



CITY MANAGER'S REPORT TO CITY COUNCIL

JULY 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 reviewed and comments sent to consultant for plan revisions.
 - **Boulevard and Westover Ave Intersection, UPC 100501** – Preliminary Engineering has commenced. Consultant working on completion of 30% Plans. Public Meeting scheduled for 8/6.
 - **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.
 - **Temple Avenue Signal Coordination (CMAQ Program), UPC 98883** – Construction is on-going.
 - **Appomattox Green River Trail Phase IV, UPC 115182** – Construction has been substantially completed.
 - **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 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** – Southwood Construction has been awarded the project. Currently working on the Preliminary Engineering Report.
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Development Plan Reviews

- **Riverside Park Resubdivision Plat** – Plat received on 7/17. Plat reviewed and comments sent to developer's agent on 7/27.
- **Gills Point Section 11 Preliminary Plat** – Plat reviewed and comments sent to developer's agent on 7/22.
- **Panera Bread Final Plan** – Plan reviewed and comments sent to developer's agent on 7/7.
- **VSU Sewer Grinder Replacement Plans** – Awaiting signatures for approval.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

July 2020

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	16	79
Commercial Building	0	20
Demolition	0	0
Electrical	21	83
Mechanical	9	51
Plumbing	5	50
Swimming Pool	4	9
Amusement Rides	0	1
Tent	0	2
Clean Out Installation	5	27
Water and Sewer Connection	0	4
Total: All Permits	60	326

New Residential Units (CO's)	Month	Year to Date
Total	0	2

Valuations	Month	Year to Date
Residential	\$275,991.40	\$1,970,966.15
Commercial	\$0.00	\$12,309,016.00
Total	\$275,991.40	\$14,279,982.15

Building Inspections	Month	Year to Date
Residential	81	357
Commercial	37	592
Total: All Inspections	118	949

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	8	45
Mobile Food Units	2	4
Signs - Permanent	3	10
Signs - Temporary	1	6
Zoning	15	56
Total: All Permits	29	121

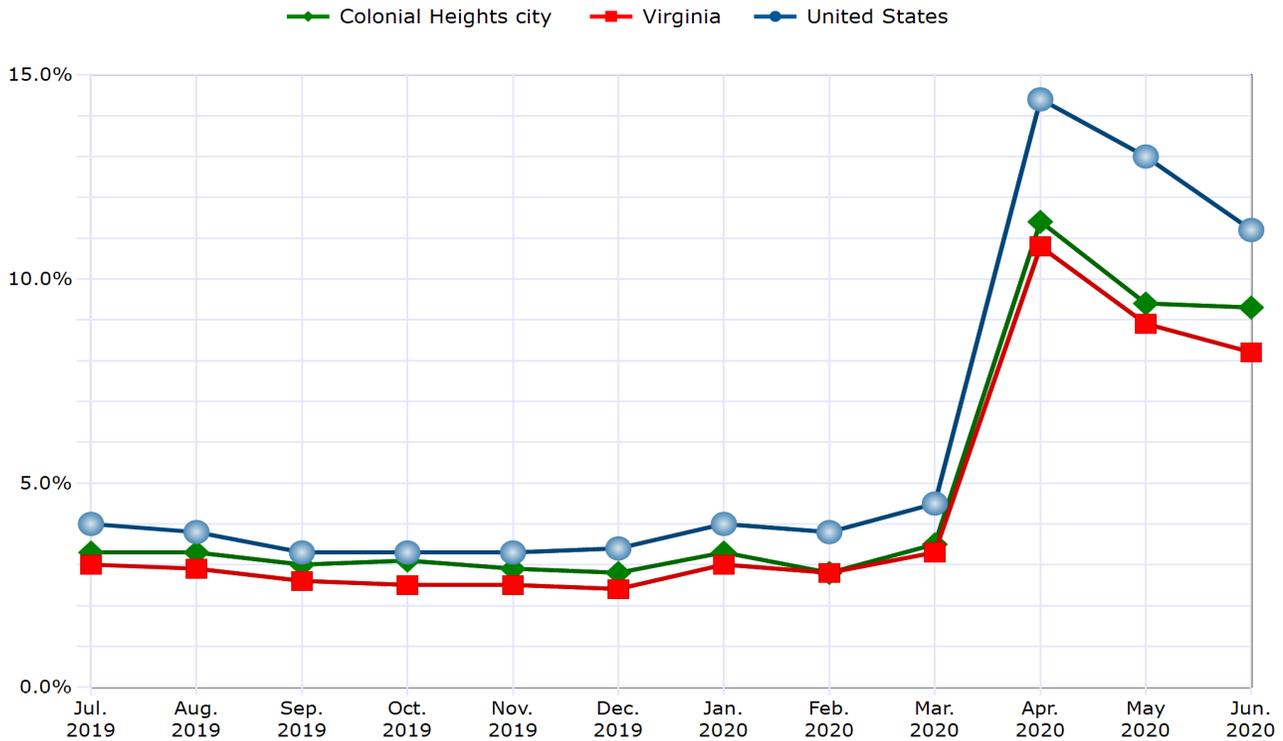
Development	Month	Year to Date
Plat: Adjustment/Vacation	0	0
Prelim. Subdivision Review	0	1
Prelim. Site Plan Review	0	1
Special Exception Permit	0	0
Special Use Permit	0	4
Rezoning	0	0
Variance	0	4
Wetland Development	0	0
Zoning Opinion	2	5
Total: All Categories	2	15

Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	2
Planning Commission	1	5
Wetlands Board	0	0
Total: All Meetings	1	7

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	6	31	4	20
Exterior Storage of Objects	5	32	5	24
Inoperable Vehicle	5	68	6	55
Property Defacement	0	2	0	2
Tall Grass	56	152	45	120
Trash Can Placement	12	242	7	117
Trash/Debris	8	48	9	33
VA Property Maintenance Code	0	17	24	31
Zoning	3	21	7	16
Total: All Cases	95	613	107	418

III. ECONOMIC DEVELOPMENT DEPARTMENT:



UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS

Comparison Over Time

Time Period	Colonial Heights city	Virginia	United States
July 2020	9.2%	8.9%	11.2.0%
June 2020	9.3%	9.2%	13.0%
July 2019	3.4%	3.0%	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 July 2020 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,851	8,034	817	9.2	No

- *Chesterfield 7.5 %unemployment *City of Petersburg 19.1% unemployment
- *Dinwiddie 8.1 % unemployment *City of Hopewell 14.7% unemployment
- *Prince George 8.4 % unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	1
Sites/Bldgs. Submitted	2
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 – Open
Wing & Burger (WNB Factory) – tenant upfit

IV. POLICE DEPARTMENT:

There is a consensus that Year 2020 cannot end soon enough. However, as last month we had concerning increases, this month we have had remarkable decreases, specifically a significant reduction in violent crimes. I wish I could report that the country was experiencing this as well, but that is not the case. I wish the same applied to overdoses, but we experienced an increase in overdoses for a second month in a row. Thankfully, we continue to administer Narcan and have not had a fatality to report. This past month, we utilized 10 doses of Narcan for eight (8) overdose victims. We continue to encourage social distancing 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 to preserve the health of our community and promote safety. Officers are taking the extra precautions of changing clothes prior to going home, and we are looking at ways to further mitigate their family's risk for exposure.

We continue to test for both certified and non-certified police applicants. We are hoping to select a few to send to the police academy, continually working toward more diversity and youth within the agency. Our professional relationship with the University of Virginia is a source of pride as we currently have Captain Robert Ruxer attending their Command College. The 10-week program focuses on leadership and collaboration and is in tune with our mission of preparing our officers for additional responsibilities and opportunities to benefit our agency and those we serve.

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

- Officer Rob Brown responded to a disturbance on Perthshire Lane, which was upgraded to a stabbing. When Officer Brown arrived, he contacted the suspect on the front porch and was able to detain him without incident. Officer Brown's investigation lead to charges of aggravated assault and possession of marijuana from this incident.
- Officer Desiree McCurry took a report of a sexual assault that had occurred in the city of Colonial Heights in 2014. The victim explained the details of the assault and Officer McCurry contacted the Investigations Division for assistance, and they are investigating this case.

IV. POLICE DEPARTMENT (CONTINUED):

- Lt. Thad Johnson responded to a fight in progress call with a firearm at the softball fields on Taswell Avenue. The reported suspect was in her vehicle leaving as Lt. Johnson arrived on scene. Lt. Johnson conducted a traffic stop on the suspect vehicle and during his investigation he determined there was a firearm involved, but it played no part in the disturbance. The victim did not want to pursue any charges at this time. Marijuana was located and the suspect was written a summons for the violation.
- Career Officers Greg Thinnes and Mike Duncan responded to Lake Avenue for a domestic disturbance, for which a male suspect was arrested for domestic assault. Career Officer Thinnes began to speak to the victim, who advised of a possible incendiary device and showed the device to Officer Thinnes. With assistance from the Fire Marshall, Career Officer Thinnes also brought additional charges for the manufacture of the device.
- Officers responded to a shots fired call at Boulevard and Maple Avenue. A witness advised that a suspect got out of his vehicle and fired several rounds from an AK-47 at another vehicle traveling west on Maple Avenue. The suspect then got back into his vehicle and fled the scene. The victim vehicle was located and there were no injuries reported. The victim advised that the incident started over a road rage situation. Detectives were called out and they are investigating the incident.
- Sr. Officer Devin Marks responded to Wawa on the Boulevard for a person brandishing a firearm. Sr. Officer Marks located the vehicle involved and spoke to the driver. As Sr. Officer Marks started a DUI investigation, the suspect became combative and was ultimately arrested for multiple criminal violations.
- Career Officer Mike Kelley responded to a suspicious package call near the middle school and found a small package of suspected narcotics. An investigation developed a possible suspect and the suspected narcotics have been sent to the Forensics Lab for analysis.

K-9 ACTIVITIES

- Sr. Officer Micaulay Fable and K-9 Justice completed two days of training with Chesterfield County Police.
- Sr. Officer Fable and K-9 Justice were deployed seven times during the month of July, one of which was a call-out by Chesterfield County Police Department. No narcotics were discovered out of the seven times K-9 Justice was deployed.
- Acting Sergeant Chris Wulff and K-9 Rose attended monthly training with Newport News Police Department's K-9 Unit.

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:

- Sgt. Renee Walters and Career Officer Scott Whirley transported 49 firearms to Gerdau Steel that were ordered to be destroyed by the court. The officers witnessed these weapons destroyed by fire at the plant.
- Maria Davenport of the New Kent County Sheriff's Office came to review accreditation files with Career Officer Whirley as we approach re-accreditation.

IV. POLICE DEPARTMENT (CONTINUED):

- Throughout the month, members of the division went through property bins and distributed disposition sheets to officers on older cases in preparation for the CAD conversion. This will continue for the next several months.
- Officer Jasmine Lynch continued her light duty assignment with the division. During the month of July, she was instrumental in preparing for the written and physical tests for the applicant process. She also assisted the division with property dispositions, data entry and other assignments during the month.
- Major Anspach and Captain Steve Groat attended a welcome reception for Captain Ruxer's Command College class.
- Career Officer Whirley and Officer Lynch began planning our *Celebrate Safe Communities* event by calling former hosts. Both will continue to make calls and will follow up for the October event.
- A *Statement of Agreement* for the upcoming School Resource Officer (SRO) grant (year two of four) was signed and emailed to the Department of Criminal Justice Services by the City Manager.
- All School Resource Officers are preparing to return to their respective schools in the fall.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported July 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 one case from a previous month), which resulted in a clearance rate of 78% for the month.

As stated previously, we saw an increase in heroin/fentanyl overdoses. There were eight (8) opioid-related overdoses; however, no deaths in July. We administered 10 doses of Narcan during the month. Please note that the law changed 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. In one notable case, children were present in the household. However, since there was another adult present, no charges of child neglect could be placed. As a safeguard, Child Protective Services was notified.

Some of the division highlights include:

- **Detective Sergeant Chris Harris** is handling the supervision of the unit during Captain Ruxer's training.
- **Career Detective Roger Santini** was assigned two (2) new cases:
 - Two sex offenses, one cleared by arrest and one unfounded
 - Runaway juvenile, located and returned home
- **Senior Detective Joe Vaughan** was assigned four (4) new cases:
 - Grand larceny
 - Runaway juvenile located and returned home
 - Domestic assault
 - Sexual assault cleared by arrest from previous month

IV. POLICE DEPARTMENT (CONTINUED):

- **Master Detective Adam Brandeberry** was assigned three (3) new cases this month:
 - Discharge of firearm at occupied vehicle
 - Child neglect
 - Fraud

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

Senior Detective Will Waldrep is assigned to the **U. S. Marshal's Fugitive Task Force**, where **(27)** fugitives were arrested and **127** warrants were served. Four (4) were from the City of Colonial Heights this month.

Auxiliary and **Sentinels** had their monthly meeting on-line due to the Covid-19 pandemic. Auxiliary officers and Sentinels provided 62 hours of extra manpower patrolling and riding with officers. They volunteered a total of 108 hours of service during July, and they have volunteered a total of 751 hours of service during the 2020 calendar year.

Overall as an agency during the month of July, we made **256 total arrests**; worked **87 crashes**; wrote **328 traffic citations**; executed **538 traffic stops**; affected nine **(9) DUI arrests**, **18 drug arrests**, and issued **19 parking citations**.

Our **Employee of the Month for June 2020** was just recently released from field training, but she certainly hit the ground running. On June 26, 2020, **Officer Morgan N. Davis** responded to a robbery in the south end of the city. Enlisting the assistance of other officers, Officer Davis was able to identify, apprehend and incarcerate one of the suspects. While in the company of the suspect, she was able to build a rapport with him and obtain the stolen property. During her investigation, Officer Davis was also able to obtain information regarding the second suspect as well as the location of the weapon used in the commission of the robbery. Her investigation led to other crimes, whereupon she was able to secure search warrants and build a solid case. This incident also led her to a case involving child pornography, which she continued to pursue, leading to an identification of the suspect and an admission of guilt.

In addition to the above cases, Officer Davis also investigated a shoplifting at Walmart which led to the investigation and revelation of several other crimes. She was able to locate narcotics and a concealed firearm. She obtained three warrants for Possession of Schedule I or II narcotics, Possession of a Firearm while in Possession of a Controlled Substance, and Possession of a Schedule IV narcotic.

Over the course of these events, Officer Davis, with little assistance, obtained search warrants, developed leads, conducted interviews and secured evidence. She operated with confidence, knowledge and drive not typically witnessed with an officer of her experience level.

Morgan has proven she has the qualities that make for a great police officer. She is hard working and never complains about workload or assignments. She is never afraid to ask questions or jump in and learn from her supervisors and peers. She accepts all advice openly and applies the things she has learned in an appropriate manner. We believe that Officer Davis's work ethics and attitude are examples of what all Colonial Heights Police Department officers should strive for.

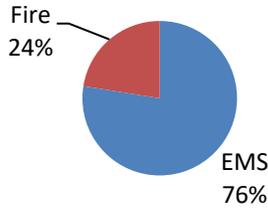
For all the above reasons, there is no question that **Officer Morgan Davis** is more than worthy of this distinguished honor of being our department's Employee of the Month.

IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS			
July 2020			
Crime	July 2019	July 2020	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	0	0	0%
Aggravated Assaults	8	2	-75%
Simple Assaults	21	18	-14%
Breaking & Entering	5	2	-60%
Larceny	67	51	-24%
Vehicle Thefts	1	0	-100%
Arson	0	0	0%
Shoplifting	38	27	-29%
DUI Arrests	9	9	0%
All Criminal Arrests	348	256	-26%
Calls for Service	3,433	3,370	-2%
July 2020	Number Reported	Number Cleared	Percentage Cleared
	73	53	73%

V. FIRE & EMS DEPARTMENT:

Total Incidents: 451



Total Fire Type Incidents: 109

(Total Fire Loss \$21,000)

Total EMS Incidents: 342 (220 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.6% of emergency incidents: (Avg. response time 6:14 minutes)

EMS units arrived on scene in less than 9 minutes on 98.8% of emergency incidents. (Avg. response time 5:24 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	7	Good intent calls	35
Cooking fire confined to container	1	Arcing shorted electrical equipment	2	Public service calls	9
Brush or brush and grass mixture fire	2	Oil or combustible Liquid Spill	1	Assist invalid	12
Outside equipment fire	2	Haz Mat release investigation w/no Haz Mat found	1	Smoke/CO detector installation	5
Unauthorized burning	2	Smoke scare, odor of smoke	1	Knox Box Installation	1
		Steam, other gas mistaken for smoke	3	False alarm/false calls	13
		Water or steam leak	3	Animal rescue	2
		Building or structure weakened	1	Child seat installation	2
		Explosive, bomb removal (bomb scare)	2	Cover assignment or standby fire scene	2

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	8	Assist, Public	34	Cancelled (Prior to Arrival at Scene)	17
Patient Evaluated, No Treatment/Transport Required	2	Cancelled on Scene (No Patient Found)	6	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	2
Patient Treated, Released (AMA)	13	Patient Refused Evaluation/Care (Without Transport)	31		
Assist Agency	1	Patient Treated, Released (per protocol)	7		
		Patient Dead at scene resuscitation attempted (W/O transport)	1		

Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	1	M/A received from Chesterfield Fire	4
M/A given to Chesterfield Fire	1		
M/A given to Petersburg Fire	2		
M/A given to Prince George Fire	1		

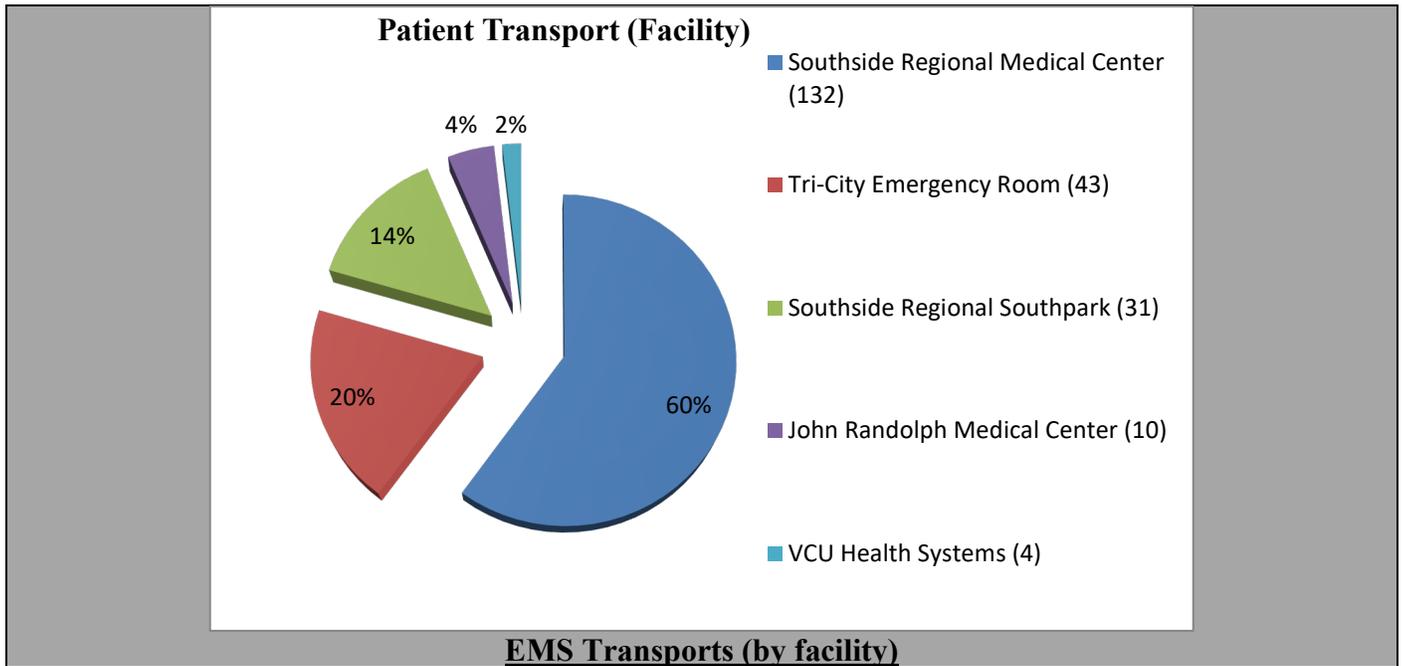
EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	10	M/A received from Chesterfield EMS	1
		M/A received from Fort Lee EMS	1
		M/A received from Petersburg EMS	1

Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
Station 1	<u>Number of Incidents</u>	1 (Engine 941)	1 (Medic 934)
	<u>Total Hours</u>	861 hrs.	72 hrs.
Station 2	<u>Number of Incidents</u>	1 (Quint 942)	1 (Medic 932)
	<u>Total Hours</u>	3.5 hrs.	239 hrs.

V. FIRE & EMS DEPARTMENT (CONTINUED):



VI. FINANCE DEPARTMENT:

Finance Activity:

- Covid-19 Economic Impact- June meals and lodging taxes remitted in July showed significant improvement. Meals taxes were at their pre-Covid levels, and lodging taxes were 43% less than pre-Covid collections, compared to 75% and 60% declines in the prior two months. May sales taxes remitted in July were only down 14% from the same month last year, as compared with 20% declines from previous year for March and April sales. These revenues will be accrued back to Fiscal Year 2020.
- ERP System- The Property tax and cashiering go live planned for July 23 and 24th was postponed. In the final checks on July 20, staff found multiple errors and inconsistencies, and staff reported interruptions in training that hindered their understanding of the system. The live dates for Property tax have been reset to September 18-22. Utility billing and cashiering will go live August 24. Business License is going live August 11 and Central Properties is already live.
- FY20 Audit- Auditors are scheduled to be on-site August 31- September 11.

Purchasing Activity:

- Purchasing - 423 total purchase orders were completed, which includes 51 departmental purchases being reviewed. This is compared to 440 that were completed for the same month in 2019.
- Finance processed 69 check requests during the month.

Bid/RFP Activity:

- A P.O. for Hrouda Pump Station was issued in July, project completion is scheduled for May 2021.

VI. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity:

- A Purchase Order issued for emergency work to take down a tree on Cameron Avenue.
- An addendum was added to the IT Services contract providing for project management and on-site help desk support.
- Laptops were ordered for Engineering Department. (CARES funded for teleworking)
- Approximately 200 blanket purchase orders were completed and issued to all departments during the month.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent- 3,886
- Delinquent Notices Sent –733 or 20.1% with 369 who would have been cut off for nonpayment, except the City has placed a moratorium on cut-offs due to Covid-19.
- \$774.47 in utility billing set-off debt collections received for this month.
- CDBG utility relief payments were applied to 22 accounts who completed applications and were eligible for the program. A total of \$5,956 was applied to these accounts.

Billing and Collections Activity:

- 45 DMV releases processed: 45 personal property, 2 parking
- Administrative fees collected \$911.24
- There were \$2,273.83 in set-off collections this month
- Sales tax collections declined in July by (13.67%) (May sales) compared to April 2019. This was a better result than expected, and is better than the 20% decline experienced from March and April sales.

Real Estate Activity:

- 49 transfers this month, 22 of which were valid residential sales
- \$479,200 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 July 2020:

Advertisements

<u>Department</u>	<u>Position</u>
Library	Digital Resources Assistant (Part-time)
Public Works	Director of Public Works/City Engineer (Promotional)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Digital Resources Assistant (Part-time)	27	500
Director of Public Works/City Engineer (Promotional)	1	13

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	

- The Department of Labor and Industry (DOLI) developed and implemented §16VAC25-220, *Emergency Temporary Standard for COVID-19 Infectious Disease Prevention* on July 27, 2020. This standard is designed to prevent the spread of COVID-19 and protect Virginia's workers. Employees will be provided required training materials in two parts.
- The citywide online training system setup process continues through First Net Learning and VRSA. It is anticipated that the system will be ready to implement on October 1, 2020.
- Virtual meetings continue to be held by various agencies 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 65,504 page views in the month of July.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Animal Control & Shelter2. Library3. Real Estate Search Records4. Pay Online5. Yard Sale6. City Employees7. Human Resources8. Police9. Recreation & Parks10. Utility Billing11. Real Estate Tax12. Real Estate Assessor13. GIS & Maps14. Records & Property Tax Maps15. eLibrary	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> Germany South Korea India Ireland Philippines <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois District of Columbia Pennsylvania Maryland Texas
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- ☆ Citizens submitted and city staff processed 432 Service Requests and questions through the “Report a Concern” module during the month of July.
- ☆ The City of Colonial Heights’ Facebook Page now has 5,300 fans and the City’s Twitter account has 1,515 followers. There are 3,320 subscribers for “In the News”.

IX. LIBRARY:

- ☆ The library staff circulated 7,858 titles in July, which is down from an average of 20,000 due to COVID.
- ☆ Residents borrowed 5,153 print titles and 1,716 e-books on Kindle Readers, while 989 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,111 residents registered for the Hoopla service.
- ☆ The public computer center had 361 users, down from an average of 1800 users per month, while the iPad center was used 0 times.
- ☆ The library’s emerging Digital Resource Center remains closed due to COVID.
- ☆ The library’s meeting rooms remain closed due to COVID.
- ☆ An average of 117 residents used the library each day, while 49 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

The Recreation Division began to open up more programs in July and offered two sports camps, tennis lessons, a mobile Recreation Camp at White Bank Park, as well as Belly Dance classes. As COVID guidelines were relaxed our ballfields returned to offering tournaments to include the Tri-City Tourneys that are managed by the Tri-City Chili Peppers team staff. These tournaments have been a huge success due to the unique live streaming options available at Shepherd Stadium. Staff continues to work on offering programs that can be done in safe manner while adhering to state guidelines.

Activities/Programs	2020	2019
Soccer Camp	40	46
Elite Sports Performance Camp	12	N/A
Tennis Lessons	18	17
Mobile Recreation Camp	48	N/A
Belly Dance	5	3
Facility Usage	2020	2019
Community Room Attendance	1,125	1,040
Community Room Reservations	15	20
Pavilion Attendance	2,592	2,325
Pavilion Reservations	36	31
Field Attendance	14,850	7,750
Field Rentals	54	31

Agency on Aging

Agency on Aging Activities	2019	2020
Adult Coloring	6	6
Bingo	51	25
Bridge Party	56	16
Senior Club Meeting	50	32
Senior Golf Association Fort Lee	416	340
Senior Golf Association Tri-Cities	209	176
Classes	2019	2020
Crochet & Knitting	39	28
Line Dancing Class	106	126
Quilts for Vets	11	10
Sewing Class	45	14
Watercolor with Faye	24	16
Fitness	2019	2020
Muscles in Motion	178	44
Sit & Let's Get Fit	185	72
Strength & Stretch	303	21
Tai Chi	51	48
Total Body Strength	246	45
Yoga	173	46
TOTAL	2,149	1,065
Volunteer Hours	0	0
Meals	2019	2020
Home Delivery Meals	20	12
Transportation	2019	2020
Total Passengers	417	202
Total Trips	845	384
Total Miles	5483	1438
Wheelchairs	31	7
Donations	\$734.00	\$178.00
New Riders	18	4

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Parks, Horticulture, Buildings & Grounds

- Cut grass as needed around City buildings, parks, and sports fields.
- Prepped ball fields as needed for league and tournament play.
- Rebuilt mound and home plate area in Shepherd Stadium.
- Laid out and painted soccer fields at Soccer Complex.
- Dug up and repaired irrigation line at Library backflow.
- Worked on the following for Shepherd Stadium renovations:
 - a. Finished hanging netting down out of play areas.
 - b. Installed pads on first base dugout poles.
- Built and installed plexiglass barrier in City Hall HR offices.
- Built and installed plexiglass window in door of Adult Probations office.
- Built and installed plexiglass barrier in Police Administration office.
- Mulched sites as needed.
- Weeded and trimmed flower beds at sites as needed.
- Edged flower beds as needed.
- Trimmed shrubs at Fire Station #2.
- Trimmed Hollies at Pickwick Ave.
- Cut suckers off Crepe Myrtles at Public Safety Building.
- Trimmed Hollies and Bray Berry at Legacy Garden.
- Trimmed back lower limbs on trees at Courthouse.
- Installed memorial bricks at Animal Shelter memorial.

Violet Bank Museum

Attendance	2020	2019
Tours Given	38	74
Grounds Visitors	24	37
Ongoing Programs	18	22
Outreach Programs	30	38
Special Events	0	39
Attendance Totals	110	210

The museum was able to reopen after the 4th of July holiday for tours. Visitation so far has gone well, with guests calling prior to their planned visit and observing COVID-19 safety precautions throughout the tour.

The Violet Bank Stitchers from the Heart Group were pleased to be able to meet again on Tuesdays in the conference room of the museum. They have been very productive during the shutdown and the group will be presenting some really nice items in the near future to those in need.

Grounds usage was down a bit during the month, most likely due to the high temperatures and humidity. One small wedding did take place under the Cucumber Tree.

Mrs. Jan Pingle, President of the Violet Bank Garden Club, made two natural, dried arrangements for the museum. These are going in a new display that is currently being put together. The arrangements are just perfect for what is needed and museum staff are very appreciative of her time, talent and generosity.

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

- Marquis Mapp has assumed the advisor role-researched and prepared for service projects —build a bench and picnic table, plans to clean James Ave in August, discussed Storywalk project collaboration with Recreation and Library. Next meeting August 26 - Election of new officers

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 on July 20 agenda included: Formed an ADHOC committee to elect officers and a committee to review and/or revise By-Laws. Next meeting is August 17 in-person.

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-Evaluating program model to convert to virtual capacity, developing reopening plans, making plans for a leadership class for middle school students

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.

- July meeting held by Microsoft Teams - Colonial Heights current caseload is 24

Community Multi-Disciplinary Team

- July meeting discussed current caseload

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

- July meeting-Members shared information through Microsoft Teams meeting-lots of COVID resource sharing

Positive Parenting Coalition (PPC)

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

- July Meeting-Resource sharing, agency updates

CAAN DUU

- No July Meeting

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Office on Youth & Human Services (contd.)

Community Coalitions of Virginia (CCOVA)

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

- July meeting held virtually-agency updates by members, participated in training from Youth in Recovery

SAFE Opioid and Heroin Prevention Task Force (OHPTF)

Meets monthly with purpose to prevent and reduce substance abuse

- July meeting held virtually

Crime Control Diversion Programs-12th District Court

Community Service

Program to provide community service supervision for court mandated youth

- 7 Youth participated in CSW by spreading mulch at city hall, picking up trash in city parks and working around the office for a total of 144 hours.

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

- Youth and parent attended the July program (24 hours)

Workforce Readiness Skills

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

- No referrals

Juvenile Court Navigator

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

- No referrals

Substance Abuse Assessment District 19

- 2 referrals

Driver License Ceremony-Colonial Heights Courthouse

- Driver's License Ceremony has been cancelled for the remainder of this year

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
- Compare and Share data on e-cigarette use with Chesterfield Prevention Services
- Develop partnership with Community Foundation
- RVA Basics
- Kinship Caregivers Support
- Schedule community classes in Youth Mental Health First Aid

Professional Development

- Youth Mental health First Aid Facilitator Training - Marquis
- Virginia Foundation for Healthy Youth - Dale
- CRASE - Marquis
- Racial Trauma and Mental Health - Marquis
- Future of Early Learning in Virginia - Becca
- Out of School Time Townhall - Becca
- Google Classrooms How To - Becca

XI. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2020	54	\$18,336.16	2	\$906.83
2019	75	\$18,803.02	2	\$1,905.32

The sublet repairs consist of

Windshield replacement	\$328.51
Dealer repair	\$578.32