

CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 2016

I. PUBLIC WORKS & ENGINEERING:

ENGINEERING

Transportation Capital Projects

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Construction bids have been received and submitted to VDOT for review. The bids were far above the engineer's estimate.
- ***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*** – Plans have been revised based upon recently completed geotechnical studies and have been submitted to contractor.
- ***Dupuy Avenue Modernization, UPC 101287*** – Right of Way acquisition in process. To date, twenty-one (21) property owners have accepted offers. Certificates of take were submitted to the circuit court for 14 properties who haven't signed agreements. City has obtained right of entry to begin utility relocation. Utility relocation has commenced.
- ***Lakeview Avenue Modernization, UPC 101288*** – Notification letters have been sent to all affected property owners. To date, sixteen (16) property owners have accepted offers. Deeds are currently being revised.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – Preliminary Engineering will be completed by on-call contract consultant.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533*** – Proposal has been submitted by on-call consultant and is under review
- ***Mallard Drive Reconstruction, UPC 107093*** – Preliminary engineering has commenced.
- ***Stratford Drive Reconstruction, UPC 107092*** – Preliminary engineering has commenced.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – Staff has reviewed and approved proposal from JMT. Staff is waiting on documentation from consultant in order to proceed.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Phase IV 90% construction plans have been submitted to VDOT for review. Awaiting new project agreement from VDOT.
- ***Improvements on Conduit/Ellerslie Drive – UPC 108646*** - Proposal has been submitted by on-call consultant and is under review

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 construction has been completed.

Plan Reviews

- Discount Tire – Final site plans were submitted on 9/26 and are under review
- Hamilton Ave Improvements – Plans were submitted on 9/26. Plans include improvements as required for Kroger site plan.

Right-of-Way Permits

- Issued seven (7) permits and closed nine (9) permits for the month.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 61 locations.
- Performed preventative maintenance - 4 locations.
- Pavement Markings – Working on plan for FY 2016-2017 roadways

Vegetation

- Removed litter from (14) locations and responded to (03) dead animal requests.
- Cut and trimmed grass at (33) locations and sprayed for high grass/weeds at (02) locations.
- Trimmed tree limbs at (04) locations, bushes at (02) locations and responded to (01) tree/bushes miscellaneous calls.
- Cut/cleaned a 50' section around fence at the Communication tower off Charles Dimmock Parkway.

Recycling Center

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

Storm Water and Drainage

- Cleaned (90) catch basins/curb inlets, drainage ditch at (03) locations, storm sewer manhole at (02) locations, curb and gutters at (03) locations and responded to (02) drainage miscellaneous requests.
- Repaired storm drain pipe at (01) location at (01) location.
- Sweeper collected (08) cubic yards of debris from (01) street.
- Concrete Crew repaired/replaced (30) feet of Curb and Gutter at (01) location and (05) feet of sidewalk at (01) location.
- Replaced (12) feet of Curb and Gutter at (01) location, 5'x5' section of sidewalk at (01) location and (12) feet of Radius Curb and Gutter at (01) location due to Storm Drain repairs.
- Assisted Police Department on September 30th, streets flooding during storm, checked storm drains at (05) locations.

Transportation

- Placed Asphalt in (17) potholes, (02) utility cuts, (02) low areas, (01) sinkhole, (02) driveways, (02) storm water cuts, (01) Concrete cut, (02) Curb and Gutters and responded to (01) miscellaneous asphalt request.
- Placed gravel in sinkholes at (01) location and on shoulder of street at (02) locations.
- Finished assisting Park and Recreation with grading ball field with motor grader.
- Responded to (04) street miscellaneous calls.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.

Wastewater Utility

- Responded to (09) sewer backups and responded to (04) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (01) location.
- Installed sewer cleanout at (01) location and placed topsoil around cleanout due to settling at (01) location.
- Repair sewer lateral at (01) location and sewer main at (02) locations.
- Lowered cleanout at (01) location and repaired cleanout top at (02) locations.
- Flushed sewer main line to unstop backups at (01) location.
- Responded to sewer roaches at (04) locations.
- Removed debris from pumps and replaced radiator cap on generator at the Main Pump Station.
- Used flusher truck to clean grease out of wet well at Conjurers Neck Pump Station.
- Cleaned around building cut down and sprayed vines on fence and buildings at C&B Pump Station.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Responded to an alarm after hours to re-set floats and replaced batteries in generator at Dunlop Farms Pump Station.
- Vacuumed manhole due to sewer back up, setup by-pass pump, replaced belt and pump in wet well, replaced float on by-pass pump control panel due to pump station down at Hrouda Pump Station.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (18) meters, set a new meter at (01) location, replaced meter box at (03) locations, replaced meter top at (04) locations and responded to (15) water miscellaneous requests.
- Repaired a main water line break at (01) location and service line break at (02) locations and turned water off at (01) for a leak on private property.
- Cleaned meter box at (06) locations for Utility Billing
- Raised meter box to grade at (01) location and align meter in meter box at (01) location.
- Repaired a fire hydrant on Ashby Avenue, Clearfield Circle and Charles Avenue.
- Replaced a fire hydrant on Yacht Basin Drive.
- Responded to low water pressure at (01) location.
- Continued Hydrant flushing on schedule.
- Backflow/Cross Connection Technician conducted (79) surveys, (41) completed and (38) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for choline at the dead end of Wildwood (02) times a week.
- Miss Utility locating required (208) man-hours and performed shut down for water line repairs at (03) locations.
- Public Works Technician vacancy, interviews are being set up.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The month of August proved to be a productive month for all divisions in the department. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.

- ☆ The Director and Assistant Director met with the Southern Gateway Land Use Planning Committee. A discussion on the potential land uses and lot sizes is continuing in regards to Dupuy Avenue. The Assistant Director took the next step at the end of the month in getting neighborhood feedback on the potential rezoning options for Battery Place (section behind the Courthouse) and Chesterfield Avenue (portion between Courthouse and Marvin Avenue). The division reviewed a preliminary site plan for Discount Tire. The community/economic development specialist has been maintaining daily duties while updating the department's website, working on address points for GIS, and working with the Economic Development Director on tourism materials and preparations for an EDA meeting. We finally received a quote from GovQA on prices for adding an additional module to have all applications and permits through our existing database system. 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 code enforcement division saw an overall increase in violations involving trash/debris, trailers, exterior storage, Virginia property maintenance, and zoning based upon a year-to-date comparison. There was an overall decrease in tall grass and inoperable vehicle violations based on a year-to-date comparison. Our senior building inspector is still helping help inspect for code enforcement violations in areas until the new part-time code enforcement inspector begins. This division continues to be proactive and enforcing 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 an overall increase for inspections and permits issued during the month. We had one application for a new single family residence during the month. The division continued to receive new plans to review for commercial remodels and alterations to existing housing.

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

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

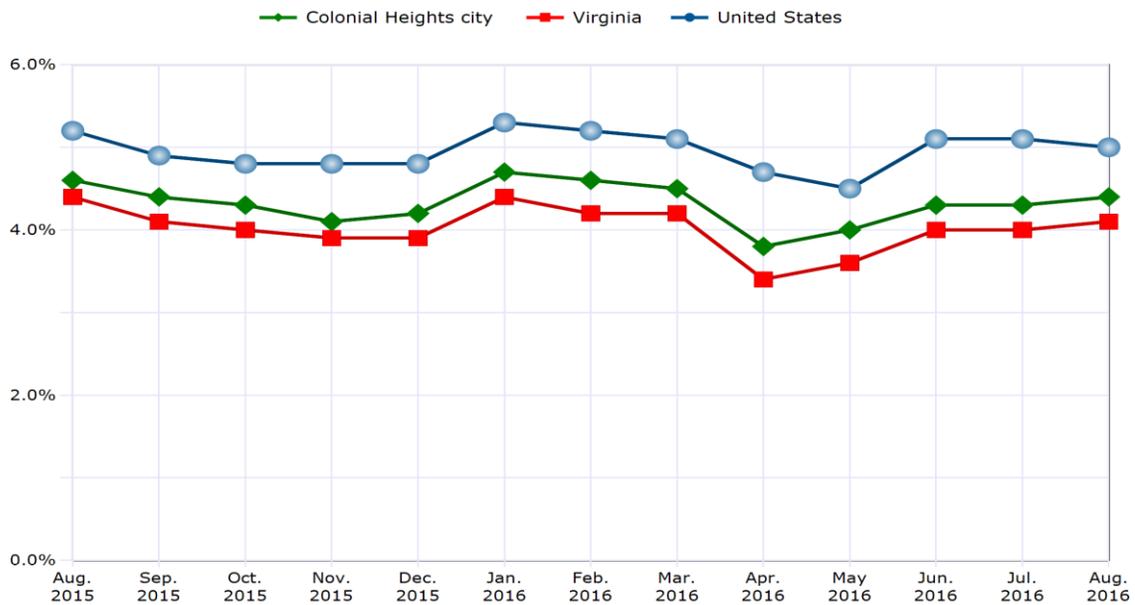
	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	66	526	New Residential	0	2
No Violation Found	2	13	Cost	\$0	\$ 312,000
Compliant	13	408	Res. Additions/Alterations	6	74
In Progress	51	100	Cost	\$55,090	\$ 748,249
City Enforced - Grass Cut	10	138	Demolitions	0	4
Total Inspections	120	901	Cost	\$0	\$ 39,000
Inoperable Motor Vehicles			Commercial	6	52
Initial Inspections	13	245	Cost	\$736,341	\$ 4,546,064
No Violations Found	1	6	Plumbing	11	95
Compliant	1	189	Electrical	10	138
In Progress	11	24	Mechanical	9	100
Vehicles Towed	1	13	Swimming Pool	1	9
Total Inspections	24	471	TOTAL PERMITS	43	474
Trailer Violations			Building Inspections		
Initial Inspections	7	76	Residential	75	732
No Violations Found	0	7	Commercial	62	527
Compliant	4	73	TOTAL INSPECTIONS	137	1259
In Progress	3	4	Permits issued by Zoning		
Total Inspections	14	145	Fence	2	53
Trash/Debris Violations			Signs	9	50
Initial Inspections	9	94	Zoning	3	47
No Violations Found	0	10	Private Farmers Market	0	2
Compliant	2	84	TOTAL PERMITS	14	152
In Progress	7	15	Other Activities		
Total Inspections	18	178	Water Shut Off/Marked	0	0
Exterior Storage Violations			Uninhabitable		
Initial Inspections	8	67	Court Cases	0	0
No Violations Found	0	3	Signs		
Compliant	2	72	Initial Inspections	0	19
In Progress	6	12	No Violations Found	0	0
Total Inspections	16	131	Compliant	0	19
Graffiti			In Progress	0	0
Initial Inspections	1	6	Total Inspections	0	38
No Violations Found	0	0	TOTAL INSPECTIONS		
Compliant	1	5		198	2007
In Progress	0	0	VA Property Maintenance Code		
Total Inspections	2	12	Initial Inspections	1	56
VA Property Maintenance Code			No Violations Found	0	3
Initial Inspections	1	56	Compliant	0	54
No Violations Found	0	3	In Progress	1	9
Compliant	0	54	Total Inspections	2	109
In Progress	1	9	Zoning		
Total Inspections	2	109	Initial Inspections	1	11
Zoning			No Violations Found	0	0
Initial Inspections	1	11	Compliant	1	6
No Violations Found	0	0	In Progress	0	3
Compliant	1	6	Total Inspections	2	22
In Progress	0	3	Signs		
Total Inspections	2	22	Initial Inspections	0	19
Signs			No Violations Found	0	0
Initial Inspections	0	19	Compliant	0	19
No Violations Found	0	0	In Progress	0	0
Compliant	0	19	Total Inspections	0	38
In Progress	0	0	TOTAL INSPECTIONS		
Total Inspections	0	38		198	2007

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2015/2016

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 August 2016 per Virginia Employment Commission.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,893	8,499	382	4.4	No

- *Chesterfield 3.9% unemployment
- *City of Hopewell 6.5% unemployment
- *City of Petersburg 7.5% unemployment
- *Dinwiddie 4.8% unemployment
- *Prince George 4.9% unemployment

Prospect Activity

Direct Requests for Information: 5
 Sites/Bldgs. Submitted: 2
 Active Projects: 4

SBDC Project 1

IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,424 calls for service during the month of September, 2016. During the same month last year, we responded to 3,610 calls for service—a 5% decrease. We had no reported robberies this month, and one (1) reported in September of 2015—a 100% decrease. We had two (2) reports of aggravated assaults this September, with none reported during the month of September, 2015—a 200% increase. We had four (4) reported burglaries in September, 2016, compared with three (3) reported during the month of September, 2015—a 33% increase. There were 82 Part I, or serious, crimes reported to the Colonial Heights Police Department in September, 2016. Sixty-five (65) of those, or 79%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ September was a very solid month. I have always said that we strive to get better and that we work hard to learn from any or perceived shortcomings. That being said, we had the opportunity to utilize our wonderful relationship with the Regal Cinemas management team at Southpark Mall to conduct some active shooter exercises, which included our Fire and EMS. This training had been discussed in the past and plans are underway to enhance our future opportunities. We are pleased to report that we have received and implemented into our ranks the new Taser Axon Body 2 cameras. The new system will allow for unlimited video retention. Despite the numerous upgrades, however, this new model is more efficient in use and saves us money in the long run.
- ✓ We continue our community outreach as we partnered with our local Special Olympics and hosted a *Cover the Cruiser* event at the Wawa on Temple Avenue. For the start of the school year, students were met with educational materials on the *D.A.R.E.* program as well as *Child Passenger Safety Week*, all of which they took home to the parents to education them on the new safety laws. School Resource Officer Scott Whirley created a video on the subject matter, and it was played via the middle school's local news program and seen by all of the students.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
 - Officer Robbie Simmons attempted to stop a vehicle in the south end of the City. The vehicle initially refused to stop and after a short pursuit, stopped and the driver fled on foot. The suspect was located and, after failing to comply, was tased and taken into custody. Same was charged with multiple offenses, to include DUI and misdemeanor eluding.
 - Officer Will Waldrep responded to the Temple Avenue Wawa in reference to a reported brandishing. Officer Waldrep located and stopped the vehicle, but the passenger (suspect) jumped out of the vehicle and fled the area on foot. Units were able to establish a perimeter and the suspect was located. Officer Wulff and K-9 Rose responded to the scene and searched the area. During the search, Rose located two handguns that had been dumped by the suspect.
 - Several officers from A Squad responded to the 300 block of Bristol Avenue for a mental subject. The subject was combative and required extensive methods to safely take him into custody and transport him to the hospital for an evaluation. A female, who was also on scene, was arrested for obstruction of justice and resisting arrest after she refused to leave the scene.
 - Master Officer Greg Thinnes arrested an individual at Target for indecent exposure. The suspect was seen in the parking lot masturbating and exposing himself to women in the area.
 - Officer Darrell Aleshire responded to 802 Conduit Road for a residence that was unsecure. No one was home, but Officer Aleshire noticed narcotics in plain view. A search warrant was obtained for the residence and the occupant, who returned during the search, was subsequently charged with possession of marijuana.
 - Officer Simmons responded to 910 Floral Avenue in reference to a narcotics complaint. The homeowner advised that a renter had narcotics and was using them in her home. Officer Simmons could see marijuana in plain view and obtained a search warrant for the property. The renter was subsequently charged with possession of marijuana.
 - Master Officer Thinnes responded to the 1300 block of Covington Road for a reported break and enter. Officer Thinnes quickly developed a suspect and located a pawn shop in the City where the suspect had sold the pilfered items. Officer Thinnes obtained warrants and recovered the property.

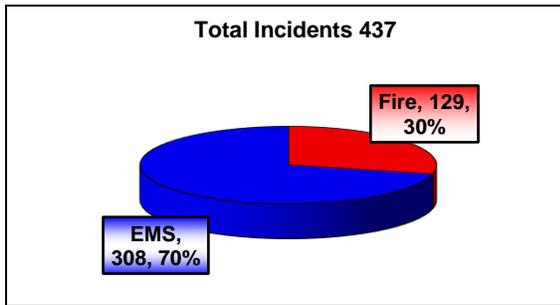
IV. POLICE DEPARTMENT (CONTINUED):

- Officer Robert Brown responded to 421 Old Oak Lane in reference to a disturbance. While on scene, Officer Brown noted the odor of marijuana and obtained a search warrant for the property. Anika Jones was subsequently charged with possession of marijuana.
 - Officer Brown arrested two individuals during a traffic stop after discovering that the vehicle was stolen out of Chesterfield County.
 - Officer Whitt responded to 2302 Franklin Avenue for a DOA. Victim Jonathan Rhodes, a 33-year-old male, was found deceased by a co-worker in the back yard. Investigations responded, but it preliminarily appears to be a natural death due to poor health.
- ✓ The **Law Enforcement Services Division**, commanded by Capt. Wayne Newsome, also reported his division as having a busy month. Highlights from their reported activities are as follows:
- Recruit Jacob Miller graduated from Crater Criminal Justice Training Academy and started his field training.
 - Sgt. Renee Walters has been very active and up to date on our social media account/Facebook.
 - Sgt. Terry Long has a scheduled mock accreditation exercise in October in preparation for our first reaccreditation scheduled in December.
 - Captain Newsome attended training in Lynchburg, Virginia, on ***Officer-Involved Shootings***. We now have two command officers trained in this area.
 - The unit assisted Capt. Bill Anspach with the distribution and implementation of the new Axon Body 2 cameras to our personnel.
 - Senior Officer Kyle Sexton and Capt. Newsome attended the ***Distracted Driving Conference*** in Newport News, Virginia. All costs will be reimbursed by a grant that we applied for and received.
 - Our personnel continue our departmental goal of 100% in crisis intervention training.
- ✓ Our **Investigations Division**, Commanded by Capt. Dann Ferguson, reported an active month, with 25 new cases. During the month, there were no fatal heroin overdoses; however, we had one overdose that we responded to and are investigating. We had a total of 11 for the year, with three (3) fatalities. We continue to engage those involved in this lifestyle; however, tradition continues as those who engage in this activity keep quiet and do not share information with authorities.
- ✓ I am pleased to report the capture of wanted fugitive Andrew G. Williams by the U. S. Marshal's Service and the Columbian authorities. Andrew Williams was found in Columbia after having been on the run for the past 15 months. He is now stateside and in jail.
- ✓ We processed 19 concealed weapon permits, three (3) massage therapist permits and three (3) precious metals permits for the month.
- ✓ Some of the division highlights include:
- Investigations reported a division clearance rate of 100%.
 - Master Officer Travis Karr, who was assigned to the U.S. Marshal's Fugitive Task Force, reported 34 fugitive arrests and service of 102 outstanding warrants.
 - Master Detective Thad Johnson cleared cases involving brandishing of a firearm at Southpark Mall, several frauds and an assault by mob from June of this year.
 - Master Detective Roger Santini cleared two (2) death investigations, a sexual assault and a larceny from a local business. A credit card fraud from 2012 was also cleared by arrest. A background investigation on a police applicant was also completed.
 - Detective Sgt. Jason Chimera cleared cases involving several frauds and larcenies.
 - Master Detective Chris Harris handled a police applicant background and also cleared cases involving a death investigation, and several alleged sexual assaults. Det. Harris also handled a presentation on safety to the Southern Realtors Association.
 - Both Master Detectives Roger Santini and Thad Johnson received ***Bias-Free Police Training*** during the month.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ Overall, we made 335 total arrests, worked 84 crashes, wrote 433 traffic citations, executed 737 traffic stops, affected seven (7) DUI arrests and 26 drug arrests, and issued 28 parking citations.
- ✓ **Officer Bryan Glinn Drake** was selected as our *Employee of the Month* for August, 2016, for his outstanding efforts.
- ✓ On August 13th, Officer Drake was assisting a subject with a child exchange in the parking lot of J. C. Penney's. During the incident, the male subject became confrontational. Officer Drake went to arrest the subject, when he was assaulted. With the help of other officers, the subject was taken to the ground and placed under arrest. Throughout the entire process, Officer Drake never lost his composure in dealing with the suspect. That type of attitude and work ethic reflects positively on the department.
- ✓ Also during the month of August, Officer Drake issued 39 traffic summonses, investigated three accidents, arrested two DUI's and obtained seven felony and six misdemeanor warrants. He also investigated 12 criminal cases, clearing nine of those, for a 75% clearance rate.
- ✓ Officer Drake always exhibits a good working attitude and frequently volunteers to take calls not in his area and assists other officers whenever necessary. He has been very proactive in the enforcement of traffic and criminal violations, as evidenced with the above statistics. He is a credit to our department and an asset to the community, and we know that he will continue to do good work.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 129

(Total Fire Loss \$6,030):

Total Patients transported: 238

(Total EMS incidents 308)

Fire units arrived on scene in less than 9 minutes on 92.5% of emergency incidents.

(Average response time 5:34 minutes)

EMS units arrived on scene in less than 9 minutes on 95.6% of emergency incidents.

(Average response time 5:10 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Cooking Fire	1	Power line down	9	Good Intent Calls	33
Vehicle Fire	1	Electrical Problem	3	Public Service	26
Brush or brush/grass Fire	3	Gasoline/flammable liquid	1	False Alarm/False Call	14
Other Fires	1	Other Hazard	1	Child Seat installation	7
				Smoke detector installation	7
				Assist Invalid	18
				Assist Police	4
M/A First Responder EMS Chesterfield	7	M/A received from Chesterfield Fire	4		
M/A given to Petersburg Fire	3	M/A received from Petersburg Fire	2		

STAFFING

		<u>Engine unstaffed due to EMS call</u>	<u>Engine left with 2 personnel due to EMS call</u>
Station 1	Number of Incidents	21	16
	Total hours	24 hrs. 35 min.	22 hrs. 3 min.
Station 2	Number of Incidents	26	24
	Total hours	22 hrs. 19 min.	22 hrs. 28 min.

V. FIRE & EMS DEPARTMENT (CONTINUED):

M/A given to Petersburg EMS	16	M/A received from Petersburg EMS	1
M/A given to Dinwiddie EMS	1	M/A received from Fort Lee EMS	4
M/A given to Hopewell EMS	1	M/A received from Chesterfield EMS	2
		M/A received from Hopewell EMS	1

EMS Transports (by facility)		
Southside Regional Medical Center	180	75.63%
Chippenham Hospital	23	9.66%
John Randolph Medical Center	19	7.98%
VCU Health Systems	9	3.78%
St. Francis Medical Center	2	0.84%
Johnston Willis Hospital	2	0.84%
VA Hospital (McGuire)	2	0.84%
Memorial Regional Hospital	1	0.42%
Total:	238	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,184

Three alarm citation were processed during September.

Purchasing – 254 total purchase orders were completed with 204 being processed by purchasing and 50 departmental purchases being reviewed as compared to 216 being completed for the same period in 2015. In addition, 106 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #16-062102-1054, Safe Route to School Phase III. Issued on May 27, 2016 with sealed bids received June 21st. This project continues the construction of Sidewalks and other improvements in vicinity of CHMS. Waiting on State Approval to proceed.
- Invitation #16-070102-1055, Architect – Animal Shelter Modifications and Additions. Issued on June 17th, with proposals received July 1st. Bid drawings being reviewed by committee.
- Invitation #16-081902-1057 Contract for Custodial Services - Issued on July 29th, with bids received August 19th. Awaiting contract documents.
- Invitation #16-101202-1058 Comminutor (Grinder) Replacement at Main Pump Station. Issued Sept. 22nd, with bids due on Oct. 12th.

Other Purchasing Activity:

- Purchased audio visual conferencing equipment for the Communications Department.
- Optima Behavioral Health Service added an online virtual platform counseling session perform in person, face to face, on the computer.
- Purchase Oder issued to install floors at Fire Station #2
- Contract signed to provide backup internet service (coax) for communications.
- Assisted School System, in obtaining architectural services, for five (5) capital projects.
- Purchase Order issued for a Sheriff vehicle and 4 Police Interceptors.
- Purchase Order issued for the renewal of the periodicals for the library.

Risk Activity:

- Vehicle at Courthouse, got vehicle stuck on a parking block and pulled off the bumper.
- A city work trailer became un-hitched, and struck an ornamental light pole.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,811
 Delinquent Notices Sent – 757 or 21.2% with 139 cut off for nonpayment.
 No Set-off debt Collections received for September.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of August 2016:

☆ **Advertisements**

Department

Police
Public Works

Recreation & Parks

Position

Animal Control Aide (Part-time)
Public Works Technician
Senior Engineering Technician
Recreation Specialist I

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Animal Control Aide (Part-time)	93	884
Public Works Technician	40	758
Recreation Specialist I	133	1,322

☆ **Training**

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

☆ **Miscellaneous**

- The following new employee orientation sessions were held in September 2016: Ziomara Lopez (Telecommunicator) and Ashley Barksdale (Recreation Specialist II).
- Administered the written test phase for EMS Firefighter candidates on September 6, 2016.
- Attended an Employment Law seminar sponsored by IPMA-VA and City of Harrisonburg on September 15, 2016.
- Participated in a VEC Telephonic Hearing for unemployment benefits on September 20, 2016.
- Attended the annual VML Fall Workshop in Williamsburg, Virginia on September 22, 2016. Topics included: Compensability, Cyber Information Security, and HR Audits.

☆ **Worker’s Compensation**

- The following workers’ compensation report was filed during the month of September 2016:

Date	Department	Description of Injury
09/02/16	Police	Left hand exposed to body fluid while dealing with a combative subject.
09/02/16	Police	Abrasions to left elbow while assisting with a suspect.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 65,935 page views in the month of September.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records Search 3. City Employees Login 4. Yard Sales 5. Recreation & Parks 6. Departments 7. Animal Shelter 8. Police 9. Records & Property Tax Maps 10. Online Bill Pay 11. Assessments 12. Treasurer 13. Clerk of Circuit Court 14. Jobs 15. Utility Billing 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Canada  Germany  France  Philippines <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  Washington  North Carolina  Pennsylvania  District of Columbia
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VIII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ Citizens submitted and city staff processed 318 service requests and questions through the “Let Us Know” module during the month of September. The City of Colonial Heights’ Facebook Page now has 4,274 fans and the City’s Twitter account has 842 followers.
- ☆ Proactive Information Management completed 77.25 hours of IT service and maintenance for City departments this month.
- ☆ IT provided in-house training for staff on the new website software for content management on September 21st.
- ☆ The City’s new website design was launched on September 30th, along with a new ePayment system, integrated through PayPal Checkout.

IX. LIBRARY:

- ☆ The library staff circulated 16,701 titles in September.
- ☆ One hundred and ninety-three e-books were downloaded, while 3,031 e-books circulated on Kindles.
- ☆ The public computer center had 1,935 users, while the iPad center was used 156 times.
- ☆ Two hundred and thirty-one children participated in the Story Time program. Fifteen children were visited by the Colonial Heights Rolling Reads Program.
- ☆ The library’s meeting rooms were used by 89 groups.
- ☆ One-hundred and seventy-four residents registered for new library cards, and an average of 642 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In September the Recreation Division kicked off its Fall programs. Fall Athletic programs began playing their game schedules in early September to include Football/Cheerleading, Girls Fast Pitch Softball, and our Fall Adult Softball league. Our athletic fields hosted numerous tournaments and games to include youth and adult softball and youth soccer. The Department's facilities also played host to Baseball Nations Fall Youth League with teams from the Richmond area, as well as Lynchburg, Fredericksburg and the Hampton Roads area. Staff continues to make preparations for city events to include Celebrate Safe Communities, Halloween in the Park and the Christmas Parade.

Athletics & Instructor Programs	2016	2015
Adult Softball (Fall League)	17 teams	17 teams
Youth Football Registration	114	76
Youth Cheerleading Registration	72	60
Girls Fast pitch Fall Ball	17	15
Karate	11	15
Belly Dancing	7	9
Facility Usage	2016	2015
Community Room Attendance	967	1,095
Community Room Reservations	21	26
Pavilion Attendance	2,490	2,390
Pavilion Reservations	35	39
Field Attendance	7,030	4,410
Field Rentals	87	95
Teen Center Attendance-CHHS Students	9	59
Teen Center Attendance-CHMS Students	12	124



Parks, Horticulture, Buildings & Grounds

- Completed Shepherd Stadium turf project; cut sod from base paths, graded base path and installed new sod.
- Laid out and painted soccer fields at Soccer Complex.
- Installed and secured goals at Soccer Complex.
- Placed trash cans, benches, and bleachers at all soccer fields at Soccer Complex.
- Painted football field, field hockey field, band practice field for High School as needed.
- Repaired vandalized pier and restrooms from graffiti at Ft Clifton Park.
- Replaced vandalized bench at Ft Clifton Park.
- Replaced rotted gate post at Lakeview Park.
- Patched sheetrock and painted hallway at Community Center and Recreation Main Office.
- Installed TV in Recreation Main Office and ran cable to it.
- Installed new window blinds in Community Center.
- Weeded and Mulched beds and all sites as needed.
- Trimmed crepe myrtles at sites.
- Trimmed back liriopie at sites as needed.
- Pruned viburnum at Legacy Garden.
- Cleaned suckers of crepe myrtles on Temple Ave.
- Trimmed shrubs as needed at sites.
- Removed petunias from sites.
- Removed black eyed susans from sites.
- Planted mums at sites.
- Facilitated replacement of roof on Public Safety Building in priority 2 area.

X. RECREATION & PARKS DEPARTMENT (CONTINUED)

Agency on Aging

Activities	2015	2016
AARP	18	N/A
Bingo in Center	60	22
Bowling	195	256
Bridge Party	64	32
Bridge Tournament	160	98
BUNCO	N/A	24
Golfers Fort Lee	N/A	208
Golfers Prince George	604	248
Going Away Lunch	11	N/A
Senior Advisory Board Meeting	8	12
Senior Club Meeting	84	98
Senior Citizen Dance	114	83
Sing A-Long	39	33
Swap Shop	45	N/A
Awareness/Education		
Balance Check	61	N/A
Blood Pressure Check	21	29
HealthSouth Lunch & Learn	N/A	21
Flu Shots	37	21
LifeLine Screening	92	85
Safe Banking for Seniors Lunch & Learn	N/A	27
TRIAD	N/A	21
Classes		
Bridge 101	N/A	28
Crochet & Knitting	72	37
Colorful Creation Open Paint	24	39
Line Dancing Class	N/A	69
Open Quilting	13	N/A
Paint By Number	N/A	13
Painters Group	48	N/A
Painting with Carol	N/A	10
Quilts for Vets	8	10
Quilting Block Class	21	N/A
Sewing Class	14	20
Splash of Color	10	N/A
Tap Class Intermediate	98	53
Tap Class Advance	72	68
Tech Savy	N/A	5
Watercolor Class	32	27
Wilson Bickford Video Class	12	N/A

Fitness	2015	2016
Muscles in Motion	206	210
Sit & Let's Get Fit	299	223
Strength & Stretch	186	309
Tai Chi	32	14
Tennis	6	N/A
Pickleball	N/A	30
Water Aerobics	60	43
Yoga	160	115
Zumba Gold	75	10
Trips		
Blandford Church	9	N/A
Lunch Bunch	N/A	8
Rappanhannock River Cruise	N/A	25
Richmond Canal Cruise	28	20
Safari Trip	N/A	17
Saude Creek Winery	N/A	12
Tangier Island	N/A	23
TOTAL	3080	2756
Meals		
Home Delivery Meals	12	16
Site Meals	112	100
Transportation		
Total Passengers	189	183
Total Trips	365	315
Total Miles	2107	2552
Wheelchairs	7	9
Volunteer Hours	18	32
Donations	\$374.00	\$238.50
New Riders	N/A	6

Violet Bank Museum

	<u>2016</u>	<u>2015</u>
Attendance	259	166
➤ Regular duties to include tours and collections		

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 13 YAC Members, 2 YSC Members, and YAC Advisor Attended September Meeting
- 2 YAC Members and Advisor Shopped for Fleece for Blanket Project
- 3 YAC Officers, YAC Advisor Met for Planning Meeting

➤ **Youth Service Commission**

- Did not meet due to Boards and Commissions picnic

➤ **Kids' After School Program**

- **Enrollment:** Tussing-19; North-19; Lakeview-15; CHMS-14
- **KAP Facts:** 9 staff, 2 JTCC work study staff, 1 VSU work study staff, 2 Criminal Justice Interns(VSU), 1 Social Work Intern, 5 VSU volunteers.
- **Trainings Conducted:** KAP staff training, volunteer training @VSU, volunteer training @ Matoaca High School & VSU Intern orientation.
- **Trainings attended:** Storytime Resilience, Math Gets Me Moving, Vicarious Trauma

➤ **Substance Abuse Prevention Activities**

- 12 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver's licensing ceremony.

➤ **Ongoing Monthly Meeting/Trainings**

- Kiwanis Meetings
- Colonial Heights Food Pantry Board Meeting and Work Session
- Family Assessment and Planning Team Meeting
- CHHS CADRE Coalition, CADRE Coalition
- NAMI "In My Own Voice" Lunch and Learn
- HOBY Virginia Board Meeting
- CSA Resource Training Day
- Interagency Prevention Team
- School Board Meeting
- CPMT
- Smart Beginnings/School Readiness
- Petersburg Trauma Informed Care Network
- Families First Advisory Board
- CADRE Coalition
- Juvenile & Domestic Violence Task Force
- Virginia League of Human Service Officials

➤ **Diversion Program Participation**

• **Community Service**

6 youth completed 55 hours of Service Learning

• **Shoplifting Diversion**

18 youth and a parent attended the Shoplifting Diversion Program

• **Active Parenting of Teens**

No families currently enrolled in "Active Parenting"

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

1 Youth Completed 12 hours of Community Service

- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Attended CARES Annual Fundraiser

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2016	89	\$24,555.75	12	\$3,615.91
2015	82	\$19,794.35	6	\$2,488.23

Sublet repairs consist of the following;

Alignments	1,286.57
Misc	1,455.00
Towing	395.00
Glass Replacement	216.37
Tire Repair	262.97

Maintenance cost for the first fiscal quarter this year compared to the last 5 are:

2016/2017	\$98,692.88
2015/2016	\$58,064.78
2014//2015	\$74,464.78
2013/2014	\$67,183.56
2012/2013	\$61,280.99
2011/2012	\$75,852.23