



CITY MANAGER'S REPORT TO CITY COUNCIL

SEPTEMBER 2023

PUBLIC WORKS & ENGINEERING:

TRANSPORTATION CAPITAL PROJECTS

SRTS Phase 3 UPC 122282 (Formerly) 102836

- Approved for TAP funding FY27-28, new UPC number issued.
- Executed agreement received from VDOT
- Resolution giving signatory authority to the city manager approved by council.
- PE Authorization received 3/20/2023
- WRA constructability review complete
- Constructability comments addressed
- Scoping in August

SRTS North Elementary Phase 2 UPC 106188

- Authorization to advertise received 1/31/2023.
- DBE goal of 6%
- Pre-Bid Meeting held 3/10/2023
- Addendums 1 & 2 issued
- Bid Opening 3/24/2023
- North Construction lowest bidder
- Authorization to award given by VDOT
- Pre-Con held 6/8/2023
- Construction started
- Project completed 9/29/2023

Westover Right Turn Lane UPC 100501

- Authorization to advertise received 2/6/2023
- DBE goal of 11%
- Pre-Bid Meeting held 3/22/2023
- Addendum 1 issued
- Bid opening 4/6/2023
- Jireh Construction lowest bidder
- Awarded to Jireh Construction
- Construction started

Lakeview Modernization UPC 101288

- Installation of sanitary sewer trunk line complete.
- Installation of sanitary sewer laterals complete
- Installation of storm sewer in complete
- Installation and tie in of water main complete
- Installation of ornamental street light conduit complete
- Paving and striping complete, all lanes open to travel
- Permanent signalization in progress

PUBLIC WORKS & ENGINEERING (CONTINUED):

ARGT Phase 5 UPC 107533

- Advertisement authorization received 3/29/2023
- Project advertised 5/17/2023
- Pre-bid conference scheduled for 6/23/2023
- Project will be impacted by time of year tree clearing restrictions
- Advertised with delayed NTP
- Bid opening 7/7/2023
- Bids significantly higher than allocation of \$1,014,550
- In talks with MPO to obtain additional funds

Hightschool Sidewalks UPC 118071

- Awaiting 90% plans
- Received DHR concurrence of no adverse impacts
- Willingness to hold a public hearing advertised and expired on 2/21/2023 without any requests or questions
- Requested ROW authorization and federal NTP from VDOT
- UFI Held on 2/22/23
- ROW Authorization and federal NTP received 3/28/2023
- ROW acquisition started
- ROW plats in legal review for deed creation
- Relocate Utilities: 4/16/2024 – 9/16/2024
- Solicit Bids: 11/21/2024 – 4/4/2025
- Start Delivery: 9/8/2025

Boulevard at Temple Intersection Improvements UPC 109264

- Received ROW authorization and federal NTP 2/3/2023
- ROW acquisition started
- ROW plats in legal review for deed creation
- Relocate Utilities: 9/22/2023 – 4/19/2024
- Solicit Bids: 8/13/2024
- Start Delivery: 10/16/2024
- Constructability review by MBP completed, comments sent to design engineer

State of Good Repair UPC 121680

- State of Good Repair funding awarded (\$436,231).
- Cost estimate re-evaluated by VDOT showing \$33,866.99 deficit
- New App A issued adding funding to project, new total awarded amount (\$534,867)
- 12/21/2022 PE open to charges
- NTP for preliminary engineering issued to Wallace Montgomery 1/9/2023
- SUE complete, design work for curb ramps started
- Scoping complete 2/13/2023
- RoW Certification 3/27/2023
- CN Certification 5/1/2023
- DBE goal 9%
- Authorization to advertise 5/10/2023
- Project advertised 5/18/2023
- Bid Opening 6/12
- Project awarded to Blakemore Construction
- Pre-construction meeting scheduled for 9/7/2023
- Construction started 9/19/2023
- ADA ramps complete
- Anticipate construction being completed by 10/15/2023

PUBLIC WORKS & ENGINEERING (CONTINUED):

Appomattox Greenway Trail Boulevard Spur UPC 121417

- Transportation Alternatives Program funding awarded (\$396,0000), estimate is \$541,000, project is showing a shortfall of \$145,000. Smart Scale and CMAQ application submitted to cover shortfall.
- Funding received
- Agreement executed 6/25/2023
- Authorization to open PE to charges received
- Requested Timmons to provide a cost proposal for design services
- Timmons design proposal in review

Ridge Road Reconstruction UPC 117072

- Agreement and Appendix A signed and returned to VDOT
- PE phase open to charges 4/4/2023
- Kimley Horn selected as design engineer NTP 5/2/2023
- Design has started

EMERGENCY/CITY PROJECTS

- **Lexington & Conduit Outfall** – Right of Way acquisition complete, deed recordation and property owner compensation in process.

DEVELOPMENT PLAN REVIEWS

- **Towneplace Suites** – Under construction.
- **Panera Plan** – Under construction.
- **Chick-Fil-A Parking Lot Plot Plan** – Project began September 3rd.
- **Roslyn Farm Lot 12** – Under construction.
- **White Bank Landing Section 4 Site Plan** – No activity this month.
- **White Bank Landing Section 4 Subdivision Plat** – No activity this month.
- **CHHS Addition** – Under construction.
- **Magnolia Hill Plan of Development** – No activity this month.
- **Magnolia Hill Subdivision Plat** – No activity this month.
- **The Sanctuary (505 Lakeview)** – Under construction.
- **Rio Car Wash Site Plan** – Under construction.
- **Popeye's Site Plan** – No activity this month.
- **Southlake Pond Fill** – No activity this month.
- **Charles Dimmock and Jennick Car Wash (Flagstop)** – All administrative items needed prior to land disturbance have been received. Pre-construction meeting help 9/21/23.
- **Temple Ave Storage** – 2nd Submission received 9/1/2023. Comment letter sent 9/22/23.
- **Synergy P.T.** – Preliminary plan received 9/28/23.
- **Gills Point Section 12** – Preliminary plan & preliminary subdivision plat received 9/28/23.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

FLEET MAINTENANCE

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2023	68	\$14,971.75	7	\$1,885.88
2022	79	\$30,859.86	11	\$17,322.01

The sublet repairs consist of the following:

Glass tint	\$535.00
Tire repair	\$223.80
Dealer repair	\$1,052.00
Alignment	\$75.00

Maintenance cost for the first fiscal quarter this year compared to the last 10 years:

2023/2024	\$59,552.08	- 30%
2022/2023	\$84,981.50	+ 31%
2021/2022	\$64,606.72	+ 12%
2020/2021	\$57,469.87	- 21%
2019/2020	\$72,353.36	+ 07%
2018/2019	\$67,142.99	+ 02%
2017/2018	\$65,570.04	- 34%
2016/2017	\$98,692.88	+ 70%
2015/2016	\$58,064.78	- 22%
2014/2015	\$74,464.78	+ 11%
2013/2014	\$67,183.56	

UTILITIES

- Utilities responded to 1 water main-line break and 1 water service line repair
- Utilities responded to 5 sewer backups and 3 clean-out service line repairs

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	8	112
Commercial Building	7	45
Demolition	0	3
Electrical	22	154
Mechanical	11	97
Plumbing	10	90
Swimming Pool	0	5
Amusement Rides	0	0
Tent	0	3
Clean Out Installation	2	11
Water and Sewer Connection	2	12
Total: All Permits	62	532

New Residential Units (CO's)	Month	Year to Date
Total	0	8

Valuations	Month	Year to Date
Residential	\$212,057.94	\$3,553,173.30
Commercial	\$1,440,254.00	\$12,816,739.54
Total	\$1,652,311.94	\$16,369,912.84

Building Inspections	Month	Year to Date
Residential	74	659
Commercial	205	798
Total: All Inspections	279	1457

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	1	22	0	13
Exterior Storage of Objects	2	27	1	25
Inoperable Vehicle	2	20	1	7
Property Defacement	0	0	0	0
Tall Grass	8	150	17	250
Trash Can Placement	2	44	1	37
Trash/Debris	2	28	1	17
VA Property Maintenance Code	2	26	0	5
Zoning	3	22	1	4
Total: All Cases	22	339	22	358

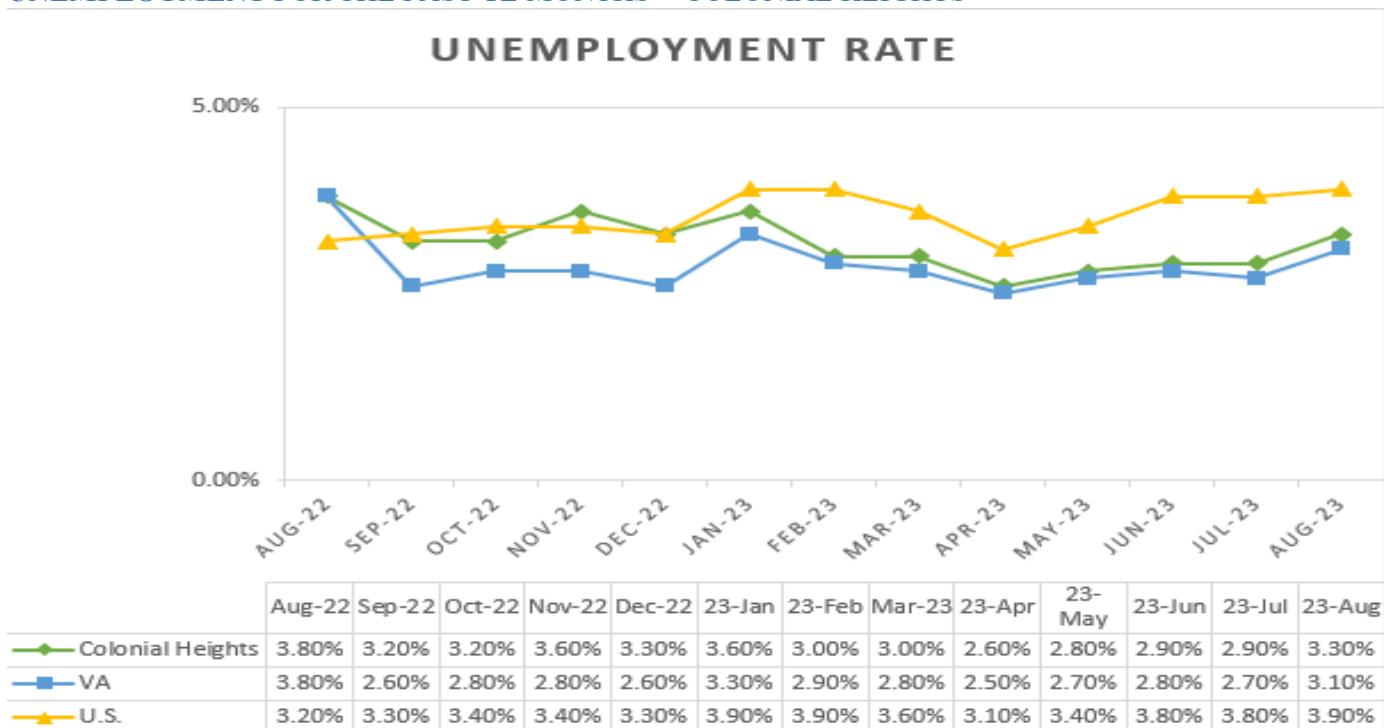
PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	11	90
Mobile Food Units	0	2
Signs - Permanent	2	22
Signs - Temporary	2	5
Zoning	15	124
Total: All Permits	30	244

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	1
Plat: Subdivision	0	0
Prelim. Site Plan Review	0	6
Special Exception Permit	0	1
Special Use Permit	0	1
Rezoning	1	3
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	1	11
Total: All Categories	2	23

Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	1	6
Wetlands Board	0	0
Total: All Meetings	1	7

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 2023 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8951	8666	285	3.2%	No

*Chesterfield

3.1 % unemployment

*Dinwiddie

3.4 % unemployment

*Prince George

3.6% unemployment

*City of Petersburg

5.7% unemployment

*City of Hopewell

4.5% unemployment

Prospect Activity:

Direct Requests for Information: 6

Sites/Bldgs. Submitted 4

Active Prospects 8

Projects:

Panera w/Drive-thru – E & S permits issued

Towneplace Suites – Tentative opening is October

RIO Car Wash – Site Grading

Popeyes Subdivision

Stallings Storage Facility

Ashley Furniture Upfit

Holiday Inn Renovation

Home2 Suites

A black and tan police dog is lying on a patch of grass and dirt. It is wearing a dark blue tactical vest with the word "POLICE" printed in white capital letters. The dog's mouth is slightly open, showing its tongue and teeth. The background is a mix of green grass and fallen brown leaves.

Colonial Heights Police Department September 2023 Monthly Report



MEMORANDUM

TO: Doug M. Smith, City Manager
FROM: Colonel William H. Anspach, Chief of Police

RE: MONTHLY REPORT FOR SEPTEMBER 2023

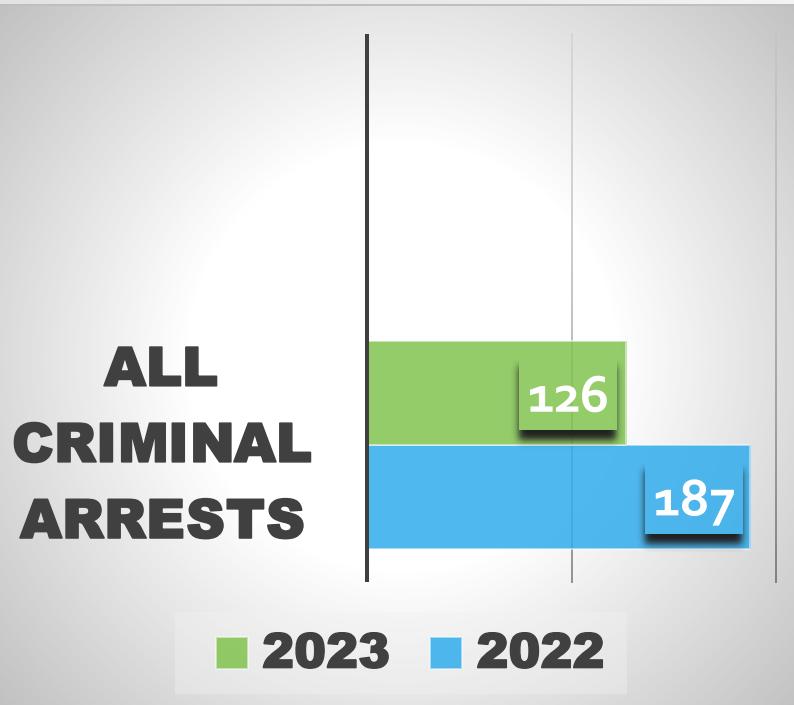


To begin, we would like to extend our congratulations to Major Rob Ruxer, who graduated from the 287th session of the FBI's National Academy on September 14th. This program is both physically and academically demanding and is comprised of command level officers from around the world. Not only is the program challenging, just to receive an invitation is an honor, as less than one percent of law enforcement is extended an invitation. Major Ruxer now joins me, Session 274, and two former chiefs who have attended this prestigious program. We know that Major Ruxer will use his newfound knowledge to better our agency and inspire future leaders within our department.

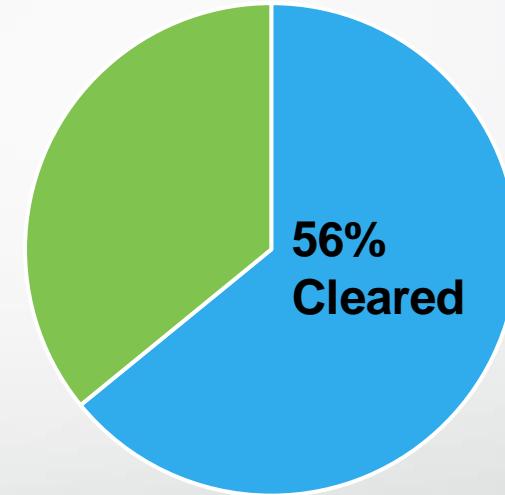
September was an exciting month for us, as all officers attended and successfully completed training in the use of nasal Narcan (REVIVE), participated in Stop the Bleed training, and obtained their CPR certifications. This invaluable training will hopefully never be needed, but if it is, officers will be able to utilize their training to provide lifesaving treatment in the field. We would again like to express our gratitude to Ms. Connie Thornton for providing the funds to purchase the medical equipment. In fact, thanks to Ms. Thornton's generosity and care for her community, each Colonial Heights Police Officer now has a "trauma" bag that can quickly be deployed in an emergency. We would also like to thank Kevin Kiddy with Fire/EMS, as well as our very own Senior Detective Morgan Davis, for providing the training. Well done by both!

Finally, I would like to thank everyone who worked so hard to make our **2022 Annual Honors and Awards Banquet** so special. As a result of the pandemic, our past ceremonies were muted, as many of our physical awards could not be shipped. This year, Sergeant Greg Thennes worked extremely hard to organize our process and ensured that each deserving officer received their physical award pins. To some extent, our agency is unique, as many of our officers are from other agencies. As such, they are hired having already committed incredible acts of bravery and selflessness. This year, we were committed to ensuring that these individuals were recognized and received their awards. While they may have occurred elsewhere, the officers served our community in its entirety, and we are better for it. We would also like to recognize the American Legion Post 284, who provided the support and location for our event. Truly an amazing group of heroes that do so much for our community, we could not complete our mission without them. Congratulations to all our award recipients—an amazing group of professionals who serve our community day in and day out.

September Statistics 2023



Group A Crimes



Group A offenses are the more serious crimes such as Murder, Rape, Robbery, etc. and as a result, require that we report both offenses and arrests for these categories.

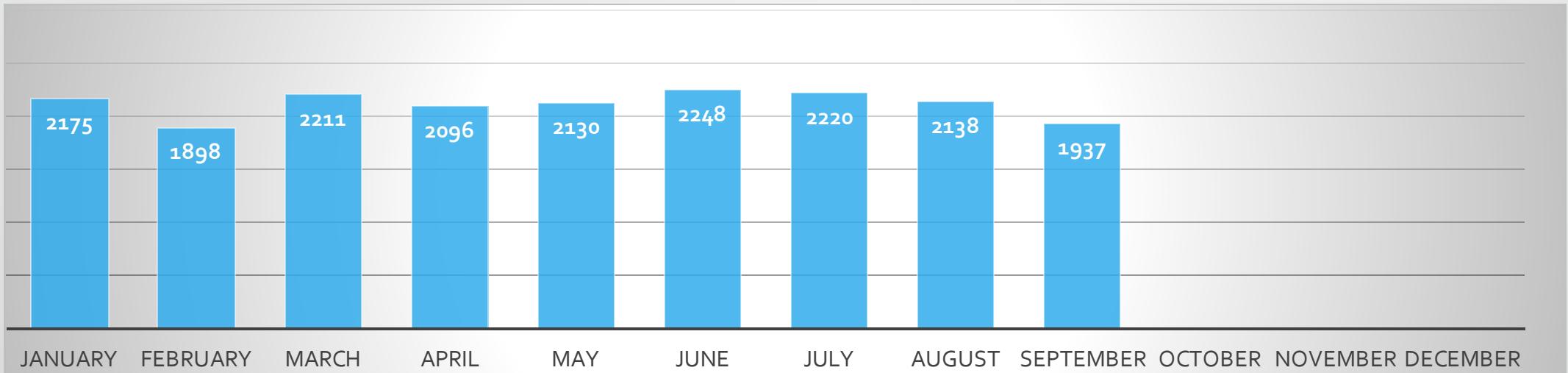
■ Group A Reported (50) ■ Group A Cleared (28)

Criminal Arrests to Date	Group A Crimes to Date	Group A Crimes Cleared to Date
1454	648	349 or 53.86%

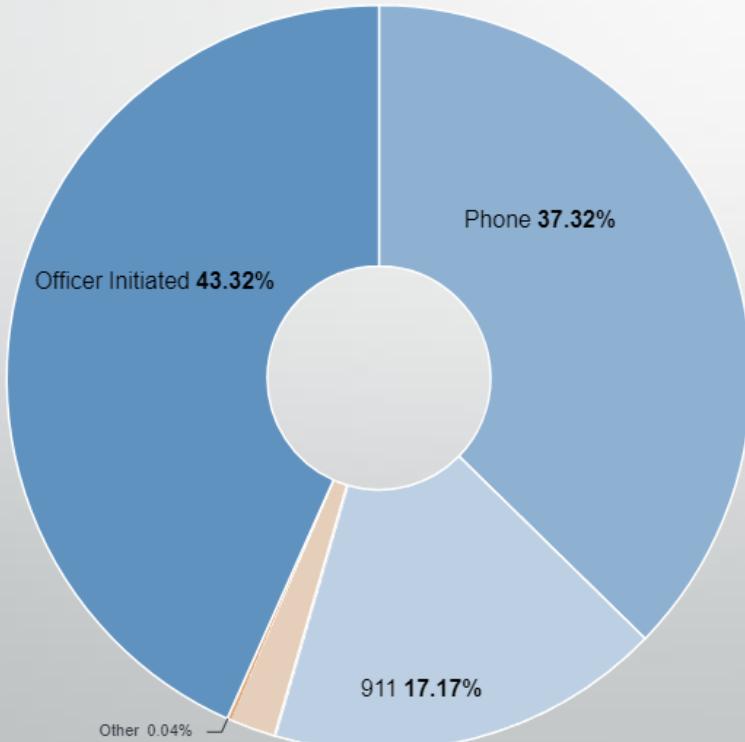
Crime Statistics September 2023

Offense Type	Number of Offenses Occurred	Number of Offenses Cleared	Percentage Cleared
Violent Crime			
Homicide	0	0	0%
Rape	2	1	50%
Robbery	0	0	0%
Aggravated Assault	5	4	80%
Simple Assault	7	6	86%
Arson	0	0	0%
Property Crime			
Break and Enter	2	1	50%
Larceny	34	16	47%
Auto Theft	0	0	0%
Shoplifting	22	N/A	N/A

Calls for Service 2023



Call for Service Source



Top Calls for Service

1. Other call Type
2. Larceny
3. Fraud
4. Domestic
5. Shoplifting
6. Overdose

Call for Service Disposition

- No Report
- Summons Issued
- Report Taken
- Verbal Warning
- Written Warning
- False Alarm-No Citation
- Fire Report
- Patient Transported
- Parking Ticket
- Warrant Entry
- Patient Refusal
- Gone on Arrival
- Alarm Citation-Police
- FI - Field Interview
- Arrest
- Cancel Call
- Alarm Citation

Action	Sept 2022	Sept 2023	Percentage Increase /Decrease
Traffic Stops	555	439	-21%
Summons	445	344	-23%
DUI Arrests	9	7	-22%
Written Warnings	121	81	-33%
Verbal Warnings	143	179	+25%
Felony Warrants	46	79	+72%
Misdemeanor Warrants	105	125	+19%
Warrants Served	98	107	+9%
Vehicle Crashes	96	86	-10%
Field Identifications	9	8	-11%
Parking Citations	31	46	+48%
Alarm Citations	4	53	+1225%
Inoperative Vehicles	6	16	+167%

Animal Services September 2023

Stray Animals	7 Dogs	12 Cats	0 Other
Surrendered Animals	4 Dogs	13 Cats	0 Other
Adopted Animals	7 Dogs	2 Cats	1 Other
Returned to Owner	6 Dogs	0 Cats	0 Other
Euthanized Animals	0 Dogs	3 Cats	0 Other
Animal Complaints		79	
Summons Issued		0	

Investigations Activities

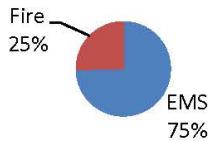
September 2023	
New Cases Assigned	11
Child Protective Services Cases	1
Child Protective Services Referrals	2
Other Investigations	2
Total Cases Cleared	9
Percentage of Cases Cleared	For the Month 86% for the Year 80%

Overdose Investigations	Overdose	Non-Fatal	Fatal
September 2023	7	7	0
Year to Date	42	39	3
2022	35	33	2

	September 23	2023 To Date	2022 Total
Behavioral Health Emergency Calls	32	256	316
Total Hours Spent by Officers	63.8 (hours)	733.1 (hours)	2,448 (hours)
Equivalent Days	2.7 (days)	30.4 (days)	102 (days)

FIRE & EMS DEPARTMENT:

Total Incidents: 442



Total Fire Type Incidents: 112 (\$42,000 Total Fire Loss)

Total EMS Incidents: 330 (206 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.4% of emergency incidents: (Avg. first apparatus travel time 4:39 minutes)

EMS units arrived on scene in less than 9 minutes on 94.8% of emergency incidents. (Avg. first ems unit response time 6:11 minutes)

Fire Division (number of incidents):

Fires		Hazardous Situations		Services Calls and False Calls
Building Fire	4	Gas leak (Natural Gas or LPG)	3	Good intent calls 27
Brush or brush and grass mixture fire	1	Power line down	1	Public service calls 21
Outside rubbish, trash or waste fire	1	Electrical wiring/equipment problem, other	1	False alarm/false calls 25
		Heat from short circuit (wiring), defective/worn.	1	Assist invalid 13
		Accident, potential accident, other	1	Smoke detector installation 3
		Aircraft standby	1	Public Fire education 1
		Water or steam leak	2	Carbon Monoxide detector installation(s) N/A
		Smoke or odor removal	1	Knox Box Installation N/A
		Animal rescue	1	Preplan 2

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	5	Assist, Public	35	Cancelled (Prior to Arrival at Scene) 8
Patient Evaluated, No Treatment/Transport Required	11	Cancelled on Scene (No Patient Found)	12	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport) 5
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	1	Patient Refused Evaluation/Care (Without transport)	23	Standby, Public Safety, Fire, or EMS 4
Patient Treated, Released (AMA)	8	Patient Treated, Released (per protocol)	9	Transported Lights/Siren 16
		Patient Treated, Transferred Care	3	Transported no Lights/Siren 190
		To another EMS Professional /Unit		

Fire Mutual Aid Given & Received

M/A given to Chesterfield Fire	N/A	M/A received from Chesterfield Fire	2
Automatic Aid given to Chesterfield (EMS)	3	Automatic Aid received Chesterfield (EMS)	1
Automatic Aid given to Chesterfield (Fire)	7	Automatic Aid received Chesterfield (Fire)	5
Mutual Aid given to Petersburg (Fire)	N/A	Mutual Aid received from Petersburg (Fire)	N/A
Mutual Aid given to Prince George (Fire)	N/A	Mutual Aid received from Prince George (Fire)	N/A
Mutual Aid given to Hopewell (Fire)	N/A	Mutual Aid received from Hopewell (Fire)	N/A
Mutual Aid given to Dinwiddie (Fire)	N/A	Mutual Aid received from Dinwiddie (Fire)	N/A
Mutual Aid given to Fort Lee (Fire)	N/A	Mutual Aid received from Fort Lee (Fire)	N/A
Crater Technical Rescue Team Activation	2	Crater Regional Hazardous Materials	N/A

EMS Mutual Aid Given & Received

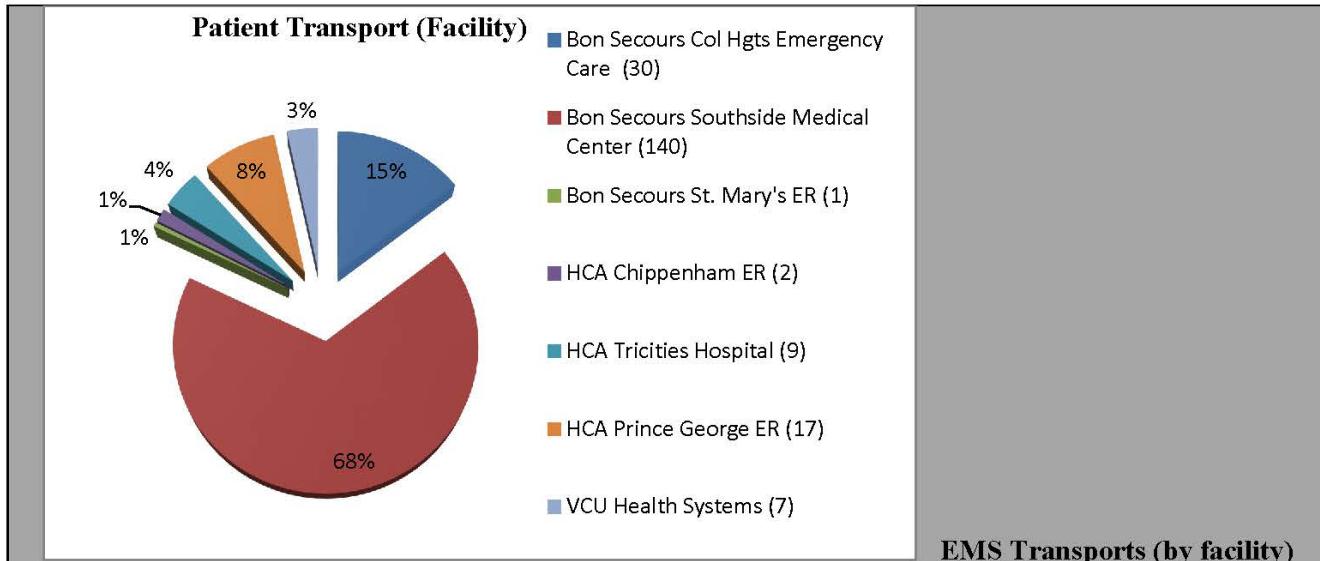
Mutual Aid given to Petersburg (EMS)	6	Mutual Aid received from Petersburg (EMS)	1
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	2
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	N/A	Mutual Aid received from Prince George (EMS)	1
Mutual Aid given to Hopewell (EMS)	N/A	Mutual Aid received from Hopewell (EMS)	N/A
Mutual Aid given to Dinwiddie (EMS)	N/A	Mutual Aid received from Dinwiddie (EMS)	N/A
Total EMS Mutual Aid given (Transport unit)	6	Total EMS Mutual Aid received (Transport unit)	4
Total Fire Mutual Aid given (Engine/Ladder)	7	Total Fire Mutual Aid Received (Engine/Ladder)	8

FIRE & EMS DEPARTMENT (CONTINUED):

Out of Service Apparatus

Station 1	Number of Incidents	Fire Units	Medical Units
	Total Hours	N/A	3 Medic 932 14 hrs.
			Medic 931 16 hrs., Medic 935 47 hrs.

Station 2	Number of Incidents	Fire Units	Medical Units
	Total Hours	1 Quint-942 194.5 hrs.	2 Medic-933 102 hrs. Medic-936 49.5 hrs.



Fire Investigations / Inspections

Inspections /Plans review completed 54

Special Assignments:

- Assisted the Deputy Fire Chief with Fire Station 1 project (site plans, land assessments, coordination of contractors)
- Attended monthly Central Virginia Fire Arson training
- 1 call out for a fire investigation to assist the City of Hopewell.
- Completed 3 backgrounds for career & volunteer member
- Completed parking citation policy & Automatic Vehicle Locator (AVL) policy
- Provided training to Fire Administration staff on new parking ordinance.
- “New” Fire Marshal vehicle is in-service
- Issued 12 citations for parking within a “Fire” lane.

Special Notes

CHFD/EMS Medic Patient Transport Mileage: Total: 1,524.60 miles
Average: 7.40 Miles

September 2022 Total Incidents: 496 Fire: 121 EMS: 375

FINANCE DEPARTMENT:

Finance Reports to resume at a later date.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of September 2023:

Advertisements

<u>Department</u>	<u>Position</u>
Finance	Director of Finance
Fire & EMS	EMT Firefighter (Part-time)
Fire & EMS	Administrative Assistant (Part-time)
Police	Animal Control Aide (Part-time)
Public Works	Senior Engineering Technician (Promotional Opportunity)

Applications

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Deputy I (Circuit Court)	36	807
Administrative Assistant (Part-time)	58	970
Senior Digital Resources Specialist	10	490

Miscellaneous

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

New Employees

Financial Technician I
Police Officer
Public Works

Employee Separations

Director of Finance
Communications Officer

- Participated in the Employee “Meet & Greet” Group Meetings held by the City Manager, which allowed the Human Resources Department to review various benefits and answer general employee questions.
- Administered the written test phase for the Police Officer (Non-certified) hiring process on September 9, 2023.
- Attended a Benefits Administrator training seminar hosted by the City’s health insurance provider, The Local Choice (TLC) Program. The training included an overview of health insurance plan benefits, rules, procedures, and updates on September 13, 2023.
- Attended the annual Virginia Risk Sharing Association (VRSA) Fall Education Forum on September 15, 2023. The presentation included discussions about workers’ compensation coverage and human resources procedures as well as a review of services and resources.

HUMAN RESOURCES DEPARTMENT (CONTINUED):

- Attended a Virginia Retirement System (VRS) regional training session on September 19, 2023. Topics included a review of the three (3) current retirement plans, plan benefits (life insurance, VLDP disability coverage, etc.), legislative activity and new procedures scheduled for 2024.
- Administered the written test phase for the Communications Officer hiring process on September 20, 2024.

INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 53,262 views in the month of September.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Real Estate Records Search (2,376)2. Pay On-Line (2,315)3. Yard Sale (1,998)4. Library (1,893)5. Facilities (1,843)6. Animal Control Shelter (1,486)7. Staff Directory (1,412)8. News Flash (1,146)9. Utility Billing (1,069)10. Human Resources (1,039)11. City Employees (1,008)12. Bid Postings (785)13. Agenda Center (761)14. Police (681)15. Form Center (650)	<p>Top five countries after U.S.:</p> <table><tbody><tr><td></td><td>India</td></tr><tr><td></td><td>China</td></tr><tr><td></td><td>Philippines</td></tr><tr><td></td><td>Canada</td></tr><tr><td></td><td>Nigeria</td></tr></tbody></table> <p>Top five regions after Virginia:</p> <table><tbody><tr><td></td><td>New York</td></tr><tr><td></td><td>Maryland</td></tr><tr><td></td><td>Pennsylvania</td></tr><tr><td></td><td>North Carolina</td></tr><tr><td></td><td>Georgia</td></tr></tbody></table>		India		China		Philippines		Canada		Nigeria		New York		Maryland		Pennsylvania		North Carolina		Georgia
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	Maryland																				
	Pennsylvania																				
	North Carolina																				
	Georgia																				

- Citizens submitted and city staff processed 127 service requests and questions through the “Report a Concern” module during the month of September.
- The City of Colonial Heights’ Facebook Page now has 6,312 fans and the City’s Twitter account has 1,696 followers. There are 2,651 subscribers for “In the News”.
- Proactive Information Management completed 21 hours of IT service and maintenance for City departments this month.

LIBRARY:

- The library staff circulated 8,783 items in September broken down as follows:
 - Residents borrowed 7,492 print titles
 - 153 e-books on Kindle readers
 - 1,113 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,654 residents registered for the Hoopla service.
- The public computer center had 871 users
- The Summer Reading programs had 153 children attend
 - The library's meeting rooms were used 126 times
- An average of 478 residents used the library each day, while 103 residents registered for new library cards.

RECREATION & PARKS DEPARTMENT:

Recreation Division

In September the Recreation Department continued popular programs to include Pickleball classes and leagues, dance classes, and youth cooking and nature classes. New programs also began in September, including Yoga at Violet Bank and Martial Arts classes.

Youth Football and Cheer practices began in September and the first weekend of games were played on September 30th. Youth Baseball and Softball Fall league games started the beginning of September and will run until the end of October. Youth Basketball registration is also underway with practices beginning in December.

Staff are also preparing for upcoming programs and events to include the Falloween Festival event, Christmas Tree Lighting Ceremony, Violet Bank's Candlelit Open House program, and the Annual Christmas Parade. Staff attended the Virginia Recreation & Park Society Annual Conference the beginning of September and our Senior Center won a state award for their Superbowl fitness challenge program.

Final preparations are being made for upcoming Parks projects to include the new Pickleball Courts at Lakeview Park and the repairs to paved pathways at various Parks.

Athletics/Programs	<u>2023</u>	<u>2022</u>
Belly Dancing	3	4
Soul Line Dancing	72	58
Swing Dance Classes	86	N/A
Martial Arts	2	N/A
Therapeutic Recreation	61	60
Yoga	4	N/A
Pickleball 101	85	24
Pickleball Round Robin League	43	N/A
Fall Baseball	15	30
Fall Softball	15	36
Youth Football	80	78
Youth Cheerleading	93	80
Nature Classes	267	N/A
Kids in the Kitchen	6	N/A
Imagination Thursdays	3	N/A
Grandparents Night Out	13	N/A
Facility Usage	<u>2023</u>	<u>2022</u>
Community Room Attendance	1,254	780
Community Room Reservations	19	10
Pavilion Attendance	5,054	4,200
Pavilion Reservations	38	33
Field Attendance	12,789	7,955
Field Rentals	63	37

Parks, Horticulture, Buildings Maintenance

Parks

- Cut grass at City properties as needed.
- Prepped ball fields for scheduled games.
- Emptied trash at City parks and fields.
- Cleaned and stocked bathrooms at parks and fields.
- Painted foul lines on baseball/softball fields and other field lines at soccer complex and school fields; band practice, field hockey and football.
- Continued to control weeds along City trail.
- Replaced broken fence boards along City trail.
- Replaced broken boards on the overlook at the trail.
- Maintained and changed blades on lawn equipment.
- Blew leaves in pavilions and playgrounds throughout City parks.
- Cut down and cleaned up dead trees in City parks.
- Rebuilt dumpster gates at Public Safety and Health Department.
- Delivered tables and chairs to several buildings as needed throughout the City.
- Installed safety bases at both Lakeview fields.
- Aerated Shepherd Stadium.

Horticulture

- Maintained weeds and grass around City buildings and properties.
- Planted flowers in certain flower beds on City properties.
- Mulched flower beds at City properties and buildings.
- Trimmed shrubs and hedges on City properties.
- Cleaned up trash on City properties and medians.
- Relocated park bench to Violet Bank Museum grounds.
- Picked up branches in parks and on properties and unloaded at dump.
- Watered new flowers at City sites where needed. Blew leaves and pine tags from Senior Center parking area.
- Cleaned up weeds and trash around welcome signs.
- Pulled stumps with Utilities Department on trees that were cut or fell.

Building Maintenance

- Worked with contractor on HVAC preventive maintenance.
- Found leaks on unit at Community Center and added refrigerant.
- Fixed plumbing issues at various park bathrooms.
- Cleaned out condensation drains at Utilities Department.
- Replaced ceiling tiles at Fire Station 1.
- Replaced Yard Hydrant at White Bank Park.
- Installed sign for Registrar's office.
- Worked with contractor on finding excess cuts on Public Safety Building roof.
- Adjusted outside door at Courthouse.
- Reinstalled shelves on trailer at Animal Control.
- Completed numerous Work Orders.

RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Agency on Aging Activities	<u>2023</u>	<u>2022</u>
Bingo	64	61
Bowling	90	90
Bridge Party	60	43
Coffee Break	12	N/A
Dominoes	39	23
Mahjong	40	23
Pinochle	48	19
Senior Club Board Meeting	9	8
Senior Club Meeting	72	70
Senior Dance	43	36
Senior Golf Association Fort Lee	402	421
Senior Golf Association Tri-Cities	196	169
Weekly Meal Programs	79	70
Awareness/Education	<u>2023</u>	<u>2022</u>
Health Fair	97	N/A
Library: Total # books checked out	11	10
Lunch & Learn Breast Cancer	15	18
Tech Heads	17	13
Classes	<u>2023</u>	<u>2022</u>
Crochet & Knitting	23	19
Intro to Line Dancing	110	56
Line Dancing Class	167	148
Meaningful Exchanges	37	N/A
Meditation	73	32
Open Paint	9	N/A
Quilts for Vets	10	9
Sewing Class	22	28
Tap Class	22	23
Tech Savvy	6	8
Watercolor with Faye	N/A	24
Fitness	<u>2023</u>	<u>2022</u>
Balance	80	49
Basic Cardio Drumming	43	N/A
Beginner Cardio Drumming	51	N/A
Cardio Ball	38	19
Chair Volleyball	61	N/A
Fitness Center Usage	110	143
Muscles in Motion	181	133
Pickleball	229	204
Senior Stride	13	10
Sit & Fit	282	256
Strength & Stretch	72	48
Stretch it Out	42	29
Tai Chi	31	35
Walk this Weigh	80	40
Water Aerobics	61	60
Yoga	78	70
TOTAL	3,032	2,434

Agency on Aging

Volunteer Hours	30	18
Trips	<u>2023</u>	<u>2022</u>
Beaty Theater - She Loves Me	12	N/A
Treetime Ziplining	11	N/A
Transportation	<u>2023</u>	<u>2022</u>
Passengers	197	175
Total Trips	528	386
Total Miles	2357	2007
Wheelchairs	5	11
Donations	\$325.00	\$201.00
New Riders	2	1

Violet Bank Museum

Attendance	<u>2023</u>	<u>2022</u>
Tours Given	27	39
Ongoing Programs	37	9
Special Events	69	26
Attendance Totals	200	111

RECREATION & PARKS DEPARTMENT CONTINUED:

OFFICE ON YOUTH & HUMAN SERVICES

OOY Happenings

- OOV staff continue to serve the community through prevention and diversion programming, education and consultations.
- OOV staff are currently facilitating the Botvin Life Skills class to 225 6th grade students at CHMS until October 3.
- OOV Staff engaged with the community at the Annual Suicide Prevention Awareness Walk at VSU.



Boards and Coalition Happenings

- Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) caseload 38
- Community Multi-Disciplinary Team -CAC caseload 3
- Interagency Prevention Team – caseload 1
- JDVTF- Officer meeting to plan activities and meetings for 2024
- CAAN-DUU – planning for Suicide Prevention Awareness walk at VSU on September 21
- SAFE- Heather Ashbeck from Chesterfield County Military Outreach Coordinator/VTC Treatment. Heather meets with military veterans trying to find resources. Jill Cichowiz Founder of 2 End the Stigma. Jill does advocacy work in the recovery community.
- Health Advisory Board- discussed the focus of CHPS Administration as it relates to mental health and chronic absenteeism.

Kids' Achieving Progress Afterschool Program

- Tussing and Lakeview sites are fully staffed. North will open on October 16th.
- Activities for September included Talk like a Pirate Day, Blooming with respect - Social emotional artwork



Youth Advisory Council

- First meeting of the school year was on September 28. Members were asked to bring a friend. Presentation of supplies and a check for \$891 was made to Officer Amanda Richards. The check donation was proceeds from a lemonade Stand held in July (\$641) and a \$250 donation from Youth Advisory Council. Youth donated supplies listed on the Animal Shelter wish list.



VJCCCA Diversion Programs-12th District Juvenile & Domestic Relations

Court

- Community Service - Program to provide community service supervision for court mandated youth
 - 4 youth completed various tasks
- Shoplifting Diversion - Program to educate youth and parents about the consequences of committing larceny.
 - 14 participants
- Substance Abuse Assessments
 - 3 in process
- Botvin Life Skills
 - 225 in process

UPCOMING EVENTS

- Family Literacy Night at CHMS
 - October 11
- KAP Field Trip to Boulevard Flowers
 - October 20
- KAP Pumpkin Carving Activity
 - October 24
- Central VA CSA Training
 - October 6

END OF REPORT