

CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2014



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- **New Courts Facility** –Project complete. Final Acceptance by the City issued on January 6, 2014. Final construction costs have been determined. Final value of contract with Kenbridge is \$15,802,325. Warranty period has begun and transition of the facility's operations and maintenance to Buildings and Grounds has occurred.

Transportation Capital Projects

- **Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434) –Urban and CMAQ Programs** – Southbound lane closure of Boulevard still in effect. Unfavorable weather conditions and resolution of conflicts caused by public utility construction have caused delay. Anticipated date to move traffic onto southbound lanes and closure of northbound lanes for reconstruction is April 2014, weather permitting.
- **Safe Routes to Schools- Phase 2 (2012), UPC 102836**– Design in process.
- **Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)** – Advertisement for construction bids expected in March 2014. Completion of construction planned for Fall 2014.
- **Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)** – Advertisement for construction bids expected in March 2014. Completion of construction planned for late 2014.
- **Dupuy Avenue Modernization, UPC 101287** – Notification letters indicating the beginning of R/W acquisition have been sent to affected property owners.
- **Lakeview Avenue Modernization, UPC 101288** –City is awaiting R/W Authorization from VDOT
- **Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222** – Final review of 100% construction plans is underway. City preparing bid package for solicitation. Advertisement construction bids anticipated in Spring 2014.

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.

Plan Reviews

- Received one (1) plan of development for review.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **Redevelopment of 401 Temple Avenue (Kroger)** – Coordination of design for VDOT Capital Project and Kroger development continues. Consulted with VDOT staff to revise roundabout interchange design and provided revised plan to the Kroger team.

Right-of-Way Permits

- Issued four (4) permits and closed out zero (0) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 35 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (19) locations, responded to (03) litter miscellaneous/dead animal requests
- Trimmed limbs from trees hanging in street at (05) locations, removed tree/limb that had fallen in street during storm at (04) locations and responded to miscellaneous tree request at (03) locations.

Recycling Center

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

Storm Water and Drainage

- Cleaned (33) catch basins, (03) drainage pipe, (05) drainage ditches, (02) outfalls and responded to (07) miscellaneous drainage requests.
- Placed 1 ton of Crush and Run and ¼ ton of #5 Stone in sinkholes at (03) locations.
- Leaf season City's crews have collected this month (13) cubic yards from Areas 1, 2 and 3 total during season is 3,049.25 cubic yards.

Transportation

- Placed Asphalt in (74) potholes, (01) driveway, (03) utility cuts, (01) on shoulder of street, (01) low area in street and responded to miscellaneous asphalt request at (03) locations.
- Placed gravel on shoulder of street at (08) locations, utility cuts at (02) locations, and potholes on Archer Avenue entrance to park.
- Graded gravel area on Bruce Avenue and Pickwick Avenue Alley with motor grader.
- Assisted Traffic Engineering repairing traffic signal with traffic control.
- Assisted Purchasing Department destroying computer drives, cell phones and moving old equipment at Old Courthouse for yard sale in March.
- Assisted Garage repairing a spindle on dump truck Unit 246.
- Placed 272.8 tons of salt and 90 tons of sand/salt mix on streets and bridges during snow storm February 12th through February 14th a total of 623.2 tons of Salt and 444.80 sand/salt mix for the season on January 21st through 23rd, January 28th through 31st and February 12 through 14th and responded to (03) snow miscellaneous request.
- City Contractor assisted clearing snow/ice from streets throughout the City for 38 hours during February totaling 97 hours for January and February snow storms.

Wastewater Utility

- Responded to (13) sewer backups, flushed sewer line at (05) locations, installed (01) cleanout and responded to (07) sewer miscellaneous requests.
- Repaired sewer main at (01) location.
- Camera sewer main line at (02) locations.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Removed debris from pumps (04) times at Main Pump Station.
- Put in a one inch setter, yoke and meter box at Dunlop Farms Pump Station.
- Placed gravel in sewer utility cuts at (04) locations.
- Continue monitoring all pump stations and methane pump daily.
- All employees cleaned sidewalks and parking lots of snow/ice throughout City's property during snow storm February 12th through 14th.

Water Utility

- Replaced (13) meters, (05) meter tops, (05) meter setters, (01) meter box, (02) pigtailed, repaired (01) pigtail and responded to (12) water miscellaneous Requests.
- Repaired (02) mains, (02) service lines, (01) 10" valve and (01) service saddle.
- Turned water off due to frozen or broken pipes on citizen's side at (02) locations.
- Pulled meter and repaired so meter can be locked out for Utility Billing at (01) location.
- Cleaned (02) meter boxes for Utility Billing.
- Backflow/Cross Connection Technician conducted (81) surveys, (12) completed, (69) 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 (168) man-hours.

II. PLANNING DEPARTMENT:

	Month	YTD
Code Enforcement		
Tall Grass		
Violations	0	0
Violations Resolved	0	0
Contractor Properties Cut	0	0
Total Inspections	0	0
Inoperable Motor Vehicles		
Violations	3	8
Violations Resolved	5	6
Vehicles Towed	0	0
Total Inspections	20	30
Building Code		
Violations	5	5
Violations Resolved	0	0
Total Inspections	10	10
Property Maintenance		
Violations	3	8
Violations Resolved	1	2
Total Inspections	10	22
House Numbers		
Violations	0	0
Violations Resolved	0	0
Total Inspections	0	0
Zoning		
Violations	1	2
Violations Resolved	0	0
Total Inspections	6	7
Signs		
Violations	5	15
Violations Resolved	1	11
Total Inspections	10	25
Graffiti		
Violations	0	11
Violations Resolved	10	10
Total Inspections	20	31
TOTAL INSPECTIONS	76	125

	Month	YTD
Building Permits		
Permits		
New Residential	0	2
Cost	\$ -	\$ 160,000
Residential Additions	3	3
Demolitions	0	0
Commercial	6	9
Cost	\$ 1,515,706	\$ 1,822,856
Plumbing	10	20
Electrical	15	32
Mechanical	11	20
Swimming Pool	0	0
Fence	1	2
Signs	11	18
Aldi Grocery Store - Corner of Charles Dimmock & Temple		
Construction by J - 2501 Conduit Road		
Lili's - 601 Boulevard, Suite C		
H & R Block - 3107 Boulevard		
H & R Block - 1060 Temple Avenue		
Rent-A-Center - 3107 Boulevard		
Sport Clips - 1907 Southpark Boulevard		
Great Clips - 1058 Temple Avenue		
Rejuv The Derm - 563 Southpark Boulevard		
Home Value Store - 32 Dunlop Village Circle		
Thomas Schleicher, DDS - 3630 Boulevard		
TOTAL PERMITS	57	106

	Month	YTD
Building Inspections		
Residential	87	162
Commercial	132	282
Other Activities		
Water Shut Off letters	0	0
Court Cases	2	2
TOTAL INSPECTIONS	221	446

	Month	YTD
Rental Inspections		
Total Units Inspected	172	234
SF Dwellings	156	199
Duplex	10	22
Apartments	6	13
First Inspection		
Passed	172	232
Failed	0	2
Second Inspection		
Passed	2	2
Failed	0	0
4 year Certif Issued	186	322
Apartment Complexes	4	5
No of Units Certified	52	121
TOTAL INSPECTIONS	174	236

Programs & Projects	Month	YTD
Emergency Home Repair(CDBG)		
Work began on the 2 additional households that were selected for the program.		
There should be enough money left to serve one more household.		
Appomattox River Greenway Trail		
Phase 3 - under construction.		
Phase 4 - waiting for resolution of Petroff property easement.		
Violet Bank Historic District		
Staff is working with Department of Historic Resources to work out kinks in V-CRIS, the new State Historic Resources Database.		
Safe Routes to School		
2013 Safe Routes to School Infrastructure Grant agreement was signed.		
Still no word on the 2014 application.		
Comprehensive Plan Update		
Draft Comprehensive Plan was presented to the Planning Commission.		
GRAND TOTAL INSPECTIONS	471	807

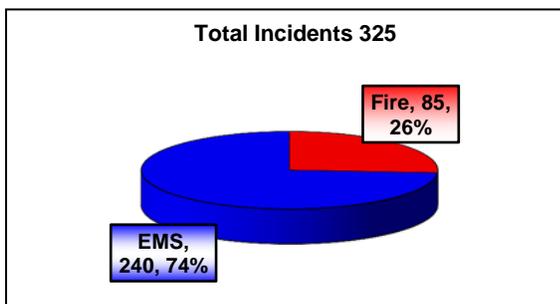
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,462 calls for service during the month of February, 2014. During the same month last year, we responded to 3,558 calls for service—a 3% decrease. We had one (1) reported robbery this month, and one (1) was reported in February of 2013—no change. There was one (1) reported aggravated assault this February, while two (2) were reported during the month of February, 2013— a 100% decrease. We had eight (8) reported burglaries in February, 2014, compared with three (3) reported during the month of February, 2013—a 63% increase. There were 58 Part I, or serious, crimes reported to the Colonial Heights Police Department in February, 2014. Twenty-seven (27) of those, or 43%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ Snow and poor weather conditions continued to be a challenge during the month of February. Several bouts of extremely cold, wet weather were a factor, with reduced calls for service and reduced overall police activity.
- ✓ Similar to last month, we experienced an increase in our reported burglaries, which have become more sporadically placed throughout the City. Our personnel cleared four (4) of the incidents by arrest. One of the commercial burglaries we responded to occurred at Cigarettes Unlimited in the 1000 block of Temple Avenue. The suspect was recorded via surveillance camera, and his method of entry was made by knocking a hole through the rear cinderblock wall. Several cartons of cigarettes were stolen, and our detectives are continuing to investigate.
- ✓ We executed our bi-annual firearms qualifications at the Crater Criminal Justice Academy Firing Range during the month of February. All of our sworn personnel successfully qualified with their assigned duty weapons.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol also had a busy month, considering the snow:
 - Master Officer Mike Kelley responded to a residence where an elderly female was in full cardiac arrest. Before EMS personnel arrived, Officer Kelley worked valiantly, performing CPR in attempts to save the victim. Although Officer Kelley brought the patient back to life, she later passed at a local hospital.
 - Our night shift officers executed 17 DUI arrests during the month. Our uniformed personnel continue to work hard to make our streets safe.
 - During one of our significant snow events, our uniformed officers utilized our Police, Parks and Recreation, and Sheriff's Office 4 x 4 vehicles—great cooperation between departments.
 - Patrol officers continue their safety efforts with extra patrols, both mobile and on foot, within our elementary schools.
 - Animal Control continued their commendable efforts of finding homes for 12 pets by partnering with area rescue groups.
 - Nyssa Wieringa has begun her duties as our new, part-time Animal Control Aide. She is a welcome addition to our hard-working Animal Control staff.
 - Career Officer Jeff Santini planned and executed a fugitive extradition out of the State of New Jersey.
- ✓ Despite the poor weather, our **Special Operations Unit**, supervised by Lt. William Anspach, reported another productive month. These officers netted 15 felony arrests, 30 misdemeanor arrests, 33 fugitive arrests, and 62 issued traffic summonses. They also conducted several controlled purchases of narcotics at various locations in our City. Thirty-one (31) of their total arrests were for drug violations. Approximately \$6,900.00 in currency was seized during their activities. Much of their interdiction activities have been directed near our retail corridors. These visible efforts have met with a positive response from our merchants and our citizenry.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Our volunteers continue to provide a much needed service to the Police Department and to all of the citizens of Colonial Heights. **Auxiliary Police** and **Sentinels** volunteered a total of 110 hours during the month. Duties included assistance at City events, administrative duties, training and ride-alongs.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported his unit as being very responsive during the month, providing effective community service. They included the following activities:
 - In-car and body-worn camera study continues.
 - Continued instruction of the D.A.R.E. Program in each of the elementary schools
 - Fundraising for the 2014 Special Olympics of Virginia has begun.
 - Our School Resource Officers attended cyber-bullying training with our Commonwealth's Attorney and Juvenile Probation staff.
 - Preparations for Community Safety Day (child safety seat check and DEA Drug Take-Back) are underway.
 - School Resource Officers worked with Patrol during snow-closed school days.
- ✓ Our **Investigations Division** had a steady month, picking up 13 new cases. Of the 13 cases assigned, five (5) of them have been cleared, for a 54% clearance rate for the month. The cases include a home invasion involving two armed suspects, a strong-arm robbery, burglaries, fraud, an alleged poisoning incident, and a stalking incident. In addition to the criminal cases, we have also processed 26 concealed weapon permits, one (1) precious metals permit, and three (3) massage therapist permits. In addition to their new cases, our detectives continue to work with prosecutors in preparation for the upcoming capital murder trial.
- ✓ Overall, we made 296 arrests for the month, including 61 felonies and 219 misdemeanors; worked 80 crashes; wrote 644 traffic citations; executed 1,272 traffic stops; affected 17 DUI arrests and 49 drug arrests; and issued 20 parking citations.
- ✓ **Master Officer Gregory A. Thinnes** has been selected as our *Employee of the Month* for January, 2014. During the month of January, MPO Thinnes investigated a total of 17 criminal cases. Two of these cases required extra attention, one of which included the larceny of firearms. Greg responded to the victim's address and took the initial report. Through further investigation, he was able to develop suspects and place numerous charges against two suspects. The second case involved numerous spray painting vandalisms. On January 10, 2014, MPO Thinnes arrested two individuals for spray painting two businesses on the Boulevard. Based on his investigation and interview of the two suspects, numerous charges were placed and arrests were made in several other vandalisms.
- ✓ Greg's efforts have made a positive impact on the lives of several victims and improved the quality of life and property for all of the citizens in our community. He always goes above and beyond his normal duties, and we can count on him to make a difference. For his professionalism and diligence, we feel that he is most deserving of this award.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 85

(Total Fire Loss \$3,425):

Total Patients transported: 188

(Total EMS incidents 240)

*Fire units arrived on scene in less than 9 minutes on 96.5% of emergency incidents.
(average response time 6:11 minutes)*

*EMS units arrived on scene in less than 9 minutes on 95.7% of emergency incidents.
(average response time 5:23 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>	
Building Fire	1	Electrical Problem	1	Good Intent Calls	23
Cooking Fire	3	Power Line Down	5	Public Service	27
Fuel Burner/Boiler Fire	1	Refrigeration Leak	1	Alarm Activation (no fire)	8
Brush/Grass/Woods Fire	2	Wind Storm Assessment	2	Child Seat Installation	6
				Smoke detector installation	5
M/A EMS First Responder to Chesterfield	5	M/A received from Chesterfield Fire			1
M/A to Petersburg	2				
M/A to Crater Haz-Mat-Team	1				

EMS Division (number of patients treated)					
Abdominal Pain	21	Diabetic Hypoglycemia	4	Poisoning/Drug Ingestion	1
Allergic Reaction	1	Diarrhea	1	Respiratory Distress	25
Altered Mental Status	8	Fever/Hyperthermia	3	Seizure	1
Asthma	1	General Malaise	2	Smoke Inhalation	1
Back pain	6	Headache	3	Stroke/CVA	3
Behavioral/Psychiatric	7	Hypertension	1	Syncope/Fainting	4
Cardiac Arrest	6	Hypotension	1	Traumatic Injury	27
Cardiac Rhythm Disturbance	4	Nausea/Vomiting	2	Unconscious	1
Chest Pain	25	OB /Gyn	3	Weakness	11
COPD (emphysema)	3	Pain	21	Other	41
M/A to Dinwiddie EMS	1	M/A received from Fort Lee EMS			2

EMS Transports (by facility)		
Southside Regional Medical Center	145	77.13%
John Randolph Medical Center	18	9.57%
CJW Medical Center –Chippenham Campus	17	9.05%
VCU Health Systems	3	1.60%
St. Francis Medical Center	2	1.06%
CJW Medical Center –Johnston Willis Campus	2	1.06%
VAMC Richmond (McQuire)	1	0.53%
Total:	261	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,085

No alarm citations were processed during February.

Purchasing - 223 total purchase orders completed with 161 being processed by the purchasing and 62 departmental purchases being reviewed as compared to 197 being completed for the same period in 2013. In addition, 134 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 Line Conversion in Progress, Phones are being installed with completion expected by March 1st.
- Invitation # 13-051602-1015 – Next Generation 911 Switch, Firm chosen in November, with contract reviewed by City and requested modifications was being reviewed by vendor. We were unable to come to terms, so new vendor selected & work expected to start in March.
- Invitation # 13-102802-1016 – Appomattox River Trail Project III. Issued on Sept 27, opened on October 28. Approval from VDOT has been received and vendor is waiting on required State permits and weather before proceeding.
- Invitation #13-110610-1017 – Pre Employment Physicals for New Hires. Vendor was chose and contract negotiations were completed.

V. FINANCE DEPARTMENT (CONTINUED):

- Invitation # 13-110620-1019 – Automated Medical Billing & Collection for Ambulance Service. Vendor was chosen and contract is in review process.
- Invitation # 13-110620-1020 – Motor Grader. Sealed Bid received on January 24th Three bids received, and lease purchase is in process.

Other Purchasing Activity:

- Quote issued for grass cutting services for City’s grass ordinance
- Contract finalized for on call surveying services & new hire physicals.

Risk Activity:

- Sewer backup into duplex on Orange Avenue.
- Several mail boxes on Conduit Road damage by City snow plow were reimbursed.
- Police and Sheriff vehicles were damaged by individual running from the police.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,619

Delinquent Notices Sent – 795 or 20.9% with 70 cut off for nonpayment.

Set off debt collected for February - \$65.94.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Finance
Recreation & Parks
Recreation & Parks
Office on Youth

Position

Financial Specialist
Recreation Assistant I (Part-time)
Recreation Assistant II (Part-time)
Youth Specialist (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Financial Specialist	215	1,575
Youth Specialist (Part-time)	72	567

Training

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

Miscellaneous

- ☆ Administered a written test for the EMS Firefighter recruitment process on February 7, 2014.
- ☆ Participated in the panel interview phase of the Economic Development Director recruitment process.
- ☆ Participated in (2) Virginia Employment Commission telephonic hearings for unemployment benefit claims.

Worker’s Compensation

- ☆ The following workers’ compensation reports were filed during the month of February 2014:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
02-05-14	Recreation	Right middle knuckle hung in Gatling gun causing swelling and pain.
02-20-14	Police	Fell during suspect pursuit causing abrasions to hands/face/left elbow.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

☆ The City’s website, www.colonialheightsva.gov, had 62,268 page views in the month of February.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records 3. Recreation & Parks 4. Animal Shelter 5. News Flash 6. City Departments 7. Recreation Programs 8. Records & Property Tax Maps 9. Police 10. Recreation’s Sports & Athletics 11. Facilities Directory 12. Education & Schools 13. Assessments 14. Fire & EMS 15. Clerk of Circuit Court 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Philippines  Brazil  Germany  Canada <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  North Carolina  District of Columbia  New York  California
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- ☆ Citizens submitted and city staff processed 325 service requests and questions through the “Let Us Know” module during the month of February. The City of Colonial Heights’ Facebook Page now has 3,139 fans and the City’s Twitter account has 284 followers.
- ☆ Proactive Information Management completed 94.36 hours of IT service and maintenance for City departments this month.
- ☆ All new telephones were installed at the Public Safety Building in February and fax lines at the Library were ported over to Comcast service.

VIII. LIBRARY:

- ☆ The library staff circulated 16,133 titles in February.
- ☆ 323 e-books circulated and 98 Kindles circulated.
- ☆ The public computer center was used 1,504 times.
- ☆ The public iPad center was used 58 times.
- ☆ 53 children participated in the Storytime program.
- ☆ The library’s meeting rooms were used 120 groups.
- ☆ 4,015 residents visited the Colonial Heights website to view new titles and submit online requests.
- ☆ 199 residents registered for new library cards, and an average of 489 residents used the library each day.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of February, the Recreation Department, in conjunction with the City Manager's Office, completed work on the newly formatted City Focus to be mailed to each City resident the 1st week in March. The new City Focus will now include information from City Departments as well as the Recreation Department Activity listing and sent to residents quarterly through the mail.

Shepherd Stadium hosted two weekends of College Baseball in the month of February, including 6 teams on the weekend of February 21-23. Staff is already in conversation about bringing 12 teams over two weekends in late February 2015. The new scoreboard at Shepherd Stadium has also been installed and has received great reviews from teams and spectators that have visited Shepherd Stadium.

Due to weather related cancellations, youth basketball schedules have been pushed back. The regular season will end March 8 and the tournaments will start on March 10th. Staff has made changes to the Recreation & Parks website in an effort to more effectively get program information out to participants. All Spring/Summer program planning has been completed and all information for these programs is now posted online.



Athletics	2014	2013
Youth Basketball Registration	325	324
Youth Open Gym Basketball	97	128
Adult Open Gym Basketball	91	71
Youth Wrestling	24	28
Baseball/Softball Registration (as of March 1)		
Youth Baseball	165	325
Youth Softball	57	97
Activities/Programs	2014	2013
Ringling Bros. Circus Trip	28	55
Belly Dancing	3	9
Karate	19	16
Yoga	12	14
Cardio Fusion	13	15

Facility Usage	2014	2013
Community Room Attendance	900	1,023
Community Room Reservations	25	23
Pavilion Attendance	n/a	n/a
Pavilion Reservations	n/a	n/a
Field Attendance	400	14
Field Reservations	7	1
Teen Center Attendance-CHHS Students	143	12
Teen Center Attendance-CHMS Students	305	127

Violet Bank Museum

	2013	2014
Attendance	133	105

- Inventory & Collection management.
- Program preparation

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

Activities	2014	2013
AARP	canceled	14
Bingo in Center	48	56
Bowling	256	260
Bridge Party	96	64
Bridge Tournament	canceled	128
Crochet & Knitting	56	64
Senior Club Meeting	78	58
Club Board Meeting	12	0
Movie	0	6
Senior Citizen Dance	canceled	102
Sing A-Long	39	48
Sing A-Long-CH Health Center	12	12
Table Games	10	6
Awareness/Education		
Chronic Wellness	0	42
TRIAD	0	35
Classes		
Craft Class	0	12
Gary Jenkins Painting Workshop 5 days	0	100
Gems By James	6	8
Painting Class Claudine Pond	3	0
Painting Class Kay Tirpak	24	0
Painters Group	32	48
Sewing Class	16	14
Splash of Color	14	17
Tap Class Intermediate	20	63
Tap Class Advance	111	75
Quilting Class	42	36
Quilts for Vets	10	0
Watercolor	14	18
Watercolor Faye Henderson Class	36	52
Fitness		
Cardio Bump	0	121
Strength & Stretch	180	168
Sit Down Exercises	243	301
Floor Exercises	0	35
Yoga	58	116
Muscles in Motion	222	213
Tai Chi	28	30
Trips		
Atlantic City Trip	40	0
Crater Valentine Luncheon @ Prince George	0	16
Healthy Expo Trip-Richmond	0	9
Quilters Trip	13	24
Total	1719	2369

Meals (Donations)	2014	2013
Home Del Meals	9	18
Site Meals	98	126
Total	107	144
Transportation		
Total Passengers	47	115
Total Trips	360	512
Total Miles	2123	2756
Wheelchairs	32	24
Volunteer Hours	10	0
Donations	\$211	\$338

Parks-Horticulture, Buildings & Grounds

- Moved designated claimed furniture from old Courthouse to respective Departments.
- Rehung TV in JDR Courtroom that had come loose from mount.
- Removed thru the wall heating units from old Courthouse for use in Shepherd Stadium concession stand.
- Cut down dead/dangerous trees at Appamatuck Park.
- Cleared snow from parking lots around Community Center and Shepherd Stadium.
- Cleared snow from sidewalks around Courts Building, Community Center, and Shepherd Stadium.
- Relocated doorway in Finance Dept. server room.
- Painted over graffiti on Shepherd Stadium walls and concession stand.
- Prepared Shepherd Stadium for college baseball tournament.
- Moved files at Courts Building for new furniture to be installed.
- Pruned ground cover at sites.
- Transplanted Nadine's from old Courthouse to Ashby welcome sign.
- Pruned roses bushes at sites.
- Cut up and removed down tree in median of Temple Ave.
- Weeded, edged, and mulched sites as needed.
- Cut down and removed perennials at Roslyn Park.

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 17 YAC Members and Advisor attended January Monthly Meeting
- 4 YAC Officers and Advisor Met to Plan for Monthly Meeting
- 1 YAC Members and Advisor Attended GPS for Success Youth Leadership Summit
- 8 YAC Members and Advisor Assisted with Dunlop House’s Valentines Dance
- 7 YAC Members and Advisor Met for Planning Meetings for Reality Check
- Mailed 150 Valentine’s Cards to Veterans at McGuire Veterans Hospital

➤ **Youth Service Commission**

- Youth Services Commission met in February.

➤ **Kids’ After School Program**

- Work-study students: JTCC-5, VSU-5
- Volunteers: Matoaca H.S.-44, Richard Bland College -2, VSU-53, CHHS-4, CHMS-4, VCU-1, JTCC-3, LC Byrd HS-1, Thomas Dale HS-1.
- Student Activities: Lakeview Elementary students participated in Too Good for Drugs Program.
- Program Coordinator Activities: planning for Child care Initiative program
- Current enrollment:68

➤ **Substance Abuse Prevention Activities**

- 8 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
- Interagency Prevention Team
- CADRE Coalition Meeting
- School Board Meeting
- Relay for Life Committee Meeting and Virtual Kick Off
- SAMSHA Webinar – Growing Up Girls
- VALHSO Legislative meeting
- Regional DJJ meeting
- Community Coalitions of VA Board meeting

➤ **Diversion Program Participation**

• **Community Service**

0 youth completed 16 hours of Service Learning.

• **Shoplifting Diversion**

16 youth and a parent attended the Shoplifting Diversion Program

• **Case Management**

2 youth and families began Case Management Services

Began “Too Good for Drugs” with 15 Lakeview Elementary 4th and 5th Grade KAP Students
 Attended Kiwanis Meetings and Assisted with “Terrific Kids” Presentations

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2014	89	\$15,735.30	14	\$3,165.50
2013	75	\$16,757.82	3	\$ 485.19

XI. FLEET MAINTENANCE (CONTINUED):

Sublet repairs consist of the following:

Windshields	\$1910.89
Dealer Repair	\$708.12
Towing	\$450.00
Tire Repair	\$71.49
Misc.	\$25.00