



CITY MANAGER'S REPORT TO CITY COUNCIL

APRIL 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** – Proposal received; awaiting clearance from VDOT to start construction.
- **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 Summer 2021.
- **Appomattox River Greenway Trail Phase V, UPC 107533** – Awaiting State approval for additional funding. Consultant working on 70% Plans.
- **FY 20 Pavement Preservation** – Branscome was awarded the bid. Construction begins May 2021.

Utilities Capital Projects

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

Fleet Maintenance

| YEAR | # Invoices | Total | Sublet | Sublet Total |
|------|------------|-------------|--------|--------------|
| 2021 | 69 | \$46,367.10 | 6 | \$22,260.90 |
| 2020 | 52 | \$29,314.78 | 3 | \$14,212.87 |

The sublet repairs consist of the following:

| | |
|-------------------|-------------|
| Dealer Repair | \$21,641.21 |
| Alignment | \$308.19 |
| Glass Replacement | \$250.00 |
| Misc. | \$61.50 |

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

| Building Permits | Month | Year to Date |
|----------------------------|----------------|----------------|
| | Permits Issued | Permits Issued |
| Residential Building | 12 | 46 |
| Commercial Building | 12 | 32 |
| Demolition | 0 | 0 |
| Electrical | 16 | 54 |
| Mechanical | 13 | 40 |
| Plumbing | 7 | 29 |
| Swimming Pool | 0 | 1 |
| Amusement Rides | 0 | 1 |
| Tent | 0 | 2 |
| Clean Out Installation | 2 | 23 |
| Water and Sewer Connection | 0 | 5 |
| Total: All Permits | 62 | 233 |

| | | |
|------------------------------|----------|--------------|
| New Residential Units (CO's) | Month | Year to Date |
| Total | 1 | 9 |

| Valuations | Month | Year to Date |
|--------------|-----------------------|-----------------------|
| Residential | \$857,385.86 | \$1,357,277.72 |
| Commercial | \$1,173,770.00 | \$3,103,642.00 |
| Total | \$2,031,155.86 | \$4,460,919.72 |

| Building Inspections | Month | Year to Date |
|-------------------------------|-----------|--------------|
| Residential | 57 | 311 |
| Commercial | 28 | 157 |
| Total: All Inspections | 85 | 468 |

PLANNING DIVISION

| Planning Permits | Month | Year to Date |
|---------------------------|-----------|--------------|
| Farmer's Market | 0 | 0 |
| Fence | 2 | 14 |
| Mobile Food Units | 4 | 7 |
| Signs - Permanent | 8 | 15 |
| Signs - Temporary | 2 | 8 |
| Zoning | 8 | 39 |
| Total: All Permits | 24 | 83 |

| Development | Month | Year to Date |
|------------------------------|----------|--------------|
| Plat: Adjustment/Vacation | 1 | 3 |
| Plat: Subdivision | 0 | 0 |
| Prelim. Site Plan Review | 0 | 0 |
| Special Exception Permit | 0 | 0 |
| Special Use Permit | 1 | 1 |
| Rezoning | 1 | 2 |
| Variance | 0 | 0 |
| Wetland Development | 0 | 0 |
| Zoning Opinion & Cert | 1 | 5 |
| Total: All Categories | 4 | 11 |

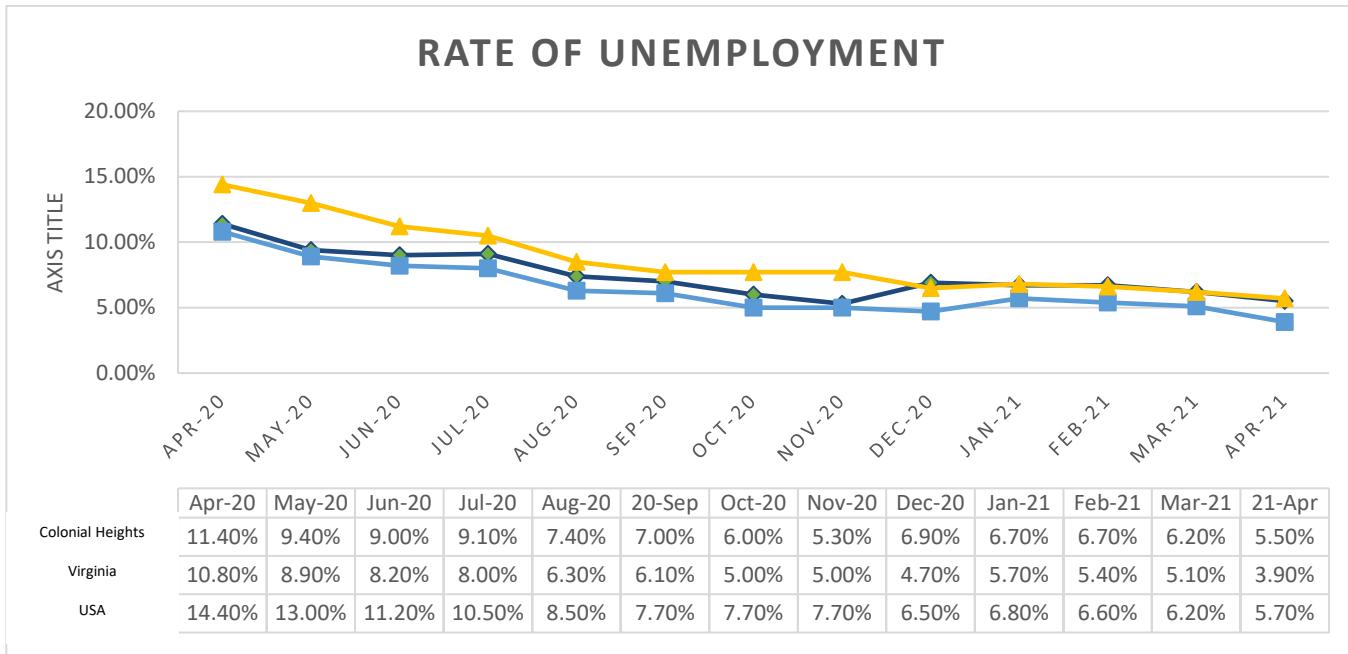
| Community Meetings | Month | Year to Date |
|----------------------------|----------|--------------|
| Board of Zoning Appeals | 0 | 0 |
| Planning Commission | 1 | 3 |
| Wetlands Board | 0 | 0 |
| Total: All Meetings | 1 | 3 |

CODE ENFORCEMENT DIVISION

| Cases | Open Cases | | Closed Cases | |
|---------------------------------|------------|--------------|--------------|--------------|
| | Month | Year to Date | Month | Year to Date |
| Commercial/Recreational Vehicle | 4 | 13 | 0 | 1 |
| Exterior Storage of Objects | 13 | 22 | 0 | 2 |
| Inoperable Vehicle | 3 | 19 | 0 | 3 |
| Property Defacement | 0 | 0 | 0 | 0 |
| Tall Grass | 79 | 80 | 0 | 0 |
| Trash Can Placement | 3 | 87 | 1 | 2 |
| Trash/Debris | 4 | 17 | 0 | 7 |
| VA Property Maintenance Code | 4 | 12 | 0 | 12 |
| Zoning | 16 | 28 | 3 | 5 |
| Total: All Cases | 126 | 278 | 4 | 32 |

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



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 |
|-------------|----------|------------|-------------------|-------------|
| 8,583 | 8,112 | 471 | 5.5 | No |

*Chesterfield

4.3 %unemployment

*Dinwiddie

5.3 % unemployment

*Prince George

5.3 % unemployment

*City of Petersburg

11.9% unemployment

*City of Hopewell

8.7% unemployment

Prospect Activity:

Direct Requests for Information: 6

Sites/Bldgs. Submitted 4

Active Prospects 11

Projects:

- 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 – Received Certificate of Occupancy
- Ace Hardware – 10,000 sf at Dunlop Shopping Center
- 401 Temple Avenue – site work

IV. POLICE DEPARTMENT:

April has been another extremely busy month. Unfortunately, we experienced our third homicide of the year. This incident was also domestic in nature and stemmed from an earlier altercation in the city of Petersburg, where the victim and both suspects resided. At the time of this report, one suspect has been arrested and we are still attempting to locate and arrest the second person involved in the shooting at Comfort Suites. We were also involved in two high profile arrests—one involving a teacher from Lakeview Elementary for possession of cocaine; and the other involving a Hopewell police officer committing misdemeanor assault. We also arrested a serial armed robber of area pharmacies. Chesterfield County had experienced several armed robberies of pharmacies in their county. Subsequently, the suspect robbed our area Walgreen's and we ended up identifying him, tracking him down to a motel in Prince George County and making the arrest. Several serious cases were cleared due to our arrest.

We continue to support the efforts of police reform. All our personnel are required to attend and successfully pass training in cultural diversity. This training has already begun and will be completed in the year 2021. We continue our efforts in hiring well-qualified officers, both certified and non-certified. A number of retirements are occurring this year, with several more officers also eligible for retirement.

As busy as we were, we were still very active with a few community events. Our Drug Enforcement Agency (DEA) **Drug Takeback** event, which was held at our area Sam's Club, was a big hit. Our team of officers and volunteers took in over 200 pounds of medication and legal narcotics. This program continues to be well-received by our community.

To that end, we would like to acknowledge the achievements of young Braxton Lee, who has helped our agency raise enough funds to purchase a new narcotics canine. Braxton participated in a celebratory run from the Dunlop House Assisted Living facility to our public safety building to end his fundraising efforts. It was quite the event and we are so grateful for Braxton and his long distance running prowess.

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 assist Chesterfield Police with a pursuit that had entered our city on Dupuy Avenue. Officers arrived in the area of Maple Avenue and the Boulevard about the same time as Chesterfield lost sight of the suspect. Lt. Mike Foster found the suspect vehicle in a yard on Charlotte Avenue near Meridian Avenue and was able to take the suspect into custody. The suspect was charged with multiple offenses in Colonial Heights and Chesterfield.
- Sergeant Stacey Whitt investigated a domestic assault where the suspect threw drink coasters at the victim, breaking teeth. Later, it was discovered that the victim also sustained a broken jaw. The suspect was arrested for the domestic assault.
- Officers responded to Walgreen's for a robbery of medication. The suspect entered the store, went to the pharmacy and presented a note demanding medication. The suspect then left on foot and was seen by a citizen getting into a vehicle. The citizen was able to obtain a suspect vehicle tag before the suspect left the city. Detectives were called out and they are investigating the incident.

IV. POLICE DEPARTMENT (CONTINUED):

- Officers responded to a disturbance in the area of the carnival set up at Southpark Mall and found a large group of juveniles fighting. Four subjects were arrested for disorderly conduct and were released to a parent.
- Officers responded to the 800 block of Southpark Boulevard for a vehicle crash. One of the subjects involved ran from the scene. That suspect was located by Sr. Officer Jacob Miller near the Colonial Heights Food Pantry. When the vehicle refused to stop for Officer Miller, he was able to use his Bolawrap, slowing the suspect enough to take him into custody.
- Officers responded to the Holiday Inn for a report of a person shot. Once officers arrived, they found a male victim suffering from gunshot wounds. Officers initiated CPR until EMS providers arrived, at which time they advised the victim was deceased. Detectives were called out and they are investigating this incident.
- Lieutenant Jared Brandedberry attempted to stop a vehicle for reckless driving by speed. The suspect refused to stop, and a pursuit ensued. The suspect was weaving in and out of the traffic lanes and was thought to be an intoxicated driver. The juvenile driver was finally stopped on Wythe Street at the I-95 ramp. The juvenile was charged with multiple offenses and released to a parent.

K-9 ACTIVITIES

Sr. K-9 Officer Micaulay Fable and K-9 Nero are wrapping up canine training in Chesterfield. They are both doing well. K-9 Nero may come out of the academy with dual skills, one in narcotics detection as well as the ability to search. We wish both handler and canine well as they complete their instruction.

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:

- Sgt. Renee Walters started going through bins in the Property Room and sending out disposition sheets to eliminate items in that in preparation of the Tyler transfer.
- Members of the division completed an article on vehicle safety, distracted driving, and the new phone laws for the summer Focus.
- All members of the division participated in the written and physical testing that were conducted for the open police officer positions.
- The Command Staff began interviews of certified and non-certified police officer applicants. Five certified and 10 non-certified passed both tests and came for interviews. The interviews were completed on April 28th and many have moved to the background stage.

IV. POLICE DEPARTMENT (CONTINUED):

Our **Investigations Division**, commanded by **Capt. Robert Ruxer**, reported April as being another busy month. Detectives have put in a lot of hours on the Comfort Suites homicide—their efforts are to be commended. Eleven (11) new cases were assigned to detectives, including seven (7) background investigations of police applicants. Of all the cases that were investigated, five (5) were cleared (this included clearing two cases from a previous month), which resulted in a clearance rate of 46% for the month.

One non-fatal overdose was experienced during 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 Brandederry** was assigned three (3) new cases for the month:
 - Homicide
 - Rape
 - Threatening communications
- **Career Detective Roger Santini** was assigned four (4) new cases:
 - Fraud
 - Child neglect
 - Aggravated sexual battery, cleared by arrest
 - Death Investigation
- **Senior Detective Joe Vaughan** was assigned four (4) new cases:
 - Child Protective Services (CPS) complaint, unfounded as no crime was committed
 - Homicide
 - Fraud, unfounded
 - Unclaimed body, no crime
- **Senior Detective Darrell Aleshire** was assigned two (2) new cases;
 - Child Protective Services (CPS) complaint
 - Grand Larceny

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 four (4) fugitive arrests, all of whom were from the City of Colonial Heights. Seven (7) local warrants were served.

Auxiliary officers provided **134 hours** of extra manpower patrolling and riding with officers as well as assisting with a traffic checkpoint. A total of **443 hours** has been volunteered to date. **Sentinels** had **45 hours** of service to report for a total for the year.

Overall as an agency during the month of April, we made **289 total arrests**; worked **79 crashes**; wrote **456 traffic citations**; executed **483 traffic stops**; affected **six (6) DUI arrests**, **18 drug arrests** and issued **14 parking citations**.

IV. POLICE DEPARTMENT (CONTINUED):

Sr. Detective William T. Waldrep was selected as our **Employee of the Month** for March 2021.

During the month of March, Sr. Detective Waldrep was particularly busy with the number of wanted persons sent his way by the Colonial Heights Police Department. The Investigations Division obtained multiple warrants related to suspects who were involved in the shooting that took place in February at the Waffle House in Colonial Heights. All those active warrants were adopted by Sr. Detective Waldrep and the U. S. Marshal's Task Fugitive Task Force. All the individuals involved were taken into custody, and several firearms were recovered from the locations where the individuals were found. Sr. Detective Waldrep located and apprehended the primary suspect in the shooting at Waffle House, an individual who was evading capture at a residence in Dinwiddie, Virginia. He located another suspect in the Waffle House shooting at a residence in Hopewell.

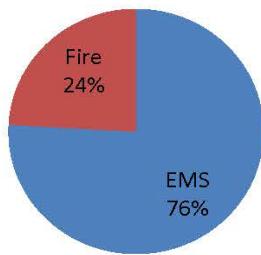
Sr. Detective Waldrep also apprehended a suspect who was wanted for firing a weapon at another vehicle on the Boulevard. This capture subsequently led to the recovery of the firearm used. He also located a suspect wanted by Colonial Heights for possession of narcotics in Richmond. Will located two subjects who were wanted from Colonial Heights for failing to appear in court.

Although Will is only visible in and around headquarters intermittently, he is constantly working hard to locate and apprehend subjects who pose a significant risk to our community. When CHPD needs to locate a wanted person, Sr. Detective Waldrep and the rest of his team can be relied upon to immediately jump into action and use all available resources to find the target. For all the above reasons, we feel that Sr. Detective Waldrep is most deserving to be recognized as our department's Employee of the Month.

| DEPARTMENT STATISTICS | | | |
|------------------------------|------------------------|-----------------------|--|
| April 2021 | | | |
| Crime | April 2020 | April 2021 | Percentage of Increase/Decrease |
| Homicide | 0 | 1 | 100% |
| Rape | 0 | 0 | 0% |
| Robbery | 0 | 2 | 200% |
| Aggravated Assaults | 4 | 4 | 0% |
| Simple Assaults | 15 | 14 | -7% |
| Breaking & Entering | 0 | 3 | 300% |
| Larceny | 35 | 77 | 120% |
| Vehicle Thefts | 3 | 2 | -33% |
| Arson | 0 | 0 | 0% |
| Shoplifting | 28 | 65 | 132% |
| DUI Arrests | 7 | 6 | -14% |
| All Criminal Arrests | 184 | 289 | 57% |
| Calls for Service | 2,305 | 3,097 | 34% |
| April 2021 | Number Reported | Number Cleared | Percentage Cleared |
| | 103 | 76 | 74% |

V. FIRE & EMS DEPARTMENT:

Total Incidents: 523



Total Fire Type Incidents: 126 (Total Fire Loss \$47,055)

Total EMS Incidents: 397 (252 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.5% of emergency incidents: (Avg. response time 6:05 minutes)

EMS units arrived on scene in less than 9 minutes on 98.1% of emergency incidents. (Avg. response time 5:34 minutes)

Fire Division (number of incidents):

| <u>Fires</u> | | <u>Hazardous Situations</u> | | <u>Services Calls and False Calls</u> | |
|---|---|--|---|---------------------------------------|----|
| Cooking fire, contained to container | 1 | Power line | 6 | Good intent calls | 29 |
| Brush or brush and grass mixture fire | 2 | Haz Mat release investigation w/no Haz Mat found | 1 | Public service calls | 26 |
| Grass fire | 1 | Oil or other combustible liquid spill | 1 | Assist invalid | 17 |
| Forest, woods or wildland fire | 1 | Gas leak (natural gas or LPG) | 1 | Smoke/CO detector installation | 4 |
| Passenger vehicle fire | 3 | Arcing, shorted electrical equipment | 1 | False alarm/false calls | 12 |
| Road freight or transportation vehicle fire | 1 | Unauthorized controlled burning | 2 | Knoxbox installation | 2 |
| Outside equipment fire | 1 | Water or steam leak | 2 | Child seat installation | 4 |
| | | Smoke or odor removal | 1 | Lock out | 1 |
| | | | | Public fire education | 1 |
| | | | | Cover assignment/standby scene | 2 |
| | | | | Pre-Incident planning | 3 |

EMS Disposition Incident/Patient Disposition

| | | | | | |
|--|----|---|----|--|----|
| Cancelled on Scene (No Patient Contact) | 15 | Assist, Public | 44 | Cancelled (Prior to Arrival at Scene) | 12 |
| Patient Evaluated, No Treatment/Transport Required | 3 | Cancelled on Scene (No Patient Found) | 1 | Patient Dead at Scene-No Resuscitation Attempted (W/O Transport) | 4 |
| Patient Treated, Released (AMA) | 18 | Patient Refused Evaluation/Care (Without transport) | 34 | Patient treated, Transported by 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 | 1 | 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 | 2 | M/A received from Chesterfield Fire | 1 |
|---|---|-------------------------------------|---|

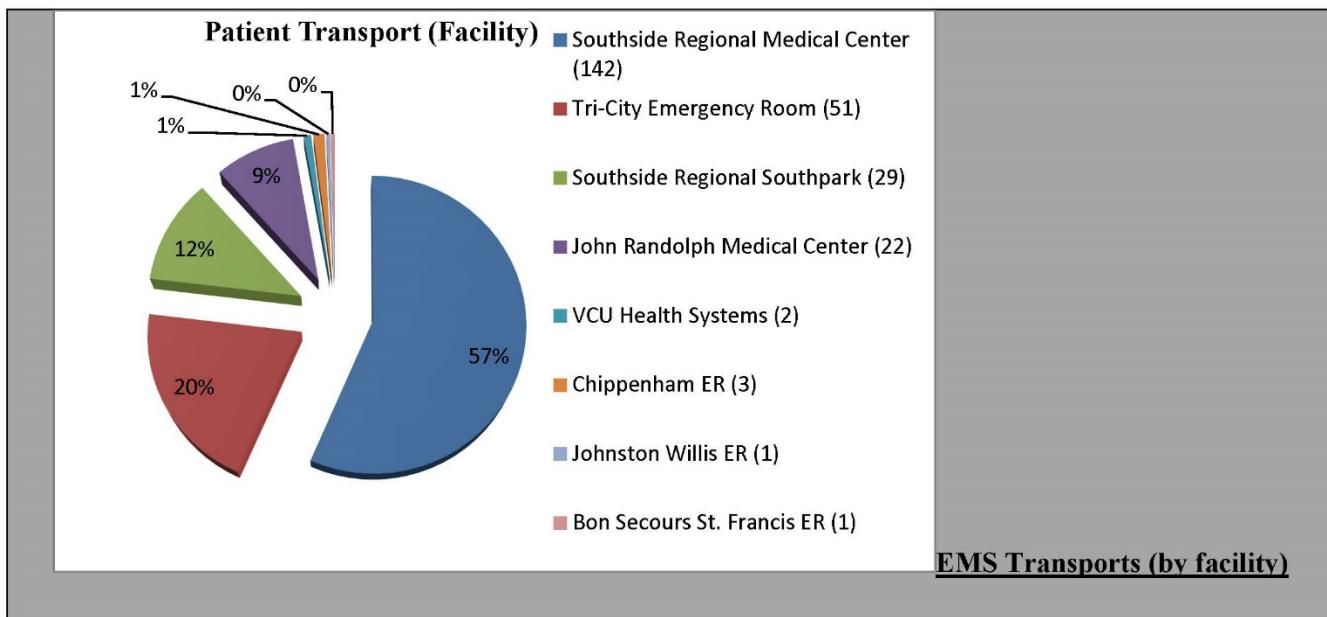
EMS Mutual Aid Given & Received

| | | | |
|-----------------------------|---|----------------------------------|---|
| M/A given to Petersburg 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- 6.5 hrs. | 3 Medic 933 -3.5 hrs., Medic 936 221 hrs. Medic 935 -10 hrs. |
| Station 2 | Number of Incidents | 4 Quint 942- 4 hrs., Quint 992 -3.5 hrs. | 3 Medic 932- 1180 hrs., Medic 933-133hrs |
| | Total Hours | Brush 942 18 hrs. Rescue 942-7 hrs. | Medic 934-3.5 hrs. |

V. FIRE & EMS DEPARTMENT (CONTINUED):



VI. FINANCE DEPARTMENT:

Finance Activity:

- ERP System- After a few delays for various issues, real estate tax bills were mailed out on April 30. While this is within the statutory requirements, staff is proposing to extend the due date for real estate bills from May 17 to May 28. This request will be on Council's May 11 agenda. For the Finance implementation, staff received the first data pass in April and is working to resolve errors in the pass. The human resources implementation is still regularly meeting on system configuration sessions.
- Vacancies- The Deputy Director of Finance and Financial Specialist II for Payroll positions are both currently vacant. The Deputy Director position closed on April 9 and first interviews were conducted during April. The Financial Specialist II position closed April 30.
- FY22 Budget/ CIP- A public hearing was held on the Proposed CIP April 13, and the document was approved on April 27. The Proposed Operating Budget was presented to Council and a public hearing was held on April 27.
- Utility Billing- As of February 28, 2021, the balance of all delinquent utility bills due the City totaled \$366,408. 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 - 169 total purchase orders were completed, which included 31 departmental purchases being reviewed. This is compared to 124 that were completed for the same month in 2020.
- Finance processed 72 check requests during the month.

Bid/RFP Activity:

- A purchase order for SP 20-030402-1117, Pavement Preservation, was issued in April.
- SP 20-031102-1118, North Elementary School Sidewalks- Phase I, bids were received on March 11. Contract documents were completed in April, and staff is waiting on final funding approval from the State.

VI. FINANCE DEPARTMENT (CONTINUED):

- SP 20-031902-1119, Audit Services, was issued in March, with proposals received on March 19. The audit committee shortlisted the proposals received, and interviewed the top firms selected. A vendor was selected.
- SP 21-051402-1120, “On Call” contract for furnishing and applying pavement line markings, was issued on April 28 with bids due on May 14.

Other Purchasing Activity:

- Purchase orders were issued for the following:
- To rebuild a sewer pump for the Hillcrest Pump Station.
- To touch up lines around Shepherd stadium
- Renovate bathrooms inside Shepherd stadium.
- VESTA 9-1-1 Upgrade in Communications. This work will upgrade the City’s Phone system based on the manufacturer’s replacement recommendations. This work will also align the City to complete the NG911 crossover before the mandated date of July 2023.
- Arbitrage rebate calculations for the Finance Department.
- To repair the Appomattox River trail walking bridge. One of the bridges floods out on a regular basis, causing the lumber to begin to rot. Heavy marine construction wood will be used to in the rebuilding process.
- School supplies for the City’s Back-to-School Festival in August. The supplies will be put in the backpack by the vendor and shipped to the City ready for distribution.
- Repair of the sewer line on Conduit Road. Approximately 186 LF of sewer pipe will be replaced.
- Ammunition for the Police Department & Sheriff’s Office. Delivery on ammunition is running nine months from when order is placed.
- Maintenance of the public address system at Ft. Clifton and Shepherd Stadium in anticipation of the City’s Ft Clifton Festival and the Chili Peppers baseball games.
- Emergency spot repair of the sewer line on Lakeside Drive.
- Consulting services to perform the required 5-year analysis of impediments to fair housing. This was a regional cooperative proposal with the localities splitting the costs.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent-3,648 in April
- Delinquent Notices Sent –868 or 22.4%.
- \$1,442.26 in utility billing set-off debt collections were received this month.

Billing and Collections Activity:

- 77 DMV releases processed: 73 personal property, 4 parking citations
- Administrative fees collected: \$1,809.66
- Set off collections this month: \$7,470.57

Real Estate Activity:

- 65 property transfers this month, 32 of which were valid residential sales
- No new residential or commercial 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 April 2021:

Advertisements

| <u>Department</u> | <u>Position</u> |
|--------------------|---|
| Recreation & Parks | Recreation Assistant Playground Program (Part-time) |
| Recreation & Parks | Groundskeeper Assistant (Part-time) |
| Finance | Financial Specialist II |

Applications & Testing

| <u>Position</u> | <u>Total Applications Received</u> | <u>Total Hits on Job Announcement Page</u> |
|--|------------------------------------|--|
| Financial Specialist II | 36 | 925 |
| Groundskeeper Assistant (Part-time) | 2 | 732 |
| Rec. Assist. Summer Playground Prog. (Part-time) | 10 | 865 |

Miscellaneous

- The following positions completed a separation/retirement session: Police Officer and Finance Specialist II.
- Annual open enrollment for Section 125 and health insurance benefits will be held April 15 – May 14, 2021. 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 early 2022.
- Administered the written test phase of the Police Officer recruitment process on Saturday, April 17, 2021.
- Hosted a virtual IPMA-HR Virginia Chapter regional roundtable meeting to discuss upcoming legal changes with human resources colleagues throughout central Virginia.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

★ The City's website, www.colonialheightsva.gov had 63,902 page views in the month of April.

| | |
|---|---|
| Top fifteen sites visited after the home page: | Top five countries after U.S.: |
| <ol style="list-style-type: none">1. Real Estate Records Search2. Animal Control & Shelter3. Library4. Pay On-Line5. Yard Sale and Temporary Sign Permit6. City Employees7. Human Resources8. Recreation & Parks9. Fort Clifton Festival10. Police11. GIS & Maps12. Utility Billing13. Real Estate Assessor14. Records & Property Tax Maps15. Real Estate Tax |  Germany  India  Russia  Canada  Spain |

★ Citizens submitted and city staff processed 413 service requests and questions through the “Report a Concern” module during the month of April.

★ 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 10,871 titles in March broken down as follows:

- Residents borrowed 9,781 print titles with 198 titles picked up curbside. Curbside pickups continue to decline as vaccinations become more readily available, and residents are more willing to enter the library;
- 214 e-books on Kindle readers;
- 876 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,227 residents registered for the Hoopla service.

★ The public computer center had 532 users.

★ 183 children attended the Story Time programs.

★ 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 334 residents used the library each day, while 43 residents registered for new library cards.

In summary, all figures continue to rise and show a gradual return to pre-COVID library usage.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of April, the Recreation Department partnered with the local community on two events – the Drive in Movie in partnership with Chick-Fil-A of Colonial Heights and the Children's Fun Day in partnership with American Legion Post 284. The Department also began youth baseball and softball games, and saw an increase in overall program participation.

Staff is currently working on Summer programs to be included in the City Focus to be released in May to the community.

Construction work continued at Shepherd Stadium in the month of April in preparation for the upcoming Tri-City Chili Peppers season and their opening night scheduled for May 29th.

| Athletics/Programs | 2021 | 2020 |
|-----------------------------|-------------|-------------|
| Belly Dancing | 9 | 0 |
| Okinawan Karate | 14 | 0 |
| Youth Baseball | 154 | 0 |
| Youth Softball | 44 | 0 |
| Baseball Clinic | 10 | 0 |
| Yoga in the Park | 36 | 0 |
| Drive in Movie | 445 | 0 |
| Line Dancing | 26 | 0 |
| Scrapbooking | 16 | 0 |
| Children's Fun Day | 200 | 0 |
| Therapeutic Recreation | 51 | 0 |
| Facility Usage | 2021 | 2020 |
| Community Room Attendance | 225 | 0 |
| Community Room Reservations | 6 | 0 |
| Pavilion Attendance | 896 | 0 |
| Pavilion Reservations | 28 | 0 |
| Field Attendance | 2,850 | 0 |
| Field Rentals | 25 | 0 |

Drive in Movie Night



Parks, Horticulture, Buildings & Grounds

- Cut grass as needed around City buildings, parks, and athletic fields.
- Prepped athletic fields as needed for league and tournament play.
- Painted football field at Middle School stadium for High School as needed.
- Worked on renovations to Shepherd Stadium concession stand.
- Laid out and painted soccer field at Middle School stadium for High School.
- Rehung windscreens at High School tennis courts.
- Painted walls in Shepherd Stadium restrooms.
- Put memorial stone back in place at Lakeview Park.
- Started clean-up at Fort Clifton Park for Fort Clifton Festival.
- Installed new windscreens at Middle School tennis courts.
- Mulched sites as needed.
- Weeded and trimmed flower beds at sites as needed.
- Edged flower beds as needed.
- Trimmed shrubs at sites as needed.
- Planted annuals at sites.
- Helped with clean-up at Fort Clifton Festival.
- Cut back hedges at War Memorial.
- Fertilized trees at sites.
- Edged along boxwood beds at Violet Bank museum.



X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

| Agency on Aging Activities | 2021 | 2020 |
|------------------------------------|-------------|-------------|
| Bingo in Center | 34 | N/A |
| Bowling | 140 | N/A |
| Bridge Party | 32 | N/A |
| Scrabble | 18 | N/A |
| Senior Club Board Meeting | 6 | N/A |
| Senior Club Meeting | 72 | N/A |
| Senior Golf | 574 | N/A |
| Awareness/Education | 2021 | 2020 |
| Blood Drive | 17 | N/A |
| Library: Total # books checked out | 30 | N/A |
| Classes | 2021 | 2020 |
| Colorful Creation Open Paint | 4 | N/A |
| Crochet & Knitting | 20 | N/A |
| Line Dancing Class | 203 | Virtual |
| Meaningful Exchanges | 32 | N/A |
| Meditation | 45 | Virtual |
| Pinochle | 29 | N/A |
| Poetry & Photography | 16 | N/A |
| Sewing Class | 16 | N/A |
| Tap Class | 30 | N/A |
| Tech Savvy | 3 | N/A |
| Watercolor with Faye | 30 | N/A |
| Fitness | 2021 | 2020 |
| Balance | 38 | N/A |
| Fitness Center | 28 | N/A |
| Muscles in Motion | 112 | Virtual |
| Senior Stride | 4 | N/A |
| Sit & Let's Get Fit | 122 | Virtual |
| Strength & Stretch | 92 | Virtual |
| Tai Chi | 35 | Virtual |
| TNT | 16 | N/A |
| Total Body Strength | 67 | Virtual |
| Pickleball | 153 | N/A |
| Yoga | 123 | Virtual |
| TOTAL | 2141 | 0 |
| Meals | 2021 | 2020 |
| Home Delivery Meals | 4 | 65 |
| 2021 | 2020 | |
| Total Passengers | 223 | 183 |
| Total Trips | 450 | 322 |
| Total Miles | 2229 | 682 |
| Wheelchairs | 31 | 1 |
| Donations | \$423.00 | \$105.00 |
| New Riders | 11 | 0 |

Violet Bank Museum

| Attendance | 2021 | 2020 |
|-------------------|-------------|-------------|
| Tours Given | 26 | 0 |
| Grounds Visitors | 17 | 96 |
| Ongoing Programs | 13 | 0 |
| Outreach Programs | 0 | 0 |
| Special Events | 29 | 0 |
| Attendance Totals | 85 | 96 |

The renovation work continues at Violet Bank at a steady pace. With the nice weather, residents have stopped by to see the Cucumber Tree as it has Leafed out and is in bloom. The Violet Bank Garden came out to remove weeds and refresh the mulch in the Pollinator Garden. There were two U.S. Dept. of State Foreign Affairs Security Training (V.I.P. Tours for short) Field Exercises held at Violet Bank in April.



X. RECREATION & PARKS DEPARTMENT CONTINUED:

OFFICE ON YOUTH & HUMAN SERVICES

OOY Updates

- OOV 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
- Leadership Camp (August 9-13) enrollment 10 students
- Accepting applications for Youth Conservation Corp summer program at Pocahontas State Park (July 19-August 6)
- Presentation of Pride Survey results to CH School Board
- Continued postings of FACEBOOK and Instagram of relevant topics for the community
- Community program team developing events for teens in progress
- Review Needs Assessment for the Virginia Maternal, Infant, and Early Childhood Home Visiting Program
- Accepted Proclamation from City Council proclaiming April as Child Abuse Prevention month
- Distributed 125 blue ribbons at City Hall for Child Abuse Prevention month

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. 50 pinwheel craft kits were distributed
- Planted 500 pinwheels at City and School buildings
- Scholarships awarded to Chase Ackerman \$500 and Gabby Ramos \$1000

Juvenile Domestic Task Force (JDVTF)

- Planted 500 pinwheels at City and School buildings
- Rain date Family Movie Night May 7 at Shepherd Stadium
- Approved updated By-Laws
- Presentation from (VAVP) Virginia Anti-Violence Project

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 -Opioid Summit scheduled for June 29, 2021
- SAFE-Strategic planning, General Assembly marijuana related bills
- CCOVA -Presentation from Heidi Swan, Author of A Night in Jail
- CADRE- No meeting for April

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-Kindergarten Readiness –Early Efforts Transitioning to Kindergarten Presentation
- Families First-increase outreach efforts to enroll more families in the program
- Positive Parenting-Review feedback and survey responses from Human trafficking event

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 21

Interagency Team - Served 1 family

VJCCA Diversion Programs-12th District Court

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

- 8 Youth participated in CSW for a total of 82 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

- 14 youth and parent completed program for a total of 42 hours

Juvenile Court Navigator

- 7 families were served through the program in April