



# CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2023

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

Below is a summary listing of service and project activities performed by Department employees for the month of March 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**

- 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.
- PE Authorization received 3/20/2023

##### **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**

- Authorization to advertise received 1/31/2023.
- DBE goal of 6%
- Pre-Bid Meeting held 3/10/2023
- Addendums 1 & 2 issued
- Bid Opening 3/24/2023
  - North Construction - \$646,692
  - Dickerson Construction - \$999,410
  - Finley Asphalt - \$858,774
- North Construction lowest bidder, award in process

##### **Westover Right Turn Lane UPC 100501**

- Authorization to advertise received 2/6/2023
- DBE goal of 11%
- Pre-Bid Meeting held 3/22/2023
- Addendum 1 issued
- Bid opening scheduled for 4/6/2023

##### **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 complete

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

- Installation of ornamental street lights in progress
- Installation of curb and gutter almost complete on north side
- Installation of driveway entrances complete on north side
- Pay app 11 sent.

### **ARGT Phase 5 UPC 107533**

- Funding verification and authorization to advertise request submitted.
- Advertisement authorization received 3/29/2023
- Project will be impacted by time of year tree clearing restrictions

### **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
- Requested ROW authorization and federal NTP from VDOT
- UFI Held on 2/22/23
- ROW Authorization and federal NTP received 3/28/2023
- 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 complete: 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
- VDOT has requested a 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
- RoW Certification 3/27/2023

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

### **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. Smart Scale 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**

- **Towneplace Suites** – Still under construction.
- **Panera Plan** – Administrative Items received 3/8/2023 and 3/10/2023. Bonds approved. Awaiting updated Land Disturbance Permit Application, new contractor is being used. New application received 3/28/2023. Pre-con will be scheduled once building permits have been obtained. Email sent to inform all parties sent on 3/27/2023. Email sent to move forward in scheduling a pre-con sent on 3/29/2023.
- **BLA between Chick-Fil-A and Walmart** – No activity this month. Walmart and Chick-Fil-A still going through negotiation process of the plans and plat, according to Bohler.
- **Chick-Fil-A Parking Lot Plot Plan** – No activity this month. Walmart and Chick-Fil-A still going through negotiation process of the plans and plat, according to Bohler.
- **CHHS Dominion Easement Plat** – 1<sup>st</sup> submission from Precision Measurements received 3/3/2023. Comments sent to the Precision on 3/3/2023. Comments have been addressed and the agreement has been recorded, along with the exhibit plat.
- **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)** – Comments collected from 5<sup>th</sup> submission sent to the designer and owner on 3/8/2023. 6<sup>th</sup> submission received 3/13/2023. VSMP Permit Application received 03/21/2023. Comment letter sent 03/28/2023.
- **Briarcliffe Section 4** – Nutrient Credit proof of purchase affidavit received 3/14/2023. Still awaiting final administrative items from the Engineer and Developer.
- **Home 2 Charles Dimmock** – No activity this month.
- **Rio Car Wash Site Plan** – LLV plat recorded 3/16/2023. Land Disturbance Permit received 3/22/2023. SWPPP submitted for review on 3/24/2023. Still awaiting a few administrative items prior to issuing Land Disturbance Permit.
- **Popeye's Site Plan** – Meeting with designer on 3/7/2023 to discuss Stormwater Compliance Requirements.
- **Modwash Site Plan** – the 2<sup>nd</sup> preliminary plan submission received 3/7/2023. Comments no longer required. Owner removed their application for consideration at Planning Commission.
- **Southlake Pond Fill** – No activity this month. This is going to Planning Commission next month (April).
- **Charles Dimmock and Jennick Car Wash (Flagstop)** – Preliminary Plan went to Planning Commission and was approved.
- **Temple Ave Storage** – the 2<sup>nd</sup> preliminary plan submission received 3/8/2023. Comments sent to Planning Department on 3/16/2023

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

**FLEET MAINTENANCE**

<b><u>YEAR</u></b>	<b><u># Invoices</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet Total</u></b>
2023	99	\$31,547.39	4	\$490.89
2022	89	\$40,144.10	6	\$23,563.10

The sublet repairs consist of the following:

Window Tint	\$455.00
Tire Repair	\$35.89

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	10	30
Commercial Building	3	10
Demolition	2	2
Electrical	12	40
Mechanical	12	33
Plumbing	18	34
Swimming Pool	1	1
Amusement Rides	0	0
Tent	0	1
Clean Out Installation	1	1
Water and Sewer Connection	0	1
Total: All Permits	59	153

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

Valuations	Month	Year to Date
Residential	\$737,370.00	\$1,576,787.50
Commercial	\$2,709,219.00	\$5,364,452.23
Total	\$3,446,589.00	\$6,941,239.73

Building Inspections	Month	Year to Date
Residential	76	208
Commercial	101	336
Total: All Inspections	177	544

### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	9	19
Mobile Food Units	0	2
Signs - Permanent	3	7
Signs - Temporary	0	1
Zoning	17	40
Total: All Permits	29	70

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	1
Plat: Subdivision	0	0
Prelim. Site Plan Review	1	4
Special Exception Permit	1	1
Special Use Permit	0	1
Rezoning	0	0
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	0	3
Total: All Categories	2	10

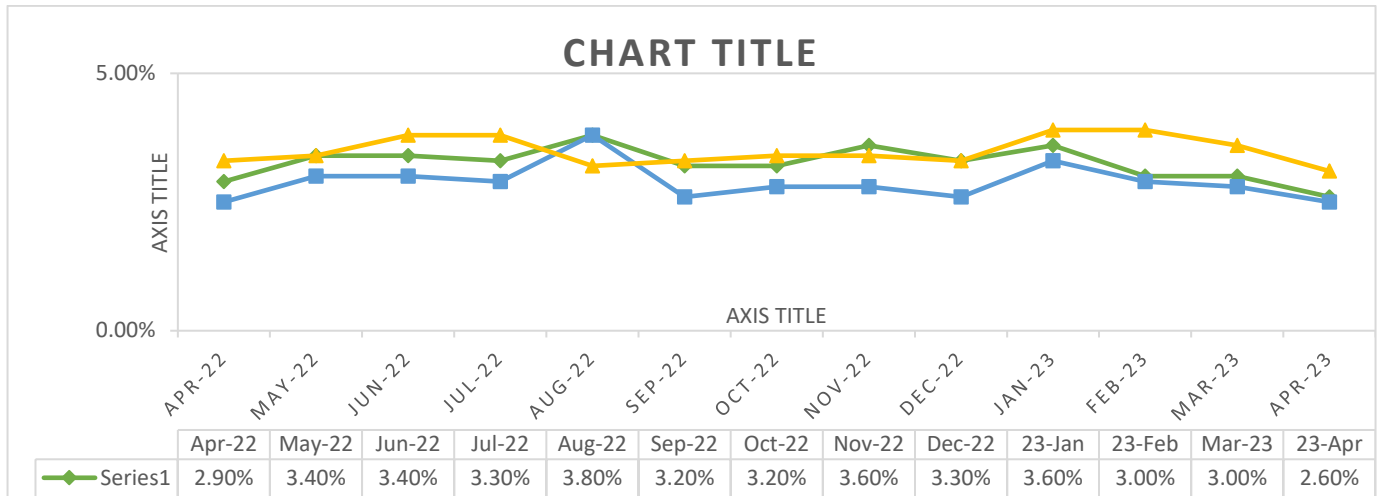
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	1	2
Wetlands Board	0	0
Total: All Meetings	1	2

### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	5	8	3	10
Exterior Storage of Objects	1	11	5	8
Inoperable Vehicle	3	8	2	4
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	0	38	11	35
Trash/Debris	0	6	2	6
VA Property Maintenance Code	3	6	1	1
Zoning	1	6	1	2
Total: All Cases	13	83	25	66

### 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 March 2023 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8836	8604	232	2.6%	No

\*Chesterfield 2.4 %unemployment  
 \*Dinwiddie 2.8 % unemployment  
 \*Prince George 2.8% unemployment

\*City of Petersburg 4.7% unemployment  
 \*City of Hopewell 3.7% unemployment

#### Prospect Activity:

Direct Requests for Information: 4  
 Sites/Bldgs. Submitted 3  
 Active Prospects 9

#### Projects:

Panera w/Drive-thru –permits issued  
 Towneplace Suites – under construction  
 RIO Car Wash  
 Bruce Avenue  
 Popeyes Subdivision  
 Stallings Storage Facility  
 Ashley Furniture Upfit  
 Holiday Inn Renovation  
 Home2 Suites

#### IV. POLICE DEPARTMENT:

March saw the highest number of calls for service so far this year. In addition, we obtained the most felony and misdemeanor arrest warrants for the year, as well as experienced the most total arrests for the year. Also, this month we responded to 26 behavioral health emergencies, as well as three (3) overdose calls, and required the administration of two doses of naloxone. Fortunately, none of these overdose incidents resulted in a death.

One of our most important goals internally has been to provide relevant training opportunities to our staff—not only training for our officers to better handle situations during their patrol or during an investigation, but also training for our supervisors. There are several programs available to our staff from the University of Virginia’s Command College, to the Professional Executive Leadership School, the FBI’s Trilogy Program, or the FBI’s National Academy. Each of these programs is competitive to attend but help prepare our staff for the challenges of supervision and provide them with tools to better navigate in today’s incredibly demanding policing environment.

One of the more difficult programs in which to gain entry is the FBI’s National Academy. In fact, less than one percent of law enforcement is selected to attend. I know personally from my time at the National Academy that the experience is truly a privilege. To that end, we received an opportunity for those of our staff interested, to tour the National Academy. On March 10<sup>th</sup>, Detective Sergeant Adam Brandeberry, Lieutenant Jared Brandeberry, Major Robert Ruxer and myself traveled to Quantico and were given a behind-the-scenes tour of the entire academy. This was an opportunity for staff to see the institution first-hand, ask questions and find out what it takes to not only be accepted, but also to successfully complete such a coveted program. We fully expect to make this opportunity available to others in order to help them reach their professional goals.

This trip was even more meaningful as we officially received word that Major Rob Ruxer was selected to attend the 287<sup>th</sup> Session beginning on July 10, 2023. This is an incredible opportunity not only for him, but also our agency as we know the skills he learns at the NA will be used to make our agency even better. Congratulations, Rob!!

**Captain Thad Johnson** is our **Operations Division Commander** and reported that his division issued **335** traffic citations, **91** written warnings and **234** verbal warnings; made **nine (9)** DUI arrests, obtained **38** felony and **92** misdemeanor warrants, and served **98** outstanding warrants. The **Operations Division** investigated **77** vehicle crashes, **18** field identifications, issued **26** parking citations, and tagged **eight (8)** 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 March 2<sup>nd</sup>, Officer David Hirn responded to the Outback Steakhouse for a malicious wounding. The victim, who was a former employee, was struck in the face with a firearm after making lewd comments to a sixteen-year-old female.
- On March 2<sup>nd</sup>, Officer Rocky Navarro took a fraud report where multiple victims were defrauded out of money at an address on Hillcrest Avenue. The loss amount exceeded \$500,000.00. Investigations is conducting a follow-up.
- On March 4<sup>th</sup>, B Squad executed a search warrant at 300 Plumtree Avenue in reference to information obtained during a traffic stop. A total of eight (8) subjects were located inside the residence and several were arrested for various offenses, to include narcotics charges. The home’s owner was subsequently served with a nuisance letter.

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

- On March 11<sup>th</sup>, Sr. Officer Jason Poe arrested an individual for four counts of child endangerment. This is in relation to leaving her children with a person she only recently met and then left the area.
- On March 11<sup>th</sup>, Auxiliary Officer Dann Ferguson arrested two juvenile females for trespassing, resisting arrest, destruction of property, and felony assault on a law enforcement officer at Regal Cinemas.
- On March 15<sup>th</sup>, Sgt. Greg Thinnes arrested two individuals for trespassing at 300 Plumtree Avenue. One person was additionally cited for possession of a Schedule I/II narcotic.
- On March 16<sup>th</sup>, Officer Anthony McCurry arrested a subject for trespassing at 300 Plumtree Avenue.
- On March 16<sup>th</sup>, Sgt. Thinnes obtained petitions on three juveniles for grand larceny, larceny with the intent to sell and conspiracy. All three juveniles were involved in larcenies from Target Stores in both Virginia and North Carolina beginning in January of 2023. Total loss was valued at \$128,000.00.
- On March 17<sup>th</sup>, Officer Joshua Bland arrested an individual for trespassing at 300 Plumtree.
- On March 22<sup>nd</sup>, Officer Storm Ayers arrested an individual in the parking lot of Golden Corral after a foot pursuit for possession of narcotics as well as an outstanding Petersburg warrant.
- On March 25<sup>th</sup>, Officer Erik Reedy arrested an individual at 1106 Covington Road for possession of a Schedule I/II drug and drunk in public.
- On March 25<sup>th</sup>, A Squad responded to Colonial Heights Middle School for a report of a shooting. A subject was located in the parking lot with a self-inflicted gunshot wound to the abdomen. School was not in session at the time and no students or staff were on the property. The case was turned over to Investigations for follow-up.
- On March 28<sup>th</sup>, Sr. Officer Marcus Hall initiated a vehicle pursuit of a moped following a domestic assault and destruction of property at Royal Farms. The suspect fled into Chesterfield and was eventually taken into custody. The pursuit involved both Colonial Heights and Chesterfield Police Departments. Charges included felony eluding, assault, destruction of property, obstruction of justice, and various traffic offenses.

#### **Community/Other Issues Addressed**

- Speed sign and speed static device were deployed in various locations to record problem areas for future enforcement action.
- Staff presented to the Lyons Club an overview of the agency and some of our recent changes.
- Lt. Jason Chimera, Officer Reedy and Sr. K-9 Officer Micaulay Fable assisted with a CHPD recruitment video at the Vo-Tech.
- Sr. Officer Fable assisted with a Crime Stoppers presentation at the High School.
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#### **IV. POLICE DEPARTMENT (CONTINUED):**

- We participated in a proactive ATF operation in our jurisdiction that was simultaneous in surrounding jurisdictions. The goal was to interdict individuals with firearms and work to reduce gun violence.
- Squad personnel continued patrols of local gyms and made house checks on several residences throughout the city.
- Lieutenants Jason Chimera, Jared Brandeberry and Bob Clark, along with Sergeant Brandon Cherry attended FLOCK training in Chesterfield.

##### **Animal Services**

- A total of 14 canines found permanent placement through adoption.
- Seven (7) felines were adopted.
- Amazon Fulfillment Center donated 3,000 pounds of dog food to our Animal Shelter.
- Staff participated in Career Day at Lakeview Elementary.
- Fort Lee was on hand throughout the month to assist staff at the shelter.

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

- On March 9<sup>th</sup>, Career Officer Scott Whirley met with Colonial Heights Fire Department's Kevin Kiddy and organized dates for training of the Police Department on CPR and Nasal Naloxone.
- On March 17<sup>th</sup>, the division conducted applicant testing at the Colonial Heights Public Library.
- The Message Board was utilized by the Chamber of Commerce to promote the Home and Garden Show.
- The division provided a tour of the agency to members of St. Mary's Woods Retirement Community from Henrico County.

##### **Accreditation**

- On 3/2/2023, Captain Thad Johnson and Senior K-9 Officer Fable completed the first quarterly K-9 narcotics training aid inspection/inventory as required by OPR. 01.12.
- On 3/17/2023, Career Officer Whirley attended a virtual VLEPSC (Virginia Law Enforcement Professional Standards Commission) manual update training class on "How to Update your Assessment Training."

##### **Grant Activity**

- On 3/10/2023, Sergeant Desiree McCurry submitted the School Resource Officer (SRO) FY2024 grant.
- On 3/17/2023, Sgt. McCurry created a St. Patrick's Day post in compliance with the DMV Grant for FY2023.
- On 3/17/2023, Sgt. McCurry submitted reimbursement for OJP Ballistic Vest Grant.
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#### **IV. POLICE DEPARTMENT (CONTINUED):**

- On 3/20/2023, Sgt. McCurry completed the LOLE FY24 Grant and submitted all materials to the City Manager for approval.
- On 3/20/2023-3/21/2023, Sgt. McCurry assisted Capt. Mike Foster with an ARPA Grant.
- On 3/24/2023, Sgt. McCurry submitted SOGA for the LOLE FY2024 Grant application.

#### **FOIA**

- FOIA requests - 21 were made in March 2023
- Concealed Weapon Permits - 33 were processed
- Massage Permits - one (1) processed
- Precious Metals Permits – one (1) was processed
- Subpoena Duces Tecum – one (1) was received
- Requests to assist other agencies – 10 were received
- Fingerprint cards - Nine (9) were completed

Our **Investigations Division**, commanded by **Captain Mike Foster**, reported a busy month for investigators, with 16 new cases and two (2) background investigations assigned to detectives. Fourteen (14) cases were cleared, including three (3) from previous months, resulting in a clearance rate of 88% for the month and a 75% clearance rate for the year.

Some of the division highlights include:

**Senior Detective Joseph Vaughan** was assigned five (5) new cases, to include:

- A suspicious incident where a victim claimed to have been injected with an unknown substance at Walmart. Case unfounded.
- Three sex offenses. Two closed as unfounded, one inactive, but pending further investigation.
- Closed a death investigation from 2022 as a fentanyl overdose.

**Senior Detective Darrell Aleshire** was assigned three (3) new cases and one (1) from the previous month to include:

- A distribution of child sexual abuse material; case cleared by arrest.
- A possession of a firearm and controlled substance by a juvenile; case inactive, pending further investigation.
- A reckless handling of a firearm; case inactive, pending further investigation.
- A death investigation from September 2022 was cleared as a Fentanyl overdose.

#### IV. Police Department (Continued):

**Detective Morgan Davis** was assigned seven (7) new cases and one (1) background investigation month to include:

- A fraud investigation; case closed, two arrests.
- A runaway juvenile; case closed, juvenile located.
- A sexual assault; case closed, unfounded.
- An embezzlement; case closed, cleared by arrest.
- A death investigation; case inactive, pending further investigation.
- A child abuse; case closed, cleared by arrest.
- A death investigation; case inactive, pending further investigation.

**Auxiliary officers** provided **157 hours** of volunteer service this month for a total of **392 hours** volunteered this year. **Sentinels** provided **sixteen (16) hours** for the month and **37 total hours** for the year.

The Employee of the Month Committee met on March 22, 2023, at which time they reviewed all nominations received and selected **Sr. Detective Robert N. Brown** as our **Employee of the Month** for **February 2023**.

**Sr. Detective Brown** arrives to work each day with a positive attitude, ready to perform his assignments without complaint. He is a team player and readily assists his fellow officers without fail. There is one instance in February that highlights his dedicated service to our department.

During the month of February 2023, **Sr. Detective Brown** conducted a search warrant at Southpark Mall where a suspect was cooking meth in an undercover “scrub store.” The following week, **Sr. Detective Brown** executed another search warrant on a different offender and collected 29 firearms and over \$20,000.00 in cash. All the property and money was turned over to the police department through a voluntary surrender.

As if all that was not enough, **Rob** still manages to find time to help Law Enforcement Services tremendously. We can always rely on him to be readily available to physical fitness testing for applicants. He not only helps with the course set-up, but he also helps every individual who does not pass the physical fitness test by articulating where they can pick up their speed. During February’s testing, he did exactly that. He took an applicant aside who had not completed the course in the allotted time and talked the applicant through every part of the course, guiding him on areas where he could improve. He gave positive feedback to this individual and told him if he cleaned up the areas needed, he will surely pass on the next testing. **Sr. Detective Brown** took a discouraging moment and turned it into a positive, encouraging that applicant to try again. **Rob** is an excellent example of what we at the Colonial Heights Police Department expect our officers to be—determined, professional and encouraging.

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

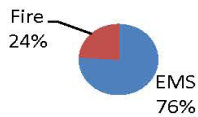
**Sr. Detective Brown** contributes to the overall mission of the department through his excellent work ethic and dedication. He meets the department's mission of protecting the life, individual liberty and property of all people within the City of Colonial Heights and its visitors.

For all the above reasons, we feel very strongly that **Sr. Detective Robert N. Brown** is most deserving of being selected as our department's **Employee of the Month**.

<b>DEPARTMENT STATISTICS</b>			
<b>March 2023</b>			
<b>Crime</b>	<b>March 2022</b>	<b>March 2023</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	1	0	<b>-100%</b>
Aggravated Assaults	4	4	<b>0%</b>
Simple Assaults	21	18	<b>-14%</b>
Breaking & Entering	6	0	<b>-100%</b>
Larceny	65	38	<b>-42%</b>
Vehicle Thefts	5	2	<b>-60%</b>
Arson	0	0	<b>0%</b>
Shoplifting	51	19	<b>-63%</b>
DUI Arrests	9	9	<b>0%</b>
All Criminal Arrests	196	178	<b>-9%</b>
Calls for Service	2,078	2,211	<b>6%</b>
<b>March 2023</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>62</b>	<b>37</b>	<b>60%</b>

## V. FIRE & EMS DEPARTMENT:

**Total Incidents: 508**



**Total Fire Type Incidents: 122 (\$92,300 Total Fire Loss)**

**Total EMS Incidents: 386 (254 Patients Transported)**

*Fire units arrived on scene in less than 9 minutes on 94.8% of emergency incidents: (Avg. first apparatus travel time 4:43 minutes)*

*EMS units arrived on scene in less than 9 minutes on 96% of emergency incidents. (Avg. first ems unit response time 5:43 minutes)*

### Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building Fire	3	Gas leak (natural gas or LPG)	2	Good intent calls	21
Cooking Fire contained to container	1	Power line down	1	Public service calls	32
Road freight or transport vehicle fire	1	Overheated motor	1	False alarm/false calls	21
Outside rubbish, trash or waste fire	1	Smoke or odor removal	3	Assist invalid	18
Brush or brush and grass mixture fire	3	Haz Mat release investigation with no Haz Mat found	1	Smoke detector installation	3
Unauthorized burning	2	Water or steam leak	2	Smoke detector battery change	N/A
				Carbon Monoxide detector installation(s)	1
				Knox Box Installation	1

### EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	10	Assist, Public	51	Cancelled (Prior to Arrival at Scene)	10
Patient Evaluated, No Treatment/Transport Required	4	Cancelled on Scene (No Patient Found)	5	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	4
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	2	Patient Refused Evaluation/Care (Without transport)	22	Standby, Public Safety, Fire, or EMS	1
Patient Treated, Released (AMA)	15	Patient Treated, Released (per protocol)	6	Transported Lights/Siren	15
		Patient treated, transferred care to another EMS unit	1	Transported no Lights/Siren	239
		Patient treated, transferred care to another EMS unit	1		

### Fire Mutual Aid Given & Received

M/A given to Chesterfield Fire	N/A	M/A received from Chesterfield Fire	1
Automatic Aid given to Chesterfield (EMS)	N/A	Automatic Aid received Chesterfield (EMS)	N/A
Automatic Aid given to Chesterfield (Fire)	1	Automatic Aid received Chesterfield (Fire)	10
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

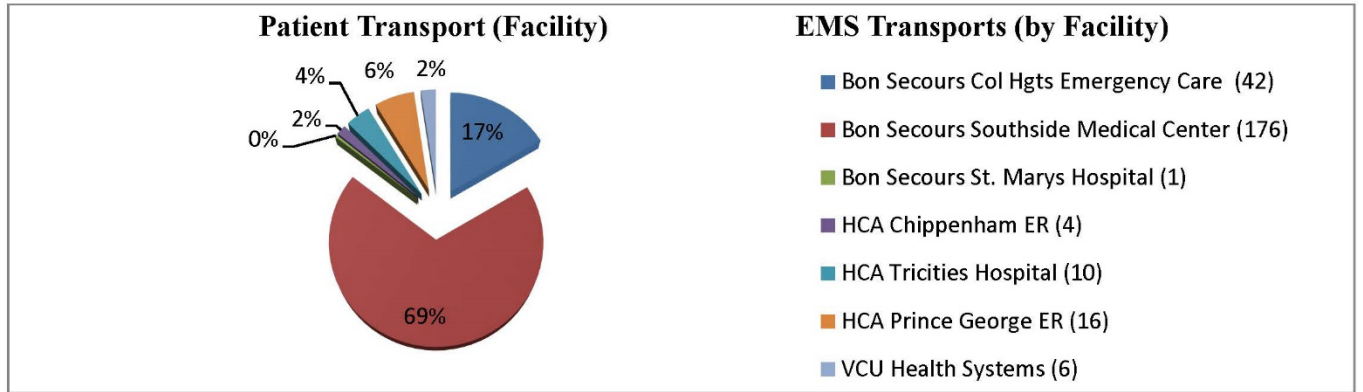
### EMS Mutual Aid Given & Received

Mutual Aid given to Petersburg (EMS)	8	Mutual Aid received from Petersburg (EMS)	2
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)	3	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)	11	Total EMS Mutual Aid received (Transport unit)	2
Total Fire Mutual Aid given (Engine/Ladder)	1	Total Fire Mutual Aid Received (Engine/Ladder)	11

### Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
<b>Station 1</b>	<u>Number of Incidents</u>	<u>2</u>	<u>1</u>
	<b>Total Hours</b>	E-991 7 hrs.	Medic-935 151.5 hrs.
		E-992 75 hrs.	
<b>Station 2</b>	<u>Number of Incidents</u>	<u>1</u>	<u>1</u>
	<b>Total Hours</b>	Quint-942 231 hrs.	Medic 933 182 hrs.

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



### Fire Investigations / Inspections

29 Inspections /Plans review completed

### 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:	1,877.20 miles
	Average:	7.39 Miles

**January 2022 Total Incidents: 520 Fire: 112 EMS: 408**

## **VI. FINANCE DEPARTMENT:**

### **Finance Activity:**

#### ERP Project

- Financials: Finance staff had training with admin and department heads along with step by step instructions on how to do's in beginning of March. We are looking to upgrade to newer version before we start training on HR/Payroll. The version we are on expires for 1099 this year.
- 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: This is another product we will have to upgrade because of this version has expired. Bridgepay will no longer be parting with Tyler on credit card gateway as of December 31, 2024. Since we are upgrading the cashiering version and our contract is up for Bridgepay we are searching the two vendors that are our options.
- Fiscal 2022 Audit: Completed and will be presented to council on April 18<sup>th</sup>. Finance committee meeting is the same day at 4:00pm

### **Purchasing Activity:**

- 257 Requisitions were keyed and 237 were turned into purchase orders.
- Finance approved 759 invoices and processed 461 checks during the month.

### **Purchasing Bid/RFP Activity:**

- 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 Dec. 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 were approved during the month. The City is working on the funding for this project.
- 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 approved by the City Attorney during the month.
- SP 23-030102-1133 – Pavement Preservation 2023 bids were received on March 1. The City Attorney has approved the contract document.
- SP 23-032402-1134 – North Elementary Side Walk, Phase II Project was issued on Feb 18, with sealed bids due on March 24 2023. Funding is being discussed with the state.
- SP 23-040602-1135- Route 1 and Westover Avenue Intersection Improvements sealed bid was issued on March 6 with bids due on April 6.

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

### **Other Purchasing Activity:**

- Surface Pro laptop purchased for the Communications Department.
- Boundary survey completed on the old land fill.
- Purchase Order issued for constructability review services, for the Route 1 and Temple Avenue Intersection Improvements project.
- Purchase Order issued for signs, blank, and metal post for the City's Traffic Department.
- Purchase Order issued, and work completed during the month, to demolish the two houses next to City Hall.
- Purchase Order issued for a camper shell for the City's Fire Marshall truck.
- Replacement laptops purchased for the Recreation Department.
- Purchase Order issued for Office 365, with the installation being coordinated via the City's IT Vendor and our IT Department.
- Purchase Order issued for a desktop computer for Police Investigations.
- Purchase Order issued to repair a major water backup issued at Fire Station #2.
- Purchase Order issued for exercise equipment for the City's Public Safety Building.
- Contract renewed for the mowing of grass at City buildings.

### **Risk Management**

#### *Property*

- A Light pole in front of the library, was hit by a vehicle backing up.
- A driver failed to maintain vehicle control, hitting the guardrail at Lakeview Avenue and Cabell Road. The vehicle went through the guardrail and struck a house and a parked car.
- A vehicle struck an ornamental light pole on the Boulevard, leaving the scene. The driver was later discovered.

#### *Vehicles*

- A City vehicle was slowing for the light, when the other vehicle traveling behind, struck the City vehicle from behind. The other vehicle continued forward and went forward into the grass and collided with a brick barrier at the rear of Fort Lee.



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

### *Other*

- Insurance rates were received by the City's Insurance carrier for FY 24. Happy to report that the rates stayed similar to FY 23 rates.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent-3,956
- Delinquent Notices Sent –735.
- 24.52 in utility billing set-off debt collections were received this month.

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

- 158 DMV releases processed: 141 personal property, 8 parking citations, 8 COR abatement, 1 bankruptcy
- Set off collections this month: \$3,352.92
- Tobacco stamps collected: \$38,161.60
- ADM fees collected \$3,130.69
- Return EFT 7, Return by web payment:15, Checks 6

### **Real Estate Activity:**

- 56 property transfers this month, 30 of which were valid residential sales
- \$383,100.00 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 March 2023:

### **Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Financial Specialist II (Payroll)
Public Works	Engineering Technician
Recreation & Parks	Facilities/Groundskeeper I
Recreation & Parks	Landscaping Technician (Part-time)
Recreation & Parks	Van Driver

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Police Officer Recruit	77	1,566
Geographic Information Systems Coordinator	15	1,355
Recreation Assistant (Part-time)	27	1,375
Facilities/Groundskeeper I	6	643
Landscaping Technician (Part-time)	1	111
Financial Specialist II (Payroll)	13	413

## **VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):**

### **Miscellaneous**

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

#### New Employee Orientation

Accountant

Procurement Specialist

#### Retirement

Deputy Registrar

#### Employee Separation

Engineering Technician











Annual Open Enrollment planning for Section 125 and health insurance benefits is complete with the following event/meetings scheduled for April and May 2023:

- 4/27/23: Employee Benefits/Wellness Fair
- 5/1/23: Group Meetings: Overview of benefit options with Q&A
- 5/2/23 – 5/12/23: Open Enrollment

The annual Employee Benefits/Wellness Fair & Luncheon is scheduled for April 27, 2023, which will provide employees with the opportunity to visit with benefit and wellness vendors to obtain information as well as enjoy lunch.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 64,177 views in the month of March.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none"><li>1. Pay On-line (2,440)</li><li>2. Real Estate Records Search (2,417)</li><li>3. Library (2,252)</li><li>4. Animal Control Shelter (1,923)</li><li>5. Yard Sale Permits (1,424)</li><li>6. City Employees (1,285)</li><li>7. Human Resources (1,241)</li><li>8. Utility Billing (1,091)</li><li>9. Recreation Parks (933)</li><li>10. Police (887)</li><li>11. Real Estate Assessor (555)</li><li>12. Agenda Center (539)</li><li>13. GIS (531)</li><li>14. Records Property Tax Maps (442)</li><li>15. eLibrary (407)</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> Mexico</li><li> Canada</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Pennsylvania</li><li> Maryland</li><li> New York</li><li> West Virginia</li><li> New Jersey</li></ul>
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- Citizens submitted and city staff processed 183 service requests and questions through the “Report a Concern” module during the month of March.
- The City of Colonial Heights’ Facebook Page now has 6,100 fans and the City’s Twitter account has 1,661 followers. There are 2,662 subscribers for “In the News”.
- Proactive Information Management completed 86.75 hours of IT service and maintenance for City departments this month.
- Conducted second round of GIS interviews for 2 applicants. Following the interviews, an offer was made and accepted by 1 of the candidates. Start date is scheduled for April 12<sup>th</sup>.
- Continued working on the Microsoft 365 Project. A updated list was put together and again, each department was asked to verify the contents so ProActive can order the necessary license.
- The Destiny Project for the Library was approved and migration to the Cloud will begin in the near future.

## **IX. LIBRARY:**

- The library staff circulated 8,824 items in March broken down as follows:
  - Residents borrowed 7,622 print titles
  - 146 e-books on Kindle readers
  - 1,056 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,613 residents registered for the Hoopla service.
- The public computer center had 802 users
- The Story Time programs had 279 children attend
- The library's meeting rooms were used 131 times
- An average of 485 residents used the library each day, while 64 residents registered for new library cards.

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

### **Recreation Division**

In the month of March, the Recreation Department held Youth Baseball/Softball registration, evaluations and team drafts. Practices began in late March and games begin the week of April 10<sup>th</sup>. Youth and Adult Baseball/Softball tournaments and practices were played on Department fields and Spring high school sports began regular season play in early March as well.

Staff is preparing for upcoming events to include Spring Fling Festival at White Bank Park in early June, the Fort Clifton Festival in early May and Spring Break Camp activities. Staff has also started planning and preparations for Summer activities to include Summer Camp, Sports Camps, and the Annual Back to School Festival. Recreation staff attended Career Days at Colonial Heights Middle School and Lakeview Elementary School to talk about what they do here in the City as well as what a career in Recreation looks like. Staff also went to VSU to run a National program called Project WILD for future recreational, sports administration, social work and educators.

Our Wednesday TR Program received a grant from the John Randolph Foundation on March 4th to make the program free for participants and we also have received sponsorship monies from Petersburg Eagles, American Legion Post 284 and the Colonial Heights Kiwanis Club.

<b>Athletics/Programs</b>	<b>2023</b>	<b>2022</b>
Belly Dancing	4	5
Youth Baseball	245	231
Youth Softball	59	74
Kids in the Kitchen	6	N/A
Little Leprechauns	2	N/A
Slithering Snakes	2	N/A
Lovely Lizards	2	N/A
Science Mania	2	N/A
Little Bunnies	3	N/A
Wiggles & Giggles	3	N/A
Little Rec'ers	4	N/A
Eggstravaganza	5	N/A
Imagination Thursday's	2	N/A
Mindfulness Monday's	6	N/A
Messy Monday's	3	N/A
Swing Dance Classes	110	52
Soul Line Dancing	89	N/A
Therapeutic Recreation	68	56
<b>Facility Usage</b>	<b>2023</b>	<b>2022</b>
Community Room Attendance	1,005	1,040
Community Room Reservations	16	16
Pavilion Attendance	1,092	630
Pavilion Reservations	21	14
Field Attendance	9,128	3,900
Field Rentals	56	26

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

#### **Parks**

- Reinstalled batting cage net at the High School.
- Fixed holes at soccer complex on the mouths of the goals.
- Installed temporary outfield fencing for baseball and softball fields at High School.
- Painted Baseball and Softball foul lines throughout the City.
- Painted Fields at soccer complex and soccer field on football stadium.
- Prepped all baseball/softball fields.
- Installed new wind screen on backstop at Civic Field.
- Cleaned and emptied trash at all Parks throughout the City.
- Emptied trash cans at High School and Middle School Tennis Courts.
- Cut and cleaned up dead trees at School Board Office parking lot.
- Cut on water at City Park restrooms.
- Cut grass at various locations throughout the City.
- Cleaned up Stadium for Richard Bland and other games held there.
- Installed bases on ballfields throughout the City.
- Changed blades and oil in our grass and field equipment.
- Fixed boards on small park bridges and piers.
- Raised and lowered flags according to Governor orders.

#### **Horticulture**

- Weeded flower beds at various City locations.
- Cleaned up trash at various City locations.
- Mulched certain flower beds around the City.
- Picked up downed limbs at various City sites.
- Cleaned up dead trees debris that were cut down.
- Pruned branches at various locations.
- Replanted ornamental grass at Dupuy and Boulevard location.
- Planted 3 Cypress trees at Legacy Garden.
- Prepped area and planted new Arbor Day tree at Violent Bank Museum.
- Cut down and cleaned up 3 dead trees at Dunlop Fire Station.

#### **Buildings and Grounds**

- Cleaned out gutters at Community Building.
- Fixed door issues at Animal Shelter.
- Adjusted timers at various buildings.
- Tightened up wires on scoreboard at Civic Field.
- Filled floor drains throughout City buildings to prevent smells from entering building.
- Fixed heating at soccer concession stand.
- Installed new light in Billing and Collections office at City Hall.
- Fixed TV wire in Council Chambers at City Hall.
- Adjusted clock in Council Chambers for daylight saving time.
- Fixed electrical issue at White Bank park pavilion.
- Installed new water bowl at Animal Shelter.
- Completed numerous work orders.

## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

<b>Agency on Aging Activities</b>	<b>2023</b>	<b>2022</b>
Bingo in Center	75	78
Bowling	140	140
Bridge Party	36	45
Coffee Break	25	N/A
Craft Class - Shadowbox	9	N/A
Dominoes	35	N/A
Fort Lee Golf Association meeting	90	90
Mahjong	41	15
Pinochle	56	24
Scrabble	12	N/A
Senior Club Meeting	123	94
Senior Citizen Dance	48	45
Weekly Lunch Programs	82	N/A
<b>Awareness/Education</b>	<b>2023</b>	<b>2022</b>
Healthy Lifestyle Class	20	28
Library: Total # Books Checked Out	15	35
Lunch & Learn BSV Power of Attorney	21	N/A
Lunch & Learn Dominion Energy	25	N/A
Lunch & Learn Tech Heads	17	N/A
Multi-Cultural Luncheon	29	N/A
<b>Classes</b>	<b>2023</b>	<b>2022</b>
Crochet & Knitting	36	18
Intro. To Line Dancing	110	49
Line Dancing Class	219	234
Meaningful Exchanges	49	58
Meditation & Neurological Stretching	42	118
Meditation & World Religion	59	53
Open Paint	14	N/A
Quilts for Vets	10	7
Sewing Class	22	31
Tap Class	25	31
Tech Savvy	2	16
<b>Fitness</b>	<b>2023</b>	<b>2022</b>
Balance	99	74
Basic Cardio Drumming	55	N/A
Beginner Cardio Drumming	50	N/A
Cardio Ball	58	N/A
Chair Volleyball	48	N/A
Fitness Center Usage	125	76
Intro. To Pickleball - Onsite	8	N/A
Muscles in Motion	209	170
Pickleball	298	211
Sit & Fit	293	324
Strength & Stretch	116	107
Stretch It Out	64	35
Tai Chi	37	34
Walk This Weigh	102	45
Water Aerobics	33	51
Yoga	112	116
<b>TOTAL</b>	<b>3,041</b>	<b>2,452</b>

<b>Trips</b>	<b>2023</b>	<b>2022</b>
Smithfield Station	14	N/A
Taylor Made Chocolate Factory	14	N/A
<b>Meals</b>	<b>2023</b>	<b>2022</b>
Home Delivery Meals	0	2
<b>Transportation</b>	<b>2023</b>	<b>2022</b>
Total Passengers	279	255
Total Trips	634	554
Total Miles	2938	2833
Wheelchairs	13	19
Donations	\$340.00	\$367.00
New Riders	2	12
Volunteer Hours	8	10

Quilts for Vets



### Violet Bank Museum

<b>Attendance</b>	<b>2023</b>	<b>2022</b>
Tours Given	28	38
Grounds Visitors	21	19
Ongoing Programs	61	31
Outreach Programs	0	14
Special Events	44	39
Attendance Totals	154	141





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

### **OFFICE ON YOUTH & HUMAN SERVICES**

#### **OOY Happenings**

- Coordinated City wide kick off for Child Prevention Awareness month. City departments were asked to wear Blue on March 31 to show support of this important cause. OOY staff took pictures and posted to social media. Slideshow will be shared with City Council on April 11.

#### **Special Events**

- OOY staff set up a resource/activity table at Lakeview Elementary Family Engagement Night. Approximately 150 families attended, more than 75 youth painted kindness rocks at the OOY table.
- OOY Staff attended Virginia State University "Breaking Barriers" event to promote community partnerships.

#### **OOY Retreat**

- Staff focused on program evaluation, planning, brainstorming new program ideas. Staff completed a series of activities and team building to identify CORE Values and how they relate to the work with youth and families. After the work day ended, OOY staff went to the Escape Room to solve Jekyll and Hyde.



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

- Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) caseload 38
- Community Multi-Disciplinary Team – CAC caseload 11
- Positive Parenting Coalition - Annual meeting, Topic Media Mentorship and Cyber Safety- Becca Lynch was the recipient of the Patricia Cullen Award for exceptional service to youth and families in Chesterfield and Colonial Heights.
- Juvenile & Domestic Violence Task Force - Met at St. Mary's Hospital, Coalition toured the Forensic Nursing Unit
- Community Coalitions of VA – monthly members meeting
- School Readiness Coalition – monthly member roundtable meeting
- District 19 Community Services Board – monthly board meeting
- Families First –OOY coordinated diaper drive at City Hall, Library and Senior Center to collect diapers for those enrolled in Families First, Current Colonial Heights families who benefit (8).
- Southside Trauma Informed Care Network –Youth Service Commission – monthly meeting held at Petersburg YMCA.
- Interagency Prevention Team – caseload 3
- CAAN-DUU Coalition – Planning for Drug take back day for April

#### **Youth Advisory Council**

- Held our monthly officers meeting on March 21. There were five officers in attendance. Officers discussed creating a logo and voted on the member of the month.
- Held our monthly meeting on March 30. There were five members in attendance. Three of those members were new. Members engaged in team building activities.

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

- **Social-Emotional Learning** - Yvette Hawthorne, Youth Program Coordinator facilitated a series of social emotional learning activities with the KAP students.

**Tackling Tough Skills Group** - An interactive program which encourages youth to practice decision making and problem solving to identify strengths and interests. 5 youth participants

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

- **Community Service** - 5 Youth on caseload, Youth went to the Home & garden Show to assist with set up and clean up, completed various clean-up projects at City hall and parks for a total of 52 hours
- **Shoplifting Diversion** - 22 participants for March
- **Alcohol Drug Diversion Program** - Program to educate participants on risks and consequences of drug use. 0 participant referral

#### **District 19 Substance Abuse Assessments**

- 5 referrals in progress

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

- Media Mentorship & Cyber Safety
- Everyday Strong United Way Ethics in Mental Health
- Suicide Prevention Strategies
- Substance Abuse Education

#### **Upcoming Events**

- Active Parenting classes March 6-April 17
- Child Abuse Prevention Awareness Month activities
- Pride Survey Presentation of Data Results –coming soon
- Substance Abuse Education for Parents-coming soon
- Youth Conservation Corps Summer Work Program – coming in July
- Middle School Leaders Camp – coming in June

