

CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 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 – Construction of water line is complete. Line is being tested and disinfected. Contractor began installation of curb and gutter along with installation of concrete entrances. Contractor began placement of asphalt pavement in northbound lanes. Permanent traffic signals at Lee Avenue and Dupuy Avenue have been put into operation.
- ***Safe Routes to Schools- Phase 2 (Middle School), UPC 102836*** – Construction plans under review. Start of construction anticipated Q2 CY 2015.
- ***Safe Routes to Schools (North Elementary School Phase I) UPC 105233*** – Authorization to begin preliminary engineering 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. Issued requests for proposals for preliminary engineering.
- ***Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)*** – Project completed and closed.
- ***Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)*** – Start of construction anticipated Q1 2015.
- ***Dupuy Avenue Modernization, UPC 101287*** – Right of Way acquisition in process. Offer letters sent to all property owners. City receiving counteroffers from property owners.
- ***Lakeview Avenue Modernization, UPC 101288*** – Authorization to acquire right of way received from VDOT and process initiated.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – City preparing bid package for solicitation. Advertisement for construction bids anticipated Q1 CY 2015.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – Scoping forms and environmental documents are being reviewed by VDOT.
- ***Appomattox Green River Trail Phase III (UPC 105236)*** - Phase III construction completed. Final project close-out being completed.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** –Phase IV construction plans under review. Start of construction anticipated Q3 CY 2015.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Utilities Capital Projects

- **Boulevard Water and Sewer Replacement** – Installation of 12” water line is complete. Testing and disinfection of the water line is occurring. Remaining work consists of making connections at intersections and fire hydrants.
- **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** – Construction plans under review. Advertisement for construction bids anticipated Q1 CY 2015.
- **Snead Avenue Drainage Project** – Contract awarded to Shoosmith Construction. Construction end anticipated Q1 2015.
- **Danville and Lafayette Avenue Sanitary Sewer Repair** –Southern Construction continues to install new 8” sanitary sewer line. Approximately 120 feet of water line replaced due to its deteriorated (collapsed) condition.

Plan Reviews

- Received and reviewed three (3) plans of development.
- **Redevelopment of 401 Temple Avenue (Kroger)** – Construction plans under review.

Right-of-Way Permits

- Issued three (3) permits and closed out zero (0) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 60 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 (07) locations.
- Cut/removed a tree that fell into street on Hermitage Road.

Recycling Center

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

Storm Water and Drainage

- Cleaned (92) catch basins, (05) curb and gutters, (01) drainage ditch, (02) outfalls/BMPs and responded to (02) miscellaneous drainage requests.
- Repair the walls of a catch basin and replaced the top at 3299 Boulevard.
- Placed gravel in a sinkhole on Watercress Court.
- Street sweeper collected (84) cubic yards of debris from (09) locations.
- Leaf season began November 10th. City’s crews has collected 721.5 cubic yards from Areas 1 and 2.
- Utilized (02) Community Service Workers removing leaves for 100 hours.

Transportation

- Placed Asphalt in (08) potholes, (02) utility cuts, (04) low area, and responded to miscellaneous asphalt request at (01) location.
- Graded Alleys at (05) locations and gravel area at the Animal Shelter and Bruce Avenue.
- Placed (12) tons of gravel in Alley between Cameron and Beech Avenues.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Placed stone, graded and compacted on the Appomattox River Trail new section off the Boulevard.
- Placed a gate and built a dirt berm under Martin Luther King Bridge to prevent vehicle traffic on the Appomattox River Trail.
- Assisted Traffic Engineering replacing bulbs and hanging Christmas lights and flags on the Boulevard.
- Assisted Police and Fire Department closing and detouring Dupuy Avenue traffic due to a gas leak.
- Assisted moving voting machines for elections.
- Cleaned and preformed preventive maintenance/repairs on City's vehicles.

Wastewater Utility

- Responded to (10) sewer backups, flushed sewer line at (01) location, installed (02) cleanouts, replaced cleanout top at (01) and responded to (02) sewer miscellaneous requests.
- Repaired sewer lateral at (02) locations.
- Camera sewer line at (04) locations.
- Cleaned pumps at Main Pump Station.
- Cleaned grease from wet well at Conjurers Neck Pump Station.
- Cleaned wet well at Charles Dimmock Parkway and Sherwood Hills Pump Stations.
- Flushed Pumps at Dunlop Farms Pump Station.
- Placed cold patch asphalt in a utility cut until Gas Company can repair on Forest View Drive.
- Continue monitoring all pump stations and methane pump daily.
- Cut and trimmed grass around Main Pump Station.

Water Utility

- Replaced (20) meters, (03) meter tops, (03) meter boxes, (02) water services and responded to (11) water miscellaneous requests.
- Repaired (03) water mains, (04) services lines, and repaired (01) meter leak.
- Cleaned (03) meter boxes.
- Relocated water service at (01) location and cap off an old 1" line at (01) location for City's contractor Boulevard Project.
- Tested (02) meters at Citizen's request due to high water bill, meter tested good per Chesterfield County.
- Responded to bad water complaints and flushed hydrants to help clear at (19) locations due to problems at Appomattox River Water Authority.
- Backflow/Cross Connection Technician conducted (20) surveys, (14) completed, (06) incomplete and assisted with locating water and sewer lines, performed (16) hours.
- Collected weekly routine water samples, performed THM's and HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Miss Utility locating required (139) man-hours.

II. PLANNING DEPARTMENT:

	Month	YTD
Code Enforcement		
Tall Grass		
Violations	0	354
Violations Resolved	0	345
Contractor Properties Cut	0	42
Total Inspections	0	466
Inoperable Motor Vehicles		
Violations	13	56
Violations Resolved	0	36
Vehicles Towed	0	4
Total Inspections	13	200
Building Code		
Violations	0	55
Violations Resolved	0	21
Total Inspections	0	115
Property Maintenance		
Violations	16	106
Violations Resolved	0	50
Total Inspections	16	292
House Numbers		
Violations	0	10
Violations Resolved	0	10
Total Inspections	0	34
Zoning		
Violations	0	131
Violations Resolved	0	99
Total Inspections	0	224
Signs		
Violations	0	56
Violations Resolved	0	51
Total Inspections	0	68
Graffiti		
Violations	0	16
Violations Resolved	0	15
Total Insections	0	47
Other/Miscellaneous		
Violations	0	3
Violations Resolved	0	3
Total Insections	0	9
TOTAL INSPECTIONS	29	1455

	Month	YTD
Building Permits		
Permits		
New Residential	0	10
Cost	\$ -	\$ 1,588,000
Residential Additions	15	78
Demolitions	0	1
Commercial	4	56
Cost	\$ 620,000	\$ 4,717,056
Plumbing	6	100
Electrical	19	159
Mechanical	12	76
Swimming Pool	0	8
Fence	0	16
Signs	7	88
Colonial Heights Auto Center - 910 Boulevard		
Steak N Shake - 325 Charles Dimmock Parkway		
Colonial Orthopedics - 325 Charles Dimmock Parkway		
Good Luck Menswear - 48 Southgate Circle		
Boost Mobile - 2021 Boulevard		
The Masters Touch Salon & etc. - 130 James Avenue		
Pickwick Christmas Bazaar - Pickwick Shopping Center		
TOTAL PERMITS	63	592

	Month	YTD
Building Inspections		
Residential	147	954
Commercial	72	1271
Other Activities		
Water Shut Off letters	0	17
Court Cases	0	4
TOTAL INSPECTIONS	219	2246

	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)
Work was completed on 5 houses.

Appomattox River Greenway Trail

Violet Bank Historic District
The requests for proposals to complete the nomination for the Violet Bank Historic District came in over budget. DHR staff is working to negotiate with a consultant to be within budget.

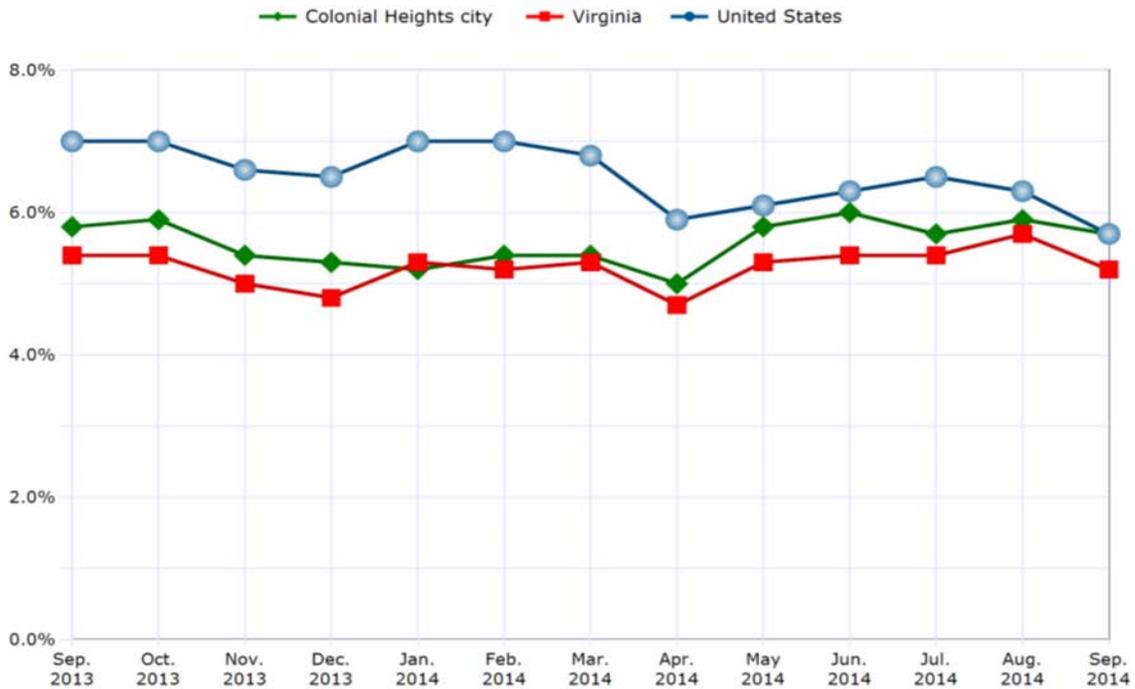
Safe Routes to School
Nothing to report.

Comprehensive Plan Update
The Comp Commission until after Council acts on Plan. Council discussion scheduled for 11-14-14.

GRAND TOTAL INSPECTIONS **311** **3635**

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2013-2014 Colonial Heights City



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

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

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

Prospect Activity

Direct Requests for Information:	4
Sites/Bldgs. Submitted	1
Active Projects	2

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

Business Visits

Side Street Gallery
Aerotek

III. ECONOMIC DEPARTMENT (CONTINUED):



Business Development Activity Summary

Virginia's Gateway Region Board Report

October - November 2014 Reporting Period

New Project Sources

	Oct-Nov	2014 YTD
VGR	4	26
VEDP	11	27
Total:	15	53

Outreach Activities

	Oct-Nov	2014 YTD
Tradeshows	6	10
Other Business Attraction Programs	0	10
Business Attraction Appointments	147	494

Property Activities

	Oct-Nov	2014 YTD
Properties Submitted	43	173
Prospect Visits	6	15

Company Announcements in Region

Company	Description	Community	Type	Jobs	Investment
NICHE Logistics*	Logistics solutions for specialty market business	Chesterfield	E	5	\$0.100
UniTao Pharmaceuticals	Manufacturers active pharmaceutical ingredients	Petersburg	N	376	\$22.5M
Global Wind LLC	Solar panel farm	Surry County	N	0	\$3.6M

Announcements Totals

	Oct-Nov	2014 YTD
Number	3*	21
Jobs	381	4,244
Investment	\$26.2M	\$2,302.07

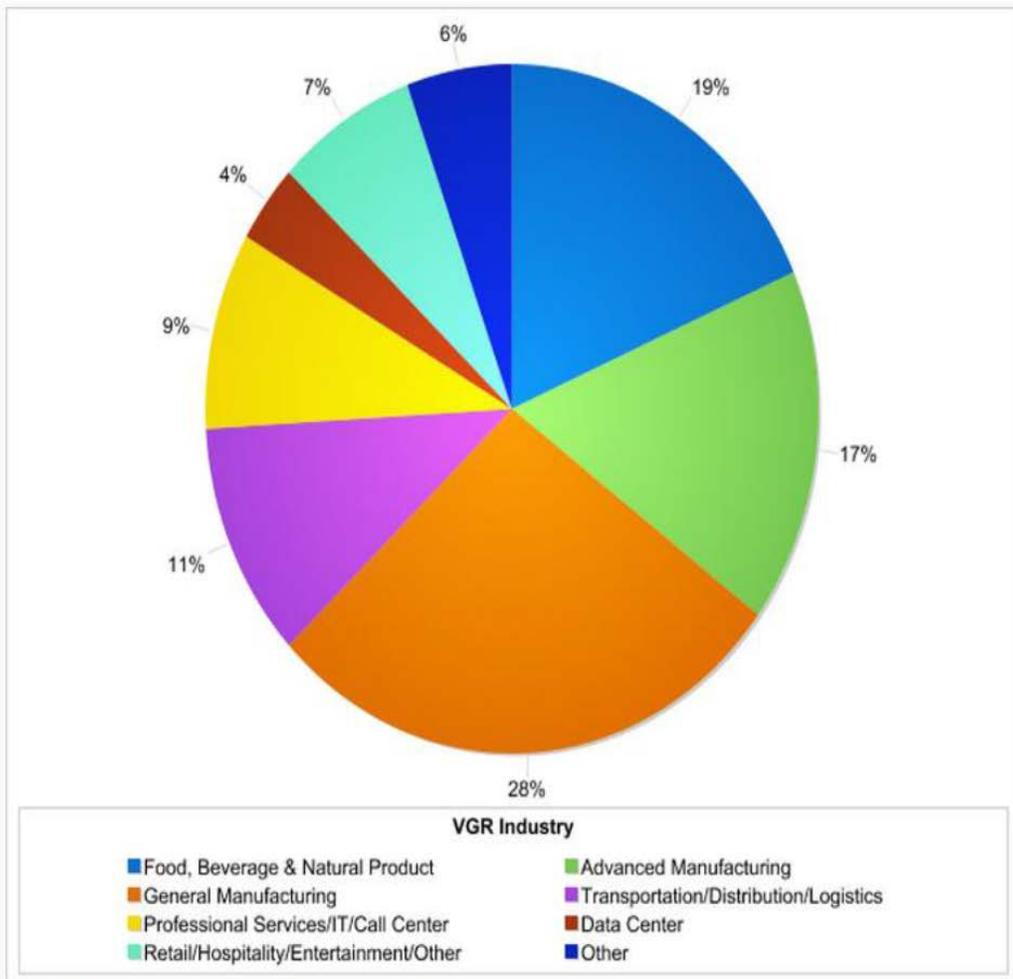
* Includes NICHE Logistics announcement from August.



III. ECONOMIC DEPARTMENT (CONTINUED):



Project Composition YTD



Note: Percentages may not add up to 100% due to rounding.



IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,456 calls for service during the month of November, 2014. During the same month last year, we responded to 3,268 calls for service—a 6% increase. We had one reported robbery this month, and two were reported in November of 2013—a 50% decrease. There were three reported aggravated assaults this November, while none were reported during the month of November, 2013—a 300% increase. We had six reported burglaries in November, 2014, compared with 10 reported during the month of November, 2013—a 40% decrease. There were 84 Part I, or serious, crimes reported to the Colonial Heights Police Department in November, 2014. Sixty-nine (69) of those, or 82%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of November was another quality month. Preparing for the holiday shopping season is always on the forefront of our minds. We strive to make our residents' and visitors' shopping experience safe and most positive.
- ✓ We are happy to report that our fundraising goal of \$10,000.00 for a tracking canine has been overwhelmingly successful, as the public has donated over \$24,000.00 to date. It is always refreshing to see the community and local businesses support their public safety in this manner. We are pleased to report that we ran our narcotics canine, as well as other local law enforcement canines, through our high and middle schools and found no illegal drugs. We appreciate our school system and its administration in working with us to keep our schools drug free.
- ✓ We continue our efforts in community policing efforts as we participated in Sherwood Hills' Neighborhood Watch meeting. It was well attended by local residents and several of our administrative staff. We also continue our commitment to partnering with local public safety agencies as we participated in a table-top exercise with our Emergency Management team. Our reaccreditation efforts continue, successfully completing our second term and starting work into the third term.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports a good month from both Uniform Patrol and the Special Operations Unit:
 - Career Officer Jeff Santini was appointed as Acting Sergeant due to Sgt. Steve Kolev's absence from duty, recovering from hand surgery.
 - Taser International representatives will be here December 15-17th for installation and training for the new body cameras.
 - Officer Kyle Sexton has been the high school's School Resource Officer since SRO Dale Waldrop has been out with an injury. Kyle has done an excellent job; however, he is set to return to his Special Operations Unit in early December.
 - Our officers assisted with traffic security for a most successful Turkey Trot event.
 - Lt. Bill Anspach engaged in a high speed vehicle pursuit that entered the City of Petersburg, where the subject fled. Warrants have been obtained for the offender.
 - Auxiliary Police and our Administration continue to prepare for upcoming new member training to increase our volunteer police force.
 - Capt. Early represented our agency at the M.A.D.D. holiday press conference in Richmond.
 - Animal Control/Career Officer Stacey Arehart located and captured an armed bank robber in the area of Puddledock Road in Prince George County when Hopewell Police chased the suspect toward our area.
 - Our Auxiliary and Sentinel volunteers contributed 163 hours of service during the month of November, 2014. The majority came from the community events and the Turkey Trot.
- ✓ Our Special Operations Unit, led by Lt. Dann Ferguson, had a very active and good month, initiating 40 new cases. They also issued 59 traffic summonses, obtained 23 felony warrants, 32 misdemeanor warrants and served 25 outstanding warrants. Overall, the unit made 23 narcotics-related arrests, even as Officer Kyle Sexton was filling in as the CHHS School Resource Office.
- ✓ An update on our Trespassing Enforcement Authorization agreements with various businesses and private property entities: We have posted the property known as Dupuy Court Apartments. SOU also

IV. POLICE DEPARTMENT (CONTINUED):

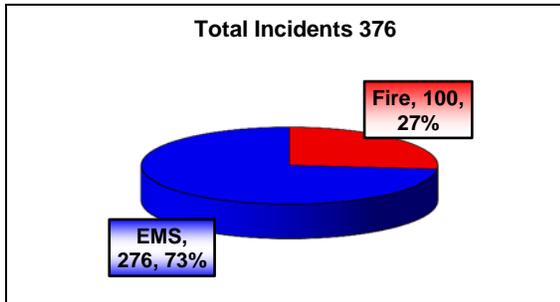
hosted a contraband cigarette training class as representatives from Altria of Richmond came down and put on the class. Master Officer Karr took the initiative and sent out 50 additional fugitive letters advising the persons that they are wanted by our jurisdiction. There has been an approximately 20 percent return on this Strike Force initiative.

- ✓ Capt. Wayne Newsome, commander of The **Law Enforcement Services Bureau**, also reported his division as having an active month. Highlights from their reported activities have been mentioned above and are as follows:
 - Master Officer Sophie Benkendorf represented our agency at the Special Olympics Conference in Virginia Beach.
 - Sgt. Rob Ruxer is working with our School Board personnel in order for our officers to have access to our school systems' security cameras.
 - Capt. Newsome and Sgt. Ruxer attended a presentation at V.C.U. on electric vehicles for use in the public safety sector.
 - We completed our second term of accreditation and began our third.
 - Sherwood Hills Neighborhood Watch was really well attended by residents and our personnel.
 - Grants continuing to be managed include two Department of Criminal Justice Services School Resource Officer grants; and a 2014 DMV grant.
- ✓ Our **Investigations Division** has been assigned 14 new cases for the month, with six (6) of those investigations being cleared as well as four (4) from previous months for a seventy-one percent clearance rate. Thirteen concealed weapon permits were also processed, as well as one (1) massage clinic permit and two (2) massage therapist permits. Cases include several frauds, burglaries, and an armed robbery, sexual assault, a grand larceny of a \$15,000 bridal set and a death investigation. We are very pleased to report that the break-in and arson to Wamsley's Service Station has been cleared with three arrests. The suspects reside in the City of Petersburg. After extensive crime scene processing and interview, this case and several other related cases in the tri-cities area have been cleared by our investigators.
- ✓ Overall, we made 322 arrests for the month, including 70 felonies and 247 misdemeanors; worked 94 crashes; wrote 586 traffic citations; executed 1,170 traffic stops; affected 16 DUI arrests and 39 drug arrests; and issued 46 parking citations.
- ✓ **Career Officer Stacey A. Arehart** has been selected as our **Employee of the Month** for October, 2014.
- ✓ During the month of October, Career Officer Arehart was a tremendous asset in clearing cases and apprehending alleged criminals. In one instance, a crime alert was sent out from Henrico Police Department detailing individuals and a vehicle containing suspects in numerous larcenies from vehicles and subsequent use of stolen credit cards. Officer Arehart recalled a similar prior incident in Colonial Heights. Even though no crime had actually been committed in our city at that time, a license plate number was obtained. As a precaution, she provided the license plate information to Henrico. Henrico was able to identify the suspects after tracing the vehicle. In the interim, said suspects returned to Colonial Heights and were using stolen credit cards from a larceny in Petersburg. As a result of Career Officer Arehart's diligence, the suspects were located in Norfolk. Numerous items of evidence were recovered, and the suspects were arrested by jurisdictions within Metro Richmond, the Tri-Cities and Tidewater regions. The crime spree was thus ended.
- ✓ Stacey was also responsible for apprehending an alleged shoplifter that off-duty Lt. Dann Ferguson observed concealing merchandise in Macy's. Lt. Ferguson confronted the shoplifter, who fled the scene on foot. Officer Arehart was able to apprehend the suspect a distance away and assisted with the recovery of the stolen items.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ Also during the month, Stacey assisted Investigations with an armed robbery investigation. A female was robbed of her purse, which contained prescription medication. After ascertaining that the robbery was the result of a botched drug deal, the victim provided a first name and general area where the suspect lived. After relaying this information to Officer Arehart, she advised Sgt. Stephanie Early that she was familiar with the suspect and was able to provide his full name and personal information. The victim was able to positively identify him in a photo line-up and an arrest ensued.
- ✓ Stacey routinely assists other officers in all aspects of their duties. She also does an excellent job maintaining the city’s Animal Shelter and performing countless animal control duties. Her commitment to serving our department and the citizens of Colonial Heights makes her most worthy of this recognition.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 100

(Total Fire Loss \$17,675):

Total Patients transported: 223

(Total EMS incidents 276)

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

(average response time 5:51 minutes)

EMS units arrived on scene in less than 9 minutes on 95.8% of emergency incidents.

(average response time 5:25 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	28
Passenger vehicle Fire	3	Power Line Down	1	Public Service	36
Outside rubbish, waste Fire	1	Arcing, shorted Electrical	1	Alarm Activation (no fire)	12
		Carbon monoxide incident	1	Child Seat installation	3
		Gas Leak (natural or LPG)	2	Smoke detector installation	7
		Vehicle accident, cleanup	1		
		Oil or other liquid spill	1		
		Hazardous Condition, other	1		
M/A to First Responder Chesterfield EMS		5	M/A from Chesterfield Fire		3

EMS Division (number of patients treated)

Abdominal Pain	19	COPD	2	Poisoning/Drug Ingestion	1
Allergic Reaction	1	Dehydration	2	Respiratory Distress	22
Altered Mental State	11	Diabetic Symptoms	5	Seizure	6
Asthma	1	Diarrhea	1	Stroke/CVA	6
Back Pain (Non-Traumatic)	7	ETOH Abuse	1	Syncope/Fainting	4
Behavioral/Psychiatric	5	Fever/Hyperthermia	1	TIA (Transient Ischemic Attack)	2
Bowel Obstruction	1	Headache	2	Traumatic Injury	52
Cancer	1	Hypertension	3	Unconscious	1
Cardiac Arrest	3	Nausea/Vomiting	2	Weakness	18
Cardiac Rhythm Disturbance	4	OB/Gyn	1	Other	49
Chest Pain/Discomfort	17	Obvious Death	1		
Congestive Heart Failure	1	Pain	17		
M/A to Ft. Lee EMS		3	M/A received from Chesterfield EMS		1
			M/A received from Ft. Lee EMS		3
			M/A received from Petersburg EMS		1

V. FIRE & EMS DEPARTMENT (CONTINUED):

EMS Transports (by facility)		
Southside Regional Medical Center	167	74.89%
CJW Medical Center –Chippenham Campus	21	9.42%
John Randolph Medical Center	21	9.42%
VCU Health Systems	8	3.59%
St. Francis Medical Center	3	1.35%
Memorial Regional Medical Center	2	0.90%
CJW Medical Center –Johnston-Willis	1	0.45%
Total:	223	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,095

No alarm citations were processed during November.

Purchasing - 197 total purchase orders completed with 141 being processed by the purchasing and 56 departmental purchases being reviewed as compared to 218 being completed for the same period in 2013. In addition 110 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #14100102-1033 Right Turn Lane Extension at Temple Ave. Sealed Bid issued Sept 5th with bids received Oct 1st. Contract documents received and are being reviewed.
- Invitation #14112002-1034 Providing Mechanical Main't Serv. Issued Oct 29th with proposals due on Nov 20th. Interviews being conducted in December.
- Invitation #1411302-1035 Snead Avenue Sewer Replacement. Issued on Oct 30th with bids due on Nov 13th.
- Invitation #14-010702-1036 Information Technology Services. Issued on Nov 30th with proposals due on Jan 7th.

Other Purchasing Activity:

- Issued P O for July 4 2015 Fireworks Show.
- Renewed contract for cleaning of all City Buildings.
- Issued P O for site plans for dug outs at Shepherd Stadium.

Risk Activity:

- Part of a pine tree broke off, and struck a pavilion at White Bank Park, damaging the roof.
- A City vehicle was damaged, when another vehicle ran a red light, and struck a Sheriff's vehicle. The vehicle was in process of transporting a prisoner.
- A lady tripped on one of the column bases on the second floor and fell.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,806

Delinquent Notices Sent – 755 or 20.8% with 108 cut off for nonpayment.

Set off debt collected for November - \$0.

VII. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Police

Public Works

Position

Police Officer (Certified)

Utility Maintenance Specialist

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Transportation Coordinator	69	719

Training

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

Miscellaneous

☆ Administered a written test for Telecommunicator (Dispatcher) applicants on November 21, 2014.

Worker’s Compensation

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
11-21-14	Sheriff	Vehicle accident caused mild pain to neck/hip/back/shoulder.
11-22-14	Police	Lost footing walking over debris and jammed right thumb.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City’s website, www.colonialheightsva.gov, had 53,318 page views in the month of November.

<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. Christmas Parade 5. Animal Shelter 6. Departments 7. Police 8. Recreation & Parks 9. Registrar’s Upcoming Elections 10. Online Bill Pay 11. Yard Sales 12. Records & Property Tax Maps 13. Treasurer 14. Clerk of Circuit Court 15. Education & Schools 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  Ukraine  China  India  France  Germany <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  North Carolina  District of Columbia  Massachusetts  California
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- ☆ Citizens submitted and city staff processed 252 service requests and questions through the “Let Us Know” module during the month of November. The City of Colonial Heights’ Facebook Page now has 3,600 fans and the City’s Twitter account has 443 followers.
- ☆ Proactive Information Management completed 84.5 hours of IT service and maintenance for City departments this month.
- ☆ The City’s GIS Project continues to move forward as the ARC GIS software has been installed and the GIS Committee is gearing up for planning and training with ESRI technical advisors.
- ☆ The RFP for Information Technology Services will be issued on December 1st, with a mandatory pre-bid conference for proposers to be held on December 17th.

IX. LIBRARY:

- ☆ The library staff circulated 15,373 titles in November.
- ☆ 355 e-books were downloaded, while 598 titles circulated on Kindles. There are now 953 residents using the e-book collection.
- ☆ The public computer center was used 1,710 times and the iPad center 138 times.
- ☆ 218 children participated in the Storytime program this month.
- ☆ The library’s meeting rooms were used 104 groups.
- ☆ The library’s website had 5,010 visitors.
- ☆ 126 residents registered for new library cards, and an average of 484 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

Our Youth Football/Cheerleading and Adult Softball leagues completed their seasons in November. The Minor and Junior Football teams both played in the Youth Football Championships and our Junior team won the League Championship. Youth Basketball evaluations and drafts were completed and practices start the 2nd week in December. Our Annual Christmas Card contest conducted at all three elementary schools each year was completed the middle of November and the winning submission came from Mohib Hussain at North Elementary School. The Department also held the City of Colonial Heights Christmas Tree Lighting and Santa’s Workshop event on November 29th. Staff continued making preparations for the 62nd Annual Colonial Heights Christmas Parade as well as completing the Winter Edition of the City Focus.

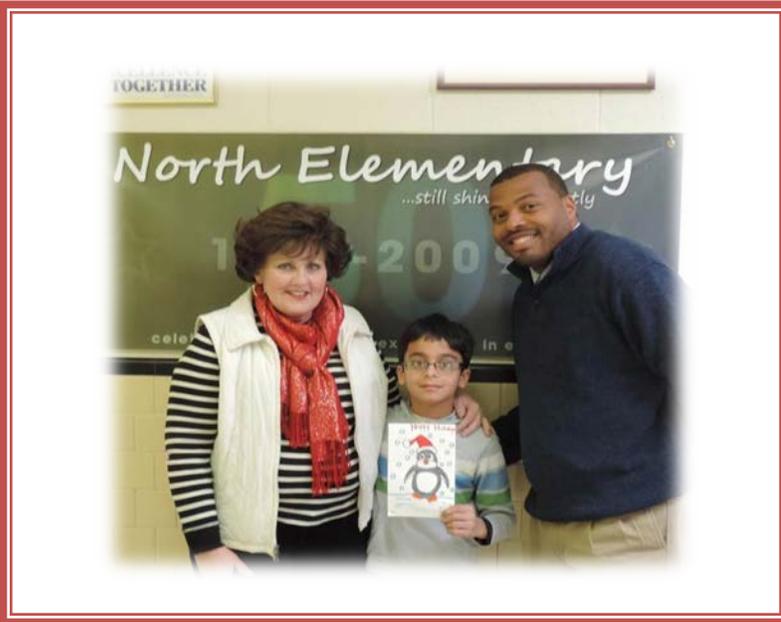
Athletics	2014	2013
Adult Softball (Fall League)	29 teams	17 teams
Youth Football	82	120
Youth Cheerleading	75	66
Youth Wrestling	11	23
Youth Basketball Registration	275	325
Activities/Programs		
Christmas Card Contest	237	288
Christmas Tree Lighting	110	n/a
Santa's Workshop	33	42
Belly Dance	2	3
Karate	16	11
Youth Drawing	2	n/a
Youth Painting	2	n/a
Cardio Fusion	8	14
Facility Usage		
Community Room Attendance	1,130	1,171
Community Room Reservations	28	27
Teen Center Attendance-CHHS Students	168	46
Teen Center Attendance-CHMS Students	370	225

Parks-Horticulture-Buildings & Grounds

- Delivered and set up chairs at War Memorial for Veterans Day ceremony.
- Removed all goals, benches, and trash cans from fields at Soccer Complex.
- Closed and winterized bathrooms at all parks.
- Winterized water lines at all ball fields.
- Installed 6x6 post and bollards on river walking trail to prevent motor vehicle entering.
- Installed "No motor vehicle traffic allowed" sign along river walking trail.
- Installed new dog station along river walking trail.
- Coordinated installation of new electric service at new Christmas tree site.
- Assisted with Christmas Tree Illumination
- Raked pine tags around Library and used as ground cover in flower beds.
- Mulched sites as needed.
- Planted pansies at sites.
- Blew and raked leaves at sites.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):



Violet Bank Museum

	2014	2013
Attendance	161	169

- Preparing and focusing on the Bi-centennial of Violet Bank – 2015.

AGENCY ON AGING

Activities	2014	2013
AARP	36	33
Bingo in Center	48	88
Bowling	268	260
Bridge Party	64	96
Bridge Tournament	116	112
Couponing	10	0
Crochet & Knitting	52	86
Senior Advisory Board	12	12
Senior Club Meeting	78	104
Senior Citizen Dance	112	106
Sing A-Long	36	48
Sing A-Long-CH Health Center	12	14
Fitness		
Cadio	165	210
Strength Training Class	154	150
Sit Down Exercises	194	332
Tennis	10	0
Walking	10	0
Floor Exercises	0	29
Yoga	61	93
Tai Chi	32	24
Awareness/Education		
Wellness Wednesday	25	0
TRIAD	0	55

Classes		
Craft Class Stepping Stones	0	18
Computer Class	13	0
Faye Henderson Watercolor Class	24	24
Painting Class Gems by James	26	22
Painting for Valerie workshop	14	0
Painters Group	48	42
Santa Pocketbook Class	12	0
Sewing Class	18	26
Splash of Color	14	16
Tap Class Intermediate	43	27
Tap Class Advance	92	82
Quilting Class	34	32
Quilting for Vets	13	16
Watercolor	6	18
Trips		
Riverside	13	n/a
Total	1865	2175

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Meals		
Home Del Meals	12	14
Site Meals	108	82
Total	120	102
Transportation		
Total Passengers	50	55
Total Trips	445	378
Total Miles	2519	2183
Wheelchairs	25	44
Volunteer Hours	8	5
Donations	\$316.00	\$193.00
New Riders	1	2

XI. OFFICE ON YOUTH & HUMAN SERVICES:

- **Youth Advisory Council Activities**
 - 19 YAC Members Attended November Meeting
 - 4 YAC Members and Advisor met to plan for monthly meeting
- **Youth Service Commission**
 - Held their monthly meeting
- **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.
 - Volunteers: VSU – 32, community – 2 & Matoaca – 41
 - A field trip to Swaders was enjoyed by all 4 schools
 - Special project: planning for Tri-Cities Child Care Providers.
- **Substance Abuse Prevention Activities**
 - 16 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
 - CAAN-DUU Coalition Meeting
 - Positive Parenting Coalition Meeting
 - Kiwanis Meetings/Board Meeting and Terrific Kids
 - Colonial Heights School Board Meeting
 - Senior Staff Meeting
 - CADRE Meeting
 - Economic Development Training
 - Women’s Leadership Initiative Luncheon – Importance of Early Childhood Learning
 - Smart Beginnings-School Readiness
 - Marijuana Summit
 - Families First
 - System of Care Training
 - Community Policy & Management Team

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

- SAFE Board meeting
- Central Virginia Marijuana Task Force
- **Diversion Program Participation**
 - **Community Service**
15 youth completed 142 hours of Service Learning.
 - **Shoplifting Diversion**
16 youth and a parent attended the Shoplifting Diversion Program
 - **Case Management**
2 youth and families began Case Management Services
 - ✓ Four Youth Completed 34 hours of Community Service
 - ✓ Supported Special Olympics Bowling
 - ✓ Assisted in Planning Christmas Tree Lighting and Parade
 - ✓ Attended Drama Production of “Voices and Mirrors” at CHHS

XII. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2014	81	\$32,982.92	12	\$8,438.53
2013	80	\$19,934.22	3	\$ 409.88

Sublet repairs consist of the following
 Alignment 110.00
 Towing 460.00
 Dealer repair 6,689.30
 Tire repair 229.23 Seat repair 950.00