

# CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 2013



## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING AND DEVELOPMENT

#### Buildings and Facilities Capital Projects

- ***New Courts Facility*** – Additional furniture for 2<sup>nd</sup> floor lobby and waiting area for Circuit Court has been procured. Delivery of additional furniture expected January 2014. Training on all building systems and equipment continues. Engineering is reviewing Final As-Built drawings for construction. Operation and Maintenance manuals have been received for all building components and equipment and have been distributed accordingly. Transition of building operations to Buildings and Grounds and IT Department is complete. City is in the process of Final Project Close Out procedures with Kenbridge. Final construction costs are under Kenbridge Construction's projected GMP of \$15.9 M. City staff will be performing an audit of all construction costs for the project.

#### 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. Unfavorable weather conditions and resolution of conflicts caused by public utility construction have caused a delay for the project. Department staff will issue time extension to the Contractor as a result of these impacts and conflicts. Project is currently behind schedule 35 days due to conflicts caused by utility construction. Dependant upon Construction of pavement subgrade, curb and gutter, and sidewalk taking place this month 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), 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. Advertisement for construction expected to be March 2014. Construction to be completed by Fall 2014.
- ***Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)*** – Plans have been submitted to VDOT for Authorization to advertise for Construction. Advertisement for construction expected to be March 2014. Construction to be completed by Winter 2014.
- ***Dupuy Avenue Modernization, UPC 101287*** – City is awaiting R/W Authorization from VDOT.
- ***Lakeview Avenue Modernization, UPC 101288*** –City is awaiting R/W Authorization from VDOT
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – Design in process. Anticipated solicitation for construction bids is Spring 2014.

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

---

### **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 nine (9) plans/plats and approved nine (9) plans/plats.
- **Redevelopment of 401 Temple Avenue (Kroger)** – Chapter 527 Traffic Impact Analysis (TIA) submitted to VDOT Land Development office on December 20. Staff is awaiting VDOT's comments from their review of this TIA. Staff is working with Kroger surveying consultant in order to vacate portions of Elko Avenue and Prince Albert Avenue. Resubdivision plat of courthouse parcel will be presented to Planning Commission at their January 7, 2014 meeting.

---

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

- Issued eleven (11) permits and closed out five (5) permits.

---

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

- **Eastbound Temple Avenue Bridge (Emergency Bridge Deck Repair)** – Complete.

---

## **OPERATIONS AND MAINTENANCE**

---

### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 78 locations.
- Performed preventative maintenance - 4 locations.

---

### **Vegetation**

- Removed litter from (06) locations, responded to (05) litter miscellaneous/dead animal requests and (01) tree miscellaneous.
- City Contractor removed (10), grinded (03) stumps and trimmed (12) trees throughout the City.

---

### **Recycling Center**

- 181 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials. Flammable materials City Contractor collected 2000 gallons on December 27, 2013.

---

### **Storm Water and Drainage**

- Cleaned (32) catch basins, (01) drainage ditch, (01) drainage pipe, (03) curb and gutters, (01) outfall and responded to (07) miscellaneous drainage requests.
- Assisted City of Petersburg sweeping Wyeth Street at I-95 Ramp from an accident spill removed 8 cubic yards of debris.
- Placed ½ ton of #5 stone on Wakefield Avenue shoulders due to mud and water standing.
- Leaf season City's crews has collected this month 1,293.5 cubic yards from Areas 1, 2 and 3 total during season is 2,405.75 cubic yards.

---

### **Transportation**

- Placed Asphalt in (11) potholes, (04) Utility cuts and overlaid low area at (01) location.
- Graded gravel area on Bruce Avenue twice this month.
- On call Employee monitored Temple Avenue Bridge until repairs were completed.
- Placed 8 tons of sand/salt mix on icy areas at (10) locations and all bridges on December 8<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>.

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

---

### **Wastewater Utility**

- Responded to (12) sewer backups, flushed sewer line at (04) locations, installed (02) cleanouts, (02) cleanout tops, placed topsoil around cleanouts at (03) locations and responded to (08) sewer miscellaneous requests.
- Repaired sewer main at (03) locations
- Camera sewer main line at (02) locations.
- Removed debris from pumps (05) times at Main Pump Station.
- Installed wear ring on pump one at Hillcrest Pump Station.
- Responded to an alarm found pump two tripped reversed phases, cleaned pump at Dunlop Farms Pump Station.
- On the weekend responded to an alarm found high voltage, Keith, John and Trey worked on pumps at Hillcrest Pump Station.
- Replaced battery on generator at Hrouda Pump Station.
- Continue monitoring all pump stations and methane pump daily.

### **Water Utility**

- Replaced (08) meters, (02) meter tops, raised (02) meter boxes and responded to (09) water miscellaneous Requests.
- Installed reflective tape and placed topsoil around (04) fire hydrants.
- Repaired (01) main, (04) service water lines and (06) service saddles.
- Replaced pigtails at (02) locations and bolts at (01) location on water meters.
- Pulled meter for Utility Billing Division at (01) location.
- Placed gravel in Utility Cut at (05) locations.
- Backflow/Cross Connection Technician conducted (25) surveys, (14) completed, (11) 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 (176) man-hours.

**II. PLANNING DEPARTMENT:**

	Month	YTD
<b>Code Enforcement</b>		
<b>Tall Grass</b>		
Violations	0	736
Violations Resolved	0	736
Contractor Properties Cut	0	64
Total Inspections	44	1467
<b>Inoperable Motor Vehicles</b>		
Violations	0	84
Violations Resolved	24	78
Vehicles Towed	0	2
Total Inspections	48	204
<b>Building Code</b>		
Violations	0	51
Violations Resolved	15	51
Total Inspections	30	189
<b>Property Maintenance</b>		
Violations	0	71
Violations Resolved	4	71
Total Inspections	20	244
<b>House Numbers</b>		
Violations	0	42
Violations Resolved	7	42
Total Inspections	14	159
<b>Zoning</b>		
Violations	0	47
Violations Resolved	11	46
Total Inspections	22	151
<b>Signs</b>		
Violations	7	98
Violations Resolved	3	92
Total Inspections	7	99
<b>Other/Miscellaneous</b>		
Violations	0	9
Violations Resolved	0	9
<b>TOTAL INSPECTIONS</b>	<b>212</b>	<b>3306</b>

	Month	YTD
<b>Building Permits</b>		
<b>Permits</b>		
New Residential	1	8
Cost	\$ 75,000	\$ 859,750
Residential Additions	7	67
Demolitions	0	6
Commercial	5	76
Cost	\$ 1,245,300	\$ 6,097,792
Plumbing	8	106
Electrical	9	180
Mechanical	7	108
Swimming Pool	0	4
Fence	1	22
Signs	8	103
Hair Cuttery - 56 Southgate Square		
Wesley United Methodist Church - 3701 Conduit Road		
Shoe Carnival - 723 Southpark Boulevard		
Waskey Construction - 1910 C Boulevard		
Community Chest - 3301 Boulevard		
Village Coin - 1910 Boulevard		
Massage Envy - 1909 Southpark Boulevard		
So Simple Salon - 1410 Boulevard		
<b>TOTAL PERMITS</b>	<b>46</b>	<b>680</b>

	Month	YTD
<b>Building Inspections</b>		
Residential	58	993
Commercial	85	1558
<b>Other Activities</b>		
Water Shut Off letters	0	15
Court Cases	0	0
<b>TOTAL INSPECTIONS</b>	<b>143</b>	<b>2566</b>

	Month	YTD
<b>Rental Inspections</b>		
Total Units Inspected	3	83
SF Dwellings	3	63
Duplex	0	9
Apartments	0	11
First Inspection		
Passed	1	76
Failed	2	7
Second Inspection		
Passed	2	2
Failed	0	0
4 year Certif Issued	3	76
Apartment Complexes	0	4
No of Units Certified	0	89
<b>TOTAL INSPECTIONS</b>	<b>5</b>	<b>85</b>

<b>Programs &amp; Projects</b>	Month	YTD
<b>Emergency Home Repair(CDBG)</b>		
Work was completed on six households that were selected for funding.		
There should be enough money left to serve one or 2 more households.		
This work will begin after the new year.		
<b>Appomattox River Greenway Trail</b>		
Phase 3 - Contract executed, pre construction meeting held.		
Phase 4 - Redesign change order in process to work around Petroff property		
Cultural resource survey led to finding of no adverse effect by DHR.		
50% plans under review.		
<b>Violet Bank Historic District</b>		
Dovetail Cultural Resource Group has completed 20% of the contract		
Staff will begin entering the data into the Dept of Historic Resources database in January.		
<b>Safe Routes to School</b>		
No update. Application still under review.		
<b>Comprehensive Plan Update</b>		
Staff made a presentation to Planning Commission on the draft plan in December.		
The draft plan continues to be developed.		

<b>GRAND TOTAL INSPECTIONS</b>	<b>360</b>	<b>5957</b>
--------------------------------	------------	-------------

II. PLANNING DEPARTMENT (Continued):

**2013 TALL GRASS VIOLATIONS BY INSPECTION DISTRICTS**

(End of month reporting)

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

DISTRICTS

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



VIOLATION NOTICES SERVED

NONE

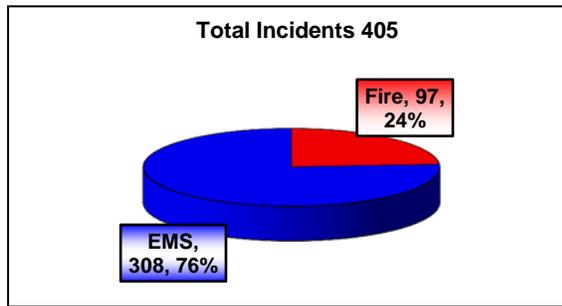
### III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,443 calls for service during the month of December, 2013. During the same month last year, we responded to 3,852 calls for service—a 10% decrease. We had three (3) reported robberies this month, and none were reported in December of 2012—a 100% increase. There were no reported aggravated assaults this December, while two (2) were reported during the month of December, 2012— a 100% decrease. We had five (5) reported burglaries in December, 2013, compared with six (6) reported during the month of December, 2012—a 16% decrease. There were 104 Part I, or serious, crimes reported to the Colonial Heights Police Department in December, 2013. Sixty-four (64) of those, or 62%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ As we come to the close of 2013, the month of December was a very active month as we paid close attention to our retail areas of the City. Both uniformed and plain clothes officers were working to provide the best shopping experience for our residents and visitors. We had a memorable Christmas Eve when one of our local banks experienced an armed robbery. Thankfully, no one was physically injured. With the work of our responding officers and assistance from our on-call detectives, we were able to make the arrests later that evening and into Christmas Day. Detectives brought charges against a married couple from Prince George County and have linked them to other bank robberies in the Richmond metro area. That really capped off a very positive year for our agency.
- ✓ Our three recently hired police officers, Quinn Pasi, P.J. Calhoun and Will Waldrep, have all completed their field training and have been assigned to their respective patrol squads. We have also filled our last opening with a certified officer from Prince George County Police Department. Officer Rodney Woodson comes to us highly recommended, and we are excited to have him employed with us. He is currently in our field training program.
- ✓ 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 continue our regional crime fighting efforts through the Tri-Cities Regional Strike Force and took the lead on *Operation Home Contact* in the City. Working in cooperation with Probation and Parole, we made home visits to approximately a dozen individuals who were active parolees. These efforts not only strengthen local, state and federal partnerships, but also show the offenders all of our efforts to keep track of them and to monitor their behavior.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol had a good month considering the holiday season:
  - Our officers welcomed the addition of the three new officers into patrol, allowing many to take much deserved time off now that staffing levels are up to par.
  - Officers continue to provide assistance to Virginia State University Police, as they have had a very busy winter. Most notable was their kidnapping/carjacking that ended in our City, during which time the victim was able to flee his captors at a local bank. Thankfully, no one was hurt and arrests were made.
  - During the month, several units responded to a disturbance at Denny’s, where officers found that several fights were taking place. Three arrests were made and two handguns were confiscated during the melee. After much discussion between the Police Department and Denny’s upper management, armed private security is now in place on the weekends.
  - Our narcotics canine was utilized six (6) times this month within the City and once at the request of Chesterfield County Police Department, which resulted in an arrest for possession of marijuana with the intent to sell. K-9 Blitz and his handler, Master K-9 Officer Eric Allen, also performed a few demonstrations at our fifth-grade D.A.R.E. graduations.

### III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported a very productive month. The unit conducted alcohol compliance checks at all of our convenience stores, and made two arrests of clerks who sold to underage buyers. This unit continues to work additional criminal cases as well. They have been assigned to all of the recent graffiti vandalisms that have been observed in the south end of the City, mainly in the Pickwick Shopping Center alleys. They have been the “go to” unit in working with the Tri-Cities Regional Strike Force, and did so again with *Operation Home Contact*. In addition, they conducted several narcotics investigations and made many controlled narcotics purchases. Overall, their work this month resulted in 13 felony warrants, 38 misdemeanor warrants, 28 traffic summonses, 23 narcotics arrests and four (4) arrests for alcohol violations.
- ✓ 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 130 hours during the month. Duties included assistance at annual road races, the annual Christmas Parade and ride-alongs.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his unit as being very responsive during the month, providing effective community service. They included the following activities:
  - Preparation of end-of-year accreditation report
  - Inspection of all City tow trucks
  - Continued instruction of the D.A.R.E. Program in each of the elementary schools
  - Residency checks
  - Submission of two grant requests (Asset Forfeiture) to the Attorney General’s Office
  - North and Tussing Elementary School grant requests
  - SRO training
- ✓ Our **Investigations Division** had a very busy month, picking up 17 new cases. Of the 17 cases assigned, eight (8) of them have been cleared, for a 47% clearance rate for the month. The cases assigned have been ones that take a lot of man hours to properly investigate. They include armed robbery, multiple cases of fraud from VSU, burglaries, death investigations and the aforementioned bank robbery. Our investigators have been consumed with the increase in burglaries over the course of the past few months. For some unknown reason, some of the victims have been targeted multiple times. In addition to the criminal cases, we have also processed 22 concealed weapon permits, one (1) precious metals permit, one (1) massage therapist permit, and one (1) massage clinic permit.
- ✓ Overall, we made 298 arrests for the month, including 64 felonies and 223 misdemeanors; worked 88 crashes; wrote 457 traffic citations; gave 556 verbal warnings; affected 13 DUI arrests and 37 drug arrests; and issued 33 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, has been 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 CHPD 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: 97**

(Total Fire Loss \$44,795):

**Total Patients transported: 240**

(Total EMS incidents 308)

*Fire units arrived on scene in less than 9 minutes on 94.8% of emergency incidents.  
(average response time 5:20 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.1% of emergency incidents.  
(average response time 5:16 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	3	Good Intent Calls	19
Cooking Fire	2	Natural Gas leak	1	Public Service	42
Vehicle Fire	1	Power Line Down	5	Alarm Activation (no fire)	11
Dumpster Fire	1	Carbon Monoxide Incident	1	Child Seat Installation	4
		Other Hazardous Condition	2	Smoke detector installation	2
M/A EMS First Responder to Chesterfield	6	M/A received from Chesterfield Fire			2
M/A Given to Chesterfield	1	M/A received from Fort Lee Fire			1

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

Abdominal Pain	22	COPD (emphysema)	2	Obvious Death	2
Airway Obstruction	1	Diabetic Hyperglycemia	4	Pain	15
Allergic Reaction	1	Diabetic Hypoglycemia	5	Respiratory Distress	23
Altered Mental Status	5	ETOH Abuse	1	Seizure	4
Asthma	1	Fever/Hyperthermia	2	Stroke/CVA	1
Back pain	4	G.I. Bleed	2	Substance/Drug Abuse	1
Behavioral/Psychiatric	5	General Malaise	2	Syncope/Fainting	5
Cancer	2	Headache	8	Traumatic Injury	48
Cardiac Arrest	4	Hypertension	2	Unconscious	1
Cardiac Rhythm Disturbance	8	Migraine	2	Weakness	15
Chest Pain	21	Nausea/Vomiting	4	Other	76
CHF (Cong. Heart Failure)	3	OB /Gyn – Vaginal bleed	1		
M/A to Petersburg EMS	2	M/A received from Fort Lee EMS			2
M/A to Prince George EMS	1	M/A received from Petersburg EMS			2
		M/A received from Chesterfield EMS			3

#### **EMS Transports (by facility)**

Southside Regional Medical Center	187	77.92%
John Randolph Medical Center	22	9.17%
CJW Medical Center –Chippenham Campus	14	5.83%
VCU Health Systems	9	3.75%
St. Francis Medical Center	3	1.25%
Henrico Doctors' Hospital Forest	3	1.25%
Memorial Regional Medical Center	1	0.42%
CJW Medical Center –Johnston Willis Campus	1	0.42%
<b>Total:</b>	<b>226</b>	<b>100%</b>

## V. **FINANCE DEPARTMENT:**

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

One alarm citations were processed during December.

**Purchasing** - 210 total purchase orders completed with 157 being processed by the purchasing and 53 departmental purchases being reviewed as compared to 158 being completed for the same period in 2012. In addition, 159 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, Firm chosen in November with contract reviewed by City and requested modifications being reviewed by vendor.
- Invitation # 13-102802-1016 – Appomattox River Trail Project III. Issued on Sept 27 - opened on October 28. Approval from VDOT has been received and vendor is waiting on required State permits before proceeding.
- 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 grind yard waste at Recycling Center.
- Contract for on call environmental testing was renewed for another year.
- Purchase Order issued for July 4, 2014 fireworks show.
- Purchase Order issued to repair tile floor at Senior/Teen Center.

### **Risk Activity:**

- Police vehicle was damaged by vehicle changing lanes.
- Claim filed for April 2013 ankle injury requiring surgery at ball field. Claimed lack of proper maintenance for cause of injury.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,623

Delinquent Notices Sent – 802 or 21.1% with 117 cut off for nonpayment.

Set off debt collected for December - \$0.

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

### **Advertisements**

(No position recruitments were held in December 2013)

### **Applications & Testing**

(No position recruitments were held in December 2013)

### **Training**

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

### **Miscellaneous**

- The following employee orientation and exit interview sessions were held in December 2013:

#### Orientation

Rodney Woodson - Police Officer

#### Exit Interview

Steven Edwards - Senior Engineering Technician  
Brian Ashley - Senior Engineering Technician

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

- ☆ The following topics were discussed during the Human Resources Liaison Committee meeting on December 11, 2013: new telephone system installation, VRS hybrid retirement plan, healthcare reform requirements and annual benefits/wellness fair.

**Worker’s Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
12-03-13	Police	Exposure to body fluid while arresting subject.
12-23-13	Police	Exposure to body fluid while arresting subject.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 57,146 page views in the month of December.

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

- ☆ Citizens submitted and city staff processed 276 service requests and questions through the “Let Us Know” module during the month of December. The City of Colonial Heights’ Facebook Page now has 3,034 fans and the City’s Twitter account has 245 followers.
- ☆ Proactive Information Management completed 74.87 hours of IT service and maintenance for City departments this month.
- ☆ New telephones were installed at Fire Station 2 and Traffic Engineering in December.

**VIII. LIBRARY:**

- ☆ The library staff circulated 16,146 titles in December.
- ☆ 215 e-books circulated and 64 Kindles circulated.
- ☆ The public computer center was used 1,515 times.
- ☆ The public iPad center was used 79 times.
- ☆ 47 children participated in the Storytime program.
- ☆ The library’s meeting rooms were used 96 times
- ☆ 116 residents registered for new library cards, and an average of 457 residents used the library each day.
- ☆ 4,053 residents visited the Colonial Heights Virtual Library to retrieve 965 articles.

## IX. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In December, the Recreation Division hosted its annual Holiday programs' including the Santa Calling program, Santa's Workshop and Lunch and the Teen Center Christmas Party Lock-in event. Youth Basketball league practices and the open gym basketball program began the first week in December and games for the Youth League begin January 4th. Staff started accepting reservations for the Community Building and Park Pavilions for 2014 on December 2nd and preparations for the upcoming Spring/Summer 2014 Activity guide offerings are still underway. Thanks to all of the individuals and organizations who donated to our Buy a Thanksgiving Turkey or Christmas Ham, raising \$1,350 for the Colonial Heights Food Pantry.

<b>Athletics</b>	<b>2013</b>	<b>2012</b>
Youth Basketball Registration	325	324
Open Gym Basketball	122	50
Youth Wrestling	24	34
<b>Activities/Programs</b>	<b>2013</b>	<b>2012</b>
Santa's Calling	40	82
Santa's Workshop and Lunch	42	98
Harlem Globetrotter Trip	48	n/a
Dance for CHMS students	57	55
Teen Center Christmas Party & Lock-in	37	26
<b>Instructor Based Programs</b>	<b>2013</b>	<b>2012</b>
Zumba	10	12
Karate	12	13
Cardio Fusion	13	12
<b>Facility Usage</b>	<b>2013</b>	<b>2012</b>
Community Room Attendance	1,360	1,212
Community Room Reservations	27	29
Teen Center Attendance-CHHS Students	44	99
Teen Center Attendance-CHMS Students	263	120

### Parks – Buildings & Grounds

- Assisted with Christmas Parade set-up and disbanding. Moved bleachers from Soccer Complex to Boulevard for and back to Soccer Complex after parade.
- Delivered, set-up and returned chairs to War Memorial for American Legion program.
- Took Christmas trees from City Hall to Courthouse
- Hung pictures and bulletin boards and pictures for different offices at Courthouse.
- Re-glued loose carpet in courtrooms at Courthouse.
- Blew off pavilion roofs at all parks.
- Repaired cut fence at impound lot.
- Moved lawyers' desks in General District Courtroom.
- Removed damaged roof on picnic shelter at White Bank Park.
- Reacted to several heating, water and electrical issues at Courthouse

### Horticulture

- Hung Christmas wreaths at entrance signs to City (Legacy Garden, War Memorial, and Old Town Civic sign)
- Installed Christmas lights in trees at Library
- Raked pine tags and used as ground cover at sites
- Cut down lirioppe at sites
- Cleaned pansies at sites
- Assisted with Beautification Committee's Christmas house tour
- Assisted with the Optimist Club's Christmas shopping for less fortunate families

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

**Agency on Aging**

Daily Activities	2013	2012
AARP	38	32
Bingo in Center	62	78
Bingo By Jencare	n/a	38
Bowling	325	192
Bridge Party	72	68
Bridge Tournament	96	72
Christmas Dinner	n/a	180
Cookie Day	56	45
Dance	126	n/a
Movie	12	8
Senior Club Board Meeting	12	12
Senior Club Meeting	99	88
Sing A-Long	36	48
Sing A-Long-CH Health Center	14	13
Table Games	10	8
<b>Classes</b>		
Craft Class	13	6
Crochet & Knitting	42	69
Gems by James Painting Class	8	n/a
Friday Night Painting	22	n/a
Painters Group	18	26
Sewing	12	6
Splash of Color	16	18
Tap Class Intermediate	35	114
Tap Class Advance	48	128
Quilting Class	24	16
Watercolor Monday's	16	18
Watercolor Class Henderson's	32	24
<b>Fitness</b>		
Cardio Bump	n/a	165
Strength Training Class	88	78
Sit Down Exercises	182	262
Floor Exercises	n/a	33
Yoga	n/a	75
Zoomer Boomer	176	178
Tai Chi	29	31

**Agency on Aging Continued**

Trips		
Crater Luncheon	n/a	28
Blackstone Train Display	n/a	13
Riverside Theater	13	n/a
<b>Total Participants</b>	<b>1730</b>	<b>2167</b>

Meals	2013	2012
Meals at Center	111	168
Home Meals	14	23
<b>Transportation</b>		
Total Passengers	57	101
Total Trips	388	513
Total Miles	2199	2477
Wheelchairs	50	33
Volunteer Hours	8	22.5
Donations	\$198.00	\$261.00

**Violet Bank Museum**

	<b>2012</b>	<b>2013</b>
Attendance	259	193

- Held our annual Candlelit Tours and "A Very Dickens' Christmas"

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

### ➤ **YAC Activities**

- 20 YAC Members and Advisor attended December Monthly Meeting
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting
- 9 YAC Members and Advisor Partnered with KAP to ring bells for Salvation Army Collection
- 14 YAC Members and Advisor Partnered with CHHS NHS/Key Club to visit Dunlop House
- 6 YAC Members and Advisor Partnered with CHHS CADRE Coalition for Project Sticker Shock
- 4 YAC Members and Advisor Shopped for Christmas Families from the CARE Shelter
- 4 YAC Members and Advisor assisted with Therapy Dog Graduation at PETSMART
- 12 YAC Members, Advisor, several CHHS Students visited Dunlop House to sing Christmas Carols
- Mailed 117 Christmas Cards to McGuire Veterans Hospital

### ➤ **Youth Service Commission**

- Youth Services Commission did not meet in December.

### ➤ **Kids' After School Program**

- **Program Coordinator Activities** for the month includes: First Aid/CPR Recertification; planning Healthy Monday Snack utilizing Walmart grant; planning Child Care Initiative Program.
- **Student Activities:** On Friday Activity Days, all schools visited Sidestreet Art Gallery. Students learned how to make paper beads for jewelry, and toured the gallery of local artists.
  - All schools enjoyed Holiday Celebrations
  - North Elementary students participated in "Too Good For Drugs" Program
  - Outreach Project – students served as Bell Ringers for Salvation Army at Kmart
  - Skate Night was on December 5, 2013
- **Current Enrollment:** Tussing Elementary - 14; North Elementary - 19; Lakeview Elementary - 14; CHMS – 19
- **Volunteers:** Matoaca High School - 44; Richard Bland College - 2; VSU - 36; CHHS - 4; CHHS – 4
- **Work Study Students:** JTCC - 5; VSU - 5

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

- 24 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 luncheon and meeting
- United Way WLI Sorting Party
- CPMT Retreat
- Emergency Food and Shelter Program Meeting
- CADRE Coalition Meeting
- CERT Quarterly Training
- Relay for Life Meeting
- Positive Parenting Coalition Meeting

### ➤ **Diversion Program Participation**

#### • **Community Service**

7 youth completed 16 hours of Service Learning.

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

- **Shoplifting Diversion**

14 youth and a parent attended the Shoplifting Diversion Program

- **Case Management**

2 youth and families began Case Management Services

Presented “Too Good for Drugs” to 19 North Elementary 4<sup>th</sup> and 5<sup>th</sup> Grade KAP Students

Attended Virginia Board of Education President’s “Listening Tour” at CHHS

Attended Kiwanis Meetings and Assisted with “Terrific Kids” Presentations

Juvenile Firesetter Programming with CHFD, youth, and parent

**XI. FLEET MAINTENANCE:**

	<b># Workorders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
2013	73	\$17,475.50	5	\$660.07
2012	80	\$19,422.18	5	\$619.73

Most of the repairs are normal maintenance issues.

Sublet repairs consist of the following:

Alignment	278.57
Towing	237.50
Radiator repair	48.00
Machine work	96.00

A summary of the repair cost for the first half of this year compared to the last 5 years is as follows:

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
08/09	\$94,735.95	\$11,085.06
09/10	\$94,246.69	\$6,759.08
10/11	\$124,887.12	\$4,116.45
11/12	\$112,015.83	\$6,641.08
12/13	\$122,267.74	\$10,191.26