



# CITY MANAGER'S REPORT TO CITY COUNCIL

NOVEMBER 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 Spring 2021.
- **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)** – Advertising early Winter 2021.
- **Appomattox River Greenway Trail Phase V (UPC 107533)** – Awaiting State approval for additional funding. Consultant working on 70% Plans.
- **FY 20 Pavement Preservation** – Approved and ready for advertisement in January 2021.

### **Utilities Capital Projects**

- **Lakeview Avenue Water and Sewer Replacement** – Utility relocation completed. Construction start scheduled for Winter 2021.
- **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.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

November 2020

#### BUILDING INSPECTIONS DIVISION

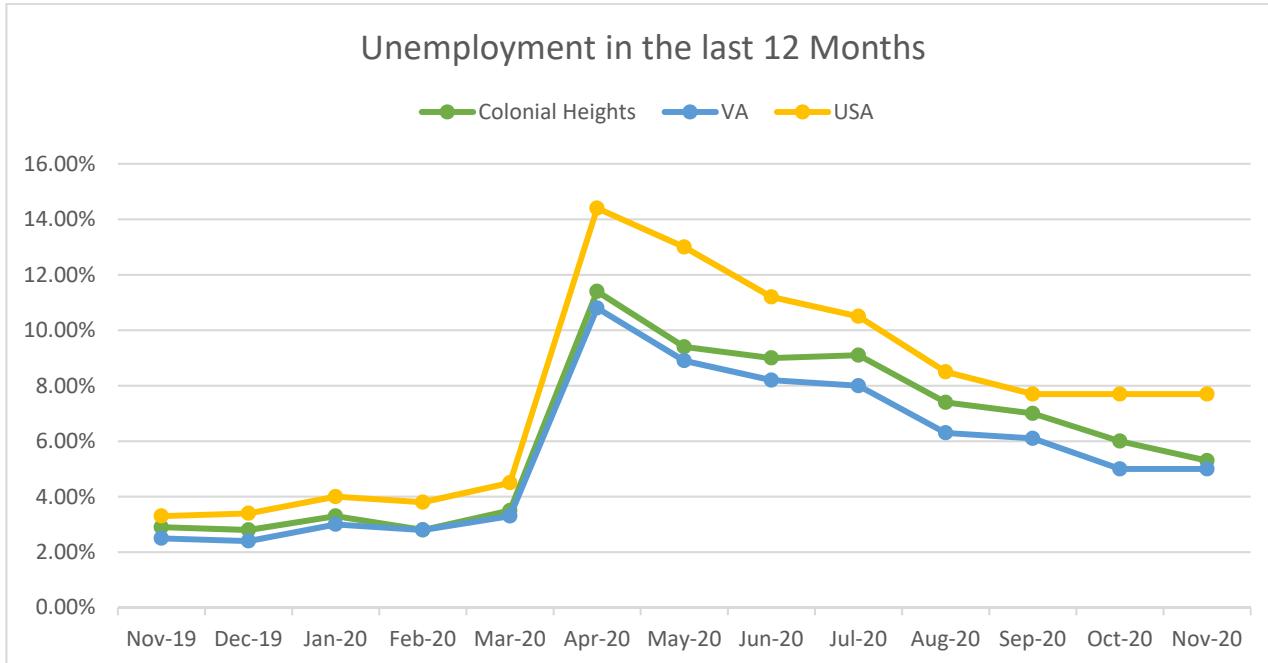
Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	6	124
Commercial Building	4	32
Demolition	0	0
Electrical	11	140
Mechanical	5	81
Plumbing	7	79
Swimming Pool	1	14
Amusement Rides	0	1
Tent	0	2
Clean Out Installation	4	39
Water and Sewer Connection	0	8
<b>Total: All Permits</b>	<b>38</b>	<b>520</b>
<b>New Residential Units (CO's)</b>	<b>Month</b>	<b>Year to Date</b>
<b>Total</b>	<b>1</b>	<b>4</b>
<b>Valuations</b>	<b>Month</b>	<b>Year to Date</b>
Residential	\$137,976.18	\$2,811,139.89
Commercial	\$1,411,000.00	\$14,019,641.00
<b>Total</b>	<b>\$1,548,976.18</b>	<b>\$16,830,780.89</b>
<b>Building Inspections</b>	<b>Month</b>	<b>Year to Date</b>
Residential	80	688
Commercial	25	704
<b>Total: All Inspections</b>	<b>105</b>	<b>1392</b>

#### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	2	46	6	38
Exterior Storage of Objects	4	49	3	50
Inoperable Vehicle	0	88	6	82
Property Defacement	0	2	0	2
Tall Grass	0	270	11	236
Trash Can Placement	1	260	4	149
Trash/Debris	8	72	4	80
VA Property Maintenance Code	2	26	1	60
Zoning	2	31	0	33
<b>Total: All Cases</b>	<b>19</b>	<b>844</b>	<b>35</b>	<b>730</b>

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

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



Source: Virginia Bureau of Labor Statistics

Comparison Over Time				
Time Period	Colonial Heights city		Virginia	United States
Nov 2020	5.3%		5.0%	7.7%
Oct 2020	6.0%		5.0%	7.7%
Nov 2019	2.9%		2.5%	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 November 2020 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,587	8,131	456	5.3	No
*Chesterfield	4.2 % unemployment			
*Dinwiddie	4.9 % unemployment			
*Prince George	5.1 % unemployment			
*City of Petersburg			12.1% unemployment	
*City of Hopewell			8.5% unemployment	

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

#### **Prospect Activity:**

Direct Requests for Information:	4
Sites/Bldgs. Submitted	3
Active Prospects	8

#### **Projects:**

Boot Barn – tentative February 2021 opening  
Towneplace Suites – in site plan  
Panera w/Drive-thru – submitted preliminary site plan for review  
Mission BBQ – tentative October 2021 opening  
Former Wells Fargo Building – under lease negotiations  
Former Gordmans (Peebles) – under lease negotiations  
Walgreens – under purchase negotiations  
401 Temple Avenue

### **IV. POLICE DEPARTMENT:**

The month of November was another month of change in many different aspects. We had a few retirements, which led to a few promotions both in the sworn and civilian side of the department. We wished Lt. Valentine Eiler well as he retired after 25 years of dedicated service, with the past 17 here within the City of Colonial Heights. We also wished long-time Records Technician, Bobbi Adams, and Leslie Frye, Staff Assistant, well as they joined the ranks of retirement. We celebrated the promotions of two brothers within the agency. Sergeant Jared Brandeberry was promoted to Lieutenant, while his brother, Master Detective Adam Brandeberry, was promoted to Detective Sergeant.

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

- Officer Morgan Davis met with three juveniles in the lobby of headquarters who were reporting that their parents had abused them. Further investigations led to substantiated allegations of abuse. Detective Roger Santini responded to assist, along with Child Protective Services (CPS). The children were placed with a family member, and the mother and father of the children were charged with felony child neglect.
- Sr. Officer Darrell Aleshire responded to a reported stabbing in the 500 block of MacArthur Avenue. Through his investigation, it was determined that no stabbing had occurred. The female caller was charged with falsely summoning police to an injury.
- Officer Erik Reedy responded to Center Avenue for a threat of suicide. The subject had barricaded himself inside the residence. Officer Reedy was able to convince the subject to exit the residence and he was taken to a medical facility for treatment.
- Sr. Officer Brett Jennings investigated a theft of tools from a vehicle in the parking lot of Target. He was able to identify the suspect and charge him with receiving stolen property.
- Career Officer Greg Thennes responded to the roundabout for a vehicle stopped in the roadway. Career Officer Thennes located the driver behind the wheel with the vehicle running. The driver was charged with possession of narcotics.

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

- Officer Alex Riazi arrested a subject after a short vehicle pursuit. The driver was charged with possession of ammunition by a felon, felony eluding police, obstruction of justice and reckless driving.

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

- K-9 Sergeant Chris Wulff and K-9 Rose were certified in November.
- Sr. K-9 Officer Micaulay Fable and K-9 Justice were deployed twice this month, both times in Colonial Heights.

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

- Election Day, School Resource Officers worked in their respective buildings; no issues at any of the polling locations.
- All members of the division and department attended CAD demonstrations and workshops for the mobile programming/application.
- All members of the department completed fall firearms qualifications.
- BolaWraps and Toughbooks were ordered, both of which are funded through a CESF Grant.
- The process for hiring a certified officer continued after the retirement of Lt. Val Eiler.
- Mt. Pleasant Baptist Church provided Thanksgiving lunch for first responders, while Dunlop House provided a drive-through breakfast.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported November as being a less than 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, eight (8) were cleared (this included clearing two cases from a previous month), which resulted in a clearance rate of 89% for the month. Three (3) background investigations were conducted on applicants.

We experienced one overdose, thankfully non-fatal. Narcan was deployed by officers at the scene. To date we have had 26 reported overdoses, none fatal. Ten of these were residents of the city.

Some of the division highlights include:

- **Detective Sergeant Chris Harris** was assigned four (4) new cases for the month:
  - Abduction report, pending further investigation
  - Sexual assault, unfounded
  - Fraud, unfounded
  - Hit and run, unfounded

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

- **Career Detective Roger Santini** was assigned one (1) new case and cleared two (2) from a previous month:
  - Child neglect, arrest
  - Rape, cleared by arrest from previous month
  - Credit card fraud, cleared by arrest from a previous month
- **Senior Detective Joe Vaughan** was assigned one (1) new case and conducted three (3) background investigations while on light duty due to an injury:
  - Stalking, cleared as unfounded
- **Det. Sergeant Adam Brandedberry** was assigned three (3) new cases this month:
  - Distribution of child sexual abuse material, pending
  - Sexual assault, unfounded
  - Check Fraud, pending

No public nuisance letters were issued this month.

**Senior Detective Will Waldrep**, who is assigned to the **U. S. Marshal's Fugitive Task Force**, reported a total of 15 fugitives were arrested, of which one (1) was from the City of Colonial Heights. Fifty-eight (58) warrants were served, with seven (7) of those being from the city.

**Auxiliary officers** provided 101 hours of extra manpower patrolling and riding with officers, as **Sentinels** provided eight (8) hours of service. Sentinels have volunteered a total of 77 hours of service for the year as Auxiliary police have volunteered a total of 1,010 hours of service during the 2020 calendar year to date.

Overall as an agency during the month of November, we made **202 total arrests**; worked **80 crashes**; wrote **473 traffic citations**; executed **573 traffic stops**; affected **13 DUI arrests**, eight **(8) drug arrests**, and issued **34 parking citations**.

**Career Officer W. Wayne Moody** was selected as our **Employee of the Month** for **October 2020** for his instrumental contribution during the testing phase of our recent hiring processes. On multiple occasions, Career Officer Moody has set up the obstacle course that both certified and non-certified police applicants must undergo for the physical fitness portion of the testing. He also explains the course to each applicant and physically goes through the sequence with them to avoid confusion and to set them up for success. While the individual is testing, Career Officer Moody runs beside them, providing them with encouragement to complete the test in their best possible time.

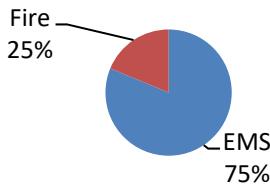
Wayne Moody is a veteran officer who creates a positive image for himself and the department. He has settled into his role as a School Resource Officer at the Vocational/Technical School and is well received by staff and students alike. In addition to his role as an SRO, Career Officer Moody has been asked to take on coaching duties for the Colonial Heights High School field hockey and swim teams. He is always smiling and willing to help where he can, no matter if it is a fellow officer, a supervisor, a member of administration, students or citizens. He presents himself in a positive and professional manner to his squad, the department, the school and to our citizens on a daily basis. For these reasons, we are more than happy to recognize Career Officer Wayne Moody as our Employee of the Month for October 2020.

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

<b>DEPARTMENT STATISTICS</b>			
<b>NOVEMBER 2020</b>			
<b>Crime</b>	<b>November 2019</b>	<b>November 2020</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	0	0	<b>0%</b>
Aggravated Assaults	1	1	<b>0%</b>
Simple Assaults	15	18	<b>20%</b>
Breaking & Entering	2	1	<b>-50%</b>
Larceny	58	49	<b>-16%</b>
Vehicle Thefts	0	2	<b>200%</b>
Arson	1	0	<b>-100%</b>
Shoplifting	38	27	<b>-29%</b>
DUI Arrests	18	13	<b>-28%</b>
All Criminal Arrests	303	202	<b>-33%</b>
Calls for Service	3,333	3,086	<b>-7%</b>
<b>NOVEMBER 2020</b>	<b>Number Reported</b>		<b>Percentage Cleared</b>
	<b>71</b>	<b>47</b>	<b>66%</b>

## V. FIRE & EMS DEPARTMENT:

### Total Incidents: 456



### Total Fire Type Incidents: 116

(Total Fire Loss \$14,000)

### Total EMS Incidents: 340 (217 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 97.8% of emergency incidents: (Avg. response time 6:08 minutes)

EMS units arrived on scene in less than 9 minutes on 96.8% of emergency incidents. (Avg. response time 5:42 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	3	Good intent calls	25
Cooking fire, confined to container	2	Electrical wiring equipment problem	1	Public service calls	9
Passenger vehicle fire	2	Arcing shorted electrical equipment	3	Assist invalid	27
Brush or grass mixture fire	1	Heat from short circuit wiring	1	Smoke/CO detector installation	3
Fire other	1	Gas leak (natural gas or LPG)	2	Knox Box installation	1
Authorized controlled burning	1	Water or steam leak	2	False alarm/false calls	17
Unauthorized burning	1	Building or structure weakened or collapsed	1		
		Smoke scare odor of smoke	4		
		Haz mat release investigation with no Haz Mat found	6		
		Overpressure rupture, explosion, overheat	2		

### EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	6	Assist, Public	35	Cancelled (Prior to Arrival at Scene)	15
		Cancelled on Scene (No Patient Found)	8	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	3
Patient Evaluated, No Treatment/Transport Required	4	Patient Refused Evaluation/Care (Without transport)	27	Patient treated, Transported by by private vehicle	1
Patient Treated, Released (AMA)	15	Patient Treated, Released (per protocol)	4	Patient treated, transferred to another EMS unit	1
Assist Agency	1	Patient Dead at scene resuscitation attempted (W/O transport)	2		

### Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	4	M/A received from Chesterfield Fire	3
M/A given to Chesterfield Fire	2		
M/A given to Petersburg Fire	1		

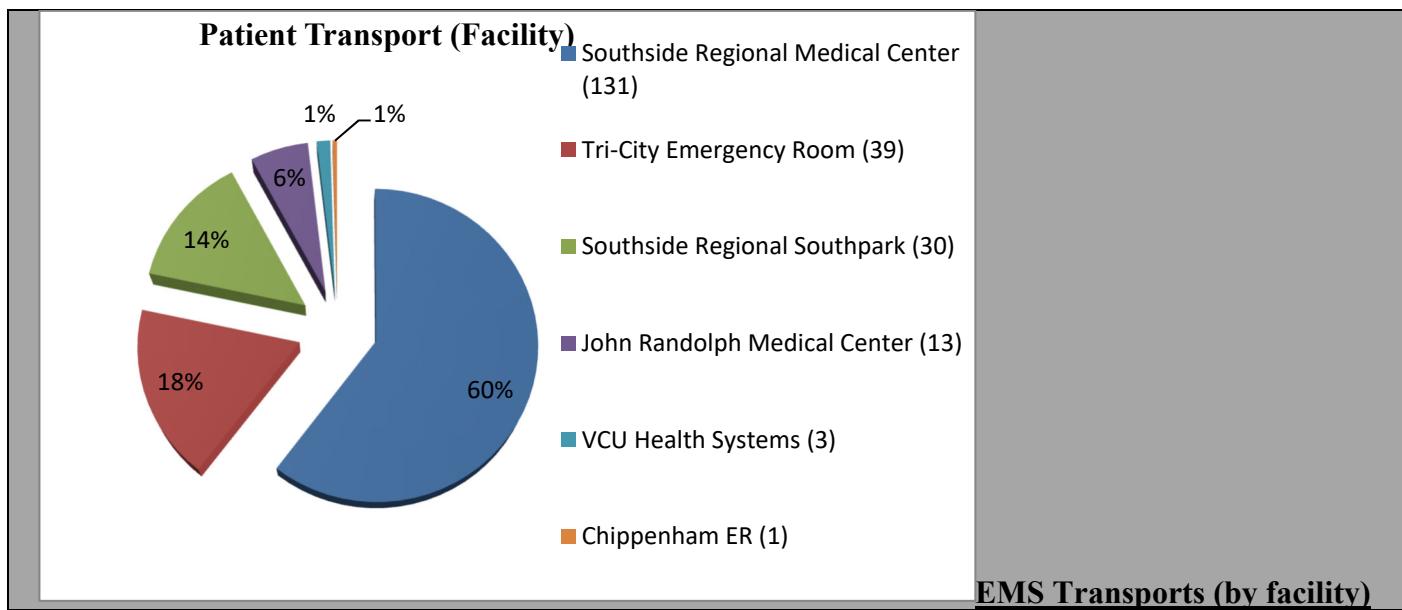
### EMS Mutual Aid Given & Received

M/A given to Petersburg EMS	5	M/A received from Fort Lee EMS	3
		M/A received from Chesterfield EMS	2

### Out of Service Apparatus

	Fire Units		Medical Units
	Number of Incidents	Total Hours	
Station 1	2	Engine 941-1,128 hrs.	Medic 934-888 hrs., Medic 935-121 hrs
Station 2	2	Q992-4.5hrs	2 Medic 932-171 hrs.

## **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 continues to have printing issues with cycle 1, which were to be printed on September 30 and again on November 30. We have contacted Tyler support. Staff continue to work on the planned go-live for Real Estate and Personal Property the second week of January, and several training and configuration sessions were held in November for Financials. Human Resources/ Payroll, the last module, is planned to kick-off in mid-January or early February.
- FY20 Audit- A draft was received and reviewed in November, and the final was provided by the end of the month.
- Utility Billing-During the month the General Assembly approved and the Governor signed budget language which would put a moratorium on utility disconnections for non-payment, require municipal utilities to offer a repayment plan for customers in arrears, create new reporting requirements, and provide federal funds for utility assistance. Staff has been working diligently to try to address each of these issues in the limited time frame available.

### **Purchasing Activity:**

- Purchasing - 147 total purchase orders were completed, which included 24 departmental purchases being reviewed. This is compared to 170 that were completed for the same month in 2019.
- Finance processed 109 check requests during the month.

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

- Proposal meetings were held in November for Invitation # 20-031002-1110, a physical security assessment of City buildings & Property. A vendor has been selected and a purchase order has been issued.
- 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 reviewed by the City's Engineering Department. A vendor was chosen, however the City was unable to come to contract terms with the vendor selected, so we have moved on to the other vendor.

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

- Invitation # 20-102302-1113 was issued on Sept 18, with proposals due on Oct 23, for the Violet Bank Museum Rehabilitation Project, Phase I. The City Attorney is reviewing contract documents.
- Invitation # 20-102002-1114, was issued on Oct 2, with proposals due on Nov 10, for pest control services. Proposal meetings will be held in Dec, to select a vendor.
- Invitation # 20-120402-115 was issued on Oct 22, with sealed bids due on Dec 4, for construction of the Lakeview Avenue Modernization project. Due to the quantity of questions submitted by bidders, the City hired another engineering firm to review the specifications and schedule of values. The bid due date is now Dec 18.

### **Other Purchasing Activity:**

- COVID cleaning system equipment was purchased for City Hall, Police Station, Fire Administration and the two fire stations, Library, and the Senior Center. This equipment can either be put in the HVAC ductwork or be a standalone system for cleaning the air. Fire Administration and the two fire stations will have this equipment in their ductwork.
- COVID fogging machine cleaning equipment was purchased, mainly to clean ambulances and City vehicles.
- Purchase Order issued for the emergency sewer repairs at Washington Avenue and Conduit Road.
- Purchase order issued for the Jett Avenue sewer line replacement
- Office modifications to accommodate social distancing are underway in Fire Administration, Office on Youth, and the Engineering Department.
- Staff continued to purchase COVID protection supplies for all City buildings.
- Emergency purchase order issued to remove a tree on Yacht Basin Drive that was leaning.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent- none in November due to technical difficulty printing bills.
- Delinquent Notices Sent: 886, or 24%
- No utility billing set-off debt collections were received for this month.
- Staff has sent out notification letters and applications to customers whom may be eligible for assistance through the State CRF Utilities funds. We will also be setting up payment plans in our new utility billing module and notifying customers of the statewide moratorium. All of these issues were mandated in the state budget.

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

- Staff has been extremely busy with second half real estate and personal property collections.
- 64 DMV releases processed: 62 personal property, 2 parking
- Administrative fees collected \$808.05
- There were no set off collections this month

### **Real Estate Activity:**

- 42 transfers this month, 19 of which were valid residential sales
- No 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 November 2020:

### **Advertisements**

<u>Department</u>	<u>Position</u>
Recreation & Parks	Transportation Coordinator
Commonwealth's Attorney	Assistant Commonwealth's Attorney
Police	Animal Control Officer
Police	Animal Control Aide (Part-time)
Office on Youth	Youth Program Coordinator

### **Applications & Testing**

<u>Position</u>	<u>Total Applications</u>	<u>Total Hits on Job</u>
	<u>Received</u>	<u>Announcement Page</u>
Assistant Commonwealth's Attorney	14	649

### **Miscellaneous**

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

#### New Employee Orientation

Legal Secretary  
Deputy Sheriff

#### Employee Separations/Retirements

Animal Control Officer  
Police Records Technician (Retirement)  
Staff Assistant (Retirement)  
Police Officer (Retirement)

- Attended a virtual NEOGOV conference, which provided updated live system enhancement training and information about 2021 system enhancements/changes.
- Transition plan meetings were held to determine the processes and timeline for the transition of employee benefits administration from Finance/Payroll to Human Resources. It is anticipated that this process will be completed by February 2021.
- Introduction meetings were held virtually by The Local Choice program to provide an overview of the implementation plan to transition health insurance administration processes to a new digital portal-based system. The first stage of the implementation process is expected to begin in April 2021 with completion anticipated by October 2021.

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

★ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 59,335 page views in the month of November.

Top fifteen sites visited after the home page:	Top five countries after U.S.:
<ol style="list-style-type: none"><li>1. Animal Control &amp; Shelter</li><li>2. Pay On-Line</li><li>3. Real Estate Search Records</li><li>4. City Employees</li><li>5. Yard Sales</li><li>6. Human Resources</li><li>7. Upcoming Elections</li><li>8. Utility Billing</li><li>9. Polling Locations &amp; Hours</li><li>10. Police</li><li>11. Real Estate Assessor</li><li>12. Mayor &amp; City Council</li><li>13. Our Government</li><li>14. Real Estate Tax</li><li>15. Recreation &amp; Parks</li></ol>	 Germany  India  South Korea  Philippines  Spain

★ Citizens submitted and city staff processed 293 Service Requests and questions through the “Report a Concern” module during the month of November.

★ The City of Colonial Heights’ Facebook Page now has 5,430 fans and the City’s Twitter account has 1,556 followers. There are 3,293 subscribers for “In the News”.

★ IT has continued working with the Emergency Communication’s Director assisting with the CAD/RMS Project.

## **IX. LIBRARY:**

★ Residents borrowed 7,496 titles in November broken down as follows:

- 6,216 print titles
- 322 eBooks on Kindle readers
- 958 eBooks and audiobooks were downloaded from the library’s online Hoopla collection. There are currently 1,186 residents registered for the Hoopla service.

★ At risk COVID residents borrowed 187 titles through the curbside service.

★ The public computer center had 376 users, while the iPad center was used 0 times.

★ The library’s new Digital Resource Center remains closed due to COVID.

★ The library’s meeting rooms remain closed due to COVID.

★ An average of 178 residents used the library each day, while 27 residents registered for new library cards.

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

### **Recreation Division**

In the month of November staff completed and mailed the Winter edition of the City Focus to City residents. Due to updated orders from the Governor restricting groups of more than 25 persons, the Recreation Department received cancellation requests for more than half of their pavilion and community center reservations. Also, due to the COVID-19 pandemic, the difficult decision was made to cancel the Christmas Parade.

With the lack of Christmas related activities, the Department, in conjunction with the Chamber of Commerce and Beautification Committee, decided to promote a Lights in the Heights decorating contest where homes and businesses will compete in different categories for the best Christmas decorations. Judging for the event will take place December 9-12 with winners announced the week of December 14.

Staff is making plans for Spring programs and working on Special Events that can be done in a safe manner, with hopes to add programs in the coming months.

### **Violet Bank Museum**

November was a good and productive month at Violet Bank Museum. We held craft classes and the children and parents alike had a lot of fun creating Christmas items to include Okra pod icicles, Okra pod Santa's, Orange and Clove Pomanders and a spice drop Christmas Tree. Numbers were up from the previous month on tours given.

A huge "Thank You" is being sent out to very special volunteers; Levi, James and Mary-Charlotte who helped clean, move items, put up the Christmas Tree in the Shore Parlor, string lights on the tree and generally helped get Violet Bank ready for the upcoming holidays.

	<u>2020</u>	<u>2019</u>
Tours Given	38	63
Grounds Visitors	17	12
Ongoing Programs	22	20
Outreach Programs	0	37
Special Events	44	18
Attendance Totals	121	150

### **Parks, Horticulture, Building & Grounds**

- Cut grass around City buildings, parks, and ballfields as needed.
- Prepared ball fields as needed for league and tournament play.
- Painted soccer fields at Soccer Complex as needed.
- Installed and decorated City Christmas tree at Courthouse.
- Closed and winterized bathrooms at all parks.
- Winterized water lines at all ball fields.
- Removed all batting cage nets and put in storage for winter.
- Painted over graffiti at skate park and reopened.
- Reattached windscreens at High School tennis courts.
- Repaired rotten boards on bridges at river walk trail.
- Installed a drop box at the Health Dept.
- Put together new office chairs for Commonwealth Attorney's office.
- Hung pictures and dry erase board for Commonwealth Attorney's office.
- Unloaded new portable bleachers from flatbed trucks.
- Weeded and mulched beds at all sites as needed.
- Edged beds at sites as needed.
- Blew and raked leaves at sites.
- Cut suckers off Crepe Myrtles on Temple Ave.
- Spread pine needles in flower beds at City Hall.
- Installed Christmas wreaths at City welcome signs.
- Installed Christmas lights on trees at Library.
- Planted pansies at sites.
- Removed annuals from sites
- Trimmed Dallas grass at Roslyn Landing Park.
- Cut liriope back at sites.

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

### **Agency on Aging**

Activities	<u>2020</u>	<u>2019</u>
Adult Coloring	5	10
Bingo in Center	49	41
Blood Drive	31	N/A
Bowling	175	240
Bridge Party	12	40
Diamond Art	11	15
Senior Club Meeting	45	78
Classes	<u>2020</u>	<u>2019</u>
Colorful Creation Open Paint	6	36
Crochet & Knitting	14	22
Line Dancing Class	177	90
Meditation	25	7
Sewing Class	10	39
Tap Class	18	51
Tech Savvy	2	0
Watercolor with Faye	14	19
Fitness	<u>2020</u>	<u>2019</u>
Balance	37	N/A
Fitness Center	24	61
Morning Crunch	17	52
Muscles in Motion	62	152
Senior Stride	13	N/A
Sit & Let's Get Fit	96	173
Strength & Stretch	99	308
Tai Chi	55	30
Total Body Strength	75	215
Pickleball	173	209
Yoga	92	115
<b>TOTAL</b>	<b>1,337</b>	<b>2,003</b>
Volunteer Hours	64	0
Meals	<u>2020</u>	<u>2019</u>
Home Delivery Meals	4	20
Site Meals	N/A	40
Transportation	<u>2020</u>	<u>2019</u>
Total Passengers	198	318
Total Trips	339	731
Total Miles	2009	5242
Wheelchairs	21	10
Donations	\$264.00	\$756.00
New Riders	5	11

## **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

- Cancelled Drive-In Karaoke that was scheduled for November 21

**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
- Created YouTube channel to add activities and story time

**VJCCCA Diversion Programs-12<sup>th</sup> District Court**

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

- 7 Youth participated in CSW for a total of 22 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

- 6 juveniles and their parents or guardians attended for (18 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, CADRE

**Early Childhood/School Readiness**- Community agencies meet monthly to coordinate effective early learning, health, and family support services for young children in the communities, agencies strive to improve services by promoting high quality common standards and evidence-based practices - SMART BEGINNINGS, FAMILIES FIRST, POSITIVE PARENTING

**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 Youth Readiness Summit
- Support Youth Advisory Council (YAC) activities

#### **Community Criminal Justice Board (CCJB)-**

Mission to assist community agencies in establishing, evaluating, monitoring, and modifying programs and services. Develops and amends a local criminal justice plan for the 12<sup>th</sup> judicial District serving Chesterfield County and the City of Colonial Heights

**Community Multi-Disciplinary Team**- Committee meets monthly to discuss cases of neglect/abuse

#### **Professional Development**

- Mandated Reporter training
- FAPT Retreat

## **XI. FLEET MAINTENANCE:**

	<b># Invoices</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total 2020</b>
	57	\$32,258.86	4	\$1,407.04
<b>2019</b>	72	\$22,898.13	3	\$2,481.15

Sublet repairs consist of the following

Alignment	\$874.99
Towing	\$225.00
Exhaust	\$307.05