



# CITY MANAGER'S REPORT TO CITY COUNCIL

APRIL 2020

## I. PUBLIC WORKS & ENGINEERING:

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### Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – City to advertise project in Summer 2021.
  - **Safe Routes to Schools (North Elementary School Phase I), UPC 105233** – Finalizing utility relocation for construction to begin Fall 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** – Project has been completed.
  - **Boulevard Resurfacing (Shuford Ave to Newcastle Drive), UPC 115248** – Construction has commenced.
  - **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 June 2020.
  - **Bridge Rehabilitation, UPC 105109** – Construction has commenced
  - **Temple Avenue Signal Coordination, UPC 98883 (CMAQ Program)** – Construction is on-going.
  - **Appomattox Green River Trail Phase IV, UPC 115182** – Construction has commenced.
  - **Appomattox River Greenway Trail Phase V, UPC 107533** – Funding application submitted to obtain additional TAP funds. Consultant working on 70% Plan.
  - **FY 20 Pavement Preservation** – Bid retracted due to current budget concerns.
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### 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.
  - **Hrouda Pump Station** – Awaiting approval of additional funding to award project.
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### Development Plan Reviews

- **Panera Bread** – Preliminary Plan review comments sent to Planning on 4/7.
- **Mission BBQ** – Final Plan (2<sup>nd</sup> submittal) review comments sent to developer's agent on 4/16.
- **Keystone Tractor Museum** – As-Built Plans received on 4/29.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

April 2020

### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	10	33
Commercial Building	1	14
Demolition	0	0
Electrical	6	32
Mechanical	2	30
Plumbing	4	27
Swimming Pool	2	2
Amusement Rides	0	1
Tent	0	2
Clean Out Installation	4	16
Water and Sewer Connection	1	3
<b>Total: All Permits</b>	<b>30</b>	<b>160</b>

New Residential Units (CO's)	Month	Year to Date
Total	0	1

Valuations	Month	Year to Date
Residential	\$208,580.06	\$975,636.41
Commercial	\$100,000.00	\$12,213,685.00
<b>Total</b>	<b>\$308,580.06</b>	<b>\$13,189,321.41</b>

Building Inspections	Month	Year to Date
Residential	41	168
Commercial	130	457
<b>Total: All Inspections</b>	<b>171</b>	<b>625</b>

### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	2	12	0	9
Exterior Storage of Objects	2	21	0	16
Inoperable Vehicle	5	51	3	45
Property Defacement	0	0	0	0
Tall Grass	19	19	5	6
Trash Can Placement	1	222	10	102
Trash/Debris	5	31	3	17
VA Property Maintenance Code	2	12	2	5
Zoning	0	3	0	6
<b>Total: All Cases</b>	<b>36</b>	<b>371</b>	<b>23</b>	<b>206</b>

### PLANNING DIVISION

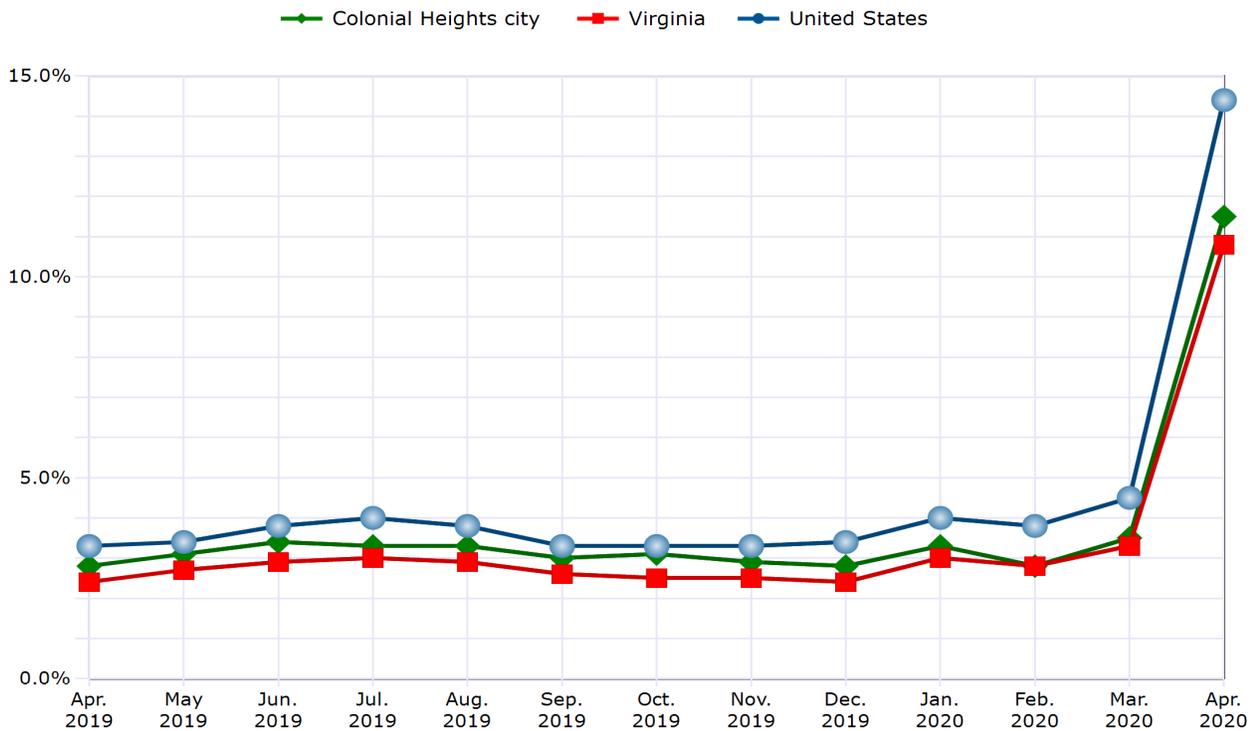
Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	9	22
Mobile Food Units	0	2
Signs - Permanent	0	7
Signs - Temporary	0	3
Zoning	9	18
<b>Total: All Permits</b>	<b>18</b>	<b>52</b>

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	4
Rezoning	0	0
Variance	2	2
Wetland Development	0	0
Zoning Opinion	0	0
<b>Total: All Categories</b>	<b>2</b>	<b>6</b>

Community Meetings	Month	Year to Date
Board of Zoning Appeals	1	1
Planning Commission	0	2
Wetlands Board	0	0
<b>Total: All Meetings</b>	<b>1</b>	<b>3</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
Apr 2020	11.5%	10.8%	14.4%
Mar 2020	3.5%	3.3%	4.5%
Apr 2019	2.8%	2.4%	3.3%

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 April 2020 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,026	8,870	256	3.4	No

\*Chesterfield 3.1 %unemployment  
 \*Dinwiddie 3.8 % unemployment  
 \*Prince George 3.8 % unemployment

\*City of Petersburg 6.6% unemployment  
 \*City of Hopewell 4.9% unemployment

### III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

#### Prospect Activity:

Direct Requests for Information:	3
Sites/Bldgs. Submitted	0
Active Prospects	6

#### Projects:

Boot Barn – under construction  
Towneplace Suites – site plan submitted  
Extended Stay Hotel – Opened  
Panera w/Drive-thru – submitted preliminary site plan for review  
Mission BBQ – in final site plan review  
The Juicy Crab – tenant upfit  
Boil Bay – tenant upfit

### IV. POLICE DEPARTMENT:

Overall duties for the month have been limited at best. We continue to practice and educate the public on social distancing. Even as our number of calls has been reduced, they have been of a more serious nature. We have seen an increase in domestic calls and shoplifting, even with fewer stores being open. The support from our community has been noteworthy as they recognize that their police department is on the front lines and strive to keep them safe.

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

- Officer Austin Ramsey investigated a disturbance. Based on his investigation, he obtained several warrants for domestic assault, abduction, and strangulation.
- Officers responded to Perthshire Lane for an irate and aggressive family member. Officers learned that the subject had barricaded himself in the room and may have a firearm. Sgt. Stacey Whitt was able to speak with the subject and build a rapport where the subject exited on his own and was taken for mental health services.
- Sergeant Whitt conducted a traffic stop and during the investigation he located two bags of marijuana that weighed 56 grams. He arrested the operator of the vehicle for possession with intent to distribute and seized evidence from the vehicle.
- Officer Morgan Davis responded to a call of a malicious wounding from a domestic argument. All parties involved were interviewed on scene and the investigation revealed that the female suspect stabbed the male victim when he did not return an item. The suspect was taken into custody without incident and evidence was obtained.
- Officer Darrell Aleshire was investigating a report of possible drug use at a residence near Hamilton and Dick Ewell Avenues. Officer Aleshire observed a traffic violation and was able to arrest the driver for possession of a Schedule I or II drug and possession of marijuana.
- Officer Desiree McCurry responded to a disturbance call, resulting in the arrest of a suspect for two assaults and for throwing a missile at an occupied vehicle.

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

- Career Officer Chris Wulff located suspected methamphetamines in an unclaimed backpack and is investigating this drug case.
- Officer Rob Brown conducted a traffic stop. During his investigation, he located suspected marijuana, suspected heroin, and a concealed firearm. The driver of the vehicle was arrested and charged with multiple criminal violations.
- Officer Austin Ramsey took a report of a sexual assault that occurred on Marvin Avenue. The female victim reported that the assault happened 15 years ago by a family member. Detectives are investigating this incident.

#### **K-9 ACTIVITIES**

- Career K-9 Officer Chris Wulff and K-9 Rose did not attend any training in April due to COVID-19, and their normal training was canceled.
- Likewise, Officer Wulff and K-9 Rose did not have any call-outs this month.
- Sr. K-9 Officer Micaulay Fable and K-9 Justice had 11 deployments in April. Of those, four were for Chesterfield and two were for State Police.
- Sr. K-9 Officer Fable and K-9 Justice were able to make two arrests from the 11 deployments.
- Sr. K-9 Officer Fable and K-9 Justice conducted canine training on their own here in the city due to COVID-19 regulations.

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:

- During the Month of April, we created a program called *Welcome Wednesdays* as a new and alternative way to introduce the four recruit police officers. The first Wednesday outlined the program and featured a picture of all four recruit officers. Each of the four subsequent Wednesdays spotlighted one of those officers, including pictures of them, a short background and a quote directly from the recruit officer. There was an overwhelmingly positive response to this on our social media page.
- Recruit Officer Lynch continued working with the division during the month. During the month, Sgt. Renee Walters trained her on investigating older cases in Property for disposition or destruction. A large amount of cases was reviewed and sent to the Commonwealth's Attorney for approved destruction.
- During the week of April 20<sup>th</sup>, members of the division took part in computer training and development with the Tyler company regarding conversion analysis.
- Career Officer Scott Whirley, Sgt. Renee Walters, Officer Chris Velasquez, and Officer Jasmine Lynch completed the first of two inspections and inventory of the supply closet to comply with accreditation standard ADM.19.03.
- Career Officer Whirley finished prepping all Operations Division accreditation folders.

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

- Overall, our Law Enforcement Services Division has performed exceptionally under the leadership of Major William Anspach. His team, which includes Sgt. Walters and all their School Resource Officers, work unwaveringly to support the agency and our overall mission. I am very proud of their initiative and drive to show our community who we are and what we stand for, maintaining transparency at all times.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported April was an average month for the number of cases assigned to Investigations. Eleven (11) 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 82% for the month. Detective Sergeant Chris Harris completed a background investigation for our Animal Control Supervisor applicant.

Congratulations are in order for Master Detective Adam Brandeberry for his successful completion of the Drone UAS Remote Pilot test. This now gives our agency greater coverage and flexibility as we have two drone certified pilots.

There were no opioid-related overdose deaths in April. However, we did respond to two overdose calls where we administered three doses of Narcan to bring the subject back to consciousness.

Some of the division highlights include:

- **Detective Sergeant Chris Harris** was assigned one (1) new case and a background investigation:
  - Computer fraud
  - Unfounded a death investigation from February
- **Master Detective Roger Santini** was assigned three (3) new cases:
  - Sexual assault, unfounded
  - Distribution of child pornography, pending
  - Credit card fraud
- **Detective Joe Vaughan** was assigned four (4) new cases:
  - Child abuse, unfounded
  - Missing person, unfounded
  - Sexual assault, pending
  - Unfounded death investigation
- **Master Detective Adam Brandeberry** was assigned four (4) new cases this month:
  - Death Investigation, unfounded, no crime
  - Death investigation, pending
  - Possession of child pornography, pending
  - Robbery from March, cleared by arrest

No **public nuisance** letters were issued this month.

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

Senior Detective Will Waldrep has recently been assigned to fill the position on the **U. S. Marshal's Fugitive Task Force**. One fugitive was arrested and one warrant was also served within our jurisdiction.

**Auxiliary** and **Sentinels** cancelled their monthly meetings due to the **Covid-19 pandemic**.

Overall as an agency during the month of April, we made **184 total arrests**; worked **34 crashes**; wrote **139 traffic citations**; executed **346 traffic stops**; affected **seven (7) DUI arrests**, **27 drug arrests**, and issued **13 parking citations**.

Multiple nominations were submitted in the month of March 2020 for the same special person. It was an easy decision—Police Chaplain George Lyons was selected and honored as our ***Employee of the Month for March 2020***.

When the COVID-19 pandemic began to significantly impact the day-to-day activities of members of our department and their families, Dr. Lyons began sharing words of encouragement with the entire department through daily e-mails. He realized the unusual strain being placed on officers by the pandemic. That, along with a lack of appreciation that those in law enforcement sometimes experience, moved him to offer words of encouragement with inspirational messages each day.

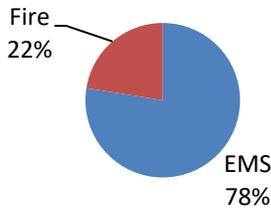
Chaplain Lyons' words during this time represent only a small part of what he does for our agency. He routinely attends department functions to show support for members of the department and the law enforcement profession. Most importantly, he is always willing to come to scenes where a life has been lost so that he can offer prayer and support to grieving family and friends. One such incident occurred in March with a very upset family who unexpectedly lost a loved one. He patiently worked with them, giving them calming reassurances by displaying a great amount of understanding. Not only does this calm the shocked and grieving family, but also his presence unburdens the responding officer(s) of having to comfort family or friends during a traumatic or unexpected incident, freeing them to deal with other pressing tasks at the scene. Chaplain Lyons performs this function with total serenity and professionalism.

We as an agency are very grateful to Chaplain Lyons for providing faith-based support to members of our department and to the community. His volunteerism and contribution to our agency is immeasurable. He and his inspiring messages are highly valued, and we feel, without reservation, that he is most deserving of being recognized for this honor.

<b>DEPARTMENT STATISTICS</b>			
<b>April 2020</b>			
<b>Crime</b>	<b>April 2019</b>	<b>April 2020</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	0	0	<b>0%</b>
Aggravated Assaults	4	4	<b>0%</b>
Simple Assaults	24	15	<b>-38%</b>
Breaking & Entering	4	0	<b>-100%</b>
Larceny	43	35	<b>-19%</b>
Vehicle Thefts	4	3	<b>-25%</b>
Arson	1	0	<b>-100%</b>
Shoplifting	24	28	<b>17%</b>
DUI Arrests	11	7	<b>-36%</b>
All Criminal Arrests	372	184	<b>-51%</b>
Calls for Service	3,365	2,305	<b>-32%</b>
<b>April 2020</b>	Number Reported	Number Cleared	<b>Percentage Cleared</b>
	<b>57</b>	<b>46</b>	<b>81%</b>

**V. FIRE & EMS DEPARTMENT:**

**Total Incidents: 329**



**Total Fire Type Incidents: 74**

(Total Fire Loss \$550)

**Total EMS Incidents: 255** (159 Patients Transported)

*Fire units arrived on scene in less than 9 minutes on 95% of emergency incidents: (Avg. response time 6:18 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.9% of emergency incidents. (Avg. response time 5:30 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	2	Good intent calls	22
Cooking fire, contained to container	3	Arching shorted electrical equipment	1	Public service calls	1
Brush or brush and grass mixture fire	2	Haz Mat release investigation w/no Haz Mat found	3	Assist invalid	11
Unauthorized burning	4	Smoke scare, odor of smoke	1	Smoke/CO detector installation	1
Authorized controlled burning	3	Gas leak (natural gas or LPG)	1	Knox Box Installation	12
		Gasoline or other flammable liquid spill	1	False alarm/false calls	
		Overheated motor	1		
		Watercraft Rescue	1		
		Building or structure weakened or collapse	1		

**EMS Disposition Incident/Patient Disposition**

Cancelled on Scene (No Patient Contact)	6	Assist, Public	19	Cancelled (Prior to Arrival at Scene)	10
Patient Evaluated, No Treatment/Transport Required	5	Cancelled on Scene (No Patient Found)	5	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	5
Patient Treated, Released (AMA)	13	Patient Refused Evaluation/Care (Without Transport)	24	Patient Treated, Transported by Law Enforcement	1
		Patient Treated, Released (per protocol)	4	Standby-Public Safety, Fire/EMS Ops support	2

**Fire Mutual Aid Given & Received**

M/A Fire engine (First Responder) EMS to Chesterfield	1	M/A received from Chesterfield Fire	4
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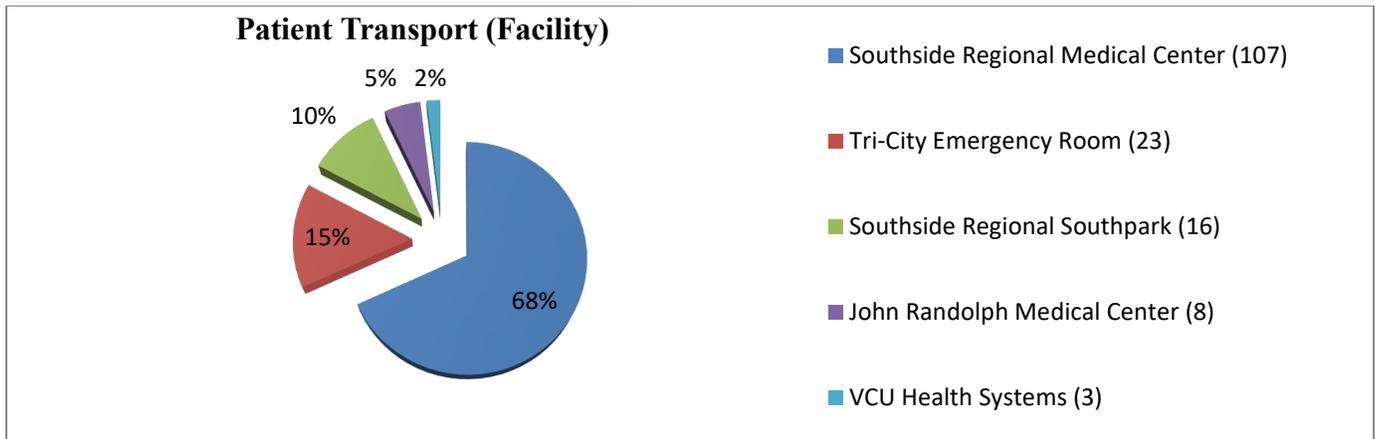
**EMS Mutual Aid Given and Received**

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>
<b>Station 1</b>	<b>Number of Incidents</b>	1	1
	<b>Total Hours</b>	55 hrs.	41.5 hrs.
<b>Station 2</b>	<b>Number of Incidents</b>	1	1
	<b>Total Hours</b>	29 hrs.	40 hrs.

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



## VI. FINANCE DEPARTMENT:

### **Finance Activity:**

- Covid-19- The Finance Department maintained the Level 2 Continuity of Operations Plan through the month of April. While some exceptions have had to be made, we are on a half-week schedule where one shift is in the office while the other teleworks. 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 continue to monitor revenue collections and economic data when available, but very little is available yet. The April remittances of meals and lodging taxes will not be complete until May 20, and April sales taxes will not be remitted until June 15.
- ERP System- Property tax and cashiering are still on track to go live the week of June 17, which has meant a lot of training, data review, and other implementation activities during April. Staff in Billing Collections and the Commissioner's office are faced with the additional workload of ERP activities during tax collection season. Despite the Covid-19 changes, staff is moving forward with the implementation through virtual meetings and training sessions. Central Properties information is loaded and ready. Business licenses training was held during April so that accounts can be loaded in to the new system by staff. Cashiering training scheduled for April was delayed due to an error with Tyler. We are still on schedule and under budget.
- Utility Rate Study-Preliminary results of the utility infrastructure condition study were shared with Council at one-on-one meetings in April. The consultants presented the rate study and recommendations on April 28, and staff will be bringing forward rate recommendations for FY21 at the May Council meeting.
- FY21 Budget & CIP- A public hearing on the proposed CIP was held on April 14, and the public hearing on the proposed operating budget was held on April 28. The FY21 CIP was adopted on April 28, and first reading of the budget ordinances also occurred on that date.

### **Purchasing Activity:**

- Purchasing - 124 total purchase orders were completed, which includes 10 departmental purchases being reviewed. This is compared to 180 that were completed for the same month in 2019. Most of the purchasing during the month was Covid-19 related.

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

- Finance processed 80 check requests during the month. Many were refunds issued from the City cancelling Rec & Parks trips and refunding for use of the Senior Center

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

- Invitation # 20-010802-1106 was issued on Nov 15, with proposals received on Jan 8 2020, for providing mechanical maintenance services (HVAC system). The selection committee has selected a vendor who will start on July 1.
- 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 selected a vendor and a contract has been awarded. Open enrollment is planned for City employees May 13 – May 22.
- 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.

### **Other Purchasing Activity:**

- Much of the purchasing during the month was for personal protection equipment for the Fire/EMS departments. All public safety departments in the country are struggling to find protective mask, gloves, disposable gloves, hand sanitizer, etc. We have been lucky to find one vendor that has been able to “ship on demand” for all items except disposable gowns. A large order was placed with another vendor for these on April 14, with shipment by April 30. They have advised the City, that they are still 2 weeks out for shipping. Emergency Management is working with the State to see if they have any disposable gowns that they can provide. Emergency Management has been doing an outstanding job taking an inventory of personal protection equipment each day, providing this information to purchasing, so we can stay on top of any purchasing that needs to be done.
- Three hotels in the City have agreed to quarantine any Fire/EMS employee with possible exposure to the virus. Contracts are in place with each hotel. While they will be providing the room, the City would be responsible to provide all meals.
- Plexiglass glass protection was placed in Billing & Collections and other departments during the month.
- A Purchase Order issued for the replacement of a sewer pump at the main pump station.
- Miscellaneous equipment was purchased for the new E-1 Pump Truck.
- Purchasing has started to obtain COVID 19 personal protection equipment for the Registrar’s office in anticipation of the June election. Disposable gloves, hand sanitizer, and face shields are needed.

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

### **Risk Management:**

- Two traffic signs were knocked down by a hit and run driver.
- An ornamental light pole was hit on the Boulevard and destroyed.
- While backing an ambulance into Station #1, the mirror scrapped the bay door.
- A police vehicle was damaged by hail.
- A police vehicle was trying to avoid a dead deer in the road and was struck by another deer.
- A police vehicle was struck in the front by another vehicle while on a stop.

### **Other:**

- VA Risk Sharing Association will be giving the City a refund on our insurance premium, due to COVID 19. The refund will be \$13,329

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent- 3,652
- Delinquent Notices Sent –832 or 21.6% with 350 who would have been cut off for nonpayment, except the City has placed a moratorium on cut-offs due to Covid-19.
- \$2,807.46 in utility billing set-off debt collections received for this month

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

- 73 DMV releases processed: 71 personal property and 2 parking citations
- Administrative fees collected \$1,771.49
- There were \$15,142.66 in set-off collections this month
- Cigarette Stamp revenue FY20 to date: \$738,590 (161% of \$460,000 budgeted for FY20)
- Sales tax collections bumped up 7% in April (February sales) compared to April 2019. Ultimately the collections in sales tax will be significantly different with the impacts of retail sales activity resulting from Covid-19, with initial impacts unknown until April sales are remitted in mid-June.

### **Real Estate Activity:**

- 45 transfers this month, 27 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 April 2020:

**Advertisements**

<u>Department</u>	<u>Position</u>
Police	Animal Control Supervisor
Commonwealth’s Attorney	Assistant Commonwealth’s Attorney
Fire & EMS	Chief of Fire & EMS (Promotional Opportunity)
Office on Youth	Youth Program Coordinator

**Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Animal Control Supervisor	39	1,303
Assistant Commonwealth’s Attorney	37	1,492
Chief of Fire & EMS (Promotional Opportunity)	2	77

**Miscellaneous**

- A new employee orientation session was held for a Traffic Technician in the Engineering Division of the Public Works Department.
- CPR/1<sup>st</sup> Aid training for field employee training courses have been delayed due to COVID-19 restrictions. A revised training schedule will be determined when operations resume and guidelines are defined for participants.
- The notice and request forms for the new Families First Coronavirus Response Act (FFCRA) were distributed. The provisions of this Act will be in effect from April 1 – December 31, 2020.
- Participation in on-going virtual meetings to obtain updates on restrictions and compliance requirements related to FFCRA, CARES Act, and OSHA reporting related to the COVID-19 pandemic.
- Virtual panel interviews were held for RFP Section 125/FSA benefit vendors. The panel selected The Pierce Group for these services and the open enrollment process will be held in May 2020.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 79,898 webpage views in the month of April.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none"><li>1. Pay Online</li><li>2. Real Estate Record Search</li><li>3. Animal Control &amp; Shelter</li><li>4. Library</li><li>5. City Employees</li><li>6. Trash Collection</li><li>7. Human Resources</li><li>8. Submission Confirmation</li><li>9. Utility Billing</li><li>10. Police</li><li>11. GIS &amp; Maps</li><li>12. Real Estate Assessor</li><li>13. Real Estate Tax</li><li>14. City Departments &amp; Offices</li><li>15. Recycling Center</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> Puerto Rico</li><li> Germany</li><li> India</li><li> South Korea</li><li> Spain</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Illinois</li><li> District of Columbia</li><li> California</li><li> Maryland</li><li> Pennsylvania</li></ul>
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- ☆ Citizens submitted and city staff processed 157 Service Requests and questions through the “Report a Concern” module during the month of April.
- ☆ The City of Colonial Heights’ Facebook Page now has 5,203 fans and the City’s Twitter account has 1,477 followers. There are 3,333 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 4,999 titles in April.
- ☆ Residents borrowed 3,226 e-books on Kindles, while 1,159 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,065 residents registered for the Hoopla service.
- ☆ Curbside service circulation was 614 books.

**X. RECREATION & PARKS DEPARTMENT:**

**Recreation and Parks – April 2020**

**Recreation Division**

Due to the restrictions and concerns surrounding the COVID-19 pandemic all Recreation activities, events, and rentals were cancelled in the month of April. Staff has been working with instructors to offer videos and activities on the Department's Facebook page, as well as planning for a re-opening and a return to normal operations. Staff have also been working with the Chili Peppers Baseball team in hopes of the team being able to begin play July 1st.

Activities/Programs	2019	2020
Adult Softball Teams	7 teams	
Youth Baseball	214	
Youth Softball	62	
Girls Volleyball	38	
Spring Flag Football	22	
Little Tykes All-Stars	12	
Therapeutic Recreation	81	
Ready, Set, Run	9	
Teen Flashlight Hunt	62	
Spring Break Camp	20	
Yoga in the Park	9	
Belly Dancing	4	
Mess Makers	11	
Karate	3	
<b>Facility Usage</b>	<b>2019</b>	<b>2020</b>
Community Room Attendance	1,403	
Community Room Reservations	23	
Pavilion Attendance	1,302	
Pavilion Reservations	21	
Field Attendance	9,375	
Field Rentals	75	

**Parks, Horticulture, Buildings & Grounds**

- Cut grass as needed around City buildings, parks, and athletic fields.
- Made repairs to deck rail at Fort Clifton pier.
- Made repairs to deck board on bridge on Appomattox River Trail.
- Worked on the following for Shepherd Stadium renovations:
  - A. Finished installing wall pads on outfield wall.
  - B. Installed upper section of both foul poles and installed panels.
  - C. Began installing eye bolts in poles to hang nets down both out of play areas.
- Built and installed plexiglass barrier in courtroom at Courthouse.
- Mulched sites as needed.
- Trimmed shrubs at sites as needed.
- Fertilized trees at sites.
- Planted annuals at sites.
- Pruned roses at War Memorial.
- Cut out deadwood on Dogwood trees at Flora M. Hill Park.
- Removed 2 dead Camellia trees at Violet Bank museum.
- Picked up 2 ornamental grasses from Boulevard Flowers and planted in front of Senior Center.
- Cut suckers off Crepe Myrtles along Royal Oak Ave.
- Cut suckers off Bradford Pear trees along Temple Ave.
- Cut out and removed dead Juniper along Temple Ave.

**Violet Bank Museum**

	<u>2019</u>	<u>2020</u>
Attendance	367	96

**Grounds Use:** 96

Violet Bank Museum remained closed due to COVID-19 for the entire month of April so there were no tours given, no ongoing programs, no special events or outreach. The grounds at Violet Bank continue to be utilized by the residents for daily walks, bird watching, looking at the Cucumber Tree, children playing and taking pictures. There were two very small weddings that took place under the Cucumber Tree. Approximately 96 people visited the grounds during the month.

The Violet Bank Garden Club did some work on the violet bed and the pollinator garden as well as kept the bird feeder filled. Their efforts are always very much appreciated.

The Violet Bank Stitchers From the Heart group has not been able to meet on their usual Tuesday mornings at the Museum but all the members have been busily crocheting and knitting items in their respective homes to be donated throughout the community at a later time. The group was able to contribute to a much larger effort through the mother group of Stitchers From the Heart with donations of fabric and buttons to be used to make face masks and elastic extenders for the face masks.



# X. RECREATION & PARKS DEPARTMENT (CONTINUED):

## Agency on Aging

During the month of April and during the COVID-19 closure, staff have been offering daily Facebook live exercise classes including; Strength & Stretch, Muscles in Motion, Sit & Fit, Total Body Strength, and Yoga.

Staff has also been able to offer other classes on Facebook live that include; Line Dancing, Meditation, Tai Chi, Name that Tune, Crafting, Morning Crunch, Interval Training, Chair Yoga and a Book Club.

Although the exact numbers are unknown/ an average of 12-17 people participated during the exercise classes. Meditation had 2. Other classes averaged between 5-10 participants online.

The feedback received from participants has been very positive. Participants are able to watch/retake classes as much as they like. The live classes stay up for 2 weeks before removal on our Facebook page and participants like the flexibility and the ability to take classes at their leisure.

Our Senior Transportation Services have been providing transportation for Medical appointments, prescription pick-ups, and for food delivery only at this time.

Agency on Aging Activities	2020	2019
Bingo in Center		55
Book Club	FB	N/A
Bowling		192
Bridge Party		48
Bridge Tournament		87
BUNCO		N/A
Facials with Walgreens		N/A
Name that Tune	FB	N/A
Senior Advisory Board		10
Senior Club Board Meeting		7
Senior Club Meeting		81
Senior Citizen Dance		60
Senior Golf		708
Sing A-Long		24
Volunteer Appreciation Lunch		8
<b>Awareness/Education</b>	<b>2020</b>	<b>2019</b>
Blood Pressure Check		16
Genecare		11
Lunch & Learn COPD		N/A
<b>Classes</b>	<b>2020</b>	<b>2019</b>
Bob Ross Painting Video		N/A
Colorful Creation Open Paint		26
Crochet & Knitting		35
Genealogy		N/A
Line Dancing Class	FB	77
Meditation	FB	NA
Quilts for Vets		10
Sewing Class		12
Tap Class		62
Tech Savy		0
Watercolor with Faye		23

Fitness	2020	2019
Boot Camp	FB	46
Morning Crunch	FB	93
Fitness Center		163
Muscles in Motion	FB	200
Sit & Let's Get Fit	FB	192
Strength & Stretch	FB	295
Tai Chi	FB	54
Total Body Strength	FB	199
Pickleball		231
Water Aerobics		58
Yoga	FB	170
Zumba Gold		N/A
<b>Trips</b>	<b>2020</b>	<b>2019</b>
Genealogy		6
Lunch Bunch at Boathouse		22
MGM		40
Riverside Theater		23
Romeo & Juliet		N/A
Savannah, GA		41
VA House		N/A
Williamsburg Outlets		N/A
<b>TOTAL</b>	<b>0</b>	<b>3,385</b>
Volunteer Hours		70
<b>Meals</b>	<b>2020</b>	<b>2019</b>
Home Delivery Meals	65	20
Site Meals	N/A	37
<b>Transportation</b>	<b>2020</b>	<b>2019</b>
Total Passengers	183	343
Total Trips	322	708
Total Miles	682	3529
Wheelchairs	1	26
Donations	\$105.00	\$674.00
New Riders	0	9

## **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

- Youth members are writing speeches for officer elections to be held before school starts

### **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

- Members shared information through email about survey results

### **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- No activity due to school closures

### **Substance Abuse Prevention Activities**

- April meeting - CAAN-DUU-members shared information through email

### **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.

- April meeting held virtually - 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

-Members shared information through email

### **Families First**

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

- April 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

- No current 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 April meeting

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

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

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

- No April meeting

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

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

- Members shared information through email

### **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

- No April meeting

### **Emergency Food and Shelter Program (EFSP)**

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

- No meeting for April

### **Community Coalitions of Virginia (CCOVA)**

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

- April meeting held virtually-agency updates by members

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

Meets monthly with purpose to prevent and reduce substance abuse

- April meeting cancelled

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

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

- No April meeting

### **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.

- No April meeting

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

#### **Community Service**

Program to provide community service supervision for court mandated youth

- DJJ (5) Youth are doing community service remotely, various stages of completion

#### **Supervision Plan Services**

No cases

**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

- No cases due to court closures

**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 cases due to court closures

**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**

April ceremony held virtually

**Completed Projects**

- Webpage update
- Community Needs Assessment-uploaded to OOY webpage
- Facebook and Instagram page now active
- Workforce Readiness curriculum

**On-going Projects**

- Developing curriculum for new prevention programs to implement at CHHS
- Analyzing data from Youth Survey for CHMS and CHHS
- Community Service Projects collaboration with City Departments
- Free Little Library-need to identify location

**New Projects**

- Kinship Caregivers Support Group
- RVA Basics (school readiness)
- Tweens/Teens Activities

**XII. FLEET MAINTENANCE:**

	<b><u># Invoices</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
<b><u>2020</u></b>	52	\$29,314.78	3	\$14,212.87
<b><u>2019</u></b>	80	\$52,121.35	8	\$31,992.51

Sublet repairs consist of ;

Dealer Repair [ fire dept ]	\$4,750.99
Dealer Repair [ police dept ]	\$9,400.73
Tire Repair	\$62.05