



CITY MANAGER'S REPORT TO CITY COUNCIL

MARCH 2020

I. PUBLIC WORKS & ENGINEERING:

Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – City to advertise project in Fall 2020.
- **Safe Routes to Schools (North Elementary School Phase I), UPC 105233** – Finalizing utility relocation for construction to begin Summer 2020.
- **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 substantially completed the project. Finalizing punchlist items for on-time delivery.
- **Boulevard Resurfacing (Shuford Ave to Newcastle Drive), UPC 115248** – Construction to commence in April.
- **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. Gas utilities have been properly relocated to allow normal construction activities to continue.
- **Lakeview Avenue Modernization, UPC 101288** – Utility relocation has been completed. Bid documents scheduled for advertisement April 2020.
- **Bridge Rehabilitation, UPC 105109** – additional funding approved by Tri-Cities MPO in March. Construction starts in April 2020
- **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – B&B Signal began construction in January 2020.
- **Appomattox Green River Trail Phase IV, UPC 115182** – PRECON completed. All permits retained. Construction to start April 2020.
- **Appomattox River Greenway Trail Phase V, UPC 107533** – Funding application submitted to obtain additional TAP funds.
- **FY 20 Pavement Preservation** – Bid retracted due to current budget concerns.

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** – Completed March 2020
- **Hemlock Drainage** – Completed March 2020
- **Hrouda Pump Station** – Awaiting approval of additional funding to award project.

Development Plan Reviews

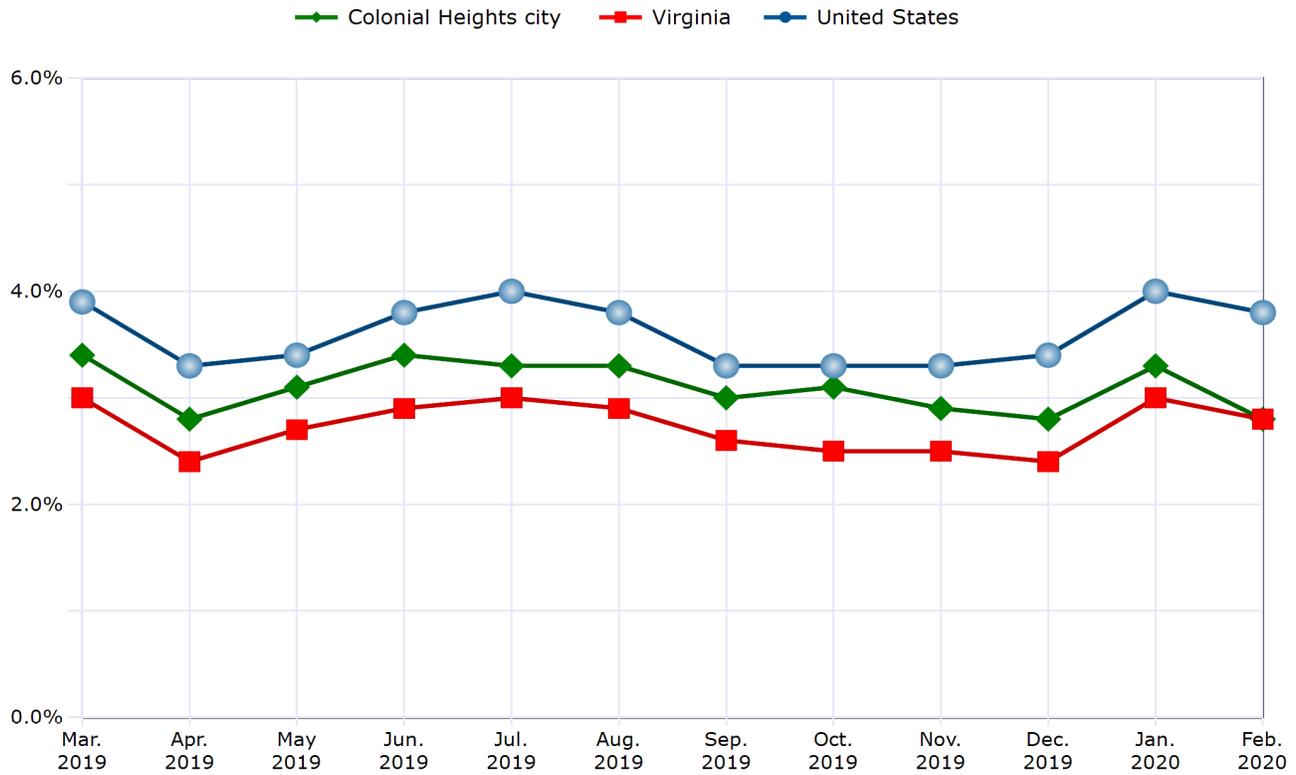
- **Old Town Creek Center** – Plat recorded on 3/2.
- **Mission BBQ** – Final Plan (2nd submittal) received 3/27.
- **Briarcliffe Section 4 Plan of Development** – Final Plan (4th Submittal) received on 3/12. Plans reviewed and comments sent to developer's agent on 3/26.
- **Briarcliffe Section 4 Plat** – Final Plat (3rd Submittal) received on 3/11. Plat reviewed and comments sent to developer's agent on 3/26.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT					
March 2020					
BUILDING INSPECTIONS DIVISION			PLANNING DIVISION		
Building Permits	Month	Year to Date	Planning Permits	Month	Year to Date
	Permits Issued	Permits Issued	Farmer's Market	0	0
Residential Building	7	23	Fence	9	13
Commercial Building	4	13	Mobile Food Units	1	2
Demolition	0	0	Signs - Permanent	1	7
Electrical	7	26	Signs - Temporary	0	3
Mechanical	12	28	Zoning	3	9
Plumbing	10	23	Total: All Permits	14	34
Swimming Pool	0	0			
Amusement Rides	0	1	Development	Month	Year to Date
Tent	0	2	Plat: Adjustment/Vacation	0	0
Clean Out Installation	2	12	Plat: Subdivision	0	0
Water and Sewer Connection	1	2	Prelim. Site Plan Review	0	0
Total: All Permits	43	130	Special Exception Permit	0	0
			Special Use Permit	0	0
New Residential Units (CO's)	Month	Year to Date	Rezoning	0	0
Total	1	1	Variance	0	0
			Wetland Development	0	0
Valuations	Month	Year to Date	Zoning Opinion	0	0
Residential	\$266,419.00	\$767,056.35	Total: All Categories	0	0
Commercial	\$99,000.00	\$12,113,685.00			
Total	\$365,419.00	\$12,880,741.35	Community Meetings	Month	Year to Date
			Board of Zoning Appeals	0	0
Building Inspections	Month	Year to Date	Planning Commission	1	2
Residential	25	127	Wetlands Board	0	0
Commercial	75	327	Total: All Meetings	1	2
Total: All Inspections	100	454			
CODE ENFORCEMENT DIVISION					
Cases	Open Cases		Closed Cases		
	Month	Year to Date	Month	Year to Date	
Commercial/Recreational Vehicle	2	10	3	9	
Exterior Storage of Objects	9	19	6	16	
Inoperable Vehicle	9	46	8	42	
Property Defacement	0	0	0	0	
Tall Grass	0	0	1	1	
Trash Can Placement	38	221	41	92	
Trash/Debris	10	26	7	14	
VA Property Maintenance Code	5	10	1	3	
Zoning	0	3	0	6	
Total: All Cases	73	335	67	183	

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
Mar 2020	2.8%	3.3%	4.5%
Feb 2020	2.8%	2.8%	3.8%
Mar 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 March 2020 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,026	8,870	256	2.89	No

*Chesterfield 2.6 %unemployment
 *Dinwiddie 3.2 % unemployment
 *Prince George 3.3 % unemployment

*City of Petersburg 5.9% unemployment
 *City of Hopewell 4.1% unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	2
Sites/Bldgs. Submitted	2
Active Prospects	6

Projects:

Boot Barn – under construction
Towneplace Suites – site plan submitted
Extended Stay Hotel – anticipating mid-April opening
Panera w/Drive-thru – submitted preliminary site plan for review
Mission BBQ – in final site plan review
The Juicy Crab – building permit issued
Marcos Pizza – Opened
Gordmans (replacing Peebles) – Opened

IV. POLICE DEPARTMENT:

The month of March may have begun a period of “the new normal” due to Covid-19. Public Safety continues to be at the forefront of our hearts, souls and minds. This is nothing like anything we have ever experienced before. Our officers are making the required adjustments, all the while keeping in mind their own health and safety, as well as that of their families.

We are excited to report that we graduated four officers from the Crater Law Enforcement Training Academy. Expectations are high and we have a wonderful set of field training officers ready to get going.

As excited as we were for new beginnings this month, we were also a bit sad with the retirement of Captain Dann Ferguson. We were not able to give him the proper send-off he so richly deserves; however, those plans will happen when the time is right for all of us. I cannot do Captain Ferguson justice within this report as to just what he has meant to this agency—the officers, the business community and this administration. Captain Ferguson truly served with honor and distinction, and he was proud of his efforts and work within the City. His work ethic was second to none, and his ideas and procedures will be followed within the Colonial Heights Police Department for many years to come. I salute Captain Dann Ferguson, as he has made our fine city a better place to visit, work and live!

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

- Officers responded to MacArthur Avenue for a three-month-old who had passed away during the night. Detectives responded out to the scene and took over the investigation.
- Officer Erik Reedy investigated a destruction of property and stalking case. The suspect and victim are both from Pennsylvania. The suspect had placed a GPS on the victim’s vehicle and subsequently located the victim in the 100 block of Creff Lane, where he vandalized two vehicles. The suspect was located and arrested in the city.

IV. POLICE DEPARTMENT (CONTINUED):

- Officers responded to Cedar Creek Lane for a subject experiencing a mental health crisis. While officers were responding, the subject made threats to harm his wife and the community. Sergeant Travis Karr and Officer Chris Velasquez were first on scene and contacted the subject inside his residence. Officers were able to get his wife to safety and continued negotiations. The suspect was shot by a Chesterfield County officer, who was assisting during this incident. The suspect was taken into custody for medical treatment. We conducted an investigation into the case and the Commonwealth Attorney's Office determined it was a justified shooting.
- Officer Brandon Cherry was looking for a suspect vehicle from a strong-armed robbery report. Officer Cherry located a vehicle that fit the description and attempted to conduct a traffic stop. The suspect refused to stop and drove into the city of Petersburg, where the suspect vehicle crashed into a porch. The driver fled on foot, but we were able to detain a passenger in the vehicle. The investigation found that they were not involved in the strong-armed robbery. Officers are still trying to identify the driver of the vehicle.
- Officer Rob Brown was responding to a report of a brandishing of a firearm. He observed a subject that fit the description of the suspect given by the victim. Officer Brown recognized the suspect from prior contacts and was able to detain him without incident. During a search, Officer Brown located a gold plastic toy gun on the suspect's person, at which point the suspect was charged with brandishing a firearm.
- Officer Andrew Fontaine located two children, ages three and five, riding their bikes unaccompanied on Hamilton Avenue at the Boulevard. The parents were located at 227 Hamilton Avenue and were sleeping at the time of the incident. Both parents were charged with child neglect.

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:

- All members of the division and members of the department were fit-tested for N-95 masks by Fire Department Logistics Officer Kenny Frenier.
- Our four recruits completed the Basic Law Enforcement (BLE) training at Crater Law Enforcement Training Academy and began department training on March 20th.
- During the week of March 23rd, all members of the division completed spring weapons qualifications as well as required policy review.
- During the month of March, the division pulled together to address the daily changing situation and restrictions involving COVID-19 and keep employees and citizens safe and informed.

Our **Investigations Division**, commanded by newly promoted **Capt. Robert Ruxer**, reported March was an average month for the number of cases assigned to Investigations. Fifteen (15) new cases were assigned to detectives for the month. Of all the cases that were investigated, nine (9) were cleared (this included clearing three cases from previous months), which resulted in a clearance rate of 60% for the month of March. Detective Joseph Vaughan handled a dispatcher background investigation for the Fire Department.

IV. POLICE DEPARTMENT (CONTINUED):

There was an increase in opioid-related overdoses for the month. There were no opioid-related overdoses in January or February, but we experienced three non-fatal overdoses in March. All three were males who were non-city residents. Narcan was utilized in all three incidents.

Some of the division highlights include:

- **Detective Sergeant Chris Harris** was assigned three (3) new cases:
 - Credit card fraud
 - Prescription fraud
 - Death investigation found to be of natural causes
- **Master Detective Roger Santini** was assigned four (4) new cases:
 - Sexual offense, exceptionally cleared due to age of the offender
 - Distribution of obscene material, unfounded
 - Contributing to the delinquency of a minor
 - Credit Card Fraud
- **Detective Joe Vaughan** was assigned three (3) new cases:
 - Sex offense, pending
 - Credit Card Fraud
 - Fraud, pending further investigation
- **Master Detective Adam Brandeberry** was assigned five (5) new cases this month:
 - Two charges of distribution of child pornography
 - Death investigation
 - Brandishing of a firearm
 - Robbery

One public nuisance letter was issued this month:

- 300 block of Dupuy Avenue

As for the **U.S. Marshal's Fugitive Task Force**, Senior Detective Will Waldrep has been recently assigned to fill this position. Statistics will be forthcoming in future months.

Auxiliary and Sentinels held their monthly training meeting on March 5th. Auxiliary officers and Sentinels provided 43 hours of extra manpower patrolling and riding with officers. They volunteered a total of 180 hours of service during March, and they have volunteered a total of 316 hours of service to date during the 2020 calendar year.

Overall as an agency during the month of March, we made **246 total arrest**; worked **61 crashes**; wrote **204 traffic citations**; executed **368 traffic stops**; affected **eight (8) DUI arrests**, **23 drug arrests**, and issued **16 parking citations**.

IV. POLICE DEPARTMENT (CONTINUED):

Once again, we had two great nominations for the month of February 2020. Both **Officer Robert N. Brown** and **Officer Erik L. Reedy** were selected as our *Employees of the Month* for the following reasons.

On February 29, 2020, **Officer Rob Brown** responded to the Circle K gas station and convenience store located on Temple Avenue for a suspicious person call. Once on location, he was able to identify the vehicle and occupants as described. As he approached the vehicle, he was able to detect an odor of marijuana coming from the vehicle. As he tried to contact the driver, the vehicle pulled away from Officer Brown. Officer Brown returned to his vehicle and started a traffic stop. He witnessed the driver toss out several items. The vehicle stopped at the intersection of Temple Avenue and Conduit Road, where Officer Brown was able to arrest the driver and retrieve the items that were discarded from the vehicle. Thirty-four grams of cocaine/crack cocaine and marijuana were recovered by Officer Brown. He also seized three cell phones and \$7,817.00 in U. S. currency.

During the month, Rob also recorded 13 summonses, 17 verbal warnings, three DUI arrests, and issued six felony and 17 misdemeanor warrants.

Officer Brown's attentiveness on calls for service speaks volumes about the dedication he has for his craft. Rob is a team player and always goes out of his way to assist his shift mates. He takes constructive criticism from his supervisors and makes every attempt possible to correct any shortcomings that may be brought to his attention. Officer Brown has the dedication and willingness to be a positive, proactive, community-based police officer, as he has shown with his patrols at the hotels and apartment complexes throughout the city. These traits are what make for an outstanding Colonial Heights Police officer. For these reasons, we believe that Officer Robert N. Brown more than deserves to receive an award as *Employee of the Month* for February.



Officer Erik L. Reedy also had a very consistent and productive month. Officer Reedy was appointed as our 5:00 am to 5:00 pm officer, always showing up to work on time and always anxious to answer calls to prevent day shift from being held over. During the month, Officer Reedy has made everything from drug arrests, to animal cruelty arrests, to aggravated assault arrests. He can be counted on to always back up his fellow officers and never shies away from taking a report. Erik consistently has his reports completed in a timely manner, and errors are rarely made.

One of the most notable cases during the month of February involved a woman who had her door kicked in at 115-G Clearfield Circle Apartments. With the assistance of several other squad members, Officer Reedy was able to identify the juvenile offender. He conducted an interview of the juvenile and obtained a confession. Ultimately, the juvenile was charged with felony destruction of property and trespassing. On another occasion, Officer Reedy responded to the lobby at headquarters for male and female subjects who were having a disturbance. When he arrived on scene, Officer Reedy interviewed both parties and was able to determine that the female subject had physically assaulted the male party by throwing a broken glass vase at him, causing a cut on the male's leg.

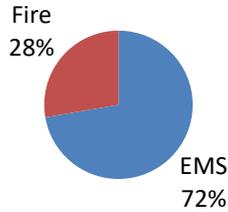
Officer Erik Reedy is a hard-working officer, always polite with the citizens he encounters. He always employs good officer safety techniques. Erik's method of speaking to citizens creates a positive impact on the citizens he encounters and fosters a positive working environment with the citizens whom we serve. For all of the above reasons, we feel that Erik most assuredly deserves to be selected as February's *Employee of the Month*.

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS			
March 2020			
Crime	March 2019	March 2020	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	1	0	-100%
Robbery	2	2	0%
Aggravated Assaults	4	1	-75%
Simple Assaults	16	15	-6%
Breaking & Entering	4	0	-100%
Larceny	59	41	-31%
Vehicle Thefts	4	0	-100%
Arson	1	0	-100%
Shoplifting	32	23	-28%
DUI Arrests	15	8	-47%
All Criminal Arrests	414	246	-41%
Calls for Service	3,504	2,746	-22%
March 2020	Number Reported	Number Cleared	Percentage Cleared
	59	39	66%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 455



Total Fire Type Incidents: 126

(Total Fire Loss \$29,620)

Total EMS Incidents: 329(199 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 100 % of emergency incidents: (Avg. response time 5:19 minutes)

EMS units arrived on scene in less than 9 minutes on 96.7% of emergency incidents. (Avg. response time 5:35 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building Fire	3	Power line	2	Good intent calls	29
Cooking fire, contained to container	2	Haz Mat release investigation w/no Haz Mat found	3	Public service calls	10
Outside rubbish fire	1	Water or Steam leak	2	Cover assignment/standby	6
Passenger vehicle fire	3	Smoke scare, odor of smoke	1	Assist invalid	23
Brush or brush and grass mixture fire	4	Chemical hazard (no spill or leak)	1	Child seat installation	3
Unauthorized burning	2	Gas leak (natural gas or LPG)	2	Smoke/CO detector installation	2
Authorized controlled burning	5	Gasoline or other flammable liquid spill	2	Knox Box Installation	1
				False alarm/false calls	13
				Public fire education	2

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	8	Assist, Public	35	Cancelled (Prior to Arrival at Scene)	15
Patient Evaluated, No Treatment/Transport Required	4	Cancelled on Scene (No Patient Found)	10	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	6
Patient Treated, Released (AMA)	30	Patient Refused Evaluation/Care (Without Transport) Patient Treated, Released (per protocol)	24	Patient Treated, Transported by Law Enforcement Standby-Public Safety, Fire/EMS Ops support	1

Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	5	M/A received from Chesterfield Fire	6
M/A given to Petersburg Fire	1	M/A received from Petersburg Fire	3
M/A given to Chesterfield Fire	1	M/A received from Fort Lee Fire	4

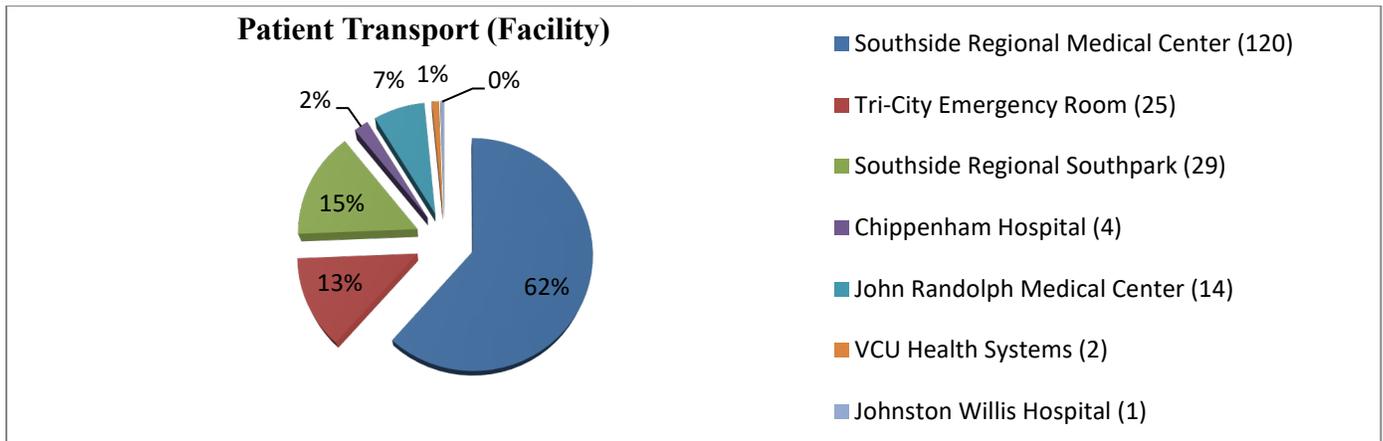
EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	2	M/A received from Petersburg EMS	2
		M/A received from Fort Lee	3
		M/A received from Chesterfield EMS	1
		M/A received from Prince George EMS	1

Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
Station 1	Number of Incidents	N/A	1
	Total Hours	N/A	88hrs
Station 2	Number of Incidents	2	1
	Total Hours	10 hrs.	27 hrs

V. FIRE & EMS DEPARTMENT (CONTINUED):



VI. FINANCE DEPARTMENT:

Finance Activity:

- Covid-19- Staff developed and implemented a revised continuity of operations plan in response to Covid-19 during the month. Effective March 19, the Finance Department implemented reduced staffing, whereby the staff was split into two shifts and one shift would report to the office while the other shift teleworked. While some exceptions have had to be made, this has effectively maintained one half of the staff that can perform most of the functions of the office should members of the other shift become incapacitated in any way. To date, the staff have been able to effectively perform all functions of the department while maintaining this schedule with limited resources.
- Covid-19 Economic Impact- Staff developed a model to assess the economic impact of Covid-19 related closures on the largest sources of revenue for the City's FY20 and FY21 budget. This model is based on a number of assumptions as to the severity and length of the Covid-19 response and will be updated as staff have better information.
- ERP System- Property tax is moving forward as additional conversion passes were reviewed and the customer self-service portals were set up in March. Staff has selected a credit card processor and will be moving forward with converting the credit card program in April. The first utility Billing conversion went well and the next conversion pass will be in April. Despite the Covid-19 changes, staff is moving forward aggressively with the implementation through virtual meetings and training sessions. Central Properties address data has been formatted by our business process consultant and a setup meeting is scheduled in April. Business licenses/ accounts receivable/ cashiering (Phase IV) setup and training were held during first week of March. Training on cashiering functions and business license data entry will be occurring in April. We are still on schedule and under budget.
- FY21 Budget & CIP- The FY21 Budget process continued through April. A public hearing on the proposed CIP is scheduled for April 14, and the proposed operating budget will be presented at the April 14 meetings as well.

VI. FINANCE DEPARTMENT (CONTINUED):

Purchasing Activity:

- Purchasing - 177 total purchase orders were completed, which includes 242 departmental purchases being reviewed. This is compared to 181 that were completed for the same month in 2019.

Bid/RFP Activity:

- Invitation # 19-102902-1101 was issued on Oct 11, with proposals received on October 31, for annual fire department physicals. Due to the Fire Departments' involvement with Covid-19, this proposal has been canceled.
- 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 purchase order was issued during March.
- 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 were approved and a purchase order issued in March.
- 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. Twenty proposals were received.
- Invitation # 20-041402-1111 for pavement work on Conduit Road was issued on March 19, with sealed bids due on April 14. Due to the economic conditions as a result of Covid-19, this sealed bid has been cancelled.

Other Purchasing Activity:

- Miscellaneous equipment purchased for the new E-1 pump truck.
- Emergency Purchase Order issued for additional repair work for the sewer lateral on Washington Avenue.
- Purchase Order issued for construction oversight services for the maintenance & repair of highway structures. (City "On-Call" Contract).
- Purchase Order issued for construction inspection, archaeological monitoring, construction project management - Appomattox River Greenway Trail, Phase IV (City "On-Site" Contract).
- Emergency Purchase Order issued for the sewer line break on Roanoke Avenue.
- Purchase Order issued for the HVAC replacement at the Health Department.

VI. FINANCE DEPARTMENT (CONTINUED):

- Purchase Order issued for the AC mini-split in the Finance Server room.
- An asbestos/lead paint analysis was done on the house on Highland Avenue.
- The files in the Highland Avenue house were vacuumed clean

Risk Management:

- A City employee struck a moving vehicle while backing City vehicle out of the City Hall parking lot
- A city resident reported a sewer backup at 106 Stratford Drive. Roots were obstructing the City line.
- The City received the insurance renewal for the 20/21 fiscal year. There was a \$46,864 increase in premium, primarily in Worker's Comp and Line of Duty Act coverage.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent- 3,853
- Delinquent Notices Sent –904 or 24.8% with 116 who would have been cut off for nonpayment, except the City has placed a moratorium on cut-offs due to Covid-19
- No utility billing set-off debt collections received for this month

Billing and Collections Activity:

- 107 DMV releases processed: 104 personal property and 3 parking citations
- Administrative fees collected \$807.51
- There were \$2,050.93 in set-off collections this month
- Cigarette Stamp revenue FY20 to date: \$652,529 (140% of \$460,000 budgeted for FY20)
- Sales tax collections continue to be down approximately 2% through March. This number will be significantly different with the impacts of retail sales activity resulting from Covid-19.

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. The Board of Equalization met March 25 and did not adjust the assessments for any of the seven cases heard. The land book will be under production at the end of the month and bills will go out in early April.
- There were 46 recorded transfers this month, 22 of which were valid residential sales
- There was no new residential or commercial construction picked up for the month.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Public Works	Public Works Technician
Public Works	Director of Public Works
Fire & EMS	Emergency Communications Center Manager (Promotional)
Police	Animal Control Supervisor

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Public Works Technician	17	430
Director of Public Works	8	581
Emergency Communications Center Manager	1	26

Miscellaneous

- An exit interview session was held for a Public Works Technician.
- The Citizens Government Academy began on March 5, 2020. The program schedule will be determined based on COVID-19 restrictions.
- CPR/1st Aid training for field employees began March 2, 2020. Training sessions are scheduled throughout March 2020; however, the schedule may be adjusted based on COVID-19 restrictions.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City’s website, www.colonialheightsva.gov had 77,435 webpage views in the month of March.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Pay Online 3. Animal Control & Shelter 4. Real Estate Records Search 5. City Employees 6. Human Resources 7. Yard Sale and Temporary Sign Permit 8. Recreation & Parks 9. Police 10. Utility Billing 11. Real Estate Assessor 12. City Departments and Offices 13. GIS & Maps 14. Our Government 15. Records and Property Tax Maps 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  Puerto Rico  Germany  Philippines  South Korea  India <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Illinois  New York  Pennsylvania  North Carolina  California
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- ☆ Citizens submitted and city staff processed 257 Service Requests and questions through the “Report a Concern” module during the month of March.
- ☆ The City of Colonial Heights’ Facebook Page now has 5,166 fans and the City’s Twitter account has 1,470 followers. There are 3,342 subscribers for “In the News”.

IX. LIBRARY:

- ☆ After the library's closure, curbside service was initiated; e-Collections promoted through social media; and a call center established to call and instruct patrons on remote downloading to the library's Kindle readers. Staff is currently focusing heavily on collection maintenance.
- ☆ The library staff circulated 12,347 titles in March.
- ☆ Residents borrowed 9,226 e-books on Kindles, while 940 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,042 residents registered for the Hoopla service.
- ☆ The public computer center had 613 users, while the iPad center was used 31 times.
- ☆ The new virtual reality center was used 14 times.
- ☆ The library's meeting rooms were used by 66 groups.
- ☆ An average of 744 residents used the library each day, while 43 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of March, the Recreation Department held Youth Baseball/Softball registration, evaluations and team drafts, and hosted baseball tournaments on its fields. Shepherd Stadium played host to NCAA Division II games in early March. Colonial Heights High School teams played scrimmages and regular season games on City fields the beginning of March.

Due to impacts from the COVID-19 pandemic, most programs, trips, and activities were cancelled beginning middle to late-March. Staff is continuing work on preparations to begin 'normal' operations and offer programs and services once permitted.

Activities/Programs	2020	2019
Baseball Registration	171	214
Softball Registration	58	62
Therapeutic Recreation	38	88
Fitness Warriors	39	42
Karate	10	4
Belly Dancing	9	6
Facility Usage	2020	2019
Community Room Attendance	504	1,020
Community Room Reservations	12	27
Pavilion Attendance	340	810
Pavilion Reservations	4	10
Field Attendance	2,145	9,100
Field Reservations	11	52

Violet Bank Museum

	2020	2019
Attendance:	104	131
House Tours:	15	45
Grounds Use:	89	22
Ongoing Programs:	0	27
Special Events:	0	37

The COVID-19 virus has impacted all the numbers for Violet Bank Museum as tours, outreach and ongoing programs were all cancelled. On the bright side, numbers for Grounds Usage increased as many residents have come out to enjoy the park-like grounds of Violet Bank. The spring flower show is in full effect here and the Cucumber Tree is starting to leaf out. The uptick in visitors had been very noticeable within the last two weeks and there may be more visitors that were not counted as they have come by after hours or when the museum is closed.

The Violet Bank Garden Club ladies have been out sprucing up the violet bed and the pollinator garden as well as picking up sticks that were blown down from the trees

Parks, Horticulture, Buildings & Grounds

- Prepared baseball and softball fields as needed for practice and games.
- Prepared Shepherd Stadium for College baseball games.
- Made repairs to water lines, cleaned and opened restrooms to the public at White Bank and Fort Clifton parks.
- Cut grass as needed around City buildings, at parks, and at sports fields.
- Laid out and painted soccer fields at Soccer Complex.
- Installed soccer goals on all fields at Soccer Complex.
- Laid out soccer field at Middle School Stadium.
- Installed outfield fence on baseball and softball fields at High School.
- Zip-tied windscreens back up at High School tennis courts. Strong winds had blown sections down.
- Worked on the following for Shepherd Stadium renovations:
 - A. Completed painting in both locker rooms.
 - B. Installed toilet partitions in both locker rooms and shower partitions in the third base locker room.
 - C. Assisted with installing new windscreen on backstop.
 - D. Installed new windscreen on fence entry gates to field.
 - E. Started installing new outfield wall pads.
 - F. Painted exposed areas of outfield wall.
 - G. Dug footers and poured concrete for new foul poles.
 - H. Installed first section of new foul poles.
- Mulched sites as needed.
- Trimmed shrubs at sites as needed.
- Removed weeds from flower beds at sites as needed.
- Trimmed back and pruned shrubs and plants at Public Safety Building.
- Planted Camellias at Violet Bank.
- Cut back Pampas Grass at sites.
- Provided 6 yards of mulch at Courthouse for Office on Youth children to spread.
- Planted 2 trees at White Bank Park for Arbor Day.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Agency on Aging Activities	2020	2019
Adult Coloring	3	10
Bingo in Center	35	52
Bowling	96	192
Bridge Party	8	48
Bridge Tournament	45	82
BUNCO	4	8
Potluck "Soup" Party	N/A	13
Scrabble	8	12
Senior Advisory Board Meeting	N/A	N/A
Senior Club Meeting	N/A	81
Senior Citizen Dance	54	68
Senior Golfer's Board Meeting	8	10
Senior Golfer's Meeting	55	95
Sing A-Long	11	36
Spring Wreath Class	N/A	12
Sugar Easter Eggs	N/A	7
Awareness/Education	2020	2019
Blood Drive	N/A	30
Blood Pressure Check	8	20
CDBG Home Repair Lunch & Learn	N/A	3
Diabetes Class	11	N/A
Lifeline Screenings	N/A	78
Lunch & Learn Asthma & Allergies	25	N/A
Money Management Class	8	N/A
Classes	2020	2019
Ballroom Demo	N/A	8
Bob Ross Painting Video	N/A	4
Colorful Creation Open Paint	14	37
Crochet & Knitting	17	48
Line Dancing Class	60	89
Quilts for Vets	N/A	15
Sewing Class	15	30
Tap Class	22	36
Tech Savvy	N/A	1
Watercolor with Faye	14	23

Fitness	2020	2019
Boot Camp	36	N/A
Fitness Center	23	59
Fitness Center Orientation	N/A	48
Muscles in Motion	89	301
Pickleball	172	182
Sit & Let's Get Fit	68	229
Strength & Stretch	181	484
Tai Chi	30	45
Total Body Strength	129	336
Water Aerobics	7	38
Yoga	67	149
FB Live Classes	137	N/A
Trips	2020	2019
Genealogy	N/A	3
Lunch Bunch	N/A	20
Marine Corps Museum	26	N/A
Quilt Festival	N/A	12
Southern Women's Show	N/A	22
Taylor Made Chocolate	13	N/A
Yorktown	N/A	25
Total	1,417	3,049
Volunteer Hours	2020	2019
Volunteer Hours	0	15
Meals	2020	2019
Home Delivery Meals	20	20
Site Meals	34	54
Transportation	2020	2019
Total Passengers	292	350
Total Trips	539	704
Total Miles	2514	3,384
Wheelchairs	5	24
Donations	\$503.00	\$575.00
New Riders	5	7

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

- March 2 meeting (12) youth participated making plans for the Volunteerathon
- March 7 (4 youth attended) Volunteerathon held at CHHS

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

- March meeting cancelled

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-SHORT MONTH DUE TO SCHOOL CLOSING

- 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

- March meeting cancelled- CAAN-DUU Coalition meeting

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.

- March meeting cancelled- 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

March meeting cancelled

Families First

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

- March meeting cancelled

Interagency Prevention Team

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

- March meeting cancelled

Community Multi-Disciplinary Team (CMDT)

Committee members meet bi-monthly at Commonwealth Attorney's office to discuss cases of neglect/abuse concerning children- March meeting cancelled

Juvenile Domestic Task Force (JDVTF)

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

- March meeting cancelled

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

Positive Parenting Coalition (PPC)

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

- March 12-planned event for March 25-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

- March meeting cancelled

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)
- March 2-conference call to extend funding through May 31

Community Coalitions of Virginia (CCOVA)

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

- March meeting cancelled

SAFE Opioid and Heroin Prevention Task Force (OHPTF)

Meets monthly with purpose to prevent and reduce substance abuse

- March meeting cancelled

Crater Area Coalition on Homelessness (CACH)

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

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-12th District Court

*\$69,080.00 VJCCCA grant funds utilized for diversion programming
Submitted all grant proposals for 2021-22 to Department of Juvenile Justice.*

Community Service

Program to provide community service supervision for court mandated youth

- DJJ (6) Youth Completed 36 Hours of Service Learning (shredding, raking leaves, cleaning City Hall, trash pick-up White Bank Park, mulch at courthouse)
- Non-DJJ (0)

**Starting March 23 now offering remote community service as an option for youth to obtain community service hours and adhere to social distancing guidelines. Lesson plans were developed and approved through the Court Service Unit. (3) youth currently participating*

Supervision Plan Services

One referral for substance abuse assessment

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

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

- March 14 (11)) Youth and Parent/Guardian completed 33 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 March

Workforce Readiness Skills New program for fiscal year 2021-22 to teach youth how to apply for jobs etc.

Juvenile Court Navigator New program for 2021-22 fiscal year to assist with compliance of court orders.

Driver License Ceremony-Colonial Heights Courthouse

March ceremony cancelled

Completed Projects

- Community Resource Directory
- VJCCCA grant proposal for fiscal 2021-22

On-going Projects

- Developing curriculum for new prevention programs to implement at CHHS
- Analyzing data from Youth Survey for CHMS and CHHS
- Finalizing Community Needs Assessment
- Community Service Projects collaboration with City Departments
- Developing curriculum for the Workforce Readiness program

New Projects

- Free Little Library at City Hall
- Kinship Caregivers Support Group
- Start Youth & Human Services Facebook page
- RVA Basics (school readiness)
- Update Youth & Human Services webpage

XII. FLEET MAINTENANCE:

	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2020	70	\$22,448.46	8	\$6,462.53
2019	71	\$38,287.07	6	\$18,462.70

Sublet repairs consist of the following:

Dealer Repair	\$4,855.49
Glass Replacement	\$550.20
Towing	\$390.00
Exhaust	\$194.53
Tire Repair	\$128.19
Misc.	\$284.12

Maintenance cost for the 3 quarters of this fiscal year compared to the last 5 are:

	<u>SUBLET</u>	<u>TOTAL</u>
2014/15	\$28,145.08	\$232,176.85
2015/16	\$26,054.05	\$188,813.54
2016/17	\$30,975.35	\$247,363.55
2017/18	\$36,259.35	\$245,296.13
2018/19	\$46,956.55	\$204,802.18
2019/20	\$57,428.66	\$251,321.75