



# CITY MANAGER'S REPORT TO CITY COUNCIL

OCTOBER 2019

## I. PUBLIC WORKS & ENGINEERING:

### Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), (UPC 102836)** – VDOT to adjust on-call contract to allow VDOT contractors to construct project.
- **Safe Routes to Schools (North Elementary School Phase I) (UPC 105233)** – Coordinating with utility companies in order to relocate facilities.
- **Safe Routes to Schools (North Elementary School Sidewalks Phase 2) (UPC 106188)** – Preliminary Engineering work is progressing. Next deliverable is the 60% Plan.
- **Holly Avenue Reconstruction (Revenue Sharing) (UPC 105690)** – Finley Construction has won the bid award for this project. Construction slated to start January 2020.
- **Boulevard Resurfacing (Shuford Ave to Newcastle Drive) (UPC 115248)** – Agreement with VDOT has been executed. VDOT to obtain pavement cores.
- **Boulevard and Westover Ave Intersection (UPC 100501)** – Preliminary Engineering has commenced. Consultant working on completion of 30% Plans.
- **Dupuy Avenue Modernization (UPC 101287)** – Construction in progress.
- **Lakeview Avenue Modernization (UPC 101288)** – Utility relocation currently underway.
- **Bridge Rehabilitation (UPC 105109)** – Project has been advertised for bids. Bid deadline is 11/14
- **Temple Avenue Signal Coordination (CMAQ Program) (UPC 98883)** – B&B signal has won the bid award for this project. Pre-Construction meeting set for early December 2019.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Awaiting authorization to go to advertisement from VDOT.
- **Appomattox River Greenway Trail Phase V (UPC 107533)** – Funding application submitted to obtain additional TAP funds.
- **Improvements on Conduit/Ellerslie Avenue (UPC 108646)** – Construction has been completed.
- **FY 19 Pavement Preservation** – Pavement operations have been completed. Currently addressing soft area on Jefferson Ave.

### Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Utility relocation in progress. Construction start scheduled for Summer 2020.
- **Dupuy Avenue Water and Sewer Replacement** – Construction in progress.
- **Nantucket Drainage** – Right of way acquisition in progress. Project has been advertised for construction bids. Working with bid winner to construct project within budget.
- **Hemlock Drainage** – Project to be merged and rebid with Nantucket drainage project.
- **Hrouda Pump Station** – The City received RFQ from vendors on 10/16. Currently working on RFP documents.

### Development Plan Reviews

- **Briarcliffe Section 4** – Final plan (2<sup>nd</sup> submittal) submitted 9/10. Plans were reviewed and comments sent to developers agent on 10/18.
- **Briarcliffe Section 4 Plat** – Final plat (1<sup>st</sup> submittal) submitted on 9/10. Plat was reviewed and comments sent to developer's agent on 10/18.
- **Boot Barn Preliminary Plan** – Review comments sent to planning department on 10/4.

### Water and Wastewater Utility Line Repairs

- Repaired a main water line on Westover Avenue at Tussing Lane and a service water line on Conduit Road.
- Repaired a broken sewer lateral on Conduit Road and a sewer main line on Lee Avenue.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

October 2019

#### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	12	79
Commercial Building	5	35
Demolition	0	2
Electrical	15	125
Mechanical	14	132
Plumbing	7	82
Swimming Pool	0	3
Amusement Rides	0	2
Tent	0	3
Clean Out Installation	5	25
Water and Sewer Connection	0	6
<b>Total: All Permits</b>	<b>58</b>	<b>494</b>

New Residential Units (CO's)	Month	Year to Date
<b>Total</b>	<b>0</b>	<b>3</b>

Valuations	Month	Year to Date
Residential	\$201,293.88	\$1,511,423.87
Commercial	\$223,075.00	\$6,909,645.00
<b>Total</b>	<b>\$424,368.88</b>	<b>\$8,421,068.87</b>

Building Inspections	Month	Year to Date
Residential	60	638
Commercial	46	494
<b>Total: All Inspections</b>	<b>106</b>	<b>1132</b>

#### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	4	48
Mobile Food Units	1	1
Signs - Permanent	1	28
Signs - Temporary	3	22
Zoning	3	44
<b>Total: All Permits</b>	<b>12</b>	<b>144</b>

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	2
Plat: Prelim Subdivision	0	2
Prelim. Site Plan Review	0	3
Special Exception Permit	0	0
Special Use Permit	0	2
Rezoning	0	0
Variance	0	1
Wetland Development	0	0
Zoning Opinion/Compliance	3	15
<b>Total: All Categories</b>	<b>3</b>	<b>25</b>

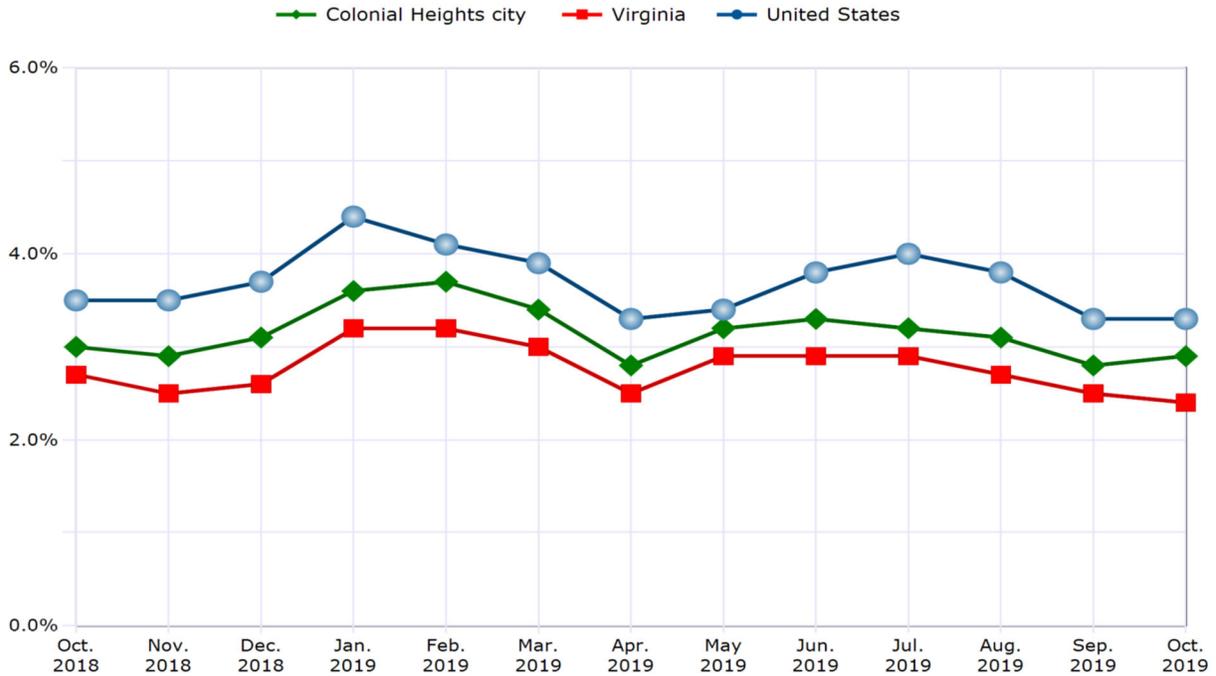
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	1	7
Wetlands Board	0	0
<b>Total: All Meetings</b>	<b>1</b>	<b>8</b>

#### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	5	124	6	124
Exterior Storage of Objects	8	111	3	111
Inoperable Vehicle	29	166	14	163
Property Defacement	1	2	0	1
Tall Grass	4	533	10	538
Trash Can Placement	84	218	50	174
Trash/Debris	9	105	8	116
VA Property Maintenance Code	1	32	1	26
Zoning	1	45	1	47
<b>Total: All Cases</b>	<b>142</b>	<b>1336</b>	<b>93</b>	<b>1300</b>

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Source: Virginia Bureau of Labor Statistics

#### Comparison Over Time

Time Period	Colonial Heights city	Virginia	United States
Sept 2019	2.8%	2.5%	3.3%
Aug 2019	3.1%	2.7%	3.8%
Sept 2018	3.0%	2.9%	3.9%

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 September 2019 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,012	8,739	276	<b>2.8</b>	No

\*Chesterfield 2.7 %unemployment      \*City of Petersburg 5.2 % unemployment  
 \*Dinwiddie 3.0 % unemployment      \*City of Hopewell 4.0% unemployment  
 \*Prince George 3.2 % unemployment

#### Prospect Activity:

Direct Requests for Information: 7  
 Sites/Bldgs. Submitted 6  
 Active Prospects 7

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

##### **Projects:**

- Boot Barn – site plan submitted
- Towneplace Suites – site plan submitted
- Extended Stay Hotel – under construction.
- Panera w/Drive-thru – Building plans have been submitted. Waiting for tenant to sign lease
- Mission BBQ – construction date has not been scheduled.
- The Juicy Crab – locating in former Sagebrush Restaurant space
- Marcos Pizza – locating in former Colonial Grill space in Dunlop Farms

#### **V. POLICE DEPARTMENT:**

Our officers responded to 3,654 calls for service during the month of October 2019. During the same month last year, we responded to 3,579 calls for service—resulting in a 2% increase. We had no reported robberies, and one reported in October 2018—a 100% decrease. We had one (1) reported rape, and one reported in October 2018—no change. We had four (4) reports of an aggravated assault this October, with none reported during the month of October 2018—a 400% increase. As for burglaries, one (1) was reported in October 2019, and four (4) were reported during the month of October 2018—a 75% decrease. There were 93 Part I, or serious, crimes reported to the Colonial Heights Police Department in October 2019. Fifty-four (54) of those, or 58%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of October was an extremely busy month, as we had our fair share of community events. We also reaped the rewards of our hiring efforts by placing four new recruits into the Crater Criminal Justice Training Academy. The hiring process has been a long arduous one but so rewarding when you hire such fine recruits.

We began the month by sponsoring *Celebrating Safe Communities*, our annual community event where he had 23 host sites where neighbors, friends, police officers and government officials gathered and discussed crime tips and City updates. It continues to be a well-received community outreach event. We also participated in the annual *D.E.A. National Drug Takeback* and took in an impressive 331 pounds—the total weight coming in just behind the counties of Chesterfield and Henrico. That is an amazing figure considering the size of our community. Last but not least, we continue our efforts in the Special Olympics community and hosted a *Cops on the Roof* fundraiser at the Hardees on Temple Avenue, raising \$529.00 in donations.

As previously stated, we are excited about our four recruits currently in the academy. It has been a while since we have sent even one police applicant to the police academy much less four; however, we recognized that it was time to hire younger, more diverse candidates and worked hard to achieve those goals. We look forward to you meeting Recruits Lamier Thomas, Jasmine Lynch, Austin Ramsey and Morgan Davis upon their successful completion of the police academy.

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

- Officers responded to the Branders Bridge Apartments complex for a disturbance call. While on scene, officers located an apartment that was unfit for habitation. The officers contacted the residents and identified two adults, three children, and a number of animals living inside the apartment. Child Protective Services (CPS) was notified and the children were removed from the residence. The adults were charged with child neglect.
- Master Officer Bob Clark was responded to a call where a vehicle may have been selling narcotics at the Kangaroo Mart. M. O. Clark located the suspect vehicle and found probable cause to conduct a traffic stop. The suspect vehicle did not stop right away. When it did, M. O. Clark's investigation lead to a possession of cocaine arrest as well as possession of a firearm.

## V. POLICE DEPARTMENT (CONTINUED):

- Officers responded to a call for someone breaking into a vehicle. A suspect vehicle description was broadcast, and Officer Marcus Hall was able to locate that suspect vehicle on the north end of the Boulevard. The driver and passenger were identified and were both involved in the larceny. A search of the vehicle yielded a stolen firearm and other stolen items. Both suspects were charged with multiple crimes.
- Sr. Officer Brett Jennings responded to a call of a credit card fraud involving a Domino's Pizza delivery. He began to investigate the case and was able to develop a suspect and obtain warrants on this case.
- Officer Darrell Aleshire responded to a medication overdose call. He noticed some illegal narcotics in plain view and obtained a search warrant for the residence. Officer Aleshire located several different narcotics in the residence, as well as three rifles and two handguns. Two suspects were arrested for multiple violations.
- Officers responded to Southpark Mall for a large number of juveniles fighting. Patrol estimated about 300 juveniles in the area. OC spray was used to stop one of the active fights. All parties involved in the fight fled on foot.
- Sr. K-9 Officer Micaulay Fable and K-9 Justice are continuing their 12 weeks of training with the Chesterfield County Police Department this month.
- Career K-9 Officer Christopher Wulff and K-9 Rose were called out to search for a missing hunter in Powhatan.
- Career K-9 Officer Wulff and K-9 Rose attended the Virginia Working Dog Association seminar where they successfully completed their annual certification.

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:

- The division joined the department for the **First Responders Appreciation Luncheon** at Wagstaff's Steakhouse, hosted by Don Anderson and Associates. It was another great luncheon and so appreciated by the police department.
- Career Officer Scott Whirley attended the annual **Accreditation Conference** in Charlottesville, Virginia.
- Career Officer Whirley attended the **3rd Annual Fall Career and Resource Fair** sponsored by Chesterfield/Colonial Heights Department of Social Services. Career Officer Whirley attended with Colonial Heights Fire Department representatives and Human Resources Director, Jennifer Carpenter.
- Sgt. Renee Walters submitted a request for the Local Law Enforcement Block Grant to be placed on the November City Council agenda for the purchase of two radar units and three tint meters.
- Captain Anspach attended the **IACP Conference (International Association of Chiefs of Police)** in Chicago, Illinois, where he focused his training on officer wellness and suicide prevention.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported October 2019 was an average month for the number of cases assigned to Investigations. Fifteen (15) new cases were assigned to detectives for the month. Of all the cases that were investigated, 16 were cleared. This included clearing five (5) cases from the previous month, which resulted in a clearance rate of 107% for the month of October.

## V. POLICE DEPARTMENT (CONTINUED):

On October 5<sup>th</sup>, Auxiliary Sergeant Richard Hubbell and Officer Cecil Powell provided security/assistance as bicycle officers during the Chesterfield County/Colonial Heights **Crime Solvers 2nd Annual "Light Up the Night" 5K Run** at Pocahontas State Park. For approximately three hours, both officers rode their bicycles along the race route making sure all runners were safe during this event. This event attracted 120 runners who ran during the night along the wilderness trails in the park. An estimated \$5,567.00 was raised to benefit Crime Solvers.

Additionally, during the month of October we had five (5) reported non-fatal heroin overdoses. We also processed 13 concealed weapon permits, and three (3) dispatcher background investigations.

Some of the division highlights include:

Detective Sergeant Chris Harris was assigned five (5) new cases:

- A fraud case
- A child abuse case
- Child neglect
- Threatening phone calls
- Cleared two cases from last month

Master Detective Roger Santini was assigned four (4) new cases:

- Attempt to elude
- Statutory rape
- False police report
- Fraud

Detective Joe Vaughan was assigned six (6) new cases:

- Child neglect, unfounded
- Grand larceny
- Unclaimed body
- Sexual assault
- Breaking and entering
- Recovery of stolen vehicle
- Cleared three cases from the previous month

➤ Master Detective Adam Brandeberry was in training at the Forensics Academy during the entire month.

No public nuisance letters were issued this month

The **U.S. Marshal's Fugitive Task Force** has been temporarily vacated due to recent promotions.

**Auxiliary and Sentinels** assisted the police department with two varsity football games on October 4<sup>th</sup> and 18<sup>th</sup>; the Crime Solvers 5K Run on October 5<sup>th</sup>; traffic control during the Virginia State University Homecoming Football Game on October 19<sup>th</sup>; and the Drug Take-Back event on October 26<sup>th</sup>. In addition, Auxiliary officers completed OC recertification at their monthly meeting on October 3<sup>rd</sup>. They provided **26 hours** of extra manpower while riding with officers during the month. Auxiliary/Sentinel members volunteered **188 hours** of service during the month. They have volunteered **1,394 hours** of service to date during the 2019 calendar year.

Overall as an agency, during the month of October we made 321 **total arrests**, worked **92 crashes**, wrote **477 traffic citations**, executed **857 traffic stops**, affected **11 DUI arrests** and **50 drug arrests**, and issued **31 parking citations**.

## V. POLICE DEPARTMENT (CONTINUED):

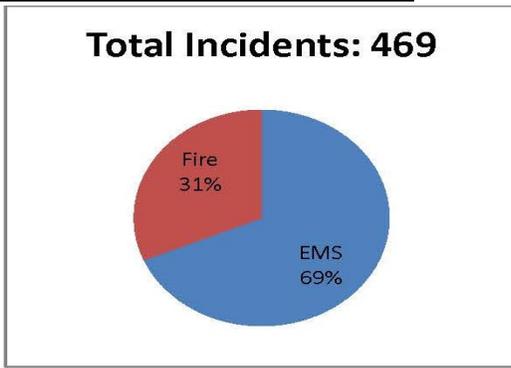
**Acting Sergeant J. Stacey Whitt** was selected as our *Employee of the Month* for September 2019. During the month of September, A/Sergeant Whitt thoroughly investigated all his assigned cases and cleared over half of them by arrest. He comes to work every day with a positive attitude, readily accepting of all tasks assigned to him. Stacey is a model of what the department should be looking for in an officer. He is able to seamlessly transition from traffic enforcement, to investigating narcotics cases, to obtaining search warrants and collecting evidence. There is no hesitation in Stacey's performance—his work is exemplary. In addition, he arrives early every day and does not leave until his job is complete. Frequently, he offers suggestions on ways to improve daily operations. He is a pleasure to work with.

Acting Sergeant Whitt exhibits diligence, dependability and selfless service every day that he reports for duty. For that reason, we feel that he is most deserving of being recognized as our Employee of the Month.

### DEPARTMENT STATISTICS FOR October 2019

Crime	October 2018	October 2019	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	1	0	-100%
Robbery	1	0	-100%
Aggravated Assaults	0	4	400%
Simple Assaults	18	22	22%
Breaking & Entering	4	1	-75%
Larceny	41	63	54%
Vehicle Thefts	0	3	300%
Arson	0	0	0%
Shoplifting	21	38	81%
DUI Arrests	15	11	-27%
All Criminal Arrests	349	321	-8%
Calls for Service	3,579	3,654	2%
<b>October 2019</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	93	54	58%

## VI. FIRE & EMS DEPARTMENT:



**Total Fire Type Incidents: 147**

(Total Fire Loss \$36,050)

**Total EMS Incidents: 322** (235 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents: (Avg. response time 5:41 minutes)

EMS units arrived on scene in less than 9 minutes on 98.1% of emergency incidents. (Avg. response time 5:28 minutes)

### Fire Division (number of incidents):

Fires		Hazardous Situations		Services Calls and False Calls	
Building fire	1	Gas leak (natural gas or LPG)	3	Good intent calls	27
Passenger Vehicle fire	3	Electrical wiring equip problem	1	Public service calls	29
Brush or grass fire	1	Arcing shorted electrical equipment	2	Public fire education	9
Cooking fire contained to container	1	Vehicle accident, general cleanup	1	Cover assignment/standby	7
Unauthorized burning	7	Carbon Monoxide incident	1	False alarm/false calls	11
Authorized burning	2	Haz Mat release investigation w/no Haz Mat found	2	Assist invalid	19
		Hazardous condition, other	2	Child seat installation	6
		Attempted burning, illegal action	1	Smoke/CO detector installation	5
				Knox Box installation	5

### Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	7	M/A received from Chesterfield Fire	4
M/A given to Chesterfield Fire	3	M/A given to Dinwiddie Fire (Fire investigation)	1
M/A given to Petersburg Fire	2	M/A received from Petersburg Fire	1
		M/A received from Fort Lee Fire	2

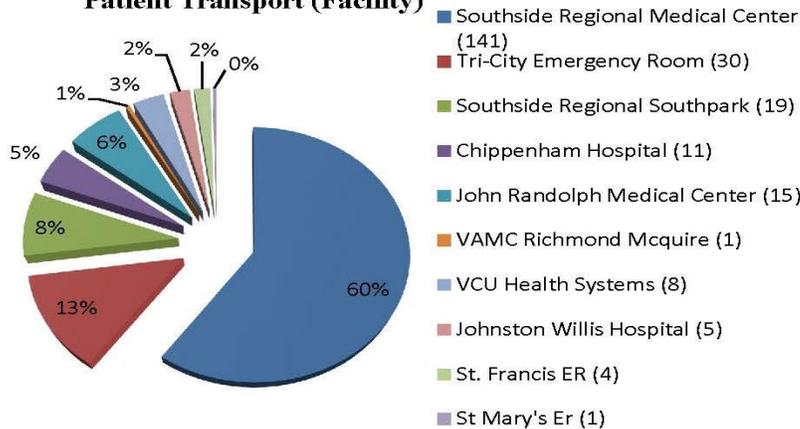
### EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	3	M/A received from Petersburg	2
M/A given to Fort Lee EMS	1	M/A received from Fort Lee	4
		M/A received from Chesterfield	3

### Staffing

		Engine unstaffed due to EMS call	Engine staffed with 2 due to EMS call
Station 1	Number of Incidents	6 Incidents	2 Incidents
	Total Hours	7 Hours & 58 Minutes	2 Hours & 8 Minutes
Station 2	Number of Incidents	5 Incidents	4 Incidents
	Total Hours	4 Hours & 35 Minutes	4 Hours & 6 Minutes

### Patient Transport (Facility)



### EMS Transports (by facility)

## **VII. FINANCE DEPARTMENT:**

### **Finance Activity:**

- ERP System - Staff have created a schedule for Phases III (utility billing) and IV (business licenses) and we have pulled utility billing data and provided it to Tyler.
- Raftelis reviewed the rate setting process and discussed policy considerations, structure alternatives, and pricing objectives at the October work session with Council. Hazen and Sawyer, subcontractors for the condition assessment portion of the project, performed field work in October.
- Tiffany Fenner was selected to fill the Deputy Director of Finance position. Tiffany joins us on November 13, leaving her current position as Finance Manager at VCU's facilities department.
- Brown Edwards provided a partial draft of the City's audited financial statements; staff is expecting to receive a complete draft in early November and complete the final document by the November 30 deadline.
- The Department received quotes for renovation work to create additional office space and a small conference room. A contractor has been selected and construction will be done in December. In anticipation of losing a significant amount of storage space, the department will have cleanup days in November to purge unnecessary files.

### **Purchasing Activity:**

- Invitation # 19-100902-1097, Holly Avenue Reconstruction project, was due on October 9. Contract Documents were completed during the month and the Purchase Order was issued. This project consists of:
  - Relocation of specified water meters and sewer clean outs;
  - Removal and reconstruction of curb and gutter;
  - Removal and reconstruction of driveway entrances;
  - Removal and reconstruction of carriage walks;
  - Regular excavation of existing pavement and base materials as necessary;
  - Full depth Reclamation to a nominal depth of 10"
  - Resurfacing with Sm-9.5A, nominal depth of 2"
- Invitation # 19-101602-1098, Qualifications for Replacement of the Hrouda Pump Station, was issued on September 19, and due on October 19. This design/build project solicits a contractor and architect to design and construct the building. Two qualified proposals were received, and it is expected that the contract will be issued in November.
- Invitation # 19-101802-1099, Hemlock Avenue & Nantucket Court Storm Sewer Outfall Improvements Project, was issued on September 26, with sealed bids due on October 18. One bid was received, which was over the budget. The Engineering Department has scheduled a meeting with the vendor for options to reduce the price.
- Invitation # 19-102402-1100, Temple Avenue Intersection Traffic Signal Project, was issued on September 26, and due October 24. This project consists of the upgrade of three traffic signals along Temple Avenue (Conduit Road, Southpark Boulevard & Dimmock Parkway). The Southpark Boulevard intersection will also include extending a sidewalk and adding curb ramps and a crosswalk. Three bids were received and contract documents have been sent out to the low bidder.

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

- Invitation # 19-102902-110 was issued on Oct 11, with proposals received on October 31, for annual fire department Physicals. The proposals are being reviewed by the Fire Department.
- Invitation # 19-110702-1102 was issued on Oct 17, with bids due on November 7, for maintenance & repair of various structures (Bridges & culverts).
- Invitation # 19-110602-1103 was issued on Oct 17, with proposals due on Nov 6, for periodical subscriptions for the library.

### **Other Purchasing Activity:**

- A new contract was issued with Tri-City Markings for traffic lines & arrows.
- Staff is working on several quotes for modifications to Shepherd Stadium
- Agreement issued for the dumping of leaves collected from City residents

### **Risk Management:**

- A large truck attempting to turn from the Boulevard onto Maple Grove Avenue (Near Walgreens), struck a fire hydrant. The hydrant was replaced by the City's Utilities Department and relocated further away from the Boulevard

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent– 3,626
- Delinquent Notices Sent –755 or 19.5% with 118 cut off for nonpayment.
- No utility billing set-off debt collections received for this month.

### **Billing and Collections Activity:**

- 152 DMV releases processed: 148 personal property, 4 parking citation.
- Administrative fees collected \$1,368.53.
- There were no set-off collections in September.
- Cigarette Stamp revenue FY20 to date: \$370,817 (81% of \$460,000 budgeted in FY20)
- Sales tax collections are down 1.87%, or \$24,500 less, than prior year to-date.

### **Real Estate Activity:**

- There were 69 recorded transfers this month, 33 of which were valid residential sales.
- There was no new residential or commercial construction picked up for the month.

## VIII. HUMAN RESOURCES DEPARTMENT:

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

### Advertisements

<u>Department</u>	<u>Position</u>
Recreation & Parks	Van Driver (Part-time)
Recreation & Parks	Recreation Specialist IV (Part-time)
Office on Youth	Youth Specialist (Part-time)
Fire & EMS	Communications Supervisor (Promotional)
Public Works	Senior Engineering Technician
Fire & EMS	Firefighter-EMT

### Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Firefighter-EMT	111	3,537
Site Supervisor (Part-time)	19	546
Support Worker (Part-time)	35	667
Police Officer (Certified)	44	431
Animal Control Aide (Part-time)	44	564

### Miscellaneous

- New Employee Orientation and Employee Exit Interviews were held for the following individuals:

New Employee Orientation  
2 Police Officers  
1 Recreation Specialist II

Employee Exit Interviews  
1 Senior Engineering Technician

- Hosted a VACORP/Anthem Hybrid Disability Program regional training workshop on October 3, 2019.
- Participated in the panel interview process for the Administrative Assistant (Part-time) position in the City Attorney's Office.
- Hosted a Virginia Values Veterans (V3) Employer Training & Certification Workshop on October 16, 2019.
- Attended the annual IPMA-HR Virginia Chapter Human Resources Director conference, which included topics on: Effect of Opioids in the Workplace, VRS Hybrid Program, Incivility, and HR Leadership Challenges.
- Attended the annual Labor & Employment Law Update seminar presented by Woods Rogers on October 23, 2019.
- Attended the 3<sup>rd</sup> Annual Chesterfield-Colonial Heights Department of Social Services Fall Career & Resource Job Fair on October 24, 2019.
- Finalized the interview and hiring process for the Administrative Assistant (Part-time) position in the Human Resources Department.

## **IX. INFORMATION TECHNOLOGY DEPARTMENT:**

- The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 58,848 webpage views in the month of October.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"><li>1. Library</li><li>2. Real Estate Records</li><li>3. Animal Control &amp; Shelter</li><li>4. City Employees</li><li>5. Yard Sale and Temporary Sign Permit</li><li>6. Human Resources</li><li>7. Pay Online</li><li>8. Recreation &amp; Parks</li><li>9. Police</li><li>10. GIS and Maps</li><li>11. Records &amp; Property Tax Maps</li><li>12. Real Estate Assessor</li><li>13. Fire &amp; EMS</li><li>14. City Departments &amp; Offices</li><li>15. Jobs</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> Singapore</li><li> Puerto Rico</li><li> India</li><li> Germany</li><li> Ireland</li><li> Philippines</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Illinois</li><li> California</li><li> Pennsylvania</li><li> New York</li><li> Maryland</li></ul>
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- ☆ Citizens submitted and city staff processed 383 Service Requests and questions through the “Report a Concern” module during the month of October.
- ☆ The City of Colonial Heights’ Facebook Page now has 5,021 fans and the City’s Twitter account has 1,432 followers. There are 3,333 subscribers for “In the News”.

## **X. LIBRARY:**

- ☆ The library staff circulated 20,087 titles in October, while the library service continues to experience a growing shift toward e-book titles being downloaded from its Amazon and Hoopla digital libraries (43% of total).
- ☆ Residents borrowed 8,634 e-books on Kindles, while 669 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 924 residents registered for the Hoopla service.
- ☆ The public computer center had 1,213 users, while the iPad center was used 49 times.
- ☆ The new virtual reality center was used 46 times.
- ☆ The library’s meeting rooms were used by 142 groups.
- ☆ An average of 673 residents used the library each day, while 61 residents registered for new library cards.

## **XI. RECREATION & PARKS DEPARTMENT:**

### **Recreation Division**

In October, the Recreation Department continued its Youth Football and Cheerleading season in the Chesterfield Quarterback League to include the Homecoming Game. Registration for youth basketball leagues began and practices will begin late November. Staff completed programming for the winter months, December-February, for inclusion in the winter edition of the City Focus, which will be mailed to households' mid-November. Staff continues work on the Annual Christmas Parade scheduled for Tuesday December 3<sup>rd</sup>; Staff also continues work on Shepherd Stadium improvement projects in preparation for Chili Peppers baseball beginning in May 2020. The Maddie's Magnificent Play Park community build was held on October 11 and the completion of the rubber surface installation will be in November. The new restroom building at White Bank Park was also installed in October and the opening of that building will happen later next spring. Unfortunately, due to inclement weather the Annual Halloween in the Park event was cancelled.

<b>Activities/Programs</b>	<b><u>2019</u></b>	<b><u>2018</u></b>
Adult Softball (Fall League)	14 teams	16 teams
Youth Football	72	82
Youth Cheerleading	62	50
Girls Fast Pitch Fall Ball	46	54
Fall Baseball	18	40
Youth Volleyball	10	25
Little Tykes	12	11
Therapeutic Recreation	109	86
Mess Makers	6	8
Karate	9	4
Belly Dance	6	8
<b>Facility Usage</b>	<b><u>2019</u></b>	<b><u>2018</u></b>
Community Room Attendance	1,144	920
Community Room Reservations	22	25
Pavilion Attendance	1,360	2,150
Pavilion Reservations	16	26
Field Attendance	4,428	6,125
Field Rentals	41	57

### **Parks, Horticulture, Buildings & Grounds**

- Cut grass around City buildings, Parks, and ballfields as needed.
- Prepped ballfields as needed for league and tournament play.
- Painted football field, field hockey field, band practice field for High School as needed.
- Installed new playground equipment at White Bank Park.
- Removed fence capping of fences in Shepherd Stadium.
- Removed windscreen off fences in Shepherd Stadium.
- Removed chain link fence down first and third foul area in Shepherd Stadium.
- Over seeded Shepherd Stadium with winter rye.
- Rebuilt steps in both dugouts in Shepherd Stadium.
- Delivered and picked up tables and chairs for Community Night Out.
- Blew leaves and debris off Roslyn Landing trail for the Special Olympics torch run.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Edged beds at sites as needed.
- Trimmed trees and shrubs as needed at sites.
- Removed summer annuals from sites as needed.
- Watered memorial trees at sites as needed.
- Cut suckers off Crepe Myrtles along Arlington Ave. median.
- Cut suckers off Crepe Myrtles along Boulevard.
- Cut liriopie from sites.
- Planted pansies at sites.

# XI. RECREATION & PARKS DEPARTMENT (CONTINUED):

## Agency on Aging

Activities	2019	2018
Adult Coloring	8	9
Bingo in Center	64	59
Bob Ross Painting Class	7	7
Bowling	192	192
Bridge Party	52	44
Bridge Tournament	118	104
BUNCO	12	20
Christmas Coasters	7	N/A
Diamond Art	13	N/A
Golfers Meeting	80	71
LifeLine Screening	83	N/A
Senior Club Meeting	107	46
Senior Club Board Meeting	10	12
Senior Citizen Dance	62	84
Senior Golf Association	502	448
Sing A-Long	32	34
<b>Awareness/Education</b>	<b>2019</b>	<b>2018</b>
Blood Pressure Check	15	22
Diabetes Class	30	N/A
Eating Healthy on a Budget Lunch & Learn	31	N/A
Flu & Pnueumonia Shots	13	25
<b>Classes</b>	<b>2019</b>	<b>2018</b>
Colorful Creation Open Paint	36	24
Crochet & Knitting	32	45
Line Dancing Class	119	80
Quilts for Vets	20	10
Sewing Class	36	29
Tap Class	76	77
Tech Savy	1	10
Watercolor with Faye	26	30

### Senior 5K



## Agency on Aging

Fitness	2019	2018
Boot Camp	37	N/A
Chisel & Scupt	30	N/A
Educational Strength Tranining	11	N/A
Fitness Center	109	N/A
Morning Crunch	86	N/A
Muscles in Motion	142	257
Pickleball	214	159
Senior Stride	36	N/A
Sit & Let's Get Fit	231	267
Strength & Stretch	294	469
Tai Chi	44	32
TBS	216	N/A
Water Aerobics	41	54
Yoga	191	151
5K	36	N/A
<b>Trips</b>	<b>2019</b>	<b>2018</b>
Blandford Church	12	N/A
Charles Town Slots	45	41
Family History Center	4	6
Richmond Canal Cruise	24	N/A
Richmond Zoo	18	N/A
Riverside Theatre	26	26
Smithfield Fashion Show	15	13
<b>TOTAL</b>	<b>3,373</b>	<b>2,957</b>
Volunteer Hours	67	28
<b>Meals</b>	<b>2019</b>	<b>2018</b>
Home Delivery Meals	20	50
Site Meals	84	51
<b>Transportation</b>	<b>2019</b>	<b>2018</b>
Total Passengers	318	341
Total Trips	731	665
Total Miles	5242	3276
Wheelchairs	10	10
Donations	\$756.00	\$296.00
New Riders	11	11

### Bob Ross Class



## **XI. RECREATION & PARKS DEPARTMENT (CONTINUED):**

### **Violet Bank Museum**

	<u>2018</u>	<u>2019</u>
Attendance	484	566

House Tours: 88

Grounds Use: 19

Ongoing Programs: 24

Fall Festival Carnival Extravaganza Event: 435

- 10-07-19 Presentation to the Chester Camp SCV Group by M. Poarch & W. Alvis -The Action At Ft. Clifton & Lee At Violet Bank
- 10-10-19 Wayne Covil, CBS Channel 6 Segment, about the Cucumber Tree At Violet Bank, Interview and Photos
- 10-21-19 Violet Bank Stitches From the Heart Group delivered 14 hand knit and crochet lap blankets to the patients at the Magnolia to the Assisted Living Facility in Chester
- 10-26-19 Fall Festival Carnival Extravaganza at Fort Clifton. Kristi Higgins of the Progress Index Newspaper wrote an excellent article on this event.

**Stitches from the Heart**



**Fall Festival**



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

### **Youth Advisory Council Activities**

- Officer's meeting October 22 (4 youth attended)
- Planned agenda for member meeting (November 4)

### **Youth Services Commission**

- Attended meeting October 21 (formed sub-committee to plan youth survey)

### **Kids' Achieving Progress Afterschool Program**

- Fully staffed 12 City payroll, 1 VSU work study, 1 JTCC workstudy
- Tussing enrollment-14, Lakeview-14, North-14
- Volunteers- 25
- 35 children attended field trip to Peak Experience

### **Substance Abuse Prevention Activities**

- Attended Central VA Opioid Taskforce (October 8)

### **Ongoing Monthly Meetings**

City Manager Director meeting

FAPT

CMDT

Smart Beginnings School Readiness

CPMT

Families First

JDVTF

School Board

Positive Parenting Coalition (PPC)

Community Criminal Justice Board (CCJB)

### **Diversion Program Participation**

- **Community Service**  
2 Youth Completed 15 Hours of Service Learning
- **Shoplifting Diversion**  
0 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
- **Teen Life Skills**  
No referrals

### **Professional Development:**

8 hours completed

- Children's Mental Health Symposium (October 4)

### **Other**

Hired new part time Youth Specialist

### **XIII. FLEET MAINTENANCE:**

	# Invoices	Total	Sublet	Sublet total
2019	88	\$48,247.35	6	\$7,321.28
2018	96	\$28,496.86	15	\$5,101.59

The Sublet repairs consist of the following;

Tire repairs	\$342.63
Windshield	\$339.75
Paint	\$1,379.90
Seat [ buses ]	\$5,259.00