



# CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2023

## **I. PUBLIC WORKS & 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

#### **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

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

- 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
- Paving and striping complete, all lanes open to travel
- Permanent signalization in progress

### **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
- In talks with MPO to obtain additional funds

### **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

### **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

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

- NTP issued to VCC
- Pre-con meeting held 5/23/2023
- Survey has started, construction to start after 7/4/2023
- Construction complete 8/22/2023

### **State of Good Repair UPC 121680**

- State of Good Repair funding awarded (\$436,231).
- Cost estimate re-evaluated by VDOT showing \$33,866.99 deficit
- New App A issued adding funding to project, new total awarded amount (\$534,867)
- 12/21/2022 PE open to charges
- NTP for preliminary engineering issued to Wallace Montgomery 1/9/2023
- SUE complete, design work for curb ramps started
- Scoping complete 2/13/2023
- RoW Certification 3/27/2023
- CN Certification 5/1/2023
- DBE goal 9%
- Authorization to advertise 5/10/2023
- Project advertised 5/18/2023
- Bid Opening 6/12
- Project awarded to Blakemore Construction
- Pre-construction meeting scheduled for 9/7/2023
- Anticipate construction being completed by 10/15/2023

### **Appomattox Greenway Trail Boulevard Spur UPC 121417**

- Transportation Alternatives Program funding awarded (\$396,0000), estimate is \$541,000, project is showing a shortfall of \$145,000. Smart Scale and CMAQ application submitted to cover shortfall.
- Funding received
- Agreement executed 6/25/2023
- Authorization to open PE to charges received
- Requested Timmons to provide a cost proposal for design services

### **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.

## **FLEET MAINTENANCE**

| <u>YEAR</u> | <u>#</u><br><u>Invoices</u> | <u>Total</u> | <u>Sublet</u> | <u>Sublet Total</u> |
|-------------|-----------------------------|--------------|---------------|---------------------|
| 2023        | 74                          | \$23,289.97  | 4             | \$2,575.96          |
| 2022        | 90                          | \$21,769.76  | 12            | \$15,183.18         |

The sublet repairs consist of the following:

|               |            |
|---------------|------------|
| Dealer Repair | \$2,076.01 |
| Exhaust       | \$499.95   |

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### BUILDING INSPECTIONS DIVISION

| Building Permits           | Month          | Year to Date   |
|----------------------------|----------------|----------------|
|                            | Permits Issued | Permits Issued |
| Residential Building       | 18             | 104            |
| Commercial Building        | 6              | 38             |
| Demolition                 | 0              | 3              |
| Electrical                 | 19             | 132            |
| Mechanical                 | 14             | 86             |
| Plumbing                   | 12             | 80             |
| Swimming Pool              | 0              | 5              |
| Amusement Rides            | 0              | 0              |
| Tent                       | 0              | 3              |
| Clean Out Installation     | 0              | 9              |
| Water and Sewer Connection | 1              | 10             |
| <b>Total: All Permits</b>  | <b>70</b>      | <b>470</b>     |

| New Residential Units (CO's) | Month    | Year to Date |
|------------------------------|----------|--------------|
| <b>Total</b>                 | <b>1</b> | <b>7</b>     |

| Valuations   | Month                 | Year to Date           |
|--------------|-----------------------|------------------------|
| Residential  | \$551,421.54          | \$3,341,115.36         |
| Commercial   | \$662,920.31          | \$11,376,485.54        |
| <b>Total</b> | <b>\$1,214,341.85</b> | <b>\$14,717,600.90</b> |

| Building Inspections          | Month      | Year to Date |
|-------------------------------|------------|--------------|
| Residential                   | 61         | 585          |
| Commercial                    | 42         | 593          |
| <b>Total: All Inspections</b> | <b>103</b> | <b>1178</b>  |

### PLANNING DIVISION

| Planning Permits          | Month     | Year to Date |
|---------------------------|-----------|--------------|
| Farmer's Market           | 0         | 1            |
| Fence                     | 11        | 79           |
| Mobile Food Units         | 0         | 2            |
| Signs - Permanent         | 2         | 20           |
| Signs - Temporary         | 0         | 3            |
| Zoning                    | 15        | 109          |
| <b>Total: All Permits</b> | <b>28</b> | <b>214</b>   |

| 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        | 2            |
| Variance                     | 0        | 0            |
| Wetland Development          | 0        | 0            |
| Zoning Opinion & Cert        | 0        | 10           |
| <b>Total: All Categories</b> | <b>1</b> | <b>21</b>    |

| Community Meetings         | Month    | Year to Date |
|----------------------------|----------|--------------|
| Board of Zoning Appeals    | 0        | 1            |
| Planning Commission        | 1        | 5            |
| Wetlands Board             | 0        | 0            |
| <b>Total: All Meetings</b> | <b>1</b> | <b>6</b>     |

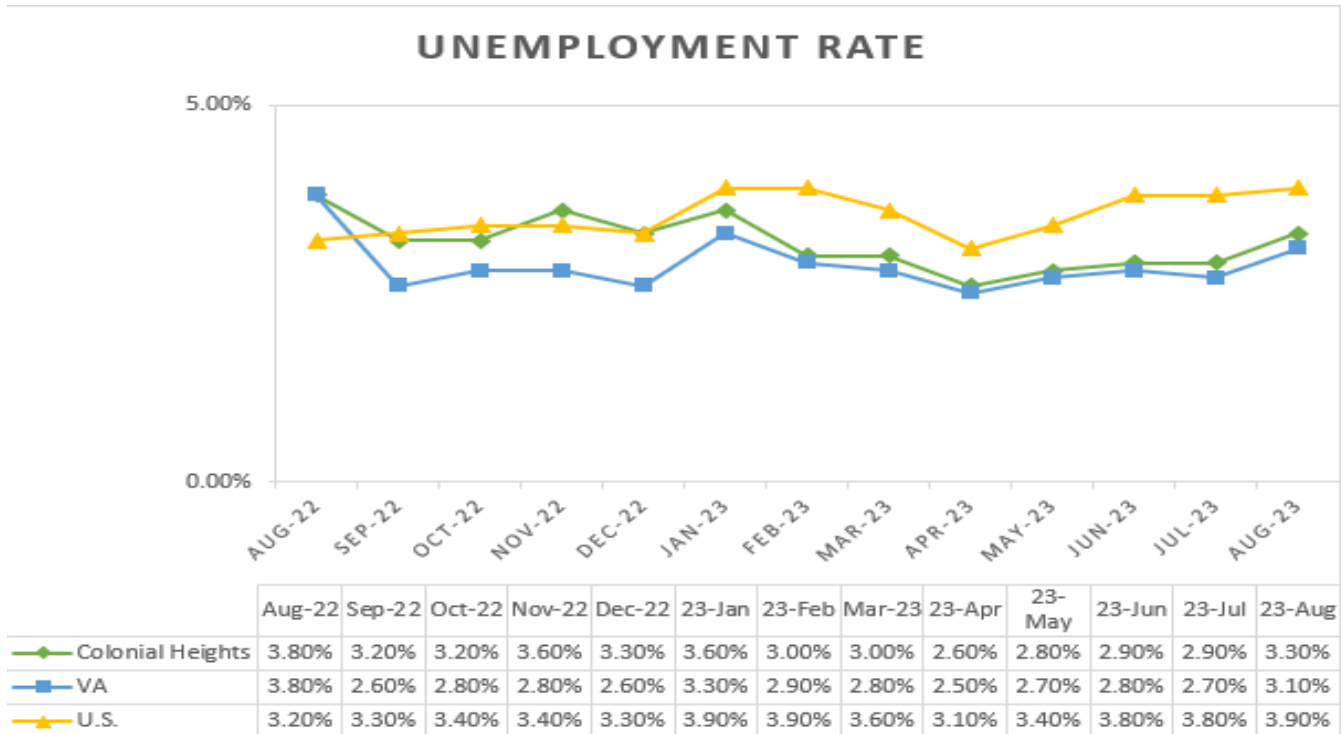
### CODE ENFORCEMENT DIVISION

| Cases                           | Open Cases |              | Closed Cases |              |
|---------------------------------|------------|--------------|--------------|--------------|
|                                 | Month      | Year to Date | Month        | Year to Date |
| Commercial/Recreational Vehicle | 4          | 21           | 0            | 13           |
| Exterior Storage of Objects     | 3          | 25           | 5            | 24           |
| Inoperable Vehicle              | 1          | 18           | 0            | 6            |
| Property Defacement             | 0          | 0            | 0            | 0            |
| Tall Grass                      | 19         | 142          | 43           | 221          |
| Trash Can Placement             | 3          | 42           | 0            | 36           |
| Trash/Debris                    | 8          | 26           | 1            | 16           |
| VA Property Maintenance Code    | 2          | 24           | 0            | 5            |
| Zoning                          | 0          | 19           | 0            | 3            |
| <b>Total: All Cases</b>         | <b>40</b>  | <b>317</b>   | <b>37</b>    | <b>324</b>   |



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

| Labor Force | Employed | Unemployed | Unemployment Rate | Preliminary |
|-------------|----------|------------|-------------------|-------------|
| 8974        | 8674     | 300        | 3.3%              | No          |

\*Chesterfield 3.1 %unemployment  
 \*Dinwiddie 3.5 % unemployment  
 \*Prince George 3.6% unemployment

\*City of Petersburg 5.7% unemployment  
 \*City of Hopewell 4.8% unemployment

#### Prospect Activity:

Direct Requests for Information: 6  
 Sites/Bldgs. Submitted 3  
 Active Prospects 8

#### Projects:

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

#### **IV. POLICE DEPARTMENT:**

Although arrests this month were not the highest to date at 165, they were a 5% increase from August of 2022. We responded to the most accidents so far this year at 104, which brings our yearly total to 663 crash investigations. The number of behavioral health emergencies dropped from last month, from 29 to 15 calls, taking our yearly total to 224 calls. These calls took officers the equivalent of two days to complete for this month and nearly 28 total days of time to complete for the year. We also responded to one (1) overdose call this month, which did not result in a fatality. This brought our yearly overdose total to 34, of which two were ruled fatal by the medical examiner's office.

I want to begin by thanking everyone who hosted and participated in the **National Night Out** event. This was the first time in over a decade that we have hosted a National Night Out event, and it was an absolute success. In the past, we promoted a program called Celebrate Safe Communities, which was held on the first Tuesday of October. The program was a success; however, over the years, community participation had declined. In fact, when we had our last event in 2022, there were only about 12 locations. Naturally, having any event at the beginning of August we were concerned about weather and the heat, but honestly, we could not have had a better evening if it had been custom ordered. With over 30 officers participating, we visited 19 different locations across the city. There were neighbors out grilling, kids out riding bikes and of course, an appearance by McGruff, the crime dog. What a neighborhood event is truly meant to be—people outside and meeting their neighbors and meeting the officers who work so hard to protect them. It was also great to see our brothers and sisters from Fire/EMS also out showing off firetrucks and handing out swag to kids. It was a great time for our citizens to meet with us and ask questions with no concern about homework, bedtime, or youth sports. Next year, we will look to build on this success and continue to look for ways to interact with our community.

This was also a special month as we said farewell to Career Officer Sophie Benkendorf. Sophie has been with our agency since 2001 and has been an incredible advocate for several programs. First and foremost, Virginia Special Olympics, victims of domestic violence through the James House and, of course, the many lives she touched as a school resource officer at North Elementary. We enjoyed celebrating her accomplishments with friends and family here at the police department. To say that it was a standing room only event is an understatement. She will be missed, but we know this new chapter of her life will be amazing. Congratulations to Sophie!

We would also like to express our sincere gratitude to Amy Armstrong and her staff with Buildings and Grounds for their assistance with planting a new memorial tree in honor of the late Lieutenant Jamie Sears. This past summer when a severe storm rolled through the city, the original tree was uprooted and destroyed. Amy was instrumental in finding a new "service berry" tree and having it planted in time for Jamie's memorial event that was held on August 11<sup>th</sup>. This event marked 17 years since that tragic moment and was attended by many friends and family. Even after 17 years, it was truly amazing to see how many people Jamie impacted.

**Captain Thad Johnson** is our **Operations Division Commander** and reported that his division issued **457** traffic citations, **303 warnings**; made **10** DUI arrests, obtained **24** felony and **62** misdemeanor warrants, and served **101** outstanding warrants. The **Operations Division** investigated **104** vehicle crashes, **21** field identifications, issued **42** parking citations, and tagged **nine (9)** vehicles as inoperative. Additionally, the division investigated **146** new cases. **Eight (8)** of those cases were transferred to Investigations, and they cleared **88** of the remaining cases, for a **64%** monthly clearance rate. Capt. Johnson reported the following operational highlights from his personnel:

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

- On 8/4/23, Officer David Hirn took a report of a five-month-old at MCV with a fractured femur. The father was identified as the suspect. The case was turned over to Investigations.
- On 8/6/23, Officer Hirn arrested an individual after a brief foot pursuit from a traffic stop. He was charged with false ID, resisting arrest and possession of crack cocaine. The passenger was also arrested for false ID and possession of crack cocaine.
- On 8/6/23, Officer Tristan Bennett arrested an individual for DUI (PBT 0.19), refusal of breath test, eluding police and reckless driving based on a speeding violation at Westover Avenue and the Boulevard.
- On 8/7/23, Officer John Davis responded to Branders Bridge Apartments for a carjacking where the masked males stole the victim's vehicle and discharged one round from a handgun.
- On 8/13/23, Officer Jason Poe requested petitions on a juvenile for felony vandalism, tampering with auto and trespassing stemming from an incident that occurred at the Colonial Height Public School's maintenance facility located at 2600 Woodlawn Avenue.
- On 8/15/23, Officer Alex Riazi conducted a traffic stop at Cook Out. As a result of the traffic stop, a Glock 21 handgun with an auto switch and a ghost AR-15 were discovered in the vehicle. A subject was arrested for possession of a machine gun, obstruction of justice, concealed weapon and underage possession of marijuana. Another subject was arrested for attempted abduction, possession of a machine gun, and concealed weapon. A third subject was arrested for concealed weapon and possession of a machine gun.
- On 8/17/23, Officer Rocky Navarro took a report of a burglary at 38 Pickwick Avenue. Two subjects entered the business using a hammer to punch a hole in the front door. The subjects took Newport cigarettes before being chased out by one of the owners. Investigations responded and took over the scene.
- On 8/17/23, Officer Zaneisha Clay and Detective Rob Brown observed a suspicious person in the area of Meridian and Charlotte Avenues. They attempted to make contact when the subject fled on foot. The subject was taken into custody and found to be in possession of marijuana plants, which he had just cut and stolen from an unknown address.
- On 8/20/23, Officer Bennett investigated a FLOCK hit for a missing and endangered person. The individual was located at the south end of the Boulevard. She was reunited with her husband.
- On 8/22/23, Officer Anna Polumbo arrested an individual for being in possession of a stolen auto and stolen license plates. Two parakeets and a cockatoo were also located in the vehicle and turned over to ACO for safekeeping. Subject later investigated for an armed robbery that occurred in Maryland.
- On 8/24/23, B Squad responded to Lakeview Park and Cabell Drive for a shooting. Multiple vehicles and a Dominion Power transformer were struck. No victims were located, but casings from a .223 caliber were located. Chesterfield K-9 conducted an unsuccessful track, and the department drone was deployed. The scene was turned over to Investigations.

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

- On 8/27/23, Sergeant Greg Thinnes arrested two subjects on multiple larceny warrants stemming from a string of 11 shoplifting incidents that occurred at Target from May 2023 through August 2023. Sgt. Thinnes was able to identify both suspects while searching through Facebook Market Place and saw where the suspects were selling specific and unique items that matched the description of the items stolen from Target from May through August 2023.
- On August 30th, Officer Davis arrested an individual for armed robbery and strangulation. The suspect and the victims were all VSU students. VSU was notified.

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

- Officers conducted radar enforcement at various locations throughout the city.
- Officer Hirn and Auxiliary Lieutenant Richard Hubbell conducted Bike Patrol on the south end of the city.
- Multiple officers across the agency participated in the National Night Out.
- 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.
- Speed sign and speed stat device were deployed in various locations to record problem areas for future enforcement action.
- Officers continuously focused on trespassing/littering and homelessness throughout the city to address numerous quality-of-life issues.

#### **Animal Services**

- A total of 10 animals found permanent placement through adoption, and 11 were returned to their owners. A total of 21 were transferred out to rescue.
- Sick macaw requiring extensive medical care in excess of \$1,100.00 had vet bill covered by Tommie's Fund.
- CHAS assisted in the regional dog adoption event.
- Ring Dog Rescue was on hand for *Popsicles for Pups Program* throughout the month.
- Eagle Scouts project raised money and collected food and other items for the shelter.
- 262<sup>nd</sup> Quartermaster Battalion was on hand throughout the month to assist with cleaning and caring for animals.
- Fort Gregg-Adams scheduled *Soldier Assistance Program* for all Wednesdays to assist with general care, walking and cleaning of the facility.

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

- 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 August 1<sup>st</sup>, the division participated in National Night Out. Great event.
- On August 31<sup>st</sup>, the division hosted a retirement celebration for Career Officer Sophie Benkendorf.

#### **Accreditation**

- On 8/15/2023, Master K-9 Officer Micaulay Fable completed a third quarterly inspection of the Property Room as required by §ADM.16.03 (a).
- On 8/28/2023, Master Officer Andy Barnhouse was reassigned to Law Enforcement Services and began his on-the-job training with Career Officer Scott Whirley for accreditation and crime prevention. MPO Barnhouse will be taking over for CO Whirley after CO Whirley retires in December 2023.

#### **Grant Activity**

- On August 18<sup>th</sup>, the Patrol Division completed a traffic checkpoint on Temple Avenue per the DMV Alcohol Grant.
- LOLE grant that provided televisions for training were received and installed.

The **Investigations Division**, commanded by **Captain Mike Foster**, reported another steady month for investigators, with 17 new cases. This month, 15 cases were cleared, including two (2) from previous months, resulting in a clearance rate of 88% for the month and an 82% clearance rate for the year.

Some of the division highlights include:

**Detective Sergeant Adam Brandeberry** was assigned two (2) new cases for the month and cleared one (1) case from the previous months.

- A fraud—case inactive, pending further investigation.
- A burglary—case inactive and pending further investigation.
- A cyber tip that was closed but forwarded to Army CID.

**Senior Detective Joseph Vaughan** was assigned three (3) new cases, to include:

- A rape case that was cleared by arrest.
- A child abuse case that was cleared by arrest.
- A shooting investigation that is now inactive but pending further investigation.

**Senior Detective Darrell Aleshire** was assigned three (3) new cases this month and cleared one (1) case from a previous month, to include:

- Distribution of child sexual abuse material. Same closed, unfounded.



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

- Perjury case cleared by arrest.
- Distribution of child pornography referred to Petersburg Police.

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

- Possession of child sexual abuse material. Case exceptionally closed.
- CPS complaint, unfounded.
- Adult Protective Services complaint unfounded, victim refused prosecution.
- A sex offense, exceptionally cleared as prosecution was declined.

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

- Two grand larceny cases, both cleared by arrest.
- A fraud case—exceptionally; prosecution declined.
- Armed robbery/carjacking, case pending further investigation.

**Auxiliary officers** provided **147 hours** of volunteer service this month, for a total of **1,207 hours** volunteered this year. **Sentinels** provided **10 hours** for the month and **94 total hours** for the year.

The **Employee of the Month Committee** met on August 18, 2023, at which time all nominations received were reviewed and **Officer Jonathan M. Walker** was selected as our **Employee of the Month for July 2023**.

First, it should be noted that **Officer Walker** finished the month of July with a 92.8% case clearance after investigating 14 cases and clearing 13 of those cases. **Officer Walker** is notorious for his methodical investigation techniques, utilizing every available resource to solve cases. He takes great pride in his work by keeping detailed notes and documenting interactions with citizens. When investigating cases, he keeps the victims updated and informed on what is going on with their case.

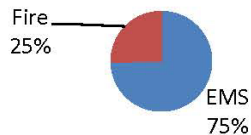
On June 24, 2023, **Officer Walker** responded to Regal Cinemas at Southpark Mall for a large juvenile fight. The fight involved several juvenile females assaulting another female in the movie theater corridor. He identified four females that night and released them to their parents. **Officer Walker** spoke with the juveniles' parents and obtained video footage of two fights that occurred that night.

During the course of his investigation, **Officer Walker** was able to develop suspect information by utilizing social media, witnesses, and law enforcement databases. He came in on his days off and met with administration and school resource officers from Dinwiddie and Petersburg. He also met with the parents of the victims and suspects. Through his relentless pursuit, he identified nine juveniles involved in the assault. **Officer Walker** filed petitions for aggravated assault, simple assault, trespassing and disorderly conduct on all nine females.

**Jonathan** stands by the department's mission by aggressively investigating criminal offenses, effectively enforcing laws, and providing timely apprehension of persons suspected of crimes. For these reasons, **Officer Jonathan Walker** was selected as Employee of the Month for July 2023.

## V. FIRE & EMS DEPARTMENT:

**Total Incidents: 439**



**Total Fire Type Incidents: 112 (\$2,400 Total Fire Loss)**

**Total EMS Incidents: 327 (209 Patients Transported)**

*Fire units arrived on scene in less than 9 minutes on 98.2% of emergency incidents: (Avg. first apparatus travel time 4:28 minutes)*

*EMS units arrived on scene in less than 9 minutes on 96.1% of emergency incidents. (Avg. first ems unit response time 5:39 minutes)*

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

| <u>Fires</u>                           |   | <u>Hazardous Situations</u>                      |   | <u>Services Calls and False Calls</u>    |     |
|--|---|--|---|--|-----|
| Building Fire                          | 1 | Gasoline or other flammable liquid spill         | 1 | Good intent calls                        | 33  |
| Cooking Fire contained to container    | 1 | Power line down                                  | 3 | Public service calls                     | 21  |
| Brush or brush and grass mixture fire  | 4 | Arcing, shorted electrical equipment             | 1 | False alarm/false calls                  | 18  |
| Natural vegetation fire, other         | 1 | Electrical wiring/equipment problem, other       | 1 | Assist invalid                           | 14  |
| Road Freight or transport vehicle fire | 1 | Heat from short circuit (wiring), defective/worn | 1 | Smoke detector installation              | 6   |
|  |   | Building or structure weakened or collapsed      | 2 | Carbon Monoxide detector installation(s) | N/A |
|  |   | Vehicle accident, general cleanup                | 1 | Knox Box Installation                    | N/A |
|  |   | Water evacuation                                 | 1 | Preplan                                  | 1   |

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

|   |    |   |    |  |     |
|---|----|---|----|--|-----|
| Cancelled on Scene (No Patient Contact)                       | 10 | Assist, Public  | 35 | Cancelled (Prior to Arrival at Scene)                            | 14  |
| Patient Evaluated, No Treatment/Transport Required            | 5  | Cancelled on Scene (No Patient Found)                               | 12 | Patient Dead at Scene-No Resuscitation Attempted (W/O Transport) | 2   |
| 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)                            | 6  | Transported Lights/Siren   | 12  |
| Patient treated, Transported by private vehicle               | 1  | Patient Treated, Transferred Care To another EMS Professional /Unit | 2  | Transported no Lights/Siren                                      | 197 |

### **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)    | 9   |
| Mutual Aid given to Petersburg (Fire)      | N/A | Mutual Aid received from Petersburg (Fire)    | N/A |
| Mutual Aid given to Prince George (Fire)   | N/A | Mutual Aid received from Prince George (Fire) | N/A |
| Mutual Aid given to Hopewell (Fire)        | N/A | Mutual Aid received from Hopewell (Fire)      | N/A |
| Mutual Aid given to Dinwiddie (Fire)       | N/A | Mutual Aid received from Dinwiddie (Fire)     | N/A |
| Mutual Aid given to Fort Lee (Fire)        | N/A | Mutual Aid received from Fort Lee (Fire)      | N/A |
| Crater Technical Rescue Team Activation    | N/A | Crater Regional Hazardous Materials           | N/A |

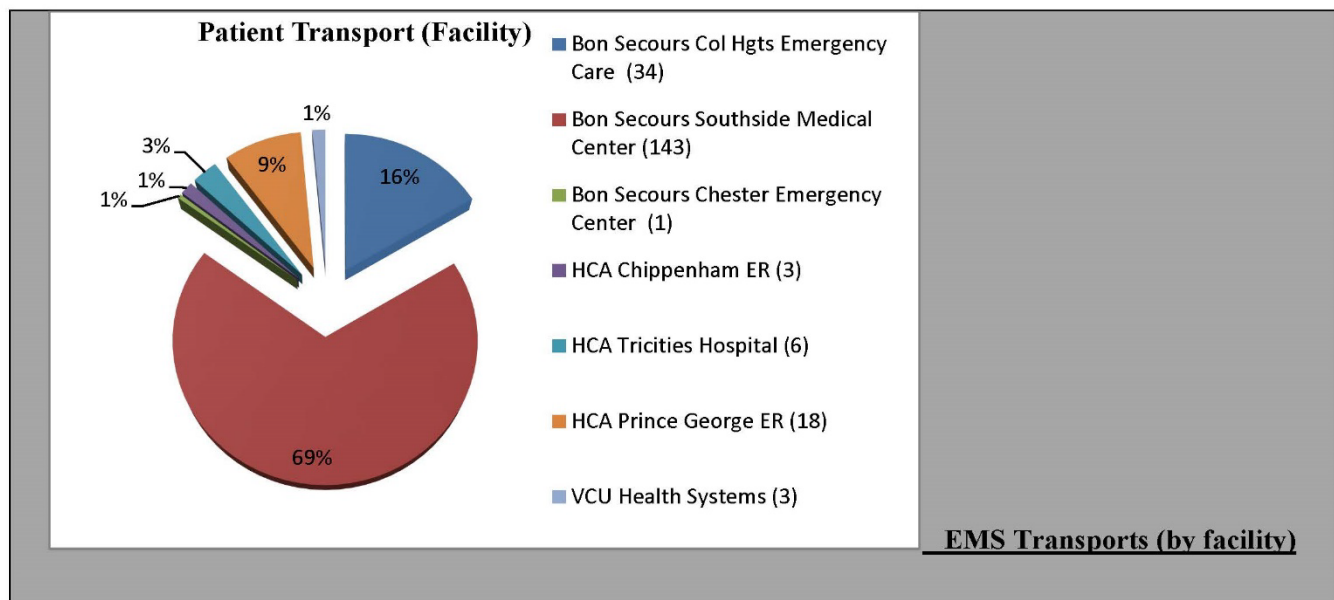
### **EMS Mutual Aid Given & Received**

|   |     |  |     |
|---|-----|--|-----|
| Mutual Aid given to Petersburg (EMS)        | 3   | Mutual Aid received from Petersburg (EMS)      | 1   |
| Mutual Aid given to Chesterfield (EMS)      | N/A | Mutual Aid received from Chesterfield (EMS)    | 4   |
| Mutual Aid given to Fort Lee (EMS)          | 1   | 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) | 6   |
| Total Fire Mutual Aid given (Engine/Ladder) | 1   | Total Fire Mutual Aid Received (Engine/Ladder) | 9   |

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

### Out of Service Apparatus

|           |                            | <u>Fire Units</u>                        | <u>Medical Units</u>   |
|-----------|----------------------------|--|--|
| Station 1 | <u>Number of Incidents</u> | N/A                                      | 2  |
|           | <u>Total Hours</u>         | N/A                                      | Medic 932 269 hrs.<br>Medic 931 64 hrs.                      |
| Station 2 | <u>Number of Incidents</u> | 2  | 3  |
|           | <u>Total Hours</u>         | Quint-992 59 hrs.<br>Brush 942 19.5 hrs. | Medic-933 524 hrs.<br>Medic-936 192 hrs., Medic 934 168 hrs. |



### Fire Investigations / Inspections

Inspections /Plans review completed 72

### Special Assignments:

- Assisted the Deputy Fire Chief with Fire Station 1 project (site plans, land assessments, coordination of contractors)
- Attended monthly Central Virginia Fire Arson training
- 1 call out for a fire investigation to assist the City of Hopewell.
- Completed 1 background for new volunteer member
- Developing new electrical vehicle & parking citation policies

### Special Notes

CHFD/EMS Medic Patient Transport Mileage: Total: 1,893.50 miles  
Average: 9.15 Miles

August 2022 Total Incidents: 507 Fire: 118 EMS: 389

## **VI. FINANCE DEPARTMENT:**

**Finance Reports to resume at a later date.**

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

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

### **Advertisements**

| <u>Department</u>       | <u>Position</u>                     |
|-------------------------|-------------------------------------|
| Circuit Court           | Deputy I                            |
| Commissioner of Revenue | Deputy I                            |
| Finance                 | Financial Systems Analyst           |
| Finance                 | Administrative Assistant (Par-time) |
| Fire                    | EMS Firefighter (Part-time)         |
| Library                 | Senior Digital Resources Specialist |
| Office on Youth         | Site Supervisor (Part-time)         |

### **Applications**

| <u>Position</u>                    | <u>Total Applications<br/>Received</u> | <u>Total Hits on Job<br/>Announcement Page</u> |
|------------------------------------|--|--|
| Deputy I (Commissioner of Revenue) | 31                                     | 869  |
| Financial Systems Analyst          | 12                                     | 928  |

### **Miscellaneous**

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

#### New Employees

Assistant Director of Planning & Community Development  
Firefighter/EMT  
Firefighter/EMT  
Firefighter/EMT  
Legal Secretary  
Firefighter/EMT

#### Employee Separations

Police Officer (Retirement)  
Chief Deputy Circuit Court Clerk (Retirement)  
Financial Technician I  
Senior Digital Resource Specialist











- Administered the written test phase for the Police Officer (non-certified) hiring process on August 5, 2023.
- Participated in the Employee “Meet & Greet” Group Meetings held by the City Manager, which allowed the Human Resources Department to review various benefits and answer general employee questions.
- Attended a Virginia Retirement System (VRS) regional political subdivision roundtable training session to review the requirements of the Virginia Local Disability Program.

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

- Hosted a Public Sector Human Resources Association (PSHRA) central region meeting to discuss Human Resources challenges, best practices, and solutions in surrounding and central Virginia localities.
- Attended a Wood Rogers Vandeventer Black “Mock Trial” seminar, which included real case information to provide an understanding of the claims and court processes associated with a discrimination case. The presentation concluded with a discussion about ways to prevent claims.

## **VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 63,470 views in the month of August.

|  |   |
|--|---|
| <p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none"><li>1. Real Estate Records Search (2,698)</li><li>2. Library (2,448)</li><li>3. Facilities (2,413)</li><li>4. Pay On-Line (2,329)</li><li>5. Real Estate Records Search (2,306)</li><li>6. Yard Sale (2,245)</li><li>7. Staff Directory (1,960)</li><li>8. Animal Control Shelter (1,684)</li><li>9. Calendar (1,363)</li><li>10. Bid Posting (1,213)</li><li>11. Human Resources (1,206)</li><li>12. City Employees (1,019)</li><li>13. Utility Billing (905)</li><li>14. GID &amp; Maps (868)</li><li>15. Recreation &amp; Parks (779)</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> Washington, D. C.</li><li> North Carolina</li><li> Pennsylvania</li></ul> |
|--|---|

- Citizens submitted and city staff processed 109 service requests and questions through the “Report a Concern” module during the month of August.
- The City of Colonial Heights’ Facebook Page now has 6,311 fans and the City’s Twitter account has 1,682 followers. There are 2,658 subscribers for “In the News”.
- Proactive Information Management completed 30.5 hours of IT service and maintenance for City departments this month.
- The mailbox migration over to Office 365 has continued with a majority of City Departments completed. We expect to have all mailboxes transitioned by the end of September and begin moving forward with the next phase of the project.
- GIS continued to work with Engineering on the iPad deployment and also completed the GIS data layer “building footprints” for VGIN. Also completed a Restaurant Map for Economic Development and a voting precinct map for the Registrar. GIS began working on the Fire Hydrant data layer with Fire & EMS. This will be used in their ESO system to allow the tracking of flushing, maintenance and reporting.



## **IX. LIBRARY:**

- The library staff circulated 10,350 items in August broken down as follows:
  - Residents borrowed 6,748 print titles
  - 155 e-books on Kindle readers
  - 1,229 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,642 residents registered for the Hoopla service.
- The public computer center had 352 users
- The Summer Reading programs had 120 children attend
  - The library's meeting rooms were used 128 times
- An average of 218 residents used the library each day, while 142 residents registered for new library cards.
- The library's emerging Digital Knowledge Center is scheduled to reopen in early July.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In the month of August, the Recreation Department hosted the Annual Back to School Festival at its new location at Ft. Clifton Park. Residents enjoyed activities, and music. Each child received a bookbag filled with various supplies needed and a meal from Chick-Fil-A. Our Summer Camp and TR Camp programs were also completed in August. Registration for Fall Sports finished in August for Youth Baseball and Softball, Youth Cheerleading, and our Youth Football Program with practices and games starting in all leagues in September. Our athletic fields were prepared for the upcoming Fall high school season, youth soccer program, and Shepherd Stadium hosted the Chili Peppers final two games and the B.I.B. tournament in August.

The Fall edition of the City Focus was completed and mailed out the middle of August and staff are preparing for upcoming Fall events to include the new Falloween Festival and began preparations for the Annual Christmas Parade.

| Athletics/Programs   | 2023   | 2022  |
|--|--------|-------|
| Belly Dancing  | 7      | 2     |
| Soul Line Dancing  | 151    | 68    |
| Swing Dance  | 163    | N/A   |
| Archery  | 5      | N/A   |
| Pickleball Classes   | 60     | N/A   |
| Nature Classes   | 12     | N/A   |
| Kids in the Kitchen  | 5      | N/A   |
| Summer Camp  | 58     | 30    |
| Back to School Festival  | 685    | 650   |
| Therapeutic Recreation   | 107    | 53    |
| Facility Usage   | 2023   | 2022  |
| Community Room Attendance  | 1,005  | 648   |
| Community Room Reservations                                      | 15     | 9     |
| Pavilion Attendance  | 2,160  | 2,106 |
| Pavilion Reservations  | 30     | 27    |
| Chili Peppers Attendance<br>(included in total field attendance) | 2,815  | N/A   |
| Total Field Attendance   | 14,655 | 7,500 |
| Field Rentals  | 51     | 25    |



### Parks, Horticulture, Buildings Maintenance

#### Parks

- Dragged and lined all ballfields.
- Cut and maintained grass for City parks, fields and buildings.
- Cleaned bathrooms at ballfields and parks.
- Picked up trash and emptied trash cans throughout City parks and properties.
- Installed temporary fence for the Stadium BIB Tournament.
- Helped set up for Back to School Festival.
- Painted over graffiti on trees and overlook at Appomattox River Trail.
- Top dressed fields at soccer complex.
- Performed maintenance on grass cutting equipment.
- Spread and leveled new field dirt on High School softball field.
- Painted and maintained lines on soccer, football, band and field hockey fields.
- Set up all soccer goals at complex for season.
- Used roller to flatten sod areas at soccer complex.

#### Horticulture

- Cleaned up trash at City sites.
- Planted and mulched new memorial tree at Public Safety building.
- Took new donated park bench to Middle School tennis courts.
- Maintained grass and trees along the Boulevard medians and strips.
- Maintained weeds near HVAC units at Library.
- Weeded flower beds throughout City properties.
- Cleaned up fallen branches at City properties.
- Watered and maintained new plants and flowers at various City properties.
- Cleaned up cobwebs around Courthouse.
- Installed concrete memorial marker at Library.
- Added mulch to flower beds at City sites.
- Cleaned and trimmed bushes at both City Welcome signs.
- Removed damaged fence sections at Legacy site.

#### Building Maintenance

- Hung new sign at Animal Shelter.
- Fixed shed door at Shepherd Stadium.
- Worked with HVAC contractor on preventive maintenance at City buildings.
- Installed HVAC Mini Split at Parks Shop.
- Mounted 2 eye wash stations at Health Department.
- Worked with contractor on Library boiler.
- Installed new gate hinges at Shepherd Stadium.
- Changed out door closure on Library entrance door.
- Unstopped condensation drain at soccer concession stand.
- Cleaned out gutters at Community Building.
- Completed numerous work orders throughout City buildings.

## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

| Activities                            | 2023         | 2022         |
|---------------------------------------|--------------|--------------|
| Bingo                                 | 78           | 63           |
| Bowling                               | 70           | 135          |
| Bridge Party                          | 49           | 45           |
| Coffee Break                          | 20           | N/A          |
| Craft - Lei Making                    | 6            | N/A          |
| Dominos                               | 38           | 8            |
| Mahjong                               | 37           | 13           |
| Movie Day                             | 5            | 9            |
| Pinochle                              | 54           | 39           |
| Senior Club Board Meeting             | 7            | N/A          |
| Senior Dance                          | 43           | N/A          |
| Senior Club Meeting                   | 120          | 73           |
| Senior Golf Associations - Ft. Lee    | 503          | 501          |
| Senior Golf Associations - Tri-Cities | 206          | 203          |
| Weekly Lunch Program                  | 93           | 50           |
| Awareness/Education                   | 2023         | 2022         |
| Library: Total # books checked out    | 15           | 22           |
| Lunch & Learn Disability Law          | 22           | N/A          |
| Tech Heads                            | 14           | 13           |
| Classes                               | 2023         | 2022         |
| Crochet & Knitting                    | 32           | 30           |
| Intro. To Line Dancing                | 142          | 37           |
| Line Dancing Class                    | 185          | 186          |
| Meditation                            | 99           | 79           |
| Open Paint                            | 13           | N/A          |
| Quilts for Vets                       | 12           | 10           |
| Sewing Class                          | 20           | 24           |
| Tap Class                             | 20           | 16           |
| Tech Savvy                            | 6            | 6            |
| Fitness                               | 2023         | 2022         |
| Balance                               | 98           | 33           |
| Basic Cardio Drumming                 | 41           | N/A          |
| Beginner Cardio Drumming              | 46           | N/A          |
| Cardio Ball                           | 45           | 74           |
| Chair Volleyball                      | 66           | N/A          |
| Fitness Center Use                    | 125          | 122          |
| Muscles in Motion                     | 238          | 104          |
| Pickleball                            | 277          | 233          |
| Sit & Fit                             | 334          | 244          |
| Strength & Stretch                    | 113          | 22           |
| Stretch it Out                        | 26           | 37           |
| Tai Chi                               | 40           | 49           |
| Walk this Weigh                       | 61           | 43           |
| Water Aerobics                        | 119          | 166          |
| Yoga                                  | 100          | 93           |
| Trips                                 |              |              |
| Riverside - 42nd Street               | 21           | N/A          |
| Spirit of Norfolk Cruise              | 20           | N/A          |
| <b>TOTAL</b>                          | <b>3,586</b> | <b>2,732</b> |

### Agency on Aging - continued

| Volunteer Hours  | 28       | 8        |
|------------------|----------|----------|
| Transportation   | 2023     | 2022     |
| Total Passengers | 318      | 216      |
| Total Trips      | 662      | 437      |
| Total Miles      | 2909     | 1996     |
| Wheelchairs      | 8        | 30       |
| Donations        | \$450.00 | \$196.00 |
| New Riders       | 10       | 11       |

#### Spirit of Norfolk Cruise



Riverside Theater - 42nd Street



### Violet Bank Museum

Violet Bank staff kicked off the month of August by hosting the National Night Out Event. The weather cooperated nicely and the event was decently attended by neighbors, Fire & EMS, Police and other local officials.

A huge "Thank You" to Mr. John Rooney for facilitating a donation from Mr. Chris Calkins for Native American Artifacts from the Kiser dig site of 1989. These amazing items are joining artifacts dug at Violet Bank and White Bank Park on display.

| Attendance        | 2023 | 2022 |
|-------------------|------|------|
| Tours Given       | 56   | 90   |
| Grounds Visitors  | 25   | 12   |
| Ongoing Programs  | 50   | 16   |
| Special Events    | 35   | 3    |
| Attendance Totals | 166  | 121  |



## **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.
- OOO staff are currently facilitating the Botvin Life Skills class to 225 6<sup>th</sup> grade students at CHMS until October 3.
- All staff recertified in CPR, FIRST AID and AED training.
- 2 Staff received certification ASIST (suicide prevention training)

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

- Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) - caseload 38
- Community Multi-Disciplinary Team – CAC caseload 5
- Interagency Prevention Team – caseload 1
- JDVTF- Officer meeting to plan activities and meetings for 2024
- CAAN-DUU – planning for Suicide Prevention Awareness walk at VSU on September 21



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

- Actively recruiting, interviewing and hiring new staff, program year starts September 5

#### **Youth Conservation Corps –**

- 10 crew members completed the Pocahontas Park program and received a \$500 stipend.



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

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

- 8 youth completed various tasks

#### **Tackling Tough Skills**

- 8 Participants

#### **Substance Abuse Assessments**

- 3 in process

#### **Botvin Life Skills**

- 225 in process



#### **UPCOMING EVENTS**

- *Juvenile & Domestic Violence Task Force meeting September 12*
- *Suicide prevention Walk at VSU September 21*
- *Boards & Commission Dinner September 28*
- *Youth Advisory Council meeting September 28*

## **END OF REPORT**