



# CITY MANAGER'S REPORT TO CITY COUNCIL

**DECEMBER 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.
- Final Appendix A received and under review.

SRTS North Elementary Phase 2 UPC 106188

- 100% plan final comments addressed.
- Funding verification and authorization to advertise request submitted.
- Utility relocation complete.
- DBE goal of 6%

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 8 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
- DBE goal of 12%
- Army Corp permit approved
- Awaiting authorization to advertise

## **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
- Constructability review by MBP completed, comments sent to design engineer

### **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
- DBE goal of 9%
- Lowest bid by VCC \$388,874.44
- Mike Campbell in talks with MPO to obtain additional funds

### **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
- 12/21/2022 PE open to charges
- Cost proposal for design services requested from Wallace Montgomery

### **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 signed and returned to VDOT
- Awaiting opening of PE phase to charges

## I. PUBLIC WORKS & ENGINEERING (CONTINUED):

### **Emergency Projects**

- **Lexington & Conduit Outfall** – Design underway. Comments are being addressed by the design engineer.
- **Cambridge & Marvin avenue Emergency Storm Sewer Repair** – Awaiting final flatwork (curb & gutter and final pavement restoration.) Storm sewer repairs are complete.

### **Development Plan Reviews**

- **Towneplace Suites** – Construction ongoing.
- **Panera Plan** – No activity this month.
- **BLA between Chick-Fil-A and Walmart** – No activity this month.
- **Chick-Fil-A Parking Lot Plot Plan** – No activity this month.
- **CHHS Dominion Easement Plat** – No activity this month.
- **Roslyn Farm Lot 12** – No Activity.
- **White Bank Landing Section 4 Site Plan** – No Activity.
- **White Bank Landing Section 4 Subdivision Plat** – No Activity.
- **CHHS Addition** – Still under construction.
- **Magnolia Hill Plan of Development** – Preliminary stormwater plan question was submitted 11/18. Reviewed and requested additional information. Additional information was received 12/8. Reviewed and acknowledged that the existing site is experiencing flooding. This will affect their flood protection requirement. No final site plan has been submitted yet.
- **Magnolia Hill Subdivision Plat** – No activity this month.
- **The Sanctuary (505 Lakeview)** – 4<sup>th</sup> submission received 12/19/2022, payment received 12/20/2022. Meeting with developer happening next month.
- **Briarcliffe Section 4** – Plan modifications received 12/09/2022. Pre-End of Construction Site Inspection Punch List sent out 12/15/2022.
- **Home 2 Charles Dimmock** – No activity this month.
- **Rio Car Wash** – 1<sup>st</sup> final plan submission received 12/1. Awaiting payment. Payment received 12/6/22. SW Completeness letter sent 12/7/22. Received additional information from designer on 12/14 and 12/19. Full technical review is underway.
- **Popeye's Site Plan** – No activity this month.
- **Southlake Pond Fill** – Preliminary Plan received 12/16/2022. Comments sent to Planning Department 12/21/2022.

### **Fleet Maintenance**

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2022	81	\$58,391.91	9	\$2,060.90
2021	74	\$24,864.71	8	\$2,142.06

The sublet repairs consist of the following:

Dealer Repair	\$1,890.31
Towing	\$95.00
Tire repair	\$75.59

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	10	128
Commercial Building	7	46
Demolition	0	0
Electrical	13	174
Mechanical	9	101
Plumbing	2	68
Swimming Pool	1	7
Amusement Rides	0	2
Tent	0	2
Clean Out Installation	1	31
Water and Sewer Connection	0	8
<b>Total: All Permits</b>	<b>43</b>	<b>567</b>

New Residential Units (CO's)	Month	Year to Date
<b>Total</b>	<b>1</b>	<b>6</b>

Valuations	Month	Year to Date
Residential	\$161,635.00	\$3,661,911.95
Commercial	\$750,826.00	\$14,868,033.72
<b>Total</b>	<b>\$912,461.00</b>	<b>\$18,529,945.67</b>

Building Inspections	Month	Year to Date
Residential	64	762
Commercial	131	673
<b>Total: All Inspections</b>	<b>195</b>	<b>1435</b>

### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	1	58
Mobile Food Units	0	9
Signs - Permanent	2	24
Signs - Temporary	0	8
Zoning	7	71
<b>Total: All Permits</b>	<b>10</b>	<b>170</b>

Development	Month	Year to Date
Plat:		
Adjustment/Vacation	0	3
Plat: Subdivision	0	5
Prelim. Site Plan Review	0	7
Special Exception Permit	0	2
Special Use Permit	0	1
Rezoning	0	1
Variance	0	1
Wetland Development	0	0
Zoning Opinion & Cert	2	24
<b>Total: All Categories</b>	<b>2</b>	<b>44</b>

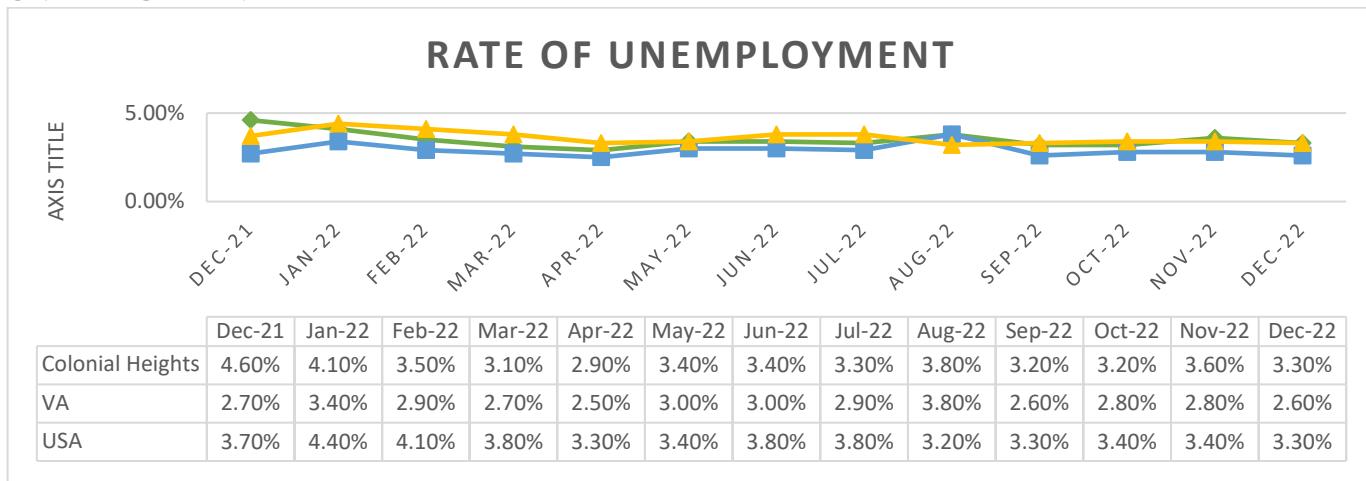
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	0	8
Wetlands Board	0	1
<b>Total: All Meetings</b>	<b>0</b>	<b>10</b>

### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	0	23	0	25
Exterior Storage of Objects	6	40	6	42
Inoperable Vehicle	0	35	0	24
Property Defacement	0	2	0	1
Tall Grass	0	463	0	409
Trash Can Placement	4	120	4	123
Trash/Debris	3	40	3	35
VA Property Maintenance Code	1	21	0	18
Zoning	1	32	1	34
<b>Total: All Cases</b>	<b>15</b>	<b>776</b>	<b>14</b>	<b>711</b>

### 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 December 2022 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8204	7936	268	3.3	No

#### \*Chesterfield

**2.6 %unemployment**

#### \*Dinwiddie

**3.1 % unemployment**

#### \*Prince George

**3.2% unemployment**

#### \*City of Petersburg

**\*City of Hopewell**

**6.8% unemployment**

**4.9% unemployment**

#### Prospect Activity:

Direct Requests for Information:	3
Sites/Bldgs. Submitted	1
Active Prospects	8

#### Projects:

Panera w/Drive-thru – E & S permits  
 Towneplace Suites – under construction  
 RIO Car Wash  
 Bruce Avenue  
 Popeyes Subdivision  
 Stallings Storage Facility

#### **IV. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):**

##### **Meetings & Events:**

ARPA Funds Grant Application Submitted  
Virginia Tourism Monthly Meeting  
EDA Meeting  
VEDA Winter Meeting  
PART Marketing Meeting  
VGR Operations Meeting  
Greater Richmond Assoc. Commercial Realtors Mtg.  
Business Networking Int'l. (BNI) Meeting  
VEDP - Local Economic Development Meeting  
WIB Business Services Team Meeting

#### **IV. POLICE DEPARTMENT:**

As to be expected, December was extremely busy for our agency as we dealt with general holiday traffic, calls for service and continued staffing shortages. In addition to the expected increase in calls for service over the holidays, we responded to several calls involving firearms. Unfortunately, one of those calls resulted in the loss of a human life and another in the loss of a person's golden retriever.

In one incident, officers responded to Yacht Basin Drive for a report of possible human remains in the wood line. Officers on scene confirmed the remains were human and detectives later discovered that the individual had been the victim of a homicide. Although it has been determined that this person was not killed at the location, we have jurisdiction over this case and are aggressively investigating to bring this person and their family closure and justice.

Another incident happened on Wakefield Avenue and on Christmas Day. At the conclusion of a narcotics transaction, one individual became upset and attempted to force his way back into the victim's home. After a physical altercation, the suspect fired several rounds into the home, striking the victim in the leg and killing his pet. Our detectives responded, and after an extensive investigation, I am happy to report that we made an arrest within just a couple of days. The individual arrested had an extensive criminal history and at the time of his arrest, was wanted for an unrelated federal probation violation. This is a dangerous individual who threatened not only our residents, but also every citizen of the Commonwealth. Outstanding work to identify and apprehend this dangerous individual before he could hurt anyone else.

Staffing challenges continue, so we are excited to attend the graduation ceremony of Recruit Officer Joshua Bland from the Crater Criminal Justice Academy. Officer Bland completed a rigorous 26-week academy and will now begin his next phase, a 12-week field training program. In addition to Officer Bland, we extended an offer to a certified police officer from the City of Hopewell, Anna Polumbo. We continue our hiring efforts and have several certified as well as non-certified applicants currently in the background phase.

Although the month was busy, we were glad to see the annual Colonial Heights Christmas Parade take place and interact with many of our friends and neighbors. There is nothing better than being back out enjoying the Christmas season. The fact that it was not freezing cold and pouring down rain was a plus. It feels like we are all getting back to normal, and these types of community events are exactly what makes our community so very special.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

Captain Thad Johnson is our Operations Division Commander and reported that his division issued 317 traffic citations, 108 written warnings and 158 verbal warnings; made four (4) DUI arrests, obtained 55 felony and served 176 misdemeanor warrants. The Operations Division investigated 94 vehicle crashes, 10 field identifications, 40 parking citations, and tagged five (5) vehicles as inoperative. He reported the following operational highlights from his personnel:

- On December 2, 2022, Officers Sarah Tollison and Jason Poe arrested an individual at Walmart for shoplifting, assault on law enforcement, malicious wounding, false ID, and obstruction. This was a result of the suspect using pepper spray on Officer Tollison, which also indirectly affected Officer Poe.
- After a short foot pursuit on December 8, 2022, Master Officer Will Waldrep arrested an individual for obstruction, possession of stolen property, possession of heroin and possession of methamphetamine. The suspect also had several outstanding warrants through Prince George, Petersburg and South Hampton County.
- On December 12, 2022, Officer Erik Reedy arrested an individual for a malicious wounding that occurred at Dance's Sporting Goods after an altercation over a seat at the lunch counter.
- On December 9, 2022, Sr. Officer Marcus Hall took a report for an overdose and possession of Schedule I or II drugs (methamphetamine) of an individual in the parking lot of Target.
- On December 19, 2022, Sr. Officer Devon Marks took an overdose report at 509 Battery Place. Narcan was administered and CPR performed prior to turnover to EMS for transport.
- On December 19, 2022, Sr. Officer Hall arrested a subject for DUI (.20) following a larceny of auto and hit and run in the Southpark Mall area.
- On December 19, 2022, Officer Storm Ayers identified a subject on a traffic stop that ultimately led to his arrest for a robbery committed at Hot Spot Electronics the previous month.
- On December 20, 2022, Sr. Officer Jacob Miller arrested an individual for possession of a Schedule I or II drug (crack cocaine), assault on law enforcement, resisting arrest, obstruction of justice, and shoplifting from J.C. Penny's.
- On December 3, 2022, Officer Jonathan Walker arrested a subject on a traffic stop for DUI/third or subsequent offence, concealed weapon and possession of firearm while under a protective order.
- On December 4, 2022, C Squad responded to CHEC (standalone) for a gunshot victim from Petersburg with a wound to the head. Members of the shift maintained security at the hospital until the patient was airlifted to VCU.
- On December 7, 2022, C Squad responded to CHEC (standalone) for a subject who was stabbed in the leg. Shift provided security at the hospital until Petersburg detectives arrived.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

- On December 8, 2022, Officer David Hirn assisted Hopewell Police Department with locating a female who was abducted. The victim had given a note to a clerk at WAWA that allowed Officer Hirn to know she needed help and ultimately lead to her recovery. Great job!
- On December 26, 2022, Officer Joshua Bland responded to 208 Maple Lane for a domestic situation. The suspect threw a rock through the picture window of the residence, engaged in a shoving match with his son and then pulled out a revolver, firing twice into the street.
- On December 15, 2022, Sgt. Cecil Powell obtained warrants on an individual for reckless handling of a firearm, discharging a firearm within city limits and an emergency substantial risk order.

#### **Community Issues Addressed**

- On December 6, 2022, the agency provided security for the Colonial Heights Christmas Parade.
- On December 22, 2022, CHPD officers, Fire/EMS and staff partnered with Move American to Shop with area children for Christmas at Walmart.
- On December 7, 2022, officers provided safety information to a group of employees and patients at Colonial Heights Rehabilitation Center.
- Department Honor Guard performed for the investiture of new Circuit Court Judge Steve Novey.
- Officers conducted radar enforcement at various locations throughout the city.
- House checks were conducted at several homes while family members were on vacation.
- Speed sign and speed statistics device were deployed in various locations to record problem areas for future enforcement action.
- Maintained continuous patrols at our city parks and businesses.

#### **Animal Services**

- A total of 15 canines found permanent placement through adoption or rescue.
- A total of 11 canines were returned to owners.
- A total of 10 felines found permanent placement through rescue.
- The shelter received one bearded dragon.
- 262<sup>nd</sup> Quartermaster Company from Fort Lee arranged to assist in cleaning and caring for our animals several times throughout the month.
- Marines assisted in cleaning of the Animal Shelter and walking animals.
- Vet Partners and Associates conducted an Angel Tree Drive for the holiday.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

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

- On December 13, 2022, Major Rob Ruxer attended the Juvenile and Domestic Violence Task Force meeting and gave a presentation on Domestic Violence.
- On December 19, 2022, School Resource Officers (SROs) attended tactical training at Meadowbrook High School with Chesterfield SWAT and SRO officers.
- On December 27, 2022 Master Officer Andy Barnhouse certified eight new officers on Project Lifesaver.
- On December 28, 2022, all DMV equipment (PBT's and mouthpieces) were purchased.
- The Physical Agility Test was administered to four pre-certified police candidates.
- On December 5, 2022, Career Officer Scott Whirley and Sgt. Desiree McCurry conducted a station tour for elementary home-schooled students.
- On December 14, 2022, Career Officer Whirley sent an email to all Neighborhood Watch Block Captains to touch base with them with any neighborhood concerns or issues that we could assist with or if CHPD needed to be aware of.

#### **Accreditation**

- All Term 2 Accreditation files are prepped and completed before the January 14, 2023, deadline.

#### **Grant Activity**

- On December 2, 2022, Sgt. Desiree McCurry conducted a pre-survey for the 2022 ***Click It or Ticket*** for the DMV 2023 grant.
- On December 9, 2022, Sgt. McCurry and Career Officer Whirley conducted the ***Click It or Ticket*** post-survey in compliance with the DMV 2023 grant.
- On December 20, 2022, the signboard was placed on the Boulevard for ***Drive Sober Get Pulled Over*** campaign.

Our **Investigations Division**, commanded by **Captain Mike Foster**, reported a very busy month for investigators. Sixteen (16) new cases were assigned to detectives, as well as one (1) applicant background. Nine (9) criminal cases were cleared resulting in a clearance rate of 56% for the month, and a 74% clearance rate for the year.

Some of the division highlights include:

**Detective Sergeant Adam Brandeberry** was assigned two (2) new cases for the month, both of which were cyber tips, and both were unfounded.

**Senior Detective Joseph Vaughan** was assigned one (1) background investigation and one (1) case was cleared exceptional from a previous month.

**Senior Detective Darrell Aleshire** was assigned nine (9) new cases this month and cleared two from the previous month to include:

- An armed robbery case, cleared by arrest.
- A grand larceny, ID theft and false pretense case that was unfounded.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

**Senior Detective Chris Velasquez** was assigned four (4) new cases for the month to include:

- One (1) case involving grand larceny at Best Buy—investigation ongoing.
- One (1) case involving a larceny of a firearm from the Smoking Gun—investigation ongoing.
- One (1) case involving a malicious wounding—arrest made pending trial.
- One (1) case involved a death investigation (homicide)—case pending further investigation.

**Auxiliary officers** provided **97 hours** of extra manpower patrolling and riding with officers. A total of **1,661 hours** have been volunteered this year. **Sentinels** provided **seven (7) hours** for the month and **139** total hours for the year.

The **Employee of the Month Committee** met on December 13, 2022, at which time they reviewed all nominations and selected **Sr. Officer Jacob A. Miller** as our **Employee of the Month** for **November 2022**.

This month, Sr. Officer Miller was selected because every month he gives more than is expected by his supervisors and takes on numerous roles within the department. He can be counted on to stay late to finish a call or report, or just to assist the oncoming shift with staffing. One of Sr. Officer Miller's roles is that of instructor, of which he is both Taser and firearms certified. In addition to assisting with firearm qualifications in November, he has been integral in the transition to the new Taser models by instructing members of the department and assisting with policy and procedure.

Sr. Officer Miller had a productive month and played a key role in various case investigations. Of note, he took the lead by collecting evidence in an armed robbery that involved a knife. Through Sr. Officer Miller's diligence, he was able to develop a suspect and obtain the necessary probable cause in order to secure a search warrant for a residence. This case is currently pending the results of a DNA test on the knife that was seized.

In another incident, Sr. Officer Miller responded at the end of the November to a shooting involving two juveniles. He was first in the door, assisting with securing the suspect, then moving on to clear the residence quickly and rendering first aid to the victim. He then followed EMS to the hospital and stayed with the victim to process any clothing or belongings for Investigations.

Jacob 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, and meets the department's mission of protecting the life, individual liberty and property of all people within the City of Colonial Heights.

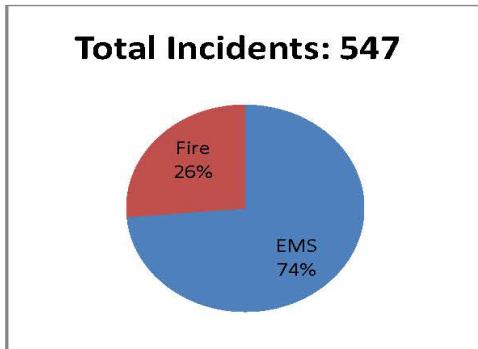
For all the above reasons, the committee was in no doubt that Sr. Officer Jacob Miller deserved the honor of being selected as our department's Employee of the Month award

- On December 28, 2022, all DMV equipment (PBT's and mouthpieces) were purchased.

**IV. POLICE DEPARTMENT (CONTINUED):**

<b>DEPARTMENT STATISTICS</b>			
<b>December 2022</b>			
<b>Crime</b>	<b>December 2021</b>	<b>December 2022</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	1	<b>100%</b>
Rape	0	0	<b>0%</b>
Robbery	0	0	<b>0%</b>
Aggravated Assaults	6	4	<b>-33%</b>
Simple Assaults	20	12	<b>-40%</b>
Break & Entering	1	3	<b>200%</b>
Larceny	69	49	<b>-29%</b>
Vehicle Thefts	3	2	<b>-33%</b>
Arson	0	0	<b>0%</b>
Shoplifting	51	36	<b>-29%</b>
DUI Arrests	9	4	<b>-56%</b>
All Criminal Arrests	195	140	<b>-28%</b>
Calls for Service	1,836	1,992	<b>8%</b>
<b>December 2022</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>71</b>	<b>40</b>	<b>56%</b>

## **V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 144 (Total Fire Loss \$42,274)**

**Total EMS Incidents: 403 (251 Patients Transported)**

*Fire units arrived on scene in less than 9 minutes on 95.5% of emergency incidents: (Avg. first apparatus travel time 4:34 minutes)*

*EMS units arrived on scene in less than 9 minutes on 92% of emergency incidents. (Avg. first ems unit response time 5:43 minutes)*

### **Fire Division (number of incidents):**

<b>Fires</b>		<b>Hazardous Situations</b>		<b>Services Calls and False Calls</b>	
Building Fire	1	Gas leak (natural gas or LPG)	1	Good intent calls	42
Passenger vehicle fire	1	Arcing shorted electrical equipment	1	Public service calls	24
Trash or rubbish fire contained	1	Power line down	4	False alarm/false calls	16
Outside rubbish, trash or waste fire	1	Smoke scare, odor of smoke	2	Assist invalid	14
Fire other	1	Carbon Monoxide incident	1	Public fire education	2
		Water or steam leak	22	Smoke detector installation	5
				Smoke detector(s) inspected	5
				Smoke detector battery change	N/A
				Carbon Monoxide detector installation(s)	1

### **EMS Disposition Incident/Patient Disposition**

Cancelled on Scene (No Patient Contact)	18	Assist, Public	43	Cancelled (Prior to Arrival at Scene)	14
Patient Evaluated, No Treatment/Transport Required	10	Cancelled on Scene (No Patient Found)	14	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	N/A
Patient Dead on Scene- Resuscitation Attempted (W/O Transport)	2	Patient Refused Evaluation/Care (Without transport)	27	Standby, Public Safety, Fire, or EMS	1
Patient Treated, Released (AMA)	13	Patient Treated, Released (per protocol)	10	Transported Lights/Siren	20
		Patient treated, transferred care to another EMS unit	1	Transported no Lights/Siren	231

### **Fire Mutual Aid Given & Received**

M/A given to Chesterfield Fire	1	M/A received from Chesterfield Fire	1
Automatic Aid given to Chesterfield (EMS)	2	Automatic Aid received Chesterfield (EMS)	1
Automatic Aid given to Chesterfield (Fire)	1	Automatic Aid received Chesterfield (Fire)	8
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**

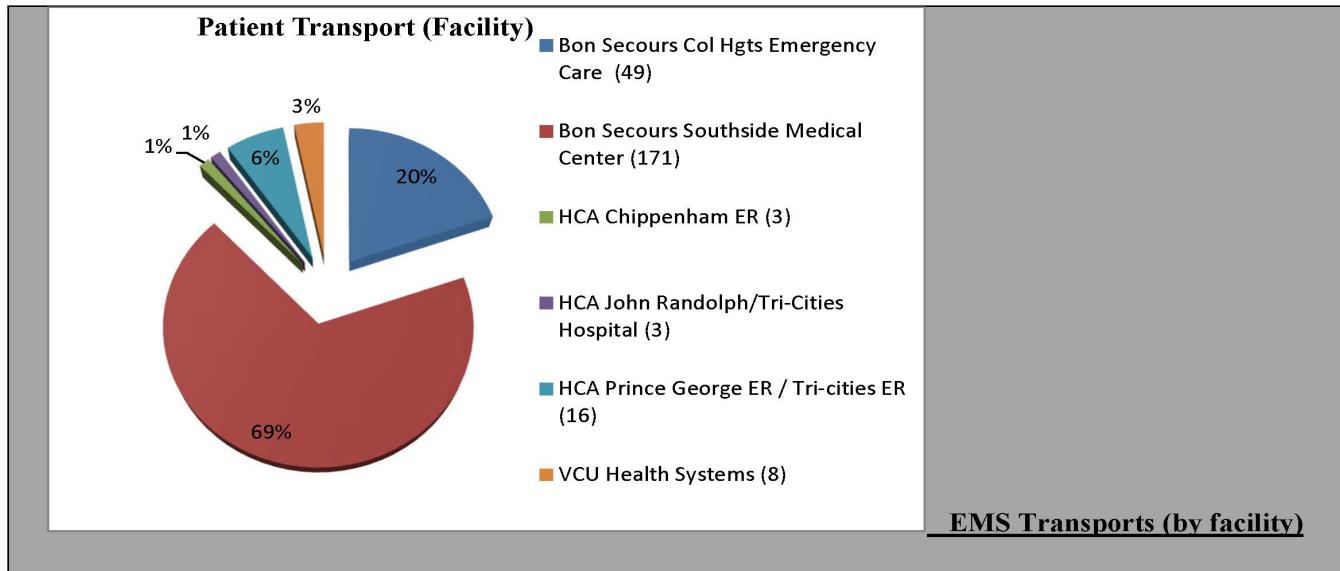
Mutual Aid given to Petersburg (EMS)	12	Mutual Aid received from Petersburg (EMS)	1
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	2
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	N/A	Mutual Aid received from Prince George (EMS)	N/A
Mutual Aid given to Hopewell (EMS)	1	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)	3
Total Fire Mutual Aid given (Engine/Ladder)	2	Total Fire Mutual Aid Received (Engine/Ladder)	9

## V. FIRE & EMS DEPARTMENT (CONTINUED):

### Out of Service Apparatus

Station 1	<u>Fire Units</u>		<u>Medical Units</u>
	<u>Number of Incidents</u>	<u>N/A</u>	
	Total Hours	N/A	2 Medic-935 117 hrs. Medic-936 5 hrs.

Station 2	<u>Fire Units</u>		<u>Medical Units</u>
	<u>Number of Incidents</u>	<u>1</u>	
	Total Hours	R-942 345.5 hrs.	Medic-931 17.5 hrs.



### Fire Investigations / Inspections

Inspections /Plans review completed 29

Fire Investigation Call Outs 3

- 1214 Boulevard (Structure Fire)
- 831 Ellerslie Ave (Fire set by resident)
- 1214 Boulevard (Vehicle fire, extension into building)

Parking citations issued N/A

Pre-Employment Backgrounds Completed (FT, PT & VOL) N/A

### Special Notes

CHFD/EMS Medic Patient Transport Mileage: Total: 1,752.60 miles

Average: 7.01 Miles

December 2021 Total Incidents: 510 Fire: 137 EMS: 373

## **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.
- 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. We have approval to extend our due date to January 31,2023. Finance is working hard to get all reports and documents to the auditors as requested.

### **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.
- 205 Requisitions were keyed and 193 were turned into purchase orders.
- Finance approved and processed 824 invoices and printed 383 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. After reviewing the proposals, the IT Department would like to have interviews with all three bidders in Jan. 2023
- SP22-110902-1130 – Fire Station #1 Architect/Engineering Conceptional Assessment of Fire Station #1 – Proposal Received on Nov. 9. After the proposal meetings, the chosen vendor sent in the scope of work with pricing. The purchase order has been issued.
- SP22-121402-1131 – Lakeview Dam – Abatement Retaining Wall was issued on Oct. 27, with two bids received on Dec. 14. The City’s Engineering Department will be talking to council at the Jan. 2023 meetings, to get their input on moving forward with the project.

## **VI. FINANCE DEPARTMENT (CONTINUED):**

- SP22-121502-1132 – Branders Bridge & Route 1 Intersection Improvements sealed bid was issued on Nov. 10, with the bids on Dec. 15. The City’s Engineering Department is waiting on approval from the State, to proceed with the contract documents.

### **Other Purchasing Activity:**

- Asbestos/lead paint analysis on the City’s house, located, at 211 James Avenue, was done during the month. The results of the analysis will be delivered to the City in a report, in Jan. 2023.
- The automatic transfer switch at the middle school generator, was installed during the school’s Christmas break. There are still some issues to be corrected. It is hoped that the generator replacement project will be completed by the end of Jan. 2023.
- Purchase Order issued for the Lakeview Dam and spillway analysis, using a City “on-call” contract in place.
- Bunker gear ordered for the new fire department recruits.

### **Risk Activity:**

#### **Property**

- A vehicle was travelling east bound on Temple Avenue, when it veered off the road crossing a grass medium, hitting the guardrail.

#### **Vehicle**

- A police vehicle struck another vehicle, at the entrance of the Crater Regional Academy. Little damage to the City’s vehicle, since the push bumper took most of the damage. The other vehicle had a small scratch.
- A police vehicle attempting to make a turn onto Charlotte Avenue, struck a concrete barrier, causing damage to his police vehicle.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent-3,990
- Delinquent Notices Sent –854.
- \$749.55 in utility billing set-off debt collections were received this month.

### **Billing and Collections Activity:**

- 76 DMV releases processed: 63 personal property, 3 parking citations, 10 COR abatement
- Set off collections this month: \$4,972.53
- Tobacco stamps collected: \$42,037.60
- ADM fees collected \$1,483.04

### **Real Estate Activity:**

- 62 property transfers this month, 26 of which were valid residential sales
- \$1,895,700.00 in new residential construction, \$3,077,200.00 new commercial.

## **VII. HUMAN RESOURCES DEPARTMENT:**

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

### **Advertisements**

<u>Department</u>	<u>Position</u>
Police	Police Officer Recruit

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Heavy Truck/Bus Technician	3	638
Police Officer Recruit	32	693
Recreation Assistant I (Part-time)	15	1,107
Recycling Center Attendant (Part-time)	7	1,053
Traffic Technician	13	1,199

### **Miscellaneous**

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

#### New Employee Orientation

Permit Technician  
Public Works Technician I  
Community/Economic Dev. Specialist

#### Employee Separation/Retirement

Firefighter/EMT  
Deputy I  
Public Works Technician I  
Financial Specialist II (Payroll)

- Attended a TLC (The Local Choice) virtual statewide meeting for benefit administrators to obtain an update on the State's new Cardinal HCM system, which will be used for all health insurance enrollments/changes, in preparation for the 2023 spring transition.

## **VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 59,715 views in the month of December.

Top fifteen sites visited after the home page:  1. Christmas Parade (4,220) 2. Pay On-Line (3,506) 3. Real-Estate Records Search (2,132) 4. Animal Control Shelter (1,719) 5. Library (1,531) 6. City Employees (1,240) 7. Utility Billing (937) 8. Human Resources (873) 9. Police (835) 10. Yard Sale Permits (815) 11. Real Estate Assessor (555) 12. GIS (505) 13. Recreation & Parks (483) 14. City Department Offices (476) 15. Our Government (465)	Top five countries after U.S.:   India  China  Germany  Ireland  Philippines  Top five regions after Virginia:   Washington, D.C.  Maryland  New York  Pennsylvania  Illinois
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- ☆ Citizens submitted and city staff processed 199 service requests and questions through the “Report a Concern” module during the month of December.
- ☆ The City of Colonial Heights’ Facebook Page now has 6,100 fans and the City’s Twitter account has 1,668 followers. There are 2,666 subscribers for “In the News”.
- ☆ Proactive Information Management completed 35.00 hours of IT service and maintenance for City departments this month.

## **IX. LIBRARY:**

- ☆ The library staff circulated 8,358 items in November broken down as follows:
  - Residents borrowed 7,269 print titles
  - 165 e-books on Kindle readers
  - 924 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,581 residents registered for the Hoopla service.
- ☆ The public computer center had 776 users
- ☆ The Story Time programs were attended by 159 children
- ☆ The library’s meeting rooms were used 94 times
- ☆ An average of 482 residents used the library each day, while 32 residents registered for new library cards.

## **X. RECREATION & PARKS DEPARTMENT:**

### **Recreation Division**

The month of December was a very busy one for the Recreation Department. The Annual Christmas Parade had a great community turnout and over 70 units participating. The Lights in the Heights event took place and had 37 houses participate. Registration for Youth Basketball was completed in December and 3 weekends of clinics were held leading into the start of practices in late-December. Games will begin the middle of January.

Staff began accepting Community Center and Park Pavilion reservations for 2023 in December and continued work on confirming Baseball and Softball Tournament dates at its fields in 2023.

New youth and preschool classes also began in December and planning for Spring programs is underway with new classes being added monthly.

Athletics/Programs	<u>2022</u>	<u>2021</u>
Belly Dancing	3	4
Lights in the Heights Decorating Contest	37	50
Christmas Parade Entries	71	61
Ornament Making Class	15	N/A
Critters and Crafts Class	6	N/A
Soul Line Dancing	27	N/A
Imagination Thursdays Class	2	N/A
Messy Monday's Class	3	N/A
Reindeer Watch Class	7	N/A
Futsal	65	100
Open Gym Basketball	56	57
Therapeutic Recreation	66	35
Facility Usage	<u>2022</u>	<u>2021</u>
Community Room Attendance	1,207	1,224
Community Room Reservations	17	18

#### **2022 Christmas Parade**



### **Parks, Horticulture, Building Maintenance**

#### **Parks**

- Moved surplus items from City buildings to storage.
- Filled hole behind A field created by erosion.
- Blew leaves at various sites around City.
- Performed maintenance on lawn equipment.
- Worked sites and cleaned up for Parade.
- Cleaned shop and inventoried supplies.
- Tilled and cleaned up grass on High School baseball field.
- Raised and lowered flags at City buildings accordingly.
- Cut down windscreens at High School and Middle School Tennis courts.
- Picked up branches at various locations and brought to landfill.
- Helped with Christmas Parade float.
- Moved furniture and painted office for Economic Development.
- Patched hole in wall in women's restroom at Community Center.
- Hung pictures at Courthouse.
- Cleaned bathrooms at White Bank Park.
- Picked up trash at White Bank Park left by patrons.
- Blew leaves and gum balls from Senior Center parking lot.

#### **Horticulture**

- Weeded, sprayed and blew leaves at sites as needed.
- Picked up limbs at various sites and took to landfill.
- Cleaned up trash at sites throughout the City.
- Worked parade and cleaned up at Rent Equip.
- Picked up limbs pruned by disc golf volunteer.
- Cleaned flower beds and trimmed trees throughout City.
- Picked up trash from Roanoke Ave to Wrights Ave and disposed of.
- Cut remainder of Dallas grass at Roslyn Park.
- Cleaned and organized storage shed.
- Installed Christmas lights at Library.
- Blew leaves in Library parking lot and picked up limbs under pine trees.
- Assisted community service worker to cut and bag Liriope at Courthouse.

#### **Building Maintenance**

- Worked with contractor on Library for HVAC controls.
- Worked with contractor on PM's at various Buildings.
- Fixed door at main entry at Fire Station 2.
- Reset breaker at PD for records office.
- Changed ballast in City Clerk's office.
- Worked with contractor installing mini splits at Sign Shop.
- Fixed heating at Fire Station 2 administration side.
- Changed kitchen faucet at City Hall breakroom.
- Fixed main door at Rec and Parks office.
- Worked with contractor on various building backflows.
- Changed electrical switch on Courthouse recirculating pump.
- Reinstalled manhole on Yacht Basin Drive.
- Helped rearrange office at Rec and Parks.
- Reset Courthouse alarm after hours.

## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

Agency on Aging Activities	2022	2021
Bingo in Center	62	26
Bowling	200	120
Bridge Party	36	N/A
Coffee Break	15	N/A
Cookie Exchange	18	N/A
Dominoes	25	N/A
Mahjong	32	N/A
Pinochle	55	N/A
Senior Citizen Dance	40	N/A
Senior Club Meeting	35	39
Sing A-Long	9	6
Awareness/Education		
	2022	2021
Library: Total # books checked out	15	6
Classes	2022	2021
Crochet & Knitting	19	15
Intro. To Line Dancing	42	34
Line Dancing Class	153	112
Meaningful Exchanges	49	19
Meditation & Neurological Stretching	29	16
Meditation & World Religion	36	8
Quilts for Vets	7	N/A
Sewing Class	17	8
Tap Class	5	6
Tech Savvy	3	N/A
Watercolor with Faye	22	9
Fitness		
	2022	2021
Balance	33	40
Cardio Ball	33	N/A
Fitness Center Usage	54	8
Muscles in Motion	118	97
Pickleball	229	174
Sit & Let's Get Fit	206	69
Strength & Stretch	55	41
Stretch it Out	25	N/A
Tai Chi	24	29
TBS	41	24
Walk This Weigh	41	N/A
Water Aerobics	14	7
Yoga	86	34
Trips		
	2022	2021
Jefferson Hotel - Tea	21	N/A
Riverside - Christmas Spectacular	24	N/A
Shirley Plantation	28	N/A
Totals	1,956	947

### Agency on Aging

	Meals	2022	2021
Home Delivery Meals		0	2
Transportation		2022	2021
Total Passengers		208	169
Total Trips		494	403
Total Miles		2326	1913
Wheelchairs		9	21
Donations		\$259.00	\$159.00
New Riders		3	5

### Violet Bank Museum

	Attendance	2022	2021
Tours Given		9	26
Grounds Visitors		5	8
Ongoing Programs		9	15
Outreach Programs		5	0
Special Events		141	245
Attendance Totals		169	294

In the month of December, Violet Bank Museum played host to two holiday luncheons and a dinner, in addition to its usual Candlelight Christmas Open House event. The house looked particularly festive thanks to the Violet Bank Garden Club's decorating efforts. These dedicated ladies work hard to transform the upstairs portion of the house into a vision of holidays of times past. Many thanks and much appreciation for the wonderful talent that graced the Lee Parlor and provided entertainment for the guests; 12th Virginia Dance Ensemble, 12th Virginia Infantry, Harken Back String Band, Red Tenor Sax and Iris Schwartz. Because of the generosity of visitors to the Museum, we collected 60 pounds of non-perishable food items for the Colonial Heights Food Pantry and the season of giving continued as our outreach group, the Violet Bank Stitchers From the Heart was able to donate several hand-knitted hats and several crocheted/handknit scarves to the Back Door Ministry at First Baptist Church for their homeless and displaced person program there.

## **X. RECREATION & PARKS DEPARTMENT CONTINUED:**

### **Office on Youth & Human Services**

#### **Community events**

- ESL Event at Lakeview Elementary - Youth Program Coordinators, Christian Velez and Yvette Hawthorne distributed resource and goody bags to 150 families.
- Youth Advisory Council assisted with set up and break down of Tinsel Town event at Tussing Elementary for more than 200 shoppers.
- Christmas Reading Challenge
- Youth Program Coordinator, Christian Velez implemented a contest with the elementary schools. He recorded various staff reading books and uploaded them to OYO YouTube challenge. Each school was challenged to get the most views and likes to win the contest. Tussing Elementary was the winner! Check out the videos on YouTube - Colonial Heights Office on Youth. The channel received 5114 views and more than 80 hours of watch time during the winter break.
- Youth Advisory Council at 2022 Christmas parade.



#### **Prevention Programs**

- Kids Achieving Progress Afterschool Program - enjoyed winter activities and holiday fun!

#### **Boards and Coalition Happenings**

- Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) - caseload 41
- Community Multi-Disciplinary Team - CAC caseload 7
- Positive Parenting Coalition - Presentation from Justin Savoy Chesterfield Recovery Academy
- Juvenile & Domestic Violence Task Force -- Presentation from Major Rob Ruxer on process of responding to domestic calls
- 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
- District 19 Community Services Board - Reviewed Strategic Plan 2023
- Family Assessment Planning team - caseload 41
- Southside Trauma Informed Care Network - policy meeting to discuss school partnerships
- Youth Service Commission - Planning for survey at CHPS

#### **Professional Development/Trainings**

- Lloyd Hawthorne - Active Parenting
- Yvette Hawthorne - First aid Mental Health

#### **Upcoming Events**

- Active Parenting classes

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

**Community Service** - Program to provide community service supervision for court mandated youth

- 15 Youth on caseload, completed 151 hours on various projects. Cleaning City Hall, clearing stick debris at City Parks, helped with Christmas decorations in City Hall and Parade float

**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

- No class for December

**Alcohol Drug Diversion Program** - Program to educate participants on risks and consequences of drug use.

- 2 participant referrals