



CITY MANAGER'S REPORT TO CITY COUNCIL

OCTOBER 2022

I. PUBLIC WORKS & ENGINEERING:

Transportation Capital Projects

SRTS Phase 3 UPC 122282 (Formerly)102836

- Approved for TAP funding FY27-28, new UPC number issued.
- New agreement and appendix A received signatures in process.

SRTS North Elementary Phase 1 UPC 105233

- Construction completed.
- Project closeout in process.
- Waiting for 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

- Utility relocation complete.
- Columbia gas relocation complete 9/28/2022
- 100% plan final comments addressed.
- Funding verification and authorization to advertise request submitted.

Lakeview Modernization UPC 101288

- Installation of sanitary sewer trunk line complete.
- Installation of sanitary sewer laterals in progress
- Installation of storm sewer in progress
- Installation of water main in progress
- Fifth pay app sent.

ARGT Phase 5 UPC 107533

- Awaiting approval of joint application permit, permit re-submitted 3/11/2022.
- 100% plan comments addressed
- VWP permit approved by DEQ
- Funding verification and authorization to advertise request submitted.

Highschool Sidewalks UPC 118071

- Awaiting 60% plans
- Post willingness: 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

- Awaiting 60% plans
- 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
- IFB sent to VDOT for DBE

State of Good Repair UPC 121680

- State of Good Repair funding awarded (\$436,000).
- Agreement and Appendix A received signatures in process

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 and CMAQ application submitted to cover shortfall.

Ridge Road Reconstruction UPC 117072

- Agreement and Appendix A received signatures in process

Emergency Projects

- **Lexington & Conduit Outfall** – Design underway. RFP for additional design for adjoining drainage channels out.
- **Cambridge & Marvin avenue Emergency Storm Sewer Repair** – Awaiting final flatwork (curb & gutter and final pavement restoration) and additional storm repairs underway.

Development Plan Reviews

- **Towneplace Suites** – Still under construction.
- **Temple Ave Commercial** – 1-year maintenance period started October 3, 2022.
- **Dunlop Village Entrance Site Plan** – Closeout walkthrough planned for Wednesday November 2nd.
- **Panera Plan** – No activity this month.
- **BLA between Chick-Fil-A and Walmart** – Still awaiting final copies for recordation.
- **Chick-Fil-A Parking Lot Plot Plan** – No activity. Plans are finalized. Developer just needs to provide 48 hour notice prior to start work. Project is under threshold for land disturbance permit.
- **CHHS Dominion Easement Plat** – In process. School Board was provided a quote from Precision Measurements.
- **Roslyn Farm Lot 12** – Signature copies submitted and signed. Still awaiting additional administrative items. Plan will not receive 5 expiration period due to open VSMP permit. VSMP permit is under IIC requirements which expire July 30, 2024.
- **White Bank Landing Section 4 Site Plan** – No activity this month.
- **White Bank Landing Section 4 Subdivision Plat** – No activity this month.
- **CHHS Addition** – Signature copies received.
- **Magnolia Hill Plan of Development** – No activity this month.
- **Magnolia Hill Subdivision Plat** – No activity this month.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **The Sanctuary (505 Lakeview)** – 3rd review still under review. 3rd submission received October 12th. Meeting on site on October 31st to coordinate with Lakeview Modernization project.
- **Briarcliffe Section 4** – In process of moving towards closeout. Final walkthrough inspection completed. Letter is waiting to be sent until BMP concerns have been addressed. Concerns are that plans show BMP to be used for quality when BMP was not designed for quality.
- **Home 2 Charles Dimmock** – No Activity this month.
- **Rio Car Wash** – Easement still in works with Council. First reading scheduled for November 3rd. Preliminary Plan scheduled to go to November 1st Planning Commission Meeting.
- **Popeye's Site Plan** – Preliminary Plan resubmitted on October 4th. Comments provided to Planning on October 13th.
- **Popeye's Subdivision Plat** – Preliminary Plat was brought to the October Planning Commission meeting.

Fleet Maintenance

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2022	68	\$26,143.47	3	\$1,163.63
2021	72	\$28,780.28	12	\$3,125.40

The sublet repairs consist of the following:

Dealer Repair	\$727.09
Tire Repair	\$436.54

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	14	112
Commercial Building	4	35
Demolition	0	0
Electrical	16	148
Mechanical	8	83
Plumbing	6	64
Swimming Pool	1	6
Amusement Rides	0	2
Tent	0	2
Clean Out Installation	3	29
Water and Sewer Connection	0	8
Total: All Permits	52	489

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

Valuations	Month	Year to Date
Residential	\$709,892.00	\$3,429,856.95
Commercial	\$862,337.00	\$14,009,177.72
Total	\$1,572,229.00	\$17,439,034.67

Building Inspections	Month	Year to Date
Residential	52	658
Commercial	81	425
Total: All Inspections	133	1083

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	0	56
Mobile Food Units	0	9
Signs - Permanent	4	22
Signs - Temporary	0	8
Zoning	7	60
Total: All Permits	11	155

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	3
Plat: Subdivision	1	3
Prelim. Site Plan Review	0	3
Special Exception Permit	1	2
Special Use Permit	0	1
Rezoning	0	1
Variance	1	1
Wetland Development	0	0
Zoning Opinion & Cert	1	21
Total: All Categories	4	35

Community Meetings	Month	Year to Date
Board of Zoning Appeals	1	1
Planning Commission	1	7
Wetlands Board	0	1
Total: All Meetings	2	9

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	0	22	0	24
Exterior Storage of Objects	6	29	10	32
Inoperable Vehicle	2	31	1	24
Property Defacement	0	2	0	1
Tall Grass	2	463	24	408
Trash Can Placement	54	109	46	99
Trash/Debris	0	36	3	32
VA Property Maintenance Code	1	19	7	16
Zoning	2	30	0	31
Total: All Cases	67	741	91	667

III. ECONOMIC DEVELOPMENT DEPARTMENT:

**Economic Development report to resume at a later time.

IV. POLICE DEPARTMENT:

Special events during the month of October, in addition to our normal duties, made for an extremely busy month. For more than a decade, CHPD has participated in a program called ***Celebrate Safe Communities***. As in past years, this program brought citizens together in their respective neighborhoods on the first Tuesday of October to discuss topics related to crime prevention and crime trends. Most importantly, the program allowed friends, family and neighbors to come together as a collective group. It also provided an opportunity for our community to have face-to-face conversations with a police officer, detective, school resource officers and members of supervision. Over the years, we learned valuable information about each other and the needs of our community. When we began the program, more than 30 locations throughout the City participated. Some locations had petting zoos, live music and even car shows. It was absolutely a fantastic time.

As our community changes, however, we recognize that we must also change to ensure that we stay engaged and available to the citizens that we serve. As a result, we are excited to announce that on August 1, 2023, we will be participating in ***National Night Out***. Like *Celebrate Safe Communities*, this program brings neighbors together for the common goal of reducing crime, but with warmer temperatures, more daylight and, most importantly, no homework or class projects for children the next day. We are extremely excited about seeing old friends and making new ones as we continually work to meet the needs and expectations of our community.

Staffing challenges continued into October with the announcement of the retirement of Master Officer David Gallagher. Although Master Officer Gallagher is retiring, he will remain in law enforcement and has accepted a police position with the University of Richmond. Please join us in congratulating him, as we know he is excited to start this new chapter in his life. Staff held a new and certified officer testing event this month, as well as conducted several interviews. Currently we have several potential candidates in the background process. As of this month, we hope to place at least two recruits in the upcoming January 2023 training academy.

Also this month, we began instruction to all City employees on ***Civilian Response to an Active Shooter Event***, or ***CRASE***. We are extremely fortunate to have officers that are well-versed instructors in this field and are honored to have an opportunity to better prepare City employees in the unthinkable event where they find themselves in an active shooter situation. In order to complete the training by the beginning of November, we are running a total of six sessions—four in October and two in November. Going forward, we hope to hold at least one annual event in order to train new employees. We would like to thank everyone for their attentiveness and participation, as well as thank all of our instructors for their efforts.

Captain Thad Johnson is our **Operations Division Commander** and reported that his division issued **336** traffic citations, issued **116** written warnings and **262** verbal warnings, made **14** DUI arrests, obtained **64** felony and **169** misdemeanor warrants. The **Operations Division** investigated **82** vehicle crashes, **nine (9)** field identifications, **34** parking citations, **10** alarm citation and tagged **eight (8)** vehicles as inoperative. He reported the following operational highlights from his personnel:

- On October 4th, Officer Stephen Peyton arrested an individual for distribution of marijuana, forgery, and false identification to law enforcement at 7-11 Boulevard.

IV. POLICE DEPARTMENT (CONTINUED):

- On October 14th, Officer Anthony McCurry responded to a “shots fired” call at 99 Moore Avenue. An individual was found to have a concealed weapon on his person. A spent casing was also found in the area that was of the caliber firearm the suspect had on his person. Warrants were obtained for possession of a concealed weapon, discharging a firearm within the city limits, reckless handling of a firearm, and being drunk in public.
- On October 16th, Officer Zaneisha Clay arrested Joshua Winters for shoplifting, two counts of possession of Schedule I or II drugs, and possession of a concealed weapon at Walmart.
- While canvassing for an armed robbery suspect on October 17th, Officer Corbin Ramos arrested an individual for possessing a concealed weapon at Target.
- On October 17th, Officer Jonathan Walker arrested a suspect for assault on law enforcement, resisting arrest, and destruction of property at Dance’s Sporting Goods. The individual was also served with a capias for assault on law enforcement.
- On October 20th, Officer Clay arrested a subject for possession of stolen property and underage possession of marijuana based on a traffic stop located at the Boulevard and Bruce Avenue.
- On October 18th, Master Officer Will Waldrep responded to the parking lot of Dick’s Sporting Goods for a report of a subject who was shot in the leg. The subject was located shortly thereafter at the stand-alone ER nearby. The incident was determined to be accidental, self-inflicted.
- On October 21st, Officer Peyton arrested a subject for possessing a weapon by a non-violent felon and concealed weapon at Waffle House.
- On October 22nd, Officer Ramos took a report of a stolen vehicle at 7-11 Boulevard. Officer Alex Riazi and Officer Tyson Jones witnessed a hit and run with the stolen vehicle and initiated a pursuit into Chesterfield. The vehicle crashed off Hickory Road and the occupants fled from the vehicle. Investigation into the incident continues.

Community Issues Addressed

- On October 8th, D Shift, under the guidance of Sgt. Brandon Cherry as well as members of the Investigation Division under the guidance of Detective Sgt. Adam Brandeberry, provided additional patrols on the south end of the City for VSU Homecoming.
- On October 8th, Sr. Detectives Joe Vaughan and Rob Brown, along with Officers Jonathan Walker, Rocky Navarro, Master Officer Will Waldrep and Recruit Joshua Bland, participated in the annual ***Crime Solvers Light up the Night 5K Run***. Thanks to our Auxiliary unit and Lt. Stacey Whitt for providing bike patrol security.
- Patrol officers conducted numerous radar enforcement at various locations, as well as several requests for resident house checks.
- On October 12th, Master Officer Waldrep participated in a Chick-Fil-A ***Touch a Truck*** event.

IV. POLICE DEPARTMENT (CONTINUED):

- On October 14th, numerous members of the agency participated in an event at headquarters where 10-year-old Hunter Chaplin was presented with a police uniform. Hunter suffers from a rare disease and we were honored to swear him in as a Junior Police Officer for the day.

Animal Services

- A total of 17 canines found permanent placement through adoption or rescue.
- A total of eight (8) canines were returned to owners.
- A total of four (4) felines found permanent placement through rescue.
- One Burmese python was adopted.
- Assisted Hopewell Animal Services with animal advertisement and transfer of one.
- Ring Dog Rescue partnership was created for spay/neuter appointments.
- 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

- Both K9 Sgt. Chris Wulff and K9 Rose and Sr. K9 Officer Micaulay Fable and K9 Nero attended the *Virginia Police Working Dog Association (VPWDA) Seminar* in Chesterfield and recertified for the year.
- SPO Fable and K9 Nero attended their monthly scheduled canine training.

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

- On October 1st, the LES Division administered the written and physical tests for potential recruit police officers.
- On October 4th, the division coordinated *Celebrate Safe Communities Night* activities.
- On October 21, Career Officer Sophie Benkendorf, along with members of the Patrol Division, took part in a *Special Olympics* fundraiser at the Hardees on Temple Avenue.
- On October 28th, Major Ruxer supervised a lock-down drill at Colonial Heights High School and Middle School.
- On October 29th, Career Officer Scott Whirley, Career Officer Benkendorf and members of the Sentinels participated in the *National Drug Take- Back Day* sponsored by the DEA. More than 200 pounds of medication were collected and submitted for destruction.

Accreditation

- On October 12th, Career Officer Whirley met with Prince George Accreditation Manager Devron Reid at Prince George Police Department to discuss and set up future onsite training dates at CHPD for her to visit and train staff on the use of PowerDMS for accreditation. Future training dates will be scheduled.

IV. POLICE DEPARTMENT (CONTINUED):

- On October 19th, Officer Morgan Davis completed the fourth quarter Property Room inspection as required by Policy ADM.16.03 (a).

Grant Activity

- On October 4th, Sgt. Desiree McCurry registered seven (7) citizens for Smart Water kits.
- On October 26th, a purchase order was submitted for trauma bags and tourniquets for the LOLE FY22 grant.
- On October 27th, Sgt. McCurry, Sr. Detective Darrell Aleshire, Officer Morgan Davis, and Career Officer Scott Whirley participated in a ***Train the Trainer*** course for REVIVE, nasal naloxone.

Our **Investigations Division**, commanded by **Captain Mike Foster**, reported a very busy month for investigators. Fifteen (15) new cases were assigned to detectives, as well as six (6) applicant background investigations. Six (6) criminal cases were cleared, resulting in a clearance rate of 48% for the month, and a 73% clearance rate for the year.

Some of the division highlights include:

Detective Sergeant Adam Brandeberry was assigned four (4) new cases this month, to include:

- Unclaimed body of a city resident—case was closed as unfounded, information sent to city attorney.
- A robbery investigation—case inactive, pending further investigation.
- A reckless handling of a firearm—case inactive, pending warrants.

Senior Detective Joseph Vaughan was assigned three (3) new cases this month, to include:

- A sex offense that is now inactive but pending further investigation.
- A death investigation that is now inactive pending additional investigation.

Senior Detective Darrell Aleshire was assigned five (5) new cases this month, to include:

- An unclaimed body—case unfounded, information sent to city attorney.
- A CPS referral about felony child abuse—case closed, arrest made.
- Two self-initiated undercover chat cases—both inactive, pending further investigation.

Senior Detective Chris Velasquez was assigned two (2) new cases for the month, to include:

- A dissemination of obscene photographs—case closed as unfounded
- A possession of child pornography—case unfounded and closed.

IV. POLICE DEPARTMENT (CONTINUED):

Auxiliary officers provided **144 hours** of extra manpower patrolling and riding with officers. A total of **1,381 hours** have been volunteered this year. **Sentinels** provided **20 hours** for the month and **125** total hours for the year.

The **Employee of the Month** Committee met on October 11, 2022, and selected **Officer Morgan Davis** as our department's Employee of the Month for September 2022. During the month of September, **Officer Davis** was very productive. In addition to her normal self-initiated patrol activities, she handled several labor-intensive cases. One of those was a "substantial risk" investigation, which required thorough documentation as well as numerous interviews with adults and juveniles. Her findings were reported through continuous communication with the Commonwealth's Attorney's Office.

Another case was an armed robbery that occurred at Southpark Mall. Upon their response, **Officer Davis** assisted Investigations with anything they needed, including the collection of evidence. It is clear that **Morgan** not only has the desire to be helpful, but she also wants to learn and experience as much as possible to make her a better officer.

Officer Davis received two letters of commendation that were placed in her personnel file during the month. The first was following the storm that came through the city, knocking out numerous traffic lights. Fire Chief Wayne Hoover commented on her willingness to take on any assignment and volunteer for assignments. She was also instrumental in offering her assistance to other officers during this very hectic day. The second commendation she received was due to actions she took following a fatal vehicle accident involving a pedestrian. She immediately recognized that the incident was serious and necessitated a Major Accident Investigations Team (M.A.I.T.) RESPONSE. Being the only member of the shift on M.A.I.T., she immediately took control of the scene, checking on the victim and ensuring scene and evidence integrity until other members of the team arrived. She also took the lead on the follow-up investigation, including conducting interviews, collection of evidence and securing search warrants.

Officer Davis comes to work every day with a good attitude and is a team player. She is an energetic and dedicated employee who consistently goes "above and beyond" in everything she does. She is meticulous in her investigations and clears cases that other others are not able to clear. Her proactive approach to her investigations also applies to normal patrol and shift responsibilities as well.

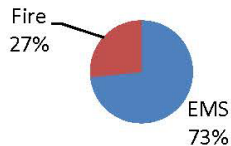
For all the above reasons, the committee was very confident that **Morgan** more than deserved to be selected as our department's **Employee of the Month** for September.

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS			
October 2022			
Crime	October 2021	October 2022	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	2	0	-100%
Robbery	0	1	100%
Aggravated Assaults	5	4	-20%
Simple Assaults	19	12	-37%
Breaking & Entering	5	0	-100%
Larceny	49	55	12%
Vehicle Thefts	4	2	-50%
Arson	0	0	0%
Shoplifting	21	33	57%
DUI Arrests	7	14	100%
All Criminal Arrests	160	176	10%
Calls for Service	2,083	2,229	7%
October 2022	Number Reported	Number Cleared	Percentage Cleared
	74	40	54%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 527



Total Fire Type Incidents: 140 (Total Fire Loss \$211,000)

Total EMS Incidents: 387 (247 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.3% of emergency incidents: (Avg. first apparatus travel time 4:11 minutes)

EMS units arrived on scene in less than 9 minutes on 94% of emergency incidents. (Avg. first ems unit response time 5:32 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building fire	1	Gasoline or other flammable liquid spill	1	Good intent calls	32
Passenger vehicle fire	2	Gas leak (natural gas or LPG)	4	Public service calls	25
Road freight or transport vehicle fire	2	Oil or combustible liquid spill	1	False alarm/false calls	22
Brush or brush and grass mixture fire	1	Carbon Monoxide incident	2	Assist invalid	15
Unauthorized burning	4	Arcing shorted electrical equipment	1	Smoke detector installation	14
Authorized burning	1	Power line down	2	Smoke detector(s) inspected	6
		Removal of victim(s) from stalled elevator	1	Smoke detector battery change	4
		Haz Mat release investigation with no Haz Mat found	1	Carbon Monoxide detector installation(s)	5

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	13	Assist, Public	45	Cancelled (Prior to Arrival at Scene)	8
Patient Evaluated, No Treatment/Transport Required	13	Cancelled on Scene (No Patient Found)	14	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	4
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	1	Patient Refused Evaluation/Care (Without transport)	22	Standby, Public Safety, Fire, or EMS	4
Patient Treated, Released (AMA)	6	Patient Treated, Released (per protocol)	8	Transported Lights/Siren	15
Patient Treated, Transported by private vehicle	1	Patient treated, transported by Law Enforcement	1	Transported no Lights/Siren	232
		Patient treated, transferred care to another EMS unit	2		

Fire Mutual Aid Given & Received

M/A given to Chesterfield Fire	N/A	M/A received from Chesterfield Fire	2
Automatic Aid given to Chesterfield (EMS)	N/A	Automatic Aid received Chesterfield (EMS)	1
Automatic Aid given to Chesterfield (Fire)	1	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
Crater Technical Rescue Team Activation	N/A	Crater Regional Hazardous Materials	N/A

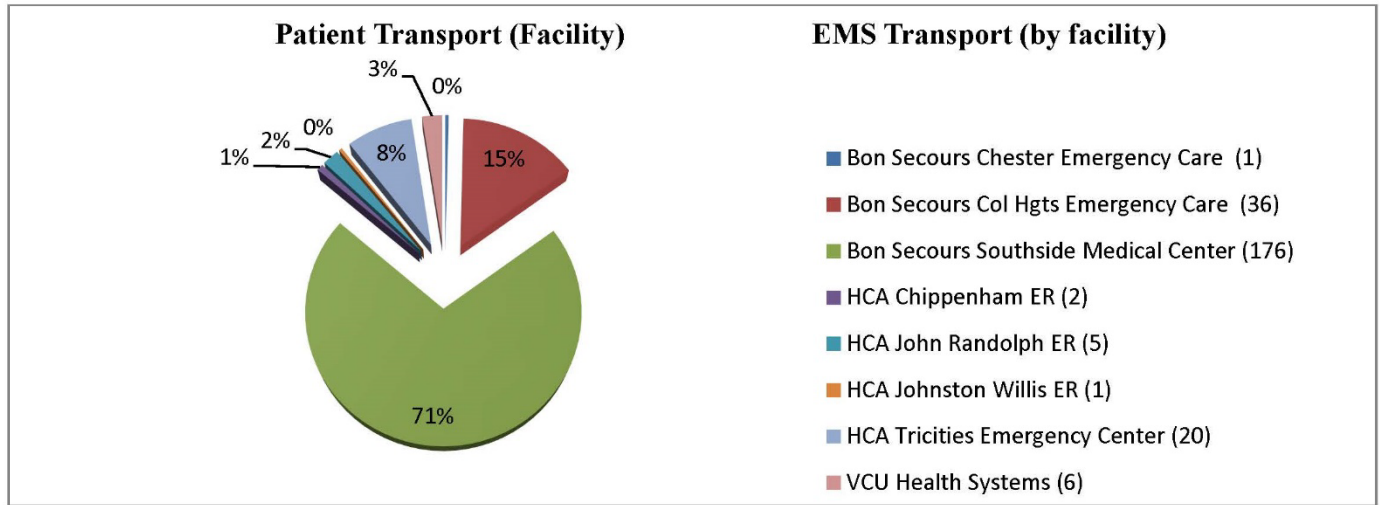
EMS Mutual Aid Given & Received

Mutual Aid given to Petersburg (EMS)	6	Mutual Aid received from Petersburg (EMS)	N/A
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	3
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	2
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)	6	Total EMS Mutual Aid received (Transport unit)	6
Total Fire Mutual Aid given (Engine/Ladder)	1	Total Fire Mutual Aid Received (Engine/Ladder)	5

V. FIRE & EMS DEPARTMENT (CONTINUED):

Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
Station 1	<u>Number of Incidents</u>	<i>1</i>	<i>1</i>
	<u>Total Hours</u>	E-992 432 hrs.	Medic-935 8.5 hrs.
Station 2	<u>Number of Incidents</u>	<i>2</i>	<i>2</i>
	<u>Total Hours</u>	R-942 96 hrs., Q-992 504 hrs.	Medic-932 608.5 hrs. Medic-934 576 hrs.



Fire Investigations / Inspections

Inspections /Plans review completed	25
Parking citations issued	N/A
Pre-Employment Backgrounds Completed (FT, PT & VOL)	4

Special Notes

CHFD/EMS Medic Patient Transport Mileage:	Total:	1,799.90 miles
	Average:	7.35 Miles
October 2021 Total Incidents: 480 Fire: 125 EMS: 325		

VI. FINANCE DEPARTMENT:

ERP Project

- **Financials:** Go Live had a rough start but we cut our first checks in Munis on 10/19/2022. At that time we opened up the system for staff. I can't say enough of our staff and how well they have adapted to the new changes. We have conquered a lot of obstacles to get here but I think each day it is getting better. The only outstanding issue I have a ticket on for them to fix is that our revenue that Billing and Collections processes did not post in our system until October 31, 2022.
- **HR/Payroll** Our focus has been on Financials. As soon as we go live we will be working on data being entered into Munis all new employees, terming employees and adding deductions. There were a lot of changes we have made to implementation to make the system work instead of a payroll employee having to figure out manually like we currently are doing.
- **Cashiering** Tyler Cashiering has been working pretty smoothly. The only issue we have at the moment is we have to replace the check printing machine. We also will be looking to upgrade Tyler Cashiering. This could fix a lot of our workarounds and issues. The interface will look a lot different so this will be training for our Billing and Collection's team.

Fiscal 2021 Audit- The audit process continues as Brown Edwards continued to communicate with Finance but we are delayed in getting the information to the auditors. With being short staffed, implementing a new financial software in the middle of an audit and me being hired at the end of the year. There is some concern that the FY22 report will be delayed due to issues stated earlier.

Purchasing Activity:

- Finance went live in mid October with Munis. This has made our system more automated. The finance team keyed in 406 open Purchase orders that were in the Legacy system as of September 28, 2022. The departments now key in the requisitions and it goes through a workflow to Purchasing and then Finance. Once approved it is turned into a purchase order.
- 188 Requisitions were keyed and 156 were turned into purchase orders.
- Finance processed 143 checks during the month.

Purchasing Bid/RFP Activity:

- SP22-042202-1127 Annual "On-Call" Contract for Transportation Engineering Services, was issued on March 30 2022 with the seal proposal proposals received on April 22 2022. The City's Engineering Department shortlisted the vendors to interview, and has selected multiple vendors for this contract. We are now working on the contract documents, which includes some VDOT forms.
- SP22-102802-1129 Request for Proposal – Information Technology Services, was issued on Sept 22 with four proposals received on Oct 28 2022. This is for IT related services to support the City's IT Department. It is hoped to have a vendor under contract. In time for the FY23-24 budget process. The proposals are being reviewed by the City's IT Department.
- SP22-110902-1130 – Fire Station #1 Architect/Engineering Conceptional Assessment of Fire Station #1 – Proposal was issued on Oct 7, with Proposals due on Nov 9
- SP22-121402-1131 – Lakeview Dam – Abatement Retaining Wall was issued on Oct 27, with sealed bids due on December 14

Other Purchasing Activity:

- Contract updated for snow salt and sand for the Public Works Department, with the winter months coming up.
- Received notice that the automatic transfer switch for the new generator at the middle school has been sent to the contractor.
Installation is scheduled during the Christmas school break, when the Middle School is shut down.

VI. FINANCE DEPARTMENT (CONTINUED):

- Purchase Order issued for Professional Engineering services on the structure review of the Branders Bridge Road Winding Project.
- Purchase Order issued for the repair of the warning siren near the High School.
- Purchase Order issued for the yearly Bridge Inspection in the City, using an “on-call” City contract in place.
- Purchase Order issued to remove the dead vultures around the radio tower near the Animal Shelter. 97 dead vultures were taken off the site, and destroyed by the vendor.

Risk Management

Property

- Guardrail damage was done by a hit-and-run driver on Temple Avenue, near the round-a-bout.
- A fire hydrant was struck, by an unoccupied Toyota Camry, that had been worked on at Shumate Automotive.
The driver of the vehicle was inside the shop, when the vehicle started to roll forward., striking the fire hydrant

Citizen Claim

- A citizen filed a claim for damage to her vehicle tire, from a pothole on Conduit Road.

Notice of Pending Suit

- A claim was filed against a police officer, for driving his police vehicle recklessly, which lead to an accident with another vehicle.

Vehicles

- A police officer backed into a sign at a local restaurant, causing a small amount of damage to the sign.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent-3,677
- Delinquent Notices Sent –1,094.
- \$240.00 in utility billing set-off debt collections were received this month.

Billing and Collections Activity:

- 57 DMV releases processed: 54 personal property, 3 parking citations, 11 COR abatement
- Set off collections this month: \$357.03
- Tobacco stamps collected: \$1,251.20
- ADM fees collected \$1,251.03

Real Estate Activity:










- 50 property transfers this month, 25 of which were valid residential sales
- No in new residential construction, No new commercial.

VII. HUMAN RESOURCES DEPARTMENT:

**Human Resources report to resume at a later time.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, www.colonialheightsva.gov had 58,639 page views in the month of October.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Pay On-Line (2,298)2. Real Estate Search Records (2,292)3. Yard Sale Permit (2,168)4. Library (1,970)5. Animal Control Shelter (1,732)6. City Employees (1,344)7. Upcoming Elections (1,263)8. Utility Billing (1,203)9. Human Resources (1,034)10. Recreation-Parks (842)11. Police (764)12. Utilities(702)13. Real Estate Assessor (523)14. GIS (473)15. Civic Alerts (444)	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India China Canada Philippines Ireland <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Minnesota Maryland Pennsylvania Washington, D.C. New York
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☆ Citizens submitted and city staff processed 283 service requests and questions through the "Report a Concern" module during the month of October.

☆ The City of Colonial Heights' Facebook Page now has 6,007 fans and the City's Twitter account has 1,647 followers. There are 2,693 subscribers for "In the News".

☆ Proactive Information Management completed 41.5 hours of IT service and maintenance for City departments this month.

☆ Interviews were held for the GIS Coordinator position and a candidate was selected. Prior to holding a second interview, the candidate accepted a position with another employer. A second applicant was contacted and a follow-up interview was held. Currently, they have tentatively accepted the position and are awaiting a physical and completion of the employment background.

☆ RFP for IT Services went out for Bid and the return date was the end of the month. Three (3) companies have submitted proposals.

☆ IT was notified by the Colonial Heights Public Schools regarding a problem with student Chromebooks unable to connect to the WiFi at the Public Library. We met with the CHPS Network Administrator to determine the scope of the problem and after completing some troubleshooting at the Library, were able to correct the problem.

IX. LIBRARY:

- ☆ The library staff circulated 8,826 items in October broken down as follows:
 - Residents borrowed 5,723 print titles
 - 296 e-books on Kindle readers
 - 938 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,551 residents registered for the Hoopla service.
- ☆ The public computer center had 1,302 users
- ☆ The Story Time programs were attended by 283 children
- ☆ The library's meeting rooms were used 109 times
- ☆ An average of 485 residents used the library each day, while 83 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

The Recreation Division had a very busy month hosting numerous events and programs around the City. The Division held the Annual Halloween in the Park and had a great turnout at Flora Hill Park and our Therapeutic Recreation Program hosted its Halloween Party. On the athletics side, Youth and Adult baseball/softball and Youth Football/Cheerleading programs continued their Fall seasons in October and registration for Youth Basketball is underway. Pickleball continues to be very popular with lessons filling each week and typically a wait time on courts for open play. Staff completed work planning its Winter programs to be included in the City Focus that will be mailed to residents in November.

Athletics/Programs	<u>2022</u>	<u>2021</u>
Fall Youth Baseball	29	22
Fall Youth Softball	25	28
Youth Cheerleading	95	62
Youth Football	106	13
E-Sports League	6	4
Belly Dancing	5	8
Soul Line Dancing	49	N/A
Swing Dance	79	60
Intro to Pickleball Lessons	59	60
Pickleball Round Robin	68	64
Halloween in the Park	1,200	1,500
Therapeutic Recreation	68	59
Facility Usage	<u>2022</u>	<u>2021</u>
Community Room Attendance	1,608	1,170
Community Room Reservations	24	18
Pavilion Attendance	2,448	3,159
Pavilion Reservations	34	39
Field Attendance	5,760	6,586
Field Rentals	30	37

Halloween in the Park



Parks, Horticulture, Building Maintenance

Parks

- Cleaned restrooms at parks and ball fields.
- Tore down old ramp at Skate park.
- Supervised CHHS Building Trades students building new skate ramps.
- Seeded ball fields with Rye grass.
- Picked up and stored L screens at ball fields.
- Maintained ball fields as needed.
- Painted Fields and band practice field per week.
- Maintained painted lines, numbers and letters at football field.
- Worked tournaments to maintain fields for play.
- Bush-hogged more bank areas at trail.
- Chained picnic tables together at Wakefield park.
- Moved furniture at Community Center.
- Mulched leaves at various sites.
- Moved furniture at PD.
- Fixed big double gate behind stadium.
- Helped set up for City Employee Picnic.
- Loaded and delivered tables and chairs for Safe Communities Night.

Horticulture

- Cleaned up limbs, leaves and debris at various sites
- Trimmed trees along Temple Ave.
- Cleaned up trash at all areas.
- Planted flowers at some sites.
- Repaired cultivator.
- Cut and trimmed grass at various sites.
- Planted memorial tree at Fire Station 2.
- Pulled summer annuals at planted sites and cleaned up debris.

Building Maintenance

- Completed numerous work orders.
- Repaired ice maker, toilet and refrigerators at Dunlop Fire Station.
- Met with contractor to install heater at Public Works supervisor's office.
- Changed multiple lights at Courthouse.
- Installed new DMV sign at City Hall.
- Met with HVAC contractor to install heater kit on new unit at Senior Center.
- Met with contractor at Library for HVAC controls.
- Cleaned animal sanitary system drains at Animal Shelter.
- Changed multiple GCFI outlets at Flora M.
- Changed out timer for building lights at library.
- Replaced Sloan parts on urinal and toilet at Courthouse.
- Installed condenser fan on unit at Public Safety.
- Fixed numerous toilets at White Bank Park.
- Replaced lights and ballast throughout City Hall.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Agency on Aging Activities	2022	2021
Bingo	65	64
Bowling	200	130
Bridge Party	48	N/A
Dominoes	16	N/A
Ft. Lee Golfers Board Meeting	45	N/A
Mahjong	23	N/A
Movie Day	7	6
Pinochle	48	N/A
Scrabble	4	N/A
Senior Club Meeting	91	85
Senior Citizen Dance	34	45
Senior Golf Associates Fort Lee Golf	412	468
Tri-City Golf Association	208	30
Sing A-Long	26	15
Awareness/Education	2022	2021
Fall Prevention Fair	50	N/A
Library: Total # books checked out	26	21
Lunch & Learn Dry Needling	21	21
Lunch & Learn Nutrition	25	18
Snack & Learn Aging	15	N/A
Tech Heads	16	N/A
Classes	2022	2021
Crochet & Knitting	30	21
Intro to Line Dancing	41	43
Line Dancing Class	198	193
Meaningful Exchanges	49	36
Meditation	29	38
Quilts for Vets	8	N/A
Sewing Class	19	25
Tap Class	21	23
Tech Heads	16	7
Tech Savy	7	5
Watercolor with Faye	19	13
World Religion	39	38
Fitness	2022	2021
Balance	55	75
Cardio Ball	35	N/A
Fitness Center Usage	130	50
Muscles in Motion	108	111
Pickleball	243	133
Senior Stride	9	6
Sit & Let's Get Fit	224	246
Strength & Stretch	56	50
Stretch it Out	20	N/A
Tai Chi - morning	47	34
TBS	37	46
Walk this Weigh	37	N/A
Water Aerobics	36	46
Yoga	78	70
TOTAL	2,971	2,212

Volunteer Hours	8	8
Trips		
Lewis Ginter Botanical Gardens	12	N/A
Petersburg Home For Ladies	9	N/A
Meals	2022	2021
Home Delivery Meals	0	N/A
Weekly Meal Programs	65	N/A
Transportation	2022	2021
Total Passengers	179	280
Total Trips	357	610
Total Miles	1810	3069
Wheelchairs	14	35
Donations	\$243.00	\$376.00
New Riders	9	14

Petersburg Home for Ladies Trip



Lewis Ginter Botanical Gardens



X. RECREATION & PARKS DEPARTMENT CONTINUED:

Violet Bank Museum

Attendance	2022	2021
Tours Given	57	25
Grounds Visitors	108	16
Ongoing Programs	42	15
Outreach Programs	147	18
Special Events	126	501
Attendance Totals	480	575

It was a very busy month at Violet Bank Museum from start to finish. Some very positive community outreach opportunities while being a host site for Celebrate Safe Communities, volunteering at the All Hallows Eve Tours at Blandford Cemetery and participating in Halloween In the Park at Flora M. Hill Park. The Museum had a very cool and creepy display for the month in the Lee Parlor. J.T. Morris of Petersburg loaned the Museum six historic caskets, that are rarely on display. Mr. Curtis Craft from J.T. Morris personally curated the display as well as giving a fascinating program on the casket's history and funeral practices of 1850-1860. Having two large private tours, homecoming dance photo ops and people stopping by to see the Cucumber Tree show off its fall colors round out the flurry of activity that went on during the month.



Celebrate Safe Communities



All Hallows Eve Tours

Office on Youth & Human Services

Special events

Presentation and Recognition at City Council

- Presentation to City Council about Middle Leadership Program, Youth Advisory Council and the Lemon-Aid fundraiser for Children's Hospital. Staff members Christian Velez and Yvette Hawthorne were introduced. Mayor Kochuba recognized their efforts with a coin of the CITY.

October is recognized as Domestic Violence Prevention month

- A display with handouts was set up at the library for the entire month to raise awareness.

CRASE training – all OOH staff attended

Boards and Coalition Happenings

- Youth Advisory Council (YAC) –
 - Monthly meeting had 11 attend
 - Made cards for Veterans at McGuire VA
- CADRE – possible name change
- Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) caseload 31
- Community Multi-Disciplinary Team –CAC caseload 7
- CAAN-DUU –Heard presentation on programming available from District 19
- Families First – discussed upcoming events
- Positive Parenting Coalition –
 - Presentation by Gary Held, advocate for LGBTQ Chesterfield Public Schools
- Juvenile & Domestic Violence Task Force -- Domestic Violence Awareness month
- CACHE – Planning for Point in Time Count to be held in January
- Community Coalitions of VA – monthly members meeting
- School Readiness Coalition – monthly member meeting, agency roundtable
- EFSP- monthly board meeting
- Community Criminal Justice Board – monthly member meeting
- District 19 Community Services Board – Monthly board meeting
- CH School Board – attended monthly meeting
- Family Assessment Planning team – caseload 31
- Southside Trauma Informed Care Network – presentation about Domestic Violence
- Youth Service Commission – regular monthly meeting
- Health Advisory Board – discuss Family Life curriculum

Prevention Programs

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

Botvin Life Skills Training – On-going

OOY staff teaching program at CHMS to 183 6th grade students. Class is taught during student PE/Health fourth block period. Topics: Self-Image, Myths and Realities of Alcohol/Tobacco/Marijuana, Coping with Anxiety/Anger



Upcoming Events

- Strengthening Connections November 29-30
- Field Trip for KAP to Peak Experiences November 18

Professional Development/Trainings

- From Survivor to Thrive – Domestic Violence

VJCCCA Diversion Programs 12th District Juvenile & Domestic Relations Court

Community Service

Program to provide community service supervision for court mandated youth

- 12 Youth on caseload, completed 36 hours on various projects. Cleaning City Hall, city vehicles, life skills, paper shred, distributing

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

Alcohol Drug Diversion Program

Program to educate participants on risks and consequences of drug use.

- 5 participant referrals