

CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 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 has commenced.
- **Lakeview Avenue Modernization, UPC 101288** – Utility relocation currently underway.
- **Bridge Rehabilitation, UPC 105109** – Preliminary Engineering work is in progress.
- **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 been completed.

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 has commenced.
- **Nantucket Drainage** – Obtaining right of way in order to start construction.
- **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** – Final E&S Plan submitted on 4/15. Additional information has been requested.
- **Boulevard Enhancement (A to Temple Ave)** – 30% Plans submitted on 4/29.
- **Towneplace Suites 2019** – Awaiting complete submittal of final plans.
- **SRTS – North Elementary Sidewalks Phase 2** – 60% Plans submitted for review on 4/15.

Right-of-Way Permits

- Issued/opened twelve (12) permits and closed nine (9) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 68 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (04) locations and responded to (04) dead animal removal from street.
- Cut and trimmed grass at (54) locations and sprayed for high weeds/grass at (12) locations.
- Trimmed limbs/bushes on Marvin Avenue at Battery Place, Lafayette Avenue, Essex Road and on Highland at Hamilton Avenues.
- Removed limbs from City property in alley behind Norfolk Avenue, on Longhorn Drive at Ellerslie Avenue, Lakeview Avenue and responded to (04) tree miscellaneous requests.
- Picked up storm damage citizens request at (06) locations.

Recycling Center

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

Storm Water and Drainage

- Cleaned (27) catch basins/curb inlets, (01) outfall, (02) curb and gutters, (01) drainage pipe, (04) drainage ditches and responded to drainage miscellaneous request at (10) locations.
- Placed topsoil in sinkhole on Maple Lane, Brookhill Avenue and Kennon Point Drive.
- Delivered two dump truck loads of crush and run stone to Fort Clifton for Parks and Recreations.
- Concrete crew replaced (21) feet of Curb and Gutter at (04) locations, (14) feet of sidewalk at (04) locations and a 13' x 16' section of driveway at (01) location due to Utility and Storm water repairs.

Transportation

- Placed Asphalt in (114) potholes, (08) shoulders, (14) low areas, (09) utility cuts, (02) sinkholes and (62) asphalt breaking up and responded to (04) asphalt miscellaneous requests.
- Placed gravel on shoulders of street at (01) location, (02) sinkholes and (01) washout area in alley.
- Assisted Police Department closing Lakeview Avenue due to an accident in Chesterfield County and assisted Traffic Engineering cut a 1' x 1' hole in concrete to place a sign at Moore Avenue and Boulevard.
- Continued to clean and preform preventive maintenance/repairs on City's vehicles and Equipment.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (14) sewer backups and to (06) sewer miscellaneous requests.
- Installed a new cleanout on Lyons Avenue, repaired a cleanout on Branders Bridge Road and repaired cleanout top on West Westover and on Glenview Avenues.
- Repaired sewer lateral line on Cloverhill Ave. and on South Valley Road
- Flushed sewer line on Cameron Ave. and Bristol Avenues for City's contractor.
- Placed topsoil around cleanout on Covington Road.
- Camera sewer main line to determine problem, no problem found on Charlotte at Cottage Grove Avenues.
- Sprayed manhole for sewer roaches on Deerwood Drive.
- Removed debris from pump 1 once, pump 2 three and pump 4 five times for the month. Replaced fuses, removed debris and wired a plug to reverse direction of the communitor and responded to an alarm after hours for communitor failed, reset at the Main Pump Station.
- Employees consumed 192 hours regular time and 01 hour overtime monitoring, repairing and cleaning for the month at the Main Pump Station.
- Responded to an alarm after hours for pump failed, reset pump, pulled and cleaned pump 1 and pulled floats out of grease at Sherwood Hills Pump Station.
- Installed new radiator for generator at Dunlop Farms Boulevard.
- Repaired road going to C&B Pump Station.
- Assisted contractor on Cameron and Bristol Avenues loading gravel after hours.
- Continue flushing all trouble sewer lines throughout the City.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (07) water meters and responded to (07) water miscellaneous requests.
- Repaired a water main line break on Walnut Avenue, a service line on Taswell Avenue and repaired a line to a bathroom at White Bank Park.
- Raised a meter box on Branders Bridge Road and replaced a meter top on Covington Road.
- Replaced top section of water valve box and lid on Charles Dimmock Parkway and on Battery Place at Wright Avenue.
- Reinstalled water valve lid on Meridian Avenue and replaced water valve lid on Temple Avenue.
- Turned water off at meter for an irrigation line break on Kennon Point Drive.
- Replaced a Fire Hydrant on Essex Road and flushed a hydrant on Hampton Drive to remove air from line.
- Performed fire flow test for Caliber Collision Center.
- Performed a pressure test for citizen on Highland Avenue.
- Collected weekly routine water samples, performed THM's, HAA's and 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) sent out of state for testing.
- Backflow/Cross Connection Technician conducted (63) surveys, (5) complete and (58) incomplete and performed (08) hours of 811 locating.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (200) man hours and 290 tickets completed.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Department Overview

During the month of April, the department became fully staffed. The Community / Economic Development Specialist position was filled on April 17th by Ms. Amanda Perez; this position is split 50% with the Economic Development Office.

Planning & Community Development Division

- Planning Commission did meet for the month of April, and the following items were considered:
 - Planning Commission Resolution 19-3, Special Use Permit for Cell Tower (approved, 7-0)
 - Discussion on Mr. Wade's submittal entitled "Proposal for City Growth".
 - Discussion on methodology for the 5 year review of the Comprehensive Plan.
- At City Council, the following planning related items were considered:
 - (Second Reading) Ordinance 19-1, Special Use Permit for Roslyn Farm Corporation
- Planning division reviewed and approved 123 planning permits.
- 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 201 new cases in April 2019 and observed 124 outstanding cases come into compliance.
- April 1st begins grass cutting season. During grass cutting season, the property owner of record only receives one written notice for the season.
- All enforcement is conducted proactively, with the exception of the new trash placement ordinance. Enforcement trash placement is currently conducted retroactively in order to maintain the proactive enforcement of all existing codes. When the high volume of grass violations subsides, code enforcement will begin proactively enforcing trash placement street-by-street.

Building Inspections Division

- The building inspection division issued 39 total building and trade permits, with a total expected investment of \$2,340,875 in commercial construction.
- Certificate of Occupancy issued for two new residential units at 107 E Perthshire Ct and 308 Biltmore Drive
- The department completed 137 inspections.

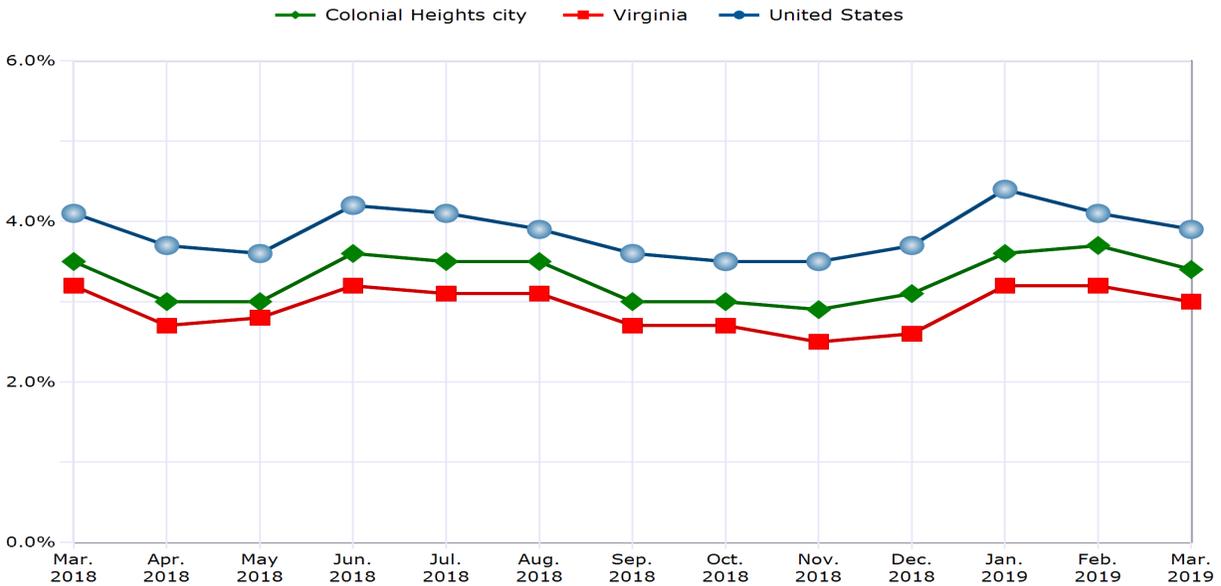
The following spreadsheet depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT					
April 2019					
BUILDING INSPECTIONS DIVISION			PLANNING DIVISION		
Building Permits	Month	Year to Date	Planning Permits	Month	Year to Date
	Permits Issued	Permits Issued	Farmer's Market	1	1
Residential Building	11	27	Fence	7	16
Commercial Building	6	17	Mobile Food Units	0	0
Demolition	0	0	Signs - Permanent	4	10
Electrical	17	43	Signs - Temporary	1	10
Mechanical	19	43	Zoning	10	17
Plumbing	8	29	Total: All Permits	23	54
Swimming Pool	1	1			
Amusement Rides	0	1	Development	Month	Year to Date
Tent	3	3	Plat: Adjustment/Vacation	0	0
Clean Out Installation	4	15	Plat: Subdivision	0	1
Water and Sewer Connection	1	4	Prelim. Site Plan Review	0	3
Total: All Permits	70	183	Special Exception Permit	0	0
			Special Use Permit	1	2
New Residential Units (CO's)	Month	Year to Date	Rezoning	0	0
Total	2	3	Variance	0	0
			Wetland Development	0	0
Valuations	Month	Year to Date	Zoning Opinion	0	3
Residential	\$189,768.10	\$562,973.13	Total: All Categories	1	9
Commercial	\$2,340,875.00	\$4,505,775.00			
Total	\$2,530,643.10	\$5,068,748.13	Community Meetings	Month	Year to Date
			Board of Zoning Appeals	0	0
Building Inspections	Month	Year to Date	Planning Commission	1	3
Residential	75	203	Wetlands Board	0	0
Commercial	62	189	Total: All Meetings	1	3
Total: All Inspections	137	392			
CODE ENFORCEMENT DIVISION					
Cases	Open Cases		Closed Cases		
	Month	Year to Date	Month	Year to Date	
Commercial/Recreational Vehicle	17	70	14	58	
Exterior Storage of Objects	15	59	14	59	
Inoperable Vehicle	25	86	26	87	
Property Defacement	0	0	0	0	
Tall Grass	122	122	42	42	
Trash Can Placement	7	13	4	9	
Trash/Debris	7	53	8	61	
VA Property Maintenance Code	5	17	2	14	
Zoning	3	35	14	35	
Total: All Cases	201	455	124	365	

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
March 2019	3.4%	3.0%	3.9%
Feb. 2019	3.7%	3.2%	4.1%
March 2018	3.5%	3.2%	4.1%

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 March 2019 per *Virginia Employment Commission*.

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

- *Chesterfield 3.0 % unemployment *City of Petersburg 6.5 % unemployment
- *Dinwiddie 3.5 % unemployment *City of Hopewell 4.7% unemployment
- *Prince George 3.5 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	4
Sites/Bldgs. Submitted	2
Active Prospects	7

Projects:

Tractor Museum Expansion – Received Certificate of Occupancy
Towneplace Suites – site plan submitted
Southgate Square Shopping Center Re-subdivision
Mission BBQ Site Plan
Extended Stay Hotel – construction scheduled Spring/Early Summer
Conn’s Home Store - under construction (September Opening Tentative)
Panera w/Drive-thru – Building plans have been submitted. Waiting for revised site plan.

Meetings & Events:

Community College Workforce Alliance (CCWA) Meeting
Craft Brewers Conference – **(29 Cold Calls)**
International Economic Development Corporation (IEDC) Forum
50 Years of LOVE Planning Meeting
Business Development Workshop Meeting
Retail Merchants Association Monthly Meeting
CREW (Commercial Real Estate for Women) Meeting
Greater Realtor Association Commercial Realtors Monthly Meeting
Network of Enterprising Women (NEW) Monthly Luncheon
Pamplin Park Tourism Meeting
Chamber Monthly Luncheon
Keystone Tractor Museum Board Meeting
Business Retention Meeting
PART Marketing Meeting
Crater Regional Workforce Development Board Meeting
Rebranding Committee Meeting

IV. POLICE DEPARTMENT:

Our officers responded to 3,365 calls for service during the month of April 2019. During the same month last year, we responded to 3,305 calls for service—resulting in a 2% increase. We had no reported robberies, and none reported in April 2018—no change. We had no reported rapes in April of 2019, and none were reported in April of 2018—no change. We had four (4) reports of aggravated assault this April, with four (4) reported during the month of April 2018—no change. As for burglaries, four (4) were reported in April 2019, with none reported during the month of April 2018—a 400% increase. There were 80 Part I, or serious, crimes reported to the Colonial Heights Police Department in April 2019. Fifty-one (51) of those, or 64%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of April has been a very busy one, beginning with the entire department completing firearms qualifications within four days. I am proud to say that all of our personnel qualified and that the new weapon (Glock 19, 9mm) has been well received. This past month, we welcomed those citizens who participated in the City's annual Citizen Academy. The command staff and other officers had the class in active discussion and hands-on instruction—a good time was had by all. We also had numerous community events throughout the month—the *DEA Drug Takeback*, *Child Safety Seat Check*, the *MADD Walk*, *City Clean-Up* and the *Autism Awareness* event, just to name a few. It was nice to be recognized by the Colonial Heights Health Care and Rehabilitation Center, who hosted an Appreciation Breakfast for all first responders. Again, another good time and very much appreciated.

Regarding our personnel, we are in the midst of hiring a few certified officers, filling vacancies due to the pending retirement of one officer and the recent resignation of a young supervisor who transitioned to the private sector. Both positions will eventually need to be filled with supervisors, so we have started the promotional process for both sergeant and lieutenant positions. I am encouraged, as we have several well-qualified officers who have submitted their resumes to begin the promotional process.

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

- Sergeant Jason Chimera responded to the 500 block of Riverview Road for a disturbance. During the argument, the suspect fired a round from a firearm and left the scene. Sergeant Chimera was able to identify and arrest the suspect for reckless handling of a firearm.
- Career Officer Wayne Moody arrested a group of subjects from Romania who have been stealing items. This group has been targeting Home Depot stores all along the East Coast.
- Officer Andrew Fontaine responded to Wood Spring Suites for a subject who had shot himself in the hand. The subject was transported to the hospital and was later charged by detectives for reckless handling of a firearm.
- Acting Lieutenant Mike Foster responded to Benny's Tavern for a disturbance. As he arrived on scene, the departing suspect was involved in a minor accident just outside the city. A/Lt. Foster made contact and arrested this person for DUI, refusal, and weapons charges for the disturbance at Benny's.
- Master Officer Stacey Whitt responded to Conduit Road and Westover Avenue for shots fired into an occupied dwelling. It was determined that during the night, a suspect or suspects fired multiple rounds into the residence. Detectives were called out to the scene and are investigating this incident.
- Sr. Officer Calhoun conducted a traffic stop and as he got to the window of the suspect vehicle, the suspect drove off. Sr. Officer Calhoun was able to locate the suspect vehicle, but the suspect fled on foot and could not be located. Sr. Officer Calhoun was able to identify the suspect and took out multiple charges.

IV. POLICE DEPARTMENT (CONTINUED):

- Officer Andrew Fontaine took a report of a missing person suffering from dementia. The person had driven off in a vehicle with an unknown destination. OnStar was used to locate the vehicle in Hanover after it had been involved in a crash. Hanover police officers made contact with the missing person and he was reunited with his family.
- Officer Joseph Vaughan attempted to stop a vehicle for speeding in a school zone. The vehicle failed to yield, and the pursuit was terminated due to the conditions. Officer Vaughan was able to follow the suspect vehicle at safe speeds and distance to the suspect's residence, where the suspect stopped. The suspect was taken into custody on multiple charges.

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:

- With the assistance of Lt. Rob Ruxer and Officer Desiree McCurry, the division conducted a hands-on review of archived property. This endeavor involved reviewing older cases and then providing property disposition sheets to officers to determine a final disposition for the items.
- Members of the division attended the Chick-Fil-A *Touch a Truck* event and posted a Facebook entry live from the event.
- Master Officer Eric Allen began training with Master Officer Dale Waldrop as the School Resource Officer at the high school. Master Officer Waldrop's last day at the high school was April 24th, when Master Officer Allen assumed SRO duties at the campus for the remainder of the school year. .
- In support of Special Olympics, the division attended the *Little Feet Meet* at the athletic field and took photos.
- The division sponsored the *DEA National Drug Takeback* and *Child Safety Seat Check* event. A Facebook live was posted from the event. A total of 68 vehicles came to the event. A total of 118.4 pounds of drugs were collected and seven (7) child safety seats were inspected/installed.
- Sr. Officer Andrew Barnhouse conducted D.A.R.E. graduation at Lakeview Elementary for the 5th graders there.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported April 2019 as an above average month for the number of cases assigned to Investigations. Twenty-one (21) new cases were assigned to detectives for the month. Of all the cases that were investigated, eighteen (18) were cleared. This included clearing six (6) cases from previous months, which resulted in a clearance rate of 95% for the month of April.

Cases of note:

- Master Detective Roger Santini investigated two different burglaries this month. One burglary was to a business, AT&T, in the 700 block of Southpark Boulevard. The front window to the business was broken and entry was gained. No items were taken by the suspect. Master Detective Santini received information from Hanover County Sheriff's Office on a similar burglary, which allowed him to identify a suspect, obtain warrants and serve the warrants.

IV. POLICE DEPARTMENT (CONTINUED):

- The second burglary was to a residence where a small safe containing \$3,500.00 was stolen. Master Detective Santini was able to ascertain from the victim that only three people had knowledge of a small safe inside of the apartment. The suspect's girlfriend was contacted, and she provided Master Detective Santini with information that the victim's uncle had confessed to her that he had stolen the safe. With this information, Master Detective Santini was able to take the suspect into custody and discovered text messages on his cell phone "setting up" the burglary.

Also during the month of April, we had one (1) reported non-fatal heroin overdose. We also processed 36 concealed weapon permits and one (1) massage permit.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned four (4) new cases:
 - One case involved an identity theft.
 - One case involved a reckless handling of a firearm.
 - One case involved a reported embezzlement to a local neighborhood association.
 - One case involved a threat over public airways.
- Master Detective Roger Santini was assigned six (6) new cases:
 - One case involved fraud.
 - One case involved conducting an unfounded death investigation.
 - Two cases of burglary—one residential, the other a business.
 - One case of domestic assault.
 - One case of theft from a motor vehicle.
- Career Detective Chris Harris was assigned seven (7) new cases:
 - One case involved a death investigation.
 - One case involved distribution of child pornography.
 - Two cases involved a weapons violation.
 - One case involved a sexual assault.
 - Two cases involving forgery and uttering were cleared from last month.

IV. POLICE DEPARTMENT (CONTINUED):

- Master Detective Adam Brandeberry was assigned four (4) new cases this month:
 - One case involved possession of child pornography.
 - One case involved perjury.
 - One case involved breaking and entering into a shed.
 - One death investigation was cleared.
 - Three cases involving a larceny, a death investigation and child abuse were cleared from last month.

Four (4) public nuisance letters were issued this month.

The **U.S. Marshal's Fugitive Task Force**, of which Master Officer Travis Karr is a member, had an average month for April due to training. They were able to locate and arrest six fugitives who had 19 outstanding warrants for Colonial Heights. During the apprehension of one wanted fugitive, the task force officers observed a firearm, drug evidence and cash in a residence of a convicted felon in the city. The Investigations Division arrived on scene and took over the investigation.

Auxiliary members and **Sentinel** volunteers assisted with traffic control for the *Fast and Furiest 5K Race*, as well as the *Drug Take-Back* and *Child Safety Seat* event on April 27th. Auxiliary officers and Sentinels assisted patrol with several TDO/ECO services, prisoner extraditions, filling in for SRO positions, and over 31 hours of extra manpower while riding with officers during the month. Members volunteered 112 hours of service during April. To date, our Auxiliary/Sentinel members have volunteered 390 hours of service during the 2019 calendar year.

Overall as an agency, we have made 372 total arrests, worked 96 crashes, wrote 442 traffic citations, executed 605 traffic stops, affected 11 DUI arrests and 39 drug arrests, and issued 47 parking citations.

On occasion, we delve back into past outstanding performances for our Employee of the Month, and this was one of those times. **Officer Andrew N. Fontaine** was honored as our *Employee of the Month* for **March 2019** for his outstanding efforts during the month of January 2019.

Officer Fontaine's January was filled with time consuming and difficult cases. He worked a strongarm robbery where the victim gave information that Officer Fontaine then used to obtain warrants on the suspect. Officer Fontaine also took a report of a stolen cell phone from Southpark Mall. The phone was tracked and located at Fort Lee. Working with the Army base's military police, he located the soldier who was responsible and recovered the phone for the victim. The suspect was arrested. Another cell phone larceny occurred at Publix, where the suspect was still walking into the store with the phone upon Andrew's arrival. The suspect was located by Officer Fontaine, the cell phone was recovered, and the suspect arrested. Officer Fontaine also responded to a domestic situation where the victim was being held against her will. The suspect was arrested for multiple charges, including malicious wounding, abduction and animal cruelty for killing the victim's cat. These involved cases are in addition to Officer Fontaine's issuance of 27 traffic summonses, 15 verbal warnings, and working five vehicle crashes.

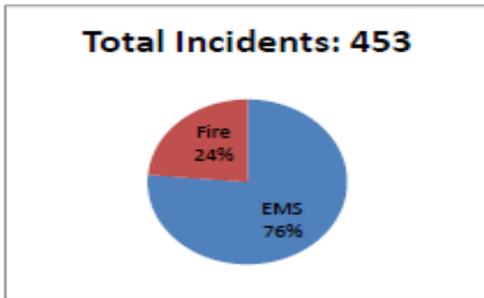
For outstanding performance of his duties during complex and stressful situations, Officer Fontaine has proven to himself to be a tremendous asset to the Colonial Heights Police Department and to the citizens of Colonial Heights. For these reasons, we feel compelled to honor Andrew with this award.

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS FOR April 2019			
Crime	April 2018	April 2019	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	0	0	0%
Aggravated Assaults	4	4	0%
Simple Assaults	11	24	118%
Breaking & Entering	0	4	400%
Larceny	50	43	-14%
Vehicle Thefts	2	4	100%
Arson	0	1	100%
Shoplifting	25	24	-4%
DUI Arrests	23	11	-52%
All Criminal Arrests	332	372	12%
Calls for Service	3,305	3,365	2%
April 2019	Number Reported	Number Cleared	Percentage Cleared
	80	51	64%

V. FIRE & EMS DEPARTMENT:

Fire & EMS Monthly Report for April 2019



Total Fire Type Incidents: 107
 (Total Fire Loss \$2,425)

Total EMS Incidents: 346 (231 Patient Transported)

Fire units arrived on scene in less than 9 minutes on 96.0 % of emergency incidents: (Avg. response time 6:39 minutes)

EMS units arrived on scene in less than 9 minutes on 96.8 % of emergency incidents. (Avg. response time 5:29minutes)

Fire Division (number of incidents):

Fires		Hazardous Situations		Services Calls and False Calls	
Building Fire	2	Gas Leak (Natural or LPG)	2	Good Intent Calls	27
Cooking Fire, confined to container	1	Electrical Wiring or Equipment	1	Public Fire Education	2
Authorized Burning	1	Power line down	7	Public Service Calls	13
Unauthorized Burning	1	Water or Steam Leak	2	Animal Rescue	1
				False Alarm/False Calls	5
				Assist Invalid	16
				Smoke/CO Detector Installation	4
				Knox Box Installation	3
				Child Seat Installation	5
				Cover Assignment/Station Fill in	1
				Fire Alarm System Malfunction	10

Fire Mutual Aid Given & Received

M/A Fire Engine First Responder EMS to Chesterfield	2	M/A received from Chesterfield Fire	4
M/A given Crater Tech Rescue Team	1		
M/A given Chesterfield Fire	1		

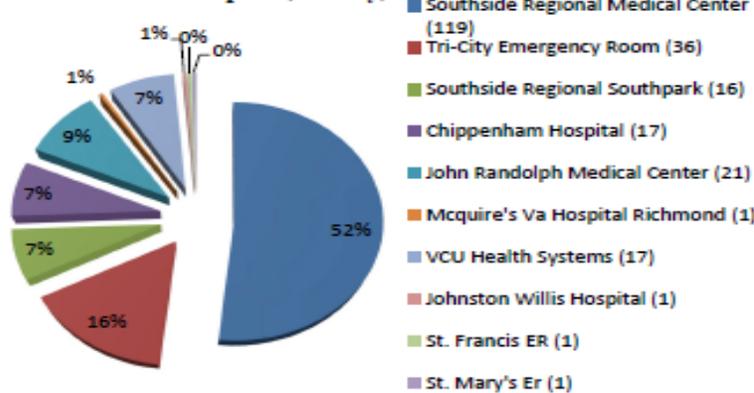
EMS Mutual Aid Given and Received

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

Staffing

	Engine unstaffed due to EMS call	Engine staffed with 2 due to EMS call
Station 1	28 Incidents	16 Incidents
	30 Hours & 51 Minutes	19 Hours & 35 Minutes
Station 2	14 Incidents	17 Incidents
	21 Hours & 14 Minutes	25 Hours & 45 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 Steering Committee is now meeting monthly and a kick-off meeting for the property tax system has been scheduled for May 6. The Chart of Accounts team is also meeting in early May. Expansion hardware for the City’s server farm to accommodate the ERP software and the CAD system will be arriving in May.
- The utility rate study and condition assessment is ready for purchase order as soon as Council approves second reading of the appropriation at the May meeting.
- The FY19-20 Operating Budget and FY20-FY24 CIP were presented to Council and work sessions and public hearings have been held. The second reading for FY19-20 appropriations will be May 14.
- Bank reconciliations have been completed through March 2019.
- RFPs for Banking services and a lease agreement for computers were put out to vendors during the month and are due in May.
- Staff has followed up with multiple cigarette retailers and distributors to establish contact information for the distribution of the cigarette tax ordinance and related forms. Finance has ordered stamps which will be available for sale to retailers and distributors June 1.
- Debra Russell announced her retirement on April 16, effective April 30. Payroll duties have been distributed to other staff in the department and the recruitment process was started immediately. The position closes on May 16.

Purchasing Activity:

- 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.
- Proposal meetings were held in April, for Invitation # 19-022102-1085, Automated Medical Billing & Collection for the City’s Ambulance Service. The selection committee has made a decision, and contract negotiations will begin in May
- Invitation # 19-042402-1089, Annual “On-Call” services for Geotechnical Engineering, Environmental Engineering and Construction Support Services, were received during the month. Proposals are being evaluated by the selection committee.
- Invitation # 19-050802-1091, a sealed bid for a Supervisory Control & Data Acquisition (SCADA) System, was issued on April 18, with sealed bids due on May 8. The goal of this project is for a new SCADA system that will monitor the City’s three elevated storage tanks and seven pump stations. The SCADA base station will be at the City’s main pump station, located on Conduit Road.
- Invitation # 19-051702-1092, a proposal for a vendor to implement and run the City’s Community Development Block Grant (CDBG) Program, was issued on April 30 with proposals due on May 17.

VI. FINANCE DEPARTMENT (CONTINUED):

- Work has begun on the new gas generator at the Public Safety Building. The City's Public Works Department will be putting down the concrete pad. Trees will have to be removed by the City's Recreation Department. Installation of piping on the outside of the Public Safety Building has already started.
- Cigarette tax stamps were ordered during the month, with delivery expected in late May.
- Purchase Order was issued for the Finance Department's new Enterprise Resource Planning Software System. A kickoff meeting with Tyler Munis is schedule for May 6.
- A contract was put into place, for a contractor to cut the grass of those citizens out of compliance with the City's high grass ordinance.

Risk Management Activity:

- Another vehicle turning onto the Boulevard struck the passenger side front corner of a Public Works Truck.
- Curb and gutter damage was reported on Hamilton Avenue, caused by a vehicle losing control and over turning.
- A claim was filed against the City, due to a sewer backup on Charlotte Avenue.
- A claim was filed against the City, for possible litigation, alleging discrimination.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent – 3,642
- Delinquent Notices Sent – 689 or 17.9% with 115 cut off for nonpayment.
- \$1,477 in utility billing set-off debt collections received for this month.
- Two cut off customers had to be locked out for tampering with the meters. One had to have a meter pulled. All have paid as of the end of the month.

Billing and Collections Activity:

- Real Estate bills were mailed April 21st. There was a delay due to processing errors by the system that were not corrected by the current financial system support vendor on a timely basis. The printer also put the incorrect due date of June 5 on the envelope. Bills are due May 15. Staff put out a notice on the website and through a news flash on the error, and have instructed the printer to take the due date language off the envelope.
- Personal Property bills are expected to be mailed May 3 for payment due June 5.
- \$17,556.15 was collected through debt set-off for the month. (This figure includes utility billing reported above.) 15 customers had their debt set-off released as they paid the amounts due.

VI. FINANCE DEPARTMENT (CONTINUED):

- All delinquent 2018 2nd half personal property bills have been placed on DMV stops.

Real Estate Activity:

- There were 60 recorded transfers in March, 25 of which were valid residential sales.
- New residential construction picked up during the month totaled \$71,900, there was no new commercial construction.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	Telecommunicator
Recreation & Parks	Recreation Specialist II
Recreation & Parks	Van Driver (Part-time)
Police	Animal Control Aide (Part-time)
Public Works	Senior Engineering Technician

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Telecommunicator	133	1,097
Recreation Specialist II	62	472
Van Driver (Part-time)	13	132
Animal Control Aide (Part-time)	42	470

Pay Plan Study

- Finalized pay study results and submitted recommendations to the City Manager for review and consideration.

Miscellaneous

- New Employee Orientation Public Works Technician

Exit Interviews Recreation Specialist II
 Utility Maintenance Specialist

- The Citizens Government Academy continues through April 2019 and will end on May 14, 2019 with a graduation recognition during the City Council meeting. An optional tour of Riverside Regional Jail has been added to the schedule.
- Attended VACoRP/Anthem VRS Hybrid Disability Program update meeting.
- Attended training seminars on: Understanding ADA & Service Animals and Cross-Generation Workforces.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 60,890 page views in the month of April.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Records3. Animal Control & Shelter4. City Employees5. Human Resources6. Yard Sale and Temporary Sign Permit7. Pay Online8. Fort Clifton Festival9. Recreation & Parks10. Police11. Real Estate Assessor12. Records & Property Tax Maps13. Our Government14. GIS & Maps15. Building Permits Issued for the Year	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India Germany Ireland China France <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois North Carolina California Maryland Pennsylvania
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- ☆ Citizens submitted and city staff processed 267 Service Requests and questions through the “Report a Concern” module during the month of April.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,791 fans and the City’s Twitter account has 1,363 followers. There are 3,338 subscribers for “In the News”.

IX. LIBRARY:

- ☆ The library staff circulated 19,953 titles in April.
- ☆ Residents borrowed 7,656 e-books on Kindles, while 530 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 801 residents registered for the Hoopla service
- ☆ The public computer center had 1,491 users, while the iPad center was used 84 times.
- ☆ The children’s story time program had 265 children participating.
- ☆ The library’s meeting rooms were used by 137 groups.
- ☆ An average of 598 residents used the library each day, while 86 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In April, the Recreation Division began its Youth Baseball and Softball Regular season games. The Therapeutic Recreation program continues to grow each month and more activities are planned for this group. Staff continues to prepare for Summer events to include Summer Camps, the Great American Campout, Cardboard Regatta, the Annual Dive in Movie, and Back to School Festival. Staff supported the Little Feet Meet with local schools, as well as presenting for the Citizens Government Academy.

Activities/Programs	2019	2018
Adult Softball Teams	7 teams	23 teams
Youth Baseball	214	224
Youth Softball	62	78
Girls Volleyball	38	21
Spring Flag Football	22	n/a
Little Tykes All-Stars	12	8
Therapeutic Recreation	81	64
Ready, Set, Run	9	8
Teen Flashlight Hunt	62	53
Spring Break Camp	20	21
Yoga in the Park	9	15
Belly Dancing	4	4
Mess Makers	11	n/a
Karate	3	5
Facility Usage	2019	2018
Community Room Attendance	1,403	775
Community Room Reservations	23	20
Pavilion Attendance	1,302	1,200
Pavilion Reservations	21	20
Field Attendance	9,375	10,500
Field Rentals	75	70

Arbor Day



Parks, Horticulture, Buildings & Grounds

- Prepped baseball and softball fields as needed for Recreation and High School practices and games.
- Prepped soccer fields as needed for CHSA and High School practices and games.
- Cut grass as needed at City buildings, parks, and athletic fields.
- Replaced broken cable assembly and worn parts on Shepherd Stadium flagpole.
- Repaired sponsor panel on Shepherd Stadium scoreboard that had come loose due to high winds.
- Repaired water lines, cleaned and opened restrooms at White Bank, Fort Clifton, and Lakeview Parks.
- Replaced vandalized rails on pier at Fort Clifton.
- Installed window blinds in the meeting room at the Community Center.
- Replaced broken TV in City Council Chambers.
- Unbolted and removed pews in City Council Chambers for carpet replacement. Reinstalled pews when completed.
- Installed new cubicle in Utility Billing at City Hall.
- Mulched sites as needed.
- Trimmed shrubs at sites as needed.
- Fertilized trees at sites.
- Planted annuals at sites.
- Edged boxwood beds at Violet Bank museum.
- Planted tree and set marker at Violet Bank museum for Arbor Day.
- Set up and participated in Arbor Day ceremony
- Cut back hedges at War Memorial.
- Repaired panels on fence at Violet Bank museum.
- Cut down four Crepe Myrtles to clear area for new generator at Public Safety building.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Activities	2018	2019
Bingo in Center	26	55
Bowling	192	192
Bridge Party	45	48
Bridge Tournament	109	87
BUNCO	20	N/A
Facials with Walgreens	6	N/A
Senior Advisory Board	N/A	10
Senior Club Board Meeting	12	7
Senior Club Meeting	57	81
Senior Citizen Dance	81	60
Senior Golf	284	708
Sing A-Long	20	24
Volunteer Appreciation Lunch	12	8
Awareness/Education	2018	2019
Blood Pressure Check	33	16
Genecare	N/A	11
Lunch & Learn COPD	24	N/A
Classes	2018	2019
Bob Ross Painting Video	7	N/A
Colorful Creation Open Paint	37	26
Crochet & Knitting	32	35
Genealogy	34	N/A
Line Dancing Class	56	77
Quilts for Vets	20	10
Sewing Class	15	12
Tap Class	63	62
Tech Savy	3	0
Watercolor with Faye	31	23
Fitness	2018	2019
Boot Camp	N/A	46
CORE	N/A	93
Fitness Center	N/A	163
Muscles in Motion	217	200
Sit & Let's Get Fit	126	192
Strength & Stretch	371	295
Tai Chi	39	54
Total Body Strength	N/A	199
Pickleball	142	231
Water Aerobics	33	58
Yoga	103	170
Zumba Gold	12	N/A
Trips	2018	2019
Genealogy	N/A	6
Lunch Bunch at Boathouse	12	22
MGM	N/A	40
Riverside Theater	26	23
Romeo & Juliet	26	N/A
Savannah, GA	N/A	41
VA House	13	N/A
Williamsburg Outlets	26	N/A
Total	2,339	3,385

Volunteer Hours	32	70
Meals	2018	2019
Home Delivery Meals	75	20
Site Meals	40	37
Transportation	2018	2019
Total Passengers	303	343
Total Trips	587	708
Total Miles	3584	3529
Wheelchairs	14	26
Donations	\$183.00	\$674.00
New Riders	7	9

Violet Bank Museum

	2019	2018
Attendance	367	256
House Tours:	168 people	
Grounds Use:	99 people	
Outreach:	Heritage Celebration at General Chamberliss' House in Emporia (46 people) and Sutherland Station Weekend in Dinwiddie (21 people)	
Ongoing Programs:	33 people	

Museum staff were busy this month with expanded tours and grounds usage as well as two weekend outreach opportunities. The SCV Convention made Violet Bank its first stop on a three-stop bus tour, which was awesome exposure for the Museum.

Staff continues to fine tune displays and programming already in place, while working on new programs and events for later on. Gatling Gun has been cleaned and serviced in anticipation of Fort Clifton Festival.

The Cucumber Tree is putting on quite a show this spring, plenty of leaves, flowers and seed cones are covering the tree.

The Arbor Day Celebration had to be moved inside the Museum to the Lee Parlor due to inclement weather. Over forty guests attended the dedication and service of Mr. J. Chris Kollman.

Sutherland Station



XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- No YAC Members and YAC Advisor Attended April Monthly Meeting Due to Severe Weather
- 1 YAC Member and Advisor Cleaned Up James Avenue
- 2 YAC Members and Advisor Assisted CHHS CADRE with Project Sticker Shock
- 3 YAC Members and Advisor Met for City-Wide Clean Up Day
- 1 YAC Officer and Advisor Planned for the Monthly Meeting

➤ **Youth Services Commission**

- Member met to plan for substance abuse prevention coalition.

➤ **Kids' After School Program**

- Enrollment: Tussing -17; North – 16; Lakeview – 15
- KAP activities: Team building- Human Pretzel; Art- painting fish; STEM – building with toothpicks; Literacy – word search and dictionary skills, daily reading and cryptograms.
- Program Coordinator activities: provide supervision to VSU Interns (15hrs.)
- Conduct monthly staff development trainings
- Interns: Social Work Interns- VSU contributed 156 hours and 1 Criminal Justice Intern contributed 48 hours.
- City payroll staff – 13 and work study staff- 4.

➤ **Substance Abuse Prevention Activities**

- 7 teens 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
- Positive Parenting Coalition Meeting
- CAAN-DUU Meeting
- Colonial Heights School Board Meetings
- Functional Family Therapy/FAPT Training
- Anthem Community Training
- Juvenile and Domestic Violence Task Force
- HOBY Virginia Board Meeting
- Voices of Virginia Annual Conference – Dr. Nadine Burke-Harris
- Community Coalitions of Virginia Board meeting
- Families First Advisory Board
- Community Policy & Management team

➤ **Diversion Program Participation**

- **Community Service**
6 Youth Completed 56 Hours of Service Learning
 - **Shoplifting Diversion**
8 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
 - **Teen Life Skills**
0 Youth Completed No Sessions of "Teen Life Skills"
 - **Miscellaneous Youth Services (Non DJJ)**
2 Youth Completed 8 Hours of Community Service
- ✓ Volunteered for "Reach for Reading" at North Elementary School
 - ✓ Volunteered at Colonial Heights Food Pantry for Distributions
 - ✓ Assisted Office of Support Services with Little Feet Meet
 - ✓ Presented Information with CAAN-DUU Coalition at Town Hall meeting in Hopewell
 - ✓ Attended Senior Recital at Appomattox Regional Governor's School

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2019	80	\$52,121.35	8	\$31,992.51
2018	91	\$18,212.54	6	\$2,477.80

Sublet repairs consist of the following;

Dealer repair [Fire dept.]	\$30,136.80
Alignment	\$544.27
Towing	\$315.00
Tire Repair	\$195.76
Misc. [radio install]	\$610.93