

CITY MANAGER'S REPORT TO CITY COUNCIL MAY 2014



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Transportation Capital Projects

- **Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434 –Urban and CMAQ Programs** – Traffic has been moved onto southbound lanes and closure of northbound lanes for construction of improvements performed on May 2. Demolition of pavement, curb and gutter, and sidewalk being performed on east side of Boulevard. Project is currently within budget and behind schedule.
- **Safe Routes to Schools- Phase 2 (2012), UPC 102836**– Design in process.
- **Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)** – Invitation for Bids for project was sent out May 30. Bids will be opened June 25, 2014. This project will address the dips in the pavement at this location. Completion of construction planned for fall 2014.
- **Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)** – Advertisement for construction bids expected in June 2014. City is awaiting authorization to advertise for construction from VDOT. Completion of construction planned for late 2014.
- **Dupuy Avenue Modernization, UPC 101287** – 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)** – Construction advertisement expected June 2014. 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.
- **Annual Pavement Resurfacing/Preservation** – Bids received and opened on May 28. Contract has been awarded to Colony Construction with a low bid amount of \$ 237,385. Construction to begin July 1, 2014.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- Received three (3) plans of development for review. (Aldi, Steak-N-Shake, Riverview @MLK (Petroff project))
- **Redevelopment of 401 Temple Avenue (Kroger)** – VDOT is revising the right-of-way limits for their capital project to coordinate with the Kroger development. Kroger team will be submitting a revised plan based upon coordination with VDOT design in early June.

Right-of-Way Permits

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

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 72 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (20) locations, responded to (03) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (93) locations, sprayed for high grass/weeds at (18) locations and responded to (01) miscellaneous Vegetation Control request.
- Removed (01) tree from alley and (01) bush blocking view of traffic, trimmed tree limbs at (02) locations and responded to (02) miscellaneous tree request.

Recycling Center

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

Storm Water and Drainage

- Cleaned (22) catch basins, (06) ditches, (01) curb and gutters, (01) outfall and responded to (02) miscellaneous drainage requests.
- Inspected and placed on yearly drainage structure inventory (57) outfalls.
- Repaired a storm sewer pipe at 208 Honeycreek Court
- Repaired a 36' x 3' cinder block drainage structure, installed manhole frame and cover at 122, 124 and 130 West Westover Avenue repairs continue.
- Removed/repared tripped hazards at City Garage parts room threshold.
- Removed by grinding (07) tripped hazards in sidewalk at 124 and 130 West Westover Avenue.
- Adjusted existing Curb and Gutter at 512 Jamestown Road.
- Placed topsoil in sinkhole at (02) locations and gravel at (01) location.
- Concrete Crew repaired/replaced a 36'x4'x8" section of sidewalk at (01) location, 10' section of sidewalk at (01) location and (82.5) feet of Curb and Gutter at (08) locations.
- Cleaned graffiti from sidewalk on Ellerslie Avenue.
- Street sweeper collected (366) cubic yards of debris from (169) locations.

Transportation

- Placed Asphalt in (137) potholes, (02) driveways, around new Concrete Structure at (04) locations, (10) utility cuts, (02) street shoulders, (11) low area and responded to miscellaneous asphalt request at (02) locations.
- Placed gravel in Alleys at (03) locations and on shoulder of street at (03) locations.
- Cleaned and performed preventive maintenance on small equipment, vehicles, backhoes and dump trucks.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Removed rust, sprayed undercoating on (02) dump trucks, painted dump body on (01) dump truck and removed tires and rims from concrete mixer for garage in preparation for new tires.
- Graded gravel area with motor grader on Bruce Avenue, Alley behind Franklin Avenue, entrance to Animal Shelter and area to boat ramp at Appomattox Park.
- Assisted Police Department by placing road closed/stop signs at Fairlie Road and Old Town Drive traffic lights not working due to power outage.

Wastewater Utility

- Responded to (05) sewer backups, flushed sewer line at (02) locations, installed (03) cleanouts and responded to (05) sewer miscellaneous requests.
- Repaired sewer main at (02) locations and sewer lateral at (01) location.
- Camera sewer main line at (03) locations.
- Replaced manhole casting at Brookhill Avenue and Brookhill Court.
- Removed debris from pumps, replaced floats on sump pump and responded to an alarm after hours at Main Pump Station.
- Removed pump 1 for repairs, washed down and removed grease from the top of the wet well at Conjurers Neck Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- Cut and trimmed grass around Sherwood Hills and Charles Dimmock Pump Stations.
- Two employees Attended American Public Works Association (APWA) Seminar with Superintendent, Public Works Director/Engineer, Administration Assistance and Assistance Director in Virginia Beach.

Water Utility

- Replaced (72) meters, set (01) new meter, (04) meter tops and responded to (07) water miscellaneous Requests.
- Repaired (04) water main, (01) service lines and (08) meter leaks.
- Cleaned (01) meter box for Utility Billing.
- Replaced (02) meter boxes.
- Replaced a 2" water valve and rerouted water line from under a concrete slab at 401 Taswell Avenue.
- Backflow/Cross Connection Technician conducted (112) surveys, (64) completed, (48) 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.
- Miss Utility locating required (214) man-hours.

II. PLANNING DEPARTMENT:

	Month	YTD
Code Enforcement		
Tall Grass		
Violations	50	83
Violations Resolved	25	56
Contractor Properties Cut	6	6
Total Inspections	74	124
Inoperable Motor Vehicles		
Violations	10	28
Violations Resolved	6	22
Vehicles Towed	0	2
Total Inspections	30	118
Building Code		
Violations	10	26
Violations Resolved	6	20
Total Inspections	15	77
Property Maintenance		
Violations	2	20
Violations Resolved	0	16
Total Inspections	20	100
House Numbers		
Violations	6	10
Violations Resolved	7	10
Total Inspections	26	34
Zoning		
Violations	15	35
Violations Resolved	8	24
Total Inspections	45	106
Signs		
Violations	0	28
Violations Resolved	0	27
Total Inspections	5	37
Graffiti		
Violations	0	14
Violations Resolved	0	14
Total Inspections	0	45
TOTAL INSPECTIONS	215	641

	Month	YTD
Building Permits		
Permits		
New Residential	1	4
Cost	\$ 88,000	\$ 448,000
Residential Additions	7	22
Demolitions	0	0
Commercial	7	25
Cost	\$ 328,794	\$ 2,858,606
Plumbing	10	45
Electrical	20	71
Mechanical	9	32
Swimming Pool	2	3
Fence	2	5
Signs	7	40
Five Below - 328 Southpark Circle		
Rainbow Book Store - 106 Southpark Boulevard		
Firehouse Subs - 334 Southpark Circle		
Southern Comfort Fireworks - Temple Ave & Southpark Circle		
Timeless Beauty - 1902 Boulevard		
BB&T - 810 Southpark Boulevard		
Southern Comfort Fireworks - Dunlop Village Parking Lot		
TOTAL PERMITS	65	247

	Month	YTD
Building Inspections		
Residential	72	341
Commercial	170	734
Other Activities		
Water Shut Off letters	0	0
Court Cases	0	3
TOTAL INSPECTIONS	242	1078

	Month	YTD
Rental Inspections		
Phase II		
Total Units Inspected	34	70
SF Dwellings	20	34
Duplex	8	15
Apartments	6	21
First Inspection		
Passed	34	70
Failed	0	0
Second Inspection		
Passed	0	0
Failed	0	0
4 year Certif Issued	28	56
Apartment Complexes	1	4
No of Units Certified	64	205
TOTAL INSPECTIONS	34	70

Programs & Projects

Emergency Home Repair(CDBG)
 Action Plan public hearing was held on May 13 and the Plan was submitted for HUD. The plan states that the City will use the \$67,032 to administer the Emergency Home Repair Program. Applications for the program are available until Monday, June 30. Staff organized a Fair Housing Seminar in conjunction with other jurisdictions in central Virginia on May 28. 90 people wer in attendance.

Appomattox River Greenway Trail
 Phase 3-Construction behind schedule, weather Historic overlook cut through made Phase 4 - VDOT requested to complete review 50% plans now that easement issue has been resolved with Petroff property.

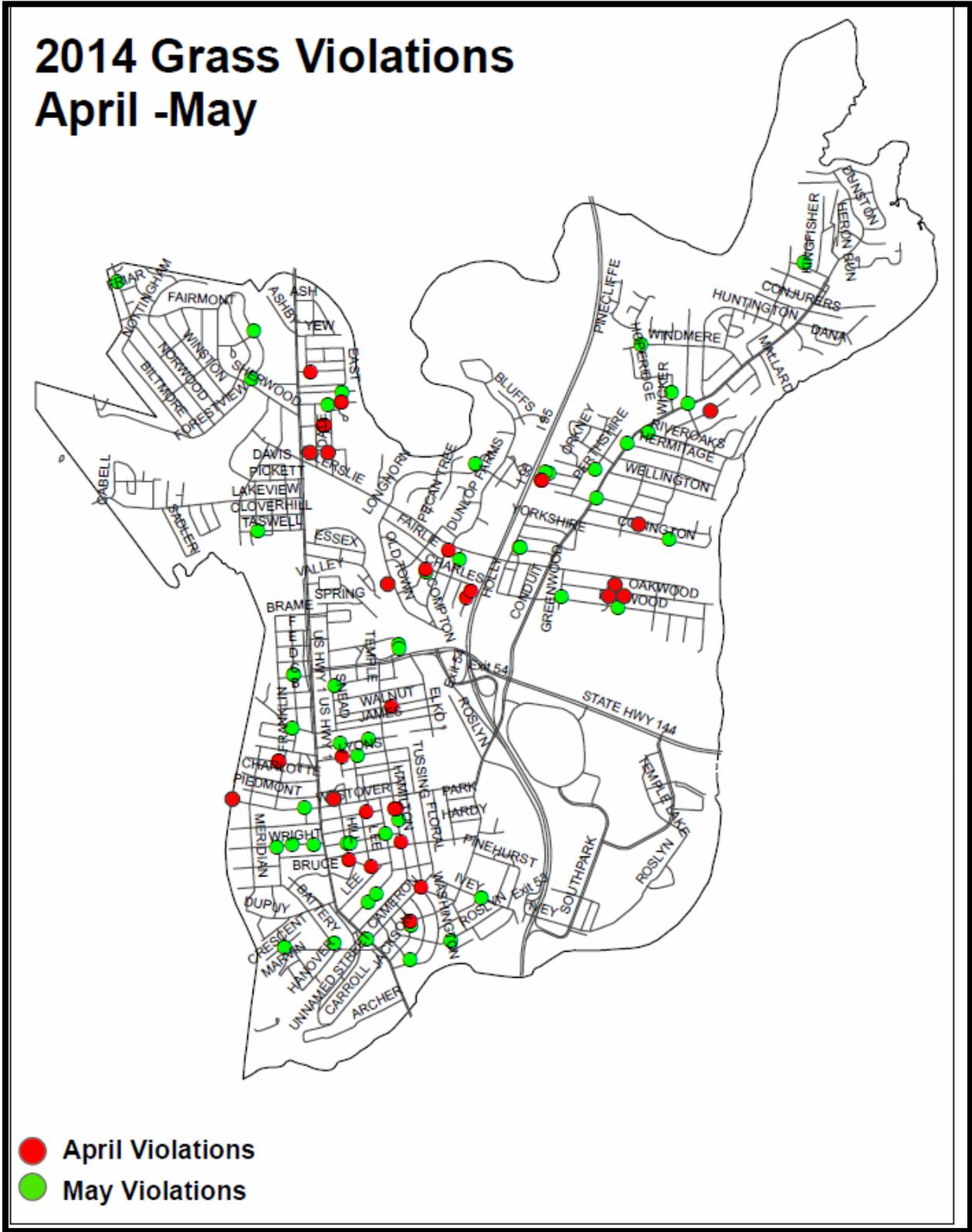
Violet Bank Historic District
 Staff submitted a cost share grant to DHR requesting funds to hire a consultant to complete the nomination for the Violet Bank District.

Safe Routes to School
 Preliminary grant award of \$346,391 posted by VDOT.

Comprehensive Plan Update
 At the May Planning Commission Meeting, staff presented the public hearing notice flyer that was sent to all properties in the city as well as to all property owners who do not live in the city. The flyer was sent in addition to the legal requirements for June 3 public hearing of the Planning Commission.

GRAND TOTAL INSPECTIONS 491 1789

II. PLANNING DEPARTMENT (CONTINUED):



III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,860 calls for service during the month of May, 2014. During the same month last year, we responded to 4,111 calls for service—a 6% decrease. We had one (1) reported robbery this month, and none were reported in May of 2013—a 100% increase. There were two (2) reported aggravated assaults this May, while five (5) were reported during the month of May, 2013—a 60% decrease. We had 14 reported burglaries in May, 2014, compared with seven (7) reported during the month of May, 2013—a 50% increase. There were 102 Part I, or serious, crimes reported to the Colonial Heights Police Department in May, 2014. Fifty (50) of those, or 49%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of May has been a very active month. We participated in the American Legion Law and Order dinner, as well as the annual Police Memorial Breakfast sponsored by the Hopewell Moose. We continued our efforts in the Regional Strike Force initiative, and participated with a Parole and Probation check on those offenders who are on active probation or parole and who reside in the City. Our department received some much-needed training on social media by attending the first ever Virginia Law Enforcement Social Media Group meeting in Richmond. We look to expand our social media output in the near future as we explore other avenues to reach the general public. We were also very busy with criminal activity, with an increase in burglaries and DUI arrests again this month. However, we had reductions in shopliftings and assaults. Our total arrests are up 3%, from 347 criminal arrests last year in May, to 357 criminal arrests this May.
- ✓ We are pleased to report that our newly hired Officer Brett Jennings has been released from field training and is now patrolling the streets. He has been a welcome addition to our team. We are also in the process of filling an unexpected opening, as SRO Dan Vilardo has resigned his position for a factory job in the private sector. Internal applications have already been sought and received for the SRO position and scheduled interviews are in the works as there is training offered during the summer.
- ✓ A quick update on the Brady murder case: Several officers (Sgt. Steve Kolev, Sr. Detective Roger Santini and Master Officer Mike Kelley) have been assigned to do follow-up investigations at the request of the Commonwealth's Attorney. The trial has been continued again and is now set for early December.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol also had a very busy month, despite all of the rain:
 - Patrol and Special Operations continue to address ongoing customer service issues at the Food Pantry.
 - Officer Will Waldrep was commended for his efforts in chasing down suspects involved in and charged with numerous thefts from automobiles in the south end of the City
 - Officer Rodney Woodson continues his military obligation and is training to be a commissioned officer.
 - Archer Avenue pavilion has been added to our list of private properties where we are now authorized as agents of the property in order to enforce the City's trespassing ordinance.
 - Uniform patrol provided an escort and extra patrols for the traveling Vietnam Memorial Wall at Southpark Mall.
 - Active shooter training was provided to several tenants at Southpark Mall at their request.
 - A few officers and several members of our Auxiliary Police volunteered their time to sell hotdogs at Fort Clifton to raise funds for our volunteers.
 - Our Auxiliary Police and Sentinels volunteered 302 hours this past month. Duties included several motorcycle escorts, traffic control at Fort Clifton, and fundraising.
- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported another solid month. These officers netted seven (7) felony arrests, 43 misdemeanor arrests, and 24 fugitive arrests. Twenty-seven (27) arrests were for narcotics, two (2) were for weapons violations and five (5) for alcohol violations. As mentioned previously, the unit did property checks on 12 probationers and parolees throughout the City.

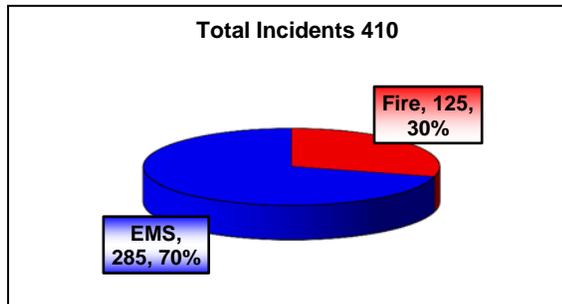
III. POLICE DEPARTMENT (CONTINUED):

- ✓ 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:
 - Sgt. Rob Ruxer was honored as the American Legion “Police Officer of the Year” at their annual recognition dinner.
 - Officers participated with the Special Olympics “Little Feet Meet” at Lakeview Elementary.
 - Crime Prevention Master Officer Sophie Benkendorf assisted with the TRIAD Health Fair for our senior citizens.
 - Officers met with the Hill Association on police and crime issues in the City.
 - Testing was conducted on all panic alarms at all of our public schools.
 - The department partnered with the Office on Youth and participated in “Project Sticker Shock” where we placed stickers requesting to ID under the age of 21 on all alcoholic beverages.
 - The department donated unclaimed bicycles to the non-profit Department of Veterans/Wounded Veterans.
 - Members of the Chief’s command staff and other officers attended the Annual Law Enforcement Police Memorial Breakfast where we recognize CHPD Officer Curtis Mason, end of watch 12/24/48.
- ✓ Our **Investigations Division** continued to have another busy month. Major cases included our missing person from Salisbury Drive, who was located deceased in the river. The Medical Examiner’s Office has ruled it an accidental drowning. As for the robbery of the 93-year-old-lady in Sherwood Hills, this case has been cleared by the arrest of two subjects from Petersburg. There will be more to follow in June, as these same suspects were also captured after committing an armed robbery and a malicious wounding in that same area.
- ✓ Detectives were assigned 21 new cases, of which 16 have been cleared, as well as three (3) cleared from previous months, for an 86% clearance rate for the month. These cases included several burglaries; a sexual act committed by a prison guard on an inmate while on work detail; several frauds; an embezzlement; two unattended deaths; a suicide; and another armed robbery. In addition to the criminal cases, we have also processed 19 concealed weapon permits, a massage clinic permit and three (3) massage therapist permits.
- ✓ Overall, we made 357 arrests for the month, including 106 felonies and 245 misdemeanors; worked 98 crashes; wrote 555 traffic citations; executed 1,099 traffic stops; affected 27 DUI arrests and 65 drug arrests; and issued 25 parking citations.
- ✓ **Senior Detective Thad E. Johnson** was selected as our *Employee of the Month* for April, 2014. Along with his normally assigned caseload, which included burglaries and complex fraud investigations, Sr. Detective Johnson followed up on the numerous vandalisms that have recently plagued the south end of the city. A Crime Solvers tip provided the names of two juveniles who were possibly responsible for these crimes. Thad knew these juveniles to be uncooperative in past confrontations, but he was able to build a rapport with them, resulting in a full admission of their involvement, including additional suspect information. Due to Thad’s tenacity, he was successfully able to interview several juveniles and obtain numerous confessions to clear over a dozen other vandalisms—both reported and unreported.
- ✓ In addition to this month’s selection, Thad was also nominated back in March for his exceptional diligence relating to a multitude of credit card, money order and check frauds originating with Virginia State University students. Apparently, this ring of thieves was responsible for defrauding citizens and banks of thousands of dollars by using various techniques, from printing counterfeit checks to wheedling victims out of their debit card PIN numbers with promises of “quick cash”. The suspects were also purchasing money orders for minimal amounts, altering them for hundreds of dollars more, depositing them in accounts via ATMs, and then withdrawing the altered amount. This investigation opened a Pandora’s Box of suspects and conspirators involving seizures of cell

III. POLICE DEPARTMENT (CONTINUED):

- ✓ phones and numerous search warrants. Victims and suspects all along the East Coast have been identified, prompting Sr. Det. Johnson to request assistance from the federal authorities due to the range of the crimes. Unable to obtain assistance, Thad forged ahead of his own accord and spent countless hours of his time thoroughly investigating each incident and arresting the suspects. To date, at least 10 suspects have been arrested, numerous conspirators have been identified, others identified but not located, and thousands of dollars saved by several banking institutions.
- ✓ Thad consistently produces remarkable work and performs well beyond his scheduled work day to complete the tasks at hand, clearly defining the department’s Mission Statement and making him a most deserving recipient of this award.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 125

(Total Fire Loss \$82,500):

Total Patients transported: 221

(Total EMS incidents 285)

Fire units arrived on scene in less than 9 minutes on 91.2% of emergency incidents.

(average response time 6:04 minutes)

EMS units arrived on scene in less than 9 minutes on 95.2% 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	2	Electrical Problem	11	Good Intent Calls	16
Cooking Fire	2	Power Line Down	7	Public Service	54
Vehicle Fire	1	Gas or Chemical leak/spill	3	Alarm Activation (no fire)	11
Brush/trash/Dumpster	4	Flammable liquid spill	2	Child Seat Installation	9
		Other hazard	1	Smoke detector installation	2
M/A EMS First Responder to Chesterfield	7	M/A received from Chesterfield Fire			4
M/A to Chesterfield Fire	4	M/A received from Petersburg Fire			1

EMS Division (number of patients treated)

Abdominal Pain	21	Diabetic Hyperglycemia	4	Obvious Death	3
Airway Obstruction	3	Diabetic Hypoglycemia	6	Pain	23
Allergic Reaction	1	Epistaxis (Non-Traumatic)	1	Poisoning/Drug Ingestion	2
Altered Mental Status	8	ETOH Abuse	2	Respiratory Distress	18
Asthma	2	General Malaise	2	Seizure	10
Back pain	6	Headache	10	Stroke/CVA	5
Behavioral/Psychiatric	3	Hypertension	2	Syncope/Fainting	2
Cardiac Arrest	1	Hypotension	2	Traumatic Injury	44
Cardiac Rhythm Disturbance	5	Migraine	1	Unconscious	1
Chest Pain/Discomfort	22	Nausea/Vomiting	5	Weakness	11
Congestive Heart Failure	2	OB/Pregnancy non-delivery	2	Other	48
Dehydration	1				
M/A to Chesterfield EMS	1	M/A received from Fort Lee EMS			1
M/A to Hopewell	1	M/A received from Virginia State Police dive team			1
M/A to Petersburg EMS	1	M/A received from Chesterfield EMS			3

EMS Transports (by facility)

Southside Regional Medical Center	159	71.95%
John Randolph Medical Center	21	9.50%
CJW Medical Center –Chippenham Campus	18	8.14%
VCU Health Systems	11	4.98%

IV. FIRE & EMS DEPARTMENT (CONTINUED):

CJW Medical Center –Johnston Willis Campus	4	1.81%
St. Francis Medical Center	6	2.71%
VAMC Richmond (McQuire)	1	0.45%
St. Mary’s Hospital Richmond	1	0.45%
Total:	221	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,237

Four alarm citations were processed during May.

Purchasing - 236 total purchase orders completed with 176 being processed by the purchasing and 60 departmental purchases being reviewed as compared to 204 being completed for the same period in 2013. In addition, 149 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 # 14-030502-1020 – Banking Services Proposal. Proposals received on March 5th. SunTrust has been selected and conversion process is in progress.
- Invitation # 14-052202–1021 Employee Assistance Program issued & received in May. Interviews are now in progress.
- Invitation # 14-030502-1024 – Annual “on call” services for geotechnical, environmental engineering & construction support services issued with two vendors selected.
- Invitation # 14-052802-1025 – Pavement Preservation issued & received in May. Contract documents were sent to low bidder.
- Invitation # 14-062502-1027 – Temple Avenue & Charles Dimmock Parkway. Sealed bid issued on May 30th with bids due June 25th.

Other Purchasing Activity:

- Contract for Gas/Diesel was renewed for additional year.
- Purchase Order was issued for grinding/hauling yard debris from the landfill.

Risk Activity:

- Sewer damage to residence on Conduit Road due to City pipe blockage was reported.
- Minor damage to fire truck struck while working accident on I-95.
- Vehicles in accident destroyed two ornamental poles at Newcastle.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,778
 Delinquent Notices Sent – 805 or 21.2% with 170 cut off for nonpayment.
 Set off debt collected for May - \$1,525.22.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Recreation & Parks Department
 Public Works

Position

Recreation Specialist II
 Streets Foreman (Promotional Opportunity)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Senior Engineering Technician	14	314

Training

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

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Miscellaneous

- ☆ A “Team Mileage Challenge” wellness event was held during the month of May. The goal of the event was to help employees form the habit of exercising on a daily basis. A total of 25 employees participated in the event and collectively walked 1,432 miles over a 4-week period.
- ☆ Attended an International Personnel Management Association (Virginia Chapter) meeting on May 9, 2014 in Hanover County.
- ☆ Completed (1) exit interview session in May 2014: Daniel Vilardo (Police Officer).

Worker’s Compensation

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
05-01-14	Fire	Scratches to left forearm by combative patient.
05-08-14	Fire	Employee became dizzy during simulated fire scenario.
05-08-14	Fire	Right rib area bruised during training scenario.
05-09-14	Police	Twisted left ankle during search and rescue in wooded area.
05-23-14	Police	Smoke inhalation during forced entry into burning building.
05-23-14	Police	Laceration to right forearm while reaching through broken window.
05-26-14	Fire	Right hand and index finger injured while performing training drills.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 70,231 page views in the month of May.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records Search 3. City Employees Login 4. Recreation & Parks 5. Fort Clifton Festival 6. Facilities Directory 7. Sports & Athletics 8. Animal Shelter 9. Recreation Programs 10. City Departments 11. Police 12. Yard Sales 13. Records & Property Tax Maps 14. Education & Schools 15. Online Bill Pay 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Philippines  Brazil  Canada  United Kingdom <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  North Carolina  Maryland  District of Columbia  New York  Florida
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- ☆ Citizens submitted and city staff processed 452 service requests and questions through the “Let Us Know” module during the month of May. The City of Colonial Heights’ Facebook Page now has 3,248 fans and the City’s Twitter account has 329 followers.
- ☆ Proactive Information Management completed 103.5 hours of IT service and maintenance for City departments this month.
- ☆ Employee training on the City’s new iConnect Intranet software was held on May 21st. The GIS Committee met on May 13th to discuss the development of an RFP for GIS Services.
- ☆ Fax lines at the Utilities and Fire Station #2 were ported over to Comcast service in May.

VIII. LIBRARY:

- ☆ The library staff circulated 17,119 titles in May.
- ☆ 503 residents are registered in the e-Book library with an average of 30-40 signing up each month.
- ☆ 163 Kindles circulated to seniors with vision problems.
- ☆ The public computer center was used 1,580 times.
- ☆ The public iPad center was used 71 times.
- ☆ 342 children participated in the Storytime program, and 54 children participated in the Dia De Los Ninos program.
- ☆ The library’s meeting rooms were used 103 groups.
- ☆ 4,086 residents visited the Colonial Heights Virtual Library to retrieve 825 articles from their homes and offices.
- ☆ 153 residents registered for new library cards, and an average of 455 residents used the library each day.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In May, the Recreation Division hosted another successful Fort Clifton Arts and Crafts Festival at Fort Clifton Park with an estimated crowd of 8,000 people over the two day event. The Division also hosted the Virginia Independent Schools State Baseball Championships at Shepherd Stadium with an estimated attendance of 1,800 people over the three days of play; staff estimates \$22,500 as an economic impact to Colonial Heights during the tournament. Shepherd Stadium will also be hosting the Babe Ruth State age 16-18 State tournament in July, the Junior American Legion State tournament in August and the BIB tournament starting July 31.

Staff continues preparing for Summer programs and events that are being held or starting in June to include the Summer Playground Program and a variety of Youth Sports Camps. Youth Baseball and Softball Leagues will finish their regular season the 2nd week in June and Night of Champions Week at Shepherd Stadium will begin Tuesday June 17th to conclude the season. We will have 9 all-star teams competing in Dixie and Babe Ruth post season play starting the end of June.

Athletics	<u>2014</u>	<u>2013</u>
Adult Softball Teams	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 Program	26	24
Hershey Track Meet	11	19

Parks-Horticulture-Buildings & Grounds

- Cleaned up and prepared Fort Clifton Park for Fort Clifton Arts & Crafts Festival.
- Spread stone dust and gravel on washed road areas in Fort Clifton Park.
- Supplied manpower for Fort Clifton Arts & Crafts Festival.
- Edged infield and base paths in Shepherd Stadium in preparation for VISAA tournament.
- Supplied manpower for VISSA state baseball tournament.
- Set up chairs for Memorial Day service at War Memorial. Removed chairs after service.
- Delivered tables and chairs for The Wall That Heals at Southpark Mall.
- Removed all goals, benches, and trash cans from soccer fields at Soccer Complex.
- Installed AED station in Fire Administration.
- Installed ice maker in break room refrigerator at City Hall.
- Repaired roof and soffit on concession stand at High School baseball field.
- Kicked off new Buildings & Grounds Work Order process.
- Received 31 Work Order in the month of May – completing 25.
- Mulched flower beds as needed.
- Planted begonias and cleaned up beds at Fort Clifton Park for Fort Clifton Arts & Crafts Festival.
- Removed pansies from all flower beds.
- Raked and bagged pine tags at Library for use in flower beds.
- Trimmed hollies and boxwoods at entrance signs to City.
- Planted hibiscus and cordylines at Library.
- Trimmed lower limbs on trees at Public Safety building.

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Recreation Division

Activities/Programs	2014	2013
Sunshine 5K	125	255
Fort Clifton Festival	8,000	7,000
Computer Classes	17	27
Summer Playground Parent Orientation	36	14
Fitness Fundraiser	30	43
Middle School Dance	17	52
Dia de Los Ninos Event	46	n/a
Belly Dancing	4	10
Karate	16	9
Zumba	12	18
Cardio Blast + Strong	7	15
Facility Usage	2014	2013
Community Room Attendance	995	1,153
Community Room Reservations	27	22
Pavilion Attendance	3,005	2,368
Pavilion Reservations	42	38
Field Attendance	7,800	3,260
Field Rentals	28	18
Teen Center Attendance-CHHS Students	78	90
Teen Center Attendance-CHMS Students	428	181

Violet Bank Museum

	2013	2014
On-site Attendance	266	362
Outreach Attendance	350	550

- Displayed at Fort Clifton Festival
- Displayed at Magnolia Grange
- Working on collections and upcoming programs

AGENCY ON AGING

Activities	2014	2013
AARP	28	18
Bingo in Senior Center	59	68
Bowling	165	120
Bridge Party	80	88
Bridge Tournament	128	112
Crochet & Knitting	56	66
Golfer at Prince George (Fort Lee)	480	480
Movie	n/a	18
Senior Club Meeting	88	124
Senior Club Board Meeting	n/a	8
Senior Citizens Dance	114	83
Sing A Long	52	56
Sing A Long CH Health Care Center	14	11
Table Games	n/a	4
Awareness/Education	2014	2013
Advisory Board Meeting	10	12
Wellness Wednesday	27	n/a
TRIAD Health Fair	115	125

Classes	2014	2013
Bob Ross Video Painting	12	n/a
Beginners Oil Painting Class	6	n/a
Mary Carole Painting Workshop	n/a	60
Painting ClassGems by James	42	0
Painters Group	34	42
Splash of Color	14	12
Tap Class Intermediate & Beginners	89	70
Tap Class Advance	126	105
Quilting	39	28
Quilts for Vets	18	16
Sewing Class	8	22
Watercolor (Monday & Fridays)	15	16
Open Painting	13	n/a
Fitness	2014	2013
City Employees Exercises	n/a	16
Strength Training Exercises	203	161
Sit Down Exercises	310	280
Floor Exercises	n/a	33

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Fitness – Cont’d	2014	2013
Tennis	12	n/a
Walking	17	n/a
Oga	54	81
Zoomer Boomer	191	191
Tai Chi	18	12
Special Activity	2014	2013
Fort Clifton Festival Painters Group	32	28
Trips	2014	2013
Fredericksburg Riverboat Cruise	26	n/a
Jerry’s Art Arama	n/a	13
Riverside Theater	n/a	13
Hopewell Lunch & Lecture	n/a	2

Meals	2014	2013
Home Delivered Meals	8	16
Site Meals Crater	108	192
Total	116	208
Transportation	2014	2013
Total Passengers	162	185
Total Trips	733	780
Total Miles	3219	3587
Wheelchairs	42	42
Volunteer Hours	16	12
New Riders	3	3
Donations	\$340	\$324

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 17 YAC Members and Advisor Attended May Meeting
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting
- 4 YAC Members and Advisor Picked Up Trash on James Avenue
- 4 YAC Members and Advisor Partnered with CADRE Coalition on Project Sticker Shock

➤ **Youth Service Commission**

- Youth Services Commission met in May.

➤ **Kids’ After School Program**

- KAP concluded on May 1, 2014.

➤ **Substance Abuse Prevention Activities**

- 7 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver’s licensing ceremony.
- Project Sticker Shock @ 3 locations

➤ **Ongoing Monthly Meeting/Trainings**

- Interagency Prevention Team
- School Board Meeting
- Juvenile and Domestic Violence Task Force Meeting
- goLEAD Training with generationON
- Health Advisory Board Meeting
- “Refuse to Be a Victim” Training
- Intranet Training
- Wellness Reframing Training (SG, EB)
- Positive Youth Development and Teen Pregnancy (SG)
- Comprehensive Services Policy & Management Team
- Smart Beginnings
- SAFE Board meeting
- System of Care meeting

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

➤ **Diversion Program Participation**

• **Community Service**

9 youth completed 82 hours of Service Learning.

• **Shoplifting Diversion**

17 youth and a parent attended the Shoplifting Diversion Program

• **Case Management**

2 youth and families began Case Management Services

Attended “Little Feet Meet” for Special Olympics at Lakeview Elementary School

Attended “Spring Gardening” with United Way Women’s Leadership Initiative

Attended Kiwanis Meetings and Assisted with “Terrific Kids” Presentations

Attended Two Grant Writers’ Club Sessions at Appomattox Regional Library

Presented Alcohol Diversion Program to 3 CHPS Students

Attended Dinwiddie Teen Exposition

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2014	85	\$21,868.51	4	\$1,428.41
2013	72	\$18,515.58	1	\$ 73.17

All repairs were normal maintenance issues.

Sublet repairs consist of:

Dealer Repair	\$606.96
Tow	\$50.00
Seat	\$150.00
Windshield	\$65.00
Exhaust	\$556.45