



# CITY MANAGER'S REPORT TO CITY COUNCIL

NOVEMBER 2019

## I. PUBLIC WORKS & ENGINEERING:

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### Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – City to advertise project in Spring 2020..
  - **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** – Bid documents have been advertised. Bid are due December 19<sup>th</sup>.
  - **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)** – Bids received for project well over project budget. Staff working with low bid contractor to discuss changes to work.
  - **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – 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.
  - **FY 19 Pavement Preservation** – Pavement operations have been completed. Currently addressing soft area on Jefferson Ave.
  - **FY 20 Pavement Preservation** – Exploratory work has commenced on sections of Conduit Rd.
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### 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** – Neighborhood HOA is working through the process of gaining signatures in order to convey drainage easement. Easement is needed to conduct improvement work. City and contractor have come to agreement on amount of work that can be accomplished within budget.
  - **Hemlock Drainage** – Project is packaged with Nantucket Drainage improvements
  - **Hrouda Pump Station** – The City received RFQ from vendors on 10/16. Awaiting bids from vendors.
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### Development Plan Reviews

- **Briarcliffe Section 4** – Final plan (2<sup>nd</sup> submittal) submitted 9/10. Plans were reviewed and comments sent to developer's 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.
- **Keystone Truck and Tractor Museum Plat** – Easement Plat (1<sup>st</sup> submission) submitted, reviewed, and comments sent to City Attorney's office on 11/8. Plat (2<sup>nd</sup> submission) submitted, reviewed, and comment sent to City Attorney's office on 11/18.
- **Lakeview Widening** – 90% Plans received on 11/13. Plan review comments sent to Asst Director of Public Works on 11/26.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

November 2019

#### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	3	82
Commercial Building	2	37
Demolition	1	3
Electrical	11	136
Mechanical	12	144
Plumbing	2	84
Swimming Pool	0	3
Amusement Rides	0	2
Tent	0	3
Clean Out Installation	4	29
Water and Sewer Connection	1	7
<b>Total: All Permits</b>	<b>36</b>	<b>530</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	\$112,500.00	\$1,623,923.87
Commercial	\$8,315.50	\$6,917,960.50
<b>Total</b>	<b>\$120,815.50</b>	<b>\$8,541,884.37</b>

Building Inspections	Month	Year to Date
Residential	61	699
Commercial	57	551
<b>Total: All Inspections</b>	<b>118</b>	<b>1250</b>

#### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	3	51
Mobile Food Units	0	1
Signs - Permanent	4	32
Signs - Temporary	0	22
Zoning	2	46
<b>Total: All Permits</b>	<b>9</b>	<b>153</b>

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	2
Plat: Prelim Subdivision	0	2
Prelim. Site Plan Review	1	4
Special Exception Permit	0	0
Special Use Permit	0	2
Rezoning	1	1
Variance	0	1
Wetland Development	0	0
Zoning Opinion/Compliance	1	14
<b>Total: All Categories</b>	<b>3</b>	<b>26</b>

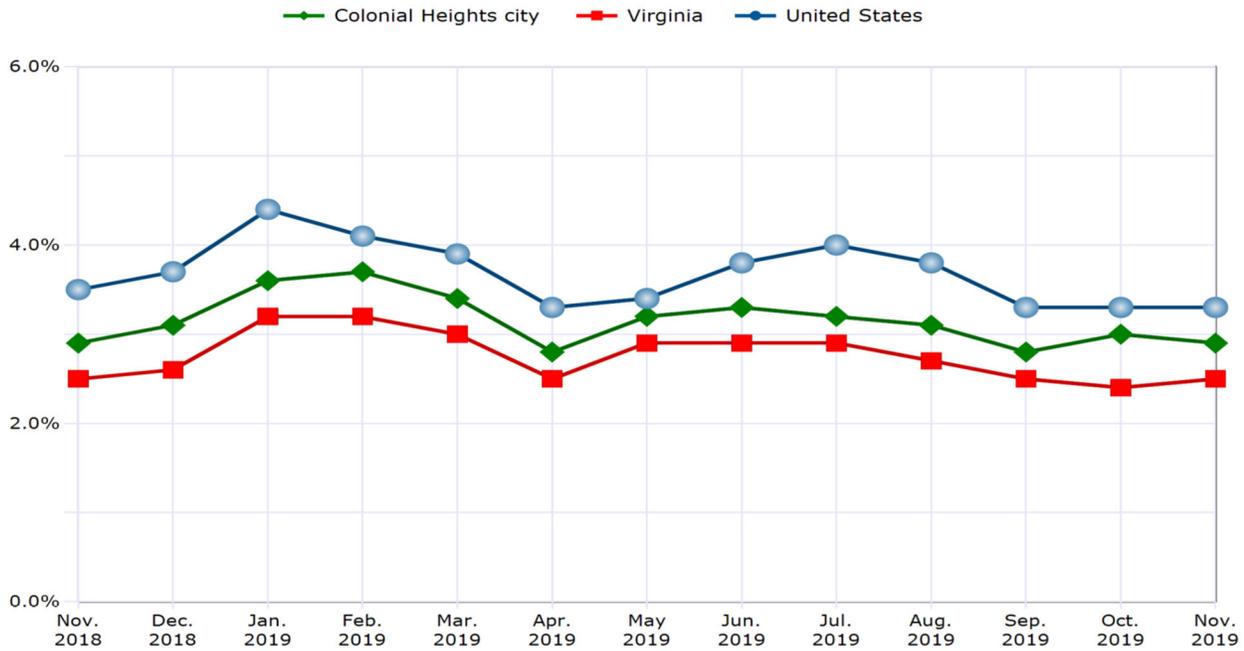
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	1	8
Wetlands Board	0	0
<b>Total: All Meetings</b>	<b>1</b>	<b>9</b>

#### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	1	125	1	125
Exterior Storage of Objects	3	114	4	115
Inoperable Vehicle	4	170	16	179
Property Defacement	0	2	1	2
Tall Grass	0	533	3	541
Trash Can Placement	85	303	92	266
Trash/Debris	4	109	3	119
VA Property Maintenance Code	1	33	0	26
Zoning	4	49	2	49
<b>Total: All Cases</b>	<b>102</b>	<b>1438</b>	<b>122</b>	<b>1422</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
Oct 2019	2.8%	2.5%	3.3%
Sept 2019	2.8%	2.7%	3.3%
Oct 2018	3.0%	2.7%	3.7%

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 October 2019 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,017	8,741	269	2.8	No

\*Chesterfield 2.7 %unemployment  
 \*Dinwiddie 3.0 % unemployment  
 \*Prince George 3.1 % unemployment

\*City of Petersburg 5.4 % unemployment  
 \*City of Hopewell 4.1% unemployment

#### Prospect Activity:

Direct Requests for Information: 5  
 Sites/Bldgs. Submitted 5  
 Active Prospects 6

### **III. 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 – obtained building permit for tenant upfit

### **IV. POLICE DEPARTMENT:**

Our officers responded to 3,333 calls for service during the month of November 2019. During the same month last year, we responded to 3,159 calls for service—resulting in a 6% increase. We had no reported robberies, and one reported in November 2018— a 100% decrease. We had no reports of rape, and one reported in November 2018—a 100% decrease. We had one (1) report of an aggravated assault this November, with one (1) reported during the month of November 2018— no change. As for burglaries, two (2) were reported in November 2019, and four (4) were reported during the month of November 2018— a 50% decrease. There were 77 Part I, or serious, crimes reported to the Colonial Heights Police Department in November 2019. Fifty-two (52) of those, or 68%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of November was a busy month for calls for service as evidenced by the 6% increase. The efficiency and motivation of our officers resulted in the clearance of an outstanding and commendable 68% of their assigned criminal cases.

We are proud to note the promotion of William H. “Billy” Anspach to the rank of Major, a well-earned and deserved promotion.

During the month, we conducted a lot of active shooter training. We did training exercises at both the high school and the middle school, where it was well received by the school staff and administration. A training exercise was also conducted at City Hall.

Our four police recruits currently in the training academy—Lamier Thomas, Jasmine Lynch, Austin Ramsey and Morgan Davis—continue to perform at a high level and just completed driver and firearms training. We had several of our own instructors participating and teaching all the recruits during these high liability areas of instruction.

**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 Piedmont Avenue to attempt a warrant service. The subject was located and arrested for the outstanding warrant. During the arrest, crystal methamphetamine was located and an additional warrant was obtained.
- Officers responded to the Hampton Inn for a disturbance. Several arrests were made for underage possession of alcohol as well as curfew violations. During the investigation, a sexual assault was reported. Detectives were subsequently called out for this assault and are investigating the incident.
- Senior Officer David Gallagher responded to Southpark Mall for a subject shooting vehicles with a BB gun. The investigation led to a 10-year-old boy who had shot three different vehicles in the parking lot. The juvenile was identified, and a parent was notified in this incident.
- Sergeant Travis Karr responded to a hit and run involving a pedestrian. Sgt. Karr was able to locate the suspect in this incident. During his investigation, Sgt. Karr located evidence of cocaine and marijuana use as well as a firearm belonging to the suspect. The suspect was arrested on multiple charges.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

- Master Officer Mike Kelley responded to the area of Burlington Coat Factory for a juvenile shooting a goose with a BB gun. The subject was located, and the BB gun was seized. This incident was referred to the Department of Game and Inland Fisheries due to the fact that the incident involved a game animal.
- Officers responded to Plumtree Avenue for a subject who had destroyed his home. A family member obtained an emergency custody order (ECO) and the subject was taken into custody without further incident. Ultimately, a temporary detention order (TDO) was obtained and served and the subject was held at Central State Hospital.
- During a traffic stop, Lieutenant Thad Johnson arrested the driver of the vehicle for possession of marijuana with intent to sell, as well as multiple credit card theft 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:

- In coordination with the school system, the school resource officers (SROs), members of the department, and members from the Sheriff's Office, participated in lock-down drills and building checks at the High School, Vo-Tech and Middle School. Social media posts were made prior to the drills.
- The entire department completed fall night firearms qualifications.
- Captain Ferguson conducted a Property Room annual audit of 20 random items of property/evidence
- Career Officer Scott Whirley completed all accreditation folders with proofs of compliance for Term 3.
- Career Officer Whirley met with Virginia State University student Amina Simmons, who was trying to complete a school project for why you should obey the speed limit. C. O. Whirley provided her with an on-camera interview to assist with this project.
- Career Officer Whirley attended a Halloween candy buy-back event at Southside Orthodontics. C. O. Whirley's son assisted by playing McGruff the Crime Dog, which was a hit with everyone.
- Career Officer Whirley attended a Job Fair at Colonial Heights High School with Detective Joe Vaughan. They were able to promote and highlight the police department and potential careers to our youth.
- Career Officer Whirley and Chief Faries participated in community events at the Dunlop House and Clearfield Apartments.
- Sgt. Renee Walters requested the purchase of nine breathalyzers through the DMV grant.
- Sgt Walters requested the purchase of three tint meters and two radar units approved through the Byrne Justice Block Grant.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported November 2019 was an above average month for the number of cases assigned to Investigations. Twenty-three (23) new cases were assigned to detectives for the month. Of all the cases that were investigated, 18 were cleared. This included clearing three (3) cases from the previous month, which resulted in a clearance rate of 78% for the month of November.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

The Investigations Division is pleased to announce that Master Detective Adam Brandeberry graduated from the 99th Session of the Virginia Forensic Science Academy on November 8, 2019. The academy's objective is to provide high-level training to qualified crime scene search officers. Law enforcement personnel learn to properly recognize, document, collect, and preserve—for laboratory examination—items of physical evidence found at crime scenes. Academy participants become familiar with the capabilities and limitations of the modern forensic laboratory in examining the spectrum of materials which can be collected as evidence in criminal cases. This was a nine-week course of instruction, which now gives us two highly trained forensic investigators with the agency (the other is Master Detective Roger Santini).

Additionally, during the month of November we had two (2) reported non-fatal heroin overdoses. We also processed 17 concealed weapon permits, and one (1) massage therapist permit.

Some of the division highlights include:

- Detective Sergeant Chris Harris was assigned five (5) new cases:
  - Two sexual assault investigations
  - Indecent exposure
  - Shoplifting
  - Police Information of communication between an adult and a juvenile, which turned out to not be a crime
  
- Master Detective Roger Santini was assigned five (5) new cases:
  - Credit card theft
  - Bomb threat
  - Arson investigation
  - Fraud
  
- Detective Joe Vaughan was assigned six (6) new cases:
  - Reckless handling of a firearm
  - Grand larceny
  - Grand larceny of a firearm recovered in Chesterfield
  - Embezzlement
  - Stolen checks
  - Sexual assault
  
- Master Detective Adam Brandeberry was assigned seven (7) new cases:
  - Possession of child pornography
  - Distribution of child pornography
  - Runaway
  - Grand larceny
  - Fraud case of stolen checks passed at a local bank
  - Missing deposit bag, which may be a case of embezzlement

Two public nuisance letters were issued this month:

- 500 block of McArthur Avenue
- 200 block of Jennick Drive

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

#### IV. POLICE DEPARTMENT (CONTINUED):

**Auxiliary and Sentinels** assisted the police department with the Tri-Cities Arthritis Awareness 5K Run, Colonial Heights High School football game, the Walk for Life Pregnancy Support Center Fundraiser 5K Run, and the Veteran's Day Memorial Event. They provided 37 hours of extra manpower while riding with officers during the month. Auxiliary/Sentinel members volunteered 163 hours of service during the month. To date, they have volunteered 1,557 hours of service during the 2019 calendar year.

Overall as an agency, during the month of November we made **303 total arrests**, worked 122 **crashes**, wrote 473 **traffic citations**, executed 749 **traffic stops**, affected 18 **DUI arrests** and 31 **drug arrests**, and issued 37 **parking citations**.

**Sr. Officer Jacob A. Miller** was selected as our *Employee of the Month* for October 2019. During the month of October, Sr. Officer Miller was investigating a disturbance call at the Branders Bridge Apartments and was made aware of an apartment with trash and flies all over the interior of the residence. Without hesitation, Sr. Officer Miller volunteered to enter the apartment with the assistance of Officer Brandon Cherry. Photographs and a video of the deplorable living conditions were obtained. In subsequent investigations, Sr. Officer Miller became aware that a mother and father were living inside the residence with three young children. Child Protective Services was called and responded to the scene. Ultimately, all three children were relocated. Sr. Officer Miller arrested the mother and father on three counts each of felony child neglect.

Sr. Officer Miller was thorough in every aspect of his investigation into this incident. His actions resulted in three children now being overseen by Child Protective Services, with the assurance that they will no longer be forced to live in such horrendous conditions.

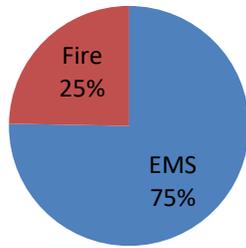
For all of the above actions, as well as his dedication to the citizens of Colonial Heights each and every day, we felt Jacob was most deserving of receiving the honor of being our Employee of the Month.

#### DEPARTMENT STATISTICS

<b>Crime</b>	<b>November 2018</b>	<b>November 2019</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	0%
Rape	2	0	-100%
Robbery	1	0	-100%
Aggravated Assaults	1	1	0%
Simple Assaults	15	15	0%
Breaking & Entering	4	2	-50%
Larceny	65	58	-11%
Vehicle Thefts	2	0	-100%
Arson	0	1	100%
Shoplifting	35	38	9%
DUI Arrests	12	18	50%
All Criminal Arrests	347	303	-13%
Calls for Service	3,159	3,333	6%
<b>November 2019</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	77	52	68%

**V. FIRE & EMS DEPARTMENT:**

**Total Incidents: 437**



**Total Fire Type Incidents: 108**

(Total Fire Loss \$75,445)

**Total EMS Incidents: 329**

(209 Patients Transported)

*Fire units arrived on scene in less than 9 minutes on 96.8% of emergency incidents:* (Avg. response time 5:49 minutes)

*EMS units arrived on scene in less than 9 minutes on 98.4% of emergency incidents.* (Avg. response time 5:38 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 gas or LPG)	3	Good intent calls	22
Brush or grass fire	1	Gasoline or flammable liquid spill	1	Public service calls	18
Cooking fire contained to container	3	Arcing shorted electrical equipment	1	Public fire education	4
Fire, Other	1	Carbon Monoxide incident	2	Cover assignment/standby	3
Fuel burner/boiler malfunction	1	Power line	1	Cover assignment/fire scene	1
Dumpster or trash receptacle	1	Excessive heat, scorch/burns	1	Assist invalid	21
Unauthorized burning	1	Haz Mat release investigation w/no Haz Mat found	2	Child seat installation	1
Authorized burning	1			Smoke/CO detector installation	5
				False alarm/false calls	11

**Fire Mutual Aid Given & Received**

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

**EMS Mutual Aid Given and Received**

No Mutual Aid Given in November ****		M/A received from Petersburg	3
		M/A received from Fort Lee	3
		M/A received from Chesterfield	6

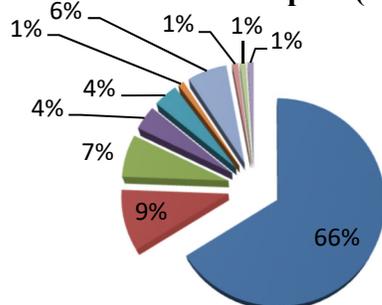
**Staffing**

**Engine unstaffed due to EMS call**

**Engine staffed with 2 due to EMS call**

Station	Number of Incidents	13 Incidents	1 Incidents
Station 1	Total Hours	13 Hours & 53 Minutes	Hours & 30 Minutes
Station 2	Number of Incidents	15 Incidents	6 Incidents
	Total Hours	20 Hours & 58 Minutes	7 Hours & 39 Minutes

**Patient Transport (Facility)**



- Southside Regional Medical Center (138)
- Tri-City Emergency Room (20)
- Southside Regional Southpark (14)
- Chippenham Hospital (8)
- John Randolph Medical Center (8)
- VAMC Richmond Mcquire (2)
- VCU Health Systems (13)
- Johnston Willis Hospital (2)
- St. Francis ER (2)
- St Mary's Er (2)

## **VI. FINANCE DEPARTMENT:**

### **Finance Activity:**

- ERP System- Tyler provided the first pass of data conversion for RE tax in November, which was due in October. PP first pass and RE second pass is due in December. Tyler consultants will be onsite for Utility billing (Phase III) fundamentals review and future state analysis the first week of December. A schedule for business licenses/ accounts receivable/ cashiering (Phase IV) will also be planned in December for a January kickoff.
- Raftelis has been completing the rate model spreadsheet for the City and is planning to review it with staff December 6. They are now awaiting completion of the condition assessment so needed capital projects can be programmed into the model.
- Brown Edwards completed the CAFR and submitted it to the APA before the November 30 deadline. The CAFR and audit information will be presented to the Audit Committee December 6 and to City Council on December 10.
- The department renovation is planned to start in late December.

### **Purchasing Activity:**

Purchasing - 169 total purchase orders were completed, which includes 25 departmental purchases being reviewed. This is compared to the 159 that were completed for the same period in 2018.

### **Bid/RFP Activity:**

- One over-budget bid was received, for Invitation # 19-101802-1099, Hemlock Avenue & Nantucket Court Storm Sewer Outfall Improvements Project. The Engineering Department is negotiating with the bidder regarding the scope of work. The Homeowner's Association must approve all work and give the City permission to do maintenance on the property as needed.
- Contract documents were sent out to the lowest bidder and are expected back in December for Invitation # 19-102402-1100, Temple Avenue Intersection Traffic Signal Project.
- 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.
- Bids for Invitation # 19-110702-1102 for the maintenance & repair of various structures (bridges & culverts) were received November 7. The lowest bidder was over the City's budget; therefore, negotiations are in process with the vendor.
- Invitation # 19-122002-1104 was issued in Nov, with proposals due on Dec 20, for the design/build of the Hrouda Pump Station. The two vendors that submitted proposals on their qualifications will be allowed to submit proposals.
- Invitation # 19-121902-1105 was issued in Nov, with proposals due on Dec 23, for the Boulevard Resurfacing Phase II Project.

### **Other Purchasing Activity:**

- Purchase order issued to remove a tree that fell during high winds on Bradsher Avenue.
- 41 Panasonic Toughbooks (laptops) with 26 docking stations purchased for Public Safety.
- Purchase order issued for modifications to the backstop at Shephard Stadium.

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

- Purchase order issued for office modifications in the Finance Department.
- Purchase order issued for a 2020 Hydraulic Flatbed Dump Body Truck.
- Purchase order issued to upgrade the Council Chambers video system.
- Sewer lateral camera purchased for the Utilities Department, using the VA Sheriff Associations contract.

### **Risk Management:**

#### **Citizen Claim:**

- A claim was filed against the City due to a sewer backup in a house. The blockage was in the main in the street and was caused by tree roots in the main.
- A claim was filed against the City due to a sewer backup in a house. The blockage was in the main in the street and was caused by tree roots in the main.
- Claim filed by a citizen due to yard damage incurred from a utilities backhoe. The Utilities Department was trying to install a clean out on Sadler Avenue when a hose on the backhoe broke and hydraulic fluid went all over the yard.

#### **Other**

- A meeting was held with the state's EVA system administrators for information on the City publishing bids/proposals on the state's website.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent- 3,859
- Delinquent Notices Sent –754 or 19.5% with 96 cut off for nonpayment
- \$562.38 in utility billing set-off debt collections received for this month

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

- 105 DMV releases processed: 103 personal property, 9 parking citation
- Administrative fees collected \$1,311.27
- There were \$3,294 in set-off collections in November
- Cigarette Stamp revenue FY20 to date: \$390,924 (85% of \$460,000 budgeted in FY20)
- Sales tax collections continue to be down approximately 2%; If this trend continues through fiscal year end, we will be short by about \$200,000

### **Real Estate Activity:**

- There were 35 recorded transfers this month, 13 of which were valid residential sales
- There was no new residential or commercial construction picked up for the month

**VII. HUMAN RESOURCES DEPARTMENT:**

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

**Advertisements**

<u>Department</u>	<u>Position</u>
Fire & EMS	Administrative Assistant (Part-time)
Fire & EMS	Battalion Chief (Promotional Opportunity)
Fire & EMS	Fire Lieutenant
Public Works	Public Works Technician
Police	Police Officer (Certified)

**Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Battalion Chief (Promotional)	3	58
Communications Supervisor (Promotional)	9	47
Fire Lieutenant (Promotional)	11	58
Police Officer (Certified)	18	351
Public Works Technician	14	264
Senior Engineering Technician	7	392
Van Driver (Part-time)	9	152
Youth Specialist (Part-time)	46	327

**Miscellaneous**

- New Employee Orientation sessions were held for the following individuals:

New Employee Orientation

Deputy Director of Finance  
Communications Officer  
Senior Engineering Technician

- Attended the annual Colonial Heights High School Career, College, and Volunteer Fair on November 14, 2019 with information about employment and volunteer opportunities for students.
- Administered the written test phase of the Firefighter/EMT recruitment process on November 13 – 14, 2019.

## **VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

- The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 51,946 webpage views in the month of November.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"><li>1. Library</li><li>2. Animal Control &amp; Shelter</li><li>3. Real Estate Records</li><li>4. City Employees</li><li>5. Pay Online</li><li>6. Human Resources</li><li>7. Yard Sale and Temporary Sign Permit</li><li>8. Upcoming Elections</li><li>9. Police</li><li>10. Christmas Parade</li><li>11. Recreation and Parks</li><li>12. GIS &amp; Maps</li><li>13. Utility Billing</li><li>14. Real Estate Assessor</li><li>15. Our Government</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> Singapore</li><li> Germany</li><li> Philippines</li><li> India</li><li> Ireland</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Illinois</li><li> New York</li><li> Pennsylvania</li><li> Maryland</li><li> California</li></ul>
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- ☆ Citizens submitted and city staff processed 360 Service Requests and questions through the “Report a Concern” module during the month of November.
- ☆ The City of Colonial Heights’ Facebook Page now has 5,043 fans and the City’s Twitter account has 1,438 followers. There are 3,332 subscribers for “In the News”.

## **IX. LIBRARY:**

- ☆ The library staff circulated 19,603 titles in November.
- ☆ Residents borrowed 8,689 e-books on Kindles, while 578 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 938 residents registered for the Hoopla service.
- ☆ The public computer center had 1,028 users, while the iPad center was used 41 times.
- ☆ The new virtual reality center was used 53 times.
- ☆ The library’s meeting rooms were used by 119 groups.
- ☆ An average of 552 residents used the library each day, while 61 residents registered for new library cards.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

Our Youth Football/Cheerleading teams completed their seasons in November in the Chesterfield Quarterback League. Youth Basketball evaluations and team drafts took place in November and practices began the first week in December. Staff continued making preparations for the 67th Annual Colonial Heights Christmas Parade. The Winter edition of The City Focus was completed and mailed to city residents in November.

Staff also continues work on Shepherd Stadium projects and the final completion of the Maddie's Magnificent Play Park took place in November. A ribbon cutting will take place in early December for the new playground

Activities/Programs	<u>2019</u>	<u>2018</u>
Youth Football	72	82
Youth Cheerleading	62	50
Youth Wrestling	8	10
Daddy-Daughter Dance	52	n/a
Therapeutic Recreation Classes	46	169
Karate	12	4
Belly Dance	8	5
<b>Facility Usage</b>	-	-
Community Room Attendance	1,334	1,155
Community Room Reservations	23	21

#### Heightened Backstop at Shepherd Stadium



### Parks, Horticulture, Building & Grounds

- Prepped ball fields as needed for league and tournament play.
- Painted football field, field hockey field, band practice field for High School as needed.
- Removed all goals, benches, and trashcans from fields at Soccer Complex.
- Installed City Christmas tree at Courthouse.
- Helped decorate City Christmas tree at Courthouse.
- Closed and winterized bathrooms at all parks.
- Winterized water lines at all ball fields.
- Delivered and set up chairs at War Memorial for Veterans Day ceremony. Removed chairs after ceremony.
- Removed all batting cage nets and put in storage for winter.
- Painted office in Finance Department at City Hall.
- Unloaded materials at White Bank Park for new playground surface.
- Cut and removed asphalt at White Bank Park for new sidewalks.
- Formed and poured sidewalk and bench pads at White Bank Park.
- Removed old fence at White Bank Park.
- Replaced rotten steps to bridge at White Bank Park.
- Hung new TV at Library.
- Moved surplus items from City Garage to School Maintenance Shop for surplus sale.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Edged beds at sites as needed.
- Blew and raked leaves at sites.
- Installed Christmas wreaths at City welcome signs.
- Installed Christmas lights on trees at Library.
- Planted pansies at sites.
- Cut lirioppe back at sites.
- Removed annuals from sites
- Trimmed Bayberry bushes and Holly trees at Health Department.

#### New Restrooms at White Bank Park



**X. RECREATION & PARKS DEPARTMENT (CONTINUED):**

**Agency on Aging**

Activities	2019	2018
Adult Coloring	10	9
Bingo in Center	41	40
Bowling	240	240
Bridge Party	40	45
Bridge Tournament	77	89
BUNCO	20	16
W reath Class	10	16
Diamond Art	15	N/A
Potluck 'Thanksgiving' Party	35	N/A
Senior Advisory Board Meeting	10	N/A
Senior Club Meeting	78	97
Senior Citizen Dance	54	57
Sing A-Long	18	33
Veteran's Day Musical Show	48	N/A
<b>Awareness/Education</b>		
Blood Pressure Check	27	30
Lunch & Learn Seniors Helping Seniors	16	N/A
Medicare Round Table	9	N/A
Diabetes Class	18	N/A
Susie's Fund Lunch & Learn	N/A	6
<b>Classes</b>		
Bridge 101	N/A	8
Colorful Creation Open Paint	36	40
Crochet & Knitting	22	39
Line Dancing Class	90	80
Meditation	7	6
Quilts for Vets	10	17
Sewing Class	39	17
Tap Class	51	47
Tech Savvy	0	6
Watercolor with Faye	19	28
<b>Fitness</b>		
Boot Camp	51	N/A
Chisel & Sculpt	23	N/A
Educational Strength Training	8	N/A
Fitness Center	61	N/A
Morning Crunch	52	N/A
Muscles in Motion	152	247
Sit & Let's Get Fit	173	180
Strength & Stretch	308	341
Tai Chi	30	25
Total Body Strength	215	N/A
Pickleball	209	172
Water Aerobics	27	29
Yoga	115	134
<b>Trips</b>		
Farmville	8	N/A
Genealogy Trip	N/A	6
Lunch Bunch	8	10
<b>TOTAL</b>	<b>2,289</b>	<b>2,110</b>

Meals	2019	2018
Home Delivery Meals	20	40
Site Meals	40	54
<b>Transportation</b>		
Total Passengers	318	258
Total Trips	731	504
Total Miles	5242	2178
Wheelchairs	10	17
Donations	\$756.00	\$196.20
New Riders	11	7

**Nostalgia Band**



**Violet Bank Museum**

Attendance	2018	2019
	121	150

- House Tours: 63
- Grounds Use: 12
- Programs: 20
- Outreach: 37 (two civic group meetings)
- Special Events/Programs: 18 (Make-n-Take Craft Classes)

Museum staff was active in the community this month between distributing the Candlelight Open House flyers and speaking requests from the Lion's Club of Chester and Cobblestone Community Neighborhood Watch. Two Make-n-Take Craft Sessions were held. Attended training at the Meadow Event Park with Matt and Shamiya, and attended a luncheon with floral technique demonstration at the invitation of The Violet Bank Garden Club.

Cleaning and rearranging of the upstairs took place after Thanksgiving in order to have the Violet Bank ready for the garden club to come in and decorate for the Christmas Open House the first week of December. Met with the decorating committee to discuss the scope of the decorating work and for the holiday hostess roster.

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

### **Youth Advisory Council (YAC)**

Leadership organization for teens in grades 6-12, YAC works with members of City Council and the Youth Services Commission to identify, address, and resolve issues that affect teens

- November 4 meeting (8) youth made 10 no-sew blankets to donate to the C.A.R.E.S. shelter
- November 19 (5 youth attended) Officer's meeting
- November 25 (4 youth) shopped for Salvation Army stocking supplies, donated 20 filled stockings

### **Youth Services Commission (YSC)**

Youth Services Commission is a fifteen-member advisory board appointed by City Council. The Commission provides for continuing study of the needs and problems of youth; coordinates a network of existing youth services; facilitates access to existing community services for youth and promotes additional services needed

- November 18 (9 members attended) discussed youth survey and Project Sticker Shock

### **Kids' Achieving Progress Afterschool Program (KAP)**

KAP is a referral-based program serving 4th-8th grade students who need extra academic and/or social support

- Fully staffed 12 City payroll, 1 VSU work study, 1 JTCC work study
- 9 staff attended professional development seminar about ADHD
- Tussing enrollment-14, Lakeview-14, North-14
- Volunteers- 30
- Youth made cards for veterans at Hunter Holmes McGuire and donated 3 stockings to the Salvation Army

### **Substance Abuse Prevention Activities**

- November 21 met with CADRE youth to plan Project Sticker Shock
- November 12 met with CAAN-DUU Coalition to coordinate distribution of MED lock boxes, limited supply available at Office on Youth, initiative to encourage adults to keep prescription drugs locked away to prevent abuse or unintended usage

### **Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT)**

CPMT manages the local CSA program by coordinating agencies efforts, managing the available funds, and establishing local CSA program policies. FAPT is a multi-disciplinary group that helps assess the strengths and needs of individual youth and families and together, with those youth and families, decides what services to recommend, prepares a plan, and monitors progress toward accomplishing goals.

- November 20 Colonial Heights current caseload is 23

### **Smart Beginnings School Readiness**

Community agencies meet monthly to coordinate effective early learning, health, and family support services for young children in their communities, agencies strive to improve services by promoting high quality common standards and evidence-based practices

- November 18-committee met to discuss regional plan

### **Families First**

Program for expectant and first-time parents (prenatal to age 5)

- November 14 monthly meeting to discuss program implementation for upcoming events
- Brainstorm ideas to promote enrollment in Colonial Heights

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

### **Interagency Prevention Team**

Community Agency Multi-Disciplinary team meets monthly to share information and resources to serve the needs of children and families

- November 12-discussed ways to strengthen the team and provide more resources (4) members attended

### **Community Multi-Disciplinary Team (CMDT)**

Committee members meet bi-monthly at Commonwealth Attorney's office to discuss cases of neglect/abuse concerning children

- November 15-discuss current caseload

### **Juvenile Domestic Task Force (JDVTF)**

Monthly meeting to discuss the implementation of prevention activities to promote resilience in the community

### **Positive Parenting Coalition (PPC)**

Mission is to educate, support, and empower families to achieve their full potential community collaboration and partnerships

- November 13- monthly meeting discussed future Positive Parenting Institute scheduled for March 26

### **Community Criminal Justice Board (CCJB)**

Meets every other month with mission to assist community agencies in establishing, evaluating, monitoring, and modifying programs and services for local responsible offenders on the basis of an objective assessment of the community's needs and resources, responsible for developing and amending a local criminal justice plan for the 12th Judicial District and Circuit serving the City of Colonial Heights and Chesterfield County

### **Emergency Food and Shelter Program (EFSP)**

Federal funded program meets 4 times per year to allocate funds for housing and utilities

- November 7-discuss disbursement of funds

### **Community Coalitions of Virginia (CCOVA)**

Monthly meeting of members to strengthen education and advocacy efforts for substance abuse prevention programs in Virginia

### **SAFE Opioid and Heroin Prevention Task Force (OHPTF)**

Meets monthly with purpose to prevent and reduce substance abuse

- November 5-discuss events held in localities focused on prevention and reduction

### **Crime Control Diversion Programs-12<sup>th</sup> District Court**

#### **Community Service**

Program to provide community service supervision for court mandated youth

- November 23 (5) Youth Completed 33 Hours of Service Learning (group put up Christmas trees and decorations in City Hall)

#### **Shoplifting Diversion**

Program to educate participants and their parents on shoplifting, the juvenile justice system, legal consequences for violating laws, the detrimental effects on local businesses and the cost of security measures

- November 9 (12) Youth and Parent/Guardian completed 24 service learning hours at the Shoplifting Diversion Program (group made 76 dog toys to donate to Colonial Heights Animal Shelter)

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

### **Teen Life Skills**

Interactive program to encourage youth to think about decision making skills, attitudes, responsibility, communication skills, problem solving and preparing for the workplace

- No referrals for November

### **Driver License Ceremony-Colonial Heights Courthouse**

- November 21 handed out 24 bags containing safe driving tips and other materials to new teen drivers

### **Other Meetings**

- November 5 Convocation at CHHS
- November 20 Social Work Advisory Board @ VSU
- November 21 Active Shooter training CHPD
- November 25 Lakeview 50<sup>th</sup> year celebration

## **XII. FLEET MAINTENANCE:**

	# Invoices	Total	Sublet	Sublet total
2019	72	\$22,898.13	3	\$2,481.15
2018	62	\$16,382.73	3	\$2,088.77

Sublet repairs consist of ;

Tire / Wheel Repair	\$412.66
Alignments	\$1,984.40
Misc. [radio install]	\$84.09