

# CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 2013



## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING AND DEVELOPMENT

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

- ***New Courts Facility*** – Substantial completion issued to Kenbridge Construction on October 4. Ribbon cutting ceremony held on October 18. Moving subcontractors performed relocation of furniture and other building contents the weekend of October 19 thru 20. October 21 was the first day of occupancy for the building end users. Training on all building systems and equipment is on-going. Final punch list of building being performed. Project is under budget, and for all intents and purposes, on schedule.

#### **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 is completed. Department staff is evaluating the Contractor's requests for time extensions due to impacts caused by utility construction. Project is behind schedule 35 days due to conflicts caused by utility construction.
- ***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 in December 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 December 2013.
- ***Dupuy Avenue Modernization, UPC 101287*** – VDOT has verified that all funding allocations are in place. Updated parcel information has been received by VDOT.
- ***Lakeview Avenue Modernization, UPC 101288*** – Right of way plans have been submitted to VDOT for review. VDOT is verifying that all funding allocations are in place.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – Design in process. Anticipated solicitation for construction bids is Spring 2014.

#### **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 two (2) plans/plats and approved two (2) plans/plats.

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

- Issued four (4) permits and closed out four (4) permits.

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### **Infrastructure Management (Bridges)**

- **Eastbound Temple Avenue Bridge (Emergency Bridge Deck Repair)** - One eastbound lane of the Temple Avenue bridge has been closed for safety reasons due to a significant section loss in the bridge deck. An emergency procurement has been issued for repair work of this bridge deck. Bids will be opened on November 1, 2013. Engineering estimate for the repair work is \$ 150,000. Work is scheduled to begin the second week of November and will be completed by December 21, 2013.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 58 locations.
- Performed preventative maintenance - 4 locations.
- New traffic signals and mast arm installed at Lee Avenue and Boulevard as part of Boulevard Modernization project.

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### **Vegetation**

- Removed litter from (21) locations, and responded to (03) litter miscellaneous/dead animal requests.
- Cut vegetation at (60) locations.
- Trimmed bush blocking view of traffic at (02) locations, limbs hanging in street at (09) locations and responded to (01) tree miscellaneous request.
- Removed tree down in street at (03) locations, cut and removed a tree leaning over sidewalk at (01) location.
- Marked trees to be removed/trimmed by contractor throughout the City
- Removed storm debris from (02) locations.
- Cleaned all Street Division's vehicles, break room and equipment.

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### **Recycling Center**

- 278 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 (63) catch basins, (03) drainage ditches, (01) drainage pipe, (04) Curb and Gutters and responded to (04) miscellaneous drainage request.
- Repaired (01) drop inlet, (02) drain pipes and (02) catch basins.
- Placed topsoil in sinkholes around inlets at (02) locations and gravel over storm drains at (01) location.
- Sweeper collected (32) cubic yards of debris from streets at (05) locations.
- Concrete Crew repaired broken Curb with mend con at (02) locations and repaired/replaced 3" x 25' gutter pan at (01) location.
- Prepared equipment for leaf season beginning November 4, 2013.

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

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### **Transportation**

- Placed Asphalt in (23) potholes, (02) low pavement, (01) driveways, (03) utility cuts, (03) shoulder, (03) gutter pan and Curb Inlet at (01) location.
- Removed (36) dump truck loads of construction fill dirt from Public Works Complex to Archer Avenue shoulder of the road.
- Graded gravel section of Bruce Avenue and Appamatuck Park entrance and parking lot with motor grader.
- Installed a concrete pad for new statue and moved landscaping boulders from White Bank Park in flower beds at Library.
- Installed a concrete pad and sidewalk leading to new bench for Fire Department number one.
- Assisted Purchasing Department with moving telephones from City Hall and moving tables and chairs from Library to the New Courthouse,
- Assisted with installing/removing a 400' silt fence, placed topsoil and seeded area on Battery Place side at the New Courthouse on Boulevard.
- Placed cones and barrels on left lane on Temple Avenue Bridge at I-95 to close due to a large pothole. On call Employees continued monitoring area until repairs are made.

### **Wastewater Utility**

- Responded to (08) sewer backups, flushed drains at the animal shelter, flushed sewer line at (04) locations, installed (03) cleanouts and responded to (01) sewer miscellaneous request.
- Camera sewer main line at (05) locations.
- Removed debris from pumps at Main Pump Station.
- Cleaned grease layer off top of wet well, performed preventive maintenance and exercised generator at Conjurers Neck Pump Station.
- Continue monitoring all pump stations and methane pump daily.

### **Water Utility**

- Replaced (12) meters, set (01) new meter, (01) pigtail and (03) meter setters.
- Cleaned (01) meter box, turned private water on/off at (02) locations and responded to (02) water miscellaneous Requests.
- Replaced (04), repaired (01) and placed topsoil around (01) fire hydrants.
- Repaired (01) water main line and (01) water main valve.
- Replaced (03) meter boxes, (03) meter tops, aligned (01) meter and (01) water valve top.
- Pulled (01) meter for Utility Billing.
- Backflow/Cross Connection Technician conducted (85) surveys, (55) completed, (30) 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 (183) man-hours.

**II. PLANNING DEPARTMENT:**

|                                  | Month      | YTD         |
|----------------------------------|------------|-------------|
| <b>Code Enforcement</b>          |            |             |
| <b>Tall Grass</b>                |            |             |
| Violations                       | 14         | 736         |
| Violations Resolved              | 2          | 714         |
| Contractor Properties Cut        | 3          | 64          |
| Total Inspections                | 36         | 1423        |
| <b>Inoperable Motor Vehicles</b> |            |             |
| Violations                       | 12         | 82          |
| Violations Resolved              | 0          | 44          |
| Vehicles Towed                   | 0          | 2           |
| Total Inspections                | 20         | 126         |
| <b>Building Code</b>             |            |             |
| Violations                       | 0          | 39          |
| Violations Resolved              | 0          | 36          |
| Total Inspections                | 20         | 130         |
| <b>Property Maintenance</b>      |            |             |
| Violations                       | 8          | 67          |
| Violations Resolved              | 3          | 59          |
| Total Inspections                | 40         | 194         |
| <b>House Numbers</b>             |            |             |
| Violations                       | 3          | 33          |
| Violations Resolved              | 5          | 32          |
| Total Inspections                | 16         | 121         |
| <b>Zoning</b>                    |            |             |
| Violations                       | 5          | 34          |
| Violations Resolved              | 0          | 25          |
| Total Inspections                | 31         | 80          |
| <b>Signs</b>                     |            |             |
| Violations                       | 6          | 88          |
| Violations Resolved              | 2          | 82          |
| Total Inspections                | 6          | 89          |
| <b>Other/Miscellaneous</b>       |            |             |
| Violations                       | 0          | 9           |
| Violations Resolved              | 0          | 9           |
| <b>TOTAL INSPECTIONS</b>         | <b>213</b> | <b>2804</b> |

|  | Month     | YTD          |
|--|-----------|--------------|
| <b>Building Permits</b>                                |           |              |
| <b>Permits</b>   |           |              |
| New Residential  | 0         | 6            |
| Cost   | \$        | 739,750      |
| Residential Additions                                  | 7         | 59           |
| Demolitions  | 0         | 5            |
| Commercial   | 5         | 68           |
| Cost   | \$ 53,700 | \$ 4,491,172 |
| Plumbing   | 12        | 95           |
| Electrical   | 16        | 158          |
| Mechanical   | 6         | 97           |
| Swimming Pool  | 0         | 4            |
| Fence  | 1         | 20           |
| Signs  | 4         | 88           |
| Divine Diva - 2200 Boulevard, Suite E                  |           |              |
| Vapors - 591 Southpark Boulevard                       |           |              |
| Southside Family & Cosmetic Dentistry - 3505 Boulevard |           |              |
| Sunoco/Circle K - 961 Temple Avenue                    |           |              |
| <b>TOTAL PERMITS</b>                                   | <b>51</b> | <b>600</b>   |

|                             | Month      | YTD         |
|-----------------------------|------------|-------------|
| <b>Building Inspections</b> |            |             |
| Residential                 | 56         | 852         |
| Commercial                  | 132        | 1347        |
| <b>Other Activities</b>     |            |             |
| Water Shut Off letters      | 0          | 15          |
| Court Cases                 | 0          | 0           |
| <b>TOTAL INSPECTIONS</b>    | <b>188</b> | <b>2214</b> |

|                            | Month    | YTD       |
|----------------------------|----------|-----------|
| <b>Rental Inspections</b>  |          |           |
| Total Units Inspected      | 4        | 78        |
| SF Dwellings               | 2        | 58        |
| Duplex                     | 0        | 9         |
| Apartments                 | 2        | 11        |
| <b>First Inspection</b>    |          |           |
| Passed                     | 3        | 75        |
| Failed                     | 1        | 3         |
| <b>Second Inspection</b>   |          |           |
| Passed                     | 0        | 0         |
| Failed                     | 0        | 0         |
| 4 year Certif Issued       | 0        | 73        |
| <b>Apartment Complexes</b> |          |           |
| No of Units Certified      | 2        | 89        |
| <b>TOTAL INSPECTIONS</b>   | <b>4</b> | <b>78</b> |

**Programs & Projects**

**Emergency Home Repair(CDBG)**

Work began on the six households that were selected for the Emergency Home Repair Grant. There should be enough money left to serve one or 2 more households.

**Appomattox River Greenway Trail**

Phase 3 bid out-low bid \$595,670 (about 30k under budget). Seeking vdot approval to award contract.

**Violet Bank Historic District**

Dovetail Cultural Resource Group was selected as the consultant to complete the reconnaissance survey for the Violet Bank Historic District. Staff was trained on the new Department of Historic Resources database.

**Safe Routes to School**

Safe Routes to School Infrastructure Grant Application was completed and submitted.

**Comprehensive Plan Update**

The Citizen Planning Committee met to discuss the first draft of plan policies and to review the Concept Plan Map, Recreation and Parks Map and Existing Land Use Map. The draft plan continues to be developed.

**GRAND TOTAL INSPECTIONS 405 5096**

II. PLANNING DEPARTMENT (Continued):

**2013 TALL GRASS VIOLATIONS BY INSPECTION DISTRICTS**

(End of month reporting)

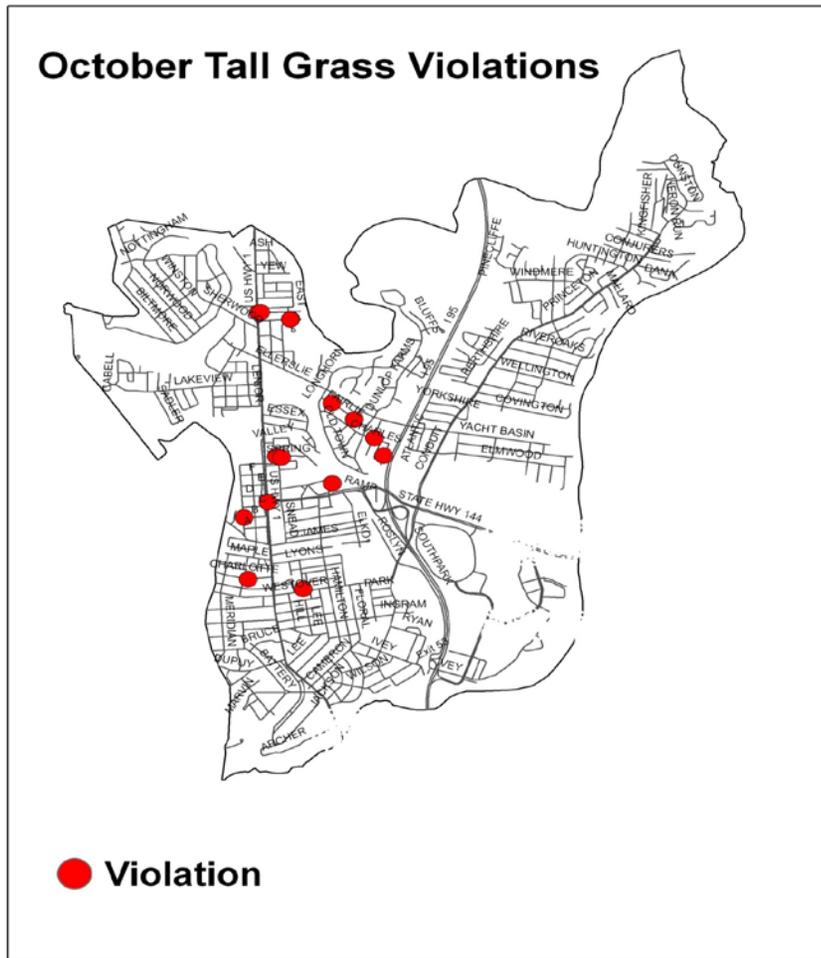
| DISTRICTS    | MAY        | JUNE       | JULY       | AUGUST     | SEPT       | OCT        |
|--------------|------------|------------|------------|------------|------------|------------|
| 1            | 24         | 14         | 7          | 7          | 0          | 0          |
| 2            | 139        | 68         | 9          | 15         | 10         | 4          |
| 3            | 62         | 26         | 13         | 19         | 2          | 0          |
| 4            | 30         | 64         | 9          | 8          | 0          | 10         |
| 5            | 8          | 6          | 8          | 7          | 1          | 0          |
| 6            | 1          | 0          | 0          | 0          | 0          | 0          |
| <b>TOTAL</b> | <b>264</b> | <b>178</b> | <b>46</b>  | <b>56</b>  | <b>13</b>  | <b>14</b>  |
| <b>ytd</b>   | <b>264</b> | <b>442</b> | <b>488</b> | <b>544</b> | <b>557</b> | <b>571</b> |



DISTRICTS

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

VIOLATION NOTICES SERVED



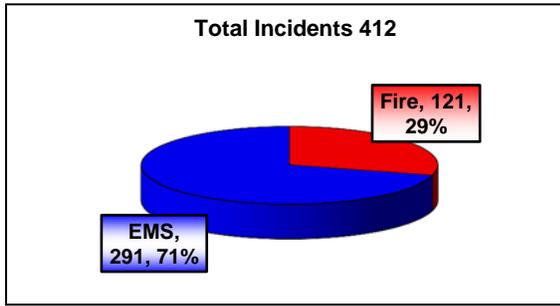
### **III. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,538 calls for service during the month of October, 2013. During the same month last year, we responded to 3,761 calls for service—a 6% decrease. We had two (2) reported robberies this month, and one was reported in October of 2012— a 100% increase. There were five (5) reported aggravated assaults this October, and one (1) reported during the month of October, 2012— a 400% increase. We had two (2) reported burglaries in October, 2013, compared with none reported during the month of October, 2012—a 200% increase. There were 98 Part I, or serious, crimes reported to the Colonial Heights Police Department in October, 2013. Fifty-eight (58) of those, or 59%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of October has been an extremely busy month. We experienced an increase in crime, as well as participated in many community events. At the beginning of the month, we sponsored our annual *Celebrate Safe Communities* night, which involved approximately 30 different hosts and locations throughout the City. Our agency was well received at this event. We also recognized 28 years of dedicated service to our community by having a retirement party for Master Officer Derek Pattison. We take great pride that Derek will continue to work with us and serve the citizens in our City in the capacity of an auxiliary officer. Our agency was recently recognized by the James House at a community breakfast where Delegate Rosalyn Dance presented us with a plaque for our efforts in combating domestic violence within our community. We continue our public safety efforts in our schools, as we ran several drug canines throughout the middle and high schools with negative results.
- ✓ I am pleased to report that I have offered three local certified police officers employment with our agency, and they accepted. We are just awaiting the results of additional tests prior to their starting with us in the latter part of November. We look forward to stabilizing our staffing levels, especially during the busy holiday season. By participating in the Tri-Cities Regional Strike Force *Walk and Talk* operation in the City of Petersburg and Dinwiddie County, we continue our efforts in being good community partners. My command staff and I walked and spoke to residents in several public housing complexes in an effort to gain and mend relationships with law enforcement.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol had a steady month. Our officers have been adjusting well to several supervisory and patrol officer reassignments. Our officers have been working with heavy hearts as of late as Senior Officer Travis Karr’s four-year-old son, Fletcher, was recently diagnosed with leukemia. It is a treatable form with a high cure rate; however, it has taken, and continues to take, a toll on him as well as the entire family. Career Officer Renee Walters is the point of contact for the Karr family and is coordinating any and all support efforts on their behalf.
- ✓ Uniform patrol’s additional duties this past month included staffing for Virginia State University’s homecoming, CHHS homecoming, our new courthouse grand opening, and *Celebrate Safe Communities* night. Capt. Early reports a major loss at the Animal Shelter as Animal Control Aide Kirsty Waller is leaving to relocate with her military family to the State of Colorado. Kirsty has been outstanding and really added to their exceptional efforts as a team in their caring and finding homes for so many animals in the tri-cities area. There is no doubt she will be missed.
- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported another solid month. This unit continues to work with uniform patrol, in recognition of our recently decreased staffing levels. The teamwork they provide only compliments their work, and their efforts have been greatly appreciated. In addition, they conducted several narcotics investigations and made many controlled narcotics purchases. Unit members participated in the Tri-Cities Regional Strike Force operation, the canine search at our schools, as well as *Celebrate Safe Communities* night. Overall, their work this month resulted in three (3) felony warrants, 34 misdemeanor warrants, 30 traffic summonses, 25 narcotics arrests, and nine (9) arrests for alcohol violations.

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

- ✓ 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 183 hours during the month. Duties included assistance at annual road races, high school football games and ride-alongs.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his unit as being extremely busy during the month, providing a lot of excellent community service. They included the following activities:
  - *Celebrate Safe Communities* night
  - CHHS Job Shadowing program – two students participated
  - *Touch a Truck* at Southpark Mall
  - Testing of police applicants
  - Narcotics canine search at schools
  - Honor Guard training for Courthouse Grand Opening
  - Internal Affairs training in Henrico County
  - *National Drug Take Back Day* – 235 pounds turned in
- ✓ Our **Investigations Division** had a very busy month, picking up 15 new cases. They involved a time-consuming investigation into the conspiracy to commit an armed robbery of an armored vehicle. Two juveniles were arrested during the planning stages. We also arrested an individual who was responsible for a burglary of the home of a prominent teacher in our community, the arrests for which also resulted in solved cases in Chesterfield and Prince George. Additional cases include fraud by false pretenses, grand larceny of an auto, attempted burglary, grand larceny of firearms, and a street robbery of a cell phone near the campus of Virginia State University. Investigations also processed 20 concealed weapon permits, one (1) precious metals permit and five (5) massage therapist permits.
- ✓ Overall, we made 279 arrests for the month, including 58 felonies and 252 misdemeanors; worked 92 crashes; wrote 598 traffic citations; gave 771 verbal warnings; affected 17 DUI arrests and 46 drug arrests; and issued 23 parking citations.
- ✓ **Sgt. Robert L. Ruxer** has been selected as our *Employee of the Month* for September, 2013. Sgt. Ruxer was nominated for his continuous hard work in the improvement and functionality of the Colonial Heights Police Department. Much of the work that Sgt. Ruxer does is often behind the scenes and deserves to be mentioned. He assists fellow officers in attaining equipment needed to perform their duties. When needed, he retrieves evidence for court from the Property Room. In addition, he researches and applies for grants, which bring in a significant amount of money, training and equipment to the department. Each year, Rob coordinates and assists in setting up the *Celebrate Safe Communities* night. This year, he was also instrumental in applying for the *Virginia Law Enforcement Challenge 2012*, in which our department took first place.
- ✓ We can always depend on Sgt. Ruxer to respond with expedience and professionalism. He is a highly motivated officer who gives a great deal of assistance to all personnel in our department. For his diligence and efforts, we feel he is the perfect officer to be selected as *Employee of the Month*.

**IV. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 121**

(Total Fire Loss \$0):

**Total Patients transported: 223**

(Total EMS incidents 291)

*Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents.  
(average response time 5:08 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                           | 1  | Electrical Problem                  | 3 | Good Intent Calls                    | 26 |
| Brush/Grass Fire                        | 2  | Natural Gas leak                    | 3 | Public Service                       | 50 |
| Outside Equipment Fire                  | 1  | Gasoline/Oil Spill                  | 2 | Alarm Activation (no fire)           | 12 |
| Excessive Heat/Scorch no Fire           | 1  | Power Line Down                     | 3 | Child Seat Installation              | 9  |
|   |    | Chemical Leak/CO incident           | 2 | Smoke detector installation          | 6  |
| M/A EMS First Responder to Chesterfield | 11 | M/A received from Chesterfield Fire |   |                                      | 1  |
| M/A Given to Chesterfield               | 1  |                                     |   |                                      |    |
| M/A Given to Petersburg                 | 3  |                                     |   |                                      |    |
| M/A Given to Crater Haz-Mat Team        | 1  |                                     |   |                                      |    |

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

|                            |    |                                  |   |                       |    |
|----------------------------|----|----------------------------------|---|-----------------------|----|
| Abdominal Pain             | 17 | Diabetic Hyperglycemia           | 1 | Pain                  | 17 |
| Allergic Reaction          | 3  | Diabetic Hypoglycemia            | 3 | Poison/Drug ingestion | 1  |
| Altered Mental Status      | 12 | Diarrhea                         | 1 | Respiratory Distress  | 19 |
| Asthma                     | 2  | Fever/Hyperthermia               | 1 | Seizure               | 4  |
| Back pain                  | 4  | General Malaise                  | 2 | Stroke/CVA            | 1  |
| Behavioral/Psychiatric     | 10 | Headache                         | 1 | Syncope/Fainting      | 7  |
| Cardiac Arrest             | 2  | Hypertension                     | 4 | Traumatic Injury      | 36 |
| Cardiac Rhythm Disturbance | 5  | Hypotension                      | 1 | Weakness              | 11 |
| Chest Pain                 | 38 | Nausea/Vomiting                  | 3 | Other                 | 55 |
| CHF (Cong. Heart Failure)  | 3  | OB /Gyn – Unspecified/Other      | 1 |                       |    |
| COPD (emphysema)           | 2  | OB/Pregnancy (non-delivery)      | 3 |                       |    |
| M/A to Petersburg EMS      | 1  | M/A received from Fort Lee EMS   |   |                       | 4  |
|                            |    | M/A received from Petersburg EMS |   |                       | 1  |

**EMS Transports (by facility)**

|  |            |             |
|--|------------|-------------|
| Southside Regional Medical Center          | 162        | 72.65%      |
| CJW Medical Center –Chippenham Campus      | 21         | 9.42%       |
| John Randolph Medical Center               | 16         | 7.17%       |
| VCU Health Systems                         | 12         | 5.38%       |
| St. Francis Medical Center                 | 5          | 2.24%       |
| CJW Medical Center –Johnston Willis Campus | 3          | 1.35%       |
| VAMC Richmond (McQuire)                    | 2          | 0.90%       |
| St. Mary’s Hospital                        | 1          | 0.45%       |
| Residential Facility                       | 1          | 0.45%       |
| <b>Total:</b>                              | <b>223</b> | <b>100%</b> |

**V. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,221

No alarm citations were processed during October.

**Purchasing** - 248 total purchase orders completed with 188 being processed by the purchasing and 60 departmental purchases being reviewed as compared to 249 being completed for the same period in 2012. In addition 151 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 # 13-051602-1015 – Next Generation 911 Switch, Firms will be interviewed in November.
- Invitation # 13-102802-1016 – Appomattox River Trail Project III. Issued on September 27, opened on October 28. Approval from VDOT needed before documents can be started.
- Invitation #13-110610-1017 – Pre-Employment Physicals for New Hires. Issued on October 12, with proposals due November 6.
- Invitation # 13-110620-1019 – Automated Medical Billing & Collection for Ambulance Service. This proposal was issued on October 12, with proposals due on November 6.

**Other Purchasing Activity:**

- Purchase Order issued for salt for roads during the winter months.
- Coordinated moving of contacts from old courthouse to new courthouse.
- Assisted City’s Information Systems Department on new telephone system with issues at the Courthouse.
- Worked on video conferencing issues with the new courthouse.
- Emergency quote issued for the repair of the deck on the Temple Avenue Bridge.

**Risk Activity:**

- A Public Works vehicle attempted to cross Temple Avenue when it struck another vehicle. Police reported one of their vehicles was struck in a parking lot.
- American Family Fitness filed a claim against the City for a sewer backup.
- A citizen filed for damage to their vehicle from pot hole on the Temple Avenue Bridge.

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,617

Delinquent Notices Sent –691 or 18.3% with 112 cut off for nonpayment.

Set off debt collected for October - \$0.

**VI. HUMAN RESOURCES DEPARTMENT:**

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

**Advertisements**

| <u>Department</u>        | <u>Position</u>                 |
|--------------------------|---------------------------------|
| Police                   | Animal Control Aide (Part-time) |
| Recreation               | Recreation Specialist II        |
| Public Works/Engineering | Senior Engineering Technician   |

**VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):**

**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> |
|---------------------------------|------------------------------------|--|
| Animal Control Aide (Part-time) | 87                                 | 384  |
| Recreation Specialist II        | 101                                | 676  |
| Senior Engineering Technician   | 21                                 | 287  |

**Training**

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

**Miscellaneous**

- ☆ Attended the VML Insurance Programs Fall 2013 workshop on October 4, 2012 in Williamsburg, Virginia. Topics included: Workers comp and employee/employer relationships, premises liability, and VLDP benefit options.
- ☆ The following topics were discussed during the Human Resources Liaison Committee meeting on October 10, 2013: new employee hiring process/paperwork, healthcare reform notification/posting requirements, and VRS hybrid retirement plan.
- ☆ Attended the IPMA-HR Director’s Retreat on October 17-18, 2013 in Fredericksburg, Virginia. Topics included: VLDP benefit options, employee engagement, VRS changes, social network legal issues, and deferred compensation.
- ☆ An exit interview session was held for Derek Pattison (Police Officer).

**Worker’s Compensation**

- ☆ No workers’ compensation reports were filed by employees during the month of October 2013.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 54,316 page views in the month of October.

|  |  |
|--|--|
| <p>Top ten website modules accessed:</p> <ol style="list-style-type: none"> <li>1. Calendar</li> <li>2. News Flash</li> <li>3. Bids/RFPs</li> <li>4. Staff Directory</li> <li>5. Photo Gallery</li> <li>6. Archive Center</li> <li>7. Forms</li> <li>8. Site Search</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. eLibrary</li> <li>5. Animal Shelter</li> <li>6. Recreation &amp; Parks</li> <li>7. Education &amp; Schools</li> <li>8. Police</li> <li>9. Yard Sales</li> <li>10. Online Bill Pay</li> </ol> |
|--|--|

- ☆ Citizens submitted and city staff processed 365 service requests and questions through the “Let Us Know” module during the month of October. The City of Colonial Heights’ Facebook Page now has 2,928 fans and the City’s Twitter account has 215 followers.
- ☆ Proactive Information Management completed 61.32 hours of IT service and maintenance for City departments this month.

**VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):**

- ☆ City IT, along with Proactive staff, performed a complete installation at the new Courthouse between October 7th and October 21st. This installation included all network equipment in four data closets, two servers, approximately 50 PCs, 83 telephones, 13 fax, credit card, and postage meter machines, and multiple printers and other periphery devices.
- ☆ New telephones were also installed at Shepherd Stadium, the Community Center, and the Parks Maintenance Building.

**VIII. LIBRARY:**

- ☆ The library staff circulated 17,009 titles in October.
- ☆ 248 e-books circulated.
- ☆ 35 were circulated.
- ☆ The public computer center was used 1,849 times.
- ☆ The public iPad center was used 88 times.
- ☆ 341 children participated in the Storytime program.
- ☆ The library’s meeting rooms were used 117 times
- ☆ 182 residents registered for new library cards, and an average of 557 residents used the library each day.
- ☆ 3,827 residents visited the Colonial Heights Virtual Library to retrieve 839 articles.

**IX. RECREATION & PARKS DEPARTMENT:**

**Recreation Division**

In October, the Recreation Department hosted and partnered with numerous activities including a Zumbathon fundraiser for Susan G. Komen for the Cure, Celebrate Safe Communities Night and the 13th annual Halloween in the Park event. Our facilities also hosted many youth baseball and softball travel team practices, adult softball tournaments and youth baseball fall league play. Youth football and adult softball leagues are nearing their completion with playoffs ending for both in early November. The recreation division also held their 1st Cutest Pet Contest in October and awarded the top 3 vote getters with prizes from area veterinary offices and pet smart gift certificates. Staff completed updates to the website and are currently working on spring and summer programming for 2014.

| <b>Athletics</b>             | <b><u>2013</u></b> | <b><u>2012</u></b> |
|------------------------------|--------------------|--------------------|
| Adult Softball (Fall League) | 17<br>Teams        | 20<br>Teams        |
| Youth Football               | 120                | 132                |
| Youth Cheerleading           | 66                 | 96                 |
| Girls Fast Pitch Fall Ball   | 28                 | 28                 |
| Tennis Lessons               | 16                 | 15                 |
| Golf Lessons                 | 1                  | N/A                |
| Swim Lessons                 | 4                  | 6                  |



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

| <b>Recreation Division</b>           |             |             |
|--------------------------------------|-------------|-------------|
| <b>Activities/Programs</b>           | <b>2013</b> | <b>2012</b> |
| Cutest Pet Contest Entries           | 32          | N/A         |
| Zumbathon Event                      | 86          | 50          |
| Little Tikes                         | 10          | N/A         |
| Teen Midnight Madness Event          | 26          | N/A         |
| Celebrate Safe Comm. Night           | 65          | 27          |
| <b>Instructor Based Programs</b>     | <b>2013</b> | <b>2012</b> |
| Karate                               | 10          | 21          |
| Zumba                                | 17          | 20          |
| Yoga                                 | 8           | N/A         |
| Belly Dance                          | 6           | N/A         |
| Cardio Fusion                        | 13          | 14          |
| <b>Facility Usage</b>                | <b>2013</b> | <b>2012</b> |
| Community Room Attendance            | 1,225       | 887         |
| Community Room Reservations          | 29          | 22          |
| Pavilion Attendance                  | 1,145       | 1,140       |
| Pavilion Reservations                | 18          | 47          |
| Field Attendance                     | 1,770       | 3,800       |
| Field Rentals                        | 50          | 50          |
| Teen Center Attendance-CHHS Students | 67          | 133         |
| Teen Center Attendance-CHMS Students | 279         | 188         |

| <b>Parks-Horticulture-Buildings &amp; Grounds</b>   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>Delivered tables and chairs to neighborhood locations for National Night Out.</li> <li>Moved boulder from White Bank Park to Library and set in place for dedication ceremony.</li> <li>Painted metal framing at Library entrance.</li> <li>Used sod cutter to cut sod at Middle School for CHMS flower bed project. Removed and disposed of sod.</li> <li>Moved Fibar into playground area at Flora M. Hill Park.</li> <li>Installed "No Trespassing" signs at Flora M Hill Park.</li> <li>Provided manpower for Halloween in the Park event.</li> <li>Broke down and removed cardboard boxes at new Courts Building.</li> <li>Unpacked and placed trash cans and benches at new Courts Building.</li> <li>Moved book cases from old Courts Building to new Courts Building.</li> <li>Cut suckers from crepe myrtles at sites.</li> <li>Built stone wall flower bed at Library.</li> <li>Trimmed shrubs as needed at all sites.</li> <li>Installed metal edging around flower beds and trees at new Courts Building.</li> <li>Removed Black-Eyed Susie's and annuals from sites.</li> <li>Planted pansies at sites.</li> <li>Trimmed hedges at War Memorial.</li> </ul> |  |  |

| <b>Agency on Aging</b>       |                         |             |             |
|------------------------------|-------------------------|-------------|-------------|
|                              | <b>Daily Activities</b> | <b>2013</b> | <b>2012</b> |
| AARP                         |                         | 32          | 28          |
| Bingo in Center              |                         | 72          | 92          |
| Bowling                      |                         | 260         | 325         |
| Bridge Party                 |                         | 100         | 84          |
| Bridge Tournament            |                         | 140         | 136         |
| Crochet & Knitting           |                         | 89          | 92          |
| Games                        |                         | 14          | 11          |
| Golf at Prince George        |                         | 620         | 620         |
| Golfers Meeting              |                         | 119         | 118         |
| Golfers Board Meeting        |                         | 14          | 14          |
| Senior Club Meeting          |                         | 107         | 88          |
| Senior Citizen Dance         |                         | 114         | 72          |
| Sing A-Long                  |                         | 55          | 53          |
| Sing A-Long-CH Health Center |                         | 14          | 12          |
| <b>Awareness/Education</b>   |                         |             |             |
| Flu Shots                    |                         | 16          | 0           |
| Life Line Screening          |                         | 89          | n/a         |
| Movie                        |                         | 16          | 0           |
| Meet the Candidates          |                         | n/a         | 98          |
| Wellness                     |                         | n/a         | 76          |
| TRIAD                        |                         | 35          | 60          |

| <b>Agency on Aging</b> |              |            |            |
|------------------------|--------------|------------|------------|
|                        | <b>Meals</b> |            |            |
| Home Del Meals         | 19           | 16         |            |
| Site Meals             | 140          | 186        |            |
| Breakfast Meals        | 0            | 26         |            |
| Bags                   | 0            | 0          |            |
|                        | <b>Total</b> | <b>159</b> | <b>228</b> |
| <b>Transportation</b>  |              |            |            |
| Total Passengers       | 75           | 81         |            |
| Total Trips            | 509          | 507        |            |
| Total Miles            | 2873         | 2606       |            |
| Wheelchairs            | 35           | 2          |            |
| Volunteer Hours        | 12           | 5          |            |
| Donations              | \$336.00     | \$350.00   |            |

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

| <b>Agency on Aging</b>          |             |             |  |
|---------------------------------|-------------|-------------|--|
| Daily Activities                | <u>2013</u> | <u>2012</u> |  |
| <b>Classes</b>                  |             |             |  |
| Craft Class                     | 15          | 0           |  |
| Painting Class                  | 25          | 8           |  |
| All Day Mini Painting Workshop  | 60          | 0           |  |
| Painters Group                  | 25          | 18          |  |
| Acrylic Class                   | 6           | 0           |  |
| Painting Workshop Dorothy Dent  | 0           | 52          |  |
| Sewing Class                    | 20          | 0           |  |
| Necklace Class                  | 15          | 0           |  |
| Splash of Color                 | 17          | 14          |  |
| Tap Class Intermediate          | 84          | 74          |  |
| Tap Class Advance               | 92          | 86          |  |
| Quilt for Vets                  | 18          | 0           |  |
| Open Quilting                   | 114         | 56          |  |
| Watercolor                      | 12          | 21          |  |
| Watercolor Faye Henderson Class | 78          | 39          |  |
| <b>Fitness</b>                  |             |             |  |
| Cardio                          | 180         | 156         |  |
| Strength Training Class         | 106         | 185         |  |
| Sit Down Exercises              | 304         | 183         |  |
| Floor Exercises                 | 23          | 60          |  |
| Yoga                            | 53          | 93          |  |
| Zoomer Boomer                   | 329         | 203         |  |
| Tai Chi                         | 34          | 23          |  |
| <b>Trips</b>                    |             |             |  |
| Blue Heron Restaurant           | 0           | 24          |  |
| Quilt Show Fredrickburg         | 13          | 0           |  |
| Museum Trip                     | 0           | 8           |  |
| Delivered Quilts (52)           | 5           | 0           |  |
| <b>Total</b>                    | <b>3534</b> | <b>3300</b> |  |

| <b>Violet Bank Museum</b>   |             |             |
|---|-------------|-------------|
|   | <u>2012</u> | <u>2013</u> |
| Attendance  | 433         | 572         |
| <ul style="list-style-type: none"> <li>Attendance numbers in include 222 daily visitors and 350 attendees for Ghost of Violet Bank's Past</li> <li>350 guests and volunteers visited VBM on 10/26 for our annual Ghost of Violet Bank's Past program. VBM staff did an outstanding job in preparation and organizing children's activities and treats and fun for the whole family</li> </ul> |             |             |

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

➤ **YAC Activities**

- 30 YAC Members and Advisor attended October Monthly Meeting
- 8 YAC Members and Advisor assisted with CHMS, James River Association and Game and Inland Fisheries Habitat Assembly
- 5 YAC Members and Advisor attended the Courthouse Dedication
- YAC contributed to the Time Capsule for the Courthouse Dedication
- 1 YAC Member and Advisor helped Angel DeSouza Dance Studio for Pink Palooza for Breast Cancer
- 2 YAC members and Advisor volunteered for Halloween in the Park
- 4 YAC Officers and Advisor Met to Plan for November Meeting

➤ **Youth Service Commission**

- Met for monthly meeting to review office programs.

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

### ➤ **Kids' After School Program**

- **Volunteers:** Matoaca High School – 65; Richard Bland College – 2; VSU – 39; CHHS – 4; CHMS-4 . **Work-study students:** JTCC – 5; VSU-5
- **Current enrollment:**63 students
- **Student activities:** All schools held Friday activity day with a trip to Swader's Sports Park and enjoyed Laser tag. Students held a donation drive at SAM's Club to benefit the Susan G. Komen Foundation and raised \$303.00. KAP students also enjoyed a Karate night at C.H. Community Center with Sensi Radcliff.
- **Program Coordinator:** conducted a volunteer training at Matoaca High School.

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

- 15 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
- Interagency Prevention Team
- Kiwanis Meetings and Terrific Kids Presentations
- Completed Juvenile Fire setter Training II
- Positive Parenting Coalition – Presented "Resources for Families in Colonial Heights"
- CAAN-DUU Coalition meeting and ATOD House of Horrors Planning Meetings
- CADRE Coalition
- CSA Family Therapy, Trauma Informed Care Training
- CSA Annual Retreat
- Attended Monthly School Board Meeting
- Community Coalitions of Virginia Board meeting
- VALHSO Legislative meeting

### ➤ **Diversion Program Participation**

#### • **Community Service**

9 youth completed 40 hours of Service Learning.

#### • **Shoplifting Diversion**

18 youth and a parent attended the Shoplifting Diversion Program

Presented Too Good for Drugs to 20 CHMS Kids After School Program Students

Shared Domestic Violence Awareness Materials at Celebrate Safe Communities Night

"Domestic Violence Prevention & Awareness" Month Proclamation for October 2013

Hosted Regional Domestic Violence" Recognition for Law Enforcement Officers " and the vital role they play in keeping victims safe.

Visited TRIAD monthly meeting for Domestic Violence Awareness Month

Shared OOH resource materials at Touch a Truck event

Attended CHHS Community Forum

Attended showing of "The Anonymous People" at Westhampton Theatre

Presented Alcohol Awareness Program to two CHHS Students

Hosted, as part of CAAN-DUU Coalition, ATOD House of Horrors

**XI. FLEET MAINTENANCE:**

|      | <b># Workorders</b> | <b>Total</b> | <b>Sublet</b> | <b>Sublet total</b> |
|------|---------------------|--------------|---------------|---------------------|
| 2013 | 84                  | \$22,005.32  | 8             | \$2,417.32          |
| 2012 | 75                  | \$31,139.38  | 8             | \$7,096.72          |

Most repairs are normal maintenance. The leaf collectors are ready for service, the new sheriff's car is in service.

The sublet repairs consist of the following:

|                   |          |
|-------------------|----------|
| Body work         | 1,287.86 |
| Glass replacement | 694.10   |
| Seat repair       | 100.00   |
| Tire repair       | 290.36   |
| Radiator repair   | 45.00    |