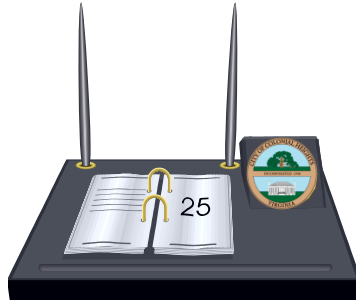


# CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2015



## 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** –Anticipated completion date is now June 2015.
- **Safe Routes to Schools- Phase 2 (Middle School), UPC 102836** – Construction plans under review. Start of construction anticipated Q3 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 has started and project substantially complete in April 2015.
- **Dupuy Avenue Modernization, UPC 101287** – Right of Way acquisition in process. To date, thirteen (13) property owners have accepted offers. Negotiations continue with remaining.
- **Lakeview Avenue Modernization, UPC 101288** – Notification letters have been sent to all affected property owners. City has approved initial acquisition 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 by Q3 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 Q3 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 in May 2015.
- **Snead Avenue Drainage Project** – Construction has been completed. Line is in service.
- **Danville and Lafayette Avenue Sanitary Sewer Repair** – Construction substantially complete. Contractor to complete punch list items May 2015.
- **Orange Avenue Sewer Replacement** – Construction complete. Line is in service.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

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### **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.

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### **Right-of-Way Permits**

- Issued seven (7) permits and closed three (3) permits for the month.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 61 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (14) locations, responded to (02) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (47) locations.
- Trimmed tree limbs hanging over street at (03) locations.
- Cut/Removed a small tree in alley behind Forest View Drive.
- Placed gravel in alley at (01) location, on shoulder of street at (03) locations and in sinkhole at (01) location.
- Performed preventive maintenance on small equipment.

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### **Recycling Center**

- 491 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials. Removed 600 gallons of Used Oil and 600 gallons of flammable liquids.

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### **Storm Water and Drainage**

- Cleaned (36) catch basins, (03) drainage ditches, (01) drainage pipe, (01) BMP, (02) Outfalls and responded to (02) miscellaneous drainage requests.
- Performed Yearly BMP Reports and Pictures for (23) locations.
- Sweeper collected (208) cubic yards of debris from (86) locations.
- Collected (08) cubic yards of leaves after season from (02) locations.
- Placed (75) cubic feet of topsoil in sinkholes over storm drain pipe on Kennon Point Court.
- Concrete Crew attended equipment show in North Carolina.
- Concrete Crew repaired/replaced (05) feet of Curb and Gutter at (01) location, (52) feet of sidewalk at (04) locations, repaired two tripped hazards at (01) location and responded to (01) miscellaneous concrete request.

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### **Transportation**

- Placed Asphalt in (213) potholes, (25) utility cuts, (03) low area, (01) drainage swell and responded to miscellaneous asphalt request at (02) locations.
- Graded gravel area with motor grader alley behind Jefferson Avenue.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Interviews for Public Works Technician vacancy completed waiting for background and physical results.
- Assisted Purchasing Department picked up surplus items from Public Safety Building and Courthouse.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

- Cleaned oil drum and concrete floor after oil spill at the Recycling Center.

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### **Wastewater Utility**

- Responded to (18) sewer backups, flushed sewer line at (10) locations and trouble spots at (05) locations, installed (06) cleanouts and responded to (11) sewer miscellaneous requests.
- Repaired sewer main/lateral at (06) locations and raised cleanout to ground level at (01) location.
- Camera sewer line to find problem area at (05) locations.
- Placed gravel in utility cut at (01) location.
- Placed topsoil around sewer cleanout at (04) locations.
- Replaced fan on pump 1 VSD Control Panel. Cleaned wet well. Removed rags from pump 1 and 2 at Main Pump Station.
- Back flushed pump 2 to clean all debris from floats. Worked with Verizon to complete repairs at Charles Dimmock Pump Station.
- Repaired chain on gate. Contacted and work with Verizon to repair down phone line 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. Pulled and cleaned wet well floats and reverse phases on pump 1 at Dunlop Farms Pump Station.
- Responded to a backup alarm after hours cut pump off to pump down wet well and trouble shoot, repaired pumps to maintain and keep wet well at proper level. Repaired and installed new flat wires and connections, checked fuse and floats could not fix had to call in City Contractor to make necessary. Replaced lead, lags and low level floats at Conjurers Neck Pump Station.
- Performed generator exercise for proper function. Back flushed pump 2 with pump 1 to lower pump amps at Appomattox Pump Station.
- Cut and trimmed grass/weeds around Pump Stations and Water Towers.
- Continue monitoring all pump stations and methane pump daily.

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### **Water Utility**

- Replaced (16) meters, (04) meter tops, (03) meter boxes and responded to (08) water miscellaneous requests.
- Installed (01) 2" and (01) 5/8" new meter at (02) locations and made a water tap at (01) location.
- Replaced valve box cover at (01) location.
- Flushed hydrant for discolor water at (01) location.
- Replaced a fire hydrant at 5501 Conduit Road.
- Replaced top section of fire hydrant at 113 Shade Tree Court.
- Placed topsoil around meter box and sinkholes at (05) locations.
- Backflow/Cross Connection Technician conducted (102) surveys, (20) completed, (82) incomplete and performed (08) hours Miss Utility locating.
- 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
- Miss Utility locating required (240) man-hours.

## **II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:**

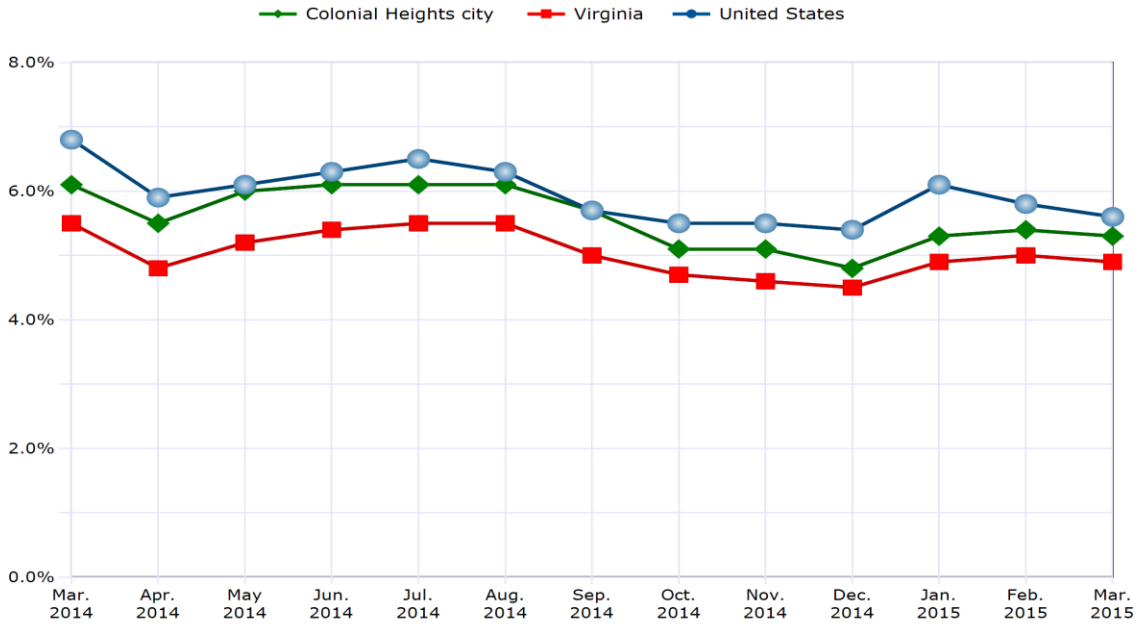
- ☆ The Department of Planning and Community Development was so busy and productive in April it is hard to believe the month is over. As you will see below, the code enforcement division is in full operation. The interim director continues to make steps for the department to operate more effectively and efficiently. To this point, Karen Saunders, IT Administrator, has been working with staff to make changes to the community development module of GOV QA to make the database meet staff needs. As spring progresses, the outlook is bright in the Department of Planning and Community Development.
- ☆ The planning division has been active in reviewing 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 and approving boundary line adjustments and recombination plats, reviewing sign and fence permits, answering zoning questions, answering inquiries from citizens and businesses, reviewing and meeting with consultants regarding the high speed rail station, interviewing and offering conditional employment with Karen Epps for the Community/Economic Development Specialist position, and other various daily activities.
- ☆ April brought in grass season for the code enforcement division. With the hiring of a second part-time code enforcement inspector, we began testing the use of an iPad in the field to use while inspecting properties and putting the information in the database in the field instead having to come in the office. This is another effort for our work flow to become more efficient. The code enforcement division, as seen in the chart below, has been busy inspecting and aggressively enforcing the tall grass and inoperable vehicle codes.
- ☆ The building inspections division saw a drop in the number of permits being issued but has been active inspecting existing commercial and residential permits for building, electrical, mechanical, and plumbing. There are several commercial developments continually progressing and receiving various inspections in the construction process with Aldi's receiving an occupancy permit and opening and Steak N Shake looking to open the first part of May. The Building Official posted three residences uninhabitable since the houses have been without water for at least 30 days. With the occupants not leaving the residences as required, this has led to three summonses being issued for this offense.
- ☆ The spreadsheet below depicts the department's monthly statistics.

## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
<b>Code Enforcement</b>			<b>Building Permits</b>		
<b>Tall Grass</b>			<b>Permits</b>		
Violations	120	120	New Residential	0	3
Violations Resolved	68	68	Cost	\$ -	\$ 603,000
Properties Cut by Contractor	2	2	Res. Additions/Alterations	4	28
Total Inspections	122	122	Demolitions	1	1
<b>Inoperable Motor Vehicles</b>			Commercial	2	16
Violations	33	189	Cost	\$ 30,475	\$ 447,316
Violations Resolved	21	59	Plumbing	0	36
Vehicles Towed	3	7	Electrical	0	35
Total Inspections	33	272	Mechanical	0	12
<b>Va Property Maintenance</b>			Swimming Pool	0	0
Violations	3	18	<b>TOTAL PERMITS</b>	<b>7</b>	<b>131</b>
Violations Resolved	0	2			
Total Inspections	3	19			
<b>City Property Maintenance</b>			<b>Building Inspections</b>		
Violations	12	53	Residential	81	337
Violations Resolved	4	10	Commercial	90	309
Total Inspections	25	82	<b>TOTAL INSPECTIONS</b>	<b>171</b>	<b>646</b>
<b>House Numbers</b>			<b>Zoning Permits</b>		
Violations	0	0	Fence	2	6
Violations Resolved	0	0	Signs	4	24
Total Inspections	0	0	<b>TOTAL PERMITS</b>	<b>6</b>	<b>30</b>
<b>Zoning</b>			<b>Other Activities</b>		
Violations	0	1	Water Shut Off/Marked	3	3
Violations Resolved	0	1	Uninhabitable		
Total Inspections	0	2	Court Cases	0	0
<b>Signs</b>					
Violations	2	11			
Violations Resolved	2	11			
Total Inspections	2	13			
<b>Graffiti</b>					
Violations	0	0			
Violations Resolved	0	0			
Total Inspections	0	0			
<b>Other/Miscellaneous</b>					
Violations	0	1			
Violations Resolved	0	0			
Total Inspections	0	1			
<b>TOTAL INSPECTIONS</b>	<b>185</b>	<b>511</b>			

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT 2014/2015 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 March, 2014 per VEC.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,692	8,232	460	5.3	No

- \*Chesterfield 4.7% unemployment
- \*City of Hopewell 8.3% unemployment
- \*City of Petersburg 10.1% unemployment
- \*Dinwiddie 5.9% unemployment
- \*Prince George 5.8% unemployment

#### Prospect Activity

- Direct Requests for Information: 4
- Sites/Bldgs. Submitted 2
- Active Projects 1

- ALDI Grand Opening – April 23, 2015

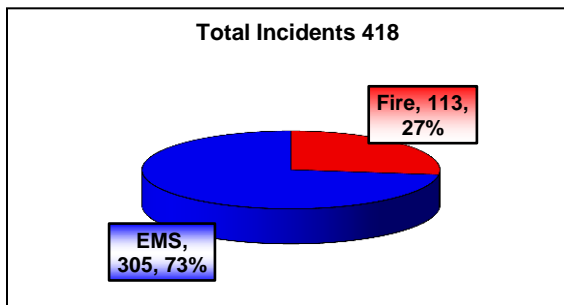
#### **IV. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,381 calls for service during the month of April, 2015. During the same month last year, we responded to 3,703 calls for service—a 9% decrease. We had two (2) reported robberies this month, and one (1) reported in April of 2014—a 100% increase. We did not have any reports of aggravated assault this April, with five (5) being reported during the month of April, 2014—a 100% decrease. We had four (4) reported burglaries in April, 2015, compared with three (3) reported during the month of April, 2014, a 33% increase. There were 111 Part I, or serious, crimes reported to the Colonial Heights Police Department in April, 2015. Sixty-one (61) of those, or 55%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of April seems to have flown by. Unfortunately, we ended the month on a sad note with the murder/suicide on Floral Avenue. Upon my request, the case was investigated by investigators from the Virginia State Police due to the fact that all of my investigators were in court for an all-day jury trial that involved a shooting and multiple robberies. The judge would not release my personnel, so I made the request. The evidence on Floral Avenue supported the suspicion that the husband took his wife's life, and then took his own. Health and financial issues were at hand for this couple, as they were getting evicted when their bodies were discovered. On a more positive note, the jury trial ended with a 30+ years sentence for the person responsible for several violent crimes in the tri-cities area.
- ✓ Robert Brown, our newly hired police officer, has begun his field training with Career Officer Jeff Santini. We are continuing the process of expanding our Auxiliary police force, with five officers in various stages of background investigations, physicals and polygraph examinations. The screening process should be completed within a month or so, after which they will begin our training program. Funds for these officers came from a \$5,000.00 donation from residents Bruce and Connie Thornton.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a slow traffic month. However, there was a 20% increase in criminal arrests. Some of the operational highlights are as follows:
  - Outlaw motorcycle gangs attempted to meet on a weekly basis at a local restaurant. However, after one meeting they left the City to make other arrangements.
  - Sgt. Robert Helms underwent shoulder surgery and is set to return the first week in May.
  - We continue to monitor the parking lots of the mall and area eating establishments as numerous juveniles are causing disturbances in and around these areas after movies have ended on the weekend.
  - Our tracking bloodhound, "Rose", was delivered to us during the month and is in the process of completing her training with Master Officer Chris Wulff. They will be traveling to Florida within the next few weeks for this training.
  - At the request of Judge Tom Vaughn, we started a new procedure of notifying the court when our personnel are ill and case continuances are needed.
  - Animal Control had another very successful rabies clinic, at which time 134 animals were vaccinated.
- ✓ Our **Special Operations Unit** initiated 31 new cases, issued 41 traffic summonses, obtained 29 felony warrants, 41 misdemeanor warrants, and served 19 outstanding warrants. A total of 26 narcotics-related arrests were affected.
  - This unit was on point for the surveillance and investigation of the outlaw motorcycle gangs that had visited the City and held a meeting—once.
  - Three (3) search warrants were executed this month—one for a cell phone and the other involved the distribution of narcotics in the City. A total of six (6) arrests were made resulting from these search warrants.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a busy month. Highlights from their reported activities are as follows:

**IV. POLICE DEPARTMENT (CONTINUED):**

- Master Officer Sophie Benkendorf conducted a crime prevention presentation at the Dunlop House.
  - Sgt. Rob Ruxer has applied for a School Resource Officer grant through the state. We are hopeful that we can fill the only school (Tussing) that does not currently have an SRO.
  - The unit participated in a Career Fair at John Tyler Community College.
  - We assisted the Office on Youth with their Sticker Shock Program, where stickers are placed on alcoholic beverages asking to identify patrons.
  - Our Record clerks received webinar training on the new Cabinet Scanning Program.
  - Background investigations are continuing for the staff assistant position, as the two top applicants failed the background process.
- ✓ Our **Investigations Division** has been assigned 16 new cases for the month, with 10 of those investigations being cleared, as well as three (3) from previous months, for an 81 percent clearance rate. Twelve (12) concealed weapon permits were also processed, as well as two (2) massage clinic permits. Cases included armed robbery, child abuse, death investigations, burglary, sexual assault, embezzlement, fraud-related offenses and larceny. Two (2) sexual assaults were also reported in the month of April—one was a false report and the other declined prosecution.
  - ✓ Overall, we made 396 total arrests, worked 101 crashes, wrote 382 traffic citations, executed 754 traffic stops, affected 15 DUI arrests and 63 drug arrests, and issued 26 parking citations.
  - ✓ **Master Police Officer Sophie L. Benkendorf** was been selected as our *Employee of the Month* for March, 2015. As you know, MPO Benkendorf currently oversees the D.A.R.E. and crime prevention programs for our department. These high profile community programs reach hundreds of people every month.
  - ✓ During March, 2015, MPO Benkendorf worked with the Neighborhood Watch Programs around the city. To show the impact that they have, the membership in the Sherwood Hills area has increased its monthly attendance to 71 residents and will continue to grow due to Sophie’s tireless efforts. Several positive comments from residents have been received concerning her efforts to increase participation in the Neighborhood Watch Program.
  - ✓ In addition to her specific duties, MPO Benkendorf also assists with “walk-ins” in the CHPD lobby, offering whatever information and support she can, which enables Patrol officers to remain on the street to carry out their assigned duties and ensures that the public is served in a timely and professional manner.
  - ✓ Sophie is a very dedicated officer who goes out of her way to help her fellow officers along with the many students, teachers and citizens who have become close to her through Neighborhood Watch, D.A.R.E., and other civic programs.

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 113**

(Total Fire Loss \$33,535):

**Total Patients transported: 247**

(Total EMS incidents 305)

*Fire units arrived on scene in less than 9 minutes on 97.7% of emergency incidents.*

*(average response time 5:26 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.7% of emergency incidents.*

*(average response time 5:09 minutes)*



**V. FIRE & EMS DEPARTMENT (CONTINUED):**

<b>Fire Division (number of incidents):</b>					
<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Electrical problem	2	Good Intent Calls	28
Cooking Fire	3	Power Line Down	4	Public Service	36
Trash or rubbish Fire	1	Vehicle Accident cleanup	1	Alarm Activation (no fire)	20
Passenger vehicle Fire	1	Oil, gasoline or gas leak	3	Child Seat installation	7
Boat Fire	1	Hazardous Condition, other	1	Smoke detector installation	1
Brush Fire	1			Citizen Complaint	2
M/A to First Responder Chesterfield EMS		4	M/A from Chesterfield Fire		7
M/A to Prince George Fire		1			
M/A to Chesterfield Fire		3			
M/A to Petersburg Fire		1			

<b>EMS Division (number of patients treated)</b>					
Abuse of drug/alcohol	5	Environmental – poisoning	3	Pain	21
Allergic reaction	1	Fever	3	Respiratory – acute onset distress	20
Behavioral/psychiatric	11	Gastro Intestinal problem	25	Respiratory – asthma	1
Cardiac arrest/obvious death	3	Injury – lung pneumothorax	2	Respiratory – COPD	3
Cardiac arrhythmia	17	Malaise	7	Respiratory Problem	24
Chest pain	27	Neurological – altered mental	11	Syncope	3
Cardiovascular problem other	9	Neurological – headache	3	Traumatic injury	52
Ear/nose/throat problem	1	Neurological – seizure	3	Weakness	9
Endocrine – hyperglycemia	5	Neurological – unconscious	2	Other	40
Endocrine – hypoglycemia	7	Neurological problem other	4		
Endocrine problem other	1	OB – Pregnancy Delivery	1		
M/A to Petersburg EMS	3		M/A received from Fort Lee EMS		2
M/A to Dinwiddie EMS	1		M/A received from Petersburg EMS		2

<b>EMS Transports (by facility)</b>		
Southside Regional Medical Center	203	82.19%
CJW Medical Center –Chippenham Campus	20	8.10%
John Randolph Medical Center	14	5.67%
VCU Health Systems	4	1.62%
CJW Medical Center-Johnston Willis	4	1.62%
St. Francis Medical Center	1	0.40%
Henrico Doctors’ Hospital - Forest	1	0.40%
<b>Total:</b>	<b>247</b>	<b>100%</b>

**VI. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,142

No alarm citations were processed during April.

**Purchasing** - 202 total purchase orders completed with 154 being processed by purchasing and 48 departmental purchases being reviewed as compared to 277 being completed for the same period in 2014. In addition 137 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 interviews have been held.
- Invitation #15-042102-1041 Annual contract for gasoline was issued on March 20 with proposal due April 21st. Proposals are being evaluated.

**VI. FINANCE DEPARTMENT (CONTINUED):**

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

**Other Purchasing Activity:**

- Purchase Order issued for upgrades to Hillcrest Pump Station.
- Contract renewed for granular fertilization and liquid weed control at
- Contract renewed for ambulance billing services.
- Contract renewed for Employee Assistance Program.
- Purchased 5 licenses for Body Camera Software, for Commonwealth Attorney’s Office.
- Updating the emergency contract list for vendors.

**Risk Activity:**

- A citizen claimed injury when his bike hit a large hole at the corner of Lynchburg Avenue and the Boulevard.

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,613  
 Delinquent Notices Sent – 727 or 19.0% with 144 cut off for nonpayment.  
 Set off debt collected for April - \$3,427.22.

**VII. HUMAN RESOURCES DEPARTMENT:**

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

☆ **Advertisements**

<u>Department</u>	<u>Position</u>
Circuit Court	Deputy I

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
EMS Firefighter	193	2,926
Senior Engineering Technician	12	281

☆ **Training**

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

☆ **Miscellaneous**

- The Citizens Government Academy began on April 9, 2015 with on-site department visits to provide participants with a better understanding of City operations and services. The program will continue until June 4, 2015.
- The following new employee orientation sessions were held in April 2015: Robert Brown (Police), Brian Horner (Recreation & Parks) and Todd Flippen (Public Works).
- Administered the written test phase for (11) prospective EMS Firefighter candidates on April 22, 2015.
- Hosted a Virginia Retirement System workshop on April 23, 2015, which provided participants from surrounding localities with a review of retirement plan options, group life insurance, VRS website for employers/employees and legislative updates.
- Co-hosted an IPMA-HR Virginia Chapter central region training event on April 30, 2015. The program covered various employment law topics: Affordable Healthcare Act, FMLA/ADA/Workers Comp, Employees/contractors and employment practices to avoid.

**VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):**

- Completed vendor interviews that resulted in Colonial Life being selected as the vendor to provide Section 125 benefits and services.
- ☆ **Worker’s Compensation**
  - No workers’ compensation injuries/illnesses reported for the month of April 2015.

**VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 70,816 page views in the month of April.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Records Search</li> <li>3. City Employees Login</li> <li>4. Recreation &amp; Parks</li> <li>5. Departments</li> <li>6. Animal Shelter</li> <li>7. Yard Sales</li> <li>8. Police</li> <li>9. Records &amp; Property Tax Maps</li> <li>10. Online Bill Pay</li> <li>11. Sports &amp; Athletics</li> <li>12. Treasurer</li> <li>13. Assessments</li> <li>14. Fire &amp; EMS</li> <li>15. Fort Clifton Festival</li> </ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> <li> France</li> <li> India</li> <li> Germany</li> <li> Russian Federation</li> <li> Brazil</li> </ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> <li> Maryland</li> <li> North Carolina</li> <li> Florida</li> <li> California</li> <li> New York</li> </ul>
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- ☆ Citizens submitted and city staff processed 335 service requests and questions through the “Let Us Know” module during the month of April. The City of Colonial Heights’ Facebook Page now has 3,676 fans and the City’s Twitter account has 539 followers.
- ☆ Proactive Information Management completed 68 hours of IT service and maintenance for City departments this month.
- ☆ IT and GIS Committee members hosted a GIS demonstration for senior staff on April 27, showcasing the progress that has been made with the new system.

**IX. LIBRARY:**

- ☆ The library staff circulated 17,664 titles in April.
- ☆ 280 e-books were downloaded, while 1,084 titles circulated on Kindles. There are now 1,364 residents using the library’s e-book collection.
- ☆ The public computer center was used 2,030 times, while the iPad center was used 156 times.
- ☆ 432 children participated in the Story Time program this month.
- ☆ The library’s meeting rooms were used by 115 groups.
- ☆ 161 residents registered for new library cards, and an average of 533 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In April, the Recreation Division began its Youth Baseball Season - practices started the first week in April and approximately 1,000 people attended Opening Day Ceremonies at Shepherd Stadium on April 18. Staff made preparations for its Sunshine 5K event May 2, as well as the Summer Playground and Summer Sports Camp programs. Staff also completed The City Focus information for the Summer 2015 edition that will hit mailboxes the middle of May. We collaborated with the Library to host the 2<sup>nd</sup> Annual Dia de Los Ninos, Dia de los Libros (Day of the Children, Day of the Books) event on Saturday April 25. The youth track program continues and the Local Track Meet takes place on May 6 with the winners advancing to the District Track Meet in Caroline County on June 6<sup>th</sup>.

Baseball Coach Pitch (ages 6-8)	105	93
Baseball Minor League (ages 9-10)	74	77
Baseball American League (ages 11-12)	39	66
Baseball National League (ages 13-15)	68	56
Baseball Big League (ages 16-18)	12	15
Softball Pee Wee League (ages 9-10)	33	39
Softball Junior League (ages 11-12)	32	39
Softball Senior League (ages 13-15)	26	26
Track and Field Program	24	26
<b>Activities/Programs</b>	<b>2015</b>	<b>2014</b>
Dia de Los Libros	60	46
Belly Dancing	9	4
Karate	14	15
<b>Facility Usage</b>	<b>2015</b>	<b>2014</b>
Community Room Attendance	1,022	937
Community Room Reservations	26	24
Pavilion Attendance	1,350	1,745
Pavilion Reservations	25	33
Field Attendance	4,510	4,690
Field Rentals	76	88
Teen Center Attendance-CHHS Students	77	94
Teen Center Attendance-CHMS Students	239	379



### Parks, Horticulture, Buildings & Grounds

- Maintained baseball/softball and soccer fields as needed
- Opened all Park restrooms and repaired broken water pipes
- Replaced shingles on Park pavilion roves as needed
- Installed new sponsor banner at Shepherd Stadium
- Repaired Soccer Complex concession stand soffit and roof
- Mowed and trimmed grass at all locations as necessary
- Installed K9 pin for Police Department's new search dog to include; concrete pad, kennel fence, dog house and carport shelter
- Installed TV in Communications
- Hung cabinets in Detective's Office
- Replaced timbers at Fort Clifton Park
- Repaired electrical outlets at Fort Clifton Park
- Assisted with City Cleanup at Fort Clifton Park
- Planted Arbor Day tree and installed memorial marker
- Mulched sites for Beatification Committee's Spring Blooms Tour
- Maintained landscaping sites at locations as needed

### Violet Bank Museum

	<u>2015</u>	<u>2014</u>
Attendance	211	270

- Collection work & program preparation

**X. RECREATION & PARKS DEPARTMENT (CONTINUED):**

**AGENCY ON AGING**

<b>Agency on Aging Activities</b>	<b>2015</b>	<b>2014</b>
AARP	29	28
Bingo in Center	48	70
Bowling	164	164
Bridge Party	100	96
Bridge Tournament	80	160
Crochet & Knitting	78	75
Golf at Prince George	120	0
Golf at Fort Lee	480	560
Senior Club Meeting	88	62
Club Board Meeting	12	12
Senior Citizen Dance	126	118
Sing A-Long	62	72
Sing A-Long-CH Health Center	n/a	16
<b>Awareness/Education</b>		
Wednesday Wellness	15	28
Round Table Medicare	24	n/a
<b>Classes</b>		
Beginners Class Oil Painting	n/a	8
Computer Class	9	n/a
Friday Night Painting	26	24
Painting Class Bob Ross Video	6	12
Non instructional painting	32	n/a
Painters Group	42	40
Splash of Color	12	13
Sewing Class	13	19
Tap Class Intermediate & Beginners	99	88
Tap Class Advance	45	114
Quilting Class	36	51
Quilts for Vets	18	15
Watercolor (Monday Mornings)	12	14
Watercolor Faye Henderson Class	40	32
<b>Fitness</b>		
Muscles in Motion	186	213
Strength & Stretch	188	173
Sit & Get Fit Exercises	165	220
Sit Down Chair	78	94
Back & Abs	n/a	23
Tennis	10	5
Yoga	96	65
Walking Group	27	24
Zoomer Boomer	n/a	173
Tai Chi	24	29

<b>Trips</b>		
Charlestown Slots	75	n/a
Southern Women Show	8	n/a
Winery Trip	n/a	13
Quilters Trip	n/a	12
Riverside Theater	24	12
<b>Total</b>	2697	2980

<b>Meals</b>		
Home Del Meals	12	8
Site Meals	96	78
<b>Transportation</b>		
Total Passengers	58	92
Total Trips	531	554
Total Miles	3212	3511
New Riders	6	2
Wheelchairs	16	26
Volunteer Hours	0	10
Donations	\$220.60	\$288.00

## **XI. OFFICE ON YOUTH & HUMAN SERVICES:**

### ➤ **Youth Advisory Council Activities**

- 11 YAC Members Attended April Meeting
- 11 YAC/4 CADRE Members, CHPD, and 4 Adult Volunteers Completed Project Sticker Shock
- 8 YAC Members and Advisor Picked Up Trash on James Avenue for Annual City Wide Clean Up

### ➤ **Youth Service Commission**

- Did not meet this month.

### ➤ **Kids' After School Program**

- School enrollment: Tussing Elementary – 13, Lakeview Elementary – 18, North Elementary – 18, CHMS – 18.
- Each school hosted a field trip to The Bowling Alley.
- Staff: 5, JTCC work-study students-4, VSU work-study students -3.
- Volunteers: Matoaca H.S.- 41, CHHS-3, VSU – 25, community-2

### ➤ **Substance Abuse Prevention Activities**

- 11 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
- Kiwanis Meetings/Board Meeting and Terrific Kids
- Colonial Heights School Board Meeting
- Senior Staff Meeting
- Facilitated Two Day ASIST Training at Virginia Union University for Jr./Sr. Psychology Majors
- Juvenile and Domestic Violence Task Force Meeting
- Community Emergency Response Team – Medical Triage Training
- CSA State Conference
- Family Assessment & Planning Team
- Smart Beginnings/School Readiness
- Positive Parenting Coalition
- Community Policy & Management Team
- CADRE Coalition

### ➤ **Diversion Program Participation**

#### • **Community Service**

14 youth completed 157 hours of Service Learning

#### • **Shoplifting Diversion**

14 youth and a parent attended the Shoplifting Diversion Program

#### • **Case Management**

1 youth and parent received Case Management Services

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

6 Youth Completed 52.5 hours of Community Service

- ✓ Assisted with Fun Day at Colonial Heights Middle School
- ✓ Attended Suicide Community Forum Presented by District 19 Crisis Services, etc.
- ✓ Assisted Fire Department in Providing Juvenile Firesetter Program for One Youth
- ✓ Presented Information for the Citizen's Academy
- ✓ Met with Department of Conservation and Recreation, and Chesterfield Adolescent Reporting Program Director to Plan for Youth Service Corps Summer Program at Pocahontas State Park

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

- ✓ Attended City Council Meeting for Proclamations Recognizing April as “Child Abuse Prevention Month,” “Sexual Assault Awareness Month,” and “Alcohol Awareness Month”
- ✓ Attended Arbor Day Ceremony

**XII. FLEET MAINTENANCE:**

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2015	80	\$40,682.20	11	\$17,422.54
2014	70	\$18,739.17	2	\$ 323.74

The sublet repairs consist of:

Dealer repairs	\$13,204.60
Alignment / frame work	\$3,358.90
Towing	\$427.50
Glass	\$393.56
Tire repair	\$37.98