



# CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 2023

## **PUBLIC WORKS & ENGINEERING:**

### **ENGINEERING**

#### **TRANSPORTATION CAPITAL PROJECTS**

##### **SRTS Phase 3 UPC 122282 (Formerly )102836**

- Project scoped
- Development of RFP in process
- Request for authorization to advertise submitted to 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 scheduled to start 12/11/2023

##### **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 in process

##### **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
  - 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
- Working with design engineer to identify cost savings

## **PUBLIC WORKS & ENGINEERING (CONTINUED):**

### **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

## **EMERGENCY/CITY PROJECTS**

- **Lakeview Dam Project** – Concrete has been poured moving on to the next phase.
- **Right of Way** – Reviewing and issuing permits.
- **Tri-Sate** – Continuing rehab of sanitary sewer lines and assessing storm water lines for lining
- **Water Tower Cleaning** – Shepherd and Sherwood have been cleaned and are back in service, South Park is being scheduled in January.
- **Danville BMP** – Emergency maintenance in process
- **Pavement Preservation** – 2024 plan in development.

## **PUBLIC WORKS & ENGINEERING (CONTINUED):**

### **FLEET MAINTENANCE**

<b><u>YEAR</u></b>	<b><u># Invoices</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet Total</u></b>
2023	72	\$64,725.64	1	\$338.97
2022	80	\$24,489.24	10	\$2,234.31

The sublet repair consisted of flat tire repairs on a backhoe. The reason the total cost is more than twice the normal amount is the street dept had app. \$13,000 for engine repairs, police had app. \$13,000 for equipment in the k-9 vehicle and other equipment, the Fire Dept had app. \$10,000 for repairs to Quint 942 and the schools had app. \$7,000 for repairs to the Dodge Caravans in their fleet.

### **UTILITIES**

- Utilities responded to 1 water main-line break and 5 water service line repairs
- Utilities responded to 7 sewer backups, 2 sewer lateral repairs, and 3 clean-out install/repairs

# PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

## BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	8	137
Commercial Building	1	50
Demolition	0	4
Electrical	20	199
Mechanical	8	117
Plumbing	42	192
Swimming Pool	0	5
Amusement Rides	0	0
Tent	0	3
Clean Out Installation	1	14
Water and Sewer Connection	4	18
Total: All Permits	84	739

New Residential Units (CO's)	Month	Year to Date
Total	3	11

Valuations	Month	Year to Date
Residential	\$16,700.00	\$4,120,033.72
Commercial	\$206,020.87	\$13,782,960.41
Total	\$222,720.87	\$17,902,994.13

Building Inspections	Month	Year to Date
Residential	75	799
Commercial	133	1091
Total: All Inspections	208	1890

## PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	4	99
Mobile Food Units	0	2
Signs - Permanent	4	29
Signs - Temporary	1	8
Zoning	1	138
Total: All Permits	10	277

Development	Month	Year to Date
Plat: Adjustment/Vacation	1	2
Plat: Subdivision	0	1
Prelim. Site Plan Review	0	8
Special Exception Permit	0	1
Special Use Permit	1	2
Rezoning	0	3
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	3	15
Total: All Categories	5	32

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

## CODE ENFORCEMENT DIVISION

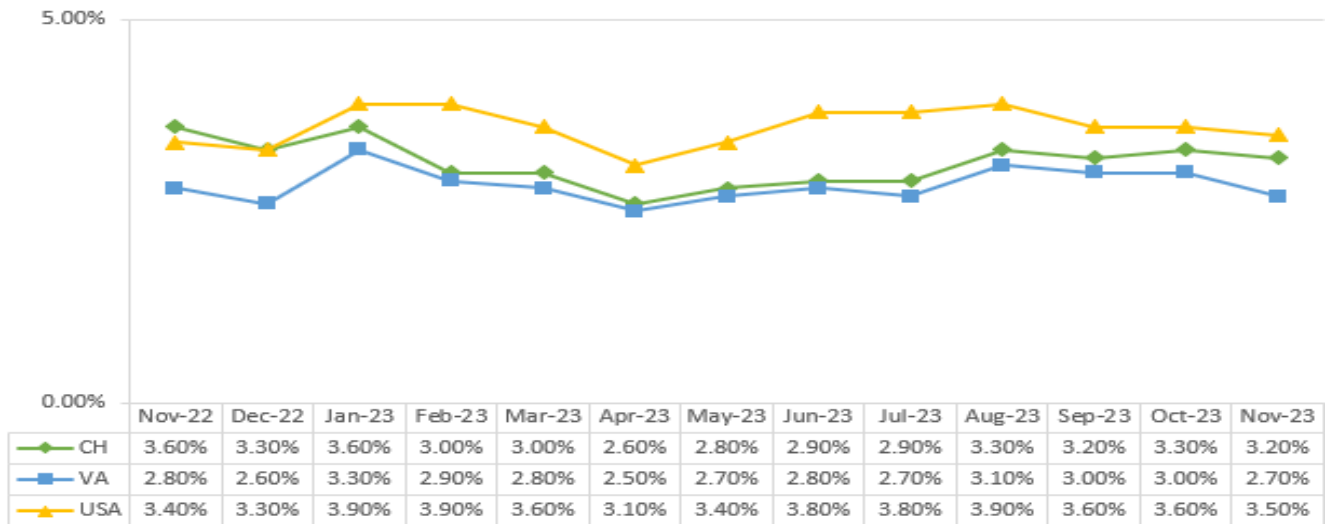
Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	5	28	2	16
Exterior Storage of Objects	3	30	2	30
Inoperable Vehicle	1	26	2	10
Property Defacement	0	0	0	0
Tall Grass	0	153	0	267
Trash Can Placement	7	52	2	42
Trash/Debris	6	34	2	21
VA Property Maintenance Code	1	28	1	6
Zoning	2	26	0	4
Total: All Cases	25	377	11	396



## **ECONOMIC DEVELOPMENT DEPARTMENT:**

### **UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS**

#### **UNEMPLOYMENT RATE**



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 November 2023 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8971	8682	289	3.2%	No

\*Chesterfield 2.9 %unemployment

\*Dinwiddie 3.2 % unemployment

\*Prince George 3.4% unemployment

\*City of Petersburg

\*City of Hopewell

5.4% unemployment

4.3% unemployment

### **Prospect Activity:**

Direct Requests for Information: 2

Sites/Bldgs. Submitted 2

Active Prospects 6

### **Projects:**

Panera w/Drive-thru – site grading

RIO Car Wash – site grading

Popeyes Subdivision

Stallings Storage Facility

Holiday Inn Renovation

Home2 Suites



## **Colonial Heights Police Department November 2023 Monthly Report**





## MEMORANDUM

TO: Doug E. Smith, City Manager

FROM: Colonel William H. Anspach, Chief of Police

RE: **MONTHLY REPORT FOR NOVEMBER 2023**

As expected, we experienced a busy month, as traffic begins to build in anticipation of the holiday shopping season. In fact, this month we experienced a nearly 10% increase in calls for service from November of 2022—a good as traffic continues to increase from the pandemic.

This month, our community pulled together to support Virginia State University Police Officer Bruce Foster, who was shot during an altercation with a suspect. While Officer Foster thankfully survived, he has been left with a life-altering injury. Our agency immediately provided support to the VSU campus by conducting extra patrols and even answering calls for service on campus. This allowed our partner agencies to concentrate on capturing the offenders, and our VSU partners an opportunity to care for Officer Foster and his family and simply process what had just taken place. We will continue to keep Officer Foster and the entire VSU community in our prayers.

We had several community events this month that honored our veterans. First and foremost, we were grateful to attend the American Legion's Veterans' Day Memorial as well as Mount Pleasant Baptist Church's Veterans' Day Breakfast. Also, we were appreciative to attend a Veterans' Day service at Gillfield Baptist Church in Petersburg. All these events were an excellent opportunity for us to pay tribute to the brave men and women who have served, their families and to those who made the ultimate sacrifice.

This was also a memorable month, as several of our officers completed training in prestigious programs. First, Senior Detective Chris Velasquez graduated from the Virginia Forensic Science Academy's nine-week training program. The training provides classroom instruction by qualified forensic experts and numerous practical exercises and evidence collection demonstrations. Officers are taught photography, crime scene investigation, arson evidence, toxicology, forensic biology, latent print evidence, trace evidence, toolmarks, firearms evidence and bullet trajectory, crime scene sketching, and much more. Additionally, Lieutenant Jason Chimera graduated from the Professional Executive Leadership School. The PELS program is an intensive three-week leadership education program designed for individuals who currently serve in command/executive level positions within their agencies. The objective of this program is to acquaint participants with best practices in leadership, challenge them to reflect upon their own leadership competency, and examine ways of achieving both personal and professional growth. We offer our sincerest congratulations to both and are excited to see them put their new skills to use as they protect our community.

Looking ahead, December looks to be another busy and exciting month with several retirements, the City Christmas Parade, new hires coming onboard, and our recruits will finally graduate from the basic training academy. The year 2023 is definitely one for the books!



# EMPLOYEE OF THE MONTH

## NOVEMBER 2023



**November 2023 Employee of the Month**  
**Officer Tristan E. Bennett**

The **Employee of the Month** Committee met on December 11, 2023, at which time all nominations received were reviewed and **Officer Tristan E. Bennett** was selected as our **Employee of the Month** for November 2023.

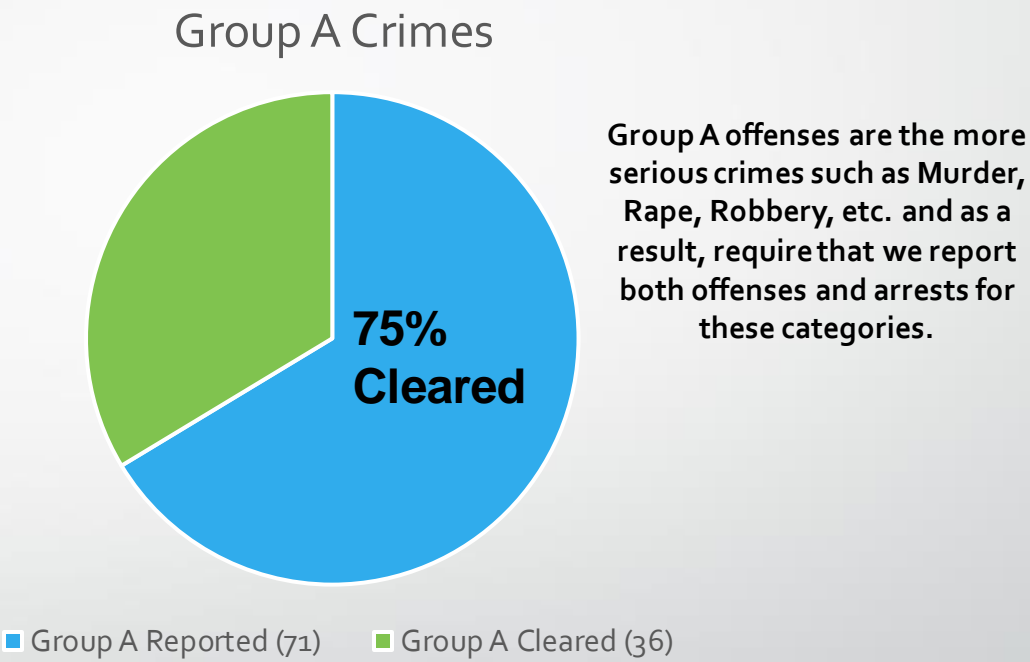
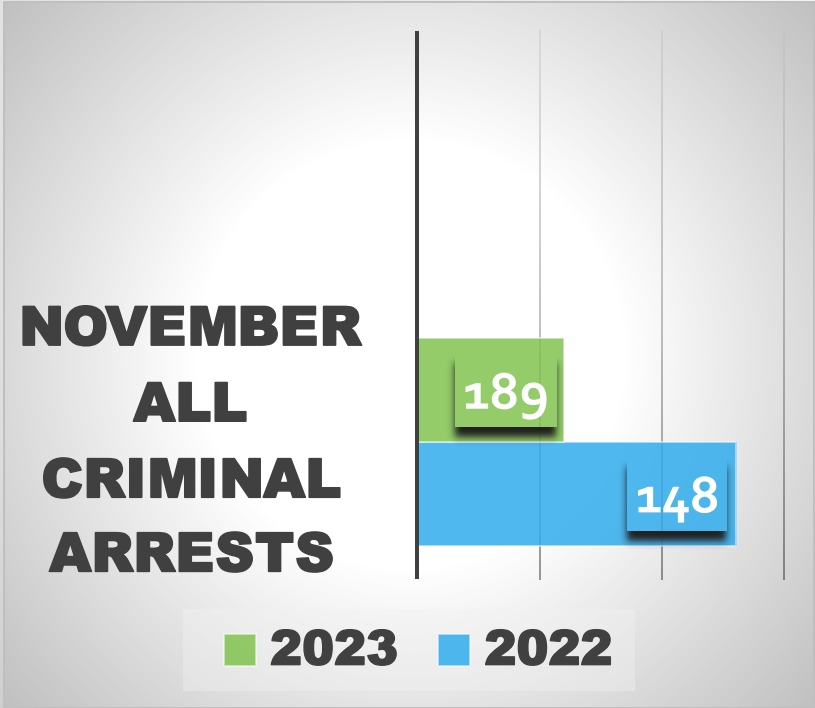
**Officer Bennett** received two nominations for his astounding month, consisting of eight DWI (driving while intoxicated) arrests, five illegal narcotics-related arrests, 12 felony warrants obtained, and 26 misdemeanor warrants executed. His tenacity in following through on a call was evident during one of his DWI arrests.

On November 25, 2023, Officer Bennett completed his tour of duty and began to make his way home. Once at Temple Avenue and Boulevard, he observed a stationary vehicle in the turn lane on Temple Avenue, far from the lane's stop bar. Officer Bennett conducted a stop and approached the vehicle, at which point it was determined that the driver was unresponsive. The vehicle then began to slowly roll through the intersection, colliding with a stop sign. Officer Bennett investigated the incident and ultimately arrested the subject for DUI-D. His quick action of following the vehicle through the intersection prevented any additional incidents.

After the stop, Officer Bennett continued with the arrest process until a search warrant, a blood withdrawal and warrants were obtained. Although the process went well over his normal duty hours, Tristan followed through—a testament of his dedication to the citizens of the city. This is apparent every day he comes to work.

For his commitment to law enforcement, dedication to our citizens and willingness to go “above and beyond,” we felt that Officer Bennett is most deserving of being selected as our **Employee of the Month** for November 2023.

# November Statistics 2023

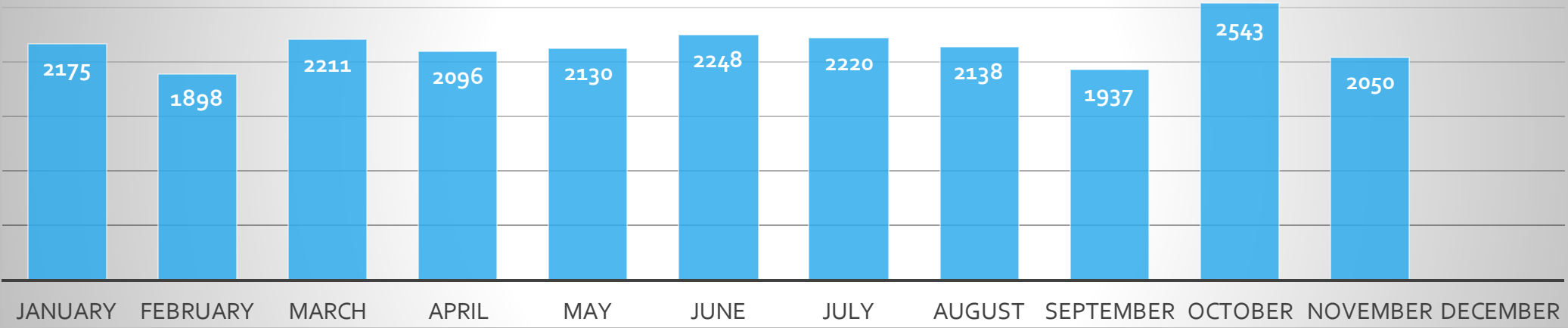


Criminal Arrests to Date	Group A Crimes to Date	Group A Crimes Cleared to Date
1805	782	432 or 55.24%

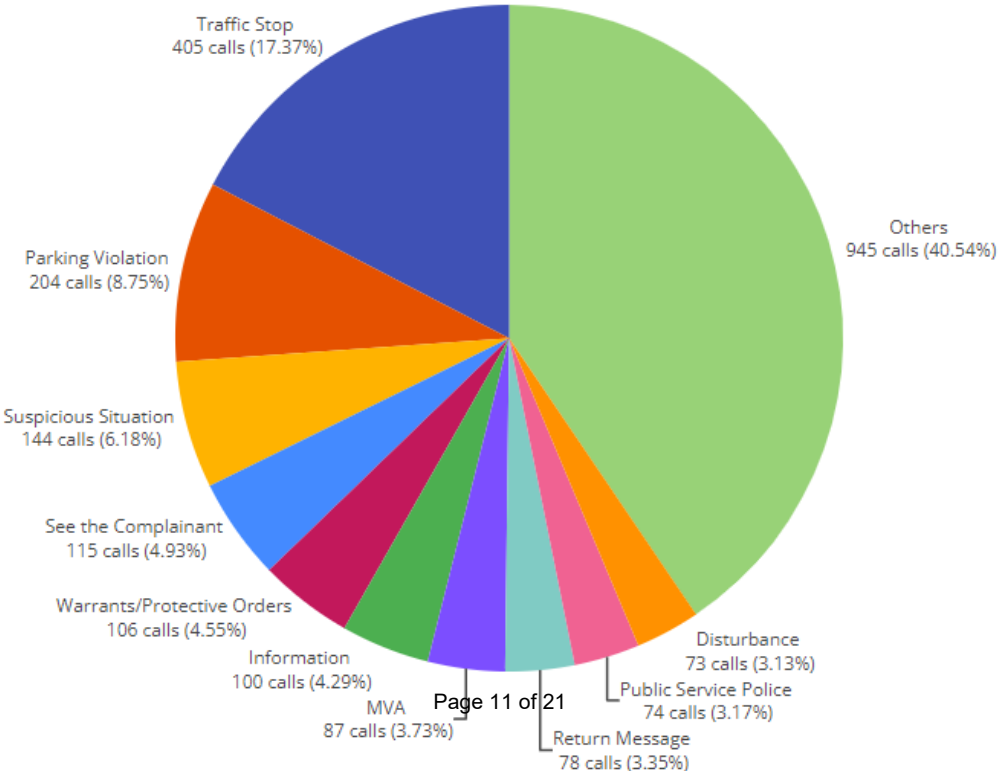
# Crime Statistics November 2023

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	3	1	33%
Simple Assault	23	17	74%
Arson	0	0	0%
Property Crime			
Break and Enter	3	0	0%
Larceny	38	15	40%
Auto Theft	4	2	50%
Shoplifting	26	N/A	N/A

# Calls for Service 2023



## November 2023 Top Calls for Service



### Call Type

- Traffic Stop
- Parking Violation
- Suspicious Situation
- See the Complainant
- Warrants/Protective Orders
- Information
- MVA
- Return Message
- Public Service Police
- Disturbance
- Others



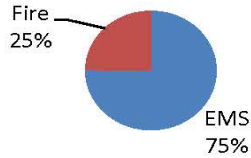
Action	Nov 2022	Nov 2023	Percentage Increase /Decrease
Traffic Stops	447	424	-5%
Summons	325	270	-17%
DUI Arrests	7	13	+86%
Written Warnings	92	78	-15%
Verbal Warnings	180	206	+14%
Felony Warrants	48	84	+75%
Misdemeanor Warrants	144	171	+19%
Total Arrests	148	189	+28%
Vehicle Crashes	90	74	-18%
Field Identifications	8	7	-13%
Parking Citations	16	173	+981%
Alarm Citations	1	5	+400%
Calls for Service	1904	2050	+8%
<b>Animal Services November 2023</b>			
Stray Animals	13 Dogs	10 Cats	0 Other
Surrendered Animals	1 Dogs	7 Cats	0 Other
Adopted Animals	5 Dogs	4 Cats	1 Other
Returned to Owner	13 Dogs	0 Cats	0 Other
Euthanized Animals	0 Dogs	0 Cats	0 Other
Animal Complaints	34		
Summons Issued	0		

# Investigations Activities

November 2023			
New Cases Assigned		8	
Child Protective Services Cases		0	
Child Protective Services Referrals		0	
Other Investigations		3	
Total Cases Cleared		10	
Percentage of Cases Cleared		For the Month 125% for the Year 82%	
Overdose Investigations	Overdose	Non-Fatal	Fatal
November 2023	1	1	0
Year to Date	53	50	3
2022	35	33	2
	November 23	2023 To Date	2022 Total
Behavioral Health Emergency Calls	27	319	316
Total Hours Spent by Officers	152.5 (hours)	1051.4 (hours)	2,448 (hours)
Equivalent Days	6.4 (days)	43.7 (days)	102 (days)

## **FIRE & EMS DEPARTMENT:**

### **Total Incidents: 443**



**Total Fire Type Incidents: 110 (\$5,200 Total Fire Loss)**

**Total EMS Incidents: 333 (222 Patients Transported)**

*Fire units arrived on scene in less than 9 minutes on 97.6% of emergency incidents: (Avg. first apparatus travel time 5:49 minutes)*

*EMS units arrived on scene in less than 9 minutes on 95% of emergency incidents. (Avg. first ems unit response time 5:41 minutes)*

### **Fire Division (number of incidents):**

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service Calls and False Calls</u>	
Building Fire	5	Gasoline or other flammable liquid spill	1	Good intent calls	26
Brush or brush and grass mixture fire	2	Carbon Monoxide incident	2	Public service calls	18
Outside rubbish fire, other	1	Power line down	4	False alarm/false calls	10
Dumpster or outside trash receptacle fire	1	Arcing, shorted electrical equipment	2	Assist invalid	17
		Overheated motor	1	Smoke detector installation	6
		Electrical wiring/equipment problem, other	2	Public Fire education	1
		Haz Mat release investigation w/no Haz Mat	2	Carbon Monoxide detector installation(s)	N/A
		Smoke scare, odor of smoke	4	Knox Box Installation	1
		Attempted burning, illegal action other	1	Preplan	2
		Aircraft Standby	1		

### **EMS Disposition Incident/Patient Disposition**

Cancelled on Scene (No Patient Contact)	3	Assist, Public	31	Cancelled (Prior to Arrival at Scene)	8
Patient Evaluated, No Treatment/Transport Required	6	Cancelled on Scene (No Patient Found)	17	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)	23	Standby, Public Safety, Fire, or EMS	2
Patient Treated, Released (AMA)	10	Patient Treated, Released (per protocol)	6	Assist Agency	N/A
Patient treated, Transported by Private vehicle	N/A	Patient Treated, Transferred Care To another EMS Professional /Unit	2	Transported Lights/Siren	16
				Transported no Lights/Siren	206

### **Fire Mutual Aid Given & Received**

M/A given to Chesterfield Fire	1	M/A received from Chesterfield Fire	N/A
Automatic Aid given to Chesterfield (EMS)	2	Automatic Aid received Chesterfield (EMS)	N/A
Automatic Aid given to Chesterfield (Fire)	3	Automatic Aid received Chesterfield (Fire)	7
Mutual Aid given to Petersburg (Fire)	2	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**

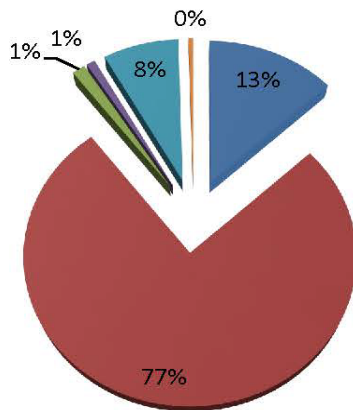
Mutual Aid given to Petersburg (EMS)	3	Mutual Aid received from Petersburg (EMS)	1
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	3
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	N/A	Mutual 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)	1	Total EMS Mutual Aid received (Transport unit)	4
Total Fire Mutual Aid given (Engine/Ladder)	3	Total Fire Mutual Aid Received (Engine/Ladder)	7

## **FIRE & EMS DEPARTMENT (CONTINUED):**

### **Out of Service Apparatus**

<b>Station 1</b>	<u>Number of Incidents</u>	<u>Fire Units</u>	<u>Medical Units</u>
	<b>Total Hours</b>	E-991 708 hrs.	Medic-932 481 hrs. Medic-935 373 hrs.
<b>Station 2</b>	<u>Number of Incidents</u>	2	N/A
	<b>Total Hours</b>	Quint-992 1.5 hrs. Quint-942 565 hrs.	N/A

**Patient Transport (Facility)**



**EMS Transport by Facility**

■ Bon Secours Col Hgts Emergency Care	(29)
■ Bon Secours Southside Medical Center	(170)
■ HCA Chippenham ER	(3)
■ HCA Tricities Hospital	(2)
■ HCA Prince George ER	(17)
■ VCU Health Systems	(1)

### **Fire Investigations / Inspections**

Inspections /Plans review completed 22

### **Special Assignments:**

- Assisted the Deputy Fire Chief with Fire Station 1 project (site plans, land assessments, coordination of contractors)
- Attended Trimble training with the Police Department
- Completed 2 backgrounds (Part-Time Fire & EMS).
- Continued working on Electric/Hybrid vehicle emergency policy, researched and implemented "New" Electric /Hybrid (QAG) Quick action Guide for first out fire apparatus.
- 51 Fire lane violations with parking citations issued by the Fire Department

### **Special Notes**

CHFD/EMS Medic Patient Transport Mileage:	Total:	1,512.50 miles
	Average:	6.88 Miles
November 2022	Total Incidents: 483	Fire: 117 EMS: 366

**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 November 2023:

**Advertisements**

<u>Department</u>	<u>Position</u>
Commonwealth's Attorney	Assistant Commonwealth's Attorney
Finance	Director of Finance
Finance	City Assessor
Fire & EMS	Communication Officer
Fire & EMS	EMT Firefighter (Part-time)
Library	Digital Resources Assistant (Part-time)
Library	Digital Resources Specialist
Public Works	Public Works Technician I
Recreation & Parks	Recreation Assistant I (Part-time)

**Applications**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Director of Finance	10	1,649

**Miscellaneous**

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

New Employees

Deputy I (Circuit Court)  
Police Officer  
Senior Digital Resource Specialist











Employee Separations

Firefighter/Paramedic (Retirement)  
Assistant Commonwealth's Attorney  
Digital Resource Specialist  
Public Works Technician I

- 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.
- Participated as a panelist in the initial interview phase of the Police Sergeant and Police Lieutenant promotional process on November 2 – 3, 2023.
- Attended a virtual meeting hosted by Mission Square, the City's voluntary supplemental retirement provider, presented an overview of the SECURE 2.0 Act and proposed 2023/2024 changes for retirement savings plans.

## **INFORMATION TECHNOLOGY DEPARTMENT:**

The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 51,941 views in the month of November.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none"><li>1. Pay Online (3,453)</li><li>2. Real Estate Records Search (2,014)</li><li>3. Staff Directory (1,698)</li><li>4. Library (1,635)</li><li>5. Yard Sale (1,634)</li><li>6. Animal Control Shelter (1,616)</li><li>7. Search – Civic Engage (1,612)</li><li>8. Christmas Parade (1,340)</li><li>9. Utility Billing (1,015)</li><li>10. Facilities (996)</li><li>11. Human Resources (984)</li><li>12. Upcoming Elections (970)</li><li>13. City Employees (931)</li><li>14. Bid Postings (853)</li><li>15. New Flash (853)</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> India</li><li> China</li><li> Canada</li><li> Philippines</li><li> Germany</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> New York</li><li> Maryland</li><li> Washington, D. C.</li><li> North Carolina</li><li> Georgia</li></ul>
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- Citizens submitted and city staff processed 128 service requests and questions through the “Report a Concern” module during the month of November.
- The City of Colonial Heights’ Facebook Page now has 6,400 fans and the City’s Twitter (X) account has 1,701 followers. There are 2,644 subscribers for “In the News”.
- Proactive Information Management completed 35 hours of IT service and maintenance for City departments this month.
- GIS continued to work on updating the Zoning Map for Planning and now is in the process of finding, organizing and building data layers for 3 Planning Maps (Zoning, Boulevard Overlay and Land Use).

## **LIBRARY:**

- The library staff circulated 8,044 items in November broken down as follows:
  - Residents borrowed 6,652 print titles
  - 173 e-books on Kindle readers
  - 1,219 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,664 residents registered for the Hoopla service.
- The public computer center had 859 users
- The Story Time programs had 176 children attend
- The library’s meeting rooms were used 132 times
- An average of 456 residents used the library each day, while 92 residents registered for new library cards.



## **RECREATION & PARKS DEPARTMENT:**

### **Recreation Division**

In the month of November our Fall athletics programs including youth football/cheerleading and Pickleball concluded their very successful seasons. Youth basketball registration continued in November with children beginning the program in December.

Staff completed and mailed the Winter City Focus out in November and are continuing work on upcoming Winter events to include the Lights in the Heights contest and the Annual City of Colonial Heights Christmas Parade. Staff has released a full slate of late new Fall and Winter programs for residents to enjoy and have begun accepting registration for these programs.

Staff began accepting field, pavilion, and community center reservations for 2023 and is working on tournament schedules with various tournament directors.

<b>Athletics/Programs</b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Belly Dancing	5	4
Make & Take Craft Classes	12	7
Ornament Making Class	11	N/A
Soul Line Dancing	44	N/A
Intro to Pickleball	33	33
Pickleball Round Robin	52	39
Swing Dance	50	24
Therapeutic Recreation	56	42
<b>Facility Usage</b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Community Room Attendance	1,406	1,278
Community Room Reservations	19	18

### **Violet Bank Museum**

The visitation numbers were not as high for November as they were for October but it did give Museum staff a chance to recover from a busy October and get ready for a hopefully very busy December. A lot of behind the scenes cleaning, organizing and pre-decorating went on after the Thanksgiving holiday in anticipation of the Violet Bank Garden Club arriving to decorate for the holiday season.

A huge "Thank You" to the Grandy Hunt Club for their donation of seasoned firewood which will be used by the 12th Virginia during their encampment on Saturday, December 10 during the day portion of the Candlelight Christmas event at Violet Bank

<b>Attendance</b>	<b><u>2022</u></b>	<b><u>2021</u></b>
Tours Given	26	23
Grounds Visitors	5	27
Ongoing Programs	25	25
Outreach Programs	0	0
Special Events	15	19
Attendance Totals	71	94

### **Parks, Horticulture, Building Maintenance**

#### **Parks**

- Maintained painted lines on athletic fields throughout City and school properties.
- Assisted Buildings and Grounds on various work orders.
- Moved gazebo at Lakeview Park.
- Installed City Christmas tree at Courthouse.
- Delivered tables and chairs to events as needed.
- Emptied trash cans at parks and properties.
- Cleaned and restocked park and ballfield restrooms as needed.
- Raised and lowered flags per Governor's orders.
- Cut grass as needed on City properties.
- Winterized park and ballfield restrooms.
- Cut down dead trees at White Bank and Fort Clifton Parks.
- Installed new attachments on Field Pro equipment.
- Blew out leaves in pavilions and playground at White Bank Park.
- Repaired broken benches at parks and trail.
- Replaced boards on overlook and fences at trail.

#### **Horticulture**

- Cut grass at various sites and medians.
- Picked up trash on properties and areas in the City.
- Weeded flower beds at City buildings.
- Blew and picked up leaves at City buildings.
- Trimmed bushes and disposed of at landfill.
- Finished mulching City flower beds around City.
- Trimmed branches on trees at Library and other City properties.
- Planted new memorial tree at Violent Bank.
- Picked up trash and weeds at Welcome Signs.
- Hung Holiday wreaths on Welcome and Boulevard signs.
- Decorated Library trees with Christmas lights

#### **Building Maintenance**

- Worked with HVAC contractors on preventive maintenance for City buildings.
- Replaced ceiling tiles throughout Public Safety Building.
- Unstopped culvert drain on river trail that runs under asphalt.
- Fixed numerous lights at Library.
- Remove electrical boxes at Fort Clifton restrooms.
- Put furniture together for City Hall and Courthouse.
- Helped contractor install new motor for HVAC unit at Community Center.
- Changed out water filters on drinking fountains at Public Safety building.
- Removed old locks and installed new ones on interior doors at Scout Building on Temple.
- Reset freezes stat on HVAC unit at Courthouse.
- Changed light timer at Library.
- Completed numerous work orders.



## RECREATION & PARKS DEPARTMENT CONTINUED:

### Agency on Aging

Agency on Aging Activities	2023	2022
Bingo	67	67
Blood Drive	27	30
Bowling	180	160
Bridge Party	44	34
Coffee Break	16	15
Dominos	29	36
Mahjong	37	14
Pinochle	68	58
Senior Advisory Board	10	N/A
Senior Club Board Meeting	7	8
Senior Club Meeting	107	75
Senior Citizen Dance	37	25
Weekly Meal Programs	80	59
Awareness/Education	2023	2022
Library: Total # books checked out	13	20
Lunch & Learn: Melanoma	35	N/A
Lunch & Learn: Medicare 101	22	19
Lunch & Learn Encompass	29	N/A
Classes	2023	2022
Crochet & Knitting	25	33
Intro. To Line Dancing	63	30
It's Game Time	32	50
Line Dancing Class	155	142
Meditation	55	57
Open Paint	17	6
Quilts for Vets	8	7
Scrapbooking	30	N/A
Sewing Class	31	27
Tap Class	21	20
Tech Savvy	1	4
Fitness	2023	2022
Balance	61	62
Drum Fit 30	50	N/A
Drum Fit 45	45	N/A
Cardio Ball	26	45
Chair Volleyball	56	N/A
Fitness Center Usage	83	100
Muscles in Motion	214	160
Pickleball	249	271
Sit & Fit	248	214
Strength & Stretch	84	62
Stretch it Out	14	12
Tai Chi	38	32
Walk this Weigh	25	21
Water Aerobics	41	62
Yoga	81	76
<b>TOTAL</b>	<b>2,481</b>	<b>2,054</b>

Trips	2023	2022
Blue Willow Tea Room	15	N/A
Riverside - Miracle on 34th St.	21	N/A
Smithfield Station	12	N/A
Volunteer Hours	24	12
Transportation	2023	2022
Total Passengers	235	182
Total Trips	466	400
Total Miles	2198	1718
Wheelchairs	3	12
Donations	\$218.00	\$221.00
New Riders	6	4

Blue Willow Tea Room



Miracle on 34th St.



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

### **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.

#### ***Boards and Coalition Happenings***

##### **Crater Area Coalition on Homelessness (CACHE)**

- Presentation by VA Department of Housing and Urban Development (DHCD0 which serves as the lead agency and works to ensure the Balance of State Continuum of Care aligns with state and federal regulations and goals to end homelessness

##### **CHPS Mental Health Committee**

- Presentation of CHPS Staff Survey results and discussion of strategies to address concerns

##### **CHPS Superintendent Youth Advisory Board**

- Presented Pride Survey Results to 16 youth representatives Grades 9-12

##### **Community Coalitions of Virginia-(CCOVA)**

- Presentation by VA ABC Prevention about POWER PARENTS (training and handbooks for parents to talk with youth about alcohol use)

##### **Community Policy Management Team (CPMT)**

- Work session to write strategic plan for 2024-26 as required by the State of VA

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

- Current caseload 7

##### **District 19**

- Locality meeting to discuss "Right Help, Right Now" behavioral health plan by Governor Youngkin and review current crisis services and establishing a crisis center

##### **Emergency Federal (EFSP)**

- Reviewed each locality allotment to agencies -Community Transformers Foundation, Salvation Army and CCHASM receive funding for Colonial Heights

##### **Families First**

- Healthy Families and Parents as Teachers program updates

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

- Facilitated four FAPT meetings for the month of November. Current caseload 42.

##### **Health Advisory Board**

- CHPS division updates, roundtable of agency members

##### **JDVTF**

- Continue planning for Take Back the Night event in April

##### **Positive Parenting Coalition (PPC)**

- Facilitated the Positive Parenting Coalition Meeting on November 8, 2023. Office on Youth was the guest speaker. Attended the Coffee and Conversation Meeting on November 15, 2023.

#### **UPCOMING EVENTS**

- December 5-Christmas Parade
- December 7-Families First Holiday luncheon
- December 7-District 19 Board meeting
- December 8- Certificate presentation for Tackling Tough Skills at Community Day
- December 13-Recreation and Parks Christmas Lunch
- December 14-City Christmas Lunch
- December 18-Youth Services Commission meeting
- January 17-Botvin Life Skills at CHMS

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

### **SAFE**

- Attended the Annual Breakfast and Awards Meeting

### **School Readiness Coalition**

- Presentation by Central VA Literacy Collaborative

### **THRIVE**

- Discussion on upcoming General Assembly session, legislative items about early childhood education

### **Virginia Association of Local Human Service Officials (VALHSO)**

- Meeting to discuss survey results and feedback about annual meeting held in October

### **Community Programs**

### **IMPACT**

- Members continue to recruit additional members and continue to strategize ways to reach students regarding drug and alcohol use.

### **Kids' Achieving Progress Afterschool Program**

- Recruitment letters were sent to parents of all fourth-grade students. 16 Youth went rock climbing at Peak Experiences for their second field trip of the year. Students enjoyed a Thanksgiving feast together at Lakeview.

### **Youth Advisory Council**

- Met for our monthly meeting on November 16, 2023. There were eleven members present. YAC continued their discussion about the City's Comprehensive Plan as well as the new trail that travels from Ashland, VA. The member of the month award was presented to Evalyn Lopez.

### **VJCCCA Diversion Programs**

#### **12<sup>th</sup> District Juvenile & Domestic Relations Court**

### **Community Service**

- Four youth completed community service this month. Tasks included document shredding in partnership with the Finance Department. Assembled and decorated a Thanksgiving food donation box for Colonial Heights City Hall. All food was donated to the Colonial Heights Food Pantry.

### **Shoplifting Diversion**

- A diversion program to educate youth who have been referred by the 12<sup>th</sup> District Court Service unit for committing larceny. Parents and youth are required to attend and participate in class discussion. Program is facilitated utilizing restorative practices. 18 attended for the month of November.

### **District 19 Substance Abuse Assessments**

- Two completed substance abuse assessments for the month.

### **VJCCCA Prevention Programs**

- **Botvin Life Skills**
  - Next session starts January 17, 2024 for 7<sup>th</sup> grade students at CHMS.
- **Tackling Tough Skills**
  - An 8 session Life Skills program is being facilitated at the alternative school for CHPS. (Community Day) Topics for November were communication and problem solving. Students participated in various activities throughout the month. 13 students attended for the month of November.

