

# CITY MANAGER'S REPORT TO CITY COUNCIL JANUARY 2013



## **I. PUBLIC WORKS & ENGINEERING:**

### **ENGINEERING AND DEVELOPMENT**

#### **Buildings and Facilities Capital Projects**

- *New Courts Facility* – Construction in process. Project is within budget but schedule appears to have slipped slightly due to abnormally cold weather this month. Kenbridge analyzing impact of delay. Critical path for project currently is roof construction. Installation of gas service completed in January.

#### **Transportation Capital Projects**

- *Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434* –Urban and CMAQ Programs – Construction bids were opened on January 16, 2013. Three (3) bids were received. Lowest and most responsive bidder was Shoosmith Construction. Evaluated bid results and received concurrence from VDOT Civil Rights division to issue notice of award to Shoosmith.
- *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. Additional survey required to accommodate design.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Design in process.
- *Dupuy Avenue Modernization, UPC 101287* – Design in process. Design public hearing to be conducted on February 20, 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.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

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### **Utilities Capital Projects**

- **Hrouda Pump Station Upgrades** – On hold.
- **Boulevard Water and Sewer Replacement** – Construction bids received along with Boulevard Modernization Project bids.
- **Lakeview Avenue Water and Sewer Replacement** – Design in process.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process.
- **Charlotte Avenue Sewer** – Emergency replacement of 350 feet of 8” sanitary sewer in process.

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### **Plan Reviews**

- Received and reviewed four (4) plan submittals.

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### **Right-of-Way Permits**

- Issued three (3) permits and closed out no permits.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 86 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (12) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Removed trees and limbs down in street at (05) locations from storm and responded to (02) tree miscellaneous request.
- Cut and trimmed grass at (01) location and responded to (01) grass miscellaneous request.

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### **Recycling Center**

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

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### **Storm Water and Drainage**

- Cleaned (15) catch basins, (04) drainage ditches, (09) drainage pipe and responded to (03) miscellaneous drainage request.
- Sweeper collected (08) cubic yards of debris from Lakeside Drive.
- City’s crews continue collecting leaves: 19.5 cubic yards from Area 1, 357.5 cubic yards from area 2 and 71.5 cubic yards from Area 3 for a total of 3,277 cubic yards for the year.
- Placed gravel in sinkholes at (02) locations and alleys at (02) locations.

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### **Transportation**

- Placed Asphalt in (26) potholes and (02) utility cuts.
- Graded entrance to Animal Shelter, road and parking lot at Roslyn Landing.
- Graded Bruce Avenue and placed four bags of magnesium chloride for dust control.
- City crews placed 105.4 tons of salt and 210 tons of salt and sand mix on City’s streets during snow storm on January 17<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>.

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### **Wastewater Utility**

- Responded to (18) backups, flushed (05) main line, flushed drains at the animal shelter, repaired (03) laterals, installed (09) cleanout and responded to (06) sewer miscellaneous requests.

**I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

- Placed topsoil around cleanout at (01) location.
- Camera sewer main line at (08) locations.
- Removed debris and replaced flood lights at Main Pump Station.
- Set up by-pass pump for high water Hillcrest Pump Station.
- Cleaned floats, top layer of grease and debris at Charles Dimmock Parkway.
- Cleaned floats at Conjurers Neck Pump Station.
- Continue monitoring all pump stations and methane pump daily.
- City crews cleaned snow from sidewalks at City’s buildings..

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**Water Utility**

- Replaced (06) meters, replaced (01) box, meter top at (02) locations and lowered (01) box to grade.
- Cleaned (01) meter box, turned water off for leak on house side and responded to (02) meter leaks.
- Repaired (01) service, (01) main line, (01) pigtail, performed (01) pressure test and responded to (03) miscellaneous water requests.
- Pulled meter at (01) location for Utility Billing.
- Backflow/Cross Connection Technician conducted (39) surveys, (09) completed, (30) 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.
- Performed bacterial sample and disinfected by products and sent these to Richmond lab for testing.
- Miss Utility locating required (152) man-hours.

**II. PLANNING & COMMUNITY DEVELOPMENT:**

	<b>Month</b>	<b>YTD</b>
<b>1. Fence Permits</b>	2	2
<b>2. New Sign Permits</b>	7	7
<ul style="list-style-type: none"> <li>• Colonial Heights Collision Center – 110 Wright Avenue</li> <li>• Don Jose – 3609 Boulevard</li> <li>• Ameritax – 656 Boulevard</li> <li>• Organic Garden – 2102 Boulevard</li> <li>• Poor Man Auto Repair – 317 Boulevard</li> <li>• H &amp; R Block – 3107 Boulevard, Suite 2-A</li> <li>• H &amp; R Block – 1060 Temple Avenue</li> </ul>		
<b>3. Neighborhood Revitalization –</b>		
2012 Emergency Home Repair Rehabilitation funding		\$46,040
Repairs Completed	#6	
<ul style="list-style-type: none"> <li>• 520 Colonial Avenue – new roof and ceiling repairs – \$6,240</li> <li>• 122 Cameron Avenue – patch and paint roof, new furnace – \$8,530</li> <li>• 202 Lafayette Avenue – new roof and electrical - \$7,080</li> <li>• 2102 Snead Avenue – new roof, and repair porch, bathroom floor - \$7,155</li> <li>• 159 Piedmont Avenue – new roof, - \$9,905</li> <li>• 112 Lafayette Avenue – new roof – \$7,130</li> </ul>		

**2012 Applications being Processed #0**

**The 2012-2013 Colonial Heights Home Repair Program is complete. Applications for the 2013-2014 program will be available in June 2013.**

## II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

### 4. Zoning Property Maintenance

<b>Property Maintenance</b>			<b>Zoning</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	4	4	Total Inspections	11	11
Violations	4	4	Violations	11	11
Violations Resolved	2	2	Violations Resolved	8	8
<b>House # Violations</b>			<b>Tall Grass</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	0	0	Total Inspections	0	0
Violations	0	0	Violations	0	0
Violations Resolved	0	0	Violations Resolved	0	0
<b>Inoperable Motor Vehicles</b>			<b>Building Code</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	14	14	Total Inspections	5	5
Violations	10	10	Violations	5	5
Violations Resolved	5	5	Violations Resolved	5	5
<b>Signs</b>			<b>Other</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	9	9	Total Inspections	9	9
Violations	9	9	Violations	4	4
Violations Resolved	4	4	Violations Resolved	4	4

### 5. Building Inspections

	<u>Month</u>	<u>YTD</u>
New Construction Inspections	138	138
Permits for new Residents	0	0
Cost New Homes	\$0	\$0
Existing House & Maintenance	0	0
Additions	4	4
Demolitions	0	0
Permits for Commercial	6	6
Cost for Commercial	\$892,916	\$892,916
Plumbing Permits Issued	7	7
Electrical Permits Issued	11	11
Mechanical Permits Issued	7	7
Swimming Pool Permits Issued	0	0
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	0	0
Court Cases	0	0

### Rental Inspections

	<u>Month</u>	<u>YTD</u>
Total Units Inspected	10	10
Dwellings	10	10
Duplex	0	0
Apartments	0	0
First Inspection		
Passed	10	10
Failed	0	0
Second Inspection		
Passed	0	0
Failed	0	0
4 Year Cert. Issued	10	10
Apartments Complexes	0	0
No. of Units Cert.	0	0

## III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,963 calls for service during the month of January, 2013. During the same month last year, we responded to 3,751 calls for service—a 6% increase. We had one reported robbery this month and none were reported in January of 2012— a 100% increase. There was one (1) reported aggravated assault this January and one (1) was reported during the month of January, 2012— no change. We had one (1) reported burglary in January, 2013, compared with a response to three (3) burglaries during the month of January, 2012—a 67% decrease. There were 73 Part I, or serious, crimes reported to the Colonial Heights Police Department in January, 2013. Fifty-three (53) of those, or 73%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month we saw an increase of 24% in our overall arrests, going from 301 in January of 2012, to 374 in 2013. Arrests for larcenies and shoplifting both decreased for the third month in a row—22% and 38%, respectively.

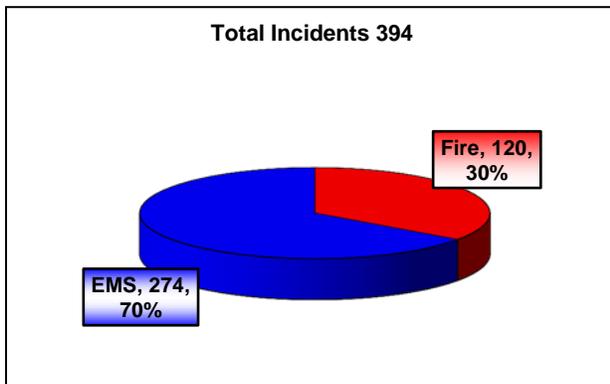
### **III. POLICE DEPARTMENT (CONTINUED):**

- ✓ We started the month off on the highest of notes. Several of our staff went before the Virginia Law Enforcement Professional Standards Commission Board in Stafford, Virginia, and received notice that we are officially an Accredited Law Enforcement Agency. We are the 86<sup>th</sup> Accredited Agency in the Commonwealth of Virginia out of over 400 law enforcement departments. I am proud of the men and women of this agency who have been working hard towards this goal for the past three years. I believe that this is something that our City, along with the citizens we serve, can be proud of.
- ✓ The department also participated in two community activities that really helped educate us as well. One was the “poverty simulation” that was held at Tussing Elementary. We had a strong showing of 11 personnel who learned the frustration and obstacles that those who are less fortunate have to deal with on a regular basis. We also hosted one high school student for *Student Government Day*. We had a busy agenda for our student, who observed everything from command administration to ride-alongs with the rank and file of our department. We finished the day with a mock city council meeting where a report was given to council.
- ✓ I had another meeting with Dr. Joseph Cox in reference to the tragic school shooting at Sandy Hook Elementary. Dr. Cox provided me with the additional security measures which have been, or are being set, in place. I advised him that we are continuing to review their emergency response plans and we will follow that up with a meeting of my staff with his administrative personnel from all schools to discuss our findings and offer any suggestions that may be warranted.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol had a very busy month. Officers continued their efforts of zero tolerance when it comes to “quality of life” issues in and around the Pickwick Shopping Center. Uniform patrol had to respond to a disturbance at Southpark Mall during the month as the very large crowd leaving the movie theater became disruptive. Capt. Early also reported that all his personnel met with Juvenile Probation for roll call training on juvenile crime reporting.
- ✓ We are pleased to report the hiring of a new part-time Animal Control aide, Mrs. Kirsty Waller. All reports are that she has been a good addition to our efforts at the Animal Shelter.
- ✓ Our Special Operations Unit, supervised by Lt. William Anspach, reported an exceptional month in that they secured 18 felony warrants and 39 misdemeanor warrants from a variety of criminal and traffic offenses. Most notable were the arrests of two subjects who resided in the 400 block of Dupuy Avenue (another subject is currently a fugitive/wanted) for possessing over 10 pounds of marijuana with the intent to distribute, as well as being in possession of several firearms, one being an AR-15 with a 100- round magazine.
- ✓ It was a quiet month for our volunteer services. However, our Auxiliary Police and Sentinels still found the time to volunteer a total of 162 hours during the month. Duties included ride-alongs, training and prisoner transports.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his staff being involved in several activities. They included the aforementioned poverty simulation and accreditation process. Our personnel also assisted with the testing of our duress alarm system that is in our lock-up area of the department. Officers participated in the budget process by updating any future costs and expenses in both operational and in capital improvements.
- ✓ Our **Investigations Division** had a fairly steady month. Their case load was manageable during the month, as they were assigned 19 cases within the unit. These cases included a death investigation; burglary; check fraud; a domestic-related abduction; indecent liberties with a minor; a reported hazing; statutory rape; and an armed robbery. Sgt. Stephanie Early also processed 74 concealed weapon permits and four (4) precious metal permits.

**III. POLICE DEPARTMENT (CONTINUED):**

- ✓ Overall, we made 374 arrests for the month, including 98 felonies and 264 misdemeanors; worked 96 crashes; wrote 891 traffic citations; gave 1,035 verbal warnings; affected 21 DUI arrests and 58 drug arrests; and issued 40 parking citations.
- ✓ **Master Detective Jason W. Chimera** was been selected as our *Employee of the Month* for December, 2012. Master Det. Chimera investigated several significant cases during the month of December, two of which stand out from the rest.
- ✓ He was called out to respond to a burglary at Priscilla’s. The investigation revealed that the suspect smashed the front glass door with a rock and gained entry. The surveillance video depicted a white male with a face covering targeting specific items. The suspect cut himself on shattered glass and left blood droplets at the scene. After processing the scene, Det. Chimera canvassed the most likely escape route and found a trail of some of the stolen items in the wooded area, some of which were covered in blood. While continuing to follow the trail of items, he located a wallet containing identification and clothing items that were likely dropped in the suspect’s haste to flee the scene. The suspect has refused to cooperate in the investigation; however, once the result of forensic evidence is analyzed, it will make a compelling case with the addition of the recovery of the wallet.
- ✓ Det. Chimera was also assigned to follow up on a Crime Solver’s tip, which revealed that there was a plan in place to rob Long John Silver’s Restaurant. An investigation into the matter revealed that several young men were approached by a John Blake Humphreys, who had solicited them to assist him with robbing Long John Silver’s. Because of Det. Chimera’s prompt follow-up to this lead, the alleged perpetrator was arrested and incarcerated before the robbery could take place. Further, the swiftness of the investigation likely prevented personal injury and/or loss of property.
- ✓ No matter what level of severity, Det. Chimera investigates every case with the same robust attitude and diligence. He displays an excellent work ethic and represents our department in a most professional manner. His positive attitude, excellent work ethic, determination and motivation for success are all factors which make him worthy of this recognition. For his efforts, he was presented with a CHPD survival knife.

**IV. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 120**  
 (Total Fire Loss \$62,300)  
**Total Patients transported: 230**  
 (Total EMS incidents 274)

*Fire units arrived on scene in less than 9 minutes on 91.3% of emergency incidents. (average response time 6:20 minutes)*

*EMS units arrived on scene in less than 9 minutes on 93.6% of emergency incidents. (average response time 5:30 minutes)*

**Fire Division (number of incidents):**

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Electrical Problem	5	Good Intent Calls	26
Cooking Fire	1	Chemical Spill	1	Public Service	52
Chimney Fire	2	Power Line Down	5	Alarm Activation (no fire)	9
Outside Rubbish Fire	2	Other Hazardous Condition	1	Child Seat Installation	5
				Smoke detector installation	9

**IV. FIRE & EMS DEPARTMENT (CONTINUED):**

M/A EMS First Responder to Chesterfield	7	M/A received from Chesterfield Fire	4
		M/A received from Fort Lee Fire	3

**EMS Division (number of patients):**

Abdominal Pain	18	Fever/Hyperthermia	2	Pain	14
Altered Mental Status	11	G.I. Bleeding	3	Respiratory Distress	27
Asthma	1	General malaise	1	Seizure	6
Back pain	7	Headache	4	Sepsis	1
Behavioral/Psychiatric	5	Hypertension	5	Stroke/CVA	2
Cardiac Rhythm Disturbance	8	Hypotension	1	Syncope/Fainting	7
Chest Pain	19	Migraine	1	Traumatic Injury	45
CHF-Congestive Heart Failure	4	Nausea/Vomiting	6	Unconscious	2
COPD (emphysema)	6	No Apparent injury/illness	4	Weakness	10
Diabetic Hyperglycemia	3	OB/Gyn Non Delivery	2	Other	38
Diabetic Hypoglycemia	2	Obvious Death	1		
M/A to Petersburg EMS	2			M/A received from Fort Lee EMS	3
M/A to Fort Lee EMS	1			M/A received from Petersburg EMS	1
M/A to Dinwiddie EMS	2				
M/A to Prince George EMS	1				

**EMS Transports (by facility)**

Southside Regional Medical Center	193	83.91%
John Randolph Medical Center	16	6.96%
CJW Medical Center –Chippenham Campus	11	4.78%
VCU Health Systems	4	1.74%
CJW Medical Center – Johnston Willis	4	1.74%
St. Francis Medical Center	2	0.87%
<b>Total:</b>	<b>230</b>	<b>100%</b>

**V. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,450

No alarm citations were processed during January.

**Purchasing** - 238 total purchase orders completed with 170 being processed by the purchasing and 68 departmental purchases being reviewed as compared to 226 being completed for the same period in 2012. In addition, 132 check requests were prepared by departments which are not processed by Purchasing.

**Bids Issued/Opened during the month:**

- **Invitation # 12-092502-1007** – Telephone Service & Equipment, Data Lines and Call Accounting. Proposals have been reviewed and interviews held, with contract negotiations continuing.
- **Invitation # 13-011003-1010** – Boulevard Modernization & Street Improvements, Seal bid Issued Nov 14th with bid opening on Jan 10th. Waiting on approval from State to begin document stage.
- **Invitation # 13-012502-1011** – On Call Land Surveying & Mapping Services, Proposal issued Jan 14th with bid opening on Jan 25th. Twelve proposals received and being analyzed by Engineering.

**Other Purchasing Activity:**

- Purchase Order issued for roof quality assurance observation.
- Purchased Panasonic tough books for police vehicles funded with asset forfeiture funds.
- Purchased Police vehicle, Sheriff vehicle, and Recreation & Parks van.
- Contract renewed for yard fertilization of City properties.
- Contract renewed for envelopes/stationary with local vendor.

**V. FINANCE DEPARTMENT (CONTINUED):**

- Contract renewed for ambulance billing services.
- Quote issued for the emergency repair of the sewer line on Charlotte Avenue.

**Risk Activity:**

- None.

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,762

Delinquent Notices Sent –749 or 20.8% with 128 cut off for nonpayment

No set off debt in January.

**VI. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of January 2013:

**Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Deputy Director of Finance
Fire & EMS	EMS Firefighter

**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>
Deputy Sheriff (Part-time)	78	409
Site Supervisor (Part-time)	28	425
Deputy Director of Finance	41	494
EMS Firefighter	247	1,156

**Training**

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

**Miscellaneous**

- ☆ Participated in a Virginia Employment Commission Unemployment Appeals Hearing on January 15, 2013.
- ☆ The annual OSHA Summary Log (2012) was distributed to departments for posting throughout City buildings from February 2 – April 30, 2013.

**Worker’s Compensation**

- ☆ The following workers’ compensation reports were filed during the month of January 2013:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
01/10/13	Library	Twisted knee while working at circulation desk.
01-14-13	Fire	Pulled right deltoid muscle while moving patient.
01-19-13	Police	Twisted right knee while chasing suspect on foot pursuit.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City’s website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 69,069 page views in the month of January.

## **VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):**

Top ten website modules accessed: 1. News Flash 2. Calendar 3. Bids/RFPs 4. FAQs 5. Photo Gallery 6. Facilities Directory 7. Staff Directory 8. Document Archives 9. Site Search 10. Forms	Top ten pages visited after home page: 1. Library 2. Real Estate Records 3. Recreation & Parks 4. Animal Shelter 5. Recreation Programs 6. Police 7. Education & Schools 8. Fire & EMS 9. Human Resources 10. Clerk of Circuit Court
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- ☆ Citizens submitted and city staff processed 236 service requests and questions through the “Let Us Know” module during the month of January. The City of Colonial Heights’ Facebook Page now has 2,532 fans and the City’s Twitter account has 102 followers.
- ☆ Proactive Information Management completed 82.87 hours of IT service and maintenance for City departments this month.
- ☆ The IT Administrator completed training in Microsoft Sharepoint Foundation 2010, in preparation for the upgrade to a new City Intranet server.

## **VIII. LIBRARY:**

- ☆ The library staff circulated 19,927 titles in January.
- ☆ The public computer center was used 1,958 times.
- ☆ 138 children participated in Story Time program.
- ☆ The library’s meeting rooms were used 85 times.
- ☆ 4,180 visited the Colonial Heights Virtual Library to retrieve 1,327 articles from their homes and offices.

## **IX. RECREATION & PARKS DEPARTMENT:**

### **Recreation Division**

In the month of January, Recreation staff completed Spring/Summer 2013 programming plans and completed the Spring/Summer Activity Guide which will be released the second week in February. Staff also completed scheduling for fields for the upcoming spring to include high school practices and games, as well as youth tournaments. We are at the mid-way point in our Youth Basketball program with the regular season concluding at the end of February and Playoffs beginning the first of March. The Department also supported the Petersburg Elks with their Annual Elks Hoop Shoot on January 13th; three kids from Colonial Heights have now advanced to the State Championships to take place February 17 in Charlottesville.

**IX. RECREATION & PARKS DEPARTMENT (CONTINUED):**

<b>Athletics</b>	<b>2013</b>	<b>2012</b>
Youth Basketball	324	339
Youth Open Gym Basketball	104	60
Adult Open Gym Basketball	58	33
Elks Hoop Shoot	16	30
Youth Wrestling	28	32
<b>Activities/Programs</b>	<b>2013</b>	<b>2012</b>
Young Rembrandts Cartooning Class	9	n/a
Financial Fitness Workshop	5	5
Belly Dancing	7	9
Karate	17	14
Zumba	18	33
Yoga	16	n/a
Cardio Fusion	13	12
<b>Facility Usage</b>	<b>2013</b>	<b>2012</b>
Community Room Attendance	978	1,065
Community Room Reservations	22	24
Teen Center Attendance-CHHS Students	60	40
Teen Center Attendance-CHMS Students	135	231

**Parks, B&G and Horticulture**

- Installed scaffolding in Shepherd Stadium and painted backstop poles.
- Spread ball field material mix and Turface on A-field, B-field, Civic field, Shepherd Stadium and High School fields.
- Moved and secured soccer goals and on High School field.
- Scraped Shepherd Stadium outfield wall in preparation of painting.
- Installed cabinets and shelving in Crime Scene Investigation Police trailer.
- Removed silt fence from Roslyn Park walking trail.
- Cleared snow off parking lots around Community Center.
- Continued backstop brick project at Shepherd Stadium.
- Cut lilies, grasses, liriope, and verbena as necessary at all sites.
- Cut roses and cleaned pansies at Welcome signs.
- Raked pine tags from Ft Clifton and spread at various locations.
- Cleaned up storm debris from all sites.

**Violet Bank Museum**

	<u>2013</u>	<u>2012</u>
Attendance	118	147

- Removed & stored Christmas decorations
- Preparation for several new exhibits

**IX. RECREATION & PARKS DEPARTMENT (CONTINUED):**

<b>Agency on Aging</b>					
<b>Activities</b>	<b>2013</b>	<b>2012</b>		<b>2013</b>	<b>2012</b>
AARP	36	35	Home Del Meals	22	3
Bingo in Center	132	126	Site Meals	192	157
Bowling	324	320	Breakfast Meals	0	0
Bridge Party	64	88	Bags	0	0
Bridge Tournament	132	128	Total	214	160
Crochet & Knitting	64	56	Transportation		
Golfer Meeting	11	n/a	Total Passengers	59	91
Senior Advisory Board	6	12	Total Trips	444	563
Senior Club Meeting	86	147	Total Miles	2554	2463
Senior Citizen Dance	74	68	Wheelchairs	34	13
Sing A-Long	46	48	Volunteer Hours	4	3.5
Sing A-Long-CH Health Center	12	8	Donations	\$237.00	\$329.00
Swap Shop	n/a	52			
Table Games	2	7			
Awareness/Education					
Chronic Wellness	n/a	37			
TRIAD	40	n/a			
<b>Classes</b>					
Craft Class	8	16			
Line Dance Class	n/a	8			
Painting Class Gems by James	n/a	10			
Painting Class Kay Tirpak	20	32			
Painters Group	25	48			
Sewing	14	13			
Splash of Color	19	18			
Tap Class Intermediate	76	73			
Tap Class Advance	92	85			
Quilting	29	28			
Watercolor	18	22			
Watercolor Class Faye Henderson	60	n/a			
<b>Fitness</b>					
Cardio Bump	144	72			
Strength Training Class	166	144			
Sit Down Exercises	356	284			
Floor Exercises	46	67			
Yoga	111	77			
Zoomer-Boomer	217	162			
Tai Chi	42	38			
<b>Trips</b>					
Holocaust Museum	n/a	12			
Symphony	n/a	12			
<b>Total</b>	<b>2472</b>	<b>2353</b>			

## **X. OFFICE ON YOUTH & HUMAN SERVICES:**

### ➤ **YAC Activities**

- 11 YAC Members and Advisor attended January meeting
- 7 YAC Members and Advisor met for Community Impact Day Planning Meeting
- 4 YAC Members and Advisor cleaned up James Avenue
- 6 YAC Officers and Advisor met with Earlene Jones/VEC for CID Planning, and February Meeting

### ➤ **Youth Service Commission**

- Did not meet in January.

### ➤ **Kids' After School Program**

- Enrollment:
  - Tussing Elementary – 21; Lakeview Elementary – 19; North Elementary – 21; CHMS – 15
- Volunteers:
  - CHHS-8; VSU-25; Matoaca high School-25; JTCC-1; Richard Bland College-1
- Work Study Students-7
- Outreach Project:
  - Cards for soldiers in Afghanistan
- Student Activities
  - Skate night
- Program Coordinator Activities:
  - Interviewed and hired 5 new staff
  - Trained new staff
  - Training for JTCC
  - Matoaca High School and VSU intern/volunteers

### ➤ **Substance Abuse Prevention Activities**

- 16 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
- CADRE Coalition Meeting
- Family Assessment Planning Team
- Inter-Agency Prevention Team
- Health Advisory Board Meeting
- Positive Parenting Coalition Meeting
- Colonial Heights School Board Meeting
- CAAN-DUU Monthly Meeting and Retreat Training
- Poverty Simulation presented by DSS
- Smart Beginnings
- Comprehensive Services Policy & Management Team
- Juvenile & Domestic Violence Task Force
- VALHSO Legislative meeting

### ➤ **Diversion Program Participation**

- **Parenting**
  - 0 families began "Parenting Your Teen"
- **Community Service**
  - 5 youth completed 34 hours of Community Service Learning.
- **Shoplifting Diversion**
  - 19 youth and a parent attended the Shoplifting Diversion Program

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

- **Anger Management**
  - 4 youth completed Anger Management Classes
- **Substance Abuse Education**
  - 13 youth participated in Substance Abuse Education

Assisted Staff at District 19 on Interview Panel for Prevention Specialist Position

Presented “Open Eyes? Open Arms!” program on Healthy Relationships to 103 CHMS 8<sup>th</sup> graders.

**XI. FLEET MAINTENANCE:**

	<b># Workorders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
2013	91	\$20,188.62	7	\$2,430.09
2012	59	\$18,657.21	5	\$1,157.31

Most repairs are normal maintenance issues.

Sublet repairs consist of the following:

Electric Misc.	\$ 188.00
Exhaust	\$ 297.93
Welding	\$1,492.05
Windshields	\$ 452.11