



CITY MANAGER'S REPORT TO CITY COUNCIL

AUGUST 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 Complete: 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** – NTP granted for design to Wallace Montgomery for the repair of the out fall and the rehabilitation channel.
- **Cambridge & Marvin avenue Emergency Storm Sewer Repair** – Awaiting flatwork (curb & gutter and final pavement restoration.)

Development Plan Reviews

- **Towneplace Suites** – Still under construction. No administrative updates.
- **Temple Ave Commercial** – In the process of closing out to 1-year maintenance period. E&S issue arose Aug. 22 with South slope no longer being stabilized. Taylor currently contacting utility companies to ascertain who is at fault. NOT sent in Aug. 22. VSMP terminated Aug. 24.
- **Dunlop Village Entrance Site Plan** – Still under construction. Updated work schedule from 9-4 to 9-3:30 starting Sept 6. Notified contractor Aug 26 and they confirmed.
- **Panera Plan** – No activity this month.
- **BLA between Chick-Fil-A and Walmart** – Bohler's Legal Department is speaking to City's Legal Department. Bohler was requested to add line on Plat noting Public Drainage Easement runs with the land. Bohler does not want to add line.
- **Chick-Fil-A Parking Lot Plot Plan** – Paper plans received Aug 26. All administrative items received. Project is set to move forward with development. Will not require Land Disturbance permit.
- **CHHS Dominion Easement Plat** – In process of getting quote from Precision Measurements to assist with getting Dominion Plat to City Standards.
- **Roslyn Farm Lot 12** – No activity this month.
- **White Bank Landing Section 4 Site Plan** – No activity this month. Still awaiting comments to be addressed from Stormwater Completeness Review Letter sent July 21 before full comprehensive review can begin.
- **White Bank Landing Section 4 Subdivision Plat** – Waiting on site plan comments to be addressed to move through with sending comments. Developer may choose to adjust the number of lots or layout due to Stormwater Review comments.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **CHHS Addition** – 3rd submission received 07/29/2022. Spoke with Developer on the phone Aug 9 on comments to address. Developer sent 4th submission Aug 17. Comments sent Aug 22. 5th Submission received Aug 26.
- **Magnolia Hill Plan of Development** – No activity this month. Still awaiting comments to be addressed from Stormwater Completeness Review letter, sent June 13.
- **Magnolia Hill Subdivision Plat** – Comments sent to planning June 10. Planning sent comments to Townes June 10. No activity as of yet.
- **The Sanctuary (505 Lakeview)** – Comments sent July 19. No activity this month.
- **Briarcliffe Section 4** – Still under construction.
- **Home 2 Charles Dimmock** – No activity this month.
- **Rio Car Wash** – Preliminary Plan received 07/18/2022. Worked with City Engineer and Legal Department to ensure proper protocol is followed with Cedar Lane. Comments sent Aug 11. Planning sent comments to Developer Aug 16. Preliminary plan will now be discussed in the October Planning Commission to allow for Open Space Easement agreement to be approved by Council in September meeting.

Fleet Maintenance

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2022	90	\$21,769.76	12	\$15,183.18
2021	56	\$23,508.87	3	\$2,060.50

The sublet repairs consist of the following:

Dealer Repair	\$13,845.99
Glass Replacement	\$830.57
Tire Repair	\$506.62

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	8	89
Commercial Building	3	27
Demolition	0	0
Electrical	15	119
Mechanical	11	65
Plumbing	8	53
Swimming Pool	0	4
Amusement Rides	0	1
Tent	0	2
Clean Out Installation	2	25
Water and Sewer Connection	0	8
Total: All Permits	47	393

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

Valuations	Month	Year to Date
Residential	\$184,335.00	\$2,403,837.95
Commercial	\$302,000.00	\$12,704,840.72
Total	\$486,335.00	\$15,108,678.67

Building Inspections	Month	Year to Date
Residential	74	524
Commercial	34	301
Total: All Inspections	108	825

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	5	53
Mobile Food Units	4	9
Signs - Permanent	2	15
Signs - Temporary	1	6
Zoning	5	48
Total: All Permits	17	131

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	3
Plat: Subdivision	0	2
Prelim. Site Plan Review	0	3
Special Exception Permit	0	1
Special Use Permit	0	1
Rezoning	0	0
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	1	19
Total: All Categories	1	29

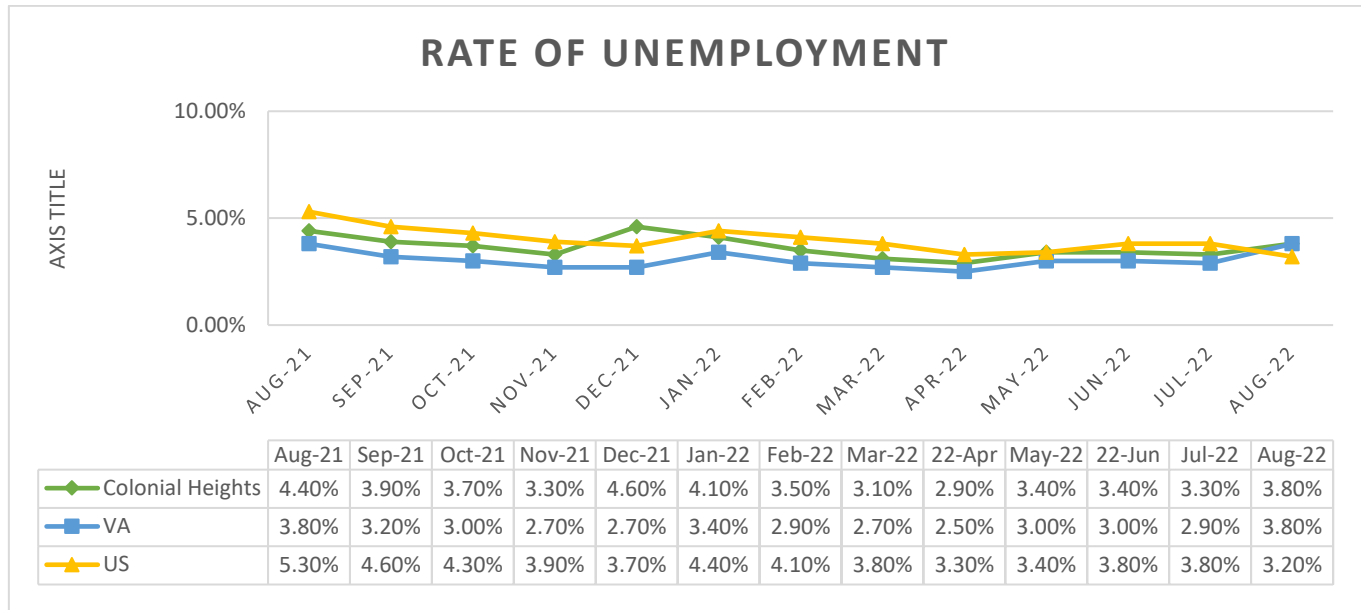
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	0	5
Wetlands Board	0	0
Total: All Meetings	0	5

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	3	21	2	21
Exterior Storage of Objects	6	23	3	16
Inoperable Vehicle	4	27	3	17
Property Defacement	0	2	0	1
Tall Grass	110	396	92	312
Trash Can Placement	9	55	1	44
Trash/Debris	5	34	2	23
VA Property Maintenance Code	3	17	0	7
Zoning	0	27	0	30
Total: All Cases	140	602	103	471

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 August 2022 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,242	7,927	315	3.8	No

*Chesterfield	3.1 %unemployment	*City of Petersburg	7.9% unemployment
*Dinwiddie	3.9 % unemployment	*City of Hopewell	5.8% unemployment
*Prince George	4% unemployment		

Prospect Activity:

Direct Requests for Information:	4
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 August was exceptionally busy for us, but I would like to mention one officer's actions in two separate incidents that exemplify what it means to serve our community and police with compassion. Generally, this monthly report highlights enforcement actions to deter crime. Enforcement is the cornerstone of our mission, but so is compassion.

This past month, Sr. Officer Marcus Hall responded to the Dollar General for a reported shoplifting. When he arrived, he located the suspect outside of the business crying. The individual had stolen some diapers but, when confronted by employees, returned the merchandise. The diapers were not damaged and the store decided not to prosecute. Sr. Officer Hall spoke with the individual and discovered that she had taken the diapers because she did not have the money to make the purchase. Officer Hall released the individual and she left the area. Officer Hall went inside the store, purchased the diapers and then delivered them to this person's home.

The second instance occurred when Sr. Officer Hall responded to the Dunlop Senior Apartments. Once on site, he encountered an elderly resident who needed a door handle repaired and batteries to their smoke detector replaced. Sr. Officer Hall could see that this citizen needed assistance and took it upon himself to make the repairs.

Normally these acts would warrant comments in the "Officer of the Month" section of this report; however, I wanted to celebrate that this is what our officers do daily. Sr. Officer Hall's actions exemplify what it means to be a police officer. We do protect our community and enforce the law, but we also display acts of compassion each and every day. Unfortunately, these acts many times go unnoticed, but for us, helping people is why we serve. Please join me in thanking Sr. Officer Hall, as well as all our officers, who go out each day to keep us safe, arrest criminals, and also routinely complete random acts of kindness.

On August 31st, we welcomed new Police Officer David Hirn. Officer Hirn comes to us from the City of Hopewell, where he served as a police officer for nearly nine years, ultimately reaching the rank of sergeant. David is a veteran of the U.S. Army, and he lives in Colonial Heights with his wife and children. David brings institutional knowledge and supervisory experience to our agency, and we are blessed to welcome him to our ranks.

Captain Mike Foster, Commander of our **Operations Division**, reported that his division issued **445** traffic citations, issued **140** written warnings and **282** verbal warnings, made **six (6)** DUI arrests, obtained **41** felony and **84** misdemeanor warrants. The **Operations Division** investigated **83** vehicle crashes, **15** field identifications, **30** parking citations, **two (2)** alarm citations and tagged **10** vehicles as inoperative. He reported the following operational highlights from his personnel:

- On 8/6/2022, Officer Storm Ayers arrested two subjects for larceny, possession of burglary tools, and conspiracy at Walmart. This arrest closed several open larceny cases and assault cases. One of the individuals was also wanted out of North Carolina for larceny offenses.
- On 8/7/2022, Officer Zaneisha Clay and Officer Anthony McCurry responded to a vehicle accident on Interstate 95. They were able to extricate the driver safely.
- On 8/12/2022, Officer Alex Riazi arrested an individual for obstruction after he fled from a traffic stop on foot. It was determined the suspect had several outstanding warrants, which were served as well.
- On 8/12/2022, Officer Karrissa Jackson arrested an individual for eluding police, possession with intent to distribute Schedule I or II drugs and driving on a revoked license.

IV. POLICE DEPARTMENT (CONTINUED):

- On 8/16/2022, Officer Ayers took a report of eight catalytic converters being stolen from U-Haul.
- On 8/26/2022, Officer Rocky Navarro arrested an individual for possession of a concealed weapon at Cookout.
- On 8/26/2022, Officer Stephen Peyton arrested a subject for possession of a concealed weapon at Mattox Landing Apartments.
- On 8/26/2022, Officer Jonathan Walker arrested an individual for grand larceny from a person, felony conducting a gambling operation, gambling, and possession of a concealed weapon at the Southpark Food Court. More than \$2,400.00 in cash was seized.
- On 8/29/2022, Officer Morgan Davis arrested an individual for DUI following a vehicle crash in front of Fire Station 1. A search warrant for medical records indicated the driver's blood alcohol at the time of the crash was .37 percent.
- On 8/29/2022, Officer Tyson Jones arrested a subject for eluding police, robbery, assault, and destruction of property.

Community Issues Addressed

- Lt. Jared Brandeberry deployed the Stealth Speed device on Lakeview and Cabell Avenues after receiving a citizen complaint of speeding.
- Officer Davis attended a birthday party for a child at "Bounce with Me" and interacted with several children from our community.
- Squads conducted checks of local gyms and businesses for individuals stealing catalytic converters and general thefts.

Animal Services

- A total of eight canines found permanent placement through adoption or rescue.
- A total of 10 canines were returned to owners.
- A total of 12 felines found permanent placement through rescue.
- Staff hosted a party at the shelter for a seven-year-old child—***Paisley's Party***. This young lady raised donations for the shelter for her birthday. In turn, staff provided her educational activities and she spent time with the animals.
- The 262nd Quartermaster Company from Fort Lee arranged to assist in cleaning and caring for our animals several times throughout the month.

K-9 ACTIVITIES

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

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

- Major Ruxer attended the Virginia Association of Chiefs of Police ***New Chief and Deputy Chief Training*** from August 9-12, 2022.
- On 08/12/2022, Law Enforcement Services coordinate a ceremony for the anniversary of the passing of Lt. Jamie Sears.

IV. POLICE DEPARTMENT (CONTINUED):

- On 08/22/2002, Major Ruxer conducted interviews for certified police candidates.
- On 08/23/2002, Major Ruxer participated in the TC Energy exercise at Southpark Mall.

Accreditation

- On 08/11/2022, Captain Mike Foster completed the third quarter K-9 Narcotics Training Aid inventory as required by OPR. 01.12.
- On 08/15/2022, staff inspections for CHPD were completed under newly hired police Chief Anspach as requested by him for completion. This function is required to comply with accreditation standard ADM. 19.02.
- On 08/18/2022, Career Officer Sophie Benkendorf completed the second supply closet inventory as required in compliance with ADM. 19.03.
- On 08/22/2022, Career Officer Benkendorf completed the third quarterly Evidence Room Inspection as required to comply with ADM. 16.03(a).
- On 08/24/2022, Master Officer Andrew Barnhouse conducted the Evidence Room Annual Audit of the Property Room as required to comply with ADM. 16.03(c).

Grant Activity

- On 08/02/2022, the Q4 claim for the Byrne/JAG (SmartWater) Grant was approved.
- On 08/16/2022, Sergeant Desiree McCurry, along with Chief David Kissner with the Fire Department, participated in a member story for the VRSA grant.
- 08/18/2022, Sergeant McCurry attended the DMV workshop for Fiscal Year 2023.
- On 08/19/2022, the final status report for School Resource Officer for Fiscal Year 2022 was approved.
- On 08/22/2022, Career Officer Scott Whirley and Master Officer Barnhouse set up the signboard on Temple Avenue to promote ***Drive Sober or Get Pulled Over***. A Facebook post was also created per DMV grant guidelines.
- On 08/22/2022, the claim for LOLE Fiscal Year 2019 was approved.
- On 08/30/2022, the SOGA for SRO grant Fiscal Year 2023 was submitted.

Our **Investigations Division**, commanded by **Capt. Thad Johnson**, reported a very busy month for investigators. Seventeen (17) new cases were assigned to detectives—12 were cleared (this included clearing five (5) cases from a previous month), resulting in a clearance rate of 87% for the month, and a 73% clearance rate for the year.

Some of the division highlights include:

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

- A fraud case that is currently inactive pending further investigation.
- A death investigation case; case was unfounded.
- A check fraud case from May of 2022; case was unfounded.
- A burglary case from May of 2022; case was cleared by arrest.

Senior Detective Joseph Vaughan was assigned three (3) new cases this month. He was also able to clear one (1) case from a previous month.

- A larceny case; case was unfounded.
- An unclaimed body case; case was unfounded and closed.

IV. POLICE DEPARTMENT (CONTINUED):

- A sex offense case; case was cleared by arrest.
- A Child Protective Services (CPs) case was unfounded from July of 2022.

Senior Detective Darrell Aleshire was assigned nine (9) new cases this month

- A grand larceny case; case was unfounded.
- A robbery/assault on law enforcement case; case was cleared by arrest.
- A possession of child sexual abuse material (CSAM) case; case inactive pending further investigation.
- A sexual assault case; case inactive pending further investigation.
- An online enticement of a juvenile case; case was inactivated pending further investigation.
- A possession/manufacture of CSAM case; case inactivated pending further investigation.
- An overdose death investigation. Case is inactive pending further investigation.
- Assist another agency case. While conducting a joint operation with the ATF, Sr. Detective Aleshire and Sr. Detective Rob Brown stopped a vehicle that was stolen out of Henrico County. The passenger of the vehicle was also wanted out of Dinwiddie County for homicide.

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

- An Adult Protective Service (APS) complaint case; case was unfounded.
- A petit larceny case; case was inactivated pending further investigation.
- A larceny case; case was inactivated pending further investigation.
- A sex offense case from July 2022; This case was exceptionally cleared.
- A grand larceny case from May of 2022; case was cleared by arrest.

Senior Detective Will Waldrep, who is assigned to the **U. S. Marshal's Fugitive Task Force**, reported 14 fugitive arrests, four (4) of whom were from the City of Colonial Heights. Sixty-two (62) warrants were also served, twenty-five (25) of which were from Colonial Heights.

Auxiliary officers provided **169 hours** of extra manpower patrolling and riding with officers. A total of **1,019 hours** have been volunteered this year. **Sentinels** provided **13 hours** for the month and **82** total hours for the year.

The Employee of the Month Committee met on August 11, 2022, at which time they reviewed all nominations and selected **Master Officer David Gallagher** as our **Employee of the Month for July 2022**.

As a prelude, it should be noted that Master Officer Gallagher is a crime scene technician assigned to A Squad. As such, he is responsible for gathering evidence and assisting fellow officers in this task. So, when he responded to Southpark Mall for a robbery, he was already prepared to use his skills.

On June 23, 2022, a suspect entered the jewelry business and began trying on multiple pieces of jewelry. At one point, the suspect was asked to pay for a ring that was valued at approximately \$40,000.00. The suspect began to leave the business when employees began to approach him. In response, the suspect brandished a silver firearm and fled the scene.

Master Officer Gallagher began to process the crime scene and noticed fingerprints on a glass jewelry case. He interviewed one of the employees, who indicated the suspect did indeed touch certain areas of the jewelry case. Master Officer Gallagher processed the jewelry case for latent fingerprints and was able to collect multiple prints, which he sent on a special fingerprint card to the Department of Forensic Science for analysis.

IV. POLICE DEPARTMENT (CONTINUED):

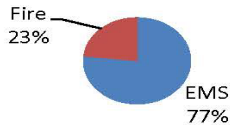
In late July, Master Officer Gallagher received an identification on the latent fingerprints, which he provided to Detective Sergeant Adam Brandeberry in Investigations for follow-up. A driver's license photograph was obtained of the potential suspect and compared to the store video, resulting in a positive identification. All of this was due to the fingerprints obtained by Master Officer Dave Gallagher.

Dave is a team player who comes to work each day with a good attitude. He contributes to the overall mission of the department through his excellent work ethic and dedication. The example above is only a fraction of the contributions he makes to our community every day. For these reasons, there is no doubt that he is most deserving of being selected as our department's Employee of the Month.

DEPARTMENT STATISTICS			
Crime	August 2021	August 2022	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	1	100%
Robbery	0	1	100%
Aggravated Assaults	2	2	0%
Simple Assaults	12	8	-33%
Breaking & Entering	4	2	-50%
Larceny	78	52	-33%
Vehicle Thefts	2	1	-50%
Arson	0	3	300%
Shoplifting	44	38	-14%
DUI Arrests	13	6	-54%
All Criminal Arrests	147	157	7%
Calls for Service	2,135	2,419	13%
August 2022	Number Reported	Number Cleared	Percentage Cleared
	70	44	63%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 507



Total Fire Type Incidents: 118 (Total Fire Loss \$47,700)

Total EMS Incidents: 389 (246 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 98.4% of emergency incidents: (Avg. first apparatus travel time 4:30 minutes)

EMS units arrived on scene in less than 9 minutes on 96.2% of emergency incidents. (Avg. first ems unit response time 5:47 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building fire	4	Gas leak (natural gas or LP)	3	Good intent calls	30
Brush or brush and grass mixture fire	2	Power line down	3	Public service calls	21
Passenger vehicle fire	2	Electrical wiring/equipment problem other	1	Assist invalid	10
Dumpster or other outside grass fire	2	Water or Steam leak	1	Smoke/CO detector installation	36
Authorized controlled burning	1	Lightning strike (no-fire)	1	KnoxBox installation	1
		Animal rescue	1	False alarm/false calls	35
				Cover assignment, standby, move up	1

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	15	Assist, Public	36	Cancelled (Prior to Arrival at Scene)	13
Patient Evaluated, No Treatment/Transport Required	7	Cancelled on Scene (No Patient Found)	10	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	2
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	2	Patient Refused Evaluation/Care (Without transport)	30	Standby, Public Safety, Fire, or EMS	2
Patient Treated, Released (AMA)	19	Patient Treated, Released (per protocol)	7	Transported Lights/Siren	21
Patient Treated, Transported by private vehicle	1	Patient treated, transferred care to another EMS unit	1	Transported no Lights/Siren	225

Fire Mutual Aid Given & Received

M/A given to Chesterfield Fire	N/A	M/A received from Chesterfield Fire	1
Automatic Aid given to Chesterfield (EMS)	1	Automatic Aid received Chesterfield (EMS)	N/A
Automatic Aid given to Chesterfield (Fire)	5	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	N/A		
Crater Technical Rescue Team Activation	N/A	Crater Regional Hazardous Materials	N/A

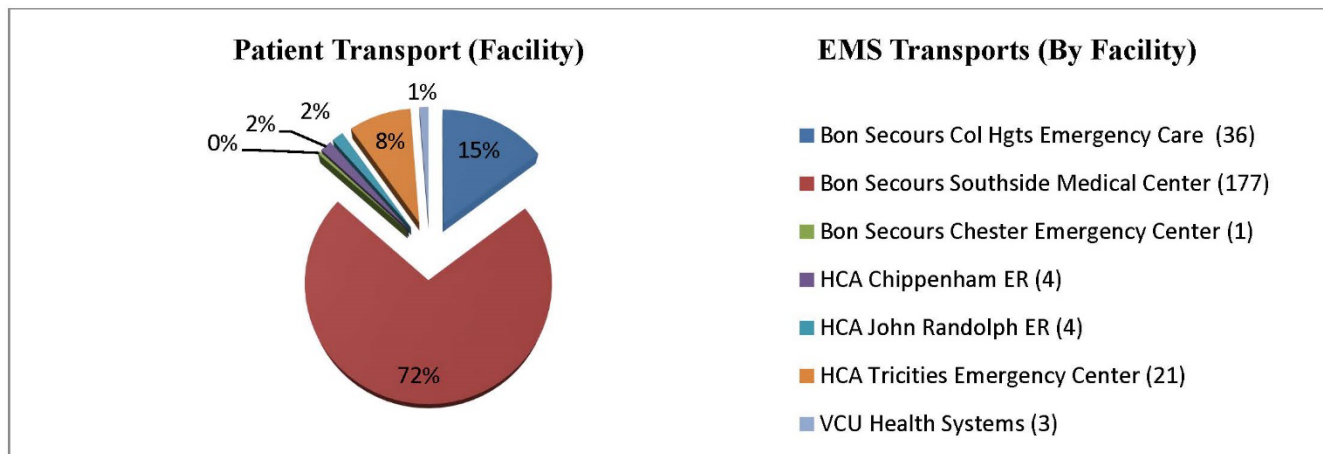
EMS Mutual Aid Given & Received

Mutual Aid given to Petersburg (EMS)	13	Mutual Aid received from Petersburg (EMS)	3
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	1
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	N/A	Mutual Aid received from Prince George (EMS)	1
Mutual Aid given to Hopewell (EMS)	N/A	Mutual Aid received from Hopewell (EMS)	N/A
Mutual Aid given to Dinwiddie (EMS)	N/A	Mutual Aid received from Dinwiddie (EMS)	N/A
Total EMS Mutual Aid given (Transport unit)	13	Total EMS Mutual Aid received (Transport unit)	5
Total Fire Mutual Aid given (Engine/Ladder)	5	Total Fire Mutual Aid Received (Engine/Ladder)	4

Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
Station 1	<u>Number of Incidents</u>	N/A	1
	<u>Total Hours</u>	N/A	Medic-933 234 hrs.
Station 2	<u>Number of Incidents</u>	3	3
	<u>Total Hours</u>	R-942 744 hrs., Q-942 384 hrs.	Medic-932 10 hrs., M-934 195 hrs.
		Q-992 72.5 hrs.	Medic-935 7 hrs.

V. FIRE & EMS DEPARTMENT (CONTINUED):



Special Notes:

CHFD/EMS Medic Patient Transport Mileage: Total: 1,757.10 miles
 Average: 7.20 Miles

August 2021 Total Incidents: 493 Fire: 123 EMS: 370

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 August 2022:

Advertisements

<u>Department</u>	<u>Position</u>
Economic Development	Community/Economic Development Specialist
Information Technology	Geographic Information Systems (GIS) Coordinator
Public Works (Fleet Maint.)	Senior Automotive Mechanic (Part-time)
Public Works (Engineering)	Traffic Technician
Recreation	Recreation Assistant I (Part-time)

Applications

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Community/Economic Development Specialist*	7	251
Geographic Information Systems (GIS) Coordinator	3	333
Senior Automotive Mechanic (Part-time)	1	102
Traffic Technician	5	275
Recreation Assistant I (Part-time)*	0	105

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

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Miscellaneous

- Applicants participated in the written test phase for the Communications Officer and Firefighter/EMT position recruitment processes. Written test sessions were held on multiple dates/times to allow more flexibility for applicant schedules.

- Communications Officer 8/4/2022 & 8/6/2022
- Firefighter/EMT 8/22/2022, 8/25/2022 & 8/29/2022

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

New Employee Orientation

Recreation Specialist I

Recreation Specialist II

Deputy I

Police Officer

Employee Separation

Communications Officer

Deputy II

Community/Economic Development Specialist

Police Officer

Van Driver

Permit Technician











Firefighter/EMT

Public Works Technician

- Attended a virtual seminar presented by Virginia Risk Sharing Association (VRSA) on social media and communications to address various communication channels and options that can be used to share messaging and engage audiences.
- Attended a virtual seminar presented by Optima EAP on a mental health topic The Power of Belonging and the effect on employees.
- Attended a virtual seminar presented by J.J. Keller & Associates on the Top 5 OSHA Safety Training Topics.
- Tyler-Munis HRM/Payroll system training and conversion processes continue with an anticipated completion date scheduled for Spring 2022.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, www.colonialheightsva.gov had 63,121 page views in the month of August.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Real-Estate Records (2,693)2. Yard Sale Permits (2,577)3. Pay On-Line (2,391)4. Library (2,148)5. Animal Control Shelter (1,788)6. City Employees (1,537)7. Human Resources (1,356)8. Utility Billing (1,007)9. Recreation & Parks (989)10. Police (798)11. Real Estate Assessor (643)12. GIS (610)13. Trash Collection (528)14. Records-Property Tax Maps (508)15. City Departments (474)	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> Russia China India Philippines Seychelles <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Pennsylvania Minnesota Maryland New York Florida
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☆ Citizens submitted and city staff processed 247 service requests and questions through the “Report a Concern” module during the month of August.

☆ The City of Colonial Heights’ Facebook Page now has 5,907 fans and the City’s Twitter account has 1,659 followers. There are 2,773 subscribers for “In the News”.

☆ Proactive Information Management completed 52.00 hours of IT service and maintenance for City departments this month.

☆ Interviews were conducted to fill GIS Coordinator position on August 17th. Unfortunately, no suitable candidates were found so the position is being re-advertised.

☆ IT installed the Marquee software on 2 computers in the Emergency Communications Center to allow Supervisors to edit the Marquees in the event of an after hours emergency.

☆ Worked with Tyler and NCIS to correct a problem with the LiNX Data not being updated.

☆ Multiple changes were made to the City’s E-Mail Spam Filter in an attempt to better filter/quarantine spam messages. Two new features were also added, Link Protection and Identity/Impersonation Protection.

IX. LIBRARY:

- ☆ The library staff circulated 10,162 items in August broken down as follows:
 - Residents borrowed 8,822 print titles
 - 298 e-books on Kindle readers
 - 1,042 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,509 residents registered for the Hoopla service.
- ☆ The public computer center had 794 users
- ☆ The library's meeting rooms were used by 98 groups
- ☆ An average of 516 residents used the library each day, while 104 residents registered for new library cards.
- ☆ The library's Digital Knowledge Center opened with demonstrations of the Microsoft HoloLens and Oculus Quest devices to participants in the Summer Reading Programs, seniors in the library's Tech Head program and numerous random patrons.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of August, the Recreation Department hosted its Annual Back to School Festival at the Soccer Complex. Residents that attended enjoyed activities, music, food, and FREE Back to School supplies. Each child received a bookbag filled with various supplies needed for the school year. Attendance this year increased and neared pre-pandemic attendance.

Registration for Fall Sports was completed in August for Youth Baseball and Softball, Youth Cheerleading, and our new Youth Football Program. After a very successful Summer Football Program we became a Gold certified Youth Football Program with USA Football and the Aspen Institute named us a Project Play Champion.

The Fall edition of the City Focus was completed and mailed out in early September. Staff is working on preparations for upcoming Fall events to include the Fort Clifton Festival, Halloween in the Park, and began preparations for the Annual Christmas Parade.

Athletics/Programs	2022	2021
Belly Dancing	2	3
Soul Line Dancing	68	N/A
Summer Camp	30	22
Youth Football	79	13
Youth Cheerleading	80	62
Fall Baseball	30	22
Fall Softball	36	28
Back to School Festival	650	350
Therapeutic Recreation	53	66
Facility Usage	2022	2021
Community Room Attendance	648	1,105
Community Room Reservations	9	17
Pavilion Attendance	2,106	2,925
Pavilion Reservations	27	39
Field Attendance	7,500	11,295
Chili Peppers Attendance (included in total field attendance)	N/A	1,600
Field Rentals	25	45



Parks, Horticulture, Buildings Maintenance

Parks

- Pinned and lined all athletic fields and maintained.
- Cut grass for all City locations.
- Maintained ballfields throughout the City.
- Spread gravel and rock dust at Fort Clifton Park.
- Emptied trash cans at City parks.
- Cleaned park and ballfield bathrooms.
- Assembled new soccer goals and placed them as requested by CHSA.
- Repaired areas where goals were on soccer fields.
- Replaced turf on stadium field in front of pitching mound.
- Rebuilt pitching mounds with clay.
- Cleaned stadium stands after games.
- Worked BIB tournament.
- Replaced belts, blades and fixed bent deck on mowers.
- Repaired flag poles replacing ropes and cleats.
- Adjusted irrigation on fields throughout City.

Horticulture

- Weeded, trimmed, and mulched sites as needed.
- Cut low lying branches at sites as needed.
- Picked up trash and policed areas and flower beds throughout City.
- Pulled weeds at round about.
- Cut down small dead trees throughout the City.
- Cleaned and changed filters on equipment.
- Spread rock in areas around Fire Station.
- Escorted RRJVA inmates to sites to weed eat.
- Cut suckers as needed in areas around City.
- Cleaned up debris in areas and took to dump.
- Trimmed trees down Boulevard.
- Cut grass at sites around City.

Buildings and Grounds

- Filled traps with water throughout City buildings.
- Completed work orders.
- Changed out bulbs throughout City buildings.
- Built wall at PD to divide room into two offices.
- Unstopped sink in break room at Public Safety Building.
- Cleaned debris off condenser units at Library.
- Worked with contractor on HVAC units at Public Safety Building.
- Cleaned off roof at Community Center.
- Work with contractor on installation of new unit on Senior Center.
- Fixed leak on hot water line at library.
- Unstopped condensation unit in attic at animal shelter.
- Adjusted irrigation heads on Shepherd Stadium..

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Activities	2022	2021
Bingo	63	72
Bowling	135	100
Bridge Party	45	28
Dominos	8	N/A
Intro. To Pinochle	2	N/A
Mahjong	13	N/A
Movie Day	9	6
Pinochle	39	37
Scrabble	12	17
Senior Club Meeting	73	87
Senior Golf Associations - Ft. Lee	501	384
Senior Golf Associations - Tri-Cities	203	223
Sing A-Long	26	30
Awareness/Education	2022	2021
Blood Drive	33	N/A
Library: Total # books checked out	22	25
Lunch & Learn Cognitive Decline	22	N/A
Tech Heads	13	N/A
Classes	2022	2021
Crochet & Knitting	30	19
Intro. To Line Dancing	37	N/A
Line Dancing Class	186	182
Meditation	79	55
Quilts for Vets	10	6
Sewing Class	24	32
Tap Class	16	23
Tech Savvy	6	7
Watercolor with Faye	16	18
World Religion	32	N/A
Fitness	2022	2021
Balance	33	41
Cardio Ball	74	N/A
Fitness Center Use	122	72
Muscles in Motion	104	156
Pickleball	233	60
Sit & Let's Get Fit	244	252
Strength & Stretch	22	128
Stretch it Out	37	N/A
Tai Chi	49	25
TBS	110	87
Walk this Weigh	43	N/A
Water Aerobics	166	128
Yoga	93	116
TOTAL	2,953	2,416

Agency on Aging - continued

Volunteer Hours	8	N/A
Trips		
Riverside - <i>Guess Who's Coming</i>	17	N/A
Colonial Downs	22	N/A
Va. Museum of History & Culture	13	N/A
Meals	2022	2021
Home Delivery Meals	0	3
Thursday Lunch	50	N/A
Transportation	2022	2019
Total Passengers	216	217
Total Trips	437	472
Total Miles	1996	2046
Wheelchairs	30	34
Donations	\$196.00	\$450.00
New Riders	11	8

Violet Bank Museum

Attendance	2022	2021
Tours Given	90	25
Grounds Visitors	12	17
Ongoing Programs	16	31
Outreach Programs	0	0
Special Events	3	0
Attendance Totals	121	73

X. RECREATION & PARKS DEPARTMENT CONTINUED:

OFFICE ON YOUTH & HUMAN SERVICES

Special events

- *Back to School Bash Colonial Heights High School* - OOO set up a resource table and distributed information about Youth Advisory Council, CADRE, and volunteer opportunities with OOO.
- *Back to School Festival* - OOO set up a resource table and distributed information about Youth Advisory Council, CADRE, Kids Achieving Progress Afterschool Program and volunteer opportunities with OOO. Also, distributed craft activity kits and friendship bracelets.
- *RVA Basics Early Childhood Literacy Kits* - The RVA Basics program focuses on five evidence-based practices to promote readiness for kindergarten. Kits were assembled with a variety of educational items to enhance the development of literacy and number sense. Youth from Youth Advisory Council, Middle School Leaders assembled 72 kits and delivered them to the Pre-K teachers at Lakeview, North and Tussing. Also, assisting with assembly were youth in diversion programs as part of their community service requirements for the courts. Kits will be given to the Pre-k students to take home so that they may practice skills learned in the classroom.
- *Dream Team at Colonial Heights Middle School* - Presentation made to 6th grade students and parents about services available through Office on Youth



Boards and Coalition Happenings

Youth Advisory Council (YAC) –

- Monthly meeting had 12 attendees
- Assembled 65 Activity Craft Kits to distribute at the Back to School Festival
- Volunteered at Back to School Festival
- Assembled 72 Literacy Kits for CHPS Pre-K students and delivered to the Pre-K teachers

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

Community Multi-Disciplinary Team –CAC caseload 11

Southside Trauma Informed Care Network- formed committee to discuss policy and advocacy to learn how to support school systems in Colonial Heights and Petersburg

CAAN-DUU –planning Suicide Prevention Awareness Walk for September 22

Prevention Programs

Kids Achieving Progress Afterschool Program – Recruiting new enrollees, hiring, interviewing and training program staff

Job Coaching – 2 participants

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

Community Service

Program to provide community service supervision for court mandated youth

- 19 Youth on caseload, completed 59 hours on various projects. Cleaning City Hall, city vehicles, life skills, Fort Clifton festival preparation, 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

- 10 participants, 40 hours

Professional Development/Trainings

- Active Parenting certification
Yvette Hawthorne
- Food Service training CACFP
Christian Velez

UPCOMING EVENTS

- *OOO staff to attend 19th Annual CSA Resource and Training event September 16*
- *Suicide Prevention Awareness Walk – September 22*
- *Facilitate Botvin Life Skills Training to CHMS 6th grade students October 3-December 16*

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