Judy Faro, Pam Matthias, Howard Waldie IV, Taryn Denham, Sandra Blake, and Millicent Gallagher are part of the team delivering support services to the City Manager’s Office to achieve the mission of the City. (Click on the photo to hear more about these employees.)
Q If my annual evaluation is not completed on time, does it affect my pay?

A It only affects your merit pay increase (delays it) if the annual evaluation is not completed by the cutoff date to enter it into InSITE.

Q If your department allows a 4/10 work week for some, shouldn’t all staff be allowed this option? I’d love to have a week day off every week, but I was told this wasn’t an option. Being ‘grandfathered’ still doesn’t seem fair to all other staff.

A Unfortunately, offering a schedule like four, 10-hour days is not suitable for everyone. It depends on whether your departmental management feels it’s a good “fit” for your work environment based on the type of work that you do, the coverage needed for the office/shift, how unique your position is (can someone effectively cover for you on the day you’re out, if that’s needed), etc. However, being consistent with offering a flexible schedule with “like” job titles should be strived for, if at all possible.

Q Are there future plans to make leave requests/forms digital through InSITE? It seems inefficient to have to fill in and print paper forms every two weeks when the leave requests could be submitted and our leave balances updated as soon as it’s approved.

A The City is looking into technology that could change the way we handle time management, which includes hours worked and leave accrued/used. Although the review is undergoing, it will take some time before a new system is up and running. Finance/Payroll said that since the City cannot use an electronic signature for leave, it’s necessary to have printed/signed leave slips for record keeping.

continued on page 8
New CITY HALL Location Decided

Plans to start the design of a new three-story City Hall, which will be adjacent to the current City Hall – between Buildings 1 and 2 – were unanimously approved by City Council. Council considered six options to renovate and/or rebuild the current City Hall and gained input from citizens and employees before choosing the new location.

The Facilities Planning Study for the new City Hall includes enough space to include the offices of: Budget and Management Services, City Attorney, City Auditor, City Clerk, Mayor/City Council, City Manager, Commissioner of the Revenue, Finance, Communications, Police and security (limited to building security personnel) and the Treasurer. It would also include public interaction office space for departments needing a storefront in City Hall. Who and what will be included in the new facility will be closely examined during project design.

Since the new City Hall will be within the City’s Historic District, the architecture will be consistent with the Georgian Colonial style presently featured on buildings in the Municipal Center complex. To keep updated on the project, simply log on to the City Hall 2020 page on VBgov.com. You can also check out story boards outlining the process that will be on display in the lobby of Building 1.

Do YOUR Part to Create a Quality Work Life

Don’t forget to familiarize yourself, every now and then, with all the actions included in the Organization Issues Action Plan, updated/based on Quality of Work Life Member Survey results.

You can be an integral part of these actions. It takes all of us working together, supporting the actions, and working toward being successful, in order to make positive change in our work environments. Please don’t sit back and simply wait on your department’s management to make changes. Help to make the discussions happen. Help to introduce new ideas related to the actions. Do your part in making your work environment welcoming, happy and productive.

In February 2018, departments will be asked to report on their progress in implementing these actions. The input will then be compiled and posted on beachnet for all Members to review.

FY 18/19 Budget Discussions Begin

We kicked off our FY 18/19 budget discussions in early October (for the General Fund). With the economy continuing to slowly improve, and $16 million more expected in real estate taxes (our largest source of revenue), a 2.5% growth in revenues is expected in FY 18/19, or an additional $24.2 million. For the second year in a row, due to the expected increase in revenue, leadership is not asking departments to make any cuts – every department is fully funded.

And, for planning purposes, a 2 percent pay increase is included in these calculations.

These are just the beginning of our FY 18/19 budget discussions. A lot of review and decisions will need to be made between now and May 15, 2018, when City Council adopts the budget. Until then, departments have to submit their budgets by December 1, 2017, and the proposed budget will be presented to City Council on March 27, 2018.
Public Works/Office of Energy Management decided it was time to focus on some of the outstanding work being done by Members that ensures Virginia Beach is as energy-efficient as possible. That focus was turned into the first annual Energy Awards Program.

Congratulations to the following winners who were recently honored at a ceremony, with Mayor Sessoms presenting the awards.

First Place: Jonathan Paxson, Public Works
- In addition to helping to deploy LED lights in Public Works’ traffic control operations, Jonathan also identified numerous billing errors and identified better electric rate schedules.
- He helped the City receive over $32,000 in credits to our electric bills.

Second Place: Aquarium’s Life Support Division – Byron Waller, Brian Roosa, Joey Jourdant, Jacob Byron, Dennis Meligonis, Ryan Brown, John Lambiase and Sean Bourgeois
- This team worked hard to save the City money during the renovation/redesign of the 30-year-old Chesapeake Bay Aquarium (while still doing their normal jobs).
- The end result? Better filtration systems, more efficient pumping and new LED lights, all of which will save energy and water — as well as money.
- An estimated savings of around $14,000 a year is expected, going forward.

Third Place (three-way tie):
1. Gary Umphlett, Fire Department
- Under Gary’s leadership, bay doors were closed and energy-saving lights were installed.
- Many lights — such as the bay flag pole, station map board and gas pump — were all put on sensors.
- He made sure the station was saving energy during heating and cooling — even before the City issued a policy.
- At Fire Station 20, Gary successfully created a culture of energy and fiscal conservation.

2. Information Technology Project Team — Nathan Williams, Robert Morrison, Rogel Martinez, Jim Bilsborough, Darrell Riddick and Kevin Fairley
- This team reviewed the design of the new multi-function printers and determined the best way to deploy them Citywide — with a plan to save energy.
- Previously, these machines would “sit” running — waiting for the next print job. They could wait for as long as three-to-four hours before going to sleep. Before deploying the new machines, this team had the foresight to change the programming to reduce this time to around 40 minutes. With 600 of these machines Citywide, a huge impact on our energy usage is expected.
- This team has also been working hard to reduce the number of printers around the City.

- In between events, the Operations team got on ladders and did many of the LED lighting retrofits themselves.
- This team implemented a demand response program to help create an H.V.A.C. program that automatically adjusts room temperatures up to three degrees — to save energy when the building is getting ready to hit peak electric usage.
- With the added benefit of upgrading the lighting and the automated demand response program, the Convention Center lowered its electric peak demand in the summer by 15 percent.
- This is significant for a building its size and equates to about $21,000 in savings a year for the City.

Honorable Mention: Shelly Evans, Human Services; William Filomarino, Fire; Svetla Tomanova, Economic Development; and David McCarter, Information Technology

A special thank you to the judges: Kevin Chatellier (Budget/Management Services); Helene Dew (Libraries); Jeff Wilkerson (Police); Donna Mickley (HR/Member Communications); David Alcorn, Buddy Gilbert, Mark Podolinsky and Lori Herrick (Public Works).
HR/Learning & Development (L&D) will begin accepting applications for tuition reimbursement (spring 2018 semester) on Friday, November 17, 2017 at 8 a.m. (Any applications submitted before 8 a.m. on 11/17/17 will not be processed.)

How Do I Apply?
1. Applications must be completed and signed by both the employee and his/her supervisor.
2. A copy of the course(s) description and an itemized receipt of anticipated cost, showing enrollment, must be submitted with the application.
3. Applications can be submitted in one of the following ways:
   a. emailed to hrtrain@vbgov.com
   b. faxed to (757) 385-8118
   c. hand-delivered to HR/Learning and Development, Bldg. 19, room 145 (Monday – Friday, 8 a.m. to 5 p.m.).
4. Applications will be date/time stamped based on when HR/Learning and Development receives the application. The date/time stamp will be used to determine order of application submittal.
5. A new application must be submitted each semester (fall, spring and summer).

If you have questions about the policy or process, please contact hrtrain@vbgov.com or 385-8807.

Spring Semester Tuition Reimbursement Applications Being Accepted Starting Nov. 17

The Bookshelf

Below are new and recent book titles that might interest you and help to enhance your work performance, as provided by Libraries/Municipal Reference Services. Please click on the book title for more information and/or to place it on hold for your reading pleasure.

*Beyond human: How cutting-edge science is extending our lives* by Eve Herold
St. Martin’s Press, New York, 2016 (291 pages)


*The code of trust: an American counter-intelligence expert’s five rules to lead and succeed* by Robin Dreeke and Cameron Stauth
St. Martin’s Press, New York, 2017 (371 pages)

*The Code of Trust* is based on 5 simple principles: suspending the ego, being non-judgmental, valuing reason, encouraging validation, and being generous.

*Getting risk right: Understanding the science of elusive health risks* by Geoffrey C. Kabat
Columbia University Press, New York, 2017 (248 pages)

Cancer epidemiologist, Geoffrey Kabat, presents four case studies – BPA, cell phones, the HPV vaccine, and dietary supplements – to determine, then demonstrate, their actual associated health risks rather than media hype.

*The inevitable: Understanding the 12 technological forces that will shape our future* by Kevin Kelly
Viking, New York, 2016 (328 pages)

This expert tech writer discusses the forces and trends that will revolutionize daily life through the upcoming technological advances of the next 30 years.

*The Seasons alter: How to save our planet in six acts* by Philip Kitcher and Evelyn Fox Keller
Liveright Publishing Corporation, New York, 2017 (256 pages)

These philosophers start a conversation they hope continues in each readers’ lives about the realities of the changing climate debate. Two fictional characters (in this unusual non-fiction book) are on opposite sides of the climate change debate: one a skeptic, the other rallying a call to action.

*Vital little plans: The short works of Jane Jacobs* edited by Samuel Zipp and Nathan Storring
Random House, New York, 2016 (490 pages)

Jane Jacobs, urbanist and economic thinker, was a passionate crusader for a community-based approach to urban planning. The editors have compiled 40 of her prescient articles, speeches and talks about cities, politics and economics.

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How to Become More CREATIVE on the Job

You won’t thrive at work doing the same thing over and over again. You’ve got to innovate. Find new ways of doing things, saving money and helping your employer. Otherwise, your career will stagnate.

Boost your workplace creativity by paying attention to these guidelines:

- **Schedule time for creativity.** Research suggests that we’re more creative when our mood is positive. Pay attention to your mood throughout the day and the week (keep a log if that helps) and set aside some time to generate and explore ideas when you’re feeling good.

- **Seek diversity.** When brainstorming with others, mix up your sources. Include people from departments you don’t normally work with. The more variety you have, the greater range of ideas you’ll be able to choose from.

- **Think in metaphors.** Get past the literal. Train yourself to stretch your perceptions of your operations, products and strategies. How is your organization like a school bake sale, for example? How is cutting back on expenses like going on a diet? You’ll see connections and generate ideas that would never have occurred to you.

- **Relax.** Most of us aren’t really more creative when we’re on a deadline or frightened of failure. Don’t put undue pressure on yourself or your co-workers when you want fresh ideas. People are more likely to feel creative when they’re excited and happy.

Answer Questions Effectively to Show Off Your Expertise

You don’t have to be an oracle when it comes to answering people’s questions on the job. Just give each inquiry—whether from a boss, co-worker or client—your best reply. Follow these tips for giving your best answer each time:

- **Make sure you understand the question.** Miscommunication often occurs when you don’t pay close attention to what is being discussed. Make sure you understand what you’re being asked, and clarify the question if you’re confused.

- **Don’t babble.** If you know the answer to what is being asked, provide it quickly and succinctly rather than spending a lot of time discussing irrelevant information.

- **Remember that you’re the expert.** Don’t be intimidated when a manager who has more responsibilities (but less knowledge of the daily workings of your position) asks you a question. Back up your answer with relevant facts and details.

- **Don’t be critical.** Never answer a question with a condescending remark like, “You don’t know that?”

- **Don’t be arrogant.** Avoid using complicated language and technical terms. Explain things in language your audience will understand.
Holiday Book Wreath
Pungo-Blackwater Library
Thursday, November 2
5 p.m. – 6:30 p.m.
Create a beautiful holiday wreath using books, our supplies and your imagination. Registration is required. Adults only. For more information, call 385-7790 or visit www.vbgov.com/library-events.

Flower and Bow Pens
Princess Anne Area Library
Saturday, November 4
2 p.m. – 4 p.m.
Do you want to make your pens unique or use them as a gift? Transform regular pens into a beautiful craft. Personal pens may be brought to decorate. Registration is required. Adults only. For more information, call 385-2610 or visit www.vbgov.com/library-events.

Understanding Credit Reports & Credit Scores
Windsor Woods Area Library
Tuesday, November 7
6 p.m. – 6:45 p.m.
Aside from your Social Security number, your credit score is the most important number in your life. Join us for our Understanding Credit Reports & Credit Scores seminar and learn how your credit score is calculated, what does and doesn’t affect your score and, most importantly, how to improve your score. Registration is required. Adults only. For more information, call 385-2630 or visit www.vbgov.com/library-events.

Building Your Community of Veterans
TCC/Joint-Use Library
Saturday, November 11
1 p.m. – 5 p.m.
Celebrate Veterans Day with special guests, crafts and other activities. Registration is not required. All ages. For more information, call 822-7800 or visit www.vbgov.com/library-events.

Master Your Money:
Holiday Shopping
Central Library
Tuesday, November 14
6 p.m. – 8 p.m.
Learn how to enjoy the holidays on a budget without blowing your budget.

This class provides planning tools you can use to prepare for the costs of the holidays, including gift giving, travel, food, decorations, postage and other expenses. You will shine this holiday season when you build your holiday plan with the help of this class. Registration is required. Adults only. For more information, call 385-0150 or visit www.vbgov.com/library-events.

Thanksgiving and All the Trimmings
Farmers Market
Saturday, November 18
10 a.m. – 4 p.m.
Watch a turkey carving demonstration at 11 a.m. Shop early for Christmas at a craft show with local artisans. Enjoy live music, food trucks, the bounty of the harvest and more.

Tech Holiday Window Shopping
Kempsville Area Library
Saturday, November 18
2 p.m. – 5 p.m.
Learn about trendy technology prior to the holidays and participate in fun activities that will get you ready for gift shopping. Registration is not required. Adults only. For more information, call 385-2627 or visit www.vbgov.com/library-events.

Breakfast with Santa
Farmers Market
Saturday, December 2
10 a.m. – 4 p.m.
Enjoy pancakes with Santa in the Princess Anne Country Grill from 9 a.m. – 11 a.m. Visit with Santa to share your Christmas wish list in the Rural Heritage Center from noon – 3 p.m. and stop by to make children’s crafts all day. Don’t forget to shop with our local crafters and artisans and pick out your Christmas tree on the front lawn.
Because You Asked continued from pg. 2

Please note: electronic leave slips can be used, but they currently require a manual signature. This does not apply to Police and Fire who both have separate systems (they use an outside vendor to record leave that is then entered into InSITE).

Q How should one ask for a reclassification? Do you send an email and have a discussion about it? The first two lines for the Account Clerk II describe part of what I do, but the rest of the responsibilities have nothing to do with what my responsibilities are.

A You can speak with your supervisor to request an audit/reclassification or you can call and ask to speak with your department’s HR Analyst at 385-8381 for further guidance.

Q When is Building 2 going to get a better phone/voice mail system? The phone system is archaic. You can’t tell who is calling you, the time/date of phone call or voice message, and, most importantly, the phone number associated with the voicemail.

A Information Technology said infrastructure improvements are underway to allow the new phone system to be implemented across the City. The IT/Unified Communications Team has been (and continues) deploying new phones in locations that have the required infrastructure in place. The existing Nortel phones have a caller ID and a call log that shows the date, time and number of the last 10 callers. The existing voicemail has the capability to provide the phone number associated with the voicemail, as well as the date and time. You can submit a request to have this feature turned on, if it isn’t already.

2018 City Holidays

• New Year’s Day – Monday, January 1
• Martin Luther King, Jr. Day – Monday, January 15
• Memorial Day – Monday, May 28
• Independence Day – Wednesday, July 4
• Labor Day – Monday, September 3
• Veterans Day – Monday, November 12
• Thanksgiving Day & Day after Thanksgiving – Thursday, November 22 & Friday, November 23
• Half-day Christmas Eve – Monday, December 24
• Christmas – Tuesday, December 25

To automatically add 2018 City holidays to your Outlook calendar, go to the homepage of beachnet, click on the “City Holidays” tab (middle of page), then click on “Add 2018 Holidays to your Outlook Calendar.”

2017 Holidays

Friday, November 10
Veterans Day
Thursday, November 23
Thanksgiving
Friday, November 24
Day after Thanksgiving
Monday, December 25
Christmas

Remaining 2017 Holidays

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Buy with Confidence, Sell with Success
Ask about Discount for City Employees

Daylight Saving Time ends at 2 a.m. on Sunday, November 5.
Remember to set your clocks back 1 hour.
Don’t put your dreams on hold! Whether you’re looking to remodel, make a special purchase or simply ensure you have the funds to handle life’s opportunities and unexpected expenses, Beach Municipal FCU has a home equity or a personal line of credit (LOC) for you.

Speak with one of our Loan Officers today and find out how you can turn a LOC into a Family vacation, Faster computer, Kitchen remodel, New landscaping, College expenses, Cool man cave, Visit the grandkids.

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Employee Spotlight

Sam Morris, Public Works/Highways, uses his expertise to smooth a newly repaired sidewalk on Oceana Boulevard.