



Team Chesapeake

Employee Newsletter

December 2015



Happy Holidays



CHESAPEAKE CITY ATTORNEY RECEIVES WOMEN IN BUSINESS ACHIEVEMENT AWARD!

City Attorney Jan L. Proctor is among this year's recipients of Inside Business Magazine's Women in Business Achievement Awards. The award is given annually to women in Hampton Roads who have achieved significant success in the local business community, engaged in public service, and served as mentors and leaders to other women and business professionals.



Congratulations to Jan on this well-deserved award in recognition of her unparalleled services to the City of Chesapeake.

- In This Issue -

- Manager's Message.....2
- Employee Holidays.....2
- Meet Your Co-workers.....3
- Staff Who Care.....3
- Staff Spotlight.....4
- Innovation Awards.....5
- Public Service Awards.....6
- PayCycle Changes.....6
- Benefit Updates.....7
- Sing-A-Long Photos.....8
- Volunteer of the Quarter.....8
- News & Announcements.....9
- Safety Corner.....10
- UCARE Employee Video.....10

GET STARTED RIGHT IN 2016!



1. **Keep a positive mindset!** There are many health benefits to having a positive mindset. Positive thinking reduces stress, reduces depression, evokes more energy, more initiative, and more happiness.
2. **Eat breakfast every day!** Eating a big, healthy breakfast, will give you more energy, lead you to make healthier choices during the day, and keep you feeling full so you eat less throughout the day.
3. **Make goals and write them down!** Goals help to measure progress. Make sure you set realistic and specific goals for yourself.
4. **Have a set plan!** You can't just jump into a new lifestyle without planning ahead. Before the New Year, outline the changes you want to implement and decide how you'll fit them into your busy schedule. Take baby steps, don't try to do too much at once.
5. **Eat less processed foods and more natural/clean foods!** Processed foods are loaded with artificial sweeteners, synthetic ingredients, MSG, high-fructose corn syrup, artificial flavors, preservatives, and more. All of these things are difficult for your body to process and can lead to major health issues.
6. **Get more sleep!** In order for our bodies to function properly. Adults 26-64 should get 7-9 hours of sleep a night. Ongoing sleep deficiency is linked to an increased risk of several diseases including diabetes, high blood pressure, etc. Get your rest!
7. **Exercise!** Keep your heart healthy by doing cardio and try to exercise at least three days per week.



CITY MANAGER'S MESSAGE



This year is rapidly drawing to a close, and 2015 has been another year of changes for our City. New projects are rising on all fronts, from Dominion Blvd. to the new eBUILD online permit system, to potential plans for changes in our payroll cycles. Chesapeake, just like any prosperous municipality or business, must be willing to embrace and adapt to change if we, as a City, are to continue to thrive.

But as we approach the new year, I want to ask you to think about a concept we need to embrace equally with change – the concept of consistency. We must always strive to be consistent in our processes, rules and regulations, so we ensure everyone is treated equally. We can never make everyone equally happy with all of our decisions, but we can arrive at those decisions through fair, equitable means for all.

More than this, though, I challenge you to continue to constantly offer our citizen-customers a consistently high level of service. No request, no task, no job is “small” in the eyes of a resident. It may seem trivial to you, but to that caller, homeowner, business person, or other customer the task may be immense in its value. You, as a team, have done extremely well in embracing the passion for customer service, and I know we can count on you to continue that drive as 2016 dawns. If we all maintain this consistency, then the changes we face daily will become, as Mayor Krasnoff has said, “potential stumbling blocks turned into stepping stones.”

Let me close by wishing each of you, and your families, a happy and peaceful holiday season. No matter what holiday you celebrate, this is a time of year rooted in traditions, family, and the opportunity to reflect on the many blessings our lives bring us every day. I hope you will find time to make some new, lasting memories with your family and friends.



JAMES E. BAKER

UPCOMING EMPLOYEE HOLIDAYS

CITY IS CLOSED:

CHRISTMAS EVE - THURSDAY, DECEMBER 24

CHRISTMAS DAY - FRIDAY, DECEMBER 25

NEW YEARS DAY - FRIDAY, JANUARY 1

LEE-JACKSON DAY- FRIDAY, JANUARY 15

MARTIN LUTHER KING JR. DAY - MONDAY, JANUARY 18

MEET YOUR CO-WORKERS

CITY GARAGE/FLEET MANAGEMENT

Central Fleet Management (CFM) works with the various City departments to develop specifications for the powered equipment they need to perform their mission. Then, CFM is responsible for ordering the equipment and maintaining/repairing it throughout its life cycle. At the end of its lifecycle, CFM uses various methods such as on-line auctions, on-site auctions, or scrap metal recycling to dispose of the equipment.

The fleet consists of more than 1,400 vehicles and another 1,200 pieces of off-road, construction, and lawn and turf equipment all of which travel more than 11,500,000 miles annually. To fuel all that equipment, Central Fleet operates seven fueling sites throughout the City which dispense more than 1,800,000 gallons of diesel, gasoline, propane, and compressed natural gas annually. The fuel sites also provide fuel to Chesapeake Public Schools and Mosquito Control.

A common misperception is that Central Fleet is fully-funded to replace all equipment when it reaches the end of its lifecycle. To accomplish that, approximately \$7M would be needed annually to purchase new vehicles and equipment. Central Fleet is budgeted at \$3M annually for replacement vehicles, which explains why it is so important for departments to work with CFM each year to prioritize which vehicle they select for replacement.

CFM also maintains a pool of vehicles available to the departments for local travel and work, and manages the contract for rental vehicles for out-of-town travel.

Mission Statement: *Central Fleet Management's mission is to provide efficient and cost effective fleet management services for a safe, economical, and environmentally sound fleet that meets the needs of our customers and which protects the investment of our citizens.*

STAFF WHO CARE

Over the past seventeen years, Larry Stover has been a tremendous ally to Central Fleet. As a Motorized Equipment Specialist, he continually trains all Public Works personnel, Sheriff, Police, and Fire employees in CDL Licensing, proper vehicle inspections and small equipment operation. His leadership, communication and daily interaction with Central Fleet is invaluable in helping to maintain vehicle readiness.

Larry is fully entrusted by his senior management to take charge of daily operations when they are out of pocket, and especially during emergency events like snow storms or hurricanes. Larry has always been the go-to-guy when Central Fleet Management is in need of equipment status updates, shop prioritization of Public Works equipment, snow equipment inspections, new operator training and more. His positive impact is far reaching; he works closely with Central Fleet to monitor the overall condition of the public works fleet, coordinates repairs and services needed, and counsels any operators who abuse their vehicle or skip required services. Larry is continually proactive in helping ensure public works equipment is maintained at an appropriate level to help extend service life and reduce maintenance costs.

Whether its staying on top of his own maintenance, keeping his vehicle clean, or ensuring others do the same, Larry understands and mentors his personnel, instructing them that when operators take care of City vehicles the vehicles spend more time on the streets serving the citizens of Chesapeake, and far less time at the garage.



CITY STAFF SPOTLIGHT

INTRODUCING THE NEW STAFF SPOTLIGHT SECTION IN TEAM CHESAPEAKE!

In each issue of Team Chesapeake, we will feature two City Staff Spotlights! This is a fun way to highlight employees and help you get to know your peers. If you are interested in being “spotlighted” in our employee newsletter, email jbichara@cityofchesapeake.net. Let’s get to know this month’s highlighted City employees!



NAME: Jason Sneed

DEPARTMENT: Information Technology

JOB TITLE: Systems Analyst I

How long have you worked for the City? 1 year

What is one interesting thing about your job? *Working with people from many departments to deliver applications to fit their needs. I am working on bringing our main frame programs into modern, web-based applications.*

Name one thing that has been a highlight or something positive that has happened during your career with the City so far. *I helped redevelop the “Locate a Plaque” application for the Mayor’s Commission on Veterans Affairs. The application needed to be rebuilt from the ground up and many people were involved to make it happen.*

What is one unique fun fact about YOU in general that others may not know? *I race RC Cars on the weekends. The hobby has introduced me to hundreds of people over the years.*



NAME: Carsheena Montgomery

DEPARTMENT: Planning

JOB TITLE: Office Coordinator

How long have you worked for the City? 8 years

What is one interesting thing about your job? *I would have to say that the most interesting part of my job is working with multiple departments to resolve an issue.*

Name one thing that has been a highlight or something positive that has happened during your career with the City so far. *Being selected for the Employee Highlights!*

What is one unique fun fact about YOU in general that others may not know? *I am an Investigative Discovery Channel addict!*

INNOVATION AWARDS



George Bryant, with the Voter Registrar, developed a new Election Officials Database and Election Official Interactive website which allows the City to disseminate information to Chesapeake Election Officials quickly and more efficiently. By creating this website instead of outsourcing, Mr. Bryant saved the City \$60,000.

Pictured above left to right: Al Spradlin with George Bryant.



Dawn Hagan helped the Planning department with the City's Open Space and Agriculture Preservation program. Even though Ms. Hagan was not the Budget liaison for Planning, she put together an innovative spreadsheet that has simplified and streamlined the process for the past several years.

Pictured above left to right: Steven Jenkins with Dawn Hagan.



As a Community Program Specialist, **Darnell Gaddis** has trained and supervised community volunteers to advocate for children and their families involved in abuse/neglect situations. Through her tireless efforts, Ms. Gaddis has continued to grow the program which currently assists over 90 children who are served by over 40 volunteers for an estimated cost savings of over \$25,000.

Pictured left to right: Darnell Gaddis and Jim Baker.



Anthony Smith used his construction background to initiate renovation for a 2,000 square foot section of Fire Station 14. This project, if handled by an outside contractor, could have cost the City up to \$100,000.

Pictured left to right: Fire Chief Ed Elliott, Anthony Smith, and City Manager Jim Baker.



Elizabeth Vaughn put together and managed a public relations plan for the Dominion Boulevard Improvement Project instead of using an outside PR firm. By doing so, she has generated community support and saved her department and the City of Chesapeake \$4 million.

Pictured left: Elizabeth Vaughn

PUBLIC SERVICE AWARDS

The following City employees are recognized for receiving a Public Service Award:

- Benjamin Umphlett** - Planning
- Milissa Story** – Planning
- Sherry Carawan** – Planning
- Michael Porter** – HS/Community Programs
- James Poole** – HS/Community Programs
- Arnold Lapid** – Development and Permits
- Mark Curry** – Development and Permits
- Michael Perucci** – Development and Permits
- Rose Strickland** – Development and Permits
- Tammy Blakely** – Development and Permits
- Cheryl Baxter** – Development and Permits
- Deborah Schults** – Sheriff
- Lauren Welch** – Police
- Roxanne Davis** – Police
- Mary Eason** - Public Works
- Carole Gillespie** – Public Works
- Belinda Brooks** – Public Works
- Joshua Watson** – Public Works
- Leonard Morris** – Public Works
- Robert Lienemann** – Public Works
- Everett Wilson** – Public Works
- James Poteet** – Public Works
- Kerry Wilkerson** – Public Utilities
- Sean Rier** – Public Utilities
- Marvin Williams** – Public Utilities
- Luther Twine, III** – Public Utilities
- Louis Battagliola, Jr.** – Public Utilities
- Johnathan Wright** – Public Utilities
- Kenneth Cooper** - Public Utilities
- Ronald Boykins** – Public Utilities
- Eric Reising** – Public Utilities
- Maurice Eden** – Public Utilities
- Paul Press** – Public Utilities
- Melissa Halpert** – Public Utilities
- Mark Webb** – Public Utilities
- Gawain Saunders** – Public Utilities
- Galon Avents** – Public Utilities



Congratulations to Sharon Chamberlin, with the Office of Emergency Management, for receiving a Public Service Award. Her award was presented at the November Department Head Meeting at City Hall.

Pictured left to right: City Manager Jim Baker, Sharon Chamberlin, and Fire Chief Ed Elliott.



EMPLOYEE PAYROLL & PAY CYCLE SAMPLE STUB

EMPLOYEES WILL RECEIVE A SAMPLE PAY STUB SOON!

Potential pay cycle changes have been discussed by the City Manager at numerous employee meetings. The City will provide an individualized sample weekly pay stub to assist you in understanding and planning for the potential upcoming pay cycle change. This sample weekly pay stub may be used to assist you in calculating bi-weekly pay as well and is labeled “TEST” at the bottom of the pay stub.

Department Payroll Clerks received the sample pay stubs on Friday, December 11. You should receive yours shortly. **The information on your sample pay stub was pulled in October, so make sure you have an existing pay stub from October 15 or 16 available for comparison.**

EMPLOYEE BENEFIT UPDATES



TIME IS RUNNING OUT TO USE YOUR WELLNESS INCENTIVE

Employees who completed the Personal Health Assessment (PHA), Digital Nutrition Assistant and/or Digital Exercise Assistant in 2015, have until December 31, 2015, to use their wellness dollars. Employees earn \$100 for completing the PHA, \$100 for completing the Digital Nutrition Assistant and \$100 for completing the Digital Exercise Assistant.

NEW WELLNESS INCENTIVE FOR 2016!

EMPLOYEES AND RETIREES WILL BE ELIGIBLE FOR A NEW WELLNESS INCENTIVE IN 2016. STAY TUNED FOR ADDITIONAL INFORMATION REGARDING THIS NEW INCENTIVE.

REMEMBER TO USE YOUR FLEXIBLE SPENDING ACCOUNT (FSA) DOLLARS

Medical FSA - Up to \$500 of unused funds at the end of this year will still be available in 2016, if you established a calendar year 2016 medical FSA account with a minimum contribution of \$100. Employees should try to spend down any balances above \$500. Not sure what counts as an eligible expense? Refer to [WageWorks' website](#) for an alphabetical, all-inclusive listing of eligible expenses.

Dependent Care FSA – Remember to submit receipts for services received in 2015 by March 31, 2016, to avoid losing money.

ICMA - RC 457 RETIREMENT INVESTMENT FUNDS

Open Enrollment might be over for the 2016 calendar year, but it's never too late to sign up for your own 457 retirement fund with ICMA-RC. With a few clicks of the mouse, you can sign up and start planning for your future. All you have to do is go to <https://accountaccess.icmarc.org/enroll/identify.jsp> and enroll. Below are the steps to assist you in making your election.

1. Enter your Social Security Number & the City's ICMA-RC plan number of 301900
2. Next you select either the "Express" or "Comprehensive" enrollment method
3. Then you enter some personal information (i.e...address, phone number & date of birth).
4. Now all you do is elect your investment fund(s) and you're done.

WHAT YOU NEED TO KNOW ABOUT 2015-2016 FLU SEASON

Getting an annual flu vaccine is the best way to prevent becoming infected. Seasonal flu activity often peaks in January and can last as late as May. The Centers for Disease Control (CDC) recommends everyone six months of age and older receive the flu vaccine.

In addition to getting vaccinated, the following simple precautions can minimize the risk of flu exposure:

- Wash your hands frequently with soap and water, or use an alcohol-based hand sanitizer, especially after coughing or sneezing.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it, and then immediately wash your hands.
- Avoid touching your eyes, nose, or mouth.
- If you get sick, stay home and limit contact with others.
- If you work, stay in touch with Occupational Health or your doctor and follow guidelines for returning to work.
- For more information about seasonal flu, visit cdc.gov/flu/protect/keyfacts.htm

2015-2016 flu vaccine coverage information for Optima Health members, as well as a list of participating pharmacies, is available on the [Optima Health website](#). The flu vaccine is usually available through May.

HOLIDAY DEPARTMENT SING-A-LONGS



WCTV Chesapeake Television will air the Department Sing-A-Longs all throughout the month of December on Cox 48 and Verizon 43 or OnDemand at www.CityofChesapeake.net/TV.

The Holiday Sing-A-Long Show will air on WCTV Chesapeake Television on the following dates:

- 12/20 4:00 PM
- 12/21 12:00 PM
- 12/22 12:00 PM
- 12/23 11:00 AM
- 12/24 5:00 PM
- 12/25 1:00 PM, 5:00 PM
- 12/26 10:00 PM



VOLUNTEER OF THE QUARTER

Ken Belkofer has been an integral part of the Community Emergency Response Team (CERT) organization since he completed his new member training. As a Commander in the Navy, he saw the need to get involved beyond just the ordinary volunteer opportunity. He immediately teamed up with Tim Burrows, a fellow CERT volunteer, to help redefine the training curriculum for new members.

Ken became very involved with the Fire Department & Office of Emergency Management and assists the City with events. He has helped with events such as Paddle for the Border, the Christmas Parade, and most importantly the Chesapeake Jubilee.

Over the past three years, Ken has revamped the EMS response structure for the Jubilee, creating a more streamlined and efficient way to patrol and respond to emergencies when they occur. This plan was accepted and adopted by the Fire Department and has made operating at the Jubilee site much easier for Public Safety units.

Ken also created a communications plan and new site maps, as well as operational plans for volunteers that assist with the Jubilee. Ken regularly attended Jubilee meetings and donated more than 50 hours during and leading up to Jubilee weekend. His efforts and management of CERT volunteers at the Jubilee helped reduce the amount of overtime expenses that the Fire Department would otherwise have to spend for additional staffing. Through Ken's hard work and dedication, CERT has been entrusted to make up the difference and provide the additional staffing needed to properly and efficiently execute the Jubilee. Ken truly is a catalyst and essential asset to both the team and the City of Chesapeake.



NEWS & ANNOUNCEMENTS

BATTLING CANCER SERIES CHAMPIONS



The Chesapeake Fire Department is three-time champions of the Battling Cancer Series! This football game assists members of public safety and their families while they battle cancer.

Departments from across the region participated to raise money. The Chesapeake Fire Department is proud to support this event and bring home the trophy again.

FIRE LIEUTENANT RECEIVES 2015 PRE-HOSPITAL EDUCATOR AWARD

Lieutenant Brian McIntosh was recently selected for the 2015 Pre-Hospital Educator Award. He is a Paramedic and an adjunct faculty member at TCC. He was selected for this award for his creative and innovative teaching techniques and his passion for educating and preparing EMS providers for their work in the field. He designed the Excellence in EMS Education (EEE) series that is open to EMS providers across the region.



Lt. McIntosh's passion for EMS education is seen not only in the test scores of his students, but in the time he spends with them, ensuring they understand the material. It is not unusual to see him working after hours or coming in early to help his students. The Chesapeake Fire Department is proud of his accomplishment!

CHESAPEAKE FIREFIGHTER SELECTED FOR "TOP 40 UNDER 40"



Congratulations to Senior Firefighter Brad Turner who was recently selected as one of Inside Business' "Top Forty Under Forty!" Turner was selected for his work in the Fire Department and his activities giving back to the community including serving on the Board of the Franklin/Southampton Area Chamber of Commerce and FUEL, their young professionals' organization. He also started Playful Minds Fun Center, a locker at a local hospital full of toys, DVDs, and coloring books to help children during their stay in the hospital.

In the Fire Department, Turner is a Senior Firefighter and Hazardous Materials Specialist and the Radiological Officer and Program Manager for the monitoring and detection program. This program consists of calibration, maintenance, and repair of approximately 100 meters. By doing this in-house, the City saves money. Thank you to Senior Firefighter Brad Turner and congratulations on this prestigious recognition!

MULTI-DEPARTMENTAL EVENT TO SUPPORT FAMILIES IN CHESAPEAKE

The Chesapeake Department of Human Services Advisory Board, Division of Social Services, and Community Programs collaborated for a Fall Fun and Fitness Day for Chesapeake Foster/Resource Families, children, and youth. The event was held at Eggleston Civitan Acres on Saturday, October 17. On hand to support the activities were the Sheriff's Department "Ident a Kid" program, Chesapeake Police staff with "Books for Kids", and Old Dominion University students who operated an ice cream bar, served lunch, and helped to provide information.



During the event children helped to create the art project pictured to the left. The project is proudly displayed on the second floor of the Department's newly renovated second floor employee work area.

Pictured left to right: John Ferreira, Ashley Wright, Kathleen Washington, and Leatrice Wilson.

SAFETY CORNER

FALLING OFF LADDERS CAN KILL YOU...USE THEM SAFELY

In an attempt to reduce the 15,000 injuries related to ladder falls during the holidays, here is a list of the top 12 tips for ladder safety. The ladder safety items listed below are applicable all year long!

1. Always select the correct ladder for the job. One that extends at least 3 feet over the gutter or working surface.
2. Always place your ladder on level and firm ground. Use leg levelers under the ladder to level uneven or soft ground. Leg levelers are devices that you can buy at a hardware or home improvement store.
3. Make sure the ladder can support both your weight and the load you are putting on it by checking the ladder's maximum load rating.
4. Make sure straight and adjustable extension ladders have both slip-resistant feet.
5. Set up extension ladders at a 75° angle. Test the correct angle by standing up straight with your toes touching the feet of the ladder. Extend your arms in front of you. The proper angle is set when the palms of your hands rest on top of the rung that's at shoulder level.
6. **DON'T USE METAL LADDERS NEAR POWER LINES OR ELECTRICAL EQUIPMENT.** Use wood or fiberglass ladders in these situations. NO ladder should ever touch live electrical wire. Use caution.
7. Check all rung locks and spreader braces on your ladder to make sure they are set and undamaged.
8. Have a helper hold the bottom of the ladder and allow only one person on a ladder at a time.
9. Keep ladders away from a door that can be opened. Place caution signs and barriers as needed.
10. Center your body between the rails of the ladder at all times. Leaning too far to one side while working is a no-no and can cause you to fall. If you were to have a belt on, the buckle should never be outside of the right or left rail of the ladder.
11. Do not stand on the top three rungs of a straight or extension ladder. Stay off of a step ladder's top two steps. Don't try to climb/stand on the rear section of a stepladder.
12. **ALWAYS MAINTAIN THREE POINTS OF CONTACT ON THE LADDER**, and always climb and descend ladders while facing the ladder... NEVER backwards.



CUSTOMER CARE PROGRAM - UCARE

'Tis the Season to be jolly and show our citizens "You Care!" [Click here](#) to view City Departments spreading good cheer.

Happy Holidays,
~The Customer Service Initiative Team