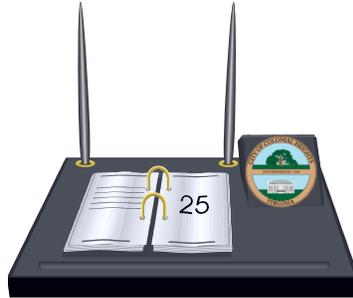


CITY MANAGER'S REPORT TO CITY COUNCIL JUNE 2016



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*** – Contractor has certified project complete.
- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Construction bids have been received and submitted to VDOT for review. The bids were far above the engineer's estimate.
- ***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 been suspended until funding issues are resolved.
- ***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. Utility relocation has commenced
- ***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 are currently being revised.
- ***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 have been submitted to VDOT for review. Awaiting new project agreement from VDOT.

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 6/15.
- Kroger – Received E&S bond, still awaiting Allen Myers/Kroger agreement for performance bond.

Right-of-Way Permits

- Issued three (3) 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 (04) dead animal requests.
- Cut and trimmed (65) locations and sprayed for high grass/weeds at (02) locations.
- Trimmed tree limbs at (04) locations, bushes at (03) locations and responded to (02) miscellaneous calls.
- Removed tree limbs from City Property at (02) locations and storm damage from (13) locations.
- Removed dead/dying tree from (02) locations and City Contractor from (08) locations.

Recycling Center

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

Storm Water and Drainage

- Cleaned (25) catch basins/curb inlets, (02) outfalls, drainage ditch at (05) locations, drainage pipe at (03) locations, curb and gutters at (01) location and responded to (03) drainage miscellaneous requests.
- Repaired gate on storm sewer on Charlotte at Meridian Avenues and catch basin on Crescent Avenue.
- Sweeper collected (258) cubic yards of debris from (125) locations.
- Concrete Crew repaired/replaced (25) feet of Curb and Gutter at (03) locations, (205.5) feet of Sidewalk at (06) locations, 2-12' handicap ramp at (02) locations, a 28'x5"x12" wall behind sidewalk at (01) location, a 4'x4' section of sidewalk at (01) location, 13' of gutter pan at (02) locations and three sections of gutter pan in driveway at (01) location.
- Assisted trash service with a liquid spill caused by a trash truck throughout the City.

Transportation

- Placed Asphalt in (51) potholes, (03) asphalt breaking up, (08) utility cuts, (04) shoulders, (30) low areas, (04) sinkholes and responded to (02) miscellaneous asphalt requests.
- Placed gravel in sinkholes at (05) locations, on shoulder at (01) location, in alley at (01) location.
- Graded gravel area, cut bushes overhanging and removed a pile of debris from alley behind Washington Avenue.
- Assisted Purchasing Department removing surplus items from Library and Voting Machines from the Registrar's Office.
- Removed (20) dump truck loads of construction debris from Public Complex to Area 6 at Old Landfill.
- Built a dirt berm at the animal shelter to prevent thru traffic.
- Responded to (08) miscellaneous calls.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (07) sewer backups and responded to (02) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (01) location.
- Repaired sewer main at (01) location and sewer lateral at (05) locations.
- Installed sewer cleanout at (03) locations.
- Flushed sewer main line at (01) location.
- Responded to sewer roaches at (01) location.
- Removed debris from pumps (03) times at the Main Pump Station.
- Used flusher truck to clean grease and debris out of wet well at Conjurers Neck and Charles Dimmock Pump Stations.
- Cleaned floats in wet well at C&B Pump Station.
- Responded to an alarm after hours found generator was exercising 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 (25) meters, a meter box at (04) locations, meter top at (07) locations, meter setter at (03) locations and responded to (10) water miscellaneous requests.
- Repaired a main water line at (01) location and repaired a meter leaking at (07) locations.
- Turned water off at (03) locations due to a water line break on private property.
- Cleaned meter box at (07) locations.
- Pulled meter at (01) location for testing.
- Mailed hard copy of the CCR Report citizen request to (01) location.
- Backflow/Cross Connection Technician conducted (19) surveys, (16) completed and (03) incomplete and assisted with Miss Utility locating (72) hours.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for choline at the dead end of Wildwood (02) times a week.
- Miss Utility locating required (239) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ Even though the last few months, according to weather reports, have seen records amount of rain, June of 2016 was more productive than June of 2015. 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 assistant director had a good response in regards to applications for the CDBG program that will begin in July. The next step is to review the applications and award projects. The planning division is finalizing a preliminary assessment of potential land uses and lot sizes along Dupuy Avenue with a meeting of the Southern Gateway Land Use Committee occurring in July or first part of August. The community/economic development specialist has been maintaining daily duties while updating the department's website and working on address points for GIS. We are also closer to being able to have all applications and permits through one database system. 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 and year to date for June. 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 overall increase in inspections and permits issued during the month. The division continued to receive 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.

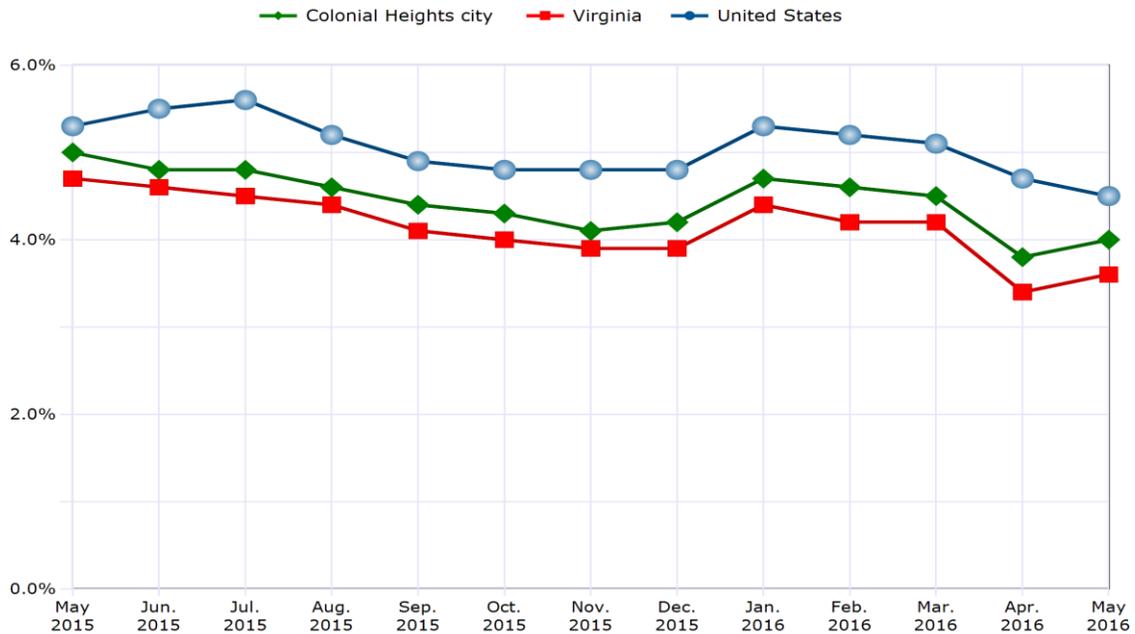
II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	52	311	New Residential	0	1
No Violation Found	0	5	Cost	\$0	\$ 150,000
Compliant	37	262	Res. Additions/Alterations	8	55
In Progress	15	16	Cost	\$31,600	\$ 539,374
City Enforced - Grass Cut	28	69	Demolitions	0	4
Total Inspections	76	548	Cost	\$0	\$ 39,000
Inoperable Motor Vehicles			Commercial	5	35
Initial Inspections	18	175	Cost	\$977,390	\$ 2,400,175
No Violations Found	0	2			
Compliant	10	153	Plumbing	19	72
In Progress	8	9	Electrical	12	93
Vehicles Towed	0	11	Mechanical	12	66
Total Inspections	36	337	Swimming Pool	2	5
Trailer Violations			TOTAL PERMITS	58	331
Initial Inspections	4	57	Building Inspections		
No Violations Found	0	7	Residential	134	515
Compliant	2	61	Commercial	57	378
In Progress	2	2	TOTAL INSPECTIONS	191	893
Total Inspections	8	107	Permits issued by Zoning		
Trash/Debris Violations			Fence	9	40
Initial Inspections	9	64	Signs	8	33
No Violations Found	0	8	Zoning	8	37
Compliant	3	57	Private Farmers Market	0	2
In Progress	6	7	TOTAL PERMITS	25	112
Total Inspections	18	120	Other Activities		
Exterior Storage Violations			Water Shut Off/Marked	0	0
Initial Inspections	5	39	Uninhabitable		
No Violations Found	0	1	Court Cases	0	0
Compliant	3	32			
In Progress	2	2			
Total Inspections	10	77			
Graffiti					
Initial Inspections	2	4			
No Violations Found	0	0			
Compliant	2	3			
In Progress	0	0			
Total Inspections	4	8			
VA Property Maintenance Code					
Initial Inspections	5	44			
No Violations Found	1	3			
Compliant	1	18			
In Progress	3	12			
Total Inspections	9	85			
Zoning					
Initial Inspections	1	8			
No Violations Found	0	0			
Compliant	0	3			
In Progress	1	3			
Total Inspections	2	16			
Signs					
Initial Inspections	1	19			
No Violations Found	0	0			
Compliant	1	18			
In Progress	0	0			
Total Inspections	2	36			
TOTAL INSPECTIONS	165	1334			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2015/2016 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 May, 2016 per VEC. The numbers always lag one month.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,872	8,519	353	4.0	No

- *Chesterfield 3.4 %unemployment
- *City of Hopewell 5.7% unemployment
- *City of Petersburg 6.8% unemployment
- *Dinwiddie 4.3 % unemployment
- *Prince George 4.3 % unemployment

Prospect Activity

Direct Requests for Information:	5
Sites/Bldgs. Submitted	2
Active Projects	4

IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,403 calls for service during the month of June, 2016. During the same month last year, we responded to 3,453 calls for service—a 1.4% decrease. We had one (1) reported robbery this month, and one (1) reported in June of 2015—no increase or decrease. We had three (3) reports of aggravated assaults this June, with none being reported during the month of June, 2015—a 300% increase. We had one (1) reported burglary in June, 2016, compared with four (4) reported during the month of June, 2015—a 300% decrease. There were 88 Part I, or serious, crimes reported to the Colonial Heights Police Department in June, 2016. Fifty-five (55) of those, or 62.5%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ Over the past several months, we have initiated a top to bottom review of our body camera program, to include equipment, storage capacity and software issues. After conducting this review, we feel that this program has been a tremendous success—increased transparency, decreased complaints and improved court documentation. As with any technology, the body camera systems continue to evolve in order to provide better audio and video recording abilities, increased durability and improved software capability. During an upcoming Council meeting, I will be presenting in greater detail the future of our program and the impact that this system has provided our community.
- ✓ The 2016 *Click It or Ticket* enforcement campaign that ran from May 23rd to June 5th was a great success. Our enforcement efforts significantly surpassed our efforts of 2015.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
 - On June 2nd, Master Officer Thinnes investigated an incident where a child fell out of a vehicle at the intersection of Boulevard and Newcastle. The incident occurred the day prior, but Master Officer Thinnes was able to locate the mother and child involved. The mother was subsequently arrested for felony child neglect and CPS (Child Protective Services) was contacted.
 - On June 4th, Master Officer Mike Kelley investigated a felony vandalism that occurred to the ATM machine at the Virginia Credit Union. Using the camera footage from the ATM machine, Master Officer Kelley was able to identify and arrest the individual responsible.
 - On June 5th, Officer Glinn Drake investigated an incident at 554 Cottage Grove Avenue that involved two bondsmen who, during their attempt to locate a wanted individual, pepper sprayed a resident of the home. It was discovered that the bondsmen were not properly licensed and were charged with assault.
 - On June 8th, officers from D Squad responded to Branders Bridge Apartments for a report of shots fired. Initially, officers were unable to locate a victim or suspect, but a short time later, a victim was located at Southside Regional Medical Center suffering from multiple non-life-threatening gunshot wounds. Master Detective Thad Johnson responded.
 - On June 12th, A Squad responded to multiple reports of thefts from autos at various locations in the south end of the City. On June 21st, Master Officer Bob Clark and Career Officer Wayne Moody received information about possible suspects to this crime. After conducting several interviews using this information, the officers arrested four individuals for these crimes and recovered several of the items taken. Additionally, the officers discovered that these individuals were also responsible for similar crimes in Chesterfield County and provided their detectives with valuable leads.
 - On June 13th, Officer Will Waldrep responded to an apartment at 200 Lakeview Park Road in reference to an assault and abduction of a juvenile. Officers discovered that an adult victim had been assaulted by her ex-boyfriend. During the argument, the suspect forced the adult victim's daughter into his vehicle and fled to Halifax, North Carolina. Dispatch was able to communicate with a friend of the suspect who was also in the vehicle. Just before an *Amber Alert* could be issued, officers in North Carolina located the juvenile and the suspect. The child was returned home safely and all suspects were arrested.
 - On June 13th, Sr. Officer Robbie Simmons took a robbery report at the Wawa located at 604 Boulevard. Victim cashier reported that a female entered the store dressed in a Muslim gown, head wrap and carrying a backpack. The suspect attempted to pass a counterfeit \$100.00 bill, but when

IV. POLICE DEPARTMENT (CONTINUED):

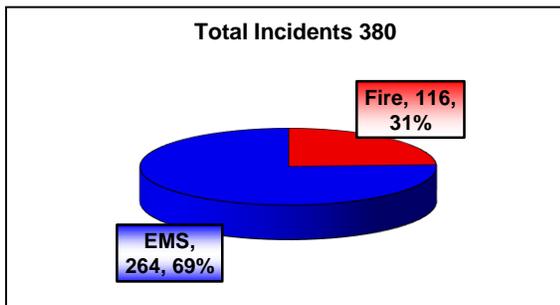
the cashier refused to accept it, the suspect advised she had a bomb and demanded all of the money from the register. The suspect then grabbed the money as well as the counterfeit bill and fled the area.

- On June 24th, Sergeant Robert Helms responded to the ABC Store for a larceny report. Upon arrival, two individuals were identified by the store personnel. While Sergeant Helms was speaking with them, a bottle of stolen alcohol fell from under one of the suspect's clothing and broke on the ground. Although both suspects fled on foot, Sergeant Helms was able to obtain warrants and arrested both.
 - Two extraditions were handled this month. One was to Somerset, New Jersey, and the other to Halifax, North Carolina.
- ✓ The **Law Enforcement Services Division**, commanded by Capt. Wayne Newsome, also reported his division as having a good month. Highlights from their reported activities are as follows:
- New hire, Recruit Jacob Miller, continues to perform well at Crater Academy and is at the halfway point now.
 - Drugs and paraphernalia no longer needed as evidence were transported to Northern Virginia, where it was destroyed by incineration.
 - The written test for promotions was proctored by Captain Newsome and was administered in the community room at the courthouse. Candidate interviews by the Chief for the sergeant position have been completed, while the top three candidates for the lieutenant position are pending scheduled appointments next week.
 - Sgt. Rob Ruxer participated in the *Special Olympics Torch Run*. This year, the run was rerouted so that runners could run down the Appomattox River Trail. Master Officer Sophie Benkendorf, who coordinates this event annually, as usual did a great job.
- ✓ Our **Investigations Division**, Commanded by Capt. Dann Ferguson, reported a very busy month, with 15 new cases. During the month, there was one non-fatal heroin overdose reported. We processed 18 concealed weapon permits for the month. Some of the division highlights include:
- Investigations reported a division clearance rate of 87%, with one burglary from 2015 cleared.
 - On June 22nd, Master Officer Travis Karr began service with the U.S. Marshal's Fugitive Task Force.
 - Master Detective Thad Johnson investigated a reported shooting at a local apartment complex. During this investigation, it was determined that a resident was shot four (4) times by a suspect who went by the street name of "Murder". Detective Johnson was able to identify the suspect and an accomplice who were both charged with attempted murder. With assistance from the U.S. Marshal's Service, both suspects were arrested in Petersburg.
 - Master Detective Johnson investigated an aggravated malicious wounding (stabbing) that resulted from an argument between two friends. Both the suspect and victim were charged.
 - Master Detective Johnson investigated a case involving a non-family abduction of a 7-year-old female. Three suspects forced entry into an apartment and assaulted the mother and forcibly took the child with them. With the assistance of the dispatchers in Communications, the Virginia State Police, the FBI and the North Carolina Highway Patrol, we were able to track a cellular phone as the victim and suspects traveled southbound on I-95. Detective Johnson was able to speak with a North Carolina Highway Patrolman directly on the cell phone and provided real time data on the suspect's cell phone location. In less than three hours from the time E911 was contacted, the victim and two suspects were located by the North Carolina Highway Patrol in Weldon, North Carolina. The third suspect was picked up by the U. S. Marshals a couple of days later in Roanoke Rapids, North Carolina.
 - Career Detective Jason Chimera is investigating a case involving an armed robbery of the Wawa located on the Boulevard. A black female entered the business stating that she had a bomb and demanded money.

IV. POLICE DEPARTMENT (CONTINUED):

- Senior Officer Kyle Sexton is investigating a case involving indecent liberties with a child, which resulted in a search warrant being issued for the suspect’s residences, ultimately leading to the arrest of the suspect.
- ✓ Overall, we made 340 total arrests, worked 87 crashes, wrote 363 traffic citations, executed 638 traffic stops, affected 12 DUI arrests and 18 drug arrests, and issued 28 parking citations.
- ✓ **Officer Robert N. Brown** was selected as our *Employee of the Month* for May, 2016. On May 1, 2016, Officer Brown responded to a break and enter and burglary in the city where a large amount of expensive electronic items were stolen, along with some cash. Officer Brown took the initial report and quickly developed a suspect. With some assistance from Investigations, he obtained and served a search warrant on the suspect’s mobile cell phone, the settings of which had been altered once the suspect realized he was being investigated. Through this initial search warrant, a second suspect was developed, which was derived from possible stolen items in Prince George County.
- ✓ Officer Brown’s will and determination throughout this case was impressive, and the knowledge he gained through the investigation will benefit him and the department as he furthers his career with the Colonial Heights Police Department. For his effort and tenacity in resolving this case, we feel that he is more than deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 116

(Total Fire Loss \$65,750):

Total Patients transported: 195

(Total EMS incidents 264)

Fire units arrived on scene in less than 9 minutes on 93.9% of emergency incidents. (Average response time 6:03 minutes)

EMS units arrived on scene in less than 9 minutes on 97.9% of emergency incidents. (Average response time 5:23 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	3	Power line down	4	Good Intent Calls	26
Passenger Vehicle Fire	1	Gas leak (natural or LPG)	1	Public Service	20
Brush or brush/grass Fire	3	Gasoline/flammable liquid	1	False Alarm/False Call	22
Grass Fire	1	Arcing, shorted equipment	1	Child Seat installation	4
Dumpster Fire	1			Smoke detector installation	6
Cooking Fire	1			Assist Invalid	19
Other Fire	1			Water or Steam leak	1
<hr/>					
M/A First Responder EMS Chesterfield	8	M/A received from Chesterfield Fire		3	
M/A given to Petersburg Fire	2	M/A received from Petersburg 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	24	20
	Total hours	28 hrs. 4 min.	27 hr. 38 min.
Station 2	Number of Incidents	3	2
	Total hours	3 hrs. 6 min.	1 hrs. 33 min.

V. FIRE & EMS DEPARTMENT (CONTINUED):

M/A given to Petersburg EMS	6	M/A received from Fort Lee EMS	2
		M/A received from Chesterfield EMS	1

EMS Transports (by facility)		
Southside Regional Medical Center	156	80.00%
John Randolph Medical Center	16	8.21%
Chippenham Hospital	11	5.64%
VCU Health Systems	6	3.08%
Johnston Willis Hospital	4	2.05%
Henrico Doctors' Hospital – Parham	1	0.51%
St. Francis Medical Center	1	0.51%
Total:	195	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,261

Preliminary Audit work completed by Auditors.

Eight alarm citations were processed during June.

Purchasing – 251 total purchase orders were completed with 219 being processed by purchasing and 32 departmental purchases being reviewed as compared to 245 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 #16-062102-1054, Safe Route to School Phase III. Issued on May 27, 2016 with sealed bids received June 21st. Bids are being reviewed by engineering. This project continues the construction of Sidewalks and other improvements in vicinity of CHMS.
- Invitation #16-070102-1055, Architect – Animal Shelter Modifications and Additions. Issued on June 17th, with proposals due July 1st. For project engineering drawings for bidding.

Other Purchasing Activity:

- Purchase Order issued for the cutting and trimming back of various trees in the City.
- Contract renewed and finalized for the CDBG program, with Project Homes.
- Ambulance billing service contract, with Med 3000, was renewed for another year.
- Finalize July 4 Fireworks show with Dominion Fireworks in Petersburg
- Negotiations completed during the month with Motorola, for the regional radio project.
- Police commendation metals were purchased during the month
- Purchase orders issued in FY 2015/16 was 3,350, as compared to 2,737 in FY 2014/15

Risk Activity:

- Fire Truck involved in accident with minor damage to other vehicle, no City damage.
- 2 accidents on Boulevard with minor damage to City property (Light pole & brick pavers at Courthouse.

Utility Billing:

- Bi-monthly Utility Bills Sent – 3,623
- Delinquent Notices Sent –775 or 20.2% with 140 cut off for nonpayment.
- \$1,147.83 Set-off Debt Collections received for June.

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 Specialist I
Fire & EMS	Telecommunicator
Planning & Community Development	Code Enforcement Inspector (Part-time)
Police	Police Officer (Certified)
Recreation	Landscaping Technician (Part-time)
	Recreation Specialist II

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Financial Specialist I	133	1,018
Landscaping Technician (Part-time)	8	392
Recreation Specialist II	247	2,141
Telecommunicator	172	2,300

☆ **Training**

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

☆ **Miscellaneous**

- An exit interview session was held for Rebecca Childers (Recreation Specialist III – Senior Center).
- Citizens Government Academy participants completed the spring program with a reception and recognition presentation at the City Council meeting on June 14, 2016.
- Participated in a Virginia Employment Commission telephonic hearing for unemployment benefits.
- Participated as an interview panelist for internal Police Sergeant and Police Lieutenant promotional processes.

☆ **Worker's Compensation**

The following workers' compensation reports were filed during the month of June 2016:

Date	Department	Description of Injury
06/01/16	Fire	Fell during physical agility test and bruised knees.
06/26/16	Police	Left knee laceration during subject arrest.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City's website, www.colonialheightsva.gov, had 79,730 page views in the month of June.

<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. Departments6. Yard Sales7. Animal Shelter8. Library Children's Programs9. Police10. Records & Property Tax Maps11. Online Bill Pay12. Sports & Athletics13. Treasurer14. Recreation Programs15. Utility Billing	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> Germany Moldova India Canada France <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 418 service requests and questions through the "Let Us Know" module during the month of June. The City of Colonial Heights' Facebook Page now has 4,232 fans and the City's Twitter account has 788 followers.
- ☆ Proactive Information Management completed 78.75 hours of IT service and maintenance for City departments this month.
- ☆ The Website Redesign Committee reviewed the secondary design presentation and has submitted its suggested revisions to CivicPlus.

IX. LIBRARY:

- ☆ The library staff circulated 16,273 titles in June.
- ☆ One hundred eighty-three eBooks were downloaded, while 2,607 titles circulated on Kindles. There are now 484 residents using the library's e-book collection.
- ☆ The public computer center had 1,904 users, while the iPad center was used 211 times.
- ☆ Five hundred and seventy-eight children participated in the Story Time program and the library's new outreach program, which placed book collections in two community day care centers.
- ☆ Two hundred and thirty-two residents registered for new library cards, and an average of 598 residents used the library each day.
- ☆ The library's meeting rooms were used by 98 groups.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In June the Recreation Division completed its youth baseball and softball seasons with its City League Night of Champion games the week of June 13th. Staff completed trainings, preparations and began Summer Playground, Tots and Teen programs. American Legion Post 284 began its season play at Shepherd Stadium on June 25th and will complete its regular season the middle of July. Colonial Heights all-star teams competed in Dixie and Babe Ruth District Tournaments the end of June and over the 4th of July weekend for a chance to advance to their respective State Tournaments. The 2016 Babe Ruth 24 Year Old Southeast Regional tournament will take place at Shepherd Stadium July 27-August 1.

Athletics	<u>2016</u>	<u>2015</u>
Adult Softball	25 teams	31 teams
Youth Football Registration (as of 7/5/16)	77	33
Youth Cheerleading Registration (as of 7/5/16)	42	44
Field Hockey Camp	5	14
Youth Soccer Camp	36	25
Golf Lessons	7	3
Track Program	17	24
Baseball Camp	50	n/a
Tennis Lessons	31	34
Activities/Programs	<u>2016</u>	<u>2015</u>
Summer Playground Enrollment	126	281
Summer Tots	10	12
Playground Program Parent Orientation	25	83
Belly Dancing	8	8
Karate	13	13
Zumba	3	5
Facility Usage	<u>2016</u>	<u>2015</u>
Community Room Attendance	1,138	950
Community Room Reservations	23	23
Pavilion Attendance	3,655	3,510
Pavilion Reservations	27	45
Field Attendance	3,350	5,100
Field Rentals	36	44
Teen Center Attendance-CHHS Students	50	103
Teen Center Attendance-CHMS Students	35	322

Parks, Horticulture, Buildings & Grounds

- Prepared ball fields as needed for league and tournament play.
- Relocated field hockey goals from High School to Soccer Complex for field hockey camp.
- Installed soccer goals on fields at Soccer Complex for soccer camp.
- Repaired water damaged wall in kitchen at Fire Station #2.
- Removed old sign at Library.
- Moved furniture and office equipment at City Hall to facilitate organizational changes.
- Replaced worn and broken boards on park benches at all parks and playgrounds.
- Built temporary mound on Civic Field for Dixie Youth tournament.
- Mulched flower beds as needed.
- Trimmed Crepe Myrtles along Boulevard and Temple Ave.
- Trimmed back viburnum and bayberry at sites as needed.
- Spread pine tags at sites as needed.
- Trimmed shrubs at all sites as needed.

Violet Bank Museum

	<u>2015</u>	<u>2016</u>
Attendance	262	320

- On-Site Attendance – 170
- Outreach Program Attendance at Magnolia Grange – 150
- Activities – program preparation, collections & exhibits, and archival research.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

Activities	2015	2016
AARP	25	N/A
Bingo in Center	60	29
Bowling	325	192
Bridge Party	68	44
Donut For Dads	6	8
Bridge Tournament	140	108
Golfers Fort Lee	640	318
Golfers Prince George	290	207
Senior Club Board Meeting	12	12
Senior Club Meeting	84	83
Senior Citizen Dance	114	82
Sing A-Long	42	26
Awareness/Education		
Blood Pressure Check	N/A	20
TRIAD	18	25
Lucy Corr Oral Health	N/A	1
Wellness Workshop Bell Tone	14	N/A
Classes		
Painting Video class	8	N/A
Crochet & Knitting	48	36
Computers	19	9
Gems by James	32	N/A
Rope Wine Bottle	12	N/A
Bowl Pot Holders Class	18	N/A
Painters Group	24	6
Sewing Class	18	13
Swap Shop	50	N/A
Splash of Color	16	N/A
Tap Class Intermediate	66	20
Tap Class Advance	92	23
Quilting Demo	18	N/A
Quilting	36	N/A
Quilting for Vets	15	10
Watercolor Monday	14	N/A
Watercolor Faye Henderson Class	52	30
Line Dancing	N/A	69
Couponing	N/A	1
Colorful Creations Open Paint	N/A	24

Fitness	2015	2016
Strength & Stretch	175	341
Sit and Be Fit	290	236
Tennis	17	N/A
Walking	3	8
Yoga	117	127
Muscles in Motion	213	253
Tai Chi	31	33
Trips		
Lunch & Lecture Trip	4	N/A
VFMA	8	N/A
Riverside Theater	13	N/A
Tangier Island	N/A	13
Lunch Bunch	N/A	10
Dover Downs	N/A	50
Bistro Trip	N/A	22
Jerry's Artarama	N/A	5
New Kent Winery	N/A	12
HealthSouth Trip	N/A	8
TOTAL	3247	2514
Meals		
Lunch @ Center	108	97
Home Meals	15	19
Transportation		
Total Passengers	88	47
Total Trips	438	461
Total Miles	3014	2984
Wheelchairs	23	12
Volunteer Hours	0	30
Donations	\$273	\$349.00
New Riders	4	6

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- No YAC Meeting in June Due to End of Year Activities
- 10 YAC Members Graduated from Colonial Heights High School/Appomattox Regional Governor's School

➤ **Youth Service Commission**

- Did not meet in the month of June.

➤ **Kids' After School Program**

- Program Coordinator worked on year end activities, and began hiring process 2016-2017 school year.

➤ **Substance Abuse Prevention Activities**

- 11 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
- Colonial Heights Food Pantry Board Meeting, Board Training
- HOBY Virginia State Board of Directors Meeting
- Family Assessment and Planning Team
- Smart Beginnings Meeting
- School Readiness Meeting
- Tri-Cities Trauma Informed Care Network Meeting
- Department of Social Services Child Care Grant Meeting
- Interagency Prevention Team Meeting – 10 students served
- Case Management III – Homelessness Training
- Early Intervention Training at VCU
- CPR and First Aid & AED Recertification
- Systems of Care Meeting
- Evidence Based Decision Making Policy Team Meeting
- Children's Services Policy Team
- Colonial Heights Multi-Disciplinary Team Meeting

➤ **Diversion Program Participation**

• **Community Service**

4 youth completed 74 hours of Service Learning

• **Shoplifting Diversion**

21 youth and a parent attended the Shoplifting Diversion Program

• **Active Parenting of Teens**

No Families Enrolled in "Active Parenting"

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

2 Youth Completed 21 hours of Community Service

- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Attended and Volunteered at HOBY Virginia Leadership Seminar at JMU
- ✓ Supported Graduating Seniors at CHHS Senior Picnic and CHHS Graduation Ceremonies
- ✓ Attended Youth Conservation Corp Crew Leader Training at Twin Lakes State Park
- ✓ Provided Presentation on "Positive Discipline" at YCC Training for Virginia's Department of Conservation and Recreation

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2016	78	\$24,743.71	8	\$3,224.12
2015	83	\$55,671.19	14	\$28,670.28

Effective July 1, 2016 Sidney Watkins is retiring after 39 years of service. Mr. Brian Cox will be his replacement effective July 13.

Sublet Repairs consist of the following:

Misc. [paint/ welding]	\$1,804.56
Exhaust	\$440.74
Towing	\$110.00
Dealer	\$646.50
Alignment	\$222.32

A comparison of maintenance cost for the last 6 years are:

Year	Parts	Sublet	Supplies	Total	% Change
10/11	\$213,279.61	\$12,368.97	\$12,949.37	\$238,435.79	+15.46%
11/12	\$269,080.31	\$14,171.91	\$13,916.43	\$297,168.65	+24.63%
12/13	\$226,313.47	\$14,890.29	\$12,603.30	\$253,807.06	-14.59%
13/14	\$212,171.63	\$14,972.55	\$13,760.70	\$240,904.88	-05.38%
14/15	\$249,529.34	\$77,477.05	\$17,605.24	\$344,611.63	+43.05%
15/16	\$207,590.13	\$34,529.33	\$12,852.00	\$254,971.46	-26.01%

Sublet repair costs for the year are 13.54% of the total maintenance cost and a 55 percent decrease over last year's cost. Most of these expenses are dealer repairs to fire dept. vehicles and streets dept. equipment.

Categories	14/15 year		15/16 year	
	Cost	Percent	Cost	Percent
Exhaust	\$000.00	0.000%	\$2,784.41	8.064%
Towing	\$2,140.00	2.762%	\$1,552.50	4.469%
Glass Replacement	\$3,724.87	4.808%	\$2,312.69	6.698%
Alignment	\$10,103.35	13.040%	\$2,705.74	7.836%
Tire Repair	\$1,327.47	1.713%	\$1,478.81	4.283%
Dealer Repair	\$54,653.10	70.541%	\$14,815.61	42.907%
Radiator	\$1,214.18	1.567%	\$00.00	0.000%
Seat	\$3,555.00	4.588%	\$00.00	0.000%
Misc.	\$759.15	5.581%	\$8,879.47	25.716%

Departments	14/15 year		15/16 year	
	Cost	Percent	Cost	Percent
Fire	37,828.08	48.825%	\$12,795.85	37.058%
Police	\$3,934.19	5.078%	\$2,192.18	6.349%
Schools	17,113.81	22.089%	\$6,356.43	18.409%
Sheriff	\$463.47	0.598%	\$275.87	0.799%
Parks	\$125.00	0.161%	\$85.00	0.246%

XII. FLEET MAINTENANCE (CONTINUED):

Senior Citizen	\$255.00	0.329%	\$0.00	0.000%
Engineering	\$55.00	0.071%	\$55.00	0.159%
Streets	\$12,883.15	16.628%	\$9,598.84	27.799%
Utilities	\$4,525.15	5.841%	\$2,131.02	6.172%
Others	\$294.15	.380%	\$1,039.04	3.009%