



CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 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 will issue Notice to Proceed.
- ***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. Traffic Engineering on-call contract to be revised and RFP sent out for bids. Once new on-call contract is in place, consultant services will be obtained.
- ***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.
- ***Sewer Betterment – Temple Ave Roundabout Project*** – Sewer betterment plans have been approved by City. Contractor to start construction in early January.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- Discount Tire – Plans submitted 12/15
 - Rosslyn Farm, Lot 5 Final Plat – Plat submitted 12/10
-

Right-of-Way Permits

- Issued one (1) permit and closed zero (0) permits for the month.
-

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 59 locations.
 - Performed preventative maintenance - 4 locations.
 - Pavement Markings – Working on plan for FY 2016-2017 roadways
-

Vegetation

- Removed litter from (18) locations and responded to (04) dead animal requests.
 - Removed a dead tree that fell on shoulder of street on Washington Avenue.
-

Recycling Center

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

Storm Water and Drainage

- Cleaned (59) catch basins/curb inlets, drainage ditch at (01) location, drainage culvert at (01) location, BMP at (01) location, Outfall at (03) locations and responded to (02) drainage miscellaneous requests.
 - Placed gravel in sinkhole at (02) locations.
 - City's crews collected (1,358.5) cubic yards of leaves from Areas 1, 2 and 3 for December totaling (2,041) cubic yards since season started.
 - Sweeper collected 16 cubic yards of debris from Boulevard after Christmas Parade.
-

Transportation

- No asphalt work performed, all crews working leaf collections and preparing for snow event.
 - Placed 7.5 tons of salt/sand mix on all bridges throughout the City on 12/17/16 from midnight to 6:30am
 - Continued to clean and perform preventive maintenance/repairs on City's vehicles.
-

Wastewater Utility

- Responded to (07) sewer backups and responded to (03) sewer miscellaneous requests.
 - Camera sewer line to determine problem area at (06) locations.
 - Installed sewer cleanout at (01) location and placed topsoil around cleanout due to settling at (01) location.
 - Repaired sewer main at (05) locations and sewer lateral at (01) location.
 - Flushed sewer drains to unstop backup at Animal Shelter.
 - Placed gravel in Utility cut on Wakefield Avenue.
 - Responded to pump station down, replaced pump at Swift Creek Pump Station.
 - Ran generator to charge batteries at Dunlop Farms Pump Station.
 - Responded to an alarm after hours pump station running over, cleaned wet well, electrical problem, outside vendor repaired electrical problem. Adjusted floats to correct level for proper function at Conjurers Neck Pump Station.
 - Continue monitoring all pump stations and methane pump daily.
-

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Water Utility

- Replaced (03) meters, meter box at (01) location, meter top at (03) locations and responded to (03) water miscellaneous requests.
- Aligned meter setter at (01) location.
- Turn water off at (03) locations due to line broken on private property.
- Replaced 6" water main valve at Drake and Meridian Avenues.
- Installed new water service and new meter at (01) location.
- Installed new saddle and tapped water main line at (02) locations.
- Replaced a service saddle on Ridge Road after water line break.
- Cleaned meter box at (06) locations for Utility Billing.
- Performed water pressure test for citizen at (01) location.
- Backflow/Cross Connection Technician sent out second notices to incomplete residents/businesses.
- 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 (217) man-hours.
- Public Works Technician vacancy interview are schedule for next week.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ December seems to be a slower month compared to the rest of the year. However, it is a time to reflect on the end of the calendar and to look at the year ahead. As usual, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
- ☆ The planning and zoning division researched mobile food units, better known as food trucks, to have a conversation with management and City Council on whether this something the City wants to pursue. The CDBG program is continuing to progress by a few contracts being processed. Staff also worked with ESRI on a method to better automate parcel updates each month for our GIS platform. 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 continues to be proactively enforcing inoperable vehicles, and other city property maintenance and zoning violations. The inspectors continue to be observant of building permit violations and work with the building inspections division to share information.
- ☆ The building inspections division saw a slight fluctuation in the number of permits issued and the number of inspections performed during the month compared to last month. With the end of the calendar year approaching, employees of this division managed to take some vacation days in an effort to professionally control their yearly carryover of annual leave time.
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	2	626	New Residential	1	5
No Violation Found	0	13	Cost	\$40,000	\$ 593,213
Compliant	0	492	Res. Additions/Alterations	2	89
In Progress	2	2	Cost	\$25,000	\$ 818,943
City Enforced - Grass Cut	0	177	Demolitions	1	7
Total Inspections	4	1062	Cost	\$10,000	\$ 54,000
Inoperable Motor Vehicles			Commercial	2	64
Initial Inspections	27	327	Cost	\$80,000	\$ 5,263,407
No Violations Found	0	6	Plumbing	8	115
Compliant	18	236	Electrical	15	181
In Progress	9	18	Mechanical	8	132
Vehicles Towed	0	14	Swimming Pool	0	9
Total Inspections	54	634	TOTAL PERMITS	37	602
Trailer Violations			Building Inspections		
Initial Inspections	9	109	Residential	88	1015
No Violations Found	0	8	Commercial	43	686
Compliant	7	93	TOTAL INSPECTIONS	131	1701
In Progress	2	5	Permits issued by Zoning		
Total Inspections	18	210	Fence	0	61
Trash/Debris Violations			Signs	3	61
Initial Inspections	18	163	Zoning	1	54
No Violations Found	0	12	Private Farmers Market	0	2
Compliant	13	118	TOTAL PERMITS	4	178
In Progress	5	23	Other Activities		
Total Inspections	36	314	Water Shut Off/Marked	0	0
Exterior Storage Violations			Uninhabitable		
Initial Inspections	31	169	Court Cases	0	0
No Violations Found	0	3			
Compliant	10	112			
In Progress	21	44			
Total Inspections	62	335			
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	3	70			
No Violations Found	0	4			
Compliant	0	56			
In Progress	3	17			
Total Inspections	6	136			
Zoning					
Initial Inspections	1	13			
No Violations Found	0	0			
Compliant	0	6			
In Progress	1	2			
Total Inspections	2	26			
Signs					
Initial Inspections	0	20			
No Violations Found	0	0			
Compliant	0	19			
In Progress	0	0			
Total Inspections	0	38			
TOTAL INSPECTIONS	182	2767			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

The Economic Development updated information was not available at the time of this report.

IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,444 calls for service during the month of December, 2016. During the same month last year, we responded to 3,173 calls for service—a 9% increase. We had three (3) reported robberies this month, and three (3) reported in December of 2015—no change. We had no reports of aggravated assaults this December, with one (1) reported during the month of December, 2015—a 100% decrease. We had two (2) reported burglaries in December, 2016, compared with five (5) reported during the month of December, 2015—a 60% decrease. There were 88 Part I, or serious, crimes reported to the Colonial Heights Police Department in December, 2016. Eighty (80) of those, or 91%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The end of the year was one for the records—“being busy” was an understatement. Thankfully, we were busy clearing serious cases and making positive impacts in the community through volunteering and raising money and providing those less fortunate with Christmas gifts and food during the holidays. Workwise, as previously stated, we experienced several armed robberies in November and early December. Our officers and detectives worked hand-in-hand and cleared every one of them by arrest. Their efforts in finding those responsible were simply outstanding.
- ✓ I am so proud of our department and its commitment to community service. Grants were applied for and obtained for two different events—*Heroes and Helpers* and a *Turkey/Ham Giveaway*. Our local Target store offered both these grants opportunities and were a success in forging positive relationships with those who are less fortunate in our city. The *Heroes and Helpers* program provided \$150.00 gift cards to 17 different children. The Colonial Heights Kiwanis Club was also a major contributor in both funds. Kiwanians and CHPD personnel all helped the children with their shopping. The *Turkey/Ham Giveaway* program, also sponsored by Target, allowed CHPD to purchase and provide 13 families and one church with food for the holidays. Our officers went around the City and delivered them to their residences.
- ✓ We also hosted our first *Police Honors and Awards Ceremony*, where our officers and volunteers were recognized for their service and outstanding acts in the course of their duty. I believe the event was very much appreciated and received by our personnel. Plans are already in the works for adding to this and making it an annual event.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
 - A squad responded to a bank robbery that occurred at First Citizens Bank located at the corner of Temple and Snead Avenues.
 - Multiple units from A Squad and Investigations responded to 713 Old Town Drive in reference to a missing one-year-old child. The father, Gerald Ward, who suffers from drug and mental issues, was last seen pushing the child down the street in a stroller. With cold temperatures and heavy rain, all indications were that the child was in danger. After an intensive search, Det. Roger Santini located Ward and the child in a nearby church. Ward refused to release his daughter and she had to be forcibly removed. Ward was taken into custody after a struggle on an ECO, and his daughter was reunited with her mother. Child Protective Services (CPS) is still investigating. Great job by all involved to reach the best possible outcome.
 - Officer Robert Brown was conducting a patrol in the Clearfield Apartment complex. He noticed a suspicious, occupied vehicle and made contact with the occupant. Same was subsequently arrested for possession of marijuana.

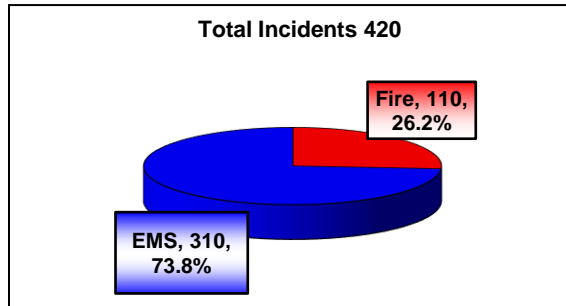
IV. POLICE DEPARTMENT (CONTINUED):

- Officer Kenny Bish responded to a death investigation at 116 George Avenue. The deceased victim was located inside of a vehicle in the rear of the residence. Sgt. Jason Chimera responded to investigate, at which time it was deemed a suicide.
 - Officer Robbie Simmons responded to 1121-A Conduit Road in reference to a domestic disturbance. During the investigation, Frazier Harris was arrested for domestic assault and battery. While in the residence, Officer Simmons noticed items consistent with narcotics use and subsequently arrested Harris for possession of cocaine, possession of marijuana, and felony child neglect.
 - Officers Darrell Aleshire, Glynn Drake and Andrew Fontaine assisted with investigations with locating and arresting the individual responsible for the Refresh robbery.
 - Master Officer Rick Scrivner responded to 4518 Courtland Drive in reference to a male subject in the rear of the residence with a gun. Upon arrival, they located a male subject who was deceased from an apparent gunshot wound. Investigations responded and the death deemed a suicide.
 - Master Officer Greg Thinnies investigated a hit and run involving multiple vehicles in the CVS parking lot. The suspect was located and subsequently arrested for DUID and hit and run. This subject was also arrested for multiple hit and runs that had occurred in Chesterfield County.
 - Master Officer Thinnies also arrested Gerardo Ramos in the parking lot of Target for indecent exposure. Same was reported to be in a state of undress and was masturbating.
 - Officer Aleshire assisted Master Detective Travis Karr with locating a wanted subject during a traffic stop. Darrell Taylor was located during a traffic stop and taken into custody on an outstanding warrant. During the investigation, Aleshire located approximately one ounce of cocaine, some cash and marijuana. Taylor was charged with additional criminal actions.
 - Career Officer Mike Duncan responded to assist with a lost female who was initially looking for family in Chesterfield. After speaking with the female, Officer Duncan discovered that the subject was suffering from dementia and had flown from her home in California to Virginia to locate a non-existent family. Officer Duncan determined that she could not care for herself and she was held on an ECO until family from California could arrive. Great job!
 - Master Officer Stacey Whitt responded to the 1200 block of Pleasantdale Avenue for a strong armed robbery of a 70-year-old female. Detectives in the area located the suspects in a vehicle and a short pursuit into Petersburg ensued. The suspects crashed on the ramp of Washington Avenue and I-95 and were taken into custody. Suspects ultimately confessed and were linked to similar crimes in Petersburg.
- ✓ The **Law Enforcement Services Division**, commanded by Capt. Wayne Newsome, also reported his division as having a very productive month. Highlights from their reported activities are as follows:
- Hosted the VALEPSC (Virginia Law Enforcement Professional Standards Commission) reaccreditation team from December 5th through December 7th. Sgt. Terry Long is to be commended for our successful results as being one of only 1% of participating agencies to have **no returned files** during the assessment process.
 - School Resource Officer Scott Whirley graduated from D.A.R.E. training in Virginia Beach.
 - Staff and SRO's participated in, and were also instrumental in identifying children for, our **Heroes and Helpers** program.
 - Staff organized and participated in another voluntary event – **Tip-A-Cop** at Texas Roadhouse, when over \$3,600.00 was raised for our local Special Olympics.
 - The division completed their less-than-lethal training.
 - Numerous press releases and public information requests occurred this month.
 - Freedom of Information Act requests have become a critical issue due to the need to view and copy body camera footage. A future budget item for a part-time position is in the making, as the requests are now continuous and have increased every month. Monies charged will fund this much needed part-time personnel request.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Investigations Division**, Commanded by Capt. Dann Ferguson, reported a successful but busy month, with 20 new cases. During the month, there were two (2) heroin overdoses; however, none were fatal. Our totals for the year are as follows: 15 non-fatal, and within those two (2) were fatal heroin overdoses. We continue to try and engage those involved in this lifestyle; however; those who are involved in this behavior have not cooperated with us. We processed 23 concealed weapon permit applications and two (2) massage therapist permit applications for the month.
- ✓ Some of the division highlights include:
 - Detective Sgt. Jason Chimera cleared aforementioned death investigation as a self-inflicted suicide.
 - Master Officer Travis Karr, who was assigned to the U.S. Marshal's Fugitive Task Force, reported 20 fugitive arrests, with six (6) from the City, and service of 11 outstanding warrants.
 - Master Detective Thad Johnson investigated three robberies, all which have been cleared by arrest.
 - Master Detective Roger Santini investigated and cleared the bank robbery at First Citizens Bank.
 - Master Detective Chris Harris, along with Master Detectives Roger Santini and Thad Johnson, responded to the strong armed robbery on Pleasantdale Avenue, home of the elderly victim, at which time they located, pursued and then arrested both wanted suspects from North Carolina. Harris also cleared by arrest the armed robbery of the Refresh convenience store. Captain Ferguson was an integral part of the Heroin Summit held in the auditorium at Colonial Heights High School.
 - Public Nuisance letters were served on five (5) residences.
- ✓ Overall, we made 347 total arrests, worked 121 crashes, wrote 458 traffic citations, executed 789 traffic stops, affected 12 DUI arrests and 40 drug arrests, and issued 41 parking citations.
- ✓ **Officer Darrell Aleshire** and **Auxiliary Officer Jason Poe** have both been selected as our *Employees of the Month* for November, 2016, for their exemplary efforts throughout the month.
- ✓ During the month of November, Officer Aleshire wrote 21 traffic summonses, had one DUI arrest and issued 39 warnings. Darrell also had an impressive number of self-initiated arrests that included nine arrests for possession of marijuana as part of the 18 cases he worked for the month, for which he had a 78% clearance rate. Darrell has also taken it upon himself to conduct trash pulls during the month in an attempt to follow up on drug tips. For his initiative and strong work ethic, we believe Officer Aleshire is most deserving of this nomination.
- ✓ So often, the contributions made by volunteers go without notice. However, during the month of November, 2016, Auxiliary Officer Jason Poe responded to the needs of our department and our citizens by riding with the mall area officer for three 12-hour shifts during the busiest shopping days of the year. This provided a two-man unit and reduced the number of other units that would normally be called out to that area. Auxiliary Officer Poe also stepped up to assist with traffic control at an intersection where the lights had failed. The outage was expected to be lengthy, but he came prepared to stay for the duration. Jason's willingness to donate his personal time away from his family and friends during the holiday season is a tremendous asset to the department. Since joining in January 2016, he has provided 378 hours of service. He has a positive attitude and is willing to provide assistance in any capacity that is required.
- ✓ For their presence, dedication, support and willingness to serve, these two individuals are most deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 110

(Total Fire Loss \$104,500):

Total Patients transported: 254

(Total EMS incidents 310)

Fire units arrived on scene in less than 9 minutes on 95.4% of emergency incidents.

(Average response time 5:34 minutes)

EMS units arrived on scene in less than 9 minutes on 96.9% of emergency incidents.

(Average response time 5:06 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	4	Natural gas leak	3	Good Intent Calls	36
Cooking Fire	3	Gasoline/combustible spill	4	Public Service	24
Brush Fire	1	Other Hazardous Situations	2	False Alarm/False Call	9
		Electrical Problem	2	Child Seat installation	7
		Chemical Spill	1	Smoke detector installation	3
				Assist Invalid	11
M/A First Responder EMS Chesterfield	4	M/A received from Chesterfield Fire	4		
M/A given to Chesterfield Fire	4	M/A received from Petersburg Fire	3		
M/A given to Hopewell Fire	1	M/A received from Hopewell Fire	3		
M/A to Regional Haz-Mat team	1	M/A received from Fort Lee Fire	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	9	21
Total hours	8 hrs. 24 min.	26 hrs. 18 min.
Station 2		
Number of Incidents	5	18
Total hours	6 hrs. 24 min.	14 hrs. 8 min.

EMS Mutual aid

M/A given to Petersburg EMS	8	M/A received from Fort Lee EMS	2
		M/A received from Chesterfield EMS	3
		M/A received from Prince George EMS	1
		M/A received from Petersburg EMS	1

EMS Transports (by facility)

Southside Regional Medical Center	195	76.77%
John Randolph Medical Center	26	10.23%
Chippenham Hospital	20	7.87%
VCU Health Systems	7	2.75%
Johnston Willis Hospital	2	0.79%
St. Francis Medical Center	1	0.39%
Memorial Regional Hospital	1	0.39%
Henrico Doctors	1	0.39%
St Mary Medical Center	1	0.39%
Total:	254	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,403

No alarm citations were processed during December.

Purchasing – 162 total purchase orders were completed with 139 being processed by purchasing and 23 departmental purchases being reviewed as compared to 176 being completed for the same period in 2015. In addition, 79 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # SP 17-011002-1061, Landscape Architectural Services at the new Temple Avenue / I-95 Roundabout Interchange was issued on Dec 10, with proposals Due on Jan. 10, 2017

Other Purchasing Activity:

- Awarded July 4 2017 fireworks' show to Dominion Fireworks, in Petersburg.
- Heavy Duty stretcher purchased, using a contract held by another jurisdiction.
- Purchased a new ambulance, by using a nation contract awarded by, HGAYBUY.
- Requested Comcast to split a line at the Violet Bank Museum, to be used as a Fire Alarm/burglar system.
- After going out for quotes, awarded the maintenance for the Polycom unites (Video Arraignment system) at the Courthouse.
- Requested pricing on "goose neck" microphones for Council Chambers,
- New Server received from Dell, for the Assessor's Department.
- Purchase order issued to renew maintenance for Smart Net devices for the City (Routers and switches)
- Purchase Order issued to the City's "on-call" contractor for environmental services, to look at storm sewer outfall improvements for Nantucket Court.
- Purchase Order issued to the City's "on-call" contractor for environment services, to look at storm sewer outfall improvements for Hemlock Avenue.
- Quote issued to replace the windows at Shepherd Stadium. The Recreation Department is analyzing the quotes received.

Risk Activity:

- A police officer while backing up at the gas pumps, struck a protective metal pole around the pump. The metal pole ripped open the lower left side of the vehicle.
- A police detective was traveling east on Temple Ave., when another vehicle turned in front of him. The police vehicle sustained damage to the right front head light and scuffs to the bumper.
- A City resident struck a Dominion Power Pole, which blew a fuse in our traffic control box, damaging a conflict monitor.
- A DUI driver struck an ornamental light pole, along with the Carini's sign on the Blvd.
- The City mechanical gate, down at the Public Works complex was struck by a City Bus.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,620

Delinquent Notices Sent – 858 or 22.5% with 144 cut off for nonpayment.

No Set-off debt Collections received for December.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of December 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)

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Public Works Technician	13	294

☆ **Training**

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

☆ **Miscellaneous**

- The following new employee orientation and exit interview sessions were held in December 2016:

<u>New Employee Orientation</u>	<u>Exit Interview</u>
Joshua Whitten (EMS Firefighter)	Henry Hardy (Building Maintenance Tech)

- Participated in human resources webinars on Post-Election ACA review and NEOGOV Enhancement Release Update.











☆ **Worker’s Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
12/06/16	Police	Left wrist pain during scuffle with subject.
12/21/16	Police	Struck in nose during altercation with suspect.
12/25/16	Fire & EMS	Left knee sprain during structure fire.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 62,269 page views in the month of December.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Christmas Parade 2. Library 3. Real Estate Records Search 4. City Employees Login 5. Human Resources 6. Animal Shelter 7. Rumor Mill 8. Online Bill Pay 9. Police 10. Recreation & Parks 11. Our Government 12. Records & Property Tax Maps 13. GIS & Maps 14. Jobs 15. Yard Sales 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Canada  Germany  United Kingdom  Russia <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Pennsylvania  New Jersey  District of Columbia  North Carolina  Washington
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- ☆ Citizens submitted and city staff processed 268 service requests and questions through the “Report a Concern” module during the month of December. The City of Colonial Heights’ Facebook Page now has 4,328 fans and the City’s Twitter account has 875 followers.
- ☆ Proactive Information Management completed 39.75 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 16,615 titles in December.
- ☆ Three thousand, three hundred and fifty-four e-books circulated on Kindles.
- ☆ Seventy-two e-books and audios circulated on Hoopla, the library's new online e-book collection, while 126 residents registered for the service.
- ☆ The public computer center had 2,695 users, while the iPad center was used 149 times.
- ☆ Ninety-four children participated in the Story Time program.
- ☆ The library's meeting rooms were used by 99 groups.
- ☆ One hundred and ten residents registered for new library cards, and an average 589 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In December the Recreation Division hosted annual Holiday programs including Santa's Calling and the City of Colonial Heights Christmas Parade. Youth Basketball league practices began the first week in December and games for the Youth League begin January 7th. The Department also rolled out their new preschool programs in December and will continue in January 2017. Staff started accepting reservations for the Community Building and Park Pavilions for 2016 on December 1st. Staff is preparing programs for the upcoming 2017 Spring edition of the City Focus as well as making preparations for tournaments to be held at Shepherd Stadium and surrounding fields this upcoming Spring and Summer.

Activities	2016	2015
Youth Basketball Registration	227	261
Little Tykes Basketball (3-5 year old)	12	n/a
Youth Wrestling	27	12
Santa's Calling	56	27
Christmas Parade entries	80	75
Mess Makers	5	n/a
Preschool Holiday Party	4	n/a
Belly Dancing	8	5
Facility Usage	2016	2015
Community Room Attendance	1,007	1,190
Community Room Reservations	31	25
Teen Center Attendance-CHHS Students	25	62
Teen Center Attendance-CHMS Students	14	53

Parks, Horticulture, Buildings & Grounds

- Moved bleachers from Soccer Complex to Boulevard for Christmas Parade and back to Soccer Complex after parade.
- Set up tents, tables, chairs, and lights at review stand for Christmas Parade.
- Provided manpower for Christmas Parade.
- Removed batting cage nets from Civic field, Shepherd Stadium, and High School field and put away for winter.
- Hung kite display at Library.
- Installed additional waterproof coatings to top of Shepherd Stadium grandstand.
- Hung Christmas wreaths at entrance signs to City (Legacy Garden, War Memorial, and Old Town Civic sign). Installed Christmas lights in trees at Library.
- Weeded and edged beds at sites as needed.
- Cut liriopie at sites as needed.
- Trimmed hedges at Library.
- Trimmed juniper at sites as needed.
- Mulched sites as needed.
- Blew and raked leaves at sites.



X. RECREATION & PARKS DEPARTMENT (CONTINUED)

Agency on Aging

Agency on Aging Activities	2016	2015
Bingo in Center	16	62
Bowling	260	260
Bridge Party	48	84
Bridge Tournament	100	120
BUNCO	18	43
Christmas Parade	N/A	14
Cookie Exchange	30	28
Lunch Bunch at Center	55	N/A
Senior Club Board Meeting	12	12
Senior Club Meeting	138	96
Senior Citizen Dance	79	116
Sing A-Long	33	32
Tacky Christmas Party	N/A	23
Awareness/Education		
Blood Pressure Check	31	31
VA Blood Drive	12	N/A
Classes		
Bridge 101	24	N/A
Colorful Creation Open Paint	25	16
Craft Class	N/A	13
Crochet & Knitting	35	62
Line Dancing Class	40	N/A
Painters Group	N/A	16
Quilts for Vets	13	N/A
Quilting Class	10	58
Sewing Class	13	12
Tap Class Intermediate	13	45
Tap Class Advance	9	58
Tech Savy	6	9
Watercolor with Faye	33	18

Fitness	2016	2015
Muscles in Motion	155	172
Sit & Let's Get Fit	143	235
Strength & Stretch	263	178
Tai Chi	20	29
Pickleball	25	N/A
Walking	N/A	9
Water Aerobics	10	13
Yoga	91	130
Zumba Gold	N/A	13
Trips		
Blackstone	N/A	26
Holiday Tea at Jefferson	73	N/A
Lewis Ginter	N/A	26
Mannheim Steamroller	25	N/A
Riverside	13	N/A
Tacky Light Tour	27	26
Bowling Trip	N/A	5
TOTAL	1874	2090
Meals		
Home Delivery Meals	16	14
Site Meals	63	121
Transportation		
Total Passengers	251	283
Total Trips	515	383
Total Miles	2739	2519
Wheelchairs	12	13
Volunteer Hours	30	8
Donations	\$223.20	\$442.50
New Riders	6	6

Violet Bank Museum

	<u>2016</u>	<u>2015</u>
Attendance	162	119

- Research & collections categorization for exhibit & programming

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 16 YAC Members, YAC Advisor Attended December Meeting
- 9 YAC Members and Advisor Shopped for CARES Family, and Decorated Outside of House
- 5 YAC Members Volunteered for the Christmas Parade
- 7 YAC Members and Advisor Partnered with CHHS CADRE Coalition for Project Sticker Shock
- YAC Sent 85 Holiday Greeting Cards to Veterans at McGuire Medical Center
- 2 YAC Members Volunteered for “Paint Night” Fundraiser for the Colonial Heights Food Pantry
- 2 YAC Officers, YAC Advisor Met for Planning Meeting

➤ **Youth Service Commission**

- Did not meet in December.

➤ **Kids’ After School Program**

- **Enrollment:** Tussing-21, North 19, Lakeview – 10 , CHMS – 14
- **KAP Facts:** 9 staff; 1 JTCC work study staff; 1 VSU work study staff; 4 Social Work Inters; 11 Volunteers (VSU); 60 Volunteers Matoaca High School; 8 Volunteers CHHS

➤ **Substance Abuse Prevention Activities**

- 1 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/Terrific Kids
- Colonial Heights Food Pantry Board Meeting
- Interagency Prevention Team
- Food Pantry Board of Directors Meeting
- Positive Parenting Coalition
- System of Care Committee
- Children’s Policy & Management Team
- Community Coalitions of Virginia
- Family Assessment & Planning Team
- Smart Beginnings/School readiness
- Petersburg Trauma Informed Care Network

➤ **Diversion Program Participation**

• **Community Service**

3 youth completed 12 hours of Service Learning

• **Shoplifting Diversion**

15 youth and a parent attended the Shoplifting Diversion Program

• **Active Parenting of Teens**

No families currently enrolled in “Active Parenting”

• **Teen Life Skills**

1 youth currently enrolled in “Teen Life Skills”

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

2 youth completed 12 hours of Community Service

- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Presented “Open Arms? Open Eyes!” to 209 Students in the 8th Grade at CHMS
- ✓ Assisted with “Heros and Helpers” Shopping Day at Target
- ✓ Volunteered for Special Olympics Christmas Party

XI. OFFICE ON YOUTH AND HUMAN SERVICES (CONTINUED)

- ✓ Supported Tip-a-Cop for Special Olympics
- ✓ Assisted with Santa Calling through Rec and Parks
- ✓ Attended City Council Meeting for “Stairway to Success” Presentation

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2016	63	\$21,229.28	6	\$2,058.64
2015	62	\$16,035.12	5	\$2,884.79

Sublet repairs consist of the following;

Towing	\$220.00
Glass	130.00
Seat Repair	250.00
Alignment	378.64
Misc.	1,080.00

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

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
11/12	\$112,015.83	\$6,641.08
12/13	\$122,267.74	\$10,191.26
13/14	\$126,598.60	\$5,206.20
14/15	\$157,755.43	\$20,494.84
15/16	\$113,361.52	\$13,714.78
16/17	\$178,536.21	\$19,170.11