



CITY MANAGER'S REPORT TO CITY COUNCIL

NOVEMBER 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.
- Will require a resolution giving signatory authority to the city manager

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
- Installation of ornamental street light conduit in process
- Installation of curb and gutter in progress
- Pay app 7 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.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Highschool Sidewalks UPC 118071

- Awaiting 90% plans
- Received DHR concurrence of no adverse impacts
- Post willingness: 4/2/23
- ROW Acquisition: 9/8/23 – 3/29/24
- Relocate Utilities: 3/29/24 - 5/26/24
- Obtain Permits: 4/13/24
- Solicit Bids: 9/18/24
- Start Delivery: 10/31/24

Boulevard at Temple Intersection Improvements UPC 109264

- Awaiting 70% plans sent for constructability review
- Awaiting ROW plans for submittal for authorization to open the ROW phase
- 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

- Invitation for bid posted on 11/10/2022
- Pre-Bid conference held on 11/30/2022
- Sealed bids due 12/15/2022
- Pre-Con and NTP 2/1/2023
- Start construction 3/1/2023
- Fixed completion date 10/1/2023

State of Good Repair UPC 121680

- State of Good Repair funding awarded (\$436,000).
- Agreement and Appendix A signed and delivered to VDOT on 12/1/2022

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

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Emergency Projects

- **Lexington & Conduit Outfall** – Design underway. Comments compiled by staff for plan submittal. 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.
- **Dunlop Village Entrance Site Plan** – Project completed. 1-year maintenance period began 11/4/2022.
- **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** – Still in process, no activity update this month.
- **Roslyn Farm Lot 12** – No activity this month.
- **White Bank Landing Section 4 Site Plan** – No activity this month.
- **White Bank Landing Section 4 Subdivision Plat** – No activity this month.
- **CHHS Addition** – Construction has begun. Pre-Construction Meeting was held 11/22/2022.
- **Magnolia Hill Plan of Development** – Preliminary stormwater plan question was submitted 11/18. Reviewed and requested additional information.
- **Magnolia Hill Subdivision Plat** – No activity this month.
- **The Sanctuary (505 Lakeview)** – Developer requested preliminary comment letter after October 31st meeting. Preliminary letter sent 11/2. Planning Department provided comments for the 3rd Submission of the final site plan 11/15. Complete comment letter sent to developer on 11/16.
- **Briarcliffe Section 4** – Still awaiting BMP plan sheet adjustment from Townes.
- **Home 2 Charles Dimmock** – No activity this month.
- **Rio Car Wash** – Designer requested information on plan submission fees 11/21. No final site plans submitted this month.
- **Popeye's Site Plan** – No activity this month.
- **Popeye's Subdivision Plat** – 1st final plat was submitted 11/7/2022, comments sent 11/10/2022. 2nd Submission received 11/14/2022, all comments addressed and letter sent 11/15/2022. Signature copies received 11/21/2022. Plat recorded 11/22/2022.

Fleet Maintenance

YEAR	# Invoices	Total	Sublet	Sublet Total
2022	80	\$24,489.24	10	\$2,234.31
2021	76	\$23,114.45	7	\$7,516.30

The sublet repairs consist of the following:

Dealer Repair	\$1,084.31
Towing	\$780.00
Window Tint	\$370.00

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	6	118
Commercial Building	4	39
Demolition	0	0
Electrical	13	161
Mechanical	9	92
Plumbing	2	66
Swimming Pool	0	6
Amusement Rides	0	2
Tent	0	2
Clean Out Installation	1	30
Water and Sewer Connection	0	8
Total: All Permits	35	524

New Residential Units (CO's)	Month	Year to Date
Total	1	5

Valuations	Month	Year to Date
Residential	\$70,420.00	\$3,500,276.95
Commercial	\$108,030.00	\$14,117,207.72
Total	\$178,450.00	\$17,617,484.67

Building Inspections	Month	Year to Date
Residential	40	698
Commercial	117	542
Total: All Inspections	157	1240

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	1	57
Mobile Food Units	0	9
Signs - Permanent	0	22
Signs - Temporary	0	8
Zoning	4	64
Total: All Permits	5	160

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	3
Plat: Subdivision	0	5
Prelim. Site Plan Review	2	7
Special Exception Permit	0	2
Special Use Permit	0	1
Rezoning	0	1
Variance	0	1
Wetland Development	0	0
Zoning Opinion & Cert	1	22
Total: All Categories	3	42

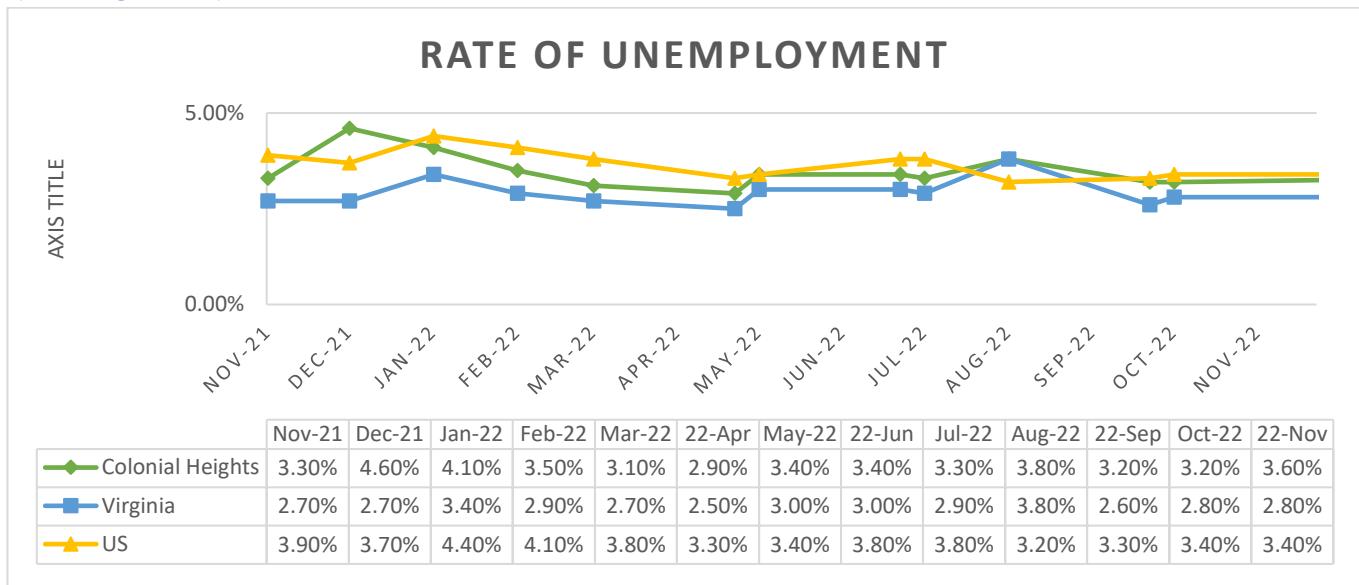
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	1	8
Wetlands Board	0	1
Total: All Meetings	1	10

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	1	23	1	25
Exterior Storage of Objects	5	34	4	36
Inoperable Vehicle	4	35	0	24
Property Defacement	0	2	0	1
Tall Grass	0	463	1	409
Trash Can Placement	7	116	20	119
Trash/Debris	1	37	0	32
VA Property Maintenance Code	1	20	2	18
Zoning	1	31	2	33
Total: All Cases	20	761	30	697

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Labor Force, Employment and Unemployment in Colonial Heights

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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8163	7873	290	3.6	No

*Chesterfield

3.0 %unemployment

*Dinwiddie

3.4 % unemployment

*Prince George

3.6% unemployment

*City of Petersburg

7.0% unemployment

*City of Hopewell

5.3% unemployment

Prospect Activity:

Direct Requests for Information: 2

Sites/Bldgs. Submitted 4

Active Prospects 8

Projects:

Panera w/Drive-thru – submitted preliminary site plan for review

Towneplace Suites – under construction

RIO Car Wash

Bruce Avenue

Popeyes Subdivision

Stallings Storage Facility

IV. POLICE DEPARTMENT:

This month we were honored to attend a luncheon for Master Officer David Gallagher in celebration of his retirement. Master Officer Gallagher served for 14 years with this agency and additional time with the City of Petersburg. During his time with the City of Colonial Heights, David served as a critical member on our Major Accident Investigation Team (M.A.I.T.), as well as a Crime Scene Technician. We all wish David the best as he begins his next journey as a police officer with the University of Richmond.

In addition to saying farewell to M.O. Gallagher, we said goodbye to Officer Stephen Peyton. Officer Peyton came to us in February of 2022 as a certified police officer from the City of Petersburg. Officer Peyton had a special talent for locating narcotics and an even bigger talent for removing illegal firearms from our community. He was a professional, approachable police officer and will be missed. That said, we are happy for him to explore an opportunity outside of law enforcement and wish him nothing but the best.

In the midst of one of our busiest months, on November 30th, patrol officers and detectives were called to the 1100 Block of Shuford Avenue for a juvenile who had just been shot. While this case ended tragically for the 17-year-old victim, I would just like to comment on the incredible teamwork that was displayed not only by our officers, but also our public safety partners. Patrol officers arrived on scene and immediately attempted lifesaving measures. Our Fire and EMS seamlessly took over lifesaving measures and transported the victim. Officers coming from court heard the call and responded to hold the perimeter. Sheriff's deputies arrived on scene and took over crime scene security, and our Commonwealth Attorney's Office responded to provide guidance for investigators. Our Law Enforcement Services personnel assisted with delivering equipment, and Chaplain George Lyons responded to assist with the death notification. I am so thankful for all the aforementioned, as well as our Emergency Communications staff, who provided information during the incident as well as the subsequent investigation. A great job by everyone involved and a reminder that no one can do this job alone. It truly takes a team, and we have a great one!!

Captain Thad Johnson is our **Operations Division Commander** and reported that his division issued **325** traffic citations, issued **92** written warnings and **180** verbal warnings, made **seven (7)** DUI arrests, obtained **48** felony and **144** misdemeanor warrants. The **Operations Division** investigated **90** vehicle crashes, **8** field identifications, **16** parking citations, and tagged **5** vehicles as inoperative. He reported the following operational highlights from his personnel:

- On 11/2/22, Officer Tyson Jones attempted to stop a vehicle that fled south on I-95. The vehicle crashed on the off ramp to Washington Street in Petersburg. The suspect was arrested for driving under the influence and eluding.
- On 11/3/22, Brunswick County, Virginia, brought a pursuit into the city that crashed on the I-95 off ramp. State Police handled the crash and Colonial Heights Police conducted a canvass for a suspect who fled on foot.
- On 11/3/22, Sr. Officer Jacob Miller investigated an armed robbery that occurred in the parking lot of AutoZone. A suspect stole an envelope of cash while armed with a knife. A search warrant has been executed and a possible suspect developed. Investigation is pending the results from a DNA test.

IV. POLICE DEPARTMENT (CONTINUED):

- On 11/5/22, Officer Storm Ayers arrested a subject at Southpark Mall for an outstanding Petersburg warrant. The search warrant was executed on his vehicle and the suspect was subsequently charged with distribution of narcotics and prescription pills, and \$4,000.00 was seized for asset forfeiture.
- On 11/5/22, Officer David Hirn arrested an individual for indecent exposure at Applebee's.
- On 11/6/22, Officer Corbin Ramos responded to Cookout for an aggravated assault where an employee was struck in the face with a firearm. Investigation ongoing.
- On 11/6/22, Officer Erik Reedy arrested an individual during a traffic stop for possession of Schedule I/II drugs, possession of Schedule IV drugs, felon in possession of firearm, possession of firearm while in possession of Schedule I/II drugs, and felony possession of a concealed weapon.
- On 11/10/22, Officer Hirn initiated a pursuit with a stolen Dodge Charger out of Petersburg. Virginia State Police took over the pursuit and was able to stop the vehicle on I-64 in Henrico. Juvenile petitions were obtained, and no injuries occurred.
- On 11/13/22, Officer Tyson Jones arrested a subject for outstanding Colonial Heights warrants. During the arrest, the individual assaulted Officer Tristan Bennett. The suspect was additionally charged with assault on a law enforcement officer and obstruction of justice.
- On 11/19/22, B Squad assisted Virginia State Police with a fatality motorcycle accident on I-95 north at SouthPark. The victim was found to be a City resident.
- On 11/21/22, Officer Anthony McCurry arrested an individual for shoplifting and a concealed weapons violation at Walmart.
- On 11/28/22, D Squad assisted Virginia State Police with a foot pursuit where an individual fled from traffic stop. Chesterfield K-9 and VSP Aviation Units responded. The suspect was identified.
- On 11/28/22, Officer Alex Riazi and Auxiliary Officer Dann Ferguson arrested a subject at Dance's Sporting Goods for an outstanding felony warrant through Petersburg when he attempted to purchase a firearm. The subject was also charged with resisting arrest.

Community Issues Addressed

- Colonial Heights Police C.R.A.S.E. (active shooter) instructors completed training for all City employees.
- On 11/11/22, B Squad attended the Veteran's Day event at the American Legion.
- On 11/13/22, B Squad attended the catalytic converter painting event at Midas.
- Shifts began receiving training on the new Taser 7 devices. All personnel are to be trained and devices distributed by January 1, 2023. Thank you to all involved.
- The agency completed Fall Firearms Qualifications.

IV. POLICE DEPARTMENT (CONTINUED):

Animal Services

The unit was excited to welcome Hanna Jones as our new Animal Control Officer, while at the same time welcome Toni Moracco as the new staff assistant. We are excited to have these two outstanding individuals change roles and explore new career paths.

- A total of 22 canines found permanent placement through adoption or rescue.
- A total of 12 canines were returned to owners.
- A total of 11 felines found permanent placement through rescue.
- One Burmese python was adopted out.
- 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 were out of service due to vehicle repairs, which have now been completed.
- Sr. K-9 Officer Micaulay Fable and K-9 Nero attended their monthly scheduled canine training.

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

- Major Ruxer attended the City auction on November 8th to monitor the sale of seized vehicles.
- On 11/04/22, Career Officer Whirley set up the signboard for employment opportunities for certified police officers. Message board was placed on Temple Avenue.
- Physical testing for three certified applicants was completed in November.
- Three certified applicants were interviewed and forwarded to the Investigations Division for background investigation.
- On 11/01/22, Career Officer Scott Whirley and Officer Erik Reedy attended a candy buy-back event at Dr. Wright Pond's orthodontist office. Career Officer Whirley was dressed as McGruff for the event.

Accreditation

- On 11/07/22, Career Officer Whirley worked with Prince George Accreditation Manager Devron Reid who came to HQ to work with him on the use of PowerDMS for accreditation. Training will continue in the future.
- On 11/10/22, Career Officer Whirley assisted with a mock accreditation file review at the James City County Police Department.
- On 11/16/22, Captain Thad Johnson completed the 4th quarterly K-9 Training Aid inspection.

IV. POLICE DEPARTMENT (CONTINUED):

Grant Activity

- On 11/14/22, Sgt. Desiree McCurry participated in the pre-survey ***Click it or Ticket*** campaign. The message sign board was utilized as well as social media posts.

Our **Investigations Division**, commanded by **Captain Mike Foster**, reported a very busy month for investigators. Fourteen (14) new cases were assigned to detectives, as well as six (6) applicant background investigations—11 criminal cases were cleared, resulting in a clearance rate of 79% for the month, and a 74% clearance rate for the year. Some of the division highlights include:

Detective Sergeant Brandedberry was assigned two (2) new cases, one (1) background and cleared one (1) case from the previous month to include:

- An involuntary manslaughter case; case closed by arrest.
- A credit card fraud/financial exploitation; cleared by arrest.

Senior Detective Joseph Vaughan was assigned four (4) new cases for the month and one (1) background investigation. Additionally, two (2) cases were cleared from a previous month to include:

- An unclaimed body, case closed, information forwarded to City Attorney
- A violation of a protective order, case closed by arrest
- A child abuse, case inactive, pending further investigation
- An assault at 831 Ellerslie was closed, exceptionally cleared.

Senior Detective Darrell Aleshire was assigned three (3) new cases this month to include:

- An armed robbery from Hot Spot Electronics. Pending further investigation.
- A solicitation of a minor. Pending further investigation.
- A forcible rape/sodomy, cleared by arrest.

Senior Detective Chris Velasquez was assigned three (3) new cases and two (2) backgrounds for the month to include:

- Three (3) cases involved falsely summonsing emergency services, all three cases were exceptionally cleared
- A fraud case, case inactive, pending further investigation
- An aggravated assault, case inactive, pending further investigation

Auxiliary officers provided **157 hours** of extra manpower patrolling and riding with officers. A total of **1538 hours** have been volunteered this year. **Sentinels** provided **seven (7) hours** for the month and **132** total hours for the year.

The **Employee of the Month Committee** met on November 10, 2022, at which time they reviewed all nominations and selected **Career Officer H. Scott Whirley** as our **Employee of the Month** for **October 2022**. Scott actually received three nominations for this honor.

Career Officer Whirley is our Crime Prevention/Accreditation Officer whose duty it is to ensure that this agency received its accreditation status and that our officers maintain their training hours. Scott does so much more that is not seen by officers on a daily basis. He is willing to assist no matter what the task.

IV. POLICE DEPARTMENT (CONTINUED):

With the start of the fall season, the month of October brings us several community events that the Police Department participates in. One such event is ***Celebrate Safe Communities Night***. This year, **Career Officer Whirley** was entrusted to organize this event from start to finish, which resulted in another successful event for the department. This event brings focus on the Police Department and is a direct reflection of the positive partnerships that this agency has forged with the community.

During the organization of this event, **Career Officer Whirley** had to coordinate with several city departments as well as participating city residents. He arranged for needed supplies and materials to be delivered to the difference locations throughout the city, ensuring all logistical aspects were covered. On the day of this event, **Career Officer Whirley** followed up by visiting each event site to determine that everything requested and needed had been properly delivered, which eventually resulted in the overall success of the event.

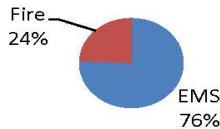
In addition to the above event, **Career Officer Whirley** maintains officer training files and regularly performs his duties “behind the scenes”. The extent of work he performs often goes unnoticed by much of the department, and particularly those on a regular shift rotation. He is solely responsible for maintaining “proof” documentation and changes in policy. Therefore, he ensures that every box is checked, every “t” is crossed and every “i” is dotted for a successful state accreditation review, which is conducted every four years.

Scott comes to work every day with a good attitude and is a team player. He contributes to the overall mission of the department through his excellent work ethic and dedication. He meets the department’s mission of protecting the life, individual liberty and property of all people within the City of Colonial Heights. For all the above stated reasons, we feel that **Career Officer Scott Whirley** is more than deserving of receiving this prestigious award.

DEPARTMENT STATISTICS			
Crime	November 2021	November 2022	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	0	2	200%
Aggravated Assaults	5	2	-60%
Simple Assaults	18	14	-22%
Breaking & Entering	1	1	0%
Larceny	55	47	-15%
Vehicle Thefts	4	2	-50%
Arson	0	0	0%
Shoplifting	23	27	17%
DUI Arrests	9	7	-22%
All Criminal Arrests	138	148	7%
Calls for Service	1,857	1,904	3%
November 2022	Number Reported	Number Cleared	Percentage Cleared
	68	31	46%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 483



Total Fire Type Incidents: 117 (Total Fire Loss \$16,500)

Total EMS Incidents: 366 (226 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 93.5% of

emergency incidents: (Avg. first apparatus travel time 4:14 minutes)

EMS units arrived on scene in less than 9 minutes on 89.7% of
emergency incidents. (Avg. first ems unit response time 5:46 minutes)

Fire Division (number of incidents):

Fires		Hazardous Situations		Services Calls and False Calls	
Passenger vehicle fire	2	Gas leak (natural gas or LPG)	1	Good intent calls	33
Natural vegetation fire other	1	Arcing shorted electrical equipment	1	Public service calls	23
Brush or brush and grass mixture fire	4	Power line down	1	False alarm/false calls	21
Outside rubbish, trash or waste fire	2	Smoke or odor removal	1	Assist invalid	10
Unauthorized burning	2	Haz Mat release investigation with no Haz Mat found	2	Smoke detector installation	5
Authorized burning	1	Attempted burning, illegal action, other	1	Smoke detector(s) inspected	5
				Smoke detector battery change	N/A
				Carbon Monoxide detector installation(s)	2

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	12	Assist, Public	39	Cancelled (Prior to Arrival at Scene)	15
Patient Evaluated, No Treatment/Transport Required	9	Cancelled on Scene (No Patient Found)	10	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	6
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	2	Patient Refused Evaluation/Care (Without transport)	27	Standby, Public Safety, Fire, or EMS	3
Patient Treated, Released (AMA)	15	Patient Treated, Released (per protocol)	2	Transported Lights/Siren	20
		Patient treated, transferred care to another EMS unit	5	Transported no Lights/Siren	206

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)	1	Automatic Aid received Chesterfield (EMS)	N/A
Automatic Aid given to Chesterfield (Fire)	2	Automatic Aid received Chesterfield (Fire)	5
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

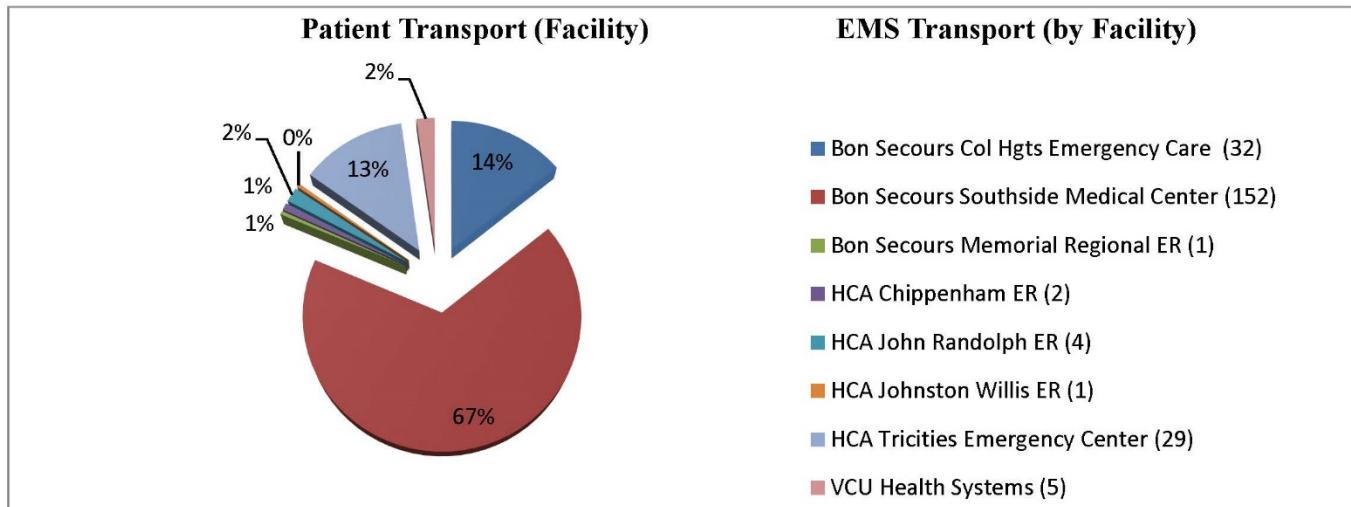
EMS Mutual Aid Given & Received

Mutual Aid given to Petersburg (EMS)	7	Mutual Aid received from Petersburg (EMS)	6
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	4
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)	1	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
Mutual Aid given to Dinwiddie (EMS)	N/A	Mutual Aid received from Dinwiddie (EMS)	N/A
Total EMS Mutual Aid given (Transport unit)	8	Total EMS Mutual Aid received (Transport unit)	10
Total Fire Mutual Aid given (Engine/Ladder)	2	Total Fire Mutual Aid Received (Engine/Ladder)	5

Out of Service Apparatus

Station 1	Number of Incidents	Fire Units		Medical Units	
		1	3	2	2
	Total Hours	E-991 46 hrs.	Medic-935 28.5 hrs./ Medic-932 6 hrs.		
		E-992 800 hrs.	Medic 936 7.5 hrs.		
Station 2	Number of Incidents	1	2		
	Total Hours	Q-992 516 hrs.	Medic 933 9 hrs.		
			Medic-934 267 hrs.		

V. FIRE & EMS DEPARTMENT (CONTINUED):



Fire Investigations / Inspections

Inspections /Plans review completed	34
Parking citations issued	N/A
Pre-Employment Backgrounds Completed (FT, PT & VOL)	2

Special Notes

CHFD/EMS Medic Patient Transport Mileage:	Total:	1,543.90 miles
	Average:	6.99 Miles

November 2021 Total Incidents: 508 Fire: 124 EMS: 384

VI. FINANCE DEPARTMENT:

Finance Activity:

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. Engineering is continuing to work 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 Received on Nov 9. Proposal meeting were held during the month, and a vendor was selection. The vendor is working on his scope of work, with pricing.
- SP22-121402-1131 – Lakeview Dam – Abatement Retaining Wall was issued on Oct 27, with sealed bids due on December 14. A pre-bid conference was held during the month.

VI. FINANCE DEPARTMENT (CONTINUED):

- SP22-121502-1132 – Branders Bridge & Route 1 Intersection Improvements sealed bid was issued on Nov 10, with the bid due on December 15. A Pre-bid conference was held during the month.

Other Purchasing Activity:

- Quote issued for an asbestos/lead paint, on the house just purchased by the City, at 211 James Avenue. Quotes are due in December
- Quote issued for the annual ladder/aerial testing. Purchase order will be issued in December.
- Body Cameras purchased during the month, for the Sheriff's Department.
- New tasers purchase for the Police & Sheriff Department, on a 5 year lease program. The City will be trading in the tasers that we have not, to help with pricing.
- The automatic transfer switch at the middle school generator, will be installed during Christmas break for the schools. This will complete this project.
- A 2023 Nissan truck was purchased for the Recreation Department. A vehicle was found in stock in Charlottesville, and will be delivered in a week.
- Ammunition purchased for the police department, with delivery expected in 24 months.
- Purchase order issued with a local sign shop, to replace the faded signs in the round-a-bout.
- Purchase order issued for a 2022 Ford F-250 Crew Cab, 4 x 4, using a VA Sheriff Association contract in place.
- Purchase order issued for a 2023 Chevy Malibu, using a VA Sheriff Association contract in place.
- The City auction was held during the month. This is the first auction we have had in a couple of years, due to COVID. \$29,154 was received, with 24 City vehicles auctioned off.

Risk Activity:

Citizen Claim

- The estate of a lady that was killed by a driver on Temple Avenue, has put a notice of claim against the City, for not having a cross walk signal at the intersection of Temple Avenue and Conduit Road.
- A Citizen filed a claim against the City, from water heater damage at her house, due to surge in water pressure from the City.

VI. FINANCE DEPARTMENT (CONTINUED):

Other

- Preliminary work has started on the City's insurance renewal for FY 24. VRSA will be forwarding the renewal in late Jan 2023.
- All vehicles have been reconciled to the Fleet Department and LODA and Misc Equipment listing has been sent to City Departments for their review.

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:

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

Advertisements

<u>Department</u>	<u>Position</u>
Police	Animal Control Aide (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Accountant	10	334
Administrative Assistant (Part-time)	41	634
Community/Economic Dev. Specialist	16	798
Procurement Specialist	14	370

Miscellaneous

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

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

New Employee Orientation

Communications Officer

2 Firefighter Recruits

Youth Program Coordinator

Retirement

Police Officer

Employee Separation/Retirement

Accountant

Police Officer

Firefighter Recruit

- Attended a virtual VRS Political Subdivision training session as an update to review VRS benefits and processes related to Plan 1, Plan 2 and Hybrid Plan employee retirement plans.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

★ The City's website, www.colonialheightsva.gov had 53,594 page views in the month of November.

Top fifteen sites visited after the home page: 1. Pay On-Line (3,240) 2. Real Estate Search Records (2,136) 3. Upcoming Elections (2,039) 4. Library (1,695) 5. Yard Sale Permits (1,415) 6. Animal Control-Shelter (1,398) 7. Christmas Parade (1,304) 8. City Employees (1,214) 9. Utility Billing (994) 10. Human Resources (888) 11. Police (826) 12. Real Estate Tax(640) 13. Recreation & Parks (561) 14. Polling Locations (516) 15. Real Estate Assessor (510)	Top five countries after U.S.:  India  China  Ireland  Philippines  United Kingdom Top five regions after Virginia:  Texas  Washington, D.C.  Pennsylvania  Maryland  Washington
---	--

- ★ Citizens submitted and city staff processed 142 service requests and questions through the “Report a Concern” module during the month of November.
- ★ The City of Colonial Heights’ Facebook Page now has 6,100 fans and the City’s Twitter account has 1,658 followers. There are 2,678 subscribers for “In the News”.
- ★ Proactive Information Management completed 42.00 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 8,982 items in November broken down as follows:
 - Residents borrowed 7,727 print titles
 - 254 e-books on Kindle readers
 - 1,001 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,565 residents registered for the Hoopla service.
- ☆ The public computer center had 892 users
- ☆ The Story Time programs were attended by 169 children
- ☆ The library's meeting rooms were used 107 times
- ☆ An average of 491 residents used the library each day, while 53 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of November our Fall athletics programs including youth football/cheerleading and Pickleball concluded their very successful seasons. Youth basketball registration continued in November with children beginning the program in December.

Staff completed and mailed the Winter City Focus out in November and are continuing work on upcoming Winter events to include the Lights in the Heights contest and the Annual City of Colonial Heights Christmas Parade. Staff has released a full slate of late new Fall and Winter programs for residents to enjoy and have begun accepting registration for these programs.

Staff began accepting field, pavilion, and community center reservations for 2023 and is working on tournament schedules with various tournament directors.

Athletics/Programs	2022	2021
Belly Dancing	5	4
Make & Take Craft Classes	12	7
Ornament Making Class	11	N/A
Soul Line Dancing	44	N/A
Intro to Pickleball	33	33
Pickleball Round Robin	52	39
Swing Dance	50	24
Therapeutic Recreation	56	42
Facility Usage	2022	2021
Community Room Attendance	1,406	1,278
Community Room Reservations	19	18

Violet Bank Museum

The visitation numbers were not as high for November as they were for October but it did give Museum staff a chance to recover from a busy October and get ready for a hopefully very busy December. A lot of behind the scenes cleaning, organizing and pre-decorating went on after the Thanksgiving holiday in anticipation of the Violet Bank Garden Club arriving to decorate for the holiday season.

A huge 'Thank You' to the Grandy Hunt Club for their donation of seasoned firewood which will be used by the 12th Virginia during their encampment on Saturday, December 10 during the day portion of the Candlelight Christmas event at Violet Bank

Attendance	2022	2021
Tours Given	26	23
Grounds Visitors	5	27
Ongoing Programs	25	25
Outreach Programs	0	0
Special Events	15	19
Attendance Totals	71	94

Parks, Horticulture, Building Maintenance

Parks

- Cut grass at various sites that was needed.
- Blew and mulched leaves at various sites.
- Took down batting cage nets and placed in storage.
- Emptied and cleaned up trash cans at sites in the City.
- Winterized Park bathrooms.
- Pulled fencing around skate park.
- Prepared ballfields for games.
- Edged and removed grass around ballfields.
- Cleaned temporary BIB tournament fencing.
- Cleaned bathrooms and straightened up shop area.
- Installed parking bumpers at Appamatuck Park.
- Installed new bollard at Lakeview Park.
- Lowered and raised flags throughout City per flag orders.
- Installed City Christmas tree at Courthouse.
- Moved and stored furniture at garage surplus area.
- Checked oil and grease on various equipment.

Horticulture

- Cleaned up leaves throughout sites in the City.
- Picked up fallen limbs at various sites.
- Cleaned up trash and debris at sites throughout City.
- Pulled summer annuals at sites where planted.
- Weeded areas along Boulevard and cleaned up trash.
- Decorated trees for Christmas at Library.
- Hung the Christmas decorations at the City welcome signs.
- Weeded and trimmed all areas throughout the City.
- Cut and cleaned up limbs on trees throughout the City sites.
- Trimmed Crepe Myrtles along Boulevard.
- Blew leaves on the trails at Fort Clifton.

Building Maintenance

- Installed fan blade on RTU at Public Safety.
- Fixed dripping faucet at Fire station 2.
- Changed outside bulbs at City Garage.
- Met with contractor at Courthouse for condenser fan issue.
- Changed water cooler filter at Fire administration.
- Installed new toilet paper dispenser at City Hall upstairs bathroom.
- Rebooted courthouse HVAC units on Nov 7.
- Fixed Automatic door at Senior Center.
- Worked with contractor at Courthouse for 5-year sprinkler inspection.
- Fixed B Field irrigation pipe.
- Replaced switch for domestic water at Courthouse.
- Fixed leak on roof at Senior center.
- Caulked shower at Fire station 2.
- Worked with contractor on PM's for HVAC units throughout the City.
- Worked on numerous work orders throughout the City buildings.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Agency on Aging Activities	2022	2021
Bingo in Center	67	75
Blood Drive	30	N/A
Bowling	160	120
Bridge Party	34	N/A
Coffee Break	15	N/A
Dominos	36	N/A
Mahjong	14	N/A
Movie Day	9	N/A
Pinocle	58	N/A
Senior Club Board Meeting	8	N/A
Senior Club Meeting	75	42
Senior Citizen Dance	25	51
Sing A-Long	21	21
Awareness/Education		
Library: Total # books checked out	20	28
Lunch & Learn: Vein Center	25	N/A
Lunch & Learn: US History	19	N/A
Classes		
Crochet & Knitting	33	29
Intro. To Line Dancing	30	36
Line Dancing Class	142	193
Meaningful Exchanges	50	67
Meditation & Neurological Stretching	17	N/A
Meditation & World Religion	40	93
Quilts for Vets	7	N/A
Sewing Class	27	26
Tap Class	20	40
Tech Savvy	4	5
Watercolor with Faye	6	9
Fitness		
Balance	62	48
Cardio Ball	45	N/A
Fitness Center Usage	100	40
Muscles in Motion	160	145
Pickleball	271	90
Sit & Let's Get Fit	214	176
Strength & Stretch	62	68
Stretch it Out	12	N/A
Tai Chi - Morning	32	37
TBS	23	66
Walk this Weigh	21	N/A
Water Aerobics	62	38
Yoga	76	68
Trips		
Outlet shopping in Smithfield, NC	14	N/A
TOTAL	2,146	1,611

Volunteers	2022	2021
Hours	12	6
Meals	2022	2021
Home Delivery Meals	0	2
Weekly Meal Programs	59	N/A
Transportation		
Total Passengers	182	277
Total Trips	400	614
Total Miles	1718	2828
Wheelchairs	12	34
Donations	\$221.00	\$373.00
New Riders	4	7

Outlet Shopping, Smithfield, NC



Outlet Shopping, Smithfield, NC



X. RECREATION & PARKS DEPARTMENT CONTINUED:

Youth & Human Services

Special events

Kids' Achieving Progress Fieldtrip to Peak Experience

Staff and students in the KAP Afterschool program enjoyed a trip to Peak Experience in Midlothian.



OOY Staff and Youth Advisory Council organized a stocking stuffer drive for the Salvation Army. City employees and YAC collected more than 50 filled stockings to donate to the Salvation Army.



Boards and Coalition Happenings

Youth Advisory Council (YAC) -

- Monthly meeting had 11 attendees
- Salvation Army Stocking Project 12 youth shopped and filled 18 stockings

CADRE - possible name change

Community Policy Management Team/Family Assessment Planning Team

- Caseload 38

Community Multi-Disciplinary Team - Caseload 5

CAAN -DUU -discussed sharing information with gun merchants about Gun Locks

Families First - Planning for Christmas Holiday party

Positive Parenting Coalition -

- Narcan training provided by Chesterfield Health Services

Juvenile & Domestic Violence Task Force - Officer meeting to plan December meeting

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 to discuss Phase 40

Community Criminal Justice Board - monthly member meeting

District 19 Community Services Board - Reviewed Strategic Plan 2023-2026

CH School Board - attended monthly meeting

Family Assessment Planning Team - caseload 38

Southside Trauma Informed Care Network - presentation about Domestic Violence

Youth Service Commission - planning for December meeting

Health Advisory Board - discuss Family Life curriculum

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

Community Service

Program to provide community service supervision for court mandated youth

- 14 Youth on caseload, completed 70 hours on various projects. Cleaning City Hall, clearing stick debris at City Parks, raked and bagged leaves for an elderly citizen, making friendship bracelet templates for Title I event, helped with Christmas decorations in City Hall

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

- 26 participants, 104 hours

Alcohol Drug Diversion Program

Program to educate participants on risks and consequences of drug use. 3 participant referrals

Prevention Programs

- **Kids Achieving Progress After school Program** - Recruiting new enrollees, hiring, interviewing and training program staff.
- **Botvin Life Skills Training** - OOY staff taught program at CHMS to 183 6th grade students. Topics: Self-Image, Myths and Realities of Alcohol/Tobacco/Marijuana, Coping with Anxiety/Anger. The program was well received and got great feedback from CHMS teachers and students. All students received goody bags with appropriate messaging to share with parents and a Chick-Fil-A gift card.

Professional Development/Trainings

- Botvin Life Skills - Lloyd Hawthorne

Upcoming Events

- Annual Christmas Parade
- Active Parenting classes in January
- Promoting Reading with YouTube Videos by City employees, School staff, City Council