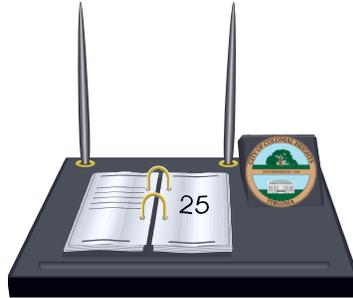


CITY MANAGER'S REPORT TO CITY COUNCIL MAY 2016



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.
- ***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 IV – Plans submitted on 5/16.
- Kroger – Plan comments submitted on 5/23.

Right-of-Way Permits

- Issued six (6) permits and closed two (2) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 71 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 (06) dead animal requests.
- Cut and trimmed (53) locations and sprayed for high grass/weeds at (01) location.
- Trimmed tree limbs at (10) locations and responded to (06) miscellaneous calls.
- Superintendent, Public Work Foremen and a Heavy Equipment Operator attended the APWA Mid Atlantic Conference in Roanoke Virginia.

Recycling Center

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

Storm Water and Drainage

- Cleaned (71) catch basins/curb inlets, drainage ditch at (03) locations, drainage pipe at (01) location, curb and gutters at (02) locations and responded to (03) drainage miscellaneous requests.
- Yearly Outfall Report at (26) locations.
- Placed gravel in sinkhole on Windmere Drive.
- Concrete Crew repaired/replaced (16) feet of Curb and Gutter at (03) locations, (12) feet at (01) location and (11) feet of Sidewalk and (08) feet of Curb and Gutter due to water line repairs.
- Met with DEQ and EPA performing overview of our MS4 program.

Transportation

- Placed Asphalt in (64) potholes, (11) utility cuts, (02) shoulders, (08) low areas, (01) drainage swell and responded to (02) miscellaneous asphalt requests.
- Placed (14) tons of gravel on Cedar Lane shoulder, (03) tons in alley behind Franklin Avenue and (03) tons on shoulder on Pickett Avenue.
- Graded gravel area in alley behind Franklin Avenue and Bruce Avenue with Motor grader.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Assisted Parks and Recreation dug test holes and trenches for utility conduit and backfilled with five dump truck loads of dirt and 32 tons of 21a stone around Shepard Stadium.
- Assisted Purchasing Department removing furniture and computers from the Treasurer's Office.
- Removed left over tree grinding from City's Contractor at the Recycling Center and construction materials from Public Works Complex to Area 6 at the old Landfill and spread.
- Trimmed limbs and installed a 250' silk fence at area 6 old Landfill dump site.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (07) sewer backups and responded to (03) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (02) locations.
- Repaired sewer main at (03) locations and sewer lateral at (04) locations.
- Installed sewer cleanout at (03) locations.
- Flushed sewer main line at (02) locations.
- Removed debris from pumps (02) times at the Main Pump Station.
- Used flusher truck to clean grease and debris out of wet well at Conjurers Neck Pump Station.
- Responded to an alarm after hours and replaced broken pressure gauge at Dunlop Farms Pump Station.
- Cut/trimmed grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (14) meters, a meter box at (01) location, meter top at (03) locations and responded to (06) water miscellaneous requests.
- Repaired a water service line at (03) locations, and a main water line at (04) locations and repaired a meter leaking at (01) location.
- Tested water pressure at (04) locations per citizen's request.
- Turned water off at (02) locations due to a water line break on private property and building on fire.
- Flushed (03) fire hydrants at (01) location due to discolor water.
- Replaced a Fire hydrant on Lakeview Avenue.
- Pulled meter at (02) locations for testing and (01) location due to non-payment.
- Backflow/Cross Connection Technician conducted (106) surveys, (36) completed and (70) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Started performing new choline test at the dead end of Wildwood (02) times a week.
- Miss Utility locating required (329) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The month of May was wet from a record amount of rain but all three divisions continued to be productive in a proactive approach to reaching the department's mission, vision, and goals. 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 brought before the Planning Commission at the May regular meeting proposed changes to the zoning code that City Council asked for staff to prepare a draft to review and a Special Use Permit regarding the proposed new building at the Old Town Creek Development. The assistant director finalized a contract with our sub-recipient ProjectHomes for FY 16-17 CDBG program and sent out communication to acknowledge that we would be accepting applications during the month of June for the program year that begins July 1. The assistant director is also working on the preliminary assessment of potential land uses and lot sizes along Dupuy Avenue for the next meeting with the Southern Gateway Land Use Committee. The community/economic development specialist has been maintaining daily duties while updating the department's website and working on address points for GIS. 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 May. 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 a slight decrease in inspections and permits issued during the month. The division received some new plans to review for commercial remodels and alterations to existing housing.

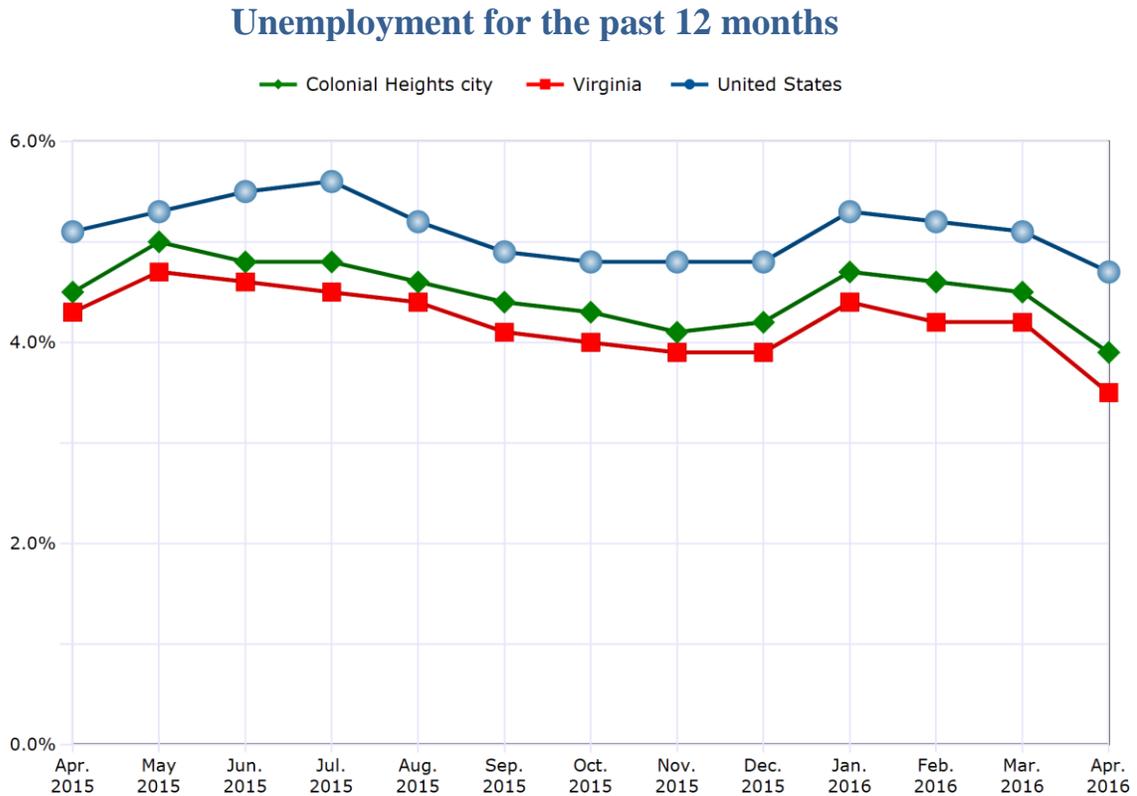
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	130	259	New Residential	0	1
No Violation Found	3	5	Cost	\$0	\$ 150,000
Compliant	106	225	Res. Additions/Alterations	9	47
In Progress	21	45	Cost	\$36,100	\$ 507,774
City Enforced - Grass Cut	22	41	Demolitions	1	4
Total Inspections	235	472	Cost	\$10,000	\$ 39,000
Inoperable Motor Vehicles			Commercial	6	30
Initial Inspections	18	157	Cost	\$723,028	\$ 1,422,785
No Violations Found	0	2	Plumbing	11	53
Compliant	10	143	Electrical	13	81
In Progress	8	11	Mechanical	5	54
Vehicles Towed	0	11	Swimming Pool	1	3
Total Inspections	36	301	TOTAL PERMITS	46	273
Trailer Violations			Building Inspections		
Initial Inspections	8	53	Residential	81	381
No Violations Found	0	7	Commercial	74	321
Compliant	4	59	TOTAL INSPECTIONS	155	702
In Progress	4	3	Permits issued by Zoning		
Total Inspections	16	99	Fence	7	31
Trash/Debris Violations			Signs	6	25
Initial Inspections	5	55	Zoning	5	29
No Violations Found	0	8	Private Farmers Market	2	2
Compliant	1	54	TOTAL PERMITS	20	87
In Progress	4	5	Other Activities		
Total Inspections	10	102	Water Shut Off/Marked	0	0
Exterior Storage Violations			Uninhabitable		
Initial Inspections	3	34	Court Cases	0	0
No Violations Found	0	1			
Compliant	1	29			
In Progress	2	1			
Total Inspections	6	67			
Graffiti					
Initial Inspections	1	2			
No Violations Found	0	0			
Compliant	0	1			
In Progress	1	1			
Total Inspections	2	4			
VA Property Maintenance Code					
Initial Inspections	11	39			
No Violations Found	0	2			
Compliant	0	17			
In Progress	11	15			
Total Inspections	22	76			
Zoning					
Initial Inspections	2	9			
No Violations Found	0	0			
Compliant	0	3			
In Progress	2	2			
Total Inspections	4	18			
Signs					
Initial Inspections	3	18			
No Violations Found	0	0			
Compliant	2	17			
In Progress	1	1			
Total Inspections	6	36			
TOTAL INSPECTIONS		337	1175		

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2015/2016 Colonial Heights City



Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in April, 2016 per VEC. The numbers always lag one month.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,810	8,466	344	3.9	No

- *Chesterfield 3.2 %unemployment
- *City of Hopewell 6.0% unemployment
- *City of Petersburg 7.2% unemployment
- *Dinwiddie 4.3 % unemployment
- *Prince George 4.1 % unemployment

Prospect Activity

Direct Requests for Information:	4
Sites/Bldgs. Submitted	1
Active Projects	3

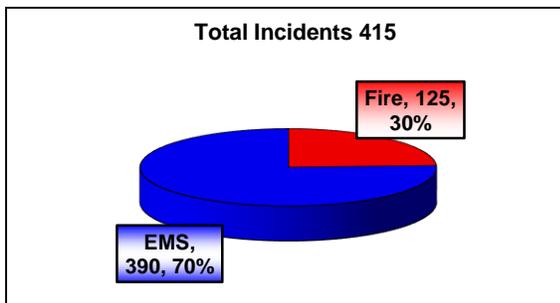
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,337 calls for service during the month of May, 2016. During the same month last year, we responded to 3,381 calls for service—an 8% increase. We had two (2) reported robberies this month, and one (1) reported in May of 2015—a 100% increase. We had three (3) reports of aggravated assaults this May, with none being reported during the month of May, 2015— a 300% increase. We had eight (8) reported burglaries in May, 2016, compared with two (2) reported during the month of May, 2015—a 300% increase. There were 100 Part I, or serious, crimes reported to the Colonial Heights Police Department in May, 2016. Seventy-four (74) of those, or 74%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of May has been one of many emotions. We started it off by celebrating with the American Legion’s “Officer of the Year” banquet as Officer P.J. Calhoun was honored at their annual ***Law and Order Dinner***. We then paid tribute by recognizing those who have given the ultimate sacrifice at the ***Tri-City Annual Police Memorial Breakfast*** and recognized Colonial Heights Police Department’s Officer Curtis R. Mason, whose end of watch was on December 24, 1948.
- ✓ We are excited to report that babies in the department have been at the forefront this early summer. We welcomed three babies to the families of Officers David Gallagher, Darrell Aleshire and Bob Clark. Lt. Tom Kifer had his first grandchild. Crimewise, we experienced some anxious times as we had a rash of commercial burglaries around Southpark Mall. Thankfully, our officers and investigators were able to quickly identify those responsible and made numerous arrests that cleared these crimes up.
- ✓ We also made extreme efforts to promoting our ***Click it or Ticket*** initiative by receiving a proclamation from City Council, then advertising it throughout the City at various locations. We also conducted two (2) City-wide checkpoints where we checked for seatbelt violations and any other moving violations. Our efforts have been received well by the general public, and our public school system really supported our efforts by allowing us to promote the program on their school signs. Our partnership for safety is much appreciated.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
 - Officer Robert Brown cleared by arrest a burglary as well as a strong armed robbery—just great work by this young officer.
 - Officer Dale Waldrop made a nice drug arrest after responding to an uncooperative victim alleging an armed robbery.
 - Recruit Officer Micaulay Fable and FTO Mike Kelley made a positive impression on our Fire Chief as jewelry was taken from his parents’ home by cleaning ladies and then pawned. Arrests and recovery were immediate.
 - Master Officer Chris Wulff worked with Sears’s loss prevention and cleared by arrest numerous grand larcenies that occurred here and in Chesterfield County.
 - “C” Squad officers made numerous arrests at Benny’s Tavern, with charges ranging from drunk in public to disorderly conduct. Those arrested were all female.
 - Master Officer Greg Thinnes made two felony drug arrests from a traffic stop after both the driver and passenger were found to be in possession of narcotics.
 - Master Officer Chris Harris volunteered for the Honor Guard service at the Law Enforcement Police Memorial breakfast.
 - Acting Sergeant Jeff Santini traveled to Maryland for an extradition.
 - Auxiliary and Sentinel volunteers donated an outstanding 430 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 perform well at Crater Academy.
 - Staff attended necessary accreditation (VALEPSC) quarterly meeting.
 - Staff assisted with a mock accreditation.
 - The Awards Committee met and handled all requests. Our first program is forthcoming.

IV. POLICE DEPARTMENT (CONTINUED):

- Several staff attended and participated in the Special Olympics *Little Feet Meet* at Lakeview Elementary.
 - Staff received *Below 100* training, a safety program for officers that we have initiated.
 - All School Resource Officer grants for our elementary schools have been submitted.
- ✓ Our **Investigations Division**, Commanded by Capt. Dann Ferguson, reported a very busy month with 19 new cases. We are pleased to report that we had no reported heroin overdoses or fatalities. The unit was busy working on the aforementioned commercial burglaries. A sad note was two suspects had athletic scholarships in basketball and football, respectively. We processed 22 concealed weapon permits for the month. Some of the division highlights include:
- A clearance rate of 131% resulted from nine (9) cases being cleared from previous months.
 - Master Detective Thad Johnson arrested several credit card suspects where search warrants were obtained and served in Chesterfield County.
 - Master Detective Johnson is also working with CPS (Child Protective Services) on a child abuse case where all the children have been removed from the residence.
 - Master Detective Roger Santini is handling a trafficking of cigarettes case where we have confiscated over \$60,000.00. We have seized their bank account and a vehicle.
 - Master Detective Jason Chimera is following up on a reported sexual assault of a minor.
 - Master Detective Chimera is also 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. *Update – Seven (7) suspects have been identified and arrested.*
 - Senior Officer Kyle Sexton is investigating two (2) separate cases of child pornography.
 - Senior Officer Sexton assisted patrol with a search warrant and made a narcotics and distribution arrest.
- ✓ Overall, we made 459 total arrests, worked 91 crashes, wrote 355 traffic citations, executed 592 traffic stops, affected 11 DUI arrests and 47 drug arrests, and issued 28 parking citations.
- ✓ Animal Control Officer Jean R. “Jenny” Smith was been nominated as our *Employee of the Month* for April, 2016. On April 23, 2016, ACO Smith received a call from the “B” Squad supervisor, Sgt. Robert Helms, that a canine had attacked a child. Both the child and the canine’s owner had received injuries during the alleged attack, which occurred along the sidewalk. She knew this particular animal and immediately responded to the scene to further investigate and quarantine the canine. On Friday of that same week, Sgt. Helms had to call on ACO Smith again for two back-to-back animal calls during a time when he already had four officers involved in other calls at the beginning of the shift. On both occasions, ACO Smith responded without hesitation and took custody of the animals from the respective callers, allowing Sgt. Helms to maintain units on the street to answer other calls for service.
- ✓ Jenny has always executed her duties without complaint or hesitation, which is a great comfort to the street officers who so heavily depend on this segment of our department. She represents the department well, often giving of her off-duty hours to the care of helpless animals. Besides her exemplary work ethic, she also exhibits great compassion for both animal and human species alike. For this alone, we feel that she is most deserving of our *Employee of the Month* award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 99

(Total Fire Loss \$5,400):

Total Patients transported: 232

(Total EMS incidents 293)

Fire units arrived on scene in less than 9 minutes on 89.4% of emergency incidents.

(Average response time 6:09 minutes)

EMS units arrived on scene in less than 9 minutes on 98.7% of emergency incidents.

(Average response time 5:25 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>	
Building Fire	2	Power line down	1	Good Intent Calls	27
Passenger Vehicle Fire	1	Gas leak (natural or LPG)	3	Public Service	21
		Chemical spill or leak	1	False Alarm/False Call	9
		Vehicle accident, cleanup	1	Child Seat installation	5
		Hazardous condition (other)	2	Smoke detector installation	7
				Assist Invalid	17
				Citizen Complaint	2
M/A First Responder EMS Chesterfield	4	M/A received from Chesterfield Fire			4
M/A given to Chesterfield Fire	2	M/A received from Fort Lee Fire			2
M/A given to Hopewell Fire	1				

STAFFING					
		<u>Engine unstaffed due to EMS call</u>		<u>Engine left with 2 personnel due to EMS call</u>	
Station 1	Number of Incidents	0		4	
	Total hours	0		5 hrs. 18 min.	
Station 2	Number of Incidents	25		46	
	Total hours	25 hrs. 55 min.		50 hrs. 17 min.	
M/A given to Dinwiddie EMS	1	M/A received from Fort Lee EMS			5
M/A given to Petersburg EMS	1	M/A received from Petersburg EMS			2
		M/A received from Hopewell EMS			1
		M/A received from Chesterfield EMS			1

EMS Transports (by facility)		
Southside Regional Medical Center	167	71.98%
John Randolph Medical Center	33	14.22%
Chippenham Hospital	17	7.33%
Johnston Willis Hospital	5	2.16%
VCU Health Systems	5	2.16%
St. Francis Medical Center	2	0.86%
St. Mary's Hospital Richmond	2	0.86%
Henrico Doctors' Hospital – Parham	1	0.43%
Total:	232	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,066

No alarm citations were processed during May.

Purchasing – 201 total purchase orders were completed with 167 being processed by purchasing and 34 departmental purchases being reviewed as compared to 175 being completed for the same period in 2015. In addition, 117 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #16-062102-1054, Safe Route to School Issued on May 27, 2016 with sealed bids due on June 21st This project continues the construction of Sidewalks and other improvements in vicinity of Colonial Heights Middle School.

Other Purchasing Activity:

- Continued to work with the City's IT Department, the City's IT contracted vendor, and Comcast on phone related issues at the Courthouse. Also, the City has been assigned a dedicated strategic support line for all Comcast issues.

VI. FINANCE DEPARTMENT (CONTINUED):

- Commonwealth Attorney’s Case Management Software was decided on during the month. Contract has been received and is being reviewed by the City Attorney.
- Quote issued for the grinding of the debris at the landfill.

Risk Activity:

- An individual fell in the mud on a street during curb and gutter and paving the street.
- While at a bank, a sheriff vehicle had window shattered from a rock, thrown from a City lawn mower.

Other:

- City’s Fleet Department has declared thirty (30) City vehicles as surplus. City has been in contract with the City’s school system, about having an auction during the summer.

Utility Billing:

- Bi-monthly Utility Bills Sent – 3,831
- Delinquent Notices Sent –751 or 20.7% with 126 cut off for nonpayment.
- \$461.04 Set-off Debt Collections received for May.

VII. HUMAN RESOURCES DEPARTMENT:

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

☆ **Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Financial Technician I Financial Technician II Revenue Supervisor
Fleet Maintenance	Heavy Truck/Bus Technician
Public Works/Engineering	Engineering Technician Project Engineer
Sheirff	Deputy Sheriff (Part-time)

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Financial Technician I	68	758
Financial Technician II	72	691
Revenue Supervisor	86	1,240
Heavy Truck/Bus Technician	6	315
Engineering Technician	23	349
Project Engineer	45	690
Deputy Sheriff (Part-time)	82	831

☆ **Miscellaneous**

- The following employee orientation and exit interview sessions were held in May 2016:
- Orientation: Vernon Barnes II (EMS Firefighter), Matthew Cash (EMS Firefighter), Jennifer Humphrey (Telecommunicator); Exit Interview: Scott Thornton (Project Coordinator).
- The 8-week Citizens Government Academy concluded on May 18, 2016. The participants will be recognized with a reception and presentation at the City Council meeting on June 14, 2016.
- The annual Employee Benefits/Wellness Fair & Picnic was held at White Bank Park on May 13, 2016.
- Participated in a Virginia Employment Commission telephonic hearing for unemployment benefits.

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

☆ **Worker's Compensation**

Date	Department	Description of Injury
05/09/16	Fire	Laceration to right knee during training.
05/31/16	Police	Laceration to left leg/heel contusion during suspect arrest.
05/31/16	Police	Abrasion to right knee and elbow pain during suspect arrest.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, www.colonialheightsva.gov, had 72,196 page views in the month of May.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records Search 3. City Employees Login 4. Recreation & Parks 5. Departments 6. Fort Clifton Festival 7. Records & Property Tax Maps 8. Animal Shelter 9. Yard Sales 10. Online Bill Pay 11. Police 12. Treasurer 13. Sports & Athletics 14. Assessments 15. City Maps 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Germany  Canada  France  Philippines <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 388 service requests and questions through the "Let Us Know" module during the month of May. The City of Colonial Heights' Facebook Page now has 4,178 fans and the City's Twitter account has 777 followers.
- ☆ Proactive Information Management completed 67 hours of IT service and maintenance for City departments this month.
- ☆ The Website Redesign Committee reviewed the initial design presentation and has submitted its suggested revisions to CivicPlus.
- ☆ IT staff participated in training on the Optec electronic sign boards for the Courthouse and the Library. The message software has been installed and the signs are now operational.

IX. LIBRARY:

- ☆ The library staff circulated 13,174 titles in May.
- ☆ 207 e-books were downloaded, while 2,242 e-books circulated on Kindles. There are now 394 residents using the library's e-book collection.
- ☆ The public computer center was used 1,652 times, while the iPad center was used 157 times.
- ☆ 180 children participated in the Story Time program.
- ☆ The library's meeting rooms were used by 109 groups.
- ☆ There were 174 registrations for new library cards, and an average of 542 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In May the Recreation Division hosted another successful Fort Clifton Arts and Crafts Festival at Fort Clifton Park. Despite the weather, there was with an estimated crowd of 7,000 people over the two day event. We also hosted the Virginia Independent Schools State Baseball Championships at Shepherd Stadium with an estimated attendance of 2,700 people over the three days of play. Stadium construction of the brick façade, gutters and ornamental fencing was completed the middle of May prior to the start of the VISAA tournament. Shepherd Stadium also played host to the Colonial Heights High School Baseball team's Conference 25 Championship games May 25-26.

Staff continues preparing for Summer programs and events that are being held or starting in June to include the Summer Playground Program and a variety of Youth Sports Camps. Youth Baseball and Softball Leagues will finish their regular season the 2nd week in June and Night of Champions Week at Shepherd Stadium will begin Monday June 13th to conclude the season. We will have 8 all-star teams competing in Dixie and Babe Ruth post season play starting the end of June.

Athletics	<u>2016</u>	<u>2015</u>
Adult Softball Teams	25	31
Baseball Rookie (ages 4-5)	45	55
Baseball Coach Pitch (ages 6-8)	130	105
Baseball Minor League (ages 9-10)	61	74
Baseball American League (ages 11-12)	48	39
Baseball National League (ages 13-15)	36	68
Baseball Big League (ages 16-18)	5	18
Softball Angels League (ages 9-10)	28	33
Softball Ponytails League (ages 11-12)	24	32
Softball Belles League (ages 13-15)	28	26
Track Program	17	24
Golf Lessons	7	3
Activities/Programs	<u>2016</u>	<u>2015</u>
Fort Clifton Festival	7,000	7,500
Summer Playground Parent Orientation	26	11
Belly Dancing	7	12
Zumba	8	n/a
Karate	13	16
Facility Usage	<u>2016</u>	<u>2015</u>
Community Room Attendance	1,065	1,215
Community Room Reservations	23	27
Pavilion Attendance	2,360	2,730
Pavilion Reservations	35	41
Field Attendance	10,050	9,555
Field Rentals	44	36
Teen Center Attendance-CHHS Students	33	58
Teen Center Attendance-CHMS Students	26	302



Violet Bank Museum

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

- Collection work & program preparation.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

Daily Activities	2016	2015
AARP	n/a	28
Bingo in Center	32	48
Bowling	260	195
BUNCO	36	n/a
Bridge Party	60	64
Bridge Tournament	140	96
Coupon Class	2	n/a
Crochet & Knitting	56	58
Golf at Fort Lee	598	484
Golf at Prince George	375	160
Line Dance Class	62	n/a
Muffins for Moms	22	26
Senior Club Meeting	84	104
Senior Club Board Meeting	12	12
Senior Citizen Dance	98	112
Sing A-Long	26	48
Sing A-Long-CH Health Center	n/a	12
Awareness/Education		
Advisory Board Meeting	8	8
Blood Pressure Check	30	n/a
TRIAD Health Fair	100	125
Classes		
Bob Ross Video Painting	n/a	13
One-on-One computer class	8	13
Friday Open Oil Painting Class	22	38
Bickford for painting workshop	35	66
Painting Class Gems by James	n/a	28
Painters Group	21	36
Pin Cushion class	n/a	14
Splash of Color	n/a	8
Tap Class Intermediate & Beginners	65	68
Tap Class Advance	72	79
Quilting	n/a	42
Quilts for Vets	8	18
Sewing Class	6	10
Watercolor Faye Henderson Class	36	50
Watercolor (Monday & Fridays)	n/a	12
Fitness		
Strength & Stretch	335	171
Sit Down Exercises	240	205
Walking	n/a	14
Yoga	127	74
Muscles in Motion	205	212
Tai Chi	28	26
Zumba Gold	16	n/a

Special Activity		
Fort Clifton Festival Painters Group	12	28
Trips		
James River Winery	12	n/a
James Town Boat Trip	24	n/a
Riverside Theater	12	24
Total	3285	2829

Meals	2016	2015
Home Del Meals	12	12
Site Meals	118	113
Transportation		
Total Passengers	50	50
Total Trips	392	365
Total Miles	2848	2355
Wheelchairs	4	11
Volunteer Hours	34	22
New Riders	1	3
Donations	\$287.00	\$138.00

Parks, Horticulture, Buildings & Grounds

Fort Clifton Festival @ Fort Clifton Park

- Cut and removed dead trees.
- Blew pine needles and leaves from paths and roadways.
- Checked all electrical and replaced GFI receptacles as needed
- Provided manpower throughout festival weekend.

Other

- Prepared Shepherd Stadium for VISAA State tournament; edged infield, added material to infield, added material to warning track.
- Provided manpower to work VISAA State tournament
- Painted office at City Hall.
- Removed sheet rock from wall in kitchen at Fire Station #2, and repaired water leak in wall.
- Prepared ball fields as needed for league and tournament play.
- Painted soccer fields at Soccer Complex and Middle School Stadium as need for games.
- Trimmed hedges at War Memorial.
- Mulched flower beds as needed.
- Installed compost and river rock along outside of Shepherd Stadium wall to establish flower bed area.
- Trimmed hollies as needed at all sites.
- Planted annuals as needed at all sites.
- Measured and established area for butterfly garden at Violet Bank Museum.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 12 YAC Members, 1 YSC Representative, and YAC Advisor Attended May YAC Meeting
- 3 YAC Members, 1 Parent, and YAC Advisor Delivered Dog Toys to Animal Shelter
- 6 YAC Members, YSC Representative, and Advisor Assisted with Project Sticker Shock

➤ **Youth Service Commission**

- Held monthly meeting; confirmed election of Officers; reviewed YAC scholarships.

➤ **Kids' After School Program**

- Closed out the program for the summer, participated in VJCCCA Parent Education group, hosted child-care provider training- Movin & Groovin to Literacy and Tools for Positive Impact.

➤ **Substance Abuse Prevention Activities**

- 15 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/Golf Tournament
- Colonial Heights Food Pantry Board Meeting, Board Training
- Positive Parenting Coalition Meeting
- Colonial Heights School Board Meeting
- Juvenile and Domestic Violence Task Force Meeting
- Crater Area Coalition on Homelessness Meeting
- CARES Board Meeting
- "Positive Discipline" Training
- CADRE Coalition Meeting
- Department of Social Services Early Childcare Training
- Interagency Prevention Team Meeting – 13 students served
- Family Assessment & Planning Team
- Smart Beginnings/School Readiness
- Community Coalitions of VA
- Heroin Prevention Task Force
- Children's Advocacy Center Committee
- Families First Advisory Board
- Youth services Commission
- CSA- CPMT
- Evidence Based Decision Making

➤ **Diversion Program Participation**

• **Community Service**

10 youth completed 105 hours of Service Learning

• **Shoplifting Diversion**

19 youth and a parent attended the Shoplifting Diversion Program

• **Active Parenting of Teens**

4 Families Enrolled in "Active Parenting"

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

1 Youth Completed 6 hours of Community Service

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

- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Assisted with Special Olympics Bowling
- ✓ Attended screening of “Paper Tigers”
- ✓ Volunteered at Little Feet Meet
- ✓ Participated in “Relay for Life” Event
- ✓ Attended “Community Connections for Children” Meeting
- ✓ Assisted with “Reality Store” at Falling Creek Middle School
- ✓ CARDE Coalition sponsored “Project Sticker Shock” with CHPD, CHHS CADRE , YAC
- ✓ Attended Youth Conservation Corp Day Program Planning Meeting at Pocahontas State Park

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2016	73	\$15,321.63	9	\$2,422.30
2015	67	\$16,081.39	5	\$3,239.15

Sublet repairs consist of:

Welding	\$1,276.25
Alignment	\$763.63
Tire Repair	\$332.42
Tow	\$50.00