

CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 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 Ave in progress.
- ***Dupuy Avenue Modernization, UPC 101287*** – Requested VDOT to authorize City's advertisement for construction bids. Request still under VDOT review.
- ***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. Staff is preparing documents for bid.
- ***FY 18-19 Pavement Preservation*** – Request for construction bids have been advertised. Bids are due on December 7th.
- ***Temple Avenue Resurfacing, UPC 113441 & 113513*** – Request for construction bids have been advertised. Bids are due on December 7th.

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 Spring 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*** – Survey work has commenced.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **Extended Stay Hotel** – Final Plan (1st submittal) submitted to City on 11/1. Stormwater completeness reviewed 11/7.
- **Laurel Hill Lots #64-#66** – Final Plat (1st Submission) reviewed and comments sent to developer's agent on 11/2. Final Plat (2nd Submission) submitted on 11/13.
- **Duck's Locksmith** – Final Plan (4th revision) submitted for approval on 11/13.
- **Southgate Square Improvements 2018** – Final Plan (2nd Submission) submitted on 11/2. Plan reviewed and comments sent to developer's agent on 11/27.
- **Sedona Taphouse** – Final Plan As-Builts submitted 11/8.
- **Dupuy Widening** – Final Plan (100% plan) submitted on 11/8. Plan was reviewed and approved on 11/29.
- **Fence Permits**- Staff reviewed one (1) fence plot plan.

Right-of-Way Permits

- Issued/opened ten (10) permits and closed three (3) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 106 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (10) locations and responded to (05) dead animal removals from street.
- Trimmed tree limbs/bushes at (02) locations and cut/removed tree down in street after storm on Marvin Avenue.
- City's Contractor Removed (21) dead trees/bushes, grinded (06) stumps and trimmed (22) trees throughout the City.
- Leaf season began on November 12th; City's crews collected (585) cubic yards from Areas 1 and 2.

Recycling Center

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

Storm Water and Drainage

- Cleaned (49) catch basins/curb inlets, (05) drainage ditches, curb and gutter at (01) location, Outfalls at (02) locations and responded to drainage miscellaneous request at (02) locations.
- Repaired a basin wall on West Westover Avenue.
- Sweeper removed (06) cubic yards of debris from (03) streets.
- Concrete Crew replaced (04) feet of Curb and Gutter on Jefferson Avenue due to Utility repairs.
- Placed gravel in a sinkhole over a storm sewer pipe on Longhorn Drive.

Transportation

- Placed Asphalt in (42) potholes, (10) asphalt breaking up and (02) utility cuts and responded to (03) asphalt miscellaneous requests.
- Assisted Police Department placing and removing stop signs on Ellerslie Avenue at Longhorn Drive, Dale and Greenleaf Avenues due to power outage during storm.
- Assisted Electoral Board moving voting machine for the upcoming election.
- Continued to clean and perform preventive maintenance/repairs on City's vehicles and Equipment.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (17) sewer backups and to (07) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (10) locations.
- Installed a new clean out on Hampton Drive and repaired a clean out on Wright Avenue.
- Repaired (01) sewer lateral line on Hampton Drive, (02) on Maple Avenue and (01) on East Avenue.
- Removed debris from pump 1 three times this month. Cleaned drain in basement due to a backup. Reset control cabinet circuit due to tripped breaker. Pulled sump pump in dry well to remove debris and assisted AIS with installing packing on pump 1 at the Main Pump Station.
- Responded to an alarm after hour, nothing found at Charles Dimmock.
- Responded to a high level alarm after hour, found bad floats and pump 2 needs to be replaced, cleaned grease and other debris from floats. Responded to 2nd after hour alarm, high amps, pulled pump 1 and cleaned rags. Responded to a 3rd after hour alarm, found breaker tripped, reset breaker. Responded to a 4th after hour alarm, found high amps on pump 1 and pump 2 not working, reversed pump 1, amps back to normal and pulled pump 2 to be rebuilt. Checked pumps after hours, no alarm received, found a broken wire in control panel, fixed wire and replaced cutoff float. Also, found a broken pipe in dry well, set up by-pass pump. Pump 2 in shop to be rebuilt and purchasing a new back up pump at Hillcrest Pump Station.
- Cleaned grease and other debris from floats. Responded to an after hour alarm, found pump 2 tripped, placed pump 1 on line and replaced gasket on a 4” valve and a 4” uni-flange at Dunlop Farms Pump Stations.
- Continue flushing all trouble sewer lines throughout the City.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (06) meters, and responded to (06) water miscellaneous requests.
- Repaired a water main line break on Maple Avenue and a water service line on Jamestown Road.
- Repaired a meter leak on Walnut and Archer Avenues.
- Turned water off at irrigation valve for citizen due to a broken pipe and no water in residence on Brijadan Lane.
- Repaired a Fire Hydrant Bruce Avenue.
- Placed topsoil around meter box on Chestnut Avenue.
- Monitored altitude valve to equal out water levels for Appomattox River Water Authority at Shepherd Stadium Water Tower.
- Backflow/Cross Connection Technician conducted (39) surveys, (30) complete and (09) 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 (110) man hours and (182 tickets) completed.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

Department Overview

During the month of November, the Planning & Community Development Department filled the part-time Code Enforcement Inspector position. The first round of interviews for the Community / Economic Development Specialist position were conducted this month.

Planning & Community Development Division

- Planning Commission did meet in the month of November and the items below were discussed. Planning Commission will not be meeting next month.
 - Planning Commission Resolution No. 18-13 (recommended approval)
- At City Council Work Session, the following planning related items were considered:
 - An Ordinance No 18-10 (First Reading)
 - An Ordinance No 18-31 (Second Reading)
 - An Ordinance No 18-33 (Second Reading)
- Board of Zoning Appeals met on November 14, 2018 and approved BZA 18-2.
- Department of Environmental Quality issued a finding of compliance for the Chesapeake Bay Preservation Act Program on November 16, 2018.
- 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 56 new cases in November 2018 and observed 73 outstanding cases come into compliance.

Building Inspections Division

- The building inspection division issued 42 total building and trade permits, with a total expected investment of \$21,368 in commercial construction.
- The department completed 111 inspections.
- Sedona Taphouse and the Colonial Heights High School Locker Room Addition received CO's.
- One new residential dwelling received a CO. No new building permits for new residential dwellings.

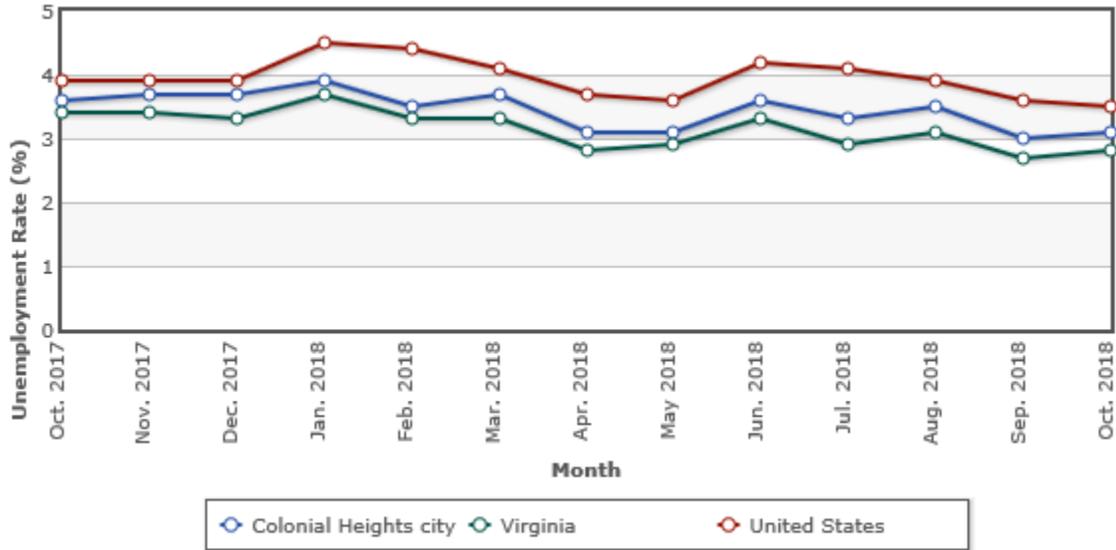
The following spreadsheet depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

Planning & Community Development			New Cases	Month	YTD
11/01/2018-11/30/2018			Total - All Categories	56	1193
12/14/2018			Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	5	88
			Exterior storage of objects and equipment	15	142
			Damage or defacement of public or private property	0	0
Building Permits	Month	YTD	Storage of Inoperable Vehicles	14	159
Total - All Categories	42	535	Removal of Vegetation	1	353
Residential - New Construction	0	12	Solid Waste: Remove unsafe substances	21	345
Cost/Investment	\$0	\$1,739,330	Zoning	0	26
Residential - Alteration/Demos	4	92	Virginia Property Maintenance Code	0	80
Cost/Investment	\$1,929	\$ 869,559			
Commercial	3	53	Closed Cases	Month	YTD
Cost/Investment	\$21,368	\$ 5,439,494	Total - All Categories	73	1084
Electrical	18	170	Parking of commercial vehicle, recreational vehicle, utility trailer, boat, and camper in Res. Districts	2	108
Mechanical	13	110	No Violation	0	5
Plumbing	4	98	Compliant	2	92
			Forced Compliant	0	0
			Exterior storage of objects and equipment	15	131
			No Violation	1	6
			Compliant	14	125
			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	61	744	Forced Compliant	0	0
Commercial	50	750	Storage of Inoperable Vehicles	14	137
			No Violation	1	8
			Compliant	13	127
			Forced Compliant	0	2
			Removal of Vegetation	7	391
			No Violation	0	9
Planning Permits	Month	YTD	Compliant	7	325
Total- All Categories	6	138	Forced Compliant	0	57
Fence	1	33	Solid Waste: Remove unsafe substances	29	240
Signs - Temporary	0	12	No Violation	0	5
Signs - Permanent	0	31	Compliant	28	232
Zoning	5	62	Forced Compliant	1	3
			Zoning	1	18
			No Violation	0	0
			Compliant	1	18
			Forced Compliant	0	0
			Virginia Property Maintenance Code	5	59
			No Violation	1	5
			Compliant	4	54
			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
Oct. 2018	3.1%	2.8%	3.5%
Sept. 2018	3.0%	2.7%	3.6%
Oct. 2017	3.6%	3.4%	3.9%
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 October 2018 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,948	8,668	280	3.1	No

- *Chesterfield 2.7 %unemployment *City of Petersburg 5.4 % unemployment
- *Dinwiddie 3.3 % unemployment *City of Hopewell 4.3% unemployment
- *Prince George 3.3 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	3
Sites/Bldgs. Submitted	2
Active Prospects	6

Projects:

Sedona Tap House – Nov. 10th, 2018 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 in works
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 Site Meeting
Community College Workforce Meeting
Petersburg Area Regional Tourism Marketing Meeting
Greater Realtor Association Commercial Realtors Monthly Meeting
Network of Enterprising Women (NEW) Monthly Luncheon
Metro-Exports/RVA Program
Interviews for Community/Economic Development Specialist Position
Petersburg Area Regional Tourism (PART) Meeting
Sedona Tap House Ribbon Cutting
Virginia's Gateway Partner Meeting
Workforce Investment Board Meeting
Virginia Retail Federation
Virginia Chamber Economic Development Update

IV. POLICE DEPARTMENT:

Our officers responded to 3,159 calls for service during the month of November, 2018. During the same month last year, we responded to 3,329 calls for service—resulting in a 5% decrease. We had one (1) reported robbery, and two (2) reported in November, 2017— a 50% decrease. We had one (1) report of an aggravated assault this November, with one (1) reported during the month of November, 2017— no change. We had four (4) reported burglaries in November, 2018, with three (3) reported during the month of November, 2017— a 33% increase. There were 90 Part I, or serious, crimes reported to the Colonial Heights Police Department in November, 2018. Fifty-one (51) of those, or 57%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of November was a good month considering the holiday “fun” that we have been able to experience during the shopping season. We have increased our extra patrols around both the mall and shopping centers, to include Colonial Square and Dunlop Village. Unfortunately, but as expected, our larcenies were up by 16%; however, on a positive note, our total arrests were down 13% overall.

We had some very significant happenings within the police department as we transitioned into our new firearms. Each officer qualified at the range as they received their new firearm. We also had a record-breaking fundraiser for Special Olympics at Texas Roadhouse’s *Tip-a-Cop* event. Several of our officers and Command Staff joined with officers from Riverside Jail, Petersburg Police, Hopewell Police, Prince George Police and the recruits from Crater Academy. The comradery was tremendous.

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

- Officer Joe Vaughan responded to Walmart for a subject who had stolen some items and was leaving the scene in a vehicle. Officer Vaughan located a broken down vehicle which matched the suspect vehicle’s description. He was able to identify the driver as the suspect from Walmart and arrested the suspect.
- Officer Vaughan also responded to Chanello’s Pizza for a burglary to the business. Officer Vaughan observed that the back door had been forced open and items stolen from the store. Master Detective Adam Brandeberry responded out to process the scene and is investigating the case.
- Officer Cecil Powell took a report of a brandishing of a firearm at Sheetz. During his investigation, he observed video that disputed the victim’s version of events. At this point, the victim refused to cooperate with the investigation and the incident was cleared as unfounded.
- Sergeant Kyle Sexton responded to a residence for a report of a sexual assault. During his investigation, he determined that the crime happened in another jurisdiction. Sergeant Sexton was able to assist the family until the correct jurisdiction was contacted and was able to take over the investigation.
- Officer Macaulay Fable arrested an individual for DUI from a vehicle crash where the suspect ran off the road and went through two yards. The individual also happens to be a suspect from an earlier hit and run of a pedestrian in Petersburg.
- Officer Christopher Velasquez responded to Buffalo Wild Wings for a possible overdose. Officers used their department-issued Narcan to revive the subject. A further check of the subject found that she was wanted in Petersburg. Once she was released from the hospital, she was turned over to Petersburg Police.
- Master Officer Stacey Whitt responded to Walmart for a small child left unattended in a shopping cart for over 20 minutes. The mother of the child was located and charged with child neglect. A report of this incident was made to Child Protective Services.

IV. POLICE DEPARTMENT (CONTINUED):

- Officer Brown responded to Benny's Tavern for a reported robbery. The suspect fired 2 shots from a flare gun inside the business and demanded money. The suspect fled the business in an employee's vehicle which was located at a nearby business abandoned. Detectives are investigating this incident.
- Officer Robert Brown took a report of six (6) vehicles being broken into at the Planet Fitness parking lot. Each vehicle had a window broken out and valuables taken that were in plain sight.
- Career Officer Greg Thinnes responded to a call for service involving a reckless driver. He located the vehicle parked at a business on the Boulevard. Career Officer Thinnes made contact with the driver, at which time he located suspected narcotics and arrested the driver.

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:

- Master Officer Sophie Benkendorf, along with other officers from surrounding jurisdictions, participated in the 3rd Annual ***Steak-Out for Charity Tip-a-Cop*** at Texas Roadhouse in Colonial Heights. We raised approx. \$3,624.00 for the **Law Enforcement Torch Run** for Special Olympics Virginia.
- During November, the city welcomed a new restaurant—**Sedona Taphouse**. The restaurant selected ***Heroes and Helpers*** as their November charity fundraiser. Department members attended the Monday night events, and multiple Facebook posts were shared describing the fundraiser and encouraging attendance.
- During November, members of the department reviewed the updated policy on firearms and use of force in anticipation of new weapons to be issued. During the last week of the month, weapons and equipment were turned in and new weapons and equipment issued. Officers completed familiarization with the new weapon, which includes a mounted light, and completed night fire/fall qualifications.
- Sergeant Renee Walters completed the Q4/final quarter grant reports for the DMV grant that ended.
- Sergeant Walters also completed and submitted a new DCJS Grant/JAG funds, requesting tourniquets with cases and medical crisis response bags.
- Sergeant Walters and Career Officer Scott Whirley completed four (4) pre-surveys for the November ***Click It or Ticket*** campaign related to the new DMV grant. Multiple posts were made on Facebook regarding seatbelts and ***Click It or Ticket***.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported an above average month, with 23 new cases assigned to the division. Sixteen (16) cases were cleared, including one (1) case from previous months, all of which resulted in a 71% clearance rate. During November, we had five reported sex offenses. Detectives worked extensively on these cases and determined two (2) of the cases occurred in Chesterfield and Dinwiddie Counties. Two offenses, which were reported as rape, were unfounded after one alleged victim chose not to talk with the police and the second alleged victim was just released from the Department of Corrections with mental issues and had severe discrepancies in allegations. One offense involved a sexual assault at SouthPark Mall, which was cleared by arrest. Detective Sergeant Thad Johnson responded to Buffalo Wild Wings in reference to a male party opening multiple bar tabs using different credit cards. During this investigation, it was determined that the suspect had 29 credit cards encoded with different information than what was embedded on the credit card. In all, 29 victims were identified from California to Florida. The suspect's cell phone, laptop computer and credit card encoding machine were seized, and search warrants were obtained on each of these items.

IV. POLICE DEPARTMENT (CONTINUED):

During the month of November, we had two (2) reported non-fatal heroin overdoses. We also processed 25 concealed weapon permits, and three (3) massage clinic permits.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned five (5) new cases.
 - One case involved obtaining money by false pretenses.
 - One case involved embezzlement of \$90K from a department store.
 - Two cases involved credit card theft.
- Master Detective Roger Santini was assigned five (5) new cases.
 - Two cases involved sexual assault complaints.
 - One case involved an attempted armed robbery at a bar.
 - One case involved a suicide threat.
- Career Detective Chris Harris was assigned eight (8) new cases this month, as follows:
 - Two cases involved reported larcenies.
 - Career Detective Harris cleared two (2) 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.
 - Two cases were reported as sexual assaults.
 - One case involved embezzlement from a local business.
- Master Detective Adam Brandeberry was assigned five (5) new cases this month, as follows:
 - One case involved a sexual assault at the SouthPark Mall.
 - One case involved a burglary to a business.
 - One case involved a missing juvenile that was located.
 - One case involved a threat to a Colonial Heights citizen.

No public nuisance letters were issued this month.

IV. POLICE DEPARTMENT (CONTINUED):

Auxiliary and Sentinels assisted school resource officers by working security at North Elementary for three days, security/traffic control for one high school football game, traffic control for the 100th Anniversary for Veteran's Day, Annual Turkey Trot 5K Run, security for TDO patients at SRMC and the *Tip-A-Cop* fundraiser for the Region 4 Special Olympics at Texas Roadhouse.

Auxiliary Officer Jason E. Poe has completed 11 weeks of his field training. He is projected to complete his field training around December 12, 2018. Auxiliary Officer Poe was given a conditional job offer and is expected to become a full-time police officer around December 12, 2018.

Auxiliary/Sentinel members volunteered 349 hours of service during November. Our Auxiliary/Sentinel members have volunteered 2668 hours of service during the 2018 calendar year.

As an agency, overall we made 347 total arrests, worked 114 crashes, wrote 482 traffic citations, executed 707 traffic stops, affected 12 DUI arrests and 21 drug arrests, and issued 28 parking citations.

Career Officer H. Scott Whirley has been selected as our *Employee of the Month* for **October, 2018**. October was *Crime Prevention Month*, and Scott had many events that required long-term planning in order for them to be successful. The largest event was *Celebrate Safe Communities* night, which was held on October 2nd. Scott planned and organized for months prior to this event, and it was quite evident. The event was well attended by citizens, city government representatives, and police officers alike. Even Benjamin, Scott's teenage son, volunteered again this year as McGruff the Crime Dog, which is always a big hit at the locations he visits. From light towers, banners, gift cards, advertising and a great deal of communication with event hosts, this event takes a tremendous amount of planning and follow-through.

The *National Drug Take-Back Initiative* was yet another big project that Career Officer Whirley coordinated with the Drug Enforcement Agency (DEA), the Colonial Heights Fire Department and many volunteers. Scott worked the entire event on a Saturday, then transported the turned-in medications to the Richmond DEA office the following Monday. The weight received by Colonial Heights was over 226 pounds.

Career Officer Whirley was also instrumental in the organization of another fundraiser this year. Local artist Henry Kidd had an auction and fundraiser for first responders at his gallery business on Pickwick Avenue. Scott was the department's point of contact with Mr. Kidd and other key parties involved in this event. He manned the command post and participated throughout the entire event on Saturday, October 20th.

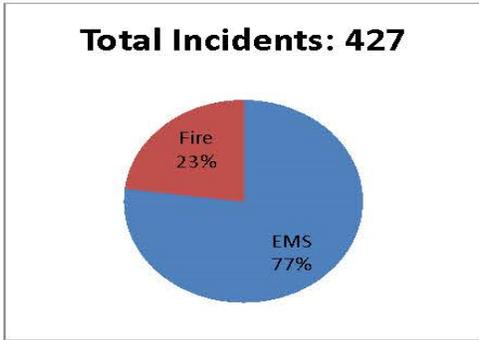
Last, but certainly not least, Career Officer Whirley coordinated with the Recreation and Parks Department for the annual *Halloween in the Park* event. Although he did not work it, Scott was instrumental in the planning and organizing leading up to that night. He is continually working on accreditation files, and is well prepared to meet the December 7th deadline.

Among all of the above duties, Career Officer Whirley maintains our training files, and is responsible for documenting of new policy reviewed by officers. He has received a new responsibility in helping with providing C.R.A.S.E. training to City employees and businesses. Scott is always positive and willing to help without complaint. He is professional and thorough in his work and is a great representative for the Colonial Heights Police Department and the Law Enforcement Services Division. We are proud to present this distinguished award to Career Officer Scott Whirley as our October *Employee of the Month*.

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

Crime	November 2017	November 2018	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	2	200%
Robbery	2	1	-50%
Aggravated Assaults	1	1	0%
Simple Assaults	29	15	-48%
B & E	3	4	33%
Larceny	56	65	16%
Vehicle Thefts	1	2	100%
Arson	1	0	-100%
Shoplifting	39	35	-10%
DUI Arrests	15	12	-20%
All Criminal Arrests	399	347	-13%
Calls for Service	3,329	3159	-5%
October 2018	Number Reported	Number Cleared	Percentage Cleared
	90	51	57%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 98

(Total Fire Loss \$5,370)

Total EMS Incidents: 329 (243 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.1% of emergency incidents: (Avg. response time 6:06 minutes)

EMS units arrived on scene in less than 9 minutes on 98.4% of emergency incidents. (Avg. response time 5:40 minutes)

Fire Division (number of incidents):

<u>Fires</u>	<u>Hazardous Situations</u>	<u>Services Calls and False Calls</u>
Building Fire	2	Gas Leak (Natural or LPG)
Vehicle Fire	1	Electrical Wiring or Equipment
Cooking Fire (confined)	2	Overheated Motor
Outside Equipment Fire	1	Power line Down
Excessive Heat	1	Arching, Shorted Electrical
Authorized Controlled Burning	1	Equip
Unauthorized controlled Burn	3	Water or Steam Leak
		Smoke Scare/Odor of Smoke
		Haz-Mat investigation/no Haz-Mat Found
		Good Intent Calls
		Public Services
		False Alarm/False Call
		Public Fire Education
		Smoke/CO Detector Installation
		Assist Invalid
		Knox Box Installation
		Child Seat Installation
		Cover Assignment/Station Fill in

Fire Mutual Aid Given & Received

M/A Fire Engine First Responder EMS to Chesterfield	6	M/A received from Fort Lee Fire	1
M/A given to Chesterfield Fire	2	M/A received from Chesterfield Fire	6
M/A given to Petersburg Fire	3		

EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	7	M/A received from Fort Lee EMS	5
M/A given to Prince George EMS	1	M/A received from Petersburg EMS	2
M/A given to Dinwiddie EMS	1	M/A received from Hopewell EMS	1
		M/A received from Prince George EMS	1

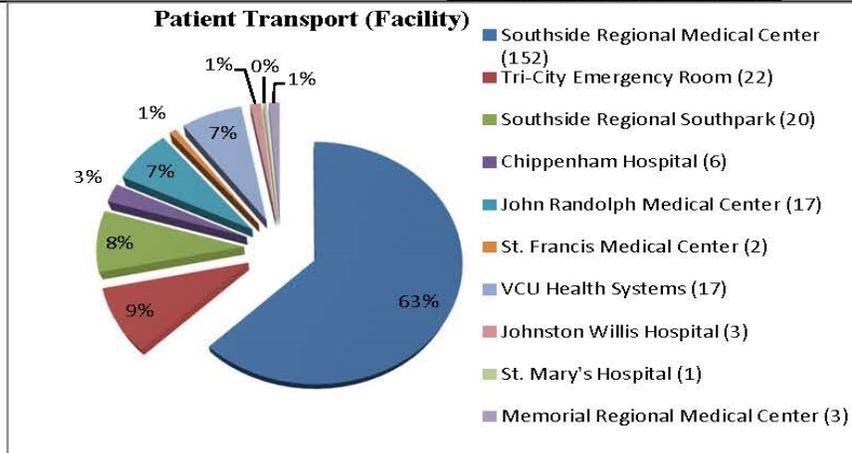
Staffing

Engine unstaffed due to EMS call

Engine staffed with 2 due to EMS call

Station	Number of Incidents	Engine unstaffed due to EMS call	Engine staffed with 2 due to EMS call
Station 1	28 Incidents	27 Hours & 36 Minutes	24 Incidents
	Total Hours	23 Hours & 41 Minutes	
Station 2	19 Incidents	20 Hours & 55 Minutes	11 Incidents
	Total Hours	12 Hours & 5 Minutes	

EMS Transports (by facility)



VI. FINANCE DEPARTMENT:

Departmental Highlights

- ERP System- Council unanimously approved the evaluation team's recommended system on November 13. Staff has done an initial review of the contract. A separate smaller evaluation team has selected a business process consultant and is currently negotiating that contract. It is hoped that the Business Process Consultant can be brought on board quickly and assist in contract negotiations with Tyler.
- The auditors completed their work on the FY18 audit and it was submitted to the Auditor of Public Accounts as required on November 30. The document is in production and will be shared with the Audit Committee and Council in December.
- A meeting to evaluate the utility rate consultants is scheduled for early December.

Finance – 1,482 Checks processed; no Alarm citations sent

- **Purchasing** –161 total purchase orders were completed with 130 being processed by purchasing and 31 departmental purchases being reviewed. This compares to 195 being completed for the same period in 2017. In addition, 115 check requests were prepared by departments which are not processed by Purchasing.

Bid/RFP Activity:

- Construction on the Tennis Courts project behind CHHS started November 5.
- 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.
- Staff are reviewing the two proposals received 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). A meeting to complete the evaluation is scheduled in December.
- Contract review is underway for the Business Process Consultant.
- Engineering is reviewing responses to Invitation # 18-111602-1079, "On Call" Land Surveying & Mapping services.
- Invitation # 18-120702-1080, Pavement Preservation 2019 was issued on October 31, with proposals due on December 7.
- 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.

VI. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity

- The smart net renewal contract was completed during the month. This gives the City 24 hour replacement for critical technology infrastructure such as routers and switches.
- Purchasing is negotiating a contract for the City's July 4, 2019 fireworks show. A new vendor will be doing the show next year, due to a large price increase by the previous vendor.
- Staff is in discussion with a sign builder for input on a "Welcome to Colonial Heights" lighted sign in the roundabout.
- Staff negotiated a renewal of the City's Internet contract with Comcast, lowering the monthly price on internet service to the City by \$2,900 per month.

Risk Management

- A claim was filed by a citizen claiming a pot hole on Dupuy Avenue damaged her car in February 2018.
- A citizen filed a claim against the City concerning a sewer backup in the Sherwood Hills area. The homeowner did not contact the City at the time, thus it was not investigated.
- A Senior Citizen van driver was involved in a hit and run accident at Southpark Mall.
- A Utility Department driver hit another vehicle in the rear in the Hardees parking lot.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,847

Delinquent Notices Sent – 782 or 21.5% with 116 cut off for nonpayment.

No utility billing 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 2018:

Advertisements

<u>Department</u>	<u>Position</u>
Planning & Comm. Dev/Econ. Dev.	Community/Economic Development Specialist
Recreation & Parks	Recreation Assistant I (Part-time)
Recreation & Parks	Transportation Coordinator (Promotional)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Recreation Assistant I (Part-time)	31	362
Community/Economic Development Specialist	43	364
Transportation Coordinator (Promotional)	3	31

Pay Plan Study

- Continue to request and receive survey information from surrounding and similar size localities. Responses are expected to be received by the beginning of December 2018 with data being reviewed and compiled on an on-going basis.

Miscellaneous

- Attended the annual Colonial Heights High School Career, College, and Volunteer Fair on November 1, 2018 with information about employment and volunteer opportunities for students.
- Attended a Senior Management Team retreat hosted by the City Manager's Office on November 27, 2018.
- Exit interview sessions were held for: Transportation Coordinator and Recreation Specialist II.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 49,642 page views in the month of November.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Animal Control & Shelter2. Real Estate Record Search3. Library4. City Employees5. Pay Online6. Yard Sale & Temporary Sign Permit7. Human Resources8. Upcoming Elections9. Christmas Parade10. Police11. Recreation & Parks12. Our Government13. Polling Locations & Hours14. Utility Billing15. Records & Property Tax Map	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India Germany China Ireland Philippines	<p>Top four regions after Virginia:</p> <ul style="list-style-type: none"> Illinois North Carolina California Pennsylvania Maryland
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- ☆ Citizens submitted and city staff processed 267 service requests and questions through the “Report a Concern” module during the month of October.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,568 fans and the City’s Twitter account has 1,306 followers. There are 3,397 subscribers for “In the News”.
- ☆ Proactive Information Management completed 63.5 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 18,718 titles in November.
- ☆ Residents borrowed 6,881 e-books on Kindles, while 459 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 714 residents registered for the Hoopla service.
- ☆ The public computer center had 1,276 users, while the iPad center was used 52 times.
- ☆ The children’s story time program had 174 children participating.
- ☆ The library’s meeting rooms were used by 107 groups.
- ☆ An average of 614 residents used the library each day, while 46 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

Our Youth Football/Cheerleading and Adult Softball leagues completed their seasons in November. The Department also held the 5th Annual City of Colonial Heights Christmas Tree Lighting and staff continued making preparations for the 66th Annual Colonial Heights Christmas Parade. Staff attended the Virginia Recreation & Park Society Annual Conference the first weekend in November where the American Legion Post 284 was awarded the Distinguished Private Sector Award for their involvement in Department programs, as well as their financial support during the year.

Activities/Programs	2018	2017
Adult Softball (Fall League)	16 teams	19 teams
Youth Football	82	45
Youth Cheerleading	50	51
Youth Wrestling	10	15
Build a Car Movie Night	7	n/a
Therapeutic Recreation Classes	169	n/a
Christmas Tree Lighting	230	200
Karate	4	8
Belly Dance	5	5
Facility Usage	2018	2017
Community Room Attendance	1,155	1,216
Community Room Reservations	21	30

Build a Car Movie Night



Parks, Horticulture, Building & Grounds

- Prepped ball fields as needed for league and tournament play.
- Painted football field, field hockey field, band practice field for High School as needed.
- Removed all goals, benches, and trashcans from fields at Soccer Complex.
- Installed City Christmas tree at Courthouse.
- Helped decorate City Christmas tree at Courthouse.
- Closed and winterized bathrooms at all parks.
- Winterized water lines at all ball fields.
- Assisted with handicap concrete pad installation at War Memorial.
- Delivered and set up chairs at War Memorial for Veterans Day ceremony. Removed chairs after ceremony.
- Removed all batting cage nets and put in storage for winter.
- Power washed City Welcome Sign at Legacy Garden for photo shoot.
- Repaired fence along Appomattox River Trail from storm damage.
- Repaired and power washed wooden fence around Community Building parking lot.
- Repaired ropes on flagpoles at Public Safety Building.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Edged beds at sites as needed.
- 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.
- Cut liriope back at sites.
- Removed annuals from sites.
- Trimmed hollies at Health Department building.



X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Activities	2017	2018
Adult Coloring	11	9
Bingo in Center	24	40
Bowling	240	240
Bridge Party	27	45
Bridge Tournament	77	89
BUNCO	0	16
Craft Classes	13	16
Senior Advisory Board Meeting	5	N/A
Senior Club Meeting	71	97
Senior Citizen Dance	112	57
Sing A-Long	24	33
Awareness/Education	2017	2018
Blood Pressure Check	22	30
Cholesterol Lunch & Learn	18	N/A
Susie's Fund Lunch & Learn	N/A	6
Classes	2017	2018
Bridge 101	12	8
Colorful Creation Open Paint	19	40
Crochet & Knitting	30	39
Line Dancing Class	60	80
Meditation	N/A	6
Quilts for Vets	7	17
Sewing Class	15	17
Tap Class	89	47
Tech Savvy	0	6
Watercolor with Faye	20	28
Fitness	2017	2018
Muscles in Motion	203	247
Sit & Let's Get Fit	197	180
Strength & Stretch	384	341
Tai Chi	31	25
Pickleball	90	172
Water Aerobics	42	29
Yoga	117	134
Zumba Gold	14	N/A
Trips	2017	2018
Alzheimer's Walk	6	N/A
Biltmore Trip	28	N/A
Genealogy Trip	N/A	6
Haunted Ghost Tour	7	N/A
Lunch Bunch	8	10
Riverside	24	N/A
TOTAL	2,047	2,110
Volunteer Hours	40	N/A
Meals	2017	2018
Home Delivery Meals	80	40
Site Meals	38	54
Transportation	2017	2018
Total Passengers	199	258
Total Trips	426	504
Total Miles	2333	2178
Wheelchairs	5	17
Donations	\$204.80	\$196.20
New Riders	2	7

Riverside Theater



Violet Bank Museum

	<u>2018</u>	<u>2017</u>
Attendance	121	113

- House Tours: 66
- Grounds Use: 32
- Programs: 23

The month of November built up steadily and ended on a high note. Museum staff worked on promoting the upcoming Candlelit Tour schedule by distributing flyers in multiple locations. A great deal of cleaning and furniture rearranging went on prior to the Violet Bank Garden Club coming in to decorate the Museum for the holidays. These wonderful volunteers worked for a solid week to beautify the place and it looks amazing! They are also acting as "holiday helpers" during each night of the Candlelit Tours; counting guests, tending to the lit candles and helping where needed. A big thank you to the Violet Bank Garden Club for all their efforts.

The Museum Staff had the opportunity to attend the Christmas Tree Lighting at the Courthouse to both support the Recreation & Park Staff and to pass out candy cane flyers to promote the upcoming Candlelit Tours at the Museum. The Museum's very own Mike Poarch dressed as Santa Claus, much to the delight of the children there. Mike is also portraying Santa Claus for all six nights of the Candlelit Tours at Violet Bank.

The Violet Bank Stitchers from the Heart Group had an extremely productive month in November. Eighteen woven pet mats were donated to Smitty's Cat Rescue, as well as a cat scratching post, cat food and other items that were provided by the group. These talented ladies also made hats and scarves that were given to the homeless by Officer Tim Morton of Chesterfield. Other items were added to the founding group's for a special holiday baby program.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 12 YAC Members, YAC Advisor and YSC Chairman Attended November Monthly Meeting
- Signed 80 cards to Meals on Wheels
- 5 YAC Members and Advisor Volunteered at Colonial Heights Food Pantry for Scouting for Food
- 3 YAC Members and Advisor Shopped and Filled 25 Salvation Army Stockings
- 5 YAC Members and Advisor Made 8 No Sew Fleece Blankets for CARES
- 2 YAC Officers and Advisor Planned for the Monthly Meeting

➤ **Youth Services Commission**

- No meeting in November

➤ **Kids' After School Program**

- Enrollment: Tussing Elementary-17; Lakeview Elementary-12 & North Elementary-16
- KAP activities included team building, art projects, STEM project, literacy projects and a social-emotional learning activity.
- Volunteer hours for November – 204 hours.
- Interns - VSU Social Work- 163 hours.

➤ **Substance Abuse Prevention Activities**

- 4 teen received Virginia ABC, Drive Smart Virginia, AAA, State Police, Poison Control Center information at driver's licensing ceremony

➤ **Ongoing Monthly Meetings/Trainings**

- CARES Board Meeting
- CHHS CADRE Meeting
- Colonial Heights Food Pantry Board Meeting
- Positive Parenting Coalition Meeting
- School Health Advisory Board Meeting
- Interagency Prevention Team Meeting
- Suicide Prevention Meeting
- CAAN-DUU Coalition Meeting
- FAPT meeting
- Families First Advisory Board
- Emergency Food and Shelter Program meeting
- Positive Parenting Coalition
- Community Policy and Management Team- CSA
- Department Director's Retreat
- School Readiness Coalition

➤ **Diversion Program Participation**

- **Community Service**
8 Youth Completed 100 Hours of Service Learning
 - **Shoplifting Diversion**
14 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
 - **Teen Life Skills**
2 Youth Completed 2 Sessions of "Teen Life Skills"
 - **Miscellaneous Youth Services (Non DJJ)**
3 Youth Completed 34 Hours of Community Service
- ✓ Volunteered for Reach for Reading at North Elementary School
 - ✓ Attended Active Attacker Training
 - ✓ Volunteered at Colonial Heights Food Pantry for Distributions

XI. OFFICE ON YOUTH & HUMAN SERVICES CONTINUED:

- ✓ Attended Money Management Workshop Provided by Department of Social Services
- ✓ Volunteered at Annual Christmas Tree Lighting
- ✓ Attended “Strengthening Connections” Training Provided by Department of Criminal Justice Services
- ✓ Facilitated at Virginia HOBY CLeW Event for High School Freshmen at Radford University
- ✓ Attended Chesterfield County School Health Advisory Board Meeting

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2018	62	\$16,382.73	3	\$2,088.77
2017	80	\$22,609.55	5	\$1,456.99

Sublet repairs consist of

Misc. (body work)	\$1,961.93
Glass	\$126.84