

# CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2013



## I. PUBLIC WORKS & ENGINEERING: ENGINEERING AND DEVELOPMENT

### Buildings and Facilities Capital Projects

- *New Courts Facility* – Construction in process. Due to events beyond control (weather), contract time extended 14 days. Substantial completion is now anticipated October 4, 2013.

### 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 contract awarded to Shoosmith, Inc. Anticipate start of onsite work in late March 2013. Relocation of utilities in process. Power/telephone pole line done. Cable and gas line relocations still to come.
- *Safe Routes to Schools- Phase 2 (2012), UPC 102836*– Design in process.
- *Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)* – Design in process. Advertisement for construction bids anticipated in Summer 2013.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Design in process. Advertisement for construction bids anticipated in Summer 2013.
- *Dupuy Avenue Modernization, UPC 101287* – Design in process. Public hearing conducted February 20, 2013. Staff compiling comments and preparing responses.
- *Lakeview Avenue Modernization, UPC 101288* – Design in process. Public hearing scheduled for March 27, 2013.
- *Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222* – Revision of design in process. Extends streetscape improvements begun with Phase I and completed in 2011-2012.

### Utilities Capital Projects

- **Hrouda Pump Station Upgrades** – On hold.
- **Boulevard Water and Sewer Replacement** – Construction to begin with Boulevard Modernization Project in April 2013.
- **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.

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

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### **Plan Reviews**

- Received and reviewed five (5) plan submittals.

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

- Issued six (6) permits and closed out six (6) permits.

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## **OPERATIONS AND MAINTENANCE**

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### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 58 locations.
- Performed preventative maintenance - 4 locations.

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### **Vegetation**

- Removed litter from (22) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Assisted Traffic Engineering Division removing broken traffic lights from Boulevard that was caused by an accident.
- Removed trees and limbs down in street at (08) locations from storm and removed (01) tree from street after storm.
- Placed gravel in sinkholes at (02) locations, alleys at (05) locations, driveway at (01) location, shoulder of road at (02) locations and around an island at (01) location.

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### **Recycling Center**

- 144 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 (28) catch basins, (11) drainage ditches, (09) drainage pipe, (01) Curb and Gutters and responded to (01) miscellaneous drainage request.
- Sweeper collected (148) cubic yards of debris from (102) locations.
- City's crew collected leaves after season 13 cubic yards from (05) locations.

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### **Transportation**

- Placed Asphalt in (28) potholes, (16) utility cuts, (06) low pavement and (03) washed out areas.
- Graded entrance to Animal Shelter and Bruce Avenue.
- Street Division worked snow detail on February 16<sup>th</sup> and 17<sup>th</sup>.

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### **Wastewater Utility**

- Responded to (20) sewer backups, flushed (07) main line, flushed drains at the animal shelter, repaired (06) laterals, installed (08) cleanout, repaired (02) main lines and responded to (03) sewer miscellaneous requests.
- Placed topsoil around cleanout at (01) location.
- Camera sewer main line at (08) locations.
- Lowered a cleanout at (01) location.
- Removed debris from pumps, repaired a 2" PVC pipe on sump pump at Main Pump Station.
- Acknowledge alarms after hours at Dunlop Farms Pump Station.
- Replaced rechargeable batteries in the sousaphone and washed down grease in wet well removed with flusher at Conjurers Neck Pump Station.
- City Contractor repair sewer line on Charlotte Avenue.
- Continue monitoring all pump stations and methane pump daily.

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

**Water Utility**

- Replaced (21) meters, set (02) new meters replaced (01) box, aligned (01) meter box meter top at (01) location and raised (01) box to grade.
- Cleaned (17) meter boxes, turned water off for leak on house side at (01) location and responded to (02) water miscellaneous requests.
- Repaired (03) service lines, installed (03) pigtailed, performed (01) pressure test, replaced (01) raiser, and replaced (07) setters.
- Replaced two 2” valves at 901 Meridian Avenue.
- Repaired a 3’ meter in place at 403 East Roslyn Road.
- Pulled meter at (02) locations for Utility Billing.
- Backflow/Cross Connection Technician conducted (57) surveys, (10) completed, (47) incomplete and assisted with locating underground utilities performing (37) 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 (158) man-hours.

**II. PLANNING & COMMUNITY DEVELOPMENT:**

	<b>Month</b>	<b>YTD</b>
<b>1. Fence Permits</b>	0	2
<b>2. New Sign Permits</b>	3	10
<ul style="list-style-type: none"> <li>• Dick’s Sporting Goods – 324 Southpark Circle</li> <li>• Yousef Abuallia – 1115 Boulevard</li> <li>• State Farm – Lin Lane – 1906 Boulevard</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.**

**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	8	12	Total Inspections	7	18
Violations	6	10	Violations	5	16
Violations Resolved	2	6	Violations Resolved	0	11
<b>House # Violations</b>			<b>Tall Grass</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	16	16	Total Inspections	0	0
Violations	0	0	Violations	0	0
Violations Resolved	0	0	Violations Resolved	0	0

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

<b>Inoperable Motor Vehicles</b>			<b>Building Code</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	5	19	Total Inspections	4	9
Violations	4	14	Violations	4	9
Violations Resolved	3	13	Violations Resolved	0	5
<b>Signs</b>			<b>Other</b>		
	<b>Month</b>	<b>YTD</b>		<b>Month</b>	<b>YTD</b>
Total Inspections	14	23	Total Inspections	5	14
Violations	13	22	Violations	4	8
Violations Resolved	4	12	Violations Resolved	4	8

### 5. Building Inspections

	<b>Month</b>	<b>YTD</b>
New Construction Inspections	160	298
Permits for new Residents	0	0
Cost New Homes	\$0	\$0
Existing House & Maintenance Additions	0	0
Demolitions	3	7
Permits for Commercial	1	1
Cost for Commercial	6	12
Plumbing Permits Issued	\$107,700	\$1,000,616
Electrical Permits Issued	10	17
Mechanical Permits Issued	11	22
Swimming Pool Permits Issued	9	16
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	0	0
Court Cases	6	6
	0	0

### Rental Inspections

	<b>Month</b>	<b>YTD</b>
Total Units Inspected	25	35
Dwellings	20	30
Duplex	2	2
Apartments	3	3
First Inspection		
Passed	25	35
Failed	0	0
Second Inspection	0	0
Passed	0	0
Failed	0	0
4 Year Cert. Issued	22	32
Apartments Complexes	3	3
No. of Units Cert.	80	80

## III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,558 calls for service during the month of February, 2013. During the same month last year, we responded to 3,667 calls for service—a 3% decrease. We had one (1) reported robbery this month and none were reported in February of 2012—a 100% increase. There were two (2) reported aggravated assaults this February and one (1) reported during the month of February, 2012—a 100% increase. We had three (3) reported burglaries in February, 2013, compared with a response to five (5) burglaries during the month of February, 2012—a 40% decrease. There were 64 Part I, or serious, crimes reported to the Colonial Heights Police Department in February, 2013. Thirty-nine (39) of those, or 61%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month, we saw a decrease of 14% in our overall arrests, going from 364 in February of 2012, to 313 in 2013. Arrests for larcenies and shoplifting both decreased for the fourth month in a row—51% and 58%, respectively.
- ✓ I must report that we had a very productive month; however, one that comes with a heavy heart for our community. Unfortunately, we had to work a felonious assault/assault by mob that ended up as a homicide when the victim succumbed to his injuries and passed away as a result. Three adults and one juvenile were arrested in this crime.
- ✓ On another important community issue, I participated in a conference call with Delegates Garrett and Cox regarding the legislation involving “spice”. I also spoke personally with Governor McDonnell and encouraged his signature on this piece of legislation that should benefit communities such as ours. This past month, I also had the opportunity to meet with two criminal justice classes at Virginia State University to discuss our internship program, as well as how they should be preparing for criminal justice positions in the future.

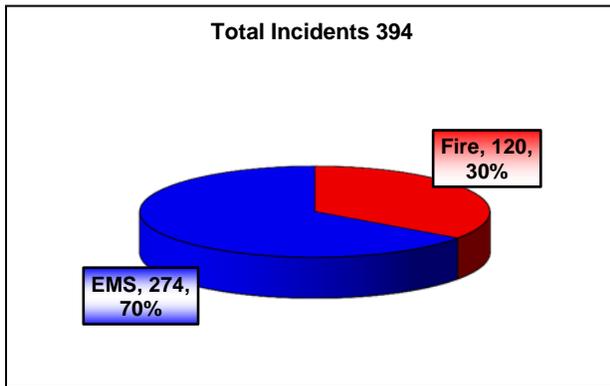
### **III. POLICE DEPARTMENT (CONTINUED):**

- ✓ We continue our efforts and discussions with Colonial Heights School Superintendent Dr. Joseph Cox and his staff regarding security measures that have already been set, or are being put in place. I have met with a variety of stakeholders in the community who have offered their services and/ or expertise to assist in making our schools safer in the future. The review of their emergency response plans has been completed and a March meeting has been scheduled with Dr. Cox's administrative staff.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol had a very good month. Uniform patrol has begun testing our encryption capabilities on their radios and is in the process of working out some "bugs". Encryption will allow the officers to communicate in a more private and secure manner. We have experienced the criminal element listening to our radio traffic in order to help prepare and commit their crimes within the City. Capt. Early had the occasion to attend a two-day training seminar on property room and evidence management at the northern lab in Manassas, Virginia.
- ✓ Our Special Operations Unit, supervised by Lt. William Anspach, reported another solid month in that they secured 15 felony warrants and 47 misdemeanor warrants from a variety of criminal and traffic offenses. There were 30 narcotics arrests and seven (7) involving alcohol violations. Most notable were the arrests of three subjects at the rear of Marshall's Department Store for solicitation of prostitution and one (1) arrest for a robbery to the Uppy's gas station on Temple Avenue. The suspected robber was arrested in the parking lot of Home Depot within five minutes of the crime due to the quick response of both Patrol and Special Operations. Regarding the prostitution case, our investigation revealed that the internet conversation originated in Virginia Beach with the long-haul truck driver. Their meeting place was to be in our City. Our officer's keen observation of the parking lot prevented any additional criminal charges. They had just met up with one another when they were approached by our personnel.
- ✓ It was another quiet month for our volunteer services. However, our Auxiliary Police and Sentinels still found the time to volunteer a total of 180 hours during the month. Duties included ride-alongs and training. As the weather changes, volunteer activities will increase as well.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his unit as being busy with a variety of duties. They included assisting the Hopewell Police Department with the accreditation process, preparations for the Special Olympics Torch Run and auditing all of our confiscated vehicles that have been impounded at the City garage. We have also identified 12 vehicles that will be made available for the upcoming City auction.
- ✓ Our **Investigations Division** had a tough month, with the aforementioned assault case turning into our first homicide for 2013. Their caseload included a death investigation, a missing person, attempted burglary, burglary, counterfeiting, several embezzlements and a rape investigation that was unfounded and discovered to be consensual. Sgt. Stephanie Early also processed 42 concealed weapon permits and one precious metal permit.
- ✓ Overall, we made 364 arrests for the month, including 76 felonies and 226 misdemeanors; worked 80 crashes; wrote 812 traffic citations; gave 938 verbal warnings; affected 14 DUI arrests and 45 drug arrests; and issued 25 parking citations.
- ✓ **Auxiliary Lt. J. Dean Miller** was selected as our *Employee of the Month* for January, 2013.

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

- ✓ Lt. Miller has been an invaluable resource for the past several years when assistance is needed to find volunteers for various events around the city. He is constantly coming to the department throughout the week to see what needs to be done. In addition, Lt. Miller has volunteered to assist with the *Project Lifesaver Program* every month, ensuring that batteries are changed out in the equipment of various clients. He has also assisted the Sheriff’s Department numerous times with prisoner transports that require two officers due to the distance traveled. The department can always count on Dean to be there.
- ✓ Volunteers are an essential and integral part of an organization, and Auxiliary Lt. Dean Miller shows his loyalty to our department in everything he is called on to do. For his commitment and assistance, Lt. Miller has been awarded with a CHPD survival knife.

**IV. FIRE & EMS DEPARTMENT:**



**Total Fire Type Incidents: 77**

(Total Fire Loss \$945)

**Total Patients transported: 221**

(Total EMS incidents 268)

*Fire units arrived on scene in less than 9 minutes on 90.4% of emergency incidents. (average response time 5:09 minutes)*

*EMS units arrived on scene in less than 9 minutes on 95.2% of emergency incidents. (average response time 5:10 minutes)*

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

<u>Fires</u>	<u>Hazardous Situations</u>	<u>Service calls and false calls</u>			
Building Fire	1	Electrical Problem	4	Good Intent Calls	23
Cooking Fire	1	Gas Leak	1	Public Service	22
Vehicle Fire	1	Power Line Down	3	Alarm Activation (no fire)	9
		Other Hazardous Condition	1	Child Seat Installation	10
		Bomb scare – no bomb	1	Smoke detector installation	0
M/A EMS First Responder to Chesterfield	8	M/A received from Chesterfield Fire	2		
M/A to Chesterfield Fire	1				
M/A to Petersburg Fire	1				

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

Abdominal Pain	17	Diabetic Hypoglycemia	3	OB/Pregnancy (non-delivery)	1
Allergic Reaction	4	Epistaxis (non-traumatic)	2	Obvious Death	1
Altered Mental Status	9	ETOH abuse	1	Pain	13
Asthma	1	Fever/Hyperthermia	2	Poisoning/Drug Ingestion	3
Back pain	5	GI Bleed	2	Respiratory Distress	25
Behavioral/Psychiatric	6	General Malaise	4	Seizure	5
Cardiac Arrest	3	Headache	3	Stroke/CVA	1
Cardiac Rhythm Disturbance	6	Hypertension	2	Syncope/Fainting	9
Chest Pain	23	Hypotension	2	Traumatic Injury	43
CHF-Congestive Heart Failure	4	Migraine	2	Unconscious	3
COPD (emphysema)	1	Nausea/Vomiting	2	Weakness	13
Diabetic Hyperglycemia	2	No Apparent injury/illness	9	Other	30

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

M/A to Petersburg EMS	2	M/A received from Fort Lee EMS	2
M/A to Dinwiddie EMS	1	M/A received from Petersburg EMS	2
		M/A received from Hopewell EMS	1

<b>EMS Transports (by facility)</b>		
Southside Regional Medical Center	150	67.87%
CJW Medical Center –Chippenham Campus	21	9.50%
John Randolph Medical Center	23	10.41%
VCU Health Systems	12	5.43%
CJW Medical Center – Johnston Willis	6	2.71%
St. Francis Medical Center	5	2.26%
VAMC Richmond (McGuire)	2	0.90%
Not known	2	0.90%
<b>Total:</b>	<b>221</b>	<b>100%</b>

**V. FINANCE DEPARTMENT:**

**Finance** - Checks processed: 1,150

No alarm citations were processed during February.

**Purchasing** - 197 total purchase orders completed with 154 being processed by the purchasing and 43 departmental purchases being reviewed as compared to 227 being completed for the same period in 2012. In addition 127 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 14<sup>th</sup> with bid opening on Jan 10<sup>th</sup>. Approval from State to proceed with low bid, document stage is in process.
- Invitation # 13-012502-1011 – On Call Land Surveying & Mapping Services, Proposal Issued Jan 14<sup>th</sup> with bid opening on Jan 25<sup>th</sup>. Twelve proposal received and being analyzed by Engineering.
- Invitation # 13-012502-1012 – Consultant to Complete Water & Sewer Rate Study 11 Proposals received on February 20<sup>th</sup> and being analyzed by Finance.

**Other Purchasing Activity:**

- Purchased 9 iPads for the Library.
- Purchased drain and sewer line cleaning machine for Utilities.
- Purchased for the Fire Department, a realistic manikin for training for lifesaving skills.

**Risk Activity:**

- Police vehicle struck by vehicle that failed to yield right-of-way.
- Line of Duty, Auto, Property and other City coverage updates were completed.

**Utility Billing:**

Bi-monthly Utility Bills Sent – 3,597

Delinquent Notices Sent –754 or 21% with 129 cut off for nonpayment

No set off debt in February.

**VI. HUMAN RESOURCES DEPARTMENT:**

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

**Advertisements**

<u>Department</u>	<u>Position</u>
Finance	Financial Specialist (Promotional Opportunity)
Recreation & Parks	Recreation Assistant I (Part-time)
Recreation & Parks	Recreation Assistant II (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>
Financial Specialist (Promotional)	5	17

**Training**

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

**Miscellaneous**

- ☆ Administered a written test for the Telecommunicator recruitment process on February 4, 2013.
- ☆ Participated in the panel interview phase of the Deputy Finance Director recruitment process on February 12, 2013.
- ☆ Administered a written test for the EMS Firefighter recruitment process on February 24, 2013.
- ☆ The following employee orientation and exit interview sessions were held in February 2013:

<u>Orientation</u>	<u>Exit Interview</u>
Carman Jones - Telecommunicator	Kathy Sparks - Deputy Director of Finance

**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>
02-10-13	Police	Laceration to top of head.

**VII. INFORMATION TECHNOLOGY DEPARTMENT:**

- ☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 65,551 page views in the month of February.

<p>Top ten website modules accessed:</p> <ol style="list-style-type: none"> <li>1. News Flash</li> <li>2. Calendar</li> <li>3. FAQs</li> <li>4. Facilities Directory</li> <li>5. Photo Gallery</li> <li>6. Archive Center</li> <li>7. Staff Directory</li> <li>8. Document Center</li> <li>9. Bids/RFPs</li> <li>10. Forms</li> </ol>	<p>Top ten pages visited after home page:</p> <ol style="list-style-type: none"> <li>1. Library</li> <li>2. Real Estate Records</li> <li>3. Recreation &amp; Parks</li> <li>4. Animal Shelter</li> <li>5. Recreation Programs</li> <li>6. Police</li> <li>7. Education &amp; Schools</li> <li>8. eLibrary Reference</li> <li>9. Human Resources</li> <li>10. Fire &amp; EMS</li> </ol>
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## **VII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):**

- ☆ Citizens submitted and city staff processed 235 service requests and questions through the “Let Us Know” module during the month of February. The City of Colonial Heights’ Facebook Page now has 2,594 fans and the City’s Twitter account has 121 followers.
- ☆ Proactive Information Management completed 90.44 hours of IT service and maintenance for City departments this month.
- ☆ The IS Coordinator received notice from the Wireless Services Board that he was awarded the grant for \$150,000 to replace the “end of life” 911 switch in Communications He will be coordinating this work with the Communications Supervisor beginning in July.
- ☆ The IS Coordinator will also be configuring and installing 27 new laptops received by the Police Department in February.

## **VIII. LIBRARY:**

- ☆ The library staff circulated 18,456 titles in February.
- ☆ The public computer center was used 1,722 times.
- ☆ 261 children participated in Story Time program.
- ☆ The library’s meeting rooms were used 89 times.
- ☆ 4,119 visited the Colonial Heights Virtual Library to retrieve 1,280 articles from their homes and offices.

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

### **Recreation Division**

In the month of February, the Recreation Department released its Spring/Summer 2013 Activity Guide. Guides were sent home with all students in the City’s 3 Elementary Schools and the Middle School. Hard copies are also available at City Hall, Library, Community Center and Shepherd Stadium. The guide can also be viewed online at the following link: <http://colonialheightsva.gov/DocumentCenter/View/1786>.

Alexander Bean, from Colonial Heights, won the District Elks Hoop Shoot competition in Norfolk and will compete in the Regionals in Maryland on March 16. If he wins there, he will advance to the National Championship.

Youth Basketball Playoffs begin the first week in March for most leagues and congratulations to the U15 Celtics on winning their league Championship in February. Staff accepted Youth Baseball and Softball registration in February and preparations continue for Spring and Summer programs.

### **Parks-Buildings & Grounds-Horticulture**

- Installed "No Trespassing" signs at Soccer Complex.
- Picked up furniture from Lowe's and delivered to Library.
- Replaced awning on Community Center.
- Installed new backstop nets in Shepherd Stadium.
- Repaired skateboard ramp at Skateboard Park.
- Cut and installed trim around new restroom doors on Fort Clifton Park.
- Repaired security lights on Fort Clifton restrooms.
- Replaced pump on roof of Courts Building.
- Laid out and painted soccer fields at Soccer Complex and Football Stadium for High School teams.
- Installed nets on batting cages at Shepherd Stadium, Civic field, and High School field.
- Cleaned pansies at War Memorial.
- Pressure washed Old Town Civic sign.

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

**Parks-Buildings & Grounds-Horticulture**

- Mulched around grasses and crepe myrtles at Old Town Civic sign.
- Cleaned up landscape beds and cut lirioppe at Public Safety building.
- Cleaned up and cut grasses at White Bank Park landscape island.
- Raked up pine needles at Fort Clifton.
- Spread pine needles on island at Temple & I95.
- Cut back vitex and butterfly bushes at Fort Clifton.
- Mulched landscape beds at Public Safety Building and Laurel Parkway.

**Agency on Aging**

<b>Activities</b>	<b>2013</b>	<b>2012</b>
AARP	14	32
Bingo in Center	56	84
Bowling	260	260
Bridge Party	64	80
Bridge Tournament	128	132
Crochet & Knitting	64	70
Senior Club Meeting	58	119
Club Board Meeting	0	12
Movie	6	0
Senior Citizen Dance	102	76
Sing A-Long	48	42
Sing A-Long-CH Health Center	12	14
Table Games	6	7
<b>Awareness/Education</b>		
Chronic Wellness	42	35
TRIAD	35	0
<b>Classes</b>		
Craft Class	12	0
Gary Jenkins Painting Workshop 5 days	100	0
Gems By James	8	11
Painting Class Kay Tirpak	0	15
Painters Group	48	45
Sewing Class	14	5
Splash of Color	17	16
Tap Class Beginners	0	0
Tap Class Intermediate	63	101
Tap Class Advance	75	155
Quilting Class	36	56
Watercolor	18	22
Watercolor Faye Henderson Class	52	0
<b>Fitness</b>		
Cardio Bump	121	120
Strength Training Class	168	181
Sit Down Exercises	301	272
Floor Exercises	35	72
Yoga	116	85
Zoomer Boomer	213	182
Tai Chi	30	31

**Agency on Aging - Continued**

<b>Trips</b>		
Crater Valentine Luncheon @ Prince George	16	0
Healthy Expo Trip-Richmond	9	0
Museum Trip	0	10
Quilters Trip	24	14
<b>Total</b>	<b>2369</b>	<b>2362</b>

<b>Meals</b>		
Home Del Meals	18	1
Site Meals	126	129
Breakfast Meals	0	0
Bags	0	0
<b>Total</b>	<b>144</b>	<b>130</b>

<b>Transportation</b>		
Total Passengers	115	93
Total Trips	512	540
Total Miles	2756	2375
Wheelchairs	24	20
Volunteer Hours	0	0
Donations	\$338	\$318

<b>Violet Bank Museum</b>	<u>2013</u>	<u>2012</u>
Attendance	133	117

- Inventory & Collection management

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

### ➤ **YAC Activities**

- 22 YAC Members and Advisor attended January meeting
- 5 YAC Members donated 4 grocery bags of books and clothes to The James House for “Teens Helping Teens” project
- Mailed 106 Valentines to Veterans at McGuire VA Medical Center
- 10 YAC Members and Advisor played BINGO with residents at Dunlop House
- Several YAC Members worked on promotional video for Community Impact Day
- 4 YAC Officers and Advisor planned February Meeting, met with Amanda Denny, Teen Center, about planning trips and activities

### ➤ **Youth Service Commission**

- Held monthly meeting.

### ➤ **Kids’ After School Program**

**Enrollment** in KAP is at capacity at each school. Tussing Elementary-21; Lakeview Elementary-20;North Elementary – 21 (3 on waiting list) and CHNS – 15.

**Volunteers** for the month of February were at 60. Work study students – 8 and VSU Interns -5.

**Student activities:** Skatenight (February 7), Movie day – February 15, 2013 and Holiday Bowling trip – February 15, 2012.

**Program Coordinator activities:** Virginia Mentoring training (16 hrs.) ; Appreciation Luncheon Matoaca High School Volunteers

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

- 18 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
- VJCCCA Regional Meeting
- CADRE Coalition Meeting
- Family Assessment Planning Team
- Inter-Agency Prevention Team
- Juvenile and Domestic Violence Task Force Meeting
- Positive Parenting Coalition Meeting
- Colonial Heights School Board Meeting
- CAAN-DUU Monthly Meeting
- CERT Survivor Day Training
- United Way Lunch and Learn
- Infant Mortality Community Action Team
- Webinar Training: Break the Cycle (Teen Dating Violence), Trauma Informed Care
- SAFE Board meeting
- Community Policy and Management Team
- Smart Beginnings
- Juvenile Services Team meeting

### ➤ **Diversion Program Participation**

#### ○ **Parenting**

- 0 families began “Parenting Your Teen”

#### ○ **Community Service**

- 4 youth completed 32 hours of Community Service Learning.

#### ○ **Shoplifting Diversion**

- 21 youth and a parent attended the Shoplifting Diversion Program

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

- o **Anger Management**
  - o 0 youth completed Anger Management Classes
- o **Substance Abuse Education**
  - o 7 youth participated in Substance Abuse Education

Attended Ribbon Cutting for Military Services Unit at Poplar Springs Hospital  
Presented “Open Eyes? Open Arms!” program on Healthy Relationships to 135 CHMS 8<sup>th</sup> graders  
Presented Shoplifting Diversion program to 233 CHMS 6<sup>th</sup> graders  
Received 10 boxes of school supplies from LeRon Tune with Best Buy in Colonial Heights  
Assisted in Periodic Review Process of Chesterfield County’s VJCCCA Programs  
Volunteered on “Read Across America Day”

**XI. FLEET MAINTENANCE:**

	<b># Workorders</b>	<b>Total</b>	<b>Sublet</b>	<b>Sublet total</b>
2013	75	\$16,757.82	3	\$485.19
2012	83	\$24,606.64	7	\$916.00

Most repairs are normal maintenance issues.

Sublet repairs consist of the following:

Windshields	\$ 410.19
Welding	\$ 75.00