



CITY MANAGER'S REPORT TO CITY COUNCIL

FEBRUARY 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*** – Currently advertised; awaiting proposals.
- **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 early Spring 2021.
- **Appomattox River Greenway Trail Phase V, *UPC 107533*** – Awaiting State approval for additional funding. Consultant working on 70% Plans.
- **FY 20 Pavement Preservation** – Currently advertised; awaiting proposals.

Utilities Capital Projects

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

Hrouda Pump Station – Construction on-going.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

February 2021

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	10	18
Commercial Building	8	14
Demolition	0	0
Electrical	8	21
Mechanical	2	9
Plumbing	4	12
Swimming Pool	0	0
Amusement Rides	0	0
Tent	1	1
Clean Out Installation	7	14
Water and Sewer Connection	2	5
Total: All Permits	42	94

New Residential Units (CO's)	Month	Year to Date
Total	3	7

Valuations	Month	Year to Date
Residential	\$141,046.00	\$292,509.32
Commercial	\$677,730.00	\$1,099,785.00
Total	\$818,776.00	\$1,392,294.32

Building Inspections	Month	Year to Date
Residential	82	164
Commercial	27	68
Total: All Inspections	109	232

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	4	7
Mobile Food Units	1	2
Signs - Permanent	3	5
Signs - Temporary	3	5
Zoning	11	21
Total: All Permits	22	40

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	2
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 & Cert	0	1
Total: All Categories	0	3

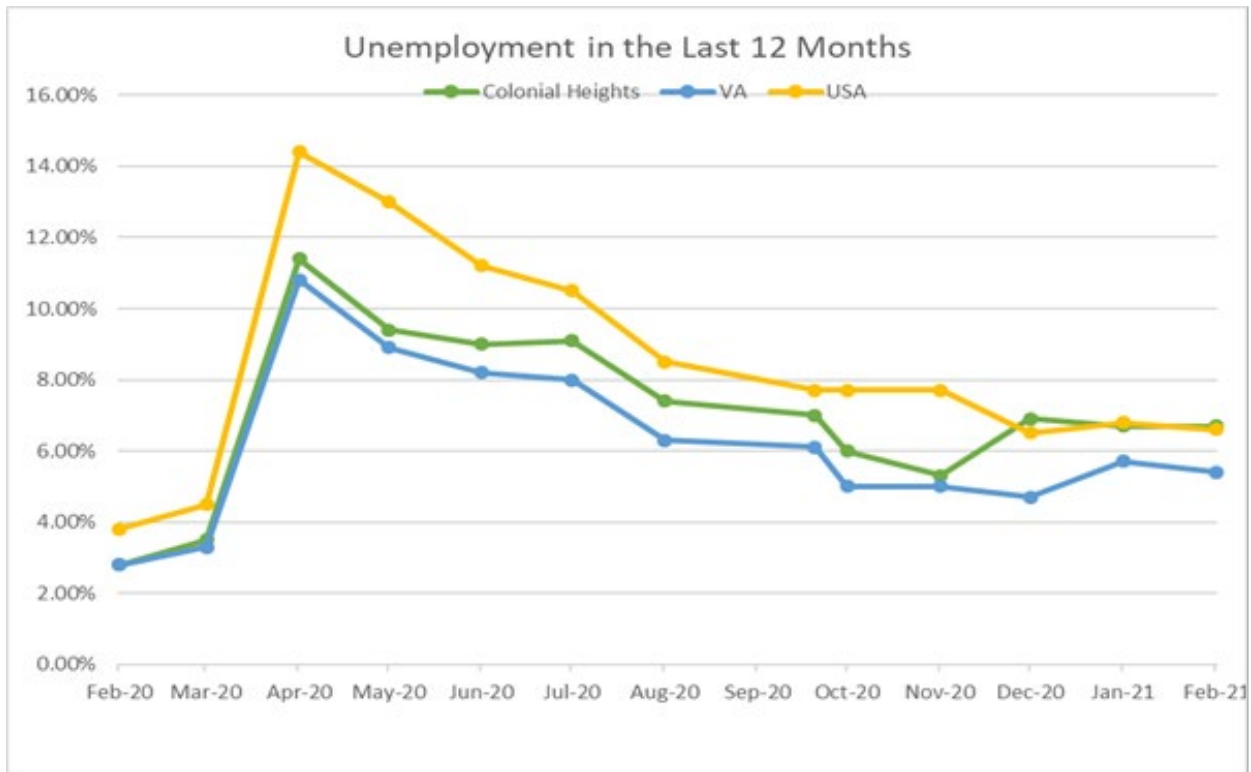
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	0	1
Wetlands Board	0	0
Total: All Meetings	0	1

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	2	4	0	1
Exterior Storage of Objects	2	3	0	0
Inoperable Vehicle	7	13	1	3
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	27	36	0	1
Trash/Debris	6	10	1	6
VA Property Maintenance Code	1	3	2	11
Zoning	7	8	2	2
Total: All Cases	52	77	6	24

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
Feb 2021	6.7%	5.4%	6.6%
Jan 2021	6.7%	5.7%	6.8%
Feb 2020	3.4%	2.8%	4.2%

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 February 2021 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,175	7,619	551	6.7	No

*Chesterfield 5.20% unemployment
 *Dinwiddie 6.3 % unemployment
 *Prince George 6.1 % unemployment

*City of Petersburg 14.1% unemployment
 *City of Hopewell 10.3% unemployment

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Prospect Activity:

Direct Requests for Information:	7
Sites/Bldgs. Submitted	4
Active Prospects	10

Projects:

- Boot Barn – Opened February 2021
- Towneplace Suites – in site plan
- Panera w/Drive-thru – submitted preliminary site plan for review
- Mission BBQ – tentative October 2021 opening; waiting to assign contractor
- Former Wells Fargo Building – lease signed; waiting to release information per franchise owner
- Locke Supply Company (former Gordmans) tenant upfit underway
- Ace Hardware – relocations of spaces to accommodate 10,000 sf (tenant upfit permits issued)
- Walgreens – under purchase negotiations
- 401 Temple Avenue – site work

IV. POLICE DEPARTMENT:

The month of February came and went very quickly. It was a month of many new beginnings within our agency, both operationally and procedurally. Many of our officers were provided the opportunity to get their COVID-19 vaccination for the first time, while many have already received their second dose. Some of our officers welcomed some new less-than-lethal equipment with the delivery of new BolaWraps. This new technology allows us to restrain resisting subjects from a distance without inflicting pain. It is a hand-held device that fires a cord that wraps around a person’s arms or legs. We also introduced PowerDMS to the agency to assist us with our accreditation efforts involving policy and training. This program automatically disseminates and collects signatures and tracks our personnel work in these areas.

We continue our conversion of data from Shieldware to our new RMS system, New World System. Working remotely with the vendor due to the pandemic has proven to be very challenging. We are excited to report our most recent hire, Officer Anthony McCurry, has been released from field training and has been assigned to D Squad, an evening squad that is under the command of Lt. Jared Brandeberry and Sgt. Chris Wulff. Our two recruits in the academy, Austin Thomas and Karrissa Jackson, continue their training and education.

Regarding crime for the month, we experienced a very serious incident at our Waffle House on the Boulevard. Two different groups of individuals got into an altercation where it spilled into the parking lot and numerous rounds were fired from at least four different weapons. At the time of this report, three (3) individuals have been arrested and charged with numerous crimes and several weapons have been confiscated for further forensic testing.

IV. POLICE DEPARTMENT (CONTINUED):

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

- Officers responded to the Smoking Gun in the 100 Block of the Boulevard for a subject who had been shot at the range. There was one person using the range at the time of the incident who had a single gunshot wound to the head. Detectives were called out and are investigating the incident.
- Officers responded to the Waffle House on the Boulevard for a report of gunfire. They arrived at what looked like a gun battle that started at the Waffle House and continued onto Franklin Avenue. All parties involved left prior to officers arriving on scene. The area was secured, and detectives were called out and are investigating the shooting.
- Officers responded to 100 Fairmont Drive for a possible suicidal subject. Officers contacted the subject at the residence, who advised officers that he was ok. The family obtained an Emergency Custody Order (ECO) from the magistrate and the subject was talked out of the residence without issue.
- Chesterfield County made a traffic stop just inside our city limits on Dupuy Avenue. That stop turned into a vehicle pursuit that went northbound on the Boulevard. We were able to catch up to the pursuit on Lakeview Avenue and terminated our involvement when the pursuit went back into the county. The suspect was stopped and arrested in Chesterfield.
- Officer Andrew Fontaine responded to 205 Danville Avenue where a subject was throwing objects at a Fire Department medic unit. Officer Fontaine was able to talk to the suspect and get him calm so that his family member could be treated. The suspect was criminally charged in this incident.
- Officer Alex Riazzi was on the Boulevard when he noticed a person walking southbound near the courthouse. There was a BOLO (be on the lookout) for a person identified and warrants obtained who made threats to a used car dealership in the 300 block of the Boulevard. This subject fit the description given, so Officer Riazzi contacted the subject and it was the person wanted for the threat. Officer Riazzi also recovered two concealed weapons from the suspect's person, along with a bag of ammunition.
- Officer Erik Reedy investigated and obtained warrants on a suspect for shooting from a vehicle on the Boulevard in a dispute with another person driving on the Boulevard. This happened in the 3600 block of the Boulevard, and the suspect in this case was located by the US. Marshal's Task Force and arrested.
- Career Officer Mike Kelley responded to 214 Eastman Avenue for a disturbance over a 26-year-old man that had sexually assaulted a 14-year-old female. Detectives responded out to assist in the investigation and arrest of the suspect.

K-9 ACTIVITIES

- K-9 Sgt. Chris Wulff and K-9 Rose attended their monthly training.

IV. POLICE DEPARTMENT (CONTINUED):

- Sr. K-9 Officer Micaulay Fable's K-9 Justice officially retired from duty due to the changes in the new drug laws that decriminalized marijuana. K-9 Justice was adopted by a retired law enforcement family from Chesterfield County. The search for a new canine and training have begun.

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:

- Training and distribution of the 20 BolaWraps and accessories received through the CESF Grant was initiated.
- Completed the annual review of all updated policies by police administration and police supervisors in preparation for the new PowerDMS program.
- The PowerDMS program regarding policy and accreditation was launched. Members of the division have attended multiple virtual trainings as well as on-line training for this new program.
- The *2020 Annual Report* draft was completed by the division and submitted to the Chief. Officer Desiree McCurry was instrumental in the design and completion of this while working light duty.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported February as being a busy month—not for the number of cases assigned to Investigations, but rather for the type of cases being investigated. 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.

We experienced four (4) non-fatal overdoses for the month. It has been reported that there has been a highly toxic mix of heroin that is being sold in the central Virginia area which has led to the severe increase in overdoses in the Richmond metro area. Last year at this time, we had none.

Some of the division highlights include:

- **Detective Sergeant Adam Brandeberry** was assigned three (3) new cases for the month:
 - Residential burglary
 - Malicious wounding (Waffle House case)
 - Child abuse
- **Career Detective Roger Santini** was assigned two (2) new cases:
 - Robbery, unfounded
 - Missing juvenile, located and returned home

IV. POLICE DEPARTMENT (CONTINUED):

- **Senior Detective Joe Vaughan** was assigned two (2) new cases;
 - Solicitation of a minor, unfounded
 - Embezzlement (Sam's Club, eight (8) individuals arrested)
- **Senior Detective Darrell Aleshire** was assigned two (2) new cases and cleared two (2) older cases;
 - Death Investigation
 - Rape, cleared by arrest
 - Grand larceny, arrest
 - Possession of Schedule I drugs, arrest

No public nuisance letter were issued this month.

Senior Detective Will Waldrep, who is assigned to the **U. S. Marshal's Fugitive Task Force**, reported one fugitive arrested, who was from the City of Colonial Heights. Three (3) local warrants were served.

Auxiliary officers provided 98 hours of extra manpower patrolling and riding with officers as well as assisting with a traffic checkpoint. **Sentinels** had 11 hours of service to report.

Overall as an agency during the month of February, we made **217 total arrests**; worked **54 crashes**; wrote **504 traffic citations**; executed **646 traffic stops**; affected **eight (8) DUI arrests**, **nine (9) drug arrests** and issued **32 parking citations**.

Officer Andrew Fontaine was selected as our **Employee of the Month** for **December 2020** for his diligence in "saving Christmas" for one family and solving two other serious cases.

In mid-December, Officer Fontaine investigated a larceny of packages from a home on Hamilton Avenue. The victim explained that she inadvertently had numerous packages containing her children's Christmas presents sent to her ex-boyfriend's residence, where she had previously resided. Officer Fontaine was shown photos by the victim of the children's unwrapped presents sitting next to a trash can. Officer Fontaine attempted to obtain the presents back from the suspect, but the suspect claimed he did not know anything about the packages. A search warrant was obtained, along with a larceny warrant for suspect Dewight Wongus. Subsequently, Wongus turned himself in to the police department stating the presents were located at his mother's residence in Chesterfield County. Contact was made with the mother at her residence, which was yet a second untruth. In actuality, the gifts had been left with a neighbor under the guise that Wongus simply wanted to keep his children from finding the presents before Christmas. All the stolen Christmas presents were ultimately recovered, and Officer Fontaine saved Christmas for a mother who could not otherwise afford to purchase replacement gifts for her children.

IV. POLICE DEPARTMENT (CONTINUED):

In addition to the above case, Officer Fontaine also investigated an embezzlement case, obtaining a total of four search warrants between the two cases. He also investigated an abduction case, which turned into a distribution of marijuana incident where over \$2,300.00 in cash was seized along with narcotics and distribution materials.

Officer Fontaine has more than demonstrated that he is committed to protecting the lives and property of the citizens of Colonial Heights by pursuing criminals who prey on members of our community. He is an asset to our organization and deserves to be recognized as our Employee of the Month for December 2020.

Records Technician **Robin B. Kester** was selected as our **Employee of the Month for January 2021** for her valuable contributions in making the transitioning of reporting technology as smooth as possible for all concerned.

In addition to her daily submission of IBR report information to the Virginia State Police and FBI databases, she has also taken on several new duties recently. With the implementation of our e-citation, community policing and Brazos programs, Ms. Kester has done an excellent job overseeing that the information being recorded is properly reported and submitted to both the state and to the courts. Even though these programs are new to our personnel, Robin has quickly learned the process and has made it a smooth transition for everyone concerned. She has also spent a great deal of time and effort with the conversion of our Shieldware data over to the future Tyler system, participating in several training sessions on how to use the new system once implemented.

It is also important to note that our Records Division recently hired Mrs. Jordan Caison to replace Bobbi Adams, who retired after 18 years of service to our department. The important task of training Mrs. Caison has also fallen under Robin's realm of responsibility. We have confidence that Jordan will be the recipient of Robin's excellent guidance and expertise.

Robin continually strives to do her best, using her patience and abilities to make the officers' jobs easier and more efficient. For those reasons, we felt, without question, that Ms. Kester is more than deserving of being honored as our Employee of the Month for January.

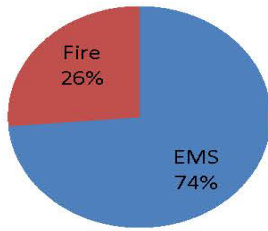
IV. POLICE DEPARTMENT (CONTINUED):

DEPARTMENT STATISTICS			
February 2021			
Crime	February 2020	February 2021	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	1	100%
Robbery	1	1	0%
Aggravated Assaults	2	3	50%
Simple Assaults	16	15	-6%
Breaking & Entering	1	1	0%
Larceny	59	49	-17%
Vehicle Thefts	2	5	150%
Arson	1	0	-100%
Shoplifting	43	34	-21%
DUI Arrests	10	8	-20%
All Criminal Arrests	342	217	-37%
Calls for Service	3,090	2,904	-6%
February 2021	Number Reported	Number Cleared	Percentage Cleared
	75	48	64%

V. FIRE & EMS DEPARTMENT:

Fire & EMS Monthly Report for February 2021

Total Incidents: 464



Total Fire Type Incidents: 122 (Total Fire Loss \$23,050)

Total EMS Incidents: 342 (219 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents: (Avg. response time 5:51 minutes)

EMS units arrived on scene in less than 9 minutes on 98.8% of emergency incidents. (Avg. response time 5:41 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	32	Good intent calls	21
Cooking fire, contained to container	1	Haz Mat release investigation w/no Haz Mat found	2	Public service calls	10
Brush or brush and grass mixture fire	1	Gasoline or other flammable liquid spill	2	Assist invalid	24
Passenger vehicle fire	2	Chemical spill or leak	1	Smoke/CO detector installation	1
Excessive heat with no scorch or burns	1	Electrical wiring/equipment problem, other	1	False alarm/false calls	6
		Overheated motor	2	Water or steam leak	3
		Arching shorted electrical equipment	3	Knoxbox installation	1
		Smoke scare, odor of smoke	6		

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	5	Assist, Public	40	Cancelled (Prior to Arrival at Scene)	12
Patient Evaluated, No Treatment/Transport Required	6	Cancelled on Scene (No Patient Found)	3	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	3
Patient Treated, Released (AMA)	11	Patient Refused Evaluation/Care (Without transport)	31	Patient treated, Transported by private vehicle	2
Assist Agency	1	Patient Treated, Released (per protocol)	4	Patient treated, Transferred to another EMS unit	1
		Patient Dead at scene resuscitation attempted (W/O transport)	3	Patient treated, Transported by Law Enforcement	1

Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	6	M/A received from Chesterfield Fire	5
M/A given to Chesterfield Fire	2		

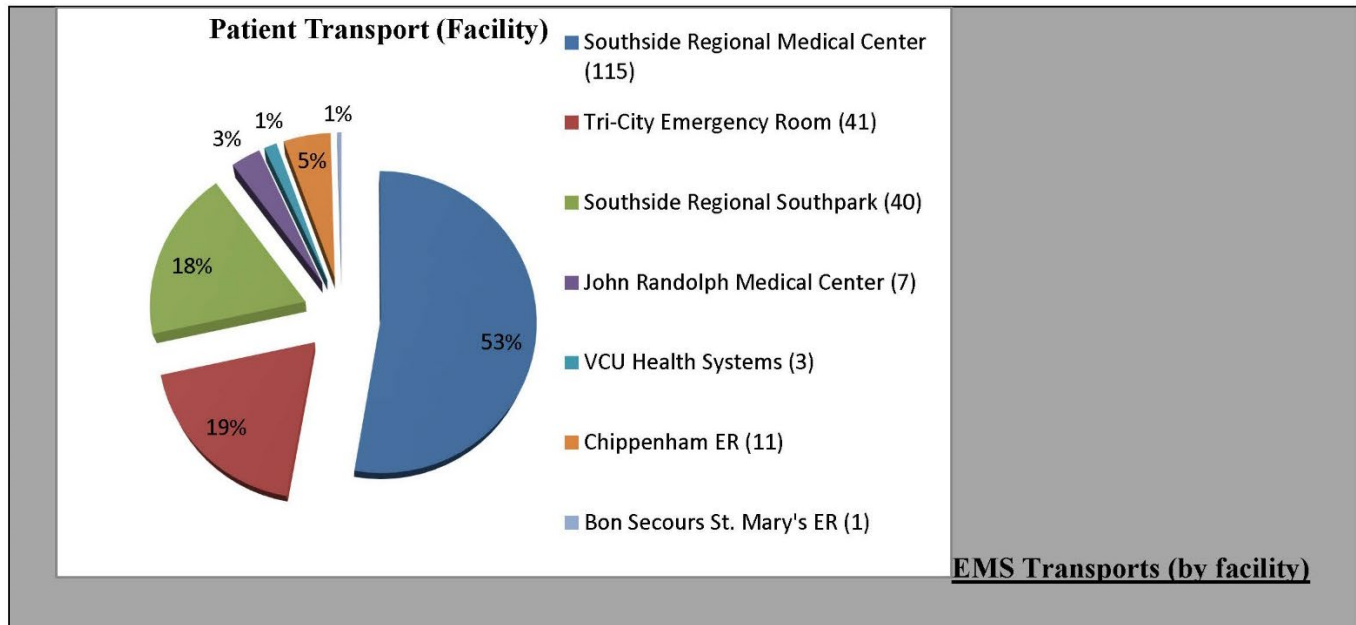
EMS Mutual Aid Given & Received

M/A given to Petersburg EMS	3	M/A received from Fort Lee EMS	1
		M/A received from Chesterfield EMS	1
		M/A received from Petersburg EMS	3

Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
Station 1	<u>Number of Incidents</u>	1	3
	<u>Total Hours</u>	Engine 941- 12.5hrs.	Medic 933 – 5.5hrs, Medic 935 5.5 hrs.
			Medic 936 – 96 hrs.
Station 2	<u>Number of Incidents</u>	1	3
	<u>Total Hours</u>	Brush 942 – 3 hrs.	Medic 932- 322 hrs., Medic 931 5.5 hrs.
			Medic 934 5.5 hrs.

V. FIRE & EMS DEPARTMENT (CONTINUED):



VI. FINANCE DEPARTMENT:

Finance Activity:

- ERP System- Staff continue to work through issues with the new ERP system in Utility Billing, Business License, and Property Tax, the three areas that have gone live. We continue to submit support tickets for system processes that are not working as they should, including printing Business Licenses and delinquent Utility Bills, however, Tyler is not responding in a sufficient or timely manner. We are in contact with the Implementation Director for these areas and have expressed our frustration. Because of these issues and staff availability, we have pushed back the implementation of the Financial and Human Resources/ Payroll modules to July 1 and October 1, respectively. Training and configuration sessions for the Human Resources/ Payroll modules began in February, as did data conversion for Financials.
- FY22 Budget/ CIP- Finance staff is working on the FY22 Proposed CIP and Operating Budgets. The Proposed CIP will be presented to the Planning Commission on March 2 and Council on March 9, and the Proposed Operating Budget will be presented to Council on April 13.
- Utility Billing- As of February 28, 2021, the balance of all delinquent utility bills due the City totaled \$466,396. 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 - 159 total purchase orders were completed, which included 26 departmental purchases being reviewed. This is compared to 117 that were completed for the same month in 2020.
- Finance processed 76 check requests during the month.

Bid/RFP Activity:

- SP 20-030402-1117, Pavement Preservation, was issued during the month with bids due back on March 4

VI. FINANCE DEPARTMENT (CONTINUED):

- SP 20-031102-1118, North Elementary School Sidewalks- Phase I, was issued during the month with bids due back on March 11
- SP 20-031902-1118, Audit Services, was issued during the month, with proposals due back on March 19

Other Purchasing Activity:

- Purchase orders were issued for the following:
 - Emergency sewer line repair on Longhorn Drive in Dunlop Farms. One was for an emergency bypass, and the other to replace 400 feet of 12' pipe, along with 7 residential laterals.
 - Re-lamp the 94 lights at Shepherd Stadium.
 - Replace the 24 fluorescent light fixtures with LED fixtures in the Courthouse lobby.
 - Spot repair of sewer line on Roslyn Avenue.
 - Additional salt to put on roads, following 2 ice storms.
 - Replace the 2 sally port doors at the Courthouse.

Risk Management

- An individual that had been arrested kicked out the side glass in the back of a police vehicle.
- An ambulance switched lanes and made contact with a vehicle when trying to avoid rear-ending another vehicle.
- An individual kicked and dented a police vehicle as he was arrested.
- A Police vehicle had two tires damaged when the operator lost control during the ice storm.
- A Utilities truck and another vehicle sideswiped each other in the middle of the intersection. Neither driver was charged. Little to no damage on the City truck.
- The sewer problem on Longhorn Drive caused a sewer backup up onto a pool house on Jersey Court.
- A citizen requested reimbursement for a drain flush, due to a sewer backup.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent-3,741 in February
- Delinquent Notices for December billing (due 1/25) were sent in mid-February. Delinquents were delayed by two weeks due to the application of grant funds and a processing problem with the software. Delinquents for January billing (due 2/25) were delayed until 3/5 due to a processing problem with the software. Staff has been in contact with Tyler support.
- No utility billing set-off debt collections were received for this month.

Billing and Collections Activity:

- 55 DMV releases processed: 52 personal property, 3 parking
- Administrative fees collected \$980.51
- Set off collections this month \$125.00

Real Estate Activity:

- 42 property transfers this month, 16 of which were valid residential sales
- \$413,500 in new residential construction was 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 February 2021:

Advertisements

<u>Department</u>	<u>Position</u>
Public Works	Senior Engineering Technician (Promotional)
Sheriff's Office	Deputy Sheriff (Part-time)
Police	Animal Control Aide (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Director of Information Technology	44	1,295
Senior Engineering Technician (Promotional)	1	27
Deputy Sheriff (Part-time)	40	671
Animal Control Aide (Part-time)	10	324

Miscellaneous

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

New Employee Orientation

Police Records Technician
Transportation Coordinator











Employee Separations/Retirements

Concrete Technician
Public Works Technician

- Tyler-Munis training began for the conversion of the HRM/Payroll system. Training will continue on a monthly basis 4-6 days per month. The projected completion date for the training and conversion processes is October 2021.
- Citywide cyber security training for all employees was completed in February 2021 to comply with requirements established for localities that have access to Commonwealth of Virginia online systems.
- 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 had 61,492 page views in the month of February.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Animal Control & Shelter2. Real Estate Records Search3. Library4. City Employees5. Pay On-line6. Human Resources7. Recreation & Parks8. Police9. Utility Billing10. Business License & Taxes11. Real Estate Assessor12. GIS & Maps13. Records & Property Taxes14. Real Estate Tax15. Obituaries	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> Germany Russia India Canada South Korea <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois District of Columbia California Pennsylvania Texas
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☆ Citizens submitted and city staff processed 180 Service Requests and questions through the “Report a Concern” module during the month of February.

☆ 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 7,488 titles in February broken down as follows:

- Residents borrowed 6,334 print titles
- 284 e-books on Kindle readers
- 870 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,213 residents registered for the Hoopla service.

☆ The public computer center had 728 users

☆ The Storytime programs were attended by 128 children

☆ 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 187 residents used the library each day, while 36 residents registered for new library cards.

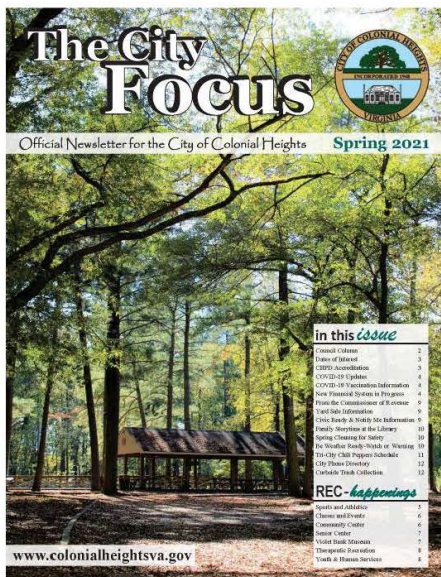
X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of February, we made the decision to move forward with our Youth Baseball and Softball program and hope to begin in March. Our Therapeutic Recreation Program began meeting again in February as well. Staff completed the Spring edition of the City Focus and it was mailed to residents in February. Staff is currently preparing for Spring programs and beginning work on Summer program offerings.

Field rentals have been finalized for the 2021 calendar with most tournament and field usage beginning in March. Staff continues to work with Tri-City Chili Peppers in anticipation of them beginning play at Shepherd Stadium in the late-Spring and Summer.

Athletics/Programs	2021	2020
Belly Dancing	10	6
Okinawan Karate	7	5
Youth Baseball (<i>as of March 1</i>)	83	166
Youth Softball (<i>as of March 1</i>)	23	64
Therapeutic Recreation	21	74
Facility Usage	2021	2020
Community Room Attendance	0	1,113
Community Room Reservations	0	21
Field Attendance	80	3
Field Rentals	3	185



Parks, Horticulture, Buildings & Grounds

- Laid out and painted football field for CHHS football.
- Laid out and painted field hockey field at CHHS.
- Worked on Shop renovations.
- Cleaned snow off sidewalks and spread ice melt at City Hall, Courthouse, and Library.
- Cleaned up debris at Lakeview Park from volunteer clean up.
- Reinstalled broken trail marker post on the river trail.
- Replaced broken boards on bridges on river trail.
- Prepared baseball/softball fields for practice.
- Cut up downed limb at White Bank Park and hauled to transfer station.
- Mulched sites as needed.
- Trimmed shrubs at sites as needed.
- Cut back liriope at sites as needed.
- Cleaned pansies at sites.
- Cut back pampas grass at the Dunlop Fire Station.
- Cleaned up downed limbs from ice storm at all sites.
- Removed weeds from beds around Courthouse.
- Cleaned leaves out of beds at all sites.
- Cut liriope, shrubs, and grasses back in beds along Boulevard.



X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Agency on Aging Activities	2021	2020
Adult Coloring	N/A	12
Bingo in Center	28	61
Bowling	140	192
Bridge Party	N/A	32
Bridge Tournament	N/A	81
BUNCO	N/A	12
Senior Club Board Meeting	N/A	6
Senior Club Meeting	N/A	63
Senior Citizen Dance	N/A	87
Sing A-Long	N/A	19
Valentine's Party	N/A	62
Awareness/Education	2021	2020
Blood Pressure Check	N/A	25
Diabetes Class	N/A	18
Lunch & Learn: Fraud	N/A	24
Classes	2021	2020
Colorful Creation Open Paint	N/A	21
Crochet & Knitting	16	34
Line Dancing Class	146	96
Meaningful Exchanges	42	N/A
Meditation	52	N/A
Quilts for Vets	N/A	8
Sewing Class	10	15
Tap Class	22	53
Tech Savvy	4	13
Valentine Lollipops	2	N/A
Watercolor with Faye	19	20
Fitness	2021	2020
Balance	13	N/A
Boot Camp	N/A	65
Fitness Center	64	65
Morning Crunch	N/A	55
Muscles in Motion	58	226
Sit & Let's Get Fit	119	162
Strength & Stretch	70	324
Tai Chi	17	41
Pickleball	193	239
TBS	30	242
TNT	22	N/A
Water Aerobics	N/A	45
Yoga	182	165

Trips	2021	2020
Federal Reserve Trip	N/A	23
Genealogy	N/A	4
Hampton Quilt Festival	N/A	6
Riverside Theater	N/A	26
Violet Bank Trip	N/A	13
TOTAL	1,172	2,428
Volunteer Hours	N/A	14
Meals	2021	2020
Home Delivery Meals	4	20
Site Meals	N/A	51
Transportation	2021	2020
Total Passengers	174	572
Total Trips	227	811
Total Miles	1681	3917
Wheelchairs	13	32
Donations	\$476.00	\$538.00
New Riders	3	9

Violet Bank Museum

Attendance	2021	2020
Tours Given	7	57
Grounds Visitors	19	17
Ongoing Programs	13	21
Outreach Programs	0	0
Special Events	0	0
Attendance Totals	39	95

Phase I renovation work began mid-February. The orange fencing protecting the Cucumber Tree is very eye catching and has attracted the public's attention. Of the comments heard, the work is being seen favorably. Thank you to Mr. John Rooney for documenting the work in photos.

Donna Seddon Royce, a member of the Violet Bank Stitchers from the Heart Group, delivered ten cat mats and six cat ball toys to Smitty's Cat Rescue. These items had been made by the group.

Museum Staff delivered brochures from Violet Bank Museum to Keystone Truck & Tractor Museum and in return picked up their brochures. These brochures are now available for visitors to pick up.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Office on Youth & Human Services

OOY staff continues providing services in-person and/or through the virtual Zoom format. Partnership continues with Colonial Heights Public Library to distribute (50) craft kits. Pride Survey data was presented to City Council and School Board Chair Angie Woody. Staff met with Department of Conservation to discuss offering the YCC program this summer, discussed guidelines for safe practices limited the number of youths to 10 participants. Christian Velez completed Latinos in Virginia Defenders Advocacy program. This certification will allow him to work with Latinos who may experience domestic violence. Continued purchasing supplies for 154 ELL kits to be distributed in March to CHPS.

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

- Partnership continues with Colonial Heights Public Library to distribute (50) craft kits.
- Planning stages ZOOM check in with students "You Good"?
- Continued work with YouTube channel

Juvenile Domestic Task Force (JDVTF)

- Presentation from Bon Secours Forensic Nursing Navigator Program
- Planning stages Child Abuse Awareness Event for April
- Planning stages of collaboration with James House to implement SAFE DATES program

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 discussion on addressing e-cigarette use, presented survey data related to substance use
- SAFE-On-going discussions of data related to substance use and marijuana legislation
- CCOVA Review legislation before General Assembly
- CADRE- DUU discussion on addressing e-cigarette use, presented survey data related to substance use

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

- Homework help mentoring through ZOOM (youth very engaged)
- 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 February
- 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

VJCCA Diversion Programs-12th District Court

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

- 6 Youth participated in CSW for a total of 47 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

Workforce Readiness

- 1 youth completed 2 hours

Juvenile Court Navigator

- 6 families were served through the program in February

XI. FLEET MAINTENANCE:

	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2021	69	\$30,814.76	14	\$9,754.88
2020	71	\$31,782.08	13	\$15,657.52

The sublet repairs consist of the following;

Seat repair	\$2,550.00
Windshields	\$599.63
Towing	\$842.00
Alignments	\$656.59
Dealer repair	\$5,106.66