

CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2019

I. PUBLIC WORKS & ENGINEERING:

ENGINEERING

Transportation Capital Projects

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Coordination work with VDOT to establish construction plan.
- ***Safe Routes to Schools (North Elementary School Phase I), UPC 105233*** – Coordination with utility companies in order to relocate facilities.
- ***Safe Routes to Schools (North Elementary School Sidewalks Phase 2), UPC 106188*** – Making adjustments to 60% plan. Putting together information for public hearing.
- ***Holly Avenue Reconstruction (Revenue Sharing), UPC 105690*** – Revising construction plan based on City Engineer's comments.
- ***Dupuy Avenue Modernization, UPC 101287*** – Construction in progress.
- ***Lakeview Avenue Modernization, UPC 101288*** – Utility relocation currently underway.
- ***Bridge Rehabilitation, UPC 105109*** – Final Plans (100%) were completed and reviewed.
- ***Temple Avenue Signal Coordination (CMAQ Program), UPC 98883*** – Final Plans (100%) completed to consultant and submitted to City for review.
- ***Appomattox Green River Trail Phase IV, UPC 105236*** – Revising final package to be submitted to VDOT.
- ***Appomattox River Greenway Trail Phase V, UPC 107533*** – Change order completed for structure design.
- ***Improvements on Conduit/Ellerslie Avenue, UPC 108646*** – Construction in progress.
- ***FY 18-19 Pavement Preservation*** – Pavement operations to restart in September.

Utilities Capital Projects

- ***Lakeview Avenue Water and Sewer Replacement*** – Design work complete. Construction start scheduled for Summer 2020.
- ***Dupuy Avenue Water and Sewer Replacement*** – Construction in progress.
- ***Nantucket Drainage*** – Right of way acquisition in progress.
- ***Hemlock Drainage*** – Project to be merged and rebid with Nantucket drainage project.
- ***Hrouda Pump Station*** – Project advertisement anticipated October 2019.

Development Plan Reviews

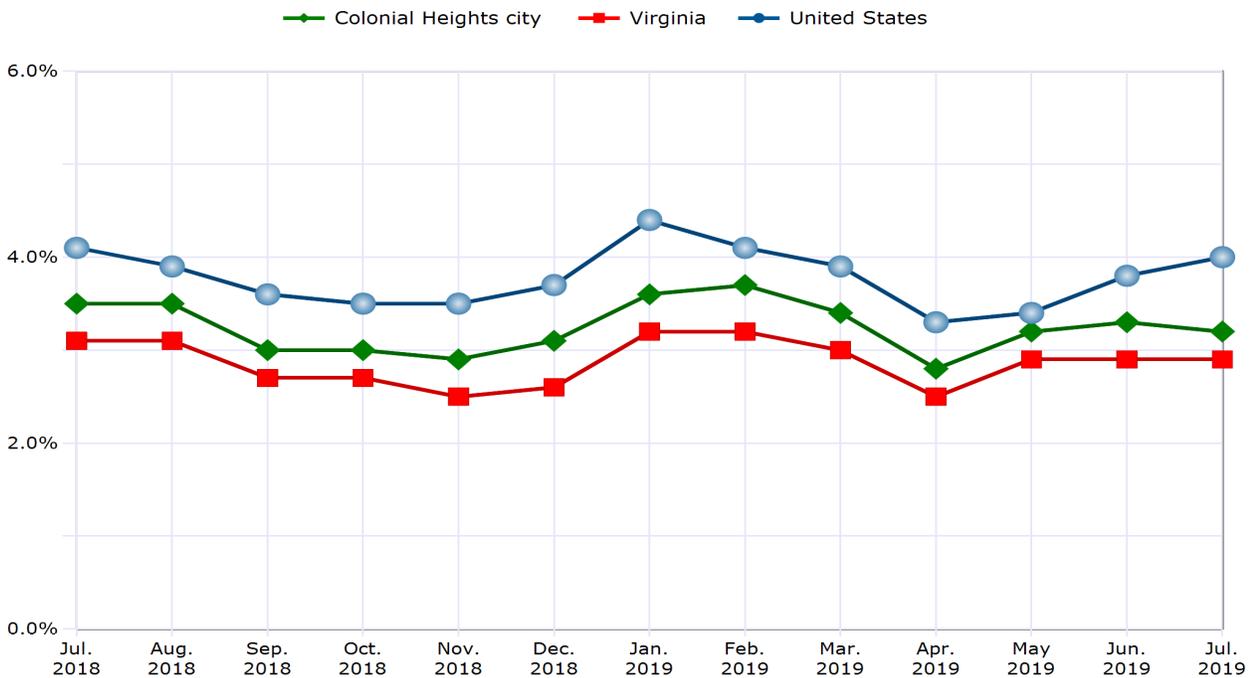
- ***Briarcliffe Section 4*** – Final plan (1st submittal) submitted 7/25/19, Comments sent to the engineer on 8/27/19
- ***East Roslyn Farms Sec. 2 Lots 4 & 6 BLA*** – Preliminary Plat submitted 8/22/19, Comments sent to planning on 8/27/19
- ***Old Town Creek Resubdivision Plat*** – Final plat (1st submittal) submitted 8/26/19

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

PLANNING & COMMUNITY DEVELOPMENT MONTHLY REPORT					
August 2019					
BUILDING INSPECTIONS DIVISION			PLANNING DIVISION		
Building Permits	Month	Year to Date	Planning Permits	Month	Year to Date
	Permits Issued	Permits Issued	Farmer's Market	0	1
Residential Building	8	63	Fence	7	41
Commercial Building	4	28	Mobile Food Units	0	0
Demolition	0	1	Signs - Permanent	3	23
Electrical	12	98	Signs - Temporary	3	17
Mechanical	8	106	Zoning	3	39
Plumbing	7	71	Total: All Permits	16	121
Swimming Pool	0	3			
Amusement Rides	0	2	Development	Month	Year to Date
Tent	0	3	Plat: Adjustment/Vacation	1	2
Clean Out Installation	2	20	Plat: Prelim Subdivision	1	2
Water and Sewer Connection	1	6	Prelim. Site Plan Review	0	3
Total: All Permits	42	401	Special Exception Permit	0	0
			Special Use Permit	0	2
New Residential Units (CO's)	Month	Year to Date	Rezoning	0	0
Total	0	3	Variance	0	1
			Wetland Development	0	0
Valuations	Month	Year to Date	Zoning Opinion/Compliance	1	9
Residential	\$119,313.22	\$1,276,045.99	Total: All Categories	3	19
Commercial	\$597,955.00	\$6,563,570.00			
Total	\$717,268.22	\$7,839,615.99	Community Meetings	Month	Year to Date
			Board of Zoning Appeals	0	1
Building Inspections	Month	Year to Date	Planning Commission	1	5
Residential	99	521	Wetlands Board	0	0
Commercial	64	397	Total: All Meetings	1	6
Total: All Inspections	163	918			
CODE ENFORCEMENT DIVISION					
Cases	Open Cases		Closed Cases		
	Month	Year to Date	Month	Year to Date	
Commercial/Recreational Vehicle	6	113	11	112	
Exterior Storage of Objects	8	97	13	100	
Inoperable Vehicle	8	123	10	134	
Property Defacement	0	1	0	1	
Tall Grass	94	496	106	458	
Trash Can Placement	22	104	29	103	
Trash/Debris	8	87	10	103	
VA Property Maintenance Code	1	29	5	23	
Zoning	3	44	5	43	
Total: All Cases	150	1094	189	1077	

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT FOR THE PAST 12 MONTHS – COLONIAL HEIGHTS



Source: Virginia Bureau of Labor Statistics

Comparison Over Time

Time Period	Colonial Heights city	Virginia	United States
July 2019	3.2%	2.9%	4.0%
June 2019	3.3%	2.9%	3.8%
July 2018	3.5%	3.1%	4.1%

Source: Virginia Bureau Labor Statistics

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 July 2019 per *Virginia Employment Commission*.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,135	8,846	289	3.2	No

- *Chesterfield 2.9 %unemployment *City of Petersburg 5.9 % unemployment
- *Dinwiddie 3.3 % unemployment *City of Hopewell 4.3% unemployment
- *Prince George 3.5 % unemployment

Prospect Activity:

Direct Requests for Information:	5
Sites/Bldgs. Submitted	6
Active Prospects	7

IV. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):

Projects:

- Boot Barn has purchased parcel adjacent to Home Depot.
- Towneplace Suites – site plan submitted.
- H&M Store Tenant Upfit – Southpark Mall.
- Extended Stay Hotel – under construction.
- Conn’s Home Store – Certificate of Occupancy issued 7/12/19.
- Panera w/Drive-thru – Building plans have been submitted. Waiting for revised site plan.
- Mission BBQ – construction date has not been scheduled.

V. POLICE DEPARTMENT:

Our officers responded to 3,496 calls for service during the month of August 2019. During the same month last year, we responded to 3,630 calls for service—resulting in a 4% decrease. We had no reported robberies, and none reported in August 2018— no change. We had no reported rapes, and none reported in August 2018— no change. We had five (5) reports of aggravated assault this August, with two (2) reported during the month of August 2018— a 150% increase. As for burglaries, two (2) were reported in August 2019, and one (1) reported during the month of August 2018— a 100% increase. There were 69 Part I, or serious, crimes reported to the Colonial Heights Police Department in August 2019. Forty-six (46) of those, or 67%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

The month of August was not only busy, it was truly a milestone month for the agency as we began a hiring process and completed the first of several promotions. With the retirement of Lt. Tom Kifer and Sergeant Robert Helms, as well as the resignation of Sergeant Kyle Sexton, an incredible opportunity for our officers became available. In all, 14 officers applied for promotion—11 for sergeant and three for the position of lieutenant. After an extremely competitive process, Sergeant Mike Foster was promoted to lieutenant and Career Detective Chris Harris and Master Officer Jared Brandeberry were both promoted to sergeants. We are extremely proud of all of our candidates and know that they are prepared to lead our agency for many years to come.

The hiring process has been just as exciting for our agency. For the first time in several years, we opened the process to both certified and non-certified police officers. This resulted in more than 150 applications for our open positions. Qualified applicants were then invited to both a written test and a physical test, which were administered at the Colonial Heights High School and required a true team effort to coordinate and implement. We are extremely thankful to have such great officers and staff who were able to coordinate and execute such a large-scale operation.

As much as we enjoy welcoming new recruits and promoting new officers, we can only do so because we have a vacancy. In addition to those mentioned earlier, this month Lieutenant Sam Young retired after 29 years of service to our City. During his tenure, Lieutenant Young has served as a patrol officer, detective, sergeant and finally a lieutenant. Sam was instrumental in developing our rifle program, was our domestic violence coordinator and routinely was called upon to assist with IT. We will miss Sam but are thankful to have had him as member of our agency. He truly made this a better organization and contributed to making this a safer community.

Capt. Steve Groat, commander of our **Operations Division**, reported the following from his personnel. Some of the operational highlights are as follows:

- Officers responded to the 100 block of Bruce Avenue for a three-year-old male who was fatally wounded from a gunshot wound. Detectives responded and the investigation continues.
- Officers responded to the Community Center on Roanoke Avenue for shots fired in the parking lot. No witnesses or suspects were located, but four vehicles were found with bullet holes.

IV. POLICE DEPARTMENT (CONTINUED):

- Officers responded to the 900 block of Williamsburg Road for a marijuana grow operation. A search warrant was obtained which resulted in the residents being charged with multiple criminal violations.
- Officers conducted an investigation in reference to a large number of phones being sold at a kiosk at Southpark Mall. Officers determined a fraud was occurring and obtained multiple warrants on four (4) suspects for their involvement.
- Officers responded to the Community Center on Roanoke Avenue for a disturbance that reportedly involved a gun. Once officers arrived on scene, a large group of juveniles began to fight. To prevent injury, officers were forced to deploy pepper spray to disperse the crowd.
- Officers responded to the SRMC ER for a subject with a gunshot wound. After an investigation, it was determined that the victim, a city resident, was accidentally shot by a friend while preparing to go to the shooting range.
- During a traffic stop, officers arrested a suspect for the manufacturing of methamphetamine when a “one-pot cook” was located, along with marijuana. A passenger was also arrested on multiple warrants from another jurisdiction. The Virginia State Police assisted with technical support during the recovery and collection.
- A traffic checkpoint was conducted on Temple Avenue at Charles Dimmock Parkway. During the operation, 428 vehicles were checked, 18 summonses were issued, and one (1) intoxicated driver was arrested.

The **Law Enforcement Services Division**, commanded by **Capt. William Anspach**, also reported his division as having a busy and productive month. Highlights from their reported activities are as follows:

- The Law Enforcement Services Division administered and scored written and physical agility tests for police applicants at the high school. Throughout the month, interviews were completed on both certified and non-certified officers.
- Members of the Services Division represented the department at the ***Cover the Cruiser*** Special Olympics event at the Temple Avenue Wawa. Representatives from the Prince George County Police Department, Riverside Regional Jail and Department of Corrections also participated in the event. Money raised included \$203.45 in donations and \$255.00 in Torch Run t-shirt sales, for a total of \$458.45 for Special Olympics of Virginia. Great job!
- During the last week of August, school resource officers returned to their respective schools. This included our newly appointed SRO at the Vocational/Technical Building. Uniformed Colonial Heights Police officers now cover each of the schools in Colonial Heights.
- The Services Division posted several media releases and responded to a large number of media requests, several of which include on camera interviews.

Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported August 2019 was another below average month for the number of cases assigned to Investigations. Thirteen (13) new cases were assigned to detectives for the month. Of all the cases that were investigated, 12 were cleared (this included clearing seven (7) cases from previous months), which resulted in a clearance rate of 108% for the month of August.

IV. POLICE DEPARTMENT (CONTINUED):

Although the division was not overloaded with case assignments this month, one case in particular was complex and required many hours of investigative effort. Officers responded to the 100 Block of Bruce Avenue where they located a three-year-old child with a fatal gunshot wound. Detectives responded, collected evidence and conducted multiple interviews. The victim was transported to the Medical Examiner's Office for an autopsy. Detectives are currently working with the Commonwealth Attorney's Office and await a final Medical Examiner's report. This is a tragic case, but we greatly appreciate the assistance and support provided by Police Chaplain Mike Cherry at the scene to our officers and detectives as they professionally and diligently went about their duties.

Additionally, during the month of August we had one (1) reported non-fatal heroin overdose. We also processed thirteen (13) concealed weapon permits, one (1) massage therapy permit and two (2) precious metal permits. We also handled 11 police officer background investigations.

Some of the division highlights include:

- Detective Sergeant Thad Johnson was assigned four (4) new cases:
 - Two cases involved death investigations.
 - One case involved a sexual assault that was unfounded.
 - One case involved a report of a break and enter.

- Master Detective Roger Santini was assigned three (3) new cases:
 - One case involved shots fired at the Community Center.
 - One case involved a death investigation.
 - One case involved a missing person, who was later located.

- Career Detective Chris Harris was assigned three (3) new cases:
 - One case involved a larceny from a local business.
 - One case involved a reckless handling of a firearm.
 - One case involved a death investigation.

- Master Detective Adam Brandeberry was assigned three (3) new cases this month:
 - One case involved a reported check fraud.
 - One case involved a report of elder abuse.
 - One case involved a sexual assault.

No public nuisance letters were issued this month.

IV. POLICE DEPARTMENT (CONTINUED):

The **U.S. Marshal’s Fugitive Task Force** has been temporarily vacated while we shift personnel to cover shortages in the wake of several retirements, illness and a military deployment.

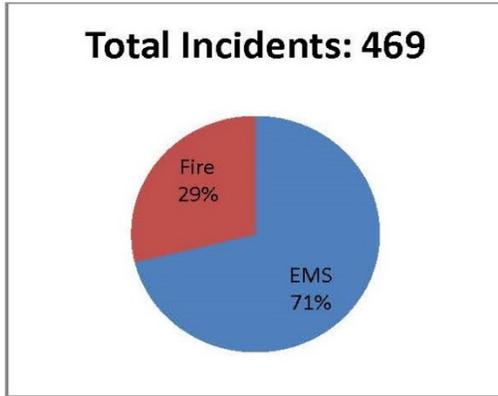
Auxiliary and Sentinels assisted the department with the annual **Boys Invitational Baseball Tournament** from August 1-10, 2019; **The Race 4 The Cause 5K Race** on August 24, 2019; a traffic checkpoint on August 29, 2019; and a Colonial Heights High School football game on August 30, 2019. Auxiliary officers provided 40 hours of extra manpower while riding with officers during the month. Auxiliary/Sentinel members volunteered **138 hours** of service during August. Our Auxiliary/Sentinel members have volunteered **952 hours** of service to date during the 2019 calendar year.

Overall as an agency during the month of August we made 347 total arrests, worked 107 crashes, wrote 404 traffic citations, executed 668 traffic stops, affected 12 DUI arrests and 43 drug arrests, and issued 33 parking citations.

**DEPARTMENT STATISTICS FOR
August 2019**

Crime	August 2018	August 2019	Percentage of Increase/Decrease
Homicide	0	0	0%
Rape	0	0	0%
Robbery	0	0	0%
Aggravated Assaults	2	5	150%
Simple Assaults	14	14	0%
Breaking & Entering	1	2	100%
Larceny	68	48	-29%
Vehicle Thefts	1	0	-100%
Arson	0	0	0%
Shoplifting	32	30	-6%
DUI Arrests	14	12	-14%
All Criminal Arrests	348	347	0%
Calls for Service	3,630	3,496	-4%
August 2019	Number Reported	Number Cleared	Percentage Cleared
	69	46	67%

VI. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 135

(Total Fire Loss \$0)

Total EMS Incidents: 334 (257 Patients Transported)

Fire units arrived on scene in less than 9 minutes on 96.5% of emergency incidents: (Avg. response time 6:22 minutes)

EMS units arrived on scene in less than 9 minutes on 97.1 % of emergency incidents. (Avg. response time 5:19 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Services Calls and False Calls</u>	
Cooking fire contained to container	3	Hazardous condition other	1	Good intent calls	36
Brush of grass mixture fire	1	Oil or other combustible spill	1	Public service calls	10
Outside rubbish fire	1	Gas leak (natural gas or LPG)	2	Public fire education	5
Unauthorized burning	1	Power line down	5	Cover assignment/standby	2
Authorized burning	2	Electrical wiring problem	1	False alarm/false calls	23
		Aircraft standby	2	Assist invalid	15
		Haz Mat release investigation	1	Child seat installation	13
				Smoke/CO detector installation	5
				Knox Box installation	1

Fire Mutual Aid Given & Received

M/A Fire engine (First Responder) EMS to Chesterfield	2	M/A received from Chesterfield Fire	2
M/A given to Chesterfield Fire	2		
M/A given to Petersburg Fire	2		

EMS Mutual Aid Given and Received

M/A given to Petersburg EMS	2	M/A received from Petersburg	3
M/A given to Prince George EMS	1	M/A received from Fort Lee	4
		M/A received from Chesterfield	3

Staffing

		<u>Engine unstaffed due to EMS call</u>	<u>Engine staffed with 2 due to EMS call</u>
Station 1	<u>Number of Incidents</u>	10 Incidents	2 Incidents
	<u>Total Hours</u>	9 Hours & 43 Minutes	1 Hour & 40 Minutes
Station 2	<u>Number of Incidents</u>	7 Incidents	6 Incidents
	<u>Total Hours</u>	8 Hours & 34 Minutes	7 Hours & 50 Minutes

VII. FINANCE DEPARTMENT:

Finance Activity:

- ERP System- Phase I (Chart of Accounts) is complete. Personal property and real estate data from the current system has been submitted to Tyler as the first pass of the data conversion process. It will take approximately six weeks to get that data back from Tyler. City staff have also reached out to Tyler to commence phases III and IV of the project, Business Licenses and Utility Billing. These phases will kick-off in October. We appear to be on track with the contract timeline.
- Raftelis has received the utility billing data they need for the utility rate study. The next step is to schedule a work session with Council to review the rate setting process and discuss policy considerations, structure alternatives, and pricing objectives.
- Sam's Club has agreed to sell cigarettes wholesale to Colonial Heights' retailers and charge the tax at \$3.40 per carton. Retailers would have to bring their receipt to City Hall to collect the sticker-style stamps to put on their packs. This is a similar process to how Sam's is administering Petersburg cigarette taxes, however, Colonial Heights is providing the stamps at the discounted rate. To date, no retailers have brought in receipts, although we understand that Sam's has contacted them to let them know of the change.
- The Department received 29 applications for the Deputy Director of Finance position which closed August 30. Interviews have been scheduled for September 20.
- Brown Edwards, the City's external auditors, will be on site September 3- September 12.
- With the final adjustments to the fiscal year end, staff is expecting a healthy contribution to fund balance as revenue exceeded expenditures in FY19.

Purchasing Activity:

- Optima was placed under contract for an Employee Assistance Program (Invitation #19-053002-1093) in August.
- Invitation # 19-081202-1094 was issued on July 25 with bids received on August 12. This RFP involved milling up the tennis courts at the Middle school and reinstalling two tennis courts and two pickle ball courts. Only one bid was received, with the bid amount being over the budget amount. A meeting was held with the vendor to negotiate the price. Contract documents are being drafted, with work to begin the later part of September.
- Invitation # 19-083002-1095 was issued on August 15, with sealed bids received on August 30, for furnishing and installing three roof top HVAC units on City Hall. Two bids were received and are being reviewed.
- Invitation # 19-091202-1096 was issued on August 22, with sealed bid due on September 12, for Bulk Sodium Chloride (Snow Salt).

Other Purchasing Activity:

- A meeting was held with VA Dominion Power, to start the process of getting electrical service in place for the new prefab concrete bathrooms at White Bank Park.
- Remote wireless monitoring was added to the PSB Generator and a Purchase Order was issued for a protective wire fence around it.
- Work began during the month on the foundation, water & sewer lines, and septic tank, for the White Bank Park Bathroom project. It is expected that the concrete bathrooms will be put in place in October 2019.
- The old PSB generator was sold online and the successful bidder picked it up on-site, saving the City on delivery and disposal costs.

VI. FINANCE DEPARTMENT (CONTINUED):

- An Emergency Purchase Order was issued for a hydraulic oil spill cleanup, caused by a City backhoe on Sadler Avenue.
- Emergency Purchase Order issued to an electrical company, to repair wooden cross arms, holding lights at the High School Softball field. The wooden cross arms were in bad shape and in danger of falling.
- Three police and one sheriff vehicles were purchased from Richmond Ford West, at a price below the VA Sheriff Association Contract.
- An emergency sewer repair was discovered on Washington Avenue at Royal Oak Avenue. A contractor was called in to look at the situation.

Risk Management Activity:

- A vehicle leaving McDonalds on the Boulevard, hit a wooden electrical pole and flipped upside down. A city-owned metal fence in front of the pole was damaged.
- A sub-contractor working for Verizon was digging to install a fiber optic line and pulled up a line that was not marked by Ms. Utility. This caused the wire to short out the UPS in a City traffic control box.
- The driver of a vehicle traveling south on Boulevard near the intersection of Ash Avenue, went off the road and struck an ornamental light pole.
- A police officer hit a deer on Branders Bridge road in Chesterfield
- A police officer ran into the back of another vehicle on South Park Boulevard. The City vehicle was declared “totaled” by the City’s insurance carrier.

Utility Billing Activity:

- Bi-monthly Utility Bills Sent– 3,633
- Delinquent Notices Sent –788 or 20.4% with 119 cut off for nonpayment.
- \$29.70 in utility billing set-off debt collections received for this month.

Billing and Collections Activity:

- 104 DMV releases processed: 101 personal property, 3 parking citation.
- Administrative fees collected \$1,712.62.
- Set off for the month was \$569.16
- Cigarette Stamp revenue FY20 to date: \$253,663 (55% of \$460,000 budgeted in FY20)

Real Estate Activity:

- There were 58 recorded transfers this month, 27 of which were valid residential sales.
- New residential construction picked up during the month totaled \$347,800, there was no new commercial construction.

VIII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of August 2019:

Advertisements

<u>Department</u>	<u>Position</u>
Finance	Deputy Director of Finance
Office on Youth	Director of Office on Youth & Human Services
Office on Youth	Site Supervisor (Part-time)
Office on Youth	Support Worker (Part-time)
Police	Police Officer (Certified)
Recreation & Parks	Recreation Specialist II
Sheriff	Deputy Sheriff (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications</u>		<u>Total Hits on Job</u>
	<u>Received</u>		<u>Announcement Page</u>
Deputy Director of Finance	29		385
Director of Office on Youth & Human Services	50		994
Deputy Sheriff (Part-time)	45		220
Recreation Specialist II	149		1,059

Miscellaneous

- New Employee Orientation: Communications Officer
Communications Officer
Communications Officer
Engineering Technician
- Employee Exit Interviews: Recreation Specialist II
Firefighter/Intermediate
Deputy Director of Finance
- Administered the written test phase for applicants selected from the Police Officer recruitment process.
- Hosted a VML Insurance Programs regional meeting for localities to discuss OSHA/safety and workers' compensation guidelines, procedures and training resources.
- Attended a Virginia Retirement System (VRS) training seminar, which included information about new automated processes and updates related to employee retirement benefits and requirements.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- The City’s website, www.colonialheightsva.gov had 58,370 webpage views in the month of August.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Animal Control & Shelter3. Yard Sale and Temporary Sign Permit4. Real Estate Records5. Human Resources6. City Employees7. Pay Online8. Recreation & Parks9. Police10. GIS and Maps11. Jobs12. Real Estate Assessor13. Our Government14. Records & Property Tax Maps15. City Departments	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> Puerto Rico France Germany India Ireland <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Illinois California Pennsylvania North Carolina Maryland
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- ☆ Citizens submitted and city staff processed 402 Service Requests and questions through the “Report a Concern” module during the month of August.
- ☆ The City of Colonial Heights’ Facebook Page now has 4,976 fans and the City’s Twitter account has 1,408 followers. There are 3,338 subscribers for “In the News”.

IX. LIBRARY:

- ☆ The library staff circulated 21,919 titles in August.
- ☆ Residents borrowed 8,272 e-books on Kindles, while 601 e-books and audios were downloaded from the library’s online Hoopla collection. There are currently 883 residents registered for the Hoopla service.
- ☆ The public computer center had 1,622 users, while the iPad center was used 116 times.
- ☆ The new virtual reality center was used 131 times.
- ☆ The library’s meeting rooms were used by 121 groups.
- ☆ An average of 612 residents used the library each day, while 88 residents registered for new library cards.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

The Recreation Department had a very busy August this year. Summer programs finished in early August to include the Summer Camp and Summer Tots programs. Our Therapeutic Recreation Camp for those with disabilities met the third week in August.

We hosted the Annual Back to School Festival at the Soccer Complex with a large turnout. Over 300 kids received school supplies for the upcoming school year. Staff worked with the City Manager's Office to complete the fall edition of the City Focus and was mailed to residents the middle of August. Youth Football & Cheerleading programs began the first week in August with games starting September 7th. Youth Fall athletic team participants also began practice in August to include boys baseball, girls softball, and volleyball. Shepherd Stadium hosted the BIB Tournament the first week in August and staff has started to secure NCAA games and various tournaments for 2019.

Staff has begun planning for upcoming events to include Halloween in the Park and the annual Christmas Parade, as well as other fall programs that begin in September.

Athletics/Programs	<u>2019</u>	<u>2018</u>
Youth Football Registration	72	78
Youth Cheerleading Registration	62	50
Boys Fall Baseball	18	40
Girls Fall Softball	23	53
Fall Volleyball	11	28
Back to School Festival	820	800
Therapeutic Recreation Summer Camp	8	13
Summer Camp	74	82
Therapeutic Recreation Classes	68	70
Karate	4	4
Belly Dancing	5	2
Facility Usage	<u>2019</u>	<u>2018</u>
Community Room Attendance	1,034	910
Community Room Reservations	22	26
Pavilion Attendance	1,950	2,175
Pavilion Reservations	25	29
Field Attendance	4,760	5,120
Field Rentals	28	32

Parks, Horticulture, Buildings & Grounds

- ✓ Prepped ball fields as needed for league and tournament play.
- ✓ Cut grass around City buildings, Parks, and ballfields as needed.
- ✓ Prepared field and provided work force for BIB Tournament.
- ✓ Laid out and painted CHHS band practice field.
- ✓ Laid out and painted football practice field for High School teams.
- ✓ Laid out and painted CHHS football field at Middle School stadium.
- ✓ Laid out and painted CHHS field hockey field at High School.
- ✓ Laid out and painted soccer fields at Soccer Complex.
- ✓ Put out trashcans, benches, and bleachers at Soccer Complex.
- ✓ Rebuilt pitcher's mound in Shepherd Stadium.
- ✓ Power washed inside of Shepherd Stadium wall.
- ✓ Repainted inside of Shepherd Stadium block wall.
- ✓ Provided personnel to work Back to School Night.
- ✓ Weeded beds at all sites as needed.
- ✓ Mulched sites as needed.
- ✓ Cut black-eye Susie's at Public Safety Building.
- ✓ Cleaned day lilies out of mulch beds at sites.
- ✓ Trimmed trees and shrubs as needed at sites.
- ✓ Trimmed low limbs off Crepe Myrtles at sites.
- ✓ Trimmed hollies at Courthouse.
- ✓ Trimmed shrubs at Senior Center.
- ✓ Spread pine tags in beds at Library.
- ✓ Cut back hedges at the War Memorial.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Activities	2019	2018
Bingo in Center	46	56
Bob Ross Painting Video	11	4
Bowling	240	240
Bridge Party	48	65
Bridge Tournament	113	75
BUNCO	8	16
Grand High Tea	70	43
I'll Be Me Movie	45	N/A
Scrabble	16	15
Senior Advisory Board Meeting	13	N/A
Senior Club Meeting	91	103
Senior Citizen Dance	81	82
Senior Golf Associations	744	737
Seniors Got Talent Show & Dinner	129	78
Sing A-Long	34	46
Thursday Game Central	30	50
Awareness/Education	2019	2018
Diabetes Interest Class	5	N/A
Blood Pressure Check	35	42
Classes	2019	2018
Colorful Creation Open Paint	28	42
Crochet & Knitting	38	46
Line Dancing Class	53	59
Quilts for Vets	9	6
Sewing Class	28	14
Tap Class	58	33
Watercolor with Faye	28	35
Fitness	2019	2018
Boot Camp	93	N/A
Chisel & Sculpt	24	N/A
Educational Strength Training	33	N/A
Fitness Center Use	131	N/A
Morning Crunch	77	N/A
Muscles in Motion	169	264
Sit & Let's Get Fit	190	224
Strength & Stretch	377	414
Tai Chi	48	N/A
TBS	316	N/A
Pickleball	197	230
Rise & Grind	42	N/A
Water Aerobics	135	125
Yoga	182	125
Trips	2019	2018
Science Museum: Pompeii	13	N/A
Riverside Theater	26	26
TOTAL	3,666	3,245

Agency on Aging

Volunteer Hours	41	26
Meals	2019	2018
Home Delivery Meals	20	50
Site Meals	91	44
Transportation	2019	2018
Total Passengers	484	338
Total Trips	1006	790
Total Miles	6169	3624
Wheelchairs	39	6
Donations	\$800.00	\$274.40
New Riders	10	9

Seniors Got Talent Show & Dinner



Violet Bank Museum

	2018	2019
Attendance	112	246

Museum Tours: 56
 Grounds Use Only: 18
 Ongoing Programs: 15
 Outreach: 45
 Special Program (Make and Take Craft Classes): 12

Make and Take Craft Class



XI. OFFICE ON YOUTH & HUMAN SERVICES:

Youth Advisory Council Activities

- Officer's meeting August 27 (2 attended)
- Planned agenda for member meeting (Sept. 9)

Youth Services Commission

- 9 members attended August 19th meeting
- Discussed Pride Survey, OOY Annual report, Back to School Festival, CHHS Freshmen Orientation, Youth Advisory Council (Y.A.C.), Kids Achieving Progress (K.A.P.), Boards & Commission Dinner (September 16)
- Next meeting scheduled for October 21

Kids' Achieving Progress Afterschool Program

- Hiring/Training New Staff on going
- Spoke at CHMS Dream Team event (August 1)
- Recruited at VSU Work Study Fair (August 27-28)
- New Hire Orientation (August 28-29)
- Spoke to three VSU Education classes about volunteer opportunities (August 29)
- Four staff attended CPR/First Aid training at Ivey Child Development Center (August 30)

Substance Abuse Prevention Activities

- Attended Central VA Opioid Taskforce (August 13)

Ongoing Monthly Meetings

- City Manager Director meeting
- FAPT
- CMDT
- School Readiness
- CPMT
- Families First
- JDVTF
- School Board

Diversion Program Participation

- **Community Service**
 - 5 Youth Completed 180 Hours of Service Learning
- **Shoplifting Diversion**
 - 10 Youth and Parent/Guardian Attended the Shoplifting Diversion Program
- **Teen Life Skills**
 - 0 Youth Completed 2 Sessions of "Teen Life Skills"
- **Miscellaneous Youth Services (Non DJJ)**
 - 0 Youth Completed Hours of Community Service
 - 1 Youth Completed 2 hours of Fire Setting Intake
- **YCC Summer 2019 program**
 - 8 youth completed the 3 week program

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

○ **Other Meetings**

- Families First graduation (August 8)
- Fire Setting Intake (August 9)
- YCC graduation (August 9)
- Shoplifting Diversion Program (August 10)
- City Council Presentation (August 13)
- Cameron Foundation (August 14)
- Gov. Northam Session for School Readiness (August 16)
- Back to School Festival (August 20)
- Greet & Meet Dr. Sroufe @ CHHS (August 26)
- VSU Work-Study Fair (August 27-28)
- K.A.P. New Hire Orientation (August 28-29)
- Open House @elementary schools (August 29)
- CPR/First Aid Recertification (August 30)

Professional Development - (6 hours completed):

- CSA training for CPMT
- VJCCCA Reporting Guidelines

XII. FLEET MAINTENANCE:

	# Invoices	Total	Sublet	Sublet total
2019	74	\$33,445.56	3	\$11,874.87
2018	76	\$20,570.15	4	\$3,909.23

Sublet Repairs consist of the following;

Dealer Repair	\$11,769.87
Alignment	\$30.00
Towing	\$75.00