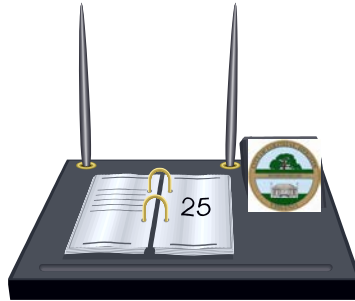


CITY MANAGER'S REPORT TO CITY COUNCIL JULY 2012



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities

New Courts Facility – Civil/Site work and steel erection in progress. Remaining subcontracts (plumbing, electrical, etc.) are being awarded by Kenbridge. Kenbridge has provided a Construction Schedule for the project. The masonry subcontractor will be erecting two panel boards constructed of two (2) brick samples for the building by the end of August. These panel boards will be available on the project site in order to facilitate the final selection of brick.

TRANSPORTATION CAPITAL PROJECTS

- **Boulevard/Dupuy Widening Project (Battery Place to Boulevard., Lafayette to Pickwick, Intersection Improvements) (UPC 3945, 90374, 52434) – Urban and CMAQ Programs** - Design and right of way acquisition complete. City is currently reviewing 100% design drawings from Lochner. Final plans and Special Provisions to be submitted to VDOT for Right of Way Certification and Project Certification will occur August 2012. Advertisement for construction will be October 2012 with a bid opening date of November 2012. Construction start anticipated January 2013. Overhead power pole and utility relocation associated with the project is scheduled to begin September 2012. Relocation of Verizon and Dominion VA Power utilities is anticipated to be completed by January 2013.
- **Safe Routes to Schools- Phase 2 (2012), UPC 102836**– Design start anticipated Fall 2012. Construction start Fall 2013.
- **Temple Avenue Signal Coordination, UPC 98883 (CMAQ program)** –Intergovernmental agreement in process. Design start anticipated Fall 2012.
- **Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)** – Design in process.
- **Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)** – Design in process.
- **Dupuy Avenue Modernization, UPC 101287** – Design in process. City is preparing response to comments from Citizen's Information Meeting. Based upon comments received, the City has directed our consultant to modify the design accordingly. The next step in this process is a Public Hearing scheduled for December 2012. Staff will update Council upon completion of design modification.
- **Lakeview Avenue Modernization, UPC 101288** – Design in process. City is preparing response to comments from Citizen's Information Meeting. Based upon comments received, the City has directed our consultant to modify the design accordingly. The next step in this process is a Public Hearing scheduled for December 2012. Staff will update Council upon completion of design modification.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

UTILITIES CAPITAL PROJECTS

- **Hrouda Pump Station Upgrades** – On hold.
- **Boulevard Water and Sewer Replacement** – Design in process along with Boulevard Modernization project.
- **Lakeview Avenue Water and Sewer Replacement** – Design in process along with Lakeview Avenue Modernization project.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process along with Dupuy Modernization project.
- **Franklin Avenue Sewer Replacement** - Low bid of \$ 41,333 received from Perkinson Construction. Construction to begin the first week of August and will be complete by the end of the month.
- **Annual Resurfacing and Pavement Preservation** – Annual pavement maintenance including asphalt concrete pavement repair, crack sealing, eradication of pavement markings, emulsified asphalt slurry seal and replacement of pavement markings began in July in the following areas: Atlantic, Frederick, Holly, and Charles Avenue; Bent Oaks, White Oaks, and Pin Oaks Court. Construction will be completed by September 2012. Total cost of construction is \$ 335,000.

PLAN REVIEWS

- Received eleven (11) plans and reviewed eleven (11) plans.

RIGHT OF WAY PERMITS

- Issued seven (7) permits and no permits were closed.

OPERATIONS AND MAINTENANCE

TRAFFIC OPERATIONS

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

VEGETATION

- Removed litter from (33) locations, and responded to (02) litter miscellaneous/dead animal requests.
- Trimmed tree limbs/bushes from (06) locations, removed storm damage from (77) locations and responded to (05) tree miscellaneous request.
- Cut and trimmed grass at (85) locations, sprayed weed killer at (09) locations and responded to (01) grass miscellaneous request.
- Assisted Purchasing Department removing surplus from Fire Department to surplus shed at Public Works Complex.

RECYCLING CENTER

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

STORM WATER AND DRAINAGE

- Cleaned (10) catch basins, (08) drainage ditches, (03) drainage pipes, (02) curb and gutters, and responded to (03) miscellaneous drainage request.
- Repaired (02) catch basins and (01) drop inlet.
- Sweeper swept (07) locations collecting (16) cubic yards of debris.
- Concrete Crew repaired/replaced (66) feet of Curb and Gutter at (03) locations and responded to (01) miscellaneous concrete request.
- Placed gravel in sinkholes near catch basins at (02) locations.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

- Assisted Fire Department with paint spill at Conduit Road and Temple Avenue placed sand on spill and removed with sweeper.

TRANSPORTATION

- Placed Asphalt in (06) potholes, (04) utility cuts, (01) new curb and gutters and (04) low area, and responded to (01) asphalt miscellaneous request.
- Repaired cracks in bridge deck on Sherwood Drive.
- Removed 116 dump truck loads of construction materials from Public Work Complex.

WASTEWATER UTILITY

- Responded to (03) sewer backups, flushed (03) main lines, flushed drains at the animal shelter, repaired (01) lateral, replaced (06) cleanout top, lowered (15) cleanouts and responded to (03) sewer miscellaneous requests.
- Camera sewer main line at (01) location.
- Sprayed for Sewer Roaches at (01) location.
- Placed topsoil around cleanout at (05) locations.
- Removed debris from pumps and washed down wet wells at Main Pump Station.
- Removed debris from pumps at Appomattox Pump Station.
- Responded to generator alarm after hours everything was alright and washed down wet wells at Dunlop Farms Pump Station.
- Washed down wet wells at Conjurers Neck Pump Station.
- Cut grass around pump stations and water towers.
- Removed tree from sewer right-a-way on Elmwood Avenue.
- Continued checking all pump stations and methane pump.

WATER UTILITY

- Replaced (05) meters, (06) meter tops, cleaned (03) boxes, installed (04) meter setters, responded to (02) meter leaks, (01) Low water pressure, repaired (01) main water line and responded to (07) miscellaneous water requests.
- Pulled meter for Utility Billing at (01) location.
- Replaced (02) Fire Hydrants.
- Responded to alarm found gauge not working, reported readings to Appomattox River Water Authority and replaced gauge at Shepherd Stadium Water Tower.
- Backflow/Cross Connection Technician conducted (115) surveys, (64) completed, (51) incomplete and assisted with locating underground utilities performing (16) hours.
- Collected weekly routine water samples, performed THM's, HAA's and sent these to Richmond lab for testing.
- Performed bacterial sample and disinfected by products and sent these to Richmond lab for testing.
- Miss Utility locating required (195) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

	Month	YTD
1. Fence Permits	3	20
2. New Sign Permits	7	50
• Martin's Fuel – 2960 Boulevard		
• Great Clips – 1058 Temple Avenue		
• Connelly Tattoo's – 415 Boulevard		
• EVB Bank – 3012 Boulevard		

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

- Jiffy Lube – 708 Boulevard
- Angel DeSouza Dance Studio – 2108 Boulevard
- Jencare Medical – 524 Southpark Boulevard

3. Neighborhood Revitalization

Repairs Completed -0-
 2012 Emergency Home Repair Rehabilitation Funding \$46,040.61
 Repairs in the Works -0-
 2012 Applications being processed – 5

Currently five (5) applications are being verified. It is expected that work will begin on these households this fall.

4. Zoning Property Maintenance

Property Maintenance			Zoning		
	Month	YTD		Month	YTD
Total Inspections	4	58	Total Inspections	0	34
Violations	1	35	Violations	0	31
Violations Resolved	1	28	Violations Resolved	0	21
House # Violations			Tall Grass		
	Month	YTD		Month	YTD
Total Inspections	6	18	Total Inspections	98	454
Violations	6	10	Violations	52	263
Violations Resolved	6	10	Violations Resolved	34	172

Inoperable Motor Vehicles			Building Code		
	Month	YTD		Month	YTD
Total Inspections	10	93	Total Inspections	3	31
Violations	8	77	Violations	3	19
Violations Resolved	4	48	Violations Resolved	12	19
Signs			Other		
	Month	YTD		Month	YTD
Total Inspections	12	75	Total Inspections	8	24
Violations	12	72	Violations	4	9
Violations Resolved	2	59	Violations Resolved	1	5

5. Building Inspections

	Month	YTD
New Construction Inspections	152	1,281
Permits for new Residents	0	2
Cost New Homes	\$0	\$295,000
Existing House & Maintenance Additions	0	0
Demolitions	6	41
Permits for Commercial	1	2
Cost for Commercial	3	26
Plumbing Permits Issued	\$85,000	\$2,754,952
Electrical Permits Issued	7	77
Mechanical Permits Issued	17	114
Swimming Pool Permits Issued	6	51
Inoperative Vehicles Towed	2	3
Letters on Water Cutoff	0	0
	3	4

Rental Inspections

	Month	YTD
Total Units Registered	0	6
Total Units Inspected	0	31
Dwellings	0	11
Multi-family	0	20
Apartments	6	6
First Inspection		
Passed	0	31
Failed	0	6
Second Inspection	6	6
Passed	6	8
Failed	0	0
Re-Inspection – Phase 1	0	126
Passed	0	62
Failed	0	64
Apartments		
No. of Units Certified	0	0

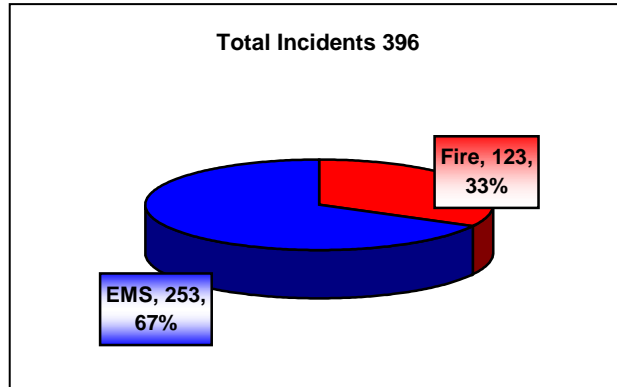
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 4,210 calls for service during the month of July, 2012. During the same month last year, we responded to 4,215 calls for service—no change. One robbery was reported this month, and none were reported in 2011—100% increase. There were three (3) reported aggravated assaults this July, and three (3) reported during the month of July, 2011—no change. We responded to two (5) burglaries in July, 2012, compared with a response to two (2) burglaries during the month of July, 2011—a 60% increase. There were 99 Part I, or serious, crimes reported to the Colonial Heights Police Department in July, 2012. Seventy-four (74) of those, or 75%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month we saw an increase of 7% in our overall arrests—going from 275 in July of 2011 to 297 in 2012. Calls and arrests for larcenies and shoplifting both decreased.
- ✓ During the month, we were busy with a variety of events mainly preparing for our upcoming mock assessment for Virginia Accreditation. We successfully completed our bi-annual inventory of equipment that is in storage. We also updated many of our publications and operational plans for display. In August, we will be hosting a team of ten accreditation assessors and four observers and we are very excited about it. We feel we are moving in the right direction and raising our standards in the services we provide our citizens and our police officers.
- ✓ Our **Operations Bureau**, commanded by Captain Keith Early, reports that uniform patrol had a dynamic month of police work mainly with their investigative efforts. Officers worked numerous assignments/events to include our fireworks celebration, Pickwick Shopping Center special assignment, American Family locker larcenies, pharmacy burglary investigations and the rash of moped/dirt bike thefts. Patrol also coordinated and executed two prisoner extraditions during the month, one to Arkansas and the other to North Carolina.
- ✓ Kudos to one of our newest employees, Officer Joey Viera, for his exceptional work where he cleared up a grand larceny of an automobile, numerous larcenies from American Family as well as arresting persons responsible for passing counterfeit currency. Several supervisors recognized Officer Viera's work this past month.
- ✓ We are also pleased to report that Senior Officer Stacey Arehartt has returned back to full duty within Animal Control, this was welcomed news since we have had a time trying to keep a shelter aide. A prospective aide is in the background phase of the hiring process. Our narcotics K-9 Blitz, screen five vehicles this month as well as conducted multiple patrols at Archer Park, Roslyn Landing, Lakeview Park and Buffalo Wild Wings.
- ✓ Our **Law Enforcement Services Bureau** is being commanded by Acting Captain William Anspach while Captain Newsome is in training at the National Criminal Justice Command College for the summer. A/Captain Anspach has completed the testing for career development as well as being assigned to our radio "needs assessment" team with Captain Early. A/Captain Anspach has also taken it upon himself to update all of our personnel training records in Shieldware in addition to preparing for our mock assessment.
- ✓ Our **Investigations Division** continues their efforts as usual. Sgt. Stephanie Early has returned from maternity leave and has hit the ground running. Sgt. Early reported cases involving grand larceny of an automobile, credit card fraud, sexual assault, grand larceny, death investigation, missing person, several burglaries and an attempted burglary. This past month we have had several thefts of scooters, dirt bikes, and ATV's, mainly around the areas of the old railroad bed near Wakefield Avenue. Investigators are following up on all leads.
- ✓ Overall, we made 297 arrests for the month, to include 76 felonies and 124 misdemeanors; worked 74 crashes; wrote 1,024 traffic citations; gave 1,090 verbal warnings; affected 18 DUI arrests and 18 drug arrests; and issued 64 parking citations.
- ✓ Our **Auxiliary Police** volunteered 225 hours during the month. Duties included a police check point, bike patrols, traffic control, BIB tournament and prisoner transports. **Sentinels** volunteered

III. POLICE DEPARTMENT (CONTINUED):

17 hours of extra patrol service for the month and their duties include traffic control at the fireworks and a check point.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 123

Total EMS Patients: 207

(Total EMS incidents 263)

Fire units arrived on scene in less than 8 minutes on 90% of emergency incidents. (average response time 5:19 minutes)

EMS units arrived on scene in less than 8 minutes on 90% of emergency incidents. (average response time 5.32 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Electrical Problem	7	Good Intent Calls	25
Boiler Malfunction	1	Power Line Down	6	Public Service	46
Brush Fire	3	Natural Gas Leak	2	Alarm Activation (no fire)	13
Outside Equipment Fire	1	Chemical/Gasoline Spill	3	Child Seat Installation	5
Trash/Rubbish Fire	1	Other Hazardous Condition	2	Smoke detector installation	8
M/A to Chesterfield EMS First Responder	4	M/A received from Chesterfield Fire	4		
		M/A received from Fort Lee Fire	1		

EMS Division (number of patients):

Abdominal pain	15	Congestive Heart Failure	1	Respiratory Distress	15
G.I. Bleed	2	COPD	1	Seizure	5
Allergic reaction	3	Diabetic Problem	7	Sepsis	1
Altered Mental Status	5	Fever/Hyperthermia	2	Sting/Venomous Bite	1
Asthma	2	Headache	8	Stroke/CVA	3
Behavioral/Psychiatric	3	Heart Problem	1	Syncope/Fainting	10
Back Pain	4	Heat exhaustion/stroke	3	Traumatic Injury	48
Dehydration	2	Hypertension	2	Unconscious	3
Poisoning/Drug Ingestion	1	Hypotension	3	Weakness	12
Cardiac Rhythm Disturbance	5	Nausea/Vomiting	5	Other type EMS Calls	43
Chest Pain	21	Pain	7	General Malaise	4
M/A to Petersburg EMS	9	M/A received from Chesterfield EMS	3		
M/A to Prince George EMS	1	M/A received from Hopewell EMS	1		
M/A to Fort Lee EMS	1	M/A received from Fort Lee	3		

EMS Transports (by Facility)

Southside Regional Medical Center	157	75.85%
John Randolph Medical Center	22	10.63%
CJW Center – Chippenham Campus	10	4.83%
CJW Center – Johnston Willis Campus	5	2.42%
St. Francis Medical Center	5	2.42%
VCU Health Systems	4	1.93%

IV. FIRE & EMS DEPARTMENT (CONTINUED):

VAMC Richmond (McGuire)	2	0.97%
Memorial Regional Medical Center	1	0.48%
St. Mary's Hospital	1	0.48%
TOTAL	207	100%

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,068

Five (5) alarm citations were processed during July.

Purchasing - 435 total purchase orders completed with 348 being processed by the purchasing and 87 departmental purchases being reviewed as compared to 411 being completed for the same period in 2011. In addition 193 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 12-062502-1004 – Prepare Nomination for Historical District Listing. Issued June 7th, with proposals due June 25th. Vendor chosen and contract is being prepared.
- Invitation # 12-062802-1005 – Franklin Ave. Sewer Replacement issued on June 5th, with bids received June 28th. Contract documents are completed.
- Invitation # 12-062802-1006 – Sale of Fire Apparatus issued in June, with bids received July 26th. Sale completed with vehicle being donated by third party to neighboring Fire Department.
- Invitation #11-062302-988 – Preliminary Engineering & Acquisition of Right of Way for the Modernization of Lakeview Avenue – Vendor has been chosen with scope meeting scheduled.

Other Purchasing Activity:

- Purchased upgraded computer equipment for the Dispatch Center.
- Emergency purchase completed for the fireworks show, held on July 7, 2012.
- Completed blanket purchase orders for all departments.
- Assisted school system, in out-sourcing food service operations.
- Contract with Schnabel Engineering, to provide geotechnical engineering support.

Risk Activity:

- Unoccupied City truck struck head-on while parked on work site.
- Ornamental light struck by vehicle with mechanical problems.

General Claim:

- A City resident filed claim for damage to windshield from rock off of City truck.

Utility Billing:

- Bi-monthly Utility Bills Sent – 3,765
- Delinquent Notices Sent –748 or 20.8% with 110 cut-off for nonpayment
- Received \$198.28 in delinquent bills using the State Set-Off Debt Collection System
- Set-off debt collected in July \$634.05

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

<u>Department</u>	<u>Position</u>
City Council	City Clerk
Recreation	Recreation Supervisor – Athletics (Part-time)
Recreation	Recreation Supervisor – Teen Center (Part-time)

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Office on Youth Site Supervisor (Part-time)

Applications & Testing

☆ Total applications received for the following position recruitments:

Landscape Technician (Part-time)	25
Youth Program Coordinator (Promotional Opportunity)	2
Recreation Supervisor – Athletics (Part-time)	36
Recreation Supervisor – Teen Center (Part-time)	67
Site Supervisor (Part-time)	27

Training

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

Miscellaneous

☆ A new employee orientation session was held for William Allgood (Telecommunicator) in July 2012.

Worker's Compensation

The following worker's compensation reports were filed during the month of July 2012:

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
07-11-12	Public Works	Laceration to face by tarp handle.
07-23-12	Police	Left knee pain while chasing suspect.
07-26-12	Fire	Burn to 1 st and 2 nd fingers on left hand.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

The City's website, www.colonialheightsva.gov, had 79,828 page views in the month of July.

Top five website modules accessed: 1. Calendar 2. Newsflash 3. Archive Center 4. Photo Gallery 5. Facilities Directory	Top five pages visited after home page: 1. Library 2. Real Estate Records 3. Recreation & Parks 4. Police 5. Animal Control
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Citizens submitted and city staff processed 363 service requests and questions through the "Let Us Know" module during the month of July.

The City of Colonial Heights' Facebook Page now has 2,271 fans.

Proactive Information Management completed 72.87 hours of IT service and maintenance for City departments this month.

The Information Systems Coordinator worked with a Comcast technician to install digital converter boxes on all televisions located in City buildings in order to begin receiving the upgraded digital service from Comcast. As part of this project, the Comcast technician also rewired several offices to accommodate the new service.

On July 17, Council approved the project to upgrade multimedia equipment in Council Chambers, and the work is anticipated to be completed by September 1.

The RFP for a new telecommunications system (phone and data) is under development and expected to be issued in the month of August 2012.

VIII. LIBRARY:

- The library staff circulated 24,181 titles in July.
- The public computer center was used 1,961 times.
- 313 children participated in the summer reading program.
- 248 residents registered for new library cards, and an average of 753 residents used the library each day.
- The library's meeting rooms were used 102 times.
- 3,681 residents visited the Colonial Heights Virtual Library to retrieve 405 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In July the Recreation Division hosted the 55th Annual BIB Tournament at Shepherd Stadium. Our youth baseball All-Star Teams competed in local tournaments in the area and youth basketball and volleyball camps were conducted. The Summer Playground Program continued running at Lakeview Elementary School and Adult Softball completed their regular seasons and will begin playoffs the beginning of August. Youth Football and Cheerleading registration was also completed in July and practices will begin the beginning of August. Staff made final preparations for the Fall and Winter Activity Guide, which will be released the beginning of August.

Parks, Horticulture, Buildings & Grounds

- Prepared Shepherd Stadium and provided manpower for Babe Ruth District tournament.
- Prepared Shepherd Stadium for BIB Tournament - removed pitcher's mound and built new pitcher's mound, installed bases, fencing and foul polls and provided manpower.
- Installed irrigation system and planted turf grass at "B" Field.
- Built picnic shelter at Roslyn Landing Park for Hargis Point.
- Interviewed applicants for vacated part-time landscaping position.
- Installed retaining wall at Legacy Garden.
- Mulched, pruned and maintained city sites as needed.

Violet Bank Museum

Attendance

2011

664

2012

323

- Attendance includes monthly visitors and 175 that attended our 4th Annual Headquarters Day.
- Acquired three pieces of Petersburg on loan for temporary exhibition.
- Mounted the first third on a North Carolina roster papers exhibit.

Athletics	2012	2011
Adult Softball (Wood Bat League)	27 teams	21 teams
Youth Football Registration	137	180
Youth Cheerleading Registration	87	88
Tennis Lessons	41	46
Basketball Camp	51	52

Agency on Aging		
Activities	2012	2011
Swap Shop	32	n/a
Advisory Board Meeting	8	12
Bingo in Center	76	68
Bowling	148	148

Football Camp	25	37
Cheerleading Camp	30	n/a
Swim Lessons	15	12
Activities/Programs	2012	2011
POWER	4	6
Summer Tots	16	10
Summer Playground	135	141
High Octane Teen Camp	28	13

Instructor Based Programs	2012	2011
Karate	16	15
Zumba	15	16
Cardio Fusion	8	11
Belly Dancing	7	n/a
Facility Usage	2012	2011
Community Room Attendance	2,255	1,072
Community Room Reservations	29	25
Pavilion Attendance	5,130	3,131
Pavilion Reservations	60	52
Field Attendance	1,508	1,020
Field Rentals	21	9
Teen Center Attendance – CHHS Students	106	116
Teen Center Attendance – CHMS Students	150	318

□

Bridge Party	60	96
Bridge Tournament	128	112
Golfers at Prince George	598	480
First Street	0	21
Senior Club Meeting	128	146
Senior Citizen Dance	84	78
Sing A-Long	47	31
Sing A-Long – CH Health Center	12	13

Awareness/Education	2012	2011
TRIAD	50	17
Classes	2012	2011
Painting Class Kay Tirpak	20	25
Painters Group	32	28
Painting Class Gems by James	8	6
Splash of Color	14	13
Craft Class	0	8
Crochet & Knitting	70	46
Sewing Classes	13	0
Tap Class Intermediate	86	109
Tap Class Advance	105	66
Quilting Class	28	10
Watercolor	24	28
Fitness	2012	2011
Strength Training Class	123	153
Sit Down Exercises	368	349
Floor Exercises	30	41
Tai Chi	43	34
Yoga	93	66
Zoomer Boomer	145	201
Cardio Bump	120	n/a
Trips	2012	2011
Continental Concert	40	30
Hopewell Mini-Trip	20	n/a
Museum Trip	0	15
Riverside Theater	0	26
Total	2,756	2,495
Meals	2012	2011
Home Del Meals	11	10
Site Meals	169	168
Breakfast Meals	0	0
Bags	0	0
Total	180	178
Transportation	2012	2011
Total Passengers	97	99
Total Trips	549	444
Total Miles	2,400	2,992
Wheelchairs	15	6
Volunteer Hours	5.5	21
Donations	\$364	\$296

X. OFFICE ON YOUTH & HUMAN SERVICES:

- **YAC Activities**
 - No monthly meeting in July
 - 4 YAC members and advisor provided lunch for Tri-Cities Work Camp Crew
 - 4 YAC members and advisor assembled LemonAid Kits
 - 1 YAC member and advisor distributed LemonAid Kits
 - 3 YAC members, guest and advisor hosted LemonAid Stand
- **Youth Services Commission**
 - No monthly meeting
- **Kids' After-School Program**
 - Out for summer
- **Substance Abuse Prevention Activities**
 - 17 Teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver's licensing ceremony
- **Ongoing Monthly Meetings/Trainings**
 - Operation Christmas Child
 - Family Assessment Planning Team
 - Colonial Heights School Board Meeting
 - CAAN-DUU Coalition
 - UMFS Training: Continuum of Sexualized Behaviors
 - Store ALERT Training: VDH and D-19
 - Chamber of Commerce: Business After Hours Event
 - SAFE Board meeting
- **Diversion Program Participation:**
- **Parenting**
 - 0 families completed "Parenting with Love and Limits"
- **Community Service**
 - 8 youth completed 166 hours of Service Learning
- **Shoplifting Diversion**
 - 24 youth and a parent attended the Shoplifting Diversion Program
- **Anger Management**
 - 8 youth completed Anger Management Classes
- **Substance Abuse Education**
 - 16 youth participated in Substance Abuse Education

Six teens and a supervisor completed seven days of the Youth Service Corps Program at Pocahontas State Park in partnership with the Department of Conservation and Recreation and the Chesterfield Adolescent Reporting Program.

XI. FLEET MAINTENANCE:

	# Work Orders	Total	Sublet	Sublet total
2012	77	\$13,508.69	3	\$ 414.55
2011	95	\$26,609.60	6	\$ 615.60

Most of the repairs are normal maintenance issues.

The sublet repairs consist of \$50.00 for alignment and \$364.55 for tire repair.