

CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 2018

I. PUBLIC WORKS & ENGINEERING: ENGINEERING

Transportation Capital Projects

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Revising plans to meet VDOT and Colonial Heights Public Schools requirements.
- ***Safe Routes to Schools (North Elementary School Phase I), UPC 105233*** – Design work in progress.
- ***Safe Routes to Schools (North Elementary School Sidewalks), UPC 106188*** – Preliminary engineering work in progress.
- ***Holly Avenue Reconstruction (Revenue Sharing), UPC 105690*** – Design work for Jamestown and Holly Avenue in progress.
- ***Dupuy Avenue Modernization, UPC 101287*** – Requested VDOT to authorize City's advertisement for construction bids. Anticipating approval in November 2018.
- ***Lakeview Avenue Modernization, UPC 101288*** – Utility relocation currently underway.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue), UPC 78222*** – Awaiting VDOT's establishment of a new account/UPC to continue work on project.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue), UPC 107534*** – Preliminary engineering work in progress.
- ***Temple Avenue Signal Coordination (CMAQ Program), UPC 98883*** – Preliminary engineering work in progress.
- ***Appomattox Green River Trail Phase IV, UPC 105236*** – Design work complete. Requesting funds from MPO in order to fund construction phase.
- ***Appomattox River Greenway Trail Phase V, UPC 107533*** – Preliminary engineering work in progress.
- ***Improvements on Conduit/Ellerslie Avenue, UPC 108646*** – Right of way acquisition complete. 100% plans have been submitted and reviewed. Consultant is revising plans based on comments.
- ***FY 18-19 Pavement Preservation*** – Request for construction bids has been advertised. Bids are due by end of November 2018.
- ***Temple Avenue Resurfacing, UPC 113441 & 113513*** – Request for construction bids has been advertised. Bids are due by end of November 2018.

Utilities Capital Projects

- ***Lakeview Avenue Water and Sewer Replacement*** – Design work complete. Construction start scheduled for Fall 2019.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design work complete. Construction start scheduled for Winter 2018-2019.
- ***Nantucket Drainage*** – Design work in process.
- ***Hemlock Drainage*** – Design work completed. Construction bids well over the engineer's estimate. Project to be merged and rebid with Nantucket drainage project.
- ***Hrouda Pump Station*** – Staff has reached out to survey contractor to start preliminary plan.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **Colonial Heights H.S. Tennis Courts** – Final Plan (1st submittal) obtained by City on 10/1. Plan reviewed and comments sent to developer's agent on 10/5. Final Plan (1st Revision) submitted to City on 10/12. Plan reviewed and comments sent to developer's agent on 10/12. Final Plan (2nd Revision) submitted on 10/16. Plan was approved on 10/18.
- **Laurel Hill Lots #64-#66** – Preliminary Plat submitted 10/5. Plat reviewed and comments sent to Planning Department on 10/10. Final Plat submitted on 10/26.
- **Duck's Locksmith** – Final Plan (3rd revision) submitted 9/28. Plan was reviewed and comments sent to developer's agent on 10/2.
- **T-Mobile Generator at Shepherd Stadium** – Plot plan (1st revision) submitted on 10/10. Plan approved 10/23.
- **Holly Avenue Reconstruction** – 100% Plan submitted 10/18. Plan reviewed and comments sent to project manager on 10/22.
- **Gills Point Section 10, Lots 9 & 10 Plat** – Final Plat (1st Revision) submitted on 10/1. Plat was reviewed and approved on 10/10. Plat was recorded on 10/11.
- **Fence Permits**- Staff reviewed six (6) fence plot plans.

Right-of-Way Permits

- Issued/opened six (6) permits and closed twenty (20) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 64 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (09) locations and responded to (04) dead animal removals from street.
- Cut and trimmed grass at (40) locations and sprayed weeds/grass at (05) locations.
- Trimmed tree limbs/bushes at (15) locations, removed storm damage from (19) locations and cut/removed tree down in street after storm at (05) locations.
- Prepared equipment for leaf season beginning November 12, 2018.

Recycling Center

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

Storm Water and Drainage

- Cleaned (44) catch basins/curb inlets, (03) drainage ditches, curb and gutter at (06) locations and responded to drainage miscellaneous request at (06) locations.
- Sprayed weeds/grass around Inlets, Basins, BMPs and Outfalls at (04) locations.
- Sweeper removed (92) cubic yards of debris from (08) streets.
- Concrete crew replaced (61) feet of Curb and Gutter at (02) locations on Biltmore Drive, (07) feet of Curb and Gutter on Forest View Drive, (47) feet of sidewalk on Marvin Avenue, a 5' x 5' section of sidewalk on Piedmont Avenue, installed a concrete pad around a Fire Hydrant at Fire Station 2 and repaired a trip hazard on Ellerslie Avenue. An additional (11) feet of Curb and Gutter and (11) feet of sidewalk was replaced on Elko Avenue due to Utility repairs.
- Placed gravel, concrete and topsoil in a sinkhole over a storm sewer pipe on Bear Chase Court.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (31) potholes, (07) asphalt breaking up, (06) driveways, (09) utility cuts, (01) shoulder of street, (07) low areas in street, (01) drainage swell, (01) new concrete structure and responded to asphalt (02) miscellaneous requests.
- Placed a 6' x 12' section of geotex fabric, stone and topsoil in a sinkhole on Wilkshire Court.
- Repaired roof on Hrouda Pump Station.
- Assisted Police Department placing and removing stop signs on Ellerslie Avenue at Compton Road and Old Town Drive due to power outage during storm.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

Wastewater Utility

- Responded to (07) sewer backups and responded to (04) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (03) locations and a storm sewer line at (01) location.
- Installed a new cleanout on Brian Lane and on North Temple Avenue.
- Repaired (02) sewer main lines on Ridge Road and one on Windsor Avenue and a sewer lateral line on Walnut Avenue and one on Windsor Avenue.
- Sprayed for bugs in manholes on Branders Bridge Road and Archer Avenue.
- Removed debris from pumps 1 and 2 three times this month. Responded to pumps down alarm, placed pumps in by hand to pump down wet well and a high amps alarm on pump 2, back flushed pump to lower amps. Cleaned impeller and cleaned communitor with flush truck at the Main Pump Station.
- Back flushed pumps to remove debris and cleaned wet well with flusher to remove grease and other debris at Charles Dimmock.
- Placed stone in potholes on road that leads to C&B Pump Station.
- Cleaned wet well with flusher to remove grease and placed degreaser in wet well Conjurers Neck and Dunlop Farms Pump Stations.
- Continued cutting and trimming grass around Pump Stations and Water Towers.
- Continued flushing all trouble sewer lines throughout the City.
- Continued monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (20) meters, set (01) new meter, meter box top at (04) locations, meter box at (03) locations and responded to (11) water miscellaneous requests.
- Repaired water main line break on Walnut Avenue and Crescent Avenue.
- Repaired a water service line break on Roslyn Avenue, Dunlop Farms Boulevard at Old Town Drive and Lafayette Avenue.
- Repaired meter leak on Ashby Avenue, Woodcliffe Drive and White Oak Court.
- Turned water off at street for citizen due to water leak on private property at (03) locations.
- Cleaned meter box on Orange Avenue, raised meter box on Hillcrest Avenue and Lynchburg Avenue and aligned a meter in box on Boulevard for Utility Billing.
- Fire Hydrant Flushing completed.
- Repaired a Fire Hydrant at 1903 Boulevard and at Ash and Spruce Avenues.
- Placed topsoil around meter box on Chestnut Avenue.
- Monitored altitude valve to equal out water levels for Appomattox River Water Authority at Southpark Water Tower.
- Backflow/Cross Connection Technician conducted (110) surveys, (77) completed and (33) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (120) man hours and (293) tickets completed.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Department Overview

During the month of October, the Planning & Community Development Department had two vacancies: (1) part-time Code Enforcement Inspection and (2) the Community Development / Economic Development Specialist that is shared 50-50 with Economic Development Department. The Specialist position was re-advertised this month and will close in December. The core duties of the Specialist position are completed by the Assistant Director, and the remaining duties are shared amongst the office. First and second round of interviews were conducted this month for the Code Enforcement Inspector position and the anticipated hire date is in November.

Planning & Community Development Division

- Planning Commission did meet in the month of October and the items below were discussed. Planning Commission will be meeting next month.
 - Planning Commission Resolution No. 18-12 and Ordinance No. 18-33 (approved)
 - Preliminary Site Plan – PD 18-5 Extended Stay Hotel (approved)
 - Subdivision – SUB 18-1 Cole Subdivision Lot 5 (approved)
- At City Council Work Session, staff gave two presentations.
 - Donation Bins
 - Community Appearance Codes
- Wetlands Board met on October 1st and continued the meeting on October 29th for Wetlands Board Resolution 18-1 (approved).
- Department of Environmental Quality post compliance audit occurred October 24th.
- The division also continues to review zoning, sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.

Code Enforcement Division

- The code enforcement division recorded 78 new cases in October 2018 and observed 69 outstanding cases come into compliance.

Building Inspections Division

- The building inspection division issued 40 total building and trade permits, with a total expected investment of \$819,000 in commercial construction.
- The department completed 142 inspections.
One new residential dwelling received a CO. No new building permits for new residential dwellings.

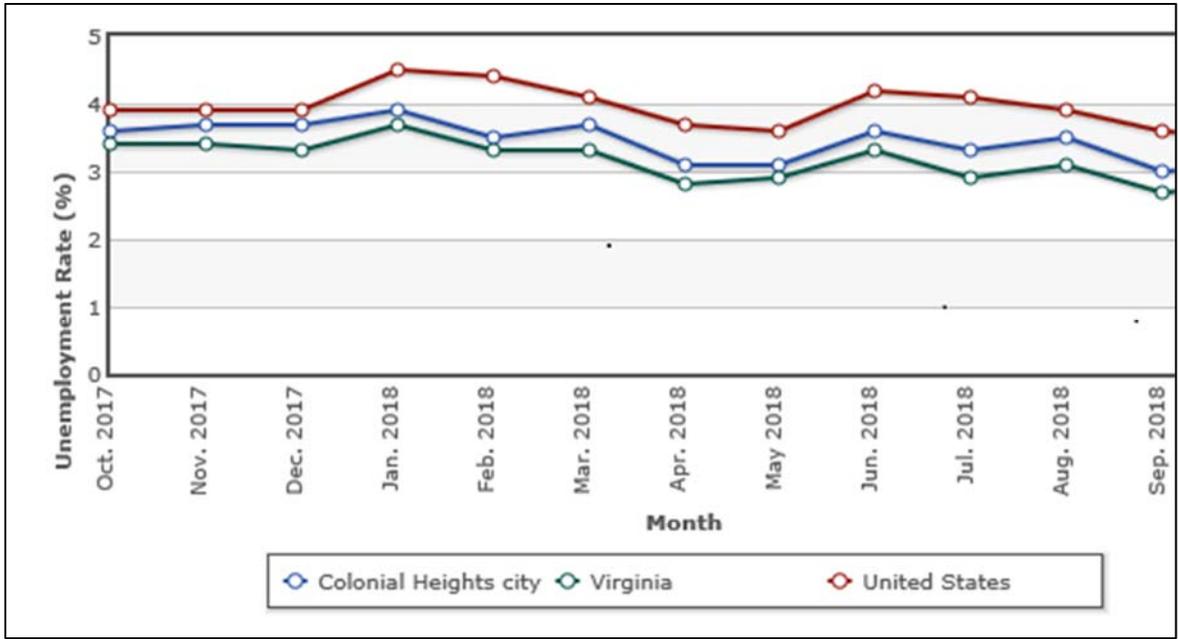
The following spreadsheet depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

Planning & Community Development			New Cases	
10/01/2018-10/31/2018			Month	YTD
11/15/2018			Total - All Categories	78 1137
			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	1 83
			Exterior storage of objects and equipment	9 127
			Damage or defacement of public or private property	0 0
Building Permits	Month	YTD	Storage of Inoperable Vehicles	14 145
Total - All Categories	40	493	Removal of Vegetation	27 352
Residential - New Construction	0	12	Solid Waste: Remove unsafe substances	21 324
Cost/Investment	\$0	\$1,739,330	Zoning	0 26
Residential - Alteration/Demos	7	88	Virginia Property Maintenance Code	6 80
Cost/Investment	\$110,902	\$ 867,630		
Commercial	2	50	Closed Cases	Month YTD
Cost/Investment	\$819,000	\$ 5,418,125	Total - All Categories	69 1069
Electrical	14	152	Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	11 106
Mechanical	11	97	No Violation	0 5
Plumbing	6	94	Compliant	11 101
			Forced Compliant	0 0
			Exterior storage of objects and equipment	6 122
			No Violation	0 5
			Compliant	6 117
			Forced Compliant	0 0
			Damage or defacement of public or private property	0 0
			No Violation	0 0
Building Inspections	Month	YTD	Compliant	0 0
Residential	57	683	Forced Compliant	0 0
Commercial	85	700	Storage of Inoperable Vehicles	11 134
			No Violation	0 7
			Compliant	11 125
			Forced Compliant	0 2
			Removal of Vegetation	27 411
			No Violation	0 9
Planning Permits	Month	YTD	Compliant	17 335
Total- All Categories	4	132	Forced Compliant	10 67
Fence	2	32	Solid Waste: Remove unsafe substances	14 225
Signs - Temporary	0	12	No Violation	0 5
Signs - Permanent	1	31	Compliant	14 218
Zoning	1	57	Forced Compliant	0 2
			Zoning	0 17
			No Violation	0 0
			Compliant	0 17
			Forced Compliant	0 0
			Virginia Property Maintenance Code	0 54
			No Violation	0 4
			Compliant	0 50
			Forced Compliant	0 0

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Source: Virginia Bureau of Labor Statistics

Comparison Over Time			
Time Period	Colonial Heights city	Virginia	United States
Sept. 2018	3.0%	2.7%	3.6%
Aug. 2018	3.5%	3.1%	3.9%
Sept 2017	3.8%	3.6%	4.1%
5 Year Annual Average 2013 - 2017	5.1%	4.6%	5.6%
10 Year Annual Average 2008 - 2017	6.1%	5.4%	7.0%

Source: Virginia Bureau Labor Statistics

Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in September 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,863	8,593	270	3.0	No

- *Chesterfield 2.7 %unemployment *City of Petersburg 5.6 % unemployment
- *Dinwiddie 3.3 % unemployment *City of Hopewell 4.4% unemployment
- *Prince George 3.3 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	6
Sites/Bldgs. Submitted	4
Active Prospects	6

Projects:

Sedona Tap House – Nov. 10, 2018 Tentative Grand Opening
Tractor Museum Expansion
Towneplace Suites Pre-application Meeting
Southgate Square Shopping Center Re-subdivision for parcel in front of Gabes
Extended Stay Hotel Pre-application Meeting (Dr. Amin)
Colonial Square Project
Conn's Home Store Project

Meetings & Events:

Retail Merchants Association Monthly Meeting
Crater Workforce Investment Board Business Services Committee Meeting
CREW (Commercial Real Estate for Women) Meeting
Virginia Economic Development Partnership Staff Meeting
Community College Workforce Alliance Meeting
Keystone Marketing Meeting
City Beautification Meeting
Economic Development Authority Meeting
NEW (Network of Enterprising Women) Professional Development
Petersburg Area Regional Tourism Marketing Meeting
Greater Realtor Association Commercial Realtors Monthly Meeting
Metro-Exports Regional Meeting
SBA (Small Business Administration) Annual Meeting
Petersburg Area Regional Tourism (PART) Meeting
Virginia's Gateway Partner Meeting
Workforce Investment Board Marketing Meeting
Virginia Retail Federation
Virginia Chamber Economic Conference on Trade
Virginia Smart Cities Council Readiness Workshop

IV. POLICE DEPARTMENT:

Our officers responded to 3,579 calls for service during the month of October, 2018. During the same month last year, we responded to 3,717 calls for service—resulting in a 4% decrease. We had one (1) reported robbery, and three (3) reported in October, 2017— a 67% decrease. We had no reports of aggravated assault this October, with two (2) reported during the month of October, 2017— a 100% decrease. We had four (4) reported burglaries in October, 2018, with two (2) reported during the month of October, 2017— a 100% increase. There were 65 Part I, or serious, crimes reported to the Colonial Heights Police Department in October, 2018. Forty-nine (49) of those, or 75%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of October was a very good, solid month. We experienced a 4% reduction in calls for service, which actually contributed to a 15% reduction in criminal arrests. Our traditional community event, *Celebrate Safe Communities*, was a very positive experience. During this event, we held an open house this year at the Police Department, where we did tours and K-9 demonstrations. Twenty-five neighborhood “hosts” were sponsored this year by our department. As in the past, we partnered up with city government officials and employees and escorted them to various events occurring throughout the city. It was truly a well-attended and memorable event for our community.

Remaining in the community theme, we participated in the Side Street Gallery’s first *Law Enforcement Appreciation Day*, where we set up community booths and had K-9 demonstrations in partnership with our Fire Department.

We also participated in our 4th *Heroin Summit* held at the high school. Resources from all around the Tri-Cities/Richmond area were provided to those suffering from addiction or those family members who are taking care of a loved one who may be involved in this addiction. These are the events/programs that really make our City unique and special.

This past month, we had reason to celebrate as well. Sgt. Mike Foster was recognized at the **MADD (Mothers Against Drunk Drivers)** Award ceremony held in Richmond. Sgt. Foster led our agency in arrests of the most impaired drivers. There is no doubt that Sgt. Foster’s efforts continue to keep our roadways and community safer.

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

- Officer Rob Brown responded to an apartment at 3620 Boulevard for a report of a robbery. The victim reported that he was assaulted and his wallet was stolen. Master Detective Adam Brandeberry was called out and is handling the investigation.
- Officers responded to a felony hit and run in the area of Charles Dimmock Parkway and Jennick Drive. The suspect vehicle was a black Jeep driven by a white male last seen headed towards Target. Officers canvassed the area and located a black Jeep in the parking lot of Target. They were able to make contact with the suspect and obtain a confession.
- Career Officer Greg Thinnes was conducting a routine traffic stop when the driver of a vehicle fled the stop, resulting in a vehicle pursuit. The pursuit was terminated due to the dangerous conditions, but Career Officer Thinnes continued to investigate the incident and was able to identify the driver and obtain numerous warrants from this incident.

IV. POLICE DEPARTMENT (CONTINUED):

- Career Officer Thinnes was working extra duty at Southpark Mall when he observed a tow truck conducting a repossession of a vehicle. Career Officer Thinnes continued with his check of the mall area, and when he got back to the area of the tow situation, he heard a subject yelling, “Drop the gun.” Career Officer Thinnes investigated the situation and found that the owner of the vehicle returned and went to get his property out of the repossessed vehicle. The “property” was a firearm, and further investigation revealed that the owner was a convicted felon. Career Officer Thinnes arrested the owner and seized the illegal firearm.
- Officer Jason Poe, along with Sr. Officer Brett Jennings, investigated a shoplifting incident at Walmart. The suspect was seen on video making a purchase with a debit card, and Officer Poe was able to use that information to obtain an identity and warrants on the suspect.
- Officers responded to the area of Walmart for a report of a missing 78-year-old male who had dementia. The majority of the shift on duty responded, as well as Career K-9 Officer Chris Wulff and his K-9, Rose, to look for the male subject. The subject was located in Hopewell after he had boarded a city bus to return home.
- Master Officer Bob Clark and Officer Jason Poe investigated an incident at Dupuy Court Apartments. After the suspect’s arrest and during a search, Master Officer Clark also located narcotics and obtained charges for that crime as well.

The **Law Enforcement Services Division**, commanded by **Acting Capt. Robert Ruxer**, also reported his division as having a solid month. Highlights from their reported activities are as follows:

- Law Enforcement Services members, and other department members, attended an appreciation luncheon at Wagstaff’s Steakhouse hosted by Don Anderson and Associates.
- The department held written and physical testing for the open police officer position.
- Captain Ruxer and Sergeant Renee Walters conducted panel interviews for police applicants.
- Sergeant Walters assisted Master Officer Dale Waldrop and members of **CADRE** at the high school in passing out candy to seat-belted students. All students checked were wearing seatbelts.
- Law Enforcement Services Division participated in the **National Drug Take Back** by hosting an event in the Ashley Furniture Lot. Over 226 pounds of medication were collected. There was also a child safety seat check held in conjunction with the Drug Take Back event.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a busy month, with thirteen (13) new cases assigned to the division. Fourteen (14) cases were cleared, including seven (7) cases from previous months, all of which resulted in a 93% clearance rate. During the month of October, we had one (1) reported non-fatal heroin overdose. We also processed 13 concealed weapon permits, one (1) precious metal permit and two (2) massage clinic permits.

IV. POLICE DEPARTMENT (CONTINUED):

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned two (2) new cases.
 - One case cleared by arrest was for harassing communications to a college student.
 - One case involved the grand larceny of a cell phone where the victim refused to prosecute.
 - Cleared from previous months was a grand larceny from Macy's.
- Master Detective Roger Santini was assigned three (3) new cases.
 - One case involved credit card fraud from a local business.
 - One case involved a missing person, who was ultimately located.
 - One case involved a sexual assault at a local hotel, which was cleared by arrest.
 - Master Detective Roger Santini cleared two inactive cases from previous months—grand larceny at Wal-Mart and a false pretense offense at Game Stop.
- Career Detective Chris Harris was assigned two (2) new cases this month, as follows:
 - One case involved a fraud involving a citizen in Colonial Heights.
 - One case was a GPS tracking device being placed on a juvenile's vehicle.
 - Career Detective Harris cleared two inactive cases from previous months—a death investigation (unfounded, accidental heroin overdose); and a break and enter incident that was unfounded based on several stories told by the victim and her refusal to cooperate.
- Master Detective Adam Brandeberry was assigned six (6) new cases this month, as follows:
 - One case involved a sexual assault.
 - One case involved a robbery of a citizen on the Boulevard.
 - Two cases involved a fraud relating to a citizen in Colonial Heights.
 - One case involved harassing communications of a Colonial Heights citizen.
 - Master Detective Brandeberry cleared two inactive cases from previous months—grand larceny from a jewelry store at Southpark Mall, and a distribution of child porn involving several juveniles that were sexting.

Two public nuisance letters were issued this month:

100 block of Newcastle Drive
100 block of Marvin Avenue

IV. POLICE DEPARTMENT (CONTINUED):

Auxiliary and **Sentinels** assisted school resource officers by working security at one football game, *Drug Take Back, Halloween in the Park, VSU Homecoming* traffic detail, the *Public Safety Art Auction* and *Celebrate Safe Communities Night*. Auxiliary Officer Jason E. Poe has completed six weeks of his field training, which is projected to be completed around December 15, 2018. Auxiliary/Sentinel members volunteered 347 hours of service during October. Our Auxiliary/Sentinel members have volunteered 2,319 hours of service during the 2018 calendar year.

As an agency, overall we made 349 total arrests, worked 92 crashes, wrote 590 traffic citations, executed 839 traffic stops, affected 15 DUI arrests and 37 drug arrests, and issued 51 parking citations.

We honored two of our officers as *Employees of the Month* for September, 2018, as follows:

Master Officer Travis J. Karr was selected as one of two recipients of our *Employee of the Month Award* for **September, 2018**. Master Officer Karr represents our department as a member of the U. S. Marshal's Fugitive Task Force. On September 27, 2018, Master Officer Karr was able to locate a wanted person in regards to a fraud case. The suspect was from Ghana and had swindled a citizen out of approximately \$100,000.00. The suspect had already made plans to leave the country and flee back to Ghana, when Master Officer Karr was able to locate the suspect and take him into custody before he was able to leave. During the arrest, he was able to seize a backpack belonging to the suspect, which contained numerous cell phones and computers. These items could be key evidence in the scheme being perpetrated on citizens from Colonial Heights and other jurisdictions.

This is but one instance where Master Officer Karr's dedication to his job and the citizens of Colonial Heights has been proven. Travis comes in early and leaves late in order to locate suspects who are difficult to find. The Colonial Heights Police Department relies on Travis to locate and apprehend violent suspects as well. Whenever he is contacted in reference to any case, he is always willing to take on the challenge. Every week, Travis conducts surveillance on numerous wanted persons, which requires him to come in early and stay late. Master Officer Karr's diligence prevents numerous wanted persons from continuing to commit all manner of crimes.

Travis is a valued member of this department. He is willing, and more than able, to rise to the challenge of a very specialized nature. Fugitive apprehension is an extremely dangerous assignment, and Travis has shown his ability and expertise in this area. His contributions to this department are immeasurable, and we are proud and grateful that he is a member of our organization.

Officer Darrell W. Aleshire, Jr., was also selected as our *Employee of the Month* for **September, 2018**, for going above and beyond his duty. On September 19th, he was on a call at Walmart. While riding with his windows down, he heard a child screaming "Stop", as if he/she was in pain. He responded to the location and, while approaching, could see a male striking a young child on her backside and could hear skin-to-skin contact. Officer Aleshire interceded and discovered that the male was the child's father. Through interview and investigation, Officer Aleshire took the father into custody and obtained a warrant for felony child abuse/neglect, after which the suspect was incarcerated. Later, Darrell consulted with the Commonwealth's Attorney and obtained additional warrants on this father, as well as on the mother, who was also present on the day of this incident. Officer Aleshire's interview during the execution of the additional warrants revealed that the father admittedly had been excessive in disciplining his children in the past on multiple occasions. Immediately after the first incident, Officer Aleshire alerted Child Protective Services (CPS) concerning this situation.

Both as a police officer and as a father, Officer Aleshire was obviously concerned about the welfare of this crying child. It is important to note that in addition to the excessive strikes from her father, the young daughter was vomiting during this incident from crying and being so upset. This incident was also witnessed by a citizen who was calling 911 as Darrell approached the father.

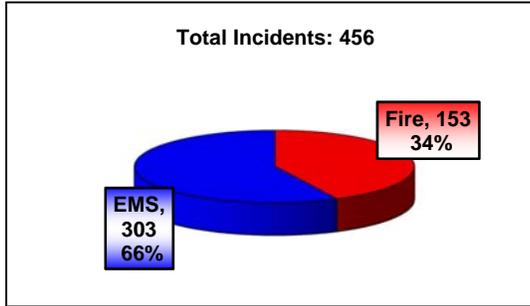
Officer Aleshire continues to work hard during his assignment on Patrol. He is a self-motivated officer who excels no matter where he is placed. For his response to this situation, and his hard work throughout the month, we feel that Officer Aleshire more than deserves this award. Great job, Darrell!

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS

Crime	October 2017	October 2018	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	1	1	0%
Robbery	3	1	-67%
Aggravated Assault	2	0	-100%
Simple Assault	17	18	6%
Breaking & Entering	2	4	100%
Larceny	69	41	-41%
Vehicle Theft	1	0	-100%
Arson	0	0	0%
Shoplifting	50	21	-58%
DUI Arrests	22	15	-32%
All Criminal Arrests	409	349	-15%
Calls for Service	3,717	3579	-4%
October 2018	Number Reported	Number Cleared	Percentage Cleared
	65	49	75%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 112

(Total Fire Loss \$2,800):

Total Patients transported: 241

(Total EMS incidents 303):

Fire units arrived on scene in less than 9 minutes on 96.2% of emergency incidents.

(Average response time 6:38 minutes)

EMS units arrived on scene in less than 9 minutes on 97.3% of emergency incidents.

(Average response time 5:42 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Arcing Shorted Electrical	3	Good Intent Calls	43
Unauthorized Burning	1	Equipment		Public Service	35
Vehicle Fire	2	Power Line Down	13	Public Fire Education	8
Road Freight or Transport Vehicle Fire	1	Gas Leak (Natural or LPG)	1	Smoke Detector Installation	3
Brush fire	1	Electrical wiring problem	2	CO Detector Installation	1
		Overheated Electrical Motor	1	Child Seat Installation	4
		Haz Mat Investigation	4	Knox Box Installation	1
				False Alarm/False call	24
				Wind Storm, Tornado/Hurricane	3
M/A First Responder given to EMS Chesterfield	2	M/A given to Petersburg Fire			4
M/A given to Chesterfield Fire	2	M/A received from Chesterfield Fire			2

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	14	9
Total hours	19 hrs. 54 min.	11 hrs. 42 min.
Station 2 Number of Incidents	19	28
Total hours	22 hrs. 50 min.	33 hrs. 32 min.

EMS Mutual aid

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

EMS Transports (by facility)

Southside Regional Medical Center	141	58.50%
Tri-City Emergency Room	25	10.37%
Southside Regional (Southpark)	27	11.20%
John Randolph Medical Center	13	5.39%
Chippenham Hospital	12	4.97%
St. Francis Medical Center	3	1.24%
VCU Health Systems	15	6.22%
VAMC (McGuire)	1	0.42%
Johnston Willis Hospital	3	1.24%
Total:	226	100%

VI. FINANCE DEPARTMENT:

Departmental Highlights:

- ERP System- The evaluation team hosted scripted demos with both vendors for two days each. A specific list of tasks was provided to both vendors for them to demonstrate how their system would accomplish each task. The team has unanimously agreed on a vendor to recommend to Council on November 13.
- The auditors are working on the City's report and wrapping up their work remotely. We expect to receive a draft of the report in mid-November.
- The City successfully closed on a \$5.825M bank loan on October 19. Funds are now available for the projects approved in the FY19 of the CIP.

Finance – 1,075 Checks processed; no Alarm citations sent

Purchasing –170 total purchase orders were completed with 148 being processed by purchasing and 22 departmental purchases being reviewed. This compares to 189 being completed for the same period in 2017. In addition, 124 check requests were prepared by departments which are not processed by Purchasing.

Bid/RFP Activity:

Construction on the Tennis Courts project behind CHHS will begin November 5. This project includes all fencing, new lights, windscreen, nets, marking of the courts, and providing pickle ball marking on two courts.

The ERP evaluation team on Invitation # 18-071302-1072 Financial Management, Tax Administration and General Enterprise Resource Planning Software is making a recommendation to Council for award of contract on November 13.

Six proposals received in response to Invitation # SP18-100102-1075, Computer Aided Dispatch (CAD), Mobile client, Law Enforcement Records Management Software (RMS) Automatic Vehicle Locator (AVL) CAD to CAD Solution are being evaluated by the CAD evaluation team.

Two proposals in response to invitation # 18-112602-1077, Consultant to complete a water and sewer financial analysis and rate study (with option for infrastructure condition assessment), on October 26. Staff will review the proposals and interview candidates in November.

Five bids were received in response to invitation #18-101602-1078, Business Process/Management Information Consultant, on Oct 16. A group has evaluated the proposals and will award a contract in November pending reference checks.

Invitation # 18-111602-1079, "On Call" Land Surveying & Mapping services was issued on October 31, with proposals due on November 16.

Invitation # 18-120702-1080, Pavement Preservation 2019 was issued on October 31, with proposals due on December 7.

VI. FINANCE DEPARTMENT (CONTINUED):

- Invitation # 18-120702-1081, Temple Avenue Resurfacing (Boulevard to Conduit Road) was issued on October 31, with proposals due on December 7
- Invitation # 18-120702-1082, Temple Avenue Resurfacing (Conduit Road to City Limits) was issued on October 31, with proposals due on December 7

Other Purchasing Activity

- Staff continued to work with Columbia Gas, for a gas line modification, for the new generator at the Public Safety Building. An electrical contractor was also bought in, to give us some pricing on using the old generator for City Hall.
- New animal control truck, with animal boxes, was purchased during the month. The price on the truck was below the State of VA contract pricing.
- Seal coating the asphalt trail at Flora Hill Park was completed during the month.
- Air quality testing was done at Fire Station #2, due to insulation particles falling from the roof in the bay.
- Purchased exchange server 2016 user licenses to update the City's email server.
- A purchase order was issued for plans and specifications for some bridge rehabilitation needed in the City.
- A meeting was held with a utility audit vendor to review all energy and gas, wireless phone, and land line phone bills for errors or opportunities for savings. If the City decides to move forward with this, we will be riding a contract issued by Chesterfield County.

Risk Management

- No new claims issued during the month

Utility Billing:

Bi-monthly Utility Bills Sent – 3.633

Delinquent Notices Sent – 847 or 22.1% with 131 cut off for nonpayment.

No set-off Debt Collections received for this month.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Commonwealth's Attorney	Administrative Assistant (Part-time)
Finance	Financial Specialist I
Fleet Maintenance	Senior Automotive Mechanic (Part-time)
Planning & Comm. Dev/Econ. Dev.	Community/Economic Development Specialist
Recreation & Parks	Recreation Assistant I (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Administrative Assistant (Part-time)	51	458
Financial Specialist	76	637
Senior Automotive Mechanic (Part-time)	2	48

Pay Plan Study

- Continue to receive survey questionnaires from surrounding and similar size localities and anticipate all responses will be received by November 30, 2018.

Miscellaneous

- Participated in the panel interview phase of the Deputy Chief of Fire & EMS recruitment process on October 2, 2018.
- Administered the written test phase for the EMS Firefighter position on October 8-9, 2018 and Police Officer position on October 12, 2018.
- Attended annual IPMA-VA Chapter HR Director's conference, which focused on diversity and inclusion, strategic relationships, and best practices
- Attended the annual Woods Rogers employment law seminar for a general update about current and new laws.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 51,349 page views in the month of August.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Real Estate Records Search2. Library3. Animal Control & Shelter4. City Employees5. Yard Sale and Temporary Sign Permit6. Human Resources7. Pay Online8. Recreation & Parks9. Police10. Upcoming Elections11. Assessor12. GIS & Maps13. Our Government14. Record and Property Tax maps15. Jobs	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> China Philippines India Germany Ireland	<p>Top four regions after Virginia:</p> <ul style="list-style-type: none"> Illinois North Carolina California Pennsylvania
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- ☆ Citizens submitted and city staff processed 440 service requests and questions through the “Report a Concern” module during the month of October.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,526 fans and the City’s Twitter account has 1,303 followers. There are 3,405 subscribers for “In the News”.
- ☆ Proactive Information Management completed 78.9 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 20,362 titles in September.
- ☆ Residents borrowed 6,743 e-books on Kindles, while 478 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 721 residents registered for the Hoopla service.
- ☆ The public computer center had 1,583 users, while the iPad center was used 58 times.
- ☆ The children’s story time program had 362 children participating.
- ☆ The library’s meeting rooms were used by 114 groups.
- ☆ An average of 683 residents used the library each day, while 105 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In October the Recreation Department held the 18th Annual Halloween in the Park event at Flora Hill Park.

Registration for youth basketball leagues began and practices will begin late November. 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 24th, as well as the Annual Christmas Parade scheduled for Tuesday December 4th. Staff attended the VRPS Annual Conference in Henrico, VA where the Department and American Legion Post 284 were awarded the Distinguished Private Sector Award for the Legion's work with us in 2017. Also, in October, as part of a grant with ALDI and The United Way, a Learning Trail was installed at Flora Hill Park.

Activities/Programs	<u>2018</u>	<u>2017</u>
Adult Softball (Fall League)	16 teams	19 teams
Youth Football	82	45
Youth Cheerleading	50	51
Girls Fast Pitch Fall Ball	54	27
Fall Baseball	40	34
Youth Volleyball	25	n/a
Ready, Set, Run	7	12
Little Tykes	11	16
Tennis Lessons	5	n/a
Therapeutic Recreation	86	n/a
Family Pumpkin Carving Night	20	n/a
Halloween in the Park	2,100	2,000
Mess Makers	8	9
Karate	4	10
Belly Dance	8	6
Facility Usage	<u>2018</u>	<u>2017</u>
Community Room Attendance	920	1,010
Community Room Reservations	25	31
Pavilion Attendance	2,150	2,020
Pavilion Reservations	26	22
Field Attendance	6,125	7,550
Field Rentals	57	91

Violet Bank Museum

	<u>2018</u>	<u>2017</u>
Attendance	484	316

House Tours: 85

Grounds Use: 52 (includes two weddings under the Cucumber Tree)

Ongoing Programs: 47

Fall Festival Carnival Extravaganza Event: 300+ visitors

The museum staff and volunteer(s) had a productive month working on new displays, cleaning and organizing. Work continues on compiling an updated museum inventory as well. The Francis Bland Randolph Chapter of NSDAR held a meeting in the conference room and toured the museum. They very generously gave a \$40 check to the museum for this. Other tours were given throughout the month and positive comments continue to fill the guest book pages.

The first event for new museum staff took place - The Fall Festival Carnival Extravaganza. Despite the rain pushing the event from Saturday to Sunday, visitor turnout was good and everyone seemed to have a great time. A small army of volunteers worked hard to help make this happen and their help is greatly appreciated.

The month ended with an opportunity to do some outreach and networking at the Blandford Cemetery 'All Hallows Eve Tours'.

Museum brochures and Candlelit Tour flyers were placed at Blandford Welcome Center, Petersburg Visitor Center, the Exchange Building and the Hopewell Visitor Center.

Museum staff met twice during the month with the Violet Bank Garden Club, who will be doing the Christmas Decorations at the museum again this year. Decorating colors and themes were discussed, material lists compiled and preparations are underway.

Fall Festival Carnival Extravaganza



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Activities	2017	2018
Adult Coloring	6	9
Bingo in Center	30	59
Bob Ross Painting Class	N/A	7
Bowling	192	192
Bridge Party	48	44
Bridge Tournament	128	104
BUNCO	0	20
Fall Wreath Workshop	N/A	10
Golfers Meeting	N/A	71
Golfers Board Meeting	N/A	12
Senior Club Meeting	81	46
Senior Club Board Meeting	N/A	12
Senior Citizen Dance	91	84
Senior Golf Association Fort Lee	347	448
Sing A-Long	19	34
Awareness/Education	2017	2018
Blood Pressure Check	26	22
Flu & Pneumonia Shots	15	25
Medicare Presentation	N/A	26
Classes	2017	2018
Bridge 101	N/A	16
Colorful Creation Open Paint	32	24
Crochet & Knitting	37	45
Line Dancing Class	41	80
Quilts for Vets	N/A	10
Sewing Class	16	29
Tap Class	95	77
Tech Savy	2	10
Watercolor with Faye	28	30
Fitness	2017	2018
Muscles in Motion	205	257
Sit & Let's Get Fit	206	267
Strength & Stretch	355	469
Tai Chi	25	32
Pickleball	49	159
Water Aerobics	63	54
Yoga	151	151
Trips	2017	2018
Charles Town Slots	52	41
Family History Center	N/A	6
Lunch Bunch	8	18
Old Brick House	N/A	24
Riverside Theatre	13	26
Smithfield Fashion Show	10	13
TOTAL	2,371	3,063
Volunteer Hours	46	28
Meals	2017	2018
Home Delivery Meals	100	50
Site Meals	45	51
Transportation	2017	2018
Total Passengers	235	341
Total Trips	492	665
Total Miles	2791	3276
Wheelchairs	9	10
Donations	\$197.00	\$296.00
New Riders	1	11

Parks, Horticulture, Buildings & Grounds

- Prepped ballfields as needed for league and tournament play.
- Painted football field, field hockey field, band practice field for High School as needed.
- Delivered and picked up supplies Community Night Out.
- Helped setup for Halloween in the Park.
- Provided work force for Halloween in the Park.
- Cleared mud and debris, cut and removed downed trees at Appomattox River trail after tropical storm.
- Cut and removed trees from Fort Clifton Park walking trail after tropical storm.
- Cut up and removed tree blown over by tropical storm at Conjurers Dr. Civil War site.
- Aerated and over seeded Shepherd Stadium.
- Built forms and poured new concrete pad at the War Memorial.
- Installed Fibar material at Civic, Floral, Wakefield playgrounds.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Edged beds at sites as needed.
- Replaced two benches at Violet Bank Museum.
- Installed bench for memorial garden at Animal Shelter.
- Planted barberry shrubs for memorial garden at Animal Shelter.
- Landscaped around new concrete pad at War Memorial.
- Removed summer annuals from sites as needed.
- Trimmed low limbs on Crepe Myrtles at City Hall.

Fall Wreath Making



Old Brick House Trip



XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 12 YAC Members, YAC Advisor and YSC Chairman Attended October Monthly Meeting
- YAC sent 50 cards to Veterans at McGuire Medical Center
- 3 YAC Members Made 4 No-Sew Fleece Blankets for CARES
- 4 YAC Members and Advisor Volunteered for Halloween in the Park
- 3 YAC Officers and Advisor Met to Plan for the Monthly Meeting

➤ **Youth Services Commission**

- Held bi-monthly meeting.

➤ **Kids' After School Program**

- **ENROLLMENT:** Tussing -17; North – 16; Lakeview – 12
- **KAP ACTIVITIES:** Team building – Human Letters
Art- Fortune Tellers, Zombie Face
STEM – Identify and make 2D plane shapes with glow sticks; practice probability, multiplication with bouncy dice, played Human Bingo Cryptograms
SOCIAL Emotional Learning –Fill the Bucket
Provided Supervision to VSU Interns (10hrs)
Provided ongoing training to volunteers (5 hrs.)

➤ **Ongoing Monthly Meetings/Trainings**

- Colonial Heights Food Pantry Board Meeting
- Positive Parenting Coalition Meeting
- Interagency Prevention Team Meeting
- CHHS CADRE Meeting
- CAAN-DUU Coalition Meeting
- Juvenile and Domestic Violence Task Force Meeting
- School Board Meeting
- CANS Training
- FAPT Team meetings
- CCoVA Board Meeting
- System of Care Work group
- Colonial Heights Heroin Summit
- Children's Policy Team Retreat
- Statewide CCoVA conference on The Power of Community to Impact Substance Abuse

➤ **Diversion Program Participation**

- **Community Service**
5 Youth Completed 31 Hours of Service Learning
 - **Shoplifting Diversion**
6 Youth and Parent Attended the Shoplifting Diversion Program
 - **Teen Life Skills**
2 Youth Completed 6 Sessions of "Teen Life Skills"
 - **Miscellaneous Youth Services (Non DJJ)**
2 Youth Completed 7 Hours of Community Service
- ✓ Attended Training and Volunteered for Reach for Reading at North Elementary School
 - ✓ Participated in Heroin and Opiate Summit at CHHS
 - ✓ Attended Opening of United Way Trail at Flora Hill Park
 - ✓ Completed "Telling Your Non-Profit's Story" Training for Colonial Heights Food Pantry
 - ✓ Read to 5th Grade Students at Lakeview Elementary School for "Read Aloud Day"
 - ✓ Completed Operation Prevention's "Virtual Field Trip on Heroin and Opiates"
 - ✓ Volunteered at Colonial Heights Food Pantry for Distributions

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

- ✓ Attended CANS Training at Chesterfield DSS
- ✓ Assisted with HOBY Ambassador Interviews for CHHS Sophomores

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2018	96	\$28,496.86	15	\$5,101.59
2017	83	\$23,281.90	6	\$2,004.11

The sublet repairs consist of the following;

Alignment	\$1,154.23
Seat repairs [fire dept.]	\$2,375.00
Glass replacement/Tint	\$1,430.92
Tire Repair	\$66.44
Welding	\$75.00