

CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2013



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* – Construction continues. Project is under budget and on schedule. Substantial completion is October 4, 2013. Site work consists of installation of landscape and irrigation system, parking lot paving, and completion of demolition of pavement on north side of building. Interior work consists of millwork for judges benches and courtrooms, final painting, installation of window treatments, completion of carpet installation on second floor, testing and set-up of building security and monitoring systems, and completion of communication, audio/visual and security systems. Passenger elevator, judge's elevator, and inmate elevator will be tested and certified in September. 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* – Southbound lane closure of Boulevard still in effect. Curb and gutter, sidewalk, ornamental light pole foundations, and base and intermediate asphalt have been constructed from the south Courthouse entrance along the Boulevard to Battery Place on Dupuy Avenue. Contractor installing new water meter services for property owners on west side of Boulevard along with construction of storm sewer.
- *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 Fall 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 Fall 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* – Right of way plans have been submitted to VDOT for review.
- *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.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- **Lakeview Avenue Water and Sewer Replacement** – Design in process.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process.
- **Emergency Sanitary Sewer Line Repair** - Emergency repair of 12” sanitary sewer line along Compton Avenue from Eilerslie Avenue to Fairlie Avenue. Construction complete. Restoration of pavement completed.

Plan Reviews

- Received six (6) plans/plats and approved four (4) plans/plats.

Right-of-Way Permits

- Issued three (3) permits and no permits were closed out.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 50 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (16) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Cut vegetation at (107) locations and sprayed for weeds and high grass at (09) locations.
- Trimmed bush blocking view of traffic at (01) location, limbs hanging in street at (05) locations and responded to (01) tree miscellaneous request.
- Removed storm debris from (03) locations and tree down in street at (01) location.
- Cut up a tree located at the new Courthouse removing three flatbed loads.
- Cleaned all Street Division’s vehicles, break room and equipment.

Recycling Center

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

Storm Water and Drainage

- Cleaned (32) catch basins, (04) drainage ditches, (02) drainage pipes, (04) Curb and Gutters and responded to (10) miscellaneous drainage requests.
- Repaired (02) storm drain pipes and (02) catch basins.
- Placed topsoil in sinkholes around inlets at (02) locations and gravel over storm drains at (04) locations.
- Sweeper collected (14) cubic yards of debris from streets at (06) locations.
- Concrete Crew repaired/replaced (22) feet of sidewalk at (02) locations, (135) feet of Curb and Gutter at (05) locations and over lay a gutter pan on Dunston Point Parkway.

Transportation

- Placed Asphalt in (04) potholes, (07) low pavement, (01) driveways, (03) utility cuts, (01) gutter pan and new concrete structures at (07) locations.
- Placed gravel on shoulders at (01) location.
- Removed (25) dump truck loads of construction fill dirt from Public Works Complex to the Pistol Range.
- Cleared branches out of roadway and back drag stone to fill holes at the dead end of Charlotte Avenue leading towards Piedmont Avenue.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (07) sewer backups, flushed drains at the animal shelter, flushed sewer line at (02) locations, installed (01) cleanout, repaired (01) cleanout top and responded to (04) sewer miscellaneous requests.
- Camera sewer main line at (01) location.
- Sprayed for sewer bugs in manhole at (03) locations.
- Removed debris from pumps and washed wet well down at Main Pump Station.
- Removed debris from pump 1 and cleaned check valve at Hillcrest Pump Station.
- Removed and order new exhaust fan at Dunlop Farms Pump Station.
- Placed gravel in (01) sinkhole and (01) Utility cut.
- Continued cutting and trimming grass around all pump and water stations.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (14) meters, washers on (02) meters and (02) meter setters.
- Cleaned (03) meter boxes, replaced (06) meter tops, turned water on/off at (03) locations, placed topsoil around (01) box and responded to (06) water miscellaneous Requests.
- Replaced (03) fire hydrants and flushed (01) line for discolored water.
- Repaired (02) main lines and replaced (01) service line.
- Backflow/Cross Connection Technician conducted (48) surveys, (29) completed, (19) incomplete and assisted with locating underground utilities performing (28) 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 (200) man-hours.
- Continued Fire hydrant flushing.

II. PLANNING DEPARTMENT:

	Month	YTD
Code Enforcement		
Tall Grass		
Violations	78	649
Violations Resolved	39	446
Contractor Properties Cut	10	51
Total Inspections	156	1231
Inoperable Motor Vehicles		
Violations	2	68
Violations Resolved	0	33
Vehicles Towed	0	2
Total Inspections	21	81
Building Code		
Violations	2	29
Violations Resolved	0	21
Total Inspections	20	60
Property Maintenance		
Violations	3	49
Violations Resolved	0	40
Total Inspections	30	109
House Numbers		
Violations	2	24
Violations Resolved	5	21
Total Inspections	14	81
Zoning		
Violations	2	23
Violations Resolved	0	20
Total Inspections	4	31
Signs		
Violations	8	74
Violations Resolved	4	68
Total Inspections	8	75
Other/Miscellaneous		
Violations	0	9
Violations Resolved	0	9
TOTAL INSPECTIONS	281	2158

	Month	YTD
Building Permits		
Permits		
New Residential	2	6
Cost	\$ 250,250	\$ 739,750
Residential Additions	5	43
Demolitions	1	5
Commercial	10	54
Cost	\$ 1,206,857	\$ 3,552,759
Plumbing	9	69
Electrical	22	120
Mechanical	17	81
Swimming Pool	0	4
Fence	3	17
Signs	18	75
Napa Auto Parts - 1621 Boulevard		
Devine Appointments Beauty Gallery - 601 Boulevard		
1st Choice Realty Group - 2306 Boulevard		
5 Guys Burger & Fries - 707 Southpark Boulevard		
True Diesel Performance - 905 Boulevard		
Batteries Plus Bulbs - 648 Southpark Boulevard, Suite A		
Spirit Halloween - 3107 Boulevard, Suite 1E		
Chick-Fil-A - 651 Southpark Boulevard		
Hardees - 2816, 1850 Boulevard		
Shoe Source - 732 Southpark Boulevard		
Quiznos Subs - 458 Charles Dimmock Parkway		
Mattress Discounters - 707 Southpart Boulevard		
Bank of McKenney - 3115 Boulevard		
Foot Doctor - 3611 Boulevard		
A & R coins - 3413 Boulevard		
Goodyear Auto Service - 1703 Boulevard		
Mid Town Deli - 3220 Boulevard		
Cigarette & Tobacco Outlet - 1412 Boulevard		
TOTAL PERMITS	87	474

	Month	YTD
Building Inspections		
Residential	32	696
Commercial	110	1075
Other Activities		
Water Shut Off letters	0	15
Court Cases	0	0
TOTAL INSPECTIONS	142	1786

	Month	YTD
Rental Inspections		
Total Units Inspected	2	71
SF Dwellings	0	56
Duplex	0	9
Apartments	2	6
First Inspection		
Passed	0	69
Failed	2	2
Second Inspection		
Passed	0	0
Failed	0	0
4 year Certif Issued	0	70
Apartment Complexes	0	4
No of Units Certified	0	84
TOTAL INSPECTIONS	2	71

	Month	YTD
Programs & Projects		
Emergency Home Repair(CDBG)		
Applications Processed	6	6
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		
(No change)		
Next step-bid project out		
Violet Bank Historic District		
DHR-\$8,000 Cost Sharing Grant Approved		
(Scope of work developed)		
Safe Routes to School		
SRTS Grant Reviewed by VDOT-+Feedback		
(No change)		
Comprehensive Plan Update		
Plan drafting continues		
(No change)		
GRAND TOTAL INSPECTIONS	425	4015

II. PLANNING DEPARTMENT (Continued):

2013 TALL GRASS VIOLATIONS BY INSPECTION DISTRICTS

(End of month reporting)

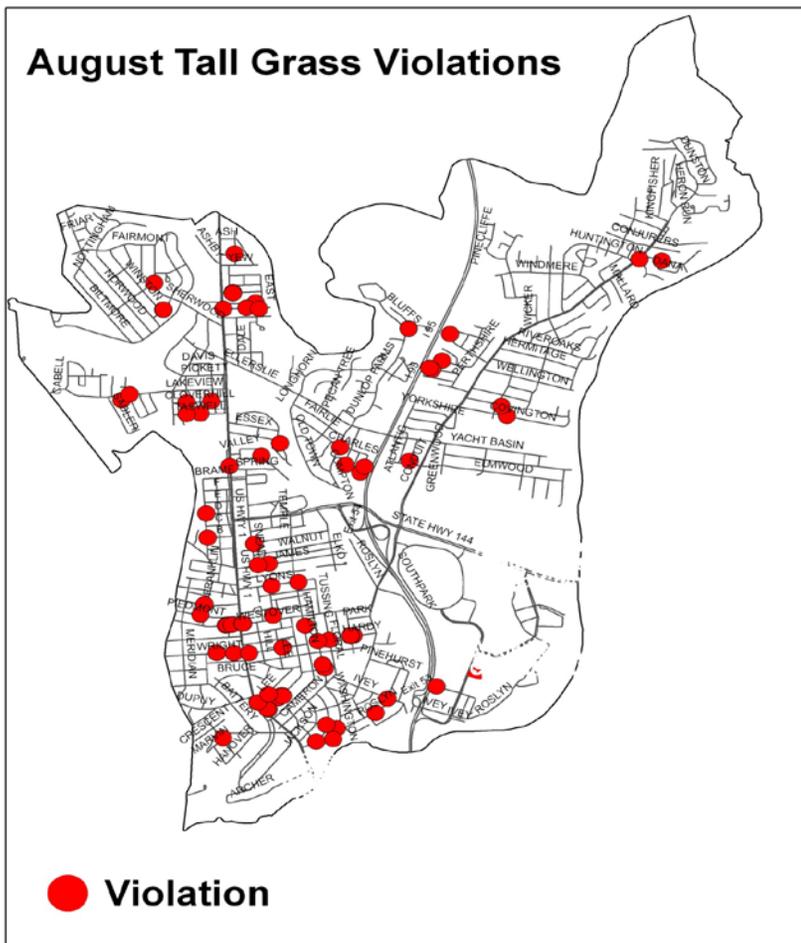
DISTRICTS	MAY	JUNE	JULY	AUGUST
1	24	14	7	7
2	139	68	9	15
3	62	26	13	19
4	30	64	9	8
5	8	6	8	7
6	1	0	0	0
TOTAL	264	178	46	56
ytd	264	442	488	544



DISTRICTS

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

VIOLATION NOTICES SERVED



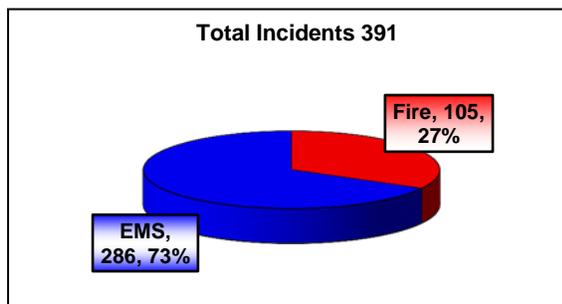
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,821 calls for service during the month of August, 2013. During the same month last year, we responded to 4,135 calls for service—an 8% decrease. We had no reported robberies this month, and three (3) were reported in August of 2012— a 100% decrease. There were two (2) reported aggravated assaults this August, and two (2) reported during the month of August, 2012— no change. We had six (6) reported burglaries in August, 2013, compared with eight (8) burglaries reported during the month of August, 2012—a 25% decrease. There were 87 Part I, or serious, crimes reported to the Colonial Heights Police Department in August, 2013. Fifty-one (51) of those, or all 59%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of August was a very rewarding month, as we received notice from the Virginia Association of Chiefs of Police (VACP) that our department placed first in the Chief's *Law Enforcement Challenge*. This award recognizes the best in overall traffic safety programs that are being conducted and documented in the Commonwealth. We rated as the top police department in our category of agencies within 26-50 police officers. We have placed in the past; however, this was the first time to receive a first place award and one we are very proud of. Kudos to all of the men and women of Colonial Heights Police Department who made this possible. We also continued our efforts with Special Olympics and hosted a "Cover the Cruiser" event at our local CiCi's Pizza and raised \$525.00. We had a nice showing of police cars from Petersburg and Prince George that participated in this event.
- ✓ I am also pleased to report our efforts with school safety and security. With the inclusion of our new School Resource Officer at Lakeview Elementary, we conducted "active shooter" training for all of our personnel, both during the day and in the evening hours. School administrators and our school superintendent witnessed the training and were able to participate in open discussions. Future training will continue throughout the school year, as it is evident that our school system is committed to the safety and security of our students as well as school personnel.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reports uniform patrol had a good month even with a fluctuation in staffing levels. We currently have three openings within Patrol, and with our SRO's going back into the schools, that has proven to be challenging. Lt. Steve Groat continues his Command College training at the Virginia State Police Academy, and a graduation date has been set for the 19th of September. We are looking forward to Lt. Groat's return and the knowledge he has gained. We have been preparing for shift changes within the next few months and have taken "shift bids" based on seniority, which will go into effect the first of the year. One fugitive extradition from North Carolina was conducted during the month. We continue to wear-test a new body-worn camera that we obtained from Taser International. This device received national attention lately as a future product for law enforcement that aids in high liability situations.
- ✓ Our **Special Operations Unit**, supervised by Lt. William Anspach, reported another successful month. We continued our regionalized crime fighting efforts with our public safety compact, the Tri-Cities Regional Strike Force, with *Operation Home Contact*. Our unit members were placed on two probation and parole teams and did 14 home visits to "intensive parolees" in our community, which resulted in two arrests. This operation was conducted in each of the five participating jurisdictions, all on the same evening. Overall, their work this month consisted of eight (8) felony warrants and 57 misdemeanor warrants from a variety of criminal and traffic offenses. There were 26 narcotics arrests, five (5) weapons violations, six (6) DUI arrests and 12 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 160 hours during the month. Duties included annual road races, ride-alongs, and high school football games.
- ✓ 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:

III. POLICE DEPARTMENT (CONTINUED):

- Special Olympics of Virginia, *Cover the Cruiser*
 - Shieldware conference
 - Tow truck investigations
 - Child DNA at all elementary schools
 - *Celebrate Safe Communities*—we have 30+ sites
- ✓ Our **Investigations Division** had a busy month, picking up 21 new cases involving attempted burglary, burglary, sexual assault, several frauds, child neglect, a few death investigations and several vandalisms. All investigators participated in Active Shooter training. We also participated in *Fugitive Friday* by appearing on WWBT Channel 12. We also received training on the Riverside Regional Jail’s new phone system where we can now monitor inmate phone calls from our desks, thus eliminating time for travel and coordination with jail staff. This will be a great tool for future investigations. Investigations also processed 11 concealed weapon permits and one (1) massage therapist permit.
- ✓ Overall, we made 339 arrests for the month, including 66 felonies and 254 misdemeanors; worked 83 crashes; wrote 609 traffic citations; gave 684 verbal warnings; affected 19 DUI arrests and 39 drug arrests; and issued 29 parking citations.
- ✓ **Sr. Detective Thad Johnson** was selected as our recipient for August’s *Employee of the Month* award for the second month in a row. Summer months typically realize an escalation in vandalism, larcenies from vehicles, petty thefts, trespassings, fights and general mischief involving teenagers and young adults. During July, Sr. Detective Thad Johnson became involved in an investigation of a juvenile who had ingested Mucinex-DM in order to “get high”. Expanding on this investigation, Sr. Detective Johnson was able to determine that the Mucinex was stolen from CVS, and involved several other individuals. While interviewing witnesses and suspects, Sr. Detective Johnson was able to develop a rapport with these individuals, which led to other witnesses who provided information into other crimes. As a result, Sr. Detective Johnson was able to recover a recently reported stolen firearm. Shortly thereafter, Colonial Heights began to experience a rash of larcenies from vehicles. Utilizing information and relationships that Sr. Detective Johnson assembled from the aforementioned cases, he was able to obtain confessions to the vehicle break-ins.
- ✓ Since Thad became heavily involved with these juveniles and the investigation of these incidents, there has been a significant reduction in crimes of this nature reported. In addition to this reduction, numerous cases have been cleared, and a recovered stolen firearm is back in the hands of its rightful owner. Thad’s diligence has, once again, paid off. The citizens of Colonial Heights can rest easier and our department can be proud that Sr. Detective Thad Johnson cares enough to follow through to a positive end.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 105

(Total Fire Loss \$14,550):

Total Patients transported: 213

(Total EMS incidents 286)

*Fire units arrived on scene in less than 9 minutes on 93.8% of emergency incidents.
(average response time 6:29 minutes)*

*EMS units arrived on scene in less than 9 minutes on 97.6% of emergency incidents.
(average response time 5:10 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	6	Good Intent Calls	32
Vehicle Fire	1	Carbon Monoxide Incident	1	Public Service	39
Outside Rubbish Fire	1	Other Hazardous Situation	1	Alarm Activation (no fire)	12
				Child Seat Installation	9
				Smoke detector installation	2
M/A EMS First Responder to Chesterfield	10	M/A received from Chesterfield Fire			1

EMS Division (number of patients treated)					
Abdominal Pain	17	Diabetic Hypoglycemia	2	Obvious Death	2
Allergic Reaction	1	Epistaxis (non-traumatic)	1	Pain	24
Altered Mental Status	6	Fever/Hyperthermia	3	Respiratory Distress	11
Asthma	3	General Malaise	5	Seizure	3
Back pain	2	Headache	6	Stroke/CVA	2
Behavioral/Psychiatric	5	Heat Exhaustion/Stroke	3	Substance/Drug Abuse	1
Cardiac Rhythm Disturbance	7	Hypertension	2	Syncope/Fainting	8
Chest Pain	18	Hypotension	1	Traumatic Injury	48
CHF (congestive heart failure)	3	Migraine	2	Weakness	14
COPD (emphysema)	3	Nausea/Vomiting	6	Other	65
Dehydration	4	OB/Pregnancy (non-delivery)	1		
M/A to Petersburg EMS	3	M/A received from Fort Lee EMS			2
M/A to Dinwiddie EMS	1				
M/A to Prince George EMS	1				

EMS Transports (by facility)		
Southside Regional Medical Center	176	82.63%
John Randolph Medical Center	16	7.51%
CJW Medical Center –Chippenham Campus	10	4.69%
St. Francis Medical Center	5	2.35%
VCU Health Systems	2	0.94%
CJW Medical Center –Johnston Willis Campus	2	0.94%
VAMC Richmond (McGuire)	1	0.47%
St. Mary’s Hospital Richmond	1	0.47%
Total:	213	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,521

One alarm citation was processed during August.

Purchasing - 447 total purchase orders completed with 346 being processed by the purchasing and 101 departmental purchases being reviewed as compared to 434 being completed for the same period in 2012. In addition 152 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. Conversion of Data services started, phone equipment sales orders processed.
- Invitation # 13-012502-1011 – On Call Land Surveying & Mapping Services, Contract has been negotiated.
- Invitation # 13-051602-1013 – Wetlands and Stream Mitigation Credits for Appomattox River Greenway Trail Project. City is waiting on VDOT to proceed with bidding.
- Invitation # 13-051602-1015 – Next Generation 911 Switch, Proposal issued July 26th with opening on September 27th.

V. FINANCE DEPARTMENT (CONTINUED):

Other Purchasing Activity:

- Purchase orders issued for extensive library donation made in remembrance of citizen.
- Purchase Order issued for Public Works, for a new Backhoe loader.
- Meetings held with potential moving companies for the Courthouse move.
- Purchase Order issued for sewer line replacement on Compton Road.
- Purchase Order issued for scoreboard at Shepard Stadium.
- Purchase order issued for two thermal imagers for the Fire Department.
- Purchase order issued for Library periodicals ordered for 2014.

Risk Activity:

- During police chase, suspect collided with two vehicles and police vehicle.
- Citizen claim of vehicle damage due to construction at new Courthouse

Utility Billing:

Bi-monthly Utility Bills Sent – 3,621

Delinquent Notices Sent –799 or 21.1% with 169 cut off for nonpayment.

Set off debt collected for August - \$50.41.

VI. HUMAN RESOURCES DEPARTMENT:

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

Advertisements

<u>Department</u>	<u>Position</u>
Office on Youth	Site Supervisor (Part-time)

Applications & Testing

Total applications received and recruitment information for the following position:

	<u>Total Applications</u>	<u>Total Hits on Job</u>
<u>Position</u>	<u>Received</u>	<u>Announcement Page</u>
Site Supervisor (Part-time)	309	35

Training

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

Miscellaneous

- ☆ The annual Employee Service Award presentation was held on August 15, 2013. A Total of (50) employees were recognized for their service to the City.
- ☆ Participated in a Virginia Employment Commission Unemployment Telephonic Hearing on August 21, 2013.
- ☆ An exit interview session was held for Gary Sink (Police Officer).

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>
08-07-13	Fire	Struck in head by traction splint.
08-20-13	Recreation	Struck in head by broken access gate.
08-21-13	Police	Laceration to left hand and fingers during pursuit from broken window.
08-22-13	Police	Strained left knee during uphill foot pursuit.
08-27-13	Sheriff	Left knee injury during defensive tactics training.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City’s website, www.colonialheightsva.gov, had 53,737 page views in the month of August.

<p>Top ten website modules accessed:</p> <ol style="list-style-type: none"> 1. News Flash 2. Calendar 3. Staff Directory 4. Bids/RFPs 5. Photo Gallery 6. Site Search 7. FAQs 8. Forms 9. Archive Center 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. Education & Schools 7. Yard Sales 8. Police 9. Online Bill Pay 10. City Maps
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- ☆ Citizens submitted and city staff processed 351 service requests and questions through the “Let Us Know” module during the month of August. The City of Colonial Heights’ Facebook Page now has 2,865 fans and the City’s Twitter account has 183 followers.
- ☆ Proactive Information Management completed 61.5 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.
- ☆ The Library was first site to be cut over to the new Comcast fiber for network and internet service on August 26th. New Wi-Fi service was also implemented at the Library. The other City facilities will be cut over during the month of September.

VIII. LIBRARY:

- ☆ The library staff circulated 18,749 titles in August.
- ☆ 271 eBooks circulated.
- ☆ 15 Kindles were circulated.
- ☆ The public computer center was used 2,036 times.
- ☆ The public iPad center was used 32 times.
- ☆ 130 children participated in Story Time program.
- ☆ The library’s meeting rooms were used 97 times.
- ☆ 199 residents registered for new library cards, and an average of 89 residents used the library each day.
- ☆ 4,667 visited the Colonial Heights Virtual Library to retrieve 989 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In August the Recreation Department completed the Summer Playground program and other Summer activities came to an end at the beginning of August. The Department's 2013 Fall/Winter Activity Guide was released the middle of August and registration is underway for most Fall and Winter programs. Youth Football & Cheerleading programs began the 1st week in August with games starting September 14th. Adult softball leagues completed their end of season tournaments in August this year due to the more than normal rain this Spring/Summer.

Athletics	<u>2013</u>	<u>2012</u>
Adult Softball (Fall League)	17 teams	21 teams
Youth Football Registration	115	151
Youth Cheerleading Registration	66	95
Punt, Pass & Kick	13	25
Tennis Tournament	9	n/a
Tennis Lessons	44	41
Girls Fast pitch Fall Ball	28	26
Swim Lessons	5	8
Activities/Programs	<u>2013</u>	<u>2012</u>
POWER	3	4
Lego Collision Cars Camp	8	n/a
Back to School Festival	455	555
Summer Tots	13	16
Movie Under the Stars	43	n/a
Summer Playground	159	135
Instructor Based Programs	<u>2013</u>	<u>2012</u>
Karate	6	15
Zumba	17	26
Belly Dancing	3	5
Cardio Fusion	12	11
Facility Usage	<u>2013</u>	<u>2012</u>
Community Room Attendance	1,403	1,000
Community Room Reservations	31	28
Pavilion Attendance	2,280	3,058
Pavilion Reservations	28	32
Field Attendance	3,300	2,652
Field Rentals	37	20
Teen Center Attendance-CHHS Students	98	132
Teen Center Attendance-CHMS Students	168	112

Parks-Horticulture-Buildings & Grounds

- Provided personnel to work BIB tournament.
- Removed pitcher's mound used for BIB tournament and rebuilt regular pitcher's mound.
- Removed temporary fence used for BIB tournament.
- Edged infields on Stadium field and B field.
- Laid out and painted field hockey field and band practice field.
- Laid out and painted football practice field for High School team
- Laid out and painted football field at Middle School stadium.
- Laid out and painted football practice fields for recreation teams.
- Trimmed low limbs on crepe myrtles at all sites next to vehicle traffic.
- Cleaned day lilies out of mulch beds at sites.
- Trimmed black-eyed Susie's at sites.
- Mulched sites as needed.
- Trimmed trees and shrubs as needed at sites.

Violet Bank Museum

	2012	2013
Attendance	202	562

- Attendance includes 262 daily visitors and 300 Headquarters Days attendees
- Collection rotation & exhibit re-design

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

Activities	2013	2012
AARP	n/a	n/a
Bingo in Center	76	124
Bowling	154	158
Bridge-Party	72	104
Bridge-Tournament	96	112
Crochet & Knitting	64	70
Golf at Prince George	482	480
Golfer's Board Meeting	12	12
Senior Club Meeting	94	95
Senior Dance	121	96
Sing A-Long	52	48
Sing-a-Long CH Health Care Center	16	13
Senior Club Board Meeting	10	9
Table Games	21	16
Movie	n/a	29
Awareness/Education		
Jen Care Luncheon & Health Message	n/a	60
Flu Shots	50	n/a
Message	30	n/a
TRIAD	34	61
Wellness Workshop	48	n/a
Classes		
Gems By James Painting Class	12	n/a
Crafts	n/a	8
Painters Group	34	32
Tap Dance-Advance	36	64
Tap Dance-Intermediate	23	36
Mary Carole Portrait Demo	18	24
Mary Carole Portrait Class	75	84
Splash of Color Workshop	22	18
Sewing Class	23	22
Quilting	48	28
Watercolor Faye Henderson	60	8
Fitness		
Cardio Bump	208	120
Floor Exercises	28	42
Sit Down Exercises	413	274
Strength Training Class	165	169
Tai Chi	48	43
Yoga	60	70
Zoomer Boomer	318	200

Trips	2013	2012
Jen Care Tour & Open House	n/a	30
TOTAL	3023	2789
Meals		
Home Del Meals	16	10
Site Meals	148	140
Total	164	150
Transportation		
Passengers	52	87
Total Trips	438	509
Total Miles	2485	2580
Wheelchairs	56	10
Volunteer Hours	15	n/a
Donations	\$274	\$301
New Riders	3	n/a

X. OFFICE ON YOUTH & HUMAN SERVICES:

➤ **YAC Activities**

- 18 YAC Members and Advisor attended August Monthly Meeting
- 7 YAC Members and Advisor helped with Back to School Festival
- 12 YAC Members and Advisor made 15 No-Sew Fleece Blankets for CARE Shelter
- 5 YAC Officers and Advisor Met to Plan for September Meeting
- 4 YAC Officers and Advisor Met to Revise YAC By-Laws

➤ **Youth Service Commission**

- Held regular monthly meeting.

➤ **Kids' After School Program**

- Rising 7th graders enjoyed a field trip to JUMPOLOGY in Richmond. Students from North and Tussing participated in a field trip to Maymont Park.
- Students held a carwash @EVV for the purpose of funding activities in the upcoming year. They raised \$217.00.
- Program Coordinator activities included: planning for the new school year; assisted with the Youth Conservation Corps @ Pocahontas Park; attended Virginia Out of School Time Summit and the Back To School festival.
- **Current Enrollment-** Tussing – 8, North – 15, Lakeview – 13, CHMS – 27.

➤ **Substance Abuse Prevention Activities**

- 27 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
- ASIST Training with Chesterfield Mental Health (TQ)
- Virginia's Out of School Summit
- Attended Monthly School Board Meeting
- CAAN-DUU Coalition meeting
- CSA Policy & Management Team
- PULP Task Force

➤ **Diversion Program Participation**

• **Parenting**

0 families began "Parenting Your Teen"

• **Community Service**

9 youth completed 117 hours of Community Service Learning.

• **Shoplifting Diversion**

21 youth and a parent attended the Shoplifting Diversion Program

• **Anger Management**

11 youth completed Anger Management Classes

• **Substance Abuse Education**

0 youth participated in Substance Abuse Education

- Presented "Back to School Community Needs" to Senior Citizen Club
- Presented Information to 20 Parents at CHMS Dream Team Meeting
- 6 Colonial Heights Teens and 7 Community Adolescent Reporting Program Teens Completed the Youth Services Corps Program at Pocahontas State Park
- Participated in Back to School Shopping through Woman's Leadership Initiative with United Way and Greater Richmond YMCA
- Visited Maymont Park with 6 KAP students, and one parent

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

- Visited Jumpology with 8 YAC teens and 5 KAP students
- Attended CHHS Freshman Orientation to Provide YAC Info and Support CADRE

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2013	68	\$18,718.40	2	\$276.53
2012	78	\$25,760.09	3	\$244.02

All repairs were normal maintenance issues, and we are now preparing 2 new Driver Education cars, 1 new Sheriff vehicle, and 1 new police vehicle for service.