

# CITY MANAGER'S REPORT TO CITY COUNCIL JUNE 2015



## 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** –Anticipated completion date is now Fall 2015.
- **Safe Routes to Schools- Phase 2 (Middle School), UPC 102836** – Construction plans under review. Start of construction anticipated Q3 CY 2015.
- **Safe Routes to Schools (North Elementary School Phase I) UPC 105233** – Preliminary engineering work and surveying work on-going.
- **Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188** – Preliminary engineering and environmental work has begun.
- **Holly Avenue Reconstruction (Revenue Sharing) UPC 105690** – Survey work has been completed. Preliminary design is being finalized.
- **Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)** – Construction has been completed.
- **Dupuy Avenue Modernization, UPC 101287** – Right of Way acquisition in process. To date, fifteen (15) property owners have accepted offers. Negotiations continue with remaining.
- **Lakeview Avenue Modernization, UPC 101288** – Notification letters have been sent to all affected property owners. City has approved initial acquisition offers.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – City preparing bid package for solicitation. Advertisement for construction bids anticipated by Q3 CY 2015.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – PE has been authorized for this project. Consultant is revising project estimates. Preliminary engineering to begin Q3 2015.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Phase IV 90% construction plans submitted to VDOT for review. Start of construction anticipated Q3 CY 2015.

#### Utilities Capital Projects

- **Boulevard Water and Sewer Replacement** – Construction complete. Line is in service.
- **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** – Phase III bids opened 6/5. Bid awarded to Southern Construction for \$1,375,386. Start of construction anticipated in July.
- **Paving Preservation** – Blakemore Construction was the lowest responsible bid at \$309,934.05. Repaving operations to begin in July.

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

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### **Plan Reviews**

- **Gills Point Section 10** – Plan reviewed and comments sent to design engineer on 6/19
- **Southgate Square**– Plans received 6/10 and review comments sent to design engineer on 7/2.

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

- Issued six (6) permits and closed five (5) permits for the month.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 38 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (02) locations, responded to (04) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (78) locations and sprayed for weeds/grass at (14) locations.
- Trimmed tree/bushes limbs hanging over street at (04) locations and responded to (01) tree miscellaneous request.
- Cut/Removed a small tree in alley behind Forest View Drive.
- Placed gravel in alley at (06) locations.

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### **Recycling Center**

- 586 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 (27) catch basins and responded to (02) miscellaneous drainage requests.
- Removed a large tree from culvert at Conduit Road and Temple Avenue.
- Cut brush and weeds with slope mower along Old Town Creek on Old Town Drive, ditch from Dupuy to Charlotte Avenue on Old railroad bed and ditch on Marvin Avenue.
- Placed gravel in sinkhole at (01) location.
- Replaced two manhole covers behind old K-Mart that was stolen.
- Sweeper collected (240) cubic yards of debris from (78) locations.
- Concrete Crew repaired/replaced (11) feet of Curb and Gutter at (02) locations, utility/storm water cuts (26) feet of Curb and Gutter at (03) locations, (20) feet of roll-face Curb and Gutter at (01) location, (03) feet of sidewalk at (01) location, repaired two tripped hazards at (01) location and responded to (01) miscellaneous concrete request.
- Concrete Crew installed a 13' x 6' slab for new generator at Hillcrest Pump Station.
- Repaired/replaced a 36"x16"x6" section of an inlet top on North Temple Avenue.

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### **Transportation**

- Placed Asphalt in (67) potholes, (15) utility cuts, (08) low area, (01) driveway, (01) gutter pan, (01) shoulder of street, (04) storm sewer cuts and responded to miscellaneous asphalt request at (04) locations.
- Graded gravel area with motor grader on Bruce Avenue and shoulder on Franklin Avenue.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Public Works Technician vacancy filled new employee will start June 17<sup>th</sup>.
- Assisted Police Department at Conduit Road and Riveroaks Drive with street closure due to power line down.

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

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### **Wastewater Utility**

- Responded to (09) sewer backups, flushed sewer line at (05) locations and trouble spots at (14) locations, installed (01) cleanout and responded to (06) sewer miscellaneous requests.
- Repaired sewer main/lateral at (05) locations and cleanout top at (01) location.
- Camera sewer line to find problem area at (02) locations.
- Removed all debris from pumps, washed down dry well floor and wet well and exercised pump 3 and 4 at Main Pump Station.
- Cleaned wet well, cleared a path and removed/replaced walkway to Methane manhole at Charles Dimmock Pump Station.
- Met with South Central Waste Water Authority to replace a piece of equipment inside cabinet, cleaned wet well floor, cleared a path to manhole for South Central Waste Water Authority to collect samples, replaced gate lock and cleaned outside entrance to dry well at C&B Pump Station.
- Reverse phases on pump 1 and 2 to lower amperage, pulled and cleaned all floats and added coolant to generator at Dunlop Farms Pump Station.
- Flushed pump to remove all debris and grease built up from wet well at Conjurers Neck Pump Station.
- Checked generator running due to power line work and follow up on operation after power was restored to grid at Appomattox Pump Station.
- Cleaned wet well at Sherwood Hill Pump Station.
- Back flushed pump 2 with pump 1 to unclog check valve to get proper function of pump at Hillcrest Pump Station.
- Checked generator running due to power line work, follow up on operation after power was restored to grid and cleaned debris from roof.
- Verified kilowatts on generator and horse power on pumps at all Pump Stations.
- Cut and trimmed grass/weeds around Pump Stations and Water Towers.
- Continue monitoring all pump stations and methane pump daily.
- Congratulations to the Pump Station Mechanic, Michael Wynn obtaining his *Commercial Driver's License*.

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### **Water Utility**

- Replaced (24) meters, (02) meter boxes, (03) setters and responded to (07) water miscellaneous requests.
- Installed a 5/8" new meter at (01) location.
- Repaired a meter leak at (01) location.
- Repaired a water service line at (01) location.
- Replaced valve box cover at (01) location.
- Flushed hydrant for discolor water at (01) location.
- Placed topsoil around meter box and sinkholes at (04) locations.
- Pulled meter for non-payment for Utility Billing at (02) locations.
- Responded to low water pressure at (02) locations.
- Assisted Traffic Engineering cutting ditch for light at Welcome Sign on Temple Avenue.
- Removed and installed new P.S.I. gauge at Southpark Water Tower.
- Backflow/Cross Connection Technician conducted (77) surveys, (30) completed, (47) incomplete and performed (24) hours Miss Utility locating.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Miss Utility locating required (213) man-hours..

## **II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:**

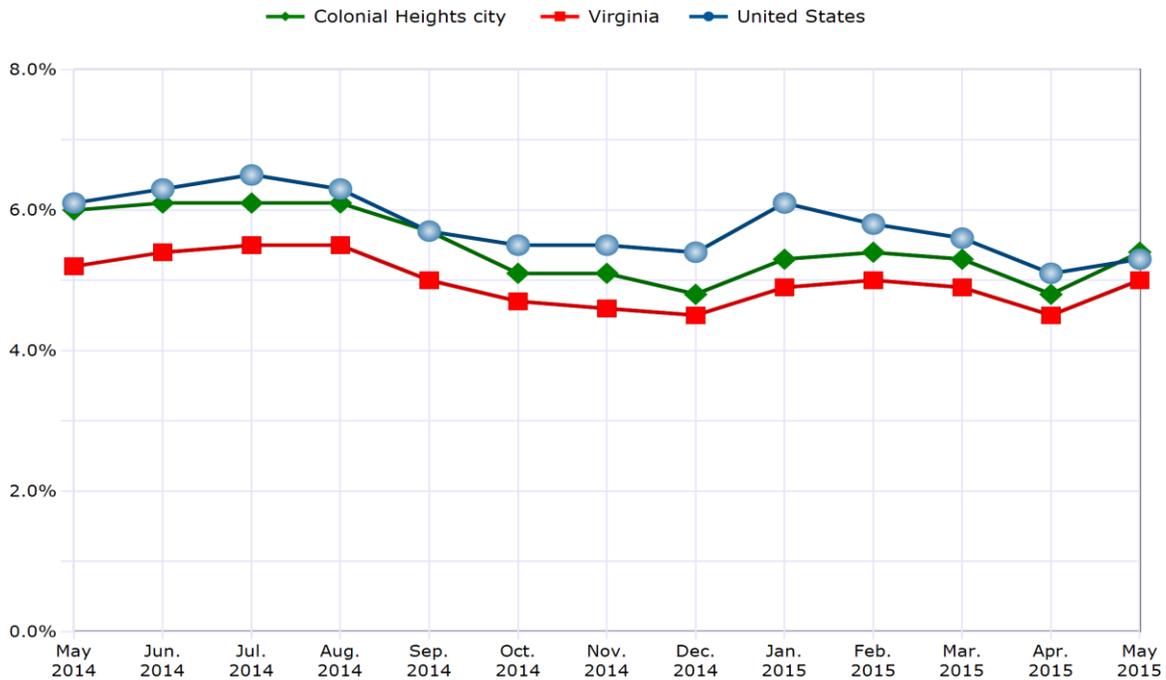
- ☆ June was an active month for the Department of Planning and Community Development. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
  
- ☆ The planning division worked on several projects over the month to include a zoning violation case where a residence with an accessory apartment was being used as two separate units. HUD was on-site for two days to monitor our 2013 Emergency Home Repair Program which is funded through CDBG funds by HUD. There were at least three requests for zoning opinions or certifications of compliance. The director reviewed drawings and estimates for signs to be potentially located at city buildings that meet the approved guidelines for public signs. The division also continues to review sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, review and meet with consultants regarding the high speed rail station, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, and other various daily activities.
  
- ☆ The code enforcement division, as seen in the chart below, has been busy inspecting and aggressively enforcing the tall grass, inoperable vehicles, and other city property maintenance and zoning violations.
  
- ☆ The building inspections division saw an increase in the number of permits being issued and in the number of inspections performed based upon new and existing permits. The building official and a code enforcement inspector attended a training class during the month.
  
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
<b>Code Enforcement</b>			<b>Building Permits</b>		
<b>Tall Grass</b>			<b>Permits</b>		
Violations	91	381	New Residential	0	4
Violations Resolved	69	336	Cost	\$ -	\$ 653,000
Properties Cut by Contractor	26	59	Res. Additions/Alterations	6	46
Total Inspections	182	762	Demolitions	0	3
<b>Inoperable Motor Vehicles</b>			Commercial	8	38
Violations	39	255	Cost	\$ 719,190	\$ 1,251,536
Violations Resolved	17	197	Plumbing	14	54
Vehicles Towed	2	9	Electrical	13	57
Total Inspections	78	510	Mechanical	7	20
<b>Va Property Maintenance</b>			Swimming Pool	1	1
Violations	4	27	<b>TOTAL PERMITS</b>	<b>49</b>	<b>223</b>
Violations Resolved	0	9			
Total Inspections	8	54			
<b>City Property Maintenance</b>			<b>Building Inspections</b>		
Violations	0	53	Residential	114	504
Violations Resolved	0	35	Commercial	23	387
Total Inspections	0	106	<b>TOTAL INSPECTIONS</b>	<b>137</b>	<b>891</b>
<b>House Numbers</b>			<b>Zoning Permits</b>		
Violations	0	0	Fence	5	12
Violations Resolved	0	0	Signs	5	35
Total Inspections	0	0	<b>TOTAL PERMITS</b>	<b>10</b>	<b>47</b>
<b>Zoning</b>			<b>Other Activities</b>		
Violations	14	33	Water Shut Off/Marked	0	3
Violations Resolved	8	25	Uninhabitable		
Total Inspections	28	66	Court Cases	0	2
<b>Signs</b>					
Violations	2	14			
Violations Resolved	2	14			
Total Inspections	2	16			
<b>Graffiti</b>					
Violations	2	3			
Violations Resolved	1	1			
Total Inspections	4	6			
<b>Other/Miscellaneous</b>					
Violations	0	0			
Violations Resolved	0	0			
Total Inspections	0	0			
<b>TOTAL INSPECTIONS</b>	<b>302</b>	<b>1520</b>			

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT 2014/2015 Colonial Heights City



#### Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in May, 2015 per VEC. The numbers always lag one month.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,768	8,297	471	<b>5.4</b>	No

- \*Chesterfield **4.9% unemployment**
- \*City of Hopewell **8.2% unemployment**
- \*City of Petersburg **10.3% unemployment**
- \*Dinwiddie **6.1% unemployment**
- \*Prince George **6.1% unemployment**

#### Prospect Activity

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

- \*O'Reilly's permits issued.
- \*Dollar Tree scheduled to open on Boulevard 7/23.

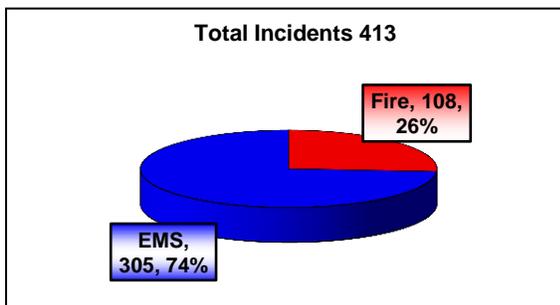
#### **IV. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,453 calls for service during the month of June, 2015. During the same month last year, we responded to 3,681 calls for service—a 6% decrease. We had one (1) reported robbery this month, and four (4) reported in June of 2014—a 75% decrease. We did not have any reports of aggravated assault this June, with two (2) being reported during the month of June, 2014—a 200% decrease. We had four (4) reported burglaries in June, 2014, compared with three (3) reported during the month of June, 2015, a 25% decrease. There were 89 Part I, or serious, crimes reported to the Colonial Heights Police Department in June, 2015. Fifty-eight (58) of those, or 57%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ Officer Robert Brown is continuing his field training while assigned to Sr. Officer Jared Brandeberry on a night shift squad. Applicant Devin Marks, formerly of Richmond Police Department, has been provided a conditional offer of employment pending his start date of July 15<sup>th</sup>. In addition, our detectives are currently conducting the background phase for another prospective hire from the Petersburg Bureau of Police. Mrs. Leslie Frye will formally join our team as a full-time Staff Assistant effective July 15<sup>th</sup>. We will likely be initiating a new hiring process to fill the anticipated grant funded school resource officer position in the near future.
- ✓ We are sad to announce that veteran volunteers, Chaplain Mike Murray and Sentinel Les Fryar, have officially “retired” from service. Both of these fine men have served our community with dignity and pride for many years. We wish them well, and we will always remain grateful for their contributions.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a steadfast month from his personnel. Some of the operational highlights are as follows:
  - Our personnel engaged in two vehicle pursuits during the month. Officer Greer Fullerton pursued a vehicle into Chesterfield County. The driver was arrested for DUI without major incident. Sr. Officer David Gallagher initiated a second pursuit that concluded on base at Ft. Lee. The female operator was arrested without major incident for a myriad of traffic offenses.
  - Dinwiddie Sheriff’s deputies responded to Roslyn Park and retrieved (via wrecker) a stolen vehicle that was intentionally sunk in the Appomattox River.
  - Career Officer Renee’ Walters and Special Operations personnel arrested a subject who stole approximately eight (8) City water meter covers from the area of the old K-Mart.
  - Career Officer Jeff Santini coordinated and executed a prisoner extradition from North Carolina.
  - Master K-9 Officer Christopher Wulff and his K-9 partner, Rose, are now in full service. The team conducted their first official track subsequent to the reported VCB “bank robbery.”
  - After meeting with representatives from District 19, we have begun to utilize two assessment centers that will hopefully make detention order processes more efficient.
- ✓ Our **Special Operations Unit** initiated 33 new cases, issued 54 traffic summonses, obtained 19 felony warrants, 36 misdemeanor warrants, and served 14 outstanding warrants. A total of 18 narcotics-related arrests were affected.
- ✓ Special Operations officers executed alcohol compliance checks at all of our City grocery stores and pharmacies. Three (3) businesses were cited for selling alcohol to a person under the age of 21.
- ✓ We also learned of an on-line gambling business (Overstocked) that was opening up shop in the 2200 block of the Boulevard. Upon having a conversation with the owner, the operation was voluntarily shut down. To date, the business has not reopened.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a solid month. Highlights from their reported activities are as follows:
  - Several of our officers participated in the annual Special Olympics Torch Run. Master Officer Sophie Benkendorf did a great job coordinating our involvement with the event.
  - We have begun training our five (5) newly added Auxiliary officers. Several of our instructors will be involved with this process.

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

- Master Officer Benkendorf also coordinated a document shredding event on the parking lot of Colonial Orthopedics during the month of June.
- Interviews were conducted for our anticipated Tussing Elementary School Resource Officer. Sr. Officer Jared Brandeberry was selected to attend related training in Henrico County during the month of July.
- ✓ Our **Investigations Division** has been assigned 23 new cases for the month, with 15 of those investigations being cleared, as well as one (1) case from previous months, for a 70 percent clearance rate. Sixteen (16) concealed weapon permits were processed, and several employee background investigations were completed for fire fighters, police officers and front desk personnel. Monthly investigations included armed robbery, indecent liberties with a minor, child neglect, sexual assault, a death investigation, grand larceny, burglaries, and various fraud offenses.
- ✓ Of note, our detectives cleared by arrest two robberies that occurred during the month. An elderly man was arrested for strong arm robbery at the Virginia Commonwealth Bank, and another adult male was arrested for armed robbery of a female at a fireworks stand located on the Rent Equip parking lot.
- ✓ Overall, we made 328 total arrests, worked 101 crashes, wrote 472 traffic citations, executed 798 traffic stops, affected 13 DUI arrests and 45 drug arrests, and issued 50 parking citations.
- ✓ **Sr. Officer Richard C. Scrivner** was selected as our *Employee of the Month* for May, 2015. During the month of May, Sr. Officer Scrivner issued 26 traffic citations, made four (4) DUI arrests, obtained four (4) felony and nine (9) misdemeanor warrants, and served 15 outstanding warrants.
- ✓ Additionally, Rick stepped up on several occasions to assist squad leader Lt. Bill Anspach with supervisory duties while Sgt. Robert Helms, co-supervisor of this squad, was out for surgery. Sr. Officer Scrivner was not only eager to assist, but did an outstanding job at any task that was assigned. On more than one occasion, he took the initiative to handle tasks when he observed Lt. Anspach was overloaded.
- ✓ Sr. Officer Scrivner continues to be a steady and strong performer every month and is most deserving of this award.

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 108**  
 (Total Fire Loss \$43,100):  
**Total Patients transported: 242**  
 (Total EMS incidents 305)

*Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents. (average response time 5:00 minutes)*  
*EMS units arrived on scene in less than 9 minutes on 95.3% of emergency incidents. (average response time 5:14 minutes)*

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

<u>Fires</u>	<u>Hazardous Situations</u>	<u>Service calls and false calls</u>
Brush Fire	3	Vehicle Accident Cleanup
Building Fire	1	Power Line Down
Cooking Fire	1	Gasoline Spill
Vehicle Fire	4	Electrical wiring/equipment
Camper/RV Fire	1	Arcing, shorted electrical
		Good Intent Calls
		Public Service
		Alarm Activation (no fire)
		Child Seat installation
		Smoke detector installation
		Citizen Complaint
		<b>28</b>
		<b>36</b>
		<b>8</b>
		<b>7</b>
		<b>6</b>
		<b>2</b>

**V. FIRE & EMS DEPARTMENT (CONTINUED):**

M/A to First Responder Chesterfield EMS	6	M/A from Chesterfield Fire	6
M/A to Chesterfield Fire	3		

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

Abuse of drug/alcohol	3	Endocrine – hyperglycemia	1	Neurological problem other	3
Allergic reaction	3	Endocrine – hypoglycemia	6	OB – other	3
Behavioral/psychiatric	8	Environment	3	Pain	13
Bleeding	2	Fever	4	Respiratory – acute onset distress	7
Burn	2	Gastro Intestinal problem	29	Respiratory – arrest/apnea	1
Cancer	1	Infectious disease	2	Respiratory – asthma	5
Cardiac arrest/Obvious Death	1	Injury – various	69	Respiratory – COPD	9
Chest arrhythmia/dysrhythmia	17	Malaise	1	Respiratory Problem	9
Chest pain	23	Neurological – altered mental	1	Syncope	6
Cardiovascular problem other	2	Neurological – migraine	1	Vertigo	1
Dehydration	4	Neurological – seizure	6	Weakness	19
Epistaxis	2	Neurological – stroke/CVA	1	Other	27
M/A to Petersburg EMS	2	M/A received from Fort Lee EMS	2		
M/A to Hopewell EMS	1	M/A received from Prince George EMS	1		
		M/A received from Petersburg EMS	1		

**EMS Transports (by facility)**

Southside Regional Medical Center	177	73.14%
John Randolph Medical Center	30	12.40%
CJW Medical Center –Chippenham Campus	19	7.85%
VCU Health Systems	8	3.31%
CJW Medical Center-Johnston Willis	4	1.65%
St. Francis Medical Center	4	1.65%
<b>Total:</b>	<b>242</b>	<b>100%</b>

**VI. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,462

Eight alarm citations were processed during June.

**Purchasing** – 230 total purchase orders completed with 185 being processed by purchasing and 45 departmental purchases being reviewed as compared to 157 being completed for the same period in 2014. In addition 187 check requests were prepared by departments which are not processed by Purchasing.

**Bids Issued/Opened during the month:**

- Invitation # 15-052102-1042, Engineering Services for Inspection on Water Tanks. Issued on May 6, proposals due on May 21. Contract in finalization stage – one vendor received.
- Invitation # 15-060503-1043, Bruce Avenue Drainage Project, Phase III. Issued on May 14, with bids due on June 5. Contract documents are complete.
- Invitation # 15-061202-1044, Pavement Preservation – 2015. Issued on May 29, with bids due on June 12. Contract documents are complete.

**Other Purchasing Activity:**

- Blanket Purchases orders for next fiscal year, were completed.
- Purchase Order was issued for a new server, for the City’s IT Department.
- Materials were purchased for the replacement of the wood fence at Shepherd Stadium.

**Risk Activity:**

- Fire Department vehicle struck another vehicle in Chesterfield
- Pipe broke at the Sign Shop, doing damage to the panel wall.
- Lighting strike at the Courthouse, took down video cameras and recorders.

**VI. FINANCE DEPARTMENT (CONTINUED):**

**Utility Billing:**

- Bi-monthly Utility Bills Sent – 3,604
- Delinquent Notices Sent – 813 or 21.4% with 141 cut off for nonpayment.
- Set off debt collected for June- \$475.58.

**VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of June 2015:

☆ **Advertisements**

<u>Department</u>	<u>Position</u>
Public Works/Engineering	Senior Engineering Technician
Recreation	Recreation Assistant I (Promotional Opportunity)
Office on Youth	Site Supervisor (Part-time)
Office on Youth	Support Worker (Part-time)
Sheriff	Deputy Sheriff (Part-time)

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Senior Engineering Technician	7	264
Recreation Assistant I (Promotional Opportunity)	1	4
Deputy Sheriff (Part-time)	58	382

- Administered the written test phase for (9) prospective EMS Firefighter candidates on June 1, 2015.

☆ **Training**

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

☆ **Miscellaneous**

- The last session of the Citizens Government Academy was held on June 4, 2015. The (6) citizens that successfully completed the academy were recognized for their participation in the 8-week program at the City Council meeting on June 9, 2015.
- Completed a new employee orientation session for Charlie Lamm III (Public Works Technician) and exit interview sessions for Wilbur Sheppard (Public Works Technician), Joseph Pollard (EMS Firefighter), Kyle Papelino (EMS Firefighter), Joseph Sims III (EMS Firefighter) and Jacob Newton (EMS Firefighter).
- Final candidate interviews were completed on June 17, 2015 for the Director of Planning & Community Development recruitment process.

☆ **Worker's Compensation**

- The following workers' compensation report was filed during the month of June 2015:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
06-05-15	Police	Fell in hallway causing right knee/ankle bruise and discomfort.
06-07-15	Fire	Right ankle sprain while responding to a call.
06-20-15	Fire	Arrhythmia during physical ability test.
06-28-15	Fire	Laceration/scrapes to face while setting up equipment for test.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 77,727 page views in the month of June.

<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. Animal Shelter</li><li>5. Recreation &amp; Parks</li><li>6. Departments</li><li>7. Yard Sale Listings</li><li>8. Police</li><li>9. Online Bill Pay</li><li>10. Records &amp; Property Tax Maps</li><li>11. Sports &amp; Athletics</li><li>12. Recreation Programs</li><li>13. Treasurer</li><li>14. Assessments</li><li>15. Library's Children's Programs</li></ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"><li> India</li><li> Germany</li><li> Brazil</li><li> Canada</li><li> Republic of Korea</li></ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"><li> California</li><li> Maryland</li><li> District of Columbia</li><li> North Carolina</li><li> New York</li></ul>
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- ☆ Citizens submitted and city staff processed 347 service requests and questions through the "Let Us Know" module during the month of June. The City of Colonial Heights' Facebook Page now has 3,909 fans and the City's Twitter account has 583 followers.
- ☆ Proactive Information Management completed 86.4 hours of IT service and maintenance for City departments this month.
- ☆ The IT Department hosted training for staff on the Comcast Business VoiceEdge Portal for management of VoIP phones.

## IX. LIBRARY:

- ☆ The library staff circulated 20,035 titles in June.
- ☆ 314 e-books were downloaded, while 1,278 titles circulated on Kindles. There are now 1,592 residents using the library's e-book collection.
- ☆ The public computer center was used 1,978 times, while the iPad center was used 272 times.
- ☆ 172 children participated in the Story Time program.
- ☆ The library's meeting rooms were used by 93 groups.
- ☆ 196 residents registered for new library cards, and an average of 605 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In June, the Recreation Division completed its youth baseball and softball seasons with its City League Night of Champion games the week of June 15<sup>th</sup>. Staff completed trainings, preparations and began Summer Playground, Tots and Teen programs. American Legion Post 284 began its season play at Shepherd Stadium on June 7<sup>th</sup> and will complete its regular season the middle of July. Colonial Heights all-star teams competed in Dixie and Babe Ruth District Tournaments the end of June and over the 4<sup>th</sup> of July weekend for a chance to advance to their respective State Tournaments. The 2015 Babe Ruth 16-18 year old Southeast Regional tournament will take place at Shepherd Stadium July 21-27 and we have also been selected to host the 2016 Babe Ruth 14 year old Southeast Regional in July of 2016.

<b>Athletics</b>	<b>2015</b>	<b>2014</b>
Adult Softball	31 teams	29 teams
Youth Football Registration (as of 7/7/15)	33	35
Youth Cheerleading Registration (as of 7/7/15)	44	48
Field Hockey Camp	14	14
Youth Soccer Camp	25	n/a
Tennis Lessons	34	29
<b>Activities/Programs</b>	<b>2015</b>	<b>2014</b>
Summer Playground Enrollment	281	142
Tuesday Teens	3	16
Summer Tots	12	24
Playground Program Parent Orientation	83	65
Belly Dancing	8	2
Karate	13	15
Yankees vs Orioles Trip	26	48
Zumba	5	13
<b>Facility Usage</b>	<b>2015</b>	<b>2014</b>
Community Room Attendance	950	1,177
Community Room Reservations	23	27
Pavilion Attendance	3,510	4,265
Pavilion Reservations	45	56
Field Attendance	5,100	2,190
Field Rentals	44	18
Teen Center Attendance-CHHS Students	103	92
Teen Center Attendance-CHMS Students	322	425

### Parks, Horticulture, Buildings & Grounds

- Cut stumps and cleared weeds along shoreline at Lakeview Park for Optimist Kids Fishing Day.
- Painted foul poles at A, B, and Civic Fields.
- Rehung netting that had fallen at High School baseball field.
- Relocated field hockey goals from High School to Soccer Complex for field hockey camp.
- Installed soccer goals on fields at Soccer Complex for soccer camp.
- Removed old storage shelves and installed new storage racks in Shepherd Stadium concession stand.
- Painted all doors at Shepherd Stadium.
- Installed mile marker post along Roslyn Landing Park trail.
- Dragged and line ball fields as needed for league and tournament play.
- Removed dead cherry tree from Floral Hill Park and took to transfer station.
- Trimmed Crepe Myrtles along Boulevard and Temple Ave.
- Trimmed back viburnum and bayberry at sites as needed.
- Spread bales of pine tags at sites as needed.
- Trimmed shrubs at all sites as needed.
- Mulched all sites as needed.
- Transplanted dogwood tree from Courthouse to Library.
- Staked pine tree at Courthouse that was damaged by storm.

### Violet Bank Museum

	<u>2015</u>	<u>2014</u>
Attendance	277	299

- Collections, Tours & Program Preparation

**X. RECREATION & PARKS DEPARTMENT (CONTINUED):**  
**AGENCY ON AGING**

<b>Activities</b>	<b>2015</b>	<b>2014</b>
AARP	25	32
Bingo in Center	60	58
Bowling	325	225
Bridge Party	68	64
Donuts For Dads	6	n/a
Bridge Tournament	140	136
Golfers Fort Lee	640	480
Golfers Prince George	290	n/a
Senior Club Board Meeting	12	9
Senior Club Meeting	84	63
Senior Citizen Dance	114	96
Sing A-Long	42	39
Sing A-Long-CH Health Center	0	12
<b>Awareness/Education</b>		
TRIAD	18	32
Wellness Workshop Bell Tone	14	12
<b>Classes</b>		
Painting Video class	8	12
Crochet & Knitting	48	78
Computers	19	n/a
Gems by James	32	28
Rope Wine Bottle	12	n/a
Bowl Pot Holders Class	18	n/a
Painters Group	24	28
Sewing Class	18	20
Swap Shop	50	n/a
Splash of Color	16	14
Tap Class Intermediate	66	63
Tap Class Advance	92	87
Quilting Demo	18	13
Quilting	36	48
Quilting for Vets	15	14
Watercolor Monday	14	15
Watercolor Faye Henderson Class	52	48

<b>Fitness</b>		
Strength Training Class	175	160
Sit and Be Fit	290	266
Tennis	17	15
Walking	3	9
Yoga	117	69
Zoomer Boomer	213	215
Tai Chi	31	23
<b>Trips</b>		
Lunch & Lecture Trip	4	8
Charlestown Slots	0	52
VFMA	8	n/a
Riverside Theater	13	12
<b>TOTAL</b>		
	3247	2555
<b>Meals</b>		
Lunch @ center	108	121
Home Meals	15	9
<b>Transportation</b>		
Total Passengers	88	71
Total Trips	438	545
Total Miles	3014	3111
Wheelchairs	23	39
Volunteer Hours	0	10
Donations	\$273	\$236
New Riders	4	4

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

- **Youth Advisory Council Activities**
  - 9 YAC Members Attended June Meeting with YAC Advisor and YSC Rep
  - 4 YAC Officers and Advisor Met to Plan for Monthly Meeting
- **Youth Service Commission**
  - Held monthly meeting and elected new officers.
- **Kids’ After School Program**
  - Director worked on end of year Program Evaluation, planning for goLead Camp, and began the hiring process for KAP 2015-2016 school year.
- **Substance Abuse Prevention Activities**
  - 19 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver’s licensing ceremony
- **Ongoing Monthly Meeting/Trainings**
  - Interagency Prevention Team
  - Kiwanis Meetings/Board Meeting, Terrific Kids
  - Juvenile and Domestic Violence Task Force Meeting
  - Senior Staff Meeting
  - Suicide Prevention Team Meeting
  - Colonial Heights Christmas Parade Committee Meeting
  - CAAN-DUU Coalition Meeting
  - YOVASO (Youth of Virginia Speak Out) Leadership Retreat at James Madison University
  - Central Virginia Marijuana Prevention Task Force
  - System of Care Work group
  - SOC Training Group
  - Community Policy & Management Team
  - School Readiness Committee
  - Evidence Based Decision Making
- **Diversion Program Participation**
  - **Community Service**  
13 youth completed 148 hours of Service Learning
  - **Shoplifting Diversion**  
18 youth and a parent attended the Shoplifting Diversion Program
  - **Case Management**  
0 youth and parent received Case Management Services
  - **Miscellaneous Youth Services (Non DJJ)**  
2 Youth Completed 16 hours of Community Service
  - ✓ Attended Senior of the Month Banquet
  - ✓ Attended Senior Scholarship Night at CHHS
  - ✓ Attended CHHS Graduation Ceremony

**XII. FLEET MAINTENANCE:**

	<b><u># Workorders</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
2015	83	\$55,671.19	14	\$28,670.28
2014	64	\$21,717.56	2	\$142.731

**X. FLEET MAINTENANCE (CONTINUED):**

Most of the repairs were normal maintenance issues with the exception of dealer repairs to the fire trucks due to damage from freezing temp. Sublet repairs consist of:

Dealer Repair	\$27,424.98
Glass	\$793.60
Tire Repair	\$185.80
Alignment	\$55.00
Misc.	\$210.90

A comparison of maintenance cost for the last 6 years are:

Year	Parts	Sublet	Supplies	Total	% Change
09/10	\$180,318.85	\$13,998.80	\$12,183.50	\$206,501.15	+14.40%
10/11	\$213,279.61	\$12,368.97	\$12,949.37	\$238,435.79	+15.46%
11/12	\$269,080.31	\$14,171.91	\$13,916.43	\$297,168.65	+24.63%
12/13	\$226,313.47	\$14,890.29	\$12,603.30	\$253,807.06	-14.59%
13/14	\$212,171.63	\$14,972.5	\$13,760.7 0	\$240,904.88	-05.38%
14/15	\$249,529.34	\$77,477.	\$17,605.24	\$344,611.63	+43.05%

Sublet repair costs for the year are 22.48% of the total maintenance cost and a 400 percent increase over last years cost. Most of these expenses are dealer repairs to fire dept vehicles and school bus.

Categories	<u>14/15 year</u>		<u>13/14 year</u>	
	Cost	Percent	Cost	Percent
Exhaust	\$000.00	0.000%	\$2,780.60	18.571%
Towing	\$2,140.00	2.762%	\$1497.50	10.002%
Glass Replacement	\$3,724.87	4.808%	\$4,428.49	29.577%
Alignment	\$10,103.35	13.040%	\$887.30	5.926%
Tire Repair	\$1,327.47	1.713%	\$1,474.44	9.848%
Dealer Repair	\$54,653.10	70.541%	\$2,022.11	13.505%
Radiator	\$1,214.18	1.567%	\$93.00	.621%
Seat	\$3,555.00	4.588%	\$250.00	1.670%
Misc.	\$759.15	5.581%	\$1,539.11	10.280%

Departments	<u>14/15 year</u>		<u>13/14 year</u>	
	Cost	Percent	Cost	Percent
Fire	\$37,828.08	48.825%	\$4,141.80	27.663%
Police	\$3,934.19	5.078%	\$3,080.55	20.575%
Schools	\$17,113.81	22.089%	\$3,090.66	20.642%
Sheriff	\$463.47	0.598%	\$1,261.74	8.474%
Parks	\$125.00	0.161%	\$1,975.96	13.197%
Senior Citizen	\$255.00	0.329%	\$0.00	0.000%
Engineering	\$55.00	0.071%	\$0.00	0.000%
Streets	\$12,883.15	16.628%	\$144.49	.965%
Utilities	\$4,525.15	5.841%	\$1,172.35	7.830%
Others	\$294.15	0.380%	\$105.00	.701%