



CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 2017

I. PUBLIC WORKS & ENGINEERING: ENGINEERING

Transportation Capital Projects

- *Safe Routes to Schools- Phase 3 (Middle School), (UPC 102836)* – Awaiting VDOT direction on procedures for repackaging this project.
- *Safe Routes to Schools (North Elementary School Phase I) (UPC 105233)* – Preliminary engineering work in process.
- *Safe Routes to Schools (North Elementary School Sidewalks) (UPC 106188)* – Preliminary engineering work in process.
- *Holly Avenue Reconstruction (Revenue Sharing) (UPC 105690)* – Construction complete.
- *Dupuy Avenue Modernization, (UPC 101287)* – Design work in process to include an extra 50 feet of improvements at the City limits.
- *Lakeview Avenue Modernization, (UPC101288)* – Design work complete. Legal counsel preparing certificate of take for property refusals.
- *Government Center Enhancement Project (Phase II – James Avenue to A Avenue) (UPC 78222)* – VDOT to reopen PE expenditures account in order to complete design of this project. Awaiting VDOT approval of construction documentation for Phase I tree grating project, and outstanding reimbursement requests.
- *2017 Pavement Preservation* – Construction complete.
- *2018 Pavement Preservation* – Construction contract awarded to Blakemore Const. Co. Construction start anticipated April 2018.
- *Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) (UPC 107533)* – Consultant selection in process. Scheduled start of preliminary engineering is February 2018.
- *Mallard Drive Reconstruction, (UPC 107093)* – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$64,722.61. Scheduled start of construction is March 2018.
- *Stratford Drive Reconstruction, (UPC 107092)* – Construction contract awarded to Finley Asphalt and Sealing, Inc. in the amount of \$205,725. Scheduled start of construction is March 2018.
- *Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)* – Consultant selection in process. Scheduled start of preliminary engineering is February 2018.
- *Appomattox Green River Trail Phase IV (UPC 105236)* – Design work complete. Right of way acquisition work in process.
- *Improvements on Conduit/Ellerslie Avenue – (UPC 108646)* – 50% design complete. Scheduled start of right of way acquisition work is January 2018.

Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Design work complete.
- **Dupuy Avenue Water and Sewer Replacement** – Design work complete.
- **Richmond Avenue Sewer Repair** – Construction contract awarded to Perkinson Const. Co. for \$81,000. Construction work in process.
- **Nantucket Drainage** – Design work in process.
- **Hemlock Drainage** – Design work in process.
- **Hrouda Pump Station** – Further work on hold pending approval of CIP budget request.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Development Plan Reviews

- **Roslyn Farm Office Lot #12** - Final construction plan (4th submittal) submitted on 12/15.
- **Precision Cell** – Final construction plan (5th submittal) submitted and reviewed. Plans are ready for approval signatures.
- **Lakeview Modernization** – 100% construction plan reviewed 12/8. Plan comments sent to Bowman Engineering on 12/18.
- **Duck’s Locksmith** – Preliminary plan submitted and reviewed. Comments sent to Planning Department on 12/28.
- **Sedona Taphouse** – Preliminary plan submitted and reviewed. Comments sent to Planning Department on 12/28.

Right-of-Way Permits

- Issued/opened six (6) permits and closed seven (7) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting at 79 locations.
- Performed preventative maintenance at 4 locations.

Vegetation

- Removed litter from (07) locations and responded to (04) dead animal requests.
- Removed tree limbs on City property at (02) locations and responded to miscellaneous tree request at (01) location.

Recycling Center

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

Storm Water and Drainage

- Cleaned (42) catch basins/curb inlets, (01) curb and gutters and responded to miscellaneous drainage request at (01) location.
- Sweeper collected (25) cubic yards of debris from (05) streets.
- City’s crews collected (1,371.5) cubic yards of leaves from Areas 1, 2 and 3 for a total of (1,995.5) cubic yards for the season.

Transportation

- Placed asphalt in (01) utility cut on Conduit Road.
- Placed 22.5 tons of salt/sand mix and 80.6 tons salt during snow event December 8th and 9th.
- Continued to clean and perform preventive maintenance/repairs on City’s vehicles and equipment.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (13) sewer backups and responded to (04) miscellaneous sewer requests.
- Deployed camera to video inspect sewer line to determine problem areas at (06) locations.
- Installed sewer cleanout at (01) location.
- Flushed sewer main line at (01) location.
- Removed debris from pumps 1 and 2 at the Main Pump Station three times this month. Greased grinder hog and installed a new light in shed.
- Placed a plate over vents in door at C&B Pump Station so heater will not run so much. Removed all trash and leaves from around building.
- Responded to station overflow alarm at Hillcrest Pump Station after hours. Bad float was cut off and replaced with new cut-off float. Repaired light, removed grease and other debris from wet well. Removed all trash and leaves from around building.
- Pulled and removed debris from pump 2 at Charles Dimmock Pump Station. Removed grease and other debris from wet well. Checked and tested floats. Removed all trash and leaves from around building.
- Topped off radiator with coolant on the generator at Sherwood Hills Pump Station.
- Topped off radiator on the generator with coolant at Conjurers Neck Pump Station.
- Checked wet well at Hrouda Pump Station after hours. Topped off radiator on the generator with coolant.
- All employees assisted with snow event on December 8th and 9th.
- Continued monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (17) meters, meter box at (05) locations, meter setter at (02) locations, meter pigtail at (01) location, meter riser at (01) location and responded to (08) water miscellaneous requests.
- Aligned a meter in box at (01) location.
- Cleaned meter box for Utility Billing at (01) location.
- Repaired a water service line break at (04) locations, main line break at (04) locations and a meter leak at (01) location.
- Replaced a water service line from main to meter at (01) location.
- Turned water service on/off at (02) locations.
- Repaired a water valve at (01) location.
- Replaced a fire hydrant on Richmond Avenue.
- Cleaned screen filter on attitude valve at Shepherd Stadium water tower and installed a piggy back float on sump pump.
- Backflow/Cross Connection Technician conducted (38) surveys, (26) completed and (12) incomplete.
- Collected weekly routine water samples including THMs and HAAs. Sent these to Appomattox River Water Authority's (ARWA) for testing.
- Continued testing for chlorine at the dead end of Wildwood (02) times a week.
- 811 (formerly Miss Utility) locating required (164) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

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

- At the beginning of the month, Ms. Julia Bond was hired as one of the two part-time Code Enforcement positions. Ms. Bond's previous experience includes insurance inspections. While in this part-time role and outside of work hours, she will continue working at her wallpaper business and as a property manager for units not within this locality.
- Planning/Building inspections brought on temporary staff member, Phyllis Cheely, back in October 2017. Ms. Cheely was very helpful and smoothed the office's transition until we were able to fill vacancies. Since both Code Enforcement positions were filled and trained, the temporary staff member role was no longer needed.

The department shows another productive month in all divisions. As you will see below, all divisions continue to provide professional service in an effort to reach the department's mission, vision, and goals.

Planning & Community Development

- Planning Commission did not meet in December 2017.
- Two preliminary site plan reviews completed for January Planning Commission.
- Three staff reports completed for January Planning Commission.
- No items at December City Council from the Planning Division.
- For CDBG, staff has received comments from Department of Historic Review for the 6 emergency home repair recipients.
- The division also continues to review zoning, sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.

Code Enforcement

- The code enforcement division saw an overall decrease in inspections in comparison to December 2016, but completed over 2,700 inspections year to date, consistent with 2016.
- It is important to note that Trash/Debris and Property Maintenance violations are up 50% YTD in comparison to 2016. The division continues proactive enforcement of city property maintenance and zoning violations.
- There has been a consolidated effort to educate the new staff members on the proper documentation process to remediate property maintenance issues with property owners.

Building Inspections

- The building inspections division received a slight increase of permit applications in comparison to December 2016. The department has provided a significant amount of inspections, especially with new buildings, most specifically Southside Regional Medical Center, Sheetz, and Longhorn Steakhouse.

Development Update (2017)

- Colonial Heights has benefited from over \$15 million in new and renovated commercial buildings.
- Construction also began on 6 new homes.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

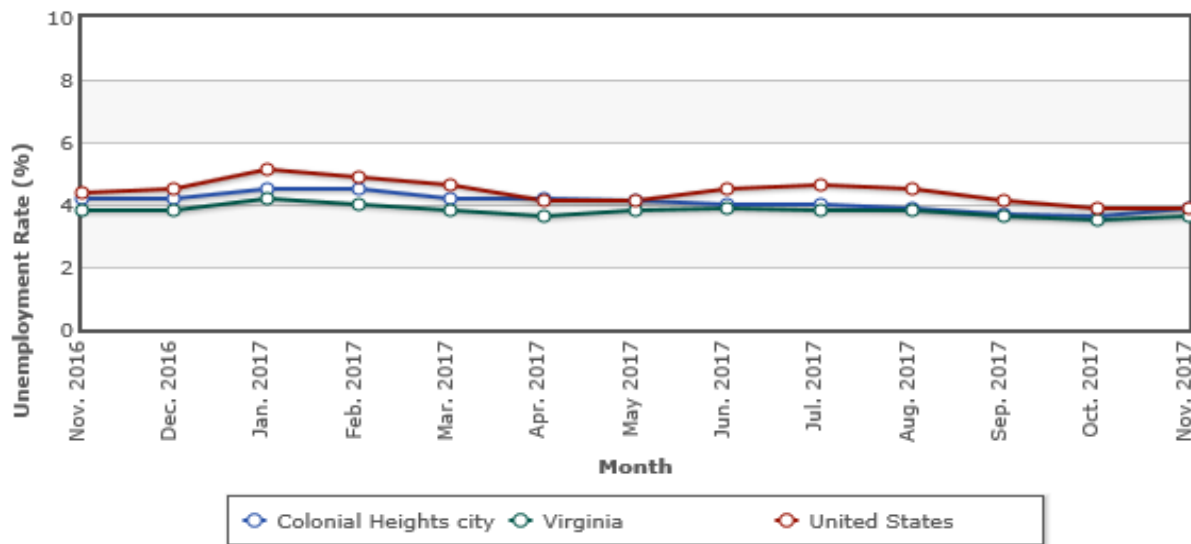
The spreadsheet attached depicts the department's monthly and year-to-date statistics.

December 2017

II. PLANNING DEPARTMENT:			Dec 2017		
	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	6	383	New Residential	0	6
No Violation Found	0	9	Cost	\$0	\$ 1,050,000
Compliant	6	228	Res. Additions/Alterations	4	92
In Progress	0	16	Cost	\$69,495	\$ 899,600
City Enforced - Grass Cut	0	149	Demolitions	0	6
Total Inspections	12	608	Cost	\$0	\$ 320,505
Inoperable Motor Vehicles			Commercial	4	70
Initial Inspections	69	344	Cost	\$198,465	\$ 15,851,485
No Violations Found	1	6	Plumbing	9	119
Compliant	44	202	Electrical	15	172
In Progress	24	26	Mechanical	13	121
Vehicles Towed	0	4	Swimming Pool	1	8
Total Inspections	137	678	TOTAL PERMITS	46	594
Trailer Violations			Building Inspections		
Initial Inspections	36	147	Residential	62	941
No Violations Found	2	6	Commercial	78	809
Compliant	30	93	TOTAL INSPECTIONS	140	1750
In Progress	4	9	Permits issued by Zoning		
Total Inspections	70	288	Fence	1	41
Trash/Debris Violations			Signs	9	47
Initial Inspections	19	240	Zoning	2	78
No Violations Found	0	6	Private Farmers Market	0	2
Compliant	10	162	TOTAL PERMITS	12	168
In Progress	9	17	Other Activities		
Total Inspections	38	474	Water Shut Off/Marked	0	0
Exterior Storage Violations			Uninhabitable		
Initial Inspections	19	164	Court Cases	0	0
No Violations Found	0	1			
Compliant	4	129			
In Progress	15	21			
Total Inspections	38	327			
Graffiti					
Initial Inspections	0	3			
No Violations Found	0	0			
Compliant	0	2			
In Progress	0	0			
Total Inspections	0	6			
VA Property Maintenance Code					
Initial Inspections	12	139			
No Violations Found	1	5			
Compliant	4	45			
In Progress	7	12			
Total Inspections	23	273			
Zoning					
Initial Inspections	6	41			
No Violations Found	0	0			
Compliant	4	20			
In Progress	2	8			
Total Inspections	12	82			
Signs					
Initial Inspections	0	3			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	0			
Total Inspections	0	2			
TOTAL INSPECTIONS	330	2738			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT for the past 12 months Colonial Heights City



Source: Virginia Bureau of Labor Statistics

Comparison Over Time			
Time Period	Colonial Heights city	Virginia	United States
Nov. 2017	3.9%	3.6%	3.9%
Oct..2017	3.6%	3.5%	3.9%
Nov. 2016	4.2%	3.8%	4.4%
5 Year Annual Average 2012 - 2016	5.7%	5.1%	6.3%
10 Year Annual Average 2007 - 2016	5.9%	5.3%	7.0%

Source: Virginia Bureau 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 November 2017 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,918	8,573	345	3.9	No

- *Chesterfield 3.6 %unemployment *City of Petersburg 7.1 % unemployment
- *Dinwiddie 4.3 % unemployment *City of Hopewell 5.9% unemployment
- *Prince George 4.4% unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

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

Projects:

Boulevard WaWa Interior Renovations – Currently On Hold
Sheetz Renovation –Opening February
Longhorn’s – construction underway, Opening estimated for March
Skrimp Shack – Colonial Square Shopping Center
Walker Office Building – Roslyn Office Park
Harbor Freight – Taking ½ of the HHGregg bldg. –Opening May
Sedona Tap House Site Plan Submitted

Meetings & Events:

Virginia Retail Federation Conference
Special EDA Mtgs. (3)
Bureau of Real Estate Meeting w/ Virginia Economic Development Partnership (VEDP)
Retail Merchants Association Monthly Meeting
Chamber Finance Committee Meeting – Colonial Heights Chamber
Virginia Economic Development Partnership World Trade Conference
Crater Economic Development Strategy Meeting
Crater Workforce Investment Board Grand Opening
Served on Panel for Prince George Economic Development Strategic Plan Interviews
Virginia Workforce Conference
VA Chamber Blueprint Business Plan
GO Virginia

Commercial Updates:

Keystone Tractor Museum received \$1,500 reimbursement for their “LOVE” sign

IV. POLICE DEPARTMENT:

Our officers responded to 3,498 calls for service during the month of December, 2017. During the same month last year, we responded to 3,444 calls for service—resulting in a slight 2% increase. We had no reported robberies this month, and three (3) reported in December, 2016—a 100% decrease. We had two (2) reports of aggravated assault this December, with none reported during the month of December, 2016—a 200% increase. We had one (1) reported burglary in December, 2017, compared with two (2) reported during the month of December, 2016—a 50% decrease. There were 71 Part I, or serious, crimes reported to the Colonial Heights Police Department in December, 2017. Forty-seven (47) of those, or 66%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

Not surprisingly, the month of December was very busy throughout. We had some phenomenal moments that impacted our community in a most positive way. We had a slight increase in our overall calls for service; however, our arrests decreased. We would like to think that the majority was due to the presence of the spirit of Christmas.

The beginning of the month started off with a shooting involving two friends that occurred in Southpark Mall. Both subjects, who were from the Henrico County area, came to the mall together and got into a verbal altercation, which led to the shooting. An arrest was made within 24 hours. Then on Christmas Eve, we endured the shooting and subsequent homicide of a 16-year-old Colonial Heights High School student. An arrest was made late that night, but it made for a very difficult holiday for our community—including the victim’s family and members of our staff who worked into the night.

As mentioned, the month also had some very touching moments. We were able to partner with our local Target store and Kiwanis Club in the *Heroes and Helpers* event and make a positive difference in the lives of 16 families. We did this by shopping with the children after a grant was obtained by the department and matched by our local Kiwanis Club.

All hands were on deck for the very nice annual Christmas Parade, working to make it a safe and enjoyable event for our citizens and visitors. The department also took the lead in the area by hosting *Tip a Cop* at Texas Roadhouse. We had over 15 volunteers who waited on tables for the night, raising over \$2,600.00 for Special Olympics.

I would be remiss if I did not mention that our department made a Christmas video, which was posted on our Facebook page. It was overwhelmingly received to the tune of over 15,000 views, 75 positive comments, and it was shared 186 times. I appreciate the efforts of Sgt. Renee Walters and our entire Administrative Services Division for making it and for allowing the creativity among those officers who voluntarily participated in the video. It was a big hit!

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

- “D” Squad officers assisted Chesterfield Police with a pursuit of an intoxicated driver who was entering into the city from the county. A request for spike strips was made by Chesterfield officers when we took over the pursuit as it entered the city. Officer Micaulay Fable was able to set up and successfully use the spike strips on the suspect vehicle, flattening the tires. The suspect’s vehicle then stopped and the suspect was taken into custody without further incident. Text book job here—everything was done just right!

IV. POLICE DEPARTMENT (CONTINUED):

- Officers responded to Southpark Mall for a subject who had been shot near the Pac Sun store. The mall was locked down and evacuated once the scene was secured. Detectives responded to interview witnesses and collect evidence. A suspect was developed and has since been arrested.
- Master Officer Bob Clark investigated an embezzlement of over \$60,000.00 in cash from Sam's Club. Two suspects were identified and taken into custody.
- Officer Andrew Fontaine arrested a suspect for hit and run, driving on suspended license, DUI and refusal when the suspect was traveling eastbound in the westbound lanes of Temple Avenue.
- Officer Cecil Powell attempted to stop a vehicle at Boulevard and Ellerslie Avenue. The suspect vehicle drove off and came to a stop at a dead-end road. One of the occupants fled from the vehicle on foot, and the other was arrested on multiple charges.
- On another occasion, Officer Fable stopped a vehicle for a traffic violation and noticed the odor of marijuana. As the officer was calling another officer for assistance, the suspects drove off heading southbound on I-95. The suspect vehicle then pulled over and stopped at the Crater Road exit. Three suspects in the vehicle were arrested and we located narcotics, a firearm and a large amount of cash.
- Officer Desiree McCurry took a report of a missing person with suicidal thoughts. During the investigation, it was determined that she was near water at Dutch Gap in Chesterfield after ingesting a number of pills. She was transported to the hospital for treatment.
- Officer Fontaine investigated a two-vehicle crash on the Boulevard at "C" Avenue. The at-fault driver had recently used heroin and was passing out just prior to the crash. That subject was arrested and charged with DUI-D and possession of heroin.

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

- The 2017 (Term 1) Accreditation requirements were completed and submitted.
- The division hosted five students from the high school for ***Student Government Day***. These students learned about the department and made a budget presentation during the mock council meeting. They did a great job.
- Sgt. Renee Walters and Career Officer Scott Whirley completed a public safety video on larcenies from vehicles, with a focus on firearms and safety tips. This video was posted on the department's Facebook site.
- The division led the way with their personnel volunteering their time for our ***Heroes and Helpers*** Christmas shopping event at Target.
- As previously mentioned, Sgt. Walters did a great job with our Merry Christmas video.
- Master Officer Dale Waldrop did a Power Point presentation on distracted driving to the 10th-grade Drivers Education class.
- Career Officer Whirley spoke at the Conjurers Neck ***Neighborhood Watch*** meeting, where he provided tips to stay safe during the holidays.

IV. POLICE DEPARTMENT (CONTINUED):

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a reduced caseload. However, the types of cases involved more time and much more detail, with 12 new cases assigned to the division. We cleared Eighteen (18) cases this month—which included nine (9) cases from previous months, all of which resulted in a 150% clearance rate. During the month, we had one (1) non-fatal heroin overdose. Overall for the year, we had 24 heroin overdoses, with two (2) being fatal. This represents a 40% increase from last year. Since we acquired Narcan in September, 2017, we administered it to five (5) individuals in need and brought them back around. We processed 13 concealed weapon permits, three (3) massage permits, two (2) precious metals permits, and conducted one pre-employment background investigation related to a Communications position.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned two new cases this month. One case involved a sexual battery that was exceptionally cleared due to the C/A's Office declining to further prosecute. One case involved a larceny of a firearm that was cleared by arrest. One case from previous months involving child pornography was cleared by arrest.
- Master Detective Roger Santini was assigned three new cases this month. One case involved an aggravated sexual assault that was cleared by arrest. One case involved an aggravated malicious wounding that was cleared by arrest. Another case involved a computer trespassing that was unfounded. One case from previous months involving a robbery was unfounded and the reporting victim was arrested for filing a false police report.
- Master Detective Chris Harris was assigned four new cases this month. One case involving child pornography was unfounded in Colonial Heights and was then referred to Dinwiddie County. One case involved grand larceny from a business that has been inactivated due to the lack of leads. Another case involved a disorderly conduct and resisting arrest that occurred at SouthPark Mall. One case involved a death investigation—status is pending the medical examiner's report. No foul play is suspected. Three cases from previous months were cleared—one involved a missing person who was found deceased in Hopewell (case file turned over to Hopewell Police Department and the Petersburg Bureau of Police); one involved an assault and battery report that was unfounded; and the last case involved a child neglect report that was unfounded.
- Master Detective Adam Brandeberry was assigned new cases this month. One case involved child neglect that was unfounded. It was determined by a doctor that the suspected injuries were an actual medical condition that the child had been diagnosed with. One case involved the homicide of a juvenile that was cleared by arrest. Four cases from previous months were cleared—one involved a sexual assault that was unfounded due to the victim not cooperating at this time; one involved a sexual assault that was cleared by arrest; and two cases involved death investigations that were unfounded due to the medical examiner's office classifying them as suicides.
- Two public nuisance letters were issued to the following properties pertaining to the use of illegal drugs:
 - 100 block of George Avenue
 - 200 block of Beechwood Avenue

IV. POLICE DEPARTMENT (CONTINUED):

Auxiliary and Sentinel volunteers did not meet during December. During this month, Auxiliary/Sentinel members assisted with the license checkpoints on the Boulevard, the Christmas Parade, the shooting at Southpark Mall and the homicide investigation on Riverview Road. Auxiliary/Sentinel members volunteered 214 hours of service during December. Our Auxiliary/Sentinel members have volunteered 2,677 hours of service during the 2017 calendar year. Awesome job!!!!

The U.S. Marshal's Fugitive Task Force, which includes our Master Officer Travis Karr, was responsible for locating and arresting seven fugitives who had active arrest warrants in Colonial Heights. Three of these fugitives have been wanted for almost one year. Due to the Marshal's vast investigative resources, they were able to locate these three fugitives, two of whom had already assumed false identities when they were arrested. Additionally, the Task Force arrested 17 fugitives and served 38 outstanding warrants during the month of December.

This has been the first full year of our participation on the U. S. Marshal's Fugitive Task Force. Officer Karr was extremely active during 2017. It should be noted that he was responsible for locating 34% of the total number of fugitives arrested by this unit. This is very noteworthy, since there are six different member agencies on the Task Force.

Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, investigated several cigarette trafficking cases within the city. Two of the cases were from Sam's Club and resulted in the arrests of four subjects, with 743 cartons of cigarettes and \$8,783.00 in cash seized in total. SOU also assisted Altria (Phillip Morris) investigators with a cigarette trafficking operation at the Sunoco, which resulted in one arrest, with 60 cartons and \$3,159.00 in cash seized. Special Ops executed two narcotics search warrants within the city where marijuana, cocaine, pills and three firearms were seized. Additionally, SOU conducted quarterly alcohol compliance checks at several restaurants, which resulted in one violation at Red Lobster. There were 11 new cases initiated, 10 of which were cleared by arrest. We obtained three felony warrants and seven misdemeanor warrants for various offenses involving contraband cigarettes, drug possession/distribution and weapons-related offenses.

Overall as an agency, we made 273 total arrests, worked 124 crashes, wrote 641 traffic citations, executed 909 traffic stops, affected 18 DUI arrests and 40 drug arrests, and issued 21 parking citations.

Officer Darrell W. Aleshire, Jr., of our Special Operations Unit, was selected and honored as our **Employee of the Month** for November, 2017. During the month of November, Officer Aleshire initiated eight (8) narcotics investigations, made 28 felony arrests and 10 misdemeanor arrests. On November 10, 2017, he and Sr. Officer Stacey Whitt observed two suspicious individuals in the parking lot of the Regal Cinema at Southpark Mall, where they detected an odor of marijuana coming from the vehicle. The driver and passenger were eventually arrested for drug and firearm violations.

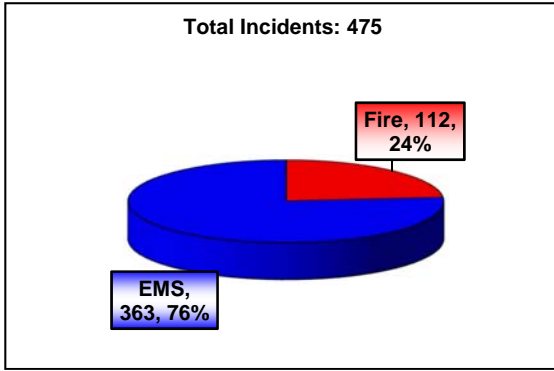
Upon interviewing the driver of the vehicle at police headquarters, it was learned that the recovered firearms were stolen from Dinwiddie County during a residential burglary. The driver admitted his involvement in the burglary, at which time Officer Aleshire notified the Dinwiddie County Sheriff's Department. He and an investigator from that agency interviewed the driver again, at which time the driver admitted to several other breaking and entering offenses in Dinwiddie County. This interview resulted in 16 theft from auto reports, three residential B&E's, and three commercial B&E's being cleared in Dinwiddie County. In addition, two other co-conspirators were identified in these crimes.

IV. POLICE DEPARTMENT (CONTINUED):

Darrell continues to exhibit his investigational abilities and commitment to law enforcement. His diligence is a great asset to the Special Operations Unit in our department, and we are very glad that he is a member of our CHPD team. We are very certain that he was an excellent choice to receive November's *Employee of the Month* award.

Crime	December 2016	December 2017	Percentage of Increase/Decrease
Homicide	0	1	100%
Rape	0	0	0%
Robbery	3	0	-100%
Aggravated Assaults	0	2	200%
Simple Assaults	10	15	50%
Breaking & Entering	2	1	-50%
Larceny	71	51	-28%
Vehicle Thefts	2	0	-100%
Arson	0	1	100%
Shoplifting	52	35	-33%
DUI Arrests	12	18	50%
All Criminal Arrests	347	273	-21%
Calls for Service	3444	3498	2%
December 2017	Number Reported	Number Cleared	Percentage Cleared
	71	47	66%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 112

(Total Fire Loss \$5,950):

Total Patients transported: 275

(Total EMS incidents 363):

Fire units arrived on scene in less than 9 minutes on 95.0% of emergency incidents.

(Average response time 5:33 minutes)

EMS units arrived on scene in less than 9 minutes on 96.1% of emergency incidents.

(Average response time 5:21 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Cooking Fire	2	Gasoline/combustible spill	2	Good Intent Calls	29
Vehicle Fire	3	Gas Leak (Natural or LPG)	2	Public Service	27
Brush or grass Fire	3	Electrical problem	4	False Alarm/False Call	12
		Low hanging or down wire	4	Child Seat installation	5
		Other Hazardous Situations	1	Smoke/CO detector installation	6
				Assist Invalid	12
M/A First Responder given to EMS Chesterfield	6	M/A received from Chesterfield Fire			4
M/A given to 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	20	18
Total hours	27 hrs. 4 min.	24 hrs. 49 min.
Station 2		
Number of Incidents	10	18
Total hours	11 hrs. 36 min.	20 hrs. 9 min.

EMS Mutual aid

M/A given to Petersburg EMS	6	M/A received from Chesterfield EMS	4
M/A given to Chesterfield EMS	1	M/A received from Fort Lee EMS	9
		M/A received from Prince George EMS	1

EMS Transports (by facility)

Southside Regional Medical Center	182	66.17%
Tri-City Emergency Room	46	16.74%
Chippenham Hospital	16	5.83%
John Randolph Medical Center	13	4.74%
VCU Health Systems	9	3.27%
Johnston Willis Hospital	4	1.45%
VAMC Richmond (McGuire)	3	1.09%
St. Mary's Hospital	1	0.36%
St. Francis Medical Center	1	0.36%
Total:	275	100%

VI. FINANCE DEPARTMENT:

Departmental Highlights

- ERP System- Staff invited vendors to do product demonstrations for staff to showcase features and enhancements available in their latest releases. The purpose was to generate discussion of potential functional requirements and business process improvements.
- Staff responded to numerous information requests from departments as they developed their FY18-19 budget requests.

Finance - Checks processed: 1,346, Alarm citations: 4

Purchasing – 162 total purchase orders were completed with 130 being processed by purchasing and 32 departmental purchases being reviewed. This compares to 163 being completed for the same period in 2016. In addition, 113 check requests were prepared by departments which are not processed by Purchasing.

Bid/RFP Activity:

- Kick-off of the Historic Structure Report for Violet Bank Museum project is scheduled for 1/16/18.
- Proposals in response to invitation #17-122003-1069 for “on-call” transportation engineering services were received 12/20 and interviews will be held with five firms in January.
- Two bids were received in response to Invitation #17-122102-1070 for pavement preservation services. An award was made to the low bidder and work will start in early spring.

Other Purchasing Activity:

- Emergency quote issued for replacing 216 linear feet of sewer pipe in an alley between Richmond Avenue and Norfolk Avenue. The City’s cleanout camera, valued at \$30,000, is stuck in the pipe. The contractor has to dig in the place where the camera is to retrieve the camera before replacing the rest of the sewer pipe.
- New lease entered into with Pitney Bowes for a postage machine for General District Court (36 month lease per State of VA contract pricing)
- New lease entered into with Pitney Bowes, for a postage machine for the City Hall mail room (36 month lease per State of VA contract pricing)
- Crowd control uniforms and supplies were purchased for the police department, using asset forfeiture funds appropriated by Council.
- The size of the gas line at the animal shelter needs to be increased due to the addition of an emergency generator.

Risk Management

- A resident filed a claim for the cost of a plumber to correct a sewer blockage at their house. The blockage ended up being in the City’s pipes
- A parked police vehicle was backed into by another vehicle.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,600

Delinquent Notices Sent – 853 or 22.3% with 110 cut off for nonpayment.

\$77.19 Set-off Debt Collections received for December.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Deputy Sheriff (Part-time)	Sheriff's Office

Applications & Testing

- Administered the written phase of the Telecommunicator (Dispatcher) testing process on December 4, 2017.

Training

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

Miscellaneous

- New employee orientation session was held for three new EMS Firefighters: Timothy Immekus, Gregory Martin, and Harry Turner.

VIII. INFORMATION TECHNOLOGY DEPARTMENT

The City's website, www.colonialheightsva.gov, had 56,048 page views in the month of December.

Top fifteen sites visited after home page: <ol style="list-style-type: none">1. Christmas Parade2. Library3. Animal Control4. Real Estate Search Records5. City Employees Login6. Online Bill Pay7. Human Resources8. Police9. Recreation & Parks10. GIS & Maps11. Our Government12. Utility billing13. Records & Property Maps14. Jobs15. City Departments & Offices	Top five countries after U.S.: <ul style="list-style-type: none"> India Germany Canada Philippines China Top five regions after Virginia: <ul style="list-style-type: none"> Nevada Maryland Georgia New York North Carolina
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- ☆ Citizens submitted and city staff processed 328 service requests and questions through the "Report a Concern" module during the month of November. The City of Colonial Heights' Facebook Page now has 4,409 fans and the City's Twitter account has 1,114 followers.
- ☆ IT worked with the Recreation Department, CivicPlus and PayPal in an attempt to set up a payment gateway through CivicRec so payments could be made on-line for certain events. Met with Dennis Kao of ProActive to review the Cisco Equipment list to determine what to cover under maintenance and what is end of life. Also discussed tentative projects and equipment slated for replacement in the next 1-2 years.
- ☆ Proactive Information Management completed 61.75 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 17,261 titles in December.
- ☆ Five thousand, two hundred and sixty-two ebooks circulated on Kindles, while 331 ebooks and audio books were downloaded from the library's online Hoopla collection. Four hundred and sixty-five residents are currently using Hoopla.
- ☆ The public computer center had 1,348 users, while the iPad center was used 103 times.
- ☆ Eighty-four children participated in the Story Time program and 19 children were served through the library's Rolling Reads outreach program to day care centers.
- ☆ The library's meeting rooms were used by 83 groups.
- ☆ Fifty-three residents registered for new library cards, and an average 514 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In December, the Recreation Division presented the 65th Annual City of Colonial Heights Christmas Parade on the Boulevard. Youth Basketball league practices began the first week in December and games for the Youth League begin January 6. The Department also rolled out their new Therapeutic Recreation programs for those with disabilities by holding an Open House in late-December; these new classes will begin in January for both adults and youth. Staff started accepting reservations for the Community Building and Park Pavilions for 2018 on December 1st. Staff is also preparing programs for the upcoming 2018 Spring edition of the City Focus as well as making preparations for tournaments to be held at Shepherd Stadium and surrounding fields this upcoming Spring and Summer. The Department’s new registration software, CivicRec, launched in December as well. The new software offers more features, is more cost effective, and provides a better online registration process for customers.

Activities	2017	2016
Youth Basketball	236	227
Little Tykes Basketball (3-4 yr. old)	16	12
Youth Wrestling	15	27
Open Gym Basketball	152	N/A
Christmas Parade entries	70	80
Art & Pizza Night	14	N/A
Winter Break Camp	14	N/A
Therapeutic Recreation Open House	25	N/A
Karate	8	N/A
Belly Dancing	7	8
Facility Usage	2017	2016
Community Room Attendance	1,427	1,007
Community Room Reservations	31	31



Violet Bank Museum

	<u>2016</u>	<u>2017</u>
Attendance	162	340

December 2017:

- 244 Visitors at the Museum
- Held annual Candlelit Tours; 96 attendees
- Magnolia Grange outreach program; 300 attendees
- Holiday decorating, digital scanning (Structure Report) and collections management.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Agency on Aging Activities	2017	2016
Adult Coloring	8	N/A
Bingo in Center	14	16
Bowling	260	260
Bridge Party	48	48
Bridge Tournament	70	100
Christmas Party	45	55
Cookie Exchange	12	30
Craft Classes	15	N/A
Senior Club Meeting	61	138
Sing A-Long	18	33
Blood Pressure Check	26	31
Classes	2017	2016
Bridge 101	12	24
Colorful Creation Open Paint	22	25
Crochet & Knitting	20	35
Line Dancing Class	34	40
Sewing Class	11	10
Tap Class	29	22
Tech Savy	2	6
Watercolor with Faye	22	33
Fitness	2017	2016
Muscles in Motion	163	155
Sit & Let's Get Fit	100	143
Strength & Stretch	245	263
Tai Chi	18	20
Pickleball	55	25
Water Aerobics	9	10
Yoga	79	91
Zumba Gold	11	N/A
Trips	2017	2016
Bizarre, Bizarre	10	N/A
Holiday at the Jefferson	38	73
Lewis Ginter	25	N/A
Tacky Light Tour	15	27
TOTAL	1,482	1,686
Volunteer Hours	19	30
Meals	2017	2016
Home Delivery Meals	70	14
Site Meals	18	63
Transportation	2017	2016
Total Passengers	233	251
Total Trips	472	515
Total Miles	2448	2739
Wheelchairs	2	12
Donations	\$221.60	\$223.20
New Riders	2	6

Parks, Horticulture, Buildings & Grounds

- Moved bleachers from Soccer Complex to Boulevard for Christmas Parade and back to Soccer Complex after parade.
- Set up tents, tables, chairs, and lights at review stand for Christmas Parade.
- Provided staff for Christmas Parade.
- Painted Shepherd Stadium grandstand with two coats of paint in preparation for new seating project.
- Removed old playground equipment footings from Floral Ave playground
- Painted office at Public Safety Building for Police Department.
- Installed additional fence post on dog runs at Animal Shelter to close gaps between dog runs.
- Hung Christmas wreaths at entrance signs to City (Legacy Garden, War Memorial, and Old Town Civic sign).
- Installed Christmas lights in trees at Library.
- Installed dedication bricks at Legacy Garden.
- Weeded and edged beds at sites as needed.
- Cut liriopé at sites as needed.
- Cut back ornamental grasses at sites.
- Trimmed juniper at sites as needed.
- Mulched sites as needed.
- Blew and raked leaves at sites.
- Spread pine needles as ground cover on sites as needed.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 9 YAC Members and YAC Advisor Attended December YAC Meeting
- Signed 90 Cards to Send to McGuire Veterans Hospital for the Holidays
- 7 YAC Members and YAC Advisor Met to Shop and Fill 20 Salvation Army Stockings

➤ **Youth Services Commission**

- Did not meet in December

➤ **Kids' After School Program**

- **KAP Enrollment** – Tussing Elementary= 23, North Elementary=14, Lakeview Elementary=12, CHMS=8.
- **Volunteer hours:** Matoaca High School-60, VCU-4, Community members-16, CHHS – 34, Prince George High School-6.

➤ **Ongoing Monthly Meetings/Trainings**

- Kiwanis Meetings
- Interagency Prevention Team Meeting
- Point in Time Homeless Count Training
- Family Assessment & Planning Team
- Smart Beginnings/School Readiness
- Families First Advisory Board
- Community Coalitions of Virginia Board Meeting
- Children's Policy & Management Team
- Colonial Heights Multi-Disciplinary
- Children's Advocacy Center Committee

➤ **Diversion Program Participation**

- **Community Service**
8 Youth Completed 99 Hours of Service Learning
- **Shoplifting Diversion**
2 Youth and a Parent Attended the Shoplifting Diversion Program
- **Active Parenting of Teens**
No Parents Are Currently Participating in "Active Parenting"
- **Teen Life Skills**
No Youth Completed Course Work for "Teen Life Skills"
- **Miscellaneous Youth Services (Non DJJ)**
2 Youth Completed 14 Hours of Community Service

- ✓ Presented "Open Arms? Open Eyes" Program at CHMS to 213 Students in 8th Grade
- ✓ Assisted Kiwanis and Colonial Heights Police Department with "Heroes and Helpers"
- ✓ Attended Dedication of the "Anita Crocker Room" at CARES
- ✓ Volunteered for the Colonial Heights Christmas Parade
- ✓ Read to North Elementary Pre-Kindergarten Class
- ✓ Volunteered for Special Olympics Christmas Party
- ✓ Participated in Student Government Day with Colonial Heights High School Students
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution
- ✓ Presented Terrific Kids Awards with Kiwanis at Elementary Schools
- ✓ Provided "Youth Firesetter Program" with Chesterfield Fire Educator for a youth and family

XII. FLEET MAINTENANCE:

	# Work Orders	Total	Sublet	Sublet total
2017	86	\$32,184.74	13	\$5,925.56
2016	83	\$21,229.28	6	\$2,058.64

Sublet repairs consist of the following;

Dealer	\$2,146.35
Misc	\$1,552.48
Alignment	\$1,025.93
Tire Repair	\$460.80
Towing	\$545.00
Glass	\$200.00

A summary of the repair cost for the first half of this year compared to the last 5 years is as follows:

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
12/13	\$122,267.74	\$10,191.26
13/14	\$126,598.60	\$5,206.20
14/15	\$157,755.43	\$20,494.84
15/16	\$113,361.52	\$13,714.78
16/17	\$178,536.21	\$19,170.11
17/18	\$143,646.23	\$19,910.05