



# CITY MANAGER'S REPORT TO CITY COUNCIL

SEPTEMBER 2021

## I. PUBLIC WORKS & ENGINEERING:

### Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – City to advertise project in Spring 2022.
- **Safe Routes to Schools (North Elementary School Phase I) UPC 105233** – Construction underway; estimated date of completion is early December.
- **Safe Routes to Schools (North Elementary School Sidewalks Phase 2) UPC 106188** – Right of way negotiation and acquisition by KDR underway.
- **Boulevard and Westover Ave Intersection (UPC 100501)** – Right of way negotiation and acquisition by KDR underway.
- **Lakeview Avenue Modernization (UPC 101288)** – Currently being advertised, virtual pre-bid meeting scheduled for 10/14/2021.
- **Appomattox River Greenway Trail Phase V (UPC 107533)** – Right of way negotiation and acquisition by KDR underway. Awaiting environmental permit approval.
- **High School Sidewalks (UPC 118071)** -- Clark Nexsen selected as consultant, environmental review process completed.
- **Boulevard at Temple Intersection Improvements (UPC 109264)** -- Categorical exclusion submitted for review, kickoff meeting scheduled for 10/14/2021.
- **FY 20 Pavement Preservation** – Branscome completed the paving for Lakeview and Dimmock. Still awaiting markings and quote for the Animal Shelter.

### Utilities Capital Projects

- **Old Town Emergency Sewer Repair-** Finished installing sewer pipe and laterals in the 500 block of Old town Drive.
- **Hrouda Pump Station** – Substantial completion has been met. Awaiting completion of punch list items.

### Fleet Maintenance

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2021	79	\$19,930.69	9	\$3,083.82
2020	70	\$19,441.51	7	\$3,252.01

The sublet repairs consist of the following:

Glass Replacement	\$440.55
Alignment	\$1,442.50
Towing	\$494.00
Tire Repair	\$102.60
Dealer Repair	\$604.17

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

September 2021

### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	11	102
Commercial Building	5	50
Demolition	0	1
Electrical	20	135
Mechanical	10	121
Plumbing	7	62
Swimming Pool	0	7
Amusement Rides	1	2
Tent	0	2
Clean Out Installation	1	29
Water and Sewer Connection	0	7
Total: All Permits	55	518

New Residential Units (CO's)	Month	Year to Date
Total	1	10

Valuations	Month	Year to Date
Residential	\$108,588.63	\$2,329,628.39
Commercial	\$756,621.00	\$5,705,217.00
Total	\$865,209.63	\$8,034,845.39

Building Inspections	Month	Year to Date
Residential	62	658
Commercial	59	385
Total: All Inspections	121	1043

### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	3	29
Mobile Food Units	0	12
Signs - Permanent	9	30
Signs - Temporary	1	14
Zoning	10	82
Total: All Permits	23	167

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	3
Plat: Subdivision	0	1
Prelim. Site Plan Review	0	0
Special Exception Permit	0	1
Special Use Permit	0	2
Rezoning	0	2
Variance	3	3
Wetland Development	0	0
Zoning Opinion & Cert	2	7
Total: All Categories	5	19

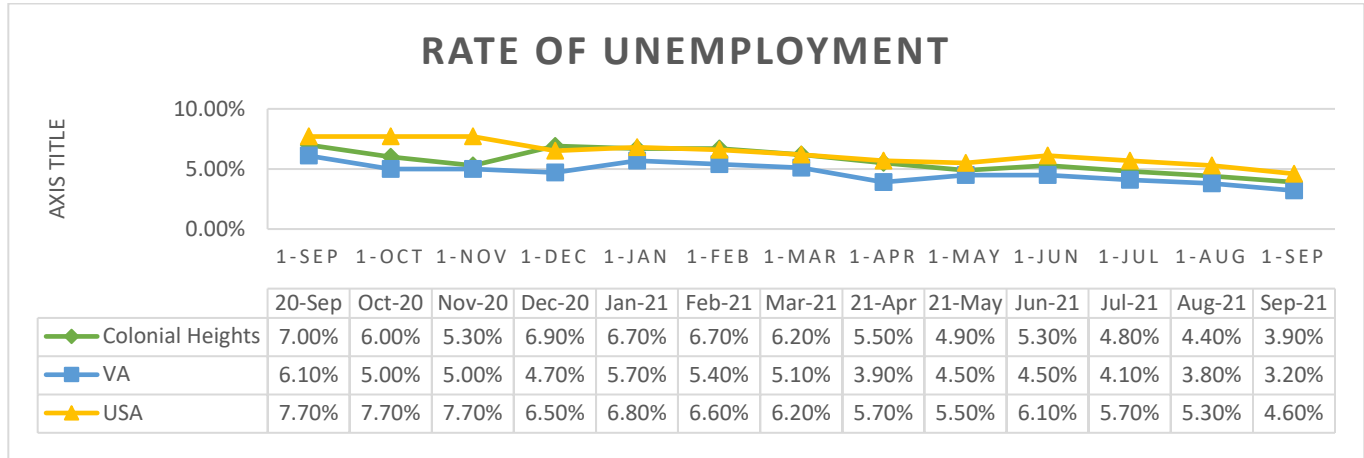
Community Meetings	Month	Year to Date
Board of Zoning Appeals	1	2
Planning Commission	0	6
Wetlands Board	0	0
Total: All Meetings	1	8

### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	1	37	0	7
Exterior Storage of Objects	3	47	2	17
Inoperable Vehicle	3	38	1	7
Property Defacement	0	0	0	0
Tall Grass	44	293	8	82
Trash Can Placement	7	103	0	5
Trash/Debris	8	46	3	16
VA Property Maintenance Code	1	15	0	15
Zoning	0	39	0	20
Total: All Cases	67	618	14	169

### 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 September 2021 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,010	7,696	314	<b>3.9</b>	No

\*Chesterfield      **3.2 %unemployment**  
 \*Dinwiddie        **3.5 % unemployment**  
 \*Prince George    **3.7 % unemployment**

\*City of Petersburg      **8.4% unemployment**  
 \*City of Hopewell        **6.2% unemployment**

#### Prospect Activity:

Direct Requests for Information:      4  
 Sites/Bldgs. Submitted                3  
 Active Prospects                         7

#### Projects:

- Panera w/Drive-thru – submitted preliminary site plan for review (expired)
- Mission BBQ – Early 2022opening
- Dunkin Donuts in former Wells Fargo Building – tenant upfit underway
- MIDAS – Expansion with additional bays.
- Ace Hardware – 10,000 sf at Dunlop Shopping Center
- CBL Properties Site
- Towneplace Suites – submitted site plan
- 401 Temple Avenue – site work underway

#### IV. POLICE DEPARTMENT:

The month of September saw two significant decreases—a 33% decrease in the number of calls for service as well as a 38% decrease in the number of criminal arrests. These numbers are not necessarily an indication of current tendencies; however, they have allowed our agency to focus on our officer development, especially in the area of supervision. We have registered several officers for training in order to be better prepared as well as for their own personal development. Our decrease in calls for service has also allowed our investigators to clear 10 cases from previous months, which is also a significant number.

Our hiring process of officers continues as we recently tested and interviewed a group of non-certified officers. We are in hopes of sending a few applicants to the background phase in the hope of sending at least one or two to the police academy in the future. Potentially, upwards of five (5) officers may be eligible for retirement within the next 12 months. We currently have three (3) newly hired officers in field training, all of whom should be solo on the road by next month's report.

**Capt. Mike Foster**, commander of our **Operations Division**, reported the following from his personnel. Captain Foster has also initiated a Community Outreach Program where assigned officers are regularly contacting apartment property managers to foster those relationships. Some of the division's operational highlights are as follows:

- **Lt. Jason Chimera** was approached by a male subject with intellectual disabilities at Lakeview Park. The subject was confused and advised that he had been left there by his caregivers while they went fishing in kayaks. Lt. Chimera utilized the department's drone and was able to locate them one mile out into the water. Using a pre-recorded message, he instructed the caregivers to return to shore. He played the message remotely and the caregivers returned to shore. **Great job by Lt. Chimera and wonderful use of our equipment!**
- **Officer Marcus Hall** obtained warrants on a male party for burglary of his mother's residence. Investigation revealed that the suspect was incarcerated. A search warrant was executed at Riverside Regional Jail and items belonging to his mother were recovered.
- **Lt. Jared Brandeberry** took a report of possession of heroin, possession of Ecstasy, and possession of prescription pills. This discovery was made while conducting an overdose investigation. The Commonwealth's Attorney was consulted, and charges were obtained.
- **Officer Alex Riazi** completed an investigation that identified a male suspect who burglarized the Publix. Warrants were obtained for burglary, destruction of property and petit larceny.
- **Officer Riazi** also obtained warrants on a male suspect who entered into Metro PCS on Southpark Boulevard and stole a purse. This suspect also used stolen credit cards from the purse that was stolen.
- **Officer Riazi** arrested a male suspect for possession of a Schedule I or II controlled substance with intent to distribute. He also seized \$950.00 in U. S. Currency and a cell phone.
- **C Squad** assisted Virginia State Police with an accident on 95 North, where a tractor trailer truck struck the Roslyn Road overpass. The same truck struck the railroad overpass at Boulevard and Essex Avenue. The driver was cited by state police and CHPD.

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

- **Officer Rocky Navarro** arrested a female for DUI-D after she struck two police vehicles inside the police department's parking lot. He also obtained warrants on the female for possession of a Schedule I or II controlled substance and possession of a Schedule IV controlled substance. Suspected methamphetamine was collected and submitted to the State Forensics Lab for analysis.
- **Officer Corbin Ramos** arrested a male for felony possession with intent to distribute marijuana, petit larceny and obstruction of justice. The male suspect admitted to stealing the marijuana plants from a residence so he could sell the marijuana.

## **K-9 ACTIVITIES**

- **K-9 Sergeant Chris Wulff** and **Sr. K-9 Officer Micaulay Fable** attended their required canine training during the month of September. Both canines have also been fitted for ballistic vests after grant funding was located by Captain Johnson via *Vested Interest in Canines* out of Massachusetts.

The **Law Enforcement Services Division**, commanded by **Captain Robert Ruxer**, also reported his division as having a solid and productive month. Highlights from their reported activities are as follows:

- Painting of the department has been completed and we are securing donated work to develop a memorial wall within the agency.
- **Captain Ruxer** and **Career Officer Scott Whirley** attended the Virginia Law Enforcement Accreditation Commission (VALEAC) conference in Lynchburg, Virginia.
- **Captain Ruxer** assisted Hopewell Police Department with their interview process for Deputy Chief.
- **Sr. Detective Darrell Aleshire** completed the third quarterly Property Room inspection as required by Policy ADM. 16.03 (a).
- **Career Officer Whirley**, along with other accreditation assessors from other agencies, assisted the Colonial Heights Sheriff's Department with their accreditation file review to prepare them for their re-accreditation.
- **Sgt. Renee Walters** and **Lt. Jason Chimera** investigated a complaint call made by a parent at North Elementary. Both school footage and department footage reviewed and found the allegation was false.

Our **Investigations Division**, commanded by **Capt. Thad Johnson**, reported September as a very busy month. Fourteen (14) new cases were assigned to detectives – seventeen (17) were cleared (this included clearing ten (10) cases from a previous month), resulting in a clearance rate of 156 % for the month.

Two (2) non-fatal overdoses were experienced during the month. We continue to follow up on these cases; however, with the changes in the legislature, the involved parties are mostly free from criminal charges. Despite the fact that we have found most scenes are "cleaned" prior to arrival, we remain committed to investigating the seller of the narcotics.

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

Some of the division highlights include:

- **Detective Sergeant Adam Brandeberry** was assigned three (3) new case for the month; however, cleared three (3) from previous months:
  - Sexual assault - pending
  - Death investigation - natural causes
  - Sexual assault - cleared by arrest from August 2021
  - Computer harassment - cleared from June 2021
  - Police officer applicant background
- **Career Detective Roger Santini** was assigned three (3) new cases for the month; however, cleared four (4) from previous months:
  - Child Abuse - exceptionally cleared
  - Three (3) death investigations - natural causes
  - Assault - unfounded
  - Larceny - cleared by arrest
  - Fraud - inactivated
- **Senior Detective Joe Vaughan** was assigned one (1) new case and cleared one (1) from a previous month:
  - Credit card fraud - unfounded
  - Sex offense - exceptionally cleared
- **Senior Detective Darrell Aleshire** was assigned eight (8) new cases and cleared two (2) from a previous month:
  - Sexual assault
  - Pornography - exceptionally cleared
  - Hit and run
  - Police impersonation - exceptionally cleared
  - Malicious wounding - cleared by arrest
  - Child Neglect

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 five (5) fugitive arrests, all of whom were from the city of Colonial Heights. Eleven (11) local warrants were served.

**Auxiliary officers** provided **123 hours** of extra manpower patrolling and riding with officers as well as assisting with a traffic checkpoint. A total of **1,089 hours** were volunteered to date. **Sentinels** had **14 hours** for the month and **106** total hours for the year.

Overall as an agency during the month of September, we made **166 total arrests**; worked **93 crashes**; wrote **348 traffic citations**; executed **402 traffic stops**; affected **10 DUI arrests**, **3 drug arrests** and issued **34 parking citations**.

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

**Senior Detective Darrell W. Aleshire, Jr.,** was selected as our department's **Employee of the Month** for **August 2021**. Sr. Detective Aleshire always comes into Investigations with a positive attitude and is always willing to help, no matter how busy he is.

Darrell had a particularly active month as far as case assignments; however, he still found time to assist the Patrol Division with a missing juvenile during the month of June, which the selection committee deemed particularly noteworthy. A juvenile went missing in the area near Walmart and Sr. Detective Aleshire responded to the area to assist, ultimately locating the juvenile in the Staples office supply store. Darrell has been observed on numerous occasions assisting other officers and detectives with their investigations.

More recently, Sr. Detective Aleshire was added to the Southern Virginia Internet Crimes Against Children Task Force, from which he received his first "cybertip" from Bedford County Sheriff's Office. He was able to investigate the case with little or no assistance. During a forensic interview with a juvenile, it was discovered the juvenile self-produced and the case was cleared. Darrell has honed his investigations skills well, allowing him to clear this case quickly and efficiently.

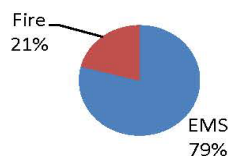
Another notable case involved a young child who received substantial injuries from being shaken by a family member. These cases are typically very difficult to investigate and emotional for someone with small children. Darrell was able to conduct a thorough investigation and eventually set up a meeting with a child abuse expert who was able to weigh in on the injuries. Due to his thorough investigation and coordination with expert witnesses, indictments will be sought in this case.

Due to his exemplary work ethic, his fostering of a positive work environment, his highly developed investigative skills and his general commitment to law enforcement, we believe **Sr. Detective Darrell Aleshire** is most deserving of being selected as August's Employee of the Month.

<b>DEPARTMENT STATISTICS</b>			
<b>September 2021</b>			
<b>Crime</b>	<b>September 2020</b>	<b>September 2021</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	<b>0%</b>
Rape	0	0	<b>0%</b>
Robbery	1	0	<b>-100%</b>
Aggravated Assaults	6	7	<b>17%</b>
Simple Assaults	10	19	<b>90%</b>
Breaking & Entering	1	1	<b>0%</b>
Larceny	53	45	<b>-15%</b>
Vehicle Thefts	1	1	<b>0%</b>
Arson	0	0	<b>0%</b>
Shoplifting	27	39	<b>44%</b>
DUI Arrests	9	10	<b>11%</b>
All Criminal Arrests	267	166	<b>-38%</b>
Calls for Service	2,984	1,990	<b>-33%</b>
<b>September 2021</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>73</b>	<b>40</b>	<b>55%</b>

## V. FIRE & EMS DEPARTMENT:

**Total Incidents: 464**



**Total Fire Type Incidents: 97 (Total Fire Loss \$65,000)**

**Total EMS Incidents: 367 (222 Patients Transported)**

*Fire units arrived on scene in less than 9 minutes on 97% of emergency incidents: (Avg. response time 5:57 minutes)*

*EMS units arrived on scene in less than 9 minutes on 93.1% 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	2	Power line	3	Good intent calls	24
Cooking Fire	1	Combustible/Flammable Gas	2	Public service calls	22
Outside rubbish or trash fire	1	leak		Assist invalid	9
Trash or rubbish fire	1	Arcing shorted electrical	3	Smoke/CO detector installation	3
Grass fire	1	equipment		False alarm/false calls	19
Unauthorized burning	1	Removal of victims from stalled	1	Animal Rescue	1
Authorized controlled burning	1	elevator			
		Building or structure weakened	1		
		of collapsed			
		Search for person in the water	1		

### EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	9	Assist, Public	37	Cancelled (Prior to Arrival at Scene)	12
Patient Evaluated, No Treatment/Transport Required	11	Cancelled on Scene (No Patient Found)	18	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	4
Patient Treated, Released (AMA)	12	Patient Refused Evaluation/Care (Without transport)	29	Patient treated, Transported by private vehicle	3
Standby-Public Safety, Fire or EMS		Patient Treated, Released (per protocol)	5	Patient treated, Transferred to another EMS unit	1
		Patient Dead at scene resuscitation attempted (W/O transport)	1	Transported Lights/Siren	15
				Transported no Lights/Siren	204

### Fire Mutual Aid Given & Received

M/A given to Chesterfield Fire	1	M/A received from Chesterfield Fire	N/A
Automatic Aid given to Chesterfield (EMS)	2	Automatic Aid received Chesterfield (Fire)	3
Automatic Aid given to Chesterfield (Fire)	1		

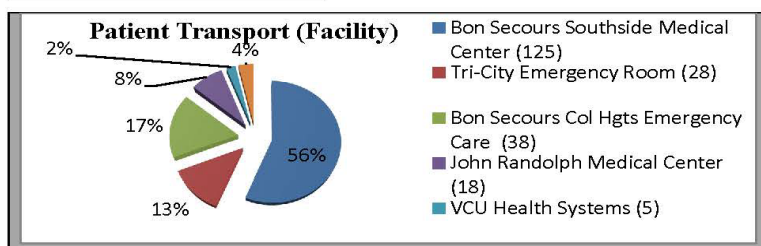
### EMS Mutual Aid Given & Received

M/A given to Petersburg EMS	7	M/A received from Petersburg EMS	2
		M/A received from Fort Lee EMS	3
		M/A received from Prince George EMS	1
		M/A received from Chesterfield EMS	3

### Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
<b>Station 1</b>	<u>Number of Incidents</u>	0	1
	<u>Total Hours</u>	N/A	Medic 931 – 456 hrs.
<b>Station 2</b>	<u>Number of Incidents</u>	2	0
	<u>Total Hours</u>	Quint 942-720 hrs. Quint 992-720 hrs.	N/A

### EMS Transports (by facility)



### CHFD/EMS Medic Patient Transport

Mileage:  
Total: 1,659.50 miles  
Average: 7.48 Miles

### September 2020

Total Incidents: 434  
Fire: 103 EMS: 331



## **VI. FINANCE DEPARTMENT:**

### **Finance Activity:**

- ERP Project- Financials has not progressed beyond a first pass of data. Our focus has been on loading information for HR/Payroll and setup of that data. Also, staff has been working on getting customer self-service (CSS), the online payment portal, up and running after a year-long delay. We have also been working on interdepartmental data entry protocols. Go-live for Financials is planned for February, and Payroll/ HR planned for April. Staff is planning to utilize Munis for the FY23 budget process starting in November, effectively a “soft” go-live for this portion of the system.
- Fiscal 2021 Year End- Auditors were on-site for final field work September 13- 24. The process went very smoothly and they will complete the draft report and their review off-site, with a final review of the draft report by staff in November.

### **Purchasing Activity:**

- Purchasing – 200 total purchase orders were completed, which included 22 departmental purchases being reviewed. This is compared to 245 that were completed for the same month in 2020.
- Finance processed 98 check requests during the month.

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

- SP21-081902-1122, “On Call” contract for construction, engineering and inspection services was due on August 19. Engineering conducted interviews and is putting four firms under contract.
- SP21-082502-1123 Annual contract for gasoline and diesel fuel was issued on August 4 and three proposals were received August 25. Public Works reviewed the proposals and decided to continue with Barksdale Oil.
- SP21-102802-1124 Lakeview Avenue Modernization was issued on Sept 30, with sealed bids due October 28.

### **Other Purchasing Activity:**

- A purchase order was issued to purchase a vehicle for the police chief, using a state contract.
- A purchase order was issued for the purchasing of a new gas generator at the City’s Emergency Shelter (Middle School). The present gas/diesel generator has not been reliable. Funding of the new generator is through a state emergency management grant.
- A purchase order was issued for the design of sidewalk improvements along both sides of Conduit Road from School Avenue to Edinborough Drive and Pleasant Dale Avenue to River Oaks Drive.
- A purchase order issued for street line markings, as needed, based on a contract the City has in place.
- Purchase Orders were issued to get the leaf trucks ready for leaf pickup season.
- Accidents involving ornamental light poles continue to be a problem. Due to longer delivery times, staff purchases poles to be held in inventory. Approximately one ornamental pole is being hit every month.
- A purchase order was issued for the printing of the 2022 Real Estate Assessment
- A purchase order was issued to replace the indoor AC coils at the Library.

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

### **Risk Management:**

- A City lawn mower caught fire after being moved from the Utilities shed. The mower was burned up and could not be used. A new mower will be purchased with insurance proceeds and additional funds from the Utilities Budget.
- An ornamental light pole near the 7 -11 at the southern part of the City was hit and destroyed. After hitting the City's light pole, the vehicle struck another vehicle.
- A police vehicle was hit by another vehicle backing out of Benny's Tavern.
- A City utilities truck backed into another utilities truck.
- An individual driving an ice cream truck put in a claim for damage to the speaker on the top of the truck and scratches to the truck from a low hanging tree branch.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent-3,868
- Delinquent Notices Sent –931 or 25.5%.
- No utility billing set-off debt collections were received this month.
- \$412,410.93 in delinquent utility bills due at September 30,2021

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

- 25 DMV releases processed: 24 personal property, 1 parking citation
- Set off collections this month: \$717.58

### **Real Estate Activity:**

- 85 property transfers this month, 48 of which were valid residential sales
- \$20,700 in new residential construction was picked up for the month, no new commercial.

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

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

### **Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Financial Technician I (Promotional Opportunity)
Planning & Comm. Development	Director of Planning & Community Development
Police	Animal Control Aide (Part-time)
Recreation	Recreation Specialist II
Recreation	Youth Specialist (Part-time)

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Financial Technician (Promotional)	1	24
Recreation Specialist II	54	747
Animal Control Aide (Part-time)	4	247
Public Works Heavy Equipment Operator	Continuous Ad	532
Youth Specialist (Part-time)	Continuous Ad	473

### **Miscellaneous**

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

#### New Employee Orientation

Financial Technician II  
Police Officer  
Public Works Technician  
Police Officer

#### Employee Separations

Recreation Specialist II  
Police Officer  
Public Works Technician  
Firefighter/Paramedic











#### Employee Retirement

Police Captain

- Attended a virtual seminar presented by the Virginia Retirement System (VRS), which provided an overview/update on benefit provisions for Plan 1, Plan 2, and Hybrid retirement employees.
- Attended the Virginia Local Disability Program (VLDP) Fall 2021 Basic Benefits virtual training session.
- Attended a virtual seminar presented by Sands Anderson regarding the new marijuana legalization and the effects of the new law on public sector workplaces.
- Tyler-Munis HRM/Payroll system training and conversion processes continue throughout the month with an anticipated April 6, 2022 completion date.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 63,807 page views in the month of September.

Top fifteen sites visited after the home page: <ol style="list-style-type: none"><li>1. Form Center</li><li>2. My Account</li><li>3. Real Estate Records Search</li><li>4. Staff Directory</li><li>5. Library</li><li>6. ePayment Center</li><li>7. Pay On-Line</li><li>8. Animal Control</li><li>9. Facilities</li><li>10. Yard Sale</li><li>11. City Employees</li><li>12. Human Resources</li><li>13. Recreation &amp; Parks</li><li>14. Agenda Center</li><li>15. Archive Center</li></ol>	Top five countries after U.S.: <div> Germany</div> <div> India</div> <div> Canada</div> <div> Russia</div> <div> Spain</div> Top five regions after Virginia: <div> Illinois</div> <div> Massachusetts</div> <div> California</div> <div> District of Columbia</div> <div> Pennsylvania</div>
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☆ Citizens submitted and city staff processed 184 service requests and questions through the “Report a Concern” module during the month of September.

☆ The City of Colonial Heights' Facebook Page now has 5,700 fans and the City's Twitter account has 1,618 followers. There are 2,872 subscribers for “In the News”.

## IX. LIBRARY:

☆ The library staff circulated 9,919 titles in September broken down as follows:

- Residents borrowed 8,793 print titles
- 228 e-books on Kindle readers
- 898 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,347 residents registered for the Hoopla service.

☆ The public computer center had 757 users

☆ The staff continues to prepare the Digital Resources Center for reopening

☆ The library's meeting rooms have reopened and were used by 71 groups

☆ The library Story Time programs were attended by 135 children

☆ An average of 471 residents used the library each day, while 79 residents registered for new library cards.

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

### **Recreation Division**

In September the Recreation Department continued its Fall youth baseball and softball leagues and began registration for the upcoming youth basketball season. Staff continues work on upcoming events to include Celebrate Safe Communities, Halloween in the Park, and the Annual Christmas Parade. Staff also assisted with the Retirement Reception for Kirk Cox at Shepherd Stadium at the end of September.

Pickleball courts continue to see heavy use and weekly classes are filling up; our first Pickleball Tournament is scheduled for Friday October 1<sup>st</sup> at the Middle School Courts. Park pavilion rentals continue to be popular with most weekends completely booked through the end of October.

The new sod project at Shepherd Stadium was completed in September. The new home plate area and pitching mound will be installed late-October.

Staff has started work on programming efforts for inclusion in the Winter edition of The City Focus to be mailed to residents in November.

Athletics/Programs	<u>2021</u>	<u>2020</u>
Belly Dancing	2	4
Karate	7	7
Therapeutic Recreation	32	19
Intro to Pickleball	12	N/A
Line Dance Classes	16	N/A
Fall Baseball	22	N/A
Fall Softball	28	N/A
Youth Cheerleading	62	N/A
Facility Usage	<u>2021</u>	<u>2020</u>
Community Room Attendance	902	1,445
Community Room Reservations	11	17
Pavilion Attendance	2,378	1,375
Pavilion Reservations	41	25
Field Attendance	6,210	4,440
Field Rentals	46	24



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

- Cut grass as needed around City buildings, parks, and sports fields.
- Prepped ball fields as needed for league and tournament play.
- Placed trash cans, benches, and bleachers at all Soccer Complex fields.
- Painted soccer fields at Soccer Complex as needed.
- Set goals on soccer fields at Soccer Complex.
- Painted football field, field hockey field, band practice field for High School as needed.
- Painted walls in bathrooms at White Bank Park. Covered up graffiti vandalism.
- Replaced broken boards on bridge at White Bank Park.
- Cut and trimmed retention basin at Courthouse.
- Spread gravel in eroded areas at Roslyn Landing boat ramp.
- Repaired broken gate at the Animal Shelter.
- Mulched sites as needed.
- Weeded and trimmed flower beds at sites as needed.
- Edged flower beds as needed.
- Cut suckers off Crepe Myrtles at Flora Hill Park.
- Trimmed hedges at Violet Bank Museum.
- Trimmed hedges at War Memorial.
- Spread pine needles in flower beds at City Hall.
- Replace damaged hydrangeas at War Memorial.
- Cut low limbs over sidewalks and entrance to City Hall.
- Cut back Black-eyed Susan's at Public Safety Building.



## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

Activities	2020	2021
Bingo in Center	53	19
Bowling	160	130
Bridge Party	16	8
Diamond Art	7	N/A
Fall Wreath Making	11	N/A
Movie Day	N/A	2
Pinochle	N/A	4
Scrabble	N/A	6
Senior Club Meeting	31	56
Senior Golf Association Fort Lee	361	395
Senior Golf Association Tri-Cities	192	156
Sing A-Long	N/A	14
<b>Awareness/Education</b>	<b>2020</b>	<b>2021</b>
Blood Pressure Check	N/A	6
KITS Luncheon	N/A	6
KITS Training	7	N/A
Life Line Screening	60	N/A
Lunch & Learn Simply Sue	N/A	5
Lunch & Learn Tech Heads	N/A	29
<b>Classes</b>	<b>2020</b>	<b>2021</b>
Crochet & Knitting	25	14
Intro to Line Dancing	N/A	48
Line Dancing Class	146	258
Meaningful Exchanges	N/A	12
Meditation	N/A	68
Quilts for Vets	8	N/A
Scrapbooking	N/A	3
Sewing Class	21	18
Tap Class	31	25
Tech Savvy	3	3
Watercolor with Faye	19	11
<b>Fitness</b>	<b>2020</b>	<b>2021</b>
Balance	40	68
Boot Camp	N/A	39
Fitness Center Usage	40	50
Morning Crunch	31	N/A
Muscles in Motion	71	113
Pickleball	135	88
Qigong	N/A	25
Senior Stride	N/A	20
Sit & Let's Get Fit	165	231
Strength & Stretch	97	102
Tai Chi - afternoon	N/A	32
Tai Chi - morning	27	20
TBS	35	35
TNT	N/A	27
Yoga	137	186
<b>TOTAL</b>	<b>1,929</b>	<b>2,332</b>

### Agency on Aging

Meals	2020	2021
Home Delivery Meals	8	3
<b>Transportation</b>	<b>2020</b>	<b>2021</b>
Passengers	288	223
Total Trips	490	498
Total Miles	2082	2864
Wheelchairs	20	38
Donations	\$483.00	\$390.00

### Violet Bank Museum

The Museum had decent tour and grounds use visitation for the month, and enjoyed a good turnout for Special Events/Programs. Staff is hard at work in preparation for October events to include the Fall Carnival Extravaganza, Classic Car Cruise 'Round, and Celebrate Safe Communities.

A special "Thank You!" to Tamara Eastman and her pirate crew for making "A Pirate's Life for Me" such a success. Also, a big "Thank You and Appreciation" to our wonderful volunteers and friends of the Museum for their help and support of Fall events.

Attendance	2021	2020
Tours Given	39	78
Grounds Visitors	32	25
Ongoing Programs	22	16
Outreach Programs	0	0
Special Events	64	0
Attendance Totals	157	111





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

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

#### **OOY Updates**

- Formed Restorative Justice Training Team in partnership with Chesterfield
- 10 shoe vouchers issued to students at North, Lakeview, Tussing and CHMS
- Program Coordinator, Christian Velez, provides Spanish translation services for citizens visiting City Hall
- Wafeeq Amin is the new Youth Program Coordinator responsible for prevention programming
- Presented Annual Report to City Council

#### **OOY activities by program:**

**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. September kits distributed 100 Origami
- Officer meeting - planned agenda, made plans for the school year; 20 youth in attendance at monthly meeting

**Juvenile Domestic Task Force (JDVTF)** - Community partners and agencies meet monthly to discuss ways to educate the community about domestic violence. Awareness campaigns are held throughout the year.

- Monthly meeting continued planning for Family Movie Night October 2<sup>nd</sup> at Soccer Complex

**RVA Basics** - The Basics are five evidence-based principles that encompass much of what experts find is important for children during their earliest years (zero-age three)

- Continued posting of videos on You Tube through Facebook and Instagram
- Partner with Library to distribute information

**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

- Partner with CHHS to recruit members for the CADRE club
- Partner with CAAN-DUU to distribute medicine lock boxes and pamphlets to reduce prescription drug abuse
- Active member of SAFE coalition with Chesterfield in media campaigns to reduce drug and alcohol use in youth

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

- Hiring/recruitment for staff and volunteers
- Open enrollment for new students, Tussing site is open with 10 students, North/Lakeview sites to open October 18<sup>th</sup>
- Training session held for Tussing KAP staff, staff completed Mandated Reporter training

**Community Criminal Justice Board (CCJB)** - Meets every other month with mission to assist community agencies in establishing, evaluating, monitoring, and modifying programs and services for local responsible offenders on the basis of an objective assessment of the community's needs and resources, responsible for developing and amending a local criminal justice plan for the 12th Judicial District and Circuit serving the City of Colonial Heights and Chesterfield County

- Monthly meeting

**Early Childhood/School Readiness** - Community agencies meet monthly to coordinate effective early learning, health, and family support services for young children in the communities. Smart Beginnings, Families 1st, Positive Parenting, RVA Basics

- Smart Beginnings-Kindergarten Readiness -Early Efforts Transitioning to Kindergarten Presentation
- Families First-increase outreach efforts to enroll more families in the program, information packets to Health Dept.
- RVA Basics-Information packets given to Colonial Heights Library and the Health Dept.
- Positive Parenting Coalition- Presentation from Side By Side Agency

**Emergency Food and Shelter Program (EFSP)** - Federal funded program to allocate funds for housing and utilities

- Colonial Heights awarded \$4,253 to be distributed through Commonwealth Catholic Charities, Salvation Army

**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** - Multi-disciplinary team of community partners and agencies to work with families on a variety of issues to maintain stability in the community.

- 2 families served for September

**Community Multi-Disciplinary Team** - Community agencies meet bi-monthly to review cases of child abuse and neglect

- Current caseload 7

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

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

- 5 Youth completed 58 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

- 6 youth attended September program

**Juvenile Court Navigator**

- 3 families were served through the program in September