

CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 2013



I. PUBLIC WORKS & ENGINEERING: ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* – Construction in process. Windows and skylights have been installed. Roofing construction is substantially complete. Interior work is proceeding. Drywall, doorways and doors are being installed. Maryland Office Interiors, Inc. (MOII) has conducted the initial meeting with the end users/building occupants to begin the selection and design of furniture selections and options. MOII will meet with each user group to specify and detail furniture design, layouts, and configuration.

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 construction beginning of April 2013.
- *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. Responses to comments from February 20, 2013 Public Hearing meeting have been posted to the City website and distributed to Dupuy residents. Staff is anticipating authorization from VDOT for right-of-way acquisition to begin July 2013.
- *Lakeview Avenue Modernization, UPC 101288* – Design in process. Staff is anticipating authorization from VDOT for right-of-way acquisition to be issued August 2013. Public hearing conducted on March 27, 2013.
- *Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222* – Design in process. Anticipated solicitation for construction bids is Fall 2013.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

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** – Project substantially complete. Restoration of paving remains to be completed.

Plan Reviews

- Received and reviewed twelve (12) plan submittals.

Right-of-Way Permits

- Issued seven (7) permits and closed out three (3) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 85 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (19) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Trimmed tree limbs and bushes at (05) locations.
- Placed gravel alleys at (07) locations, driveway at (01) location, a pothole at (01) location, shoulder of road at (04) locations and utility cut at (01) location.
- Cut and trimmed grass around Radio Tower at Animal Shelter.

Recycling Center

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

Storm Water and Drainage

- Cleaned (64) catch basins, (06) drainage ditches, (02) drainage pipe, (01) Curb and Gutters and responded to (06) miscellaneous drainage requests.
- Repaired a Curb Inlet on South Avenue near the lake.
- Filled a sinkhole with topsoil between curb and the grassy area on Suffolk Avenue
- Sweeper collected (112) cubic yards of debris from (45) locations.
- Catch Basin stickers were placed on all basins in Fleets Branch Creek.

Transportation

- Placed Asphalt in (24) potholes, (07) utility cuts, (04) low pavement and (02) driveways.
- Graded entrance to Animal Shelter, Bruce Avenue and Pickwick Alley.
- Street Division worked snow detail on March 24th and 25th.

Wastewater Utility

- Responded to (23) sewer backups, flushed (04) main line, flushed drains at the animal shelter, repaired (06) laterals, installed (04) cleanout, straightened cleanout top at (01) location and responded to (05) sewer miscellaneous requests.
- Placed topsoil around cleanout at (02) locations.
- Camera sewer main line at (06) locations.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Removed roots out of sewer lateral at (02) locations.
- Replaced (02) manhole castings and tops on Conduit Road at Stuart Avenue.
- Removed debris from pumps at Main Pump Station and Charles Dimmock Pump Station.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (20) meters, set (02) new meters, replaced (01) box, (02) meter tops, aligned (01) meter box and raised (01) box to grade.
- Cleaned (05) meter boxes, turned water off for leak on apartment side at (01) location and responded to (11) water miscellaneous requests.
- Repaired (02) service lines, (01) main line, installed (01) pigtail, performed (02) pressure test, replaced (01) raiser, and replaced (03) setters.
- Installed an 8” grip plug on a pipe found on Westover Avenue.
- Placed topsoil around meter box at (01) location.
- Backflow/Cross Connection Technician conducted (77) surveys, (14) completed, (63) incomplete and assisted with locating underground utilities performing (24) 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 (150) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

	Month	YTD
1. Fence Permits	2	4
2. New Sign Permits	14	24
<ul style="list-style-type: none"> • Boulevard Coin Laundry – 1204 Boulevard • Colonial Heights Consignments – 3301 Boulevard • Laine’s Paint & Frame Company – 1621 Boulevard • City Furniture – 1905 Boulevard • US Renal Care – 1617 Boulevard • H & R Block – 3107A Boulevard • Colonial Heights School Board – 515 Conduit Road 		<ul style="list-style-type: none"> • Abundant Life Church – 1617 Boulevard • Sam’s Club – 735 Southpark Boulevard • RBH Medical Center – 3611 Boulevard • CVS – 629 Boulevard • Car Title Loans – 701 Boulevard • H & R Block – 1060 Temple Avenue • Circle K – 961 Temple Avenue
3. Neighborhood Revitalization –		
2012 Emergency Home Repair Rehabilitation funding		\$46,040
Repairs Completed	#6	
<ul style="list-style-type: none"> • 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 		

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

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	8	20	Total Inspections	1	19
Violations	7	17	Violations	1	17
Violations Resolved	3	13	Violations Resolved	1	17
House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	10	26	Total Inspections	0	0
Violations	10	10	Violations	0	0
Violations Resolved	5	5	Violations Resolved	0	0
Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	16	35	Total Inspections	3	12
Violations	12	26	Violations	3	12
Violations Resolved	11	25	Violations Resolved	6	11
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	12	35	Total Inspections	1	15
Violations	12	34	Violations	1	9
Violations Resolved	3	23	Violations Resolved	1	9

5. Building Inspections

	Month	YTD
New Construction Inspections	218	536
Permits for new Residents	0	0
Cost New Homes	\$0	\$0
Existing House & Maintenance	0	0
Additions	4	11
Demolitions	0	1
Permits for Commercial	7	19
Cost for Commercial	\$74,470	\$1,075,086
Plumbing Permits Issued	10	27
Electrical Permits Issued	17	39
Mechanical Permits Issued	14	30
Swimming Pool Permits Issued	2	2
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	3	9
Court Cases	0	0

Rental Inspections

	Month	YTD
Total Units Inspected	15	50
Dwellings	14	44
Duplex	0	2
Apartments	1	4
First Inspection		
Passed	15	50
Failed	0	0
Second Inspection		
Passed	0	0
Failed	0	0
4 Year Cert. Issued	14	46
Apartments Complexes	1	4
No. of Units Cert.	4	84

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,618 calls for service during the month of March, 2013. During the same month last year, we responded to 4,184 calls for service—a 14% decrease. We had no reported robberies this month and four (4) were reported in March of 2012—a 100% decrease. There was one (1) reported aggravated assault this March and one (1) reported during the month of March, 2012—no change. We had three (3) reported burglaries in March, 2013, compared with a response to seven (7) burglaries during the month of March, 2012—a 57% decrease. There were 63 Part I, or serious, crimes reported to the Colonial Heights Police Department in March, 2013. Forty-nine (49) of those, or 78%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month, we saw a decrease of 11% in our overall arrests, going from 374 in March of 2012, to 331 in 2013. Arrests for larcenies and shoplifting both decreased for the fifth month in a row—38% and 45%, respectively.

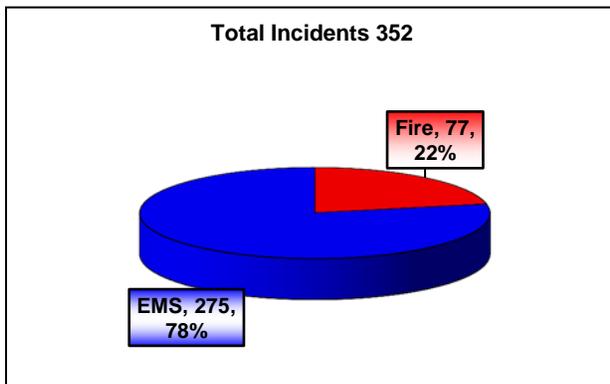
III. POLICE DEPARTMENT (CONTINUED):

- ✓ I am pleased to report that we accomplished a lot this month. However, we also experienced a great loss in our agency, as Auxiliary Lt. Dean Miller passed away unexpectedly after a short bout with a rare disease that severely affected his central nervous system. Dean was in the office one day helping out as he always has. Then the next day he was on his way to MCV, only to succumb to his illness. Dean's family has scheduled visitation on Monday, April 8th, at J. T. Morris and Sons in Petersburg, with a memorial service on Saturday, April 13th, at First Baptist Church in Petersburg.
- ✓ I am delighted to inform you that emergency legislation was passed by the Governor which allowed us to effectively address the "spice" concerns/issues that have plagued our City for several months. We had the opportunity to purchase these products and then test them, only to discover that they were now deemed illegal. This in turn led to several search warrants being executed concurrently. We then confiscated the illegal substances as well as any proceeds and products that were connected to the sale and consumption of the substance. Criminal charges will be sought once the grand jury convenes. In other words, charges will be forthcoming. I have spoken to several business owners in and around these areas, and they have been most pleased with the law and the action that ensued, as well as the reduced traffic and better quality of life.
- ✓ My staff and I met with Colonial Heights School Superintendent, Dr. Joseph Cox, and his administrative staff from all of our schools regarding current and future security measures. The meeting was most productive and recommendations have been provided for consideration. I am most grateful that we share common goals for the children in our community. I will report any details on these recommendations once I receive them.
- ✓ Our Operations Bureau, commanded by Capt. Keith Early, reports uniform patrol had a very active month. We had a strong showing of police officers who attended the funeral services for Virginia State Police Master Trooper Junius Walker. Capt. Early coordinated the efforts of our Special Operations Unit that worked with our detectives on the "spice" initiative and resulting search warrants. All planning and efforts were done with the assistance and guidance of our Commonwealth Attorney's Office. Uniform patrol handled two extraditions during the month—one to New Jersey and the other to North Carolina—to pick up persons wanted by our jurisdiction. We also were the recipients of a very nice lunch provided and served by members of Destination Church at Southpark Mall. Good conversation and good barbecue was shared with our police officers. Capt. Early continues to be excited about our efforts at the Animal Shelter as we partner with many organizations such as B.A.R.K., Richmond Animal League and the Hopewell Humane Society in order to find good homes for our animals.
- ✓ Our Special Operations Unit, supervised by Lt. William Anspach, reported another great month. They secured 11 felony warrants and 37 misdemeanor warrants from a variety of criminal and traffic offenses. There were 32 narcotics arrests, four (4) weapons violations and three (3) alcohol violations. Most notable were our previously mentioned "spice" initiatives and the arrest of two individuals doing a drug transaction in our Food Lion parking lot. The unit ended up seizing cash, their vehicle and three firearms. Charges included distribution of oxycodone and possession of a firearm while in possession of a Schedule II drug, as well as conspiracy.
- ✓ It was not a demanding month for our volunteer services. However, our Auxiliary Police and Sentinels still found the time to volunteer a total of 182 hours during the month. Duties included an annual road race, ride-alongs and prisoner transports. The weather is changing, so outside volunteer activities will be on the increase.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our Law Enforcement Services Bureau, commanded by Capt. Wayne Newsome, reported his unit as being active with a variety of duties. They included organizing training from the United States Secret Service on identifying counterfeit bills, a presentation to the local Rotary Club on our accreditation, and a video presentation to the school administration on violence in the work place entitled, “Run, Hide, and Fight”. We are also processing a request from a local towing business about getting on our rotating towing list, which now stands at three (3) businesses.
- ✓ Our Investigations Division had a quiet month in that they only picked up 12 new cases during the month. Their caseload included an identity theft, a sexual assault that was unfounded, a credit card theft, two (2) runaways, a death investigation (accidental) involving a three-month-old infant, credit card fraud and a suspected child abuse. Sgt. Stephanie Early also processed 29 concealed weapon permits, two (2) precious metal permits and one (1) massage therapist permit.
- ✓ Overall, we made 331 arrests for the month, including 82 felonies and 244 misdemeanors; worked 85 crashes; wrote 886 traffic citations; gave verbal warnings; affected 23 DUI arrests and 50 drug arrests; and issued 44 parking citations.
- ✓ Our Employee of the Month for February, 2013, was Officer Andrew L. Barnhouse. During the month of February, Officer Barnhouse investigated two grand larcenies from retailers in the city. In both cases, the suspect took cellular telephones and exited the business before being apprehended. The suspect, who had appeared on surveillance tapes, was located in the area. At the time of his arrest, the suspect did not have the stolen telephones on his person. Days after the suspect was charged and incarcerated, the stolen telephones reappeared at the victim businesses. Officer Barnhouse investigated further with the use of visitor logs and telephone recordings and learned that the suspect had an accomplice on the “outside” who was being directed by the suspect to return and hide the stolen telephones at the victim businesses. Through additional investigations and review of additional surveillance footage, Officer Barnhouse was able to identify the accomplice, who now has charges pending against him for assisting the original suspect.
- ✓ For his tenacity, follow-through and use of uncommon resources in successfully clearing this case, Officer Andy Barnhouse is being recognized and presented with a Colonial Heights Police Department survival knife.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 77

(Total Fire Loss \$14,950)

Total Patients transported: 275

(Total EMS incidents 275)

Fire units arrived on scene in less than 9 minutes on 88.8% of emergency incidents. (average response time 6:44 minutes)

EMS units arrived on scene in less than 9 minutes on 94.0% of emergency incidents. (average response time 5:51 minutes)

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Fire Division (number of incidents):					
Fires		Hazardous Situations		Service calls and false calls	
Building Fire	2	Electrical Problem	4	Good Intent Calls	24
Vehicle Fire	1	Gas Leak	1	Public Service	19
Brush Fire/Outside Fire	3	Power Line Down	4	Alarm Activation (no fire)	9
		Chemical Leak	1	Child Seat Installation	2
		Excessive Heat/Scorch	1	Smoke detector installation	7
M/A EMS First Responder to Chesterfield	7	M/A received from Chesterfield Fire			4
M/A to Chesterfield Fire	1	M/A received from Fort Lee Fire			2
M/A to Petersburg Fire	1	M/A received from Petersburg Fire			1
M/A to Prince George Fire	1				

EMS Division (number of patients):					
Abdominal Pain	16	Diabetic Hyperglycemia	4	Pain	17
Allergic Reaction	2	Diabetic Hypoglycemia	3	Poisoning/Drug Ingestion	1
Altered Mental Status	14	Diarrhea	2	Respiratory Distress	22
Asthma	4	Epistaxis (non-traumatic)	1	Seizure	7
Back pain	5	ETOH abuse	1	Stroke/CVA	2
Behavioral/Psychiatric	8	Fever/Hyperthermia	3	Substance/Drug Abuse	2
Cardiac Arrest	1	GI Bleed	3	Syncope/Fainting	7
Cardiac Rhythm Disturbance	9	Headache	5	Traumatic Injury	31
Chest Pain	21	Hypertension	3	Unconscious	3
CHF-Congestive Heart Failure	2	Hypotension	2	Weakness	14
COPD (emphysema)	3	Nausea/Vomiting	4	Other	37
Dehydration	2	No Apparent injury/illness	5		
M/A to Petersburg EMS	3	M/A received from Fort Lee EMS			4
M/A to Prince George EMS	1	M/A received from Petersburg EMS			4
		M/A received from Chesterfield EMS			2

EMS Transports (by facility)		
Southside Regional Medical Center	161	71.88%
John Randolph Medical Center	27	12.05%
CJW Medical Center –Chippenham Campus	20	8.93%
VCU Health Systems	10	4.46%
St. Francis Medical Center	3	1.34%
CJW Medical Center – Johnston Willis	2	0.89%
St. Mary’s Hospital Richmond	1	0.45%
Total:	224	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,073

Five alarm citations were processed during March.

Purchasing - 228 total purchase orders completed with 158 being processed by the purchasing and 70 departmental purchases being reviewed as compared to 203 being completed for the same period in 2012. In addition, 125 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. Vendor has agreed to wave all up-front costs, and contract negotiations have started on the data side. A complete inventory of all lines, and phones was completed in March.

V. FINANCE DEPARTMENT (CONTINUED):

- Invitation # 13-011003-1010 – Boulevard Modernization & Street Improvements, Seal bid Issued Nov 14th with bid opening on Jan 10th. Approval from State to proceed received, and preconstruction meeting was held.
- Invitation # 13-012502-1011 – On Call Land Surveying & Mapping Services, Proposal Issued Jan 14th with bid opening on Jan 25th. Twelve proposals received, shortlisted and interviewed by Engineering.
- Invitation # 13-012502-1012 – Consultant to Complete Water & Sewer Rate Study 11 Proposals received on February 20th and being analyzed by Finance.

Other Purchasing Activity:

- Circuit Court file system ordered & Purchase Order issued for furniture for the new courthouse.
- Coordinated mailing of surveys for the Planning Department.
- Quote issued for a thermal imaging camera for the Fire Department.
- Termite problems addressed at City Hall, Fire Station #1 and the Police Department.

Risk Activity:

- Citizen claim for sewer backup, resulting from blockage on City side.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,779

Delinquent Notices Sent – 734 or 20.4% with 107 cut off for nonpayment

Set off debt collected for March \$126.37.

VI. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
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>
Recreation Assistant I (Part-time)	68	601
Recreation Assistant II (Part-time)	62	591

Training

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

Miscellaneous

- ☆ Attended annual IPMA Virginia spring conference in Richmond on March 7-8, 2013. Topics included: labor law, wellness programming, generations in the workplace and diversity.
- ☆ Participated in web-based seminars regarding healthcare reform and laws/regulations update during March 2013.
- ☆ A new employee orientation session was held for Tomeka Smith, Deputy Director of Finance, in March 2013.

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Worker’s Compensation

☆ No workers’ compensation reports were filed by employees during the month of March 2013:

VII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City’s website, www.colonialheightsva.gov, had 66,673 page views in the month of March.

<p>Top ten website modules accessed:</p> <ol style="list-style-type: none"> 1. News Flash 2. Calendar 3. Facilities Directory 4. Archive Center 5. FAQs 6. Staff Directory 7. Photo Gallery 8. Site Search 9. Bids/RFPs 10. Forms 	<p>Top ten pages visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records 3. Recreation & Parks 4. Animal Shelter 5. Recreation Programs 6. Education & Schools 7. Police 8. Online Bill Pay 9. Fire & EMS 10. Clerk of Circuit Court
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☆ Citizens submitted and city staff processed 233 service requests and questions through the “Let Us Know” module during the month of March. The City of Colonial Heights’ Facebook Page now has 2,637 fans and the City’s Twitter account has 125 followers.

☆ Proactive Information Management completed 92.55 hours of IT service and maintenance for City departments this month.

☆ City IT staff met with the new Courthouse contractors, Chesterfield County representatives, and Public Works staff on March 25th to discuss coordination of IT network connectivity in the new facility. Follow-up meetings will continue throughout the project.

☆ The IS Coordinator configured and installed 27 new laptops for the Police Department, connecting them to the City’s VPN for remote access.

VIII. LIBRARY:

☆ The library staff circulated 19,672 titles in March.

☆ The public computer center was used 1,815 times.

☆ 325 children participated in Story Time program.

☆ The library’s meeting rooms were used 103 times.

☆ 169 registered for new library cards, and an average of 510 residents used the library each day.

☆ 4,011 visited the Colonial Heights Virtual Library to retrieve 1,052 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of March, the Recreation Department completed its Youth Basketball League playoffs and Championship games, held its annual Youth and Teen Easter Egg Hunts and completed Youth Baseball and Softball registration. The Department also hosted the 8th Annual Beast of the East Youth Baseball Tournament that utilized 8 fields on Saturday March 23rd. The tournament included 43 teams from Virginia and a few teams from out of state.

Also in the month of March, Athletics staff completed youth baseball league player drafts, hosted a youth coach’s clinic and held their adult softball league meeting. Staff continues to work on upcoming events including the Movie Under the Stars event at Shepherd Stadium scheduled for April 7 and the Sunshine 5K & 1 Mile Kids Fun Run event on June 22.

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Athletics	2013	2012
Youth Basketball Registration	324	338
Adult Softball Teams	31	27
Swim Lessons	5	8
Track and Field Program	23	46
Baseball/Softball Registration		
Youth Baseball (ages 4-5) - Rookie	56	48
Youth Baseball (ages 6-8) - Coach Pitch	103	143
Youth Baseball (ages 9-10) - Minor	72	96
Youth Baseball (ages 11-12) - American	72	66
Youth Baseball (ages 13-15) - National	71	60
Youth Softball (ages 9-10) - Pee Wee	39	48
Youth Softball (ages 11-12) - Junior	43	44
Youth Softball (ages 13-15) - Senior	28	36
Activities/Programs	2013	2012
POWER	4	1
Building a Better Budget Workshop	10	n/a
Youth Painting Class	6	6
Self-Improvement Class	1	n/a
Parent Nutrition Class	2	n/a
Easter Teen Night Egg Hunt	28	63
Easter Youth Egg Hunt	258	191
Instructor Based Programs	2013	2012
Belly Dancing	9	11
Karate	17	25
Zumba	12	26
Yoga	19	n/a
Cardio Fusion	15	18
Facility Usage	2013	2012
Community Room Attendance	1,083	1,165
Community Room Reservations	30	28
Pavilion Attendance	1,325	625
Pavilion Reservations	12	5
Field Attendance	2,000	2,700
Field Reservations	26	34
Teen Center Attendance-CHHS Students	56	79
Teen Center Attendance-CHMS Students	181	254

Parks-Horticulture-Buildings & Grounds

- Installed wind screen on Civic field outfield fence.
- Removed block wall in communication room at Public Safety Building and hauled away.
- Installed temporary outfield fence on High School baseball and softball fields.
- Installed new backstop nets in Shepherd Stadium.
- Scraped and painted outfield fence in Shepherd Stadium.
- Acid washed new brick backstop wall in Shepherd Stadium.
- Installed new pads on backstop wall in Shepherd Stadium.
- Turned water on and opened up restrooms at all Parks.
- Replaced damaged dog flaps at Animal Shelter.
- Prepped fields and provide personnel to work Beast of the East baseball tournament.
- Installed wall mount bracket and hung television in conference room at Library.
- Laid out and painted soccer fields.
- Moved & secured goals onto soccer fields.
- Removed wreaths from 'Welcome Signs', War Memorial and Legacy Garden.
- Developed plan for rock bed and plants at Roslyn Park.
- Cut lirope and pruned back pansies as Needed at all sites.
- Laid out and installed brick border on flower bed at Hamilton and Boulevard.
- Mulched flower beds as needed.

Violet Bank Museum

	2013	2012
Attendance	209	312

- **Monthly focus on inventory, display development and program preparation**

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Activities	2013	2012
AARP	32	29
Advisory Board Meeting	11	11
Bingo in Senior Center	80	118
Bowling	200	196
Bridge Party	68	64
Bridge Tournament	128	108
Crochet & Knitting	62	72
Golfers Board Meeting	12	12
Golfers Meeting	122	112
Senior Club Meeting	72	174
Senior Club Board Meeting	8	12
Senior Citizens Dance	101	81
Sing A Long	15	42
Sing A Long CH Health Care Center	13	14
Table Games	6	2
Awareness/Education		
Chronic Wellness	34	n/a
First Street	n/a	14
Life Line Screening	n/a	75
TRIAD	30	55
Classes		
Craft Class	6	4
Easter Crafts	8	8
Gary Jenkins Workshop	60	100
Gems by James	n/a	12
Line Dance Class	n/a	8
Painting Class Kay Tirpak	15	24
Painter Group	38	42
Splash of Color	14	11
Tap Class Advance	119	109
Sewing Class	29	11
Sewing Class with KAP group	n/a	25
Tap Class Intermediate	72	78
Quilting Class	33	84
Watercolor Class Monday	22	18
Watercolor Class Faye Henderson	40	n/a

Fitness	2013	2012
Cardio Bump	108	104
Strength Training Class	200	207
Sit Down Exercises	200	314
Floor Exercises	30	72
Yoga	57	120
Zoomer Boomer	157	207
Tai Chi	42	39
Trips		
From the Heart	n/a	12
Museum Trip	n/a	11
Total	2261	2811
Meals	2013	2012
Home Deliver Meals	15	7
Site Meals	179	166
Breakfast	0	0
Boxes	0	0
Total	194	173
Transportation	2013	2012
Total Passengers	61	78
Total Trips	432	529
Total Miles	2422	2631
Wheelchairs	48	22
Volunteers Hours	0	4
Donation	\$228.00	\$285.00

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 27 YAC Members and Advisor attended March meeting
- 2 YAC Members and Advisor shopped for fleece for no-sew blankets for CARE Shelter
- 3 YAC Members and Advisor picked up trash on Roslyn Road
- 4 YAC Members and Advisor attended GPS Leadership Summit
- 11 YAC members and Advisor met on 7 dates for Community Impact Day Planning
- 3 YAC Officers and Advisor planned April Meeting

➤ **Youth Service Commission**

- Did not meet in March.

➤ **Kids' After School Program**

Enrollment is currently 75 students at the elementary and middle schools with 3 on the waiting list.

Volunteers: CHHS – 8, VSU- 35, Matoaca High School – 25

Work Study students – 7

Interns – VSU – 8

Student Activities

Skatenight – March 7, 2013

37 fifth graders visited CHMS

VSU Cheerleaders conducted a cheer clinic with KAP girls

37 Fort Lee Soldiers visited KAP

Program Coordinator Activities

- 4.5 hour Color Me Healthy Training
- 4.0 hour Trauma Informed Care Training
- 4.0 hour Bullying Prevention Training
- 5.0 hour VSU mentor training

➤ **Substance Abuse Prevention Activities**

- 13 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
- Juvenile and Domestic Violence Task Force Meeting
- Positive Parenting Coalition Meeting
- Positive Parenting Institute "Trauma Informed Care" Training
- Early Childhood Initiatives Training: Bullying Prevention with Emily Keenum
- Colonial Heights School Board Meeting
- CAAN-DUU Monthly Meeting, Environmental Strategies Training at Cameron Foundation
- CERT Quarterly Training
- CADCA "Smoking Cessation" Webinar
- ICCPUD Webinar: "Additional Screening Tools and SA Techniques for Adolescents"
- "Impact of Adolescent Substance Abuse on the Family System" Training with Barbara Burke
- Webinar Training: Break the Cycle (Teen Dating Violence), Trauma Informed Care
- "Color Me Healthy" Training at VSU – Dr. Dunn from NC State
- United Way – Women's Leadership Initiative
- CSA Policy & Management Team
- Smart Beginnings Coalition

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

➤ **Diversion Program Participation**

- **Parenting**
0 families began “Parenting Your Teen”
- **Community Service**
5 youth completed 29 hours of Community Service Learning.
- **Shoplifting Diversion**
26 youth and a parent attended the Shoplifting Diversion Program
- **Anger Management**
0 youth completed Anger Management Classes
- **Substance Abuse Education**
14 youth participated in Substance Abuse Education

Volunteered for “Read Across America” Day with Women’s Leadership Initiative.

Presented “Career Day” Information to 39 CHMS 8th graders.

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2013	67	\$15,639.61	2	\$ 268.84
2012	75	\$45,664.27	9	\$2,770.35

Most repairs are normal maintenance issues. The new Animal Control is almost finished and we are preparing all the surplus vehicles for auction.

Sublet repairs were 212.60 for a windshield and 56.24 for tire repair.

Maintenance cost for the 3 quarters of this fiscal year compared to the last four are:

<u>Year</u>	<u>Sublet</u>	<u>Total</u>
2008/09	\$14,498.64	\$134,148.91
2009/10	\$9,601.50	\$142,249.30
2010/11	\$6,667.11	\$186,067.29
2011/12	\$11,652.03	\$214,704.30
2012/13	\$13,375.38	\$193,044.04