

CITY MANAGER'S REPORT TO CITY COUNCIL JULY 2013



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- ***New Courts Facility*** – Construction in process. Project is currently under budget and on schedule. Substantial completion is scheduled for October 4, 2013. Site work consists of installation of landscape and brick pavers along with irrigation system infrastructure. Interior work consists of final painting coats, installation of door hardware, installation of millwork, and lighting fixtures and plumbing fixtures. Building opening on north side of structure has been closed in and masonry completed. Staff is coordinating initial Phased training with end users as required per the Contract documents.

Transportation Capital Projects

- ***Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434 –Urban and CMAQ Programs*** – Foundations for permanent signal poles are being constructed. Contractor installing new water meter services for property owners on west side of Boulevard along with construction of storm sewer. Contractor is still on schedule to complete improvements on west side of the Boulevard (Courthouse frontage) by the end of August 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. Includes correction of settlement in pavement surface due to consolidation of landfill materials.
- ***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*** – Staff is coordinating with VDOT and supplying information for funding verification and approvals in order for VDOT to authorize right-of-way acquisition.
- ***Lakeview Avenue Modernization, UPC 101288*** – Final City review of Right of Way drawings. Right of way plans to be submitted to VDOT for review by September 1, 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.

Utilities Capital Projects

- ***Boulevard Water and Sewer Replacement*** – Installation of new water line and sewer line occurring with construction of Boulevard project.
- ***Lakeview Avenue Water and Sewer Replacement*** – Design in process.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design in process.
- ***2013 Pavement Preservation and Restoration*** – Construction complete.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **Emergency Sanitary Sewer Line Repair** - Emergency repair of 12” sanitary sewer line along Compton Avenue from Ellerslie Avenue to Fairlie Avenue. Construction cost \$89,000.

Plan Reviews

- Received and reviewed ten (10) plan submittals.

Right-of-Way Permits

- Issued four (4) permits and closed out three (3) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 61 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (18) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Cut vegetation at (93) locations and sprayed for weeds and high grass at (07) locations.
- Trimmed limbs and bush blocking view of traffic at (01) location.
- Public Works Street Division cut, cleaned and removed storm debris from (157) locations and still honoring request as they come in.
- Cleaned all Street Division’s vehicles, break room and equipment.

Recycling Center

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

Storm Water and Drainage

- Cleaned (04) catch basins, (06) drainage ditches, (07) Outfalls, (10) Curb and Gutters and responded to (10) miscellaneous drainage requests.
- Placed (01) Outfall location on GPS Inventory.
- Repaired a storm drain pipe on Boulevard at W. Westover Avenue assisted Miller Pipe Company.
- Concrete Crew repaired/replaced (34) feet of sidewalk at (02) locations, (34) feet of Curb and Gutter at (07) locations and a 16’ x 8’ driveway.
- Responded to High Water at (04) locations placed signs and closed (01) street to traffic on July 31, 2013.

Transportation

- Placed Asphalt in (16) potholes, (04) low pavement, (02) driveways, (04) utility cuts and on (01) shoulder of road,
- Placed four bags of calcium chloride for dust control and graded Bruce Avenue.
- Removed 26 dump truck loads of construction fill dirt from Public Works Complex to the Pistol Range.
- Placed gravel in Alleys at (11) locations and trimmed/removed tree limbs at (15) locations.
- Placed 2 dump truck loads of topsoil in ruts behind 503 Forest View Drive Lakeview Dam entrance.
- Assisted Police Department cleaning Old Town Creek behind Rent-E-Equip of household debris that was illegally dumped.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (13) sewer backups, flushed drains at the animal shelter, flushed sewer line at (07) locations, repaired (02) laterals, installed (04) cleanouts and responded to (03) sewer miscellaneous requests.
- Camera sewer main line at (02) locations.
- Sprayed for sewer bugs in manhole at (06) locations.
- Removed debris from pumps, washed wet well down and cleaned electrical room at Main Pump Station.
- Responded to alarms after hours at Sherwood Hill Pump Station.
- Removed debris off top layer in wet well at Charles Dimmock Pump Station.
- Removed debris from pump and adjusted floats at Appomattox Pump Station
- Removed debris pump and clean floats at Conjurers Neck Pump Station.
- Continued cutting and trimming grass around all pump and water stations.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (10) meters, moved (01) meter and pulled (01) meter.
- Cleaned (04) meter boxes, replaced (01) meter box, (01) meter top and responded to (15) water miscellaneous requests.
- Repaired meter at (02) locations.
- Repaired (02) main line, disconnected (01) service line and replaced (01) service line.
- Backflow/Cross Connection Technician conducted (94) surveys, (59) completed, (35) incomplete and assisted with locating underground utilities performing (16) 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 (214) man-hours.
- Begin Fire hydrant flushing: Southeast Section from Ellerslie/Yacht Basin South, to E. Roslyn Road.

II. PLANNING DEPARTMENT:

	Month	YTD
Code Enforcement		
Tall Grass		
Violations	259	580
Violations Resolved	167	467
Contractor Properties Cut	18	41
Total Inspections	426	1075
Inoperable Motor Vehicles		
Violations	16	66
Violations Resolved	3	33
Vehicles Towed	2	2
Total Inspections	19	79
Building Code		
Violations	3	27
Violations Resolved	1	21
Total Inspections	4	40
Property Maintenance		
Violations	4	46
Violations Resolved	10	40
Total Inspections	20	79
House Numbers		
Violations	4	22
Violations Resolved	1	16
Total Inspections	16	67
Zoning		
Violations	2	23
Violations Resolved	0	20
Total Inspections	4	31
Signs		
Violations	7	65
Violations Resolved	4	61
Total Inspections	7	67
Other/Miscellaneous		
Violations	0	9
Violations Resolved	0	9
TOTAL INSPECTIONS	553	1898

	Month	YTD
Building Permits		
Permits		
New Residential	1	4
Cost	\$ 60,000	\$ 489,500
Residential Additions	10	38
Demolitions	2	4
Commercial	9	44
Cost	\$ 392,300	\$ 2,345,902
Plumbing	13	60
Electrical	14	98
Mechanical	4	64
Swimming Pool	1	4
Fence	1	14
Signs	8	57
Red Lobster - 119 Temple Avenue		
Captain Tom's - 1717 Boulevard		
Side Sreet Gallery - 127 Pickwick		
Town Creek Center - 2550 Boulevard		
That Dance Place - 3107 Boulevard, Suite 7		
Homemakers Furniture - 1042 Temple Avenue		
BP Station - 915 Boulevard		
Angel DeSouza's School of Dance - 2108 Boulevard		
TOTAL PERMITS	63	387

	Month	YTD
Building Inspections		
Residential	116	664
Commercial	142	965
Other Activities		
Water Shut Off letters	0	15
Court Cases	0	0
TOTAL INSPECTIONS	258	1644

	Month	YTD
Rental Inspections		
Total Units Inspected	4	69
SF Dwellings	2	56
Duplex	2	9
Apartments	0	4
First Inspection		
Passed	4	69
Failed	0	0
Second Inspection		
Passed	0	0
Failed	0	0
4 year Certif Issued	4	70
Apartment Complexes	0	4
No of Units Certified	0	84
TOTAL INSPECTIONS	4	69

Programs & Projects		
Emergency Home Repair(CDBG)		
Applications Processed		
Funding Expended		
Units repaired		
Applications Received	22	

Appomattox River Greenway Trail		
2 grant awards totaling \$276,767		
ROW Certification by VDOT requested		
Request to Bid submitted to VDOT		

Violet Bank Historic District		
DHR-\$8,000 Cost Sharing Grant Approved		

Safe Routes to School		
SRTS Grant Reviewed by VDOT--Feedback		

Comprehensive Plan Update		
Citizen Committee met-reviewed Appomattox River Corridor Plan		
Plan drafting continues		

GRAND TOTAL INSPECTIONS	815	3611
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II. PLANNING DEPARTMENT (CONTINUED):

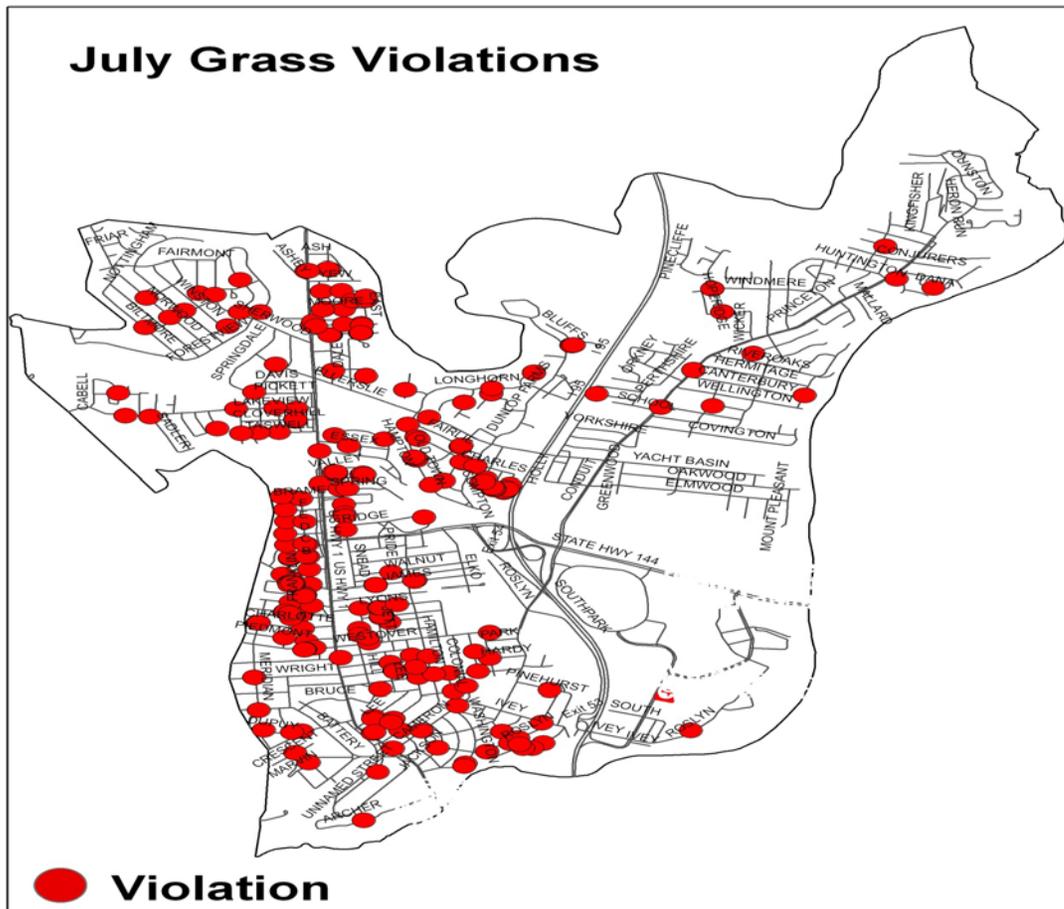
DISTRICTS	MAY	JUNE	JULY
1	24	14	7
2	139	68	9
3	62	26	13
4	30	64	9
5	8	6	8
6	1	0	0
TOTAL	264	178	46
ytd	264	442	488



DISTRICTS

- 1 SHERWOOD HILLS
- 2 South CENTRAL
- 3 SOUTHSIDE
- 4 CENTRAL
- 5 CONDUIT RD
- 6 MALL AREA

VIOLATION NOTICES SERVED



III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,703 calls for service during the month of July, 2013. During the same month last year, we responded to 4,210 calls for service—a 12% decrease. We had no reported robberies this month, and only one (1) was reported in July of 2012— a 100% decrease. There were two (2) reported aggravated assaults this July, and three (3) reported during the month of July, 2012— a 33% decrease. We had four (4) reported burglaries in July, 2013, compared with five (5) burglaries reported during the month of July, 2012—a 20% decrease. There were 90 Part I, or serious, crimes reported to the Colonial Heights Police Department in July, 2013. Fifty (50) of those, or all 56%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of July was mostly uneventful from a crime reporting standpoint. However, we have been very active in our crime solving from a cooperative and collaborative effort. We continue to see decreases in the number of calls for service and a steady reduction in major crimes being reported. That being said, this was the first month that we saw an increase in shoplifting arrests without a decrease in petit larcenies. Our larcenies had no change in the number of actual arrests. Hopefully, our commitments in regional crime fighting efforts have garnered enough attention that it is making a difference.
- ✓ As Vice Chairman, I am pleased to report that our agency is a member of the Tri-Cities Regional Strike Force. It includes Dinwiddie, Prince George, Hopewell, Petersburg, the Virginia State Police and several other state and federal partners, such as the FBI and U. S. Marshals Service. This new law enforcement initiative has been formed to address regional crime as a force multiplier in the utilization of resources. During the month, our City hosted *Operation Summer Splash*, a fugitive round-up resulting in the arrest of 27 wanted felons, eight (8) specifically from the City of Colonial Heights. We deemed this a great start due to the fact that we all know that these criminals cross into each of our surrounding jurisdictions and commit similar and other crimes.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol had another solid month. Uniform patrol's productivity continues to be steady and solid during the summer months. Lt. Dann Ferguson is to be commended for handling the 4th of July festivities in and around the mall. I feel like all of the officers working did a very good job with the amount of traffic and visitors in the area. Lt. Steve Groat continues his Command College training at the Virginia State Police Academy. We are looking forward to the return of Sr. SRO Derek Pattison and Sr. Officer Rick Scrivner (who has just returned), both of whom have been out on extended sick leave due to off-duty injuries. One fugitive extradition from Greensboro, North Carolina, was conducted during the month. Both uniform personnel and Special Operations Unit members are wear-testing a new body-worn camera. The camera was developed by Taser International and attaches to a pair of glasses. Updates are to follow. We have recently been notified that we will be losing a very special member of our Animal Control team at the shelter. ACO Aide Kirsty Waller will be relocating, as her husband has received orders from the United States Army. Kirsty will be missed by all.
- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported another solid month. The unit was instrumental in the previously mentioned *Operation Summer Splash*. Each member was placed on different teams and arrested fugitives from all five of the surrounding jurisdictions. Their work this month consisted of nine (9) felony warrants and 36 misdemeanor warrants from a variety of criminal and traffic offenses. There were 25 narcotics arrests, three (3) weapons violations, three (3) DUI arrests and nine (9) alcohol violations.
- ✓ Our volunteers continue to provide exceptional service to the Police Department and all of the citizens of Colonial Heights. **Auxiliary Police** and **Sentinels** volunteered a total of 86 hours during the month. Duties included annual road races, ride-alongs, and the 4th of July fireworks celebration. I would be remiss if I did not mention that Aux. Capt. Jimi Bowman may have retired from Parks and Recreation; however, he is still continuing his volunteer services for the city—a wonderful testament to the man he is!

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his unit as being active during the month and doing a very good job with their community service. They included the following activities:
 - Neighborhood Watch *Eyes on You* Program
 - Mock accreditation assessment, Virginia Capital Police
 - Hopewell Police promotions board for sergeants and lieutenants
 - *Keep Kids Alive, Drive 25* stickers on Lafayette Avenue
 - Operation *Summer Splash*
 - Special Olympics
 - *Celebrate Safe Communities*

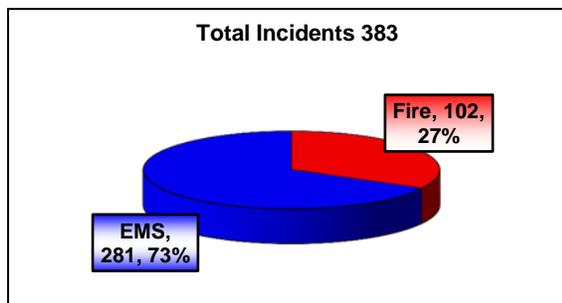
- ✓ Our **Investigations Division** had a very quiet month, picking up 14 new cases involving attempted burglary, sexual assault, grand larceny, credit card fraud, obstruction of justice and identity fraud. We also investigated and cleared two (2) cases from last month. I had the occasion to meet with the owners of Gold Mart in reference to the revocation of their precious metals and gems license for two (2) years, and could not provide any additional relief to their appeal for reinstatement. Sgt. Stephanie Early continues to be very busy with preparations for the Brady murder trial scheduled in 2014. She has coordinated several meetings with our attorneys here in Colonial Heights and those in Chesterfield County who are assisting with our prosecution. Investigations also processed 27 concealed weapon permits and one (1) precious metals and gems permit.

- ✓ Overall, we made 402 arrests for the month, including 119 felonies and 272 misdemeanors; worked 76 crashes; wrote 596 traffic citations; gave 735 verbal warnings; affected 18 DUI arrests and 41 drug arrests; and issued 56 parking citations.

- ✓ **Sr. Det. Thad Johnson** was selected as our Employee of the Month for June, 2013. During the month of June, Sr. Det. Johnson received information concerning a reported residential break and enter. Based on this information, he identified a suspect and obtained a confession concerning the crime, with an additional destruction of property crime that occurred a few days later. In addition, Sr. Det. Johnson identified at least two other suspects involved in the break and enter and obtained a search warrant for a residence located in Colonial Heights, where evidence was ultimately recovered.

- ✓ Thad Johnson is such an asset to the Investigations Division as a unit and to our department as a whole. He strives to do his utmost in investigating crimes, following every lead and making it his goal to solve the crime and facilitate an arrest. For his efforts above and beyond his usual duties, we feel that he is most deserving of being selected and honored as our June *Employee of the Month*.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 102

(Total Fire Loss \$0):

Total Patients transported: 207

(Total EMS incidents 281)

*Fire units arrived on scene in less than 9 minutes on 94.8% of emergency incidents.
(average response time 6:27 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.5% of emergency incidents.
(average response time 5:19 minutes)*

IV. FIRE & EMS DEPARTMENT (CONTINUED):

Fire Division (number of incidents):					
<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Cooking Fire	2	Electrical Problem	3	Good Intent Calls	25
Brush Fire/Outside Fire	1	Gas Leak	1	Public Service	37
Outside Equipment fire	1	Power Line Down	4	Alarm Activation (no fire)	15
		Gasoline/Chemical spill	2	Child Seat Installation	6
		Other Hazardous Situation	2	Smoke detector installation	3
M/A EMS First Responder to Chesterfield	9	M/A received from Chesterfield Fire			1
M/A given to Chesterfield Fire	1				

EMS Division (number of patients treated)					
Abdominal Pain	16	Diabetic Hyperglycemia	2	Poisoning/Drug Ingestion	2
Airway Obstruction	1	Diabetic Hypoglycemia	7	Respiratory Distress	13
Allergic Reaction	1	ETOH Abuse	2	Seizure	1
Altered Mental Status	4	Fever/Hyperthermia	1	Sepsis	1
Asthma	2	General Malaise	4	Stroke/CVA	1
Back pain	3	Headache	5	Substance/Drug Abuse	1
Behavioral/Psychiatric	3	Heat Exhaustion/Stroke	1	Syncope/Fainting	10
Cancer	1	Hypertension	2	TIA (Transient Ischemic Attack)	3
Cardiac Rhythm Disturbance	2	Hypotension	3	Traumatic Injury	45
Chest Pain	26	Nausea/Vomiting	3	Unconscious	2
CHF (congestive heart failure)	1	OB/Gyn	3	Weakness	7
COPD (emphysema)	2	Obvious Death	1	Other	60
Dehydration	1	Pain	16		
M/A to Petersburg EMS	4	M/A received from Fort Lee EMS			2
M/A to Fort Lee EMS	1	M/A received from Petersburg EMS			1
M/A to Dinwiddie EMS	2				
M/A to Hopewell EMS	1				

EMS Transports (by facility)		
Southside Regional Medical Center	153	73.91%
CJW Medical Center –Chippenham Campus	14	6.76%
VCU Health Systems	14	6.76%
John Randolph Medical Center	13	6.28%
St. Francis Medical Center	5	2.42%
VAMC Richmond (McGuire)	4	1.93%
CJW Medical Center –Johnston Willis Campus	4	1.93%
Total:	207	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,198

One alarm citation was processed during July.

Purchasing - 447 total purchase orders completed with 346 being processed by the purchasing and 101 departmental purchases being reviewed as compared to 443 being completed for the same period in 2012. In addition, 211 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. Data services finalized, phone equipment/service contract is to be completed by September 1st. New routers/switches purchased with data lines to be completed in August.
- Invitation # 13-012502-1011 – On Call Land Surveying & Mapping Services, Contract is in negotiation, with contract expected in August.

V. FINANCE DEPARTMENT (CONTINUED):

- Invitation # 13-051602-1015 – Next Generation 911 Switch, Proposal issued July 26th with opening on August 27th.

Other Purchasing Activity:

- Purchase Order issued for a used vehicle for Building Inspections.
- Purchase Order issued for playground equipment, at Flora Hill Park,
- Purchase Order issued to replace the roof at the Health Department.
- Purchase Order issued for dump body mount snow & ice control spreader
- Purchase Order issued for defibrillator, for Fire Department
- Purchase Order issued for police vehicle, using State of VA Contract
- Purchase Order issued for I Pads for Planning Commission
- Purchase Order issued for truck for Traffic Department, using State of VA contract.
- Upgraded of WiFi vehicle devices completed during the month
- Quote issued for emergency repair of Compton Road Sewer lines.

Risk Activity:

- Citizen Claim of vehicle damage due to road conditions exiting gas station on Boulevard.
- Citizen Claim of vehicle damaged from tree limb on City right-of-way.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,785

Delinquent Notices Sent –706 or 19.6% with 130 cut off for nonpayment.

Set off debt collected for July - \$388.45.

VI. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Police	Police Officer (Certified)
Economic Development	Economic Development Director
Recreation & Parks	Administrative Assistant (Part-time)
Planning	Administrative Assistant (Part-time)

Applications & Testing

Total applications received and recruitment information for the following position:

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Police Officer (Certified)	75	379
Economic Development Director	35	438
Administrative Assistant (Part-time)	166	490
Administrative Assistant (Part-time)	202	784

Training

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

Miscellaneous

- ☆ Participated in the interview process for the part-time Administrative Assistant (Planning Department) position.

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

- ☆ Participated in (2) seminars regarding the delay and changes in healthcare reform regulations and requirements.

Worker’s Compensation

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
07-28-13	Police	Abrasion to the right knee and hand while arresting a subject.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 59,336 page views in the month of July.

<p>Top ten website modules accessed:</p> <ol style="list-style-type: none"> 1. Calendar 2. News Flash 3. Photo Gallery 4. Staff Directory 5. Bids/RFPs 6. Archive Center 7. Site Search 8. FAQs 9. Forms 10. Facility Directory 	<p>Top ten pages visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records 3. Recreation & Parks 4. Recreation Programs 5. Animal Shelter 6. Police 7. Education & Schools 8. Yard Sales 9. City Maps 10. Human Resources
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- ☆ Citizens submitted and city staff processed 671 service requests and questions through the “Let Us Know” module during the month of June. The City of Colonial Heights’ Facebook Page now has 2,808 fans and the City’s Twitter account has 172 followers.
- ☆ Proactive Information Management completed 56.82 hours of IT service and maintenance for City departments this month.
- ☆ City IT staff continues to meet with the new Courthouse contractors, Chesterfield County representatives, and Public Works to coordinate IT network connectivity in the new facility.
- ☆ Comcast has completed their installation of fiber to City buildings and will conduct the plant testing on August 12 and 13.
- ☆ New iPads were ordered for the City Council members and their current iPads will be transferred to the Planning Commission members in September.

VIII. LIBRARY:

- ☆ The library staff circulated 20,058 titles in July.
- ☆ 241 eBooks circulated to 106 residents. The e-book collection now has 628 titles.
- ☆ The public computer center was used 2,036 times.
- ☆ 253 children participated in Story Time program.
- ☆ The library’s meeting rooms were used 105 times.
- ☆ 166 registered for new library cards, and an average of 595 residents used the library each day.
- ☆ 4,441 visited the Colonial Heights Virtual Library to retrieve 892 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In July the Recreation Division continued to hold their Summer Camp programs to include the Playground Program, Summer Tots and Tuesday Teens with record enrollment in each program. Our youth baseball All-star teams competed in local tournaments in the area, including our 14U team qualifying for the State Babe Ruth Tournament for the first time ever and our U12 Optimist team won the Hopewell Optimist Baseball Classic. Co-sponsored CHHS Youth Basketball, Volleyball and Cheerleading Camps were held to include new Girls Basketball coach Larry Fox conducting his first Girls Basketball Camp. Adult Softball Leagues completed their regular seasons in July and will start their tournaments the first week in August. Youth Football and Cheerleading registration was completed in July and practices will start the first week in August as well. Staff made final preparations for the Fall and Winter Activity Guide, which will be released the beginning of August.

Athletics	<u>2013</u>	<u>2012</u>
Adult Softball	31 teams	27 teams
Youth Football Registration	102	137
Youth Cheerleading Registration	60	87
Tennis Lessons	44	41
Basketball Camp	38	51
Girls Basketball Camp	42	n/a
Volleyball Camp	17	28
Cheerleading Camp	21	30
Swim Lessons	11	15
Activities/Programs	<u>2013</u>	<u>2012</u>
POWER	3	4
Summer Tots	21	16
Summer Playground	159	135
Tuesday Teens	39	28
Instructor Based Programs	<u>2013</u>	<u>2012</u>
Karate	8	16
Zumba	23	15
Belly Dancing	3	7
Youth Painting Class	4	n/a
Cardio Fusion	15	8
Facility Usage	<u>2013</u>	<u>2012</u>
Community Room Attendance	1,207	1,165
Community Room Reservations	28	30
Pavilion Attendance	1,360	1,765
Pavilion Reservations	28	30
Field Attendance	3,000	1,508
Field Rentals	41	21
Teen Center Attendance-CHHS Students	148	106
Teen Center Attendance-CHMS Students	244	150

Parks-Horticulture-Buildings & Grounds

- ❖ Removed 60' pitcher's mound, built 46' pitcher's mound and installed temporary fence in Shepherd Stadium for BIB tournament.
- ❖ Edged Shepherd Stadium infield.
- ❖ Painted Shepherd Stadium dugouts.
- ❖ Removed chain link fencing at Floral M. Hill playground.
- ❖ Installed CHARTS Legacy Bench in memory of George Martin at Roslyn Landing Park.
- ❖ Replaced dog door flaps at Animal Shelter.
- ❖ Installed portable air conditioning units throughout Courts Building.
- ❖ Replaced chiller at courthouse.
- ❖ Replaced sheetrock, cabinets and floor at Dunlop Fire Station.
- ❖ Replaced broken boards and rails on pier at Lakeview Park.
- ❖ Weeded and mulched beds at all sites as needed.
- ❖ Cleaned Day Lilies out of mulched beds.
- ❖ Trimmed Black-Eyed Susie's at sites.
- ❖ Trimmed trees and shrubs as needed at site.
- ❖ Planted annuals at sites.
- ❖ Cleaned median at Temple & I95.

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Activities	2013	2012
Advisory Board Meeting	n/a	8
Bingo in Center	102	76
Bowling	240	148
Bridge Party	84	60
Bridge Tournament	124	128
Golfers at Prince George	600	598
Swap Shop	n/a	32
Senior Club Meeting	52	128
Senior Citizen Dance	124	84
Sing A-Long	32	47
Sing A-Long-CH Health Center	12	13
Table Games	14	12
Awareness/Education		
TRIAD	15	50
Resource Message	45	0
Wellness Workshop	65	0
Classes		
Crochet & Knitting	76	70
Painting Class Kay Tirpak	16	20
Painting Class Gems by James	0	8
Painters Group	28	32
Sewing Classes	26	13
Splash of Color	18	14
Tap Class Intermediate	66	86
Tap Class Advance	95	105
Quilting Class & Quilts for Vets	48	28
Watercolor	36	24
Fitness		
Cardio Bump	210	120
Strength Training Class	188	123
Sit Down Exercises	372	368
Floor Exercises	24	30
Yoga	98	93
Zoomer Boomer	336	145
Tai Chi	36	43

Trips	2013	2012
Continental Concert	12	40
Hopewell Mini-Trip	0	20
Quilters Trip	13	0
Riverside Theater	13	0
TOTAL	3220	2756
Meals		
Home Del Meals	16	11
Site Meals	144	169
Breakfast Meals	0	0
Bags	0	0
Total	160	180
Transportation		
Total Passengers	84	97
Total Trips	516	549
Total Miles	3268	2400
Wheelchairs	69	15
Volunteer Hours	8.5	5.5
Donations	\$310	\$364

Violet Bank Museum		
	<u>2013</u>	<u>2012</u>
Attendance	306	323
<ul style="list-style-type: none"> ➤ Regular attendance 231; 1 outreach program 75; total 306 ➤ Collections work and Headquarters Days preparation 		

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- No July meeting because of 45h of July holiday.
- 2 YAC Members and advisor attended CAAN-DUU sponsored Youth Leadership Retreat
- 1 YAC Member and Advisor Participated in Relay for Life
- 2 YAC Members and Advisor distributed LemonAid Kits at Richmond Children's Hospital
- 9 YAC Members and Advisor Manned LemonAid Stand which Raised \$280
- 4 YAC members and OOO Staff fed Tri-Cities Work Camp Crew
- 5 YAC Officers and Advisor Met to Plan for August Meeting and Upcoming Year

➤ **Youth Service Commission**

- Elected new Officers at their monthly meeting.

➤ **Kids' After School Program**

- Rising 6th graders enjoyed a field trip to Chesterfield's Challenge Course. They participated in team building exercises and activities and enjoyed a picnic lunch.
- Students held a fundraising carwash at EVB and raised \$217. To pay for activities during the upcoming school year.

➤ **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**

- Family Assessment Planning Team
- VJCCCA Regional Meeting
- ASIST Training with Chesterfield Mental Health
- "Why Teens Hook Up" Webinar on Healthy Relationships
- "Relationship-Based Approach to Interactions with Families" Webinar on Parent Assistance
- Community Policy & Management Team
- SAFE Board meeting
- PULP Task Force meeting
- Training thru Virginia Healthy Foundation for Youth on Healthy Eating & Obesity Prevention

➤ **Diversion Program Participation**

• **Parenting**

0 families began "Parenting Your Teen"

• **Community Service**

10 youth completed 135 hours of Community Service Learning.

• **Shoplifting Diversion**

22 youth and a parent attended the Shoplifting Diversion Program

• **Anger Management**

10 youth completed Anger Management Classes

• **Substance Abuse Education**

15 youth participated in Substance Abuse Education

Participated in District 19 Interview Panel for Prevention Specialist Position.

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2013	88	\$17,992.94	5	\$515.85
2012	77	\$13,508.69	3	\$414.55

All repairs were normal maintenance issues.

The sublet repairs consist of the following:

Glass	65.00
Alignment	55.00
Welding	56.25
Tire Repair	\$339.60