

CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2016



I. **PUBLIC WORKS & ENGINEERING:**

ENGINEERING AND DEVELOPMENT

Transportation Capital Projects

- ***Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) (UPC 3945, 90374, 52434) –Urban and CMAQ Programs*** – Final checklist items have been completed.
- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Preliminary engineering completed. Start of construction anticipated Q3 CY 2016.
- ***Safe Routes to Schools (North Elementary School Phase I) UPC 105233*** – Preliminary engineering work and surveying work on-going.
- ***Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188*** – Preliminary engineering and environmental work has begun.
- ***Holly Avenue Reconstruction (Revenue Sharing) UPC 105690*** – Preliminary design has been finalized and bids were received on December 11th. Low bid was Shoosmith for \$512,000. Construction to commence Spring 2016.
- ***Dupuy Avenue Modernization, UPC 101287*** – Right of Way acquisition in process. To date, twenty-one (21) property owners have accepted offers. Remaining properties who haven't signed agreement being sent to legal consul to acquire right of entry.
- ***Lakeview Avenue Modernization, UPC 101288*** – Notification letters have been sent to all affected property owners. To date, sixteen (16) 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 Q3 CY 2016.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – PE has been authorized for this project. Preliminary engineering may be deferred.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Phase IV 90% construction plans submitted to VDOT for review. Discussions over financing with VDOT are ongoing.

Utilities Capital Projects

- ***Lakeview Avenue Water and Sewer Replacement*** – Design in process.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design in process.
- ***Bruce Avenue Storm Drainage Phase III and Phase IV*** – Phase III bid awarded to Southern Construction for \$1,375,386. Construction has commenced. Current contract completion date is August 2016.
- ***Pavement Preservation*** – Resurfacing operations have been completed for FY 2015-2016

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- Southlake IV – Plan review comments were sent on 3/3.

Right-of-Way Permits

- Issued one (1) permit and closed two (2) permit for the month.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 71 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (29) locations and responded to (03) dead animals and (02) miscellaneous litter requests.
- Removed tree that fell in street during storm at (02) locations.
- Trimmed tree limbs at (03) locations, removed tree limbs from City property at (02) locations and responded (02) miscellaneous dead tree request.

Recycling Center

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

Storm Water and Drainage

- Cleaned (80) catch basins/curb inlets, drainage pipe at (02) locations, curb and gutters (02) locations, drainage ditch at (01) location and responded to (01) drainage miscellaneous request.
- Placed gravel in drainage ditch (01) location and around drainage pipe at (01) location.
- City's crews collected (26) cubic yards of leaves from citizens request. For the season total of (2,814.5) cubic yards.
- Sweeper collected (256) cubic yards of debris from (24) locations.

Transportation

- Placed Asphalt in (140) potholes, (08) utility cuts, (01) shoulder and responded to (01) miscellaneous asphalt request.
- Placed gravel on shoulder of road at (02) locations and driveway at (01) location.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.
- Assisted Police/Fire Department after hours with accident spills on Temple at Snead Avenues, cleaned and placed sand on area. Also, responded to a manhole cover off in parking lot off Boulevard, placed barrel over hole until responsibility can be determine.
- City crews placed 96.1 tons of salt and 135 tons of salt/sand mix on streets during snow event on February 14th and 15th.

Wastewater Utility

- Responded to (17) sewer backups and responded to (04) sewer miscellaneous requests.
- Installed a cleanout at (01) location, repaired sewer main at (03) locations and repaired sewer lateral at (04) locations.
- Camera sewer line to determine problem area at (04) locations.
- Flushed sewer main line at (04) locations and flushed drains at the Animal Shelter.
- Removed debris from pumps (03) times, changed bulb in variable speed drive, replaced battery in UPS, replaced tire and wheel on gate, removed a 55 gallon drum of rags from dry well and changed air filter in air purifier at the Main Pump Station.
- Used flusher truck to clean grease out of wet well at Conjurers Neck Pump Station.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Adjusted and cleaned floats in wet well and used flusher truck to clean grease out of wet well at Hrouda Pump Station.
- Used flusher truck to cleaned grease out of wet well, installed new belt on methane pump and greased motor at Charles Dimmock Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- Assisted with snow event on February 14th and 15th cleaning City's sidewalks and parking lots.

Water Utility

- Replaced (19) meters, (03) meter boxes, (02) setters and responded to (11) water miscellaneous requests.
- Set new meter at (01) location.
- Repaired a water main line at (03) locations and replaced water service line at (01) location.
- Pulled meter for non-payment and reinstalled after payment for Utility Billing Division at (01) location.
- Cleaned meter box for Utility Billing Division at (06) locations.
- Responded to low water pressure at (01) location.
- Repaired (01) Fire Hydrant on Holly Avenue.
- Replaced water valve cover at (01) location.
- Sent meter to Chesterfield County for testing for Utility Billing Division at (01) location.
- Placed gravel in Utility cut at (01) location.
- Turned water off at (04) locations due to a water line break on private property.
- Backflow/Cross Connection Technician conducted (33) surveys, (09) completed and (24) 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 (220) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The month of February arrived and ended very quickly but warm weather is on the way which should increase our building permits and inspections and code enforcement inspections. As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
- ☆ The director continued project management on signs for city buildings, specifically the library sign and courthouse electronic message board. The director has completed draft changes and rewrites to approximately nine ordinances and is now working with the City Attorney. The planning and zoning division is continuing to evaluate Dupuy Avenue and Battery Place (primarily the assistant director in more detail), specifically behind the courthouse, for future zoning and potential redevelopment opportunities and while coordinating a meeting of the Southern Gateway Land Use Committee. The assistant director is still working with ProjectHomes to further this year's emergency home repair program through CDBG program funds. 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. One RPA issue staff has been trying to assist for several months and is still currently working with developers of Old Town Creek Center.
- ☆ The code enforcement division saw an overall increase in total inspections during the month of February. There was a noticeable increase in violations regarding the exterior storage ordinance and property maintenance under the property maintenance code. This division continues to be proactive and enforcing city property maintenance and zoning violations. The inspectors continue to be observant of building permit violations and work with the building inspections division to share information.
- ☆ The building inspections division saw an increase in inspections and building permits issued during the month. This month was similar to previous years regarding the number of permits issued and the number of inspections performed by staff.
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

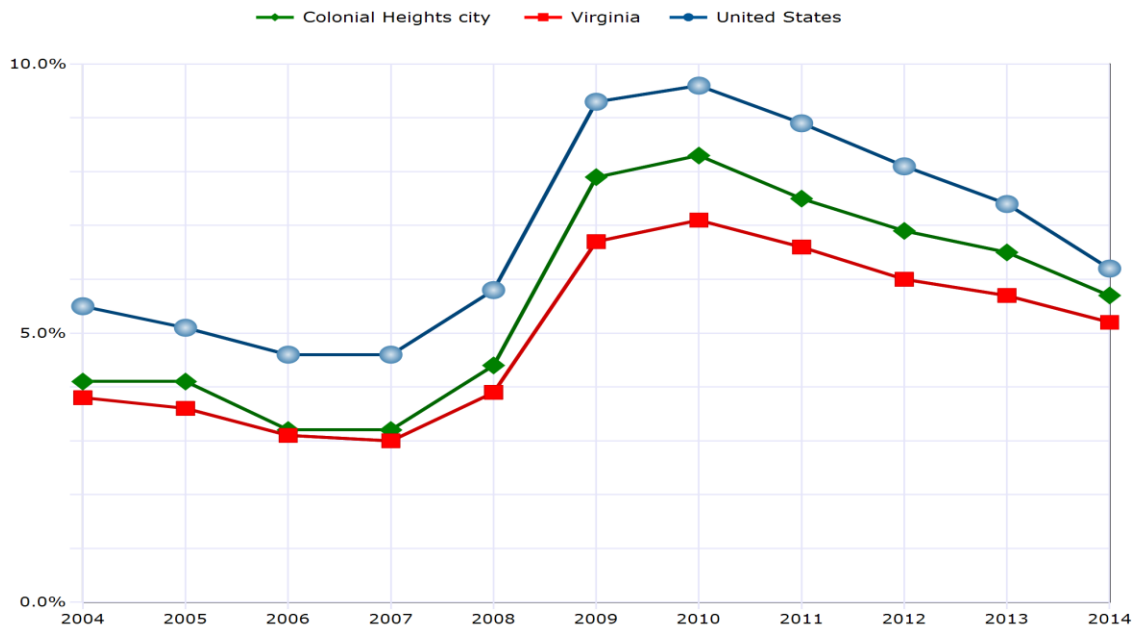
II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Initial Inspections	1	1	New Residential	0	0
No Violation Found	0	0	Cost	\$0	\$ -
Compliant	0	0	Res. Additions/Alterations	5	11
In Progress	1	1	Cost	\$29,800	\$ 169,000
City Enforced - Grass Cut	0	0			
Total Inspections	2	2	Demolitions	1	1
Inoperable Motor Vehicles			Cost	\$14,000	\$ 14,000
Initial Inspections	34	85	Commercial	7	9
No Violations Found	1	1	Cost	\$300,280	\$ 440,280
Compliant	14	41			
In Progress	19	20	Plumbing	6	17
Vehicles Towed	2	4	Electrical	12	26
Total Inspections	65	165	Mechanical	14	21
Trailer Violations			Swimming Pool	0	0
Initial Inspections	9	19	TOTAL PERMITS	45	85
No Violations Found	0	3			
Compliant	4	5	Building Inspections		
In Progress	5	5	Residential	53	79
Total Inspections	18	35	Commercial	73	82
Trash/Debris Violations			TOTAL INSPECTIONS	126	161
Initial Inspections	12	19			
No Violations Found	1	3	Permits issued by Zoning		
Compliant	3	5	Fence	0	1
In Progress	8	10	Signs	1	7
Total Inspections	23	35	Zoning	3	6
Exterior Storage Violations			TOTAL PERMITS	4	14
Initial Inspections	14	18			
No Violations Found	1	1	Other Activities		
Compliant	5	8	Water Shut Off/Marked	0	0
In Progress	8	8	Uninhabitable		
Total Inspections	27	35	Court Cases	0	0
Graffiti					
Initial Inspections	0	0			
No Violations Found	0	0			
Compliant	0	0			
In Progress	0	0			
Total Inspections	0	0			
VA Property Maintenance Code					
Initial Inspections	8	14			
No Violations Found	1	1			
Compliant	2	2			
In Progress	5	9			
Total Inspections	15	27			
Zoning					
Initial Inspections	0	1			
No Violations Found	0	0			
Compliant	0	0			
In Progress	0	1			
Total Inspections	0	2			
Signs					
Initial Inspections	2	2			
No Violations Found	0	0			
Compliant	2	2			
In Progress	0	0			
Total Inspections	4	4			
TOTAL INSPECTIONS	154	305			

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 December, 2015 per VEC. The numbers always lag one month.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,670	8,299	371	4.3	No

*Chesterfield	3.9 %unemployment
*City of Hopewell	6.4% unemployment
*City of Petersburg	7.7% unemployment
*Dinwiddie	4.8 % unemployment
*Prince George	4.9 % unemployment

Prospect Activity

Direct Requests for Information:	6
Sites/Bldgs. Submitted	2
Active Projects	3

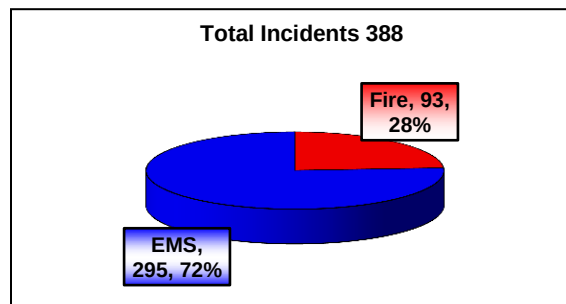
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,271 calls for service during the month of February, 2016. During the same month last year, we responded to 3,069 calls for service—a 7% increase. We had one (1) reported robbery this month, and two (2) reported in February of 2015—a 50% decrease. We had no reports of aggravated assault this February, with one (1) being reported during the month of February, 2015—a 100% decrease. We had eight (8) reported burglaries in February, 2015, compared with three (3) reported during the month of February, 2016, a 167% increase. There were 85 Part I, or serious, crimes reported to the Colonial Heights Police Department in February, 2016. Forty-seven (47) of those, or 55%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ As everyone has heard by now, we are most proud to announce that Captain William “Keith” Early has accepted the job to be the next Police Chief of Prince George County. We are happy and excited for Keith and his family, and have been very supportive of his efforts in the process. We are also happy and excited, as this change will bring great opportunity for others who are looking forward to a promotional process. This process is important, as they all are, in that we have several officers who are eligible or who will become eligible for retirement in the near future. Our eligibility list of promotional candidates will be significant going into the next year.
- ✓ This past month, we were busy testing and interviewing potential employees, both in Police and Animal Control. We currently have two applicants in the background phase—one being a certified officer and the other non-certified. We have one part-time opening in Animal Control and a background has been completed and a start date will be forthcoming.
- ✓ In regard to crime, we have experienced a rash of residential burglaries that our investigators are looking into. We also investigated a reported armed robbery of a local coin/pawn business and discovered it was a false report. An employee had been embezzling from the business for some time.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported the following from his personnel. Some of the operational highlights are as follows:
 - Master Officer Robert Clark discovered a wanted person in the parking lot of Wells Fargo, who was wanted in five different jurisdictions.
 - Field training for newly hired Officer [Bryan] Glinn Drake continues on the night shift.
 - Master Officer Robert Clark conducted a traffic stop on a local teen, only to discover that she, along with others, had broken into Johnson’s Cleaners. Great job, Bob!
 - Lt. Bill Anspach and Sgt. Val Eiler were both involved in foot pursuits that cleared multiple larcenies from Wal-Mart.
 - Officers and investigators worked with Small’s Funeral Home in locating a wanted subject who had been avoiding us for some time. We appreciate the collaboration.
 - Officer Brett Jennings and his girlfriend welcomed their first child this month. We have approximately six (6) children who will be added to our police families in the coming months. Obviously, something is in the water.
 - K-9 *Blitz* was utilized six (6) times this month.
 - Sgt. Steve Kolev handled a death investigation involving a heroin overdose. The Richmond Metro area is experiencing an alarming increase in these cases.
 - Career Officer Jeff Santini handled a prisoner extradition from Fort Lauderdale, Florida.
 - Auxiliary and Sentinel volunteers donated 297 hours during the month.
- ✓ Our **Special Operations Unit** initiated 32 new cases, issued 97 traffic summonses, two (2) DUI arrests, obtained 13 felony warrants, 33 misdemeanor warrants, and served 13 outstanding warrants. Lt. Dann Ferguson reported 18 cases involving narcotics and three (3) involving alcohol violations. We are happy to report that Officer Kyle Sexton and his wife had their first child.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a busy month. Highlights from their reported activities are as follows:

IV. POLICE DEPARTMENT (CONTINUED):

- Applicant testing and interviewing was conducted.
 - Staff was included in the Chief's recent E.B.D.M. (Evidence-Based Decision Making) team.
 - A Neighborhood Watch start-up meeting was held in Conjurers Neck.
 - We handled two Cub Scout presentations.
 - School Resource Officers at Tussing and Lakeview have begun teaching D.A.R.E.
 - The Colonial Heights High School lockdown system was tested.
 - Captain Newsome assisted Virginia State University Police with their promotional process.
 - Capt. Newsome and Sgt. Terry Long handled accident review processes.
- ✓ Our **Investigations Division** has been assigned 20 new cases for the month, with 12 of those investigations being cleared, as well as one (1) case from the previous month, for a clearance rate of 65%. Thirty-four (34) concealed weapon permits were processed; one (1) massage therapist permit and one (1) massage clinic permit were approved. Monthly investigations included various types of fraud, sexual assault, robbery, burglary, false pretense and armed robbery. A reported carjacking from December of 2015 was cleared by making an arrest for a false report.
- ✓ Overall, we made 321 total arrests, worked 101 crashes, wrote 513 traffic citations, executed 871 traffic stops, affected 17 DUI arrests and 41 drug arrests, and issued 49 parking citations.
- ✓ **Master Officer Chris Harris** was selected as our *Employee of the Month* for January, 2016. Master Officer Harris was assigned to field train newly hired Officer (Bryan) Glinn Drake during the month of January, and he did an excellent job with this endeavor. Chris was extremely organized and thorough with his new duties as an FTO for this department. His guidance, encouragement and instruction were noted and will definitely assist with laying a strong foundation for Officer Drake.
- ✓ Chris has proven to be a very dedicated member of the Colonial Heights Police Department team. He is trustworthy and knowledgeable, and we look forward to seeing more and more great things from his expanding cache of expertise. For this, we feel that he was most deserving of this award.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 93

(Total Fire Loss \$161,775):

Total Patients transported: 243

(Total EMS incidents 295)

Fire units arrived on scene in less than 9 minutes on 93.3% of emergency incidents.

(Average response time 5:26 minutes)

EMS units arrived on scene in less than 9 minutes on 95.8% of emergency incidents.

(Average response time 5:20 minutes)

Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Overheated motor	1	Good Intent Calls	26
Passenger Vehicle Fire	1	Power Line Down	3	Public Service	15
Cooking Fire	1	Gas Leak - natural/LP	1	False Alarm/False Call	11
Natural Vegetation Fire	2	Arcing, electrical short	2	Child Seat installation	11
Brush Fire	1	Overpressure rupture	1	Smoke detector installation	2
		Explosive, bomb threat	1	911 Citizen complaint	1
		Building or structure collapse	1	Assist Invalid	10
M/A First Responder EMS Chesterfield	5	M/A received from Chesterfield Fire	6		
M/A given to Petersburg Fire	1	M/A received from Fort Lee Fire	1		

V. FIRE & EMS DEPARTMENT (CONTINUED):

EMS Division (number of patients treated)					
Abdominal Pain	12	Convulsions/Seizure	8	Other	25
Allergic Reaction	5	Diabetic Problem	6	Sick Person	20
Assault	2	Falls	20	Stoke/CVA	5
Back Pain	2	Headache	2	Traffic/Transportation Incident	11
Behavioral/Psychiatric	12	Heart Related Problems	1	Traumatic Injury	8
Breathing problems	38	Hemorrhage/Laceration	3	Unconscious/Fainting	16
Cardiac Arrest	1	Medical Alarm	5	Unknown/Person Down	6
Chest Pain/Discomfort	32	Poisoning/Drug Ingestion	3		
M/A to Dinwiddie EMS	1	M/A received from Fort Lee EMS			5
M/A to Petersburg EMS	1	M/A received from Prince George EMS			1
		M/A received from Chesterfield EMS			1
		M/A received from Petersburg EMS			1
EMS Transports (by facility)					
Southside Regional Medical Center		187		76.95%	
John Randolph Medical Center		26		10.70%	
Chippenham Hospital		21		8.64%	
Johnston Willis Hospital		3		1.23%	
St. Francis Medical Center		3		1.23%	
VCU Health Systems		2		.82%	
Memorial Regional Medical Center		1		.41%	
Total:		243		100%	

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,071

No alarm citations were processed during February.

Purchasing – 232 total purchase orders were completed with 177 being processed by purchasing and 55 departmental purchases being reviewed as compared to 150 being completed for the same period in 2015. In addition 129 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 15-120302-1049, Holly Grove Subdivision Street Repair. Issued November 6th, with proposal received December 10th. Contract documents in review by City Attorney.
- Invitation # 16-012702-1051, Audit Services. Issued on December 11, 2015 with proposal received January 27th. Three proposals to be reviewed by Audit Committee.
- Invitation # 16-011502-1052, Annual “On Call” Contract for Environmental Services. Issued on December 16, 2015 with proposal received January 15th. Under departmental review.

Other Purchasing Activity:

- Quote issued and received for grass cutting service
- Purchase Orders issued for the brick facade, gutters and painting at Shepherd Stadium.
- Purchase Order issued for the Fire Department, for two new imaging cameras.
- Quote issued for a cargo trailer for the Fire Department, funding coming from a grant.

Risk Activity:

- Several Snow Plowing/sanding damage claims to vehicles.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,631

Delinquent Notices Sent – 778 or 20.4% with 151 cut off for nonpayment.

No Set-off Debt Collections received.

VII. HUMAN RESOURCES DEPARTMENT:

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

☆ Advertisements

Department

Fire & EMS (Communications)

Recreation & Parks

Position

Telecommunicator

Recreation Assistant (Part-time) Teen Center

☆ Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Telecommunicator	176	2,203
Recreation Assist (Part-time) Teen Center	63	1,058

☆ Training

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

☆ Miscellaneous

- The Human Resources Department established a Twitter page as an additional resource to communicate information about job opportunities, events and announcements.
- The Citizens Government Academy schedule was finalized along with participant confirmations for the spring session, which will begin on March 31, 2016.

☆ Worker's Compensation

- The following workers' compensation report was filed during the month of February 2016:

Date	Department	Description of Injury
02/03/16	Fire	Twisted right leg exiting ambulance.
02/04/16	Fire	Exposure to patient's body fluid during transport.
02/21/16	Sheriff	Left knee injury while pursuing subject.

VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, www.colonialheightsva.gov, had 62,084 page views in the month of February.

Top fifteen sites visited after home page: 1. Library 2. Real Estate Records Search 3. City Employees Login 4. Recreation & Parks 5. Business License & Taxes 6. Departments 7. Animal Shelter 8. Commissioner of the Revenue 9. Police 10. Online Bill Pay 11. Records & Property Tax Maps 12. Treasurer 13. Sports & Athletics 14. Assessments 15. Fire & EMS	Top five countries after U.S.:  Germany  China  India  Canada  Philippines Top five regions after Virginia:  California  Maryland  Washington  District of Columbia  New Jersey
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VIII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ Citizens submitted and city staff processed 367 service requests and questions through the “Let Us Know” module during the month of February. The City of Colonial Heights’ Facebook Page now has 4,114 fans and the City’s Twitter account has 717 followers.
- ☆ Proactive Information Management completed 92 hours of IT service and maintenance for City departments this month.
- ☆ VDOT hosted two public information meetings on the upcoming I-95 Temple Avenue Roundabout project, as part of our continuing citizen communication effort:
 - “Pardon Our Dust” at the Courthouse on February 3
 - Senior Citizens Presentation at the Community Center on February 11
- ☆ IT staff participated in several demonstrations on Case Management software programs for the Commonwealth’s Attorney’s office as they prepare to upgrade their system.

IX. LIBRARY:

- ☆ The library staff circulated 14,018 titles in February.
- ☆ 186 e-books were downloaded, while 1,965 e-books circulated on Kindles. There are now 1,409 residents using the library’s e-book collection.
- ☆ The public computer center was used 1,592 times, while the iPad center was used 131 times.
- ☆ 275 children participated in the Story Time program.
- ☆ The library’s meeting rooms were used by 106 groups.
- ☆ 126 residents registered for new library cards, and an average of 483 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of February, the Recreation Department continued the youth basketball program. The youth basketball league will finish by mid-March with playoffs starting the first week in March. Shepherd Stadium played host to numerous NCAA Division II Baseball games over the last two weekends in February. The last weekend in February featured our inaugural Dinwiddie/Colonial Heights Challenge Tournament with East Stroudsburg University winning the Championship. High School sports on our facilities also began the last week in February with games beginning the middle of March.

Recreation staff in conjunction with the City Manager’s office completed and sent out to residents the spring edition of the City Focus. Staff continues to work on spring and summer programs coming up to include Youth Baseball and softball leagues, Adult Softball leagues and our Spring Break Camp.

Parks, Horticulture, Buildings & Grounds

- Prepared Shepherd Stadium field for college baseball tournament. Provided man power to work tournament.
- Prepared Shepherd Stadium, Civic, and High School fields for start of baseball and softball practices.
- Installed batting cage nets at Shepherd Stadium, Civic, and High School baseball fields.
- Removed cinder block ticket booths in Shepherd Stadium entrance foyer. Prepared for Stadium renovation.
- Removed roof awning over Director’s office at Shepherd Stadium. Prepared for Stadium renovation.
- Removed metal grates over windows at Shepherd Stadium. Prepared for Stadium renovation.
- Renovated Shepherd Stadium concession stand. Moved sink, installed counters, and counter tops.
- Hung three bicycles from ceiling at Library.
- Installed banners on outfield wall of Shepherd Stadium.
- Laid out, painted soccer fields, and set soccer goals at Soccer Complex for High School teams to practice.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

Recreation Division

Programs	<u>2016</u>	<u>2015</u>
Youth Baseball <i>(as of March 1)</i>	202	149
Youth Softball <i>(as of March 1)</i>	41	31
Youth Basketball	260	305
Youth Open Gym Basketball	112	53
Adult Open Gym Basketball	88	42
Youth Wrestling	20	27
Belly Dancing	8	11
Zumba	4	n/a
Karate	15	15
Facility Usage	<u>2016</u>	<u>2015</u>
Community Room Attendance	937	1,055
Community Room Reservations	22	25
Teen Center Attendance-CHHS Students	3	63
Teen Center Attendance-CHMS Students	12	232



Parks, Horticulture, Buildings & Grounds

- Laid out, painted soccer fields, and set soccer goals at Soccer Complex for High School teams to practice.
- Installed new tennis nets at High School and Middle School tennis courts for High School teams to practice.
- Trimmed hedges at Library and took clippings to transfer station.
- Spread pine needles as ground cover in beds at sites.
- Installed memorial stone at Flora M. Hill Park.
- Cut back fountain grasses at sites as needed.
- Cut back liriope at sites as needed.
- Cut back Pampas grass at sites as needed.
- Transplanted lilacs at Courthouse from rear parking lot to front.
- Mulched trees in front of Courthouse

Violet Bank Museum

	<u>2015</u>	<u>2016</u>
Attendance	95	

- Collection & Archival; space and exhibit management.

AGENCY ON AGING

Activities	<u>2016</u>	<u>2015</u>
AARP	n/a	12
Bingo in Center	41	52
Bowling	325	260
Bridge Party	52	48
Bridge Tournament	116	112
Bunco	48	n/a
Crochet & Knitting	48	72
Senior Club Meeting	47	82
Club Board Meeting	snowed	12
Computer Class	12	13
Senior Citizen Dance	n/a	104
Sing A-Long	14	8
Valentine Luncheon	60	47

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

Awareness/Education		
Chronic Wellness	n/a	10
BP Check	20	n/a
Stroke Seminar	57	n/a
Pardon our Dust	52	n/a
Classes		
Bob Ross Video Painting	n/a	10
Gems By James	24	24
Pillow Blanket Class	n/a	10
Coffee Cup Caddy	14	n/a
Painting Non-Instructional Friday	18	24
Painters Group	42	48
Sewing Class	9	8
Splash of Color	16	18
Tap Class Intermediate	33	42
Tap Class Advance	67	49
Quilting Class	18	48
Quilts for Vets	32	14
Watercolor	11	10
Watercolor Faye Henderson Class	32	24
Fitness		
Strength & Stretch M/W/F	353	171
Sit Down Exercises T/TH	222	153
Yoga	110	60
Muscles in Motion M/W/F	250	168
Water Aerobics	39	n/a
Walking	7	n/a
Tai Chi	37	26
Zumba Gold	26	n/a
Trips		
VMFA	8	n/a
Riverside Trip	24	n/a
Healthsouth	4	n/a
Quilters Trip	9	8
Total	2297	1747

Meals (Donations)	2016	2015
Home Del Meals	19	9
Site Meals	78	75
Total	97	84
Transportation		
Total Passengers (5 new riders)	206	53
Total Trips	403	373
Total Miles	2633	2533
Wheelchairs	11	41
Volunteer Hours	4	60
Donations	\$361.00	\$201.20

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ Youth Advisory Council Activities

- 16 YAC Members, and Advisor Attended February YAC Meeting
- 6 YAC Members and Advisor Assisted NHS at Dunlop House for Valentine's Dance
- Sent 136 Valentines to Veterans at McGuire Medical Center
- Distributed New YAC T-shirts to Members, Mailed YAC T-shirts to Jolie and Dustin
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting

➤ Youth Service Commission

- Met and revised YSC By-Laws.

➤ Kids' After School Program

- Trainings: Early Intervention Certification VCU-ongoing; CANS-4 hours; VSU Mentor recruitment-8 hours.
- Student enrollment: Tussing – 20, Lakeview -16, North- 18, CHMS- 25.
- Staff-10; VSU work study staff-8, JTCC work study-1, VSU Interns-9.
- Volunteers- VSU-3, Matoaca High School-43, Community volunteers-3, CHHS-3.

➤ Substance Abuse Prevention Activities

- 7 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver's licensing ceremony.

➤ Ongoing Monthly Meeting/Trainings

- Kiwanis Meetings/Board Meeting/Terrific Kids
- Interagency Prevention Team Meeting –7 review cases
- Colonial Heights Food Pantry Board Meeting
- Positive Parenting Coalition Meeting
- Health Advisory Board Meeting
- Crisis and Trauma Resource Training
- Family Assessment & Planning Team
- School readiness
- CADRE Coalition
- Community Policy & Management Team
- Children's Advocacy Center
- System of Care meeting
- Evidenced Based Decision Making
- Juvenile Services Team meeting
- Virginia Association League of Human Service Officials

➤ Diversion Program Participation

• Community Service

2 youth completed 18 hours of Service Learning

• Shoplifting Diversion

22 youth and a parent attended the Shoplifting Diversion Program

• Active Parenting of Teens

No Parents are Currently Participating in "Active Parenting"

• Miscellaneous Youth Services (Non DJJ)

No Youth Completed hours of Community Service

- ✓ Assisted Fire Marshall with Youth Firesetting Program
- ✓ Volunteered with Special Olympics Bowling
- ✓ Presented Alcohol Prevention Program to 137 students in 8th grade at CHMS
- ✓ Supported Participants at Polar Plunge for Special Olympics in Virginia Beach

XII. FLEET MAINTENANCE:

	<u># Workorders</u>	<u>Total</u>	<u>Sublet</u>	<u>Sublet total</u>
2016	56	\$21,928.16	8	\$3,467.46
2015	76	\$20,066.63	8	\$1,926.89

Sublet repairs consist of:

Dealer Repair	\$1,009.36
Exhaust work	\$806.04
Towing	\$322.50
Glass	\$307.25
Welding	\$650.00
Painting	\$372.31