



CITY MANAGER'S REPORT TO CITY COUNCIL

APRIL 2022

I. PUBLIC WORKS & ENGINEERING:

Transportation Capital Projects

- **Safe Routes to Schools- Phase 3 (Middle School), UPC 102836** – City to advertise project in Spring 2023.
- **Safe Routes to Schools (North Elementary School Sidewalks Phase 2) UPC 106188** – Right of way negotiation and acquisition has been completed. Utility relocation on-going.
- **Boulevard and Westover Ave Intersection (UPC 100501)** –Dominion utility relocation authorized. Columbia utility relocation to begin after certificate of take is recorded with the Circuit Court.
- **Lakeview Avenue Modernization (UPC 101288)** – Construction underway.
- **Appomattox River Greenway Trail Phase V (UPC 107533)** – Awaiting 100% plan final comment disposition. Project will have to purchase 0.98 Acres of wetland mitigation credits.
- **High School Sidewalks (UPC 118071)** -- Clark Nexsen selected as consultant, 30% Plans submitted for review and comment.
- **Boulevard at Temple Intersection Improvements (UPC 109264)** -- 30% Plans submitted.
- **Branders Bridge Right Turn Lane UPC 99194** -- Awaiting 100% plan final comment disposition.

Utilities Capital Projects

- **Crestwood Drive Emergency Sanitary Sewer Repair** -- Construction complete

Fleet Maintenance

<u>YEAR</u>	<u>#</u> <u>Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2022	67	\$19,665.72	5	\$2,987.91
2021	69	\$44,367.10	6	\$22,260.90

The sublet repairs consist of the following:

Dealer Repair	\$2,490.57
Alignment	\$164.49
Glass Replacement	\$296.40
Tire Repair	\$37.45

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	15	51
Commercial Building	3	12
Demolition	0	0
Electrical	12	63
Mechanical	3	32
Plumbing	8	29
Swimming Pool	2	3
Amusement Rides	0	1
Tent	1	2
Clean Out Installation	3	14
Water and Sewer Connection	0	7
Total: All Permits	47	214

New Residential Units (CO's)	Month	Year to Date
Total	1	2

Valuations	Month	Year to Date
Residential	\$1,005,877.00	\$1,662,000.97
Commercial	\$45,000.00	\$945,778.72
Total	\$1,050,877.00	\$2,607,779.69

Building Inspections	Month	Year to Date
Residential	53	254
Commercial	45	167
Total: All Inspections	98	421

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	4	13	3	11
Exterior Storage of Objects	4	11	1	7
Inoperable Vehicle	5	16	2	8
Property Defacement	2	2	0	0
Tall Grass	37	37	5	7
Trash Can Placement	17	41	27	35
Trash/Debris	5	24	6	15
VA Property Maintenance Code	2	9	1	5
Zoning	4	16	4	23
Total: All Cases	80	169	49	111

PLANNING DIVISION

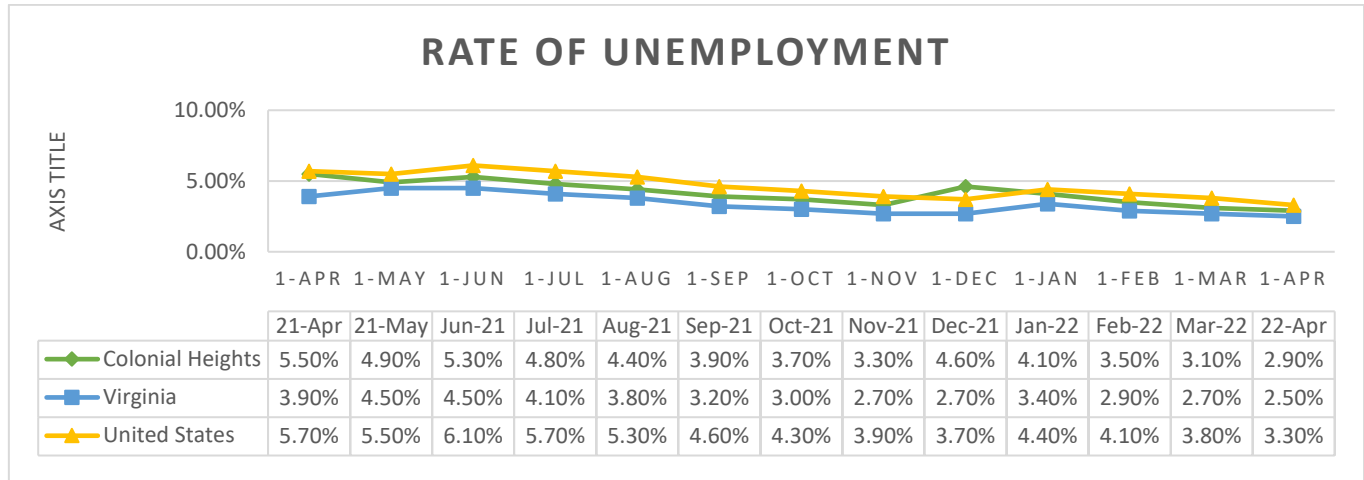
Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	0	25
Mobile Food Units	3	4
Signs - Permanent	2	7
Signs - Temporary	0	2
Zoning	0	17
Total: All Permits	5	55

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	1
Plat: Subdivision	0	1
Prelim. Site Plan Review	1	1
Special Exception Permit	0	1
Special Use Permit	0	1
Rezoning	0	0
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	0	9
Total: All Categories	1	14

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

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 April 2022 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,134	7,900	234	2.9	No

*Chesterfield **2.4 %unemployment**

*Dinwiddie **2.8 % unemployment**

*Prince George **2.9% unemployment**

*City of Petersburg

*City of Hopewell

6.7% unemployment

4.9% unemployment

Prospect Activity:

Direct Requests for Information:	2
Sites/Bldgs. Submitted	3
Active Prospects	6

Projects:

- Panera w/Drive-thru – submitted preliminary site plan for review (expired)
- CBL Properties Site
- Towneplace Suites – under construction
- Royal Farms – under construction
- Valvoline – under construction

IV. POLICE DEPARTMENT:

In looking at our statistics, there is a significant decrease in calls for service again this month. There was a 38% decrease in shoplifting cases from April 2021. We cannot identify an impetus behind this trend. April showed a 33% decrease in the number of calls for service, as well as a 34% decrease in the number of criminal arrests.

Our spring hiring process continues, with several non-certified candidates proceeding through background checks in anticipation of a July 2022 training academy. We have had limited success with our continuous hiring process for certified police officers. We are also conducting a hiring process for a part-time position in Animal Services, expected to conclude in early May.

Senior Officer Micaulay Fable, along with **K-9 Nero**, participated in the **Iron Dog Competition** held in Chesterfield County, which is a statewide event allowing K-9 teams from multiple agencies to compete in skills competitions.

The agency participated in **National Drug Takeback** event, a Drug Enforcement Agency-sponsored event. Approximately 250 pounds of prescription medications were collected and destroyed.

On April 29th, members of the agency were invited to participate in the City's **Arbor Day Celebration**. At that time, we were able to recognize the late **Lieutenant Tom Kifer**, who was not only a huge part of this agency, but also this community. After the tree dedication, members of **Lieutenant Kifer's** family joined staff at Police Headquarters to add a photograph of **Lieutenant Kifer** to the Police Memorial Wall.

Capt. Mike Foster, commander of our **Operations Division**, reported that his division issued **354** traffic citations, **79** written warnings and **217** verbal warnings, made **three** DUI arrests, and obtained **38** felony and **126** misdemeanor warrants. The **Operations Division** investigated **51** vehicle crashes, **12** field identifications, **one** parking citation, **three** alarm citations and tagged **six** vehicles as inoperative. He reported the following operational highlights from his personnel:

- **Officer Sarah Tollison** arrested Cadaja Bassett for assault, two charges of shoplifting, possession of a concealed weapon, possession of burglarous tools, and causing Injury by caustic substance at Southpark Mall.
- **Senior Officer Jacob Miller** investigated a hit and run accident that resulted in a DUI-D arrest of Scott Braswell. Braswell was transported to the hospital after being arrested due to his narcotics use.
- **Officer Eric Reedy** engaged a shoplifting suspect in a foot pursuit from Target. Ricky Jones was taken into custody and outstanding warrants were also served on the individual.
- **Officer Rocky Navarro** investigated a stolen vehicle from Marco's Pizza. A Chesterfield officer encountered the vehicle and pursued and apprehended two juveniles. Daizhon Webb and Leroy Lorenzo were arrested and charged with motor vehicle theft.

IV. POLICE DEPARTMENT (CONTINUED):

- **Officer Karrissa Jackson** attempted to stop a vehicle for a traffic violation. The suspect vehicle fled into Chesterfield County as Officer Jackson terminated the stop. She was able to witness the vehicle crash. As she approached the vehicle, the driver fled the scene on foot. She was able to positively identify the driver as Melvin Myrick. Inventory of the vehicle revealed three firearms and a large number of narcotics. Warrants were obtained for Possession with Intent to Distribute a Schedule I/II narcotic, three counts of felony possession of a firearm, felony eluding, along with other traffic-related offenses.
- **Sergeant Cecil Powell** and **Officer Tyson Jones** witnessed two males at Wood Springs Suites who had broken into several vehicles. The males escaped on foot; however evidence was collected from the break-ins. Several firearms were collected and they recovered evidence from theft from autos in Price George County. Evidence was sent to the state lab for DNA testing to determine possible suspects.

Community Issues Addressed

- A Squad, maintained patrols in and around the apartment complexes, reporting no issues.
- B Squad attended the **Little Feet Meet** at the football stadium.
- Officer Reedy spoke with management at The Oaks apartments regarding juvenile problems and drug issues going on within the complex.
- C Squad members conducted directed foot patrols through the city's apartment complexes throughout the month, with no issues noted.

Animal Services

- A total of 47 canines found permanent placement through adoption or rescue.
- A total of 23 canines were returned to owners.
- A total of 11 felines found permanent placement through rescue.
- The Branscome project is 95% complete with the only remaining task is having signs mounted for the roadway.
- Volunteers from Fort Lee visited the shelter every Wednesday to assist with cleaning and walking animals.

K-9 ACTIVITIES

- **K-9 Sgt. Chris Wulff** and **K-9 Rose** completed in-service training.
- **K-9 Officer Micaulay Fable** and **K-9 Nero** completed in-service training.

IV. POLICE DEPARTMENT (CONTINUED):

The **Law Enforcement Services Division**, commanded by **Major Rob Ruxer**, with the assistance of **Sergeant Desiree McCurry**, reported the following activities:

- **Career Officers Wayne Moody and Michael Kelley** participated in the **Little Feet Meet** event at the middle school by assisting with the Honor Guard.
- **Career Officer Scott Whirley** worked the **DEA Spring Drug Takeback** event held in the parking lot of the Goodwill. During this event, 243.5 lbs. of expired and/or unused medications were collected.
- **Master Police Officer Andrew Barnhouse** conducted **D.A.R.E. graduation** at Lakeview Elementary for the fifth grade. Forty fifty-graders successfully completed the 10-week program.
- **Career Officer Eric Allen** located a small amount of marijuana on a student at Colonial Heights High School.
- **Career Officer Allen** investigated a larceny of a student's AirPods. The items were recovered.
- **Career Officer Moody** assisted school administration with a student in possession of marijuana. A smoking device was recovered and placed into evidence for destruction.
- **Career Officer Michael Kelley** located a runaway juvenile at Colonial Heights Middle School.
- **Career Officer Mike Duncan** assisted Tussing Elementary staff with **Field Day** celebrations.

Accreditation

- **Career Officer Scott Whirley** assisted with completion of the Property Room personnel transfer audit as required by ADM.16.03(b). This is the result of the retirement of **Chief Faries** and appointment of **Major Ruxer** as Acting Chief of Police. **Major Ruxer** was a Property Room keyholder. A key was also issued to retired officer **Renee Walters**, who was hired as a part-time civilian property custodian.
- **Master Officer David Gallagher** conducted the unannounced bi-annual Evidence Room inspection as required by ADM.16.03(d). This task was assigned by **Acting Chief Ruxer**. **Lieutenant Jason Chimera** completed the drone quarterly inspections.

Grant Activity

- **Sergeant Desiree McCurry** received approval to send officers to a **Highway Safety Summit** under a grant from the Department of Motor Vehicles FY2022 grant.
- **Sergeant McCurry** submitted the fourth quarterly report and a claim submission for a body-worn camera grant. The equipment was already purchased during previous quarters, but OGMS requires a report each quarter.

IV. POLICE DEPARTMENT (CONTINUED):

- The financial report for the LOLE (Local Law Enforcement) 2018 grant was submitted.
- **Sergeant McCurry** received the signed SOGA (Statement of Grant Acceptance) for LOLE Grant 2019 and submitted it to OGMS (On-line Grant Management System).
- **Sergeant McCurry** submitted a claim and status report for the Coronavirus grant.
- **Sergeant McCurry** submitted a claim and status report for the School Resource Officer FY22 grant.
- **Sergeant McCurry** submitted a claim and status report for Byrne/JAG (Justice Assistance) grant.
- The status report for the Byrne/JAG grant was approved.
- The LOLE FY18 grant claim was approved.
- The Coronavirus grant status report was approved.
- **Sergeant McCurry** reported 29 pounds of unwanted drugs were deposited in the CVS drop-off located at headquarters for the CVS grant.
- The claim for SRO FY22 grant was approved.
- **Sergeant McCurry** submitted DMV Quarter 2 reports.

FOIA (Freedom of Information Act)

FOIA Specialist, **Franklin McQuage** reported the following:

- Five FOIA requests were made in April 2022
- Four Concealed Weapon Permits were processed
- Zero Massage Permits were processed
- Zero Subpoena Duces Tecum were received
- Two requests to assist other agencies were received

Our **Investigations Division**, commanded by **Capt. Thad Johnson**, reported April as an average month. Ten new cases were assigned to detectives—four were cleared (this included clearing one case from a previous month), resulting in a clearance rate of 48% for the month.

Some of the division highlights include:

- **Detective Sergeant Adam Brandeberry** was assigned four (4) new cases this month. He also conducted a background investigation on a potential new hire:
 - A CPS (Child Protective Services) referral case; case was unfounded.
 - A CPS referral case; case was inactivated, pending further investigation.
 - A sex offense case; case was inactivated pending further investigation.
 - An embezzlement case; case was inactivated, pending further investigation.

IV. POLICE DEPARTMENT (CONTINUED):

- **Senior Detective Joe Vaughan** was assigned two (2) new cases this month. He also conducted a background investigation on a potential new hire.
 - An Adult Protective Services (APS) case; case was inactivated, pending further investigation.
 - A death investigation case; case inactivated pending the Medical Examiner's report.
- **Senior Detective Darrell Aleshire** was assigned three (3) new cases for the month:
 - A distribution of child sexual abuse material (CSAM); case was cleared by arrest.
 - A robbery case; case was inactivated, warrants obtained pending service.
 - A solicitation of a minor case; case cleared by arrest.
- **Senior Detective Chris Velasquez** was assigned one (1) new case for the month. He cleared one (1) case from a previous month and conducted three (3) background investigations on potential new hires:
 - A CPS case; case was inactivated, pending further investigation.
 - A burglary case was cleared by arrest from March 2022.

Senior Detective Will Waldrep, who is assigned to the **U. S. Marshal's Fugitive Task Force**, reported twenty (20) fugitive arrests, five (5) of whom were from the City of Colonial Heights. Seventy-eight (78) warrants were also served, twenty-three (23) of which were from Colonial Heights.

Auxiliary officers provided **158 hours** of extra manpower patrolling and riding with officers. A total of **487 hours** was volunteered this year. **Sentinels** had **9 hours** for the month and **43** total hours for the year.

Lieutenant James Stacey Whitt was been selected as our **Employee of the Month** for **March 2022**. The Employee of the Month Committee met on April 11, 2022, and reviewed all nominations for March 2022, finalizing the discussion with this decision.

On March 20, 2022, Lt. Whitt responded to the 3200 block of Glenview Avenue for a report of a female shot. Upon his arrival, he and his squad located a female suffering from a gunshot wound to her abdomen that was inflicted by her husband. After canvassing the area, Lt. Whitt located the suspect in a locked garage. The suspect was armed with a pistol and threatening to kill himself. Lt. Whitt immediately began a dialog with the suspect in an effort to have him put his pistol down. Negotiations with the suspect continued for a few hours, after which Lt. Whitt devised a plan to offer the suspect a cigarette if he put his pistol down. Unfortunately, Lt. Whitt's plan was unsuccessful, leading to more lengthy negotiations with the suspect.

Ultimately, the suspect suffered a self-inflicted gunshot wound and was rushed to the hospital. Even though Lt. Whitt's plan did not work, he remained calm throughout the entire incident. He developed a rapport with the suspect, gained his confidence and attempted to end the incident without injury to the suspect or his officers. Lt. Whitt showed restraint, professionalism and dedication throughout the incident.

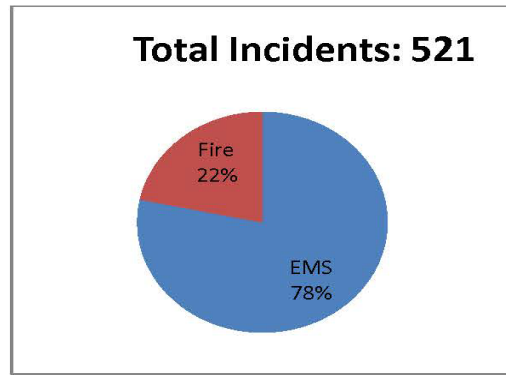
IV. POLICE DEPARTMENT (CONTINUED):

These qualities are what is needed in intense emotional situations such as this. They are also traits that are essential to be an effective leader, setting an example for his officers. He led by example, which is unfortunately all too lacking these days.

Lt. Whitt is a “team player” who comes to work every day with a good attitude. He contributes to the overall mission of the department through his excellent work ethic and dedication to law enforcement. For these reasons, the committee felt that **Lt. James Stacey Whitt** was most deserving of this award.

DEPARTMENT STATISTICS			
April 2022			
Crime	April 2021	April 2022	Percentage of Increase/Decrease
Homicide	1	0	-100%
Rape	0	0	0%
Robbery	2	2	0%
Aggravated Assaults	4	6	50%
Simple Assaults	14	21	50%
Breaking & Entering	3	1	-67%
Larceny	77	59	-23%
Vehicle Thefts	2	5	150%
Arson	0	0	0%
Shoplifting	65	40	-38%
DUI Arrests	6	4	-33%
All Criminal Arrests	289	190	-34%
Calls for Service	3,097	2,086	-33%
April 2022	Number Reported	Number Cleared	Percentage Cleared
	94	49	52%

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 113 (Total Fire Loss \$85,500)

Total EMS Incidents: 408 (243 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.3% of emergency incidents: (Avg. response time 5:48 minutes)

EMS units arrived on scene in less than 9 minutes on 94% of emergency incidents. (Avg. response time 5:31 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building fire	2	Gas leak (natural gas or LP)	3	Good intent calls	28
Cooking fire contained to container	1	Oil or other combustible liquid spill	2	Public service calls	22
Passenger vehicle fire	2	Toxic condition other	1	Assist invalid	12
Brush or brush and grass mixture fire	1	Carbon Monoxide incident	2	Smoke/CO detector installation	6
Outside rubbish fire	1	Electrical wiring/equipment problem	1	False alarm/false calls	14
Dumpster fire, outside trash	1	Overheated motor	1	Pre-plan business	2
Authorized controlled burning	1	Power line down	1		
		Water or steam leak	1		
		Smoke or odor removal	2		

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	9	Assist, Public	42	Cancelled (Prior to Arrival at Scene)	11
Patient Evaluated, No Treatment/Transport Required	11	Cancelled on Scene (No Patient Found)	23	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	4
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	1	Patient Refused Evaluation/Care (Without transport)	34	Patient treated, Transported by private vehicle	2
Patient Treated, Released (AMA)	14	Patient Treated, Released (per protocol)	10	Patient treated, Transferred to another EMS unit	5
Standby-Public Safety, Fire or EMS	3	Patient Treated, Transported by Law Enforcement	1	Transported Lights/Siren	19
				Transported no Lights/Siren	220

Fire Mutual Aid Given & Received

M/A given to Chesterfield Fire	N/A	M/A received from Chesterfield Fire	1
Automatic Aid given to Chesterfield (EMS)	1	Automatic Aid received Chesterfield (EMS)	4
Automatic Aid given to Chesterfield (Fire)	2	Automatic Aid received Chesterfield (Fire)	3
Mutual Aid Given to Petersburg (Fire)	N/A	Mutual Aid received from Petersburg (Fire)	1
Crater Technical Rescue Team Activation	N/A	Crater Regional Hazardous Materials	N/A

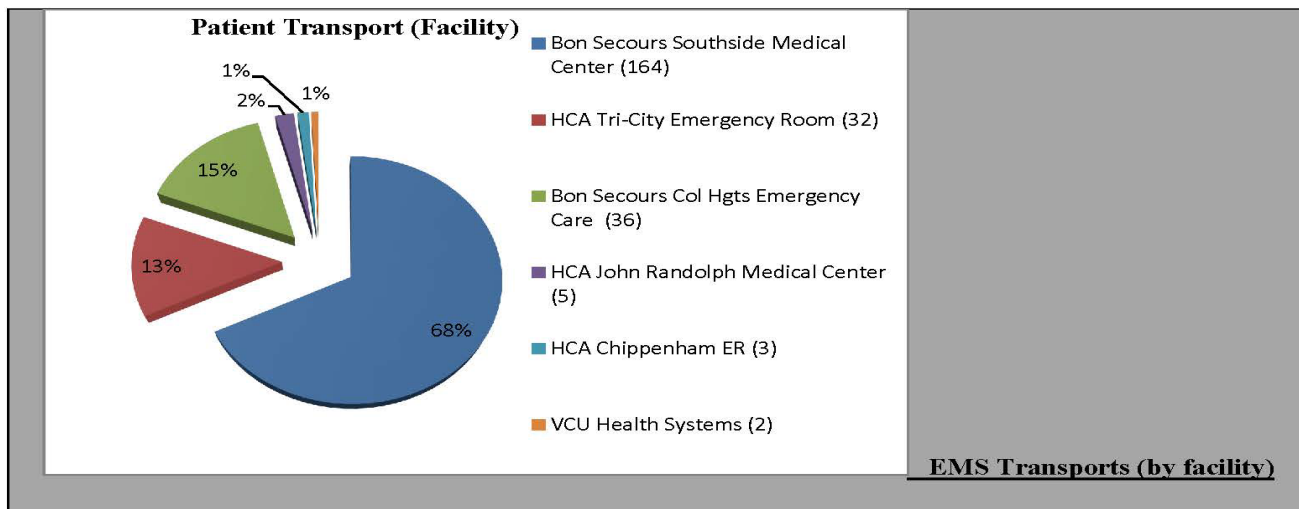
EMS Mutual Aid Given & Received

M/A given to Petersburg EMS	6	M/A received from Petersburg EMS	3
M/A given to Chesterfield EMS	N/A	M/A received from Chesterfield EMS	2
M/A given to Fort Lee EMS	N/A	M/A received from Fort Lee EMS	3
M/A given to Prince George EMS	N/A	M/A received from Prince George EMS	N/A
M/A given to Hopewell EMS	N/A	M/A received from Hopewell EMS	N/A
Total EMS Mutual Aid given (Transport unit)	6	Total EMS Mutual Aid received (Transport unit)	8
Total Fire Mutual Aid given (Engine/Ladder)	3	Total Fire Mutual Aid Received (Engine/Ladder)	9

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Out of Service Apparatus

		<u>Fire Units</u>	<u>Medical Units</u>
Station 1	<u>Number of Incidents</u>	<u>1</u>	<u>3</u>
	<u>Total Hours</u>	E-941	Medic-936
		180 hrs.	126 hrs.
Station 2	<u>Number of Incidents</u>	<u>2</u>	<u>2</u>
	<u>Total Hours</u>	Q-942 720 hrs.	Medic-932 4.5 hrs.
		R-942 5.5 hrs.	



Special Notes:

CHFD/EMS Medic Patient Transport Mileage: Total: 1,628.90 miles

 Average: 6.82 Miles

March 2021 Total Incidents: 523 Fire: 126 EMS: 397

VI. FINANCE DEPARTMENT:

**Finance report to resume at a later time.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of April 2022:

Advertisements

<u>Department</u>	<u>Position</u>
Public Works	Heavy Truck/Bus Technician
Finance	Administrative Assistant (Part-time)
Fire & EMS	Communications Officer (Part-time)
Fire & EMS	Firefighter/EMT
Police	Chief of Police

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Administrative Assistant (Part-time)	24	553
Animal Control Aide (Part-time)	14	376
Deputy III	13	475
Deputy Sheriff (Part-time)	19	562
Emergency Management Assistant (Part-time)	17	766
Recreation Assistant I (Part-time)	10	467
Recreation Assistant I-IV (Part-time)	3	471
Van Driver	11	501
Youth Program Coordinator	43	2,365

Miscellaneous

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

New Employee Orientation

Deputy II
Public Works Technician
Youth Program Coordinator











Employee Separation/Retirement

Public Works Technician David Rainey – Van Driver
Public Works Technician Chase Rigsby – Public Works Technician
Deputy Director of Finance

- Administered the written test phase of the Police Officer recruitment process on April 2, 2022.
- The annual Employee Benefits/Wellness Fair & Luncheon was held at the American Legion on April 21, 2022, which allowed employees to visit with benefit/wellness vendors to obtain information as well as eat lunch.
- Open Enrollment Group Meetings were held virtually on April 26, 2022 for employees to review benefit options and the methods used for completing the open enrollment process, as well as ask questions about voluntary benefit products.
- Tyler-Munis HRM/Payroll system training and conversion processes continue with an anticipated completion date scheduled for Fall 2022.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, www.colonialheightsva.gov had 60,153 page views in the month of April.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Pay On-line (2,864)2. Real-Estate Records (2,792)3. Animal Control (2,348)4. Yard Sale Permits (2,118)5. Library (2,009)6. Human Resources (1,255)7. City Employees (1,244)8. Recreation & Parks (976)9. Utility Billing (948)10. Police (939)11. GIS (687)12. Fort Clifton Festival (685)13. Real Estate Tax (667)14. Records, Property, Tax Maps (585)15. Real Estate Assessor (544)	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India China Canada Philippines United Kingdom <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Missouri Pennsylvania Maryland Massachusetts Illinois
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☆ Citizens submitted and city staff processed 67 service requests and questions through the “Report a Concern” module during the month of April.

☆ The City of Colonial Heights' Facebook Page now has 5,807 fans and the City's Twitter account has 1,649 followers. There are 2,853 subscribers for “In the News”.

☆ As of April 13, 2022, Liz Gegenheimer was hired to fill the Information Systems Coordinator position. Liz previously worked at the Emergency Communications Manager. Initially, her primary responsibilities will be in Public Safety but will expand to other areas in the future.

☆ IT has been working with ProActive Information Management with a goal of increasing network security. During this time, with the increased risk of cyber attacks, it is important to take steps to minimize chances of breaches, intrusions and other threats. One of the easiest ways to increase security is to require stronger passwords. On or about 1 June 2022, a new policy will be implemented which will require Passwords be at least 12 characters in length, contain at least 1 capital letter, 1 number and 1 special character. Notification to all users will be sent out no less than 2 weeks before implementation.

☆ There is also a plan to replace the aging Barracuda Firewall, which is located at the Public Safety Building, with a new Sophos Firewall. To minimize disruption to staff, the replacement will take place over a weekend. Minimal downtime is expected but it will be completed when the City is closed for business should any issues be encountered. The new firewall should be in place by 1 June.

VIII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ With Judi Whitt leaving the City, IT has been asked to take over phones and mobile devices (iPhones, SIM Cards and mobile hotspots).
- ☆ A new IT Work Order Tracking form has been designed in SharePoint and currently being used by IT personnel to keep track of all IT matters. It is currently only being used internally but we may give everyone access so they can enter tickets and track the progress.
- ☆ Liz and myself had a follow-up Zoom Meeting with an account manager from ESRI. In a previous meeting his team gave a demonstration of a number of features available to us thru our Enterprise ESRI licensing which would enhance our GIS capabilities. During the follow-up, we discussed training sessions/demonstrations for others and recommendations were made to tailor it by department. As of now, Engineering and Parks/Recreation have attended a session. The Planning Department then Public Safety will participate at a later date.

IX. LIBRARY:

- ☆ The library staff circulated 7,898 titles in April broken down as follows:
 - Residents borrowed 6,902 print titles
 - 124 e-books on Kindle readers
 - 872 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,437 residents registered for the Hoopla service.
- ☆ The public computer center had 1,268 users
- ☆ 312 children attended Story Time programs
- ☆ 84 groups used the library's meeting rooms
- ☆ The library's Digital Knowledge Center is expected to reopen in June
- ☆ An average of 464 residents used the library each day, while 57 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of April, the Recreation Department began regular season play in its Youth Baseball and Softball Program. Our athletics staff also hosted a Spring Break Week Athletics program that involved 3v3 basketball and soccer, Pickleball, and a day on the Appomattox River Trail. Other spring programs also kicked off in April to include the Mommy and Me Tea program, Pickleball Round-Robin League and the continuation of the Intro to Pickleball classes with most nights full.

Staff is preparing for upcoming events to include the Fort Clifton Festival in early May, Summer Camp in the Parks, and numerous Sports Camps scheduled for this summer.

Final preparations are underway for the 2nd season of Chili Peppers baseball with Opening Night happening on May 26th at Shepherd Stadium.

Athletics/Programs	2022	2021
Belly Dancing	5	9
Craft Class	5	N/A
Mommy and Me Tea	18	N/A
Youth Baseball	231	154
Youth Softball	76	44
Baseball/Softball Clinics	24	10
Intro to Pickleball	46	N/A
Yoga in the Park	21	36
Pickleball Round-Robin League	72	N/A
Spring Break Sports Week	79	N/A
Swing Dance Classes	14	N/A
Children's Fun Day	110	200
Therapeutic Recreation	58	51
Facility Usage	2022	2021
Community Room Attendance	910	225
Community Room Reservations	16	6
Pavilion Attendance	2,330	896
Pavilion Reservations	37	28
Field Attendance	5,580	2,850
Field Rentals	36	25



Parks, Horticulture, Buildings & Grounds

Parks

- Cut grass as needed around City buildings, at parks, and at sports fields.
- Prepped baseball/softball fields ball fields as needed for practice, games and tournament play.
- Painted soccer fields as needed for youth and High School practice and games.
- Started cleanup Fort Clifton Park for Ft Clifton Festival.
- Rehung windscreen at High School tennis courts.
- Replaced basketball nets at Middle School outside basketball courts.
- Replaced and painted damaged plywood on outfield fence in Shepherd Stadium.
- Repaired broken bench at Floral Hill Park.

Horticulture

- Mulched sites as needed.
- Weeded and trimmed flower beds at sites as needed.
- Edged flower beds and trimmed shrubs at sites as needed.
- Trimmed shrubs at sites as needed.
- Fertilized trees at sites.
- Planted annuals at sites.
- Pruned roses at War Memorial.
- Cut suckers off Crepe Myrtles along Royal Oak Ave. and along Lynchburg Ave.
- Assisted with clean up at Fort Clifton for Ft Clifton Festival.

Buildings and Grounds

- Completed work orders that came in.
- Help EcoAir with preventative maintenance.
- Fixed Sloan valves throughout buildings.
- Changed several ballasts in judge's chambers and throughout the Courthouse.
- Assisted Petersburg Alarm in Courthouse alarm testing.
- Fixed faucet and replaced toilet seats in park restrooms.
- Added two additional LED lights at Fire Station #2.
- Changed filters and sails on Synexis Systems.
- Assisted with cleaning contractor change over.
- Lubed and adjusted chain for gates at courthouse.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Activities	2022	2021
Bingo in Center	62	34
Bowling	140	140
Bridge Party	32	32
Ft. Lee Golf Assoc.	320	344
Intro. To Mahjong	5	N/A
Mahjong	10	N/A
Movie Day	11	N/A
Pinochle	36	29
Scrabble	12	18
Senior Club Meeting	64	72
Senior Dance	54	N/A
Sing A Long	15	N/A
Spring Break 5k	25	N/A
Tri-City Golf	180	230
Awareness/Education	2022	2021
Library: Total # books checked out	9	30
Lunch & Learn Soleytics	20	N/A
Classes	2022	2021
Crochet & Knitting	17	20
Intro. To Line Dancing	65	N/A
Line Dancing Class	217	203
Meaningful Exchanges	45	32
Meditation	105	45
Quilts for Vets	8	N/A
Sewing Class	12	16
Tap Class	20	30
Tech Savvy	6	3
Watercolor with Faye	17	30
World Religion	71	N/A
Worthy Wednesdays	4	N/A
Fitness	2022	2021
Balance	31	38
Fitness Center	48	28
Muscles in Motion	119	112
Pickleball	195	153
Senior Stride	8	4
Sit & Let's Get Fit	212	122
Strength & Stretch	68	92
Stretch It Out	33	N/A
Tai Chi	40	35
TBS	80	67
Walk This Weigh	39	N/A
Water Aerobics	42	N/A
Yoga	80	123
TOTAL	2577	2082

Agency on Aging

Meals	2022	2021
Home Delivery Meals	3	4
Transportation	2022	2021
Total Passengers	188	223
Total Trips	408	450
Total Miles	1788	2229
Wheelchairs	21	31
Donations	\$224.00	\$423.00
New Riders	6	11
Volunteer Hours	8	N/A

Spring 5K



Violet Bank Museum

Attendance	2022	2021
Tours Given	31	26
Grounds Visitors	40	17
Ongoing Programs	23	13
Outreach Programs	0	0
Special Events	92	29
Attendance Totals	186	85

Violet Bank Museum Staff hosted a number of programs in April to include An Evening with John Wilkes Booth, Make-and-Take Craft classes, tours from our Senior Center and Chesterfield Parks and Recreation, and also hosted a UDC Meeting and tour. Staff also placed 40 kindness rocks at the Colonial Heights Public Library and took part in the planning and event management of the Children's Fun Day held in late April. Staff is currently planning for the Fort Clifton Festival and changing out displays for the spring/summer seasons.

X. RECREATION & PARKS DEPARTMENT CONTINUED:

OFFICE ON YOUTH & HUMAN SERVICES

OOY Activities

- OOO staff continues providing services in-person and/or through the Zoom 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
- Hired new Youth Program Coordinator, Yvette Hawthorne
- Finalizing internships for (4) VSU Criminal Justice students and 1 JTCC Human Services student
- Resource table at family engagement night CHPS-connected with 80 families
- Attended Little Feet Meet
- Partnered with American Legion for Family Fun Day-connected with 61 families
- Planning for Project Sticker Shock
- Planning/Recruiting for Summer Leadership Program and YCC Summer Day program at Pocahontas State Park

Colonial Heights Health Advisory Board (HAB) - Reviewed and discussed Family Life Curriculum for CHPS

Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) caseload 28

Community Multi-Disciplinary Team –CAC caseload 11

Families First Board meeting- Discuss upcoming events and how to increase outreach to Colonial Heights families

Juvenile Domestic Violence Task Force (JDVTF) Planted 800 pinwheels around the City to observe Child Abuse Prevention Month

Kids Achieving Progress – 30 students enrolled

- Continued homework and study time, SOL review
- All sites fully staffed
- All sites made Fruit Fans, friendship bracelets and a Spring craft

Interagency Team –caseload 11

Emergency, Food, Service Program (EFSP) – Reviewed applications for assistance

Youth Service Commission (YSC) – 6 members attended

Youth Advisory Council (YAC) –

- Monthly meeting had 12
- Speaker-Gray Collins, Commonwealth Attorney
- Discussed roles of officers, nominations of new officers and elections
- Made plans for volunteer activities in the community for May
- Partnered with American Legion and Recreation Dept. for Fun Day April 24th
- Monitor Little Library at City Hall
- Made friendship bracelet templates for Family Engagement Night for April 19
- Participated in City Clean up on April 30

VJCCCA Diversion Programs-12th District Court-

Community Service

- 14 Youth on caseload, completed 91 hours on various projects for upcoming events (City Clean-up), Family Engagement Night, Cleaning at City Hall.

Shoplifting Diversion

- 6 Participants

Juvenile Court Navigator

- 11 families were served

Supervision Plan Services-

- 1 assessment completed by District 19

RVA Basics –

- Continued partnership with Chesterfield Mental Health regarding YouTube channel
- Assembling literacy kits for Pre-K students in Colonial Heights (72 kits to be distributed in August)

Office Meetings and Staff Trainings

- Attended meetings with CCOVA, SAFE and CAAN-DUU- discussion was centered on substance abuse and Drug Take back events
- Strategic Planning Team with DJJ
- Action Planning Team with CHPS
- Youth Program Coordinator Christian Velez completed the Botvin Life Skills training and certification
- Completed Substance Abuse Subtle Screening Inventory (SASSI) certification
- Completed Applied Suicide Intervention Training (ASIST)