



# CITY MANAGER'S REPORT TO CITY COUNCIL

MARCH 2021

## I. PUBLIC WORKS & ENGINEERING:

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### 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.
  - **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.
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### Utilities Capital Projects

- **Lakeview Avenue Water and Sewer Replacement** – Utility relocation completed. Finalizing construction bid documents for advertisement.
- **Hrouda Pump Station** – Construction on-going.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

March 2021

#### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	16	34
Commercial Building	6	20
Demolition	0	0
Electrical	17	38
Mechanical	18	27
Plumbing	10	22
Swimming Pool	1	1
Amusement Rides	1	1
Tent	1	2
Clean Out Installation	7	21
Water and Sewer Connection	0	5
Total: All Permits	77	171

New Residential Units (CO's)	Month	Year to Date
Total	1	8

Valuations	Month	Year to Date
Residential	\$207,382.54	\$499,891.86
Commercial	\$830,087.00	\$1,929,872.00
Total	\$1,037,469.54	\$2,429,763.86

Building Inspections	Month	Year to Date
Residential	90	254
Commercial	61	129
Total: All Inspections	151	383

#### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	5	12
Mobile Food Units	1	3
Signs - Permanent	2	7
Signs - Temporary	1	6
Zoning	10	31
Total: All Permits	19	59

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	1	1
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	3	4
Total: All Categories	4	7

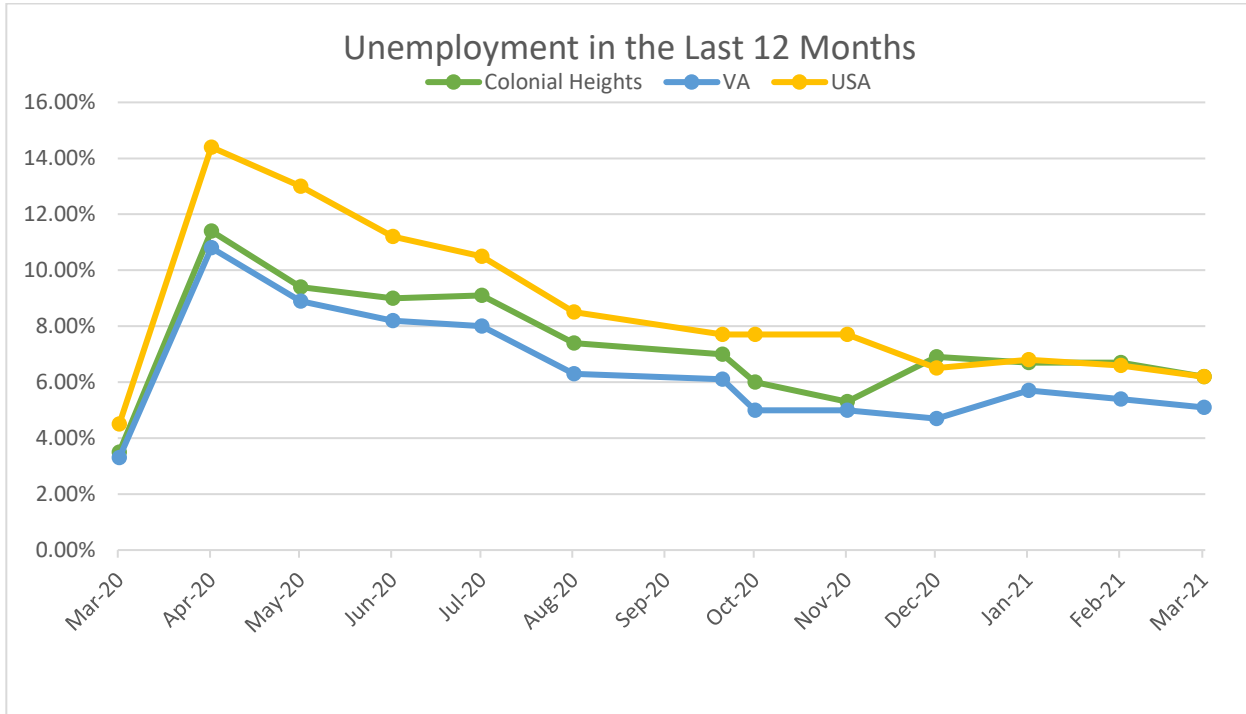
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	1	2
Wetlands Board	0	0
Total: All Meetings	1	2

#### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	5	9	0	1
Exterior Storage of Objects	6	9	2	2
Inoperable Vehicle	3	16	0	3
Property Defacement	0	0	0	0
Tall Grass	1	1	0	0
Trash Can Placement	48	84	0	1
Trash/Debris	3	13	1	7
VA Property Maintenance Code	5	8	1	12
Zoning	4	12	0	2
Total: All Cases	75	152	4	28

### 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
March 2021	6.2%	5.1%	6.2%
Feb 2021	6.7%	5.4%	6.6%
March 2020	2.8%	3.3%	4.5%

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 March 2021 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,221	7,714	507	6.2	No

\*Chesterfield 4.8 %unemployment  
 \*Dinwiddie 6.0 % unemployment  
 \*Prince George 6.0 % unemployment

\*City of Petersburg 12.9% unemployment  
 \*City of Hopewell 9.5% unemployment

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

#### **Prospect Activity:**

Direct Requests for Information:	6
Sites/Bldgs. Submitted	4
Active Prospects	11

#### **Projects:**

- Boot Barn – Opened in February 2021
- 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 – 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
- Walgreens – under purchase negotiations
- 401 Temple Avenue – site work

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

It seems like the year is just happening so quickly, not just in March. There is no distinguishing exactly why this is the case. Perhaps it is the progress of things opening up again as a result of the vaccines and everything related to the pandemic, or it's just that we had an extremely busy month. We hope to never again have a month like we just experienced where two unfortunate homicides occurred. Both were domestic in nature and, like most homicides, they were unnecessary and preventable. I feel certain that the incident wherein the son killed his father, that if the magistrate had secured a bond on previous serious offenses that the son committed, it may have changed the outcome in this case. Regarding the other incident, the victim was bonded out of jail just two hours earlier and returned to a scene where there was a long-standing protective order in place and the resident still allowed the victim to come into the home. Both of the suspects who committed these offenses were not residents of our city, and only one of the victims actually resided here.

Not surprisingly, we continue to handle calls for service at a high rate involving mentally ill individuals. Sweeping police reforms around the Commonwealth have failed to address this issue. On one hand the legislature recognizes the need to get police out of this service; however, nothing has been done to implement such needed change. Case in point—we handled a barricaded subject with a resident inside and were able to safely remove the subject and then provide appropriate services to the individual in crisis. A great job was done by everyone involved, especially by Major William Anspach, who was able to successfully negotiate a surrender. On other similar calls, we continue to safely wait and secure the perimeter of the residence when a subject needs services and no harm has been done to anyone else. In other words, if the subject inside is only a threat to him or herself, we do not intervene but rather provide the necessary District 19 response and ask them to engage using their professional expertise.

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

We are proud to finally announce that we have officially attained our re-accreditation and have been presented our third award in a virtual ceremony. Our agency successfully met all the standards to remain an accredited agency, receiving overwhelming positive comments regarding the accreditation team's visit. I am very proud of the work that was produced by our Law Enforcement Services Division team and by our all officers within the department.

**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 Woodbridge Road for a burglary and assault in progress. When officers arrived at the residence, they found the homeowner deceased. A suspect vehicle was observed leaving the area of Conjurers Neck and officers attempted to stop that vehicle. The vehicle refused to stop, and officers then engaged in a vehicle pursuit. A tire deflation device was used on the suspect vehicle on Route 288 near Hull Street where the pursuit ended, and the suspect was taken into custody. The Investigations Division was called out and are investigating the incident.
- Officers responded to a residence on Conduit Road for a subject who had been shot. The investigation determined that this was an accidental self-inflicted gunshot wound. The victim was charged with reckless handling of a firearm.
- Officers responded to Goodwill on the Boulevard for an alarm. When they arrived on scene they located a male subject inside the store. Officers were able to take that person into custody without incident and he is being charged with burglary.
- Officer Alex Riazi was able to arrest a suspect for possession of heroin with intent to distribute. Officer Riazi responded to an overdose call for service earlier and was able to obtain some information on a dealer that lead to this vehicle stop and subsequent arrest.
- Officers responded to the intersection of Temple Avenue and the Boulevard for a person passed out behind the wheel of a vehicle. Sgt. Stacey Whitt positioned his vehicle so if the driver awoke, they would not drive into traffic. When the subject awoke, the vehicle did roll forward and struck Sgt. Whitt's police vehicle. Since the subject would not open their doors, a baton had to be used to break out a window and unlock the doors. The driver was taken into custody and charged with DUI.
- Officers responded to Clearfield Circle for a burglary in progress. The caller advised that a person in the residence had been shot. The first officers on scene found a person deceased in the residence and the subject who fired the shot was still on scene. The Investigations Division was called out and are investigating the incident.
- Officers responded to Snead Avenue for a disturbance. Once officers arrived, they found a subject had barricaded himself in on the second floor with the mother of his children. Officers began to talk with the subject, who ultimately surrendered to police officers and taken into custody without incident.
- Officers responded to I-95 northbound for a person who was shot. When officers arrived, they found two subjects suffering gunshot wounds. The initial investigation found that this may have been a rolling gun battle while the subjects were driving on the highway. State police were called, and they are investigating the incident.

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

##### K-9 ACTIVITIES

Sr. K-9 Officer Micaulay Fable and K-9 Nero have completed their first month of K-9 training in Chesterfield and they are both doing well.

K-9 Sergeant Chris Wulff and K-9 Rose attended monthly training.

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:

- Major Anspach attended the VACP Mid-Year Chiefs Conference in Richmond, Virginia.
- Sgt. Renee Walters and Officer Desiree McCurry attended the first VACP/VACLEA ***Women in Law Enforcement Leadership Summit***. There was a “powerhouse” female panel that discussed the past and present of females in LEO roles and females in leadership roles.
- Our agency attended the Virginia Law Enforcement Professional Standards Commission (VALEPSC) virtual meeting, during which time our agency received its third award for re-accreditation. The department successfully met all standards required to remain an accredited agency. There was a unanimous vote from the committee for our reaccreditation and multiple positive comments about Chief Faries and our staff.
- The agency received notice from the Department of Criminal Justice Services (DCJS) that we received a \$30,000.00 award for the Body Worn Camera Grant we applied for in February.

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported March as being a busy month. Detectives have done a phenomenal job handling the major shooting at Waffle House and the two homicide investigations. Individuals were arrested and a successful prosecution from solid police work is forthcoming. Thirteen (13) new cases were assigned to detectives for the month. Of all the cases that were investigated, twelve (12) were cleared (this included clearing one case from a previous month), which resulted in a clearance rate of 92% for the month.

We experienced two (2) non-fatal overdoses for the month. We continue to follow up on these cases; however, with the recent changes in the legislature, these cases and their involved parties are mostly free from criminal charges. While most scenes are “cleaned” prior to arrival, we remain committed to investigating the seller of the narcotics.

Some of the division highlights include:

- **Detective Sergeant Adam Brandeberry** was assigned two (2) new cases for the month:
  - Homicide
  - Fraud, unfounded civil manner

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

- **Career Detective Roger Santini** was assigned three (3) new cases:
  - Credit Card fraud, arrest made
  - Missing person, located
  - Child Protective Services complaint, unfounded in our jurisdiction
- **Senior Detective Joe Vaughan** was assigned four (4) new cases;
  - Child Protective Services complaint, unfounded as no crime was committed
  - Homicide
  - Fraud, unfounded
  - Unclaimed body, no crime
- **Senior Detective Darrell Aleshire** was assigned four (4) new cases;
  - Child Protective Services complaint
  - Embezzlement
  - Missing juvenile, returned
  - Fraud, inactive

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 six (6) fugitive arrests, all of whom were from the City of Colonial Heights. Sixteen (16) local warrants were served.

**Auxiliary officers** provided **169 hours** of extra manpower patrolling and riding with officers as well as assisting with a traffic checkpoint. A total of **322 hours** have been volunteered to date. **Sentinels** had **29 hours** of service to report for a total for the year.

Overall as an agency during the month of March, we made **298 total arrests**; worked **99 crashes**; wrote **561 traffic citations**; executed **617 traffic stops**; affected **nine (9) DUI arrests**, **12 drug arrests** and issued **19 parking citations**.

Animal Control Supervisor **Amanda E. Sverchek** was selected as our ***Employee of the Month*** for February 2021. Amanda joined our agency just a few months ago in this new position. During this short time, she has made quite a positive impact. Amanda has incorporated a "team" atmosphere between the Colonial Heights Animal Shelter employees and the police department officers and staff. Her first order of business was to clean and reorganize the shelter and grounds. There are marked improvements to the animal shelter and the living areas for the animals. Amanda has also encouraged relationships and shelter visits with our officers, the fire department and other city departments. She has also conducted several Zoom meetings with schools as well as continuing to educate and build relationships.

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

During the month of February, the animal shelter underwent a state inspection and passed with perfect marks. Amanda has been field training a new Animal Control officer this month as well, which takes extra time and dedication. One important highlight for February was Amanda's dedication in placing our retired narcotics K9, Justice, with just the right family—a retired officer. This family took time to send in a letter stating that Amanda was dedicated, passionate and caring for the “welfare of all the animals at the shelter”, and how impressed they were in her work to find appropriate homes for all the animals. This family is so happy with Justice as a new member and stated at the end of their letter, “She is definitely one of Colonial Heights’ finest!”

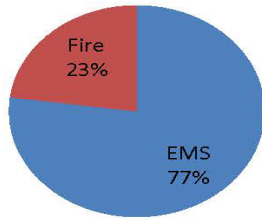
Amanda is friendly and professional and has set a new standard for how the animal shelter should be run and how animals should be shared with the public and matched with the right home. She is an excellent representative for the police department and our goals. Amanda is always smiling and positive and promoting teamwork and relationships. For all the above reasons, we feel without a doubt that ACO Supervisor Amanda Sverchek is most deserving to be selected as our Employee of the Month.

<b>DEPARTMENT STATISTICS</b>			
<b>March 2021</b>			
<b>Crime</b>	<b>March 2020</b>	<b>March 2021</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	2	<b>200%</b>
Rape	0	1	<b>100%</b>
Robbery	2	0	<b>-100%</b>
Aggravated Assaults	1	3	<b>200%</b>
Simple Assaults	15	15	<b>0%</b>
Breaking & Entering	0	3	<b>300%</b>
Larceny	41	66	<b>61%</b>
Vehicle Thefts	0	1	<b>100%</b>
Arson	0	1	<b>100%</b>
Shoplifting	23	46	<b>100%</b>
DUI Arrests	8	9	<b>13%</b>
All Criminal Arrests	246	298	<b>21%</b>
Calls for Service	2,746	3,193	<b>16%</b>
<b>March 2021</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>92</b>	<b>69</b>	<b>75%</b>



## V. FIRE & EMS DEPARTMENT:

**Total Incidents: 468**



**Total Fire Type Incidents: 107** (Total Fire Loss \$106,675)

**Total EMS Incidents: 361** (233 Patients Transported)

*Fire units arrived on scene in less than 9 minutes on 96.8% of emergency incidents: (Avg. response time 5:30 minutes)*

*EMS units arrived on scene in less than 9 minutes on 98% of emergency incidents. (Avg. response time 5:45 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	5	Good intent calls	29
Cooking fire, contained to container	1	Haz Mat release investigation w/no Haz Mat found	4	Public service calls	9
Brush or brush and grass mixture fire	1	Gasoline or other flammable liquid spill	1	Assist invalid	18
Passenger vehicle fire	1	Gas leak (natural gas or LPG)	3	Smoke/CO detector installation	1
Road freight or transportation vehicle fire	1	Carbon Monoxide incident	2	False alarm/false calls	15
Excessive heat with no scorch or burns	1	Smoke scare, odor of smoke	1	Knoxbox installation	2
Outside rubbish, trash or waste fire	1	Unauthorized controlled burning	1	Child seat installation	1
Dumpster or trash receptacle fire	1	Authorized controlled burning	1	Animal rescue	1
		Elevator rescue	1	Cover assignment/standby scene	4

### EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	7	Assist, Public	26	Cancelled (Prior to Arrival at Scene)	16
Patient Evaluated, No Treatment/Transport Required	3	Cancelled on Scene (No Patient Found)	5	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	5
Patient Treated, Released (AMA)	8	Patient Refused Evaluation/Care (Without transport)	36	Patient treated, Transported by private vehicle	1
Assist Agency	1	Patient Treated, Released (per protocol)	8	Patient treated, Transferred to another EMS unit	1
Standby-no services or support provided	2	Patient Dead at scene resuscitation attempted (W/O transport)	2	Patient treated, Transported by Law Enforcement	1

### Fire Mutual Aid Given & Received

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

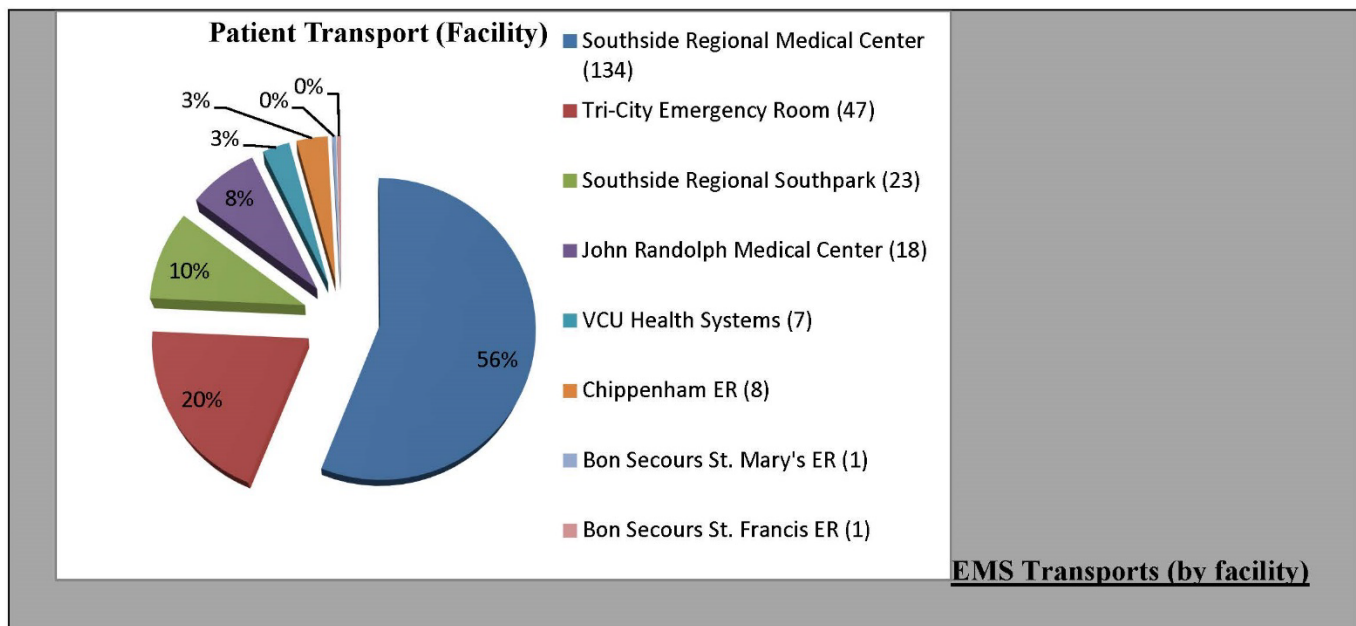
### EMS Mutual Aid Given & Received

M/A given to Petersburg EMS	4	M/A received from Fort Lee EMS	1
		M/A received from Chesterfield EMS	2
		M/A received from Petersburg EMS	2

### Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
<b>Station 1</b>	<u>Number of Incidents</u>	1	2
	<u>Total Hours</u>	Engine 941-261 hrs.	Medic 933-5 hrs., Medic 936-200 hrs.
<b>Station 2</b>	<u>Number of Incidents</u>	3	1
	<u>Total Hours</u>	Quint 942-2 hrs., Quint 992-7.5 hrs. Brush 942-5.5 hrs.	Medic 932-286 hrs.

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



## VI. FINANCE DEPARTMENT:

### Finance Activity:

- ERP System- Staff is gearing up for the first real estate and personal property billing cycle in Munis. We continue to experience some minor setbacks with the systems that are live (Utility Billing, Real Estate and Personal Property Taxes, Business Licenses, Animal Licenses, and Cashiering) and we are hopeful that these will not impact the timeframes for the tax bills to be distributed. Finance and HR/ Payroll implementation is still moving forward, but the remote nature of the implementation and some project management issues with Tyler are slowing the progress significantly.
- FY22 Budget/ CIP- The Proposed CIP was presented to the Planning Commission on March 2 and Council on March 9. A worksession was held on the CIP on March 16. The Proposed Operating Budget will be presented to Council and a public hearing on the on April 13.
- Utility Billing- As of February 28, 2021, the balance of all delinquent utility bills due the City totaled \$438,923. Staff continues to solicit and receive applications for state-provided utility relief. To date, \$67,208 in relief has been provided to impacted Colonial Heights customers.

### Purchasing Activity:

- Purchasing - 220 total purchase orders were completed, which included 30 departmental purchases being reviewed. This is compared to 178 that were completed for the same month in 2020.
- Finance processed 79 check requests during the month.

### Bid/RFP Activity:

- SP 20-030402-1117, Pavement Preservation, was issued during February, and a purchase order is expected to be released in April.
- Bids were due back on March 11 for SP 20-031102-1118, North Elementary School Sidewalks- Phase I. Contract documents are in process and a purchase order is expected to be issued in April.

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

- Six proposals were received in response to SP 20-031902-1118, Audit Services. The committee will review the proposals and conduct interviews with the top respondents in April.

### **Other Purchasing Activity:**

- Preliminary work completed during the month, for new gasoline/diesel tanks, with fob readers for the public works complex. A contract has been reviewed by City Attorney, and we are awaiting vendor comments. A Purchase Order is expected to be issued in April.
- Purchase orders were issued for the following:
  - Additional pickleball courts, to be located on the tennis courts at the Middle School.
  - Mallard Drive storm water emergency repair.
  - Emergency tree removal on Hamilton Avenue
  - A 2022 Ford F 250 Crew Cab, Short Bid truck for the Fire Department.
  - A cloud based, test preparation database web application for the library.
  - A replacement roof top compressor unit at Courthouse #2, using a contract the City already had in place.
  - A replacement for a 16 year old HVAC unit at the main pump station.
  - A new narcotics canine
  - Tree trimming for branches in danger of falling near Flora Hill Park.
  - Pond management services at Temple Avenue/ I 95
  - Ladder and Aerial testing for the Fire Department.
  - Fire hose and nozzle annual testing for the Fire Department.
  - A wheel loader for the Utilities Department, using a nationwide contract.
  - Electric heaters to be installed at the new bathrooms at White Bank park.
  - Removal of 7 trees at White Bank Park that were in danger of failing due to the ice storm

### **Risk Management**

- A police vehicle, failing to stop in time, ran into the back of dump truck causing major damage to the axle/wheels. This City vehicle was declared totaled by the City's Insurance Carrier.
- A police officer ripped a hole in his driver's seat from equipment on his belt.
- A police officer stopped at Temple/Boulevard to assist a driver that had passed out behind the wheel. When the individual came to, she tried to leave the scene, and hit the front of the police vehicle. The individual was charged with DUI.
- A police vehicle was traveling in the Dance's Sporting Goods parking lot when another vehicle backed up and struck the City vehicle.
- Two vehicles hit each other at the Boulevard and Maple Avenue, causing one of the vehicles to strike a City stop sign. City crews did the repair.
- A Chesterfield County police officer, responding to an emergency with lights and sirens, was traveling 60 – 70 mph, when he lost control and struck a City ornamental light pole.
- A building permit was approved in error, causing additional work/expense by a City business. The business is requesting reimbursement for additional costs of \$4,171 and a loss of revenue of \$1,250.

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

- The City's insurance premium for the 2021/2022 was received. The City's overall increase for 2021/2022 will be approximately 5% over this fiscal year's premium.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent-3,879 in March
- Delinquent Notices Sent –779 or 20.8%.
- No utility billing set-off debt collections were received for this month.

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

- 76 DMV releases processed: 74 personal property, 2 parking citations
- Administrative fees collected \$1,951.98
- Set off collections this month \$166.29

### **Real Estate Activity:**

- 67 property transfers this month, 31 of which were valid residential sales
- \$1,125,200 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 March 2021:

### **Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Deputy Director of Finance
Police	Police Officer
Police	Police Officer (Certified)
Public Works	Engineering Technician
Public Works	Concrete Technician (Continuous Recruitment)
Public Works	Public Works Technician (Continuous Recruitment)
Recreation	Groundskeeper Assistant (Part-time)
Recreation	Recreation Assist. Summer Playground Prog. (Part-time)

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Deputy Director of Finance	13	1,112
Police Officer	59	812
Police Officer (Certified)	6	558
Engineering Technician	14	497
Concrete Technician (Continuous Recruitment)	3	811
Public Works Technician (Continuous Recruitment)	5	1,016
Groundskeeper Assistant (Part-time)	2	732
Rec. Assist. Summer Playground Prog. (Part-time)	10	865

## **VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):**

### **Miscellaneous**

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

#### New Employee Orientation

Public Works Technician

Deputy I

#### Employee Separations/Retirements

Deputy Director of Finance

Police Officer

- Benefits administration training is complete and all processes have been transitioned from Finance/Payroll to Human Resources.
- Annual open enrollment planning for Section 125 and health insurance benefits is complete with the enrollment period scheduled for April 15 – May 14, 2021. Employees will have three options to complete the required Section 125 enrollment process: self-enrollment website, virtual benefit counselor meeting, or in-person benefit counselor meeting (limited appointments due to COVID-19 precautions). In addition, the Human Resources Department will assist employees with health insurance enrollment paperwork and will be available for employees that need assistance with the Section 125 self-enrollment website process.
- Tyler-Munis HRM/Payroll system training and conversion continues on a monthly basis 4-6 days per month. The completion date for the conversion process implementation is projected for October 2021.
- Attended the annual Spring IPMA-VA Chapter Conference virtual event March 22 – 24, 2021. Topics covered during the conference included: Employment Law Update, DE&I Microaggressions, Future Workplace Trends, and Compassion Fatigue.
- Attended a virtual Equal Employment Opportunity Commission (EEOC) Training Institute presentation on workplace transitions during the pandemic.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 67,340 page views in the month of March.

Top fifteen sites visited after the home page: <ol style="list-style-type: none"><li>1. Real Estate Records Search</li><li>2. Animal Control &amp; Shelter</li><li>3. Library</li><li>4. Pay On-Line</li><li>5. City Employees</li><li>6. Yard Sale&amp; Temporary Sign Permits</li><li>7. Recreation &amp; Parks</li><li>8. Human Resources</li><li>9. Police</li><li>10. Real Estate Assessor</li><li>11. Utility Billing</li><li>12. Records &amp; Property Tax Maps</li><li>13. GIS &amp; Maps</li><li>14. Business License &amp; Taxes</li><li>15. Real Estate Tax</li></ol>	Top five countries after U.S.: <div> Germany</div> <div> Russia</div> <div> India</div> <div> Ireland</div> <div> Philippines</div> <div>Top five regions after Virginia:<div> Illinois</div><div> District of Columbia</div><div> Pennsylvania</div><div> Massachusetts</div><div> California</div></div>
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☆ Citizens submitted and city staff processed 271 Service Requests and questions through the “Report a Concern” module during the month of March.

☆ The City of Colonial Heights’ Facebook Page now has 5,626 fans and the City’s Twitter account has 1,594 followers. There are 3,254 subscribers for “In the News”.

## IX. LIBRARY:

☆ The library staff circulated 8,608 titles in March broken down as follows:

- Residents borrowed 7,556 print titles with 217 titles picked up curbside. Curbside pickups are declining as vaccinations become more available, and residents are more willing to enter the library;
- 197 e-books on Kindle readers; and
- 855 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 321 users;

☆ 191 children attended Story Time;

☆ The library’s emerging Digital Resource Center remains closed due to COVID;

- The library’s meeting rooms remain closed due to COVID; and

☆ An average of 334 residents used the library each day, while 39 residents registered for new library cards.

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

### **Recreation and Parks - March 2021**

#### **Recreation Division**

In the month of March, the Recreation Department held Youth Baseball/Softball registration, evaluations and team drafts, as well as hosted baseball and softball travel team practices and tournaments on its fields.

Practices in our Youth Baseball and Softball season began in late March and games begin the week of April 12<sup>th</sup>. Staff is preparing for upcoming events in April to include a Drive in Movie Night, Outdoor Movie Night at Shepherd Stadium, as well as a Children's Fun Day event at White Bank Park.

Staff continues to work with the Chili Peppers Baseball team as they prepare for their May 29 opening night.

<b>Athletics/Programs</b>	<b><u>2021</u></b>	<b><u>2020</u></b>
Belly Dancing	10	9
Youth Baseball	153	171
Youth Softball	43	58
Therapeutic Recreation	30	38
<b>Facility Usage</b>	<b><u>2021</u></b>	<b><u>2020</u></b>
Community Room Attendance	30	504
Community Room Reservations	3	12
Pavilion Attendance	425	340
Pavilion Reservations	17	4
Field Attendance	810	2,145
Field Rentals	19	11

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

- Painted football field lines and numbers at football field stadium for High School games as needed.
- Laid out and painted soccer fields at Soccer Complex.
- Installed goals on soccer fields and placed bleachers, benches, and trash cans at Soccer Complex.
- Removed turf blanket from infield grass at Shepherd Stadium and stored.
- Cleaned up storage area in Shepherd Stadium.
- Repaired fence damaged during ice storm at Wakefield Park.
- Cleaned up debris piles at Lakeview Park from volunteer clean up.
- Installed cash boxes in Senior transportation vans.
- Started renovation work in Shepherd Stadium concession stand.
- Cut and removed dangerous limbs from ice storm at Soccer Complex.
- Made repairs to water lines, cleaned and opened restrooms to public at White Bank and Ft Clifton.
- Cut grass as needed around City buildings, parks, and sports fields.
- Mulched sites as needed.
- Trimmed shrubs at sites as needed.
- Cut back liriopie at sites as needed.
- Cleaned pansies at sites.
- Cut shrubs and grasses back in beds along Boulevard.
- Cut grasses, shrubs, liriopie, and Abellia in islands of parking lot at the Courthouse.
- Blew leaves from beds around Library and hauled away.
- Removed two stumps at Health Dept. and hauled away.

#### **Violet Bank Museum**

<b>Attendance</b>	<b><u>2021</u></b>	<b><u>2020</u></b>
Tours Given	15	15
Grounds Visitors	27	89
Ongoing Programs	21	0
Outreach Programs	0	0
Special Events	0	0
Attendance Totals	63	104

Phase I work continued on the exterior of the house during the month of March. The majority of persons either touring the house or just visiting the grounds seemed to have stopped by just to see what was being done to the place. Most voiced the opinion they were glad to see the work happening.

The Violet Bank Garden Club held its quarterly meeting in the Lee Parlor. Six club members attended the meeting.

The U.S. Department of State, Foreign Affairs Training Center out of Blackstone, Virginia held a training exercise at the Museum. The VIP Protective Security Detail Trainees arrived with a "dignitary" to tour the Museum as part of a field training day. It was gratifying to have Violet Bank Museum chosen as a stop on their training schedule. There was a total of eight persons for this visit.



## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

Activities	2021	2020
Adult Coloring	N/A	3
Bingo in Center	40	35
Birdseed Craft	3	N/A
Bowling	175	96
Bridge Party	N/A	8
Bridge Tournament	N/A	45
BUNCO	N/A	4
Scrabble	N/A	8
Senior Citizen Dance	N/A	54
Senior Golfer's Board Meeting	10	8
Senior Golfer's Meeting	46	55
Sing A-Long	N/A	11
Awareness/Education	2021	2020
Blood Drive	26	N/A
Blood Pressure Check	N/A	8
Diabetes Class	N/A	11
Library: Total # Books Checked Out	24	N/A
Lunch & Learn Asthma & Allergies	N/A	25
Money Management Class	N/A	8
Classes	2021	2020
Colorful Creation Open Paint	N/A	14
Crochet & Knitting	15	17
Line Dancing Class	140	60
Meaningful Exchanges	51	N/A
Meditation	36	N/A
Poetry & Photography	15	N/A
Sewing Class	12	15
Tap Class	37	22
Watercolor with Faye	24	14

**Bingo**



Fitness	2021	2020
Balance	21	N/A
Boot Camp	N/A	36
Fitness Center	107	23
Muscles in Motion	83	89
Pickleball	189	172
Sit & Let's Get Fit	148	68
Strength & Stretch	81	181
Tai Chi	40	30
TNT	35	N/A
Total Body Strength	32	129
Water Aerobics	N/A	7
Yoga	85	67
FB Live Classes	N/A	137
Trips	2021	2020
Marine Corps Museum	N/A	26
Taylor Made Chocolate	N/A	13
<b>Total</b>	<b>1,430</b>	<b>1,417</b>
Meals	2021	2020
Home Delivery Meals	4	20
Site Meals	N/A	34
Transportation	2021	2020
Total Passengers	244	292
Total Trips	414	539
Total Miles	2572	2514
Wheelchairs	23	5
Donations	\$391.00	\$503.00
New Riders	7	5

**Meaningful Exchanges St. Patrick's Day**





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

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

#### **OOY Updates**

- OOO staff continues providing services in-person and/or through the Zoom format
- Partnership continues with Colonial Heights Public Library to distribute take-home craft kits
- Three staff have received Pfizer vaccine.
- 154 Literacy kits were delivered to CHPS for ELL students
- Planning stage for Leadership Camp (August 9-13)
- Accepting applications for Youth Conservation Corp summer program at Pocahontas State Park (July 19-August 6)

**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 take home craft kits.
- TRIVIA event held on March 31
- Planted 500 pinwheels at City and School buildings

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

- Planted 500 pinwheels at City and School buildings
- Planning Family Movie Night April 24 at Shepherd Stadium
- Updating By-Laws

**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 –identify billboards for advertisement
- SAFE-On-going discussions of data related to substance use and marijuana legislation
- CCOVA Updates on General Assembly
- CADRE- Discuss YADAAP conference participation, planning promotional video about Vaping/e-cigarettes

**Kids Achieving Progress (KAP)** is a 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-Kindergarten Readiness
- Families First-Diaper drive held... over 1200 diapers were donated by City employees and residents, partnered with City Hall, Library and Community Center for collection sites
- Positive Parenting-held annual event through ZOOM- Richmond Justice Initiative gave presentation on Human Trafficking-Safeguarding Our Youth

**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

**Interagency Team-** Served 3 families

#### **VJCCCA 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 70 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

- 8 youth and parent completed program for a total of 24 hours

#### **Juvenile Court Navigator**

- 7 families were served through the program in March

#### **OOY Staff Professional Development: 75 hours**

VJCCCA Restorative Justice, Improving employment Outcomes for Youth, Human Trafficking-Safeguarding Our Youth Addiction and COVID-9, Youth Development, Ethics of Helping, Enneagrams Coaching, Super Powers for Supervisors Community Mentorship, Future of Afterschool Policies, Walking Classroom, Restorative Practices

**XI. FLEET MAINTENANCE:**

	<b><u># Invoices</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
2021	73	\$14,999.90	1	\$225.00
2020	70	\$22,448.46	8	\$6,462.53

Sublet repair consisted of Seat repairs for 225.00

Maintenance cost for the 3 quarters of this fiscal year compared to the last 5 are:

	<b><u>SUBLET</u></b>	<b><u>TOTAL</u></b>
2015/16	\$26,054.05	\$188,813.54
2016/17	\$30,975.35	\$247,363.55
2017/18	\$36,259.35	\$245,296.13
2018/19	\$46,956.55	\$204,802.18
2019/20	\$57,428.66	\$251,321.75
2020/21	\$33,507.01	\$221,746.62