

CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 2017

I. PUBLIC WORKS & ENGINEERING:

ENGINEERING

Transportation Capital Projects

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – VDOT to inform City on process to repackage 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. City has received tree grates and are currently installing. Reimbursement request should be processed shortly.
- ***2017 Pavement Preservation*** – Completed Phase I construction. Lee-Hy was awarded the contract for Phase II. Construction has been completed. A few punch list items are still remaining.
- ***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 for right of way verification.
- ***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 (4th submittal) submitted and reviewed. Comments sent to developer's agent.
- **Roslyn Farm Office Lot #12** - Final Plan (3rd submittal) submitted on 10/6.
- **Precision Cell** – Final Plan (2nd submittal) submitted and reviewed. Comments sent to developer's agent.
- **Kroger** – Staff had multiple discussions with Kroger on how to proceed with Demolition Plan.
- **A.B. Cook Farm Boundary Adjustment Plat** – Final Plan submitted and reviewed. Comments sent to developer's agent.

Right-of-Way Permits

- Issued five (5) permits and closed three (3) 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 (22) locations, responded to (01) litter miscellaneous and to (04) dead animal requests.
- Cut grass/trimmed at (18) locations.
- Trimmed tree limbs/bushes at (03) locations and responded tree miscellaneous request at (01) location.
- Assisted Purchasing Department in removing surplus from City Hall to storage.

Recycling Center

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

Storm Water and Drainage

- Cleaned (68) catch basins/curb inlets, (10) drop Inlets, (01) drainage ditch, (01) outfall, (03) Curb and Gutters and responded to drainage miscellaneous requests at (02) locations.
- Placed stone in sinkhole at (01) location.
- Removed a tree between 2 docks at White Bank Landing.
- Sweeper collected (08) cubic yards of debris from (05) streets.
- Concrete Crew replaced (258) feet of Curb and Gutter at (02) locations.
- Concrete Crew replaced (7') feet of Curb and Gutter at (02) locations due to Utilities repairs.
- Crew started making repairs to equipment and placed leaf season notification out in preparation for 2017/2018 leaf season beginning November 2017.

Transportation

- Placed Asphalt in (01) pothole, (01) driveway, (01) shoulder, (06) low areas, (10) utility cuts, (01) asphalt breaking up, new Curb and Gutter (02) locations and responded to (02) miscellaneous requests.
- Assisted Parks and Recreation in removing playground equipment from Lakeview Park.
- Assisted Police Department in closing down Boulevard due to an accident.
- Assisted Traffic Engineering by removing a damaged light pole due to accident on Boulevard.
- Removed (20) dump truck loads of construction debris from Public Waste Complex to Old Landfill Area 6.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (06) sewer backups and responded to (06) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (03) locations.
- Repaired sewer main line at (02) locations.
- Installed sewer cleanout at (02) locations and repaired cleanout top and raised at (01) location.
- Flushed sewer main line at (02) locations.
- Responded to sewer roaches at (02) locations.
- Removed debris from pumps 1 and 2 twice and responded to an alarm after hours at the Main Pump Station.
- Changed oil and filter on Generator, primed fuel system and cleaned wet well with Flusher Truck at Charles Dimmock Pump Stations.
- Changed oil and filter on Generator, primed fuel system and painted building to cover vandalism at C&B Pump Station.
- Removed leaves and other debris at Sherwood Hills Pump Station
- Changed oil and filter on Generator, primed fuel system and back flushed pump 1 at Dunlop Farms Pump Station.
- Removed leaves and other debris at Appomattox Pump Station.
- Cleaned wet well with flusher truck at Conjurers Neck Pump Station.
- Cut/trimmed grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (42) meters, meter box at (02) locations, meter top at (10) locations, meter setter at (02) locations, meter pigtail at (01) location, meter riser at (02) locations and responded to (11) water miscellaneous requests.
- Re-set a meter for new business in Southpark mall.
- Pulled a meter for Utility Billing due to non-payment.
- Repaired a main water line at (02) locations, service line at (04) locations and repaired a meter leak at (01) location.
- Replaced a fire hydrant at Dupuy and Gould Avenues due to an accident.
- Turned water off at (01) location due to a house fire.
- Cleaned meter box for Utility Billing at (04) locations.
- Assisted East Coast Valve in replacing pilot/altitude valve and cut grass at Southpark Water Tower.
- Performed water pressure test at (01) location.
- Placed topsoil around meter box at (01) location.
- Backflow/Cross Connection Technician conducted (88) surveys, (50) completed and (38) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority (ARWA) for testing.
- Performed bacterial sample and disinfected by products; sent these to Richmond lab for testing.
- Continued Hydrant Flushing in the Southwest section of the City.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (300) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

During the month of October, a number of changes in staffing occurred. The director completed his last day employed with the City at the end of September and the City Manager named the Assistant Director to be Acting Director. One of the two part-time code enforcement positions was vacated back in August; the position was advertised in the beginning of October, interviews took place mid-October and Mr. Tommy “TJ” Geathers was hired on the first day of November. At the beginning of the month, Scott Childers, our Senior Building Inspector of 14 years, passed away. Our department thanks the City for all of their support during that time. For the Senior Building Inspector position, an internal job announcement was posted in mid-October. Due to the vacancies of 3 out of 7 positions in the Department, a temporary staff member was brought on from Human Resources’ identified “administrative assistant pool”.

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.

The following are highlights of the work performed by the planning and zoning division. The first reading of Ordinance No 17-25 occurred at the October City Council Meeting to define mobile food unit and to allow up to three mobile food units at private farmers’ markets. Additionally, the First Reading of Ordinance No 17-26 was presented to amend the existing code regarding the type of cover used to shield an inoperable vehicle from view. For the City Council Work Session, the director researched, prepared, and presented on the following topics: Residential Rehabilitation Tax Exemption, Mobile Food Units and Alcohol by Permit at Special Events, and Mobile Food Units and Zoning. 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.

The code enforcement division saw a slight decrease in inspections in comparison to October 2016, completing nearly 2,200 inspections to this point. The division continues proactive enforcement of city property maintenance and zoning violations. The staff is observant of building permit violations and work with the building inspections division to share information.

The building inspections division received a similar number of permit applications in comparison to October 2016, yet provides a significant amount of inspections, especially with an increase in commercial work and overall increased total investment in the City exceeding \$4,000,000 for the month. The City welcomes new tenants such as Shrimp Shack and Southside Regional Medical Center, who started work in October. The City has added over \$11 million in new and renovated commercial buildings in 2017 and have started construction on 6 new homes to date.

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

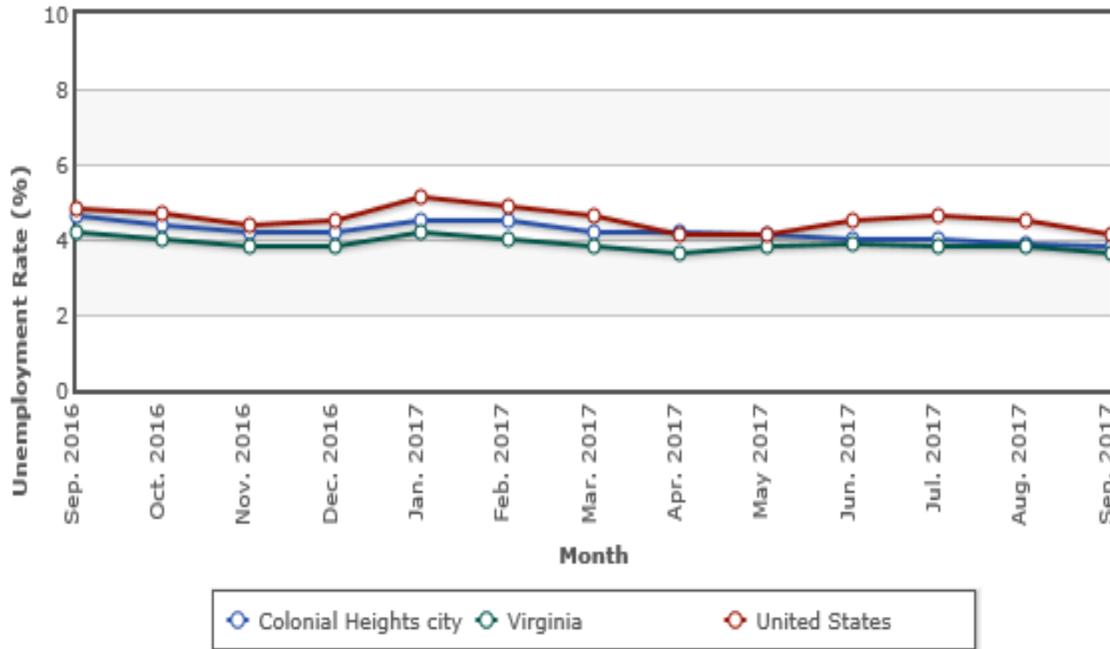
II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

October 2017

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	10	372	New Residential	0	6
No Violation Found	4	9	Cost	\$0	\$ 1,050,000
Compliant	5	220	Res. Additions/Alterations	5	87
In Progress	1	2	Cost	\$58,700	\$ 828,605
City Enforced - Grass Cut	8	149	Demolitions	0	5
Total Inspections	8	586	Cost	\$0	\$ 100,275
Inoperable Motor Vehicles			Commercial	7	59
Initial Inspections	11	229	Cost	\$4,304,568	\$ 11,663,487
No Violations Found	1	4	Plumbing	12	96
Compliant	10	145	Electrical	18	142
In Progress	0	6	Mechanical	10	94
Vehicles Towed	0	4	Swimming Pool	0	7
Total Inspections	21	450	TOTAL PERMITS	52	496
Trailer Violations			Building Inspections		
Initial Inspections	4	68	Residential	92	804
No Violations Found	1	4	Commercial	74	643
Compliant	2	43	TOTAL INSPECTIONS	166	1447
In Progress	1	1	Permits issued by Zoning		
Total Inspections	7	132	Fence	3	37
Trash/Debris Violations			Signs	2	35
Initial Inspections	25	210	Zoning	7	76
No Violations Found	0	6	Private Farmers Market	0	2
Compliant	21	148	TOTAL PERMITS	12	150
In Progress	4	15	Other Activities		
Total Inspections	50	414	Water Shut Off/Marked	0	0
Exterior Storage Violations			Uninhabitable		
Initial Inspections	10	138	Court Cases	0	2
No Violations Found	0	1			
Compliant	10	123			
In Progress	0	4			
Total Inspections	20	275			
Graffiti					
Initial Inspections	0	3			
No Violations Found	0	0			
Compliant	0	2			
In Progress	0	0			
Total Inspections	0	6			
VA Property Maintenance Code					
Initial Inspections	10	120			
No Violations Found	1	4			
Compliant	6	40			
In Progress	3	38			
Total Inspections	19	236			
Zoning					
Initial Inspections	3	32			
No Violations Found	0	0			
Compliant	2	15			
In Progress	1	7			
Total Inspections	6	64			
Signs					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	0			
Total Inspections	0	2			
TOTAL INSPECTIONS	131	2165			

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
Sep. 2017	3.8%	3.6%	4.1%
Aug. 2017	3.9%	3.8%	4.5%
Sep. 2016	4.6%	4.2%	4.8%
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 Colonial Heights city in September 2017 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,057	8,717	340	3.8	No

*Chesterfield **3.6 %unemployment** *City of Petersburg **6.7 % unemployment**
*Dinwiddie **4.3 % unemployment** *City of Hopewell **5.8% unemployment**
*Prince George **4.2% unemployment**

Prospect Activity:

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

Announced Projects:

Boulevard WaWa Interior Renovations
Southside Physicians Network – ENT & Allergy
Longhorn’s – former Lone Star site
Gabe’s – former JC Penney Home Store
Skrimp 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

Meetings & Events:

Virginia Retail Federation Conference
Special EDA Mtg.
SRMC Groundbreaking
City Council Meeting
BRE Meeting w/Va. Economic Development Partnership (VEDP)
Retail Merchants Association Monthly Meeting
Virginia Economic Developers Association Fall Conference
Chamber Finance Committee Meeting
Workforce Investment Board Meeting
VEDP World Trade Conference
Crater Economic Development Strategy Meeting
Workforce Investment Board Planning Meeting
Retail Merchants Association Roundtable
Crater Workforce Investment Board Grand Opening
Served on Panel for Prince George Economic Development Strategic Plan Interviews
Updated Colonial Heights Dining Brochure

IV. POLICE DEPARTMENT:

Our officers responded to 3,717 calls for service during the month of October, 2017. During the same month last year, we responded to 3,718 calls for service—no change. We had one (1) reported rape this month, and one (1) reported in October of 2016—no change. We had three (3) reported robberies this month, and none reported in October, 2016—a 300% increase. We had two (2) aggravated assaults this month, and none being reported during the month of October, 2016—a 200% increase. Two (2) burglaries were reported in October, 2017, compared with four (4) reported during the month of October, 2016—a 50% decrease. There were 95 Part I, or serious, crimes reported to the Colonial Heights Police Department in October, 2017. Fifty-nine (59) of those, or 62%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of October was a very solid month. As you can see from the statistics noted above, this was the first month within the past nine months that we did not see an increase in the number of calls for service. During the month, we were able to focus on several community policing events. We had another very successful *Celebrate Safe Communities* event, with 26 hosts participating throughout the City. One of the many focuses that night was on informing our residents about our *Lethality Assessment Program* (L.A.P.), which we are participating in with the James House. We also shared crime prevention tips and informed residents that our officers are now equipped with Naloxone in an effort to save the lives of our first responders as well as those who have overdosed on heroin.

We also had a very productive *Drug Take-Back* initiative, taking in 361 pounds of medication from the public. This is an astounding amount for the size of our locality; however, we are grateful that we did receive this response, as these drugs not only stay out of the hands of others, but also are out of the way of our water system.

Congratulations to our Sheriff's Office on reaching their goal as an accredited agency. We recognize their efforts toward this honorable distinction and were glad we were there to assist them with this project.

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 suicidal subject threatening a shoot-out with police if they show up at her residence. Officers made entry into the residence by using a ladder from the fire department and going in the sliding glass window. Officers confronted the subject in the hallway and took her into custody without further incident.
- While in field training, Officer Cecil Powell investigated an odor of marijuana while at a specific intersection. Officer Powell was able to locate the residence from which the odor was coming and made contact with the resident. The resident gave consent to search, at which time a small amount of marijuana was located. The resident was charged and released on a summons.
- Lieutenant Rob Ruxer took a report of a possible threat on school property. Master Detective Roger Santini responded to investigate the incident. He made contact with a suspect and determined that the threat was not credible.
- Master Officer Bob Clark investigated a single vehicle crash where the suspect was using heroin and hit a city light pole. The suspect was charged with DUID and possession of heroin.

IV. POLICE DEPARTMENT (CONTINUED):

- Master Detective Chris Harris took a report of a robbery from Reeds Jewelers in Southpark Mall. The suspect was looking at some jewelry and took the items from the store clerk's hand and fled on foot.
- Officers responded for an investigation involving a stolen firearm. The suspect was at that residence with the gun. When confronted by officers, the suspect fled on foot and was ultimately captured. The stolen firearm was located and the suspect was charged with multiple offenses.
- Sr. Officer P. J. Calhoun responded to a call of an unresponsive person in the Wawa bathroom. As he made contact with the subject, he located a needle indicating the possible use of heroin. Sr. Officer Calhoun used his department-issued Narcan device to revive the subject. Evidence was collected on scene and the subject was transported to the hospital.
- Career K-9 Officer Chris Wulff responded to the hospital to investigate a stabbing that had happened here in the city. The victim refused to cooperate with law enforcement when asked about where and how the incident happened.
- Officers responded to 7-11 for a robbery that had just occurred. A suspect had entered the store and demanded money from the clerk. After he obtained several hundred dollars, he fled on foot from the store. Career K-9 Officer Wulff, with tracking K-9 Rose, responded to attempt to trail the suspect. The trail led to the Boulevard at Pink Taxi and stopped. Master Detective Chris Harris responded and is investigating the case.
- Master Officer Greg Thinnes made contact with a wanted subject near PetSmart. The suspect was identified and taken into custody. Once in the back seat of Master Officer Thinnes's patrol car, the suspect kicked the rear door glass out. The suspect was then arrested for multiple violations from the incident.

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:

- Active shooter training was conducted at both the CHMS and CHHS, to include the Vo-Tech Center.
- Physical property structure improvements were made in our property room to best utilize the available space and be more efficient.
- Education efforts were made to our community and on social media regarding *Teen Safe Driving Week*.
- Career Officer Scott Whirley played an integral part in our *Halloween in the Park* event.
- The division oversaw the installation of the new magistrates' equipment and may have worked out all the bugs.
- Staff hosted four Colonial Heights High School students for the *Job Shadowing Program*. It was a great learning experience for all of us.

IV. POLICE DEPARTMENT (CONTINUED):

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a significant increase in case assignments this month, with 29 new cases. Twenty-three (23) of those cases were cleared, as well as two from previous months, which resulted in a 79% clearance rate. We continue to have two open child death investigations that have taken much of our time and resources. However, those should be cleared by year's end or early into the New Year. During the month of October, we had two (2) non-fatal reported overdoses—one of them was a non-resident. Also during the month of October, the Investigations Division processed 16 concealed weapon permit applications, three (3) massage permits and four (4) background investigations.

Some of the division highlights include:

- Detective Sgt. Thad Johnson cleared by arrest the abduction of a 16-year-old found in Maryland by a suspect who was known by the family. Detective Sgt. Johnson also cleared six (6) grand larcenies from Sears, as the suspect had been doing these crimes for months until he was identified and arrested.
- Master Det. Roger Santini handled the case involving the threat via social media toward the high school. It took many man hours in a short period of time. However, the threat was deemed not credible. Nonetheless, charges have been sought on the juvenile suspect. Master Det. Santini also cleared by arrest two (2) cases involving larcenies of power tools at Sears.
- Master Det. Chris Harris has been assigned both robberies—at 7/11 and the jewelry store strong armed robbery. Master Det. Harris located a missing person and has been assigned a residential burglary and a child neglect report.
- Master Det. Adam Brandeberry is investigating a construction fraud; credit card fraud; discharging a firearm in the city; as well as an incident where a weapon was found on school property, as charges are pending on the father.
- To date, 34 public nuisance letters have been issued to properties pertaining to the use of illegal drugs.
- Captain Ferguson also attended the *Revive RVA Heroin Summit* in Richmond, Virginia, as well as the *FBI's Joint Child Abduction Rapid Deployment* (J.A.C.A.R.D.) training class.

The U.S. Marshal's Task Force, which includes Master Officer Travis Karr, was responsible for locating and arresting two (2) high priority fugitives from Colonial Heights. One was wanted for robbery and malicious wounding and was located in Philadelphia, Pennsylvania. The other was wanted for aggravated sexual battery of a family member. He was located and arrested in the State of Iowa. They also arrested eight (8) fugitives from Colonial Heights and served 14 warrants.

Auxiliary and **Sentinels** had their monthly meeting on October 5, 2017. Officers completed all of their policy review updates and submitted their In-House Training Forms. Our members completed the football season and all included duties, as well as being extremely beneficial during Virginia State University's Homecoming weekend. Auxiliary/Sentinel members volunteered 379 hours of service during August. Year-to-date, Auxiliary/Sentinel members have volunteered 2,240 hours of service.

Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, had another busy and productive month. During the month, Special Operations' word of the month was "seizure". The team seized a total of \$33,069.00 in cash from various drug and cigarette cases. They also confiscated four (4) vehicles. There were 29 new cases initiated, 24 of which were cleared by arrest. They obtained 11 felony warrants and 23 misdemeanor warrants for various offenses involving alcohol violations, drug possession/distribution and weapons violations. They issued 4 summonses, 26 verbal warnings and conducted 15 field interviews. Officer Darrell Aleshire investigated two non-fatal heroin overdoses this month.

IV. POLICE DEPARTMENT (CONTINUED):

Overall as an agency, we made 409 total arrests, worked 115 crashes, wrote 646 traffic citations, executed 1,000 traffic stops, affected 22 DUI arrests and 61 drug arrests, and issued eight (8) parking citations.

Senior Officer J. Brett Jennings was selected as our *Employee of the Month* for September, 2017. For two weeks during the month of September, Sr. Officer Jennings did an outstanding job as field training officer to newly hired Officer Desiree Ramirez (McCurry). In addition, during the two weeks he was on his own, he issued 28 traffic citations, made two DUI arrests, and secured six felony and 10 misdemeanor warrants. Several of Officer Jennings' cases are worthy of highlighting, as follows:

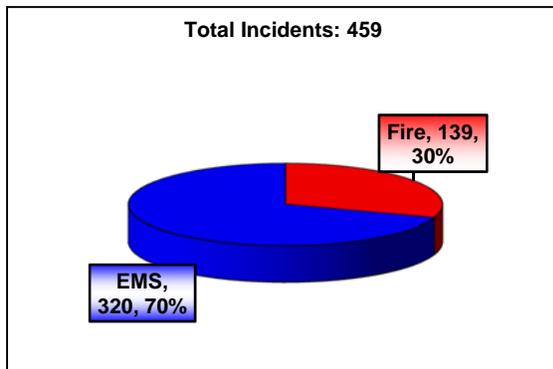
- On September 6th, Officer Jennings observed a suspicious vehicle near the Virginia Credit Union and located a juvenile nearby. It was discovered that this juvenile, along with an accomplice, had stolen keys from Crossroads Ford earlier in the day and had gone back in the evening and stolen two vehicles. One of the vehicles was recovered without damage, and the juvenile was turned over to Prince George County Police Department.
- On September 7th, Sr. Officer Jennings attempted to stop a vehicle which was trying to get away but was quickly located hiding behind North Elementary School. The driver was subsequently arrested for DUI and several narcotics and traffic violations.
- On September 17th, Sr. Officer Jennings and his recruit investigated a larceny of several thousands of dollars' worth of jewelry from Wal-Mart. He was able to identify the suspect and obtain warrants.
- On September 30th, Sr. Officer Jennings stopped a vehicle for a traffic violation on Maple Avenue. The driver fled on foot; however, Sr. Officer Jennings was able to identify the driver the following day and secure warrants.

Sr. Officer Jennings has become an integral part of the effectiveness of his squad. He has served as a Crime Scene Technician, regularly processing crime scenes for other squad members. He has also just recently completed FTO School and spent two weeks training a pre-certified recruit. Brett is hardworking, dependable and completely committed to his position as a law enforcement officer, making him most deserving of the Employee of the Month award.

IV. POLICE DEPARTMENT (CONTINUED):

Crime	October 2016	October 2017	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	1	1	0%
Robbery	0	3	300%
Aggravated Assault	0	2	200%
Simple Assault	18	17	-6%
Breaking & Entering	4	2	-50%
Larceny	61	69	13%
Vehicle Theft	0	1	100%
Arson	0	0	0%
Shoplifting	40	50	25%
DUI Arrests	14	22	57%
All Criminal Arrests	324	409	26%
Calls for Service	3718	3717	0%
October 2017	Number Reported	Number Cleared	Percentage Cleared
	95	59	62%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 139

(Total Fire Loss \$35,650):

Total Patients transported: 248

(Total EMS incidents 320):

Fire units arrived on scene in less than 9 minutes on 87.9% of emergency incidents.

(Average response time 5:50 minutes)

EMS units arrived on scene in less than 9 minutes on 99.0% of emergency incidents.

(Average response time 5:05 minutes)

Fire Division (number of incidents):

<u>Fires</u>	<u>Hazardous Situations</u>	<u>Service calls and false calls</u>
Building Fire	3	Gasoline/combustible spill
Cooking Fire	1	Gas Leak (Natural or LPG)
Brush/Trash Fire	6	Electrical problem
Vehicle Fire	1	Chemical spill
		Other Hazardous Situations
		Good Intent Calls
		Public Service
		False Alarm/False Call
		Child Seat installation
		Smoke/CO detector installation
		Assist Invalid
M/A First Responder given to EMS Chesterfield	1	M/A received from Chesterfield Fire
M/A given to Petersburg Fire	8	
M/A given to Chesterfield Fire	4	
M/A given to Crater Haz-Mat team	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	20	12
Total hours	12 hrs. 35 min.	22 hrs. 14 min.
Station 2		
Number of Incidents	16	22
Total hours	20 hrs. 41 min.	16 hrs. 35 min.

EMS Mutual aid

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

EMS Transports (by facility)

Southside Regional Medical Center	178	71.77%
Tri-City Emergency Room	33	13.31%
John Randolph Medical Center	12	4.84%
Chippenham Hospital	11	4.44%
VCU Health Systems	8	3.23%
Johnston Willis Hospital	3	1.21%
Memorial Regional Medical Center	1	0.40%
St. Francis Medical Center	1	0.40%
VA MC Richmond (Mcguire)	1	0.40%
Total:	248	100%

VI. FINANCE DEPARTMENT:

Departmental Highlights

- Staff held a kick-off meeting for all City departments to discuss the ERP (financial system) replacement project and invite participation in the process from other department personnel.
- Staff continued to respond to Auditor inquiries as they develop the draft Comprehensive Annual Financial Report.
- The Financial Specialist I position remains vacant; recruitment has been put on hold as staff plans to bring forward a proposal to reclassify the position at Council's November meeting.

Finance - Checks processed: 1,396, Alarm citations: 0

Purchasing – 189 total purchase orders were completed with 167 being processed by purchasing and 22 departmental purchases being reviewed. This compares to 173 being completed for the same period in 2016. In addition, 124 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- A vendor has been selected in response to Invitation #17-091302-1065 Historic Structure Report- Violet Bank Museum. The contract is being prepared and staff expects to issue a notice to proceed by November 7.
- Two bids were received in response to Invitation #17-100402-1066 Gateway Roundabout Landscape Project, both of which significantly exceeded the engineer's estimate. This item will be discussed at the November Council Meeting.
- Invitation #17-110302-1067 Mallard Drive Pavement Rehabilitation was issued October 18, with bids due back November 3.
- Invitation #17-110202-1068 Stratford Drive Rehabilitation was issued October 18, with bids due on November 2.

Other Purchasing Activity:

- Purchase order issued for a movable, programmable gate at the Utilities Department. There has been a problem with citizens dropping off unauthorized items at the recycling center during off-hours.
- Purchase order issued for the testing the HVAC ducts in City Hall. A recommendation was made to clean the registers/diffusers only.
- Quote issued for a sewer repair in an alley off of Richmond Avenue. When it was discovered that there might be a problem, the City's Utility Department tried to clean out the pipe. It was then discovered that the sewer lateral had collapsed. Vendors were called to the site on Friday, Oct 27 to look at the job. The pipe is estimated to be 13 feet in the ground. The current pipe is 6" vitrified clay, which will be replaced with PVC pipe. Quotes are due back on Tuesday Oct 31, with work to be done as soon as possible.
- Purchase Order issued for self-contained breathing apparatus for the Fire Department. Our present air bottles have reached the end of their useful life and must be replaced to meet OSHA standards. A City of Virginia Beach contract was used.
- Quote issued for a dump truck with a flatbed for street maintenance. This is a routine upgrade of the departmental operations and maintenance vehicle heavily utilized. The new truck will replace a truck that is 24 years old. The quote is due back by November 1, 2017.

VI. FINANCE DEPARTMENT (CONTINUED):

Risk Management

- Fire Hydrant: A vehicle driving east bound on Dupuy Avenue ran off the road and hit a fire hydrant. The City's Utilities Department did the repairs, taking the material out of inventory.
- Civil War Marker: On Friday Oct 20, it was discovered that unknown individuals removed a granite top off the marker that was in the median on Arlington Avenue. The top was left in the street. The City's Recreation & Parks staff did the repairs.
- Ornamental Light: A vehicle traveling south on Boulevard veered to the left and struck a Dominion Power pole. The vehicle continued southeast and struck Shumate's Automotive and two City ornamental light poles.
- Guardrail: A vehicle struck the guardrail at Lakeview Avenue and Cabell Drive. A contractor has done the repairs.
- Crosswalk Pole: A driver traveling north on the Boulevard at Lee Avenue lost control of his vehicle and ran into the crosswalk pole next to the entrance of the Court House.
- Guardrail: a vehicle turning off the Boulevard onto Archer Avenue, loss control of their vehicle and struck the guardrail. Approximately 40' of guard rail with post was destroyed. A contractor has done the repairs.

Utility Billing:

- Bi-monthly Utility Bills Sent – 3,624
- Delinquent Notices Sent – 861 or 23.7% with 123 cut off for nonpayment.
- \$0 Set-off Debt Collections received for October.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	Telecommunicator
Planning & Community Dev.	Senior Building Inspector (Promotional Opportunity)
Planning & Community Dev.	Director of Planning & Community Development
Information Technology	Director of Information Technology

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Telecommunicator	96	868
Senior Building Inspector (Promotional)	1	9

- Administered the written test phase of the Battalion Chief and Fire Lieutenant promotional processes on October 2, 2017.

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Training

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

Miscellaneous

- New employee orientation session was held for Keith Chisolm (Project Coordinator). Exit interview sessions were held for John Anderson (Battalion Chief) and Ziomara Lopez (Telecommunicator).
- Attended an OSHA Compliance and Requirements Seminar on October 4, 2017.
- Attended the annual IPMA-HR Leadership Retreat in Staunton, Virginia on October 18-20, 2017. Topics included: Line of Duty Act (LODA), VRS Hybrid Retirement Plan, Employment Law and Legislative Updates.
- Selected to preview a new VRS website in the design phase to provide employer feedback and suggestions to their development team.
- Attended a VRS Training/Roundtable Forum on October 26, 2017.

VIII. INFORMATION TECHNOLOGY DEPARTMENT

The City's website, www.colonialheightsva.gov, had 58,562 page views in the month of October.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Records Search3. City Employees Login4. Human Resources5. Animal Shelter6. Yard Sale Permits7. Online Bill Pay8. Recreation & Parks9. Police10. Our Government11. Sports & Athletics12. Records & Property Maps13. GIS & Maps14. Jobs15. Real Estate Tax	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India Canada Germany Russia Philippines <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois California Georgia Maryland New York
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- ☆ Citizens submitted and city staff processed 369 service requests and questions through the "Report a Concern" module during the month of October. The City of Colonial Heights' Facebook Page now has 4,355 fans and the City's Twitter account has 1,072 followers.
- ☆ IT assisted the Assessor's Office with their Board of Real Estate Equalization Training by setting up a video connection in the Council Conference Room. IT also assisted with the installation and troubleshooting of the new Magistrate Conferencing System for the Police Department.
- ☆ Proactive Information Management completed 43.5 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 19,629 titles in October.
- ☆ Four thousand, nine hundred and ninety-three e-books circulated on Kindles, while 292 e-books and audios were downloaded from the library's online Hoopla collection. Four-hundred and eleven residents are currently using Hoopla.
- ☆ The public computer center had 1,765 users, while the iPad center was used 111 times.
- ☆ Two hundred and ninety-five children participated in the Story Time program, and 53 children were served through the library's Rolling Reads outreach program to day care centers.
- ☆ The library's meeting rooms were used by 106 groups.
- ☆ One hundred and thirty-seven residents registered for new library cards, and an average 785 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In October, the Recreation Department took part in the Celebrate Safe Communities Night and held the 17th Annual Halloween in the Park event at Flora Hill Park. Registration for youth basketball leagues began in October and practices will begin the beginning of December. Staff completed programming for the winter months, December-February, for inclusion in the winter edition of the City Focus. Staff also continues work on the City Tree Lighting and Santa Workshop event scheduled for Saturday November 25th, as well as the Annual Christmas Parade scheduled for Tuesday December 5th. Staff attended the VRPS Annual Conference where they were awarded the Best New Program Award for the Mess Makers program.



Activities/Programs	2017	2016
Adult Softball (Fall League)	19 teams	17 teams
Youth Football	45	114
Youth Cheerleading	51	72
Girls Fast Pitch Fall Ball	27	17
Fall Baseball	34	n/a
Ready, Set, Run	12	n/a
Little Tykes All-stars	16	n/a
Halloween in the Park	2,000	1,800
Celebrate Safe Comm.	20	48
Community Campfire	35	n/a
Tai Chi	1	n/a
Mess Makers	9	n/a
Parent's Night Out	11	n/a
Karate	10	11
Belly Dance	6	7
Facility Usage	2017	2016
Community Room Attendance	1,010	1,132
Community Room Reservations	31	24
Pavilion Attendance	2,020	800
Pavilion Reservations	22	17
Field Attendance	7,550	7,945
Field Rentals	91	97
Teen Center Attendance	0	25

Parks, Horticulture, Buildings & Grounds

- Painted football field, field hockey field and band practice field for High School as needed.
- Delivered and picked up tables and chairs for Community Night Out.
- Helped setup and take down for Halloween in the Park. Provided manpower for Halloween in the Park.
- Replaced broken fence post and rails on walking trail. Post and rails broke due to vandalism.
- Grinded down bolt studs in Shepherd Stadium where bleacher seats were removed.
- Replaced 6x6 border timbers at Floral Ave Park.
- Scraped and painted swing sets, slide, and basketball pole, and replaced swings at Floral Ave Park.
- Removed exhaust motor off roof of Fire Station #1 for maintenance. Installed repaired exhaust motor back on roof of Fire Station #1.
- Replaced skate lite sheathing at skate-park.
- Repaired vandalized Civil War monument at Arlington Ave.
- Installed bollard at Lakeview Park.
- Built platforms for new A/C units at Animal Shelter.
- Weeded and mulched beds at all sites as needed.
- Trimmed shrubs as needed at all sites.
- Edged flower beds at Public Safety Building.
- Trimmed low limbs at Library.
- Trimmed hedges at Ashby Ave and Boulevard.
- Planted memorial tree at Floral M Hill Park. Planted 66 shrubs at Violet Bank Museum.
- Raked and bagged pine needles to use in flower beds.

X. RECREATION & PARKS DEPARTMENT

(CONTINUED):

Agency on Aging Activities	2017	2016
Adult Coloring	6	n/a
Bingo in Center	30	17
Bowling	192	192
Bridge Party	48	32
Bridge Tournament	128	108
Celebrate Safe Communities	20	48
Senior Club Meeting	81	82
Senior Citizen Dance	91	93
Senior Golf Association Fort Lee	347	499
Sing A-Long	19	31
Awareness/Education	2017	2016
Alzheimer's Fundraiser	40	73
Blood Pressure Check	26	22
Flu & Pnueumonia Shots	15	n/a
Classes	2017	2016
Colorful Creation Open Paint	32	36
Crochet & Knitting	37	35
Line Dancing Class	41	43
Pumpkin Project	10	n/a
Sewing Class	16	12
Tap Class	95	108
Tech Savvy	2	5
Watercolor with Faye	28	29
Fitness	2017	2016
Muscles in Motion	205	206
Sit & Let's Get Fit	206	177
Strength & Stretch	355	370
Tai Chi	25	28
Pickleball	49	43
Water Aerobics	63	23
Yoga	151	124
Zumba Gold	12	8
Trips	2017	2016
Belvedere Plantation Campfire	10	n/a
Charles Town Slots	52	47
Lunch Bunch	8	13
Oktoberfest	12	n/a
Riverside Theatre	13	25
Smithfield Fashion Show	10	n/a
TOTAL	2,475	2,529
Volunteer Hours	46	36
Meals	2017	2016
Home Delivery Meals	100	14
Site Meals	32	80
Transportation	2017	2016
Total Passengers	235	267
Total Trips	492	534
Total Miles	2791	2641
Wheelchairs	9	13
Donations	\$197.00	\$220.20
New Riders	1	4

Violet Bank Museum

	<u>2016</u>	<u>2017</u>
Attendance	209	316

- 2 outreach programs 390
- Activity focus; Moisture analysis proposals for VBM Structure Report, Christmas program preparation and Collections Management

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 12 YAC Members and YAC Advisor Attended October YAC Meeting
- 4 Members and YAC Advisor Volunteered at the Opiate and Heroin Summit: Act III
- 4 YAC Members and YAC Advisor Volunteered for Halloween in the Park
- 4 YAC Officers and YAC Advisor Met to Plan for November Meeting
- 4 YAC Officers, YAC Advisor, CADRE Advisor met with a American Legion Member for Project Planning and to Discuss a Funding Opportunity

➤ **Youth Services Commission**

- Did not meet in October.

➤ **Kids' After School Program**

- KAP Enrollment: Tussing Elementary-23, North elementary-14, Lakeview Elementary-14, CHMS-8.
- KAP Facts: 10 staff; 2 Social Work Interns, 2 Education Interns, 21 volunteers(VSU), 7 volunteers(CHHS), 20 volunteers (Matoaca HS), 1 volunteer (PGHS) and 1 VCU.
- KAP Field trips: Beauty and the Beast @ Fort Lee, Science Museum of Virginia & Harvest Party at North Elementary.

➤ **Ongoing Monthly Meetings/Trainings**

- Kiwanis Meetings/Board Meeting
- Health Advisory Board Meeting
- Colonial Heights Food Pantry Board Meeting/Board Training
- Colonial Heights School Board Meeting
- Special Olympics Bowling
- Positive Parenting Coalition
- Juvenile and Domestic Violence Task Force Meeting
- Interagency Prevention Team Meeting
- CHHS CADRE Meeting
- FAPT
- Smart Beginnings/School Readiness
- Southside Trauma Informed Care Network
- Community Coalitions of VA
- SAFE Board meeting
- Revive RVA
- Forces of Change for Colonial Heights
- Community Policy and Management Team
- Rule of Law planning meeting
- VA Crime Commission
- Joint Commission on Health Care

➤ **Diversion Program Participation**

- **Community Service**
8 Youth Completed 77 Hours of Service Learning
- **Shoplifting Diversion**
5 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 Completed Course Work for "Teen Life Skills"
- **Miscellaneous Youth Services (Non DJJ)**
4 Youth Completed 32 Hours of Community Service

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

- ✓ Attended Opiate and Heroin Summit: Act III
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Volunteered at Special Olympics Bowling
- ✓ Observed “SOS – Signs of Suicide” presentations at Cosby High School and Midlothian Middle School
- ✓ Celebrated “Read Aloud to a Child Week” with Lakeview Fifth Grade Classes
- ✓ Attended “Advocates and Allies” Provided by Petersburg Domestic Violence Task Force
- ✓ Presented Terrific Kids Awards at Elementary Schools

XII. FLEET MAINTENANCE:

	<u># Work Orders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2017	83	\$23,281.90	6	\$2,004.11
2016	65	\$21,086.69	5	\$1,529.41

Sublet Repairs consist of;

Dealer repair	\$1,205.58
Alignment	\$ 317.47
Glass replacement	\$ 317.71
Tire repair	\$ 163.35