

CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2017

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*** – Awaiting state/federal authorization to advertise for construction bids or notice of remaining prerequisites for authorization.
- ***Lakeview Avenue Modernization, UPC 101288*** – Notification letters have been sent to all affected property owners. To date, sixteen (16) property owners have accepted offers. Final negotiations are underway.
- ***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.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533*** – Requests for proposal (RFP) is currently being drafted.
- ***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. On 1/27/17, VDOT advised that due to remaining prerequisites, the earliest timeframe for federal authorization would be mid-May 2017 and could be as late as January 2018.
- ***Improvements on Conduit/Ellerslie Drive – UPC 108646*** - Proposal has been submitted by on-call consultant. City has reviewed proposal and is 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 February

Plan Reviews

- Discount Tire – Plans submitted 1/15
- Old Towne Creek Utility easement plats – plats submitted 1/5

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Right-of-Way Permits

- Issued four (4) permit and closed six (6) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 71 locations.
- Performed preventative maintenance - 4 locations.
- Pavement Markings – Working on plan for FY 2016-2017 roadways

Vegetation

- Removed litter from (10) locations and responded to (03) dead animal requests.
- Removed a tree that fell in street at (02) locations and trimmed tree limbs at (01) location.

Recycling Center

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

Storm Water and Drainage

- Cleaned (13) catch basins/curb inlets, drainage ditch at (01) location and responded to (03) drainage miscellaneous requests.
- Checked and marked all storm water manholes at the intersection of Hanover and Orchard Avenues.
- Placed topsoil in sinkhole at (01) location.
- City's crews collected (663) cubic yards of leaves from Areas 1, 2 and 3 for January totaling (2,704) cubic yards for the season.

Transportation

- Placed Asphalt in (82) potholes, (01) low area, (02) on shoulders of street.
- Placed gravel in utility/storm water cuts at (03) locations.
- Placed 600 tons of salt/sand mix and 173.8 tons salt during snow event from January 6th through January 10th.
- Continued to clean and preform preventive maintenance/repairs on City's vehicles.

Wastewater Utility

- Responded to (14) sewer backups and responded to (07) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (07) locations.
- Installed sewer cleanout at (04) locations, replaced cleanout top at (02) locations and placed topsoil around cleanout due to settling at (01) location.
- Repaired sewer lateral at (01) location.
- Flushed sewer drains to unstop backup at Animal Shelter and sewer main at (05) locations.
- Replaced manhole riser at (01) location, manhole cover at (01) locations and manhole casing at (01) location.
- Placed gravel in Utility cuts at (10) locations.
- Cleaned grease and debris from wet well with flusher truck at Conjurers Neck and Charles Dimmock Pump Stations.
- Cleaned floats in wet well at Hrouda Pump Station.
- Replaced motor belt for exhaust fan in wet well, cleaned wet well and removed debris from pump 2 at Main Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- All employees assisted with snow event January 6th through January 10th clearing City's sidewalks and parking lots.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Water Utility

- Replaced (13) meters, (03) meter boxes, (01) meter top and responded to (10) water miscellaneous requests.
- Turn water off at (05) locations due to line broken on private property.
- Replaced 6" service saddle on Newcastle Drive.
- Spot repaired a service line on Braxton Avenue, replaced service, setter and meter box on Honeycreek Court and James Avenue.
- Cleaned meter box at (05) locations for Utility Billing.
- Performed water pressure test for citizen at (02) locations.
- Replaced valve cover at (03) locations.
- Placed topsoil around meter box at (01) location and a sinkhole at (01) location.
- Responded to discolored water at (02) locations.
- Placed cold patch asphalt in a pothole on Brookedge Drive.
- Backflow/Cross Connection Technician conducted (13) surveys, (08) completed and (05) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Performed bacterial sample and disinfected by products and sent these to Richmond lab for testing.
- Continue testing for choline at the dead end of Wildwood (02) times a week.
- Miss Utility locating required (161) man-hours.
- Public Works Technician vacancy interview is proceeding.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

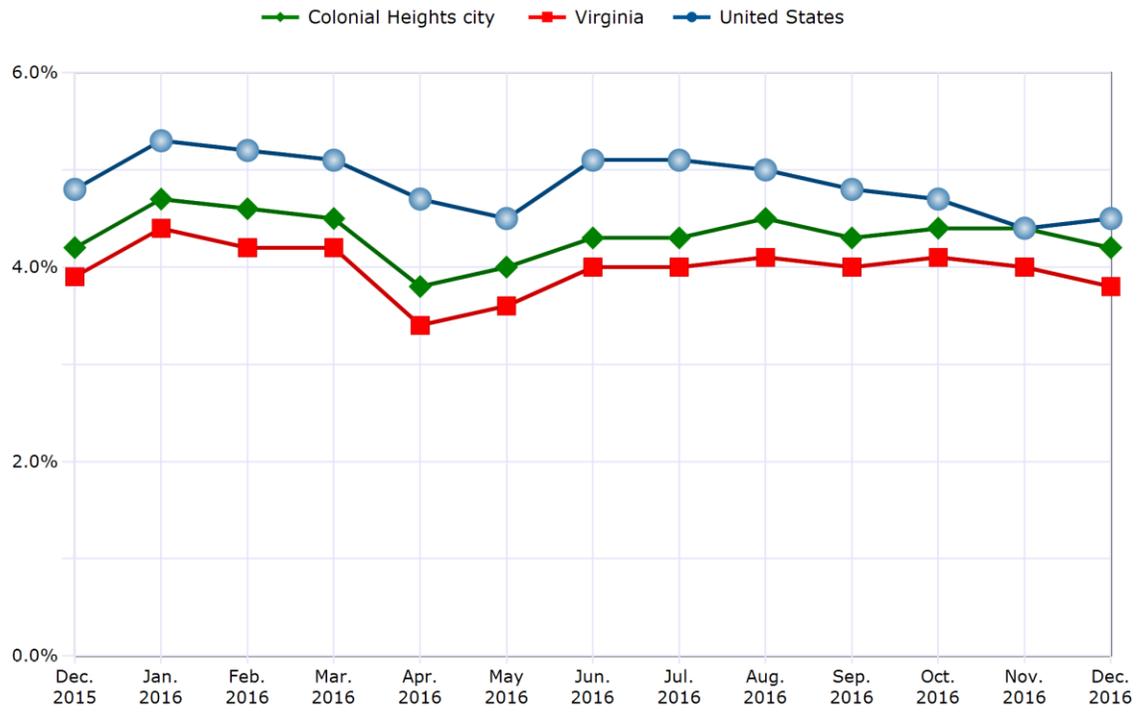
- ☆ January brings in a new calendar year and with it the monthly report will start with new statistics. The month of January is relatively slower in some areas but as usual, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
- ☆ The planning and zoning division received two requests for a variance. These will be reviewed by staff and then the Board of Zoning Appeals will be notified for meeting to be scheduled. Staff began working on a request from the Planning Commission to research potential policy recommendations for rehabilitation grants or tax credits for certain housing stock. Staff had a few pre-application meetings with entities looking to submit preliminary site plans. The director had the opportunity to meet with City Council during their annual retreat to answer any questions and finalize another draft ordinance pertaining to certain large commercial vehicles and recreational vehicles. The assistant director is still working with ProjectHomes to further this year's emergency home repair program through CDBG program funds. 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 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 increase in the number of inspections performed by staff. This month was similar to January of 2016 regarding the number of permits issued.
- ☆ 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	2	New Residential	0	0
No Violation Found	0	0	Cost	\$0	\$0
Compliant	1	1	Res. Additions/Alterations	6	6
In Progress	1	1	Cost	\$65,120	\$65,120
City Enforced - Grass Cut	0	0	Demolitions	0	0
Total Inspections	4	4	Cost	\$0	\$0
Inoperable Motor Vehicles			Commercial	7	7
Initial Inspections	36	36	Cost	\$2,489,530	\$2,489,530
No Violations Found	0	0	Plumbing	11	11
Compliant	23	23	Electrical	9	9
In Progress	13	13	Mechanical	8	8
Vehicles Towed	0	0	Swimming Pool	0	0
Total Inspections	72	72	TOTAL PERMITS	41	41
Trailer Violations			Building Inspections		
Initial Inspections	9	9	Residential	76	76
No Violations Found	0	0	Commercial	44	44
Compliant	8	8	TOTAL INSPECTIONS	120	120
In Progress	1	1	Permits issued by Zoning		
Total Inspections	18	18	Fence	0	0
Trash/Debris Violations			Signs	5	5
Initial Inspections	25	25	Zoning	4	4
No Violations Found	1	1	Private Farmers Market	0	0
Compliant	18	18	TOTAL PERMITS	9	9
In Progress	6	6	Other Activities		
Total Inspections	49	49	Water Shut Off/Marked	0	0
Exterior Storage Violations			Uninhabitable		
Initial Inspections	34	34	Court Cases	0	0
No Violations Found	0	0			
Compliant	22	22			
In Progress	12	12			
Total Inspections	68	68			
Graffiti					
Initial Inspections	0	0			
No Violations Found	0	0			
Compliant	0	0			
In Progress	0	0			
Total Inspections	0	0			
VA Property Maintenance Code					
Initial Inspections	9	9			
No Violations Found	0	0			
Compliant	3	3			
In Progress	6	6			
Total Inspections	18	18			
Zoning					
Initial Inspections	2	2			
No Violations Found	0	0			
Compliant	1	1			
In Progress	1	1			
Total Inspections	4	4			
Signs					
Initial Inspections	1	1			
No Violations Found	0	0			
Compliant	1	1			
In Progress	0	0			
Total Inspections	2	2			
TOTAL INSPECTIONS	235	235			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT for the past 12 months Colonial Heights City



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 December 2016 per Virginia Employment Commission.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,936	8,562	374	4.2	No

- *Chesterfield 3.6 %unemployment
- *City of Hopewell 6.3% unemployment
- *City of Petersburg 7.1 % unemployment
- *Dinwiddie 4.4 % unemployment
- *Prince George 4.5% unemployment

Prospect Activity

- Direct Requests for Information: 6
- Sites/Bldgs. Submitted 3
- Active Projects 3

SBDC Project 2 (ongoing)

IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 4,059 calls for service during the month of January, 2017. During the same month last year, we responded to 3,518 calls for service—a 15% increase. We had two (2) reported robberies this month, and two (2) reported in January 2016— no change. We had no reports of aggravated assaults this January, with three (3) reported during the month of January, 2016— a 100% decrease. We had four (4) reported burglaries in January, 2017, compared with three (3) reported during the month of January, 2016—a 33% increase. There were 77 Part I, or serious, crimes reported to the Colonial Heights Police Department in January, 2017. Forty-one (41) of those, or 53%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The New Year began just as busy as the old one that departed. In January, we saw our first real snowfall of the year, which made for three days of poor road conditions and closed schools. We encountered a major issue with a traffic pattern shift at the new roundabout construction site on Temple Avenue, resulting in multiple accidents at the intersection over the span of just a few short days. We contacted VDOT and they moved quickly to resolve the problem. Traffic in the area continues to flow with very few delays.
- ✓ We continued to grow as an organization this month. Sergeant Terry Long decided to retire after 30 years of service to our City. Over the past several years, Terry was a major contributor to our agency, as he was charged with maintaining our accreditation status and preparing the department for our re-accreditation assessment. I am pleased to report that on January 5, 2017, we attended the quarterly Virginia Law Enforcement Professional Standards Commission (VALEPSC) meeting in Newport News, Virginia, where we received our second accreditation certificate. I am extremely proud to report that no files were returned for correction during our assessment or during this meeting, and we received high remarks from the lead, on-site assessor. This was a true testament to the hard work and professionalism that our officers and staff display daily in order to serve our community.
- ✓ After an extended hiatus due to staffing and promotions, we were able to reinstate our Special Operations Unit. Led by Sergeant Jason Chimera, this unit is critical to investigating and deterring many quality-of-life crimes. Sergeant Chimera transferred into SOU from the Investigations Unit and brings with him a wealth of knowledge that he obtained during his past assignment at the Regional Narcotics Task Force. Joining Sergeant Chimera in the unit are Master Officer Stacey Whitt and newly assigned Officer Darrell Aleshire. While this is Officer Whitt's second time in the unit, it is Officer Aleshire's first. He and the entire unit have hit the ground running. We are looking forward to them making a significant impact in and around the Southpark Mall area, as well as many of our apartment communities.
- ✓ Senior Officer (now Senior Detective) Adam Brandeberry was selected to join the Investigations Unit to fill the void left by Sergeant Chimera. Adam brings with him a wealth of knowledge from patrol and is eager to learn and contribute to the unit. We know that he has great potential and will be a positive addition to the unit.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
 - D Squad located and arrested two juveniles who were located on the roof of North Elementary School. No damage was reported, but both were charged with trespassing.
 - Officer Micaulay Fable investigated a single-vehicle rollover crash that occurred at W. Roslyn Road and I-95. The investigation revealed that the vehicle was stolen from North Carolina and that alcohol was a contributing factor in the crash. Five individuals were subsequently arrested for grand larceny, as well as other alcohol related violations.
 - Patrol units responded to the Walmart Cash Services inside of the store in reference to a robbery of the business. A male suspect wearing a blonde wig demanded cash and then fled the area.
 - Career Officer Wayne Moody arrested two individuals during a traffic stop for possession of heroin, marijuana and firearms offenses.

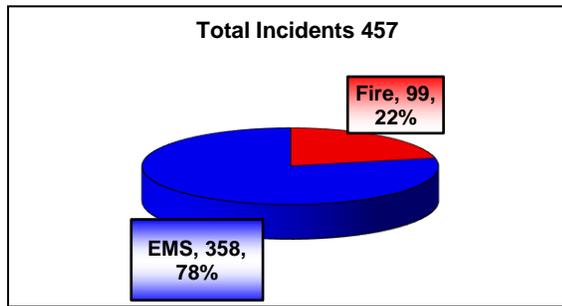
IV. POLICE DEPARTMENT (CONTINUED):

- B Squad responded to 1109 Covington Avenue in reference to an attempted breaking and entering. The victim reported that his neighbor from 1111 Covington kicked in his front door and wanted to fight his son. This victim displayed a handgun and advised the suspect that if he entered, he would be shot. The suspect retreated and was subsequently arrested.
 - Officer P. J. Calhoun arrested two individuals during a traffic stop for possession of marijuana with intent to distribute, as well as possession of a concealed firearm.
 - C Squad responded to a report of an armed robbery at the Exxon located at 3523 Boulevard.
 - A Squad responded to the Oaks Apartments at Dunlop to check on the welfare of a resident. Officers made entry into the apartment and found an adult female unconscious on the floor who was suffering from a gunshot wound to the head. She is currently at VCU Medical Center in a comatose state. No foul play is suspected.
 - Officer Brett Jennings and Officer Rob Brown obtained multiple felony warrants on three individuals who were responsible for multiple thefts from autos at Gold's Gym and American Family Fitness. Suspects were located in another jurisdiction in a stolen vehicle and in possession of items stolen from Colonial Heights.
 - C Squad responded to Clearfield Apartments, Building 107, in reference to multiple gunshots fired. Units discovered that two individuals had gotten into an argument over a female and fired at least 11 rounds at each other. Both individuals were located and arrested, with one additional arrest for possession of marijuana. No injuries were reported as a result of the gunfire.
 - Officer Jennings arrested two individuals during a traffic stop at Boulevard and Ellerslie Avenue for possession of cocaine, marijuana and firearms violations.
- ✓ 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:
- All members of the division completed active shooter refresher training.
 - Sergeant Renee Walters completed quarterly report grant requirements.
 - Senior Officer Kyle Sexton assisted our Sheriff's Office with a review of their accreditation files.
 - Sergeant Walters attended several meetings for North Elementary School's Design Committee in regards to upcoming construction to the school and for the *Safe Routes to School* project.
 - Multiple media releases were conducted, as well as posts to the department's Facebook site about crimes and arrests.
 - Senior Officer Sexton conducted a Cub Scout tour and presentation at headquarters, while Career Officer Chris Wulff performed a K-9 demonstration with bloodhound, Rose.
 - Sergeant Walters submitted a fourth-quarter CVS medication disposal grant. One hundred forty-two (142) pounds of medication were turned in.
 - School Resource Officer Dale Waldrop provided security for four boys' varsity basketball games during the month.
 - Master Officer Sophie Benkendorf attended a Special Olympics meeting at Riverside Regional Jail, delivered 30 boxes of Special Olympics candy to the Department of Corrections and delivered awards to officers from the *Tip-a-Cop* event held at Texas Roadhouse.
- ✓ Our **Investigations Division**, commanded by Capt. Dann Ferguson, reported a successful but busy month, with 18 new cases. During the month, there was one (1) heroin overdose; however, it was not fatal and is our single current total for 2017. While individuals who are involved in this behavior tend to be uncooperative, we continue to try and engage them and deter the negative aspects of such a lifestyle. We processed 14 concealed weapon permit applications and no massage therapist permit applications for the month.
- ✓ Some of the division highlights include:

IV. POLICE DEPARTMENT (CONTINUED):

- Master Detective Thad Johnson investigated an armed robbery that occurred at the Walmart Money Center. With the assistance of the Prince George County Police Department, Detective Johnson was able to interview a possible suspect, obtain a full confession and locate the whereabouts of several pieces of property.
 - Master Detective Roger Santini responded to a report of an individual who was masturbating in the parking lot of Snap Fitness. Detective Santini located the suspect, but the individual sped off in a vehicle. Later, he was able to identify the individual and secure multiple warrants for his arrest.
 - Senior Detective Adam Brandeberry is investigating a shooting that occurred at Clearfield Apartments. The victim was found unconscious with a gunshot wound to the head. The female remains hospitalized with life threatening injuries. Although no foul play is suspected, Detective Brandeberry continues to investigate.
 - Detective Brandeberry responded to 101 Moore Avenue for an unresponsive one-year-old male child. This case remains active and is awaiting a final autopsy report.
 - Detective Brandeberry also investigated an attempted murder that occurred at Clearfield Apartments. He was able to identify all of the persons involved and, with the assistance of the U. S. Marshall's Task Force, take everyone into custody.
 - Captain Dann Ferguson attended the annual Chesterfield/Colonial Heights Crime Solvers Awards Banquet.
 - Public nuisance letters were served on one (1) residence.
- ✓ Overall, we made 367 total arrests, worked 76 crashes, wrote 716 traffic citations, executed 1,320 traffic stops, affected 14 DUI arrests and 43 drug arrests, and issued 51 parking citations.
 - ✓ **Master Detective Roger L. Santini** was been selected as our *Employee of the Month* for December, 2016, for his exemplary performance throughout the month.
 - ✓ On December 1, 2016, Master Detective Santini investigated a bank robbery that occurred at the First Citizens Bank located a 2000 Snead Avenue. A male suspect entered the bank and produced a note demanding money from the teller. The suspect then fled on foot and got into a green minivan driven by a female suspect. Detective Santini also learned that the male suspect went into the Citizens Bank and Trust minutes before this robbery occurred. Through comparison of surveillance photos from both banks, he determined that he was, in fact, the same suspect. An interview of the bank employees lead to the identification of the vehicle used in the robbery. A short time later, based on gathered information, both the vehicle and the female driver were located in Petersburg.
 - ✓ Master Detective Santini's methodical and skillfully crafted interview of the female suspect resulted in her making several incriminating statements which ultimately led to her arrest as a conspirator to this robbery. The minivan used in the robbery was seized and impounded, where it was processed by Roger for investigative leads. He was able to lift several latent prints from the vehicle's passenger side, which were sent to the forensics lab, resulting in an AFIS match on a Jonathan Hicks. After searching through numerous computerized databases, several previous arrest photos matched the robbery suspect and Jonathan Hicks was arrested in Philadelphia. He will be extradited back to Virginia for prosecution on several warrants.
 - ✓ Detective Santini's work ethic and commitment to the department can be seen through his relentless effort in the pursuit of justice. Cases like the above require an immense amount of knowledge and coordination, both logistically and operationally. The skills that Master Detective Santini applies have taken years to refine and develop, and are a true testament to the Department's mission of protecting the life, individual liberty and property of all people within the City of Colonial Heights.
 - ✓ For his model performance in producing quality investigations every day, we feel that Master Detective Roger Santini more than deserves this recognition as *Employee of the Month* for December.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 99

(Total Fire Loss \$2,065):

Total Patients transported: 268

(Total EMS incidents 358)

Fire units arrived on scene in less than 9 minutes on 93.7% of emergency incidents.

(Average response time 6:08 minutes)

EMS units arrived on scene in less than 9 minutes on 95.9% of emergency incidents.

(Average response time 5:17 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Electrical Problem	7	Good Intent Calls	29
Cooking Fire	1	Power Line Down	2	Public Service	23
Vehicle Fire	1	Gasoline/combustible spill	2	False Alarm/False Call	12
		Natural gas leak	1	Child Seat installation	4
		Other Hazardous Situations	2	Smoke detector installation	4
				Assist Invalid	9
M/A First Responder EMS Chesterfield	13	M/A received from Chesterfield Fire	5		
M/A given to Chesterfield Fire	4	M/A received from Fort Lee Fire	1		
M/A given to 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	17	23
Total hours	21 hrs. 20 min.	24 hrs. 47 min.
Station 2		
Number of Incidents	16	18
Total hours	23 hrs. 8 min.	15 hrs. 11 min.

EMS Mutual aid

M/A given to Petersburg EMS	13	M/A received from Fort Lee EMS	3
M/A given to Dinwiddie EMS	2	M/A received from Chesterfield EMS	3
		M/A received from Prince George EMS	1

EMS Transports (by facility)

Southside Regional Medical Center	213	79.48%
John Randolph Medical Center	22	8.21%
Chippenham Hospital	15	5.60%
Johnston Willis Hospital	8	2.99%
VCU Health Systems	5	1.87%
St. Francis Medical Center	4	1.49%
St Mary Medical Center	1	0.37%
Total:	254	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,130

No alarm citations were processed during January.

Purchasing – 230 total purchase orders were completed with 172 being processed by purchasing and 58 departmental purchases being reviewed as compared to 280 being completed for the same period in 2016. In addition, 98 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- None

Other Purchasing Activity:

- Contracts renewed with the City's two pavement marking vendors.
- Purchased new radio holsters for the police and sheriff department.
- Contract renewed with the vendor that cuts the grass for code enforcement.
- Entered into a lease agreement for a Pitney Bowes mail machine, for the JDR Court.
- Issued a request to Comcast, to increase the bandwidth at the library from 30 Mps to 40 Mps, which will be at no charge to the City.
- Purchased replacement heaters for the five satellite pump stations
- Emergency quote issued to replace the sewer lateral on Conduit Road, pass the high school
- Purchase order issued to Archive Social, to archive the information on the City's social medial accounts, for possible FOIA request.
- Presently working with the vendor that supplied the emergency generator at the Middle School, back in 2006; there has been many maintenance issues with the generator.
- Work with IT department, to get software, to be loaded on the Assessor's Office server.

Risk Activity:

- An individual visiting the animal shelter, stuck his finger into a dog cage to pet a dog, and was bitten.
- A notice of litigation was given to the City, stating an individual incurred injuries due to the negligence of the Colonial Heights Police Department.
- A batting cage frame was stolen from the ball field behind the High School.
- The City's Insurance renewal for the period of July 1 2017 – June 30 2018, was received on January 31. The City is receiving this information late, due to a newer version of software by VML for the renewal process. All preliminary work has been done, and verification will begin on all insured buildings, vehicles, mobile equipment, and Line of Duty information. The renewal is due back to VML by March 17, but is expected that the City's renewal information will be back to VML by Feb 15.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,563

Delinquent Notices Sent – 817 or 22.6% with 94 cut off for nonpayment.

No Set-off debt Collections received for January.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of January 2017:

☆ **Advertisements**

Department

Office on Youth

Office on Youth

Recreation & Parks

Recreation & Parks

Position

Site Supervisor (Part-time)

Support Worker (Part-time)

Building Maintenance 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>
Site Supervisor (Part-time)	6	239
Support Worker (Part-time)	12	294
Building Maintenance Technician	26	508

Training

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

☆ Miscellaneous

- A new employee orientation session was held in January 2017 for Troy McCain (Project Coordinator).
- The annual OSHA Summary Log (2016) was distributed to all department, as each department specific summary must be displayed in the identified buildings/worksites from February 1 – April 30, 2017.
- Participated in human resources webinars on OSHA Recordkeeping and ADA Case Law updates.

☆ Worker's Compensation

- The following workers' compensation report was filed during the month of January 2017:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
01/08/17	Fire	Strained right hand/wrist from slip and fall on ice.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, www.colonialheightsva.gov, had 60,017 page views in the month of January.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Human Resources 3. Real Estate Records Search 4. City Employees Login 5. Animal Shelter 6. Online Bill Pay 7. Police 8. Recreation & Parks 9. Our Government 10. Records & Property Tax Maps 11. Jobs 12. Commissioner of the Revenue 13. Circuit Court 14. GIS & Maps 15. Assessor 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Canada  Germany  United Kingdom  Philippines <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Pennsylvania  New Jersey  California  North Carolina  Florida
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- ☆ Citizens submitted and city staff processed 284 service requests and questions through the "Report a Concern" module during the month of January. The City of Colonial Heights' Facebook Page now has 4,342 fans and the City's Twitter account has 905 followers.

- ☆ The City implemented and IT staff was trained on a new archiving software product for all City social media accounts.

- ☆ Proactive Information Management completed 42.25 hours of IT service and maintenance for City departments this month. Proactive also set up and configured a new server for the Assessor's Office.

IX. LIBRARY:

- ☆ The library staff circulated 17,996 titles in January.
- ☆ Three thousand, five hundred and twenty-six e-books circulated on Kindles. One hundred and seventy-six e-books and audios circulated on Hoopla, while 156 registered for the new online collection.
- ☆ The public computer center had 2,794 users, while the iPad center was used 167 times.
- ☆ One hundred and seventy-two children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 106 groups.
- ☆ One hundred and twenty-two residents registered for new library cards, and an average 567 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of January, staff completed field scheduling for the upcoming spring and summer to include high school practices and games, as well as youth tournaments. Shepherd Stadium will play host to NCAA Division II colleges the last weekend in February, as well as the VISAA State Championships the middle of May.

We are at the mid-way point in our Youth Basketball program with the regular season concluding at the end of February and Playoffs beginning the first week of March. Due to recent success in new programs rolled out this past Winter, staff has scheduled a wide array of new recreational programs for the Spring/Summer of 2017. Announcements for these new programs are included in the Spring 2017 City Focus that will hit residents’ mailboxes the middle of February. The Recreation Division also launched their new Instagram page in January.

Athletics	2017	2016
Youth Basketball	228	260
Open Gym Basketball	173	168
Little Tykes Basketball (NEW)	18	n/a
Youth Wrestling	27	12
Activities/Programs	2017	2016
Belly Dancing	5	7
Superhero Academy (NEW)	6	n/a
Fit Kid Club (NEW)	7	n/a
Junior Chef (NEW)	14	n/a
Mess Makers (NEW)	5	n/a
Karate	20	15
Facility Usage	2017	2016
Community Room Attendance	835	942
Community Room Reservations	30	21
Teen Center Attendance-CHHS Students	2	58
Teen Center Attendance-CHMS Students	15	58

Parks, Horticulture, Buildings & Grounds

- Removed Christmas tree and decorations at Courthouse and placed in storage.
- Removed snow from sidewalks at Courthouse and Community Center.
- Plowed snow from parking lots at Community Center and around Shepherd Stadium.
- Spread ice melt on sidewalks at Courthouse, Community Center, Public Safety, City Hall, and Library as needed for snow.
- Replaced water fountain with sink and cabinet in Community Center.
- Moved TV and installed dry erase board in Street Crimes office at Public Safety.
- Installed door stops on several doors at Public Safety building.
- Relocated dedication plaque at Fire Station #2.
- Reinstalled fence at top of grandstands in Shepherd Stadium.
- Framed and poured nine yards of concrete for batting cage at B field.
- Painted wall in breakroom at City Hall.
- Painted wall at Library.
- Hung TV on wall in City Council conference room at City Hall.
- Installed fibar in playground at White Bank Park.
- Removed Christmas wreaths from city limits welcome signs and placed in storage.
- Removed Christmas lights from trees at Library.
- Trimmed back hedges around parking lot at Library.
- Repaired rutted area at Library.
- Cut down fountain and Pampas grasses at sites and hauled away.
- Transplanted lilac shrubs and lirioppe from Courthouse to Public Works office building.
- Removed weeds from sites as needed.
- Mulched sites as needed.

X. RECREATION & PARKS DEPARTMENT (CONTINUED)



Agency on Aging

Agency on Aging Activities	2017	2016
Bingo in Center	12	42
Bowling	195	195
Bridge Party	52	32
Bridge Tournament	136	96
BUNCO	12	12
Football Challenge	51	78
Golf Assoc. Board Meeting (CH)	12	12
Golf Assoc. Board Meeting (Tri-cities)	12	12
Senior Advisory Board Meeting	7	N/A
Senior Club Board Meeting	N/A	12
Senior Club Meeting	69	63
Senior Citizen Dance	87	N/A
Sing A-Long	29	14
Awareness/Education	-	-
Blood Pressure Check	27	31
Sugar Education Lunch & Learn	52	N/A
VA Blood Drive	N/A	12
Classes	-	-
Bridge 101	16	N/A
Colorful Creation Open Paint	38	32
Craft Class	N/A	16
Crochet & Knitting	24	36
Line Dancing Class	48	N/A
Painters Group	N/A	16
Quilts for Vets	9	0
Quilting Class	N/A	46
Sewing Class	34	6
Splash of Color	N/A	14
Tap Class Intermediate	42	25
Tap Class Advance	64	50
Tech Savy	10	8
Watercolor with Faye	32	32

Fitness		
Muscles in Motion	168	183
Sit & Let's Get Fit	203	197
Strength & Stretch	317	191
Tai Chi	14	17
Pickleball	38	N/A
Water Aerobics	38	20
Yoga	125	99
Zumba Gold	N/A	15
Trips		
Holocaust Museum	22	N/A
Lunch Bunch	8	N/A
Pickleball at HCC	8	N/A
Poe Museum	12	N/A
VMFA	N/A	11
Volunteer Hours	10	N/A
Total	2033	1625
Meals	-	-
Home Delivery Meals	19	15
Site Meals	64	112
Transportation	-	-
Total Passengers	208	129
Total Trips	429	258
Total Miles	2417	1391
Wheelchairs	10	7
Volunteer Hours	0	8
Donations	\$141.00	\$223.10
New Riders	0	4

X. RECREATION & PARKS DEPARTMENT (CONTINUED)

Violet Bank Museum

	<u>2017</u>	<u>2016</u>
Attendance	117	138

Activities - focus on exhibit, collections and program preparation.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 17 YAC Members and YAC Advisor Attended January Meeting
- 3 YAC Members and YAC Advisor Picked Up Trash on James Avenue
- 3 YAC Officers and YAC Advisor Met for Planning Meeting

➤ **Youth Service Commission**

- Held their monthly meeting.

➤ **Kids' After School Program**

- **Enrollment:** Tussing-21, North 19, Lakeview – 10 , CHMS – 14
- **KAP Facts:** 11 staff; 1 JTCC work study staff; 1 VSU work study staff; 4 Social Work Interns; 11 Volunteers (VSU); 66 Volunteers Matoaca High School; 8 Volunteers CHHS

➤ **Substance Abuse Prevention Activities**

- 13 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
- Colonial Heights School Board Meeting
- Juvenile and Domestic Violence Task Force Meeting
- HOBY Virginia Board of Directors Meeting
- Southside Trauma Informed Care Network Meeting
- Trauma Informed Care Training with John Richardson-Lauve
- "Sugar Babies" Presented by Dede Wallace, Homeland Security, with Fay Chelmow, impactVA
- Positive Parenting Coalition
- CADRE Coalition Meeting
- Family Assessment & Planning Team
- Smart Beginnings/School Readiness
- Community Coalitions of Virginia
- Children's Policy & Management Team
- Youth Services Commission
- Children's Advocacy Center Committee

➤ **Diversion Program Participation**

• **Community Service**

3 youth completed 60 hours of Service Learning

• **Shoplifting Diversion**

13 youth and a parent attended the Shoplifting Diversion Program

XI. OFFICE ON YOUTH AND HUMAN SERVICES (CONTINUED)

- **Active Parenting of Teens**
No families currently enrolled in “Active Parenting”
 - **Teen Life Skills**
5 youth currently enrolled in “Teen Life Skills”
 - **Miscellaneous Youth Services (Non DJJ)**
0 youth completed 0 hours of Community Service
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
✓ Volunteered for Special Olympics Snowflake Ball and Bowling
✓ Assisted Crater Area Coalition on Homelessness with Point in Time Homeless Count

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2017	85	\$31,452.84	6	\$6,889.99
2016	88	\$21,746.23	6	\$3,906.30

Sublet repairs consist of the following;

Dealer Repairs	\$6,329.99
Towing	185.00
Seat Repair	125.00
Glass	250.00