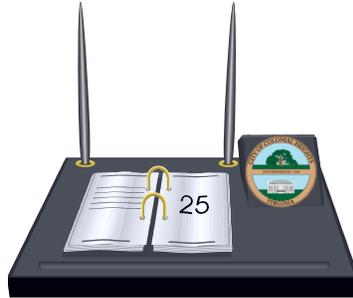


CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2016



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*** – 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 to be submitted Early May
- ***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.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- Southlake – Plans submitted on 4/15.
- Kroger – Plan submitted on 4/29.

Right-of-Way Permits

- Issued four (4) permits and closed zero (0) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 61 locations.
- Performed preventative maintenance - 4 locations.
- **Pavement Markings** – Working on plan for FY 2016-2017 roadways.

Vegetation

- Removed litter from (04) locations and responded to (04) dead animal requests.
- Cut and trimmed (50) locations and sprayed for high grass/weeds at (10) locations.
- Removed a tree at (01) locations and trimmed limbs at (02) locations.
- Removed tree limbs dumped on City property at (02) locations and responded (01) miscellaneous dead tree request.
- Vegetation and Storm Water Crews attended the Equipment Show in North Carolina.
- Assisted with Adopt-A-Roadway event on April 30, 2016.

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 (77) catch basins/curb inlets, drainage ditch at (04) locations, drainage pipe at (01) location, curb and gutters at (01) location and responded to (05) drainage miscellaneous requests.
- Yearly Outfall Report at (53) locations and cleaned an outfall at (01) location.
- Repaired a storm sewer pipe at (01) location and a drop Inlet at (01) location.
- Placed topsoil/grass seed where drainage repairs were made at (02) locations.
- Concrete Crew repaired/replaced (43.5) feet of Curb and Gutter at (07) locations, (22.5) feet at (03) locations due to Storm Drain repairs and a gutter pan due to Utilities repairs.
- Placed concrete in a sinkhole at (01) location, no visible problem with sewer line or storm drain.
- Used mini excavator to move pedestrian pole and to extend the sidewalk. Tied rebar in forms, poured a concrete slab and footing at 661 Southpark Boulevard.
- Responded to an oil spill on White Oak Court, placed a set of 3' sock boom in gutter to catch oil and checked Curb Inlet no oil was found.
- Sweeper collected (38) cubic yards of debris from (22) locations.

Transportation

- Placed Asphalt in (148) potholes, (06) utility cuts, (03) shoulders, (02) driveways, (13) low areas, (01) Storm Sewer cut, (02) sinkholes, (01) gutter pan, (01) in front of new concrete Curb and Gutter, (01) valley gutter, (01) seam in street on Stratford Drive from Conduit Road to dead end, and responded to (03) miscellaneous asphalt requests.
- Placed (01) tons of gravel in alley at (01) location, (03) tons of gravel in sinkholes at (03) locations and graded gravel area in alley behind Jefferson Avenue.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Assisted Parks and Recreation digging out and around Shepard Stadium for new brick work and cut asphalt where trench for electrical wires will be installed.
- Repaired safety fence at the drainage pipe on Swift Creek Lane.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (08) sewer backups and responded to (06) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (05) locations.
- Repaired sewer main at (02) locations.
- Installed sewer cleanout at (03) locations.
- Flushed sewer main line at (08) locations.
- Sprayed for sewer roaches at (01) location.
- Removed debris from pumps (02) times at the Main Pump Station.
- Used flusher truck to clean grease out of wet well at Conjurers Neck Pump Station.
- Replaced bulb and photo eye on light over wet-well and work with Petersburg while their force main was begin repaired by keeping level down with septic pump in truck at C&B Pump Station.
- Responded to smoke in area found generator running at Sherwood Hills Pump Station.
- Started cutting grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (17) meters, set a new meter at (01) location, replaced a meter box at (01) location and responded to (03) water miscellaneous requests.
- Repaired a water service line at (01) location, and a main water line at (01) location and repaired meter leaking at (10) locations.
- Turned water off at (03) locations due to a water line break on private property.
- Flushed hydrant at (01) location due to discolored water.
- Backflow/Cross Connection Technician conducted (84) surveys, (20) completed and (64) incomplete.
- 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.
- Water Quality 2015 Report completed and posted on the web.
- Miss Utility locating required (297) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The month of April was a very productive month in all divisions and the warmer weather probably contributed to the increase in building permits, zoning permits, and of course the season for grass maintenance. 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 continues to investigate zoning cases and issue zoning permits related to building permits. The planning and zoning division had the first meeting with the Southern Gateway Land Use Committee to share a preliminary assessment of Dupuy Avenue, Chesterfield Avenue, and Battery Place for future zoning and potential redevelopment opportunities. The planning and zoning division completed regulations to allow for private farmers markets and will be drafting code recommendations for City Council to consider. The assistant director worked on the last few emergency home repair projects while also focusing on the CDBG Annual Action Plan which begins July 1, 2016. The community/economic development specialist has been involved in representing the department on the web site committee, GIS committee, and researching other database programs to create applications, permits, inspections, and reports in a more user friendly fashion while still effectively performing all his other duties. 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 April. There was a noticeable increase in violations regarding tall grass while still observing other city code violations. 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. The division has been heavy in plan review and also received a building application for a new house which was great to see. This month had a higher number of permits issued and the number of inspections performed by staff compared to April of last year.
- ☆ 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	126	129	New Residential	1	1
No Violation Found	2	2	Cost	\$150,000	\$ 150,000
Compliant	50	51	Res. Additions/Alteratio	12	38
In Progress	74	74	Cost	\$183,824	\$ 471,674
City Enforced - Grass Cut	2	2	Demolitions	1	3
Total Inspections	248	254	Cost	\$14,000	\$ 29,000
Inoperable Motor Vehicles			Commercial	8	24
Initial Inspections	20	139	Cost	\$83,400	\$ 699,757
No Violations Found	0	1	Plumbing	14	42
Compliant	4	62	Electrical	22	68
In Progress	16	19	Mechanical	16	49
Vehicles Towed	5	11	Swimming Pool	1	2
Total Inspections	35	266	TOTAL PERMITS	75	227
Trailer Violations			Building Inspections		
Initial Inspections	13	45	Residential	114	300
No Violations Found	0	5	Commercial	62	247
Compliant	8	18	TOTAL INSPECTIONS	176	547
In Progress	5	6	Permits issued by Zoning		
Total Inspections	26	85	Fence	14	24
Trash/Debris Violations			Signs	6	19
Initial Inspections	13	50	Zoning	5	24
No Violations Found	2	6	Private Farmers Market	0	0
Compliant	7	33	TOTAL PERMITS	25	67
In Progress	4	5	Other Activities		
Total Inspections	24	94	Water Shut Off/Marked	0	0
Exterior Storage Violations			Uninhabitable		
Initial Inspections	12	31	Court Cases	0	0
No Violations Found	0	1			
Compliant	7	25			
In Progress	5	7			
Total Inspections	24	61			
Graffiti					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	0			
In Progress	0	1			
Total Inspections	0	2			
VA Property Maintenance Code					
Initial Inspections	5	28			
No Violations Found	1	2			
Compliant	0	3			
In Progress	4	11			
Total Inspections	9	54			
Zoning					
Initial Inspections	4	7			
No Violations Found	0	0			
Compliant	1	2			
In Progress	3	4			
Total Inspections	8	14			
Signs					
Initial Inspections	4	15			
No Violations Found	0	0			
Compliant	4	12			
In Progress	0	3			
Total Inspections	8	30			
TOTAL INSPECTIONS	382	860			

III. ECONOMIC DEVELOPMENT DEPARTMENT (CONTINUED):



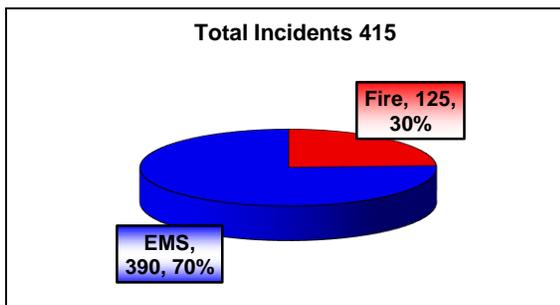
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,640 calls for service during the month of April, 2016. During the same month last year, we responded to 3,381 calls for service—an 8% increase. We had no reported robberies this month, and two (2) reported in April of 2015—a 100% decrease. We had one (1) report of an aggravated assault this April, with none being reported during the month of April, 2015—a 100% increase. We had six (6) reported burglaries in April, 2016, compared with four (4) reported during the month of April, 2015—a 50% increase. There were 96 Part I, or serious, crimes reported to the Colonial Heights Police Department in April, 2016. Sixty-three (63) of those, or 66%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ It has been a very good and productive month, but also very busy. Unfortunately, we started off April with a crash involving a motorcycle that resulted in a fatality. Our Major Accident Investigations Team was called out. It occurred near the Walmart entrance on Charles Dimmock Parkway. No charges have been placed, as we are still awaiting toxicology reports and further investigation. We also experienced a shooting that occurred at Clearfield Apartments. Two non-residential groups got into an altercation and one person shot into the air, striking an upstairs apartment. A quick response led to one immediate arrest, and the U.S. Marshal's Service assisted us with the other two arrests once identifications were made.
- ✓ Staffing continues to be a priority. Career Officer Jeff Santini was appointed as Acting Sergeant due to the fact that we have one supervisor out on extended FMLA leave. We are pleased to report that Officer Glinn Drake has been released from his field training and has been assigned to Lt. Steve Groat's evening squad. We are excited to announce that newly certified Officer Micaulay Fable has begun his field training and has been assigned to Lt. Peterson's daylight squad under the tutelage of FTO/Master Officer Chris Harris.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
 - While investigating a panhandling call, Officer P. J. Calhoun made a crack cocaine arrest.
 - D Squad arrested four juveniles for trespassing violations, none of which were related to curfew.
 - Senior Officer Robbie Simmons arrested a New York resident wanted for homicide from a traffic stop where a false name was given.
 - Master Officer Stacey Whitt arrested a frequent caller to the Police Department and Fire/EMS for falsely summoning law enforcement. This has been an ongoing issue for both departments.
 - Master Officer Travis Karr responded to the 300 block of Fairfax Avenue in reference to another death suspected to be from an overdose. The case is pending further investigation.
 - Mutual aid was provided after Petersburg Bureau of Police requested it due to a large crowd assembling in one of their apartment complexes. No enforcement actions were required.
 - K-9 Blitz and Career Officer Eric Allen conducted demonstrations for the Girls Scouts, the D.A.R.E. graduation and the Crater Foundation.
 - Acting Sergeant Jeff Santini traveled to Maryland and North Carolina for extraditions.
 - Auxiliary and Sentinel volunteers donated 298 hours during the month.
- ✓ The **Law Enforcement Services Division**, commanded by Capt. Wayne Newsome, also reported his division as having a solid month. Highlights from their reported activities are as follows:
 - New hire, Recruit Jacob Miller, continues to do well at Crater Academy.
 - An audit of all recovered and confiscated firearms in our Property Room is being conducted.
 - Several police personnel participated in the annual **Walk like MADD** event.
 - The division participated in a **Job Fair** at John Tyler Community College.
 - A **Neighborhood Watch** meeting was held at the middle school.
 - The entire administrative staff participated in the **Citizens Academy**.
 - The **Special Olympics Torch Run** preparations are underway.
 - All SRO grants for our elementary schools have been submitted.
 - Services personnel participated in the **Autism Awareness Fair** at CHMS.

IV. POLICE DEPARTMENT (CONTINUED):

- Our annual *Drug Take Back* event resulted in over 200 pounds of unwanted prescription medications being turned in for destruction.
- ✓ Our **Investigations Division**, Commanded by Capt. Dann Ferguson, reported a very busy month with 25 new cases. Some of the division highlights include:
 - Master Detective Thad Johnson handled the aforementioned shooting case at Clearfield Apartments. There was great teamwork between Patrol and Investigations on this case.
 - Master Detective Johnson arrested a person for embezzlement after the suspect was extradited from the State of North Carolina.
 - The Investigation Division is looking into numerous fraud cases/identity theft cases.
 - Master Detective Roger Santini is handling a suspicious death investigation that has been investigated as a potential homicide. Forensics will determine the outcome, as the case came in as a suicide of an elderly person.
 - Master Detective Jason Chimera has warrants for several counterfeiting currency cases involving the same suspect entering a location and passing fraudulent bills.
 - Master Detective Chimera is handling two high profile burglaries of “smashing and grabbing” that involved five suspects caught on camera. He is currently in the process of trying to identify them.
 - Senior Officer Kyle Sexton has solved several larcenies from automobile cases and completed two background investigations for the Fire Department.
 - Senior Officer Sexton unfounded a sexual assault that he was investigating.
- ✓ Overall, we made 307 total arrests, worked 101 crashes, wrote 522 traffic citations, executed 888 traffic stops, affected 11 DUI arrests and 18 drug arrests, and issued 72 parking citations.
- ✓ **Officer William T. Waldrep** was nominated as our *Employee of the Month* for March because of his diligence and hard work each month. He was especially productive during the month of March, issuing 23 traffic summonses, delivering 22 verbal warnings, stopping two DUIs, conducting 11 misdemeanor arrests, serving seven warrants, and working two crashes. He also investigated 16 new cases and cleared 13 of them by arrest, for a clearance rate of 81%. Officer Waldrep is our “5:00 pm to 5:00 am” officer, so we depend on him a lot in that capacity as well.
- ✓ Besides all of the above, Will also received a commendation from a citizen for his professionalism that was called in to the Chief’s Office. Will has been the model of consistency and represents the department well, making him the perfect choice for March’s *Employee of the Month*. We look for great things from officers with this kind of character, and know that Officer Will Waldrep will deliver.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 125
 (Total Fire Loss \$74,705):

Total Patients transported: 217
 (Total EMS incidents 300)

Fire units arrived on scene in less than 9 minutes on 97.1% of emergency incidents. (Average response time 5:38 minutes)

EMS units arrived on scene in less than 9 minutes on 98% of emergency incidents. (Average response time 5:09 minutes)

V. FIRE & EMS DEPARTMENT (CONTINUED):

Fire Division(number of incidents):					
<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Cooking Fire	2	Power Line Down	1	Good Intent Calls	35
Passenger Vehicle Fire	1	Arcing, shorted electrical	2	Public Service	31
Forest, woods or wildland Fire	1	Building or structure collapse	1	False Alarm/False Call	19
Brush Fire	4	Overpressure rupture	2	Child Seat installation	5
Rubbish Fire	3	Hazardous condition (other)	1	Smoke detector installation	5
				Assist Invalid	11
				Citizen Complaint	1
M/A First Responder EMS Chesterfield	5	M/A received from Chesterfield Fire			7
M/A given to Chesterfield Fire	1	M/A given to Fort Lee Fire			1
M/A given to Prince George Fire	5				

EMS Division (number of patients treated)					
Abdominal Pain	12	Chest Pain/Discomfort	34	Poisoning/Drug Ingestion	8
Airmedical Transport	1	Convulsions/Seizure	6	Sick Person	28
Allergic Reaction	2	Diabetic Problem	4	Stoke/CVA	4
Assault	4	Falls	28	Traffic/Transportation Incident	17
Back Pain	2	Headache	4	Traumatic Injury	8
Behavioral/Psychiatric	19	Heart Related Problems	6	Unconscious/Fainting	15
Breathing problems	39	Hemorrhage/Laceration	3	Unknown/Person Down	1
Cardiac Arrest/Death	3	Medical Alarm	4	Other	19
M/A given to Dinwiddie EMS	1	M/A received from Fort Lee EMS			1
M/A given to Petersburg EMS	2	M/A received from Petersburg EMS			1

EMS Transports (by facility)		
Southside Regional Medical Center	160	73.73%
John Randolph Medical Center	21	9.68%
Chippenham Hospital	18	8.29%
VCU Health Systems	9	4.15%
St. Francis Medical Center	5	2.30%
Johnston Willis Hospital	2	0.92%
VAMC Richmond (McGuire)	2	0.92%
Total:	217	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,149

Two alarm citations were processed during April.

Prepared budget forms, including revenue estimates for Fiscal Year 2016-17.

Director of Finance was elected Chairman of Riverside Regional Jail Authority.

Purchasing – 214 total purchase orders were completed with 170 being processed by purchasing and 44 departmental purchases being reviewed as compared to 205 being completed for the same period in 2015. In addition, 116 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 16-012702-1051, Audit Services. Issued on December 11, 2015 with proposal received January 27th. Audit Committee selected Firm and contract has been reviewed.
- Invitation # 16-011502-1052, Annual “On Call” Contract for Environmental Services. Issued on December 16, 2015 with proposal received January 15th. Two vendors are under contract.
- Invitation #16-041502-1053, CDBG Program Implementation Issued on March 24, 2016 with one proposal received April 15th. Current vendor has sent contract for renewal.

VI. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity:

- Attended report/process report meeting, on the Regional Radio Project.
- Moved mi-fi service carried for the Police Department’s nine police patrol vehicles to carrier that does not throttle down based on usage.
- Contract renewed for the EAP Employee Assistance Program

Risk Activity:

- One minor claim for car damage
- City juvenile incurred a deep cut on their foot at the skateboard park

Utility Billing:

Bi-monthly Utility Bills Sent – 3,621
 Delinquent Notices Sent –852 or 22.5% with 104 cut off for nonpayment.
 \$1,694.40 Set-off Debt Collections received for April.

VII. HUMAN RESOURCES DEPARTMENT:

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

☆ **Advertisements**

<u>Department</u>	<u>Position</u>
Recreation & Parks	Recreation Specialist III (Senior Center)
Finance	Financial Technician I
	Financial Technician II
	Revenue Supervisor
Public Works/Engineering	Engineering Technician

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Recreation Specialist III (Senior Center)	102	1,605

☆ **Training**

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

☆ **Miscellaneous**

- The following employees completed the new employee orientation process: Jacob Miller (Police Officer Recruit), Damian Winn (EMS Firefighter) and Micaulay Fable (Police Officer).
- The Citizens Government Academy began on March 31, 2016 with on-site department visits to provide participants with a better understanding of City operations and services. The program will continue until May 18, 2016, which will be followed by a reception and presentation at the City Council meeting on June 14, 2016.
- Attended a Virginia Retirement System (VRS) roundtable training update on April 18, 2016. Topics covered during the session included: retirement plans, legislative changes, VRS website, and life insurance coverage.
- Administered the written test phase for (8) candidates in the Fire Lieutenant Promotional process on April 15, 2016.

☆ **Worker’s Compensation**

- (No workers’ compensation injuries/illnesses reported for the month of April 2016.)

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, www.colonialheightsva.gov, had 73,465 page views in the month of April.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Records Search3. City Employees Login4. Recreation & Parks5. Rumor Mill6. Yard Sales7. Animal Shelter8. Records & Property Tax Maps9. Departments10. Online Bill Pay11. Police12. Assessments13. Treasurer14. Sports & Athletics15. City Manager	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> India Germany Canada Philippines Pakistan <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Maryland Pennsylvania North Carolina District of Columbia Washington
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- ☆ Citizens submitted and city staff processed 372 service requests and questions through the "Let Us Know" module during the month of April. The City of Colonial Heights' Facebook Page now has 4,151 fans and the City's Twitter account has 750 followers. This month, the City launched its Instagram account, www.instagram.com/cityofcolonialheights.
- ☆ Proactive Information Management completed 72 hours of IT service and maintenance for City departments this month.
- ☆ The Website Redesign Committee participated in CivicPlus' website optimization meeting on April 6 to discuss content and design concepts. The initial design presentation will take place on May 11.
- ☆ Comcast placed the City of Colonial Heights into its Strategic Accounts program in April, which is designed for the top ribbon of Comcast customers that require advanced Comcast Business products and services.

IX. LIBRARY:

- ☆ The library staff circulated 13,963 titles in April.
- ☆ 237 e-books were downloaded, while 2,357 e-books circulated on Kindles. There are now 335 residents using the library's e-book collection.
- ☆ The public computer center was used 1,727 times, while the iPad center was used 171 times.
- ☆ 405 children participated in the Story Time program. Of the 405 children, 126 participated in a one-day special event, Dia de los Ninos.
- ☆ The library's meeting rooms were used by 116 groups.
- ☆ There were 141 registrations for new library cards, and an average of 467 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In April the Recreation Division began its Youth Baseball Season - practices started the first week in April and approximately 1,000 people attended Opening Day Ceremonies at Shepherd Stadium on April 16. Registration for the Summer Playground, Tots and Summer Sports Camp programs also began the first week in April. Staff completed The City Focus information for the Summer 2016 edition that will hit mailboxes the middle of May. We collaborated once again with the Library to host the 3rd Annual Dia de Los Ninos, Dia de los Libros (Day of the Children, Day of the Books) event on Saturday April 23. The youth track program continues and the Local Track Meet took place with the winners advancing to the District Track Meet in Caroline County in June.

Shepherd Stadium played host to the VCU Club Baseball team for a doubleheader against Radford on April 16 and the Virginia Breeze held its major Spring tournament on 6 fields in the City the weekend of April 23rd with more than 30 teams playing.

Shepherd Stadium renovations continue and the brick façade is nearing completion. Fencing and final preparations should be completed by the middle of May in time for the VISAA State Baseball Championships at Shepherd Stadium May 19-21.

Athletics	2016	2015
Adult Softball	25	31
Youth Baseball	325	353
Youth Softball	80	91
Golf Lessons	7	3
Track and Field Program	17	24
Activities/Programs	2016	2015
Dia de Los Libros	125	60
Belly Dancing	8	9
Zumba	7	n/a
Karate	13	14
Facility Usage	2016	2015
Community Room Attendance	792	1,022
Community Room Reservations	19	26
Pavilion Attendance	1,305	1,350
Pavilion Reservations	24	25
Field Attendance	5,930	4,510
Field Rentals	87	76
Teen Center Attendance-CHHS Students	7	77
Teen Center Attendance-CHMS Students	19	239

Parks, Horticulture, Buildings & Grounds

- Cleaned out footings around Stadium for brick masons.
- Cut up and removed logs at Civil War site on Conjures Dr.
- Painted office at Public Safety.
- Removed all old unused telephone and cable lines at Shepherd Stadium.
- Hung new banners on outfield fence at Civic Field and Shepherd Stadium.
- Laid out and painted soccer fields, set goals, and placed benches and trash cans at Soccer Complex.
- Prepared baseball and softball fields as needed for practice and games.
- Mulched flower beds as needed.
- Spread wood chips in island at White Bank Park.
- Spread pine tags in new flower beds around sign at City Hall.
- Marked area at Violet Bank for butterfly garden.
- Weeded and trimmed flower beds at sites as needed.
- Set up and participated in Arbor Day ceremony.
- Participated in City Clean Up Day.Memorial.
- Pruned knock-out roses at all sites as needed.
- Mulched flower beds as needed.
- Cut back liriopie at sites as needed.



X. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

Activities	2016	2015
AARP	0	29
Bingo in Center	32	48
Bowling	164	164
Bunco	35	0
Bridge Party	48	100
Bridge Tournament	112	80
Crochet & Knitting	52	78
Golf at Prince George	298	120
Golf at Fort Lee	472	480
Senior Club Meeting	68	88
Club Board Meeting	12	12
Scavenger Hunt	20	0
Senior Citizen Dance	98	126
Sing A-Long	14	62
Awareness/Education		
Wednesday Wellness	0	15
TRIAD	31	0
Round Table Medicare	0	24
Classes		
Computer Class	9	9
Line Dance Class	51	0
Friday Night Painting	22	26
Wilson Bickfors Class	30	0
Painters Group	21	42
Splash of Color	0	12
Sewing Class	6	13
Tap Class Intermediate & Beginners	48	99
Tap Class Advance	23	45
Quilting Class	14	36
Quilts for Vets	9	18
Watercolor (Monday Mornings)	0	12
Watercolor Faye Henderson Class	42	40
Fitness		
Muscles in Motion	236	186
Strength & Stretch	378	188
Sit & Get Fit Exercises	129	165
Sit Down Chair	66	78
Tennis	0	10
Yoga	112	96
Walking Group	20	27
Water Aerobics	70	0
Tai Chi	32	24
Zumba Gold	20	0

Trips		
Charlestown Slots	52	75
Southern Women Show	23	8
Riverside Theater	24	24
Monument 10K Trip	4	0
Virginia House	8	
Total	2905	2697

Meals	2016	2015
Home Del Meals	15	12
Site Meals	102	96
Transportation		
Total Passengers	46	58
Total Trips	375	531
Total Miles	2422	3212
New Riders	6	6
Wheelchairs	6	16
Volunteer Hours	18	0
Donations	\$237	\$220.60

Violet Bank Museum

	<u>2015</u>	<u>2016</u>
Attendance	211	428

- Collection work & program preparation.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 12 YAC Members, 1 YSC Representative, and YAC Advisor Attended April YAC Meeting
- 11 YAC Members, 2 Swift Creek Woman's Club members, 3 Ft Lee Advocates, Kids' After School Program students and staff, and YAC Advisor Planted 500 Pinwheels in 10 Pinwheel Gardens for "Child Abuse Awareness and Prevention" Month
- 8 YAC Members, 1 Volunteer, and YAC Advisor Cleaned James Avenue at City Wide Clean Up Day
- 4 YAC Officers, an Officer Candidate, and Advisor Met to Plan for Monthly Meeting

➤ **Youth Service Commission**

- Held monthly meeting: approved revised By-Laws.

➤ **Kids' After School Program**

- Student enrollment: Tussing- 20, CHMS – 25, Lakeview – 16, North – 18
- VSU Interns- 9
- Staff – 10; VSU Work-study -8, JTCC Work-study-1; Volunteers- VSU-6, Matoaca-43, community-3, CHHS-3

➤ **Substance Abuse Prevention Activities**

- 13 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
- Colonial Heights Food Pantry Board Meeting, Board Training
- Positive Parenting Coalition Meeting
- Health Advisory Board Meeting
- Colonial Heights School Board Meeting
- Senior Staff Meeting
- HOBY Virginia Corporate Board Meeting
- Juvenile and Domestic Violence Task Force Meeting
- Family Assessment & Planning team
- CPMT
- Inter-agency Prevention Team
- VSU Social Work Advisory Board
- School Readiness Committee
- Evidence Based Decision Making team
- CH Multi-Disciplinary team
- Children's Advocacy Committee
- System of Care Committee
- Community Coalitions of Va

➤ **Diversion Program Participation**

• **Community Service**

8 youth completed 87 hours of Service Learning

• **Shoplifting Diversion**

20 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)**

1 Youth Completed 3 hours of Community Service

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

- ✓ Domestic Violence Task Force Accepted Proclamation Recognizing April as “Child Abuse Awareness and Prevention” Month
- ✓ Participated in “Asking Matters” Webinar for Food Pantry Board
- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Participated in “Trauma Informed Care for Non-Clinicians” Webinar
- ✓ Assisted with Special Olympics Bowling
- ✓ Assisted with “Fun Day” at Colonial Heights Middle School
- ✓ Presented departmental information for participants in Citizen’s Academy
- ✓ Assisted with Lewis Ginter Pinwheel Planting for “Child Abuse Awareness and Prevention” Month
- ✓ Visited Community Corrections and The James House with 4 VSU Interns and Supervisor
- ✓ Participated in “Predicting Readmission: Not Just the Risk Score” Webinar
- ✓ Attended “Treatment vs Incarceration for Opioid and Heroin Addicts” Training with SAFE
- ✓ Attended Lunch & Learn at John Randolph Hospital for “Understanding the Impact of Trauma on Brain Development and Effective Interventions” with Dawn Chillon
- ✓ Attended Arbor Day Celebration at CHMS in Honor of Roger Green
- ✓ Volunteered with Colonial Heights Band Boosters Wellness Fair and Blood Drive
- ✓ Attended Autism Fundraiser with Special Olympics

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2016	76	\$26,032.58	2	\$2,828.86
2015	80	\$40,682.20	11	\$17,422.54
Sublet repairs consist of:				
	Dealer Repair	\$2,717.63		
	Tire Repair	\$111.23		