

CITY MANAGER'S REPORT TO CITY COUNCIL MARCH 2014



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* – Project complete.

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. Asphalt pavement has been installed along portion of southbound lane. Installation and construction of brick pavers being performed on southbound lane. Waterline work along north side of Dupuy Avenue to Boulevard being completed. Anticipated date to move traffic onto southbound lanes and closure of northbound lanes for reconstruction is first week of May 2014.
- *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 May 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 May 2014. Completion of construction planned for late 2014.
- *Dupuy Avenue Modernization, UPC 101287* – VDOT has issued R/W authorization for acquisition of right-of-way. City's consultant has begun process of preparing Compensation Agreements 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* – City preparing bid package for solicitation. Advertisement of construction bids anticipated in May 2014.
- *White Sands Court Pavement Construction (UPC 104508)* – Design of project in process. Construction expected Summer 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.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **Bruce Avenue Storm Drainage Phase III and Phase IV** – City is negotiating Fee Estimate with consultant for engineering services for the design of this project.

Plan Reviews

- Received one (2) plans of development for review and two (2) subdivision plats for review.
- **Redevelopment of 401 Temple Avenue (Kroger)** – VDOT in process of making design revisions to roundabout interchange project. City is in the process of facilitating a meeting between VDOT and Kroger team.

Right-of-Way Permits

- Issued one (1) permit and closed out one (1) permit.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 41 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (18) locations, responded to (05) litter miscellaneous/dead animal requests.
- Trimmed limbs/removed at (03) locations in preparation of grass cutting season.

Recycling Center

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

Storm Water and Drainage

- Cleaned (42) catch basins, (04) drainage pipe, (01) BMP, (01) outfall and responded to (05) miscellaneous drainage requests.
- Repaired a catch basin at Lakeview Avenue and Boulevard.
- Placed gravel in sinkholes at (01) location and topsoil at (01) location.
- Street sweeper collected 211.5 cubic yards of debris from (14) locations.

Transportation

- Placed Asphalt in (37) potholes, (01) driveway, (18) utility cuts, (01) on shoulder of street, (01) storm sewer utility cut and responded to miscellaneous asphalt request at (03) locations.
- Placed gravel on shoulder of street at (02) locations, and utility cut at (01) location.
- Graded gravel area on Bruce Avenue, alley from Suffolk to Norfolk Avenues, Norfolk to Lynchburg Avenues, alley behind Richmond Avenue and placed 4 tons of 21a stone in this alley.
- Assisted Traffic Engineering removing broken post on Jackson Avenue and with Traffic Light repairs on Boulevard.
- Assisted Purchasing Department moving old equipment at Old Courthouse for yard sale.
- Repaired salt shed doors and steps on loader.
- Located property pins of Mount Pleasant Drive for Superintendent.
- Cleaned and preformed preventive maintenance on small equipment, vehicles, leaf machines and snow spreaders.
- Pretreated bridges, top priority School Bus routes and icy areas throughout the City during snow/ice on March 3th, 4th, 17th, 18th and 26th distributing 62 tons of salt and 22.5 tons of salt/sand mix.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (07) sewer backups, flushed sewer line at (01) location, installed (09) cleanouts and responded to (08) sewer miscellaneous requests.
- Repaired sewer main at (01) location and (01) lateral.
- Camera sewer main line at (01) location.
- Removed debris from pumps (04) times, washed down wet well and changed florescent bulbs down stairs at Main Pump Station.
- Changed pump and changed cut off float from pump number 2 and cleaned rags from both pumps at Charles Dimmock Pump Station.
- Cleaned leaves and limbs from roof at Hillcrest Pump Station.
- Cleaned grease and debris from floats at Conjurers Neck Pump Station.
- Placed gravel in sewer utility cuts at (08) locations.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (31) meters, (05) meter tops, (03) meter setters, (01) pigtail and raised (01) meter box and responded to (06) water miscellaneous Requests.
- Repaired (04) sewer mains and (01) service lines.
- Turned water off due broken pipes on citizen's side at (04) locations.
- Pulled meter and sent to Chesterfield County to be tested for Utility Billing at (01) location.
- Cleaned (04) meter boxes for Utility Billing.
- Ran fire hydrant at (02) locations to discolor water.
- Backflow/Cross Connection Technician conducted (82) surveys, (15) completed, (67) incomplete.
- 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 (222) 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	4	12
Violations Resolved	2	8
Vehicles Towed	2	2
Total Inspections	24	54
Building Code		
Violations	6	11
Violations Resolved	5	6
Total Inspections	22	32
Property Maintenance		
Violations	5	13
Violations Resolved	4	6
Total Inspections	18	40
House Numbers		
Violations	0	0
Violations Resolved	0	0
Total Inspections	0	0
Zoning		
Violations	1	2
Violations Resolved	2	2
Total Inspections	6	7
Signs		
Violations	4	15
Violations Resolved	1	12
Total Inspections	10	36
Graffiti		
Violations	1	12
Violations Resolved	2	12
Total Inspections	6	37
TOTAL INSPECTIONS	86	206

	Month	YTD
Building Permits		
Permits		
New Residential	1	3
Cost	\$ 150,000	\$ 310,000
Residential Additions	5	8
Demolitions	0	0
Commercial	5	14
Cost	\$ 231,159	\$ 2,054,015
Plumbing	11	31
Electrical	15	47
Mechanical	11	20
Swimming Pool	0	0
Fence	1	3
Signs	1	19
Hale's Insurance - 664 Boulevard		
TOTAL PERMITS	50	145

	Month	YTD
Building Inspections		
Residential	50	212
Commercial	127	409
Other Activities		
Water Shut Off letters	50	212
Court Cases	127	409
TOTAL INSPECTIONS	179	623

	Month	YTD
Rental Inspections		
Total Units Inspected	269	481
SF Dwellings	234	433
Duplex	31	31
Apartments	4	17
First Inspection		
Passed	269	501
Failed	5	7
Second Inspection		
Passed	5	7
Failed	0	0
4 year Certif Issued	331	653
Apartment Complexes	4	9
No of Units Certified	22	143
TOTAL INSPECTIONS	279	515

Programs & Projects

Emergency Home Repair(CDBG)
 Work was completed on 2 households for the program. There is only enough funding left to complete minor repairs.

Appomattox River Greenway Trail
 Phase 3 - under construction - June target completion date.
 Phase 4 - Still waiting for resolution of Petroff property easement.

Violet Bank Historic District
 Staff continues to work with Department of Historic Resources to work out kinks in V-CRIS, the new State Historic Resources Database.

Safe Routes to School
 Still no word on 2014 application.

Comprehensive Plan Update
 The Comprehensive Plan was discussed at the Planning Commission. There were three Open House meetings held. Approximately 30 people attended these meetings.

GRAND TOTAL INSPECTIONS **544** **1344**

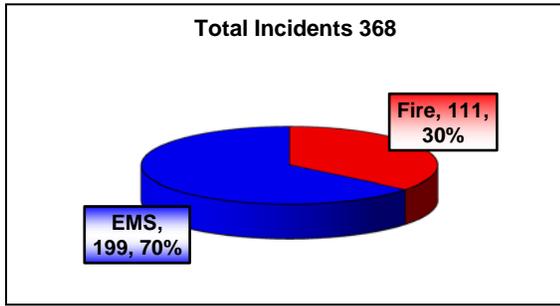
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,600 calls for service during the month of March, 2014. During the same month last year, we responded to 3,618 calls for service—less than 1% decrease. We had no reported robberies this month, and none were reported in March of 2013—no change. There was one (1) reported aggravated assault this March, while one (1) was reported during the month of March, 2013—no change. We had seven (7) reported burglaries in March, 2014, compared with three (3) reported during the month of March, 2013—a 57% increase. There were 77 Part I, or serious, crimes reported to the Colonial Heights Police Department in March, 2014. Forty-four (44) of those, or 57%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ We are so excited that spring has finally kicked in, since the month of March continued with many weather-related challenges. It was a very busy month, as we participated in many police initiatives as well as partnered with our school division on a few of their activities. We are most pleased to report that we have again cleared several incidents of vandalism that have plagued the south end of the City. A Crime Solvers tip was instrumental in the arrest of several juveniles who spray-painted personal property. In addition, we are also pleased to report that we are the first agency in the Richmond metro area to fully employ an encrypted radio system. This ensures that all of our police communication will be safe and secure and only accessed by police and public safety personnel. The primary goal in utilizing this system is officer safety and public safety. We were aware that we have experienced criminals listening in on law enforcement channels and monitoring our officers' movements in real time. Another reason is to ensure confidentiality of sensitive public safety radio communication. We also want our agency to get back to utilizing our radios and not using department-issued or personal cell phones while on duty. Our radio study was instrumental in this endeavor. The capability was always there—we just had to enact it.
- ✓ We continue to experience an increase in reported burglaries; however, we were fortunate to have video of several crimes that we have shared with the local media in order to obtain possible leads/suspects. One burglary of note occurred at Target. The suspect smashed the glass door to gain entry in order to steal electronic/computer merchandise. Further investigation revealed this same sort of crime was occurring off of I-95 in northern Virginia, as well as in Maryland. A week later, we learned that a suspect in the exact type of crime was killed by Maryland State Police after a pursuit and the suspect attempted to strike their officers with his motor vehicle. We have identified the same person as being in our store the previous day. He resided in Washington D.C. prior to his demise. I think this case shows just how far our criminals will go to elude capture.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol also had a busy month, considering the weather:
 - Sgt. Robert Helms took charge of a grant-related checkpoint worked by 10 officers, which resulted in 643 vehicles checked, 41 summonses issued, one (1) DUI arrest and five (5) traffic-related arrests.
 - Uniform patrol responded to a shooting on Lakeview Avenue. It was determined to be an accidental/reckless handling of a firearm case. Criminal charges were initiated via Investigations.
 - Officer Will Waldrep's proactive patrol lead to the discovery of a suspect concealing himself inside a fenced-in area of Victory Auto—an arrest for grand larceny ensued.
 - Patrol officers continued their safety efforts with extra patrols, both mobile and on foot, within our elementary schools as well as in the north-end Boulevard businesses.
 - In regard to the north-end burglaries, patrol participated in nightly surveillance in unmarked cars.
 - Animal Control continues their efforts by partnering with B.A.R.K., Bully Rescue and P.A.W.S. in finding homes for worthy animals.

III. POLICE DEPARTMENT (CONTINUED):

- Our Auxiliary officers and Sentinels volunteered over 260 hours of service during the month. They were utilized during our checkpoint as well as for several road races throughout the month.
- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported another productive month. These officers netted 31 felony arrests, 21 misdemeanor arrests, 11 fugitive arrests, and issued 36 traffic summonses. They also conducted several controlled purchases of narcotics at various locations in our City. Thirty-nine (39) of their total arrests were for drug violations. Approximately \$1,700.00 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.
- ✓ 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:
 - Statewide tornado drill
 - D.A.R.E. Program graduation at Tussing Elementary
 - Fundraising for the 2014 Special Olympics of Virginia
 - CHHS Job-Shadow Program—we hosted four students interested in becoming police officers
 - We attended Virginia State University’s Internship Recognition Program
 - School Resource Officers worked with patrol during snow-closed school days
 - Sr. SRO Scott Whirley of CHMS highlighted the south-end vandalisms on Crime Solvers and we received crucial information that led to arrests.
 - The Colonial Heights residency team (R.I.D.), comprised of our SRO and school officials, found a student who did not reside in the City. Withdrawal procedures are in the process.
- ✓ Our **Investigations Division** had a steady month, picking up 20 new cases. Of the 20 cases assigned, 12 of them have been cleared, for a 60% clearance rate for the month. The cases include an attempted sexual assault, sexual assault, several frauds, burglaries, and a charge of reckless handling of a firearm. In addition to the criminal cases, we have also processed 27 concealed weapon permits, one (1) precious metals permit, and one (1) massage therapist permit. In addition to their new cases, our detectives continue to work with prosecutors in preparation for the upcoming capital murder trial. Sgt. Steve Kolev and the Chesterfield County Commonwealth’s Attorney recently traveled to Florida to interview a witness related to this case.
- ✓ Overall, we made 326 arrests for the month, including 97 felonies and 226 misdemeanors; worked 74 crashes; wrote 616 traffic citations; executed 1,188 traffic stops; affected 22 DUI arrests and 58 drug arrests; and issued 28 parking citations.
- ✓ **Master Officer Michael B. Kelley** was selected as our *Employee of the Month* for February, 2014. MPO Kelley had a very productive February, issuing 29 traffic summonses, investigating five (5) vehicle crashes, obtaining two (2) felony warrants and eight (8) misdemeanor warrants. He investigated seven (7) criminal cases, clearing five (5) of those cases.
- ✓ On February 25th, MPO Kelley responded to a medical emergency at a local residence. Upon his arrival, he found the victim not breathing and she had no pulse. Immediately, he placed the victim on the floor and began CPR for several minutes, at which time she started to aspirate. He rolled her to her side to assist in removing the fluid from her mouth and continued to assist Fire/EMS personnel once they arrived. The Colonial Heights Fire/EMS personnel stated that the quick action of MPO Kelly was the only reason that this victim made it to the hospital alive.
- ✓ Mike’s hard work, professionalism and willingness to go above and beyond are a true reflection of his commitment to law enforcement and our community. He represents this department in a very positive way, and we are proud to name him for this distinguished honor.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 111

(Total Fire Loss \$8,000):

Total Patients transported: 199

(Total EMS incidents 257)

*Fire units arrived on scene in less than 9 minutes on 97.7% of emergency incidents.
(average response time 4:57 minutes)*

*EMS units arrived on scene in less than 9 minutes on 96.1% of emergency incidents.
(average response time 5:07 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	3	Electrical Problem	1	Good Intent Calls	29
Cooking Fire	2	Power Line Down	2	Public Service	41
Vehicle Fire	1	Gas or Chemical leak/spill	3	Alarm Activation (no fire)	15
Outside Trash Fire	1	Chemical hazard – no spill	1	Child Seat Installation	6
Other Fire	1			Smoke detector installation	5
M/A EMS First Responder to Chesterfield	4	M/A received from Chesterfield Fire			1
M/A to Chesterfield Fire	1				
M/A to Hopewell Fire	1				
M/A to Prince George Fire	2				
M/A to Crater Haz-Mat-Team	2				

EMS Division (number of patients treated)

Abdominal Aortic Aneurysm	1	COPD (emphysema)	4	OB /Gyn Vaginal Hemorrhage	1
Abdominal Pain	24	Dehydration	2	Obvious Death	2
Allergic Reaction	1	Diabetic Hyperglycemia	2	Pain	22
Altered Mental Status	4	Diabetic Hypoglycemia	3	Respiratory Distress	22
Back pain	2	Fever/Hyperthermia	1	Seizure	10
Behavioral/Psychiatric	4	G.I. Bleed	1	Stroke/CVA	4
Cardiac Arrest	2	General Malaise	5	Syncope/Fainting	4
Cardiac Rhythm Disturbance	3	Headache	1	Traumatic Injury	45
Chest Pain	20	Hypertension	4	Weakness	8
Congestive Heart Failure	1	Nausea/Vomiting	5	Other	46
M/A to Dinwiddie EMS	1	M/A received from Fort Lee EMS			2
M/A to Petersburg EMS	2	M/A received from Petersburg EMS			1

EMS Transports (by facility)

Southside Regional Medical Center	148	74.37%
John Randolph Medical Center	22	11.06%
CJW Medical Center –Chippenham Campus	17	8.53%
VCU Health Systems	7	3.52%
St. Francis Medical Center	2	1.01%
CJW Medical Center –Johnston Willis Campus	2	1.01%
VAMC Richmond (McQuire)	1	0.50%
Total:	261	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,097

Twelve alarm citations were processed during March.

Purchasing - 218 total purchase orders completed with 153 being processed by the purchasing and 65 departmental purchases being reviewed as compared to 227 being completed for the same period in 2013. In addition 135 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 & Phones Conversion completed. Fax line only conversion in process.
- 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 started 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 has started.
- Invitation # 13-110620-1019 – Automated Medical Billing & Collection for Ambulance Service. Vendor was chosen and revised contract is in vendor review process.
- Invitation # 14-012402-1020 – Motor Grader. Sealed Bid received on January 24th Three bids received, and lease purchase is in process.
- Invitation # 14-030502-1020 – Banking Services Proposal. Proposals received on March 5th. Proposal being reviewed and interviews will be held in April.

Other Purchasing Activity:

- Surplus yard sale held at Courthouse.
- Continued transferring Verizon fax lines to Comcast fax lines.
- Purchase Order issued for cleaning out Old Town Creek Culverts.
- Emergency Purchase Order issued for replacing roof repair at the Public Safety building
- Purchase Order issued for antenna boosting system at the Courthouse.

Risk Activity:

- Suit received concerning zoning issues.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,793

Delinquent Notices Sent – 731 or 20.2% with 113 cut off for nonpayment.

Set off debt collected for March - \$0.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Sheriff’s Office
Sheriff’s Office
Recreation & Parks
Recreation & Parks

Position

Deputy Sheriff
Deputy Sheriff (Part-time)
Recreation Assistant I (Part-time)
Recreation Assistant II (Part-time)

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Deputy Sheriff	225	1,494
Deputy Sheriff (Part-time)	65	404

Training

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

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Miscellaneous

- ☆ Administered a written test for the Telecommunicator (Dispatcher) recruitment process on March 7, 2014.
- ☆ Participated in the annual IPMA-HR Virginia Chapter Spring Conference on March 27-28, 2014. Topics included: managing performance, technology systems, leave plans and generational differences.
- ☆ The following new employee orientation sessions were held in March 2014: Benjamin Lang (EMS Firefighter) and William Elliott (Senior Engineering Technician).

Worker’s Compensation

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

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
03-19-14	Sheriff	Ear pain after custom molded ear phone was made by vendor.
03-21-14	Fire	Right knee twisted while transferring a heavy patient.
03-28-14	Fire	Lower back strain while lifting patient.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 71,439 page views in the month of March.

<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. City Departments 6. Facilities Directory 7. Police 8. Recreation Programs 9. Sports & Athletics 10. Records & Property Tax Maps 11. Education & Schools 12. Sheriff 13. Assessments 14. About the City 15. Clerk of Circuit Court 	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none">  India  Brazil  Philippines  United Kingdom  Germany <p>Top five regions after Virginia:</p> <ul style="list-style-type: none">  Maryland  North Carolina  District of Columbia  New York  California
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- ☆ Citizens submitted and city staff processed 304 service requests and questions through the “Let Us Know” module during the month of March. The City of Colonial Heights’ Facebook Page now has 3,185 fans and the City’s Twitter account has 295 followers.
- ☆ Proactive Information Management completed 58.4 hours of IT service and maintenance for City departments this month.
- ☆ Training for employees was held on March 19 and 27 on the new Sharepoint software for the City’s iConnect Intranet site.
- ☆ All new telephones were installed at the Health Department in March and the fax line at the Shepherd Stadium was ported over to Comcast service.

VIII. LIBRARY:

- ☆ The library staff circulated 17,614 titles in March.
- ☆ 420 e-books circulated.
- ☆ 106 Kindles circulated.
- ☆ The public computer center was used 1,633 times.
- ☆ The public iPad center was used 60 times.
- ☆ 145 children participated in the Storytime program.
- ☆ The library's meeting rooms were used 128 times.
- ☆ 4,020 residents visited the Colonial Heights Virtual Library to retrieve 800 articles from their homes and offices.
- ☆ 169 residents registered for new library cards, and an average of 559 residents used the library each day.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of March, the Recreation Department completed its Youth Basketball League playoffs and Championship games, held Youth Baseball/Softball registration, evaluations and team drafts, as well as hosted baseball tournaments each weekend in March on its fields.

Also in the month of March, staff attended numerous meetings in preparation for its first year in the Dixie Baseball and Softball program. Facility dates for Shepherd Stadium were also completed to include the Babe Ruth 16-18 year old State Tournament in June and the American Legion Junior State Tournament in August. Staff continues to work on upcoming events including the 2nd Annual Sunshine 5K & 1 Mile Kids Fun Run event on May 3 and the Spring Break program the middle of April.

Athletics	2014	2013
Youth Basketball Registration	325	324
Adult Softball Teams	29	31
Track and Field Program	24	23
Baseball/Softball Registration		
Youth Baseball (ages 4-5) - Rookie	44	56
Youth Baseball (ages 6-8) - Coach Pitch	91	103
Youth Baseball (ages 9-10) - Minor	75	72
Youth Baseball (ages 11-12) - American	65	72
Youth Baseball (ages 13-15) - National	54	71
Youth Baseball (ages 16-18) - Big League	14	n/a
Youth Softball (ages 9-10) - PeeWee	39	39
Youth Softball (ages 11-12) - Junior	39	43
Youth Softball (ages 13-15) - Senior	28	28

Activities/Programs	2014	2013
Little Tikes	4	n/a
Middle School Dance	55	n/a
Belly Dancing	5	9
Karate	16	17
Zumba	15	12
Yoga	8	19
Pilates	5	n/a
Cardio Blast + Strong	10	15
Facility Usage		
Community Room Attendance	1,150	1,083
Community Room Reservations	28	30
Pavilion Attendance	625	1,325
Pavilion Reservations	9	12
Field Attendance	7,513	2,000
Field Reservations	57	26
Teen Center Attendance-CHHS Students	85	56

Violet Bank Museum

	2013	2014
Attendance	209	244

- Collection work and Program preparation
- Participated in one outreach program; Heritage Day at Fort Clifton Park

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

Activities	2014	2013
AARP	26	32
Advisory Board Meeting	10	11
Bingo in Senior Center	48	80
Bowling	325	200
Bridge Party	72	68
Bridge Tournament	112	128
Crochet & Knitting	70	62
Golfers Board Meeting	12	12
Golfers Meeting	125	122
Senior Club Meeting	72	72
Senior Club Board Meeting	0	8
Senior Citizens Dance	132	101
Sing A Long	56	15
Sing A Long CH Health Care Center	12	13
Table Games	0	6
Awareness/Education	2014	2013
Chronic Wellness	n/a	34
TRIAD	18	30
Classes		
Bob Ross Video Painting Class	10	0
Craft Class	11	6
Easter Crafts	4	8
Gary Jenkins Workshop	0	60
Gems by James	36	n/a
Painting Class Kay Tirpak	n/a	15
Painter Group	48	38
Splash of Color	18	14
Tap Class Advance	49	119
Sewing Class	21	29
Tap Class Intermediate	23	72
Quilts for Vets	14	0
Quilting Class	36	33
Watercolor Class Monday	16	22
Watercolor Class Faye Henderson	44	40
Fitness	2014	2013
Cardio Bump	n/a	108
Strength & Stretch	238	200
Sit Down Exercises	220	200
Floor Exercises	n/a	30
Yoga	50	57
Muscles in Motion	238	157
Walking	21	0

Women Show	13	0
Quilt Show	13	0
Total	2213	2261
Meals	2014	2013
Home Deliver Meals	10	15
Site Meals	98	179
Breakfast	0	0
Boxes	0	0
Total	108	194
Transportation		
Total Passengers	80	61
Total Trips	458	432
Total Miles	2652	2422
Wheelchairs	21	48
Volunteers Hours	12	0
Donation	\$295.00	\$228.00

Parks, Horticulture, Buildings & Grounds

- Installed wind screen on B field outfield fence.
- Installed temporary outfield fence on High School baseball and softball fields.
- Turned water on and opened up restrooms in all Parks.
- Laid out and painted soccer fields.
- Move goals onto soccer fields and anchored down.
- Relocated doorway to Data Room in Finance Department at City Hall.
- Cleared paths at Ft Clifton of overhanging limbs for Heritage Day event.
- Provided manpower for cleanup day at Appamattuck Park.
- Mulched flower beds as needed.
- Cut lirope and pruned back pansies as needed at all sites.
- Planted new tree at Flora M Hill Park.
- Edged all mulch beds.
- Spread pine tags in flower beds at Library.
- Pruned bayberries and crepe myrtles at sites.

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- YAC March Monthly Meeting Canceled Due to Snow
- 2 YAC Officers, a Member, and Advisor Met to Plan for Monthly Meeting
- 7 YAC Members and Advisor Met for Planning Meetings for Reality Check

➤ **Youth Service Commission**

- Youth Services Commission met in March.

➤ **Kids' After School Program**

- Work-study students: JTCC-5; VSU-5
- Volunteers: Matoaca High School – 44, Richard Blab College -2, VSU-53, CHHS -4, CHMS-4, VCU-1, JTCC-4, LC Byrd High School – 1, Thomas Dale High School -1
- Student Activities: Lakeview Elementary and Tussing Elementary students participated in Too Good for Drugs Program
- Current enrollment: 68
- Program Coordinator Activities: Planning Child Care Initiative program, participate in Positive Parenting Institute, and plan for KAP trip to National Zoo

➤ **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
- Quarterly CERT Meeting and Training
- Juvenile and Domestic Violence Task Force Meeting
- Health Advisory Board Meeting
- Positive Parenting Institute Training: Trauma Informed Care Part II
- SAMSHA Webinar – Girl in the Mirror
- CPMT monthly meeting
- SAFE Marijuana Conference
- Leadership Development Regional Team-NCTIC
- Smart Beginnings

➤ **Diversion Program Participation**

• **Community Service**

0 youth completed 16 hours of Service Learning.

• **Shoplifting Diversion**

13 youth and a parent attended the Shoplifting Diversion Program

• **Case Management**

0 youth and families began Case Management Services

Completed "Too Good for Drugs" with 15 Lakeview Elementary 4th and 5th Grade KAP Students
Attended Kiwanis Meetings and Assisted with "Terrific Kids" Presentations
Attended Three Grant Writers' Club Sessions at Appomattox Regional Library
Presented Alcohol Education Program to 185 CHMS 8th Grade Students
Attended Fine Arts Festival at CHHS

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2014	90	\$17,641.51	7	\$ 965.56
2013	67	\$15,639.61	2	\$ 268.84

All repairs were normal maintenance issues.

Sublet repairs consist of the following:

Windshields	\$422.53
Tire Repair	\$478.03
Towing	\$ 65.00

Maintenance cost for the 3 quarters of this fiscal year compared to the last 5 are:

	<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
2013/14	\$13,077.67	\$178,613.49