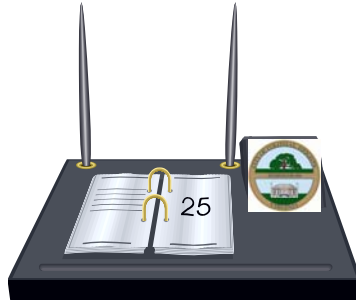


CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2012



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* – 60% Design Drawings have been received and are currently under City staff review. Design teams are finalizing GMP package. Design Coordination Meetings being conducted to finalize overall design. Groundbreaking for GMP package scheduled for May 2012.

Transportation Capital Projects

- *Right Turn Lane on Southpark Boulevard at Dimmock Parkway, UPC 97692* – Contract has been awarded to Colony Construction Co. Pre-Construction meeting conducted February, 9 2012. Construction to begin by early March 2012 with completion in mid-Spring 2012.
- *Boulevard/Government Center Enhancement – Transportation Enhancement Program, UPC 7822* –Project is substantially complete.
- *Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434* –*Urban and CMAQ Programs* – Preliminary engineering and right of way acquisition in process. Construction start is anticipated Summer 2012.
- *Demolition of 600 & 602 Boulevard (as part of Boulevard/Dupuy Widening Project)* - Bid packages solicited February 2012. Bid opening March 12, 2012. Demolition expected to be complete May 2012.
- *Safe Routes to Schools- Phase 1 and 2, UPC 87317 and 93211*– Construction is complete and closed out. Colonial Heights has been issued another SRTS grant. Currently awaiting the agreement from VDOT Preliminary Engineering is expected to begin in June 2012 with construction beginning in Fall 2013.
- *Temple Avenue Signal Coordination, UPC 98883 (CMAQ program)* – Currently awaiting intergovernmental agreement from VDOT. Preliminary Engineering expected to be authorized Fall 2012.
- *Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)* – Preliminary Engineering and design have commenced. Survey completed January 2012.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Preliminary Engineering and design have commenced. Survey completed January 2012.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation Capital Projects (Continued)

- *Dupuy Avenue Modernization, UPC 101287* – Notice to Proceed for Preliminary Engineering and Right of Way acquisition has been issued.
- *Lakeview Avenue Modernization, UPC 101288* – Pre-award audit has been completed by VDOT. Notice to Proceed for Preliminary Engineering and Right of Way acquisition will be issued first week of March 2012.

Utilities Capital Projects

- **Hrouda Pump Station Upgrades** – On hold.
- **Boulevard Water and Sewer Replacement** – Negotiated contract amendment to provide additional services for design of subsurface replacements prior to street reconstruction.

Plan Reviews

- Received six (6) plans and reviewed six (6) plans.

Right-of-Way Permits

- Issued twelve (12) permits and closed out three (3) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/Maintained signals, signs, markings and street lighting – 51 locations.
- Preventative Maintenance – 4 locations.

Vegetation

- Removed litter from (32) locations, and responded to (03) litter miscellaneous/dead animal requests.
- Trimmed tree limbs from (02) locations and responded to (04) tree miscellaneous request.
- Placed gravel on shoulder of street at (02) locations, sinkholes at (02) locations, Alleys at (11) locations, utility cut at (01) location and responded to (06) miscellaneous request.
- Graded Bruce Avenue and Pickwick Avenue Alley gravel areas with motor grader.
- Removed leaves from (08) locations.
- Assisted City Hall moving assorted boxes to storage.

Recycling Center

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

Storm Water and Drainage

- Cleaned (03) catch basins, (10) drainage ditches, (05) Curb and Gutters, (02) drainage pipes, and responded to (07) miscellaneous drainage request
- Sweeper swept (46) locations collecting (86) cubic yards of debris.
- Continued cutting beaver dam that blocking water flow off Wakefield Avenue drainage ditch.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (26) potholes, (01) driveway, (07) utility cuts, (01) low area.
- Placed approximately 54 tons of salt and 96 tons of salt/sand mix on street during snow storm on February 19th and 20th.

Wastewater Utility

- Responded to (16) sewer backups, and (07) miscellaneous requests, flushed (02) main lines, installed (06) and replaced (01) cleanouts, flushed drains at the animal shelter, replaced (01) main and repaired (03) laterals.
- Camera sewer main line at (03) locations.
- Removed debris from pumps, and replaced flood lights at Main Pump Station.
- Installed re-built pump at C&B and Hillcrest Pump Stations.
- Cleaned grease from wet well walls at Dunlop Farms Pump Station.
- Installed an eyebolt in wet well to make it easier and safer when removing pumps at Appomattox Pump Station.
- Continued checking all pump stations and methane pump daily.
- Cleaned parking lots at Public Safety building, Courthouse, Library and Dunlop Farms Fire Station during snow event on February 19th and 20th.

Water Utility

- Replaced (15) and set (02) new meters, replaced (03) meter tops, cleaned (06) boxes, repaired (03) service, (05) main lines, and (05) meter setters, and responded to (06) miscellaneous water requests.
- Installed new water service and set new meter box at (02) locations.
- Replaced fire hydrant at (02) locations.
- Backflow/Cross Connection Technician conducted (87) surveys, (64) completed, (23) incomplete and assisted with locating underground utilities performing (08) hours.
- Collected weekly routine water samples, performed THM's, HAA's sent to Appomattox River Water Authority's (ARWA) lab for testing.
- Miss Utility locating required (175) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

	Month	YTD
1. Fence Permits	4	4
2. New Sign Permits	8	12
<ul style="list-style-type: none"> • Angel Touch – 1902 Boulevard • Golds Gym – 1823 Southpark Boulevard • Applebee's (Road) – 449 Southpark Circle • Home Values – 230 Dunlop Shopping Center 	<ul style="list-style-type: none"> • Ntelos – 1604 Boulevard, Suite 1 • Applebee's (Bldg) – 449 Southpark Circle • Barbershop Banner – 1412 Boulevard • Great Clips – 1058 Temple Avenue 	
3. Neighborhood Revitalization –		
2011 Emergency Home Repair Rehabilitation funding		\$52,135
Repairs Completed	#6	
Repairs in the Works	#0	

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

Neighborhood Revitalization – Continued

- 326 Battery Place – new roof, flooring, walls and ceiling repairs - \$7,860
- 161 Windsor Avenue - patch and paint roof, front door and flooring repair - \$7,980
- 315 Plumtree Avenue - new roof, replace front steps, add railings on front and back deck- \$7,310
- 138 Charlotte Avenue- rebuild back deck and add handicap ramp - \$7,870
- 403 Highland Avenue – bath accessibility and new fixtures - \$3,725
- 109 Brookhill Court – new roof, gutters paint and repair fascia - \$13,706

2011 Applications being processed #1

4. Zoning Property Maintenance

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	11	17	Total Inspections	5	14
Violations	7	12	Violations	5	14
Violations Resolved	3	7	Violations Resolved	5	8
House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	0	3	Total Inspections	1	1
Violations	0	3	Violations	0	0
Violations Resolved	3	3	Violations Resolved	0	0
Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	22	42	Total Inspections	4	7
Violations	12	31	Violations	4	6
Violations Resolved	8	19	Violations Resolved	2	2
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	7	10	Total Inspections	2	3
Violations	7	10	Violations	1	1
Violations Resolved	2	5	Violations Resolved	1	1

5. Building Inspections

	Month	YTD
New Construction Inspections	229	457
Permits for new Residents	0	0
Cost New Homes	\$0	\$0
Existing House & Maintenance Additions	0	0
Demolitions	5	13
Permits for Commercial	0	0
Permits for Commercial	4	8
Cost for Commercial	\$38,635	\$1,049,785
Plumbing Permits Issued	8	24
Electrical Permits Issued	13	29
Mechanical Permits Issued	6	13
Swimming Pool Permits Issued	0	0
Inoperative Vehicles Towed	0	0
Letters on Water Cutoff	0	0
Court Cases	0	0

Rental Inspections

	Month	YTD
Total Units Registered	0	0
Total Units Inspected	0	31
Dwellings	0	11
Duplex	0	20
Apartments	0	0
First Inspection		
Passed	0	31
Failed	0	0
Second Inspection	0	0
Passed	0	2
Failed	0	0
Re-Inspection – Phase 1	4	14
Passed	4	14
Failed	0	0
Apartments		
No. of Units Certified	0	0

III. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,667 calls for service during the month of February, 2012. During the same month last year, we responded to 3,882 calls for service—a 6% decrease. No robberies were reported this month; however, there was one (1) reported in 2011 — a 100% decrease.

III. POLICE DEPARTMENT (CONTINUED):

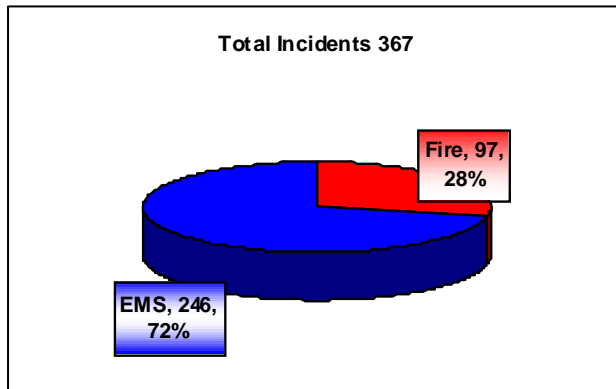
There was one (1) reported aggravated assault this February, and none reported during the month of February, 2011— a 100% increase. We responded to five (5) burglaries in February, 2012, compared with a response to five (5) burglaries during the month of February, 2011— no change. There were 108 Part I, or serious, crimes reported to the Colonial Heights Police Department in February, 2012. Eighty-two (82) of those, or 76%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

- ✓ Overall, the month of February has come and gone quickly, even with the extra day. We have really accelerated our accreditation process. Both Lt. Bill Anspach and Sgt. Terry Long have been busy with updating policies, conducting roll call training and making safety improvements throughout the public safety building, concentrating mainly on the holding cells and processing area.. We have set a tentative date of November 12-14, 2012, for assessment of our agency. A team of assessors will visit our department over the course of three days and evaluate our process and procedures and rule on our application. We are excited about the possibility of being a Virginia accredited agency.
- ✓ We continue to prepare for the hosting of this year's Law Enforcement Memorial Breakfast to be held on May 9th at the Hopewell Moose Lodge. In addition, we are entering the Virginia's Chief Challenge again and hope to be judged positively on our overall works from 2011 concerning education and safety programs and the progress and accomplishments of our department.
- ✓ Our **Operations Bureau** had another month of solid and consistent police work. Captain Keith Early reported numerous cases where the officers went beyond their initial traffic stop and calls for service. Confiscations of drug and cash were noteworthy during the month for uniform patrol. We had several days of warm weather and it was put to good use by our bike patrol members, who rode in and around Southpark Mall. Uniform patrol has been really helpful in the area of Animal Control as they have taken up the slack due to one of our Animal Control officers being on light duty. This service usually goes unnoticed; however, uniform patrol has really stepped up in a big way.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported progress in the hiring process for the one opening we have within the department. We are currently doing background investigations on two certified officers and hopefully we can hire one of the candidates. This will put us at full staffing within the Police Department. Accreditation continues to be at the forefront; however, we have also done presentations at Virginia State University on our internship program that we offer their students. We have also begun preparations for the upcoming Special Olympics and all the events that precede it.
- ✓ Our **Investigations Division** had another good month. They were assigned 24 new cases and cleared 17 of them—some from the previous month—for a clearance rate of 71%. Cases which were assigned included a home invasion, burglary, grand larceny, vandalism, embezzlement, a death investigation and four sexual assaults. Investigations also processed fourteen (14) concealed weapon permits, one (1) massage clinic permit and two (2) massage therapist permits.
- ✓ Our **Street Crimes Unit (SCU)** is currently on hiatus due to personnel changes and the attention of the upcoming Brady murder trial. With assistance from Investigations, SCU Sr. Officer Travis Karr has continued his SCU investigations. Upon the graduation of the upcoming recruits and their completion of field training, we will have our unit up to proper staffing levels.
- ✓ Overall, we made 364 arrests for the month, to include 49 felonies and 142 misdemeanors; worked 79 crashes; wrote 821 traffic citations; gave 930 verbal warnings; affected 19 DUI arrests and issued 46 parking citations.
- ✓ Our **Auxiliary Police** volunteered 223 hours during the month. Duties included ride-alongs, bike patrols and traffic control for the W.O.W. (Women of Worth) program at the middle school. **Sentinels** volunteered 15 hours of extra patrol service for the month.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ Officer Jared Brandeberry was recognized as our *Employee of the Month* for January, 2012. During the month of January, 2012, Officer Brandeberry led the shift in traffic enforcement, with the exception of DUI's. Jared wrote 41 traffic tickets and gave 69 verbal warnings. He made one (1) felony and nine (9) misdemeanor arrests, clearing by arrest all cases assigned. He has a great attitude towards work and puts forth effort every day. For his initiative and positivity, we feel that Jared has earned the distinction as our *Employee of the Month* for January. He was presented with a gift certificate for movie tickets and concessions at any Regal Cinema.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 97
Total EMS Patients: 246
 (Total EMS incidents 246)

Fire units arrived on scene in less than 7 minutes on 70.3% of emergency incidents. (average response time 6:18 minutes)

EMS units arrived on scene in less than 7 minutes on 79.97% of emergency incidents. (average response time 5:31 minutes)

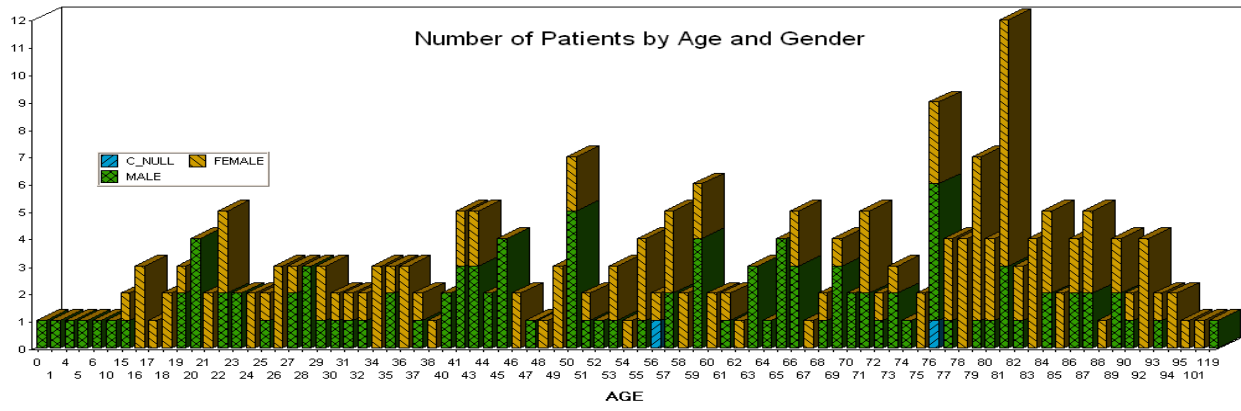
Fire Division (number of incidents):

Fires		Hazardous situations		Service calls and false calls	
Building Fire	5	Electrical Problem	3	Good Intent Calls	20
Vehicle Fire	2	Power Line Down	9	Public Service	33
Cooking Fire	1	Chemical/gasoline Spill	2	Alarm Activation (no fire)	6
Brush Fire	2	Overpressure, Rupture	1	Child Seat Installation	6
		Other Hazardous situations	2	Smoke detector installation	5
M/A EMS First Responder to Chesterfield	2	M/A received from Chesterfield Fire	4		
M/A to Chesterfield Fire	3	M/A received from Fort Lee Fire	3		
M/A to Petersburg Fire	1	M/A received from Petersburg Fire	1		
		M/A received from Prince George Fire	1		

EMS Division (number of patients):

Abdominal pain	18	Chest Pain	34	Psychiatric Problem	1
Allergic Reaction	1	Convulsions/Seizure	4	Sick Person	15
Altered Mental Status	8	Diabetic Problem	5	Stabbing/Gunshot wound	1
Animal Bite	1	Fall	18	Stroke/CVA	6
Back Pain	7	Heart Problem	1	Traffic Accident	18
Breathing Problem	29	Hemorrhage/Laceration	2	Traumatic Injury	7
Burns	1	Overdose	4	Unconscious	16
Cardiac Arrest	1	Pain	5	Other type EMS Calls	40
M/A to Petersburg EMS	2	M/A received from Petersburg EMS	1		
M/A to Prince George EMS	1	M/A received from Chesterfield EMS	2		
M/A to Fort Lee EMS	1	M/A received from Fort Lee EMS	1		
M/A to Hopewell EMS	1				

IV. FIRE & EMS DEPARTMENT (CONTINUED):



V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,181

Eight (8) alarm citations were processed during February.

Purchasing - 230 total purchase orders completed with 183 being processed by the purchasing and 46 departmental purchases being reviewed as compared to 196 being completed for the same period in 2011. In addition, 146 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 11-02903-998 – Right Turn Lane at Southpark Blvd and Charles Dimmock Parkway, Purchase order issued February 9th.
- Invitation # 1202203-999 – On Call Contract for Environment Contract, issued on October 26th, Contract has been signed.
- Invitation # 1202203-1000 - Voice Recording System for Emergency Communications, proposal received January 6, 2012 and Purchase Order has been signed.
- Invitation # 12-031202-1001 – Demolition, Removal and Disposal of Structures at 600 & 602 Boulevard. Issued on February 17th with opening date of March 12th.

Other Purchasing Activity:

- Contract renewed for EMS billing, at a lower percentage rate.
- Contract renewed for printing services.
- Quote issued for GPS vehicle tracker for the Fire Department
- Negotiate a new contract for cell phone service.
- Purchase Order issued for new fencing at Lakeview Ball fields.
- Purchase Order issued for various server related work at the Library.
- Purchased miscellaneous items, funded through Haz Mat Grant
- Purchased flexible curb and gutter forms, for Public Works.
- Renewed agreement for mat cleaning services at City Hall and the Senior Center.
- Contract renewed for “On Call Land Surveying” and Mapping Services.

Risk Activity:

- Ornamental light was struck by hit and run driver.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,605

Delinquent Notices Sent –709 or 18.8% with 106 cut off for nonpayment

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

<u>Department</u>	<u>Position</u>
City Attorney's Office	Legal Assistant

Applications & Testing

Total applications received for the following position recruitments:

EMS Firefighter	82
Telecommunicator	89
Utility Technician	34

Training

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

Miscellaneous

- ☆ A new employee orientation session was held in February for Cheryl Davis (Engineering Technician).

Worker's Compensation

- ☆ The following workers' compensation reports were filed during the month of January 2012:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
02/06/12	Police	Lower back pain while picking up dog.
02/14/12	Communications	Chair broke and hit employee in head while falling to floor.
02/17/12	Police	Puncture to hand while chasing a suspect over a fence.
02/18/12	Fire	Hit head on door causing laceration.
02/25/12	Police	Right knee abrasion while tackling a prisoner.
02/27/12	Fire	Bruises and scrapes on both arms during attic fire.
02/29/12	Recreation	Hit head on door frame causing concussion.
02/29/12	Utilities	Lower back pain while performing heavy work.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 43,745 visits in the month of February with 71,118 page views, including 2,720 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Purchasing RFPs, Real Estate Assessment Search, and Recreation & Parks.
- ☆ Citizens submitted and city staff processed 269 service requests and questions through the "Citizens Action Center" online during the month of February. The FAQs were viewed 724 times during this same period.
- ☆ The City of Colonial Heights' Facebook Page now has 2,174 fans.
- ☆ Proactive Information Management completed 78.04 hours of IT service and maintenance for City departments this month. .
- ☆ Content development for the new City website is nearly complete, with anticipated launch on March 9.

VIII. LIBRARY:

- The library staff circulated 17,237 titles in February.
- The public computer center was used 1,709 times.
- 221 children participated in story time.
- An average of 591 used the library each day.
- The library's meeting rooms were used 108 times.
- 3,324 residents visited the Colonial Heights Virtual Library to retrieve 804 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation - In the month of February, the Recreation Department released its Spring/Summer 2012 Activity Guide. Guides were sent home with all students in the City's (3) Elementary Schools and the Middle School. Hard Copies are also available at City Hall, Library, Community Center and at Shepherd Stadium. The guide may also be viewed online at the city website.

Athletics	2012	2011
Youth Basketball Registration	338	345
Youth Open Gym Basketball	127	129
Adult Open Gym Basketball	65	28
Youth Wrestling	32	33
Baseball/Softball Registration (as of Feb 29)		
Youth Baseball (ages 4-5) – Rookie	30	72
Youth Baseball (ages 6-9) – Coach Pitch	84	118
Youth Baseball (ages 9-10) – Minor	61	88
Youth Baseball (ages 11-12) – American	43	72
Youth Baseball (ages 13-15) – National	22	53
Youth Softball (ages 9-10) – PeeWee	26	54
Youth Softball (ages 11-12) – Junior	24	52
Youth Softball (ages 13-15) - Senior	13	N/A
Activities/Programs	2012	2011
POWER	1	6
Ringling Brothers Circus Trip	20	N/A
Middle School Dance	88	N/A
Teen After School Program	9	51
Instructor Based Programs	2012	2011
Belly Dancing	8	11
Karate	16	19
Zumba	25	22
Cardio Fusion	15	26
Facility Usage	2012	2011
Community Room Attendance	805	1,142
Community Room Reservations	24	26
Pavilion Attendance	100	0
Pavilion Reservations	2	0
Field Attendance	N/A	N/A
Field Reservations	N/A	N/A
Teen Center Attendance – CHHS Students	107	83
Teen Center Attendance – CHMS Students	241	313

Transportation	2012	2011
Total Passengers	93	69
Total Trips	540	405
Total Miles	2375	1827
Wheelchairs	20	12
Volunteer Hours	0	5
Donations	\$318.00	\$180.00

Agency on Aging

Activities	2012	2011
AARP	32	28
Bingo in Center	84	56
Bowling	260	325
Bridge Party	80	96
Bridge Tournament	132	128
Crochet & Knitting	70	49
Senior Club Meeting	119	133
Club Board Meeting	12	12
Senior Citizen Dance	76	66
Sing A-Long	42	36
Sing A-Long-CH Health Center	14	13
Table Games	7	9
Awareness/Education		
Chronic Wellness	35	62
TRIAD	0	20
Classes		
Craft Class	0	16
Gems by James	11	1
Line Dance Classes	6	33
Painting Class Kids	0	24
Painting Class Kay Tirpak	15	27
Painters Group	45	30
Sewing Class	5	0
Splash of Color	16	14
Tap Class Beginners	0	9
Tap Class Intermediate	101	98
Tap Class Advance	155	116
Quilting	56	24
Watercolor	22	16
Fitness		
Cardio Bump	120	0
Strength Training Class	181	196
Sit Down Exercises	272	278
Floor Exercises	72	108
Yoga	85	106
Zoomer Boomer	182	271
Tai Chi	31	44
Trips		
Holcaust Museum	12	n/a
Symphony	12	n/a
Total	2353	2271
Meals (Donations)	2012	2011
Home Del Meals	1	0
Site Meals	129	26
Breakfast Meals	0	0
Bags	0	26
Total	130	52

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Parks- Horticulture - Buildings & Grounds

- Cut down 62 dead and/or dangerous trees at Fort Clifton. Chipped or removed these trees from park. Estimated savings to City is in excess of \$22,000.00.
- Replaced broken boards on fences and benches at Fort Clifton.
- Painted EOC room at Public Safety Building.
- Removed outfield chain link fences from Lakeview 1 & 2. Painted fence poles in prep for new fence.
- Assisted Eagle Scouts with building picnic tables for project.
- Installed nets on all batting cages.
- Laid out soccer fields at Soccer Complex and Middle School Stadium. Painted fields and set goals.
- Pruned Crepe Myrtles on all sites.
- Cleaned and edged mulch beds at sites.
- Cut down fountain grass at welcome signs and old Nichols site.

Violet Bank Museum

	<u>2011</u>	<u>2012</u>
Attendance	146	117

- Collection management and rotation.
- Developing outreach schedule and Headquarters Days attendees

X. OFFICE ON YOUTH & HUMAN SERVICES:

YAC Activities

- 19 YAC Members, YSC Chair, YAC advisor attended monthly meeting
- 6 YAC members and Advisor worked a total of 36 hours on Youth Forum Planning
- 17 YAC members completed Facilitator Training for the Youth Forum
- Sent 96 “Valentines for Veterans” to McGuire Hospital

Youth Service Commission

- Participated in the Youth Forum.

Substance Abuse Prevention Activities

- 15 Teens received VaABC, VASAP, MADD, State Police information when they received their driver’s license

Kids’ After School Program

- Served 49 youth
- Volunteer Hours – 224
- Work study hours – JTCC 260, VSU 35
- Special programs – Take CARE of you – exercise, hygiene, healthy eating, kickball tournament.

Ongoing Monthly Meeting/Trainings

- Operation Christmas Child
- Family Assessment Planning Team
- Interagency Prevention Team
- CAAN-DUU Coalition Meeting
- CADRE Coalition Meeting
- Juvenile and Domestic Violence Task Force
- Health Advisory Board
- Autism Center for Excellence Center On-line Training

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

- Special Education Advisory Committee
- “Positive Behavioral Interventions Training” presented by PEATC and SEAC
- Positive Parenting Coalition
- SAFE Board of Directors meeting
- CSA Policy & Management Team
- Smart Beginnings Meeting
- “Stewards of Children” Training presented by Greater Richmond SCAN

Diversion Program Participation

Parenting

- 0 families completed “Parenting with Love & Limits”

Community Service

- 12 youth completed 173 hours of Community Service

Shoplifting Diversion

- 51 youth and parent attended the Shoplifting Diversion Program

Anger Management

- 0 youth completed Anger Management Classes

Substance Abuse Education

- 12 youth participated in Substance Abuse Education

Presented “Assault Diversion” Program to 10 teens/parents at Chesterfield Juvenile Courthouse

Presented “Shoplifting Diversion” Program to 177 students at Colonial Heights Middle School

FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2012	83	\$24,606.64	7	\$916.00
2011	75	\$19,797.06	3	\$665.00

Most of the repairs are normal maintenance issues.

We have selected our replacement for Billy Wilson and he is currently set up for his physical and background check. Hopefully he will be in the shop in 2 weeks.

The sublet repairs consist of:

Alignment	135.00
Towing	344.00
Bodywork	266.00
Glass	160.00