

# CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 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 Avenue in progress.
- **Dupuy Avenue Modernization, UPC 101287** – Design work in process to include an extra 50 feet of improvements at the City limits.
- **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** – Final reimbursement request submitted to VDOT.
- **2018 Pavement Preservation** – Construction contract awarded to Blakemore Const. Co. Construction start anticipated April 2018.
- **Boulevard Pedestrian Improvements Project, (A Avenue to Temple Avenue) UPC 107533** – Consultant selection in process. Scheduled start of preliminary engineering is February 2018.
- **Mallard Drive Reconstruction, UPC 107093** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$64,722.61. Scheduled start of construction is March 2018.
- **Stratford Drive Reconstruction, UPC 107092** – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$205,725. Scheduled start of construction is March 2018.
- **Temple Avenue Signal Coordination, (CMAQ Program) UPC 98883** – Consultant selection in process. Scheduled start of preliminary engineering is February 2018.
- **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 work in process.
- **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

- **Roslyn Farm Office Lot #12** – Easement plat (1<sup>st</sup> submittal) reviewed and comments sent to developer on 1/3. 2<sup>nd</sup> submittal reviewed and approved on 1/18.
- **Precision Cell** – Final plan has been approved
- **Longhorn Steakhouse** – Final plan approved 1/18.
- **Dellwood Vacation Plat** – Final plat reviewed and comments sent to developer on 1/31.

### Right-of-Way Permits

- Issued/opened seven (7) permits and closed three (3) permits for the month.

## OPERATIONS AND MAINTENANCE

### Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 84 locations.
- Performed preventative maintenance at 4 locations.

### Vegetation

- Removed litter from two (02) locations and three (03) dead animal requests.
- Removed tree limbs on City property at (01) location and responded to tree miscellaneous request at (02) locations.
- City Contractor removed trees, trimmed and/or grinded stumps at (12) locations.

### Recycling Center

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

### Storm Water and Drainage

- Cleaned (42) catch basins/curb inlets, (02) drainage ditches, (03) outfalls and responded to drainage miscellaneous requests at (02) locations.
- City's crews collected (481) cubic yards of leaves from Areas 1 and 2 for a total of (2,476.5) cubic yards for the season. Due to the weather and downed equipment leaf pick up is running approximately four weeks behind schedule.

### Transportation

- Placed Asphalt in (01) utility cut, (57) potholes, (02) low areas, and (01) asphalt breaking up.
- Placed 855 tons of salt/sand mix and 136.4 tons salt during snow event on January 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>. City contractor assisted clearing streets with two motor graders for a total of 33 hours on January 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> and 22 hours on the 17<sup>th</sup> and 18<sup>th</sup>.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and equipment.

### Wastewater Utility

- Responded to (17) sewer backups and responded to (05) sewer miscellaneous requests.
- Used camera in sewer line to determine problem area at (03) locations.
- Installed sewer cleanout at (04) locations.
- Flushed sewer main line at (04) locations.
- Repaired sewer lateral at (02) locations.
- Removed debris from pumps 1 and 2 three times this month at the Main Pump Station.
- Checked pumps after hours to assure they were operating properly, changed three floats, repaired junction box and removed all debris around building at C&B Pump Station.
- Pulled and removed debris from pump 1 and 2 and cleaned floats at Charles Dimmock Pump Station.
- Pulled and removed debris from pump 1 and 2 and replaced air filter on generator at Sherwood Hills Pump Station.
- Removed grease from wet well at Conjurers Neck Pump Station.

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

- Removed debris from pump 2 at Appomattox Pump Station.
- All employees assisted with snow event on January 3<sup>rd</sup>, 4<sup>th</sup> 5<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>.
- Camera truck inoperative; in Maryland for repairs
- Continue monitoring all pump stations and methane pump daily.

### **Water Utility**

- Replaced (19) meters, set (01) new meter, meter box at (01) location, meter setter at (01) location and responded to (35) water miscellaneous requests.
- Cleaned meter box for Utility Billing at (02) locations.
- Repaired a water service line break at (04) locations, a main line break at (08) locations and a meter leak at (01) location.
- Replaced a water service line from main to meter at (02) locations.
- Turned water service on/off at (30) locations due to broken pipes on private property.
- Replaced/repaired Fire Hydrant (02) locations.
- Thawed out frozen pressure gauge and sensor with a small heater at Southpark Water Tower.
- Placed gravel in Utility cuts on Conduit Road and on Boulevard until they can be repaired.
- Backflow/Cross Connection Technician conducted (06) surveys, (06) completed and (0) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's and sent to Appomattox River Water Authority's (ARWA) for testing.
- Performed bacterial sample and disinfected by products and sent 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 (188) man-hours.

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

### **Department Overview**

For the month of January, staffing in the department was not at full capacity due to a staff member's long-term absence. However, the office all worked to cover duties and ensure our customer service remained smooth and uninterrupted. Since October 2017, the Assistant Director has filled in as Interim Director, and some of the duties of the Assistant Director position are assigned/shared with the Community Development / Economic Development Planner.

### **Planning & Community Development Division**

- Planning Commission met on January 2 and discussed the following 6 items:
  - No 17-30, Special Use Permit for Harbor Freight Sign. Motion to Deny (7-0).
  - No 17-31, Special Use Permit for Farm Use on Archileti Property. Motion to Deny (5-2).
  - No 17-32, Comprehensive Plan Land Use Amendment for 3009 Conduit Rd. Motion to Deny (7-0).
  - No 17-33, Zoning Map Amendment for the above mentioned. Motion to Deny (7-0).
  - Preliminary Site Plan Review, Sedona Taphouse. Approved.
  - Preliminary Site Plan Review, Duck's Locksmith. Approved.
- For CDBG, contractors are currently conducting work on 6 homes.
- For state/federal agencies, the DEQ annual report and HUD SF 425 reports were submitted.
- Presented on two items for brief discussion at City Council Retreat.
- 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.

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

### **Code Enforcement Division**

- The code enforcement division saw an overall increase in new cases (20%) in comparison to January 2017, and observed 103 outstanding cases come into compliance.
- It is notable to report that the department sent 53 notices of violation of exterior storage of objects and equipment in January. The division continues proactive enforcement of city property maintenance and zoning violations.
- There has been a consolidated effort to educate the new staff members the proper documentation process to remediate property maintenance issues with property owners.

### **Building Inspections Division**

- The building inspections division received a slight increase of permit applications in comparison to January 2017. The department has completed 91 commercial inspections in January. A certificate of occupancy was issued for Sheetz and James River Cardiology. The department reviewed and issued a permit for a new single-family residence in January.

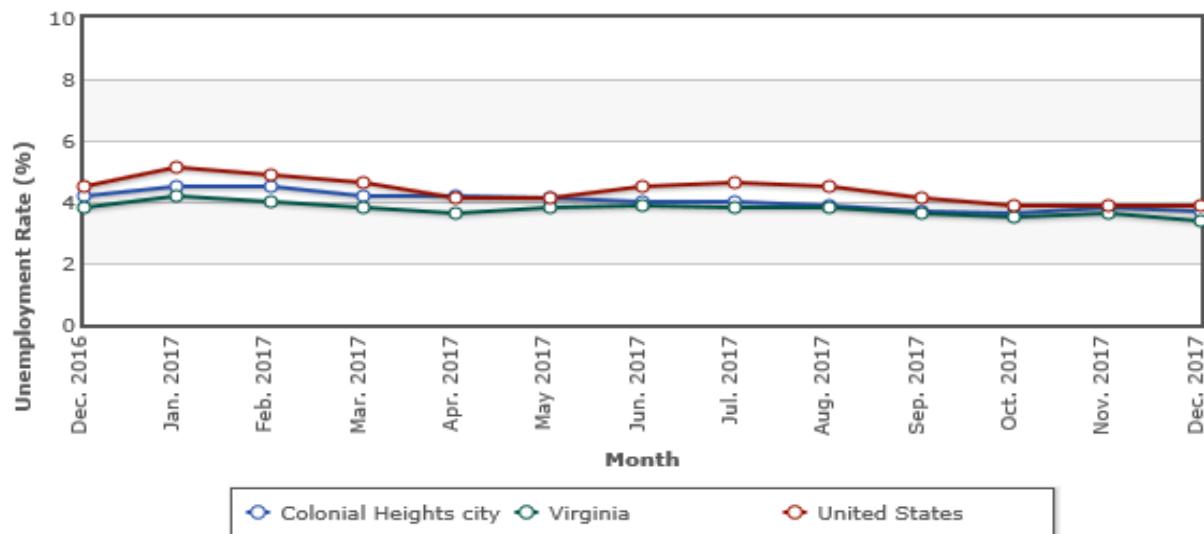
The following spreadsheet attached depicts the department's monthly and year-to-date statistics.

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

Planning & Community Development		Month	YTD	Month	YTD
01/01/2018-01/31/2018					
2/20/2018					
New Cases - Total		142	142	Permitting	
Parking of commercial vehicle, recreational vehicle, utility trailer, boat and camper in Residential Districts		15	15	Residential - New Construction	
Exterior storage of objects and equipment		53	53	Cost/Investment	
Damage or defacement of public or private property		0	0		
Storage of Inoperable Vehicles		23	23	Residential - Alterations/Demolitions	
Removal of Vegetation		0	0	Cost/Investment	
Solid Waste: Remove unsafe substances		36	36		
Zoning		5	5	Commercial	
Virginia Property Maintenance Code		10	10	Cost/Investment	
Closed Cases - Total		103			
Parking of commercial vehicle, recreational vehicle, utility trailer, boat and camper in Residential Districts		18		Electrical	
No Violation		2		11	
Compliant		16		Mechanical	
Forced Compliant		0		7	
Exterior storage of objects and equipment		28		Plumbing	
No Violation		3		10	
Compliant		25		Fence	
Forced Compliant		0		4	
Damage or defacement of public or private property		0		Signs - Temporary and Permanent	
No Violation		0		2	
Compliant		0		Zoning	
Forced Compliant		0		3	
Storage of Inoperable Vehicles		37		Building Inspections	
No Violation		1		Residential	
Compliant		36		47	
Forced Compliant		0		Commercial	
Removal of Vegetation		0		91	
No Violation		0			
Compliant		0			
Forced Compliant		0			
Solid Waste: Remove unsafe substances		10			
No Violation		0			
Compliant		10			
Forced Compliant		0			
Zoning		6			
No Violation		0			
Compliant		6			
Forced Compliant		0			
Virginia Property Maintenance Code		4			
No Violation		0			
Compliant		4			
Forced Compliant		0			

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT for the past 12 months Colonial Heights City



Source: Virginia Bureau of Labor Statistics

Comparison Over Time			
Time Period	Colonial Heights city	Virginia	United States
Dec. 2017	3.7%	3.4%	3.9%
Nov. 2017	3.8%	3.6%	3.9%
Dec. 2016	4.2%	3.8%	4.5%
5 Year Annual Average 2012 - 2016	5.7%	5.1%	6.3%
10 Year Annual Average 2007 - 2016	5.9%	5.3%	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 December 2017 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,918	8,573	345	3.9	No

\*Chesterfield 3.2 %unemployment

\*Dinwiddie 3.9 % unemployment

\*Prince George 4.1% unemployment

\*City of Petersburg

7.3 % unemployment

\*City of Hopewell

5.7% unemployment

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

#### **Prospect Activity:**

Direct Requests for Information:	4
Sites/Bldgs. Submitted	2
Active Prospects	2

#### **Projects:**

- Boulevard WaWa Interior Renovations – Currently On Hold
- Sheetz Renovation – February Opening
- Longhorn's – construction underway, Early Spring Opening
- Skrimp Shack – Colonial Square Shopping Center – February Opening
- Walker Office Building – Roslyn Office Park
- Harbor Freight – Taking ½ of the HHGregg bldg. – May Opening
- Sedona Tap House Preliminary Site Plan Approved

#### **Meetings & Events:**

- Virginia Retail Federation Conference
- Economic Development Association Organizational Meeting
- Virginia Economic Development Association General Assembly Day
- Retail Merchants Association Monthly Meeting
- Chamber Finance Committee Meeting – Colonial Heights Chamber
- Crater Economic Development Strategy Meeting
- Crater Workforce Investment Board Meeting
- Petersburg Area Regional Tourism Meeting
- Crater WIB Business Services Meeting
- Virginia Retail Federation Legislative Reception

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

Our officers responded to 3,523 calls for service during the month of January, 2018. During the same month last year, we responded to 4,059 calls for service—resulting in a 13% decrease. We had no reported robberies this month, and none reported in January, 2017—no change. We had no reports of aggravated assault this January, with none reported during the month of January, 2017—no change. We had four (4) reported burglaries in January, 2018, compared with the same number of four (4) reported during the month of January, 2017—no change. There were 72 Part I, or serious, crimes reported to the Colonial Heights Police Department in January, 2018. Forty-four (44) of those, or 61%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of January was a manageable month overall. Even though we had a double digit (13%) decrease in the number of calls for service, we had a 9% increase in the number of arrests. This increase in arrests can be attributed to having the time to work on existing cases both within Patrol and Investigations.

This past month, our officers and investigators met with the City's scheduled Grand Jury and received indictments for felony murder and felony child neglect charges relating to the two homicides that occurred in 2017. The victims were children and the three suspects who were arrested were family members. These cases involved extensive investigations and numerous interviews with personnel at both the state forensics lab and the receiving hospital. I am very grateful for the work put in by our officers, especially considering how traumatic these cases are for them as well.

We are pleased to welcome a new hire in Tussing Elementary School Crossing Guard Katie Aird. Ms. Aird has children in the school system and has completed her field training. We are also in the process of selecting a new narcotics canine, as Master K-9 Officer Eric Allen's canine Blitz has retired after serving the City for eight productive years. After honoring Blitz at a small retirement celebration, he will retire to the Allen household, where he is a beloved family member.

**Capt. Steve Groat**, commander of our **Operations Division**, reported some of the following personnel and operational highlights:

- Master Officer Allen and Sergeant Mike Foster responded to assist Virginia State Police on southbound I-95 for a call of a man with a gun. Once the vehicle was located, they approached and found the driver deceased from what looks like a self-inflicted gunshot wound. State police personnel are conducting the death investigation.
- Sr. Officer Robbie Simmons responded to a disturbance on McArthur Avenue, where he observed signs of illegal drug use. Sr. Officer Simmons obtained a search warrant for the residence and a suspect was charged with possession of marijuana. There may be additional charges pending laboratory analysis of suspected substances.
- Master Officer Mike Kelley located a shoplifter who had fled from Walmart's loss prevention officer. The suspect was charged and released on a summons to appear in court. A second person who was with the suspect was found to be wanted out of Petersburg and was detained and turned over to Petersburg Bureau of Police.
- Career Officer Wayne Moody investigated and arrested a suspect for embezzlement from *Cash to You Loans*.
- Officer Micaulay Fable responded to Buffalo Wild Wings for a fight in progress. The manager had been assaulted by several male suspects. Officer Fable was able to identify one suspect so far. He has obtained warrants and is still investigating to identify the other suspects involved.

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

- Officer Rob Brown responded to Walmart for a larceny investigation and was able to arrest four suspects. This arrest also cleared another active larceny case in Colonial Heights and several more in Chesterfield County.
- Officer Desiree McCurry responded to Southpark Mall for a report of a vehicle with two males inside conducting a drug transaction. Officer McCurry ultimately located the vehicle at Outback Steak House and arrested both suspects on multiple drug charges.
- Sr. Officer Simmons conducted a traffic stop on a vehicle and located a person wanted in Chesterfield County for armed robbery. The suspect was detained and turned over to Chesterfield County Police.

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:

- Captain Anspach, Sergeant Renee Walters, and Career Officer Scott Whirley completed a large property destruction detail at Covanta in Portsmouth. Nearly 800 pounds of illegal narcotics and other items of contraband were destroyed.
- Captain Anspach and Sergeant Walters have been concentrating on disposition of property, with an emphasis by Capt. Anspach on firearms. There have been dispositions on many items.
- Career Officer Whirley distributed policy updates for *Policies 2-2, 2-3, and 3-56*, and has been collecting the training sheets from each officer.
- Sgt. Walters attended a *Regional Joint Information Center Workshop and Rehearsal* hosted by Virginia Department of Emergency Management.
- Sgt. Walters also completed the CVS Medication Box fourth quarterly report. Over 187 pounds of medications were received through the drug box in the lobby in 2017. Great use by our citizens!
- Sgt. Walters received training from Detective Sgt. Thad Johnson on use and capability of our new ZetX program.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported an average caseload. However, the types of cases involved more time and much more detail, with 17 new cases assigned to the division. Thirteen (13) of those cases were cleared, including five (5) cases from previous months, all of which resulted in a 76% clearance rate. During the month, we had two (2) non-fatal heroin overdoses. We also processed 42 concealed weapon permits, three (3) massage permits and one (1) precious metals permit.

Some of the division highlights include:

- Detective Sergeant Johnson was assigned five new cases this month.
  - Three cases involved credit card fraud from various businesses located in the city. One case involved a reckless handling of a firearm that was cleared by arrest.
  - One case involved a larceny from Wal-Mart that was cleared by arrest.
  - Detective Sergeant Johnson also cleared by arrest an outstanding felony murder case from 2017.

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

- Master Detective Roger Santini was assigned four new cases this month.
  - Three cases involved credit card fraud from various businesses located in the city.
  - One case involved a B&E (break and enter) report from 2015 that Detective Santini took over investigating from Patrol.
  - Detective Santini cleared one death investigation from 2017. The medical examiner determined the cause of death was suicide, and the case was unfounded.
- Master Detective Chris Harris was assigned six new cases this month.
  - One case involving a B&E that occurred at a local business was cleared by arrest.
  - One case involved a larceny of an automobile from a residence—also cleared by arrest.
  - One case involved a grand larceny at SouthPark Mall, which is pending further investigation.
  - Two cases involved credit card fraud from various businesses located in the city.
  - Two cases from previous months were cleared. One involved a death investigation from 2017, which the medical examiner ruled as a suicide and the case was unfounded. The second case involved a possession of child pornography from 2017 that was cleared by arrest. The suspect was arrested in Mexico.
- Master Detective Adam Brandedberry was assigned two new cases this month.
  - One case involved a death investigation, with final disposition pending the medical examiner's report.
  - One case involved a reported gunshot injury at a local shooting range. From his investigation, it was determined the victim was struck by a ricochet bullet that struck a metal pole on the firing range and, therefore, no crime was committed.
  - Detective Brandedberry cleared by arrest a homicide from 2017. The victim's aunt and uncle were arrested after being indicted by the Grand Jury this month.
- One public nuisance letter was issued to the following property pertaining to the use of illegal drugs:
  - 500 block of McArthur Avenue

**Auxiliary and Sentinel** volunteers did not meet during January due to inclement weather. During this month, Auxiliary/Sentinel members conducted 50 hours of patrol/ride-a-long activity. There were no special activities during January 2018. Auxiliary/Sentinel members volunteered a total of 69 hours of service during January, 2018.

**The U.S. Marshal's Fugitive Task Force**, which includes our Master Officer Travis Karr, was responsible for locating and arresting seven fugitives who had active arrest warrants in Colonial Heights. One fugitive was located in the Branders Bridge Apartment complex. At the time of this fugitive's arrest, the marshals also located a murder suspect from Hopewell, Virginia, in the same apartment. The U. S. Marshal's CARFTF Task Force participated in a special fugitive round up in Baltimore, Maryland, that resulted in 117 fugitive arrests of Baltimore's "worst of the worst".

Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, investigated several complaints involving narcotics violations around the city. One residence in particular had numerous citizen complaints, and a search warrant was obtained pursuant to an additional investigation. Drugs were located in the residence and three subjects were arrested, including the property owner. SOU also assisted Investigations, the FBI and the Secret Service with an ATM skimming operation at the BB&T Bank. Two suspects returned to the ATM to retrieve the skimming device and were taken into custody after a short foot pursuit. There were 13 new cases initiated, 12 of which were cleared by arrest. We obtained eight (8) felony warrants and 15 misdemeanor warrants for various offenses involving drug possession/distribution and weapons-related offenses. We gave two (2) verbal warnings; conducted three (3) field interviews, and served four (4) warrants/indictments. Additionally, SOU proactively and diligently located and seized five (5) weapons during various search warrants and traffic stops. Officer Darrell Aleshire investigated one (1) non-fatal heroin overdose this month.

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

As an agency, overall we made 400 total arrests, worked 71 crashes, wrote 554 traffic citations, executed 914 traffic stops, affected 18 DUI arrests and 49 drug arrests, and issued 17 parking citations.

**Officer Micaulay Fable** was selected as our *Employee of the Month* for December, 2017, and was honored on January 31<sup>st</sup>. During the month of December, Officer Fable issued 47 traffic summonses, 39 warnings, and arrested four (4) subjects for drug violations. He also investigated nine (9) new cases and cleared seven (7) of them.

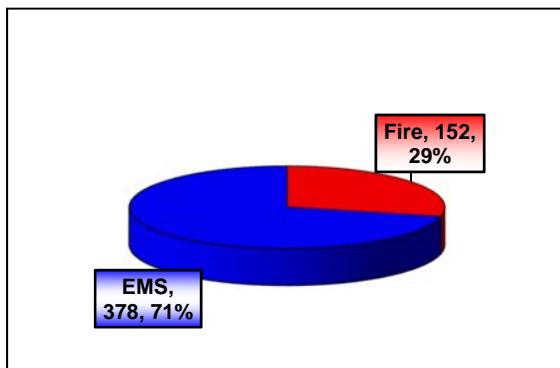
In addition to the above, Officer Fable had an opportunity to utilize the spike strips during a pursuit that Chesterfield County Police brought into the city. He was successful with the deployment, bringing the pursuit to an end without incident. He also had a pursuit that occurred on I-95, where he was able to take three parties into custody, after which he located a firearm, cocaine, marijuana and \$3,900.00 in U. S. currency.

Officer Fable is hardworking and always prepared for duty. He is always one of the top-producing officers on his shift, working diligently with his fellow officers whenever called upon to do so—always with eagerness and without complaint. Micaulay is exemplary in his efforts to be a strong police officer and great coworker.

For his outstanding display of commitment to law enforcement and for his exemplary service, we felt that Officer Fable is most deserving of becoming our *Employee of the Month*.

## V. FIRE & EMS DEPARTMENT:

TOTAL INCIDENTS: 530



**Total Fire Type Incidents: 152**

(Total Fire Loss \$41,620):

**Total Patients transported: 285**

(Total EMS incidents 378):

*Fire units arrived on scene in less than 9 minutes on 94.5% of emergency incidents.*

*(Average response time 5:20 minutes)*

*EMS units arrived on scene in less than 9 minutes on 96.1% of emergency incidents.*

*(Average response time 5:24 minutes)*

### Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	5	Gasoline/combustible spill	2	Good Intent Calls	40
Cooking Fire	1	Gas Leak (Natural or LPG)	1	Public Service	52
Brush or grass Fire	2	Electrical problem	8	False Alarm/False Call	18
Vehicle Fire	2	Low hanging or down wire	1	Child Seat installation	4
Other Fire	1	Other Hazardous Situations	1	Smoke/CO detector installation	4
				Assist Invalid	10
M/A First Responder given to EMS Chesterfield	8	M/A received from Chesterfield Fire			11
M/A given to Chesterfield Fire	5	M/A received from Fort Lee Fire			2
M/A given to Petersburg Fire	3				
M/A Given to Prince George Fire	1				
M/A Given to Crater Technical Rescue Team	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>	10	14
<b>Total hours</b>	13 hrs. 16 min.	19 hrs. 2 min.
<b>Station 2</b> <b>Number of Incidents</b>	14	17
<b>Total hours</b>	14 hrs. 58 min.	21 hrs. 4 min.
		<b>EMS Mutual aid</b>
M/A given to Petersburg EMS	6	M/A received from Chesterfield EMS
		M/A received from Fort Lee EMS
		M/A received from Prince George EMS
		M/A received from Hopewell EMS

### EMS Transports (by facility)

Southside Regional Medical Center	181	63.51%
Tri-City Emergency Room	48	16.84%
John Randolph Medical Center	19	6.67%
Chippenham Hospital	17	5.96%
VCU Health Systems	9	3.16%
Johnston Willis Hospital	6	2.11%
St. Francis Medical Center	3	1.05%
VAMC Richmond (McGuire)	1	0.35%
Henrico Doctors Hospital Forrest Campus	1	0.35%
<b>Total:</b>	<b>285</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

### **Departmental Highlights**

- ERP System- Staff continue functional requirements sessions which should be completed in early March. Purchasing has begun work on RFP draft with a planned issuance in April.
- FY19 Budget development is underway. All requests have been submitted and meetings with the City Manager and Finance Staff are scheduled for February.
- The FY19 CIP is also under development and will be presented to Council in March.
- The Accountant position was advertised and closed at the end of the month with 54 applicants. The Director and Deputy Director are reviewing the pool and planning interviews in February.

**Finance** - Checks processed: 1,099, Alarm citations: 8

**Purchasing** – 171 total purchase orders were completed with 164 being processed by purchasing and 7 departmental purchases being reviewed. This compares to 196 being completed for the same period in 2017. In addition, 111 check requests were prepared by departments which are not processed by Purchasing.

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

- The Violet Bank Museum Historic Structure analysis is underway and a report is expected in May.
- Interviews were held with vendors for “on-call” transportation engineering services and four vendors were selected for contracts.
- A Purchase Order was issued for pavement preservation services. Work expected to be completed by June.
- Invitation #SP1821602-1071 Architect/Engineering Services- White Bank Park Restroom Replacement Project was issued on January 29 and is due back February 16.

### **Other Purchasing Activity:**

- Cold patch was purchased for the Public Works Department, to fill in pot holes which incurred from snow plowing during the winter weather.
- The City had trouble with the diesel pump at the Public Works Complex from the cold weather during the month. The diesel pump was down for four days, and vehicles had to be routed to a gas station on the Boulevard.
- Purchase order issued to Columbia Gas to increase the size of the gas line going into the animal shelter for the emergency generator.

### **Risk Management**

- City’s CCTV Truck Camera: On December 6, the City’s CCTV truck (2006 Chevrolet CCTV Truck, License 19533 L, Unit # 323) was used to inspect a sewer line on Richmond Avenue. Minor repairs had just been made on this line by one of the City’s contractors, but other problems were suspected on the line. The camera became stuck while in use down in the sewer line. When unable to get the camera out, the crew had no choice but to cut 80’ of TV line, leaving the camera in the sewer pipe. Due to the other problems with this sewer line, an emergency quote was issued to repair the sewer line and retrieve the camera. Due to the holidays and the cold weather, the camera was finally retrieved on Thursday, January 4. A replacement camera of this type would have cost approx. \$30,000. City staff will be driving the truck and camera to a Maryland vendor for repair.

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

- A citizen on Salem Court has claimed water damages and repair bills from a leak that was repaired in that area.
- The City's Insurance renewal paperwork for the period of July 1, 2018 – June 30, 2019, was received. It will be worked on during February and sent back before the March 15 due date.

### **Utility Billing:**

- Bi-monthly Utility Bills Sent – 3,839
- Delinquent Notices Sent – 758 or 21.1% with 157 cut off for nonpayment.
- \$26.64 Set-off Debt Collections received for January.

## **VIII. HUMAN RESOURCES DEPARTMENT:**

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

### **Advertisements**

<u>Department</u>	<u>Position</u>
Fire & EMS	Administrative Assistant (Promotional Opportunity)
Finance	Accountant
Police	FOIA Specialist (Part-time)
Recreation & Parks	Recreation Assistant Summer Program (Part-time)

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Deputy Sheriff (Part-time)	70	450
Administrative Assistant (Promotional)	2	29
FOIA Specialist (Part-time)	58	583

### **Training**

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

### **Miscellaneous**

- A new employee orientation session was held in January 2018 for Jamie Turner (Recreation Specialist I).
- The annual OSHA Summary Log (2017) was distributed to all department, as each department specific summary must be displayed in the identified buildings/worksites from February 1 – April 30, 2018.

## **VIII. INFORMATION TECHNOLOGY DEPARTMENT**

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 54,916 page views in the month of January.

Top fifteen sites visited after home page: 1. Library 2. Real Estate Search Records 3. Human Resources 4. City Employee's Login 5. Animal Control 6. Online Bill Pay 7. Recreation & Parks 8. Business License & Taxes 9. Our Government 10. Police 11. Jobs 12. Assessors 13. Commissioner of the Revenue 14. Utility Billing 15. Records & Property Tax Maps	Top five countries after U.S.:  India  Germany  Canada  Philippines  Ireland	Top five regions after Virginia:  Nevada  Maryland  Georgia  North Caroline  California
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- ★ Citizens submitted and city staff processed 348 service requests and questions through the “Report a Concern” module during the month of January. The City of Colonial Heights’ Facebook Page now has 4,424 fans and the City’s Twitter account has 1,137 followers.
- ★ The Server Farm has been installed by ProActive and is currently being configured. Once completed, the work of migrating Exchange will begin. IT worked with Finance, Parks and Recreation and CivicPlus to complete the set up a gateway which allows Recreation to accept on-line payments for its programs. The new SSL Certificate was applied to the Exchange Server. IT assisted the Police Department and Emergency Communications with changing the main Auto Attendant recording coming into the Dispatch Center and also the Police Administration Auto Attendant.
- ★ Proactive Information Management completed 60.75 hours of IT service and maintenance for City departments this month.

## **IX. LIBRARY:**

The library staff circulated 18,790 titles in January.

- ★ Five thousand, four-hundred and three e-books circulated on Kindles, while 337 e-books and audios were downloaded from the library’s online Hoopla collection. Four hundred and eighty-seven residents are currently using Hoopla.
- ★ The public computer center had 1,592 users, while the iPad center was used 77 times.
- ★ Ninety-four children participated in the Story Time program.
- ★ The library’s meeting rooms were used by 103 groups.
- ★ Seventy-six residents registered for new library cards, and an average 649 residents used the library each day.

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

### **Recreation Division**

In the month of January, staff completed field scheduling for the upcoming spring and summer to include high school practices and games, as well as youth tournaments. Shepherd Stadium will play host to NCAA Division II colleges the last weekend in February, as well as the VISAA State Championships the middle of May.

We are at the mid-way point in our Youth Basketball program with the regular season concluding at the end of February and Playoffs beginning the first week of March. Our weekly Therapeutic Recreation classes began in January and has received very positive feedback in the community and the class numbers begin to grow; the programs were also featured in The Progress Index. Staff completed the spring edition of The City Focus that will be mailed to City residents the middle of February.

	<b>Athletics</b>	<u>2018</u>	<u>2017</u>
Youth Basketball		236	228
Open Gym Basketball		175	173
Little Tykes Basketball		16	18
Youth Wrestling		15	27
	<b>Activities/Programs</b>	<u>2018</u>	<u>2017</u>
Belly Dancing		7	5
Mess Makers		9	5
Art & Pizza Night		9	N/A
Parent's Night Out w/Bricks 4 Kidz		7	N/A
Therapeutic Recreation Classes		47	N/A
	<b>Facility Usage</b>	<u>2018</u>	<u>2017</u>
Community Room Attendance		935	835
Community Room Reservations		23	30



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

- Removed Christmas tree and decorations at Courthouse and put in storage.
- Removed snow from sidewalks at Courthouse and Community Center.
- Plowed snow from parking lots at Community Center and around Shepherd Stadium.
- Spread ice melt on sidewalks at Courthouse, Community Center, Public Safety, City Hall, and Library as needed for snow.
- Repaired fascia board on pavilion at White Bank Park.
- Repaired hand rails on bridge at White Bank Park.
- Built additional shelves in evidence room at Public Safety Building.
- Installed exhaust fan and duct in evidence room at Public Safety Building.
- Cleaned air vents in City Hall.
- Blew leaves at Community Building and White Bank Park.
- Painted small meeting room at Library.
- Reattached windscreen on A, B, Civic, and Shepherd Stadium outfield fences.
- Installed dog flaps in kennels at the Animal Shelter.
- Removed Christmas wreaths from city limits welcome signs and put in storage.
- Removed Christmas lights from trees at Library.
- Cut down fountain and Pampas grasses at sites and hauled away.
- Picked up limbs from sites due to high winds.
- Cut back liriope at sites as needed.
- Cleaned up pansies from sites as needed.
- Mulched sites as needed.
- Removed weeds from sites as needed.
- Trimmed shrubs at sites as needed.
- Removed damaged tree in island at Courthouse.
- Removed overgrown junipers from beside Public Safety Building.
- Transplanted two lilac bushes from Courthouse to Fort Clifton.

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

### Agency on Aging

Activities	2018	2017
Adult Coloring	1	N/A
Bingo in Center	25	12
Bob Ross Video Painting Class	9	N/A
Bowling	195	195
Bridge Party	60	52
Bridge Tournament	121	136
Multicultural Experience	30	N/A
Senior Club Meeting	20	69
Senior Citizen Dance	63	87
Sing A-Long	11	29
Tri-cities Golfers Board Meeting	12	N/A
<b>Awareness/Education</b>	<b>2018</b>	<b>2017</b>
Blood Pressure Check	29	27
<b>Classes</b>	<b>2018</b>	<b>2017</b>
Colorful Creation Open Paint	30	38
Crochet & Knitting	34	24
Line Dancing Class	63	48
Quilts for Vets	6	9
Sewing Class	17	N/A
Tap Class	85	106
Tech Savy	3	10
Watercolor with Faye	16	32
<b>Fitness</b>	<b>2018</b>	<b>2017</b>
Muscles in Motion	160	168
Sit & Let's Get Fit	129	203
Strength & Stretch	265	317
Tai Chi	18	14
Pickleball	122	38
Water Aerobics	31	38
Yoga	96	125
Zumba Gold	13	N/A
<b>Trips</b>	<b>2018</b>	<b>2017</b>
Maggie Walker House	13	N/A
<b>TOTAL</b>	<b>1,665</b>	<b>1,777</b>
Volunteer Hours	57	10
<b>Meals</b>	<b>2018</b>	<b>2017</b>
Home Delivery Meals	60	19
Site Meals	6	64
<b>Transportation</b>	<b>2018</b>	<b>2017</b>
Total Passengers	161	208
Total Trips	332	429
Total Miles	1548	2417
Wheelchairs	6	10
Donations	\$191.40	\$141.00
New Riders	5	0

### Violet Bank Museum

	<u>2017</u>	<u>2018</u>
Attendance	117	93

Activities - focus on collections management and ongoing structure report assessment.



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

- **Youth Advisory Council Activities**
  - YAC Members and YAC Advisor Cancelled January YAC Meeting Due to Weather
  - 4 YAC Officers and YAC Advisor Met to Plan for Volunteer-a-thon and February Meeting
- **Youth Services Commission**
  - Held their regular bi-monthly meeting.
- **Kids' After School Program**
  - **KAP FACTS:** currently have 9 city funded PTE's, 2 VSU Work Study students, 2 Social Work Interns, 18 volunteers from Matoaca HS and 7 other volunteers.
  - **KAP Enrollment:** Tussing Elementary = 23, North Elementary = 14, Lakeview Elementary = 12 & CHMS = 8.
  - **Volunteer Hours:** Matoaca HS - 70; VSU - 6; VCU-2; Community members-28; CHHS - 47
  - **Intern hours:** Social Work interns - 64; Education Interns- 82.
- **Ongoing Monthly Meetings/Trainings**
  - Kiwanis and Kiwanis Board Meetings
  - Interagency Prevention Team Meeting
  - Colonial Heights Food Pantry Board Meeting and Board Retreat
  - School Board Meeting
  - CAAN-DUU Coalition Retreat
  - Suicide Prevention Coalition Meeting
  - Juvenile and Domestic Violence Task Force Meeting
  - Family Assessment & Planning Team
  - Community Coalitions of Virginia Board
  - Positive Parenting Coalition
  - Community Policy and Management Team
  - Youth Services Commission
  - School Readiness/Smart Beginnings
  - Rally Day @ General Assembly
  - Children's Advocacy Center Committee
- **Diversion Program Participation**
  - **Community Service**
    - 4 Youth Completed 38 Hours of Service Learning
  - **Shoplifting Diversion**
    - 28 Youth and a Parent Attended the Shoplifting Diversion Program
  - **Active Parenting of Teens**
    - No Parents Are Currently Participating in "Active Parenting"
  - **Teen Life Skills**
    - 4 Youth Began Course Work for "Teen Life Skills"
  - **Miscellaneous Youth Services (Non DJJ)**
    - 2 Youth Completed 12 Hours of Community Service
- ✓ Assisted with Therapeutic Recreation Program
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution
- ✓ Presented Terrific Kids Awards with Kiwanis at Elementary Schools
- ✓ Attended Open House at Poplar Springs
- ✓ Volunteered for Special Olympics Snowflake Ball
- ✓ Completed Point In Time Count for Colonial Heights with Office on Youth, Police Department, Planning Department, and Flagler Housing and Homeless Services
- ✓ Attended YCC Day Planning Meeting at Pocahontas State Park

## **XII. FLEET MAINTENANCE:**

	# Work Orders	Total	Sublet	Sublet total
2018	89	\$30,271.96	10	\$4,915.99
2017	85	\$31,452.84	6	\$6,889.99

Sublet repairs consist of the following;

Towing	\$1,102.50
Dealer	\$2,476.49
Glass Replacement	\$1,014.80
Misc. {paint}	\$322.20