



# CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2023

## **I. PUBLIC WORKS & ENGINEERING:**

### **ENGINEERING**

#### **TRANSPORTATION CAPITAL PROJECTS**

##### SRTS Phase 3 UPC 122282

- Approved for TAP funding FY27-28, new UPC number issued.
- New agreement and appendix A received signatures in process.
- Resolution giving signatory authority to the city manager approved by council.

##### SRTS North Elementary Phase 2 UPC 106188

- Authorization to advertise received 1/31/2023.
- DBE goal of 6%

##### Westover Right Turn Lane UPC 100501

- Funding verification and authorization to advertise request submitted.

##### Lakeview Modernization UPC 101288

- Construction on-going

##### ARGT Phase 5 UPC 107533

- Funding verification and authorization to advertise request submitted.
- Funding verification with 100% estimate shows a deficit of \$16,561.
- Following up with consultant about 100% estimate.

##### Highschool Sidewalks UPC 118071

- Awaiting 90% plans
- Received DHR concurrence of no adverse impacts
- Post willingness: 1/29/2023 and 2/12/2023
- ROW Acquisition: 1/6/2023 – 4/15/2024
- Relocate Utilities: 4/16/2024 – 9/16/2024
- Solicit Bids: 11/21/2024 – 4/4/2025
- Start Delivery: 9/8/2025

##### Boulevard at Temple Intersection Improvements UPC 109264

- Requested ROW authorization and federal NTP.
- ROW Acquisition: 12/20/2022 – 9/14/2023
- Relocate Utilities: 9/22/2023 – 4/19/2024
- Solicit Bids: 8/13/2024
- Start Delivery: 10/16/2024
- Constructability review by MBP completed, comments sent to design engineer

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

### Branders Bridge Right Turn Lane UPC 99194

- Sealed bids due 12/15/2022
- Lowest bid by VCC \$388,874.44
- DBE goal of 9%
- Start construction 3/1/2023
- Fixed completion date 10/1/2023
- Mike Campbell in talks with MPO to obtain \$194,980 in additional funds to fully fund CN phase

### State of Good Repair UPC 121680

- State of Good Repair funding awarded (\$436,000).
- Cost estimate re-evaluated by VDOT showing \$33,866.99 deficit
- 12/21/2022 PE open to charges
- NTP for preliminary engineering issued to Wallace Montgomery 1/9/2023

### 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

## **EMERGENCY PROJECTS**

### Cambridge & Conduit Outfall

- Construction completed. Awaiting final stabilization

### Lexington & Conduit Outfall

- Plats and Plans have been reviewed awaiting final approval and paper copies for signatures.

## **DEVELOPMENT PLAN REVIEWS**

- Towneplace Suites – Still under construction.
- Panera Plan – Bohler representative emailed on 1/25/2023, requesting information on the required permits for land disturbance. Provided information on 1/26/2023.
- 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 – Awaiting a plat from Precision Measurement.
- Roslyn Farm Lot 12 – No activity this month.
- 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 – No activity this month.
- Magnolia Hill Subdivision Plat – No activity this month.
- The Sanctuary (505 Lakeview) – 4th Submittal comments sent on 1/12/2023.
- Briarcliffe Section 4 – Received HOA documentation on 1/23/2023. Still in process of closing out.

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

- Home 2 Charles Dimmock – No activity this month.
- Rio Car Wash Site Plan – 1st submission review comments sent to the designer and developer on 1/5/2022. 2nd Submission received 1/13/2023. Waiting on other Departments' review before sending comments.
- Popeye's Site Plan – No activity this month.
- Modwash Site Plan – No activity this month.
- Southlake Pond Fill – Phone meeting with the designer on 1/27/2023 to discuss Preliminary Comments. In process of setting up a meeting with DEQ to discuss the project together in terms of meeting Grandfathering requirements.
- Charles Dimmock and Jennick Car Wash (Flagstop) – Preliminary Plan received 1/19/2023. Comments sent to Planning Department on 1/24/23.

### **FLEET MAINTENANCE**

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2023	72	\$57,072.93	5	\$815.57
2022	53	\$24,674.63	5	\$7,838.80

The sublet repairs consist of the following:

Dealer Repair	\$318.72
Tire repair	\$216.45
Windshield Replacement	\$280.40

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	5	5
Commercial Building	3	3
Demolition	0	0
Electrical	8	8
Mechanical	10	10
Plumbing	11	11
Swimming Pool	0	0
Amusement Rides	0	0
Tent	0	0
Clean Out Installation	0	0
Water and Sewer Connection	1	1
Total: All Permits	38	38

New Residential Units (CO's)	Month	Year to Date
Total	2	0

Valuations	Month	Year to Date
Residential	\$69,649.90	\$69,649.90
Commercial	\$76,800.00	\$76,800.00
Total	\$146,449.90	\$146,449.90

Building Inspections	Month	Year to Date
Residential	75	75
Commercial	127	127
Total: All Inspections	202	202

### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	1	1
Fence	5	5
Mobile Food Units	0	0
Signs - Permanent	4	4
Signs - Temporary	0	0
Zoning	6	6
Total: All Permits	16	16

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

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

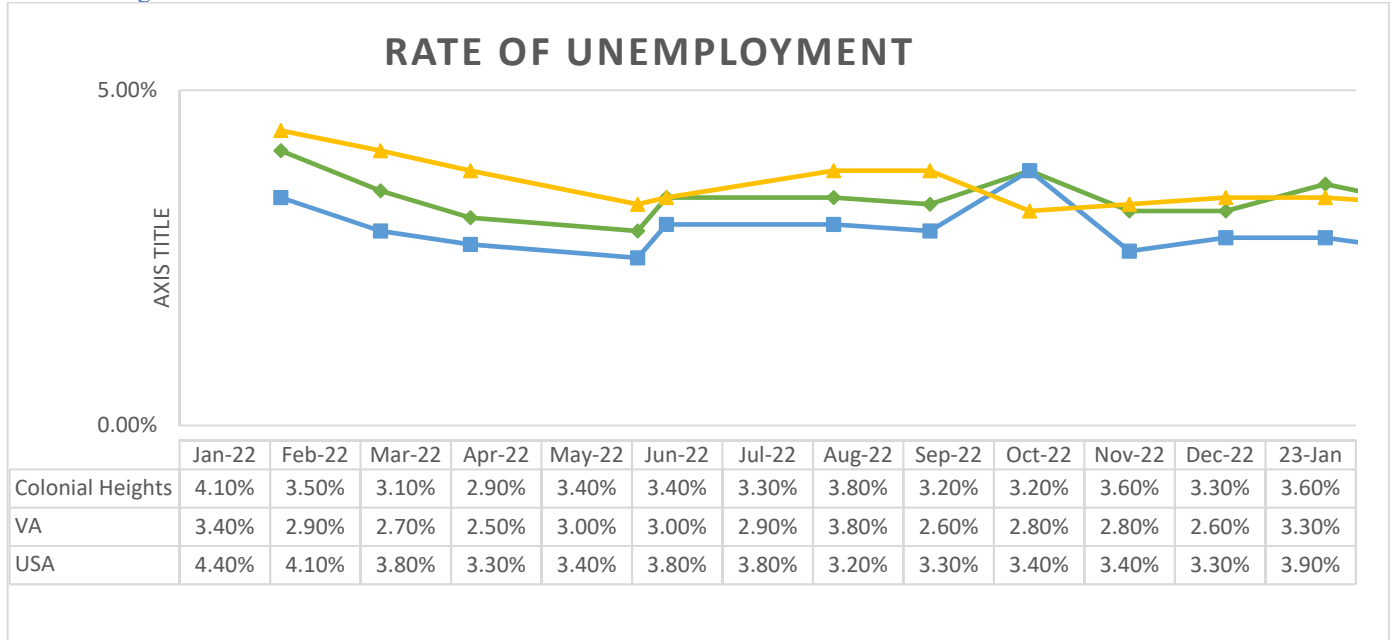
### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	0	0	4	4
Exterior Storage of Objects	5	5	2	2
Inoperable Vehicle	1	1	1	1
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	26	26	16	16
Trash/Debris	4	4	3	3
VA Property Maintenance Code	2	2	0	0
Zoning	3	3	1	1
Total: All Cases	41	41	27	27

### 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 January 2023 per

*Virginia Employment Commission.*

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8665	8353	312	<b>3.6</b>	No

*Chesterfield	3.2 %unemployment	*City of Petersburg	6.4% unemployment
*Dinwiddie	3.7 % unemployment	*City of Hopewell	5.2% unemployment
*Prince George	3.7% unemployment		

#### Prospect Activity:

Direct Requests for Information:	4
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. POLICE DEPARTMENT:

Compared to January of 2022, this past month has shown an increase in calls for service, arrests and traffic infractions. Additionally, we responded to 26 behavioral health emergencies and responded to four (4) overdose calls, which precipitated the administration of four doses of naloxone. Fortunately, none of these overdose incidents resulted in a death.

Staffing challenges continue, but we are happy to report that a conditional offer was extended to a certified officer from Hopewell, Anna Polumbo, with February 1<sup>st</sup> as an anticipated start date. We have one additional certified officer in the background, and if all progresses well, we hope to bring him on in mid-February. Newly recruited Officer Joshua Bland is continuing with his field training and is doing well based on reports from our field training officers and supervisors. We continue to encourage and support him as he continues towards his goal of release and solo patrol.

This month, we began the process of re-focusing our Investigations Division with the intention of adding the first new, additional detective to the unit in more than a quarter of a century. With an ever-increasing and complex caseload, this unit is long overdue for personnel to meet the everchanging needs of our community.

In addition to this change, we are extremely excited to announce that Senior Officer Andrew Fontaine was selected as our next K-9 handler. We expect to select and receive our new K-9 in February, at which time this new team will quickly turn around and head off for 12 weeks of training in Chesterfield. This new Patrol K-9 team will be a critical tool in locating and apprehending dangerous criminals in our community as well as the surrounding area.

**Captain Thad Johnson** is our **Operations Division Commander** and reported that his division issued **348** traffic citations, **113** written warnings and **215** verbal warnings; made **ten (10)** DUI arrests, obtained **40** felony and **115** misdemeanor warrants and served 126 outstanding warrants. The **Operations Division** investigated **61** vehicle crashes, **23** field identifications, **38** parking citations, and tagged **24** vehicles as inoperative. Additionally, the division investigated **167** new cases. They were able to clear **139** of those cases, for an **83%** monthly clearance rate. He reported the following operational highlights from his personnel:

- On January 4<sup>th</sup>, Lieutenant Jason Chimera arrested an individual for illegal dumping in the Pickwick alleyway.
- On January 10<sup>th</sup>, Master Officer Will Waldrep received information about the location of stolen property from a break and enter that occurred at Custom World in SouthPark Mall on 01/08/23. Master Officer Waldrep secured a search warrant for an address in the city of Petersburg and located the stolen property. As a result, an individual was arrested for burglary, grand larceny and receiving stolen property.
- On January 24<sup>th</sup>, Officer Alex Riazi arrested a subject during a traffic stop for possession of a concealed weapon and possession of a stolen weapon.
- On January 28<sup>th</sup>, Sr. Officer Andrew Fontaine arrested an individual for brandishing a firearm and impersonating a police officer stemming from an incident that took place in the McDonald's parking lot.

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

- On January 30<sup>th</sup>, Officer Joshua Bland initiated a vehicle pursuit of a suspect fleeing the scene of SouthPark Mall after a weapon violation. The pursuit included Chesterfield and Virginia State Police and was eventually terminated. Warrants were later obtained on the driver by Colonial Heights, Chesterfield and State Police.
- On January 23<sup>rd</sup>, Officer Zaneisha Clay arrested a subject for five counts of obstruction of justice and trespassing at SouthPark Mall. The individual threatened to shoot officers when asked to leave the mall.
- On January 4<sup>th</sup>, Officer David Hirn and Officer Joshua Bland responded to an overdose at Royal Farms, where an individual was found unresponsive and not breathing. He was revived by Narcan.
- On January 9<sup>th</sup>, Officer Corbin Ramos responded to an overdose at 300 Plumtree where an individual was found unresponsive and not breathing. He was revived by Narcan.
- On January 9<sup>th</sup>, Officer Ramos arrested a subject for two counts of assault on law enforcement and public intoxication at 521 MacArthur Avenue.
- On January 24<sup>th</sup>, Sergeant Brandon Cherry, Officer David Hirn and Officer Joshua Bland assisted Chesterfield with a felony traffic stop on a vehicle that was stolen out of Colonial Heights. An individual was located in the vehicle and was wanted for unauthorized use of a vehicle out of Colonial Heights.
- On January 7<sup>th</sup>, Officer Tristan Bennett arrested a juvenile for underage possession of marijuana, trespassing, disorderly conduct, and resisting arrest stemming from a call at Southpark Mall for a large group of juveniles fighting.
- On January 7<sup>th</sup>, Lt. Bob Clark arrested a subject for possession of a concealed weapon and driving on a suspended license, sixth offense. A passenger was arrested as well for possession of a firearm by a felon based on a traffic stop at Boulevard and Westover Avenue.
- On January 31<sup>st</sup>, Officer Austin Thomas arrested a subject for possession of a Schedule I or II drug based on a search incident to arrest. The subject was wanted out of Prince George County for a probation violation. Subject was on the scene of a call for an overdose at 120 Lee Avenue.

#### **Community Issues Addressed**

- Officer Marcus Hall partnered with Office on Youth to complete the “Point in Time” homeless count.
- House checks were conducted at several homes while family members were on vacation.
- Speed sign and speed stat device were deployed in various locations to record problem areas for future enforcement action.
- Maintained continuous patrols at our city parks and businesses.
- Squad personnel conducted neighborhood patrols and radar assignments due to speeding issues on the back streets.
- Squads conducted multiple radar assignments on Lakeview Avenue for speeding violations.
- Squad personnel conducted neighborhood patrols on the back streets due to theft from auto reports.

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

- Squad continued patrols of local gyms and made house checks on several residences throughout the city.
- Officers continuously focused on trespassing/littering and homelessness throughout the city to address numerous quality-of-life issues.

##### **Animal Services**

- A total of 17 canines found permanent placement through adoption or rescue.
- A total of four (4) canines were returned to owners.
- Shelter was closed to felines for intake. Seven (7) felines on hand.
- The shelter adopted out one (1) chinchilla.
- 262<sup>nd</sup> Quartermaster Company from Fort Lee arranged to assist in cleaning and caring for our animals several times throughout the month.
- Ring Dog Rescue was on-site for Popsicles for Pups.
- The State Veterinary completed the annual inspection. Report results are pending.

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

- January 10<sup>th</sup>-12<sup>th</sup>, Major Ruxer attended training on Agency Intelligence.
- On January 17<sup>th</sup>, a Senior at Virginia State University began her internship with the Police Department.
- On January 18<sup>th</sup>, Major Ruxer disposed of firearms which were ordered to be destroyed by the court.
- On January 20<sup>th</sup>, the Law Enforcement Services Division held testing for six non-certified applicants.
- On January 23<sup>rd</sup>, Major Ruxer met with vendors for the City's Security Assessment project.

##### **Accreditation**

- On January 9<sup>th</sup>, all Term 2 files were completed before the end of the term date on January 14, 2023. Lt. Chimera completed the fourth quarter drone inspections.
- On January 17<sup>th</sup>, Career Officer Scott Whirley began prepping accreditation file folders for Term 3.
- On January 24<sup>th</sup>, Career Officer Whirley and Sgt. Desiree McCurry met with Devron Reid from Prince George County Police Department and worked with them on Power DMS for accreditation.

##### **Grant Activity**

- On 1/3/2023, the tourniquets purchased under LOLE FY21 grant arrived.
- On 1/3/2023, the PBTs and extra mouthpieces that were purchased under DMV FY2023 grant arrived. On 1/6/2023, all PBT's were deployed to patrol officers.
- On 1/6/2023, the School Resource Officers (SRO) Quarter 2 claim submission and status report were submitted.
- On 1/10/2023, the final status report and claim submission for the final quarter of the Coronavirus grant was submitted and later approved.
- On 1/27/2023, the Quarter 1 report was submitted for DMV FY2023. *Click it or Ticket* and *Drive Sober or Get Pulled Over* campaign information was also submitted into TREDs, per the grant agreement.
- On 1/31/2023, Sgt. McCurry attended the Grant Application Workshop for DMV FY2024.



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

##### **FOIA**

- FOIA requests - 16 were made in January 2023
- Concealed Weapon Permits - 39 were processed
- Massage Permits - three (3) were processed.
- Precious Metals Permits – two (2) were processed
- Subpoena Duces Tecum – one (1) was received
- Requests to assist other agencies – five (5) were received
- Fingerprint cards - five (5) were completed

Our **Investigations Division**, commanded by **Captain Mike Foster**, reported a steady month for investigators with nine (9) new cases assigned to detectives. Four (4) cases were cleared, resulting in a clearance rate of 44% for the month and a 75% clearance rate for the year. The caseload this month allowed detectives to continue working on the Yacht Basin homicide from December 2022.

Some of the division highlights include:

**Detective Sergeant Adam Brandeberry** was assigned one (1) new case for the month, which was a sexual assault. Same was unfounded.

**Senior Detective Joseph Vaughan** was assigned two (2) new cases and cleared one (1) from a previous month to include:

- One case involved a sexual assault, case inactive, pending further investigation.
- One case involved a child abuse, case closed, exceptional.
- A solicitation case was cleared from a previous month by arrest.

**Senior Detective Darrell Aleshire** was assigned six (6) new cases this month to include:

- Four (4) cases involved distribution of child sexual abuse material, cases inactive pending further investigation.
- One case involved possession of controlled substance, case inactive, pending further investigation
- One case involved a fraud, case inactive, pending further investigation.

**Auxiliary officers** provided **124 hours** of extra manpower patrolling and riding with officers, for a total of **124 hours** volunteered this year. **Sentinels** provided **nine (9) hours** for the month and **nine (9) total hours** for the year.

The **Employee of the Month Committee** met on February 9, 2023, at which time they reviewed all four nominations received and selected **Master Officer William T. Waldrep** as our **Employee of the Month** for **January 2023**.

Officer Waldrep arrives to work each day with a positive attitude and is always ready to perform his given assignments without complaint. He is a team player and readily assists his fellow squad members without fail. There are two particular instances this month that we would like to highlight as evidence of Master Officer Waldrep's dedicated service to our department.

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

On January 8, 2023, there was a burglary reported at Custom World in SouthPark Mall where several thousand dollars' worth of hot press machinery, clothing and cash were stolen from the business overnight. On January 10<sup>th</sup>, the business owner contacted Master Officer Waldrep and advised him that an unknown person texted him pictures of his stolen equipment, along with an address in Petersburg where the property may be located. Master Officer Waldrep immediately began to investigate this lead and was able to develop enough probable cause to secure a search warrant for the Petersburg address. With the assistance of Sr. Officer Jacob Miller and Officer Tyson Jones, Master Officer Waldrep was able to execute the search warrant and locate the stolen property in question. After photographing the stolen items, they were returned to the owner. As a result of Master Officer Waldrep's investigation and search warrant, an arrest was made, and the suspect was charged with multiple felonies related to this investigation.

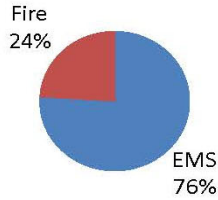
Additionally, this month, the department received a very detailed and complimentary email from Assistant Commonwealth's Attorney Zack Livesay in reference to Master Officer Waldrep. C/A Livesay took the time to outline his observations of Will's testimony and demeanor in two recent court cases that he prosecuted. C/A Livesay explained that Master Officer Waldrep is always prepared for court and that he is calm, cool and collected on the stand, never allowing himself to be rattled by defense questioning. He also pointed out that Will has an uncanny ability to testify in a manner that leaves little room for questioning or redirect from the defense, citing that he does a phenomenal job by answering questions in a concise manner that are not only understandable, but illustrative. As we all know, and as C/A Livesay explained, testifying is an art and an extremely tough skill to master, and he felt that Master Officer Waldrep's preparedness and courtroom demeanor were deserving of recognition.

Master Officer Waldrep 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 of these reasons, we feel that he more than deserves the honor of being chosen Employee of the Month.

DEPARTMENT STATISTICS			
Crime	January 2022	January 2023	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	1	0	-100%
Aggravated Assaults	7	6	-14%
Simple Assaults	12	12	0%
Breaking & Entering	1	1	0%
Larceny	48	66	38%
Vehicle Thefts	1	5	400%
Arson	0	0	0%
Shoplifting	31	49	58%
DUI Arrests	11	10	-9%
All Criminal Arrests	142	173	22%
Calls for Service	1,763	2,175	23%
January 2023	Number Reported	Number Cleared	Percentage Cleared
	90	50	56%

## V. FIRE & EMS DEPARTMENT:

**Total Incidents: 508**



**Total Fire Type Incidents: 122 (\$300Total Fire Loss)**

**Total EMS Incidents: 386 (251 Patients Transported)**

*Fire units arrived on scene in less than 9 minutes on 95.1% of emergency incidents: (Avg. first apparatus travel time 4:28 minutes)*

*EMS units arrived on scene in less than 9 minutes on 93% of emergency incidents. (Avg. first ems unit response time 5:48 minutes)*

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

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building Fire	2	Chemical Spill or leak	2	Good intent calls	24
Passenger vehicle fire	1	Arcing shorted electrical equipment	3	Public service calls	31
Outside rubbish, trash or waste fire	1	Power line down	1	False alarm/false calls	22
Outside gas or vapor combustion explosion	1	Electrical wiring problem, other	1	Assist invalid	11
Unauthorized burning	2	Smoke or odor removal	2	Smoke detector installation	4
		Haz Mat release investigation with no Haz Mat found	3	Smoke detector battery change	N/A
		Aircraft Standby	1	Carbon Monoxide detector installation(s)	1
		Attempted burning, illegal action other	1		
		Water or steam leak	2		

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

Cancelled on Scene (No Patient Contact)	12	Assist, Public	42	Cancelled (Prior to Arrival at Scene)	11
Patient Evaluated, No Treatment/Transport Required	6	Cancelled on Scene (No Patient Found)	9	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	3
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	N/A	Patient Refused Evaluation/Care (Without transport)	30	Standby, Public Safety, Fire, or EMS	1
Patient Treated, Released (AMA)	14	Patient Treated, Released (per protocol)	8	Transported Lights/Siren	18
		Patient treated, transferred care to another EMS unit	1	Transported no Lights/Siren	233

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

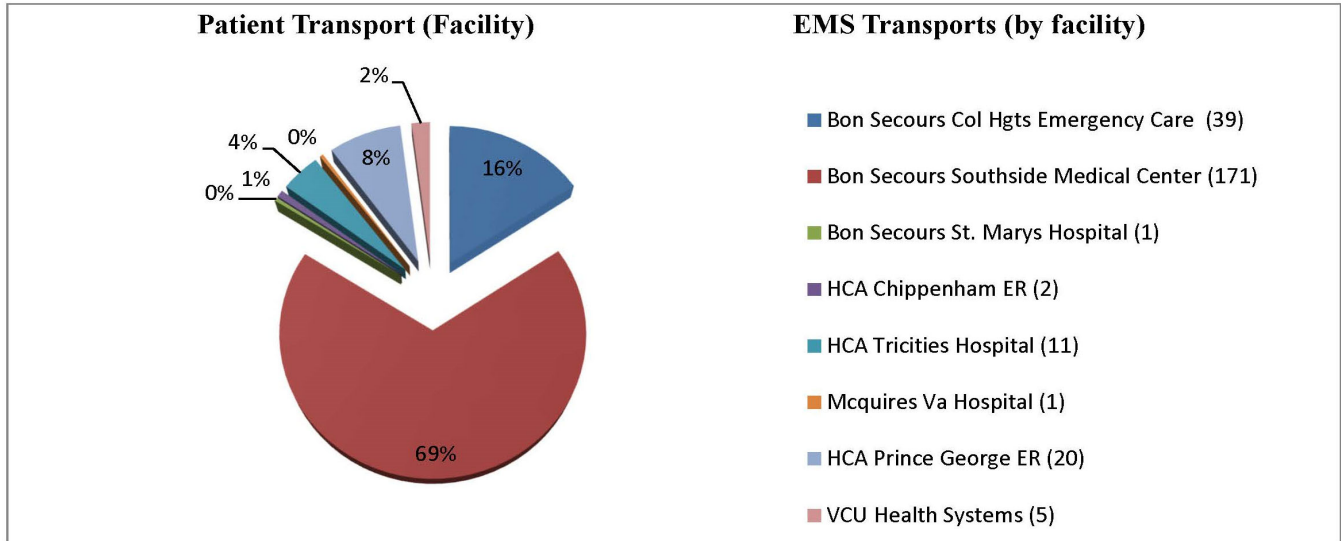
### **EMS Mutual Aid Given & Received**

Mutual Aid given to Petersburg (EMS)	5	Mutual Aid received from Petersburg (EMS)	5
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	1
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	1	Mutual Aid received from Prince George (EMS)	3
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)	7	Total EMS Mutual Aid received (Transport unit)	9
Total Fire Mutual Aid given (Engine/Ladder)	3	Total Fire Mutual Aid Received (Engine/Ladder)	5

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

### Out of Service Apparatus

		Fire Units	Medical Units
Station 1	Number of Incidents	/	/
	Total Hours	E-991 639 hrs.	Medic-935 339 hrs.
Station 2	Number of Incidents	/	/
	Total Hours	Brush 942 24 hrs.	Medic 933 531 hrs.



### Fire Investigations / Inspections

Inspections /Plans review completed	29
Assisted Hopewell Fire Marshal with Structure Fire Investigation	2
Pre-Employment Backgrounds Completed (FT, PT & VOL)	N/A

### Special Assignments:

- Assisted Recruit School # 22 with Rural Water Supply, Vehicle Fire, & Fire Inspections/Investigation training.
- Assisted the Deputy Fire Chief with Fire Station 1 project (site plans, land assessments, coordination of contractors)

### Special Notes

CHFD/EMS Medic Patient Transport Mileage:	Total:	1,747.20 miles
	Average:	7.02 Miles

January 2022 Total Incidents: 507 Fire: 139 EMS: 368

## **VI. FINANCE DEPARTMENT:**

### **Finance Activity:**

#### ERP Project

- Financials: Now that we have been live for a few months now I will have a review training with staff. I think this review will help with some of the questions that still come up. This training is scheduled for the end of February
- HR/Payroll: We have postponed the go live until January 2024. This will give time for staff to feel more comfortable with financials and for me to hire a new payroll financial specialist to help with the implementation.
- Tyler Cashiering: I am in contact with Tyler to go over options for an upgrade to Tyler Cashiering or to go to Tyler Payments. Either upgrade is necessary to have a more consistent with our credit card machines in Billing and Collections.
- Fiscal 2021 Audit: Travis from Brown and Edwards has communicated that they are 95% done with testing and they are completing the Annual Comprehensive Financial Report. This report is very detailed and cumbersome, normally takes about 70+ hours. Since it is their busies time they have reached out for additional staff to complete the ACFR by our extended due date of February 28, 2023.

### **Purchasing Activity:**

- 247 Requisitions were keyed and 231 were turned into purchase orders.
- Finance processed 342 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. All three firms that submitted proposals, were interviewed during the month. The decision of which vendor we will go with will be made in Feb 2023.
- 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.
- 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. Contract documents were started during the month.
- SP 23-030102-1133 – Pavement Preservation 2023 was issued during the month, with sealed bids due on March 1 2023. A pre-bid conference was held on Jan 30.

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

### **Other Purchasing Activity:**

- The City Security team, interview two vendors, which have state security contracts. It is expected that one of these vendors will be chosen to help the city with security, such as panic buttons, security cameras, and card readers for City buildings.
- Quote & Purchase Order issued for fire hose testing for the Fire Department.
- Quote & Purchase Order issued to remove the asbestos/lead paint on the City's house next to City Hall, 211 James Avenue.
- Quote issued to demolish the two homes next to City Hall. One home is facing James Avenue, while the other house is facing Highland Avenue. Quotes are due on Friday February 17.
- In the process of getting quotes for a boundary survey on the above two houses, to make sure we are on City property for all work.
- Purchased two cell phones, for undercover work in the Police Department.
- Purchase order issued for heated cigarette stamps, to sell to businesses in the City.
- Purchase Orders issued to repair guardrail at two places, near the round-a-bout.
- Purchase Order issued for the emergency sewer repair at Floral Avenue.
- Purchase Order issued to an "on-Call" Engineer, for the design of a ceiling beam at the main pump station.
- Purchase Order issued for the emergency sewer repair at Hill Place. The following sanitary sewer infrastructure
- will need to be replaced: 495 ft of 8" sewer pipe, and 18 new 4" sewer cleanouts.

### **Risk**

- Claims against the City of Colonial Heights
- Claim against the City for damage to their vehicle, from hitting at pot hole on Dec 21, at the Branders Bridge/Boulevard Intersection
- Claim against the City for damage to their vehicle, from hitting at pot hole on Dec 22, at the Branders Bridge/Boulevard Intersection
- Claim against the City for damage to their vehicle, from hitting at pot hole on Dec 25, at the Branders Bridge/Boulevard Intersection

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

### **Other**

- The City's Insurance renewal for July 1 2023 – June 30 2024 was received on January 31, with renewal information due back by March 15 2023.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent-3,880
- Delinquent Notices Sent –840.
- 0.00 in utility billing set-off debt collections were received this month.

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

- 78 DMV releases processed: 62 personal property, 4 parking citations, 11 COR abatement, 1 bankruptcy
- Set off collections this month: none
- Tobacco stamps collected: \$88,808.00
- ADM fees collected \$1,425.07
- Return EFT:15, Return by web payment:15, 2 Checks

### **Real Estate Activity:**

- 48 property transfers this month, 18 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 January 2023:

### **Advertisements**

<u>Department</u>	<u>Position</u>
Police	Police Officer Recruit
Public Works/Fleet	Emergency Equipment Operator
Police	Police Officer (Certified)
Public Works	Heavy Equipment Operator
Public Works	Public Works Technician I
Public Works	Traffic Technician
Library	Digital Resources Assistant (Part-time)
Finance	Financial Specialist II (Payroll)
Information Technology	Geographic Information Systems (GIS) Coordinator
Sheriff	Administrative Assistant

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Heavy Truck/Bus Technician	2	303
Emergency Equipment Operator	1	147
Digital Resources Assistant (Part-time)	7	358
Financial Specialist II (Payroll)	30	693
Administrative Assistant	139	1,663

### **Miscellaneous**

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

#### New Employee Orientation











Public Works Technician I  
Public Works Technician I

- Administered the written test phase for the Police Officer Recruit hiring process.
- The annual OSHA Summary Log (2022) was distributed to all departments, as each department's specific summary must be displaced annually in the identified building/worksite from February 1 – April 30, 2023.



## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 60,150 views in the month of January.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none"><li>1. Pay On-line (2,705)</li><li>2. Real Estate Records Search (2,581)</li><li>3. Library (2,291)</li><li>4. Animal Control Shelter (2,315)</li><li>5. Human Resources (1,394)</li><li>6. City Employees (1,261))</li><li>7. Utility Billing (1,111)</li><li>8. Police (853)</li><li>9. Recreation Parks (835)</li><li>10. Business License Taxes (777)</li><li>11. Yard Sale Permits (718)</li><li>12. Real Estate Assessor (705)</li><li>13. Trash Collection (517)</li><li>14. Records-Property-Tax Maps (513)</li><li>15. Agenda Center (480)</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> India</li><li> China</li><li> Philippines</li><li> Canada</li><li> Germany</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Pennsylvania</li><li> Maryland</li><li> Washington, D. C.</li><li> West Virginia</li><li> New York</li></ul>
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- ☆ Citizens submitted and city staff processed 200 service requests and questions through the “Report a Concern” module during the month of January.
- ☆ 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 32.5 hours of IT service and maintenance for City departments this month.
- ☆ Arranged interviews with the 3 vendors who submitted bids for the City’s RFP regarding IT Services.
- ☆ IT attended the 2 vendor presentations in regards to the City-wide Security Project. We will be working with the selected vendor to assist in utilizing the existing fiber for networking purposes.

## IX. LIBRARY:

- ☆ The library staff circulated 9,330 items in January broken down as follows:
  - Residents borrowed 7,908 print titles
  - 127 e-books on Kindle readers
  - 1,128 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,593 residents registered for the Hoopla service.
  - 167 miscellaneous items including programmable robots to jig saw puzzles and VR headsets.
- ☆ The public computer center had 793 users
- ☆ The 209 attended Story Time
- ☆ The library’s meeting rooms were used 104 times
- ☆ An average of 493 residents used the library each day, while 47 residents registered for new library cards.

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

### **Recreation Division**

In the month of January, our athletics division hosted youth basketball games, open gym futsal and basketball programs, and began registration for youth baseball. Program staff hosted numerous activities in the month of January to include the Therapeutic Recreation Winter Camp.

Spring school schedules, as well as, Chili Peppers and Tournament reservations were completed for the year in January. Staff is currently preparing fields and courts for Spring baseball/softball, soccer, pickleball, and tennis programs across the City. Our pool partnership with Virginia State University for our Seniors Water Aerobics class started back up in early January as well. Staff is working on finalizing Spring programs for inclusion in the Spring City Focus.

Athletics/Programs	<u>2023</u>	<u>2022</u>
Belly Dancing	2	4
Soul Line Dancing	40	N/A
Swing Dance	41	42
Daddy-Daughter Dance	18	N/A
Youth Basketball	193	212
Youth Cheerleading ( <i>basketball</i> )	32	N/A
Futsal	61	80
Open Gym Basketball	72	64
Imagination Thursdays; Fizzing Things	4	N/A
Kids in the Kitchen: Spaghetti Night	6	N/A
Messy Monday's: Shaving Cream Night	3	N/A
Dino Discovery	4	N/A
Therapeutic Recreation: Winter Camp	11	N/A
Therapeutic Recreation	68	23
Facility Usage	<u>2023</u>	<u>2022</u>
Community Room Attendance	1,224	938
Community Room Reservations	17	14

#### **Therapeutic Recreation: Winter Camp**



### **Parks, Horticulture, Buildings & Grounds**

#### **Parks**

- Moved soccer goals from Tech Center to High School
- Installed divider for office at Community Building.
- Built form for dog Kennel pad at police officer Fontaine's house.
- Reinstalled wind screens at tennis courts.
- Dragged all ball fields and added dirt to Civic Field.
- Secured netting around Shepherd Stadium.
- Took down and stored Courthouse Christmas tree.
- Replaced trash can at soccer field that was set on fire.
- Relocated a storage box on wall at community building.
- Painted 2 bathrooms at Community Center.
- Hung 4 pictures at Courthouse.
- Worked with contractor on mulching playgrounds.
- Changed flags that have been weathered and delivered old ones to American Legion.
- Cleaned bathrooms at Shepherd Stadium and White Bank Park.

#### **Horticulture**

- Cleaned up and stored Christmas wreaths from various sites.
- Replanted tree at Flora Park and strapped to get straight from storm damage.
- Cut and cleaned up Pampas Grass in flower beds at library.
- Cleaned up trash at War Memorial and Welcome signs.
- Cleaned up and pruned bushes in flower beds at Public Safety and City Hall.
- Picked up branches and trash around Violet Bank Museum and took to dump.
- Prepped and planted 4 Cherry trees at Boot Barn.
- Worked and pruned bushes at various other sites in the City.
- Took care of various median strips throughout the City.
- Cleaned up flower beds and trimmed Abelia and Liriope at Courthouse.

#### **Building Maintenance**

- Worked with Eco Air on installation of new HVAC units.
- Hung new signs for Police Department.
- Mounted CC machine for DMV express.
- Poured water in floor drains at various buildings to prevent sewer gas from entering buildings.
- Worked on kitchen drain at fire station 2.
- Worked with contractor at Animal Shelter on sewage pump causing building to backup.
- Mounted red light for interview room at Police department.
- Worked with contractor on automatic doors at City Hall.
- Installed new bottle filler for Fire Station 2.
- Worked with contractor at Courthouse for fire sprinkler issues.
- Fixed HVAC at Fire Station 2 Administration side.
- Walked buildings for light and any issues and corrected as found.
- Installed a raised ceiling for exercise equipment to fit at Public Safety Building.
- Worked with contractor on installation of new motor for HVAC on number 1 unit.

## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

Agency on Aging Activities	2023	2022
Bingo in Center	93	52
Blood Drive	30	N/A
Bowling	200	140
Bridge Party	48	N/A
Coffee Break	20	N/A
Dominoes	19	N/A
Mahjong	31	N/A
Movie Day	13	9
Pinochle	34	N/A
Senior Club Board Meeting	6	N/A
Senior Club Meeting	89	44
Senior Citizen Dance	47	N/A
Sing A-Long	9	6
Weekly Lunch Programs	63	N/A
Awareness/Education	2023	2022
Healthy Lifestyle Class	36	28
Library - Total # books checked out	15	20
Lunch & Learn Hospice	20	N/A
Lunch & Learn Medicare	12	N/A
Classes	2023	2022
Crochet & Knitting	31	4
Intro. To Line Dancing	36	31
Line Dancing Class	174	161
Meaningful Exchanges	23	30
Meditation & Neurological Stretching	32	79
Meditation & World Religion	69	39
Open Paint	14	N/A
Quilts for Vets	7	N/A
Sewing Class	21	7
Tap Class	25	17
Tech Savvy	5	6
Fitness	2023	2022
Balance	79	48
Cardio Ball	65	N/A
Cardio Drumming	24	N/A
Chair Volleyball	28	N/A
Fitness Center Usage	89	72
Intro. To Pickleball - Onsite	76	N/A
Muscles in Motion	156	148
Pickleball	315	215
Sit & Fit	300	208
Strength & Stretch	97	80
Stretch It Out	38	N/A
Tai Chi	25	27
TBS	39	82
Walk This Weigh	57	N/A
Water Aerobics	53	N/A
Yoga	90	86
Trips	2023	2022
VMFA	15	N/A
TOTALS	2,768	1,639

Meals	2023	2022
Home Delivery Meals	0	2
Transportation	2023	2022
Total Passengers	209	174
Total Trips	450	408
Total Miles	1869	2062
Wheelchairs	9	17
Donations	\$243.00	\$202.00
New Riders	13	6
Volunteer Hours	10	12

### Violet Bank Museum

Attendance	2023	2022
Tours Given	49	10
Grounds Visitors	6	0
Ongoing Programs	35	15
Outreach Programs	61	0
Special Events	28	24
Attendance Totals	179	49

Violet Bank Museum staff thanks Dawn Livingston for her time spent and awesome lace and needlework display that was on loan for the month of January. Artfully arranged, the beautiful lace examples and tools to create it were admired by visitors throughout the month. Also, thanks to Kristi Higgins for her great photos and story in The Progress-Index about the display and the lady behind it.



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

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

#### **OOY Happenings**

- Point in Time count of possible homeless in Colonial Heights on January 26, thank you to Officer Marcus Hall for accompanying the PIT team (Becca Lynch, OOH; Anna Smith, James House; and Lolita Moody, DSS.)
- Becca Lynch gave presentation to the School Board about the Pride Survey, received approval from Board to conduct survey with 8<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students in February 2023.

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

- Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) - caseload 41
- Community Multi-Disciplinary Team - CAC caseload 9
- Positive Parenting Coalition - Presentation from Stacie Vecchietti, Office of Trauma & Resilience, DSS
- Juvenile & Domestic Violence Task Force - Presentation from Major Rob Ruxer on process of responding to domestic calls
- CACHE - Point in Time Count
- Partnership for Youth - quarterly meeting of surrounding agencies
- Thrive to Five - quarterly meeting of surrounding agencies
- Community Coalitions of VA - monthly members meeting
- School Readiness Coalition - monthly member meeting, agency roundtable
- District 19 Community Services Board - monthly board meeting, received annual report for 2022
- Family Assessment Planning team - caseload 41
- Southside Trauma Informed Care Network - discussed training for School to Pipeline from VCU
- Youth Service Commission - no meeting held
- Interagency Prevention Team - caseload 4

#### **UPCOMING EVENTS**

- Active Parenting classes starting March 6
- Pride Survey at CHMS and CHHS

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

- Human Trafficking DJJ
- Homeless Resources Training through CACHE

#### **Youth Advisory Council**

Officer meeting held to discuss upcoming activities  
Member meeting held - 12 members assembled hygiene kits (24) which were donated to CHPS for students identified in need by school social workers



#### **Tackling Tough Skills Group**

An interactive program which encourages youth to practice decision making and problem solving to identify strengths and interests. 7 youth participants



#### **Kids Achieving Progress Afterschool Program**

Students enjoying a teambuilding activity.

#### **VJCCCA Diversion Programs-12<sup>th</sup> District Juvenile & Domestic Relations Court-**

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

- 11 Youth on caseload, completed 44 hours on various projects. Cleaning City Hall, clearing stick debris at City Parks, sorting at Covenant Thrift Store

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

- 30 participants for January

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

- 2 participant referrals