



Team Chesapeake

Employee Newsletter

Holiday Edition 2018

A Special Message from the City Manager



It's hard to believe that 2018 is rapidly drawing to a close, or that the holidays are once again upon us. It seems like only yesterday that we were ringing in the new year, and soon it will be time to do so once again. But before we get into the excitement and rush of the holiday season, I want to share a few thoughts with you on a subject that will be on

many minds – the concept of giving.

As we celebrate the holidays with family and friends, the giving and receiving of gifts often plays a central role. But have you ever stopped to consider how much you, as a Chesapeake City employee, give every day of the year? First and foremost, you give your time, your talent, your skills, and your energies to helping our citizens live, work, and play in an outstanding community. You also give your patience and understanding, whether it's for a family going through a crisis or a business person not sure where to turn for help. Our focus on superior customer service is all about giving, and it's something I am proud to see displayed hundreds of times every day, across the organization.

City team members give in many other ways, as well. You give your time to help charitable causes throughout Chesapeake and Hampton Roads. You give food to help the hungry, clothes to help the needy, and money to help anyone who needs it through the United Way. Many of you even choose to give your own life's blood – in some cases several times each year – so that someone you will never know or meet can celebrate another holiday with his or her family. That, truly, is one of the ultimate gifts of life.

We each give to one another in our own ways. There is no right or wrong when it comes to giving. For some, giving means just being there to listen and support a friend in need. For others, it's taking a leading role in a club or organization that provides a service or support to our neighbors. No matter how you choose to give, I hope you understand that your generosity of spirit does not go unnoticed nor unappreciated. You do make a difference, every time you give.

As this will be the final Team Chesapeake for 2018, I want to close with a special message from myself and the members of the City Manager's Office. We all want to wish you and your family a very happy, healthy, and joyful holiday season. No matter how you choose to celebrate, we hope this festive time of year will bring you warm memories and that 2019 will be another prosperous, successful year for you and for the City we are proud to serve. Best wishes!

- In This Issue -

Manager's Message	1
City Staff Spotlight.....	2
Public Safety	3
Sheriff's Office.....	3
Safety	4
Employee Benefits.....	5
Employee Wellness	5
Public Service Awards	8
Innovation Awards	8
Human Services	9
Records Management.....	10
C.A.R.E. Team	10
Library	13
Halloween	14
City Holiday Information.....	15
Holiday Sing-A-Long.....	16

James E. Baker

CITY STAFF SPOTLIGHT

In each issue, Team Chesapeake highlights two of our fellow City employees. If you are interested in being "spotlighted" in our employee newsletter, email us at pubcomm@cityofchesapeake.net.



NAME: Lucia La Rocca-Taylor

DEPARTMENT: Human Resources

JOB TITLE: Human Resources Specialist I

How long have you worked for the City? 13 years. I was an Office Assistant for Human Resources, then left the area for two years. I returned in 2007 and was rehired for the same position.

What is one interesting thing about your job? Every day is different. Even though my main function is recruitment and selection, I also coordinate the Recognition and Rewards program, review and assist with policies and contracts, facilitate classes for City employees, and assist with special projects.

Name one thing that has been a highlight or something positive that has happened during your career with the City so far. During my time working in Chesapeake I have met some remarkable hard-working people who inspire me every day to give my best.

What is one unique fun fact about YOU in general that others may not know? I was born and raised in Catania, Italy. I moved to the United States at the age of 24 and earned my US Citizenship just a few years ago. I fluently speak Italian and Sicilian.



NAME: Kathryn Jesse

DEPARTMENT: Human Services

JOB TITLE: Senior Community Programs Specialist

How long have you worked for the City? I began working for the City of Chesapeake in July 2007.

What is one interesting thing about your job? I get to be creative in my position. My job changes based on the needs of our community, community partnerships, and available resources. I also have a fantastic boss who allows me to run with my ideas.

Name one thing that has been a highlight or something positive that has happened during your career with the City so far. I have had four different positions since starting with the City. There have been many positive things over the last 11 years. It would be hard to narrow down to just one; the most positive would be the people that I have had the pleasure of working with. City employees make the job more fun and rewarding each day.

What is one unique fun fact about YOU in general that others may not know? I love to travel, but feel most at home in the mountains. Nothing makes me happier than complete silence.

PUBLIC SAFETY

Fire Station 1 located in the South Norfolk section of the City, participated in the First Baptist Norfolk Church block party on September 30. Firefighters answered questions and gave the children a tour of the fire truck. “The firefighters were the highlight of the event,” said Patty Senter, Assistant to church Pastor Eric Thomas.



Firefighter/EMT Andrew Mason



Firefighter/EMT Stanley Russell

SHERIFF'S OFFICE

On Saturday, October 27, Sheriff Jim O'Sullivan and the Chesapeake Sheriff's Office hosted the 4th Annual Pull for Pink fire truck pull at Big Woody's in Great Bridge. More than 30 teams from across Hampton Roads came together for a fun afternoon, and to raise money to fight breast cancer. Hundreds cheered on the teams of eight as they pulled the pink Cancer Awareness fire truck 15 feet as fast as they could. The event included a silent auction, a 50/50 raffle, kiddie pull, and live music by “Not Those Girls.” Proceeds go to the Chesapeake Regional Health Foundation's fight against breast cancer.



Fire Truck Pull



Kiddie Car Pull

SAFETY CORNER

FALLING OFF LADDERS CAN BE FATAL... USE THEM SAFELY

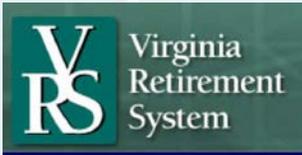
In an attempt to reduce the injuries/fatalities related to **ladder falls during the holidays**, let's make a Top 12 List for Ladder Safety. The below ladder safety items are applicable all year long!

1. Always select the correct ladder for the job. That's 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 slip-resistant feet.
5. Set up extension ladders at about 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.



Employee Benefits

FAQ: SURVIVOR VS BENEFICIARY ... WHAT IS THE DIFFERENCE?



In Virginia Retirement System (VRS) publications and forms, you read about your survivor and your beneficiary. They are not the same.

Your survivor is the person you name to receive a monthly benefit after your death, if you choose the survivor option as your benefit payout option at retirement. You receive a lower monthly benefit during your lifetime so your survivor can receive a monthly benefit after your death. You can name any living person as your survivor and you can name more than one survivor. You choose this option when you complete the Application for Retirement (VRS-5). If you choose another benefit payout option, a monthly benefit will not continue to any survivors after your death.

Your beneficiary is the person you name to receive a payment of any funds remaining in your member contribution account and any life insurance benefits you may have upon your death. When you begin employment, you designate a beneficiary for your defined benefit account on the [Designation of Beneficiary \(VRS-2\)](#) and for your defined contribution accounts on a separate [Designation of Beneficiary for Hybrid Defined Contribution Plans](#) (for Hybrid Plan Members).

Employees can update their beneficiary designation by completing the Designation of Beneficiary (VRS-2) and Designation of Beneficiary for Hybrid Defined Contribution Plans (for Hybrid Plan Members) which are linked above.

MINNESOTA LIFE IS NOW SECURIAN

Minnesota Life, the third-party administrator of the VRS Group Life Insurance Program, has adopted the name of its parent company, Securian Financial. There will be no change to group life insurance and optional group life insurance benefits or coverage, which will continue to be underwritten by Minnesota Life. VRS will soon begin changing Minnesota Life references to Securian Financial on the VRS website and in publications.



Employee Wellness

REMAINING MOBILE MAMMOGRAM DATES FOR 2018

Chesapeake Regional's Mobile Mammogram unit will visit City Hall on December 27 from 8:00 a.m. to 12:00 p.m.



This mobile unit is equipped with 3D mammogram technology, and 3D diagnostic mammograms are covered 100% as a preventive benefit on the City's health insurance plans. Chesapeake Regional will bill your health insurance, so bring your insurance card with you to the appointment. You do not have to be on the City's health insurance to participate.

To schedule an appointment, go to www.chesapeakemammo.com. For more information, contact 757-312-6400 or you can send an email to chesapeakemammo@chesapeake.com.

EMPLOYEE WELLNESS CONTINUED

CHANGES TO THE WELLNESS INCENTIVE COMING IN 2019!

Starting January 1, 2019, the Wellness Incentive will be available to all full-time employees, whether on the City's Health Plan or not. Spouses who are covered under the City's Health Plan are also eligible. To earn the \$300 Wellness Incentive, you must complete your annual physical, eye exam, and dental exam. All three exams must be completed in 2019.

Start planning your exams for 2019 now so that you can earn the money as quickly as possible!

- Your annual physical can be completed every 325 days
- Your eye exam can be completed every calendar year
- Your dental exam can be completed every 6 months

Contact Kayla Sikes kasikes@cityofchesapeake.net if you have any questions regarding this benefit.

Links to the forms: [Employee Wellness Incentive Form](#) OR [Spouse Wellness Incentive Form](#)

OMADA PRE-DIABETIC PROGRAM

If you are on the City's Health Plan and are at risk for developing Type 2 Diabetes or Heart Disease, you may be eligible for the Omada Program! Omada is a digital, lifestyle-change program focused on reducing the risk of obesity-related chronic disease. The program combines the latest technology with ongoing coaching support so you can make the changes that matter most—whether around eating, activity, sleep, or stress.

You will get your own:

- Interactive program that adapts to you
- Wireless smart scale to monitor your progress
- Weekly online lessons to empower you
- Professional health coach to keep you on track
- Small online peer group for real-time support

This is a free program to employees. Those who are eligible to participate will be contacted via email by a representative from Omada.

HUMAN RESOURCES

PERFORMANCE EVALUATIONS



The current evaluation cycle will end on December 31, 2018. An email will be sent in November which will include the memos, timelines, and directions for the evaluation process for the April 1, 2018– December 31, 2018 period.

PUBLIC SERVICE AWARDS FOR THE 4TH QUARTER

RECIPIENTS OF PUBLIC SERVICE AWARD FOR THE 4TH QUARTER

- Ellen F. Bergren – City Attorney
- Nancy M. Thomas – HS/Community Corrections
- Markkita M. Coleman – Human Resources
- Cathy R. Christian – HS/Community Programs
- Gary R. Garcia – Public Utilities
- Allison C. Harper – City Manager
- Somer D. Dimaya – Development and Permits
- Benjamin G. Camras – Planning
- Norman Bryant, Jr. – Public Utilities
- Maurice T. Eden – Public Utilities
- Robert K. Johnston – Public Utilities



- Stacey T. Mayes – Public Utilities
- Dale A. Pearston – Public Utilities
- Mark A. Webb – Public Utilities
- Bruce Wise – Public Utilities
- Rusty D. Gregory – Public Utilities
- Pennie L. Simmons – Public Utilities
- Kristen N. Boyd – Development and Permits
- Joe Koussa – Public Works
- John T. King, III – Development and Permits
- Russell Garvin - Public Works

INNOVATION AWARDS FOR THE 4TH QUARTER

Chesapeake Council Members requested that staff take steps to better promote the City's land conservation acquisitions and open space preservation efforts. Comprehensive Planning Administrator Rebecca Benz, working collaboratively with Principal Planner John Harbin and GIS Administrator Virginia Loomis-Fowler, took the initiative to develop an ESRI GIS story map that encompasses the City's myriad land conservation programs. The resulting product is very high quality, citizen-friendly, and positively reflective of the City's hard work in preserving and promoting land and natural amenities for conservation and other public purposes. Virginia, Rebecca, and John saved the City money by not having to hire a consultant to create this professional-grade product and also facilitated better collaboration between City departments for tracking and promoting City acquired properties.



IT Department left to right: CIO Scott Fairholm and Virginia R. Loomis-Fowler



Planning Department left to right: Director Jaleh Shea, John M. Harbin and Rebecca M. Benz

INNOVATION AWARDS - CONTINUED

In 2017, Charles Brooks initiated a recycling program for used catalytic converters removed from fleet vehicles. Prior to that, the failed converters were placed in the scrap metal bin. Charles knew that the converters contained three valuable metals: platinum, rhodium, and palladium. He contacted management with a plan to recycle them. Although the program is fairly new, the return on the recycled units is \$400.

The recycling program will also prevent toxic compounds found inside the converters from being released into the environment.

Senior Police Officer Chad Page has been the Police Department's Equipment and Supply manager for almost a year. In that short time, he has organized the supply inventory, saving the Police Department more than \$10,500 in supply orders.

Additionally, SPO Page placed supply lockers at all Police Precincts. Eliminating the need for officers to pick-up supplies off-site. He has also initiated ideas on how to conserve taxpayer dollars, streamline supply processes, and put in place new solutions to save police officers valuable time.



Left to right: George Hrichak & Charles Brooks



Left to right: City Manager Jim Baker, Sr. Police Officer Chad Page, and Police Chief Kelvin Wright

HUMAN SERVICES



On September 26, the Hampton Roads Work Force Council (Opplnc) held their Annual Meeting and Work Force Innovation Awards Luncheon at the Westin at Town Center in Virginia Beach. The City's Department of Human Services won the Innovation Award for Community Based Organizations with their C-3 Engine Repair Summer Camp. The camp, run by volunteers, introduces youth to careers in the automotive repair, construction/carpentry, and electrical industries.

Community Program Specialist Michael Porter accepted the Innovation Award for Community Based Organizations

RECORDS MANAGEMENT

WHAT IS A PUBLIC RECORD?

Public records are any writing or recording created or received in the transaction of public business. This includes (but is not limited to) items such as memorandums, letters, emails, ordinances, meeting minutes, notes, videos, audiotapes, emails, text messages, and social media posts. Additionally, the record doesn't have to be created by a City employee. It can also be something that was sent to an employee, as long as it involves public business. An example of this would be a letter from a citizen to a City Council Member.

It is extremely important that we are able to recognize public records in order to comply with the Virginia Public Records Act and the requirements set forth by the Library of Virginia. Public records are required to be maintained for set lengths of time, depending on the type of record, and we are required to dispose of them after this retention period has ended. Additionally, the records may only be destroyed once a Records Destruction Form (RM-3) is filled out and approved. Your departmental Records Coordinator should be able to assist you with this.

There is only one official record copy of a public record. Sometimes this will be the original; other time it will be a copy or a scanned version. Additional copies are not considered to be a public record, and consequently are not subject to the retention and destruction requirements stated above. Again, talk with your department's Records Coordinator for help in determining the type of record(s) you have in your possession.

Do you have any further questions?
Please contact Records/FOIA Manager Monica Wilburn
mwilburn@cityofchesapeake.net



This series of articles is an effort to increase awareness of FOIA & Records Management Issues.

C.A.R.E. TEAM

FALL DEPARTMENTAL CHALLENGE WINNER



CUSTOMER CONTACT CENTER

C.A.R.E. TEAM - CONTINUED

FALL DEPARTMENTAL CHALLENGE PARTICIPANTS



ANIMAL SERVICES



CENTRAL FLEET



COMMISSIONER OF THE REVENUE



DEVELOPMENT & PERMITS



HUMAN SERVICES



GREENBRIER PUBLIC LIBRARY



HUMAN RESOURCES



JUVENILE SERVICES

C.A.R.E. TEAM - CONTINUED

FALL DEPARTMENTAL CHALLENGE PARTICIPANTS - CONTINUED



MOSQUITO CONTROL



PLANNING



POLICE



PARKS, RECREATION AND TOURISM



PUBLIC UTILITIES



PUBLIC WORKS



TREASURER



REAL ESTATE



RUSSELL MEMORIAL LIBRARY

C.A.R.E. TEAM CONTINUED

EMPLOYEE APPRECIATION POP-UP EVENT

On October 25, a pop-up employee appreciation event took place throughout the City, thanking the workforce for its commitment to the City's CARE standards (Courteous, Attentive, Responsive, Empowered). CARE Coordinators greeted, offered treats, and gave handouts to employees. Employees with star-marked handouts were awarded prizes.



UCARE table at the City Hall loading dock entrance



Left to right: Mike Andruczyk and Myra Lyons were greeters for the Agriculture Department

LIBRARY



The Merry Market



Saturday | November 10 | 10:00am-2:00pm | Central Library

(*CLICK THE MERRY MARKET AD FOR MORE INFORMATION)

STAFF PUMPKIN CONTEST

The Chesapeake Public Library hosted its first staff pumpkin decorating contest in October. The talented staff at each location designed and created artistic pumpkins. Patrons of all ages cast ballots to decide which pumpkin reigned supreme.



Featured pumpkins were made by the creative staff at Russell Memorial Library

HALLOWEEN SHENANIGANS IN CITY HALL



COMMISSIONER OF THE REVENUE



PLANNING



DEVELOPMENT & PERMITS

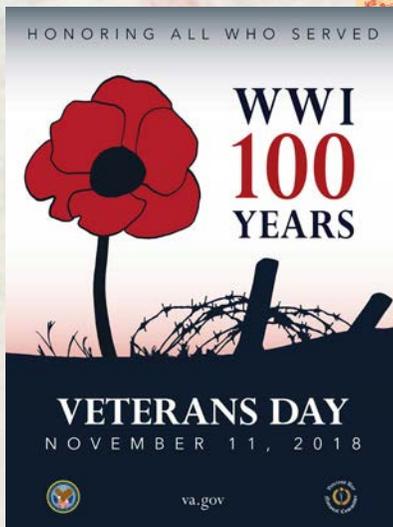


REAL ESTATE



PUBLIC UTILITIES

UPCOMING CITY INFORMATION



HOLIDAY CLOSINGS

November 12

All City offices, courts, community centers and libraries will be closed.
There are no changes to the trash or recycling collection schedule.

November 21

City offices, courts and libraries will close at 12:00 p.m.
Community Centers will close at 6:00 p.m.

November 22 and November 23

City offices, courts, libraries and community centers will be closed both days.

Thursday trash & recycling collection will be on Friday, November 23.
Friday trash and recycling collection will be on Saturday, November 24.

December 24, 25 & 31 and January 1

All City offices, courts, libraries and community centers
will be closed for the Christmas and New Year holidays .

Employee Holiday Sing-a-Long Show



Airs on
WCTV Chesapeake Television
Thursday, December 5
and throughout the month



Watch on Cox 48, Verizon 43 &
On-Demand at CityOfChesapeake.net/tv

Like us on Facebook at facebook.com/wctvchesapeake
Follow us on YouTube - City of Chesapeake

