

CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 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.
- **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 and bids were received on December 11th. Low bid was Shoosmith for \$512,000. Construction to commence Spring 2016.
- **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 1/7/16
- **Gills Point Section 10** – Plans under review

Right-of-Way Permits

- Issued five (5) permits and closed one (1) permit for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 54 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (21) locations and responded to (03) dead animal requests.
- Removed dead stump from side of street on Old Town Drive and picked up dead limbs on Shuford Avenue.

Recycling Center

- 173 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 (30) catch basins, drainage ditch at (03) locations, curb and gutters at (01) location, drainage pipe at (01) location, BMP/Outfalls at (01) location and responded to (04) miscellaneous drainage requests.
- Repaired storm drain pipes at (03) locations.
- City's crews collected (1,683.5) cubic yards from Areas 1, 2 and 3 for the season (2,541.5) cubic yards of leaves.

Transportation

- Placed Asphalt in (17) potholes, (01) driveway, (02) low areas and responded to (01) miscellaneous asphalt request.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Placed gravel in sinkhole at (01) location, driveway at (01) location and a pothole at (01) location.

Wastewater Utility

- Responded to (05) sewer backups, flushed sewer line at (02) locations and responded to (05) sewer miscellaneous requests.
- Installed a cleanout at (01) location, repaired a sewer lateral to main at (01) location and spot repaired a sewer lateral at (01) location.
- Camera sewer line after roots were cut from line at (01) location.
- Flushed sewer main line at (01) location and flushed drains at the Animal Shelter.
- Placed topsoil around a cleanout at (02) locations
- Removed debris from pumps (03) times and responded to an alarm after hours at the Main Pump Station.
- Used flusher truck to clean grease out of wet well at Conjurers Neck Pump Station.
- Removed leaves/debris around building at Sherwood Hills Pump Station.
- Removed leaves/debris around building and generator pad at C&B Pump Station.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Responded to a starting issue with generator, removed battery, checked acid/water level, charge and re-installed this corrected the issue at Dunlop Farms Pump Station.
- Removed leaves/debris from roof at Hrouda Pump Station.
- Removed floats, cleaned and removed grease and debris from pumps at Charles Dimmock Pump Station.
- Welcomed new Public Works Technician on December 2, 2015, Jacob Davis to our team.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (23) meters, (03) meter boxes, (02) meter tops, (01) setter, (01) pigtail and responded to (05) water miscellaneous requests.
- Repaired meter leak at (01) location.
- Repaired a water main line at (02) locations and replaced water service line at (01) location.
- Turned water off at (01) location due to a water line break on private property.
- Assisted Street Division filling in potholes with cold patch asphalt on Stuart Avenue and at the intersection of Stuart and Jefferson Avenues.
- Assisted Traffic Engineering trouble shooting lights, found breaker tripped south end of Boulevard.
- Backflow/Cross Connection Technician conducted (18) surveys, (15) completed and (03) incomplete and assisted with Miss Utility locating (32) hours.
- 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 (207) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ Overall, December has been a slow month compared to the spring and summer months in this department. However, it is a time to reflect on the end of the calendar year in reference to work performed, change in priorities, reorganization efforts, and to look at the year ahead. As usual, 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 discussions with economic development and the city manager on the process of moving forward in engaging stakeholders in evaluating the Dupuy Avenue and Battery Place, specifically behind the courthouse, for future zoning and economic development opportunities. The director continued project management on signs for city buildings and wayfinding with the new city hall sign and shepherd stadium signs being installed by Holiday Signs. 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 familiarizing herself with city codes in reference to zoning and land use, working with the director on issuing various permits, and forming a working relationship with ProjectHomes to further this year's emergency home repair program through CDBG program funds.

- ☆ 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 fluctuation 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.

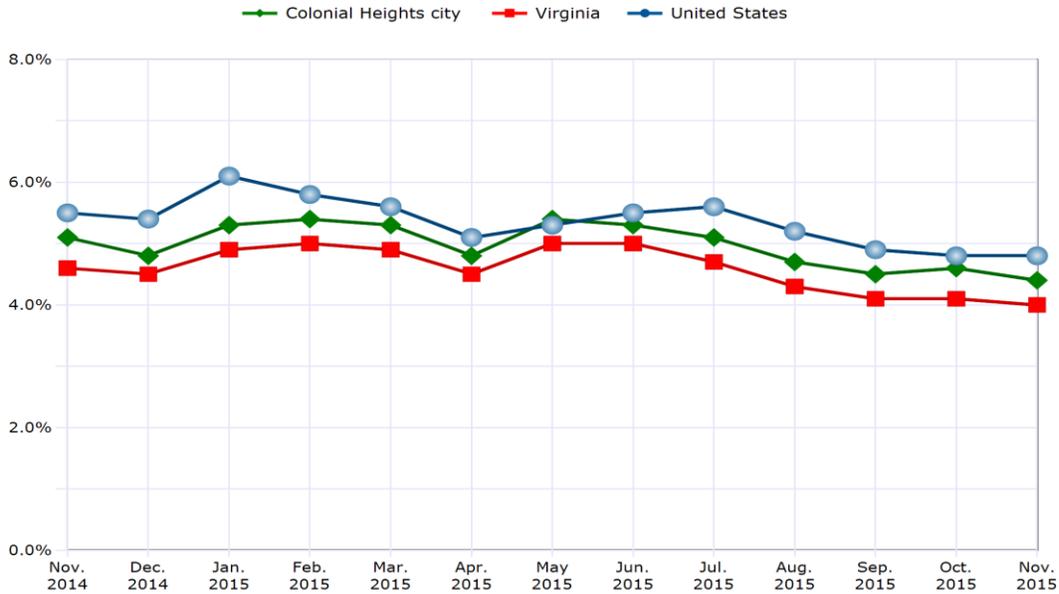
II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	1	737	New Residential	0	4
No Violation Found	0	25	Cost	\$0	\$653,000
Compliant	1	527	Res. Additions/Alterations	6	94
In Progress	0	1	Cost	\$52,739	\$802,962
City Enforced - Grass Cut	0	227	Demolitions	1	5
Total Inspections	2	1222	Cost	\$5,000	\$197,802
Inoperable Motor Vehicles			Commercial	5	54
Initial Inspections	27	493	Cost	\$226,371	\$6,196,319
No Violations Found	2	38	Plumbing	5	109
Compliant	19	332	Electrical	8	124
In Progress	6	9	Mechanical	6	81
Vehicles Towed	3	32	Swimming Pool	0	5
Total Inspections	49	916	TOTAL PERMITS	31	476
Trailer Violations			Building Inspections		
Initial Inspections	8	96	Residential	103	975
No Violations Found	0	7	Commercial	51	628
Compliant	6	71	TOTAL INSPECTIONS	154	1603
In Progress	2	2	Permits issued by Zoning		
Total Inspections	16	185	Fence	0	32
Trash/Debris Violations			Signs	5	55
Initial Inspections	9	87	Zoning	2	20
No Violations Found	3	15	TOTAL PERMITS	7	107
Compliant	3	41	Other Activities		
In Progress	3	5	Water Shut Off/Marked	0	3
Total Inspections	15	159	Uninhabitable		
Exterior Storage Violations			Court Cases	0	2
Initial Inspections	13	55			
No Violations Found	2	6			
Compliant	5	44			
In Progress	6	8			
Total Inspections	24	104			
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	5	49			
No Violations Found	0	2			
Compliant	0	15			
In Progress	5	16			
Total Inspections	10	96			
Zoning					
Initial Inspections	0	10			
No Violations Found	0	3			
Compliant	0	6			
In Progress	0	1			
Total Inspections	0	17			
Signs					
Initial Inspections	0	14			
No Violations Found	0	0			
Compliant	0	14			
In Progress	0	0			
Total Inspections	0	36			
TOTAL INSPECTIONS	116	2741			

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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,638	8,258	380	4.4	No

- *Chesterfield **4.0 %unemployment**
- *City of Hopewell **6.7% unemployment**
- *City of Petersburg **8.3% unemployment**
- *Dinwiddie **4.7 % unemployment**
- *Prince George **4.9 % unemployment**

Prospect Activity

Direct Requests for Information:	3
Sites/Bldgs. Submitted	4
Active Projects	3

2015 New Investment

Aldi	\$ 2,000,000.
O'Reilly's	\$ 1,000,000.
Steak 'n Shake	\$ 1,000,000.

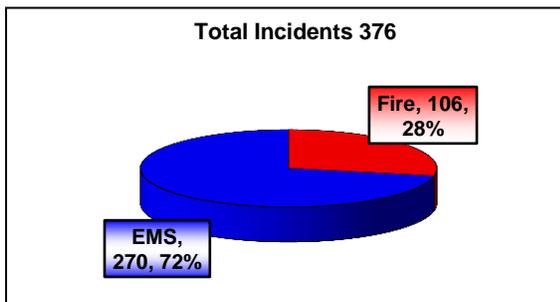
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,173 calls for service during the month of December, 2015. During the same month last year, we responded to 3,369 calls for service—a 6% decrease. We had three (3) reported robberies this month, and two (2) reported in December of 2014—a 50% increase. We had one (1) report of an aggravated assault this December, with none being reported during the month of December, 2014— a 100% increase. We had two (2) reported burglaries in December, 2014, compared with five (5) reported during the month of December, 2015—a 150% increase. There were 87 Part I, or serious, crimes reported to the Colonial Heights Police Department in December, 2015. Fifty-three (53) of those, or 61%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The last month of the year was a very busy one. However, our officers did an exceptional job of keeping our shopping areas safe during the holidays. We finally received closure on the Brady murder case, as he was sentenced to two life terms plus fifty years. In speaking with the Bland family, they were most appreciative of the police department's efforts and the subsequent convictions. We would not have come to this conclusion without the assistance of William Davenport, Commonwealth's Attorney for Chesterfield County, and his assistant, Warren Von Schuch. We will always be grateful for their expertise.
- ✓ We began the month with our annual Christmas parade, which was a very positive experience had by many. We experienced a rash of three similar burglaries that made the local news. Although we feel we have the right suspects responsible, we are still investigating them and trying to tie up some loose ends. Unfortunately, we also experienced a few sexual assaults that were reported. Two cases involved family members, and arrests were made.
- ✓ On a much brighter note, several of our officers participated in Target's *Heroes and Helpers* program and helped 10 needy children and their families shop for Christmas. Our local Kiwanis Club and other members of the community participated in this wonderful event of giving. Overall, the month was busy as officers concentrated on their patrol areas.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported the following from his personnel. Some of the operational highlights are as follows:
 - Patrol and special operations were increased in and around the SouthPark Mall area as the shopping season was in full swing.
 - Master Officer Chris Harris has begun field training new hire Officer Glinn Drake.
 - Career Officer Mike Duncan incurred a broken bone in his elbow after being assaulted during a call-out and continues to be out of service. He is due to return in mid-January.
 - All hands were on deck for the annual Christmas Parade.
 - One of our part-time Animal Control aides is resigning near the end of the month for a full-time position in the City of Richmond.
 - K-9 *Blitz* was utilized nine (9) times this month and provided a presentation to the Girl Scouts.
 - Our Auxiliary Police are eager to take on four new volunteers who have recently completed their required training. Graduation is set for January 7, 2016.
- ✓ Our **Special Operations Unit** initiated 21 new cases, issued 20 traffic summonses, obtained 10 felony warrants, 19 misdemeanor warrants, and served eight (8) outstanding warrants. A total of six (6) narcotics-related arrests were affected.
- ✓ Special Operations officers assisted uniform patrol with extra patrols and undercover operations in and around SouthPark Mall.
- ✓ 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:
 - Diversity training was conducted at the courthouse and attended by our command staff.
 - SRO's Jared Brandeberry and Andrew Barnhouse successfully completed D.A.R.E. training.
 - Night qualifications were completed by the entire department.
 - Law Enforcement Services personnel volunteered their time at Target's *Heroes and Helpers* event.

IV. POLICE DEPARTMENT (CONTINUED):

- A current upgrade to the video magistrate service is in the process.
 - We assisted Prince George County Police Department in their mock accreditation.
- ✓ Our **Investigations Division** has been assigned 25 new cases for the month, with 14 of those investigations being cleared, as well as four (4) cases from the previous month, for a clearance rate of 72%. Fifty-two (52) concealed weapon permits were processed; five (5) massage therapist permits and one (1) massage clinic permit were approved. Monthly investigations included various types of fraud, grand larceny, sexual assault, rape, burglary, attempted carjacking and strong armed robbery.
 - ✓ Overall, we made 296 total arrests, worked 113 crashes, wrote 320 traffic citations, executed 596 traffic stops, affected eight (8) DUI arrests and 19 drug arrests, and issued 28 parking citations.
 - ✓ **Master Detective Jason W. Chimera** was selected as our *Employee of the Month* for November, 2015. During the month of November, Master Detective Chimera investigated a continuing sexual abuse against a juvenile female that began when she was 11 years old by her mother’s live-in boyfriend. Detective Chimera was able to interview the female, who outlined the “grooming” process and the numerous forms of sexual offenses that were committed against her for over a two-year period. He was also able to get the alleged offender to agree to meet with him. Though the offender did not provide an actual confession, he did admit to numerous corroborating incidents of inappropriate behavior, providing sufficient probable cause for arrest. This resulted in the offender’s removal from the home and the avoidance of any further assaultive incidents.
 - ✓ During the months of September and October, Detective Chimera worked many painstaking man hours on yet another sexual abuse case that was allegedly perpetrated by a local youth minister against a multitude of male juveniles who were members of his youth ministry. This abuse went on for years.
 - ✓ Sexual offense cases are very difficult to investigate. Most of the time, a great deal of time lapses before a report is made and very little, if any, physical evidence remains. Typically, it boils down to one person’s word against another. The interview of the victim and the alleged offender are crucial and sometimes the only evidence. Detective Chimera does an excellent job interviewing everyone involved. He is very patient and non-judgmental, which encourages people to open up to him and divulge information. He is always professional and represents the department in a positive way.
 - ✓ Jason approaches each and every case that he is assigned as if it is the most important case he has. He is a very dedicated officer who takes pride in his work, making him a valuable credit to our department and to the City of Colonial Heights. For these reasons, we feel that he is most deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 88

(Total Fire Loss \$1,300):

Total Patients transported: 225

(Total EMS incidents 304)

Fire units arrived on scene in less than 9 minutes on 89.9% of emergency incidents.

(Average response time 5:37 minutes)

EMS units arrived on scene in less than 9 minutes on 97.3% of emergency incidents.

(Average response time 5:25 minutes)

V. FIRE & EMS DEPARTMENT (CONTINUED):

Fire Division(number of incidents):					
Fires		Hazardous Situations		Service calls and false calls	
Building Fire	2	Combustible/Flammable	2	Good Intent Calls	27
Dumpster Fire	1	Power Line Down	2	Public Service	27
		Gas Leak - natural/LP	2	False Alarm/False Call	8
		Carbon monoxide	1	Child Seat installation	3
		Gasoline or other flammable	1	Smoke detector installation	4
		Electrical Wiring	4	Unauthorized Burning	1
		Hazardous Condition	2	Knox Box installation	1
M/A First Responder EMS Chesterfield	5	M/A received from Petersburg Fire			1
M/A Chesterfield Fire	3	M/A received from Chesterfield Fire			2

EMS Division (number of patients treated)					
Abdominal Pain	10	Diabetic Problem	4	Sick Person	19
Allergic Reaction	5	Falls	23	Stoke/CVA	7
Back Pain	8	Headache	5	Traffic/Transportation Incident	22
Behavioral/Psychiatric	14	Heart Related Problems	3	Traumatic Injury	11
Breathing problems	35	Hemorrhage/Laceration	3	Unconscious/Fainting	21
Cardiac Arrest	3	Medical Alarm	2	Well Person Check	1
Chest Pain/Discomfort	22	Poisoning/Drug Ingestion	5	Other	29
Convulsions/Seizure	11	Pregnancy/Childbirth	4		
M/A to Dinwiddie EMS	1	M/A received from Fort Lee EMS			2
		M/A received from Prince George EMS			1
		M/A received from Petersburg EMS			2

EMS Transports (by facility)		
Southside Regional Medical Center	170	75.56%
John Randolph Medical Center	21	9.33%
Chippenham Hospital	14	6.22%
VCU Health Systems	11	4.89%
St. Francis Medical Center	3	1.33%
Johnston Willis Hospital	2	0.89%
VAMC Richmond (McGuire)	2	0.89%
Henrico Doctor’s Hospital – Parham	1	0.44%
Memorial Regional Medical Center	1	0.44%
Total:	225	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,337

Eight alarm citations were processed during December.

Purchasing – 176 total purchase orders were completed with 109 being processed by purchasing and 44 departmental purchases being reviewed as compared to 156 being completed for the same period in 2015. In addition 114 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 # 15-120302-1049, Holly Grove Subdivision Street Repair. Issued November 6th, with proposal due on December 10th. In Negotiations with low bidder.
- Invitation # 15-121730-1050, Contract For Stone & Sand. Issued on November 25th, with proposal due on December 17th. Two venders will be contracted in January.

VI. FINANCE DEPARTMENT (CONTINUED):

- Invitation # 16-012702-1051, Audit Services. Issued on December 11, 2015 with proposal to be received January 27th.
- Invitation # 16-011502-1052, Annual “On Call” Contract for Environmental Services. Issued on December 16, 2015 with proposal to be received January 15th.

Other Purchasing Activity:

- Renewed router maintenance at all City buildings.
- Purchase Order issued for new roof on the Public Works Administration office.
- Quote was issued for the printing of the City Focus next year.
- Purchase Order issued for the annual ladder & aerial inspection in the Fire Department.
- Contract signed, and Purchase Order issued for the revamping of the City web site.
- Continue to work with Timmons, on modifications to the City’s GIS project.

Risk Activity:

- 5 minor traffic accidents with City vehicles with little damage.
- Fire 2000 SUV administrative vehicle hit by Citizen with major damage.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,629
 Delinquent Notices Sent – 836 or 21.9% with 120 cut off for nonpayment.
 No information received from Treasurer’s Office on December Collections. 2015 Total - \$6,270.05 (Oct).

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of December 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>
Police Officer (Certified)	40	286
Police Officer Recruit	159	886

☆ **Training**

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

☆ **Miscellaneous**

- Completed a new employee orientation session for Jacob Davis (Public Works Technician) and Bryan Drake (Police Officer).
- Coordinated and attended a Diversity and Inclusion training session created for the senior management team on December 8, 2016
- Participated in (2) Virginia Employment Commission Telephonic Fact-Finding Hearings during December 2015.

☆ **Worker’s Compensation**

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

Date	Department	Description of Injury
12/21/15	Police	Vehicle accident (rear ended by a vehicle) caused neck/shoulder/back pain.
12/27/15	Police	Left shoulder strain while pursuing a subject.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, www.colonialheightsva.gov, had 70,960 page views in the month of December.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Records Search3. City Employees Login4. Animal Shelter5. News Flash6. Recreation & Parks7. Police8. Departments9. Online Bill Pay10. Records & Property Tax Maps11. Treasurer12. Assessments13. Clerk of Circuit Court14. City Maps15. Utility Billing	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> Ukraine India Germany Canada France <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 271 service requests and questions through the “Let Us Know” module during the month of December. The City of Colonial Heights’ Facebook Page now has 4,052 fans and the City’s Twitter account has 671 followers.
- ☆ Proactive Information Management completed 59.45 hours of IT service and maintenance for City departments this month.
- ☆ A contract was signed with CivicPlus to redesign the City’s website, with a 4 to 5 month time frame estimated for completion.

IX. LIBRARY:

- ☆ The library staff circulated 13,282 titles in December.
- ☆ 202 e-books were downloaded, while 1,890 titles circulated on Kindles. There are now 1,234 residents using the library’s e-book collection.
- ☆ The public computer center was used 1,504 times, while the iPad center was used 152 times.
- ☆ 143 children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 81 groups.
- ☆ 126 residents registered for new library cards, and an average of 512 residents used the library each day.
- ☆ 163 residents attended the library’s first Christmas Open House.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In December, the Recreation Division hosted annual Holiday programs including Santa's Calling and the City of Colonial Heights Christmas Parade. Youth Basketball league practices and the open gym basketball program began the first week in December and games for the Youth League begin January 9th. Staff started accepting reservations for the Community Building and Park Pavilions for 2016 on December 1st. Staff is preparing programs for the upcoming 2016 Spring edition of the City Focus as well as making preparations for tournaments to be held at Shepherd Stadium and surrounding fields this upcoming Spring and Summer.

Athletics	2015	2014
Youth Basketball Registration	261	305
Open Gym Basketball	220	169
Elks Hoop Shoot	12	13
Youth Wrestling	12	30
Activities/Programs	2015	2014
Santa's Calling	27	69
Christmas Parade entries	75	65
Karate	14	12
Belly Dancing	5	4
Facility Usage	2015	2014
Community Room Attendance	1,190	1,155
Community Room Reservations	25	27
Teen Center Attendance-CHHS Students	62	98
Teen Center Attendance-CHMS Students	53	375

Parks, Horticulture, Buildings & Grounds

- Moved bleachers from Soccer Complex to Boulevard for Christmas Parade and back to Soccer Complex after parade.
- Set up tents, tables, chairs, and lights at review stand for Christmas Parade.
- Provided manpower for Christmas Parade.
- Primed and painted outfield wall in Shepherd Stadium.
- Blew leaves at White Bank Park.
- Blew leaves off river walk trail.
- Assembled new Council Chamber chairs.
- Removed batting cage nets from Civic field, Shepherd Stadium, and High School field and put away for winter.
- Hung Christmas wreaths at entrance signs to City (Legacy Garden, War Memorial, and Old Town Civic sign).
- Installed Christmas lights in trees at Library.
- Removed dead memorial tree from Library and planted new tree.
- Weeded and edged beds at sites as needed.
- Cut liriopie at sites as needed.
- Trimmed Holly trees at sites.
- Trimmed juniper at sites as needed.
- Mulched sites as needed.
- Blew and raked leaves at sites.



2015 Parade Award Winners

<u>Mayors Award</u> Angel DeSouza's School of Dance	<u>Dance Category</u> 1 st Place - Traylor Dance Academy
<u>Judges Choice</u> 1 st Place - Genia Johnson Dance Company	2 nd Place - Dance Kraze
2 nd Place - Colonial Heights Civitan Club	<u>Float Category</u> 1 st Place - Platinum Cheer Stars
<u>Band Category</u> 1 st Place - VSU Marching Band - Trojan Explosion	2 nd Place - North Elementary School
2 nd Place - Hopewell High School Marching Band	

City of Colonial Heights
Christmas Parade

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Activities	2015	2014
AARP	16	32
Blood Pressure Check	31	n/a
Bingo in Center	62	52
Bowling	260	325
Bridge Party	84	96
Bridge Tournament	120	120
Christmas Parade	14	n/a
Cookie Day	28	40
Dance	116	118
Senior Club Board Meeting	12	12
Senior Club Meeting	96	102
Sing A-Long	32	38
Sing A-Long-CH Health Center	n/a	12
Tacky Christmas Party	23	n/a
Table Games Bonco	43	n/a
Jim's Party	n/a	40
Classes		
Craft Class	13	8
Computer Help	9	n/a
Crochet & Knitting	62	48
Gems by James Painting Class	16	16
Friday Painting	21	18
Painters Group	16	14
Sewing	12	10
Splash of Color	13	12
Tap Class Intermediate	45	51
Tap Class Advance	58	44
Quilting Class	58	60
Watercolor Monday's	11	14
Watercolor Class Henderson's	18	15
Fitness		
Muscles in Motion	172	187
Strength & Stretch Class	178	140
Sit & Get Fit Exercises	235	166
Yoga	130	61
Tennis	n/a	2
Tai Chi	29	26
Water Aerobic	13	n/a
Walking	9	3
Zumba	13	n/a

Trips		
Maryland Live	0	52
Blackstone	26	n/a
Lewis Ginter	26	n/a
Tacky Light Tour	26	n/a
Blackstone Train Trip	26	n/a
Bowling Trip	5	n/a
Total Participants	2177	2100

Meals		
Meals at Center	121	105
Home Meals	14	12
Transportation		
Total Passengers	283	58
Total Trips	383	391
Total Miles	2519	2699
Wheelchairs	13	37
Volunteer Hours	8	30
Donations	\$442.50	196
New Rider	6	1

Violet Bank Museum

	<u>2014</u>	<u>2015</u>
Attendance	135	119
	<ul style="list-style-type: none"> • Temporary exhibit development • Regular duties 	

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 15 YAC Members, 1 YSC Reps, and Advisor Attended December YAC Meeting
- 121 Holiday Cards were sent to Veterans at McGuire Medical Center
- 7 YAC Members and Advisor Volunteered for Christmas Parade
- 14 YAC Members, 1 YSC Rep, and Advisor Shopped for Christmas Families
- 10 YAC Members/Advisor Wrapped Packages, and Decorated Fillmore Street house for CARES
- 4 YAC Members/Advisor Delivered No-Sew Fleece Blankets, Gloves, Stuffed Toys to CARE Shelter
- 3 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Held their monthly meeting and began review of By-Laws.

➤ **Kids' After School Program**

- Student enrollment: CHMS – 25; Tussing Elementary – 20; Lakeview Elementary – 16; North Elementary -18.
- Staffing: 9 P/T, VSU Work Study – 7, JTCC Work Study – 3.
- Interns: VSU- 14 & JTCC – 1
- Volunteers : VSU-22; Matoaca High School – 43; CHHS – 2; Dinwiddie HS -1

➤ **Substance Abuse Prevention Activities**

- 7 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
- Interagency Prevention Team Meeting – 1 new case, 5 review cases
- Colonial Heights Food Pantry Board of Directors Meeting
- DCJS Conference – Strengthening Connections: Fostering a Positive School Climate
- CAAN-DUU Coalition Meeting
- CERT Quarterly Meeting and Training
- “Assertive Communication and Effective Communicating” Training – Achieve Training Centre
- “Self-Injury Behavior in Youth” Training – Crisis and Trauma Resource Institute
- “How to Hire Smart and Begin Well” Training – Achieve Training Centre
- “Disordered Eating” Training – Crisis and Trauma Resource Institute
- “SKYWARN Spotter Weather Watcher” Training – National Weather Service
- “SKYWARN Spotter Convective Basics” Training – National Weather Service
- Interagency Prevention Team
- School Readiness Committee
- Commonwealth Institute Policy Summit
- Evidence Based Decision Making
- Positive Parenting Coalition
- Community Coalitions of Virginia Board Meeting
- Community Policy & Management Team
- Children's Advocacy Center Committee

➤ **Diversion Program Participation**

• **Community Service**

6 youth completed 61 hours of Service Learning

• **Shoplifting Diversion**

16 youth and a parent attended the Shoplifting Diversion Program

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

- **Active Parenting of Teens**
3 Parents Registered for Active Parenting
 - **Miscellaneous Youth Services (Non DJJ)**
2 Youth Completed 21 hours of Community Service
- ✓ Assisted with Special Olympics Christmas Party
 - ✓ Participated in Student Government Day with CHHS Students
 - ✓ Provided Juvenile Firesetter Program for 2 teen with Colonial Heights Fire Department
 - ✓ Attended “Holiday Stress” Workshop Provided by John Randolph Medical Center
 - ✓ Provided “Open Arms? Open Eyes!” Presentation to 189 CHMS 8th Grade Students
 - ✓ Provided Volunteer Training on “Suicide Awareness” at The James House for 4 Volunteers

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2015	62	\$16,035.12	5	\$2,884.79
2014	61	\$22,013.50	7	\$2,174.28

Sublet repairs consist of:

Welding	\$ 230.00
Dealer	\$1,810.65
Glass Replacement	\$ 425.14
Tow	\$ 420.00

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

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
10/11	\$124,887.12	\$4,116.45
11/12	\$112,015.83	\$6,641.08
12/13	\$122,267.74	\$10,191.26
13/14	\$126,598.60	\$5,206.20
14/15	\$157,755.43	\$20,494.84
15/16	\$113,361.52	\$13,714.78