

CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2014



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* – Project complete.

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. Asphalt pavement has been installed along portion of southbound lane. Installation and construction of brick pavers being performed on southbound lane. Waterline work along north side of Dupuy Avenue to Boulevard being completed. Anticipated date to move traffic onto southbound lanes and closure of northbound lanes for reconstruction is first week of May 2014.
- *Safe Routes to Schools- Phase 2 (2012), UPC 102836*– Design in process.
- *Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)* – Advertisement for construction bids expected in May 2014. City is awaiting authorization to advertise from VDOT. Completion of construction planned for fall 2014.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Advertisement for construction bids expected in May 2014. City is awaiting authorization to advertise for construction from VDOT. Completion of construction planned for late 2014.
- *Dupuy Avenue Modernization, UPC 101287* – VDOT has issued R/W authorization for acquisition of right-of-way. City's consultant has begun process of preparing Compensation Agreements to affected property owners.
- *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* – City preparing bid package for solicitation. Advertisement of construction bids anticipated in June 2014.
- *White Sands Court Pavement Construction (UPC 104508)* – Design of project in process. Construction expected summer 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.
- **Bruce Avenue Storm Drainage Phase III and Phase IV** – City has issued Notice to Proceed to consultant for engineering services for the design of this project. Consultant is performing field survey and verification of utilities. Construction expected Fall 2014.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **Annual Pavement Resurfacing** – Annual Pavement Resurfacing near Edinborough Drive (Perthshire, Ayrshire, Dunoon) advertised for construction bids on May 1, 2014. Construction to begin July 1, 2014.

Plan Reviews

- Received one (2) plans of development for review.
- **Redevelopment of 401 Temple Avenue (Kroger)** – Coordination meeting between Kroger, City and VDOT held on May 1.

Right-of-Way Permits

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

OPERATIONS AND MAINTENANCE

Traffic Operations

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

Vegetation

- Removed litter from (31) locations, responded to (05) litter miscellaneous/dead animal requests.
- Removed thirty tires that were dumped in alley behind Richmond Ave. and a pile of brush in the gutters on Hermitage Road.
- Cut and trimmed grass at (52) locations and sprayed for high grass/weeds at the Radio Tower off Charles Dimmock Parkway.
- Vegetation (04) employees and Storm water (02) employees attended an equipment/seminar show in North Carolina.

Recycling Center

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

Storm Water and Drainage

- Cleaned (31) catch basins, (02) drainage pipes, (05) ditches and responded to (05) miscellaneous drainage requests.
- Repaired a drainage pipe at 2547 White Oak Court, 135 Charlotte Ave. and 407 Nottingham Dr.
- Placed topsoil in sinkhole at (01) location and gravel at (02) locations.
- Concrete Crew repaired/replaced a 3' x 3' sections sidewalk at (02) locations and (33.5) feet of Curb and Gutter at (04) locations.
- City Contractor cleaned Old Town Creek Culverts to improve water flow.
- Street sweeper collected 272 cubic yards of debris from (83) locations.

Transportation

- Placed Asphalt in (100) potholes, (05) driveways, (25) utility cuts, (02) on shoulders of street, (10) low areas and responded to miscellaneous asphalt request at (06) locations.
- Placed gravel in potholes and Magnesium Chloride on Bruce Avenue for dust control.
- Assisted Utilities Division removing construction debris off site.
- Cleaned and preformed preventive maintenance on small equipment, vehicles, leaf machines, backhoes and dump trucks.
- Located property pins for Superintendent to determine tree ownership at (02) locations.
- Installed Bluestar Memorial sign at Arlington Avenue.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (14) sewer backups, flushed sewer line at (05) locations, installed (03) cleanouts and responded to (05) sewer miscellaneous requests.
- Repaired sewer main at (02) locations, lateral at (01) location and cleanout top at (01) location.
- Camera sewer main line at (02) locations.
- Sprayed for sewer roaches/rats at (01) location.
- Removed debris from pumps (07) times and changed floats on sump pump at Main Pump Station.
- Placed gravel in sinkhole at (01) location.
- Continue monitoring all pump stations and methane pump daily.
- Four employees attended an equipment/seminar show in North Carolina.

Water Utility

- Replaced (13) meters, set (01) new meter, (02) meter tops and responded to (06) water miscellaneous Requests.
- Repaired (01) water main, (02) service lines and (01) meter leak.
- Cleaned (01) meter box for Utility Billing.
- Ran fire hydrant at (05) locations to clear discolor water.
- Backflow/Cross Connection Technician conducted (56) surveys, (24) completed, (32) incomplete and assisted with locating water and sewer lines performed (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 (332) man-hours.

II. PLANNING DEPARTMENT:

	Month	YTD
Code Enforcement		
Tall Grass		
Violations	33	33
Violations Resolved	0	0
Contractor Properties Cut	0	0
Total Inspections	50	50
Inoperable Motor Vehicles		
Violations	6	18
Violations Resolved	8	16
Vehicles Towed	0	2
Total Inspections	34	88
Building Code		
Violations	5	16
Violations Resolved	8	14
Total Inspections	30	62
Property Maintenance		
Violations	5	18
Violations Resolved	10	16
Total Inspections	40	80
House Numbers		
Violations	4	4
Violations Resolved	3	3
Total Inspections	8	8
Zoning		
Violations	18	20
Violations Resolved	14	16
Total Inspections	54	61
Signs		
Violations	5	28
Violations Resolved	1	19
Total Inspections	10	46
Graffiti		
Violations	2	14
Violations Resolved	2	14
Total Insections	8	45
TOTAL INSPECTIONS	234	440

	Month	YTD
Building Permits		
Permits		
New Residential	1	4
Cost	\$ 50,000	\$ 360,000
Residential Additions	7	15
Demolitions	0	0
Commercial	4	18
Cost	\$ 475,797	\$ 2,529,812
Plumbing	4	35
Electrical	4	51
Mechanical	5	25
Swimming Pool	1	1
Fence	1	3
Signs	14	33
Vitamin Shoppe - 551 Southpark Blvd (2)		
Navy Federal Credit Union - 1080 Temple Ave		
Fau Style Auto Detailing - 501 Southpark Blvd		
Bus Stop - 1412 Boulevard		
Col Hgts Chiropracter & Wellness Ctr. - 209 Temple Ave		
Boulevard Coin Laundry - 1204 Boulevard		
Deann Kump - 117 C Orange Avenue		
Golden Corral - 2501 Conduit Road		
IHOP - 338 Southpark Circle		
Sleep Clinics of America - 130 Temple Lake Drive		
Great Clips - 1058 Temple Ave		
Rainbow Books - 106 Southpark Boulevard		
Wendy's Banners - 680 Southpark Boulevard		
TOTAL PERMITS	41	185

	Month	YTD
Building Inspections		
Residential	57	269
Commercial	155	564
Other Activities		
Water Shut Off letters	0	0
Court Cases	1	3
TOTAL INSPECTIONS	213	836

	Month	YTD
Rental Inspections	Phase II	
Total Units Inspected	36	36
SF Dwellings	14	14
Duplex	7	7
Apartments	15	15
First Inspection		
Passed	269	36
Failed	5	0
Second Inspection		
Passed	5	0
Failed	0	0
4 year Certif Issued	331	28
Apartment Complexes	4	3
No of Units Certified	22	141
TOTAL INSPECTIONS	36	36

Programs & Projects

Emergency Home Repair(CDBG)
 Work was completed on 2 households for the program. There is only enough funding left to complete minor repairs. The City's CDBG draft Action Plan was completed and is currently in the public comment period. A public hearing is set for May.

Appomattox River Greenway Trail
 Phase 3 - under construction - June target completion date. Historic Overlook nearing completion.
 Phase 4 - Still waiting for resolution of Petroff property easement.

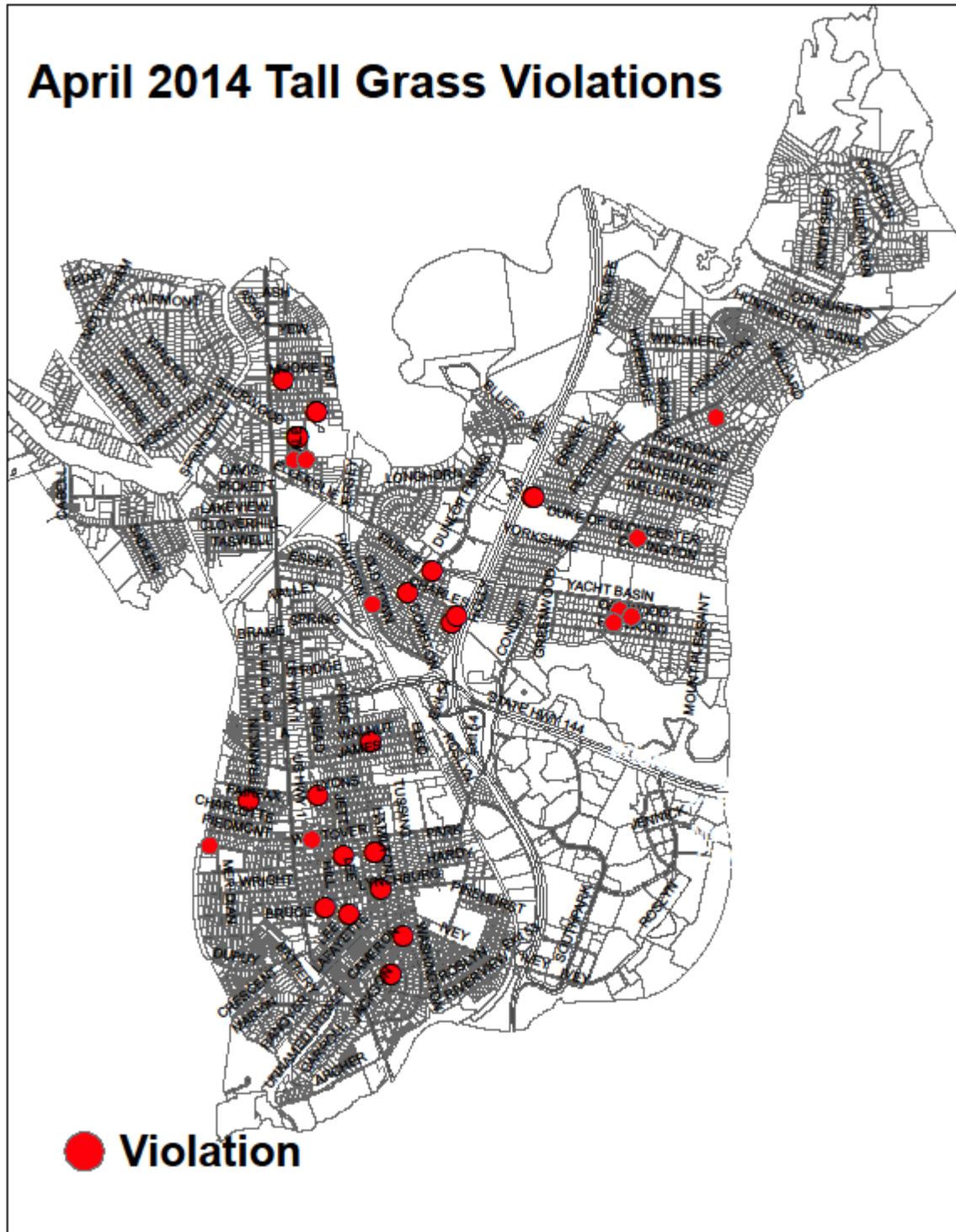
Violet Bank Historic District
 Staff has been entering the survey data in the Department of Historic Resources database.

Safe Routes to School
 Still no word on 2014 application.

Comprehensive Plan Update
 Comments from the Comprehensive Plan workshops were shared at the Planning Commission meeting. Staff has been working on amending the draft plan based on the Planning Commission direction. Staff prepared a planning commission public hearing mailing that will be sent to all addresses in the city.

GRAND TOTAL INSPECTIONS **483** **1312**

II. PLANNING DEPARTMENT (CONTINUED):



III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,915 calls for service during the month of April, 2014. During the same month last year, we responded to 3,417 calls for service—a 14% increase. We had one reported robbery this month, and one was reported in April of 2013—no change. There were three (3) reported aggravated assault this April, while one (1) was reported during the month of April, 2013—a 200% increase. We had twelve (12) reported burglaries in April, 2014, compared with three (3) reported during the month of April, 2013—a 300% increase. There were 107 Part I, or serious, crimes reported to the Colonial Heights Police Department in April, 2014. Fifty-seven (57) of those, or 53%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of April has been an extremely busy month—evidence that the criminal element is present and active in our community. Our total arrests are up 28%, from 343 criminal arrests last year in April, to 442 criminal arrests this April. It is our hope that this is not a sign of things to come for the summer. The department has also been very active in and around our City at a variety of events, to include the Tri-City Regional Strike Force’s initiative where we participated in a neighborhood walk in both Prince George County and the City of Hopewell. We also entered a team for the M.A.D.D. (Mothers Against Drunk Drivers) Walk in Henrico County. Simultaneously, we raised money for a great cause, exercised and represented the department. Our agency participated in several Career Days at Lakeview and North Elementary schools, as well as John Tyler Community College. We also hosted a Community Safety Event where 126 vehicles were checked and 15 child safety seats were installed. We also provided 15 gun locks and took in 176 pounds of prescription narcotics for destruction. A few of our officers attended and our honor guard preformed at a memorial service for former CHPD Officer Thomas Felton, Jr., who was a Sussex County Deputy at the time of his tragic death in 1987.
- ✓ We are pleased to report a new addition to our CHPD team by welcoming Officer Brett Jennings to our department this month. Brett comes to us as a certified police officer with police experience from the City of Richmond. He is currently in our field training program. We are also excited about the beginning of our social media program. We started with our first-ever Facebook page, and it has been well received. We have been researching it for some time and felt that now was the time to reach out to our public, who communicates extensively on social media. It was also an opportunity to promote the positive happenings within the police department.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol also had a very busy month, even with all the rain:
 - Career Officer Jeff Santini and Master Officer Mike Kelley set up our Project Lifesaver equipment at the Autism Awareness Fair at the middle school in order to promote it in our community.
 - Sgt. Sam Young and Master Officer Wayne Moody are to be commended for their combined efforts in responding to and arresting two individuals who had burglarized a residence during the day. The suspect’s vehicle was captured on in-car video and later observed in the community where a traffic stop and arrests ensued.
 - Officer Rodney Woodson is on military training leave due to his National Guard obligation and is set to return in August.
 - Lt. Dann Ferguson’s squad has taken the initiative with the department’s Kawasaki “Mule” in utilizing our off-road vehicle in the city parks and along the River Walk. Our presence has been well received by the general public at these locations.
 - We have provided mutual aid at the request of Petersburg Bureau of Police as they have experienced an increase in violent crime, including homicide. We responded to Southside Regional Medical Center due to several shootings, and crowds were out-of-hand at the hospital.
 - We have observed an increase in OMG (Outlaw Motorcycle Gang) traffic in the area, and may have prevented some incidents as we proactively intervened between Pagans and Hell’s Angels members one weekend.

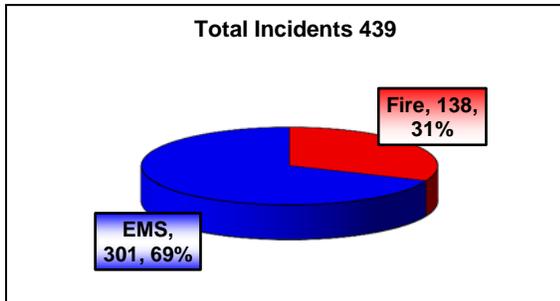
III. POLICE DEPARTMENT (CONTINUED):

- Our awesome Animal Shelter held a rabies clinic and vaccinated 125 animals.
- Our Auxiliary Police and Sentinels volunteered 117 hours this past month. Duties included several motorcycle escorts and traffic control at road races.
- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported another outstanding month. These officers netted 15 felony arrests, 60 misdemeanor arrests, 23 fugitive arrests, and issued 41 traffic summonses. Thirty-nine (39) arrests were for narcotics, three (3) were for weapons violations and four (4) for alcohol violations. The unit's big operation this past month was their covert prostitution sting. We placed an advertisement on a well-known website that has been frequented by traveling prostitutes and area "johns" and arrested ten (10) individuals for soliciting prostitution. We were assisted by Prince George County Police Department and our Commonwealth's Attorney's Office.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his unit as most active during the month, providing positive community service. They included the following activities:
 - "Eyes on your Neighborhood" Neighborhood Watch meeting
 - Crime Solvers Golf Tournament
 - CHHS Career Fair
 - Lakeview Elementary D.A.R.E. graduation
 - M.A.D.D. Walk
 - Community event that included a drug take-back, child safety seat check, and document shredding
 - Virginia Crime Prevention Association meeting
 - Tri-City Regional Strike Force activities
 - John Tyler Community College Career Fair
- ✓ Our **Investigations Division** had a busy month with some very time-consuming cases. They were assigned 22 new cases, of which 12 have been cleared, as well as 11 cleared from previous months, for a 105% clearance rate for the month. The cases included 11 vandalisms, where five (5) juveniles were arrested; an alleged rape; several burglaries; a sexual assault; several frauds; and a felony child abuse where a two-month-old was "shaken" by the father and was arrested. In addition to the criminal cases, we have also processed 16 concealed weapon permits and two (2) massage therapist permits. Just for informational purposes, the upcoming capital murder trial of Matthew Brady begins on May 19, 2014.
- ✓ Overall, we made 442 arrests for the month, including 94 felonies and 331 misdemeanors; worked 90 crashes; wrote 572 traffic citations; executed 1,239 traffic stops; affected 17 DUI arrests and 52 drug arrests; and issued 29 parking citations.
- ✓ **Master Detective Jason W. Chimera** was been selected as our *Employee of the Month* for March, 2014. On March 13, 2014, Capt. Wayne Newsome received an e-mail from Assistant Commonwealth's Attorney Gray Collins commending Master Detective Chimera for his hard work on a sexual assault case involving a grandfather who was ultimately charged with the attempted rape of his 11-year-old granddaughter. According to Mr. Collins' commendation, Detective Chimera was able to communicate with the young victim and get her to talk about the situation. In addition, Jason was able to get the defendant to confess and/or verify most of the details given by the victim. Jason took an interest in this case all the way to its conclusion. The 73-year-old defendant pled guilty and accepted a 20-year sentence, which at his age amounts to a life sentence. Jason's excellent work led to the conviction of a child sex offender and removed him from our streets.
- ✓ Also during the month of March, Master Detective Chimera assisted an elder citizen who works part-time in the Commissioner of Revenue's Office in retrieving her income tax refund after she inadvertently deposited it in an unknown account in California. The victim had contacted both the IRS and the bank requesting assistance, at which time they advised her that it was a mistake that

III. POLICE DEPARTMENT (CONTINUED):

- ✓ she created and there was nothing they could do. Master Detective Chimera called one of his contacts at the bank who is a fraud investigator to see if there was something that could be done. As a result of this phone call, the money was retrieved and the situation resulted in a positive and happy ending.
- ✓ The above incidents are only a couple of examples of the dedication that Jason Chimera exhibits every day. He always goes above and beyond his usual duties, which is why he is most deserving of this award.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 138

(Total Fire Loss \$68,435):

Total Patients transported: 214

(Total EMS incidents 301)

Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents.

(average response time 5:28 minutes)

EMS units arrived on scene in less than 9 minutes on 95.6% of emergency incidents.

(average response time 5:18 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Electrical Problem	3	Good Intent Calls	31
Cooking Fire	1	Power Line Down	3	Public Service	49
Vehicle Fire	3	Gas or Chemical leak/spill	4	Alarm Activation (no fire)	13
Outside Grill Fire	1	Explosive Removal	1	Child Seat Installation	12
Brush/trash/Dumpster	12	Excessive heat with scorch	1	Smoke detector installation	2
M/A EMS First Responder to Chesterfield	10	M/A received from Chesterfield Fire	1		
M/A to Chesterfield Fire	3	M/A received from Fort Lee Fire	3		
M/A to Hopewell Fire	1				

EMS Division (number of patients treated)

Abdominal Aortic Aneurysm	1	Dehydration	2	Pain	17
Abdominal Pain	19	Diabetic Hyperglycemia	2	Poisoning/Drug Ingestion	3
Airway Obstruction	1	ETOH Abuse	2	Respiratory Distress	12
Allergic Reaction	2	Fever/Hyperthermia	2	Seizure	6
Altered Mental Status	8	General Malaise	3	Stroke/CVA	3
Asthma	1	Headache	6	Syncope/Fainting	9
Back pain	7	Hypertension	3	TIA (trans-ischemic attack)	2
Behavioral/Psychiatric	4	Hypotension	2	Traumatic Injury	34
Cardiac Arrest	5	Nausea/Vomiting	4	Unconscious	1
Cardiac Rhythm Disturbance	6	OB /Gyn Vaginal Hemorrhage	2	Weakness	13
Chest Pain	24	OB/Pregnancy non-delivery	2	Other	63
Congestive Heart Failure	2	OB/Pregnancy delivery	2		
COPD (emphysema)	3	Obvious Death	2		
M/A to Chesterfield EMS	1	M/A received from Fort Lee EMS	7		
M/A to Petersburg EMS	4	M/A received from Petersburg EMS	3		

EMS Transports (by facility)

Southside Regional Medical Center	152	71.03%
John Randolph Medical Center	26	12.15%
CJW Medical Center –Chippenham Campus	15	7.01%
VCU Health Systems	9	4.21%
CJW Medical Center –Johnston Willis Campus	7	3.27%
St. Francis Medical Center	4	1.87%
VAMC Richmond (McQuire)	1	0.46%
Total:	214	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,096

The City has again received the Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting for its Fiscal Year 2013 Comprehensive Annual Financial Report. This is the 34th consecutive year this award has been received by the City.

No alarm citations were processed during April.

Purchasing - 277 total purchase orders completed with 205 being processed by the purchasing and 72 departmental purchases being reviewed as compared to 175 being completed for the same period in 2013. In addition 128 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 & Phones Conversion completed. Fax line only conversion in process.
- Invitation # 13-110620-1019 – Automated Medical Billing & Collection for Ambulance Service. Vendor was chosen and revised contract is in vendor negotiation process.
- Invitation # 14-030502-1020 – Banking Services Proposal. Proposals received on March 5th. Proposals were reviewed and interviews have been held.
- Invitation # 14-030502-1024 – Annual “on call” services for geotechnical, environmental engineering & construction support services issued April 29th with due date of May 13th.

Other Purchasing Activity:

- Laptops purchased for the fire department, utilizing grant funds.
- Purchased X serial monitor defibrillator, utilizing grant funds.
- Contract finalized for consulting services for radio communication system.

Risk Activity:

- Fire damage to trash can & ADA ramp reported at Flora Hill Park..

Utility Billing:

Bi-monthly Utility Bills Sent – 3,621
Delinquent Notices Sent – 697 or 18.4% with 102 cut off for nonpayment.
Set off debt collected for March - \$4,578.70.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

<u>Department</u>	<u>Position</u>
Public Works/Engineering	Senior Engineering Technician

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Recreation Assistant I (Part-time)	73	978
Recreation Assistant II (Part-time)	63	978

Training

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

Miscellaneous

- ☆ The annual Benefits/Wellness Fair was held on April 3, 2013 at the Colonial Heights Optimist Club. Representatives from all benefits were present to answer employee questions and wellness screening stations were provided to increase employee awareness about basic health screenings and fitness options.
- ☆ Participated in a Virginia Retirement System (VRS) round table meeting on April 16, 2014. Topics included: hybrid retirement plan, life insurance and optional life benefits, future updates, and website revisions.

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- ☆ The following new employee orientation sessions were held in April 2014: Ericka Young (Telecommunicator), James Jennings (Police Officer), and Karen Epps (Economic Development Director).

Worker’s Compensation

- ☆ The following workers’ compensation reports were filed during the month of April 2014:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
04-04-14	Fire	Strained right knee while responding to service call.
04-14-04	Police	Pulled muscle in left shoulder during arrest of resisting suspect.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 69,159 page views in the month of April.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records Search 3. News Flash 4. Recreation & Parks 5. Facilities Directory 6. Animal Shelter 7. Departments 8. Police 9. Recreation Programs 10. Records & Property Tax Maps 11. Sports & Athletics 12. City Manager’s Office 13. Treasurer 14. Yard Sales 15. Online Bill Pay 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Philippines  Germany  Canada  United Kingdom <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  North Carolina  District of Columbia  New York  California
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- ☆ Citizens submitted and city staff processed 421 service requests and questions through the “Let Us Know” module during the month of April. The City of Colonial Heights’ Facebook Page now has 3,217 fans and the City’s Twitter account has 309 followers.
- ☆ Proactive Information Management completed 115.81 hours of IT service and maintenance for City departments this month.
- ☆ Training for employees was held April 9 on the new Sharepoint software for the City’s iConnect Intranet site.
- ☆ Fax lines at the Community Center and Public Works Administration were ported over to Comcast service.

VIII. LIBRARY:

- ☆ The library staff circulated 17,759 titles in April.
- ☆ 332 e-books circulated.
- ☆ 163 Kindles circulated.
- ☆ The public computer center was used 1,753 times.
- ☆ The public iPad center was used 71 times.
- ☆ 346 children participated in the Storytime program.
- ☆ The library’s meeting rooms were used 118 times.
- ☆ 4,048 residents visited the Colonial Heights Virtual Library to retrieve 812 articles from their homes and offices.

VIII. LIBRARY (CONTINUED):

- ☆ 225 residents registered for new library cards, and an average of 559 residents used the library each day.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In April the Recreation Division began its Youth Baseball Season - practices started the first week in April and approximately 1,000 people attended Opening Day Ceremonies at Shepherd Stadium on April 26. We held our local Pitch, Hit and Run competition and hosted our first Manhunt event at Ft Clifton Park. Staff continues to make preparations for its Sunshine 5K event May 3, as well as the Summer Playground and Summer Sports Camp programs. Staff also worked with Ryan Maitland to install a Reflection Garden at Roslyn Landing Park to complete his Eagle Scout Project.

Athletics	2014	2013
Adult Softball	29	31
Baseball Rookie (ages 4-5)	45	68
Baseball Coach Pitch (ages 6-8)	93	105
Baseball Minor League (ages 9-10)	77	71
Baseball American League (ages 11-12)	66	72
Baseball National League (ages 13-15)	56	72
Baseball Big League (ages 16-18)	15	n/a
Softball Pee Wee League (ages 9-10)	39	39
Softball Junior League (ages 11-12)	39	44
Softball Senior League (ages 13-15)	26	29
Track and Field Program	26	24
Pitch, Hit and Run Local event	22	18
Activities/Programs	2014	2013
Teen Easter Egg Night Hunt	55	27
Manhunt	25	n/a
Little Tikes	4	n/a
Youth Drawing Class	4	n/a
Youth Painting Class	9	n/a
Spring Break Activities	10	11
Belly Dancing	4	10
Karate	15	13
Zumba	12	17

Parks-Horticulture-Buildings & Grounds

- ✓ Installed new receptacles in PD Squad Room
- ✓ Changes locks and installed cameras in PD Evidence Room
- ✓ Installed fans in judges bench at courthouse
- ✓ Installed ceiling tiles and painted at FS #1
- ✓ Replaced light fixtures at Animal Control
- ✓ Painted Director of Economic Development's office
- ✓ Cut down dead tree at Civil War site on Conjuror's Rd.
- ✓ Installed wind screens, back stop padding and windscreens at Shepherd area ball fields
- ✓ Painted soccer fields
- ✓ Opened restrooms at city parks
- ✓ Replaced bridge boards at Lakeview park
- ✓ Replaced playground border, trash can and handicap ramp that was vandalized at Flora Hill Park
- ✓ Painted Shepherd Stadium wall to cover vandalism
- ✓ Set up tables, chairs and tents, and planted tree for Arbor Day program
- ✓ Set up chairs at courthouse for jury selection
- ✓ Planted two trees at Flora Hill Park
- ✓ Assisted with City clean-up
- ✓ Assisted with Eagle Scout project (reflection garden) at Roslyn landing Park
- ✓ Daily duties to include mowing, weed eating, mulching, ball field prep and cleaning parks



IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Facility Usage	2014	2013
Community Room Attendance	937	1,028
Community Room Reservations	24	28
Pavilion Attendance	1,745	1,260
Pavilion Reservations	33	28
Field Attendance	4,690	1,440
Field Rentals	88	11
Teen Center Attendance-CHHS Students	94	55
Teen Center Attendance-CHMS Students	379	107

AGENCY ON AGING

Activities	2014	2013
AARP	28	18
Bingo in Senior Center	70	128
Bowling	164	150
Bridge Party	96	84
Bridge Tournament	160	210
Crochet & Knitting	75	72
Golfers at Prince George	560	600
Thursday Movie	n/a	36
Senior Club Meeting	62	75
Club Board Meeting	12	11
Senior Citizens Dance	118	93
Sing A Long	72	48
Sing A Long CH Health Care Center	16	11
Table Games	n/a	6
Awareness/Education	2014	2013
Wednesday Wellness	28	n/a
TRIAD	32	50
Classes	2014	2013
Beginners Class Oil Painting	8	n/a
Friday Night Painting	24	10
Painting Class Bob Ross Video	12	n/a
Painting Class Kay Tirpak	n/a	20
Painters Group	40	32
Splash of Color	13	12
Sewing Class	19	22
Tap Class Intermediate & Beginners	88	73
Tap Class Advance	114	107

Activities	2014	2013
Quilting Class	51	48
Quilts for Vets	15	18
Watercolor Class (Monday Mornings)	14	16
Watercolor Class Faye Henderson	32	48
Fitness	2014	2013
Muscles in Motion	213	180
Strength & Stretch	173	173
Sit & Get Fit Exercises	220	346
Sit Down Chair	94	n/a
Back & Abs	23	60
Tennis	5	n/a
Yoga	65	107
Walking Group	24	n/a
Zoomer Boomer	173	272
Tai Chi	29	41
Trips	2014	2013
Winery Trip	13	n/a
Quilters Trip	12	n/a
Riverside Theater	12	n/a
Total	2,980	3,177

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Meals	2014	2013
Home Deliver Meals	8	20
Site Meals	78	176
Total	86	196
Transportation		
Total Passengers	92	52
Total Trips	554	522
Total Miles	3511	3243
New Riders	2	2
Wheelchairs	26	42
Volunteers Hours	10	0
Donation	\$288.00	\$238.00

Violet Bank Museum		
	2013	2014
Attendance	382	270
Attendance Outreach	370	300
Total	752	570
<ul style="list-style-type: none"> • Collection work & program preparation • Outreach Program; Civil War Days @ Tredegar 		

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 15 YAC Members and Advisor Attended April Meeting
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting
- 5 YAC Members and Advisor Planted Pinwheel Gardens for Child Abuse Prevention Month
- 10 YAC Members and Advisor Met for Reality Check Planning Meetings
- 14 YAC Members and Advisor Participated in Reality Check Event
- Hosted Reality Check event with 16 youth, 13 Community Volunteers, and Linda Cole with Virginia Cooperative Extension

➤ **Youth Service Commission**

- Youth Services Commission met in April.

➤ **Kids' After School Program**

- Current enrollment: Tussing Elementary – 15, North Elementary – 19, Lakeview Elementary-15, CHMS – 19.
- Student activities: car wash @EVB bank on April 12, 2014; food drive for Colonial Heights Food Pantry on April 19 and field trip to National Zoo in Washington D.C. on April 26, 2014.
- Work–study students: JTCC-5, VSU-5
- Volunteers: Matoaca High School -44, RBC-2, VSU-53, CHHS-4, CHMS-4, VCU-1, JTCC-4LC Byrd HS-1, Thomas Dale HS-1.
- Total volunteer hours for the school year = 1,928 hours!

➤ **Substance Abuse Prevention Activities**

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

➤ **Ongoing Monthly Meeting/Trainings**

- Interagency Prevention Team
- School Board Meeting
- Juvenile and Domestic Violence Task Force Meeting
- Positive Parenting Coalition Meeting
- SAMSHA Webinar – Girls and Substance Abuse Trends

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

- City Council meeting
- CSA Policy & Management Team meeting
- PULP Task Force
- Families First Advisory Board

➤ **Diversion Program Participation**

- **Community Service**
6 youth completed 16 hours of Service Learning.
- **Shoplifting Diversion**
16 youth and a parent attended the Shoplifting Diversion Program
- **Case Management**
1 youth and families began Case Management Services

Two community youth completed 17 hours of community service
 Completed “Too Good for Drugs” with 12 Tussing Elementary 4th and 5th Grade KAP Students
 Attended Kiwanis Meetings and Assisted with “Terrific Kids” Presentations
 Attended Two Grant Writers’ Club Sessions at Appomattox Regional Library
 Presented Career Day Program to 38 CHMS Students
 Attended Virginia State Animal Rescue Training in Wakefield
 Attended Prevent Child Abuse Virginia Conference
 Juvenile Fire Setter Programming with CHFD, 3 youth, and 3 parents

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2014	70	\$18,739.17	2	\$ 323.74
2013	66	\$18,252.42	1	\$ 55.00

All repairs were normal maintenance issues.

Sublet repairs consist of \$280.00 dealer repair, and \$43.74 for tire repair.