

CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 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** – Construction bids were received on 2/21. Shoosmith Construction was the low bid at \$2.48 million. Construction to commence in April 2019.
- **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. Blakemore Construction was the low bid at \$609K. Construction scheduled to start in May 2019.
- **FY 18-19 Pavement Preservation on Watercress Court; Crescent Avenue; Washington Avenue; Jefferson Avenue** – Project awarded to Slurry Pavers in the amount of \$502,705. Construction to start April 2019.
- **Temple Avenue Resurfacing, UPC 113441 & 113513** – Construction scheduled to start March 2019.

Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Design work complete. Construction start scheduled for Spring 2020.
- **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):

Development Plan Reviews

- **Extended Stay Hotel** – Final Plan (2nd submittal) reviewed and commented and sent to developers agent on 2/1. Final Plan (3rd submittal) submitted 2/13. Plan reviewed and comments sent to developer's agent on 2/28.
- **(Mission) BBQ Restaurant** – Preliminary Plan submitted on 2/6. Plan reviewed and comments sent to Kelly Hall w/ Planning on 2/19.
- **Briarcliffe Section #4 Subdivision Site Plan** – Preliminary Plan submitted on 2/6. Plan reviewed and comments sent to Kelly Hall w/ Planning on 2/21
- **Briarcliffe Section #4 Subdivision Plat** – Preliminary Plat submitted on 2/6. Plan reviewed and comments sent to Kelly Hall w/ Planning on 2/15.
- **Lakeview Avenue Widening 100% Plans** – Plan submitted on 2/6.
- **Precision Cell/Dominion Utility Easement** – Exhibit submitted on 2/8. Exhibit reviewed and sent to Jeri-Ann w/ City Attorney on 2/26.
- **Crowder Boundary Line Adjustment** – Final Plat submitted on 2/8. Plat reviewed and comments submitted to developer's agent on 2/18
- **Nantucket Court Outfall** – 100% Plan submitted on 2/15. Plan reviewed and comments sent to Jonathan Liss w/ Engineering on 2/15.
- **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** – Final Plat submitted on 2/13. Plat reviewed and comments submitted to developer's agent on 2/21.
- **Appomattox River Greenway Trail Section 4** – 100% Plans reviewed and comments sent to Engineering on 2/25.
- **North Elementary Safe Routes to Schools Phase 2** – 30% Plans submitted 2/26.
- **Fence Permits**- Staff reviewed two (2) fence plot plans.

Right-of-Way Permits

- Issued/opened seven (7) permits and closed two (2) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 59 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (05) locations and responded to (02) dead animal removal from street.
- Trimmed limbs/bushes on Sherwood Drive and Roslyn Road and cut/removed tree on Waterfront Drive that was leaning toward street.
- Removed storm damage on Hampton Drive at citizen request.
- City's crews collected (351) cubic yards from Areas 1, 2 and 3 for a total of (2,814.5) cubic yards for the season. City's crews continue responding to citizen requests for leaves.

Recycling Center

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

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Storm Water and Drainage

- Cleaned (31) catch basins/curb inlets, (02) curb and gutters and responded to drainage miscellaneous request at (03) locations.
- Placed topsoil in sinkhole on Kennon Point Drive.
- Sweeper collected 16 cubic yards of debris from street on Hill and Lee Place.
- Storm water crew assisted with the collection of leaves.

Transportation

- Placed Asphalt in (125) potholes, (01) shoulder, (04) low areas and (03) asphalt breaking up.
- Graded gravel area of road going to Animal Shelter with motor grader.
- Placed gravel in alley at (08) locations, on shoulders of street at (04) locations and a utility cut at (02) locations.
- Public Works night crew worked a 12 hour shift and placed approximately 50 tons of salt on streets during snow event on February 20th.
- Assisted Police Department placing road closed signs and cones on Hamilton at Bristol Avenues due to a sinkhole in street and removing concrete and other debris from roundabout on Temple Avenue due to an accident.
- Public Works Technician vacant position has been filled, new employee starts March 6, 2019.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

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 (04) meters, set (01) new meter and responded to (07) water miscellaneous requests.
- Repaired a water main line break on North Temple Avenue.
- Repaired a meter leak on Oak Avenue and Eastwind Court.
- Replaced a meter box on Jett Avenue and Whitehall Drive.
- Performed water pressure test on Whitehall Court, low pressure in house.
- Manually closed altitude valve by adjusting pilot valve at Shepard Stadium Water Tower after hours for Appomattox River Water Authority.
- Placed gravel in utility cuts on Floral, Arlington Avenues, Jamestown Road and Battery Place.
- Collected weekly routine water samples, performed THM's, HAA's sent to Appomattox River Water Authority's (ARWA) for testing.
- Backflow/Cross Connection Technician conducted (63) surveys, (18) complete and (45) incomplete.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (130) man hours and (170 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 not meet for the month of February.
- At City Council, the following planning related items were considered:
 - Discussion on matters relating to Cal's.
- Staff participated in the 1st Annual FOLAR State of the Trail Event
- Staff attended Ashland to Petersburg Trail Study
- For CDBG, staff completed the Tier II environmental reviews for 5 cases. Additionally, work write-ups were completed for the five cases and contractors began work.
- Planning division reviewed and approved 10 planning permits and completed 1 zoning opinion.
- 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 55 new cases in February 2019 and observed 84 outstanding cases come into compliance.

Building Inspections Division

- The building inspection division issued 31 total building and trade permits, with a total expected investment of \$1,169,600 in commercial construction.
 - Commercial C/O issued 131 Jennick Drive for VCU Health Systems.
 - No new residential units.
- The department completed 98 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

February 2019

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	4	12
Commercial Building	2	3
Demolition	0	0
Electrical	5	18
Mechanical	9	16
Plumbing	4	14
Swimming Pool	0	0
Amusement Rides	0	0
Tent	0	0
Clean Out Installation	6	9
Water and Sewer Connection	1	2
Total: All Permits	31	74

New Residential Units (CO's)	Month	Year to Date
Total	0	1

Valuations	Month	Year to Date
Residential	\$35,100.00	\$122,847.03
Commercial	\$1,169,600.00	\$1,415,600.00
Total	\$1,204,700.00	\$1,538,447.03

Building Inspections	Month	Year to Date
Residential	45	77
Commercial	53	65
Total: All Inspections	98	142

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	14	43	22	38
Exterior Storage of Objects	10	21	12	24
Inoperable Vehicle	13	36	18	38
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	0	0	0	0
Trash/Debris	8	29	24	41
VA Property Maintenance Code	2	10	3	8
Zoning	8	15	5	12
Total: All Cases	55	154	84	161

PLANNING DIVISION

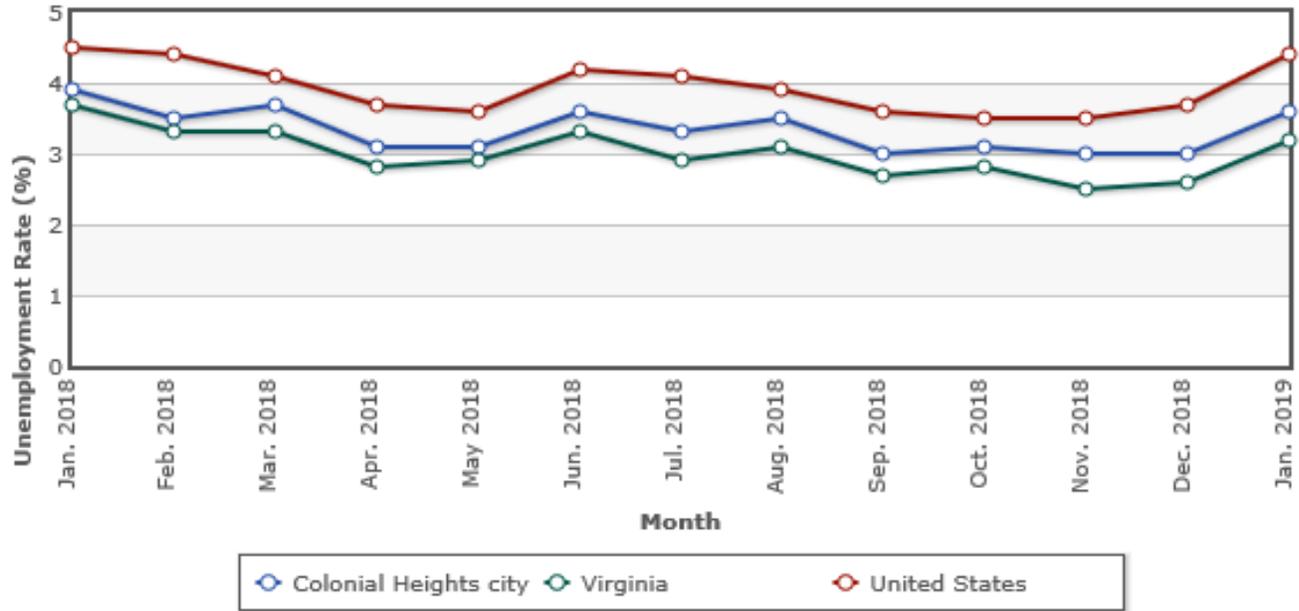
Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	3	7
Mobile Food Units	0	0
Signs - Permanent	2	5
Signs - Temporary	5	6
Zoning	0	3
Total: All Permits	10	21

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	0
Plat: Subdivision	0	0
Prelim. Site Plan Review	0	1
Special Exception Permit	0	0
Special Use Permit	0	1
Rezoning	0	0
Variance	0	0
Wetland Development	0	0
Zoning Opinion	1	3
Total: All Categories	1	5

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

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Source: Virginia Bureau of Labor Statistics

Comparison Over Time			
Time Period	Colonial Heights city	Virginia	United States
Jan. 2019	3.6%	3.2%	4.4%
Dec. 2018	3.0%	2.6%	3.7%
Jan. 2018	3.9%	3.7%	4.5%

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
8,799	8,482	317	3.6	No

- *Chesterfield 3.1 % unemployment *City of Petersburg 6.3 % unemployment
- *Dinwiddie 3.8 % unemployment *City of Hopewell 4.9% unemployment
- *Prince George 3.7 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	9
Sites/Bldgs. Submitted	6
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:

Virginia Gateway Region Operations Meeting
Regional Business Development Workshop Meeting
Retail Merchants Association Monthly Meeting
CREW (Commercial Real Estate for Women) Meeting
Petersburg Area Regional Tourism (PART) Marketing Meeting
Greater Realtor Association Commercial Realtors Monthly Meeting
Network of Enterprising Women (NEW) Monthly Luncheon
Pamplin Park Tourism Meeting
Charles Dimmock Parkway City Owned Site Tour
Chamber Monthly Luncheon
Virginia Workforce Investment Strategy Conference
PART Marketing Meeting Virginia Motorsports Park
Divaris Real Estate Meeting
Virginia Tourism Open House
Richmond Times Dispatch Marketing Meeting

IV. POLICE DEPARTMENT:

Our officers responded to 3,040 calls for service during the month of February, 2019. During the same month last year, we responded to 3,208 calls for service—resulting in a 5% decrease. We had no reported robberies, and one (1) reported in February, 2018— a 100% decrease. There were no reported rapes in February of 2019, nor were any reported in February of 2018. We had five (5) reports of aggravated assault this February, with one (1) reported during the month of February, 2018— a 400% increase. As for burglaries, five (5) were reported in February, 2019, with none reported during the month of February, 2018— a 500% increase. There were 74 Part I, or serious, crimes reported to the Colonial Heights Police Department in February, 2019. Fifty (50) of those, or 68%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of February may have been shorter in days, but we put in a lot of work in a short period of time. Much of it focused on education in some form or fashion. We are pleased to share that we educated the entire Southside Regional Medical Center Nursing Program here in Colonial Heights. Almost 200 students and employees have been enlightened by the A.A.I.R. (Active Assault Integrated Response) Program. We were also able to host a wonderful group of outstanding CHHS seniors for Student Government Day. After a morning full of tours and informational meetings with our staff, the group made an exceptional presentation on a potential budgeted item before their counterparts during a mock City Council meeting. We also reviewed our School Emergency Procedures and educated and provided hard copy documentation for our shift commanders on each school as to their respective facilities and personnel.

Crime wise, our business community around South Park Mall experienced a rash of burglaries and attempted burglaries. However, after placing suspect information out to the public via social media, we were able to clear the case by arrest. Chesterfield County/Colonial Heights Crime Solvers continues to do amazing things in the fight against crime, and we are thankful to be a part of it.

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

- Officer Cecil Powell responded to a three-vehicle crash with injuries on Conduit Road. During his investigation, he determined that one driver was intoxicated and arrested that suspect while at the hospital.
- Officer Micaulay Fable responded to Cookout for a vehicle crash where someone had struck a parked car and ran over a sign. Officer Fable investigated the crash and found the driver to be intoxicated and charged the suspect with DUI, refusal, and destruction of property.
- Career Officer Chris Wulff responded to Battery Place for a four-year-old found alone next to the roadway. Officers went door-to-door attempting to locate a parent or guardian. Officers finally located the mother at work and determined that the child was in the care of her boyfriend. The boyfriend was charged with child neglect and Child Protective Services was notified of the event.
- Master Officer Eric Allen received a report of a sexual assault of a three-year-old. Detective Sgt. Thad Johnson responded out to investigate the incident. During the investigation, Detective Sgt. Johnson identified a suspect and obtained warrants. The suspect was located at his residence but would not open the door to the residence. Officers forced entry and took the suspect into custody without further incident.
- During routine patrol, Officer Darrell Aleshire observed a suspect he knew from prior contacts. Officer Aleshire was able to make contact with the subject and began to speak with him, during which time he located a large amount of cocaine and arrested the subject.

IV. POLICE DEPARTMENT (CONTINUED):

- Sergeant Jason Chimera responded to a welfare check of a one-month-old. A video was sent to a parent showing the child's face being submerged in the bath tub. The child was checked out by EMS and found to be okay. Child Protective Services was contacted and subsequently removed the child from the residence until the parent could return.
- Patrol officers have been conducting foot patrols at the SRMC School of Nursing.
- Sr. Officer P. J. Calhoun and K-9 Justice had six (6) deployments this month. He alerted four (4) separate times, located four (4) items that were seized, and eight (8) subjects were arrested from those deployments.

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:

- Officer Desiree McCurry conducted a Property Room Quarterly Inspection per accreditation standard ADM.16.03(a). This was the first inspection of Term 3.
- During the week of February 11, multiple school resource officers (SROs) were out with illness and surgery. Sgt. Renee Walters assisted with coverage at the high school and Tussing during that week.
- Officer McCurry, who has been assigned to light duty, continues to work for the Law Enforcement Services Division. During the month, she continued working on administrative duties, assisted Capt. Groat with interviews for the Animal Control aide position, assisted Capt. Anspach with property dispositions and police applicants, assisted Sgt. Walters with a grant application, assisted Career Officer Scott Whirley with Shieldware entries, and worked with Career Officer Whirley on the Chief's Challenge entry.
- Career Officer Whirley spoke with a concerned citizen about speeding in her neighborhood. Patrol conducted radar enforcement in the neighborhood for several weeks. The citizen later called to say thank you to officers for being visible and making sure the neighborhood was safe. The caller now communicates weekly with C.O. Whirley with updates.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported February, 2019, was a below average month for the number of cases assigned to Investigations. Several of these cases were connected as the result of a weekend crime spree. Fourteen (14) new cases were assigned to detectives for the month. Of all the cases that were investigated, 11 were cleared, including one case from the previous month, resulting in a clearance rate of 79% for the month of February.

During February, we experienced multiple attempted burglaries and one actual burglary to businesses. Detective Sergeant Thad Johnson responded to Janty Vapor Shop for an attempted burglary. While en route, a report of a burglary came into Dispatch at the local Sonic restaurant. Another report of an attempted burglary came out at the Slip-In Shell while he was on scene at Sonic. Sgt. Johnson and detectives canvassed the area for video surveillance of the suspect. Video of the suspect was located at Walmart, and pictures of the suspect were placed on social media, as well as with Crime Solvers. The suspect was identified, warrants were obtained, and a search warrant was conducted at the Woodspring Suites, where the suspect was living. The suspect was taken into custody and evidence from the crimes collected. This was a group effort by everyone in the Investigations Division.

Also during the month of February, we had one (1) reported non-fatal heroin overdose. We also processed 26 concealed weapon permits and three (3) precious metal permits.

Some of the division highlights include:

IV. POLICE DEPARTMENT (CONTINUED):

- Detective Sergeant Thad Johnson was assigned five (5) new cases:
 - One case involved a sexual assault.
 - One case involved a burglary at a local restaurant.
 - Two cases involved attempted burglaries.

- Master Detective Roger Santini was assigned three (3) new cases:
 - One case was a death investigation.
 - One case was a credit card fraud.
 - One case involved a larceny of merchandise from Home Depot.

- Career Detective Chris Harris was assigned three (3) new cases:
 - One case involved a domestic assault involving a child.
 - One case involved a disorderly conduct.
 - One case involved a child neglect complaint from last month.

- Master Detective Adam Brandeberry was assigned three (3) new cases this month.
 - One case involved a reported sexual assault from 2017.
 - One case involved a death investigation.
 - One case involved felony child neglect.

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

The **U.S. Marshal's Fugitive Task Force**, of which Master Officer Travis Karr is a member, was also busy during February. They were able to locate and arrest seven (7) fugitives with 23 outstanding warrants in Colonial Heights. One of the fugitives was wanted for abduction and aggravated assault charges.

Auxiliary members and **Sentinels** had no special events occur during February. Auxiliary officers assisted patrol with several TDO/ECO services, prisoner extraditions, and provided over 42 hours of extra manpower while riding with officers during the month. Auxiliary officers assisted with School Resource Officer (SRO) duties due to the illness of assigned SRO officers. Auxiliary/Sentinel members volunteered 71 hours of service during February. Our Auxiliary/Sentinel members have volunteered 148 hours of service during the 2019 calendar year.

As an agency, overall we made 384 total arrests, worked 73 crashes, wrote 442 traffic citations, executed 656 traffic stops, affected 15 DUI arrests and 36 drug arrests, and issued 33 parking citations.

Master Detective Roger L. Santini has been selected as our *Employee of the Month* for **January, 2019**. Master Detective Santini was instrumental in clearing several high profile cases. During the Lee/Jackson/King holiday weekend in January, Master Detective Santini responded to an attempted murder on Carroll Avenue, a shooting into an occupied dwelling on Cambridge Place, an armed robbery at Cookout, and a reported sexual battery of a 10-year-old child.

IV. POLICE DEPARTMENT (CONTINUED):

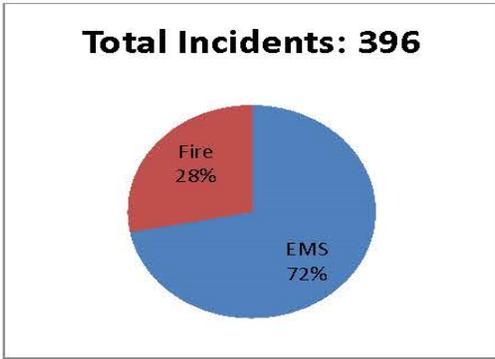
In addition, he assisted with the processing of the Sprint armed robbery crime scene and subsequent search warrant executed in Norfolk, Virginia. Through his ingenuity and attention to detail, all of these crimes were cleared by arrest, with the exception of the shooting into an occupied dwelling. It should be noted that the victims of the shooting are not cooperating with this investigation.

Master Detective Santini is an investigator who takes great pride in his casework and strives to clear every case to which he is assigned. He continues to provide ongoing training each quarter to all of the crime scene technicians assigned to patrol.

Diligence, integrity, and expertise are the main reasons for Master Detective Santini being selected for this award. Roger's work ethic is exemplary, and he is a tremendous asset to the Investigations Division as well as to the Colonial Heights Police Department. We are very gratified that we are able to recognize Roger with this honor, knowing that we can expect nothing but the utmost from him in all he does.

Crime	February 2018	February 2019	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	1	0	-100%
Aggravated Assaults	1	5	400%
Simple Assaults	17	15	-12%
Breaking & Entering	0	5	500%
Larceny	37	48	30%
Vehicle Thefts	1	1	0%
Arson	0	0	0%
Shoplifting	22	30	36%
DUI Arrests	16	15	-6%
All Criminal Arrests	386	384	-1%
Calls for Service	3,208	3,040	-5%
February 2019	Number Reported	Number Cleared	Percentage Cleared
	95	55	58%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 111

(Total Fire Loss \$3,350)

Total EMS Incidents: 285 (233 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.6% of emergency incidents: (Avg. response time 5:37 minutes)

EMS units arrived on scene in less than 9 minutes on 97.2% of emergency incidents: (Avg. response time 5:30 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Chimney or Flue Fire Contained	1	Gas Leak (Natural or LPG)	1	Good Intent Calls	20
Passenger Vehicle Fire	2	Electrical Wiring or Equipment	3	Public Fire Education	2
Brush or Brush and grass fire	2	Power line down	5	Public Service Calls	14
Special Outside Fire, Other	1	Heat from short circuit (wiring)	1	False Alarm/False Calls	1
Unauthorized Controlled Burning	2	Haz Mat investigation /no Haz Mat found	2	Assist Invalid	21
		Excessive heat, scorch burns no fire	1	Smoke/CO Detector Installation	1
		Haz Mat investigation /no Haz Mat found	2	Knox Box Installation	2
		Bomb scare-no bomb	1	Child Seat Installation	6
				Cover Assignment/Station Fill in	3
				Defective Elevator, no occupants	1
				Fire Alarm System Malfunction	18

Fire Mutual Aid Given & Received

M/A Fire Engine First Responder EMS to Chesterfield	4	M/A received from Chesterfield Fire	2
M/A given to Chesterfield Fire	1		
M/A given to Petersburg Fire	2		

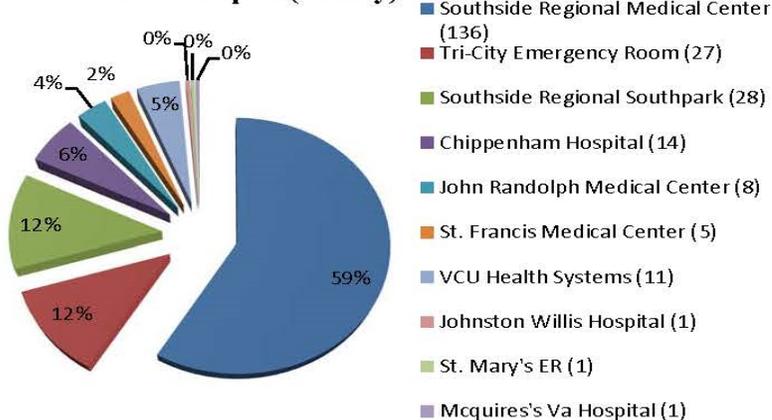
EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	4	M/A received from Fort Lee EMS	6
M/A given to Fort Lee EMS	1	M/A received from Prince George EMS	1
		M/A received from Chesterfield EMS	1
		M/A received from Petersburg EMS	3

Staffing

		<u>Engine unstaffed due to EMS call</u>	<u>Engine staffed with 2 due to EMS call</u>
Station 1	Number of Incidents	20 Incidents	14 Incidents
	Total Hours	21 Hours & 11 Minutes	13 Hours & 20 Minutes
Station 2	Number of Incidents	18 Incidents	7 Incidents
	Total Hours	20 Hours & 23 Minutes	8 Hours & 40 Minutes

Patient Transport (Facility)



EMS Transports (by facility)

VI. FINANCE DEPARTMENT:

Finance Activity:

- ERP System- VirtualIT was onsite again in February to complete business process interviews, and has provided documentation on personal property. The Statement of Work portion of the contract has been completed with Tyler and staff is working through the last few issues on the Contract with Tyler.
- Staff is looking to move forward with the utility rate study and condition assessment in March. We have been working with the vendor to obtain final itemized pricing and clear up ambiguities.
- The proposed CIP has been completed and will be presented to the Planning Commission on March 5th and City Council on March 12th. The proposed operating budget is being finalized and scheduled for presentation in April.
- Bank reconciliations have been completed through January 2019. Staff has developed a new process that is hoped to simplify the process and help keep the reconciliations up to date.

Purchasing Activity:

- Construction on the Tennis Courts project behind CHHS is near completion. An additional appropriation will be needed to address soft soil in the area, the purchase of nitrogen reduction credits, and relocating power lines. Staff will bring an additional appropriation to Council using interest earnings as a funding source once the full project costs are known.
- Six proposals were previously 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.
- 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. The vendor provided options for a desktop assessment or a full assessment and staff are considering which to pursue.
- Three vendors are being put under contract for “On Call” Land Surveying & Mapping services, as a result of Invitation # 18-111602-1079.
- Contract documents have been negotiated for Conduit Road & East Ellerslie Avenue Traffic Signal Replacement and a purchase order is expected to be issued in March.
- Bids were received during the month for Dupuy Avenue Street Improvements. The project consists of roadway and pedestrian improvements including, but not limited to: new/reconstructed travel lanes, water line relocation, utility re-locations, storm drain system, sidewalks and curb ramps with detectable warning surfaces. Contract documents have been received and are being reviewed by the City Attorney.
- Eight proposals were received in response to Invitation # 19-022102-1085, Automated Medical Billing & Collection system for the City’s EMS. These are being reviewed by the selection committee.

VII. FINANCE DEPARTMENT (CONTINUED):

- An emergency purchase order has been issued for the sewer line failure near the intersection of Hamilton and Bristol Avenues.

Risk Management

- While going around the inside lane of the round-a-bout a cement truck driver lost control of his truck and overturned. The guardrail and a pole were damaged.
- A driver ran into the guardrail on Charles Dimmock Parkway
- A claim was filed against the City for vehicle damage due to a loose manhole cover on Ellerslie Avenue.
- An elderly man was knocked down by the automatic door at the Public Library. When the handicap button is pushed to open the doors, the doors stay open for about 15 seconds. The gentleman was trying to get through the door that was opened by another person.
- The City's Insurance Renewal was completed during the month for the period of July 1 2019 – June 30, 2020. Premiums for the next fiscal year did increase, but not as significantly as expected.

Utility Billing:

- Bi-monthly Utility Bills Sent– 3,648
- Delinquent Notices Sent –810 or 22.3% with 107 cut off for nonpayment.
- \$0 in utility billing set-off debt collections received for this month.
- Two different customers were caught tampering with meters once they had been cut off for non-payment. One went as far as to break the City's lock and staff welded his meter cover shut. The other had a lock put on his meter.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Public Works	Public Works Technician
Sheriff	Deputy Sheriff
Sheriff	Deputy Sheriff (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Police Officer (Certified)	46	324
Recreation Assistant I (Part-time)	35	461

Pay Plan Study

- Continue to review and identify market levels using survey information received from surrounding and similar size localities. This information will be used to develop compensation options through the annual budget process.

Miscellaneous

- New Employee Orientation
Jesse Bonovitch – EMS Firefighter Recruit Stacy Sandry – Recreation Specialist II
Luke Kissner – EMS Firefighter Recruit Philip Kidd – Digital Resource Specialist
Corey Murphy – EMS Firefighter Recruit
Evan Moss – EMS Firefighter Recruit
William Smith – EMS Firefighter Recruit
Logan Worrell – EMS Firefighter Recruit
William Wright – EMS Firefighter Recruit
Alexander Glickenstein – EMS Firefighter Recruit

Exit Interview

Public Works Technician

- Updating the process used to track employee ICS training provided by the Fire Department.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 21,463 page views in the month of February.

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. Real Estate Records Search2. Animal Control & Shelter3. Library4. Human Resources5. City Employees6. Pay Online7. Recreation & Parks8. Police9. Yard Sale and Temporary Sign Permit10. Business License & Taxes11. GIS & Maps12. Jobs13. Records & Property Tax Maps14. Trash Collection15. Our Government	<ol style="list-style-type: none"> Germany Ireland India Philippines France	<ol style="list-style-type: none"> Illinois North Carolina Pennsylvania Maryland California

- ☆ Citizens submitted and city staff processed 213 service requests and questions through the “Report a Concern” module during the month of February.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,613 fans and the City’s Twitter account has 1,339 followers. There are 3,348 subscribers for “In the News”.
- ☆ Proactive Information Management completed 115.5 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 19,678 titles in January.
- ☆ Residents borrowed 7,382 e-books on Kindles, while 511 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 769 residents registered for the Hoopla service.
- ☆ The public computer center had 1,509 users, while the iPad center was used 95 times.
- ☆ The children’s story time program had 73 children participating.
- ☆ The library’s meeting rooms were used by 123 groups.
- ☆ An average of 656 residents used the library each day, while 81 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of February, the Recreation Department continued the youth basketball program. The youth basketball league will finish by mid-March with playoffs starting the first week in March. High School sports on our facilities also began the last week in February with games beginning the middle of March.

Recreation staff in conjunction with the City Manager's office completed and sent out to residents the spring edition of the City Focus. Staff is preparing for our Spring and Summer programs to include youth baseball and softball, as well as our Summer Camps.

Programs	2019	2018
Youth Baseball (<i>as of March 1</i>)	194	199
Youth Softball (<i>as of March 1</i>)	58	62
Youth Basketball	244	236
Little Tykes Basketball	12	16
Open Gym Basketball	125	125
Youth Wrestling	12	15
Belly Dancing	7	7
Karate	4	5
Winter Break Camp	7	12
Therapeutic Recreation (Tue class)	16	n/a
Therapeutic Recreation (Wed class)	115	52
Facility Usage	2019	2018
Community Room Attendance	865	715
Community Room Reservations	21	21
Field Attendance	725	820
Field Rentals	3	5

Parks, Horticulture, Buildings & Grounds

- Edged infield grass in Shepherd Stadium.
- Prepared Shepherd Stadium and Civic fields as needed for high school practices.
- Installed outfield fence on baseball and softball fields at High School.
- Installed batting cage nets at Shepherd Stadium and B-Field.
- Installed sponsor banners in Shepherd Stadium.
- Laid out and painted soccer field at Middle School Stadium for High School games.
- Laid out and painted soccer fields at Soccer Complex.
- Set goals on soccer fields for high school practices.
- Repaired roof and fascia boards at Dunlop Farms Pump Station. Painted eaves and fascia boards.
- Repaired and installed backstop pads in Shepherd Stadium.
- Constructed new Utility Billing payment window at City Hall.
- Repaired hole in wall of Jury Deliberations bathroom.
- Repaired arm on pew in City Council chambers.
- Repaired pole on Sally Port gate at the Courthouse.
- Repaired vandalized split rail fence on Appomattox River Trail.
- Mulched sites as needed.
- Trimmed shrubs at sites as needed.
- Cut back liriope at sites as needed.
- Removed weeds from beds around Courthouse.
- Cut liriope, shrubs, and grasses back in beds along Boulevard.
- Trimmed hedges at Library and War Memorial.
- Cut back trees and weeds in drainage ditch at City Hall.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Activities	2018	2019
Adult Coloring	5	12
Bingo in Center	27	62
Bob Ross Painting Video	5	N/A
Bowling	192	192
Bridge Party	40	48
Bridge Tournament	93	84
BUNCO	15	16
Chili Cookoff	10	N/A
Golfers Board Meeting	7	N/A
Mexican Train Dominoes	3	N/A
Senior Club Board Meeting	N/A	8
Senior Club Meeting	55	52
Senior Citizen Dance	62	83
Sing A-Long	23	22
Valentine's Party	53	53
Awareness/Education	2018	2019
Art Therapy	6	N/A
Blood Pressure Check	38	26
Cancer Screeing	N/A	35
Classes	2018	2019
Colorful Creation Open Paint	28	31
Crochet & Knitting	36	38
Line Dancing Class	45	78
Quilts for Vets	3	14
Sewing Class	5	53
Tap Class	94	32
Tech Savy	2	4
Watercolor with Faye	27	32
Fitness	2018	2019
Muscles in Motion	213	276
Sit & Let's Get Fit	150	286
Strength & Stretch	335	452
Tai Chi	20	32
Pickleball	126	223
Water Aerobics	38	24
Yoga	106	143
Zumba Gold	8	N/A
Trips	2018	2019
Food Pantry	3	N/A
Genealogy	N/A	7
KLIX Internet Gaming Café	8	N/A
Lunch Bunch	N/A	12
Riverside Theater	26	26
Valentine's Tea at Pamplin Park	N/A	6
VMFA: Terracotta Army	12	N/A
Total	1,919	2,462
Volunteer Hours	14	20
Meals	2018	2019
Home Delivery Meals	60	20
Site Meals	22	35
Transportation	2018	2019
Total Passengers	202	307
Total Trips	389	560
Total Miles	2533	2565
Wheelchairs	6	16
Donations	\$159.00	\$480.00
New Riders	13	4

Tai Chi



Quilts for Vets



Violet Bank Museum

	<u>2019</u>	<u>2018</u>
Attendance	91	110

Museum Tours: 52
 Grounds Use Only: 15
 Ongoing Programs: 24

Museum staff and volunteers continued work on finishing displays and labeling them. Museum staff worked on a newly designed brochure to reflect changes at Violet Bank. Thank you to Matt for taking the rough draft and turning it into an awesome brochure! Outreach happened early in the month with another round of 'positivity rocks' being placed as part of Violet Bank Rocks! Painting is ongoing preparing for the next batch. No new maintenance or utilities issues identified.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 8 YAC Members and YAC Advisor Attended February Monthly Meeting
- Signed 94 Valentine's Day cards for McGuire Veterans and 92 cards for Meals on Wheels
- YAC Member and YAC Advisor Volunteered at Dunlop House to Make Fleece Heart Pillows for Memory Care Residents
- 10 YAC Members, YAC Advisor and YSC Member Hosted an Activity Room at CHHS Volunteer-a-thon; Made 104 chew toys for the Animal Shelter; Created 40 positive wishes cards for residents at the Richmond Children's Hospital; earned 50,330 grains of rice at www.freerice.com to feed people
- 2 YAC Officers and Advisor Planned for the Monthly Meeting

➤ **Youth Services Commission**

- Held monthly planning meeting

➤ **Kids' After School Program**

- **Enrollment:** Tussing Elementary -17; North Elementary – 16; Lakeview Elementary -13.
- **KAP Activities:** Field visit- Bricks for Kids, team building- Hangman, art- drawing and painting, STEM – CPR(hands on).
- **Volunteers:** CHHS-3 (50 hours); VSU- 7 (25 hours); Matoaca-21 (75 hours); Community-1 (33 hours).
- **Interns:** Social Work VSU -3 (144 hours),Criminal Justice – 1 (48 hours), Human Services Intern – 1
- **Staff:** 13 P/T City employees and 5 Work-study staff.
- **Coordinator Activities:** Provide supervision to VSU Interns; conduct monthly staff development meetings.

➤ **Substance Abuse Prevention Activities**

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

➤ **Ongoing Monthly Meetings/Trainings**

- Juvenile and Domestic Violence Task Force Meeting
- Colonial Heights Food Pantry Board Meeting
- CARES Financial Board Meeting
- Positive Parenting Coalition Meeting
- Southside Trauma Informed Care Network Meeting
- CPR/AED Recertification
- ACEs Interface Master Trainer Certification
- "Promoting Student Health" Conference and Training
- "Self-Healing Communities" Webinar
- "Chosen" video and panel discussion
- VALHSO Legislative Conference
- Community Policy & Management Team
- Rule of Law Day for Chesterfield & Colonial Heights students

➤ **Diversion Program Participation**

- **Community Service**
11 Youth Completed 76 Hours of Service Learning
- **Shoplifting Diversion**
10 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
- **Teen Life Skills**
2 Youth Completed 5 Sessions of "Teen Life Skills"
- **Miscellaneous Youth Services (Non DJJ)**
2 Youth Completed 14 Hours of Community Service

XI. OFFICE ON YOUTH & HUMAN SERVICES CONTINUED:

- ✓ Attended “Reach for Reading” Celebration at North Elementary School
- ✓ Volunteered at Colonial Heights Food Pantry for Distributions
- ✓ Participated in Student Government Day
- ✓ Volunteered at “Night to Shine” Special Needs Prom Event

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2019	71	\$18,181.61	6	\$1,056.92
2018	89	\$44,411.21	6	\$8,012.30

The sublet repairs consist of

Towing	\$745.00
Glass replacement	\$311.92