



# CITY MANAGER'S REPORT TO CITY COUNCIL

SEPTEMBER 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** – Awaiting Right of Way Authorization from VDOT.
  - **Boulevard and Westover Ave Intersection, UPC 100501** – VDOT currently reviewing 90% plans.
  - **Dupuy Avenue Modernization, UPC 101287** – Construction in progress.
  - **Lakeview Avenue Modernization, UPC 101288** – Advertisement November 2, 2020.
  - **Temple Avenue Signal Coordination, UPC 98883 (CMAQ Program)** – Construction completed.
  - **Appomattox Green River Trail Phase IV, UPC 115182** – Construction completed.
  - **Appomattox River Greenway Trail Phase V, UPC 107533** – Awaiting State approval for additional funding. Consultant working on 70% Plans.
  - **FY 20 Pavement Preservation** – Bid retracted due to current budget concerns.
- 

### Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Utility relocation completed. 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.
- 

### Development Plan Reviews

- **Gill Point Section 11 Plat** - 1<sup>st</sup> submittal received on 9/22.
- **Panera Plan** - 2<sup>nd</sup> submittal received on 8/24. Comments sent to developer on 9/21.
- **Panera Preliminary Plat** – Plat received on 8/14. Comments sent to Planning on 9/8.
- **Temple Commercial Preliminary Plan** – Plan submitted on 8/28. Comments sent to Planning on 9/8.
- **Dunlop Village Entrance Plan** - 1<sup>st</sup> submittal received on 9/23. Comments sent to developer on 9/28.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

September 2020

#### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	11	102
Commercial Building	5	27
Demolition	0	0
Electrical	10	111
Mechanical	10	70
Plumbing	9	67
Swimming Pool	1	13
Amusement Rides	0	1
Tent	0	2
Clean Out Installation	1	32
Water and Sewer Connection	1	7
<b>Total: All Permits</b>	<b>48</b>	<b>432</b>

New Residential Units (CO's)	Month	Year to Date
<b>Total</b>	<b>1</b>	<b>3</b>

Valuations	Month	Year to Date
Residential	\$201,907.00	\$2,522,829.91
Commercial	\$199,550.00	\$12,508,641.00
<b>Total</b>	<b>\$401,457.00</b>	<b>\$15,031,470.91</b>

Building Inspections	Month	Year to Date
Residential	75	497
Commercial	46	652
<b>Total: All Inspections</b>	<b>121</b>	<b>1149</b>

#### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	6	57
Mobile Food Units	0	4
Signs - Permanent	1	13
Signs - Temporary	1	8
Zoning	1	71
<b>Total: All Permits</b>	<b>9</b>	<b>153</b>

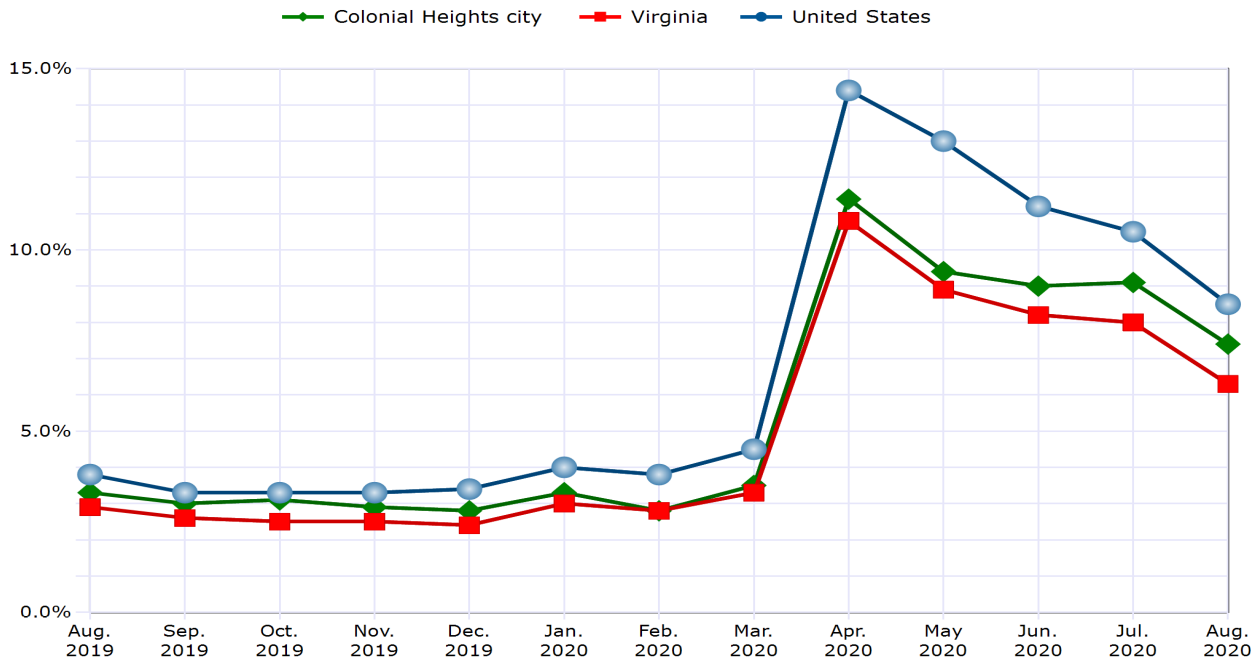
Development	Month	Year to Date
Plat: Adjustment/Vacation	0	0
Prelim. Subdivision Review	1	2
Prelim. Site Plan Review	0	1
Special Exception Permit	0	0
Special Use Permit	1	6
Rezoning	0	0
Variance	0	4
Wetland Development	0	0
Zoning Opinion	0	5
<b>Total: All Categories</b>	<b>2</b>	<b>18</b>

Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	3
Planning Commission	1	6
Wetlands Board	0	0
<b>Total: All Meetings</b>	<b>1</b>	<b>9</b>

#### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	7	40	7	29
Exterior Storage of Objects	3	39	7	42
Inoperable Vehicle	5	77	11	75
Property Defacement	0	2	0	2
Tall Grass	42	256	83	214
Trash Can Placement	5	258	25	143
Trash/Debris	6	59	11	72
VA Property Maintenance Code	2	22	2	58
Zoning	2	28	3	32
<b>Total: All Cases</b>	<b>72</b>	<b>781</b>	<b>149</b>	<b>667</b>

### III. ECONOMIC DEVELOPMENT DEPARTMENT:



#### UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS

Comparison Over Time			
Time Period	Colonial Heights city	Virginia	United States
Sept 2020	7.0%	6.1%	7.7%
Aug 2020	7.4%	6.3%	8.5%
Sept 2019	3.0%	2.6%	3.3%

Source: Virginia Bureau of 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 September 2020 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,630	8,023	607	7.0	No

\*Chesterfield 5.7 %unemployment  
 \*Dinwiddie 6.3 % unemployment  
 \*Prince George 6.3 % unemployment  
 \*City of Petersburg 15.4% unemployment  
 \*City of Hopewell 11.6% unemployment

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

#### Prospect Activity:

Direct Requests for Information:	6
Sites/Bldgs. Submitted	2
Active Prospects	8

#### Projects:

Boot Barn – under construction  
Towneplace Suites – in site plan  
Panera w/Drive-thru – submitted preliminary site plan for review  
Mission BBQ – tentative October 2021 opening  
The Volcano Crab – Open  
Boil Bay – Open  
Wing & Burger (WNB Factory) – Open

### IV. POLICE DEPARTMENT:

The month of September was one of new beginnings and celebrations. We hired four (4) officers during the month—two are certified and the other two are non-certified and scheduled to attend the Crater Criminal Justice Training Academy in January of 2021. We also recognized and celebrated the achievements of Captain Robert Ruxer, who attended the University of Virginia’s National Command College. Capt. Ruxer successfully completed the 10-week program and joins the ranks of two other alumni within the department—Major William Anspach and Captain Steve Groat. We are very proud of our professional relationship with the University and the Virginia State Police, co-sponsors of the program.

Newly hired certified Officers Arash (Alex) Riazi and Corbin Ramos were sworn in, as well as non-certified officers Karris Jackson and Austin Thomas. Field training for these officers has begun, so there is a good chance you will occasionally see two officers to a car. We are also very excited to welcome back Master Officer Joey Viera, who has been on extended military leave serving our country.

Unfortunately, we had to cancel our traditional *Celebrate Safe Communities* event. The pandemic severely affected our participants, so we are hopeful that we can do this very important community event next year.

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

- Officers responded to the 400 block of Highland Avenue for a child, wearing only a diaper and t-shirt, wandering to the caller’s residence. Senior Officer Darrell Aleshire was able to locate the residence where the child lives and charged the adult at home with child neglect.
- Officers responded to 830 Southpark Boulevard for a strong-arm robbery. A juvenile victim was selling watermelons and an unknown suspect grabbed the cash the victim had collected and left the area in a vehicle. One of our detectives was called out and is investigating the incident.
- **Senior Officer Micaulay Fable** and **Officer Morgan Davis** responded to the area of Conn’s Home Goods for a subject bleeding on the ground. They located the subject who had severe lacerations on both wrists. Tourniquets were applied to both arms until he could be treated by EMS.

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

- **Lt. Thad Johnson** was investigating a handicap parking violation at Wawa on the Boulevard. The operator was located and became confrontational with the lieutenant. While obtaining identification information, the suspect grabbed Lt. Johnson. While attempting to take the suspect into custody, the suspect then punched Lt. Johnson in the face. The suspect was detained and charged with the assault.
- An officer responded to the Bank of America on the Boulevard for a skimmer device found on the ATM. The officer notified Investigations, who responded and took over the investigation.
- **Officer Jason Poe** responded to Nottingham Drive for a domestic incident. Before officers arrived, the suspect attempted to leave and struck the victim with the vehicle causing serious injury to the victim's legs. The suspect was charged with malicious wounding and DUI as a result of this incident.
- **Career Officer Mike Kelley** and **Senior Officer Devin Marks** responded to assist EMS on a difficulty breathing call. When they arrived, all doors to the residence were locked. While on scene, the subject stopped breathing and a window was broken, and entry gained. Police and EMS personnel started CPR without success. Investigations responded out and took over the investigation.

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

- **Senior K-9 Officer Fable** and **K-9 Justice** completed one day of training with Chesterfield County Police.
- **Senior K-9 Officer Fable** and **K-9 Justice** were deployed eight times during the month of September.
- **K-9 Sergeant Chris Wulff** and **K-9 Rose** attended one day of training with the Newport News Police K-9 unit.
- On September 20<sup>th</sup> **Sergeant Wulff** and **K-9 Rose** responded to Goodwill on the Boulevard for a missing adult with medical problems. A K-9 track was started, and the subject was located by patrol officers at Wawa.

The **Law Enforcement Services Division**, commanded by **Major William Anspach**, also reported his division as having a busy month. Highlights from their reported activities are as follows:

- This division did a phenomenal job with the hiring and processing of our four new employees, a task for which they are responsible.
- **Major Anspach** and **Master Detective Adam Brandeberry** provided a demonstration of our Drone Program to members of City Council. During the event, several citizens stopped by to ask questions and were able to view this new tool.
- All members of the division assisted with the roll-out of the new Body 3 body-worn cameras. Division members assisted in the set-up, distribution, and pairing of these new cameras and the downloading of data from the Body 2's. All department members completed online training regarding the new cameras.

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

- The division hosted a mock accreditation with multiple outside evaluators reviewing the folders. The evaluators provided positive comments, and advised we are on target for our upcoming reaccreditation in January 2021.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported September was a below average month for the number of cases assigned to Investigations. **Detective Sgt. Chris Harris** continued to be lead supervisor within the division during Capt. Ruxer's absence while he attended Command College. Six (6) new cases were assigned to detectives for the month. Of all the cases that were investigated, seven (7) were cleared (this included clearing two cases from a previous month), which resulted in a clearance rate of 125% for the month.

Kudos to our division for all their efforts in conducting background investigations on all our new employees. We experienced three (3) overdoses, all of which were non-fatal. Narcan was deployed by officers at all three incidents.

Some of the division highlights include:

- **Detective Sergeant Chris Harris** is handling the supervision of the unit during Captain Ruxer's absence.
  - A death investigation was closed as unfounded, no crime.
- **Career Detective Roger Santini** was assigned two (2) new cases:
  - Runaway, cleared by arrest
  - Attempted suicide, unfounded
- **Senior Detective Joe Vaughan** was assigned two (2) new cases:
  - Malicious wounding by mob, cleared by arrest
  - Fraud, inactive at this time
  - Grand larceny from July 2020, exceptionally cleared
- **Master Detective Adam Brandeberry** was assigned one new case this month:
  - Robbery, unfounded
  - Distribution of child sexual abuse material from August, unfounded

No public nuisance letters were issued this month.

**Senior Detective Will Waldrep** is assigned to the **U. S. Marshal's Fugitive Task Force**, where numerous fugitives were arrested and warrants were served. A total of 17 fugitives were arrested, of which eight (8) were from the City of Colonial Heights. Sixty (60) warrants were served, with 13 of those being from the city.

**Auxiliary officers** and **Sentinels** provided 50 hours of extra manpower patrolling and riding with officers. They volunteered a total of 121 hours of service during September, and they have volunteered a total of 942 hours of service during the 2020 calendar year to date.

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

Overall as an agency during the month of September, we made **267 total arrests**; worked **86 crashes**; wrote **339 traffic citations**; executed **389 traffic stops**; affected **nine (9) DUI arrests**, **11 drug arrests**, and issued **seven (7) parking citations**.

Our **Employee of the Month for July 2020** was nominated by more than one squad and recognized in September. **Sergeant Jared R. Brandeberry** has shown himself to be a positive, significant member of the supervisory staff since he was promoted to the rank of sergeant in August of 2019. Jared has taken on multiple projects and assignments in addition to his supervisory duties in the Patrol Division. For one, he has accepted a leadership role in the department's new Peer Support Program. This program consists of department members, chaplains and professional mental health providers engaging with staff members during a crisis or with the day-to-day stress of the position. With current trends, mental wellness is just as essential as physical wellness. Sgt. Brandeberry has attended peer support training, developed new policy for this program, and is constantly researching new resources.

Secondly, Sgt. Brandeberry took on the contact role for the new e-citation program that will ultimately be used by every officer. Not only did he attend the training and then trained the officers on his squad, but he also made himself available to all squads and members of the department. As with any new program, corrections needed to be addressed, which Jared took care of while both on and off duty, making himself available and ensuring that officers and the department were in compliance with state mandates. The success of this new system can largely be attributed to Jared's involvement.

Last, but certainly not least, Sgt. Brandeberry is one of multiple members of the massive CAD conversion and building team project. As a supervisor and former school recourse officer, Jared offers a great perspective, adding his knowledge and expertise.

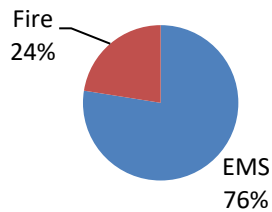
Sgt. Brandeberry has worked on self-improvement in education by achieving his master's degree and entering the promotional process for lieutenant. Jared presents himself in a positive and professional manner to his squad, the department and to our citizens on a daily basis.

For his professionalism, dedication, positivity and willingness to lead, the review panel felt that Sgt. Jared Brandeberry was most deserving of this award. He is exemplary in his performance every day, always striving to be the best at whatever challenges arise. We are so honored to call Sgt. Jared Brandeberry a friend and colleague.

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

<b>DEPARTMENT STATISTICS</b>			
<b>September 2020</b>			
<b>Crime</b>	<b>September 2019</b>	<b>September 2020</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	1	1	<b>0%</b>
Aggravated Assaults	1	6	<b>500%</b>
Simple Assaults	17	10	<b>-41%</b>
Breaking & Entering	2	1	<b>-50%</b>
Larceny	73	53	<b>-27%</b>
Vehicle Thefts	2	1	<b>-50%</b>
Arson	0	0	<b>0%</b>
Shoplifting	41	27	<b>-34%</b>
DUI Arrests	6	9	<b>50%</b>
All Criminal Arrests	280	267	<b>-5%</b>
Calls for Service	3,372	2,984	<b>-12%</b>
<b>September 2020</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>72</b>	<b>53</b>	<b>74%</b>



**V. FIRE & EMS DEPARTMENT:****Total Incidents: 434****Total Fire Type Incidents: 103**

(Total Fire Loss \$34,281)

**Total EMS Incidents: 331** (248 Patients Transported)*Fire units arrived on scene in less than 9 minutes on 97.8% of emergency incidents: (Avg. response time 6:17 minutes)**EMS units arrived on scene in less than 9 minutes on 97.7% of emergency incidents. (Avg. response time 5:28 minutes)***Fire Division (number of incidents):**

<b><u>Fires</u></b>		<b><u>Hazardous Situations</u></b>		<b><u>Services Calls and False Calls</u></b>	
Outside rubbish, trash or waste fire	1	Power line	2	Good intent calls	27
Authorized controlled burning	2	Arcing shorted electrical equipment	1	Public service calls	10
Passenger vehicle fire	4	Electrical wiring equipment problem	1	Assist invalid	21
		Heat from short circuit (wiring)	1	Smoke/CO detector installation	4
		Oil or other combustible liquid spill	1	Knox Box installation	2
		Carbon Monoxide incident	1	False alarm/false calls	18
		Haz Mat release investigation w/no Haz Mat found	1	Child seat installation	2
		Smoke scare odor of smoke	1	Citizen complaint	1
				Aircraft Standby	1
				Search for person in water	1

**EMS Disposition Incident/Patient Disposition**

Cancelled on Scene (No Patient Contact)	10	Assist, Public	40	Cancelled (Prior to Arrival at Scene)	7
Patient Evaluated, No Treatment/Transport Required	4	Cancelled on Scene (No Patient Found)	7	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	2
Patient Treated, Released (AMA)	23	Patient Refused	26	Patient treated, Transported by private vehicle	1
Assist Agency	3	Evaluation/Care (Without transport)	10		
		Patient Treated, Released (per protocol)	3		
		Patient Dead at scene resuscitation attempted (W/O transport)			

**Fire Mutual Aid Given & Received**

M/A Fire engine (First Responder) EMS to Chesterfield	5	M/A received from Chesterfield Fire	2
M/A given to Petersburg Fire	1		
M/A given to Prince George Fire	1		
M/A given to Chesterfield Fire	1		

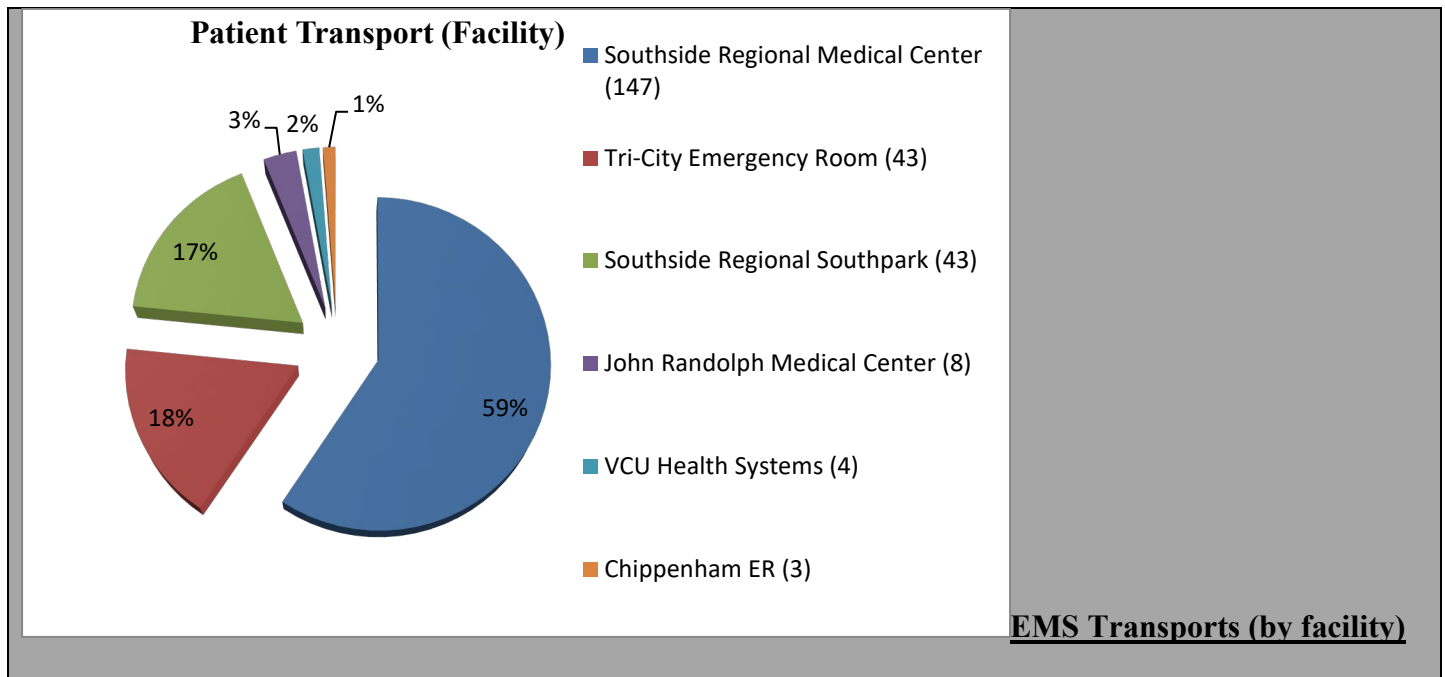
**EMS Mutual Aid Given & Received**

M/A given to Petersburg EMS	7	M/A received from Fort Lee EMS	2
		M/A received from Chesterfield EMS	3

**Out of Service Apparatus**

		<b><u>Fire Units</u></b>	<b><u>Medical Units</u></b>
<b>Station 1</b>	<b><u>Number of Incidents</u></b>	<u>1</u>	<u>1</u>
	<b><u>Total Hours</u></b>	Engine 941- 5.44 hrs.	Medic 934-198 hrs.
<b>Station 2</b>	<b><u>Number of Incidents</u></b>	<u>2</u>	<u>2</u>
	<b><u>Total Hours</u></b>	Rescue 942-3.5hrs	Medic 932- 332hrs / Medic 933-4.5hrs

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



## VI. FINANCE DEPARTMENT:

### Finance Activity:

- Covid-19- Finance Admin., Real Estate Assessor, and Purchasing are still split between telework and in-office; Utility Billing, and Billing and Collections are fully staffed in-office.
- ERP System- Utility billing and cashing successfully went live the week of August 24. Residents in Cycle 2 received new utility bills in the mail the first of September. Business License and Animal Licenses went live in September as well. Unfortunately, real estate and personal property tax has had to be postponed until January. Also, at the very end of the month we ran into a printing error with utility bills. Tyler continues to work on a resolution to this very unexpected error.

### Purchasing Activity:

- Purchasing - 245 total purchase orders were completed, which includes 27 departmental purchases being reviewed. This is compared to 215 that were completed for the same month in 2019.
- Finance processed 67 check requests during the month.

### Bid/RFP Activity:

- 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 after interviews in September, a vendor has been chosen. Contract negotiations are in process.
- Invitation # 20-102302-1113 was issued on Sept 18, with proposals due on Oct 23, for the Violet Bank Museum Rehabilitation Project, Phase I.

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

### **Other Purchasing Activity:**

- A Purchase Order was issued for the emergency sewer line repair on Conduit Road, near Home Depot.
- A Purchase Order was issued for engineering services for the Branders Bridge/Route I intersection improvements. The scope included design of the roadway improvements along Branders Bridge Road to include curb, gutter, pavement markings and commercial entrances.
- A Purchase Order issued for power washing at Lakeview Park, due to flooding
- A Purchase Order issued for the safety inspection of bridges and culverts in the City.
- Personal protective equipment was ordered for the election in November
- A Purchase order was issued for bollards at the new White Bank Park Restroom & Pavilion #1 driveway entrance at White Bank Park.

### **Utility Billing Activity:**

- Utility Bills for September were delayed due to a logic issue in the MUNIS/Readyforms programming. In mid-October, 3,853 bills were sent out with a letter explaining the delay and adjusting the due date to November 9.
- 504 Delinquent Notices were mailed on September 24.
- Although cut-offs were not implemented, 315 accounts would have been cut off for non-payment. The typical cutoff list is approximately 90-120.
- No utility billing set-off debt collections were received for this month.
- Staff is planning a second round of CDBG utility relief payments in December.

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

- 84 DMV releases processed: 82 personal property, 2 parking
- Administrative fees collected \$574.28
- There were \$281.40 in collections this month

### **Real Estate Activity:**

- 42 transfers this month, 18 of which were valid residential sales
- \$36,000 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 September 2020:

### **Advertisements**

<u>Department</u>	<u>Position</u>
Commonwealth's Attorney	Legal Assistant
Human Resources	Human Resources Specialist (Promotional)
Police	Police Officer (Certified)
Police	Police Records Technician
Police	Staff Assistant

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Legal Assistant	41	795
Human Resources Specialist (Promotional)	2	48
Police Records Technician	268	1,786
Staff Assistant	121	969

### **Miscellaneous**

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

<u>New Employee Orientation</u>	<u>Employee Separations/Retirements</u>
4 Communications Officers	1 Communications Officer
4 Police Officers	
1 Human Resources Specialist	
- Attended the virtual Virginia Risk Sharing Association (VRSA) Annual Fall Conference, which covered topics such as Workers Compensation Legislative Update, Dealing with Current Environments/Events, and Adjusting to VOSH/COVID-19 standards.

## **VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 63,307 page views in the month of September.

Top fifteen sites visited after the home page: <ol style="list-style-type: none"><li>1. Animal Control &amp; Shelter</li><li>2. Library</li><li>3. Real Estate Search Records</li><li>4. Pay Online</li><li>5. City Employees</li><li>6. Yard Sales</li><li>7. Human Resources</li><li>8. Upcoming Elections</li><li>9. Recreation &amp; Parks</li><li>10. Absentee Voting</li><li>11. Real Estate Assessor</li><li>12. Police</li><li>13. Utility Billing</li><li>14. Registrar</li><li>15. GIS &amp; Maps</li></ol>	Top five countries after U.S.: <div> Germany</div> <div> South Korea</div> <div> India</div> <div> Philippines</div> <div> Ireland</div> Top five regions after Virginia: <div> Illinois</div> <div> District of Columbia</div> <div> Pennsylvania</div> <div> Maryland</div> <div> Texas</div>
---	--

☆ Citizens submitted and city staff processed 288 Service Requests and questions through the “Report a Concern” module during the month of September.

☆ The City of Colonial Heights' Facebook Page now has 5,387 fans and the City's Twitter account has 1,547 followers. There are 3,299 subscribers for “In the News”.

## **IX. LIBRARY:**

☆ The library staff circulated 9,179 titles in September broken down as follows:

- Residents borrowed 6,273 print titles and 1,917 e-books on Kindle Readers, while 989 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,116 residents registered for the Hoopla service.

☆ Curbside service was used by 223 residents.

☆ Story Time programs were attended by 68 children.

☆ The public computer center had 284 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 183 residents used the library each day, while 152 residents registered for new library cards.

## **X. RECREATION & PARKS DEPARTMENT:**

### **Recreation Division**

The Recreation Division continued to work on programming for Fall and Winter programs that can be done in a safe manner. The Therapeutic Recreation program restarted in September, as well as, the Karate program. The Tri-City Tourneys also restarted in September with all weekends filled through the last weekend in October.

Staff made the decision that the Annual Halloween in the Park event could not be held due to current COVID-19 restrictions and began work on a Halloween event in partnership with the Chamber of Commerce that would offer a safe way to celebrate Halloween as a drive-thru event at local businesses.

Athletics/Programs	<u>2020</u>	<u>2019</u>
Belly Dancing	4	6
Adult Fall Softball	8 teams	14 teams
Karate	7	10
Therapeutic Recreation	19	83
Facility Usage	<u>2020</u>	<u>2019</u>
Community Room Attendance	1,445	935
Community Room Reservations	17	17
Pavilion Attendance	1,375	2,048
Pavilion Reservations	25	32
Field Attendance	4,440	6,969
Field Rentals	24	69



### **Parks, Horticulture, Buildings & Grounds**

- Cut grass around City buildings, parks, and ballfields as needed.
- Prepped ball fields as needed for league and tournament play.
- Painted soccer fields at Soccer Complex as needed.
- Removed deteriorated boards around parking area at Tussing Elementary ballfield.
- Replaced ground hydrant at Lakeview Park pavilion.
- Repaired broken pews in City Council Chambers.
- Installed self-check thermometer in lobby of City Hall.
- Trimmed low limbs over road entrance to White Bank Park.
- Cut up downed limbs from storm at Lakeview Park.
- Installed Free Little Library book exchange at City Hall.
- Weeded, mulched, and edged beds at sites as needed.
- Trimmed trees and shrubs as needed at sites.
- Cut suckers off Crepe Myrtles at Fort Clifton Park.
- Cut suckers off Crepe Myrtles at Appamatuck Park.
- Removed diseased drift roses at War Memorial.
- Planted pansies at Senior Center.

Colonial Heights Youth and Human Services staff member, Madison Glazer, checking out the new “Free Little Library” installed at City Hall. Visit today and take a book or share a book. Reading is good fun!





## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

Senior Center staff began volunteer training for their Keeping In Touch with Seniors (KITS) program. The KITS Program is designed for Seniors who live alone, or Seniors who may be feeling isolated due to their worries about how the COVID-19 pandemic may affect them and their health. Each week a volunteer will make a telephone call to these individuals to check in and talk with them.

Agency on Aging Activities	2020	2019
Adult Coloring	3	6
Bingo in Center	53	41
Bowling	160	252
Bridge Party	16	48
Diamond Art	7	7
Fall Wreath Making	11	10
Scrabble	18	18
Senior Club Meeting	31	55
Senior Golf Association Fort Lee	361	404
Senior Golf Association Tri-Cities	192	227
<b>Awareness/Education</b>	<b>2020</b>	<b>2019</b>
KITS Training	7	N/A
LifeLine Screening	60	N/A
<b>Classes</b>	<b>2020</b>	<b>2019</b>
Colorful Creation Open Paint	16	13
Crochet & Knitting	25	37
Line Dancing Class	146	70
Quilts for Vets	8	10
Sewing Class	21	34
Tap Class	31	59
Tech Savvy	3	2
Watercolor with Faye	19	21
<b>Fitness</b>	<b>2020</b>	<b>2019</b>
Balance	40	N/A
Fitness Center	40	101
Morning Crunch	31	73
Muscles in Motion	71	157
Sit & Let's Get Fit	165	200
Strength & Stretch	97	356
Tai Chi	27	36
Pickleball	135	217
Yoga	137	150
<b>TOTAL</b>	<b>1,931</b>	<b>2,604</b>
<b>Meals</b>	<b>2020</b>	<b>2019</b>
Home Delivery Meals	8	20
<b>Transportation</b>	<b>2020</b>	<b>2019</b>
Passengers	288	483
Total Trips	490	1071
Total Miles	2082	5930
Wheelchairs	20	43
Donations	\$483.00	\$754.00
New Riders	1	7

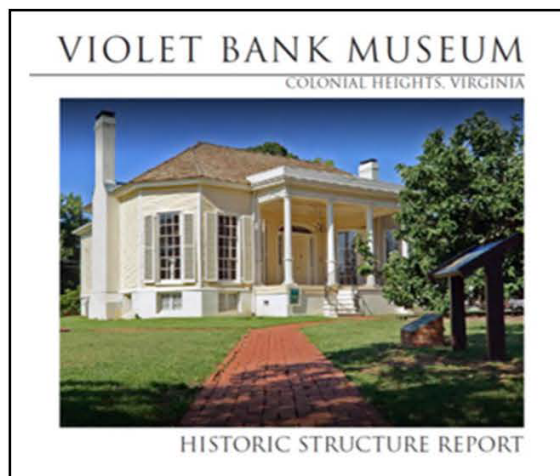
### Violet Bank Museum

Violet Bank Museum	2020	2019
Tours Given	78	64
Grounds Visitors	25	39
Ongoing Programs	16	17
Outreach Programs	0	45
Special Events	0	150
Attendance Totals	111	227

There was an uptick in visitation to the museum during the month of September, with the tours being nicely spread out throughout the entire month. Visitors have continued to be courteous and compliant with the Covid-19 safety practices. Staff prepared for the Classic Car 'Cruise Around event in partnership with the Hanover, Henrico, and Chesterfield Parks and Recreation Departments to take place on October 3<sup>rd</sup>.

Sealed bids were issued for Violet Bank Museum Rehabilitation Project Phase I.

- Pre-bid Meeting is scheduled for October 6.
- Bidder questions must be received by October 14, 2020.
- Sealed bids are due October 23.
- All work associated with this project to be completed by May 1, 2021.



## **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

- Finalized details for "Building Change" Community Project (picnic tables and benches)
- Received full funding support From American Legion
- Worked on details regarding Drive-In Karaoke
- Created Instagram and began working on social media presence
- Recruited several new members and trained new officer (Historian)

**Kids Achieving Progress (KAP)** is a referral-based program serving 4th-8th grade students who need extra academic and/or social support

- Modified program offering homework sessions at the Community Center

**VJCCCA Diversion Programs-12<sup>th</sup> District Court- Community Service** - Program to provide community service supervision for court mandated youth

- 4 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 15 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

- Four juveniles and their parents or guardians attended for (12 hours) of community service.

#### **On-going meetings:**

**Substance Abuse Prevention**- Monthly coalition meetings of members to strengthen education and advocacy efforts for substance abuse prevention programs in Virginia. Coalitions- CAAN DUU, SAFE, CCOVA

- Suicide prevention month activities
- Volunteered to serve as Vice-Chair
- Discussed options for spending remainder of grant funds
- Marijuana usage prevention leaflets
- Pride Survey data review

**Children's Services Act**- 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 the youth and families, decides what services to recommend, prepares the plan, and monitors progress toward accomplishing goals.

- Current caseload 24

**Youth Services Commission**- 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

- Planning stages Teen Expo
- Steering future programming based on survey data
- Support Youth Advisory Council (YAC) activities

#### **Professional Development**

- VJCCCA Virtual Meeting "Preparing for FY 2020 Closeout"
- Allison Studies- The Science of Human Behavior
- Understanding Adverse Childhood Experiences Training
- "Emerging Adults in Mental Health Services"
- "Intergenerational Trauma and the Dual Pandemic"
- "Intersectionality and Mental Health"
- Hands on Greater Richmond- Volunteer Training



## **XI. FLEET MAINTENANCE:**

	# Invoices	Total	Sublet	Sublet total
2020	70	\$19,441.51	7	\$3,252.01
2019	93	\$20,104.78	7	\$1,202.07

### Sublet repairs consist of;

Dealer repair	\$2,227.91
Tire repair	\$384.10
Towing	\$150.00
Seat/Headliner	\$450.00
Misc	\$40.00

Maintenance cost for the first fiscal quarter this year compared to the last 7 years are;

2020/2021	\$57,469.87
2019/2020	\$72,353.36
2018/2019	\$67,142.99
2017/2018	\$65,570.04
2016/2017	\$98,692.88
2015/2016	\$58,064.78
2014/2015	\$74,464.78
2013/2014	\$67,183.56