



CITY MANAGER'S REPORT TO CITY COUNCIL

JANUARY 2020

I. PUBLIC WORKS & ENGINEERING:

Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – City to advertise project in Spring 2020.
- **Safe Routes to Schools (North Elementary School Phase I), UPC 105233** – Coordinating with utility companies in order to relocate facilities.
- **Safe Routes to Schools (North Elementary School Sidewalks Phase 2), UPC 106188** – Preliminary Engineering work is progressing. Next deliverable is the 60% Plan.
- **Holly Avenue Reconstruction (Revenue Sharing), UPC 105690** – Finley Construction has won the bid award for this project. Construction has commenced.
- **Boulevard Resurfacing (Shuford Ave to Newcastle Drive), UPC 115248** – Colony Construction has won the bid award for this project. Construction slated to begin March 2020.
- **Boulevard and Westover Ave Intersection, UPC 100501** – Preliminary Engineering has commenced. Consultant working on completion of 30% Plans.
- **Dupuy Avenue Modernization, UPC 101287** – Construction in progress.
- **Lakeview Avenue Modernization, UPC 101288** – Utility relocation has been completed. Bid documents scheduled for advertisement March 2020.
- **Bridge Rehabilitation, UPC 105109** – Construction bids well over project budget. Staff working with VDOT to obtain additional funding.
- **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – B&B signal has won the bid award for this project. On-site construction scheduled to start March 2020.
- **Appomattox Green River Trail Phase IV, UPC 105236** – Bid documents have been advertised. Bids are due back February 6th.
- **Appomattox River Greenway Trail Phase V, UPC 107533** – Funding application submitted to obtain additional TAP funds.
- **FY 20 Pavement Preservation** – Exploratory work has commenced on sections of Conduit Rd. Bid documents scheduled for advertisement February 2020.

Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Utility relocation in progress. Construction start scheduled for Summer 2020.
- **Dupuy Avenue Water and Sewer Replacement** – Construction in progress.
- **Nantucket Drainage** – Shoosmith Construction is scheduled to get started February 2020.
- **Hemlock Drainage** – Project has been completed.
- **Hrouda Pump Station** – Awaiting approval of additional funding to award project.

Development Plan Reviews

- **Boot Barn** – Final plan (2nd submittal) received 1/8. Plans were reviewed, approved, and sent to developer's agent on 1/16.
- **Mission BBQ** – Final Plan (1st submittal) received 1/15.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

January 2020

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	11	11
Commercial Building	3	3
Demolition	0	0
Electrical	11	11
Mechanical	5	5
Plumbing	10	10
Swimming Pool	0	0
Amusement Rides	0	0
Tent	0	0
Clean Out Installation	5	5
Connection	1	1
Total: All Permits	46	46

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

Valuations	Month	Year to Date
Residential	\$474,476.95	\$474,476.95
Commercial	\$867,035.00	\$867,035.00
Total	\$1,341,511.95	\$1,341,511.95

Building Inspections	Month	Year to Date
Residential	55	55
Commercial	198	198
Total: All Inspections	253	253

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	2	2
Mobile Food Units	1	1
Signs - Permanent	4	4
Signs - Temporary	3	3
Zoning	3	3
Total: All Permits	13	13

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

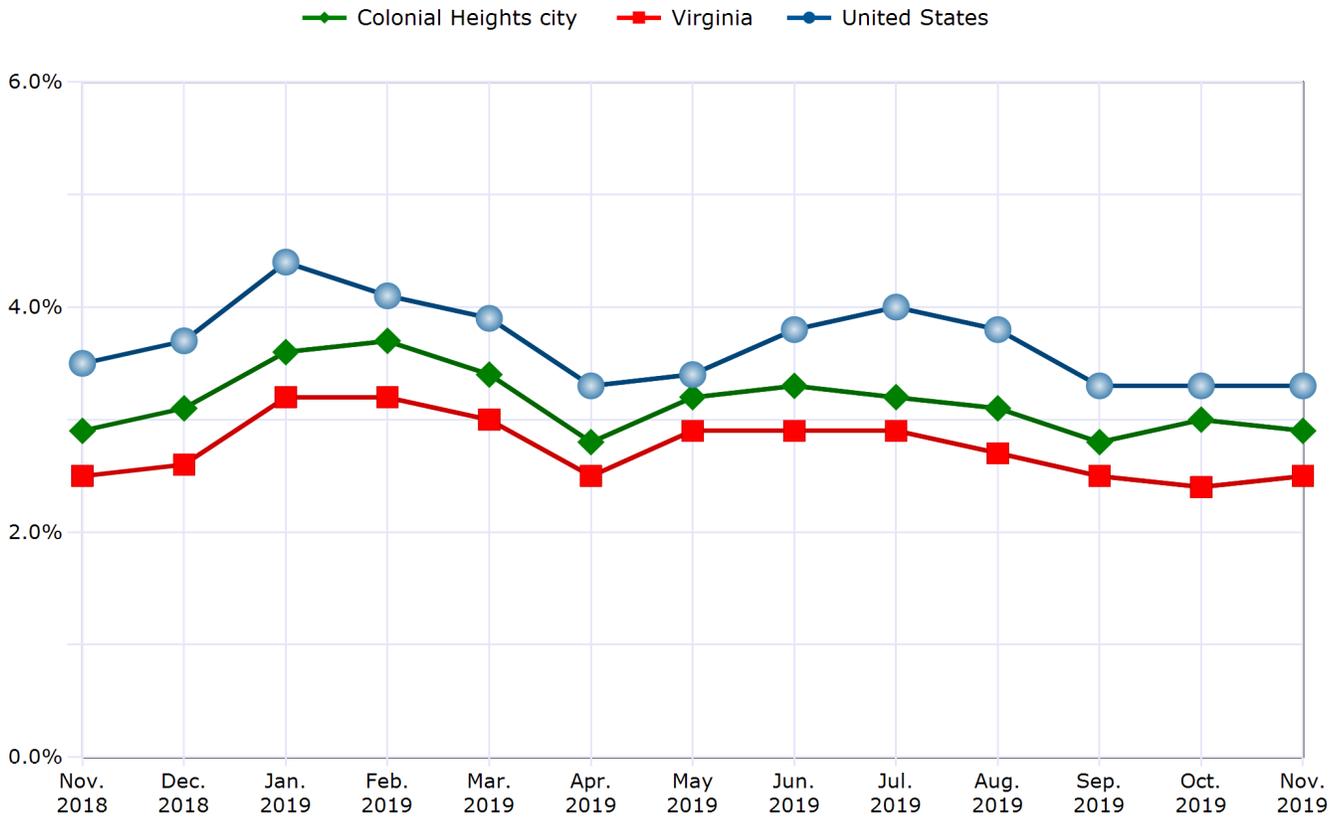
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	1	1
Wetlands Board	0	0
Total: All Meetings	1	1

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	6	6	2	2
Exterior Storage of Objects	6	6	4	4
Inoperable Vehicle	26	26	12	12
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	129	129	1	1
Trash/Debris	10	10	2	2
VA Property Maintenance Code	1	1	0	0
Zoning	3	3	3	3
Total: All Cases	181	181	24	24

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Source: Virginia Bureau of Labor Statistics

Comparison Over Time

Time Period	Colonial Heights city	Virginia	United States
Dec 2019	2.7%	2.4%	3.3%
Nov 2019	2.9%	2.5%	3.3%
Dec 2018	3.1%	2.6%	3.7%

Source: Virginia Bureau 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 December 2019 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,063	8,817	246	2.7	No

*Chesterfield 2.4 %unemployment *City of Petersburg 5.1 % unemployment
 *Dinwiddie 2.8 % unemployment *City of Hopewell 4.2% unemployment
 *Prince George 2.9 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

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

Projects:

Boot Barn – site plan submitted
Towneplace Suites – site plan submitted
Extended Stay Hotel – anticipating mid-April opening
Panera w/Drive-thru – building plans have been submitted. Waiting for tenant to sign lease
Mission BBQ – lease signed and in final site plan review
The Juicy Crab – locating in former Sagebrush Restaurant space
Marcos Pizza – Opened
Gordmans (replacing Pebbles) – ribbon cutting in March

IV. POLICE DEPARTMENT:

The month of January was not only steady, but also one of change and preparation for our future. We continue to make progress with the upcoming transition to a new CAD and Records Management System and anticipate going “live” with our E-citations in the coming month.

Due to recent retirements, we continue our hiring efforts, since we had to eliminate a short list of certified officers who were under consideration. However, we are excited about our four recruits who are currently in the police academy set to graduate in late March. We also started a new hiring process for both certified and non-certified officers to potentially start the police academy in April to fill several openings in the first quarter of 2020.

Our community efforts continue as we partnered with our Publix and participated in a fundraiser to benefit *Special Olympics*. Throughout one week in January, our local store offered in-store coupons, thereby raising awareness of our local athletes and raising \$800.00 for the cause. We also participated in the Dunlop House’s *Chili Cookoff*, where Captain Steve Groat volunteered as a judge. A good time was had by all the participants, vendors and residents. The month of January also saw the hopes of a new *Neighborhood Watch Program* in the area of MacArthur Avenue. We met with two residents interested in starting a program.

Capt. Steve Groat, commander of our **Operations Division**, reported the following from his personnel. Some of the operational highlights are as follows:

- Master Officer Bob Clark conducted a traffic stop on a suspicious vehicle. The suspect driver then drove off in a parking lot then fled on foot in a swamp area behind a row of stores. The suspect was located as he exited the swamp area and was taken into custody without any further issues.
- Officer Brian Orange was on his way to work when he heard a “BOLO” (be on the lookout) alert from Hopewell for a vehicle involved in a firearm offense. Officer Orange located the vehicle and attempted to stop the vehicle as it entered the city. The suspect fled from the traffic stop and the pursuit was canceled once Officer Orange lost sight of the suspect. The suspect vehicle was located in a parking lot where the suspect was located a few minutes later and arrested.

IV. POLICE DEPARTMENT (CONTINUED):

- Officer Desiree McCurry responded to 7-11 on the Boulevard for a hit and run. A subject drove into the front of the building and broke out the front glass as well as the entry doors. The suspect vehicle then backed out and fled on Dupuy Avenue into Chesterfield County. Officer McCurry was able to identify a possible suspect from the license plate and then located the suspect vehicle and obtained a confession.
- Officers responded to Benny's Tavern for a burglary that happened overnight. Detectives were called out to the scene to conduct the investigation. Warrants have since been issued for the suspect.
- Sergeant Travis Karr was investigating a parking issue at Southpark Mall when he observed a large amount of marijuana in plain view. Sgt. Karr contacted the driver once he returned to the vehicle. The driver was arrested and the drugs and cash were seized.
- Sergeant Stacey Whitt responded to Macy's for multiple alarms at the business. A suspect with intent to steal hid in the store before the business closed, then attempted to take multiple items but was unable to exit the store. The suspect was later found hiding and arrested.
- Officer Brian Orange was driving on James Avenue towards the Boulevard. As he entered the intersection, an intoxicated subject ran the red light and struck Officer Orange's vehicle. During the investigation a backseat passenger was identified as the driver and arrested on multiple charges.
- Officer Brandon Cherry responded to the area of Hillcrest Avenue for a person going through cars. Officer Cherry located a possible suspect behind Benny's Tavern. During his contact, he was able to get a confession from the suspect for stealing from vehicles. The suspect assisted law enforcement with identifying vehicles from which he took items.
- Officers responded to Wawa on the Boulevard for a subject drinking beer in the store. As officers attempted to detain the suspect, the suspect began to resist by pulling away and kicked Officer Erik Reedy in the leg. This suspect was detained and charged with multiple criminal offenses.
- Officer Andrew Fontaine investigated an incident at Sheetz gas station. Two subjects got into an argument while checking out. One of the subjects pulled out a gun and threatened the other. That suspect was located, taken into custody and charged with brandishing a firearm.
- Sr. Officer Jacob Miller attempted to stop a vehicle speeding on Dupuy Avenue. The suspect fled at a high rate of speed and crashed into a curb at Boulevard and Westover Avenue. The suspect fled on foot and was eventually located on Brookedge Drive. The suspect was charged with multiple criminal and traffic violations.

The **Law Enforcement Services Division**, commanded by **Major William Anspach**, also reported his division as having a solid and productive month. Highlights from their reported activities are as follows:

- The division hosted 40 children and their mothers from The Heights Baptist Church for a tour of the station and general information. Our guests made stops in Investigations, Communications, and the rollcall/squad room, as well as received information from multiple members of the department. The mothers were very appreciative and had positive comments about their visit.

IV. POLICE DEPARTMENT (CONTINUED):

- Career Officer Scott Whirley instructed the Drone Flying Team on the Command Post operation where in-house training forms were completed.
- Career Officer Whirley assisted the Hopewell Police Department by participating on an interview panel for their new Community Policing Task Force Team.
- Career Officer Whirley emailed the city's curfew law to all area high school and middle schools. This flyer was sent to all school administrators and school resource officers, to include the Colonial Heights Middle and High Schools.
- Sgt. Renee Walters emptied and weighed items from the CVS drug drop-off box in the lobby. The fourth quarterly report was submitted indicating that the yearly total for this box alone was over 130 pounds.
- Career Officer Eric Allen took a report of a threat against the school. The student was identified and taken to the Crisis Action Center, where he was hospitalized for a mental evaluation.
- Career Officer Wayne Moody spoke with central registration at the School Board Office in regards to a family living in another jurisdiction that has repeatedly attempted to register their children in our school system. Possible charges will be taken out due to falsifying documents to get their children registered.
- CPO Wayne Moody observed a subject entering the main campus of the high school through a side door that had been propped open by another student. Officer Moody knew that the subject was not a current student and made contact. Same was identified as a former student, at which time he was instructed as to the proper procedure to enter the school.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported January 2020 was a below average month for the number of cases assigned to Investigations. Twelve (12) new cases were assigned to detectives for the month. Of all the cases that were investigated, eight (8) were cleared (this included clearing four cases from previous months), which resulted in a clearance rate of 67% for the month of January.

It should be noted that in addition to the cases assigned for Investigation, each detective was assigned to conduct background investigations on police officer and telecommunicator applicants. These consume an investigator's time while not contributing to the unit's overall case clearance rate.

During the month of January, we are happy to report that we had no reported heroin overdoses. Additionally, we processed 29 concealed weapon permits.

Some of the division highlights include:

- **Detective Sergeant Chris Harris** was assigned three (3) new cases:
 - Attempted robbery, unfounded once the victim declined to go forward
 - Credit card fraud
 - Death investigation was cleared from 2019 as accidental

IV. POLICE DEPARTMENT (CONTINUED):

- **Master Detective Roger Santini** was assigned three (3) new cases:
 - Larceny related to a fraud
 - Child abuse complaint received from CPS (Child Protective Services)

- **Detective Joe Vaughan** was assigned three (3) new cases:
 - Production of child pornography involving high school students, declined prosecution
 - Child abuse case, which was unfounded
 - Credit card fraud

- **Master Detective Adam Brandeberry** was assigned three (3) new cases this month:
 - Burglary
 - Death investigation
 - Cases of child pornography, sexual assault and a fraud were cleared from previous months

Three (3) public nuisance letters were issued this month:

- 1) 100 block of Clearfield Circle
- 2) 200 block of Jennick Drive
- 3) 100 block of Cabell Drive

As for the **U.S. Marshal's Fugitive Task Force**, Senior Detective Will Waldrep has been recently assigned to fill this position—statistics will follow in coming month.

Auxiliary members and **Sentinel** volunteers held their monthly training meeting on January 9th where they received training on the use of tourniquets. They provided **26 hours** of extra manpower while riding with officers during the month. Auxiliary/Sentinel members volunteered **59 hours** of service during January.

Overall as an agency during the month of January, we made 371 total arrests, worked 100 crashes, wrote 486 traffic citations, executed 801 traffic stops, affected 10 DUI arrests and 39 drug arrests, and issued 22 parking citations.

Both **Officer J. Cecil Powell** and **Officer Christopher M. Velasquez** were selected as our *Employees of the Month* for December 2019. Both are worthy of this recognition, as the following summaries will attest.

During the month of December 2019, Officer Powell issued 40 traffic summonses, gave 12 verbal warnings and one written warning, obtained seven misdemeanor warrants and located four wanted subjects. He understands the dangers to the community of those who drive while intoxicated and actively and aggressively searches out intoxicated drivers every night, without exception. He consistently leads the department in DUI enforcement and this month located and arrested four DUI drivers. Countless other intoxicated drivers were removed from the roadways by Officer Powell, making the community and roadways safer for all concerned.

Since August 2019, in addition to his normal enforcement activity, Officer Powell has taken on the responsibility of Extradition Officer. Recognizing the strain on the shift and the department when he is absent, he makes a concerted effort to minimize the impact to staffing while he is conducting extraditions. He frequently extradites wanted subjects on his days off, immediately following a shift and even conducting extraditions in the middle of the night when allowed by the holding agency. This month, Officer Powell conducted one extradition to Washington, D. C.

IV. POLICE DEPARTMENT (CONTINUED):

Officer Powell is also a firearms instructor. This month he was notified, with minimal notice, of the need for firearms instructors to assist our recruits currently attending Crater Academy during firearms instruction. He enthusiastically volunteered to assist, not only on days he was scheduled to work, but also on days that he was off. Officer Powell is quick to volunteer for assignments and always puts the needs of the community and department first in every decision that he makes. He takes pride in his work and is professional and courteous with the general public, representing the department and the City of Colonial Heights in a manner deserving of *Employee of the Month*.

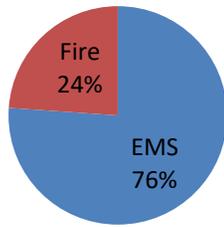
Officer Chris Velasquez also had a very productive month. On December 28, 2019, Officer Velasquez responded to Old Navy for a reported assault. Once arriving on scene, Officer Velasquez determined that a 13-year-old juvenile was approached within the store by several other juveniles, one of whom assaulted the 13-year-old by body-slammng him onto the floor of the store. Officer Velasquez attempted to get a description of the offender; however, the victim was unable to provide one. By viewing video of the incident provided by Old Navy’s loss prevention officer, Officer Velasquez was able to determine what the offender was wearing and canvassed the shopping plaza around the Old Navy. Approximately 45 minutes later, Officer Velasquez was in the area of Five Below at Southpark Mall, where he observed a subject who matched that of the suspect involved in the assault at Old Navy. He approached this male juvenile, asked him about what had occurred earlier in the evening at the Old Navy store, and was able to obtain a full confession from the 13-year-old offender, contacted his mother and released him into her custody.

Officer Velasquez’s attention to detail and commitment to fully investigating his cases led to the arrest of the juvenile offender in this incident. We frequently see hundreds of juveniles around the mall area. Chris went above and beyond by paying attention to those around him. His tenacity in this incident resulted in the closing of this case. His interview and interrogation skills bring great credit to him, to the police department and to the citizens of Colonial Heights. For all the above reasons, we feel that Officer Chris Velasquez is most deserving of being selected as *Employee of the Month* for December.

Crime	January 2019	January 2020	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	3	0	-100%
Aggravated Assaults	3	1	-67%
Simple Assaults	22	26	18%
Breaking & Entering	4	4	0%
Larceny	62	72	16%
Vehicle Thefts	1	2	100%
Arson	0	0	0%
Shoplifting	33	50	52%
DUI Arrests	11	10	-9%
All Criminal Arrests	364	371	2%
Calls for Service	3,208	3,452	8%
			Percentage
January 2020	Number Reported	Number Cleared	Cleared
	105	71	68%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 445



Total Fire Type Incidents: 105

(Total Fire Loss \$2,275)

Total EMS Incidents: 340 (228 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents: (Avg. response time 6:12 minutes)

EMS units arrived on scene in less than 9 minutes on 98.7% of emergency incidents. (Avg. response time 5:32 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building fire	1	Arcing shorted electrical equipment	3	Good intent calls	30
Brush or grass fire	2	Power line	1	Public service calls	11
Cooking fire contained to container	1	Haz Mat release investigation w/no Haz Mat found	3	Cover assignment/standby	2
		Water or Steam leak	4	Assist invalid	16
		Smoke or Odor removal	1	Child seat installation	2
				Smoke/CO detector installation	6
				Knox Box Installation	3
				False alarm/false calls	10
				Animal rescue	1
				Pre-incident Planning Building	18

Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	1	M/A received from Chesterfield Fire	2
M/A given to Petersburg Fire	2		
M/A given to Dinwiddie Fire (Fire Investigator)	1		

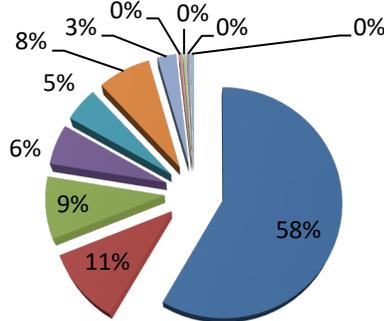
EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	1	M/A received from Prince George EMS	1
M/A received from Chesterfield EMS	1	M/A received from Fort Lee	3

Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
Station 1	<u>Number of Incidents</u>	3	N/A
	<u>Total Hours</u>	549.5 hrs.	
Station 2	<u>Number of Incidents</u>	2	N/A
	<u>Total Hours</u>	530 hrs.	

Patient Transport (Facility)



- Southside Regional Medical Center (133)
- Tri-City Emergency Room (24)
- Southside Regional Southpark (20)
- Chippenham Hospital (13)
- John Randolph Medical Center (11)
- VCU Health Systems (17)
- Johnston Willis Hospital (6)
- St. Francis ER (1)
- VAMC Richmond McGuire Er (1)
- St. Mary's ER (1)
- Memorial Regional ER (1)

VI. FINANCE DEPARTMENT:

Finance Activity:

- Renovation- Renovations in the finance department were nearly complete as of the end of January (and were completed in mid-February). Many thanks to the Parks & Grounds crew for their assistance in moving furniture, to Andrew Blais for setting up IT and wiring, and to the Office on Youth for shredding and clean-up.
- ERP System- Property tax is scheduled for conversion review in mid-February. Utility Billing training was held in January and conversion mapping is scheduled for February. Staff has been working internally to decide which address information to use in Central Properties and how to best utilize that system. Business licenses/ accounts receivable/ cashiering (Phase IV) kicked off in January, and staff is working on setting up those programs.
- Raftelis has continued to tweak the models and provided staff with preliminary rate increases given two different levels of capital re-investment. Staff included placeholders for utility infrastructure projects in the CIP and plans to review preliminary results with Council in February.
- The FY21 Budget process continues with all departments submitting budget requests and meetings with the City Manager underway.
- The Finance Department has welcomed Sandy Gentry as a part-time administrative assistant. She has spent a week transitioning with Debbie Pulver prior to Debbie's retirement on January 31.

Purchasing Activity:

Purchasing - 170 total purchase orders were completed, which includes 38 departmental purchases being reviewed. This is compared to 213 that were completed for the same month in 2019.

Bid/RFP Activity:

- The scope of work for Invitation # 19-101802-1099, Hemlock Avenue & Nantucket Court Storm Sewer Outfall Improvements Project has been reduced from an improvements project to a stabilization project, due to the bid for the original scope significantly exceeding budget. Purchase orders have been issued.
- Invitation # 19-121902-1105, Boulevard Resurfacing Phase II Project, was issued in Nov, with sealed bids opened on Dec 23. Contract documents were approved during the month, and the purchase order has been issued.
- Invitation # 20-010802-1106 was issued on Nov 15, with proposals received on Jan 8 2020, for providing mechanical maintenance services (HVAC system). The proposals have been shortlisted and interviews were held during the month. The selection committee has not yet decided on a vendor.
- Invitation # 20-020602-1107 was issued on Dec 24, with sealed bids due on Feb 6 2020, for the Appomattox River Trail Project, Phase IV.
- Invitation # 20-013102-1108 was issued on Jan 10, with proposals due on Jan 31, for Towing & Storage Services. Only one proposal was received and the vendor has been put under contract.
- Invitation # 20-020702-1109, was issued on Jan 31, with proposals due on Feb 7, for Section 125 Benefits.

VI. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity:

- A purchase order was issued for locker room renovations at Shepherd Stadium, in anticipation of the Tri-City Chili Peppers season.
- A purchase order was issued to extend the netting higher at the Shepherd Stadium outfield.
- A purchase order was issued for the emergency storm water repair on Waterfront Drive.
- Quotes were received for an asbestos/lead paint survey at the storage property at 218 Highland Avenue.

Risk Management:

- A vehicle ran the red light at the Boulevard & James Avenue and struck a police vehicle going through the intersection.
- The City's Sign Shop truck was hit by another vehicle as it was entering the roundabout heading east.
- A citizen filed a claim due to pot hole damage on Temple Avenue
- The City's Insurance Renewal was received on January 22, with the finished product due back by March 15. Information is being reviewed, and it expected that the renewal policy will be delivered to VRSA by the middle of February.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent- 3,867
- Delinquent Notices Sent –726 or 19.9% with 142 cut off for nonpayment
- No utility billing set-off debt collections received for this month

Billing and Collections Activity:

- 93 DMV releases processed: 90 personal property, 3 parking citation
- Administrative fees collected \$949.12
- There were \$161.78 in set-off collections in December
- Cigarette Stamp revenue FY20 to date: \$504,292 (110% of \$460,000 budgeted for FY20)
- Sales tax collections continue to be down approximately 2%; If this trend continues through fiscal year end, we will be short by about \$200,000

Real Estate Activity:

- Reassessment notices were distributed early in the month. The average single-family residence increased 7% in assessed value. Commercial reassessments were flat overall, with shopping centers experiencing a 15% decline.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of January 2020:

Advertisements

<u>Department</u>	<u>Position</u>
Police	Police Officer
Public Works	Engineering Technician
Recreation & Parks	Recreation Assistant (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Police Officer	83	1075
Engineering Technician	16	1129
Recreation Assistant	31	1250

Miscellaneous

- New Employee Orientation sessions were held for the following individuals:

<u>New Employee Orientation</u>	<u>Employee Separations/Retirements</u>
11 Firefighter/EMT Employees	Engineering Technician

- Administered the written test phase for the Communications Supervisor promotional process on January 14 – 15, 2020.
- The annual OSHA Summary Log (2019) was distributed to all departments, as each department’s specific summary must be displayed annually in the identified buildings/worksites from February 1 – April 1, 2020.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City’s website, www.colonialheightsva.gov had 55,745 webpage views in the month of January.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Record Search3. Animal Control & Shelter4. City Employees5. Pay Online6. Human Resources7. Recreation & Parks8. Real Estate Assessor9. Police10. GIS & Maps11. Business License & Taxes12. Yard Sale and Temporary Sign Permit13. Records & Property Tax Maps14. Jobs15. Our Government	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> China Singapore Puerto Rico India Germany <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois Pennsylvania Maryland North Carolina New York
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- ☆ Citizens submitted and city staff processed 277 Service Requests and questions through the “Report a Concern” module during the month of January.
- ☆ The City of Colonial Heights’ Facebook Page now has 5,072 fans and the City’s Twitter account has 1,445 followers. There are 3,330 subscribers for “In the News”.

IX. LIBRARY:

- ☆ The library staff circulated 21,123 titles in January.
- ☆ Residents borrowed 9,006 e-books on Kindles, while 696 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 972 residents registered for the Hoopla service.
- ☆ The public computer center had 1,263 users, while the iPad center was used 72 times.
- ☆ The new virtual reality center was used 76 times.
- ☆ The library’s meeting rooms were used by 142 groups.
- ☆ An average of 545 residents used the library each day, while 104 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

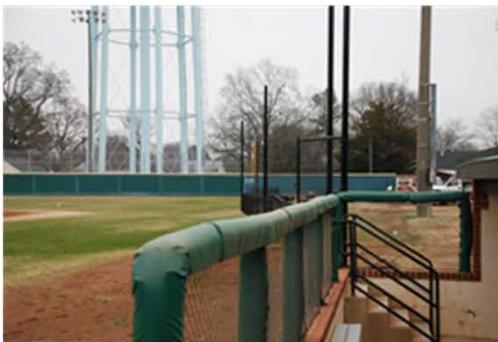
In the month of January, staff completed field scheduling for the upcoming spring and summer to include high school practices and games, as well as youth tournaments. Shepherd Stadium will play host to NCAA Baseball games on 3 separate weekends starting in February, as well as the VISAA State Championships the middle of May.

We are at the mid-way point in our Youth Basketball program with the regular season concluding at the end of February. The Senior Center held their Annual Multi-Cultural Day event in January with foods from around the world being shared by patrons and staff. Staff completed the spring edition of The City Focus that will be mailed to City residents the middle of February.

Construction activities continue at Shepherd Stadium in preparation for the Inaugural season of the Tri-City Chili Peppers to include locker room and concession stand upgrades, as well as completion of the new out of play and sponsor wall fencing.

Activities/Programs	2020	2019
Youth Basketball	246	244
Open Gym Basketball	156	175
Little Tykes Basketball	12	12
Youth Wrestling	6	15
Fitness Warriors	52	n/a
Belly Dancing	5	7
Karate	10	4
Therapeutic Recreation Classes	79	97
Facility Usage	2020	2019
Community Room Attendance	1,323	1,653
Community Room Reservations	21	29

Shepherd Stadium Upgrades



Parks, Horticulture, Buildings & Grounds

- Removed Christmas tree and decorations at Courthouse and put in storage.
 - Blew leaves at White Bank Park.
 - Reattached windscreen on A, B, and Civic.
 - Reattached windscreen at High School tennis courts.
 - Cleaned area behind Shepherd Stadium wall for stadium renovations.
 - Prepped, primed and painted Shepherd Stadium backstop poles.
 - Built new bullpen pitcher's mounds in Shepherd Stadium.
 - Started painting first base locker room in Shepherd Stadium.
 - Built project screen wall in City Council Chambers.
 - Put together new conference table for Finance Department.
 - Moved furniture in Finance Department after renovation work.
 - Installed television mount and hung television in Finance Department conference room.
 - Removed Christmas wreaths from city limits welcome signs and put in storage.
 - Removed Christmas lights from trees at Library.
 - Raked leaves from flower beds at all sites. Bagged leaves and took to transfer station.
 - Cut ornamental grasses at sites.
 - Planted pansies and ornamental cabbage at Library.
 - Picked up limbs from sites as needed and took to transfer station.
 - Repaired fence around memorial tree at Lakeview Park.
 - Cut back lirioppe at the Courthouse.
- Trimmed back barberry bushes and lirioppe at Public Safety Building.

Shepherd Stadium Upgrades



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Agency on Aging Activities	2020	2019
Adult Coloring	10	11
Bingo in Center	77	46
Blood Drive	21	N/A
Bob Ross Video Painting Class	3	3
Bowling	195	195
Bridge Party	40	64
Bridge Tournament	104	109
BUNCO	15	12
Multicultural Experience	16	28
Senior Advisory Board Meeting	8	N/A
Senior Club Meeting	73	81
Senior Citizen Dance	59	59
Sing A-Long	21	32
Tri-cities Golfers Board Meeting	6	5
Awareness/Education	2020	2019
Blood Pressure Check	28	23
Diabetes Education	30	N/A
Lunch & Learn: Food for the Brain	16	N/A
Classes	2020	2019
Colorful Creation Open Paint	35	37
Crochet & Knitting	35	38
Line Dancing Class	107	77
Meditation	15	N/A
Quilts for Vets	7	9
Sewing Class	17	33
Tap Class	51	54
Tech Savvy	13	2
Watercolor with Faye	33	31
Fitness	2020	2019
Boot Camp	65	N/A
Chisel & Sculpt	2	N/A
Fitness Center	81	N/A
Morning Crunch	67	N/A
Muscles in Motion	214	266
Pickleball	253	206
Strength & Stretch	426	470
Tai Chi	44	26
TBS	270	N/A
Water Aerobics	28	23
Yoga	152	133
Trips	2020	2019
Genealogy	4	4
TOTAL	2,441	2,072

Volunteer Hours	4	5
Meals	2020	2019
Home Delivery Meals	25	25
Site Meals	62	65
Transportation	2020	2019
Total Passengers	457	310
Total Trips	728	546
Total Miles	3594	2946
Wheelchairs	30	12
Donations	\$637.00	\$417.00
New Riders	6	8

Thursday Meal Program



Violet Bank Museum

Attendance	<u>2019</u> 113	<u>2020</u> 139
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House Tours: 43
 Grounds Visitors: 19
 Program Participants: 20
 Outreach: 22
 Special Events/Programs: 35

Museum staff has been busy planning events, programs and outreach for 2020. Renovation pre-work has started on the grounds with the Historical Archaeologist excavating several test holes. Mr. John Rooney has been onsite to document the work by taking lots of his wonderful photos. The Museum office received a much needed new computer this month. Lastly, the annual Volunteer Appreciation Dinner was recently held, had 35 in attendance, Domino's pizza, cake and soda were served. The string band Hardtack & Haversacks provided musical entertainment for our volunteers.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

Youth Advisory Council (YAC)

Leadership organization for teens in grades 6-12, YAC works with members of City Council and the Youth Services Commission to identify, address, and resolve issues that affect teens

- January 6 meeting (12) youth participated in team building activity, Councilman Green spoke to the group about leadership
- January 21 (1 youth attended) Officer's meeting-discussed upcoming projects and brainstormed recruitment ideas for new members
- January 30 (12 youth and 5 adults volunteered at the Colonial Heights Food Pantry

Youth Services Commission (YSC)

Youth Services Commission is a fifteen-member advisory board appointed by City Council. The Commission provides for continuing study of the needs and problems of youth; coordinates a network of existing youth services; facilitates access to existing community services for youth and promotes additional services needed

- January 27- (8 members met to discuss projects and volunteer opportunities)

Kids' Achieving Progress Afterschool Program (KAP)

KAP is a referral-based program serving 4th-8th grade students who need extra academic and/or social support

- Fully staffed 12 City payroll, 2 VSU work study, 1 JTCC work study
- Tussing enrollment-14, Lakeview-14, North-14
- Volunteers- 30
- Youth participated in team building activities at each site, made cards for Meals on Wheels

Substance Abuse Prevention Activities

- January 21- CAAN-DUU Coalition meeting -discussed OPIATE Summit for 2020, MED lock boxes, limited supply available at Office on Youth, initiative to encourage adults to keep prescription drugs locked away to prevent abuse or unintended usage (distributed 8 to residents)

Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT)

CPMT manages the local CSA program by coordinating agencies efforts, managing the available funds, and establishing local CSA program policies. FAPT is a multi-disciplinary group that helps assess the strengths and needs of individual youth and families and together, with those youth and families, decides what services to recommend, prepares a plan, and monitors progress toward accomplishing goals.

- January 15 Colonial Heights current caseload is 25
Discussed team training opportunities (Evidenced Based Practice)
The Family First Prevention Services Act, Behavioral Health Redesign, Juvenile Justice Transformation, Virginia Tiered Systems of Support, High Fidelity Wrap Around, System

Smart Beginnings School Readiness

Community agencies meet monthly to coordinate effective early learning, health, and family support services for young children in their communities, agencies strive to improve services by promoting high quality common standards and evidence-based practices

- January 13-monthly meeting, agency updates

Families First

Program for expectant and first-time parents (prenatal to age 5)

- January 9-monthly board meeting
- Collecting diapers and baby wipes for the program through February (boxes located at City Hall and Library)

XI. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):

Interagency Prevention Team

Community Agency Multi-Disciplinary team meets monthly to share information and resources to serve the needs of children and families

- January-no cases

Community Multi-Disciplinary Team (CMDT)

Committee members meet bi-monthly at Commonwealth Attorney's office to discuss cases of neglect/abuse concerning children- No January meeting

Juvenile Domestic Task Force (JDVTF)

Monthly meeting to discuss the implementation of prevention activities to promote resilience in the community-

- January 29-presentation from Legal Aid

Positive Parenting Coalition (PPC)

Mission is to educate, support, and empower families to achieve their full potential community collaboration and partnerships

- January 8-Presentation from Mercy Mall

Community Criminal Justice Board (CCJB)

Meets every other month with mission to assist community agencies in establishing, evaluating, monitoring, and modifying programs and services for local responsible offenders on the basis of an objective assessment of the community's needs and resources, responsible for developing and amending a local criminal justice plan for the 12th Judicial District and Circuit serving the City of Colonial Heights and Chesterfield County

- January 28-updates from agencies, presentation on Community Corrections

Emergency Food and Shelter Program (EFSP)

Federal funded program meets 4 times per year to allocate funds for housing and utilities

- Colonial Heights awarded \$4,253 to be distributed through Commonwealth Catholic Charities, Salvation Army and C.A.R.E.S. (Funded for Colonial Heights has been used)

Community Coalitions of Virginia (CCOVA)

Monthly meeting of members to strengthen education and advocacy efforts for substance abuse prevention programs in Virginia

- No meeting in January

SAFE Opioid and Heroin Prevention Task Force (OHPTF)

Meets monthly with purpose to prevent and reduce substance abuse

- January 14-discuss events held in localities focused on prevention, legislation on decriminalization of marijuana

Crater Area Coalition on Homelessness (CACH)

seeks to prevent, reduce, and alleviate **homelessness** through effective and coordinated community wide efforts and services.

- January 16-Training for Point in Time Count
- January 23-Conducted Point-in Time Count in partnership with CHPD

XI. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):

Health Advisory Board

Quarterly meeting comprised of Schools, Office on Youth, Health Dept., District 19 assists with the development of health policy in the school division and the evaluation of the status of school health, health education, the school environment and health services.

- January 13-discuss Triennial plan

Crime Control Diversion Programs-12th District Court

Community Service

Program to provide community service supervision for court mandated youth

- DJJ (11) Youth Completed 68 Hours of Service Learning (shredding, raking leaves, cleaning City Hall, trash pick-up White Bank Park)
- Non-DJJ (0)

Shoplifting Diversion

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

- January 11 (6) Youth and Parent/Guardian completed 18 service learning hours at the Shoplifting Diversion Program (group raked leaves and cleared flower beds of elderly Colonial Heights resident)

Teen Life Skills

Interactive program to encourage youth to think about decision making skills, attitudes, responsibility, communication skills, problem solving and preparing for the workplace

- No referrals for January

Driver License Ceremony-Colonial Heights Courthouse

- January 16- (26) Youth received driver bags

Other Meetings

- January 14-Asst. School Superintendent Haidee Napier-discuss prevention programming for Colonial Heights students
- January 17-Commonwealth Attorney Gray Collins-discuss diversion program format
- January 27-CHPS Attendance Officer Mary Knapp-discuss prevention programs, truancy
- January 30-Conducted Point in Time Count in collaboration with CHPD, Planning and Office on Youth

Developing Projects

- Collaboration with CHPS to determine needs of schools with aim to implement prevention-based programs
- Free Little Library at City Hall
- Youth Survey for CHMS and CHHS
- Community Needs Assessment
- Kinship Caregivers Support Group
- RVA Basics (school readiness)
- Community Service Projects collaboration with City Departments

Professional Development-Dale Waldrop

- Completed First Aid/CPR/AED certification
- Completed Project Alert (substance abuse) training

Professional Development-Becca Lynch

- Project Sticker Shock certification
- CSA-Special Education Wraparound Services

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2020	66	\$31,944.35	8	\$5,620.40
2019	71	\$15,616.51	6	\$1,134.28

Sublet repairs consist of the following;

Dealer Repair	\$3,640.39
Glass Replacement	\$686.65
Alignment	\$774.90
Towing	\$210.00
Misc.	\$240.00
Tire Repair	\$68.48