



CITY MANAGER'S REPORT TO CITY COUNCIL

SEPTEMBER 2019

I. PUBLIC WORKS & ENGINEERING:

Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – VDOT to adjust on-call contract to allow VDOT contractors to construct project.
- **Safe Routes to Schools (North Elementary School Phase I), UPC 105233** – Coordinating with utility companies in order to relocate facilities.
- **Safe Routes to Schools (North Elementary School Sidewalks Phase 2), UPC 106188** – Willingness to hold a public hearing advertised on 9/20 and 9/27.
- **Holly Avenue Reconstruction (Revenue Sharing), UPC 105690** – Revising construction plan based on City Engineer's comments.
- **Boulevard Resurfacing (Shuford Ave to Newcastle Drive), UPC 115248** – Agreement with VDOT has been executed. VDOT to obtain pavement cores.
- **Boulevard and Westover Ave Intersection, UPC 100501** – Preliminary Engineering has commenced. Consultant working on completion of 30% Plans.
- **Dupuy Avenue Modernization, UPC 101287** – Construction in progress.
- **Lakeview Avenue Modernization, UPC 101288** – Utility relocation currently underway.
- **Bridge Rehabilitation, UPC 105109** – Final package submitted to VDOT. Awaiting authorization to advertise the project.
- **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – Project has been advertised for bids. Bids are due by 10/24/19.
- **Appomattox Green River Trail Phase IV, UPC 105236** – Final package to be submitted to VDOT on 10/2.
- **Appomattox River Greenway Trail Phase V, UPC 107533** – Funding application submitted to obtain additional TAP funds.
- **Improvements on Conduit/Ellerslie Avenue, UPC 108646** – Construction in progress.
- **FY 18-19 Pavement Preservation** – Pavement operations have been completed. Currently addressing soft area on Jefferson Ave.

Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Utility relocation in progress. Construction start scheduled for Summer 2020.
- **Dupuy Avenue Water and Sewer Replacement** – Construction in progress.
- **Nantucket Drainage** – Right of way acquisition in progress. Project has been advertised for construction bids. Bids are due by 10/18.
- **Hemlock Drainage** – Project to be merged and rebid with Nantucket drainage project.
- **Hrouda Pump Station** – Project has been advertised for company qualifications. Qualifications are due by 10/16.

Development Plan Reviews

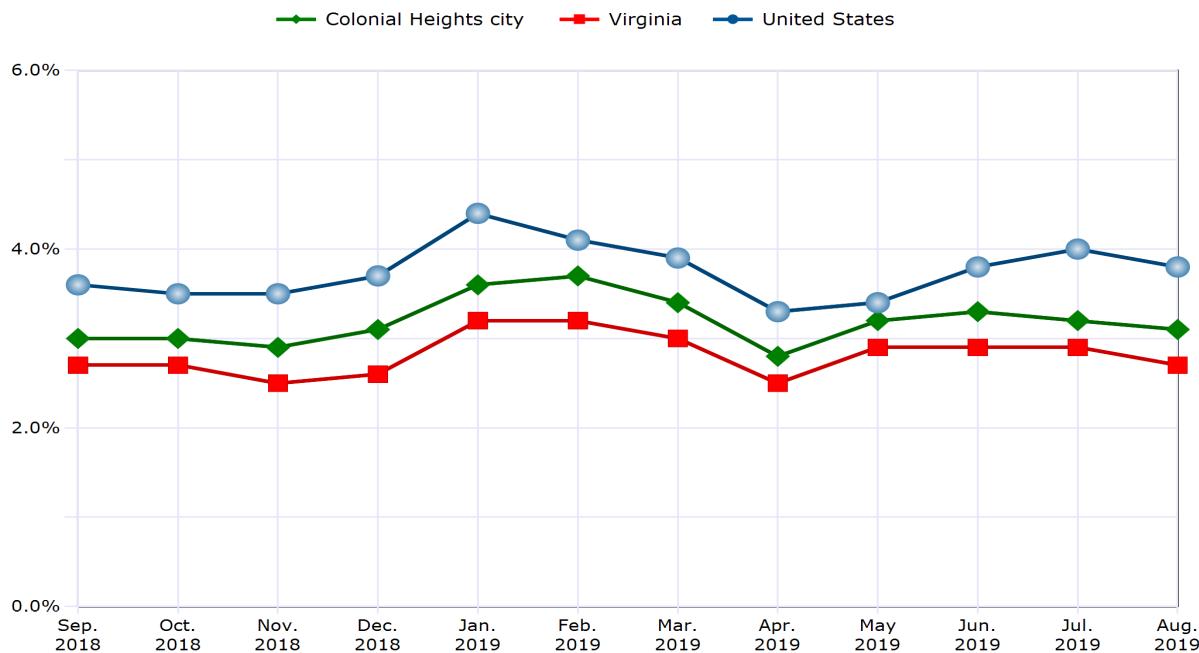
- **Briarcliffe Section 4** – Final plan (2nd submittal) submitted 9/10/19
- **Briarcliffe Section 4 Plat** – Final plat (1st submittal) submitted on 9/10/19
- **East Roslyn Farms Sec. 2 Lots 4 & 6 BLA** – Final Plat (1st submittal) submitted on 9/13/19, comments sent to developer's agent on 9/25/19. Final Plat (2nd submittal) submitted on 9/30/19, comments sent to developer's agent on 9/30/19.
- **Old Town Creek Resubdivision Plat** – Final plat (2nd submittal) submitted 9/23/19, comments sent to developer's agent on 9/26/19.
- **405 Hamilton Avenue Retaining Wall** – Final Plan (1st submittal) submitted on 9/19/19, comments sent to Engineering on 9/24/19
- **Townplace Suites** – Final Plan (2nd submittal) submitted on 9/13/19, comments sent to developer's agent on 9/30/19.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION			PLANNING DIVISION		
Building Permits	Month	Year to Date	Planning Permits	Month	Year to Date
	Permits Issued	Permits Issued		Permits Issued	Permits Issued
Residential Building	4	67	Farmer's Market	0	1
Commercial Building	2	30	Fence	3	44
Demolition	1	2	Mobile Food Units	0	0
Electrical	12	110	Signs - Permanent	4	27
Mechanical	12	118	Signs - Temporary	2	19
Plumbing	4	75	Zoning	2	41
Swimming Pool	0	3	Total: All Permits	11	132
Amusement Rides	0	2	Development		
Tent	0	3	Plat: Adjustment/Vacation	0	2
Clean Out Installation	0	20	Plat: Prelim Subdivision	0	2
Water and Sewer Connection	0	6	Prelim. Site Plan Review	0	3
Total: All Permits	35	436	Special Exception Permit	0	0
New Residential Units (CO's)	Month	Year to Date	Special Use Permit	0	2
Total	0	3	Rezoning	0	0
Valuations	Month	Year to Date	Variance	0	1
Residential	\$34,084.00	\$1,310,129.99	Wetland Development	0	0
Commercial	\$123,000.00	\$6,686,570.00	Zoning Opinion/Compliance	3	12
Total	\$157,084.00	\$7,996,699.99	Total: All Categories	3	22
Building Inspections	Month	Year to Date	Community Meetings		
Residential	57	578	Board of Zoning Appeals	0	1
Commercial	51	448	Planning Commission	1	6
Total: All Inspections	108	1026	Wetlands Board	0	0
CODE ENFORCEMENT DIVISION					
Cases		Open Cases		Closed Cases	
		Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle		6	119	6	118
Exterior Storage of Objects		6	103	8	108
Inoperable Vehicle		14	137	15	149
Property Defacement		0	1	0	1
Tall Grass		33	529	70	528
Trash Can Placement		30	134	21	124
Trash/Debris		9	96	5	108
VA Property Maintenance Code		2	31	2	25
Zoning		0	44	3	46
Total: All Cases		100	1194	130	1207

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
Aug 2019	3.1%	2.8%	4.0%
July 2019	3.2%	2.9%	4.0%
Aug 2018	3.5%	3.1%	4.1%

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 August 2019 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,012	8,733	279	3.1	No

*Chesterfield

2.8 % unemployment

*Dinwiddie

3.2 % unemployment

*Prince George

3.4 % unemployment

*City of Petersburg

5.4 % unemployment

*City of Hopewell

4.2% unemployment

Prospect Activity:

Direct Requests for Information:	9
Sites/Bldgs. Submitted	6
Active Prospects	8

IV. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Projects:

Boot Barn – site plan submitted
Towneplace Suites – site plan submitted
H&M Store Tenant Upfit – Opened in Southpark Mall Oct. 3rd
Extended Stay Hotel – under construction.
Conn's Home Store – Opened Aug. 2019
Panera w/Drive-thru – Building plans have been submitted. Waiting for tenant to sign lease
Mission BBQ – construction date has not been scheduled
The Juicy Crab – locating in former Sagebrush Restaurant space
Marcos Pizza – locating in former Colonial Grill space in Dunlop Farms

V. POLICE DEPARTMENT:

The month of September was a very busy but positive month as we honored the 29-year service of Lt. Sam Young and had our second round of promotions. The retirement of Lt. Young brought forth an opportunity to promote Sgt. Thad Johnson to lieutenant and Master Officer Travis Karr to sergeant. This still leaves a sergeant position open for our Special Operations Unit. We will look to fill it once we get our staffing levels solidified within our Patrol Division. Again, I am very proud of all our candidates who tested and am confident that our newly promoted officers are prepared to lead our agency well into the future.

School started back without a hitch. We were very excited about our newest School Resource Officer (SRO), Career Officer Wayne Moody, who has been assigned to the Vocational/Technical Center. Captain Steve Groat and his C.R.A.S.E. (Civilian Response to Active Shooter Events) staff of officers made sure all new teachers and staff at all the schools were trained in our active shooter program.

This month we had three of our four new recruits begin their employment with us prior to starting the Crater Criminal Justice Training Academy in October. They started studying policy and procedure and rode along as observers to bring them into the fold and expose them to our team mentality. We are very excited about our four recruits and are thrilled to provide qualified and diverse officers to our community.

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

- Officers from the Major Accident Investigation Team (M.A.I.T.) were called out for a crash involving a single vehicle and a parked cargo trailer. The initial estimate of speed was extremely high, resulting in a significant amount of damage. The M.A.I.T. investigators collected evidence at the scene and are investigating the crash.
- Officer Jason Poe responded to Archer Avenue Apartments for a burglary and aggravated assault. The victim's apartment was broken into by an ex-boyfriend and she was assaulted. The suspect and victim left the apartment prior to law enforcement arriving on scene. The victim was located at SRMC when Master Detective Adam Brandedberry was called out to investigate the incident.
- Officer Devon Marks responded for an incident of trespassing. During the investigation, he found that there may have been a sexual assault of a six-year-old child. Master Detective Roger Santini and Detective Joe Vaughan were called out and are investigating the complaint.
- Sr. Officer David Gallagher responded to a juvenile runaway who had returned home and found that a sexual assault may have happened during the time she was a runaway. Detectives were called out and are investigating the incident.
- Officer Andrew Fontaine completed an investigation where he recovered multiple firearms from a traffic stop. He found that the firearms were stolen from Henrico County. Warrants for possession of stolen firearms were obtained on the three occupants.

IV. POLICE DEPARTMENT (CONTINUED):

- Officer Cecil Powell responded to Hotspot for an alarm call, whereupon he noticed that the business had been burglarized. During the initial investigation, suspects were developed and later located at Walmart with evidence from the crime on their person.
- Officer Desiree McCurry responded to SRMC for a report of a sexual assault. The victim was vague on details and uncooperative with the officer when asked about the incident. The victim ended up being held at SRMC on a temporary detention order (TDO) and detectives are investigating the incident.
- Officer Marcus Hall took a report of a runaway juvenile and used multiple investigative tools to locate the juvenile at a residence in Chesterfield County. The juvenile was charged with being a runaway and returned to her parents.
- Career K-9 Officer Chris Wulff and K-9 Rose attended D.A.R.E. graduation at Tussing Elementary.
- Career K-9 Officer Wulff and K-9 Rose were deployed to track a missing autistic adult, who returned home while Rose was conducting the search.
- Sr. Officer Micaulay Fable was selected as the additional K-9 officer and started training this month with Canine Justice in Chesterfield County's K-9 Academy.

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

- Students returned to school the day after Labor Day. Facebook was utilized to introduce all our SRO's by displaying each of their pictures at their respective schools.
- Members of the Law Enforcement Services Division attended the city "bonding" picnic and cornhole tournament. A good time was had by all.
- September 15th through 21st was Child Passenger Safety Week. The three elementary school SROs and the middle school SRO each made a flyer or pamphlet about the laws regarding occupant protection and handed them out. Each of the schools also put information on their respective marquees in front of the schools.
- All members of the Law Enforcement Services Division assisted the Patrol Division and Virginia State Police in the search for a subject who ran from VSP. Sgt. Renee Walters and Career Officer Scott Whirley assisted with the ultimate capture of the suspect at Clearfield Apartments.
- After appearing on the October 8th City Council agenda, we received email notification announcing approval of our Virginia Risk Sharing Association grant for tourniquets and a holder for all officers.

The **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported September 2019 was a below average month for the number of cases assigned to Investigations. Thirteen (13) new cases were assigned to detectives for the month. Of all the cases that were investigated, eight (8) were cleared. This included clearing one (1) case from the previous month, which resulted in a clearance rate of 57% for the month of September.

Several changes occurred in Investigations during the month. Detective Sergeant Thad Johnson was promoted to lieutenant and assigned to D Squad. Newly promoted Detective Sergeant Christopher Harris was assigned to the General Investigations Unit. Officer Joseph Vaughan was selected as the department's newest detective and assigned to the General Investigations Unit. Detective Vaughan served as a detective for the Petersburg Bureau of Police prior to joining the Colonial Heights Police Department, so he came to the unit with experience and began handling cases right away. Additionally, Master Detective Adam Brandedberry began the Forensic Science Academy at the Department of Forensic Science in Richmond, Virginia. The Forensic Science Academy is a comprehensive nine-week program that provides hands-on crime scene investigation training. He will return to the unit in November.

IV. POLICE DEPARTMENT (CONTINUED):

Additionally, during the month of September we had five (5) reported non-fatal heroin overdoses. We also processed 44 concealed weapon permits, and one (1) precious metal permit.

Some of the division highlights include:

- Detective Sergeant Chris Harris was assigned two (2) new cases:
 - Child neglect
 - A fraud case, to be turned over to the Virginia State Police
- Master Detective Roger Santini was assigned four (4) new cases:
 - Robbery - arrest made
 - Missing person - located
 - Runaway juvenile - located
 - Sexual Battery - unfounded
- Detective Joe Vaughan was assigned six (6) new cases:
 - Credit card fraud
 - Sexual assault - unfounded.
 - Grand larceny at a business
 - Convicted felon in possession of a firearm
 - Check fraud case - cleared by arrest
 - Larceny at a business

➤ Master Detective Adam Brandedberry was assigned one (1) case this month:

- Domestic dispute - arrest made for attempted murder, as the victim was choked by her boyfriend.

Three (3) public nuisance letters were issued this month:

- The apartments in the 1200 Block of the Boulevard
- An apartment in Colonial Court Apartments
- The 100 block of apartments in Clearfield Circle

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

Auxiliary and Sentinels assisted the department with varsity football games on the 20th and 27th. In addition, Auxiliary officers completed ASP recertification at their monthly meeting. They provided **31 hours** of extra manpower while riding with officers during the month. Auxiliary/Sentinel members volunteered **159 hours** of service during the month. To date, they have volunteered **1,206 hours** of service during the 2019 calendar year.

Overall as an agency during the month of September, we made **280 total arrests**, worked **86 crashes**, wrote **382 traffic citations**, executed **695 traffic stops**, affected **six (6) DUI arrests** and **19 drug arrests**, and issued **38 parking citations**.

Officer Darrell W. Aleshire, Jr., was selected as our ***Employee of the Month*** for August 2019 and was recognized in September. During the month of August, Officer Aleshire began a self-initiated investigation into a cell phone theft ring involving several UPS Store employees. Through exhaustive efforts, Officer Aleshire was able to determine what tactics and motives that the four suspects were using to facilitate multiple thefts of cell phones. The suspects were all identified and arrested for their crimes. Darrell was able to locate/recover approximately 130 cell phones and obtained confessions from all four suspects as to their involvement in this case.

IV. POLICE DEPARTMENT (CONTINUED):

In addition, during the month of August Officer Aleshire investigated 14 criminal complaints, wrote five traffic summonses, issued five verbal/written warnings and obtained 25 felony and 23 misdemeanor warrants.

Officer Aleshire not only works hard on his own cases, but he is always ready and willing to assist other squad members with assistance and support with their cases, without question or judgment. Because of his diligence, dependability and selfless service, we feel that Officer Darrell Aleshire deserves recognition as our Employee of the Month.

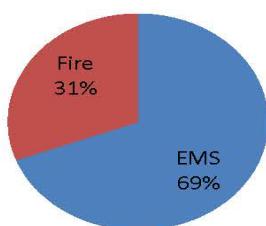
DEPARTMENT STATISTICS FOR September 2019

Crime	September 2018	September 2019	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	1	1	0%
Aggravated Assaults	1	1	0%
Simple Assaults	13	17	31%
Breaking & Entering	2	2	0%
Larceny	46	73	59%
Vehicle Thefts	0	2	200%
Arson	0	0	0%
Shoplifting	33	41	24%
DUI Arrests	13	6	-54%
All Criminal Arrests	282	280	-1%
Calls for Service	3,259	3,372	3%
September 2019	Number Reported	Number Cleared	Percentage Cleared
	96	49	51%

VI. FIRE & EMS DEPARTMENT:

Fire & EMS Monthly Report for September 2019

Total Incidents: 420



Total Fire Type Incidents: **129**

(Total Fire Loss \$36,050)

Total EMS Incidents: **291** (210 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 92.7% of emergency incidents: (Avg. response time 5:54 minutes)

EMS units arrived on scene in less than 9 minutes on 98% of emergency incidents. (Avg. response time 5:28 minutes)

Fire Division (number of incidents):

Fires		Hazardous Situations		Services Calls and False Calls	
Building fire	2	Gas leak (natural gas or LPG)	5	Good intent calls	28
Passenger Vehicle fire	1	Electrical wiring equip problem	1	Public service calls	33
Brush or grass fire	4	Heat from short circuit (wiring)	1	Public fire education	3
Outside equipment fire	1	Overheated motor	1	Cover assignment/standby	6
Unauthorized burning	1	Power line down	3	False alarm/false calls	11
		Arcing shorted electrical equipment	3	Assist invalid	14
		Haz Mat release investigation w/no Haz Mat found	1	Child seat installation	3
		Excessive heat no fire	2	Smoke/CO detector installation	3
				Knox Box installation	2

Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	2	M/A received from Chesterfield Fire	2
M/A given to Chesterfield Fire	1	M/A given to New Kent Fire (Fire investigation)	1
M/A given to Petersburg Fire	1		

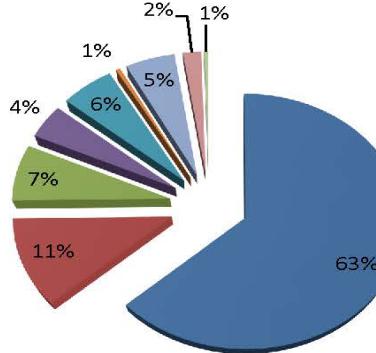
EMS Mutual Aid Given and Received

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

Staffing

	Engine unstaffed due to EMS call		Engine staffed with 2 due to EMS call
	Number of Incidents	3 Incidents	2 Incidents
Station 1	Total Hours	1 Hours & 28 Minutes	1 Hour & 38 Minutes
Station 2	Number of Incidents	2 Incidents	9 Incidents
	Total Hours	2 Hours & 16 Minutes	10 Hours & 28 Minutes

Patient Transport (Facility)



- Southside Regional Medical Center (133)
- Tri-City Emergency Room (24)
- Southside Regional Southpark (15)
- Chippenham Hospital (9)
- John Randolph Medical Center (12)
- VAMC Richmond McQuire (1)
- VCU Health Systems (11)
- Johnston Willis Hospital (4)
- St. Francis ER (1)

EMS Transports (by facility)

VII. FINANCE DEPARTMENT:

Finance Activity:

- ERP System- Staff is waiting on Tyler to provide the first pass of data conversion for PP and RE tax, which is due in October. In the meantime, we have been assigned project managers and held initial calls for Phases III (utility billing) and IV (business licenses), which will kick-off in October. We have also been working on various issues in system administration and software set-up.
- Raftelis has received the utility billing data they need for the utility rate study. They will present at the October work session with Council to review the rate setting process and discuss policy considerations, structure alternatives, and pricing objectives.
- First interviews were held for the Deputy Director of Finance position, and second interviews will be held the first week in October.
- Brown Edwards, the City's external auditors, were on site September 3- September 12. They will be working remotely to request follow up information throughout September and early October, and will have draft financial statements back to the City by the end of October.
- With the final adjustments to the fiscal year end, staff is expecting a healthy contribution to fund balance as revenue exceeded expenditures in FY19.

Purchasing Activity:

- Work has started on the tennis courts at the Middle school. The project includes milling the existing courts and reinstalling two tennis courts and two pickle ball courts. Only one bid was received, with the bid amount being over the budget amount. A meeting was held with the vendor to negotiate his price down. Contract documents were completed during the month, and work has started.
- Invitation # 19-083002-1095 was issued on August 15, with sealed bids received on August 30, for furnishing and installing three roof top HVAC units on City Hall. Two bids were received. The low bidder has completed contract documents and the purchase order has been issued.
- Invitation # 19-091202-1096 was issued on August 22, with sealed bid due on Sept 12, for providing the City Bulk Sodium Chloride (Snow Salt). Due to the difficulty obtaining salt when we need it, three vendors were placed under contract.
- Invitation # 19-100902-1097 was issued on Sep 19, with sealed bids due on October 9, for the Holly Avenue Reconstruction project: This project consists of:
 - Relocation of specified water meters and sewer clean outs;
 - Removal and reconstruction of curb and gutter;
 - Removal and reconstruction of driveway entrances;
 - Removal and reconstruction of carriage walks;
 - Regular excavation of existing pavement and base materials as necessary;
 - Full depth Reclamation to a nominal depth of 10"
 - Resurfacing with Sm-9.5A, nominal depth of 2"
- Invitation # 19-101602-1098 was issued on September 19, with sealed proposals due on October 19, to obtain Qualified Vendors for Replacement of the Hrouda Pump Station. This design-build process includes pre-qualifying contractors to build the Hrouda Pump Station. The Contractor will work with an architect to design and then construct the building.
- Invitation # 19-101802-1099 was issued on Sep 26, with seal bids due on October 18, for the Hemlock Avenue & Nantucket Court Storm Sewer Outfall Improvements Project.

VII. FINANCE DEPARTMENT (CONTINUED):

- Invitation # 19-102402-1100 was issued on Sep 26, with sealed proposals due on October 24, for the Temple Avenue Intersection Traffic Signal Project. This project consists of the upgrade of three traffic signals along Temple Avenue (Conduit Road, Southpark Boulevard & Dimmock Parkway). The Southpark Boulevard intersection will also include extending a sidewalk and adding curb ramps and a crosswalk.

Other Purchasing Activity:

- A police vehicle was ordered during the month to replace a unit that was totaled in an accident.
- Purchase Orders were issued for emergency sanitary sewer line repairs/replacements at Lee Avenue, Washington Avenue, and Lakeview Avenue between the Boulevard & Lenoir avenue.
- Quotes were obtained for new fencing at Shepherd Stadium. The Recreation Department will negotiate with the low bidder on the final scope of work.
- A Purchase Order was issued for the printing of the 2020 real estate assessment notices.
- A Purchase Order was issued to Dominion Power for electrical service to the fountain in the pond near the roundabout.
- In conjunction with City's school system, the City's will hold a surplus action on Tuesday, November 5. The sale of equipment will be held at the school's maintenance building near Tussing Elementary. The sale of the surplus vehicles (over 30) will be held at the City's Fleet Maintenance Building.

Risk Management:

- A resident on Roanoke Avenue claims that rats from Shepherd Stadium have entered her house. Her expected cost to rid her house of the rats from a professional pest control company is \$7,000.
- A fire truck struck the mirror while entering Station # 2 through the rear bay door.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent- 3,871
- Delinquent Notices Sent -766 or 21.1% with 81 cut off for nonpayment.
- No utility billing set-off debt collections received for this month.

Billing and Collections Activity:

- 143 DMV releases processed: 137 personal property, 6 parking citation.
- Administrative fees collected \$1,742.50.
- There were no set-off collections in September.
- Cigarette Stamp revenue FY20 to date: \$283,012 (62% of \$460,000 budgeted in FY20)

Real Estate Activity:

- There were 54 recorded transfers this month, 21 of which were valid residential sales.
- New residential construction picked up during the month totaled \$173,200, and new commercial construction totaled \$4,446,000 (Conn's).

VIII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	Firefighter-EMT
City Attorney	Administrative Assistant (Part-time)
Office on Youth	Site Supervisor (Part-time)
Office on Youth	Support Worker (Part-time)
Police	Police Officer (Certified)
Police	Animal Control Aide (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Administrative Assistant (Part-time)	111	713

Miscellaneous

- New Employee Orientation and Employee Exit Interviews were held for the following positions:

New Employee Orientation

4 Police Officers
1 Public Works Technician
1 Engineering Technician
1 Facilities/Groundskeeper I

Employee Exit Interviews

1 Police Officer

- Presented training information on workers' compensation and city policies during a new employee orientation session for the KAP program through the Office on Youth.
- Attended the annual VRSA Fall Workshop in Williamsburg, Virginia. Topics included: Workers' Compensation Challenges, Civility in the Workplace, and OSHA Inspections.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City's website, www.colonialheightsva.gov had 51,160 webpage views in the month of September.

Top fifteen sites visited after home page: 1. Library 2. Real Estate Records 3. Animal Control & Shelter 4. Yard Sale and Temporary Sign Permit 5. City Employees 6. Human Resources 7. Pay Online 8. Recreation & Parks 9. Police 10. GIS and Maps 11. Jobs 12. Records & Property Tax Maps 13. Real Estate Assessor 14. Our Government 15. Utility Billing	Top five countries after U.S.:  Puerto Rico  India  Germany  France  Philippines
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- ☆ Citizens submitted and city staff processed 311 Service Requests and questions through the “Report a Concern” module during the month of September.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,990 fans and the City’s Twitter account has 1,426 followers. There are 3,341 subscribers for “In the News”.

IX. LIBRARY:

- ☆ The library staff circulated 19,524 titles in September.
- ☆ Residents borrowed 8,502 e-books on Kindles, while 568 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 903 residents registered for the Hoopla service.
- ☆ The public computer center had 1,293 users, while the iPad center was used 35 times.
- ☆ The new virtual reality center was used 59 times.
- ☆ The library’s meeting rooms were used by 121 groups.
- ☆ An average of 614 residents used the library each day, while 86 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation & Parks – September 2019

Recreation Division

In September, the Recreation Division kicked off its Fall programs. Athletic programs began playing games in early September to include Football/Cheerleading, Girls Fast Pitch Softball, Boys Fall Baseball, Girls Volleyball and our Fall Adult Softball leagues. Our athletic fields hosted numerous tournaments and games to include youth and adult softball and youth soccer. Staff began preparations for city events to include Halloween in the Park and the Christmas Parade. Work began at White Bank Park for the new restroom building and for the Maddie's Magnificent Play Park project.

Athletics/Programs	<u>2019</u>	<u>2018</u>
Adult Softball (Fall League)	14 teams	16 teams
Youth Football Registration	72	82
Youth Cheerleading Registration	62	50
Boys Fall Ball	18	40
Girls Fast Pitch Fall Ball	46	54
Volleyball	10	25
Little Tykes All-Stars	12	12
Therapeutic Recreation	83	78
Yoga in the Park	36	38
Karate	10	4
Belly Dancing	6	5
Facility Usage	<u>2019</u>	<u>2018</u>
Community Room Attendance	935	900
Community Room Reservations	17	20
Pavilion Attendance	2,048	2,268
Pavilion Reservations	32	36
Field Attendance	6,969	7,625
Field Rentals	69	82

Parks, Horticulture, Buildings & Grounds

- Cut grass around City buildings, Parks, and ballfields as needed.
- Prepped ball fields as needed for league and tournament play.
- Painted football field, field hockey field, band practice field for High School as needed.
- Removed old playground equipment at White Bank Park in preparation for new playground equipment.
- Rebuilt handicap ramp at Ft. Clifton pavilion.
- Removed deteriorated wooden fence at Hamilton Ave. and Boulevard parking lot.
- Poured and finished concrete pad for new canine police officer's dog.
- Relocated kennel for canine police officer's dog.
- Put together and installed new soccer goals at Soccer Complex.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Edged beds at sites as needed.
- Trimmed trees and shrubs as needed at sites.
- Cut suckers off Crepe Myrtles along Temple Ave. and at Fort Clifton Park.
- Cut black eye Susie's at Public Safety Building.
- Planted mums in raised containers at City Hall.
- Spread pine tags in beds at Fort Clifton Park.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Agency on Aging Activities	2019	2018
Adult Coloring	6	7
Bingo in Center	41	44
Bowling	252	240
Bridge Party	48	48
Bridge Tournament	125	97
BUNCO	16	12
Diamond Art	7	N/A
Fall Wreath Making	10	N/A
Potluck "Comfort Food"	15	N/A
Scrabble	18	N/A
Senior Club Meeting	55	46
Senior Citizen Dance	64	N/A
Senior Golf Association Fort Lee	404	367
Senior Golf Association Tri-Cities	227	143
Sing A-Long	20	26
Awareness/Education	2019	2018
Blood Pressure Check	38	40
Diabetes Class	3	N/A
Classes	2019	2018
Colorful Creation Open Paint	13	22
Crochet & Knitting	37	43
Line Dancing Class	70	83
Quilts for Vets	10	3
Sewing Class	34	17
Tap Class	59	52
Tech Savy	2	5
Watercolor with Faye	21	27
Fitness	2019	2018
Boot Camp	94	N/A
Chisel & Sculpt	10	N/A
Educational Strength Class	25	N/A
Fitness Center	101	N/A
Morning Crunch	73	N/A
Muscles in Motion	157	194
Sit & Let's Get Fit	200	230
Strength & Stretch	356	337
Tai Chi	36	30
Pickleball	217	184
Water Aerobics	37	33
Yoga	150	119
Trips	2019	2018
Amazon Tour	25	N/A
Genealogy	4	N/A
Highland & Carter Mountain	26	26
Lunch Bunch	26	N/A
Richmond Trolley	24	24
Tangier Island	26	N/A
TOTAL	2,876	2,499

Agency on Aging

	2019	2018
Volunteer Hours	72	24
Meals	2019	2018
Home Delivery Meals	20	40
Site Meals	53	45
Transportation	2019	2018
Passengers	483	295
Total Trips	1071	576
Total Miles	5930	3039
Wheelchairs	43	9
Donations	\$754.00	\$211.20
New Riders	7	3

Amazon Tour



Violet Bank Museum

	2018	2019
Attendance	143	227

Museum Tours: 64

Grounds Use Only: 39

Ongoing Programs: 17

Outreach: 45

Special Event (Classic Car Show at Fort Clifton): 22 car owners & 150 attendees

- Attended the Colonial Heights Historical Society September meeting at the Old Brick House. Invited the Historical Society to the upcoming Fall Festival Carnival Extravaganza as a civic/non-profit group for outreach for their organization.
- The first annual Classic Car Show held at Fort Clifton went well. Many thanks to all of the fine vehicle owners who came out in support of this event. Staff received a great deal of positive feedback on the car show and some ideas for improving our next one.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

Youth Advisory Council Activities

- Officer's meeting September 26 (6 youth attended)
- Planned agenda for member meeting (October 7)
- James Avenue Clean-up (8 youth attended)

Youth Services Commission

- Attended Boards & Commissions Dinner
- Next meeting scheduled for October 21

Kids' Achieving Progress Afterschool Program

- Fully staffed 12 City payroll, 1 VSU work study, 1 JTCC work study
- Tussing enrollment-8, Lakeview-14, North-14
- Volunteers-9

Substance Abuse Prevention Activities

- Attended Central VA Opioid Taskforce (September 10)
- Attended Juvenile Domestic Taskforce (September 25)

Ongoing Monthly Meetings

City Manager Director meeting

FAPT

CMDT

Smart Beginnings School Readiness

CPMT

Families First

JDVTF

School Board

Positive Parenting Coalition (PPC)

Community Criminal Justice Board (CCJB)

Diversion Program Participation

- **Community Service**
3 Youth Completed 27 Hours of Service Learning
- **Shoplifting Diversion**
11 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
- **Teen Life Skills**
No referrals
- **Miscellaneous Youth Services (Non DJJ)**
0 Youth Completed 0 Hours of Community Service
15 youth received driver bags at License Ceremony

Other Meetings & Activities

- Families First (September 12, September 23)
- Shoplifting Diversion Program (September 14)
- First Lady Northam visited Skipwith Academy and North Elementary (September 18)
- Comprehensive Services Conference (September 20)
- Volunteer training at Matoaca High School for K.A.P. (September 25)
- Rule of Law Day Chesterfield/Colonial Heights (September 26)
- Virginia Partnership for Out of School Time (VPOST) Conference (September 30)

Professional Development:

16 hours completed

- Comprehensive Services Conference (Temple Grandin)
- Virginia Partnership for Out of School Time (VPOST) Conference (Chic Thompson)

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2019	93	\$20,104.78	7	\$1,202.07
2018	69	\$24,298.25	3	\$11,510.38

Sublet repairs consist of the following

Towing	\$320.00
Exhaust	\$440.95
Glass Replacement	\$344.87
Alignment	\$96.25

Maintenance cost for the first fiscal quarter this year compared to the last 5 years are;

2019/2020	\$72,353.36
2018/2019	\$67,142.99
2017/2018	\$65,570.04
2016/2017	\$98,692.88
2015/2016	\$58,064.78
2014/2015	\$74,464.78
2013/2014	\$67,183.56