



# CITY MANAGER'S REPORT TO CITY COUNCIL JULY 2019

## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING

#### **Transportation Capital Projects**

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – VDOT has informed the City that the project cannot be constructed utilizing VDOT on-call contractors. Staff is working with VDOT to produce construction documents to send out for bids.
- ***Safe Routes to Schools (North Elementary School Phase I), UPC 105233*** – 100% Plans submitted to VDOT for review.
- ***Safe Routes to Schools (North Elementary School Sidewalks,) UPC 106188*** – Preliminary engineering work in progress.
- ***Holly Avenue Reconstruction (Revenue Sharing), UPC 105690*** – Design work for Jamestown and Holly Ave in progress. Construction bid documents to be sent out for advertisement in August 2019.
- ***Dupuy Avenue Modernization, UPC 101287*** – Construction in progress.
- ***Lakeview Avenue Modernization, UPC 101288*** – Utility relocation currently underway.
- ***Bridge Rehabilitation, UPC 105109*** – Preliminary Engineering work in progress.
- ***Temple Avenue Signal Coordination (CMAQ Program), UPC 98883*** – Preliminary engineering work in progress.
- ***Appomattox Green River Trail Phase IV, UPC 105236*** – Awaiting authorization to start expenditures from VDOT central office.
- ***Appomattox River Greenway Trail Phase V, UPC 107533*** – Preliminary engineering work in progress.
- ***Improvements on Conduit/Ellerslie Avenue, UPC 108646*** – Construction in progress.
- ***FY 18-19 Pavement Preservation*** – Construction completed. Working with contractor (Slurry) to provide pavement improvements to a section of Washington Avenue.

#### **Utilities Capital Projects**

- ***Lakeview Avenue Water and Sewer Replacement*** – Design work complete. Construction start scheduled for Summer 2020.
- ***Dupuy Avenue Water and Sewer Replacement*** – Construction in progress.
- ***Nantucket Drainage*** – Right of way acquisition in progress.
- ***Hemlock Drainage*** – Project to be merged and rebid with Nantucket drainage project.
- ***Hrouda Pump Station*** – Project advertisement anticipated August 2019.

#### **Development Plan Reviews**

- ***Home Depot BLA*** – Final plat submitted on 7/17. Plat approved and recorded on 7/19.
- ***Old Town Creek Resubdivision Plat*** – Preliminary plat submitted on 7/24. Comments provided to Planning Dept. on 7/25.
- ***Briarcliffe Section 4*** – Final plan submitted on 7/25. Completeness review approval sent to developer's agent on 8/2.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

### PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT

July 2019

#### BUILDING INSPECTIONS DIVISION

Building Permits	Month	Year to Date
	Permits Issued	Permits Issued
Residential Building	11	55
Commercial Building	1	24
Demolition	0	1
Electrical	16	86
Mechanical	38	98
Plumbing	14	64
Swimming Pool	1	3
Amusement Rides	0	2
Tent	0	3
Clean Out Installation	1	18
Water and Sewer Connection	1	5
<b>Total: All Permits</b>	<b>83</b>	<b>359</b>

New Residential Units (CO's)	Month	Year to Date
<b>Total</b>	<b>0</b>	<b>3</b>

Valuations	Month	Year to Date
Residential	\$66,989.40	\$1,156,732.77
Commercial	\$12,000.00	\$5,965,615.00
<b>Total</b>	<b>\$78,989.40</b>	<b>\$7,122,347.77</b>

Building Inspections	Month	Year to Date
Residential	84	422
Commercial	45	333
<b>Total: All Inspections</b>	<b>129</b>	<b>755</b>

#### CODE ENFORCEMENT DIVISION

Cases	Open Cases		Closed Cases	
	Month	Year to Date	Month	Year to Date
Commercial/Recreational Vehicle	8	107	7	101
Exterior Storage of Objects	10	89	5	87
Inoperable Vehicle	11	115	12	124
Property Defacement	1	1	1	1
Tall Grass	91	402	69	352
Trash Can Placement	24	82	48	74
Trash/Debris	12	79	10	93
VA Property Maintenance Code	4	28	2	18
Zoning	2	41	2	38
<b>Total: All Cases</b>	<b>163</b>	<b>944</b>	<b>156</b>	<b>888</b>

#### PLANNING DIVISION

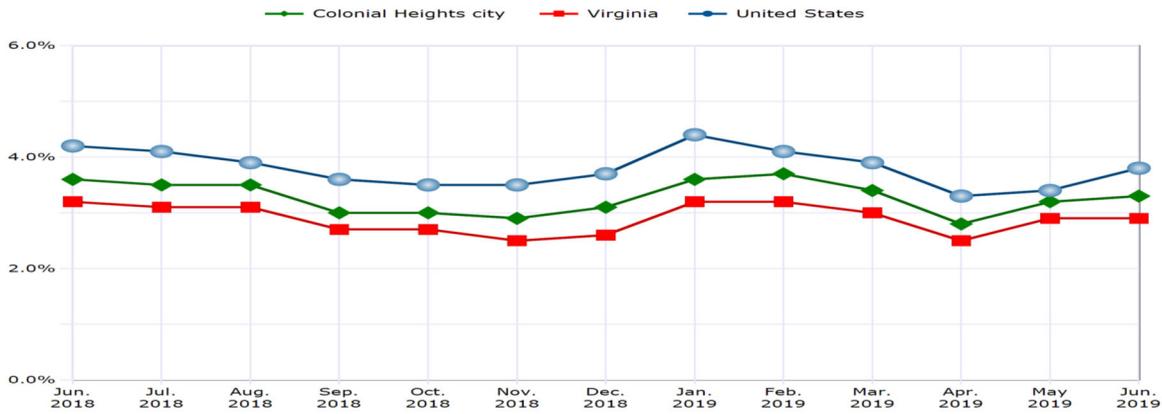
Planning Permits	Month	Year to Date
Farmer's Market	0	1
Fence	2	34
Mobile Food Units	0	0
Signs - Permanent	4	20
Signs - Temporary	1	14
Zoning	9	36
<b>Total: All Permits</b>	<b>16</b>	<b>105</b>

Development	Month	Year to Date
Plat: Adjustment/Vacation	0	1
Plat: Prelim Subdivision	0	1
Prelim. Site Plan Review	0	3
Special Exception Permit	0	0
Special Use Permit	0	2
Rezoning	0	0
Variance	0	1
Wetland Development	0	0
Zoning Opinion/Compliance	0	8
<b>Total: All Categories</b>	<b>0</b>	<b>16</b>

Community Meetings	Month	Year to Date
Board of Zoning Appeals	0	1
Planning Commission	0	4
Wetlands Board	0	0
<b>Total: All Meetings</b>	<b>0</b>	<b>5</b>

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

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



Source: Virginia Bureau of Labor Statistics

#### Comparison Over Time

Time Period	Colonial Heights city	Virginia	United States
June 2019	3.3%	2.9%	3.8%
May 2019	3.3%	2.5%	3.4%
June 2018	3.6%	3.2%	4.2%

Source: Virginia Bureau 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 June 2019 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,022	8,723	299	3.3	No

*Chesterfield	2.9 %unemployment	*City of Petersburg	5.8 % unemployment
*Dinwiddie	3.5 % unemployment	*City of Hopewell	4.4% unemployment
*Prince George	3.5 % unemployment		

#### Prospect Activity:

Direct Requests for Information:	6
Sites/Bldgs. Submitted	4
Active Prospects	7

#### Projects:

- Towneplace Suites – site plan submitted.
- H&M Store Tenant Upfit – Southpark Mall
- Extended Stay Hotel – under construction
- Conn’s Home Store – Certificate of Occupancy issued 7/12/19
- Panera w/Drive-thru – Building plans have been submitted. Waiting for revised site plan.
- Mission BBQ – construction date has not been scheduled.
- EDA Industrial Revenue Bonds have been completed. Final payment to EDA received.

#### **IV. POLICE DEPARTMENT:**

Our officers responded to 3,433 calls for service during the month of July 2019. During the same month last year, we responded to 3,495 calls for service—resulting in a 2% decrease. We had no reported robberies, and three (3) reported in July 2018— a 100% decrease. We had no reported rapes in July of 2019, and none were reported in July of 2018—no change. We had eight (8) reports of aggravated assault this July, with one (1) reported during the month of July 2018—a 700% increase. As for burglaries, five (5) were reported in July 2019, with five (5) reported during the month of July 2018— no change. There were 102 Part I, or serious, crimes reported to the Colonial Heights Police Department in July 2019. Eighty-eight (88) of those, or 86%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

Unfortunately, we experienced our first pedestrian fatality. Our victim was attempting to cross the street in the north end of the Boulevard and was struck by a drunk driver. The suspect was arrested, and our major accident team (M.A.I.T.) responded and worked the scene. The case is still being investigated and additional charges could be forthcoming.

**Capt. Steve Groat**, commander of our **Operations Division**, reported the following from his personnel. Some of the operational highlights are as follows:

- Master Officer Jared Brandeberry took a report of a sexual assault. Detective Sgt. Thad Johnson was called out to the scene and is currently investigating the incident.
- Officers responded to the optical center at Walmart for a subject who was out of control. When officers arrived on scene, a male suspect had destroyed multiple items by throwing them at the three employees. Officers were able to de-escalate the situation and take the suspect into custody without further incident. The suspect was criminally charged in this incident. Those who handled this call are to be commended for their professionalism during a stressful situation.
- Officer Chris Velasquez conducted a traffic stop on a vehicle and driver in the 600 block of the Boulevard. Officer Velasquez noticed the odor of marijuana inside the vehicle and conducted a search of the vehicle. While conducting the search, the front seat passenger fled on foot and officers gave chase, detaining him a short time later. Officer Velasquez continued his search and located a stolen firearm in the area of the front seat passenger.
- Career Officer Wayne Moody responded for a shoplifting suspect who was inside Southpark Mall. Moody located the suspect inside J.C. Penny's. During the contact, the suspect attempted to drop a firearm and flee the area. The suspect was caught, along with another person who was attempting to help the suspect. Both were arrested and charged with multiple criminal offenses.
- Career Officer Wayne Moody was responding to a domestic situation where an offender was leaving the area in a vehicle. Career Officer Moody observed the suspect vehicle and attempted to conduct a traffic stop when the suspect continued to drive at a high rate of speed. The pursuit was terminated due to knowing the identity of the suspect and the reckless manner of the suspect driving. Just days later, the suspect was arrested.
- Master Officer Bob Clark was responding to a shoplifting at Target where the offenders had exited the store and left the scene in a vehicle. Master Officer Clark gave a good description of the vehicle and it was located by Senior Officer David Gallagher. Senior Officer Gallagher attempted to stop the vehicle, but the vehicle did not yield and drove about 500 yards until it eventually stopped. All suspects were arrested and charged.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

- Master Officer Rick Scrivner responded to SRMC-ER for a subject with a gunshot wound to the foot. During his investigation it was determined that the subject was shot in the city of Petersburg. Petersburg police responded to the ER and are investigating the incident.
- Senior Officer Brett Jennings responded to The Children's Place in Southpark Mall for a reported burglary. Suspects entered the closed business and took multiple items of value from the store. Detectives responded to the scene and are investigating the incident.
- Officer Marcus Hall arrested a subject for domestic assault and malicious wounding with a caustic substance from a family argument where the suspect pepper sprayed the victims in this case.

The **Law Enforcement Services Division**, commanded by **Capt. William Anspach**, also reported his division as having a busy and productive month. Highlights from their reported activities are as follows:

- July 12, 2019, began the first phase of the promotional testing with the written test. The process continued with oral review boards on July 25<sup>th</sup>, and department administrative review boards on July 26<sup>th</sup>. Interviews with the Chief were concluded on August 5<sup>th</sup>.
- Career Officer Scott Whirley, along with Captain Anspach, Captain Ferguson, and Captain Groat, went to Southpark Mall to support the Red Cross Blood Drive event for "Battle of the Badges". Blood donors could pledge their donation to the Colonial Heights Police Department, Petersburg Police Department, or Hopewell Police Department.
- Captain Anspach met with an Axon representative about our body-worn camera program, Taser weapons and our newly acquired drones.
- Captain Anspach and Sgt. Renee Walters conducted interviews for the Lakeview school crossing guard position opening.
- Senior Officer Andy Barnhouse has been assigned to Law Enforcement Services for the summer and has assisted with multiple projects and tasks in July to include: foot patrols at Tussing Elementary and the VoTec for summer school; assisted with the police officer applicant process and organization; made multiple Project Lifesaver visits and updates; participated in an interview panel for the Animal Shelter aide opening; participated in an Accident Review Board; assisted A/Lt. Mike Foster with quarterly vehicle inspections; and worked patrol for several days.
- CPO Whirley started planning the 2019 *Celebrate Safe Communities* event by calling hosts from prior events to see if they were interested in hosting again this year.
- CPO Whirley assisted patrol officers for a suicidal person. CPO Whirley also assisted patrol with a special needs person with whom he was familiar who was wandering in the area of Temple Avenue and I-95. The subject was reunited with his family and they were provided Project Lifesaver information.
- CPO Whirley served a search warrant on the suspect vehicle from the fatal accident on July 6<sup>th</sup>. He also met with a Virginia State Trooper who used computer equipment to try to analyze data derived during the accident.
- Sgt. Renee Walters emailed a signed grant acceptance to DCJS for the School Resource Officer grant at the Vocational/Technical School and submitted quarterly reports for the current DMV grant.

#### IV. POLICE DEPARTMENT (CONTINUED):

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported July 2019 was an average month for the number of cases assigned to Investigations. Twenty (20) new cases were assigned to detectives for the month. Of all the cases that were investigated, 13 were cleared (this included clearing two cases from previous months), which resulted in a clearance rate of 65% for the month of July.

July was a month where detectives investigated seven various sex crimes, two death investigations, two break and enters, four larcenies, one threatening to bomb a building, and four other various criminal violations. Detective Sgt. Thad Johnson investigated a sexual assault. Surveillance videos from several stores were obtained during the investigation that helped strengthen the victim’s statements.

Also, during the month of July we had three (3) reported non-fatal heroin overdoses. Additionally, we processed 18 concealed weapon permits. We also handled one (1) telecommunicator background investigation.

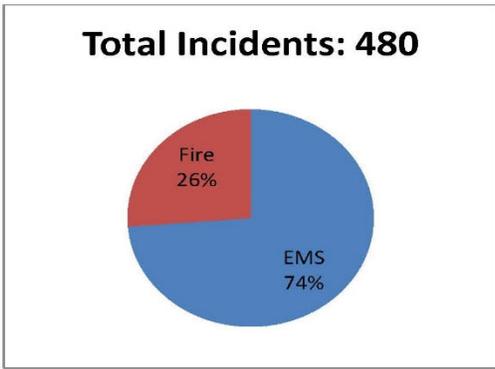
The **U.S. Marshal’s Fugitive Task Force** has been temporarily vacated while we shift personnel to cover shortages in the wake of several retirements, illnesses and a military deployment.

**Auxiliary** and **Sentinels** assisted the police department with the annual 4th of July fireworks and provided traffic control during the M.A.I.T. investigation of the fatal vehicle versus pedestrian accident. Auxiliary officers provided 42 hours of extra manpower while riding with officers during the month.

Overall as an agency during the month of July, we made 348 total arrests, worked 80 crashes, wrote 319 traffic citations, executed 529 traffic stops, affected nine (9) DUI arrests and 31 drug arrests, and issued 45 parking citations.

Crime	July 2018	July 2019	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	3	0	-100%
Aggravated Assaults	1	8	700%
Simple Assaults	17	21	24%
B & E	5	5	0%
Larceny	62	67	8%
Vehicle Thefts	9	1	-89%
Arson	0	0	0%
Shoplifting	32	38	19%
DUI Arrests	12	9	-25%
All Criminal Arrests	356	348	-2%
Calls for Service	3,495	3,433	-2%
<b>July 2019</b>	<b>Number Reported</b>	<b>Number Cleared</b>	<b>Percentage Cleared</b>
	102	88	86%

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 126**

(Total Fire Loss \$107,590)

**Total EMS Incidents: 354 (225 Patients Transported)**

Fire units arrived on scene in less than 9 minutes on 97.4 % of emergency incidents: (Avg. response time 5:40 minutes)

EMS units arrived on scene in less than 9 minutes on 94.6 % of emergency incidents. (Avg. response time 5:39 minutes)

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

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Building fire	5	Excessive heat	1	Good intent calls	27
Passenger vehicle fire	5	Water or steam leak	1	Public service calls	21
Road freight/transport vehicle fire	2	Power line down	3	Pre-incident planning	1
Cooking Fire	2	Gasoline or other flammable spill	1	False alarm/false calls	13
Brush or grass mixture fire	1	Oil or other combustible spill	1	Assist invalid	12
Trash or rubbish fire	1	Chemical spill or leak	1	Child seat installation	5
Dumpster or trash receptacle	2	Hazardous condition other	3	Smoke/CO detector installation	4
Authorized burning	1	Confined Space Rescue	1	Public Fire Education	2
		(Crater Technical Rescue		Knox Box installation	2
		Activation Dinwiddie county)		Cover Assignment/Standby	3

**Fire Mutual Aid Given & Received**

M/A Fire engine (First Responder) EMS to Chesterfield	7	M/A received from Chesterfield Fire	8
M/A given to Chesterfield Fire	1	M/A received Prince George Fire	1
M/A given to Dinwiddie Fire	1	M/A received Petersburg Fire	1
		M/A given Crater Technical Rescue Team	1

**EMS Mutual Aid Given and Received**

M/A given to Petersburg EMS	1	M/A received from Petersburg	2
		M/A received from Hopewell	2
		M/A received from Chesterfield	3

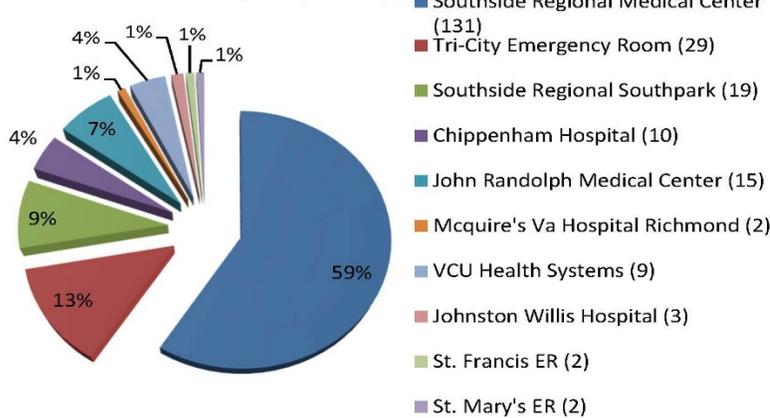
**Staffing**

**Engine unstaffed due to EMS call**

**Engine staffed with 2 due to EMS call**

Station	Number of Incidents	Total Hours
Station 1	5 Incidents	6 Hours & 29 Minutes
	3 Incidents	3 Hours & 42 Minutes
Station 2	8 Incidents	7 Hours & 58 Minutes
	5 Incidents	3 Hours & 38 Minutes

**Patient Transport (Facility)**



**EMS Transports (by facility)**

## **VI. FINANCE DEPARTMENT:**

### **Finance Activity:**

- ERP System- Phase I (Chart of Accounts) is near completion as of the end of the month, as 1,416 account codes have been loaded into the City's MUNIS test database and are undergoing various checks prior to completion of this phase. Phase II (PP & RE Tax) is ongoing as the staff had two days with Tyler to review current state and some future state tax processing. Virtual IT has been working on extracting the necessary data from the City's existing tax system, which has proven fairly difficult. A fundamentals review scheduled for July 19 was postponed by Tyler to August 9. Staff continues to communicate with Tyler our concerns about project delays.
- Staff responded to a portion of the utility rate study data request. There are concerns about extracting applicable data from the existing system without query building software.
- The cigarette tax implementation has been fairly smooth with the exception of Sam's Club. There were reports of non-compliance by one retailer, however a subsequent visit by the Commissioner of the Revenue has alleviated those concerns.
- Joy Kendrick joined the Finance Team on July 24 as Finance Specialist II (Payroll). She has been quickly learning the City's systems and processes.
- Tomeka Smith has accepted a position as Director of Budget and Finance for the Virginia Indigent Defense Commission and will be leaving the Department August 6. We wish her the best.
- Staff continue year-end activity and preparation for the FY2019 audit. Brown Edwards will be on-site for fieldwork on September 3.

### **Purchasing Activity:**

- A contract with Tyler Technologies for Computer Aided Dispatch (CAD), Mobile Client, Law Enforcement Records Management Software (RMS) Automatic Vehicle Locator (AVL) DAD to CAD Solution was signed during the month and a purchase order has been issued.
- A contract for Automated Medical Billing & Collection for the City's Ambulance Service was approved during the month.
- A vendor was selected in response to Invitation # 19-050102-1088, Banking Services, and contract negotiations are underway.
- Four firms have been put under contract for "On-Call" Geotechnical Engineering, Environmental Engineering and Construction Support Services.
- One proposal was received in response to Invitation #19-053002-1093, Employee Assistance Program. The selection committee interviewed this vendor in July and is moving forward with a contract.
- Invitation # 19-081202-1094 was issued on July 25, with bids due on August 12, for milling up the tennis courts at the Middle School and reinstalling two tennis courts and two pickle ball courts.

### **Other Purchasing Activity:**

- With the beginning of the new fiscal year, purchasing activity during the month was extremely heavy.
- Two surplus assets were sold on the GovDeals website. (PSB Generator and a Fire Truck). The bid received on the fire truck was \$10,050 while the generator high bid was \$10,000
- The new PSB Generator was installed and now runs on gas service.
- A purchase order was issued for the White Bank Park Bathroom project, to install the sewer lines, water lines, septic tank, and sidewalks. After this work is completed, the pre fab concrete building will be put into place and hooked up.

## **VI. FINANCE DEPARTMENT (CONTINUED):**

- A purchase order was issued for a Recreation & Parks vehicle and a Utility Billing truck, using cooperative language in the VA Sheriff Association contract.
- Tree trimming work was authorized at the Senior/Teen center and also at property near the courthouse. In both cases, trees on city property were causing damages/concerns to neighboring properties.
- A purchase order was issued for large commercial/industrial cooling fans for the Fleet Building.
- Preliminary work was done during the month for bidding the replacement of all three HVAC units at City Hall. This IFB should go out in August.
- Staff is waiting on estimates to replace the condenser coils on the HVAC unit at Fire Station 1.
- A purchase order was issued to replace the pier decking at Ft Clifton.
- Purchase Order was issued for power washing City Hall, the public works building, and various locations at the Courthouse.

### **Risk Management Activity:**

- The City received a notice of litigation concerning a former sheriff deputy who ran into the back of another vehicle approximately a year ago.
- A citizen backed into a police vehicle while the officer was investigating a case.

### **Utility Billing Activity:**

- Bi-monthly Utility Bills Sent– 3,869
- Delinquent Notices Sent –754 or 20.7% with 121 cut off for nonpayment.
- \$327 in utility billing set-off debt collections received for this month.

### **Billing and Collections Activity:**

- The Department processed 110 DMV releases for the month of July: 109 personal property, and 1 parking citation.
- Administrative fees of \$1,712.54 were collected

### **Real Estate Activity:**

- There were 64 recorded transfers this month, 25 of which were valid residential sales.

## **VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of July 2019:

### **Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Deputy Director of Finance
Fire & EMS	Communications Officer
Office on Youth	Director of Office on Youth & Human Services
Office on Youth	Site Supervisor (Part-time)
Office on Youth	Support Worker (Part-time)
Police	Animal Control Aide (Part-time)
Police	Police Officer
Police	School Crossing Guard (Part-time)
Public Works	Public Works Technician
Public Works	Utility Maintenance Specialist
Recreation & Parks	Facilities/Groundskeeper II

### **Applications & Testing**

<u>Position</u>	<u>Total Applications</u>	<u>Total Hits on Job</u>
	<u>Received</u>	<u>Announcement Page</u>
Animal Control Aide (Part-time)	43	330
Communications Officer	91	1,268
Facilities/Groundskeeper II	23	221
Police Officer	156	947
Public Works Technician	11	173
School Crossing Guard (Part-time)	16	205
Utility Maintenance Specialist	5	136

### **Pay Plan Study**

- Approved pay study recommendations (revised pay plan and salary adjustments) were implemented.

### **Miscellaneous**

- New Employee Orientation: Financial Specialist II (Finance)
- Employee Exit Interviews: 3 Communications Supervisors (Fire & EMS)
- Participated as a panelist in the 1<sup>st</sup> Round interview phase of the Police Lieutenants and Police Sergeants promotional processes in the Police Department.
- Finalized vendor meetings for RFP proposals for Pre-Employment Physicals/Testing and Employee Assistance Program (EAP) services.
- Met with the program coordinator for the “Virginia Values Veterans V3 Program” Employer Training Seminar to host a training event for public sector agencies and private sector businesses in the surrounding areas. The City will host the event on October 16, 2019.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"><li>1. Library</li><li>2. Real Estate Records</li><li>3. Yard Sale and Temporary Sign Permit</li><li>4. Animal Control &amp; Shelter</li><li>5. Human Resources</li><li>6. City Employees</li><li>7. Yard Sale</li><li>8. Pay Online</li><li>9. Recreation &amp; Parks</li><li>10. Police</li><li>11. GIS and Maps</li><li>12. Jobs</li><li>13. Records &amp; Property Tax Maps</li><li>14. Real Estate Assessor</li><li>15. Utility Billing</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> Puerto Rico</li><li> India</li><li> China</li><li> Germany</li><li> Ireland</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> Illinois</li><li> North Carolina</li><li> Pennsylvania</li><li> California</li><li> Maryland</li></ul>
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- ☆ Citizens submitted and city staff processed 448 Service Requests and questions through the “Report a Concern” module during the month of July.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,947 fans and the City’s Twitter account has 1,391 followers. There are 3,336 subscribers for “In the News”.

## IX. LIBRARY:

- ☆ The library staff circulated 24,285 titles in July.
- ☆ Residents borrowed 8,167 e-books on Kindles, while 661 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 863 residents registered for the Hoopla service.
- ☆ The public computer center had 1,472 users, while the iPad center was used 131 times.
- ☆ The new virtual reality center was used 138 times.
- ☆ The children’s story time program had 986 children participating.
- ☆ The library’s meeting rooms were used by 129 groups.
- ☆ An average of 672 residents used the library each day, while 107 residents registered for new library cards.

## **X. RECREATION & PARKS DEPARTMENT:**

### **Recreation Division**

The Recreation Division continued their Summer programs in July to include the Summer Camp Program, Summer Tots and various athletics camps. Six youth baseball and softball All-star teams competed in local tournaments. Youth Football and Cheerleading registration concluded in July and practices will start August 3rd. The Department also hosted their Dive in Movie and the CJ Procise Football Camp for the third year in a row. The Therapeutic Recreation program continues with increased enrollment. Staff prepared the Fall City Focus edition that will be finalized and released in August. Staff also continued to work on the upcoming Back to School Festival.

<b>Activities/Programs</b>	<b>2019</b>	<b>2018</b>
Youth Football Registration (as of 7/31/18)	72	60
Youth Cheerleading Registration (as of 7/31/18)	65	44
Basketball Camp	31	35
Soccer Camp	46	32
Cheerleading Camp	24	18
Football Camp	23	13
Volleyball Camp	28	12
Tennis Lessons	17	10
Be Procise Football Camp	104	120
Dive in Movie	98	80
Belly Dance	3	3
Karate	4	4
Summer Playground Enrollment	362	362
Summer Tots	100	56
Therapeutic Recreation	87	43
<b>Facility Usage</b>	<b>2019</b>	<b>2018</b>
Community Room Attendance	1,040	1,144
Community Room Reservations	20	26
Pavilion Attendance	2,325	3,021
Pavilion Reservations	31	53
Field Attendance	7,750	10,085
Field Rentals	31	87

**American Legion Post 284's donates \$25,000 to Maddie's Magnificent Play Park**



### **Violet Bank Museum**

	<u>2018</u>	<u>2019</u>
<b>Attendance</b>	138	210

Tours Given: 74  
 Grounds Visitors: 37  
 Ongoing Programs: 22  
 Outreach: 38  
 Special Events: 39

The **Chesterfield County Historical Society** held their monthly meeting and ice cream social in the conference room, and toured the house and grounds before ending their meeting. They had very nice things to say about the Violet Bank history, the staff's hospitality and the overall experience of being here.



Outreach consisted of speaking at the A.P. Hill Chapter of the SCV. Thirty-eight were present to hear Mike Poarch speak on the Action at Fort Clifton.

Make and Take Craft Classes were held in the conference room. Turnout was minimal, but the children that attended had a great time.

The **Violet Bank Garden Club's Pollinator Garden** is looking very nice and is full of butterflies and other pollinators. Jan Pingle and her husband have worked very hard in the July heat to maintain.



## X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging Activities	2019	2018
Adult Coloring	6	6
Bingo	51	37
Bowling	192	192
Bridge Party	56	48
Bridge Tournament	143	112
BUNCO	20	12
Potluck "Breakfast" Party	12	N/A
Senior Club Meeting	50	69
Senior Citizen Dance	86	87
Senior Golf Association Fort Lee	416	288
Senior Golf Association Tri-Cities	209	128
Sing-A-Long	28	30
Awareness/Education	2019	2018
Blood Drive	18	6
Lunch & Learn: Clear Caption	3	N/A
Lunch & Learn: History of American Photography	14	N/A
Classes	2019	2018
Colorful Creation Open Paint	32	33
Crochet & Knitting	39	31
Game Central	20	25
Line Dancing Class	106	63
Quilts for Vets	11	7
Sewing Class	45	28
Tap Class	68	49
Tech Savy	0	4
Watercolor with Baye	24	38
Fitness	2019	2018
Boot Camp	133	N/A
Chisel & Sculpt	26	N/A
Educational Strength Training	24	N/A
Morning Crunch	94	N/A
Muscles in Motion	178	238
Sit & Let's Get Fit	185	191
Strength & Stretch	303	343
Pickleball	299	223
Rise & Grind	39	N/A
Tai Chi	51	53
Total Body Strength	246	N/A
Water Aerobics	118	143
Yoga	173	125
Trips	2019	2018
Family History Center	2	6
Holocaust Museum	11	N/A
Lunch Bunch	13	10
Rosie's Gaming Emponium	13	N/A
Saude Creek & New Kent Wineries	13	N/A
Shopping at Short Pump	7	N/A
VA Beach	20	N/A
TOTAL	3,283	2,625
Volunteer Hours	0	12
Meals	2019	2018
Home Delivery Meals	20	50
Site Meals	29	48
Transportation	2019	2018
Total Passengers	417	217
Total Trips	845	424
Total Miles	5483	2516
Wheelchairs	31	4
Donations	\$734.00	\$147.00
New Riders	18	10

### Holocaust Museum Trip



### Parks, Horticulture, Buildings & Grounds

- Prepared ball fields as needed for league and tournament play.
- Cut grass around City buildings, Parks, and ballfields as needed.
- Removed temporary fencing from High School baseball and softball fields.
- Removed pitcher's mound in Shepherd Stadium for BIB tournament.
- Installed temporary pitcher's mound and temporary fence in Shepherd Stadium for BIB tournament.
- Repaired holes in wall and rehung coat rack in Community Center from renter damage.
- Cleared and cleaned Appomattox River Trail for Special Olympics Torch Run.
- Top-dressed and repaired worn areas with sod at Soccer Complex.
- Installed mounting bracket and hung a flat screen TV at the Library.
- Moved furniture from the Library to the Community Center.
- Weeded and mulched flowerbeds as needed.
- Trimmed shrubs at sites as needed.
- Cut grass and weeded sites as needed.
- Trimmed hollies and bayberries at the Health Department.
- Trimmed lower limbs off Red Buds at Public Safety Building.
- Worked on memorial garden at Animal Shelter.

**XI. OFFICE ON YOUTH & HUMAN SERVICES:**

**Youth Advisory Council Activities**

- o No Monthly Meeting for July

**Youth Services Commission**

- o No monthly meeting for July

**Kids' Achieving Progress Afterschool Program**

- o No activities for July

**Substance Abuse Prevention Activities**

18 teen received Virginia ABC, Drive Smart Virginia, AAA, State Police, Poison Control Center information at driver's licensing ceremony

**Diversion Program Participation**

- **Community Service**  
4 Youth Completed 20 Hours of Service Learning
- **Shoplifting Diversion**  
8 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
- **Teen Life Skills**  
1 Youth Completed 2 Sessions of "Teen Life Skills"
- **Miscellaneous Youth Services (Non DJJ)**  
6 Youth Completed 58 Hours of Community Service
- 1 Youth Completed 2 hours of Fire Setting Intake

**Professional Development:**

6 hours completed

- Assertive Employees
- Ethics and Setting Boundaries
- Personality Differences in Employees

**XII. FLEET MAINTENANCE:**

	<b><u># Invoices</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
<b>2019</b>	75	\$18,803.02	2	\$1,905.32
<b>2018</b>	91	\$22,274.69	4	\$1,811.24

The Sublet repairs consist of

Windshield replacement	\$278.42
Hood repair and paint (bus 26)	\$1,626.90