

CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 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 April 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*** – VDOT is finalizing review of the 90% plan submittal. To-date, fourteen (14) property owners have been compensated for property access. 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.
- ***2016-2017 Pavement Preservation*** - Contract awarded to Blakemore Construction. Construction has commenced.
- ***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)*** – An RFP will be drafted and sent for proposals.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Phase IV 90% construction plans are being revised and need to be resubmitted 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*** – Establishing expenditure account in order to begin design work.

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. Construction has commenced
- ***Nantucket Drainage*** – Design in process
- ***Hemlock Drainage*** – Design in process

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- Longhorn Steakhouse Preliminary Plan – Plan submitted 3/10, Comments provided on 3/29
- North Elementary School Preliminary Plan – Plan submitted 3/10, Comments provided on 3/28
- Southlake Extension Addendum – Comments provided on 3/24
- Prospect Heights Preliminary Plat – Comments provided on 3/28
- Southlake IV Plat – Plat approved 3/16
- Discount Tire Final Plan – Plan approved 3/22

Right-of-Way Permits

- Issued seven (7) permits and closed five (5) 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 (37) locations and responded to (04) dead animal requests.
- Cut grass at Public Works Complex and cleaned grass cutting areas throughout the City.
- Trimmed tree limbs at (07) locations, marked trees to be removed/trimmed by City's contractor and responded to (02) miscellaneous tree requests.
- Placed topsoil and grass seed in sinkhole at (02) locations.
- Cleaned Alley between Norfolk and Suffolk Avenues per citizen request.
- Removed a tree that fell during high winds on Temple Avenue.

Recycling Center

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

Storm Water and Drainage

- Cleaned (77) catch basins/curb inlets, drainage ditch at (08) locations, drainage pipe at (09) locations, Outfall at (01) location, curb and gutters at (01) location and responded to (04) drainage miscellaneous requests.
- Inspected Best Management Practices at (10) locations.
- Attended an Illicit Discharge Detection and Elimination Training Class in Hopewell.
- Mapped outfalls and basins throughout the City for Engineering Division.
- Placed topsoil and geo fabric in sinkhole at 231 Washington Avenue.
- Sweeper collected (112) cubic yards of debris from (58) streets.
- Concrete Crew replaced (13.5) feet of Curb and Gutter at (02) locations due to Utilities Division Sewer/Water line repairs.

Transportation

- Placed Asphalt in (20) potholes, (01) low area, (01) shoulder, (01) driveway, (07) utility cuts and (03) asphalt breaking up.
- Placed gravel in Alley at (02) locations and shoulder of road at (01) location.
- Removed (08) dump truck loads of construction debris from Public Works Complex to Old Landfill Area 6.
- Assisted Parks and Recreations removing a trap from baseball field, Traffic Engineering with a light pole on Boulevard and Purchasing Department moving surplus items from City Hall and Police Department.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Dug four test holes on Mallard Drive and two on Stratford Drive for Engineering Division.
- Straightened guardrail and handrail on stairs hit by a vehicle on Taswell Avenue at Cedar Lane.
- Continued to clean and preform preventive maintenance/repairs on City's vehicles and Equipment.

Wastewater Utility

- Responded to (12) sewer backups and responded to (04) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (08) locations.
- Installed sewer cleanout at (01) location and replaced cleanout top at (01) location.
- Repaired sewer lateral at (07) locations.
- Flushed sewer main at (02) locations.
- Placed topsoil and grass seed around cleanout at (02) locations.
- Cleaned pump 1 and 2, used flusher truck to remove debris from wet well and assisted Costal Utilities repairing electrical problems at Main Pump Station.
- Cleaned wet well with flusher truck and installed new light inside building at Conjurers Neck Pump Station.
- Located main drains, discovered a beaver dam blocking water flow, removed debris from pump 1 and assisted Verizon with phone line on sensa phone at Hrouda Pump Station.
- Cleaned wet well with flusher truck at Dunlop Farms Pump Station.
- Assisted Sydnor installing new pump rails in wet well, cleaned all floats and flushed wet well with flusher truck at Charles Dimmock.
- Placed gravel in a Utility cut on Elmwood Drive.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (12) meters, (03) meter boxes and responded to (10) water miscellaneous requests.
- Aligned a meter in box at (01) location.
- Pull meter at (01) location due to non-payment.
- Repaired a water service line at (01) location.
- Flushed fire hydrant to clear water at (01) location.
- Disconnected a 1 ½" water line on Oak Avenue.
- Performed water pressure test for citizen at (01) location.
- Replaced a Fire Hydrant at 510 Braxton Avenue.
- Replaced a valve box top at Conduit and Yorkshire Roads and uncovered a valve box behind 42 Southgate Square.
- Performed water testing for (02) locations; results negative.
- Changed transducer for water level at Southpark Mall Water Tower.
- Backflow/Cross Connection Technician conducted (113) surveys, (05) completed and (108) 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.
- 811 (formerly Miss Utility) locating required (229) man-hours.
- Public Works Technician advertisement closed on March 31st.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- The month of March brought the beginning of spring with it came contractors and residents seeking various types of permits. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
- The director and assistant director reviewed two preliminary site plans, one subdivision plat, and a special use permit for the April Planning Commission meeting. Planning staff also met with DEQ to discuss a draft copy of the five-year compliance review for the Chesapeake Bay Preservation Act Program. The director investigated some zoning cases during the month. The assistant director conducted inspections on homes in the emergency home repair program, a program funded through CDBG funds. She also represented the department at a meeting regarding VSU's master plan refresh. The assistant director and the community/economic development specialist researched the pros and cons of a residential partial real estate tax abatement program. 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 had similar numbers to previous years regarding the number of permits issued and the number of inspections performed by staff. There were two new residential building permits issued in March. Since January of 2017, there have been four new residential building permits obtained by contractors.
- 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	1	3	New Residential	2	4
No Violation Found	0	0	Cost	\$315,000	\$ 465,000
Compliant	0	1	Res. Additions/Alterations	9	23
In Progress	1	1	Cost	\$99,885	\$ 247,155
City Enforced - Grass Cut	0	0	Demolitions	0	1
Total Inspections	2	6	Cost	\$0	\$ 3,000
Inoperable Motor Vehicles			Commercial		
Initial Inspections	32	93	Cost	\$462,000	\$ 3,116,896
No Violations Found	0	0	Plumbing	16	38
Compliant	22	58	Electrical	16	35
In Progress	10	14	Mechanical	13	26
Vehicles Towed	0	3	Swimming Pool	1	1
Total Inspections	64	183	TOTAL PERMITS	62	145
Trailer Violations			Building Inspections		
Initial Inspections	6	20	Residential	82	239
No Violations Found	0	2	Commercial	41	120
Compliant	2	13	TOTAL INSPECTIONS	123	359
In Progress	4	4	Permits issued by Zoning		
Total Inspections	12	38	Fence	3	6
Trash/Debris Violations			Signs	4	10
Initial Inspections	41	48	Zoning	11	25
No Violations Found	2	3	TOTAL PERMITS	18	41
Compliant	15	43	Other Activities		
In Progress	24	34	Water Shut Off/Marked	0	0
Total Inspections	80	93	Uninhabitable		
Exterior Storage Violations			Court Cases	0	0
Initial Inspections	25	29			
No Violations Found	0	1			
Compliant	9	43			
In Progress	16	30			
Total Inspections	50	57			
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	8	19			
No Violations Found	2	2			
Compliant	0	5			
In Progress	6	11			
Total Inspections	14	36			
Zoning					
Initial Inspections	6	17			
No Violations Found	0	0			
Compliant	6	8			
In Progress	0	2			
Total Inspections	12	34			
Signs					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	1			
In Progress	0	0			
Total Inspections	0	2			
TOTAL INSPECTIONS	234	449			

IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,751 calls for service during the month of March, 2017. During the same month last year, we responded to 3,605 calls for service—a 4% increase. We had one (1) reported robbery this month, and none reported in March, 2016—a 100% increase. We had one (1) report of an aggravated assault this March, with three (3) reported during the month of March, 2016—a 67% decrease. We had one (1) reported burglary in March, 2017, compared with four (4) reported during the month of March, 2016—a 75% decrease. There were 68 Part I, or serious, crimes reported to the Colonial Heights Police Department in March, 2017. Fifty-six (56) of those, or 82%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ For the third consecutive month, our calls for service increased. We hope this trend does not continue into the summer. That being said, our personnel continue to be proactive and gain positive results in responding to and working on those calls for service and reported crimes.
- ✓ This past month, we had the pleasure of hosting our segment of the City's Citizens' Academy. Our staff was able to go over their specific responsibilities and their respective roles in the department. The participants took a tour of the agency and received a canine demonstration by Master Officer Eric Allen and his partner, K-9 *Blitz*, our narcotics canine. It was a most enjoyable and active evening.
- ✓ We are most grateful that we are not reporting our first homicide of the year. A domestic argument resulted in the shooting of a city resident, the victim of which is recovering at MCV/VCU Hospital. The investigation of this incident is ongoing.
- ✓ We are pleased to report that Haley Builders has been broken ground and their work has begun towards the expansion of our animal shelter. Our transition continues as Captain Bill Anspach has hit the ground running within the **Law Enforcement Services Division**. Orders for property destruction were prepared and signed by one of our judges, and we destroyed over 800 pounds of case evidence that had been marked for destruction. Our property room was in need of this purging.
- ✓ Our **Special Operations Unit** is continuing to make a positive impact in our community. Numerous search warrants have resulted in arrests and drugs taken off of our streets. One search warrant that was initiated from the odor of marijuana emitting from a hotel room resulted in the discovery of numerous cloned credit cards and fraudulent identifications from the State of South Carolina. The resolution of this case prevented numerous frauds from being reported by our area businesses. A great job by our unit!
- ✓ Our **Operations Division**, commanded by **Lt. Steve Groat**, reported the following from his personnel. Some of the operational highlights are as follows:
 - Officer Micaulay Fable performed a traffic stop, resulting in the arrest of an individual for possession of one ounce of marijuana, convicted felon in possession of a firearm, and driving on a suspended license, third or subsequent offense.
 - Officer Glinn Drake located a hit and run suspect on Charles Dimmock Parkway at Sun Trust Bank. The suspect had struck another vehicle on Temple Avenue near Fort Lee. Prince George County Police Department responded and arrested the suspect.
 - Career Officer Mike Duncan and Sr. Officer Robbie Simmons went to Beechwood Apartments to make contact with a suspended driver they had just observed driving. When the apartment door opened, there was a strong odor of marijuana. During the investigation, three occupants were charged with possession and another was charged with possession with intent to distribute.
 - Officer Fable arrested an individual for possession with intent to sell marijuana from a traffic stop during which time he located one-half pound of marijuana.
 - Officers responded to 200 Lakeview Park Road, Apt. C-7, for a male subject who had been shot. The shift secured the scene and identified the shooter involved. Investigations personnel responded and are currently investigating the case.
 - Officer Chris Velasquez arrested a juvenile for multiple firearm charges from an investigation involving threatening texts to another juvenile. Two handguns were recovered, as well as a sawed-off shotgun with the serial numbers removed. The juvenile was held in Chesterfield detention.
 - Officers responded to Hampton Inn for the smell of marijuana coming from room 514. A search warrant was obtained and executed where several credit cards, fake ID's, and money were seized.

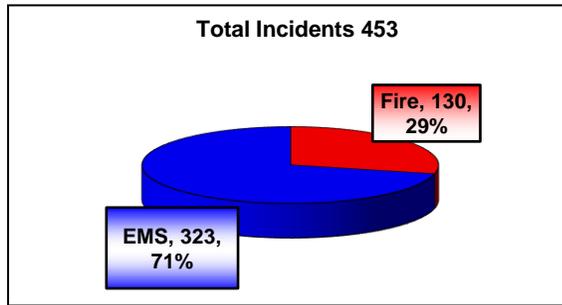
IV. POLICE DEPARTMENT (CONTINUED):

- Career Officer Eric Allen and *Blitz* completed K-9 recertification for the year. *Blitz* was utilized by our 1B Regional Task Force on a search warrant in Hopewell, and conducted demonstrations for the D.A.R.E. graduation, Cub Scouts and the Citizens' Academy.
- Career Officer Chris Wulff and search K-9 *Rose* attended monthly training with the Virginia State Police's bloodhound canine unit, assisted Petersburg Police with a suspect who fled from a vehicle, and the search of an armed robbery suspect.
- ✓ The **Law Enforcement Services Division**, commanded by **Capt. Billy Anspach**, also reported his division as having a highly productive month. Highlights from their reported activities are as follows:
 - Senior Police Officer Kyle Sexton completed Policy Review and submitted several adjustments/additions to command staff for review. The affected policies have been approved and uploaded to the intranet.
 - SPO Sexton assisted with several Property Room initiatives throughout the month, to include a large destruction on March 28th.
 - Sgt. Renee Walters, Senior Officer Sexton and Sgt. Rob Ruxer completed a scheduled evidence and contraband destruction at Covanta/Chesapeake Waste Solutions facility in Portsmouth, Virginia. Eight hundred (800) pounds of evidence and contraband were destroyed.
 - Sgt. Walters assisted Capt. Anspach and Administrative Assistant Babette Hansen with the counting and transportation of a large amount of seized money taken to City Hall for deposit in proper account.
 - Sgt. Walters and Senior Officer Sexton guided the Job Shadow Program, for which a schedule and presenters had been previously arranged. On this date, two Colonial Heights High School sophomores participated in the program at police headquarters and did a "ride-a-long" with patrol officers.
 - Multiple surplus items, including furniture, were moved from police headquarters.
 - Sgt. Walters installed a new bulletin board in the hallway outside the law enforcement sergeant's office to display flyers and/or media releases.
 - Sgt. Walters and SPO Sexton attended the Career Fair at John Tyler Community College. We spoke with interested attendees about CHPD and the City. Department intern, John Brown, joined the officers at this event.
 - Sgt. Walters made multiple media releases and Facebook posts about crimes, arrests, and public announcements throughout the month.
- ✓ Our **Investigations Division**, commanded by **Capt. Dann Ferguson**, reported a very busy month, with 19 new cases. Seventeen of those cases were cleared, which resulted in an 86% clearance rate. We are pleased to report no heroin overdoses were reported. We continue our preparation for a follow-up to the heroin summit. We processed 22 concealed weapon permit applications and one (1) massage therapist permit.
- ✓ Some of the division highlights include:
 - Master Detective Thad Johnson also cleared two cases from previous months—a child porn case that was unfounded due to no child pornography located on the suspect's electronic devices; and one death investigation from a fatal vehicle crash that was ruled an accident by the Medical Examiner's Office.
 - Master Detective Chris Harris investigated a case involving a harassment complaint that originated at the middle school. A suspect was developed and petitions have been requested. Another case involved a missing person, who was located after a couple of hours of searching.
 - Sr. Detective Adam Brandeberry is investigating the aforementioned domestic case that resulted in the shooting. Aggravated malicious wounding and child neglect charges are pending additional investigation.
 - Master Detective Roger Santini is investigating a case involving a fraud report that was forwarded to us by a sheriff's office in Texas. A suspect was identified and arrested.
 - Captain Dann Ferguson attended the Regional Heroin and Opiate Summit on March 3, 2017.

IV. POLICE DEPARTMENT (CONTINUED):

- Three public nuisance letters were issued to the following properties pertaining to the use of illegal drugs:
 - 107-F Clearfield Circle Drugs
 - 212 Norfolk Avenue Drugs
 - 223 E. Westover Avenue Drugs
- ✓ Our **Special Operations Unit**, supervised by **Sgt. Jason Chimera**, had a productive and successful month. There were 13 new cases initiated—all were cleared by arrest. Additionally, SOU members executed seven (7) search warrants at various locations within the city, and another 10 search warrants for either electronics, computers, and/or on vehicles. The unit started alcohol compliant checks and three (3) resulted in violations of selling to underage persons. They issued three (3) traffic summonses; one (1) written warning; three (3) verbal warnings; and obtained 10 felony warrants and 15 misdemeanor warrants. Arrests made this month consisted of the following: 16 for narcotics, two (2) for felony child neglect, two (2) weapons violations, and one (1) for assault on a law enforcement officer.
- ✓ Overall as an agency, we made 353 total arrests, worked 100 crashes, wrote 658 traffic citations, executed 1,041 traffic stops, affected 15 DUI arrests and 53 drug arrests, and issued 24 parking citations.
- ✓ **Master Officer Stacey Whitt** and **Sr. Officer Robert Simmons** were both selected as our *Employees of the Month* for February, 2017, for their outstanding efforts.
- ✓ During the month of February, **Master Officer Stacey Whitt** was assigned four new cases, issued two traffic summonses, and obtained 16 felony and seven misdemeanor warrants. As a member of the Special Operations Unit, he received many anonymous tips from a wide variety of people. Based on this continuous flow of information, Master Officer Whitt was able to develop enough probable cause to obtain two separate search warrants for various drug offenses that were occurring in the city. During one of the searches, a major drug dealer/supplier was located and arrested. Seizures included a quarter of a pound of marijuana, crack and powder cocaine; a quarter ounce of MDMA; 3.5 grams of Fentanyl; and 50 ecstasy pills, all of which were located at the residence.
- ✓ The second case involved a tip about narcotics distribution at another home in the city that was *called in by a tipster*. *Master Officer Whitt was able to ascertain the female suspect's identity as well as signs of marijuana and narcotics use.* Officer Whitt obtained a search warrant and found crystalline mollie, ecstasy pills, digital scales and packaging materials.
- ✓ These types of investigations require a significant amount of work, time and patience to complete. Often times, members of the community are aware of suspicious activity coming from a residence and want immediate action taken, which is not always easy to do. Master Officer Whitt is a shining example of what the community needs and expects from our department—a well-trained professional who is dedicated to making Colonial Heights a safer community.
- ✓ **Sr. Officer Robert Simmons** was also recognized for having an excellent month, issuing 31 traffic summonses, 51 warnings and arresting five (5) DUI's. Even though Robbie was reassigned from the night shift where he was a leader in DUI arrests, he continues to maintain vigilance for subjects who are impaired during the daylight hours. In addition to his five DUI arrests, he also worked 14 new cases, with a clearance rate of 86%.
- ✓ One of those cases occurred when he went to stop a vehicle traveling at a high rate of speed on Archer Avenue. As Sr. Officer Simmons began to catch up with the vehicle, it crashed into a taxi at the Boulevard and Archer Avenue. The subjects attempted to flee, but all were apprehended. These subjects were in possession of seven pounds of marijuana and an AK-47 assault rifle! For these reasons, we felt that Sr. Officer Simmons was more than deserving of being selected as Employee of the Month.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 130

(Total Fire Loss \$102,100):

Total Patients transported: 246

(Total EMS incidents 323)

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

(Average response time 5:26 minutes)

EMS units arrived on scene in less than 9 minutes on 96.0% of emergency incidents.

(Average response time 5:28 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	5	Good Intent Calls	28
Cooking Fire	1	Power Line Down	6	Public Service	35
Vehicle Fire	2	Gasoline/combustible spill	1	False Alarm/False Call	9
Brush Fire	3	Other Hazardous Situations	1	Child Seat installation	8
				Smoke detector installation	7
				Assist Invalid	22
M/A First Responder EMS Chesterfield	6	M/A received from Chesterfield Fire	5		
M/A given to Chesterfield Fire	1	M/A received from Fort Lee Fire	2		
M/A given to Hopewell Fire	1	M/A received from Petersburg 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	13	17
	Total hours	14 hrs. 44 min.	17 hrs. 55 min.
Station 2	Number of Incidents	6	19
	Total hours	7 hrs. 26 min.	22 hrs. 26 min.

EMS Mutual aid

M/A given to Petersburg EMS	9	M/A received from Fort Lee EMS	2
M/A given to Fort Lee EMS	1	M/A received from Chesterfield EMS	1

EMS Transports (by facility)

Southside Regional Medical Center	184	74.80%
John Randolph Medical Center	24	9.76%
Chippenham Hospital	20	8.13%
VCU Health Systems	7	2.85%
Johnston Willis Hospital	7	2.85%
St. Francis Medical Center	2	0.81%
Henrico Doctor's Forrest Campus	1	0.41%
McGuire VA Hospital	1	0.41%
Total:	254	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,151

Twelve alarm citations were processed during March.

Purchasing – 251 total purchase orders were completed with 187 being processed by purchasing and 64 departmental purchases being reviewed as compared to 252 being completed for the same period in 2016. In addition, 89 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- None

Other Purchasing Activity:

- A load test was performed on the middle school emergency generator, looking for potential problems. The load test showed that the gas pressure needed to be modified slightly.
- Purchase Order issued to replace the windows at Shepherd Stadium. Work is expected to start in April, when weather improves.
- Purchase Order issued to Motorola for the next generation radio system. The County of Henrico put out this proposal for the City of Richmond, Chesterfield, Hanover, Henrico, Colonial Heights and the capital region airport commission.
- Purchase Order issued to upgrade the Follet Software/Server to the newest software version available and Academic SQL Server license was purchased for the Follet Software/ Server.
- Assisted School System, by writing a sealed bid, to renew roofing certification at the Middle School and North Elementary School.
- Quote was issued to place awnings over the windows at Shepherd Stadium.

Risk Activity:

- The fence portion of a pier, was damaged at Ft. Clifton Park by vandals. The City's Parks and Recreation did the repairs.
- Guard Rail at Taswell Avenue and Cedar Lane, was damaged by a resident driving while intoxicated and driving on a suspended license. The City's Public Works department did the repairs.
- An individual filed a claim against the City, due to a sewer backup in her basement.
- A lady injured her ankle at the Tussing Elementary School Gym, when the bleachers were not locked into place, and started to move as she was walking up them.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,815

Delinquent Notices Sent – 701 or 19.4% with 90 cut off for nonpayment.

No Set-off debt Collections received for March.

VII. HUMAN RESOURCES DEPARTMENT:

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

☆ Advertisements

Department

Fire & EMS

Fire & EMS

Office on Youth

Recreation & Parks

Position

Communications Supervisor (Promotional Opportunity)

Telecommunicator

Youth Specialist (Part-time)

Recreation Assistant (Part-time)

☆ Applications & Testing

Position

Communications Supervisor

Telecommunicator

Youth Specialist (Part-time)

Recreation Assistant (Part-time)

Total Applications

Received

4

123

35

55

Total Hits on Job

Announcement Page

68

1,257

441

587

☆ Training

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

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED)

☆ **Miscellaneous**

- New employee orientation sessions were held in March 2017 for Aaron Cypher (Senior Engineering Technician) and Dianna McArthur (Van Driver).
- The Citizens Government Academy began on March 9, 2017 with on-site department visits to provide participants with a better understanding of City operations and services. The program will continue until April 27, 2017 followed by a graduation presentation at the City Council meeting on May 9, 2017.
- Attended a VRS Employer Update Roundtable session on March 16, 2017 to obtain information about various benefits and recent changes.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City’s website, www.colonialheightsva.gov, had 64,210 page views in the month of March.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records Search 3. Human Resources 4. City Employees Login 5. Animal Shelter 6. Recreation & Parks 7. Online Bill Pay 8. Yard Sales 9. Police 10. Sports & Athletics 11. Records & Property Tax Maps 12. Our Government 13. GIS & Maps 14. Jobs 15. Assessments 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Canada  Germany  Philippines  Russia <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Illinois  Pennsylvania  Maryland  North Carolina  New Jersey
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- ☆ Citizens submitted and city staff processed 376 service requests and questions through the “Report a Concern” module during the month of March. The City of Colonial Heights’ Facebook Page now has 4,367 fans and the City’s Twitter account has 938 followers.
- ☆ IT staff met with VDOT representatives on March 15th to coordinate upcoming public informational sessions on the I-95 Temple Avenue Roundabout project. The IT Director made a presentation on March 30th at the Colonial Heights Library to the Citizens Government Academy participants.
- ☆ IT staff, along with Proactive Information Management, completed work that will allow automatic updates to be downloaded to the City’s new WiFi capable radios
- ☆ Proactive Information Management completed 73.5 hours of IT service and maintenance for City departments this month.

IX. LIBRARY:

- ☆ The library staff circulated 19,097 titles in March.
- ☆ Three thousand, eight hundred and thirty-one e-books circulated on Kindles. One hundred and eighty-nine e-books and audios were downloaded from the library’s e-book service, Hoopla, and 207 residents are now currently registered for the service.
- ☆ The public computer center had 1,807 users, while the iPad center was used 79 times.
- ☆ Three hundred and sixty-six children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 124 groups.
- ☆ One hundred and forty-five residents registered for new library cards, and an average 591 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of March, the Recreation Department completed its Youth Basketball League playoffs and Championship games, and also held Youth Baseball/Softball registration, evaluations and team drafts. Shepherd Stadium hosted numerous games including a Private High School round robin tournament, youth tournaments, as well as VCU Club Baseball in the month of March. Other March programs included a Community Campfire at Flora Hill Park, Archery and the Annual Teen Flashlight Hunt. Staff also continued into March with their Junior Chef and Mess Makers programs.

Staff continues to work on upcoming events including the Spring Break Camp, Fort Clifton Festival and has started work on the Summer edition of The City Focus that should hit mailboxes the middle of May.

Athletics	2017	2016
Youth Basketball Registration	228	260
Adult Softball Teams	24	25
Ready, Set, Run	11	15
Baseball/Softball Registration		
Youth Baseball (ages 4-5) - Rookie	34	45
Youth Baseball (ages 6-8) - Coach Pitch	104	130
Youth Baseball (ages 9-10) - Minor	43	61
Youth Baseball (ages 11-12) - American	47	48
Youth Baseball (ages 13-15) - National	32	36
Youth Baseball (ages 16-18) - Big League	3	5
Youth Softball (ages 9-10) - Angels	20	28
Youth Softball (ages 11-12) - Ponytails	25	24
Youth Softball (ages 13-15) - Belles	25	28
Activities/Programs	2017	2016
Community Campfire	50	n/a
Teen Flashlight Hunt	21	25
Archery	7	n/a
Explore the Urban Wild	11	n/a
Mess Makers	7	n/a
Art & Pizza Party Night	10	n/a
Get Smart with Art	5	n/a
Belly Dancing	8	10
Karate	12	13
Facility Usage	2017	2016
Community Room Attendance	930	1,110
Community Room Reservations	31	25
Pavilion Attendance	435	1,039
Pavilion Reservations	6	14
Field Attendance	10,250	6,070
Field Reservations	70	50
Teen Center Attendance-CHHS Students	6	10
Teen Center Attendance-CHMS Students	22	8

Parks, Horticulture, Buildings & Grounds

- Laid out and painted soccer field at Middle School Stadium for High School games.
- Drag and line baseball and softball fields as needed for practice and games.
- De-winterized and turned water on at all Park bathrooms. Cleaned and reopened bathrooms for summer.
- Tore down and replaced pier at Ft Clifton Park.
- Installed frame for batting cage at B Field.
- Replaced damaged 6x6 around batting cage at Civic Field.
- Painted office at Public Safety Building and hung dry erase boards.
- Power washed Shepherd Stadium backstop wall.
- Scraped and painted Shepherd Stadium outfield wall.
- Unclogged stopped up drain on Community Building roof.
- Replaced damaged ceiling tiles at Community Building.
- Replaced rope and curtain on stage at Community Building.
- Repaired scoreboard behind Civic Field.
- Replaced track brushes on sally port gates at Courthouse.
- Cleaned up flower beds at all sites.
- Trimmed back holly trees at Library.
- Trimmed back butterfly bushes at Ft Clifton.
- Trimmed back butterfly bushes at War Memorial.
- Pruned knock-out roses at all sites as needed.
- Mulched flower beds as needed.
- Mulched under hedges at Library with pine needles.
- Cut back lirioppe at sites as needed.

Violet Bank Museum

	2017	2016
Attendance	223	410

- Collections archiving and inventorying
- Spring exhibit preparations
- Upcoming programs preparations
- Spring cleaning in and around museum

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging Activities	2017	2016
Bingo in Center	19	45
Bowling	192	320
Bridge Party	36	68
Bridge Tournament	94	124
BUNCO	24	46
Senior Advisory Board Meeting	7	8
Senior Club Board Meeting	11	11
Senior Club Meeting	81	72
Senior Citizen Dance	82	114
Senior Golfer's Meeting	164	N/A
Sing A-Long	34	32
St. Patrick's Day Party	63	N/A
Awareness/Education	2017	2016
Blood Pressure Check	30	30
Diabetes Workshop	90	N/A
Fall Prevention Lunch & Learn	45	N/A
TRIAD	N/A	23
Classes	2017	2016
Bob Ross Painting Video	5	N/A
Bridge 101	16	N/A
Colorful Creation Open Paint	26	N/A
Crochet & Knitting	42	59
Line Dancing Class	88	49
Quilts for Vets	6	12
Sewing Class	31	14
Tap Class	80	100
Tech Savvy	8	17
Tile + Alcohol Ink	5	N/A
Watercolor with Faye	36	25
Fitness	2017	2016
Interval Strength Training	81	N/A
Muscles in Motion	216	219
Sit & Let's Get Fit	224	289
Strength & Stretch	452	367
Tai Chi	36	23
Pickleball	64	N/A
Walking 10K	7	4
Water Aerobics	45	54
Yoga	115	141
Trips	2017	2016
Ariel Yoga Trip	N/A	8
Horsehoe Trip	50	N/A
Lunch Bunch	9	N/A
Monticello House Trip	25	N/A
Southern Women's Show	24	N/A
Williamsburg Outlet	N/A	14
Virginia Historical Society Trip	12	N/A
TOTAL	2,675	2,288
Volunteer Hours	46	49

Meals	2017	2016
Home Delivery Meals	11	16
Site Meals	56	138
Transportation	2017	2016
Total Passengers	282	60
Total Trips	563	462
Total Miles	3,037	2,973
Wheelchairs	15	16
Volunteer Hours	0	0
Donations	\$206.40	\$169.80
New Riders	5	5

Mess Makers Class



Junior Chef Program



Archery Program



XI. OFFICE ON YOUTH & HUMAN SERVICES:

- **Youth Advisory Council Activities**
 - 16 YAC Members and YAC Advisor Attended March YAC Meeting
 - 10 YAC Members and YAC Advisor Delivered T-Shirt Dog Toys to Animal Shelter
 - 3 YAC Members and Advisor Delivered No Sew Fleece Blankets to CARES
 - 7 YAC Officers and Nominees, and Advisor Met to Plan for Monthly Meeting
- **Youth Service Commission**
 - Held bi-monthly meeting
- **Kids' After School Program**
 - KAP enrollment: Tussing Elementary-21, North Elementary-19, Lakeview Elementary-11, CHMS-14
 - KAP Facts: 11 staff; 1 VSU Work Study Intern, 3 Social Work Interns, 22 volunteers (VSU), 28 Volunteers (Matoaca HS), 8 CHHS and 2 Liberty University.
- **Substance Abuse Prevention Activities**
 - No 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/Board Meeting/Terrific Kids/KKids
 - Interagency Prevention Team Meeting –7 review cases
 - Colonial Heights Food Pantry Board Meeting
 - Southside Trauma Informed Care Network Meeting
 - Juvenile and Domestic Violence Task Force
 - Positive Parenting Coalition Meeting
 - Positive Parenting Institute – Jeanine Harper, Melissa McGinn from SCAN
 - CADRE Coalition, CHHS CADRE
 - CARES Board Meeting
 - Health Advisory Board Meeting
 - Colonial Heights School Board Meeting
 - FAPT
 - Smart Beginnings/School Readiness
 - Community Coalitions of Virginia
 - Children's Advocacy Center Committee
 - Children's Services Policy & Management Team
- **Diversion Program Participation**
 - **Community Service**
 - 7 youth completed 98 hours of Service Learning
 - **Shoplifting Diversion**
 - 23 youth and a parent attended the Shoplifting Diversion Program
 - **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)**
 - No youth completed hours of Community Service
- ✓ Attended Annual Chamber of Commerce Dinner

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2017	91	\$23,161.96	15	\$4,795.25
2016	86	\$31,905.51	11	\$4,965.51

Sublet repairs consist of the following:

Seat Repair	\$3,025.00
Glass Replacement	\$763.41
Alignment	\$608.39
Tire repair	\$333.45
Towing	\$65.00

Maintenance cost for the 3 quarters of this fiscal year compared to the last 5 are:

	Sublet	Total
2011/12	\$11,652.03	\$214,704.30
2012/13	\$13,375.38	\$193,044.04
2013/14	\$13,077.67	\$178,613.49
2014/15	\$28,145.08	\$232,176.85
2015/16	\$26,054.05	\$188,813.54
2016/17	\$30,975.35	\$247,363.55