

# CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2017

## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING

#### **Transportation Capital Projects**

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – Construction bids have been received and submitted to VDOT for review. The bids were far above the engineer's estimate. Waiting on VDOT approval of bids.
- **Safe Routes to Schools (North Elementary School Phase I) UPC 105233** – Preliminary engineering work and surveying work on-going.
- **Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188** – Preliminary engineering and environmental work has begun.
- **Holly Avenue Reconstruction (Revenue Sharing) UPC 105690** – Plans have been revised based upon recently completed geotechnical studies and have been submitted to contractor. Construction to resume Spring 2017.
- **Dupuy Avenue Modernization, UPC 101287** – Awaiting state/federal authorization to advertise for construction bids or notice of remaining prerequisites for authorization.
- **Lakeview Avenue Modernization, UPC 101288** – VDOT is finalizing review of the 90% plan submittal. To date, fourteen (14) property owners have been compensated for property access. Final negotiations are underway.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – Preliminary Engineering will be completed by on-call contract consultant. Consultant proposal has been submitted and reviewed.
- **2016-2017 Pavement Preservation** - Contract awarded to Blakemore Construction. Construction to commence March 2017.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533** – Requests for proposal (RFP) is currently being drafted.
- **Mallard Drive Reconstruction, UPC 107093** – Preliminary engineering has commenced.
- **Stratford Drive Reconstruction, UPC 107092** – Preliminary engineering has commenced.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – An RFP will be drafted and sent for proposals.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Phase IV 90% construction plans are being revised and need to be resubmitted to VDOT for review. On 1/27/17, VDOT advised that due to remaining prerequisites, the earliest timeframe for federal authorization would be mid-May 2017 and could be as late as January 2018.
- **Improvements on Conduit/Ellerslie Drive – UPC 108646** – Revised proposal has been submitted by on-call consultant and is currently under review.

#### **Utilities Capital Projects**

- **Lakeview Avenue Water and Sewer Replacement** – Design in process.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process.
- **Sewer Betterment – Temple Ave Roundabout Project** – Sewer betterment plans have been approved by City. Construction has commenced
- **Nantucket Drainage** – Design in process
- **Hemlock Drainage** – Design in process
- **Conduit Rd Sewer Lateral** – Construction completed 2/24

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

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### **Plan Reviews**

- Southlake Phase IV Addendum – Plans submitted 2/28
- Old Towne Creek Utility easement plats – plan comments were submitted 2/15

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### **Right-of-Way Permits**

- Issued eight (8) permits and closed four (4) permits for the month.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 63 locations.
- Performed preventative maintenance - 4 locations.
- Pavement Markings – Working on plan for FY 2016-2017 roadways

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### **Vegetation**

- Removed litter from (21) locations and responded to (03) dead animal requests.
- Removed tree limbs at (01) location and removed storm damage from (01) location.

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### **Recycling Center**

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

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### **Storm Water and Drainage**

- Cleaned (28) catch basins/curb inlets, drainage ditch at (01) location, curb and gutters at (03) locations and responded to (03) drainage miscellaneous requests.
- Checked and marked all storm water manholes at the intersection of Hanover and Orchard Avenues.
- Placed topsoil in sinkhole at (01) location.
- City's crews collected (39) cubic yards of leaves from Areas 1, 2 and 3 for February totaling (2,743) cubic yards for the season.
- Sweeper collected (148) cubic yards of debris from (18) streets.

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### **Transportation**

- Placed Asphalt in (52) potholes, (01) low area, (01) shoulder, (18) utility cuts and (03) asphalt breaking up.
- Placed gravel in utility cuts at (01) location, sink holes at (01) location, Alley at (02) locations and shoulder at (01) location.
- Removed broken up asphalt from street at (02) locations and bricks from a wall that collapsed on Ryan Avenue.
- Removed six dump truck loads of construction debris from Public Works Complex to Old Landfill Area 6.
- Made an asphalt berm along the east side of salt shed wall to prevent water from going inside of building.
- Assisted Planning Department filling in a pool at 1307 River Oaks Dr.
- Continued to clean and preform preventive maintenance/repairs on City's vehicles.

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### **Wastewater Utility**

- Responded to (09) sewer backups and responded to (05) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (05) locations.
- Camera Dupuy Avenue sewer line from Brasher Avenue to City Limits for the Engineering Division.
- Installed sewer cleanout at (01) location and replaced cleanout top at (02) locations.
- Repaired sewer lateral at (03) locations and main at (01) location.
- Flushed sewer main at (01) location and cleaned out manhole at (01) location.
- Removed debris from pump 1 and 2 three times, replaced broken chain on flow gate in wet well, repaired a 50-gallon drum for rags in dry well at Main Pump Station.
- Assisted Sydnor, City's Contractor installing new commutator on 2/24/17 at Main Pump Station.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

- Cleaned wet well with flusher truck and installed new heater at Conjurers Neck Pump Station.
- Flushed sewer main to clear sewer backup at Hrouda Pump Station.
- Installed new heater and assisted Stand-By Systems, City's Contractor repairing generator battery charger at Dunlop Farms Pump Station.
- Installed new heater at Charles Dimmock and Sherwood Hills Pump Stations.
- Placed gravel in a Utility cut on Eastman Avenue.
- Continue monitoring all pump stations and methane pump daily.

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### **Water Utility**

- Replaced (08) meters, (04) meter boxes, (02) meter tops and responded to (10) water miscellaneous requests.
- Turn water off at (01) location due to line broken on private property.
- Replaced service saddle at (02) locations.
- Repaired a water main line at (02) locations and a service line at (05) locations.
- Performed water pressure test for citizen at (01) location.
- Repaired a meter leak at (01) location.
- Replaced a Fire Hydrant at 100 Oak Avenue and repaired a Fire Hydrant at Boulevard and Westover Avenue.
- Placed gravel in a sinkhole in alley behind Richmond Avenue.
- Backflow/Cross Connection Technician conducted (32) surveys, (10) completed and (22) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for choline at the dead end of Wildwood (02) times a week.
- Miss Utility locating required (174) man-hours.
- Public Works Technician vacancy re-advertised.

## **II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:**

- ☆ During the month of February, the staff enjoyed some warm days that is hopefully a prelude to spring weather coming and staying soon. Warm weather usually brings an increase of building permits and inspections. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
- ☆ The Board of Zoning Appeals held a meeting on one of the requests for variance previously filed for 306 Hillcrest Avenue and it was approved. Staff finished their preliminary research on partial tax abatement regarding rehabilitation or redevelopment to residential housing. A continuation from last month was staff having more pre-application meetings with entities looking to submit preliminary site plans. The assistant director is still working with ProjectHomes to further this year's emergency home repair program through CDBG program funds. The division also continues to review sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.
- ☆ The code enforcement division continues to be proactive and enforcing city property maintenance and zoning violations. The warmer weather has created some growth in yards but we hope landowners will keep the growth in their yards below 12 inches. The inspectors continue to be observant of building permit violations and work with the building inspections division to share information.
- ☆ The building inspections division received two building applications for new residential single family dwellings. The number of permits and inspections performed by staff were similar to last month.
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
<b>Code Enforcement</b>			<b>Building Permits</b>		
<b>Tall Grass</b>			<b>Permits</b>		
Initial Inspections	0	2	New Residential	2	2
No Violation Found	0	0	Cost	\$150,000	\$ 150,000
Compliant	0	1	Res. Additions/Alterations	8	14
In Progress	0	1	Cost	\$82,150	\$ 147,270
City Enforced - Grass Cut	0	0	Demolitions	1	1
Total Inspections	0	4	Cost	\$3,000	\$ 3,000
<b>Inoperable Motor Vehicles</b>			Commercial	5	12
Initial Inspections	25	61	Cost	\$165,366	\$ 2,654,896
No Violations Found	0	0	Plumbing	11	22
Compliant	13	36	Electrical	10	19
In Progress	12	18	Mechanical	5	13
Vehicles Towed	3	3	Swimming Pool	0	0
Total Inspections	47	119	<b>TOTAL PERMITS</b>	<b>42</b>	<b>83</b>
<b>Trailer Violations</b>			<b>Building Inspections</b>		
Initial Inspections	5	14	Residential	81	157
No Violations Found	2	2	Commercial	35	79
Compliant	3	11	<b>TOTAL INSPECTIONS</b>	<b>116</b>	<b>236</b>
In Progress	0	1	<b>Permits issued by Zoning</b>		
Total Inspections	8	26	Fence	3	3
<b>Trash/Debris Violations</b>			Signs	1	6
Initial Inspections	21	46	Zoning	10	14
No Violations Found	0	1	<b>TOTAL PERMITS</b>	<b>14</b>	<b>23</b>
Compliant	10	28	<b>Other Activities</b>		
In Progress	11	14	Water Shut Off/Marked	0	0
Total Inspections	42	91	Uninhabitable	0	0
<b>Exterior Storage Violations</b>			Court Cases	0	0
Initial Inspections	22	56			
No Violations Found	1	1			
Compliant	12	34			
In Progress	9	8			
Total Inspections	43	111			
<b>Graffiti</b>					
Initial Inspections	0	0			
No Violations Found	0	0			
Compliant	0	0			
In Progress	0	0			
Total Inspections	0	0			
<b>VA Property Maintenance Code</b>					
Initial Inspections	2	11			
No Violations Found	0	0			
Compliant	2	5			
In Progress	0	6			
Total Inspections	4	22			
<b>Zoning</b>					
Initial Inspections	9	11			
No Violations Found	0	0			
Compliant	1	2			
In Progress	8	9			
Total Inspections	18	22			
<b>Signs</b>					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	0			
Total Inspections	0	2			
<b>TOTAL INSPECTIONS</b>	<b>162</b>	<b>397</b>			



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

- ✓ Our officers responded to 3,658 calls for service during the month of February, 2017. During the same month last year, we responded to 3,271 calls for service—a 12% increase. We had no reported robberies this month, and one (1) reported in February 2016— a 100% decrease. We had two (2) reports of aggravated assaults this February, with none reported during the month of February, 2016— a 200% increase. We had one (1) reported burglary in February, 2017, compared with eight (8) reported during the month of February, 2016—an 88% decrease. There were 87 Part I, or serious, crimes reported to the Colonial Heights Police Department in February, 2017. Sixty-seven (67) of those, or 77%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ For the second consecutive month, our calls for service increased into double digits. We have also begun the transition of preparing for Captain Wayne Newsome’s pending retirement. May 1, 2017, will be the end of an era. After 43 years of police service, Wayne has earned this and we are excited for him and his family. We will be planning a very nice send-off, so look for announcements in the coming months. Going out “on top” could not have gone any better for Captain Newsome and our staff, as we were formally recognized at City Council for attaining our reaccreditation from the Department of Criminal Justice Services.
- ✓ We continue our efforts to educate the public and did so via social media during the days leading up to the Super Bowl. Our efforts were to remind those drinking and driving to do so responsibly and to designate a sober driver. Unfortunately, we had a pedestrian who was fatally struck by a vehicle on Super Bowl evening. Alcohol was not a factor for the driver; however, it appears it was for the female victim who walked out into traffic. Our Major Accident Investigations Team was called out and worked the crash.
- ✓ Our community efforts continue in the City as our command staff put a bowling team together for an afternoon of laughs and fun. We participated in the Lions Club fundraiser with a one-day tournament. It is safe to say that we will be keeping our day jobs and not going on the bowling circuit anytime soon.
- ✓ We are excited to report that our Special Operations Unit is back, fully staffed and making a positive impact in our community. Sgt. Jason Chimera has been given the responsibility of overseeing this hard charging unit that will handle many quality of life issues in and around the city, with a lot of focus on our shopping areas.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
  - Sr. Officer David Gallagher and Master Officer Greg Thinnes responded to Shuford Avenue and the Boulevard for a M.A.I.T. call-out involving a vehicle crash. A pedestrian, Denise Croft, was struck and killed as she crossed the roadway.
  - Master Officer Thinnes responded to Walmart for a shoplifting. The suspect fled the scene, but Officer Thinnes was in the area and observed the suspect vehicle on Roslyn Road. Officer Thinnes attempted to stop the vehicle, but the suspect refused to stop. Officer Thinnes located the suspect vehicle a short time later at Colonial Court and arrested two suspects as they attempted to walk away from the vehicle.
  - Sgt. Mike Foster was involved in a short vehicle pursuit into Chesterfield. Kenneth Myrick was taken into custody and found to be in need of medical services. There were no injuries or damage to property.
  - Officer P. J. Calhoun conducted a traffic stop at Dupuy and Braxton Avenues and was able to arrest a suspect for possession of marijuana and possession of a firearm by a convicted felon.
  - Officer Andrew Fontaine obtained warrants on a Chad Wright for strangulation and preventing someone from calling 911. Wright had been in an altercation with his girlfriend. During the argument, he cut his own throat, requiring medical attention.
  - Master Officer Kenny Bish responded to a report of a shoplifter leaving Macy’s. Officer Bish located the suspect, who began running. Officer Bish pursued on foot, tackled and arrested the suspect. During the encounter, Officer Bish sustained an arm fracture as a result of the tackle and is out on extended leave. The suspect was later found to have multiple outstanding warrants from surrounding jurisdictions.

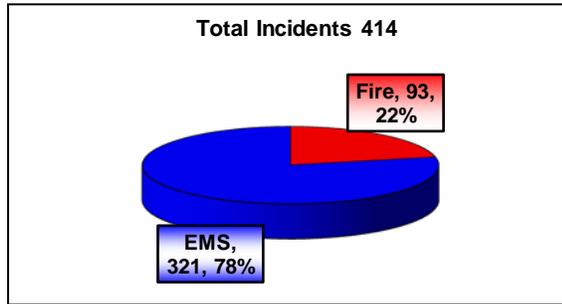
#### **IV. POLICE DEPARTMENT (CONTINUED):**

- B Squad assisted Virginia State University with the capture of fugitive Emmanuel Bass Taylor. Taylor had been arrested by VSU Police Department the day prior, but escaped custody. When located, Taylor was still wearing handcuffs.
  - Sr. Officer Robbie Simmons was attempting to catch up with a vehicle speeding on Archer Avenue. The suspect vehicle crashed into a taxi cab at Archer and the Boulevard, and three suspects fled on foot. Officers were able to catch all suspects who had fled. Sr. Officer Simmons seized approximately seven pounds of marijuana and an AK-47 rifle.
  - Career K-9 Officer Chris Wulff and K-9 *Rose* conducted a canine presentation for the children of Wesley Church Academy.
  - Career K-9 Officer Eric Allen and K-9 *Blitz* conducted recertification training.
  - Career Officer Allen and *Blitz* were utilized at two locations in Chesterfield on traffic stops.
- ✓ The **Law Enforcement Services Division**, commanded by Capt. Wayne Newsome, also reported his division as having a very productive month. Highlights from their reported activities are as follows:
- A complete audit of the Property Room was completed by Captain Wayne Newsome, Captain Bill Anspach, Sergeant Renee Walters, and Senior Officer Kyle Sexton.
  - Sergeant Walters completed and submitted a grant application through Virginia Municipal League requesting the purchase of power flares.
  - Sergeant Walters organized and participated in a department photo shoot, the photos from which will be posted on the department's website. The photo included new vehicles and some members of the department. The photos were great and should be added to our City and Department website in the near future.
  - Senior Officer Kyle Sexton received the report for the quarterly report required for the Property Room inspection, and it was completed.
  - Sergeant Walters obtained a donated commercial-grade refrigeration unit from the Martin's Grocery Store closing. The cooler will be used for evidence requiring refrigerated storage in the Property Room.
  - Sergeant Walters and Senior Officer Sexton attended radio training for the new radios.
  - Senior Officer Sexton replenished crime prevention supplies, which included items shared at crime prevention events.
  - Sergeant Walters completed and submitted the DMV grant application for 2017-2018 funds.
  - Sergeant Walters requested a line item adjustment to the DMV grant, moving funds from an equipment purchase to usage in saturation patrols.
- ✓ Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a very busy month, with 17 new cases. Ten of those cases were cleared, which resulted in a 60% clearance rate. During the month, there was one (1) non-fatal heroin overdose—our second for the year. We are in preparation for a follow-up to the heroine summit. We processed 17 concealed weapon permit applications, one (1) massage therapist permit, and one (1) precious metals permit application for the month.
- ✓ Some of the division highlights include:
- Master Detective Chris Harris participated in the NBC12 ***Fugitive Friday*** segment on February 17, 2017. Colonial Heights was the feature story, and we highlighted a case from November, 2016, that involved a fugitive who assaulted two police officers with a motor vehicle and struck an occupied civilian vehicle while trying to flee from the police. Based on this feature story, a citizen called the Chesterfield County/Colonial Heights Crime Solvers and provided an address where the fugitive was staying. This information was forwarded to the U. S. Marshal's Fugitive Task Force, and the fugitive was located and arrested. Ten outstanding warrants were served and the fugitive was incarcerated with no bond.
  - Master Detective Roger Santini investigated a case involving a credit card fraud that occurred at various businesses in the city. The suspect obtained over \$45,000.00 in merchandise. Master Detective Santini assisted Prince George County Police Department in executing a search warrant in the county where numerous pieces of evidence were located.

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

- Master Detective Thad Johnson is investigating a fraud case that was committed against a city resident. Detective Johnson is working with the FBI White Collar Crime Unit and has identified a suspect who is currently living in another state. This case has generated a lot of interest by the Feds and may have other ties to other countries.
  - Master Detective Harris is also investigating a reported child porn case that was forwarded to us by the Bedford County, Virginia, Internet Crimes Task Force. Based on this report, a search warrant was obtained for a residential house in the city. Evidence was seized and forwarded to the Attorney General's Office for forensic examination.
  - Sr. Detective Adam Brandeberry is investigating a residential breaking and entering. Detective Brandeberry identified a suspect and recovered evidence from a search warrant that he executed at another residence in the city. Warrants have been obtained; however, the suspect is currently a fugitive.
  - Sr. Detective Brandeberry also cleared a sexual assault case against a juvenile victim from 2016. After a forensic interview was completed with the juvenile victim in February, Detective Brandeberry met with the suspect. A full confession was obtained from the suspect and he was arrested.
  - Captain Dann Ferguson attended the Virginia Chiefs of Police Association Mid-Year Conference in Henrico County from February 20-21, 2017.
  - Five public nuisance letters were issued to the following properties pertaining to the use of illegal drugs:
    - 107-H Clearfield Circle
    - 202 Ellerslie Avenue
    - 321 Branders Bridge Road
    - 1811 Wakefield Avenue
    - 625 Conduit Road
- ✓ Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, had a very busy and successful month. The unit attended several days of training at Crater Criminal Justice Academy and the VML office in Henrico. There were 10 new cases initiated—all but one were cleared by arrest. Additionally, SOU members executed eight (8) search warrants at various locations within the city, one of which was for Chesterfield County Police Department relating to a sexual assault investigation. They issued 14 traffic summonses, eight (8) written warnings, 17 verbal warnings, obtained 25 felony warrants and 14 misdemeanor warrants. Arrests made this month consisted of the following: 27 for narcotics, three (3) for felony child neglect, three (3) weapons violations, one (1) for perjury, two (2) for maintaining common nuisance, one (1) for false identification to law enforcement, one (1) for identity theft, and one (1) for counterfeit currency.
- ✓ Overall as an agency, we made 345 total arrests, worked 81 crashes, wrote 702 traffic citations, executed 1,188 traffic stops, affected 11 DUI arrests and 51 drug arrests, and issued 37 parking citations.
- ✓ **Officer [James] Brett Jennings** was selected as our *Employee of the Month* for January, 2017, for his outstanding performance. During the month of January, Officer Jennings executed two (2) arrests for cocaine possession and four (4) for possession of marijuana, one of which also contained an “intent to distribute” factor. He was able to remove three (3) handguns from the streets of our city as well. In addition to these drug arrests, Brett also issued 65 traffic summonses, and obtained 14 felony and 18 misdemeanor warrants.
- ✓ Officer Jennings is a proactive officer who is deserving of this recognition for his actions in keeping the citizens of Colonial Heights safe.

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 93**

(Total Fire Loss \$11,050):

**Total Patients transported: 254**

(Total EMS incidents 321)

*Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents.*

*(Average response time 5:01 minutes)*

*EMS units arrived on scene in less than 9 minutes on 96.3% of emergency incidents.*

*(Average response time 5:18 minutes)*

**Fire Division(number of incidents):**

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Chimney Fire	1	Electrical Problem	1	Good Intent Calls	26
Cooking Fire	1	Power Line Down	1	Public Service	23
Vehicle Fire	3	Gasoline/combustible spill	1	False Alarm/False Call	11
Brush Fire	1	Natural gas leak	1	Child Seat installation	6
Dumpster Fire	1	Other Hazardous Situations	2	Smoke detector installation	4
				Assist Invalid	23
M/A First Responder EMS Chesterfield	5	M/A received from Chesterfield Fire	2		
M/A given to Petersburg Fire	4	M/A received from Fort Lee Fire	1		
		M/A received from Petersburg Fire	1		

**STAFFING**

		<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
<b>Station 1</b>	<b>Number of Incidents</b>	18	12
	<b>Total hours</b>	21 hrs. 34 min.	14 hrs. 14 min.
<b>Station 2</b>	<b>Number of Incidents</b>	19	16
	<b>Total hours</b>	21 hrs. 24 min.	16 hrs. 7 min.

**EMS Mutual aid**

M/A given to Petersburg EMS	6	M/A received from Fort Lee EMS	3
		M/A received from Chesterfield EMS	1
		M/A received from Prince George EMS	1

**EMS Transports (by facility)**

Southside Regional Medical Center	181	71.26%
John Randolph Medical Center	32	12.60%
Chippenham Hospital	24	9.44%
VCU Health Systems	11	4.33%
Johnston Willis Hospital	2	0.79%
St. Francis Medical Center	2	0.79%
St Mary Medical Center	2	0.79%
<b>Total:</b>	<b>254</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,034

No alarm citations were processed during February.

**Purchasing** – 161 total purchase orders were completed with 129 being processed by purchasing and 32 departmental purchases being reviewed as compared to 211 being completed for the same period in 2016. In addition, 96 check requests were prepared by departments which are not processed by Purchasing.

### **Bids Issued/Opened during the month:**

- None

### **Other Purchasing Activity:**

- Purchase order issued to replace burned out lights at City ballfields and tennis courts.
- Purchase order issued for reconditioning of youth football helmets to meet industry standards.
- Purchase order issued to Land Planning & Design for a gateway landscape improvements study for I 95/ Temple Avenue Roundabout interchange.
- Purchase order issued to O'Brien & Gere for the reconstruction design of the Hrouda Pump Station.
- Infield turf products were purchased, to get the ballfields ready for play.
- Purchase order issued for the sewer later replacement on Conduit Road.
- Continued work on the alarm system at the Violet Bank Museum; it was found that the motherboard to the alarm system has to be replaced.

### **Risk Activity:**

- Ornamental light pole struck by a “hit and run driver”
- An individual, exiting I 95 South, struck a stop sign and pole at W. Roslyn and South Park Boulevard.
- A Public Works employee in route to set up a sign on the Boulevard, tried to cut through the drive through of a Wells Fargo bank on the Boulevard. The front of the truck made it fine, but the rear of the truck, which was carrying a large pipe, caused damage to the awning of the bank.
- A child was at the animal shelter, when the juvenile stuck her finger through the cage of a dog identified as “Roscoe”. The dog bit the child on her right forefinger. This is the second time recently that this dog has bit someone. Warning signs are in place to not put fingers inside the cage.
- The City’ Insurance renewal for the period of July 1 2017 - June 30 2018, was completed during the month. The City received the renewal information on Feb 6 and verified and made corrections on all items being insured. The completed renewal package was sent back to VML Insurance on Feb 22.
- VML’s Account Executive and their Safety Consultant came for a visit on Feb 15. A review of loss ratios by coverage shows that the City had done a very good job preventing losses over the last five years. The City’s loss ratio is well under where they would like for us to be. The City has also participated in VML’s safety grant fund. The City has received over \$18,000 on safety grant funds since 2004.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,621

Delinquent Notices Sent – 752 or 21.1% with 143 cut off for nonpayment.

No Set-off debt Collections received for February.

## **VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of February 2017:

### ☆ **Advertisements**

#### **Department**

Finance  
Fire & EMS  
Fire & EMS  
Office on Youth  
Police  
Recreation & Parks  
Recreation & Parks

#### **Position**

Director of Finance  
Communications Supervisor (Promotional Opportunity)  
Telecommunicator  
Youth Specialist (Part-time)  
Animal Control Aide (Part-time)  
Recreation Assistant (Part-time)  
Van Driver (Promotional Opportunity)

**VII. HUMAN RESOURCES DEPARTMENT (CONTINUED)**

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Animal Control Aide (Part-time)	117	1,548
Van Driver (Promotional Opportunity)	1	3

**Training**

- Employees continue to complete required ICS and VML University training courses.

☆ **Miscellaneous**

- A new employee orientation session was held in February 2017 for Andrew Hartman (Building Maintenance Technician).
- Attended a 2017 Legal Update Seminar to obtain information about recent changes and/or cases related to FLSA, ADA, FMLA, and EEOC.

☆ **Worker’s Compensation**

- The following workers’ compensation report was filed during the month of February 2017:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
02/03/17	Police	Laceration to left palm from broken stem of subject’s glass smoking pipe.

**VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 53,570 page views in the month of February.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Records Search</li> <li>3. Human Resources</li> <li>4. City Employees Login</li> <li>5. Animal Shelter</li> <li>6. Recreation &amp; Parks</li> <li>7. Online Bill Pay</li> <li>8. Police</li> <li>9. Sports &amp; Athletics</li> <li>10. Our Government</li> <li>11. Records &amp; Property Tax Maps</li> <li>12. Business License &amp; Taxes</li> <li>13. Recreation Programs</li> <li>14. GIS &amp; Maps</li> <li>15. Assessor</li> </ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> <li> India</li> <li> Canada</li> <li> Germany</li> <li> United Kingdom</li> <li> Philippines</li> </ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> <li> Illinois</li> <li> Pennsylvania</li> <li> New Jersey</li> <li> Maryland</li> <li> North Carolina</li> </ul>
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- ☆ Citizens submitted and city staff processed 218 service requests and questions through the “Report a Concern” module during the month of February. The City of Colonial Heights’ Facebook Page now has 4,353 fans and the City’s Twitter account has 919 followers.

- ☆ Proactive Information Management completed 49.25 hours of IT service and maintenance for City departments this month. Proactive also set up and configured a new server for the Assessor’s Office.

**IX. LIBRARY:**

- ☆ The library staff circulated 17,465 titles in February.
- ☆ Three thousand, six hundred and forty-nine e-books circulated on Kindles. One hundred and sixty-four e-books and audios circulated on Hoopla, and 176 residents are now registered for this new service.

**IX. LIBRARY (CONTINUED):**

- ☆ The public computer center had 2,827 users, while the iPad center was used 159 times.
- ☆ Two hundred and eighty-eight children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 117 groups.
- ☆ One hundred and twenty-one residents registered for new library cards, and an average 627 residents used the library each day.

**X. RECREATION & PARKS DEPARTMENT:**

**Recreation Division**

In the month of February, the Recreation Department continued our youth basketball program. The youth basketball league will finish by mid-March with playoffs starting the first week in March. Shepherd Stadium played host to six NCAA Division II Baseball teams over the last weekend in February. High School sports on our facilities also began the last week in February with games beginning the middle of March.

Recreation staff in conjunction with the City Manager’s Office completed and mailed the spring edition of the City Focus. We are excited about the new offerings being provided and are currently preparing for our traditional programs to include youth baseball and softball, as well as our Summer Camps.

Programs	2017	2016
Youth Baseball (as of March 1)	155	202
Youth Softball (as of March 1)	34	41
Youth Basketball	246	260
Little Tikes Basketball (NEW)	18	n/a
Youth Open Gym Basketball	45	112
Adult Open Gym Basketball	30	88
Youth Wrestling	24	20
Belly Dancing	6	8
Karate	20	15
Fit Kid Club (NEW)	7	n/a
Superhero Training Academy (NEW)	6	n/a
Junior Chef (NEW)	14	n/a
Facility Usage	2017	2016
Community Room Attendance	885	937
Community Room Reservations	27	22
Field Attendance	1,500	1,560
Field Rentals	8	12
Teen Center Attendance-CHHS Students	2	3
Teen Center Attendance-CHMS Students	13	12

**Parks, Horticulture, Buildings & Grounds**

- Replaced tennis court nets at high school and middle school.
- Built pitcher’s mound in Shepherd Stadium.
- Repaired washed areas on warning track in Shepherd Stadium.
- Prepared Shepherd Stadium for college baseball play.
- Prepared Shepherd Stadium & Civic Field daily for high school practices.
- Painted soccer fields for high school practices.
- Installed outfield fence on baseball and softball fields at High School.
- Removed rails from pier at Ft Clifton Park. Damaged from vandalism.
- Installed fibar in playground at Floral M. Hill Park.
- Painted and installed new baseboard molding at Fire Station #2.
- Repaired cabinets in closet at Community building.
- Cut back fountain grasses at sites as needed.
- Cut back liriope at sites as needed.
- Cut back Pampas grass at sites as needed.
- Trimmed boxwoods at Courthouse.
- Mulched sites as needed.
- Spread pine needles as ground cover in beds at Library.



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

**Agency on Aging**

Daily Activities	2017	2016
Bingo in Center	13	41
Bowling	192	325
Bridge Party	40	52
Bridge Tournament	92	116
BUNCO	20	48
Football Challenge	57	n/a
Senior Club Board Meeting	12	n/a
Senior Club Meeting	82	47
Senior Citizen Dance	86	n/a
Sing A-Long	54	14
Valentine's Luncheon	72	60
Awareness/Education	2017	2016
Blood Pressure Check	35	20
Diabetes Workshop	21	n/a
Classes	2017	2016
Bob Ross Painting Video	4	n/a
Bridge 101	19	n/a
Colorful Creation Open Paint	29	24
Crochet & Knitting	33	48
Line Dancing Class	73	n/a
Quilts for Vets	9	32
Sewing Class	17	9
Tap Class Intermediate	59	33
Tap Class Advance	32	67
Tech Savy	10	12
Tile + Alcohol Ink	8	n/a
Watercolor with Faye	26	32
Fitness	2017	2016
Interval Strength Training	89	n/a
Muscles in Motion	166	250
Sit & Let's Get Fit	218	222
Strength & Stretch	361	353
Tai Chi	22	37
Pickleball	62	n/a
Water Aerobics	56	39
Yoga	122	110
Trips	2017	2016
Book of Mormon	13	n/a
Civil War Museum Trip	13	n/a
Health & Fitness Day at AmFam	9	n/a
HealthSouth	n/a	4
Quilters Trip	10	9
Riverside	25	24
VMFA	n/a	8
Volunteer Hours	8	0
<b>TOTAL</b>	<b>2269</b>	<b>2036</b>

Meals	2017	2016
Home Delivery Meals	10	19
Site Meals	25	78
Transportation	2017	2016
Total Passengers	299	206
Total Trips	375	403
Total Miles	2492	2633
Wheelchairs	9	11
Volunteer Hours	0	4
Donations	\$138.60	\$216.00
New Riders	5	5



**Violet Bank Museum**

	2017	2016
Attendance	138	N/R

- Collections inventory and program development.

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

### ➤ **Youth Advisory Council Activities**

- 12 YAC Members and YAC Advisor Attended February Meeting
- Mailed 64 Valentines to veterans at McGuire VA Medical Center
- 20 YAC Members and YAC Advisor Participated in CHHS Volunteer-a-thon
- 4 YAC Officers and YAC Advisor Met for Planning Meeting

### ➤ **Youth Service Commission**

- Did not meet in February.

### ➤ **Kids' After School Program**

- **KAP enrollment:** Tussing-21, North – 19, Lakeview – 11, CHMS – 14
- **KAP Facts:** 11 staff; 1 VSU work study student, 4 VSU Interns, 22 volunteers (VSU), 8 CHHS, 28 Matoaca HS, 1 PGHS and 2 Liberty University.

### ➤ **Substance Abuse Prevention Activities**

- 3 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver's licensing ceremony.

### ➤ **Ongoing Monthly Meeting/Trainings**

- Kiwanis Meetings/Kiwanis Board Meeting/Terrific Kids
- Colonial Heights Food Pantry Board Meeting
- Interagency Prevention Team
- Colonial Heights School Board Meeting
- CHHS CADRE Coalition Meeting
- Juvenile and Domestic Violence Task Force Meeting
- "Social Media as a Recruiting Tool for Human Traffickers" Presented by Dede Wallace, HSI VA
- Family Assessment and Planning Team
- Smart Beginnings/School Readiness
- Southside Trauma Informed Care Network
- Virginia League of Human Service Officials
- Families First Advisory Board
- Positive Parenting Coalition
- Children's Policy and Management Team
- Southern Regional VJCCCA Training

### ➤ **Diversion Program Participation**

#### • **Community Service**

4 youth completed 62 hours of Service Learning

#### • **Shoplifting Diversion**

14 youth and a parent attended the Shoplifting Diversion Program

#### • **Active Parenting of Teens**

No families currently enrolled in "Active Parenting"

#### • **Teen Life Skills**

5 youth currently enrolled in "Teen Life Skills"

#### • **Miscellaneous Youth Services (Non DJJ)**

0 youth completed 0 hours of Community Service

- ✓ Volunteers at Volunteer-a-thon made 6 no sew fleece blankets for CARES, made 456 t-shirt toys for dogs and cats, signed 91 cards for veterans at McGuire VA Medical Center, shared 28 Kindness Counts BINGO Cards, shared "Smile Tag" and "HOBY Hugs" with 27 students, shared [www.freerice.com](http://www.freerice.com) information with 69 students
- ✓ Supported Special Olympics Polar Plunge event, assisted with Special Olympics Bowling

**XII. FLEET MAINTENANCE:**

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2017	65	\$14,212.54	2	\$120.00
2016	56	\$21,928.16	8	\$3,467.46

Sublet repairs consist of the following;

Towing	\$95.00
Welding	25.00