

CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 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** – Installation of new 12” water main on east side of Boulevard continues. Installation of storm water system continues. Work Orders have been initiated with Dominion VA Power to provide electrical service to traffic cabinets. Installation of Base and Intermediate asphalt on Dupuy Avenue from Boulevard to Battery Place scheduled for first week of September.
- **Safe Routes to Schools- Phase 2 (2012), UPC 102836**– Environmental documents received and submitted to VDOT for approval. Design drawings are 90% complete. Construction planned for fall 2014.
- **Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)** – Construction has begun. Construction being performed during night time hours due to volume of traffic on Temple Avenue during daytime hours. Construction will include repair of pavement depressions, drainage improvements, and additional storage on left turn lane.
- **Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)** – Project has been advertised for construction. Bids will be received and opened on October 1, 2014.
- **Dupuy Avenue Modernization, UPC 101287** – Right of Way acquisition in process. City and its subcontractor, KDR Real Estate, are preparing Compensation Agreement packages to be submitted to 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 fall 2014.
- **White Sands Court Pavement Construction (UPC 104508)** – Project has been advertised for construction. Bid opening is schedule for September 19, 2014.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – Project includes coordination of traffic signals along Temple Avenue. Signals include (Temple & Boulevard; Temple & Hamilton; Temple & Conduit; Temple & Southpark; and Temple & Charles Dimmock). Project is in Scoping and Environmental.

Utilities Capital Projects

- **Boulevard Water and Sewer Replacement** – Installation of new water line and sewer line occurring with construction of Boulevard project. Project has included installation of additional water valves, replacement of defective water valves, upgrade of existing water services, replacement of water valves to fire hydrants, and removal and replacement of undersized water lines.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **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 is anticipating 90% Construction Documents by mid-September 2014. Construction completion expected spring 2016.
- **Snead Avenue Drainage Project** – Emergency repair of deteriorated drainage inlet structure at the intersection of Snead Avenue and Ridge Road. Deterioration of structure has created a traffic safety issue by undermining the pavement. Design in process. Construction to begin October 2014.

Plan Reviews

- Received three (3) plans of development for review. (Steak-N-Shake, Kroger R-550, and O'Reilly's Auto Parts).
- **Redevelopment of 401 Temple Avenue (Kroger)** –Kroger Preliminary Plan of Development issued conditional approval at Planning Commission meeting on September 3, 2014.

Right-of-Way Permits

- Issued six (6) permits and closed out eleven (11) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 61 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (10) locations, responded to (05) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (83) locations and sprayed for high grass/weeds at (11) locations
- Trimmed tree/bushes limbs at (13) locations and responded to (03) miscellaneous tree requests.
- Removed trees that fell in street from (03) locations.
- Congratulations to Gregory Henderson on his promotion to Public Works Heavy Equipment Operator.

Recycling Center

- 470 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.
- 1800 gallons of Category 1 Materials and a 55 gallon drum of filters were removed.

Storm Water and Drainage

- Cleaned (40) catch basins, (05) ditches, (02) curb and gutters, (02) outfalls and responded to (02) miscellaneous drainage requests.
- Repaired a storm sewer pipe at (01) location.
- Concrete Crew repaired/replaced (29) feet of Curb at (05) locations, (08) feet of gutter pan at (01) location, (56) feet of Curb and Gutter that was removed by the Stormwater Division at (01) location, 10'x4' driveway apron that was removed by the Utilities Division at (01) location, and responded to (01) concrete miscellaneous request.
- Assisted Traffic Engineering removing a 4' section of sidewalk to repair a power conduit at Pickwick Avenue and Boulevard.
- Performed preventive maintenance on Vacuum Truck.
- Street sweeper collected (04) cubic yards of debris from (01) location and removed gravel/dirt spilled on Boulevard under railroad underpass.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (36) potholes, (02) driveways, (02) utility cuts, (01) storm sewer, (09) low area and responded to miscellaneous asphalt request at (01) location.
- Placed gravel in utility cuts at (01) location, sinkholes at (01) location and a driveway at (01) location.
- Graded gravel area on Bruce Avenue and at the Animal Shelter.
- Cleaned and preformed preventive maintenance/repairs on small equipment, backhoe and asphalt unit.
- Assisted Horticulture Division removing a bush at City Hall.

Wastewater Utility

- Responded to (05) sewer backups, flushed sewer line at (03) locations, installed (01) cleanout and responded to (03) sewer miscellaneous requests.
- Sprayed for sewer roaches at (01) location.
- Removed rags from pumps and greased motors and pumps at Main Pump Station.
- Pulled pump one to remove rags at Appomattox Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- Cut and trimmed grass around Water Towers and Pump Stations.

Water Utility

- Replaced (23) meters, (01) meter top and responded to (07) water miscellaneous requests.
- Repaired (03) water mains and (02) meter leaks.
- Cleaned (01) meter box and pulled (01) meter for City's contractor on Dupuy Avenue.
- Turned service back on for non-payment at (01) location and turned water off for leak in yard at (01) location after hours.
- Tested water at (02) locations and sent (01) meter to Chesterfield County Utilities for testing per citizens request.
- Replaced a fire hydrant on Pondola Lane.
- Flushing and inspections of Fire Hydrants started August 18th and will run through October 22nd.
- Backflow/Cross Connection Technician conducted (155) surveys, (89) completed, (66) 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 (257) man-hours.

II. PLANNING DEPARTMENT:

	Month	YTD
Code Enforcement		
Tall Grass		
Violations	82	242
Violations Resolved	44	186
Contractor Properties Cut	15	27
Total Inspections	164	464
Inoperable Motor Vehicles		
Violations	0	29
Violations Resolved	1	28
Vehicles Towed	0	4
Total Inspections	0	159
Building Code		
Violations	2	53
Violations Resolved	0	21
Total Inspections	4	115
Property Maintenance		
Violations	27	67
Violations Resolved	10	50
Total Inspections	54	230
House Numbers		
Violations	0	10
Violations Resolved	0	10
Total Inspections	0	34
Zoning		
Violations	5	101
Violations Resolved	8	91
Total Inspections	10	194
Signs		
Violations	0	44
Violations Resolved	1	43
Total Inspections	0	48
Graffiti		
Violations	0	15
Violations Resolved	0	15
Total Insections	0	46
Other/Miscellaneous		
Violations	0	3
Violations Resolved	0	3
Total Insections	0	9
TOTAL INSPECTIONS	232	1299

	Month	YTD
Building Permits		
Permits		
New Residential	2	7
Cost	\$ 145,000	\$ 793,000
Residential Additions	8	44
Demolitions	0	0
Commercial	8	47
Cost	\$ 2,916,957	\$ 6,232,013
Plumbing	5	72
Electrical	17	116
Mechanical	4	48
Swimming Pool	0	4
Fence	3	11
Signs	10	66
EVB - 3012 Boulevard		
VACU 301 Temple Avenue		
Bank of McKenney (2) - 3115 Boulevard		
Avail Vapor - 1082 Temple Avenue		
ReVamped - 3411 Boulevard		
Southpark Mall - 230 Southpark Circle		
Bank of VA - 2000 Snead Avenue		
Yu Pediatrics - 325 Charles Dimmock Parkway		
Dave Askey MD - 325 Charles Dimmock Parkway		
TOTAL PERMITS	57	415

	Month	YTD
Building Inspections		
Residential	94	589
Commercial	78	1126
Other Activities		
Water Shut Off letters	4	14
Court Cases	0	3
TOTAL INSPECTIONS	176	1732

	Month	YTD
Rental Inspections	Phase II	
Total Units Inspected	0	67
SF Dwellings	0	49
Duplex	0	18
Apartments	0	0
First Inspection		
Passed	0	88
Failed	0	0
Second Inspection		
Passed	0	0
Failed	0	0
4 year Certif Issued	0	77
Apartment Complexes	0	4
No of Units Certified	0	205
TOTAL INSPECTIONS	0	88

Programs & Projects

Emergency Home Repair(CDBG)

Five applications have been selected to receive the grant
Three others have been placed on the wait list

Appomattox River Greenway Trail

Phase 3 - 85% complete, paving and bridges done, ramp repair, fencing signs and punch list yet to be completed.

Phase 4 - VDOT review of 50% plans completed - 90% design underway.

Phase 5 grant being pursued.

Violet Bank Historic District

A \$2,500 cost share grant was awarded to the City by the VA Department of Historic Resources to complete the nomination for the Violet Bank Historic District.

Safe Routes to School

Staff has begun discussions with Engineering and the Lakeview ES to pursue a Safe Routes to School infrastructure grant due November 1.

Comprehensive Plan Update

Plan overview presented to City Council.

GRAND TOTAL INSPECTIONS	408	3119
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II. PLANNING DEPARTMENT (CONTINUED):

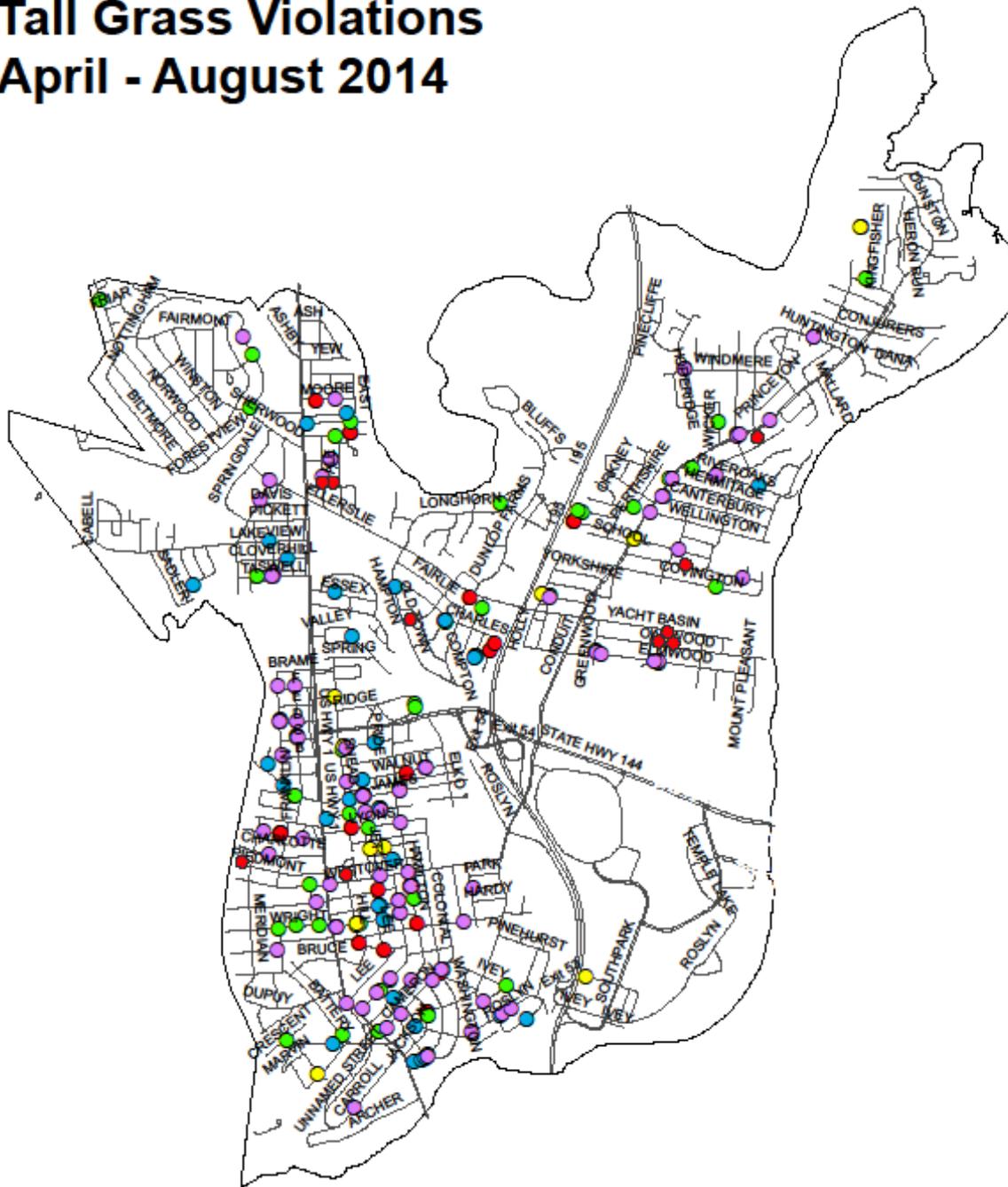
Tall Grass Report	2014					
	April	May	June	July	Aug	Total
Violations	33	50	42	17	82	224
Violations resolved	33	50	42	17	45	187
Contractor Grass Cut	0	6	3	3	15	27
Total Inspections	50	74	78	62	164	428

	2013					
	April	May	June	July	Aug	Total
Violations	24	179	78	259	78	618
Violations resolved	24	64	23	167	39	317
Contractor Grass Cut		13	10	18	10	51
Total Inspections	25	251	156	426	156	1014

	2012					
	April	May	June	July	Aug	Total
Violations	93	66	41	52	79	331
Violations resolved	50	59	28	34	37	208
Contractor Grass Cut	no data					
Total Inspections	143	108	91	98	107	547

II. PLANNING DEPARTMENT (CONTINUED):

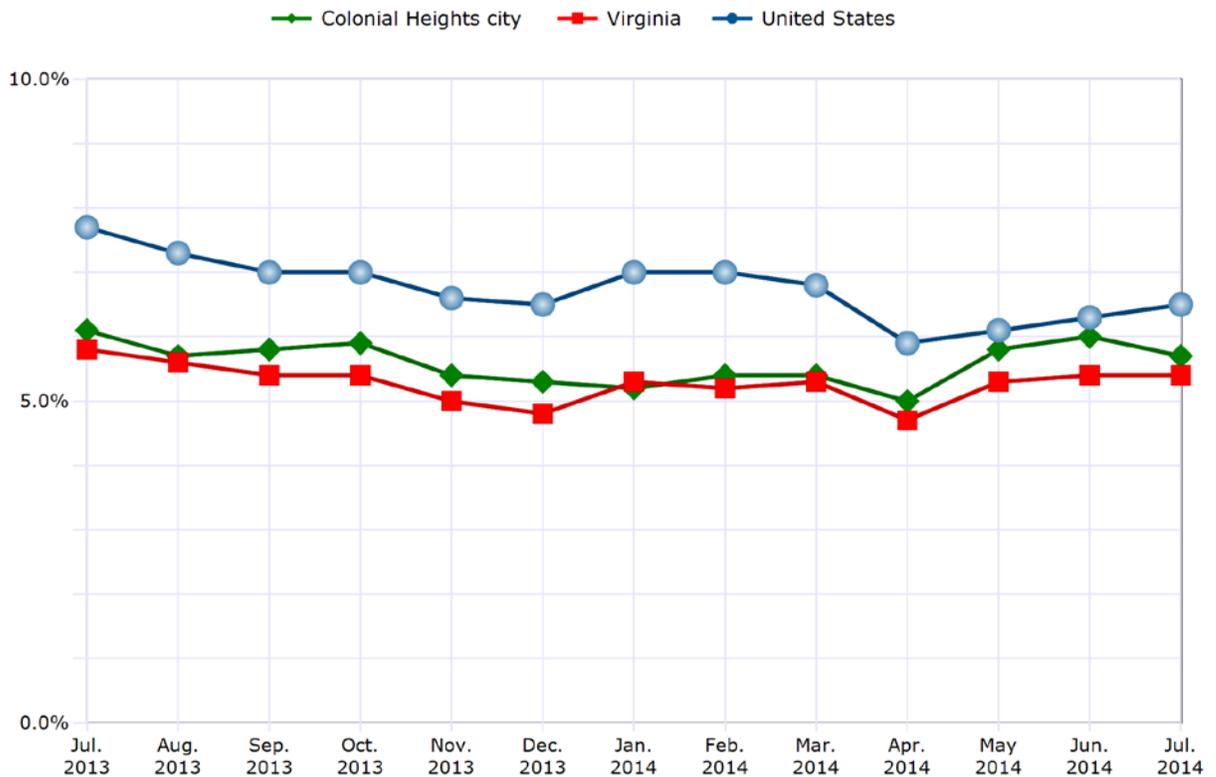
Tall Grass Violations April - August 2014



- April Violation
- May Violation
- June Violation
- July Violation
- August Violation

III. ECONOMIC DEVELOPMENT DEPARTMENT:

☆ Unemployment Rate Comparison



☆ The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights in July, 2014.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,301	8,772	529	5.7%	No

☆ Prospect Activity

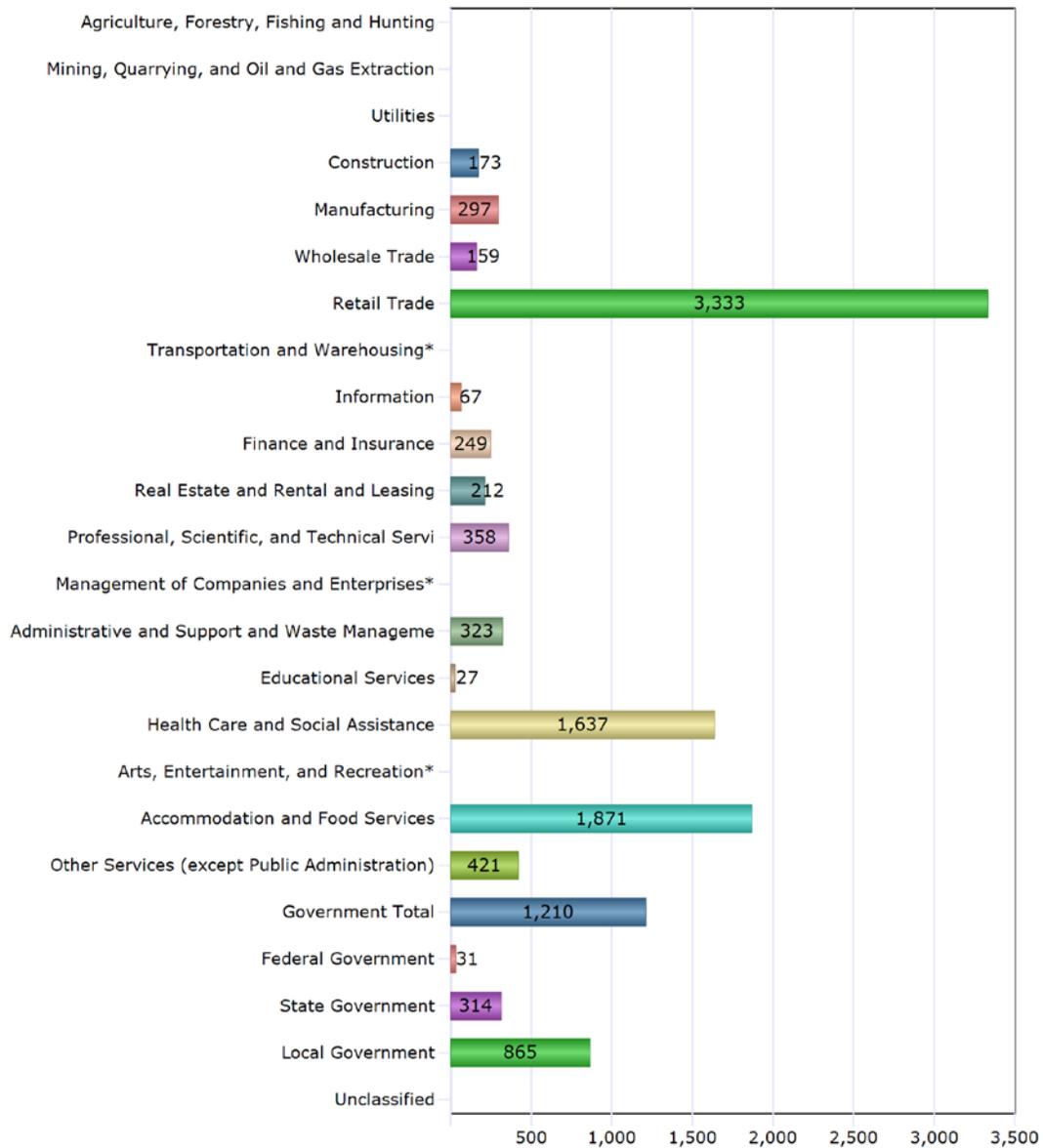
Direct Requests for Information: 6
 Sites/Bldgs. Submitted: 2
 Active Projects: 1

☆ Business Visits

Colonial Plumbing
 People Advantage
 BB & T

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

☆ **Employment by Industry**



IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 4,091 calls for service during the month of August, 2014. During the same month last year, we responded to 3,821 calls for service – a 7% increase. We had two (2) reported robberies this month, and none were reported in August of 2013 – a 200% increase. There was one (1) reported aggravated assault this August, while two (2) were reported during the month of August, 2013 – a 50% decrease. We had eight (8) reported burglaries in August, 2014, compared with six (6) reported during the month of August, 2013 – a 33% increase. There were 96 Part I, or serious, crimes reported to the Colonial Heights Police Department in August, 2014. Sixty-three (63) of those, or 66%, have been cleared. Our total arrests are up 2%, from 339 criminal arrests last year in August, to 345 criminal arrests this August. Specific percentages for the Part I crimes and arrests are available upon request.

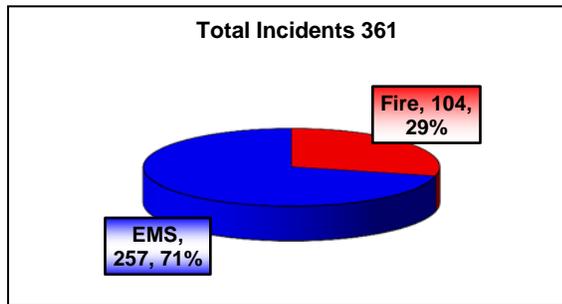
IV. POLICE DEPARTMENT (CONTINUED):

- ✓ During the month of August, our agency was confronted with several challenges from an officer-involved shooting. A brief synopsis of the event is as follows: *After observing a vehicle being operated recklessly on Epperslie Avenue, Master Officer Gregory Thinnes pursued the suspect vehicle to the dead end of Yacht Basin Drive. As the female driver exited her vehicle, she pointed a handgun directly at Master Officer Thinnes. Master Officer Thinnes was forced to discharge his firearm and the suspect was rendered incapacitated.* We are extremely thankful that Master Officer Thinnes was unharmed during the encounter. After a review of the incident by the Virginia State Police, coupled with our own internal investigation, and after review by our Commonwealth's Attorney, the shooting was found to have been justified, with our policies and procedures having been followed. We are very proud of Master Officer Thinnes' professionalism throughout this process, and we are truly grateful for the assistance from the Virginia State Police. Greg has since been released to regular duty.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a dynamic month from both *Uniform Patrol* and *Special Operations*:
 - We executed several supervisory reassignments during the month of August. Lieutenant William Anspach has transitioned from commanding our Special Operations Unit to a night shift squad commander. Lieutenant Dann Ferguson has moved from being a day shift squad commander to our Special Operations supervisor. Lieutenant Tom Kifer transitioned from a night shift squad commander to a day shift squad commander.
 - Captain Keith Early and Lieutenant Ferguson interviewed several officers for a vacant position within our Special Operations Unit. We are proud to announce that Officer Kyle Sexton was selected. Kyle will be confronted with many new challenges, and we look forward to observing his continued career development.
 - Sergeant Robert Helms conducted a major checkpoint on the Boulevard at Newcastle Drive. Ten officers and several volunteers executed this event. The following statistics were recorded: 1,111 vehicles were checked, 58 summonses were issued, one (1) criminal arrest was affected, and eight (8) vehicles were towed.
 - Chief Jeff Faries and Captain Early met with a representative from each of our Uniform Patrol squads. The objective of these communications is to provide a venue for all of our personnel to be heard, and to address any thoughts or concerns in the best interest of our department.
 - Our Animal Control staff executed a rabies clinic during the month of August. Fifty-two (52) dogs and eleven (11) cats were vaccinated.
 - A youth group from Immanuel Baptist Church raised money to purchase 3,500 pounds of dog and cat food for our Animal Shelter. This donation was made publicly with several of our City officials present.
 - Our volunteers (Auxiliary and Sentinels) contributed 299 hours of service during the month of August, 2014. Football season has commenced, and these volunteers will be working hard serving the public at each of our CHHS home football games.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as being very active. Highlights are as follows:
 - We are pleased to announce the advancement of several of our officers as a result of their participation in our Career Development Program. These progressions are as follows: Andrew L. Barnhouse, Senior Police Officer; Christopher D. Harris, Master Police Officer; H. Scott Whirley, Master Police Officer; Michael D. Duncan, Master Police Officer; Kenneth E. Bish, Jr., Master Police Officer; Travis J. Karr, Master Police Officer; W. Wayne Moody, Career Police Officer; Stacey A. Arehart, Career Police Officer. This is a very commendable achievement for these fine officers.
 - With the dawning of the new school year, our School Resource Officers reported to their respective schools. Their assignments are as follows: Master Officer Scott Whirley, Colonial Heights Middle School; Master Officer Dale Waldrop, Colonial Heights High School; Career

IV. POLICE DEPARTMENT (CONTINUED):

- Officer Renee' Walters, North Elementary; and Sr. Officer Andrew Barnhouse, Lakeview Elementary. Currently, we have an assigned officer at all of our schools with the exception of Tussing Elementary.
- Master Officer Sophie Benkendorf attended two Neighborhood Watch group meetings. The first was a Sherwood Hills group with approximately 78 people in attendance, and the second meeting involved four (4) neighborhood watch groups (Mount Pleasant, Floral Hill Park, Violet Bank, and Seven Oaks). In total, approximately 125 residents were in attendance.
- ✓ Our **Investigations Division** continues to perform well. Our detectives were assigned 12 new cases for the month, with seven (7) of those investigations being cleared, as well as two (2) cases from prior months. In addition, 17 concealed weapon permits were also processed. Some of the other division highlights are as follows:
- Master Detective Jason Chimera conducted a death investigation in the wooded area of the 700 block of Old Town Drive. The missing 17-year-old juvenile was located deceased with a ligature around his neck, hanging from a tree.
 - Sr. Detective Thad Johnson is investigating an armed robbery at the Ellerslie Avenue Pizza Hut. Shortly after closing, a black male wearing a red bandana, armed with a handgun, robbed the business employee of cash. Richmond Police Department is also investigating numerous commercial fast food robberies with what is thought to be the same suspect.
 - Master Detective Chimera investigated an armed robbery at Sunoco Circle K (900 block of Temple Avenue). The suspect entered the business, displayed a handgun and robbed the business of money. Shortly after this robbery, two additional Circle K stores were robbed in Chesterfield. A suspect has been identified, and he was located "on the run" in Michigan. This incident is pending extradition and interview of the suspect.
 - Sr. Detective Johnson investigated an embezzlement perpetrated by an employee at City Hall. A grand jury returned a felony indictment, and the suspect has since been arrested.
 - Sr. Detective Roger Santini is continuing to investigate a burglary that occurred at Valero gas station (3500 block of the Boulevard). The suspect broke the front glass, entered the business wearing a bandanna, and stole two cartons of cigarettes and money from the cash registers.
- ✓ Overall, we made 339 arrests for the month, including 74 felonies and 265 misdemeanors; worked 93 crashes; wrote 742 traffic citations; executed 1435 traffic stops; affected 26 DUI arrests and 28 drug arrests; and issued 64 parking citations.
- ✓ **Master Officer Chris Harris** was selected as our *Employee of the Month* for July, 2014. During the month of July, Master Officer Harris responded to a local business in reference to a reported burglary. He found that on two separate occasions, an unknown subject had entered the business after hours and stole cash. Master Officer Harris believed the suspect to be an employee, and after interviewing several individuals, he located his suspect, received a confession, and affected an arrest.
- ✓ Master Officer Harris has been working very hard in contributing to the overall mission of this department by protecting the life, individual liberty and property of our citizens. His recent performance of duty has been exemplary, and the review committee feels that he is most deserving of the *Employee of the Month* award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 104

(Total Fire Loss \$500):

Total Patients transported: 174

(Total EMS incidents 257)

Fire units arrived on scene in less than 9 minutes on 91.5% of emergency incidents.

(average response time 6:01 minutes)

EMS units arrived on scene in less than 9 minutes on 97.4% of emergency incidents.

(average response time 5:08 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Electrical Problem	3	Good Intent Calls	22
Fire, Other	1	Power Line Down	1	Public Service	43
Passenger vehicle Fire	2	Gas or Chemical leak/spill	1	Alarm Activation (no fire)	18
		Overheated Motor	1	Child Seat Installation	4
		Hazardous Condition, other	2	Smoke detector installation	5
M/A to Chesterfield Fire	1	No M/A received during month of August			
M/A to Hopewell Fire	1				
M/A First Responder Chesterfield EMS	11				

EMS Division (number of patients treated)

Abdominal Pain	9	Diabetic Hypoglycemia	3	Obvious Death	3
Allergic Reaction	2	Epistaxis (Non-Traumatic)	3	Pain	20
Altered Mental Status	8	ETOH Abuse	1	Poisoning/Drug Ingestion	3
Asthma	1	Fever/Hyperthermia	3	Respiratory Distress	16
Back Pain	5	General Malaise	1	Stings/Venomous Bites	1
Behavioral/Psychiatric	8	Headache	5	Stroke/CVA	1
Cardiac Arrest	3	Hypertension	3	Syncope/Fainting	11
Cardiac Rhythm Disturbance	4	Hypotension	1	TIA (Transient Ischemic Attack)	1
Chest Pain/Discomfort	17	Migraine	1	Traumatic Injury	45
Congestive Heart Failure	1	Nausea/Vomiting	1	Unconscious	1
COPD	3	OB/Gyn-Vaginal Hemorrhage	2	Weakness	5
Dehydration	3	OB/Pregnancy (non-delivery)	1	Other	40
Diabetic Hyperglycemia	1				
No M/A given month of August		M/A received from Petersburg EMS			1
		M/A received from Fort Lee EMS			3

EMS Transports (by facility)

Southside Regional Medical Center	135	77.59%
John Randolph Medical Center	17	9.77%
VCU Health Systems	10	5.75%
CJW Medical Center –Chippenham Campus	6	3.45%
St. Francis Medical Center	3	1.72%
CJW Medical Center – Johnston-Willis	3	1.72%
Total:	174	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,084

No alarm citations were processed during August.

Purchasing - 210 total purchase orders completed with 142 being processed by the purchasing and 68 departmental purchases being reviewed as compared to 269 being completed for the same period in 2013. In addition 117 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 14-062502-1027 – Temple Avenue & Charles Dimmock Parkway. Sealed bid issued May 30th & received June 25th. VDOT approval received and to proceed was given.
- Invitation #14-070203-1029 – Financial Advisory Services - Sealed Bid issued July 16th with bids received Aug 1st. Interviews will be held on Sept. 11th.
- Invitation #14-082202-1030 Dump Truck - Sealed Bid issued Aug 5th with bids received Aug 21st. Order placed to purchase three vehicles.
- Invitation #14-082202-1031 Library Periodicals - Sealed Bid issued Aug 6th with bids received Aug 22nd. Bids are being reviewed by Library staff.

Other Purchasing Activity:

- Issued PO to trim and cut down, various trees in the City.
- Issued PO for Geographical Information System (GIS) using grant funds.
- Issued PO for laptops for the Police Department.
- Issued PO for asbestos and lead paint at Dupuy Avenue location.
- Lease contract finalized, for lease of copy machines for two City Departments.

Risk Activity:

- A claim was filed for damage to a tire from the work being done on the Boulevard.
- A claim was filed for damage to house was struck by bullets during Police instance.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,610

Delinquent Notices Sent – 799 or 21.1% with 160 cut off for nonpayment.

Set off debt collected for September - \$0.

VII. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Fire & EMS/Communications

Planning & Community Development

Position

Communications Supervisor

Building Inspector

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Communications Supervisor	3	288

Training

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

Miscellaneous

- ☆ Presented an overview and demonstration of the City's on-line application system to the Commonwealth Workforce Network on August 6, 2014.
- ☆ Participated in a Virginia Employment Commission unemployment telephonic fact-finding hearing on August 11, 2014.
- ☆ Completed a new employee orientation in August 2014: Megan McLaughlin (Recreation Specialist II).

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Worker’s Compensation

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
08-19-14	Fire	Small laceration to left index finger while opening plastic vial.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City’s website, www.colonialheightsva.gov, had 64,946 page views in the month of August.

<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. City Departments 5. Recreation & Parks 6. Animal Shelter 7. Police 8. Yard Sales 9. Records & Property Tax Maps 10. Sports & Athletics 11. Recreation Programs 12. Education & Schools 13. City Maps 14. Real Estate Assessments 15. Online Bill Pay 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Philippines  Germany  Brazil  Canada <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  North Carolina  District of Columbia  Ohio  Florida
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☆ Citizens submitted and city staff processed 407 service requests and questions through the “Let Us Know” module during the month of August. The City of Colonial Heights’ Facebook Page now has 3,444 fans and the City’s Twitter account has 380 followers.

☆ Proactive Information Management completed 71 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

☆ The library staff circulated 21,021 titles in August.

☆ 361 e-Books circulated.

☆ 381 Kindles circulated.

☆ The public computer center was used 1,978 times.

☆ The public iPad center was used 245 times.

☆ No children’s programs were held this month.

☆ The library’s meeting rooms were used 104 groups.

☆ 4,010 residents visited the Colonial Heights Virtual Library to retrieve 816 articles.

☆ 210 residents registered for new library cards, and an average of 685 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

The Recreation Department had a very busy August in 2014. For the first time ever, and in its first season with Dixie Baseball, our 11-12 year old Colonial Heights All-star team qualified for the Dixie Youth World Series and played in Lexington, SC. They won two games, which a Virginia team has not done since 2003, and also came home with the coveted Sportsmanship Award.

In August, the Recreation Department also completed their Summer Camps and the Adult Softball League completed their tournament the middle of August. The Department also hosted its Annual Back to School Festival at its new location at the Soccer Complex and has received good reviews for the change in venue. Staff worked with the City Manager's Office to complete the Fall edition of the City Focus and it was mailed to residents the middle of August. Youth Football & Cheerleading programs began the 1st week in August with games starting September 8th. Shepherd Stadium hosted the BIB Tournament the first week in August and also played host to the Junior Legion State Tournament the following week. The Recreation Division also welcomed Megan McLaughlin as their new Recreation Specialist II on August 13. She will be responsible for Department events, classes and Teen Center operations.

Athletics	2014	2013
Adult Softball (Fall League)	25 teams	17 teams
Adult Softball (Spring/Summer League)	29 teams	31 teams
Youth Football Registration	83	115
Youth Cheerleading Registration	75	66
Punt, Pass & Kick	13	13
Tennis Tournament	10	9
Tennis Lessons	28	44
Girls Fast pitch Fall Ball	32	28
Activities/Programs	2014	2013
Back to School Festival	575	455
Youth Painting	4	n/a
Youth Drawing	1	n/a
Movie Under the Stars	80	43
Karate	10	6
Zumba	11	17
Belly Dancing	3	3
Cardio Fusion	10	12

Parks-Horticulture-Buildings & Grounds

- Provided personal to work BIB tournament.
- Removed pitcher's mound used for BIB tournament and rebuilt regular pitcher's mound.
- Removed and rebuilt pitcher's mounds on A and B fields.
- Removed temporary fence used for BIB tournament.
- Laid out and painted CHHS field hockey field and band practice field.
- Laid out and painted football practice field for CHHS teams.
- Laid out and painted football practice fields for recreation teams.
- Installed big screen TVs on wall of EOC and EMS Dispatch.
- Delivered materials in support of Back to School Festival.
- Responded to numerous issues at Public Safety Building, Dunlop Fire Station, Courthouse and Library.
- Cleaned day lilies out of mulch beds at sit
- Trimmed black-eyed susie's at sites.
- Mulched sites as needed.
- Trimmed trees and shrubs as needed at sites.
- Thinned juniper as needed at sites.
- Removed approximately 40 dead roses bushes from Temple/195 site.
- Trimmed low limbs and suckers on crepe myrtles at all sites.

Violet Bank Museum

	2014	2013
Attendance	388	562

- One outreach program; Petersburg Battlefield Sesquicentennial event
- Collection rotation & r

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Recreation Division - Continued

Facility Usage	2014	2013
Community Room Attendance	1,145	1,403
Community Room Reservations	30	31
Pavilion Attendance	3,160	2,280
Pavilion Reservations	38	28
Field Attendance	6,830	3,300
Field Rentals	48	37
Teen Center Attendance-CHHS Students	145	98
Teen Center Attendance-CHMS Students	412	168

AGENCY ON AGING

Daily Activities	2014	2013
Bingo in Center	48	76
Bowling	256	154
Bridge-Party	80	72
Bridge-Tournament	104	96
Crochet & Knitting	72	64
Golf at Prince George	496	482
Golfer's Board Meeting	12	12
Senior Club Meeting	112	94
Senior Dance	126	121
Sing A-Long	56	52
Sing-a-Long CH Health Care Center	14	16
Senior Club Board Meeting	12	10
Awareness/Education		
Flu Shots	n/a	50
Message	n/a	30
TRIAD	17	34
Wellness Workshop	32	48
Classes		
Bob Ross Painting DVD	8	n/a
Painting Class Friday Night	22	12
Painters Group	24	34
Tap Dance-Advance	61	36
Tap Dance-Intermediate	47	23
Mary Carole Portait Demo	n/a	18
Mary Carole Portait Class	n/a	75

Daily Activities	2014	2013
Sewing Class	18	23
Quilts for Vets	14	n/a
Quilting	42	48
Watercolor Faye Henderson	48	60
Fitness		
Cardio Bump	n/a	208
Floor Exercises	n/a	28
Sit & Fit	217	413
Strength & Stretch	158	165
Tai Chi	24	48
Table Tennis	10	n/a
Yoga	66	60
Walking	9	n/a
Muscles in Motion	212	318
Total	2131	2875

Meals		
Home Del Meals	12	16
Site Meals	78	148
Total	90	164
Transportation		
Passengers	58	52
Total Miles	2421	2485
Total Trips	489	438
Wheelchairs	45	56
Volunteer Hours	32	15
Donations	\$268.00	\$274
New Riders	3	3

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 5 YAC Members Attended August Meeting, Welcomed 3 Guests
- 6 YAC Members and Advisor Assembled No-Sew Fleece Blankets
- 7 YAC Members and Advisor Volunteered at Back to School Festival
- 4 YAC Members and Advisor Picked Up Trash on James Avenue
- 3 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Held its regular monthly meeting.

➤ **Kids' After School Program**

- **Special activities** with KAP included a visit to Pocahontas State Park, a visit to White Bank Park, goLead Institute and the Back to School festival.
- **Field Trainings:** August 25th & 26th, 2014- Criminal Justice Class.

➤ **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**

- Workforce Development/POWER Planning Meetings
- School Board Meeting
- Juvenile and Domestic Violence Task Force Meeting
- Kiwanis Meetings
- Family Assessment & Planning Team
- Field Instructor Meeting @ VSU
- Community Policy & Management Team meeting
- Regional Suicide Prevention Summit
- Central Virginia Marijuana Task Force
- Families First program.

➤ **Diversion Program Participation**

- **Community Service**
9 youth completed 131 hours of Service Learning.
- **Shoplifting Diversion**
20 youth and a parent attended the Shoplifting Diversion Program
- **Case Management**
2 youth and families began Case Management Services

Four Teens Completed 26 Hours of Service Learning

4 Teens and 1 Supervisor Completed Youth Service Corps Program at Pocahontas State Park

Attended Dream Team Orientation for 21 incoming 6th grade students and their parents to provide information on Office on Youth and Community Resources

Attended CHHS Freshman Orientation to share Youth Advisory Council Information

11 Youth completed and 2 staff facilitated goLEAD Institute

XII. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2014	89	\$24,250.55	8	\$6,119.43
2013	68	\$18,718.40	2	\$ 276.53

XII. FLEET MAINTENANCE (CONTINUED):

All repairs are normal maintenance issues, and we are also preparing 3 new police units and 1 new Sheriff's unit for service.

The sublet repairs consist of the following:

Dealer Repair	\$5,280.19
Welding	113.25
Tire Repair	252.74
Alignment	223.25
Exhaust	250.00