

CITY MANAGER'S REPORT TO CITY COUNCIL SEPTEMBER 2012



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- ***New Courts Facility*** – Masonry construction has been on-going with construction of elevator shafts and detention areas. Concrete slab for the ground floor will be completed in October 2012. Curb and gutter for the site is 80% complete. Final brick selection for the Courthouse has been finalized. Staff has been engaged in the selection process for vendors to procure furnishings for the Courthouse. Project is on schedule and within budget 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 continues. All new power poles have been erected. 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. Survey of designated areas will be complete October 2012. 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. Public Hearing scheduled for December 2012. Council will be given project status update prior to Public Hearing.
- ***Lakeview Avenue Modernization, UPC 101288*** – Design in process. City staff presently reviewing 30% design documents. Public Hearing scheduled for December 2012. Council will be given project status update prior to Public Hearing.

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.

Plan Reviews

- Received six (6) plans and reviewed six (6) plans.

Right-of-Way Permits

- Issued five (5) permits and closed out no permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 68 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (15) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Trimmed tree limbs/bushes from (07) locations and responded to (03) tree miscellaneous request.
- Cut and trimmed grass at (67) locations, sprayed weed killer at (04) locations and responded to (01) grass miscellaneous request.

Recycling Center

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

Storm Water and Drainage

- Cleaned (27) catch basins, (10) drainage ditches, (06) drainage pipes, (04) curb and gutters, and responded to (02) miscellaneous drainage request.
- Repaired (03) catch basins and (01) storm sewer pipe.
- Sweeper swept (14) locations collecting (58) cubic yards of debris.
- Concrete Crew repaired/replaced (26) feet of Curb and Gutter at (03) locations, (28) feet of sidewalk at (04) locations and responded to (03) miscellaneous concrete request.
- Placed topsoil in a sinkholes at (02) locations on Kennon Point.

Transportation

- Placed Asphalt in (04) potholes, (06) utility cuts, (02) new curb and gutters, (28) low areas, (01) driveway clearance and responded to (02) asphalt miscellaneous request.
- Assisted Concrete crew with replacement of curb and gutters and sidewalks.
- Performed preventive maintenance on trucks and leaf machines.
- Transported 45 dump truck loads of topsoil from construction site on Boulevard to Public Works Complex.
- Installed a dirt berm on railroad bed to prevent vehicles from driving through to Branders Bridge Apartments.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (02) backups, flushed (03) main lines, flushed drains at the animal shelter, repaired (02) laterals, replaced (02) cleanout tops, installed (01), raised (01) and lowered (03) cleanouts and responded to (04) sewer miscellaneous requests.
- Camera sewer main line at (03) locations.
- Sprayed for Sewer Roaches at (03) locations.
- Removed debris, greased pumps and washed down wet wells at Main Pump Station.
- Cleaned floats in wet well at Hillcrest Pump Station.
- Responded to an alarm at C&B Pump Station.
- Cut grass around pump stations and water towers.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (08) meters, (02) meter tops, (01) meter box, (01) pigtail and set (01) new meter,
- Cleaned (02) meter boxes, installed (03) meter setters and responded to (02) meter leaks.
- Pulled (01) meter for Utility Billing Division.
- Repaired (02) main and (01) service water lines and responded to (06) miscellaneous requests.
- Relocated water and sewer lines at (01) location.
- Backflow/Cross Connection Technician conducted (60) surveys, (47) completed, (13) incomplete and assisted with locating underground utilities performing (16) 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 (154) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

	Month	YTD
1. Fence Permits	2	22
2. New Sign Permits	3	53
• Cash – 2U Payday Loans – 651 Boulevard (temporary)		
• Advance America – 2014 Boulevard (temporary)		
• Miracle Ear – 625 Southpark Boulevard		
3. Neighborhood Revitalization –		
2012 Emergency Home Repair Rehabilitation funding		\$46,040.61
Repairs Completed	#0	
Repairs in the Works	#0	
2012 Applications Being Processed	#5	
• Currently 5 applications are being verified. It is expected that work will begin on these households this Fall.		

4. **Zoning Property Maintenance**

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	9	85	Total Inspections	3	40
Violations	7	52	Violations	2	34
Violations Resolved	5	38	Violations Resolved	1	22

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	0	20	Total Inspections	59	620
Violations	0	11	Violations	38	421
Violations Resolved	0	11	Violations Resolved	31	240
Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	7	112	Total Inspections	2	35
Violations	5	92	Violations	0	21
Violations Resolved	3	52	Violations Resolved	2	21
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	6	84	Total Inspections	9	43
Violations	6	81	Violations	5	16
Violations Resolved	6	77	Violations Resolved	5	10

5. Building Inspections

	Month	YTD
New Construction Inspections	304	1,732
Permits for new Residents	0	3
Cost New Homes	0	\$440,000
Existing House & Maintenance Additions	4	53
Demolitions	0	2
Permits for Commercial	7	33
Cost for Commercial	\$1,151,675	\$4,142,561
Plumbing Permits Issued	11	97
Electrical Permits Issued	20	151
Mechanical Permits Issued	11	70
Swimming Pool Permits Issued	0	3
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	0	5
Court Cases	0	0

Rental Inspections

	Month	YTD
Total Units Registered	0	6
Total Units Inspected	0	31
Dwellings	0	11
Duplex	0	20
Apartments	0	36
First Inspection		
Passed	0	61
Failed	0	6
Second Inspection	0	6
Passed	0	8
Failed	0	0
Re-Inspection – Phase 1	30	171
Passed	30	107
Failed	0	64
Apartments	00	30
No. of Units Certified	0	37

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,814 calls for service during the month of September, 2012. During the same month last year, we responded to 4,175 calls for service—a 9% decrease. No robberies were reported this month and only one was reported in September of 2011—a 100% decrease. There were two (2) reported aggravated assaults this September, and one (1) reported during the month of September, 2011—a 50% increase. We responded to six (6) burglaries in September, 2012, compared with a response to eight (8) burglaries during the month of September, 2011—a 25% decrease. There were 101 Part I, or serious, crimes reported to the Colonial Heights Police Department in September, 2012. Sixty-six (66) of those, or 65%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month we saw an increase of 22% in our overall arrests, going from 254 in September of 2011, to 324 in 2012. Arrests for larcenies and shoplifting both increased; however, most Part I crimes decreased overall.
- ✓ We really had a very productive month throughout the agency. We participated in a Public Safety community event where we checked child safety seats, did child DNA kits for parents, took back prescription drugs and shredded over 1,500 pounds of documents for our citizens.

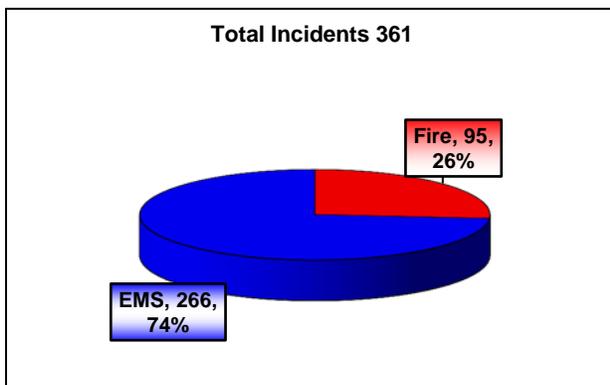
III. POLICE DEPARTMENT (CONTINUED):

- ✓ We also participated in the U.S. Marshals' *September to Remember* fugitive round-up, during which over 40 individuals were located and arrested—several from out-of-state, including two from our wanted files. This initiative was deemed a success from all the tri-cities law enforcement agencies, including the Virginia State Police.
- ✓ In addition, we are pleased to report our continued and close relationship with our school system and its administration. An “active shooter” exercise was conducted by our department in both the high school and the middle school. This allowed our officers to get “live” training, as well as allowing school personnel to assess their response. Many lessons were learned in order to better prepare for the unfathomable. “Failing to prepare is preparing to fail”, and we appreciate the support in these types of exercises.
- ✓ We are also excited to announce that Capt. Wayne Newsome graduated from the National Criminal Justice Command College, successfully completing the course and receiving 15 educational credits from the University of Virginia.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports that uniform patrol had a very good month of police work. Patrol officers have taken the initiative in several high profile arrests, one of which was a reported indecent exposure to a middle school student and the other an early morning burglary at the Tobacco Zone. Uniform patrol represented our agency at the Petersburg First Baptist Church's *First Responders* ceremony honoring all law enforcement and emergency personnel. Some of our officers received updated training on sexual assaults put on by the C/A's Office. Our Animal Control officers hosted a rabies clinic, where over 71 pets were vaccinated. We are in the process of hiring a part-time aide and received over 160 applications for this position.
- ✓ We are happy to report that our narcotics K-9, *Blitz*, and his handler, Master K-9 Officer Eric Allen, were utilized 11 times over the month. Drugs and/or evidence of drug use were located on several uses and three separate drug arrests were made. We assisted Petersburg Bureau of Police with a screening of a vehicle and also responded to a callout where two individuals were arrested after marijuana was located by our canine. Both K-9 officer and canine continue to conduct multiple patrols; however, they were happy to do a demonstration at Tussing Elementary for *Community Helpers Day*.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Acting Capt. William Anspach, reported that all annual background investigations on tow truck drivers have been completed, as well as meetings with two vendors on the upcoming purchase of confiscated weapons. We plan on trading these weapons in order to continue our goal of outfitting our patrol personnel with patrol rifles. A/Capt. Anspach and I conducted a T.R.I.A.D. presentation that was well received by over 50 seniors in the community. The topic was on *Senior Fraud*—what it is, current trends, and how to prevent from being a victim. Our schedule for Accreditation Assessment is still on track and set for November.
- ✓ Our **Investigations Division** continues their efforts as usual. We are pleased to announce that Master Detective Jason Chimera has returned to Investigations after serving the past four years representing us on the Central Virginia Regional Narcotics Task Force. Sgt. Stephanie Early has reported that Jason has hit the ground running. Sgt. Early reported a very active month. Cases assigned included grand larceny, credit card fraud, sexual assault, several indecent exposures, a death investigation, burglary, attempted burglary, and domestic assault. High profile cases that have been cleared by arrest include a burglary to Jersey Mike's, a case involving food alteration, indecent exposure, burglary to a residence, and a domestic assault involving a hand gun.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Overall, we made 324 arrests for the month, to include 54 felonies and 126 misdemeanors; worked 83 crashes; wrote 884 traffic citations; gave 911 verbal warnings; affected 19 DUI arrests and 21 drug arrests; and issued 54 parking citations.
- ✓ Our **Auxiliary Police and Sentinels** volunteered 286 hours during the month. Duties included a police checkpoint, bike patrols, road races, football games and drug take-back event.
- ✓ **Sr. Officer Travis J. Karr** was been selected as our *Employee of the Month* for August, 2012. During the month of July, at least two unknown suspects broke into the Rite Aid located on the Boulevard. Thousands of prescription pills were stolen. Sr. Officer Karr was assigned this case, along with the task of investigating a multitude of scooter, moped, go-cart and four-wheeler thefts that had plagued Colonial Heights, Chesterfield, Dinwiddie, Hopewell, Prince George and Petersburg. Representatives from the respective agencies gathered for an intelligence sharing meeting, during which time several suspects were mentioned. Sr. Officer Karr volunteered to make contact and interview the suspects, since he had already developed a rapport with a few of them, one of whom was at that time incarcerated on an unrelated charge. During the interview with this particular suspect, Travis was able to extract enough valid information through questioning to obtain a search warrant, which resulted in recovery of clothing worn by the burglary suspects, burglary tools and numerous stolen narcotic medications. One of the suspects on scene during the search made a full confession, admitting to committing similar burglaries to Rite Aids in Hanover and Henrico, and two attempted burglaries in Chesterfield and Hanover.
- ✓ As a result of Travis's diligence, burglaries from numerous jurisdictions were cleared by arrest. Further, Sr. Officer Karr was able to prevent the sale of narcotic medications by seizing what was on hand and the prevention of any future burglaries to obtain the narcotics. Additionally, he is fostering a cooperative relationship with several law enforcement agencies in the Richmond area.
- ✓ It is quite obvious that Sr. Officer Travis Karr's hard work and determination makes him most deserving of being selected as the department's *Employee of the Month* for August, 2012.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 95
Total EMS Patients: 207
 (Total EMS incidents 272)

Fire units arrived on scene in less than 9 minutes on 90% of emergency incidents. (average response time 6:49 minutes)

EMS units arrived on scene in less than 9 minutes on 90% of emergency incidents. (average response time 6:07 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	5	Good Intent Calls	22
Vehicle Fire	1	Explosive removal	1	Public Service	36
Brush/grass Fire	4	Electrical Problem	1	Alarm Activation (no fire)	9
				Child Seat Installation	8
				Smoke detector installation	6

IV. FIRE & EMS DEPARTMENT (CONTINUED):

M/A EMS First Responder to Chesterfield	5	M/A received from Chesterfield Fire	2
M/A to Petersburg Fire	1	M/A received from Fort Lee Fire	1
		M/A received from Petersburg Fire	1

EMS Division (number of patients):			
Abdominal Pain	23	Diabetic Hypoglycemia	5
Airway Obstruction	1	Epistaxis (non-traumatic)	2
Allergic Reaction	2	ETOH Abuse	1
Altered Mental Status	3	General Malaise	3
Asthma	4	Headache	5
Back pain	3	Hypertension	2
Behavioral/Psychiatric	5	Hypotension	2
Cardiac Arrest	2	Migraine	1
Cardiac Rhythm Disturbance	3	Nausea/Vomiting	4
Chest Pain	23	No Apparent injury/illness	2
Congestive Heart Failure	2	OB/Gyn Vaginal Hemorrhage	1
COPD (emphysema)	2	OB Pregnancy	1
Diabetic Hyperglycemia	3	Obvious Death	2
M/A to Petersburg EMS	4	M/A received from Fort Lee EMS	3
M/A to Fort Lee EMS	1	M/A received from Chesterfield EMS	1

EMS Transports (by facility)		
Southside Regional Medical Center	153	73.91%
John Randolph Medical Center	21	10.14%
CJW Center –Chippenham Campus	19	9.18%
VCU Health Systems	9	4.35%
St. Francis Medical Center	3	1.45%
VAMC Richmond (McGuire)	1	0.48%
Memorial Regional Medical Center	1	0.48%
Total:	207	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,043

Two alarm citations were processed during September.

Purchasing - 205 total purchase orders completed with 161 being processed by purchasing and 44 departmental purchases being reviewed as compared to 218 being completed for the same period in 2011. In addition, 93 check requests were prepared by departments which are not processed by purchasing.

Bids Issued/Opened during the month:

- **Invitation # 12-062802-1007** – Telephone Service & Equipment, Data Lines and Call Accounting. Issued August 10th. 27 vendors attended mandatory prebid on August 28th. Site visit to City building was conducted. Proposal due Oct 5th.
- **Invitation # 12-062502-1008** – Financial Advisory Services, Issued Sept 14th and due October 5th.
- **Invitation # 12-062502-1009** – Tractor with Boom Rotary Mower, Issued Sept 14th and received two bids on Sept 27th. Public Works is reviewing results.

Other Purchasing Activity:

- Purchase Order issued for an unmarked vehicle for Police Department
- Contract with Test America was renewed, for professional laboratory services.
- Purchase Order issued for the inspection of the City’s bridges.
- Purchase Order issued for the survey work - Safe Route to School project.
- Courthouse furniture meetings held with various vendors
- Purchase Order issued for trimming various tress.

V. FINANCE DEPARTMENT (CONTINUED):

Risk Activity:

- Claim filed for damage to hot water heater by repair to utility lines in roadway (sand).

Utility Billing:

Bi-monthly Utility Bills Sent – 3,773

Delinquent Notices Sent –802 or 22.4% with 106 cut off for nonpayment

No set-off debt collected in August.

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 and recruitment information for the following position(s):

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Telecommunicator	417	1360
Animal Control Aide (Part-time)	160	515

Training

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

Miscellaneous

- ☆ An employee exit interview was held for Travis Bowling (EMS Firefighter) in September 2012.

Worker’s Compensation

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

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had **61,581 page views in the month of September.**

<p>Top ten website modules accessed:</p> <ol style="list-style-type: none"> 1. Calendar 2. News Flash 3. Photo Gallery 4. Facilities Directory 5. FAQs 6. Staff Directory 7. Site Search 8. Bids & RFPs 9. Document Archives 10. Forms 	<p>Top ten pages visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records 3. Recreation & Parks 4. Recreation Programs 5. Police 6. Animal Control 7. Education & Schools 8. Human Resources 9. Yard Sales 10. City Maps
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- ☆ Citizens submitted and city staff processed 214 service requests and questions through the “Let Us Know” module during the month of September.
- ☆ The City of Colonial Heights’ Facebook Page now has 2,293 fans.

VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ Proactive Information Management completed 51.25 hours of IT service and maintenance for City departments this month.
- ☆ Onsite computer training for the transition to Microsoft Office 2010 was completed on September 25th. In total, sixty (60) employees participated in this training, provided through New Horizons Computer Learning Center.
- ☆ Proposals for a new telecommunications system (phone and data) are due back by October 5th. A committee has been selected and will review proposals beginning October 9th.

VIII. LIBRARY:

- The library staff circulated 18,469 titles in September.
- The public computer center was used 1,852.
- 144 children participated in Storytime program.
- 165 residents registered for new library cards, and an average of 653 residents used the library each day.
- The library’s meeting rooms were used 85 times.
- 1,177 residents visited the Colonial Heights Virtual Library to 785 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In September the Recreation Department kicked off its fall programs. Youth and adult athletic leagues, instructional programs and after school teen programs all began in September. The last Movie Under the Stars event at Shepherd Stadium for 2012 was held in September and staff continues to prepare for the Total Terror Haunted Trail Event at Fort Clifton Park starting in early October.

Athletics	<u>2012</u>	<u>2011</u>
Adult Softball (Fall League)	20 teams	20 teams
Youth Football Registration	155	197
Youth Cheerleading Registration	96	96
Fall Tennis Lessons	15	n/a
Girls Fast pitch Fall Ball	28	14
Swim Lessons	8	6
Boys Fall Baseball	32	n/a
Activities/Programs	<u>2012</u>	<u>2011</u>
Disney on Ice - Rockin Ever After Trip	13	n/a
Yankees vs. Orioles Trip	43	46
Movie Under the Stars	143	n/a
Youth Painting Class	2	n/a

PARKS, BUILDINGS & GROUNDS AND HORTICULTURE

- LAID OUT AND PAINTED SOCCER FIELDS AT SOCCER COMPLEX.
- LAID OUT AND PAINTED RECREATION FOOTBALL PRACTICE FIELDS.
- PAINTED CHHS FOOTBALL FIELD, FOOTBALL PRACTICE FIELD, FIELD HOCKEY FIELD, BAND PRACTICE FIELD FOR HIGH SCHOOL AS NEEDED.
- PLACED TRASH CANS, BENCHES, AND BLEACHERS AT ALL SOCCER FIELDS AT SOCCER COMPLEX.
- CLEARED WALKING TRAILS AT FT CLIFTON OF OVERHANGING LIMBS AND FALLEN TREE FOR TOTAL TERROR.
- SPREAD ROCK AT FT CLIFTON WALKING TRAILS FOR TOTAL TERROR HAUNTED FOREST ACTIVITY.
- BUILT FLOWER BED WITH 6X6 TIMBERS IN FRONT OF SENIOR CENTER.
- TRIMMED TREES AND SHRUBS AS NEEDED AT SITES.

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Instructor Based Programs	2012	2011
Karate	19	13
Zumba	25	30
Cardio Fusion	11	26
Facility Usage	2012	2011
Community Room Attendance	998	985
Community Room Reservations	23	26
Pavilion Attendance	2,520	2,175
Pavilion Reservations	47	31
Field Attendance	1,272	180
Field Rentals	41	6
Teen Center Attendance-CHHS Students	130	83
Teen Center Attendance-CHMS Students	127	343

PARKS, BUILDINGS & GROUNDS AND HORTICULTURE

- MULCHED SITES AS NEEDED.
- CUT DOWN BLACK-EYED SUSIE'S AT SITES.
- INSTALLED FERTILIZER STAKES ON TREES ALONG BOULEVARD IN SOUTH END.

Violet Bank Museum

Attendance	2012	2011
	215	396

➤ Awarded **Best New Program** for populations of 25,000 and less for the 2011 Ghosts of Violet Bank's Past by VA Recreation & Parks Society

Agency on Aging

Activities	2012	2011
AARP	35	38
Bingo in Center	102	88
Bowling	288	256
Bridge-Party	84	96
Bridge-Tournament	128	132
Crochet & Knitting	89	62
Golf at Prince George	480	480
Senior Advisory Board Meeting	6	8
Senior Club Meeting	96	210
Senior Dance	81	76
Sing A-Long	49	38
Sing-a-Long CH Health Care Center	12	11
Senior Club Board Meeting	12	9
Table Games	11	8
Awareness/Education	2012	2011
Flu Shots	22	0
TRIAD	70	50
Belly Dancing DEMO	32	0
Wellness Workshop	8	0
Classes	2012	2011
Crafts	0	8
Kay's Oil Painting	16	25
Gems by James (painting class)	0	5
Faye Henderson Watercolor Class	52	0
Painters Group	28	32

Agency on Aging – continued

Meals	2012	2011
Home Del Meals	12	8
Site Meals	144	172
Breakfast Meals	0	0
Bags	0	0
Total	156	180
Donations	0	0
Transportation	2012	2011
Passengers	82	106
Total Miles	2579	2447
Total Trips	529	564
Wheelchairs	14	22
Volunteer Hours	15	11.5
Donations	285.00	315.00

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Classes	2012	2011
Tap Dance-Advance	86	95
Tap Dance-Intermediate	61	83
Watercolor Painting	18	16
Splash of Color Workshop	12	10
Sewing Class	12	0
Open Quilting	48	12
Fitness	2012	2011
Cardio	110	0
Floor Exercises	48	50
Sit Down Exercises	181	169
Strength Training Class	100	148
Tai Chi	32	23
Yoga	60	48
Zoomer Boomer	152	121
Trips	2012	2011
Smithfield Station	13	0
St Johns Church	0	24
Museum Trip	3	9
Riverside	13	0
Total	2650	2464

X. OFFICE ON YOUTH & HUMAN SERVICES:

YAC Activities

- September Meeting canceled due to Labor Day Holiday
- 4 officers and advisor attended planning meeting

Youth Service Commission

- No meeting in September

Substance Abuse Prevention Activities

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

Kids’ After School Program

- Current enrollment in KAP is 59 youth
- Volunteers – 21 VSU and CHHS students
- Work-study students – 4 (VSU) 2 (JTCC)
- September activity – 36 students participated in a “Get to Know You” activity by designing posters about themselves and sharing them with the group.

Ongoing Monthly Meeting/Trainings

- Operation Christmas Child
- Family Assessment Planning Team
- Colonial Heights School Board Meeting
- CAAN-DUU Coalition
- Inter-agency Prevention Team
- Systems of Care and Trauma Informed Care – Tonier Cain
- VJCCCA Regional Meeting

X. OFFICE ON YOUTH & HUMAN SERVICES (CONTINUED):

- CADRE Coalition Meeting
- CSA Annual Resource Fair – Dr. Dale Henry
- Juvenile and Domestic Violence Task Force
- United Way Women’s Leadership Initiative Annual Breakfast
- Smart Beginnings Coalition
- Comprehensive Services Policy & Management Team

Diversion Program Participation

Parenting

- 0 families completed “Parenting with Love & Limits”

Community Service

- 0 youth completed hours of Community Service

Shoplifting Diversion

- 28 youth and parent attended the Shoplifting Diversion Program

Anger Management

- 0 youth completed Anger Management Classes

Substance Abuse Education

- 7 youth participated in Substance Abuse Education

Assisted with CERT Merchant Updates and Community Safety Event with DEA Drug Take Back.

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2012	79	\$22,012.21	8	\$ 912.64
2011	81	\$29,291.43	4	\$ 349.52

Most of the repairs are normal maintenance issues. The 3 new police vehicles are 95% completed, we are just waiting on more equipment to arrive. The leaf collectors are being prepared for service along with the snow removal trucks.

The sublet repairs consist of the following:

Dealer Repair	332.28
Glass	244.17
Tire	176.19
Towing	160.00

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

2012/2013	\$61,280.99
2011/2012	\$75,852.23
2010/2011	\$56,330.35
2009/2010	\$52,399.76
2008/2009	\$54,432.30
2007/2008	\$51,851.09