



# CITY MANAGER'S REPORT TO CITY COUNCIL MAY 2023

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

### **ENGINEERING**

#### **TRANSPORTATION CAPITAL PROJECTS**

##### **Safe Routes to Schools 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
- WRA performing constructability review

##### **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 4/6/2023
  - Branscomb - \$893,260
  - Jireh Construction - \$538,480
- Jireh Construction lowest bidder, award in progress

##### **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 and tie in of water main complete
- Installation of ornamental street light conduit complete
- Installation of ornamental street lights in progress

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

- Installation of curb and gutter almost complete on north side
- Installation of driveway entrances complete on north side
- Signal pole foundation bores started
- Pay app 11 sent.

### **Appomattox River Greenway Trail 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
- Preparing to advertise with delayed NTP

### **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 plats in legal review for deed creation
- 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 issued a new App A reflecting fund transfer
- Award to VCC complete
- NTP issued to MBP for CEI services
- Anticipated Precon meeting 5/22/2023

### **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
- CN Certification 5/1/2023
- Awaiting DBE goal and authorization to advertise from VDOT

## **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
- PE phase open to charges 4/4/2023
- Kimley Horn selected as design engineer NTP 5/2/2023

### **Emergency/CITY PROJECTS**

- **Lexington & Conduit Outfall** – BAR Reports were approved, ERM is moving forward with the Right of Way process

### **FLEET MAINTENANCE**

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2023	74	\$39,808.46	13	\$2,448.96
2022	67	\$19,665.72	5	\$2,987.91

The sublet repairs consist of the following:

Exhaust	\$627.18
Glass Repair	\$544.84
Dealer Repair	\$626.87
Towing	\$490.00
Alignment	\$160.07

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	7	57
Commercial Building	5	20
Demolition	0	2
Electrical	16	69
Mechanical	12	52
Plumbing	8	52
Swimming Pool	1	3
Amusement Rides	0	0
Tent	1	3
Clean Out Installation	2	5
Water and Sewer Connection	0	4
Total: All Permits	52	267

New Residential Units (CO's)	Month	Year to Date
Total	1	4

Valuations	Month	Year to Date
Residential	\$204,309.23	\$2,042,267.73
Commercial	\$1,656,214.00	\$7,612,160.23
Total	\$1,860,523.23	\$9,654,427.96

Building Inspections	Month	Year to Date
Residential	62	346
Commercial	50	452
Total: All Inspections	112	798

### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	15	44
Mobile Food Units	0	2
Signs - Permanent	4	14
Signs - Temporary	2	3
Zoning	11	68
Total: All Permits	32	132

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	1
Plat: Subdivision	0	0
Prelim. Site Plan Review	0	6
Special Exception Permit	0	1
Special Use Permit	0	1
Rezoning	0	0
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	3	6
Total: All Categories	3	15

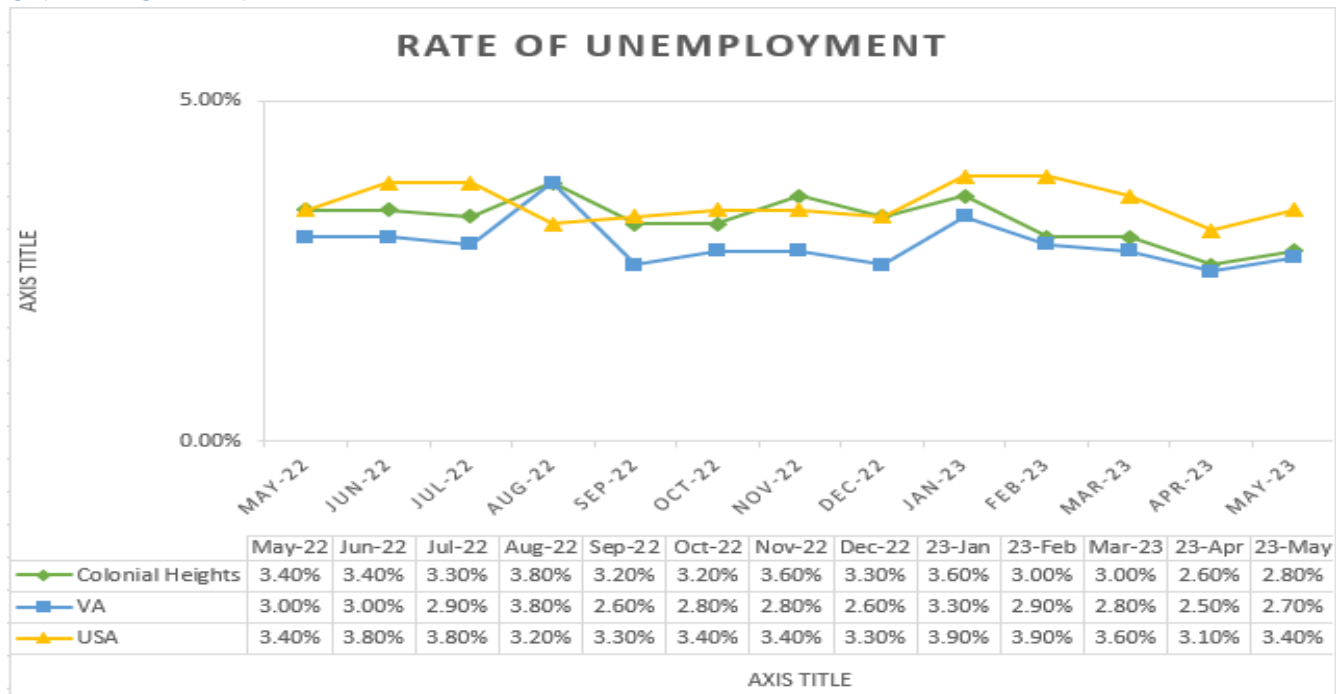
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	0	3
Wetlands Board	0	0
Total: All Meetings	0	4

### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	3	13	1	11
Exterior Storage of Objects	1	15	3	14
Inoperable Vehicle	1	12	1	5
Property Defacement	0	0	0	0
Tall Grass	10	40	65	86
Trash Can Placement	0	39	0	36
Trash/Debris	4	12	5	11
VA Property Maintenance Code	0	9	1	2
Zoning	2	16	0	2
Total: All Cases	21	156	76	167

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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8937	8683	254	2.8%	No

\*Chesterfield 2.7 %unemployment  
 \*Dinwiddie 3.1 % unemployment  
 \*Prince George 3.1% unemployment

\*City of Petersburg 4.5% unemployment  
 \*City of Hopewell 3.9% unemployment

#### Prospect Activity:

Direct Requests for Information: 2  
 Sites/Bldgs. Submitted 2  
 Active Prospects 8

#### Projects:

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

#### IV. POLICE DEPARTMENT:

An uptick in calls for service this month brought our yearly total to 10,510 calls. Accident responses increased again, and we took the most reports for the year to date. Once again, we responded to our highest number of behavioral health emergencies for the year—36—making our yearly total 147 calls or 21 total days of time to complete. We also responded to five (5) overdose calls. During these calls, we administered eight (8) doses of naloxone. Fortunately, none of the overdoses resulted in a fatality.

May is always special as we honor officers who have made the ultimate sacrifice. We participated in several events, to include the annual Tri-Cities Memorial Breakfast, our ceremony here at headquarters and one ceremony observing National Police Week. This year was exceptional, as we were blessed to have our very own Sergeant Chris Wulff play the bagpipes for our ceremony. Not having played for several years, Chris was nervous, but honestly his performance was nothing short of fantastic and was truly a fitting tribute for our local heroes.

We are extremely excited to welcome Police Officer Recruit Macy Beville to the department. This is very special to us, as Macy is already known to our staff from when she completed her internship with us while a senior at Virginia State University. At that time, she decided that this is where she wanted to start her career. Macy will attend the July training academy and we expect to see her patrolling the streets in late March or early April of 2024.

**Captain Thad Johnson** is our **Operations Division Commander** and reported that his division issued **313** traffic citations, **94** written warnings and **151** verbal warnings; made **four (4)** DUI arrests, obtained **37** felony and **79** misdemeanor warrants, and served **83** outstanding warrants. The **Operations Division** investigated **97** vehicle crashes, **19** field identifications, issued **37** parking citations, and tagged **seven (7)** vehicles as inoperative. Additionally, the division investigated **177** new cases. They were able to clear **125** of those cases, for a **73%** monthly clearance rate. Capt. Johnson reported the following operational highlights from his personnel:

- On May 2<sup>nd</sup>, Officer Joshua Bland arrested an individual for indecent exposure and obstruction of justice at the 200 block of Lakeview Park Road. Subject was found standing inside the doorway of an apartment that had been left partially open and was exposing himself. The incident was captured on a Ring camera. The individual was released on a \$3,000.00 unsecured bond—the magistrate refused to issue an EPO.
- On May 5<sup>th</sup>, C Squad responded to assist A Squad at the 200 block of Jefferson Avenue, where an individual was barricaded in the residence threatening to shoot herself. The subject eventually exited the home unarmed and was taken into custody by Officer Corbin Ramos on a paperless ECO. Great job by all involved.
- On May 5<sup>th</sup>, Officer Erik Reedy arrested an individual for drunk in public, assault, felony destruction of property and stalking in the parking lot of City Hall.
- On May 6<sup>th</sup>, Officer Tyson Jones participated in a DMV commercial, which will air state- wide and feature officers from across the region.
- On May 7<sup>th</sup>, Lieutenant Stacey Whitt and Officer Jonathan Walker responded to the Boulevard McDonald's for a male seen running around naked. Upon their arrival, the male got into a Jeep Cherokee and sped away recklessly from the officer. A vehicle pursuit was initiated and went into Chesterfield County, where officers lost sight of him. The male was later identified and warrants for hit and run, felony eluding and reckless driving were obtained.

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

- On May 11<sup>th</sup>, Patrol units responded to Wawa on the Boulevard for a person who had been shot during a road rage incident. The crime scene was turned over to Investigations.
- On May 13<sup>th</sup>, units engaged in a pursuit of a stolen vehicle. The pursuit ended with a single vehicle crash in the parking lot of Tussing Elementary. Driver was arrested for felony eluding, vandalism and possession of stolen property.
- On May 13<sup>th</sup>, Officer Tristan Bennett arrested an individual for possession of a firearm as a convicted felon. Units responded to the 200 block of Archer Avenue for reports of shots fired. A vehicle was found leaving the scene at a high rate of speed and was stopped. No injuries reported.
- On May 17<sup>th</sup>, D Squad responded to the parking lot of Benny's Tavern for a report of shots fired. Fifty-nine (59) shell casings were located throughout the parking lot of Papa John's Pizza and Genia Johnson's dance studio. Two vehicles were struck, but no injuries were reported.
- On May 20<sup>th</sup>, C Squad responded to the 600 block of the Boulevard for a shooting. Five (5) shell casings were discovered and collected in the middle of the Boulevard. A victim was later discovered at Southside Regional Medical Center seeking medical attention. The vehicle that the victim was in was seized and towed to the City garage. A search warrant was obtained by Investigations. Investigations personnel were notified and responded. Hopewell Police Department notified our department that a vehicle in their jurisdiction was also involved in the shooting. Officer Rocky Navarro responded and processed the vehicle.
- On May 21<sup>st</sup>, Officer Anthony McCurry arrested an individual at the 300 block of Plumtree Avenue for presenting a false ID to law enforcement and carrying a concealed weapon.
- On May 23<sup>rd</sup>, Sr. Officer Devin Marks took a missing person report at the 400 block of Lyons Avenue. The subject made suicidal statements. A phone ping was requested, and the individual was taken into custody by Hagerstown, Maryland, police department for a mental health evaluation.
- On May 25<sup>th</sup>, C Squad units initiated a pursuit with a stolen vehicle out of Richmond. The vehicle fled out of the City into Chesterfield on Dupuy Avenue. The vehicle turned around and headed back into the City. Officer Tyson Jones utilized his spike strip at Archer Avenue and Boulevard, taking out all four tires. The vehicle continued into Petersburg and eventually stopped on Augusta Avenue. Operator of the vehicle led officers on a foot pursuit but was ultimately taken into custody.
- On May 26<sup>th</sup>, D squad responded to Virginia State University to assist their police department and Chesterfield Police Department with a subject who stole a bulldozer and damaged structures and vehicles on and off campus. Chesterfield Police apprehended the suspect.
- On May 27<sup>th</sup>, Sr. Officer Devin Marks arrested a subject for possession of a Schedule I or II drug (methamphetamine) near Shepherd Stadium.
- On May 28<sup>th</sup>, Officer Bland arrested an individual for assault on law enforcement after kicking an officer while being arrested for drunk in public, obstruction and resisting arrest.

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

- On May 28<sup>th</sup>, Officer Austin Thomas was able to stop a stolen Kia in the dead end of Brookedge Drive. A juvenile was charged with felony eluding, reckless driving, possession of stolen property, possession of burglary tools, and curfew violation. Transported to Chesterfield Juvenile Detention.
- On May 29<sup>th</sup>, Officer Anthony McCurry arrested an individual for false ID to law enforcement and carrying a concealed weapon at the 300 block of Plumtree Avenue.

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

- Speed sign and speed static device were deployed in various locations to record problem areas for future enforcement action.
- Officers conducted radar enforcement at various locations throughout the city.
- House checks were conducted at several homes while family members were on vacation.
- Officers continuously focused on trespassing/littering and homelessness throughout the city to address numerous quality-of-life issues.
- Sr. Officer Micaulay Fable was invited to attend the Jeff Katz Radio Show for an on-air interview in reference to being selected as the “Lt. Jan McTernan Blue Friday” recipient.
- Squad completed Bloodborne Pathogens and Implicit Bias training at headquarters.
- Master Officer William Waldrep attended Less Lethal training in Staunton, Virginia.
- Sr. Officer Micaulay Fable attended a Recruitment Fair at Green Top Sporting Goods.
- Sgt. Brandon Cherry and Sr. Officer Jacob Miller attended Breach training at Crater Academy.

#### **Animal Services**

- A total of 18 animals found permanent placement through adoption, and 13 were transferred to rescue.
- ACO Hannah Jones graduated from the Basic Animal Control Academy at Crater Academy.
- Partnership initiated with Jerolin Management Adult Services Program to assist those with mild to severe intellectual disabilities with learning to handle and care for animals.
- On May 20<sup>th</sup>, Animal Services held an adoption event in partnership with Ring Dog Rescue.
- Students from Colonial Heights High School conducted service learning projects at various times throughout the month.



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

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

- On May 4<sup>th</sup>, members of CHPD attended the Tri-Cities Police Memorial Service hosted by Fort Gregg-Adams.
- On May 18<sup>th</sup>, Law Enforcement Services hosted the annual Police Memorial Service located at headquarters.
- On May 18<sup>th</sup>, Law Enforcement Services attended the Special Olympics Tip-A-Cop Event at Texas Roadhouse where \$2,55.00 was raised!
- On May 24<sup>th</sup>, Macy Beville was hired and has been assigned to Law Enforcement Services until she begins the training academy.
- The Message Board was deployed around SouthPark Mall to advertise the new times for the Youth Escort Policy.

#### **Accreditation**

- On May 25<sup>th</sup>, Sgt. Desiree McCurry completed the second quarterly Property Room inspection.

#### **Grant Activity**

- On May 1<sup>st</sup>, Sgt. McCurry submitted the LOLE FY23 Grant.
- On May 5<sup>th</sup>, Sgt. McCurry created a Cinco De Mayo safety post, per the DMV.

#### **FOIA**

- FOIA requests—29 were made in May 2023
- Concealed Weapon Permits—27 were processed
- Massage Permits—none (0) were processed
- Precious Metals Permits – none (0) were processed
- Subpoena Duces Tecum – none (0) were received
- Requests to assist other agencies – nine (9) were received
- Fingerprint cards - five (5) were completed

The **Investigations Division**, commanded by **Captain Mike Foster**, reported a busy month for investigators, with 24 new cases as well as two (2) background investigations. This month, 16 cases were cleared, including three (3) from previous months, resulting in a clearance rate of 67% for the month and a 78% clearance rate for the year.

Some of the division highlights include:

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

**Detective Sergeant Adam Brandeberry** was assigned six (6) new cases for the month and cleared one (1) case from a previous month.

- Two stolen automobiles, cases inactive, pending further investigation.
- A sexual assault, case inactive, pending further investigation.
- A Grand Larceny, case inactive, pending further investigation
- Two separate Child Protective Services (CPS) complaints, both were unfounded.
- An embezzlement was closed by arrest from a previous month.

**Senior Detective Joseph Vaughan** was assigned six (6) new cases, one (1) background investigation and cleared one (1) case from the previous month to include:

- A check fraud, case exceptionally cleared.
- A stolen automobile, case inactive pending further investigation.
- A sexual assault, case cleared by arrest
- A credit card fraud, case inactive, pending further investigation.
- A sexual assault, case inactive, pending further investigation.
- A malicious wounding, case cleared by arrest.
- A suicide was exceptionally cleared from a previous month.

**Senior Detective Darrell Aleshire** was assigned five (5) new cases, to include:

- Two stolen automobiles, both cleared by arrest.
- Assisted another agency with locating a missing juvenile from Arkansas.
- Attempted malicious wounding and reckless handling of a firearm, multiple warrants obtained, one arrest to date.
- Another stolen automobile, case inactive pending further investigation.

**Senior Detective Christopher Velasquez** was assigned three (3) new cases for the month, to include:

- A stolen automobile, case inactive, pending further investigation.
- An unclaimed body, case cleared, unfounded.
- A CPS complaint was closed, unfounded.

**Detective Morgan Davis** was assigned four (4) new cases this month to include:

- A possession of child sexual abuse material, case inactive, pending further investigation.
- A fraud, case cleared by arrest.
- A stolen automobile, case inactive, pending further investigation.
- A malicious wounding, case cleared by arrest.
- A grand larceny and a possession of firearm by a felon was cleared by an arrest from a previous month.

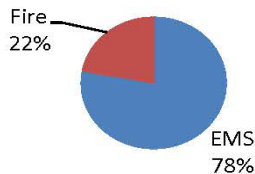
#### **IV. POLICE DEPARTMENT (CONTINUED):**

**Auxiliary officers** provided **233 hours** of volunteer service this month, for a total of **802 hours** volunteered this year. **Sentinels** provided **22 hours** for the month and **70 total hours** for the year.

<b>DEPARTMENT STATISTICS</b>			
<b>May 2023</b>			
<b>Crime</b>	<b>May 2022</b>	<b>May 2023</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	1	0	<b>-100%</b>
Robbery	0	0	<b>0%</b>
Aggravated Assaults	3	8	<b>167%</b>
Simple Assaults	13	14	<b>8%</b>
B & E	2	1	<b>-50%</b>
Larceny	51	48	<b>-6%</b>
Vehicle Thefts	3	5	<b>67%</b>
Arson	0	0	<b>0%</b>
Shoplifting	30	32	<b>7%</b>
DUI Arrests	7	4	<b>-43%</b>
All Criminal Arrests	169	146	<b>-14%</b>
Calls for Service	2,143	2,130	<b>-1%</b>
<b>May 2023</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>76</b>	<b>39</b>	<b>51%</b>

## V. FIRE & EMS DEPARTMENT:

### Total Incidents: 465



**Total Fire Type Incidents: 103** (\$40,908 Total Fire Loss)

**Total EMS Incidents: 362** (239 Patients Transported)

*Fire units arrived on scene in less than 9 minutes on 98.3% of emergency incidents: (Avg. first apparatus travel time 4:42 minutes)*

*EMS units arrived on scene in less than 9 minutes on 92% of emergency incidents. (Avg. first ems unit response time 5:46 minutes)*

### Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building Fire	1	Gas leak (natural gas or LPG)	1	Good intent calls	19
Cooking Fire contained to container	3	Carbon Monoxide incident	1	Public service calls	19
Passenger vehicle fire	3	Power line down	3	False alarm/false calls	12
Brush or brush and grass mixture fire	2	Arcing, shorted electrical equipment	1	Assist invalid	12
Dumpster or other outside trash receptacle fire	1	Attempted burning, illegal action, other	1	Smoke detector installation	11
Special outside fire	1	Water problem, other	1	Carbon Monoxide detector installation(s)	N/A
Unauthorized controlled burning	1			Knox Box Installation	N/A

### Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	7	Assist, Public	33	Cancelled (Prior to Arrival at Scene)	10
Patient Evaluated, No Treatment/Transport Required	9	Cancelled on Scene (No Patient Found)	8	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	1
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	2	Patient Refused Evaluation/Care (Without transport)	33	Standby, Public Safety, Fire, or EMS	5
Patient Treated, Released (AMA)	9	Patient Treated, Released (per protocol)	5	Transported Lights/Siren	21
		Patient treated, transferred care to another EMS unit	2	Transported no Lights/Siren	218
		Patient treated, transported by private vehicle	2		

### 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)	N/A	Automatic Aid received Chesterfield (EMS)	N/A
Automatic Aid given to Chesterfield (Fire)	N/A	Automatic Aid received Chesterfield (Fire)	6
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

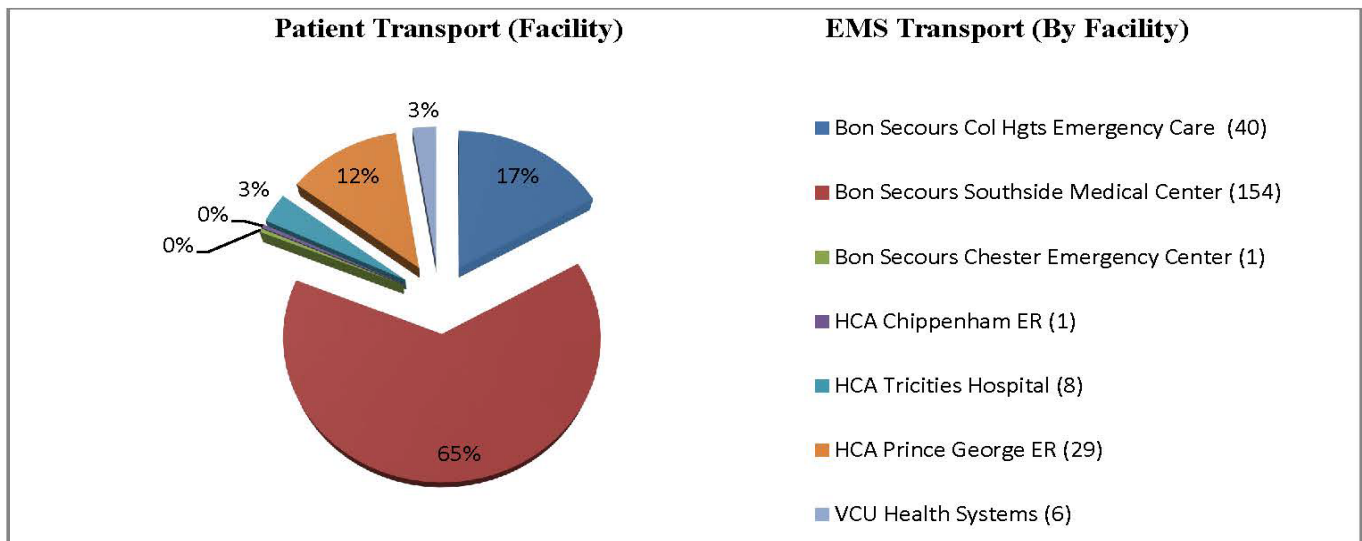
### EMS Mutual Aid Given & Received

Mutual Aid given to Petersburg (EMS)	3	Mutual Aid received from Petersburg (EMS)	3
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	1
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	1
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)	3	Total EMS Mutual Aid received (Transport unit)	5
Total Fire Mutual Aid given (Engine/Ladder)	N/A	Total Fire Mutual Aid Received (Engine/Ladder)	6

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

### Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
Station 1	<u>Number of Incidents</u>	N/A	2
	Total Hours	N/A	Medic-932 63 hrs.
			Medic-935 22.5 hrs.
Station 2	<u>Number of Incidents</u>	2	2
	Total Hours	Quint-942 251 hrs.	Medic-933 18.5 hrs.
		Quint-992 564.5 hrs.	Medic-931 99 hrs.



### Fire Investigations / Inspections

Inspections /Plans review completed 22

### Special Assignments:

- Assisted the Deputy Fire Chief with Fire Station 1 project (site plans, land assessments, coordination of contractors)
- Attended monthly Central Virginia Fire Arson training
- 1 “Open” fire investigation
- Completed PD reports & photographs for 2 Fire/EMS vehicle accidents “minor “that were submitted to the departments Accident Review Committee.

### Special Notes

CHFD/EMS Medic Patient Transport Mileage: Total: 1,626.10 miles  
Average: 6.83 Miles

May 2022 Total Incidents: 544 Fire: 123 EMS: 421

## **VI. FINANCE DEPARTMENT:**

### **Finance Activity:**

#### ERP Project

- 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.

Budget 2024: Budget approval in June council meeting

Fiscal 2023 Audit: We have started our preliminary work.

### **Purchasing Activity:**

- Finance approved 703 invoices and processed 395 checks during the month.

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

#### Sealed bids and proposals:

- 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 was to go with Proactive. Contract documents are still being reviewed by the City Attorney.
- 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 was approved by the state. Contract documents were approved during the month, and the purchase order will be issued in June 2023
- SP 23-040602-1135- Route 1 and Westover Avenue Intersection Improvements sealed bid was issued on March 6 with bids received on April 6. Contract documents were approved, and the purchase order was issued during the month
- SP 23-070702-1136 Appomattox River Greenway Trail – Phase V, was issued on May 19, with Sealed Bids due On July 7 2023
- SP 23-061202-1137 SGR Boulevard Repaving and ADA Ramps, was issued on May 19, with Sealed Bid due on June 12 2023.

#### **Other Purchasing Activity:**

- 227 Purchase order were issued during the month.
- Purchase Order processed for five home repairs under the City's CDBG Program
- Purchase Order issued with Tri-State Utilities for sewer rehab through the City (Po was for \$3,400,000)

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

- Purchase Order issued for water towers condition assessment and cleaning
- Purchase Order issued for small equipment that will be put on the new pumper from Matheny Fire Truck. The new fire apparatus is expected to be delivered in June 2023
- Purchase Order issued for new desktop computer, for the City's new GIS Coordinator
- Purchase Order issued for new task chairs for the Police Squad room, using asset forfeiture funds.
- Purchase Order issued for canopy tent, monogrammed, for the police department, using asset forfeiture funds.
- Paperwork finalized for the City's July 4 fireworks show.
- Purchase Order issued to trim and remove trees/stumps for trees on the City's right-of-way.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent-3,710
- Delinquent Notices Sent –880.
- \$2,103.17 in utility billing set-off debt collections were received this month.

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

- 121 DMV releases processed: 106 personal property, 7 parking citations, 8 COR abatement, 0 bankruptcy
- Set off collections this month: \$14,345.66
- Tobacco stamps collected: \$38,216.00
- ADM fees collected \$2,690.71
- Return EFT 19, Return by web payment:10, Checks 6

### **Real Estate Activity:**

- 46 property transfers this month, 17 of which were valid residential sales
- No 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 May 2023:

### **Advertisements**

<u>Department</u>	<u>Position</u>
Recreation & Parks	Van Driver
Finance	Financial Specialist II - Accounts Payable
Public Works	Recycling Center Attendant (Part-time)
Planning & Community Development	Assist. Director of Planning & Community Dev.
Police	Animal Control Aide (Part-time)
Public Works	Assistant Director of Public Works
Library	Digital Resources Assistant (Part-time)
Recreation & Parks	Site Supervisor (Part-time)
Recreation & Parks	Support Worker (Part-time)
Fire & EMS	Firefighter-EMT
Police	Police Officer (Certified)
Police	Police Officer (Non-Certified)

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Van Driver	21	628
Financial Specialist II - Accounts Payable	28	674
Recycling Center Attendant (Part-time)	13	1020
Assist. Director of Planning & Community Dev.	9	852
Animal Control Aide (Part-time)	16	587
Assistant Director of Public Works	2	29
Digital Resources Assistant (Part-time)	15	492

### **Miscellaneous**

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

#### New Employee Orientation

Police Officer

#### Employee Separations

*(No Retirements)*

Assistant Director of Planning & Community Development

Public Works Technician I

- Open Enrollment employee group meetings were held by the City's Section 125 provider, Pierce Group Benefits, on May 1, 2023.













## VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- The annual employee Open Enrollment process was held May 2 – 12, 2023. The Human Resources Department staff and a Pierce Group Benefits counselor conducted on-site enrollment assistance during the open enrollment period. Employees had the option of completing this process using one of the following methods: on-site appointments, on-line, by phone or by visiting the Human Resources Department.
- The Human Resources Department assisted with the City Council approved bonus payment contract process for eligible full-time employees.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 73,152 views in the month of May.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none"> <li>1. Pay On-Line (3,738)</li> <li>2. Real-Estate Records Search (2,750)</li> <li>3. Yard Sale Permit (2,354)</li> <li>4. Fort Clifton Festival (2,162)</li> <li>5. Library (2,095)</li> <li>6. Animal Control Shelter (1,580)</li> <li>7. Human Resources (1,331)</li> <li>8. City Employees (1,196)</li> <li>9. Utility Billing (1,066)</li> <li>10. Recreation-Parks (867)</li> <li>11. Police (853)</li> <li>12. GIS (732)</li> <li>13. Agenda Center (613)</li> <li>14. Real Estate Assessor (597)</li> <li>15. Personal Property Tax-City Decals (427)</li> </ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> <li> India</li> <li> China</li> <li> Canada</li> <li> Philippines</li> <li> Mexico</li> </ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> <li> Pennsylvania</li> <li> Maryland</li> <li> Illinois</li> <li> New York</li> <li> Florida</li> </ul>
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- Citizens submitted and city staff processed 143 service requests and questions through the “Report a Concern” module during the month of May.
- The City of Colonial Heights’ Facebook Page now has 6,100 fans and the City’s Twitter account has 1,669 followers. There are 2,668 subscribers for “In the News”.
- Proactive Information Management completed 37 hours of IT service and maintenance for City departments this month.
- The Office 365 Project is still in progress. We ran into an issue when attempting to create the tenant which was resolved by working with Microsoft. The project is now in the testing phase and migrations will begin in late June or early July.
- The Library’s Destiny Project is back on track with Follett and the City signing the Agreement. We are working to set-up a kick-off meeting so the Scope of Work can be discussed and a time line established.

## **IX. LIBRARY:**

- The library staff circulated 9,489 items in May broken down as follows:
  - Residents borrowed 8,166 print titles
  - 118 e-books on Kindle readers
  - 1,205 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,619 residents registered for the Hoopla service.
- The public computer center had 846 users
- The Story Time programs had 286 children attend
- The library's meeting rooms were used 111 times
- An average of 496 residents used the library each day, while 188 residents registered for new library cards.

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

### **Recreation & Parks – May 2023**

#### **Recreation Division**

The month of May was full of action at the Recreation and Parks Department. Youth Baseball and Softball leagues continued with regular season play and finishing the first week in June. Intro to Football, Pickleball programs, and Therapeutic Recreation classes continue to see good enrollment and another successful Ft. Clifton Festival was held Mother's Day weekend.

Shepherd Stadium played host to the VISAA State Baseball Championships again this year and the Colonial Heights High School completed regular season and post season play at Shepherd Stadium. The Tri-City Chili Peppers began their season the end of May and hosted a Fireworks night on May 27<sup>th</sup>.

<b>Athletics/Programs</b>	<b>2023</b>	<b>2022</b>
Belly Dancing	3	4
Intro to Pickleball	125	32
Soul Line Dancing	136	N/A
Swing Dance Classes	94	N/A
Creepy Crawlies Night Hike	18	N/A
Kids in the Kitchen	14	N/A
Messy Mondays	2	N/A
Wild Child	32	N/A
Wiggle Worms	9	N/A
Slimy Friends	3	N/A
Dino Days	6	N/A
Ft. Clifton Festival	6,000	N/A
Youth Baseball	236	231
Youth Softball	60	76
Space Campout	11	N/A
Intro to Football	33	61
Pickleball Round-Robin League	99	72
Parent and Child Clay	4	N/A
Therapeutic Recreation Trips	3	N/A
Therapeutic Recreation	96	67
<b>Facility Usage</b>	<b>2023</b>	<b>2022</b>
Community Room Attendance	1,206	920
Community Room Reservations	18	15
Pavilion Attendance	1,450	1,749
Pavilion Reservations	25	33
Field Attendance	14,896	13,620
Field Rentals	49	45

**Creepy Crawlies Night Hike**



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

##### **Parks**

- Painted ballfields as needed.
- Laid out and painted parking lines at Fort Clifton Festival.
- Laid out and painted parking lines for Chili Pepper game day parking.
- Prepped ballfields for youth/adult games.
- Rebuilt home plate, batter's box and pitchers' mounds as needed.
- Edged and mowed ballfields.
- Cut and edged grass at numerous City sites.
- Emptied trash cans, cleaned and stocked public restrooms at parks and ballfields.
- Cleaned stands, and washed breezeway at Shepherd as needed for games.
- Moved bases at various fields for games and practice.
- Installed new signs and painted red tee boxes at White Bank disc golf course.
- Cleaned up and sprayed for weeds at City sites.
- Performed maintenance on grass cutting equipment.

##### **Horticulture**

- Pulled weeds in flower beds at City Buildings and sites.
- Mulched flower beds and sites as needed.
- Mulched and placed plague on Arbor Day tree at Violet Bank Museum.
- Trimmed bushes and trees as needed.
- Pruned trees along Boulevard.
- Set up and cleaned Violet Bank for Arbor day.
- Cleaned debris and tree limbs for Fort Clifton Festival.
- Watered and maintained plants at welcome signs.
- Cleaned trash at various sites throughout the City.
- Removed dead bushes at various sites.

##### **Buildings and Grounds**

- Replaced stems on faucets at soccer complex bathroom.
- Fixed Mini Split AC at Courthouse.
- Fixed downspouts at Community Building.
- Worked with contractor replacing missing shingles at Courthouse.
- Added refrigerant in AC for Recreation Dept. shop.
- Moved camera at Police Department.
- Worked on scoreboard for Civic ballfield.
- Fixed fence on Soccer field.
- Fixed power to vending machines at City Hall.
- Worked with HVAC contractor on preventive maintenance for City buildings.
- Fixed power outlet at Fire Station 1.
- Changed bulbs in fixtures at numerous City buildings.
- Met with wildlife management to patch holes for birds entering City Hall.
- Fixed sign trim at front of Courthouse.
- Finished numerous work orders.

## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

Activities	2023	2022
Bingo in Center	103	78
Bowling	140	140
Bridge Party	36	48
Coffee Break	16	N/A
Dominoes	33	N/A
Mahjong	23	18
Movie Day	10	N/A
Pinochle	61	32
Scrabble	12	16
Senior Club Board Meeting	8	7
Senior Club Meeting	138	70
Senior Dance	44	50
Senior Golf Association Fort Lee	484	533
Senior Golf Association Tri-Cities	220	225
Annual Tea Party	40	N/A
Weekly Lunch Programs	95	N/A
Awareness/Education	2023	2022
JenCare Spring Fling	46	74
Library: Total # Books Checked Out	15	13
Lunch & Learn Power of Attorney	25	N/A
Classes	2023	2022
Crochet & Knitting	45	20
Intro. To Line Dancing	89	38
Line Dancing Class	207	159
Meaningful Exchanges	63	37
Meditation	75	108
Open Paint	13	N/A
Quilts for Vets	7	8
Sewing Class	20	18
Tap Class	25	30
Tech Savvy	6	2
Fitness	2023	2022
Balance	97	36
Basic Cardio Drumming	56	N/A
Beginner Cardio Drumming	42	N/A
Cardio Ball	30	N/A
Chair Volleyball	69	N/A
Fitness Center Usage	89	63
Muscles in Motion	183	111
Pickleball	253	279
Senior Stride	10	11
Sit & Fit	288	232
Strength & Stretch	114	57
Stretch it Out	25	17
Tai Chi	47	45
Walk this Weigh	47	18
Water Aerobics	48	24
Yoga	129	76
Trips	2023	2021
Richmond Trolley Tour	22	N/A
TOTAL	3,648	2,693

### Agency on Aging

Transportation	2023	2022
Total Passengers	268	182
Total Trips	575	398
Total Miles	2523	1952
Wheelchairs	11	22
Donations	\$291.00	\$243.00
New Riders	2	8
Volunteer Hours	34	N/A

#### Annual Tea Party



### Violet Bank Museum

Attendance	2023	2022
Tours Given	49	38
Grounds Visitors	22	18
Ongoing Programs	51	22
Special Events	115	89
Attendance Totals	237	167

The month of May was busy with the Museum hosting the Arbor Day celebration and tree planting, displaying at the Fort Clifton Festival, as well as displaying at the Blandford Cemetery Memorial Day Program.



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

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

#### **OOY Happenings**

- Administrator presented the Pride Survey results to CHPS School Board, attended the Annual 12th District Judges meeting, researched opioid abatement distributions and grants, attended Focus Group on Human Trafficking, and promoted social media posts throughout the month to recognize Mental Health Awareness.



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

- Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) caseload 38
- Community Multi-Disciplinary Team –CAC caseload 3
- Community Coalitions of VA – monthly members meeting
- School Readiness Coalition – monthly member meeting, agency roundtable
- District 19 Community Services Board – monthly board meeting
- Interagency Prevention Team – caseload 2
- CAAN-DUU Coalition – No meeting for May
- CHPS School Board – monthly meeting

#### **Youth Advisory Council**

- Held our monthly officers meeting on May 18, 2023. There were three officers in attendance.
- Officers discussed the member of the month and casted their votes, reviewed the by-laws and discussed YAC activities and events for 2023-2024.
- Held our last monthly meeting on May 25, 2023. There were eleven members in attendance.
- The council participated in team building activities.
- Youth Conservation Corps (YCC) - Reviewed 14 YCC applications with the team on May 30, 2023.

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

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

- 7 youth completed various tasks, washing cars, shredding

**Shoplifting Diversion** - Program to educate participants and their parents on shoplifting, the juvenile justice system, legal consequences for violating laws, the detrimental effects on local businesses and the cost of security measures

- 12 participants

#### **UPCOMING EVENTS**

- Substance Abuse Education for Parents-coming soon
- Youth Conservation Corps Summer Work Program – July 24-August 11
- Middle School Leaders Camp – June 26-July 7