



CITY MANAGER'S REPORT TO CITY COUNCIL

JUNE 2023

I. PUBLIC WORKS & ENGINEERING:

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
- WRA constructability review complete
- Constructability comments addressed
- Scoping in August

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

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Authorization to award given by VDOT
- Pre-Con held 6/8/2023
- Completion expected by 10/1

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
- Awarded to Jireh Construction
- Construction started

Lakeview Modernization UPC 101288

- Installation of sanitary sewer trunk line complete.
- Installation of sanitary sewer laterals complete
- Installation of storm sewer in complete
- Installation and tie in of water main complete
- Installation of ornamental street light conduit complete
- Installation of ornamental street lights in progress
- Installation of curb and gutter complete on north side
- Installation of driveway entrances complete on north side
- Signal pole foundation bores started
- Installation of pavement on north side complete
- Temporary signalization complete

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Temporary pavement markings complete
- Traffic switched to run on new pavement, Phase II of construction started
- Pay app 12 sent.

ARGT Phase 5 UPC 107533

- Advertisement authorization received 3/29/2023
- Project advertised 5/17/2023
- Pre-bid conference scheduled for 6/23/2023
- Project will be impacted by time of year tree clearing restrictions
- Advertised with delayed NTP
- Bid opening 7/7/2023
 - Dickerson Construction: \$2,108,245.13
 - J Sanders Construction: \$2,143,412.00
- Bids significantly higher than allocation of \$1,014,550

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
- ROW acquisition started
- ROW plats in legal review for deed creation
- Relocate Utilities: 4/16/2024 – 9/16/2024
- Solicit Bids: 11/21/2024 – 4/4/2025
- Start Delivery: 9/8/2025

I. Public Works & Engineering (continued):

Boulevard at Temple Intersection Improvements UPC 109264

- Received ROW authorization and federal NTP 2/3/2023
- ROW acquisition started
- 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
- NTP issued to VCC
- Pre-con meeting held 5/23/2023
- Survey has started, construction to start after 7/4/2023

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

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- SUE complete, design work for curb ramps started
- Scoping complete 2/13/2023
- RoW Certification 3/27/2023
- CN Certification 5/1/2023
- DBE goal 9%
- Authorization to advertise 5/10/2023
- Project advertised 5/18/2023
- Bid Opening 6/12
 - Blakemore: \$298,767.72
 - Finley Asphalt: \$276,508.13
- Finley did not meet DBE goal, VDOT considers bidder non-responsive
- Awaiting request for administrative reconsideration

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.
- Funding received
- Agreement executed 6/25/2023
- Awaiting authorization to open PE to charges

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
- Design has started

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

EMERGENCY/CITY PROJECTS

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

DEVELOPMENT PLAN REVIEWS

- **Towneplace Suites** – Still under construction.
- **Panera Plan** – Under construction.
- **BLA between Chick-Fil-A and Walmart** – Bohler reached out to confirm signature requirements on 6/20/2023. Responded 6/20/2023. No activity since then.
- **Chick-Fil-A Parking Lot Plot Plan** – No activity.
- **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** – 1st Submission Review comments sent 6/2/2023.
- **Magnolia Hill Subdivision Plat** – No activity this month.
- **The Sanctuary (505 Lakeview)** – Under construction.
- **Home 2 Charles Dimmock** – No activity this month.
- **Rio Car Wash Site Plan** – Under construction.
- **Popeye's Site Plan** – 1st submission received 6/13/2023. Stormwater completeness letter sent 6/26/23.
- **Southlake Pond Fill** – No activity this month.
- **Charles Dimmock and Jennick Car Wash (Flagstop)** – 2nd submission received 6/2/2023. Comment letter sent 6/21/2023.
- **Temple Ave Storage** – No activity this month.

FLEET MAINTENANCE

YEAR	# Invoices	Total	Sublet	Sublet Total
2023	79	\$32,942.70	4	\$340.00
2022	73	\$21,162.94	15	\$7,158.26

The sublet repairs consist of the following:

Towing	\$255.00
Alignment	\$75.00

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	14	71
Commercial Building	2	22
Demolition	1	3
Electrical	23	92
Mechanical	8	60
Plumbing	8	60
Swimming Pool	2	5
Amusement Rides	0	0
Tent	0	3
Clean Out Installation	0	5
Water and Sewer Connection	2	6
Total: All Permits	60	327

New Residential Units (CO's)	Month	Year to Date
Total	1	5

Valuations	Month	Year to Date
Residential	\$497,426.09	\$2,539,693.82
Commercial	\$3,101,405.00	\$10,713,565.23
Total	\$3,598,831.09	\$13,253,259.05

Building Inspections	Month	Year to Date
Residential	76	422
Commercial	52	504
Total: All Inspections	128	926

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	13	57
Mobile Food Units	0	2
Signs - Permanent	2	16
Signs - Temporary	0	3
Zoning	11	79
Total: All Permits	26	158

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	1	1
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	3	9
Total: All Categories	4	19

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

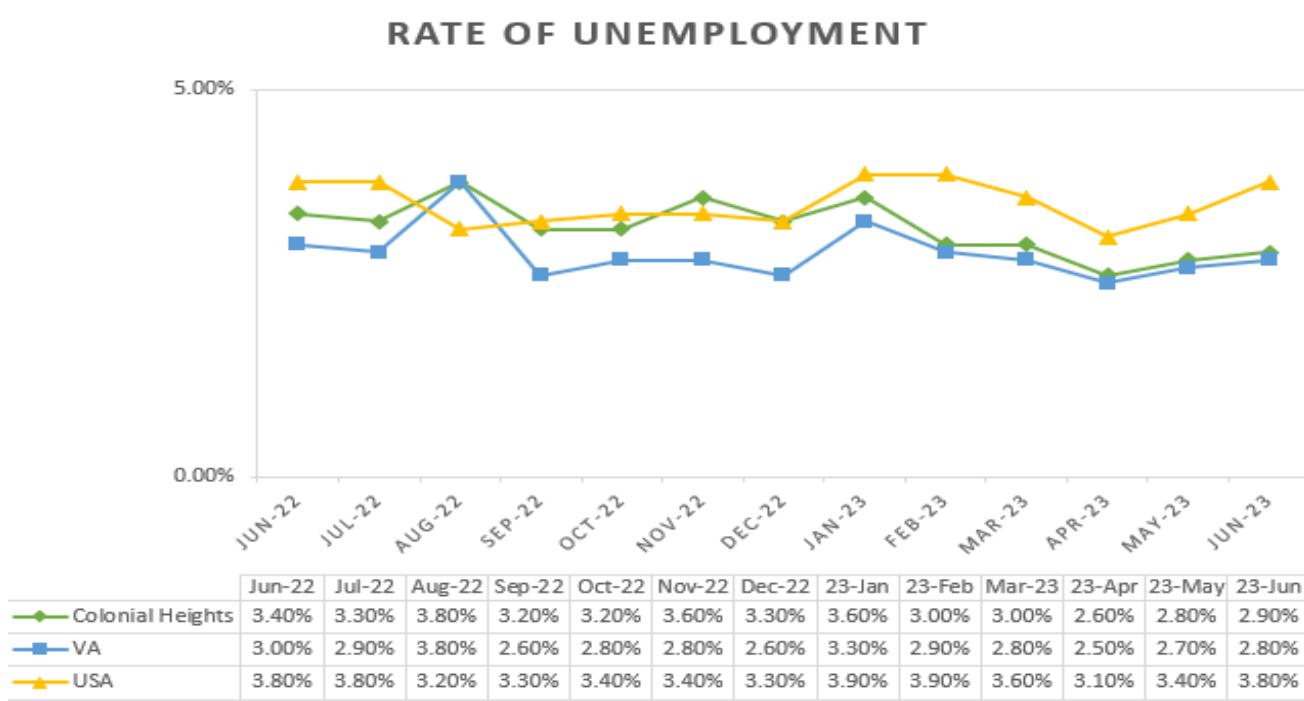
CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	3	16	1	12
Exterior Storage of Objects	5	20	3	17
Inoperable Vehicle	4	16	1	6
Property Defacement	0	0	0	0
Tall Grass	4	44	35	121
Trash Can Placement	0	39	0	36
Trash/Debris	2	14	2	13
VA Property Maintenance Code	4	13	1	3
Zoning	3	19	1	3
Total: All Cases	25	181	44	211

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS

RATE OF UNEMPLOYMENT



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 June 2023 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8929	8666	263	2.9%	No

*Chesterfield

2.8 %unemployment

*Dinwiddie

3.1 % unemployment

*Prince George

3.3% unemployment

*City of Petersburg

4.8% unemployment

*City of Hopewell

3.9% unemployment

Prospect Activity:

Direct Requests for Information: 3

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:

The increase in calls for service this month brought our yearly total to 12,758 calls. In addition, we effected the most arrests—181 for the year. Accident responses increased as well, to the highest for the year, and we took the most reports year-to-date. The number of behavioral health emergencies dropped slightly from 36 to 33 calls, making our yearly total 180 calls, or nearly 23 total days of time to complete. We also responded to six (6) overdose calls, of which one unfortunately resulted in a fatality.

Although we were busy, it was truly a great month. We filled our final opening for sworn staff by welcoming Joseph Riley to our agency. Joe is our second and final recruit police officer who will attend the upcoming basic academy, which began on July 10th. Both he and Recruit Officer Macy Beville are set to graduate in December of 2023. After field training, they both will hopefully be ready for solo patrol by April of 2024. The hiring process for the January 2024 academy is already underway, as we look to stay ahead of any pending vacancies due to retirements.

We are also extremely excited to announce that Senior K-9 Officer Andrew Fontaine successfully completed more than three months of training with his new K-9 partner, “Sergeant Bane”. We are particularly excited as Sgt. Bane is trained in apprehensions, tracking and article searches. This has been a long overdue need for our agency and we are extremely thankful to our City Manager, City Council and our citizens and businesses that came forward and made this acquisition possible.

A couple of events also made for an exciting month. First, we experienced one of the fastest moving and strongest thunderstorms in recent memory. The result was downed power lines, traffic signals and many trees. Thank you to everyone working that day, as well as everyone who came in to help—especially our Auxiliary! It was truly an “all hands on deck” day.

Finally, after several months of work, we were able to reach an agreement for an adjustment to our starting pay as well as to the overall public safety pay plan. I cannot thank the City Manager, Mr. Smith, and our City Council enough for listening to our needs and taking action. While we may not always be successful, we promise to continue discussing our needs, not only for compensation, but also for staffing, equipment, training and any other need. This is to ensure that we are delivering professional, transparent and modern policing services to our community as well as any visitors to our City.

Captain Thad Johnson is our **Operations Division Commander** and reported that his division issued **324** traffic citations, **100** written warnings and **228** verbal warnings; made **four (4)** DUI arrests, obtained **57** felony and **93** misdemeanor warrants, and served **260** outstanding warrants. The **Operations Division** investigated **91** vehicle crashes, **12** field identifications, issued **23** parking citations, and tagged **16** vehicles as inoperative. Additionally, the division investigated **179** new cases. They were able to clear **123** of those cases, for a **70%** monthly clearance rate. Capt. Johnson reported the following operational highlights from his personnel:

- On June 2nd, Officer Anthony McCurry arrested an individual for multiple larcenies from Target that occurred over the past several months.
- On June 2nd, Master Officer Will Waldrep arrested a subject for misdemeanor theft of city water in the 100 Block of Washington Avenue.

IV. POLICE DEPARTMENT (CONTINUED):

- On June 7th, Officer McCurry located and arrested an individual in the parking lot of Walmart for possession of a stolen vehicle. The individual was ultimately charged with possession of stolen property and possession of Schedule I/II drugs.
- On June 16th, Lieutenant Jason Chimera located and arrested a subject in the parking lot of Dance's Sporting Goods for possession of a stolen vehicle.
- On June 17th, Sr. Officer Marcus Hall arrested an individual at WaWa (South) for possession of a Schedule I/II drug as well as eight outstanding warrants through five different jurisdictions.
- On June 26th, Officer David Hirn arrested two individuals for shoplifting at J.C. Penny's. Additionally, separate arrest warrants were obtained after Officer Hirn identified both parties as the suspects who committed a larceny from Home Depot earlier in the day.
- On June 5th, Officer LaMier Thomas took a report of a sexual assault that occurred between 2015 and 2022 in the 500 Block of Moormon Avenue. Turned over to Investigations.
- On June 10th, Master K-9 Officer Micaulay Fable arrested a subject for sexually propositioning a 16-year-old juvenile at the playground of the Old Oak Apartments.
- On June 14th, Master Officer Jacob Miller arrested two subjects for distribution of marijuana and possession of a concealed weapon from a disturbance at Waffle House. Two firearms were seized.
- On June 15th, Sr. Officer Devin Marks arrested a subject at Walmart for a concealed weapon, poss. of a firearm by a juvenile and possession of a stolen vehicle.
- On June 19th, Master Officer Miller initiated an overdose death investigation on Watercress Court. Turned over to Investigations.
- On June 20th, Master Officer Miller conducted an investigation for an abduction from Extended Stay America. The investigation determined the victim was abducted at gunpoint and taken to Petersburg. Victim later escaped after being assaulted. Search warrant was executed at a residence in Petersburg and two subjects were arrested for attempted murder, abduction, burglary, malicious wounding and use of firearm in the commission of a felony.
- On June 25th, Sr. Officer Marks arrested a subject at Boulevard and Boykins for possession of a stolen vehicle after receiving information from Petersburg of a stolen vehicle.
- On June 2nd, C Squad responded to the 100 Block of Lee Avenue for a shooting. On arrival units found that an unknown person or persons had shot several times into both the residence and a vehicle at that location. Investigations responded and took over the scene.
- On June 3rd, C Squad responded to White Bank Park to assist Fire/EMS with a water rescue. Victim had flipped his kayak over and was stranded in chest-deep water. A concerned fisherman allowed Officers Zaneisha Clay and Corbin Ramos to board his vessel and located the victim, who was thankfully uninjured.

IV. POLICE DEPARTMENT (CONTINUED):

- On June 7th, Officer Clay responded to a motor vehicle crash at Temple Avenue and SouthPark Boulevard. Subject found unresponsive at the scene as the result of an overdose. Warrant for DUID obtained.
- On June 7th, Officer Ramos arrested a subject for possession of a Schedule I/II drug. Observed at Goodwill going through boxes at the drop-off area. Subject was also served on a capias out of Chesterfield County.
- On June 13th, Sergeant Brandon Cherry arrested a subject for public intoxication and trespassing on a railroad after units responded to the area of Publix for a reported arson near the railroad tracks. Fire Marshal Brett Jennings responded and took over arson investigation.
- On June 13th, C Squad responded to Vape Guys for a breaking and entering. Suspect backed a vehicle through the front door and several individuals exited the vehicle and stole merchandise. Detective Sgt. Adam Brandeberry responded and took over the scene.
- On June 18th, Officer Rocky Navarro arrested a subject for possession of a concealed weapon in the 600 Block of Colonial Avenue.
- On June 24th, Officer Jonathan Walker arrested four juveniles for assault by mob, disorderly conduct and aggravated assault at Regal Cinemas.
- On June 26th, Officer Joshua Bland, Officer Zaneisha Clay and Officer John Davis responded to the Conduit Road bridge above I-95 where an individual was threatening to jump from the bridge. Officer Clay and Officer Davis were able to communicate with the individual while Officer Bland was able to get into the bucket of the ladder on a fire truck. Officer Bland was able to safely extract the subject from the bridge without any further incident.
- On June 27th, Officer Walker arrested an individual for felony concealed weapon, possession of firearm after being involuntarily committed and driving without a license.
- On June 27th, Officer Bland arrested a subject for robbery and two counts of petit larceny at Royal Farms. The subject pushed a clerk then jumped the counter and stole 31 packages of Newport Cigarettes and two drinks.
- On June 30th, Officer Walker arrested a subject at Archer Apartments for public intoxication, underage possession of alcohol, contributing to a minor and driving without a license.
- On June 1st, Officer Tristan Bennett arrested a subject for possession of a stolen vehicle at Walmart. As a result of the arrest, 98 grams of methamphetamine, 14.93 grams of presumed crack cocaine, prescription medication, and a loaded .40 caliber pistol were recovered. Suspect charged with felon in possession of a firearm, possession of a stolen vehicle, possessing a firearm while possessing a controlled substance, possession of Schedule I/II drug, possession with intent to distribute a Schedule I/II drug, and possession with intent to distribute more than 28 grams of methamphetamine.

IV. POLICE DEPARTMENT (CONTINUED):

- On June 9th, Officer Tyson Jones arrested a juvenile for grand larceny, possession of burglary tools, and trespassing at SouthPark Mall. Suspect was seen breaking into a vape kiosk and stealing \$2,500.00 worth of merchandise.
- On June 14th, Officer Bennett arrested a subject for trespassing, resisting arrest, and vandalism based on a call for service at the Waffle House.
- On June 14th, Officer Jones took a report of a shoplifting of Newport cigarettes from the WaWa on Temple Avenue. Based on a joint investigation with Officer Anna Polumbo, two suspects were developed and connected to multiple cigarette thefts in the city and other jurisdictions. Warrants were obtained for all city cases.
- On June 19th, Officer Austin Thomas arrested two subjects for trespassing at Archer Park after hours.
- On June 25th, Officer Alex Riazi arrested a subject for possessing a concealed weapon, juvenile in possession of a firearm, and underage possession of marijuana.
- On June 29th, Officer Bennett arrested a subject for possessing a concealed weapon based on a traffic stop on Boulevard and Ellis Lane.

Community/Other Issues Addressed

- Officers conducted radar enforcement at various locations throughout the city, to include Lakeview Avenue.
- House checks were conducted at several homes while family members were on vacation.
- Squad personnel conducted neighborhood patrols on the back streets due to theft from auto reports.
- Squad continued patrols of local gyms and made house checks on several residences throughout the city.
- Officers continuously focused on trespassing/littering and homelessness throughout the city to address numerous quality-of-life issues.

Animal Services

- A total of nine (9) animals found permanent placement through adoption, and 10 were returned to their owners.
- On June 3rd, a free clinic was held at the shelter in conjunction with Salem's Light and Street Dog coalition.
- On June 16th, the storm blocked access to the Animal Shelter, Roslyn Landing Park and caused damage to play yard fence. Shelter staff, family members and military partners joined on June 17th, to clear access and assisted with repairing the fence.

IV. POLICE DEPARTMENT (CONTINUED):

- Amazon donated 193 items of dog food.
- Continued operation of pet food program for those needing assistance.
- Partnership with Jerolin Management Adult Services Program continued periodically through the month to assist those with mild to severe intellectual disabilities with learning to handle and care for animals.

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

- On June 27th, members of Law Enforcement Services attended the **Kickoff to Summer Event** at Texas Roadhouse.
- On June 30th, members of Law Enforcement Services assisted with the **First Annual Public Safety Employee Appreciation Cookout** held at HQ.

Accreditation

- On June 1st, Captain Thad Johnson completed the second quarter K-9 narcotics training aids inventory.

Grant Activity

- On June 1st, Sgt. Desiree McCurry was granted the SRO FY24 grant.
- On June 13th, Sgt. McCurry and Career Officer Scott Whirley completed a post-survey for **Click It or Ticket** per the DMV Grant Agreement.
- On June 14th, Sgt. McCurry created a purchasing list for LOLE FY23 grant.
- On June 21st, Sgt. McCurry turned in the OJP Ballistic Vest Grant through which \$7,140.00 was requested.

FOIA

- FOIA requests—17 were made in June 2023
- Concealed Weapon Permits—21 were processed
- Massage Permits—None were processed
- Precious Metals Permits—One (1) was processed
- Subpoena Duces Tecum—None were received
- Requests to assist other agencies—15 were received
- Fingerprint cards—Five (5) were completed

IV. POLICE DEPARTMENT (CONTINUED):

Property Room/Part-time Evidence Clerk

• Items checked into Evidence	69
• Items destroyed/disposed	5
• Destruction Requests	5
• Return to Owner Cards	7
• Items signed out to Officer	9
• Items returned to Owner	3
• Items checked in from Court	29
• Disposition Sheets	2

The **Investigations Division**, commanded by **Captain Mike Foster**, reported a steady month for investigators, with 16 new cases. This month, 12 cases were cleared, including three (3) from previous months, resulting in a clearance rate of 77% for the month and a 75% clearance rate for the year.

Some of the division highlights include:

Detective Sergeant Adam Brandedberry was assigned three (3) new cases for the month.

- A sexual assault case, currently inactive pending further information.
- A sexual assault, closed as unfounded.
- A burglary, inactive pending further information.

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

- A Child Protective Services (CPS) complaint of a possible child assault, case closed, unfounded.
- A sex offense, case cleared by arrest.
- A fraud from Dance's Sporting Goods was cleared by arrest.

Senior Detective Darrell Aleshire was assigned five (5) new cases and cleared two (2) from the previous month to include:

- A shooting into an occupied dwelling, case cleared by two arrests.
- Possession of child sexual abuse material, case inactive, pending further investigation.
- An attempted burglary and felony eluding, case inactive, pending further investigation.
- A death investigation, case unfounded, as the human remains were from around 500 B.C.
- A death investigation, case inactive, pending results from the medical examiner.
- An attempted malicious wounding and reckless handling of a firearm was cleared by arrest.
- A receiving stolen property was exceptionally cleared.

IV. POLICE DEPARTMENT (CONTINUED):

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

- A sex offense, case inactive pending further investigation
- Assisted another agency with a possession of child sexual abuse material, exceptionally cleared. Suspect to be charge in another State.

Detective Morgan Davis was assigned four (3) new cases this month to include:

- A CPS complaint, case closed unfounded
- A sexual assault, inactive pending further investigation.
- A DUI cleared by arrest.

Auxiliary officers provided **140 hours** of volunteer service this month, for a total of **937 hours** volunteered this year. **Sentinels** provided **8 hours** for the month and **78 total hours** for the year.

The **Employee of the Month** Committee met on July 12, 2023, at which time they reviewed all nominations received and selected **Officers Zaneisha J. Clay and Joshua R. Bland** as our **Employees of the Month** for June 2023.

This month, C Squad responded to a behavioral emergency at the Conduit/I-95 bridge for a suspect, Haley Trader, Jr., hanging on the fence to the bridge, attempting to jump. When units arrived on scene, Mr. Trader was hovering over the I-95 travel lanes. Although refusing to give his name, Officer Clay attempted several variations of conversation to keep his focus on her. When Trader made the statement that "God hated him", she offered to pray for and over him. When Trader advised he hadn't eaten, she offered to pay for his food. Officer Clay maintained composure even when the subject dropped down further on the fence towards I-95. Through her constant conversation with Trader, Officer Clay managed to convince him to move southbound on the fence, closer to the grassy area.

While the conversation between Officer Clay and Mr. Trader was occurring, Officer Joshua Bland was on I-95 coordinating with the Fire Department in shutting down lanes of travel and creating a safety plan to extract Trader with the assistance of a Colonial Heights Fire Department ladder truck. Officer Bland boarded the ladder truck, got to Trader, locked a waist belt around him and was able to pull him off the fence to safety.

Officers Clay and Bland worked effortlessly together and saved a life that day. They both maintained their composure during a time that many would stress over, especially knowing that at any minute, lives could be changed or lost forever.

Joshua and Zaneisha are shining examples of what compassion and service are all about. They did not hesitate to assist this man in what was the most desperate time of his life. What could have ended in tragedy resulted in hope—that Mr. Trader will get the help he needs to lead a happier life. These two officers have an excellent work ethic and have proven their dedication to carrying out the department's mission of protecting the life, individual liberty and property of all people within the City of Colonial Heights.

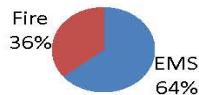
For the above reasons, we feel that **Officers Joshua Bland and Zaneisha Clay** are most deserving of being selected as our department's **Employees of the Month for June 2023**.

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS			
June 2023			
Crime	June 2022	June 2023	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	1	1	0%
Robbery	2	1	-50%
Aggravated Assaults	3	1	-67%
Simple Assaults	13	19	46%
B & E	3	3	0%
Larceny	64	55	-14%
Vehicle Thefts	5	4	-20%
Arson	0	1	100%
Shoplifting	41	22	-46%
DUI Arrests	8	4	-50%
All Criminal Arrests	200	181	-10%
Calls for Service	2,090	2,248	8%
June 2023	Number Reported	Number Cleared	Percentage Cleared
	85	45	53%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 546



Total Fire Type Incidents: 195 (\$33,400 Total Fire Loss)

Total EMS Incidents: 351 (227 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.7% of emergency incidents: (Avg. first apparatus travel time 4:10 minutes)

EMS units arrived on scene in less than 9 minutes on 94.1% of emergency incidents. (Avg. first ems unit response time 5:40)

Fire Division (number of incidents):

Fires		Hazardous Situations		Services Calls and False Calls	
Building Fire	2	Gas leak (natural gas or LPG)	3	Good intent calls	29
Cooking Fire contained to container	2	Carbon Monoxide incident	3	Public service calls	33
Passenger vehicle fire	2	Power line down	25	False alarm/false calls	25
Brush or brush and grass mixture fire	2	Arcing, shorted electrical equipment	6	Assist invalid	14
Fireworks explosion (no fire)	1	Building or structure weakened or collapsed	3	Smoke detector installation	4
Unauthorized controlled burning	2	Hazardous condition, other	1	Carbon Monoxide detector installation(s)	N/A
		Water evacuation	1	Knox Box Installation	1
		Haz Mat release investigation w/ no Haz Mat	3	Wind storm, tornado/hurricane assessment	24
		Water Rescue	1		

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	8	Assist, Public	38	Cancelled (Prior to Arrival at Scene)	9
Patient Evaluated, No Treatment/Transport Required	13	Cancelled on Scene (No Patient Found)	6	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	1
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	1	Patient Refused Evaluation/Care (Without transport)	28	Standby, Public Safety, Fire, or EMS	2
Patient Treated, Released (AMA)	13	Patient Treated, Released (per protocol)	5	Transported Lights/Siren	20
				Transported no Lights/Siren	207

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

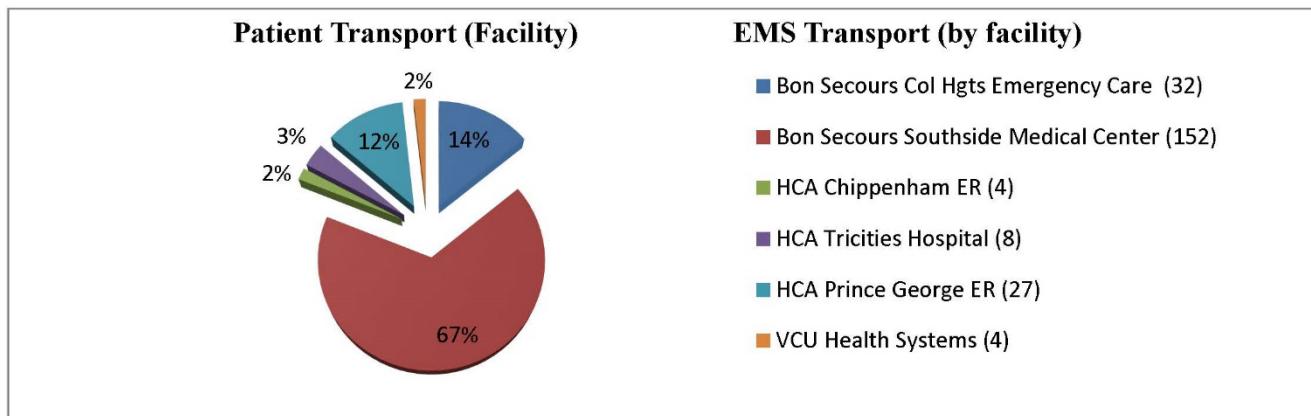
EMS Mutual Aid Given & Received

Mutual Aid given to Petersburg (EMS)	4	Mutual Aid received from Petersburg (EMS)	1
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	2
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	1	Mutual Aid received from Prince George (EMS)	1
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)	5	Total EMS Mutual Aid received (Transport unit)	4
Total Fire Mutual Aid given (Engine/Ladder)	2	Total Fire Mutual Aid Received (Engine/Ladder)	3

Out of Service Apparatus

Station 1	Fire Units		Medical Units	
	Number of Incidents	N/A	1	
	Total Hours	N/A	Medic-932 147 hrs.	
Station 2	Number of Incidents	1	2	
	Total Hours	Quint-992 720 hrs.	Medic-934 168 hrs.	Medic-931 11.5 hrs.

V. FIRE & EMS DEPARTMENT (CONTINUED):



Fire Investigations / Inspections

Inspections /Plans review completed 18

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
- Assisted with fire inspections by volunteer FM Woolard
- 1 Call out for a fire investigation resulted in 1 arrest (3 felony charges)
- 1 Firework show inspected and completed

Special Notes

CHFD/EMS Medic Patient Transport Mileage:	Total:	1,603.20 miles
	Average:	7.06 Miles

June 2022 Total Incidents: 512 Fire: 133 EMS: 379

VI. FINANCE DEPARTMENT:

Finance Activity:

ERP Project

- Financials: I have seen a big improvement in getting answers to questions when something happens. We are still looking to do an upgrade so we can do our 1099s for December.
- 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.
- Budget 2024: Budget approval in June council meeting
- Fiscal 2023 Audit: We have started our preliminary work. We tentatively schedule to meet with auditors in mid-June.

Purchasing Activity:

- Finance approved 1069 invoices and processed 532 checks during the month.

Purchasing Bid/RFP Activity

Purchasing (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 May. The decision was made to go with Pro Active. The contract and documents were approved during the month, with the new pricing and the contract to start on July 1 2023
- 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 May, and the Purchase Order was issued during June, with the Engineering Department to give the notice to proceed.
- SP 23-070702-1136 Appomattox River Greenway Trail – Phase V, was issued on May 19, with Sealed Bids received on July 7 2023. Two bids were received, with both bids exceeding the City budget. Engineering will be getting with the State for their recommendation.
- SP 23-061202-1137 SGR Boulevard Repaving and ADA Rams, was issued on May 19, with Sealed Bid due on June 12 2023. The low bidder was unable to meet the DBE goal, so the State of VA is reviewing to see if the City can move forward with the award.

VI. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity:

- 257 Purchase order were issued during the month.
- Purchase order issued for the design construction of the Ride Road Construction Project. The City's "on-call" contract for transportation engineering services was used.
- Purchase order issued for construction inspection services for the North Elementary and Inspection services.
- Many vendors helped with storm related cleanup in the City. There was approximately \$35,000 in tree work, with damage also to a lot of fencing in the City.
- Purchase Order issued to rebuild a sewer pump and purchase a new volute for the Hillcrest Pump Station.
- The end of the fiscal year purchasing made it a very busy month.

Risk

Property

- The City's 12' tracker aluminum boat was stolen during the month. The boat had been stored on the shore of the pond near the round-a-bout. The boat was chained up for security, but the chain had been removed so that it could be used to add chemicals to the pond.
- Storm damage was reported during the month, with most of the damage being to trees in the City. Two contractors were used for the clean-up, with this cost to be reimbursed to the City by our insurance carrier.

Citizen Claim

- A citizen filed a claim against the City, due to her car being scrapped by tree branches. The citizen felt like the City should have put out barrels or waring tape to make motorist aware of the potential situation.

Vehicles

- A police vehicle while backing up, struck a light post in front of a business.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent-4,004
- Delinquent Notices Sent –605.
- \$1,747.04 in utility billing set-off debt collections were received this month.

Billing and Collections Activity:

- 82 DMV releases processed: 70 personal property, 3 parking citations, 9 COR abatement, 0 bankruptcy
- Set off collections this month: \$11,983.14
- Tobacco stamps collected: \$64,776.80
- ADM fees collected \$2,503.11
- Return EFT 9, Return by web payment:8, Checks 4

Real Estate Activity:

- 50 property transfers this month, 25 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 June 2023:

Advertisements

<u>Department</u>	<u>Position</u>	
Commonwealth's Attorney	Legal Secretary	
Recreation & Parks	Site Supervisor (Part-time)	
Recreation & Parks	Support Worker (Part-time)	
Fire & EMS	Firefighter-EMT	
Police	Police Officer (Certified)	(Continuous)
Police	Police Officer (Non-Certified)	(Continuous)
Public Works	Project Coordinator	
Planning	Assist. Director of Planning & Community Dev.	
Circuit Court	Deputy I (Circuit Court)	

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Legal Secretary	29	842
Site Supervisor (Part-time)	2	676
Support Worker (Part-time)	11	819
Firefighter-EMT	43	879
Project Coordinator	0	4

Miscellaneous

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

<u>New Employee Orientation</u>	<u>Employee Separation</u>
Van Driver	
Police Officer	(<i>No Retirements</i>)
Deputy Sheriff	Assistant Director of Public Works

- Participated in a Public Sector Human Resources Association (PSHRA) Virginia Chapter legal webinar entitled “Collective Bargaining in Virginia Municipalities” presented by Randy Sparks, Jr., Esquire (Kaufman & Canoles, P.C.).
- Applicants participated in the written test phase for the Firefighter position recruitment process. Written test sessions were held on multiple dates/times (June 21-22, 2023) to allow more flexibility for applicant schedules.
- Participated in a NEOGOV Application Tracking System (ATS) webinar series for training on multiple modules and enhanced features.
- The Human Resources Department assisted with the City Council approved bonus payment contract process for eligible part-time employees.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 72,464 views in the month of June.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Pay On-Line (4,319)2. Yard Sale Permits (2,585)3. Real Estate Records (2,525)4. Library (2,078)5. Animal Control Shelter (1,585)6. Recreation-Parks (1,154)7. City Employees (1,089)8. Utility Billing (1,018)9. Human Resources (978)10. Police (835)11. GIS (597)12. Trash Collection (558)13. Agenda Center (544)14. Personal Property Tax-City Decals (530)15. Real Estate Assessor (515)	<p>Top five countries after U.S.:</p> <table><tbody><tr><td></td><td>India</td></tr><tr><td></td><td>China</td></tr><tr><td></td><td>Philippines</td></tr><tr><td></td><td>Mexico</td></tr><tr><td></td><td>Ireland</td></tr></tbody></table> <p>Top five regions after Virginia:</p> <table><tbody><tr><td></td><td>Maryland</td></tr><tr><td></td><td>Illinois</td></tr><tr><td></td><td>New York</td></tr><tr><td></td><td>New Jersey</td></tr><tr><td></td><td>Washington, D. C.</td></tr></tbody></table>		India		China		Philippines		Mexico		Ireland		Maryland		Illinois		New York		New Jersey		Washington, D. C.
	India																				
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	Maryland																				
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	New York																				
	New Jersey																				
	Washington, D. C.																				

- Citizens submitted and city staff processed 151 service requests and questions through the “Report a Concern” module during the month of June.
- The City of Colonial Heights’ Facebook Page now has 6,300 fans and the City’s Twitter account has 1,674 followers. There are 2,665 subscribers for “In the News”.
- Proactive Information Management completed 39.75 hours of IT service and maintenance for City departments this month.
- The data migration for the Destiny Project will take place on July 10th. The Library will be closed on the 10th and while we have allowed 2 days for the migration, we hope to have it completed by the end of the first day.
- Continued to work with Motorola interfacing the Radio equipment with the City’s Network. We have completed testing and have another meeting with the Engineers scheduled for August.
- Jay Ruffa continued his meetings with the City Departments regarding GIS. He also assisted Engineering completing the iPad set-up to be used for collection purposes. During the month he received requests from DEQ, VIGIN and Chesapeake Conservancy.

IX. LIBRARY:

- The library staff circulated 10,387 items in June broken down as follows:
 - Residents borrowed 9,201 print titles
 - 117 e-books on Kindle readers
 - 1,069 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,627 residents registered for the Hoopla service.
- The public computer center had 821 users
- The Summer Reading programs had 344 children attend
 - The library's meeting rooms were used 116 times
- An average of 438 residents used the library each day, while 132 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of June, we began our Summer programs to include Summer Camp, Flag Football, and Sports Camps. Shepherd Stadium hosted the Chili Peppers Baseball Camp the middle of June with participants enjoying two days of drills and games and as part of the camp attended a Chili Peppers game and shagged balls during pre-game batting practice. Our youth Baseball and Softball teams completed regular season play and our all-star teams are practicing and preparing for the upcoming Hopewell Optimist Tournament, as well as, the annual BIB Tournament at Shepherd Stadium.

The Tri-City Chili Peppers continued regular season play in the month of June playing 15 home games at Shepherd Stadium while averaging more than 1,000 spectators in attendance per game. The team will be hosting two fireworks displays at their July 1 and July 3 home games. The team donated almost \$20,000 in the first month of the season to local non-profits.

Staff is currently preparing for upcoming Summer events to include the July 4th Fireworks show and the Back to School Festival scheduled for the beginning of August.

Athletics/Programs	2023	2022
Belly Dancing	3	3
Archery	5	N/A
Critters & Crafts	2	N/A
Messy Mondays	2	N/A
Kids in the Kitchen	14	N/A
Youth Nature Programs	5	N/A
Soccer Camp	55	76
Tennis Camp	9	N/A
Flag Football	88	119
Spring Fling Festival	230	N/A
Pickleball Classes	90	N/A
Soul Line Dancing	91	93
Summer Camp	71	29
Chili Peppers Baseball Camp	47	15
Therapeutic Recreation - Trips	42	N/A
Therapeutic Recreation	76	62
Facility Usage	2023	2022
Community Room Attendance	1,156	504
Community Room Reservations	17	7
Pavilion Attendance	2,880	2,560
Pavilion Reservations	43	40
Field Attendance	20,521	12,750
Chili Peppers Attendance (included in total field attendance)	16,111	18,450
Field Rentals	59	34

Parks, Horticulture, Building Maintenance

Parks

- Maintained grass on City properties.
- Emptied trash cans at parks and City properties.
- Maintained ballfields throughout the City.
- Cleaned and stocked restrooms at City parks.
- Removed and stored temporary fence on High School ballfields.
- Performed maintenance on grass cutting equipment.
- Delivered tables and chairs for City events.
- Repaired and/or removed storm damaged wind screens on ballfields and tennis courts.
- Cleaned Shepherd stands and dugouts after ball games.
- Lined and maintained fields for flag football at soccer complex.
- Removed and secured soccer goals off fields at complex.
- Assisted with storm damage and clean up throughout the City.
- Repaired playground equipment at White Bank park.
- Replaced torn flags throughout the City.
- Removed or painted over graffiti at City properties.
- Blew out pavilions at City parks.
- Built memorial bench to install on Appomattox River trail.
- Changed banners at Shepherd Stadium.

Horticulture

- Picked up trash at City sites.
- Maintained weeds in all flower beds throughout City properties.
- Cut and trimmed grass at certain City sites.
- Trimmed trees at City locations.
- Picked up a lot of storm debris throughout City.
- Removed dead plants in flower beds.
- Maintained mulch in areas around City.
- Added new mulch to City Hall flower beds.
- Watered new plants at City welcome signs.
- Planted and maintained new plants at Community Building.
- Removed down trees on City properties.
- Pulled tree trunks from cut up trees from storm damage.
- Trimmed low hanging Crape Myrtles on Arlington Ave.

Buildings Maintenance

- Assisted contractors on HVAC preventive maintenance.
- Adjusted dampers in Planning Office.
- Fixed plumbing pipes at Fort Clifton restrooms.
- Assembled furniture for HR department.
- Worked on exhaust system at Fire Station 1.
- Repaired ice machine at Senior Center.
- Reinstalled gate blown off by storm at Shepherd Stadium.
- Cleaned up water and debris from under a refrigerator at Courthouse.
- Vacuumed up water from dehumidifier spilled at Public Safety Building.
- Worked with contractor at Fire Station 1 breaker replacement.
- Helped with storm debris cleanup.
- Unstopped condensation drain at library and cleaned up water.
- Reset breaker at City Hall from power outage after storm.
- Changed bulbs in Shepherd Stadium shop.
- Replaced numerous light bulbs throughout City Buildings.
- Completed numerous work orders.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Agency on Aging Activities	2023	2022
Bingo in Center	69	71
Bowling	140	140
Bridge Party	33	68
Coffee Break	25	N/A
Dominoes	26	N/A
Mahjong	40	20
Movie Day	11	12
Pinochle	26	26
Scrabble	12	12
Senior Club Meeting	149	72
Senior Golf Association - Fort Lee	320	511
Senior Golf Association - Tri-Cities	175	168
Weekly Lunch Programs	82	N/A
Awareness/Education	2023	2022
Blood Drive	32	22
Library: Total # books checked out	14	12
Lunch & Learn Estate Planning	25	N/A
Classes	2023	2022
Crochet & Knitting	33	25
Intro. To Line Dancing	78	29
Line Dancing Class	188	176
Meditation	63	90
Open Paint	18	N/A
Quilts for Vets	7	6
Sewing Class	17	13
Tap Class	20	22
Tech Savvy	4	1
Fitness	2023	2022
Balance	54	39
Basic Cardio Drumming	40	N/A
Beginner Cardio Drumming	38	N/A
Cardio Ball	51	N/A
Chair Volleyball	48	N/A
Fitness Center Usage	105	62
Muscles in Motion	134	109
Pickleball	229	180
Senior Stride	10	7
Sit & Fit	202	270
Strength & Stretch	87	41
Stretch it Out	55	26
Tai Chi	39	40
Walk this Weigh	89	40
Water Aerobics	117	169
Yoga	117	90
Trips	2023	2022
Riverside - Joseph	21	N/A
Tangier Island	21	N/A
TOTAL	3,064	2,569

Meals	2023	2022
Home Delivery Meals	0	2
Transportation	2023	2022
Total Passengers	213	191
Total Trips	500	452
Total Miles	2194	2165
Wheelchairs	14	28
Donations	\$277.00	\$252.00
New Riders	2	12
Volunteer Hours	2	N/A

Riverside Theater – Joseph and the Amazing Technicolor Dreamcoat



Violet Bank Museum

Attendance	2023	2022
Tours Given	74	19
Grounds Visitors	6	24
Ongoing Programs	19	17
Special Events	25	48
Attendance Totals	124	108

Museum staff helped out in support of the Spring Fling event at White Bank Park. The Colonial Heights Public Library Summer Reading Program visited the museum where staff gave a tour of the Museum and provided a Make-n-Take Craft (Coloring a Bookmark) free of charge. Attendees had a picnic on the grounds of the museum and played games afterwards.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Office on Youth & Human Services

OOY Happenings

OOY staff continue to serve the community through prevention and diversion programming, education and consultations.

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 – Everyday Strong Presentation by Emily Watkins at United Way
- Community Coalitions of VA – monthly members meeting
- School Readiness Coalition – monthly member meeting, agency roundtable
- District 19 Community Services Board – No meeting for June
- Families First – monthly board meeting
- Southside Trauma Informed Care Network — monthly member meeting
- Interagency Prevention Team – caseload 0
- CAAN-DUU Coalition – Discussion on Collective Health Impact
- SAFE- Presentation by New Life for Youth
- CHPS School Board – monthly meeting, Haidee Napier announced as new Superintendent
- RVA Basics Thrive Birth to Five –Quarterly meeting at VSU
- JDVTF- Presentation on Teen Dating Violence

Middle School Leaders - June 26- July 7—

- 13 youth participants engaged in leadership activities, meeting with City Leaders will culminate with a community lemonade stand on July 7th with donations going to the CH Animal Shelter

Youth Conservation Corps

- Crew orientation to be held on July 19 at 6pm, 15 youth will attend this year July 24-August 11.

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

Community Service

Program to provide community service supervision for court mandated youth

- 9 youth completed various tasks

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

- 14 participants

ATOD

- 1 participant

Tackling Tough Skills

- 7 Participants

UPCOMING EVENTS

Youth Conservation Corps Summer Work Program – July 24-August 11