

CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 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** –Anticipated completion date is now Fall 2015.
- **Safe Routes to Schools- Phase 2 (Middle School), UPC 102836** – Construction plans under review. Start of construction anticipated Q2 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** – Preliminary design has been finalized. Plans submitted to VDOT for review
- **Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)** – Construction has been completed.
- **Dupuy Avenue Modernization, UPC 101287** – Right of Way acquisition in process. To date, eighteen (18) property owners have accepted offers. Negotiations continue with remaining.
- **Lakeview Avenue Modernization, UPC 101288** – Notification letters have been sent to all affected property owners. To date, eleven (11) property owners have accepted offers. Awaiting responses from remaining.
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – City preparing bid package for solicitation. Advertisement for construction bids anticipated by Q2 CY 2016.
- **Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)** – PE has been authorized for this project. Preliminary engineering to begin Q4 2015.
- **Appomattox Green River Trail Phase IV (UPC 105236)** – Phase IV 90% construction plans submitted to VDOT for review.

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.
- **Paving Preservation** – Repaving operations have been completed.

Plan Reviews

- **Temple Ave Roundabout** – Plans received on 9/29. Review on-going
- **Steak N' Shake** - Plat for R/W dedication reviewed and approved
- **Texas Steakhouse (Preliminary Site Plan)** – Reviewed and comments sent to Scott Davis

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Right-of-Way Permits

- Issued five (5) permits and closed two (2) permits for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 61 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (14) locations, responded to (03) litter miscellaneous/dead animal requests.
- Cut and trimmed grass at (66) locations and sprayed for weeds/grass at (05) locations.
- Trimmed tree/bushes limbs hanging over street at (16) locations and responded to (01) tree miscellaneous request.

Recycling Center

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

Storm Water and Drainage

- Cleaned (51) catch basins, drainage ditch at (04) locations, curb and gutters at (03) locations, concrete spillway in the middle of the BMP at (01) location and responded to (03) miscellaneous drainage requests.
- Placed topsoil in sinkhole at (02) locations and gravel at (04) locations.
- Repaired storm drain basin at (01) location and a storm sewer pipe at (01) location.
- Inspected/cleaned outfalls at (01) location.
- Sweeper collected (74) cubic yards of debris from (17) locations.
- Concrete Crew repaired/replaced (26) feet of sidewalk at (02) locations, (80) feet of Curb and Gutter at (07) locations. Also, (39) Feet of Curb and Gutters at (02) locations a 10' x 5' x 8" section of valley gutter at (01) location, 16' of radius curb at (01) location and an 8' x 4' of sidewalk at (01) location due to Storm Drain repairs.

Transportation

- Placed Asphalt in (40) potholes, (06) utility cuts, (20) low area, (02) driveways, (01) storm drain cut, (02) low area in sidewalk, (01) shoulder, (01) new Curb and Gutter and (02) gutter pans.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- City crew hauled, placed and graded 288 tons of 21a stone in parking lot at Roslyn Park for Park and Recreation.
- Assisted Police Department with paint spill on Lyons Avenue at Boulevard and an oil spill on Charles Dimmock Parkway at Temple Avenue.
- Hauled (10) dump truck loads of construction materials from Public Works Complex to Area 6 at Old Landfill to fill low areas and ruts.

Wastewater Utility

- Responded to (07) sewer backups, flushed sewer line at (01) location and responded to (01) sewer miscellaneous request.
- Repaired sewer main/lateral at (04) locations.
- Installed sewer cleanout at (02) locations and replaced cleanout top at (01) location.
- Sprayed for sewer roaches in manhole at (02) locations.
- Repaired/replaced manhole casting at (02) locations.
- Placed topsoil and seeded area around cleanout at (01) location.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Removed debris from pumps, clear all drain lines, assisted ASI installing new drain on pump 3, replacing pump 2, assisted Gale welding replacing bar screen and responded to an alarm after hours at Main Pump Station.
- Removed grease and debris from wet well, top off diesel tank and test ran generator at Conjurers Neck Pump Station.
- Removed grease water from dry well, cleaned wet well and floats at Hrouda Pump Station.
- Responded to an alarm after hours and top off diesel tank for generator at Charles Dimmock Pump Station.
- Assisted Standby repairing generator that was not functioning property at Sherwood Hills and Dunlop Farms Pump Stations.
- Removed debris from pumps at Appomattox Pump Station.
- Cut and trimmed grass/weeds around Pump Stations and Water Towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (11) meters, (04) meter boxes, (02) meter tops, (02) setters, (02) saddles and responded to (01) water miscellaneous requests.
- Set new meter at (01) location.
- Pulled and reset meter at (01) location for non-payment.
- Repaired a water service line at (01) location, main line at (03) locations and meter leak at (02) locations.
- Cleaned meter boxes for Utility Billing at (02) locations.
- Continued flushing fire hydrants schedule.
- Raised meter box to grade at (03) locations.
- Placed topsoil around meter box at (01) location.
- Assisted Traffic Engineering replacing brackets on four traffic lights, cutting and installing new guide wires at Charles Dimmock Parkway and Temple Avenue.
- Assisted Traffic Engineering installing two new ornamental lights on Boulevard.
- Backflow/Cross Connection Technician conducted (54) surveys, (31) completed and (23) incomplete and assisted with Miss Utility locating (08) hours.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Miss Utility locating required (208) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The Department of Planning and Community Development continue to be proactive and engaged in providing a quality service during the month of September. 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 planning and zoning division reviewed two Special Use Permit applications, Texas Roadhouse and Mount Pleasant Baptist Church, to offer staff comments for the October Planning Commission meeting. The director continued project management on signs for city buildings and wayfinding by working with other city departments. He also gave a presentation at the economic development stakeholders meeting on "thinking outside the box" for future planning and economic development practices for the City by seeking age diversification through attracting millennials, planning for different styles of housing and businesses areas, and by enhancing transportation options by embracing the concept of being the location for a possible multimodal train station and how transit-oriented development could assist in the City's revitalization efforts. In regards to the Tri-Cities Multimodal Train Station, the director assisted the city manager with providing City Council members updated information from the current study being conducted by Michael Baker International. The division also continues to review sign and fence permits,

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

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 community/economic development specialist is still working with IT and engineering/public works on layers for GIS while performing database management, assisting in grant preparation, daily tasks for building inspections, and working with the economic development director on the stakeholders meeting.

- ☆ The code enforcement division, as seen in the chart below, continues to be proactively enforcing tall grass, inoperable vehicles, and other city property maintenance and zoning violations. Even though the numbers do not show tall grass violations slowing down, the division is assisting the director in investigating some zoning violations in regards to houses being converted from single family to multifamily and operating certain businesses in a residential district.
- ☆ The building inspections division saw a slight decrease in the number of permits being issued but the number of inspections performed during the month increased over last month. This division will begin sharing more information with the Assessor's Office in regards to permits and certificates of occupancy. The division will also begin in October another phase of checks and balance by providing the finance department with a monthly spreadsheet or report from our database on the number of permits issued, the type of permit, and the fee collected for each permit.
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

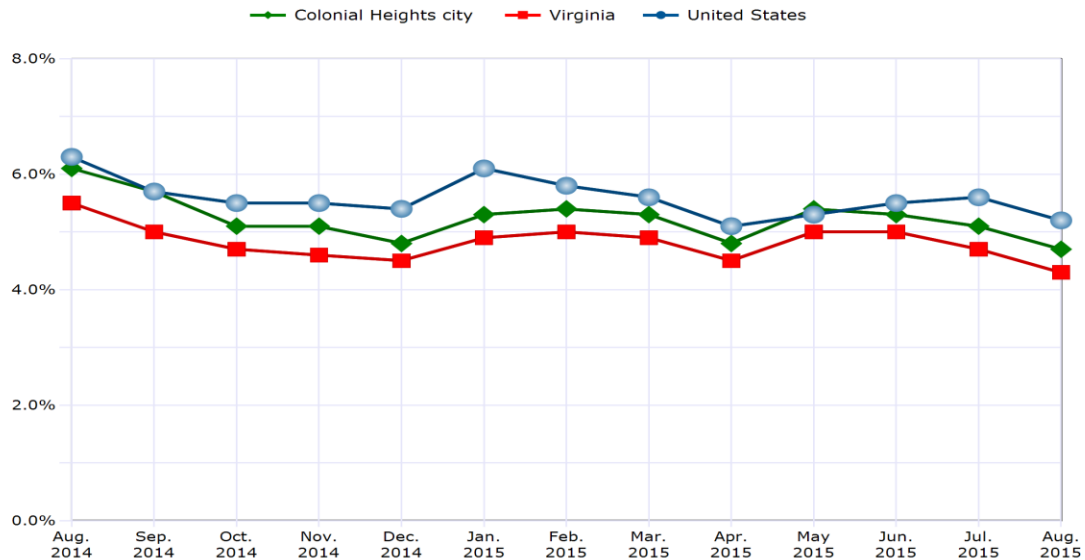
II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	124	708	New Residential	0	4
No Violation Found	2	25	Cost	\$0	\$653,000
Compliant	44	436	Res. Additions/Alterations	5	68
In Progress	16	19	Cost	\$16,865	\$657,460
City Enforced - Grass Cut	62	214	Demolitions	1	4
Total Inspections	184	1177	Cost	\$2,000	\$192,802
Inoperable Motor Vehicles			Commercial	8	42
Initial Inspections	39	365	Cost	\$2,500	\$4,514,548
No Violations Found	2	32	Plumbing	11	84
Compliant	17	259	Electrical	16	99
In Progress	20	41	Mechanical	12	54
Vehicles Towed	0	25	Swimming Pool	0	5
Total Inspections	76	673	TOTAL PERMITS	53	360
Trailer Violations			Building Inspections		
Initial Inspections	10	66	Residential	55	710
No Violations Found	2	7	Commercial	43	483
Compliant	3	53	TOTAL INSPECTIONS	98	1193
In Progress	5	6	Permits issued by Zoning		
Total Inspections	18	125	Fence	4	25
Trash/Debris Violations			Signs	2	48
Initial Inspections	11	59	Zoning	0	8
No Violations Found	2	9	TOTAL PERMITS	6	81
Compliant	7	29	Other Activities		
In Progress	2	2	Water Shut Off/Marked	0	3
Total Inspections	20	109	Uninhabitable		
Exterior Storage Violations			Court Cases	0	2
Initial Inspections	1	31			
No Violations Found	0	2			
Compliant	0	35			
In Progress	1	2			
Total Inspections	2	60			
Grafitti					
Initial Inspections	0	3			
No Violations Found	0	0			
Compliant	0	3			
In Progress	0	0			
Total Inspections	0	6			
VA Property Maintenance Code					
Initial Inspectoins	2	39			
No Violations Found	0	1			
Compliant	0	15			
In Progress	2	8			
Total Inspections	4	77			
Zoning					
Initial Inspections	2	8			
No Violations Found	0	3			
Compliant	2	2			
In Progress	0	3			
Total Inspections	4	12			
Signs					
Initial Inspections	0	14			
No Violations Found	0	0			
Compliant	0	14			
In Progress	0				
Total Inspections	0	36			
TOTAL INSPECTIONS	308	2275			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2014/2015 Colonial Heights City

Unemployment for the past 12 months



Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in July, 2015 per VEC. The numbers always lag one month.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,619	8,212	407	4.7	No

*Chesterfield	4.4 %unemployment
*City of Hopewell	7.7% unemployment
*City of Petersburg	9.3% unemployment
*Dinwiddie	5.4 % unemployment
*Prince George	5.4 % unemployment

Prospect Activity

Direct Requests for Information:	5
Sites/Bldgs. Submitted	2
Active Projects	3

Economic Development Strategic Plan

1st Stakeholder Meeting held on September 25th at John Tyler Community College with 36 business and community leaders in attendance.

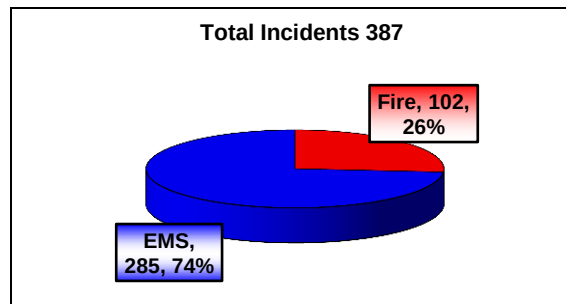
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,610 calls for service during the month of September, 2015. During the same month last year, we responded to 3,858 calls for service—a 6% decrease. We had one (1) reported robbery this month, and none reported in September of 2014—a 100% increase. We had two (2) reports of aggravated assault this September, with none being reported during the month of September, 2014—a 200% decrease. We had five (5) reported burglaries in September, 2014, compared with three (3) reported during the month of September, 2015, a 40% decrease. There were 75 Part I, or serious, crimes reported to the Colonial Heights Police Department in September, 2015. Fifty-nine (59) of those, or 78%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month has been an uneventful one. For that, we will not apologize, as that is a good thing. I am sure all of the rain had something to do with it, as well as a lot of kids are getting back into the routine of school and/or college. I am pleased to report that I recently had the opportunity to engage with students at Virginia State University. Mayor Greg Kochuba and our City Manager, Tom Mattis, attended as invited guests to their student forum. I was a panel guest and answered questions from how we deal with traffic stops to handling complaints. I feel this is a good start to engaging with our neighbors and am hopeful this is just the beginning to better relations all the way around.
- ✓ I am pleased to report that Officer Darrell Aleshire has recently been released from field training and assigned to an evening shift under the command of Lt. Steve Groat. I know the department has welcomed Darrell with open arms. We are looking forward to big things from him. Currently, we have one opening in the department made available through a grant. One certified officer has been sent into the background phase of the hiring process.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a solid month from his personnel. Some of the operational highlights are as follows:
 - Captain Early attended the Virginia Association of Chiefs of Police (VACP) Law Enforcement Symposium in South Boston.
 - An in-house awards committee is finishing up a proposal for a formal awards program which will soon be submitted to the Chief.
 - A meeting was held with Southpark Mall management regarding security and their Y.E.P. (*Youth Escort Policy*) concerns.
 - Lt. Dann Ferguson and Officers Rick Scrivner, Robbie Simmons and Jared Brandeberry were all inducted into the DUI “100” Club and recognized by City Council.
 - Recruit Auxiliary officer training continues but has been delayed due to weather. However, plans are still in place for their upcoming graduation.
 - K-9 *Blitz* was utilized seven (7) times this month.
- ✓ Our **Special Operations Unit** initiated 26 new cases, issued 67 traffic summonses, obtained 52 felony warrants, 24 misdemeanor warrants, and served nine (9) outstanding warrants. A total of 21 narcotics-related arrests were affected.
- ✓ Special Operations officers have been working with representatives from BB&T at both of their locations in the City due to issues of trespassing and vandalism. Their corporate office is looking at our suggestions of appointing CHPD as agents of their property to enforce trespassing issues.
- ✓ 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:
 - We hosted a DEA “Drug Takeback” event and collected 363.8 pounds of prescription medicine—a very successful result.
 - Four (4) recruit Auxiliary officers continue their academy training
 - All of our School Resource Officers are participating in residency checks.
 - Plans are underway to participate in a mock accreditation of our agency, as we are 13 months away from our first re-accreditation.
 - K-9 *Rose* assisted SRO Jared Brandeberry with Community Helpers Week at Tussing Elementary.
 - Sixteen (16) DNA kits were completed by Sentinels at Tussing Elementary.

IV. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Investigations Division** has been assigned 17 new cases for the month, with 13 of those investigations being cleared, as well as four (4) cases from previous months, for a 100% percent clearance rate. Fourteen (14) concealed weapon permits were processed, one (1) massage therapist permit, and two (2) precious metals permits were approved. Monthly investigations included a sexual assault, burglary, several frauds, death investigations, missing persons, a rape and other fraud-related cases.
- ✓ Overall, we made 351 total arrests, worked 94 crashes, wrote 469 traffic citations, executed 899 traffic stops, affected 13 DUI arrests and 52 drug arrests, and issued 55 parking citations.
- ✓ **Master Officer Christopher D. Harris** was selected as our **Employee of the Month** for August, 2015. During the month, M. O. Harris was proactive in the enforcement of traffic and criminal violations, issuing 21 traffic summonses, investigating nine (9) vehicle crashes, and obtaining 13 felony and 14 misdemeanor warrants. He also investigated 16 criminal cases, clearing 12 of those cases.
- ✓ On August 10th, M. O. Harris took a report of a larceny of lawn equipment. He was able to locate some of the stolen property at a pawn shop. He was also able to determine a suspect and obtain warrants for his arrest. In doing so, he notified the Investigations Division, who assisted him due to the number of other larcenies that had occurred here in the city. After the investigation was completed, three people were charged with multiple larcenies and several cases were able to be cleared. Additionally, over \$10,000.00 worth of property was recovered. These same individuals were also responsible for larcenies in other jurisdictions. These agencies were also able to clear their cases and return property to their respective owners.
- ✓ Chris's commitment to law enforcement has been very evident throughout his tenure with our department. We are very lucky that he cares enough about the citizens to initiate follow-up investigations that ultimately result in arrests.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 102

(Total Fire Loss \$0):

Total Patients transported: 218

(Total EMS incidents 285)

Fire units arrived on scene in less than 9 minutes on 84% of emergency incidents.

(Average response time 6:49 minutes)

EMS units arrived on scene in less than 9 minutes on 96.5% of emergency incidents.

(Average response time 5:24 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Rubbish/Trash Fire	2	Combustible/Flammable	3	Good Intent Calls	23
		Power Line Down	5	Public Service	35
		Gas Leak - natural/LP	2	False Alarm/False Call	8
		Arcing, shorted electrical	5	Child Seat installation	7
		Excessive heat/Scorch Burns	1	Smoke detector installation	4
		Building/Structure collapse	1	Unauthorized Burning	1
		Other	4	Knox Box installation	1
M/A to First Responder Chesterfield EMS	6	M/A from Chesterfield Fire			2
M/A to Chesterfield Fire	1				

V. FIRE & EMS DEPARTMENT (CONTINUED):

EMS Division (number of patients treated)			
Abuse of drug/alcohol	4	Environment – Poisoning	2
Behavioral/psychiatric	15	Fever	1
Bleeding	1	Gastro Intestinal Problem	12
Cardiac Arrest	11	Infectious Disease	6
Cardiovascular problem other	4	Injury – various	62
Chest pain	14	Malaise	1
Congestive Heart Failure	2	Neurological – altered mental	5
CV – Hypertension	5	Neurological – headache	4
CV – Hypotension	2	Neurological – seizure	8
Dehydration	1	Neurological – stroke/CVA	3
Endocrine – hyperglycemia	2	Neurological – TIA	3
Endocrine – hypoglycemia	4	Neurological problem other	3
M/A to Petersburg EMS	1	M/A received from Fort Lee EMS	5
		M/A received from Chesterfield EMS	2
		M/A received from Hopewell EMS	1
		M/A received from Petersburg EMS	2
EMS Transports (by facility)			
Southside Regional Medical Center	159		72.94%
CJW Medical Center – Chippenham Campus	19		8.72%
John Randolph Medical Center	16		7.34%
VCU Health Systems	12		5.50%
St. Francis Medical Center	7		3.21%
CJW Medical Center – Johnston-Willis	2		0.92%
Henrico Doctor's Hospital – Forest	1		0.46%
St. Mary's Hospital Richmond	1		0.46%
VAMC Richmond (McGuire)	1		0.46%
Total:	218		100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,395

Five alarm citations were processed during September.

Onsite field work for annual independent audit was completed by Brown Edwards.

Purchasing – 214 total purchase orders completed with 163 being processed by purchasing and 51 departmental purchases being reviewed as compared to 239 being completed for the same period in 2014. In addition 132 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 15-090920-1045, Pest Control Services. Issued on August 12th, with proposals received on September 9th. Completed
- Invitation # 15-091002-1046, "On Call" Traffic Engineering Serv. Issued on August 21st, with proposal received September 10th. Proposal meetings scheduled in October.
- Invitation # 15-091002-1047, Safety Inspection of Highway Structures. Issued on August 28th, with proposal received September 11th. Vendor chosen and in negotiations.
- Invitation # 15-091102-1047, Pavement Line Markings. Issued on September 16th, with proposal due on October 1st.

Other Purchasing Activity:

- Purchased budgeted vehicles for Fire and Public Works Departments.
- Continue to finalize prices on way finding signs and government building signs.
- Quote issued for grinding on yard wasted at the Recycling Center
- Coordinated filling of tanks, in anticipation of high winds and rain.

VI. FINANCE DEPARTMENT (CONTINUED):

Risk Activity:

- 218 Highland Avenue property purchase added to City Insurance.
- Other minor claims.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,819

Delinquent Notices Sent –737 or 20.3% with 143 cut off for nonpayment.

No set off debt was collected in September. 2015 Total - \$6,210.82

VII. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of September 2015:

☆ **Advertisements**

Department

Office on Youth

Planning & Community Development

Public Works

Position

Site Supervisor (Part-time)

Assistant Director of Planning & Community Development

Public Works Technician

Recycling Center Attendant (Part-time)

☆ **Applications & Testing**

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Site Supervisor (Part-time)	24	468
Assistant Director of Planning & Community Development	15	659
Public Works Technician	36	588

☆ **Training**

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

☆ **Miscellaneous**

- Completed a new employee orientation session for: Chad Clary (EMS Firefighter) and Christian Newlon (EMS Firefighter).
- The second annual Citizens Government Academy began on September 17, 2015. The eight week program will provide participants with an overview of the operations and services associated with each department.
- Attended an IPMA-HR Virginia Chapter board meeting to discuss and finalize the upcoming HR Leadership Conference planned for October 21-23, 2015.

☆ **Worker's Compensation**

- The following workers' compensation report was filed during the month of September 2015:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
09-01-15	Fire	Left shoulder pain during physical training.
09-05-15	Police	Fell and scraped left hand while arresting subject.
09-16-15	Public Works	Slipped and fell while weed eating hill causing pain to left hip area.
09-16-15	Fire	Left knee hit computer stand during vehicle accident causing pain.
09-17-15	Fire	Twisted left ankle during physical training.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, www.colonialheightsva.gov, had 61,128 page views in the month of September.

Top fifteen sites visited after home page: 1. Library 2. Real Estate Records Search 3. City Employees Login 4. Recreation & Parks 5. Departments 6. Yard Sales 7. Animal Shelter 8. Records & Property Tax Maps 9. Police 10. Online Bill Pay 11. Treasurer 12. Clerk of Circuit Court 13. Utility Billing 14. Assessments 15. City Assessor	Top five countries after U.S.: <table><tr><td></td><td>India</td></tr><tr><td></td><td>Germany</td></tr><tr><td></td><td>Canada</td></tr><tr><td></td><td>France</td></tr><tr><td></td><td>Philippines</td></tr></table> Top five regions after Virginia:  California  Maryland  District of Columbia  New Jersey  New York		India		Germany		Canada		France		Philippines
	India										
	Germany										
	Canada										
	France										
	Philippines										

- ☆ Citizens submitted and city staff processed 374 service requests and questions through the "Let Us Know" module during the month of September. The City of Colonial Heights' Facebook Page now has 3,957 fans and the City's Twitter account has 639 followers.
- ☆ Proactive Information Management completed 55.75 hours of IT service and maintenance for City departments this month.
- ☆ The IT Department continues to participate in training and planning for the City's GIS implementation.

IX. LIBRARY:

- ☆ The library staff circulated 15,875 titles September.
- ☆ Three hundred and sixty-five e-books were downloaded, while 1,546 titles circulated on Kindles. There are now 948 residents using the library's e-book collection.
- ☆ The public computer center was used 1,996 times, while the iPad center was used 179 times.
- ☆ Fifty-four children participated in the Story Time program that started September 29.
- ☆ The library's meeting rooms were used by 103 groups.
- ☆ One hundred and sixty-one residents registered for new library cards, and an average of 685 residents used the library each day

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In September the Recreation Division kicked off its Fall programs. Fall Athletic programs began playing their game schedules in early September to include Football / Cheerleading, Girls Fast Pitch Softball, and our Fall Adult Softball league. Our athletic fields hosted numerous tournaments and games to include youth and adult softball and youth soccer. The Department's facilities also played host to Baseball Nations Fall Youth League with teams from the Richmond area, as well as Lynchburg, Fredericksburg and the Hampton Roads area. Staff continues to make preparations for city events to include Halloween in the Park, the Christmas Parade, Violet Bank's 200th Anniversary, and providing support to the Chamber of Commerce's Turkey Trot event.

Athletics	2015	2014
Adult Softball (Fall League)	17 teams	29 teams
Youth Football Registration	76	82
Youth Cheerleading Registration	60	75
Fall Tennis Lessons	9	14
Girls Fast pitch Fall Ball	15	31
Instructor Based Programs	2015	2014
Karate	15	15
Belly Dancing	9	2
Facility Usage	2015	2014
Community Room Attendance	1,095	1,020
Community Room Reservations	26	26
Pavilion Attendance	2,390	2,650
Pavilion Reservations	39	37
Field Attendance	4,410	2,850
Field Rentals	95	50
Teen Center Attendance-CHHS Students	59	175
Teen Center Attendance-CHMS Students	124	588



Parks-Horticulture-Buildings & Grounds

Parks Division

- Laid out and painted soccer fields at Soccer Complex.
- Put out trash cans, benches, and bleachers at all soccer fields at Soccer Complex.
- Moved goals onto soccer fields and anchored down.
- Painted football field, field hockey field, band practice field for High School as needed.
- Replaced 6x6 timbers as needed around playground behind Civic Field and spread Fibar.
- Removed pitcher's mound used for BIB tournament in Shepherd Stadium.
- Installed pitcher's mound for regulation field in Shepherd Stadium.

Horticulture

- Weeded and Mulched beds and all sites as needed.
- Trimmed crepe myrtles at sites.
- Trimmed back Liriope at sites as needed.
- Pruned Viburnum at Legacy Garden.
- Cleaned suckers off Crepe Myrtles on Temple Ave.
- Trimmed shrubs as needed at sites.
- Removed Petunias from sites.
- Removed Black Eyed Susan's from sites.
- Removed 30 boxwoods from new City property on Highland Ave.
- Planted mums at sites.

Buildings and Grounds

- Facilitated replacement of roof on Public Safety Building in priority 1 area.
- Facilitated replacement of A/C unit and installation of dehumidifier to address humidity issues in Council Chambers.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

Activities	2015	2014
AARP	18	32
Bingo in Center	60	64
Bowling	195	256
Bridge-Party	64	68
Bridge-Tournament	160	120
Crochet & Knitting	72	48
Golf at Prince George	604	600
Going away luncheon	11	n/a
Senior Advisory Board Meeting	8	6
Senior Club Meeting	84	75
Senior Dance	114	128
Swap Shop	45	n/a
Sing A-Long	39	48
Sing-a-Long CH Health Care Center	n/a	12
Awareness/Education		
Blood Pressure Check	21	n/a
Flu Shots	37	35
TRIAD	n/a	16
Life Line Screening	92	n/a
Classes		
Quilt Block Class	21	18
Wilson Bickford Video Class	12	8
Balance Check	61	n/a
Gems by James (painting class)	24	24
Faye Henderson Watercolor Class	32	36
Painters Group	48	24
Tap Dance-Advance	98	105
Tap Dance-Intermediate	72	59
Watercolor Painting	10	12
Splash of Color Workshop	10	8
Sewing Class	14	12
Open Quilting	13	68
Quilting for the Vets	8	16
Fitness		
Muscles in Motion	206	213
Water Aerobic	60	n/a
Sit Down Exercises	299	298
Strength Training Class	186	177
Tai Chi	32	25
Tennis	6	4
Yoga	160	91
Walking	10	12
Zumba Gold And Demo	75	n/a
Trips		
Blandford Church	9	n/a
Canal Trip	28	n/a
Riverside	n/a	26
Total	3118	2758

Meals		
Home Del Meals	12	15
Site Meals	112	118
Transportation		
Passengers	189	87
Total Miles	2107	3140
Total Trips	365	571
Wheelchairs	7	30
Volunteer Hours	18	32
Donations	\$374.00	\$192.00

Violet Bank Museum

	<u>2015</u>	<u>2014</u>
Attendance	259	177

- Regular Duties to include tours and collections
- Preparing for 200th Celebration of the Violet Bank House, being held October 17 and 18



XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ Youth Advisory Council Activities

- 14 YAC Members, 1 Guest, and Advisor Attended September YAC Meeting
- 2 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ Youth Service Commission

- YSC did not meet formally due to the Boards & Commissions picnic.

➤ Kids' After School Program

- **Student enrollment:** Tussing – 15; CHMS -24; Lakeview – 14; North – 10
- **Staff** – 9; VSU work-study-7, JTCC work study-3, JTCC Interns-1, VSU Interns-5 Social Work & 4 Crimminal Justice.
- **Volunteers-** VSU-22, Matoaca HS-25

➤ Substance Abuse Prevention Activities

- 8 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 and Board Meeting
- Terrific Kids at Tussing Elementary School
- Senior Staff Meeting
- Department of Juvenile Justice and Community Partners Meeting
- School Board Meeting
- Food Pantry Board Meeting
- "The Suicidal Adolescent" Training with Matt Milovich
- Department of Social Services Training – "Sing A Song All Day Long"
- Colonial Heights Multi- Disciplinary Team
- Community Coalitions of Virginia Board meeting
- CADRE Coalition
- School Readiness/Smart Beginnings
- CH Juvenile & Domestic Violence Task Force
- Evidenced Based Decision making
- Community Corrections Justice Board

➤ Diversion Program Participation

• Community Service

9 youth completed 78 hours of Service Learning

• Shoplifting Diversion

18 youth and a parent attended the Shoplifting Diversion Program

• Active Parenting of Teens

3 Parents Registered for Active Parenting

• Miscellaneous Youth Services (Non DJJ)

3 Youth Completed 24 hours of Community Service

- ✓ Attended Freshman Orientation at Colonial Heights High School
- ✓ Proclamation for "Suicide Awareness Month"
- ✓ Provided safeTALK (Suicide Alertness For Everyone) Training for 14 Participants at Virginia House with Goochland/Powhatan Community Services Board
- ✓ Provided safeTALK Training for 16 Participants at District 19 Community Services Board
- ✓ Panel Member for Dinwiddie County Town Hall Meeting: A Discussion on Suicide Prevention
- ✓ Attended and Supported CARES Annual Fundraising Event

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2015	82	\$19,794.35	6	\$2,488.23
2014	58	\$18,174.54	6	\$2,301.74

Most repairs are normal maintenance issues.

Sublet repairs consist of:

Glass tinting	215.00
Towing	245.00
Painting	490.60
Exhaust	1,537.63

Maintenance cost for the first fiscal quarter this year compared to the last 5 are:

2015/2016	\$58,064.78
2014/2015	\$74,464.78
2013/2014	\$67,183.56
2012/2013	\$61,280.99
2011/2012	\$75,852.23
2010/2011	\$56,330.35