

CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 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. Waiting on VDOT approval of bids.
- ***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. Construction to resume Spring 2017.
- ***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. Consultant proposal has been submitted and reviewed. Awaiting VDOT approval to issue NTP.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533*** – Proposal has been submitted by on-call consultant. The City has reviewed the proposal and is awaiting consultant's revisions.
- ***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. Notice to Proceed will be issued once VDOT reviews proposal.
- ***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. City has reviewed proposal and are awaiting consultant's revisions.

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

- Southpark Medical Park Final Plat submitted 10/12 – Comments provided on 10/26

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Right-of-Way Permits

- Issued eight (8) permits and closed zero (0) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 56 locations.
- Performed preventative maintenance - 4 locations.
- Pavement Markings – Working on plan for FY 2016-2017 roadways

Vegetation

- Removed litter from (11) locations and responded to (05) dead animal requests.
- Cut and trimmed grass at (52) locations.
- Trimmed tree limbs at (04) locations, bushes at (02) locations and responded to (01) tree/bushes miscellaneous calls.
- Removed tree that fell in street at Hamilton and Temple Avenues.
- Removed tree limbs at was discarded on City Property at (06) locations.

Recycling Center

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

Storm Water and Drainage

- Cleaned (16) catch basins/curb inlets, drainage ditch at (03) locations, curb and gutters at (03) locations and responded to (04) drainage miscellaneous requests.
- Repaired a catch basin at (02) locations.
- Sweeper collected (08) cubic yards of debris from (02) streets.
- Concrete Crew repaired/replaced (82) feet of Curb and Gutter at (01) location and 4x4 section of sidewalk at (01) location.
- Replaced (72.5) feet of Curb and Gutter at (05) locations, 4’x4’ section of sidewalk at (01) location and 4’x8” gutter pan at (01) location due to Storm Drain repairs.
- Placed gravel in sinkholes at (04) locations and on shoulder of street at (01) location.
- Removed a grate top from a catch basin in a parking lot to recover a ring for a citizen.

Transportation

- Placed Asphalt in (24) potholes, (12) utility cuts, (05) low areas, (02) driveways, (04) storm water cuts, (01) Concrete cut, (01) drainage swell, (02) shoulder of street and responded to (02) miscellaneous asphalt requests.
- Graded gravel area on Roslyn Road near I-95 ramp, Westover Avenue near Conduit Road and Appamatuck Park off Archer Avenue.
- Cleaned and performed preventive maintenance/repairs on City’s vehicles.

Wastewater Utility

- Responded to (10) sewer backups and responded to (05) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (08) locations.
- 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.
- Flushed sewer main line to unstop backups at (01) location.
- Responded to sewer roaches at (04) locations.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Removed debris from pumps, washed down, cleaned and vacuumed out commutator, and assisted Coastal Utilities with removal and installation of new gear box on commutator 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.
- Set floats; unstop by-pass pump and hose, cleaned debris from wet and dry wells, set plug in sewer main to stop flow at Hrouda Pump Station.
- Replaced belt on methane pump and grease motor at Charles Dimmock Pump Station.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (25) meters, replaced meter box at (07) locations, replaced meter top at (03) locations and responded to (14) water miscellaneous requests.
- Installed a meter setter at (02) locations.
- Repaired a main water line break at (01) location and service line break at (03) locations and turned water off at (02) locations for a leak on private property.
- Cleaned meter box at (02) locations for Utility Billing
- Raised meter box to grade at (01) location.
- Repaired a fire hydrant on Honeycreek Court.
- Replaced a fire hydrant on Norwood Drive.
- Responded to low water pressure at (03) locations.
- Continued Hydrant flushing.
- Tested for chlorine for a citizen on Kennon Point Court.
- Backflow/Cross Connection Technician conducted (91) surveys, (58) completed and (33) 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 (204) man-hours.
- Public Works Technician vacancy, interviews are being set up.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The month of October was very productive but seemed to go by very quickly. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.

- ☆ The planning and zoning division is continuing to work with DEQ on their assessment of our local Chesapeake Bay Program. We received an application from a company seeking 7 special exception permits to allow them to place towers/monopoles in various location in the City within the City's right-of-way. 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, as seen in the chart below, continues to be proactive. The month of October officially ends the grass growing season. If you review and compare year to date numbers from October 2015 to October 2016, you would notice that we have cited more violations in 2016 for trash/debris, exterior storage, zoning, and signs. 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 increase in permits and inspections since the last month. There was an application for a new residential structure in October. The division also inspected several rental properties at the request of tenants. 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	85	611	New Residential	1	3
No Violation Found	0	13	Cost	\$115,213	\$ 427,213
Compliant	72	480	Res. Additions/Alterations	8	82
In Progress	13	50	Cost	\$31,600	\$ 779,849
City Enforced - Grass Cut	33	171	Demolitions	1	5
Total Inspections	137	1038	Cost	\$3,500	\$ 42,500
Inoperable Motor Vehicles			Commercial	7	59
Initial Inspections	39	284	Cost	\$352,343	\$ 4,898,407
No Violations Found	0	6			
Compliant	26	215	Plumbing	6	101
In Progress	13	23	Electrical	14	152
Vehicles Towed	1	14	Mechanical	15	115
Total Inspections	77	548	Swimming Pool	0	9
Trailer Violations			TOTAL PERMITS	52	526
Initial Inspections	12	88	Building Inspections		
No Violations Found	1	8	Residential	120	852
Compliant	8	81	Commercial	60	587
In Progress	3	4	TOTAL INSPECTIONS	180	1439
Total Inspections	23	168	Permits issued by Zoning		
Trash/Debris Violations			Fence	3	56
Initial Inspections	18	112	Signs	4	54
No Violations Found	0	10	Zoning	3	50
Compliant	10	94	Private Farmers Market	0	2
In Progress	8	15	TOTAL PERMITS	10	162
Total Inspections	36	214	Other Activities		
Exterior Storage Violations			Water Shut Off/Marked	0	0
Initial Inspections	37	104	Uninhabitable		
No Violations Found	0	3	Court Cases	0	0
Compliant	16	88			
In Progress	21	23			
Total Inspections	74	205			
Graffiti					
Initial Inspections	0	6			
No Violations Found	0	0			
Compliant	0	5			
In Progress	0	0			
Total Inspections	0	12			
VA Property Maintenance Code					
Initial Inspections	7	63			
No Violations Found	1	4			
Compliant	0	54			
In Progress	6	21			
Total Inspections	13	122			
Zoning					
Initial Inspections	0	11			
No Violations Found	0	0			
Compliant	0	6			
In Progress	0	3			
Total Inspections	0	22			
Signs					
Initial Inspections	0	19			
No Violations Found	0	0			
Compliant	0	19			
In Progress	0	0			
Total Inspections	0	38			
TOTAL INSPECTIONS	360	2367			

IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,718 calls for service during the month of October, 2016. During the same month last year, we responded to 3,758 calls for service—a 1% decrease. We had no reported robberies this month, and one (1) reported in October of 2015—a 100% decrease. We had no reports of aggravated assaults this October, with (2) two reported during the month of October, 2015— a 100% decrease. We had four (4) reported burglaries in October, 2016, compared with two (2) reported during the month of October, 2015—a 100% increase. There were 84 Part I, or serious, crimes reported to the Colonial Heights Police Department in October, 2016. Sixty-three (63) of those, or 79%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month was a good month, as it was extremely busy with all that was going on in and around us in the City. We started the month off with *Celebrate Safe Communities Night*, where 25 hosts throughout the city participated in meeting their neighbors and welcoming various city officials and police officers to their residences. We also prepared for **Virginia State University’s Homecoming** festivities, assisting with traffic control during their football game and other events. *Hurricane Matthew* was also on the forefront during the month—we always plan for any emergency that may arise and are grateful when it does not come to fruition. We continue to be active on our social media, posting our first Public Service Announcement on Halloween safety tips. The PSA was well received by a number of views on our Facebook page.
- ✓ We said goodbye and good luck to one of our most experienced supervisors—Lt. John “Jay” Peterson, III, an almost 27-year veteran, retired. At his request for “no fanfare”, we celebrated with a small luncheon. Jay will be missed, as he provided good service to all those that he served. As we said goodbye to one, we also welcomed a new police officer—Joe Vaughan. Officer Vaughan comes to us from a neighboring jurisdiction and has over eight years of experience, many of them within investigations. Officer Vaughan is a resident of the City and also graduated from Colonial Heights High School. We are grateful to be able to hire such well-qualified applicants. I would be remiss if I did not recognize both Don Anderson of Anderson & Associates and Mount Pleasant Baptist Church for providing meals to officers in appreciation for the job we do every day. Mr. Don Anderson also very generously provided gift cards to Wagstaff’s Steakhouse. As you can imagine, it was a memorable event.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
 - Sr. Officer Adam Brandeberry responded to 518.5 Highland Avenue and made contact with Dylan Thompson in reference to trespassing. Thompson refused to cooperate and while being taken into custody, assaulted Officer Brandeberry.
 - Officer Will Waldrep arrested Michael Taylor during a traffic stop for felony distribution of marijuana and possession of a concealed weapon.
 - Officer Darrell Aleshire obtained and executed a search warrant at 307 Norfolk Avenue, during which resident Louis Colon was arrested for possession of marijuana.
 - Officer P. J. Calhoun obtained and executed a search warrant at 331 Branders Bridge. When officers entered the residence, they located a subject inside that was in the act of committing a burglary. John Dean was arrested for burglary and possession of cocaine with intent and possession of a firearm by a felon. Two other individuals were also charged with drug-related violations.
 - Officer Glinn Drake was conducting a larceny investigation inside of Southpark Mall. The suspect fled on foot towards the parking lot of Lonestar Steakhouse, where he attempted to evade officers in the parking lot, but ran into the side of Career Officer Eric Allen’s patrol vehicle. This subject was taken into custody and taken to SRMC with very minor injuries. MAIT (Major Accident Investigations Team) responded to investigate.
 - Master Officer Greg Thinnes responded to the 1300 Block of Covington Drive for a reported break and enter. Master Officer Thinnes quickly developed a suspect and located a pawn shop in the City where the suspect had sold the items. After obtaining warrants, Master Officer Thinnes recovered the property.

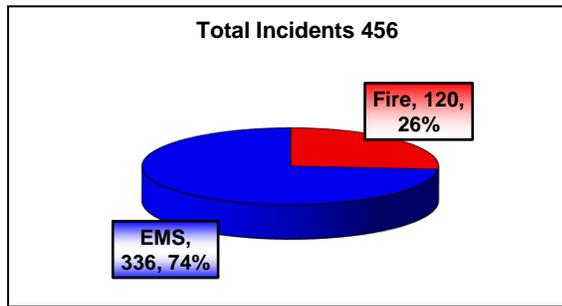
IV. POLICE DEPARTMENT (CONTINUED):

- Sgt. Steve Kolev responded to a grand larceny report in which the victim advised an acquaintance had stolen money from his residence. Sgt. Kolev located and arrested the suspect on an outstanding warrant. During the arrest, the suspect confessed to stealing the money.
 - Officer Rob Brown responded to the Hilton Garden Inn in reference to a child custody exchange. During the exchange, the mother became extremely hostile and assaulted Officer Brown.
 - Officer Thinnes responded to Target in reference to an elderly female who was assaulted in the parking lot and then had her vehicle damaged by one of the offenders. Officer Thinnes was able to identify the suspects and make an arrest based on store surveillance video. One of the suspects was found to be a police officer from Quantico. Notifications were made.
 - Sr. Officer David Gallagher arrested Brian Sloan at Walmart for petit larceny, third or subsequent offense, and possession of heroin. Officer Gallagher provided Sloan with a heroin information card.
 - While Career Officer Allen was conducting a foot patrol in the parking lot of Wawa (604 Boulevard) during homecoming, he attempted to speak with a subject about his loud music. The suspect fled the scene, striking Officer Allen as he left. The abandoned vehicle was located a short time later. Fortunately, the driver left his wallet and ID, which Officer Allen used to identify the subject and obtain warrants.
 - Officer Aleshire attempted to stop an intoxicated driver who was traveling north on Conduit Road in the southbound lanes. The driver refused to stop, but was arrested after a brief chase and crash.
 - Officer Drake conducted a traffic stop on the south end of the Boulevard. The driver was ultimately charged with possession of marijuana with intent to distribute. Same had several ounces of marijuana, several “edibles” and approximately \$800.00 in cash.
 - On October 1st, through October 4th, several officers from our agency assisted with security at Longwood University for the 2016 Vice Presidential Debate.
 - Units coordinated with school administration in conducting a lock-down drill at the Colonial Heights Middle School and High School.
- ✓ 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:
- The DMV Highway Safety Office presented two awards to us at the previous council meeting – Most Improved Seatbelt Use and Highest Seatbelt Use 2016.
 - Sgt. Renee Walters attended the FBI’s First Line Supervisor’s training.
 - Sgt. Terry Long hosted a successful mock accreditation in preparation for our reaccreditation scheduled for December.
 - Interviews were conducted for our new part-time Animal Control aide position.
 - Captain Newsome’s staff organized a fine Celebrate Safe Communities Night.
 - School Emergency Operations Plans were reviewed and updated by the staff.
 - The department is committed to the upcoming Heroin Summit to be held at the end of the month. Informational flyers continue to be disbursed.
 - Freedom of Information Act requests continue to be a growing issue, requiring a lot of man hours.
- ✓ Our **Investigations Division**, Commanded by Capt. Dann Ferguson, reported a solid month, with 21 new cases. During the month, there were no fatal heroin overdoses; however, we had two overdoses that we responded to and are still investigating. Our totals for the year are as follows: 13 total, with three (3) fatalities. We continue to engage those involved in this lifestyle; however; those who are involved in this activity keep quiet and do not share information to authorities. We processed 20 concealed weapon permit applications and five (5) massage therapist permit applications for the month.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ Some of the division highlights include:
 - A Crime Solvers tip led to petitions of two (2) juveniles for numerous vandalisms from September.
 - Master Officer Travis Karr, who was assigned to the U.S. Marshal's Fugitive Task Force, reported 16 fugitive arrests, with four (4) from the City, and service of 32 outstanding warrants.
 - Master Detective Thad Johnson cleared a rape case involving a city resident. The 1B Task Force was utilized to set up the arrest, and the operational plan went smoothly.
 - Master Detective Roger Santini is working a medical examiner's death investigation; however, no foul play is suspected.
 - Detective Sgt. Jason Chimera cleared two (2) missing person cases, along with an impersonation of a police officer case.
 - Master Detective Chris Harris is investigating four (4) cases of sexual assault.
 - The unit is investigating six (6) cases of child sexual assault with the assistance of Child Protective Services.
- ✓ Overall, we made 324 total arrests, worked 92 crashes, wrote 464 traffic citations, executed 793 traffic stops, affected 14 DUI arrests and 27 drug arrests, and issued 34 parking citations.
- ✓ **Officer Darrell Aleshire** and **Master Officer Stacey Whitt** have both been selected and recognized as our Employees of the Month for September, 2016, for their outstanding efforts.
- ✓ During the month of September, **Officer Aleshire** was extremely proactive in arresting individuals for drug offenses, leading the department with 10 drug arrests. In addition, he issued 15 traffic summonses and investigated 11 criminal complaints. Over the past several months, Officer Aleshire has handled numerous Crime Solvers tips concerning the illegal sale and use of drugs around the City. On September 6th, Officer Aleshire responded to a service call from a local residence for suspicious activity. From his investigation, evidence of illegal drug use was observed in plain view, which led him to obtaining a search warrant for the residence. Once the search warrant was executed, several pieces of evidence pertaining to the use of marijuana were located. One person was arrested for possession of marijuana and released on a summons. This investigation resulted in a letter being issued to the property owner for maintaining a common nuisance for illegal drugs. An investigation like this one positively affects the quality of life for other residents in the neighborhood.
- ✓ **Master Officer Stacey Whitt** also had a good month being proactive in the enforcement of traffic and criminal violations. During September, Master Officer Whitt issued 15 traffic summonses, investigated seven (7) accidents, obtained seven (7) felony and two (2) misdemeanor warrants. He also investigated 202 criminal cases, clearing 14 of his cases, for a 70% clearance rate. Officer Whitt portrays a good working attitude and frequently volunteers to take calls not in his area and assists other officers.
- ✓ While on duty on September 25th, Master Officer Whitt responded to Martin's grocery store for a shoplifting that had just occurred. Upon arrival, the subject had already left the scene. Officer Whitt began his investigation, reviewed video footage of the incident and was able to develop a suspect. He obtained warrants on the subject, who had numerous larceny convictions and had just been arrested two weeks prior at Target for other larcenies. This type of attitude and work ethic reflects directly on the department.
- ✓ Both of these officers more than deserve to be recognized for the honor of Employee of the Month. They can always be counted on to step up and give a positive representation of the Colonial Heights Police Department, no matter the circumstances.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 120

(Total Fire Loss \$3,000):

Total Patients transported: 260

(Total EMS incidents 336)

Fire units arrived on scene in less than 9 minutes on 91.1% of emergency incidents.

(Average response time 5:22 minutes)

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

(Average response time 5:13 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Power line down	3	Good Intent Calls	34
Vehicle Fire	2	Electrical Problem	5	Public Service	36
		Natural gas leak	3	False Alarm/False Call	14
		Chemical spill	1	Child Seat installation	4
				Smoke detector installation	4
				Assist Invalid	13
M/A First Responder EMS Chesterfield	3	M/A received from Chesterfield Fire	3		
M/A given to Chesterfield Fire	3				
M/A given to Petersburg Fire	2				
M/A to Regional Haz-Mat team	1				

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	17	9
	Total hours	19 hrs. 16 min.	9 hrs. 13 min.
Station 2	Number of Incidents	212	10
	Total hours	12 hrs. 15 min.	9 hrs. 2 min.
M/A given to Petersburg EMS	7	M/A received from Petersburg EMS	1
M/A given to Chesterfield EMS	1	M/A received from Fort Lee EMS	5
		M/A received from Chesterfield EMS	1
		M/A received from Hopewell EMS	1
		M/A received from Prince George EMS	1

EMS Transports (by facility)

Southside Regional Medical Center	196	75.38%
Chippenham Hospital	24	9.23%
John Randolph Medical Center	19	7.31%
VCU Health Systems	8	3.08%
Johnston Willis Hospital	6	2.31%
VA Hospital (McGuire)	3	1.15%
St. Francis Medical Center	2	0.77%
St. Mary's Hospital	1	0.77%
Total:	260	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,072

No alarm citations were processed during October.

Purchasing – 174 total purchase orders were completed with 155 being processed by purchasing and 19 departmental purchases being reviewed as compared to 192 being completed for the same period in 2015. In addition, 107 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation# 16-110902-1059 Pavement Preservation – 2016. This sealed bid was issued on Oct 14 with a mandatory pre-bid conference held on Oct 26, with bids due on November 10.
- Invitation # 16-111002-1060 Animal Shelter Addition & Modification. This sealed bid was issued on Oct 20, with a mandatory pre-bid conference scheduled for Nov 2, with bids due on November 10.

Other Purchasing Activity:

- Quote issued for the rental of equipment with operator, in case of inclement weather or an emergency. Also, snow salt ordered for the winter season.
- Purchase Order was issued to rebuild the motor of an ambulance.
- Purchase Order issued for an 18' all steel frame panel Christmas Tree, for the City's outside tree lighting ceremony.
- Work with the City's Engineering Department on a state contract with Fugro Roadware, to perform Pavement Asset Data Collection for the City.
- Working with City's Information System Department on service specifications for the City's Assessor's Office.
- Quote issued for new fencing, for the animal shelter modification project.
- Working with a contractor, to provide estimated cost, on a new HVAC system for the animal shelter project.

Risk Activity:

- City's Code Enforcement truck was stopped at a traffic light, when it struck the bumper of the vehicle in front of it. No damage to the City truck, with minor damage to the other vehicle.
- Preliminary work will be sent out in November, for departments to review their LODA information for the City's Insurance renewal, which will begin in Jan 2017.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,624

Delinquent Notices Sent – 839 or 22.0% with 93 cut off for nonpayment.

No Set-off debt Collections received for October.

VII. HUMAN RESOURCES DEPARTMENT:

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

☆ Advertisements

Department

Office on Youth

Office on Youth

Public Works

Recreation & Parks

Position

Site Supervisor (Part-time)

Support Worker (Part-time)

Public Works Technician

Recreation Assistant (Part-time)

☆ Applications & Testing

Position

Senior Engineering Technician

Total Applications

Received

11

Total Hits on Job Announcement Page

1,025

☆ Training

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

VII. HUMAN RESOURCES DEPARTMENT:

☆ **Miscellaneous**

- The following new employee orientation sessions were held in October 2016: Deborah Balch (Finance), Donald Lynch (Fire & EMS/Communications), Ashley Rainey (Fire & EMS/Communications), Taylor Wallace (Public Works/Engineering), and Joseph Vaughan (Police).
- Hosted an HR regional group meeting on October 27, 2016 to review and discuss upcoming FLSA changes, on-boarding processes, and recruitment and training resources.
- Attended the annual IPMA-VA Chapter Fall Leadership Conference in Virginia Beach, Virginia on October 19-21, 2016. Topics included: Employee Behavior; Trends in Behavioral Health; Diversity, Inclusion, and Respect; Leadership and Performance Management.

☆ **Worker’s Compensation**

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

Date	Department	Description of Injury
10/03/16	Police	Tripped and hit top left of head causing contusion and abrasion.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 61,739 page views in the month of October.

<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. Human Resources 5. Animal Shelter 6. Yard Sales 7. Police 8. Online Bill Pay 9. Recreation & Parks 10. Our Government 11. Upcoming Elections 12. Records & Property Tax Maps 13. Sports & Athletics 14. Jobs 15. GIS & Maps 	<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  Pennsylvania  California  North Carolina
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- ☆ Citizens submitted and city staff processed 374 service requests and questions through the “Let Us Know” module during the month of October. The City of Colonial Heights’ Facebook Page now has 4,284 fans and the City’s Twitter account has 859 followers.
- ☆ Proactive Information Management completed 50.6 hours of IT service and maintenance for City departments this month. Proactive also installed a new Barracuda firewall at the Public Safety Building with an additional backup internet service.
- ☆ IT provided in-house training for staff on the new website software for content management on 10/31.

IX. LIBRARY:

- ☆ The library staff circulated 16,410 titles in October.
- ☆ Three thousand one hundred and sixty-six e-books circulated on Kindles.
- ☆ The public computer center had 1,731 users, while the iPad center was used 134 times.
- ☆ Three hundred and forty-two children participated in the Story Time program. Twenty-three children were visited by the Colonial Heights Rolling Reads Program.
- ☆ The library’s meeting rooms were used by 107 groups.
- ☆ 116 residents registered for new library cards, and an average of 631 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

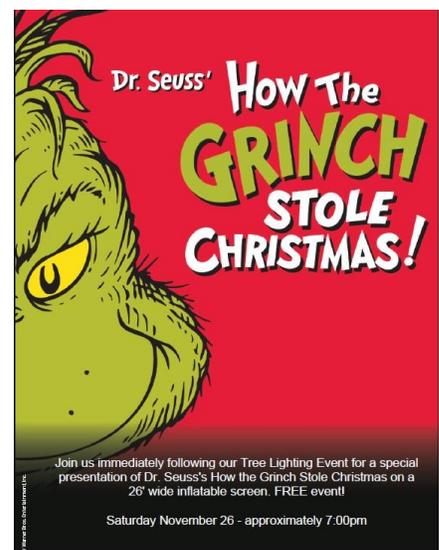
In October, the Recreation Department took part in the Celebrate Safe Communities Night and held the 16th Annual Halloween in the Park event at Flora Hill Park. Registration for youth basketball leagues began in October and practices will begin the beginning of December. Staff completed programming for the winter months, December-February, for inclusion in the winter edition of the City Focus. Staff also continues work on the City Tree Lighting and Santa Workshop event scheduled for Saturday November 26th, as well as the Annual Christmas Parade scheduled for Tuesday December 6th.

Activities/Programs	2016	2015
Adult Softball (Fall League)	17 teams	17 teams
Youth Football	114	82
Youth Cheerleading	72	60
Girls Fast Pitch Fall Ball	17	15
Halloween in the Park	1,800	2,200
Celebrate Safe Comm. Night	48	25
Karate	11	22
Belly Dance	7	5
Facility Usage	2016	2015
Community Room Attendance	1,132	955
Community Room Reservations	24	26
Pavilion Attendance	800	1,160
Pavilion Reservations	17	22
Field Attendance	7,945	6,730
Field Rentals	97	68
Teen Center Attendance-CHHS Students	12	118
Teen Center Attendance-CHMS Students	13	153



Parks, Horticulture, Buildings & Grounds

- Delivered and picked up tables and chairs for Community Night Out.
- Helped setup and take down for Halloween in the Park.
- Provided manpower for Halloween in the Park.
- Reset parking bumpers at Courthouse and secured.
- Replaced 2x4's with 2x6's on gable of roof at Fire Station 2 for new communications antennas.
- Replaced broken fence rails on walking trail.
- Rails broke due to vandalism.
- Installed new shelving for new communications equipment at Fire Station 1 & 2.
- Cleaned up Hurricane Matthew debris in parking lot and boat ramp at Lakeview Park.
- Painted multi-purpose room in Community Building for Meet the Candidates Night.
- Replaced damaged ceiling tiles in Community Building for Meet the Candidates Night.
- Replaced worn out hydraulic lines on tractor.
- Weeded and Mulched beds and all sites as needed.
- Trimmed shrubs as needed at all sites.
- Cut back black-eyed Susie's and annuals from sites.
- Started planting pansies and curly kale at sites.
- Planted nandinas at Public Safety Building.
- Spread pine needles in beds at various sites.
- Trimmed back hedges at War Memorial.
- Spread wood chips at White Bank Park island.



X. RECREATION & PARKS DEPARTMENT (CONTINUED)

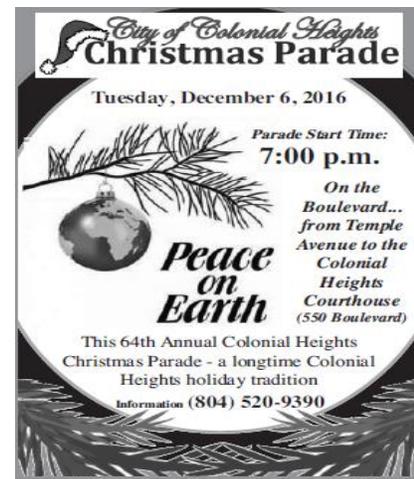
Agency on Aging

Activities	2015	2016
AARP	22	N/A
Bingo in Center	48	17
Bowling	268	192
Bridge Party	96	32
Bridge Tournament	132	108
BUNCO	31	32
Celebrate Safe Communities	N/A	55
Golfers Fort Lee	468	379
Golfers Prince George	212	248
Golfers Board Meeting	12	24
Golfers End of Seasons Meeting (Ft. Lee)	118	120
Golfers End of Seasons Meeting (Prince George)	60	60
Meet the Candidates Night	N/A	175
Senior Advisory Board Meeting	N/A	8
Senior Club Board Meeting	12	12
Senior Club Meeting	72	82
Senior Citizen Dance	120	93
Sing A-Long	32	31
Awareness/Education		
Alzheimer's Fundraiser	75	73
Blood Pressure Check	26	22
Medicare Presentation	N/A	38
TRIAD	22	8
Classes		
Bridge 101	N/A	32
Craft Class	22	N/A
Crochet & Knitting	56	35
Colorful Creation Open Paint	N/A	36
Line Dancing Class	N/A	43
Open Quilting	32	12
Paint By Number	N/A	10
Painters Group	42	N/A
Painting with Carol	N/A	15
Quilts for Vets	16	14
Quilting Block Class	13	N/A
Quilted Bag	14	N/A
Sewing Class	24	N/A
Splash of Color	19	N/A
Tap Class Intermediate	74	37
Tap Class Advance	89	71
Tech Savy	13	5
Valerie Stewart Workshop	72	N/A
Watercolor Class	8	N/A
Watercolor with Faye	48	29

Fitness	2015	2016
Muscles in Motion	186	206
Sit & Let's Get Fit	267	177
Strength & Stretch	184	370
Tai Chi	32	28
Tennis	3	N/A
Pickleball	N/A	43
Walking	14	N/A
Water Aerobics	38	23
Yoga	171	124
Zumba Gold	35	8
Trips		
Charles Town Slots	98	47
Lunch Bunch	N/A	13
Maymont	N/A	15
Riverside	26	25
Williamsburg Winery	10	N/A
TOTAL	3410	3227
Meals		
Home Delivery Meals	15	14
Site Meals	113	80
Transportation		
Total Passengers	200	267
Total Trips	371	534
Total Miles	2107	2641
Wheelchairs	3	
Volunteer Hours	14	13
Donations	\$407.00	\$220.20
New Riders	8	4

Violet Bank Museum

	<u>2016</u>	<u>2015</u>
Attendance	209	546



XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 14 YAC Members and YAC Advisor Attended October Meeting
- 12 YAC Members, 3 Swift Creek Woman's Club Members, 1 HOBYVA Alumni Made 32 No Sew Fleece Blankets for CARES and the Salvation Army Men's Shelter
- 3 YAC Members Volunteered for "Paint Night" Fundraiser for the Colonial Heights Food Pantry
- 3 YAC Members and Advisor Volunteered for "Halloween in the Park"
- 4 YAC Officers, YAC Advisor Met for Planning Meeting

➤ **Youth Service Commission**

- Met in October; reviewed PRIDE Survey

➤ **Kids' After School Program**

- KAP facts- 9 staff, 2 JTCC work study staff, 1 VSU work study staff, 2 Criminal Justice Interns, 1 VSU Social Work Intern, 5 volunteers (VSU).
- KAP enrollment: Tussing – 19, North -19, Lakeview- 15, CHMS – 14.
- Trainings conducted: KAP staff training; volunteer training @VSU and Matoaca HS; VSU Intern orientation.

➤ **Substance Abuse Prevention Activities**

- 3 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/Kiwanis Board Meeting
- Pre-K Reading/Terrific Kids with Kiwanis
- Colonial Heights Food Pantry Board Meeting
- "Be Well Virginia" Training
- CHHS CADRE Coalition, CADRE Coalition
- "More Than Sad" Training for Trainers with Shirley Ramsey
- HOBY Virginia Board Meeting
- Suicide Prevention Committee Meeting
- "Non-Medication Treatment for ADHD" with Dr. David Nowell
- Interagency Prevention Team
- Positive Parenting Coalition
- CERT Sky Warn Certification
- "Resilience" Video at Trauma Informed Care Network
- "There's Greatness in You" Training with Yolanda Richey
- Health Advisory Board Meeting
- School Board Meeting
- Family Assessment & Planning Team
- Smart Beginnings/School Readiness
- Children's Advocacy Center Committee
- Petersburg Trauma Informed Care Network
- System of Care Committee
- CVH&OPTF
- Community Coalitions of VA
- Youth Services Commission
- Evidence-Based Decision Meeting
- CPMT

XI. OFFICE ON YOUTH AND HUMAN SERVICES (CONTINUED)

➤ **Diversion Program Participation**

• **Community Service**

7 youth completed 84 hours of Service Learning

• **Shoplifting Diversion**

17 youth and a parent attended the Shoplifting Diversion Program

• **Active Parenting of Teens**

No families currently enrolled in “Active Parenting”

• **Teen Life Skills**

No Youth currently enrolled in “Teen Life Skills”

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

4 Youth Completed 28 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	65	\$21,086.69	5	\$1,529.41
2015	72	\$23,970.24	4	\$3,808.96

Sublet repairs consist of the following;

Towing	\$388.00
Alignment	1,141.41