



CITY MANAGER'S REPORT TO CITY COUNCIL

DECEMBER 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 complete; validating materials
- **Lakeview Avenue Modernization (UPC 101288)** – Advertising late 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 February 2021.

Utilities Capital Projects

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

December 2020

BUILDING INSPECTIONS DIVISION

| Building Permits | Month | Year to Date |
|-------------------------------------|--------------------|------------------------|
| | Permits Issued | Permits Issued |
| Residential Building | 6 | 130 |
| Commercial Building | 2 | 34 |
| Demolition | 0 | 0 |
| Electrical | 13 | 153 |
| Mechanical | 4 | 85 |
| Plumbing | 3 | 82 |
| Swimming Pool | 1 | 15 |
| Amusement Rides | 0 | 1 |
| Tent | 0 | 2 |
| Clean Out Installation | 3 | 42 |
| Water and Sewer Connection | 3 | 11 |
| Total: All Permits | 35 | 555 |
| | | |
| New Residential Units (CO's) | Month | Year to Date |
| Total | 2 | 6 |
| | | |
| Valuations | Month | Year to Date |
| Residential | \$70,626.36 | \$2,881,766.25 |
| Commercial | \$8,000.00 | \$14,027,641.00 |
| Total | \$78,626.36 | \$16,909,407.25 |
| | | |
| Building Inspections | Month | Year to Date |
| Residential | 79 | 767 |
| Commercial | 21 | 725 |
| Total: All Inspections | 100 | 1492 |

CODE ENFORCEMENT DIVISION

| Cases | Open Cases | | Closed Cases | |
|---------------------------------|------------|--------------|--------------|--------------|
| | Month | Year to Date | Month | Year to Date |
| Commercial/Recreational Vehicle | 1 | 47 | 4 | 42 |
| Exterior Storage of Objects | 1 | 50 | 2 | 52 |
| Inoperable Vehicle | 1 | 89 | 6 | 88 |
| Property Defacement | 0 | 2 | 0 | 2 |
| Tall Grass | 0 | 270 | 3 | 239 |
| Trash Can Placement | 5 | 265 | 9 | 158 |
| Trash/Debris | 7 | 79 | 8 | 88 |
| VA Property Maintenance Code | 1 | 27 | 0 | 60 |
| Zoning | 3 | 34 | 1 | 34 |
| Total: All Cases | 19 | 863 | 33 | 763 |

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 |
| Dec 2020 | 5.5% | | 4.7% | 6.5% |
| Nov 2020 | 5.3% | | 5.0% | 7.7% |
| Dec 2019 | 2.8% | | 2.4% | 3.4% |

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 December 2020 per *Virginia Employment Commission*.

| Labor Force | Employed | Unemployed | Unemployment Rate | Preliminary |
|-------------|----------|------------|-------------------|-------------|
| 8,583 | 8,112 | 471 | 5.5 | No |

*Chesterfield 4.3 %unemployment
 *Dinwiddie 5.3 % unemployment
 *Prince George 5.3 % unemployment

*City of Petersburg 11.9% unemployment
 *City of Hopewell 8.7% unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

| | |
|----------------------------------|---|
| Direct Requests for Information: | 3 |
| Sites/Bldgs. Submitted | 3 |
| Active Prospects | 9 |

Projects:

Boot Barn – Opened 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) – lease signed with Locke Supply Company
Walgreens – under purchase negotiations
401 Temple Avenue – site work

IV. POLICE DEPARTMENT:

The month of December could not come to an end any quicker as we are all ready to move into 2021. What a year, to say the least. We continue to be impacted by the coronavirus, and it appears that it's not easing up anytime soon. We continue to stress social distancing and wearing PPE as we await the opportunity to be provided the vaccine. Even though we have inquired and made our requests known to the health district, the response to our agency has been very poor. Despite all of the challenges offered by this pandemic, our officers continue to do a wonderful job of serving and protecting our City. During periods when our patrol officers have been affected through many days of quarantining for various reasons, I am pleased to report that they have volunteered to fill in for each other. A fine representation of teamwork has been on display during this pandemic.

We are happy to report that Officer Corbin Ramos has successfully completed his field training and has been assigned to an evening patrol squad under the command of Lt. Jason Chimera and Sgt. Robert "Bob" Clark. In addition, we welcomed two new civilian employees—Mrs. Jordan Caison, Records Technician, and Mrs. Stephanie Smith, Staff Assistant. In keeping with the holiday spirit, we assisted the Kiwanis Club of Colonial Heights in handing out Target gift cards to 27 area students. Due to the coronavirus, we were unable to personally shop with the children this year; however, we still made sure they had that opportunity. Many thanks go out to Sedona Taphouse, Dance's Sporting Goods, Target and Colonial Heights Public School System for their efforts in continuing this community tradition.

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

- Officer Alex Riazi responded to a residence in the 500 block of Moorman Avenue for a domestic assault. The victim had fled her home and went to a neighbor's residence with significant injuries to her nose and face which required medical attention. The suspect had barricaded himself inside the residence but was speaking with officers. Officer Riazi was able to convince him to open the front door, upon which the suspect was able to be detained.

IV. POLICE DEPARTMENT (CONTINUED):

- Career Officer Greg Thennes was working an off-duty overtime assignment at Southpark Mall when a juvenile displayed a firearm in their waistband and threatened to shoot a security officer. Career Officer Thennes located the suspect in the parking lot near Applebee's, when he first attempted to flee the area. Ultimately, the suspect was taken into custody by Career Officer Thennes. The juvenile was charged with multiple criminal charges.
- Officer Lamier Thomas arrested a suspect when he attempted to break into his ex-wife's residence and was stopped in a vehicle stop. The suspect refused to exit his vehicle and a less-than-lethal pepperball round was fired into the vehicle. The suspect exited and was taken into custody without further incident, after which he was charged with multiple violations of law.
- Career Officer Mike Kelley took a report of a fraud where the suspects told an elderly female that they worked for the city and that she needed to pay \$6000.00 for work that needed to be done to her driveway. The resident did not pay the suspects, and they left the area. The investigation to identify the suspects is ongoing.
- Sr. Officer Jacob Miller investigated a strong-arm robbery and malicious wounding that happened on Danville Avenue. The victim had self-transported to the hospital with multiple injuries. The investigation has determined that this incident was a drug deal gone bad and is still ongoing to identify the suspect.
- Officer Andrew Fontaine investigated a larceny of packages on Hamilton Avenue. The victim had accidentally sent packages to her last address where an ex-boyfriend still lives. The ex-boyfriend refused to return the packages and had sent photos of the presents to the victim. He was uncooperative during the investigation and a search warrant was obtained, as well as an arrest warrant. Both documents were served, and the packages were located at a neighbor of the ex-boyfriend.
- Officers took a sexual assault report from a juvenile who was a runaway from Petersburg. She was staying with a person over 30 years of age on Charlotte Avenue. Detectives were called out and are investigating this crime. An arrest has been made.
- A District 19 worker had picked up a client and, in turn, the client abducted the District 19 worker, forcing the worker to drive the suspect to Wal Mart. While in the store, the victim was escorted around the store by force and the keys to the van he was driving were taken. The victim was able to get away from the suspect and fled to call police. The suspect then exited Wal Mart with merchandise that was not paid for and attempted to leave the area in the now stolen van. As he attempted to leave the area, the suspect struck other vehicles in the parking lot with the van. Officers located the stolen van and attempted to stop the vehicle. The driver refused to stop, and a pursuit ensued into Petersburg. Due to the damage sustained from the earlier crash, the suspect vehicle was difficult to drive. Officers were able to pin the vehicle in at an intersection and the suspect was taken into custody.
- Officer Corbin Ramos responded to Outback Steak House for a report of a burglary. Someone had broken out glass at an entrance way and had entered the management area of the restaurant. Officer Erik Reedy began to canvass the area and located a subject walking in the area of Target. He attempted to speak with this subject when he fled on foot. A short foot pursuit ensued, and the suspect was apprehended. Detectives were called out and they took over the investigation once they arrived on scene. An arrest has been made.

IV. POLICE DEPARTMENT (CONTINUED):

K-9 ACTIVITIES

- K9 Sergeant Chris Wulff and K9 Rose responded to Chesterfield for a track, but the subject was found prior to arrival.
- K9 Sergeant Wulff and K9 Rose started a track in Dinwiddie for an endangered subject who had wandered away from his residence. The subject came back to his residence on his own during the track.
- K9 Sergeant Wulff and K9 Rose conducted a track following an overturned vehicle where the driver fled. The track ended several blocks from the accident.
- Sr. K9 Officer Micaulay Fable and K9 Justice recertified as a drug detecting K9 this month.

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

- SROs Sophie Benkendorf and Mike Duncan assisted the school system with a Title I event. Students and family were able to drive through the Votech lot and receive books through this program. They were also able to wave from the safety of their vehicles at school staff members and Santa/Mrs. Claus as they passed through. The SROs assisted with traffic and safety.
- Two new employees joined the department and the division—Jordan Caison as the new Records Technician, and Stephanie Smith as the new Staff Assistant at the lobby/front desk position. An email with their pictures and information was sent to introduce them to the department, communications, and other city departments.
- The division and department administration attended a legal update session with Assistant Commonwealth's Attorney Ashley Henderson. Information and expected changes were received concerning new laws for March 1st.
- SROs and Sgt. Renee Walters delivered 23 gift cards to students through the *Heroes and Helpers* program and sponsors. Although we missed shopping with the students and families, we were happy to share these cards for the students to get themselves gifts for Christmas. Police Chaplains Dr. George Lyons and Rev. Mike Cherry delivered two each as well.
- Multiple members of the division completed radar/lidar recertification.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported December as being an 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, nine (9) were cleared (this included clearing two cases from a previous month), which resulted in a clearance rate of 100% for the month. Two (2) background investigations were conducted on applicants for our Animal Services positions.

IV. POLICE DEPARTMENT (CONTINUED):

We experienced one overdose, thankfully non-fatal and non-heroin related. To date, we have had 26 reported overdoses, none fatal. Ten of these were residents of the city. This is the same total that we had for the 2019 year.

Some of the division highlights include:

- **Detective Sergeant Adam Brandedberry** was assigned two (2) new cases for the month:
 - A burglary to a residence, case pending
 - Distribution of a controlled substance and possession of a firearm by a felon, cleared by arrest
 - Distribution of child sexual abuse material was exceptionally cleared from a previous month, as well as a check fraud
- **Career Detective Roger Santini** was assigned one (1) new case:
 - A missing person report was initiated via CPS and was unfounded
- **Senior Detective Joe Vaughan** was assigned one (1) new case and conducted one (1) background investigation:
 - Simple assault was closed and referred to Adult Protective Services
 - Seven (7) cases of theft from autos were cleared by arrest from previous months
- **Senior Detective Darrell Aleshire** was assigned four (4) new cases, one (1) self -initiated, and cleared one (1) from a previous month:
 - Shoplifting, pending warrant service
 - Felon in possession of a firearm, pending lab results
 - Forcible rape, cleared by arrest
 - Commercial burglary, cleared by arrest
 - Possession of a Scheduled substance, pending test results
 - Seven (7) thefts from autos have been cleared by arrest from previous months
 - 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 eight (8) fugitives were arrested, of which two (2) were from the City of Colonial Heights. Twenty-four (24) warrants were served, with two (2) of those being from the city.

Auxiliary officers provided 106 hours of extra manpower patrolling and riding with officers as well as assisting with a traffic checkpoint, as **Sentinels** provided eight (8) hours of service. **Sentinels** have volunteered a total of 85 hours of service for the year, while Auxiliary police have volunteered a total of 1,199 hours of service during the 2020 calendar year.

IV. POLICE DEPARTMENT (CONTINUED):

Overall as an agency during the month of December, we made **306 total arrests**; worked **97 crashes**; wrote **677 traffic citations**; executed **717 traffic stops**; affected seven (7) **DUI arrests**, **15 drug arrests**, and issued **14 parking citations**.

Officer Alex S. Riazi was selected as our **Employee of the Month** for **November 2020**. Officer Riazi had a very productive month, clearing 90% of his assigned cases and making several drug- and weapons-related arrests through his proactive approach to traffic enforcement in the community. One notable example of Officer Riazi's representation of the department involved the apprehension of a subject who Petersburg Police advised was involved in a shooting in their jurisdiction. Petersburg detectives requested a traffic stop on the subject when he entered our city, and Officer Riazi was able to quickly locate the subject. After a short pursuit into Chesterfield County and then back into Colonial Heights, the subject was located in the Sherwood Hills area and taken into custody after a felony stop was made. The subject threw a gun into a yard in the 1000 block of Lakewood Drive, which was recovered and turned in to Petersburg as evidence in their investigation. Officer Riazi placed several local charges on the subject relating to weapon- and traffic-related offenses.

A second incident that must be noted involved Officer Riazi responding to an address in the city for a felony domestic assault where the victim was able to escape from her residence and call for police assistance from a neighbor's house. It was quickly discovered that she was severely assaulted by her husband and required hospitalization. Officer Riazi attempted to make contact with the husband at the residence; however, the husband locked himself inside the residence and threatened to kill himself if entry was made. The husband advised that he was armed with a knife and made multiple threats to harm himself, citing that he did not want to go back to prison. At this point, Officer Riazi began negotiations with the suspect and was able to create an open dialog with him through the door. After some time, Officer Riazi convinced the suspect to come to the door unarmed, where he was taken into custody peacefully. Officer Riazi was then able to solicit a full confession from the suspect, who admitted to assaulting and strangling his wife. Several family members were on scene and expressed how grateful they were for the assistance and professionalism.

On another occasion, Officer Riazi's skill and training as an interviewer was evident on several calls he responded to. On one call, Alex was dispatched to a vehicle vandalism. After speaking with the victim, he was able to determine that her child's father was possibly responsible for the damage and that there was a protective order that had been violated. The suspect was picked up in Prince George, at which time he agreed to speak with Officer Riazi. Initially, the suspect denied the vandalism and the violation of the protective order. However, the suspect ultimately admitted to both offenses, even sharing with Officer Riazi where he obtained the paint that he used to vandalize the vehicle.

In another incident, Officer Riazi was alert while on patrol and noticed a subject making furtive movements of an item from their waistband to a vehicle when the marked patrol car passed them. Alex asked if he could speak with them, to which they agreed. The subject advised that she had, in fact, removed a .44 caliber handgun from her waistband and placed it under a seat. This is a perfect example of an officer who self-initiated a call, talked with the subjects, which ultimately led to removing a dangerous weapon for the safety of officers and citizens alike.

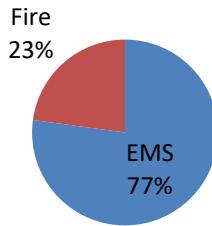
Even though Officer Riazi very recently joined our CHPD family, he has been a welcome addition. He is always respectful and professional, as well as happy and pleasant to speak with. It is evident that he strives to represent the department in a positive way and that he is dedicated to serving our community to the utmost. For those reasons, there was no hesitation in selecting Alex as our Employee of the Month for November 2020.

IV. POLICE DEPARTMENT (CONTINUED):

| December 2020 | | | |
|----------------------|------------------------|-----------------------|--|
| Crime | December 2019 | December 2020 | Percentage of Increase/Decrease |
| Homicide | 1 | 0 | -100% |
| Rape | 0 | 1 | 100% |
| Robbery | 2 | 2 | 0% |
| Aggravated Assaults | 3 | 4 | 33% |
| Simple Assaults | 26 | 16 | -38% |
| B & E | 5 | 4 | -20% |
| Larceny | 59 | 53 | -10% |
| Vehicle Thefts | 0 | 4 | 400% |
| Arson | 0 | 0 | 0% |
| Shoplifting | 30 | 38 | 27% |
| DUI Arrests | 14 | 7 | -50% |
| All Criminal Arrests | 353 | 306 | -13% |
| Calls for Service | 3,397 | 3,311 | -3% |
| December 2020 | Number Reported | Number Cleared | Percentage Cleared |
| | 84 | 52 | 62% |

V. FIRE & EMS DEPARTMENT:

Total Incidents: 534



Total Fire Type Incidents: 122

(Total Fire Loss \$14,700)

Total EMS Incidents: 412 (254 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 97.3% of emergency incidents: (Avg. response time 6:23 minutes)

EMS units arrived on scene in less than 9 minutes on 96.5% of emergency incidents. (Avg. response time 5:49 minutes)

Fire Division (number of incidents):

| Fires | | Hazardous Situations | | Services Calls and False Calls | |
|--------------------------------------|---|--|---|---------------------------------------|----|
| Passenger vehicle fire | 2 | Power line | 2 | Good intent calls | 37 |
| Cooking fire, contained to container | 1 | Haz Mat release investigation w/no Haz Mat found | 2 | Public service calls | 12 |
| Dumpster or outside trash receptacle | 1 | Water or Steam leak | 5 | Cover assignment/standby | 1 |
| Unauthorized burning | 2 | Gas leak (natural gas or LPG) | 2 | Assist invalid | 24 |
| Smoke scare odor of smoke | 6 | Building or structure weakened or collapsed | 2 | Smoke/CO detector installation | 2 |
| | | Electrical wiring/equip problem | 1 | False alarm/false calls | 15 |
| | | Arcing, shorted electrical equip | 3 | | |
| | | Carbon Monoxide incident | 1 | | |

EMS Disposition Incident/Patient Disposition

| | | | | | |
|--|----|---|----|--|----|
| Cancelled on Scene (No Patient Contact) | 11 | Assist, Public | 40 | Cancelled (Prior to Arrival at Scene) | 21 |
| Patient Evaluated, No Treatment/Transport Required | 4 | Cancelled on Scene (No Patient Found) | 9 | Patient Dead at Scene-No Resuscitation Attempted (W/O Transport) | 1 |
| Patient Treated, Released (AMA) | 27 | Patient Refused | 31 | Patient treated, Transported by law enforcement | 1 |
| Assist Agency | 3 | Evaluation/Care (Without transport) | 6 | Patient treated, transferred to another EMS unit | 1 |
| | | Patient Treated, Released (per protocol) | 6 | | |
| | | Patient Dead at scene resuscitation attempted (W/O transport) | 5 | | |

Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield 3

M/A given to Petersburg Fire 1

M/A given to Chesterfield Fire 1

M/A given to Hopewell Fire 1

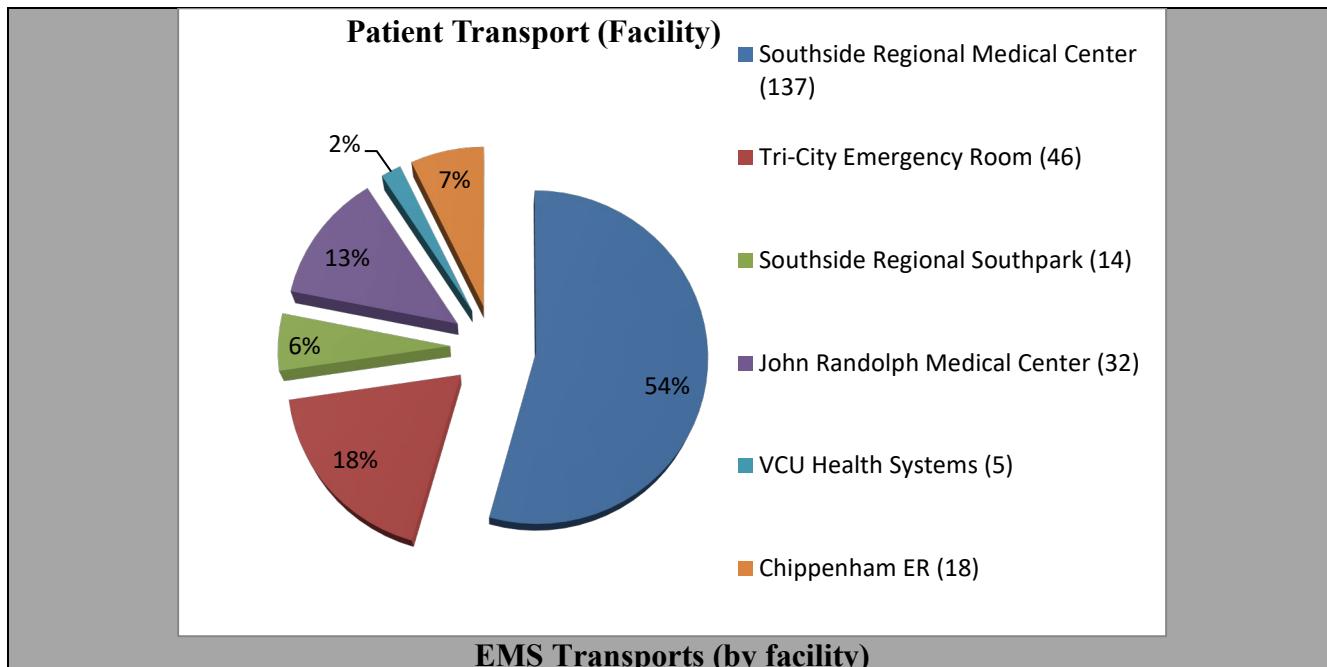
EMS Mutual Aid Given & Received

| | | | |
|--------------------------------|---|------------------------------------|---|
| M/A given to Petersburg EMS | 4 | M/A received from Fort Lee EMS | 2 |
| M/A given to Prince George EMS | 1 | M/A received from Chesterfield EMS | 2 |

M/A received from Prince George EMS 1

V. FIRE & EMS DEPARTMENT (CONTINUED):

| <u>Out of Service Apparatus</u> | | |
|---------------------------------|---------------------|---|
| | <u>Fire Units</u> | <u>Medical Units</u> |
| Station 1 | Number of Incidents | 1 |
| | Total Hours | Engine 941-175 hrs. Medic 934-1255 hrs. Medic 935 – 46 hrs. |
| Station 2 | Number of Incidents | N/A |
| | Total Hours | N/A Medic 932- 48 hrs. Medic 933 –132.5 hrs. |



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. We are concerned about the full staffing in UB and Billing and Collections working in close proximity and the need to shut down the entire office if there is an exposure, but have not yet found a workable solution.
- 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. Tyler support has provided a work around, but to date has been unable to resolve the underlying cause. Staff continue to work on the planned go-live for Real Estate and Personal Property the second week of January, and additional training and configuration sessions were held in December for Financials. Human Resources/ Payroll, the last module, is planned to kick-off in early February.
- FY20 Audit- With the exception of the Federal Compliance and Single Audit reports, the audit is complete. These two sections were held due to a delay by the federal government in providing a Compliance Supplement regarding CARES funds. The Compliance Supplement was released December 22, no additional audit testing is required, and Brown Edwards plans to complete these reports in early January.
- Utility Billing- During November 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 applied the assistance to 196 customers in December in the amount of \$45,063. Staff also received training and set up a repayment plan that will be available to customers in January upon request.

Purchasing Activity:

- Purchasing - 208 total purchase orders were completed, which included 38 departmental purchases being reviewed. This is compared to 146 that were completed for the same month in 2019.
- Finance processed 136 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. Work has started on this project.
- 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 Contract has been approved and work will begin in January.
- Invitation # 20-102002-1114, was issued on Oct 2, with proposals due on Nov 10, for pest control services. Proposal meetings were held in Dec, and the current vendor was selected for the upcoming term.
- Invitation # 20-120402-1115 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 was cancelled and will be reissued at a later date.
- Invitation # 20-121502-1116 was issued during the month, for an annual contract for stone & sand. Bids were received and the City issued two contracts. One of the contracts is for red sand which the City uses during snow events.

VI. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity:

- An emergency Purchase Order was issued for the water line break behind Arby's.
- A Purchase Order was issued for geotechnical testing services for the Hrouda Pump Station, using the City's "on-call" contract.
- Staff continued to purchase COVID related supplies using CARES funding.
- A purchase order was issued for the emergency removal of a tree on City property that was leaning.
- A purchase order was issued for the replacement of the lighting in Fire Administration with LED bulbs.
- A purchase order issued for the maintenance of server routers for the City's IT Department.
- A purchase order was issued for Economic Development for updated "Dining in the City" brochures
- A purchase order was issued for the Police Department for a software tool dealing with policy and accreditation management.
- A purchase order issued for a large shelter tent for the Police Department, to be used for public safety and emergency preparedness.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent-3,888 for November sent in early December, 3,680 in December
- Delinquent Notices Sent: none. Delinquents will be sent in early January due to the billing delay.
- No utility billing set-off debt collections were received for this month.
- With the federal extension of the CARES fund spending date, the state has also extended the timeframe for utility assistance. Staff will continue to accept applications for assistance from customers certifying they were impacted by COVID into 2021. A formal deadline date for the program has not been set by the state.

Billing and Collections Activity:

- 51 DMV releases processed: 50 personal property, 1 parking
- Administrative fees collected \$1,091.27
- There were no set off collections this month

Real Estate Activity:

- 58 transfers this month, 28 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 December 2020:

Advertisements

| <u>Department</u> | <u>Position</u> |
|--------------------|----------------------------|
| Public Works | Public Works Technician |
| Recreation & Parks | Transportation Coordinator |

Applications & Testing

| <u>Position</u> | <u>Total Applications Received</u> | <u>Total Hits on Job Announcement Page</u> |
|---------------------------------|------------------------------------|--|
| Animal Control Officer | 56 | 685 |
| Animal Control Aide (Part-time) | 18 | 556 |
| Transportation Coordinator | 14 | 620 |
| Youth Program Coordinator | 59 | 746 |

Miscellaneous

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

New Employee Orientation

Police Records Technician
Staff Assistant

Employee Separations/Retirements

Transportation Coordinator
Deputy I
Public Works Technician
Senior Digital Resources Specialist (Retirement)

- Attended a series of virtual NEOGOV training sessions on new enhancements to the online application system.
- Attended a Virginia Retirement System virtual seminar, which provided a review of the disability retirement process for Plan 1 & Plan 2 employees.
- Training continues for the transition of employee benefits administration from Finance/Payroll to Human Resources.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ★ The City's website, www.colonialheightsva.gov had 59,936 page views in the month of December.

| | |
|--|--|
| Top fifteen sites visited after the home page: | Top five countries after U.S.: |
| <ol style="list-style-type: none">1. Animal Control & Shelter2. Pay On-Line3. Real Estate Search Records4. City Employees5. Yard Sales6. Human Resources7. Upcoming Elections8. Utility Billing9. Polling Locations & Hours10. Police11. Real Estate Assessor12. Mayor & City Council13. Our Government14. Real Estate Tax15. Recreation & Parks |  Germany  India  Philippines  Canada  Ireland |

- ★ Citizens submitted and city staff processed 298 Service Requests and questions through the "Report a Concern" module during the month of December.
- ★ The City of Colonial Heights' Facebook Page now has 5,495 fans and the City's Twitter account has 1,572 followers. There are 3,279 subscribers for "In the News".

IX. LIBRARY:

The library staff circulated 7,544 titles in December broken down as follows:

- ★ Residents borrowed 6,305 print titles; 384 e-books on Kindle readers; and 855 e-books and audios downloaded from the library's online Hoopla collection. There are currently 1,191 residents registered for the Hoopla service.
- ★ The public computer center had 258 users, down from an average of 1800 users per month pre-COVID, 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 184 residents used the library each day, while 21 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of December staff continued on-going programs and modified its programming based on new COVID-19 restrictions. Due to the new restrictions in place most of the Community Center rentals were cancelled during the month. Staff also held the Lights in the Heights Decorating Contest in the City with 52 total entries. Winning entries were announced the week of December 14.

Staff is preparing for Spring programs and are continuing to monitor guidance and restrictions in place regarding activities and plan to offer programs that can be done safely.

| Athletics/Programs | <u>2020</u> | <u>2019</u> |
|--|-------------|-------------|
| Belly Dancing | 5 | 5 |
| Lights in the Heights Decorating Contest | 51 | n/a |
| Therapeutic Recreation | 16 | 114 |
| Facility Usage | <u>2020</u> | <u>2019</u> |
| Community Room Attendance | 30 | 1,470 |
| Community Room Reservations | 3 | 21 |



Parks, Horticulture, Buildings & Grounds

- Cut trees and brushes at Edinborough Park and hauled to transfer station.
- Replaced broken hinges on swinging door in Commissioner of Revenue's office.
- Overhauled two trailers with new floor boards.
- Mounted new TV in squad room at Public Safety Building.
- Hung pictures in Commonwealth Attorney's office area.
- Put together new picnic tables and moved them into Shepherd Stadium.
- Patched sheet rock in Community Center multipurpose room.
- Painted Community Center multipurpose room.
- Moved display cases at Library.
- Replaced broken swing seat at Floral M Hill park.
- Replaced rotten bridge over ditch on disc golf course at White Bank Park.
- Moved air purifiers from shop to various City buildings and assisted with setting them up.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Edged beds at sites as needed.
- Blew and raked leaves at sites.
- Trimmed hollies at Courthouse.
- Trimmed hedges at Courthouse along Battery Place.
- Trimmed shrubs and ornamental grasses at Courthouse.
- Put together and installed lighted animated Christmas figures at Library.
- Cut back Dallas grass at Fort Clifton Park.
- Cut liriope back at sites.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

| Activities | <u>2020</u> | <u>2019</u> |
|----------------------|--------------|--------------|
| Adult Coloring | 2 | 7 |
| Bingo in Center | 33 | 50 |
| Bowling | 105 | 260 |
| Bridge Party | 8 | 24 |
| Diamond Art | 2 | N/A |
| Senior Club Meeting | 18 | 42 |
| Classes | <u>2020</u> | <u>2019</u> |
| Crochet & Knitting | 23 | 26 |
| Line Dancing Class | 136 | 76 |
| Meditation | 23 | N/A |
| Quilts for Vets | 6 | 6 |
| Sewing Class | 14 | 23 |
| Tap Class | 7 | 49 |
| Tech Savvy | 1 | 8 |
| Watercolor with Faye | 15 | 21 |
| Fitness | <u>2020</u> | <u>2019</u> |
| Balance | 36 | N/A |
| Fitness Center | 18 | 71 |
| Morning Crunch | 20 | 106 |
| Muscles in Motion | 74 | 175 |
| Pickleball | 129 | 228 |
| Sit & Let's Get Fit | 106 | 217 |
| Strength & Stretch | 57 | 252 |
| Tai Chi | 26 | 58 |
| TBS | 80 | 189 |
| Yoga | 76 | 122 |
| TOTAL | 1,015 | 2,010 |
| Volunteer Hours | 0 | 22 |
| Meals | <u>2020</u> | <u>2019</u> |
| Home Delivery Meals | 3 | 20 |
| Transportation | <u>2020</u> | <u>2019</u> |
| Total Passengers | 212 | 319 |
| Total Trips | 352 | 731 |
| Total Miles | 2070 | 5242 |
| Wheelchairs | 14 | 10 |
| Donations | \$308.00 | \$756.00 |
| New Riders | 1 | 11 |

Violet Bank Museum

| Attendance | <u>2020</u> | <u>2019</u> |
|-------------------|-------------|-------------|
| Tours Given | 17 | 72 |
| Grounds Visitors | 5 | 9 |
| Ongoing Programs | 20 | 20 |
| Outreach Programs | 75 | 0 |
| Special Events | 0 | 168 |
| Attendance Totals | 117 | 269 |

The Candlelight Christmas Open House was cancelled due to increased Covid-19 restrictions and that was hugely disappointing to museum staff, volunteers and the public. Overall, tours and grounds usage were down for the month. The Violet Bank Stitchers from the Heart group was able to donate the following to the Hopewell Warming Shelter to benefit the homeless; 13 Neck Scarves, 3 Hat/Scarf Matched Set, 5 Men's Hats, 3 Crocheted Cotton Washcloths, 31 Christmas Gift Bags and 31 Personal Hygiene Bags. Violet Bank Museum was also able to donate 58 pounds of non-perishable food items to the Colonial Heights Food Pantry. Museum staff dropped off the food donation on December 16 so it could be distributed before Christmas.

Violet Bank's very own Mike Poarch had the opportunity to play Santa at Magnolia Grange in Chesterfield for their Christmas Open House. "Santa" was located on an outside second floor balcony to wave at and talk to the children from a safe distance. Some seventy-five people stopped by during the course of the day. Thank you again Chesterfield Recreation & Parks and the Chesterfield Historical Society for the chance to work together and share talent and ideas.

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

- Created holiday video for social media

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

- Creating Virtual format for homework sessions
- Posted Holiday and Seasonal Stories on social media and YouTube
- Rotate and replenish books in Free Little Library located at City Hall

VJCCCA Diversion Programs-12th District Court

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

- 8 Youth participated in CSW for a total of 86 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

- Class was not held in December.

Workforce Readiness

- One referral
- Youth Specialist modifying program to offer virtually

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

- Planning stages of collaboration between CAANDUU and CADRE
- CCOVA Review legislation before General Assembly, prepare for Rally week in January
- CADRE-planning Project Sticker Shock

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

- Smart Beginnings-Review goals for 2021
- Families First-discuss ways to increase services to Colonial Heights parents

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 22

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 12th judicial District serving Chesterfield County and the City of Colonial Heights

- Prepare Criminal Justice Plan 2021

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

- No meeting for December

Juvenile Domestic task Force (JDVTF)

- Review/Update Bylaws and goals
- Met with Virginia Repertory Theatre to discuss Hugs and Kisses program

Professional Development

- Youth Mental Health First Aid Virtual Facilitator Training
- Marijuana Report-National Families in Action
- Zoom Tutorial
- YouTube Tutorial
- BADGE Tutorial

XI. FLEET MAINTENANCE:

| | <u># Invoices</u> | <u>Total</u> | <u>Sublet</u> | <u>Sublet total</u> |
|---------------|--------------------------|---------------------|----------------------|----------------------------|
| 2020 | 70 | \$36,777.48 | 6 | \$14,960.85 |
| 2019 | 77 | \$21,833.59 | 7 | \$4,903.52 |
| Dealer Repair | | \$13,354.78 | | |
| Alignment | | \$1,076.07 | | |
| Towing | | \$295.00 | | |
| Misc. | | \$235.00 | | |

Sublet repairs consist of the following;

A summary of the repair cost for the first half of this year compared to the last 6 years is as follows:

| Year | Total Cost | Sublet Cost |
|-------|--------------|-------------|
| 14/15 | \$157,755.43 | \$20,494.84 |
| 15/16 | \$113,361.52 | \$13,714.78 |
| 16/17 | \$178,536.21 | \$19,170.11 |
| 17/18 | \$143,646.23 | \$19,910.05 |
| 18/19 | \$132,716.98 | \$26,302.65 |
| 19/20 | \$165,321.17 | \$29,688.21 |
| 20/21 | \$153,570.38 | \$22,587.17 |