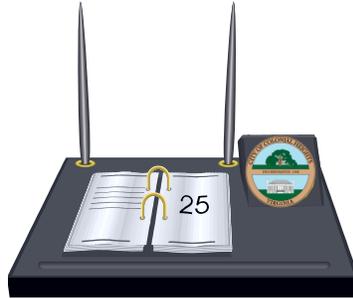


CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2016



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 have been completed.
- **Safe Routes to Schools- Phase 2 (Middle School), UPC 102836** – Preliminary engineering completed. 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 and bids were received on December 11th. Low bid was Shoosmith for \$512,000. Construction to commence Spring 2016.
- **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, twenty-one (21) property owners have accepted offers. Remaining properties who haven't signed agreement being sent to legal consul to acquire right of entry.
- **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

- Southlake IV – Plans submitted 1/20

Right-of-Way Permits

- Issued zero (0) permits and closed two (2) permit for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 73 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (31) locations and responded to (03) dead animal requests.
- Trimmed tree limbs at (01) location, removed tree limbs from City property at (01) location and responded (01) miscellaneous dead tree request.

Recycling Center

- 155 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials. Part-time position interview completed waiting for candidate's background and physical results.

Storm Water and Drainage

- Cleaned (27) catch basins and drainage ditches at (04) locations.
- Repaired storm drain pipes at (03) locations.
- City's crews collected (247) cubic yards of leaves from Areas 1, 2 and 3. For the season (2,788.5) cubic yards.

Transportation

- Placed Asphalt in (14) potholes and responded to (01) miscellaneous asphalt request.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Assisted Police Department with paint spill on East Westover Avenue, cleaned and placed sand on area. Also, responded after hours to a large concrete spill on Conduit Road, cleaned up area.
- City crews placed 150.2 tons of salt and 540 tons of salt/sand mix on streets during snow event from January 22nd to January 28th.
- Utilized City's Contractor, 2-motorgraders and 2-loaders, 245.5 hours removing snow from streets throughout the City.

Wastewater Utility

- Responded to (04) sewer backups and responded to (09) sewer miscellaneous requests.
- Installed a cleanout at (02) locations, repaired a sewer lateral to main at (01) location and spot repaired a sewer lateral at (01) location.
- Camera sewer line after roots were cut from line at (02) locations.
- Flushed sewer main line at (07) locations and flushed drains at the Animal Shelter.
- Removed debris from pumps (04) times, washed down wet well, troubleshoot and replaced motor on the commentator, replaced water seal on pump in dry well. Worked with City's contractor welding by-pass gate at wet well entrance and repaired broken wires to lights in wet well at the Main Pump Station.
- Used flusher truck to clean grease out of wet well at Conjurers Neck Pump Station.
- Responded to an alarm, replaced a blown fuse and worked with City's Electrical Contractor to correct a problem in the control cabinet at Dunlop Farms Pump Station.
- Removed leaves/debris from roof at Hrouda Pump Station.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Used flusher truck to cleaned grease out of wet well, installed new belt on methane pump and greased motor at Charles Dimmock Pump Station.
- Responded to a backup had to pump down wet well to relieve backup at Sherwood Hill Pump Station.
- Assisted with snow removal night shift from January 22nd to January 26th.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (10) meters, (02) meter boxes, (01) setter, (02) pigtails and responded to (03) water miscellaneous requests.
- Repaired meter leak at (01) location.
- Repaired a water main line at (01) location and replaced water service line at (01) location.
- Pulled meter for non-payment and reinstalled after payment for Utility Billing Division at (01) location.
- Cleaned meter box for Utility Billing Division at (01) location.
- Responded to low water pressure at (01) location.
- Repaired (01) Fire Hydrant at Keswick Road and Dover Lane and replaced (01) Fire Hydrant on Lafayette Avenue.
- Tested water at to determine if a leak, all water tested as ground water at (02) locations.
- Placed gravel in Utility cut at (02) locations.
- Turned water off at (01) location due to a water line break on private property.
- Assisted Traffic Engineering troubleshooting traffic loop not responding at Lakeview Avenue and Boulevard.
- Installed heat trace, insulated tank monitoring valve and tubes and replaced two gauges at Southpark Mall Water Tank.
- Installed heat trace and new valve at Sherwood Hill Water Tank.
- Assisted with snow removal day shift from January 22nd to January 26th.
- Backflow/Cross Connection Technician conducted (09) surveys, (04) completed and (05) incomplete and assisted with Miss Utility locating (24) hours.
- 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 to Richmond Lab for testing.
- Miss Utility locating required (207) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ January brings in a new calendar year and with it the monthly report will start with new stats. The month of January is relatively slower in some areas but as usual, 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 began evaluating Dupuy Avenue and Battery Place, specifically behind the courthouse, for future zoning and potential redevelopment opportunities. The director continued project management on signs for city buildings with the library sign and courthouse electronic message board being approved by Council during January. The director obtained guidance from the City Council on drafting new code language and working with the City Attorney on the zoning ordinance referring to trailers, commercial vehicles, and storage containers and to draft language for fee changes that are approximately 20 years old. The assistant director thoroughly reviewed a set of final site plans for the Kroger project and discussed the comments with the director. Both the director and assistant director attended a meeting with Kroger representatives and public works/engineering on the final site plan comments. The assistant director is still working with ProjectHomes to further this year's emergency home repair program through CDBG program funds. The division also continues to review sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.

- ☆ The code enforcement division saw an increase with inoperable vehicles during the month of January. This division continues to be proactive and enforcing city property maintenance and zoning violations. The inspectors continue to be observant of building permit violations and work with the building inspections division to share information.

- ☆ The building inspections division saw an increase in construction plans to review. This month was similar to previous years regarding the number of permits issued and the number of inspections performed by staff.

- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

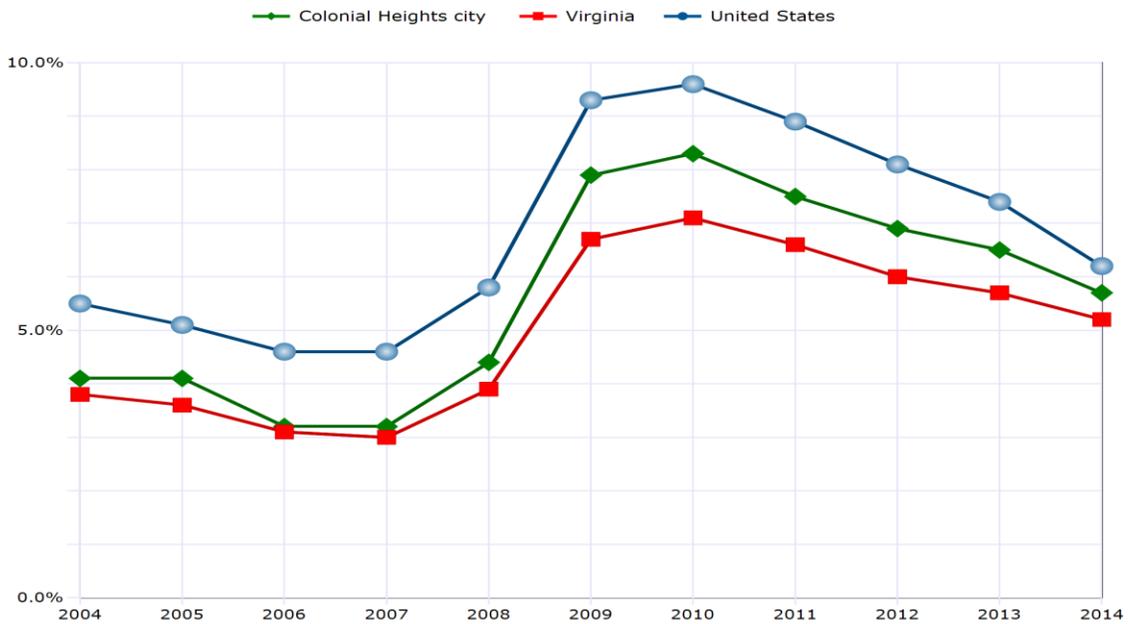
	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	0	0	New Residential	0	0
No Violation Found	0	0	Cost	\$0	\$0
Compliant	0	0	Res. Additions/Alterations	6	6
In Progress	0	0	Cost	\$139,200	\$139,200
City Enforced - Grass Cut	0	0	Demolitions	0	0
Total Inspections	0	0	Cost	\$0	\$0
Inoperable Motor Vehicles			Commercial	2	2
Initial Inspections	51	51	Cost	\$140,000	\$140,000
No Violations Found	0	0	Plumbing	11	11
Compliant	27	27	Electrical	14	14
In Progress	24	24	Mechanical	7	7
Vehicles Towed	2	2	Swimming Pool	0	0
Total Inspections	100	100	TOTAL PERMITS	40	40
Trailer Violations			Building Inspections		
Initial Inspections	10	10	Residential	26	26
No Violations Found	3	3	Commercial	9	9
Compliant	1	1	TOTAL INSPECTIONS	35	35
In Progress	6	6	Permits issued by Zoning		
Total Inspections	17	17	Fence	1	1
Trash/Debris Violations			Signs	6	6
Initial Inspections	7	7	Zoning	3	3
No Violations Found	2	2	TOTAL PERMITS	10	10
Compliant	2	2	Other Activities		
In Progress	3	3	Water Shut Off/Marked	0	0
Total Inspections	12	12	Uninhabitable	0	0
Exterior Storage Violations			Court Cases	0	0
Initial Inspections	4	4			
No Violations Found	0	0			
Compliant	3	3			
In Progress	1	1			
Total Inspections	8	8			
Graffiti					
Initial Inspections	0	0			
No Violations Found	0	0			
Compliant	0	0			
In Progress	0	0			
Total Inspections	0	0			
VA Property Maintenance Code					
Initial Inspections	6	6			
No Violations Found	0	0			
Compliant	0	0			
In Progress	6	6			
Total Inspections	12	12			
Zoning					
Initial Inspections	1	1			
No Violations Found	0	0			
Compliant	0	0			
In Progress	1	1			
Total Inspections	2	2			
Signs					
Initial Inspections	0	0			
No Violations Found	0	0			
Compliant	0	0			
In Progress	0	0			
Total Inspections	0	0			
TOTAL INSPECTIONS	151	151			

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

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,670	8,299	371	4.3	No

- *Chesterfield **3.9 %unemployment**
- *City of Hopewell **6.5% unemployment**
- *City of Petersburg **7.7% unemployment**
- *Dinwiddie **4.7 % unemployment**
- *Prince George **4.9 % unemployment**

Prospect Activity

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

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):



Business Development Activity Summary

Virginia's Gateway Region Board Report
December 2015 - January 2016 Reporting Period

Outreach Activities

	Dec-Jan
Tradeshows	0
Other Business Attraction Programs	1
Business Attraction Appointments	14

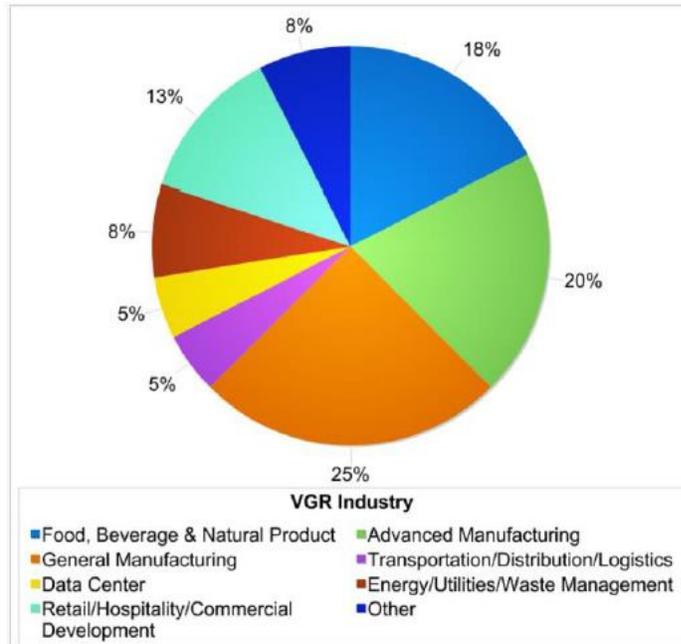
Property Activities

	Dec-Jan
Properties Submitted	2
Prospect Visits	2

New Project Sources

	Dec-Jan
VGR	2
VEDP	1
Total:	3

Active Project Industry Composition



Note: Percentages may not add up to 100% due to rounding.



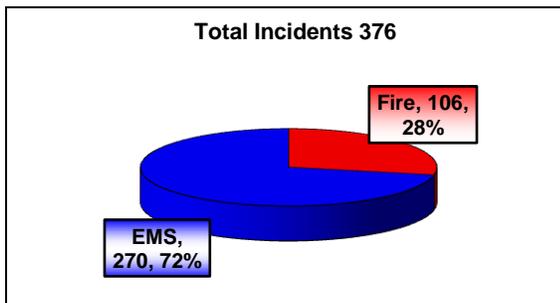
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,518 calls for service during the month of January, 2016. During the same month last year, we responded to 3,587 calls for service—a 2% decrease. We had two (2) reported robberies this month, and two (2) reported in January of 2015—no change. We had three (3) reports of an aggravated assault this January, with one (1) being reported during the month of January, 2015— a 200% increase. We had four (4) reported burglaries in January, 2015, compared with three (3) reported during the month of January, 2016, a 25% decrease. There were 76 Part I, or serious, crimes reported to the Colonial Heights Police Department in January, 2016. Fifty (50) of those, or 66%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The start of the New Year was memorable in that the City experienced a major power outage where all hands were on deck for several hours working busy intersections. Then a major snow storm hit the area, with accumulation that has not been seen for some time. We were blessed that we had no major issues from the storm; however, we were grateful that other city departments allowed us use of their four-wheel-drive vehicles in patrol over several days. As for calls for service in the New Year, we responded to a missing person call, only to find the person deceased in the river. The subject was last known to be fishing in the area, so no foul play was suspected.
- ✓ We are pleased to announce that we have graduated four (4) Auxiliary officers. Leon “Bubba” Hoke, Bradley Watkins, Richard Dickey and Jason Poe were educated and trained in-house, and we look forward to them assisting us and serving the public. We held a very nice graduation ceremony in Council Chambers with a reception following the event, and a nice time was had by all.
- ✓ It is hard to believe that we are coming up on our fourth year of accreditation. I am excited to report that we held a “mock” accreditation in the department during the month. Six members from outside agencies audited our agency and our files. The results were very positive. We will be officially going through the entire process for reaccreditation in the Fall of 2016. Sgt. Terry Long is to be commended for his efforts since he took over this task from Lt. William Anspach as our accreditation manager.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported the following from his personnel. Some of the operational highlights are as follows:
 - A recent 4th Circuit ruling on the use of Taser resulted in our changing wording in our Use of Force policy.
 - Master Officer Chris Harris has done a wonderful job field training newly hired Officer [Bryan] Glinn Drake during the day shift. Bryan has since transitioned onto the night shift for additional training.
 - Career Officer Mike Duncan has returned to duty after incurring a broken bone in his elbow after being assaulted during a call for service.
 - Uniformed patrol did a good job during the snow storm. Needed resources were located and used efficiently.
 - An advertisement for a part-time Animal Control aide has been placed.
 - K-9 Blitz was utilized four (4) times this month.
 - Our bloodhound K-9 Rose responded to a missing person report as well as a call to assist Petersburg with a robbery.
 - Career Officer Jeff Santini handled prisoner extraditions from New York and Pennsylvania during the month.
 - Auxiliary and Sentinel volunteers donated 202 hours during the month.
- ✓ Our **Special Operations Unit** initiated 25 new cases, issued 75 traffic summonses, obtained four (4) felony warrants, 34 misdemeanor warrants, and served seven (7) outstanding warrants. Lt. Dann Ferguson has been out on extended sick leave due to back issues and emergency gall bladder surgery. One case of note was the seizure of 184 cases of illegally obtained cigarettes and \$6,100.00.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a busy month, with all due respect to the weather. Highlights from their reported activities are as follows:
 - Coordinated and set up the Auxiliary graduation.
 - Staff was included in the Chief’s “EBDM” (Evidence-Based Decision Making) team.
 - The mock accreditation was successful.
 - Sixteen found bicycles were donated to a non-profit organization.
 - School Resource Officers assisted patrol when school was closed due to snow.
 - There is one police officer opening. Testing is set for February 10th.
 - Review of all part-time Animal Control aide applications has been completed. Interviews will be scheduled in the near future.
- ✓ Our **Investigations Division** has been assigned 18 new cases for the month, with 11 of those investigations being cleared, as well as three (3) cases from the previous month, for a clearance rate of 78%. Thirty-eight (38) concealed weapon permits were processed; two (2) massage therapist permits and seven (7) precious metal permits were approved. Monthly investigations included various types of fraud, counterfeiting, reckless handling of a firearm, missing person, computer trespass, burglary, suspicious incident and armed robbery. The bureau also conducted compliance checks of all of our pawn shops and noted violations from two of the businesses; citations were issued.
- ✓ Overall, we made 341 total arrests, worked 83 crashes, wrote 474 traffic citations, executed 879 traffic stops, affected 11 DUI arrests and 42 drug arrests, and issued 34 parking citations.
- ✓ **Sr. Officer Robert Simmons** was selected as our *Employee of the Month* for December, 2015. During the past three years, Officer Simmons has had the most DUI arrests in the department. In 2015, he had 36 more arrests than the next highest officer. Robbie not only led the department, but in both 2013 and 2014, he led the region in DUI arrests! Officer Simmons has done a wonderful job in keeping the roadways in Colonial Heights safe from intoxicated drivers. For all of the above reasons, we felt that he is most deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 126

(Total Fire Loss \$4,850):

Total Patients transported: 246

(Total EMS incidents 292)

Fire units arrived on scene in less than 9 minutes on 97.9% of emergency incidents.

(Average response time 5:12 minutes)

EMS units arrived on scene in less than 9 minutes on 92.7% of emergency incidents.

(Average response time 5:38 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Heat from Short Circuit	1	Good Intent Calls	38
Passenger Vehicle Fire	2	Power Line Down	1	Public Service	44
Freight Vehicle Fire	1	Gas Leak - natural/LP	1	False Alarm/False Call	11
		Carbon monoxide	1	Child Seat installation	5
		Overpressure rupture	1	Smoke detector installation	4
				Unauthorized Burning	4
				Knox Box installation	1
M/A First Responder EMS Chesterfield	4	M/A received from Chesterfield Fire			3
M/A Hanover Fire	1				

V. FIRE & EMS DEPARTMENT (CONTINUED):

EMS Division (number of patients treated)					
Abdominal Pain	18	Convulsions/Seizure	8	Pregnancy/Childbirth	3
Allergic Reaction	4	Diabetic Problem	4	Sick Person	26
Assault	1	Falls	24	Stoke/CVA	8
Back Pain	5	Headache	4	Traffic/Transportation Incident	8
Behavioral/Psychiatric	10	Heart Related Problems	4	Traumatic Injury	10
Breathing problems	50	Hemorrhage/Laceration	1	Unconscious/Fainting	23
Cardiac Arrest	5	Medical Alarm	2	Well Person Check	1
Chest Pain/Discomfort	47	Poisoning/Drug Ingestion	2	Other	24
M/A to Fort Lee EMS	1	M/A received from Fort Lee EMS			6
M/A to Petersburg EMS	1	M/A received from Hopewell EMS			1
		M/A received from Chesterfield EMS			3

EMS Transports (by facility)		
Southside Regional Medical Center	200	81.30%
John Randolph Medical Center	19	7.72%
Chippenham Hospital	13	5.28%
VCU Health Systems	4	1.63%
St. Francis Medical Center	4	1.63%
Henrico Doctor's Hospital – Parham	3	1.22%
VAMC Richmond (McGuire)	1	0.41%
St. Mary's Hospital Richmond	1	0.41%
Johnston Willis Hospital	1	0.41%
Total:	246	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,201

No alarm citations were processed during January.

Purchasing – 180 total purchase orders were completed with 130 being processed by purchasing and 50 departmental purchases being reviewed as compared to 230 being completed for the same period in 2015. In addition, 123 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 15-120302-1049, Holly Grove Subdivision Street Repair. Issued November 6th, with proposal received December 10th. Contract documents in review by City Attorney.
- Invitation # 15-121730-1050, Contract For Stone & Sand. Issued on November 25th, with proposal received December 17th. Two vendors were contracted in January.
- Invitation # 16-012702-1051, Audit Services. Issued on December 11, 2015 with proposal received January 27th. Three proposals to be reviewed by Audit Committee.
- Invitation # 16-011502-1052, Annual “On Call” Contract for Environmental Services. Issued on December 16, 2015 with proposal received January 15th. Under departmental review.

Other Purchasing Activity:

- Purchase Orders issued for replacement fences and gates at Shepherd Stadium. Additional renovation quotes issued for brick façade, windows, gutters and etc.
- Purchase Order issued for new Library sign and message board addition at Courthouse.
- Purchase Orders issued for bathroom additions, at Fire Station #1 living quarters.

Risk Activity:

- 3 reported sewer backups and a snow plow damage claim.
- 1 false arrest claim from July 2015.
- 1 leg injury claim from Sept 2015 due to alleged improper covered water meter hole.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,813
 Delinquent Notices Sent – 945 or 26.0% with 126 cut off for nonpayment.
 No collections received November or December - 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 January 2016:

☆ **Advertisements**

<u>Department</u>	<u>Position</u>
Fire & EMS	EMS Firefighter
Fire & EMS	Fire Lieutenant (Promotional)
Fire & EMS (Communications)	Telecommunicator
Police	Animal Control Aide (Part-time)
Recreation & Parks	Recreation Assistant (Part-time)

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Animal Control Aide (Part-time)	192	1,328
EMS Firefighter	200	2,289
Fire Lieutenant (Promotional)	12	222

☆ **Training**

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

☆ **Miscellaneous**

- The Human Resources Department established a Facebook page as an additional resource to communicate information about job opportunities, events and announcements.
- Completed an exit interview session for Christopher Hagler (EMS Firefighter).
- Participated in a Virginia Employment Commission Unemployment Appeals Hearing on January 22, 2016.

☆ **Worker’s Compensation**

- The following workers’ compensation report was filed during the month of January 2016:

Date	Department	Description of Injury
1/25/16	Fire	Slipped on ice and fell on right knee causing pain and abrasion.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 68,653 page views in the month of January.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. City Employees Login 3. Real Estate Records Search 4. Departments 5. Online Bill Pay 6. Animal Shelter 7. Commissioner of the Revenue 8. Business License & Taxes 9. Recreation & Parks 10. Police 11. Records & Property Tax Maps 12. Treasurer 13. Fire & EMS 14. Assessments 15. Tangible Personal Property Tax 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  Russia  Germany  India  Canada  Philippines <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  California  Maryland  Washington  District of Columbia  North Carolina
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VIII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ Citizens submitted and city staff processed 237 service requests and questions through the “Let Us Know” module during the month of January. The City of Colonial Heights’ Facebook Page now has 4,088 fans and the City’s Twitter account has 698 followers.
- ☆ Proactive Information Management completed 68.5 hours of IT service and maintenance for City departments this month.
- ☆ A “City Slogan” contest for all employees was held in January, as part of our new website redesign project. 91 slogans were submitted for consideration..

IX. LIBRARY:

- ☆ The library staff circulated 14,014 titles in January.
- ☆ 259 e-books were downloaded, while 1,987 titles circulated on Kindles. There are now 1,328 residents using the library’s e-book collection.
- ☆ The public computer center was used 1,422 times, while the iPad center was used 135 times.
- ☆ 137 children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 102 groups.
- ☆ 136 residents registered for new library cards, and an average of 466 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of January, staff completed field scheduling for the upcoming spring and summer to include high school practices and games, as well as youth tournaments. Shepherd Stadium will play host to NCAA Division II colleges the last two weekends in February, as well as the VISAA State Championships the middle of May.

We are at the mid-point in our Youth Basketball program with the regular season concluding at the end of February and Playoffs beginning the first week of March. Staff has been preparing for their spring programs to begin including Youth Baseball and Softball leagues and numerous special events.

Athletics	<u>2016</u>	<u>2015</u>
Youth Basketball	260	305
Youth Open Gym Basketball	101	92
Adult Open Gym Basketball	67	74
Youth Wrestling	12	30
Activities/Programs		
Belly Dancing	7	10
Karate	15	17
Facility Usage		
Community Room Attendance	942	1,180
Community Room Reservations	21	28
Teen Center Attendance-CHHS Students	58	59
Teen Center Attendance-CHMS Students	58	347

Parks, Horticulture, Buildings & Grounds

- Replaced broken boards on benches at Floral M Hill Park.
- Removed Christmas lights and decorations from live tree at Courthouse and put in storage.
- Installed security Cameras, cables, and security equipment at Public Safety building.
- Assembled new chairs for Council Chambers at City Hall.
- Painted jail cells at Public Safety building.
- Replaced damaged dog flaps at Animal Shelter.
- Removed broken tree top, cut up, and took to transfer station.
- Blew leaves at Ft Clifton and White Bank.
- Worked with Public Works to remove leaves from Ft Clifton and White Bank.
- Replaced broken boards on picnic tables at White Bank.
- Repaired split rail fence at White Bank.
- Replaced broken boards on walking bridge at White Bank.
- Replaced broken boards and reattached fencing at Legacy Garden site.
- Cut up and removed logs washed by flooding on river walk trail. Took debris to transfer station.
- Removed snow from sidewalks at Courthouse and Community Center.
- Plowed snow from parking lots at Community Center and around Shepherd Stadium.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Parks, Horticulture, Buildings & Grounds

- Spread ice melt on sidewalks at Courthouse, Community Center, Public Safety, City Hall, and Library as needed for snow.
- Cut down fountain grasses at sites and hauled away.
- Trimmed Curly Willow and Hollies at Lakeview Park.
- Spread pine needles in site beds as needed.
- Removed Christmas wreaths from city limits welcome signs and put in storage.
- Removed Christmas lights from trees at Library.
- Trimmed back hedges around parking lot at Library.
- Repaired rutted area at memorial stone for Jamie Sears.
- Replaced damaged timber around bed on Royal Oak Ave.

Violet Bank Museum

	<u>2015</u>	<u>2016</u>
Attendance	159	138

Activities - focus on exhibit and collections.

AGENCY ON AGING

Activities	2016	2015
After Christmas Celebration	n/a	179
Bingo in Center	42	45
Bunco	12	0
Bowling	195	260
Bridge Party	32	64
Bridge Tournament	96	128
Crochet & Knitting	36	48
Golfer Meeting	12	12
Football Challenge	78	65
Tri City Golfers	12	75
Senior Advisory Board	Canceled	12
Senior Club Meeting	63	76
Senior Citizen Dance	0	98
Sing A-Long	14	32
Sing A-Long-CH Health Center	0	13
Awareness/Education	2016	2015
BP Check	31	0
Triad	12	0
Classes	2016	2015
Craft Class	16	14
Computer Class	8	13
Painting Class Gems by James	32	36

Painting Class DVD Valerie Stewart	0	32
Painters Group	16	46
Sewing	6	8
Splash of Color	14	13
Tap Class Intermediate	28	28
Tap Class Advance	50	41
Quilting	46	32
Quilts for Vets	0	6
Watercolor	6	8
Watercolor Class Faye Henderson	32	48
Fitness		
Strength & Stretch	191	189
Sit & Get Fit	197	224
Yoga	99	62
Muscles in Motion	183	216
Tai Chi	17	22
Walking	0	4
Water Aerobic	20	0
Zumba Gold	15	0
Trips		
VA Museum of Fine Arts	11	12
Continental Concert	Canceled	8
Total	1622	2189

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Meals (Donations)	2016	2015
Home Delivered Meals	15	8
Site Meals	112	128
Total		
Transportation		
Total Passengers	129	47
Total Trips	258	391
Total Miles	1391	2664
Wheelchairs	7	29
Volunteer Hours	8	24
New Riders	4	0
Donations	\$223.40	\$173.40

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 15 YAC Members, 2 YSC Reps, 1 Intern, and Advisor Attended January YAC Meeting
- 8 YAC Members and Advisor Completed Quarterly Adopt-a-Street Clean Up on James Avenue
- 2 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Did not meet in the month of January due to City holiday.

➤ **Kids' After School Program**

- Student enrollment: Tussing Elementary – 20; Lakeview Elementary – 16; North Elementary – 18; CHMS- 25.
- Staffing: 9 P/T, VSU Work study – 8, JTCC-1
- VSU Interns-9
- Volunteers- VSU – 3, Matoaca High School-43 CHHS-3' Community-3

➤ **Substance Abuse Prevention Activities**

- Due to snow cancellation, no teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver's licensing ceremony

➤ **Ongoing Monthly Meeting/Trainings**

- Kiwanis Meetings/Board Meeting/Terrific Kids
- Interagency Prevention Team Meeting – 2 new cases, 5 review cases
- Colonial Heights Food Pantry Board Meeting and Boot Camps, Client Intake Training
- Senior Staff Meeting
- Positive Parenting Coalition Meeting
- HOBY VA Board Meeting
- Suicide Prevention Meeting
- Christmas Parade Committee Wrap Up Meeting
- CARES Board Meeting
- Family Assessment & Planning Team
- Childsavers Training
- Evidence Based Decision Making
- Community Coalitions of VA

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

- Families First Advisory Board
- Colonial Heights Multi-Disciplinary Team
- Community Policy & Management Team
- **Diversion Program Participation**
 - **Community Service**
7 youth completed 46 hours of Service Learning
 - **Shoplifting Diversion**
13 youth and a parent attended the Shoplifting Diversion Program
 - **Active Parenting of Teens**
3 Parents Registered for Active Parenting
 - **Miscellaneous Youth Services (Non DJJ)**
2 Youth Completed 15 hours of Community Service
- ✓ Assisted with Point in Time Homeless Count
- ✓ Assisted with Special Olympics Weekly Bowling Practice
- ✓ Assisted Two Teens with Application Submission to Youth Conservation Corp Program
- ✓ Received Walmart Foundation Community Grant of \$1,000 for goLEAD Institute Expenses
- ✓ Assisted with Special Olympics Annual Snowflake Ball

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2016	88	\$21,746.23	6	\$3,906.30
2015	86	\$24,129.98	4	\$1,046.70

Sublet repairs consist of:

Dealer	\$2,769.30
Glass Replacement	\$ 425.30
Alignment	\$ 711.18
Tow	\$ 55.00