

CITY MANAGER'S REPORT TO CITY COUNCIL JUNE 2014



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*** – Installation of storm water system on east side of Boulevard being performed. Installation of new 12-inch water line occurring on east side of Boulevard. Project is currently within budget and behind schedule.
- ***Safe Routes to Schools- Phase 2 (2012), UPC 102836***– Design in process.
- ***Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)*** – Bids were opened June 25, 2014. Shoosmith Construction was the lowest and most responsive bidder with a low bid of \$ 424,179. City is awaiting VDOT's authorization to award the construction contract. This project is being completed with 100% CMAQ funds. This project will also address the pavement depressions in the west bound lane of Temple Avenue. This portion of the project is being completed with City funds. The estimate for the repair of these depressions is \$60,000. Due to the volume of traffic on Temple Avenue, construction of this project will occur during night time hours. Work is scheduled to begin in mid-July. Completion of construction estimated to be the end of August 2014.
- ***Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)*** – Advertisement for construction bids expected in July 2014. City is awaiting authorization to advertise for construction from VDOT. Completion of construction planned for late 2014.
- ***Dupuy Avenue Modernization, UPC 101287*** – City's right of way consultant has begun submission of Basic Administrative Reports for right of way acquisition. Engineering is in process of reviewing this information for formal offer presentations to affected property owners.
- ***Lakeview Avenue Modernization, UPC 101288*** –City is awaiting R/W Authorization from VDOT.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – City preparing bid package for solicitation. Advertisement of construction bids anticipated in July 2014.
- ***White Sands Court Pavement Construction (UPC 104508)*** – Construction advertisement expected July 2014. Construction expected summer 2014.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – Project includes coordination of traffic signals along Temple Avenue. Signals include (Temple & Boulevard; Temple & Hamilton; Temple & Conduit; Temple & Southpark; and Temple & Charles Dimmock). City is awaiting the Pre-Award audit authorization for the consultant to begin Preliminary Engineering. Construction is expected to begin Summer 2015.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Utilities Capital Projects

- **Boulevard Water and Sewer Replacement** – Installation of new water line and sewer line occurring with construction of Boulevard project.
- **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** – Design in process. Advertisement for construction expected August 2014. Construction completion expected Fall 2014.
- **Annual Pavement Resurfacing/Preservation** – Colony Construction has been issued Notice to Proceed. Construction began July 7, 2014. Construction completion estimated to be July 31, 2014.

Plan Reviews

- Received four (4) plans of development for review. (Aldi, Steak-N-Shake, Riverview @MLK Petroff project, Farm Museum Expansion)
- Received three (3) plats/subdivisions plats for review. (Elko and Prince Albert Vacation; Southside Medical)
- **Redevelopment of 401 Temple Avenue (Kroger)** – City conducted Pre-Application Meeting with Kroger development team on June 30, 2014. Kroger team will be submitting Preliminary Site Plan of Development to be included on September 2014 Planning Commission Agenda.

Right-of-Way Permits

- Issued ten (10) permits and closed out zero (0) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 62 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (15) locations, responded to (04) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (80) locations and sprayed for high grass/weeds at (08) locations
- Trimmed tree/bushes limbs at (09) locations and responded to (01) miscellaneous tree request.
- Removed storm damage from (14) locations.

Recycling Center

- 322 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

Storm Water and Drainage

- Cleaned (28) catch basins, (06) ditches, (02) curb and gutters, (04) drainage pipes, (02) outfall and responded to (14) miscellaneous drainage requests.
- Inspected and placed on yearly drainage structure inventory (34) outfalls.
- Repaired a storm sewer pipe at 105 Royal Oak Avenue.
- Repaired tripped hazards on top of drainage structure in sidewalk at 120 West Westover Avenue.
- Patched cracks in sidewalk at the corner of Hamilton and Westover Avenues.
- Concrete Crew repaired/replaced (22) feet of sidewalk at (03) locations, (16) feet of Curb and Gutter at (03) locations and (73) feet of gutter pan at (02) locations.
- Assisted Utilities Division cleaning water cutoff valves at (18) locations.
- Street sweeper collected (75) cubic yards of debris from (67) locations.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (68) potholes, (01) driveway, (08) utility cuts, (01) storm sewer, (02) gutter pans, (04) low area and responded to miscellaneous asphalt request at (04) locations.
- Installed an asphalt speed bump at the Animal Shelter.
- Repaired a large area on Boulevard to remove a bump in the street around a concrete junction box in front of Post Office.
- Placed gravel in Alleys at (01) location and on shoulder of street at (01) location.
- Cleaned and preformed preventive maintenance on small equipment, vehicles, backhoes and dump trucks.
- Graded gravel area with motor grader on Bruce Avenue and in Alley off Pickwick Avenue.
- Removed (10) dump truck loads of construction materials from Public Works Complex.
- Assisted Police Department closing/opening in the 3600 block of the Boulevard due to Fire.
- Assisted Parks and Recreation hauling (08) dump truck loads of compost/topsoil.
- Assisted Horticulture Division removing (06) shrubs at the corner of Arlington Avenue and Boulevard.
- Responded to falling trees on wires after hours due to storm at (03) locations.
- Assisted with cleaning and closing Boulevard due to falling rocks from the CSX train overpass.

Wastewater Utility

- Responded to (13) sewer backups, flushed sewer line at (03) locations, installed (05) cleanouts and responded to (06) sewer miscellaneous requests.
- Repaired sewer main at (02) locations and sewer lateral at (02) locations.
- Camera sewer main line at (02) locations.
- Raised a cleanout at (01) location.
- Removed debris from pumps at Main Pump Station.
- Installed new pump at Conjurers Neck Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- Cut and trimmed grass around Water Towers, Pump Stations and a Sewer Easement.

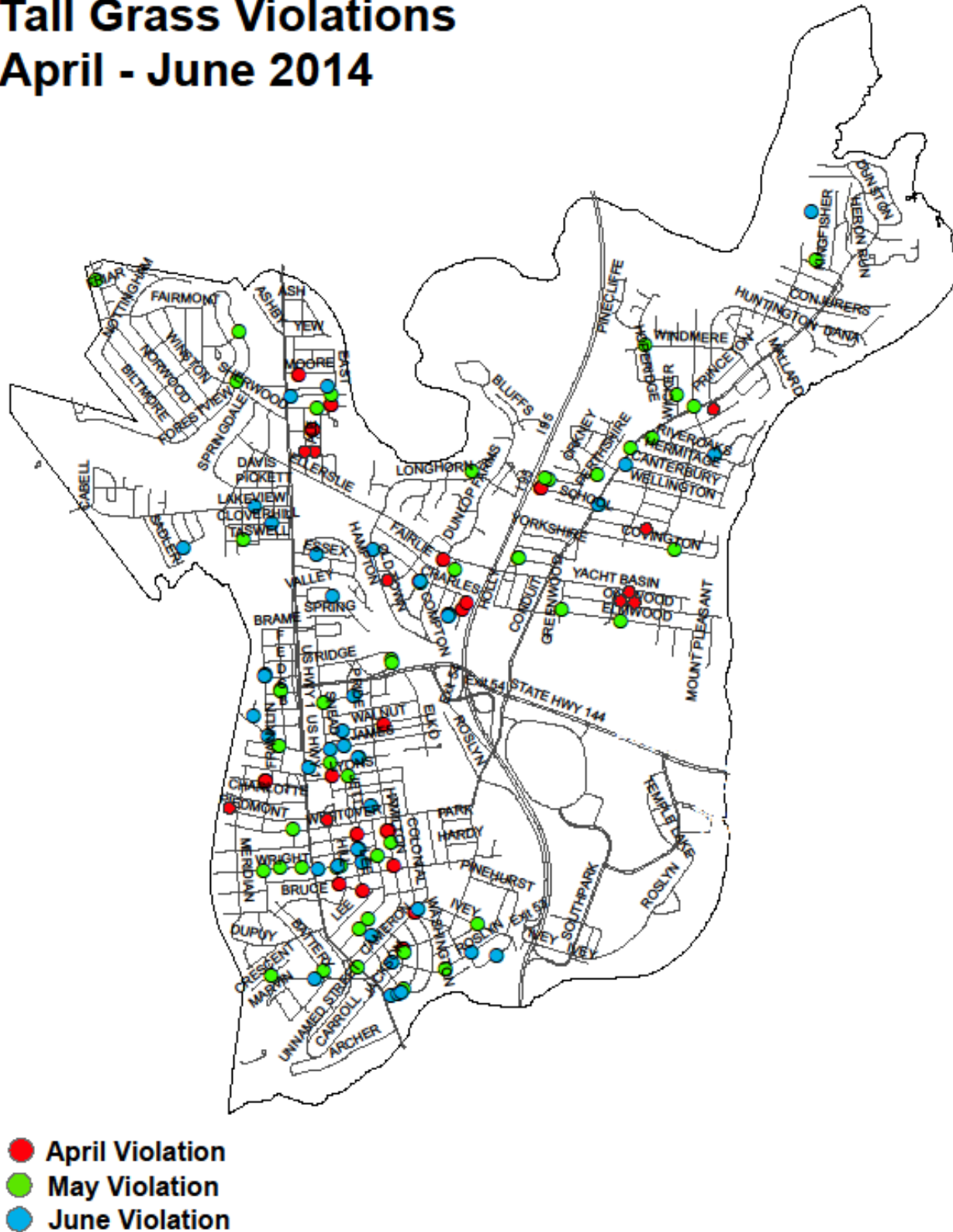
Water Utility

- Replaced (58) meters, (03) meter tops (04) setters, (03) pigtails, installed (01) riser, raised (01) meter box, replaced (01) meter box and responded to (15) water miscellaneous requests.
- Repaired (01) water main and (06) meter leaks.
- Cleaned (02) meter boxes and pulled/reinstalled (02) meters for Utility Billing.
- Crew worked after hours turning water off for the Boulevard Project.
- Replaced a 2" water valve on Hill Place and a 4" water valve at Suffolk Avenue and Hill Place
- Backflow/Cross Connection Technician conducted (35) surveys, (18) completed, (17) incomplete and assisted with locating water and sewer lines performed (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 (161) man-hours.

[illegible]

II. PLANNING DEPARTMENT (CONTINUED):

Tall Grass Violations April - June 2014



III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,681 calls for service during the month of June, 2014. During the same month last year, we responded to 3,713 calls for service—a 1% decrease. We had four (4) reported robberies this month, and none were reported in June of 2013 – a 400% increase. There were two (2) reported aggravated assaults this June, while one (1) was reported during the month of June, 2013 – a 100% increase. We had four (4) reported burglaries in June, 2014, compared with two (2) reported during the month of June, 2013 – a 100% increase. There were 100 Part I, or serious, crimes reported to the Colonial Heights Police Department in June, 2014. Eighty-six (86) of those, or 86%, have been cleared. Our total arrests are up 15%, from 325 criminal arrests last year in June, to 375 criminal arrests this June. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of June brought many challenges to our personnel. We are proud to report that our officers rose to those challenges and performed their duties exceptionally well. Whereas we had admirable individual efforts, the teamwork displayed by personnel throughout our organization made us proud!
- ✓ We welcomed back Jared Brandeberry from his short departure to work in the private sector. Jared performed his duties very well during his tenure here, and we fully expect for him to be even more motivated now that he has had this other experience. Sr. Officers Bob Clark and Theodore Guilmart welcomed their newly born daughters, Brooklyn and Aria, into the world this month. We are happy for both families. Officer Rodney Woodson continues with his military training at Ft. Lee. We interviewed for our Lakeview Elementary School Resource Officer vacancy and hope to fill that position in the very near future. Our annual City Picnic was well attended and enjoyed by all.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports exceptional work from both Uniform Patrol and the Special Operations Unit.
 - While operating radar in the Sherwood Hills neighborhood, Master Officer Eric Allen engaged in a short vehicle pursuit. After getting the suspect vehicle stopped, Eric detained the two occupants. Simultaneous with the traffic stop, we received a report of an attempted robbery/shooting. Master Officer Allen arrested the two offenders before the call for service was dispatched – it doesn't get much better!
 - Later in the month, Master Officer Eric Allen observed a suspicious person, late at night, on the north end of the Boulevard. After a foot chase, the individual was apprehended. With the help of our detectives, this individual was found to have been responsible for many of the numerous prior burglaries that have plagued our City – including the incident at Carlton's Auto Shop. Great teamwork!
 - We also responded to two robberies where the suspects were maliciously shooting, or shooting at, our victims. These individuals were also robbing and shooting victims in neighboring jurisdictions. Upon our Special Operations personnel obtaining a suspect vehicle description, Sr. Officer Stacey Whitt and Career Officer Renee' Walters observed the vehicle. After a vehicle pursuit concluded, four suspects ran on foot into the wooded area west of Wakefield Avenue. Our personnel, along with members of our Sheriff's Office, quickly set up a perimeter and all four suspects were located and apprehended. Chesterfield Police and a Petersburg K-9 handler assisted. These suspects were engaged in a very violent crime spree, and the actions of our officers most likely saved the life of future innocent victims. This incident exemplifies all of us coming together and executing our roles admirably.
 - Special Operations personnel executed a search warrant at a residence on Huntington Drive. The resident was arrested on drug charges, and our officers seized approximately \$8,000.00 in cash, along with eight guns.
 - Lt. Dann Ferguson continues to coordinate agreements with property owners regarding our trespassing enforcement ordinance. Recent agreements have been signed by persons affiliated with the following properties: Southpark Mall, Southpark Crossings, Southpark Square, Park South, and the Archer Pavilion.

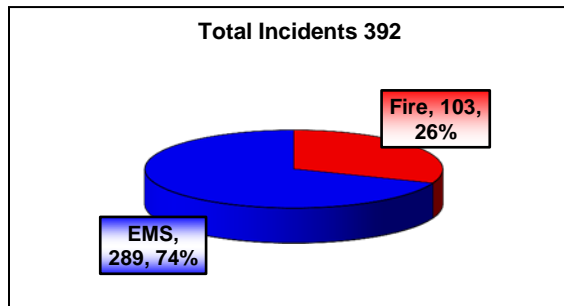
III. POLICE DEPARTMENT (CONTINUED):

- Our Animal Control staff also had a very busy month. A Rabies Clinic was planned, advertised and executed and approximately 81 animals were vaccinated. These employees also organized and executed our annual SPCA fundraising yard sale, where approximately \$1,117.00 was raised.
 - Our Auxiliary Police, Sentinels, and several of our regular officers worked the Colonial Heights High School graduation ceremony.
 - Our Auxiliary and Sentinel volunteers contributed 172 hours of service during the month of June, 2014.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his division as also being extremely active. Highlights from their reported activities are as follows:
- Master Officer Sophie Benkendorf coordinated the Special Olympics Torch Run. Several of our officers ran in the event, and the run was well attended by the Special Olympics athletes. Numerous citizens were present throughout the route cheering the runners on.
 - Master Officer Sophie Benkendorf also coordinated a startup/interest meeting for a Neighborhood Watch program in Sherwood Hills. The meeting was attended by approximately 140 people. She has since set up 43 block captains, covering 20 streets and over 550 houses in that subdivision. She will attend another meeting in July to formally organize the Neighborhood Watch. In addition, she has received eight (8) additional requests for Neighborhood Watch programs throughout the City.
 - Sergeant Terry Long coordinated in-house training for all of our personnel on techniques related to usage of radar, lidar, ASP baton, and pepper spray.
- ✓ Our **Investigations Division** has been extremely active during the month. All members of Investigations put in many tedious and exhausting hours during June. A great deal of time, effort and dedication was displayed while investigating the first and second series of robbery/shooting incidents, along with the commercial burglaries. In each of these major events, searches were conducted, evidence was gathered, confessions were obtained, arrests were affected, activities were coordinated with several other jurisdictions, and a mountain of paperwork still looms.
- ✓ Our detectives were assigned 20 new cases for the month, with 17 of those investigations being cleared. In addition, our detectives cleared 28 cases from prior months. Twenty two (22) concealed weapon permits were also processed. Some of the other Division highlights are as follows:
- Sr. Detective Thad Johnson received a DNA “hit” from the forensics lab regarding evidence submitted from a burglary to a business in Pickwick Shopping Center during March. The identified suspect was arrested, and he subsequently confessed to the crime.
 - Several of the larcenies from vehicles that occurred during the month of May were cleared with the arrest of a juvenile. Warrants are also pending on an involved adult.
 - Sr. Detective Roger Santini is continuing to investigate a robbery of two juvenile males. Two masked individuals displayed guns to the victims and demanded their personal affects. Physical evidence was located and the items were sent to the lab for analysis.
 - Sgt. Stephanie Early and Assistant Commonwealth Attorney Ashley Henderson attended a planning meeting in Chesterfield County regarding the possibility of opening a Child Advocacy Center in Chesterfield to be utilized by both agencies.
- ✓ **Master K-9 Officer Eric L. Allen** was selected as our *Employee of the Month* for May, 2014. Master Officer Allen, while off-duty, responded to assist “B” Squad in locating possible illegal narcotics after a foot pursuit with a suspect in a heavily wooded area along Southpark Boulevard. Master Officer Allen and K-9 Blitz conducted a search of an area approximately the size of a football field and located drugs that were linked back to the suspect from the foot pursuit.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Additionally, on May 29, 2014, Eric was conducting traffic enforcement along the I-95 corridor when he stopped a vehicle for a minor traffic infraction. Upon running the driving history, it was discovered that the driver was wanted or a homicide in New Jersey. The driver was arrested and transported to Riverside Regional Jail, where he is being held pending extradition back to that state.
- ✓ Master Office Allen has been working very hard in contributing to the overall mission of this department by protecting the life, individual liberty and property of our citizens. His recent performance of duty has been exemplary, and the review committee feels that he is most deserving of the Employee of the Month award.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 103

(Total Fire Loss \$101,270):

Total Patients transported: 230

(Total EMS incidents 289)

Fire units arrived on scene in less than 9 minutes on 95.1% of emergency incidents.

(average response time 5:44 minutes)

EMS units arrived on scene in less than 9 minutes on 96.3% of emergency incidents.

(average response time 5:24 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Electrical Problem	4	Good Intent Calls	21
Cooking Fire	2	Power Line Down	5	Public Service	40
Brush/trash/Dumpster	4	Gas or Chemical leak/spill	1	Alarm Activation (no fire)	15
		Flammable liquid spill	1	Child Seat Installation	7
				Smoke detector installation	1
M/A EMS First Responder to Chesterfield	7	M/A received from Chesterfield Fire	3		
M/A to Chesterfield Fire	2	M/A received from Fort Lee Fire	1		
M/A to Petersburg Fire	1				
M/A to HAZ-MAT Crater Regional	1				
M/A to Prince George Fire	1				

EMS Division (number of patients treated)

Abdominal Pain	17	Diarrhea	1	Patient Assist Only	1
Allergic Reaction	3	Epistaxis (Non-Traumatic)	2	Poisoning/Drug Ingestion	3
Altered Mental Status	7	Fever/Hyperthermia	1	Respiratory Distress	15
Back Pain	5	G.I. Bleed	1	Seizure	8
Behavioral/Psychiatric	2	Headache	7	Stings/Venomous Bites	1
Bowel Obstruction	1	Heat Exhaustion/Stroke	2	Stroke/CVA	7
Cardiac Arrest	1	Hypertension	1	Substance Drug Abuse	1
Cardiac Rhythm Disturbance	7	Hypotension	2	Syncope/Fainting	15
Chest Pain/Discomfort	24	Nausea/Vomiting	3	TIA (Transient Ischemic Attack)	1
COPD	1	OB/Gyn Vaginal Hemorrhage	2	Traumatic Injury	51
Diabetic Hyperglycemia	5	Obvious Death	2	Unconscious	1
Diabetic Hypoglycemia	5	Pain	20	Weakness	6
				Other	54
M/A to Dinwiddie EMS	2	M/A received from Fort Lee EMS	2		
M/A to Petersburg EMS	2	M/A received from Dinwiddie EMS	1		
		M/A received from Chesterfield EMS	3		
		M/A received from Petersburg EMS	3		

IV. FIRE & EMS DEPARTMENT (CONTINUED):

<u>EMS Transports (by facility)</u>		
Southside Regional Medical Center	173	75.22%
VCU Health Systems	16	6.96%
John Randolph Medical Center	15	6.52%
CJW Medical Center –Chippenham Campus	12	5.22%
St. Francis Medical Center	6	2.61%
Memorial Regional Medical Center	3	1.30%
CJW Medical Center –Johnston Willis Campus	2	0.87%
VAMC Richmond (McQuire)	1	0.43%
St. Mary's Hospital Richmond	2	0.87%
Total:	230	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,272

No alarm citations were processed during June.

Purchasing - 159 total purchase orders completed with 142 being processed by the purchasing and 17 departmental purchases being reviewed as compared to 235 being completed for the same period in 2013. In addition 166 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 12-092502-1007 – Telephone Service & Equipment, Data Lines. Data Line & Phones Conversion completed. Fax line only conversion in process.
- Invitation # 14-030502-1024 – Annual “on call” services for geotechnical, environmental engineering & construction support services issued with two vendors selected.
- Invitation # 14-052802-1025 – Pavement Preservation issued & received in May. Contract documents received & approved by City Attorney. Will proceed in July
- Invitation # 14-062502-1027 – Temple Avenue & Charles Dimmock Parkway. Sealed bid issued May 30th & received June 25th. Awaiting VDOT notice to award
- Invitation #14-060502-1026 – Annual Fertilization & Weed Control Contract – Sealed Bid issued May 20th with bids due July 2nd.
- Invitation #14-070203-1028 – Bulk Sodium Chloride Contract – Sealed Bid issued June 17th with bids due July 2nd.

Other Purchasing Activity:

- Completed FY2015 departmental blanket purchase orders for all departments.

Risk Activity:

- One minor contact was made by City vehicle in Courthouse parking lot.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,625

Delinquent Notices Sent – 792 or 21.0% with 111 cut off for nonpayment.

Set off debt collected for June - \$803.60.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Recreation & Parks Department

Public Works

Position

Recreation Specialist II

Streets Foreman (Promotional Opportunity)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Recreation Specialist II	271	1,863
Streets Foreman (Promotional Opportunity)	5	292

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Training

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

Miscellaneous

- ☆ Participated in the review and interview phase of the Employee Assistance Program RFP process with Optima Health being selected as the vendor.
- ☆ The annual Employee Picnic Luncheon was held on June 27, 2014 at White Bank Park as part of the employee recognition program.
- ☆ Completed an exit interview session in June 2014: Linwood Harris, Jr. (Streets Foreman).

Worker's Compensation

- ☆ The following workers' compensation reports were filed during the month of June 2014:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
06-30-14	Finance	Employee injured and scraped hands/wrist/leg replacing meter lid.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, www.colonialheightsva.gov, had 63,160 page views in the month of June.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Records Search3. City Employees Login4. Recreation & Parks5. Sports & Athletics6. Animal Shelter7. City Departments8. Recreation Programs9. Yard Sales10. Records & Property Tax Maps11. Summer Fun for Youth12. City Maps13. Education & Schools14. Fire & EMS15. Online Bill Pay	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India Philippines Germany Canada Brazil <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> North Carolina Maryland District of Columbia California Ohio
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- ☆ Citizens submitted and city staff processed 428 service requests and questions through the "Let Us Know" module during the month of June. The City of Colonial Heights' Facebook Page now has 3,295 fans and the City's Twitter account has 338 followers.
- ☆ Proactive Information Management completed 78.5 hours of IT service and maintenance for City departments this month.
- ☆ IT training sessions for employees were held in June, including telephone system, intranet, and website content management training. The GIS Committee met on June 10th and June 18th to finalize decisions on the GIS implementation model.
- ☆ Testing continues in preparation for the new 911 switch and conversion of Communications' admin phone lines.

VIII. LIBRARY:

- ☆ The library staff circulated 18,689 titles in June.
- ☆ 404 eBooks circulated, and 601 residents are now using the library's eBook collection.
- ☆ 218 Kindle books were circulated to residents with vision problems.
- ☆ The public computer center was used 1,705.
- ☆ The public iPad center was used by 133 residents.
- ☆ 455 children participating in the Summer Reading program.
- ☆ The library's meeting rooms were used by 107 groups.
- ☆ 4,002 visited the Colonial Heights Virtual Library to retrieve 805 articles from their homes and offices.
- ☆ 188 residents registered for new library cards, and an average of 527 residents used the library each day.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In June the Recreation Division completed its youth baseball and softball seasons with its City League Night of Champion games the week of June 16th. Staff completed trainings, preparations and began Summer Playground, Tots and Teen programs. American Legion Post 284 began its season play at Shepherd Stadium on June 22nd and will complete its regular season the middle of July. Shepherd Stadium has been selected to host the 2014 American Legion Juniors State Tournament August 13-17 and the 2014 Babe Ruth 16-18 State Tournament July 10-14. Colonial Heights all-star teams will compete in Dixie and Babe Ruth District Tournaments over the 4th of July weekend for a chance to advance to their respective State Tournaments.

Athletics	<u>2014</u>	<u>2013</u>
Adult Softball	29 teams	31 teams
Youth Football Registration (as of 7/2/13)	35	39
Youth Cheerleading Registration (as of 7/2/13)	48	35
Field Hockey Camp	14	n/a
Youth Volleyball Camps	8	n/a
Tennis Lessons	29	42
Activities/Programs	<u>2014</u>	<u>2013</u>
CPR & First Aid	15	n/a
Summer Playground Enrollment	142	147
Tuesday Teens	16	10
Summer Tots	24	18
Youth Painting Class	2	n/a
Playground Program Parent Orientation	65	40
Belly Dancing	2	5
Karate	15	13
Zumba	13	16
Cardio Blast + STRONG	9	10

Parks-Horticulture-Buildings & Grounds

Parks-Buildings & Grounds

- Cleared and cleaned up banks at Lakeview Park for Optimist fishing day.
- Repaired broken boards on pier at Lakeview Park.
- Replaced handicap ramp to playground at Floral M. Hill Park. Ramp had been vandalized.
- Replaced flaps on dog runs at Animal Shelter.
- Replaced and repaired damaged down spouts on Animal Shelter.
- Installed fence ties on fence of dog runs that had come loose at Animal Shelter.
- Hung bulletin boards in Community Corrections at Courthouse.
- Built disk golf tee pad forms at White Bank Park.
- Laid out and painted practice field hockey field at Soccer Complex.

Horticulture

- Trimmed back viburnum and bayberry at sites as needed.
- Mulched sites as needed.
- Removed pansies from Library and replaced with begonias.
- Removed 7 shrubs from Arlington site and replaced with vebena and carrisa holly.
- Pruned roses, cut tulip stems, trimmed salvia at Courthouse.
- Removed weeds from islands at Courthouse. Pruned crepe myrtles as needed at sites.

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Recreation Division

Facility Usage	2014	2013
Community Room Attendance	1,177	856
Community Room Reservations	27	22
Pavilion Attendance	4,265	4,349
Pavilion Reservations	56	57
Field Attendance	2,190	1,080
Field Rentals	18	17
Teen Center Attendance-CHHS Students	92	116
Teen Center Attendance-CHMS Students	425	200



Violet Bank Museum

Attendance 299

- Collections
- Preparing for 2014 Headquarters Days

AGENCY ON AGING

Activities	2014	2013
AARP	32	0
Bingo in Senior Center	58	86
Bowling	225	182
Bridge Party	64	68
Bridge Tournament	136	132
Golfers	480	480
Movie & Pizza	n/a	22
Senior Club Board Meeting	9	8
Senior Club Meeting	63	79
Senior Citizens Dance	96	Cancelled
Sing A Long	39	58
Sing A Long CH Health Care Center	12	13
Table games	n/a	9
Awareness/Education	2014	2013
TRIAD	32	Cancelled
Wellness Workshop	12	26

Classes	2014	2013
Bob Ross Video Painting	12	0
Crochet & Knitting	78	88
Gems by James	28	0
Painting Class Kay Tirpak	n/a	16
Painters Group	28	32
Sewing Class	20	22
Splash of Color	14	Cancelled
Tap Class Intermediate	63	113
Tap Class Advance	87	91
Quilting Demo (Bowtie)	13	0
Quilting	48	62
Quilting for Vets	14	0
Water Color Monday	15	17
Watercolor Faye Henderson Class	48	42
Fitness	2014	2013
City Employees Exercises	n/a	17
Strength Training Exercises	160	135
Sit & Be Fit	266	294
Floor Exercises	n/a	35

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Fitness – Cont'd	2014	2013
Tennis	15	0
Walking	9	0
Yoga	69	75
Zoomer Boomer	215	246
Tai Chi	23	48
Trips	2014	2013
Lunch & Lecture Trip	8	15
Charlestown Slots	52	52
Quilters Trip	n/a	4
Riverside Theater	12	0
Total	2,555	2,598

Meals	2014	2013
Lunch @ Center	121	131
Home Meals	9	16
Transportation	2014	2013
Total Passengers	71	69
Total Trips	545	489
Total Miles	3111	3257
Wheelchairs	39	55
Volunteer Hours	10	12
Donations	\$236	\$245
New Riders	4	1

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 8 YAC Members and Advisor Attended May Meeting
- “Relationship Jeopardy” Presented by Flor Lopez from The James House
- 7 YAC Officers and Advisor Met to Plan for Monthly Meeting
- 2 YAC Members Were Appointed to the Youth Services Commission
- 14 YAC Members Graduated from Colonial Heights High School

➤ **Youth Service Commission**

- Youth Services Commission met in June and elected new officers for the year.

➤ **Kids’ After School Program**

- Program Director took KAP youth to Randolph Farm @ VSU.
- Director completed a Program Evaluation for KAP for 2013-2014.
- Developed staff training modules for next year.

➤ **Substance Abuse Prevention Activities**

- 26 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver’s licensing ceremony

➤ **Ongoing Monthly Meeting/Trainings**

- Juvenile and Domestic Violence Task Force Meeting
- goLEAD Follow Up with generationON
- Completed “Grant Writers’ Club” Training at Appomattox Regional Library
- Youth Mental Health First Aid
- CERT for National Disaster Medical System Training Exercise
- Community Coalitions of Va
- Central Virginia Marijuana Task Force
- System of Care training
- Family Assessment & Planning team
- Inter-Agency prevention Team
- Comprehensive services Policy & Management TeamSystem of Care meeting

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

➤ Diversion Program Participation

- **Community Service**

8 youth completed 92 hours of Service Learning.

- **Shoplifting Diversion**

19 youth and a parent attended the Shoplifting Diversion Program

- **Case Management**

3 youth and families began Case Management Services

Assisted with "Fun Day" at CHMS

Attended Kiwanis Meetings and Assisted with "Terrific Kids" Presentations

Attended "Senior Scholarship Night" at CHHS

Attended "Senior of the Month" Appreciation Dinner at CHHS

Completed "Substance Use" Presentation with a CHMS Student

One Teen Completed 12 Hours of Community Service

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2014	64	\$21,717.56	2	\$ 142.73
2013	85	\$23,995.02	9	\$1,386.74

All repairs were normal maintenance issues.

All sublet repairs consisted of 44.00 for towing and 87.73 for glass replacement.

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

Year	Parts	Sublet	Supplies	Total	% Change
08/09	\$149,593.15	\$16,884.01	\$14,027.35	\$180,504.51	- 06.43%
09/10	\$180,318.85	\$13,998.80	\$12,183.50	\$206,501.15	+14.40%
10/11	\$213,279.61	\$12,368.97	\$12,949.37	\$238,435.79	+15.46%
11/12	\$269,080.31	\$14,171.91	\$13,916.43	\$297,168.65	+24.63%
12/13	\$226,313.47	\$14,890.29	\$12,603.30	\$253,807.06	-14.59%
13/14	\$212,171.63	\$14,972.55	\$13,760.70	\$240,904.88	-05.38%

Sublet repair costs for the year are 6.213% of the total maintenance cost, which is .34% more than last years percentage, even though the total maintenance costs are down 5.38%

Categories	<u>12/13 year</u>		<u>13/14 year</u>	
	Cost	Percent	Cost	Percent
Exhaust	\$360.93	2.424%	\$2,780.60	18.571%
Towing	\$927.50	6.229%	\$1,497.50	10.002%
Glass Replacement	\$2,080.48	13.972%	\$4,428.49	29.577%
Alignment	\$648.90	4.358%	\$887.30	5.926%
Tire Repair	\$1,264.67	8.493%	\$1,474.44	9.848%
Dealer Repair	\$6,867.76	46.122%	\$2,022.11	13.505%
Radiator	\$0.00	0.000%	\$93.00	.621%
Seat	\$420.00	2.821%	\$250.00	1.670%
Misc.	\$2,320.05	15.581%	\$1,539.11	10.280%

XI. FLEET MAINTENANCE (CONTINUED):

Departments	<u>12/13 year</u>		<u>13/14 year</u>	
	Cost	Percent	Cost	Percent
Fire	\$1,392.88	09.354%	\$4,141.80	27.663%
Police	\$2,701.06	18.140%	\$3,080.55	20.575%
Schools	\$3,268.84	21.953%	\$3,090.66	20.642%
Sheriff	\$110.00	0.739%	\$1,261.74	8.474%
Parks	\$314.75	2.114%	\$1,975.96	13.197%
Senior Citizen	\$00.00	0.000%	\$0.00	0.000%
Engineering	\$188.00	1.263%	\$0.00	0.000%
Streets	\$6,046.83	40.609%	\$144.49	.965%
Utilities	\$100.00	0.672%	\$1,172.35	7.830%
Others	\$767.93	5.157%	\$105.00	.701%