

CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 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.
- **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. Awaiting agreements from VDOT to proceed with project.
- **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** – Project awarded to Slurry Pavers in the amount of \$502,705. Construction to start April 2019.
- **Temple Avenue Resurfacing, UPC 113441 & 113513** – Construction has commenced. Work anticipated to be completed by late April 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 (4th revision) submitted 3/19. Plan was reviewed and approved on 4/1.
- **Flagstop Car Wash** – Preliminary Plan submitted on 3/4. Plan reviewed and comments sent to Kelly Hall w/ Planning on 3/4.
- **Colonial Heights High School Tennis Courts Plat** – Dominion Utility Easement Exhibit submitted on 3/8. Plat reviewed and comments sent to Engineering on 3/11.
- **Towneplace Suites 2019** – Final Plan submitted on 3/7. Completeness review conducted and comments sent to developer's agent on 3/19.
- **Precision Cell/Dominion Utility Easement** – Final exhibit (2nd revision) submitted, reviewed and approved on 3/18.
- **Southpark Crossing Lot #5 Subdivision Plat** – Final Plat (1st revision) submitted on 3/6. Plat reviewed, approved and recorded on 3/8.
- **Dominion Southpark Lots #4 & #8 Boundary Line Adjustment** – Final Plat (1st revision) submitted on 3/5. Plat reviewed and comments submitted to developer's agent on 3/7. Final Plat (2nd revision) submitted on 3/7. Plan reviewed and comments sent to developer's agent on 3/11. Final Plat (3rd revision) submitted on 3/19. Plat approved and recorded on 3/20.
- **North Elementary SRTS Phase 2** – 30% Plans reviewed and comment sent to Engineering on 3/13.
- **Fence Permits**- Staff reviewed two (2) fence plot plans.

Right-of-Way Permits

- Issued/opened one (1) permit and closed five (5) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 77 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (19) locations and responded to (03) dead animal removal from street.
- Cut grass on East Roslyn Road and Chesterfield Avenue.
- Trimmed limbs/bushes on Yacht Basin Drive, Conduit Road, Marvin and Chesterfield Avenues.
- Cut and removed a tree that fell on Temple Avenue.
- City's crews collected (06) cubic yards of leaves from citizens request at (04) locations for a total of (2,820.5) cubic yards for the season.
- Assisted Purchasing Department removing surplus items from City Hall to surplus area at Public Works Complex.
- Congratulations to Adam Wagenbaur, passing his CDL learners permit test.

Recycling Center

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

Storm Water and Drainage

- Cleaned (41) catch basins/curb inlets, (03) outfalls, (04) curb and gutters, (01) drainage pipe, (08) drainage ditches and responded to drainage miscellaneous request at (05) locations.
- Removed (02) trees that fell in Old Town Creek, blocking flow.
- Placed topsoil in sinkhole on James Avenue.
- Sweeper collected 32 cubic yards of debris from street on Boulevard.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed asphalt in (189) potholes, (02) shoulders, (17) low areas, (08) utility cuts, (02) sinkholes and (44) asphalt breaking up.
- Placed gravel in alley at (08) locations, on shoulders of street at (01) location, (01) sinkhole, (01) driveway and a pothole off street at (01) location.
- Assisted Police Department by placing road closed signs and cones on Westover Avenue at Lafayette and Fischer Avenue due to an accident, pole down in street. Removed a bike found by Police Officer at Brandywine and Huntington Roads.
- Public Works Technician vacant position has been filled, welcome Austin Fisher.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and equipment.

Wastewater Utility

- Emergency repair projects under construction to replace collapsed sanitary sewer lines on Bristol Avenue and Cloverhill Avenue.
- Responded to (23) sewer backups and to (13) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (04) locations and assisted Prince George County by camera 80' feet of sewer line.
- Installed a new cleanout on Colonial, Kent and Woodlawn Avenues.
- Repaired sewer lateral line on Hampton Avenue and a main line on Fairlie Road and Hamilton Avenue.
- Flushed sewer line for Miller Pipe Line on Lakeview and Lenoir Avenues.
- Placed topsoil around cleanout on Holly Avenue and Roslyn Avenue.
- Removed debris from pump 2 and 4 three times for the month, unstopped sump pump and repaired the fan on the Hydraulic Tank at the Main Pump Station.
- Employees consumed 227 hours regular time and 10 hours overtime monitoring, repairing and cleaning for the month at the Main Pump Station.
- Responded to a pump fail alarm, pumped down wet well. Pump still not working so called Coastal Utilities to repair. Responded to another alarm, high level, reset pump 1, pumped wet well down and cut pump 2 off until relay can be replaced after hours at Sherwood Hills Pump Station.
- Responded to a high wet well alarm, reset pump 1 and unstuck pump 2 relay at Hillcrest Pump Station.
- Replaced bad cutoff float at Dunlop Farms Boulevard.
- Continue flushing all trouble sewer lines throughout the City.
- Continue monitoring all pump stations and methane pump daily.
- Congratulations to Kenneth Moore, passing his CDL learners permit test.

Water Utility

- Replaced (27) meters, set (02) new meters and responded to (09) water miscellaneous requests.
- Repaired a water main line break at Pickett and Lenoir Avenues and abandoned a line at North and South Valley Roads.
- Replaced a meter box at Dupuy Ave., Lyons Ave., Richmond Ave., Lakeside Drive, and Ridge Road and raised a meter box on Wakefield Avenue.
- Replaced meter top at Suffolk Avenue, Mount Pleasant Drive, Boulevard and Shade Tree Drive.
- Cleaned meter boxes at East Westover Avenue for Utility Billing.
- Flushed fire hydrant for dirty water on Lynchburg Avenue.
- Turned water off for a line break on private property on Boulevard.
- Pulled and reset a meter for nonpayment on Wakefield Avenue.
- Manually closed altitude valve by adjusting pilot valve at Shepherd Stadium Water Tower after hours for Appomattox River Water Authority.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- 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, (2) complete and (61) incomplete and performed (16) hours of 811 locating.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (140) man hours and (191) tickets completed.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Department Overview

During the month of March, 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. One candidate was interviewed for this position in March.

Planning & Community Development Division

- Planning Commission did meet for the month of March, and the following items were considered:
 - Planning Commission Resolution 19-2, City's proposed FY2020-2024 Capital Improvements Plan (approved, 7-0)
 - PD 19-2 BBQ Restaurant (approved, 7-0)
 - SUB 19-1 Briarcliffe Section 4 Subdivision Plat (approved, 7-0)
 - PD 19-3 Briarcliffe Section 4 Plan of Development (approved, 7-0)
- At City Council, the following planning related items were considered:
 - (First Reading) Ordinance 19-1, Special Use Permit for Roslyn Farm Corporation
- Planning division reviewed and approved 10 planning permits, 1 subdivision, and 2 preliminary site plan/plan of developments.
- 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 100 new cases in March 2019 and observed 80 outstanding cases come into compliance.
- Began enforcement of the trash can placement ordinance. Enforcement will begin on this particular ordinance retroactively in order to maintain the proactive enforcement of all existing codes.

Building Inspections Division

- The building inspection division issued 39 total building and trade permits, with a total expected investment of \$999,658 in commercial construction.
- Commercial Building Permits issued for #10 Dunlop Village (demolition to prep for leasing), 2425 Boulevard (beauty salon), 3245 Boulevard (Caliber Collision), and Conn's interior upfit.
- New residential building permit issued for 315 Lyons Avenue, 202 Ridge Rd, and 98 Carroll Ave.
- The department completed 113 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

March 2019

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	4	16
Commercial Building	8	11
Demolition	0	0
Electrical	8	26
Mechanical	8	24
Plumbing	7	21
Swimming Pool	0	0
Amusement Rides	1	1
Tent	0	0
Clean Out Installation	2	11
Water and Sewer Connection	1	3
Total: All Permits	39	113

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

Valuations	Month	Year to Date
Residential	\$250,358.00	\$373,205.03
Commercial	\$749,300.00	\$2,164,900.00
Total	\$999,658.00	\$2,538,105.03

Building Inspections	Month	Year to Date
Residential	51	128
Commercial	62	127
Total: All Inspections	113	255

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	2	9
Mobile Food Units	0	0
Signs - Permanent	1	6
Signs - Temporary	3	9
Zoning	4	7
Total: All Permits	10	31

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	0
Plat: Subdivision	1	1
Prelim. Site Plan Review	2	3
Special Exception Permit	0	0
Special Use Permit	0	1
Rezoning	0	0
Variance	0	0
Wetland Development	0	0
Zoning Opinion	0	3
Total: All Categories	3	8

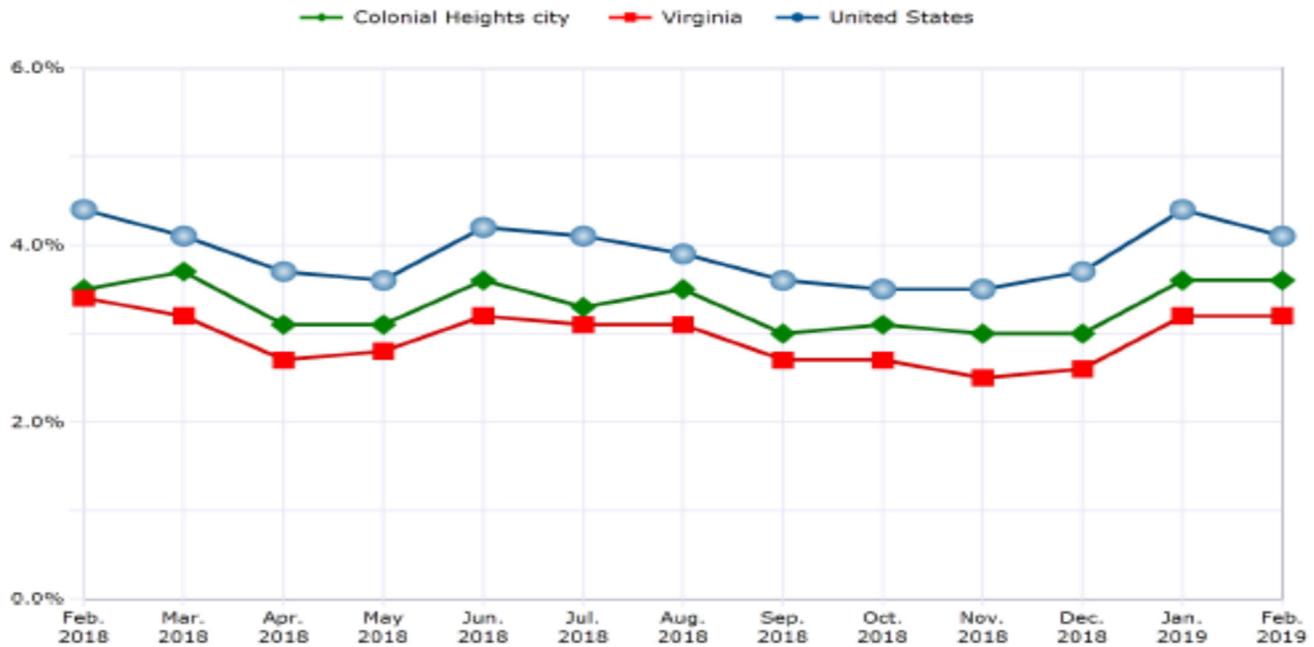
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	1	2
Wetlands Board	0	0
Total: All Meetings	1	2

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	10	53	6	44
Exterior Storage of Objects	23	44	21	45
Inoperable Vehicle	25	61	23	61
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	6	6	5	5
Trash/Debris	17	46	12	53
VA Property Maintenance Code	2	12	4	12
Zoning	17	32	9	21
Total: All Cases	100	254	80	241

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Source: Virginia Bureau of Labor Statistics

Comparison Over Time

Time Period	Colonial Heights city	Virginia	United States
Feb. 2019	3.6%	3.2%	4.4%
Jan. 2019	3.6%	3.2%	4.4%
Feb. 2018	3.5%	3.4%	4.4%

Source: Virginia Bureau Labor Statistics

Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly, not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in February 2019 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,873	8,551	322	3.6	No

- *Chesterfield 3.1 %unemployment *City of Petersburg 6.5 % unemployment
- *Dinwiddie 3.7 % unemployment *City of Hopewell 4.9% unemployment
- *Prince George 3.7 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	8
Sites/Bldgs. Submitted	5
Active Prospects	7

Projects:

Tractor Museum Expansion – under construction
Towneplace Suites – site plan submitted
Southgate Square Shopping Center Re-subdivision
Mission BBQ Site Plan
Extended Stay Hotel – construction scheduled Spring/Early Summer
Colonial Square Project in works
Conn’s Home Store - under construction (September Opening Tentative)

Meetings & Events:

Citizens Academy
Regional Business Development Workshop Meeting
Retail Merchants Association Monthly Meeting
CREW (Commercial Real Estate for Women) Meeting
Petersburg Area Regional Tourism (PART) Board Meeting
Greater Realtor Association Commercial Realtors Monthly Meeting
Network of Enterprising Women (NEW) Monthly Luncheon
Pamplin Park Tourism Meeting
Chamber Monthly Luncheon
Consultant Meeting
Virginia Tourism Corporation
Richmond Times Dispatch Marketing Meeting
LEAN Workshop in Petersburg
Small Business Development Workshop held in Colonial Heights
Business Retention Meeting
PART Marketing Meeting
Crater Regional Workforce Development Board Meeting
Quarterly Crater Community Economic Development Meeting
Richmond Region Tourism Meeting
Economic Development Authority Meeting
Interview for Community/Economic Development Specialist Position

IV. POLICE DEPARTMENT:

Our officers responded to 3,504 calls for service during the month of March 2019. During the same month last year, we responded to 3,654 calls for service—resulting in a 4% decrease. We had two (2) reported robberies, and one (1) reported in March 2018— a 100% increase. We had one (1) reported rape in March of 2019, and none were reported in March of 2018 – a 100% increase. We had four (4) reports of aggravated assault this March, with two (2) reported during the month of March 2018— a 100% increase. As for burglaries, four (4) were reported in March 2019, with two (2) reported during the month of March 2018— a 100% increase. There were 91 Part I, or serious, crimes reported to the Colonial Heights Police Department in March 2019. Seventy-one (71) of those, or 78%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of March brought us much better weather; however, we also knew that it could potentially bring us more crime, which it did. Unfortunately, we experienced an increase in violent crime, all of which have been cleared by arrests through hard work and determination.

Also, with the good weather, special requests for community events have increased. We hosted several traditional programs this month such as Colonial Heights High School’s *Job Shadowing Program*, where we hosted four students interested in law enforcement. We also appeared at *Wal-Mart’s Community Day* and provided child DNA kits. We also hosted a group of young people from the L.E.A.D. Center in Hopewell. These were at-risk kids who were most excited to have positive contacts with law enforcement. To show our support for their accomplishments, we also attended the Fire Department’s annual award ceremony.

We are excited to report that Career Detective Chris Harris was recognized as the 2018 Chamber of Commerce’s *Officer of the Year*. Chris was recognized at the Annual Chamber Dinner on Fort Lee and was honored to be presented with this prestigious award.

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 Clearfield Apartments for a call of shots fired in the area. Upon arrival, he observed a vehicle leaving and was able to make a traffic stop on that vehicle, which had stolen tags out of Hopewell. The driver was arrested for possession of marijuana.
- Officer Jacob Miller took a report of a stolen vehicle from the parking lot at The Bowling Alley. Later that same night, the stolen vehicle was located and two juveniles inside the vehicle were charged with larceny and conspiracy to commit larceny.
- Master Officer Stacey Whitt responded to the area of Temple Avenue and the Boulevard for a female screaming for help. When he arrived, he was able to detain a male suspect and spoke with the female victim. The information was then turned over to Investigations for follow-up as an assault and abduction case.
- Officer Cecil Powell observed a parking violation at Wawa on the Boulevard. During his investigation, he became suspicious of other illegal activities and called for the narcotics detecting K-9 to respond. Officer Powell was able to charge the owner with possession of stolen property, possession of burglary tools, and possession of Schedule II narcotics.
- Officers responded to a reported robbery near the intersection of Temple and Snead Avenues, where they made contact with the victim. Witnesses in the area were able to provide a suspect vehicle description. Officer Whitt observed a vehicle that fit the description given and conducted a traffic stop. The suspects in the vehicle were identified and taken into custody.

IV. POLICE DEPARTMENT (CONTINUED):

- While investigating a parking violation at Wawa on the Boulevard, Officer Jason Poe was able to arrest a suspect for multiple charges of credit card fraud, credit card larceny, and identity theft, along with obtaining money by false pretense and possession of marijuana.
- Officer Andrew Fontaine responded to the hospital for a person who had been stabbed at 34 Colonial Court. Officers responded to the address and investigated the incident. They were able to identify and obtain warrants for the suspect in this incident.
- Sergeant Kyle Sexton assisted Hanover County police officers with conducting a traffic stop on a vehicle that was connected to an attempted murder investigation in their jurisdiction. Sgt. Sexton made two arrests from this stop—one for possession of a controlled substance on the driver and possession of a concealed weapon on a passenger.
- Sr. Officer P. J. Calhoun responded to 219 Archer Avenue for a report of shots fired in the area. Sr. Officer Calhoun was able to locate a victim leaving the area and found that there had been an altercation between the victim and a male subject before the shots were fired. Shell casings were located and collected as evidence. Career Detective Chris Harris was called out and is currently investigating the incident.
- Sr. Officer P. J. Calhoun and K-9 Justice had 15 deployments this month, resulting in three arrests.

‘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:

- Law Enforcement Services conducted a testing process on several police officer applicants, to include a written and physical test.
- The CAD/RMS (records management system) selection committee met and mutually agreed to move forward with Tyler Technologies as the new provider. The project is now moving to contract negotiations.
- Capt. Anspach assisted Hopewell Police Department with selection of a new Deputy Chief.
- City financial employee Roslyn Frederick met with Mrs. Babette Hansen to conduct a city petty cash audit. There were no discrepancies found during the audit. This audit ensures that our agency is, and remains, in compliance with accreditation standard ADM-15.03.
- Career Officer Greg Thinnis displayed Project Lifesaver equipment at the ARC resource fair held at Colonial Heights High School.
- Career Officer Scott Whirley set up the message board on Temple Avenue to promote the rabies clinic being conducted at the Colonial Heights Animal Shelter. C. O. Whirley emptied the medication collection box at headquarters, resulting in a weight of 20 pounds of drugs.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported March 2019 as an average month for the number of cases assigned to Investigations. Eighteen (18) new cases were assigned to detectives for the month. Of all the cases that were investigated, fifteen (15) were cleared. This included clearing three cases from previous months, which resulted in a clearance rate of 89% for the month of March.

IV. POLICE DEPARTMENT (CONTINUED):

March was the second month this year where we had an unusual number of violent crimes investigated. Detectives investigated an abduction/aggravated malicious wounding case, one residential burglary at nighttime, one armed robbery/aggravated malicious wounding case, one rape complaint and one aggravated malicious wounding. In addition, we had two active solicitations of child pornography investigations that were reported during March. Detective Sergeant Thad Johnson investigated the reported armed robbery/malicious wounding case. The victim was walking on the sidewalk near Temple and Snead Avenues when two male suspects approached him asking for a cigarette. The victim was pistol-whipped, receiving a laceration near his mouth that required several stitches. Detective Sergeant Johnson cleared the case by arresting two male juveniles for armed robbery and four adult males for conspiracy to commit armed robbery.

Also during the month of March, we had four (4) reported non-fatal heroin overdoses. We also processed 20 concealed weapon permits and four (4) police officer candidate background investigations in order to be prepared for the job openings through injury and retirements in 2019.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned four (4) new cases:
 - One case involved an indecent exposure.
 - One case involved a residential burglary at night.
 - One case involved the armed robbery and malicious wounding.
 - One case involved an abduction and a malicious wounding.
- Master Detective Roger Santini was assigned one (1) new case:
 - One case involved child neglect.
 - Conducted a police applicant background.
 - Cleared a grand larceny from December of 2018.
- Career Detective Chris Harris was assigned four (4) new cases:
 - One case involved a death investigation.
 - One case involved a solicitation of child pornography.
 - One case involved a child protective services complaint.
 - One case cleared involved a grand larceny from a residence.
- Master Detective Adam Brandeberry was assigned four (4) new cases this month.
 - One case involved a reported rape.
 - One case involved a child abuse complaint.
 - One case involved possession of child pornography.
 - Cleared a death investigation as an accidental overdose of fentanyl.

IV. POLICE DEPARTMENT (CONTINUED):

Three (3) public nuisance letters were issued this month—one in the 200 block of Archer Avenue, one in the 100 block of Clearfield Circle, and one in the 150 block of Roanoke Avenue.

The **U.S. Marshal's Fugitive Task Force**, of which Master Officer Travis Karr is a member, were able to locate and arrest eleven (11) fugitives who had 24 outstanding warrants from Colonial Heights. They were also busy locating homicide fugitives from the Metro-Richmond area. In total, the task force arrested nine (9) suspects directly related to three separate homicide investigations. They also participated in an ATF fugitive round-up in Petersburg that netted seven (7) fugitives. Of those seven fugitives, five (5) have been arrested by the Colonial Heights Police Department in past criminal investigations.

Auxiliary members and **Sentinel** volunteers assisted with traffic control for the Annual White Bank 5K Classic Road Race on March 30, 2019. Auxiliary officers assisted patrol with several TDO/ECO (temporary detention orders) services, prisoner extraditions, filling in for School Resource Officer positions, a Child DNA event, and provided over 79 hours of extra manpower while riding with officers during the month. Auxiliary/Sentinel members volunteered 144 hours of service during March. Our Auxiliary/Sentinel members have volunteered 292 hours of service during the 2019 calendar year.

Overall as an agency, we have made 414 total arrests, worked 84 crashes, wrote 494 traffic citations, executed 678 traffic stops, affected 15 DUI arrests and 30 drug arrests, and issued 49 parking citations.

Officer James Cecil Powell was selected as our ***Employee of the Month*** for **February 2019**. During the month of February, Officer Powell issued 20 summonses and 17 warnings. He also led the squad with four DUI arrests for the month. Of the nine new cases he investigated, eight of those were cleared, for a clearance rate of 89%. Officer Powell has been assigned as a crime scene technician, welcoming the challenges he will face in this new assignment on C Squad.

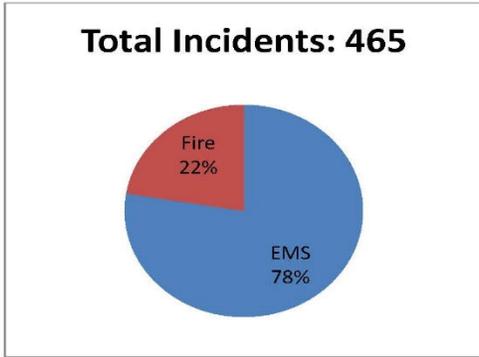
Officer Powell is a team player, always ready and willing to assist his fellow officers whenever called upon. He always comes to work with an optimistic attitude, which has a very positive effect on the entire shift. He accepts constructive criticism from his supervisors in a positive manner and always looks for ways to improve his performance. Cecil is always one of the top producers on his shift each month.

For his outstanding work ethic and attitude, and willingness to assist others without hesitation, it was obvious that Officer Cecil Powell was most deserving of our monthly ***Employee of the Month*** award.

IV. POLICE DEPARTMENT (CONTINUED):

Crime	March 2018	March 2019	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	1	100%
Robbery	1	2	100%
Aggravated Assaults	2	4	100%
Simple Assaults	18	16	-11%
Breaking & Entering	2	4	100%
Larceny	45	59	31%
Vehicle Thefts	4	4	0%
Arson	0	1	100%
Shoplifting	24	32	33%
DUI Arrests	17	15	-12%
All Criminal Arrests	360	414	15%
Calls for Service	3,654	3,504	-4%
January 2019	Number Reported	Number Cleared	Percentage Cleared
	91	71	78%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 104
(Total Fire Loss \$120)

Total EMS Incidents: 361 (294 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 95.7% of emergency incidents: (Avg. response time 5:37 minutes)

EMS units arrived on scene in less than 9 minutes on 95.2% of emergency incidents. (Avg. response time 6:01 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Cooking fire, confined to container	1	Gas Leak (Natural or LPG)	1	Good Intent Calls	24
Outside storage fire	1	Electrical Wiring or Equipment	1	Public Fire Education	2
Outside equipment fire	1	Power line down	2	Public Service Calls	19
Unauthorized Burning	2	Heat from short circuit (wiring)	1	False Alarm/False Calls	2
		Haz Mat investigation /no Haz Mat found	1	Assist Invalid	10
		Steam vapor mistaken for smoke	1	Smoke/CO Detector Installation	9
		Water or steam leak	3	Knox Box Installation	1
		Oil or other combustible spill	1	Child Seat Installation	5
				Cover Assignment/Station Fill in Fire Alarm System Malfunction	3
					12

Fire Mutual Aid Given & Received

M/A Fire Engine First Responder EMS to Chesterfield	3	M/A received from Chesterfield Fire	1
M/A given to Petersburg Fire	4	M/A received from Petersburg Fire	1

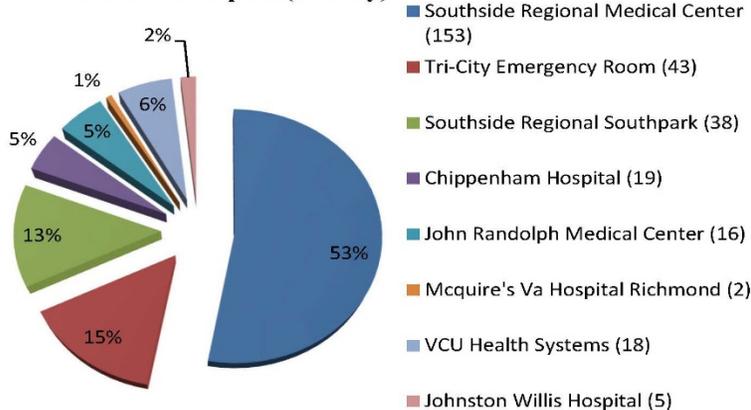
EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	4	M/A received from Fort Lee EMS	5
M/A given to Prince George EMS	1	M/A received from Petersburg EMS	6

Staffing

	<u>Engine unstaffed due to EMS call</u>	<u>Engine staffed with 2 due to EMS call</u>
Station 1	21 Incidents	28 Incidents
	31 Hours & 9 Minutes	36 Hours & 5 Minutes
Station 2	17 Incidents	32 Incidents
	18 Hours & 48 Minutes	34 Hours & 48 Minutes

Patient Transport (Facility)



EMS Transports (by facility)

VI. FINANCE DEPARTMENT:

Finance Activity:

- ERP System- Much of the “current state” business process documentation has been drafted and is being reviewed by staff. The contract with Tyler was approved by Council and executed, and Tyler has sent preliminary planning documents for review. Staff is working with Tyler to schedule kick-off meetings for phases I and II. Expansion hardware for the City’s server farm to accommodate the ERP software and the CAD system has been ordered.
- The utility rate study and condition assessment is ready for a purchase order as soon as Council approves the appropriation at the April meeting.
- The proposed CIP was presented to the Planning Commission on March 5th and City Council on March 12th. The proposed operating budget completed and being formatted for presentation to Council on April 9. A work session is schedule for April 16.
- Bank reconciliations have been completed through February 2019.
- Staff is drafting an RFP for release for the leasing of computers as contemplated by the proposed CIP.
- Finance, the Commissioner of the Revenue, and Billing and Collections met to discuss the proposed implementation of the cigarette tax effective July 1. We are working to establish contacts with major retailers and plan communications once the ordinance is adopted.

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 and the purchase of nitrogen reduction credits. The power lines still need to be relocated, however, Dominion has advised that there will not be a charge to the City due to the significant delay on their part. Staff will bring an additional appropriation to Council using interest earnings as a funding source once the full project costs are known.
- Contract negotiations are ongoing for Invitation # SP18-100102-1075, Computer Aided Dispatch (CAD), Mobile client, Law Enforcement Records Management Software (RMS) Automatic Vehicle Locator (AVL) CAD to CAD Solution.
- A Purchase Order was issued during the month in response to Invitation # 19-012502-103, Conduit Road & East Ellerslie Avenue Traffic Signal Replacement.
- A Purchase Order was issued during the month in response to Invitation # 19-022102-1084, Dupuy Avenue Street Improvements.
- Selected respondents to Invitation # 19-022102-1085, Automated Medical Billing & Collection system for the City’s EMS will be interviewed on April 11.
- Invitation 19-042402-1089, Annual “On-Call” services for Geotechnical Engineering, Environmental Engineering and Construction Support Services, was issued during the month. This proposal is due back on April 24.

Risk Management Activity:

- A citizen filed a claim for a tree branch from the City right-of way falling on his vehicle.
- A citizen filed a claim for damage to his vehicle from hitting a pothole on Temple Avenue.

VI. FINANCE DEPARTMENT (CONTINUED):

- A sewer backup occurred on Forest View Drive from a blockage in the street. The City's insurance carrier is working with the resident on the clean-up.
- A fire vehicle struck mirrors with another vehicle while northbound on the Boulevard responding to an accident

Utility Billing Activity:

- Bi-monthly Utility Bills Sent– 3,855
- Delinquent Notices Sent –711 or 19.5% with 101 cut off for nonpayment.
- \$0 in utility billing set-off debt collections received for this month.
- Three cut off customers had to be locked out for tampering with the meters. Two have paid and one is still cut off.

Billing and Collections Activity:

- Staff continues to work on first half real estate bills; the estimated mail date will be April 12th. Bills are due May 15.
- 47 customers under debt set-off paid their amounts due and had their debt set-off claims released.
- Approximately 75% of delinquent 2018 2nd half personal property bills have been placed on DMV stops.

Real Estate Activity:

- There were 56 recorded transfers in March, 18 of which were valid residential sales.
- New residential construction picked up during the month totaled \$94,100, new commercial construction totaled \$50,100.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Public Works	Public Works Technician
Sheriff	Deputy Sheriff
Sheriff	Deputy Sheriff (Part-time)
Fire & EMS	Telecommunicator
Recreation & Parks	Recreation Specialist II
Recreation & Parks	Van Driver (Part-time)

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Public Works Technician	18	288
Deputy Sheriff	106	511
Deputy Sheriff (Part-time)	27	167

Pay Plan Study

- Continue to identify market levels using survey information received from surrounding and similar size localities and finalize compensation options through the annual budget process.

Miscellaneous

- New Employee Orientation
 - Public Works Technician
- Exit Interview
 - EMS Firefighter
 - Telecommunicator
 - Senior Engineering Technician
- The Citizens Government Academy began on March 7, 2019 and will end on May 14, 2019 with a graduation recognition during the City Council meeting.
- Administered the written test phase of the Police Officer (Certified) recruitment process on March 1, 2019
- Attended the annual IPMA-VA Chapter Spring Conference on March 11-13, 2019. Topics included: Diversity/Inclusion, V3 Program, EEOC and Legal Update, Virginia Retirement System Update, and Records Management.
- Hosted a regional Virginia Retirement System training event to provide locality representatives with updates/changes on March 27, 2019
- Attended a Reasonable Suspicion and Emotional Intelligence Training seminar hosted by VML insurance programs on March 28, 2019.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 24,608 page views in the month of March.

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. Library2. Real Estate Records3. Animal Control & Shelter4. City Employees5. Human Resources6. Pay Online7. Yard Sale and Temporary Sign Permit8. Recreation & Parks9. Police10. SouthPark Mall11. Real Estate Assessor12. Records & Property Tax Maps13. Our Government14. Building Permits Issued for the Year15. GIS & Maps	<ol style="list-style-type: none"> Germany India Ireland France Philippines	<ol style="list-style-type: none"> Illinois North Carolina Pennsylvania California Maryland

- ☆ Citizens submitted and city staff processed 384 service requests and questions through the “Report a Concern” module during the month of March.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,773 fans and the City’s Twitter account has 1,350 followers. There are 3,338 subscribers for “In the News”.
- ☆ Proactive Information Management completed 89 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 21,161 in March.
- ☆ Residents borrowed 7,446 e-books on Kindles, while 546 e-books and audios were downloaded from the library’s online Hoopla collection. It is worth noting that over 30% of the library’s monthly circulation is currently in the e-book format. There are currently 784 residents registered for the Hoopla service.
- ☆ The public computer center had 1,655 users, while the iPad center was used 65 times.
- ☆ The children’s story time program had 195 children participating.
- ☆ The library’s meeting rooms were used by 146 groups.
- ☆ An average of 614 residents used the library each day, while 95 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation and Parks - March 2019

Recreation Division

In the month of March, the Recreation Department held Youth Baseball/Softball registration, evaluations and team drafts, as well as hosted baseball tournaments on its fields. Shepherd Stadium played host to NCAA Division II games in early March, as well as RISE Baseball the middle of March. Colonial Heights High School regular season games began the second week in March on Department fields.

Staff continued their Therapeutic Recreation programs with an increase in participation in March. Staff is also working on upcoming events to include the Ft. Clifton Festival, Great American Campout, Cardboard Boat Regatta and Back to School Festival. Staff interviewed and made selections for their Summer Camp staffing and is currently planning the schedule for their Summer Camp programs.

Activities/Programs	2019	2018
Adult Softball Teams	7	22
Ready, Set, Run	9	8
Baseball Registration	214	224
Softball Registration	62	73
Spring Flag Football	22	N/A
Volleyball	30	20
Little Tykes All-stars	10	N/A
Therapeutic Recreation	88	62
Fitness Warriors	42	N/A
Karate	4	6
Belly Dancing	6	6
Facility Usage	2019	2018
Community Room Attendance	1,020	875
Community Room Reservations	27	24
Pavilion Attendance	810	1,365
Pavilion Reservations	10	17
Field Attendance	9,100	10,025
Field Reservations	52	69



Parks, Horticulture, Buildings & Grounds

- Prepped baseball and softball fields as needed for practice and games.
- Installed batting cage at Civic field and High School Baseball field.
- Installed new flagpole and flag on Civic field scoreboard.
- Installed new windscreen on tennis courts at High School.
- Installed new field material on Lakeview softball fields and worked in.
- Set bleachers, trashcans, and benches at Soccer Complex.
- Picked up bags of trash from trail clean up and took to transfer station.
- Repaired holes in sheet rock in Community Center.
- Installed padded flooring and TVs in new fitness room at Community Building.
- Disassembled cubicle at Courthouse, moved, and installed in Finance Department.
- Cleaned out storage room at City Hall and took to transfer station.
- Assembled new chairs at Library.
- Mulched sites as needed.
- Trimmed shrubs at sites as needed.
- Cut back liriopie at sites as needed.
- Trimmed hedges at Library.
- Trimmed hedges at War Memorial.
- Cleaned up flower beds at all sites.
- Trimmed back roses at Library.
- Planted memorial tree at Appamatuck Park.

Annual Appomattox River Trail Clean Up



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Agency on Aging Activities	2018	2019
Adult Coloring	4	10
Bingo in Center	25	52
Bowling	192	192
Bridge Party	38	48
Bridge Tournament	73	82
BUNCO	16	8
Lifeline Screenings	N/A	78
Potluck "Soup" Party	N/A	13
Scrabble	16	12
Senior Club Meeting	84	81
Senior Citizen Dance	81	68
Senior Golfer's Board Meeting	12	10
Senior Golfer's Meeting	92	95
Sing A-Long	22	36
Spring Wreath Class	N/A	12
Sugar Easter Eggs	N/A	7
Awareness/Education	2018	2019
Blood Drive	N/A	30
Blood Pressure Check	36	20
CDBG Home Repair Lunch & Learn	N/A	3
Lifeline Screenings	81	78
Classes	2018	2019
Ballroom Demo	N/A	8
Bob Ross Painting Video	N/A	4
Colorful Creation Open Paint	41	37
Crochet & Knitting	39	48
Line Dancing Class	50	89
Quilts for Vets	14	15
Sewing Class	14	30
Tap Class	75	36
Tech Savy	3	1
Watercolor with Faye	36	23
Fitness	2018	2019
Fitness Center	N/A	59
Fitness Center Orientation	N/A	48
Muscles in Motion	216	301
Sit & Let's Get Fit	147	229
Strength & Stretch	292	484
Tai Chi	29	45
Pickleball	180	182
Total Body Strength	N/A	336
Water Aerobics	37	38
Yoga	122	149
Trips	2018	2019
Genealogy	N/A	3
Lunch Bunch	9	20
Quilt Festival	N/A	12
Southern Women's Show	21	22
Yorktown	N/A	25
Total	2,097	3,127

Volunteer Hours	6	15
Meals	2018	2019
Home Delivery Meals	60	20
Site Meals	36	54
Transportation	2018	2019
Total Passengers	214	350
Total Trips	425	704
Total Miles	2,195	3,384
Wheelchairs	12	24
Donations	\$196.80	\$575.00
New Riders	7	7



Violet Bank Museum

	<u>2019</u>	<u>2018</u>
Attendance	131	188

House Tours: 45
 Grounds Use: 22
 Ongoing Programs: 27
 Special Events: 37

The Museum staff were happy to receive brand new, redesigned brochures during March and immediately began to distribute the brochures. Brochures have been placed at; the Petersburg Visitor Center at the Exchange Building, Blandford Cemetery Visitor Center, Hopewell Visitor Center, Weston Manor, and Hopewell Public Library. It really looks great and better reflect the Museum as it is now.

The Museum staff put together a St. Patrick's Day Celebration at the Museum. Ms. Laurie Lunsford provided a wonderful selection of traditional Irish folk music and there were coloring sheets for the kids. Decorative touches were scattered throughout the upstairs and a refreshment table was set up in the central hallway for the guests to enjoy.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 6 YAC Members and YAC Advisor Attended March Monthly Meeting
- 4 YAC Members and Advisor Met to Plant Pinwheels for Prevention
- 4 YAC Officers and Advisor Planned for the Monthly Meeting

➤ **Youth Services Commission**

- Held Bi-monthly meeting

➤ **Kids' After School Program**

- **Enrollment:** Tussing Elementary – 17, North Elementary – 16, Lakeview Elementary – 13.
- **KAP Activities:** Field Visit- Science Tellers, Team Building- The Maze, Art-Drawing & Painting, STEM-CPR, Building with Marshmallows, Social emotional Learning- Letters to Cafeteria managers,
- Literacy- Word search, dictionary drills, daily reading, cryptograms.
- **Program Coordinator activities:** provide supervision to VSU Interns (12 hrs.), conducted monthly staff development training on Child Abuse Awareness.
- **Volunteer hours:** 112 hours

➤ **Substance Abuse Prevention Activities**

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

➤ **Ongoing Monthly Meetings/Trainings**

- Colonial Heights Food Pantry Board Meeting
- CARES Board Meeting
- Positive Parenting Coalition Meeting and Positive Parenting Institute
- Southside Trauma Informed Care Network Meeting
- ACEs Interface Master Trainer Conference Call
- ACEs Training at STORY RVa
- Central Region Tobacco Control and Prevention Training
- CAAN-DUU Annual Retreat and Strategic Planning Workshop
- Health Advisory Board
- Interagency Prevention Team Meeting
- Colonial Heights School Board Meeting
- CHHS CADRE Meeting
- Community Coalitions of Virginia Board meeting
- Colonial Heights Multi-Disciplinary Team
- Community Policy & Management team

➤ **Diversion Program Participation**

- **Community Service**
10 Youth Completed 79 Hours of Service Learning
 - **Shoplifting Diversion**
11 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
 - **Teen Life Skills**
1 Youth Completed 2 Sessions of "Teen Life Skills"
 - **Miscellaneous Youth Services (Non DJJ)**
2 Youth Completed 32 Hours of Community Service
1 Youth Completed 3 Sessions of "Teen Life Skills"
- ✓ Volunteered for "Reach for Reading" at North Elementary School
 - ✓ Presented Information to 37 Students at Career Day at Colonial Heights Middle School
 - ✓ Volunteered at Colonial Heights Food Pantry for Distributions
 - ✓ Attended "Night to Shine" Special Needs Prom Follow Up Meeting

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

- ✓ Volunteered with Colonial Heights Food Pantry at ARC Disabilities Resource Fair at CHHS
- ✓ Attended “Fill the Bowl” Fundraiser with Food Pantry Board at Dunlop House
- ✓ Planted Pinwheels for Prevention were planted by Youth Advisory Council teens, Swift Creek Woman’s Club members and The James House staff at the School Board Office, the Courthouse, the Legacy Garden, Lakeview Elementary School, North Elementary School, Colonial Heights High School, Tussing Elementary School, Colonial Heights Public Library, Colonial Heights Middle School, Highland United Methodist Church and the Health Department.
- ✓ Presented Information for the Citizen’s Academy

XII. FLEET MAINTENANCE:

	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2019	71	\$38,287.07	6	\$18,462.70
2018	77	\$26,256.73	15	\$4,795.25

Sublet repairs consist of the following;

Dealer repairs (fire dept.)	\$17,644.30
Glass replacement	\$644.89
Misc. (radio install)	\$138.51
Tire	\$35.00

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

	<u>SUBLET</u>	<u>TOTAL</u>
2013/14	\$13,077.67	\$178,613.49
2014/15	\$28,145.08	\$232,176.85
2015/16	\$26,054.05	\$188,813.54
2016/17	\$30,975.35	\$247,363.55
2017/18	\$36,259.35	\$245,296.13
2018/19	\$46,956.55	\$204,802.18