

CITY MANAGER'S REPORT TO CITY COUNCIL OCTOBER 2012



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* – Construction in process. Participated in kick-off meeting for LEED Certification. Selected MOI as preferred furnishings vendor after checking references.

Transportation Capital Projects

- *Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434) –Urban and CMAQ Programs* – Requested authorization from VDOT to advertise for construction. Council briefed on financials.
- *Safe Routes to Schools- Phase 2 (2012), UPC 102836*– Design in process. Caused performance of project survey.
- *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. Caused wetland delineation to meet environmental requirements.
- *Dupuy Avenue Modernization, UPC 101287* – Design in process. Briefed Council on project financials. Briefed several Council members on issues.
- *Lakeview Avenue Modernization, UPC 101288* – Design in process. Briefed Council on project financials.

Utilities Capital Projects

- **Hrouda Pump Station Upgrades** – On hold.
- **Boulevard Water and Sewer Replacement** – Design complete.
- **Lakeview Avenue Water and Sewer Replacement** – Design in process. Briefed Council on project financials.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process. Briefed Council on project financials.

Plan Reviews

- Received and reviewed twelve (12) plans submittals.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Right-of-Way Permits

- Issued nine (9) permits and closed out twenty-nine (29) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 59 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (37) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Trimmed tree limbs/bushes from (02) locations and responded to (03) tree miscellaneous request.
- Cut and trimmed grass at (52) locations and responded to (01) grass miscellaneous request.
- Cut and removed a tree that fell during Hurricane Sandy in street on Tussing Lane
- City's contractor removed trimmed and/or grinded tree stumps at (16) locations.
- Started preparing equipment for leaf season beginning November 5th.

Recycling Center

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

Storm Water and Drainage

- Cleaned (39) catch basins, (02) drainage ditches, (03) drainage pipes, (03) curb and gutters, and responded to (03) miscellaneous drainage request.
- Repaired (02) storm sewer pipe.
- Sweeper swept (06) locations collecting (1.5) cubic yards of debris.
- Concrete Crew repaired/replaced (76) feet of Curb and Gutter at (07) locations, (08) feet of sidewalk at (01) location and responded to (03) miscellaneous concrete request.
- Repaired three joints of a 36" concrete storm sewer pipe and a Curb Inlet at (01) location.
- Installed (02) handicap ramps at Violet Bank.
- Placed topsoil in a sinkholes at (03) locations on Kennon Point Drive and gravel at (03) locations.

Transportation

- Placed Asphalt in (09) potholes, (06) utility cuts, (04) new curb and gutters, (03) low areas and responded to (02) asphalt miscellaneous request.
- Assisted Concrete crew with replacement of curb and gutters and sidewalks.
- Performed preventive maintenance and prepared trucks and machines for leaf season.
- Placed gravel in alleys at (09) locations.
- Assisted with an oil spill on Hargrave Avenue and a concrete spill at Temple Avenue and Conduit Road.
- All employees on stand-by to assist with Hurricane Sandy from October 28th to October 30th.
- Transported 50 dump truck loads of topsoil from construction site on Boulevard to Public Works Complex.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (09) backups, flushed (04) main line, flushed drains at the animal shelter, repaired (03) laterals, replaced (01) cleanout and responded to (04) sewer miscellaneous requests.
- Camera sewer main line at (04) locations.
- Sprayed for sewer roaches at (01) location.
- Removed debris, greased pumps and washed down wet wells at Main Pump Station.
- Responded to overflow due to an electrical issue that was repaired by Dominion Power at Hillcrest Pump Station.
- Installed insulation supports at C&B Pump Station.
- Responded to a high amp alarm, pulled pump removed rocks from pump that was locking up impeller at Appomattox Pump Station.
- Cut tree out of road that fell during storm at Hrouda Pump Station.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (15) meters, set (02) new meters, (03) meter tops and (01) meter box.
- Cleaned (03) meter boxes, installed (03) meter setters and responded to (04) meter leaks.
- Repaired (01) main water line and responded to (12) miscellaneous requests.
- Turned water off at (01) location for a citizen to repair a brake in yard.
- Flushed fire hydrant at (02) locations to clear up discolored water.
- Backflow/Cross Connection Technician conducted (67) surveys, (39) completed, (28) incomplete and assisted with locating underground utilities performing (20) 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 (213) man-hours.
- Night Crew on stand-by to assist with Hurricane Sandy.

II. PLANNING & COMMUNITY DEVELOPMENT:

	Month	YTD
1. Fence Permits	2	24
2. New Sign Permits	11	64
• Red Lobster – 119 Temple Lake Drive		
• Celebrate U Salon & Spa – 100 Taswell Avenue		
• Sun Tan City – 613 Southpark Boulevard		
• BB&T Bank – 2609 Boulevard		
• Southside Family & Cosmetic Dentistry – 3505 Boulevard		
• Allstate – 456 Charles Dimmock Parkway		
• HCA VA – 930 South Avenue, Suite 11		
• United Refrigeration – 1104 West Roslyn Road		
• WaWa – 1270 Temple Avenue		
• United Smiles Family Dentistry – 723 Southpark Boulevard, Suite 11		
3. Neighborhood Revitalization –		
2012 Emergency Home Repair Rehabilitation funding		\$46,040.61
Repairs Completed	#0	
Repairs in the Works	#4	
• 520 Colonial Avenue – new roof and ceiling repairs – projects are out to bid.		
• 122 Cameron Avenue – patch and paint roof, new furnace – projects are out to bid.		

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

- 202 Lafayette Avenue – new roof – project is out to bid.
- 2102 Snead Avenue – new roof, repair porch and bathroom floor – projects are out to bid.

Applications being processed #1

4. Zoning Property Maintenance

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	5	90	Total Inspections	6	46
Violations	2	54	Violations	5	39
Violations Resolved	0	38	Violations Resolved	1	23
House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	11	31	Total Inspections	18	638
Violations	11	22	Violations	17	438
Violations Resolved	0	11	Violations Resolved	31	240
Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	14	126	Total Inspections	30	64
Violations	11	103	Violations	30	51
Violations Resolved	3	55	Violations Resolved	2	21
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	7	91	Total Inspections	5	48
Violations	7	88	Violations	4	206
Violations Resolved	1	78	Violations Resolved	3	13

5. Building Inspections

	Month	YTD
New Construction Inspections	263	1,995
Permits for new Residents	1	4
Cost New Homes	\$140,000	\$580,000
Existing House & Maintenance	0	0
Additions	4	57
Demolitions	1	3
Permits for Commercial	8	41
Cost for Commercial	\$1,468,000	\$5,610,561
Plumbing Permits Issued	18	115
Electrical Permits Issued	18	169
Mechanical Permits Issued	9	79
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	62	68
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	6
Failed	0	0
Re-Inspection – Phase 1	3	174
Passed	3	110
Failed	0	64
Apartments	0	30
No. of Units Certified	0	37

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,878 calls for service during the month of October, 2012. During the same month last year, we responded to 3,879 calls for service—no change. Two robberies were reported this month and none were reported in October of 2011—a 200% increase. There was one (1) reported aggravated assault this October, and two (2) reported during the month of October, 2011—a 50% decrease. We responded to two (2) burglaries in October, 2012, compared with a response to 12 burglaries during the month of October, 2011—an 83% decrease. There were 117 Part I, or serious, crimes reported to the Colonial Heights Police Department in

III. POLICE DEPARTMENT (CONTINUED):

October, 2012. Eighty-eight (88) of those, or 75%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

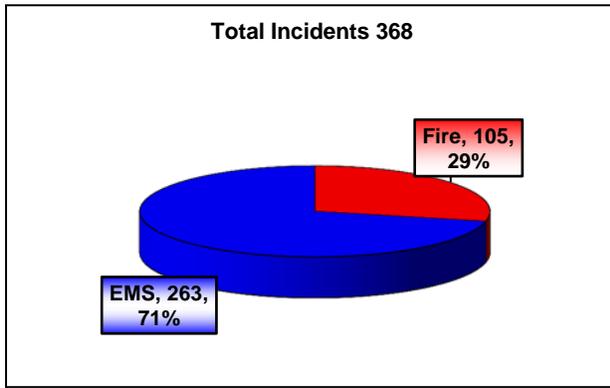
- ✓ This past month we saw an increase of 18% in our overall arrests, going from 286 in October of 2011, to 349 in 2012. Arrests for larcenies and shoplifting both increased; however, most Part I crimes decreased overall.
- ✓ We really had a very nice month throughout the agency. We sponsored our annual *Celebrate Safe Communities Night* and had 27 sites participating throughout the city. Over \$1,500.00 was raised by Public Safety at our annual *Police vs. Fire Softball Game* and donated to the Susan G. Komen Foundation for research and early detection of breast cancer. A full audit of our Property Room was conducted. Every item was accounted for by our Services Bureau. We also participated in the High School's *Job Shadowing Program* and hosted four students interested in law enforcement.
- ✓ In addition, we prepped and planned for Hurricane Sandy's arrival and were very fortunate that it was basically a non-event for our agency and our citizens. However, any time you have the opportunity to plan and coordinate something of this magnitude, you learn from it for the next one—because there *will* be a next one.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports that 2013 court calendars have been submitted to the courts and all uniform personnel. Uniform personnel also prepared for VSU's homecoming, which had minimal impact on our services. Capt. Early recently praised ACO Stacey Arehart, as she was able to secure a donation of \$15,000.00 from the SPCA to be used toward the purchase of our new Animal Control truck and the bed carrier. We commend ACO Arehart for her positive relationships with area animal care agencies. Special recognition this month goes to Senior Officer Greg Thinnes for his efforts and outstanding work in the area of traffic safety in and around school zones at all of our schools. Senior Officer Thinnes went beyond his duties in educating citizens and businesses that "School's Open—Drive Safely".
- ✓ We are pleased to report that our narcotics K-9, *Blitz*, and his handler, Master K-9 Officer Eric Allen, were utilized 12 times over the month. Drugs and/or evidence of drug use were located on several uses and six separate drug arrests were made. We assisted Chesterfield County Police Department with a few vehicle searches that were within a close distance to our jurisdiction.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported that all confiscated weapons from our Property Room have been turned over to Town Police to complete our weapons exchange. As an agency, we all qualified on our night fire course this past month; i.e., all officers and auxiliary volunteers qualified with their assigned service weapons. Law Enforcement Services also reported that final touches have been completed for our upcoming accreditation assessment scheduled for November 12th–14th, 2012. We recently had two assessors spend a day doing file reviews and everything was found to be in order. I must say that the time is here and we are very hopeful that next month we will be reporting as a Virginia Accredited Agency.
- ✓ Our **Investigations Division** continues their solid efforts as usual. We have been kept busy recently by Social Services after the elementary school movie "Hugs and Kisses" was shown to the majority of our students. The showing resulted in several investigations of possible sexual abuse. At this point, no investigation has led to it being a criminal matter. Investigators are working on several cases, to include attempted strong armed robbery, construction fraud, grand

III. POLICE DEPARTMENT (CONTINUED):

larceny, burglary, elder fraud, credit card fraud, possession of marijuana, and several larcenies of copper from vacant homes. Investigations recently cleared an armed robbery at Holiday Inn, where the night clerk was robbed of her personal items as well as the night's receipts. Investigators were able to locate the mask and gun used and received a full confession. Good investigative work!

- ✓ Investigations also assisted Dinwiddie County with the service of a search warrant for a resident who had been residing in our City for approximately two months. Officers were able to execute the warrant and recover numerous stolen firearms and household items from burglaries in Dinwiddie, Prince George, Amelia and Nottoway Counties. Sgt. Early processed 16 concealed weapon permits and two (2) precious metal permits over the course of the month.
- ✓ Overall, we made 349 arrests for the month, to include 42 felonies and 166 misdemeanors; worked 95 crashes; wrote 890 traffic citations; gave 1,161 verbal warnings; affected 24 DUI arrests and 19 drug arrests; and issued 52 parking citations.
- ✓ Our **Auxiliary Police and Sentinels** volunteered 165 and 18 hours respectively during the month. Duties included road races, football games, the terror trail, ride-alongs and training.
- ✓ **Senior Officer Greg A. Thinnes** was been selected as our *Employee of the Month* for September, 2012. In the month of September, students and faculty of the Colonial Heights schools returned after their summer recess. Increased traffic and the presence of students near and at our schools generated a need to remind drivers that "School's Open—Drive Safely". Sr. Officer Thinnes was assigned the task of getting the message out and developing an enforcement blitz at the beginning of the new school year.
- ✓ *SCHOOL'S OPEN—DRIVE SAFELY* posters were placed at the entrances and exits of 45 businesses and government facilities the week prior to the reopening of schools. Sr. Officer Thinnes made contact with the responsible parties of each location and obtained permission to post the signage and arranged delivery.
- ✓ In addition, Greg coordinated efforts with Sr. Officer Sophie Benkendorf to utilize the department's speed trailer and mobile message board in select areas near our schools as a reminder to drivers to slow down and obey the school zone speed limits. Daylight officers were directed to slow traffic down through high visibility enforcement. This effort continued when the daylight squad was off, as Greg worked with Lt. Ferguson to coordinate continued enforcement on the evening shift. During the first three weeks of school, officers issued 14 summonses and gave 19 verbal warnings for violations in the school zones!
- ✓ As part of Sr. Officer Thinnes' initiative, A Squad officers each adopted a school and assumed traffic safety and enforcement responsibilities for that school while it is in session. Partly due to Greg's efforts, there were no crashes or similar incidents at or near the schools during the first month of the new school year. Sr. Officer Thinnes took ownership of this initiative and continues to offer ways in which the department can provide safer school zones throughout the school year.
- ✓ For his initiative and determination, we are presenting Greg with gift certificates to Buffalo Wild Wings Restaurant.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 105
Total EMS Patients: 200
 (Total EMS incidents 263)

Fire units arrived on scene in less than 8 minutes on 90% of emergency incidents. (average response time 5:43 minutes)

EMS units arrived on scene in less than 9 minutes on 90% of emergency incidents. (average response time 5:55 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Power Line Down	1	Good Intent Calls	28
Cooking Fire	1	Electrical Problem	3	Public Service	36
Other Fire	1	Natural Gas Leak	2	Alarm Activation (no fire)	17
Excessive heat/scorch	1	Gasoline Spill	1	Child Seat Installation	8
		Refrigeration leak	1	Smoke detector installation	4
M/A EMS First Responder to Chesterfield	7	M/A received from Chesterfield Fire			3
M/A to Chesterfield Fire	2				
M/A to Dinwiddie	1				
M/A to Crater Technical Rescue Team	1				

EMS Division (number of patients):

Abdominal Pain	17	Diarrhea	1	Poisoning/Drug Ingestion	1
Allergic Reaction	1	Fever/Hyperthermia	1	Respiratory Distress	12
Altered Mental Status	9	General Malaise	1	Seizure	6
Asthma	2	Headache	4	Sting/Venomous Bites	1
Back pain	1	Hypertension	1	Stroke/CVA	2
Behavioral/Psychiatric	11	Hypotension	1	Substance/Drug Abuse	1
Bowel Obstruction	1	Migraine	1	Syncope/Fainting	7
Cardiac Arrest	3	Nausea/Vomiting	5	Traumatic Injury	47
Cardiac Rhythm Disturbance	6	No Apparent injury/illness	3	Unconscious	2
Chest Pain	23	OB/Gyn Vaginal Hemorrhage	1	Weakness	12
COPD (emphysema)	1	Obvious Death	1	Other	52
Diabetic Hyperglycemia	2	Pain	10		
M/A to Petersburg EMS	4	M/A received from Fort Lee EMS			2
M/A to Hopewell EMS	1	M/A received from Chesterfield EMS			1
M/A to Dinwiddie EMS	1	M/A received from Petersburg EMS			1

EMS Transports (by facility)

Southside Regional Medical Center	157	78.50%
John Randolph Medical Center	13	6.5%
CJW Medical Center –Chippenham Campus	17	8.5%
VCU Health Systems	6	3.00%
St. Francis Medical Center	2	1.00%
VAMC Richmond (McGuire)	3	1.50%
CJW Medical Center – Johnston Willis	2	1.00%
Total:	200	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,280

Nine alarm citations were processed during October.

Purchasing - 250 total purchase orders completed with 196 being processed by purchasing and 54 departmental purchases being reviewed as compared to 232 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 # 12-062802-1007** – Telephone Service & Equipment, Data Lines and Call Accounting. Issued August 10th. Proposals have been reviewed and Interviews will be held in November.
- **Invitation # 12-062502-1008** – Financial Advisory Services, Proposals have been reviewed and Interviews will be held in November.
- **Invitation # 12-062502-1009** – Tractor with Boom Rotary Mower, Issued Sept 14th and Order was placed in October.

Other Purchasing Activity:

- Quote was issued for the City's July 4, 2013 show. A local vendor was awarded the show. Contract documents are presently being done.
- Dispatcher chairs were ordered, using a special provision in a General Service Administration contract.
- The Mechanical Equipment service contract was completed.
- Prospective furniture distributors for the Courthouse were interviewed with the City Engineer

Risk Activity:

- A driver, while attempting a U-turn on the Boulevard stuck an ornamental light pole.
- A driver, while trying to break for a cat crossing the road, struck two City street signs.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,600

Delinquent Notices Sent –766 or 20.3% with 78 cut off for nonpayment

Set-off debt collected in October - \$40.39.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

No recruitments/advertisements were utilized during October 2012.

Applications & Testing

A total of 20 applicants were selected to participate in the written test phase of the Telecommunicator hiring process, which will be completed on November 14, 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 Pamela Wallace (City Clerk) in October 2012.
- ☆ Attended the VML Insurance Programs Fall 2012 workshop on October 4, 2012 in Williamsburg, Virginia. Topics included: WMLIP updates, willful misconduct and reasonable suspicion.

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 80,671 page views in the month of October.

<p>Top ten website modules accessed:</p> <ol style="list-style-type: none"> 1. News Flash 2. Calendar 3. Alert Center 4. Facilities Directory 5. FAQs 6. Photo Gallery 7. Site Search 8. Staff Directory 9. Document Archives 10. Bids/RFPs 	<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. Yard Sales 9. Fire & EMS 10. Online Bill Pay
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- ☆ Citizens submitted and city staff processed 448 service requests and questions through the “Let Us Know” module during the month of October. The City of Colonial Heights’ Facebook Page now has 2,406 fans.
- ☆ Proactive Information Management completed 83.56 hours of IT service and maintenance for City departments this month.
- ☆ Proposals for a new telecommunications system (phone and data) were reviewed and shortlisted to three vendors. Interviews/demonstrations by these vendors will take place on November 8th.
- ☆ The IS Coordinator wrote and submitted two grants to the VITA/Wireless Board in October: One requesting funds (\$2,000 max) for the Wireless 911 PSAP Education Program, and the second requesting funds (\$150,000 max) for the new 911 Switch. The IS Coordinator also arranged for vendors to provide a demonstration of the new Panasonic Toughpads as a potential replacements for the MDCs in Public Safety.

VIII. LIBRARY:

- The library staff circulated 20,430 titles in October.
- The public computer center was used 1,771.
- 304 children participated in Storytime program.
- 152 residents registered for new library cards, and an average of 595 residents used the library each day.
- The library’s meeting rooms were used 110 times.
- 4,645 residents visited the Colonial Heights Virtual Library to 1,989 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

RECREATION DIVISION

In October, the Recreation Department hosted and partnered with numerous activities including the Total Terror Haunted Attraction at Fort Clifton Park, a Zumbathon Fundraiser for Susan G Komen for the Cure, Celebrate Safe Communities Night and the 12th Annual Halloween in the Park event. Our facilities also hosted a USSSA Fall Baseball Tournament, the Fire vs. Police Charity Softball game and many youth baseball and softball travel team practices. Youth football and Adult softball leagues are nearing their completion with playoffs starting for both in early November.

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

RECREATION DIVISION (CONTINUED)

Our youth football players and cheerleaders took part in the “Colonials Tackle Hunger Food Drive” in the month of October; all items collected during the food drive are being donated to the Colonial Heights Food Pantry. The Food Drive ends in early November and it looks like we will reach our initial goal of 500 pounds donated. Cici’s Pizza in Colonial Heights has sponsored this program with us and will provide a pizza party for the winning team in mid-November. Staff is already making preparations for Spring and Summer activities and is planning some new and exciting programs for 2013.

Athletics	2012	2011
Adult Softball (Fall League)	20 teams	20 teams
Youth Football	132	197
Youth Cheerleading	96	96
Boys Fall Instructional Baseball	33	n/a
Girls Fast Pitch Fall Ball	28	14
Tennis Lessons	15	n/a
Swim Lessons	6	6
Activities/Programs	2012	2011
College Financial Planning Workshop	17	30
Colonials Tackle Hunger Food Drive	350 lbs	n/a
Total Terror Haunted Attraction	718	n/a
Zumbathon Event	50	121
CHMS Dance	23	66
Celebrate Safe Comm. Night	27	50
Instructor Based Programs	2012	2011
Karate	21	11
Zumba	20	31
Cardio Fusion	14	26
Facility Usage	2012	2011
Community Room Attendance	887	1,220
Community Room Reservations	22	27
Pavilion Attendance	1,140	1,975
Pavilion Reservations	47	33
Field Attendance	3,800	3,174
Field Rentals	50	28
Teen Center Attendance-CHHS Students	133	93
Teen Center Attendance-CHMS Students	188	372

PARKS – HORTICULTURE - B&G

- Installed security cameras at Animal Shelter
- Replaced missing dog flaps at Animal Shelter
- Cleared pathways at Fort Clifton of tree limbs for Total Terror Halloween event
- Repaired washed out pathways at Fort Clifton
- Installed signs along walking trail at Roslyn Landing Park.
- Installed temporary fence in Shepherd Stadium for Police/Fire Dept. softball game. Removed fence after game.
- Removed net from backstop in Shepherd Stadium and scraped paint off block wall. Preparing wall to be bricked.
- Top dressed outfield area of B-field.
- Provided manpower in response for
- Hurricane Sandy.

Horticulture

- Removed summer flowers from sites and replanted with mums.
- Removed dead hollies from City Hall.
- Planted 41 nandinas, 3 gardenias and 6 boxwoods at City Hall.
- Cut suckers from crepe myrtles at sites.
- Planted 28 nandinas at sites.
- Hung wreaths at Legacy Garden and Welcome Sign entering City.
- Installed metal edging around flower beds at Legacy Garden.
- Trimmed shrubs as needed at all sites.
- Transplanted dogwood tree from Library to Flora Hill Park and planted new Dogwood at Library.

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

ACTIVITIES	2012	2011
AARP	28	36
Bingo in Center	92	82
Bowling	325	320
Bridge Party	84	94
Bridge Tournament	136	132
Crochet & Knitting	92	66
Games	11	0
Golf at Prince George	620	598
Golfers Meeting	118	111
Golfers Board Meeting	14	0
Senior Club Meeting	88	172
Senior Citizen Dance	72	87
Sing A-Long	53	51
Sing A-Long-CH Health Center	12	13

Awareness/Education	2012	2011
Flu Shots	0	22
3rd Thursday Rusty Woodburn	18	0
Meet the Candidates	98	n/a
Wellness	76	25
TRIAD	60	20

Classes	2012	2011
Craft Class (Stepping Stone)	0	9
Painting Class 1st Saturday	8	4
Painting Class Kay Tirpak	0	16
Painting Class Kids	0	n/a
Painters Group	18	26
Painting Workshop Brenda Harris	0	55
Painting Workshop Dorothy Dent	52	n/a
Splash of Color	14	14
Tap Class Intermediate	74	81
Tap Class Advance	86	101
Quilting Class	0	24
Open Quilting	56	17
Watercolor	21	22
Watercolor Faye Henderson Class	39	0

FITNESS	2012	2011
Cardio	156	0
Strength Training Class	185	147
Sit Down Exercises	183	191
Floor Exercises	60	48
Yoga	93	67
Zoomer Boomer	203	177
Tai Chi	23	35

Trips	2012	2011
Blue Heron Restaurant	24	0
From the Heart	0	12
Museum Trip	8	10
Riverside	0	24
Total	3300	2923

Agency on Aging

Meals	2012	2011
Home Del Meals	16	0
Site Meals	186	155
Breakfast Meals	26	0
Bags	0	0
Total	228	155

Transportation	2012	2011
Total Passengers	81	97
Total Trips	507	582
Total Miles	2606	2690
Wheelchairs	2	10
Volunteer Hours	5	18
Donations	\$350.00	\$257.00

VIOLET BANK MUSEUM

	2012	2011
Attendance	433	597

- Attendance includes (133) VBM regular visitors, 1 outreach program on USS Constitution for the Colonial Heights Senior Citizens Club (25) and Ghosts of Violet Bank's Past (275)
- Two programs: USS Constitution & Ghosts of Violet Bank's Past.
- Accessed 1 item into collection: Lace cap belonging to Thomas Shore's widow, Jane Grey, Circa 1790.

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 16 YAC members attended October meeting
- Officers and advisor planned for November meeting
- 8 YAC members cleaned up James Avenue
- 7 YAC Members shopped for fleece for blankets
- 5 YAC members attended Project Sticker Shock
- 4 YAC members assembled fleece blankets for CARE Shelter with Swift Creek Woman's Club

➤ **Youth Service Commission**

- Met with Wayne Frith, Executive Director of SAFE.

➤ **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**

- Enrollment:
 - Tussing Elementary – 16
 - Lakeview Elementary – 14
 - North Elementary – 21 (2 on a waiting list)
 - CHMS – 15
- Volunteers:
 - CHHS – 5
 - VSU – 18
 - Fort Lee – 2
 - Matoaca High School – 25
- Interns:
 - VSU – 6
- Outreach Project:
 - Colonial Heights Food Pantry:
 - Students collected food for World Hunger Day
 - North students Made friendship bracelets for Africa
- Student Activities
 - The elementary school students attended an interactive program called "Getting Along" presented by Abby Lynch. This program focuses on working together, building character, and being responsible.
 - 38 students attended a fitness program at American Family Fitness where personal trainers taught them how to use the "Stride" equipment. They also enjoyed relay games and swimming.
- Program Coordinator Activities:
 - Presentation to VSU Social Work Class
 - Training for Matoaca High School
 - VSU Intern Training

➤ **Substance Abuse Prevention Activities**

- 11 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver's licensing ceremony.
- Conducted a Project Sticker Shock with CH CADRE and VSU students.

➤ **Ongoing Monthly Meeting/Trainings**

- Operation Christmas Child
- Family Assessment Planning Team
- Colonial Heights School Board Meeting
- Inter-Agency Prevention Team

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

- CADRE Coalition Meeting
- “Human Trafficking” Training sponsored by Petersburg DVTF
- Special Education Advisory Board and Special Education Basics Training
- FAPT Retreat focusing on “Change”
- United Way Lunch and Learn: Holiday Volunteer Opportunities
- Community Emergency Response Team Quarterly Meeting
- Community Policy & Management Team Meeting
- Smart Beginnings
- VALHSO meeting in Newport News

➤ **Diversion Program Participation**

Parenting

- 2 families completed “Parenting with Love & Limits”

Community Service

- 0 youth completed hours of Community Service

Shoplifting Diversion

- 19 youth and parent attended the Shoplifting Diversion Program

Anger Management

- 1 youth completed Anger Management Classes

Substance Abuse Education

- 9 youth participated in Substance Abuse Education

- Presented “Working Together, Getting Along” to 58 Kid’s After School Program students
- Six members of the Juvenile and Domestic Violence Task Force accepted proclamation from City Council declaring October as “Domestic Violence Awareness and Prevention Month”
- Shared information on Spice/K2 Community Forum hosted by the CADRE Coalition at 9 sites during “Celebrate Safe Communities Night”

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2012	75	\$31,139.38	8	\$ 7,096.72
2011	65	\$15,459.92	3	\$ 508.94

The leaf collection equipment is ready; all 3 new police patrol cars are finished and in service. We are now preparing 2 more admin cars for the police. Most of the sublet repairs consist of repair to buses and a backhoe.

The sublet repairs consist of the following:

Alignment	105.00
Dealer Repair	6,535.48
Misc. (welding)	400.00
Tire Repair	56.24