

# CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 2013



## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING AND DEVELOPMENT

#### Buildings and Facilities Capital Projects

- *New Courts Facility* – Final punch list items being completed. Additional furniture for 2<sup>nd</sup> floor lobby and waiting area for Circuit Court has been procured. Training on all building systems and equipment continues. City is in the process of Final Project Close Out procedures with Kenbridge.

#### 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. Construction of pavement subgrade, curb and gutter, and sidewalk taking place this month. Project is on schedule to complete improvements on southbound lane by the end of the year. The northbound lane will then be closed to allow for construction of improvements while allowing traffic to travel on the southbound lane. 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)* – Plans have been submitted to VDOT for authorization to advertise for construction.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Plans have been submitted to VDOT for authorization to advertise for construction.
- *Dupuy Avenue Modernization, UPC 101287* – City is awaiting R/W authorization from 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.

#### Plan Reviews

- Received four (4) plans/plats and approved four (4) plans/plats.

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

- **Redevelopment of 401 Temple Avenue (Kroger)** - Traffic study received three weeks later than planned late finish as estimated by consultant. As a result, Planning Commission hearing was postponed.

---

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

- Issued seven (7) permits and closed out one (1) permit.

---

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

- **Eastbound Temple Avenue Bridge (Emergency Bridge Deck Repair)** - Emergency repair work on the left lane of the eastbound Temple Avenue bridge has been completed. Approximately 70% of the bridge deck required repair and/or patching. Both eastbound lanes over the bridge were closed on November 27 due to traffic safety concerns due to the deterioration of the right lane of the bridge that was under traffic. The left lane of the bridge was reopened to traffic on December 2 after City staff received compressive strength results of concrete and concurrence from the structural consultant. Emergency repair to the bridge deck on the right lane continues. Contract provisions require the Contractor to have all work completed by December 21, 2013.

---

## **OPERATIONS AND MAINTENANCE**

---

### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 69 locations.
- Performed preventative maintenance – 4 locations.

---

### **Vegetation**

- Removed litter from (14) locations, and responded to (10) litter miscellaneous/dead animal requests.
- Removed tree that fell in street at (01) location.
- Cleaned area and placed gravel in Utility Cut at (01) location.

---

### **Recycling Center**

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

---

### **Storm Water and Drainage**

- Cleaned (30) catch basins, (04) drainage ditches, (02) outfalls and responded to (02) miscellaneous drainage requests.
- Repaired ten feet of Curb and Gutter at (01) location and removed broken angle iron on Curb Inlet that was damaged by a large vehicle at (01) location.
- Leaf season began November 4<sup>th</sup> City's crews have collected 1,112.25 cubic yards from Areas 1 and 2.
- Concrete Crew repaired broken sidewalk by grinding trip hazard and patched cracks with mend con at (01) location.

---

### **Transportation**

- Placed Asphalt in (05) potholes.
- Graded shoulder and bank, placed three dump truck loads of topsoil, straw mesh and seeded area on Archer Avenue.
- Installed holes and anchors in slab for the new bench at the Fire Department.
- Assisted Traffic Engineering with Christmas Decorations on the Boulevard and the Public Safety Building.

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

- Assisted Finance Department moving boxes and Registrar Office moving Voting machines.
- Assisted Contractor with closing Temple Avenue due to Bridge repairs detouring traffic onto Hamilton Avenue.
- On call Employees continued monitoring Temple Avenue Bridge until repairs are made.

---

### **Wastewater Utility**

- Responded to (12) sewer backups, flushed drains at the animal shelter, flushed sewer line at (02) locations, installed (05) cleanouts, (01) cleanout top and responded to (09) sewer miscellaneous requests.
- Repaired sewer main at (02) locations
- Camera sewer main line at (03) locations.
- Removed debris from pumps and replaced flood lights at Main Pump Station.
- Installed new ballast inside at Appomattox Pump Station.
- Continue monitoring all pump stations and methane pump daily.

---

### **Water Utility**

- Replaced (04) meters, (01) meter yolk, (01) meter top, raised (01) meter box, set (01) new meter and responded to (09) water miscellaneous Requests.
- Turned private water on/off at (02) locations, performed a test shut down at Westover to Lynchburg Avenues.
- Replaced (02) fire hydrants and flushed a hydrant to clear dirty water at (01) location.
- Repaired (02) main, (05) service water lines and replaced (04) service saddles.
- Backflow/Cross Connection Technician conducted (33) surveys, (26) completed, (07) incomplete and assisted with locating underground utilities performing (16) 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 (130) man-hours.

**II. PLANNING DEPARTMENT:**

	Month	YTD
<b>Code Enforcement</b>		
<b>Tall Grass</b>		
Violations	0	736
Violations Resolved	22	736
Contractor Properties Cut	0	64
Total Inspections	44	1467
<b>Inoperable Motor Vehicles</b>		
Violations	2	84
Violations Resolved	10	54
Vehicles Towed	0	2
Total Inspections	30	156
<b>Building Code</b>		
Violations	12	51
Violations Resolved	0	36
Total Inspections	29	159
<b>Property Maintenance</b>		
Violations	4	81
Violations Resolved	8	67
Total Inspections	30	224
<b>House Numbers</b>		
Violations	9	42
Violations Resolved	3	35
Total Inspections	24	145
<b>Zoning</b>		
Violations	14	47
Violations Resolved	10	35
Total Inspections	50	129
<b>Signs</b>		
Violations	3	91
Violations Resolved	0	86
Total Inspections	3	92
<b>Other/Miscellaneous</b>		
Violations	0	9
Violations Resolved	0	9
<b>TOTAL INSPECTIONS</b>	<b>285</b>	<b>3101</b>

	Month	YTD
<b>Building Permits</b>		
<b>Permits</b>		
New Residential	1	7
Cost	\$ 45,000	\$ 784,750
Residential Additions	1	60
Demolitions	1	6
Commercial	3	71
Cost	\$ 361,320	\$ 4,852,492
Plumbing	3	98
Electrical	13	171
Mechanical	4	101
Swimming Pool	0	4
Fence	1	21
Signs	7	95
Rejuv the Derm - 563 Southpark Boulevard		
Batteries Plus - 648 Southpark Boulevard		
Sports Clips - 1907 Southpark Boulevard		
Colonial Heights Collision Center - 910 Boulevard		
Janty Vapors - 591 Southpark Boulevard		
Ettrick Driving School - 115 Pickwick Avenue		
Q-Nails - 1905 Southpark Boulevard		
<b>TOTAL PERMITS</b>	<b>34</b>	<b>634</b>

	Month	YTD
<b>Building Inspections</b>		
Residential	83	935
Commercial	126	1473
<b>Other Activities</b>		
Water Shut Off letters	0	15
Court Cases	0	0
<b>TOTAL INSPECTIONS</b>	<b>209</b>	<b>2423</b>

	Month	YTD
<b>Rental Inspections</b>		
Total Units Inspected	2	80
SF Dwellings	2	60
Duplex	0	9
Apartments	0	11
First Inspection		
Passed	0	75
Failed	2	5
Second Inspection		
Passed	0	0
Failed	0	0
4 year Certif Issued	0	73
Apartment Complexes	0	4
No of Units Certified	2	89
<b>TOTAL INSPECTIONS</b>	<b>2</b>	<b>80</b>

**Programs & Projects**

**Emergency Home Repair(CDBG)**  
 Repairs have been completed at the following:  
 1. 504 James Avenue  
 2. 1804 Wakefield Avenue  
 3. 1702 Wakefield Avenue  
 4. 1704 Franklin Avenue  
 5. 124 Suffolk Place  
 6. 401 Danville

Completed rehab cost is \$34,458.00  
 Two more households will receive grants with the remaining \$18,446.00

**Appomattox River Greenway Trail**  
 VDOT approved low bid of \$595,670  
 Contract submitted,  
 Prebid construction meeting held

Phase 4, 50% of plans submitted to VDOT & DHR  
 Environmental/cultrual resources work completed

**Violet Bank Historic District**  
 Consultant completed field work

**Safe Routes to School**  
 Application submitted last month

**Comprehensive Plan Update**  
 Citizen Plannin Committeee met to review draft.  
 Draft summary presented to Planning Commission.

**GRAND TOTAL INSPECTIONS 496 5594**

II. PLANNING DEPARTMENT (Continued):

**2013 TALL GRASS VIOLATIONS BY INSPECTION DISTRICTS**

(End of month reporting)

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

DISTRICTS

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



VIOLATION NOTICES SERVED

NONE

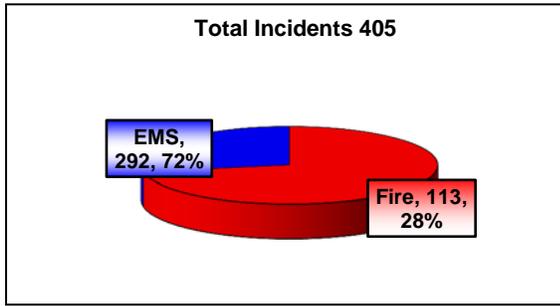
### **III. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,268 calls for service during the month of November, 2013. During the same month last year, we responded to 3,761 calls for service—a 13% decrease. We had two (2) reported robberies this month, and one was reported in November of 2012— a 100% increase. There were no reported aggravated assaults this November, and one (1) reported during the month of November, 2012— a 100% decrease. We had 10 reported burglaries in November, 2013, compared with two (2) reported during the month of November, 2012—a 400% increase. There were 92 Part I, or serious, crimes reported to the Colonial Heights Police Department in November, 2013. Sixty-two (62) of those, or 67%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of November has been a very busy month as we begin the start to the Christmas shopping season. We have experienced an increase in thefts from vehicles and residential break-ins, as well as seen an increase in the number of shoplifting arrests. Additional resources have been allocated to address and investigate these crimes in these areas. Likewise, additional manpower has been placed in our retail districts for our shoppers. Notification resources such as Code Red and the media are being utilized to inform the affected areas and educate those on locking their vehicles and not placing items in plain sight.
- ✓ I am pleased to report that we have hired three local certified police officers and they have begun their field training with us. We are pleased to have Quinn Pasi, Will Waldrep and P.J. Calhoun as new officers assigned to our evening patrol squads. One opening remains within the agency; however, a conditional offer of employment was recently accepted. Once additional testing is completed, we will bring another certified officer on board.
- ✓ We continue our regional crime fighting efforts through the Tri-Cities Regional Strike Force and assisted on “Operation Shot House” in the City of Petersburg. This initiative dealt with the quality of life issues of the illegal sale of alcohol within neighborhoods. We worked alongside the Virginia State Police and Alcohol Beverage Control as search warrants were served on a few residences.
- ✓ We are pleased to provide a very positive update regarding Senior Officer Travis Karr’s son, Fletcher. His diagnosis of leukemia is now in remission. Positive thoughts, prayers and well wishes have been most appreciated by the Karr family. Another happy event to report is that Senior Officer Bob Clark recently “tied the knot”—we wish him and his new bride the very best in their life together.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol had a very busy month as well. Our officers have been working adjusted schedules in order to compensate for the deficits within patrol. With the new hires, things should now start to settle in. I commend all the officers for their efforts and dedication during this trying time. Congestion and traffic have been very challenging as uniform patrol has had to deal with all the continued construction and road closures and the effect it has on the general public, especially during this time of year. Uniform patrol has been responsive to our surrounding law enforcement agencies as they have responded to Virginia State University—once to assist with crowd control following their homicide, and again to assist with a recent carjacking that occurred on campus where the victim got away from the offenders while in the City. As stated earlier, emphasis has been placed in and around our retail districts, both in uniform and in plain-clothes assignments. Our narcotics canine was utilized six (6) times this month, resulting in one arrest for possession of marijuana. Blitz and his handler, Master K-9 Officer Eric Allen, also performed a few demonstrations for local Cub Scout troops in the City.
- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported another rock-solid month. This unit continues to work with uniform patrol and Investigations in an effort to prevent and solve crimes. Their efforts do not go unnoticed. They have really taken on the role of working with the Tri-Cities Regional Strike Force and have performed extremely well with other jurisdictions and local agencies. In addition, they conducted several narcotics investigations and made many controlled narcotics purchases. Overall, their work this month resulted in 41 felony warrants, 24 misdemeanor warrants, 12 traffic summonses, 39 narcotics arrests and two (2) arrests for alcohol violations.

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

- ✓ Our volunteers continue to provide a much needed service to the Police Department and all of the citizens of Colonial Heights. **Auxiliary Police** and **Sentinels** volunteered a total of 184 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 most responsive during the month, providing effective community service. They included the following activities:
  - Property/building security assessments
  - Courtroom security – high profile case
  - D.A.R.E. Program
  - Residency checks
  - Insurance fraud training
  - Accreditation – term one completed
  - Active Shooter training
  - Fall firing range qualifications were completed
- ✓ Our **Investigations Division** had a very active month, picking up 16 new cases. The unit is proud to announce the graduation of Senior Detective Roger Santini from the Virginia Forensic Science Academy. Roger successfully completed the eight-week training academy in Richmond and added to his and our unit's skill set when it comes to processing crime scenes. Investigations has been extremely busy with the increase in burglaries, running down many leads and following up on the possibility of related crimes. Additional cases include an attempted armed robbery, death investigation, multiple cases of fraud and a sexual assault. They also processed 13 concealed weapon permits, three (3) precious metals permits, three (3) massage therapist permits, and two (2) massage clinic permits.
- ✓ Overall, we made 308 arrests for the month, including 105 felonies and 202 misdemeanors; worked 102 crashes; wrote 456 traffic citations; gave 685 verbal warnings; affected 15 DUI arrests and 72 drug arrests; and issued 16 parking citations.
- ✓ **Career Officer A. Renee Walters** was selected as our *Employee of the Month* for October, 2013. As everyone now knows, Sr. Officer Travis Karr's five-year-old son, Fletcher, was diagnosed with a very serious illness and will be traveling on a long road to recovery. Since the very first day of his diagnosis, fellow officer C.O. Walters stepped up to offer her assistance. Not only did Renee sit with Travis and Fletcher for countless hours at the hospital, but she also traveled from Colonial Heights to Dulles Airport in D.C. to pick up Travis's wife, Alisa, when she arrived back in the States from her Army station in Afghanistan. This prevented Alisa from having to rent a car and drive herself, or sit at Dulles during a six-hour layover. Renee has agreed to be the point of contact between our department family and the Karr family, e-mailing everyone with updates of Fletcher's condition, as well as arranging donations of food and other necessities that the family may need during this time.
- ✓ It is so nice to know that in times of personal crisis, we have people in the Colonial Heights Police Department who are willing to do what needs to be done—not because they have to or were ordered to do so, but because they know someone is hurting and needs support. By her show of compassion, C.O. Walters is more than worthy of being selected as *Employee of the Month* for October, 2013.

**IV. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 113**

(Total Fire Loss \$62,505):

**Total Patients transported: 292**

(Total EMS incidents 292)

*Fire units arrived on scene in less than 9 minutes on 97.8% of emergency incidents.  
(average response time 5:06 minutes)*

*EMS units arrived on scene in less than 9 minutes on 98.0% of emergency incidents.  
(average response time 5:06 minutes)*

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

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	5	Electrical Problem	8	Good Intent Calls	26
Brush/Grass Fire	3	Natural Gas leak	1	Public Service	41
Cooking Fire	1	Gasoline/Oil Spill	3	Alarm Activation (no fire)	8
		Power Line Down	1	Child Seat Installation	3
		Other Hazardous Condition	2	Smoke detector installation	11
M/A EMS First Responder to Chesterfield	7	M/A received from Chesterfield Fire	7		
M/A Given to Chesterfield	2	M/A received from Fort Lee Fire	3		
M/A Given to Petersburg	1	M/A received from Petersburg Fire	1		

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

Abdominal Pain	16	Dehydration	2	Poison/Drug ingestion	2
Allergic Reaction	3	Diabetic Hyperglycemia	4	Respiratory Distress	21
Altered Mental Status	8	Diabetic Hypoglycemia	7	Seizure	6
Asthma	3	Epistaxis (non-traumatic)	1	Sepsis	1
Back pain	7	G.I. Bleed	3	Stroke/CVA	2
Behavioral/Psychiatric	4	General Malaise	4	Syncope/Fainting	5
Cardiac Arrest	1	Headache	1	Traumatic Injury	41
Cardiac Rhythm Disturbance	7	Nausea/Vomiting	8	Unconscious	3
Chest Pain	20	OB /Gyn – Unspecified/Other	1	Weakness	11
CHF (Cong. Heart Failure)	2	Obvious Death	2	Other	67
COPD (emphysema)	1	Pain	17		
M/A to Petersburg EMS	1	M/A received from Fort Lee EMS	1		
M/A to Hopewell EMS	1	M/A received from Petersburg EMS	2		
M/A to Fort Lee EMS	4	M/A received from Chesterfield EMS	2		

**EMS Transports (by facility)**

Southside Regional Medical Center	171	75.66%
John Randolph Medical Center	20	8.85%
CJW Medical Center –Chippenham Campus	19	8.41%
VCU Health Systems	8	3.54%
St. Francis Medical Center	4	1.77%
CJW Medical Center –Johnston Willis Campus	2	0.88%
Henrico Doctors’ Hospital Forest	1	0.44%
Memorial Regional Medical Center	1	0.44%
<b>Total:</b>	<b>226</b>	<b>100%</b>

## **V. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,054

Three alarm citations were processed during November.

**Purchasing** - 218 total purchase orders completed with 162 being processed by the purchasing and 60 departmental purchases being reviewed as compared to 150 being completed for the same period in 2012. In addition 100 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, Phones are being installed with completion expected in January.
- Invitation # 13-051602-1015 – Next Generation 911 Switch, Firms chosen in November, with scope of work currently being defined.
- Invitation # 13-102802-1016 – Appomattox River Trail Project III. Issued on Sept 27, opened on October 28. Approval from VDOT has been received & contract documents being reviewed.
- Invitation #13-110610-1017 – Pre Employment Physicals for New Hires. Proposals received and are being reviewed.
- Invitation # 13-110620-1019 – Automated Medical Billing & Collection for Ambulance Service. Proposals received and are being reviewed.

### **Other Purchasing Activity:**

- Purchase Order issued to cut and trim various trees/branches in the City.
- Emergency Purchase Order issued for the Temple Avenue Bridge deck repair.
- Purchase Order issued for a used van for the Office of Youth
- Purchase Order used for a used vehicle for the Police Department
- Finalized purchasing/delivery for miscellaneous items for the new Courthouse.
- Quote issued and awarded for July 4 2014 fireworks show to Dominion Fireworks.

### **Risk Activity:**

- A Public Works vehicle, attempting to cross Temple Avenue, when it struck another vehicle, and 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 – 3,795

Delinquent Notices Sent – 763 or 21.1% with 117 cut off for nonpayment.

Set off debt collected for N - \$0.

## **VI. HUMAN RESOURCES DEPARTMENT:**

### **Advertisements**

(No position recruitments were held in November 2013)

### **Applications & Testing**

(No position recruitments were held in November 2013)

### **Training**

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

### **Miscellaneous**

- ☆ A new employee orientation session was held for the following individuals in November 2013: Herman Calhoun III (Police Officer), Thomas Pasi (Police Officer), and William Waldrep (Police Officer).

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

- ☆ Attended a VRS Hybrid Retirement Plan presentation for employers on November 20, 2013. The presentation addressed: eligibility, member resources, system updates, and the local disability program.

**Worker’s Compensation**

- ☆ The following workers’ compensation report was filed during the month of November 2013:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
11-02-13	Fire	Dizziness/nausea while wearing haz mat suit during training exercise.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 61,621 page views in the month of November.

<p>Top ten website modules accessed:</p> <ol style="list-style-type: none"> <li>1. News Flash</li> <li>2. Facilities</li> <li>3. Calendar</li> <li>4. Bids/RFPs</li> <li>5. Photo Gallery</li> <li>6. Online Bill Pay</li> <li>7. Agenda Center</li> <li>8. Staff Directory</li> <li>9. Document Center</li> <li>10. FAQs</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. Departments</li> <li>4. Animal Shelter</li> <li>5. Recreation &amp; Parks</li> <li>6. Police</li> <li>7. Upcoming Elections</li> <li>8. Recreation Programs</li> <li>9. Registrar</li> <li>10. Assessor’s Records &amp; Property Tax Maps</li> </ol>
--	--

- ☆ Citizens submitted and city staff processed 194 service requests and questions through the “Let Us Know” module during the month of November. The City of Colonial Heights’ Facebook Page now has 2,954 fans and the City’s Twitter account has 224 followers.
- ☆ Proactive Information Management completed 56.03 hours of IT service and maintenance for City departments this month.
- ☆ New telephones were installed at Public Works Administration, Fleet Maintenance, and Utilities.

**VIII. LIBRARY:**

- ☆ The library staff circulated 17,371 titles in November.
- ☆ 243 e-books circulated.
- ☆ 49 Kindles were circulated.
- ☆ The public computer center was used 1,849 times.
- ☆ The public iPad center was used 81 times.
- ☆ 185 children participated in the Storytime program.
- ☆ The library’s meeting rooms were used 113 times
- ☆ 140 residents registered for new library cards, and an average of 457 residents used the library each day.
- ☆ 4,071 residents visited the Colonial Heights Virtual Library to retrieve 995 articles.

## IX. RECREATION & PARKS DEPARTMENT:

### Recreation Division

Our Youth Football/Cheerleading and Adult Softball leagues completed their seasons in November. The Minor and Junior Football teams won their respective Youth Football Championships and our Junior team also won a Youth Football Tournament held in Dumfries, VA. Youth Basketball evaluations and drafts were completed and practices started the 1st week in December. Our Annual Christmas Card contest conducted at all three elementary schools each year was completed the middle of November and the winning submission came from Angel Rashed at Lakeview Elementary School. Recreation staff has been working with Dinwiddie Parks, Recreation & Tourism on a college baseball tournament to be held in the Tri-Cities in February 2014, an announcement will be coming soon. Staff continues preparations for Holiday programs as well as Spring and Summer programs for 2014.

<b>Athletics</b>	<b><u>2013</u></b>	<b><u>2012</u></b>
Adult Softball (Fall League)	17 teams	20 teams
Youth Football	120	132
Youth Cheerleading	66	96
Youth Wrestling	23	34
Youth Basketball Registration	325	315
Golf Lessons	1	n/a
<b>Activities/Programs</b>	<b><u>2013</u></b>	<b><u>2012</u></b>
Christmas Card Contest	288	263
Belly Dance	3	n/a
Karate	11	18
Zumba	14	13
Cardio Fusion	14	13
<b>Facility Usage</b>	<b><u>2013</u></b>	<b><u>2012</u></b>
Community Room Attendance	1,171	1,015
Community Room Reservations	27	23
Teen Center Attendance-CHHS Students	46	90
Teen Center Attendance-CHMS Students	225	159

### Parks-Horticulture-Buildings & Grounds

- Delivered and set up chairs at War Memorial for Veterans Day ceremony.
- Removed all goals, benches, and trash cans from fields at Soccer Complex.
- Removed and stored nets from all batting cages.
- Closed and winterized bathrooms at all parks.
- Winterized water lines at all ball fields.
- Installed post around parking lot at White Bank Park.
- Installed and anchored benches at Courts Building.
- Sealed and painted floors and walls at Animal Shelter.
- Hung dog flaps in runs at Animal Shelter.
- Repaired pulleys and cables on dog doors at Animal Shelter.
- Hung pictures at various offices at Courts Building.
- Mulched sites as needed
- Planted pansies at sites.
- Blew and raked leaves at sites.
- Installed metal edging around flower beds and trees at new Courts Building.



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

**Agency on Aging**

Activities	2013	2012
AARP	33	29
Bingo in Center	88	96
Bowling	260	272
Bridge Party	96	64
Bridge Tournament	112	132
Crochet & Knitting	86	72
Senior Advisory Board	12	12
Senior Club Meeting	104	108
Senior Citizen Dance	106	110
Sing A-Long	48	52
Sing A-Long-CH Health Center	14	13
Movie A Christmas Kiss	n/a	20
Table Games	14	8
<b>Fitness</b>		
Cardio Bump	210	144
Strength Training Class	150	127
Sit Down Exercises	332	299
Floor Exercises	29	54
Yoga	93	101
Zoomer Boomer	358	200
Tai Chi	24	26
<b>Awareness/Education</b>		
Chromie Wellness Workshop	0	15
TRIAD	55	32
<b>Classes</b>		
Craft Class Stepping Stones	18	0
Faye Henderson Watercolor Class	24	52
Painting Class Gems by James	22	n/a
Painting Class Kay Tirpak	n/a	25
Painters Group	42	35
Sewing Class	26	12
Splash of Color	16	14
Tap Class Intermediate	27	96
Tap Class Advance	82	103
Quilting Class	32	n/a
Quilting for Vets	16	n/a
Watercolor	18	18

Trips		
Charles Town Slots	52	52
Riverside	n/a	13
<b>Total</b>	<b>2520</b>	<b>2448</b>

Meals	2013	2012
Home Del Meals	14	13
Site Meals	82	176
Breakfast Meals	0	0
Bags	0	0
<b>Total</b>	<b>102</b>	<b>189</b>
<b>Transportation</b>		
Total Passengers	55	96
Total Trips	378	521
Total Miles	2183	2783
Wheelchairs	44	20
Volunteer Hours	5	26.5
Donations	\$193.00	\$282.00
New Riders	2	2

**Violet Bank Museum**

	<u><b>2012</b></u>	<u><b>2013</b></u>
Attendance	242	169

- Christmas decorating
- Preparing for the 3<sup>rd</sup> annual "A Traditional Dickens' Christmas" program to be held December 14 and the annual Candlelit Tours to be held December 13-15.

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

### ➤ **YAC Activities**

- 24 YAC Members and Advisor attended October Monthly Meeting
- 2 YAC Members and Advisor Met to Pre-Plan for Reality Check (4/26/14)
- 3 YAC Members and Advisor Cleaned Up James Avenue
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting

### ➤ **Youth Service Commission**

- Held their monthly meeting.

### ➤ **Kids' After School Program**

- **Program Coordinator activities** for the month includes: training for Matoaca High School volunteers; attendance at training on How to Engage Students Who Don't Care; planning Healthy Mondays to implement grant award from Walmart.
- **Student activities:** all schools held FRIDAY activity day. The elementary schools went to Bounce With Me; Colonial Heights Middle School went to Jumpology
- CHMS students completed the Too Good For Drugs program.
- Fundraiser – 50/50 Raffle sold 1200 tickets – for \$1500. The winner donated \$75.00 from her \$575.00 win back to the KAP program!
- **Current enrollment:** Tussing Elementary-14, North Elementary -19, Lakeview -14 CHMS – 19.
- **Volunteers:** Matoaca High School – 65; Richard Bland College-2; VSU – 39, CHHS -4 CHMS -4
- **Work Study Students:** JTCC – 5; VSU -5

### ➤ **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

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

- Family Assessment Planning Team
- Interagency Prevention Team
- CAAN-DUU Coalition meeting
- United Way WLI Luncheon
- TRIAD Meeting
- CPMT Meeting
- Health Advisory Board Meeting
- JDVTF Meeting
- CADRE Coalition Meeting
- Monthly School Board Meeting
- CCOVA Board meeting
- Families First Advisory Board
- Record review of 2 VJCCCA programs for DJJ

### ➤ **Diversion Program Participation**

#### • **Community Service**

12 youth completed 40 hours of Service Learning.

#### • **Shoplifting Diversion**

24 youth and a parent attended the Shoplifting Diversion Program

#### • **Case Management**

2 youth and families began Case Management Services

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

Presented “Open Arms? Open Eyes!” to 194 CHMS 8<sup>th</sup> Grade Students

Attended Kiwanis Meetings and Assisted with Terrific Kids Presentations

**XI. FLEET MAINTENANCE:**

	<b># Workorders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
2013	80	\$19,934.22	3	\$409.88
2012	61	\$25,273.35	7	\$903.60