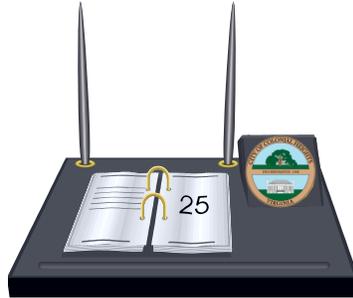


CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 2015



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** – Final checklist items are currently being addressed by contractor. Completion date is anticipated by end of 2015
- **Safe Routes to Schools- Phase 2 (Middle School), UPC 102836** – Preliminary engineering completed. Start of construction anticipated Q2 CY 2016.
- **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** – Preliminary design has been finalized. Plans are out for bid with deadline for submittals on December 11th.
- **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, nineteen (19) property owners have accepted offers. Negotiations continue with remaining.
- **Lakeview Avenue Modernization, UPC 101288** – Notification letters have been sent to all affected property owners. To date, sixteen (16) property owners have accepted offers. Awaiting responses from remaining.
- **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 Q2 CY 2016.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – PE has been authorized for this project. Preliminary engineering may be deferred.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Phase IV 90% construction plans submitted to VDOT for review. Discussions over financing with VDOT are ongoing.

Utilities Capital Projects

- **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 bid awarded to Southern Construction for \$1,375,386. Construction has commenced. Current contract completion date is August 2016.
- **Pavement Preservation** – Resurfacing operations have been completed for FY 2015-2016

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- Kroger Development – Plans submitted 11/30
- **Gills Point Section 10** – Plans submitted 11/30

Right-of-Way Permits

- Issued one (1) permit and closed two (2) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 84 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (20) locations and responded to (03) dead animal requests.
- Cut and trimmed grass at (03) locations.
- Trimmed tree/bushes limbs hanging over street at (03) locations and responded to (01) tree miscellaneous request.

Recycling Center

- 331 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials. Part-time position interview completed waiting for candidate's background and physical results.

Storm Water and Drainage

- Cleaned (56) catch basins, drainage ditch at (02) locations, curb and gutters at (01) location, BMP/Outfalls at (04) locations and responded to (02) miscellaneous drainage requests.
- Placed topsoil in sinkhole at (01) location and gravel at (01) location.
- Sweeper collected (08) cubic yards of debris from Boulevard for the Christmas Parade.
- Concrete Crew grinded valley to entrance to Insurance Company at 1201 Boulevard on Westover Avenue side to drain water from sidewalk.
- Leaf season began November 09th City's crews collected (858) cubic yards from Areas 1 and 2

Transportation

- Placed Asphalt in (03) potholes, (01) driveway, (01) low area and responded to (01) miscellaneous asphalt request.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Assisted Register Office moving voting machines for Election Day.
- Assisted Traffic Engineering Division changing bulbs, hanging Christmas Snow Flakes and setting up message board for the Christmas parade on the Boulevard.
- Assisted Police/Fire Department with closing of Bruce Avenue due to a down power line and removing a gravel spill on Temple Avenue.
- Graded gravel area on Bruce Avenue, Alley behind businesses on Pickwick Avenue and the parking area at the Public Works Complex with the motor grader.
- Placed a chain and lock on gate behind Tractor Museum at 880 West Roslyn Road for the crew to gain access to City property.
- Placed one ton of gravel in (05) alleys throughout the City.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (04) sewer backups, flushed sewer line at (02) locations and responded to (02) sewer miscellaneous requests.
- Repaired a cleanout top at (01) location.
- Placed topsoil around a cleanout at (02) locations
- Removed debris from pumps and repaired lights in wet well at Main Pump Station.
- Responded to a pump station overflow alarm after hours, cleaned floats, pump down wet well and cleaned grease out of wet well to prevent backups at Conjurers Neck Pump Station.
- Cleaned floats and wet well at Sherwood Hills Pump Station.
- Met with officer concerning graffiti on building, cleaned grease and debris from wet well and wall so floats could work property and changed cut off float at C&B Pump Station.
- Welcome new Public Works Technician “Jacob Davis” to our team.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (15) meters, (02) meter boxes, (03) meter tops, (02) setters, (02) pigtails, (01) riser and responded to (11) water miscellaneous requests.
- Repaired a water main line at (02) locations.
- Cleaned meter box for Utility Billing at (01) location.
- Fire hydrants flushing completed.
- Repaired a Fire Hydrant at Southpark Boulevard.
- Replaced a water valve cover at Ellerslie Avenue and Boulevard.
- Turned water off at (02) locations due to a break on private property.
- Water shut down for City’s Contractor on Battery Place, Maple and Bruce Avenues.
- Water shut down at 806 Roslyn Road at night to replace a 3” meter with a 2” setter and meter and a 4” valve.
- Backflow/Cross Connection Technician conducted (23) surveys, (23) completed and (0) incomplete.
- 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 (155) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ In November, the final step, from a staffing perspective, was finalized in the department's reorganization process. Kelly Hall began employment with the City as the Assistant Director 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 and zoning division began to review a rezoning request which is planned for a public hearing before the Planning Commission in January. The director continued project management on signs for city buildings and wayfinding by working with the purchasing department on a purchase order. The division also continues to review sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, 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 assistant director "hit the ground running" by immediately working on CDBG priorities and familiarizing herself with the department and fellow employees.
- ☆ The code enforcement division continues to be proactively enforcing inoperable vehicles, and other city property maintenance and zoning violations. The inspectors continue to be observant of building permit violations and work with the building inspections division to share information.
- ☆ The building inspections division saw a slight decrease in the number of permits issued and the number of inspections performed during the month compared to last month. With the end of the calendar year approaching, employees of this division managed to take some vacation days in an effort to professionally control their yearly carryover of annual leave time.
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

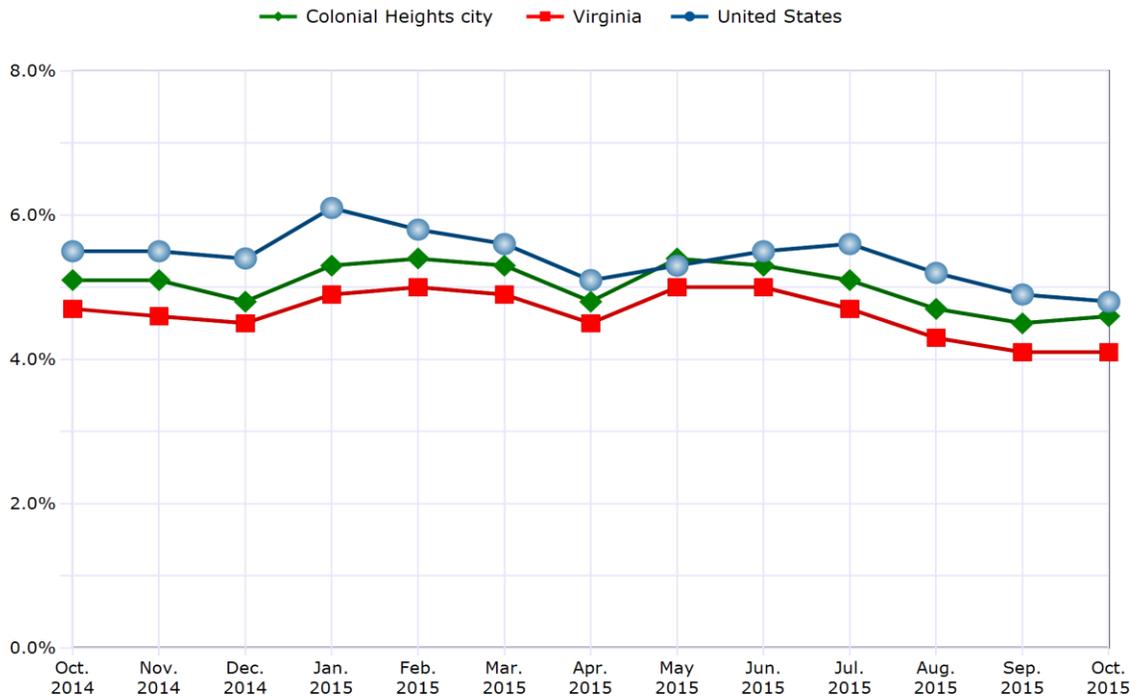
	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	3	736	New Residential	0	4
No Violation Found	0	25	Cost	\$0	\$653,000
Compliant	2	526	Res. Additions/Alterations	11	88
In Progress	1	4	Cost	\$41,063	\$750,223
City Enforced - Grass Cut	0	227	Demolitions	0	4
Total Inspections	6	1220	Cost	\$0	\$192,802
Inoperable Motor Vehicles			Commercial	3	49
Initial Inspections	63	466	Cost	\$445,200	\$5,969,948
No Violations Found	1	36	Plumbing	9	104
Compliant	34	313	Electrical	6	116
In Progress	28	50	Mechanical	11	75
Vehicles Towed	2	29	Swimming Pool	0	5
Total Inspections	123	867	TOTAL PERMITS	40	445
Trailer Violations			Building Inspections		
Initial Inspections	7	88	Residential	74	872
No Violations Found	0	7	Commercial	28	577
Compliant	2	65	TOTAL INSPECTIONS	102	1449
In Progress	5	10	Permits issued by Zoning		
Total Inspections	14	169	Fence	4	32
Trash/Debris Violations			Signs	1	50
Initial Inspections	9	78	Zoning	3	18
No Violations Found	1	12	TOTAL PERMITS	8	100
Compliant	3	38	Other Activities		
In Progress	5	8	Water Shut Off/Marked	0	3
Total Inspections	17	144	Uninhabitable	0	2
Exterior Storage Violations			Court Cases	0	2
Initial Inspections	8	42			
No Violations Found	1	4			
Compliant	3	39			
In Progress	4	6			
Total Inspections	15	80			
Graffiti					
Initial Inspections	0	3			
No Violations Found	0	0			
Compliant	0	3			
In Progress	0	0			
Total Inspections	0	6			
VA Property Maintenance Code					
Initial Inspections	4	44			
No Violations Found	1	2			
Compliant	0	15			
In Progress	3	20			
Total Inspections	7	86			
Zoning					
Initial Inspections	1	10			
No Violations Found	0	3			
Compliant	1	3			
In Progress	0	1			
Total Inspections	2	17			
Signs					
Initial Inspections	0	14			
No Violations Found	0	0			
Compliant	0	14			
In Progress	0	0			
Total Inspections	0	36			
TOTAL INSPECTIONS	184	2625			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2014/2015

Colonial Heights City

Unemployment for the past 12 months



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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,632	8,233	399	4.6	No

- *Chesterfield **4.1 %unemployment**
- *City of Hopewell **6.8% unemployment**
- *City of Petersburg **8.2% unemployment**
- *Dinwiddie **4.9 % unemployment**
- *Prince George **4.9 % unemployment**

Prospect Activity

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

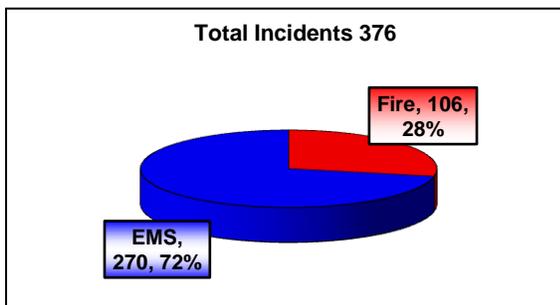
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,268 calls for service during the month of November, 2015. During the same month last year, we responded to 3,456 calls for service—a 5% decrease. We had one (1) reported robbery this month, and one (1) reported in November of 2014—no change. We had two (2) reports of aggravated assault this November, with three (3) being reported during the month of November, 2014— a 33% decrease. We had six (6) reported burglaries in November, 2014, compared with none reported during the month of November, 2015, a 100% decrease. There were 92 Part I, or serious, crimes reported to the Colonial Heights Police Department in November, 2015. Eighty-one (81) of those, or 88%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of November has been a very good month, as many of our crime numbers show decreases from last year. We have increased our arrests by 14%, as we made a total of 368 arrests compared to 322 arrests last year. This past month, we committed a lot of time to training, conducting active shooter training at both Colonial Heights High School and Colonial Heights Middle School. We were able to meet as a team with the school administration and offer suggestions on how to improve their preparations for our response. The conversation is always well received. We are also happy to report that we will be scheduling a CHPD Auxiliary Officer graduation, as four volunteers completed all of their required training and qualified with their service weapons at the range. A date has been set for after the holidays.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a solid month from his personnel. Some of the operational highlights are as follows:
 - Preparations have been made to increase patrol and special operations in and around the SouthPark Mall area as the shopping season has begun.
 - Patrol has expressed continued concerns with juveniles congregating in and around SouthPark Mall. This is typically on Friday and Saturday nights. There have been a number of arrests and calls for service after the mall closes.
 - The Operations Division has recently been reduced by two officers. Career Officer Mike Duncan incurred a broken bone in his elbow after being assaulted during a call for service. Master Officer Stacey Whitt had a medical issue to address; however, he has since returned to full duty.
 - Patrol tended both community events—the Annual Turkey Trot Race and the service at the Veterans’ Day Memorial.
 - Animal Control hosted a very successful rabies clinic.
 - K-9 *Blitz* was utilized eight (8) times this month and provided a presentation to the third graders at Tussing Elementary School.
 - Master Officer Greg Thinnes handled a call for service involving found money (\$15,000.00) and was able to locate the owner.
- ✓ Our **Special Operations Unit** initiated 26 new cases, issued 94 traffic summonses, obtained 20 felony warrants, 25 misdemeanor warrants, and served 10 outstanding warrants. A total of 12 narcotics-related arrests were affected.
- ✓ Special Operations officers assisted uniform patrol with extra patrols and undercover operations in and around SouthPark Mall, in addition to our city parks.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a good month. Highlights from their reported activities are as follows:
 - Our department will be welcoming a new certified officer to our ranks. Brian Drake, a former Chesterfield County Sheriff’s Deputy, will begin on December 16th.
 - A security assessment was conducted at Tussing Elementary.
 - Four (4) recruit Auxiliary officers qualified at the firing range.
 - All of our School Resource Officers (SROs) are participating in residency checks.
 - All of our SROs participated in the active shooter training.

IV. POLICE DEPARTMENT (CONTINUED):

- Our SROs have identified 10 children in need in the community and will have them participating in the *Heroes and Helpers* event for Christmas that is sponsored by Target and Colonial Heights Kiwanis Club.
- ✓ Our **Investigations Division** has been assigned 16 new cases for the month, with 12 of those investigations being cleared, as well as five (5) cases from the previous month, for a clearance rate of 106%. Fifteen (15) concealed weapon permits were processed; four (4) massage therapist permits and two (2) massage clinic permits were approved. Monthly investigations included a runaway, various types of fraud, grand larceny, a few sexual assaults, burglary, and larceny of an auto.
- ✓ Investigations Division personnel are to be commended, as they have cleared several old August, 2015, burglaries by arrest. Master Detective Thad Johnson received a DNA “hit”, which identified a suspect, ultimately resulting in a confession from said suspect. Great job!
- ✓ Overall, we made 368 total arrests, worked 104 crashes, wrote 420 traffic citations, executed 820 traffic stops, affected 11 DUI arrests and 38 drug arrests, and issued 36 parking citations.
- ✓ **Master Detective Thad E. Johnson** has been selected as our *Employee of the Month* for October, 2015. While Thad consistently produces high quality work in his assignments with Investigations, he went above and beyond in one particular case in October. This case involved the larceny of a wedding ring from E. Alvin Small Funeral Home. The ring belonged to a retired Deputy Sheriff with the Dinwiddie County Sheriff’s Office, who passed away. Master Detective Johnson developed a suspect who happened to be a janitorial worker in that facility. The suspect confessed to the crime but did not have the ring, having sold it to a buyer in Chesterfield. Master Detective Johnson was able to locate this subject, who had already sold it to someone else. This went on down the line to a fifth person, who had ultimately pawned the ring at Village Coin in Colonial Heights. Even though he was off duty, Master Detective Johnson quickly responded to Village Coin on a Saturday morning, fully expecting that the ring had already been melted down. To his amazement, the ring was still there in its full state. He recovered the ring and was able to get it back to the decedent’s wife. Sadly, she was not able to bury the ring with her husband, but she was very happy and very thankful that a dear family treasure had been recovered due to the diligence of Master Detective Johnson.
- ✓ This kind of dedication to performance is not uncommon to see in Thad Johnson—it is just who he is as an officer and as a human being. He gives his all to every case and that is why we appreciate him and selected him as most deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 106

(Total Fire Loss \$905):

Total Patients transported: 213

(Total EMS incidents 270)

Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents.

(Average response time 5:22 minutes)

EMS units arrived on scene in less than 9 minutes on 99.6% of emergency incidents.

(Average response time 5:10 minutes)

V. FIRE & EMS DEPARTMENT (CONTINUED):

Fire Division(number of incidents):					
<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Cooking Fire	4	Combustible/Flammable	1	Good Intent Calls	27
Brush Fire	1	Power Line Down	3	Public Service	30
Grass Fire	1	Gas Leak - natural/LP	5	False Alarm/False Call	12
Outside Storage Fire	1	Overheated motor	2	Child Seat installation	8
Other Fire	1	Attempted burning	1	Smoke detector installation	4
		Electrical Wiring	1	Unauthorized Burning	2
		Hazardous Condition	1	Knox Box installation	1
M/A to Petersburg Fire	1	No M/A received			
M/A First Responder EMS Chesterfield	6				

EMS Division (number of patients treated)					
Abdominal Pain	12	Diabetic Problem	3	Respiratory Distress	24
Allergic Reaction	1	Eye Problem/Injury	1	Sick Person	10
Back Pain	7	Falls	34	Stab/Gunshot/Penetrating Injury	1
Behavioral/Psychiatric	12	Fire	1	Stoke/CVA	7
Burns	2	Headache	1	Traffic/Transportation Incident	8
Cardiac Arrest	1	Heart Related Problems	2	Traumatic Injury	5
Chest Pain/Discomfort	34	Hemorrhage/Laceration	4	Unconscious	11
Choking	2	Poisoning/Drug Ingestion	2	Other	22
Convulsions/Seizure	6				
M/A to Petersburg EMS	2	M/A received from Fort Lee EMS			1
		M/A received from Chesterfield EMS			1
		M/A received from Petersburg EMS			1

EMS Transports (by facility)		
Southside Regional Medical Center	157	73.71%
John Randolph Medical Center	20	9.39%
Chippenham Hospital	19	8.92%
VCU Health Systems	11	5.16%
Henrico Doctor's Hospital – Parham	2	0.94%
Johnston Willis Hospital	2	0.94%
St. Francis Medical Center	2	0.94%
Total:	213	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,089

No alarm citations were processed during November.

Purchasing – 219 total purchase orders were completed with 153 being processed by purchasing and 66 departmental purchases being reviewed as compared to 196 being completed for the same period in 2014. In addition 102 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 15-091002-1046, “On Call” Traffic Engineering Serv. Issued on August 21st, with proposal received September 10th. Two venders have been contracted.
- Invitation # 15-102211-1049, George Avenue Sewer Replacement. Issued on October 15th, with proposal due on October 22nd. Contract completed & work is in process.
- Invitation # 15-120302-1049, Holly Grove Subdivision Street Repair. Issued November 6th, with proposal due on December 10th.
- Invitation # 15-121730-1050, Contract For Stone & Sand. Issued on November 25th, with proposal due on December 17th.

VI. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity:

- Purchase Order issued for the July 4 2016 fireworks show.
- Contract was renewed for HVAC/heating systems maintenance services.
- Salt for snowstorms was ordered during the month, in anticipation of winter weather.
- Purchase Order issued for sign at City Hall and directional signs for Shepherd Stadium.

Risk Activity:

- Met with the VML – City loss ratio considerably under industry average.
- Graffiti reported at C&B Pump Station – Cleaned by City forces.
- Unmarked police unit broken into with loss of rifle

Utility Billing:

Bi-monthly Utility Bills Sent – 3,818
 Delinquent Notices Sent – 732 or 21.2% with 88 cut off for nonpayment.
 No information received from Treasurer’s Office on November Collections. 2015 Total - \$6,270.05

VII. HUMAN RESOURCES DEPARTMENT:

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

☆ **Advertisements**

<u>Department</u>	<u>Position</u>
Police	Police Officer (Certified)
Police	Police Officer Recruit

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
(Position recruitments are still active)		

☆ **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 November 5, 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 November 10, 2015.
- Completed a new employee orientation for Kelly Hall (Assistant Director of Planning & Community Development).
- The annual Local Government & Schools United Way campaign, which was co-hosted by the Human Resources Department and Economic Development Department, raised \$6,721 for the 2015 campaign.
- The annual Employee Service Award presentation was held on November 12, 2015. A total of (34) employees were recognized for their service to the City.
- Attended an IPMA-HR Virginia Chapter board meeting to determine and confirm the program structure and participants for the statewide spring conference.

☆ **Worker’s Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
11/03/15	Police	Twisted left knee while chasing suspect.
11/03/15	Police	Sprain elbow while subduing a shoplifter.
11/03/15	Police	Multiple abrasions while arresting a suspect.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, www.colonialheightsva.gov, had 118,193 page views in the month of November.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. City Employees Login3. Real Estate Records Search4. News Flash5. Rumor Mill6. Recreation & Parks7. Animal Shelter8. Departments9. Online Bill Pay10. Turkey Trot11. Upcoming Elections12. Records & Property Tax Maps13. Police14. Yard Sales15. Treasurer	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India Germany Canada France Philippines <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> California Maryland District of Columbia Washington New Jersey
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- ☆ Citizens submitted and city staff processed 312 service requests and questions through the "Let Us Know" module during the month of November. The City of Colonial Heights' Facebook Page now has 4,021 fans and the City's Twitter account has 664 followers.
- ☆ Proactive Information Management completed 52.5 hours of IT service and maintenance for City departments this month.
- ☆ The IT Administrator continues to work with the City Attorney and Comcast to finalize the City's Cable Franchise Agreement.

IX. LIBRARY:

- ☆ The library staff circulated 13,482 titles in November.
- ☆ 193 e-books were downloaded, while 1,804 titles circulated on Kindles. There are now 1,147 residents using the library's e-book collection.
- ☆ The public computer center was used 1,496 times, while the iPad center was used 146 times.
- ☆ 137 children participated in the Story Time program.
- ☆ The library's meeting rooms were used by 104 groups.
- ☆ 107 residents registered for new library cards, and an average of 449 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

Our Youth Football/Cheerleading and Adult Softball leagues completed their seasons in November and the Junior Football team won the League Championship. Our Annual Christmas Card contest conducted at all three elementary schools each year was completed the middle of November and the winning submission came from Makayla Ivey at Tussing Elementary School. The Department also held the City of Colonial Heights Christmas Tree Lighting and Santa's Workshop event on November 28th. Staff continued making preparations for the 63rd Annual Colonial Heights Christmas Parade to take place on Tuesday December 1st at 7pm on the Boulevard.

Athletics	2015	2014
Adult Softball (Fall League)	17 teams	29 teams
Youth Football	76	82
Youth Cheerleading	60	75
Youth Wrestling	12	11
Youh Basketball Registration	251	275
Activities/Programs	2015	2014
Christmas Card Contest	237	237
Christmas Tree Lighting	225	110
Santa's Workshop	32	33
Belly Dance	7	2
Karate	18	16
Facility Usage	2015	2014
Community Room Attendance	1,300	1,130
Community Room Reservations	28	28
Teen Center Attendance-CHHS Students	79	168
Teen Center Attendance-CHMS Students	95	370

Parks, Horticulture, Buildings & Grounds

- Delivered and set up chairs at War Memorial for Veterans Day ceremony. Removed chairs after ceremony.
- Removed all goals, benches, and trash cans from fields at Soccer Complex.
- Closed and winterized bathrooms at all parks.
- Winterized water lines at all ball fields.
- Rebuilt wooden sections of Shepherd Stadium outfield wall from center field to right field.
- Help with decorating live Christmas tree at Courthouse.
- Set up and took down tents, tables, trash cans, and heaters for Christmas tree lighting event.
- Spread gravel in parking lot area at Appamatuck Park.
- Blew leaves off river walk trail.
- Installed shelving rack in vault at Treasurer's office.
- Dug up and removed Holly stumps at War Memorial site.
- Blew and raked leaves at sites.
- Raked pine tags around Library and used as ground cover in flower beds.
- Removed annuals from sites
- Cut lirioppe back at sites.
- Mulched sites as needed.
- Planted pansies at sites.
- Trimmed up Christmas tree at Courthouse and mulched.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Activities	2015	2014
AARP	n/a	36
Bingo in Center	32	48
Bowling	325	268
Bridge Party	48	64
Bridge Tournament	96	116
Bunco	52	n/a
Couponing	n/a	10
Crochet & Knitting	42	52
Golfers Board Meeting	14	n/a
Senior Advisory Board	12	12
Senior Club Meeting	82	78
Senior Citizen Dance	92	112
Sing A-Long	38	36
Sing A-Long-CH Health Center	n/a	12
Fitness		
Muscles in Motion	175	165
Strength Training Class	209	154
Sit Down Exercises	290	194
Tennis	n/a	10
Walking	14	10
Water Aerobics	18	n/a
Zumba Gold	11	n/a
Yoga	33	61
Tai Chi	46	32
Awareness/Education		
Alzheimer's Walk	18	n/a
Blood Pressure Check	40	n/a
Turkey Trot	8	n/a
Heart Smart	45	n/a
Classes		
Computer Class	5	13
Faye Henderson Watercolor Class	26	24
Painting Class Gems by James	32	26
Painting for Valerie workshop	n/a	14
Painters Group	32	48
Christmas project Class	14	12
Sewing Class	16	18
Splash of Color	15	14
Tacky Sweater Workshop	7	n/a
Tap Class Intermediate	45	43
Tap Class Advance	98	92
Quilting Class	47	34
Quilting for Vets	17	13
Monday Watercolor	8	6
Trips		
Riverside	n/a	13
Total	2102	1840

Meals		
Home Del Meals	18	12
Site Meals	67	108
Transportation		
Total Passengers	176	50
Total Trips	348	445
Total Miles	1838	2519
Wheelchairs	4	25
Volunteer Hours	20	8
Donations	\$556.50	\$316.00
New Riders	3	1

Violet Bank Museum		
	2014	2015
Attendance	161	101
<ul style="list-style-type: none"> • Preparing new temporary exhibits installation/ 		

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 19 YAC Members, 1 Guest, 2 YSC Reps, and Advisor Attended November YAC Meeting
- Mailed 68 Cards to McGuire Medical Center for Veterans' Day
- Assembled 18 No-Sew Fleece Blankets for CARE Shelter
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Met in November, scheduled review of the By-Laws for 11/30/15.

➤ **Kids' After School Program**

- **Student enrollment:** Tussing Elementary-20, Lakeview Elementary – 16, North Elementary – 18. CHMS – 25.
- **Projects:** DSS training for childcare providers, Reach for Reading, and all KAP sites made 25 no-sew blankets for the CARES shelter.
- **Staffing:** 9 p/t, VSU work study-7. JTCC work study-3, VSU Interns – 14, JTCC Interns -1
- **Volunteers:** VSU-22, Matoaca High School – 43, Community-3, CHHS – 2, Dinwiddie HS – 1.

➤ **Substance Abuse Prevention Activities**

- 12 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/Board Meeting/Terrific Kids/Street Clean Up
- Suicide Prevention Committee
- Senior Staff Meeting
- School Board Meeting
- Interagency Prevention Team Meeting
- Colonial Heights Food Pantry Board of Directors Meeting
- Cheered for Special Olympics Bowling
- CHHS CADRE/YOVASO Meeting
- Juvenile and Domestic Violence Task Force Meeting
- United Way Luncheon: Dr. Kristin Jamison, Toxic Stress: Effects on Early Childhood Development
- Christmas Parade Planning Meeting
- Positive Parenting Coalition
- Family Assessment & Planning Team
- School readiness Committee
- CSA –FAPT Retreat
- CADRE Coalition
- Community Policy & Management Team
- Children's Advocacy Center meeting
- Colonial Heights Multi-Disciplinary Team meeting

➤ **Diversion Program Participation**

• **Community Service**

6 youth completed 82 hours of Service Learning

• **Shoplifting Diversion**

15 youth and a parent attended the Shoplifting Diversion Program

• **Active Parenting of Teens**

3 Parents Registered for Active Parenting

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

2 Youth Completed 13 hours of Community Service

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

- ✓ Attended Back to School Breakfast for Colonial Heights Public Schools
- ✓ Participated in Community Staffing Meeting with CSA, CSU, DSS, CHPS, etc.
- ✓ Partnered with VSU Resident Advisor, Alcohol Program
- ✓ Assisted with Annual Christmas Tree Lighting
- ✓ Assisted with HOBY interviews at Colonial Heights High School
- ✓ Provided Juvenile Firesetter Program for 3 teens with Colonial Heights Fire Department

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2015	75	\$15,291.38	5	\$1,813.45
2014	81	\$32,982.92	12	\$8,438.53

Sublet repairs consist of:

Welding	\$ 991.75
Paint	576.70
Towing	200.00
Glass Tint	45.00