

# CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 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*** – Base and intermediate asphalt has been installed in northbound lanes. Contractor installing curb and gutter, concrete entrances and sidewalk on east side of Boulevard. Installation of electrical conduit and ornamental lighting on east side of Boulevard has begun.
- ***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):**

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### **Utilities Capital Projects**

- **Boulevard Water and Sewer Replacement** – Installation of 12” water line is complete. Testing and disinfection of the water line is complete. 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.

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### **Plan Reviews**

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

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### **Right-of-Way Permits**

- Issued four (4) permits and closed out seven (7) permits.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 82 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (09) locations, responded to (03) litter miscellaneous/dead animal requests.
- Cut/removed dead tree on City property at (04) locations.
- New Public Works Technician employee background check completed waiting for Physical Exam results.

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### **Recycling Center**

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

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### **Storm Water and Drainage**

- Cleaned (71) catch basins, (07) curb and gutters, (01) drainage ditch, (01) outfall and responded to (02) miscellaneous drainage requests.
- Placed gravel in a sink holes at (04) locations.
- Street sweeper collected (03) cubic yards of debris from Dupuy Avenue for City’s Contractor.
- City’s crews collected 1,878.5 cubic yards of leaves for December, totaling 2,483 cubic yards for the season.

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### **Transportation**

- Placed Asphalt in (08) potholes, (01) utility cut, (01) low area, and responded to miscellaneous asphalt request at (01) location.
- Placed gravel in Alley at (02) locations.
- Cleaned and preformed preventive maintenance/repairs on City’s vehicles.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

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### **Wastewater Utility**

- Responded to (17) sewer backups, flushed sewer line at (07) locations, installed (03) cleanouts and responded to (11) sewer miscellaneous requests.
- Repaired sewer lateral at (01) location and relocated sewer lateral from the 600 block of the Boulevard to sewer line on Lynchburg Avenue.
- Camera sewer line to find problem area at (05) locations.
- Cleaned pumps, changed filter and replaced belt guard on wet well exhaust at Main Pump Station.
- Responded to pump station overflowing alarm after hours, floats stuck open; problem was corrected at Conjurers Neck Pump Station.
- Cleaned wet well at Charles Dimmock Parkway and Sherwood Hills Pump Stations.
- Cleaned debris from wet well and cleaned floats at C&B Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- Welcome new Technician, Kenneth Moore to the Utilities team.

### **Water Utility**

- Replaced (09) meters, (02) new meters, (01) meter top, (02) meter boxes, (03) water services, (02) setters, (02) saddles and responded to (05) water miscellaneous requests.
- Repaired (03) water mains and (03) services lines.
- Cleaned (01) meter box for Utility Billing.
- Relocated water service at (01) location for City's contractor Boulevard Project and cap off a 6" line at (01) location for City's contractor at Danville and Lee Avenues.
- Replaced gauge on Sherwood Hills Water Tower.
- Backflow/Cross Connection Technician conducted (31) surveys, (23) completed and (08) incomplete.
- Collected weekly routine water samples, performed THM's and HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- UCMR III testing completed.
- Miss Utility locating required (145) man-hours.

**II. PLANNING DEPARTMENT:**

	Month	YTD
<b>Code Enforcement</b>		
<b>Tall Grass</b>		
Violations	0	354
Violations Resolved	0	345
Contractor Properties Cut	0	42
Total Inspections	0	466
<b>Inoperable Motor Vehicles</b>		
Violations	6	62
Violations Resolved	0	36
Vehicles Towed	0	4
Total Inspections	6	206
<b>Building Code</b>		
Violations	2	57
Violations Resolved	0	21
Total Inspections	2	117
<b>Property Maintenance</b>		
Violations	0	106
Violations Resolved	0	50
Total Inspections	0	292
<b>House Numbers</b>		
Violations	0	10
Violations Resolved	0	10
Total Inspections	0	34
<b>Zoning</b>		
Violations	0	131
Violations Resolved	0	99
Total Inspections	0	224
<b>Signs</b>		
Violations	0	56
Violations Resolved	0	51
Total Inspections	0	68
<b>Graffiti</b>		
Violations	0	16
Violations Resolved	0	15
Total Inspections	0	47
<b>Other/Miscellaneous</b>		
Violations	0	3
Violations Resolved	0	3
Total Inspections	0	9
<b>TOTAL INSPECTIONS</b>	<b>8</b>	<b>1463</b>

	Month	YTD
<b>Building Permits</b>		
<b>Permits</b>		
<b>New Residential</b>	1	11
Cost	\$ 425,000	\$ 2,013,000
<b>Residential Additions</b>	1	79
<b>Demolitions</b>	0	1
<b>Commercial</b>	3	59
Cost	\$ 97,000	\$ 4,814,056
<b>Plumbing</b>	14	114
<b>Electrical</b>	16	175
<b>Mechanical</b>	5	81
<b>Swimming Pool</b>	0	8
<b>Fence</b>	0	16
<b>Signs</b>	0	88
<b>TOTAL PERMITS</b>	<b>40</b>	<b>592</b>
<b>Building Inspections</b>		
<b>Residential</b>	147	1101
<b>Commercial</b>	72	1343
<b>Other Activities</b>		
Water Shut Off letters	0	17
<b>Court Cases</b>	0	4
<b>TOTAL INSPECTIONS</b>	<b>438</b>	<b>2465</b>

	Month	YTD
<b>Rental Inspections</b>		
Phase II		
<b>Total Units Inspected</b>	0	67
SF Dwellings	0	49
Duplex	0	18
Apartments	0	0
<b>First Inspection</b>		
Passed	0	88
Failed	0	0
<b>Second Inspection</b>		
Passed	0	0
Failed	0	0
<b>4 year Certif Issued</b>	0	77
<b>Apartment Complexes</b>	0	4
No of Units Certified	0	205
<b>TOTAL INSPECTIONS</b>	<b>0</b>	<b>88</b>
<b>Programs &amp; Projects</b>		
<b>Emergency Home Repair(CDBG)</b>		
Nothing to report		
<b>Appomattox River Greenway Trail</b>		
Nothing to report		
<b>Violet Bank Historic District</b>		
Nothing to report.		
<b>Safe Routes to School</b>		
Nothing to report.		
<b>Comprehensive Plan Update</b>		
Nothing to report.		
<b>GRAND TOTAL INSPECTIONS</b>	<b>486</b>	<b>4608</b>



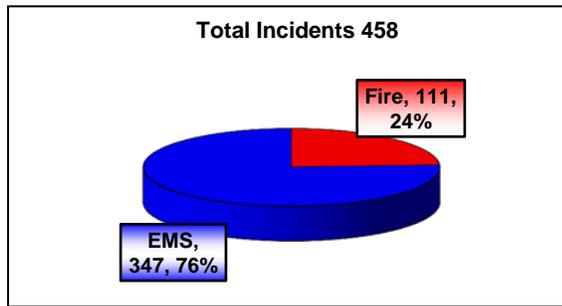
#### **IV. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,369 calls for service during the month of December, 2014. During the same month last year, we responded to 3,443 calls for service—a 2% decrease. We had two (2) reported robberies this month, and three (3) were reported in December of 2013—a 33% decrease. There were no reported aggravated assaults this December, while none were reported during the month of December, 2013—no change. We had two (2) reported burglaries in December, 2014, compared with five (5) reported during the month of December, 2013—a 33% decrease. There were 87 Part I, or serious, crimes reported to the Colonial Heights Police Department in December, 2014. Fifty-seven (57) of those, or 66%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of December was a month of ups and downs. We assisted with the first-ever City-sponsored Christmas parade and were most impressed with the final production. We were also excited to receive our Taser body cameras, which included training and implementation on the street. However, on the “down” side, we searched extensively during the holidays for a person who went missing on Christmas Eve and into the New Year, to no avail.
- ✓ As stated, a Taser representative assisted us mid-month in setting up and implementing all of our body cameras for each officer. We have been trained on their use and departmental policy was developed prior to their deployment on the street. There are several individuals who were instrumental in this project, to include Lt. William Anspach, Sgt. Robert Ruxer and Lewis Archileti of our IT department. This team of employees worked well together and was most excited to bring this technology to our agency.
- ✓ We continued our efforts in extra patrols and attention to our shopping areas during the holidays. Even though we had the most vehicle crashes during the month for the year, we had no serious criminal activity in our shopping centers.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a good month considering the holidays and good cheer from both Uniform Patrol and the Special Operations Unit:
  - Career Officer Jeff Santini continues as Acting Sergeant due to Sgt. Steve Kolev’s absence from duty, recovering from hand surgery. Steve will be providing an update from the doctor toward the end of January.
  - The Taser International representative spent three days and nights working with all of our officers and we were able to train everyone eligible for the body camera.
  - Patrol officers searched near and wide the areas in and around White Bank Park and the river for our 30-year-old missing person.
  - We had a strong police presence at the City’s first sponsored Christmas Parade.
  - We participated in two vehicle pursuits—one ended with an arrest; the other, which was not initiated by our department and just traveled through our city, was terminated as it exited the city.
  - Auxiliary Police and our Administration personnel continue to prepare for upcoming new member training to increase our volunteer police force by five new members.
  - Efforts have been initiated to possibly expand the Animal Shelter, as we have received a generous donation of \$40,000.00 to begin our planning. A total of \$100,000.00 has been promised if this expansion comes to fruition.
  - Animal Control/Career Officer Stacey Arehart initiated the waving of adoption fees for the holidays and we found 18 new homes for animals from our shelter.
  - Our Auxiliary and Sentinel volunteers contributed 180 hours of service during the month of December, 2014. The majority came from the community events and the Christmas Parade.
- ✓ Our Special Operations Unit, led by Lt. Dann Ferguson, had another solid month, initiating 33 new cases. They also issued 66 traffic summonses, obtained 11 felony warrants, 29 misdemeanor warrants and served 10 outstanding warrants. Overall, the unit made 16 narcotics-related arrests.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

- ✓ Special Operations also conducted a joint Strike Force initiative with Probation and Parole's "Operation Home Check". This entailed unannounced home checks on 22 parolees residing in the City. The operation resulted in one firearm arrest and one narcotics violation. The team also discovered one person who had moved without notification, which is also a parole violation. The unit also conducted a traffic interdiction operation which resulted in 29 traffic summonses, two (2) drinking while driving arrests, a public nudity arrest and one (1) felony controlled substance arrest—a good evening's work.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a steady month. Highlights from their reported activities are as follows:
  - Master Officer Sophie Benkendorf taught 25 D.A.R.E. classes during the month.
  - Sgt. Rob Ruxer participated in the City's Student Government Day.
  - The bureau was instrumental in the implementation of the body cameras and the logistics of the set-up.
  - All end-of-the-year training for certifications have been completed.
  - Night fire qualifications were successfully completed by all of our personnel, including Auxiliary officers.
  - 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 10 of those investigations being cleared as well as five (5) from previous months, for an 88 percent clearance rate. Nineteen (19) concealed weapon permits were also processed, as well as two (2) precious metals permits, two (2) massage clinic permits and five (5) massage therapist permits. Cases include two missing persons, with one found; domestic assault; robbery; two (2) attempted robberies; several frauds; and embezzlement. We are working a few cases that involve Social Services and Adult Protective Services regarding allegations of assault. Det. Thad Johnson received a "hit" from the forensics lab regarding a fingerprint that was recovered from the scene of a burglary and made an arrest in the case. Great job Thad!
- ✓ Overall, we made 248 arrests for the month, including 71 felonies and 171 misdemeanors; worked 116 crashes; wrote 452 traffic citations; executed 926 traffic stops; affected 11 DUI arrests and 22 drug arrests; and issued 33 parking citations.
- ✓ **Sergeant Robert K. Helms has been selected as our Employee of the Month for November, 2014.**
- ✓ As many are already aware, Sgt. Helms is the department's all-time leader in DUI arrests with a very impressive 499. On October 23, 2014, Robert topped this remarkable accomplishment by arresting a subject for driving under the influence, his 500<sup>th</sup> DUI, securing his entrance into our ***DUI 500 Club*** "hall of fame"!
- ✓ Any officer who has ever made an arrest for driving under the influence can appreciate the magnitude of this staggering number. Despite the monumental amount of paperwork involved, courtroom testimony and various other aspects, Robert handles each arrest as a consummate professional. We are confident that he has truly done his part to reduce this deadly crime and will continue to do so for many years to come.

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 111**

(Total Fire Loss \$37,750):

**Total Patients transported: 283**

(Total EMS incidents 347)

*Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents.  
(average response time 5:24 minutes)*

*EMS units arrived on scene in less than 9 minutes on 95% of emergency incidents.  
(average response time 5:17 minutes)*

**Fire Division (number of incidents):**

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Gas or flammable liquid spill	1	Good Intent Calls	23
Passenger vehicle Fire	4	Power Line Down	1	Public Service	52
Brush or grass mixture Fire	2	Arcing, shorted Electrical	1	Alarm Activation (no fire)	8
		Accident/ Potential Accident	1	Child Seat installation	5
		Gas Leak (natural or LPG)	7	Smoke detector installation	1
		Building or structure collapse	1	Citizen Complaint	2
M/A to First Responder Chesterfield EMS	11	M/A from Ft. Lee Fire	1		
M/A to Petersburg Fire	2	M/A from Hopewell Fire	1		
M/A to Chesterfield Fire	2				

**EMS Division (number of patients treated)**

Abdominal Pain	8	Diabetic Hyperglycemia	2	OB/Pregnancy Delivery	1
Allergic Reaction	2	Diabetic Symptoms	2	Obvious Death	2
Altered Mental State	11	Diarrhea	1	Pain	19
Asthma	3	Epistaxis (Non-Traumatic)	1	Poisoning/Drug Ingestion	1
Back Pain (Non-Traumatic)	3	ETOH Abuse	4	Respiratory Distress	26
Behavioral/Psychiatric	8	Fever/Hyperthermia	2	Seizure	2
Cancer	1	G.I. Bleed	4	Sepsis	2
Cardiac Arrest	1	General Malaise	7	Stoke/CVA	4
Cardiac Rhythm Disturbance	7	Headache	4	Substance/Drug Abuse	4
Chest Pain/Discomfort	29	Hypertension	4	Syncope/Fainting	3
Congestive Heart Failure	5	Hypotension	2	Traumatic Injury	52
COPD	5	Migraine	1	Unconscious	3
Dehydration	1	Nausea/Vomiting	14	Weakness	20
				Other	65
M/A to Chesterfield EMS	1			M/A received from Chesterfield EMS	5
M/A to Dinwiddie EMS	1			M/A received from Ft. Lee EMS	5
M/A to Petersburg EMS	4			M/A received from Hopewell EMS	1
				M/A received from Petersburg EMS	1
				M/A received from Prince George EMS	1

**EMS Transports (by facility)**

Southside Regional Medical Center	222	78.45%
John Randolph Medical Center	20	7.07%
CJW Medical Center –Chippenham Campus	17	6.01%
VCU Health Systems	11	3.89%
St. Francis Medical Center	5	1.77%
CJW Medical Center –Johnston-Willis	5	1.77%
Henrico Doctors' Hospital – Forest	2	0.71%
VAMC Richmond (McGuire)	1	0.35%
<b>Total:</b>	<b>283</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,126

Six alarm citations were processed during December.

**Purchasing** - 160 total purchase orders completed with 143 being processed by the purchasing and 17 departmental purchases being reviewed as compared to 210 being completed for the same period in 2013. In addition 113 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. Notice to Proceed will be given in Jan 2015.
- Invitation #14112002-1034 Providing Mechanical Main't Serv. Issued Oct 29th with proposals due on Nov 20th. Interviews conducted in December and contract was issued.
- Invitation #1411302-1035 Snead Avenue Sewer Replacement. Issued on Oct 30th with bids due on Nov 13th. Contact documents received & notice to process will be in Jan 2015.
- Invitation #14-010702-1036 Information Technology Services. Issued on Nov 30th with proposals due on Jan 7th. Pre proposal conference was well attended.

### **Other Purchasing Activity:**

- Renewed the contract for sand and stone with Vulcan Material
- Attended meeting on the proposal for the new regional radio system.
- Anti-virus software purchased for all City computers, for the next six months.
- Preliminary work started for the renewal of the City's Insurance coverage.

### **Risk Activity:**

- Claim filed, by an individual that three tires were damaged, as a result of running over screws on the Boulevard, in front of Wawa.
- Claim filed, by an individual that car incurred \$8,100 in damage, from an exposed manhole cover on Roanoke Avenue.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,633

Delinquent Notices Sent – 824 or 21.7% with 126 cut off for nonpayment.

Set off debt collected for December - \$98.28.

## **VII. HUMAN RESOURCES DEPARTMENT:**

### **Advertisements**

#### **Department**

Recreation & Parks

Public Works

#### **Position**

Administrative Assistant (Part-time)

Assistant Director of Public Works & Engineering

### **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Police Officer (Certified)	88	615
Utility Maintenance Specialist	42	621
Administrative Assistant (Part-time)	225	1,275

### **Training**

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

### **Miscellaneous**

- ☆ New Employee Orientation – Elaine Hammond, Telecommunicator.
- ☆ Exit Interview – Jamie Sherry, Neighborhood Revitalization Planner.

**VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):**

**Worker’s Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
12-05-14	Fire	Injury to left eye and lower face during training.
12-10-14	Fire	Discomfort/pain in abdomen during strenuous movement.

**VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 67,403 page views in the month of December.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Records Search</li> <li>3. City Employees Login</li> <li>4. Christmas Parade</li> <li>5. Animal Shelter</li> <li>6. Departments</li> <li>7. Police</li> <li>8. Recreation &amp; Parks</li> <li>9. Online Bill Pay</li> <li>10. Assessments</li> <li>11. Clerk of Circuit Court</li> <li>12. About the City</li> <li>13. Sports &amp; Athletics</li> <li>14. Education &amp; Schools</li> <li>15. Utility Billing</li> </ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> <li> Ukraine</li> <li> France</li> <li> India</li> <li> China</li> <li> Germany</li> </ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> <li> Maryland</li> <li> North Carolina</li> <li> District of Columbia</li> <li> Florida</li> <li> New York</li> </ul>
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- ☆ Citizens submitted and city staff processed 286 service requests and questions through the “Let Us Know” module during the month of December. The City of Colonial Heights’ Facebook Page now has 3,661 fans and the City’s Twitter account has 457 followers.
- ☆ Proactive Information Management completed 93.5 hours of IT service and maintenance for City departments this month.
- ☆ Initial parcel layers and owner data have successfully been uploaded to the City’s GIS Server and more layers will continue to be added as the GIS Project moves forward. Training for the GIS Committee will be scheduled in the coming month.
- ☆ A mandatory pre-bid conference was held December 17 for the Information Technology Services RFP. Bids are due on January 14, 2015.

**IX. LIBRARY:**

- ☆ The library staff circulated 16,547 titles in December.
- ☆ 385 e-books were downloaded, while 735 titles circulated on Kindles. There are now 1,123 residents using the e-book collection.
- ☆ The public computer center was used 1,657 times and the iPad center 135 times.
- ☆ 81 children participated in the Storytime program, while 87 groups used the library’s meeting rooms.
- ☆ 98 residents registered for new library cards, and an average of 479 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In December the Recreation Division hosted annual Holiday programs including Santa's Calling and the City of Colonial Heights Christmas Parade. Youth Basketball league practices and the open gym basketball program began the first week in December and games for the Youth League begin January 3<sup>rd</sup>. Staff started accepting reservations for the Community Building and Park Pavilions for 2015 on December 1<sup>st</sup>. Staff is preparing programs for the upcoming 2015 Spring edition of the City Focus as well as making preparations for tournaments to be held at Shepherd Stadium and surrounding fields this upcoming Spring and Summer. The Teen Center continues to see a substantial increase in attendance compared to 2013.



Athletics	2014	2013
Youth Basketball Registration	305	325
Open Gym Basketball	169	122
Youth Wrestling	30	24
Activities/Programs	2014	2013
Santa's Calling	69	40
Christmas Parade entries	65	n/a
Cutest Pet Contest	17	32
Karate	12	12
Belly Dancing	4	n/a
Facility Usage	2014	2013
Community Room Attendance	1,155	1,360
Community Room Reservations	27	27
Teen Center Attendance-CHHS Students	98	44
Teen Center Attendance-CHMS Students	375	263

### Parks, Horticulture, Buildings & Grounds

- Installed Arbor Day Memorial stones at various locations.
- Moved bleachers from Soccer Complex to Boulevard for Christmas Parade and back to Soccer Complex after parade.
- Set up tents, tables, chairs, and lights at review stand for Christmas Parade.
- Provided manpower for Christmas Parade.
- Installed new shelves in squad room at Police Department.
- Installed vent for portable A/C in Crime Scene trailer.
- Repaired holes in sheet rock in Community Center.
- Painted two rooms and hallways in Community Center.
- Hung Christmas wreaths at entrance signs to City (Legacy Garden, War Memorial, and Old Town Civic sign).
- Installed Christmas lights in trees at Library.
- Raked pine tags and used as ground cover at sites.
- Cut down liriope at sites.
- Cleaned pansies at sites.
- Removed overgrown shrubs blocking windows at Police Department.

### Violet Bank Museum

	<u>2014</u>	<u>2013</u>
Attendance	135	193

- Activities - Reformatting collection for Bi-centennial exhibit.

**X. RECREATION & PARKS DEPARTMENT (CONTINUED):**

***Senior Center***

Activities	2014	2013
AARP	32	38
Bingo in Center	52	62
Bowling	325	325
Bridge Party	96	72
Bridge Tournament	120	96
Cookie Day	40	56
Dance	118	126
Movie	n/a	12
Senior Advisory Meeting	12	12
Senior Club Meeting	102	99
Sing A-Long	38	36
Sing A-Long-CH Health Center	12	14
Table Games	n/a	10
Jim Wilson Retirement Reception	40	n/a
<b>Classes</b>		
Craft Class	8	13
Crochet & Knitting	48	42
Gems by James Painting Class	16	8
Friday Night Painting	18	22
Painters Group	14	18
Sewing	10	12
Splash of Color	12	16
Tap Class Intermediate	51	35
Tap Class Advance	44	48
Quilting Class	60	24
Watercolor Monday's	14	16
Watercolor Class Henderson's	15	32
<b>Fitness</b>		
Muscle in Motion	187	176
Strength & Stretch Class	140	88
Sit & Get Fit Exercises	166	182
Yoga	61	n/a
Tennis	2	n/a
Tai Chi	26	29
Walking	3	n/a
<b>Trips</b>		
Maryland Live	52	n/a
Riverside Theater	n/a	13
<b>Total Participants</b>	<b>2100</b>	<b>1730</b>

Meals	2014	2013
Meals at Center	105	111
Home Meals	n/a	14
<b>Transportation</b>		
Total Passengers	58	57
Total Trips	391	388
Total Miles	2699	2199
Wheelchairs	37	50
Volunteer Hours	30	8
Donations	196	\$198
New Rider	1	0



## **XI. OFFICE ON YOUTH & HUMAN SERVICES:**

### ➤ **Youth Advisory Council Activities**

- 17 YAC Members Attended December Meeting
- Mailed 76 Christmas Cards to Veterans at McGuire Medical Center
- Mailed 32 Christmas Cards to Addie and Family in Utah (Wish for her last Christmas)
- 5 YAC Members and Advisor visited Dunlop House to make ornaments and sing with residents
- 10 YAC Members and Advisor participated in the Colonial Heights Christmas Parade
- 10 YAC Members, Advisor and Anna-Claire shopped and wrapped for CARES Christmas Families

### ➤ **Youth Service Commission**

- There was no YSC meeting in December due to holiday schedules.

### ➤ **Kids' After School Program**

- School enrollment for KAP: Tussing-13, Lakeview-23, CHMS-25, North-18.
- VSU Interns and Work-study students were off for the month of December.
- Volunteers: Matoaca High School-41, community-2

### ➤ **Substance Abuse Prevention Activities**

- 10 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver's licensing ceremony.
- The Youth of CADRE Coalition brought a speaker to the CHHS as a part of their YADAPP plan. Mr. Bobby Petrocelli brought a message of hope and forgiveness to the students.

### ➤ **Ongoing Monthly Meeting/Trainings**

- Interagency Prevention Team
- Positive Parenting Coalition Meeting
- Health Advisory Board
- Kiwanis Meetings/Board Meeting and Terrific Kids
- Colonial Heights School Board Meeting
- Senior Staff Meeting
- CERT Quarterly Training and Christmas Potluck
- Women's Leadership Initiative Wrapping and Sorting Party, and Book Donations
- Community Coalitions of Virginia
- Comprehensive Policy & Management Team
- Family Assessment and Planning Team

### ➤ **Diversion Program Participation**

#### • **Community Service**

11 youth completed 108 hours of Service Learning.

#### • **Shoplifting Diversion**

18 youth and a parent attended the Shoplifting Diversion Program

#### • **Case Management**

2 youth and families began Case Management Services

#### • **Miscellaneous Youth Services**

5 Youth Completed 40 hours of Community Service

- ✓ Volunteered for Special Olympics Holiday Party – BINGO Buddy
- ✓ Presented "Open Arms? Open Eyes!" program to 208 students in CHMS 8<sup>th</sup> grade
- ✓ Participated in Prince George's Relay for Life's Chili Cook Off and Parade
- ✓ Supported Holiday Band and Chorale Concert at CHHS
- ✓ Attended Presentation by Bobby Petrocelli at CHHS – CADRE/YADAPP Project
- ✓ Participated in Santa Calling with Recreation and Parks
- ✓ Bell Ringer at Salvation Army Kettle

**XII. FLEET MAINTENANCE:**

	<b># Workorders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
2014	61	\$22,013.50	7	\$2,171.28
2013	73	\$17,475.50	5	\$ 660.07

Sublet repairs consist of the following

Welding	\$370.00
Radiator	\$372.18
Glass Replacement	\$340.10
Tire Repair	\$189.00
Tow	\$900.00

A summary of the repair cost for the first half of this year compared to the last 5 years is as follows:

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
09/10	\$94,246.69	\$6,759.08
10/11	\$124,887.12	\$4,116.45
11/12	\$112,015.83	\$6,641.08
12/13	\$122,267.74	\$10,191.26
13/14	\$126,598.60	\$5,206.20
14/15	\$157,755.43	\$20,494.84