



# CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 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 1), 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 April 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 April 2020.
- **Bridge Rehabilitation, UPC 105109** – Construction bids well over project budget. Awaiting additional funding to be approved by Tri-Cities MPO.
- **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** – Dickerson Construction has won the bid award for this project. Construction scheduled to commence April 2020.
- **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 March 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** – Project to be completed March 2020.
- **Hemlock Drainage** – Project has been completed.
- **Hrouda Pump Station** – Awaiting approval of additional funding to award project.

### **Development Plan Reviews**

- **Old Town Creek Center** – Plat approved 2/29. Recorded on 3/2.
- **Mission BBQ** – Final Plan (1<sup>st</sup> submittal) received 1/15. Comments sent to developer's A/E on 2/13.
- **Roslyn Heights Lot Line Vacation** – Plat received on 2/24.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

February 2020

#### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	5	16
Commercial Building	6	9
Demolition	0	0
Electrical	8	19
Mechanical	11	16
Plumbing	3	13
Swimming Pool	0	0
Amusement Rides	1	1
Tent	2	2
Clean Out Installation	5	10
Water and Sewer Connection	0	1
<b>Total: All Permits</b>	<b>41</b>	<b>87</b>

New Residential Units (CO's)	Month	Year to Date
<b>Total</b>	<b>0</b>	<b>0</b>

Valuations	Month	Year to Date
Residential	\$26,160.40	\$500,637.35
Commercial	\$11,147,650.00	\$12,014,685.00
<b>Total</b>	<b>\$11,173,810.40</b>	<b>\$12,515,322.35</b>

Building Inspections	Month	Year to Date
Residential	47	102
Commercial	54	252
<b>Total: All Inspections</b>	<b>101</b>	<b>354</b>

#### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	2	8	4	6
Exterior Storage of Objects	4	10	6	10
Inoperable Vehicle	11	37	22	34
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	54	183	50	51
Trash/Debris	6	16	5	7
VA Property Maintenance Code	4	5	2	2
Zoning	0	3	3	6
<b>Total: All Cases</b>	<b>81</b>	<b>262</b>	<b>92</b>	<b>116</b>

#### PLANNING DIVISION

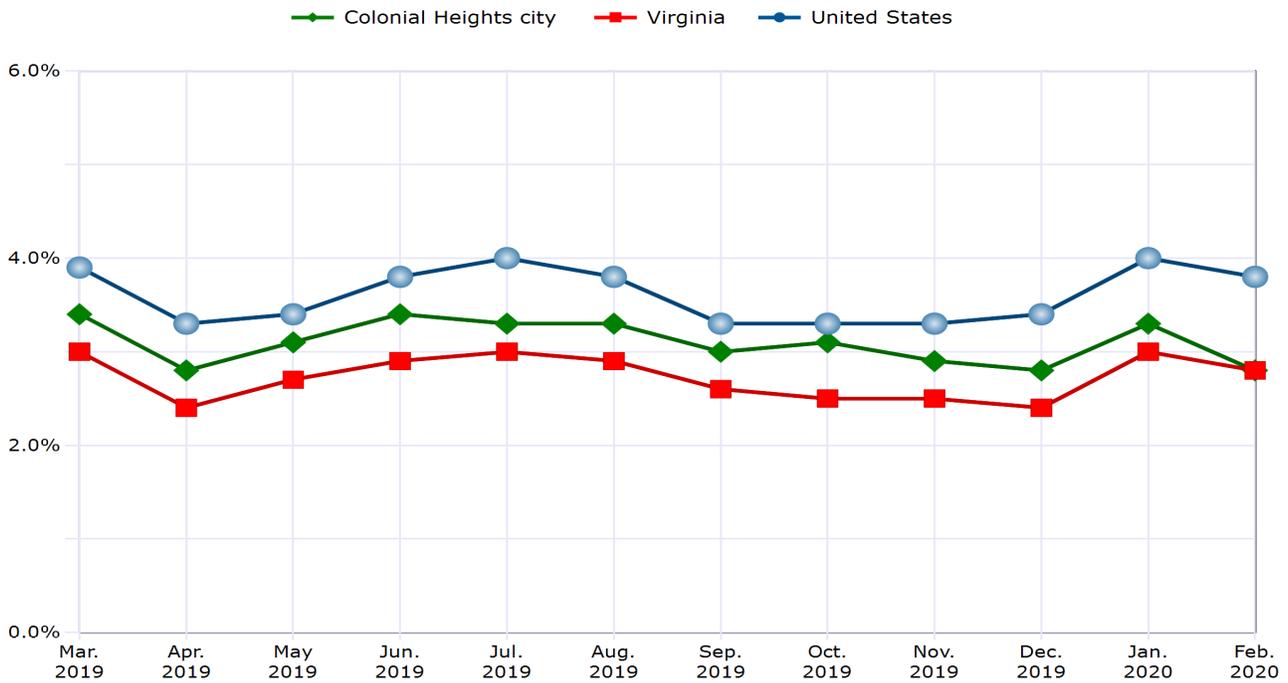
Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	2	4
Mobile Food Units	0	1
Signs - Permanent	2	6
Signs - Temporary	0	3
Zoning	3	6
<b>Total: All Permits</b>	<b>7</b>	<b>20</b>

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
<b>Total: All Categories</b>	<b>0</b>	<b>0</b>

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

### 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
Feb 2020	2.8%	2.8%	3.8%
Jan 2020	3.3%	3.0%	4.0%
Feb 2019	3.4%	3.0%	3.9%

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 February 2020 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,063	8,817	246	2.8	No

- \*Chesterfield      2.6 %unemployment      \*City of Petersburg      5.4 % unemployment
- \*Dinwiddie        2.9 % unemployment      \*City of Hopewell        4.2% unemployment
- \*Prince George    3.0 % 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 finalized  
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 – In final site plan review  
The Juicy Crab – building permit issued  
Marcos Pizza – Opened  
Gordmans (replacing Peebles) – ribbon cutting in March

### IV. POLICE DEPARTMENT:

The month of February was a relatively quiet month even as there was a slight increase in calls for service overall. We experienced reductions in aggravated assaults, burglaries and criminal arrests. Our calls for larceny/shoplifting increased for the month.

The department continues its efforts in recruiting and hiring the best officers in the area. Testing and interviewing have been a regular occurrence every month as we continue to have fewer applicants interested in the profession. We are competing with area agencies that offer higher pay and greater benefits. We are excited about our four new recruits set to graduate from the Crater Academy on March 26, 2020.

Our community efforts continue as a few officers in the department participated in the Colonial Heights High School *February Follies* in an effort to raise funds for the Colonial Heights Education Foundation. A lot of laughs were had by those in attendance, and it is safe to say that the five officers who performed will be keeping their day jobs and not trying out for Hollywood or Broadway!

Efforts continue in active shooter training, as tabletop exercises were conducted involving all shifts. Participants included Communications and Fire/EMS personnel.

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

- Career Officer Greg Thinnnes responded to the Southpark Mall area for a disturbance. Two juveniles were charged, one with possession of marijuana and the second with throwing a missile at an occupied vehicle.
- Officer Desiree McCurry responded to the CVS in reference to a shoplifting that had just occurred. The suspects had been seen leaving in a vehicle. Another officer was able to locate the vehicle. A positive identification was made, and both offenders were arrested.

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

- Officer Andrew Fontaine investigated an unauthorized use of a U-Haul truck. The suspect was identified and arrested and the vehicle was recovered in Prince George County several weeks later.
- All officers responded to a bank robbery at the Atlantic Union Bank. The suspect turned himself in at police headquarters shortly after the incident. There is a first time for everything.
- Officer Darrell Aleshire responded to Circle-K for a report of a suspicious vehicle. During the investigation, a quarter pound of marijuana was located in the vehicle and the occupant was charged with possession with intent to distribute.
- Officer Chris Velasquez located a stolen vehicle from Petersburg at the gas pump at Circle K.
- Sergeant Travis Karr arrested a juvenile for providing false information to a law enforcement officer and trespassing at Southpark Mall.
- Officer Chris Velasquez investigated a report of shots fired in the 300 block of Branders Bridge Road. Three shell casings were recovered and sent to the state lab and video was obtained from an area doorbell-style camera.
- Officer Rob Brown arrested a suspect for possession of marijuana and a concealed shotgun on a traffic stop.
- Officer Brandon Cherry responded to Circle K for a report of a subject attempting to pass counterfeit currency. He was able to determine who the suspect was and learned that the counterfeit bill was not left at the business. The following night he located the suspect in a vehicle at the same location and seized an ounce of marijuana, scales, a firearm and currency. Charges were obtained on four different offenders.
- Officer Rob Brown made an arrest for possession with intent to distribute. In the process, he seized several electronic devices, scales and \$7,817.00 in U. S. currency.

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

- Crossing Guard Patricia Davis changed assignments from Lakeview to North Elementary. This marked the end of the long employment of Crossing Guard Jewel Barger due to health issues. This has been anticipated and budgeted for in the coming year.
- The division held applicant testing for non-certified applicants, and physical agility testing for certified applicants. Interviews were also completed during the month.
- CPO/SRO Wayne Moody talked with an adult male who was walking on school property at the Votech Center. A short time later, Career Officer Moody was advised that the male subject pulled on doors at the school and that the same male had been at North Elementary earlier in the day and done the same. CPO Moody obtained video and two warrants for trespassing on the male. Subsequently, the subject was located, served by patrol, incarcerated and is awaiting trial due to these charges and history.

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

- The department and division hosted a senior student from the high school for *Student Government Day*. The student toured the department and divisions and rode with patrol before lunch. In the afternoon, the student made a presentation at a mock council meeting and presented a request funds on behalf of the department.
- During the month of February, the division pulled together to cover the many overlapping illnesses with various School Resource Officers. Other SROs, Sgt. Walters, Career Officer Scott Whirley, and Auxiliary Officer (and former SRO) Derek Pattison all covered schools to ensure the safety of students and staff.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported February was an average month for the number of cases assigned to Investigations. Sixteen (16) new cases were assigned to detectives for the month. Of all the cases that were investigated, fourteen (14) were cleared (this included clearing four cases from previous months), which resulted in a clearance rate of 70% for the month of February.

During the month of February, 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 four (4) new cases:
  - Two death investigations, no foul play
  - Possession of a controlled substance
  - Obstruction of justice
- **Master Detective Roger Santini** was assigned three (3) new cases:
  - Sexual battery reported, case pending
  - Two fraud cases (he also cleared three from previous months)
- **Detective Joe Vaughan** was assigned five (5) new cases:
  - Two distribution of child pornography cases
  - Bank robbery call—cleared by arrest
  - Death investigation
- **Master Detective Adam Brandeberry** was assigned four (4) new cases this month:
  - Grand larceny of an automobile
  - Sexual assault
  - Child abuse

Two (2) public nuisance letters were issued this month:

- 1) 900 block of Old Oak Lane
- 2) 1000 block of Kensington Avenue

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

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

**Auxiliary and Sentinels** held their monthly training meeting on February 6<sup>th</sup>. They provided security for the **February Follies** event at CHHS on February 8<sup>th</sup>, and they assisted with police applicant testing at CHHS on February 15<sup>th</sup>. They provided 25 hours of extra manpower while riding with officers. Auxiliary/Sentinel members volunteered 93 hours of service during February. They have volunteered 152 hours of service during the 2020 calendar year.

Overall as an agency during the month of February, we made **342 total arrests**, worked **88 crashes**, wrote **384 traffic citations**, executed **678 traffic stops**, affected **10 DUI arrests**, **46 drug arrests**, and issued **23 parking citations**.

**Officer Brandon T. Cherry** was selected as our ***Employee of the Month*** for January 2020.

On January 26<sup>th</sup>, Officer Cherry responded to a call for a suspicious subject. He located a subject matching the description given and contacted the subject. Knowing that we have had multiple incidents of thefts from vehicles in the area, Officer Cherry continued to interview the subject, at which time the subject began to admit to breaking into vehicles. Initially, the subject attempted to minimize his involvement, but through utilization of appropriate interview techniques, Officer Cherry was able to obtain a full confession to 17 thefts from vehicles in our city and many more in the jurisdiction of Chesterfield County. By developing a rapport with this offender, Officer Cherry was able to assist in shutting down this crime and saving the citizens of Colonial Heights and our neighboring community a great deal of loss and grief.

Also this month, Officer Cherry took information provided by Investigations. Utilizing K-9 Justice, he obtained probable cause to secure a drug search warrant for a kiosk in Southpark Mall. Officer Cherry spent several hours preparing for this case. While the execution of the search warrant did not result in any drugs being located, it was certainly noticed by other business owners and shoppers alike.

During the month of January, Officer Cherry wrote 23 traffic summonses, investigated one accident, obtained two felony and 29 misdemeanor warrants, served six outstanding warrants, and investigated 13 cases, for a clearance rate of 85%.

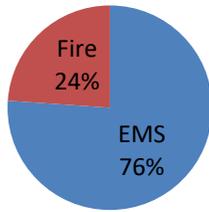
Brandon is an extremely hardworking officer, always aware of his surroundings, and he understands how important certain cases are to our department. We have dozens of thefts from vehicles cases. When those occur, usually multiple vehicles are hit in the same night. By clearing not only the cases in Colonial Heights, but also cases in Chesterfield County, Officer Cherry is making an impact on citizen quality of life issues. His interview skills and his ability to investigate his cases fully bring great credit to him, to the police department, and to the citizens of Colonial Heights. For all the above reasons, we feel that he is most deserving of the ***Employee of the Month*** award for January.

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

<b>DEPARTMENT STATISTICS</b>			
<b>February 2020</b>			
<b>Crime</b>	<b>February 2019</b>	<b>February 2020</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	0%
Rape	0	0	0%
Robbery	0	1	100%
Aggravated Assaults	5	2	-60%
Simple Assaults	15	16	7%
Breaking & Entering	5	1	-80%
Larceny	48	59	23%
Vehicle Thefts	1	2	100%
Arson	0	1	100%
Shoplifting	30	43	43%
DUI Arrests	15	10	-33%
All Criminal Arrests	384	342	-11%
Calls for Service	3,040	3,090	2%
<b>February 2020</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>82</b>	<b>58</b>	<b>71%</b>

## V. FIRE & EMS DEPARTMENT:

**Total Incidents: 410**



**Total Fire Type Incidents: 99**

(Total Fire Loss \$200)

**Total EMS Incidents: 311 (212 Patients Transported)**

*Fire units arrived on scene in less than 9 minutes on 91.7% of emergency incidents: (Avg. response time 5:54 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.5% of emergency incidents. (Avg. response time 5:27 minutes)*

### Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building Fire	1	Power line	3	Good intent calls	23
Cooking fire, contained to container	1	Haz Mat release investigation w/no Haz Mat found	4	Public service calls	11
Outside rubbish fire	1	Water or Steam leak	3	Cover assignment/standby	1
Attempted burning, illegal action	1	Smoke scare, odor of smoke	2	Assist invalid	16
		Chemical spill or leak	2	Child seat installation	9
		Gas leak (natural gas or LPG)	1	Smoke/CO detector installation	3
		Building or structure weakened or collapsed	1	Knox Box Installation	1
		Heat from short circuit wiring	1	False alarm/false calls	13
		Excessive heat, scorch burns	1		

### Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	5	M/A received from Chesterfield Fire	1
M/A given to Petersburg Fire	1		
M/A given to Dinwiddie Fire (Fire Investigator)	3		

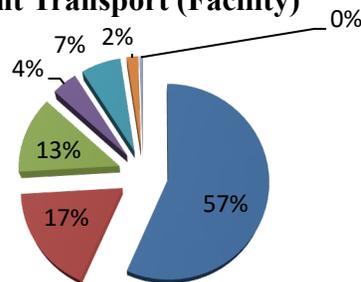
### EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	4	M/A received from Petersburg EMS	1
		M/A received from Fort Lee	2
		M/A received from Chesterfield EMS	2

### Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
<b>Station 1</b>	Number of Incidents	1	N/A
	Total Hours	49.5 hrs	
<b>Station 2</b>	Number of Incidents	1	2
	Total Hours	553 hrs.	29.5 hrs.

### Patient Transport (Facility)



- Southside Regional Medical Center (120)
- Tri-City Emergency Room (37)
- Southside Regional Southpark (27)
- Chippenham Hospital (9)
- John Randolph Medical Center (14)
- VCU Health Systems (4)
- Johnston Willis Hospital (1)

## **VI. FINANCE DEPARTMENT:**

### **Finance Activity:**

- ERP System- Property tax is moving forward as the second conversion pass was reviewed in February. Utility Billing conversion mapping was held in February, and the conversion pass will be provided in late March. Central Properties is now moving forward. Business licenses/ accounts receivable/ cashiering (Phase IV) setup and training have been scheduled for the first week of March.
- The FY21 Budget process continues as the CIP has been released for public review and the City Manager is balancing the Operating budget. The CIP will be presented to the Planning Commission March 4, and to City Council March 10.
- Staff is still working with counsel to address issues with the overreporting of income on employee W2s in prior years.

### **Purchasing Activity:**

- Purchasing - 117 total purchase orders were completed, which includes 25 departmental purchases being reviewed. This is compared to 156 that were completed for the same month in 2019.

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

- Invitation # 19-110702-1102 was issued on Oct 19, with sealed bids due on Nov 7, for maintenance & repair of various structures - Bridges & Culverts. Two over-budget bids were received. The State called during Feb and advised if the low bidder would still do the work, they would provide the funding. The low bidder has started on the contract documents.
- 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. The selection committee is close to making a decision.
- Invitation # 20-020602-1107 was issued on Dec 24, with sealed bids opened on Feb 6 2020, for the Appomattox River Trail Project, Phase IV. The contract documents are being prepared.
- Invitation # 20-020702-1109, was issued on Jan 31, with proposals open on Feb 7, for Section 125 Benefits. The selection Committee is reviewing the proposals.
- Invitation # 20-031002-1110 was issued on Feb 7, with proposals due on March 10, for a physical security assessment of City buildings & Property.

### **Other Purchasing Activity:**

- Purchasing has been working on the disposal of surplus electronic equipment. All surplus equipment has been picked up from the departments and is ready to be recycled.
- Quotes have been issued for the mini splitter AC unit in the Finance server room and the Health Department HVAC systems.

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

- Quotes have been issued for baseball equipment for the City's youth program.
- Quotes received for an asbestos survey at 218 Hamilton Avenue (City owned house next to City Hall).
- Quotes received for cleaning of the files that were stored at 218 Hamilton Avenue.
- Purchase order issued for the emergency repair of a stormwater outfall at Peace Cliff Court.
- Purchase order issued for the emergency repair of a 10" water line below the CSX Bridge on the Boulevard.
- Purchase Order issued for a control module to operate an existing grind hog comminutor located at the main pump station 2701 Conduit Road.

### **Risk Management:**

- A resident backed into a Public Works truck when backing out of her drive way on Kennon Point Drive.
- The guardrail around the roundabout was struck. A vendor has been contacted to fix this damage and also guardrail damage from another accident.
- The City's Insurance renewal for July 1 2020- June 30 2021 will be completed and submitted to the City's Insurance carrier the first week in March.
- The City's insurance carrier sent an appraiser to look at all City buildings/property with a value over one million dollars.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent- 3,644
- Delinquent Notices Sent –855 or 22.1% with 96 cut off for nonpayment
- \$200.33 utility billing set-off debt collections received for this month

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

- 106 DMV releases processed: 106 personal property
- Administrative fees collected \$1,483.13
- There were \$233.63 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

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

**Real Estate Activity:**

- Reassessment notices were distributed in January. There were 22 administrative appeals, of which one was an apartment complex, two were vacant parcels (one residential and one commercial), three residential properties, and sixteen commercial properties. As of the end of the month, two owners have requested forms for appeals to the Board of Equalization. Requests for a hearing before the Board of Equalization are due March 11. The BoE is scheduled to meet March 25 from 2pm to 7pm.

**VII. HUMAN RESOURCES DEPARTMENT:**

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

**Advertisements**

<u>Department</u>	<u>Position</u>
Office on Youth/Human Services	Youth Program Coordinator
Library	Digital Resources Specialist
Public Works	Public Works Technician
Public Works	Director of Public Works

**Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Youth Program Coordinator	117	1217
Digital Resources Specialist	20	662

**Miscellaneous**

- New Employee Orientation session was held for our Van Driver.
- Administered the written test phase for the Police Officer hiring process on February 15, 2020.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 55,745 webpage views in the month of February.

<p><b>Top fifteen sites visited after home page:</b></p> <ol style="list-style-type: none"><li>1. Library</li><li>2. Real Estate Record Search</li><li>3. Animal Control &amp; Shelter</li><li>4. Pay Online</li><li>5. City Employees</li><li>6. Human Resources</li><li>7. Recreation &amp; Parks</li><li>8. Police</li><li>9. Real Estate Assessor</li><li>10. Business License &amp; Taxes</li><li>11. Records &amp; Property Tax Maps</li><li>12. GIS &amp; Maps</li><li>13. Yard Sale and Temporary Sign Permit</li><li>14. Our Government</li><li>15. Athletics</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> China</li><li> Puerto Rico</li><li> India</li><li> South Korea</li><li> Germany</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Illinois</li><li> New York</li><li> Pennsylvania</li><li> North Carolina</li><li> Maryland</li></ul>
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- ☆ Citizens submitted and city staff processed 226 Service Requests and questions through the “Report a Concern” module during the month of February.
- ☆ The City of Colonial Heights’ Facebook Page now has 5,078 fans and the City’s Twitter account has 1,447 followers. There are 3,327 subscribers for “In the News”.

## IX. LIBRARY:

- ☆ The library staff circulated 20,948 titles in February.
- ☆ Residents borrowed 9,136 e-books on Kindles, while 649 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 986 residents registered for the Hoopla service.
- ☆ The public computer center had 1,009 users, while the iPad center was used 59 times.
- ☆ The new virtual reality center was used 29 times.
- ☆ The library’s meeting rooms were used by 126 groups.
- ☆ An average of 611 residents used the library each day, while 74 residents registered for new library cards.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In the month of February, the Recreation Department completed its Youth Basketball Leagues with Championships being played the last week of February. High School sports on our facilities also began the last week in February with games beginning the middle of March.

Recreation staff in conjunction with the City Manager's office completed and sent out to residents the spring edition of the City Focus. Staff is preparing for our Spring and Summer programs to include youth baseball and softball, as well as our Summer Camps.

Work at Shepherd Stadium also continues to include locker room upgrades, out of play fencing and gates, as well as making final preparations to hang protective netting and the new outfield wall padding.

Programs	2020	2019
Youth Baseball ( <i>as of March 1</i> )	166	194
Youth Softball ( <i>as of March 1</i> )	64	58
Youth Basketball	246	244
Little Tykes Basketball	12	12
Open Gym Basketball	112	125
Youth Wrestling	8	12
Belly Dancing	6	7
Karate	5	4
Fitness Warriors	51	n/a
Therapeutic Recreation	74	115
Facility Usage	2020	2018
Community Room Attendance	1,113	865
Community Room Reservations	21	21
Field Attendance	185	725
Field Rentals	3	3

### Parks, Horticulture, Buildings & Grounds

- Edged infield grass in Shepherd Stadium.
- Prepared Shepherd Stadium and Civic fields as needed for high school practices.
- Installed outfield fence on baseball and softball fields at High School.
- Installed batting cage nets at Shepherd Stadium, Civic Field, and High School Field.
- Laid out and painted soccer field for high school practices.
- Set goals on soccer field for high school practices.
- Reattached windscreen at High School tennis courts.
- Repaired and installed backstop pads in Shepherd Stadium.
- Hung banners on outfield fence at Civic Field.
- Repaired vandalized split rail fence on Riverwalk Trail
- Painted ceiling, walls, and floors in both locker rooms for Shepherd Stadium renovations.
- Painted outfield wall to prepare for installing new wall pads for Shepherd Stadium renovations.
- Mulched sites as needed.
- Trimmed shrubs at sites as needed.
- Cut back lirioppe at sites as needed.
- Removed weeds from beds around Courthouse.
- Cut lirioppe, shrubs, and grasses back in beds along Boulevard.
- Trimmed hedges at Library.
- Trimmed Maiden grass at White Bank Park.
- Cut back pampas grass at the Library.
- Spread pin needles in beds at Library.
- Clean leaves out of beds at all sites.

# X. RECREATION & PARKS DEPARTMENT (CONTINUED):

## Agency on Aging

Activities	2020	2019
Adult Coloring	12	12
Bingo in Center	61	62
Bowling	192	192
Bridge Party	32	48
Bridge Tournament	81	84
BUNCO	12	16
Senior Club Board Meeting	6	8
Senior Club Meeting	63	52
Senior Citizen Dance	87	83
Sing A-Long	19	22
Valentine's Party	62	53
Awareness/Education	2020	2019
Blood Pressure Check	25	26
Diabetes Class	18	N/A
Lunch & Learn: Fraud	24	N/A
Classes	2020	2019
Colorful Creation Open Paint	21	31
Crochet & Knitting	34	38
Line Dancing Class	96	78
Quilts for Vets	8	14
Sewing Class	15	53
Tap Class	53	32
Tech Savy	13	4
Watercolor with Faye	20	32
Fitness	2020	2019
Boot Camp	65	N/A
Fitness Center	65	N/A
Morning Crunch	55	N/A
Muscles in Motion	226	276
Sit & Let's Get Fit	162	286
Strength & Stretch	324	452
Tai Chi	41	32
Pickleball	239	223
TBS	242	N/A
Water Aerobics	45	24
Yoga	165	143
Trips	2020	2019
Federal Reserve Trip	23	N/A
Genealogy	4	7
Hampton Quilt Festival	6	N/A
Riverside Theater	26	26
Violet Bank Trip	13	N/A
<b>TOTAL</b>	<b>2,428</b>	<b>2,409</b>
Meals	2020	2019
Home Delivery Meals	20	20
Site Meals	51	35
Transportation	2020	2019
Total Passengers	572	307
Total Trips	811	560
Total Miles	3917	2565
Wheelchairs	32	16
Donations	\$538.00	\$480.00
New Riders	9	4

Valentine's Line Dance Performance



Federal Reserve Trip



### Violet Bank Museum

	2020	2019
Attendance	95	91

Museum Tours: 57  
 Grounds Use Only: 17  
 Ongoing Programs: 21

Museum staff and volunteers worked on upcoming programming efforts and outreach events happening later this Spring.

The Colonial Heights Senior Center visited the museum for a tour led by Museum staff. Due to the popularity a second visit has been scheduled for May.

## **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

- February 3 meeting (12) youth participated making cards for Meals On Wheels, Children's Hospital and McGuire Veteran's Hospital
- February 25 (4 youth attended) Officer's meeting-discussed upcoming projects

### **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

- February 12- (8 members met to discuss surveys being implemented in schools and hosting a prevention program "Hidden in Plain Sight")

### **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**

- February 11- CAAN-DUU Coalition meeting -roundtable discussion

### **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.

- February 19 Colonial Heights current caseload is 25

### **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

### **Families First**

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

- February 13-monthly board meeting
- Collecting diapers and baby wipes for the program through March (boxes located at City Hall and Library and Senior Center)

## **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

- February-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 February meeting

### **Juvenile Domestic Task Force (JDVTF)**

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

- No February meeting

### **Positive Parenting Coalition (PPC)**

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

- February 12-planning meeting for event "Human Trafficking"

### **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

- February no meeting

### **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. (Funding 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

### **SAFE Opioid and Heroin Prevention Task Force (OHPTF)**

Meets monthly with purpose to prevent and reduce substance abuse

- February 11-discuss events held in localities focused on prevention

### **Crater Area Coalition on Homelessness (CACH)**

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

## **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.

### **Crime Control Diversion Programs-12<sup>th</sup> District Court**

\$69,080.00 VJCCCA grant funds utilized for diversion programming

#### **Community Service**

Program to provide community service supervision for court mandated youth

- DJJ (14) Youth Completed 81 Hours of Service Learning (shredding, raking leaves, cleaning City Hall, trash pick-up White Bank Park, mulch at courthouse)
- 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

- February 8 (16) Youth and Parent/Guardian completed 48 service learning hours at the Shoplifting Diversion Program (group put down mulch at the courthouse)

#### **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 February

**Workforce Readiness Skills** program being developed to use for diversion youth.

**Juvenile Court Navigator** program being developed to use with families.

### **Driver License Ceremony-Colonial Heights Courthouse**

None for February

### **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-Completed February 28
- Community Needs Assessment
- Kinship Caregivers Support Group
- RVA Basics (school readiness)
- Community Service Projects collaboration with City Departments

**XII. FLEET MAINTENANCE:**

	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2020	91	\$31,782.08	13	\$15,657.52
2019	71	\$18,181.61	6	\$1,056.92

The sublet repairs consist of the following;

Dealer Repair	\$12,253.78
Alignments	\$1,438.07
Windshields	\$1,063.33
Towing	\$583.00
Misc.	\$224.34