

CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 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*** – Final checklist items are currently being addressed by contractor. Completion date is anticipated late November 2015.
- ***Safe Routes to Schools- Phase 2 (Middle School), UPC 102836*** – Construction plans under review. Start of construction anticipated Q2 CY 2016.
- ***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 are to go out for bid November 2015.
- ***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, sixteen (16) 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 Q2 CY 2016.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – PE has been authorized for this project. Preliminary engineering may be deferred.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Phase IV 90% construction plans submitted to VDOT for review. Discussions over financing with VDOT are ongoing.

Utilities Capital Projects

- ***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. Current contract completion date is August 2016.
- ***Pavement Preservation*** – Resurfacing operations have been completed for FY 2015-2016

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- **Temple Ave Roundabout** – Plans received on 9/29. Review comments sent to VDOT on 10/20.
- **SMRC Preliminary Plat** – Reviewed and comments sent to Scott Davis
- **SMRC Preliminary Site Plan** – Reviewed and comments sent to Scott Davis
- **Gills Point Section 10** – Plans submitted 10/13

Right-of-Way Permits

- Issued thirty-six (36) permits and closed ten (10) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 66 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (06) locations, responded to (02) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (55) locations.
- City's Contractor trimmed, removed and/or grinded stumps at (19) locations throughout the City.
- Trimmed tree/bushes limbs hanging over street at (08) locations and responded to (01) tree miscellaneous request.

Recycling Center

- 420 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials. Applications for Part-time position has been review and emails sent to five potential candidates for interview.

Storm Water and Drainage

- Cleaned (74) catch basins, drainage ditch at (05) locations, curb and gutters at (03) locations, BMP at (03) locations and responded to (08) miscellaneous drainage requests.
- Placed topsoil in sinkhole at (02) locations and gravel at (04) locations.
- Repaired storm drain basin at (02) locations and a storm sewer pipe at (01) location.
- Sweeper collected (24) cubic yards of debris from (02) locations.
- Concrete Crew repaired/replaced (87) feet and a 20' x 28' x 4" section of sidewalk at (02) locations, (05) feet of Curb and Gutter at (01) location and a 13' x 3' x 7" driveway entrance at (01) location. Also, (58) Feet of Curb and Gutters at (04) locations, (42) feet of radius Curb at (01) location, due to Storm Drain repairs.
- Repaired two trip hazards in sidewalk at (01) location.

Transportation

- Placed Asphalt in (97) potholes, (04) utility cuts, (07) low areas, (03) storm drain cut, (01) ramp end of sidewalk and (02) shoulders.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Assisted Purchasing Department organizing the surplus shed and Parks and Recreations unloading a large tarp for the ballfield.
- Removed stump grindings, roots and placed topsoil in area on Forest View Drive after contractor removed tree per Citizen's request.
- Graded gravel area on Lafayette Avenue to allow water to flow and 301 Charles Dimmock Parkway, Animal Shelter driveway entrance with the motor graders.
- Placed one ton of gravel in (05) alleys throughout the City.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (08) sewer backups, flushed sewer line at (06) locations and responded to (01) sewer miscellaneous request.
- Repaired sewer main/lateral at (03) locations.
- Installed sewer cleanout at (02) locations.
- Removed debris from pumps and dry well at Main Pump Station.
- Removed debris from wet well, cleaned all floats and installed a new overload switch with City's Contractor at Conjurers Neck Pump Station.
- Installed a new overload switch with City's Contractor at Hrouda Pump Station.
- Responded to an alarm after hours at Dunlop Farms Pump Stations.
- Assisted City's Contractor installing a new transfer switch on generator at Sherwood Hills Pump Station.
- Conducted Interviews for the Public Works Technician vacant position.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (07) meters, (06) meter boxes, (04) meter tops, (02) setters and responded to (07) water miscellaneous requests.
- Set (02) new meters at (01) location.
- Repaired a water service line at (01) location, main line at (01) location and meter leak at (02) locations.
- Cleaned meter boxes for Utility Billing at (03) locations.
- Continued flushing fire hydrants schedule.
- Raised meter box to grade at (02) locations.
- Placed topsoil around meter box at (02) locations.
- Assisted Traffic Engineering replacing a traffic light at Sherwood Drive and on Temple Avenue at I-95. Re-set a globe on an ornamental street light on Pickwick Avenue.
- Backflow/Cross Connection Technician conducted (82) surveys, (56) completed and (26) incomplete and assisted with Miss Utility locating (40) hours.
- Assisted City's Contractor with visual inspection of inside (03) water tanks.
- 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 (215) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The month of October was very productive but seemed to go by very quickly. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
- ☆ The planning and zoning division reviewed a Special Use Permit application, for the City of Colonial Heights to have two electronic message boards, to offer staff comments for the November Planning Commission meeting. The division also reviewed a preliminary subdivision plat and preliminary site plan regarding Southside Regional Medical Center developing a freestanding emergency department at the corner of Charles Dimmock Parkway and Jennick Drive. The director continued project management on signs for city buildings and wayfinding by presenting options to the City Council during the regular meeting. He also attended a follow-up meeting with the economic development director and economic development stakeholders. In regards to the Tri-Cities Multimodal Train Station, the director gave a presentation to the City Council regarding the ranking of preferred site locations. The division also continues to review sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities. The community/economic development specialist took on an added project until the Assistant Director starts in November by working with Engineering/Public Works on information to draft two Transportation Alternative Program Grants. He still continues to maintain our division's portion of GIS, perform database management, daily tasks for building inspections, and working with the economic development director.
- ☆ The code enforcement division, as seen in the chart below, has finally seen a decrease in tall grass with the month of October officially ending the growing season. The division continues to be proactively enforcing inoperable vehicles, and other city property maintenance and zoning violations. During the inspector's travels, the observation of potential building permit violations have been noted and turned over to the building inspections division. The department is continually transitioning into a team that share information and performs duties across divisions.
- ☆ The building inspections division saw a slight decrease in the number of permits being issued but the number of inspections performed during the month increased over last month. The division will begin to be more proactive in monitoring those performing any type of construction without a permit.
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

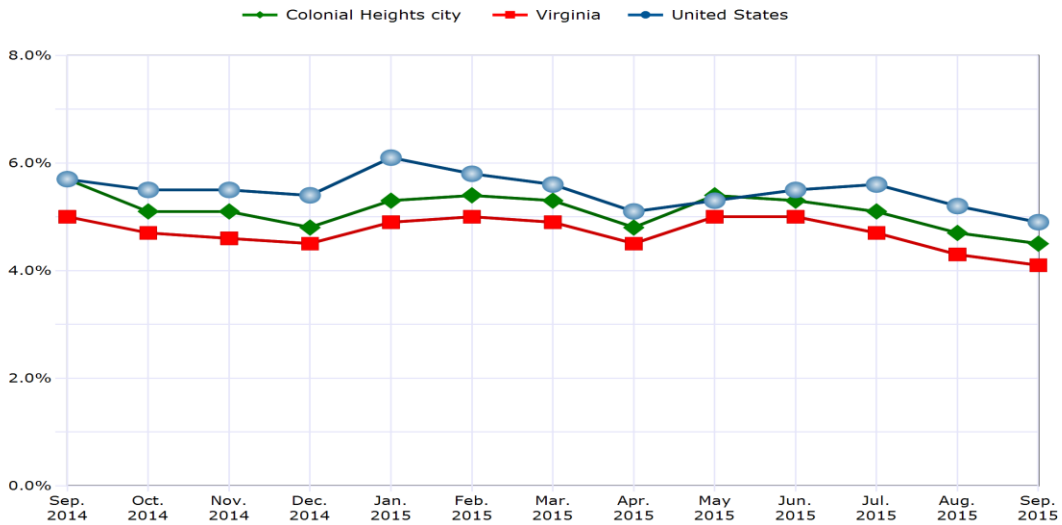
II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	39	747	New Residential	0	4
No Violations Found	0	25	Cost	\$0	\$653,000
Compliant	26	524	Res. Additions/Alterations	9	77
In Progress	0	3	Cost	\$51,700	\$709,160
City Enforced - Grass Cut	13	227	Demolitions	0	4
Total Inspections	65	1242	Cost	\$0	\$192,802
Inoperable Motor Vehicles			Commercial	4	46
Initial Inspections	40	405	Cost	\$1,010,200	\$5,524,748
No Violations Found	3	35	Plumbing	11	95
Compliant	20	279	Electrical	11	110
In Progress	15	22	Mechanical	10	64
Vehicles Towed	2	27	Swimming Pool	0	5
Total Inspections	75	748	TOTAL PERMITS	45	405
Trailer Violations			Building Inspections		
Initial Inspections	15	81	Residential	88	798
No Violations Found	0	7	Commercial	66	549
Compliant	10	63	TOTAL INSPECTIONS	154	1347
In Progress	5	5	Permits issued by Zoning		
Total Inspections	30	155	Fence	3	28
Trash/Debris Violations			Signs	1	49
Initial Inspections	10	69	Zoning	4	15
No Violations Found	2	11	TOTAL PERMITS	8	92
Compliant	6	35	Other Activities		
In Progress	2	3	Water Shut Off/Marked	0	3
Total Inspections	18	127	Uninhabitable	0	2
Exterior Storage Violations			Court Cases	0	2
Initial Inspections	3	34			
No Violations Found	1	3			
Compliant	1	36			
In Progress	1	2			
Total Inspections	5	65			
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 Inspections	1	40			
No Violations Found	0	1			
Compliant	0	15			
In Progress	1	17			
Total Inspections	2	79			
Zoning					
Initial Inspections	1	9			
No Violations Found	0	3			
Compliant	0	2			
In Progress	1	1			
Total Inspections	2	12			
Signs					
Initial Inspections	0	14			
No Violations Found	0	0			
Compliant	0	14			
In Progress	0	0			
Total Inspections	0	36			
TOTAL INSPECTIONS	197	2470			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

**UNEMPLOYMENT 2014/2015
Colonial Heights City**

Unemployment for the past 12 months



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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,500	8,119	381	4.5	No

- *Chesterfield 4.2 %unemployment
- *City of Hopewell 7.2% unemployment
- *City of Petersburg 8.6% unemployment
- *Dinwiddie 5.0 % unemployment
- *Prince George 5.2 % unemployment

Prospect Activity

Direct Requests for Information:	6
Sites/Bldgs. Submitted	1
Active Projects	2

Economic Development Strategic Plan

Second Stakeholder Meeting held October 16th at John Tyler Community College with 26 businesses, education, and community leaders.

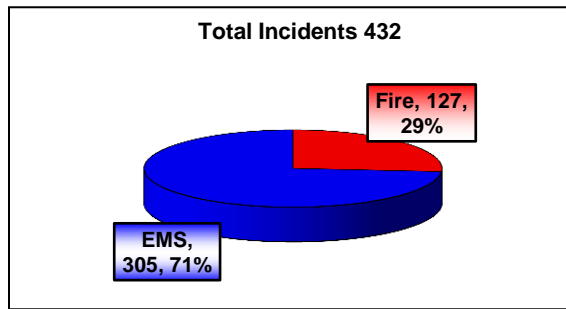
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,758 calls for service during the month of October, 2015. During the same month last year, we responded to 3,856 calls for service—a 3% decrease. We had one (1) reported robbery this month, and three (3) reported in October of 2014—a 67% decrease. We had two (2) reports of aggravated assault this October, with two (2) being reported during the month of October, 2014— no change. We had one (1) reported burglary in October, 2014, compared with two (2) reported during the month of October, 2015, a 100% increase. There were 82 Part I, or serious, crimes reported to the Colonial Heights Police Department in October, 2015. Forty-eight (48) of those, or 59%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ Community policing and community service have been at the forefront of our duties during this past month. We kicked the month off by “Celebrating Safe Communities”, our annual event, to get neighbors out visiting with each other and sharing any concerns with public safety officials as well as our elected officials. We had approximately 22 hosts spread throughout the City and each location was well attended. Our department also took the lead in the “Steak-Out for Charity” at Sagebrush Steakhouse, a fundraiser for Special Olympics, where we partnered with Riverside Regional Jail and waited tables and washed dishes. Several of our officers volunteered their time and helped raise over \$1,500.00. A good time was had by all. We are most proud of our efforts for being involved with the “Make-a-Wish” event that was held in the City for a resident with cerebral palsy. Her dream of getting in a wedding gown and having a horse-drawn carriage ride was achieved. The event received a lot of media attention.
- ✓ We were also recognized by Virginia State University and received a Certificate of Appreciation for our partnership with their School of Sociology and Criminal Justice. We have provided internships and instructions for their students over the years. We also hosted the City’s Citizens Academy, at which time several of my staff spoke on their respective duties and responsibilities and just what we do and how we do it. The group was lively and engaged and asked many good questions.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a good month from his personnel. Some of the operational highlights are as follows:
 - MADD honored Sgt. Robert Helms and Senior Officer Robbie Simmons at their annual dinner in Richmond. Officer Simmons took home “top gun” honors for arresting the most impaired drivers in the Richmond area.
 - K-9 Rose and handler Master Officer Chris Wulff successfully completed the Virginia Work Dog Association training in Roanoke and is now certified.
 - Both Virginia State University’s Homecoming and Halloween night were staffed appropriately and no issues were noted.
 - Animal Control held their annual yard sale and donated over \$800.00 to the local area S.P.C.A.
 - Four new Auxiliary Officers will complete their firearms training in early November and a graduation will be scheduled.
 - K-9 *Blitz* was utilized 11 times this month and several drug arrests were made, both in the City and in Chesterfield County.
- ✓ Our **Special Operations Unit** initiated 45 new cases, issued 48 traffic summonses, obtained 16 felony warrants, 55 misdemeanor warrants, and served four (4) outstanding warrants. A total of 27 narcotics-related arrests were affected.
- ✓ Special Operations officers assisted uniform patrol with VSU’s Homecoming as well as Halloween festivities. Lt. Dann Ferguson made a presentation to the Citizens Academy. Three search warrants were executed during the month; one involved a cell phone and is pending further investigation. The other two (2) involved residences where narcotics were involved and three (3) arrests were made.
- ✓ 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:

IV. POLICE DEPARTMENT (CONTINUED):

- Capt. Newsome attended VSU's public safety recognition event.
 - Four (4) recruit Auxiliary officers continue their academy training
 - All of our School Resource Officers are participating in residency checks.
 - A Child Safety Seat check event was held at Colonial Orthopedics.
 - SRO Scott Whirley took a report of a threatening message left in the boy's restroom; however, the case was cleared by arrest the following day by detectives. This case received much media attention.
 - SRO Dale Waldrop and C.A.D.R.E. conducted a seat belt check of their students and found 94% wore their seatbelts entering the school parking lot. Those were rewarded with candy.
- ✓ Our **Investigations Division** has been assigned 15 new cases for the month, with 11 of those investigations being cleared, as well as one case from the previous month, for an 80% percent clearance rate. Twenty-four (24) concealed weapon permits were processed; three (3) massage therapist permits, one (1) massage clinic permit, and two (2) precious metals permits were approved. Monthly investigations included a sexual assault, burglary, credit card fraud, missing person, a rape, attempted robbery and a few grand larcenies.
- ✓ Investigations Division personnel are to be commended, as they have cleared by arrest some very high profile cases to include the written threat at the middle school, several grand larcenies of iPhone 6's around the mall area, a grand larceny of a ring from the deceased at Small's Funeral Home, as well as the church youth minister who had been sexually assaulting youth from the church.
- ✓ Overall, we made 354 total arrests, worked 104 crashes, wrote 492 traffic citations, executed 957 traffic stops, affected 10 DUI arrests and 59 drug arrests, and issued 76 parking citations.
- ✓ **Career Officer Jeffrey M. Santini** has been selected as our *Employee of the Month* for September, 2015, even though this incident took place in October.
- ✓ In mid-October, C. O. Santini was dispatched to a call for service to assist with an elderly black lady who appeared to be wandering in the area of Meridian and Piedmont Avenues. Ms. Kimberley Miles, who is the Director of the Petersburg Department of Social Services, happened to be driving in that region of our City when she noticed the 88-year-old walking along by herself. When she stopped to see if she could offer assistance, Ms. Thelma Hayes explained that she can no longer drive, so she walks everywhere from her home in Ettrick. That is when Ms. Miles contacted the Police Department and met with Officer Santini.
- ✓ Upon his arrival, Ms. Miles found C. O. Santini to be "extraordinarily reassuring, compassionate, concerned, thoughtful and understanding" towards Ms. Hayes. After gathering the appropriate information, he counseled Ms. Hayes on the dangers of her walking about unattended and unescorted, but did so in a very warm and caring manner. Arrangements were made whereby Ms. Miles would drive the elderly Ms. Hayes back to her home, after which she would then place a follow-up call to the Chesterfield/Colonial Heights Social Services so that they could check on Ms. Hayes more regularly.
- ✓ Jeff Santini has been with our department since 1998. His commitment to this department and to the citizens of this City has been evident throughout his tenure. We are very lucky that he is a member of our CHPD team, and there is no doubt that he will continue to do great things well into the future.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 127

(Total Fire Loss \$0):

Total Patients transported: N/A

(Total EMS incidents 305)

Fire units arrived on scene in less than 9 minutes on 96% of emergency incidents.

(Average response time 5:50 minutes)

EMS units arrived on scene in less than 9 minutes on 98.4% of emergency incidents.

(Average response time 5:15 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Cooking Fire	1	Combustible/Flammable	2	Good Intent Calls	26
Dumpster Fire	2	Power Line Down	1	Public Service	45
		Gas Leak - natural/LP	5	False Alarm/False Call	24
		Arcing, shorted electrical	1	Child Seat installation	5
		Carbon Monoxide	1	Smoke detector installation	2
		Electrical Wiring	1	Unauthorized Burning	3
		Excessive Heat/Scorch Burns	1	Public Fire Education	7
M/A to First Responder Chesterfield EMS	7	M/A from Chesterfield Fire			5
M/A to Chesterfield Fire	2	M/A from Hopewell Fire			1

EMS Division (number of patients treated)

EMS statistics are temporarily unavailable due to a mandated transition of state reporting software. Statistical reporting capabilities will be released from the State in the coming months.

M/A to Petersburg EMS	3	M/A received from Fort Lee EMS	7
		M/A received from Chesterfield EMS	6

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,162

Three alarm citations were processed during October.

Onsite field work for annual independent audit was completed by Brown Edwards.

Purchasing – 192 total purchase orders completed with 156 being processed by purchasing and 36 departmental purchases being reviewed as compared to 206 being completed for the same period in 2014. In addition 139 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 15-091002-1046, “On Call” Traffic Engineering Serv. Issued on August 21st, with proposal received September 10th. Two vendors are in process of being contracted.
- Invitation # 15-091002-1047, Safety Inspection of Highway Structures. Issued on August 28th, with proposal received September 11th. Vendor chosen and contracted.
- Invitation # 15-091102-1048, Pavement Line Markings. Issued on September 16th, with

VI. FINANCE DEPARTMENT (CONTINUED):

proposal due on October 1st. Two vendors are under contract.

- Invitation # 15-102211-1049, George Avenue Sewer Replacement. Issued on October 15th, with proposal due on October 22nd. Low bidder is working on contract documents.

Other Purchasing Activity:

- Purchased front end loader for Public Works,
- Purchase Order issued for the grinding of debris at the landfill.
- Purchased new Firehouse software server
- Additional Christmas banners ordered for the Boulevard.
- Purchased four police vehicles and a sheriff’s vehicle, using competitive quoting.

Risk Activity:

- Met with the VML safety coordinator for recommendation for managing pedestrian safety at the Boulevard undercrossing of the CSX Bridge.
- Minor sign damage by vehicle traveling south on West Roslyn - slid on wet pavement.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,628
 Delinquent Notices Sent – 810 or 21.2% with 183 cut off for nonpayment.
 \$59.23 of debt was collected in October. 2015 Total - \$6,270.05

VII. HUMAN RESOURCES DEPARTMENT:

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

☆ **Advertisements**

<u>Department</u>	<u>Position</u>
Circuit Court	Deputy I
Public Works	Traffic Technician

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Recycling Center Attendant (Part-time)	73	599
Deputy I	181	1,134
Traffic Technician	50	636

☆ **Training**

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

☆ **Miscellaneous**

- Completed a new employee orientation for Ann Moore (Library Assistant) and an exit interview for Jose Benitez (Traffic Technician).
- Attended the annual VML Fall Workshop on October 1, 2015 in Williamsburg, Virginia. The session included information on: Workplace Issues, Light Duty Assignments, Grant/Risk Management Guideline Assessment.
- Participated in the Assistant Director of Planning & Community Development candidate panel interview process on October 2, 2015.
- Attended an IPMA-HR Virginia Chapter HR Director Leadership Conference on October 21-23, 2015. The conference was hosted by the City of Lynchburg and included topics such as: Legal Update/Employment Law & Fair Labor Standards Act, Physical & Financial Fitness Strategies, and HR/Societal Change.
- The annual Local Government & Schools United Way campaign, which was co-hosted by the Human Resources Department and Economic Development Department, held a kick-off event on October 29, 2015.

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):











☆ **Worker’s Compensation**

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
10-01-15	Police	Burn to right palm while pushing generator to back of vehicle.
10-16-15	Fire	Bruised knees from fall down stairs during training exercise.
10-23-15	Fire	Right ankle rolled during training exercise.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 74,545 page views in the month of October.

<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. Recreation & Parks 5. Animal Shelter 6. News Flash 7. Yard Sales 8. Departments 9. Online Bill Pay 10. Police 11. Records & Property Tax Maps 12. Treasurer 13. Library Children’s Programs 14. Assessments 15. City Assessor 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  Russia  India  France  Germany  Canada <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  California  Maryland  Washington  District of Columbia  New Jersey
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- ☆ Citizens submitted and city staff processed 383 service requests and questions through the “Let Us Know” module during the month of October. The City of Colonial Heights’ Facebook Page now has 3,954 fans and the City’s Twitter account has 655 followers.
- ☆ Proactive Information Management completed 82.75 hours of IT service and maintenance for City departments this month.
- ☆ IT staff, along with representatives from Engineering and Fire, presented a demonstration of the City’s new GIS system to City Council on October 20. The IT Administrator and the City Manager’s Executive Assistant also coordinated a presentation by VDOT to City staff on the upcoming Temple Ave Roundabout Project.
- ☆ The IT Administrator continues to work with the City Attorney and Comcast to finalize the City’s Cable Franchise Agreement.

IX. LIBRARY:

- ☆ The library staff circulated 15,014 titles in October.
- ☆ Two hundred and seventy-nine e-books were downloaded, while 1,716 titles circulated on Kindles. There are now 1,053 residents using the library’s e-book collection.
- ☆ The public computer center was used 1,910 times, while the iPad center was used 217 times.
- ☆ Two hundred and sixteen children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 121 groups.
- ☆ One hundred and seventy-six residents registered for new library cards, and an average of 542 residents used the library each day

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In October the Recreation Department took part in the Celebrate Safe Communities Night and held the 15th Annual Halloween in the Park event at Flora Hill Park. Our facilities hosted youth baseball and softball travel team practices, leagues and games, adult softball tournaments and youth soccer fall league play. Youth football and Adult softball leagues are nearing their completion with playoffs ending for both in early November. Registration for youth basketball leagues began in October and practices will begin the beginning of December. Staff completed programming for the winter months, December-February, for inclusion in the winter edition of the City Focus. Staff also continues work on the City Tree Lighting and Santa Workshop event scheduled for Saturday November 28th, as well as the Annual Christmas Parade scheduled for Tuesday December 1st. The Recreation Department also took on a role of assisting the Chamber of Commerce with the 4th Annual Turkey Trot scheduled for Thanksgiving Day, November 26th.

Athletics	2015	2014
Adult Softball (Fall League)	17 teams	29 teams
Youth Football	82	82
Youth Cheerleading	60	75
Girls Fast Pitch Fall Ball	15	31
Tennis Lessons	10	14
Activities/Programs	2015	2014
Afterschool Youth Drawing at Tussing	8	n/a
Halloween in the Park	2,200	1,500
Celebrate Safe Comm. Night	25	50
Karate	22	13
Belly Dance	5	3
Facility Usage	2015	2014
Community Room Attendance	955	1,025
Community Room Reservations	26	26
Pavilion Attendance	1,160	1,255
Pavilion Reservations	22	21
Field Attendance	6,730	2,280
Field Rentals	68	55
Teen Center Attendance-CHHS Students	118	148
Teen Center Attendance-CHMS Students	153	539

Parks, Horticulture, Buildings & Grounds

- Started Shepherd Stadium outfield wall replacement. Removed old wall.
- Cleared area behind Shepherd Stadium wall to facilitate renovation work.
- Delivered and picked up tables and chairs for Community Night Out.
- Cleared shrubs and underbrush from behind 115 Dupuy Ave.
- Delivered and picked up tables to Animal Shelter for yard sale.
- Replaced vandalized plaque at Hargis Point on walking trail.
- Moved boulder, "Friendship Rock", from White Bank Park and placed at Tussing Elementary School.
- Repaired vandalized picnic tables at Rosyln Landing.
- Helped setup and take down for Halloween in the Park.
- Provided manpower for Halloween in the Park.
- Replaced two 55" monitors in lobby of Courthouse.
- Hung bulletin boards in Community Corrections at Courthouse.
- Cut suckers from crepe myrtles at sites.
- Trimmed shrubs as needed at all sites.
- Cut back black-eyed Susie's and annuals from sites.
- Started planting pansies at sites.
- Raked and bagged pine needles at Ft. Clifton to be used at various sites.
- Trimmed back hedges at War Memorial.
- Dug up and removed stumps from beside sign at War Memorial.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

<u>Activities</u>	<u>2015</u>	<u>2014</u>
AARP	22	28
Bingo in Center	48	32
Bowling	268	260
Bridge Party	96	84
Bridge Tournament	132	128
Bonco	31	N/A
Coupons Savings	N/A	11
Computer Class	13	13
Crochet & Knitting	56	104
Exercise Group Breakfast & Luncheon	N/A	31
Golf at Fort Lee & Prince George	680	496
Golfers Meeting	118	126
Golfers Board Meeting	12	14
Senior Club Meeting	72	104
Senior Club Board Meeting	12	12
Senior Citizens Dance	120	118
Sing-A-Long	32	72
Sing-A-Long CH Health Center	N/A	16
<u>Awareness/Education</u>		
Wellness Wednesday	N/A	10
TRIAD	22	16
BP Check	26	N/A
Chick-fil-a Fundraiser	75	N/A
<u>Classes</u>		
Craft Class	22	18
Painters Group	42	35
Valerie Stewart Workshop	72	52
Sewing Class	24	26
Scissor Case Class	N/A	12
Splash of Color	19	18
Tap Class Intermediate	74	72
Tap Class Advance	89	90
Quilt Block	13	N/A
Quilt for Vets	16	18
Quilted Bag	14	N/A
Open Quilting	32	54
Mesh Wreath Class	N/A	8
Watercolor	8	8
Watercolor Faye Henderson Class	48	40
<u>Fitness</u>		
Muscles in Motion	186	198
Strength & Stretch	184	201
Sit Down Exercises	267	290
Yoga	171	72
Tai Chi	32	28
Tennis	3	10
Walking	14	18
Water Aerobics	38	N/A
Zumba	35	N/A

<u>Trips</u>		
Charleston Slots	98	50
Williamsburg Winery	10	N/A
Riverside	26	N/A
Total	3,372	2,993

<u>Meals</u>		
Home Del Meals	15	15
Site Meals	113	111
Bags	12	0
<u>Transportation</u>		
Total Passengers	200	84
Total Trips	371	542
Total Miles	2,107	2,738
Wheelchairs	3	44
Volunteer Hours	14	0
Donations	\$407	\$241.60
New Rides	8	5

Violet Bank Museum

	<u>2014</u>	<u>2015</u>
Attendance	350	546

- Attendance numbers in include 216 daily visitors and 330 attendees for outreach programs to include the 200th Anniversary of the House at Violet Bank.
- There will be a cd on file once editing is completed of live performances recorded during the Bicentennial program; "200 years of Music at Violet Bank".



XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 19 YAC Members, 1 Guest, 2 YSC Reps, and Advisor Attended October YAC Meeting
- 2 YAC Members and Advisor Delivered 12 No Sew Fleece Blankets to CARES
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Held monthly meeting.

➤ **Kids' After School Program**

- Student enrollment: Tussing Elementary- 20, CHMS- 25, Lakeview-15, North-16.
- Staff-9, VSU Work Study-7, JTCC Work Study-3
- Interns: VSU Social Work-9, Criminal Justice-5, JTCC Interns-1.
- Volunteers: VSU-22, Matoaca High School-43, Community-3, CHHS-2.

➤ **Substance Abuse Prevention Activities**

- 7 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
- School Board Meeting
- Food Pantry Board Meeting
- Interagency Prevention Team Meeting
- Truancy Prevention Summit with CHPS Staff
- Domestic Violence Luncheon & Presentation at Ft Lee – Dr. Angelia Riggsbee
- “Cultural and System Level Impact on Prevention” Webinar
- “Trauma Informed Services” Training at Virginia Mentoring Partnership
- Colonial Heights Food Pantry Board of Directors Meeting
- Health Advisory Board Meeting
- Cheered for Special Olympics Bowling
- CADRE Coalition Meeting
- Juvenile and Domestic Violence Task Force Meeting
- CARES Board of Directors Meeting
- Family Assessment & Planning Team
- School Readiness Committee
- Children's Advocacy Center
- Central Virginia Marijuana Prevention Task Force
- Evidenced Based Decision Making

➤ **Diversion Program Participation**

• **Community Service**

11 youth completed 103 hours of Service Learning

• **Shoplifting Diversion**

19 youth and a parent attended the Shoplifting Diversion Program

• **Active Parenting of Teens**

3 Parents Registered for Active Parenting

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

3 Youth Completed 13 hours of Community Service

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

- ✓ Provided “Suicide & Domestic Violence” Training for The James House Volunteer Orientation
- ✓ Proclamation for “Domestic Violence Awareness and Prevention” Month
- ✓ Provided Information for Citizen’s Academy
- ✓ Provided Alcohol Diversion Class for 4 CHHS Students
- ✓ Attended Tri-Cities Regional Domestic Violence Event: “Telling Amy’s Story”
- ✓ Attended “Medicine Management & the Social Worker” presented by Dr. Kia Bentley
- ✓ Volunteered for Halloween in the Park

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2015	72	\$23,970.24	4	\$3,808.96
2014	72	\$28,294.23	1	\$ 254.26

Sublet repairs consist of:

Dealer Repair	\$3,320.32
Glass Replacement	305.16
Tire Repair	183.48