



CITY MANAGER'S REPORT TO CITY COUNCIL

MARCH 2024

PUBLIC WORKS & ENGINEERING:

ENGINEERING

TRANSPORTATION CAPITAL PROJECTS

SRTS Phase 3 UPC 122282 (Formerly) 102836

- Project scoped
- Development of RFP in process
- Awaiting authorization to advertise from VDOT
- Advertised 2/15/2024
- Prebid meeting held 3/4/2024
- Bid opening 3/18/2024
- Requested authorization to award from VDOT

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
 - Branscomb - \$893,260
 - Jireh Construction - \$538,480
- Jireh Construction lowest bidder
- Awarded to Jireh Construction
- Construction started
- Change order for water meter relocations approved 11/22/23
- Paving, sidewalks, and curb and gutter complete
- Working with contractor to resolve an issue with an ADA ramp holding water
- Work Complete 3/7/2024

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 operational
- Private sidewalk connections complete
- Walkthrough with VDOT 12/21/2023
- Punch list items from walkthrough forwarded to contractor
- Working with contractor and design engineer to resolve an issue of an ADA ramp holding water

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

PUBLIC WORKS & ENGINEERING (CONTINUED):

- Bid opening 7/7/2023
 - Dickerson Construction: \$2,108,245.13
 - J Sanders Construction: \$2,143,412.00
- Bids significantly higher than allocation of \$1,014,550
- In talks with MPO to vote on a transfer of \$580,000 in TAP funds to project in January 2024
- In talks with VDOT to receive additional TAP funds to fully fund the project
- Working with design engineer to identify cost savings

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 submitted to MPO

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 accepted
- Design has started

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

PUBLIC WORKS & ENGINEERING (CONTINUED):

EMERGENCY/CITY PROJECTS

- **Right of Way** – Reviewing and issuing permits.
- **Tri-State** – Continuing rehab of sanitary sewer lines and assessing storm water lines for lining
- **Water Tower Cleaning** – Valve used to drain tank needs to be repaired prior to draining.
- **Ross Ave Sewer** – Complete
- **East Ave Sewer** – Complete
- **Choptank Outfall** – Complete
- **Pavement Preservation** – Bid opening 3/25/2024 Finley Asphalt low bidder at \$589,632.57.

FLEET MAINTENANCE

<u>YEAR</u>	<u># Invoices</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet Total</u>
2024	89	\$51,011.72	3	\$1,961.77
2023	99	\$31,547.39	4	\$490.89

The sublet repairs consist of the following:

Alignment: \$100.00

Dealer: \$1,861.77

UTILITIES

- Utilities responded to 9 sewer backups, 2 main line repairs, and installed one clean out
- Utilities replaced 20 meters

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	17	35
Commercial Building	1	8
Demolition	0	1
Electrical	16	47
Mechanical	2	16
Plumbing	5	20
Swimming Pool	0	0
Amusement Rides	0	0
Tent	2	3
Clean Out Installation	2	4
Water and Sewer Connection	1	5
Total: All Permits	46	139

New Residential Units (CO's)	Month	Year to Date
Total	1	5

Valuations	Month	Year to Date
Residential	\$859,735.92	\$1,396,123.93
Commercial	\$0.00	\$8,005,956.78
Total	\$859,735.92	\$9,402,080.71

Building Inspections	Month	Year to Date
Residential	71	207
Commercial	60	177
Total: All Inspections	131	384

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	0
Fence	9	18
Mobile Food Units	1	3
Signs - Permanent	1	9
Signs - Temporary	2	3
Zoning	13	23
Total: All Permits	26	56

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

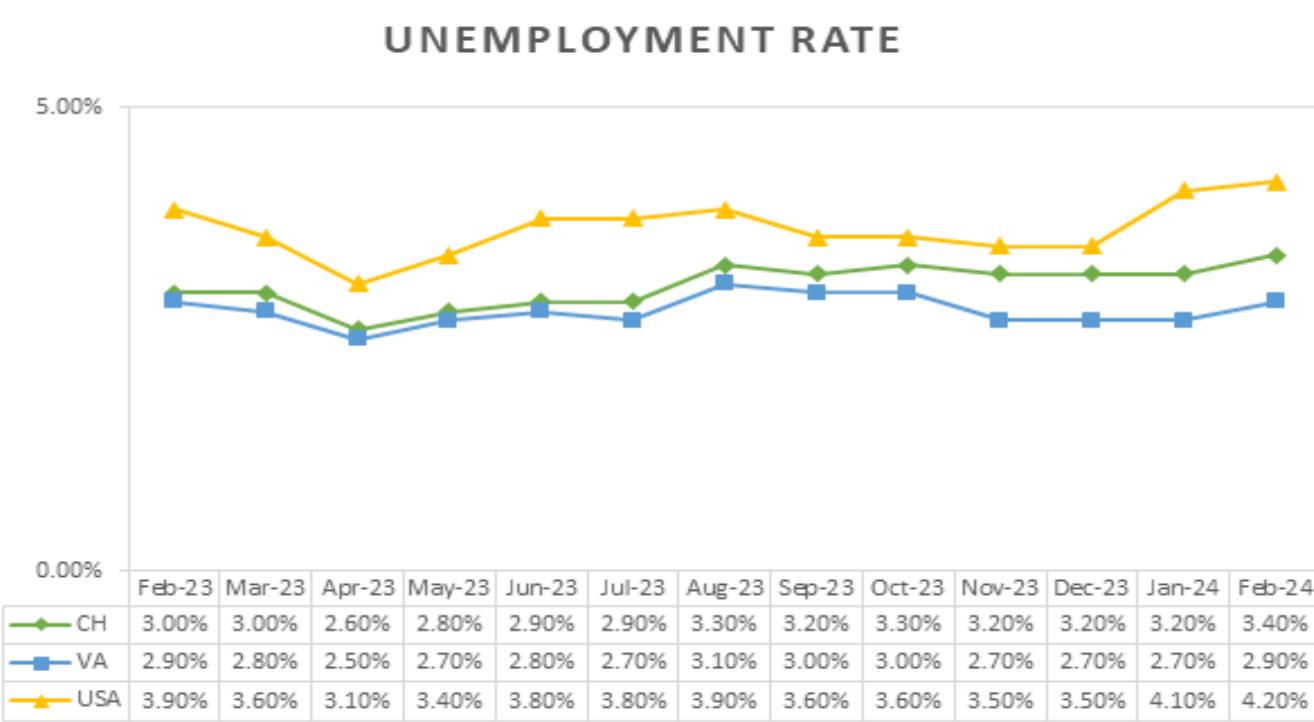
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	0
Planning Commission	1	3
Wetlands Board	0	0
Total: All Meetings	1	3

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	0	3	2	4
Exterior Storage of Objects	2	6	0	2
Inoperable Vehicle	2	6	1	1
Property Defacement	0	0	0	0
Tall Grass	0	0	0	0
Trash Can Placement	1	6	13	30
Trash/Debris	1	7	0	3
VA Property Maintenance Code	2	4	0	0
Zoning	2	5	0	0
Uniform Statewide Building Code Violation	1	2	0	1
Total: All Cases	11	39	16	41

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 March 2024 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8891	8632	259	2.9%	No

***Chesterfield** **2.4 % unemployment** ***City of Petersburg** **5.2% unemployment**
***Dinwiddie** **2.6 % unemployment** ***City of Hopewell** **3.9% unemployment**
***Prince George** **3.1 unemployment**

Prospect Activity:

Direct Requests for Information:	3
Sites/Bldgs. Submitted	1
Active Prospects	7

Projects:

Panera w/Drive-thru – under construction
 GO Car Wash – under construction
 Popeyes
 Stallings Storage Facility
 Holiday Inn Renovation
 Home2 Suites
 Flag Stop Carwash – under construction.

Colonial Heights Police Department

MONTHLY REPORT: MARCH 2024



MEMORANDUM:



TO: Doug E. Smith, City Manager
FROM: Colonel William H. Anspach, Chief of Police
RE: ***MONTHLY REPORT for March 2024***

The increase in calls for service that we experienced in February continued into March with an additional 300 requests for service. In addition to an increase in calls, we had the most felony and misdemeanor arrests, conducted the most traffic stops and issued the most traffic citations and warnings to date.

While we were busy, this was a fantastic month for our agency, as we were finally able to get back on a proper timetable for our ***Honors and Awards Banquet***. Due to COVID, the banquet had been postponed. As a result, not only did we have to catch up, but we were also forced to hold it in the latter part of the year. This year, with the financial assistance of several of our incredible citizens and businesses, we were able to hold our banquet earlier than ever. This meant that officers' acts of bravery, lifesaving and achievements from 2023 were presented to them while still fresh on everyone's mind.

Since our banquet began, the American Legion Post 284 has been an incredible partner and provided us a space to host our event. This year, however, we wanted to not only celebrate and honor our officers, but we also wanted to celebrate their families. We were fortunate to be able to secure the Keystone Tractor Museum. This afforded us an opportunity to bring several large pieces of newly acquired grant-funded equipment and vehicles inside the facility for display. The museum was also open to us for families to explore before and after the banquet. It was wonderful to see officers with their children and spouses, as well as our guests, inspecting the vehicles, asking questions and talking with one another. It truly was a family environment and a well-deserved reward for a job well done.

This year was also unique as it was the first year that the awards for Officer of the Year and the Wiegartz-Miller Volunteer of the Year were peer-selected. In years past, both awards were selected by members of the Command Staff. This year, however, we opted to put this incredible responsibility into the hands of the combined Awards, Auxiliary and Officer of the Month Committees. Three separate committees came together and made two excellent selections. **Master Officer Will Waldrep** was selected as the **2023 Police Officer of the Year**, and **Auxiliary Officer Dann Ferguson** was selected to receive the **2023 Wiegartz-Miller Volunteer of the Year** award. In addition, and thanks to the Awards Committee, both received an award pin for their uniform commemorating their achievement.

This was a truly a fantastic, well-deserved evening, and I want to say thank you to everyone who made it possible. April will be busy as we prepare to host the annual ***Tri-Cities Law Enforcement Memorial Breakfast***, as well as the ***Special Olympics Torch Run*** and ***Drug Take Back*** events. Hopefully we will be blessed with some warm weather as a reward for hard work!!



OFFICER OF THE MONTH: MARCH 2024

The **Employee of the Month** Committee met on April 12, 2024, at which time all nominations received were reviewed and part-time **Officer Renee Walters** was selected as our **Employee of the Month** for March 2024.

Officer Walters has been crucial in maintaining our Property Room. She always comes into work with a smile on her face and is willing to help any officer or staff member in need of assistance. Renee comes in when she is off to assist officers when a large amount of property has been seized and makes sure that it is all checked in and placed in its appropriate section.

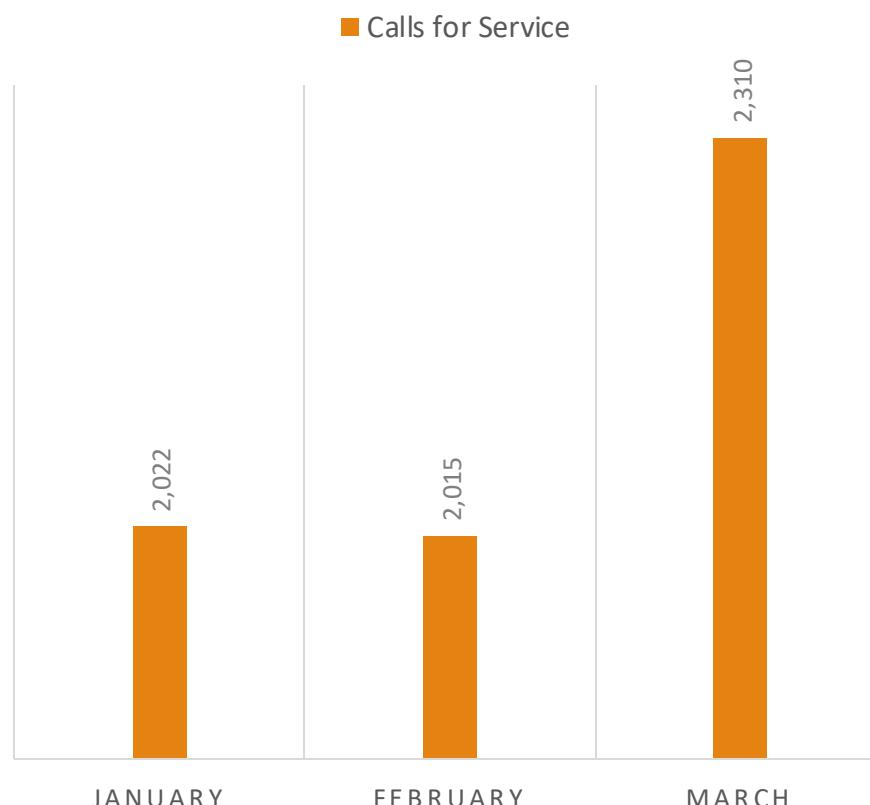
As many of you know, there are a lot of “moving parts” when it comes to setting up a big event such as the annual Honors and Awards Banquet. There are slideshows, photos, scripts, and decorations. Even though Renee is scheduled to work part-time on Wednesdays and Thursdays each week, she jumped right in to assist her division with anything they needed. She even came up with the idea of adding a description of each award into the program. The biggest contribution was assisting Sgt. Desiree McCurry with implementing a script that could be followed by anyone reading off awards to ensure each officer got the recognition they deserved. Officer Walters also assisted Sergeant McCurry with setting up the centerpieces for the ceremony and helped sell tickets for the 50/50 raffle. If there is anything that needs to be done immediately, this division can ALWAYS count on Renee to get it done. She is a team player and has such a “go-getter” attitude that allows her to get things done with little to no assistance. If it was not for her help, the awards banquet would have looked a lot different. This month, we wanted to acknowledge Officer Walters by selecting her as the Employee of the Month and thank her for all her assistance in making magic happen at the last minute.

Renee more than contributes to the overall mission of the department through her excellent work ethic and dedication. She meets the department’s mission of protecting the life, individual liberty, and property of all people within the City of Colonial Heights.

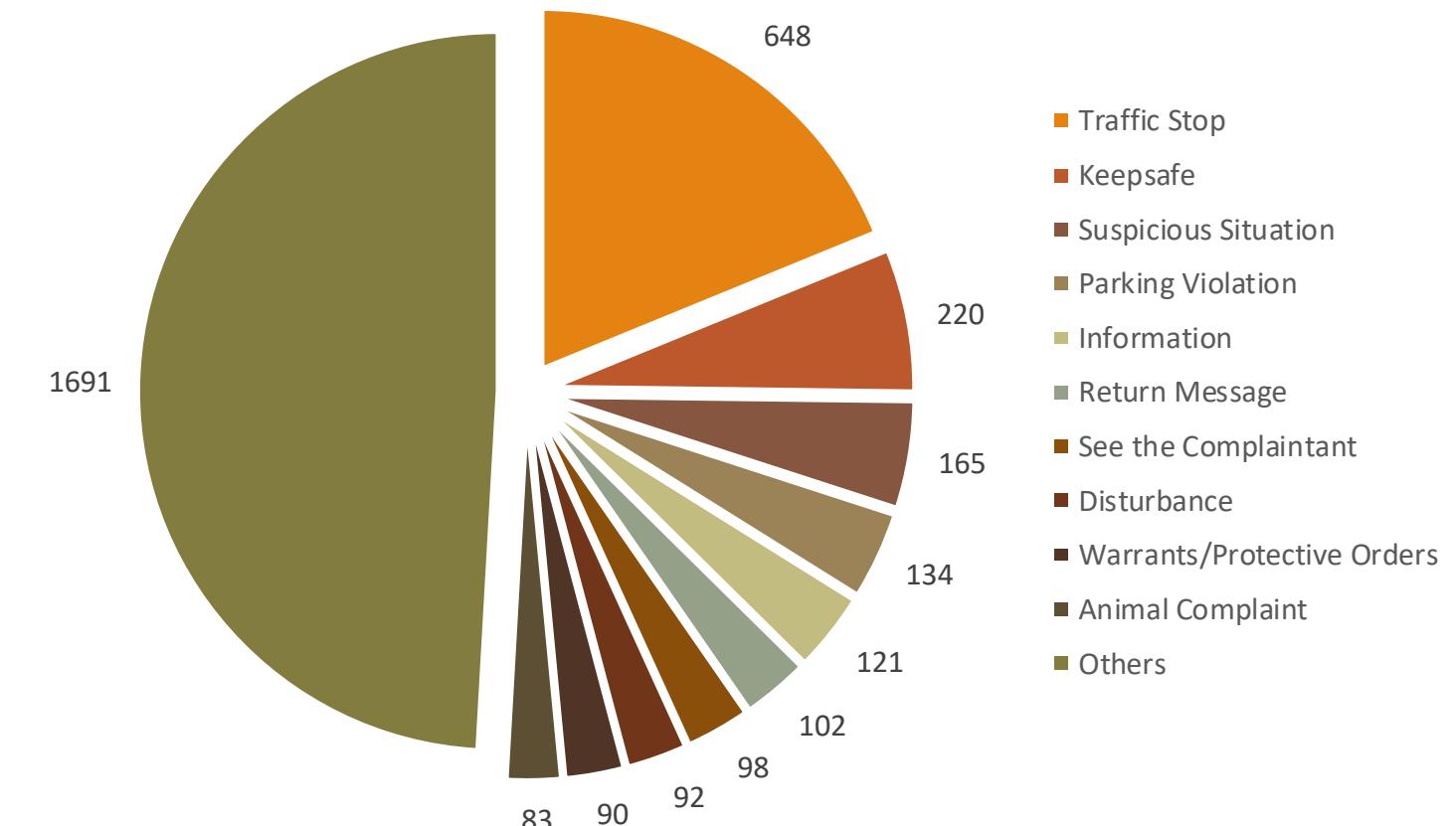


CALLS FOR SERVICE: MARCH 2024

CALLS FOR SERVICE PER MONTH

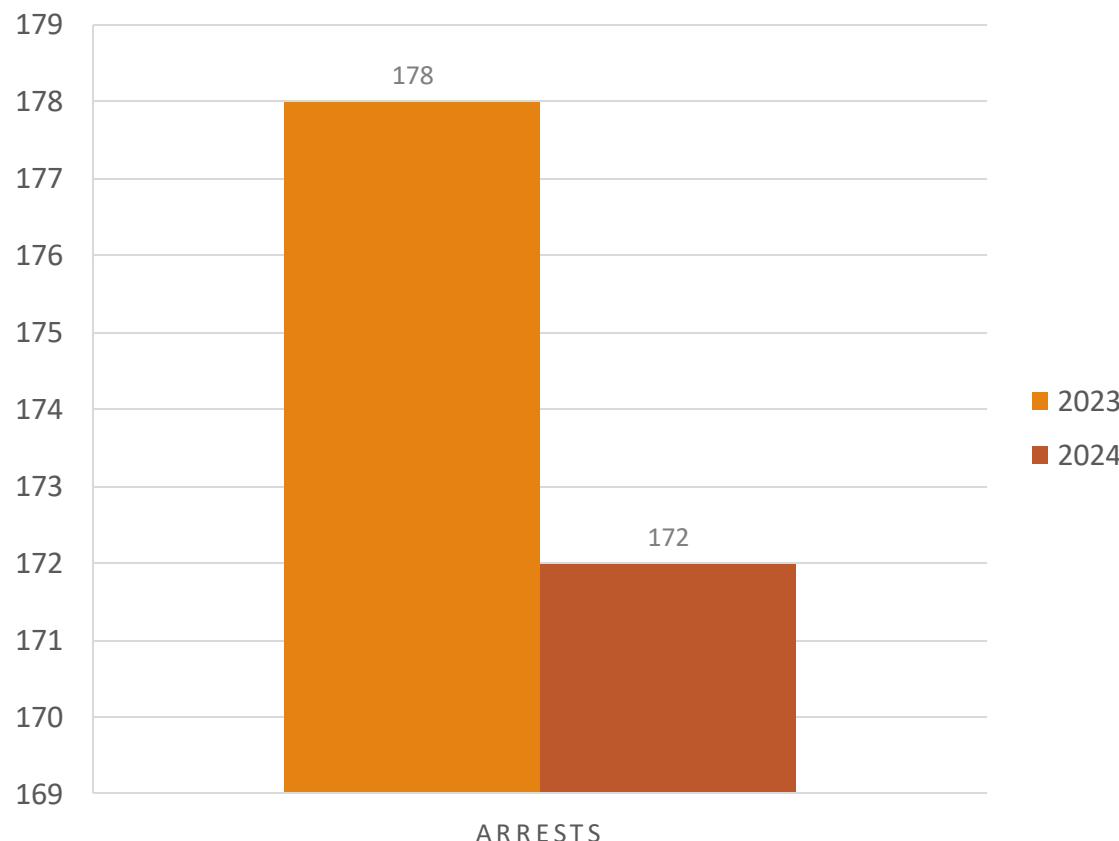


TOP CALLS FOR SERVICE

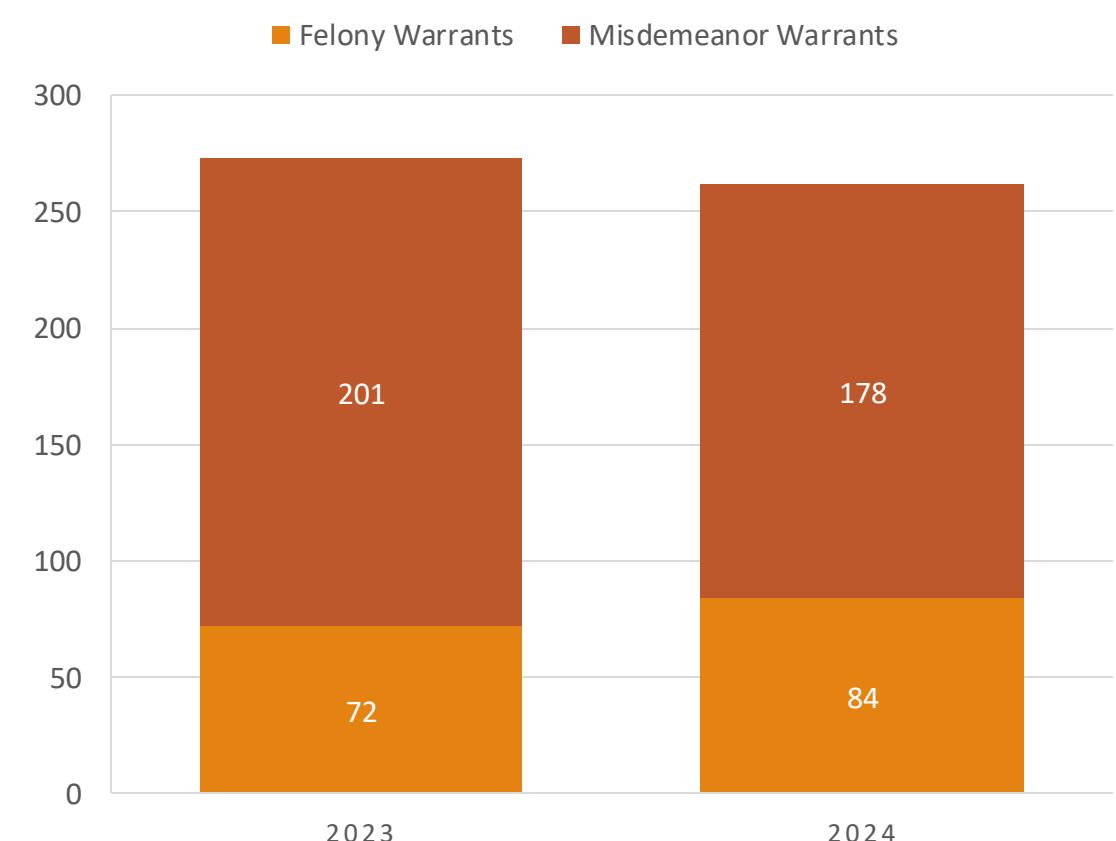


ARRESTS MADE AND WARRANTS SERVED: MARCH 2024

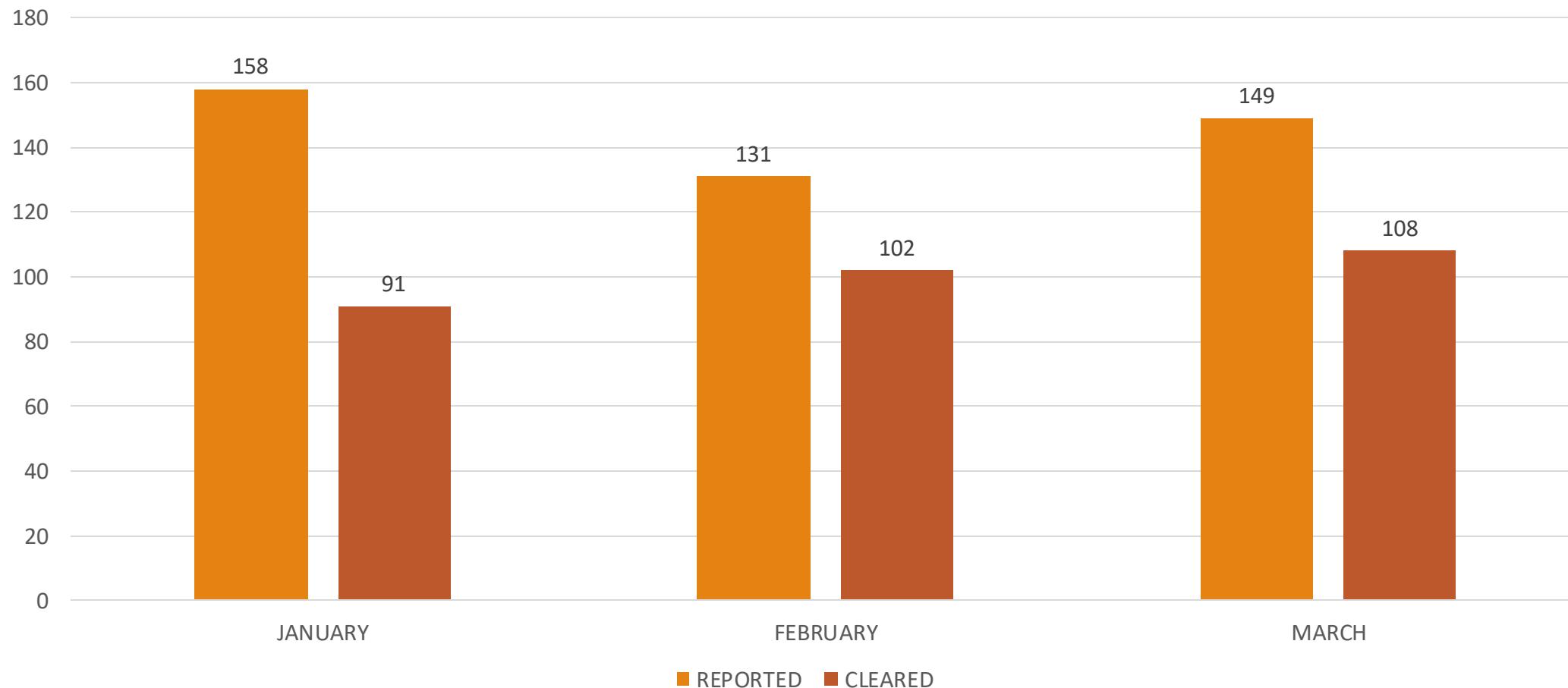
CRIMINAL ARRESTS



WARRANTS SERVED



GROUP A CRIME STATISTICS COMPARISON: MARCH 2024



Crime Statistics and Clearance Rates: March 2024							
Group A Crimes:		Group B Crimes:					
Reported to Date:		457					
Cleared to Date:		301 (65.9%)					
Offense Type							
Number of Offenses Occurred							
Number of Offenses Cleared							
Percentage Cleared							
Crimes Against Persons							
Homicide Offenses		0	0	N/A			
Aggravated Assault		5	5	100%			
Simple Assault		11	9	81.8%			
Intimidation		3	1	33.3%			
Sex Offenses		1	2 (1 additional cleared from previous month)	100%			
Crimes Against Property							
Burglary		0	0	N/A			
Counterfeiting/Forgery		0	0	N/A			
Destruction/Damage/Vandalism to Property		10	6	60%			
Fraud Offenses		45	21	46.7%			
Larceny/Theft Offenses		40	22	55%			
Motor Vehicle Theft		3	1	33.3%			
Robbery		0	0	N/A			
Stolen Property Offenses		3	0	0%			
Crimes Against Society							
Drug/Narcotic Violations		16	14	87.5%			
Pornography		5	5	100%			
Weapon Law Violations		25	21	84%			

MONTHLY STATISTICS: MARCH 2024

Action	January 2024	February 2024	March 2024	Year Total
Traffic Stops	480	549	645	1,674
Verbal Warnings	241	281	326	848
Written Warnings	114	146	120	380
Summons	264	288	406	958
DUI Arrests	11	5	8	24
Felony Warrants Served	61	81	84	226
Misdemeanor Warrants Served	159	173	178	510
Total Arrests	167	173	172	512
Vehicle Crashes	65	59	73	197
Field Interviews	10	15	9	34
Parking Citations	85	114	109	308
Alarm Citations	7	5	3	15
Calls for Service	2,022	2,015	2,310	6,347

ANIMAL SERVICES: MARCH 2024

Animal Services		
Stray Animals	14 Dogs	3 Cats
Surrendered Animals	2 Dogs	1 Cat
Adopted Animals	5 Dogs	1 Cat
Returned to Owner	8 Dogs	0 Cats
Euthanized Animals	0 Dogs	0 Cats
Animal-Related Calls for Service	74	
Animal-Related Calls for Service, YTD	198	



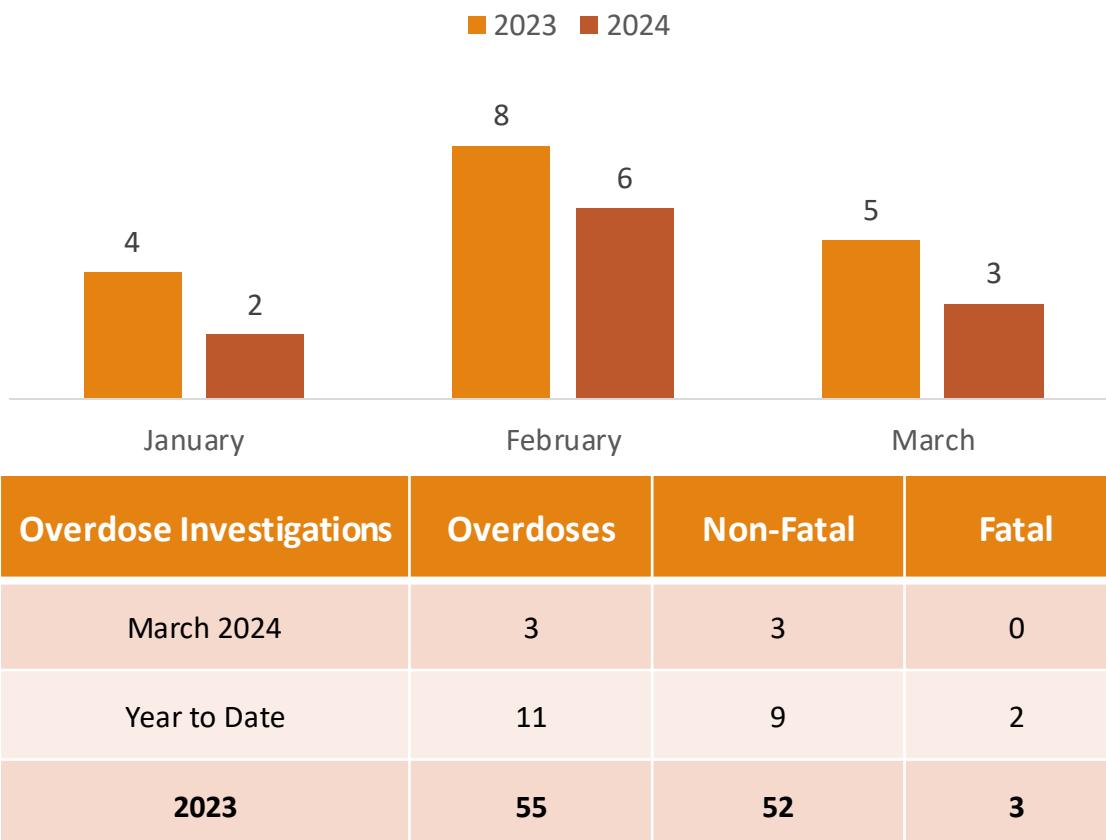
INVESTIGATIONS: MARCH 2024



Investigations	
New Cases Assigned	12
Child Protective Services Cases	2
Child Protective Services Referrals	2
Other Investigations	1
Total Cases Cleared	9 in March 1 from a previous month
Percentage of Cases Cleared for March	75%
Year to Date Clearance Percentage	83%

OVERDOSES & BEHAVIORAL HEALTH EMERGENCIES: MARCH 2024

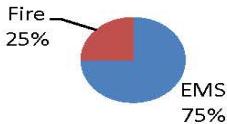
Overdose Comparison



	March 2024	2024 To Date	2023 Total
Behavioral Health Emergency Calls	35	88	343
Total Hours Spent by Officers	115.8 hours	196.1 hours	1,142.3 hours
Equivalent Days	5 days	13 days	47.5 days

FIRE & EMS DEPARTMENT:

Total Incidents: 481



Total Fire Type Incidents: 100 (\$230,000 Total Fire Loss)

Total EMS Incidents: 381 (249 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 95.8% of emergency incidents: (Avg. first apparatus travel time 5:49 minutes)

EMS units arrived on scene in less than 9 minutes on 94.3% of emergency incidents. (Avg. first ems unit response time 5:54 minutes)

Fire Division (number of incidents):

Fires		Hazardous Situations		Service Calls and False Calls	
Building Fire	1	Gas leak (natural gas or LPG)	3	Good intent calls	18
Outside rubbish fire, other	2	Electrical wiring/equipment	2	Public service calls	26
Dumpster or other outside trash receptacle fire	1	problem, other		False alarm/false calls	20
		Overheated motor	1	Assist invalid	6
		Power line down	1	Smoke detector installation	3
		Smoke scare, odor of smoke	1	Public Fire education	3
		Smoke or odor removal	1	Carbon Monoxide detector	N/A
		Unauthorized burning	3	installation(s)	
		Authorized controlled burning	2	Knox Box Installation	1
		Bomb scare-no bomb	1	Preplan	1

EMS Disposition Incident/Patient Disposition

Cancelled (No Patient Contact)	12	Cancelled on Scene (No Patient Found)	6	Cancelled (Prior to Arrival at Scene)	7
Patient Evaluated, No Treatment/Transport Required	9	Assist Public	33	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	3
Patient Dead on Scene-Resuscitation Attempted (W/O Transport)	1	Patient Refused Evaluation/Care (Without transport)	30	Standby, Public Safety, Fire, or EMS	1
Patient Treated, Released (AMA)	13	Patient Treated, Released (per protocol)	10		
Patient treated, Transported by Private vehicle	N/A	Patient Treated, Transferred Care To another EMS Professional /Unit	5	Transported Lights/Siren Transported no Lights/Siren	26 223

Fire Mutual Aid Given & Received

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

EMS Mutual Aid Given & Received

Mutual Aid given to Petersburg (EMS)	4	Mutual Aid received from Petersburg (EMS)	3
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	1
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	1
Mutual Aid given to Prince George (EMS)	1	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)	5	Total EMS Mutual Aid received (Transport unit)	5
Total Fire Mutual Aid given (Engine/Ladder)	1	Total Fire Mutual Aid Received (Engine/Ladder)	5

Fire Units

Medical Units

Station 1	Number of Incidents	1	3
	Total Hours	E-991 5 hrs.	Medic-932 240 hrs.

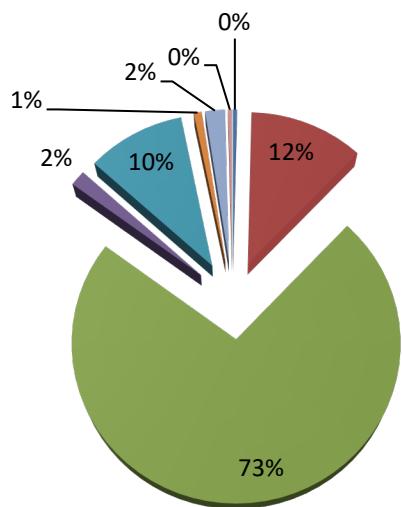
N/A

Medic-931 71 hrs., Medic-935 96.5 hrs.

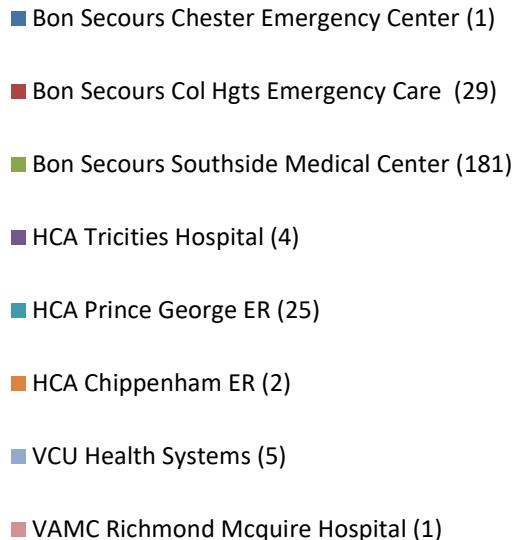
Station 2	Number of Incidents	1	1
	Total Hours	Quint-942 148.5 hrs. Rescue-942-11.5 hrs. Quint-992 708 hrs.	Medic 933 195 hrs. N/A

FIRE & EMS DEPARTMENT (CONTINUED):

PATIENT TRANSPORT (BY FACILITY)



EMS TRANSPORT (BY FACILITY)



Fire Investigations / Inspections

Inspections /Plans review completed 42

Special Assignments:

- Assisted the Deputy Fire Chief with Fire Station 1 project (site plans, land assessments, coordination of contractors)
- Completed two fire investigations within the city
- Assisted Petersburg with a fire investigation
- Four staff attended monthly fire marshal in-service training in Henrico County
- Two staff attended Fire Marshal fireworks training in Hanover County
- 41 Fire lane violations with parking citations issued by the Fire Department
- Attended Career Day events @ Lakeview Elementary & Colonial Heights Middle School

Special Notes

CHFD/EMS Medic Patient Transport Mileage: Total: 1,759.10 miles

Average: 7.21 Miles

March 2023 Total Incidents: 508 Fire: 122 EMS: 386

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 March 2024:

Advertisements

<u>Department</u>	<u>Position</u>
Finance	Administrative Assistant (Part-time)
Fire & EMS	Communications Officer
Police	Police Officer (Non-certified)
Police	Animal Control Aide (Part-time)

Applications

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Recreation Assistant II (Part-time)	5	335
Recreation Assistant (Part-time) Summer Program	7	331
Crime Analyst	77	1,076

Miscellaneous

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

<u>New Employees</u>	<u>Employee Separations</u>
*No new employees to report.	Police Officer

- Administered the written test phase for the Communications Officer hiring process on March 2, 2024 and March 4, 2024.
- A planning session was held on March 5, 2024 with the City's Section 125 benefits vendor to establish a timeline and program format for the annual employee benefits fair and open enrollment process.
- Attended a virtual forum on March 6, 2024 presented by The Local Choice (TLC) program to review instructions for the health insurance program's datasheet entry requirements.
- The Citizens Government Academy began on March 7, 2024 with on-site department visits to provide participants with a better understanding of City operations and services. The program will end on May 9, 2024 followed by a graduation presentation at the City Council meeting on May 14, 2024.
- Attended the Richmond SHRM *Legal Update* on March 14, 2024, which provided information on current and proposed employment law, constructive performance evaluations, workplace investigations, and collective bargaining.
- Administered the written test phase for the Police Officer (Non-certified) hiring process on March 16, 2024.
- Attended a virtual Richmond SHRM webinar presented by Littler Mendelson P.C. *Human Resources, Artificial Intelligence, and the Law* on March 20, 2024.
- Hosted a Public Sector Human Resources Association (PSHRA) Virginia Chapter central region meeting on March 21, 2024 to discuss Human Resources challenges, best practices, and solutions in surrounding and central Virginia localities.

INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 57,277 views in the month of March.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Colonial Heights Web Site (7,548)2. Search (2,678)3. Real Estate Records Search (2,655)4. Pay Online (2,623)5. Library (1,913)6. Animal Control & Shelter (1,497)7. Yard Sale and Sign Permits (1,316)8. Recreation & Parks (1,036)9. Utility Billing (978)10. Police (875)11. Agenda Center (754)12. Real Estate Assessor (664)13. City Employees (643)14. Bid Postings (628)15. Human Resources (587)	<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>Canada</td></tr><tr><td></td><td>Philippines</td></tr><tr><td></td><td>Germany</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>Pennsylvania</td></tr><tr><td></td><td>Maryland</td></tr><tr><td></td><td>Washington, D.C.</td></tr><tr><td></td><td>North Carolina</td></tr></tbody></table>		India		China		Canada		Philippines		Germany		New York		Pennsylvania		Maryland		Washington, D.C.		North Carolina
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	Pennsylvania																				
	Maryland																				
	Washington, D.C.																				
	North Carolina																				

- Citizens submitted and city staff processed 191 service requests and questions through the “Report a Concern” module during the month of March.
- The City of Colonial Heights’ Facebook Page now has 6,500 fans and the City’s Twitter (X) account has 1,705 followers. There are 2,606 subscribers for “In the News”.
- Proactive Information Management completed 74 hours of IT service and maintenance for City departments this month.
- IT participated in the Citizen Academy giving an overview of services provided.
- GIS continues to work with Planning on their Zoning Map. They have created a new GIS layer for Planning Residential Parcel Road Frontage. GIS also created a new regional map insert for the new design pamphlet for Economic Development.

LIBRARY:

- The library staff circulated 7,945 items in February broken down as follows:
 - Residents borrowed 6,631 print titles
 - 91 e-books on Kindle readers
 - 1,223 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,796 residents registered for the Hoopla service.
- The public computer center had 723 users
- The Story Time programs had 271 children attend
- The library’s meeting rooms were used 109 times
- An average of 451 residents used the library each day, while 55 residents registered for new library cards.

RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of March, the Recreation Department completed Youth Baseball/Softball registration and practices begin in early-April. Youth and Adult Baseball/Softball tournaments and practices were played on department fields and spring high school sports began regular season play in early-March as well. Adult Softball Leagues also returned to Lakeview this spring, playing on 3 nights with multiple divisions.

Staff is preparing for upcoming events to include the Fort Clifton Festival in early-May, as well as, commemorative events for the 250th Celebration of the Revolutionary War. Staff has also started the planning and preparations for summer activities to include Summer Camp, Sports Camps, and the Annual Back to School Festival. Recreation staff attended Career Days at Colonial Heights Middle School and Lakeview Elementary School to talk about what they do here in the City as well as what a career in Recreation looks like.

The Department held its first Doggy Easter Egg Hunt in March that included an egg hunt with dog treats, caricatures of attendants, and an obstacle course. Therapeutic Recreation classes continue to be well attended weekly and the program received sponsorships and grants that will allow the program to continue being offered for FREE to families.

The new Pickleball Courts construction continued in March with LED light installation, net posts being set, and paving of the courts being completed. The courts should be ready mid-late April for residents to enjoy.

Athletics/Programs	2024	2023
Belly Dancing	14	4
Youth Baseball	200	245
Martial Arts/Self Defense	5	N/A
Nature Programs/STEM Programs	61	9
Preschool Classes	17	7
Doggy Easter Egg Hunt	65	N/A
Home School Programs	10	N/A
Young Artists	5	N/A
Imagination Thursday's	6	2
Soul Line Dancing	99	89
Therapeutic Recreation	79	68
Facility Usage	2024	2023
Community Room Attendance	1,206	1,005
Community Room Reservations	18	16
Pavilion Attendance	1,044	1,092
Pavilion Reservations	18	21
Field Attendance	9,220	9,128
Field Rentals	57	56

Parks, Horticulture, Buildings & Grounds

Parks

- Filled in holes on A field behind Optimist Club.
- Hung new net on 3rd base side of High School baseball field.
- Cut water on to parks and ballfield restrooms.
- Blew out leaves in pavilions at parks.
- Drug and lined ballfields as needed for games and practices.
- Cleaned and stocked ballfield and park restrooms as needed.
- Emptied all trash in parks and ballfields as needed.
- Fixed boards on bridges and walkways in parks.
- Fixed broken fence boards throughout parks.
- Maintained grass and weeds around all parks and properties.
- Lined all ballfields, soccer complex and football stadium as needed.
- Assisted Buildings Maintenance with various projects around City.
- Performed maintenance on all grass cutting equipment.
- Assembled benches to be placed on trails.

Horticulture

- Picked up and discarded trash at City properties.
- Mulched flower beds around City buildings.
- Pruned trees and bushes throughout City properties and roadways.
- Performed weed control on various City properties.
- Picked debris and wood that was replaced at City parks.
- Cut grass at various City properties and roadways.
- Prepared and planted new memorial tree at Tech Building.
- Weeded the newly placed rocks at Roslyn Landing Park.
- Picked up and discarded fallen branches at various sites.
- Trimmed ornamental grasses at various City locations.

Buildings Maintenance

- Worked with Ducks Locksmith on doors at Fire stations 1 and 2.
- Fixed drawer on Billings and Collections office cabinet.
- Completed plumbing fixtures project at Fort Clifton restrooms.
- Fixed leaks on Lakeview Park restrooms.
- Changed numerous ceiling tiles at Police Department.
- Replaced numerous light bulbs throughout City buildings and properties.
- Helped move furniture as needed in City buildings.
- Fixed leaking water line at Lakeview concession stand.
- Worked on score board at Civic Softball Field.
- Worked on HVAC unit at Library.
- Hung folder rack for Human Resources at City Hall.
- Fixed Plumbing leaks at High School ballfield restrooms.
- Added new valve to yard hydrant at White Bank Park.
- Put electrical outlets back at Fort Clifton restroom building that was taken off for new siding.
- Completed numerous work orders for all City properties and Buildings.

RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Activities	2024	2023
Bingo in Center	88	75
Bowling	150	140
Bridge Party	20	36
Dominoes	29	35
Ft. Lee Golf Assoc. Meeting	92	90
Mahjong	33	41
Pinochle	39	56
Scrabble	9	12
Senior Club Advisory Board Meeting	7	N/A
Senior Club Meeting	88	123
Weekly Lunch Programs	83	82
Awareness/Education	2024	2023
Library: Total # Books Checked Out	14	15
Lunch & Learn Oasis	18	N/A
Lunch & Learn Tech Heads	14	N/A
Classes	2024	2023
Crochet & Knitting	38	36
Intro. To Line Dancing	131	110
It's Game Time	40	49
Line Dancing Class	165	219
Meditation	75	101
Open Paint	17	14
Scrapbooking	5	N/A
Sewing Class	14	22
Tap Class	20	25
Tech Savvy	5	2
Fitness	2024	2023
Balance	60	99
Cardio Ball	30	58
Chair Volleyball	82	48
Drum Fit 45	58	55
Fitness Center Usage	133	125
Muscles in Motion	266	209
Pickleball	238	298
Sit & Fit	298	293
Strength & Stretch	108	116
Stretch It Out	14	64
Tai Chi	42	37
Walk This Weigh	40	102
Water Aerobics	45	33
Yoga	93	112
Trips	2024	2023
Lunch Bunch – Mabel's	10	N/A
Mid Atlantic Quilt Show	10	N/A
TOTAL	2,721	2,932

Transportation	2024	2023
Total Passengers	287	279
Total Trips	597	634
Total Miles	2265	2938
Wheelchairs	9	13
Donations	\$322.00	\$340.00
New Riders	13	2
Volunteer Hours	26	8

Lunch Bunch at Mabel's



Violet Bank Museum

Attendance	2024	2023
Tours Given	31	28
Grounds Visitors	11	21
Ongoing Programs	20	61
Special Events	0	44
Attendance Totals	62	154

RECREATION & PARKS DEPARTMENT CONTINUED:

OFFICE ON YOUTH & HUMAN SERVICES

OOY Values - Staff continue to serve the community through prevention and diversion programming, education and mentorship by utilizing a growth mindset with an emphasis on tolerance, fairness, balance, inclusiveness and respect. As a team, we believe that children and families are resilient and are capable of growth, learning and change. Positive outcomes are achieved through the recognition of their strengths and putting a focus on innate abilities, knowledge and capacities.

OOY Meetings for March, 2024

- Allies for Underserved Groups (AHUGS); Coalition Against Alcohol, Nicotine, Drugs, Underage Use (CAAN-DUU)
- Colonial Heights Public Schools Mental Health Committee; Crater Area Coalition on Homelessness (CACHE)
- Community Coalitions of Virginia (CCOVA); Community Criminal Justice Board (CCJB)
- Community Policy Management Team (CPMT); Community Multi-Disciplinary Team (CMDT)-caseload 5
- District 19 (D19); Juvenile & Domestic Violence Task Force (JDVTF)
- Family Assessment Planning Team (FAPT)-caseload 43; Interagency Prevention Team-caseload 1
- Juvenile & Domestic Violence Task Force (JDVTF); Partnership for Youth
- Positive Parent Coalition (PPC); CHPS Superintendent Advisory Board
- Southside Trauma Informed Care Network (STICN); Virginia Community Crime Control (VJCCA)
- Virginia Mortgage Relief (VMRP); Youth Services Commission (YSC)

Community Programs

Kids' Achieving Progress Afterschool Program

- KAP enrollment 32, Participants enjoyed a field trip to Swader's and an SEL project about belonging

Youth Advisory Council (YAC)

- Members assembled 30 Hygiene Kits and donated to the James House on March 5th, 2024. Members created posters for the upcoming "No Excuse for Abuse" event on April 18th

Community Events

- Learning Luau at Lakeview-provided resources to more than 100 families, youth participated in an art activity. Art was donated to Patrick Neuman at the School Board Office. Three youth won the raffle and received a goody bag with books and other fun things.
- Positive Parenting Coalition Institute "Helping Children with Grief" was well-attended (88 registered) and 10 vendors. It was held on March 28, 2024. There were three speakers- Karen Bladergoen with Noah's Children, Amanda Lynch with Virginia Department of Health, and Richard Sikon with Brightpoint Community College

VJCCA Diversion Programs-12th District Juvenile & Domestic Relations Court

- **Community Service**-Program to provide community service supervision for court mandated youth. Four youth completed a variety of tasks in March. Paper shred and cleaning Hometown Hero banners, helped at Home & Garden Show.
- **Shoplifting Diversion**-Program to educate youth and parents about the consequences of committing larceny. 21 participants
- **District 19 Substance Abuse Assessments**-Contract with District 19 to evaluate youth referred for possible substance use. No referrals for March.
- **ATOD**-Alcohol, Tobacco, Other Drugs - Program to educate youth on risks associated with drug use. No referrals for March.

Professional Development

- Opioid Affected Youth Initiative Webinar; The Future of Restorative Justice webinar
- Summative Evaluation Results Webinar; Grant Writing Webinar
- Building Coalitions for Success Webinar; Fentanyl Awareness Pilot program information

Special Happenings

- Staff made presentation to the Citizens Academy; Attended VSU Social Work program; Presentation to 12th District Court judges and Community Policy Management Team as required for the VJCCA FY 25-26 plan

UPCOMING EVENTS

- April 18, 2024 6-8pm-No Excuse for Abuse Awareness Walk
- June 8-19-Middle School Leaders
- July 22-August 9-Youth Conversation Corps Camp

