

CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2015



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** – Installation of sidewalk and brick pavers on east side of Boulevard being performed. Issues with construction of subgrade around Verizon duct banks is being coordinated with City, Lochner, Shoosmith and Verizon.
- **Safe Routes to Schools- Phase 2 (Middle School), UPC 102836** – Construction plans under review. Start of construction anticipated Q2 CY 2015.
- **Safe Routes to Schools (North Elementary School Phase I) UPC 105233** – Requests for estimate of costs for Preliminary Engineering work being reviewed. Preliminary Engineering work to begin January 2015.
- **Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188** – Awaiting agreements and federal authorization from VDOT.
- **Holly Avenue Reconstruction (Revenue Sharing) UPC 105690** – Project agreements received from VDOT. Issued requests for proposals for preliminary engineering.
- **Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)** – Shoosmith Construction issued Notice to Proceed.
- **Dupuy Avenue Modernization, UPC 101287** – Right of Way acquisition in process. On-going negotiations with property owners. City receiving counteroffers from property owners.
- **Lakeview Avenue Modernization, UPC 101288** – Authorization to acquire right of way received from VDOT and process initiated.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – City preparing bid package for solicitation. Advertisement for construction bids anticipated Q1 CY 2015.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – Scoping forms and environmental documents are being reviewed by VDOT.
- **Appomattox Green River Trail Phase IV (UPC 105236)** –Phase IV construction plans under review. Start of construction anticipated Q3 CY 2015.

Utilities Capital Projects

- **Boulevard Water and Sewer Replacement** – Connections at intersections complete. Line is in service.
- **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** – Construction plans under review. Advertisement for construction bids anticipated Q1 CY 2015.
- **Snead Avenue Drainage Project** – Construction on-going. Construction end anticipated Q1 2015.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **Danville and Lafayette Avenue Sanitary Sewer Repair** – Construction of water line and sanitary sewer line complete. Restoration of curb and gutter and pavement will be completed when weather conditions are more favorable.

Plan Reviews

- Received and reviewed one (1) plan of development (O'Reilly's Auto Parts – Boulevard).
- **Redevelopment of 401 Temple Avenue (Kroger)** – City comments issued to Kroger on 1/6/15. Meeting to discuss City comments and coordination with VDOT Capital Project held on 1/21/15.

Right-of-Way Permits

- Issued twelve (12) permits and closed out four (4) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 66 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (19) locations, responded to (03) litter miscellaneous/dead animal requests.
- Welcome new Public Works Technician employee William Peters.

Recycling Center

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

Storm Water and Drainage

- Cleaned (60) catch basins, (04) drainage ditches, (04) drainage pipes and (04) miscellaneous drainage requests.
- Cleaned brush, leaves and graded gravel area with motor grader between Charlotte and Piedmont Avenues.
- City's crews collected 650 cubic yards of leaves for January, totaling 3,302 cubic yards for the season.

Transportation

- Placed Asphalt in (07) potholes, (01) utility cut and responded to miscellaneous asphalt request at (01) location.
- Placed 30.9 tons of salt and 165 tons of mix salt/sand on City's streets during snow/ice event on January 15th and 27th.
- Graded gravel area with motor grader on Bruce Avenue and entrance to the Animal Shelter.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.

Wastewater Utility

- Responded to (13) sewer backups, flushed sewer line at (03) locations, installed (05) cleanouts and responded to (05) sewer miscellaneous requests.
- Repaired sewer lateral at (04) locations and sewer main at manhole at (01) location.
- Camera sewer line to find problem area at (05) locations and root cut line at (02) locations.
- Placed topsoil around cleanout at (02) locations citizens request.
- Placed gravel in utility cut three times after hours until asphalt can be placed at 3706 Conduit Road.
- Placed ice melt on sidewalks after hours at City Hall, Police, Fire Station #2 and Library during snow/ice event.
- Removed debris from pumps three times, exercised generator and replaced outside flood lights on shed at Main Pump Station.
- Responded to pump station overflowing alarm after hours, floats stuck open; problem was corrected at Conjurers Neck Pump Station.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Pulled and cleaned debris from pumps twice at Charles Dimmock Pump Station.
- Assisted Standby Generator repairing generator and repaired sump pump for dry well at C&B Pump Station.
- Assisted Standby Generator repairing generator at Sherwood Hills and Conjurers Neck Pump Stations.
- Pulled for repairs, re-installed pump after repairs were made, responded to alarm after hours, cleaned floats and assisted Tencarva repairing pump at Hillcrest Pump Station.
- Pulled pump two and cleaned debris at Appomattox Pump Station.
- Repaired timer reset and replaced belt on Methane Pump.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (42) meters, (03) meter tops, (02) meter boxes, (01) water service, (06) setters, (02) saddles, (01) pigtail on meter, (01) water valve top and responded to (07) water miscellaneous requests.
- Repaired (03) water mains, (01) service lines and (01) water valve.
- Cleaned (05) meter boxes and pulled (02) meters for Utility Billing.
- Pulled compound meter 3" and 5/8" at Middle School for repairs and re-installed.
- Installed a break away kit on hydrant at 880 West Roslyn Road.
- Turn off/on water meter at (02) locations for leak in house.
- Turn water on at (01) location bill paid by citizen after hours.
- Placed topsoil around area where water line work performed in yard at (01) location.
- Replaced pressure gauge and installed a heat trace to keep gauge from freezing on Sherwood Hills Water Tower.
- Backflow/Cross Connection Technician conducted (29) surveys, (18) completed, (11) incomplete and assisted with locating water and sewer lines performing (16) hours.
- Collected weekly routine water samples, performed THM's and HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Miss Utility locating required (223) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

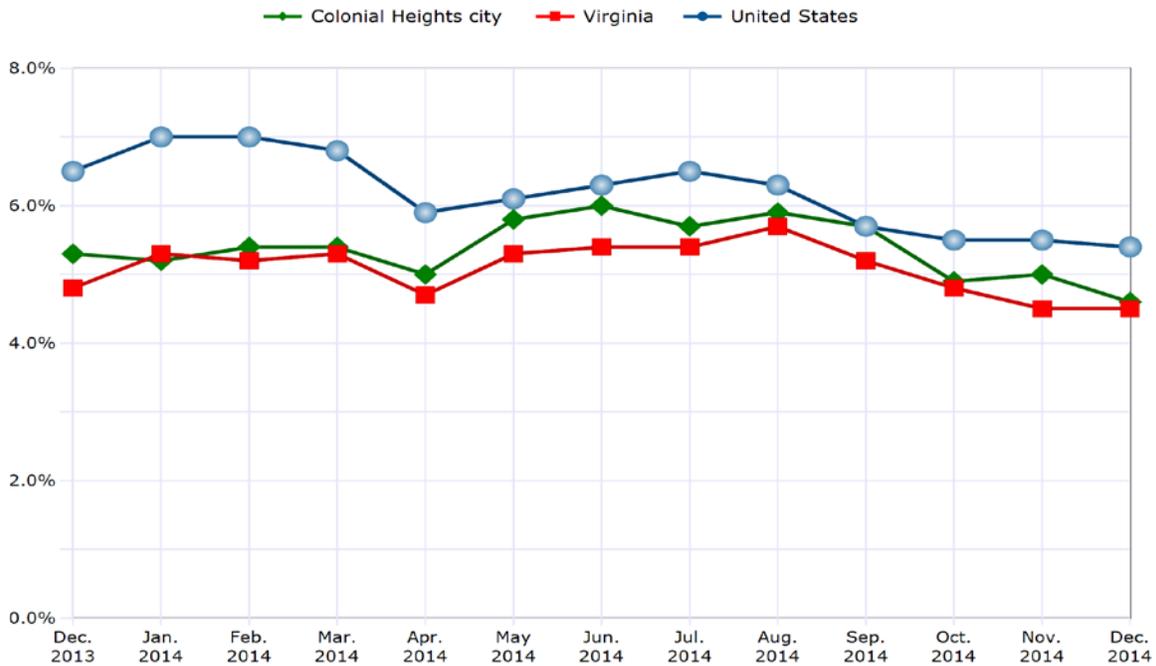
- ☆ The Department of Planning and Community Development brought in the New Year with a positive outlook for the future and began assessing how operations within all divisions can be more efficient and effective. The interim director began a full assessment of the department to specifically review functionality of the department, allocation of resources, and how best to reorganize and refocus the department based upon the goals of City Council and the City Manager. This assessment will be instrumental for the upcoming budget cycle and future success of the department.
- ☆ The planning division has been active in reviewing sign and fence permits, assisting realtors and appraisers with zoning questions, inquiries from citizens and businesses, review of plans for vacating or adjusting boundary lines, CDBG, Violet Bank Historic District Nomination, and other various tasks. Project Homes has completed \$26,250 worth of CDBG projects. JMT, out of Philadelphia, has been selected by the Department of Historic Resources as the consultant to move the historic nomination process forward for the Violet Bank District. A person was on site in the neighborhood and reviewing records for two days during the month.
- ☆ The building inspections division has been active in issuing and inspecting commercial and residential permits for building, electrical, mechanical, and plumbing. There are several commercial developments continually progressing and receiving various inspections in the construction process. This division has previously conducted code enforcement inspections and continued proactive and requested inspections this month.
- ☆ Everyone in the department is thankful for the assistance that Elke Gibbs has provided over the last several months in the area of administrative and operational support. We are hopeful for a permanent solution to these needs in the near future. The spreadsheet below depicts the department's monthly statistics.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Violations	0	0	New Residential	0	0
Violations Resolved	0	0	Cost	\$ -	\$ -
Contractor Properties Cut	0	0	Res. Additions/Alterations	3	3
Total Inspections	0	0	Demolitions	0	0
Inoperable Motor Vehicles			Commercial		
Violations	28	28	Cost	\$ 97,000	\$ 97,000
Violations Resolved	9	9	Plumbing	14	14
Vehicles Towed	0	0	Electrical	16	16
Total Inspections	93	93	Mechanical	5	5
Building Code			Swimming Pool		
Violations	2	2		0	0
Violations Resolved	0	0	TOTAL PERMITS	41	41
Total Inspections	2	2	Building Inspections		
Property Maintenance			Residential		
Violations	8	8		100	100
Violations Resolved	0	0	Commercial		
Total Inspections	18	18		50	50
House Numbers			TOTAL INSPECTIONS		
Violations	0	0		150	150
Violations Resolved	0	0	Zoning Permits		
Total Inspections	0	0	Fence		
Zoning					
Violations	0	0		1	1
Violations Resolved	0	0	Signs		
Total Inspections	0	0		9	9
Signs			TOTAL INSPECTIONS		
Violations	3	3		10	10
Violations Resolved	3	3	Other Activities		
Total Inspections	5	5	Water Shut Off letters		
Graffiti					
Violations	0	0		0	0
Violations Resolved	0	0	Court Cases		
Total Insections	0	0		0	0
Other/Miscellaneous					
Violations	0	0	TOTAL INSPECTIONS		
Violations Resolved	0	0		118	118
Total Insections	0	0			
TOTAL INSPECTIONS					
	118	118			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2013/2014/2015 Colonial Heights City



Labor Force, Employment and Unemployment for Colonial Heights city in January, 2015

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in December, 2014.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,029	8,615	414	4.6%	No

- *Chesterfield 4.4% unemployment
- *City of Hopewell 7.0% unemployment
- *City of Petersburg 8.8% unemployment
- *Dinwiddie 5.3% unemployment
- *Prince George 5.2% unemployment

Prospect Activity

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

- These numbers do not reflect projects already underway such as Aldi, Steak n’ Shake, etc.

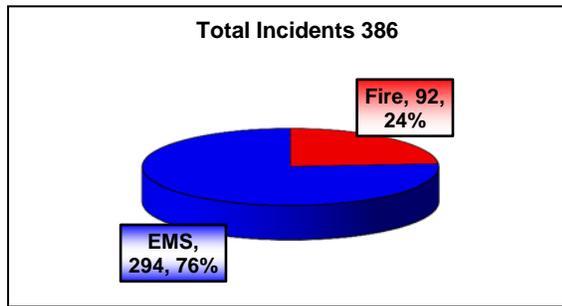
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,587 calls for service during the month of January, 2015. During the same month last year, we responded to 3,718 calls for service—a 3% decrease. We had two (2) reported robberies this month, and none were reported in January of 2014— a 200% increase. We had one (1) reported aggravated assault this January, while three (3) were reported during the month of January, 2014— a 66% decrease. We had four (4) reported burglaries in January, 2014, compared with eight (8) reported during the month of January, 2015—a 50% decrease. There were 109 Part I, or serious, crimes reported to the Colonial Heights Police Department in January, 2015. Seventy-eight (78) of those, or 72%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of January was a very active month regarding investigations and arrests. As the result of a robbery spree over the course of several weeks that began at the end of December, we were actively conducting numerous investigations and surveillances. Through our officers' diligence and effort, we were able to clear by arrest two armed robberies, two attempted robberies and one armed robbery out of Chesterfield County. We had a total of 402 arrests for the month. We also held our first-ever community Candlelight Vigil at White Bank Park to recognize our missing person, John Pratsinak for the purpose of keeping John's case active in the media. Our community really came together for this nice but somber event. Police Chaplain, Dr. George Lyons, is to be commended for conducting a wonderful service.
- ✓ We are still transitioning into our body-worn cameras and have provided viewership access to our Commonwealth Attorney's office on prosecutorial cases. We continue to get inquiries from other agencies in the area—it appears that other local jurisdictions have plans to follow our lead.
- ✓ In preparation for a busy 2015, we are in the hiring process for one certified police officer. Testing has been completed and interviews are being set for nine individuals with varying experience. Our efforts are continuing with adding volunteers to our Auxiliary Police unit—seven background investigations are to be conducted. The next few months are going to be some exciting times as we endeavor to add to our ranks.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a slow month considering different operational investigations going on from both Uniform Patrol and their assistance with ongoing investigations:
 - Career Officer Jeff Santini ended his term as Acting Sergeant and did a good job for us during his tenure. Sgt. Steve Kolev has returned to duty the first week in February.
 - A few shift changes have occurred and everyone is now in place to begin the New Year.
 - Career Officer Wayne Moody is to be commended for his quick response to one of our robberies, capturing the juvenile suspect responsible for the crime.
 - Officer Robbie Simmons and Master Officer Eric Allen are to be recognized for their efforts with a vehicle pursuit where communication was paramount and spike strips were utilized for a successful end with arrests.
 - City IT has been instrumental in helping us with our inspections and body camera reviews. We now have the ability to utilize iConnect in the process.
 - Potential Auxiliary members have been interviewed and moved on to the background process.
 - K-9 Blitz was utilized four times this month even as he was down a period of time recovering from an injury. He assisted Special Operations on two search warrants and drugs were discovered at one of the residences.
 - Our Auxiliary and Sentinel volunteers contributed 187 hours of service during the month of January, 2015. The majority came from the civic events and ride- alongs.
- ✓ Our **Special Operations Unit**, led by Lt. Dann Ferguson, had a very active month, initiating 48 new cases. They also issued 47 traffic summonses, obtained 17 felony warrants, 57 misdemeanor warrants and served 11 outstanding warrants. Overall, the unit made 26 narcotics-related arrests.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ The SOU was also instrumental with identifying the armed robbery suspect and worked with Investigations to help clear these cases by arrest. The unit also assisted with compliance checks on precious metal permit, as well as conducted 11 alcohol compliance checks which resulted in three arrests for selling to underage persons.
- ✓ Special Operations also executed three search warrants during the month, resulting in eight individuals being arrested for narcotics violations. Great teamwork for this group of officers—they really assisted both patrol officers and detectives with identifying and capturing criminals.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a good month. Highlights from their reported activities are as follows:
 - Our annual verification report on accreditation was submitted to the Virginia Law Enforcement Professional Standards Commission (VLEPSC).
 - A crime prevention presentation was conducted for our local Lions Club.
 - The bureau completed all phases of the applicant testing. We began with 20 candidates, which has been narrowed down to nine for interviews.
 - A community Candlelight Vigil was organized by our Services Bureau, which was well received by the family and the community at large.
 - School Resource Officers participated in residency checks for their respective schools.
 - The 2016 DMV grant workshop was attended by our personnel in preparation for next year's grant requirements.
- ✓ Our **Investigations Division** has been assigned 19 new cases for the month, with 16 of those investigations being cleared, as well as four (4) from previous months, for a 105 percent clearance rate. Twenty-three (23) concealed weapon permits were also processed, as well as three (3) precious metals permits and two (2) massage therapist permits. Cases include construction fraud, counterfeit currency, domestic assault, robberies, credit card frauds, disorderly conduct, burglary, a death investigation and embezzlement. We are assisting the Virginia State Police with an investigation into the financials of our local Moose Club.
- ✓ Overall, we made 402 arrests for the month, including 92 felonies and 302 misdemeanors; worked 68 crashes, wrote 484 traffic citations, executed 1,086 traffic stops, affected nine (9) DUI arrests and 60 drug arrests, and issued 43 parking citations.
- ✓ **Officer Robert L. Simmons** has been selected as our **Employee of the Month** for December, 2014.
- ✓ For this honor, the review committee went back to the officer's performance numbers for May, 2014. During that month, Officer Simmons wrote 31 traffic summonses, arrested 12 DUIs, investigated five vehicle crashes, gave 69 verbal warnings, conducted eight field interviews, executed five felony and 23 misdemeanor arrests, and served seven outstanding warrants. Since Officer Simmons arrived on "D" Squad, he has been aggressive in his enforcement efforts toward DUI drivers. Over the last four months, he has averaged more than seven DUI arrests each month. Prior to May, 2014, he made 40% of the entire department's DUI arrests, following up in May with 12 DUIs, surpassing the number that most officers make in an entire year!
- ✓ By his enforcement actions, Officer Simmons has shown that keeping the streets of Colonial Heights safe is a priority. He is obviously very committed to ridding our streets of drunk drivers and dedicated to the law enforcement profession in general. For this reason, we feel he more than deserves to be recognized for this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 92

(Total Fire Loss \$5,500):

Total Patients transported: 229

(Total EMS incidents 294)

Fire units arrived on scene in less than 9 minutes on 96.5% of emergency incidents. (average response time 5:30 minutes)

EMS units arrived on scene in less than 9 minutes on 94.4% of emergency incidents. (average response time 5:27 minutes)

Fire Division (number of incidents):

<u>Fires</u>	<u>Hazardous Situations</u>	<u>Service calls and false calls</u>
Building Fire 1	Carbon monoxide incident 1	Good Intent Calls 30
Cooking Fire 1	Power Line Down 2	Public Service 31
	Arcing, shorted Electrical 1	Alarm Activation (no fire) 14
	Electrical wiring/equipment 1	Child Seat installation 2
	Gas Leak (natural or LPG) 2	Smoke detector installation 1
	Heat from short circuit (wiring) 2	Citizen Complaint 2
	Overheated motor 1	
M/A to First Responder Chesterfield EMS 9	M/A from Ft. Lee Fire 1	
M/A to Petersburg Fire 1		
M/A to Chesterfield Fire 2		

EMS Division (number of patients treated)

Abdominal Pain 7	Dehydration 2	Obvious Death 3
Airway Obstruction 1	Diabetic Hyperglycemia 4	Pain 24
Altered Mental State 13	ETOH Abuse 1	Respiratory Arrest 1
Asthma 3	Fever/Hyperthermia 2	Respiratory Distress 24
Back Pain (Non-Traumatic) 3	G.I. Bleed 2	Seizure 3
Behavioral/Psychiatric 9	General Malaise 4	Stoke/CVA 6
Bowel Obstruction 1	Headache 4	Substance/Drug Abuse 2
Cardiac Arrest 2	Hypertension 2	Syncope/Fainting 5
Cardiac Rhythm Disturbance 12	Hypotension 2	TIA (Transient Ischemic Attack) 2
Chest Pain/Discomfort 17	Nausea/Vomiting 4	Traumatic Injury 29
Congestive Heart Failure 1	No Apparent Illness/Injury 3	Weakness 14
COPD 8	OB/Gyn-Vaginal Hemorrhage 1	Other 57
M/A to Chesterfield EMS 1	M/A received from Petersburg EMS 2	
M/A to Dinwiddie EMS 1	M/A received from Ft. Lee EMS 1	
M/A to Petersburg EMS 1		

EMS Transports (by facility)

Southside Regional Medical Center	180	78.60%
CJW Medical Center –Chippenham Campus	19	8.03%
John Randolph Medical Center	12	5.24%
St. Francis Medical Center	8	3.49%
VCU Health Systems	7	3.06%
St. Mary’s Hospital Richmond	2	0.87%
VAMC Richmond (McGuire)	1	0.44%
Total:	229	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,523

Six alarm citations were processed during January.

Issued General Obligation & Refunding Bonds authorized by City Council with a present value savings of \$624,035 on the refunding portion of the issue.

The Director participated in City Council's annual retreat.

Purchasing - 160 total purchase orders completed with 143 being processed by the purchasing and 17 departmental purchases being reviewed as compared to 210 being completed for the same period in 2013. In addition 118 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #14100102-1033 Right Turn Lane Extension at Temple Ave. Sealed Bid issued Sept 5th with bids received Oct 1st. Notice to Proceed will was given in Jan 2015.
- Invitation #1411302-1035 Snead Avenue Sewer Replacement. Issued on Oct 30th with bids due on Nov 13th. Contact documents received & notice to process was given in Jan 2015.
- Invitation #14-010702-1036 Information Technology Services. Issued on Nov 30th with proposals received on Jan 7th and currently being reviewed.
- Invitation #15-012302-1037 Dugouts, Shepherd Stadium. Issued on Jan 11th with proposals received on Jan 23rd and currently being reviewed.
- Invitation #15-012802-1038 Section 125 Benefits. Issued on Jan 9th with proposals received on Jan 28th and currently being reviewed.

Other Purchasing Activity:

- Contract for Courthouse Polycom video conferencing maintenance.
- Budgeted Vehicle purchased for Building Inspections
- Budgeted Bucket truck purchased for the Sign Shop by Lease Purchase.
- Proceeding with maintenance contract for major equipment at the Courthouse.

Risk Activity:

- Insurance renewal process started for Fiscal Year 2016

Utility Billing:

Bi-monthly Utility Bills Sent – 3,817

Delinquent Notices Sent – 824 or 22.7% with 128 cut off for nonpayment.

Set off debt collected for January - \$0.

VII. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Planning & Comm. Development
Police

Position

Director of Planning & Comm. Development
Staff Assistant

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Assistant Director of Public Works – Eng.	32	778

Training

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

Miscellaneous

- ☆ The following new employee orientation sessions were held in January 2015:

- ☆ Orientation

Matthew Parker - Transportation Coordinator

William Peters - Public Works Technician

VII. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- ☆ Attended the City Council Retreat to provide an overview of the new Citizens Government Academy program.
- ☆ Attended an IPMA Virginia Chapter meeting on January 30, 2015 to discuss hosting a central regional training event.
- ☆ Participated in an IPMA-HR 2015 Government Affairs Update webinar on January 21, 2015.

Worker’s Compensation

- ☆ The following workers’ compensation reports were filed during the month of January 2014:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
1-16-15	Police	Slipped on wet floor causing pain in left forearm & lower back.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 68,338 page views in the month of January.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records Search 3. News Flash 4. City Employees Login 5. Animal Shelter 6. Departments 7. Facilities 8. Recreation & Parks 9. Bids & RFPs 10. Police 11. Sports & Athletics 12. Online Bill Pay 13. Commissioner of the Revenue 14. Records and Property Tax Maps 15. Online Bill Pay 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  France  India  Germany  Brazil  China <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  North Carolina  Florida  New York  District of Columbia
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- ☆ Citizens submitted and city staff processed 261 service requests and questions through the “Let Us Know” module during the month of January. The City of Colonial Heights’ Facebook Page now has 3,674 fans and the City’s Twitter account has 474 followers.
- ☆ Proactive Information Management completed 77.5 hours of IT service and maintenance for City departments this month.
- ☆ Four proposals were received on January 14, 2015 for the IT Services Contract. RFPs will be reviewed over the next month.

IX. LIBRARY:

- ☆ The library staff circulated 17,966 titles in January.
- ☆ 386 e-books were downloaded, while 739 titles circulated on Kindles. There are now 1,126 residents using the e-book collection.
- ☆ The public computer center was used 1,930 times and the iPad center 155 times.
- ☆ 103 children participated in the Storytime program this month.
- ☆ The library’s meeting rooms were used by 92 groups.
- ☆ 160 residents registered for new library cards, and an average of 543 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of January, staff completed field scheduling for the upcoming spring and summer to include high school practices and games, as well as youth tournaments. Shepherd Stadium will play host to NCAA Division II colleges the last two weekends in February and the first weekend in March. Staff is also excited to announce that we will be hosting NCAA Division I games with the University of Richmond Spiders in late-February and the month of March. The most exciting University of Richmond games will be when the Big 10 sends the Minnesota Gophers to play the University of Richmond at Shepherd Stadium on March 17-18.

We are at the mid-way point in our Youth Basketball program with the regular season concluding at the end of February and Playoffs beginning the first week of March. The Department also supported the Petersburg Elks with their Annual Elks Hoop Shoot on January 4th.

Athletics	2015	2014
Youth Basketball	305	325
Youth Open Gym Basketball	92	78
Adult Open Gym Basketball	74	82
Elks Hoop Shoot	13	40
Youth Wrestling	30	24
Activities/Programs	2015	2014
Youth Painting	2	n/a
Harlem Globetrotters Trip	4	n/a
Belly Dancing	10	1
Karate	17	15
Facility Usage	2015	2014
Community Room Attendance	1,180	1,090
Community Room Reservations	28	28
Teen Center Attendance-CHHS Students	59	72
Teen Center Attendance-CHMS Students	347	250

Parks-Horticulture-Buildings & Grounds

- Treated sidewalks around Public Safety, City Hall, Library, and Courthouse during icing event.
- Installed "No motorized vehicles allowed" signs at Ft. Clifton.
- Installed parking signs at the Animal Shelter.
- Painted practice soccer field and installed goals behind High School.
- Repaired broken benches at Lakeview Park.
- Relocated fence at Skate Park to make additional room for soccer field.
- Blew leaves and removed at Ft. Clifton Park, White Bank Park, and Lakeview Park.
- Blew off debris from pavilion roofs at all parks.
- Painted Planning and Community Development office.
- Removed old carpet and shower stalls from locker room at Shepherd Stadium.
- Cut down fountain grasses at sites and hauled away.
- Removed black-eyed Susie's from sites and hauled away.
- Mulched trees in median of Temple Ave.
- Removed Christmas wreaths from city limits welcome signs and put in storage.
- Remove Christmas lights from trees at Library.
- Remove Christmas lights and decorations from live tree at Courthouse and put in storage.
- Cut back liriopie at Courthouse.

Violet Bank Museum

	2015	2014
Attendance	159	179

Activities-All focus on bicentennial exhibit & program; and regular duties.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):
AGENCY ON AGING

Activities	2015	2014
AARP	N/A	22
After Christmas Celebration	179	125
Bingo in Center	45	24
Bowling	260	256
Bridge Party	64	32
Bridge Tournament	128	64
Crochet & Knitting	48	28
Golfer Meeting	12	12
Football Challenge	65	0
Tri City Golfers	75	0
Senior Advisory Board	12	7
Senior Club Meeting	76	44
Senior Citizen Dance	98	83
Sing A-Long	32	24
Sing A-Long-CH Health Center	13	11
Awareness/Education		
VA Museum of Fine Arts	12	0
Continental Concert	8	0
Classes		
Craft Class	14	10
Computer Class	13	0
Painters Luncheon	N/A	6
Painting Class Gems by James	36	35
Painting Class DVD Valerie Stewart	32	0
Painters Group	46	10
Sewing	8	10
Splash of Color	13	22
Tap Class Intermediate	28	48
Tap Class Advance	41	58
Quilting	32	18
Quilts for Vets	6	14
Watercolor	8	12
Watercolor Class Faye Henderson	48	50

Fitness		
Strength & Stretch	189	128
Sit & Get Fit	224	206
Yoga	62	n/a
Muscles in Motion	216	175
Tai Chi	22	22
Walking	4	0
Trips		
VA Museum of Fine Arts	12	
Continental Concert	8	
Total	2189	1648

Meals (Donations)		2014
Home Del Meals	8	12
Site Meals	128	76
Total		88
Transportation		2014
Total Passengers	47	49
Total Trips	391	343
Total Miles	2664	2059
Wheelchairs	29	33
Volunteer Hours	24	10
Donations	\$173.40	\$192.00

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **Youth Advisory Council Activities**

- 19 YAC Members Attended December Meeting
- Advisor met with YAC President to plan for February Meeting

➤ **Youth Service Commission**

- Did not meet in the month of January.

➤ **Kids' After School Program**

- Enrollment for KAP for the month: Tussing - 13; Lakeview - 23; North – 18; CHMS – 25.
There were a total of 46 volunteers in the month, 7 work study students and 5 part-time staff.

➤ **Substance Abuse Prevention Activities**

- 9 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver's licensing ceremony

➤ **Ongoing Monthly Meeting/Trainings**

- Interagency Prevention Team
- Positive Parenting Coalition Meeting
- Kiwanis Meetings/Board Meeting and Terrific Kids
- Colonial Heights School Board Meeting
- Senior Staff Meeting
- Poverty Simulation Training, Assisted with Facilitation
- CARES Board Meeting
- Childcare Provider Training – “Watch Them Play – See Them learn”
- System of Care Workgroup
- Smart Beginnings- School Readiness Committee
- CAAN-DUU Coalition retreat
- Families First Advisory Board
- Family Assessment & Planning Team
- Juvenile Services Team meeting

➤ **Diversion Program Participation**

• **Community Service**

12 youth completed 93 hours of Service Learning

• **Shoplifting Diversion**

32 youth and a parent attended the Shoplifting Diversion Program

• **Case Management**

2 youth and parent received Case Management Services

• **Miscellaneous Youth Services**

0 Youth Completed 0 hours of Community Service

- ✓ Volunteered for Special Olympics Snowflake Ball, Cheered for Bowling
- ✓ Attended Petersburg Domestic Violence Task Force Meeting
- ✓ Attended “Point-in-Time” Training, Participated in “Point in Time” Homeless Count
- ✓ Met with Representative from Monarch Productions, and Recreation and Parks Staff Regarding 2015 Christmas Parade
- ✓ Met with Student Suspended for Alcohol/Drug Related Offense at CHHS
- ✓ Attended ASIST Planning Meeting

XII. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2015	86	\$24,129.98	4	\$1,046.70
2014	70	\$14,226.67	9	\$3,741.21

Sublet repairs consist of the following

Alignments	\$269.70
Radiator	\$777.00