



CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 2017

I. PUBLIC WORKS & ENGINEERING:

ENGINEERING

Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – Meeting with VDOT in October to discuss options to re-scope this project.
- **Safe Routes to Schools (North Elementary School Phase I) UPC 105233** – Preliminary engineering work and surveying work in process.
- **Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188** – Preliminary engineering and environmental work in process.
- **Holly Avenue Reconstruction (Revenue Sharing) UPC 105690** – Construction complete. Final punch list items are currently being addressed.
- **Dupuy Avenue Modernization, UPC 101287** – In order to tie Dupuy Ave project to the East River Road project in Chesterfield County, VDOT and VSU have requested the plans to be amended to include an extra 50 feet of improvements at the City limits. Adjustments to the design plans have commenced.
- **Lakeview Avenue Modernization, UPC 101288** – 100% project plans have been submitted for review to VDOT. Legal counsel to prepare certificate of take for property refusals.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – VDOT to reopen PE expenditures account in order to complete design of this project. Additional tree grates have been purchased in order to collect outstanding project reimbursements. Once the tree grates are installed, unpaid reimbursements will be requested.
- **2017 Pavement Preservation** – Completed Phase I construction. Lee-Hy was awarded the contract for Phase II. Construction has commenced.
- **Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533** – Request for proposal (RFP) is currently being drafted.
- **Mallard Drive Reconstruction, UPC 107093** – Preliminary engineering has been finalized. Final plans have been delivered to VDOT for review and approval.
- **Stratford Drive Reconstruction, UPC 107092** – Preliminary engineering has been finalized. Final plans have been delivered to VDOT for review and approval.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – On hold due to backlog and I-95/Temple interchange improvement project.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Completed 100% PS&E. Requests have been made to Army Corps of Engineers regarding easement.
- **Improvements on Conduit/Ellerslie Avenue – UPC 108646** – Preliminary engineering work has commenced.

Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Design in process.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process.
- **Nantucket Drainage** – Design in process.
- **Hemlock Drainage** – Design in process.
- **Hrouda Pump Station** – Being re-advertised due to receiving no responses to first advertisement for construction bids.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **North Elementary School Addition** – Final plan (3rd submittal) reviewed. Comments sent to developer's agent.
- **Roslyn Farm Office Lot #12** - Final Plan (2nd submittal) submitted and reviewed. Comments sent to developer's agent.
- **SRMC-FSED** - Final plan (5th submittal) submitted and reviewed. Final Plan approved 9/29.
- **Longhorn Steakhouse** – Final Plan approved 9/6.
- **Precision Cell** – Final Plan submitted and reviewed. Comments sent to developer's agent.
- **Kroger** – Demolition Plan submitted and reviewed. Comment sent to developer's agent on 9/22.
- **Huntington Hills Lots 19 & 20 Boundary Line Adjustment Plat** – Preliminary Plat reviewed and comments sent to Scott Davis w/ Planning. Final Plat submitted and reviewed. Final Plat approved on 9/26 and recorded on 9/27.
- **Dunlop Park Lot Lines Vacation Plat** – Preliminary Plat reviewed and comments sent to Scott Davis w/ Planning. Final Plat submitted and reviewed. Comments sent to developer's agent. Final Plat (2nd submittal) submitted for review.
- **A.B. Cook Farm Boundary Adjustment Plat** – Preliminary Plat reviewed and comments sent to Scott Davis w/ Planning on 9/25.
- **Stratford Drive Rehabilitation** – Final Plan reviewed and comments sent to Chuck Henley w/ Public Works.
- **Mallard Drive Rehabilitation** – Final Plan reviewed and comments sent to Chuck Henley w/ Public Works.

Right-of-Way Permits

- Issued fifteen (15) permits and closed two (2) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 71 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (10) locations, responded to (01) litter miscellaneous and to (04) dead animal requests.
- Cut grass/trimmed at (65) locations.
- Sprayed for high weeds/grass at (10) locations.
- Removed a tree from street at (02) locations, trimmed tree limbs/bushes at (09) locations and responded to miscellaneous tree requests at (03) locations.

Recycling Center

- 404 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, (01) drainage ditch, (05) curb and gutters and responded to drainage miscellaneous requests at (06) locations.
- Placed stone in sinkhole at (01) location.
- Repaired a catch basin at (01) location.
- Sprayed around curb inlets, catch basins, drainage pipes, outfalls and drainage ditches for high weeds/grass at (02) locations.
- Sweeper collected (08) cubic yards of debris from (02) streets.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Concrete Crew replaced (36) feet of radius curb at (01) location, (138) feet of curb and gutter at (03) location and (23.5) feet x (18) feet of sidewalk at (01) location.
- Concrete Crew replaced (81) feet of curb and gutter at (05) locations due to storm drain repairs.

Transportation

- Placed Asphalt in (116) potholes, (02) shoulders, (05) low areas, (06) utility cuts, (06) asphalt breaking up, new curb and gutter (03) locations and responded to (02) miscellaneous requests.
- Paved (67) feet x (18) feet of Helen Alley behind James Avenue.
- Placed gravel in alley at (19) locations.
- Assisted Police Department with a pot-hole repair by filling utility cut with stone and cold patch asphalt. Placed cones and barrels on Dupuy Avenue until Gas Company could be notified.
- Assisted Police Department with PVC panels to cover car after accident on MacArthur Avenue.
- Removed (20) dump truck loads of construction debris from Public Complex to Old Landfill Area 6.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and equipment.

Wastewater Utility

- Responded to (09) sewer backups and responded to (04) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (04) locations.
- Repaired sewer main line at (01) location.
- Repaired sewer cleanout at (03) locations.
- Flushed sewer main line at (04) locations.
- Responded to sewer roaches at (05) locations.
- Placed topsoil around cleanout area at (02) locations.
- Responded to sewer odor at (01) location.
- Removed debris from pumps 1 and 2 twice and responded to an alarm after hours at the Main Pump Station.
- Responded to spill by washing down and removing grease with flusher truck in wet well and added fluid to the generator at Charles Dimmock Pump Stations.
- Added fluid and tested the generator at C&B Pump Station.
- Cleared trees on hill at Hillcrest Pump Station.
- Responded to alarm high amps after hours, pulled and changed cut off float to pump 1, added fluids and tested generator at Dunlop Farms Pump Station.
- Four employees attended the Virginia AWWA Conference in Hampton.
- Cut/trimmed grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (25) meters, meter box at (09) locations, meter top at (06) locations, meter pigtail (03) locations, meter setter at (01) location and responded to (06) water miscellaneous requests.
- Set a new meter at (02) locations.
- Repaired a main water line at (01) location, service line at (02) locations and repaired a meter leak at (01) location.
- Replaced top section and top of a Water Valve Box at (04) locations and cleaned valve box at (01) location.
- Located water service at (01) location to determine if there was a leak.
- Repaired a fire hydrant at (01) location and replaced a fire hydrant at (01) location.
- Turned water off at (01) location due to a water line break on private property.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Cleaned meter box for Utility Billing at (02) locations.
- Backflow/Cross Connection Technician conducted (75) surveys, (56) completed and (19) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Collected Lead & Copper Water samples at (30) locations.
- Continued Hydrant Flushing in the Northeast and Northwest sections of the City.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (362) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

During the month of September, staff members attended conferences to learn about performing analysis with spatial data, obtain educational credits to keep their certifications, and to build relationships with colleagues in their field. The department shows another productive month in all divisions. As you will see below, all divisions continue to provide professional service in an effort to reach the department's mission, vision, and goals.

Planning and Zoning Division Highlights:

The director completed his last day employed with the City at the end of September. Staff investigated several zoning violations. He attended a few meetings with individuals regarding planning and zoning information for residential development and commercial redevelopment. Staff sent notice to all property owners within the City in possession of a septic system to provide documentation of pump-out within the previous five years, in accordance with the Department of Environmental Quality's standards. The assistant director completed the Environmental Review Record including the advertising of the 15-day comment period. The CAPER was also completed and a public hearing was held September 20, 2017. The CAPER document was submitted to HUD on September 28, 2017. 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 Highlights:

The code enforcement division saw a slight increase in inspections when comparing monthly inspections to September 2016. The division has seen a slight decrease in the number of tall grass violations that have been enforced by the City Contractor as the cutting season is winding down. Staff continues proactive enforcement of city property maintenance and zoning violations. When building permit violations are observed, inspectors work with the building inspections division to share information.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

Building Inspections Division Highlights:

Even though there was a decrease in permit applications, the building inspections division provided a significant amount of inspections, especially with an increase in commercial work and overall increased total investment in the City exceeding \$800,000 for the month. The building official attended the bi-monthly Virginia Building Officials' Meeting in Richmond. There are numerous commercial permits pending that will be processed within the next couple of weeks that will change the commercial landscape locally.

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

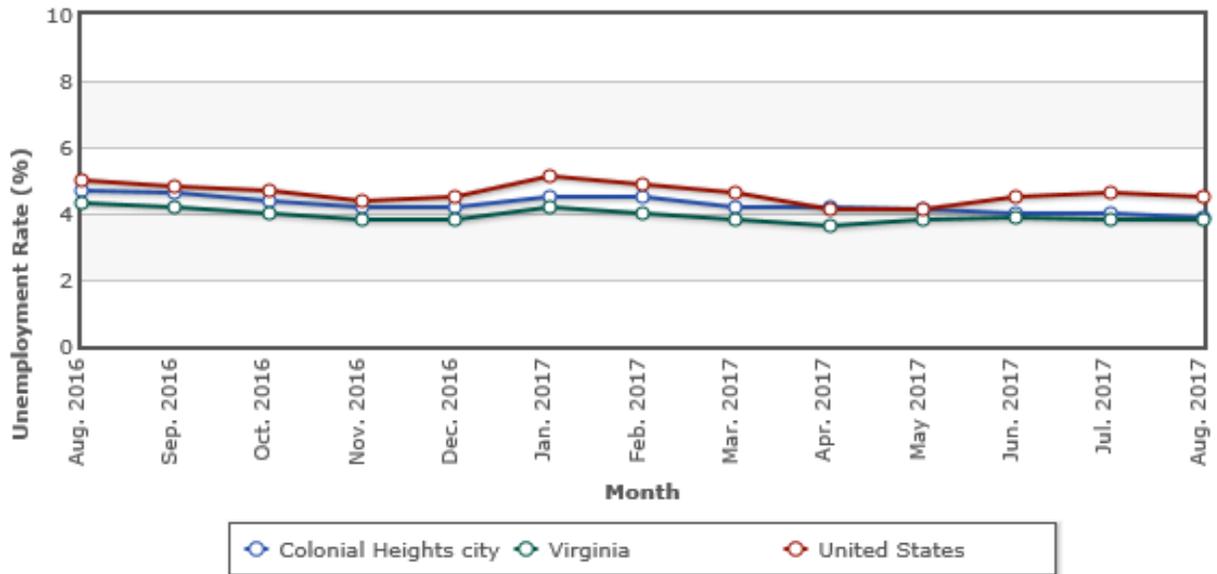
II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

September 2017

	Month	YTD		Month	YTD
Code Enforcement				Building Permits	
Tall Grass				Permits	
Initial Inspections	21	362		New Residential	0
No Violation Found	5	5		Cost	\$0 \$ 1,050,000
Compliant	12	215		Res.	
In Progress	4	4		Additions/Alter	8
City Enforced - Grass Cut	21	141		Cost	\$47,990 \$ 769,905
Total Inspections	16	578		Demolitions	1
				Cost	\$9,275 \$ 100,275
Inoperable Motor Vehicles				Commercial	7
Initial Inspections	31	218		Cost	\$812,812 \$ 7,358,919
No Violations Found	1	3			
Compliant	20	135		Plumbing	7
In Progress	10	11		Electrical	13
Vehicles Towed	0	4		Mechanical	12
Total Inspections	61	429		Swimming Pool	1
				TOTAL PERMITS	49
Trailer Violations					444
Initial Inspections	8	64		Building Inspections	
No Violations Found	0	3		Residential	56
Compliant	5	41		Commercial	83
In Progress	3	5		TOTAL	
Total Inspections	16	125		INSPECTIONS	139
					1281
Trash/Debris Violations				Permits issued by Zoning	
Initial Inspections	13	185		Fence	2
No Violations Found	0	6		Signs	3
Compliant	11	127		Zoning	4
In Progress	2	16		Private Farmers	
Total Inspections	26	364		Market	0
				TOTAL PERMITS	9
Exterior Storage Violations					138
Initial Inspections	18	128		Other Activities	
No Violations Found	0	1		Water Shut Off/N	0
Compliant	17	113		Uninhabitable	0
In Progress	1	5		Court Cases	0
Total Inspections	36	255			
Graffiti					
Initial Inspections	1	3			
No Violations Found	0	0			
Compliant	1	2			
In Progress	0	0			
Total Inspections	2	6			
VA Property Maintenance Code					
Initial Inspections	11	110			
No Violations Found	0	3			
Compliant	7	34			
In Progress	4	42			
Total Inspections	22	217			
Zoning					
Initial Inspections	2	29			
No Violations Found	0	0			
Compliant	2	13			
In Progress	0	3			
Total Inspections	4	58			
Signs					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	0			
Total Inspections	0	2			
TOTAL INSPECTIONS	183	2034			

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
August 2017	3.9%	3.8%	4.5%
July 2017	4.0%	3.8%	4.6%
August 2016	4.7%	4.3%	5.0%
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 of Labor Statistics

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly (not seasonally adjusted) Labor Force, Employment, and Unemployment data for the City of Colonial Heights in August 2017 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,081	8,724	357	3.9	No

*Chesterfield 3.7 %unemployment

Prospect Activity

Direct Requests for Information:	7
Sites/Bldgs. Submitted	3
Active Prospects	4

Announced Projects

Southside Physicians Network – ENT & Allergy
Longhorn's – former Lone Star site
Gabe's – former JC Penney Home Store
Shrimp Shack – Colonial Square Shopping Center
Domino's Theater – Colonial Square Shopping Center
Publix – Nov. 1st opening
Walker Office Building – Roslyn Office Park
SRMC Urgent Center – Roslyn Road
Discount Tire – Roslyn Road

IV. POLICE DEPARTMENT:

Our officers responded to 3,744 calls for service during the month of September, 2017. During the same month last year, we responded to 3,424 calls for service—a 9% increase. We had one (1) reported rape this month, and one (1) reported in September of 2016 – no change. We had no reported robbery this month, and none reported in September, 2016— no change. We had three (3) aggravated assaults this month, and one (1) being reported during the month of September, 2016— a 200% increase. One (1) burglary was reported in September, 2017, compared with four (4) reported during the month of September, 2016—a 75% decrease. There were 80 Part I, or serious, crimes reported to the Colonial Heights Police Department in September, 2017. Forty-nine (49) of those, or 61%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of September was an extremely busy, but productive month. It was also the eighth consecutive month in which we saw increased calls for service, an increase of 9%. Nevertheless, we were able to accomplish some of our goals for 2017. The Lethality Assessment Program (LAP) to combat domestic violence has been officially initiated. This program strengthens our relationship with the James House and provides immediate resources to our citizens/public. We also completed our training on the use of Naloxone and have issued dual cartridges of it to all of our officers. This initiative will protect our officers from possible exposure to heroin and other deadly components of this drug, as well as save the lives to those addicted to heroin. We also continued our active shooter training and did exercises at Southpark Mall and Regal Cinemas. We appreciate how our business community supports us in these activities.

IV. POLICE DEPARTMENT (CONTINUED):

I am sorry to report that Auxiliary Lieutenant Danny Wiegratz passed away peacefully at his residence surrounded by his family. Danny gave more than his time to our agency. He was the consummate volunteer and put in thousands of hours. There was not a detail that he would not work, and he never complained of answering calls after he worked his regular job shift. Very simply, Danny was an amazing man and we are all better for having him in our lives. May he rest in peace.

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

- Officers responded to a call for a three-week-old infant not breathing. CPR was given to the child as the child was being transported to the hospital. Master Detective Chris Harris responded to this call-out and is investigating the case.
- Officer Robert Brown stopped a vehicle trespassing behind the old Walgreen's building. A probable cause search was conducted, at which time a sawed-off shotgun with an altered serial number was recovered, along with two ski masks. The evidence was collected and charges placed on the suspects in the vehicle.
- Officers took a report of a rape that had occurred on September 3rd. The suspect was identified and Detective Sergeant Thad Johnson responded to investigate the case.
- Sr. Officer Brett Jennings located a vehicle that had just been reported stolen from Crossroads Ford in Prince George. An 11-year-old suspect was located with the vehicle and both were turned over to Prince George Police Department.
- Master Officer Eric Allen stopped a vehicle on I-95. Upon investigation, he recovered 7.5 ounces of marijuana, scales, baggies, and \$268.00 in currency. He charged the suspect with possession with intent to sell.
- Sr. Officer Robbie Simmons attempted to stop a vehicle for several traffic violations. The suspect vehicle refused to stop and a pursuit was initiated and then terminated. Sr. Officer Simmons was able to identify the driver, and he obtained multiple warrants. The suspect was located and arrested for the crimes committed.
- Officers responded to 109 Clearfield Circle for a person threatening suicide by officer. Officers secured the area and began to talk with the suicidal subject. Officers were able to gain entry to the apartment and detain the subject without any major injuries. The subject was then transported to the hospital for ECO/TDO process.
- Officers assisted Virginia State Police with a tractor/trailer accident on I-95. The truck's load hit the Roslyn Road bridge overpass, causing both the bridge and highway to be closed for hours.
- Officer Rob Brown stopped a vehicle for a traffic offense. During the investigation, he arrested two suspects for possession of marijuana with intent to sell. One of the suspects was also charged with felony in possession of a firearm and felony possession of a Schedule I or II drug.
- Officers located a four-year-old who had wandered away from home. The neighborhood was canvassed, without success, for a parent or guardian. The child was brought to the police station, at which time the babysitter called in and responded to the station. The sitter was charged for the incident and the child was reunited with its mother and father.

IV. POLICE DEPARTMENT (CONTINUED):

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

- The LES Division and all school resource officers (SRO's) participated in active shooter training on September 11th at Southpark Mall.
- The process of hiring two certified police officers was completed by hiring Officers Desiree Ramirez and James Powell.
- LES assisted new Officers Ramirez and Powell with issuing of equipment, tours, and paperwork. These officers were sworn in on September 6th and are currently in field training.
- SRO's participated in *Child Passenger Safety Week* from September 17th to 23rd, distributing flyers/pamphlets and talking with subjects about passenger safety. Multiple social media posts were made about child passenger safety.
- Career Officer Scott Whirley attended *Safety in Faith-Based Organizations* training in Smithfield, Virginia, with Captain Steve Groat.
- LES Division and all SRO's received NARCAN training and were issued NARCAN and carriers.
- Career Officer Whirley has been preparing for our *Celebrate Safe Communities* event for October.

Investigations Division, commanded by **Capt. Dann Ferguson**, reported a below average case assignment month, with nine (9) new cases. Six (6) of those cases were cleared, which resulted in a 66% clearance rate. Two open child death investigations have taken much of our time and resources. During the month of September, we had three (3) non-fatal reported overdoses, two (2) of which were non-residents. During the month of September, the Investigations Division processed 28 concealed weapon permit applications, four (4) massage permits and two (2) precious metals permits.

Some of the division highlights include:

- Detective Sgt. Thad Johnson investigated a reported rape that occurred in the city. The victim has changed her decision about proceeding with the case, but has provided additional information about other criminal activity. Thad also cleared a grand larceny from a bank ATM when he identified the suspect. Based on his investigation, the FBI has taken over the prosecution of the suspect. Thad is also handling one of the child death investigations.
- Master Detective Chris Harris was not assigned any new cases this month. He was in school for over two weeks.
- Master Detective Adam Brandeberry is investigating two death investigations and credit card fraud.
- Master Detective Roger Santini cleared a robbery from a local business, identifying one of the suspects. The suspect was arrested in the Tidewater area on outstanding Colonial Heights warrants. Roger also cleared two (2) missing person cases.
- To date, 32 public nuisance letters have been issued to properties pertaining to the use of illegal drugs; however, we had none for the month of September.

IV. POLICE DEPARTMENT (CONTINUED):

The U.S. Marshal's Task Force, which includes Master Officer Travis Karr, was responsible for locating and arresting the suspect wanted in the homicide at a local Wendy's restaurant in Prince George County, Virginia. They were also responsible for locating three suspects involved in a breaking and entering of a gun store in Buckingham County. They also arrested 10 fugitives from Colonial Heights and served 21 warrants.

Auxiliary and **Sentinels** had their monthly meeting on September 7, 2017. Officers completed all of their policy review updates and submitted their In-House Training Forms. With the startup of the 2017 high school football season, Auxiliary officers and Sentinels provided traffic control and security for two football games during September. Auxiliary/Sentinel members volunteered 243 hours of service during August. Year-to-date, Auxiliary/Sentinel members have volunteered 1,861 hours of service.

We were all saddened by the passing of our dear friend and colleague, Lieutenant Daniel "Danny" Wiegratz on September 15, 2017. Danny joined the Auxiliary Police unit in 1998 and faithfully served the City of Colonial Heights for 19 years. Danny was a person who always put a smile on your face when he walked into the room. He volunteered thousands of hours to the city and was a dedicated friend. His love of the police department was only overshadowed by love of his family. It has been an honor to serve with Danny in the department—he will never be forgotten. God speed Danny!

Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, had a busy and productive month, as follows:

- Special Operations personnel attended various training opportunities.
- Sgt. Jason Chimera attended the *Gangbusters Conference* in Williamsburg, Virginia, which provided valuable insight into the investigation and prosecution of criminal street gangs.
- Officer Aleshire attended CIT training at Crater Criminal Justice Academy
- SOU members received training both in the use of the Naloxone Auto-Injector (NARCAN) and the Lethality Assessment Program (LAP).
- Additionally, Sgt. Chimera and Master Officer Stacey Whitt conducted background investigations on two communications applicants.
- SOU members managed to conduct several days of surveillance and/or foot patrols at various businesses and residences throughout the city stemming from Crime Solvers tips and citizen complaints.
- There were 17 new cases initiated, 13 of which were cleared by arrest. We obtained three (3) felony warrants and 15 misdemeanor warrants for various offenses involving alcohol violations, drug possession/distribution, and weapons violations. We issued nine (9) summonses, eight (8) verbal warnings, and conducted eight (8) field interviews.
- Officer Aleshire investigated two non-fatal heroin overdoses this month.

Overall as an agency, we made 393 total arrests, worked 94 crashes, wrote 651 traffic citations, executed 967 traffic stops, affected 13 DUI arrests and 44 drug arrests, and issued 18 parking citations.

IV. POLICE DEPARTMENT (CONTINUED):

Senior Officer Jared R. Brandeberry was selected as our *Employee of the Month* for August, 2017. During the month of August, while Jared was assigned to the Special Operations Unit, he investigated three cases in particular that demonstrate his outstanding police work.

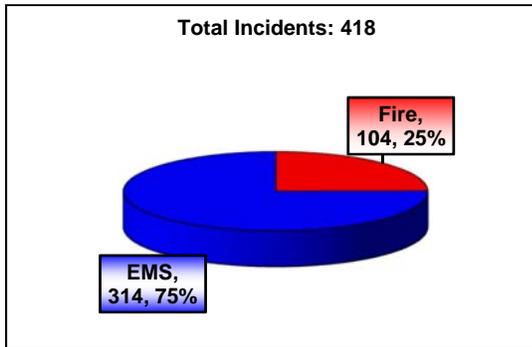
The first case was a Crime Solvers tip about alleged narcotics distribution occurring at a certain address in the city. Sr. Officer Brandeberry and fellow SOU members conducted surveillance on the apartment and then followed up with traffic stops on two different vehicles leaving the residence. The detained subjects were interviewed and admitted that there were narcotics present in the apartment. Based on this information, as well as information gleaned from neighboring residents, a search warrant was procured and executed on the apartment. There were 11 individuals present in the residence during the search, of which eight adults and two juveniles were charged with various offenses, to include possession of marijuana, possession of a Schedule II drug, possession of cocaine, two counts of felony child neglect, and three counts of contributing to the delinquency of a minor. Further investigation revealed that one of the subjects was distributing marijuana, which will result in his being indicted at the next grand jury. Due to the sheer number of offenders and the variety of drugs present in the residence, this became a very complicated case that required a thorough investigation and keen attention to detail.

The second case involved a citizen complaint about suspicious activity occurring at a residence on Walnut Avenue. The complainant alleged that there were numerous people coming and going from the residence, with possible drug distribution and prostitution occurring. Sr. Officer Brandeberry was able to procure a search warrant for the residence, and numerous types of drugs and drug paraphernalia were found. In addition, there were numerous individuals present at the time of the search, in violation of City code. Various arrests were made and the property owner began the eviction process, enabling the owner and his wife to maintain a quality of life without fearing for their safety.

The third case involved a grand larceny that occurred at 7-11. Special Operations Unit members were conducting surveillance near WaWa and 7-11 due to recent thefts of cigarettes in that area. Sr. Officer Brandeberry observed a vehicle that was being operated in a suspicious manner in the parking lot of Vincenzo's Italian Restaurant, which was closed at the time. The vehicle was seen "hiding" on the south side of the restaurant, where it remained for several minutes. A male subject exited the vehicle and walked into the 7-11. When the suspect returned to the vehicle, he was seen making movements as though he was concealing something in his pants. Then a male and female entered the store and returned to the vehicle, where the male subject was seen pulling cartons of cigarettes from inside his pants and placing them into the back seat of the vehicle. Sr. Officer Brandeberry made contact with both parties, who confessed they had stolen nine cartons of cigarettes worth over \$400.00. Despite the amount of vehicular and pedestrian movement in the area on a daily basis, Jared's keen observation skills were very much on point, resulting in the recovery of several hundred dollars' worth of store merchandise.

These three examples personify the very reason the Special Operations Unit was created and why they continue to be successful in their endeavor to improve the quality of life for our citizens and business owners. Even though Sr. Officer Jared Brandeberry had only been working with the SOU since June, 2017, he made a significant impact in the community. His unwavering commitment to the Special Operations Unit, and to his profession in general, is both respectable and noteworthy, making him the perfect choice for this month's *Employee of the Month*.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 104

(Total Fire Loss \$1,520):

Total Patients transported: 223

(Total EMS incidents 314):

Fire units arrived on scene in less than 9 minutes on 93.2% of emergency incidents.

(Average response time 5:46 minutes)

EMS units arrived on scene in less than 9 minutes on 97.2% of emergency incidents.

(Average response time 5:27 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Building or structure weakened	1	Good Intent Calls	39
Vehicle Fire	1	Down or low hanging wire	1	Public Service	27
Brush/Trash Fire	2	Gasoline/combustible spill	1	False Alarm/False Call	10
Outside Equipment Fire	1	Gas Leak (Natural or LPG)	2	Child Seat installation	7
		Other Hazardous Situations	4	Smoke/CO detector installation	4
				Assist Invalid	3
M/A First Responder given to EMS Chesterfield	14	M/A received from Chesterfield Fire			2
M/A given to Petersburg Fire	3	M/A received from Fort Lee Fire			1
M/A given to Crater Haz-Mat team	1	M/A received from Petersburg Fire			1

STAFFING

	<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
Station 1		
Number of Incidents	19	12
Total hours	20 hrs. 17 min.	18 hrs. 19 min.
Station 2		
Number of Incidents	9	11
Total hours	9 hrs. 48 min.	9 hrs. 39 min.

EMS Mutual aid

M/A given to Petersburg EMS	11	M/A received from Chesterfield EMS	2
M/A given to Chesterfield EMS	1	M/A received from Fort Lee EMS	3
M/A given to Prince George EMS	1		

EMS Transports (by facility)

Southside Regional Medical Center	151	67.71%
Tri-City Emergency Room	23	10.31%
Chippenham Hospital	21	9.42%
John Randolph Medical Center	12	5.38%
VCU Health Systems	7	3.14%
Johnston Willis Hospital	5	2.24%
St. Francis Medical Center	3	1.35%
St. Mary's Hospital	1	0.45%
Total:	223	100%

VI. FINANCE DEPARTMENT:

Departmental Highlights

- Staff presented a proposal for a new financial system to Council, and will soon begin project planning and task assignments for the procurement process.
- Auditors with Brown Edwards were on-site conducting their audit field work September 5- September 14.
- Preliminary results are indicating that the City's fund balance will be approximately the same if not slightly increased from results of FY2017 operations. Staff are finalizing some late transactions to pin down the final fund balance amount.

Finance - Checks processed: 1,050, Alarm citations: 5

Purchasing – 185 total purchase orders were completed with 151 being processed by purchasing and 34 departmental purchases being reviewed. This compares to 278 being completed for the same period in 2016. In addition, 88 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Responses to Invitation #17-091302-1065 Historic Structure Report- Violet Bank Museum were received September 13 and interviews with vendors will be held on October 11. Staff expects to issue a notice to proceed by November 1.
- Invitation #17-100402-1066 Gateway Roundabout Landscape Project was issued on September 15, with proposals due on October 11.

Other Purchasing Activity:

- Purchase Order issued for the decomposition gas monitoring at the northern area landfill for the fiscal year July, 1 2017 – June 30, 2018. The City's on call contract for environmental services was used.
- Contract signed, and purchase order issued, for the July 4, 2018 fireworks show. Dominion Fireworks will once again be providing the show.
- New playground equipment was purchased for Lakeview Park, using a US Communities contract in place. Half the cost of the playground equipment will be paid for by the City's Rotary Club. A gazebo was also purchased for Lakeview Park, and the Recreation Department staff will put it together.
- Quote issued for the Orange Avenue Sewer Replacement project. Only one quote was received. Contract documents have been completed, with the notice to proceed, to be given by the City's Engineering Department in October 2017.
- The emergency vendor contact book was updated. This contact book contains cell phone numbers and home phone numbers of contractors we may need after working hours, in the case of an emergency.
- Contract signed for the Recreation Department to be moving from the Active New event scheduling system to the Civic Rec Recreation Management Software System.
- Conducted Phase 1 walk through of the animal shelter expansion project. Minor modifications were requested by the City. Phase 2 of the project was started during the month with an anticipated completion date of January 2018.
- Purchase Order was issued for new seating at Shepherd Stadium. A National Joint Powers Association Contract was used.

VI. FINANCE DEPARTMENT (CONTINUED):

- Purchase Order issued for a Kubota Skid Steer Loader with attachments for the Recreation Department (Wood pallet Forks, 84” snowblade)

Risk Management

- Pump House (River Oaks/Washington Avenue) – multiple red paint drawings put on the wall. There is no way to determine when this was done, as it is in an isolated location.
- Appomattox River Trail – The police responded to the trail for a subject that was being confrontational. A walker on the trail observed an individual breaking the post and tearing down the wooded fence.
- The City’s 8” waterline was damaged under the West Roslyn bridge, when someone hauling a tall load, hit the bridge. The pipe, which serves the mall area, has started to leak. The City is working with VDOT on repairs, and the driver’s insurance will be charged.

Utility Billing:

- Bi-monthly Utility Bills Sent – 3,830
- Delinquent Notices Sent – 757 or 20.9% with 128 cut off for nonpayment.
- \$76.65 Set-off Debt Collections received for September.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Finance	Meter Reader (Part-time/On call)
Planning & Community Dev.	Code Enforcement Inspector (Part-time)
Recreation & Parks	Landscaping Technician (Part-time)
Recreation & Parks	Recreation Assistant (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Meter Reader (Part-time)	4	144
Code Enforcement Inspector (Part-time)	26	526
Landscaping Technician (Part-time)	5	91
Recreation Assistant (Part-time)	44	438

Training

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

Miscellaneous

- New employee orientation sessions were held for Desiree McCurry (Police Officer) and James Powell (Police Officer). Exit interview sessions were held for Andrew Allgood (Telecommunicator) and Erika Moorman (Telecommunicator).

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- Participated in the final panel interview phase of the Executive Assistant recruitment process on September 15, 2017
- Attended a Labor & Employment Law seminar sponsored by Woods Rodgers on September 21, 2017.
- Attended the annual VML Fall Workshop in Williamsburg, Virginia on September 28, 2016. Topics: Workers’ Compensation Misconceptions, Crisis Communications, Cyber Breaches, Workplace Behavior, and Website Enhancements.

VIII. INFORMATION TECHNOLOGY DEPARTMENT

The City’s website, www.colonialheightsva.gov, had 54,216 page views in the month of September.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records Search 3. City Employees Login 4. Human Resources 5. Animal Shelter 6. Yard Sales 7. Online Bill Pay 8. Recreation & Parks 9. Police 10. Our Government 11. Sports & Athletics 12. Utility Billing 13. GIS & Maps 14. Jobs 15. Assessor 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Germany  Canada  Philippines  Russia <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Illinois  New York  Alabama  California  Georgia
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- ☆ Citizens submitted and city staff processed 399 service requests and questions through the “Report a Concern” module during the month of September.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,336 fans and the City’s Twitter account has 1,053 followers.
- ☆ IT staff assisted the Police Department with the Procurement of Business Class Internet Service and Video Equipment to accommodate their new Video Magistrate System which was mandated by the State Supreme Court.
- ☆ IT also submitted an application to the Virginia Information Technologies Agency for a no match grant in the amount of \$100,697.17. These funds would assist with improving and correcting the City’s GIS Data. This would better prepare us for NG-911 and taking over the Master Street Address Guide.
- ☆ Proactive Information Management completed 39.75 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 16,818 titles in September.
- ☆ Four thousand, seven hundred and eighty-eight e-books circulated on Kindles. Two hundred and fifty-four e-books and e-audiobooks were downloaded from Hoopla, while 401 residents currently

are registered for this online library.

- ☆ The public computer center had 1,521 users, while the iPad center was used 122 times.
- ☆ One hundred and seventy-three children participated in the Story Time program, while the library's Rolling Reads Outreach staff member visited 45 children in day care centers.
- ☆ The library's meeting rooms were used by 101 groups.
- ☆ One hundred and twenty-three residents registered for new library cards, and an average 673 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In September the Recreation Division kicked off its fall programs. Many new programs were started in September to include Little Tykes All-Stars, Yoga in the Park, and Tai Chi. Fall Athletic programs began playing their game schedules in early September to include Football/Cheerleading, Girls Fast Pitch Softball, Boys Fall Baseball and our Fall Adult Softball league. Our athletic fields hosted numerous tournaments and games to include youth and adult softball and youth soccer. Staff made preparations for city events to include Celebrate Safe Communities, Halloween in the Park and the Christmas Parade.

Athletics/Programs	<u>2017</u>	<u>2016</u>
Adult Softball (Fall League)	19 teams	15 teams
Youth Football Registration	45	113
Youth Cheerleading Registration	51	70
Ready, Set, Run	12	n/a
Boys Fall Ball	34	n/a
Girls Fast pitch Fall Ball	27	17
Little Tykes All-Stars	16	n/a
Junior Chef	6	n/a
Yoga in the Park	143	n/a
Parent's Night Out	14	n/a
Community Campfire	40	n/a
Tai Chi	3	n/a
Karate	10	11
Belly Dancing	6	7
Facility Usage	<u>2017</u>	<u>2016</u>
Community Room Attendance	990	967
Community Room Reservations	30	21
Pavilion Attendance	2,175	2,490
Pavilion Reservations	35	35
Field Attendance	7,275	7,030
Field Rentals	82	87
Teen Center Attendance-CHHS Students	3	9
Teen Center Attendance-CHMS Students	9	12

Parks, Horticulture, Buildings & Grounds

- Placed trashcans, benches, and bleachers at all soccer fields at Soccer Complex.
- Painted football field, field hockey field, band practice field for High School as needed.
- Aerated, seeded, and installed compost on Shepherd Stadium infield.
- Removed bolts from Shepherd Stadium grandstand area in preparation for seating project.
- Replaced rotten boards on bridge on river walk trail.
- Relocated fence gate at Animal Shelter for next phase of construction.
- Replaced broken charcoal grates in cooking pits at Lakeview Park and White Bank Park.
- Installed new benches at Community Center.
- Installed new bike rack at Shepherd Stadium.
- Installed two benches at Violet Bank Museum.
- Painted interior of bathrooms at White Bank Park
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Cut back black-eyed Susie's at sites.
- Cut low limbs on Bradford Pears on Temple Ave.
- Trimmed back hollies in raised bed at Community Center.
- Trimmed back hollies at Courthouse.
- Trimmed low limbs on Crepe Myrtles on Royal Oak Ave.
- Dug up and removed Azaleas in raised beds at Community Center.

X. RECREATION & PARKS DEPARTMENT

(CONTINUED):

Agency on Aging Activities	2017	2016
Bingo in Center	9	22
Bob Ross Painting Video	5	N/A
Bowling	256	256
Bridge Party	48	32
Bridge Tournament	91	98
BUNCO	0	24
Senior Club Meeting	65	98
Senior Citizen Dance	72	83
Senior Golf Association Fort Lee	471	208
Sing A-Long	21	33
Blood Pressure Check	33	29
Classes	2017	2016
Bridge 101	10	28
Colorful Creation Open Paint	29	39
Crochet & Knitting	36	37
Line Dancing Class	52	69
Quilts for Vets	7	10
Sewing Class	18	20
Tap Class	50	121
Tech Savy	3	5
Watercolor with Faye	33	27
Fitness	2017	2016
Muscles in Motion	183	210
Sit & Let's Get Fit	135	223
Strength & Stretch	364	309
Tai Chi	20	14
Pickleball	32	30
Water Aerobics	51	43
Yoga	112	115
Zumba Gold	10	10
Trips	2017	2016
Ashton Creek Winery Trip	13	N/A
Blue Willow Tea Room Trip	13	N/A
Escape Room Trip	16	N/A
Lunch Bunch	15	8
Shopping in Smithfield	10	N/A
Tangier Island	25	23
Valentine Museum Trip	13	N/A
TOTAL	2,308	2,224

Senior Transportation

Meals	2017	2016
Home Delivery Meals	80	16
Site Meals	48	100
Transportation	2017	2016
Total Passengers	239	183
Total Trips	452	315
Total Miles	2545	2552
Wheelchairs	6	9
Donations	\$175.20	\$238.50
New Riders	3	6
Volunteer Hours	31	32

Violet Bank Museum

	2017	2016
Attendance	283	166

- Collections - courthouse exhibit & rotation

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 14 YAC Members and YAC Advisor Attended September YAC Meeting
- 6 YAC Members, 2 Guests and YAC Advisor Participated in James Avenue Clean Up
- 4 YAC Officers and YAC Advisor Met to Plan for October Meeting

➤ **Youth Services Commission**

- Youth Services Commission Attended Boards and Commissions Picnic

➤ **Kids' After School Program**

- Coordinator attended VFHY Conference & Virginia Out of School Time Conference; provided 8 hours of staff training and 15 hours of volunteer training.
- **KAP Enrollment:** Tussing Elementary- 21; North Elementary-14; Lakeview Elementary-14; CHMS-8
- **KAP Facts:** currently there are 10 part-time city staff, 4 VSU Work Study staff, 2 Social Work Interns, 20 volunteers(VSU), 5 volunteers (CHHS), 1 (PGHS) and 1 VCU.

➤ **Ongoing Monthly Meetings/Trainings**

- Kiwanis Meetings/Board Meeting/Shrimp Feast Volunteer
- Colonial Heights Food Pantry Board Meeting
- Colonial Heights School Board Meeting
- CARES Board Meeting
- Juvenile and Domestic Violence Task Force Meeting
- HOBY Virginia Corporate Board Meeting
- Interagency Prevention Team Meeting
- CHHS CADRE Meeting
- Family Assessment & Planning Team
- Smart Beginnings
- School Readiness
- Southside Trauma Informed Care Network
- Community Coalitions of Virginia
- Positive Parenting Coalition
- Children's Services Policy & Management Team
- Families First Advisory Board
- VJCCCA Regional Meeting with DJJ
- Suicide Prevention Conference
- 12th Judicial Workgroup
- Rule of Law Day Planning Committee

➤ **Diversion Program Participation**

- **Community Service**
10 Youth Completed 86 Hours of Service Learning
- **Shoplifting Diversion**
12 Youth and a Parent Attended the Shoplifting Diversion Program
- **Active Parenting of Teens**
No Parents Are Currently Participating in "Active Parenting"
- **Teen Life Skills**
2 Youth Participated In Course Work for "Teen Life Skills"
- **Miscellaneous Youth Services (Non DJJ)**
3 Youth Completed 45 Hours of Community Service

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

- ✓ Attended Presentation by Judge David Landry at Colonial Heights Middle School
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Volunteered at Special Olympics Bowling
- ✓ Presented Terrific Kids Awards at Tussing Elementary School
- ✓ Participated as Judge for “Hogs for the House” Cook Off for The James House Event
- ✓ Participated in Suicide Prevention Walk at Virginia State University
- ✓ Attended Be Well Virginia: Suicide Prevention Conference
- ✓ Volunteered as CERT member with VDH and MRC for Community Flu Shot Event

XII. FLEET MAINTENANCE:

	<u># Work Orders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2017	80	\$20,180.02	7	\$1,547.74
2016	89	\$24,555.75	12	\$3,615.91

Sublet repairs consist of the following:

Body and Paint	\$986.50
Towing	\$275.00
Alignment	\$230.00
Tire Repair	\$56.24

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

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
2012/2013	\$61,280.99