



# CITY MANAGER'S REPORT TO CITY COUNCIL

OCTOBER 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)** – Construction bids to be opened November 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** – Construction completed.

### 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

YEAR	# Invoices	Total	Sublet	Sublet Total
2021	72	\$28,780.28	12	\$3,125.40
2020	81	\$27,064.17	2	\$1,875.44

The sublet repairs consist of the following:

Misc. - welding	\$275.00
Alignment	\$65.00
Towing	\$85.00
Misc. – Fire Dept.	\$704.64
Dealer Repair	\$1,985.76

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	17	119
Commercial Building	4	54
Demolition	0	1
Electrical	23	158
Mechanical	8	129
Plumbing	9	71
Swimming Pool	0	7
Amusement Rides	0	2
Tent	0	2
Clean Out Installation	3	32
Water and Sewer Connection	1	8
<b>Total: All Permits</b>	<b>65</b>	<b>583</b>

### PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	2	31
Mobile Food Units	0	12
Signs - Permanent	2	32
Signs - Temporary	0	14
Zoning	11	93
<b>Total: All Permits</b>	<b>15</b>	<b>182</b>

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	0	3
Wetland Development	0	0
Zoning Opinion & Cert	0	7
<b>Total: All Categories</b>	<b>0</b>	<b>19</b>

New Residential Units (CO's)	Month	Year to Date
<b>Total</b>	<b>1</b>	<b>11</b>

Valuations	Month	Year to Date
Residential	\$350,690.61	\$2,680,319.00
Commercial	\$169,625.00	\$5,874,842.00
<b>Total</b>	<b>\$520,315.61</b>	<b>\$8,555,161.00</b>

Building Inspections	Month	Year to Date
Residential	65	723
Commercial	49	434
<b>Total: All Inspections</b>	<b>114</b>	<b>1157</b>

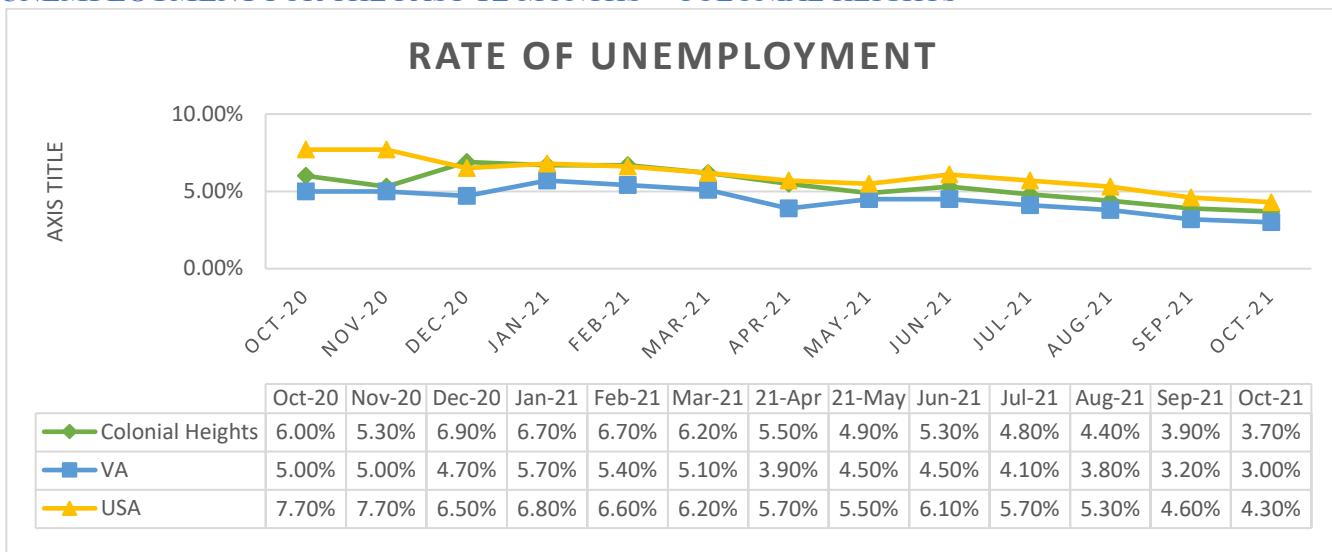
Community Meetings	Month	Year to Date
Board of Zoning Appeals	1	3
Planning Commission	0	6
Wetlands Board	0	0
<b>Total: All Meetings</b>	<b>1</b>	<b>9</b>

### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	2	39	0	7
Exterior Storage of Objects	1	48	0	17
Inoperable Vehicle	4	42	3	10
Property Defacement	0	0	0	0
Tall Grass	8	301	8	90
Trash Can Placement	2	105	0	5
Trash/Debris	4	50	6	22
VA Property Maintenance Code	0	15	0	15
Zoning	0	39	0	20
<b>Total: All Cases</b>	<b>21</b>	<b>639</b>	<b>17</b>	<b>186</b>

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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,068	7,770	298	3.7	No

#### \*Chesterfield

**3.0 % unemployment**

#### \*Dinwiddie

**3.6 % unemployment**

#### \*Prince George

**3.4 % unemployment**

#### \*City of Petersburg

**8.6% unemployment**

#### \*City of Hopewell

**5.7% unemployment**

#### Prospect Activity:

Direct Requests for Information: 3

Sites/Bldgs. Submitted 3

Active Prospects 7

#### Projects:

Panera w/Drive-thru – submitted preliminary site plan for review (expired)

Aarons Rental tenant upfit (next to Harbor Freight)

Mission BBQ – Early 2022 opening

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 October continued to see a significant decrease in our calls for service and criminal arrests. October showed a 34% decrease in the number of calls for service as well as a 34% decrease in the number of criminal arrests. It is ironic that these numbers coincide with each other. I have not seen nor heard this trending in our area; however, the decreased calls for service has allowed us the opportunity for leadership development. We finally were able to schedule an all supervisors meeting since all the promotions became effective. It was a much needed and productive meeting.

Overall, we had a very busy month as we held our annual *Celebrate Safe Communities Night* on October 5<sup>th</sup>, and we were most pleased that we had sixteen host sites throughout the City. We appreciate our Fire Department, Emergency Management and several of our elected officials who took an active interest and either hosted or just participated and visited community sites. We also hosted another *National Drug Takeback* event in our Public Safety parking lot, as Sam's Club had a corporate policy change that prevented them from hosting. We were able to take in 122 pounds of medication for safe disposal.

Our hiring process remains constant. I have given one conditional offer of employment to a non-certified applicant who would need to go to the police academy in January of 2022. We are still doing backgrounds on non-certified applicants, and our recent ad for certified applicants has recently closed. We remain hopeful that we will continue to attract top-notch applicants; however, with recent compensation changes in local jurisdictions, it is becoming more difficult.

**Capt. Mike Foster**, commander of our **Operations Division**, reported the following from his personnel. Some of the division's operational highlights are as follows:

- A Squad responded to Patient First for a shooting. Investigations determined the incident occurred in Prince George. Units assisted by providing first aid and assisted Prince George County Police Department with securing the crime scene.
- Officer Karrissa Jackson responded to the area of Marvin and Meridian Avenues for a vehicle crash. The investigation determined the driver rammed a vehicle into a fence and then left the roadway, striking a residence. The driver, was arrested for DUI, felony destruction of property, hit and run, trespassing, petit larceny, and reckless driving (failure to maintain control).
- During a traffic stop at Wawa on the Boulevard, Officer Alex Riazi made an arrest for possession of a stolen firearm and felony concealed weapon.
- Officer Jackson responded to the 400 block of Orange Avenue for a burglary. The victim provided suspect information and advised the male had stolen her firearm. Officer Corbin Ramos located the male walking on Ellerslie Avenue. An arrest was made and charges included burglary, domestic assault, grand larceny, possession of a firearm by a felon, possession of concealed weapon, and drunk in public.
- Officer Ramos responded to the 3200 block of Longhorn Drive for a report of subject going through vehicles. Suspect was charged with petit larceny. Additional warrants were obtained for felony credit card theft and petit larceny.
- Sr. Officer Chris Velasquez made an arrest for breaking and entering and larceny of a firearm at 207-3B Archer Avenue.

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

- Sr. Officer Jacob Miller made an arrest at Walmart on outstanding warrants and possession of cocaine, methamphetamine and crack cocaine.
- Sr. Officer Desiree McCurry made an arrest on 21 outstanding warrants and obtained nine additional warrants for passing counterfeit currency, as well as possession of crack cocaine.
- Sr. Officer Cecil Powell responded to a crash in the 200 block of Marvin Avenue. The driver, attempted to flee the scene and was eventually arrested for DUI-D, destruction of property, unauthorized use of a vehicle, possession of a controlled substance, and driving revoked.
- Sgt. Greg Thinnes responded to 302 Maple Lane for a disturbance. As Sgt. Thinnes arrived, the suspect left in a vehicle. The suspect had several felonies and Sgt. Thinnes attempted to stop the vehicle on the Boulevard. A pursuit was initiated, and Sgt. Thinnes terminated due to the recklessness of the fleeing vehicle. Warrants were obtained for felony eluding.
- Officer Rodhem Roney responded to Benny's Tavern for shots fired in the parking lot. Warrants were obtained for reckless handling and discharging a firearm within the city.
- Officer Storm Ayers responded to SouthPark Mall for a report of a stabbing. The juvenile victim was located outside of Dick's Sporting Goods and the two juvenile suspects were located just outside the movie theater. The victim was transported to VCU Medical Center. The suspects were placed into detention.

## **K-9 ACTIVITIES**

- On October 25<sup>th</sup>, K-9 Sr. Officer Micaulay Fable and K-9 *Nero* completed training.
- K-9 Sgt. Chris Wulff and K-9 *Rose* completed recertification.
- K-9 Sgt. Wulff and K-9 *Rose* assisted Chesterfield County Police tracking a wanted person in Ettrick.
- K-9 Sgt. Wulff and K-9 *Rose* conducted a track for a missing autistic female juvenile in the area of Southgate Square.
- On September 27<sup>th</sup>, Sr. K-9 Officer Fable and K-9 *Nero* attended K-9 training

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:

- The division coordinated the citywide **Celebrate Safe Communities Night** event. Throughout the planning process, many hosts were contemplating whether or not to participate; unfortunately, several were not able to host an event this year. Nonetheless, we had 16 locations that were well attended and visited by citizens, department personnel, city administration, and emergency services. We also held an event at the Public Safety Building. A huge thank you to the American Legion for donating food, the Fire Department for grilling and assisting with snacks, the Emergency Management team for setting up a table and participating, the Emergency Communications Division for participating and having Cellphone Sally visit multiple locations, Ben Whirley for making sure McGruff visited multiple sites, and other vendors who set up tables for the event.

- Captain Ruxer attended a virtual meeting regarding updates to the Marcus alert system.
- The division hosted the ***National Drug Take-Back Event*** in conjunction with the DEA. The event had to be moved to the Public Safety building due to a last-minute scheduling conflict with the original location. Success was measured by the 49 vehicles that came through, turning in over 122 pounds of medication for safe disposal. Thank you to the Emergency Management team attending and CERT team members assisting.
- A narcotics sweep was conducted at Colonial Heights Middle School and Colonial Heights High School. Sr. K-9 Officer Fable arranged to have multiple narcotics detection dogs on scene in order to efficiently conduct the sweep with minimal interruption to students.
- New certified Police Officer Zaneisha Clay joined the department on October 27<sup>th</sup>, at which time she was sworn in and began her field training.
- Captain Ruxer attended the City-sponsored ***Halloween in the Park*** event at Flora M. Hill park.
- On multiple days, Captain Ruxer assisted with interviews for the City's vacant IT Director position.

Our **Investigations Division**, commanded by **Capt. Thad Johnson**, reported October as a very busy month. Fifteen (15) new cases were assigned to detectives – fifteen (15) were cleared (this included clearing four (4) cases from a previous month), resulting in a clearance rate of 102 % for the month.

Seven (7) 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.

Some of the division highlights include:

- **Detective Sergeant Adam Brandedberry** was assigned three (3) new case for the month:
  - Two CPS cases (unfounded)
  - Malicious wounding of the juvenile at Southpark Mall (cleared by arrest)
  - Death Investigation (pending)
  - Police officer applicant background check
- **Career Detective Roger Santini** was assigned three (3) new cases for the month:
  - Sexual Assault (unfounded)
  - Police officer applicant background check
  - Threat of bodily injury (pending)
  - Fraud (inactivated)

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

- **Senior Detective Joe Vaughan** was assigned five (5) new cases and cleared one (1) from a previous month:
  - Fraud (unfounded)
  - Runaway (returned)
  - Police officer applicant background
  - Death investigation unfounded from July, 2021
- **Senior Detective Darrell Aleshire** was assigned three (3) new cases and cleared three (3) from a previous month:
  - Sexual battery (cleared by arrest)
  - Domestic Assault (cleared by arrest)
  - Stolen auto (unfounded)
  - Sexual assault (unfounded)
  - Possession with intent to distribute (cleared by arrest)
  - Fraud case (cleared by arrest)

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. Eleven (11) local warrants were served.

**Auxiliary officers** provided **147 hours** of extra manpower patrolling and riding with officers as well as assisting with a traffic checkpoint. A total of **1,199 hours** was volunteered to date. **Sentinels** had **20 hours** for the month and **126** total hours for the year.

Overall as an agency during the month of October, we made **160 total arrests**; worked **86 crashes**; wrote **324 traffic citations**; executed **426 traffic stops**; affected **seven (7) DUI arrests, four (4) drug arrests** and issued **56 parking citations**.

**Officer Corbin P. Ramos** was selected and honored as our **Employee of the Month** for **September 2021**. **Officer Ramos** had a very productive month in every aspect.

In addition to issuing 38 traffic summonses, arresting three intoxicated drivers; issuing 18 verbal warnings and 10 written warnings; serving 10 outstanding warrants and issuing eight parking citations; he also investigated eight new cases with a 67% clearance rate.

One notable development occurred on September 30<sup>th</sup>, when Officer Ramos was on patrol in the 1000 block of Elmwood Avenue. Corbin observed a male running across the street and attempting to hide behind a tree. Officer Ramos exited his patrol vehicle and attempted to speak with the suspect, but he fled on foot. The suspect was eventually captured after a foot pursuit and was found to have in his possession over two pounds of marijuana, which he admitted to stealing from a residence in the area, so he could sell it because he needed the money. Ultimately, the suspect was taken into custody and charged with felony possession with intent to distribute and petit larceny.

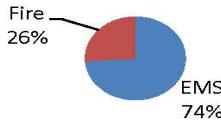
Officer Ramos not only showed that proactive policing pays off, but he also went further by investigating and solving a larceny. He has proven himself to be a hard worker and is, therefore, an asset to the department. For all these reasons, we believe he is most deserving of being our Employee of the Month.

**POLICE DEPARTMENT (CONTINUED):**

<b>DEPARTMENT STATISTICS</b>			
<b>October 2021</b>			
<b>Crime</b>	<b>October 2020</b>	<b>October 2021</b>	<b>Percentage of Increase/Decrease</b>
Homicide	0	0	0%
Rape	0	2	200%
Robbery	1	0	-100%
Aggravated Assaults	5	5	0%
Simple Assaults	11	19	73%
Breaking & Entering	0	5	500%
Larceny	49	49	0%
Vehicle Thefts	1	4	300%
Arson	0	0	0%
Shoplifting	30	21	-30%
DUI Arrests	7	7	0%
All Criminal Arrests	243	160	-34%
Calls for Service	3,134	2,083	-34%
<b>October 2021</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	<b>84</b>	<b>49</b>	<b>58%</b>

## V. FIRE & EMS DEPARTMENT:

### Total Incidents: 480



**Total Fire Type Incidents: 125 (Total Fire Loss \$50,000)**

**Total EMS Incidents: 355 (230 Patients Transported)**

*Fire units arrived on scene in less than 9 minutes on 94% of emergency incidents. (Avg. response time 5:32 minutes)*

*EMS units arrived on scene in less than 9 minutes on 94% of emergency incidents. (Avg. response time 5:42 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	2	Good intent calls	23
Cooking Fire	2	Gas leak (Natural gas or LPG)	3	Public service calls	24
Mobile property (vehicle) fire	1	Electrical wiring, equipment	1	Assist invalid	16
Grass fire	1	problem other		Smoke/CO detector installation	7
Unauthorized burning	2	Water or steam leak	1	False alarm/false calls	23
		Removal of victims from stalled elevator	1	KnoxBox installation	1
		Building or structure weakened of collapsed	1	Child Safety Seat installation	1
		Aircraft standby	1	Public Fire Education	1
		Ring or jewelry removal	1	Preplan (walk through of commercial business)	2
		Haz Mat release investigation with no Haz Mat located	1		

### EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	16	Assist, Public	57	Cancelled (Prior to Arrival at Scene)	5
Patient Evaluated, No Treatment/Transport Required	5	Cancelled on Scene (No Patient Found)	15	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	3
Patient Treated, Released (AMA)	12	Patient Refused Evaluation/Care (Without transport)	41	Patient treated, Transported by private vehicle	2
Standby-Public Safety, Fire or EMS	3	Patient Treated, Released (per protocol)	12	Patient treated, Transferred to another EMS unit	4
		Patient Dead at scene resuscitation attempted (W/O transport)	2	Transported Lights/Siren	15
				Transported no Lights/Siren	213

### Fire Mutual Aid Given & Received

M/A given to Chesterfield Fire	N/A	M/A received from Chesterfield Fire	N/A
Automatic Aid given to Chesterfield (EMS)	1	Automatic Aid received Chesterfield (EMS)	2
Automatic Aid given to Chesterfield (Fire)	3	Automatic Aid received Chesterfield (Fire)	8

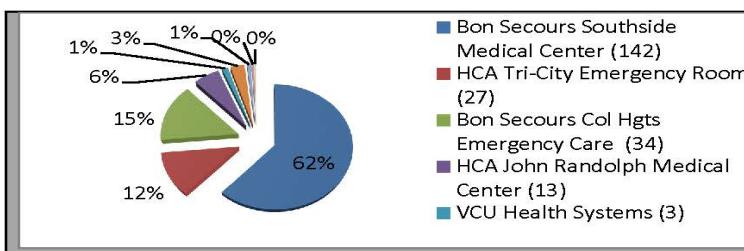
### EMS Mutual Aid Given & Received

M/A given to Petersburg EMS	7	M/A received from Petersburg EMS	4
M/A given to Chesterfield EMS	N/A	M/A received from Chesterfield EMS	1
M/A given to Fort Lee EMS	N/A	M/A received from Fort Lee EMS	4
M/A given to Prince George EMS	1	M/A received from Prince George EMS	1

### Out of Service Apparatus

Station 1	<u>Fire Units</u>		<u>Medical Units</u>	
	Number of Incidents	1	0	
Total Hours	E991 24hrs.		N/A	
Station 2	Number of Incidents	2	2	
	Total Hours	Quint 942-576 hrs., R942-271 hrs.	Medic 935-338 hrs.	
		Quint 992-720 hrs.	Medic 932- 4.0 hrs.	

### EMS Transport by Facility



### CHFD/EMS Medic Patient Transport Mileage:

Total: 1,714.40 miles

Average: 7.52 Miles

### October 2020:

Total Incidents: 427

Fire: 80

EMS: 347

## **VI. FINANCE DEPARTMENT:**

### **Finance Activity:**

#### **ERP Project**

- Financials For a third month, financials has not progressed beyond a first pass of data. The hang up has been an incorrectly set up organization code that needed to be deleted, but could not because cashiering transactions had posted against that account. After multiple emails back and forth with various support, staff has implemented a work around and we will hopefully move forward with a data pass in November. 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.
- HR/Payroll Our focus continues on loading information for HR/Payroll and setup of that data. During October, the team has been working on a first, small parallel payroll to test employee and deductions set up.
- Customer self-service (CSS) CSS, the online payment portal, went live in October. Currently, the City can collect all payments online and these payments post directly to Munis. Unfortunately, Tyler was not able to get the convenience fees set up as planned when CSS went live. There is an issue with exempting the fees for utility bills that Tyler had not communicated until now.
- Cashiering While cashiering has been live for nearly a year now, when admin charges were applied to utility bills for the first time in October, the cashiering system encountered a glitch. In fixing that glitch, Tyler created another problem with the posting of payment plans. These issues were reported as critical cases to Tyler mid-month, but despite staff reaching out several times and a various responses from Tyler support, these issues remain unresolved at the end of the month. Staff has created some marginal work-arounds to keep operations progressing, but this has been a source of continual frustration.

Fiscal 2021 Audit- The audit process continues as Brown Edwards continued to communicate with Finance for wrap-up and additional items. There is some concern that the FY21 report will be delayed due to staffing issues at schools. School management was able to get information to the auditors by the end of October, but this is significantly later than usual.

### **Purchasing Activity:**

- Purchasing – 188 total purchase orders were completed, which included 48 departmental purchases being reviewed. This is compared to 187 that were completed for the same month in 2020.
- Finance processed 93 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. Four firms are negotiating hourly rates with Engineering.
- SP21-102802-1124 Lakeview Avenue Modernization was issued on Sept 30. The deadline for submittals was extended from October 28 to November 12. A virtual pre-bid meeting was held in October, and an addendum to the project has been issued to answer all questions asked.

### **Other Purchasing Activity:**

- A purchase order was issued for the appraisal of the 19.829 acres of city-owned property behind Walmart.
- A purchase order was issued for the emergency repair of the Appomattox River Greenway Trail. A new drainage pipe will be installed and a 35’ section of the trail will be replaced.

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

- An emergency purchase order was issued for the repair the sewer system on Old Town Drive. Approximately 475 feet of 12" SDR 35 sewer pipe will be replaced.
- A purchase order was issued to replace the four showers at Fire Station #2.
- A purchase order was issued to place aluminum window covers on the City's soccer complex concession stand, behind the library.
- A purchase order was issued for exploratory services to locate a water leak on the Boulevard
- A purchase order issued to replace 2 failed drives on a City server
- Staff received quotes for the July 4, 2022 fireworks show. A Petersburg company was awarded the contract.
- Staff worked on a cooperative agreement contract for CCTV inspection of sanitary sewer pipe at various locations in the City. Many hours were devoted to ensuring federal contract compliance, as this contract will paid through Federal American Rescue Plan Act funds.

### **Risk Management:**

- The City's senior citizen van struck a tree as it was backing out of the senior center.
- A vehicle driving north on the Boulevard stopped suddenly to avoid a collision causing a Public Works truck to rear-end the vehicle.
- A police officer struck a deer in Prince George County.
- 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.
- Two ornamental light poles were hit and destroyed by a hit and run driver.
- A citizen on Conduit Road filed a claim against the City due to improper water drainage on her property. The issue allegedly led to mold and required foundation work.
- An individual claimed that a City tree near South Park circle impaired her vision, causing her to run into another vehicle.
- Both Fire Department apparatus are now back in service after their accident in June 2021.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent-3,652
- Delinquent Notices Sent –1,039 or 26.9%.
- \$192 in utility billing set-off debt collections were received this month.

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

- 31 DMV releases processed: 27 personal property, 3 parking citations, 1 abatement
- Set off collections this month: \$656.40

### **Real Estate Activity:**

- 65 property transfers this month, 34 of which were valid residential sales
- \$187,700 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 October 2021:

### **Advertisements**

<u>Department</u>	<u>Position</u>
Department	<u>Position</u>
Fire & EMS	Administrative Assistant (Part-time)
Planning & Comm. Development	Director of Planning & Comm. Development
Police	Police Officer (Certified)
Public Works	Engineering Technician
Public Works	Assistant Director of Public Works – Engineering
Recreation & Parks	Recreation Assistant I (Part-time)
Sheriff	Deputy Sheriff (Part-time)

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Administrative Assistant (Part-time)	20	888
Assistant Dir. of Public Works	10	1,199
Director of Planning & Comm Dev.	8	1,100
Deputy Sheriff (Part-time)	13	517
Engineering Technician	9	399
Police Officer (Certified)	Continuous Ad	1,856
Public Works Technician	Continuous Ad	2,272
Recreation Assistant I (Part-time)	4	717
Youth Specialist (Part-time)	32	1,536

### **Miscellaneous**

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

New Employee Orientation  
Police Officer  
Communications Officer  
Legal Secretary  
Recreation Spec. II

Employee Separation  
Assistant Director of Public Works  
Police Officer

- Attended weekly virtual webinar series: Elements of HR: Woods Rogers 2021 Labor & Employment Law.
- Attended the IPMA-VA Chapter Leadership Conference (October 17-19, 2021), which included sessions on changes in employment law, pandemic effect on mental health, and anticipated VA ETS/OSHA changes.
- Tyler-Munis HRM/Payroll system training and conversion processes continue with an anticipated April 2022 completion date.

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

★ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov) had 56,777 page views in the month of October.

Top fifteen sites visited after the home page:	Top five countries after U.S.:
<ol style="list-style-type: none"><li>1. Pay On-Line</li><li>2. News Flash</li><li>3. Real Estate Records Search</li><li>4. Form Center</li><li>5. My Account</li><li>6. Library</li><li>7. Animal Control &amp; Shelter</li><li>8. ePayment Center</li><li>9. Yard Sale</li><li>10. Facilities</li><li>11. Staff Directory</li><li>12. Calendar</li><li>13. City Employees</li><li>14. Human Resources</li><li>15. Utility Billing</li></ol>	 Russia  India  Germany  Spain  Ireland

★ Citizens submitted and city staff processed 354 service requests and questions through the “Report a Concern” module during the month of October.

★ The City of Colonial Heights’ Facebook Page now has 5,700 fans and the City’s Twitter account has 1,619 followers. There are 2,868 subscribers for “In the News”.

## **IX. LIBRARY:**

★ The library staff circulated 8,490 titles in October broken down as follows:

- Residents borrowed 7,415 print titles
- 149 e-books on Kindle readers
- 926 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,362 residents registered for the Hoopla service.

★ The public computer center and iPad Center had 814 users

★ 267 children attended the library’s Story Time program

★ The library’s meeting rooms were used by 81 groups

★ An average of 519 residents used the library each day, while 78 residents registered for new library cards.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

The Recreation Division had a very busy month hosting numerous events and programs around the City. The Division held an outdoor movie night with various community partners, Violet Bank Museum staff hosted the Classic Car Cruise 'Round event in conjunction with Hanover, Henrico and Chesterfield County and had over 40 cars participate, and the annual Halloween in the Park had a great turnout. On the athletics side, Youth and Adult baseball/softball programs completed their Fall seasons in October and registration for youth basketball was completed the end of October. Pickleball continues to be very popular with lessons filling each week and typically a wait time on courts for open play. Due to the popularity a Friday Night Round Robin league started play as well. Staff also worked with the School system to provide courts for their afterschool Pickleball program for teachers. The Therapeutic Recreation program numbers continue to increase each month and staff continued work planning Winter programs to be included in the City Focus that will be mailed to residents in November.

Athletics/Programs	2021	2020
Adult Fall Softball	18 teams	8 teams
Fall Youth Baseball	22	N/A
Fall Youth Softball	28	N/A
Youth Cheerleading	62	N/A
E-Sports League	4	N/A
Belly Dancing	8	10
Karate	7	5
Digital App Design	6	N/A
Swing Dance	60	N/A
Intro to Pickleball Lessons	60	N/A
Pickleball Friday Night Round Robin	64	N/A
Halloween in the Park	1,500	N/A
Outdoor Movie Night	115	N/A
Therapeutic Recreation	59	24
Facility Usage	2021	2020
Community Room Attendance	1,170	1,344
Community Room Reservations	18	24
Pavilion Attendance	3,159	2,937
Pavilion Reservations	39	33
Field Attendance	6,586	8,580
Field Rentals	37	52



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

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

- ✓ Cut grass as needed around City buildings, parks, and sports fields.
- ✓ Prepared ball fields as needed for league and tournament play.
- ✓ Painted soccer fields at Soccer Complex as needed.
- ✓ Painted football field, field hockey field, band practice field for High School as needed.
- ✓ Replaced rails on fences on River Walk trail. Broken due to vandalism.
- ✓ Cut back limbs and trimmed along entire River Walk trail.
- ✓ Built and installed memorial bench at White Bank Park.
- ✓ Removed downed tree across River Walk trail.
- ✓ Aerated and over-seeded turf in Shepherd Stadium.
- ✓ Aerated and over-seeded turf on Civic field.
- ✓ Replaced rails on pier at Ft. Clifton. Broken due to vandalism.
- ✓ Replaced top rails on fence at Ft. Clifton.
- ✓ Installed windscreen for pickleball courts at Middle School.
- ✓ Set up and provided manpower for Halloween in the Park.
- ✓ Mulched sites as needed.
- ✓ Weeded and trimmed flower beds at sites as needed.
- ✓ Edged flower beds as needed.
- ✓ Removed summer annuals and planted pansies at Temple Ave welcome sign.
- ✓ Pruned back Vitex and Butterfly bushes at Ft. Clifton.
- ✓ Cut suckers off Crepe Myrtles along Boulevard.
- ✓ Cut suckers off Crepe Myrtles at Public Safety building and Appamatuck Park.
- ✓ Trimmed lower limbs on trees at Floral M Hill Park and Library.

Shepherd Stadium Field Renovation



## X. RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

Agency on Aging Activities	2020	2021
Bingo in Center	44	64
Bowling	140	130
Bridge Party	12	N/A
Diamond Art	1	N/A
Fall Wreath Class	7	N/A
Game Day	N/A	28
Ice Cream Social	25	N/A
Golfers Board Meeting	7	N/A
Movie Day	N/A	6
Senior Club Meeting	44	85
Senior Club Board Meeting	7	7
Senior Citizen Dance	N/A	45
Senior Golf Association	472	468
Tri-City Golf - End of year meeting	N/A	30
Senior Pickleball Tournament	N/A	50
Sing A-Long	N/A	15
Awareness/Education	2020	2021
Blood Pressure Check	N/A	10
Flu & Pneumonia Shots	N/A	6
Library: Total # books checked out	N/A	21
Lunch & Learn Knee & Hip Replacement	N/A	21
Lunch & Learn Seniors Helping Seniors	N/A	18
Classes	2020	2021
Crochet & Knitting	25	21
Intro to Line Dancing	N/A	43
Line Dancing Class	325	193
Meaningful Exchanges	N/A	36
Meditation	N/A	38
Quilts for Vets	6	N/A
Scrapbooking	N/A	10
Sewing Class	7	25
Tap Class	40	23
Tech Heads	N/A	7
Tech Savvy	N/A	5
Watercolor with Faye	12	13
World Religion	N/A	38
Worthy Wednesdays	N/A	5

Senior Pickleball Tournament



Fitness	2020	2021
Balance	68	75
Boot Camp	N/A	14
Fitness Center Usage	29	50
Morning Crunch	47	N/A
Muscles in Motion	115	111
Pickleball	199	133
Qigong	N/A	27
Senior Stride	N/A	6
Senior Pickleball Tournament	N/A	50
Senior Stride 5k	N/A	14
Sit & Let's Get Fit	169	246
Strength & Stretch	101	50
Tai Chi - afternoon	N/A	42
Tai Chi - morning	38	34
TBS	97	46
TNT	N/A	32
Water Aerobics	N/A	46
Yoga	158	70
<b>TOTAL</b>	<b>2,195</b>	<b>2,507</b>
Volunteer Hours	N/A	8
Meals	2020	2021
Home Delivery Meals	6	3
Transportation	2020	2021
Total Passengers	292	280
Total Trips	548	610
Total Miles	2104	3069
Wheelchairs	18	35
Donations	\$293.00	\$376.00
New Riders	3	14

Senior Stride 5k



## Violet Bank Museum

	Attendance	<u>2021</u>	<u>2020</u>
Tours Given		25	14
Grounds Visitors		16	37
Ongoing Programs		15	20
Outreach Programs		18	0
Special Events		501	105
Attendance Totals		575	176

October was a very busy month for the staff at Violet Bank. Staff held the award-winning Classic Car Cruise-In event, the Fall Festival Carnival Extravaganza, and Violet Bank served as the host site for the Celebrate Safe Communities event in our historic neighborhood. Museum staff also assisted with the Halloween in the Park event held at Flora Hill Park. Staff attended the VRPS Convention in Harrisonburg, VA, which provided valuable training on timely topics. Violet Bank Museum would like to give out a super huge "Thank You" to all the awesome volunteers without whom these events just wouldn't happen.

Halloween in the Park



Fall Festival Carnival Extravaganza



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

### **Office on Youth and Human Services**

#### **OOY Updates**

- OOV staff continues providing services in-person and/or through virtual format
- Continued postings of FACEBOOK and Instagram of relevant topics for the community
- Staff continues cross training between positions to ensure continuity of services to the community
- Interviewed 3 candidates for part time Youth Specialist position
- Held stakeholder meeting with CSU to identify gaps in services
- Staff attended Commonwealth of VA CSA conference
- Participated in CHPS strategic planning for 2022-2027
- Staff completed Security Awareness training for Department of Juvenile Justice

#### **Restorative Justice Training Team**

- Trained 26 Chesterfield County Schools SRO's in Circles

#### **Family Assessment Planning Team (FAPT)**

- Caseload 22

#### **Community Multi-Disciplinary Team -CAC**

- Caseload 7

#### **Kids Achieving Progress -**

- 20 students enrolled
- Skittles stem activity to create pumpkins

#### **Interagency Team -**

- Caseload 3

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

- Supported partner agencies food drives for those affected by domestic violence
- Coordinated distribution of Purple Domestic Violence Awareness Ribbons

#### **CAAN-DUU, SAFE, CADRE**

- Supported Red Ribbon Week with social media messaging and ribbon distribution

#### **Youth Advisory Council (YAC) -**

- Salvation Army Stocking project
- Library kits distributed 100 Halloween bookmarks
- Officer meeting – 4 attended
- Monthly meeting had 14 youth in attendance
- 6 Members volunteered at Halloween in the Park
- 4 shoe vouchers issued to students at North
- Monitor Little Library at City Hall

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

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

- 6 Youth completed 53 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 participants for October

#### **Juvenile Court Navigator**

- 2 families were served through the program in September

#### **Supervision Plan Services-**

- Caseload 1