

# CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2013



## **I. PUBLIC WORKS & ENGINEERING:**

### **ENGINEERING AND DEVELOPMENT**

#### **Buildings and Facilities Capital Projects**

- ***New Courts Facility*** – Construction in process. Windows and skylights have been installed. Roofing construction is substantially complete. Interior work is proceeding. Drywall, doorways and doors are being installed. Maryland Office Interiors, Inc. (MOII) has conducted the initial meeting with the end users/building occupants to begin the selection and design of furniture selections and options. MOII will meet with each user group to specify and detail furniture design, layouts, and configuration.

#### **Transportation Capital Projects**

- ***Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434*** –***Urban and CMAQ Programs*** – Notice to Proceed issued to Shoosmith Construction on April 8. Construction has consisted of installation of temporary traffic signals for Maintenance of Traffic, and installation. Construction is beginning on the south end of the Boulevard with storm drain installation and water line installation.
- ***Safe Routes to Schools- Phase 2 (2012), UPC 102836***– Design in process.
- ***Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)*** – Design in process. Advertisement for construction bids anticipated in Summer 2013.
- ***Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)*** – Design in process. Advertisement for construction bids anticipated in Summer 2013.
- ***Dupuy Avenue Modernization, UPC 101287*** – Sixty (60%) percent drawings currently being reviewed by staff. Plans to be submitted to VDOT May 2013 for right of way authorization. Authorization from VDOT to begin Right of Way expected July 2013.
- ***Lakeview Avenue Modernization, UPC 101288*** – Design in process. Consultant currently preparing design drawings for submission to VDOT for right of way authorization.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – Design in process. Anticipated solicitation for construction bids is Fall 2013.

#### **Utilities Capital Projects**

- ***Boulevard Water and Sewer Replacement*** – Notice to Proceed for construction issued along with Notice to Proceed for Boulevard Project issued on April 8, 2013.
- ***Lakeview Avenue Water and Sewer Replacement*** – Design in process.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design in process.
- ***Charlotte Avenue Sewer*** – Project complete.

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

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### **Plan Reviews**

- Received and reviewed eleven (11) plan submittals.

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### **Right-of-Way Permits**

- Issued six (6) permits and closed out five (5) permits.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 64 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (19) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Trimmed tree limbs and bushes at (05) locations.
- Placed gravel in alleys at (01) location, pothole at (01) location, shoulder of road at (03) locations and utility cut at (01) location.
- Removed a dead dogwood tree on Suffolk Avenue.
- Removed storm damage from (03) locations.
- Cleaned all Street Division's Vehicles and Equipment.
- Sprayed grass outside and inside Radio Tower fence at Animal Shelter.

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### **Recycling Center**

- 533 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

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### **Storm Water and Drainage**

- Cleaned (29) catch basins, (04) drainage ditches, (04) drainage pipe, (01) BMP, (02) Curb and Gutters and responded to (08) miscellaneous drainage requests.
- Repaired catch basins on Washington Avenue and Greenmeadow Court and storm pipes on Moore and James Avenues.
- Filled a sinkhole with topsoil behind curb at 319 Bristol Avenue.
- Concrete Crew repaired/replaced (46) feet of Curb and Gutter at (04) locations, 48 feet and 24 inch of sidewalk at (07) locations and responded to (04) miscellaneous concrete request.
- Sweeper collected (195) cubic yards of debris from (106) locations.
- Assisted Utilities Division with flushing a sanitary sewer line on Azalea Lane.

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### **Transportation**

- Placed Asphalt in (28) potholes, (04) utility cuts, (09) low pavement, (02) shoulders, (02) new concrete structures, (03) driveways and responded to (03) asphalt miscellaneous requests.
- Assisted Purchasing Department picking up Surplus Items in preparation of Auction.
- Assisted Police Department closing and reopening Temple Avenue and Roslyn Road at I-95 due to an accident.
- Asphalt and Concrete Crews attended an Equipment Show in North Carolina on March 17<sup>th</sup>.

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### **Wastewater Utility**

- Responded to (32) sewer backups, flushed (05) main line, flushed drains at the animal shelter, repaired (03) laterals, installed (07) cleanouts, repaired (02) cleanout tops, repaired (02) main lines, and responded to (05) sewer miscellaneous requests.
- Placed topsoil around cleanout at (02) locations.
- Camera sewer main line at (13) locations.

**I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

- Removed roots out of sewer lateral at (02) locations.
- Placed gravel in utility cut at Crestwood and Snead Avenues.
- Placed gravel and topsoil in sinkhole at 1210 Covington Road.
- Removed debris from pumps and greased pump number two at Main Pump Station.
- Acknowledge alarms after hours at Dunlop Farms Pump Station.
- Acknowledge alarms after hours at Conjurers Neck Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- Water and Sewer Employees Completed Forklift training.

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**Water Utility**

- Replaced (14) meters, set (02) new meters, replaced (01) box, (06) meter tops, (02) washers and (01) meter box.
- Cleaned (03) meter boxes, turned water off for leak on citizen’s side at (03) locations, pulled meter for Utility Billing at (02) locations and responded to (06) water miscellaneous requests.
- Repaired (02) service lines, (01) main line, installed (01) pigtail, (01) meter setter and performed (01) chlorine test.
- Replace a Fire Hydrant at 1135 Cumberland Drive.
- Placed topsoil around meter box at (01) location.
- Backflow/Cross Connection Technician conducted (74) surveys, (26) completed, (48) incomplete and assisted with locating underground utilities performing (24) hours.
- Collected weekly routine water samples, performed THM’s, HAA’s sent these to Appomattox River Water Authority’s (ARWA) for testing.
- Performed bacterial sample and disinfected by products and sent these to Richmond lab for testing.
- Miss Utility locating required (218) man-hours.

**II. PLANNING & COMMUNITY DEVELOPMENT:**

	<b>Month</b>	<b>YTD</b>
<b>1. Fence Permits</b>	4	8
<b>2. New Sign Permits</b>	8	32
<ul style="list-style-type: none"> <li>• Behavioral Health Services – 1617 Boulevard, Suite D</li> <li>• Great Clips – 1058 Temple Avenue</li> <li>• Avenue Hair Salon – 1617 Boulevard, Suite E</li> <li>• VA Taekwondo Inc. – 2203 Boulevard</li> <li>• Fasion – 798 Southpark Boulevard</li> <li>• Batteries + - 456 Charles Dimmock Pkwy, Suite 1</li> <li>• Dick’s Sporting Goods – 324 Southpark Circle (3 pylon signs)</li> <li>• Tri-City Agency – 711 Boulevard</li> </ul>		
<b>3. Neighborhood Revitalization –</b>		
2012 Emergency Home Repair Rehabilitation funding		\$46,040
Repairs Completed	#6	
<ul style="list-style-type: none"> <li>• 520 Colonial Avenue – new roof and ceiling repairs – \$6,240</li> <li>• 122 Cameron Avenue – patch and paint roof, new furnace – \$8,530</li> <li>• 202 Lafayette Avenue – new roof and electrical - \$7,080</li> <li>• 2102 Snead Avenue – new roof, and repair porch, bathroom floor - \$7,155</li> <li>• 159 Piedmont Avenue – new roof, - \$9,905</li> <li>• 112 Lafayette Avenue – new roof – \$7,130</li> </ul>		

**2012 Applications being Processed #0**

## II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

The 2012-2013 Colonial Heights Home Repair Program is complete. Applications for the 2013-2014 program will be available in June 2013.

### 4. Zoning Property Maintenance

<u>Property Maintenance</u>			<u>Zoning</u>		
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>
Total Inspections	14	34	Total Inspections	0	19
Violations	7	24	Violations	0	17
Violations Resolved	2	15	Violations Resolved	0	17
<u>House # Violations</u>			<u>Tall Grass</u>		
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>
Total Inspections	15	41	Total Inspections	25	25
Violations	15	15	Violations	24	24
Violations Resolved	5	10	Violations Resolved	1	1
<u>Inoperable Motor Vehicles</u>			<u>Building Code</u>		
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>
Total Inspections	15	50	Total Inspections	4	16
Violations	13	39	Violations	4	16
Violations Resolved	4	29	Violations Resolved	0	11
<u>Signs</u>			<u>Other</u>		
	<u>Month</u>	<u>YTD</u>		<u>Month</u>	<u>YTD</u>
Total Inspections	8	43	Total Inspections	4	19
Violations	8	42	Violations	3	12
Violations Resolved	4	33	Violations Resolved	2	11

### 5. Building Inspections

	<u>Month</u>	<u>YTD</u>
New Construction Inspections	305	841
Permits for new Residents	0	0
Cost New Homes	\$0	\$0
Existing House & Maintenance	0	0
Additions	4	15
Demolitions	0	1
Permits for Commercial	4	23
Cost for Commercial	\$177,500	\$1,258,600
Plumbing Permits Issued	4	31
Electrical Permits Issued	17	56
Mechanical Permits Issued	11	41
Swimming Pool Permits Issued	1	3
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	6	15
Court Cases	0	0

### Rental Inspections

	<u>Month</u>	<u>YTD</u>
Total Units Inspected	10	60
Dwellings	5	49
Duplex	5	7
Apartments	0	4
First Inspection		
Passed	10	60
Failed	0	0
Second Inspection	0	0
Passed	0	0
Failed	0	0
4 Year Cert. Issued	15	61
Apartments Complexes	0	4
No. of Units Cert.	0	84

## III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,417 calls for service during the month of April, 2013. During the same month last year, we responded to 3,703 calls for service—a 7% decrease. We had one (1) reported robbery this month and one (1) was reported in April of 2012— no change. There was one (1) reported aggravated assault this April and five (5) reported during the month of April, 2012— an 80% decrease. We had three (3) reported burglaries in April, 2013, compared with three (3) burglaries reported during the month of April, 2012— no change. There were 82 Part I, or serious, crimes reported to the Colonial Heights Police Department in April, 2013. Fifty-seven (57) of those, or 70%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

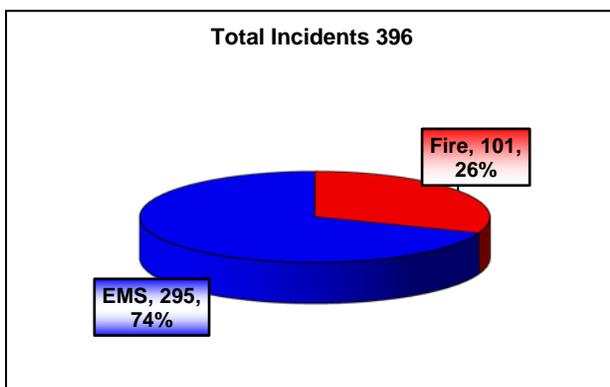
### **III. POLICE DEPARTMENT (CONTINUED):**

- ✓ This past month, we saw a slight increase of 1% in our overall arrests, going from 339 in April of 2012, to 343 in 2013. Arrests for larcenies stayed the same; however, shoplifting arrests decreased slightly by 4%. This was the first time in the past six months that larceny arrests did not decrease like shoplifting arrests.
- ✓ I am pleased to report that we had a fairly quiet month, despite the armed robbery to start the month off at the 7-11 on the north end of the Boulevard. The victim is going to fully recover; however, he is lucky to be alive considering that he took matters into his own hands, entering the store with his weapon drawn, without contacting us beforehand. We have been consistent with our message with all the media reports that we recommend all citizens to contact the police when they witness a crime that is occurring or has occurred. We have strong leads on the case, as we have been working with several local jurisdictions that have experienced armed robberies, from the city of Richmond to Hopewell.
- ✓ I am also pleased to report that the Tobacco Zone business has closed down. This establishment was found to be selling synthetic marijuana once new emergency legislation was passed by the Virginia General Assembly. The case is waiting to be heard by our local Grand Jury prior to criminal charges being placed. We have also been informed that Gifts and More, located in Dunlop Shopping Center, may be selling similar products, so we have made those purchases and had them tested only to discover that the substance contains nothing illegal. Our efforts will continue throughout the City to properly address any illegal substances that may be sold to the general public.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol had another productive month. We assisted Chesterfield County and the Virginia State Police with the drowning deaths and recoveries of the two Virginia State University students. We also attended the local memorial held on campus. Working jointly with the FBI Terrorism Task Force, we identified a stalking suspect who is on the FBI's watch list. A search warrant was executed in the stalking case, and materials of a suspicious nature were found, but it was later determined they were of no threat.
- ✓ Our **Animal Control** personnel executed a Rabies Clinic at the Animal Shelter, where they vaccinated 87 dogs and 11 cats, a wonderful event to host.
- ✓ We had the occasion to conduct one fugitive extradition during the month—our officers responded to the State of New Jersey to pick up a subject wanted on two charges of possession of cocaine with intent to distribute and a capias for failure to appear.
- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported another active month. They secured six (6) felony warrants and 50 misdemeanor warrants from a variety of criminal and traffic offenses. There were 26 narcotics arrests, six (6) weapons violations and three (3) alcohol violations.
- ✓ Our **volunteer services** have started to increase as the weather has improved. Our Auxiliary Police and Sentinels volunteered a total of 214 hours during the month. Duties included annual road races, ride-alongs and special events.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his unit as being on the go with a variety of duties. They included the following:
  - Hosting Virginia State University's academic personnel from their criminal justice program, who provided information on their graduate degree program.

### III. POLICE DEPARTMENT (CONTINUED):

- Special Olympics Track and Field event
  - D.A.R.E. Graduation
  - CHHS Career Fair
  - Chesterfield County/Colonial Heights Crime Solvers Golf Tournament.
  - Our annual Community Safety Event, where we checked and offered child safety seats, child DNA, issued guns locks and received 257 pounds of pharmaceutical narcotics to be destroyed by the DEA on their Drug Take-Back Initiative.
- ✓ We are also processing another request from a local towing business about getting on our rotating towing list, which now stands at three (3) businesses. In the near future, we could have as many as five (5) on the rotation.
  - ✓ Our **Investigations Division** had another quiet month. Other than the armed robbery, they only picked up 17 new cases during the month. Their caseload included several bank frauds; a sexual assault; credit card fraud; a death investigation; and several grand larcenies, vandalisms and burglaries. Sgt. Stephanie Early also processed 44 concealed weapon permits, three (3) precious metal permits and one (1) massage therapist permit.
  - ✓ Overall, we made 343 arrests for the month, including 81 felonies and 256 misdemeanors; worked 77 crashes; wrote 620 traffic citations; gave 694 verbal warnings; affected 13 DUI arrests and 45 drug arrests; and issued 27 parking citations.
  - ✓ **Sr. Officer Michael D. Duncan** was selected as our *Employee of the Month* for March, 2013. Sr. Officer Duncan issued 30 traffic summonses, worked four (4) vehicle crashes, obtained eight (8) felony warrants, eight (8) misdemeanor warrants and arrested six (6) fugitives during the month of March. In addition, there has been an ongoing problem of people driving four-wheel-drive vehicles in the grassy areas of City parks, destroying the landscaping. Based on information from a City worker, Sr. Officer Duncan responded to White Bank Park and found that an unknown suspect had indeed destroyed the grassy area on the hill using a four-wheel-drive ATV. He was able to follow the tracks to a residence located in the north end of Conduit Road. Not only did he locate the suspect vehicle, but he also identified the driver and subsequently obtained a full confession, leading to the arrest of an adult male.
  - ✓ Sr. Officer Mike Duncan is committed to the field of law enforcement and to the citizens of Colonial Heights, contributing to the overall mission of the Department through his hard work. For his diligence and work ethics, Mike was presented with a CHPD survival knife.

### IV. FIRE & EMS DEPARTMENT:



**Total Fire Type Incidents: 101**

(Total Fire Loss \$7,955)

**Total Patients transported: 227**

(Total EMS incidents 295)

*Fire units arrived on scene in less than 9 minutes on 89.3% of emergency incidents. (average response time 6:02 minutes)*

*EMS units arrived on scene in less than 9 minutes on 96.7% of emergency incidents. (average response time 5:30 minutes)*

**IV. FIRE & EMS DEPARTMENT (CONTINUED):**

<b>Fire Division (number of incidents):</b>					
<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Electrical Problem	2	Good Intent Calls	22
Cooking Fire	2	Gas Leak	1	Public Service	44
Brush Fire/Outside Fire	2	Power Line Down	3	Alarm Activation (no fire)	9
Chimney Fire	1	Gasoline/Chemical spill	4	Child Seat Installation	5
Other Fire	1	Lightning strike	1	Smoke detector installation	2
M/A EMS First Responder to Chesterfield	4	M/A received from Chesterfield Fire			2
M/A to Chesterfield Fire	8				

<b>EMS Division (number of patients):</b>					
Abdominal Pain	8	Diabetic Hyperglycemia	6	Obvious Death	2
Airway Obstruction	2	Diabetic Hypoglycemia	3	Pain	17
Allergic Reaction	1	Epistaxis (non-traumatic)	1	Poisoning/Drug Ingestion	1
Altered Mental Status	8	Fever/Hyperthermia	3	Respiratory Distress	28
Asthma	2	GI Bleed	1	Seizure	5
Back pain	6	General Malaise	4	Stroke/CVA	4
Behavioral/Psychiatric	9	Headache	2	Syncope/Fainting	11
Cardiac Arrest	1	Hypertension	2	Traumatic Injury	57
Cardiac Rhythm Disturbance	5	Nausea/Vomiting	5	Unconscious	1
Chest Pain	26	No Apparent injury/illness	9	Weakness	10
COPD (emphysema)	4	OB/Pregnancy (non-delivery)	1	Other	42
M/A to Petersburg EMS	2	M/A received from Fort Lee EMS			4
M/A to Prince George EMS	1	M/A received from Petersburg EMS			3
M/A to Dinwiddie EMS	3				

<b>EMS Transports (by facility)</b>		
Southside Regional Medical Center	172	75.77%
John Randolph Medical Center	21	9.25%
CJW Medical Center –Chippenham Campus	19	8.37%
VCU Health Systems	7	3.08%
St. Francis Medical Center	4	1.76%
VAMC Richmond (McQuire)	2	0.88%
St. Mary’s Hospital Richmond	1	0.44%
Henrico Doctor’s Hospital Forest	1	0.44%
<b>Total:</b>	<b>227</b>	<b>100%</b>

**V. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,186

City received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Association for the 33rd consecutive year.

One alarm citation was processed during April.

**Purchasing** - 177 total purchase orders completed with 136 being processed by the purchasing and 41 departmental purchases being reviewed as compared to 224 being completed for the same period in 2012. In addition, 142 check requests were prepared by departments which are not processed by Purchasing.

**Bids Issued/Opened during the month:**

- Invitation # 12-092502-1007 – Telephone Service & Equipment, Data Lines. Contract for data services finalized, phone equipment/service contract in review by attorney.
- Invitation # 13-012502-1011 – On Call Land Surveying & Mapping Services. Contracts are in process for the two vendors selected.

**V. FINANCE DEPARTMENT (CONTINUED):**

- Invitation # 13-012502-1012 – Consultant to Complete Water & Sewer Rate Study Interviews held and Contract negotiations will begin in May 2013.
- Invitation # 13-051602-1013 – Wetlands and Stream Mitigation Credits for Appomattox River Greenway Trail Project. Proposal was issued April 30 with bids due on May 16.

**Other Purchasing Activity:**

- Quote issued this month for a contractor to cut grass for high grass ordinance.
- Quote issued for cleaning out culverts under Conduit Road at Old Town Creek
- Termite treatment was scheduled for City Hall.
- School and City auction is scheduled for May 8, 2013.

**Risk Activity:**

- Traffic sign struck at Temple & Snead Avenue.
- Gate was struck at former landfill.
- Rock from City mower struck vehicle.
- Individual fell down steps at Courthouse and transported to hospital.

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,605  
 Delinquent Notices Sent – 739 or 19.6% with 119 cut off for nonpayment.  
 Implemented bar codes on Utility Bill which saves 7 cents per bill mailed. Payback – 4 months.  
 Set off debt collected for April - \$4,471.89.

**VI. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of April 2013:

**Advertisements**

<u>Department</u>	<u>Position</u>
Planning (Building Inspections)	Property Maintenance Inspector (Part-time)
Circuit Court	Deputy II

**Applications & Testing**

Total applications received and recruitment information for the following position:

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Property Maintenance Inspector (Part-time)	47	480

**Training**

- ☆ New employees continue to complete required ICS and VML University training courses.

**Miscellaneous**

- ☆ The annual Benefits/Wellness Fair was held on April 18, 2013 at the Colonial Heights Optimist Club. Representatives from all benefits were present to answer employees questions and wellness screening stations were provided to increase employee awareness about basic health screenings and fitness options.
- ☆ Participated in web-based seminars regarding healthcare reform and VRS updates during April 2013.

**Worker’s Compensation**

- ☆ The following workers’ compensation reports were filed during the month of April 2013:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
04-02-13	Recreation	Slipped and twisted lower back.
04-04-13	Fire	Fell and hit right knee while taking fire hose off apparatus.
04-05-13	Fire	Removal of object lodged in throat.
04-22-13	Recreation	Pain in lower back while working on sign.
04-30-13	Public Works	Twisted left knee getting off flatbed truck.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 69,027 page views in the month of April.

Top ten website modules accessed: 1. News Flash 2. Calendar 3. Facilities Directory 4. Photo Gallery 5. Archive Center 6. FAQs 7. Staff Directory 8. Site Search 9. Bids/RFPs 10. Forms	Top ten pages visited after home page: 1. Library 2. Real Estate Records 3. Recreation & Parks 4. Recreation Programs 5. Animal Shelter 6. eBooks 7. Education & Schools 8. Police 9. Fort Clifton Festival 10. City Manager
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- ☆ Citizens submitted and city staff processed 281 service requests and questions through the “Let Us Know” module during the month of April. The City of Colonial Heights’ Facebook Page now has 2,677 fans and the City’s Twitter account has 136 followers.
- ☆ Proactive Information Management completed 60.84 hours of IT service and maintenance for City departments this month.
- ☆ City IT staff continues to meet with the new Courthouse contractors, Chesterfield County representatives, and Public Works to coordinate IT network connectivity in the new facility.
- ☆ The IT contract was finalized with Comcast for installation of all new fiber data service to every City building. Rollout will begin in May and should be completed within 90 days.

**VIII. LIBRARY:**

- ☆ The library staff circulated 18,922 titles in April.
- ☆ 94 eBooks circulated since the start of the program in mid-April.
- ☆ The public computer center was used 1,784 times.
- ☆ 396 children participated in Story Time program.
- ☆ The library’s meeting rooms were used 109 times.
- ☆ 82 registered for new library cards, and an average of 589 residents used the library each day.
- ☆ 4,078 visited the Colonial Heights Virtual Library to retrieve 1,052 articles from their homes and offices.

**IX. RECREATION & PARKS DEPARTMENT:**

**Recreation Division**  
In April the Recreation Division began its Youth Baseball Season - practices started the first week in April and approximately 1,000 people attended Opening Day Ceremonies at Shepherd Stadium on April 27. We held our local Pitch, Hit and Run competition and hosted the first Movie Under the Stars event of 2013. The Recreation Division also hosted the Virginia Recreation and Park Society’s Central Service Area leaders at White Bank Park for a presentation about Disc Golf and how the Disc Golf Course came to fruition here in Colonial Heights. Staff continues to make preparations for its Sunshine 5K event in June, as well as Summer Playground and Summer Sports Camp programs.

**IX. RECREATION & PARKS DEPARTMENT (CONTINUED):**

<b>Athletics</b>	<b>2013</b>	<b>2012</b>
Adult Softball	31	27
Baseball Rookie (ages 4-5)	68	49
Baseball Coach Pitch (ages 6-8)	105	143
Baseball Minor League (ages 9-10)	71	96
Baseball American League (ages 11-12)	72	66
Baseball National League (ages 13-15)	72	60
Softball Pee Wee League (ages 9-10)	39	48
Softball Junior League (ages 11-12)	44	46
Softball Senior League (ages 13-15)	29	36
Track and Field Program	24	46
Pitch, Hit and Run Local event	18	44
Golf Lessons	3	n/a
Swim Lessons	2	12
<b>Activities/Programs</b>	<b>2013</b>	<b>2012</b>
POWER	3	1
Movies Under the Stars	43	n/a
Teen Spring Break Lock-in	35	n/a
Building a Better Budget	11	5
Spring Break Activities	11	9
<b>Instructor Based Programs</b>	<b>2013</b>	<b>2012</b>
Belly Dancing	10	4
Yoga	18	n/a
Karate	13	23
Zumba	17	26
Cardio Fusion	15	14
<b>Facility Usage</b>	<b>2013</b>	<b>2012</b>
Community Room Attendance	1,028	800
Community Room Reservations	28	21
Pavilion Attendance	1,260	1,935
Pavilion Reservations	28	32
Field Attendance	1,440	1,878
Field Rentals	11	10
Teen Center Attendance-CHHS Students	55	51
Teen Center Attendance-CHMS Students	107	338

**Parks-Horticulture-Buildings & Grounds**

- ✓ Added Turface and infield material to Civic Field
- ✓ Painted outfield block wall in Shepherd Stadium and placed newly constructed outfield distance signs
- ✓ Built rock flower beds at Roslyn Landing Park
- ✓ Installed poles and signs for disc golf tee boxes at White Bank Park
- ✓ Cleaned and reinstalled banners on outfield wall in Shepherd Stadium
- ✓ Backfilled and repaired erosion around outfield fence at Lakeview #1 and 2 softball field
- ✓ Disassembled and removed unsafe playground equipment at Floral M. Hill Park
- ✓ Assisted C.H.A.R.T.S with Roslyn Landing Park shore preservation project. Project included building rock flower beds, planting flowers, trees, and mulching new flower beds, Installing a rock garden laying slated walkways
- ✓ Mulched flower beds as needed
- ✓ Raked and spread pine tags in flower beds as needed
- ✓ Assisted with annual City Cleanup

**Violet Bank Museum**

	<b>2013</b>	<b>2012</b>
Attendance	382	199
Attendance Outreach	370	155
<b>Total</b>	<b>752</b>	<b>354</b>

- Collection work & program preparation

**IX. RECREATION & PARKS DEPARTMENT (CONTINUED):**

**Agency on Aging**

<b>Agency on Aging Activities</b>	<b>2013</b>	<b>2012</b>
AARP	18	38
Bingo in Center	128	92
Bowling	150	194
Bridge Party	84	64
Bridge Tournament	210	104
Crochet & Knitting	72	72
Golf at Prince George	600	480
Thursday Movie	36	n/a
Senior Club Meeting	75	128
Club Board Meeting	11	12
Senior Citizen Dance	93	86
Sing A-Long	48	45
Sing A-Long-CH Health Center	11	12
Table Games	6	4
<b>Awareness/Education</b>		
Career Day	n/a	46
Chronic Wellness	n/a	12
Speaker	n/a	30
TRIAD	50	0
<b>Classes</b>		
Craft Class	n/a	8
Gems by James	10	14
Painting Class Kay Tirpak	20	18
Painters Group	32	42
Splash of Color	12	16
Sewing Class	22	12
Tap Class Intermediate & Beginners	73	93
Tap Class Advance	107	104
Quilting Class	48	85
Quilts for Vets	18	n/a
Watercolor (Monday Mornings)	16	14
Watercolor Faye Henderson Class	48	n/a
<b>Fitness</b>		
Cardio Bump	180	n/a
Strength Training Class	173	95
Sit Down Exercises	346	208
Floor Exercises	60	30
Yoga	107	73
Zoomer Boomer	272	138
Tai Chi	41	56
<b>Trips</b>		
Museum Trip	n/a	7
Riverside Theater	n/a	13
<b>Total</b>	<b>3177</b>	<b>2451</b>

<b>Meals</b>	<b>2013</b>	<b>2012</b>
Home Del Meals	20	11
Site Meals	176	147
Breakfast Meals	0	0
Bags	0	0
Total	196	158
<b>Transportation</b>		
Total Passengers	52	66
Total Trips	522	452
Total Miles	3243	2395
New Riders	2	4
Wheelchairs	42	17
Volunteer Hours	0	8
Donations	\$238.00	\$250.00

## **X. OFFICE ON YOUTH & HUMAN SERVICES:**

### ➤ **YAC Activities**

- 9 YAC Members, a Guest, and Advisor attended March meeting
- 5 YAC members and Advisor planted Pinwheels for Prevention
- 6 YAC Members and Advisor volunteered at Specials Olympic Area 16 Games
- 8 YAC Members planned, wrote, filmed, edited, acted in, and posted CID Video
- 15 YAC members and Advisor met on 10 dates for Community Impact Day Planning
- 22 YAC Members and Advisor attended Community Impact Day
- 5 YAC Officers and Advisor planned June Meeting and Summer Activities

### ➤ **Youth Service Commission**

- Held monthly meeting; supported Community Impact Day.

### ➤ **Kids' After School Program**

#### **Enrollment**-73 students

Volunteers- CHHS- 4, VSU – 15, Matoaca High School – 10

Work study – 8, (JTCC-5, VSU-3)

Interns – VSU – 8

**Student Activities:** Skatenight-April 29, 2013; April 1,2013 King's Dominion trip – 45 students participated.

#### **Program Coordinator Activities**

- Stewards of Children training – 3 hours
- CBT training- 5 hours
- Volunteer training -5 hours

### ➤ **Substance Abuse Prevention Activities**

- 12 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver's licensing ceremony
- 4<sup>th</sup> Medication Abuse Summit

### ➤ **Ongoing Monthly Meeting/Trainings**

- Operation Christmas Child
- CADRE Coalition Meeting
- Family Assessment Planning Team
- Inter-Agency Prevention Team
- Juvenile and Domestic Violence Task Force Meeting
- Positive Parenting Coalition Meeting
- Colonial Heights School Board Meeting
- United Way Women's Leadership Initiative Orientation
- CERT CPR Recertification
- OJJDP Online Webinar on Substance Abuse Testing Tools
- Human Trafficking Presentation by Tina Frundt of Courtney's House
- CAAN-DUU Monthly Meeting
- Attended Comprehensive Services Act Annual Conference
- CSA Policy & Management team
- SAFE Board meeting
- Smart Beginnings Meeting
- Cognitive Behavioral Therapy training

### ➤ **Diversion Program Participation**

#### • **Parenting**

0 families began "Parenting Your Teen"

#### • **Community Service**

6 youth completed 34 hours of Community Service Learning.

**X. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):**

- **Shoplifting Diversion**  
22 youth and a parent attended the Shoplifting Diversion Program
- **Anger Management**  
23 youth completed Anger Management Classes
- **Substance Abuse Education**  
17 youth participated in Substance Abuse Education

Attended City Council Meeting – Child Abuse Awareness and Prevention Proclamation.  
Presentation to Kiwanis Luncheon Meeting on Services at the Office on Youth.  
Assisted Marketing Teacher and Cooperative Extension Educator with “Reality Store” at Thomas Dale High School.

**XI. FLEET MAINTENANCE:**

	<b># Workorders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
2013	66	\$18,252.42	1	\$ 55.00
2012	74	\$25,840.14	9	\$1,182.02

Most repairs are normal maintenance issues. The new Animal Control truck and Buildings and Grounds van are now in service. All surplus vehicles are ready for the auction.