



CITY MANAGER'S REPORT TO CITY COUNCIL

FEBRUARY 2023

I. PUBLIC WORKS & ENGINEERING:

Below is a summary listing of service and project activities performed by Department employees for the month of February 2023. The report is organized by functional area. Should you have questions or require additional information, please let me know.

ENGINEERING

TRANSPORTATION CAPITAL PROJECTS

SRTS Phase 3 UPC 122282 (Formerly)102836

- New agreement and appendix A received signatures in process.
- Resolution giving signatory authority to the city manager approved by council.

SRTS North Elementary Phase 1 UPC 105233

- Project closeout in process.
- Final Appendix A received and under review.

SRTS North Elementary Phase 2 UPC 106188

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

Westover Right Turn Lane UPC 100501

- Authorization to advertise received 2/6/2023
- DBE goal of 11%

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 almost complete on north side
- Installation of driveway entrances complete on north side
- Pay app 10 sent.

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
- Willingness to hold a public hearing advertised and expired on 2/21/2023 without any requests or questions

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Requested ROW authorization and NTP from VDOT
- UFI Held on 2/22/23
- 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

- Received ROW authorization and federal NTP 2/3/2023
- 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

Branders Bridge Right Turn Lane UPC 99194

- Sealed bids due 12/15/2022
- Lowest bid by VCC \$388,874.44
- DBE goal of 9%
- Fixed completion date 10/1/2023
- MPO approved transfer of \$194,980 in additional funds to fully fund CN phase
- Waiting for VDOT to issue new App A
- In process of award

State of Good Repair UPC 121680

- State of Good Repair funding awarded (\$436,231).
- Cost estimate re-evaluated by VDOT showing \$33,866.99 deficit
- New App A issued adding funding to project, new total awarded amount (\$534,867)
- 12/21/2022 PE open to charges
- NTP for preliminary engineering issued to Wallace Montgomery 1/9/2023
- SUE complete, design work for curb ramps started
- Scoping complete 2/13/2023

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/CITY PROJECTS

- **Lexington & Conduit Outfall** – Received signed plans from engineers and sent out notices for signatures.

DEVELOPMENT PLAN REVIEWS

- **Townplace Suites** – Still under construction.
- **Panera Plan** – Owner is working on Administrative documents required prior to Land Disturbance Permit being issued.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **BLA between Chick-Fil-A and Walmart** – 2/20/2023, Bohler requested approval of a change requested by Walmart. Confirmed with Planning Department and approval was sent 2/21/2023.
- **Chick-Fil-A Parking Lot Plot Plan** – 2/20/2023, Bohler requested approval of a change requested by Walmart. Confirmed with Planning Department and approval was sent 2/21/2023.
- **CHHS Dominion Easement Plat** – No activity 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** – Still under construction.
- **Magnolia Hill Plan of Development** – No activity this month.
- **Magnolia Hill Subdivision Plat** – No activity this month.
- **The Sanctuary (505 Lakeview)** – 5th submission received 2/21/23.
- **Briarcliffe Section 4** – Still in closeout phase. Awaiting last of the administrative items.
- **Home 2 Charles Dimmock** – No activity this month.
- **Rio Car Wash Site Plan** – 2nd submission review comments sent 2/2/2023. 3rd submission received on 2/3/2023. All comments addressed. Letter requesting final administrative items sent on 2/14/2023. Signature copies received on 2/16/2023.
- **Popeye's Site Plan** – Developer requested a copy of the approved Panera plan on 2/3/2023; plan sent to developer on 2/3/2023. Discussion with the Engineer on 2/8/2023 and 2/14/2023 on the Virginia Regulations for Flood Protection that need to be met. Developer requested GIS layer of the surrounding area on 2/15/2023; provided to the developer on 2/15/2023. They had issues opening the file and a new one was sent on 2/16/2023.
- **Modwash Site Plan** – No activity this month.
- **Southlake Pond Fill** – 2nd preliminary plan submitted 2/16/2023. Comments sent to planning on 2/22/2023.
- **Charles Dimmock and Jennick Car Wash (Flagstop)** – 2nd preliminary submission received 2/9/2023. Comments sent to planning on 2/13/2023.
- **Temple Ave Storage** – Preliminary Plan received 2/9/2023. Comments sent to Planning on 2/16/2023..

FLEET MAINTENANCE

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2023	85	\$54,172.72	1	\$275.00
2022	63	\$13,328.64	6	\$2,475.88

The sublet repairs consist of the following:

Towing \$275.00

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	15	20
Commercial Building	4	7
Demolition	0	0
Electrical	20	28
Mechanical	11	21
Plumbing	5	16
Swimming Pool	0	0
Amusement Rides	0	0
Tent	1	1
Clean Out Installation	0	0
Water and Sewer Connection	0	1
Total: All Permits	56	94

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

Valuations	Month	Year to Date
Residential	\$769,767.60	\$839,417.50
Commercial	\$2,578,433.23	\$2,655,233.23
Total	\$3,348,200.83	\$3,494,650.73

Building Inspections	Month	Year to Date
Residential	57	132
Commercial	108	235
Total: All Inspections	165	367

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	5	10
Mobile Food Units	2	2
Signs - Permanent	0	4
Signs - Temporary	1	1
Zoning	17	23
Total: All Permits	25	41

Development	Month	Year to Date
Plat:		
Adjustment/Vacation	0	1
Plat: Subdivision	0	0
Prelim. Site Plan Review	3	3
Special Exception Permit	0	0
Special Use Permit	1	1
Rezoning	0	0
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	0	3
Total: All Categories	4	8

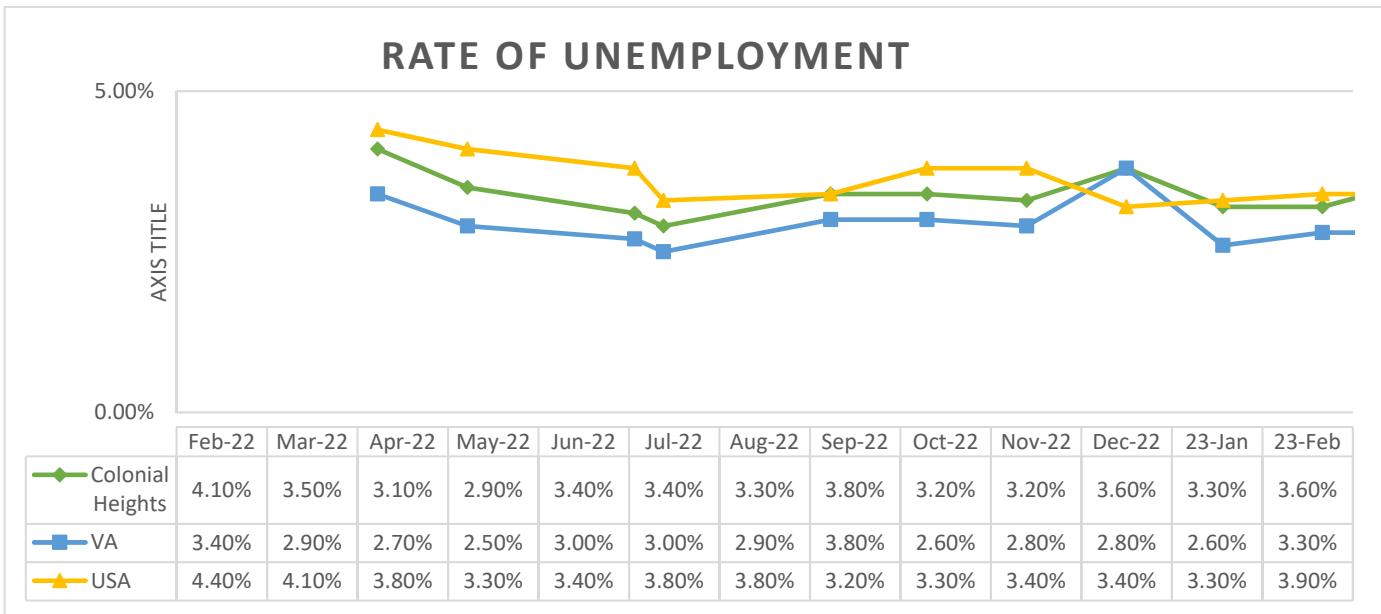
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	0	1
Wetlands Board	0	0
Total: All Meetings	0	1

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	3	3	3	7
Exterior Storage of Objects	5	10	1	3
Inoperable Vehicle	4	5	1	2
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	12	38	8	24
Trash/Debris	2	6	1	4
VA Property Maintenance Code	1	3	0	0
Zoning	2	5	0	1
Total: All Cases	29	70	14	41

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 February 2023 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8699	8435	264	3%	No

*Chesterfield

2.9 %unemployment

*Dinwiddie

3.3 % unemployment

*Prince George

3.3% unemployment

*City of Petersburg

*City of Hopewell

5.7% unemployment

4.8% unemployment

Prospect Activity:

Direct Requests for Information: 3

Sites/Bldgs. Submitted 2

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:

For the second month in a row, we have continued to show increases in calls for service, as well as accidents, DUI arrests and overall traffic stops as compared to last year. Additionally, we responded to 22 behavioral health emergencies and responded to six (6) overdose calls, which precipitated the administration of six doses of naloxone. Fortunately, none of these overdose incidents resulted in a death.

February was a positive month for staffing as we welcomed certified police officers Anna Polumbo and John Davis. Both officers are coming to our agency from the City of Hopewell, and we are excited to have them join our CHPD team. We continue to test applicants monthly and hope to fill our two additional vacancies as soon as possible.

We continue to re-organize the agency to better meet the needs of our community and are proud to say that after an intensive round of detective interviews, Officer Morgan Davis was selected to be our newest member of the Investigations Division. As we stated last month, the addition of Detective Davis to the unit is the first additional detective to the unit in more than a quarter of a century. We are extremely excited about the addition of Detective Davis and know that she will provide some much-needed support to the unit.

This month we were also fortunate to spend quality time out in our community meeting with business owners, students and staff at Virginia State University and with students, staff and community members at the Colonial Heights Education Foundation's *Follies* event at the Middle School. At VSU, we participated in a roundtable event and discussed policing, biases and the challenges that we all face as a community. We would like to thank our host, Dr. Zoe Spencer, for the invitation, lunch and fellowship. It was truly a wonderful time speaking with students and listening to their perspectives, thoughts and insight. The *Follies* was another great event this month and helped to raise money for scholarships for Colonial Heights students and teachers. We would like to especially thank School Resource Officers Wayne Moody and Eric Allen for their "willing" participation in the program. Both officers are invested in their respective schools and did their best to help raise money for this fantastic cause.

Captain Thad Johnson is our **Operations Division Commander** and reported that his division issued **362** traffic citations, **107** written warnings and **223** verbal warnings; made **12** DUI arrests, obtained **66** felony and **117** misdemeanor warrants, and served **148** outstanding warrants. The **Operations Division** investigated **78** vehicle crashes, **11** field identifications, issued **35** parking citations, and tagged **five (5)** vehicles as inoperative. Additionally, the division investigated **140** new cases. They were able to clear **87** of those cases, for a **60%** monthly clearance rate. He reported the following operational highlights from his personnel:

- On February 2nd, Officer Morgan Davis investigated a single vehicle crash on SouthPark Blvd. near Golds Gym where the driver fled the scene. A passenger was found with serious injuries and was determined to be a convicted felon in possession of a firearm. The driver was identified and warrants for felony hit and run as well as warrants for violent felon in possession of a firearm are pending service.
- On February 3rd, Officer Anthony McCurry arrested an individual at WoodSpring Suites for felony domestic assault.
- On February 5th, B Squad responded to 1119 Jett Avenue for a shot subject. An individual was found with a possible self-inflicted gunshot wound to the head. The individual was transported by EMS to the hospital, but later succumbed to his injury.

IV. POLICE DEPARTMENT (CONTINUED):

- On February 6th, C Squad responded to Marco's Pizza for a robbery. Chesterfield K-9 responded and canvassed the area with negative results. The case was turned over to Sr. Detective Joe Vaughan.
- On February 8th, Officer Joshua Bland responded to a Bitcoin kiosk inside SouthPark Mall for a strong-armed robbery. Suspects stole an undisclosed amount in cash from the victim and fled the mall.
- On February 8th, Officer Tristan Bennett obtained warrants for an individual for burglary, possession of burglary tools, and grand larceny after he took over \$7,000.00 from McDonald's on the Boulevard.
- On February 9th, D Squad units responded to Sheetz for an attempted carjacking. The victim of the attempt struggled with the suspect, and during the struggle, the suspect was struck by gunfire from his own firearm. The suspect fled the area on foot, but was located at Conduit Road and Charles Avenue, detained, and transported to VCU Medical Center.
- On February 12th, Officer Erik Reedy arrested an individual for drunk in public and assault on EMS personnel at SouthPark Mall.
- On February 13th, Officer Bennett arrested an individual for attempted burglary, possession of burglary tools, and public intoxication after he was found breaking into an address on West Roslyn Road.
- On February 15th, Officer Reedy arrested an individual for possession of Schedule I/II drugs at Casa Don Jose. Williams also had several outstanding warrants through surrounding jurisdictions.
- On February 17th, Officer Bennett arrested an individual for DUI (0.13) at Boulevard and Cameron Avenue. An inventory search of the car yielded marijuana, packaging material, scales, and two firearms. The suspect was subsequently charged with possession with intent to distribute marijuana, possession of Schedule II Drugs and possession of firearms while in possession of one pound of marijuana. Currency in the amount of \$870.00 was also seized and submitted for forfeiture.
- On February 19th, Officer Bennett responded to 1100 Lakeview Avenue for a shooting into an occupied dwelling incident. A suspect was identified and turned over to Investigations.
- On February 21st, C Squad responded to White Bank Park to assist the Colonial Heights Fire Department with a water rescue. The victim's boat started taking on water and he became stranded. The victim was located in knee-high water by CHFD and Officer David Hirn. He and his boat were safely taken back to the park.
- On February 26th, Officer Corbin Ramos arrested two individuals at WoodSpring Suites for Malicious Wounding as well as Possession of schedule I/II substance

IV. POLICE DEPARTMENT (CONTINUED):

Community Issues Addressed

- House checks were conducted at several homes while family members were on vacation.
- Shifts conducted active shooter drills at various locations in the City.
- Lieutenant Jason Chimera provided drone support to Hopewell Police in reference to a missing child. The child was ultimately located by Hopewell PD.
- Sergeant Adam Brandberry flew a drone over the roundabout to provide photos and video for the City's Highway Safety Committee.
- Speed sign and speed static device were deployed in various locations to record problem areas for future enforcement action.
- Continuous patrols were maintained at our city parks and businesses.
- Squad personnel conducted neighborhood patrols and radar assignments due to speeding issues on the backstreets.
- Squad personnel conducted neighborhood patrols on the backstreets due to theft from auto reports.
- Squad personnel continued patrols of local gyms and made house checks on several residences throughout the city.

Animal Services

- A total of 11 canines found permanent placement through adoption or rescue.
- A total of 17 canines were returned to owners.
- Four (4) felines were adopted and five (5) transferred out of the shelter.
- ACO Hannah Jones completed firearms training at Crater Criminal Justice Academy.
- On February 7th, the Shelter hosted the VSU-Police intern for the day.
- The 262nd Quartermaster Company from Fort Lee arranged to assist in cleaning and caring for our animals several times throughout the month.
- Staff arranged for Jeremy Clutter to donate a new 12'x12' concrete pad for the department's new Patrol K-9, Bane.
- On February 22nd, Petersburg Camera Club used the facility to take their monthly photos.
- Ring Dog Rescue was on-site for *Popsicles for Pups*.

IV. POLICE DEPARTMENT (CONTINUED):

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

- On February 2nd, panel interviews were conducted for non-certified applicants who successfully completed the January written and physical testing.
- On February 15th, Major Ruxer and Sergeant Desiree McCurry attended a Crisis Media class in Chesterfield.
- On February 17th, written and physical testing was administered for non-certified police applicants.
- On February 28th, Career Officer Scott Whirley and Sgt. McCurry gave a station tour to members of the St. Mary's Woods Retirement Community Home from Henrico. During the tour, participants were able to ask questions about what a police officer does and types of equipment we use. Career Officer Whirley also spoke to the attendees about "Senior Scams" and ways to stay safe while at their home and when they are banking.

Accreditation

- On February 27th, CHPD hosted four members from other local agencies to conduct an accreditation mock file review of all Term 2 files, and there were no discrepancies.
- On February 2nd, Officer Alex Riazi conducted the first quarter Evidence Room inspection.

Grant Activity

- On February 2nd, Sergeant Desiree McCurry submitted the LOLE '21 claim.
- On February 23rd, Sergeant McCurry completed the DMV FY24 application.
- On February 23rd, Sergeant McCurry created Q2 hours for DMV FY23.

FOIA

- FOIA requests - 27 were made in February 2023
- Concealed Weapon Permits - 33 were processed
- Massage Permits - two (2) were processed.
- Precious Metals Permits – one (1) was processed
- Subpoena Duces Tecum – one (1) was received
- Requests to assist other agencies – 11 were received
- Fingerprint cards - four (4) were completed

IV. POLICE DEPARTMENT (CONTINUED):

Our **Investigations Division**, commanded by **Captain Mike Foster**, reported a steady month for investigators, with seven (7) new cases and two (2) background investigations assigned to detectives. Three (3) cases were cleared, resulting in a clearance rate of 46% for the month and a 61% clearance rate for the year.

Some of the division highlights include:

Detective Sergeant Adam Brandedberry was assigned two (2) new cases for the month and one (1) background investigation.

- A death investigation, case inactive; pending results from the Office of the Chief Medical Examiner.
- A shooting into an occupied dwelling; case exceptionally cleared; indictments pending.

Senior Detective Joseph Vaughan was assigned one (1) new case and one (1) background investigation to include:

- A death investigation, case inactive; pending results from the Office of the Chief Medical Examiner.

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

- An armed robbery at Marco's Pizza; case closed; cleared by arrest.
- A robbery at a kiosk in SouthPark Mall; case inactive; pending further investigation.
- A death investigation; case inactive; pending results from the Office of the Chief Medical Examiner.

Auxiliary officers provided **111 hours** of extra manpower patrolling and riding with officers, for a total of **235 hours** volunteered this year. **Sentinels** provided **twelve (12) hours** for the month and **21 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.

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 10th, 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.

IV. POLICE DEPARTMENT (CONTINUED):

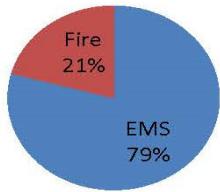
Additionally, this month, the department received a very detailed and complimentary email from Assistant Commonwealth's Attorney Zack Livesay in reference to Master Officer Waldrep. C/A Livesay took the time to outline his observations of Will's testimony and demeanor in two recent court cases that he 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	February 2022	February 2023	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	0	3	300%
Aggravated Assaults	4	3	-25%
Simple Assaults	17	11	-35%
Breaking & Entering	7	2	-71%
Larceny	55	52	-5%
Vehicle Thefts	3	1	-67%
Arson	0	0	0%
Shoplifting	60	30	-50%
DUI Arrests	10	12	20%
All Criminal Arrests	183	146	-20%
Calls for Service	1,873	1,898	1%
February 2023	Number Reported	Number Cleared	Percentage Cleared
	72	38	53%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 459



Total Fire Type Incidents: 95 (\$20,010 Total Fire Loss)

Total EMS Incidents: 364 (244 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 97.3% of emergency incidents: (Avg. first apparatus travel time 4:49 minutes)

EMS units arrived on scene in less than 9 minutes on 96% of emergency incidents. (Avg. first ems unit response time 6:09 minutes)

Fire Division (number of incidents):

Fires	Hazardous Situations		Services Calls and False Calls	
Building Fire	1	Gas leak (Natural gas or LPG)	2	Good intent calls 27
Cooking Fire	1	Power line down	1	Public service calls 21
Natural vegetation fire, other	2	Electrical wiring problem, other	2	False alarm/false calls 16
Brush or brush and grass mixture fire	1	Overheated motor	1	Assist invalid 9
Unauthorized burning	1	Smoke or odor removal	2	Smoke detector installation 1
		Water or steam leak	1	Smoke detector battery change N/A
		Haz Mat release investigation with no Haz Mat found	1	Carbon Monoxide detector installation(s) N/A
		Animal rescue	1	Preplan (Building Tour) 1
		Removal of victim from stalled elevator	1	
		Watercraft rescue	1	

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	9	Assist, Public	36	Cancelled (Prior to Arrival at Scene)	8
Patient Evaluated, No Treatment/Transport Required	4	Cancelled on Scene (No Patient Found)	10	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	5
Patient Dead on Scene- Resuscitation Attempted (W/O Transport)	1	Patient Refused Evaluation/Care (Without transport)	26	Standby, Public Safety, Fire, or EMS	1
Patient Treated, Released (AMA)	15	Patient Treated, Released (per protocol)	4	Transported Lights/Siren	14
		Patient treated, transported by private vehicle	1	Transported no Lights/Siren	230

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)	2	Automatic Aid received Chesterfield (EMS)	1
Automatic Aid given to Chesterfield (Fire)	2	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

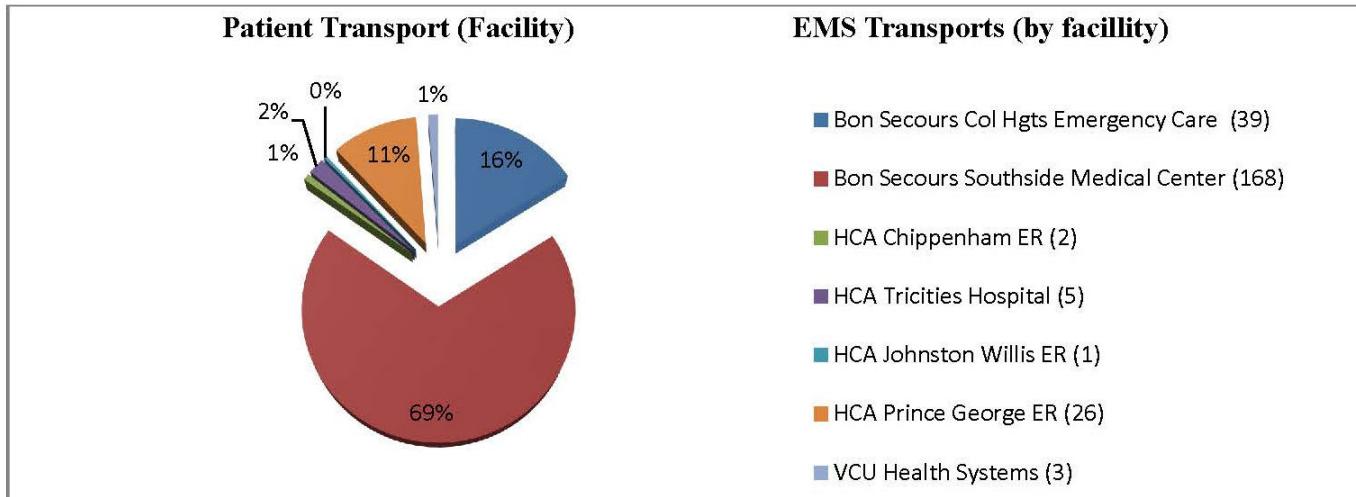
Mutual Aid given to Petersburg (EMS)	14	Mutual Aid received from Petersburg (EMS)	3
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	N/A
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	N/A	Mutual Aid received from Prince George (EMS)	N/A
Mutual Aid given to Hopewell (EMS)	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)	14	Total EMS Mutual Aid received (Transport unit)	3
Total Fire Mutual Aid given (Engine/Ladder)	2	Total Fire Mutual Aid Received (Engine/Ladder)	3

V. FIRE & EMS DEPARTMENT (CONTINUED):

Out of Service Fire & EMS Apparatus

	Fire Units		Medical Units
	Number of Incidents	2	2
Station 1	Total Hours	E-991 7 hrs. E-992 485 hrs.	Medic-935 8 hrs. Medic-936 1.0 hrs.
Station 2	Number of Incidents	1	2
	Total Hours	Q-992 59 hrs.	Medic-933 398 hrs. Medic-934 55 hrs.

EMS Transports (by facility)



Fire Investigations / Inspections

Inspections /Plans review completed 25

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

Attended Monthly CVFA Training

Special Assignments:

- 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: 1,637.30 miles

Average: 6.71 Miles

Comparison of 2022/2023 Monthly Incidents

February 2022 Total Incidents: 429 Fire: 112 EMS: 317

VI. FINANCE DEPARTMENT:

Finance Activity:

ERP Project

- Financials: Looking at upgrading to newer version and training for staff at the beginning of March.
- 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. We extended the time to make sure we have all correction on the documents complete to mid-March.

Purchasing Activity:

- 273 Requisitions were keyed and 249 were turned into purchase orders.
- Finance approved 294 invoices and processed 194 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 to go with ProActive was made during the month and the contract documents are being reviewed by the City Attorney
- SP22-121402-1131 – Lakeview Dam – Abatement Retaining Wall was issued on Oct 27, with two bids received on December 14. The City’s Engineering Department talked to City Council at the January’s meeting, and approval was given to move forward. The contract documents have been received and are being reviewed by the City Attorney.
- SP22-121502-1132 – Branders Bridge & Route 1 Intersection Improvements sealed bid was issued on Nov 10, with the bids on December 15. The City’s Engineering Department has received the funding request from VDOT, and the contract documents were completed and are being reviewed by the City Attorney.
- SP 23-030102-1133 – Pavement Preservation 2023 was issued during the month, with sealed bids due on March 1 2023.

VI. FINANCE DEPARTMENT (CONTINUED):

- SP 23-032402-1134 – North Elementary Side Walk, Phase II Project was issued on Feb 18, with sealed bids due on March 24 2023

Other Purchasing Activity:

- A 2023 Chevy Van was purchased for the Public Works Department, using a cooperative contract issued by the VA Sheriff's Association.
- Mattresses & Box springs were purchased for the Fire Department living quarters.
- A new K9 dog was purchased for the Police Department. The new dog house has also been purchased, for the officer's home.
- A cargo trailer, to haul the City's excavator, was purchased for the Public Works. A local company was the low bidder.
- A new license plate reader, using the same technology as the localities around our City, was purchased for the Police Department. This was a sole source purchase.
- A vendor was chosen to do the asbestos abatement at 211 James Avenue. This work will start on March 6
- A boundary survey was done on the two properties to be demolished, to make sure that no trees or bushes are taken down, that are not on City property.
- The vendor for the demolition of the two city owned houses was chosen, after the quote was sent out during the month. It is hoped that the house will be demolished by April 1.
- Computers purchased for the City's Engineering Department, using ARPA funding.
- Purchase Order issued for the replacement of the Utilities motorized gate, when it was damaged from a vendor making a delivery.
- Purchase order issued to replace one of the fan blowers on the Courthouse roof.
- Purchase order issued to grind the wood debris at the City's landfill (Utilities Department)
- Purchase order issued for a Toro Zero Turn Mower, for Public Works, using a Toro state contract.

VI. FINANCE DEPARTMENT (CONTINUED):

Risk Management

Property

- In late Dec 2023, the observation deck on the Appomattox River Trail was damaged by fallen trees & branches. The wood fence, rails, and fencing were damaged.
- Water drainage issues are happening at Fire Station #2. There may be a collapsed pipe under the concrete in the living quarters, causing water to backup and not drain. Vendors have been brought in to look at the problem, and give repair cost.

Vehicles

- A vehicle traveling west on Charles Dimmock Parkway, attempted to make a left turn into Walmart, collided with police vehicle, which was traveling east.
- A City police vehicle was in the round-a-bout, when another vehicle entering the round-a-bout, struck the police vehicle.

Other

- The City's insurance renewal for the fiscal year July 1 2023 – June 30 2024, was completed and emailed to VRSA on Friday, February 17. Much thanks to the Finance Director and City Departments, for supplying information in a timely fashion. The City was the first locality to turn in their renewal, ahead of the March 15 2023 deadline. The City will be the first locality to receive their renewal insurance premiums, for next fiscal year.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent-3,880
- Delinquent Notices Sent –831.
- 0.00 in utility billing set-off debt collections were received this month.

Billing and Collections Activity:

- 90 DMV releases processed: 78 personal property, 2 parking citations, 7 COR abatement, 3 bankruptcy
- Set off collections this month: none
- Tobacco stamps collected: \$28,492.00
- ADM fees collected \$1,838.99
- Return EFT 3, Return by web payment 5, Checks 2

Real Estate Activity:

- 51 property transfers this month, 21 of which were valid residential sales
- \$371,700 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 February 2023:

Advertisements

<u>Department</u>	<u>Position</u>
Recreation & Parks	Recreation Assistant I (Part-time) Summer Playground

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Traffic Technician	9	728

Miscellaneous

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

New Employee Orientation

Police Officer
Traffic Technician
Public Works Technician I
Heavy Truck/Bus Technician
Police Officer
Emergency Equipment Technician

- Administered the written test phase for the Police Officer Recruit hiring process. Testing will be held on a monthly basis for this ongoing recruitment process.
- Hosted an IPMA(PSHRA) Virginia Chapter central region roundtable for human resources professionals throughout central Virginia agencies/localities. Representatives discussed numerous topics, including the challenges and best practices for recruitment and retention, workers compensation provisions, and ideas/approaches for dealing with compensation and ongoing compression.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 55,139 views in the month of February.

Top fifteen sites visited after the home page:	Top five countries after U.S.:
<ol style="list-style-type: none">1. Pay On-line (2,381)2. Real Estate Records Search (2,284)3. Library (2,081)4. Animal Control Shelter (1,642)5. Human Resources (1,205)6. City Employees (1,167)7. Utility Billing (1,022)8. Business License Taxes (876)9. Recreation Parks (766)10. Police (718)11. Upcoming Elections (670)12. Yard Sale Permits (654)13. Real Estate Assessor (585)14. GIS (506)15. Agenda Center (405)	 India  China  Philippines  Pakistan  Canada

- Citizens submitted and city staff processed 83 service requests and questions through the "Report a Concern" module during the month of February.
- The City of Colonial Heights' Facebook Page now has 6,100 fans and the City's Twitter account has 1,666 followers. There are 2,661 subscribers for "In the News".
- Proactive Information Management completed 18 hours of IT service and maintenance for City departments this month.
- IT set-up and configured the new docking stations for the Sheriff's Office Taser and Cameras.
- Interviewed 4 applicants for the GIS Coordinator position. A second round of interviews will be conducted in March.
- Continued working on the Microsoft 365 Project. A list of current mailboxes in Exchange were sent to each department for verification, enabling IT to obtain a more accurate account.
- Preparing to move forward on the Library's Destiny Project. We have received quotes and are planning on moving to a cloud-based solution.

IX. LIBRARY:

- The library staff circulated 8,761 items in February broken down as follows:
 - Residents borrowed 7,564 print titles
 - 121 e-books on Kindle readers
 - 1,076 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,601 residents registered for the Hoopla service.
- The public computer center had 884 users
- The Story Time programs had 226 children attend
- The library's meeting rooms were used 111 times
- An average of 506 residents used the library each day, while 85 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of February, Shepherd Stadium served as host field for Richard Bland College home games, our NCAA Baseball weekend for the annual Dinwiddie/Colonial Heights Challenge featuring Division II teams from the Northeast. Adult Softball tournaments played 3 weekends at our Lakeview ballfields and Colonial Heights Public Schools Spring sports programs began in late-February on Department fields with games beginning in early March.

Youth Basketball games continued in February and will conclude its season in March. Staff completed plans for spring programs to include numerous new programs and events, conducting registration for the Youth Baseball and Softball program that will begin in March, and the spring edition of the City Focus has been mailed to City residents.

Our Therapeutic Recreation program has received a grant from the John Randolph Foundation to fund the program so participants can participate weekly for FREE, and we also received donations from American Legion Post 284, Colonial Heights Kiwanis Club, and the Petersburg Eagles to help fund this program.

Athletics/Programs	2023	2022
Belly Dancing	4	6
Critters & Crafts: Fantastic Frogs	3	N/A
Fact or Fiction Family Game Show	21	N/A
Kids in the Kitchen	7	N/A
Messy Monday: Bubbly Things	3	N/A
Mother - Son Dance	65	N/A
Dino Explorers	6	N/A
Science Mania: Volcanoes	3	N/A
Little Rec'ers	3	N/A
Fish Dissection	6	N/A
Youth Baseball <i>(as of March 1)</i>	139	187
Youth Softball <i>(as of March 1)</i>	31	60
Futsal	165	320
Open Gym Basketball	123	96
Soul Line Dance Classes	28	N/A
Swing Dance Classes	105	104
Therapeutic Recreation	62	64
Facility Usage	2023	2022
Community Room Attendance	1,442	854
Community Room Reservations	19	14
Field Attendance	1,936	1,100
Field Rentals	16	10

Parks, Horticulture, Building Maintenance

Parks

- Picked up and emptied trash cans at Parks.
- Worked ball fields to get them ready for play.
- Cleaned Park pavilions after rentals.
- Replaced batteries on equipment.
- Installed batting cage nets at Shepherd, Civic and High School fields.
- Replaced rotted wood and shingles on shed near community building.
- Prepared fields for NCAA games and softball tournaments.
- Moved soccer goals from High School back to soccer complex.
- Began mowing at ball fields.
- Put new soccer goals together and set at appropriate soccer complex locations.
- Replaced damaged flags throughout City and placed in bin at American Legion.
- Cleaned Bathrooms at White Bank Park and soccer complex.
- Painted foul lines on ball fields.
- Painted and laid out new soccer fields added for this season.
- Painted and laid CHHS soccer field at football field.

Horticulture

- Picked up branches and leaves at various locations.
- Cleaned up trash at all locations throughout City.
- Cleaned up flower beds at corner of Dupuy and boulevard.
- Cut grasses and cleaned up Island at White Bank Park.
- Blew leaves and picked up trash and library entrance.
- Mulched several areas throughout the City.
- Trimmed trees at several locations throughout City.
- Trimmed trees on Boulevard obstructing driver views.
- Picked up debris from trees cut down at White Bank and Fort Clifton parks.
- Cleaned weeds at various locations throughout City.
- Cleaned up trash at welcome signs.

Building Maintenance

- Worked on damaged drain line at Fire Station 2.
- Hung pictures for Judge at Courthouse.
- Raised ceiling in weight room at Public Safety Building.
- Worked with contractor at Courthouse replacing supply motor on RTU 1.
- Worked on Air Conditioning unit at library and got it up and running.
- Met with contractor at City Hall for automatic door.
- Helped Parks staff move soccer goals.
- Completed Work Orders.
- Worked with contractor at Courthouse for surge protector replacement.
- Walked contractor through Courthouse for fire alarm testing.
- Turned water on and tested fixtures at soccer complex bathrooms.
- Worked with contractor replacing bearings and shaft on return air fan at library.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Agency on Aging Activities	2023	2022
Bingo in Center	73	64
Bowling	160	140
Bridge Party	51	N/A
Coffee Break	20	N/A
Dominoes	42	N/A
Mahjong	29	N/A
Movie Day	15	N/A
Pinochle	51	N/A
Scrabble	8	N/A
Senior Club Meeting	98	72
Senior Citizen Dance	49	N/A
Weekly Lunch Programs	65	N/A
Awareness/Education		
Healthy Lifestyle Class	30	28
Library - Total # books checked out	23	15
Lunch & Learn Tech Heads	15	20
Classes		
Crochet & Knitting	36	17
Intro. To Line Dancing	77	49
Line Dancing Class	196	174
Meaningful Exchanges	69	51
Meditation & Neurological Stretching	22	49
Meditation & World Religion	38	N/A
Open Paint	16	N/A
Quilts for Vets	12	N/A
Sewing Class	25	17
Tap Class	20	25
Tech Savvy	2	5
Fitness		
Balance	76	57
Cardio Ball	48	N/A
Cardio Drumming	72	N/A
Chair Volleyball	39	N/A
Fitness Center Usage	91	83
Intro. To Pickleball - Onsite	12	N/A
Muscles in Motion	165	155
Pickleball	264	170
Sit & Fit	208	225
Strength & Stretch	92	60
Stretch It Out	34	N/A
Tai Chi	28	22
TBS	32	97
Walk This Weigh	53	N/A
Water Aerobics	49	29
Yoga	94	92
Trips		
Black History Museum	13	N/A
Hampton Quilt Festival	14	N/A
Riverside - Margaritaville	22	N/A
TOTAL	2,648	1,716

Meals	2023	2022
Home Delivery Meals	4	2
Transportation		
Total Passengers	243	223
Total Trips	511	477
Total Miles	2235	2539
Wheelchairs	12	13
Donations	\$259.00	\$218.00
New Riders	\$6.00	\$7.00
Volunteer Hours	10	N/A

Escape to Margaritaville



From the Heart group (crochet & knitting)



Violet Bank Museum

Attendance	2023	2022
Tours Given	31	33
Grounds Visitors	15	8
Ongoing Programs	32	12
Outreach Programs	0	0
Special Events	55	21
Attendance Totals	133	74

