



CITY MANAGER'S REPORT TO CITY COUNCIL

JULY 2022

I. PUBLIC WORKS & ENGINEERING:

Transportation Capital Projects

SRTS Phase 3 UPC 102836

- Approved for TAP funding FY27-28 waiting on issuance of new UPC number.

SRTS North Elementary Phase 1 UPC 105233

- Construction completed.
- Project closeout in process.
- Working with VDOT to generate final Appendix A.

SRTS North Elementary Phase 2 UPC 106188

- 100% plan final comments addressed.
- Funding verification and authorization to advertise request submitted.
- Utility relocation complete.

Westover Right Turn Lane UPC 100501

- Dominion, Verizon, and Comcast utility relocation complete.
- Columbia relocation started.
- 100% plan final comments addressed.

Lakeview Modernization UPC 101288

- Installation of sanitary sewer trunk line and laterals complete.
- Installation of storm sewer in progress
- Rock excavation complete
- Third pay app sent.

ARGT Phase 5 UPC 107533

- Awaiting approval of joint application permit, permit re-submitted 3/11/2022.
- 100% plan comments addressed
- Purchase of 0.98 Acres of wetland mitigation credits complete.
- VWP permit application and fee sent to DEQ

Highschool Sidewalks UPC 118071

- Project Scoping Complete 8/16/2022
- 70% Design Submittal: 8/18/22
- Public Hearing: 4/2/23
- ROW Acquisition: 9/8/23 – 3/29/24
- Relocate Utilities: 3/29/24 - 5/26/24
- Obtained Permits: 4/13/24
- Solicit Bids: 9/18/24
- Start Delivery: 10/31/24

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Boulevard at Temple Intersection Improvements UPC 109264

- 30% Design Submittal: 4/22/22
- 70% Design Submittal: 5/23/22
- Public Hearing: 8/16/22
- ROW Acquisition: 4/10/23 – 11/27/23
- Relocate Utilities: 11/27/24 - 7/26/24
- Obtained Permits: 6/1/24
- Solicit Bids: 10/23/24
- Start Delivery: 1/1/25

Branders Bridge Right Turn Lane UPC 99194

- 100% final plan comments addressed.
- Funding verification and authorization to advertise submitted

State of Good Repair UPC 121680

- State of Good Repair agreement and Appendix A received and currently in review.

Appomattox Greenway Trail Boulevard Spur UPC 121417

- Transportation Alternatives Program funding awarded (\$396,0000), estimate is \$541,000, project is showing a shortfall of \$145,000. SmartScale application put in to cover shortfall.

Ridge Road Reconstruction UPC 117072

- Awaiting agreement and Appendix A.

Emergency Projects

- **Lexington & Conduit Outfall** – Contacted Wallace Montgomery for a proposal on the repair of the out fall and the rehabilitation channel. 6/30/22
- **Cambridge & Marvin avenue Emergency Storm Sewer Repair** – Visited site on 6/28/22. Putting together plan and bid items.

Development Plan Reviews

- **Towneplace Suites** – Still under construction.
- **Temple Ave Commercial** – Still awaiting As-Builts and all punch items to be addressed prior to project closeout and the start of the 1 year maintenance period.
- **Dunlop Village Entrance Site Plan** – Still under construction.
- **Panera Plan** – Contacted by architect on 7/12/22, provided correspondences sent to Bohler as they requested.
- **BLA between Chick-Fil-A and Walmart** – No activity this month.
- **Chick-Fil-A Parking Lot Plot Plan** – All comments addressed. Awaiting final copies. Bohler provided agreement between Chick-Fil-A and Walmart. City requested again the final paper copies on 7/29/22.
- **CHHS Dominion Easement Plat** – In process with Legal, School Board, and Dominion in developing a plat.
- **Roslyn Farm Lot 12** – No activity
- **White Bank Landing Section 4 Site Plan** – 1st final submission submitted 7/12/22. Plans were submitted earlier but there was an issue with payment. SWM Completeness review due 7/27/2022. SWM Completeness letter sent on 07/21/2022.
- **White Bank Landing Section 4 Subdivision Plat** – 1st final submission submitted 7/12/22. Plans were submitted earlier but there was an issue with payment.
- **CHHS Addition** – 3rd submission received 07/29/2022.
- **Magnolia Hill Plan of Development** – No activity this month.
- **Magnolia Hill Subdivision Plat** – No activity this month.
- **The Sanctuary (505 Lakeview)** – 1st submission comments sent 07/19/2022.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **LLV of 505 Lakeview** – Recorded at the Circuit Court 07/26/2022.
- **Briarcliffe Section 4** – Still under construction. No activity on BMP Easement. Followed up with Townes on 06/27/2022 to inquire when updated plat would be provided.
- **Home 2 Charles Dimmock** – No activity this month.
- **Rio Car Wash** – Preliminary Plan received 07/18/2022. Working with City Engineer and Legal Department to ensure proper protocol is followed with Cedar Lane.

Fleet Maintenance

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2022	62	\$16,895.05	7	\$2,544.53
2021	69	\$21,167.16	5	\$2,616.77

The sublet repairs consist of the following:

Dealer Repair	\$1,707.14
Tow	\$250.00
Tire Repair	\$587.39

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	7	81
Commercial Building	4	24
Demolition	0	0
Electrical	13	104
Mechanical	9	54
Plumbing	3	45
Swimming Pool	0	4
Amusement Rides	0	1
Tent	0	2
Clean Out Installation	2	23
Water and Sewer Connection	0	8
Total: All Permits	38	346

New Residential Units (CO's)	Month	Year to Date
Total	0	4

Valuations	Month	Year to Date
Residential	\$122,008.00	\$2,403,837.95
Commercial	\$9,697,120.00	\$12,704,840.72
Total	\$9,819,128.00	\$15,108,678.67

Building Inspections	Month	Year to Date
Residential	67	450
Commercial	42	267
Total: All Inspections	109	717

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	8	48
Mobile Food Units	0	5
Signs - Permanent	2	13
Signs - Temporary	0	5
Zoning	5	43
Total: All Permits	15	114

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	3
Plat: Subdivision	0	2
Prelim. Site Plan Review	1	3
Special Exception Permit	0	1
Special Use Permit	0	1
Rezoning	0	0
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	2	18
Total: All Categories	3	28

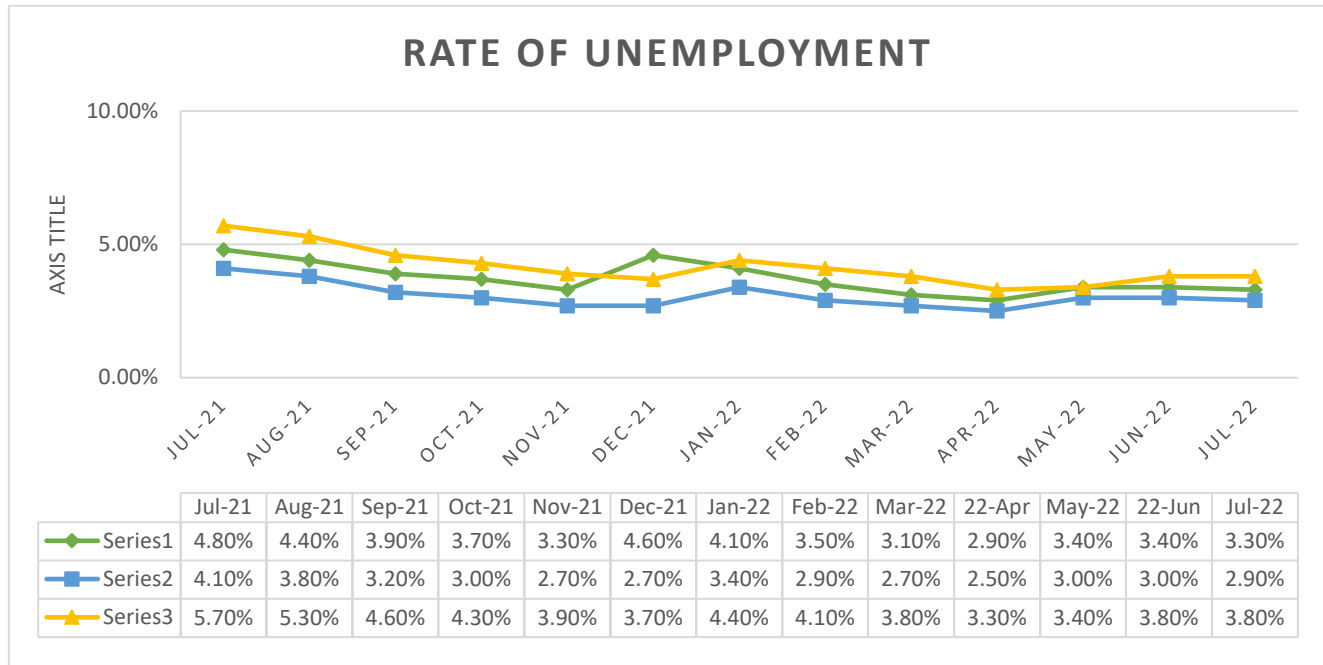
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	1	5
Wetlands Board	0	0
Total: All Meetings	1	5

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	1	18	1	19
Exterior Storage of Objects	0	17	0	13
Inoperable Vehicle	2	23	1	14
Property Defacement	0	2	0	1
Tall Grass	65	286	53	220
Trash Can Placement	0	46	0	43
Trash/Debris	2	29	0	21
VA Property Maintenance Code	1	14	2	7
Zoning	3	27	6	30
Total: All Cases	74	462	63	368

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Source: Virginia Bureau of Labor Statistics

Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in July 2022 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,305	8,030	275	3.3	No

*Chesterfield 2.8 %unemployment
 *Dinwiddie 3.4 % unemployment
 *Prince George 3.4% unemployment

*City of Petersburg 6.9% unemployment
 *City of Hopewell 5.2% unemployment

Prospect Activity:

Direct Requests for Information: 3
 Sites/Bldgs. Submitted 4
 Active Prospects 6

Projects:

Panera w/Drive-thru – submitted preliminary site plan for review
 Towneplace Suites – under construction
 RIO Car Wash
 Bruce Avenue
 Popeyes Subdivision

IV. POLICE DEPARTMENT:

The month of July was truly a blessing for me personally, as I was selected as the next Chief of Police for the City of Colonial Heights. I spent much of the month speaking with officers, supervisors, members of the community and other city employees. It was truly uplifting to see everyone again and reconnect with many friends. I know there is much work to be done, but I know that this agency is ready to accept any challenge. I hope that my experience is also a reminder to everyone that you never truly know what life has in store for us, so always stay ready and never be afraid to explore your capabilities.

In addition to my return, we welcomed new police recruit, Joshua Bland. Joshua started the Crater Criminal Justice Training Academy on July 11th, and we are excited to follow him as he progresses through the academy. We hope to see him released for duty in spring of 2023.

This was a difficult month for the agency, as we experienced the highest number of opioid overdoses—seven for the year. Of the reported overdoses, two were fatal. Both individuals, a male and a female, were City residents and unfortunately had a history of narcotics use. We continue to work with our local area and federal partners to combat this nationwide epidemic.

Captain Mike Foster, commander of our **Operations Division**, reported that his division issued **369** traffic citations, issued **125** written warnings and **231** verbal warnings, made **nine (9)** DUI arrests, obtained **35** felony and **93** misdemeanor warrants. The **Operations Division** investigated **48** vehicle crashes, **12** field identifications, **15** parking citations, **six (6)** alarm citation and tagged **five (5)** vehicles as inoperative. He reported the following operational highlights from his personnel:

- On 7/1/2022, Sgt. Greg Thinnes arrested an individual for DUI (2nd offense in five years), felony eluding, and driving revoked/ DUI-related (BAC .18).
- On 7/2/2022, Sr. Officer Andrew Fontaine responded to SouthPark Mall for an active shooter. Investigation revealed it was a domestic-related call where one shot was fired inside the mall. Suspect was identified, and the incident was turned over to Investigations for further follow-up.
- On 7/4/2022, Officer Stephen Peyton arrested an individual for felony possession of a concealed weapon and served an outstanding warrant from Chesterfield.
- On 7/5/2022, Officer Peyton arrested an individual for possession of a concealed weapon and possession of a stolen firearm.
- On 7/8/2022, Officer Zaneisha Clay arrested a subject for possession of a firearm as a juvenile and for possession of marijuana by a juvenile at SouthPark Mall.
- On 7/19/2022, Officer Storm Ayers investigated an overdose at 1214 Boulevard. An individual was given NARCAN and refused further medical services.
- On 7/24/2022, Officer Rachel Reese investigated a shooting at Benny's Tavern. Warrants were obtained for an individual for reckless handling of a firearm and discharging a firearm within the city limits.

IV. POLICE DEPARTMENT (CONTINUED):

- On 7/25/2022, A Squad assisted detectives from Prince Georges, Maryland, with arresting a murder suspect at Branders Bridge Apartments. Virginia State Police were utilized to conduct a search warrant on the residence. Officer Erik Reedy obtained a fugitive warrant, after which the suspect was committed to Riverside Regional Jail.
- On 7/31/2022, Officer Jonathan Walker arrested an individual for brandishing a firearm and possessing a concealed weapon at Regal Cinemas.

Community Issues Addressed

- Lt. Jared Brandeberry utilized the speed measuring equipment to address speeding in the 300 Block of Maple Avenue.
- B Squad Officer Storm Ayers met with management at Clearfield Apartments regarding a suspect involved in a reckless handling of a firearm case who was going through the eviction process and assisted them with documentation of the incident from several months ago.
- Officer Lamier Thomas spoke with several residents in the White Bank area regarding speeding issues. Shift conducted patrols and utilized RADAR to address the issue.
- C Squad increased proactive patrols on back streets due to theft from auto reports. They conducted directed foot patrols throughout the apartment complexes with no issues being reported.
- D Squad conducted extra patrols and interacted with residents of Branders Bridge Apartments and Colonial Court Apartments. There were no trespassing issues reported at either complex.
- House checks were conducted at several homes while family members were on vacation.

Animal Services

- A total of 11 canines found permanent placement through adoption or rescue.
- A total of 14 canines were returned to owners.
- A total of ten (10) felines found permanent placement through rescue.
- All staff attended a spirit night fund raiser at Chick-Fil-A on July 19th. *Dogs of the Drive Thru* was the third event of its kind, and 15% of all proceeds were donated to our shelter.
- Girl Scout Troop #76 from Chesterfield spent time touring the shelter as well as assisting with cleaning and caring for the animals.
- Staff worked with staff from Ring Dog Rescue during our fireworks event to ensure animals were at least 500 feet from the fireworks activities.

IV. POLICE DEPARTMENT (CONTINUED):

K-9 ACTIVITIES

- K-9 Sgt. Chris Wulff and K-9 Rose completed in-service training.
- K-9 Officer Micaulay Fable and K-9 Nero completed in-service training.

The **Law Enforcement Services Division**, commanded by **Major Rob Ruxer**, reported the following activities:

- On July 4th, Career Officer Scott Whirley deployed the Command Post for the fireworks display.
- On July 6th, an audit of the Evidence Room was completed.
- On July 19th, Agency staff worked met with the Office on Youth and conducted a tour of the facility for their youth leadership program.
- On July 25th, Master Officer Andy Barnhouse began contacting hosts for 2022 ***Celebrate Safe Communities.***

Accreditation

- From July 5th to 6th, a complete Evidence Room audit was completed as required by ADM.16.03(b).
- On July 21st, the agency hosted accreditation assessors from several outside agencies for an accreditation file review of all Term 1 and Term 2 files that were completed.

Grant Activity

- On 07/08/2022, Sergeant D McCurry sent the Colonial Heights Police Department Overtime Policy to the DMV Grant Monitor.
- On 07/12/2022, Sergeant McCurry submitted the Final Claim for LOLE FY19 grant.
- On 07/14/2022, Sergeant McCurry submitted the final Status Report and Claim for the SRO grant for FY2022.
- On 07/14/2022, Sergeant McCurry submitted Q2 claim and status report for the Coronavirus and Byrne/JAG (Smart Water) grant.
- On 07/22/2022, Sergeant McCurry submitted saturation patrols for Q4 for DMV Grant FY 2022.
- On 07/30/2022, Sergeant McCurry submitted all DMV forms for Q3.

IV. POLICE DEPARTMENT (CONTINUED):

School Resource Officers

High School

- On 7/5/2022, Career Police Officer Eric Allen made a staff ID for a new transportation employee.
- On 7/18/2022, CPO Allen reviewed the school emergency plan with the school administration.
- On 7/19/2022, CPO Allen updated the distracted driving presentation.
- On 7/20/2022, CPO Allen assessed a new venue in Petersburg for the 2023 Senior Prom.
- On 7/26/2022, CPO Allen hung up new Safe Driving/Seatbelt posters in the school.
- On 7/27/2022, CPO Allen attended a safety meeting with Principal Nelson and Assistant Superintendent Troy Hedblom.

Tussing Elementary

- On 7/05/2022, Career Officer Mike Duncan did a security check of the school building.
- On 7/06/2022, Career Officer Duncan assisted school administration with a disorderly special education student.
- On 7/07/2022, worked with School Administration on the school's camera system per the emergency plan.
- On 7/18/2022, Career Officer Duncan assisted school administration with a disorderly first grade student.
- On 7/27/2022, Career Officer Duncan met with school principal and school Assistant Superintendent Troy Hedblom about school security ideas for the 2022-2023 school year.

Other School SRO's on Temporary Reassignment for Summer

Our **Investigations Division**, commanded by **Capt. Thad Johnson**, reported July as an above average month. Thirteen new cases were assigned to detectives—12 were cleared (this included clearing four cases from a previous month), resulting in a clearance rate of 104% for the month, and a 74% clearance rate for the year. Some of the division highlights include:

Detective Sergeant Brandeberry was assigned two (2) new cases this month and was able to clear three (3) cases from the previous month:

- A threaten to bomb case. Throughout Virginia numerous threats were received by an unknown suspect in reference to bombs located in colleges and universities. Case is inactive pending further investigation.
- A CPS case; case was unfounded.
- A fraud case from May of 2022; case was exceptionally cleared.
- A sexual abuse of a minor from May of 2022; case was unfounded.
- A robbery case from June of 2022; case was cleared by arrest.

IV. POLICE DEPARTMENT (CONTINUED):

Senior Detective Joseph Vaughan was assigned two (2) new cases this month; **Detective Vaughan** was also able to clear one (1) case from a previous month.

- A threat to health care worker; case was cleared by arrest.
- A Child Protective Services (CPS) case; case inactivated pending further investigation.
- A death investigation was exceptionally cleared from May of 2022.

Senior Detective Darrell Aleshire was assigned six (6) new cases this month

- A solicitation of a minor case; case was cleared by arrest.
- A sexual assault case; case was cleared by arrest.
- A missing person case; case was unfounded, subject located.
- An attempted robbery case; case was cleared by arrest.
- A possession of schedule I or II case; case was inactivated pending further investigation.
- An assist other agency case; homicide suspect taken into custody for Prince Georges Maryland Police Department.

Senior Detective Chris Velasquez was assigned three (3) new cases for the month.

- A reckless handling of a firearm, cleared by arrest.
- A fraud case was inactivated pending further investigation.
- A sexual assault case was inactivated pending further investigation.

Senior Detective Will Waldrep, who is assigned to the **U. S. Marshal's Fugitive Task Force**, reported 12 fugitive arrests, two (2) of whom were from the City of Colonial Heights. Thirty-three (33) warrants were also served, eight (8) of which were from Colonial Heights.

Auxiliary officers provided **112 hours** of extra manpower patrolling and riding with officers. A total of **868 hours** have been volunteered this year. **Sentinels** provided **seven (7) hours** for the month and **69** total hours for the year.

The **Employee of the Month Committee** met on July 8, 2022, at which time they selected **Officer Stephen R. Peyton** as our **Employee of the Month** for **June 2022**. It should be noted that Officer Peyton was nominated by a majority of the squads.

Since starting with the Colonial Heights Police Department in February of this year, Officer Peyton has hit the ground running. He comes to work energetic and prepared for whatever the shift assigns him to do. His forte appears to be finding guns and drugs. He is a highly proactive officer with a keen eye for the subject's body language, all the while interacting with them directly or from a distance.

IV. POLICE DEPARTMENT (CONTINUED):

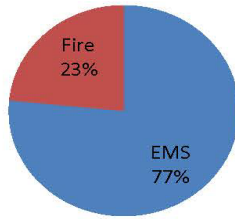
Officer Peyton comes to Colonial Heights with approximately three years of experience and taps into his prior experience every night he works. During the month of June, Stephen alone seized seven weapons from subjects either in possession of a concealed weapon or in possession of narcotics and a weapon. One of the firearms seized was associated with a double shooting in the City of Petersburg from one year ago. His calm demeanor and street smarts have the citizens he interacts with a feeling of comfort and ease. His experience reading a person's physiology tells him how to approach and his relentless interdiction skills produces an unstoppable source for proactive policing.

Stephen is always willing to motivate and assist his fellow officers by sharing his craft. Along with his proactive policing style, he is also proactive with his traffic enforcement and community engagement and focused on the quality-of-life issues plaguing the city's southern region. Additionally, he acquired 14 new cases for the month and ended the month with a case clearance rate of 86 percent.

Coming to work every day with a good attitude is a clear indication that Officer Peyton is a team player. He contributes to the overall mission of the department through his excellent work ethic and dedication. For all of the above reasons, it was determined that Officer Stephen Peyton is most deserving of this outstanding recognition.

V. FIRE & EMS DEPARTMENT:

Total Incidents: 534



Total Fire Type Incidents: 125 (Total Fire Loss \$17,600)

Total EMS Incidents: 409 (260 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 97.5% of emergency incidents: (Avg. first apparatus travel time 5:01 minutes)

EMS units arrived on scene in less than 9 minutes on 96% of emergency incidents. (Avg. first ems unit response time 5:44 minutes)

Fire Division (number of incidents):

Fires		Hazardous Situations		Services Calls and False Calls	
Building fire	4	Gas leak (natural gas or LP)	1	Good intent calls	33
Cooking fire, confined to container	2	Oil or other combustible liquid spill	1	Public service calls	31
Passenger vehicle fire	1	Power line down	7	Assist invalid	9
Excessive heat, scorch burns with no ignition	1	Electrical wiring/equipment problem other	1	Smoke/CO detector installation	7
Dumpster or other outside grass fire	1	Arcing, shorted electrical problem	1	False alarm/false calls	12
Fire other	1	Water problem, other	3	Station Tour	1
		Smoke or odor removal	2	Cover assignment, standby, move up	4
		Smoke scare, odor of smoke	1		
		HazMat release investigation w/no HazMat	1		

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	10	Assist, Public	49	Cancelled (Prior to Arrival at Scene)	19
Patient Evaluated, No Treatment/Transport Required	7	Cancelled on Scene (No Patient Found)	11	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	6
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	3	Patient Refused Evaluation/Care (Without transport)	30	Standby, Public Safety, Fire, or EMS	1
Patient Treated, Released (AMA)	8	Patient Treated, Released (per protocol)	5	Transported Lights/Siren	19
Patient Treated, Transported by private vehicle	1	Patient treated, transferred care to another EMS unit	1	Transported no Lights/Siren	241

Fire Mutual Aid Given & Received

M/A given to Chesterfield Fire	N/A	M/A received from Chesterfield Fire	N/A
Automatic Aid given to Chesterfield (EMS)	4	Automatic Aid received Chesterfield (EMS)	N/A
Automatic Aid given to Chesterfield (Fire)	3	Automatic Aid received Chesterfield (Fire)	3
Mutual Aid given to Petersburg (Fire)	N/A	Mutual Aid received from Petersburg (Fire)	N/A
Mutual Aid given to Prince George (Fire)	N/A	Mutual Aid received from Prince George (Fire)	N/A
Mutual Aid given to Hopewell (Fire)	N/A	Mutual Aid received from Hopewell (Fire)	N/A
Mutual Aid given to Dinwiddie (Fire)	N/A	Mutual Aid received from Dinwiddie (Fire)	N/A
Mutual Aid given to Fort Lee (Fire)	N/A	Mutual Aid received from Fort Lee (Fire)	N/A
Mutual Aid given Sussex Fire Department	1		
Crater Technical Rescue Team Activation	N/A	Crater Regional Hazardous Materials	1

EMS Mutual Aid Given & Received

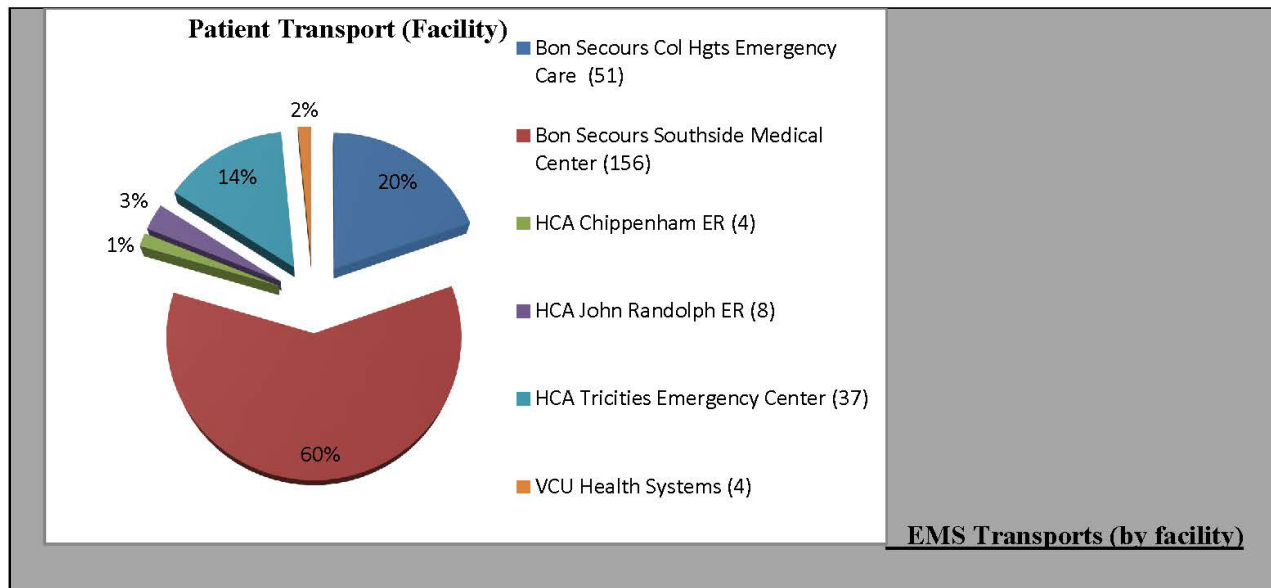
Mutual Aid given to Petersburg (EMS)	14	Mutual Aid received from Petersburg (EMS)	1
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	N/A
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	3
Mutual Aid given to Prince George (EMS)	N/A	Mutual Aid received from Prince George (EMS)	N/A
Mutual Aid given to Hopewell (EMS)	N/A	Mutual Aid received from Hopewell (EMS)	N/A

V. FIRE & EMS DEPARTMENT (CONTINUED):

Mutual Aid given to Dinwiddie (EMS)	N/A	Mutual Aid received from Dinwiddie (EMS)	N/A
Total EMS Mutual Aid given (Transport unit)	14	Total EMS Mutual Aid received (Transport unit)	4
Total Fire Mutual Aid given (Engine/Ladder)	3	Total Fire Mutual Aid Received (Engine/Ladder)	3

Out of Service Apparatus

Station	Number of Incidents	Fire Units	Medical Units
Station 1		1	2
	Total Hours	E-991 33.5 hrs.	Medic-936 5 hrs.
			Medic-933 157 hrs.
Station 2		2	2
	Total Hours	R-942 744 hrs.	Medic-932 744 hrs.
		Q-942-144 hrs.	Medic-935 22 hrs.



Special Notes:

CHFD/EMS Medic Patient Transport Mileage: Total: 1,694.80 miles
Average: 6.57 Miles

July 2021 Total Incidents: 420 Fire: 94 EMS: 326

VI. FINANCE DEPARTMENT:

**Finance report to resume at a later time.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of July 2022:

Advertisements

<u>Department</u>	<u>Position</u>
Circuit Court	Deputy I
Finance	Administrative Assistant (Part-time)
Finance	Deputy Director of Finance
Finance (Utility Billing)	Financial Technician II
Fire	Communications Officer
Fire	Firefighter-EMT
Information Technology	Geographic Information Systems (GIS) Coordinator
Public Works (Fleet Maintenance)	Emergency Equipment Technician
Recreation (Office on Youth)	Site Supervisor (Part-time)
Recreation (Office on Youth)	Support Worker (Part-time)
Recreation	Recreation Assistant I (Part-time)
Recreation	Facilities/Groundskeeper I
Recreation	Facilities Superintendent
Recreation	Recreation Specialist II

Applications

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Deputy I	13	342
Administrative Assistant (Part-time)	45	595
Deputy Director of Finance	6	322
Financial Technician II	18	412
Communications Officer*	77	1,975
Firefighter-EMT*	32	816
Geographic Information Systems (GIS) Coordinator	5	307
Emergency Equipment Technician*	6	1,306
Site Supervisor (Part-time)*	6	767
Support Worker (Part-time)*	12	1,288
Recreation Assistant I (Part-time)	1	308
Facilities/Groundskeeper I	7	360
Facilities Superintendent	6	69
Recreation Specialist II		

(*) Position recruitment is continuous with no deadline date.

Miscellaneous

- New Employee Orientation and Employee Retirement/Separation sessions were held for the following individuals:

New Employee Orientation
Heavy Bus/Truck Technician
Police Officer
Chief of Police

Employee Retirement
Facilities Superintendent

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Employee Separation

Recreation Specialist II

Facilities/Groundskeeper I











Communications Officer

Recreation Specialist I

- Attended a virtual seminar presented by the International City/County Management Association (ICMA) on Workforce Diversity, Equity, and Inclusion in Local Government.
- Attended a virtual seminar presented by the Virginia Risk Sharing Association (VRSA) that provided an overview of services available to member localities.
- Tyler-Munis HRM/Payroll system training and conversion processes continue with an anticipated completion date scheduled for Fall 2022.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, www.colonialheightsva.gov had 68,470 page views in the month of July.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Pay On-Line (4,860)2. Yard Sale Permits (2,578)3. Real Estate Records (2,535)4. Facilities (2,394)5. Library (2,068)6. Animal Control & Shelter (1,963)7. Utility Billing (1,207)8. Human Resources (1,191)9. Recreation & Parks (1,132)10. Police (928)11. Trash Collection (754)12. Alert Center (741)13. Agenda Center (706)14. GIS (597)15. Personal Property Tax (570)	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India China Philippines United Kingdom Canada <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Pennsylvania Maryland West Virginia New York Massachusetts
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- ☆ Citizens submitted and city staff processed 170 service requests and questions through the "Report a Concern" module during the month of July.
- ☆ The City of Colonial Heights' Facebook Page now has 5,907 fans and the City's Twitter account has 1,659 followers. There are 2,781 subscribers for "In the News".
- ☆ Proactive Information Management completed 33.28 hours of IT service and maintenance for City departments this month.
- ☆ The ERP Server went offline twice during the month. The first instance was on Sunday, July 17th due to low space after the daily back-up occurred. The drive(s) were cleaned up and the server was brought back on-line. Once again, on Thursday, July 21st, the server went down due to drive

space issues and again, some space was able to be cleared by removing the back-up snapshot. To solve the problem, we have added 4 additional creating a RAID 10 for redundancy.

- ☆ The GIS Coordinator Position was advertised and closed on July 18th. A total of 5 applications were received. Interviews have been scheduled for August 17th.

IX. LIBRARY:

- ☆ The library staff circulated 10,735 items in July broken down as follows:
 - Residents borrowed 9,495 print titles
 - 278 e-books on Kindle readers
 - 962 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,480 residents registered for the Hoopla service.
- ☆ The public computer center had 882 users
- ☆ The Summer Reading programs were attended by 821 children
- ☆ The new Summer Reading Skills program was attended by 29 children and 29 parents over five weeks
- ☆ The library's meeting rooms were used 83 times
- ☆ An average of 547 residents used the library each day, while 93 residents registered for new library cards
- ☆ The library's Digital Knowledge Center opened in early July with Microsoft HoloLens mixed reality and Oculus virtual reality devices

Recreation and Parks – July 2022**Recreation Division**

In the month of July, the Recreation Division continued its Summer Camp at the Parks program, hosted various Sports Camps, and staff participated in the Mount Pleasant Sports Camp series in the Pickleball and Soccer tracks. Staff continues working on upcoming Summer programs and events to include the Back to School Festival scheduled for August 9th at the Soccer Complex. Planning is underway for Fall programs and the Fall 2022 City Focus should be released the middle of August.

Chili Peppers games continue to be a popular local entertainment outlet for residents with great attendance and themed game nights. The team completed their season July 31st and saw a rise in attendance during the 2022 season.

Athletics/Programs	2022	2021
Belly Dancing	4	4
Soul Line Dancing	73	N/A
Learn to Stitch	5	N/A
Weave a Potholder	3	N/A
Flag Football	122	N/A
Soccer Camp	76	92
Cheer Camp	30	N/A
Volleyball Camp	42	51
Boys Basketball Camp	23	22
Girls Basketball Camp	13	12
Chili Peppers Baseball Camp	43	12
Summer Camp	104	69
Therapeutic Recreation	45	65
Facility Usage	2022	2021
Community Room Attendance	756	408
Community Room Reservations	12	6
Pavilion Attendance	1,403	2,613
Pavilion Reservations	23	39
Field Attendance	14,190	18,150
<i>Chili Peppers Attendance (included in total field attendance)</i>	11,280	9,571
Field Rentals	47	66

Parks, Horticulture, Buildings Maintenance**Parks**

- Cut grass throughout the City as needed.
- Changed blades on mowers.
- Installed fence at Appamatuck Park.
- Cleaned out debris, weeds and small saplings in City Hall ditch line.
- Cleaned and addressed park restrooms as needed.
- Placed all goals on soccer fields.
- Cleaned up wood line around soccer fields.
- Laid off and painted CHHS field hockey field.
- Checked and emptied trash cans at all City parks.
- Fixed playground equipment at White Bank Park.
- Maintained lines and drag fields at several ball fields.
- Cleaned and addressed ball field restrooms.

Horticulture

- Picked up limbs at various locations.
- Weeded and trimmed at sites as needed.
- Maintained and picked up trash at all sites.
- Cut grass around trees at all sites.
- Pruned shrubs at various sites.
- Planted new plants at Community Building.
- Cut low limbs down Boulevard.
- Weeded and maintained area around Cucumber Tree at Violet Bank.
- Helped in clearing ditch line at City Hall.
- Cut and trimmed hedges on the brick wall at Courthouse.

Buildings and Grounds

- Worked with contractor on AC for Public Safety.
- Adjusted door at library to close correctly.
- Unstopped drain at Shepperd Stadium dugouts.
- Fixed gate at Public Safety Building.
- Adjusted irrigation heads on ball fields.
- Fixed and changed out 1 faucet at Shepherd Stadium restrooms.
- Replaced batteries in automatic door at City Hall.
- Cleaned out debris in backflow at Library for irrigation system.
- Changed coupler on hot water pump at Courthouse.
- Oiled recirculating pumps throughout City buildings.
- Cleaned permanent filters for AC units throughout the City buildings.
- Fixed toilet and sinks at White Bank Park restrooms.
- Adjusted light cycle in newer restroom at White Bank Park.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Agency on Aging Activities	2022	2021
Bingo	78	65
Bowling	105	175
Bridge Party	50	40
Dominos	7	N/A
Game Day	17	21
Intro. To Pinochle	0	5
Mahjong	16	N/A
Movie Day	12	3
Pinochle	39	20
Scrabble	16	16
Senior Club Board Meeting	7	N/A
Senior Club Meeting	64	67
Senior Golf Association Fort Lee	500	422
Senior Golf Association Tri-Cities	165	179
Sing A-Long	9	16
Awareness/Education	2022	2021
Lunch & Learn: Medicare 101	8	N/A
Lunch & Learn: COPD	15	N/A
Library: Total #books checked out	15	17
Tech Heads	15	N/A
Classes	2022	2021
Crochet & Knitting	22	24
Intro. To Line Dancing	18	N/A
Line Dancing Class	160	134
Meditation	53	67
Quilts for Vets	9	8
Scrapbooking	0	3
Sewing Class	14	25
Tap Class	26	N/A
Tech Savvy	3	5
Watercolor with Faye	17	21
World Religion	35	N/A
Fitness	2022	2021
Balance	31	54
Cardio Ball	52	N/A
Fitness Center	77	49
Muscles in Motion	109	102
Pickleball	257	196
Sit & Let's Get Fit	220	200
Strength & Stretch	28	80
Stretch it Out	19	N/A
Tai Chi	40	31
TNT	N/A	50
Total Body Strength	109	63
Walk This Weigh	27	N/A
Water Aerobics	163	102
Yoga	79	94
Trips	2022	2021
Maryland Live Casino	41	N/A
TOTAL	2,747	2,354

	2022	2021
Volunteer Hours	8	30
Meals	2022	2021
Home Delivery Meals	1	3
Transportation	2022	2021
Total Passengers	197	222
Total Trips	470	520
Total Miles	2876	2267
Wheelchairs	27	21
Donations	\$244.00	\$402.00
New Riders	3	11

Maryland Live Casino



Violet Bank Museum

Attendance	2022	2021
Tours Given	53	48
Grounds Visitors	10	16
Ongoing Programs	11	15
Outreach Programs	N/A	1
Special Events	4	15
Attendance Totals	78	95

X. RECREATION & PARKS DEPARTMENT CONTINUED:

OFFICE ON YOUTH & HUMAN SERVICES

Special events

- **Middle School Leadership Camp** – 8 rising 6th grade students participated in the 2-week long camp. Students learned about leadership, setting goals, effective communication, stress management and decision making. Students enjoyed field trips to the Police Station, Fire Station and the Courthouse. These field trips consisted of tours and conversations with the Police Chief, Fire Chief, Judge Scott Landry, Sheriff, City Attorney, Mayor Kochuba, City Manager Doug Smith and Court Service Unit staff. Students enjoyed learning about the City and were able to meet all of the department heads. Office on Youth is very appreciative of all departments and leaders who took the time to talk with the students and explain their role in working for the City. Some highlights were learning how to use a fire extinguisher, hearing (911 dispatchers taking calls, visiting the holding cell in the Sheriff's Dept., learning the court process from Judge Landry, and meeting Mayor Kochuba). Throughout the week, youth participated in team building activities and planned their community project of a LemonAid stand to raise funds for the Children's Hospital. OOO staff, Christian Velez and Madison Glazer did an excellent job of engaging and interacting with the campers.
- **Youth Conservation Corps** – 10 youth attended the 3-week YCC program at Pocahontas State Park. Youth were required to apply, get references and be available to attend the program every day for the 3-week period. 3 adult supervisors attended the camp and worked alongside the youth on various projects. The YCC program pays a \$500 stipend at the end of the program to the youth participants. Youth learned how to use hand tools to complete projects assigned by park officials. Projects included, painting, spreading gravel and mulch, building picnic tables fishing and weed removal. Fun activities were enjoyed that included: visit to Bear Creek State Park, swimming, canoeing, kayaking, nature walks, and learning about the various critters who live at the park. OOO staffer Yvette Hawthorne was the lead supervisor who attended every day with the group.
- **LemonAid Stand fundraiser** – 20 youth who were part of the Middle School Leaders and the Youth Advisory Council worked together to plan and hold a lemonade stand. The goal was to raise \$300 to donate to the Children's Hospital Foundation to spread awareness for cancer research. Donations exceeded their goal, \$611 was raised and donated to Children's Hospital.

Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) caseload
31

Community Multi-Disciplinary Team –CAC caseload 8

Youth Advisory Council (YAC) –

- Monthly meeting; 12 attendees
- YAC Scholarships awarded to Emmanuel Sampson, Ashlyn Smith and Anna Moore
- 6 youth cleaned James Ave
- Planning for Lemon Aid Stand to Benefit Children's Hospital

VJCCCA Diversion Programs-12th District Juvenile & Domestic Relations Court-

Community Service

Program to provide community service supervision for court mandated youth

- 27 Youth on caseload, completed 144 hours on various projects. Cleaning City Hall, city vehicles, life skills, gun violence prevention activities, paper shred

Shoplifting Diversion

Program to educate participants and their parents on shoplifting, the juvenile justice system, legal consequences for violating laws, the detrimental effects on local businesses and the cost of security measures

- 8 participants, 32 hours