

CITY MANAGER'S REPORT TO CITY COUNCIL MAY 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. In discussions with VDOT in order to construct project using VDOT contractors.
- **Safe Routes to Schools (North Elementary School Phase I), UPC 105233** – 100% Plans submitted to VDOT for review.
- **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 in progress.
- **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** – On hold pending review of funding commitments.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107534** – Preliminary engineering paused pending review of funding commitments.
- **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – Preliminary engineering work in progress.
- **Appomattox Green River Trail Phase IV, UPC 105236** – Awaiting agreements from VDOT to proceed with construction.
- **Appomattox River Greenway Trail Phase V, UPC 107533** – Preliminary engineering work in progress.
- **Improvements on Conduit/Ellerslie Avenue, UPC 108646** – Construction in progress with on-site work scheduled to start August 2019.
- **FY 18-19 Pavement Preservation** – Construction in progress.

Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Design work complete. Construction start scheduled for Spring 2020.
- **Dupuy Avenue Water and Sewer Replacement** – Construction in progress.
- **Nantucket Drainage** – Right of way acquisition in progress.
- **Hemlock Drainage** – Project to be merged and rebid with Nantucket drainage project.
- **Hrouda Pump Station** – Survey work completed.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **Extended Stay Hotel Vacation and Relocation of Easements Plat** – Final Plat reviewed and comment sent to City Attorney’s Office on 5/22.
 - **Appomattox River Greenway Trail Phase 5** – 30% Plan reviewed and comments submitted to J. Liss with Engineering office on 5/7.
 - **Boulevard Enhancement (A to Temple Ave)** – 30% Plans reviewed and comments submitted to J. Liss with Engineering office on 5/7.
 - **Towneplace Suites 2019** – Awaiting complete submittal of final plans.
 - **SRTS – North Elementary Sidewalks Phase 1** – 100% Plan reviewed on 5/15. Comments sent to J. Liss with Engineering office on 5/17.
-

Right-of-Way Permits

- Issued/opened fourteen (14) permits and closed ten (10) permits for the month.
-

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 86 locations.
 - Performed preventative maintenance at 4 locations.
-

Vegetation

- Removed litter from (07) locations and responded to (06) dead animal removal from street.
 - Cut and trimmed grass at (73) locations and sprayed for high weeds/grass at (23) locations.
 - Trimmed limbs/bushes on Yew Avenue at Boulevard, Alley between Jackson and Jefferson Avenues, Royal Oak Avenue, Franklin Avenue, Laurel Parkway, Snead Avenue, Spring Drive, Brandywine Road, Lakewood Drive and Westover Avenue at Conduit Road
 - Removed limbs from City property on Lafayette Avenue and responded to (02) tree miscellaneous request.
 - Picked up storm damage citizens request on Yew Avenue.
 - Removed a tree down in street on Charles Dimmock Parkway.
 - Assisted Human Resource Department setting up for City’s picnic.
-

Recycling Center

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

Storm Water and Drainage

- Cleaned (31) catch basins/curb inlets, (05) curb and gutters, (03) drainage ditches and responded to drainage miscellaneous request at (06) locations.
 - Placed topsoil/gravel in sinkhole on Conduit Road, Brandywine Road at Windmere Drive and on Lynchburg Avenue.
 - Repaired storm sewer pipe at Dale and Beechwood Avenues
 - Performed drainage structure inventory on (50) outfalls throughout the City.
 - Assisted Utilities Division locating storm sewer pipes on Washington Avenue for City Contractor.
 - Graded drainage ditch with backhoe on Washington Avenue.
 - Sweeper collected (168) cubic yards of debris from (11) streets throughout the City.
 - Concrete crew replaced (83) feet of Curb and Gutter at (03) locations. Also, replaced a 13’ x 16’ section of driveway at (01) location, (31) feet of Curb and Gutter due to Utility and Storm water repairs at (03) locations and responded to concrete miscellaneous request at (01) location.
 - Assisted Police Department clearing bricks from street due to an accident at Conjurers Drive and Traffic Engineering attempting to cut cable off top of dam, unsuccessful due to water current.
-

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (105) potholes, (03) shoulders, (04) low areas, (07) utility cuts, (03) drainage swells, (01) sinkhole, (01) gutter pan and (04) asphalt breaking up and a washout area in Alley.
- Cleaned graffiti off street on Meridian at Roanoke Avenues.
- Installed/repared a driveway wedge at (04) locations and removed a driveway pipe at (01) location.
- Placed gravel on shoulders of street at (03) locations, (02) sinkholes and (01) washout area in alley.
- Assisted Police Department with street closing on Marvin near Arlington Avenues due to tree down.
- Continued to clean and preform preventive maintenance/repairs on City's vehicles and Equipment.

Wastewater Utility

- Responded to (13) sewer backups and to (05) sewer miscellaneous requests.
- Installed a new cleanout on Woodlawn Avenue, Franklin Avenue, Ivey Avenue and Bluffs Drive. Repaired a cleanout top on Essex Road.
- Repaired sewer lateral line on Braxton Avenue, Bristol Avenue and Ivey Avenue.
- Repaired sewer main line on Plumtree Avenue.
- Flushed sewer line on Dupuy Avenue for City's contractor and vacuumed rocks from sewer main line on Conduit Road.
- Placed topsoil around cleanout on Fairlie Road and Yacht Basin Drive.
- Camera sewer main line to determine problem on Woodlawn Avenue, problem on private property and on Bluffs Drive, no problem found.
- Sprayed manhole for sewer roaches on Conjurers Drive.
- Removed debris from pump 2 twice, pump 4 once, installed grease fitting on top end on pump 1, greased all pumps in wet well, replaced sump pump, performed preventive maintenance on generator and responded to an alarm after hours, had to reset pumps three times at Main Pump Station.
- Employees consumed 192 hours regular time and 1 hour overtime monitoring, repairing and cleaning for the month at the Main Pump Station.
- Responded to an alarm after hours, pump 1 not working activated pump 2 at Dunlop Farms Boulevard.
- Removed tree from road and graded gravel area with backhoe at C&B Pump Station.
- Dug up area in street, placed #3 and crush and run stone in hole for City's contractor on Jefferson Avenue.
- Placed gravel in utility cut on Bristol Avenue and in sinkhole on MacArthur Avenue.
- Continue flushing all trouble sewer lines throughout the City.
- Continue monitoring all pump stations and methane pump daily.
- Sewer Foreman, Heavy Equipment Operator and Superintendent attended the Mid-Atlantic APWA Conference in Norfolk, Virginia.

Water Utility

- Replaced (05) water meters and responded to (08) water miscellaneous requests.
- Reset meter after payment was made at (02) locations.
- Repaired a water main line break on Dupuy at Meridian Avenues, Hamilton Avenue, Wright Avenue and Jefferson Avenue.
- Repaired a water service line break on Pickett Avenue and (02) on Jefferson Avenue.
- Repaired meter leaks on Wilkshire Court and Lyons Avenue.
- Disconnect/cap an old 2" water line on Virginia at Washington Avenues.
- Replaced water service line due to galvanized pipe with lead neck on Lakeview Avenue and on Lyons Avenue.
- Raised a meter box on Farris Avenue and replaced meter box top on Ingram Avenue and Riverview Road.
- Cleaned water valve box out for City's contractor on Dupuy Avenue.

- Turned water off at meter for a private line leak on the Boulevard.
- Performed a pressure test for citizen on Boulevard and Wilkshire Court.
- Removed debris from water line and strainer to pilot valve, replaced a 3/8" valve, ordered a new strainer and greased all valves. Adjusted altitude valve to stop overflow and turn back on for AWRA after hours at Shepherd Stadium Water Tower.
- Greased all valves at Sherwood Hills and Southpark Water Towers.
- 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 (55) surveys, (30) complete and (25) incomplete.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (200) man hours and (280 tickets) completed.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Planning & Community Development Division

- Board of Zoning Appeals met on May 9, 2019.
 - Annual Organization Meeting. Mr. Scott Wrenn was appointed Chairman; Mr. Tom Colletti appointed Vice chairman; and Mr. Buzz Kohan is the new Planning Commission representative to replace the spot vacated by Mr. Charlie Townes.
 - Variance approved (5-0) for Parcel ID# 05000100052, to build a by-right use on an undersized lot.
- Planning Commission did not meet in the month of May.
- At City Council, the following planning related items were considered:
 - (First Reading) Ordinance 19-5, Special Use Permit for Lewis and Christy Archileti for cell tower.
 - Resolution 19-27, adoption of CDBG Annual Action Plan and budget.
- Planning division reviewed and approved 17 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 161 new cases in May 2019 and observed 241 outstanding cases come into compliance, totaling activity on 402 cases.
- 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 46 total building and trade permits, with a total expected investment of \$125,000 in commercial construction.
- The department completed 161 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

May 2019

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	8	35
Commercial Building	1	18
Demolition	0	0
Electrical	13	56
Mechanical	10	53
Plumbing	11	40
Swimming Pool	0	1
Amusement Rides	1	2
Tent	0	3
Clean Out Installation	2	17
Water and Sewer Connection	0	4
Total: All Permits	46	229

New Residential Units (CO's)	Month	Year to Date
Total	0	3

Valuations	Month	Year to Date
Residential	\$148,106.60	\$711,079.73
Commercial	\$125,000.00	\$4,630,775.00
Total	\$273,106.60	\$5,341,854.73

Building Inspections	Month	Year to Date
Residential	60	263
Commercial	57	246
Total: All Inspections	117	509

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	11	81	19	77
Exterior Storage of Objects	10	69	16	75
Inoperable Vehicle	4	90	16	103
Property Defacement	0	0	0	0
Tall Grass	115	237	166	208
Trash Can Placement	13	26	7	16
Trash/Debris	4	57	15	76
VA Property Maintenance Code	3	20	1	15
Zoning	1	36	1	36
Total: All Cases	161	616	241	606

PLANNING DIVISION

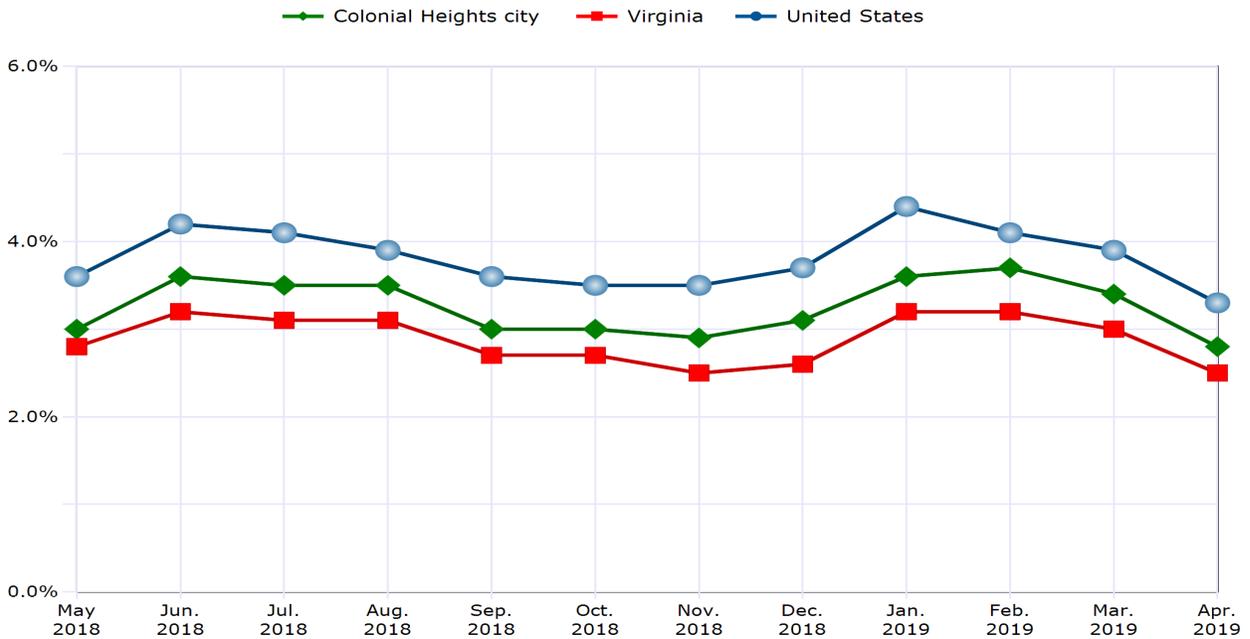
Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	10	26
Mobile Food Units	0	0
Signs - Permanent	2	12
Signs - Temporary	1	11
Zoning	4	21
Total: All Permits	17	71

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	1
Plat: Prelim Subdivision	0	1
Prelim. Site Plan Review	0	3
Special Exception Permit	0	0
Special Use Permit	0	2
Rezoning	0	0
Variance	1	1
Wetland Development	0	0
Zoning Opinion/Compliance	0	6
Total: All Categories	1	14

Community Meetings	Month	Year to Date
Board of Zoning Appeals	1	1
Planning Commission	0	3
Wetlands Board	0	0
Total: All Meetings	1	4

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
April 2019	2.8%	2.5%	3.3%
March 2019	3.4%	3.0%	3.9%
April 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 April 2019 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,866	8,616	250	2.8	No

- *Chesterfield 2.5 % unemployment *City of Petersburg 5.0 % unemployment
- *Dinwiddie 3.0 % unemployment *City of Hopewell 3.8% unemployment
- *Prince George 3.0 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	5
Sites/Bldgs. Submitted	3
Active Prospects	7

Projects:

Towneplace Suites – site plan submitted
Southgate Square Shopping Center Re-subdivision
H&M – Southpark Mall
Extended Stay Hotel – construction scheduled for Summer 2019
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:

National Tourism Week May 5th – May 11th
National Tourism Celebration at Pamplin Park
Community College Workforce Alliance (CCWA) Meeting
50 Years of LOVE Planning Meeting
Society of Human Resources Workforce Conference
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
Chamber Monthly Luncheon
Virginia Economic Development Site Meeting
PART Marketing Meeting
Southpark Mall Meeting
Crater Regional Workforce Development Board Meeting
Rebranding Committee Meeting
International Council of Shopping Centers Convention – 12 scheduled meetings and 43 cold calls

IV. POLICE DEPARTMENT:

Our officers responded to 3,576 calls for service during the month of May 2019. During the same month last year, we responded to 3,732 calls for service—resulting in a 4% decrease. We had no reported robberies, and none reported in May 2018—no change. We had two (2) reported rapes in May of 2019, and only one (1) was reported in May of 2018—a 100% increase. We had no reports of aggravated assault this May, with five (5) reported during the month of May 2018—a 100% decrease. As for burglaries, none were reported in May 2019, with four (4) reported during the month of May 2018—a 100% decrease. There were 81 Part I, or serious, crimes reported to the Colonial Heights Police Department in May 2019. Fifty-three (53) of those, or 65%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of May was a very good month in that it was one of remembrance, recognition and community. This was the first year that the annual ***Police Memorial Breakfast*** was organized by a committee that involved all participating jurisdictions. It was held at Good Shepherd Baptist Church in Petersburg (due to the Hopewell Moose Club fire), and we were able to recognize our fallen heroes—CSX Railroad Detective Lyle B. Clemens and Colonial Heights Police Department’s Curtis R. Mason. We also partnered with our local Sons of the American Legion, who hosted their annual ***Law and Order*** dinner, where Officer Cecil James Powell was named as our ***2018 Police Officer of the Year***. Officer Powell was able to enjoy this event with several generations of his family. The ***Fort Clifton Festival*** was another community event that was most successful, even though we had periods of rain over that weekend. Last but not least, we started a new community initiative, ***Cops in the Community***. Our goal was to partner with local businesses in an effort to connect with our residents and visitors in hopes to forge new relationships and listen to concerns and impressions regarding our efforts within the community. We had eight (8) locations where we set up at various times and just spoke to whoever wanted to speak to us. Various personnel, from myself to detectives to patrolmen, engaged with patrons as they conducted their business. It was a good start and we look forward to offering this into the future.

Our promotional process continues as all needed textbooks have been received and officers have begun their studying process in preparations for a written test.

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 Archer Pavilion for a suspicious person call. He located a female victim who reported that she had been raped. Detectives responded out and are handling the investigation. A person has since been arrested and is being held with no bond.
- Officers were responding to a domestic situation when a suspect left the scene as officers arrived. Sgt. Jason Chimera attempted to stop the suspect vehicle, which turned into a short pursuit that just went back to the residence from where the suspect fled. The suspect was taken into custody and charged with a number of violations of the law.
- Officer Devin Marks arrested a subject on two outstanding warrants. An arrest-related search located marijuana, possession of a firearm, and a box of ammunition; therefore, the suspect was arrested for additional charges. Two weeks later, it was discovered that the firearm was stolen and an additional charge was obtained and served at Riverside.
- Sr. Officer P. J. Calhoun took a report of a sexual assault in the 1200 block of the Boulevard. Officers went looking for the suspect but were unable to locate him in the area. Detectives are investigating this assault.

IV. POLICE DEPARTMENT (CONTINUED):

- Career Officer Greg Thinnes made a traffic stop on a vehicle near the Kangaroo Mart, at which time he detected the odor of marijuana. After a search of the vehicle, he located two ounces of marijuana in the back seat of the vehicle. The driver was charged with the violation and over \$600.00 in cash was seized.
- Officer Devin Marks responded to the Goodwill store for a report of a sexual assault. At that time, he was able to obtain a photo of the suspect and get a positive identification. Warrants were obtained, and the suspect turned himself in without incident.
- Officers responded to the area of Southpark Mall where the carnival was operating for a large crowd of juveniles. A number of fights broke out and three subjects were arrested for disorderly conduct. Chesterfield County Police Department sent eight officers to help gain control of the mall area due to the public safety issues with fights breaking out.
- Master Officer Bob Clark obtained warrants for unauthorized use of a vehicle on a suspect who took a family member's vehicle and had made threats to faculty at Arizona State University. The university has been notified of the threats and the vehicle description.
- Officer Darrell Aleshire responded to a residence for a larceny of medication. The victim felt that a specific person had taken his medication. Officer Aleshire made contact with the suspect and spoke to him about the medication. Officer Aleshire was able to get consent to search the suspect's room and was able to locate the prescription bottles that were taken from the victim. The suspect was charged with multiple law violations from this incident.

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

- Career Officer Scott Whirley spoke with Patricia Noble of Sherwood Hills Neighborhood Watch. Mrs. Noble reported to C. O. Whirley that there was a basketball goal in the street at a residence, and two possible inoperative vehicles at two other houses.
- The Division proudly received DMV's *2018 Zero Fatality Award* for traffic safety—one of only twenty jurisdictions in the Commonwealth.
- Our department received notice of a grant award for a new School Resource Officer position at the Vocational/Technical Center. An official notice to follow.
- Personnel participated in the City's *Wellness Fair*. Chief Faries worked registration.
- Throughout the month, the division sponsored and attended eight different *Cops in the Community* events throughout the city. We were glad to connect with businesses and citizens in our community.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported May 2019 was a below average month for the number of cases assigned to Investigations. Fifteen new cases were assigned to detectives for the month. Of all the cases that were investigated, 15 were cleared (this included clearing four cases from previous months), which resulted in a clearance rate of 100% for the month of May.

Career Detective Chris Harris attended the *Advanced Mobile Phone Examiner School* at the National Computer Forensics Institute in Hoover, Alabama, from April 28 to May 24, 2019. During this intensive four-week course, Detective Harris gained experience with a wide array of mobile devices such as cell phones, GPS units and tablets, forensics analysis tools, legal issues and report generation for law enforcement officers.

IV. POLICE DEPARTMENT (CONTINUED):

Detective Harris participated in instructor-led discussions and practical exercises to learn methodologies and techniques used during investigations involving digital evidence of mobile devices with traditional investigative techniques. The *Colonial Heights Police Department* was awarded approximately \$40,000.00 in electronic equipment and analytical programs to enhance our ability to download cell phones and other forms of electronic devices due to Detective Harris' successful completion in this school. We started this process almost 18 months ago when Detective Harris attended the *Basic Mobile Phone Examiner School* in Hoover, Alabama.

Also, during the month of May we had two (2) reported non-fatal heroin overdoses. We also processed six (6) concealed weapon permits and one (1) massage therapy permit. We also handled two (2) telecommunicators' background investigations.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned six (6) new cases:
 - Two cases involved fraud.
 - Two cases involved larceny complaints.
 - One case involved a missing juvenile.
 - One case involved the rape of a juvenile.
- Master Detective Roger Santini was assigned four (4) new cases:
 - One case involved a rape.
 - One case involved a sexual assault.
 - One case was for a child abuse.
 - One case was of a reported runaway.
- Career Detective Chris Harris was not assigned any cases due to his being out of town in training.
- Master Detective Adam Brandeberry was assigned five (5) new cases this month:
 - One case involved a sexual battery.
 - One case involved a runaway.
 - Two cases involved fraud.
 - One case involved a bomb threat via social media.

Three (3) public nuisance letters were issued this month:

- 1) 200 block of Archer Avenue
- 2) 1400 block of Branders Bridge Road
- 3) 200 block of Archer Avenue

IV. POLICE DEPARTMENT (CONTINUED):

The **U.S. Marshal's Fugitive Task Force**, of which Master Officer Travis Karr is a member, had an exceptional month. U.S.M.S. conducted **Operation Wash Out** from May 20-24, 2019. This operation included the Richmond Metro and the Tri-Cities area of Virginia. Due to the size of this operation, the U.S.M.S. requested additional officers from various localities. Colonial Heights Police Department temporarily assigned Master Officer Stacey Whitt and Officer Robert Brown to the Marshals during this operation. Both officers were sworn in as Special Deputy U.S. Marshals for this operation. The Ft. Lee team (of which we are a member) arrested 33 fugitives during this operation. It should be noted that 15 of those fugitives were arrested on Colonial Heights warrants. Six of the fugitives were identified as active gang members. Several search warrants were obtained pertaining to drugs, weapons and ammunition that were discovered when these fugitives were arrested.

Auxiliary members and **Sentinel** volunteers assisted the Police Department with several events during May, which included the Ft. Clifton Festival on Mother's Day weekend, the Traffic Checkpoint on May 24, 2019, and Project Lifesaver maintenance. Auxiliary officers assisted patrol with TDO/ECO services, filling in for SRO positions, and provided over 41 hours of extra manpower while riding with officers during the month. Auxiliary/Sentinel members volunteered **206 hours** of service during May. Our Auxiliary/Sentinel members have volunteered **596 hours** of service so far during the 2019 calendar year.

Overall as an agency, we have made 380 total arrests, worked 97 crashes, wrote 528 traffic citations, executed 716 traffic stops, affected 8 DUI arrests and 43 drug arrests, and issued 50 parking citations.

Officer Joseph M. Vaughan was selected as our **Employee of the Month for April 2019**, for his outstanding efforts during the month.

Officer Vaughan responded to Dance's Sporting Goods for a shoplifting call during the last days of March. He was advised that two males were stealing ammunition, and that one male had already left the store. That male left in a vehicle which was later discovered to have been stolen out of Richmond. The driver struck another vehicle while fleeing the scene, which rendered the vehicle inoperable. He then fled on foot before officers arrived on scene. Officer Vaughan was able to interview the juvenile male suspect and obtain a full confession. Officer Vaughan was also able to gain the identity of the other male suspect who ran from the store.

In a second but related incident, Officer Vaughan responded to the Southpark Mall area for another stolen vehicle. He met with Capt. Dann Ferguson, who had been watching another stolen vehicle. Three suspects came back to the vehicle, at which time one suspect was taken into custody and two others fled on foot. All suspects were eventually captured, two of whom were the same two suspects from the Dance's Sporting Goods incident. Officer Vaughan was able to clear another stolen vehicle from Chesterfield County and interview the second suspect from the Dance's Sporting incident, from whom he obtained a full confession.

Obviously, Joe is a tenacious officer who is totally committed to his chosen field of law enforcement. His relentless pursuit in the above cases proves that he is determined to protect the citizens of Colonial Heights and neighboring communities, making him the perfect choice as our department's Employee of the Month.

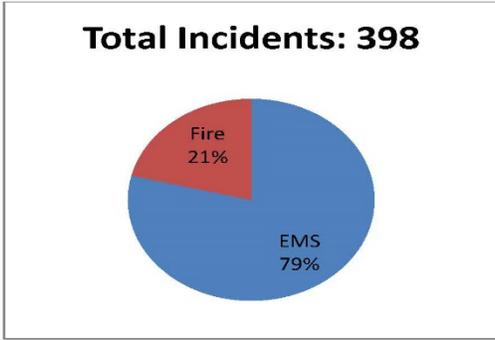
IV. POLICE DEPARTMENT (CONTINUED):

**DEPARTMENT STATISTICS FOR
May 2019**

Crime	May 2018	May 2019	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	1	2	100%
Robbery	0	0	0%
Aggravated Assaults	5	0	-100%
Simple Assaults	19	20	5%
B & E	4	0	-100%
Larceny	52	58	12%
Vehicle Thefts	5	0	-100%
Arson	0	1	100%
Shoplifting	23	29	26%
DUI Arrests	12	8	-33%
All Criminal Arrests	393	380	-3%
Calls for Service	3,732	3,576	-4%
May 2019	Number Reported	Number Cleared	Percentage Cleared
	81	53	65%

V. FIRE & EMS DEPARTMENT:

Fire & EMS Monthly Report for May 2019



Total Fire Type Incidents: 84

(Total Fire Loss \$36,250)

Total EMS Incidents: 314 (224 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.5 % of emergency incidents: (Avg. response time 6:01 minutes)

EMS units arrived on scene in less than 9 minutes on 98.4 % of emergency incidents. (Avg. response time 5:13 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building fire	1	Gas leak (Natural or LPG)	2	Good intent calls	10
Passenger vehicle fire	4	Electrical wiring or equipment	1	Public service calls	13
Cooking fire, confined to container	1	Power line down	3	Animal rescue	1
Authorized burning	2	Heat from short circuit (wiring)	1	False alarm/false calls	13
Unauthorized burning	1	Chemical spill or leak	1	Assist invalid	13
Outside equipment fire	1	Overheated motor	1	Child seat installation	9
Outside storage fire	1	Arching shorted electrical equip	1	Smoke/CO detector installation	3
		Aircraft standby	1	Cover assignment/station fill in	4
		Water or steam leak	1		

Fire Mutual Aid Given & Received

M/A Fire Engine First Responder EMS to Chesterfield	6	M/A received from Chesterfield Fire	4
M/A given Crater Regional Haz-Mat Team	1	M/A received from Prince George Fire	2
M/A given Chesterfield Fire	3	M/A received from Hopewell Fire	2
M/A given Prince George Fire	1		

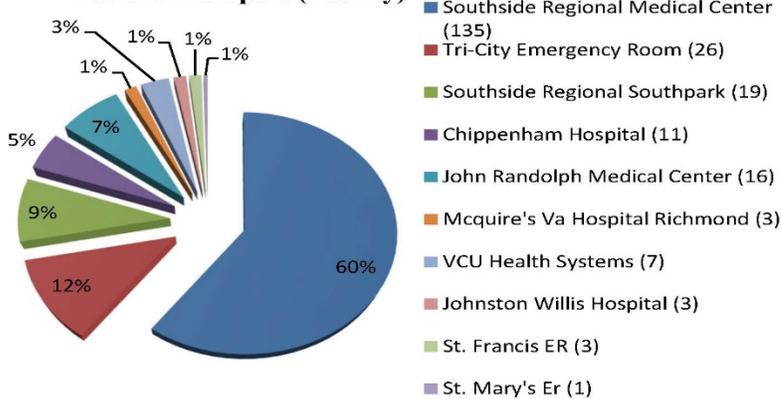
EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	2	M/A received from Fort Lee EMS	4
		M/A received from Chesterfield EMS	1

Staffing

		<u>Engine unstaffed due to EMS call</u>	<u>Engine staffed with 2 due to EMS call</u>
Station 1	<u>Number of Incidents</u>	21 Incidents	23 Incidents
	<u>Total Hours</u>	23 Hours & 25 Minutes	20 Hours & 55 Minutes
Station 2	<u>Number of Incidents</u>	13 Incidents	2 Incidents
	<u>Total Hours</u>	21 Hours & 9 Minutes	3 Hours & 25 Minutes

Patient Transport (Facility)



EMS Transports (by facility)

VI. FINANCE DEPARTMENT:

Finance Activity:

- ERP System- A kick-off meeting for the property tax system was held May 6. The ERP Steering Committee is working on an Implementation Plan and Change Management plan for this process. The next meetings are planned for the second week in July. The hardware for the servers has been ordered and will be installed in June. The Chart of Accounts team met in May and staff has been working on drafting a chart of accounts. Department heads were contacted for their feedback on needs for financial tracking, and the Director has been meeting individually with departments to insure the chart of accounts has sufficient detail to cover their reporting needs.
- The utility rate study and condition assessment purchase order has been released.
- Bank reconciliations have been completed through April 2019.
- Letters have gone out to all known cigarette retailers and their distributors informing them of the new cigarette tax, providing order forms, reporting forms, and contact information for Billing and Collections, Finance, and the Commissioner of the Revenue. We have cigarette stamps on hand and have already fulfilled one order.
- We had 88 applicants for the Financial Specialist II- Payroll position. Interviews will be held in June.
- The auditors will be on-site June 10-14 for preliminary field work on the FY19 audit.

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 made a decision, and contract negotiations continued through May.
- Invitation # 19-042402-1089, Annual "On-Call" services for Geotechnical Engineering, Environmental Engineering and Construction Support Services, were received during the month. Proposals have been evaluated by the selection committee and interviews will be held in June.
- Invitation # 19-051902-1090, A Proposal for a Tax Exempt Municipal Lease for the purchase of computer equipment was issued on April 11, with proposals received on May 19. Staff is working with the lowest bidder, BCiCapital Management, to have a lease agreement ready for Council approval at the July meeting.
- 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. The contract documents are being worked on, with the Purchase Order expected to be issued in June.

VI. FINANCE DEPARTMENT (CONTINUED):

- 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. Project Homes, the company that has had the contract for the last ten years, was the only proposal that was received. Staff is reviewing the contract documents.
- The City has purchased eight computers to try out before the mass lease purchase replacement.

Risk Management Activity:

- A vehicle was stopped in the intersection of the Boulevard & Temple Avenue before making a left turn onto Temple Avenue from the Boulevard. A Recreation Department truck traveling north on the Boulevard entered the intersection, when the other vehicle began to turn in front of the City vehicle, and hit the City truck.
- A senior van driver backed the City van into a tree.
- A retaining wall at 405 Hamilton Avenue collapsed while contractors replaced a sewer line. The City contractor was not at fault, and VML sent out an appraiser to look over the situation.
- An individual was bit at the animal shelter while looking at the dogs in their cages.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent– 3,857
- Delinquent Notices Sent –701 or 19.2% with 129 cut off for nonpayment.
- \$2,011 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. All have paid as of the end of the month.

Billing and Collections Activity:

- Real Estate bills were due May 15, and to date we have had few issues with the incorrect date which was printed on envelopes.
- Personal Property bills were mailed in early May for payment due June 5.

Real Estate Activity:

- There were 43 recorded transfers this month, 18 of which were valid residential sales.
- New residential construction picked up during the month totaled \$509,700, 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 May 2019:

Advertisements

<u>Department</u>	<u>Position</u>
Public Works	Senior Engineering Technician
Recreation	Groundskeeper Assistant (Part-time)
Finance	Financial Specialist II
Circuit Court	Deputy I

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Senior Engineering Technician	6	231
Groundskeeper Assistant (Part-time)	16	142
Financial Specialist II	88	800
Deputy I	120	685

Pay Plan Study

- Final pay study recommendations reviewed and discussed with Department Directors/Constitutional Offices and City Council. Implementation plan presented during City Council meeting and worksession. Complete pay study and implementation plan will be presented to City Council for 1st Reading (June) and 2nd Reading (July).

Miscellaneous

- New Employee Orientation Police Officer
Police Officer
Recreation Specialist II

Exit Interviews EMS Firefighter

- Attended the 2nd Annual Workforce Conference: Shaping Tomorrow's Workforce 2.0 hosted by the Community College Workforce Alliance Workforce Development and Conference Center.
- The 8-week Citizens Government Academy program concluded on May 9, 2019 followed by a reception and presentation at the City Council meeting on May 14, 2019.
- The annual Employee Benefits/Wellness Fair & Picnic was held at the American Legion on May 17, 2019.
- Participated in vendor interviews for RFP Pre-Employment Physicals for New Hires & Respiratory Clearance Tests (Fire/EMS) on May 22-23, 2019.

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. Yard Sale and Temporary Sign Permit4. Fort Clifton Festival5. Pay Online6. City Employees7. Animal Control & Shelter8. Human Resources9. Recreation & Parks10. Police11. GIS and Maps12. Fort Clifton Festival Entertainment Schedule13. Real Estate Assessor14. Records & Property Tax Maps15. Our Government	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India China Germany Ireland Philippines <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois North Carolina Pennsylvania California Maryland
---	--

- ☆ Citizens submitted and city staff processed 476 Service Requests and questions through the “Report a Concern” module during the month of May.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,798 fans and the City’s Twitter account has 1,370 followers. There are 3,338 subscribers for “In the News”.

IX. LIBRARY:

- ☆ The library staff circulated 20,558 titles in May.
- ☆ Residents borrowed 7,819 e-books on Kindles, while 582 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 821 residents registered for the Hoopla service.
- ☆ The public computer center had 1,077 users, while the iPad center was used 65 times.
- ☆ The children’s story time program had 141 children participating.
- ☆ The library’s meeting rooms were used by 162 groups.
- ☆ An average of 591 residents used the library each day, while 91 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation & Parks – May 2019

Recreation Division

In May, the Recreation Division hosted another successful Fort Clifton Arts and Crafts Festival at Fort Clifton Park. Even with inclement weather there was an estimated crowd of 7,000 people over the two day event. We also hosted the Virginia Independent Schools State Baseball Championships at Shepherd Stadium with an estimated attendance of 3,600 people over the three days of play. Staff, in conjunction with the City Manager’s Office, completed the Summer 2019 edition of the City Focus that was mailed to residents the middle of May.

Staff continues preparing for Summer programs and events that are being held or starting in June to include the Summer Camp Program and a variety of Youth Sports Camps. Youth Baseball and Softball Leagues will finish their regular season the 1st week in June and Night of Champions Week at Shepherd Stadium will begin Monday June 10th to conclude the season. We will have 6 all-star teams competing in Dixie and Babe Ruth post season play starting the end of June.

Athletics	2019	2018
Adult Softball Teams	7 teams	23 teams
Youth Baseball	214	224
Youth Softball	62	78
Girls Volleyball	38	21
Little Tykes All-stars	12	8
Spring Football	22	n/a
Activities/Programs	2019	2018
Fort Clifton Festival	3486	7,000
Yoga in the Park	42	24
Counselor in Training	10	7
Summer Playground Parent Orientation	35	7
Therapeutic Recreation	91	69
Belly Dancing	4	7
Karate	7	5
Facility Usage	2019	2018
Community Room Attendance	1,113	925
Community Room Reservations	21	19
Pavillion Attendance	1,625	1,890
Pavillion Reservations	25	33
Field Attendance	10,175	11,890
Field Rentals	37	49

Parks, Horticulture, Buildings & Grounds

- Cut and removed dead trees, blew pine needles and leaves from paths and roadways, spread rock dust on roads and walkways, checked electrical and replaced GFI receptacles as needed at Fort Clifton Park in preparation for the 2019 festival.
- Provided work force to work Fort Clifton Festival.
- Prepared Shepherd Stadium for VISAA State baseball tournament (Edged infield, added material to infield, added material to warning track).
- Provided labor for VISAA State baseball tournament.
- Prepared ball fields as needed for league and tournament play.
- Painted soccer fields at Soccer Complex and Middle School Stadium as needed for games.
- Cut grass as needed around City buildings, at parks, and at sports fields.
- Set up chairs and tents at War Memorial for Memorial Day service.
- **Power washed and painted Shepherd Stadium wall and wall next to Civic field with assistance of Fort Lee soldiers.**
- Removed old sponsor signs from outfield wall of Shepherd Stadium and hung new signs.
- Replaced broken playground equipment at Floral M. Hill Park.
- Weeded and trimmed flowerbeds at sites as needed.
- Mulched flower beds as needed.
- Edged flower beds as needed.
- Removed Hawthorne tree from Public Safety Building damaged by wind.
- Cleaned flowerbeds at Ft. Clifton for Ft. Clifton Festival.
- Worked on trimming back hedge at the War Memorial.
- Replaced dead memorial tree at Appamatuck Park.
- Cut suckers off Crepe Myrtles at Ft Clifton, Appamatuck Park, and the Courthouse.
- Cut lower limbs off Crepe Myrtles at Floral M Hill Park.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Agency on Aging Activities	2018	2019
Bingo in Center	31	42
Bob Ross	N/A	3
Bowling	210	210
Bridge Party	44	32
Bridge Tournament	82	69
BUNCO	12	8
Fort Clifton Festival Group	5	5
Potluck "Salad" Party	N/A	16
Scrabble	14	16
Senior Club Meeting	109	94
Senior Citizen Dance	60	74
Senior Golf Association Fort Lee	424	414
Senior Golf Association Tri-Cities	198	182
Sing A-Long	23	27
Awareness/Education	2018	2019
Stroke Lunch & Learn	N/A	36
Classes	2018	2019
Colorful Creation Open Paint	26	50
Crochet & Knitting	45	36
Line Dancing Class	77	94
Meditation	N/A	27
Quilts for Vets	6	10
Sewing Class	33	31
Tap Class	62	51
Watercolor with Faye	23	34
Fitness	2018	2019
Boot Camp	N/A	41
Educational Strength Training	N/A	33
Fitness Center A	N/A	187
Morning Crunch	N/A	110
Muscles in Motion	200	225
Pickleball	134	238
Senior Stride	N/A	4
Sit & Let's Get Fit	174	237
Strength & Stretch	352	357
Tai Chi	12	28
Total Body Strength	N/A	272
Water Aerobics	60	53
Yoga	147	178
Trips	2018	2019
Genealogy	13	4
Maymont	N/A	12
Lunch Bunch	16	19
Pamplin Park	N/A	10
TOTAL	2,592	3,569

Volunteer Hours	2018	2019
	52	0
Meals	2018	2019
Home Delivery Meals	60	20
Site Meals	40	46
Transportation	2018	2019
Total Passengers	310	465
Total Trips	629	1022
Total Miles	3530	4532
Wheelchairs	14	44
Donations	\$240.00	\$711.00
New Riders	10	19

Stroke – Lunch & Learn



Senior Spotlight



XI. OFFICE ON YOUTH & HUMAN SERVICES:

- **Youth Advisory Council Activities**
 - 10 YAC Members, YSC Chairman and YAC Advisor Attended May Monthly Meeting
 - 1 YAC Officer and Advisor Planned for the Monthly Meeting
- **Youth Services Commission**
 - Held their bi-monthly meeting
- **Kids' After School Program**
 - Enrollment: Tussing Elementary- 17, North Elementary- 16, Lakeview Elementary-13.
 - KAP Activities: End of year celebration included games, team building, kickball and a Taco Bar.
 - Volunteer hours for May: 44 hours.
 - City payroll staff- 13 and work study – 4.
- **Substance Abuse Prevention Activities**
 - 12 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
 - RELIAS Training: Current Trends in Children's Services
 - Health Advisory Board Meeting
 - Colonial Heights School Board Meeting
 - Family Assessment and Planning Team retreat
 - Community Policy and Management Team
- **Diversion Program Participation**
 - **Community Service**
9 Youth Completed 83 Hours of Service Learning
 - **Shoplifting Diversion**
0 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)**
7 Youth Completed 44 Hours of Community Service
- ✓ Attended "Reach for Reading" Year End Party at North Elementary School
- ✓ Volunteered at Colonial Heights Food Pantry for Distribution
- ✓ Attended Volunteer Training at Pocahontas State Park
- ✓ Assisted District 19 with Interviews for Prevention Specialist
- ✓ Attended "Little Shop of Horrors" Production at CHHS

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2019	78	\$35,822.44	3	\$518.39
2018	90	\$30,797.68	6	\$3,909.74

Sublet repairs consist of the following;

Seat Repair	\$175.00
Tire Repair	\$138.39
Window Tint	\$205.00