

# CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 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 are continuing.
- ***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 maintenance has installed 6 of them at this time. Waiting on VDOT to approve paperwork prior to receiving outstanding reimbursements.
- ***2017 Pavement Preservation*** – Construction has been completed. A few punch list items are still remaining.
- ***2018 Pavement Preservation*** – Construction bid specifications have been advertised. Bids are expected in late December.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) (UPC 107533)*** – PE will start once On-Call Contract has been established. Projected start February 2018.
- ***Mallard Drive Reconstruction (UPC 107093)*** – Project has been awarded to Finley Asphalt and Sealing Inc. in the amount of \$64,722.61. Anticipated construction start date is March 1, 2018.
- ***Stratford Drive Reconstruction (UPC 107092)*** – Project has been awarded to Finley Asphalt and Sealing Inc. in the amount of \$205,725. Anticipated construction start date is March 1, 2018.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – PE will start once On-Call Contract has been established. Projected start February 2018.
- ***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)*** – 50% plan has been completed and reviewed. Right of Way work to commence in January 2018.

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

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### **Utilities Capital Projects**

- **Lakeview Avenue Water and Sewer Replacement** – Design in process.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process.
- **Richmond Avenue Sewer Repair** – Perkinson awarded project for \$20,000. Work to finish early December.
- **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.

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### **Development Plan Reviews**

- **North Elementary School Addition** – Final plan (5th submittal) submitted and reviewed. Plans approved 11-20-17.
- **Roslyn Farm Office Lot #12** - Final Plan (3rd submittal) submitted on 10/6. Plan reviewed and commend sent to developer's agent.
- **Precision Cell** – Final Plan (3<sup>rd</sup> submittal) submitted and reviewed. Comments sent to developer's agent.
- **Kroger** – Final demo plan submitted and reviewed. Plan approved on 11-2-17
- **A.B. Cook Farm Boundary Adjustment Plat** – Final Plat submitted and reviewed. Plat approved 11-14-17. Plat recorded 11-15-17
- **Conduit and Ellerslie Signal Replacement** – 50% Plan submitted and reviewed. Comments sent to consultant on 11-22-17.
- **Dellwood Lot Line Vacation** – Preliminary Plat submitted and reviewed. Comments sent to Planning Department on 11-20-17.
- **Longhorn Steakhouse** – 2<sup>nd</sup> version of Final Plan submitted 11-28-17.

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### **Right-of-Way Permits**

- Issued five (5) permits and closed one (1) permit for the month.

## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 94 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (17) locations, responded to (01) litter miscellaneous and to (04) dead animal requests.
- Cut grass/trimmed at (04) locations.
- Trimmed tree limbs/bushes at (01) location and responded tree miscellaneous request at (02) locations.

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### **Recycling Center**

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

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

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### **Storm Water and Drainage**

- Cleaned (35) catch basins/curb inlets, (05) drop Inlets, (02) outfalls, (03) Curb and Gutters and responded to drainage miscellaneous requests at (03) locations.
- Repaired a storm sewer pipe at (01) location.
- Installed (6) tree grates around trees on Boulevard between James and Highland Avenues.
- Sweeper collected (16) cubic yards of debris from (03) streets.
- Leaf season began on November 14<sup>th</sup> ; City's crews collected (624) cubic yards from Areas 1 and 2 and responded to leaf miscellaneous at (02) locations.
- Assisted Traffic Engineering in setting up message board for the Parade on December 05, 2017 and removing old sign base from the Old Courthouse.

### **Transportation**

- Placed Asphalt in (03) potholes, (02) utility cuts, (01) asphalt breaking up and responded to (01) miscellaneous request.
- Removed (08) dump truck loads of construction debris from Public Waste Complex to Old Landfill Area 6.
- Continued to clean and perform preventative maintenance/repairs on City's vehicles and Equipment.

### **Wastewater Utility**

- Responded to (16) sewer backups and responded to (06) sewer miscellaneous requests.
- Used camera in sewer line to determine problem area at (07) locations.
- Repaired main sewer line at (01) location and sewer lateral at (02) locations.
- Installed sewer cleanout at (02) locations and repaired a cleanout top at (01) location.
- Flushed sewer main line at (01) location.
- Responded to sewer roaches at (01) location.
- Removed debris from pumps 1 and 2 twice and responded to an alarm after hours at the Main Pump Station.
- Cleaned all floats, replaced cut-off float and removed debris from wet well at C&B Pump Station.
- Cleaned floats and pumps to stop short cycling at Hillcrest Pump Station.
- Continue monitoring all pump stations and methane pump daily

### **Water Utility**

- Replaced (07) meters, meter box at (05) locations, meter setter at (02) locations, meter pigtail at (04) locations, meter riser at (02) locations and responded to (02) water miscellaneous requests.
- Repaired a water service line break at (03) locations and a meter leak at (01) location.
- Re-set a meter at (01) location that was pulled for non-payment.
- Disconnected and pulled meter at (01) location due to house being demolished.
- Turned water service on/off at (03) locations.
- Replaced a valve box cover at (01) location.
- Repaired sump pump at Shepard Stadium Water Tower.
- Backflow/Cross Connection Technician conducted (28) surveys, (27) completed and (01) incomplete.
- Collected weekly routine water samples, performed THM's and HAA's that were sent to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- Fire Hydrant flushing completed.
- 811 (formerly Miss Utility) locating required (204) man-hours.

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

During the month of November, the Department was still in transition in regards to staffing.

- At the beginning of the month, Mr. Tommy “TJ” Geathers was hired as one of the two part-time Code Enforcement Inspector positions. Mr. Geathers’ previous experience includes the Army and National Guard, and he currently works full-time at night at Fort Lee as an instructor. Prior to this role, he worked part-time for City of Hopewell’s Senior Transportation Program.
- In the middle of the month, our Code Enforcement Inspector Mr. Greg Orr transitioned into the role of Senior Building Inspector. Mr. Greg Orr has 15+ years of building inspection experience in both the public and private sectors. He has worked as the Code Enforcement Inspection for the city since 2015 and during that time he has assisted the Building Official with building inspections as a supplementary role. He will continue playing double duty with buildings inspections and code enforcement until the part-time Code Enforcement Inspector position is filled.
- The department continues to utilize a temporary staff member, Phyllis Cheely, who 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.

### **Planning & Community Development**

The following are highlights of the work performed by the planning and zoning division:

- Ordinance No 17-25; which defines a mobile food unit and allows up to three mobile food units at private farmers’ markets and Ordinance No 17-26; regarding the type of cover used to shield an inoperable vehicle from view both were given a second reading at the November City Council meeting.
- For development review, staff completed the final site plan review of Precision Cell.
- For CDBG, staff conducted site visits to grant recipients for project kick-off, which includes developing a scope of work and collecting documentation for the environmental review process. Additionally, they prepared and submitted documentation for each site to Department of Historic Review.
- 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**

- The code enforcement division saw a slight decrease in inspections in comparison to November 2016, completing over 2,400 inspections to this point.
- It is important to note that Trailer violations are up 15% YTD and Trash/Debris violations are up 50% YTD in comparison to November 2016. The division continues proactive enforcement of city property maintenance and zoning violations.
- There has been a consolidated effort to educate the new staff members of the proper documentation process to remediate property maintenance issues with property owners.

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

### Building Inspections

- The building inspections division received a slight increase of permit applications in comparison to November 2016, yet provides a significant amount of inspections, especially with an increase in commercial work and overall increased total investment in the City nearing \$4,000,000 for the second consecutive month.
- The City issued permits for additions to North Elementary and Colonial Heights Middle School, as well as new tenant space at Southpark Mall.
- The City has added over \$15 million in new and renovated commercial buildings in 2017 (including school building improvements) and have started construction on 6 new homes to date.

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

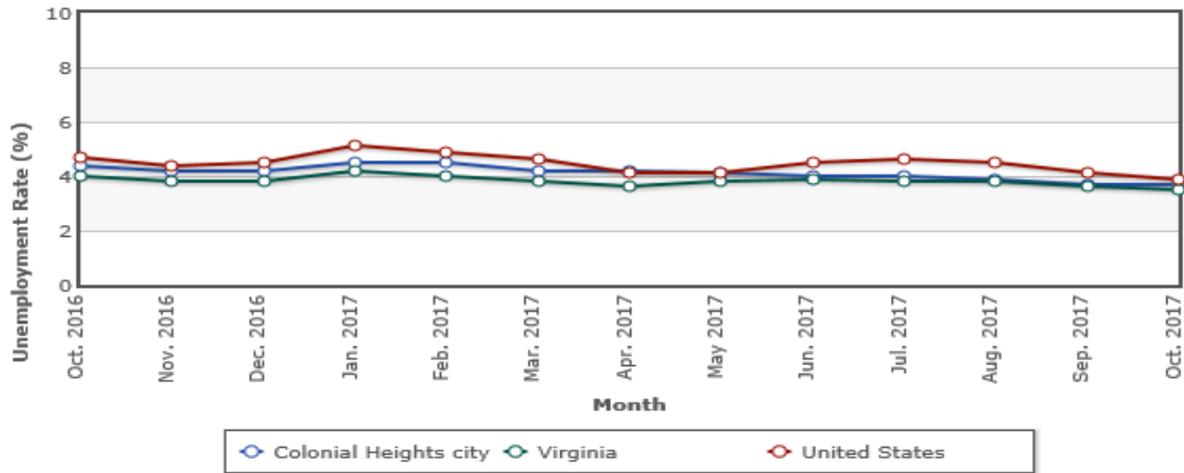
**II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):**

November 2017

<b>II. PLANNING DEPARTMENT:</b>			Nov 2017		
	Month	YTD		Month	YTD
<b>Code Enforcement</b>				<b>Building Permits</b>	
<b>Tall Grass</b>				<b>Permits</b>	
Initial Inspections	5	377		New Residential	0 6
No Violation Found	0	9		Cost	\$0 \$ 1,050,000
Compliant	2	222		Res. Additions/Alterations	1 88
In Progress	3	4		Cost	\$1,500 \$ 830,105
City Enforced - Grass Cut	0	149		Demolitions	1 6
<b>Total Inspections</b>	<b>10</b>	<b>596</b>		Cost	\$220,230 \$ 320,505
<b>Inoperable Motor Vehicles</b>				Commercial	7 66
Initial Inspections	46	275		Cost	\$3,989,533 \$ 15,653,020
No Violations Found	1	5		Plumbing	14 110
Compliant	13	158		Electrical	15 157
In Progress	32	36		Mechanical	14 108
Vehicles Towed	0	4		Swimming Pool	0 7
<b>Total Inspections</b>	<b>91</b>	<b>541</b>		<b>TOTAL PERMITS</b>	<b>52 548</b>
<b>Trailer Violations</b>				<b>Building Inspections</b>	
Initial Inspections	43	111		Residential	75 879
No Violations Found	0	4		Commercial	88 731
Compliant	20	63		<b>TOTAL INSPECTIONS</b>	<b>163 1610</b>
In Progress	23	24		<b>Permits issued by Zoning</b>	
<b>Total Inspections</b>	<b>86</b>	<b>218</b>		Fence	3 40
<b>Trash/Debris Violations</b>				Signs	3 38
Initial Inspections	11	221		Zoning	0 76
No Violations Found	0	6		Private Farmers Market	0 2
Compliant	4	152		<b>TOTAL PERMITS</b>	<b>6 156</b>
In Progress	7	18		<b>Other Activities</b>	
<b>Total Inspections</b>	<b>22</b>	<b>436</b>		Water Shut Off/Marked	0 0
<b>Exterior Storage Violations</b>				Uninhabitable	
Initial Inspections	7	145		Court Cases	0 0
No Violations Found	0	1			
Compliant	2	125			
In Progress	5	8			
<b>Total Inspections</b>	<b>14</b>	<b>289</b>			
<b>Graffiti</b>					
Initial Inspections	0	3			
No Violations Found	0	0			
Compliant	0	2			
In Progress	0	0			
<b>Total Inspections</b>	<b>0</b>	<b>6</b>			
<b>VA Property Maintenance Code</b>					
Initial Inspections	7	127			
No Violations Found	0	4			
Compliant	1	41			
In Progress	6	44			
<b>Total Inspections</b>	<b>14</b>	<b>250</b>			
<b>Zoning</b>					
Initial Inspections	3	35			
No Violations Found	0	0			
Compliant	1	16			
In Progress	2	8			
<b>Total Inspections</b>	<b>6</b>	<b>70</b>			
<b>Signs</b>					
Initial Inspections	2	3			
No Violations Found	0	0			
Compliant	0	1			
In Progress	2	2			
<b>Total Inspections</b>	<b>4</b>	<b>6</b>			
<b>TOTAL INSPECTIONS</b>	<b>247</b>	<b>2412</b>			

### 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
Oct. 2017	3.7%	3.5%	3.9%
Sep. 2017	3.8%	3.6%	4.1%
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

#### 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 October 2017 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,976	8,646	328	3.7	No

\*Chesterfield 3.5 %unemployment      \*City of Petersburg 6.9 % unemployment  
 \*Dinwiddie 4.1 % unemployment      \*City of Hopewell 5.5% unemployment  
 \*Prince George 4.1% unemployment

#### Prospect Activity:

Direct Requests for Information: 3  
 Sites/Bldgs. Submitted 2  
 Active Prospects 3

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

#### **Projects:**

Boulevard WaWa Interior Renovations  
Sheetz Renovation and Closure  
Southside Physicians Network – ENT & Allergy  
Longhorn’s – construction underway, not making Dec. opening  
Skrimp Shack – Colonial Square Shopping Center  
Domino’s Theater – Colonial Square Shopping Center  
Publix – Nov. 1<sup>st</sup> Grand Opening  
Walker Office Building – Roslyn Office Park  
SRMC Urgent Center Groundbreaking– Roslyn Road  
Discount Tire Ribbon Cutting– Roslyn Road  
Harbor Freight – Taking ½ of the HH Gregg bldg.  
Sedona Tap House Site Plan

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

Virginia Retail Federation Conference  
Special EDA Mtgs. (3)  
SRMC Groundbreaking  
BRE Meeting w/Va. Economic Development Partnership (VEDP)  
Retail Merchants Association Monthly Meeting  
Virginia Economic Developers Association Fall Conference  
Chamber Finance Committee Meeting – Colonial Heights Chamber  
VEDP World Trade Conference  
Crater Economic Development Strategy Meeting  
Retail Merchants Association Valor Awards  
Crater Workforce Investment Board Grand Opening  
Served on Panel for Prince George Economic Development Strategic Plan Interviews  
Updated Colonial Heights Dining Brochure  
Cameron Foundation Consultant for Workforce Grants  
Keystone Tractor Museum received \$1,500 reimbursement for their “LOVE” sign  
Virginia Workforce Conference  
VA Chamber Blueprint Business Plan  
GO Virginia

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

Our officers responded to 3,329 calls for service during the month of November, 2017. During the same month last year, we responded to 3,211 calls for service—resulting in a nominal 4% increase. We had two (2) reported robberies this month, and six (6) reported in November, 2016— a 67% decrease. We had one (1) report of an aggravated assault this November, with three (3) reported during the month of November, 2016— a 67% decrease. We had three (3) reported burglaries in November, 2017, compared with three (3) reported during the month of November, 2016—no change. There were 93 Part I, or serious, crimes reported to the Colonial Heights Police Department in November, 2017. Sixty-eight (68) of those, or 73%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of November was steady for our agency. Although calls for service remained nearly unchanged from last year, we did see a noticeable drop in calls from last month. In fact, when compared to October, 2017, we experienced a 10% decrease in calls.

This was an exciting month for us, as our newest School Resource Officer, Mike Duncan, successfully completed and graduated from D.A.R.E. school. The D.A.R.E. program requires an intensive two-week training session, and I am proud to report that Mike passed with flying colors. We have supported, and will continue to support, this extremely important anti-drug program, especially as this opioid epidemic continues to be a public health hazard. Since his assignment to Tussing Elementary, Mike has embraced his new position and has quickly become a favorite of both the students as well as staff.

In addition to combating the opioid epidemic in the schools through the D.A.R.E. program, we continue to proactively engage citizens about the abuse of this drug. During the month, Career Officer Scott Whirley made contact with both Wawa locations, Walmart and Sheetz about recent incidents of overdoses, particularly in the restrooms and parking lots. All three locations allowed Career Officer Whirley to place our heroin cards on their bulletin boards. These cards provide information on services that are available to those who are in grip of addiction.

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

- Master Officer Rick Scrivner stopped a vehicle on Lakeview Avenue for speeding. During the encounter, the driver provided false information to the officer and after a brief struggle with officers was taken into custody. MPO Officer Scrivner and Lieutenant Ruxer both received minor injuries during this incident.
- Sergeant Robert Helms made contact with an elderly female, who was seeking directions to North Carolina. Sergeant Helms observed that the subject was disoriented and in need of mental health/medical services, so he placed her into protective custody. Her family was contacted and notified of her whereabouts.
- Officers responded to a robbery at Tobacco Hut on Southpark Boulevard. The suspect entered the store, displayed a knife and demanded money and cigarettes. Detective Roger Santini is investigating the case.
- Officers responded to the 200 block of Valley Drive to assist the fire department with a house fire. The resident of the house was located by patrol officers during the night walking along the Boulevard. The Fire Marshall responded, interviewed the individual and he was subsequently charged with arson.
- Career Officer Wayne Moody investigated a vehicle crash in the parking lot of Walmart and determined one party involved had provided false information. Officer Moody attempted to detain the suspect, but the suspect resisted and was taken into custody after a brief struggle. The suspect was released on a summons due to a possible diabetic issue and was transported to the hospital.

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

- Officer Rob Brown attempted to stop a suspected DUI driver at Eilerslie Avenue and Conduit Road. The vehicle failed to yield and after a brief pursuit of the vehicle, the supervisor terminated the incident. Shortly thereafter, the vehicle was located, crashed, on the exit to Washington Street at I-95 south. Possible suspect information was obtained and the investigation is ongoing.
- Career Officer Moody stopped a vehicle for a traffic violation and discovered the driver was wanted in the jurisdiction of Petersburg. During the investigation, Officer Moody recognized the passenger from prior contacts as a convicted felon. While speaking with him, a concealed firearm was located on his person.
- Master Officer Bob Clark responded to the Wawa located at 604 Boulevard for an unresponsive female in the women's restroom. MPO Clark located the female, determined that she was suffering from an opioid overdose and utilized his Naloxone auto injector. The female regained consciousness and was transported by EMS for medical treatment. She will be charged with possession of narcotics.
- Senior Officer P. J. Calhoun responded to an unresponsive person call in the parking lot of Michael's. A subject was located in a vehicle suffering from an opioid overdose and SO Calhoun deployed his Naloxone auto injector. The individual regained consciousness and was transported to the hospital by EMS. The individual will be charged with possession of narcotics.

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:

- Career Officer Scott Whirley continued his work on accreditation files, adding proofs to the files and preparing them as we rapidly approach the end of the term at the beginning of December.
- Career Officer Whirley also completed all inspections for special vehicles for accreditation, as well as an inspection of the supply room.
- Captain Steve Groat conducted an unannounced inspection of our property room for accreditation. The room was found to be neat, orderly and in compliance. Several recent changes have been made to our property room facilities for organizational purposes.
- Captain Anspach, Sergeant Renee Walters and CO Whirley all attended the *Spirit Ride* event at Rent-Equip. This event is being held all across the country to raise awareness about the dangers that tow truck operators, fire/EMS and police personnel face while working on the side of the roadways.
- Career Officer Whirley participated in an *Autism Awareness* event at Station 2 that was hosted by the Autism Society of Virginia.
- Sergeant Walters completed the new radio antenna project. These new antennas, which are part of the on-going Capital Region radio project, are to address "in-building" transmission issues.
- Sergeant Walters and Career Officer Whirley lead a tour of middle school students from Lake Christian Academy. The students brought snacks and appreciation letters for the officers and were very interested in our organization, asking several questions during the tour/presentation.
- Career Officer Whirley and Master Detective Adam Brandeberry attended *Career Day* at Colonial Heights High School.

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

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a slower month, with 15 new cases assigned to the division. Eight (8) of those cases were cleared—this included two (2) cases from previous months, all of which resulted in a 53% clearance rate. During the month, we had three (3) heroin overdoses, one of which was, unfortunately, fatal. Officers administered three doses of Naloxone on two individuals; both individuals were successfully revived. Our Special Operations Unit continues to determine circumstances of these incidents. We processed 31 concealed weapon permits, 5 massage permits and conducted one employee background investigation related to a Dispatch employee.

Some of the division highlights include:

- Detective Sergeant Thad Johnson investigated three new cases this month, which included a residential burglary, a case involving child pornography and the completion of one employment background investigation for a dispatch position in Communications.
- Master Detective Roger Santini was assigned two new cases this month, which included a robbery at the Tobacco Hut and an obtain by false pretense case at a local bank. A suspect was identified in the false pretense case, but the victim chose to resolve the case civilly with the bank and suspect. The Tobacco Hut robbery was featured in the media as well as was the Crime Solvers *Crime of the Week*, but the perpetrator remains unnamed and at large. Master Detective Santini cleared two cases from previous months. One case involved a credit card fraud where the suspect was identified and arrested. The second case involved a sexual assault where, after completing a forensic interview, petitions for a juvenile suspect have been requested.
- Master Detective Chris Harris investigated five new cases this month. One case involved a fraud pertaining to the victim's personal checking account. The bank was able to freeze the transfer of funds and return the missing money back to the victim. The victim chose not to proceed with criminal charges. A second case involved a missing person. During the course of this investigation, detectives interviewed numerous individuals in Petersburg, Richmond, Chesterfield and Essex County. To date, one search warrant has been executed in Richmond. This case is still pending, as the missing person has not been located. Master Detective Harris also investigated a death involving a person who may have overdosed on heroin. Case status is pending a final report from the Medical Examiner's Office.
- Master Detective Adam Brandeberry was assigned five new cases this month. These included a case involving counterfeit currency, a death investigation where no foul play is expected and two cases that involve juvenile sexual assaults. One of the sexual assault cases was referred to Prince George County after it was discovered the incident occurred in their jurisdiction. The second case is pending a forensic interview of the victim.
- Master Detective Santini, Master Detective Harris and Career Officer Chris Wulff attended the Joint Child Abduction Rapid Deployment (JCARD) training from October 30<sup>th</sup> to November 3<sup>rd</sup>. This is a pilot program sponsored the Richmond FBI Office designed to combine subject matter experts in the FBI and local law enforcement to respond to missing child cases with the goal of quickly resolving these investigations. JCARD Teams are comprised of approximately 50 local investigators and support personnel who have been trained by the FBI to investigate reported child abductions. JCARD Investigators will be subject to call-outs for the entire Virginia State Police Division I geographical area.
- Five public nuisance letters were issued pertaining to the use of illegal drugs.

**The U.S. Marshal's Fugitive Task Force**, which includes Master Officer Travis Karr, was responsible for locating our Verizon store breaking and entering suspect in the City of Richmond. This suspect had 14 active arrest warrants in Colonial Heights and was also wanted in Chesterfield County. Additionally, the Task Force arrested 15 fugitives and served 84 outstanding warrants during the month of November.

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

Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, assisted Altria (*Phillip Morris*) investigators with a cigarette trafficking case at the Sunoco. Over 100 cartons of cigarettes were confiscated, as well as \$8,941.00 in cash. SOU executed three narcotics search warrants within the city where marijuana, cocaine, heroin, crystal methamphetamine, pills and cash were seized. Three guns were also recovered by the unit as the result of proactive work from traffic stops and foot patrols. The unit initiated 11 new cases, 10 of which were cleared by arrest. Those arrests included 34 felony warrants and 17 misdemeanor warrants for various offenses involving contraband cigarettes, drug possession/distribution and weapons-related offenses.

Overall as an agency, we made 399 total arrests, worked 93 crashes, wrote 522 traffic citations, executed 864 traffic stops, affected 15 DUI arrests and 56 drug arrests, and issued 19 parking citations.

**Career Officer H. Scott Whirley** has been selected as our *Employee of the Month* for October, 2017. This month, Career Officer Whirley has been working hard and has fully embraced all aspects and responsibilities of his new position in Law Enforcement Services. October was *Crime Prevention Month*, and Career Officer Whirley had many events that required long-term planning in order for them to be successful.

The largest of these was *Celebrate Safe Communities Night*, which was held on October 3<sup>rd</sup>. Scott planned and organized for months prior to the event, and it showed that night. It was well attended by citizens, city/government representatives and police officers alike. His son, Benjamin, volunteered as *McGruff the Crime Dog*, and was a big hit at the locations that they visited.

The *National Drug Take-Back* initiative was the second big event of the month, during which Scott coordinated with the DEA, Fire/EMS and volunteers to make it successful. After collecting unwanted drugs all during the day one Saturday, he then transported the medications to the Richmond DEA office on Monday. The “take-back” was very successful, in that Colonial Heights had double the weight of other jurisdictions in this area.

Last, but certainly not least, Career Officer Whirley coordinated with the Recreation and Parks Department in preparing for the city’s annual *Halloween in the Park*. He rounded out the month by attending a week of in-service training at Crater Criminal Justice Academy, with a second week at the *Accreditation Conference* in Bristol, Virginia.

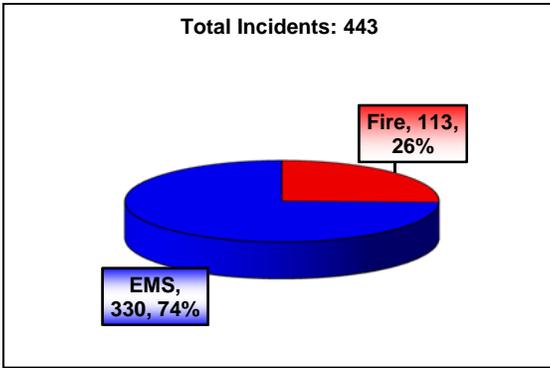
Scott continues to maintain our training files and is responsible for documentation of new policies reviewed by officers. He also assisted with the distribution and training of many of our officers with the Naloxone auto-injectors that will be used to counteract the effects of heroin use.

No matter what he is involved with, Career Officer Scott Whirley maintains a positive attitude and is willing to assist without complaint. His professionalism and diligence are a great representation of how committed he is to our department and to law enforcement. For these reasons, he is a perfect candidate for the honor of *Employee of the Month*.

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

<b>Crime</b>	<b>November 2016</b>	<b>November 2017</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	6	2	<b>-67%</b>
Aggravated Assault	3	1	<b>-67%</b>
Simple Assault	8	29	<b>263%</b>
Breaking & Entering	3	3	<b>0%</b>
Larceny	73	56	<b>-23%</b>
Vehicle Theft	3	1	<b>-67%</b>
Arson	0	1	<b>100%</b>
Shoplifting	49	39	<b>-20%</b>
DUI Arrests	11	15	<b>36%</b>
All Criminal Arrests	288	399	<b>39%</b>
Calls for Service	3211	3329	<b>4%</b>
<b>November 2017</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	93	68	<b>73%</b>

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 113**

(Total Fire Loss \$88,200):

**Total Patients transported: 254**

(Total EMS incidents 330):

*Fire units arrived on scene in less than 9 minutes on 90.4% of emergency incidents.*

*(Average response time 6:17 minutes)*

*EMS units arrived on scene in less than 9 minutes on 98.3% of emergency incidents.*

*(Average response time 5:12 minutes)*

**Fire Division(number of incidents):**

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Gasoline/combustible spill	3	Good Intent Calls	38
Cooking Fire	1	Gas Leak (Natural or LPG)	1	Public Service	30
Vehicle Fire	2	Electrical problem	5	False Alarm/False Call	11
		Electrical wire down	2	Child Seat installation	1
		Other Hazardous Situations	2	Smoke/CO detector installation	4
				Assist Invalid	12
M/A First Responder given to EMS Chesterfield	8	M/A received from Chesterfield Fire	3		
M/A given to Petersburg Fire	3	M/A received from Petersburg Fire	1		
M/A given to Chesterfield Fire	3				
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>
<b>Station 1</b>	<b>Number of Incidents</b>	26	17
	<b>Total hours</b>	26 hrs. 58 min.	18 hrs. 44 min.
<b>Station 2</b>	<b>Number of Incidents</b>	16	20
	<b>Total hours</b>	23 hrs. 04 min.	24 hrs. 13 min.

**EMS Mutual aid**

M/A given to Petersburg EMS	4	M/A received from Chesterfield EMS	2
M/A given to Hopewell EMS	1	M/A received from Fort Lee EMS	2

**EMS Transports (by facility)**

Southside Regional Medical Center	157	61.81%
Tri-City Emergency Room	36	14.16%
Chippenham Hospital	28	11.02%
John Randolph Medical Center	18	7.09%
VCU Health Systems	8	3.14%
Johnston Willis Hospital	3	1.21%
St. Mary's Hospital	2	0.79%
St. Francis Medical Center	1	0.39%
Herrico Doctor's Forest	1	0.39%
<b>Total:</b>	<b>254</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

### **Departmental Highlights**

- Staff started work on the ERP (Financial System) Functional Requirements by holding meetings with impacted staff to edit and update draft requirements.
- The FY2017 Comprehensive Annual Financial Report (CAFR) was completed and submitted to the Auditor of Public Accounts by the 11/30 deadline.
- The Proposed Budget calendar was set and departmental budget request and CIP request forms were distributed to departments for input. Outside agency letters were also distributed for their FY2018-19 budgetary requests.

**Finance** - Checks processed: 1,091, Alarm citations: 1

**Purchasing** – 230 total purchase orders were completed with 163 being processed by purchasing and 67 departmental purchases being reviewed. This compares to 204 being completed for the same period in 2016. In addition, 88 check requests were prepared by departments which are not processed by Purchasing.

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

- A Purchase Order and notice to proceed were issued on November 13 to Mesick, Cohen, Wilson, Baker Architects in response to Invitation #17-091302-1065 Historic Structure Report- Violet Bank Museum.
- Staff worked during the month to revise the scope of work for Invitation #17-100402-1066 Gateway Roundabout Landscape Project. Options will be placed on a future Council agenda.
- A Purchase Order and notice to proceed were issued for Invitation #17-110302-1067 Mallard Drive Pavement Rehabilitation.
- A Purchase Order and notice to proceed were issued for Invitation #17-110202-1068 Stratford Drive Rehabilitation.
- Invitation #17-122003-1069 was issued for an “on-call” contract for transportation engineering services. Proposals are due back December 20.
- Invitation #17-122102-1070 was issued for pavement preservation services. Bids are due back December 21.

### **Other Purchasing Activity:**

- The contract for cleaning services of city buildings was renewed for the period of November 1 2017 – October 31 2018, with Professional Maintenance. The vendor did hold his price for another year. This annual price of this contract is \$161,438, with the Courthouse, Remove this comma which requires “green” cleaning, accounting for \$64,000 of the total
- Direct read water meters purchased from Neptune Technology and have been received. The 171 meters purchased will be installed in the mall area.
- A Purchase Order was issued to Perkinson Construction for the emergency sewer repairs on Richmond Avenue.
- Credit card readers were purchased for the Recreation Department to interface with their new software.
- A Purchase Order was issued to trim and cut down various trees on the City’s right of way.
- A contract for snow salt with Morton Salt was renewed for another year.
- A Purchase Order was issued for a class 6 crew cab truck with a 12’ hydraulic dump body for Public Works.

**VI. FINANCE DEPARTMENT (CONTINUED):**

**Risk Management**

- A recreation and parks truck was towing a light trailer using a homemade cotter pin. The vehicle and the trailer went through a dip on Jett Avenue, causing the pin to fall out. The tongue of the trailer pierced the truck tailgate.
- A utility billing truck, which was parked on Conduit at Clifton drive facing north, was struck by another vehicle traveling north on Conduit. The City’s front driver bumper was damaged.
- A Public Works truck, struck the gate at the recycling center. The truck is over 15 years old, and may or may not be fixed.
- A recreation and parks transportation vehicle, pulled next to the sidewalk to let a passenger off. Another vehicle was parked in a reserved place, with its rear sticking further out. The transportation driver cut his vehicle hard left and his right rear struck a mailbox that was on the sidewalk.

**Utility Billing:**

- Bi-monthly Utility Bills Sent – 3,828
- Delinquent Notices Sent – 736 or 20.3% with 118 cut off for nonpayment.
- \$0 Set-off Debt Collections received for November.

**VII. HUMAN RESOURCES DEPARTMENT:**

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

**Advertisements**

<u>Department</u>	<u>Position</u>
Police	School Crossing Guard (Part-time)
Recreation & Parks	Recreation Specialist I

**Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Director of Planning & Comm. Dev.	22	753
Director of Information Technology	86	888
Recreation Specialist I	82	747
School Crossing Guard	11	195

**Training**

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

**Miscellaneous**

- New employee orientation session was held for Nancy Boshier (Executive Assistant) and an exit interview session was held for Raymund Jones (Recreation Specialist I).
- Attended an OSHA Update/Compliance Training on November 1, 2017.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 56,096 page views in the month of November.

Top fifteen sites visited after home page: <ol style="list-style-type: none"><li>1. Library</li><li>2. Real Estate Records Search</li><li>3. City Employees Login</li><li>4. Animal Shelter</li><li>5. Human Resources</li><li>6. Online Bill Pay</li><li>7. Christmas Parade</li><li>8. Yard Sale Permits</li><li>9. Police</li><li>10. Recreation &amp; Parks</li><li>11. Our Government</li><li>12. GIS &amp; Maps</li><li>13. Records &amp; Property Maps</li><li>14. Jobs</li><li>15. Sports &amp; Athletics</li></ol>	Top five countries after U.S.: <ul style="list-style-type: none"><li> France</li><li> India</li><li> Canada</li><li> Germany</li><li> Italy</li></ul> Top five regions after Virginia: <ul style="list-style-type: none"><li> Nevada</li><li> Maryland</li><li> Georgia</li><li> California</li><li> New York</li></ul>
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- ☆ Citizens submitted and city staff processed 308 service requests and questions through the “Report a Concern” module during the month of November. The City of Colonial Heights’ Facebook Page now has 4,378 fans and the City’s Twitter account has 1,092 followers.
- ☆ IT assisted the Police Department and Emergency Communications with registering for GIS classes offered by ESRI through our Enterprise Account. Worked with Supreme Court IT personnel to troubleshoot and correct the newly installed Magistrate Video System. Assisted the Finance Department with connections and technical support for their demonstrations in Council Chambers. IT is working with the Police Department and managing the install of the Live Scan Fingerprinting Equipment.
- ☆ Proactive Information Management completed 49.5 hours of IT service and maintenance for City departments this month.

## IX. LIBRARY:

- ☆ The library staff circulated 18,659 titles in November.
- ☆ Five thousand, one hundred and fifty-two ebooks circulated on Kindles, while 284 ebooks and audiobooks were downloaded from the library’s online Hoopla collection. Four hundred and forty-one residents are currently using Hoopla.
- ☆ The public computer center had 1,539 users, while the iPad center was used 116 times.
- ☆ One hundred and eighty-six children participated in the Story Time program, and 24 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.
- ☆ Seventy-nine residents registered for new library cards, and an average 511 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

Our Youth Football/Cheerleading and Adult Softball leagues completed their seasons in November. The Department's Annual Christmas Card contest was conducted at all three elementary schools the middle of November and the winning submission came from Samantha Weng at Lakeview Elementary School. The Department also held the City of Colonial Heights Christmas Tree Lighting and Santa's Workshop event on November 25<sup>th</sup> and staff continued making preparations for the 65th Annual Colonial Heights Christmas Parade.



<b>Athletics</b>	<b>2017</b>	<b>2016</b>
Adult Softball (Fall League)	19 teams	17 teams
Youth Football	45	113
Youth Cheerleading	51	72
Youth Wrestling	15	27
Youth Basketball Clinic	20	222
<b>Activities/Programs</b>	<b>2017</b>	<b>2016</b>
Christmas Card Contest	185	168
Christmas Tree Lighting	200	250
Santa's Workshop	16	36
Little Baker's Club	4	n/a
Art & Pizza Night	8	n/a
Karate	8	11
Belly Dance	5	5
<b>Facility Usage</b>	<b>2017</b>	<b>2016</b>
Community Room Attendance	1,216	1,240
Community Room Reservations	30	30

<b>Activities</b>	<b>2017</b>	<b>2016</b>
Adult Coloring	11	N/A
Bingo in Center	24	18
Bowling	240	240
Bridge Party	27	44
Bridge Tournament	77	120
Craft Classes	13	N/A
Senior Advisory Board Meeting	5	8
Senior Club Meeting	71	87
Senior Citizen Dance	112	81
Sing A-Long	24	23
<b>Awareness/Education</b>	<b>2017</b>	<b>2016</b>
Blood Pressure Check	22	20
Cholesterol Lunch & Learn	18	N/A
<b>Classes</b>	<b>2017</b>	<b>2016</b>
Bridge 101	12	24
Colorful Creation Open Paint	19	36
Crochet & Knitting	30	49
Line Dancing Class	60	62
Quilts for Vets	7	10
Sewing Class	15	16
Tap Class	89	62
Watercolor with Faye	20	25
<b>Fitness</b>	<b>2017</b>	<b>2016</b>
Muscles in Motion	203	187
Sit & Let's Get Fit	197	147
Strength & Stretch	384	315
Tai Chi	31	24
Pickleball	90	67
Water Aerobics	42	34
Yoga	117	108
Zumba Gold	14	N/A
<b>Trips</b>	<b>2017</b>	<b>2016</b>
Alzheimer's Walk	6	11
Biltmore Trip	28	N/A
Lunch Bunch	8	9
Riverside	24	N/A
<b>TOTAL</b>	<b>2,040</b>	<b>1,827</b>
Volunteer Hours	40	5
<b>Meals</b>	<b>2017</b>	<b>2016</b>
Home Delivery Meals	80	15
Site Meals	38	53
<b>Transportation</b>	<b>2017</b>	<b>2016</b>
Total Passengers	199	207
Total Trips	426	392
Total Miles	2333	2371
Wheelchairs	5	9
Donations	\$204.80	\$228.60
New Riders	2	4

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

**Parks, Horticulture, Buildings & Grounds**

- Removed all goals, benches, and trashcans from fields at Soccer Complex.
- Installed and decorated City Christmas Tree at Courthouse.
- Closed and winterized bathrooms at all parks.
- Winterized water lines at all ball fields.
- Delivered and set up chairs at War Memorial for Veterans Day ceremony. Removed chairs after ceremony.
- Applied cleaning chemical and power washed grandstand area in Shepherd Stadium. Prepped for painting.
- Filled new playground area at Lakeview Park with Fibar.
- Assisted Rotary Club with the construction of a gazebo at Lakeview Park.
- Replaced vandalized fence rails on Appomattox River trail.
- Painted Victim Witness room at Courthouse.
- Installed sheetrock over window area in Communication's Dispatch area, preparing for new dispatch desk.
- Removed all batting cage nets and put in storage for winter.
- Repaired Skate Park ramps.
- Blew and raked leaves at sites.
- Installed Christmas wreaths at City welcome signs.
- Planted pansies at sites.
- Cut and cleaned under hedges at War Memorial.
- Raked pine tags and used as ground cover in flowerbeds.
- Cut lirioppe plants back at sites.
- Removed annuals from sites.
- Mulched sites as needed.
- Trimmed hollies at Health Department building.

**Violet Bank Museum**

	<u>2016</u>	<u>2017</u>
<b>Attendance</b>	<b>149</b>	<b>113</b>

- Candlelit Tours prep preparation,
- Architectural Scanning preparation for Structure Report

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

### ➤ **Youth Advisory Council Activities**

- 15 YAC Members, 2 Youth Services Commission Representatives, 1 Parent and YAC Advisor Attended November YAC Meeting
- Signed 94 Cards to Send to McGuire Veterans Hospital In Honor of Veterans' Day
- 4 YAC Officers and YAC Advisor Met to Plan for December Meeting

### ➤ **Youth Services Commission**

- Held their bi-monthly meeting.

### ➤ **Kids' After School Program**

- KAP Enrollment: Tussing – 23, North – 14, Lakeview – 12 & CHMS – 8.
- Field trips- Holiday Bowl – 45 students participated; CHMS students sponsored Salvation Army stocking filler project.
- Volunteer hours- Matoaca High School- 80; VSU – 50; VCU – 5; Community members- 26; CHHS – 70.
- Intern Hours- Social Work Interns -120, Education Interns – 82.

### ➤ **Ongoing Monthly Meetings/Trainings**

- Kiwanis Meetings/Board Meeting
- Colonial Heights Food Pantry Board Meeting/Board Training
- Colonial Heights School Board Meeting
- Positive Parenting Coalition
- Juvenile and Domestic Violence Task Force Meeting
- Interagency Prevention Team Meeting
- CHHS CADRE Meeting
- CARES Board Meeting, Financial Committee Meeting
- Suicide Prevention Committee Meeting
- CAAN-DUU Coalition Meeting
- FAPT
- Smart beginnings/School Readiness
- Southside Trauma Informed Care Network
- DJJ Community Network meeting
- Rule of Law Day Training
- Community Policy & Management Team
- Chesterfield Budget Management meeting-CSA
- Community Coalitions of Virginia

### ➤ **Diversion Program Participation**

- **Community Service**  
4 Youth Completed 24 Hours of Service Learning
- **Shoplifting Diversion**  
7 Youth and a Parent Attended the Shoplifting Diversion Program
- **Active Parenting of Teens**  
No Parents Are Currently Participating in “Active Parenting”
- **Teen Life Skills**  
No Youth Completed Course Work for “Teen Life Skills”
- **Miscellaneous Youth Services (Non DJJ)**  
7 Youth Completed 22 Hours of Community Service

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

- ✓ Attended Department of Housing and Community Development Training at CARES Shelter
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Presented Terrific Kids Awards with Kiwanis at Elementary Schools
- ✓ Attended Functional Families Therapy Information Meeting
- ✓ Assisted CHHS with Interviews to Select HOBY Virginia Leadership Seminar Attendees
- ✓ Met with Court Service Unit to Discuss Improvements to the Shoplifters' Diversion Program
- ✓ Read to Pre-Kindergarten Class at North Elementary

**XII. FLEET MAINTENANCE:**

	# Work Orders	Total	Sublet	Sublet total
2017	80	\$22,609.55	5	\$1,456.99
2016	79	\$37,527.36	7	\$1,131.65

Sublet repairs consist of the following;

Glass Replacement	\$443.79
Exhaust Work	\$946.51
Tire Repair	\$66.69