



CITY MANAGER'S REPORT TO CITY COUNCIL

DECEMBER 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, sidewalks, and curb and gutter complete

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

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 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

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
- Alternate design to avoid right of way impact in review

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** – Final walkthrough scheduled for 1/10/24
- **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 complete
- **Pavement Preservation** – 2024 plan in development.

PUBLIC WORKS & ENGINEERING (CONTINUED):

FLEET MAINTENANCE

YEAR	# Invoices	Total	Sublet	Sublet Total
2023	53	\$41,183.75	3	\$1,347.50
2022	81	\$58,391.91	9	\$2,060.90

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	145
Commercial Building	2	52
Demolition	0	4
Electrical	12	211
Mechanical	11	128
Plumbing	9	201
Swimming Pool	0	5
Amusement Rides	0	0
Tent	0	3
Clean Out Installation	0	14
Water and Sewer Connection	3	21
Total: All Permits	45	784

New Residential Units (CO's)	Month	Year to Date
Total	1	12

Valuations	Month	Year to Date
Residential	\$188,177.40	\$4,308,211.12
Commercial	\$370,000.00	\$14,152,960.41
Total	\$558,177.40	\$18,461,171.53

Building Inspections	Month	Year to Date
Residential	64	863
Commercial	41	1132
Total: All Inspections	105	1995

PLANNING DIVISION

Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	1	100
Mobile Food Units	0	2
Signs - Permanent	4	33
Signs - Temporary	2	10
Zoning	2	140
Total: All Permits	9	286

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	2
Plat: Subdivision	2	3
Prelim. Site Plan Review	2	10
Special Exception Permit	0	1
Special Use Permit	0	2
Rezoning	0	3
Variance	0	0
Wetland Development	0	0
Zoning Opinion & Cert	1	16
Total: All Categories	5	37

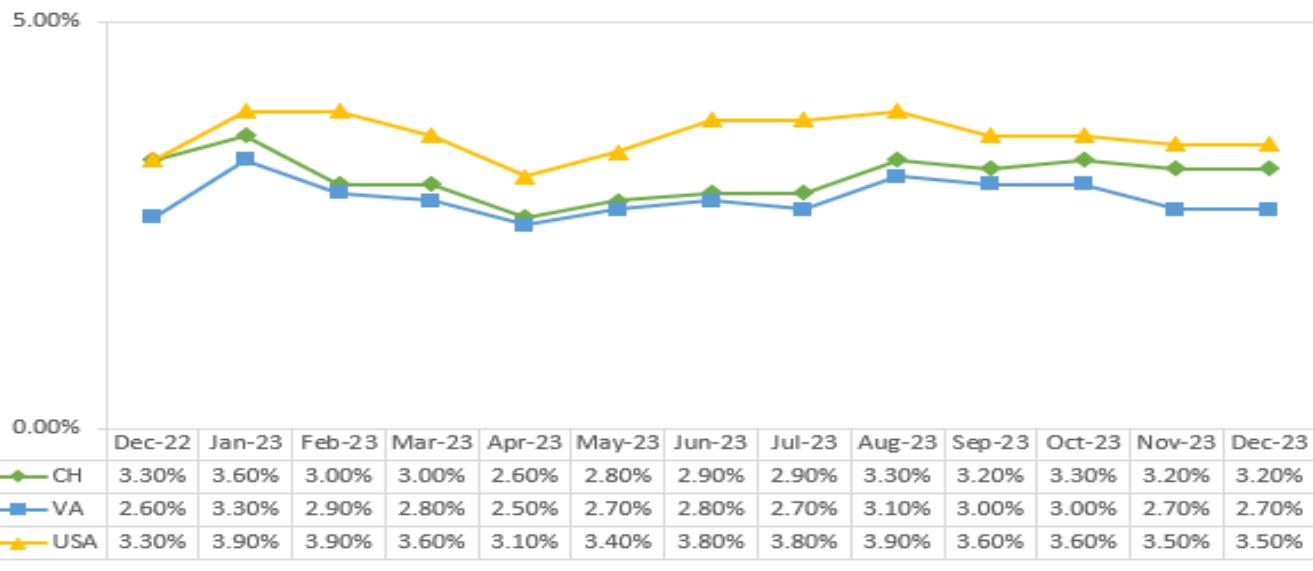
Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	1	8
Wetlands Board	0	0
Total: All Meetings	1	9

CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	1	29	0	16
Exterior Storage of Objects	3	33	0	30
Inoperable Vehicle	3	29	0	10
Property Defacement	0	0	0	0
Tall Grass	0	153	0	267
Trash Can Placement	0	52	1	43
Trash/Debris	1	35	0	21
VA Property Maintenance Code	0	28	1	7
Zoning	0	26	1	5
Collection Bin	1	1	0	0
Total: All Cases	9	385	3	399

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 December 2023 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8917	8630	287	3.2%	No
*Chesterfield	2.7 %unemployment	*City of Petersburg	5.7% unemployment	
*Dinwiddie	3. % unemployment	*City of Hopewell	4.3% unemployment	
*Prince George	3.4% unemployment			

Prospect Activity:

Direct Requests for Information:	2
Sites/Bldgs. Submitted	0
Active Prospects	6

Projects:

Panera w/Drive-thru – site grading
RIO Car Wash – site grading
Popeyes
Stallings Storage Facility
Holiday Inn Renovation
Home2 Suites

COLONIAL HEIGHTS POLICE DEPARTMENT

DECEMBER 2023 MONTHLY REPORT



2023 "Shop with a Hero" Event



MEMORANDUM

TO: Douglas E. Smith, City Manager
FROM: Colonel William H. Anspach, Chief of Police
RE: **MONTHLY REPORT for DECEMBER 2023**

And just like that, 2023 has come to an end! As expected, December was a busy month for us as we matched our highest number of reported criminal incidents for the year. Additionally, we investigated the most reported cases, had the second highest month for narcotics arrests, and had the second most larceny arrests for the year.

That said, it was also a month filled with events and community spirit. We were blessed to have another success, as the City held its **70th Annual Christmas Parade**. The entries were great and by all accounts, this was one of the largest ever! Crowds of people lined the Boulevard, enthusiastic to see the parade back in full swing!! Thank you to all our City partners who made the event such a success.

We, along with Colonial Heights Fire and EMS, were also fortunate to partner with "Move America" and "We Believe in You", for our annual **Shop with a Cop** event at Walmart. Thanks to our incredible community, nearly 20 families were assisted with purchasing gifts, clothes and daily necessities that many of us can sometimes take for granted. Thank you to everyone who participated—we are already looking forward to doing it again next year!

This month we also said farewell to two of our officers as they retired and began the next chapter in their lives. K-9 Sergeant Chris Wulff and his K-9 partner, Rose, along with Career Officer Scott Whirley, both served our community with honor. Not only are we truly going to miss them personally, but we will also miss their half of a century of combined law enforcement experience. Congratulations to them both.

We are also pleased to congratulate Recruit Officers Joseph and Macy Beville on their graduation from Crater Criminal Justice Training Academy. These officers now move to the field training phase of their certification training, and we anticipate their full release in the upcoming months.

This past year has truly been one in which this agency has continued to build, and we are committed to constantly challenging ourselves for the good of our community. We look forward to continuing our efforts in 2024 to be professional, transparent and combat crime in a pro-active manner.



In December, Emergency Communications Officer Mallory Blaha (left), Senior Officer Devin Marks (right) and Captain Mike Foster (second from right) met with Virginia State University Police Officer Bruce Foster. ECC Officer Blaha and CHPD Senior Officer Marks raised money through t-shirt sales, the proceeds of which were donated to Officer Foster, who was injured in the line of duty in November of 2023.

EMPLOYEE OF THE MONTH DECEMBER 2023

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

Senior Officer Marks received five nominations for his consistency in going above and beyond the call of duty and his deep care and concern for his fellow officers.

On November 13, 2023, Officer Bruce Foster with the Virginia State University Police Department was shot and seriously injured while on duty. Shortly thereafter, Senior Officer Marks approached his supervisors about organizing a fundraiser for Officer Foster once it was known that he would have a long recovery and was married with several children. Devin began the process of investigating what he needed to do and collaborated with one of our Emergency Communications officers to design shirts and sweatshirts to sell as a fundraiser. Through word of mouth and social media, he began to solicit sales of the specially designed shirts. On December 21, 2023, just prior to Christmas, Senior Officer Marks, along with Colonial Heights Police and Communications personnel, delivered the raised funds to Officer Foster, who was then in a rehabilitation facility in Henrico. This initiative, along with his caring, compassion, and diligence, are both commendable and praiseworthy. For these reasons, we believe that Senior Officer Devin Marks is most deserving of recognition as our **December Employee of the Month**.

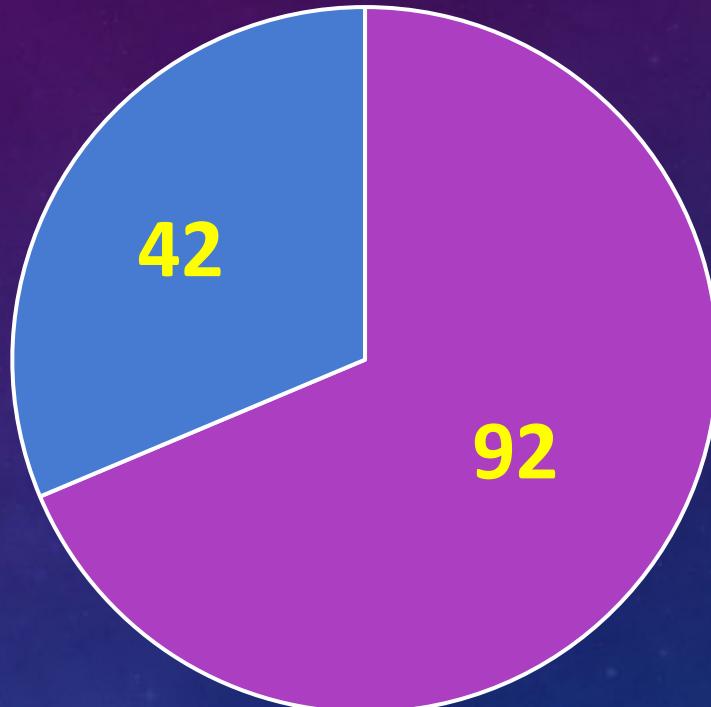
Devin contributes to the overall mission of the department through his excellent work ethic and dedication. He meets the department's mission of protecting the life, individual liberty, and property of all people within the City of Colonial Heights.



DECEMBER 2023 STATISTICS



Group A Crimes December 2023



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

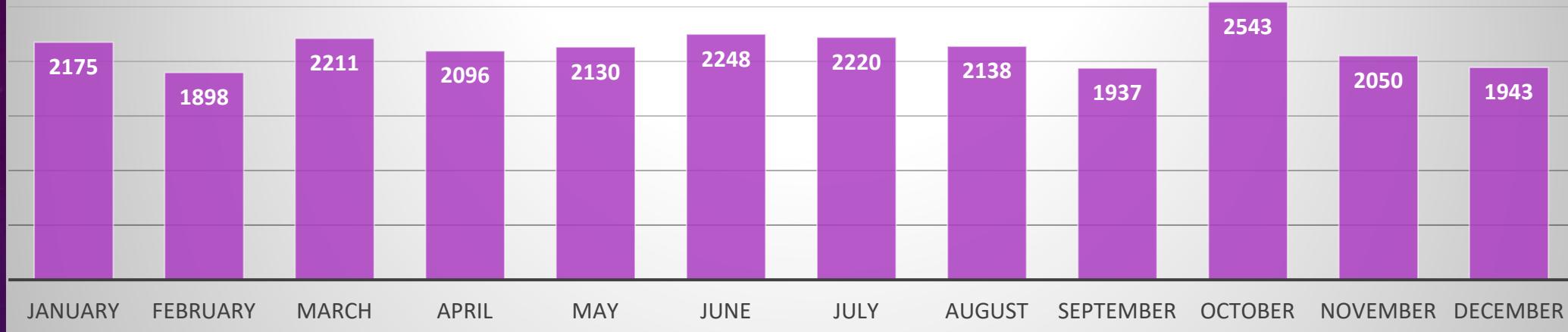
- Reported
- Cleared

Criminal Arrests to Date	Group A Crimes to Date	Group A Crimes Cleared to Date
1958	875	54.17%

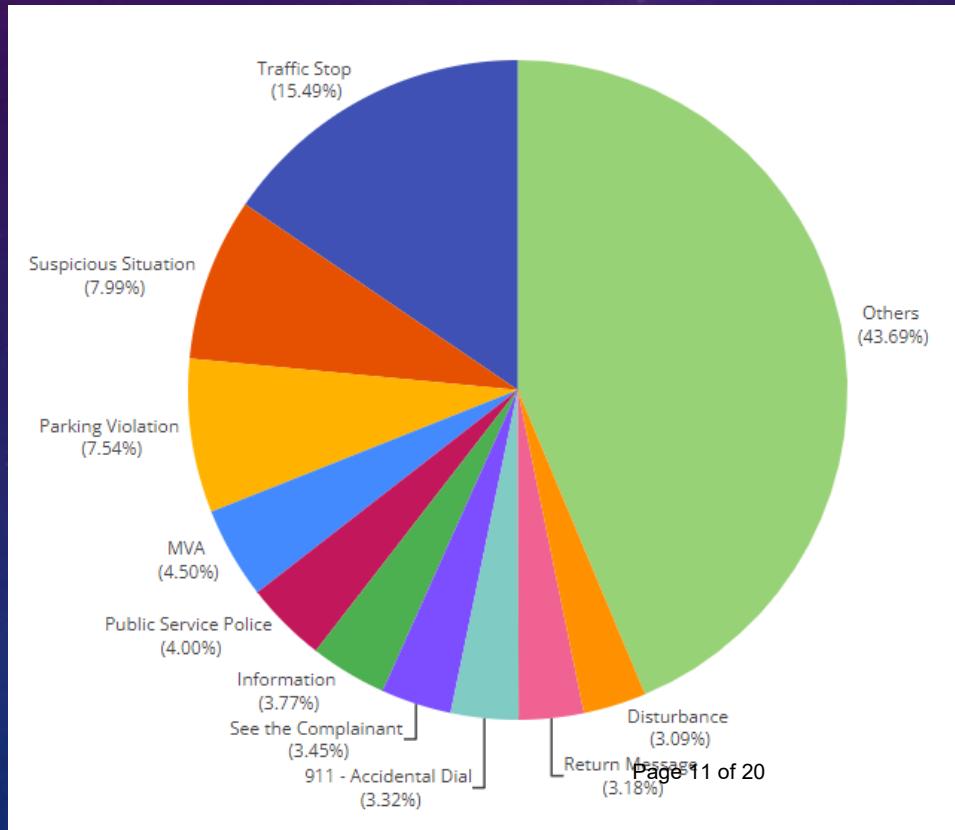
CRIME STATISTICS DECEMBER 2023

Offense Type	Number of Offenses Occurred	Number of Offenses Cleared	Percentage Cleared
Violent Crime			
Homicide	0	0	0%
Rape	0	0	N/A
Robbery	1	0	0%
Aggravated Assault	5	5	100%
Simple Assault	16	14	87%
Arson	0	0	N/A
Property Crime			
Break and Enter	2	1	50%
Larceny	60	21	35%
Auto Theft	8	1	13%
Shoplifting	32	N/A	N/A

Calls for Service 2023



December 2023 Top Calls for Service



Action	Dec 2022	Dec 2023	Percentage Increase /Decrease
Traffic Stops	447	361	-5%
Summons	325	291	-17%
DUI Arrests	7	12	+86%
Written Warnings	92	50	-15%
Verbal Warnings	180	170	+14%
Felony Warrants	48	61	+75%
Misdemeanor Warrants	144	173	+19%
Total Arrests	148	153	+28%
Vehicle Crashes	90	96	-18%
Field Identifications	8	10	-13%
Parking Citations	16	146	+981%
Alarm Citations	1	2	+400%
Calls for Service	1904	1943	+8%

Animal Services December 2023

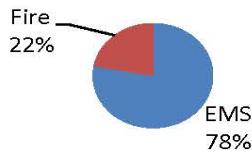
Stray Animals	12 Dogs	4 Cats	0 Other
Surrendered Animals	4 Dogs	0 Cats	1 Other
Adopted Animals	3 Dogs	4 Cats	1 Other
Returned to Owner	10 Dogs	0 Cats	0 Other
Euthanized Animals	0 Dogs	0 Cats	0 Other
Animal Complaints	66 total Animal calls for December Year to date total 1,016		

INVESTIGATIONS ACTIVITIES

December 2023			
New Cases Assigned		19	
Child Protective Services Cases		7	
Child Protective Services Referrals		7	
Other Investigations		1	
Total Cases Cleared		14	
Percentage of Cases Cleared	For the Month 68% for the Year 78%		
Overdose Investigations		Overdose	Non-Fatal
December 2023		2	2
Year to Date		55	52
2022		35	33
		December 2023	2023 To Date
Behavioral Health Emergency Calls		24	343
Total Hours Spent by Officers		90.9 (hours)	1142.3 (hours)
Equivalent Days		3.8 (days)	47.5 (days)

FIRE & EMS DEPARTMENT:

Total Incidents: 496



Total Fire Type Incidents: 109 (\$0 Total Fire Loss)

Total EMS Incidents: 387 (250 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 94.3% of emergency incidents: (Avg. first apparatus travel time 6:22 minutes)

EMS units arrived on scene in less than 9 minutes on 96.7% of emergency incidents. (Avg. first ems unit response time 5:51 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service Calls and False Calls</u>
Building Fire	2	Combustible/flammable	1	Good intent calls
Brush or brush and grass mixture fire	1	gas/liquid condition other		23
Outside rubbish fire, other	1	Gas leak (natural gas or LPG)	2	Public service calls
Dumpster or outside trash receptacle fire	1	Arcing shorted electrical equipment	2	False alarm/false calls
		Power line down	3	Assist invalid
		Water or steam leak	3	Smoke detector installation
		Haz Mat release investigation w/no Haz Mat	3	Public Fire education
		Smoke scare, odor of smoke	4	Carbon Monoxide detector installation(s)
		Attempted burning, illegal action, other	2	Knox Box Installation
		Unauthorized burning	1	Preplan
		Explosive, bomb removal	1	
		Search for person in the water	1	

EMS Disposition Incident/Patient Disposition

Cancelled on Scene (No Patient Contact)	14	Assist, Public	46	Cancelled (Prior to Arrival at Scene)	5
Patient Evaluated, No Treatment/Transport Required	5	Cancelled on Scene (No Patient Found)	14	Patient Dead at Scene-No Resuscitation Attempted (W/O Transport)	4
Patient Dead on Scene- Resuscitation Attempted (W/O Transport)	1	Patient Refused Evaluation/Care (Without transport)	29	Standby, Public Safety, Fire, or EMS	2
Patient Treated, Released (AMA)	10	Patient Treated, Released (per protocol)	5	Patient treated, transported by Law Enforcement	1
Patient treated, Transported by Private vehicle	1	Patient Treated, Transferred Care To another EMS Professional /Unit	2	Transported Lights/Siren	17
				Transported no Lights/Siren	233

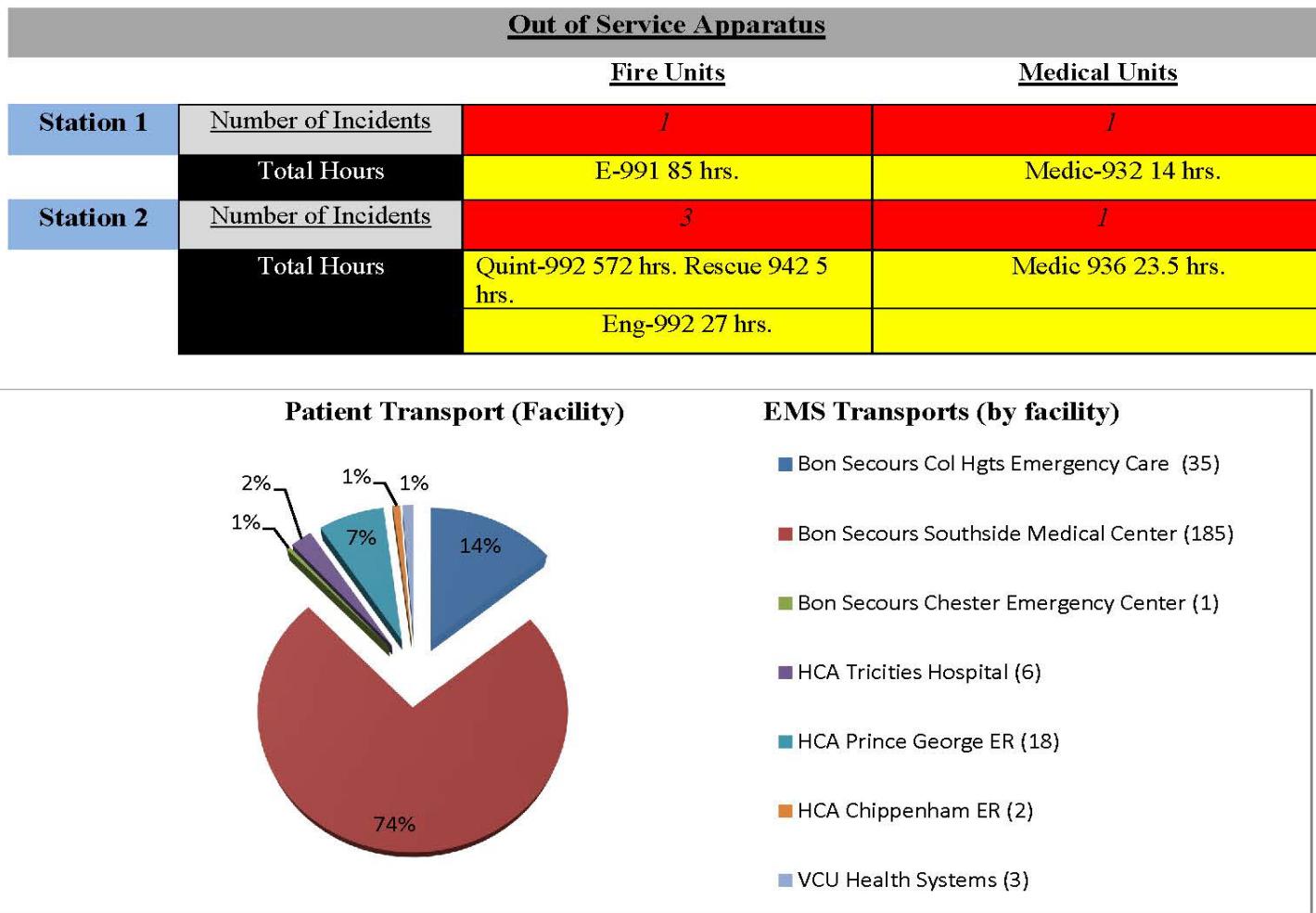
Fire Mutual Aid Given & Received

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)	1
Automatic Aid given to Chesterfield (Fire)	1	Automatic Aid received Chesterfield (Fire)	5
Mutual Aid given to Petersburg (Fire)	4	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)	8	Mutual Aid received from Petersburg (EMS)	2
Mutual Aid given to Chesterfield (EMS)	N/A	Mutual Aid received from Chesterfield (EMS)	5
Mutual Aid given to Fort Lee (EMS)	N/A	Mutual Aid received from Fort Lee (EMS)	N/A
Mutual Aid given to Prince George (EMS)	N/A	Mutual Aid received from Prince George (EMS)	1
Mutual Aid given to Hopewell (EMS)	N/A	Mutual Aid received from Hopewell (EMS)	N/A
Mutual Aid given to Dinwiddie (EMS)	N/A	Mutual Aid received from Dinwiddie (EMS)	N/A
Total EMS Mutual Aid given (Transport unit)	8	Total EMS Mutual Aid received (Transport unit)	8
Total Fire Mutual Aid given (Engine/Ladder)	5	Total Fire Mutual Aid Received (Engine/Ladder)	5

FIRE & EMS DEPARTMENT (CONTINUED):



Fire Investigations / Inspections EMS Transports (by facility)

Inspections /Plans review completed 8

Special Assignments:

- Assisted the Deputy Fire Chief with Fire Station 1 project (site plans, land assessments, coordination of contractors)
- Completed inspections at the city Christmas parade
- Completed 2 backgrounds (Volunteer Fire & EMS)
- Continued working on Electric/Hybrid vehicle emergency policy, researched and implemented “New” Electric /Hybrid (QAG) Distributed a quick action Guide for first out fire apparatus.
- Assisted with Crater Regional Academy (Fire Inspections/Fire Investigation) lecture
- 67 Fire lane violations with parking citations issued by the Fire Department

Special Notes

CHFD/EMS Medic Patient Transport Mileage: Total: 1,726.50 miles
Average: 6.96 Miles

December 2022

Total Incidents: 547

Fire: 144

EMS: 403

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 December 2023:

Advertisements

<u>Department</u>	<u>Position</u>
Commonwealth's Attorney	Assistant Commonwealth's Attorney
Finance	City Assessor
Fire & EMS	EMT Firefighter (Part-time)
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>
Assistant Commonwealth's Attorney	8	464
EMS Firefighter (Part-time)	33	2,423
Public Works Technician I	16	852
Recreation Assistant (Part-time)	13	943

Miscellaneous

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

New Employees

Director of Finance

Employee Separations

City Assessor (Retirement)
Police Officer (Retirement)
Police Sergeant (Retirement)
Public Works Technician I
Assistant Commonwealth's Attorney
Assistant Commonwealth's Attorney
Assistant Commonwealth's Attorney

- Administered the written test phase for the Communications Officer hiring process on December 6, 2023.

INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 59,278 views in the month of December.

<p>Top fifteen sites visited after the home page:</p> <ol style="list-style-type: none">1. Christmas Parade (4,293)2. Pay On-Line (3,675)3. Real Estate Records Search (2,025)4. Search (1,786)5. Animal Control Shelter (1,715)6. Staff Directory (1,602)7. Library (1,498)8. Utility Billing (1,171)9. City Employees (951)10. Yard Sales (933)11. Human Resources (895)12. New Flash (970)13. News Flash-Christmas Parade (797)14. Police (771)15. New Flash – Lights in the Heights (739)	<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>Maryland</td></tr><tr><td></td><td>Georgia</td></tr><tr><td></td><td>Pennsylvania</td></tr><tr><td></td><td>North Carolina</td></tr></tbody></table>		India		China		Canada		Philippines		Germany		New York		Maryland		Georgia		Pennsylvania		North Carolina
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- Citizens submitted and city staff processed 126 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 30.5 hours of IT service and maintenance for City departments this month.
- GIS has been working with Engineering to deploy a generic, usable map for field workers to reference GIS Data. They also are meeting with Planning to correct and create an updated zoning map. GIS has received a data request from VDEM which is due by the end of the month.

LIBRARY:

- The library staff circulated 7,121 items in December broken down as follows:
 - Residents borrowed 5,931 print titles
 - 87 e-books on Kindle readers
 - 1,103 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 1,669 residents registered for the Hoopla service.
- The public computer center had 648 users
- The Story Time programs had 256 children attend
- The library’s meeting rooms were used 135 times
- An average of 482 residents used the library each day, while 55 residents registered for new library cards.

RECREATION & PARKS DEPARTMENT:

Recreation Division

The month of December was a very busy one for the Recreation Department. The Annual Christmas Parade had a great community turnout and had over 70 units participating. The Lights in the Heights event took place and had 52 houses participate. Staff also worked with the City Manager's Office to present the Tree Lighting Ceremony which also had a great turnout.

Registration for Youth Basketball was completed in December and 3 weekends of clinics were held leading into the start of practices in late-December. Games will begin the middle of January. Dance classes continue to be very popular and our Puzzle Puzzlooza event had 6 teams battle it out in our first puzzle event.

Construction of the new Pickleball Courts at Lakeview Park continues with hopes of having the courts open and ready for play in the Spring of 2024.

Athletics/Programs	<u>2023</u>	<u>2022</u>
Belly Dancing	4	3
Martial Arts	5	N/A
Lights in the Heights Decorating Contest	52	41
Christmas Parade Entries	65	71
Holiday Tea Tasting	7	N/A
Home 2 Learn Classes	7	N/A
Puzzle Puzzlooza	24	N/A
Kids in the Kitchen	12	N/A
Sensory Storytime	4	N/A
Swing Line Dance	183	N/A
Soul Line Dancing	60	27
Imagination Thursdays Class	8	2
Science Classes	11	N/A
Young Artists	10	N/A
Basketball Clinics	196	N/A
Therapeutic Recreation	75	66
Facility Usage	<u>2023</u>	<u>2022</u>
Community Room Attendance	1,242	1,207
Community Room Reservations	18	17

2023 Christmas Parade



Parks, Horticulture, Building Maintenance

Parks

- Emptied trash cans throughout City parks and school recreation areas.
- Cleaned, stocked and maintained White Bank restrooms.
- Assisted Buildings Maintenance with work orders.
- Installed silt fencing along part of the trail at rivers edge.
- Moved soccer goals from Tech Center to field behind High School.
- Installed swinging door at City Hall inspections office.
- Cleaned up shop and rearranged equipment to store tractors inside.
- Mulched leaves at White Bank and other areas as needed.
- Installed white board in finance office.
- Helped set up and clean areas for Christmas Parade.
- Picked up and disposed of fallen branches at City properties.

Horticulture

- Picked up trash at City properties.
- Cleaned out dead flowers throughout City flower beds.
- Blew and picked up leaves at City properties.
- Replaced memorial marker at Violent Bank Museum.
- Trimmed low lying branches at various City properties.
- Cleaned up downed tree damaged by vehicle on Temple Avenue.
- Removed downed branches from various sites around City.
- Cleaned off leaves at White Bank playground.
- Picked up load of debris cut by garden club at Museum.
- Helped pick up trash along Boulevard after parade.
- Cleaned and checked fluids on Horticulture vehicles.

Building Maintenance

- Unstopped main drain at Senior Center.
- Installed timer for Christmas Tree at Courthouse.
- Removed microwave that was burnt up at Courthouse.
- Installed silt fencing along part of the trail at Rivers edge.
- Worked with contractors on preventive maintenance on the HVAC equipment.
- Changed bulbs and ballast in numerous light fixtures throughout City buildings.
- Worked with contractor on Animal Shelter generator.
- Helped parks department move soccer goals off fields.
- Fixed file drawer for City Attorney's office.
- Reset Courthouse HVAC unit due to cold weather.
- Completed numerous work orders.

RECREATION & PARKS DEPARTMENT CONTINUED:

Agency on Aging

Activities	<u>2023</u>	<u>2022</u>
Bingo in Center	51	62
Bowling	135	200
Bridge Party	52	36
Coffee Break	12	15
Dominoes	30	25
Mahjong	50	32
Pinochle	50	55
Senior Citizen Dance	41	40
Senior Club Meeting	84	68
Weekly Meal Programs	49	47
Awareness/Education	<u>2023</u>	<u>2022</u>
Library: Total # books checked out	9	15
Lunch & Learn: Preventative Health	24	N/A
Classes	<u>2023</u>	<u>2022</u>
Crochet & Knitting	27	19
Intro. To Line Dancing	71	42
It's Game Time	32	49
Line Dancing Class	170	153
Meditation	57	56
Open Paint	12	22
Scrapbooking	11	N/A
Sewing Class	13	17
Tap Class	7	5
Tech Savvy	3	3
Fitness	<u>2023</u>	<u>2022</u>
Balance	59	33
Cardio Ball	18	33
Chair Volleyball	64	N/A
Drum Fit 30	21	N/A
Drum Fit 45	34	N/A
Fitness Center Usage	78	54
Muscles in Motion	189	118
Pickleball	215	229
Sit & Fit	202	206
Strength & Stretch	76	55
Stretch it Out	48	25
Tai Chi	27	24
Walk This Weigh	90	41
Water Aerobics	12	14
Yoga	76	86
Trips	<u>2023</u>	<u>2022</u>
Jefferson Hotel - Tea	19	21
Tacky Light Tour	30	N/A
Totals	2,248	1,900

Agency on Aging

Transportation	<u>2023</u>	<u>2022</u>
Total Passengers	230	208
Total Trips	479	494
Total Miles	1756	2326
Wheelchairs	4	9
Donations	\$166.00	\$259.00
New Riders	5	3

Tacky Light Tour



Violet Bank Museum

Violet Bank Museum	<u>2023</u>	<u>2022</u>
Tours Given	15	9
Grounds Visitors	4	5
Ongoing Programs	42	9
Outreach Programs	0	5
Special Events	131	141
Attendance Totals	192	169

It was a very busy month for staff at Violet Bank Museum with lots of events going on. Thank you to the Violet Bank Garden Club for decorating the house for the holiday and for being our holiday hostesses during the open house.

The Stitchers from the Heart group has done an outstanding job of giving to our community. They donated 6 stockings through the Office on Youth for the Salvation Army's Christmas Stocking Drive, 13 cage mats, and 15 toys to the Colonial Heights Animal Shelter and 60 small gift bags of socks, travel sized toiletries and hard candy to the Back Door Ministry/First Baptist Church for their homeless program there.

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.

Boards and Coalition Happenings

- Crater Area Coalition on Homelessness (CACHE)- Attended training for Point in time Count of Homeless. Event scheduled for January 24, 2024
- Community Policy Management Team (CPMT)- Met to vote on financial reports for November, 2023. Discussion about reviving the System of Care Committee. Voted to meet in January.
- Community Multi-Disciplinary Team - Current caseload 6.
- District 19- Regular Board Meeting, December 7.
- Emergency Federal (EFSP)- Meeting to vote on extending deadlines for spending for organizations awarded funding.
- Families First- Attended the annual holiday party for participants. Donated toys for each family enrolled. 35 families attended.
- Family Assessment Planning Team (FAPT)- Current caseload is 43. Three meetings were held and reviewed 8 cases.
- JDVTF-meeting to discuss event to be held on April 18 in partnership with James House.
- Positive Parent Coalition PPC- Positive Parenting Coalition Meeting on December 13th, 2023. Girls 2 Women Community Engagement/Networking Lead and Mentor, Jo Downey was the speaker.
- SAFE- Monthly SAFE meeting held on December 12, 2023. Guest speaker Karleen Wolanin from Virginia Fentanyl Awareness. Daughter is recovering from fentanyl use. She's the owner of Virginia Fentanyl Awareness. Mission is to end the stigma and create a safe place for people to feel comfortable sharing their stories. Provide evidence-based solutions that empowers parents to recognize the early warning signs and engage in open dialogue.
- Virginia State Social Work Advisory Board – Quarterly meeting to discuss ways VSU can partner within the community.
- Youth Services Commission- Regular board meeting on December 18.

Community Programs

- **Kids' Achieving Progress Afterschool Program**
- KAP enrollment 28
- North Christmas Spelling Bee was a success! Lerin was the winner and Grayson the runner up.
- Christmas/Holiday party at each of the schools, students made Gingerbread houses
- All sites are fully staffed
- **Youth Advisory Council**
 - December meeting members enjoyed Team Building activities and a Holiday Party.
- **Professional Development**
 - All staff attended Mandated Reporter Training by Department of Social Services -December 1

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

- **Community Service**-Program to provide community service supervision for court mandated youth.
 - Three youth assisted with office filing and leaf removal project for an elderly citizen in the City of Colonial Heights.
- **Shoplifting Diversion**-Program to educate youth and parents about the consequences of committing larceny.
 - 20 attendees
- **District 19 Substance Abuse Assessments**-Contract with District 19 to evaluate youth referred for possible substance use. No referrals for December.

VJCCA Prevention Programs

- **Botvin Life Skills** – No referrals
- **Tackling Tough Skills** –Program to educate youth about decision-making, goal setting and communication.
 - 13 youth earned certificates and received a pizza party lunch.
- **Active Parenting** –No referrals
- **ATOD**-No referrals

UPCOMING EVENTS

- Botvin Life Skills for 7th grade students January 19-February 5
- Point in Time Count of Homeless January 24