



# CITY MANAGER'S REPORT TO CITY COUNCIL JULY 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.
- Executed agreement received from VDOT
- 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
- Authorization to award given by VDOT
- Pre-Con held 6/8/2023
- Construction started
- 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
- Awarded to Jireh Construction
- Construction started

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

### **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 on SW corner poured
- Installation of pavement on north side complete
- Temporary signalization complete
- 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

### **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

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

### **Branders Bridge Right Turn Lane UPC 99194**

- Sealed bids due 12/15/2022
- Lowest bid by VCC \$388,874.44
- DBE goal of 9%
- 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
- 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

## **EMERGENCY/CITY PROJECTS**

- **Lexington & Conduit Outfall** – Right of Way acquisition complete, deed recordation and property owner compensation in process.

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

### **DEVELOPMENT PLAN REVIEWS**

- Towneplace Suites – Under construction.
- Panera Plan – Under construction.
- BLA between Chick-Fil-A and Walmart – Plats were received, but not signed in two spaces. Sent back to Bohler. Awaiting completed copies.
- Chick-Fil-A Parking Lot Plot Plan – No activity this month.
- Roslyn Farm Lot 12 – No activity this month.
- White Bank Landing Section 4 Site Plan – No activity this month.
- White Bank Landing Section 4 Subdivision Plat – No activity this month.
- CHHS Addition – Under construction.
- Magnolia Hill Plan of Development – Engineer sent email requesting clarification on comments sent. Emailed response on 7/28/2023.
- Magnolia Hill Subdivision Plat – No activity this month.
- The Sanctuary (505 Lakeview) – Under construction.
- Home 2 Charles Dimmock – The preliminary plan was approved July 5, 2022. A final site plan was not submitted within one year of the approved preliminary site plan. Pursuant to § 286-506.06B, the preliminary plan is now expired.
- Rio Car Wash Site Plan – Under construction.
- Popeye's Site Plan – Engineer sent updated stormwater plan on 7/24/2023. Incomplete plans. Response sent 7/31/2023.
- Southlake Pond Fill – 2nd submission received 7/12/2023. Comments sent 7/27/2023. Adjusted sheets received 7/30/2023. All comments addressed. Letter requesting administrative items sent 7/31/2023.
- Charles Dimmock and Jennick Car Wash (Flagstop) – 3rd submission received 7/12/2023.
- Temple Ave Storage – No activity this month.

### **FLEET MAINTENANCE**

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2023	69	\$21,290.36	8	\$1,658.00
2022	62	\$16,895.05	7	\$2,544.53

The sublet repairs consist of the following:

Towing	\$95.00
Alignment	\$75.00
Glass Replacement/repair	\$1,488.00



## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	15	86
Commercial Building	10	32
Demolition		3
Electrical	21	113
Mechanical	12	72
Plumbing	8	68
Swimming Pool	0	5
Amusement Rides	0	0
Tent	0	3
Clean Out Installation	4	9
Water and Sewer Connection	3	9
Total: All Permits	73	400

New Residential Units (CO's)	Month	Year to Date
Total	2	7

Valuations	Month	Year to Date
Residential	\$250,000.00	\$2,789,693.82
Commercial	\$0.00	\$10,713,565.23
Total	\$250,000.00	\$13,503,259.05

Building Inspections	Month	Year to Date
Residential	102	524
Commercial	47	551
Total: All Inspections	149	1075

### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	11	68
Mobile Food Units	0	2
Signs - Permanent	2	18
Signs - Temporary	0	3
Zoning	15	94
Total: All Permits	28	186

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	1
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	1	10
Total: All Categories	1	20

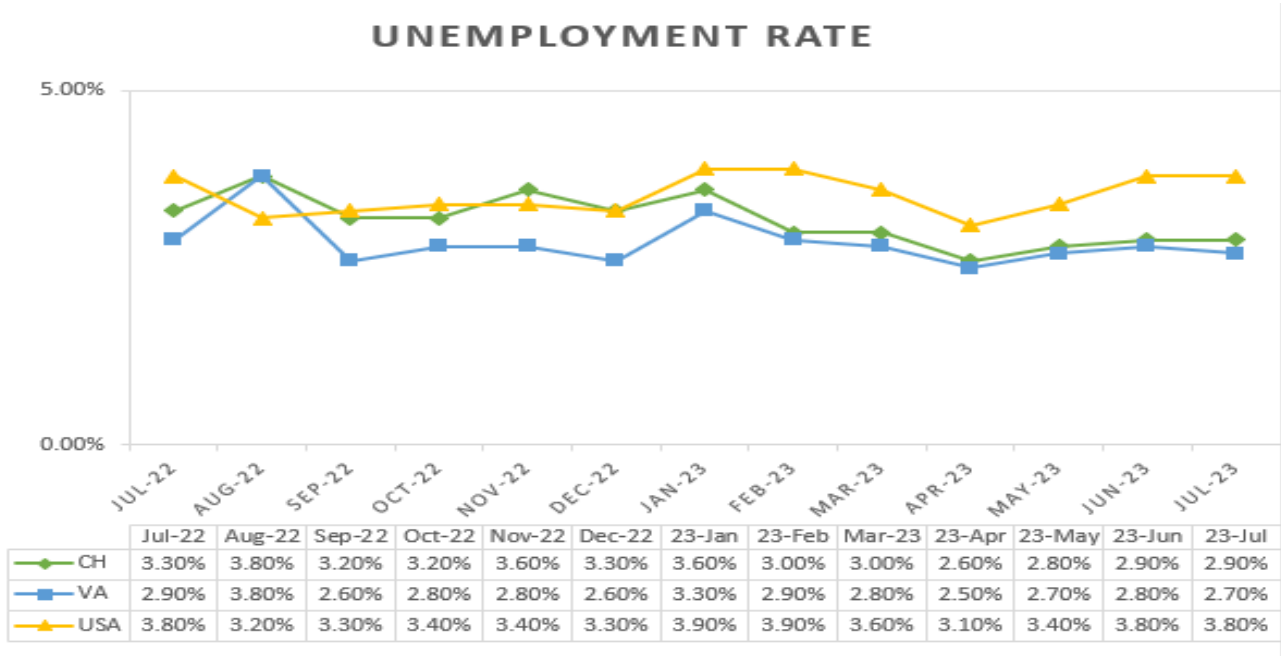
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	1	4
Wetlands Board	0	0
Total: All Meetings	1	5

### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	1	17	1	13
Exterior Storage of Objects	2	22	2	19
Inoperable Vehicle	1	17	0	6
Property Defacement	0	0	0	0
Tall Grass	79	123	69	190
Trash Can Placement	0	39	0	36
Trash/Debris	4	18	2	15
VA Property Maintenance Code	9	22	2	5
Zoning	0	19	0	3
Total: All Cases	96	277	76	287

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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9065	8806	259	2.9%	No

\*Chesterfield 2.6 %unemployment  
 \*Dinwiddie 3.0 % unemployment  
 \*Prince George 3.1% unemployment

\*City of Petersburg 4.8% unemployment  
 \*City of Hopewell 4.0% unemployment

#### Prospect Activity:

Direct Requests for Information: 3  
 Sites/Bldgs. Submitted 3  
 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:

Calls for service this month brought our yearly total to 14,978. In addition, we once again effected the most arrests—185 for the year, a 4% increase from July 2022. We responded to 69 accidents this month, bringing our yearly total to 559 crash investigations. The number of behavioral health emergencies dropped slightly from June, 33 to 29 calls, taking our yearly total to 209 calls. These calls took officers the equivalent of just over three (3) days to complete for this month and nearly 26 total days of time to complete for the year. We also responded to three (3) overdose calls, none of which resulted in a fatality. This brought our yearly overdose total to 29, of which two were ruled fatal by the medical examiner's office.

It is hard to believe half of 2023 is behind us already! Our two recruits began their training at Crater Criminal Justice Academy this month. This starts 26 weeks of basic academy training, followed by another nine weeks of field training. Additionally, we are particularly excited as Major Ruxer began the 287<sup>th</sup> session of the FBI's National Academy. While this will be a busy time—Captains Thad Johnson and Mike Foster have taken over Major Ruxer's duties—it will serve as an excellent opportunity for both of them to learn the challenges of a new role. I know that both of them will do an outstanding job.

This month we also witnessed a selfless act of heroism as Animal Services Supervisor Amanda Richards jumped into the Appomattox River trying to save a man's life. On July 13<sup>th</sup>, we received a call for a person in the water at the Appomattox River Trail. ACO Supervisor Richards was working at the animal shelter and heard the call. Immediately, Officer Richards responded by running from the shelter to the area of the boat dock. Once there, she noticed a citizen who appeared unconscious in the water and was attempting to be pulled to shore by another citizen. Without hesitation, Officer Richards swam out and began pulling the citizen back to shore. Once on shore, some citizens joined Officer Richards in beginning lifesaving efforts. Master Officer Jacob Miller and Master K9 Officer Micaulay Fable arrived on scene and quickly took over CPR on the individual, but he remained unresponsive. Our Fire and EMS personnel arrived on scene, took over medical assistance and, within a few moments, transported the victim to Southside Regional Medical Center.

Unfortunately, the victim in this case did not survive due to his extensive and complicated medical situation. That said, it does not take away from the act of bravery displayed by Officer Richards, nor the lifesaving efforts that she and all of the staff on scene attempted. I had the opportunity to respond myself during the event and I could not be prouder of this agency. I was also incredibly impressed with our Fire and EMS personnel and am extremely thankful to have folks of that caliber working here in our City. Great work and even better teamwork by all!!

**Captain Thad Johnson** is our **Operations Division Commander** and reported that his division issued **331** traffic citations, **368** warnings; made **eight (8)** DUI arrests, obtained **49** felony and **108** misdemeanor warrants, and served **119** outstanding warrants. The **Operations Division** investigated **69** vehicle crashes, **four (4)** field identifications, issued **28** parking citations, and tagged **seven (7)** vehicles as inoperative. Additionally, the division investigated **164** new cases. **Five (5)** of those cases were transferred to investigations and they cleared **118** of the remaining cases, for a **72%** monthly clearance rate. Capt. Johnson reported the following operational highlights from his personnel:

- On 7/1/23, Officer Anthony McCurry arrested an individual in the drive-thru of Burger King for distribution of a Schedule I/II narcotic, possession of firearm w/Schedule I/II drug, possession of firearm without a serial number and carrying a concealed weapon.

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

- On 7/2/23, Officer Joshua Bland responded to 2201 Wakefield Avenue for a breaking and entering. The suspect stole an X-box from the residence but was later identified. The suspect was later located and arrested during a traffic stop.
- On 7/2/23, Officer Jonathan Walker arrested a subject for simple assault at WoodSpring Suites.
- On 7/3/23, Lt. Bob Clark, while checking the parking lot of the Sherwood Hills pool, located a possible juvenile being exploited by an adult. The two met on an adult dating website. The adult had in his possession a cell phone containing child images. Investigation continues.
- On 7/4/23, during the 4<sup>th</sup> of July festivities, Officer Tristan Bennett responded to the Walmart parking lot for shots being fired. One subject was arrested for reckless handling of a firearm, discharging a firearm in the city, three counts of felony endangering the health of children and public intoxication.
- On 7/5/23, Master Officer Will Waldrep responded to the Virginia Credit Union for a check fraud in progress. Suspect fled the credit union on foot into a heavily wooded area. K-9 handler, Sr. K9 Officer Andrew Fontaine, and his partner Sgt. Bane responded for a track and the suspect was located and arrested for felony forge/utter a check and obtaining money by false pretenses.
- On 7/9/23, Sr. Officer Devin Marks arrested a subject for brandishing a firearm from a road rage incident. Weapon was seized.
- On 7/10/23, Officer John Davis responded to 1018 Lakewood Drive for a report of a shooting. A vehicle drove past the residence firing several shots from the car. The victim's home and vehicle were struck. Two shell casings were located and recovered at the scene.
- On 7/12/23, Sr. Officer Marks located a stolen vehicle from a Flock alert at SouthPark Mall. The vehicle was recovered and four firearms, which included one "Ghost Gun" (un-serialized firearm), was also located. Three subjects were arrested.
- On 7/13/23, Master Officer Miller, Master K9 Officer Fable and ACO Richards assisted with pulling a body from the water at Roslyn Landing. CPR was attempted and subject succumbed at Southside Regional Hospital.
- On 7/14/23, Officer Walker responded to WoodSpring Suites for a larceny. The victim rented a room for the suspect and stayed for a few hours because he was tired. He advised that he was missing his vehicle and \$1,000.00 in cash when he woke up. Warrants were obtained for the suspect, who was located and served by Chesterfield.
- On 7/25/23, Sr. Officer Jason Poe responded to the Colonial Heights Public Schools maintenance building for a vandalism and destruction of property. Several city vehicles had been spray-painted and damaged during the evening hours. A 15-year-old juvenile was identified and petitions have been sought for felony vandalism, tampering with auto and trespassing.
- On 7/27/23, Officer Austin Thomas arrested an individual for trespassing at Pickwick Shopping Center. Suspect also served on outstanding warrants out of Colonial Heights and Chesterfield.

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

- On 7/29/23, Officer Bland arrested a subject for resisting arrest and obstruction of justice at Colonial Heights Emergency Care. Suspect was also served with warrants from Colonial Heights and Richmond.
- On 7/29/23, Master Officer Waldrep responded to the area of Pickwick Shopping Center for an active road rage incident. Suspect identified and arrested for brandishing a firearm, felon in possession of a firearm x 2, possession with intent to distribute marijuana and possession of a firearm while in possession of greater than one pound of marijuana. Suspect was also served on an outstanding warrant through Virginia State Police for making a false statement on a federal firearms transaction form.

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

- Officers conducted radar enforcement at various locations throughout the city, to include Lakeview Avenue.
- Majority of agency involved with security operations for 4<sup>th</sup> of July Fireworks event.
- Sergeant Wulff and Master Officer Miller made a presentation for summer camp attendees at North Elementary.
- Sr. K9 Officer Fontaine and Sgt. Bane participated with summer camp at North Elementary.
- 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 seven (7) animals found permanent placement through adoption, and seven (7) were returned to their owners.
- Staff, Ring Dog Rescue and the “Woofy Bus” worked together to remove all canines from the facility during the 4<sup>th</sup> of July fireworks show.
- Office on Youth and Human Leadership hosted a lemonade stand at City Hall. Proceeds of nearly \$900.00 were donated to the animal shelter.
- Injured feline needing multiple surgeries had vet bill covered by Tommie’s Fund.

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

- Eagle Scouts began project to raise money for the shelter.
- The 262<sup>nd</sup> Quartermaster Battalion was on hand throughout the month to assist with cleaning and caring for animals at the shelter.
- Fort Gregg-Adams scheduled “Soldier Assistance Program” for all Wednesdays to assist with general care, walking and cleaning of the facility.
- Continued operation of pet food program for those needing assistance.

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

- On July 3<sup>rd</sup>, members of Law Enforcement Services hosted and completed a station tour to middle school Office on Youth students. The purpose of this tour was to explain the many functions of a police officer’s role in the community.
- In July, members of Law Enforcement Services worked the 4<sup>th</sup> of July Fireworks event.
- In July, several SRO’s completed and have been certified in International Police Mountain Bike training.

#### **Accreditation**

- On 7/3/2023, Career Officer Scott Whirley and Master Officer Andy Barnhouse completed a supply closet inventory as required.
- On 7/7/2023, Captain Mike Foster completed the K-9 Narcotics Training Aids annual unannounced inventory as assigned by Chief Anspach.
- On 7/20/2023, Master Officer Barnhouse, along with property officers, completed the annual Property Room audit.
- On June 27<sup>th</sup>, the petty cash and ACO financial audit was conducted by the city finance accountant with no discrepancies.

#### **Grant Activity**

- On 7/1/2023, Sgt. Desiree McCurry created a 4<sup>th</sup> of July National Highway and Traffic Safety Administration (NHTSA) post, per DMV grant, which reminded citizens of the consequences of drinking and driving.
- On 7/6/2023, Sgt. McCurry created a Facebook post for “Vested Interest” K-9 vest grant.
- On 7/26/2023, Sgt. McCurry reposted the DMV Local Heroes campaign that reminds our citizens of always wearing a seatbelt.

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

##### **FOIA**

- FOIA requests: 17 were made in July 2023
- Concealed Weapon Permits: 20 were processed
- Massage Permits: None (0) were processed
- Precious Metals Permits: None (0) were processed
- Subpoena Duces Tecum: One (1) was received
- Requests to assist other agencies: Four (4) were received
- Fingerprint cards: Six (6) were completed

##### **Property Room/Part-time Evidence Clerk**

- Items checked into Evidence 99
- Items destroyed/disposed 4
- Destruction Requests 3
- Return to Owner Cards 3
- Items signed out to Officer 2
- Items returned to Owner 11
- Items checked in from Court 20
- Disposition Sheets 6

The **Investigations Division**, commanded by **Captain Mike Foster**, reported a steady month for investigators, with 16 new cases. This month, 14 cases were cleared, including five (5) from previous months, resulting in a clearance rate of 92% for the month and a 79% clearance rate for the year.

Some of the division highlights include:

**Detective Sergeant Adam Brandeberry** was assigned three (3) new cases for the month and cleared three (3) cases from the previous months.

- An impersonation of a police officer. Closed as unfounded.
- Sexual battery. Inactive pending further investigation.
- Death investigation. Unfounded, natural causes.
- Shooting into occupied dwelling. Closed by arrest.
- Rape case unfounded, as the victim refused to cooperate.

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

- A CPS (Child Protective Services) complaint, unfounded.
- An APS (Adult Protective Services) complaint, unfounded
- Completed two officer applicant backgrounds.

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

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

- Distribution of child sexual abuse material. Same closed, unfounded.
- Solicitation of a minor. Case unfounded.
- Shooting into occupied dwelling, case unfounded.

**Senior Detective Christopher Velasquez** was assigned five (5) new cases for the month and one background, to include:

- Possession of child sexual abuse material. Case exceptionally closed.
- A child death investigation. Inactive, pending further investigation.
- A suicidal subject. Case unfounded.
- A burglary, inactive pending further investigation.

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

- A CPS complaint, case closed by arrest.
- A fraud, inactive, pending further investigation.
- Possession of child sexual abuse material. Cleared by arrest.
- A death investigation, unfounded, natural causes.

**Auxiliary officers** provided **123 hours** of volunteer service this month, for a total of **1,060 hours** volunteered this year. **Sentinels** did not provide any 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.



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

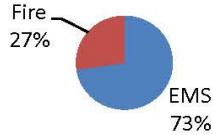
Joshua and Zaneisha are shining examples of what compassion and service are all about. They did not hesitate to assist this man in what was the most desperate time of his life. What could have ended in tragedy resulted in hope—that Mr. Trader will get the help he needs to lead a happier life. These two 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**.

<b>DEPARTMENT STATISTICS</b>			
<b>July 2023</b>			
<b>Crime</b>	<b>July 2022</b>	<b>July 2023</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	1	0	<b>-100%</b>
Robbery	1	0	<b>-100%</b>
Aggravated Assaults	3	6	<b>100%</b>
Simple Assaults	12	18	<b>50%</b>
Breaking & Entering	1	5	<b>400%</b>
Larceny	61	50	<b>-18%</b>
Vehicle Thefts	2	3	<b>50%</b>
Arson	0	1	<b>100%</b>
Shoplifting	36	17	<b>-53%</b>
DUI Arrests	8	8	<b>0%</b>
All Criminal Arrests	178	185	<b>4%</b>
Calls for Service	2,249	2,220	<b>-1%</b>
<b>July 2023</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>82</b>	<b>45</b>	<b>55%</b>

## V. FIRE & EMS DEPARTMENT:

**Total Incidents: 440**



**Total Fire Type Incidents: 120 (\$8,250 Total Fire Loss)**

**Total EMS Incidents: 320 (205 Patients Transported)**

*Fire units arrived on scene in less than 9 minutes on 97.4% of emergency incidents: (Avg. first apparatus travel time 4:26 minutes)*

*EMS units arrived on scene in less than 9 minutes on 93.8% of emergency incidents. (Avg. first EMS unit response time 5:52 minutes)*

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

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Cooking Fire contained to container	2	Gas leak (natural gas or LPG)	1	Good intent calls	38
Brush or brush and grass mixture fire	2	Gasoline or other flammable liquid spill	2	Public service calls	20
Dumpster or other outside trash receptacle fire	4	Power line down	10	False alarm/false calls	17
Authorized controlled burning	3	Arcing, shorted electrical equipment	3	Assist invalid	7
		Building or structure weakened or collapsed	1	Smoke detector installation	6
		Vehicle accident, general cleanup	1	Carbon Monoxide detector installation(s)	N/A
		Hazardous condition, other	1	Knox Box Installation	N/A
		Haz Mat release investigation w/ no Haz Mat	1		
		Attempted burning, illegal action, other	1		

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

Cancelled on Scene (No Patient Contact)	9	Assist, Public	22	Cancelled (Prior to Arrival at Scene)	14
Patient Evaluated, No Treatment/Transport Required	8	Cancelled on Scene (No Patient Found)	11	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)	30	Standby, Public Safety, Fire, or EMS	2
Patient Treated, Released (AMA)	8	Patient Treated, Released (per protocol)	7	Transported Lights/Siren	17
Patient treated, Transported by private vehicle	1	Patient Treated, Transferred Care To another EMS Professional /Unit	3	Transported no Lights/Siren	188

### **Fire Mutual Aid Given & Received**

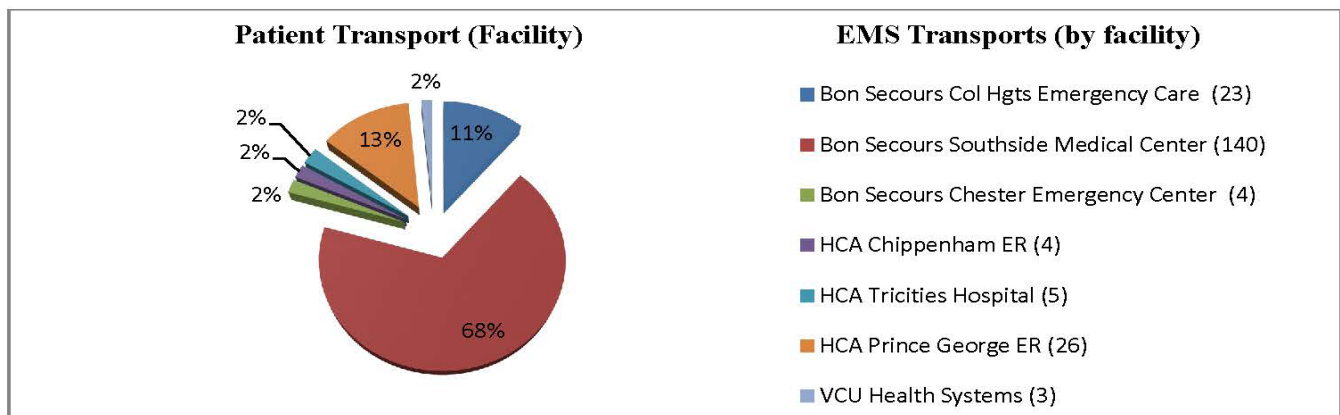
M/A given to Chesterfield Fire	N/A	M/A received from Chesterfield Fire	N/A
Automatic Aid given to Chesterfield (EMS)	1	Automatic Aid received Chesterfield (EMS)	N/A
Automatic Aid given to Chesterfield (Fire)	1	Automatic Aid received Chesterfield (Fire)	5
Mutual Aid given to Petersburg (Fire)	N/A	Mutual 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	1	Crater Regional Hazardous Materials	N/A

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

Mutual Aid given to Petersburg (EMS)	N/A	Mutual Aid received from Petersburg (EMS)	3
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	3
Mutual Aid given to Fort Lee (EMS)	1	Mutual Aid received from Fort Lee (EMS)	1
Mutual Aid given to Prince George (EMS)	1	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)	2	Total EMS Mutual Aid received (Transport unit)	7
Total Fire Mutual Aid given (Engine/Ladder)	1	Total Fire Mutual Aid Received (Engine/Ladder)	5

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

<u>Out of Service Apparatus</u>			
		<u>Fire Units</u>	<u>Medical Units</u>
<b>Station 1</b>	<u>Number of Incidents</u>	<i>N/A</i>	<i>N/A</i>
	<u>Total Hours</u>	N/A	N/A
<b>Station 2</b>	<u>Number of Incidents</u>	<i>1</i>	<i>2</i>
	<u>Total Hours</u>	Quint-992 732 hrs.	Medic-931 157 hrs.
			Medic-933 359 hrs.



### Fire Investigations / Inspections

Inspections /Plans review completed 27

#### 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
- 2 call outs to for fire investigations to assist Dinwiddie County
- 3 Firework shows inspected and completed, with assistance of FM Woolard
- Completed 4 backgrounds on new hire employees
- Assisted Deputy Chief with creation of new electrical vehicle policy

#### Special Notes

CHFD/EMS Medic Patient Transport Mileage:	Total:	1,445.10 miles
	Average:	7.12 Miles

**July 2022    Total Incidents: 534    Fire: 125    EMS: 409**

## **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. I have been in contact with Tyler about the upgrade, going to cloud base since we seem to continue to run out of memory.
- 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. We had a demo with Tyler Payment which will not only give us more options like pay over the phone but also have the citizens to pay for misc. items like permits. The Citizen Self-Serve is user friendly with the upgrade and currently it is very hard to do our bank recon. The way the payments are process and reports will make this more streamlined. Along with the payments posting real time.

Fiscal 2023 Audit: We have started our preliminary work. We are not working on reconciliations, reports and the final walk thru which will be in September.

### **Purchasing Activity:**

- Finance approved 545 invoices and processed 448 checks during the month.

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

#### **Purchasing (Sealed bids and proposals):**

- 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 decided that this vendor did not meet the requirements of the bid. The second lowest bidder is now working on the contract documents.
- SP 23-082202-1138 Statement of Qualifications to Refurbish and Convert Two Tennis Courts to Eight Pickleball Courts – This proposal was issued on July 28, with proposals due on August 22.
- SP 23-082202-1139 Statement of Qualifications to Furnish and Installing Lighting at Eight Pickleball Courts – This proposal was issued on July 28, with proposals due on August 22.

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

### **Other Purchasing Activity:**

- 387 Purchase order were issued during the month.
- Departments set up new blanket orders for the fiscal year, for small dollar purchasing
- Purchase Order issued for Office 365 software for all City Computers.
- Five 2024 Ford Durango's purchased for the Police Department.
- One 2024 Ford Durango purchased for the Sheriff's Department.
- Bike Patrol purchased for the Police Department, using grant funds.
- Toro Field tractor purchased for the Recreation Department.
- A tractor, with bush hog and loader capabilities, purchased for Public Works

### **Risk (Property)**

#### **Vehicles**

- A Recreation Department truck, while traveling south on the river walk near Roslyn Landing, struck a down tree that was in the road.
- A resident pulling out of her driveway, scrapped a Utilities Van.
- Damage to a police van AC cover, which was damaged after sever weather in the City.

#### **Citizen Claim**

- A citizen struck a pot hole on Branders Bridge Road. The resident is asking for \$1,000 to replace a wheel and rim

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent-4,101
- Delinquent Notices Sent –854.
- \$528.80 in utility billing set-off debt collections were received this month.

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

- 60 DMV releases processed: 48 personal property, 6 parking citations, 6 COR abatement, 0 bankruptcy
- Set off collections this month: \$5,981.99
- Tobacco stamps collected: \$110,187.20
- ADM fees collected \$1,389.50
- Return EFT 8, Return by web payment:10, Checks 1

### **Real Estate Activity:**

- 61 property transfers this month, 32 of which were valid residential sales
- \$374,100 in new residential construction, No new commercial.

## **VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of July 2023:

### **Advertisements**

<u>Department</u>	<u>Position</u>	
Police	Police Officer (Certified)	(Continuous)
Police	Police Officer (Non-Certified)	(Continuous)
Public Works	Project Coordinator	
Public Works	Engineering Technician	(Continuous)
Public Works	Public Works Heavy Equipment Operator	(Continuous)
Circuit Court	Deputy I (Circuit Court)	
Finance - Billing & Collections	Administrative Assistant (part-time)	
Recreation & Parks – OOY	Site Supervisor (Part-time)	
Recreation & Parks – OOY	Support Worker (Part-time)	(Continuous)
Public Works	Public Works Technician I	(Continuous)
Commonwealth's Attorney	Legal Secretary	
Library	Senior Digital Resources Specialist	
Finance - Billing & Collections	Financial Technician I	
Recreation	Landscaping Technician (part-time)	

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Project Coordinator	1	3
Deputy I (Circuit Court)	21	551
Administrative Assistant (part-time)	60	816
Legal Secretary	7	176

### **Miscellaneous**

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

#### New Employee Orientation

Public Works Technician I

Financial Technician II (Accounts Payable)











#### Employee Separation

Deputy Circuit Court Clerk (*Retirement*)

- Attended an employment law webinar entitled “Supreme Court Review for Local Government (2022-2023), which was hosted by the Local Government Legal Center.
- City Employee Night was held at a Tri-City Chili Peppers baseball game on July 13, 2023, which included the game and a ballpark meal.
- Completed an annual Virginia Retirement System security administrator review process to certify all Human Resources Department and Finance Department staff assigned as system users.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 69,646 views in the month of July.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none"><li>1. Pay On-Line (2,448)</li><li>2. Facilities (2,440)</li><li>3. Library (2,364)</li><li>4. Yard Sale (2,329)</li><li>5. Real Estate Records Search (2,221)</li><li>6. Animal Control &amp; Shelter (1,676)</li><li>7. Staff Directory (1,613)</li><li>8. Human Resources (1,139)</li><li>9. City Employees (1,130)</li><li>10. Utility Billing (1,096)</li><li>11. Bid Posting (1,042)</li><li>12. Recreation &amp; Parks (950)</li><li>13. Agenda Center (919)</li><li>14. Archive Center (761)</li><li>15. Police (682)</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> India</li><li> China</li><li> Philippines</li><li> Canada</li><li> Ireland</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Maryland</li><li> New York</li><li> Georgia</li><li> Washington, D. C.</li><li> Ohio</li></ul>
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- Citizens submitted and city staff processed 174 service requests and questions through the “Report a Concern” module during the month of July.
- The City of Colonial Heights’ Facebook Page now has 6,310 fans and the City’s Twitter account has 1,676 followers. There are 2,665 subscribers for “In the News”.
- Proactive Information Management completed 27.75 hours of IT service and maintenance for City departments this month.
- The mailbox migration from the in-house Exchange server over to Office 365 began with IT being moved over first for testing purposes. The Recreation Department was moved approximately a week later followed by Finance and the City Manager’s Office. Departments will continue to be transitioned until all are completed.
- The Library’s Destiny Project was completed in 1 day although 2 days were allocated. All data was transferred from the in-house Destiny server to a cloud based (SaaS) system. The server was downed and decommissioned.
- IT and Finance had a virtual meeting with Tyler ERP to discuss moving the ERP to the “Cloud” and receive a cost proposal. This would be a lengthy process but in the end, would allow for increased access along with better management of data and services.
- GIS has been working on completing the footprint for each building located in the City. He continues to meet with departments to gather information and inform them of types of information he can provide.

## **IX. LIBRARY:**

- The library staff circulated 10,766 items in July broken down as follows:
  - Residents borrowed 9,494 print titles
  - 115 e-books on Kindle readers
  - 1,167 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,633 residents registered for the Hoopla service.
- The public computer center had 868 users
- The Summer Reading programs had 742 children attend
  - The library's meeting rooms were used 119 times
- An average of 628 residents used the library each day, while 133 residents registered for new library cards.



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

### **Recreation Division**

In the month of July, the Recreation Division continued its Summer Camp program, hosted Sports Camps, and its popular Pickleball 101 and Swing Dance classes. Staff continues working on upcoming Summer programs and events to include the Back to School Festival scheduled for August 8<sup>th</sup> at Fort Clifton Park. Planning is underway for Fall programs and the Fall 2023 City Focus should be released the middle of August.

Chili Peppers games continue to be a popular local entertainment outlet for residents with great attendance and themed game nights. The team completes their season August 5<sup>th</sup>, just in time for the Annual BIB Tournament beginning on August 6<sup>th</sup>.

<b>Athletics/Programs</b>	<b>2023</b>	<b>2022</b>
Belly Dancing	3	4
Soul Line Dancing	66	73
Swing Dance	53	N/A
Kids in the Kitchen	7	N/A
Pickleball 101	120	N/A
Flag Football	88	122
Cheer Camp	31	30
Volleyball Camp	26	42
Chili Peppers Baseball Camp	52	43
Summer Camp	211	104
Therapeutic Recreation	78	45
TR Trips	7	N/A
<b>Facility Usage</b>	<b>2023</b>	<b>2022</b>
Community Room Attendance	1,139	756
Community Room Reservations	17	12
Pavilion Attendance	2,130	1,403
Pavilion Reservations	30	23
<i>Chili Peppers Attendance (included in total field attendance)</i>	13,450	11,280
Total Field Attendance	16,240	14,190
Field Rentals	45	47

### **Summer Camp**



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

#### **Parks**

- Cut and trimmed grass at City properties throughout the City.
- Emptied trash cans at parks and ballfields throughout City.
- Maintained grass cutting equipment.
- Prepped and maintained City & School ballfields.
- Fixed playground equipment at parks & playgrounds.
- Cleaned and stocked public restrooms throughout parks and ballfields.
- Continued weed and sapling overgrowth control at river trail.
- Cut downed trees at river trail and parks.
- Assisted Building Maintenance repairing park restrooms.
- Reinstalled gate and took out damaged fence at Wakefield Park.
- Replaced torn flags at City buildings as needed.
- Raised and lowered flags at City buildings per Governor Orders.
- Installed rope and signs at White Bank Park disc golf course about respecting neighbor's property.
- Made necessary repairs and improvements to sod areas that contractor installed at Soccer Complex.
- Installed memorial bench on river trail.

#### **Horticulture**

- Cleaned up trash at various properties.
- Maintained grass and weeds at medians and City properties.
- Picked up debris from downed trees and took to Recycling Center.
- Pruned bushes and trimmed trees at City Buildings.
- Removed tree stumps from downed trees caused by storm.
- Finished mulching City Hall flower beds.
- Spread river rock at Roslyn Park.
- Removed dead plants in flower beds at City properties.
- Trimmed trees along Boulevard.
- Maintained new plants at Welcome Signs.

#### **Building Maintenance**

- Changed numerous light bulbs in City Buildings.
- Worked with contractor on HVAC PM's for City Buildings.
- Reinstalled arm rest in City Council chambers.
- Replaced kitchen sink faucet at Community Building.
- Adjusted AC units at Courthouse.
- Replaced electrical outlet in Sheriffs breakroom at Courthouse.
- Worked on AC at shop to find a faulty compressor.
- Assisted Parks staff removing hornets' nest from Soccer Complex electrical panel.
- Patched hole under sink in Sheppard concession stand.
- Fixed step in City Hall stairwell.
- Unstopped condensation drain at Health Department.
- Replaced numerous ballasts for fluorescent style lights.
- Completed numerous work orders for City Buildings.

## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

Activities	2023	2022
Bingo	55	78
Bowling	135	105
Bridge Party	49	50
Coffee Break	15	N/A
Dominos	28	7
Mahjong	46	16
Movie Day	15	12
Pinochle	46	39
Senior Club Board Meeting	8	7
Senior Club Meeting	86	64
Senior Dance	32	N/A
Senior Golf Association Fort Lee	385	500
Senior Golf Association Tri-Cities	188	165
Weekly Lunch Program	60	N/A
Awareness/Education	2023	2022
Library: Total #books checked out	7	15
Lunch & Learn: At Home Health	9	N/A
Classes	2023	2022
Crochet & Knitting	27	22
Intro. To Line Dancing	89	18
Line Dancing Class	224	160
Meditation	66	53
Open Paint	12	N/A
Quilts for Vets	5	9
Sewing Class	12	14
Tap Class	18	26
Tech Savvy	6	3
Fitness	2023	2022
Balance	66	31
Basic Cardio Drumming	34	N/A
Beginner Cardio Drumming	21	N/A
Cardio Ball	49	52
Chair Volleyball	92	N/A
Fitness Center Usage	79	77
Muscles in Motion	221	109
Pickleball	257	257
Sit & Fit	228	220
Strength & Stretch	80	28
Stretch it Out	28	19
Tai Chi	64	40
Walk This Weigh	53	27
Water Aerobics	122	163
Yoga	73	79
Trips	2023	2021
Prime Outlets Williamsburg	21	N/A
<b>TOTAL</b>	<b>3,111</b>	<b>2,465</b>

Meals	2023	2022
Home Delivery Meals	0	1
Transportation	2023	2022
Total Passengers	268	197
Total Trips	575	470
Total Miles	2520	2876
Wheelchairs	14	27
Donations	\$310.00	\$244.00
Volunteer Hours	\$23.00	\$8.00
New Riders	5	3

### Violet Bank Museum

Attendance	2023	2022
Tours Given	41	53
Grounds Visitors	11	10
Ongoing Programs	34	11
Special Events	N/A	4
Attendance Totals	86	78



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

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

#### ***OOY Happenings***

- OOO 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 7
- Community Coalitions of VA –monthly members meeting, planning summit
- School Readiness Coalition – monthly member meeting, agency roundtable
- District 19 Community Services Board – New Executive Director selected, Terrelle Stewart
- Southside Trauma Informed Care Network — monthly meeting discussed purpose and goals and set monthly meetings for 2024
- Interagency Prevention Team – caseload 1
- SAFE- Presentation by Community Coalitions of Virginia on bills approved and denied through General Assembly
- JDVTF- Officer meeting to plan activities and meetings for 2024

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

- Actively recruiting, interviewing and hiring new staff

#### **Middle School Leaders - June 26- July 7**

13 youth participants engaged in leadership activities, meeting with City Leaders culminated with a community lemonade stand on July 7<sup>th</sup> with donations going to the CH Animal Shelter

**Youth Conservation Corps** – 13 crew members attending Pocahontas Park program daily to complete projects assigned by Park staff. Each crew member will earn a \$500 stipend at the end of the program, youth will attend this year July 24-August 11.

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

- **Community Service** - Program to provide community service supervision for court mandated youth
  - 15 youth completed various tasks for 50 hours
- **Tackling Tough Skills**
  - 8 Participants
- **Substance Abuse Assessments**
  - 2 in process

#### **UPCOMING EVENTS**

- Botvin Life Skills for 6th grade at CHMS-August 21-October 3
- Resource Table at the Back to School Festival August 8
- Youth Services Commission meeting August 21
- VSU Field Orientation for returning interns August 25
- Community Needs Assessment

