exercise with the Virginia Department of Emergency Services, Colonial Heights schools, and Colonial Heights Fire/EMS.
- Career Officer Scott Whirley attended the quarterly accreditation meeting in Tappahannock and began file preparation for Term 3.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported January, 2019, was an average month for the number of cases assigned to Investigations. However, several of these cases were extremely violent. Nineteen (19) new cases were assigned to detectives for the month. Of all the cases that were investigated, 16 were cleared, including clearing three cases from 2018, resulting in a clearance rate of 85% for the month of January.

January was extremely unusual due to the number of violent crimes that occurred over the holiday weekend. From January 19-21, 2019, we had one attempted murder, one shooting into an occupied dwelling, one armed robbery at a restaurant, and a reported sexual battery of a juvenile. Master Detective Roger Santini responded to all of these incidents and put in more than 35 hours of overtime during a weekend investigating these incidents. Nevertheless, staff came together and stepped up to assist him in his investigations. Patrol was also extremely helpful with the processing of the crime scenes, which helped reduce the numbers of overtime hours.

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

During the month of January, we had four (4) reported non-fatal heroin overdoses. We also processed 24 concealed weapon permits and two (2) precious metal permits.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned four (4) new cases.
  - One case involved larceny of an automobile.
  - One case involved a burglary at a local doctor's office.
  - Two cases involved sexual assaults.
  - Also cleared from last month was a check fraud.
- Master Detective Roger Santini was assigned six (6) new cases.
  - One case was a death investigation.
  - One case was our attempted murder.
  - One case involved shooting into an occupied dwelling.
  - One case involved the burglary into a dwelling.
  - One case was a larceny of an automobile.
  - One case was the armed robbery of the restaurant.
- Career Detective Chris Harris was assigned five (5) new cases this month, as follows:
  - Two cases involved burglaries into residences.
  - Career Detective Harris cleared an aggravated sexual battery from last month.
  - One case involved a death investigation.
  - One case involved a child neglect complaint.
- Master Detective Adam Brandeberry was assigned four (4) new cases this month, as follows:
  - One case involved an armed robbery at a business.
  - One case involved a fraud from a citizen via telephone.
  - One case involved an assault involving a juvenile.

One public nuisance letter was issued this month due to a drug offense.

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

The **U.S. Marshal's Fugitive Task Force**, of which Master Officer Travis Karr is a member, was extremely busy during January. They were able to locate and arrest nine (9) fugitives with 28 outstanding warrants in Colonial Heights. The task force was extremely helpful in locating our shooter from Carroll Avenue, the two armed robbery suspects from Cookout, an aggravated sexual assault suspect involving a juvenile, a break and enter suspect from Colonial Court, and numerous other criminal offenses. They also located a Colonial Heights fugitive wanted on drug charges in the Radford, Virginia, area.

**Auxiliary members** and **Sentinels** had no special events occur during January. Auxiliary officers assisted patrol with the service of several TDO/ECO orders and prisoner extraditions, as well as providing over 35 hours of extra manpower while riding with officers during the month. They also volunteered 83 hours of service during January. Our Auxiliary/Sentinel members have volunteered 83 hours of service during the 2019 calendar year.

As an agency, overall we made 364 total arrests, worked 81 crashes, wrote 487 traffic citations, executed 748 traffic stops, affected 11 DUI arrests and 27 drug arrests, and issued 36 parking citations.

**Master Officer Robert C. Clark** was honored as our **Employee of the Month** for **December, 2018**. In the fall of 2018, the Colonial Heights Police Department made the decision to transition from the .45 caliber Glock Models 21 and 30 to the 9 mm Glock Model 19 with weapon-mounted lights. Given Master Officer Clark's involvement with this agency's weapon systems and training, he took great care to streamline the project in every conceivable way. Master Officer Clark successfully completed the distribution of the weapons, mounting of the lights, and organization of the equipment prior to the first firing range date. Additionally, Bob achieved this level of preparation during his scheduled tours of duty, but in a manner that did not interfere or interrupt his responsibilities to his shift or his assigned area. Master Officer Clark also ran four range dates safely and oversaw the successful qualification of the entire department.

In response to the criminal climate in today's world, Master Officer Clark has also been conducting classes throughout the city to bring awareness to civilians on how to respond to an active shooter situation through the department's *Advanced Law Enforcement Rapid Response Training* (A.L.E.R.R.T.) program. Attendees include City employees from all departments, teachers and staff from the local schools, 134 nursing students from Southside Regional Medical Center, and local businesses. Bob has also been working with Capt. Steve Groat and Colonial Heights Fire/EMS members to establish an interagency response to injuries sustained in an active shooter situation through our *Active Assault Integrated Response* (A.A.I.R.) program. These classes have been well received by all who have attended.

During the month of November, Master Officer Clark wrote 16 traffic summonses, investigated two crashes, issued 11 verbal warnings, obtained three misdemeanor warrants and served one warrant.

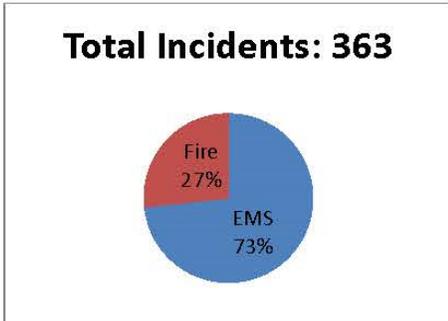
It is more than apparent that Master Officer Bob Clark is a tremendous asset to our department. He has shown that he is totally committed to the field of law enforcement and is willing to share his knowledge and expertise to his fellow officers and the general public. For all of the above reasons, we feel that Master Officer Clark is most deserving of being selected as our ***Employee of the Month*** for December, 2018.

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

**DEPARTMENT STATISTICS**

<b>Crime</b>	<b>January 2018</b>	<b>January 2019</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	0	3	<b>300%</b>
Aggravated Assault	0	3	<b>300%</b>
Simple Assault	13	22	<b>69%</b>
Breaking & Entering	4	4	<b>0%</b>
Larceny	54	62	<b>15%</b>
Vehicle Theft	1	1	<b>0%</b>
Arson	0	0	<b>0%</b>
Shoplifting	28	33	<b>18%</b>
DUI Arrests	18	11	<b>-39%</b>
All Criminal Arrests	400	364	<b>-9%</b>
Calls for Service	3523	3208	<b>-9%</b>
<b>January 2018</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	95	55	<b>58%</b>

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 97**

(Total Fire Loss \$19,850)

**Total EMS Incidents: 266** (208 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.6% of emergency incidents: (Avg. response time 5:30 minutes)

EMS units arrived on scene in less than 9 minutes on 97.9% of emergency incidents: (Avg. response time 5:15 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)	1	Good Intent Calls	15
Cooking Fire (confined)	2	Electrical Wiring or Equipment	5	Public Service Calls	21
Authorized Controlled Burning	1	Power Line Down	1	False Alarm/False Calls	6
Passenger Vehicle Fire	2	Gasoline or other Flammable liquid spill	2	Assist Invalid	16
Excessive Heat	1	Haz Mat investigation/no Haz Mat found	4	Smoke/CO Detector Installation	5
Dumpster or Outside trash receptacle	1	Smoke scare/odor of smoke	2	Knox Box Installation	2
Unauthorized Controlled Burning	1	Aircraft Standby		Child Seat Installation	3
		Water or Steam leak	2	Cover Assignment/Station Fill in	2

**Fire Mutual Aid Given & Received**

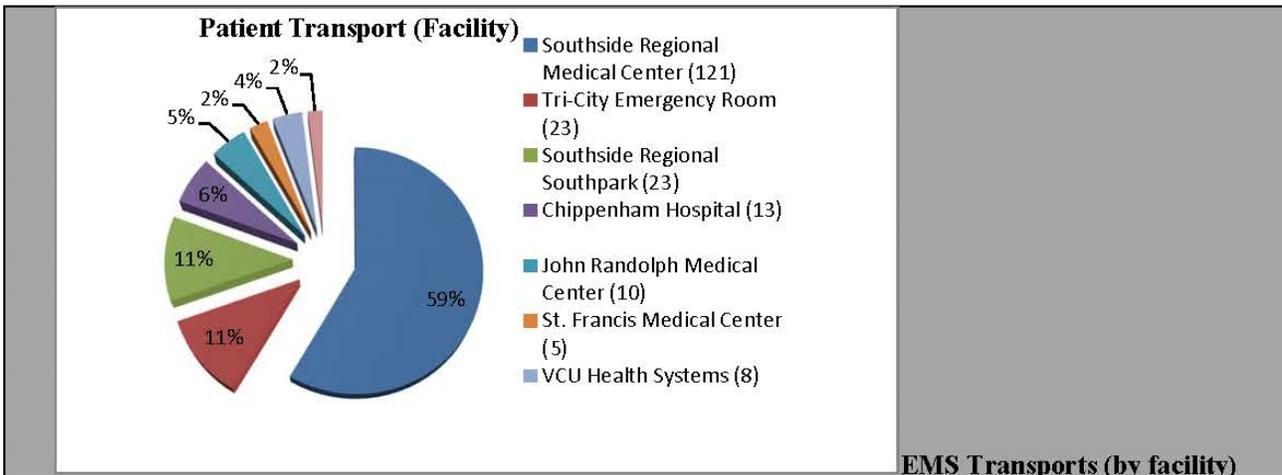
M/A Fire Engine First Responder EMS to Chesterfield	1	M/A received from Chesterfield Fire	4
M/A given to Chesterfield Fire	1	M/A received from Petersburg Fire	1
M/A given to Petersburg Fire	1		
M/A given to Prince George (Crater Regional Hazardous Materials Team)	1		

**EMS Mutual Aid Given and Received**

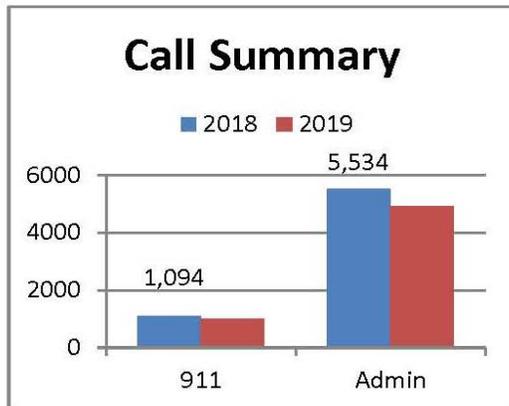
M/A given to Petersburg EMS	2	M/A received from Fort Lee EMS	1
		M/A received from Prince George EMS	1

**Staffing**

		<u>Engine unstaffed due to EMS call</u>	<u>Engine staffed with 2 due to EMS call</u>
<b>Station 1</b>	<u>Number of Incidents</u>	<b>14 Incidents</b>	<b>14 Incidents</b>
	<u>Total Hours</u>	17 Hours & 37 Minutes	13 Hours & 1 Minutes
<b>Station 2</b>	<u>Number of Incidents</u>	<b>11 Incidents</b>	<b>24 Incidents</b>
	<u>Total Hours</u>	13 Hours & 59 Minutes	22 Hours & 19 Minutes



## VI. EMERGENCY COMMUNICATIONS:



911 Incoming Calls:	941
911 Abandoned:	51
911 Total Calls:	992
Admin Inbound:	3,105
Admin Outbound:	1,772
Admin Abandoned:	35
Administrative Total Calls:	4,912

*95.9% of all calls received were answered in less than 10 seconds.  
Average duration of calls was 88.3 seconds.*

Phone calls received generated 2,912 calls for service to be dispatched for Public Safety and Non Public Safety Departments. Calls received in 2018 during January totaled 3,090 and showed a 1.8% decrease for 2019.

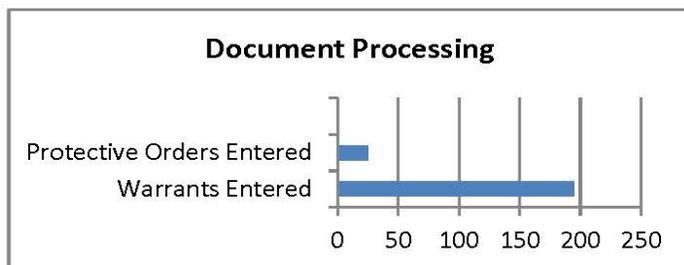
### Call Transfer Count

Transfer Agency Name	Transfer to Colonial Heights ECC	Transfer from Colonial Heights ECC
Chesterfield County ECC	85	3
Hopewell Police Communications	0	1
Petersburg Police Communications	18	35
Prince George County Police Department	50	17
Total	153	56

### Total Calls by Day of Week\*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Average	86	142	146	155	137	152	106
Total	342	569	729	775	687	606	424

*\*Does not include administrative outbound calls*



Protective Orders Entered: 25

Warrants Entered: 195

*All documents were entered within 12 hours of receiving paperwork.*

## **VII. FINANCE DEPARTMENT:**

### **Departmental Highlights**

- ERP System- VirtualIT was onsite during January to interview City staff on several businesses processes. They will be providing documentation of existing practices in February. Staff and VirtualIT continue to negotiate contract terms with Tyler.
- Staff requested pricing for two options to perform the utility infrastructure condition assessment as part of the utility rate study. Options were received the end of January and are being reviewed by staff.
- Budget and CIP requests for FY19-20 were submitted in January and the City Manager held meetings with the departments and Finance Staff. The budget will be reviewed in February and formatted for presentation in March.

**Finance** – 1,187 Checks processed; Three alarm citations sent

**Purchasing** –213 total purchase orders were completed with 48 departmental purchases being reviewed. This compares to 171 being completed for the same period in 2018. In addition, 157 check requests were prepared by departments which are not processed by Purchasing.

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

- Construction on the Tennis Courts project behind CHHS is near completion. A change order required to address soft soil in the area and the need to relocate power lines will cause the project to be over budget.
- 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.
- Three vendors are being put under contract for “On Call” Land Surveying & Mapping services, as a result of Invitation # 18-111602-1079.
- Upcoming purchase orders are ready to issue in response to 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 Ellerslie 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. Two bids were received and both were over the project budget- staff is evaluating options.

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

### **Other Purchasing Activity**

- The City contract for water meters was renewed for another year. This is a cooperative contract with Chesterfield County.
- Purchasing assisted the School Administration on a proposal for architect/engineering services for the High School chiller replacement and the gym's air handler replacement.
- An emergency purchase order was issued for a failed sewer line at Cloverhill Avenue. This failure has caused sewer back-ups within this area. The City has been flushing this line for days, but it keeps backing up into the manholes. The line is 10 feet under the ground, and the City does not have trenching boxes that will allow us to safely perform the work.
- The emergency generator for the Public Safety Building is scheduled for delivery in May 2019. Columbia Gas will be doing the gas line modifications for this generator in February.
- Purchasing assisted the School Administration with Dominion Energy moving the electrical lines concerning the tennis courts project. The old electrical lines are located under the tennis courts so they must be relocated.
- Continued to work with the City's consultant and the Recreation Department on the new restrooms at White Bank Park.
- Assisting the Recreation Department with getting pricing on metal hand rails inside the stadium.

### **Risk Management**

- A vehicle traveling south of Pickwick Avenue failed to negotiate the curve and traveled across the north bound lane of Pickwick Avenue, striking an ornamental light pole.
- City's insurance renewal for the period of July 1 2019 – June 30 2020 was received the last week in January. The renewal will be verified and sent back to VML insurance in February.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,860

Delinquent Notices Sent – 679 or 18.7% with 114 cut off for nonpayment.

\$0 in utility billing set-off debt collections received for this month.

## VIII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of January 2019:

### Advertisements

<u>Department</u>	<u>Position</u>
Recreation & Parks	Recreation Assistant I (Part-time)
Police	Police Officer (Certified)
Police	Animal Control Aide (Part-time)

### Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Animal Control Aide (Part-time)	57	532

### Pay Plan Study

- Continue to receive, review and compile survey information from surrounding and similar size localities. Provided a brief presentation to City Council on the results and trends from the on-going pay plan survey at the City Council Retreat.

### Miscellaneous

- Orientation sessions were held for a Financial Specialist I) and an EMS Firefighter Recruit, and an exit interview session was held for our Digital Resources Specialist.
- The annual Employee Service Award luncheon presentation was held on January 24, 2019. A total of (40) employees were recognized for their service to the City.
- Hosted a VML Roundtable meeting on January 28, 2019 with surrounding localities in attendance to discuss safety and workers' compensation requirements and programs.
- The annual OSHA Summary Log (2018) was distributed to all departments, as each department specific summary must be displayed in the identified buildings/worksites from February 1 – April 30, 2019.

## **VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 54,156 page views in the month of January.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"><li>1. Real Estate Records Search</li><li>2. Animal Control &amp; Shelter</li><li>3. Library</li><li>4. Human Resources</li><li>5. City Employees</li><li>6. Pay Online</li><li>7. Recreation &amp; Parks</li><li>8. Police</li><li>9. Yard Sale and Temporary Sign Permit</li><li>10. Business License &amp; Taxes</li><li>11. GIS &amp; Maps</li><li>12. Jobs</li><li>13. Records &amp; Property Tax Maps</li><li>14. Trash Collection</li><li>15. Our Government</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> India</li><li> Germany</li><li> Ireland</li><li> Philippines</li><li> Canada</li></ul>	<p>Top four regions after Virginia:</p> <ul style="list-style-type: none"><li> Illinois</li><li> North Carolina</li><li> Pennsylvania</li><li> California</li><li> Maryland</li></ul>
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- ☆ Citizens submitted and city staff processed 288 service requests and questions through the "Report a Concern" module during the month of January.
- ☆ The City of Colonial Heights' Facebook Page now has 4,595 fans and the City's Twitter account has 1,330 followers. There are 3,351 subscribers for "In the News".
- ☆ Proactive Information Management completed 104.5 hours of IT service and maintenance for City departments this month.

## **IX. LIBRARY:**

- ☆ The library staff circulated 20,747 titles in January.
- ☆ Residents borrowed 7,225 e-books on Kindles, while 567 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 752 residents registered for the Hoopla service.
- ☆ The public computer center had 1,478 users, while the iPad center was used 76 times.
- ☆ The children's story time program had 177 children participating.
- ☆ The library's meeting rooms were used by 132 groups.
- ☆ An average of 581 residents used the library each day, while 74 residents registered for new library cards.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In the month of January, staff completed field scheduling for the upcoming spring and summer to include high school practices and games, as well as youth tournaments. Shepherd Stadium will play host to NCAA Division II colleges on 3 separate weekends starting in February, as well as the VISAA State Championships the middle of May.

We are at the mid-way point in our Youth Basketball program with the regular season concluding at the end of February and Playoffs beginning the first week of March. Our weekly Therapeutic Recreation classes continue to grow. Staff completed the spring edition of The City Focus that will be mailed to City residents the middle of February.

Activities/Programs	2019	2018
Youth Basketball	244	236
Open Gym Basketball	175	175
Little Tykes Basketball	12	16
Youth Wrestling	15	15
Belly Dancing	7	7
Karate	4	n/a
Winter Break Camp	10	14
Therapeutic Recreation Classes	97	47
Facility Usage	2019	2018
Community Room Attendance	1,653	935
Community Room Reservations	29	23

Therapeutic Recreation



Winter Break Camp



### Parks, Horticulture, Buildings & Grounds

- Removed Christmas tree and decorations at Courthouse and put in storage.
- Removed old railroad ties from Ft. Clifton and delivered to transfer station.
- Replaced pet waste stations at Lakeview Park and Edinborough Park.
- Replaced split rail fence at Civil War site on Conjures Dr.
- Replaced rotten fascia boards on Civic Field concession stand.
- Painted Police squad room at Public Safety Building.
- Dug ditch and installed sump pump drain line and electric line for Fire Dept. vault at Community Center.
- Installed new signs at all parks and ball fields.
- Took old stadium chairs to Cal's for salvage.
- Blew leaves at White Bank Park and Fort Clifton Park.
- Cut and removed limbs and trees from high winds at various parks.
- Installed and spread Fibar in playground at Edinborough Park.
- Picked up surplus from various offices and took to Surplus Shed.
- Reattached windscreen on A, B, Civic, and Shepherd Stadium outfield fences.
- Removed Christmas wreaths from city limits welcome signs and placed in storage.
- Removed Christmas lights from trees at Library.
- Raked leaves from flowerbeds at all sites. Bagged leaves and took to transfer station.
- Cut back liriope and trimmed trees along Boulevard.
- Trimmed shrubs at all sites.
- Cut ornamental grasses at sites.
- Picked up limbs from sites due to high winds.
- Trimmed trees and weeds in basin at Courthouse.

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

**Agency on Aging**

<b>Agency on Aging Activities</b>	<b>2018</b>	<b>2019</b>
Adult Coloring	1	11
Bingo in Center	25	46
Bob Ross Video Painting Class	9	3
Bowling	195	195
Bridge Party	60	64
Bridge Tournament	121	109
BUNCO	0	12
Multicultural Experience	30	28
Senior Club Meeting	20	81
Senior Citizen Dance	63	59
Sing A-Long	11	32
Tri-cities Golfers Board Meeting	12	5
<b>Awareness/Education</b>	<b>2018</b>	<b>2019</b>
Balance Lunch & Learn	N/A	44
Blood Pressure Check	29	23
<b>Classes</b>	<b>2018</b>	<b>2019</b>
Colorful Creation Open Paint	30	37
Crochet & Knitting	34	38
Line Dancing Class	63	77
Quilts for Vets	6	9
Sewing Class	17	33
Tap Class	85	54
Tech Savvy	3	2
Watercolor with Faye	16	31
<b>Fitness</b>	<b>2018</b>	<b>2019</b>
Muscles in Motion	160	266
Sit & Let's Get Fit	129	250
Strength & Stretch	265	470
Tai Chi	18	26
Pickleball	122	206
Water Aerobics	31	23
Yoga	96	133
Zumba Gold	13	N/A
<b>Trips</b>	<b>2018</b>	<b>2019</b>
Capitol Building & Governor's Mansion	N/A	24
Genealogy	N/A	4
Lunch Bunch	N/A	10
<b>TOTAL</b>	<b>1,652</b>	<b>2,400</b>

**Capitol Building Tour**



Volunteer Hours	57	5
<b>Meals</b>		
Home Delivery Meals	60	25
Site Meals	6	65
<b>Transportation</b>		
Total Passengers	161	310
Total Trips	332	546
Total Miles	1548	2946
Wheelchairs	6	12
Donations	\$191.40	\$417.00
New Riders	5	8

**Pickleball Tournament**



**Violet Bank Museum**

	<b>2019</b>	<b>2018</b>
Attendance	113	93
House Tours:	54	
Grounds Visitors:	6	
Program Participants:	25	
Event (Volunteer Appreciation Dinner):	28	

Work continues on painting and lighting in display areas. Displays are being improved with new arrangements and labels identifying pieces. Ongoing program participation numbers are holding steady with a small but dedicated following. Planning for upcoming events continues. Outreach for January was the launch of the Violet Bank Rocks project, rocks were distributed and there has been some Facebook activity as people have been finding the rocks.

The Volunteer Appreciation Dinner was held on January 18 at the Museum. Music was provided by Hardtack and Haversacks. The dinner consisted of pizza, cake and sodas. It was a wonderful opportunity to show the Violet Bank Museum volunteers how much their efforts are appreciated.

This month, The Violet Bank Stitcher's From The Heart gave Officer Tim Morton 12 hats, 8 scarves and 5 neck warmers to be distributed to the homeless. Also 10 chemo caps, 52 baby hats, 3 baby blankets and 2 children sized hats were sent to the main Stitcher's group as part of a larger effort.

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

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

- 14 YAC Members and YAC Advisor Attended January Monthly Meeting
- 3 YAC Members and Advisor Shopped For, Assembled and Delivered 30 Hygiene Kits for Homeless Visitors to the Colonial Heights Food Pantry
- 3 YAC Officers and Advisor Planned for the Monthly Meeting

### ➤ **Youth Services Commission**

- Meeting Was Canceled

### ➤ **Kids' After School Program**

- **Enrollment:** Tussing Elementary- 17 ; North Elementary – 16; Lakeview Elementary – 13.
- **KAP Activities:** Team Building-Attitude Dice Game; Art-Drawing, Painting; STEM- made Pan Flutes, made Marshmallow Catapults & made healthy snack; Social Emotional Learning- Reflection writing; Literacy – word search, dictionary drills daily reading.
- **Program Coordinator Activities:** provided supervision to VSU Interns (10 hrs.), conducted interviews for Spring Semester Interns and conducted monthly staff development training.
- **Volunteers:** CHHS -3 (25 hours), VSU – 2 (10 hours), Matoaca HS 21 (80 hours), community volunteer – 1 (34 hours).
- **Interns:** VSU Social Work Interns – 3 (80 hours), VSU Criminal Justice Intern – 1 (48 hours) & ODU Human Services Intern – 1 (45 hours).

### ➤ **Substance Abuse Prevention Activities**

- 15 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 and Open House Event
- Juvenile and Domestic Violence Task Force Meeting
- Colonial Heights High School CADRE Meeting
- Colonial Heights Food Pantry Board Meeting
- CARES Board Meeting
- HOBY Virginia Corporate Board Meeting
- Colonial Heights Health Advisory Board Meeting
- Community Coalitions of Virginia Board meeting
- Positive Parenting Coalition
- CPMT
- School readiness Coalition

### ➤ **Diversion Program Participation**

- **Community Service**  
5 Youth Completed 43 Hours of Service Learning
- **Shoplifting Diversion**  
9 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
- **Teen Life Skills**  
4 Youth Completed 13 Sessions of "Teen Life Skills"
- **Miscellaneous Youth Services (Non DJJ)**  
2 Youth Completed 26 Hours of Community Service

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

- ✓ Attended “Reach for Reading” Celebration at North Elementary School
- ✓ Completed Point In Time Count for Colonial Heights with Office on Youth, Police Department, Planning Department, and Flagler Housing and Homeless Services
- ✓ Presented “Open Arms? Open Eyes!” Program to 112 CHMS 8<sup>th</sup> Grade Students
- ✓ Volunteered at Colonial Heights Food Pantry for Distributions
- ✓ Volunteered with Colonial Heights Food Pantry at Swift Creek Mill Theater for Community Awareness Event
- ✓ Volunteered at Annual Snowflake Ball for Area 16 Special Olympics
- ✓ Attended FAM Network Meeting and Training on “Trauma Informed Care and Family Engagement”

**XII. FLEET MAINTENANCE:**

	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
<b><u>2019</u></b>	71	\$15,616.51	6	\$1,134.28
<b><u>2018</u></b>	89	\$30,271.96	10	\$4,915.99

Sublet repairs consist of the following;

Glass Replacement	\$721.13
Towing	\$185.00
Misc.	\$150.00
Tire Repair	\$78.15