

CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 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 three (3) permits and closed out one (1) permit.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 57 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (12) locations, responded to (03) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (86) locations.
- Trimmed tree/bushes limbs at (02) locations and responded to (03) miscellaneous tree requests.
- City's Contractor trimmed (06) trees, cut/removed (10) trees, grinded (11) stumps at various locations throughout the City and cleaned an alley behind Wakefield Avenue.
- Cut grass, cut roots, graded, raked, cleaned and placed 4 tons of 21a stone on Roslyn Trail off Boulevard near Appomattox River.
- Utilized (02) Community Service Workers for the month.

Recycling Center

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

Storm Water and Drainage

- Cleaned (69) catch basins, (01) ditch, (04) curb and gutters, (02) drainage pipes, (10) outfalls/BMPs and responded to (02) miscellaneous drainage requests.
- Repaired a storm sewer pipe at (01) location.
- Concrete Crew repaired/replaced (15) feet of curb and gutter at (02) locations, (16) feet of sidewalk at (02) locations, patched trip hazard/cracks with cement all product at (04) locations, and responded to (01) concrete miscellaneous request.
- Assisted Fire/Police Department with oil spill by placing sand and sweeping starting on Plumtree, Meridian, and Piedmont Avenues to City Limits.
- Street sweeper collected (06) cubic yards of debris from (02) locations.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (15) potholes, (05) utility cuts, (32) low area, (01) storm sewer cut, (02) gutter pans/curbs and responded to miscellaneous asphalt request at (01) location.
- Placed gravel in utility cuts at (01) location, sinkhole at (01) location and shoulder of the street at (01) location.
- Graded/cleaned alley at (04) locations.
- Cleaned and preformed preventive maintenance/repairs on City's vehicles.

Wastewater Utility

- Responded to (06) sewer backups, flushed sewer line at (01) location, installed (01) cleanout and responded to (06) sewer miscellaneous requests.
- Sprayed for sewer roaches at (01) location.
- Camera sewer main at (01) location.
- Repaired sewer main at (01) location.
- Placed a by-pass pump on Lafayette Avenue due to a sewer line collapsing, until City's contactor can make repairs. Monitor pump, flushed main line and placed detour signs out after hours.
- Continue monitoring all pump stations and methane pump daily.
- Cut and trimmed grass around Water Towers and Pump Stations.

Water Utility

- Replaced (34) meters, (01) meter top and responded to (03) water miscellaneous requests.
- Repaired (01) water main, (01) service saddler, replaced/repared (02) service lines from meter to main and repaired (01) meter leak.
- Cleaned (06) meter boxes.
- Raised meter box at (02) locations.
- Located water service at 801 Boulevard and found a 4" main water line that was not on the map.
- Turned service off at (01) location for leak in house.
- Continued flushing and inspections of Fire Hydrants until October 22nd.
- Backflow/Cross Connection Technician conducted (24) surveys, (19) completed, (05) incomplete and assisted with locating water and sewer lines, performed (100) hours.
- Collected weekly routine water samples.
- Collected Lead & Copper Water samples and performed UCMR3 testing.
- Miss Utility locating required (200) man-hours.

II. PLANNING DEPARTMENT:

	Month	YTD
Code Enforcement		
Tall Grass		
Violations	103	345
Violations Resolved	68	310
Contractor Properties Cut	15	42
Total Inspections	206	448
Inoperable Motor Vehicles		
Violations	7	36
Violations Resolved	0	29
Vehicles Towed	0	4
Total Inspections	14	173
Building Code		
Violations	2	55
Violations Resolved	0	21
Total Inspections	4	115
Property Maintenance		
Violations	16	83
Violations Resolved	0	50
Total Inspections	32	262
House Numbers		
Violations	0	10
Violations Resolved	0	10
Total Inspections	0	34
Zoning		
Violations	15	123
Violations Resolved	0	99
Total Inspections	30	224
Signs		
Violations	9	53
Violations Resolved	1	43
Total Inspections	9	62
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	295	1373

	Month	YTD
Building Permits		
Permits		
New Residential	2	9
Cost	\$ 525,000	\$ 1,318,000
Residential Additions	7	51
Demolitions	0	1
Commercial	3	50
Cost	\$ 360,000	\$ 3,675,056
Plumbing	13	85
Electrical	16	132
Mechanical	7	55
Swimming Pool	0	8
Fence	2	13
Signs	7	73
Delta Bus Co - 1412 Boulevard		
Supercuts - 3107 Boulevard		
Kick Stars Martial Arts - 8 Dunlop Village Shopping Center		
Rawlings Learning & Testing Center - 579 Southpark Boulevard		
Callaborative Arthritis Care (2 signs) - 300A Temple Lake Drive		
Vogue Flowers - 88 Dunlop Village		
TOTAL PERMITS	57	477

	Month	YTD
Building Inspections		
Residential	98	687
Commercial	30	1156
Other Activities		
Water Shut Off letters	3	17
Court Cases	0	3
TOTAL INSPECTIONS	131	1863

	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 and site visits have begun
Three others have been placed on the wait list
Projects out to bid in October
Appomattox River Greenway Trail
Phase 3 - Basically complete - punch list and ramp repairs still need to be finalized
Ribbon Cutting 10-16-14
Phase 4 - City & VDOT review of 50% plans completed - 90% design underway
Phase 5 - MAP 21 grant applications being prepared
Violet Bank Historic District
The state budget issues have been resolved and the RFP to hire a consultant to write the nomination for the Violet Bank Historic District has been approved. A timeframe has not been determined.
Safe Routes to School
Decided not to pursue for 2015 due to major drainage issues in the area and lack of good locations for sidewalks that would serve Lakeview Elementary.
Comprehensive Plan Update
Implementation schedule tabled by Planning Commission until after Council acts on Plan.
Council discussion scheduled for 11-14-14.

GRAND TOTAL INSPECTIONS	426	3324
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II. PLANNING DEPARTMENT (CONTINUED):

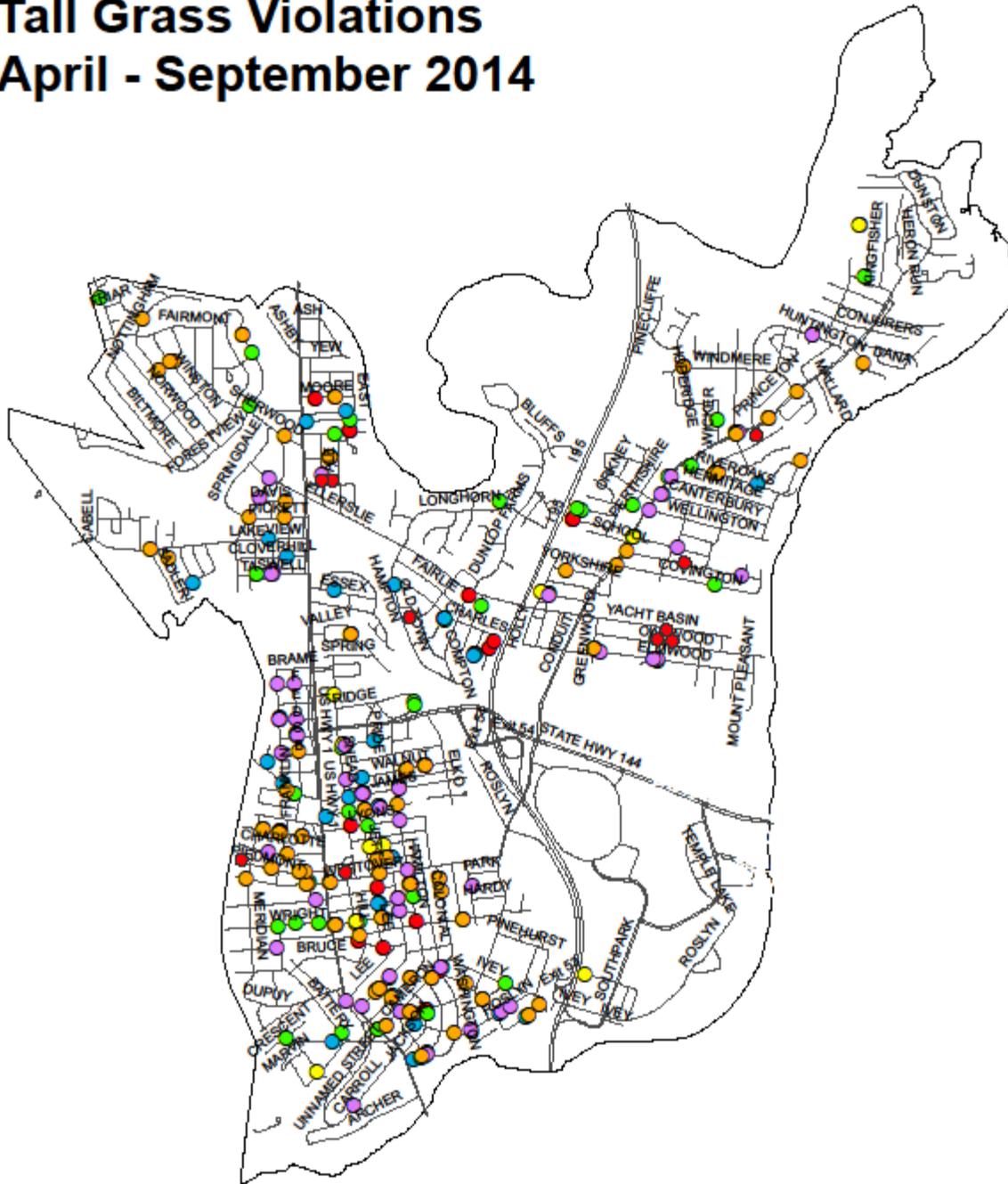
Tall Grass Report	2014							Total
	April	May	June	July	Aug	Sept		
Violations	33	50	42	17	82	103	327	
Violations resolved	33	50	42	17	82	63	287	
Contractor Grass Cut	0	6	3	3	15	15	42	
Total Inspections	50	74	78	62	164	206	634	

	2013							Total
	April	May	June	July	Aug	Sept		
Violations	24	179	78	259	78	73	691	
Violations resolved	24	64	23	167	39	63	628	
Contractor Grass Cut		13	10	18	10	10	51	
Total Inspections	25	251	156	426	156	156	1170	

	2012							Total
	April	May	June	July	Aug	Sept		
Violations	93	66	41	52	79	38	369	
Violations resolved	50	59	28	34	37	31	338	
Contractor Grass Cut	no data							
Total Inspections	143	108	91	98	107	59	606	

II. PLANNING DEPARTMENT (CONTINUED):

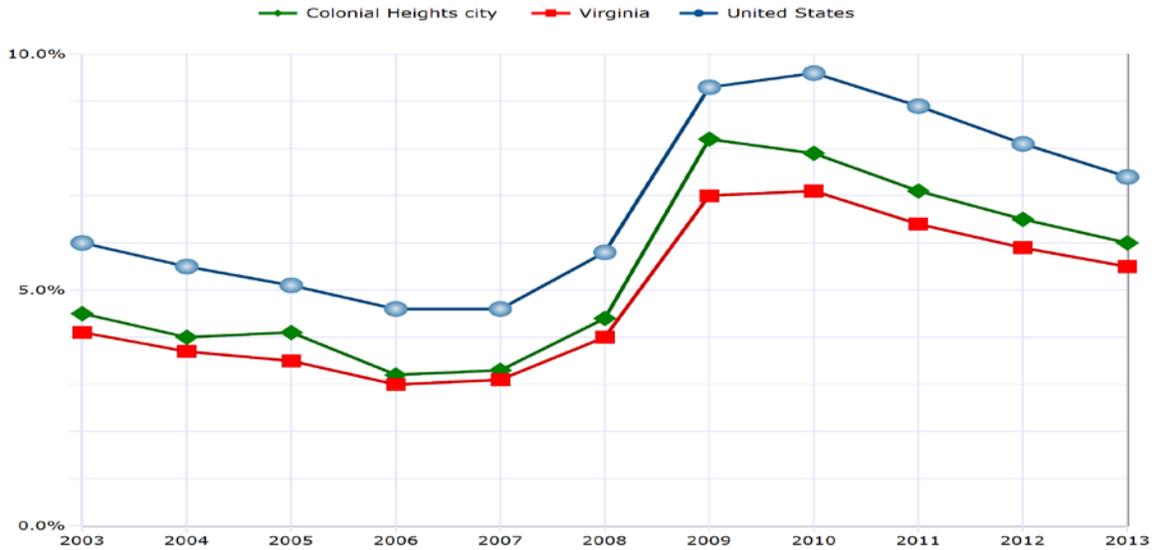
Tall Grass Violations April - September 2014



- | | |
|-------------------|-----------------------|
| ● April Violation | ● July Violation |
| ● May Violation | ● August Violation |
| ● June Violation | ● September Violation |

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT TRENDS Colonial Heights city



	Colonial Heights city	Virginia	United States
2003	4.5%	4.1%	6.0%
2004	4.0%	3.7%	5.5%
2005	4.1%	3.5%	5.1%
2006	3.2%	3.0%	4.6%
2007	3.3%	3.1%	4.6%
2008	4.4%	4.0%	5.8%
2009	8.2%	7.0%	9.3%
2010	7.9%	7.1%	9.6%
2011	7.1%	6.4%	8.9%
2012	6.5%	5.9%	8.1%
2013	6.0%	5.5%	7.4%

Labor Force, Employment and Unemployment for Colonial Heights city in August, 2014

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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,173	8,626	547	6.0%	No

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

☆ **Prospect Activity**

Direct Requests for Information:	4
Sites/Bldgs. Submitted:	1
Active Projects:	1

- These numbers do not reflect projects already underway such as Aldi, Steak n' Shake, etc.

☆ **Business Visits**

Virginia Community Bank
Presidential Mortgage Group
REDC Community Capital Group

IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,858 calls for service during the month of September, 2014. During the same month last year, we responded to 3,257 calls for service—an 18% increase. We had no reported robberies this month, and two were reported in September of 2013—a 100% decrease. There were no reported aggravated assaults this September, while two (2) were reported during the month of September, 2013—a 100% decrease. We had five (5) reported burglaries in September, 2014, compared with six (6) reported during the month of September, 2013—a 17% increase. There were 91 Part I, or serious, crimes reported to the Colonial Heights Police Department in September, 2014. Fifty-five (55) of those, or 65%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of September was an outstanding month. Even though the calls for service increased, there was a decrease in the more serious (Part I) types of calls.
- ✓ We are excited to report that we had the opportunity to recognize one of our own at the MADD (Mothers Against Drunk Driving) Awards ceremony in Richmond. Officer Robert Simmons took home top honors for having the most impaired driving arrests in the entire Richmond area. Even though our department has always been known for its stance on drunk driving and the number of arrests we make, this was the first time that one of our officers led the area in arrests. We are very proud of Officer Simmons and his accomplishments in 2013, and he is off to an even better 2014.
- ✓ This past month, we received welcome news that our request for body-worn cameras was approved and supported by City Council. We feel this will service our community in a most positive manner. We are also endeavoring to add a tracking canine to our department and are welcoming donations from the community to accomplish this goal, further enhancing the services that we offer.
- ✓ We currently have one position open within the department, as we received a school resource officer grant over the summer. Advertising will begin this month to fill the position. Consideration is being given to possibly just sending someone to the police academy. We are also excited to report that Officer Rodney Woodson has returned from his military obligations. He has hit the ground running and we are all better for it.
- ✓ Last but not least, we are looking to take advantage of Glock's weapon replacement program offered to police agencies. We have several handguns that are eligible for replacement and have made arrangements to possibly trade seized handguns, along with our used handguns, for new ones. Updates on this will follow.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports a solid month from both Uniform Patrol and the Special Operations Unit:
 - Officer Robert Simmons represented our department at the M.A.D.D. awards for having the highest number of impaired driving arrests in our agency. However, the biggest surprise was his having the most arrests for the entire area.
 - With respect to the M.A.D.D. awards – Sgt. Robert Helms is at 499 DUI arrests. We will formally recognize him once he gets his 500th impaired driving arrest.

IV. POLICE DEPARTMENT (CONTINUED):

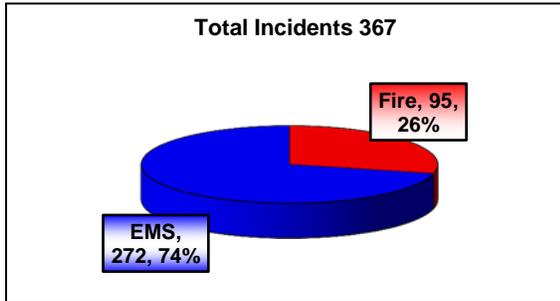
- Career Officer Jeff Santini conducted three extraditions during September from New Jersey, New York and Pennsylvania.
 - Preparations are being made to increase our Auxiliary Police force. Applications are being compiled in-house and background investigations will follow.
 - We are most proud to announce that Auxiliary Sergeant Scott Young has been promoted to the rank of lieutenant, and Auxiliary Officer Richard Hubbell has been promoted to sergeant.
 - Our Animal Control staff continues to network with surrounding rescue groups in finding homes for both dogs and cats that are in need.
 - Our Auxiliary and Sentinel volunteers contributed 216 hours of service during the month of September, 2014. The majority came from the September football games and walks/races.
- ✓ Our Special Operations Unit, led by Lt. Dann Ferguson, was in a transition period as changes and new training were on the forefront. The unit was very active as they initiated 37 new cases, with 17 of those strictly for narcotics violations. They also issued 30 traffic summonses, obtained 30 felony warrants, 33 misdemeanor warrants and served four (4) outstanding warrants. Overall, the unit made 17 narcotics-related arrests and six (6) for weapon violations.
- ✓ The unit also renewed all of our Trespassing Enforcement Authorization agreements with various businesses and private property entities. Emphasis has been on the private property of Roslyn Farms for the Food Bank. They are also looking to post the old Walgreen's property as "no trespassing". That area has kept patrol units busy on the weekends with trespassers who continue to make unnecessary noise and litter on the site.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as being very busy. Highlights from their reported activities are as follows:
- Many police personnel participated in "Community Helpers Day" at Tussing Elementary.
 - Sgt. Long assisted with a "mock" accreditation in Brunswick County.
 - Master Officer Sophie Benkendorf assisted Career Officer Jeff Santini with the extradition of a female prisoner from New Jersey.
 - At our *Drug Take-Back* event, over 217 pounds of unwanted and unused medication was taken in to be destroyed.
 - All three School Resource Officers reported very busy starts to the school year, meeting new students and teachers, making residency checks, conducting security checks, and testing alarms.
 - Grants continuing to be managed include three Department of Criminal Justice Services School Resource Officer grants; the 2014 DMV Highway Safety Grant; and a 2014 DCJS Local Law Enforcement Block (LLEBG) Grant.
- ✓ Our **Investigations Division** has been busy catching up on other cases during the month. Detectives were assigned 12 new cases for the month, with six (6) of those investigations being cleared. Thirteen concealed weapon permits were also processed, as well as three (3) precious metals permits and four (4) massage therapist permits. Cases include several frauds, grand larceny, child neglect, child pornography, counterfeit currency, embezzlement and burglary.
- ✓ Overall, we made 379 arrests for the month, including 94 felonies and 268 misdemeanors; worked 81 crashes; wrote 600 traffic citations; executed 1,285 traffic stops; affected 17 DUI arrests and 60 drug arrests; and issued 49 parking citations.
- ✓ **Master Officer Gregory A. Thinnes** was been selected as our **Employee of the Month** for August, 2014.
- ✓ On August 24, 2014, Master Officer Thinnes was involved in a vehicle pursuit which ended with the suspect exiting the vehicle and pointing a handgun at him. Officer Thinnes discharged his service weapon and was able to end the threat. He remained calm and professional throughout the event and showed great courage under the most difficult of situations. Relying on his experience and training,

IV. POLICE DEPARTMENT (CONTINUED):

he was able to bring this incident to a positive conclusion, saving his life and possibly the lives of additional responding units.

- ✓ It is not often that any of us is called upon to make similar life or death decisions. Fortunately, Greg was able to respond and react, disarming the threat without further incident. He protected himself and all of the innocent residents in this quiet neighborhood from a fleeing criminal. For this reason, Greg was the obvious choice to receive this month's *Employee of the Month Award*.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 95

(Total Fire Loss \$20,800):

Total Patients transported: 206

(Total EMS incidents 272)

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

(average response time 5:47 minutes)

EMS units arrived on scene in less than 9 minutes on 99.2% of emergency incidents.

(average response time 5:15 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	3	Electrical Problem	3	Good Intent Calls	23
Dumpster/Trash Fire	1	Power Line Down	1	Public Service	31
Passenger vehicle Fire	1	Gas or Chemical leak/spill	1	Alarm Activation (no fire)	13
Outside Storage	1	Overheated Motor	2	Child Seat installation	7
		Gas Leak (natural or LPG)	2	Smoke detector installation	1
		Hazardous Condition, other	4	Knox Box installation	1
M/A to Chesterfield Fire	5	M/A from Fort Lee Fire	1		
M/A to Hopewell Fire	1	M/A from Chesterfield Fire	4		
M/A First Responder Chesterfield EMS	5				
M/A to Petersburg Fire	1				
M/A to Crater Regional HAZ-MAT	1				

EMS Division (number of patients treated)

Abdominal Pain	13	Diabetic Hyperglycemia	1	Poisoning/Drug Ingestion	3
Airway Obstruction	1	Diabetic Hypoglycemia	2	Respiratory Distress	12
Allergic Reaction	4	ETOH Abuse	1	Seizure	9
Altered Mental State	6	Fever/Hyperthermia	4	Stroke/CVA	3
Back Pain	5	G.I. Bleed	1	Substance/Drug Abuse	3
Behavioral/Psychiatric	3	General Malaise	2	Syncope/Fainting	3
Cardiac Arrest	2	Headache	2	Traumatic Injury	39
Cardiac Rhythm Disturbance	8	Hypotension	2	Unconscious	2
Chest Pain/Discomfort	22	Nausea/Vomiting	4	Weakness	13
Congestive Heart Failure	1	OB/Pregnancy (non-delivery)	1	Other	52
COPD	3	Obvious Death	3		
Dehydration	1	Pain	23		
M/A to Petersburg EMS	2	M/A received from Petersburg EMS	3		
		M/A received from Chesterfield EMS	1		

V. FIRE DEPARTMENT (CONTINUED):

<u>EMS Transports (by facility)</u>		
Southside Regional Medical Center	168	81.55%
John Randolph Medical Center	14	6.80%
CJW Medical Center –Chippenham Campus	13	6.31%
St. Francis Medical Center	5	2.43%
VCU Health Systems	5	2.43%
Henrico Doctors’ Hospital Forest	1	0.49%
Total:	206	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,044

No alarm citations were processed during September.

Purchasing - 240 total purchase orders completed with 201 being processed by the purchasing and 39 departmental purchases being reviewed as compared to 269 being completed for the same period in 2013. In addition 138 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #14-070203-1029 – Financial Advisory Services - Sealed Bid issued July 16th with bids received Aug 1st. Interviews will be held and vendor will be under contract in October.
- Invitation #14-082202-1031- Library Periodicals - Sealed Bid issued August 6th with bids received August 22nd. Bids were reviewed by Library staff & contract will be negotiated in October.
- Invitation #14-091902-1032 – White Sand Court Pavement Repair. Sealed Bid issued September 3rd with bids received September 19th. Contract documents being reviewed by City Attorney.
- Invitation #14100102-1033 Right Turn Lane Extension at Temple Ave. Sealed Bid issued September 5th with bids received October 1st.

Other Purchasing Activity:

- Meeting held on warranty/punch list items Courthouse IT items.
- Issued PO for biannual structure safety inspection for City bridges.
- Issued PO for “cloud” document management system for the Police Department.
- Purchased mobile phone forensics system for Police Department.
- Informal Proposal issued for dugout design at Shepherd Stadium.
- Issued PO for Thermal Imaging Camera for Fire Department.
- Issued PO for truck lift for Fleet Maintenance Department.
- Emergency quote issued for sewer replacement at Danville Avenue & Lafayette Avenue

Risk Activity:

- A claim was filed for damage to an auto from rock thrown during City weed eating.
- A claim was filed for fall at Shepherd Stadium during the BIB tournament.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,794

Delinquent Notices Sent – 761 or 21.1% with 84 cut off for nonpayment.

Set off debt collected for September - \$0.

VII. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Fire & EMS/Communications

Public Works

Public Works

Office on Youth

Position

Telecommunicator

Public Works Technician

Utility Technician

Site Supervisor (Part-time)

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Telecommunicator	230	1,430
Public Works Technician	45	514
Utility Technician	33	419
Site Supervisor (Part-time)	30	355

Training

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

Miscellaneous

- ☆ A system enhancement was released for the City’s on-line application system, which created a more user friendly website for applicants. The enhancement contained a redesigned applications and status page, improved the jobseeker “Help” navigator, and updated browser capability.
- ☆ Participated in an International Personnel Management Association (Virginia Chapter) board meeting on September 12, 2014 to review and plan regional training and seminar events.
- ☆ Attended the annual VML Insurance Programs Fall 2014 workshop on September 25, 2014 in Williamsburg, Virginia. Topics included: FMLA/ADA/WC regulations, sovereign immunity overview, crisis communications, and compensable/non-compensable workers’ compensation claims.

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>
09-10-14	Planning/Bldg Inspections	Small laceration to head during attic inspection.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City’s website, www.colonialheightsva.gov, had 64,844 page views in the month of September.

<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. Animal Shelter 5. Departments 6. Police 7. Yard Sales 8. Recreation & Parks 9. Records & Property Tax Maps 10. Education & Schools 11. Recreation Programs 12. Sports & Athletics 13. Online Bill Pay 14. Christmas Parade 15. Real Estate Assessments 	<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">  Maryland  North Carolina  District of Columbia  California  Ohio
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X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Instructor Based Programs

Karate	15	7
Belly Dancing	2	6
Cardio Blast + Strong	8	13
Zumba	11	16
Tots Playgroup	13	n/a
Drawing Class	2	n/a
Middle School Dance	27	57
Youth Painting Class	2	3

Facility Usage

Community Room Attendance	1,020	1,171
Community Room Reservations	26	25
Pavilion Attendance	2,650	2,385
Pavilion Reservations	37	39
Field Attendance	2,850	1,940
Field Rentals	50	42
Teen Center Attendance-CHHS Students	175	52
Teen Center Attendance-CHMS Students	588	265

Violet Bank Museum

	2014	2013
Attendance	177	222

- Distributed brochures to area venues
- Daily tours
- Program preparation
- Donations: \$205
- Received visitors from the international countries of Chili and Canada
- Received visitors from Virginia, Washington State, California, New York, Tennessee, Florida, New Jersey, Texas, Connecticut, Washington D.C. and Maryland

AGENCY ON AGING

Activities

	2014	2013
AARP	32	28
Bingo in Center	64	90
Bowling	256	288
Bridge-Party	68	64
Bridge-Tournament	120	112
Crochet & Knitting	48	82
Golf at Prince George	600	480
Senior Advisory Board Meeting	6	n/a
Senior Club Meeting	75	85
Senior Dance	128	108
Sing A-Long	48	42
Sing-a-Long CH Health Care Ctr.	12	14
Senior Club Board Meeting	n/a	10
Table Games	n/a	15
Movie	n/a	14

Meals

	2014	2013
Home Delivered Meals	15	20
Site Meals	118	60

Transportation

	2014	2013
Passengers	87	59
Total Miles	3140	2372
Total Trips	571	453
Wheelchairs	30	40
Volunteer Hours	32	15
Donations	\$192	\$307

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Awareness/Education		
Flu Shots	35	32
TRIAD	16	30
Wednesday Wellness	14	n/a
Classes		
Arrowhead Quilt Block Class	18	16
Bob Ross Video Class	8	0
Kay's Oil Painting	n/a	20
Gems by James (painting class)	24	0
Faye Henderson Watercolor Class	36	32
Painters Group	24	48
Tap Dance-Advance	105	77
Tap Dance-Intermediate	59	71
Watercolor Painting	12	14
Splash of Color Workshop	8	16
Sewing Class	12	19
Open Quilting	68	48
Quilting for the Vets	16	18
Fitness		
Cardio	213	200
Floor Exercises	n/a	30
Sit Down Exercises	298	254
Strength Training Class	177	124
Tai Chi	25	36
Tennis	4	n/a
Yoga	91	54
Walking	12	n/a
Trips		
Quilting Trip	n/a	8
Riverside	26	n/a
Total	2758	2772

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 15 YAC Members Attended September Meeting, Welcomed 1 Guest
- 3 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- No monthly meeting; attended Boards & Commissions recognition event.

➤ **Kids' After School Program**

- Began in 3 of 4 schools on September 8, 2014. Current enrollment is 66.
- Volunteers- VSU=32, community=2
- Interns-3 and work-study students - 8

➤ **Substance Abuse Prevention Activities**

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

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

➤ **Ongoing Monthly Meeting/Trainings**

- Workforce Development/POWER Planning Meetings
- POWER Youth Council Meeting
- Juvenile and Domestic Violence Task Force Meeting
- SAMHSA Webinar: Substance Abuse and Suicide, Part 1
- Family Education Program: Why Can't They Just Stop? With Barbara Burke
- Marijuana: Legalization and Criminalization with Monte Stiles
- Positive Parenting Coalition
- CAAN-DUU Coalition
- Interagency Prevention Team
- Applied Suicide Intervention Skills Training for Trainers at Fort Lee
- CERT Survivor Day
- Kiwanis Meetings and Shrimp Feast

➤ **Diversion Program Participation**

• **Community Service**

4 youth completed 56 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

One Teen Completed 13 Hours of Service Learning

Presentation of goLEAD Institute at HandsOn Greater Richmond
 Attended CARES Annual Fundraiser and Homeless Awareness Event

XII. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2014	58	\$18,174.54	6	\$2,301.74
2013	88	\$30,472.22	5	\$ 926.55

Most repairs are normal maintenance issues.

Sublet repairs consist of:

Seat Repairs	\$570.00
Towing	\$145.00
Alignment	\$1208.07
Dealer Repair	\$313.67
Glass Repair	\$65.00

Maintenance cost for the first fiscal quarter this year compared to the last 5 are

2014//2015	\$74,464.78
2013/2014	\$67,183.56
2012/2013	\$61,280.99
2011/2012	\$75,852.23
2010/2011	\$56,330.35
2009/2010	\$52,399.76