

CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 2015



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Transportation Capital Projects

- **Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) (UPC 3945, 90374, 52434) –Urban and CMAQ Programs** – The construction of a protective concrete slab above the Verizon duct banks agreed upon by Verizon and Shoosmith. Verizon agreed to compensate the contractor and consultant for their respective design and construction of this slab. Another time extension was granted for weather delays and utility conflicts. Anticipated completion date is now May 2015.
- **Safe Routes to Schools- Phase 2 (Middle School), UPC 102836** – Construction plans under review. Start of construction anticipated Q2 CY 2015.
- **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** – Survey work has been completed. Preliminary design is underway.
- **Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)** – Project under construction. Grading and fill work has been completed. Paving is slated to begin April 2015 and project closeout will be early May 2015.
- **Dupuy Avenue Modernization, UPC 101287** – Right of Way acquisition in process. To date, twelve (12) property owners have accepted offers. Negotiations continue with remaining.
- **Lakeview Avenue Modernization, UPC 101288** – Notification letters have been sent to all affected property owners. Consultant is appraising property and preparing offers.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – City preparing bid package for solicitation. Advertisement for construction bids anticipated Q2 CY 2015.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – PE has been authorized for this project. Consultant is revising project estimates. Preliminary Engineering to begin Q2 2015.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Phase IV 90% construction plans submitted to VDOT for review. Start of construction anticipated Q3 CY 2015.

Utilities Capital Projects

- **Boulevard Water and Sewer Replacement** – Construction complete. Line is in service.
- **Lakeview Avenue Water and Sewer Replacement** – Design in process.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process.
- **Bruce Avenue Storm Drainage Phase III and Phase IV** – Project scope is under revision. Expect to complete revisions and rebid project by May 2015.
-

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **Snead Avenue Drainage Project** – Construction has been completed. Project closeout will be complete April 2015.
- **Danville and Lafayette Avenue Sanitary Sewer Repair** – Construction of water line and sanitary sewer line complete. Curb restoration completed, paving to be completed by end of April 2015.
- **Orange Avenue Sewer Replacement** – Construction underway. Completion expected May 2015.

Plan Reviews

- Received and reviewed two (2) plans of development (O'Reilly's Auto Parts (Construction Plans) and Gills Point Section 10 (Preliminary Site)).
- **Redevelopment of 401 Temple Avenue (Kroger)** – City plan review comments issued to Kroger on 1/6/15. VDOT awarded a contract to American Infrastructure for the construction of the Temple/I-95 Interchange Project and issued Notice to Proceed. The Kroger team is discussing cooperative improvements with the contractor.

Right-of-Way Permits

- Issued nine (9) permits and closed two (2) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 58 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (20) locations, responded to (04) litter miscellaneous/dead animal requests.
- Trimmed (05) flatbed dump truck loads of tree limbs hanging over street at (04) locations.
- Cut/Removed a small dead tree hanging over guardrail in the 1100 block of Conduit Road and responded to (02) tree miscellaneous request.
- Located property pins to determine if trees are on City property blocking view at intersection of Franklin Avenue and Branders Bridge Road.
- Placed 14 tons of gravel in alley at (07) locations, one ton in a utility cut at Hamilton and Bristol Avenues, 2.5 tons on shoulder on Roslyn Road near I-95 and responded to a miscellaneous gravel request at (01) location.
- Collected 16 tires from the Recycling that was dropped off when the center was closed.
- Performed preventive maintenance on small equipment in preparation for grass cutting season.

Recycling Center

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

Storm Water and Drainage

- Cleaned (60) catch basins, (03) drainage ditches and (06) miscellaneous drainage requests.
- Performed Yearly BMP Reports and Pictures for (11) locations.
- Sweeper collected (17) cubic yards of debris from (08) locations.
- Collected (08) cubic yards of leaves after season from (02) locations.
- Placed one ton of 21a stone in sinkholes over storm drain pipe on Sadler Avenue.
- Placed rat bait in (03) drop inlets and a manhole on Chesterfield Avenue at citizen request.
- Responded to a Hydraulic spill from a trash truck on Ridge Road and Elko between Walnut and MacArthur Avenues, placed sand on streets and two sock booms at outfalls to block oil from going into drainage.
- Assisted Utilities Division flushing a sanitary sewer line that was stopped up at Lakeview Avenue and Lakeside Drive.
- Attended Storm Water Conference in Richmond.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (276) potholes, (19) utility cuts, (01) low area and responded to miscellaneous asphalt request at (02) locations.
- On March 5th and 6th placed 55.8 tons of salt and 52.5 tons of mix salt/sand on streets during snow/ice event.
- Graded gravel area with motor grader at Animal Shelter, 301 Charles Dimmock Parkway.
- Cleaned and preformed preventive maintenance/repairs on City's vehicles.
- Interviews will be conducted next month to fill a Public Works Technician vacancy.
- Assisted Traffic Engineering putting up signs throughout the City.
- Installed a storm door on the Recycling Center building that was blown off by wind and a new open/closed sign.

Wastewater Utility

- Responded to (11) sewer backups, flushed sewer line at (07) locations and trouble spots at (03) locations, installed (03) cleanouts, (01) top and responded to (06) sewer miscellaneous requests.
- Repaired sewer main/lateral at (02) locations and raised cleanout to ground level at (03) locations.
- Camera sewer line to find problem area at (02) locations.
- Placed gravel in utility cuts at (02) locations.
- Removed debris and greased pump 1, changed filter on air filtration unit, replaced by-pass gate chain in wet well, grease motor, gates to control flow and cleaned debris from commutator at Main Pump Station.
- Assisted Verizon repairing phone lines at Charles Dimmock Pump Station.
- Placed lockable hatch on wet well for safety and picked up rebuilt pump from Tencarver at C&B Pump Station.
- Changed battery in Sensaphone, back flushed pump 1 with pump 2, responded to an alarm after hours, removed debris from pump 2, pulled and cleaned wet well floats and reverse phases on pump 1 at Dunlop Farms Pump Station.
- Responded to an alarm after hours pump 2 not cutting off, pumped wet well and cut pump back on. Added weights to cutoff float, fixed water hose to wash down wet well. Assisted Verizon repairing phone lines at Conjurers Neck Pump Station.
- Clean all tree debris near pump station and driveway at Hrouda Pump Station.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (34) meters, (01) meter top, (02) saddles, (01) pigtail, (05) setters, (03) boxes and responded to (06) water miscellaneous requests.
- Installed (02) new 1" meters at (01) location and made a water tap at (01) location.
- Repaired (04) water mains, (02) service line breaks and (01) meter leak.
- Replaced valve box at (01) location.
- Flushed hydrant for discolor water at (01) location.
- Turn off/on water meter at (01) location for plumber to make repairs in house.
- Assisted with snow/ice event parking lots and sidewalks when needed.
- City contractor replaced valve at Sherwood Hills Water Tower.
- Installed heat trace and insulation on new Transdriver to keep from freezing in the winter.
- Backflow/Cross Connection Technician conducted (55) surveys, (05) completed, (50) incomplete
- Welcome New Utilities Maintenance Specialist Michael Wynn to the Public Works Team.
- Collected weekly routine water samples and sent to Appomattox River Water Authority for testing and UMCR3 third water testing completed.
- Miss Utility locating required (222) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

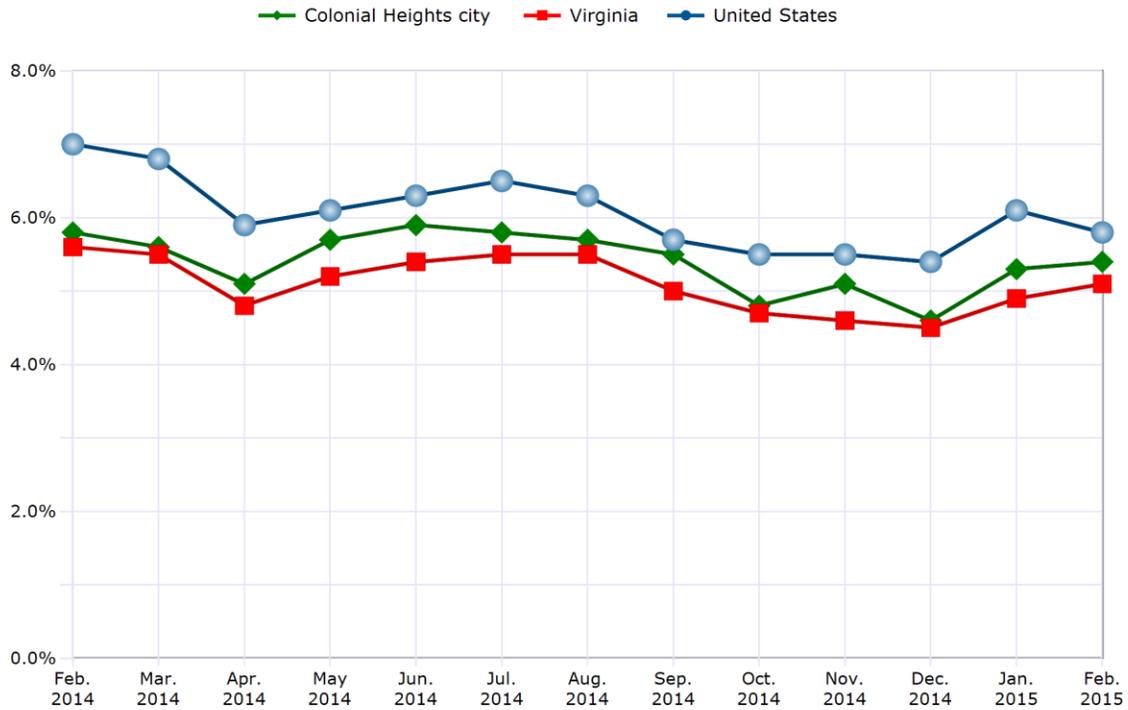
- ☆ The Department of Planning and Community Development has been productive this month in each division. Our activities have ranged from accepting and beginning to review new plans of development to increasing inspections on inoperable vehicles and nearing final inspection on a new grocery store. The interim director continues to make steps for the department to operate more effectively and efficiently. The drafting of a policy and procedures manual is progressing as is the hiring of vacant positions. As spring arrives, it continues to look promising in the Department of Planning and Community Development.
- ☆ The planning division has been active in accepting and beginning to review a preliminary subdivision plat for Gill Point Section 10 and a new preliminary plan of development for the current location of K-Mart in Southgate Square, reviewing sign and fence permits, answering zoning questions, answering inquiries from citizens and businesses, reviewing how to reenergize the Southern Gateway Land Use Planning Committee, reviewing issues relevant to the Dupuy and Lakeview Modernization Projects, reviewing and meeting with consultants regarding the high speed rail station, interviewing and offering employment for a code enforcement inspector position, interviewing candidates with Karen Epps for the Community/Economic Development Specialist position, and other various daily activities.
- ☆ March brings the reminder that grass season is around the corner. Through a bid process, B & H Lawn Service was selected to assist the City in cutting and cleaning debris from citizen yards that are not compliant with the City Code. The code enforcement division, as seen in the chart below, has been busy inspecting and aggressively enforcing the inoperable vehicle code. The code enforcement division will be fully staffed in mid-April and will be poised to begin an aggressive inspection of grass and inoperable vehicles while looking for other city code violations as well.
- ☆ The building inspections division has been active in issuing and inspecting commercial and residential permits for building, electrical, mechanical, and plumbing. During the month of March, the division saw three new residential permits obtained. These homes will be in Gills Point Section 9, Conjurers Neck, and Crestwood Drive. There are several commercial developments continually progressing and receiving various inspections in the construction process with Aldi's nearing the finish line. The Building Official is still working on the process of what could lead to the demolition of five (5) properties in the City by making sure through the City Attorney's Office that each step of the process is being conducted for proper eradication.
- ☆ The spreadsheet below depicts the department's monthly statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

| | Month | YTD | | Month | YTD |
|----------------------------------|------------|------------|-----------------------------|------------|------------|
| Code Enforcement | | | Building Permits | | |
| Tall Grass | | | Permits | | |
| Violations | 0 | 0 | New Residential | 3 | 3 |
| Violations Resolved | 0 | 0 | Cost | \$ 603,000 | \$ 603,000 |
| Contractor Properties Cut | 0 | 0 | Res. Additions/Alterations | 10 | 24 |
| Total Inspections | 0 | 0 | Demolitions | 0 | 0 |
| Inoperable Motor Vehicles | | | Commercial | 5 | 14 |
| Violations | 94 | 156 | Cost | \$ 111,844 | \$ 416,841 |
| Violations Resolved | 9 | 38 | Plumbing | 12 | 36 |
| Vehicles Towed | 4 | 4 | Electrical | 9 | 35 |
| Total Inspections | 112 | 239 | Mechanical | 4 | 12 |
| Va Property Maintenance | | | Swimming Pool | 0 | 0 |
| Violations | 7 | 15 | TOTAL PERMITS | 43 | 124 |
| Violations Resolved | 1 | 2 | | | |
| Total Inspections | 8 | 16 | | | |
| City Property Maintenance | | | Building Inspections | | |
| Violations | 26 | 41 | Residential | 93 | 256 |
| Violations Resolved | 3 | 6 | Commercial | 102 | 219 |
| Total Inspections | 32 | 57 | TOTAL INSPECTIONS | 195 | 475 |
| House Numbers | | | Zoning Permits | | |
| Violations | 0 | 0 | Fence | 2 | 4 |
| Violations Resolved | 0 | 0 | Signs | 4 | 20 |
| Total Inspections | 0 | 0 | TOTAL PERMITS | 6 | 24 |
| Zoning | | | Other Activities | | |
| Violations | 1 | 1 | Water Shut Off letters | 0 | 0 |
| Violations Resolved | 1 | 1 | Court Cases | 0 | 0 |
| Total Inspections | 2 | 2 | | | |
| Signs | | | | | |
| Violations | 6 | 9 | | | |
| Violations Resolved | 6 | 9 | | | |
| Total Inspections | 6 | 11 | | | |
| Graffiti | | | | | |
| Violations | 0 | 0 | | | |
| Violations Resolved | 0 | 0 | | | |
| Total Insections | 0 | 0 | | | |
| Other/Miscellaneous | | | | | |
| Violations | 0 | 1 | | | |
| Violations Resolved | 0 | 0 | | | |
| Total Insections | 0 | 1 | | | |
| TOTAL INSPECTIONS | 160 | 326 | | | |

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2014/2015 Colonial Heights City



Labor Force, Employment and Unemployment in Colonial Heights - March, 2015

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in February, 2014 per VEC.

| Labor Force | Employed | Unemployed | Unemployment Rate | Preliminary |
|-------------|----------|------------|-------------------|-------------|
| 8,723 | 8,252 | 471 | 5.4 | No |

- *Chesterfield **4.9% unemployment**
- *City of Hopewell **8.6% unemployment**
- *City of Petersburg **10.1% unemployment**
- *Dinwiddie **6.1% unemployment**
- *Prince George **5.9% unemployment**

Prospect Activity

| | |
|----------------------------------|---|
| Direct Requests for Information: | 2 |
| Sites/Bldgs. Submitted | 0 |
| Active Projects | 1 |

- These numbers do not reflect projects already underway such as Aldi, Steak n’ Shake, O’Reilly’s etc.

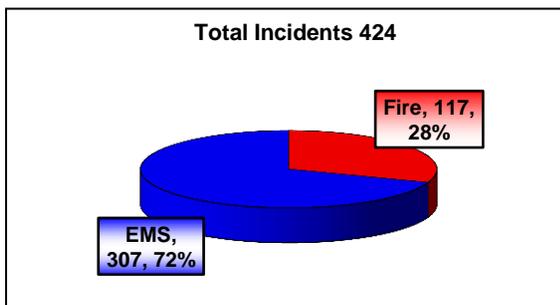
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,615 calls for service during the month of March, 2015. During the same month last year, we responded to 3,600 calls for service—a 4% increase. We had one (1) reported robbery this month, and none reported in March of 2014—a 100% increase. We did not have any reports of aggravated assault this March, with one (1) being reported during the month of March, 2014—a 100% decrease. We had seven (7) reported burglaries in March, 2014, compared with three (3) reported during the month of March, 2015, a 43% decrease. There were 63 Part I, or serious, crimes reported to the Colonial Heights Police Department in March, 2015. Thirty-six (36) of those, or 57%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ Robert Brown, our newly hired police officer, graduated from the Crater Criminal Justice Academy, and he will begin his field training during the first week of April.
- ✓ Our detectives have completed five background investigations for our prospective Auxiliary officers. The screening process should be completed within a month or so, after which they will begin our training program.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a steadfast month from his personnel. Some of the operational highlights are as follows:
 - Our Fleet Maintenance personnel completed the outfitting of our new Chevy Tahoe K-9 vehicle. The vehicle looks great, and Master Officer Chris Wulff is scheduled to pick up our new bloodhound, “Rose”, on April 11th.
 - Our uniformed personnel served multiple emergency custody and temporary detention orders during March. These processes consumed many manpower hours during the month.
 - We responded to several calls for service related to groups of juveniles around the area of Southpark Mall and the Wawa/Cookout parking lots.
 - Lt. Bill Anspach trained the Commonwealth’s Attorney’s Office personnel on our *Evidence.com* system (body camera recordings). This sharing of digital evidence should help streamline our prosecutorial process.
 - Our uniformed officers responded to a “shots fired” call for service in the area of Colonial Court Apartments. Cartridge cases, including one .380 cal. cartridge, was located and collected. The investigation is ongoing.
 - Master Officer Eric Allen, along with K-9 *Blitz*, conducted demonstrations at Tussing Elementary School, Lakeview Elementary School, and the Middle School.
- ✓ Our **Special Operations Unit** initiated 37 new cases, issued 104 traffic summonses, obtained 15 felony warrants, 25 misdemeanor warrants, and served 16 outstanding warrants. A total of 30 narcotics-related arrests were affected. In addition, we executed two (2) drug-related search warrants during the month.
 - Special Operations officers participated with a *Tri-Cities Regional Strike Force* interdiction initiative which involved Colonial Heights, Hopewell, Prince George, Petersburg, Dinwiddie and the Virginia State Police. Our officers reported eight (8) traffic summonses and one (1) drug arrest from our jurisdiction.
 - These officers also conducted *ATV Mule* patrols on our River Walk, and worked jointly with Altria (Phillip Morris) in an attempt to curb the flow of contraband cigarettes from local storage areas. A tobacco-sniffing K-9 was utilized, and our proactive efforts did not yield any seizures.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a solid month. Highlights from their reported activities are as follows:
 - Master Officer Sophie Benkendorf, along with Captains Newsome and Early, attended the Sherwood Hills Neighborhood Watch Meeting. Over 70 residents were in attendance.

IV. POLICE DEPARTMENT (CONTINUED):

- Master Officer Benkendorf also organized and attended our fifth-grade D.A.R.E. graduation ceremony at Tussing Elementary School, where over 100 students graduated from this program.
 - Sgt. Terry Long conducted a wrecker service inspection for a new City towing service, B and T towing.
 - Captains Newsome and Early attended the 74th Crater Criminal Justice Basic Police Academy graduation.
- ✓ Our **Investigations Division** has been assigned 20 new cases for the month, with 12 of those investigations being cleared, as well as five (5) from previous months, for an 85 percent clearance rate. Twenty-nine (29) concealed weapon permits were also processed, as well as one (1) massage clinic permit, one (1) palmistry permit, and two (2) massage therapist requests. Cases included armed robbery, malicious wounding, death investigations, burglary, child abuse, fraud-related offenses and larceny. Two sexual assaults were also reported in the month of March—one was unfounded and the other is still under investigation.
 - ✓ Of note, the publicized malicious wounding case involving one teenager being rendered unconscious by another teenager at the Cookout parking lot resulted in arrests. February’s armed robbery of the Sprint Store in the 1100 block of Temple Avenue was also cleared. The latter case is being federally prosecuted due to several jurisdictions being involved. Our detectives also investigated the fatal pedestrian vs. train death—no foul play was determined.
 - ✓ **Overall**, we made 285 total arrests, worked 95 crashes, wrote 612 traffic citations, executed 1126 traffic stops, affected 13 DUI arrests and 54 drug arrests, and issued 76 parking citations.
 - ✓ **Sgt. Rob Ruxer** was selected as our *Employee of the Month* for February, 2015. During February, 2015, Sgt. Ruxer was instrumental in organizing the candlelight vigil for the missing adult from Conjurers Drive who disappeared on Christmas Eve Day, 2014. This ceremony was attended by approximately 100 citizens and local media. During this troubling time for the family, Sgt. Ruxer helped provide much needed support from the community.
 - ✓ In addition, Sgt. Ruxer has been actively involved in writing and submitting the 2015 grants that the department relies on for funding equipment and additional traffic enforcement. He has also been known to respond on short notice during his off-duty time to assist the Special Operations Unit when dealing with excessive property issues on a couple of recent cases. This greatly assisted the SOU in properly documenting all evidence in some very detailed narcotics investigations in February.
 - ✓ Rob is a dedicated officer who always goes out of his way to accommodate the needs of others. If he does not know immediately how to facilitate a request, he will seek out resources and complete the task to the great satisfaction and relief of the requestor. His compassionate nature and willingness to help are greatly appreciated by all of our staff and citizens alike. We feel like Sgt. Ruxer is most deserving of being selected as our Employee of the Month for February, 2015.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 117

(Total Fire Loss \$15,630):

Total Patients transported: 230

(Total EMS incidents 307)

Fire units arrived on scene in less than 9 minutes on 100% of emergency incidents. (average response time 4:50 minutes)

EMS units arrived on scene in less than 9 minutes on 96.9% of emergency incidents. (average response time 5:05 minutes)

V. FIRE & EMS DEPARTMENT (CONTINUED):

| Fire Division (number of incidents): | | | | | |
|---|---|-----------------------------|---|--------------------------------------|----|
| <u>Fires</u> | | <u>Hazardous Situations</u> | | <u>Service calls and false calls</u> | |
| Building Fire | 1 | Arcing/Electrical Short | 7 | Good Intent Calls | 21 |
| Cooking Fire | 2 | Power Line Down | 3 | Public Service | 51 |
| Trash or rubbish Fire | 1 | Vehicle Accident cleanup | 1 | Alarm Activation (no fire) | 6 |
| Passenger vehicle Fire | 3 | Oil or Other Liquid spill | 1 | Child Seat installation | 5 |
| | | Hazardous Condition, other | 1 | Smoke detector installation | 8 |
| | | Excessive heat, scorch burn | 2 | Citizen Complaint | 4 |
| M/A to First Responder Chesterfield EMS | 8 | M/A from Chesterfield Fire | | | 4 |
| M/A to Hopewell Fire | 2 | | | | |
| M/A to Chesterfield Fire | 1 | | | | |
| M/A to Crater Regional HazMat | 1 | | | | |

| EMS Division (number of patients treated) | | | | | |
|--|----|------------------------------------|----|--------------------------|----|
| Abdominal Pain | 25 | Diabetic Hypoglycemia | 6 | Poisoning/Drug Ingestion | 2 |
| Allergic Reaction | 4 | Electrocution | 1 | Respiratory Distress | 16 |
| Altered Mental State | 12 | G.I. Bleed | 1 | Seizure | 6 |
| Asthma | 1 | General Malaise | 1 | Sepsis | 2 |
| Behavioral/Psychiatric | 5 | Headache | 7 | Sexual Assault/Rape | 1 |
| Cancer | 1 | Hypertension | 2 | Stroke/CVA | 2 |
| Cardiac Arrest | 2 | Hypotension | 3 | Substance/Drug Abuse | 2 |
| Cardiac Rhythm Disturbance | 7 | Hypovolemia/Shock | 1 | Syncope/Fainting | 9 |
| Chest Pain/Discomfort | 19 | Nausea/Vomiting | 9 | Traumatic Injury | 46 |
| Congestive Heart Failure | 4 | No Apparent Illness/Injury | 5 | Unconscious | 1 |
| COPD | 3 | Obvious Death | 2 | Weakness | 20 |
| Diabetic Hyperglycemia | 5 | Pain | 12 | Other | 53 |
| M/A to Petersburg EMS | 6 | M/A received from Petersburg EMS | | | 1 |
| | | M/A received from Chesterfield EMS | | | 1 |

| EMS Transports (by facility) | | |
|---------------------------------------|------------|-------------|
| Southside Regional Medical Center | 176 | 76.52% |
| CJW Medical Center –Chippenham Campus | 23 | 10.00% |
| John Randolph Medical Center | 14 | 6.09% |
| VCU Health Systems | 10 | 4.35% |
| CJW Medical Center-Johnston Willis | 3 | 1.30% |
| St. Francis Medical Center | 2 | 0.87% |
| St. Mary’s Hospital-Richmond | 2 | 0.87% |
| Total: | 230 | 100% |

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,104

5 alarm citations were processed during March.

Purchasing - 214 total purchase orders completed with 154 being processed by purchasing and 60 departmental purchases being reviewed as compared to 218 being completed for the same period in 2014. In addition 136 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #14-010702-1036 Information Technology Services. Issued on Nov 30th with proposals received on Jan 7th and interviews have been held.
- Invitation #15-012802-1038 Section 125 Benefits. Issued on Jan 9th with proposals received on Jan 28th and currently being reviewed.

VI. FINANCE DEPARTMENT (CONTINUED):

- Invitation #15-031102-1040 Bruce Avenue Drainage – Phase III & IV. Issued on Feb 13th with proposals to be received on Mar 11th has been cancelled by Engineering.
- Invitation #15-042102-1041 Annual contract for gasoline was issued on March 20 with proposal due April 21st.

Other Purchasing Activity:

- PA system was purchased for Ft Clifton.
- Toro Workman 2 wheel drive utility vehicle purchased for Rec Department.
- Purchase Order issued for emergency repair of sewer line collapsed on Orange Avenue.
- Purchase Order issued for the emergency repair on water tank in Sherwood Hills.
- ☆ Quote issued for electrical and generator upgrades at the Hillcrest pump station.

Risk Activity:

- A hit and run driver damaged concrete sewer drain located on North Temple Avenue.
- Insurance renewal process in process for Fiscal Year 2016.
- Claim filed against the City, for pothole damage to a vehicle.
- Claim filed that dog incurred injury when his leg fell through an opening in a City drain located in her back yard. Claim is for \$1,250

Utility Billing:

Bi-monthly Utility Bills Sent – 3,823
 Delinquent Notices Sent – 715 or 19.7% with 113 cut off for nonpayment.
 Set off debt collected for March - \$653.80.

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of March 2015:

☆ **Advertisements**

| <u>Department</u> | <u>Position</u> |
|-------------------|-------------------------------|
| Fire & EMS | EMS Firefighter |
| Public Works | Senior Engineering Technician |

☆ **Applications & Testing**

| <u>Position</u> | <u>Total Applications Received</u> | <u>Total Hits on Job Announcement Page</u> |
|--|------------------------------------|--|
| Code Enforcement Inspector (P/T) | 28 | 408 |
| Community/Economic Dev Specialist | 91 | 804 |
| Landscaping Technician (P/T) | 11 | 134 |
| Public Works Technician | 56 | 496 |
| Recreation Assistant I (P/T) Playground | 29 | 435 |
| Recreation Assistant II (P/T) Playground | 21 | 367 |

☆ **Training**

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

☆ **Miscellaneous**

- Attended a workshop “Human Resources 2.0: Professionals Forum” presented by Virginia Gateway Region and Williams Mullins on March 11, 2015.
- The following new employee orientation and exit interview sessions were held in March 2015: Orientation - Michael Wynn (Public Works); Exit Interview - Brian Copple (Public Works).
- Created a Citizens Government Academy which is an 8-week program designed to give citizens a better understanding of City operations and services. The program will begin on April 9, 2015 and end on June 4, 2015.

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

☆ **Worker’s Compensation**

- The following workers’ compensation report was filed during the month of March 2015:

| <u>Date</u> | <u>Department</u> | <u>Description of Injury</u> |
|-------------|-------------------|--|
| 3-13-15 | Police | Forearm/elbow injured during suspect arrest. |
| 3-18-15 | Public Works | Right leg caught and bruised by two leaf boxes. |
| 3-24-15 | Fire | Cheek hit by track while clerk was loading supplies. |
| 3-26-15 | Fire | Head struck by falling tool causing laceration. |

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 84,772 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. City Employees Login 4. Animal Shelter 5. Recreation & Parks 6. Departments 7. Records & Property Tax Maps 8. Police 9. Sports & Athletics 10. Online Bill Pay 11. Fire & EMS 12. Assessments 13. Recreation Programs 14. Education & Schools 15. City Maps | <p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  France  India  Germany  China  Brazil <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  Ohio  North Carolina  New York  District of Columbia |
|---|---|

- ☆ Citizens submitted and city staff processed 331 service requests and questions through the “Let Us Know” module during the month of March. The City of Colonial Heights’ Facebook Page now has 3,584 fans and the City’s Twitter account has 527 followers.
- ☆ Proactive Information Management completed 65 hours of IT service and maintenance for City departments this month.
- ☆ Interviews were held on March 31 for the IT Services RFP vendor.
- ☆ A three-day ArcGIS training course was attended by members of the City’s GIS committee on March 10-12. A GIS demonstration for senior staff will take place at the end of April, showcasing the progress that has been made with the new system.

IX. LIBRARY:

- ☆ The library staff circulated 17,498 titles March.
- ☆ 346 e-books were downloaded, while 948 titles circulated on Kindles. There are now 1,294 residents using the library’s e-book collection.
- ☆ The public computer center was used 1,998 times, while the iPad center was used 107 times.
- ☆ 314 children participated in the Story Time program this month.
- ☆ The library’s meeting rooms were used by 113 groups.
- ☆ 155 residents registered for new library cards, and an average of 523 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, held Youth Baseball/Softball registration, evaluations and team drafts, as well as hosted baseball tournaments on its fields. Also in March the Recreation Department hosted the University of Richmond "home" games while their field was under construction and held a team meal with Richmond and Big Ten foe University of Minnesota on March 17th at the Optimist Club. The dugout project at Shepherd Stadium was also completed in March and despite weather delays were ready for our games with the University of Richmond.

Staff continues to work on upcoming events including the 3rd Annual Sunshine 5K & 1 Mile Kids Fun Run event on May 2 and the Spring Break program the middle of April. Staff has started work on the Summer edition of The City Focus that should hit mailboxes the middle of May.

| | Athletics | 2015 | 2014 |
|--|----------------------------|-------------|-------------|
| Youth Basketball Registration | | 305 | 325 |
| Adult Softball Teams | | 31 | 29 |
| Track and Field Program | | 22 | 24 |
| Baseball/Softball Registration | | | |
| Youth Baseball (ages 4-5) - Rookie | | 55 | 44 |
| Youth Baseball (ages 6-8) - Coach Pitch | | 105 | 91 |
| Youth Baseball (ages 9-10) - Minor | | 73 | 75 |
| Youth Baseball (ages 11-12) - American | | 39 | 65 |
| Youth Baseball (ages 13-15) - National | | 68 | 54 |
| Youth Baseball (ages 16-18) - Big League | | 9 | 14 |
| Youth Softball (ages 9-10) - Angels | | 33 | 39 |
| Youth Softball (ages 11-12) - Ponytails | | 32 | 39 |
| Youth Softball (ages 13-15) - Belles | | 26 | 28 |
| | Activities/Programs | 2015 | 2014 |
| Self Defense Class | | 7 | n/a |
| Circus | | 5 | 28 |
| Teen Flashlight Hunt | | 24 | 55 |
| Belly Dancing | | 10 | 5 |
| Karate | | 16 | 16 |
| | Facility Usage | 2015 | 2014 |
| Community Room Attendance | | 1,150 | 1,150 |
| Community Room Reservations | | 28 | 28 |
| Pavilion Attendance | | 375 | 625 |
| Pavilion Reservations | | 6 | 9 |
| Field Attendance | | 11,320 | 7,513 |
| Field Reservations | | 48 | 57 |
| Teen Center Attendance-CHHS Students | | 79 | 85 |
| Teen Center Attendance-CHMS Students | | 298 | 385 |

Parks-Horticulture-Buildings & Grounds

- Installed batting cage nets at High School, Shepherd Stadium, and Civic Field.
- Installed temporary outfield fence on High School baseball and softball fields.
- Installed wind screen on A Field outfield fence.
- Installed new warning track material at Shepherd Stadium.
- Completed locker room enhancement project at Shepherd Stadium.
- Dragged and lined baseball and softball fields as needed for practice and games.
- Painted foul poles at Shepherd Stadium.
- Replaced burned up sump pump at Shepherd Stadium.
- Laid out and painted soccer fields at Soccer Complex and at Middle School Stadium.
- Moved and anchored down goals at Soccer Complex.
- Moved bleachers, benches, and trash cans to soccer fields at Soccer Complex.
- Repaired broken water line at Soccer Complex concession stand.
- Repaired broken cables on dog runs at Animal Shelter.
- Poured concrete for dog kennel to house new Police Department K9.
- Repaired broken handrail in stairway at City Hall.
- Edged all mulch beds.
- Mulched flower beds as needed.
- Pruned trees along Boulevard and around buildings.
- Trimmed butterfly bushes at Ft Clifton.
- Removed Abelia shrubs at median on Arlington Ave.
- Pruned knock-out roses at all sites as needed.
- Cut back lirioppe at all sites.
- Trimmed holly trees in front of Health Department.
- Cleaned flower beds at all sites.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):
AGENCY ON AGING

| Activities | 2015 | 2014 |
|-----------------------------------|------|------|
| AARP | 28 | 26 |
| Advisory Board Meeting | 9 | 10 |
| Bingo in Senior Center | 60 | 48 |
| Bowling | 329 | 325 |
| Bridge Party | 64 | 72 |
| Bridge Tournament | 120 | 112 |
| Crochet & Knitting | 68 | 70 |
| Golfers Board Meeting | 12 | 12 |
| Golfers Meeting | 128 | 125 |
| Lunch at Captain Toms | 12 | 0 |
| Senior Club Meeting | 68 | 72 |
| Senior Club Board Meeting | n/a | n/a |
| Senior Citizens Dance | 112 | 132 |
| Sing A Long | 52 | 56 |
| Sing A Long CH Health Care Center | 12 | 12 |
| St. Patty's Day Contest | 25 | n/a |
| Tri-City Golf Board Meeting | 12 | n/a |
| Tri City Golf Members Meeting | 42 | n/a |
| Awareness/Education | | |
| Chronic Wellness | 21 | n/a |
| Blood Drive | 24 | 18 |
| Classes | | |
| Bob Ross Video Painting Class | 12 | 10 |
| Computer Class | 18 | n/a |
| Easter Crafts | n/a | 4 |
| Friday Open painting | 40 | n/a |
| Gems by James | 38 | 36 |
| Pocketbook Class | 4 | n/a |
| Painter Group | 52 | 48 |
| Splash of Color | 18 | 18 |
| Tap Class Advance | 99 | 49 |
| Sewing Class | 18 | 21 |
| Tap Class Intermediate | 69 | 23 |
| Quilts for Vets | 13 | 14 |
| Quilting Class | 42 | 36 |
| Watercolor Class Monday | 14 | 16 |
| Watercolor Class Faye Henderson | 38 | 44 |

| Fitness | | |
|--------------------|------|------|
| Strength & Stretch | 206 | 238 |
| Sit Down Exercises | 253 | 220 |
| Yoga | 108 | 50 |
| Muscles in Motion | 199 | 238 |
| Walking | 7 | 21 |
| Trips | | |
| Women's Show | n/a | 13 |
| Quilt Show | n/a | 13 |
| Total | 2446 | 2213 |

| Meals | | |
|--------------------|----------|----------|
| Home Deliver Meals | 15 | 10 |
| Site Meals | 132 | 98 |
| Transportation | | |
| Total Passengers | 60 | 80 |
| Total Trips | 462 | 458 |
| Total Miles | 2973 | 2652 |
| Wheelchairs | 16 | 21 |
| Volunteers Hours | 84 | 12 |
| Donation | \$228.60 | \$295.00 |

Violet Bank Museum

| | | |
|-------------------|-------------|-------------|
| | 2015 | 2014 |
| Attendance | 283 | 244 |

- On-site attendance – 233
- One Outreach Program - 50
- Continued collection rotation and program preparation

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 14 YAC Members Attended March Meeting
- 19 YAC Members, 2 YSC Members, and Advisor Attended Volunteer-a-thon Event
- 33 Students Visited Workroom at Volunteer-a-thon, Assembled 12 No-Sew Fleece Blankets for CARES and the Salvation Army Men's Shelter, and 38 Handmade Cards for Veterans at McGuire Medical Center
- 1 YAC Member and Advisor Picked Up Trash on James Avenue and, Highland Avenue
- 4 YAC Officers and Advisor met to plan for April Meeting

➤ **Youth Service Commission**

- Held monthly meeting.

➤ **Kids' After School Program**

- School enrollment is as follows: Tussing Elementary – 13, Lakeview Elementary – 18, North Elementary – 18, CHMS – 18.
- Staff: JTCC work study students – 4, VSU work-study students – 3, VSU Interns – 3
- Volunteers: Matoaca HS – 41, VSU – 25, CHHS – 3, community – 2.

➤ **Substance Abuse Prevention Activities**

- 8 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**

- Interagency Prevention Team, and Special Staffing of Team
- Kiwanis Meetings/Board Meeting and Terrific Kids
- Colonial Heights School Board Meeting
- Senior Staff Meeting
- Health Advisory Board
- Facilitated Two Day ASIST Training at Ft. Lee
- CADRE Coalition
- CARES Board of Directors Meeting
- Colonial Heights High School Community Forum
- Juvenile and Domestic Violence Task Force Meeting
- ACHIEVE Training Center – Respectful Workplace – Strategies for a Healthy Environment
- Crisis and Trauma Resource Institute – Ethical Decision Making
- safeTALK Training for Trainers
- Positive Parenting Institute – Jim Harris
- Families First Advisory Board
- Smart Beginnings/School Readiness Coalition
- Positive Parenting Coalition
- Community Policy & Management Team (CSA)
- Family Assessment & Planning Team

➤ **Diversion Program Participation**

• **Community Service**

10 youth completed 92 hours of Service Learning

• **Shoplifting Diversion**

15 youth and a parent attended the Shoplifting Diversion Program

• **Case Management**

3 youth and parent received Case Management Services

XI. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):

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

4 Youth Completed 40 hours of Community Service

Attended Arts Contest Sponsored by Swift Creek Woman’s Club

Attended Ribbon Cutting for The James House’s New Facilities in Prince George

Attended Chamber of Commerce Annual Dinner, Received “School to Work Leader Award 2015”

Attended North Elementary School Career Day (300 students), and CHMS Career Day (51 students)

Participated in “Read across America Day” with Women’s Leadership Initiative of United Way

Shared “Shoplifting Diversion” Program with 240 students at Colonial Heights Middle School

XII. FLEET MAINTENANCE:

| | <u># Workorders</u> | <u>Total</u> | <u>Sublet</u> | <u>Sublet total</u> |
|------|---------------------|--------------|---------------|---------------------|
| 2015 | 90 | \$30,261.31 | 12 | \$4,725.65 |
| 2014 | 90 | \$17,641.51 | 7 | \$965.56 |

The sublet repairs consist of:

| | |
|----------------------|----------|
| Seat Repairs | 600.00 |
| Dealer Repairs | 486.85 |
| Tire Repair | 135.97 |
| Glass Replacement | 590.03 |
| Towing | 65.00 |
| Radiator Repair | 65.00 |
| Alignment/Suspension | 2,912.80 |

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

| | Sublet | Total |
|---------|---------------|--------------|
| 2009/10 | \$9,601.50 | \$142,249.30 |
| 2010/11 | \$6,667.11 | \$186,067.29 |
| 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 |