

CITY MANAGER'S REPORT TO CITY COUNCIL AUGUST 2011



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities

- *New Courts Facility* – Schematic design submittal made by Moseley Architects. Staff review is in process. Negotiation of PPEA Interim Agreement in process.

Storm Water and Drainage

- *Right Turn Lane on Southpark Boulevard at Dimmock Parkway, UPC 97692* – Procurement in process. Award of construction contract delayed by Irene storm response. Contract award anticipated in early October 2011.
- *Boulevard/Government Center Enhancement – Transportation Enhancement Program, UPC 7822* – Construction in process. Completion is anticipated by October 2011.
- *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. Completion is anticipated Summer 2012.
- *Dimmock Parkway-Jennick Drive Traffic Signal, UPC 94750* – Construction in process. Completion is anticipated in mid-October 2011.
- *Safe Routes to Schools- Phase 1 and 2, UPC 87317 and 93211* – Construction in process. Completion is anticipated in mid-October 2011.
- *Dupuy Avenue Modernization, UPC 101287* – Professional services procurement in process. Contract award anticipated in late Fall 2011.
- *Lakeview Avenue Modernization, UPC 101288* – Professional services procurement in process. Contract award anticipated in late Fall 2011.

UTILITIES CAPITAL PROJECTS

- *Hrouda Pump Station Upgrades* – Pending confirmation of funding, project to be advertised in Fall 2011.

PLAN REVIEWS

- Received four (4) plans and reviewed four (4) plans.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

RIGHT OF WAY PERMITS

- Issued six (6) permits and closed out two (2) permits.

OPERATIONS AND MAINTENANCE

STREET MAINTENANCE

- Placed Asphalt in (9) potholes, (6) utility cuts, (9) low areas, (3) shoulders, (2) driveways and (3) new Curb and Gutters.
- Removed 31.37 tons of contaminated soil from fuel spill from Public Works Complex to Reco Biotech in Richmond for disposal.
- Assisted Police and Fire Department closing streets, down power lines and trees throughout the City during Hurricane Irene.

TRAFFIC OPERATIONS

- Replaced/Maintained signals, signs, markings and street lighting – 106 locations.
- Preventative Maintenance – 4 locations.

VEGETATION

- Removed litter from (7) locations, and responded to (13) litter miscellaneous/dead animal requests.
- Trimmed tree limbs/bushes at (7) locations, responded (1) miscellaneous tree request and removed storm damage throughout the City during and after Hurricane Irene.
- Removed tree blocking alley at (2) locations.
- Cut, trimmed (52) locations and sprayed for high grass/weeds at (4) locations.

RECYCLING CENTER

- 479 citizens used the Recycling Center to dispose of Category 1 Materials, brush, Hurricane debris, metal products and other recyclable materials.
- 2400 gallons of Category 1 Materials and 492 gallons of Used Oil were removed from the Center for disposal.

STORM WATER UTILITY

- Cleaned (116) catch basins, (1) storm sewer, (1) drainage ditch, (1) drainage pipe and (5) curb and gutters.
- Placed (115) basins on GPS and responded to (4) miscellaneous drainage requests.
- Placed topsoil/gravel in sinkhole and around drainage pipe at (2) locations.
- Repaired a storm sewer pipe at (1) location.
- Sweeper swept (41) locations and collected (40) cubic yards of debris.
- Concrete Crew repaired/replaced (88) feet of Curb and Gutter at (3) locations, (112) feet of sidewalk at (4) locations and responded to (2) miscellaneous concrete request.

WASTEWATER UTILITY

- Responded to (6) sewer backup, (6) miscellaneous requests, installed (3) cleanouts, flushed (1) main, repaired (4) main line and repaired (2) manhole tops.
- Checked all trouble areas, cut grass around pumps stations and Appamatuck Park off Archer Avenue.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

WASTEWATER UTILITY (CONTINUED):

- Removed debris from pumps, and installed new commutator motor at Main Pump Station.
- Responded to high water alarm, removed grease and washed wet well at Dunlop Farms Pump Station.
- Changed floats on pump at Charles Dimmock Pump Station.
- Removed debris from pumps at Appomattox Pump Station.
- Washed down, removed grease from walls and placed deodorizer in wet well at Conjurers Neck Pump Station.
- All employees assisted with Hurricane Irene removing trees down in street and making sure all pump stations continue running on generators.
- Continued checking all pump stations and methane pump daily.

WATER UTILITY

- Replaced (12) meters, installed (3) new meters, cleaned (2) meter boxes, repaired (1) meter leak, repaired (4) service lines, replaced (3) meter boxes, (3) meter setters, repaired (1) Fire Hydrant that was leaking, turned water off at (1) location due to a leak under house, and responded to (13) miscellaneous requests.
- Responded to (8) request for discolored water flushed hydrants in areas and/or informed resident to run water inside to clear.
- Backflow/Cross Connection Technician conducted (54) surveys, (30) completed (24) incomplete and assisted with locating underground utilities.
- Collected routine weekly water samples, performed THM's, HAA's sent to ARWA lab for testing.
- Miss Utility locating required (175) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

	Month	YTD
1. Fence Permits	0	12
2. New Sign Permits	10	56
	<ul style="list-style-type: none">• Verizon Wireless – 798 Southpark Boulevard, Suite 11• Play N Trade – 798 Southpark Boulevard, Suite 6• Texas Roadhouse – 2602 Conduit Road• AAAA Self Storage – 400 E. Ellerslie Avenue• Spirit Halloween – 3107 Boulevard• McDonalds – 411 Southpark Circle• EVB – 3400 Boulevard• Brusters – 458 Charles Dimmock Parkway• Jerry's 23 Car Wash – 3224 Boulevard• AMDC Physicians – 110 Dunlop Village Circle	
3. Neighborhood Revitalization (New program year started August 1, 2011)		
	Repairs Completed	#0
	Repairs in the Works	#0

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

4. Zoning Property Maintenance

Property Maintenance		Zoning			
	Month	YTD		Month	YTD
Total Inspections	13	101	Total Inspections	3	34
Violations	4	62	Violations	2	23
Violations Resolved	0	43	Violations Resolved	1	19
House # Violations		Tall Grass			
	Month	YTD		Month	YTD
Total Inspections	3	17	Total Inspections	59	507
Violations	3	16	Violations	39	307
Violations Resolved	0	8	Violations Resolved	19	140
Inoperable Motor Vehicles		Building Code			
	Month	YTD		Month	YTD
Total Inspections	7	95	Total Inspections	10	52
Violations	6	69	Violations	6	28
Violations Resolved	3	51	Violations Resolved	2	20
Signs		Other			
	Month	YTD		Month	YTD
Total Inspections	21	72	Total Inspections	1	28
Violations	20	70	Violations	0	12
Violations Resolved	5	51	Violations Resolved	0	12

5. Building Inspections

	Month	YTD		Month	YTD
New Construction Inspections	204	1,513	Total Units Registered	0	69
Permits for new Residents	1	3	Total Units Inspected	0	32
Cost New Homes	\$159,900	\$309,400	Dwellings	0	20
Existing House & Maintenance	0	48	Multi-family	0	10
Additions	14	72	Apartments	0	3
Demolitions	0	4	First Inspection	0	0
Permits for Commercial	9	47	Passed	0	30
Cost for Commercial	\$290,707	\$2,902,636	Failed	0	0
Plumbing Permits Issued	8	108	Second Inspection	0	0
Electrical Permits Issued	16	123	Passed	0	0
Mechanical Permits Issued	4	43	Failed	0	0
Swimming Pool Permits Issued	8	14	Re-Inspection – Phase 1	8	71
Inoperative Vehicles Towed	0	0	Passed	8	65
Letters on Water Cutoff	8	11	Failed	0	0
Court Cases	0	1	4 Year Cert. Issued	0	27
			Apartments	0	4
			No. of Units Certified	0	29

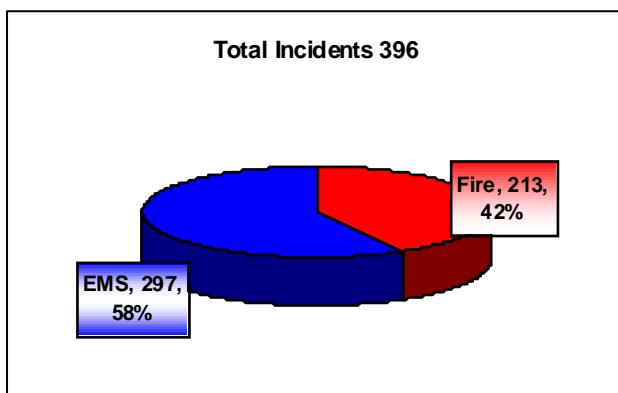
III. POLICE DEPARTMENT:

- ✓ Our officers responded to 4,633 calls for service during the month of August, 2011. During the same month last year, we responded to 4,047 calls for service—a 13% increase. Two robberies were reported this month, while five (5) were reported last year during this same time frame—a 60% decrease. There were three (3) reported aggravated assaults and two (2) reported during the month of August, 2010—a 33% increase. We responded to four (4) burglaries in August, 2011, compared with a response to eleven (11) burglaries during the month of August, 2010—a 64% decrease. There were 110 Part I, or serious, crimes reported to the Colonial Heights Police Department in August, 2011. Sixty-six (66) of those, or 60%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.

III. POLICE DEPARTMENT (CONTINUED):

- ✓ The month of August was one that will be remembered for Hurricane Irene. It hit us hard and for a long period of time. Power outages kept us busy at the major intersections as well as throughout the nights with no power throughout the majority of the Boulevard. We declared a curfew in the city only to keep traffic off the road in an effort to keep our emergency responders as safe as possible. I was very pleased with the teamwork that was displayed by all of our city employees who responded throughout the entire week. I have received many positive comments from the public. It goes without saying that during the tough times, the City of Colonial Heights always “steps up”.
- ✓ Uniform Patrol has been very busy with much traffic control throughout the city. During the storm, we doubled our personnel on each squad to meet the required demands. Since our courthouse had no power, court cases were continued to other dates. Officers performed admirably during the hurricane and they are to be commended. I must note that our volunteers, which consist of Auxiliary, Sentinels and our Police Chaplain, responded and provided us with over 80 hours of service. I am very thankful for their dedication to our department and the city. Several patrol officers advanced to a higher level due to their participation in our Career Development Program. They received their designation uniform pins, which they wear proudly.
- ✓ Our Law Enforcement Services Bureau was busy before, during and after the hurricane. We were notified by Virginia’s *Click It or Ticket* program that we received the “Most Improved Seat Belt Use” award, with an 86% increase. This is a testament to our citizens.
- ✓ We gave two conditional offers of employment to two non-certified officers and look forward to their representing us at the Crater Police Academy in October. We have tested several certified officers as well, and will be interviewing five of them in the upcoming month. Hopefully, we will be able to fill our existing vacancy.
- ✓ Our Investigators had a solid month in that they were assigned 29 new cases and cleared 13 of them, for a clearance rate of 45%. Cases that were cleared by arrest included a malicious wounding, two (2) felony embezzlements, a car jacking, and an attempted robbery. Investigations also processed 16 concealed weapon permits.
- ✓ Our Street Crimes Unit continues to stay busy with several narcotic and criminal investigations. They had the occasion to assist our investigators with a search warrant in Prince George County where city property was recovered and an arrest was made. SCU issued two public nuisance letters due to drug violations. Patrol was supplemented by the SCU during the hurricane.
- ✓ Overall, we made 275 arrests for the month, to include 33 felonies and 158 misdemeanors; worked 98 crashes; wrote 861 traffic citations; gave 776 verbal warnings; affected 19 DUI arrests and issued 64 parking citations.
- ✓ Our Auxiliary police volunteered 349 hours during the month. Duties included the B.I.B. Tournament, a road race, ride-alongs, call-outs and Hurricane Irene.
- ✓ **Officer Gary L. Sink** was been selected as our *Employee of the Month* for July, 2011, and awarded in August. During the month of July, Officer Sink issued 40 traffic summonses, obtained one felony and five misdemeanor warrants, served five outstanding warrants and investigated three vehicle crashes. However, it was his intuition and diligence that merited special recognition this month. Officer Sink assisted Sr. Officer Greg Thennes during a traffic stop, when a male passenger exited the vehicle and entered the BB&T Bank, where he sat while being questioned. During the interrogation, Officer Sink noticed that the subject was sweating profusely, despite the air conditioning. Once it was determined that no charges could be placed on the subject, he was released. However, Officer Sink had a hunch that something was amiss with this person, so he returned to the bank chair where the subject had been sitting and discovered a one-ounce bag of cocaine and a digital scale tucked into the seat cushion. Surveillance was then set up at the bank to see if the individual would return to retrieve the narcotics. An hour later, the subject returned to the bank with another individual, at which time both were detained and questioned, resulting in an arrest and confiscation of nearly \$950.00. For his intuitive approach and exemplary use of police training, Gary was awarded a gift certificate for a movie and concessions at any Regal Cinema.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 213
Total EMS Patients: 297
 (Total EMS incidents 296)

*Fire units arrived on scene in less than 7 minutes on 36.0% of emergency incidents.
 (average response time 7:54 minutes)*

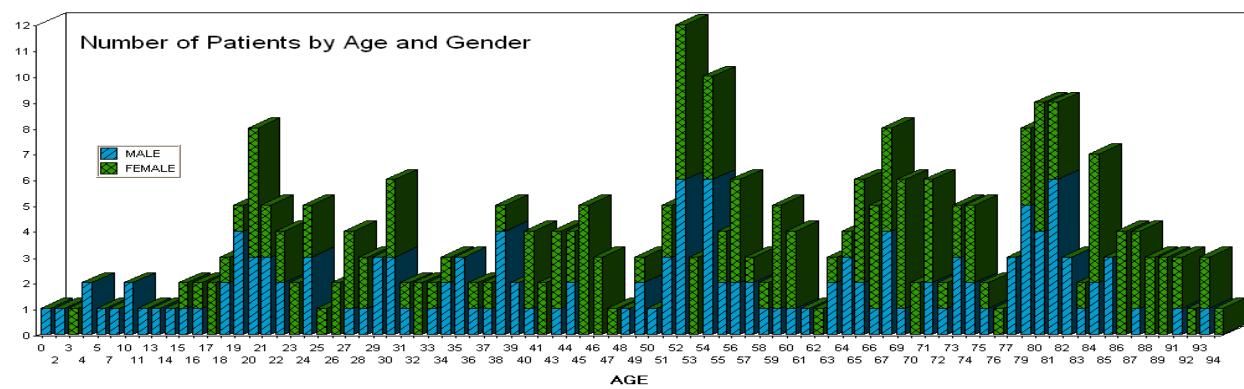
*EMS units arrived on scene in less than 7 minutes on 67.8% of emergency incidents.
 (average response time 6:15 minutes)*

Fire Division (number of incidents):

<u>Fires</u>	<u>Hazardous situations</u>	<u>Service calls and false calls</u>			
Building Fire	3	Electrical Problem	5	Good Intent Calls	37
Cooking Fire	3	Power Line Down	35	Public Service	83
Vehicle Fire	1	Natural Gas Leak	4	Alarm Activation (no fire)	19
Freight Vehicle Fire	1	Chemical/gasoline Spill	5	Child Seat Installation	7
Other Type Fire	1	Other Hazardous Condition	5	Smoke detector installation	4
M/A to Chesterfield EMS First Responder	4	M/A received from Chesterfield Fire			3
		M/A received from Fort Lee Fire			3
		M/A received from Petersburg Fire			1
		M/A received from Crater Haz-Mat Team			1

EMS Division (number of patients):

Abdominal pain	11	Convulsions/Seizure	4	Pain	14
Allergic reaction	4	Diabetic Problem	2	Psychiatric Problem	6
Altered Mental Status	4	Electrocution	1	Sick Person	10
Animal Bite	1	Fall	31	Stroke/CVA	8
Assault	7	Headache	1	Traffic Accident	28
Back Pain	8	Heart Problem	5	Traumatic Injury	15
Breathing Problem	36	Hemorrhage/Laceration	1	Unconscious	18
Chest Pain	33	Ingestion/Poisoning	1	Other type EMS Calls	45
Choking	1	Overdose	2		
M/A to Petersburg EMS	8			M/A received from Chesterfield EMS	2
M/A to Dinwiddie EMS	1			M/A received from Petersburg EMS	2
				M/A received from Hopewell EMS	1
				M/A received from Fort Lee EMS	5



V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,223

Four (4) alarm citations were processed during August.

Purchasing - 236 total purchase orders completed with 167 being processed by the purchasing and 163 departmental purchases being reviewed as compared to 243 being completed for the same period in 2010. In addition 163 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation # 11-061502-985 – Pedestrian Improvements near Colonial Heights Middle School – Contract documents completed and given notice to proceed.
- Invitation #11-062302-988 – Preliminary Engineering & Acquisition of Right-of-Away for the Modernization of Lakeview Avenue – Vendor working on scope and pricing.
- Invitation # 11-062303-989 – Preliminary Engineering & Acquisition of Right-of-Away for the Modernization of Dupuy Avenue - Vendor working on scope and pricing.
- Invitation # 11-062303-990 – Right Turn Lane Southpark Blvd / Charles Dimmock. Issued 8/17 and due in 9/8.
- RFP # 2011 – Residential Solid Waste Collection Services. Issued 8/19 by CWMA and due in 9/23.

Other Purchasing Activity:

- Updated emergency contractor cell phone list, in anticipation of storm.
- Purchased trench boxes for Utility Department
- Purchased iPad2's for Council Members use.
- Renewed periodical service for the Library for next year.
- Contract renewed for the purchase of gas/diesel.
- Purchased truck for Utilities Department from Heritage Chevrolet.
- Purchased air purification system for Fire Department from Atlantic Emergency Equipment.

Risk Activity:

- A light pole at the Courthouse was damaged by a hit and run driver.
- Fencing at a ball field came down during the hurricane.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,602

Delinquent Notices Sent – 718 or 19.0% with 115 cut off for nonpayment

Received \$1,045.71 in delinquent bills using the State Set-Off Debt Collection System.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department	Position
Information Technology	Information Systems Coordinator
Library	Library Associate (Promotional)

Applications & Testing

- ★ Total applications received for the following position recruitments:

Information Systems Coordinator	29
Library Associate	2

Training

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

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Miscellaneous

- ☆ The following employee exit interview session was held in August 2011: Eddie Wilmoth (Landscape Technician P/T)
- ☆ Participated in a web based background check training provided by SSCI on August 17, 2011 to review electronic check options.
- ☆ The annual Employee Service Award luncheon was held on August 18, 2011.

Worker's Compensation

<u>Date</u>	<u>Department</u>	<u>Description of Injury</u>
08-01-11	Fire	Exposure to an airborne infection causing breakout of hives.
08-05-11	Fire	Laceration to thumb from knife.
08-14-11	Fire	Tingling sensation in throat during response to odor in house.
08-14-11	Communications	Involved in vehicle accident injuring left arm and shoulder.
08-16-11	Fire	Scratchy throat during response to odor in house.
08-19-11	Police	Right finger caught in vehicle door during traffic stop.

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's web site had 51,803 visits in the month of August with 84,777 page views, including 3,329 visits to the City job listings page. The top five pages visited after the home page were: Library, Jobs, Fire & EMS Emergency Management Page, Purchasing RFPs, and Real Estate Assessment Search.
- ☆ Citizens submitted and city staff processed 366 service requests and questions through the "Citizens Action Center" online during the month of August. The FAQs were viewed 657 times during this same period.
- ☆ August's City e-News was distributed via email to 4,075 customers. The City of Colonial Heights' Facebook Page now has 2,057 fans.
- ☆ Proactive Information Management completed 65.62 hours of IT service and maintenance for City departments in August.
- ☆ A wireless network (WiFi) was set up at City Hall, which can be utilized for meetings and presentations in the conference rooms as well as for public use.
- ☆ Twenty-nine (29) applications were received for the Information Systems Coordinator position recruitment. Candidate interviews are scheduled for September 2, 2011.

VIII. LIBRARY:

- The library staff circulated 23,984 titles in August.
- The public computer center was used 1,768 times.
- 261 children participated in the summer reading program.
- 241 residents registered for new library cards, and an average of 734 residents used the library each day.
- The library's meeting rooms were used 95 times.
- 4,211 residents visited the Colonial Heights Virtual Library to retrieve 397 articles from their homes and offices.

IX. **RECREATION & PARKS DEPARTMENT:**

Recreation Division

In August the Recreation Department hosted the 54th Annual BIB Tournament with one Colonial Heights team playing in the championship game, we lost in extra innings in one of the most exciting championship games in recent memory. The Summer Playground and other Summer activities came to an end at the beginning of August and with the release of the Fall/Winter Activity Guide in August staff is preparing for upcoming activities and events.

Athletics	2011	2010
Adult Softball (Fall League)	20 teams	18 teams
Youth Football Registration	191	141
Youth Cheerleading Registration	94	66
Tennis Lessons	46	47
Football Camp	37	29
Punt, Pass and Kick Competition	22	27
Girls Fast Pitch Fall Ball	15	37
Swim Lessons	17	5
Optima Basketball	8	15
Activities/Programs	2011	2010
POWER	1	6
Summer Splash	26	88
Back to School Festival	339	309
Tue Teen	1	10
Summer Tots	11	18
Summer Playground	141	150
Fun in the Sun Camp	9	n/a
High Octane Teen Camp	11	n/a
Little Tikes	3	n/a
Youth Archery	4	n/a
Yankees vs. Orioles Trip	46	n/a
Instructor Based Programs	2011	2010
Karate	12	19
Zumba	15	n/a
Cardio Fusion	10	16
Facility Usage	2011	2010
Community Room Attendance	1,140	1,058
Community Room Reservations	26	28
Pavilion Attendance	2,800	4,860
Field Attendance	2,196	n/a
Field Rentals	16	n/a
Teen Center Attendance – CHHS Students	122	172
Teen Center Attendance – CHMS Students	211	286
Teen Center Peak Hours (Mon-Thurs)		
Teen Center Peak Hours (Fri-Sat)		
Trips	2010	2011
From the Heart	0	8
Riverside Theater	0	n/a
Museum Trip Wilton House	n/a	10
Quilting Trip	n/a	13
Dong's Theater	46	n/a
Total	3,161	2,702

Agency on Aging	2010	2011
Activities	2010	2011
AARP	n/a	n/a
Bingo in Center	92	64
Bowling	160	164
Bridge Party	64	120
Bridge Tournament	120	112
Crochet & Knitting	52	62
Golf at Prince George	590	596
Golfer's Board Meeting	14	14
Senior Advisory Board Meeting	5	n/a
Senior Club Meeting	168	151
Senior Dance	94	98
Sing A-Long	42	46
Sing A-Long CH Healthcare Center	13	12
Swap Shop	74	n/a
Senior Club Board Meeting	10	8
Awareness/Education	2010	2011
Messages Balance	35	n/a
TRIAD	75	10
First Street	16	n/a
Classes	2010	2011
Bob Ross Video Painting	2	0
Gems By James Painting Class	0	12
Crafts	4	6
Kay's Oil Painting	22	20
Kids Painting Class	52	24
Line Dancing	23	n/a
Painters Group	32	28
Tap Dance – Advance	99	98
Tap Dance – Intermediate	72	99
Mary Carole Portrait Demo	n/a	22
Mary Carole Portrait Class	n/a	72
Splash of Color Workshop	15	16
Sewing Class	n/a	20
Quilting	n/a	36
Watercolor Painting	8	16
Fitness	2010	2011
Floor Exercises	50	45
Sit Down Exercises	277	332
Strength Training Class	204	275
Tai Chi	69	41
Yoga	104	50
Zoomer Boomer	259	255

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Meals	2010	2011
Bags	10	n/a
Breakfast Meals	10	n/a
Home Delivered Meals	25	n/a
Site Meals	0	144
Total	45	144
Donations	\$15.00	n/a

Transportation	2010	2011
Passengers	72	84
Total Miles	2,644	3,052
Total Trips	479	420
Wheelchairs	32	14
Volunteer Hours	6	0
Donations	\$154.20	\$251.00

Parks/Horticulture/Buildings & Grounds

- Prepared Shepherd Stadium and provided manpower for BIB Tournament.
- Re-roofed playground building at Shepherd Stadium.
- Removed pitcher's mound used for BIB tournament and built new pitcher's mound.
- Began the repair of cracks on tennis courts at Lakeview Park.
- Worked hurricane storm duty and cleanup.
- Provided manpower for Back to School Festival.
- Laid out and painted football field at the Colonial Heights Football Field, Field Hockey Field and Band Field.
- Installed rocks in break area at City Hall.
- Trimmed low hang Crepe Myrtles at Library and City Hall.
- Removed three Holly Trees at Library.

Violet Bank Museum

2010	2011
228	210

- Concentration on collection work and exhibit development.

X. OFFICE ON YOUTH & HUMAN SERVICES:

Prevention Programs and Activities

“Assault Diversion” Program was presented to 16 teens at Chesterfield Courthouse. Staff presented substance abuse prevention information to 18 teens receiving their driver’s license this month. Two supervisors and 8 teens completed Youth Services Corps Program at Pocahontas State Park. Volunteered at Back to School events with CAAN-DUU Coalition. Presented agency information to “Dream Team” parents at Colonial Heights Middle School.

Ongoing planning/collaboration continued with Operation Christmas Child, Toastmasters International, Department of Social Services Training – Dr. Kevin Campbell; GOSAP Training – Gang Awareness and Prevention; Infant Mortality Committee, Colonial Heights School Board Meeting, CCOVA Board, and CAAN-DUU Coalition.

VJCCA Crime Control Programs

Community Service Learning Program served 17 youth who completed 201 hours of Service Learning. Shoplifting Diversion Program served 30 youth and parent offering information and education regarding consequences of stealing.

Youth Advisory Council

Eight members, advisor and YSC Chair attended the YAC meeting in August. Nine members and advisory volunteered at Back to School Festival at White Bank. Four members and advisor completed quarterly clean up of James Avenue. One member and advisory participated in “Race for the Cause” at White Bank Park.

Youth Services Commission

No meeting was held in August.

Kids’ After-School Program

KAP coordinator is planning for the upcoming school year, 2011-12. New site managers were hired for the upcoming school year.

XI. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2011	84	\$19,919.52	11	\$4,427.74
2010	87	\$17,733.47	9	\$1,271.95

Most of the repairs are normal maintenance issues. Four of the new police cars have arrived and we will be starting on them this week.

The sublet repairs consist of the following:

Paint (buses)	3,780.00
Towing	180.00
Tire	234.50
Windshield	233.24