



CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 2023

PUBLIC WORKS & ENGINEERING:

TRANSPORTATION CAPITAL PROJECTS

SRTS Phase 3 UPC 122282 (Formerly)102836

- Project scoped
- Development of RFP in process
- Plan to put out to bid late November

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
- Working with contactor on a change order for water meter relocations

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

Highschool 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
- Shortfall identified in RoW and CN phases, application for additional CMAQ funding in development

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
- Project completed 10/13/2023

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** – Preparing to put out for bid
- **Right of Way**- reviewing and issuing permits.
- **Lakeview Dam** – Poured the leveling pad cleared out the stock pile and preparing to build the retaining wall

DEVELOPMENT PLAN REVIEWS

- **Towneplace Suites** – In the process of closing out. Some administrative items have been submitted.
- **Panera Plan** – Under construction.
- **Chick-Fil-A Parking Lot Plot Plan** – Under construction.
- **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** – Met with the engineer to discuss items that need to be addressed on 10/3/23.
- **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** – Met with the engineer to discuss items that need to be addressed on 10/3/23.
- **Southlake Pond Fill** – No activity this month.
- **Charles Dimmock and Jennick Car Wash (Flagstop)** – Under construction.
- **Temple Ave Storage** – Still awaiting VDOT approval.
- **Synergy P.T.** – Preliminary comments sent 10/4.
- **Gills Point Section 12** – Preliminary comments for plan and plat sent 10/4.

FLEET MAINTENANCE

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2023	81	\$24,323.21	6	\$1,660.71
2022	68	\$26,143.47	3	\$1,163.63

The sublet repairs consist of the following:

Glass repair \$243.43
Dealer repair \$1,417.28

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	17	129
Commercial Building	4	49
Demolition	1	4
Electrical	25	179
Mechanical	12	109
Plumbing	60	150
Swimming Pool	0	5
Amusement Rides	0	0
Tent	0	3
Clean Out Installation	2	13
Water and Sewer Connection	2	14
Total: All Permits	123	655

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

Valuations	Month	Year to Date
Residential	\$550,160.42	\$4,103,333.72
Commercial	\$760,200.00	\$13,576,939.54
Total	\$1,310,360.42	\$17,680,273.26

Building Inspections	Month	Year to Date
Residential	65	724
Commercial	160	958
Total: All Inspections	225	1682

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	5	95
Mobile Food Units	0	2
Signs - Permanent	3	25
Signs - Temporary	2	7
Zoning	13	137
Total: All Permits	23	267

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	1
Plat: Subdivision	1	1
Prelim. Site Plan Review	2	8
Special Exception Permit	0	1
Special Use Permit	0	1
Rezoning	0	3
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	1	12
Total: All Categories	4	27

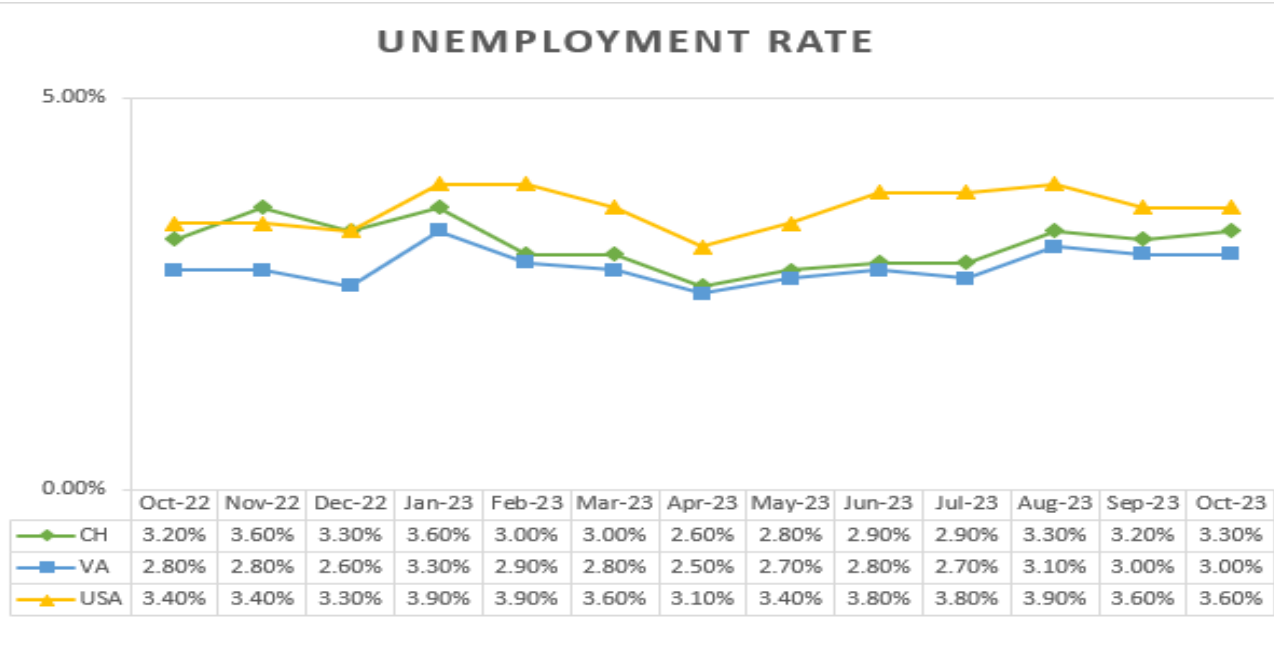
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	1	7
Wetlands Board	0	0
Total: All Meetings	1	8

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	1	23	1	14
Exterior Storage of Objects	0	27	3	28
Inoperable Vehicle	5	25	1	8
Property Defacement	0	0	0	0
Tall Grass	3	153	17	267
Trash Can Placement	1	45	3	40
Trash/Debris	0	28	2	19
VA Property Maintenance Code	1	27	0	5
Zoning	2	24	0	4
Total: All Cases	13	352	27	385

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 2023 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8946	8654	292	3.3%	No

*Chesterfield 2.9 %unemployment

*Dinwiddie 3.3 % unemployment

*Prince George 3.5% unemployment

*City of Petersburg

*City of Hopewell

5.3% unemployment

4.5% unemployment

Prospect Activity:

Direct Requests for Information:	3
Sites/Bldgs. Submitted	2
Active Prospects	8

Projects:

Panera w/Drive-thru – E & S permits issued
Towneplace Suites – October Opening
RIO Car Wash – Site Grading
Popeyes Subdivision
Stallings Storage Facility
Ashley Furniture Upfit
Holiday Inn Renovation
Home2 Suites



**Colonial Heights Police
Department October 2023
Monthly Report**



MEMORANDUM

TO: Doug M. Smith, City Manager

FROM: Colonel William H. Anspach, Chief of Police

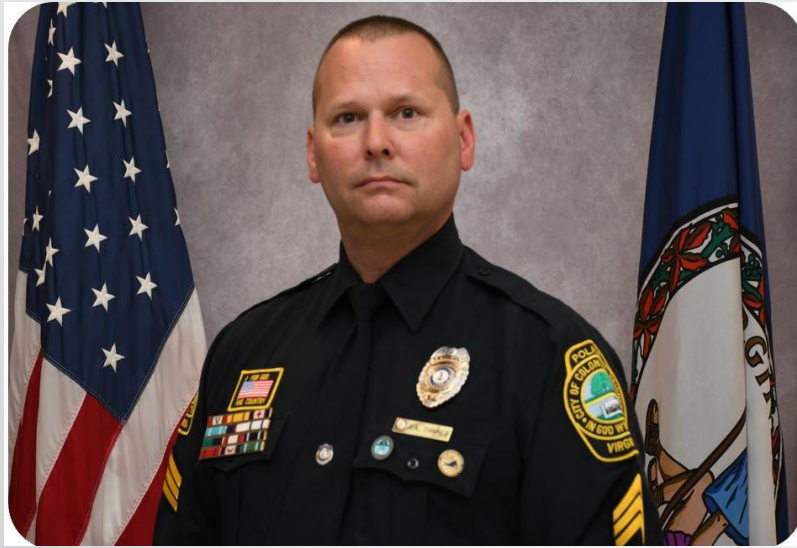
RE: **MONTHLY REPORT FOR OCTOBER 2023**



October was an extremely busy month for our agency with numerous activities and special events. We are particularly excited about our most recent venture with our brothers and sisters in Fire and EMS. Together, and with the support of our City Manager and Council, we were able to achieve a parking fine increase, as well as expand who can issue a citation. Beginning October 1st, designated Fire personnel can issue citations to individuals illegally parked in designated fire lanes. Additionally, a language change now also allows for our deputies with the Sheriff's Office to issue parking citations. The reason for the change comes as the result of a significant increase in the misuse of our fire lanes for general parking. Not only does this activity restrict the free flow of traffic, but most importantly, it blocks emergency equipment from accessing hydrants and businesses. No one wants to be the reason that lifesaving equipment and personnel are unable to reach a victim or emergency. Illegal parking could make an emergency worse, even if only for a moment.

Several events also kept us busy this month—**Recover Hope's Gala** on human trafficking, **Drug Take Back** events, **Fall-o-ween** at Fort Clifton and for the first time ever, the Crime Solvers **Light up the Night 5K Run** at White Bank Park. All these events brought our great community together for fun and fellowship and brought awareness to some great causes that truly affect us all. We would also like to thank Don Anderson and his staff at Don Anderson and Associates for providing a fantastic lunch to our city's first responders. This has become an annual event by Mr. Anderson and his staff, and it is truly appreciated.

Finally, I would like to say a special thank you and acknowledge the efforts of our officers, Auxiliary officers, and Communications personnel who worked the weekend of **VSU Homecoming**. The largest freshman class in history, coupled with an undefeated VSU team, set the stage for one of the largest crowds to date. The weather, however, didn't get the memo and the cold rain added greatly to the challenges of the day. This resulted in our officers directing traffic for hours in the rain and cold as fans descended upon the stadium. That evening, as fans left, our officers maintained a visible, pro-active environment, which allowed everyone to not only enjoy the win, but most importantly do so in a safe environment for all.



**October 2023 Employee of the Month
Sergeant Greg A. Thinnes**

The **Employee of the Month** Committee met on October 13, 2023, at which time all nominations received were reviewed and **Sergeant Greg A. Thinnes** was selected as our **Employee of the Month** for **September 2023**. He received three nominations from our supervisory staff.

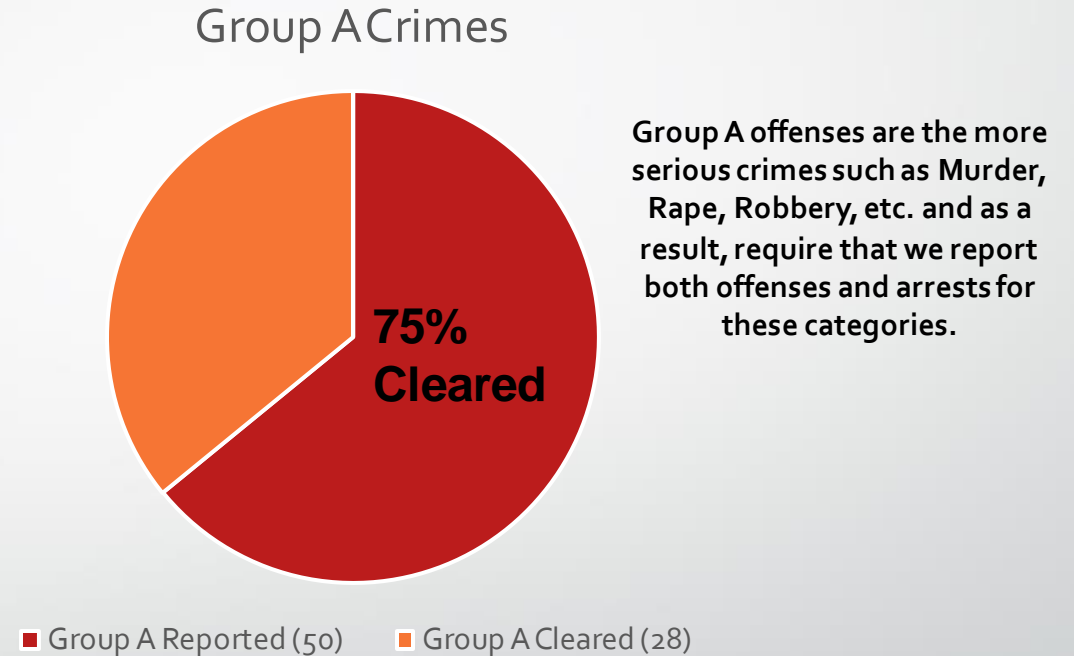
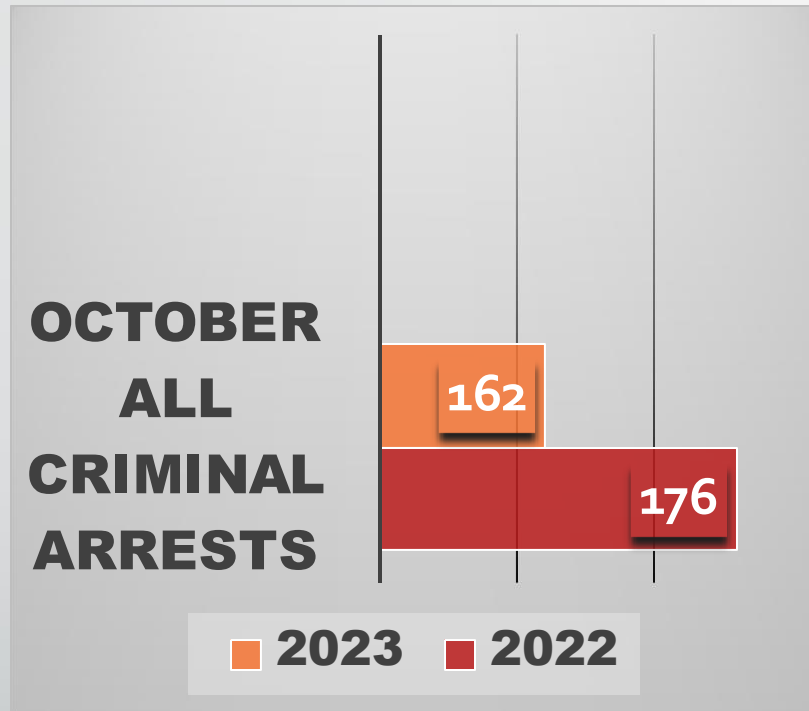
Sgt. Thinnes was tasked with the supervision of our department's Honors and Awards Program due to the lingering effects that COVID-19 played on the program's structural and functional efficiency. Because of his organizational skills, his attention to detail, and his willingness to put the necessary time and effort into the project's revamp, **Sgt. Thinnes** was the perfect choice. This is true in all his assigned tasks.

Once assigned, **Greg** hit the ground running. He was able to quickly assess both the needs of the program and determine exactly what needed to be organized and ordered. This was a difficult and meticulous task because he not only had to determine what award(s) each officer was currently eligible for, but also which award(s) each officer was previously awarded over the past year that they did not receive. Basically, this required him to meet with each officer individually to determine their specific needs so that he could customize a commendation bar for each. **Sgt. Thinnes** worked in tandem with the Awards Committee members and met on several occasions to discuss various policy/personnel matters, as well as to help determine the eligibility of the award submissions from each officer. Ultimately, he sent the collected information to Chief Anspach for final approval.

Upon ordering and receiving the necessary supplies and his subsequent compilation of each awards "rack", he also had certificates made for each officer to accompany their specific awards. **Sgt. Thinnes's** hard work and dedication to making this program great again allowed our senior leadership team to present our eligible officers with their current and past awards at our annual Honors and Awards Banquet on September 19th. This event was a success and ran very smoothly, which would not have been possible without the efforts of **Sgt. Thinnes**.

Recognition of personal excellence is an important aspect of our department's activities. Presenting departmental awards for admirable service provides that recognition, thereby enhancing morale, reinforcing the department's commitment to the maintenance of a high standard of performance by its members, and motivating personnel to perform their duties at the highest possible level. For all his efforts in this endeavor, we feel that **Sgt. Greg Thinnes** more than deserves to be recognized as our department's **Employee of the Month for September 2023**.

October Statistics 2023

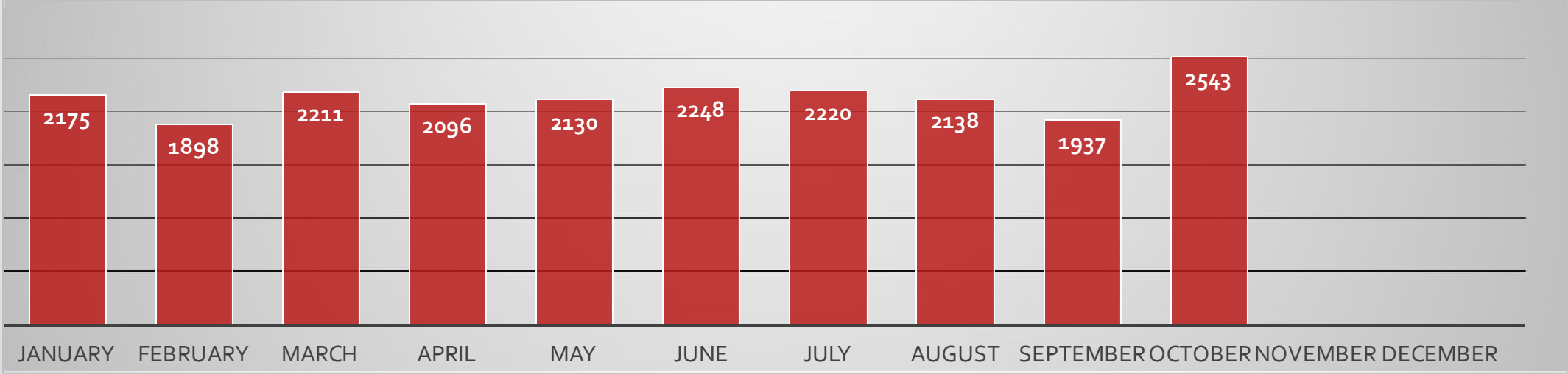


Criminal Arrests to Date	Group A Crimes to Date	Group A Crimes Cleared to Date
1616	711	396 or 55.70%

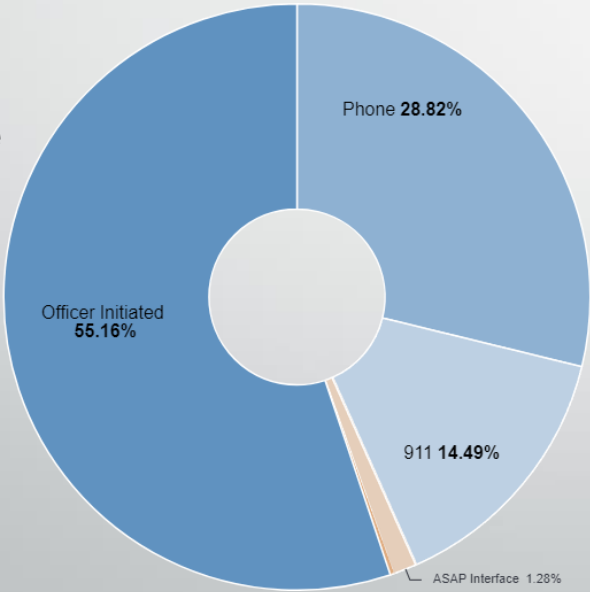
Crime Statistics October 2023

Offense Type	Number of Offenses Occurred	Number of Offenses Cleared	Percentage Cleared
Violent Crime			
Homicide	0	0	0%
Rape	0	0	0%
Robbery	0	0	0%
Aggravated Assault	4	3	75%
Simple Assault	15	16 (One cleared from previous month)	100%
Arson	0	0	0%
Property Crime			
Break and Enter	0	0	N/A
Larceny	39	28	72%
Auto Theft	5	0	0%
Shoplifting	20	N/A	N/A

Calls for Service 2023



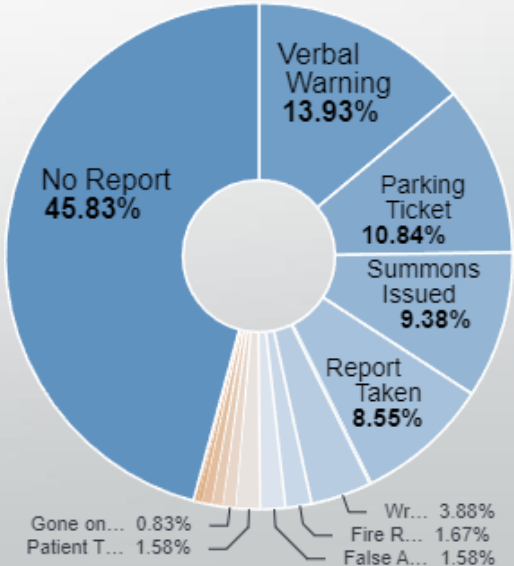
Call for Service Source



Top Calls for Service

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

Call for Service Disposition



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

Action	Oct 2022	Oct 2023	Percentage Increase /Decrease
Traffic Stops	595	677	+14%
Summons	336	388	+15%
DUI Arrests	14	14	No Change
Written Warnings	116	131	+13%
Verbal Warnings	262	342	+31%
Felony Warrants	64	66	+3%
Misdemeanor Warrants	169	158	-7%
Total Arrests	176	162	-8%
Vehicle Crashes	82	63	-23%
Field Identifications	9	11	+22%
Parking Citations	34	345	+915%
Alarm Citations	2	4	+100%
Calls for Service	2229	2543	+14%
Animal Services October 2023			
Stray Animals	8 Dogs	4 Cats	0 Other
Surrendered Animals	3 Dogs	0 Cats	0 Other
Adopted Animals	1 Dogs	2 Cats	1 Other
Returned to Owner	8 Dogs	0 Cats	0 Other
Euthanized Animals	0 Dogs	0 Cats	0 Other
Animal Complaints	34		
Summons Issued	0		

Investigations Activities

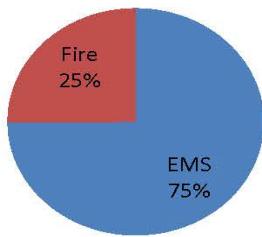
October 2023	
New Cases Assigned	11
Child Protective Services Cases	4
Child Protective Services Referrals	5
Other Investigations	4
Total Cases Cleared	8
Percentage of Cases Cleared	For the Month 73% for the Year 80%

Overdose Investigations	Overdose	Non-Fatal	Fatal
October 2023	10	9	1
Year to Date	52	49	3
2022	35	33	2

	October 23	2023 To Date	2022 Total
Behavioral Health Emergency Calls	36	292	316
Total Hours Spent by Officers	165.8 (hours)	898.9 (hours)	2,448 (hours)
Equivalent Days	6.9 (days)	37.3 (days)	102 (days)

FIRE & EMS DEPARTMENT:

Total Incidents: 498



Total Fire Type Incidents: 125 (\$3,000 Total Fire Loss)

Total EMS Incidents: 373 (236 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 94.3% of emergency incidents: (Avg. first apparatus travel time 6:14 minutes)

EMS units arrived on scene in less than 9 minutes on 97.2% of emergency incidents. (Avg. first ems unit response time 6:01 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service Calls and False Calls</u>	
Building Fire	3	Gas leak (Natural Gas or LPG)	2	Good intent calls	31
Cooking fire, confined to container	1	Gasoline or other flammable liquid spill	1	Public service calls	32
Road freight or transport vehicle fire	1	Power line down	3	False alarm/false calls	26
Natural Vegetation fire, other	2	Arcing, shorted electrical equipment	2	Assist invalid	16
Unauthorized burning	2	Overheated motor	1	Smoke detector installation	4
Authorized burning	1	Haz Mat release investigation w/no Haz Mat	1	Public Fire education	5
		Smoke scare, odor of smoke	1	Carbon Monoxide detector installation(s)	N/A
		Water problem, other	1	Knox Box Installation	N/A
				Preplan	1

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	10	Assist, Public	48	Cancelled (Prior to Arrival at Scene)	12
Patient Evaluated, No Treatment/Transport Required	6	Cancelled on Scene (No Patient Found)	7	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	1
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	1	Patient Refused Evaluation/Care (Without transport)	26	Standby, Public Safety, Fire, or EMS	5
Patient Treated, Released (AMA)	7	Patient Treated, Released (per protocol)	9	Assist Agency	1
Patient treated, Transported by Private vehicle	5	Patient Treated, Transferred Care To another EMS Professional /Unit	4	Transported Lights/Siren	16
				Transported no Lights/Siren	220

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)	N/A
Automatic Aid given to Chesterfield (Fire)	3	Automatic Aid received Chesterfield (Fire)	6
Mutual Aid given to Petersburg (Fire)	1	Mutual Aid received from Petersburg (Fire)	1
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	N/A	Crater Regional Hazardous Materials	N/A

EMS Mutual Aid Given & Received

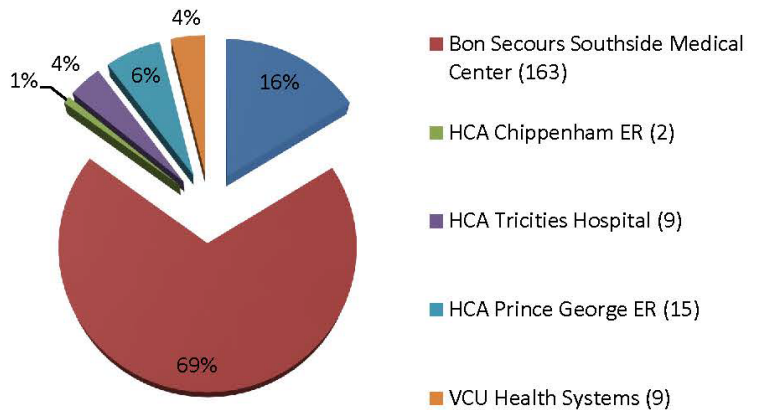
Mutual Aid given to Petersburg (EMS)	10	Mutual Aid received from Petersburg (EMS)	6
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	4
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	N/A	Mutual Aid received from Prince George (EMS)	N/A
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)	10	Total EMS Mutual Aid received (Transport unit)	10
Total Fire Mutual Aid given (Engine/Ladder)	7	Total Fire Mutual Aid Received (Engine/Ladder)	9

FIRE & EMS DEPARTMENT (CONTINUED):

Out of Service Apparatus

Station 1	<u>Number of Incidents</u>	<u>Fire Units</u>	<u>Medical Units</u>
	Total Hours	E-991 482 hrs.	Medic-932 67 hrs. Medic-935 656 hrs.
Station 2	<u>Number of Incidents</u>	<u>Fire Units</u>	<u>Medical Units</u>
	Total Hours	Quint-992 8.5 hrs., Brush 942 10 hrs. Quint-942 732 hrs.	Medic-933 273 hrs.

Patient Transport (Facility)



EMS Transports (by facility)

Fire Investigations / Inspections

Inspections /Plans review completed 26

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 with Chief Albert.
- Attended the State Fire Prevention Code update with Chief Albert and Assistant Fire Marshal Woolard.
- Completed 3 backgrounds (Communications, Part-Time Fire & EMS & Volunteer member).
- Continued working on Electric/Hybrid vehicle emergency policy, researched and implemented "New" Electric /Hybrid (QAG) Quick action Guide for first out fire apparatus.
- 79 Fire lane violations with parking citations issued by the Fire Department

Special Notes

CHFD/EMS Medic Patient Transport Mileage: Total: **1,716.40 miles**
Average: **7.40 Miles**

October 2022 Total Incidents: 527 Fire: 140 EMS: 387

FINANCE DEPARTMENT: Finance Reports to resume at a later date.

HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Finance	Director of Finance
Finance	Administrative Assistant (Part-time) Utility Billing
Fire & EMS	Administrative Assistant (Part-time) Communications
Fire & EMS	Communication Officer
Fire & EMS	EMT Firefighter (Part-time)
Library	Digital Resources Assistant (Part-time)
Police	Animal Control Aide (Part-time)

Applications











<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Administrative Assistant (Part-time) Communications	53	1,057
Administrative Assistant (Part-time) Billing/Collections	38	665
Animal Control Aide (Part-time)	15	1,951
Site Supervisor	6	1,291

Miscellaneous

- A New Employee Orientation session was held for the following individual: (Financial Systems Analyst).
- 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.
- Citywide Harassment & Discrimination Prevention training was presented to employees and supervisors/management by attorneys from Wood Rogers Vandeventer Black throughout October 2023.
- Participated in a Virginia Employment Commission (VEC) unemployment telephonic appeals hearing on October 5, 2023.
- Attended the annual Public Sector HR Association (PSHRA) VA Chapter fall conference October 9 – 10, 2023. Conference topics included: Engagement & Retention, Cyber Security for HR, Ethics, Mental Health, Employment Law and FOIA updates.
- Administered the written test phase for the Police Officer (Non-certified) hiring process on October 14, 2023.
- Attended the annual Wood Rogers Vandeventer Black Labor & Employment Law Seminar on October 19, 2023, which covered information directly related to Department of Labor cases, Employment Law (recruitment, hiring, discrimination, harassment, etc.), Virginia Employment Law, and Workers’ Compensation.

INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 59,492 views in the month of October.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Pay Online (2,522)2. News Flash (2,427)3. Real Estate Records Search (2,378)4. Library (2,003)5. Search – Civic Engage (1,984)6. Yard Sale (1,878)7. Staff Directory (1,774)8. Facilities (1,531)9. Animal Control & Shelter (1,518)10. Calendar (1,490)11. Utility Billing (988)12. City Employees (907)13. Bid Postings (889)14. Agenda Center (728)15. Form Center (694)	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India China Philippines Canada Ireland <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Maryland New York Pennsylvania North Carolina Washington, D.
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- Citizens submitted and city staff processed 102 service requests and questions through the “Report a Concern” module during the month of October.
- The City of Colonial Heights’ Facebook Page now has 6,318 fans and the City’s Twitter (X) account has 1,699 followers. There are 2,649 subscribers for “In the News”.
- Proactive Information Management completed 21 hours of IT service and maintenance for City departments this month.
- GIS completed working with Engineering on the iPad deployment and the New Collector application. GIS also continued the work on updating the Zoning Map for Planning and built a map for Planning to use with the Department on Youth for field charities.
- IT and Purchasing conducted a conference call with Tech for Troops to discuss what options are available to discard the ever growing amount of technology surplus. Following the meeting, a spread sheet was sent out to all departments to ascertain what surplus they had.
- Met with Tyler Support to discuss upgrades to the ERP Server.

LIBRARY:

- The library staff circulated 8,949 items in October broken down as follows:
 - Residents borrowed 7,626 print titles
 - 160 e-books on Kindle readers
 - 1,163 e-books and audios were downloaded from the library's online Hoopla collection. There are currently 1,659 residents registered for the Hoopla service.
- The public computer center had 794 users
- The Story Time programs had 169 children attend
- The library's meeting rooms were used 134 times
- An average of 482 residents used the library each day, while 96 residents registered for new library cards.

RECREATION & PARKS DEPARTMENT:

Recreation Division

The Recreation Division had a very busy month hosting numerous events and programs around the City. The Division held its 1st Falloween Festival and had a great turnout at Fort Clifton Park and our Therapeutic Recreation Program hosted its Halloween Party. On the athletics side, Youth and Adult baseball/softball and Youth Football/Cheerleading programs continued their fall seasons in October and registration for Youth Basketball is underway. Pickleball continues to be very popular with lessons filling each week and typically a wait time on courts for open play. Planning is underway for the Tree Illumination, as well as, the 70th Annual Christmas Parade. Construction for the new (8) Pickleball Courts at Lakeview Park began in October and staff is hopeful the project will be completed later this Winter.

Staff completed work planning its Winter programs to be included in the City Focus that will be mailed to residents in November.

Athletics/Programs	2023	2022
Fall Youth Softball	15	25
Youth Cheerleading	94	95
Youth Football	82	106
Martial Arts	2	N/A
Belly Dancing	3	5
Soul Line Dancing	110	49
Swing Dance	140	79
Intro to Pickleball Lessons	130	59
Pickleball Round Robin	64	68
Kids in the Kitchen	6	N/A
Nature Classes	17	N/A
STEM Classes	13	N/A
The Great Pumpkin Party	60	N/A
Halloween Drive-in Movie	25	N/A
Halloween in the Park	1,200	1,200
Therapeutic Recreation	74	68
Facility Usage	2023	2022
Community Room Attendance	1,386	1,608
Community Room Reservations	18	24
Pavilion Attendance	2,511	2,448
Pavilion Reservations	31	34
Field Attendance	8,725	5,760
Field Rentals	65	30

Parks, Horticulture, Building Maintenance

Parks

- Maintained painted lines and numbers on football field, soccer complex and other ballfields throughout City.
- Cleaned and stocked park and ballfield bathrooms.
- Aerated ballfields.
- Added and prepped 20 tons of new field dirt at High School Baseball Field.
- Raised and lowered flags at City buildings per Governors orders.
- Cut, weeded and edged grass at all City properties and School ballfields.
- Lined and dragged ball fields throughout City.
- Performed mowing equipment maintenance.
- Emptied trashcans as needed throughout City parks and properties.
- Cleaned and rearranged Parks shop.
- Continued to maintain leaves in parks and pavilions.
- Set up, cleaned up and worked Falloween Festival.

Horticulture

- Mulched flower beds throughout City properties as needed.
- Picked up trash around Welcome Signs and City properties.
- Weeded and cut grass around City flower beds and medians.
- Picked up fallen branches around City properties.
- Installed signs at Midas for beautification committee.
- Planted annuals and pansies in certain flower beds around City.
- Trimmed bushes and hedges around City flower beds.
- Added 6 new memorial bricks at Legacy Garden.
- Planted new Dogwood tree at Washington and Royal Oak Ave.
- Cleaned vines and weeds off fencing at certain City properties.

Building Maintenance

- Dug trench and laid conduit at Police Department for line ran to new crime scene van.
- Adjusted temperatures at Library and Courthouse.
- Assisted Petersburg Alarm with installation of new City Hall fire alarm system.
- Fixed dumpster gate at Health Department.
- Assisted HVAC contractor with preventive maintenance on all City buildings.
- Installed new heater at Scout Hut.
- Replaced heater and bath exhaust at Fire Station 2.
- Met with A1 Door to fix and adjust Sally port door at Courthouse.
- Worked on AC system for data room at Courthouse.
- Assisted Parks staff with different needs throughout the City Parks.
- Completed numerous work orders for most City needs.

RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Agency on Aging Activities	2023	2022
Bingo	88	65
Bowling	180	200
Bridge Party	42	48
Fall Card Making Class	3	N/A
Coffee Break	16	N/A
Dominoes	25	16
Mahjong	41	23
Pinochle	43	48
Senior Club Meeting	92	91
Senior Dance	37	34
Senior Golf Associates Fort Lee Golf	418	412
Ft. Lee Golf Association Meeting	39	N/A
Senior Golf Association Tri-Cities	198	208
Talent Show	125	N/A
Weekly Meal Programs	90	N/A
Awareness/Education	2023	2022
Library: Total # books checked out	12	26
L&L AARP	18	N/A
L&L Tech Heads	14	16
Classes	2023	2022
Crochet & Knitting	40	30
Intro to Line Dancing	138	41
Line Dancing Class	212	198
It's Game Time	45	49
Meditation	72	29
Open Paint	16	19
Quilts for Vets	10	8
Sewing Class	29	19
Tap Class	20	21
Tech Savvy	3	7
Fitness	2023	2022
Balance	57	55
Drum Fit 30	50	N/A
Drum Fit 45	50	N/A
Cardio Ball	35	35
Chair Volleyball	63	N/A
Fitness Center Usage	92	130
Muscles in Motion	181	108
Pickleball	245	243
Senior Stride	16	9
Sit & Fit	331	224
Strength & Stretch	92	56
Stretch it Out	21	20
Tai Chi	43	47
Walk this Weigh	34	37
Water Aerobics	74	36
Yoga	88	78
TOTAL	3,538	2,686

	2023	2022
Volunteer Hours	24	8
Trips	2023	2022
Riverside Bridges of Madison County	21	N/A
Highlands & Carter Mountain	21	N/A
Transportation	2023	2022
Total Passengers	264	179
Total Trips	567	357
Total Miles	2201	1810
Wheelchairs	2	14
Donations	\$272.00	\$243.00
New Riders	1	9

SENIORS GOT TALENT



Violet Bank Museum

Attendance	2023	2022
Tours Given	30	57
Grounds Visitors	12	108
Ongoing Programs	57	42
Outreach Programs	30	147
Special Events	22	126
Attendance Totals	151	480

In the month of October, the museum hosted a Creepy Doll display in the Shore Parlor, which was a lot of fun, and visitors viewed and voted on the creepiest doll during the month. The museum also hosted a field trip for local high school students in Mr. Terrell's Technology Class.

RECREATION & PARKS DEPARTMENT CONTINUED:

Office on Youth & Human Services

OOY Happenings

- OOO staff continue to serve the community through prevention and diversion programming, education and consultations.
- OOO Staff attended the CSA Resource Day Professional Development on October 6.
- OOO staff are currently facilitating the Tackling Tough Skills program to 13 students at Community Day School.
- OOO participated at CHMS Family Literacy Night on October 11. 200 + families attended. Raffle winners pictured.
- OOO participated at ESL Night-Tussing on October 26. Pictures show raffle winners. 150 families attended.



Boards and Coalition Happenings

- Community Policy Management Team (CPMT)/Family Assessment Planning Team (FAPT) - caseload 38
- Community Multi-Disciplinary Team - CAC caseload 5
- Interagency Prevention Team - caseload 1
- JDVTF- Planning for "Take Back the Night" event with James House on April 18, 2024
- Positive Parent Coalition - Presentation by Matt Spruill, Recreation and Parks Assistant Director

Kids' Achieving Progress Afterschool Program

- All sites are active with 21 students enrolled. Students enjoyed a field trip to Boulevard Flowers Pumpkin Patch.

UPCOMING EVENTS

- Salvation Army Stocking Stuffer Project- November 6-December 4
- YAC Annual Christmas Shopping Trip-TBD
- KAP Peak Experiences Field Trip-December 1

Professional Development/Trainings

- OOO Staff completed the Anti-Discrimination and Harassment training on October 13th and 20th
-

Youth Advisory Council

- Planning and Community Development Planning staff members attended as guest speakers. They discussed the Colonial Heights Comprehensive Plan. Members were divided into groups to discuss strengths, weaknesses, challenges, and opportunities in the city from a youth perspective.
- Parker Hanshaw was awarded the October Member of the Month; he received a gift card to Panera.
- YAC members collected and/or donated over 30 books for the Little Library at City Hall.



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 to include paper shred and project work.

Shoplifting Diversion

Program to educate youth and parents about the consequences of committing larceny.

- 24 participants

Tackling Tough Skills

- Life skills program with topics on communication, decision making, goal setting and more is in session with 13 students at the Community Day School for the next six weeks.

Substance Abuse Assessments

- 3 in process



END OF REPORT