



CITY MANAGER'S REPORT TO CITY COUNCIL

MAY 2020

I. PUBLIC WORKS & ENGINEERING:

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 bid advertisement in 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.
- **Boulevard Resurfacing (Shuford Ave to Newcastle Drive), UPC 115248** – Construction has been completed.
- **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 is on-going.
- **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – Construction is on-going.
- **Appomattox Green River Trail Phase IV, UPC 115182** – Construction is on-going.
- **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.

Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Utility relocation in progress. Construction start scheduled for Fall 2020.
- **Dupuy Avenue Water and Sewer Replacement** – Construction in progress.
- **Hrouda Pump Station** – Construction contracts being completed with selected vendor.

Development Plan Reviews

- **Riverside Subdivision Preliminary Plat** – Plat received on 5/22. Comments sent to Planning Department on 5/27.
- **Mission BBQ** – Informational letter sent to developer's agent on 5/12 detailing paperwork needed prior to issuance of land disturbing permit.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

May 2020

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	8	41
Commercial Building	1	15
Demolition	0	0
Electrical	15	47
Mechanical	5	35
Plumbing	9	36
Swimming Pool	1	3
Amusement Rides	0	1
Tent	0	2
Clean Out Installation	3	19
Water and Sewer Connection	0	3
Total: All Permits	42	202

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

Valuations	Month	Year to Date
Residential	\$195,770.00	\$1,171,406.41
Commercial	\$6,600.00	\$12,220,285.00
Total	\$202,370.00	\$13,391,691.41

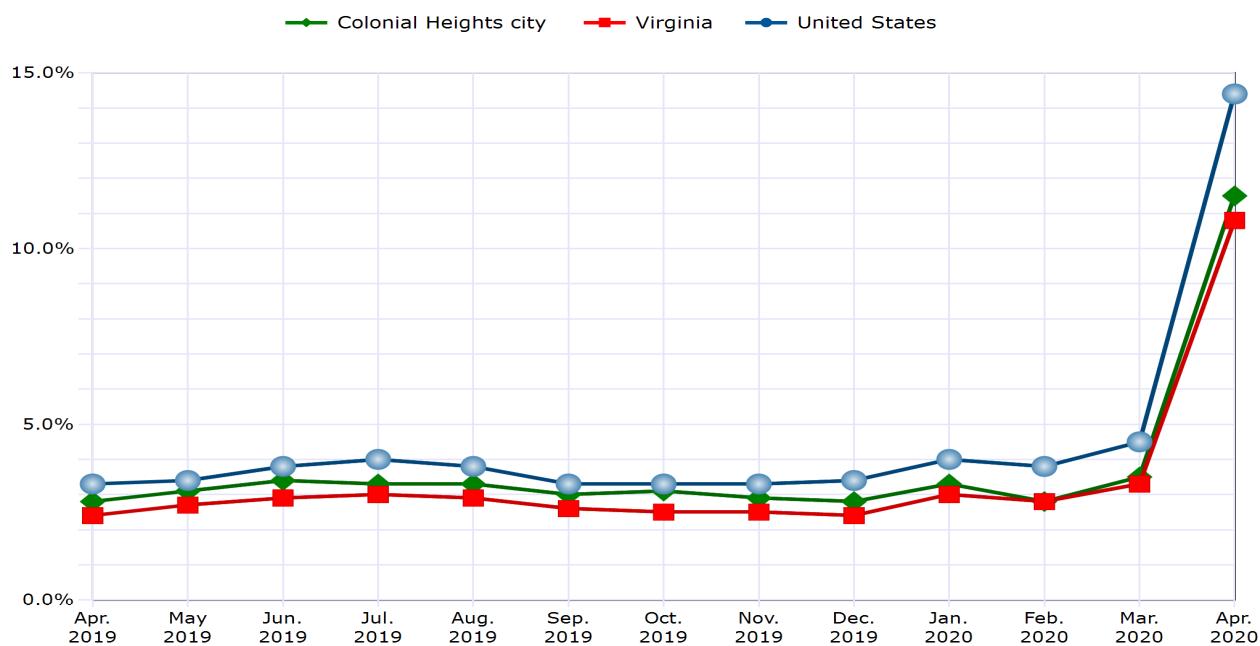
Building Inspections	Month	Year to Date
Residential	47	215
Commercial	51	508
Total: All Inspections	98	723

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	8	20	1	10
Exterior Storage of Objects	2	23	2	18
Inoperable Vehicle	5	56	0	45
Property Defacement	0	0	0	0
Tall Grass	32	51	35	41
Trash Can Placement	4	226	4	106
Trash/Debris	1	32	3	20
VA Property Maintenance Code	2	14	1	6
Zoning	0	3	0	6
Total: All Cases	54	425	46	252

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Comparison Over Time

Time Period	Colonial Heights city	Virginia	United States
Apr 2020		10.8%	14.4%
Mar 2020	3.5%	3.3%	4.5%
Apr 2019	2.8%	2.4%	3.3%

Source: Virginia Bureau of Labor Statistics

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
8,605	7,612	993	11.5	No

*Chesterfield

10.7 %unemployment

*Dinwiddie

9.6 % unemployment

*Prince George

10.0 % unemployment

*City of Petersburg

16.7% unemployment

*City of Hopewell

14.7% unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	3
Sites/Bldgs. Submitted	1
Active Prospects	6

Projects:

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

IV. POLICE DEPARTMENT:

The last weekend of the month, we responded to a large group that had walked over the bridge from the City of Petersburg to demonstrate in our city. The group was protesting police brutality and promoting the equal treatment of all people of color. I personally developed a respectful relationship with the two leaders of the demonstration, and that has proven to be beneficial for future planning of demonstrations that have since taken place. The group initially blocked traffic at Dupuy and the Boulevard for approximately nine minutes in honor of George Floyd's death in Minneapolis, and then headed back to the City of Petersburg. The second consecutive evening, the group walked from the city limits/MLK bridge all the way to our police headquarters and again sat/laid on the Boulevard for approximately nine minutes in honor of George Floyd.

Our agency initiated our own service here at headquarters in the parking lot in observance of Police Memorial Week. Various speakers included Mayor Greg Kochuba. All those in the tri- cities area who gave the ultimate sacrifice in the line of duty were recognized.

Overall duties for the month continue to have limitations. We continue to practice and educate the public on social distancing. We have made it mandatory to wear masks when on calls for service where the public gathers. Our number of calls for service has increased, and there have been a significant increase in the number of arrests, to include shoplifting even though there are fewer stores open. Traffic enforcement has been stepped up, which in turn has led to an increase in drug arrests.

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

- Sergeant Travis Karr responded to check on a suspicious vehicle in the 1400 block of the Boulevard. He contacted the driver and during his investigation, Sgt. Karr located multiple firearms as well as a large amount of prescription medication.
- Officer Brian Orange responded to Carroll Avenue for a report of an armed robbery in progress. When he arrived on scene, he was able to locate two possible suspects and detained them. Detectives were called out to the scene and took over the investigation.
- Officers assisted Prince George units in a pursuit that entered the city on Temple Avenue. Prince George was pursuing the suspect for a felony assault on a law enforcement officer. The suspect was pulled over at Citizens Bank and was taken into custody without further issues.

IV. POLICE DEPARTMENT (CONTINUED):

- Sr. Officer Jacob Miller was involved in a vehicle pursuit while on I-95 at mile marker 55. Officer Miller identified the driver, and when he attempted to investigate the driver for DUI, the driver fled. The pursuit was terminated and warrants were obtained.
- Lieutenant Jason Chimera was in the Wawa parking lot when he noticed a vehicle parked in the handicapped space without a handicap placard. During his contact with the driver and passengers of the vehicle, Lt. Chimera located a large amount of marijuana that one had attempted to dump on the ground. He was able to identify the owner and arrest the suspect for possession with intent to sell.
- Officer Marcus Hall was involved in a vehicle pursuit that ended in Petersburg when the suspect vehicle crashed. The suspect initially gave false information to Officer Hall about his identity and was charged with multiple criminal violations of the law in Colonial Heights and Petersburg.
- Officer Morgan Davis responded to a report of a stabbing at the Lakeview Park Apartments. The incident started out as a verbal domestic argument but ended with the suspect stabbing the victim and preventing the victim from calling 911. The suspect was taken into custody at the scene and a search warrant was obtained for gathering evidence at the residence.
- D Shift officers responded to Taswell Avenue. When officers arrived, they were able to get others to safety and then realized that this was a possible suspect from a shooting that had happened in Chesterfield County earlier that morning. Needing assistance, Lieutenant Thad Johnson called Chesterfield to see if their S.W.A.T. team was available to assist with the armed barricaded subject. Officer Brandon Cherry began to speak with the subject. After three hours, he was able to get the subject to come out of the residence. Chesterfield obtained warrants for the suspect and took him into custody.

K-9 ACTIVITIES

- Career K-9 Officer Chris Wulff and K-9 Rose attended training in Chesterfield.
- Career K-9 Officer Wulff and K-9 Rose responded to Petersburg to assist in looking for a missing two-year-old who was located in the residence.
- Career K-9 Officer Wulff and K-9 Rose went to Encompass Health to show the patients there that we care and hope they get better soon.
- Sr. K-9 Officer Micaulay Fable and K-9 Justice had eight (8) deployments in May.
- Sr. K-9 Officer Fable and K-9 Justice were called out to assist Officer Darrell Aleshire during a drug investigation.

IV. POLICE DEPARTMENT (CONTINUED):

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:

- Major Anspach and Officer Chris Velasquez facilitated the controlled burning of court-ordered destruction of drug items in Dinwiddie County.
- During the week of May 11th, members of the division took part in training and development with Tyler regarding Conversion Analysis. Division members started meeting on Tuesday afternoons to work on data entry for the new Tyler system.
- Throughout the month, the division made great use of the department sign trailer. Sgt. Renee Walters and Career Officer Scott Whirley programmed the sign board with messages for COVID/Safe Distancing, Mother's Day, National Police Week, Graduation exercises, and Memorial Day.
- Officer Chris Velasquez reported to administrative duty the first half of the month, assigned to the Law Enforcement Services Division. He helped the division with assignments and projects and other small tasks. Officer Velasquez continued to be the professional officer he is during this time by mentoring and completing some field training duties with recruit Officer Jasmine Lynch.
- Recruit Officer Lynch assisted the division with property dispositions, data entry, and other assignments during the month.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported May was a below average month for the number of cases assigned to Investigations. Nine (9) new cases were assigned to detectives for the month. Of all the cases that were investigated, seven (7) were cleared (this included clearing four cases from previous months), which resulted in a clearance rate of 78% for the month. Additionally, Master Detective Adam Brandedberry handled a background investigation on a police applicant.

Our agency had great success this month with tips received from Chesterfield/Colonial Heights Crime Solvers. Two related drug tips were received and assigned to Officer Darrell Aleshire for follow-up. Through his investigation, Officer Aleshire was able to obtain a search warrant for a residence here in the City. Three subjects were arrested, and a quarter pound of methamphetamine was seized, along with marijuana and U.S. currency.

Another tip was received regarding the larceny of cell phones that had occurred at T-Mobile in March 2020. The tip was assigned to Master Officer Bob Clark, who was handling the case. Through his investigation, Officer Clark was able to identify both suspects and obtain arrest warrants.

There were no opioid-related overdose deaths in May. However, we did respond to one overdose call where we administered one dose of Narcan to bring the subject back to consciousness.

IV. POLICE DEPARTMENT (CONTINUED):

Some of the division highlights include:

- **Detective Sergeant Chris Harris** was assigned three (3) new cases and a background investigation:
 - Credit Card Theft
 - Felony bad check
 - Runaway
 - Cleared three cases from previous months
- **Master Detective Roger Santini** was assigned three (3) new cases:
 - Identity Fraud
 - Child Abuse
 - Grand Larceny
- **Detective Joe Vaughan** was assigned two (2) new cases:
 - Grand larceny
 - Fraud
- **Master Detective Adam Brandedberry** was assigned two (2) new cases this month:
 - Malicious wounding, cleared by arrest
 - Distribution of child pornography from November 2019, cleared by arrest

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

Senior Detective Will Waldrep is assigned to the **U. S. Marshal's Fugitive Task Force**. Twelve (12) fugitives were arrested and 46 warrants were served; however, none from the City of Colonial Heights this month.

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

Overall as an agency during the month of May, we made **267 total arrests**; worked **66 crashes**; wrote **270 traffic citations**; executed **596 traffic stops**; affected **11 DUI arrests, 47 drug arrests**, and issued **12 parking citations**.

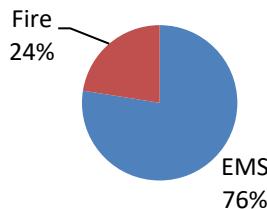
This month, we received multiple nominations for the same person. Once each submission was reviewed, there was no question as to who was most deserving of ***Employee of the Month for April 2020. Officer Christopher M. Velasquez*** was selected without hesitation.

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS			
May 2020			
Crime	May 2019	May 2020	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	2	0	-100%
Robbery	0	0	0%
Aggravated Assaults	0	4	400%
Simple Assaults	20	16	-20%
Breaking & Entering	0	2	200%
Larceny	58	62	7%
Vehicle Thefts	0	0	0%
Arson	1	0	-100%
Shoplifting	29	38	31%
DUI Arrests	8	11	38%
All Criminal Arrests	380	267	-30%
Calls for Service	3,576	3,112	-13%
May 2020	Number Reported	Number Cleared	Percentage Cleared
	84	62	74%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 411



Total Fire Type Incidents: 98

(Total Fire Loss \$1000)

Total EMS Incidents: 313 (189 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents: (Avg. response time 6:15 minutes)

EMS units arrived on scene in less than 9 minutes on 97.6% of emergency incidents. (Avg. response time 5:46 minutes)

Fire Division (number of incidents):

Fires		Hazardous Situations		Services Calls and False Calls	
Building Fire	1	Power line	1	Good intent calls	36
Fire, other	1	Arching shorted electrical equipment	2	Public service calls	7
Brush or brush and grass mixture fire	2	Haz Mat release investigation w/no Haz Mat found	1	Assist invalid	16
Unauthorized burning	1	Smoke scare, odor of smoke	1	Smoke/CO detector installation	3
Authorized controlled burning	1	Water or steam leak	1	Knox Box Installation	1
				False alarm/false calls	1
				Search for person on land	1
				Water rescue	1
				Animal rescue	1
				Aircraft Standby	

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	9	Assist, Public	23	Cancelled (Prior to Arrival at Scene)	17
Patient Evaluated, No Treatment/Transport Required	3	Cancelled on Scene (No Patient Found)	4	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	3
Patient Treated, Released (AMA)	23	Patient Refused Evaluation/Care (Without Transport)	31	Patient Treated, Transported by Law Enforcement	2
		Patient Treated, Released (per protocol)	6	Standby-Public Safety, Fire/EMS Ops support	1
		Patient Dead at scene resuscitation attempted (W/O transport)	2		

Fire Mutual Aid Given & Received

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

EMS Mutual Aid Given and Received

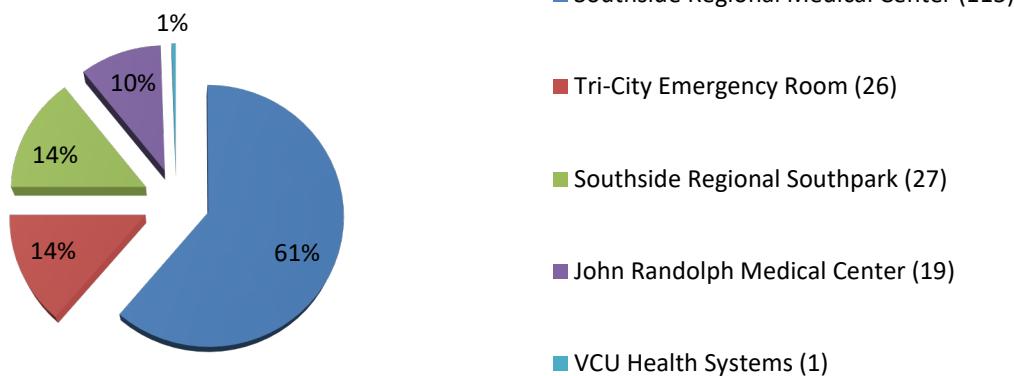
M/A given to Petersburg EMS	1	M/A received from Chesterfield EMS	1
-----------------------------	---	------------------------------------	---

Out of Service Apparatus

Station 1	Number of Incidents	Fire Units	Medical Units
	Total Hours	22 hrs.	290 hrs.
Station 2	Number of Incidents	1	2
	Total Hours	607 hrs.	4 hrs.

V. FIRE & EMS DEPARTMENT (CONTINUED):

Patient Transport (Facility)



VI. FINANCE DEPARTMENT:

Finance Activity:

- Covid-19- The Finance Department maintained the Level 2 Continuity of Operations Plan through the month of May. 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 the functions of the department while maintaining this schedule with limited resources.
- Covid-19 Economic Impact- April remittances of meals and lodging taxes indicated a 40% and 75% decline in these sources, respectively. April sales taxes will not be remitted until June 15, but based on the other information, staff is working with the severe scenario developed in our forecasting model. Projections to year end for both revenue and expenditures will be developed on May data and presented to Council in June.
- ERP System- Property tax and cashiering are on track to go live July 23 and 24th, a month after originally planned due to the change in the personal property due date. Utility billing is on the final data conversion and parallel billing is planned for June and July with go live to happen in late August. Business License is going live August 11 and Central Properties is already live. Despite the Covid-19 changes, staff is moving forward with the implementation through virtual meetings and training sessions. We are still generally on schedule and under budget.
- FY20 Audit- Finance staff have begun preparing for the FY20 year end. Auditors will be performing preliminary audit work remotely beginning June 8.

Purchasing Activity:

- Purchasing - 104 total purchase orders were completed, which includes 10 departmental purchases being reviewed. This is compared to 171 that were completed for the same month in 2019. Most of the purchasing during the month was Covid-19 related.
- Finance processed 58 check requests during the month. Many were refunds issued from the City cancelling Rec & Parks trips and refunding for use of the Senior/Teen Center.

VI. FINANCE DEPARTMENT (CONTINUED):

Bid/RFP Activity

- Invitation # 19-122002-1104 Hrouda Pump Station had one bidder respond in January. The vendor has been sent the contract documents now that the CIP has been approved.
- 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 made a decision during the month. A new contractor will be awarded this contract starting on July 1.
- 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. Emergency Management is giving the Purchasing Department constant feed back on the “burn rate” of this equipment. While we are seeing pricing beginning to come down for these items, the lead time to get them is still pretty bad.

Emergency Management works with other localities and the state for items that they need until our purchased items come in.

- All personal protection equipment needed for the June election has been ordered and received.
- The City disposed of 194 loads of leaves at an individually owned property. This was the first Year that the individual charged the City \$15 per load for disposal.
- Twenty-five laptops were purchased for City workers to telework during Covid-19.
- A purchase order was issued to remove dead trees on City property (White Bank Park and near the Moose Lodge)

Risk Management:

- The senior van got stuck under a metal awning while turning around in a funeral home parking lot in Petersburg. The damage to the awning was approximately \$4,000 and there was some damage to the top of the senior van.
- A police vehicle was damaged during a pursuit in Petersburg.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent- 3,863
- Delinquent Notices Sent –910 or 24.9% with 333 who would have been cut off for nonpayment, except the City has placed a moratorium on cut-offs due to Covid-19.
- \$1,482.08 in utility billing set-off debt collections received for this month.

VI. FINANCE DEPARTMENT (CONTINUED):

Billing and Collections Activity:

- 51 DMV releases processed: all personal property
- Administrative fees collected \$891.66
- There were \$4,641.36 in set-off collections this month
- Cigarette Stamp revenue FY20 to date: \$745,249 (162% of \$460,000 budgeted for FY20)
- Sales tax collections declined in May by 19.34% (March sales) compared to March 2019. April sales remitted in June are expected to be significantly lower.

Real Estate Activity:

- 46 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 May 2020:

Advertisements

<u>Department</u>	<u>Position</u>
Office on Youth	Youth Program Coordinator

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Youth Program Coordinator	21	176

Miscellaneous

- New employee orientation virtual sessions were held for a Communications Officer in the Fire & EMS Department and an Assistant Commonwealth's Attorney in the Commonwealth Attorney's Office.
- Section 125/FSA open enrollment was conducted virtually by The Pierce Group for all full-time employees from May 13 – 22, 2020.
- Virtual meetings continue to be held to provide updates on COVID-19 restrictions and requirements related to compliance, disability benefits, and workers compensation along with discussion about the challenges of reopening phases.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City's website, www.colonialheightsva.gov had 81,979 page views in the month of May.

Top fifteen sites visited after the home page: 1. Pay Online 2. Animal Control & Shelter 3. Real Estate Record Search 4. Library 5. City Employees 6. Human Resources 7. Police 8. Trash Collection 9. Submission Confirmation 10. Utility Billing 11. Real Estate Tax 12. Real Estate Assessor 13. Personal Property Tax & City Decals 14. GIS & Maps 15. City Departments and Offices	Top five countries after U.S.:  Puerto Rico  Germany  South Korea  Spain  Ireland Top five regions after Virginia:  Illinois  District of Columbia  Pennsylvania  Maryland  North Carolina
--	---

- ★ Citizens submitted and city staff processed 185 Service Requests and questions through the “Report a Concern” module during the month of May.
- ★ The City of Colonial Heights’ Facebook Page now has 5,231 fans and the City’s Twitter account has 1,497 followers. There are 3,327 subscribers for “In the News”.

IX. LIBRARY:

- ★ Seven-hundred and five books were delivered curbside.
- ★ The library staff circulated 9,716 titles in May, or about half of what would have circulated if the library had been open under normal conditions.
- ★ Residents borrowed 9,563 e-books on Kindles, while 1,127 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,083 residents registered for the Hoopla service.
- ★ The public computer center had 0 users, while the iPad center was used 0 times.
- ★ The new virtual reality center was used 0 times.
- ★ The library’s meeting rooms were used by 0 groups.
- ★ An average of 0 residents used the library each day, while 0 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In May the Recreation Division, in conjunction with the City Manager's Office, completed the Summer 2020 edition of the City Focus that was mailed to residents the middle of May.

Staff continues working with tournament directors for upcoming baseball tournaments to be played on department ballfields, as well as, preparing for offering athletic and non-athletic programs later this Summer as we move into the City's phased re-opening plan in response to COVID-19.

Agency on Aging

Staff continued to offer classes via Facebook Live during the month of May. We continued core exercise classes as well as weekly craft classes. Our core exercise classes include cardio, Total Body Strength, Yoga, Interval Training, Balance, Sit & Fit, and Boot Camp. Our volunteer instructors have been very dedicated during this time and we continue to offer Tai Chi, Line Dancing and Tap-Dancing classes via Facebook Live.

The Transportation Division continues to transport Seniors for medical appointments and Food Bank food delivery during this time.

Transportation	2020	2019
Total Passengers	124	465
Total Trips	256	1022
Total Miles	728	4532
Wheelchairs	2	44
Donations	\$67.00	\$711.00
New Riders	3	19

Parks, Horticulture, Buildings & Grounds

- Cut grass as needed at City buildings, parks, and athletic fields.
- Removed graffiti from playground equipment at Floral M. Hill Park.
- Made repairs to deck board on bridge at Roslyn Landing Park river walk.
- Worked on the following Shepherd Stadium renovations; installed shower curtain rods and shower mats in locker room, put together and installed lockers in locker room, finished installing eye bolts in poles to hang nets down both out of play areas,
- Built and installed plexiglass barriers in the following offices / buildings; Assessor's Office, Planning / Building Inspections, Commissioner of Revenue and Library
- Installed hand sanitizer dispensers in each department and hallways at City Hall.
- Repaired straps on tennis courts at the Middle School.
- Refastened windscreen on tennis courts at the High School.
- Mulched sites as needed.
- Weeded and trimmed flower beds at sites as needed.
- Edged flower beds as needed.
- Planted annuals at sites.
- Planted junipers on Temple Ave.
- Built a raised flower bed and White Bank Park and landscaped.
- Removed pansies from sites.

Violet Bank Museum

	2019	2020
Museum Tours	137	N/A
Ongoing Programs	20	N/A
Grounds Visitors	91	73
Special Events	60	N/A
Outreach Attendance	395	N/A

The Museum continues to be closed due to COVID-19 restrictions, so no tours, ongoing programs, outreach or special events/programs were able to be held during the month of May. Part-time staff remains unscheduled for work but has checked in on a regular basis to remain updated on possible reopening/scheduling. Staff continues working on future programming and outreach as well as keeping up to date with latest information pertaining to COVID-19.

The Museum grounds continued to serve the public as a lovely park-like setting to enjoy a walk, relax on one of the benches and listen to the birds or enjoy the majesty of the 300-plus year-old Cucumber Tree.

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 made a donation of \$100 to the Colonial Heights Food Pantry

Youth Services Commission (YSC)

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

- Commission members decided to award (1) \$1000 scholarship to a CHHS senior

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- Using REMIND, Facebook and Instagram to connect with parents and children

Substance Abuse Prevention Activities

- May meeting - CAAN-DUU-Zoom meeting to discuss cancellation of Opioid summit

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.

- May meeting held by Microsoft Teams - Colonial Heights current caseload is 25
- Board requested vendors submit an adjusted rate due to services being reduced.
- Board voted to pay the adjusted rates and contracts were amended

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 Microsoft Teams meeting-lots of COVID resource sharing

Families First

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

- May meeting cancelled 3 Colonial Heights families enrolled in the program

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- Discussed current caseload

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 May 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 Webex meeting

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 May meeting

Emergency Food and Shelter Program (EFSP)

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

- Board met using WEBEX to discuss Phase 37 and CARES funding. Board awarded \$4524 to the Salvation Army to assist residents with rent and utilities for Phase 37, \$3642 to the Salvation Army and Commonwealth Catholic Charities to assist residents with rent and utilities due to COVID crisis

Community Coalitions of Virginia (CCOVA)

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

- May 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

- May meeting thru WEBEX-FREE Webinar available to the public on June 17-The truth about CBD, Marijuana and Decriminalization, visit Chesterfieldsafe.org for registration information

Crater Area Coalition on Homelessness (CACH)

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

- No May 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 May meeting

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

Crime Control Diversion Programs-12th District Court

Community Service

Program to provide community service supervision for court mandated youth

- DJJ (6) Youth are doing community service remotely, various stages of completion

Supervision Plan Services

No cases

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

No ceremony for MAY

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
- Virtual Pen Pals

XII. FLEET MAINTENANCE:

	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2020	72	\$17,227.91	3	\$958.08
2019	78	\$35,822.44	3	\$518.39

Sublet repairs consist of the following;

Windshield	\$425.20
Towing	\$500.00
Tire repair	\$32.88