

CITY MANAGER'S REPORT TO CITY COUNCIL DECEMBER 2012



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* – Construction in process. Project is within budget and on schedule. Completed erection of metal roof trusses and deck installation and interior framing.

Transportation Capital Projects

- *Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434* –*Urban and CMAQ Programs* – Bid opening date is January 10, 2013. Dominion VA Power to complete relocation of overhead power lines and associated appurtenances by February 2013.
- *Safe Routes to Schools- Phase 2 (2012), UPC 102836*– Design drawings at 60% completion.
- *Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)* – Design in process. Capacity analysis performed to supplement design of turning lane.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Design in process.
- *Dupuy Avenue Modernization, UPC 101287* – Design in process. Council passed Resolution supporting design of project as presented at December 11, 2012 Council Meeting. Design public hearing to be scheduled February 2013.
- *Lakeview Avenue Modernization, UPC 101288* – Design in process. Formal Council briefing on project to occur at February 2013 Council Meeting.
- *Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222* – Received Agreement for Phase II of Boulevard Enhancement Project. Revision of design in progress. Extends streetscaping improvements begun with Phase I and completed in 2011-2012.

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.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- Received and reviewed two (2) plan submittals.

Right-of-Way Permits

- Issued five (5) permits and closed out (1) permit.

OPERATIONS AND MAINTENANCE

Traffic Operations

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

Vegetation

- Removed litter from (02) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Trimmed tree limbs/bushes from (08) locations, removed a tree down in street at (02) locations and responded to (01) tree miscellaneous request.
- Cut and trimmed grass at (01) location and responded to (01) grass miscellaneous request.

Recycling Center

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

Storm Water and Drainage

- Cleaned (12) catch basins, (05) drainage ditches, (01) drainage pipe, (01) curb and gutters, and responded to (01) miscellaneous drainage request.
- Sweeper collected 18 cubic yards of debris from (02) locations.
- City's crews continue collecting leaves: 745 cubic yards from Area 1, 26 cubic yards from area 2 and 1142 cubic yards from Area 3.
- Placed gravel in sinkholes at (01) location.

Transportation

- Placed Asphalt in (01) pothole, (02) utility cuts, (01) driveway and (01) curb and gutter.

Wastewater Utility

- Responded to (14) backups, flushed (06) main line, flushed drains at the animal shelter, repaired (03) laterals, installed (01) cleanout and responded to (10) sewer miscellaneous requests.
- Camera sewer main line at (03) locations.
- Removed debris and replaced flood lights at Main Pump Station.
- Changed float and used tank truck to clean top layer of debris from wet well at Sherwood Hill Pump Station.
- Ordered new check valve for Hillcrest Pump Station.
- Assisted City's contractor replacing a board in the transfer station, responded to an alarm after hours, removed debris from both pumps, installed a new gasket and repaired flange on pump 2 at Dunlop Farms Pump Station.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (11) meters, (03) boxes, aligned (01) top and set (02) new meters.
- Cleaned (09) meter boxes, installed (02) meter setters and responded to (05) meter leaks.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Repaired (01) service, (03) main lines, (02) pigtails, performed (01) pressure test and responded to (03) miscellaneous water requests.
- Backflow/Cross Connection Technician conducted (26) surveys, (19) completed, (07) incomplete and assisted with locating underground utilities performing (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 (103) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

1. **Fence Permits** Month 1 YTD 26

2. **New Sign Permits** 7 81

- Circle K#9 – 961 Temple Avenue
- Southside Orthodontics – 250 E. Ellerslie Avenue
- T-Mobile – 1068 Temple Avenue
- Cash – 2 U – 651 Boulevard
- Law Office Chip Halstead – 201 A Temple Avenue
- City Furniture – 1905 Boulevard
- Ashley Furniture – Southpark Circle

3. **Neighborhood Revitalization –**
 2012 Emergency Home Repair Rehabilitation funding \$46,040
 Repairs Completed #6

- 520 Colonial Avenue – new roof and ceiling repairs – \$6,240
- 122 Cameron Avenue – patch and paint roof, new furnace – \$8,530
- 202 Lafayette Avenue – new roof and electrical - \$7,080
- 2102 Snead Avenue – new roof, and repair porch, bathroom floor - \$7,155
- 159 Piedmont Avenue – new roof, - \$9,905
- 112 Lafayette Avenue – new roof – \$7,130

4. **Zoning Property Maintenance**

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	1	98	Total Inspections	0	56
Violations	0	61	Violations	0	43
Violations Resolved	0	61	Violations Resolved	0	43
House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	0	36	Total Inspections	0	645
Violations	0	32	Violations	0	445
Violations Resolved	5	32	Violations Resolved	0	445
Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	16	153	Total Inspections	15	89
Violations	12	124	Violations	0	56
Violations Resolved	10	122	Violations Resolved	15	51
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	4	105	Total Inspections	4	53
Violations	3	99	Violations	3	23
Violations Resolved	0	88	Violations Resolved	3	23

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

5. Building Inspections

	<u>Month</u>	<u>YTD</u>
New Construction Inspections	200	2,419
Permits for new Residents	0	5
Cost New Homes	\$0	\$640,000
Existing House & Maintenance	0	0
Additions	4	64
Demolitions	0	3
Permits for Commercial	1	47
Cost for Commercial	\$8,000	\$5,904,861
Plumbing Permits Issued	7	133
Electrical Permits Issued	9	188
Mechanical Permits Issued	4	92
Swimming Pool Permits Issued	0	3
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	2	9
Court Cases	0	0

Rental Inspections

	<u>Month</u>	<u>YTD</u>
Total Units Registered	0	629
Total Units Inspected	60	94
Dwellings	2	16
Duplex	0	20
Apartments	58	94
First Inspection		
Passed	54	118
Failed	6	12
Second Inspection	0	6
Passed	0	6
Failed	0	0
Re-Inspection – Phase 1	0	178
Passed	0	114
Failed	0	64
Apartments	10	10
No. of Units Certified	497	564

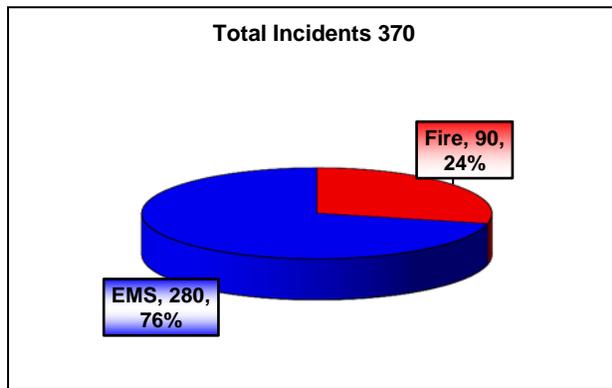
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,852 calls for service during the month of December, 2012. During the same month last year, we responded to 3,395 calls for service—a 12% increase. We had no reported robberies this month and none were reported in December of 2011— no change. There were two (2) reported aggravated assault this December and one was reported during the month of December, 2011— a 100% increase. We had six (6) reported burglaries in December, 2012, compared with a response to two (2) burglaries during the month of December, 2011—a 200% increase. There were 95 Part I, or serious, crimes reported to the Colonial Heights Police Department in December, 2012. Seventy-eight (78) of those, or 82%, has 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 338 in December of 2011, to 370 in 2012. Arrests for larcenies and shoplifting both decreased for the second month in a row—18% and 16%, respectively.
- ✓ Year 2012 ended on a positive note. We continue efforts to improve and make a positive impact in our community, and I feel we have done so. We are pleased to report good work being done by our Tri-Cities Domestic Violence Task Force. Crime Prevention/DARE Sr. Officer Sophie Benkendorf had the honor of presenting Governor McDonnell with the Community Impact Award. We also had the occasion to be recognized by our local VFW (Veterans of Foreign Wars) as Officer Jared Brandeberry was named our *Officer of the Year for 2012*. Officer Brandeberry was deserving of this recognition for his outstanding work ethic, attitude and commitment to his profession. We are also excited to report that our “Angel Adoption Program” that we initiated at the Animal Shelter was a success. The holiday program allowed us to waive adoption fees and find homes for 18 animals during the Christmas holidays.
- ✓ Duly noteworthy is the efforts of our newly formed four-person Special Operations Unit which got up and running during the increased shopping season in December. The unit concentrated on our shopping areas in and around the entire City and was met with many positive comments from management and business owners alike. The SOU alone made 91 criminal arrests and served 12 outstanding warrants. . I am pleased to report that for the second year in a row, there were no reported robberies during the month of December. Many arrests relating to drug usage and dealing were from observing behavior in our parking lots.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol also concentrated their efforts in and around our shopping centers. Our annual Christmas Parade was well prepared for and handled by uniform patrol. We had the occasion to be involved in two vehicle pursuits—one terminated by Chesterfield County as it entered their jurisdiction, while the other ended with the occupants fleeing from their vehicle. Investigation continues in both of these cases. We also participated in two prisoner extraditions. Officers traveled to Detroit, Michigan, and Wilmington, Delaware, to pick up wanted fugitives. Capt. Early also reported a traffic checkpoint to fulfill a grant requirement, which resulted in 595 vehicles being checked. Twenty-nine (29) summonses were issued and four (4) drug arrests were made.
- ✓ Our Auxiliary Police and Sentinels volunteered a total of 221 hours during the month. Duties included the Christmas Parade, traffic check point, ride-alongs, training and prisoner transports.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his staff being involved in numerous activities. They include our final report being submitted on our accreditation application. We are scheduled for our results meeting on January 10, 2013. Several staff members will accompany me to the meeting in Stafford County. I look forward to reporting on the results. We also hosted representative Curtis Stevens from the Department of Criminal Justice Services, who inspected our juvenile detention logs and our lock-up facility. Capt. Newsome continues his auditing efforts on our reporting procedures and follow-ups on all reported cases.
- ✓ Our **Investigations Division** continues their investigative work at a high level. Their case load was steady during the month, as they were assigned 23 cases within the unit. These cases included suspected child abuse; a death investigation; numerous violations of our precious metal ordinance; embezzlement; assault; grand larceny; burglary; check fraud; computer trespass; and a solicitation to commit a robbery, which came from a Crime Solvers tip. Sgt. Stephanie Early also processed 15 concealed weapon permits and one massage therapist permit.
- ✓ Overall, we made 370 arrests for the month, including 61 felonies and 297 misdemeanors; worked 95 crashes; wrote 749 traffic citations; gave 982 verbal warnings; affected 16 DUI arrests and 66 drug arrests; and issued 69 parking citations.
- **Lt. William H. Anspach, III, and Sgt. Terry A. Long** have been selected as our *Employees of the Month* for November, 2012. For the past several years, the Colonial Heights Police Department has been working toward accreditation, rewriting policies, re-evaluating our procedures and revamping our facility to meet the criteria of the Virginia Law Enforcement Professional Standards Commission. We took a major step forward when assessors from the (VALEPSC) inspected our overall department on November 12-14, 2012, in the hopes of receiving formal recognition from the Commonwealth of Virginia as an accredited agency. Without the efforts of Lt. Anspach and Sgt. Long, this process would not have been possible. Countless hours were put into this endeavor, ensuring that the training standards were met by everyone and guiding the department on a new course of operation. It has been a long, hard road and everyone worked hard, but these two officers were the glue that kept us together. In addition to his intensive work on the department's accreditation process, Lt. Anspach has transitioned into the Special Operations Division. This unit is working hard and making a difference every day toward the efforts of crime fighting, crime prevention and community service. Sgt. Long will be continuing on in the "maintenance" phase of accreditation, ensuring that the department's standards are kept up, along with overseeing our officer training. For their efforts and continuing commitment to the excellence of this department, both Lt. Anspach and Sgt. Long are most deserving of this recognition.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 90

(Total Fire Loss \$17,650)

Total Patients transported: 224

(Total EMS incidents 280)

Fire units arrived on scene in less than 9 minutes on 74.1% of emergency incidents. (average response time 6:37 minutes)

EMS units arrived on scene in less than 9 minutes on 92.1% of emergency incidents. (average response time 5:48 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Cooking Fire	3	Electrical Problem	3	Good Intent Calls	20
Vehicle Fire	1	Natural Gas Leak	1	Public Service	39
Brush Fire	1	Power Line Down	2	Alarm Activation (no fire)	12
		Building weakened/Collapsed	1	Child Seat Installation	3
				Smoke detector installation	4
M/A EMS First Responder to Chesterfield	2	M/A received from Chesterfield Fire			5
M/A to Chesterfield fire	3				

EMS Division (number of patients):

Abdominal Pain	21	Diabetic Hypoglycemia	3	Pain	12
Allergic Reaction	1	Diarrhea	1	Poisoning/Drug Ingestion	3
Altered Mental Status	8	ETOH abuse	1	Respiratory Distress	22
Asthma	3	Fever/Hyperthermia	1	Seizure	9
Back pain	1	General malaise	2	Stroke/CVA	1
Behavioral/Psychiatric	4	Headache	1	Syncope/Fainting	8
Cardiac Arrest	1	Hypertension	5	TIA (Transient Ischemic Attack)	1
Cardiac Rhythm Disturbance	6	Hypotension	1	Traumatic Injury	51
Chest Pain	24	Nausea/Vomiting	7	Unconscious	1
CHF-Congestive Heart Failure	2	No Apparent injury/illness	4	Weakness	12
COPD (emphysema)	1	OB/Gyn Vaginal Hemorrhage	1	Other	55
Diabetic Hyperglycemia	2	Obvious Death	1		
M/A to Petersburg EMS	4			M/A received from Fort Lee EMS	2
M/A to Fort Lee EMS	1			M/A received from Petersburg EMS	3
M/A to Dinwiddie EMS	1				

EMS Transports (by facility):

Southside Regional Medical Center	170	75.89%
CJW Medical Center –Chippenham Campus	21	9.38%
John Randolph Medical Center	19	8.48%
VCU Health Systems	10	4.46%
CJW Medical Center – Johnston Willis	2	0.89%
St. Francis Medical Center	2	0.89%
Total:	224	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,082

Two alarm citations were processed during December.

Purchasing - 160 total purchase orders completed with 110 being processed by the purchasing and 50 departmental purchases being reviewed as compared to 183 being completed for the same period in 2012. In addition, 99 check requests were prepared by departments which were not processed by Purchasing.

Bids Issued/Opened during the month:

- **Invitation # 12-062802-1007** – Telephone Service & Equipment, Data Lines and Call Accounting. Proposals have been reviewed and interviews held, with contract negotiations started in December.
- **Invitation # 12-062502-1008** – Financial Advisory Services, interviews held in November with contract currently in process.
- **Invitation # 12-062502-1010** – Boulevard Modernization & Street Improvements, seal bid issued Nov 14th with bid opening on Jan 10th. Mandatory pre-bid conference was held in December.

Other Purchasing Activity:

- Environmental on Call Contract, City's anti-virus software, employee pre-employment physicals, Contract for sand and stone, were renewed for another year.
- Purchase Order issued on HVAC work at Main Pump Station
- Purchase Order issued to replace heating elements on City Hall HVAC system.
- Animal control truck purchased, with half the cost being funded by the SPCA.

Risk Activity:

- A police vehicle, stopped with its blue lights activated, was struck causing minor damage.
- A vehicle, passing the I-95 ramp, ran off the road causing minor damage.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,605

Delinquent Notices Sent –856 or 22.7% with 129 cut off for nonpayment

\$45.12 was collected by set off debt in December.

VI. HUMAN RESOURCES DEPARTMENT:

The following information is a summary of activities for the Human Resources Department during the month of December 2012:

Advertisements

<u>Department</u>	<u>Position</u>
Office on Youth	Site Supervisor (Part-time)
Sheriff's Office	Deputy Sheriff (Part-time)

Applications & Testing

The on-line application system continues to be valuable tool for recruitment processes. The system has received a total of (697) hits to view current job announcements.

Training

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

Worker's Compensation

- ☆ The following workers' compensation reports were filed during the month of December 2012:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
12/06/12	Police	Vehicle rear ended while parked causing lower back pain/strain.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City’s website, www.colonialheightsva.gov, had 56,098 page views in the month of December.

Top ten website modules accessed: 1. News Flash 2. Calendar 3. FAQs 4. Photo Gallery 5. Facilities Directory 6. Bids/RFPs 7. Staff Directory 8. Site Search 9. Document Archives 10. Forms	Top ten pages visited after home page: 1. Library 2. Real Estate Records 3. Animal Shelter 4. Police 5. Recreation & Parks 6. Education & Schools 7. Recreation Programs 8. Clerk of Circuit Court 9. Council Agendas 10. Online Bill Pay
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- ☆ Citizens submitted and city staff processed 216 service requests and questions through the “Let Us Know” module during the month of December. The City of Colonial Heights’ Facebook Page now has 2,484 fans.
- ☆ Proactive Information Management completed 73.03 hours of IT service and maintenance for City departments this month
- ☆ A secondary interview was conducted for a new telecommunications system vendor (phone and data) on December 7th. The committee will meet January 9th to complete its final recommendation
- ☆ The City’s Cell Phone/Personal Communication Device Policy was approved by Council on December 11, 2012.
- ☆ The IS Coordinator, along with technicians from Proactive Information Management, completed the migration of the Police and Communications Department servers and computers to the City’s network domain in December.

VIII. LIBRARY:

- The library staff circulated 15,764 titles in December.
- The public computer center was used 1,441 times.
- Seventy-two children participated in the Storytime program.
- Ninety-six residents registered for new library cards, and an average of 499 residents used the library each day.
- The library’s meeting rooms were used 79 times.
- Three thousand, five hundred and thirty-six residents visited the Colonial Heights Virtual Library to retrieve 1,049 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of December the Recreation Department hosted Holiday related events including the annual Santa Calling program, and the Santa's Workshop and Lunch. The Open Gym Basketball program and the Youth Basketball League practices began in early December with games beginning January 5th. The Teen Center also hosted their December Middle School Dance, their Christmas Party and Tacky Lights Tour, as well as their Midnight Madness Event. Staff continues to work on Spring and Summer programming and the Activity Guide for these offerings will be released middle to late February.

Athletics	2012	2011
Youth Basketball Registration	324	337
Open Gym Basketball	50	93
Youth Wrestling	34	32
Activities/Programs	2012	2011
Santa's Calling	82	93
Santa's Workshop and Lunch	98	127
Teen Center Tacky Lights Tour	14	n/a
Teen Center Christmas Party	26	n/a
CHMS Dance	55	82
Instructor Based Programs	2012	2011
Zumba	12	22
Yoga	13	n/a
Karate	13	n/a
Cardio Fusion	12	9
Facility Usage	2012	2011
Community Room Attendance	1,212	1,370
Community Room Reservations	29	31
Teen Center Attendance-CHHS Students	99	46
Teen Center Attendance-CHMS Students	120	233

Parks – Buildings & Grounds

- Assisted Colonial Heights Jaycees with Christmas Parade preparation.
- Installed Christmas decorations at Public Safety Building.
- Stained underside of pavilion roof at Roslyn Landing Park.
- Poured footer and continued building brick backstop at Shepherd Stadium.
- Top dressed soccer fields at Soccer Complex.
- Assisted with set-up and clean-up for annual Employee Holiday Luncheon
- Replaced refrigerator in Community Center.
- Cut down and removed dangerous trees at Appamattuck & White Bank Park.
- Replaced heat exchangers at City Hall and furnace at Recreation Department.

Horticulture

- Installed solar lights around beds at Old Town Civic sign.
- Mulched beds as needed.
- Raked pine tags and used as ground cover at Temple/95 island.
- Hung Christmas wreaths at entrance signs to City, Legacy Garden, War Memorial, and Old Town Civic sign.
- Planted new evergreen tree at Flora M. Hill Park.
- Purchased Christmas lights and installed in trees at Library.
- Transplanted Norfolk Island Pine at Senior Center.

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Activities	2012	2011
AARP	32	38
Bingo in Center	78	72
Bingo By Jencare	38	n/a
Bowling	192	192
Bridge Party	68	64
Bridge Tournament	72	104
Christmas Dinner	180	162
Cookie Day	45	32
Movie Pearl Harbor	8	n/a
Senior Club Board Meeting	12	12
Senior Club Meeting	88	175
Sing A-Long	48	46
Sing A-Long-CH Health Center	13	10
Table Games	8	7
Classes	2012	2011
Craft Class	6	14
Crochet & Knitting	69	56
Gems by James Painting Class	n/a	10
Painting Class Kay Tirpak	n/a	22
Painters Group	26	n/a
Sewing	6	4
Splash of Color	18	16
Tap Class Intermediate	114	111
Tap Class Advance	128	130
Quilting Class	16	20
Watercolor Monday's	18	12
Watercolor Class Henderson's	24	n/a
Fitness	2012	2011
Cardio Bump	165	60
Strength Training Class	78	154
Sit Down Exercises	262	377
Floor Exercises	33	40
Yoga	75	40
Zoomer Boomer	178	134
Tai Chi	31	33
Trips	2012	2011
Big Band Concert Richmond	n/a	24
Crater Luncheon	28	26
Blackstone Train Display	13	n/a
Riverside Theater	n/a	26
Total Participants	2167	2231

Meals	2012	2011
Meals at Center	168	179
Home Meals	23	8
Transportation	2012	2011
Total Passengers	101	117
Total Trips	513	554
Total Miles	2477	2287
Wheelchairs	33	4
Volunteer Hours	22.5	22.5
Donations	\$261.00	\$304.00

Violet Bank Museum		
	<u>2012</u>	<u>2011</u>
Attendance	259	288
<ul style="list-style-type: none"> ➤ Shown attendance includes 83 on-site and 176 for two programs; Candlelit Tours and "A Very Dickens' Christmas." ➤ Christmas decorating ➤ Program planning 		

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 18 YAC members attended November meeting
- Delivered items to Christmas Mother in Chesterfield.
- 12 YAC Members visited Dunlop House to sing Christmas carols.
- YAC Members sent Christmas Cards to veterans at McGuire Hospital.

➤ **Youth Service Commission**

- Held monthly meeting.

➤ **Kids' After School Program**

- Enrollment:
 - Tussing Elementary – 21 (2 on waiting list)
 - Lakeview Elementary – 15
 - North Elementary – 21 (2 on a waiting list)
 - CHMS – 15
- Volunteers:
 - 52 from local high schools and colleges.
- Work Study Students: 7
- Outreach Project:
 - Collected gifts for 5 KAP students in need of Christmas assistance.
- Student Activities
 - North – Talent Show, karaoke and decorated cupcakes.
 - Tussing – Built gingerbread houses.
 - Lakeview – Decorated cupcakes, had a dance party and holiday movie.
 - CHMS – Holiday party
- Program Coordinator Activities:
 - Training for Matoaca High School volunteers.
 - Training for JTCC volunteers.
 - Conferences on student progress with CHMS teachers.
 - Coordinated donations for KAP children in need of Christmas assistance.

➤ **Substance Abuse Prevention Activities**

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

➤ **Ongoing Monthly Meeting/Trainings**

- Operation Christmas Child
- Family Assessment Planning Team
- Interagency Prevention Team
- CADRE Coalition Meeting
- SAFE Board meeting
- Positive Parenting Coalition

➤ **Diversion Program Participation**

• **Community Service**

- 3 youth completed 193 hours of Community Service Learning.

• **Shoplifting Diversion**

- 17 youth and a parent attended the Shoplifting Diversion Program

• **Anger Management**

- 6 youth completed Anger Management Classes

• **Substance Abuse Education**

- 1 youth participated in Substance Abuse Education

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2012	80	\$19,422.18	5	\$ 619.73
2011	67	\$18,112.75	3	\$ 413.60

Mostly the repairs are normal maintenance issues including a transmission in a police unit and an axle in a backhoe.

The sublet repairs consist of the following:

Alignment	\$198.90
Glass Replacement	\$230.83
Towing	\$100.00
Welding	\$ 90.00

A summary of the repair cost for the first half of this year compared to the last 5 years is as follows:

<u>Year</u>	<u>Total Cost</u>	<u>Sublet Cost</u>
07/08	\$97,963.48	\$6,245.11
08/09	\$94,735.95	\$11,085.06
09/10	\$94,246.69	\$6,759.08
10/11	\$124,887.12	\$4,116.45
11/12	\$112,015.83	\$6,641.08
12/13	\$122,267.74	\$10,191.26