



CITY MANAGER'S REPORT TO CITY COUNCIL

DECEMBER 2019

I. PUBLIC WORKS & ENGINEERING:

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** – Colony Construction has won the bid award for this project. Construction slated to begin March 2020.
 - **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 has been completed. Bid documents scheduled for advertisement March 2020.
 - **Bridge Rehabilitation, UPC 105109** – Construction bids well over project budget. Staff working with VDOT to obtain additional funding.
 - **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – B&B signal has won the bid award for this project. On-site construction scheduled to start March 2020.
 - **Appomattox Green River Trail Phase IV, UPC 105236** – Bid documents have been advertised. Bids are due back February 6th.
 - **Appomattox River Greenway Trail Phase V, UPC 107533** – Funding application submitted to obtain additional TAP funds.
 - **FY 20 Pavement Preservation** – Exploratory work has commenced on sections of Conduit Rd. Bid documents scheduled for advertisement January 2020.
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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** – Shoosmith Construction is scheduled to get started January 2020.
 - **Hemlock Drainage** – Project is packaged with Nantucket Drainage improvements
 - **Hrouda Pump Station** – Bid submittals are due 1/6.
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Development Plan Reviews

- **Briarcliffe Section 4** – Final plan (2nd submittal) submitted 11/26. Plans were reviewed and comments sent to developer's agent on 12/23.
- **Briarcliffe Section 4 Plat** – Final plat (2nd submittal) submitted on 11/26. Plat was reviewed and comments sent to developer's agent on 12/23.
- **Boot Barn** – Final plan (1st submittal) submitted 12/10. Plans were reviewed and comments sent to developer's agent on 12/23.
- **Towneplace Suites BLA** – Plat recorded 12/11

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

December 2019

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	4	86
Commercial Building	5	42
Demolition	0	3
Electrical	7	143
Mechanical	9	153
Plumbing	6	90
Swimming Pool	0	3
Amusement Rides	0	2
Tent	0	3
Clean Out Installation	4	33
Water and Sewer Connection	0	7
Total: All Permits	35	565

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

Valuations	Month	Year to Date
Residential	\$241,212.24	\$1,865,136.11
Commercial	\$58,000.00	\$6,975,960.50
Total	\$299,212.24	\$8,841,096.61

Building Inspections	Month	Year to Date
Residential	51	750
Commercial	58	609
Total: All Inspections	109	1359

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	4	55
Mobile Food Units	0	1
Signs - Permanent	2	34
Signs - Temporary	1	23
Zoning	5	51
Total: All Permits	12	165

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	2
Plat: Prelim Subdivision	0	2
Prelim. Site Plan Review	0	4
Special Exception Permit	0	0
Special Use Permit	0	2
Rezoning	0	1
Variance	0	1
Wetland Development	0	0
Zoning Opinion/Compliance	2	16
Total: All Categories	2	28

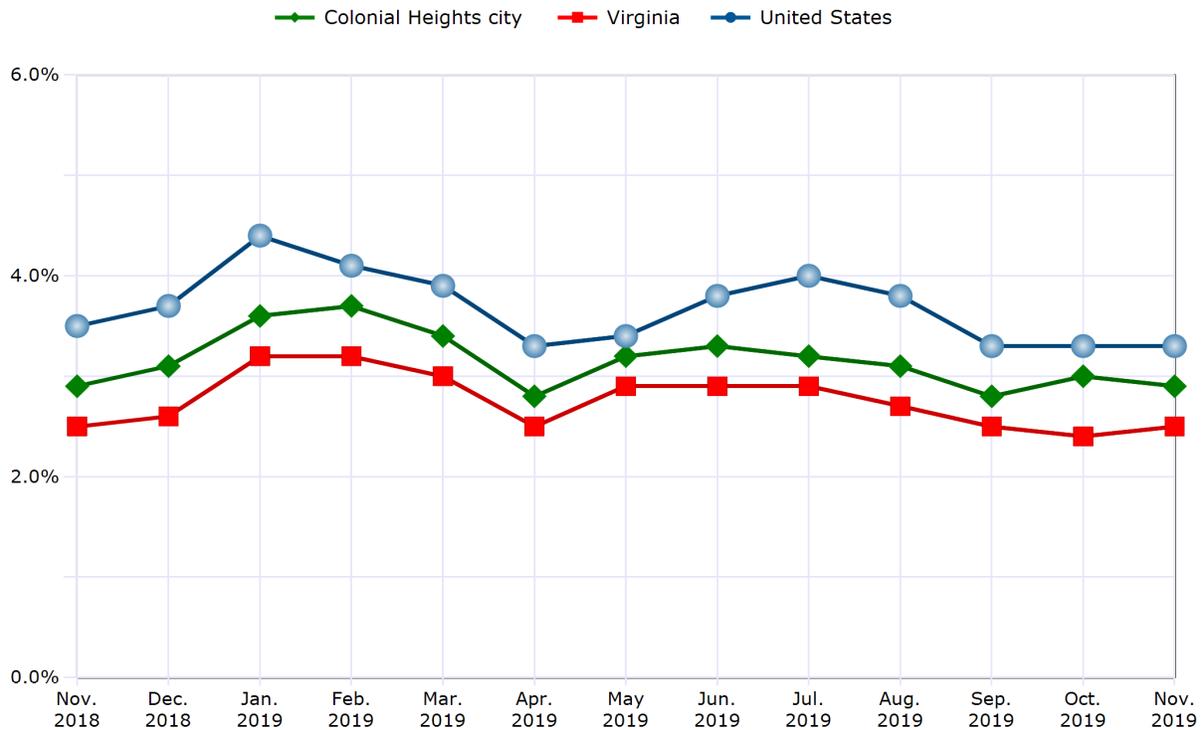
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	1	9
Wetlands Board	0	0
Total: All Meetings	1	10

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	3	128	7	132
Exterior Storage of Objects	6	120	8	123
Inoperable Vehicle	18	188	11	190
Property Defacement	0	2	0	2
Tall Grass	0	533	7	548
Trash Can Placement	1	304	58	324
Trash/Debris	5	114	13	132
VA Property Maintenance Code	0	33	2	28
Zoning	1	50	2	51
Total: All Cases	34	1472	108	1530

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
Nov 2019	2.9%	2.5%	3.3%
Oct 2019	2.8%	2.5%	3.3%
Nov 2018	2.9%	2.7%	3.5%

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 November 2019 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,033	8,775	258	2.9	No

*Chesterfield 2.4 % unemployment *City of Petersburg 4.9 % unemployment
 *Dinwiddie 2.8 % unemployment *City of Hopewell 3.9% unemployment
 *Prince George 3.0 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	2
Sites/Bldgs. Submitted	2
Active Prospects	6

Projects:

Boot Barn – site plan submitted
Towneplace Suites – site plan submitted
Extended Stay Hotel – anticipating mid-April opening
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 – anticipating Jan 2020 opening

IV. POLICE DEPARTMENT:

The month of December marked not only the end of a decade, but also the end of two long and meaningful careers. Both Sergeant Steve Kolev and Master Officer Kenny Bish said goodbye as they retired after serving the tri-cities region for more than 60 years combined. We are pleased to announce that Master Officer Bish will be continuing to serve our community in a volunteer capacity, as he will be joining our Auxiliary Police unit. We will certainly miss their knowledge and commitment, but we are very happy for them as they both start new chapters in their lives.

After a long 12 weeks of training, we were excited to announce that Sr. K-9 Officer Micaulay Fable and his K-9 partner, Justice, successfully completed narcotics K-9 training in Chesterfield County. This was Justice's second academy, as his first handler left law enforcement. Sr. K-9 Officer Fable and Justice have bonded well together, and we are looking forward to this new team hitting the streets. We are extremely grateful to have such a strong partnership with the Chesterfield County Police Department and thank them for making these training academies available to us, as well as our area partners.

During the month of December, the giving spirit of the men and women of our agency shined, as our personnel volunteered their time for several great events. On December 8th, members of our department, the community and our schools gathered with our partners at Target and participated in the annual **Heroes and Helpers** event. Organized by the Colonial Heights Kiwanis, this event allows underserved children in our community an opportunity to purchase Christmas presents for themselves and their families. Thanks to our community, and business contributions from Sedona Taphouse, this year we were able to provide 39 children with a brighter Christmas. Since its inception, this program has continued to grow in the number of children as well as volunteers and has truly become one of our most anticipated events of the year.

On December 13th, we were once again honored to partner with Texas Roadhouse for our annual **Tip-a-Cop** event, raising money and awareness for Virginia Special Olympics. The community responded and together we raised more than \$4,000.00! Thanks to our community, Texas Road House, our officers and several neighboring agencies for making this a record-breaking night. Thank you to everyone who made all these events possible.

We have lift off!! Our new Police Department **Drone Program** is literally taking off! We are pleased to announce that Sergeant Jason Chimera, who has been selected to head our program, was the first to complete the required FAA training program and receive his pilot's license. Our drone unit continues to meet and train, and we are looking forward to not only increasing our flight skills but, more importantly, using this vital equipment to solve crimes, complete lifesaving search missions and many other limitless possibilities.

Finally, we would like to say thank you to everyone who participated and contributed to several city events this month. The annual **Christmas Parade** was once again a great family event. The weather was perfect, the attendees were well behaved and everyone appeared to have a great time. Thank you to all the city staff who not only organized and worked the event, but also to those who were tasked with the clean-up. It is hard to believe that 2019 is now "in the books", but we are excited about 2020 and the many positive changes to our agency—from new computer software

IV. POLICE DEPARTMENT (CONTINUED):

for our CAD and RMS systems, to the graduation of our four new recruits, to the retirement of several more of our staff. This next year will have many challenges, but we know that in order to continue delivering the services our community has come to expect, we must continually grow, be transparent, be on the forefront of policing trends and work to build relationships.

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

- Officer Darrell Aleshire responded to Walmart for larceny of a wallet. During the investigation, Officer Aleshire found the suspects had used the victim's credit cards at multiple locations. A business in Petersburg called Officer Aleshire when the suspects returned to pick up a purchase, at which time Officer Aleshire was able to make the arrest.
- Officer Erik Reedy conducted a traffic stop on a vehicle for an equipment violation. From that stop, Officer Reedy located multiple stolen items inside the vehicle. Officer Reedy determined that the four occupants of the vehicle had just committed numerous thefts from vehicles in both Chesterfield and Colonial Heights. All four were charged with multiple criminal violations.
- Officers responded for a city light pole that had been struck in front of the courthouse. Officers located the suspect vehicle at Home Depot, along with two suspects who were still in the vehicle. Both suspects were subsequently arrested for possession of Schedule I or II drugs and the driver was charged with DUID and hit and run.
- While investigating a parking complaint, Sergeant Travis Karr observed marijuana in plain view inside of a vehicle. A traffic stop was ultimately made on that vehicle and a suspect was arrested for possession of marijuana with intent to sell over half an ounce.
- Sergeant Karr was dispatched to attempt to locate a DUI driver. He subsequently located the vehicle and arrested two individuals with substantial amounts of cocaine, prescription pills and marijuana. Additionally, an AR-15 and 9 mm handgun were recovered during the stop.
- Sr. Officer Jacob Miller responded to a disturbance at Wawa on Temple Avenue. During the investigation, two individuals were arrested for possession with intent to distribute crystal methamphetamine, possession of marijuana and possession of a firearm while in possession of a dangerous drug.

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

- Accreditation term three was completed and we began preparing files for the final year of our first re-accreditation. We anticipate our second reaccreditation being held in December of 2020. Several "mock" assessments are planned to begin in January of 2020 as we prepare for this event.
- The department's bike shed was inventoried and all found bikes that had been held in excess of the time required by law were donated to CARITAS.
- Due to several thefts from autos, Sergeant Renee Walters completed several media requests and utilized Facebook to inform our citizens about our ***Eagle Eye Camera Program***. As a result, several citizens were registered into the program.
- Career Officer Scott Whirley attended a Neighborhood Watch meeting in Conjuror's Neck and submitted an article to their newsletter about holiday safety.

IV. POLICE DEPARTMENT (CONTINUED):

- Sergeant Walters submitted and received a grant to equip all sworn and Auxiliary officers with lifesaving tourniquets. During the month of December, all officers received training and were issued the equipment.
- Career Officer Wayne Moody, our school resource officer at the Vocational School, assisted a student in need.
- Career Officer Mike Duncan, our SRO at Tussing Elementary, arrested an individual for violation of a protective order.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported December 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, 12 were cleared (this included clearing six cases from previous months), which resulted in a clearance rate of 80% for the month of December.

One of the six cases cleared involved a death investigation of a three-year-old child that occurred on Bruce Avenue in August 2019. Since the incident, detectives have been working with the Medical Examiner's Office and Commonwealth's Attorney. On December 22nd, the U.S. Marshal's Fugitive Task Force located and arrested the mother of the child for felony child neglect and felony murder. This has been a high profile, complex case for which our detectives have spent many hours investigating and collecting evidence—an extremely tragic case for all involved.

Also during the month of December, and for the first time all year, we are happy to report that we had no reported heroin overdoses. Additionally, we processed 23 concealed weapon permits, one (1) massage therapy permit, one (1) massage therapist permit and three (3) precious metals permits.

Some of the division highlights include:

- Detective Sergeant Chris Harris was assigned three (3) new cases:
 - One case involved a Child Protective Services complaint that was ultimately unfounded.
 - One case involved an assault and battery that is currently waiting for service on the suspect.
 - One case involved a missing firearm from Walmart's inventory. Same was unfounded after the weapon was located.
- Master Detective Roger Santini was assigned three (3) new cases:
 - All three cases involved fraud. One case was unfounded, another is pending indictments and the third was inactivated.
 - Master Detective Santini cleared a credit card fraud from 2012 as well as a felony murder from August of 2019.
- Detective Joe Vaughan was assigned four (4) new cases:
 - Two death investigations that are awaiting final results from the Medical Examiner's Office.
 - One case involved a fraud and one involved a break and enter. Both are pending as the investigations continue.
 - Detective Vaughan unfounded a sexual battery case reported in November.

IV. POLICE DEPARTMENT (CONTINUED):

- Master Detective Adam Brandeberry was assigned five (5) new cases this month:
 - Three cases involved sexual battery, two of which were unfounded and the third was exceptionally cleared, as the victim no longer wanted to pursue the matter.
 - Master Detective Brandeberry cleared two prior cases from 2019—a death investigation that was ruled natural causes by the medical examiner and an embezzlement, which was cleared by arrest.

Two (2) public nuisance letters were issued this month:

- 1) 3100 block of Farris Avenue
- 2) 700 block of Elko Avenue

The **U.S. Marshal's Fugitive Task Force** has been temporarily vacated while we shift personnel to cover shortages in the wake of several retirements, illness and a military deployment.

Auxiliary members and **Sentinel** volunteers assisted the police department with several events during December, which included the **Christmas Parade** and crime scene security at the scene of a death investigation. Auxiliary officers assisted at our **Heroes and Helpers** event, **Tip-a-Cop**, and provided over 50 hours of extra manpower while riding with officers during the month. Auxiliary/Sentinel members volunteered **176 hours** of service during December. In total for 2019, our Auxiliary/Sentinel members have volunteered **1,733 hours** of service to our department and our community.

Overall as an agency during the month of December, we made 353 total arrests, worked 101 crashes, wrote 586 traffic citations, executed 771 traffic stops, affected 14 DUI arrests and 53 drug arrests, and issued 34 parking citations.

Master Officer Michael B. Kelley was selected as our **Employee of the Month** for November 2019. Not only did Master Officer Kelley have a productive month in terms of “numbers”, he also proved his worth and desire to do a good job in other ways. He is a member of several specialized units in the department and is often called upon to utilize those skills. As a C.R.A.S.E. (Civilian Response to Active Shooter Event) instructor, he is frequently asked to teach classes to citizens who want to learn more about what to do if ever they find themselves in that situation. As a member of our department Honor Guard, he was called upon to participate in a memorial service for Lt. Tom Kifer, who passed away in November. Once again, Master Officer Kelley completed this task with full commitment, without complaint.

More recently, Master Officer Kelley was dispatched to a call involving juveniles shooting geese around Southpark Mall. He was able to locate the suspect and confiscate the weapons. Ultimately, the case was turned over to the Department of Game and Inland Fisheries.

On the 15th of November, Master Officer Kelley was called to a home health care business to check on the welfare of a resident whom they believed was not being cared for properly. Master Officer Kelley investigated the situation and was able to get the elderly resident the medical services that he needed. Although there was no crime, a referral was made to Adult Protective Services for follow-up.

On November 26th, Master Officer Kelley, along with several other officers, was dispatched to the home of a resident who was experiencing a behavioral emergency. Master Officer Kelley, who is trained in CIT (Crisis Intervention) was able to successfully develop a good rapport with the individual and take him into custody without use of force, avoiding a potentially violent situation.

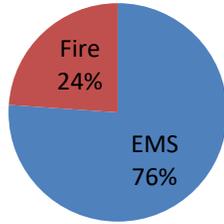
Master Officer Kelley is a solid officer who knows his job. He is able to maintain composure in any situation and can be relied upon to do his job when needed. For all of the above reasons, we feel that Master Officer Mike Kelley is most deserving to be recognized as our Employee of the Month.

IV. POLICE DEPARTMENT (CONTINUED):

Crime	December 2018	December 2019	Percentage of Increase/Decrease
Homicide	0	1	100%
Rape	1	0	-100%
Robbery	1	2	100%
Aggravated Assaults	3	3	0%
Simple Assaults	26	26	0%
Breaking & Entering	4	5	25%
Larceny	64	59	-8%
Vehicle Thefts	8	0	-100%
Arson	0	0	0%
Shoplifting	41	30	-27%
DUI Arrests	19	14	-26%
All Criminal Arrests	321	353	10%
Calls for Service	3,204	3,397	6%
December 2019	Number Reported	Number Cleared	Percentage Cleared
	96	67	70%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 477



Total Fire Type Incidents: 114

(Total Fire Loss \$0)

Total EMS Incidents: 363 (240 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 91.0% of emergency incidents: (Avg. response time 7:02 minutes)

EMS units arrived on scene in less than 9 minutes on 96.2% of emergency incidents. (Avg. response time 5:52 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building fire	1	Arcing shorted electrical equipment	3	Good intent calls	30
Brush or grass fire	2	Power line	1	Public service calls	11
Cooking fire contained to container	1	Haz Mat release investigation w/no Haz Mat found	3	Cover assignment/standby	2
		Water or Steam leak	4	Assist invalid	16
		Smoke or Odor removal	1	Child seat installation	2
				Smoke/CO detector installation	6
				Knox Box Installation	3
				False alarm/false calls	10
				Animal rescue	1
				Pre-incident Planning Building	18

Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	5	M/A received from Chesterfield Fire	2
M/A given to Chesterfield Fire	2		
M/A given to Hopewell Fire	1		
M/A given Crater Haz Mat Team	1		
M/A given Petersburg Fire	3		

EMS Mutual Aid Given and Received

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

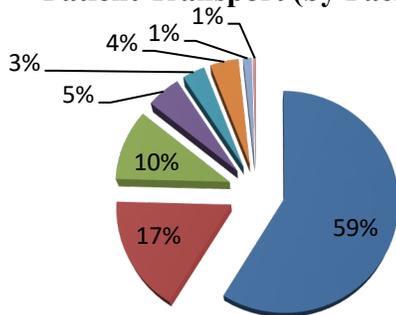
Staffing

Engine unstaffed due to EMS call

Engine staffed with 2 due to EMS call

Station	Number of Incidents	8 Incidents	2 Incidents
Station 1	Total Hours	8 Hours & 29 Minutes	1 Hours & 45 Minutes
Station 2	Number of Incidents	10 Incidents	3 Incidents
	Total Hours	15 Hours & 53 Minutes	3 Hours & 12 Minutes

Patient Transport (by Facility)



- Southside Regional Medical Center (141)
- Tri-City Emergency Room (40)
- Southside Regional Southpark (25)
- Chippenham Hospital (12)
- John Randolph Medical Center (8)
- VCU Health Systems (10)
- Johnston Willis Hospital (3)
- St. Francis ER (1)

VI. FINANCE DEPARTMENT:

Finance Activity:

- Renovation- The renovation of the Finance Department started on December 30, as the contractor arrived on-site. This renovation will convert a storage closet and portion of the Director's office to a small conference room, create a payroll office in the remainder of the Director's office, enclose an office for the HR Analyst position, and create an office for the Deputy Director (utilizing a storage closet as well). Construction is anticipated to be complete by mid-January.
- ERP System- Staff have been in contact with Tyler management regarding data conversion concerns. Tyler consultants came onsite for Utility billing (Phase III) fundamentals review and future state analysis the first week of December, which was successful. Business licenses/ accounts receivable/ cashiering (Phase IV) will kickoff in January, starting with business licenses January 3. Staff is working to resolve issues with data conversion.
- Raftelis reviewed the rate model spreadsheet with staff on December 6. They are now awaiting completion of the condition assessment so needed capital projects can be programmed into the model. A check in is scheduled for the second week of January.
- FY21 Budget has begun with departments due to submit their budgets on January 6. The Finance Director and Deputy Director have been fielding questions and working on revenue estimates.

Purchasing Activity:

Purchasing - 145 total purchase orders were completed, which includes 32 departmental purchases being reviewed. This is compared to the 144 that were completed for the same period in 2018.

Bid/RFP Activity:

- The scope of work for Invitation # 19-101802-1099, Hemlock Avenue & Nantucket Court Storm Sewer Outfall Improvements Project has been reduced from an improvements project to a stabilization project, due to the bid for the original scope significantly exceeding budget.
- Contract documents have been executed and a PO issued for Invitation # 19-102402-1100, Temple Avenue Intersection Traffic Signal Project.
- Bids for Invitation # 19-110702-1102 for the maintenance & repair of various structures (bridges & culverts) were over budget. The project will likely be re-bid with a modified scope of work.
- The due date for Invitation # 19-122002-1104, design/build of the Hrouda Pump Station, was revised to January 3. Only one bidder submitted a bid, which was significantly over the budget.
- Contract documents are being worked on for Invitation # 19-121902-1105, Boulevard Resurfacing Phase II Project.
- Invitation # 20-020602-1107 was issued on Dec 24, with sealed bids due on Feb 6 2020, for the Appomattox River Trail Project, Phase IV.

Other Purchasing Activity:

- Purchase order issued for fireworks on July 4 to Dominion Fireworks
- Netting was purchased for the backstop and the outfield, for the Shepherd Stadium Upgrade project. A quote will be issued in Jan 2020 for a contract to install the netting.

VI. FINANCE DEPARTMENT (CONTINUED):

Risk Management:

- Fire Hydrant Damage – A driver entering the Walmart Parking Lot from Charles Dimmock Parkway fell asleep behind the wheel and struck the Fire Hydrant. The City’s Utilities Department did the repairs.
- Ornamental Light Pole – A vehicle left the road and struck an ornamental light pole. The driver fled the scene and was located in his vehicle behind a business. The driver admitted to driving under the influence.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent- 3,646
- Delinquent Notices Sent –874 or 22.6% with 79 cut off for nonpayment
- No utility billing set-off debt collections received for this month

Billing and Collections Activity:

- 108 DMV releases processed: 106 personal property, 2 parking citation
- Administrative fees collected \$1,327.19
- There were \$3,168 in set-off collections in December
- Cigarette Stamp revenue FY20 to date: \$463,894 (101% of \$460,000 budgeted for 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 59 recorded transfers this month, 28 of which were valid residential sales
- There was no new residential or commercial construction picked up for the month. The assessed value of new construction for the year was \$7,715,750.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	Administrative Assistant (Part-time)
Recreation & Parks	Transportation Coordinator (Promotional Opportunity)
Recreation & Parks	Van Driver
Office on Youth	Director of Office on Youth/Human Services

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Administrative Assistant (Part-time)	77	613
Transportation Coordinator (Promotional)	2	9
Van Driver	26	667
Director of Office on Youth/Human Services	52	755

Miscellaneous

- Employee Separations/Retirements
 - Police Officer (Retirement)
 - Police Sergeant (Retirement)
- The annual Employee Service Award luncheon presentation was held on December 11, 2019. A total of (34) employees were recognized for their service to the City.
- Participated in a NEOGOV system webinar to review updated enhancements and archive/purge processes.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City’s website, www.colonialheightsva.gov had 53,606 webpage views in the month of December.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Animal Control & Shelter3. Real Estate Records4. City Employees5. Pay Online6. Human Resources7. Yard Sale and Temporary Sign Permit8. Upcoming Elections9. Police10. Christmas Parade11. Recreation and Parks12. GIS & Maps13. Utility Billing14. Real Estate Assessor15. Our Government	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> Singapore Puerto Rico China Germany India <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois California Pennsylvania New York North Carolina
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- ☆ Citizens submitted and city staff processed 371 Service Requests and questions through the “Report a Concern” module during the month of December.
- ☆ The City of Colonial Heights’ Facebook Page now has 5,061 fans and the City’s Twitter account has 1,444 followers. There are 3,332 subscribers for “In the News”.

IX. LIBRARY:

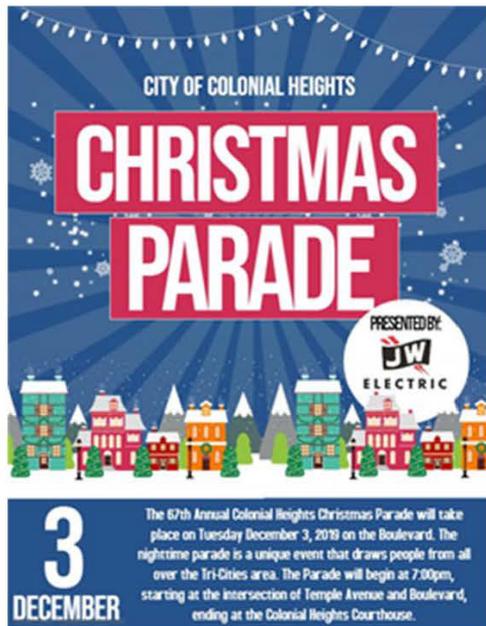
- ☆ The library staff circulated 19,258 titles in December.
- ☆ Residents borrowed 8,798 e-books on Kindles, while 627 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 951 residents registered for the Hoopla service.
- ☆ The public computer center had 1,055 users, while the iPad center was used 88 times.
- ☆ The new virtual reality center was used 53 times.
- ☆ The library’s meeting rooms were used by 107 groups.
- ☆ An average of 576 residents used the library each day, while 109 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In December the Recreation Division presented the 67th Annual City of Colonial Heights Christmas Parade on the Boulevard, as well as the Candlelit Open House at Violet Bank Museum. Youth Basketball league practices began the first week in December and games for the Youth League begin January 4th. The Department started accepting reservations for the Community Building and Park Pavilions for 2020 on December 2nd. Staff is also preparing programs for the upcoming 2020 Spring edition of the City Focus as well as preparing for tournaments to be held at Shepherd Stadium and surrounding fields this upcoming Spring and Summer. Work continues at Shepherd Stadium in preparation for the Tri-Cities Chili Peppers inaugural season as well as the upcoming NCAA games and High School baseball starting in February 2020.

Activities	2019	2018
Youth Basketball	246	244
Youth Wrestling	8	15
Open Gym Basketball	45	120
Belly Dancing	5	n/a
Karate	9	n/a
Fitness Warriors	29	n/a
Christmas Parade entries	72	71
Therapeutic Recreation Classes	114	132
Facility Usage	2019	2018
Community Room Attendance	1,470	1,375
Community Room Reservations	21	25



Parks, Horticulture, Buildings & Grounds

- ✓ Set up tents, tables, chairs, and lights at review stand for Christmas Parade.
- ✓ Provided manpower for Christmas Parade.
- ✓ Unstopped backed up sewer line at Community Center and cleaned up floors.
- ✓ Installed benches at new playground at White Bank Park.
- ✓ Blew leaves at White Bank Park for playground opening ceremony.
- ✓ Provided manpower for new playground opening ceremony at White Bank Park.
- ✓ Painted doors to offices at the Community Center.
- ✓ Painted wall in hallway at the Community Center.
- ✓ Replace dog flaps on kennels at the Animal Shelter.
- ✓ Started demo construction of locker rooms at Shepherd Stadium.
- ✓ Power washed locker rooms at Shepherd Stadium.
- ✓ Reattached fence caps at all ball fields.
- ✓ Moved furniture at City Hall for renovation work.
- ✓ Trimmed hollies at Courthouse.
- ✓ Trimmed hedges at Courthouse along Battery Place.
- ✓ Trimmed shrubs and ornamental grasses at Courthouse.
- ✓ Put together and installed lighted animated Christmas figures at Library.
- ✓ Cut back Dallas grass at Roslyn Landing Park.
- ✓ Blew and raked leaves at sites as needed.
- ✓ Weeded and edged sites as needed.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Activities	2019	2018
Adult Coloring	7	12
Bingo in Center	50	22
Bowling	260	260
Bridge Party	24	32
Bridge Tournament	72	57
BUNCO	12	8
Christmas Party	22	44
Cookie Exchange	5	15
Craft Classes	12	N/A
Senior Club Board Meeting	8	6
Senior Club Meeting	42	49
Sing A-Long	24	28
Tacky Sweater Christmas Party	N/A	6
Awareness/Education	2019	2018
Blood Pressure Check	22	20
Diabetes Class	18	N/A
Meditation Lunch and Learn	15	N/A
Classes	2019	2018
Bridge 101	N/A	4
Colorful Creation Open Paint	25	31
Crochet & Knitting	26	21
Line Dancing Class	76	59
Quilts for Vets	6	5
Sewing Class	23	29
Tap Class	49	33
Tech Savvy	8	5
Watercolor with Faye	21	20
Fitness	2019	2018
Bootcamp	71	N/A
Chisel & Sculpt	4	N/A
Fitness Center	71	N/A
Morning Crunch	106	N/A
Muscles in Motion	175	158
Pickleball	228	152
Sit & Let's Get Fit	217	104
Strength & Stretch	252	231
Tai Chi	58	16
TBS	189	N/A
Water Aerobics	18	13
Yoga	122	88
Trips	2019	2018
Bizarre, Bizarre	9	N/A
Holiday at the Jefferson	26	35
Lewis Ginter	26	N/A
Riverside	26	26
Rosie's Gaming	12	N/A
Tea & Tidings at Pamplin Park	26	24
TOTAL	2,246	1,583

Volunteer Hours	22	20
Meals	2019	2018
Home Delivery Meals	20	40
Site Meals	38	30
Transportation	2019	2018
Total Passengers	319	218
Total Trips	731	321
Total Miles	5242	2046
Wheelchairs	10	14
Donations	\$756.00	\$281.00
New Riders	11	11

Tea at The Jefferson



Snowflake Craft Class



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Violet Bank Museum

	<u>2018</u>	<u>2019</u>
Attendance	307	269

Attendance: House Tours: 72
Grounds Only: 9
Ongoing Programs: 20
Special Events: Christmas Open House 168

This month would not have been as special without the help of our volunteers. The ladies from the Violet Bank Garden Club did an awesome job of decorating the place for the holidays, it looked and smelled amazing for our Christmas Open House! They were also there all six nights as door greeters for our guests. Other holiday helpers passed out 500 Candy Cane Open House Flyers along the Colonial Heights Christmas Parade route, to get the word out about Violet Bank. A big "Thank You" to these wonderful volunteers.

During the Christmas Open House, 82 pounds of non-perishable food items were collected during the food drive. On December 19, 2019 the food was taken to the Colonial Heights Food Pantry to help those less fortunate during the holidays.

The month ended quietly and 2019 is coming to an end but there is a brand-new year **coming up and lots of great things on the horizon** so we are looking forward to 2020!



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

- December 2 meeting (8) youth made cards for Meals on Wheels clients/McGuire Veterans
- December 17 (5 youth attended) Officer's meeting-discussed upcoming projects and brainstormed recruitment ideas for new members

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

- No meeting for December

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
- Tussing enrollment-14, Lakeview-14, North-14
- Volunteers- 30
- Youth made cards for Meals on Wheels clients
- Youth and parents enjoyed a winter party (made crafts and ate yummy snacks)

Substance Abuse Prevention Activities

- December 12-Project Sticker Shock with 5 youth, visited WAWA and Food Lion and placed awareness stickers on alcohol
- December 10- CAAN-DUU Coalition meeting -discussed OPIATE Summit for 2020, 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.

- December 18 Colonial Heights current caseload is 25

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

- No December meeting

Families First

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

- December 11-holiday party for program participants

Interagency Prevention Team

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

- December 10-one new truancy case

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

Community Multi-Disciplinary Team (CMDT)

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

- No meeting for December

Juvenile Domestic Task Force (JDVTF)

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

- No meeting for December

Positive Parenting Coalition (PPC)

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

- December 11 meeting-discuss future speakers, locality updates

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

- No meeting for December

Emergency Food and Shelter Program (EFSP)

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

- Colonial Heights awarded \$4,253 to be distributed through Commonwealth Catholic Charities, Salvation Army and C.A.R.E.S

Community Coalitions of Virginia (CCOVA)

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

- December 2-legislation on decriminalization of marijuana

SAFE Opioid and Heroin Prevention Task Force (OHPTF)

Meets monthly with purpose to prevent and reduce substance abuse

- December 10-discuss events held in localities focused on prevention, legislation on decriminalization of marijuana

Crime Control Diversion Programs-12th District Court

Community Service

Program to provide community service supervision for court mandated youth

- (3) Youth Completed 40 Hours of Service Learning (shredding, moving items in Finance, cleaning in City Hall, setting up holiday decorations)

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

- December 14 (5) Youth and Parent/Guardian completed 15 service learning hours at the Shoplifting Diversion Program (group made 50 friendship bracelet kits to distribute at the Back-to-School Festival)

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 December

Driver License Ceremony-Colonial Heights Courthouse

- Did not meet for December

Other Meetings

- December 5-Smart Beginnings Quarterly meeting to discuss outcomes and local activities
- December 6-presentation from Legal Aid on services provided for Tri-Cities
- December 11-Employee Service Award luncheon
- December 12-meeting with school officials to discuss implementation of youth survey

Developing Projects

- Collaboration with CHPS to determine needs of schools with aim to implement prevention-based programs
- Free Little Library at City Hall
- Youth Survey for CHMS and CHHS
- Community Needs Assessment
- Grandparent Support Group
- RVA Basics (school readiness)
- Community Service Projects collaboration with City Departments

Professional Development-Dale Waldrop

- completed First Aid/CPR/AED certification

Professional Development-Becca Lynch

- Project Sticker Shock certification
- CSA-Special Education Wraparound Services
- CSA Financial Procedures Local Government

XII. FLEET MAINTENANCE:

	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2019	77	\$21,833.59	7	\$4,903.52
2018	75	\$20,694.40	4	\$1,881.44

Sublet repair costs consist of the following:

Dealer Repair	\$2,964.93
Exhaust	\$710.52
Glass Replacement	\$698.10
Tire Repair	\$529.97

A summary of the repair cost for the first half of this year compared to the last 5 years is as follows:

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
14/15	\$157,755.43	\$20,494.84
15/16	\$113,361.52	\$13,714.78
16/17	\$178,536.21	\$19,170.11
17/18	\$143,646.23	\$19,910.05
18/19	\$132,716.98	\$26,302.65
19/20	\$165,321.17	\$29,688.21