

CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 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 Fall 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** – Preliminary design has been finalized. Plans submitted to VDOT for review
- **Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)** – Construction has been completed.
- **Dupuy Avenue Modernization, UPC 101287** – Right of Way acquisition in process. To date, eighteen (18) property owners have accepted offers. Negotiations continue with remaining.
- **Lakeview Avenue Modernization, UPC 101288** – Notification letters have been sent to all affected property owners. To date, five (5) property owners have accepted offers. Awaiting responses from remaining.
- **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.

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** – Phase III bid awarded to Southern Construction for \$1,375,386. Construction has commenced.
- **Paving Preservation** – Repaving operations have been completed.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- **Gills Point Section 10** – Plans received on 7/28. Comments sent 9/4.

Right-of-Way Permits

- Issued nine (9) permits and closed three (3) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 71 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (08) locations, responded to (03) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (85) locations and sprayed for weeds/grass at (07) locations.
- Trimmed tree/bushes limbs hanging over street at (08) locations and responded to (03) tree miscellaneous requests.
- Removed a dead tree at (01) location.

Recycling Center

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

Storm Water and Drainage

- Cleaned (49) catch basins, drainage ditch at (07) locations, curb and gutters at (05) locations and responded to (02) miscellaneous drainage requests.
- Placed topsoil in sinkhole at (02) locations and gravel at (06) locations.
- Repaired storm drain basin at (02) locations and a storm sewer pipe at (01) location.
- Repaired grates and installed three braces to storm drain at Charlotte and Meridian Avenues.
- Inspected/cleaned outfalls at (02) locations.
- Placed gravel on shoulder of street at (01) location and in sinkholes at (02) locations.
- Sweeper collected (120.5) cubic yards of debris from (62) locations.
- Concrete Crew repaired/replaced an 8' section and a 5' x 6" section of sidewalk at (02) locations, (60) feet of radius curb at (01) location, (10) feet of Curb and Gutter at (01) location. (59) Feet of Curb and Gutters and an 8' x 10' of a concrete drainage ditch due to Storm Drain repairs at (02) locations.
- Leaf Map was prepared and inserted in the Fall City Focus Newsletter.

Transportation

- Placed Asphalt in (86) potholes, (06) utility cuts, (06) low area, (01) driveway, (02) storm drain cuts, (02) low area in sidewalk, (03) shoulders, (01) new Curb and Gutter and (01) gutter pan.
- Graded gravel area of street on Bruce Avenue, Pickwick Avenue Alley.
- Graded shoulder of street at Roslyn Road at I-95 South Exit Ramp and gravel section of going to Animal Shelter.
- Cleaned and preformed preventive maintenance/repairs on City's vehicles.
- Assisted Parks and Recreation with the removal of a gazebo at Lakeview Park.
- Assisted Traffic Engineering with traffic lights that fell due to an accident at Temple Avenue and Charles Dimmock Parkway.
- Hauled (17) dump truck loads of construction materials from Public Works Complex to Area 6 at Old Landfill to fill low areas and ruts.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (05) sewer backups, flushed sewer line at (01) location and responded to (07) sewer miscellaneous requests.
- Repaired sewer main/lateral at (02) locations.
- Camera sewer line to locate problem area at (06) locations and storm sewer line at (01) location.
- Sprayed for sewer roaches in manhole at (01) location.
- Replaced filter in Air Filtration box, cleaned debris from pumps daily, cleaned exhaust fan vent, motor and accessories at Main Pump Station.
- Exercised generator for proper function, cleaned wet well and replaced batteries in Sensaphone at C&B Pump Station.
- Responded to overflow alarm after hours pulled and cleaned floats, pump down wet well and used flusher truck to remove grease at Conjurers Neck Pump Station.
- Flushed debris from wet and dry wells with flusher truck, exercised generator for proper function and pumped out ground water from dry well at Hrouda Pump Station.
- Removed debris from wet well with flusher truck at Charles Dimmock Pump Station.
- Exercised generator for proper function at Sherwood Hills Pump Station.
- Cut and trimmed grass/weeds around Pump Stations and Water Towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (22) meters, (02) meter boxes, (01) meter top, (02) setters, (02) saddles and responded to (06) water miscellaneous requests.
- Set new meter at (04) locations.
- Pulled meter at (01) location for non-payment.
- Repaired a water service line at (02) locations, main line at (03) locations and meter leak at (01) location.
- Cleaned meter boxes for Utility Billing at (04) locations.
- Responded to discolored water at (03) locations ran Fire Hydrants to clear.
- Placed topsoil around meter box at (01) location.
- Assisted Traffic Engineering with trouble shooting, replacing bulbs in ornamental lights on Boulevard and with traffic lights down due to accident on Temple Avenue.
- Begin Fire Hydrant Flushing Southeast section east of I-95, from Ellerslie Avenue/Yacht Basin Drive south to East Roslyn Road.
- Backflow/Cross Connection Technician conducted (86) surveys, (35) completed and (51) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Miss Utility locating required (188) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The Department of Planning and Community Development had another productive month in the areas of planning, zoning, code enforcement, and building inspections. The department took advantage of training opportunities while still performing daily tasks, working on multiple projects, and providing professional service to our citizens and businesses.
- ☆ The planning and zoning division reviewed two preliminary site plans and one preliminary subdivision plat. The director continued project management on signs for city buildings and wayfinding by working with other city departments. The director has worked with the economic development director by providing zoning and Chesapeake Bay Overlay information pertaining to that departments' projects. The division also continues to review and issue sign, fence, and zoning permits. The director has answered zoning questions and inquiries from citizens and

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

businesses, while reviewing and meeting with consultants regarding the high speed rail station, attended various meetings internally and externally, and performed other various daily tasks. The director attended an all grantee meeting and seminar through HUD in relation to the City being a recipient of CDBG funds. The community/economic development specialist is still working with IT and engineering/public works on layers for GIS while performing database management, daily tasks for building inspections, and working on a citizen outreach project for economic development.

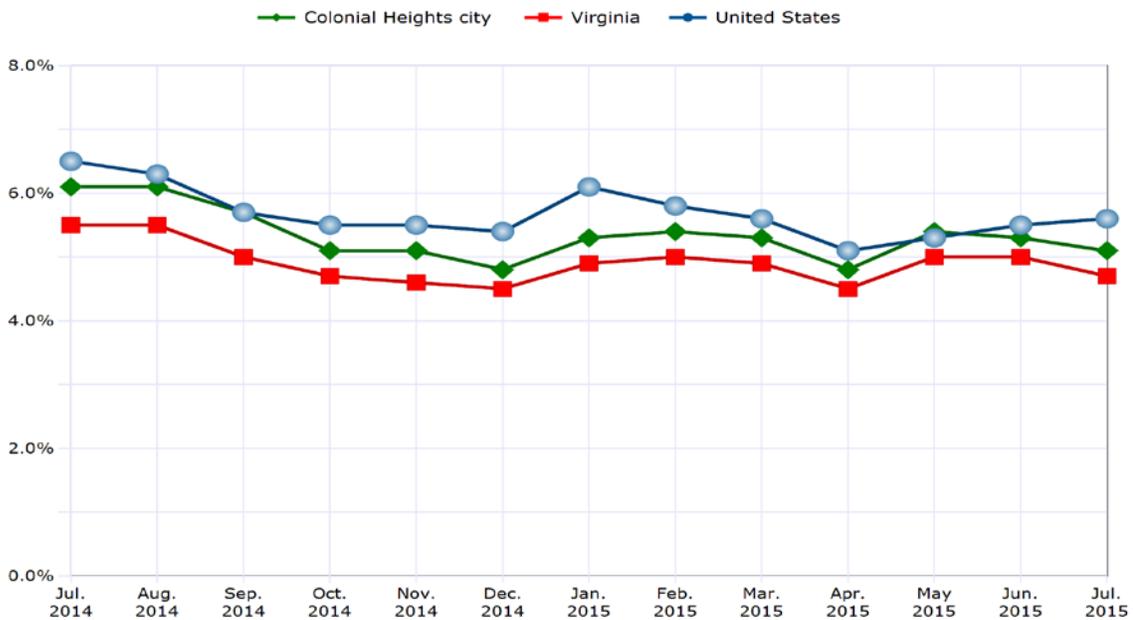
- ☆ The code enforcement division, as seen in the chart below, continues to be proactively enforcing tall grass, inoperable vehicles, and other city property maintenance/zoning violations. As summer is ending, the grass component of the division will decrease. The zoning enforcement will increase in relation to sign violations and investigating violations pertaining to single family residences.
- ☆ The building inspections division had similar numbers in the area of permits and inspections as the previous month. The director and building official will begin preparing a plan on how the division can enhance work performance through electronic devices and evaluate the overall operation of the division. The director and community/economic development specialist completed the Core Course through the Building Academy. The director took the course to gain more knowledge of the overall administrative regulations and duties pertaining to the building official, the permitting process, and work performed by inspectors under the Virginia Uniform Statewide Building Code. The community/economic development specialist took the course to gain knowledge in order to better serve contractors and citizens when seeking information on a project in the office and the permitting process.
- ☆ 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 | 88 | 584 | New Residential | 0 | 4 |
| No Violation Found | 3 | 23 | Cost | \$0 | \$653,000 |
| Compliant | 80 | 392 | Res. Additions/Alterations | 11 | 63 |
| In Progress | 5 | 17 | Cost | \$54,600 | \$640,595 |
| City Enforced - Grass Cut | 32 | 152 | Demolitions | 0 | 3 |
| Total Inspections | 141 | 993 | Cost | \$0 | \$190,802 |
| Inoperable Motor Vehicles | | | Commercial | 7 | 34 |
| Initial Inspections | 33 | 326 | Cost | \$3,127,107 | \$4,512,048 |
| No Violations Found | 3 | 30 | Plumbing | 7 | 73 |
| Compliant | 23 | 242 | Electrical | 9 | 83 |
| In Progress | 7 | 29 | Mechanical | 4 | 42 |
| Vehicles Towed | 7 | 25 | Swimming Pool | 1 | 5 |
| Total Inspections | 56 | 597 | TOTAL PERMITS | 39 | 307 |
| Trailer Violations | | | Building Inspections | | |
| Initial Inspections | 10 | 56 | Residential | 69 | 655 |
| No Violations Found | 1 | 5 | Commercial | 16 | 440 |
| Compliant | 8 | 50 | TOTAL INSPECTIONS | 85 | 1095 |
| In Progress | 1 | 1 | Permits Issued by Zoning | | |
| Total Inspections | 19 | 107 | Fence | 6 | 21 |
| Trash/Debris Violations | | | Signs | 6 | 46 |
| Initial Inspections | 11 | 48 | Zoning | 6 | 8 |
| No Violations Found | 0 | 7 | TOTAL PERMITS | 18 | 75 |
| Compliant | 10 | 22 | Other Activities | | |
| In Progress | 1 | 6 | Water Shut Off/Marked | 0 | 3 |
| Total Inspections | 22 | 89 | Uninhabitable | | |
| Exterior Storage Violations | | | Court Cases | 0 | 2 |
| Initial Inspections | 6 | 30 | | | |
| No Violations Found | 0 | 2 | | | |
| Compliant | 5 | 35 | | | |
| In Progress | 1 | 6 | | | |
| Total Inspections | 12 | 58 | | | |
| Graffiti | | | | | |
| Initial Inspections | 0 | 3 | | | |
| No Violations Found | 0 | 0 | | | |
| Compliant | 0 | 3 | | | |
| In Progress | 0 | 0 | | | |
| Total Inspections | 0 | 6 | | | |
| VA Property Maintenance Code | | | | | |
| Initial Inspectoins | 3 | 37 | | | |
| No Violations Found | 0 | 1 | | | |
| Compliant | 0 | 15 | | | |
| In Progress | 3 | 8 | | | |
| Total Inspections | 6 | 73 | | | |
| Zoning | | | | | |
| Initial Inspections | 0 | 6 | | | |
| No Violations Found | 0 | 3 | | | |
| Compliant | 0 | 0 | | | |
| In Progress | 0 | 3 | | | |
| Total Inspections | 0 | 8 | | | |
| Signs | | | | | |
| Initial Inspections | 3 | 14 | | | |
| No Violations Found | 0 | 0 | | | |
| Compliant | 3 | 14 | | | |
| In Progress | 0 | | | | |
| Total Inspections | 6 | 36 | | | |
| TOTAL INSPECTIONS | 262 | 1967 | | | |

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 June, 2015 per VEC. The numbers always lag one month.

| Labor Force | Employed | Unemployed | Unemployment Rate | Preliminary |
|-------------|----------|------------|-------------------|-------------|
| 8,694 | 8,250 | 444 | 5.1 | No |

- *Chesterfield 4.8 %unemployment
- *City of Hopewell 8.0% unemployment
- *City of Petersburg 10.3% unemployment
- *Dinwiddie 5.8 % unemployment
- *Prince George 5.9 % unemployment

Prospect Activity

| | |
|----------------------------------|---|
| Direct Requests for Information: | 7 |
| Sites/Bldgs. Submitted | 4 |
| Active Projects | 3 |

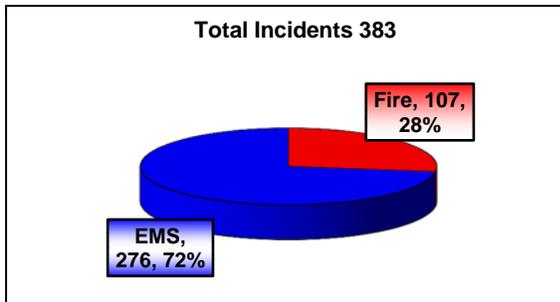
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,974 calls for service during the month of August, 2015. During the same month last year, we responded to 4,091 calls for service—a 3% decrease. We had no reported robberies this month, and two (2) reported in August of 2014—a 100% decrease. We had no reports of aggravated assault this August, with one (1) being reported during the month of August, 2014—a 100% decrease. We had 12 reported burglaries in August, 2014, compared with eight (8) reported during the month of August, 2015, a 50% increase. There were 126 Part I, or serious, crimes reported to the Colonial Heights Police Department in August, 2015. Sixty-seven (67) of those, or 67%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ It is hard to believe that summer is over and we are now transitioning our five officers back into their positions as school resource officers. Those officers have been a great help within Patrol. We are excited that we have completed one of our goals of having a SRO in each of our schools; we appreciate the relationship with our school system as well as with our State representatives who provide us grant opportunities. Overall, it has been a quick but busy month, with officers increasing their productivity with additional traffic enforcement (state grant) as well as an overall increase in arrests.
- ✓ Officer Devin Marks completed his field training and has now been permanently assigned to one of our evening squads. We have also hired certified officer Darrell Aleshire. Both reside in the City of Colonial Heights, which I believe to be a plus—when can employ qualified officers who reside in your City. These two officers spoke of positively impacting their communities, and I am encouraged by their comments. We still have one more opening made available through an SRO grant, and have narrowed down the original applicant pool of 41 certified officers to 17 invitees for testing in September.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a very good month from his personnel. Some of the operational highlights are as follows:
 - Sam’s Club has started hiring off-duty security and officers have made some good arrests involving the illegal possession of large amounts of cigarettes.
 - Master Officer Chris Harris was recognized for a big arrest involving the larceny of lawn equipment that had been pawned, all leading to the recovery of over \$10,000.00 worth of property.
 - Daylight squad handled several motorcycle escorts through the City.
 - Officer Hermon “P. J.” Calhoun was recognized for arresting three individuals for reckless driving and trespassing. He caught them in the act of destroying the green space at Whitebank Park with their four-wheel-drive vehicles.
 - Lt. Steve Groat’s squad was recognized for their due diligence in responding to a burglary in progress at Carlton’s Auto. Their fortitude and keen awareness in searching for suspects led to the arrest of the person responsible.
 - K-9 *Blitz* was utilized seven (7) times this month.
- ✓ Our **Special Operations Unit** initiated 33 new cases, issued 76 traffic summonses, obtained 11 felony warrants, 34 misdemeanor warrants, and served four (4) outstanding warrants. A total of 15 narcotics-related arrests were affected.
- ✓ Special Operations officers participated in the Tri-Cities Strike Force’s joint operation—“Operation Home Check”. Officers conducted 22 unannounced home checks of active probation/parole offenders (mainly sex offenders), which resulted in two (2) arrests and two (2) probation violations.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a good month. Highlights from their reported activities are as follows:
 - All officers completed firearms qualifications.
 - Four (4) newly recruited Auxiliary officers continue their academy training
 - Even though a guilty plea was made in the Brady case, several officers are meeting with our prosecutors in order to prepare evidence to be presented at the sentencing phase of the trial set for September.

IV. POLICE DEPARTMENT (CONTINUED):

- Sgt. Terry Long has completed yearly tow truck inspections.
 - All School Resource Officers have returned to their respective schools.
 - We are pleased to announce a new addition to our Chaplain program as Pastor Michael Cherry has joined our team.
- ✓ Our **Investigations Division** has been assigned 24 new cases for the month, with 10 of those investigations being cleared, as well as two (2) cases from previous months, for a 50% percent clearance rate. Twenty-five (25) concealed weapon permits were processed, and two (2) massage therapist permits were approved. Monthly investigations included an unfounded sexual assault, several residential burglaries, several frauds, identity theft, missing person, theft from automobiles and other fraud-related cases.
- ✓ Overall, we made 356 total arrests, worked 100 crashes, wrote 702 traffic citations, executed 1,272 traffic stops, affected 11 DUI arrests and 32 drug arrests, and issued 59 parking citations.
- ✓ **Officer Hermon “P. J.” Calhoun** was selected as our *Employee of the Month* for July, 2015.
- ✓ During the month of July, an elderly out-of-town visitor was in Colonial Heights house-sitting for her daughter while the daughter was vacationing in Ireland. Apparently, upon returning from Dulles Airport after dropping her daughter off for her flight, the visitor found the air conditioner to be off in the house, so she began to open windows for some air. She spotted a double rainbow in the sky and ran out onto the porch to get a better view and snap a photo. Unfortunately, the door shut and locked behind her, leaving her on the porch without a cell phone, a key or anyone to help. She then spotted Officer Calhoun’s police vehicle conducting a traffic stop and flagged him down, but he appeared to be pulling away. But, fortunately, he turned around, assessed the situation, and was kind enough to not only help her to get back into the house, but also brought in a window air conditioner unit from his own home and installed it for her to keep her cool until repairs could be made a few days later! Ms. Henderson was so very pleased and grateful for his assistance that day. She indicated that she wanted to do something nice for Officer Calhoun and his wife, but he declined, responding that he did “nothing special.”
- ✓ It is this kind of action “above and beyond”, done without hesitation and with humbleness that makes Officer Calhoun a stand-out on our CHPD team. Care and concern of this caliber makes all the difference in the lives of our residents and all of those who visit in our community. His kindness left an indelible mark in the memory of this elderly lady, and she and her family will always view P. J. as their hero.
- ✓ This is not the first time that Officer Calhoun has been commended for a job well done, and there is no doubt there will be more opportunities in the future. He has exhibited extraordinary compassion for his fellow man during his tenure with the Colonial Heights Police Department and is, therefore, most deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 107

(Total Fire Loss \$6,505):

Total Patients transported: 205

(Total EMS incidents 276)

Fire units arrived on scene in less than 9 minutes on 96.7% of emergency incidents.

(Average response time 6:06 minutes)

EMS units arrived on scene in less than 9 minutes on 96.7% of emergency incidents.

(Average response time 5:11 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> | |
| Rubbish/Trash Fire | 2 | Combustible/Flammable | 1 | Good Intent Calls | 30 |
| Building Fire | 2 | Power Line Down | 1 | Public Service | 37 |
| Cooking Fire | 1 | Gas Leak - natural/LP | 2 | False Alarm/False Call | 15 |
| Vehicle Fire | 4 | Arcing, shorted electrical | 2 | Child Seat installation | 6 |
| | | Excessive heat/Scorch Burns | 1 | Smoke detector installation | 2 |
| | | | | Unauthorized Burning | 1 |
| M/A to First Responder Chesterfield EMS | 6 | M/A from Chesterfield Fire | | | 2 |
| M/A to Chesterfield Fire | 2 | | | | |

| EMS Division (number of patients treated) | | | | | |
|--|----|------------------------------------|----|--------------------------------|----|
| Abuse of drug/alcohol | 9 | Endocrine – hypoglycemia | 4 | Neurological problem other | 12 |
| Allergic reaction | 6 | Environment | 2 | OB | 3 |
| Behavioral/psychiatric | 9 | Fever | 1 | Pain | 10 |
| Bleeding | 2 | Gastro Intestinal Problem | 23 | Respiratory – Asthma | 1 |
| Burn | 1 | Hypertension | 6 | Respiratory – COPD | 2 |
| Cardiac Arrest | 3 | Hypotension | 5 | Respiratory – Acute distress | 4 |
| Chest arrhythmia/dysrhythmia | 4 | Infectious Disease | 2 | Respiratory – Bronchospasm | 1 |
| Chest pain | 18 | Injury – various | 68 | Respiratory - Hyperventilation | 1 |
| Cardiovascular problem other | 3 | Malaise | 1 | Respiratory – Other | 6 |
| Congestive Heart Failure | 2 | Neurological – altered mental | 1 | Syncope | 7 |
| Dehydration | 1 | Neurological – stroke/CVA | 4 | Weakness | 16 |
| Epistaxis (Non-traumatic) | 2 | Neurological – TIA | 2 | Other | 20 |
| M/A to Petersburg EMS | 3 | M/A received from Fort Lee EMS | | | 2 |
| M/A to Chesterfield EMS | 1 | M/A received from Chesterfield EMS | | | 1 |
| M/A to Prince George EMS | 1 | | | | |

| EMS Transports (by facility) | | |
|---------------------------------------|------------|-------------|
| Southside Regional Medical Center | 156 | 76.10% |
| John Randolph Medical Center | 19 | 9.27% |
| CJW Medical Center –Chippenham Campus | 16 | 7.80% |
| St. Francis Medical Center | 7 | 3.41% |
| VCU Health Systems | 6 | 2.93% |
| St. Mary’s Hospital Richmond | 1 | 0.49% |
| Total: | 205 | 100% |

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,109

Six alarm citations were processed during August.

Pre-audit schedules and journal entries continue to be prepared in preparation for annual independent audit.

Purchasing – 207 total purchase orders completed with 168 being processed by purchasing and 39 departmental purchases being reviewed as compared to 175 being completed for the same period in 2014. In addition 126 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 15-052102-1042, Engineering Services for Inspection on Water Tanks. Issued on May 6, proposals due on May 21. Purchase Order issued in August.
- Invitation # 15-090920-1045, Pest Control Services. Issued on August 12th, with proposals due on September 9th.

VI. FINANCE DEPARTMENT (CONTINUED):

- Invitation # 15-091002-1046, “On Call” Traffic Engineering Serv. Issued on August 21st, with proposal due September 10th.
- Invitation # 15-091002-1047, Safety Inspection of Highway Structures. Issued on August 28th, with proposal due September 11th.

Other Purchasing Activity:

- New HVAC system purchased for Council Chambers to be installed in Sept.
- Purchase Order issued for re-roofing a portion of the Public Safety Building.
- Quotes received on way finding and government building signs.
- Account set up for Fleet to utilize US Community Pricing.
- Quote issued for January 2016 reassessment notices.

Risk Activity:

- Ornamental light pole on Boulevard/Jackson Ave. destroyed (3rd time)
- Other minor claims.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,628
 Delinquent Notices Sent –826 or 21.7% with 92 cut off for nonpayment.
 \$64.36 set off debt was collected in August. 2015 Total \$6,210.82

VII. HUMAN RESOURCES DEPARTMENT:

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

☆ **Advertisements**

| <u>Department</u> | <u>Position</u> |
|--------------------|---|
| Library | Library Assistant |
| Recreation & Parks | Recreation Supervisor - Teen Center (Part-time) |
| Police | Police Officer (Certified) |

☆ **Applications & Testing**

| <u>Position</u> | <u>Total Applications Received</u> | <u>Total Hits on Job Announcement Page</u> |
|---|------------------------------------|--|
| Library Assistant | 386 | 2,160 |
| Recreation Supervisor - Teen Center (Part-time) | 47 | 440 |
| Police Officer (Certified) | 47 | 389 |

☆ **Training**

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

☆ **Miscellaneous**

- Completed a new employee orientation session for: Elizabeth Thomas (Transportation Coordinator) and Darrell Aleshire (Police Officer - Certified).
- Attended a Leadership Development Conference sponsored by IPMA-HR on August 14-16, 2015.
- An invitation was placed in the City’s quarterly newsletter encouraging residents to apply for the Citizens Government Academy (Fall 2015), which resulted in (8) individuals submitting applications for program. The fall program will begin September 17, 2015.

☆ **Worker’s Compensation**

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

| <u>Date</u> | <u>Department</u> | <u>Description of Injury</u> |
|-------------|-------------------|--|
| 08-15-15 | Fire | Left shin cut during Technical Rescue Training |
| 08-15-15 | Police | Right knee struck while chasing and arresting suspect. |
| 08-24-15 | Fire | Hit left eye on ladder while conducting hose testing. |
| 08-25-15 | Police | Right hip pain from holster/duty belt pressure. |
| 08-31-15 | Utility Billing | Tripped and injured right wrist while grabbing rail for support. |

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, www.colonialheightsva.gov, had 65,692 page views in the month of August.

| | | | | | | |
|--|--|---|---|--|--|---|
| <p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Records Search3. City Employees Login4. Animal Shelter5. Yard Sales Listings6. Departments7. Recreation & Parks8. Police9. Records & Property Tax Maps10. Police11. Online Bill Pay12. Assessments13. City Maps14. Treasurer15. Education & Schools | <p>Top five countries after U.S.:</p> <table border="1"><tr><td> India</td></tr><tr><td> Germany</td></tr><tr><td> France</td></tr><tr><td> Canada</td></tr><tr><td> Philippines</td></tr></table> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> California Maryland District of Columbia New Jersey New York |  India |  Germany |  France |  Canada |  Philippines |
|  India | | | | | | |
|  Germany | | | | | | |
|  France | | | | | | |
|  Canada | | | | | | |
|  Philippines | | | | | | |

- ☆ Citizens submitted and city staff processed 422 service requests and questions through the “Let Us Know” module during the month of August. The City of Colonial Heights’ Facebook Page now has 3,960 fans and the City’s Twitter account has 618 followers.
- ☆ Proactive Information Management completed 61.4 hours of IT service and maintenance for City departments this month.
- ☆ The IT Department continues to participate in training and planning for the City’s GIS implementation.

IX. LIBRARY:

- ☆ The library staff circulated 22,429 titles August.
- ☆ Two hundred and ninety-six e-books were downloaded, while 1,471 titles circulated on Kindles. There are now 1,767 residents using the library’s e-book collection.
- ☆ The public computer center was used 2,012 times, while the iPad center was used 323 times.
- ☆ Two hundred and fifty-one children participated in the Story Time program this month.
- ☆ The library’s meeting rooms were used by 67 groups.
- ☆ One hundred and sixty-three registered for new library cards, and an average of 724 residents used the library each day
- ☆ DUE TO A YEARLY GLOBAL PURGE, THE NUMBER OF NEW LIBRARY PATRONS REGISTERED CANNOT BE CALCULATED.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

The Recreation Department had a very busy August in 2015. Our Adult Softball League completed their end of season tournament the middle of August for all Open and Church Leagues. The Department also hosted its Annual Back to School Festival at the Soccer Complex which also included an outdoor movie night. Staff worked with the City Manager's Office to complete the fall edition of the City Focus and it was mailed to residents the middle of August. Youth Football & Cheerleading programs began the 1st week in August with games starting September 10th. Shepherd Stadium hosted the BIB Tournament the first week in August and we were also notified that Shepherd Stadium has been selected as the host for the 2016 Babe Ruth 14 Year Old Southeast Regional in late July 2016. Staff worked with groups on setting up leagues at Colonial Heights facilities to include a boys Sunday fall ball league at our baseball fields and a fall Disc Golf league taking place at White Bank Park.

Staff has begun efforts on upcoming events to include Halloween in the Park, the Christmas Tree Lighting and the annual Christmas Parade, as well as other fall programs that begin in September.

| Athletics | 2015 | 2014 |
|---------------------------------------|-------------|-------------|
| Adult Softball (Fall League) | 17 teams | 25 teams |
| Adult Softball (Spring/Summer League) | 31 teams | 29 teams |
| Youth Football Registration | 70 | 83 |
| Youth Cheerleading Registration | 59 | 75 |
| Punt, Pass & Kick | 13 | 13 |
| Tennis Lessons | 28 | 28 |
| Girls Fast pitch Fall Ball | 14 | 32 |
| Activities/Programs | 2015 | 2014 |
| Back to School Festival | 635 | 575 |
| Youth Drawing Camp | 5 | 4 |
| Movie Under the Stars | 110 | 80 |
| Karate | 12 | 10 |
| Belly Dancing | 6 | 3 |
| Facility Usage | 2015 | 2014 |
| Community Room Attendance | 1,020 | 1,145 |
| Community Room Reservations | 25 | 30 |
| Pavilion Attendance | 1,940 | 3,160 |
| Pavilion Reservations | 30 | 38 |
| Field Attendance | 9,174 | 6,830 |
| Field Rentals | 50 | 48 |
| Teen Center Attendance-CHHS Students | 33 | 145 |
| Teen Center Attendance-CHMS Students | 61 | 412 |

Parks, Horticulture, Buildings & Grounds

- Cut and cleared overhanging limbs along river walking trail.
- Repaired damaged fence post and rails along river walking trail.
- Installed new split rail fence around dangerous culvert along river walking trail.
- Installed ornamental rock on walking area to overlook on river walking trail.
- Cut and cleared underbrush from amphitheater to restroom at Fort Clifton.
- Cut and cleared overhanging limbs and underbrush on all walking trails at Ft Clifton.
- Provided personal to work BIB tournament.
- Laid out and painted field hockey field and band practice field.
- Laid out and painted football practice field for High School team.
- Laid out and painted football practice fields for recreation teams.
- Provided personnel to work Back to School Night event.
- Removed dangerous roof on pavilion at Lakeview Park.
- Cleaned day lilies out of mulch beds at sites.
- Weeded beds at all sites as needed.
- Mulched sites as needed.
- Trimmed trees and shrubs as needed at sites.
- Installed metal flower bed edging at Animal Shelter and filled flower bed with lava rock.
- Cut down hollies on each side of sign at War Memorial.
- Cleared overlook area on river walking trail.
- Spread pine straw on each side of walkway on river walking trail overlook.

Violet Bank Museum

| | 2015 | 2014 |
|------------|-------------|-------------|
| Attendance | 222 | 388 |

- Fall Program preparation
- Collection rotation & regular duties

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

| Activities | 2015 | 2014 |
|-----------------------------------|------|------|
| Bingo in Center | 52 | 48 |
| Bowling | 325 | 256 |
| Bridge-Party | 64 | 80 |
| Bridge-Tournament | 108 | 104 |
| Computer Help | 17 | n/a |
| Crochet & Knitting | 68 | 72 |
| Golf at Fort Lee | 484 | 496 |
| Golf at Prince George | 260 | n/a |
| Golfer's Board Meeting | 12 | 12 |
| Senior Club Meeting | 105 | 112 |
| Senior Dance | 117 | 126 |
| Sing A-Long | 48 | 56 |
| Sing-a-Long CH Health Care Center | n/a | 14 |
| Senior Club Board Meeting | 12 | 12 |
| Awareness/Education | | |
| Grandparent/Grandchild Workout | 7 | n/a |
| TRIAD Blood Drive | 10 | 17 |
| Blood Pressure Screening | 42 | 32 |
| Classes | | |
| Wilson Bickford Painting DVD | 8 | 8 |
| Painting Class Friday Night | 30 | 22 |
| Painters Group | 32 | 24 |
| Tap Dance-Advance | 30 | 61 |
| Tap Dance-Intermediate | 33 | 47 |
| Splash of Color Workshop | 12 | 14 |
| Sewing Class | 16 | 18 |
| Quilts for Vets | 15 | 14 |
| Quilting | 44 | 42 |
| Watercolor Faye Henderson | 42 | 48 |
| Fitness | | |
| Sit & Let's Get Fit | 206 | 217 |
| Strength & Stretch | 183 | 158 |
| Tai Chi | 40 | 24 |
| Table Tennis | 10 | 10 |
| Yoga | 128 | 66 |
| Water Exercises | 43 | n/a |
| Walking | n/a | 9 |
| Muscles in Motion | 220 | 212 |

| Trips | | |
|--------------------------|------|------|
| Riverside | 13 | n/a |
| Hopewell Lunch and Learn | 8 | n/a |
| Total | 2844 | 2131 |

| Meals | 2015 | 2014 |
|-----------------------|----------|----------|
| Home Del Meals | 14 | 12 |
| Site Meals | 105 | 78 |
| Transportation | | |
| Total Miles | 2302 | 2421 |
| Total Trips | 357 | 489 |
| Wheelchairs | 7 | 45 |
| Volunteer Hours | 10 | 32 |
| Donations | \$369.00 | \$268.00 |
| New Riders | 1 | 3 |

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 8 YAC Members, 3 Guests, 3 Youth Services Commission Members, and Advisor Attended August YAC Meeting
- 2 YAC Members, 5 Visitors, and Advisor Cleaned James Avenue for Adopt-A-Street
- 7 YAC Members and Advisor Volunteered at Back to School Festival
- YAC Welcomed 5 Teens As New Members
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Held monthly meeting; delivered Office on Youth & Human Services Annual Report 2015 to City Council.

➤ **Kids' After School Program**

- Coordinator researched grant opportunities, developed youth Service Corps video, recruited VSU mentors and conducted interviews for VSU work-study, JTCC work-study and KAP support supervisors.

➤ **Substance Abuse Prevention Activities**

- 12 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 and Board Meeting
- Senior Staff Meeting
- Juvenile Services Meeting
- CAAN-DUU Coalition Meeting
- School Board Meeting
- System of Care Committee
- Families First Community Policy & Management Team
- Youth Service Corps debriefing with DCR

➤ **Diversion Program Participation**

• **Community Service**

7 youth completed 75 hours of Service Learning

• **Shoplifting Diversion**

15 youth and a parent attended the Shoplifting Diversion Program

• **Active Parenting of Teens**

2 Parents Registered for Active Parenting

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

2 Youth Completed 9 hours of Community Service

- ✓ Attended Arc GIS Training Provided by ESRI Technical Advisor, Craig Mesimer
- ✓ Ten Teens and One Supervisor, with Four Teens and Two Supervisors from the Chesterfield Adolescent Reporting Program, Completed Youth Service Corps Program at Pocahontas State Park
- ✓ Presented Information on Office on Youth and Community Resources to 30 Parents at CHMS Dream Team Breakfast
- ✓ Youth Service Corps Debrief Meeting with Virginia State Park and Chesterfield Adolescent Reporting Program Staff
- ✓ Virginia LEADS Training in Lynchburg, VA
- ✓ Cheered for Special Olympics Bowling

XII. FLEET MAINTENANCE:

| | <u># Workorders</u> | <u>Total</u> | <u>Sublet</u> | <u>Sublet total</u> |
|------|---------------------|--------------|---------------|---------------------|
| 2015 | 53 | \$9,499.12 | 5 | \$828.31 |
| 2014 | 89 | \$24,250.55 | 8 | \$6,119.43 |

Sublet repairs consist of \$685.81 for alignment and frame work and \$142.50 for towing.