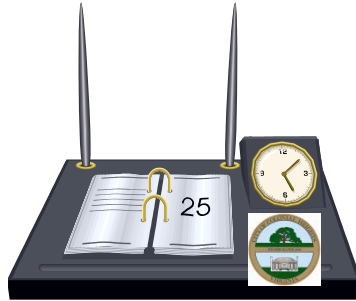


# CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 2013



## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING AND DEVELOPMENT

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

- *New Courts Facility* – Construction continues. Project is under budget, and for all intents and purposes, on schedule. Substantial completion will be issued on October 4, 2013. Furniture delivery and installation will begin October 7. Staff is coordinating training with end users as required per the Contract documents.

#### **Transportation Capital Projects**

- *Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434* – *Urban and CMAQ Programs* – Southbound lane closure of Boulevard still in effect. Courthouse frontage along Boulevard and Dupuy will be completed by grand opening of Courthouse on October 18. Department staff is evaluating the Contractor's requests for time extensions due to impacts caused by utility construction.
- *Safe Routes to Schools – Phase 2 (2012) CPC 102836* – Design in process.
- *Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)* – Design in process. Advertisement for construction bids anticipated in Winter 2013. Includes correction of settlement in pavement surface due to consolidation of landfill materials.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Design in process. Advertisement for construction bids anticipated in Fall 2013.
- *Dupuy Avenue Modernization, UPC 101287* – VDOT has verified that all funding allocations are in place. City is supplying updated parcel information to VDOT and is awaiting right of way authorization.
- *Lakeview Avenue Modernization, UPC 101288* – Right of way plans have been submitted to VDOT for review.
- *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** – Installation of new water line and sewer line occurring with construction of Boulevard project.
- **Lakeview Avenue Water and Sewer Replacement** – Design in process.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process.

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

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### **Plan Reviews**

- Received three (3) plans/plats and approved four (3) plans/plats.

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

- Issued five (5) permits and closed out one (1) permit.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 48 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (15) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Cut vegetation at (67) locations and sprayed for weeds and high grass at (05) locations.
- Trimmed bush blocking view of traffic at (01) location, limbs hanging in street at (09) locations and responded to (01) tree miscellaneous request.
- Removed storm debris from (02) locations.
- Cleaned all Street Division's vehicles, break room and equipment.

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### **Recycling Center**

- 421 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 (18) catch basins, (06) drainage ditches, (01) drainage pipe, (01) BMP and responded to (01) miscellaneous drainage request.
- Repaired (01) drop inlet and (04) catch basins.
- Placed topsoil in sinkholes around inlets at (02) locations and gravel over storm drains at (03) locations.
- Sweeper collected (32) cubic yards of debris from streets at (05) locations.
- Concrete Crew repaired/replaced (55) feet of sidewalk at (03) locations, a 3' x 4' driveway apron, (52) feet of Curb and Gutter at (01) location and placed epoxy in cracks of sidewalk on Pickwick Avenue.

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### **Transportation**

- Placed Asphalt in (22) potholes, (07) low pavement, (01) driveways, (03) utility cuts, (01) shoulder, (01) gutter pan and new concrete structures at (01) location.
- Placed gravel on shoulders at (02) locations.
- Removed (20) dump truck loads of construction fill dirt from Public Works Complex to Dinwiddie County.
- Placed (03) bags of Magnesium Chloride on gravel section of Bruce Avenue for dust control.
- Installed a concrete pad for the Library's Butterfly Bench and placed three boulders from the Old landfill for landscaping stones.

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### **Wastewater Utility**

- Responded to (09) sewer backups, flushed drains at the animal shelter, flushed sewer line at (02) locations, installed (03) cleanouts, repaired (01) cleanout top and responded to (05) sewer miscellaneous requests.
- Camera sewer main line at (02) locations.

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

- Repaired sewer line at (01) location.
- Removed debris from pumps at Main Pump Station.
- Cleaned pump station and floats at Conjurers Neck Pump Station.
- Continued cutting and trimming grass around all pump and water stations.
- Continue monitoring all pump stations and methane pump daily.

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### **Water Utility**

- Replaced (20) meters, set (02) new meters, and (07) meter setters.
- Cleaned (02) meter boxes, replaced (02) meter tops, turned water on/off at (01) location and responded to (02) water miscellaneous Requests.
- Replaced (01), repaired (01) and flushed (01) fire hydrant line for discolored water.
- Repaired (02) main lines and replaced (01) service line.
- Replaced (01) meter box and (01) water valve top.
- Backflow/Cross Connection Technician conducted (69) surveys, (36) completed, (33) incomplete and assisted with locating underground utilities performing (56) hours.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Miss Utility locating required (135) man-hours.
- Continued Fire hydrant flushing.

**II. PLANNING DEPARTMENT:**

	Month	YTD
<b>Code Enforcement</b>		
<b>Tall Grass</b>		
Violations	73	722
Violations Resolved	63	712
Contractor Properties Cut	10	61
Total Inspections	156	1387
<b>Inoperable Motor Vehicles</b>		
Violations	2	70
Violations Resolved	11	44
Vehicles Towed	0	2
Total Inspections	25	106
<b>Building Code</b>		
Violations	10	39
Violations Resolved	15	36
Total Inspections	50	110
<b>Property Maintenance</b>		
Violations	10	59
Violations Resolved	16	56
Total Inspections	45	154
<b>House Numbers</b>		
Violations	6	30
Violations Resolved	6	27
Total Inspections	24	105
<b>Zoning</b>		
Violations	8	29
Violations Resolved	4	25
Total Inspections	22	49
<b>Signs</b>		
Violations	8	82
Violations Resolved	2	74
Total Inspections	8	84
<b>Other/Miscellaneous</b>		
Violations	0	9
Violations Resolved	0	9
<b>TOTAL INSPECTIONS</b>	<b>428</b>	<b>2586</b>

	Month	YTD
<b>Building Permits</b>		
<b>Permits</b>		
New Residential	0	6
Cost	\$	739,750
Residential Additions	9	52
Demolitions	0	5
Commercial	9	63
Cost	\$ 884,713	\$ 4,437,472
Plumbing	14	83
Electrical	22	142
Mechanical	10	91
Swimming Pool	0	4
Fence	2	19
Signs	9	84
Cigarette & Tobacco Outlet - 1412 Boulevard		
Green's Auto Sales - 2550 Boulevard		
SportsClips - 1907 Southpark Boulevard		
Jimmy John's - 1903 Southpark Boulevard		
Colonial Shell - 3220 Boulevard		
Dunlop Village Association - 1 Dunlop Village		
Massage Envy - 1909 Southpark Boulevard		
Rawlings Learning & Testing Center - 579 Southpark Blvd		
Chipolte - 1901 Southpark Boulevard		
<b>TOTAL PERMITS</b>	<b>75</b>	<b>549</b>
<b>Building Inspections</b>		
Residential	100	796
Commercial	140	1215
<b>Other Activities</b>		
Water Shut Off letters	0	15
Court Cases	0	0
<b>TOTAL INSPECTIONS</b>	<b>240</b>	<b>2026</b>

	Month	YTD
<b>Rental Inspections</b>		
Total Units Inspected	3	74
SF Dwellings	0	56
Duplex	0	9
Apartments	3	9
First Inspection		
Passed	3	72
Failed	0	2
Second Inspection		
Passed	0	0
Failed	0	0
4 year Certif Issued	0	70
Apartment Complexes	0	4
No of Units Certified	3	87
<b>TOTAL INSPECTIONS</b>	<b>3</b>	<b>74</b>
<b>Programs &amp; Projects</b>		
<b>Emergency Home Repair(CDBG)</b>		
<b>Grants were awarded for repairs at the following:</b>		
1. 504 James Avenue		
2. 1804 Wakefield Avenue		
3. 1702 Wakefield Avenue		
4. 1704 Franklin Avenue		
5. 124 Suffolk Place		
6. 401 Danville Avenue		
<b>Appomattox River Greenway Trail</b>		
VDOT approved - Out to bid - Due October 28		
mitigation credits purchased		
<b>Violet Bank Historic District</b>		
Request for proposals went out for survey work		
Bids came in too high- project rebid. DHR has		
added to budget - total funding is now \$10,500.		
<b>Safe Routes to School</b>		
2013 grant approved for \$250,092.		
New sidewalks on Ross, Orange, Hillcrest,		
Eastman, and East Avenues.		
2014 Application being prepared.		
<b>Comprehensive Plan Update</b>		
Citizen Planning Committee met, will		
begin reviewing proposed policies in October.		
<b>GRAND TOTAL INSPECTIONS</b>	<b>671</b>	<b>4686</b>

II. PLANNING DEPARTMENT (Continued):

**2013 TALL GRASS VIOLATIONS BY INSPECTION DISTRICTS**

(End of month reporting)

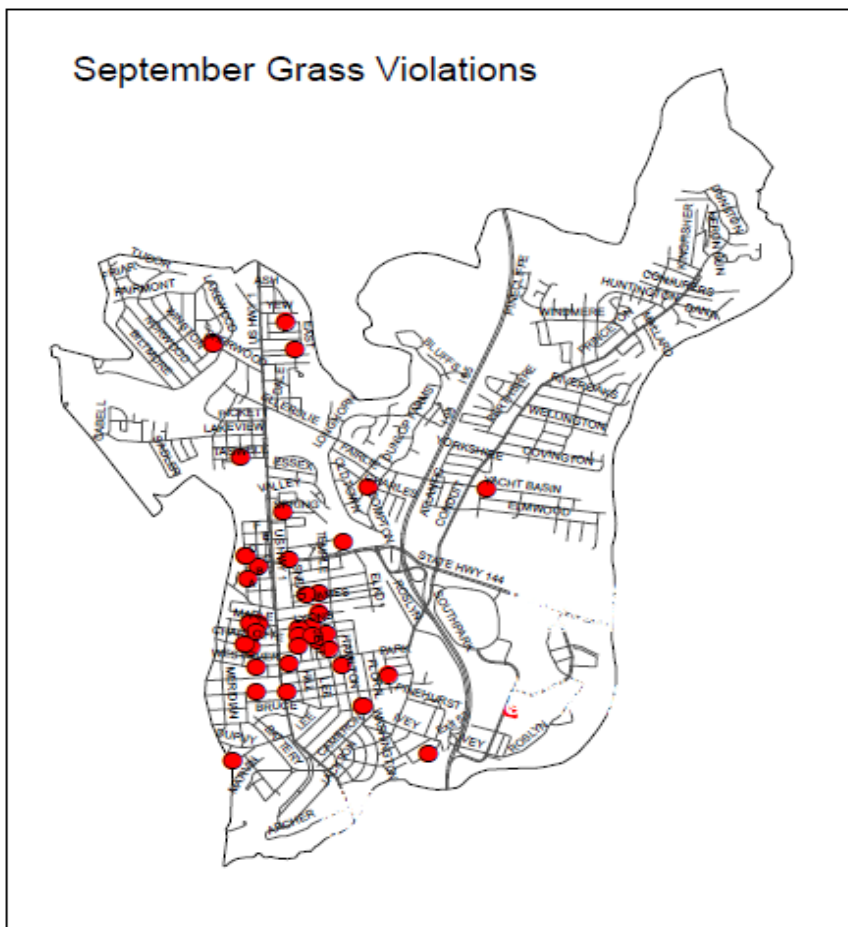
DISTRICTS	MAY	JUNE	JULY	AUGUST	SEPT
1	24	14	7	7	0
2	139	68	9	15	10
3	62	26	13	19	2
4	30	64	9	8	0
5	8	6	8	7	1
6	1	0	0	0	0
<b>TOTAL</b>	<b>264</b>	<b>178</b>	<b>46</b>	<b>56</b>	<b>13</b>
<b>YTD</b>	<b>264</b>	<b>442</b>	<b>488</b>	<b>544</b>	<b>557</b>




DISTRICTS

- 1 SHERWOOD HILLS
- 2 SOUTHCENTRAL
- 3 SOUTHSIDE
- 4 CENTRAL
- 5 CONDUIT RD
- 6 MALL AREA

VIOLATION NOTICES SERVED



 Grass Violations

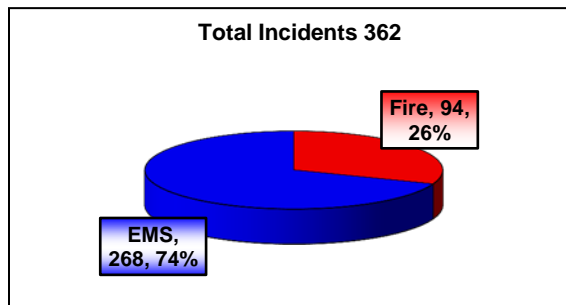
### **III. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,257 calls for service during the month of September, 2013. During the same month last year, we responded to 3,814 calls for service—a 15% decrease. We had two (2) reported robberies this month, and none were reported in September of 2012— a 100% increase. There were two (2) reported aggravated assaults this September, and two (2) reported during the month of September, 2012— no change. We had eight (8) reported burglaries in September, 2013, compared with six (6) burglaries reported during the month of September, 2012—a 33% increase. There were 91 Part I, or serious, crimes reported to the Colonial Heights Police Department in September, 2013. Sixty-two (62) of those, or 68%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of September has been an extremely active month. School is now in session and we have been working hand-in-hand with a variety of shared goals. We have conducted several active shooter training exercises, as well as attended their training on their new panic buttons for unwanted intruders into the schools. Our staff and School Resource Officers have worked together with school administration in an effort to all be on the same page if and when we have an event. Our department is also preparing for several new hires, as we currently have four openings within the agency. We have eight background checks currently being done and hope to fill those vacancies within the next month.
- ✓ We are proud to recognize a few of our officers. Lt. Steven Groat graduated from the National Criminal Justice Command College that is sponsored by the University of Virginia and the Virginia State Police. We are very proud of Steve and this accomplishment. Sgt. Sam Young and Officer Jared Brandeberry were also recently recognized for their efforts in combating drunk driving. Both officers led our agency in drunken driving arrest last year and they received a plaque in their honor at the Mothers Against Drunk Driving (M.A.D.D.) dinner ceremony in Henrico. We are both very grateful and proud of these officers' efforts and dedication.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol had a trying month with respect to staffing and the shift changes. Uniform patrol court calendars have been distributed and the schedule that has been requested by our judges is going to be challenging in the coming months. However, we will continue to work with all court personnel. Various personnel have been preparing for the grand opening of our new courthouse. Our honor guard members and our bag piper are very excited for this opportunity. One fugitive extradition from Washington, D.C., was conducted during the month. We continue to wear-test a new body-worn camera that we obtained from Taser International. We only have one device to pass around, so that is the reason for the time it has taken.
- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported another excellent month. This unit continues to work with uniform patrol, as they recognize that this is one of their responsibilities. In addition, they conducted several narcotics investigations and “buy/bust” operations. Unit members and Investigations staff recently met with gang investigators from the Virginia State Police to share some intelligence gathered recently on subjects in the area. Overall, their work this month consisted of 35 felony warrants and 37 misdemeanor warrants, as well as 32 traffic summonses. There were 34 narcotics arrests, three (3) weapons violations, and one (1) DUI arrest.
- ✓ Our volunteers continue to provide exceptional service to the Police Department and all of the citizens of Colonial Heights. **Auxiliary Police** and **Sentinels** volunteered a total of 120 hours during the month. Duties included annual road races, ride-alongs, and high school football games.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his unit as being active during the month and doing a very good job with their community service. They included the following activities:
  - Physical and written tests for police applicants
  - “Eyes on You” – Neighborhood Watch group
  - Community Helpers Day, Tussing Elementary

### III. POLICE DEPARTMENT (CONTINUED):

- D.A.R.E. Program has started at all elementary schools
  - 3<sup>rd</sup> quarter inspection of the Property Room
  - Active shooter training at the schools
  - Child identification program at Lakeview Elementary
  - Lockdown drills at both middle and high schools
- ✓ Our **Investigations Division** had a steady month, picking up 17 new cases involving a few burglaries, sexual assault, statutory rape, strong-armed robbery, several thefts from vehicles, two unattended deaths and a child abuse. Sgt. Stephanie Early had the occasion to meet with the Virginia State Police at the Fusion Center regarding their capabilities and resources that are available to our agency upon request. Investigations also processed 23 concealed weapon permits, three (3) precious metals permits and two (2) massage therapist permits.
- ✓ Overall, we made 306 arrests for the month, including 80 felonies and 220 misdemeanors; worked 83 crashes; wrote 441 traffic citations; gave 669 verbal warnings; affected 14 DUI arrests and 55 drug arrests; and issued 33 parking citations.
- ✓ **Sr. Officer Travis J. Karr** was been selected as our *Employee of the Month* for August, 2013. During the month of August, 2013, Sr. Officer Karr, who is officially assigned to the Special Operations Unit under Lt. Bill Anspach, issued 57 traffic citations, obtained 33 misdemeanor warrants, and arrested six (6) individuals for DUI. In addition, while on his way to work on August 20<sup>th</sup>, a robbery call was dispatched for Patrol. Without hesitation, Travis responded to the area and quickly located and arrested the suspect. Once back at headquarters, he conducted an interview and determined that the suspect and the victim were boyfriend and girlfriend and that a grand larceny had occurred in lieu of a robbery. Sr. Officer Karr's quick actions not only resulted in the arrest of the suspect, but also alleviated Patrol from having to become involved in a complex domestic argument.
- ✓ When duty calls, we can always count on Sr. Officer Travis Karr to respond with full speed and expertise. He is a highly committed officer who is truly an asset to his unit and to our department. For his diligence and efforts, we felt he was the perfect officer to be selected as Employee of the Month.

### IV. FIRE & EMS DEPARTMENT:



**Total Fire Type Incidents: 94**

(Total Fire Loss \$207,900):

**Total Patients transported: 211**

(Total EMS incidents 268)

*Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents.  
(average response time 4:51 minutes)*

*EMS units arrived on scene in less than 9 minutes on 95.5% of emergency incidents.  
(average response time 5:12 minutes)*

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

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	3	Electrical Problem	2	Good Intent Calls	26
Cooking Fire	3	Natural Gas leak	1	Public Service	31
Brush/Grass Fire	3	Gasoline/Oil Spill	2	Alarm Activation (no fire)	10
Excessive Heat/Scorch no Fire	1	Power Line Down	1	Child Seat Installation	8
		Building Weakened/Collapsed	1	Smoke detector installation	2

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

M/A EMS First Responder to Chesterfield	4	M/A received from Chesterfield Fire	2
M/A Given to Chesterfield	2	M/A received from Petersburg Fire	1
M/A Given to Crater Haz-Mat Team	2		

#### EMS Division (number of patients treated)

Abdominal Pain	17	Diabetic Hypoglycemia	5	Obvious Death	4
Allergic Reaction	2	Epistaxis (non-traumatic)	1	Pain	14
Altered Mental Status	4	ETOH Abuse	1	Poison/Drug ingestion	1
Asthma	2	Fever/Hyperthermia	1	Respiratory Arrest	1
Back pain	4	G.I. Bleed	1	Respiratory Distress	17
Behavioral/Psychiatric	8	General Malaise	1	Seizure	5
Bowel Obstruction	1	Headache	3	Stroke/CVA	2
Cardiac Arrest	1	Hypertension	3	Syncope/Fainting	7
Cardiac Rhythm Disturbance	5	Hypotension	1	Traumatic Injury	53
Chest Pain	22	Migraine	1	Unconscious	2
COPD (emphysema)	3	Nausea/Vomiting	4	Weakness	15
Diabetic Hyperglycemia	3	OB/Pregnancy (non-delivery)	1	Other	48
M/A to Petersburg EMS	2	M/A received from Fort Lee EMS	2		
M/A to Hopewell EMS	1	M/A received from Chesterfield EMS	3		
		M/A received from Hopewell EMS	1		

#### EMS Transports (by facility)

Southside Regional Medical Center	164	77.73%
CJW Medical Center –Chippenham Campus	20	9.48%
John Randolph Medical Center	10	4.74%
VCU Health Systems	8	3.79%
St. Francis Medical Center	6	2.84%
CJW Medical Center –Johnston Willis Campus	2	0.95%
Memorial Regional Hospital	1	0.47%
<b>Total:</b>	<b>211</b>	<b>100%</b>

#### V. FINANCE DEPARTMENT:

**Finance** - Checks processed: 1,078

Two alarm citations were processed during September.

Independent Auditors onsite to perform annual audit function.

**Purchasing** - 173 total purchase orders completed with 153 being processed by the purchasing and 22 departmental purchases being reviewed as compared to 204 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. Data line conversion in progress, Library phones were first to be converted to new system.
- Invitation # 13-051602-1013 – Wetlands and Stream Mitigation Credits for Appomattox River Greenway Trail Project. VDOT issued approval to proceed with bidding.
- Invitation # 13-051602-1015 – Next Generation 911 Switch, Will be interviewing firms in November.

#### Other Purchasing Activity:

- Two moving companies were selected for moving into the new courthouse.
- Printers, server and new computer systems were purchased for the new courthouse.
- Routers, switches and wireless access points purchased for the new courthouse.
- Purchase Order issued for televisions for the new courthouse.
- Meetings were held for LEED/green supplies involved in cleaning the new courthouse.



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

- Phone/data conversion is going well, with all location to be completed by December 1.
- Mitigation credits purchased for the Appomattox River Green Way Trail Project.

**Risk Activity:**

- Police vehicles were damaged during a pursuit and another while answering a disturbance call.

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,781

Delinquent Notices Sent –749 or 20.7% with 127 cut off for nonpayment.

Set off debt collected for September - \$47.11.

**VI. HUMAN RESOURCES DEPARTMENT:**

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

**Advertisements**

<u>Department</u>	<u>Position</u>
Recreation & Parks	Recreation Assistant II (Part-time)
Recreation & Parks	Facilities/Groundskeeper III (Promotional Opportunity)
Recreation & Parks	Facilities/Groundskeeper II (Promotional Opportunity)
Recreation & Parks	Facilities/Groundskeeper I
Police	Animal Control Aide (Part-time)

**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>
Recreation Assistant II (Part-time)	321	38
Facilities/Groundskeeper III	197	9
Facilities/Groundskeeper II	243	7
Facilities/Groundskeeper I	644	110

**Training**

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

**Miscellaneous**

- ☆ Attended Virginia Local Disability Program (VLDP) presentations to determine benefit and program options.
- ☆ Participated in a Virginia Employment Commission Unemployment Telephonic Hearing on September 9, 2013.
- ☆ An exit interview session was held for Janice Lassiter (Chief Deputy Sheriff).

**Worker’s Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
09-04-13	Fire	Minor burn to fingers on left hand.
09-05-13	Public Works	Cut right thumb and nail while loading a pump hose.
09-08-13	Fire	Needle stick (blood borne exposure) to left pinky finger.
09-21-13	Police	Fell injuring left leg and palm during suspect pursuit.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 52,983 page views in the month of September.

<p>Top ten website modules accessed:</p> <ol style="list-style-type: none"> <li>1. News Flash</li> <li>2. Calendar</li> <li>3. Archive Center</li> <li>4. Staff Directory</li> <li>5. Photo Gallery</li> <li>6. Bids/RFPs</li> <li>7. Site Search</li> <li>8. Forms</li> <li>9. FAQs</li> <li>10. Notify Me</li> </ol>	<p>Top ten pages visited after home page:</p> <ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Records</li> <li>3. Recreation Programs</li> <li>4. Education &amp; Schools</li> <li>5. Animal Shelter</li> <li>6. Recreation &amp; Parks</li> <li>7. eLibrary</li> <li>8. Police</li> <li>9. Yard Sales</li> <li>10. Fire &amp; EMS</li> </ol>
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- ☆ Citizens submitted and city staff processed 282 service requests and questions through the “Let Us Know” module during the month of September. The City of Colonial Heights’ Facebook Page now has 2,893 fans and the City’s Twitter account has 203 followers.
- ☆ Proactive Information Management completed 94.55 hours of IT service and maintenance for City departments this month.
- ☆ City IT staff continues to make preparations for the installation and configuration of network, telephone, and television equipment at the new Courthouse, which will begin October 7th.
- ☆ The following City facilities were cut over to the new Comcast fiber network in September: Fire Station 2, Shepherd Stadium, Community Center, Utilities, Public Works Administration, Fleet Maintenance, the new Courthouse and the Sign Shop. New Wi-Fi service was also implemented at the majority of these locations.
- ☆ 80 employees attended hands-on training sessions for the new Comcast Business Voice Edge telephone system during September. On September 30th, the Library was the first location to have the phone service activated.

**VIII. LIBRARY:**

- ☆ The library staff circulated 17,209 titles in September.
- ☆ 217 eBooks circulated.
- ☆ 12 Kindles were circulated.
- ☆ The public computer center was used 1,872 times.
- ☆ The public iPad center was used 86 times.
- ☆ 171 children participated in Story Time program.
- ☆ The library’s meeting rooms were used 82 groups.
- ☆ 180 residents registered for new library cards, and an average of 486 residents used the library each day.
- ☆ 4,557 visited the Colonial Heights Virtual Library to retrieve 985 articles from their homes and offices.

## IX. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In September, the Recreation Division Fall programs were already in full swing. Our Department hosted the Youth Football Jamboree on Saturday September 14<sup>th</sup> with teams from Prince George and Dinwiddie joining our Colonial Heights teams for an afternoon of youth football. Our Youth Flag Football program began their practices in early September with games beginning in October. Girls fast-pitch softball games got underway in September and we hosted two Saturdays at our facilities for teams from Chesterfield and Colonial Heights. Our fields also hosted two adult softball tournaments and two youth baseball tournaments. Staff continues to make preparations for Halloween and Christmas themed events coming up in the next couple of months.

Athletics	<u>2013</u>	<u>2012</u>
Adult Softball (Fall League)	17 teams	20 teams
Youth Football Registration	120	155
Youth Cheerleading Registration	66	96
Fall Tennis Lessons	16	15
Girls Fast pitch Fall Ball	28	28
Swim Lessons	3	8
Golf Lessons	1	n/a
Instructor Based Programs	<u>2013</u>	<u>2012</u>
Cardio Fusion	13	11
Karate	7	19
Belly Dancing	6	n/a
Yoga	10	n/a
Zumba	16	25
Youth Painting Class	3	2
Facility Usage	<u>2013</u>	<u>2012</u>
Community Room Attendance	1,171	998
Community Room Reservations	25	23
Pavilion Attendance	2,385	2,520
Pavilion Reservations	39	47
Field Attendance	1,940	1,272
Field Rentals	42	41
Teen Center Attendance-CHHS Students	52	130
Teen Center Attendance-CHMS Students	265	127

### **Parks-Horticulture-Buildings & Grounds**

- Placed trash cans, benches, and bleachers at all soccer fields at Soccer Complex.
- Painted football field, field hockey field, band practice field for High School as needed.
- Moved boulder from Library to Flora M Hill playground and mounted plaque on boulder.
- Installed border around new playground at Flora M Hill playground.
- Provided manpower and equipment for community workday at Flora M Hill playground. Installed Fibar at playground.
- Trimmed trees and shrubs as needed at sites.
- Mulched sites as needed.
- Cut down black-eyed Susie's at sites.
- Cut suckers from crepe myrtles at sites.
- Trimmed hedges along parking lot at City Hall and War Memorial.

### **Violet Bank Museum**

	<b>2013</b>	<b>2012</b>
<b>Attendance</b>	222	215

- Exhibit re-interpretation
- Ghosts of Violet Banks' Past preparation

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

**Agency on Aging**

<b>Daily Activities</b>	<b>2013</b>	<b>2012</b>
<b>AARP</b>	<b>28</b>	<b>35</b>
<b>Bingo in Center</b>	<b>90</b>	<b>102</b>
<b>Bowling</b>	<b>288</b>	<b>288</b>
<b>Bridge-Party</b>	<b>64</b>	<b>84</b>
<b>Bridge-Tournament</b>	<b>112</b>	<b>128</b>
<b>Crochet &amp; Knitting</b>	<b>82</b>	<b>89</b>
<b>Golf at Prince George</b>	<b>480</b>	<b>480</b>
<b>Senior Advisory Board Meeting</b>	<b>0</b>	<b>6</b>
<b>Senior Club Meeting</b>	<b>85</b>	<b>96</b>
<b>Senior Dance</b>	<b>108</b>	<b>81</b>
<b>Sing A-Long</b>	<b>42</b>	<b>49</b>
<b>Sing-a-Long CH Health Care Center</b>	<b>14</b>	<b>12</b>
<b>Senior Club Board Meeting</b>	<b>10</b>	<b>12</b>
<b>Table Games</b>	<b>15</b>	<b>11</b>
<b>Movie</b>	<b>14</b>	<b>n/a</b>
<b>Awareness/Education</b>		
<b>Flu Shots</b>	<b>32</b>	<b>22</b>
<b>TRIAD</b>	<b>30</b>	<b>70</b>
<b>Belly Dancing DEMO</b>	<b>n/a</b>	<b>32</b>
<b>Wellness Workshop</b>	<b>n/a</b>	<b>8</b>
<b>Classes</b>		
<b>Crafts</b>	<b>16</b>	<b>0</b>
<b>Kay's Oil Painting</b>	<b>20</b>	<b>16</b>
<b>Faye Henderson Watercolor Class</b>	<b>32</b>	<b>52</b>
<b>Painters Group</b>	<b>48</b>	<b>28</b>
<b>Tap Dance-Advance</b>	<b>77</b>	<b>86</b>
<b>Tap Dance-Intermediate</b>	<b>71</b>	<b>61</b>
<b>Watercolor Painting</b>	<b>14</b>	<b>18</b>
<b>Splash of Color Workshop</b>	<b>16</b>	<b>12</b>
<b>Sewing Class</b>	<b>19</b>	<b>12</b>
<b>Open Quilting</b>	<b>48</b>	<b>48</b>
<b>Quilting for the Vets</b>	<b>18</b>	<b>0</b>
<b>Fitness</b>		
<b>Cardio</b>	<b>200</b>	<b>110</b>
<b>Floor Exercises</b>	<b>30</b>	<b>48</b>
<b>Sit Down Exercises</b>	<b>254</b>	<b>181</b>
<b>Strength Training Class</b>	<b>124</b>	<b>100</b>
<b>Tai Chi</b>	<b>36</b>	<b>32</b>
<b>Yoga</b>	<b>54</b>	<b>60</b>
<b>Zoomer Boomer</b>	<b>228</b>	<b>152</b>

<b>Trips</b>		
<b>Smithfield Station</b>	<b>0</b>	<b>13</b>
<b>Quilting Trip</b>	<b>8</b>	<b>0</b>
<b>Museum Trip</b>	<b>0</b>	<b>3</b>
<b>Riverside</b>	<b>0</b>	<b>13</b>
<b>Total</b>	<b>2772</b>	<b>2650</b>

<b>Meals</b>	<b>2013</b>	<b>2012</b>
<b>Home Del Meals</b>	<b>20</b>	<b>12</b>
<b>Site Meals</b>	<b>60</b>	<b>144</b>
<b>Total</b>	<b>80</b>	<b>156</b>
<b>Transportation</b>		
<b>Passengers</b>	<b>59</b>	<b>82</b>
<b>Total Miles</b>	<b>2372</b>	<b>2579</b>
<b>Total Trips</b>	<b>453</b>	<b>529</b>
<b>Wheelchairs</b>	<b>40</b>	<b>14</b>
<b>Volunteer Hours</b>	<b>15</b>	<b>15</b>
<b>Donations</b>	<b>\$307</b>	<b>\$285</b>

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

### ➤ **YAC Activities**

- 18 YAC Members and Advisor attended September Monthly Meeting
- 9 YAC Members and 6 KAP Students Collected Funds/Food for Col Heights Food Pantry
- 5 YAC Officers and Advisor Met to Plan for October Meeting

### ➤ **Youth Service Commission**

- The Youth services Commission did not meet as they were to attend the Boards & Commissions picnic.

### ➤ **Kids' After School Program**

- KAP began for the year on September 16, 2013. Current enrollment is 58 students.
- All schools held a Friday Activity Day wherein students played games and got to know each other.
- KAP students held a food drive for the Colonial Heights Food Pantry and raised \$281 and collected 146 pounds of food.
- There are currently 10 work-study students working with the program.

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

- 9 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver's licensing ceremony

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

- Family Assessment Planning Team
- Partnership for Drug Free Youth Webinar: "The Medicine Abuse Project"
- "Is School Enough?" Webinar – Stephen Brown
- Juvenile Firesetter Training I
- "Youth Protection Guidelines and You" Webinar
- Bystander Intervention – Focusing on Social Justice – CALCASA
- Health Advisory Board
- Positive Parenting Coalition
- CSA Annual Training and Resource Fair
- Juvenile and Domestic Violence Task Force
- CADRE Coalition
- Community Emergency Response Team Training
- Attended Monthly School Board Meeting
- Comprehensive Needs Assessment training
- Strategic Planning

### ➤ **Diversion Program Participation**

#### • **Parenting**

0 families began "Parenting Your Teen"

#### • **Community Service**

5 youth completed 50 hours of Service Learning.

#### • **Shoplifting Diversion**

30 youth and a parent attended the Shoplifting Diversion Program

#### • **Anger Management**

0 youth completed Anger Management Classes

#### • **Substance Abuse Education**

0 youth participated in Substance Abuse Education

**XI. FLEET MAINTENANCE:**

	<b># Workorders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
2013	88	\$30,472.22	5	\$926.55
2012	79	\$22,012.21	8	\$912.64

Most repairs are normal maintenance issues. Two new Drivers Ed cars are now in service, and 2 police and one sheriffs unit are almost completed.

The sublet repairs consist of the following:

Towing 332.50  
Alignment 110.00  
Glass 165.00  
Dealer 319.05

Maintenance cost for the first fiscal quarter this year compared to the last 5 are:

2013/2014	\$67,183.56
2012/2013	\$61,280.99
2011/2012	\$75,852.23
2010/2011	\$56,330.35
2009/2010	\$52,399.76