



# CITY MANAGER'S REPORT TO CITY COUNCIL

JANUARY 2021

## 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.
- **Hrouda Pump Station** – Southwood Construction has begun construction.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

January 2021

#### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	8	8
Commercial Building	6	6
Demolition	0	0
Electrical	13	13
Mechanical	7	7
Plumbing	8	8
Swimming Pool	0	0
Amusement Rides	0	0
Tent	0	0
Clean Out Installation	7	7
Water and Sewer Connection	3	3
<b>Total: All Permits</b>	<b>52</b>	<b>52</b>

New Residential Units (CO's)	Month	Year to Date
<b>Total</b>	<b>4</b>	<b>4</b>

Valuations	Month	Year to Date
Residential	\$151,463.32	\$151,463.32
Commercial	\$422,055.00	\$422,055.00
<b>Total</b>	<b>\$573,518.32</b>	<b>\$573,518.32</b>

Building Inspections	Month	Year to Date
Residential	82	82
Commercial	41	41
<b>Total: All Inspections</b>	<b>123</b>	<b>123</b>

#### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	3	3
Mobile Food Units	1	1
Signs - Permanent	2	2
Signs - Temporary	2	2
Zoning	10	10
<b>Total: All Permits</b>	<b>18</b>	<b>18</b>

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

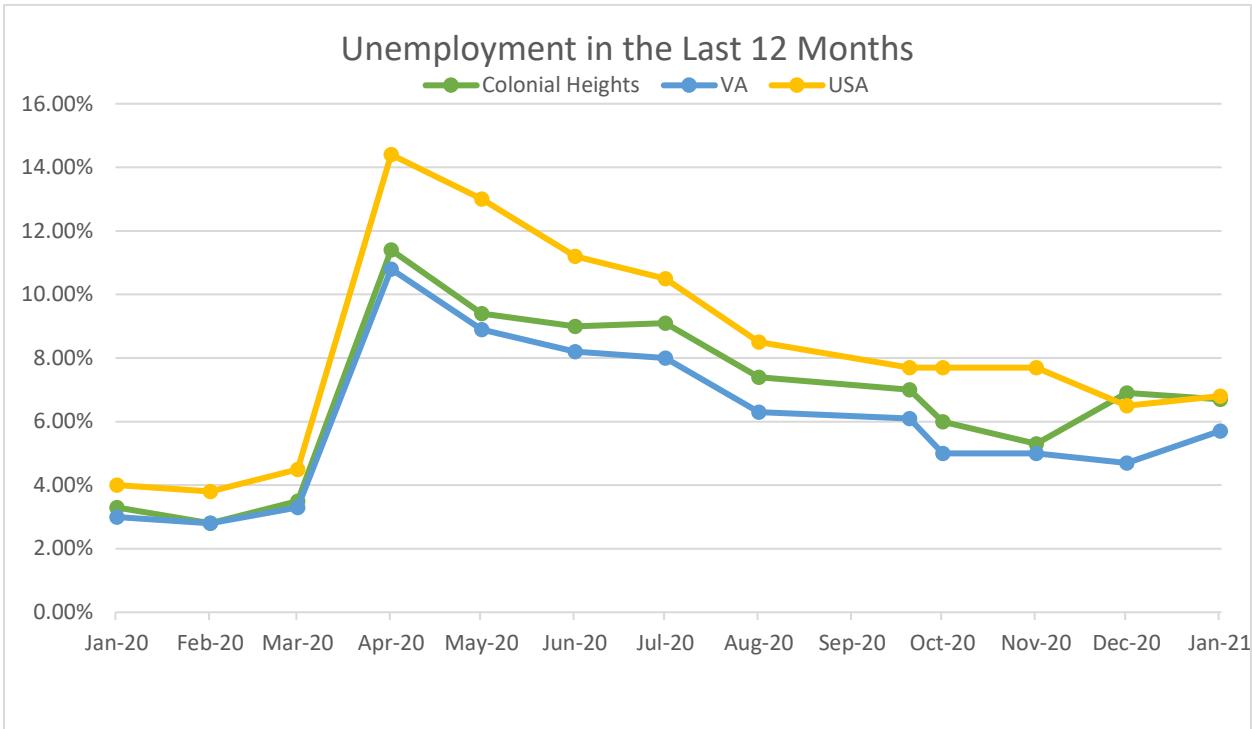
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	1	1
Wetlands Board	0	0
<b>Total: All Meetings</b>	<b>1</b>	<b>1</b>

#### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	2	2	1	1
Exterior Storage of Objects	1	1	0	0
Inoperable Vehicle	6	6	2	2
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	9	9	1	1
Trash/Debris	4	4	5	5
VA Property Maintenance Code	2	2	9	9
Zoning	1	1	0	0
<b>Total: All Cases</b>	<b>25</b>	<b>25</b>	<b>18</b>	<b>18</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
Jan 2021	6.7%	5.7%	6.8%
Dec 2020	6.9%	5.7%	6.5%
Jan 2020	3.1%	2.8%	4.0%

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 January 2021 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,168	7,617	551	607	No

\*Chesterfield

5.2 %unemployment

\*Dinwiddie

6.3 % unemployment

\*Prince George

6.5 % unemployment

\*City of Petersburg

\*City of Hopewell

14.9% unemployment

10.8% unemployment

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

#### **Prospect Activity:**

Direct Requests for Information:	4
Sites/Bldgs. Submitted	4
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:**

Our officers responded to 3,216 calls for service during the month of January 2021. During the same month last year, we responded to 3,452 calls for service, resulting in a 7% decrease. We had one (1) reported robbery, and none reported in January of 2020—a 100% increase. We had no reported rapes in January of 2021, while none were reported in January of 2020—no change. We had two (2) aggravated assaults reported this January, with one (1) reported during the month of January 2020—a 100% increase. As for burglaries, three (3) were reported in January 2021, with four (4) reported during the month of January 2020—a 25% decrease. There were 84 Part I, or serious crimes, reported to the Colonial Heights Police Department in January 2021. Forty-six (46) of those, or 55%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of January was most welcome, as we wanted to quickly move beyond 2020. Even today, we continue to be mindful of the COVID-19 pandemic and continue to stress to our personnel that the virus is to be taken with the utmost seriousness and every measure must be taken to ensure the health of each individual and their families. We are grateful that the first shot of the COVID vaccine was recently made available to our officers. I appreciate that many tried their best to make this a possibility earlier and am hopeful we don't have to wait so long for the second round.

It seems unbelievable that four years have passed since we last hosted a reaccreditation team, but that is exactly what we did this past month. We have been anticipating this process since we received our first reaccreditation in 2016. A team of three accreditation managers from around the Commonwealth of Virginia were knee-deep in our records, files, property room, policies, including tours of the agency and ride-alongs in our police vehicles while conducting interviews. We practiced social distancing when we could and wore PPE during every encounter. I personally received a very positive report on our efforts during their exit interview. Final results should be received very soon to share some time during the month of February.

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

We are happy to report that our two recruit officers, Austin Thomas and Karrissa Jackson, have begun the Crater Criminal Justice Training Academy. We are excited about these two fine young officers and what they can potentially bring to our community and the department. We are also excited to report the hiring of certified Officer Anthony McCurry. Anthony's brings a wealth of experience and knowledge to our team, and we are very grateful for his interest in our agency.

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

- Officer Andrew Fontaine responded to a burglary on W. Roslyn Road where the victim was at home sleeping when she was awoken by the suspect. The suspect fled the area and officers searched the area to locate the suspect. Both the drone and police K-9 were used to attempt to locate the suspect, but to no avail. Detectives responded and have taken over the investigation.
- Lt. Jared Brandeberry engaged in a vehicle pursuit into Petersburg. The initial stop was for speeding, but as the suspect fled, they drove the wrong way on a one-way street. The pursuit was then terminated by Lt. Brandeberry.
- Officer Alex Riazi was driving on New Castle Drive when he observed an occupied vehicle in the 300 block. Officer Riazi parked a distance away and walked back to the vehicle and began a consensual contact with the vehicle occupants. During the contact, he observed narcotics in plain view and ultimately charged both occupants with possession with intent to distribute marijuana as well as MDMA (Ecstasy). Officer Riazi also seized a concealed firearm and charged the owner of the firearm.
- Career Officer Greg Thinnnes conducted a traffic stop where the driver was operating on a suspended license. Due to the numerous charges for failing to appear in court, he was taken into custody. An inventory was conducted prior to towing the vehicle and narcotics were located under the driver seat. The driver was charged with possession with the intent to distribute, as well as other traffic violations.
- Officer Sarah Tollison investigated a single vehicle crash on Conduit Road at Wellington Avenue. During her investigation, she arrested the driver for driving under the influence of drugs.
- Officers responded to Dana Lane for a missing person who was depressed. K-9 Sergeant Chris Wulff and K-9 Rose responded for tracking, along with Detective Sgt. Adam Brandeberry as a drone pilot to cover as much area as possible. The subject was located without incident and returned home safely.
- Officers responded to the Home Depot on Conduit Road for a discharge of a firearm call. The suspect was carrying a concealed weapon, at which time the gun accidentally went off inside the store injuring the suspect with a grazing wound. The suspect was charged with reckless handling of a firearm.
- Officers responded to Southpark Mall for a disturbance which ended up being a robbery. The victim was given money to purchase shoes at a store in the mall. The victim was unable to purchase the shoes and went to return the money and the suspect said the victim was short. An argument ensued, and the suspect displayed a firearm and took the victim's cell phone. This case is being investigated by our Investigations Division.

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

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

- K-9 Sgt. Chris Wulff and K-9 Rose responded out to Dana Lane for a missing person who was eventually located.
- Sr. K-9 Officer Micaulay Fable and K-9 justice were utilized three times during the month, with one item seized and one arrest made.

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

- Members of the division, Command Staff, and Patrol joined with Special Olympics athletes and sponsors at Publix for their fundraiser. All who attended enjoyed spending time with the athletes and over \$8,000.00 was raised.
- Major Anspach and Captain Groat began a project that involved an upgrade in property, moving some offices and storage areas, and creating a new evidence room. This project has been completed and is very user friendly, a fantastic addition for our department, and well-received and appreciated by employees.
- The department hosted members from the state accreditation team who conducted our 2<sup>nd</sup> re-accreditation and static display review. The agency was recommended for re-accreditation by the team. During the process, the agency was 100% in compliance and there were no files returned for incompliance. The team was very complimentary of the entire agency for everyone's knowledge and professionalism show to them during their visit.
- Recruit Officers Austin Thomas and Karrissa Jackson started the Basic Law Enforcement Academy at Crater Criminal Justice Academy.
- Sgt. Renee Walters completed the Q4 and yearly reporting for the CVS medicine take-back. We had 40 pounds for the quarter, and over 118 pounds for the year.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported January as being a busy month for the number of cases assigned to Investigations. Fifteen new cases were assigned to detectives for the month. Of all the cases that were investigated, 13 were cleared (this included clearing three cases from a previous month), which resulted in a clearance rate of 85% for the month.

Unfortunately, we were no different than the Richmond Metro area as we experienced five (5) non-fatal overdoses for the month. It appears that there has been a highly toxic mix of heroin that is being sold in the central Virginia area.

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

Some of the division highlights include:

- **Detective Sergeant Adam Brandeberry** was assigned three (3) new cases for the month:
  - Obtain money by false pretenses
  - Identity fraud
  - Distribution of child sexual abuse material was exceptionally cleared, juvenile offender
- **Career Detective Roger Santini** was assigned four (4) new cases:
  - Two burglaries
  - Assault
  - Obtain money by false pretenses
  - A fraud case cleared from a previous month
- **Senior Detective Joe Vaughan** was assigned four (4) new cases;
  - Possession of child abuse material
  - Missing person, victim located
  - Two cases of Child Abuse, unfounded
- **Senior Detective Darrell Aleshire** was assigned four (4) new cases;
  - Felon in possession of a firearm
  - Burglary, pending
  - Sexual Assault, unfounded
  - Larceny of firearms, pending warrant service

One (1) public nuisance letter was issued this month.

**Senior Detective Will Waldrep**, who is assigned to the **U. S. Marshal's Fugitive Task Force**, reported a total of 24 fugitives were arrested, of which five (5) were from the City of Colonial Heights. Sixty-nine warrants were served, with seven (7) of those being from the city.

**Auxiliary officers** provided 81 hours of extra manpower patrolling and riding with officers as well as assisting with a traffic checkpoint. **Sentinels** had no hours of service to report, which is respectable considering the pandemic.

Overall as an agency during the month of January, we made **261 total arrests**; worked **82 crashes**; wrote **496 traffic citations**; executed **694 traffic stops**; affected **eight (8) DUI arrests**, **20 drug arrests** and issued **12 parking citations**.

**Officer Alex S. Riazi** was selected and honored 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 to Petersburg as evidence in their investigation. Officer Riazi placed several local charges on the subject relating to weapon and traffic-related offenses.

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

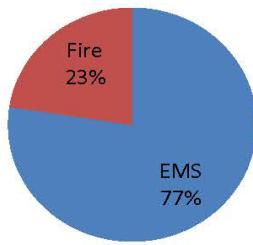
A second incident that must be noted involved Officer Riazi responding to an address in the city for a felony domestic assault where the victim was able to escape from her residence and call for police assistance from a neighbor's house. It was quickly discovered that she was severely assault by her 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 professional assistance.

Even though Officer Riazi very recently joined our department, it is evident that he is a dedicated employee to this department and to the citizens he serves. He has been a welcomed addition to the department as he continues to make strides both with the department as well as the community.

<b>DEPARTMENT STATISTICS</b>			
<b>January 2021</b>			
<b>Crime</b>	<b>January 2020</b>	<b>January 2021</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	0	1	<b>100%</b>
Aggravated Assaults	1	2	<b>100%</b>
Simple Assaults	26	20	<b>-23%</b>
Breaking & Entering	4	3	<b>-25%</b>
Larceny	72	54	<b>-25%</b>
Vehicle Thefts	2	4	<b>100%</b>
Arson	0	0	<b>0%</b>
Shoplifting	50	31	<b>-38%</b>
DUI Arrests	10	8	<b>-20%</b>
All Criminal Arrests	371	261	<b>-30%</b>
Calls for Service	3,452	3,216	<b>-7%</b>
<b>January 2021</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>84</b>	<b>46</b>	<b>55%</b>

## V. FIRE & EMS DEPARTMENT:

### Total Incidents: 457



#### Total Fire Type Incidents: 103

(Total Fire Loss \$61,725)

#### Total EMS Incidents: 354 (208 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.6% of emergency incidents: (Avg. response time 5:47 minutes)

EMS units arrived on scene in less than 9 minutes on 97% of emergency incidents. (Avg. response time 5:46 minutes)

#### Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building Fire	3	Power line	2	Good intent calls	27
Cooking fire, contained to container	1	Haz Mat release investigation w/no Haz Mat found	1	Public service calls	14
Fuel burner/boiler malfunction, fire	1	Gas leak (natural gas or LPG)	2	Cover assignment/standby	2
Grass fire	1	Arcing, shorted electrical equip	3	Assist invalid	29
Outside equipment fire	1	Carbon Monoxide incident	1	Smoke/CO detector installation	2
Unauthorized burning	1			False alarm/false calls	6

#### EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	10	Assist, Public	37	Cancelled (Prior to Arrival at Scene)	7
Patient Evaluated, No Treatment/Transport Required	2	Cancelled on Scene (No Patient Found)	2	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	6
Patient Treated, Released (AMA)	20	Patient Refused Evaluation/Care (Without transport)	53	Patient treated, Transported by by private vehicle	1
Assist Agency	2	Patient Treated, Released (per protocol)	5	Patient treated, transferred to another EMS unit	1
		Patient Dead at scene resuscitation attempted (W/O transport)	5		

#### Fire Mutual Aid Given & Received

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

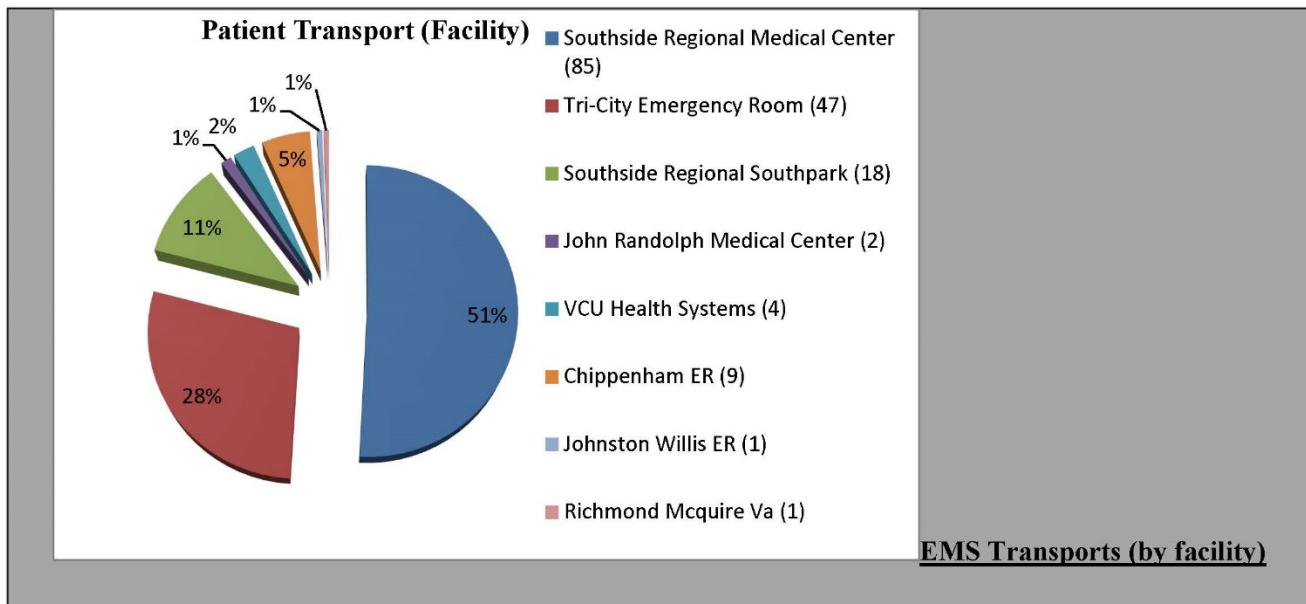
#### EMS Mutual Aid Given & Received

M/A given to Petersburg EMS	4	M/A received from Fort Lee EMS	4
M/A given to Hopewell EMS	3	M/A received from Chesterfield EMS	2
		M/A received from Petersburg EMS	2

#### Out of Service Apparatus

Station 1	Number of Incidents	Fire Units	Medical Units
	Total Hours	1 Engine 941- 6hrs.	1 Medic 935 – 7.5hrs
Station 2	Number of Incidents	1	1
	Total Hours	R942- 6hrs	Medic 932- 5.5hrs.

## **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. We are concerned about the full staffing in UB and Billing and Collections working in close proximity. This could potentially require the closure of the office in the event of an exposure.
- ERP System- Real Estate and Personal Property went live on Munis the second week of January. Although there were minor issues and adjustments, staff has worked hard on the implementation and the whole process was relatively smooth. Customers have had to experience slightly longer wait times as the staff become familiar with the new system. Tyler support indicated that the utility bill printing processes has been fixed; and bills for cycle 1 printed as expected at the end of the month. Training and configuration sessions for the financial modules continued through January and staff is working with Tyler to focus on the data conversion process. Human Resources/ Payroll, the last module, will kick-off on February 2.
- FY20 Audit- The audit is complete. The compliance sections were completed by Brown Edwards in January and an updated report was loaded to the web and provided to the Federal Audit Clearinghouse.
- Utility Billing- As of January 31, 2021, the balance of all delinquent utility bills due the City totaled \$323,033. Staff continues to solicit and receive applications for state-provided utility relief, despite administrative ambiguity from the state. To date, \$56,389 in relief has been provided to impacted Colonial Heights customers.

### **Purchasing Activity:**

- Purchasing - 147 total purchase orders were completed, which included 27 departmental purchases being reviewed. This is compared to 169 that were completed for the same month in 2020.
- Finance processed 100 check requests during the month.

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

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

- No open proposals/bids at this time.

### **Other Purchasing Activity:**

- A purchase order was issued for the emergency repair of the sewer line on Fairfax Avenue. Work includes replacing 125 LF of sewer pipe and 4 laterals.
- Staff continued to purchase COVID related supplies. Two laptops were purchased for the Commonwealth Attorney's Office to allow teleworking.
- Staff is waiting on the vendor to submit contract documents for the installation of railing at Shepherd Stadium. The rails are for the four main steps leading to the top of the stadium.
- A purchase order was issued for the emergency repair of the sewer line at 703 Colonial Avenue.
- A payment was issued to a resident on Conduit Avenue, to repair their house from a sewer backup caused by the flooding August 16.
- A purchase order was issued to VA Risk Sharing Association for an increase in the City's Worker's Compensation premium per a recent reconciliation.
- A purchase order was 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-3,881 in January
- Delinquent Notices will be sent in early February. Delinquents were delayed so utility relief could be applied prior to delinquent bills being processed.
- No utility billing set-off debt collections were received for this month.

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

- 61 DMV releases processed: 55 personal property, 3 parking, 3 abatements
- Administrative fees collected \$1,191.90
- There were no set off collections this month

### **Real Estate Activity:**

- 45 property transfers this month, 20 of which were valid residential sales
- \$1,021,600 in new residential construction and \$2,725,700 in commercial activity were picked up for the month.

## **VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of January 2021:

### **Advertisements**

<u>Department</u>	<u>Position</u>
Information Technology	Director of Information Technology
Circuit Court	Deputy I
Public Works	Project Coordinator (Promotional)
Library	Senior Digital Resources Specialist (Promotional)

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Deputy I	78	938
Project Coordinator (Promotional)	1	47
Senior Digital Resources Specialist (Promotional)	1	12

### **Miscellaneous**

- The following individuals completed a new employee orientation or separation/retirement session:

#### New Employee Orientation

Assistant Commonwealth's Attorney  
Police Officer  
Youth Program Coordinator  
Deputy I  
Animal Control Officer

#### Employee Separations/Retirements

Public Works Technician  
Deputy I

- The annual OSHA Summary Log (2021) was distributed to all departments, as each department's specific summary must be displayed annual in the identified buildings/worksites from February 1 – April 30, 2021.
- Completed administrator training sessions to access/utilize a citywide training system through NEOGOV.
- Complied an annual salary survey with information regarding appointed positions as requested by City Council.
- Training continues for the transition of employee benefits administration from Finance/Payroll to Human Resources. It is anticipated that the full transition will be complete by March 2021.

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

- ★ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 62,200 page views in the month of January.

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. Library</li><li>4. Real Estate</li><li>5. City Employees</li><li>6. Human Resources</li><li>7. Utility Billing</li><li>8. Police</li><li>9. Real Estate Assessor</li><li>10. Recreation &amp; Parks</li><li>11. Records &amp; Property Tax Maps</li><li>12. Business License</li><li>13. GIS &amp; Maps</li><li>14. eLibrary</li><li>15. Delinquent Taxes</li></ol>	 Germany  India  Ireland  Spain  Canada

- ★ Citizens submitted and city staff processed 294 Service Requests and questions through the "Report a Concern" module during the month of January.

## **IX. LIBRARY:**

- ★ Residents borrowed 8,085 titles in January broken down as follows:
- 6,776 print titles
  - 368 e-books on Kindle readers
  - 941 e-books and audios were downloaded from the library's online Hoopla collection.  
There are currently 1,203 residents registered for the Hoopla service.
- ★ 289 residents used the curbside service
- ★ 31 preschool children attended the story time programs
- ★ The public computer center had 513 users
- ★ 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 188 residents used the library each day, while 34 residents registered for new library cards.

## Recreation and Parks - January 2021

### Recreation Division

In the month of January most programs and activities were cancelled due to the current COVID-19 restrictions in place for indoor facilities. All of our Community Center rentals were cancelled during the month due to the low amount of people allowed to gather together. Staff completed plans for their Spring programs that will be released in the Spring City Focus that will hit mailboxes in February.

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

Athletics/Programs	2021	2020
Belly Dancing	8	5
Okinawan Karate	10	10
Facility Usage	2021	2020
Community Room Attendance	0	1,323
Community Room Reservations	0	21

### Violet Bank Museum

Attendance	2021	2020
Tours Given	27	43
Grounds Visitors	2	19
Ongoing Programs	13	20
Outreach Programs	0	22
Special Events	6	35
Attendance Totals	48	139

Due to continuing concerns related to COVID-19 and the time of year, tours and grounds visitation was rather slow for the month, and we had less than the usual attendance from the Stitchers from the Heart group that meets on Tuesdays.

The Violet Bank Garden Club held their quarterly meeting in the Lee Parlor on January 7 and have already requested to use the space again for their March meeting.

### Parks, Horticulture, Buildings & Grounds

- Removed Christmas tree and decorations at Courthouse and put in storage.
- Spread ice melt on sidewalks at Courthouse, Community Center, Public Safety, City Hall, and Library as needed for ice.
- Replaced broken boards on benches at Floral M Hill park.
- Installed bulletin board in Commonwealth Attorney's office area.
- Cleaned and organized shop preparing for Shop renovations.
- Worked on Shop renovations.
- Laid out and painted practice football field at the Middle School.
- Located corner pins for field hockey field at the High School.
- Removed Christmas wreaths from City limits welcome signs and put in storage.
- Remove Christmas lights from trees at Library.
- Raked leaves from flower beds at all sites. Bagged leaves and took to transfer station.
- Cut down fountain grasses at sites and hauled away.
- Cleaned up pansies from sites as needed.
- Picked up limbs from sites as needed and took to transfer station.
- Cut back liriope at sites as needed.
- Trimmed back barberry bushes at Public Safety Building.
- Mulched sites as needed.
- Removed weeds from sites as needed.
- Trimmed shrubs at sites as needed.

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

### Agency on Aging

Agency on Aging Activities	2020	2021
Adult Coloring	10	-
Bingo in Center	77	31
Blood Drive	21	19
Bob Ross Video Painting Class	3	-
Bowling	195	140
Bridge Party	40	-
Bridge Tournament	104	-
BUNCO	15	-
Multicultural Experience	16	-
Senior Advisory Board Meeting	8	-
Senior Club Meeting	73	-
Senior Citizen Dance	59	-
Sing A-Long	21	-
Tri-cities Golfers Board Meeting	6	8
<b>Awareness/Education</b>		
Blood Pressure Check	28	-
Diabetes Education	30	-
Lunch & Learn: Food for the Brain	16	-
<b>Classes</b>		
Colorful Creation Open Paint	35	7
Crochet & Knitting	35	15
Line Dancing Class	107	119
Meditation	15	29
Quilts for Vets	7	-
Sewing Class	17	12
Tap Class	51	31
Tech Savvy	13	3
Watercolor with Faye	33	21
<b>Fitness</b>		
Boot Camp	65	-
Chisel & Sculpt	2	-
Fitness Center	81	54
Morning Crunch	67	16
Muscles in Motion	214	65
Pickleball	253	133
Sit & Fit	233	61
Strength & Stretch	426	60
Tai Chi	44	23
TBS	270	58
Water Aerobics	28	-
Yoga	152	75
<b>Trips</b>		
Genealogy	4	-
<b>Total</b>	<b>2,874</b>	<b>980</b>

Meals	2020	2021
Home Delivery Meals	25	4
Site Meals	62	-
<b>Transportation</b>		
Total Passengers	457	199
Total Trips	728	320
Total Miles	3594	1694
Wheelchairs	30	12
Donations	\$637.00	\$520.00
New Riders	6	5

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

### **Office on Youth & Human Services**

The Office on Youth is excited to welcome their new staff members to the team that have come on-board this past Fall and Winter.

- **Christian Velez-Ortiz (Youth Program Coordinator)** - [velez-ortizc@colonialheightsva.gov](mailto:velez-ortizc@colonialheightsva.gov)

He is responsible for the training and supervision of staff, implementation and evaluation of the afterschool program (KAP). He will also serve on various committees and coalitions to include Smart Beginnings School Readiness Coalition and RVA Basics committee. He serves as a translator for the Hispanic community.

- **Marquis Mapp (Youth Program Coordinator)** - [mappm@colonialheightsva.gov](mailto:mappm@colonialheightsva.gov)

He is the Advisor for the Youth Advisory Council. He serves on the CANN-DUU coalition, Juvenile Domestic Violence Task Force and Partnership for Youth. He is a trainer for Youth and Adult Mental Health First Aid and Trauma Informed Care.

- **Wafeeq Amin (Youth Specialist)** - [amina@colonialheightsva.gov](mailto:amina@colonialheightsva.gov)

He coordinates all aspects of community service supervision and diversion programming through the courts. He is eager to form new partnerships in the community for community service placements. He is a facilitator for the Workforce Readiness program which is available to any interested teen. He is a certified Life Coach for youth and adults. In addition, he is in charge of the summer program this office offers at Pocahontas State Park.

### **OOY Updates**

- Our office was awarded a \$2500 Walmart grant and it will be used to provide literacy kits to CHPS ELL students. Each kit will have specific items geared towards PK-2, 3-5, 6-8 and 9-12 grade levels. For example, whiteboards and markers for the younger students. My thanks to Roberto Ramos, a member of the Youth Services Commission for meeting with OOV staff to discuss ideas for grant use. The Youth Advisory Council will assist with making kits and OOV staff will deliver them to the schools. There are currently 154 students who will receive the kits.
- A YouTube channel has been created to upload stories, activities and announcements. Promoted through OOV Facebook and Instagram.
- The Kids Achieving Progress (KAP) program will start virtual programming on February 1st. It is a trial run and if successful, recruitment will be held to attract more students.
- New partnership with Youth Advisory Council and CH Library to give out home craft kits. YAC will assemble kits and library staff will distribute. Kits will be available in February.
- A Point in Time count of possible homeless people in Colonial Heights took place on January 28 at 5am. We partnered with the CHPD to search city locations. No one was identified as being homeless.

**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

- Participated in MLK Day of Service Project at VSU (14 youth attended), built picnic tables and benches for VSU campus and Ettrick Park
- Planning stages of Home craft kits distribution in partnership with CH library
- Planning stages of recording videos for upload to OOV YouTube channel

### **Juvenile Domestic Task Force (JDVTF)**

- Review/Update Bylaws and goals
- Presentation from Latinos En Virginia
- Discussed Hugs and Kisses presentation

**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

- CAAN-DUU-discussed VDH program and how it relates to CH ordinances regarding tobacco use, discussed use of funds from Opioid grant
- SAFE-On-going discussions of data related to substance use and marijuana legislation
- CCOVA Review legislation before General Assembly, participated in virtual rally week
- CADRE-met with CHHS CADRE advisor to plan future events, preparing presentation on vape and e-cigarette use

## Office on Youth & Human Services (contd.)

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

- Created Virtual format for homework help and mentoring (Launches Feb 1<sup>st</sup>.)
- Posted Stories on social media and YouTube
- Rotate and replenish books in Free Little Library located at City Hall

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-Discussion of legislation through General Assembly, READY regions
- Families First-no meeting in January
- Positive Parenting-planning yearly institute-Presentation will be on Human Trafficking

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 - 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

- There are two new members, Dr. Laura Poe, City Council Rep. and Angie Woody, CHPS School Board Chair.
- Support Youth Advisory Council (YAC) activities
- Currently one vacancy unfilled

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

- Continued preparation of Criminal Justice Plan 2021

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

- January caseload 3 youth.

Interagency Team - The Team meets to share information and resources in order to develop recommendations to best serve the needs of children and families, especially in the prevention of serious problems. The Team meets on a case-by case basis and is comprised of representatives from the CHPS system, 12<sup>th</sup> District Court Service Unit, Department of Social Services, District 19, Colonial Heights Office on Youth and other area agencies.

- 3 cases reviewed for January

### VJCCA Diversion Programs-12<sup>th</sup> District Court

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

- 9 Youth participated in CSW for a total of 115 hours
- Youth Specialist developing partnerships with Goodwill and P.O.W.E.R. through Pathways

Shoplifting Diversion - Program to educate participants and their parents on shoplifting, the juvenile justice system, legal consequences for violating laws, the detrimental effects on local businesses and the cost of security measures

- 6 youth and parents attended January 9<sup>th</sup> class and received 18 hours of credit.

Workforce Readiness

- 1 youth completed 6 hours for January.
- Youth Specialist modifying program to offer virtually

### OOY Staff Professional Development: 45 hours

VJCCA Restoration vs Transformation, Adverse Childhood Experiences, Trauma Informed Care, Latinos En Virginia Empowerment Center, Make Digital Learning a Reality, After School Answers, Training After School Staff Resources to support SEL, Fostering Responsible Screen Use, Point in Time, Create a Comprehensive Equity Strategy, National Mentoring Partnership Summit

## **XI. FLEET MAINTENANCE:**

	<b><u># Invoices</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
<b>2021</b>	65	\$22,459.48	3	\$939.96
<b>2020</b>	66	\$31,944.35	8	\$5,620.40

**Sublet repairs consist of the following;**

Glass replacement	\$554.96
Towing	\$385.00