

# CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 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 3 (Middle School), UPC 102836** – Preliminary engineering completed. Start of construction anticipated Q3 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** – Bids were received on December 11<sup>th</sup>. Low bid was Shoosmith for \$512,000. Construction has commenced.
- **Dupuy Avenue Modernization, UPC 101287** – Right of Way acquisition in process. To date, twenty-one (21) property owners have accepted offers. Certificates of take were submitted to the circuit court for 14 properties who haven't signed agreements. City has obtained right of entry to begin utility relocation.
- **Lakeview Avenue Modernization, UPC 101288** – Notification letters have been sent to all affected property owners. To date, sixteen (16) property owners have accepted offers. Deeds have been revised and sent to property owners.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – City preparing bid package for solicitation. Advertisement for construction bids anticipated Q3 CY 2016.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – PE has been authorized for this project. Project proposals have been sent to on-call consultants.
- **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 Improvements – Roundabout Project – Plan review comments were sent on 3/31.

---

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

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

---

## **OPERATIONS AND MAINTENANCE**

---

### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 81 locations.
- Performed preventative maintenance - 4 locations.

---

### **Vegetation**

- Removed litter from (17) locations and responded to (03) dead animal requests.
- Cut and trimmed (15) locations and sprayed for high grass/weeds at (01) location.
- Removed trees at (02) locations and trimmed limbs at (02) locations preparing for grass cutting season.
- Trimmed tree limbs at (02) locations, removed tree limbs dumped on City property at (01) locations and responded (01) miscellaneous dead tree request.
- Removed leaves from alley behind 2033 Boulevard.
- Assisted Park and Recreations removing sand donated by a citizen to White Bank Park.

---

### **Recycling Center**

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

---

### **Storm Water and Drainage**

- Cleaned (36) catch basins/curb inlets, drainage ditch at (04) locations, curb and gutters at (01) location and responded to (07) drainage miscellaneous request.
- Inspected/took pictures of BMP's at (11) locations and cleaned an outfall at (01) location.
- Repaired catch basin at (01) location, storm water manhole lid at (01) location and a drainage pipe at (01) location.
- Removed/installed new DI-1 inlet and grate at (01) location.
- Placed gravel in drainage ditch (01) location and in sink holes at (03) locations.
- Placed topsoil/grass seed where drainage repairs were made at (05) locations.
- Concrete Crew repaired/replaced a 7' x 6" section of sidewalk at (01) location, 63' of sidewalk at (01) location and 3' of Curb and Gutter at (01) location.
- Sweeper collected (104) cubic yards of debris from (24) locations.

---

### **Transportation**

- Placed Asphalt in (87) potholes, (12) utility cuts, (04) shoulders, (01) driveway, (04) low area, (01) Storm Sewer cut, (02) sidewalks, (04) valley gutters and responded to (01) miscellaneous asphalt request.
- Placed (14) tons of gravel in alleys at (05) locations and graded gravel area at Roslyn Landing Park.
- Cleaned and preformed preventive maintenance/repairs on City's vehicles.
- Assisted Police/Fire Department after hours with accident debris on Temple Avenue at I-95 cleaned area and on Ellerslie Avenue with closing road at Boulevard and at Dale Avenue due to an accident. Also, an oil spill on Wildwood Avenue, placed sand on area.
- Responded to an oil stain citizen request on Biltmore Drive, placed Bio Clean on stain to remove.
- Removed (08) dump truck loads of construction debris from Public Works Complex to area six at the Old Landfill and graded area.
- City crews placed 43.4 tons of salt on streets during snow event on March 4<sup>th</sup>.

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

---

### **Wastewater Utility**

- Responded to (07) sewer backups and responded to (04) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (02) locations.
- Flushed sewer main line at (03) locations and flushed drains at the Animal Shelter.
- Sprayed for sewer roaches at (02) locations.
- Removed debris from pumps (04) times and assisted Gale Welding installing a new gate for flow diversion at the Main Pump Station.
- Used flusher truck to clean grease out of wet well at Conjurers Neck Pump Station.
- Used flusher truck to cleaned grease out of wet well, cleaned floats and pumps at Charles Dimmock Pump Station.
- Repaired driveway entrance washout areas with backhoe at C&B Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- Assisted with snow event on March 4<sup>th</sup> clearing City's sidewalks and parking lots.

---

### **Water Utility**

- Replaced (20) meters, (03) meter boxes, (02) setters, (01) pigtail and responded to (03) water miscellaneous requests.
- Repaired a water service line at (01) location and meter leaking at (02) locations.
- Raised meter box at (02) locations, replaced meter top at (04) locations and aligned meter at (02) locations.
- Pulled meter for non-payment Utility Billing Division at (01) location.
- Cleaned meter box for Utility Billing Division at (09) locations.
- Meter tested by Chesterfield County, meter in good working condition at (01) location.
- Replaced a Fire Hydrant on Piedmont Avenue at Boulevard and posted water cutoff notices.
- Fire Hydrant flow test performed at (01) location.
- Replaced water valve cover at (01) location and reset cover at (01) location.
- Turned water off at (02) locations due to a water line break on private property.
- Placed topsoil and grass seed where repairs were made at (01) location.
- Checked water tanks levels at Sherwood Hills and Shepherd Stadium during Appomattox River Water Authority water line flushing.
- Backflow/Cross Connection Technician conducted (67) surveys, (07) completed and (60) incomplete and assisted with Miss Utility locating (08) hours.
- 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 (241) man-hours.
- Superintendent and Waterworks Distribution Technician attended a seminar on Revised Total Chloroform rules for water sampling at John Tyler Community College.

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

- ☆ The month of March brought some warmer weather and with it came contractors and residents seeking various types of permits. 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 director continued project management on signs for city buildings, specifically the library sign and courthouse electronic message board. The director has investigated a few zoning cases related to single family dwellings during the month. The planning and zoning division is continuing to evaluate Dupuy Avenue and Battery Place (primarily the assistant director in more detail), specifically behind the courthouse, for future zoning and potential redevelopment opportunities. The assistant director in coordination with ProjectHomes has awarded work to commence on at least four residences related to the emergency home repair program that is funded by CDBG program funds. Kelly is also reviewing other localities in Virginia relative to zoning regulations for farmer's markets with the hopes that our locality will allow this use type. 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 overall increase in total inspections during the month of February. There was a noticeable increase in violations regarding trash and debris. 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 inspections and building permits issued during the month. 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):

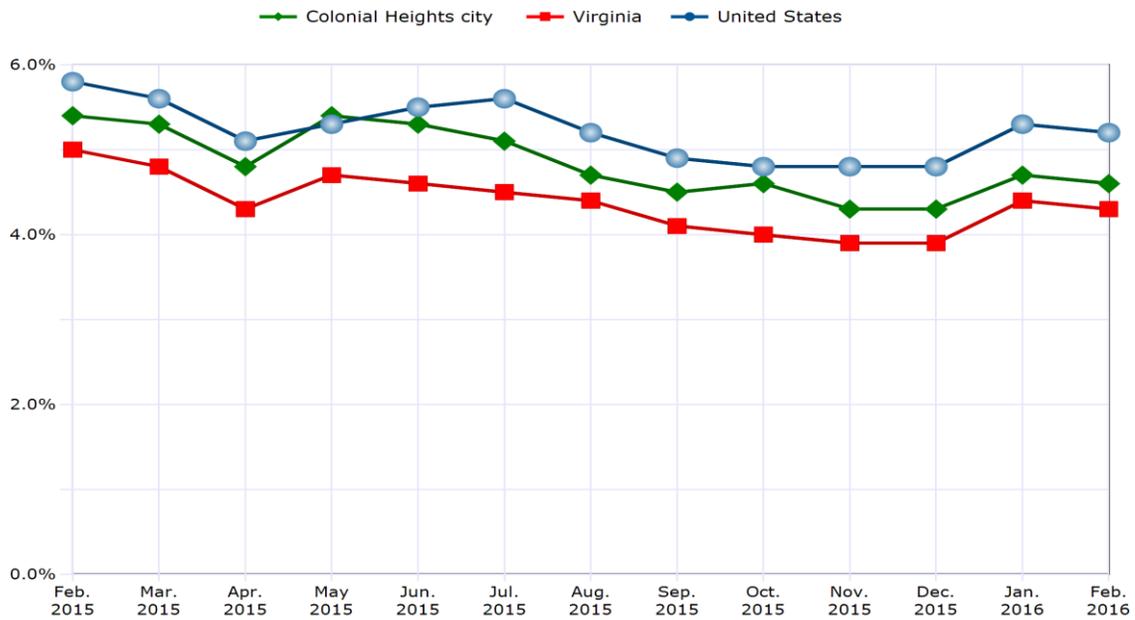
	Month	YTD		Month	YTD
<b>Code Enforcement</b>			<b>Building Permits</b>		
<b>Tall Grass</b>			<b>Permits</b>		
Initial Inspections	2	3	New Residential	0	0
No Violation Found	0	0	Cost	\$0	\$ -
Compliant	1	1	Res. Additions/Alterations	15	26
In Progress	1	1	Cost	\$118,850	\$ 287,850
City Enforced - Grass Cut	0	0	Demolitions	1	2
Total Inspections	4	6	Cost	\$1,000	\$ 15,000
<b>Inoperable Motor Vehicles</b>			Commercial	7	16
Initial Inspections	34	119	Cost	\$176,077	\$ 616,357
No Violations Found	0	1	Plumbing	11	28
Compliant	17	58	Electrical	20	46
In Progress	17	18	Mechanical	12	33
Vehicles Towed	2	6	Swimming Pool	1	1
Total Inspections	66	231	<b>TOTAL PERMITS</b>	<b>67</b>	<b>152</b>
<b>Trailer Violations</b>			<b>Building Inspections</b>		
Initial Inspections	13	32	Residential	107	186
No Violations Found	2	5	Commercial	103	185
Compliant	5	10	<b>TOTAL INSPECTIONS</b>	<b>210</b>	<b>371</b>
In Progress	6	6	<b>Permits issued by Zoning</b>		
Total Inspections	24	59	Fence	9	10
<b>Trash/Debris Violations</b>			Signs	6	13
Initial Inspections	30	37	Zoning	13	19
No Violations Found	1	4	<b>TOTAL PERMITS</b>	<b>28</b>	<b>42</b>
Compliant	21	26	<b>Other Activities</b>		
In Progress	8	9	Water Shut Off/Marked	0	0
Total Inspections	59	70	Uninhabitable		
<b>Exterior Storage Violations</b>			Court Cases	0	0
Initial Inspections	15	19			
No Violations Found	0	1			
Compliant	10	18			
In Progress	5	6			
Total Inspections	30	37			
<b>Graffiti</b>					
Initial Inspections	1	1			
No Violations Found	0	0			
Compliant	0	0			
In Progress	1	1			
Total Inspections	2	2			
<b>VA Property Maintenance Code</b>					
Initial Inspections	9	23			
No Violations Found	0	1			
Compliant	1	3			
In Progress	8	13			
Total Inspections	18	45			
<b>Zoning</b>					
Initial Inspections	2	3			
No Violations Found	0	0			
Compliant	1	1			
In Progress	1	2			
Total Inspections	4	6			
<b>Signs</b>					
Initial Inspections	9	11			
No Violations Found	0	0			
Compliant	6	8			
In Progress	3	3			
Total Inspections	18	22			
<b>TOTAL INSPECTIONS</b>	<b>225</b>	<b>478</b>			

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

## UNEMPLOYMENT 2015/2015

### 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 February, 2016 per VEC. The numbers always lag one month.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,886	8,477	409	<b>4.6</b>	No

- \*Chesterfield                      **3.9 %unemployment**
- \*City of Hopewell                **6.6% unemployment**
- \*City of Petersburg              **8.0% unemployment**
- \*Dinwiddie                        **5.0 % unemployment**
- \*Prince George                    **4.9 % unemployment**

### Prospect Activity

Direct Requests for Information:	5
Sites/Bldgs. Submitted	3
Active Projects	3

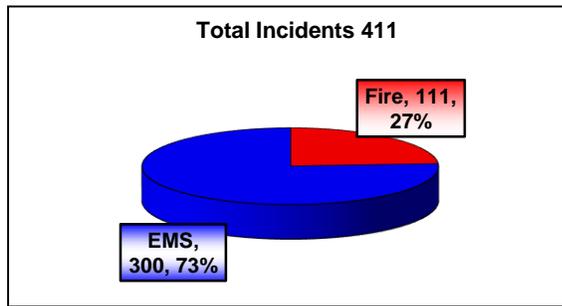
#### **IV. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,605 calls for service during the month of March, 2016. During the same month last year, we responded to 3,615 calls for service—no change. We had no reported robberies this month, and one (1) reported in March of 2015—a 100% decrease. We had three (3) reports of aggravated assault this March, with none being reported during the month of March, 2015— a 300% increase. We had four (4) reported burglaries in March, 2016, compared with three (3) reported during the month of March, 2015—a 33% increase. There were 72 Part I, or serious, crimes reported to the Colonial Heights Police Department in March, 2016. Sixty (60) of those, or 83%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ “Change is the law of life. And those who look only to the past or present are certain to miss the future”.  
–John F. Kennedy
- ✓ Change is in the air, and it will be until after all promotion processes are completed. Congratulations are in order for newly promoted Captains, William “Billy” Anspach and Dann Ferguson. Captain Anspach has been tasked with the responsibilities of uniform patrol, while Captain Ferguson has been tasked with our Investigations Division. As many know, both truly deserve this, as they have earned these appointments. I have one lieutenant and one sergeant position to fill and have received letters of interest and resumes from four (4) candidates for lieutenant and 16 for sergeant.
- ✓ Unfortunately, we experienced a traffic crash that resulted in the fatality of a city resident. Our Major Accident Traffic Enforcement Team was called out, and their investigation revealed the deceased driver was at fault, as he crossed into a blind area off Bermuda at Eilerslie Avenue when he was impacted in his driver-side door area. The resident was identified as Randy Lawson, 60 years of age.
- ✓ We also made some significant arrests that received media attention. One involved a person who was caught on camera burglarizing a residence. Another involved a juvenile disrupting CiCi’s Pizza by cursing and knocking food down—all intentional while being filmed by a friend. We also had the occasion to capture three subjects from Washington, D.C. and Maryland for passing counterfeit bills throughout the SouthPark Mall area.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
  - Officer Darrel Aleshire made a traffic stop and arrested the driver for felony possession of cocaine with the intent to distribute and also seized \$150.00.
  - Field training for newly hired Officer [Bryan] Glinn Drake continues on the night shift. He should be released in April.
  - Master Officer Bob Clark continues his good work by capturing two females that were committing numerous credit card frauds at Outback Steak House.
  - Senior Officer Robbie Simmons was involved in a brief vehicle pursuit that entered the City of Petersburg. The driver was arrested for DUI, possession of cocaine and possession of heroin and marijuana.
  - Officer P. J. Calhoun made a possession of marijuana with the intent to distribute arrest in the parking lot of Cook Out.
  - Twenty-five (25) iPods were reportedly stolen from Wal-Mart. This exact type of crime has occurred in several jurisdictions in the area.
  - Sr. Officer Adam Brandeberry and his wife, Ashley, welcomed a beautiful baby girl, Briar, to their family.
  - Career Officer Jeff Santini and Master Officer Travis Karr traveled to St. Paul, Minnesota, for an extradition.
  - Auxiliary and Sentinel volunteers donated 381 hours during the month.
- ✓ The **Law Enforcement Services Division**, commanded by Capt. Wayne Newsome, also reported his division as having a busy month. Highlights from their reported activities are as follows:

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

- New hire, Recruit Jacob Miller, has started his training at the Crater Criminal Justice Training Academy. Jacob was formerly a Corporal at Riverside Regional Jail.
  - New hire, certified officer Micaulay Fable, will begin his employment with us in mid-April. He comes to us from Chesterfield County Sheriff's Office.
  - A Neighborhood Watch start-up meeting was held in Conjurers Neck.
  - School Resource Officers at Tussing, North and Lakeview, and the Middle School had their respective schools participate in the statewide tornado drill.
  - The Colonial Heights High School alarm system was tested.
  - The City curfew education program has been completed.
  - Sherwood Hills Neighborhood Watch met with their residents and our staff during the month.
- ✓ Our **Investigations Division**, Commanded by Captain Dann Ferguson, reported a solid but busy month. Some of the division highlights include:
- Master Det. Thad Johnson was seeking indictments for an individual for sexual assault.
  - Master Det. Johnson arrested individuals for credit card fraud at SouthPark Mall.
  - Investigation of a missing person was unfounded, as the subject wished no contact from his immediate family.
  - Master Det. Roger Santini cleared up several residential burglaries, as mentioned previously. However, Roger is obtaining petitions for a sexual assault against a minor by a juvenile.
  - Master Det. Jason Chimera made numerous counterfeiting arrests, engaging the U. S. Secret Service in his case. Jason is also working a case where numerous shots were fired into an apartment at Lakeview. The suspected target has since moved and was allegedly involved in gang activity.
  - Senior Officer Kyle Sexton solved the disorderly conduct case at Ci Ci's and petitions will be sought. Kyle also handled 11 concealed weapon permits and is working on two (2) background checks for Communications.
- ✓ Overall, we made 356 total arrests, worked 91 crashes, wrote 411 traffic citations, executed 798 traffic stops, affected 11 DUI arrests and 33 drug arrests, and issued 40 parking citations.
- ✓ **Master Detective Thad Johnson** had a very busy February and was rightfully selected as our Employee of the Month. During the month, Thad was assigned the investigation of two reported armed robberies and several burglaries. These are very difficult cases to make arrests within days of the incidents being reported.
- ✓ The first case was an armed robbery reported at a business located in the north end of the Boulevard in which the employee (the "victim") reported the incident and gave a vague description of the suspect. The "victim" was very convincing; however, through careful investigation, Master Detective Johnson determined that the "victim" had falsely reported the incident and gave a full confession that he himself had been stealing from the company for months. Some of the stolen items were recovered, but others had already been resold or melted down.
- ✓ The second incident involved a burglary at Johnson's Cleaners in which entry was made through the roof of the building. The only area disturbed during the burglary was a deposit bag that was stolen from the office, which indicated a current or former employee may be involved. Thad's thorough investigation revealed that indeed an employee had recently been fired from the business. Several days later, the disgruntled employee was observed committing a traffic violation, during which time several stolen items from the burglary were discovered in the contents of her vehicle. Detective Johnson's carefully crafted interview resulted in a full confession as well as the disclosure of her co-conspirator, who was also arrested.
- ✓ Detective Johnson always manages to juggle many tasks and accomplish many goals. As a result of his tenacity, hard work and dedication, three criminals were arrested and future crimes were prevented. He continually contributes to the overall mission of the department and more than deserves to be selected as our *Employee of the Month*.

**V. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 111**

(Total Fire Loss \$74,705):

**Total Patients transported: 233**

(Total EMS incidents 300)

*Fire units arrived on scene in less than 9 minutes on 90% of emergency incidents. (Average response time 5:44 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97% of emergency incidents. (Average response time 5:24 minutes)*

**Fire Division(number of incidents):**

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	3	Gasoline/Flammable Liquid	1	Good Intent Calls	23
Passenger Vehicle Fire	2	Power Line Down	1	Public Service	27
Mobile Property Vehicle Fire	1	Gas Leak - natural/LP	2	False Alarm/False Call	9
Brush Fire	6	Building or structure collapse	1	Child Seat installation	7
Rubbish Fire	1			Smoke detector installation	6
Fire (other)	1			Assist Invalid	17
				Knox Box installation	3
M/A First Responder EMS Chesterfield	3	M/A received from Chesterfield Fire	4		
M/A given to Hopewell Fire	1				
M/A given to Chesterfield Fire	4				

**EMS Division (number of patients treated)**

Abdominal Pain	15	Cardiac Arrest	2	Poisoning/Drug Ingestion	2
Airmedical Transport	1	Chest Pain/Discomfort	38	Sick Person	21
Allergic Reaction	3	Convulsions/Seizure	9	Stoke/CVA	6
Animal Bite	3	Falls	23	Traffic/Transportation Incident	10
Assault	3	Headache	8	Traumatic Injury	14
Back Pain	4	Heart Related Problems	4	Unconscious/Fainting	28
Behavioral/Psychiatric	9	Hemorrhage/Laceration	4	Unknown/Person Down	6
Breathing problems	45	Medical Alarm	2	Other	22
		M/A received from Fort Lee EMS	4		
		M/A received from Prince George EMS	1		
		M/A received from Chesterfield EMS	2		

**EMS Transports (by facility)**

Southside Regional Medical Center	171	73.39%
Chippenham Hospital	26	11.16%
John Randolph Medical Center	17	7.30%
VCU Health Systems	9	3.86%
St. Francis Medical Center	4	1.72%
Johnston Willis Hospital	2	.86%
St. Mary Hospital Richmond	2	.86%
VAMC Richmond (McGuire)	2	.86%
<b>Total:</b>	<b>233</b>	<b>100%</b>

## **VI. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,217

Four alarm citations were processed during March.

**Purchasing** – 251 total purchase orders were completed with 185 being processed by purchasing and 66 departmental purchases being reviewed as compared to 211 being completed for the same period in 2015. In addition 118 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. Purchase Order issued.
- Invitation # 16-012702-1051, Audit Services. Issued on December 11, 2015 with proposal received January 27th. Audit Committee selected Firm which has been notified.
- Invitation # 16-011502-1052, Annual “On Call” Contract for Environmental Services. Issued on December 16, 2015 with proposal received January 15th. Negotiations for two vendors for hourly rates are ongoing.

### **Other Purchasing Activity:**

- Purchase Order issued for the sanitary manhole replacement at Hillcrest Avenue.
- Purchased “Welcome to Colonial Heights” banners, for the Boulevard.
- Purchased grant funded cargo trailer for the Fire Department.
- Attended meeting with other purchasing agents involved the Radio Project.
- Purchase Order issued for the brick façade on Shepherd Stadium

### **Risk Activity:**

- Two minor claims for car damage from falling tree limb and claim that hard & unsafe water killed 10 household fish.
- Main electrical fire panel for fire compression system at Violet Bank was not working and had been hit by lighting.

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,784

Delinquent Notices Sent –625 or 17.2% with 147 cut off for nonpayment.

\$198.37 Set-off Debt Collections received for March.

## **VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of March 2016:

### ☆ **Advertisements**

#### **Department**

Finance

#### **Position**

Meter Reader (Internal/Promotional Opportunity)

### **Applications & Testing**

#### **Position**

Meter Reader (Internal/Promotional)

#### **Total Applications**

##### **Received**

3

#### **Total Hits on Job**

##### **Announcement Page**

55

### ☆ **Training**

- Employees continue to complete required ICS and VML University training courses as needed.

### ☆ **Miscellaneous**

- The following employees completed an exit interview/separation process: William Early (Police Captain) and Jeffrey Lewis (EMS Firefighter).
- The third annual Citizens Government Academy began on March 31, 2016. The eight week program will provide participants with an overview of the operations and services associated with each department.

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

- Attended the annual IPMA-HR Virginia Chapter spring conference, which included topics on: Proposed FLSA Overtime Regulation, Health Care Reform, Government Affairs Update, and VRS Review.
- Participated in a Family Medical Leave Act (FMLA) webinar that provided a general review and update on provisions of the law.

☆ **Worker’s Compensation**

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

Date	Department	Description of Injury
03/15/16	Police	Left ankle strain during ASP training class.
03/15/16	Fire	Hit top of head on board causing laceration.
03/20/16	Fire	Slipped on steps during fire causing left elbow pain.
03/29/16	Fire	Right bicep tear while lifting oxygen cylinder.

**VIII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 64,488 page views in the month of March.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Records Search</li> <li>3. City Employees Login</li> <li>4. Recreation &amp; Parks</li> <li>5. Animal Shelter</li> <li>6. Departments</li> <li>7. Police</li> <li>8. Records &amp; Property Tax Maps</li> <li>9. Online Bill Pay</li> <li>10. Sports &amp; Athletics</li> <li>11. Yard Sales</li> <li>12. Assessments</li> <li>13. Treasurer</li> <li>14. Fire &amp; EMS</li> <li>15. Library Children’s Programs</li> </ol>	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> <li> India</li> <li> Germany</li> <li> Canada</li> <li> Philippines</li> <li> Pakistan</li> </ul> <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> <li> Maryland</li> <li> Pennsylvania</li> <li> Washington</li> <li> North Carolina</li> <li> New Jersey</li> </ul>
--	--

- ☆ Citizens submitted and city staff processed 297 service requests and questions through the “Let Us Know” module during the month of March. The City of Colonial Heights’ Facebook Page now has 4,125 fans and the City’s Twitter account has 735 followers.
- ☆ Proactive Information Management completed 74 hours of IT service and maintenance for City departments this month.
- ☆ VDOT hosted two public information meetings on the upcoming I-95 Temple Avenue Roundabout project, as part of our continuing citizen communication effort:
  - Southpark Mall Management Presentation – March 7
  - Colonial Heights Chamber of Commerce Presentation – March 15
- ☆ IT staff visited two municipalities, Prince George and Petersburg, to research Case Management software programs for the Commonwealth’s Attorney’s office as they prepare to upgrade their system.

## IX. LIBRARY:

- ☆ The library staff circulated 13,613 titles in March.
- ☆ 216 e-books were downloaded, while 1,891 e-books circulated on Kindles. There are now 2,107 residents using the library's e-book collection.
- ☆ The public computer center was used 1,723 times, while the iPad center was used 193 times.
- ☆ 276 children participated in the Story Time program.
- ☆ The library's meeting rooms were used by 119 groups.
- ☆ There were 141 registrations for new library cards, and an average of 457 residents used the library each day.

## X. RECREATION & PARKS DEPARTMENT:

### Recreation Division

In the month of March, the Recreation Department completed its Youth Basketball League playoffs and Championship games, held Youth Baseball/Softball registration, evaluations and team drafts, as well as hosted baseball tournaments on its fields including the Top Gun Sports "King of the Mountain" tournament with 30 teams playing. The Shepherd Stadium project continues with painting and fence/gate replacement almost completed; brick work will begin in April.

Staff continues to work on upcoming events including the Fort Clifton Festival and has started work on the Summer edition of The City Focus that should hit mailboxes the middle of May.

<b>Athletics</b>	<b>2016</b>	<b>2015</b>
Youth Basketball Registration	260	305
Adult Softball Teams	25	31
Track and Field Program	15	22
<b>Baseball/Softball Registration</b>		
Youth Baseball (ages 4-5) - Rookie	45	55
Youth Baseball (ages 6-8) - Coach Pitch	130	105
Youth Baseball (ages 9-10) - Minor	61	73
Youth Baseball (ages 11-12) - American	48	39
Youth Baseball (ages 13-15) - National	36	68
Youth Baseball (ages 16-18) - Big League	5	9
Youth Softball (ages 9-10) - Angels	28	33
Youth Softball (ages 11-12) - Ponytails	24	32
Youth Softball (ages 13-15) - Belles	28	26
<b>Activities/Programs</b>	<b>2016</b>	<b>2015</b>
Spring Break Camp	21	5
Teen Flashlight Hunt	25	24
Zumba	8	n/a
Belly Dancing	10	10
Karate	13	16

### Parks, Horticulture, Buildings & Grounds

- Laid out and painted soccer field at Middle School Stadium for High School games.
- Dragged and lined baseball and softball fields as needed for practice and games.
- Repaired broken fence at Conjurers Dr. historical site.
- Repaired broken cables on dugouts in Shepherd Stadium.
- Removed old speakers and speaker cable from Shepherd Stadium grandstand for renovation work.
- Removed all fencing and crossbars at top of Shepherd Stadium grandstand for renovation work.
- Removed Shepherd Stadium sign from front of Shepherd Stadium grandstand for renovation work.
- Installed fence cap on outfield wall of Shepherd Stadium.
- De-winterized and turned water on at all Park bathrooms. Cleaned and reopened bathrooms for summer.
- Pulled video cable and installed video cameras at Public Safety.
- Replaced nonfunctioning AC unit in mechanical room at Public Safety.
- Power washed floors in dog runs at Animal Shelter.
- Replaced nine nonfunctioning GFI receptacles at Ft Clifton Park.
- Provided manpower for Roslyn Trail cleanup.
- Inspected and tightened loose bolts on Floral M. Hill playground equipment.
- Replaced flower bed edging at City Hall to incorporate new sign in flower bed.
- Cleaned flower beds at all sites.
- Trimmed holly trees at Library.
- Trimmed butterfly bushes at Ft Clifton and War

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

### Recreation Division (Continued)

Facility Usage	2016	2015
Community Room Attendance	1,110	1,150
Community Room Reservations	25	28
Pavilion Attendance	1,039	375
Pavilion Reservations	14	6
Field Attendance	6,070	11,320
Field Reservations	50	48
Teen Center Attendance-CHHS Students	10	79
Teen Center Attendance-CHMS Students	8	298

### Parks, Horticulture, Buildings & Grounds (Continued)

- Pruned knock-out roses at all sites as needed.
- Mulched flower beds as needed.
- Cut back liriope at sites as needed.



## AGENCY ON AGING

Activities	2016	2015
Advisory Board Meeting	8	9
Bingo in Senior Center	45	60
Bowling	320	329
Bridge Party	68	64
Bridge Tournament	124	120
Crochet & Knitting	59	68
Golfers Board Meeting	12	12
Golfers Meeting	124	128
Lunch at Captain Toms	n/a	12
Senior Club Meeting	72	68
Senior Club Board Meeting	11	n/a
Senior Citizens Dance	114	112
Sing A Long	32	52
Sing A Long CH Health Care Center	0	12
St. Patty's Day Contest	n/a	25
Tri-City Golf Board Meeting	12	12
Tri City Golf Members Meeting	78	42
<b>Awareness/Education</b>		
TRIAD	23	21
Blood Pressure	30	24

Meals	2016	2015
Home Deliver Meals	16	15
Site Meals	138	132
<b>Transportation</b>		
Total Passengers	48	60
Total Trips	408	462
Total Miles	2272	2973
Wheelchairs	11	16
Volunteers Hours	49	84
Donations	\$400.00	\$228.60
<b>*5 New Passengers</b>		

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

**AGENCY ON AGING**

<b>Classes</b>		
BUNCO	46	n/a
Bob Ross Video Painting Class	n/a	12
Computer Class	17	18
Line Dance	49	n/a
Friday Open painting	n/a	40
Gems by James	25	38
Pocketbook Class	n/a	4
Painter Group	48	52
Splash of Color	13	18
Tap Class Advance	53	99
Sewing Class	8	18
Tap Class Intermediate	47	69
Quilts for Vets	12	13
Quilting Class	14	42
Watercolor Class Monday	n/a	14
Watercolor Class Faye Henderson	25	38
<b>Fitness</b>		
Strength & Stretch	367	206
Sit Down Exercises	289	253
Yoga	141	108
Tai Chi	23	23
Muscles in Motion	219	199
Water Aerobics	54	n/a
Walking	18	7
Zumba Gold	18	n/a
<b>Trips</b>		
Williamsburg Outlet	14	n/a
Ariel Yoga Trip	8	n/a
<b>Total</b>	<b>2640</b>	<b>2446</b>

<b>Violet Bank Museum</b>		
	<u>2015</u>	<u>2016</u>
Attendance	283	410
<ul style="list-style-type: none"> <li>• On-site attendance – 260</li> <li>• One Outreach Program – 150</li> <li>• Hosted Sons of Confederate Veterans program</li> <li>• Activities: collections, exhibit work, archiving, inventory and spring cleaning</li> </ul>		

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

➤ **Youth Advisory Council Activities**

- 12 YAC Members, 2 YSC Representatives, and YAC Advisor Attended March YAC Meeting
- 14 YAC Members, 2 YSC Representatives, 58 Participants, and YAC Advisor Made 189 T-Shirt Dog Toys for the CHHS Volunteer-a-thon
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Did not meet this month.

➤ **Kids' After School Program**

**Student enrollment:** Tussing Elementary-20; Lakeview Elementary-16; North Elementary-18; CHMS-25

**Traings:** Early Intervention Certification-VCU, Case Management (6hrs.), VSU Mentor training, VAFP Conference(8hrs.), Positive Parenting Institute(4 hrs.).

**Staff:** VSU work study-8, JTCC work study-1, VSU Interns- 9.

**Volunteers:** VSU-6, Matoaca High School – 43, CHHS-3, Community-3

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

➤ **Substance Abuse Prevention Activities**

- 2 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 –8 review cases
- Colonial Heights Food Pantry Board Meeting
- Positive Parenting Coalition Meeting
- Positive Parenting Institute – Dr. Kristen Jamison
- Suicide Prevention Meeting
- Family Preservation Conference – Trauma Informed Treatment
- CADRE Coalition
- CARES Board Meeting
- Colonial Heights School Board Meeting
- Family Assessment and Planning Team
- School Readiness
- VSU Social Work Advisory Board
- Reach for Reading
- Families First
- CPMT
- Children’s Advocacy Center committee
- Community Coalitions of VA Evidence Based Decision Making Committees

➤ **Diversion Program Participation**

• **Community Service**

7 youth completed 78 hours of Service Learning

• **Shoplifting Diversion**

22 youth and a parent attended the Shoplifting Diversion Program

• **Active Parenting of Teens**

No Parents are Currently Participating in “Active Parenting”

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

No Youth Completed hours of Community Service

- ✓ Presented Shoplifting Diversion Program to 188 CHMS students in 6<sup>th</sup> grade
- ✓ Community Service teens assembled 3 no-sew fleece blankets and 61 dog toys
- ✓ Participated in Women’s Leadership Initiative for “Read Across America Day”
- ✓ Assisted with Special Olympics Bowling
- ✓ Presented Alcohol Prevention Program to 46 students in 8<sup>th</sup> grade at CHMS
- ✓ Presented Office on Youth Information at CHMS Career Day to 48 Students
- ✓ Attended Annual Chamber of Commerce Dinner
- ✓ Assisted with FOLAR Clean Up Day
- ✓ Visited Lighthouse Behavioral Health Center with 4 VSU Interns and Supervisor

**XII. FLEET MAINTENANCE:**

	<b><u># Workorders</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
2016	86	\$31,905.51	11	\$4,965.51
2015	90	\$30,261.31	12	\$4,725.65

## **XII. FLEET MAINTENANCE (CONTINUED):**

Sublet repairs consist of:

Dealer Repair	\$1,235.98
Misc.	\$2,487.30
Alignment	\$377.90
Tire Repair	\$173.49
Towing	\$270.00
Glass Replacement	\$420.84

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

	<u>Sublet</u>	<u>Total</u>
2010/11	\$6,667.11	\$186,067.29
2011/12	\$11,652.03	\$214,704.30
2012/13	\$13,375.38	\$193,044.04
2013/14	\$13,077.67	\$178,613.49
2014/15	\$28,145.08	\$232,176.85
2015/16	\$26,054.05	\$188,813.54