

CITY MANAGER'S REPORT TO CITY COUNCIL JULY 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, seventeen (17) 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. Alternative trail routes may need to be considered.

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. Construction has commenced.
- **Paving Preservation** – Blakemore Construction was the lowest responsible bid at \$309,934.05. Repaving operations to begin in August.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- **Southgate Square**– Plans received 7/24 and review comments sent to design engineer on 7/29.

Right-of-Way Permits

- Issued seven (7) permits and closed two (2) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 51 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (03) locations, responded to (06) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (90) locations and sprayed for weeds/grass at (15) locations.
- Trimmed tree/bushes limbs hanging over street at (11) locations and responded to (01) tree miscellaneous request.
- Removed storm damage at (03) locations.
- Replaced deck belt and guide pulley on lawnmower.

Recycling Center

- 366 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials. Removed 55 gallons of Used Oil and 300 gallons of flammable liquids.

Storm Water and Drainage

- Cleaned (25) catch basins, drainage ditch at (03) locations, curb and gutters at (07) locations and responded to (07) miscellaneous drainage requests.
- Placed topsoil in sinkhole at (02) locations and gravel at (06) locations.
- Repaired storm drain basin at (02) locations.
- Replaced three 14' feet of 12" sections of PVC pipe, the front walls and floor of basin on Compton Road that had collapsed.
- Replaced weep holes screen in basin that had corroded on Waterfront Drive, Hawick Drive, Yacht Basin Drive and Dunlop Farms Boulevard at Longhorn Drive.
- Repaired grates and installed three braces to storm drain at Charlotte and Meridian Avenues.
- Inspected/cleaned outfalls at (06) locations.
- Placed gravel on shoulder of street at (01) location.
- Sweeper sent to Virginia Public Works Equipment for repairs, no streets swept.
- Concrete Crew repaired/replaced an 8' x 18" section of driveway apron at (01) location, (07) feet of Curb and Gutter at (01) location, (62) feet of Curb and Gutters due to Storm Drain repairs at (03) locations and resurfaced two large section of sidewalk at Courthouse and a section of concrete gutter pan on Yew Avenue.

Transportation

- Placed Asphalt in (51) potholes, (04) utility cuts, (04) low area, (02) driveway, (03) storm drain cuts, (01) low area in sidewalk and (01) valley gutter.
- Placed gravel in potholes in alley behind Franklin and Jackson Avenues.
- Power washed paint from Curb and Gutter on Lynchburg Avenue.
- Assisted Traffic Engineering pulling wires to street light on Pickwick Avenue and Purchasing Department removing a desk from the Old Courthouse on Temple Avenue.
- Located property pins at (01) location to determine tree location.
- Installed a 10" and a 12" drain pipes to access railroad bed in order to cut/maintain vegetation/trees and cleaned area at the end of Ingram Avenue.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Cleaned and preformed preventive maintenance/repairs on City's vehicles.
- Welcomed new Public Works Technician employee Charlie Lamm, III.
- Hauled (34) dump truck loads of construction materials from Public Works Complex to Area 6 at Old Landfill to fill low areas and ruts.

Wastewater Utility

- Responded to (05) sewer backups, flushed sewer line at (03) locations and trouble spots at (22) locations and responded to (05) sewer miscellaneous requests.
- Repaired sewer main/lateral at (03) locations and cleanout top at (03) locations.
- Camera sewer line to find problem area at (04) locations.
- Sprayed for sewer roaches in (07) manholes at (02) locations.
- Acknowledged an alarm after hours, changed lights in wet well, removed debris from both pumps, tightened belt, removed cover from wet well to vent motor and replaced capacitor in air compressor at Main Pump Station.
- Repaired road with the assists of the Street Division and worked with Verizon to repair phone line for alarms that was damaged at C&B Pump Station.
- Removed debris and grease built up from wet well at Conjurers Neck Pump Station.
- Installed a new pump and vault for #1 pump and cleaned dry well at Hrouda Pump Station.
- Removed debris from pumps at Appomattox Pump Station.
- Removed fence due to an accident at Sherwood Hills Pump Station.
- Cut and trimmed grass/weeds around Pump Stations and Water Towers.
- Continue monitoring all pump stations and methane pump daily.
- Placed gravel in utility cut at Conduit Road and Canterbury Lane.
- Wilbur Sheppard, Utility Technician resigned as of June 23, 2015.
- Checked generator running due to power line work, follow up on operation after power was restored to grid and cleaned debris from roof.
- Cut and trimmed grass/weeds around Pump Stations and Water Towers.
- Continue monitoring all pump stations and methane pump daily.
- Placed gravel in sinkhole at (02) locations.
- Wilbur Sheppard, Utility Technician resigned as of June 23, 2015

Water Utility

- Replaced (17) meters, (02) meter boxes, (02) setters, (02) saddles and responded to (07) water miscellaneous requests.
- Repaired a water service line at (01) location, main line at (03) locations and meter leaks at (02) locations.
- Raised meter box for Utility Billing at (01) location.
- Turned water on, payment paid due to water turned off for non-payment after hours at (02) locations.
- Capped water/sewer lines and pulled (02) meters due to building being demolished on the Boulevard.
- Replaced valve box lid that was missing on Canterbury Lane.
- Placed topsoil around meter box at (01) location.
- Inspecting water towers with Va. Department of Health at Sherwood Hills and Southpark Mall Water Towers.
- Assisted Traffic Engineering with traffic lights installation and street light repairs on Boulevard, Pickwick Avenue and Charles Dimmock Parkway at Southpark Boulevard.
- Checked water pressure at (02) locations and performed a water sample test at (01) location.
- Backflow/Cross Connection Technician conducted (131) surveys, (83) completed and (48) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Performed an UCMR3 Re-test for metals at Conjurers Neck on July 7, 2015 at Max Resident Time. All test results are entered into the EPA/CDX database. This concludes the UCMR3 testing.
- Miss Utility locating required (284) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The Department of Planning and Community Development continue to be proactive and engaged in providing a quality service during the month of July. 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 and zoning division worked on several projects over the month to include reviewing a potential zoning violation in reference to a business in a residential district. The director finished a first draft of the first chapter of the department's policy and procedures manual which includes a mission statement, vision statement, goals and responsibilities. The director has also found various codes that need to be updated and a few that need policy consideration. The community/economic development specialist is working with a zoning layer for a layer of GIS and making various applications for the department electronic. The director continued project management on signs for city buildings and wayfinding by working with the purchasing agent on seeking bids. 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, attend various meetings internally and externally, and other various daily activities.

- ☆ The code enforcement division, as seen in the chart below, continues to be proactively enforcing tall grass, inoperable vehicles, and other city property maintenance and zoning violations. The division has formed an efficient inspection system which meets the demands of the workflow.

- ☆ The building inspections division saw a slight decrease in the number of permits being issued and in the number of inspections performed during the month. The building official and a code enforcement inspector attended a training class during the month.

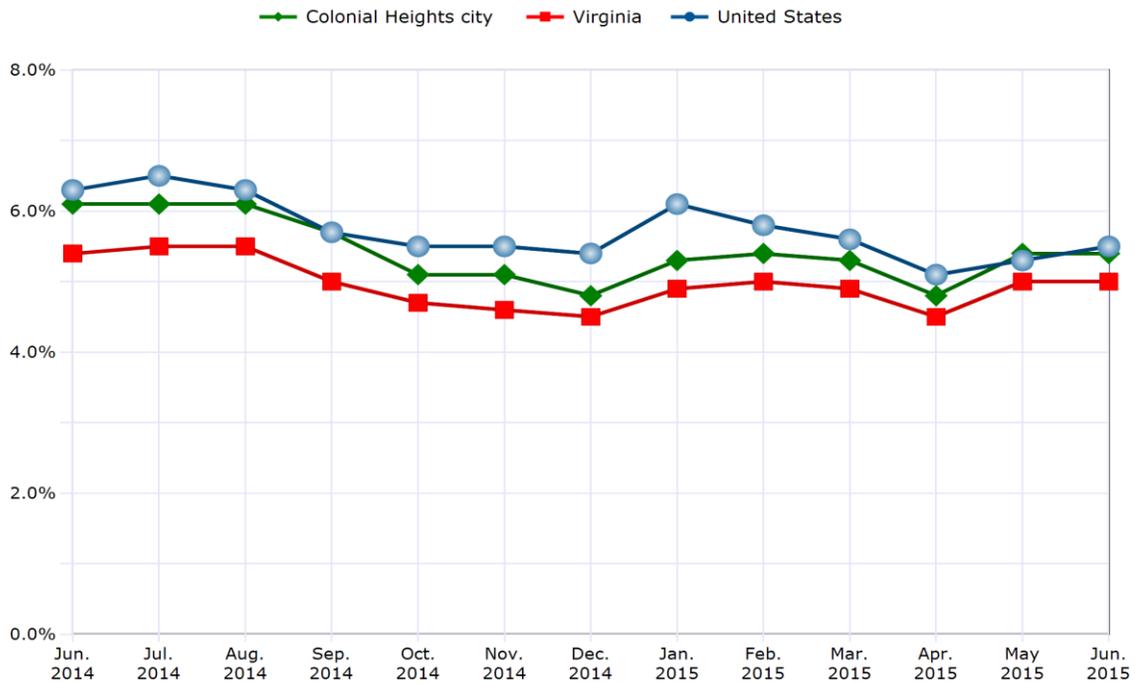
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	114	492	New Residential	0	4
No Violation Found	5	20	Cost	\$0.00	\$653,000.00
Compliant	84	444			
In Progress	25	28	Res. Additions/Alterations	6	52
City Enforced - Grass Cut	47	107			
Total Inspections	228	984	Demolitions	0	3
Inoperable Motor Vehicles					
Initial Inspections	37	292	Commercial	4	42
No Violations Found	4	26	Cost	\$117,827.00	\$1,369,363.00
Compliant	22	233			
In Progress	11	33	Plumbing	8	62
Vehicles Towed	9	18	Electrical	13	70
Total Inspections	74	584	Mechanical	8	28
Trailer Violations			Swimming Pool	3	4
Initial Inspections	14	47	TOTAL PERMITS	42	265
No Violations Found	0	4	Building Inspections		
Compliant	4	32	Residential	86	586
In Progress	10	11	Commercial	37	424
Total Inspections	28	94	TOTAL INSPECTIONS	123	1010
Trash/Debris Violations			Permits issued by Zoning		
Initial Inspections	18	37	Fence	3	15
No Violations Found	5	7	Signs	5	40
Compliant	6	20	Zoning	2	2
In Progress	7	10	TOTAL ZONING PERMITS	8	55
Total Inspections	36	74	Other Activities		
Exterior Storage Violations			Water Shut Off/Marked	0	3
Initial Inspections	15	24	Uninhabitable		
No Violations Found	0	1	Court Cases	0	2
Compliant	8	15			
In Progress	6	7			
Total Inspections	30	48			
Graffiti					
Initial Inspections	0	3			
No Violations Found	0	0			
Compliant	0	1			
In Progress	1	2			
Total Inspections	1	6			
VA Property Maintenance Code					
Initial Inspectoins	1	28			
No Violations Found	0	0			
Compliant	1	10			
In Progress	7	7			
Total Inspections	9	63			
Zoning					
Initial Inspections	1	6			
No Violations Found	0	3			
Compliant	0	0			
In Progress	3	3			
Total Inspections	1	8			
Signs					
Initial Inspections	0	14			
Compliant	0	14			
In Progress	0	0			
Total Inspections	0	16			
TOTAL INSPECTIONS	179	1877			

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 June, 2015 per VEC. The numbers always lag one month.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,715	8,245	470	5.4	No

- *Chesterfield **5.0% unemployment**
- *City of Hopewell **8.1% unemployment**
- *City of Petersburg **10.3% unemployment**
- *Dinwiddie **6.1% unemployment**
- *Prince George **6.1% unemployment**

Prospect Activity

- Direct Requests for Information: 5
- Sites/Bldgs. Submitted 3
- Active Projects 3

- Dollar Tree opened on Boulevard 7/25.

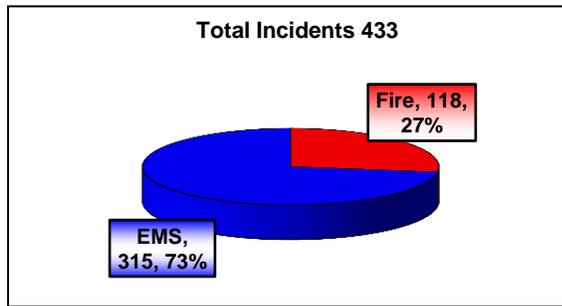
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,608 calls for service during the month of July, 2015. During the same month last year, we responded to 3,905 calls for service—an 8% decrease. We had no reported robbery this month, and none reported in July of 2014—no change. We had two (2) reports of aggravated assault this July, with three (3) being reported during the month of July, 2014—a 33% decrease. We had eight (8) reported burglaries in July, 2014, compared with six (6) reported during the month of July, 2015, a 33% increase. There were 133 Part I, or serious, crimes reported to the Colonial Heights Police Department in July, 2015. Seventy-four (74) of those, or 56%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month was one that was very hot and really busy. Even with 8% fewer calls for service than last year, we totaled a 10% increase in the number of arrests and hit the “400” mark with the total amount of arrests. Our officers and investigators made some very important arrests as well. We had a short crime spree of burglaries and thefts from automobiles that were committed by the same suspect, who is now residing at Riverside Regional Jail with no bond.
- ✓ I would be remiss not to mention that, after four and a half years, a plea agreement was made in the capital murder trial involving the Blands, who were victims at the hands of Matthew Brady. A plea of guilty to both murders and two robberies was accepted by the judge—sentencing by the same judge will take place in September. Obviously, there are no winners here, but the family and our community were ready for the case to come to a conclusion. The County of Chesterfield and their Commonwealth’s Attorney, William “Billy” Davenport, were outstanding to work with and handled this case with the utmost respect and professionalism.
- ✓ Officer Robert Brown has completed his field training and is on his own patrolling our streets. Officer Devin Marks, formerly of the Richmond Police Department, has begun his field training, and we are excited to have him working with our team. This past week, I gave a conditional offer of employment to a certified officer who already resides in the City. We have also advertised our School Resource Officer grant position, with a closing date of the 21st of August.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a solid month from his personnel. Some of the operational highlights are as follows:
 - Officers worked an uneventful but successful 4th of July celebration.
 - Patrol officers pursued on foot and captured an individual in Southpark Mall wanted for several residential break-ins and thefts from vehicles.
 - Patrol officers caught a suspect in the act of breaking into a jewelry store kiosk. A foot pursuit ensued and the subject was also found to be in possession of a stolen automobile.
 - A juvenile responsible for breaking into several vehicles on a tow business lot was arrested by patrol officers.
 - Our Major Accident Investigation Team (M.A.I.T.) was called out for a single-vehicle accident on Temple Avenue, which resulted in a fatality. The elderly man struck a tree in the median and died of blunt force trauma.
 - Patrol officers responded to a “shots fired” call, smelled marijuana and then assisted detectives with a search warrant, confiscating drugs and \$25,000.00 in cash.
- ✓ Our **Special Operations Unit** initiated 38 new cases, issued 72 traffic summonses, obtained 21 felony warrants, 37 misdemeanor warrants, and served 10 outstanding warrants. A total of 21 narcotics-related arrests were affected.
- ✓ Special Operations Officers participated in the 2nd Annual Tri-Cities Strike Force Interdiction Operation, issuing 29 traffic summonses and making a drug arrest and a fugitive arrest. A third-quarter alcohol compliance check was affected on 10 area businesses--none sold alcohol to our underage confidential informant.
- ✓ 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:

IV. POLICE DEPARTMENT (CONTINUED):

- The bureau met with 61 members of Sherwood Hills Neighborhood Watch group. They were introduced to our new tracking K-9 “Rose” and Master K-9 Officer Chris Wulff.
 - Training has begun for four (4) newly added Auxiliary officers. One officer dropped out in the first few weeks of the in-house academy. Capt. Newsome is one of the instructors.
 - Sgt. Rob Ruxer met with representatives of Richmond Police Department in reference to assisting them with the acquisition of Taser body-worn cameras.
 - A Target *Heroes and Helpers* grant in the amount of \$500.00 was applied for and received. This program will assist needy children in the community with purchasing Christmas gifts during the upcoming holidays.
- ✓ Our **Investigations Division** has been assigned 27 new cases for the month, with 26 of those investigations being cleared, as well as two (2) cases from previous months, for a 104 percent clearance rate. Eleven (11) concealed weapon permits were processed, and one employee background investigation was completed for police officer and one for police chaplain. Monthly investigations included child abuse, several residential burglaries, several frauds, an armed robbery, thefts from automobiles and other theft-related cases.
 - ✓ Overall, we made 400 total arrests, worked 98 crashes, wrote 408 traffic citations, executed 812 traffic stops, affected 16 DUI arrests and 37 drug arrests, and issued 35 parking citations.
 - ✓ **Master Officer Christopher M. Wulff** was selected as our *Employee of the Month* for June, 2015.
 - ✓ More than a year ago, Master Officer Wulff expressed his interest in establishing a canine tracking program for our department. He was granted permission to explore a program and funding options.
 - ✓ Over the past year, MPO Wulff has spent countless hours researching all aspects of a tracking canine program, including the utilization of a bloodhound, specific training and all pertinent equipment for both the canine and himself, as the handler. He also became aggressively involved in raising funds to cover the costs of establishing the tracking canine program, the goal for which was far exceeded due to Chris’s diligence and community contacts. After locating the right bloodhound at a memorial foundation in Florida, “Rose” and Chris were united in May and began the very important bonding process, culminating in two weeks of off-site training in June back at the facility in Florida. Chris has seen Rose through two surgeries—spaying and stomach pinning (a must for large canines like Rose)—and she remains ever faithful by his side.
 - ✓ K-9 Rose now resides with Chris and his family in a specially-built kennel at Chris’s home. To maintain the bond with MPO Wulff, she rides everywhere with him in the specially equipped Tahoe, training with him on a daily basis. Together, they have become local celebrities of sorts through social media and personal introductions.
 - ✓ Service began in earnest in their first month as a certified canine team, tracking a suspect involved in a strong-arm robbery at a local bank. Although the suspect fled from the bank in a vehicle, investigation revealed that K-9 Rose accurately tracked the suspect’s path on foot and a remarkable two blocks traveled in the vehicle! The team of “Chris and Rose” is well on the way to being a great asset to Colonial Heights and the surrounding areas.
 - ✓ Were it not for the hard work and dedication of Master Officer Wulff, the canine tracking program would not be in place today. The commitment to a police canine is a 24/7/365 proposition. MPO Wulff is committed to regular basic and advanced training to better his and K-9 Rose’s skills. He has accepted all of these responsibilities with enthusiasm and continued dedication to the Colonial Heights Police Department.
 - ✓ Chris Wulff’s vision, hard work and dedication to the department and the newly established canine tracking program make him a clear choice as our Employee of the Month for June, 2015.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 118

(Total Fire Loss \$75,800):

Total Patients transported: 250

(Total EMS incidents 315)

Fire units arrived on scene in less than 9 minutes on 88.4% of emergency incidents.

(Average response time 5:58 minutes)

EMS units arrived on scene in less than 9 minutes on 97.6% 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>	
Brush Fire	2	Heat from short circuit (wiring)	1	Good Intent Calls	31
Building Fire	3	Power Line Down	1	Public Service	52
Cooking Fire	2	Overheated Motor	1	Alarm Activation (no fire)	7
Vehicle Fire	2	Building/Structure collapse	1	Child Seat installation	6
Dumpster/Trash Receptacle	1	Arcing, shorted electrical	1	Smoke detector installation	4
Other Fire	1			Citizen Complaint	2
M/A to First Responder Chesterfield EMS	4	M/A from Chesterfield Fire	3		
M/A to Chesterfield Fire	3	M/A from Hopewell Fire	1		
		M/A from Petersburg Fire	3		

EMS Division (number of patients treated)

Abuse of drug/alcohol	5	Endocrine – hypoglycemia	10	Neurological problem other	4
Allergic reaction	3	Fever	1	Pain	14
Behavioral/psychiatric	20	Gastro Intestinal problem	35	Respiratory – acute onset distress	9
Bleeding	1	Infectious disease	2	Respiratory – asthma	3
Burn	1	Injury – various	47	Respiratory – COPD	6
Cancer	1	Malaise	2	Respiratory – Hemoptysis	1
Chest arrhythmia/dysrhythmia	14	Mobility reduced	2	Respiratory – Pulmonary Edema	1
Chest pain	27	Neurological – altered mental	6	Respiratory Problem	4
Cardiovascular problem other	7	Neurological – migraine	1	Syncope – Near Syncopal	3
Dehydration	3	Neurological – seizure	5	Syncope – Syncopal	8
Dental/Tooth Pain	1	Neurological – stroke/CVA	2	Weakness	21
Endocrine – hyperglycemia	5	Neurological – TIA	3	Other	21
M/A to Petersburg EMS	2	M/A received from Fort Lee EMS	3		
M/A to Chesterfield EMS	1	M/A received from Chesterfield EMS	1		

EMS Transports (by facility)

Southside Regional Medical Center	201	80.40%
CJW Medical Center –Chippenham Campus	20	8.00%
John Randolph Medical Center	14	5.60%
VCU Health Systems	9	3.60%
St. Francis Medical Center	4	1.60%
CJW Medical Center-Johnston Willis	2	0.80%
Total:	250	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,134

No alarm citations were processed during July.

Pre-audit schedules and journal entries being prepared in preparation for annual independent audit.

Purchasing – 507 total purchase orders completed with 395 being processed by purchasing and 112 departmental purchases being reviewed as compared to 508 being completed for the same period in 2014. In addition 233 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. Notice to proceed has been given.
- Invitation # 15-061202-1044, Pavement Preservation – 2015. Issued on May 29, with bids due June 12. Contract documents completed and notice to proceed has been given.

Other Purchasing Activity:

- Purchase Order issued -mowers for Public Works and Recreation Departments.
- Internet speed increased at the Library
- Purchased combination jet/vacuum sewer cleaner truck for Public Works.
- Purchase order issued for new handhelds, transceiver, and software, for Utility Billing.
- Contract executed with Project Homes, for CDBG program
- Quote issued for the replacement of the roof over the Police Department’

Risk Activity:

- A lighting strike near Fire Station #2, took out miscellaneous electrical equipment.
- Damage to the Harry Hargis memorial plaque was discovered at River Trail Park.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,805

Delinquent Notices Sent – 697 or 19.3% with 155 cut off for nonpayment.

\$111.36 set off debt was collected in July.

VII. HUMAN RESOURCES DEPARTMENT:

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

☆ **Advertisements**

Department

Recreation

Position

Transportation Coordinator

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Site Supervisor (Part-time)	22	368
Support Worker (Part-time)	35	416
Transportation Coordinator	78	619

☆ **Training**

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

☆ **Miscellaneous**

- Completed a new employee orientation session for: Benjamin Barrett (EMS Firefighter), Ryan Murphy (EMS Firefighter), Jon Roberts (EMS Firefighter), Devin Marks (Police Officer) and Leslie Frye (Staff Assistant).

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- Attended a quarterly IPMA-HR Virginia Chapter Board meeting on August 17, 2015, which included a planning session for the 2015 HR Leadership Conference in Lynchburg, Virginia.

☆ **Worker’s Compensation**

- The following workers’ compensation report was filed during the month of July 2015:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
07-07-15	Police	Injured left knee apprehending a shop lifter.
07-09-15	Police	Right thumb bent backward while arresting suspect.
07-14-15	Police	Lacerations to left forearm from prisoner in custody.
07-22-15	Fleet	Left pinky cut when wheel dropped while on tire balance machine.
07-25-15	Fire	Missed step and rolled left ankle while exiting vehicle.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 55,781 page views in the month of July.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records Search 3. City Employees Login 4. Animal Shelter 5. Recreation & Parks 6. Yard Sale Listings 7. Newsflash 8. Departments 9. Records & Property Tax Maps 10. Police 11. Online Bill Pay 12. City Maps 13. Sports & Athletics 14. Assessments 15. Recreation Programs 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Germany  Canada  Russia  France <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  California  District of Columbia  New York  North Carolina
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- ☆ Citizens submitted and city staff processed 406 service requests and questions through the “Let Us Know” module during the month of July. The City of Colonial Heights’ Facebook Page now has 3,937 fans and the City’s Twitter account has 602 followers.
- ☆ Proactive Information Management completed 85 hours of IT service and maintenance for City departments this month.
- ☆ The IT Department continues to participate in training and planning for the City’s GIS implementation.

IX. LIBRARY:

- ☆ The library staff circulated 20,565 titles in July.
- ☆ 268 e-books were downloaded, while 1,364 titles circulated on Kindles. There are now 1,632 residents using the library’s e-book collection.
- ☆ The public computer center was used 2,003 times, while the iPad center was used 338 times.
- ☆ 913 children participated in the Story Time program this month.
- ☆ The library’s meeting rooms were used by 68 groups.
- ☆ 206 residents registered for new library cards, and an average of 720 residents used the library each day
- ☆ 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 July, the Recreation Division continued to hold their Summer Camp programs to include the Playground Program, Summer Tots and Tuesday Teens. Eight youth baseball and softball All-star teams competed in local tournaments in the area, including our 14-16 year old team who hosted the Babe Ruth Southeast Regionals at Shepherd Stadium. Our annual youth sports camps all took place in the month of July and were well attended. Adult Softball Leagues completed their regular seasons in July and will complete their tournaments the first week in August. Youth Football and Cheerleading registration was completed in July and practices will start the first week in August as well. Staff worked on putting the Fall City Focus edition and it will be finalized and released around the middle of August.

Athletics	<u>2014</u>	<u>2015</u>
Adult Softball	29 teams	31 teams
Youth Football (Reg. thru 7/31)	73	66
Youth Cheerleading (Reg. thru 7/31)	71	59
Tennis Lessons	28	28
Basketball Camp	31	35
Girls Basketball Camp	28	11
Volleyball Camp	25	30
Cheerleading Camp	33	32
Football Camp	13	N/A
Punt, Pass & Kick	25	13
All-Star Baseball/Softball Teams	9	8
Activities/Programs	<u>2014</u>	<u>2015</u>
Summer Tots	24	11
Summer Playground	136	120
Tuesday Teens	24	13
Karate	11	12
Zumba	7	N/A
Belly Dancing	3	9
Drawing Class	6	N/A
Cardio Fusion	7	N/A
Dive-in Movie	N/A	150
Facility Usage	<u>2014</u>	<u>2015</u>
Community Room Attendance	895	1040
Community Room Reservations	25	26
Pavilion Attendance	2,640	1889
Pavilion Reservations	35	27
Field Attendance	7,054	
Field Rentals	98	
Teen Center Attendance-CHHS Students	116	72
Teen Center Attendance-CHMS Students	435	232

Parks, Horticulture, Buildings & Grounds

- Removed pitcher's mound in Shepherd Stadium and built pitcher's mound used for BIB tournament.
- Installed temporary fence used for BIB tournament.
- Edged infield on Shepherd Stadium field for BIB tournament.
- Power washed Shepherd Stadium stands for BIB tournament.
- Installed sod to repair worn areas on Shepherd Stadium, A, and B fields.
- Aerated A, B, and Civic fields.
- Aerated Shepherd Stadium infield.
- Installed flag poles in Shepherd Stadium for Babe Ruth Southeast Regional tournament.
- Provide manpower for Babe Ruth Southeast Regional tournament.
- Provide manpower for BIB tournament.
- Repaired bench on pier at Fort Clifton.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Trimmed trees and shrubs as needed at site
- Planted annuals at sites.
- Trimmed suckers off crepe myrtles at sites.
- Trimmed azaleas and boxwoods at Senior Center.
- Spread wood chips in flower beds at White Bank Park.
- Removed low hanging limbs on crepe myrtles down Temple Ave to facilitate grass cutting.

Violet Bank Museum

	<u>2015</u>	<u>2014</u>
Attendance	262	351

- Outreach Program Attendance - 250
- Activities-regular duties, exhibit and program prep

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

Activities	2015	2014
Advisory Board Meeting	n/a	12
Bingo in Center	68	72
Bowling	260	260
Bridge Party	80	88
Bridge Tournament	112	144
Golf at Fort Lee	512	600
Golf at Prince George	240	n/a
Ice Cream Social	55	n/a
Senior Club Meeting	124	78
Senior Citizen Dance	114	128
Sing A-Long	58	52
Sing A-Long-CH Health Center	n/a	14
Awareness/Education		
TRIAD	45	42
Computer Help	18	n/a
Wellness Workshop	n/a	32
Classes		
Crochet & Knitting	84	66
Open Friday Painting Class	28	8
PaintingWilson Bickford Video	14	8
Painting Class Gems by James	22	18
Painters Group	42	36
Sewing Classes	14	28
Splash of Color	18	16
Tap Class Intermediate	72	69
Tap Class Advance	102	98
Quilting Class Block of the Month	30	28
Snappy Card Wallet Class	18	n/a
Quilts for Vets	18	14
Watercolor open class	14	12
Watercolor (Faye Henderson Class)	65	60
Fitness		
Strenght & Stretch	160	160
Sit & Let's Get Fit	237	332
Yoga	126	82
Muscles in Motion	233	183
Tai Chi	42	38
Walking	n/a	7
Water Exercise	31	n/a
Tennis	17	n/a

Trips	2015	2014
Continental Concert	8	n/a
Hopewell Mini-Trip	18	12
Hollywood Cemetery	22	n/a
TOTAL	3121	2801
Meals	2015	2014
Home Del Meals	0	12
Site Meals	122	145
Transportation		
Total Passengers	286	57
New Passengers	6	n/a
Total Trips	549	486
Total Miles	3070	3031
Wheelchairs	12	28
Volunteer Hours	0	23
Donations	\$338.00	\$240.00

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- No YAC Meeting in July
- 4 YAC Members, 3 Visitors, and Advisor Provided Lunch for Our Work Camp Crew
- 13 YAC Members and Advisor Completed the Annual LemonAid Stand Fundraiser and Raised \$200 for the Cause
- 3 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Did not meet in July.

➤ **Kids' After School Program**

- Staff researched grant opportunities, facilitated goLEAD Institute, attended Agriculture in the Classroom training, developed KAP calendar and began hiring process for 2015-2016 school year.

➤ **Substance Abuse Prevention Activities**

- 14 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**

- Kiwanis Meetings
- Senior Staff Meeting
- CARES Board Meeting
- School Board Meeting
- Community Coalitions of Virginia
- Central Virginia Marijuana Prevention Task Force
- Evidence-Based Decision Making
- Chesterfield County PD & SAFE Heroin Summit

➤ **Diversion Program Participation**

• **Community Service**

11 youth completed 116 hours of Service Learning

• **Shoplifting Diversion**

33 youth and a parent attended the Shoplifting Diversion Program

• **Case Management**

0 youth and parent received Case Management Services

• **Miscellaneous Youth Services (Non DJJ)**

1 Youth Completed 3 hours of Community Service

- ✓ Four Teens and One Sponsor Attended YADAPP Conference at Longwood University, Awarded a Mini Grant
- ✓ Facilitated goLEAD Institute with 12 Teens from KAP and YAC
- ✓ Ten Teens and One Supervisor, with Four Teens and Two Supervisors from the Chesterfield Adolescent Reporting Program, Began Youth Service Corps Program at Pocahontas State Park
- ✓ Attended Neighborhood Watch Meeting
- ✓ Office Retreat to Plan for the Coming Year

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2015	88	\$28,771.31	6	\$1,891.04
2014	80	\$32,039.69	10	\$1,209.60

Sublet repairs consist of:

Dealer Repair	\$1,305.35
Tire Repair	\$415.69
Glass Replacement	\$170.00