

CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2018

I. PUBLIC WORKS & ENGINEERING: ENGINEERING

Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – Awaiting VDOT direction on procedures for repackaging this project.
- **Safe Routes to Schools (North Elementary School Phase I), UPC 105233** – Preliminary engineering work in process.
- **Safe Routes to Schools (North Elementary School Sidewalks), UPC 106188** – Preliminary engineering work in process.
- **Holly Avenue Reconstruction (Revenue Sharing), UPC 105690** – Construction complete for Yorkshire and Williamsburg Roads. Preliminary work for Jamestown and Holly Ave in progress.
- **Dupuy Avenue Modernization, UPC 101287** – Design work in process to include an extra 50 feet of improvements at the City limits. Plan to be submitted to VDOT in May.
- **Lakeview Avenue Modernization, UPC 101288** – Awaiting right of way clearance to issue notice to proceed for utility relocation.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue), UPC 78222** – Working with VDOT to open expenditure account.
- **2018 Pavement Preservation** – Construction completed.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107533** – Consultant selection in process. Scheduled start of preliminary engineering is May 2018.
- **Mallard Drive Reconstruction, UPC 107093** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$64,722.61. Construction has commenced.
- **Stratford Drive Reconstruction, UPC 107092** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$205,725. Construction has commenced.
- **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – Consultant selection in process. Consultant has submitted proposal for design work. Working with VDOT to open expenditure account.
- **Appomattox Green River Trail Phase IV, UPC 105236** – Design work complete. Right of way acquisition work in process.
- **Improvements on Conduit/Ellerslie Avenue, UPC 108646** – 50% design complete. Right of way acquisition is underway.

Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Design work complete.
- **Dupuy Avenue Water and Sewer Replacement** – Design work complete.
- **Richmond Avenue Sewer Repair** – Construction contract awarded to Perkinson Const. Co. for \$81,000. Construction is complete.
- **Nantucket Drainage** – Design work in process.
- **Hemlock Drainage** – Design work in process.
- **Hrouda Pump Station** – Further work on hold pending approval of CIP budget request.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **O'Reilly Auto** – Easement plat approved and recorded on 4/30.
- **Sedona Taphouse** – Final plan (4th revision) reviewed and approved on 4/27.
- **Keystone Tractor Museum Expansion** – Preliminary plan reviewed and comments sent to Planning on 4/24.
- **Laurel Hill Boundary Adjustment Plat** – Final Plat reviewed and comments sent to developer's agent on 4/19.
- **308 Biltmore Drive** – Agreement in-lieu-of Plan reviewed and approved. Approval sent to Building Inspections Dept. on 4/19.

Right-of-Way Permits

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

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 77 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (04) locations, responded to litter miscellaneous request at (02) locations and responded to (04) dead animal removal from street.
- Cut and trimmed grass at (33) locations and sprayed weeds/grass at (03) locations.
- Trimmed tree limbs at (02) locations and cut/removed a tree that landed into street on Ridge Road.
- Assisted Police Department removing a tree limb that fell on a vehicle on Covington Road.

Recycling Center

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

Storm Water and Drainage

- Cleaned (57) catch basins/curb inlets, (04) drainage ditches, (01) curb and gutter, (01) outfall and responded to drainage miscellaneous request at (01) location.
- Placed gravel in sinkholes at (01) location.
- Removed a fallen tree and other debris from Old Town Creek blocking water flow.
- Swept (24) streets collecting (192) cubic yards of debris.
- City's crews collected an additional (08) cubic yards of leaves at citizens request. Finishing the season with total of (3,062.5) cubic yards.
- Concrete crew replaced (13) feet of Curb and Gutter at (03) locations, an additional (40) feet at (05) locations due to Utility repairs, and repaired a handicap ramp at (01) location.

Transportation

- Placed Asphalt in (10) utility cuts, (30) potholes, (01) shoulder, (01) asphalt breaking up, (01) sinkhole and (03) driveways.
- Placed gravel in alley at (02) locations and on street shoulder at (01) location.
- Graded and added gravel in alley off Conduit Rd and at Animal Shelter.
- Responded to street repair miscellaneous request at (03) locations.
- Cleaned graffiti from street on Gould Avenue.
- Assisted Police Department retrieving a wallet from an inlet at Duke of Gloucester Street and Gills Drive.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and equipment.
- Three employees attended an equipment show in North Carolina on April 18, 2018.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (18) sewer backups and responded to (08) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (07) locations.
- Installed a sewer cleanout at (03) locations.
- Repaired sewer lateral at (03) locations.
- Placed topsoil around cleanout at (02) locations.
- Removed debris from pumps 1 and 2 twice this month, installed new batteries for the generator, installed a new drain pipe in pump 2, cut grass and picked up litter at the Main Pump Station.
- Removed debris from pump 1 and replaced yard hydrant at Charles Dimmock Pump Station.
- Sprayed for high weeds/grass around Hillcrest Pump Station.
- Cut and sprayed high weeds/grass around Dunlop Farms Pump Station.
- Removed grease and other debris from wet well at Conjurers Neck Pump Station.
- Cut grass around Hrouda Pump Station.
- Responded to an alarm after hours, reset both pumps and cut and trimmed grass around Sherwood Hills Pump Station.
- Flushed all trouble sewer lines throughout the City.
- Continue monitoring all pump stations and methane pump daily.
- Three employees attended an equipment show in North Carolina.

Water Utility

- Replaced (49) meters, meter box at (04) locations, meter setter at (03) locations, meter top at (02) locations and responded to (18) water miscellaneous requests.
- Repaired a water service line break at (01) location, a main line break at (01) location and a water valve at (01) location.
- Set new meter at (02) locations.
- Replaced a Fire Hydrant on Huntington at Conduit Roads and at 101 Huntington Road.
- Replaced water service line at (03) locations.
- Performed a water pressure test at citizens request at (02) locations.
- Cleaned meter box out for Utility Billing at (05) locations.
- Removed a meter at 2001 Southpark Boulevard for new business.
- Placed gravel in a cave in at (01) location and a utility cut at (01) location.
- Backflow/Cross Connection Technician conducted (103) surveys, (18) completed and (85) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Performed bacterial sample and disinfected by products sent these to Richmond lab for testing.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (241) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Department Overview

In the month of April, the job posting for the Assistant Director position closed on April 13th and the first round of interviews occurred on April 23rd. Panel Interviews were conducted with the five selected applicants. The responsibility and duties of the Assistant Director position are assigned/shared between the Director and the Community Development / Economic Development Planner.

Planning & Community Development Division

- Planning Commission did meet in the month of April.
 - PC Resolution 18-4, City Ordinance No. 18-3, to amend the zoning code to comply with the State Chesapeake Bay Preservation Act regulations. Motion to Recommend Approval (7-0).
 - PC Resolution 18-5, City Ordinance No. 18-4, amend the zoning code with revised criteria for the Board of Zoning Appeals in granting a variance. Motion to Recommend Approval (7-0).
 - PC Resolution 18-6, City Ordinance No. 18-7, amend the Comprehensive Plan by changing the land use classification for City-owned parcel 69020900001. Motion to Recommend Approval (7-0).
 - PC Resolution 18-7, City Ordinance No. 18-8, amend zoning map for City-owned parcel 69020900001. Motion to Recommend Approval (7-0).
 - PC Resolution 18-8, City Ordinance No. 18-9, amend and update Chapter 7 of the Comprehensive Plan, to comply with the State Chesapeake Bay Preservation Act regulations.
- At City Council, the following planning items were discussed:
 - Second Reading for No. 17-31, Special Use Permit for Agricultural Use and Accessory Structures on Archileti Property. Motion to Approve (7-0).
- For CDBG, contractors are currently finishing up work on 6 homes. Staff determined funding was available for 2 more repairs and worked with applicants to complete documentation for verification of HUD requirements.
- Staff worked steadfastly on the DEQ compliance requirements and submitted the compliance documentation on time to DEQ on April 30, 2018.
- The division also continues to review zoning, sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.

Code Enforcement Division

- The code enforcement division recorded 125 new cases in April 2018, a consistent figure to new cases in April 2017, and observed 58 outstanding cases come into compliance.

Building Inspections Division

- The building inspections division received a significant increase of permit applications in comparison to April 2017, a total expected investment of \$213,530 in new residential construction and \$243,500 in commercial construction. The department completed 116 total inspections in April. Multiple residents who received the Emergency Home Repair grant received inspections and approvals from this division.
- Commercial permits were issued for Food Lion to repair fire damage, People's Advantage Credit Union interior alteration and Wal-Mart interior alterations.
- The department reviewed and issued a permit for 2 new single-family residences in April, bringing the total to 9 new houses year to date.

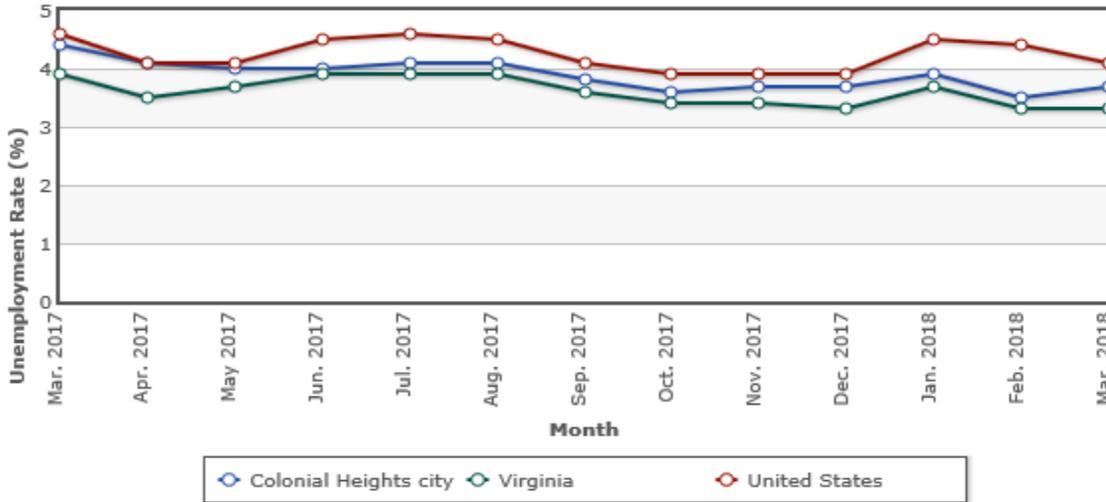
The following spreadsheet depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

Planning & Community Development			New Cases	Month	YTD
04/01/2018-04/30/2018			Total - All Categories	125	541
6/13/2018			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	13	55
			Exterior storage of objects and equipment	9	96
			Damage or defacement of public or private property	0	0
			Storage of Inoperable Vehicles	13	88
			Removal of Vegetation	60	60
			Solid Waste: Remove unsafe substances	18	186
			Zoning	2	19
			Virginia Property Maintenance Code	10	37
			Closed Cases	Month	YTD
			Total - All Categories	58	338
			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	6	46
			No Violation	1	4
			Compliant	5	42
			Forced Compliant	0	0
			Exterior storage of objects and equipment	6	71
			No Violation	0	4
			Compliant	6	67
			Forced Compliant	0	0
			Damage or defacement of public or private property	0	0
			No Violation	0	0
			Compliant	0	0
			Forced Compliant	0	0
			Storage of Inoperable Vehicles	13	83
			No Violation	1	5
			Compliant	12	76
			Forced Compliant	0	2
			Removal of Vegetation	21	21
			No Violation	0	0
			Compliant	21	21
			Forced Compliant	0	0
			Solid Waste: Remove unsafe substances	9	85
			No Violation	1	4
			Compliant	8	81
			Forced Compliant	0	0
			Zoning	1	13
			No Violation	0	0
			Compliant	1	13
			Forced Compliant	0	0
			Virginia Property Maintenance Code	2	19
			No Violation	1	2
			Compliant	1	17
			Forced Compliant	0	0
Building Permits			Month	YTD	
Total - All Categories			69	191	
Residential - New Construction	2	9			
Cost/Investment	\$213,530	\$1,206,330			
Residential - Alteration/Demos	5	29			
Cost/Investment	\$45,097	\$ 208,613			
Commercial	7	19			
Cost/Investment	\$243,500	\$ 667,984			
Electrical	19	52			
Mechanical	17	37			
Plumbing	19	45			
Building Inspections			Month	YTD	
Total - All Categories					
Residential	116	265			
Commercial	57	258			
Planning Permits			Month	YTD	
Total- All Categories			16	57	
Fence	5	15			
Signs - Temporary	2	6			
Signs - Permanent	4	14			
Zoning	5	22			

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
Mar. 2018	3.7%	3.3%	4.1%
Feb. 2018	3.5%	3.3%	4.4%
Mar. 2017	4.4%	3.9%	4.6%
5 Year Annual Average 2013 - 2017	5.1%	4.6%	5.6%
10 Year Annual Average 2008 - 2017	6.1%	5.4%	7.0%

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 March 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,936	8,605	331	3.7	No

- *Chesterfield 3.2 %unemployment *City of Petersburg 6.8 % unemployment
- *Dinwiddie 3.8 % unemployment *City of Hopewell 5.4% unemployment
- *Prince George 3.9% unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	5
Sites/Bldgs. Submitted	1
Active Prospects	4

Projects:

Boulevard WaWa Interior Renovations – on hold
Longhorn’s Ribbon Cutting was held on April 24th
Walker Office Building – Roslyn Office Park
Harbor Freight Opened has opened this month
Sedona Tap House Site Plan Approved
Rezoning for Charles Dimmock Site Approved by Planning Commission
Pre-Application for Tractor Museum Expansion

Meetings & Events:

Retail Merchants Association Monthly Meeting
Chamber Finance Committee Meeting – Colonial Heights Chamber
Crater Workforce Investment Board Business Services Committee Meeting
Petersburg Area Regional Tourism Marketing Meeting
Greater Realtor Association Commercial Realtors Monthly Meeting
Hosted Metro Exports Initiative Workshop
Community College Workforce Alliance Meeting
Citizens Academy
Workforce Marketing/Rebranding Meeting
Keystone Tractor Museum Board Meeting
Virginia Economic Developers Association Conference
Economic Development Authority Quarterly Meeting
Planning Commission Meeting for Rezoning City Owned Site
Colonial Heights Chamber Women’s Business Expo

IV. POLICE DEPARTMENT:

Our officers responded to 3,305 calls for service during the month of April, 2018. During the same month last year, we responded to 3,707 calls for service—resulting in an 11% decrease. We had no reported robberies, and two (2) reported in April, 2017— a 100% decrease. We had four (4) reports of aggravated assaults this April, with one (1) reported during the month of April, 2017— a 300% increase. We had no reported burglaries in April, 2018, which is the same as during the month of April, 2017— no change. There were 67 Part I, or serious, crimes reported to the Colonial Heights Police Department in April, 2018. Thirty-seven (37) of those, or 55%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of April was an extremely busy one with regard to many community events and projects. Our initiative of increasing our efforts in the area of safety and security in our schools, workplaces and churches hit full throttle. We met with all of our school administrators at their monthly cabinet meeting, as well as hosted our first church safety and security forum at the Colonial Heights Public Library. Active shooter/workplace violence training with city employees has begun, with a very encouraging response. These efforts have been very rewarding to us as an agency, and have been received most positively in the community. We also hosted another *Drug Take-Back* event, at which we took in over 350 pounds of medicines that will not get in the hands of innocent people or into our water system.

We continue our partnership with **The James House**, working cooperatively to address domestic violence in our community. The *Clothes Line Project* being displayed in our agency lobby associated with this endeavor received a lot of media attention.

We closed out the month with our Crime Prevention Career Officer Scott Whirley meeting with all of the area middle and high schools in an effort to educate the students with our curfew ordinance and the issues we have experienced at Southpark Mall. Our actions are an effort to keep the young people safe and informed and for those visiting the mall to have a positive shopping experience.

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

- Officer Desiree McCurry attempted to stop a vehicle for a traffic infraction on Westover Avenue. The driver of the vehicle failed to stop for the officer, but the pursuit was terminated. A license plate number was obtained and the investigation is ongoing.
- Officer Chris Velasquez arrested four subjects from a traffic stop for possession of marijuana with intent to distribute. Officer Velasquez recovered two firearms. One of them was reported as stolen from Franklin County, Virginia. A total of 1.6 ounces of marijuana was recovered, as well as \$480.00 in cash.
- Senior Officer Robert Simmons investigated a brandishing of a firearm situation in the parking lot of Sam's Club. The dispute was over a parking space. Simmons located the suspect and was able to charge them with the crime and recovered the firearm used.
- Sergeant Robert Helms responded to Wawa for a larceny. During the investigation, he was able to identify the suspect and obtain warrants. Later that night, the suspect was arrested and taken in front of the magistrate. The attending officer noted that the suspect had been drinking, but the subject was released by the magistrate. Subsequently, the officer observed the suspect attempting to drive away and stopped and arrested the suspect for DUI. The suspect then assaulted two officers attempting to transport the suspect to jail.

IV. POLICE DEPARTMENT (CONTINUED):

- Officer Cecil Powell took a report of a stolen credit card. During his investigation of the incident, he was able to identify the suspect as a contractor who had been in the victim's home. Officer Powell was able to obtain warrants and the case is pending service of those warrants.
- Senior Officer David Gallagher responded to an incident at the playground of North Elementary. The investigation led to two juveniles who were involved in a fight at the playground. Both students were involved in the fight and both were charged accordingly.
- Officers took a subject into custody on a paperless emergency custody order (ECO). The subject had used an unknown substance in Petersburg. When he returned home, he jumped out a second story window. The subject then ran and ended up lying down in the middle of the roadway near the courthouse.
- Senior Officer Simmons attempted to stop a vehicle for a traffic violation. The suspect initially stopped, but then drove off as the officer approached the vehicle. Officer Simmons did not pursue the suspect due to the heavy traffic conditions. The officer then observed the suspect vehicle driving on W. Roslyn Road towards Conduit Road. Master Officer Mike Kelley located the suspect vehicle, which stopped in the parking lot at Dick's Sporting Goods. As officers approached the suspect, the vehicle drove off again, knocking Officer Kelley to the ground. At this point, officers began to pursue the suspect. The suspect drove north bound on I-95 to Route 10, where the suspect stopped and was taken into custody without further incident.
- Master Officer Eric Allen responded to a disturbance on Covington Road. He located a female suspect who refused to cooperate with him due to her level of intoxication. Master Officer Allen attempted to arrest her for the violation, at which time she became disorderly and assaulted officers. Once in custody, the female suspect kicked the window to Master Officer Allen's patrol car, causing damage to the vehicle. The suspect was held at Riverside Jail.
- Sergeant Kolev located a juvenile at the middle school grounds that was wanted for a robbery in Petersburg. The Juvenile was detained and turned over to Petersburg Police Dept.

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

- The unit sponsored a community event in the Toys R Us parking lot. This event included the ***Drug Take-Back*** in cooperation with the DEA, a child safety seat inspection station, and a shredding truck. We are happy to report that 348 pounds of medications were turned in, over 10,000 pounds of paper was shredded, and multiple child car seats were checked and/or installed.
- April was ***National Sexual Assault Month***. In our partnership with The James House, Career Officer Scott Whirley coordinated our sponsorship of the ***Clothesline Project*** to be on display at headquarters. The t-shirts created by victims remained on display throughout the month and were shared on our Facebook page. One media partner covered this project and several stories featuring the "clothesline" and interviews with department personnel were aired.
- Sergeant Renee Walters completed the media rounds, which included television and radio for Chesterfield/Colonial Heights **Crime Solvers** in which a Colonial Heights crime was featured.

IV. POLICE DEPARTMENT (CONTINUED):

- Sergeant Walters completed a walk-through and media interviews with Principal Kristen Jansen and Superintendent Joseph Cox at Colonial Heights High School. The walk-through was for the School Safety Committee, chaired by Speaker Kirk Cox, and other committee members.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported an average month, with 13 new cases assigned to the division. Eight (8) cases were cleared, including four (4) cases from previous months, all of which resulted in a 66% clearance rate. During the month, we had one (1) non-fatal heroin overdose. We also processed 40 concealed weapon permits and two (2) massage clinic permits.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned four (4) new cases this month, as follows:
 - One case involved a possession of heroin case that was connected to a missing person investigation.
 - One case involved a death investigation that was ruled a natural death.
 - Two cases involved criminal solicitation of a minor. Both cases are being actively investigated and several electronic devices are being downloaded.
 - Sgt. Johnson exceptionally cleared a fraud case from January 2018. The case was forwarded to the Baldwin Police Department in California for prosecution.
- Master Detective Roger Santini was assigned two (2) new cases this month, as follows:
 - One case involved a reported sexual assault that was cleared by arrest.
 - Another is a missing person case.
 - Detective Santini cleared by arrest a break and entering case from 2015.
- Master Detective Chris Harris was assigned two (2) new cases this month, as follows:
 - One case involved a grand larceny. Warrants have been obtained on the suspect, but are pending service.
 - One case involved a credit card fraud at a local business.
 - Master Detective Harris exceptionally cleared an identity theft case from March 2018. The case was forwarded to the Davenport Police Department in Iowa for prosecution.
- Master Detective Adam Brandeberry was assigned five (5) new cases this month, as follows:
 - One case involved a grand larceny at a store located in Southpark Mall. Additional video footage is pending from their corporate office.
 - One case involved an aggravated assault that was unfounded. It was determined that the wounds were self-inflicted.
 - One case involved a larceny of a vehicle. The suspect has been identified and warrants obtained.

IV. POLICE DEPARTMENT (CONTINUED):

- Two cases involved theft from automobiles. The suspect has been identified and warrants obtained.
- Master Detective Brandeberry exceptionally cleared a credit card fraud from February 2018. The victim refused to prosecute once the suspect was identified.

No public nuisance letters were issued this month.

Auxiliary and Sentinels met on April 5, 2018. Officer Cecil Powell conducted a defensive tactics training class during their meeting. Auxiliary Officer Jason Poe started the 91st Basic Law Enforcement Academy at the Crater Criminal Justice Academy on April 2, 2018. He is performing extremely well in academics and practicals. Auxiliary and Sentinel members provided traffic control during the Drug Take- Back, Child Safety Seat Inspection, and Autism events on April 28, 2018. Auxiliary and Sentinel members volunteered 317 hours of service during April, and 618 hours of service during the 2018 calendar year.

The U. S. Marshal's Fugitive Task Force, which includes our Master Officer Travis Karr, arrested 17 fugitives from justice, four (4) of whom were wanted in the City of Colonial Heights. They also served 92 warrants, eight (8) of which were also from the City of Colonial Heights.

Sgt. Jason Chimera, who supervises the **Special Operations Unit**, again focused efforts in and around the mall area, which lead to numerous drug arrests. Master Officer Stacey Whitt investigated a suspicious vehicle parked near James River Cardiology. After arresting a male and female on drug violations, Master Officer Whitt learned that Hopewell Police wanted both parties for robbery and malicious wounding. There were 14 new cases initiated, and 17 total cases were cleared by arrest. We obtained 33 felony warrants and 16 misdemeanor warrants for offenses involving drug possession/distribution, assault on a law enforcement officer, obstruction of justice, grand larceny, and vandalism and weapons violations. Special Ops personnel gave 23 verbal warnings; three (3) written warnings; conducted five (5) field interviews; served five (5) warrants; and executed one (1) search warrant at a residence and four (4) search warrants on various electronic devices. Officer Darrell Aleshire investigated one (1) non-fatal heroin overdose this month.

As an agency, overall we made 332 total arrests, worked 83 crashes, wrote 421 traffic citations, executed 702 traffic stops, affected 23 DUI arrests and 54 drug arrests, and issued 31 parking citations.

Career Officer Stacey A. Arehart has been selected as our *Employee of the Month* for March, 2018. For the past year, Stacey has taken personal ownership of the construction project at the Colonial Heights Animal Shelter. This was an endeavor that took several years to complete. By embracing it, Stacey has saved the city money and countless man hours by reporting errors, keeping contractors within budget, and catching missteps before they were completed incorrectly. She took this project personally, which not only benefited the animals housed at the shelter, but also the entire department. Her love of animals and desire to ensure that they receive the loving treatment that they deserve come foremost in Stacey's life.

In addition to her focus on the shelter renovation, Career Officer Arehart maintained her vast work responsibilities and assignments while overseeing daily construction. Without question, Stacey should be highly commended for her dedication to the animal shelter and the city. This facility will serve our community well into the future. Thanks to her, the animals will be housed in a superior facility with excellent and efficient care.

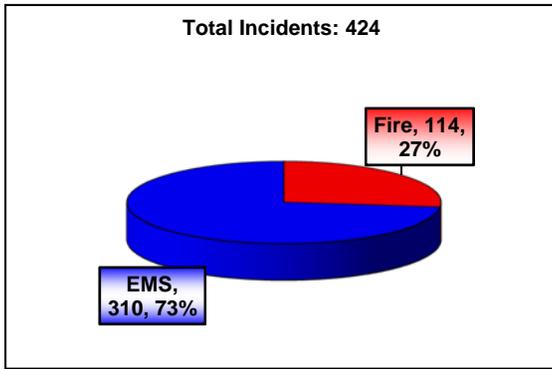
For the above reasons alone, we believe that Career Officer Stacey Arehart is most deserving of this prestigious award, and we are honored that she is a member of our police family.

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS

Crime	April 2017	April 2018	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	1	0	-100%
Robbery	2	0	-100%
Aggravated Assault	1	4	300%
Simple Assault	14	11	-21%
Breaking & Entering	0	0	0%
Larceny	60	50	-17%
Vehicle Theft	2	2	0%
Arson	1	0	-100%
Shoplifting	39	25	-36%
DUI Arrests	11	23	109%
All Criminal Arrests	382	332	-13%
Calls for Service	3707	3305	-11%
April 2018	Number Reported	Number Cleared	Percentage Cleared
	67	37	55%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 114

(Total Fire Loss \$1,000):

Total Patients transported: 230

(Total EMS incidents 310):

Fire units arrived on scene in less than 9 minutes on 87.6% of emergency incidents.

(Average response time 6:06 minutes)

EMS units arrived on scene in less than 9 minutes on 97.0% of emergency incidents.

(Average response time 5:25 minutes)

Fire Division(number of incidents):

<u>Fires</u>	<u>Hazardous Situations</u>	<u>Service calls and false calls</u>
Building Fire 1	Gasoline/combustible spill 1	Good Intent Calls 31
Brush or grass Fire 4	Electrical Problem 2	Public Service 29
	Down or low hanging wire 1	False Alarm/False Call 18
	Natural gas leak 1	Child Seat installation 3
	Other Hazardous condition 1	Smoke/CO detector installation 2
		Assist Invalid 20
M/A First Responder given to EMS Chesterfield 2	M/A received from Chesterfield Fire 3	
M/A given to Petersburg Fire 6		
M/A given to Chesterfield Fire 2		
M/A given to Dinwiddie Fire 1		
M/A given to Prince George Fire 2		

STAFFING

	<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
Station 1		
Number of Incidents	11	33
Total hours	12 hrs. 33 min.	40 hrs. 24 min.
Station 2		
Number of Incidents	7	3
Total hours	9 hrs. 32 min.	4 hrs. 5 min.

EMS Mutual aid

M/A given to Petersburg EMS 5	M/A received from Chesterfield EMS 2
M/A given to Chesterfield EMS 1	M/A received from Fort Lee EMS 9
	M/A received from Petersburg EMS 2

EMS Transports (by facility)

Southside Regional Medical Center	152	66.09%
Tri-City Emergency Room	22	9.57%
John Randolph Medical Center	18	7.83%
Chippenham Hospital	17	7.39%
VCU Health Systems	8	3.48%
Johnston Willis Hospital	5	2.17%
St. Mary's Hospital	3	1.30%
St. Francis Medical Center	3	1.30%
VAMC (McGuire)	2	0.87%
Total:	230	100%

VI. FINANCE DEPARTMENT:

Departmental Highlights:

- ERP System- Draft RFP is in development, an evaluation team is being set up and evaluation criteria have been drafted.
- The proposed CIP has been approved and the ordinances appropriating the budget will be on second reading at the May Council Meeting.
- New Accountant position started employment on April 18th. Interviews have been scheduled for the Financial Specialist I (Accounts Payable) position.

Finance: 1,054 Checks processed; 6 Alarm citations sent

Purchasing: 154 total purchase orders were completed with 139 being processed by purchasing and 15 departmental purchases being reviewed. This compares to 192 being completed for the same period in 2017. In addition, 85 check requests were prepared by departments which are not processed by Purchasing.

Bid/RFP Activity:

- The Violet Bank Museum Historic Structure analysis is moving along with no reported problems. A report is expected in May.
- Three architects/ engineers were interviewed for the White Bank Park Restroom Replacement project. The selection committee will be making a selection soon.
- An Invitation for Bid was issued for the Tennis Court Replacement behind the High School on April 26. Bids are due back May 18.

Other Purchasing Activity:

- A Purchase Order has been issued for the five year load test on the elevators at the Courthouse. This testing will be done on the weekend.
- Purchase Order has been issued for the grinding of the yard waste at the Recycle Center. We have been having trouble finding vendors to perform the service due to the amount of trash in the brush pile. It is hoped that the new gates at the Utilities Department will prevent trash from being dumped with the yard waste.
- A Purchase Order has been issued for baseball shirts, caps, and socks for the upcoming recreation league baseball season.
- Quotes have been received for grass cutting service and removal of trash and debris for those properties that have been cited by code enforcement.

Risk Management:

- An insurance claim was filed against the City by Wixcey Inc. (Foot Center Building). They are claiming that parking of construction equipment on sidewalks during the Boulevard Revitalization project damaged the plumbing infrastructure, affecting the tenants at 1100 Boulevard.
- A Utilities Department employee backed into a light pole while trying to avoid another vehicle parked on the side of the road.

VI. FINANCE DEPARTMENT (CONTINUED):

- A tree came down during a recent wind and rain storm and landed on a Dominion VA power line. The resulting power surge damaged the controller in the City's traffic control box on Temple Avenue and Conduit Road.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,620

Delinquent Notices Sent – 780 or 20.3% with 137 cut off for nonpayment.

\$2,855.71 in set-off Debt Collections received for April.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of April 2018:

Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	Telecommunicator
Fire & EMS	EMS Firefighter
Planning & Community Development	Assistant Director of Planning & Comm. Dev.
Police	FOIA Specialist (Part-time)
Public Works	Public Works Heavy Equipment Operator (Promo)
Recreation & Parks	Groundskeeper Assistant (Part-time)
Recreation & Parks	Facilities/Groundskeeper I
Recreation & Parks	Museum Curator

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Telecommunicator	96	767
EMS Firefighter	3	37
Assistant Director of Planning & Comm. Dev.	7	120
Public Works Heavy Equipment Operator (Promo)	2	11
Groundskeeper Assistant (Part-time)	18	192
Facilities/Groundskeeper I	20	284

- Administered the written test phase for the EMS Firefighter recruitment process on April 11, 2018.

Miscellaneous

- The Citizens Government Academy program sessions continued through April 26, 2018. A reception and graduation presentation will be held at the City Council meeting on May 8, 2018.
- Human Resources and Purchasing hosted an OSHA training session for department representatives, which was presented by VML Insurance Programs on April 11, 2018.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 56,044 page views in the month of April.

Top fifteen sites visited after home page:	Top five countries after U.S.:	Top five regions after Virginia:
<ol style="list-style-type: none">1. Library2. Real Estate Search Records3. Animal Control4. City Employees Login5. Human Resources6. Yard Sale Permits7. Pay On-line8. Recreation & Parks9. GIS & Maps10. Records & Property Tax Maps11. Our Government12. Police13. Jobs14. Real Estate Tax15. Assessor	<ol style="list-style-type: none"> India France Canada Germany China	<ol style="list-style-type: none"> Maryland Georgia Nevada New York California

- ☆ Citizens submitted and city staff processed 317 service requests and questions through the “Report a Concern” module during the month of April. The City of Colonial Heights’ Facebook Page now has 4,434 fans and the City’s Twitter account has 1,191 followers. There are 3,434 subscribers for In The News.
- ☆ IT created a new method of booking the City Manager’s Conference Room and also the City Council Conference Room. This makes it easier to book and track usage. IT also attended the Computer Aided Dispatch Kick-off Meeting to discuss what the various Public Safety Departments want in a new CAD/RMS Computer System. Met with Judge O’Berry and Beneatha Simmons (GDC Clerk) to discuss issues with the phones in the Clerk’s office. Changed the Auto Attendant greeting for GDC per their request and working with Comcast to handle other issues.
- ☆ Proactive Information Management completed 54.33 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 19,814 titles in April.
- ☆ Five thousand, eight-hundred and sixty-two e-books circulated on Kindles, while 378 e-books and audios were downloaded from the library’s online Hoopla collection. Five hundred and ninety-six residents are currently using the online Hoopla library.
- ☆ The public computer center had 1,609 users, while the iPad center was used 83 times.
- ☆ Two hundred and thirty-two children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 106 groups.
- ☆ Eighty-one residents registered for new library cards, and an average 693 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation:

In April the Recreation Division began its Youth and Adult Baseball/Softball Programs. Our youth baseball/softball Opening Day Ceremonies took place on April 20th at Shepherd Stadium with over 800 spectators attending. Staff continues to prepare for Summer events to include Summer Camps, the Great American Campout, Cardboard Regatta, the Annual Dive in Movie, and Back to School Festival. Our Therapeutic Recreation program continued to increase with new participants joining each week. Staff took part in the Little Feet Meet with local schools, as well as presenting for the Citizens Government Academy.

Our ballfields hosted numerous tournaments, practices and games in the month of April to include Colonial Heights High School, Winston-Salem State University Baseball, and numerous adult softball tournaments.

Activities/Programs	2018	2017
Adult Softball	23 teams	24 teams
Youth Baseball	224	264
Youth Softball	78	69
Girls Volleyball	21	21
Beach Volleyball	6	8
Ready, Set, Run	8	12
Quick Start Tennis	10	N/A
Therapeutic Recreation	64	N/A
Community Campfire	45	40
Teen Flashlight Hunt	53	21
Spring Break Camp	21	20
Yoga in the Park	15	20
Belly Dancing	4	7
Karate	5	11
Facility Usage	2018	2017
Community Room Attendance	775	1,050
Community Room Reservations	20	30
Pavilion Attendance	1,200	1,935
Pavilion Reservations	20	33
Field Attendance	10,500	13,300
Field Rentals	70	105



Baseball/Softball Opening Day Ceremony



Parks, Horticulture, Buildings & Grounds:

- Drag and line baseball and softball fields as needed for High School practice and games.
- Paint soccer fields as needed for High School practice and games.
- Paint soccer fields at Soccer Complex as needed for practice and games.
- Put together and installed dog kennel for new Police K-9.
- Placed boulder at Lakeview Park and installed memorial plaque.
- Repaired rotted porch at Violet Bank Museum.
- Replaced windscreen on outfield fence at the Civic Field.
- Rehung banners on outfield fence at the Civic Field.
- Replaced broken railing on Lakeview Park pier.
- Replaced broken fence rail on Roslyn Park river walk. Fence rail broke due to vandalism.
- Painted bathroom floor and stadium steps in Shepherd Stadium.
- Weeded and trimmed flowerbeds at sites as needed.
- Mulched flowerbeds as needed.
- Trimmed hedges at Public Safety.
- Trimmed willow tree at Lakeview Park.
- Planted memorial tree at the Animal Shelter.
- Edged beds at Fort Clifton.
- Set up and participated in Arbor Day ceremony.
- Participated in City Clean Up Day.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Agency on Aging Activities	2018	2017
Bingo in Center	26	16
Bowling	192	192
Bridge Party	45	48
Bridge Tournament	109	108
BUNCO	20	18
Facials with Walgreens	6	N/A
Senior Club Board Meeting	12	15
Senior Club Meeting	57	66
Senior Citizen Dance	81	93
Senior Golf Association Fort Lee	284	376
Sing A-Long	20	26
Tri Cities Golf Association	149	N/A
Volunteer Appreciation Lunch	12	22
Awareness/Education	2018	2017
Blood Pressure Check	33	25
Lunch & Learn COPD	24	N/A
Classes	2018	2017
Bob Ross Painting Video	7	7
Colorful Creation Open Paint	37	35
Crochet & Knitting	32	42
Genealogy	34	N/A
Line Dancing Class	56	70
Quilts for Vets	20	6
Sewing Class	15	20
Tap Class	63	81
Tech Savy	3	8
Watercolor with Faye	31	22
Fitness	2018	2017
Muscles in Motion	217	157
Sit & Let's Get Fit	126	146
Strength & Stretch	371	292
Tai Chi	39	28
Pickleball	142	49
Water Aerobics	33	40
Yoga	103	88
Zumba Gold	12	18
Trips	2018	2017
Lunch Bunch at Blue Willow Tea Room	12	N/A
Riverside Theater	26	23
Romeo & Juliet	26	N/A
VA House	13	N/A
Williamsburg Outlets	26	N/A
Total	2,488	2,137
Volunteer Hours	32	20
Meals	2018	2016
Home Delivery Meals	75	11
Site Meals	40	59
Transportation	2018	2017
Total Passengers	303	199
Total Trips	587	400
Total Miles	3584	2878
Wheelchairs	14	9
Donations	\$183.00	\$174.80
New Riders	7	2

Violet Bank Museum

	<u>2017</u>	<u>2018</u>
Attendance	255	256

Activities - focus on collections management and staff training.

Romeo & Juliet Trip



COPD Lunch & Learn



XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 13 YAC Members, YAC Advisor Attended April YAC Meeting
- YAC Member, YAC Advisor and Members of Swift Creek Woman's Club planted 500 pinwheels for marking April as Child Abuse Awareness month.
- 5 YAC Members and YAC Advisor participated in City Wide Clean Up
- 5 YAC Officers and YAC Advisor Met to Plan for March Meeting

➤ **Youth Services Commission**

- Did not meet in April

➤ **Kids' After School Program**

- **KAP Program Totals September-April:** Volunteer hours- 3038 (rate of \$24.14 = \$73,337.32)
- **Staff Hours:** 3335
- **Field trips:** Beauty & The Beast, Fort Lee Playhouse, Science Museum of Virginia- Glow in the Dark Event, Holiday Bowl Trip, Swaders Sports Park and Sky Zone.
- **STEM Activities:** Ice Cream in a Bag; Elephant's Toothpaste; Aromatherapy Play Dough; Weekly Computer Lab; Sensory Bottles; Toothpick Art & Build a Dinosaur
- **Literacy Activities:** Weekly Journal Writing prompts, Daily reading for 30 minutes, Word of the Week
- **Social Emotional Activities:** Friendship Quilt, Vision Board, Kindness rocks, Anti-Bullying Team Building, I'm Determined Curriculum (Goal setting)
- **KAP Enrollment:** Tussing- 23, North- 14, Lakeview- 12 and CHMS- 8

➤ **Ongoing Monthly Meetings/Trainings**

- Kiwanis and Kiwanis Board Meetings
- Colonial Heights Food Pantry Board Meeting
- Interagency Prevention Team
- School Board Meeting
- CHHS CADRE Meeting
- CARES Board Meeting/35 Year Anniversary Celebration
- Positive Parenting Coalition Meeting
- Juvenile and Domestic Violence Task Force
- HOBY Virginia Corporate Board Meeting
- VSU Field Advisor's meeting
- VSU Social Work Advisory Board
- Community Policy & Management Team
- Community Coalitions of Virginia Board
- CADRE - Substance-abuse Prevention Coalition
- Resilience workshop
- REVIVE! Training
- Families First Advisory Board
- VCU COBE
- Central Virginia Heroin Prevention Task Force

➤ **Diversions Program Participation**

- **Community Service**
2 Youth Completed 10 Hours of Service Learning
- **Shoplifting Diversion**
10 Youth and Parent Attended the Shoplifting Diversion Program
- **Teen Life Skills**
2 Youth Completing Course Work for "Teen Life Skills"
- **Miscellaneous Youth Services (Non DJJ)**
2 Youth Completed 21 Hours of Community Service

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

- ✓ Volunteered at Colonial Heights Food Pantry during Distribution
- ✓ Presented Terrific Kids Awards with Kiwanis at Elementary Schools
- ✓ Assisted with Therapeutic Recreation Program
- ✓ Assisted CHHS CADRE with Vape Out Week
- ✓ Attended Area 16 Track and Field Meet for Special Olympics, Autism Fair
- ✓ Assisted with the Little Feet Meet for Special Olympics
- ✓ Read to Pre School Classes at Wesley United Methodist Church
- ✓ Attended the Arbor Day Celebration
- ✓ Attended “Mindfulness As a Counseling Tool” Webinar
- ✓ Attended “Mental Health First Aid” Recertification Training
- ✓ Attended “Impact of ACEs and Adoption of Trauma Informed Approaches” Webinar
- ✓ Attended 2018 Child Abuse Prevention Conference
- ✓ Attended REVIVE Certification Training
- ✓ Attended “What’s the Hype? JUUL E-Cigarette Popularity” Webinar

XII. FLEET MAINTENANCE:

	<u># Work Orders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
<u>2018</u>	91	\$18,212.54	6	\$2,477.80
<u>2017</u>	75	\$24,180.85	2	\$568.10

Sublet repairs consist of the following;

- Exhaust 896.43
- Glass 856.37
- Misc. 725.00