



CITY MANAGER'S REPORT TO CITY COUNCIL

JUNE 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* – 60% Plan has been submitted and currently under review.
 - *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 Summer 2020.
 - *Bridge Rehabilitation, UPC 105109* – Construction has been completed.
 - *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.
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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** – Notice to Proceed to be issued July 2020.
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Development Plan Reviews

- **Roslyn Heights Final Plat** – Plat recorded on 6/22.
- **Briarcliff Section 4 Final Plan** – Plan approved 6/25.
- **Panera Bread Final Plan** – Plan submitted on 6/22. Currently under review.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

June 2020

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	22	63
Commercial Building	5	20
Demolition	0	0
Electrical	15	62
Mechanical	7	42
Plumbing	9	45
Swimming Pool	2	5
Amusement Rides	0	1
Tent	0	2
Clean Out Installation	3	22
Water and Sewer Connection	1	4
Total: All Permits	64	266

New Residential Units (CO's)	Month	Year to Date
Total	1	2

Valuations	Month	Year to Date
Residential	\$523,568.34	\$1,694,974.75
Commercial	\$88,731.00	\$12,309,016.00
Total	\$612,299.34	\$14,003,990.75

Building Inspections	Month	Year to Date
Residential	61	276
Commercial	47	555
Total: All Inspections	108	831

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	6	37
Mobile Food Units	0	2
Signs - Permanent	0	7
Signs - Temporary	2	5
Zoning	14	41
Total: All Permits	22	92

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	0
Prelim. Subdivision Review	1	1
Prelim. Site Plan Review	0	1
Special Exception Permit	0	0
Special Use Permit	0	4
Rezoning	0	0
Variance	0	4
Wetland Development	0	0
Zoning Opinion	1	3
Total: All Categories	2	13

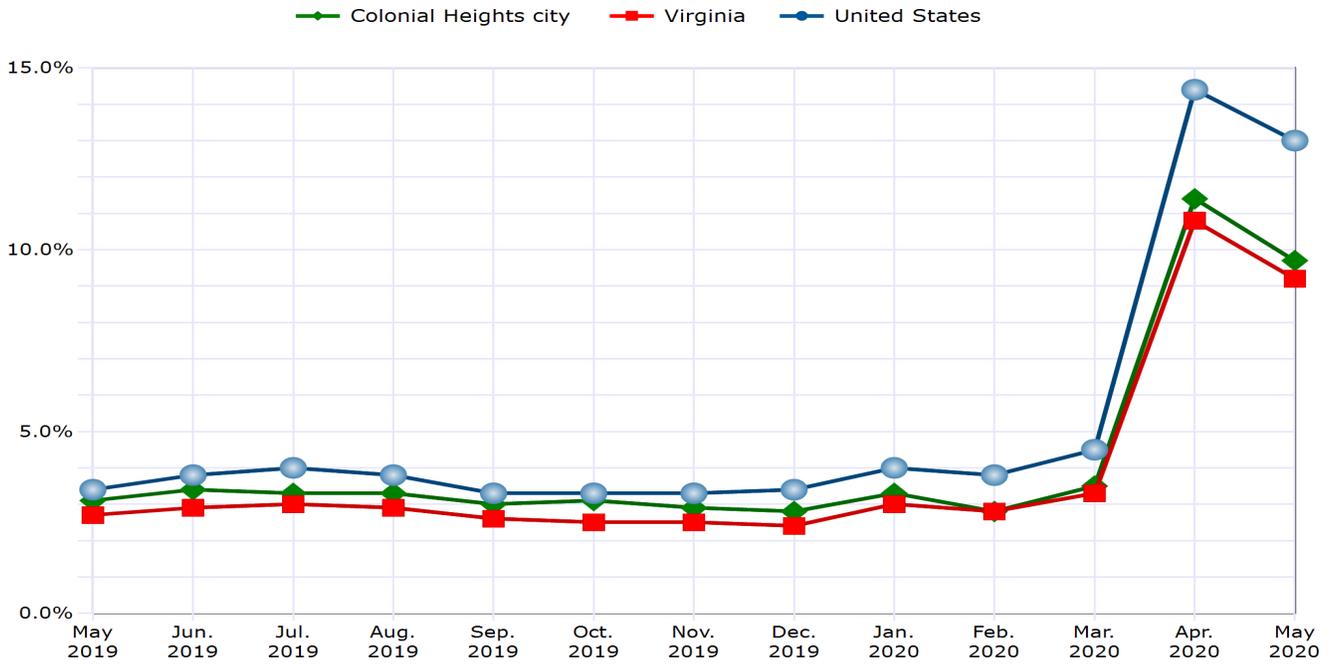
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	2
Planning Commission	1	4
Wetlands Board	0	0
Total: All Meetings	1	6

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	5	25	6	16
Exterior Storage of Objects	4	27	1	19
Inoperable Vehicle	7	63	4	49
Property Defacement	2	2	2	2
Tall Grass	45	96	34	75
Trash Can Placement	4	230	4	110
Trash/Debris	8	40	4	24
VA Property Maintenance Code	3	17	1	7
Zoning	3	6	3	9
Total: All Cases	81	506	59	311

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Comparison Over Time

Time Period	Colonial Heights city	Virginia	United States
June 2020	9.3%	9.2%	13.0%
May 2020	9.7%	9.2%	13.0%
June 2019	3.4%	2.9%	3.8%

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 June 2020 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,735	7,925	810	9.3	No

- *Chesterfield 8.2 %unemployment
- *Dinwiddie 8.3 % unemployment
- *Prince George 8.6 % unemployment
- *City of Petersburg 17.9% unemployment
- *City of Hopewell 14.2% unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	2
Sites/Bldgs. Submitted	1
Active Prospects	7

Projects:

Boot Barn – under construction
Towneplace Suites – in site plan
Panera w/Drive-thru – submitted preliminary site plan for review
Mission BBQ – tentative June 2021 opening
The Volcanic Crab – tenant upfit
Boil Bay – tenant upfit

IV. POLICE DEPARTMENT:

The month of June continues to be just like the previous months due to the pandemic. However, we have experienced an uptick in violent crime, as well as drug overdoses. These areas of concern are occurring throughout cities in the United States. Unfortunately, we were not immune to this current trend. We continue to encourage social distancing in order to minimize contact with others and do our part to decrease the spread of the virus. Guidelines set forth by the CDC are being followed in order to preserve the health of our community and promote safety.

Demonstrations continued into the early part of the month; however, they have been most peaceful. I feel strongly that the relationships that have been developed and fostered have proven beneficial for all parties involved, to include our residents. Overall, the health and welfare of our citizens and our property has been valued.

We are excited about two of our recruits—Officer Morgan Davis and Officer Lamier Thomas—as they have both been released on their own and assigned to an evening shift. All school resource officers have also been assigned to patrol squads. We are also excited to report that Career Officer Chris Wulff has been named as Acting Sergeant on an evening squad to fill a supervisory opening. We have also started the promotional process, to include the rank of Lieutenant and Sergeant, in anticipation of potential retirements. The next few months we will also be actively involved in the hiring process, as we have advertised for certified and non-certified officers to fill five (5) open positions.

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

- Master Officer Rick Scrivner responded to the ATM at Boulevard and Pickwick Avenue for a report of an armed robbery. A person from the bank was working on the ATM when a subject approached and pointed a firearm. The suspect then reached into the ATM cash drawer and removed a large stack of \$100.00 bills and then fled on foot. A detective has been assigned and is investigating the incident.
- Master Officer Andy Barnhouse responded to Crescent Avenue for a report of a robbery the night before. The victim was meeting an acquaintance and when the victim got into the car, there were three people in the back seat. One of them put a gun to the victim's head and took the victim's bag, which contained a handgun as well as his cell phone. A detective has been assigned and is following up on the case.

IV. POLICE DEPARTMENT (CONTINUED):

- Officer Marcus Hall took a report of a robbery that had happened near Shepherd Stadium. During the initial investigation, all four suspects were identified and arrested for the robbery as well as other crimes.
- Officer Austin Ramsey responded to New Castle Drive for a disturbance. His investigation found that two subjects were having an argument and one subject grabbed a handgun and fired multiple shots in the air. Suspect information was obtained, and the investigation is ongoing.
- Officer Jason Poe took a report of a robbery on Walnut Avenue. The victim's cell phone, cash, and vehicle were stolen during the robbery. The cell phone and vehicle were located that night. Detectives responded out and are investigating the incident.
- Officer Poe responded to Dick's Sporting Goods for an overdose in the parking lot. The subject was in his vehicle with his four-year-old child when he overdosed. The child ran into Dick's to get help. The subject was charged with possession of heroin and child endangerment.
- Officer Morgan Davis took a report from a victim who had pornographic videos of the victim posted to social media by an unknown person. Officer Davis obtained multiple search warrants for this incident and was able to identify a suspect. During the interview, she was also able to obtain a confession.
- Officer Davis and other squad members responded to a report of a robbery in the south end of the city. Officer Davis was able to develop a lead in the incident and, during her investigation, was able to arrest a juvenile and an adult. Officer Davis obtained multiple search warrants and was able to recover the stolen property and the weapon used.

K-9 ACTIVITIES

- Career K-9 Officer Chris Wulff and K-9 Rose attended training in Chesterfield.
- Sr. K-9 Officer Micaulay Fable and K-9 Justice was deployed four times this month.
- Officer Fable and Justice had a positive alert on one deployment, and marijuana was discovered.
- Career K-9 Officer Wulff and Rose responded to Chesterfield County to assist with locating a missing autistic two-year-old.
- Sr. K-9 Officer Fable and Justice completed two days of training with Chesterfield County Police.

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 assisted with the peaceful protest. The participants met on the MLK Bridge, walked to the courthouse, and then returned. No issues were noted.

IV. POLICE DEPARTMENT (CONTINUED):

- Career Officer Scott Whirley and Master Officer Andy Barnhouse spoke to the staff at Encompass Health Rehabilitation Hospital in Petersburg. CHPD was invited to speak to their staff as part of their annual Safety Week. Topics included new traffic laws for 2020 and Project Lifesaver. The presentation was well received by the entire staff.
- All members of the department and division attended E-Citation training.
- Officer Jasmine Lynch continued her assignment with the division. She assisted the division with property dispositions, data entry, and other assignments throughout the month.
- Sgt. Renee Walters submitted the new Bullet Proof Vest Grant application.
- Sgt. Walters submitted the Coronavirus Grant application.
- Sgt. Walters also completed the Q2 report for the CVS drug box, which contained 20.5 pounds.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported June was an average month for the number of cases assigned to Investigations. Thirteen (13) new cases were assigned to detectives for the month. Of all the cases that were investigated, fourteen (14) were cleared (this included clearing six cases from previous months), which resulted in a clearance rate of 108% for the month.

As stated previously, we saw an increase in heroin/fentanyl overdoses. There were five (5) opioid-related overdoses; however, no deaths in June. We administered three doses of Narcan during the month. Please note that the law changes on July 1, 2020, that basically decriminalizes any overdose call for service and anything illegally found cannot be used if someone calls the overdose in to the police. Big changes are starting to happen; however, all updated laws have been taught to all our personnel by our C/A's Office and his staff.

Some of the division highlights include:

- **Detective Sergeant Chris Harris** was assigned two (2) new cases:
 - Sex offense
 - Reckless handling of a firearm
- **Master Detective Roger Santini** was assigned four (4) new cases:
 - Two robbery investigations
 - Bomb threat, unfounded
 - False pretenses
- **Detective Joe Vaughan** was assigned four (4) new cases:
 - Threaten to burn, unfounded
 - Sex offense
 - Robbery, exceptionally cleared
 - Threatening communication, unfounded

IV. POLICE DEPARTMENT (CONTINUED):

- **Master Detective Adam Brandeberry** was assigned three (3) new cases this month:
 - Robbery
 - Runaway
 - Embezzlement
 - Three (3) death investigations and a false pretenses case have been cleared from previous months

Two (2) **public nuisance** letters were issued this month. One in the 300 block of Hamilton Avenue and the other in the 100 block of Carroll Avenue.

Senior Detective Will Waldrep is assigned to the **U. S. Marshal's Fugitive Task Force**, where (18) fugitives were arrested and **115** warrants were served; however, none were 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 June, we made **261 total arrests**; worked **92 crashes**; wrote **267 traffic citations**; executed **481 traffic stops**; affected **two (2) DUI arrests**, **29 drug arrests**, and issued **15 parking citations**.

Once again, we received multiple nominations for the same person. After each submission was reviewed, **Officer Darrell W. Aleshire, Jr.**, was selected as our **Employee of the Month for May 2020**.

In addition to his normal duties, **Officer Aleshire** was assigned two Crime Solvers tips on May 15th regarding illegal drug activity at a residence on Hamilton Avenue. He immediately began investigating the tips and determined that there was indeed suspicious activity at this location. Officer Aleshire was able to work with his contacts at the U. S. Postal Service and the Drug Enforcement Agency (DEA) to determine that the resident was having illegal narcotics shipped to him from another state and was distributing them from this residence.

On May 28, 2020, Officer Aleshire developed an operational plan and a search warrant was executed. With the assistance of the Virginia State Police TAC team, three subjects were arrested and a quarter pound of methamphetamines and over \$2,000.00 were seized from the house. In addition, marijuana and items used to smoke crack cocaine were also located and confiscated at the residence. Working with state and federal partners, Officer Aleshire is continuing to investigate this case in an attempt to target the other subjects who are working outside the Commonwealth of Virginia.

Crime Solvers tips are rarely straight forward and typically require a great deal of additional investigation and corroborative effort, as was the case for this investigation. They involve sacrifice and patience, and often require hours of surveillance and time away from family, since most of the work can only be conducted under the cover of darkness. But **Officer Aleshire's** diligence in doing what it takes to keep our community safe and free from drugs paid off. He is a dedicated law enforcement officer who is intensely aware of the big picture and is willing to do what it takes to reach that goal—safety and comfort for the citizens and visitors of Colonial Heights.

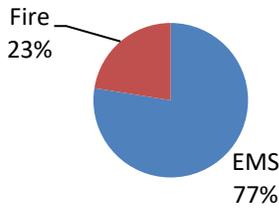
For all of the above reasons, **Officer Darrell W. Aleshire, Jr.**, is more than worthy of this distinguished honor of being our department's Employee of the Month.

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS			
June 2020			
Crime	June 2019	June 2020	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	2	0	-100%
Robbery	1	5	400%
Aggravated Assaults	0	1	100%
Simple Assaults	13	16	23%
Breaking & Entering	3	0	-100%
Larceny	49	50	2%
Vehicle Thefts	2	3	50%
Arson	0	0	0%
Shoplifting	30	39	30%
DUI Arrests	13	2	-85%
All Criminal Arrests	287	261	-9%
Calls for Service	3,457	3,171	-8%
June 2020	Number Reported	Number Cleared	Percentage Cleared
	75	54	72%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 435



Total Fire Type Incidents: 102

(Total Fire Loss \$3,500)

Total EMS Incidents: 333 (200 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 97% of emergency incidents: (Avg. response time 6:19 minutes)

EMS units arrived on scene in less than 9 minutes on 96% of emergency incidents. (Avg. response time 5:56 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building Fire	2	Power line	6	Good intent calls	32
Trash or rubbish fire	1	Arching shorted electrical equipment	1	Public service calls	7
Passenger vehicle fire	1	Haz Mat release investigation w/no Haz Mat found	2	Assist invalid	16
Outside equipment fire	1	Smoke scare, odor of smoke	1	Smoke/CO detector installation	3
Unauthorized burning	2	Steam, other gas mistaken for smoke	2	Knox Box Installation	4
Authorized controlled burning	1	Water or steam leak	3	False alarm/false calls	12
		Gas leak (natural gas or LPG)	2	Water rescue	2
		Oil or combustible liquid spill	1	Animal rescue	1
		Lightning strike (no fire)	1		

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	8	Assist, Public	28	Cancelled (Prior to Arrival at Scene)	17
Patient Evaluated, No Treatment/Transport	2	Cancelled on Scene (No Patient Found)	6	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	3
Required Patient Treated, Released (AMA)	23	Patient Refused Evaluation/Care (Without Transport)	30	Patient Treated, Transported by Law Enforcement	3
Assist Agency	1	Patient Treated, Released (per protocol)	6	Standby-Public Safety, Fire/EMS Ops support	1
		Patient Dead at scene resuscitation attempted (W/O transport)	5		

Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	6	M/A received from Chesterfield Fire	1
M/A given to Chesterfield Fire	1		

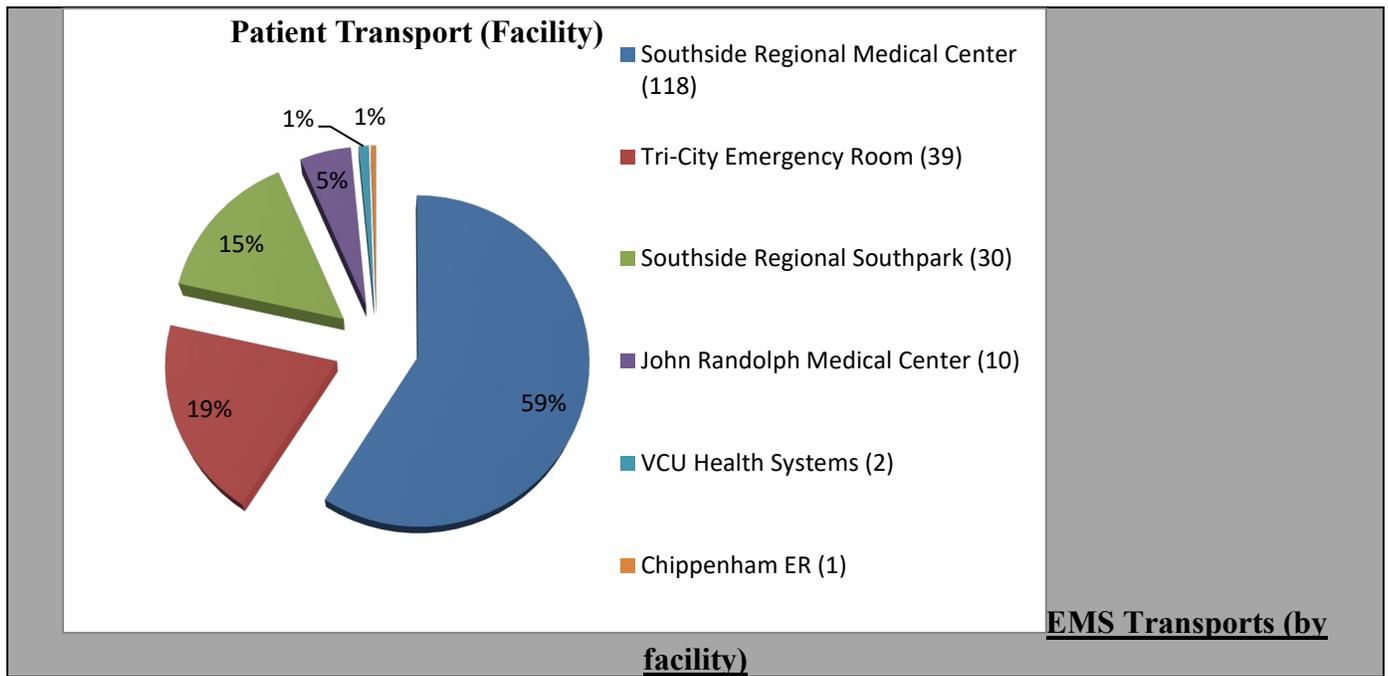
EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	1	M/A received from Chesterfield EMS	1
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Out of Service Apparatus

Station	Number of Incidents	Fire Units		Medical Units	
		Number of Incidents	Total Hours	Number of Incidents	Total Hours
Station 1	0	0	0 hrs.	1	29 hrs.
Station 2	2	2	162.5 hrs.	2	352 hrs.

V. FIRE & EMS DEPARTMENT (CONTINUED):



VI. FINANCE DEPARTMENT:

Finance Activity:

- Covid-19- The Finance Department remained on shift schedule with half the staff teleworking and half in the office through most of June. Exceptions were made as Billing and Collections moved to full staff for personal property collection. With the building open to the public, Billing and Collections and Utility Billing are all in the office; other divisions continue to work shifts.
- Covid-19 Economic Impact- May remittances of meals and lodging taxes indicated a 30% and 60% decline in these sources, respectively, which was an improvement on April's declines of 40% and 75%. May sales taxes will not be remitted until July 15.
- ERP System- Property tax and cashiering are on track to go live July 23 and 24th. Utility billing will parallel bill in July with go live to happen August 24. 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- Auditors performed preliminary audit work remotely in June. Staff were able to upload the requested files. The Finance Department will be working on Fiscal Year end activities throughout July and August in preparation for on-site audit in September.

Purchasing Activity:

- Purchasing - 174 total purchase orders were completed, which includes 17 departmental purchases being reviewed. This is compared to 220 that were completed for the same month in 2019. Purchasing for PPE and other Covid-19 related items slowed as supplies increased.
- Finance processed 92 check requests during the month.

VI. FINANCE DEPARTMENT (CONTINUED):

Bid/RFP Activity:

- Contract documents for invitation # 19-122002-1104 Hrouda Pump Station were completed and a PO will be issued in July.
- 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 # 20-062302-1112 was issued on June 5, with proposals received on June 23, for professional Engineering Services for inspection of elevated Water Storage Tanks. Two proposals were received and are being reviewed by the City's Engineering Department.

Other Purchasing Activity:

- Staff continued to purchase personal protective equipment for Fire/EMS and City departments in June. Emergency Management is giving the Purchasing Department constant updates on the burn rate of this equipment. While we are seeing pricing and demand beginning to come down for these items, lead times for some items is still long. Emergency Management works with other localities and the state for items that they need until our purchased items arrive.
- The City gasoline/diesel pumps went down multiple times during the month, forcing City employees to get gasoline/diesel at a local gas station. Purchasing has asked for pricing on a system replacement, which includes pumps and a tracking system. The existing system is well past its useful life.
- A Purchase Order was issued to a vendor to scan files from the City Attorney's Office so they can be loaded on the City's server. This will reduce the space necessary to keep these files, and provide efficient retrieval.
- A Purchase Order was issued to replace the coils on the roof AC units of the Courthouse. While the coils are on order, portable coolers were brought in to cool the Courthouse.
- Approximately 200 blanket purchase orders were prepared for the new fiscal year.

Risk Management:

- A police vehicle was struck from the behind when stopped at a traffic light on Conduit Road.
- While attempting to make a right turn out of a parking lot, a fire truck struck a pylon pole that marked the intersection.
- A sewer backup was reported in a house on Hardy Avenue, due to a blockage out in the street.
- A sign was struck by a vehicle that lost control trying to get on the interstate.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent- 3,646
- Delinquent Notices Sent –898 or 23.2% with 363 who would have been cut off for nonpayment, except the City has placed a moratorium on cut-offs due to Covid-19.
- \$326.59 in utility billing set-off debt collections received for this month.

VI. FINANCE DEPARTMENT (CONTINUED):

Billing and Collections Activity:

- 60 DMV releases processed: 59 personal property, 1 parking
- Administrative fees collected \$738.02
- There were \$3,821.42 in set-off collections this month
- Cigarette Stamp revenue FY20 to date: \$840,442 (183% of \$460,000 budgeted for FY20)
- Sales tax collections declined in June by (19.20%) (April sales) compared to April 2019. This was a better result than expected, and is roughly the same decline as experienced for March sales.

Real Estate Activity:

- 60 transfers this month, 28 of which were valid residential sales
- \$337,500 in new residential construction picked up for the month; no commercial activity added.

VII. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	Communications Officer
Police	Police Officer
Recreation & Parks	Office on Youth/Human Serv. Administrator

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Communications Officer	84	1,229
Police Officer	76	1,120
Office on Youth/Human Serv. Administrator	2	24

Miscellaneous

- New Employee Orientation and Employee Separation/Retirement sessions were held for the following individuals:

<u>New Employee Orientation</u>	<u>Employee Separations/Retirements</u>
Animal Control Supervisor	Police Sergeant
Youth Program Coordinator	

- 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.
- The process to setup the citywide online training system continues with an anticipate completion date of August 10, 2020.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City’s website, www.colonialheightsva.gov had 83,247 page views in the month of June.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Pay Online2. Animal Control & Shelter3. Real Estate Record Search4. Library5. City Employees6. Human Resources7. Police8. Trash Collection9. Submission Confirmation10. Utility Billing11. Real Estate Tax12. Real Estate Assessor13. Personal Property Tax & City Decals14. GIS & Maps15. City Departments and Offices	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> Germany South Korea India Ireland Spain <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois District of Columbia Pennsylvania Maryland California
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- ☆ Citizens submitted and city staff processed 285 Service Requests and questions through the “Report a Concern” module during the month of June.
- ☆ The City of Colonial Heights’ Facebook Page now has 5,300 fans and the City’s Twitter account has 1,514 followers.

IX. LIBRARY:

- ☆ The library staff circulated 11,389 titles in June.
- ☆ Residents borrowed 9,668 e-books on Kindles, while 967 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,101 residents registered for the Hoopla service.
- ☆ Curbside service circulated 754 titles for the month.
- ☆ The public computer center had 2 users, while the iPad center was used 0 times during reopening week.
- ☆ The virtual reality center is closed indefinitely.
- ☆ The library’s meeting rooms are closed to the public until further notice.
- ☆ An average of 68 residents used the library each day during reopening week.

X. RECREATION & PARKS DEPARTMENT:

Recreation and Parks – June 2020

Recreation Division

In June the Recreation Division finalized plans for the City's phased reopening in response to the COVID-19 pandemic. Park pavilion rentals started in the month of June and programs were planned for July including a revised outdoor summer camp program with reduced hours and limited registration allowed. Sports Camps and Tennis Lessons are also planned to begin in July.

With the easing of restrictions statewide beginning in June, baseball and softball tournaments returned to our fields beginning in June. The Tri-City Chili Peppers had to cancel their inaugural season at Shepherd Stadium due to restrictions and limitations on the number of spectators allowed at events. The team, though, has scheduled Showcase Baseball tournaments for 6 weeks beginning the last week in June. These tournaments are live streamed nationwide for college coaches to log in and watch.

Facility Usage	2020	2019
Pavilion Attendance	2,185	5,050
Pavilion Reservations	23	50
Field Attendance	5,600	6,345
Field Rentals	28	45

Agency on Aging

Staff continued work on their reopening plan for Seniors to return to the Senior Center. There will be modified and rotating schedules starting in early July and limitations put in place to allow for social distancing. Staff continued to offer classes via Facebook Live during the month of June. These classes included core exercise classes as well as weekly craft classes. 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 Meditation classes via Facebook Live.

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

Meals	2019	2020
Home Delivery Meals	20	24
Site Meals	36	N/A
Transportation	2019	2020
Total Passengers	408	182
Total Trips	810	360
Total Miles	4560	1369
Wheelchairs	34	9
Donations	\$878.00	\$204.00
New Riders	19	6

Parks, Horticulture, Buildings & Grounds

- Cut grass as needed around City buildings, at parks, and at sports fields.
- Prepared ball fields as needed for league and tournament play.
- Replaced home plate at Shepherd Stadium and High School baseball field.
- Installed new door hasp on storage room at High School baseball concession stand that was vandalized.
- Installed two metal bollards at White Bank Park pavilion entrances.
- Installed wooden bollards around new bathrooms at White Bank Park.
- Worked on the following for Shepherd Stadium renovations:
 - A. Installed cables and netting down both out of play areas.
 - B. Installed pads on third base dugout poles.
 - C. Replaced non-functioning window A/C in press box.
 - D. Repaired picnic tables in concession stand area.
 - E. Repaired downspouts on concession stand.
- Built and installed plexiglass barrier in City Hall Lobby area.
- Measured for plexiglass in Registrar's office, Police Admin. Office, and adult probation drug testing area at Courthouse.
- Mulched, weeded, and trimmed/edged flower beds at sites as needed.
- Planted annuals at sites.
- Removed pansies from sites.
- Trimmed Hollies at Hamilton Ave.
- Cut suckers off Crepe Myrtles at Public Safety Building.
- Removed diseased roses from Courthouse flower beds.
- Planted dwarf Crepe Myrtles at Courthouse.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

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 held a virtual meeting. Speeches were made by members seeking to run for an officer position.

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

- Virtual meeting held; agenda included updates from board members

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

- June meeting - CAAN-DUU-conference call with members to give updates on agencies

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.
- June meeting held by Microsoft Teams - 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 Microsoft Teams meeting-lots of COVID resource sharing

Families First

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

- June meeting held virtually 45 families enrolled in the Parents as Teachers program

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
- Discuss resources available to families of ESL students

Community Coalitions of Virginia (CCOVA)

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

- June meeting held virtually-agency updates by members and webinar about lobbying protocol

SAFE Opioid and Heroin Prevention Task Force (OHPTF)

Meets monthly with purpose to prevent and reduce substance abuse

- June meeting held virtually; webinar on Trend Changes- The Truth About CBD, Marijuana, and Decriminalization

Crime Control Diversion Programs-12th District Court

Community Service - Program to provide community service supervision for court mandated youth

- DJJ (4) Youth are doing community service remotely, 12 hours completed

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

- 6 youth and parent attended the June program (18 hours)

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Office on Youth & Human Services - continued

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

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 June

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-will install next month

New Projects

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

Professional Development

- ACES training (DALE and BECCA)
- Trend Changes- The Truth About CBD, Marijuana, and Decriminalization 2 hours (DALE, BECCA, MARQUIS)

Violet Bank Museum

	<u>2019</u>	<u>2020</u>
Attendance	201	73

- House Tours: 0
- Grounds Visitors: 73
- Ongoing Programs: 0
- Special Events/Programs: 0
- Outreach Programs: 0

Violet Bank Museum remained closed throughout the month of June due to COVID-19 restrictions, so there were no tours, programming, events or outreach during that time. There has been an increased number of incoming phone calls to the museum inquiring about a possible reopening date. The grounds remain a popular spot for the community to visit and enjoy. Museum staff have been working on adding a new display and enhancing existing displays during the month.

XI. FLEET MAINTENANCE:

	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2020	73	\$22,387.34	6	\$2,273.05
2019	75	\$40,304.01	8	\$5,840.80

Sublet repairs consist of the following;

Exhaust Repair	\$1,212.89
Misc. [welding]	\$708.75
Towing	\$170.00
Tire Repair	\$149.39
Glass	\$32.02

A comparison of maintenance cost for the last 10 years are:

Year	Parts	Sublet	Supplies	Total	% Change
10/11	\$213,279.61	\$12,368.97	\$12,949.37	\$238,435.79	+15.46%
11/12	\$269,080.31	\$14,171.91	\$13,916.43	\$297,168.65	+24.63%
12/13	\$226,313.47	\$14,890.29	\$12,603.30	\$253,807.06	-14.59%
13/14	\$212,171.63	\$14,972.55	\$13,760.70	\$240,904.88	-05.38%
14/15	\$249,529.34	\$77,477.05	\$17,605.24	\$344,611.63	+43.05%
15/16	\$207,590.13	\$34,529.33	\$12,852.00	\$254,971.46	-26.01%
16/17	\$264,331.94	\$37,245.69	\$16,477.40	\$318,055.03	+24.74%
17/18	\$257,378.11	\$43,534.39	\$16,780.88	\$317,693.38	-00.11%
18/19	\$231,334.73	\$85,308.25	\$14,391.00	\$331,033.98	+04.19%
19/20	\$226,383.66	\$74,872.66	\$18,995.46	\$320,251.78	-00.33%

Sublet repair costs for the year are 23.3% of the total maintenance cost and a 13% decrease over last year's cost. Most of these expenses are dealer repairs to fire dept. vehicles and the school buses.

Categories	<u>18/19 year</u>		<u>19/20 year</u>	
	Cost	Percent	Cost	Percent
Exhaust	840.23	0.986%	\$2,558.89	3.424%
Towing	\$1,617.00	1.897%	\$1,748.00	2.339%
Glass Replacement	\$3,506.91	4.114%	\$4,724.91	6.321%
Alignment	\$2,577.81	3.024%	\$4,085.74	5.466%
Tire Repair	\$881.96	1.035%	\$1,589.29	2.126%
Dealer Repair	\$67,487.10	79.165%	\$49,635.26	66.407%
Radiator	\$0.00	0.00%	\$95.00	0.127%
Seat	\$4,380.00	5.138%	\$5,259.00	7.036%
Misc.	\$3,956.74	4.641%	\$5,048.10	6.754%

XI. FLEET MAINTENANCE CONTINUED:

Departments	<u>18/19 year</u>		<u>19/20 year</u>	
	Cost	Percent	Cost	Percent
Fire	\$60,580.91	71.064%	\$19,991.26	29.746%
Police	\$5,809.13	6.814%	\$12,733.14	17.036%
Schools	\$3,669.85	4.305%	\$22,410.74	29.983%
Sheriff	\$853.11	1.001%	\$423.18	0.566%
Parks	\$604.27	0.709%	\$32.02	0.043%
Senior Citizen	\$315.09	0.370%	\$1,983.52	2.654%
Engineering	\$11,077.29	12.994%	\$62.05	0.083%
Streets	\$2,205.45	2.587%	\$13,084.93	17.506%
Utilities	\$133.15	0.156%	\$3,669.93	4.910%
Others	0.00	0.000%	\$353.42	0.473%