

CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2012



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* – Concrete slab at the second floor has been poured and completed. Structural steel erection is 90% complete. Remaining subcontracts (plumbing, electrical, etc.) have been awarded by Kenbridge. Rough-in construction of plumbing, electrical and mechanical infrastructure are proceeding. Project is on schedule to date.

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 plans and Special Provisions have been submitted to VDOT for review and authorization to advertise for construction. Advertisement for construction is estimated to be October 2012 with a bid opening date of November 2012. Construction start estimated January 2013. Overhead power pole and utility relocation associated with this project has begun. Verizon and Dominion have staked locations for new power poles. Relocation of Verizon and Dominion VA Power utilities is anticipated to be completed by January 2013.
- *Safe Routes to Schools- Phase 2 (2012), UPC 102836*– Design in process. Construction start Fall 2013.
- *Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)* – Design in process.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Design in process.
- *Dupuy Avenue Modernization, UPC 101287* – Design in process. City has responded to comments from the Citizen's Information Meeting. Responses have been supplied to property owners and have been posted on the City website. The next step in this process is a Public Hearing scheduled for December 2012. Staff will update Council upon completion of design modification.
- *Lakeview Avenue Modernization, UPC 101288* – Design in process. City staff presently reviewing 30% design documents. City has responded to comments from the Citizen's Information Meeting. Responses have been supplied to property owners and have been posted on the City website. The next step in this process is a Public Hearing scheduled for December 2012. Staff will update Council upon completion of design modification.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Utilities Capital Projects

- **Hrouda Pump Station Upgrades** – On hold.
- **Boulevard Water and Sewer Replacement** – Design complete. Awaiting appropriation of funding from City Council.
- **Lakeview Avenue Water and Sewer Replacement** – Design in process along with Lakeview Avenue Modernization project.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process along with Dupuy Modernization project.
- **Franklin Avenue Sewer Replacement** – Project complete.
- **Annual Resurfacing and Pavement Preservation** – Project complete.

Plan Reviews

- Received eleven (11) plans and reviewed eleven (11) plans.

Right-of-Way Permits

- Issued ten (10) permits and closed out four (4) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/Maintained signals, signs, markings and street lighting – 62 locations.
- Preventative Maintenance – 4 locations.

Vegetation

- Removed litter from (16) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Trimmed tree limbs/bushes from (06) locations, removed storm damage from (04) locations and responded to (03) tree miscellaneous request.
- Cut and trimmed grass at (85) locations, sprayed weed killer at (08) locations and responded to (01) grass miscellaneous request.
- Assisted Traffic Engineering removing a tree on City property near VSU.
- Placed gravel in sinkholes around guardrail on Temple Avenue.
- Removed gravel spill on street with sweeper at Temple Avenue and Boulevard.
- Placed gravel in alley between Richmond and Norfolk Avenues and Norfolk and Suffolk Avenues.

Recycling Center

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

Storm Water and Drainage

- Cleaned (31) catch basins, (12) drainage ditches, (05) drainage pipes, (02) curb and gutters, and responded to (04) miscellaneous drainage request.
- Repaired (01) catch basin and (01) storm sewer pipe.
- Sweeper swept (04) locations collecting (12) cubic yards of debris.
- Concrete Crew repaired/replaced (84) feet of Curb and Gutter at (04) locations, (98) feet of sidewalk at (02) and responded to (03) miscellaneous concrete request.
- Performed Bridge maintenance on Ellerslie Avenue, Temple Avenue and Sherwood Drive.
- Placed gravel in a sinkhole near a telephone pole at the corner of Joe Johnson Avenue.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (25) potholes, (10) utility cuts, (03) new curb and gutters, (27) low areas, (04) driveway clearances, (02) shoulders and responded to (04) asphalt miscellaneous request.
- Assisted Concrete crew with Bridge maintenance and replacement of curb and gutters and sidewalks.

Wastewater Utility

- Responded to (10) sewer backups, flushed (02) main lines, flushed drains at the animal shelter, repaired (02) laterals, replaced (03) cleanout tops, raised (01) cleanout, installed (02) cleanouts and responded to (05) sewer miscellaneous requests.
- Camera sewer main line at (03) locations.
- Sprayed for Sewer Roaches at (01) location.
- Removed debris from pumps and washed down wet wells at Main Pump Station.
- Removed grease from wet well and cleaned floats at Dunlop Farms Pump Station.
- Removed grease from wet well at Conjurers Neck and Charles Dimmock Pump Stations.
- Cut grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (11) meters, (02) meter tops, (01) meter box and (01) pigtail.
- Cleaned (08) boxes, installed (03) meter setters, responded to (04) meter leaks, (01) low water pressure.
- Repaired (02) main water and (02) service lines, set (02) new meters and responded to (12) miscellaneous water requests.
- Replaced (01) and repaired (01) Fire Hydrant.
- Backflow/Cross Connection Technician conducted (105) surveys, (57) completed, (48) incomplete and assisted with locating underground utilities performing (21) hours.
- Collected weekly routine water samples, performed THM's, HAA's and sent these to Appomattox River Water Authority's (ARWA) for testing.
- Miss Utility locating required (146) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

	Month	YTD
1. Fence Permits	3	20
2. New Sign Permits	8	50
• Family Dollar – 1604 Boulevard		• Eyemart – 1078 Temple Avenue
• Liberty Tax Service – 2219 Boulevard		• Bank of McKenney – 3115 Boulevard
• Discover Home Care – 3522 Blvd., Suite B		• Dr. Baxter Perkinson – 209 Temple Avenue
• Spirit Halloween – 3107 Blvd, Suite 1E		
3. Neighborhood Revitalization –		
2012 Emergency Home Repair Rehabilitation funding		\$46,040.61
Repairs Completed	#0	
Repairs in the Works	#0	
202 Applications Being Processed	#0	
• Currently 5 applications are being verified. It is expected that work will begin on these households this Fall.		

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

4. Zoning Property Maintenance

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	18	76	Total Inspections	3	37
Violations	10	45	Violations	1	32
Violations Resolved	5	33	Violations Resolved	0	21
House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	2	20	Total Inspections	107	561
Violations	1	11	Violations	79	342
Violations Resolved	1	11	Violations Resolved	37	209
Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	12	105	Total Inspections	2	33
Violations	10	87	Violations	2	21
Violations Resolved	1	49	Violations Resolved	0	19
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	3	78	Total Inspections	10	34
Violations	3	75	Violations	2	11
Violations Resolved	0	68	Violations Resolved	0	5

5. Building Inspections

	<u>Month</u>	<u>YTD</u>
New Construction Inspections	179	1,460
Permits for new Residents	1	3
Cost New Homes	\$145,000	\$440,000
Existing House & Maintenance	0	0
Additions	8	49
Demolitions	1	3
Permits for Commercial	3	26
Cost for Commercial	\$235,000	\$2,990,886
Plumbing Permits Issued	9	86
Electrical Permits Issued	17	131
Mechanical Permits Issued	8	59
Swimming Pool Permits Issued	0	3
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	1	5
Court Cases	0	0

Rental Inspections

	<u>Month</u>	<u>YTD</u>
Total Units Registered	0	6
Total Units Inspected	0	31
Dwellings	0	11
Duplex	0	20
Apartments	30	36
First Inspection		
Passed	30	61
Failed	0	6
Second Inspection	0	6
Passed	0	8
Failed	0	0
Re-Inspection – Phase 1	15	141
Passed	15	77
Failed	0	64
Apartments	30	30
No. of Units Certified	0	37

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 4,135 calls for service during the month of August, 2012. During the same month last year, we responded to 4,633 calls for service—a 12% decrease. Three (3) robberies were reported this month and none were reported in August of 2011— 100% increase. There were two (2) reported aggravated assaults this August, and three (3) reported during the month of August, 2011—a 33% decrease. We responded to eight (8) burglaries in August, 2012, compared with a response to four (4) burglaries during the month of August, 2011— a 50% increase. There were 103 Part I, or serious, crimes reported to the Colonial Heights Police Department in August, 2012. Fifty-seven (57) of those, or 55%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month we saw an increase of 9% in our overall arrests—going from 275 in August of 2011, to 303 in 2012. Calls and arrests for larcenies and shoplifting both decreased.

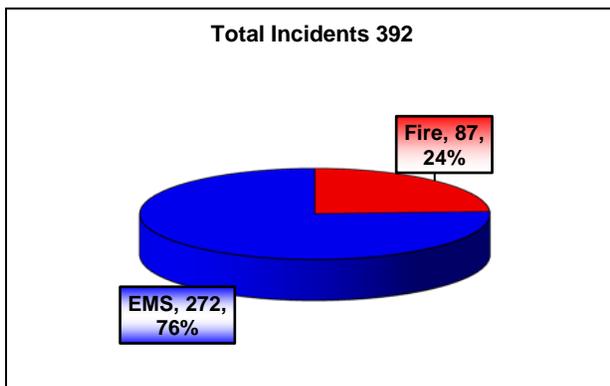
III. POLICE DEPARTMENT (CONTINUED):

- ✓ During the month, we hosted our much anticipated “mock” accreditation assessment. By all accounts, we were well prepared and are on our way to state accreditation. We had 10 assessors from several jurisdictions who participated in the “mock” assessment. They inspected our equipment, to include vehicles and specialty use vehicles; conducted a physical tour of the agency, inspecting our property and evidence room; and then reviewed our documentation of policies and procedures. I met with the group personally and received a favorable report on their findings. They noted a few items that we need to work on prior to our actual assessment dates of November 12-14, 2012. A/Capt. Anspach is to be commended for his outstanding efforts and organization of the scheduled “mock” accreditation. The departmental objective of becoming a fully accredited agency is imminent due to his dedication and diligence.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports that uniform patrol had a very good and solid month of police work. Patrol officers have taken it upon themselves to actively investigate the ongoing issues of the illegal purchasing or possession of large amounts of cigarettes. New Virginia laws, enacted July 1st of this year, make it illegal to purchase or possess more than 25 cartons of cigarettes if you are not a vendor/business. This venture is prominent in the area and very lucrative, as our cigarettes have been found in the northern states where the cigarette taxes are much higher. These types of crimes have been known to support other illegal activities such as gangs, drug dealing and terrorism. In a short period of time, we have worked with the Commonwealth Attorney’s Office and confiscated vehicles and cash.
- ✓ Our patrol officers continue to do their due diligence with extra patrols around the Pickwick Shopping Center, as well as look for persons who may be responsible for all the moped and ATV thefts that we have been experiencing over the past two months. This past month, Patrol coordinated and executed two prisoner extraditions from Georgia and Maryland. With funding from a state-supported grant, we also conducted a very successful traffic checkpoint during the month, making four (4) DUI arrests, four (4) other criminal arrests, issuing 47 traffic summonses and towing 14 vehicles.
- ✓ We are also pleased to report that our narcotics K-9, *Blitz*, was utilized 17 times over the month. Drugs and/or evidence of drug use were located on several uses. We also assisted Chesterfield County and Hopewell police departments, which resulted in arrests as well. Both K-9 officer and canine continue to conduct multiple patrols at Buffalo Wild Wings and city schools.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Acting Capt. William Anspach, reported that the Department of Criminal Justice Services did a surprise inspection of our training files and found that we were in total compliance. This was the first time that we have experienced an unannounced inspection during my tenure as Chief. A/Capt. Anspach coordinated efforts to have Child DNA kits available at all elementary schools for their respective orientations. A total of 109 Child DNA kits were completed.
- ✓ Our **Investigations Division** continues their efforts as usual. Sgt. Stephanie Early has reported an increase in investigation cases assigned, including grand larceny, credit card fraud, sexual assault, two death investigations, burglary and an attempted burglary, carjacking and robbery. As stated previously, we continue to experience thefts of scooters, dirt bikes and ATV’s, mainly around the areas of the old railroad bed near Wakefield Avenue. Investigators are working with surrounding jurisdictions that are also experiencing the same type of crimes.
- ✓ Overall, we made 303 arrests for the month, to include 41 felonies and 121 misdemeanors; worked 92 crashes; wrote 1,053 traffic citations; gave 1,640 verbal warnings; affected 19 DUI arrests and 33 drug arrests; and issued 52 parking citations.
- ✓ Our **Auxiliary Police and Sentinels** volunteered 263 hours during the month. Duties included a police checkpoint, bike patrols, traffic control, football games and prisoner transports.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ **Officer Raul “Joey” Viera** has been selected as our *Employee of the Month* for July, 2012. Even though Officer Viera is new to our department, he has already exhibited exemplary performance. First, while responding to a suspicious person call at Wawa, Officer Viera observed a possible stolen vehicle noted in a previous teletype traveling along the Boulevard. The vehicle stopped suddenly and the driver fled on foot. Officer Viera gave chase on foot and caught the suspect, bringing charges relating to the stolen vehicle, the foot pursuit and multiple drug offenses. As a result of this capture, a neighboring police agency is in the process of clearing several burglaries.
- ✓ Another example of Joey’s diligence came to light when he responded to American Family Fitness for a report of a larceny from a vehicle. After taking report information and locating possible witnesses, Joey realized that this incident may be related to the vast number of reported larcenies being experienced from the men’s locker room. With assistance from the Investigations Division, he was able to compile a line-up and positively identify the suspect, who was located later that day at the fitness center wearing a recently stolen backpack. The suspect was arrested and confessed to numerous larcenies from American Family Fitness, ending this rampant crime spree.
- ✓ Last but certainly not least, Officer Viera began an investigation of the passing of \$1,600.00 in counterfeit currency at two large retailers in the city. He obtained surveillance footage of the offenses and requested a teletype message be sent to other agencies detailing the offenses and suspect descriptions. As a result, two suspects were identified, warrants were obtained and arrests were made in North Carolina. Some of the electronics merchandise purchased with the counterfeit money was recovered as a result of the teletype. This case now spans the entire east coast and involves multiple local and federal law enforcement agencies.
- ✓ Officer Joey Viera has gone well beyond simply taking information for a report and instead attempted to seek a positive resolution for each case. He has exhibited diligence and determination while projecting an aura of dedication and professionalism. For these reasons, Officer Viera deserves to be rewarded as our *Employee of the Month* for July, 2012.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 87
Total EMS Patients: 217
 (Total EMS incidents 272)

Fire units arrived on scene in less than 9 minutes on 90% of emergency incidents. (average response time 6:40 minutes)

EMS units arrived on scene in less than 9 minutes on 90% of emergency incidents. (average response time 6:08 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Power Line Down	1	Good Intent Calls	29
Coking Fire	1	Chemical/gasoline Spill	1	Public Service	34
Scorch burns no flame	1	Carbon Monoxide Incident	1	Alarm Activation (no fire)	5
		Electrical Problem	2	Child Seat Installation	6
				Smoke detector installation	4
M/A EMS First Responder to Chesterfield	6	M/A received from Chesterfield Fire	4		
M/A to Chesterfield Fire	1	M/A received from Fort Lee Fire	3		
M/A to Petersburg Fire	1	M/A received from Petersburg Fire	1		
M/A to Crater Technical Rescue Team	1	M/A received from Crater Technical Rescue Team	1		

IV. FIRE & EMS DEPARTMENT (CONTINUED):

EMS Division (number of patients):					
Abdominal Pain	14	Dehydration	2	Obvious Death	2
Allergic Reaction	1	Diabetic Hypoglycemia	2	Pain	17
Altered Mental Status	9	ETOH Abuse	1	Poisoning/drug ingestion	1
Asthma	2	G.I. Bleed	1	Respiratory Distress	17
Back pain	3	General Malaise	8	Seizure	8
Behavioral/Psychiatric	5	Headache	12	Stroke/CVA	2
Bowel Obstruction	1	Heat exhaustion/stroke	1	Syncope/Fainting	3
Cardiac Arrest	1	Hypertension	3	TIA (Transient Ischemic Attack)	1
Cardiac Rhythm Disturbance	3	Inhalation Injury (toxic gas)	1	Traumatic Injury	47
Chest Pain	34	Nausea/Vomiting	4	Unconscious	2
Congestive Heart Failure	2	No Apparent injury/illness	5	Weakness	11
COPD (emphysema)	1	OB Pregnancy	1	Other	38
M/A to Petersburg EMS	6		M/A received from Fort Lee EMS		2
M/A to Prince George EMS	2		M/A received from Chesterfield EMS		3
M/A to Fort Lee EMS	3		M/A received from Hopewell EMS		2
M/A to Dinwiddie EMS	2		M/A received from Petersburg EMS		3
EMS Transports (by facility)					
Southside Regional Medical Center		160		73.73%	
CJW Center –Chippenham Campus		19		8.76%	
John Randolph Medical Center		18		8.29%	
VCU Health Systems		10		4.61%	
CJW Center – Johnston Willis Campus		5		2.30%	
St. Francis Medical Center		2		0.92%	
VAMC Richmond (McGuire)		2		0.92%	
Henrico Doctor’s Hospital Forest Campus		1		0.46%	
Total:		207		100%	

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,522

Three alarm citations were processed during August.

Purchasing - 242 total purchase orders completed with 204 being processed by the purchasing and 38 departmental purchases being reviewed as compared to 235 being completed for the same period in 2011. In addition, 172 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 12-062502-1004 – Prepare Nomination for Historical District Listing. Issued June 7th, with proposals received June 25th. Vendor chosen and contract was finalized.
- Invitation # 12-062802-1007 – Telephone Service & Equipment, Data Lines and Call Accounting. Issued August 10th. 27 vendors attended mandatory prebid on August 28th. Proposal due September 25th.

Other Purchasing Activity:

- Contract finalized for lease of copy machine for Recreation Department
- Finalized the activation of new WiFi for the Fire Department
- Quote issued for ditch improvements on Hermitage Road and River Oaks Drive
- Purchase Order issued for environmental surveying, planning and engineering services for the Appomattox River Greenway Trail – Phase 4
- Renewal of Library periodicals started.

V. FINANCE DEPARTMENT (CONTINUED):

Risk Activity:

- A hit and run driver, struck the fire hydrant in front of Home Depot.
- A citizen filed a claim due to the sewer backing up in their home due to blockage in City street.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,587

Delinquent Notices Sent –712 or 18.9% with 133 cut off for nonpayment

Set off debt collected in July \$24.43

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

<u>Department</u>	<u>Position</u>
Fire & EMS	Telecommunicator
Police	Animal Control Aide (Part-time)

Applications & Testing

Total applications received for the following position recruitments:

- ☆ City Clerk candidate interviews were held August 13-20, 2012.

Training

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

Miscellaneous

- ☆ A new employee orientation session was held for Katherine Lewis (Telecommunicator) in August 2012.
- ☆ The annual Employee Service Award presentation was held on August 23, 2012.
- ☆ Attended a Microsoft Office 2010 training class on August 27, 2012.
- ☆ Participated in a Line of Duty Act (LODA) web training seminar through VML Insurance Programs on August 29, 2012.

Worker’s Compensation

- ☆ No workers’ compensation reports were filed during the month of August 2012.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 67,809 page views in the month of August.

<ul style="list-style-type: none"> ☆ Top ten website modules accessed: ☆ Newsflash ☆ Calendar ☆ Photo Gallery ☆ Facilities Directory ☆ FAQs ☆ Staff Directory ☆ Bids & RFPs ☆ Document Archives ☆ Site Search ☆ Forms 	<ul style="list-style-type: none"> ☆ Top ten pages visited after home page: ☆ Library ☆ Real Estate Records ☆ Recreation & Parks ☆ Recreation Programs ☆ Police ☆ Animal Control ☆ Education & Schools ☆ Yard Sales ☆ City Maps ☆ Fire & EMS
--	---

- ☆ Citizens submitted and city staff processed 299 service requests and questions through the “Let Us Know” module during the month of July.

VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ The City of Colonial Heights’ Facebook Page now has 2,293 fans.
- ☆ Proactive Information Management completed 55.42 hours of IT service and maintenance for City departments this month.
- ☆ A new server was installed in August at the PSB to support critical applications for Public Safety. Configuration of this server will allow the Police and Communications Departments to join the citywide domain and back up files to the central file server at City Hall.
- ☆ The RFP for a new telecommunications system (phone and data) was issued on August 10th. The mandatory pre-bid meeting was held on August 28th and the proposals are due back by September 25th.

VIII. LIBRARY:

- The library staff circulated 22,036 titles in August.
- The public computer center was used 2,105.
- 204 residents registered for new library cards, and an average of 705 residents used the library each day.
- The library’s meeting rooms were used 87 times.
- 364 residents visited the Colonial Heights Virtual Library to 897 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In August the Recreation Department completed the Summer Playground program and other Summer activities came to an end at the beginning of August. The Department’s 2012 Fall/Winter Activity Guide was released at the beginning of August and registration is underway for most Fall and Winter programs. Staff continues to make preparations for upcoming Special Events to include the Total Terror Haunted Attraction at Fort Clifton Park as well as their last Movie Under the Stars event of 2012 on September 15th at Shepherd Stadium.

Parks/Horticulture/Buildings & Grounds

- BIB Tournament-Provided tournament staffing, replaced tournament mound, bases and fencing back to regulation set-up.
- Edged infields at Shepherd Stadium and B Field
- Laid out and painted the following fields; CHHS Field Hockey, CHHS Band, CHHS Football game and practice, and youth practice football field behind CHMS.
- Built new lectern for Council Chambers
- Hargis Point at Roslyn Landing Park- Completed shelter construction, set boulder and installed Hargis plaque, installed 6 x 6 timbers and stone around boulder, walkway and shelter. Replaced damaged split-rail fence.
- Violet Bank Museum-Assisted CHBC volunteers; (1) replacing 6 x 6 timbers around cucumber tree with decorative brick edging and placed new mulch, (2) replaced brick walkway with period correct stone and metal edging.
- Trimmed Black-Eyed Susan’s at sites
- Trimmed trees/shrubs and mulched as needed.

Athletics	2012	2011
Adult Softball (Fall League)	21 teams	20 teams
Youth Football Registration	151	191
Youth Cheerleading Registration	95	94
Tennis Lessons	41	46
Girls Fast pitch Fall Ball	26	15
Swim Lessons	8	17
Activities/Programs	2012	2011
POWER	4	1
Summer Splash	19	26
Back to School Festival	555	339
Summer Tots	16	11
Summer Playground	135	141
High Octane Teen Camp	3	11

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Activities	2012	2011
AARP	n/a	n/a
Bingo in Center	124	64
Bowling	158	164
Bridge-Party	104	120
Bridge-Tournament	112	112
Crochet & Knitting	70	62
Golf at Prince George	480	596
Golfer's Board Meeting	12	14
Senior Club Meeting	95	151
Senior Dance	96	98
Sing A-Long	48	46
Sing-a-Long CH Health Care Center	13	12
Senior Club Board Meeting	9	8
Table Games	16	n/a
Movie	29	n/a
Awareness/Education		
Jen Care Luncheon & Health Message	60	n/a
TRIAD	61	10
Classes		
Gems By James Painting Class	n/a	12
Crafts	8	6
Kay's Oil Painting	n/a	20
Kids Painting Class	n/a	24
Painters Group	32	28
Tap Dance-Advance	64	98
Tap Dance-Intermediate	36	99
Mary Carole Portrait Demo	24	22
Mary Carole Portrait Class	84	72
Splash of Color Workshop	18	16
Sewing Class	22	20
Quilting	28	36
Watercolor Painting	8	16
Fitness		
Cardio Bump	120	n/a
Floor Exercises	42	45
Sit Down Exercises	274	332
Strength Training Class	169	275
Tai Chi	43	41
Yoga	70	50
Zoomer Boomer	200	255
Trips		
From the Heart	n/a	8
Hopewell Min Trip	30	n/a
Museum Trip Wilton House	n/a	10
Quilting Trip	n/a	13
Jen Care Tour & Open House	30	n/a
Total	2789	2702

Meals	2012	2011
Bags	n/a	n/a
Breakfast Meals	n/a	n/a
Home Del Meals	10	n/a
Site Meals	140	144
Total	150	144
Transportation		
Passengers	87	84
Total Miles	2580	3052
Total Trips	509	420
Wheelchairs	10	14
Volunteer Hours	n/a	0
Donations	\$301	\$251

Violet Bank Museum

	2012	2011
Attendance	202	210

- Exhibit & collections work
- Program planning

X. OFFICE ON YOUTH & HUMAN SERVICES:

YAC Activities

- 11 members, YAC Advisor, YSC Rep attended August Meeting
- 3 officers and advisor attended annual planning meeting
- 9 members and advisor volunteered at Back to School Festival
- Advisor provided YAC materials at CHHS Freshman Orientation
- 6 members and advisor completed quarterly street clean up on Roslyn Road

Youth Service Commission

- Presented Office on Youth & Human Services Annual report to City Council
- Met for August meeting

Substance Abuse Prevention Activities

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

Kids' After School Program

- Tussing Enrollment-15
- Lakeview Enrollment-11
- North Enrollment 15
- CHMS Enrollment-12
- 4 Site Supervisors
- 3 VSU work-study students, 2 JTCC work-study students
- Program Coordinator participated in 2 recruitment fairs at VSU

Ongoing Monthly Meeting/Trainings

- Operation Christmas Child
- Family Assessment Planning Team
- Colonial Heights School Board Meeting
- CAAN-DUU Coalition
- United Way Lunch & Learn
- Community Policy & Management Team
- Systems of Care workgroup
- City Council
- SAFE Board meeting

Diversion Program Participation

Parenting

- 0 families completed "Parenting with Love & Limits"

Community Service

- 12 youth completed 227 hours of Community Service

Shoplifting Diversion

- 29 youth and parent attended the Shoplifting Diversion Program

Anger Management

- 2 youth completed Anger Management Classes

Substance Abuse Education

- 18 youth participated in Substance Abuse Education

Six teens and a supervisor completed 8 days of the Youth Service Corps Program at Pocahontas State Park in partnership with the Department of Conservation and Recreation and the Chesterfield Adolescent Reporting Program.

Presented agency information to parents and teens of CHMS Dream Team.

Attended Central Virginia Health Services Community Health Day event.

Attended CHHS Freshman Orientation with Youth Advisory Council and agency materials.

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2012	78	\$25,760.09	3	\$ 244.02
2011	84	\$19,919.52	11	\$4,427.74

Most repairs are normal maintenance issues. Three new police vehicles are in and we are about 50% done with the preparations for service.

The sublet repairs consist of:

Alignment	75.00
Glass work	30.58
Tire Repair	138.44