

CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 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*** –Contractor to begin construction of curb and gutter at southern end of project. Final grading for installation of asphalt surface anticipated in November. City and Contractor have met in order to coordinate parade route along Boulevard.
- ***Safe Routes to Schools- Phase 2 (Middle School), UPC 102836*** – Construction drawings under review. Construction planned for Spring 2015.
- ***Safe Routes to Schools (North Elementary School Phase I) UPC 105233*** – Authorization to begin Preliminary Engineering has been received from VDOT.
- ***Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188*** – Awaiting agreements and Federal Authorization from VDOT.
- ***Holly Avenue Reconstruction(Revenue Sharing) (UPC 105690)*** – Project Agreements received from VDOT. Preliminary Engineering to begin Winter 2014.
- ***Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)*** – Project completed October 27. Contractor has been provided with punch list of items requiring correction.
- ***Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)*** – VDOT issued Authorization to Award the construction contract to Shoosmith Construction on November 5. Construction anticipated early 2015.
- ***Dupuy Avenue Modernization, UPC 101287*** – Right of Way acquisition in process. Negotiations have begun with property owners.
- ***Lakeview Avenue Modernization, UPC 101288*** – Right of Way Authorization received from VDOT. R/W process has been initiated.
- ***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 winter 2014.
- ***White Sands Court Pavement Construction (UPC 104508)*** – Project complete.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – Scoping Forms and Environmental documents are being reviewed by VDOT. Signals include (Temple & Boulevard; Temple & Hamilton; Temple & Conduit; Temple & Southpark; and Temple & Charles Dimmock). Project is in Scoping and Environmental.
- ***Appomattox Green River Trail Phase III (UPC 105236)*** - Construction of Phase III complete. Punch list to be completed in early November 2014
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Construction drawings being prepared by City consultant. Construction expected to begin Summer 2015.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Utilities Capital Projects

- **Boulevard Water and Sewer Replacement** – Contractor has approximately 400' of water main remaining to be installed with 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.
- **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** – Engineering review of Construction Documents. Project to be solicited and awarded by December 2014. Construction completion expected spring 2016.
- **Snead Avenue Drainage Project** – Invitation for Bids has been issued. Construction to begin November 2014.
- **Emergency Sanitary Sewer repair – Danville and Lafayette Avenue** – Approximately 400' of 8" sanitary sewer line failed creating sewage backups and creating a safety hazard due to pavement cave-in in September. Solicitation for bids on an emergency basis were issued and received in October. Estimated costs are \$ 330,000.

Plan Reviews

- Received and reviewed four (4) plats.
- **Redevelopment of 401 Temple Avenue (Kroger)** – Engineering is providing responses to comments and questions from Kroger design team to support submission of Construction plans for approval.

Right-of-Way Permits

- Issued sixteen (16) permits and closed out thirteen (13) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 71 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (11) locations, responded to (03) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (72) locations.
- Trimmed tree/bushes limbs at (05) locations, cut/removed (03) trees on railroad bed behind Biltmore Drive and removed trees limbs that was dumped on City property at (02) locations.
- City's Contractor cut/removed (01) large dead tree at the dead end of Marvin Avenue.
- Cut/removed tree fallen in street on Hope Ridge Court.
- Prepared vehicles for leaf season beginning November 10, 2014.
- Interviews for Public Works Technician completed waiting for Back ground check and Physical Exam results.

Recycling Center

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

Storm Water and Drainage

- Cleaned (50) catch basins, (01) curb and gutters, (01) storm sewer manhole, (06) outfalls/BMPs and responded to (04) miscellaneous drainage requests.
- Concrete Crew repaired/replaced 20 feet of curb and gutter at (02) locations, 191 feet of sidewalk at (05) locations, 12' of gutter pan at (01) location, a 4' x 5' and a 3' x 3' section of sidewalk at

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

(02) locations, patched cracks in sidewalk with cement all product at (01) location, grinded 2 sidewalk trip hazards at (01) location and responded to (01) concrete miscellaneous request.

- Placed topsoil in sinkholes at (04) locations.
- Street sweeper collected (08) cubic yards of debris from Dunston Point Parkway a citizen request.

Transportation

- Placed Asphalt in (23) potholes, (14) utility cuts, (08) low area, (02) driveways, (01) shoulder, (01) drainage swell, (02) gutter pans/curbs and responded to miscellaneous asphalt request at (01) location.
- Placed gravel in utility cuts at (02) locations, sinkhole at (02) locations and potholes at (01) location.
- Graded parking lot gravel area at Appamatuck Park off Archer Avenue.
- Placed stone, graded and compacted on the Appomattox River Trail new section off the Boulevard.
- Cleaned graffiti from Martin Luther King Bridge.
- Assisted Police Department setting up Message Board for VSU Homecoming and Boulevard repairs expect delays, set up detour signs on Dupuy Avenue after accident until pole can be repaired and blocked off entrance to Walgreens on Boulevard business closed.
- Cleaned and preformed preventive maintenance/repairs on City's vehicles.

Wastewater Utility

- Responded to (10) sewer backups, flushed sewer line at (06) locations, installed (04) cleanouts and responded to (08) sewer miscellaneous requests.
- Sprayed for sewer roaches at (01) location.
- Repaired sewer main at (01) location, sewer lateral at (01) location.
- Replaced sewer cleanout top at (02) locations.
- Placed topsoil around cleanout at (01) location.
- Continued checking by-pass pump, flushed main line to unstop backup, and replaced battery in pump due to collapsed sewer line after hours at Danville and Lafayette Avenues.
- Cleaned pumps and responded to alarm after hours at Main Pump Station.
- Responded to pump station overflowing after hours, washed down wet and cleaned floats at Conjurers Neck Pump Station.
- Responded to a fire alarm in dry well after hours, placed blower in well and blew in clean air at Hrouda Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- Cut and trimmed grass around Water Towers and Pump Stations.
- Interviews for Utilities Technician completed waiting for Back ground check and Physical Exam results.

Water Utility

- Replaced (17) meters, (04) meter top, (02) meter boxes and responded to (09) water miscellaneous requests.
- Repaired (06) water mains, (02) services lines, and repaired (05) meter leaks.
- Cleaned (03) meter boxes.
- Relocated water service at (02) locations, cleaned and flushed a valve box and capped off a water line for City's contractor Boulevard Project.
- Removed a 6" valve between Richmond and Norfolk Avenues.
- Replaced 3-6" valves and a 6" MJ Cross valve at Richmond Avenue and Hill Place.
- Responded to discolored water, ran fire hydrant to clear at (01) location.
- Finished flushing and inspecting Fire Hydrants.
-

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Backflow/Cross Connection Technician conducted (81) surveys, (54) completed, (27) incomplete and assisted with locating water and sewer lines, performed (16) hours.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Performed bacterial sample and disinfected by products and sent these to Richmond lab for testing.
- Miss Utility locating required (240) man-hours.

II. PLANNING DEPARTMENT:

	Month	YTD
Code Enforcement		
Tall Grass		
Violations	9	354
Violations Resolved	0	345
Contractor Properties Cut	0	42
Total Inspections	18	466
Inoperable Motor Vehicles		
Violations	7	43
Violations Resolved	0	36
Vehicles Towed	0	4
Total Inspections	14	187
Building Code		
Violations	0	55
Violations Resolved	0	21
Total Inspections	0	115
Property Maintenance		
Violations	7	90
Violations Resolved	0	50
Total Inspections	14	276
House Numbers		
Violations	0	10
Violations Resolved	0	10
Total Inspections	0	34
Zoning		
Violations	8	131
Violations Resolved	0	99
Total Inspections	30	224
Signs		
Violations	3	56
Violations Resolved	1	51
Total Inspections	6	68
Graffiti		
Violations	1	16
Violations Resolved	0	15
Total Inspections	1	47
Other/Miscellaneous		
Violations	0	3
Violations Resolved	0	3
Total Inspections	0	9
TOTAL INSPECTIONS	83	1426

	Month	YTD
Building Permits		
Permits		
New Residential		
Cost	\$ 270,000	\$ 1,588,000
Residential Additions	12	63
Demolitions	0	1
Commercial		
Cost	\$ 422,000	\$ 4,097,056
Plumbing	9	94
Electrical	8	140
Mechanical	9	64
Swimming Pool	0	8
Fence	2	16
Signs	8	81
Great Clips - 1058 Temple Avenue		
Napier Realtor - Dunlop Village		
Pediatric Dentistry & Orthodontics - 651 Southpark Boulevard		
Martins - Colonial Square Shopping Center		
Metropcs - 559 Southpark Boulevard		
BP - 915 Boulevard		
Nobels Tax Service - 2200 Boulevard, Suite E		
Southpark Square - Temple Avenue		
TOTAL PERMITS	51	529

	Month	YTD
Building Inspections		
Residential	120	807
Commercial	43	1199
Other Activities		
Water Shut Off letters	0	17
Court Cases	1	4
TOTAL INSPECTIONS	164	2027

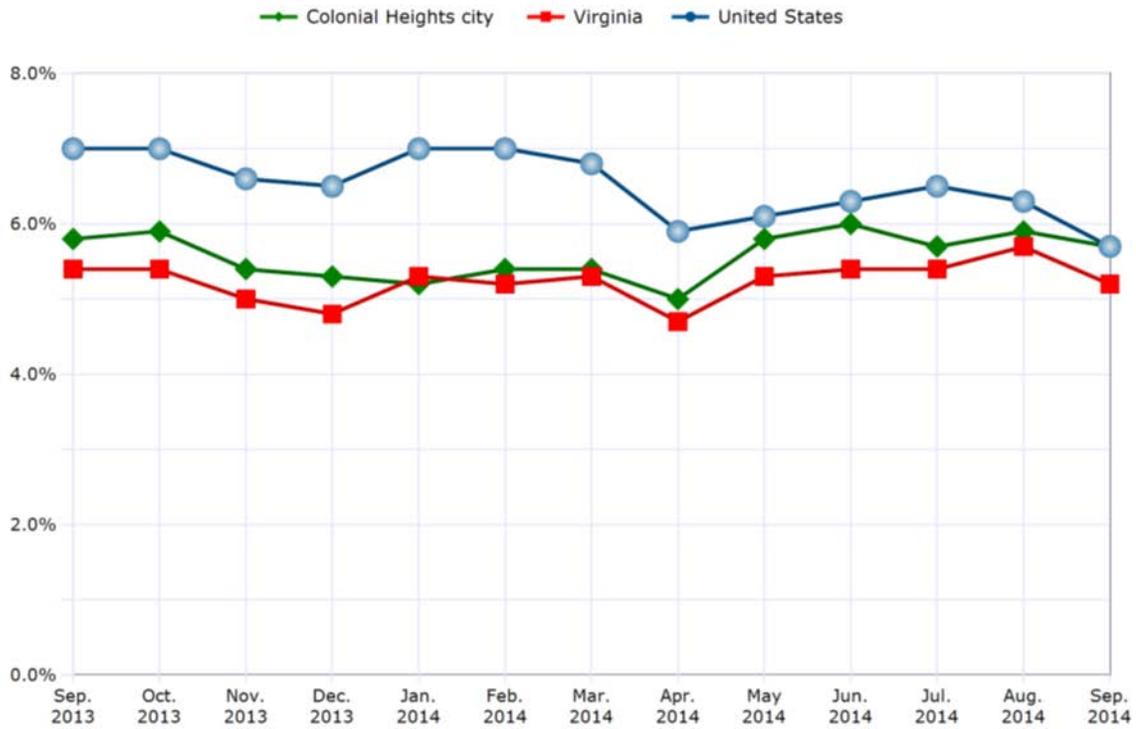
	Month	YTD
Rental Inspections		
Phase II		
Total Units Inspected	0	67
SF Dwellings	0	49
Duplex	0	18
Apartments	0	0
First Inspection		
Passed	0	88
Failed	0	0
Second Inspection		
Passed	0	0
Failed	0	0
4 year Certif Issued	0	77
Apartment Complexes	0	4
No of Units Certified	0	205
TOTAL INSPECTIONS	0	88

Programs & Projects		
Emergency Home Repair (CDBG)		
Five applicant contracts signed.		
Expect 2 others to be approved.		
Apomattox River Greenway Trail		
Phase 3 - Complete - punch list prepared		
Ribbon Cutting 10-16-14		
Phase 4 - City & VDOT review of 50% plans completed - 90% design underway		
Phase 5 - MAP 21 grant applications submitted		
Violet Bank Historic District		
The state budget issues have been resolved and the RFP for the hire a consultant to write the nomination for the Violet Bank Historic District has been approved. Timeframe has not been determined		
Safe Routes to School		
A Transportation Alternative Program Application was submitted for the Blvd. Pedestrian Safety project for sidewalks, curbing and pedestrian level lighting on the Blvd between A and Temple Ave		
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

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2013-2014 Colonial Heights City



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

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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,173	8,635	538	5.7%	No

Prospect Activity

Direct Requests for Information: 6
 Sites/Bldgs. Submitted: 3
 Active Projects: 2

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

Business Visits

Virginia Radiation Oncology Associates, Inc.
 Colonial Heights Food Pantry
 Hilton Garden Inn
 Holiday Inn
 Virginia Community Capital
 AdvCoach

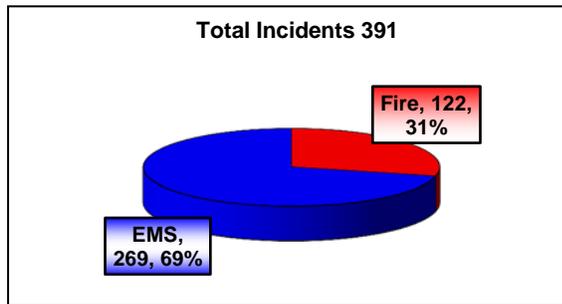
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,856 calls for service during the month of October, 2014. During the same month last year, we responded to 3,538 calls for service—a 9% increase. We had two reported robberies this month, and two were reported in October of 2013— no change. There were two reported aggravated assaults this October, while five (5) were reported during the month of October, 2013—a 60% decrease. We had one (1) reported burglary in October, 2014, compared with two (2) reported during the month of October, 2013—a 50% increase. There were 85 Part I, or serious, crimes reported to the Colonial Heights Police Department in October, 2014. Sixty-six (66) of those, or 78%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of October was another outstanding month. Community engagements were on the forefront of our duties and activities, and they were met with outstanding support and results.
- ✓ We began the month with our annual *Celebrate Safe Communities* event that is held city-wide. Approximately 30 hosts participated throughout the City, and it was great to see several Council members and city officials partner up with us and attend these gatherings. This year, we also had our local Tri-City Strike Force members attend. They came away very impressed with the show of support from our residents. We offered several community programs to benefit our citizens, including a Child Safety Seat Check event and a Child DNA/Touch-a-Truck event. We concluded the month by participating and providing assistance in the City's first *Halloween in the Park*.
- ✓ On the business side of the month, we continued our efforts in conducting active shooter exercises at both the high school and the middle school. We value our relationship with the school system, as they always encourage and welcome the combined training provided to our officers and their school staff. Virginia State University requested needed services throughout their homecoming week, so we assisted them as well.
- ✓ I am proud to report that we have had an overwhelming response to our request for public donations toward our goal of purchasing a tracking canine. Our initial goal of \$10,000.00 has been reached, but we will continue to accept contributions until the end of the year. Any funds donated in excess of our stated goal will be going to much needed equipment to house and transport our canine.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports a very good month from both Uniform Patrol and the Special Operations Unit:
 - Sgt. Robert Helms arrested his 500th impaired driver. This is an outstanding achievement that we plan to recognize much more formally. This represents a true commitment to making our roads safer for all of us to travel.
 - Our Taser body cameras have been received and we are in the process of coordinating training and deployment. Our IT personnel will be very much involved due to the system being web-based and downloaded in the “Cloud”. Our plan is to have them on the streets prior to the Christmas holidays.
 - We had several officers (Lt. Jay Peterson, Sgt. Steve Kolev and SRO Dale Waldrop) injured during the month and out on sick leave. Officer Kyle Sexton has been temporarily reassigned to the high school as their SRO since he was trained for that capacity this past summer.
 - Master Officer Travis Karr and Career Officer Jeff Santini conducted an extradition to West Virginia to pick up a fugitive from justice.
 - SOU initiated an “interdiction” operation on the interstate resulting in 34 traffic summonses, three (3) marijuana arrests and one (1) fugitive arrest.
 - Auxiliary Police and our Administration staff continue to prepare for the training of upcoming new members as we look to increase our volunteer police force.
 - Our Animal Control staff held a very successful Rabies Clinic this past month. Eighty-eight (88) dogs and twenty (20) cats were vaccinated.
 - Our Auxiliary and Sentinel volunteers contributed 283 hours of service during the month of October, 2014. The majority of hours came from the October football games, community events and walks.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ Our Special Operations Unit, led by Lt. Dann Ferguson, had a very active and good month as they initiated 47 new cases. They also issued 68 traffic summonses, obtained 16 felony warrants, 49 misdemeanor warrants and served 10 outstanding warrants. Overall, the unit made 29 narcotics-related arrests and three (3) arrests for weapon violations.
- ✓ An update on our Trespassing Enforcement Authorization agreements with various businesses and private property entities: We have posted 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. Two public nuisance letters have been sent to property owners—the residence at 1110 Oakwood Avenue and Benny's Tavern.
- ✓ Capt. Wayne Newsome, commander of The **Law Enforcement Services Bureau**, also reported his division as being very busy. Highlights from their reported activities have been mentioned above and are as follows:
 - A Department of Criminal Justice Services (DCJS) firearms audit was conducted and successfully completed.
 - Sgt. Terry Long attended the Virginia Law Enforcement Accreditation Coalition (VALEAC) Conference in Virginia Beach, Virginia.
 - Master Officer Sophie Benkendorf organized the City's *Celebrate Safe Communities* night.
 - We participated in Glock Firearms ballistic testing of weapons and ammunition in Henrico County.
 - Our officers assisted with transportation needs at the opening of phase three of the River Trail.
 - Grants are continuing to be managed, including two Department of Criminal Justice Services School Resource Officer grants and the 2014 DMV grant.
- ✓ Our **Investigations Division** has been actively working on other cases during the month; however, our detectives were assigned 13 new cases for the month, with eight (8) of those investigations being cleared. Sixteen (16) concealed weapon permits were also processed, as well as one (1) precious metals permit and two (2) massage therapist permits. Cases include several frauds, burglary, robbery, suspicious persons talking to children, armed robbery and a death investigation. The Virginia State Police ended up taking the lead in the homicide investigation that occurred at the Value Suites hotel as the events unfolded in the City of Hopewell.
- ✓ The Investigations Division is to be commended for their efforts in clearing by arrest two reported robberies. They were cleared within days of the reports. In both cases, the victims who reported the crimes were actually involved in criminal activity themselves! Nothing surprises us anymore.
- ✓ Overall, we made 387 arrests for the month, including 99 felonies and 276 misdemeanors; worked 78 crashes; wrote 613 traffic citations; executed 1,250 traffic stops; affected 16 DUI arrests and 53 drug arrests; and issued 71 parking citations.
- ✓ **Master Officer Travis Karr** was selected as our *Employee of the Month* for September, 2014. During September, Travis was extremely proactive, investigating a total of 20 criminal cases, resulting in a 100% clearance rate. In addition, he issued 19 traffic summonses, obtained 18 misdemeanor and 25 felony warrants, and arrested two fugitives. He is an extremely motivated and self-directed officer who really enjoys his job. He contributes every day to the overall mission of the department, protecting life, individual liberty and property of all people within the City, and is most deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 122

(Total Fire Loss \$11,875):

Total Patients transported: 262

(Total EMS incidents 269)

Fire units arrived on scene in less than 9 minutes on 92.5% of emergency incidents.

(average response time 5:39 minutes)

EMS units arrived on scene in less than 9 minutes on 98% of emergency incidents.

(average response time 5:19 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	1	Good Intent Calls	33
Cooking Fire/Container	1	Power Line Down	2	Public Service	47
Passenger vehicle Fire	2	Arcing, shorted Electrical	1	Alarm Activation (no fire)	9
Brush/Grass Fire	2	Overheated Motor	1	Child Seat installation	10
Outside rubbish, waste Fire	2	Gas Leak (natural or LPG)	1	Smoke detector installation	8
Outside equipment Fire	1				
M/A to Chesterfield Fire	7	M/A from Fort Lee Fire	1		
M/A to Petersburg Fire	2	M/A from Chesterfield Fire	2		
M/A to Crater Regional TECHRES	1	M/A from Hopewell Fire	1		
M/A First Responder Chesterfield EMS	3				

EMS Division (number of patients treated)

Abdominal Pain	16	Diabetic Hypoglycemia	4	Seizure	5
Allergic Reaction	2	Epistaxis (Non-Traumatic)	1	Sepsis	1
Altered Mental State	5	ETOH Abuse	4	Stings/Venomous Bites	1
Back Pain (Non-Traumatic)	2	Fever/Hyperthermia	2	Stroke/CVA	1
Behavioral/Psychiatric	4	Headache	1	Syncope/Fainting	4
Cancer	1	Hypertension	2	TIA (Transient Ischemic Attack)	2
Cardiac Rhythm Disturbance	12	Hypotension	3	Traumatic Injury	59
Chest Pain/Discomfort	17	Nausea/Vomiting	1	Unconscious	1
COPD	4	Obvious Death	2	Weakness	5
Dehydration	1	Pain	23	Other	55
Diabetic Hyperglycemia	4	Respiratory Distress	16		
M/A to Petersburg EMS	1	M/A received from Chesterfield EMS	1		
M/A to Dinwiddie EMS	1	M/A received from Ft. Lee EMS	2		
M/A to Prince George EMS	1				
M/A to Chesterfield EMS	1				

EMS Transports (by facility)

Southside Regional Medical Center	164	62.60%
No Destination	52	19.85%
CJW Medical Center –Chippenham Campus	18	6.87%
John Randolph	16	6.11%
VCU Health Systems	5	1.91%
St. Francis Medical Center	3	1.15%
Not Known	2	0.76%
CJW Medical Center –Johnston-Willis	1	0.38%
VAMC Richmond (McGuire)	1	0.38%
Total:	262	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,550

Four alarm citations were processed during October.

Purchasing - 210 total purchase orders completed with 161 being processed by the purchasing and 49 departmental purchases being reviewed as compared to 249 being completed for the same period in 2013. In addition 146 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #14-082202-1031- Library Periodicals - Sealed Bid issued Aug 6th with bids received Aug 22nd. Bids were reviewed by Library staff & new contract issued.
- Invitation #14-091902-1032 – White Sand Court Pavement Repair. Sealed Bid issued Sept 3rd with bids received Sept 19th. Work has begun.
- Invitation #14100102-1033 Right Turn Lane Extension at Temple Ave. Sealed Bid issued Sept 5th with bids received Oct 1st. Waiting approval from VDOT to start contract documents.
- Invitation #14112002-1034 Providing Mechanical Main't Serv. Issued Oct 29th with proposals due on Nov 20th.
- Invitation #1411302-1035 Snead Avenue Sewer Replacement. Issued on Oct 30th with bids due on Nov 13th.

Other Purchasing Activity:

- Issued P O for forty-two body cameras for Police Department.
- Quote issued for the July 4 2015 Fireworks Show
- Renewed maintenance on email service for IT Department.
- Issued P O for Architectural/Engineering services for dug outs at Shepherd Stadium.
- Issued P O for detail maintenance on the Public Work's street Sweeper.

Risk Activity:

- A claim was filed for damage to a parked Police vehicle auto from citizen backing out of driveway.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,623

Delinquent Notices Sent – 804 or 21.2% with 140 cut off for nonpayment.

Set off debt collected for October - \$183.51.

VII. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Office on Youth
Recreation & Parks
Recreation & Parks

Position

Youth Workforce Specialist (Part-time)
Facilities Groundskeeper I
Transportation Coordinator

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Youth Workforce Specialist	60	455
Facilities Groundskeeper I	61	593

Training

- ☆ Optima EAP Supervisor Introduction meetings were held for supervisory staff within the Fire and Police Departments during October 2014 to review available EAP services.
- ☆ New employees continue to complete required ICS and VML University training courses.

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Miscellaneous

- ☆ Attended a Virginia Retirement System (VRS) meeting on October 9, 2014 to discuss recent updates and review existing benefits.
- ☆ Participated in a Virginia Employment Commission (VEC) telephonic hearing for an unemployment claim on October 17, 2014.
- ☆ An exit interview session was held for David Bailey (EMS Firefighter) in October 2014.
- ☆ Attended a quarterly meeting of the International Personnel Management Association (IPMA-VA) Virginia Chapter board meeting on October 24, 2014.
- ☆ The annual Employee Service Award presentation was held on October 30, 2014. A total of (33) employees were recognized for their service to the City.

Worker’s Compensation

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
10-9-14	Police	Right thumb injured during suspect arrest.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 75,748 page views in the month of October.

<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. Recreation & Parks 7. Police 8. Yard Sales 9. Online Bill Pay 10. Christmas Parade 11. Records & Property Tax Maps 12. Education & Schools 13. Sports & Athletics 14. Clerk of Circuit Court 15. Real Estate Assessments 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Ukraine  China  France  Germany <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  North Carolina  District of Columbia  Florida  California
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- ☆ Citizens submitted and city staff processed 502 service requests and questions through the “Let Us Know” module during the month of October. The City of Colonial Heights’ Facebook Page now has 3,543 fans and the City’s Twitter account has 422 followers.
- ☆ Proactive Information Management completed 62 hours of IT service and maintenance for City departments this month.
- ☆ The City’s new GIS Server was installed by Proactive in October and the GIS Committee will be meeting with our ESRI Consultant in the next month to map out implementation.

IX. LIBRARY:

- ☆ The library staff circulated 17,573 titles in October. This included the download of 315 e-books, and 565 titles circulated on Kindles. There are now 1,003 residents using the e-book collection.
- ☆ The public computer center was used 1,946 times and the iPad center 172 times.
- ☆ 167 children participated in the Storytime program this month.
- ☆ The library's meeting rooms were used 115 groups.
- ☆ 4,095 residents visited the Colonial Heights Virtual Library to retrieve 852 articles from their homes and offices.
- ☆ 181 residents registered for new library cards, and an average of 596 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In October the Recreation Department hosted and partnered with numerous activities including a Zumbathon Fundraiser for Susan G Komen for the Cure, Celebrate Safe Communities Night and the 14th Annual Halloween in the Park event. Our facilities also hosted many youth baseball and softball travel team practices, adult softball tournaments and youth baseball fall league play. Youth football and Adult softball leagues are nearing their completion with playoffs ending for both in early November. Registration for youth basketball leagues began in October and practices will begin the beginning of December. Staff completed programming for the winter months, December-February, for inclusion in the winter edition of the City Focus. Staff also continues work on the City Tree Lighting and Santa Workshop event scheduled for Saturday November 29th, as well as the Annual Christmas Parade.

Athletics	2014	2013
Adult Softball (Fall League)	29 teams	17 teams
Youth Football	82	120
Youth Cheerleading	75	66
Girls Fast Pitch Fall Ball	31	28
Tennis Lessons	14	16
Golf Lessons	2	1
Activities/Programs	2014	2013
Youth Painting	2	n/a
Zumbathon event	38	86
Drawing	2	n/a
Halloween in the Park	1,500	n/a
Celebrate Safe Comm. Night	50	65
Karate	13	10
Zumba	6	17
Belly Dance	3	6
Cardio Fusion	8	13

Parks-Horticulture-Buildings & Grounds

- Delivered tables and chairs to neighborhood locations for Safe Communities Night.
- Provided manpower for Halloween in the Park event.
- Aerated and over-seeded Shepherd Stadium with winter rye.
- Assisted Rotary Club with construction of a gazebo at Floral M Hill Park.
- Repaired pulleys on dog runs at Animal Shelter.
- Patched and holes in sheetrock at Community Center.
- Cut suckers from crepe myrtles at sites.
- Trimmed shrubs as needed at all sites.
- Cut back black-eyed Susie's and annuals from sites.
- Started planting pansies at sites.
- Cut down and removed crepe myrtle that was blocking traffic view at Archer Ave and the Blvd.
- Spread wood chips in beds at White Bank Park.
- Trimmed back and shaped hollies at War Memorial.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Facility Usage	2014	2013
Community Room Attendance	1,025	1,225
Community Room Reservations	26	29
Pavilion Attendance	1,255	1,145
Pavilion Reservations	21	18
Field Attendance	2,280	1,770
Field Rentals	55	50
Teen Center Attendance-CHHS Students	148	67
Teen Center Attendance-CHMS Students	539	279

Violet Bank Museum

	2014	2013
Attendance	350	572

- Attendance numbers include 275 daily visitors and 75 attendees for Violet Bank Garden Club's Blue Star Memorial program and Living History program with Petersburg National Battlefield.
- Museum staff collected 110 pounds of food for the Colonial Heights Food Pantry.
- Patrons from California, New Mexico, New York, Tennessee and Virginia visited VBM in October.

AGENCY ON AGING

Activities	2014	2013
AARP	28	32
Bingo in Center	32	72
Bowling	260	260
Bridge Party	84	100
Bridge Tournament	128	140
Coupons Saving	11	0
Computer Class	13	0
Crochet & Knitting	104	89
Exercise Group Breakfast & Luncheon	31	0
Games	n/a	14
Golf at Fort Lee	496	620
Golfers Meeting	126	119
Golfers Board Meeting	14	14
Senior Club Meeting	104	98
Senior Club Board Meeting	12	0
Senior Citizen Dance	118	114
Sing A-Long	72	55
Sing A-Long-CH Health Center	16	14

Fitness		
Cardio	198	180
Strength Training Class	201	106
Sit Down Exercises	290	304
Floor Exercises	0	23
Yoga	72	53
Zoomer Boomer	n/a	329
Tai Chi	28	34
Tennis	10	0
Walking	18	0
Trips		
Charlestown Slots	50	0
Quilt Show Fredrickburg	n/a	13
Delivered Quilts (52)	n/a	5
Total	2993	3534
Meals		
Home Del Meals	15	19
Site Meals		140
Breakfast Meals		0
Bags		0
Total		159

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Awareness/Education		
Flu Shots	n/a	16
Life Line Screening	n/a	89
Movie	n/a	16
Wellness Wednesday	10	0
TRIAD	16	35
Classes		
Craft Class	18	15
All Day Mini Painting Workshop	n/a	60
Painters Group	35	25
Acrylic Class	n/a	6
Valerie Stewart Workshop	52	0
Sewing Class	26	20
Scissor Case Class	12	0
Splash of Color	18	17
Tap Class Intermediate	72	84
Tap Class Advance	90	92
Quilt for Vets	18	18
Open Quilting	54	114
Mesh Wreath Class	8	0
Watercolor	8	12
Watercolor Faye Henderson Class	40	78

Meals		
Home Del Meals	15	19
Site Meals		140
Breakfast Meals		0
Bags		0
Total		159
Transportation		
Total Passengers	84	75
Total Trips	542	509
Total Miles	2738	2873
Wheelchairs	44	35
Volunteer Hours	0	12
Donations	\$241.60	\$336.00
New Rides	5	0

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 18 YAC Members Attended October Meeting
- 5 YAC Members and Advisor Picked Up Trash on Roslyn Road
- 9 YAC Members and Advisor Completed 4 No Sew Fleece Blankets for CARES
- 7 YAC Members, 5 KAP Students, 2 Advisors (goLEAD Team) Accepted “National Bullying Prevention Month” Proclamation at City Council Meeting
- YAC Advisor Attended Powder Puff Football Game to Support YAC Members Who Played/Coached
- 3 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Met in October and reviewed the PRIDE Survey results.

➤ **Kids’ After School Program**

- Presented “Kids Helping Kids” program from The Ophelia Project to 22 Lakeview Elementary students and 17 North Elementary students, in addition to 6 student leaders, 5 staff, and 3 volunteers
- School enrollment for KAP: Tussing-13, Lakeview- 23, CHMS –25, North-18.
- All schools enjoyed a trip to Jumpology in October.
- Staffing for KAP includes 5 part time, 3 JTCC students and 5 VSU work study students.
- Volunteers: VSU-32, community-2 Matoaca HS-41.

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

➤ **Substance Abuse Prevention Activities**

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

➤ **Ongoing Monthly Meeting/Trainings**

- Juvenile and Domestic Violence Task Force Meeting
- Interagency Prevention Team
- CARE Shelter Executive Board Meeting
- Kiwanis Meetings/Board Meeting and Terrific Kids
- Health Advisory Board Meeting
- Petersburg Domestic Violence Task Force Training Event with Melissa Findlay
- Colonial Heights School Board Meeting
- Senior Staff Meeting
- CADRE Meeting
- System of Care meeting
- Evidence Based Decision Making Conference
- Positive Parenting Coalition
- Community Policy and Management Team
- Smart Beginnings/School Readiness committee
- SAFE Board meeting
- Central Virginia Marijuana Task Force
- Youth Suicide Prevention
- Community Coalitions of Virginia

➤ **Diversion Program Participation**

• **Community Service**

4 youth completed 56 hours of Service Learning.

• **Shoplifting Diversion**

18 youth and a parent attended the Shoplifting Diversion Program

• **Case Management**

1 youth and families began Case Management Services

- ✓ One Youth Completed 13 hours of Community Service
- ✓ Representatives from the Colonial Heights Juvenile and Domestic Violence Task Force, The James House, the Commonwealth’s Attorney’s Office, the Juvenile Court Service Unit, the Office on Youth, and Swift Creek Woman’s Club accepted a proclamation designating October as “Domestic Violence Awareness and Prevention” Month
- ✓ Provided information on the Office on Youth to Optimists Club members at weekly dinner meeting
- ✓ Attended Regional Domestic Violence Task Force Event to Recognize Local Healthcare Providers
- ✓ Attended Trail Dedication and Recognition of Business, Cal’s
- ✓ Attended Food Pantry/Meals on Wheels Partnership Announcement

XII. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2014	72	\$28,294.23	1	\$ 254.26
2013	84	\$22,005.32	8	\$2,417.32

All the repairs consist of normal maintenance issues including major repairs on the street sweeper. The leaf collectors are ready for service, and we are now preparing the snow removal equipment.