

**Dr. L. Pettis Patton, City Manager**  
**October 2016 Accomplishments**

**I. City Council Leadership and Relationship Building**

- Planning
  - Strategic Planning – Comprehensive Plan public input process and current plan assessment continue. Outreach to civic leagues and service organizations through staff attendance and discussion at meetings.

**II. Organizational Alignment, Development and Review**

- Building Official/Permits and Inspections
  - Collaborate with Fire Marshals to discuss proposed uses for the PER property as grain storage and processing facility (**Goal 2**).
  - Collaborate with Fire Marshals and Planning Department to perform Damage Assessment throughout the City in the wake of Hurricane Mathew (**Goal 2**).
  - Collaborate with FEMA and VDEM staff to spot check damaged buildings in an effort to get an individual assistance declaration (**Goal 2**).
  - Collaborate with Public Utilities on utility disconnect for demolitions (**Goal 2**).
  - Collaborated with City Surveyor to stake properties before demolition (**Goal 2**).
  - Collaborated with Assistant City Attorney in preparation of a case against the Board of directors of a church at 609/615 Washington Street (**Goal 2**).
  - Collaborated with IT, Planning and Engineering to review the additional automated permit issuance and development tracking system (**Goal 2**).
  - October Permitting, Inspection, and Revenue Metrics (**Goal 6**):
    - Issued 269 permits with a construction value of \$4,027,530
    - Performed 897 new construction inspections
    - Reviewed 53 plans for which a fee was charged
    - Performed 178 rental inspections
    - Environmental/Zoning Inspectors performed 3,706 property maintenance inspections in October. 1,634 cases were brought into compliance and/or closed.

- Generated \$31,776 in new construction revenue
    - Generated \$4,665 in Property maintenance revenue
    - Demolished 7 structures in October
  - Working with Human Resources to fill Environmental/Zoning Inspector vacancies (**Goal 9**).
  - Performed the evaluation of one department staff within the allotted time frame and forwarded her evaluation to the City Manager for her signature (**Goal 10**).
  - Completed updating standard Inspection procedures for Damage Assessment (**Goal 10**).
  - Reviewed several areas where flooding and minor damage was done by recent storms (**Goal 10**).
- Behavioral Healthcare Services
  - BHS staff participated in Virginia's Quality Service initiative issued by National Core Indicators. The core indicators are standard measures used across states to assess the outcomes of supports and services provided to individuals and families. Indicators address key areas of concern including employment, rights, service planning, community inclusion, choice, and health and safety (**Goal 4**).
  - BHS's Opportunity House entered the Bra Ha-Ha Event and the bras were showcased at McArthur Mall in Norfolk. The Women of Excellence and The Men of Distinction of Opportunity House each participated in creating a bra that was symbolic of breast cancer and its affects in an artistic manner. They each received honorable mentions in this fundraising event (**Goal 4**).
  - Over the past three and a half years, members of BHS's Opportunity House raised enough money to go on a short tour of Washington DC. On October 18<sup>th</sup> and 19<sup>th</sup>, 2016, twenty-five members and five staff members finally made it there. For many members, this was the first time they visited Washington D.C. While in D.C., they visited the African American Museum and other historical sites (**Goal 4**).
- Engineering
  - The Engineering Department is actively participating with the Planning Department and its consultant team during the update of the City's Comprehensive Plan (**Goal 5**).
  - The Engineering Department has been working with multiple Departments to develop project scopes and budget estimates for the upcoming CIP budget (**Goal 7**).

- The design process has started for the Paradise Creek Bridge Replacement project, the County Street Garage Replacement project and the Rail to Trail project in Churchland (**Goal 8**).
- The Engineering Department continues to provide technical support for various Departments to better define project scopes; review and comment on plans, specifications and estimates; and provide recommendations for next steps. Staff is involved in multiple CIP and CDBG projects involving the Planning Department, Public Utilities, Properties Management, Public Works, PRLS (Parks, Recreation and Leisure Services), Behavioral Healthcare Services, Social Services, IT Department, Fire Department, Police Department and Portsmouth Public Schools. Staff is working closely with the SKW, ERC and VDOT as closeout procedures for portions of the MLK Freeway Extension have started, and also with VDOT on the Turnpike Road Improvements Project as they move into the residential areas of the project. Projects at City Park are complete – the fishing pier construction, the boat ramp concrete ramp installation and the repair of the tracks for the Pokey Smokey train ride. Staff is working with the Schools to assemble bid packages for several roof replacement projects (**Goal 8**).
- Finance Department
  - Finance began the FY 2018 budget process by conducting budget training classes and hosting GFOA budgeting webinar; distributing budget instructions and partnering with Portsmouth Public Schools to coordinate budget engagement meetings.
  - The city issued \$6.1 million Qualified Zone Academy Bonds with a 15 year, zero percent interest bond. The city will utilize a sinking fund to pay the loan earning interest through the term of the loan.
  - Continued testing is underway for conversion to a city-wide updated payroll system.
  - Finance staff is the city's liaison with Park View Elementary School and Finance staff read every Tuesday to first graders.
- Fire Department
  - Presented proposed changes to hiring, promotional, grievance and discipline processes in collaboration with Human Resources and the PPD (**Goal 1**).

- Health Department
  - Organizational Alignment: Portsmouth Health Department was informed that it has moved onto the next stage for public health accreditation. In March, 2017, three site visitors are scheduled to evaluate whether Portsmouth Health Department meets the standards for being the first accredited health department in Central and Eastern Virginia.
  - Organizational Alignment: Portsmouth Health Department competitively received a Centers for Disease Control and Prevention (CDC) federal employee who will be placed in Portsmouth for the next two years to coordinate diabetes prevention efforts across the city. The employee's salary is covered by the CDC.
  
- Human Resource Management
  - Continue reviewing all remaining administrative policies to identify need of additions, improvements and revisions (**Goal 1**).
  - Participated as a department in the city's Halloween candy donation initiative for Portsmouth's Safety Town Safe Trick or Treat event (**Goal 2**).
  - Members of the City Manager's Retreat Team collaborated, strategized and established next steps for Planning Back and Visioning (**Goal 3**).
  - Collaborated with the Fire Chief and Police Chief to conduct presentations on the Future of Public Safety for sworn Fire and Police employees who chose to attend (**Goal 3**).
  - Leveraged technology to provide *Innovation & Change* to our annual open enrollment process for employees and retirees by introducing the city's first online employee self-service e-benefit portal, enabling us to carry out City Council's vision of *Efficient Service Delivery* (**Goal 3**).
  - Held seven (7) open enrollment sessions to provide employees and retirees an opportunity to meet with our vendors to obtain information and answers to their questions (**Goal 3**).
  - Leveraged technology to provide *Innovation & Change* to attract qualified applicants, assisting departments with recruitment and selections to fill critical vacancies and carry out City Council's vision of *Efficient Service Delivery* (**Goal 3**).

- Collaborated with respective departments who currently have active workers' compensation cases and determined the appropriate steps to move forward (**Goal 9**).
- Conducted a monthly review of the departments' compliance with employee performance evaluations (**Goal 10**).
- Partnered with city departments to revise and update job descriptions using Position Questionnaire Descriptions (PDQ's) to gain an accurate depiction of employees' job duties and responsibilities (**Goal 11**).
- Information Technology
  - **Pavilion Infrastructure** - As a continuing update to the May Service Plan, this completion has been scheduled and engineering plans are being routed through respective departments. Without any delays all upgrades will be completed by Mid-November (Under Section III as well).
  - **City Hall Security Project** – Project and advisors completed, and active recording has been underway since end of September (Under Section III as well).
  - **Social Services Phone Replacement** – All infrastructure has been delivered and on-site, we are scheduling weekly project meetings, and expect hardware installations to be within the next month, with cutover scheduled November or December (Under Section III as well).
  - **Civic Plus Mobile App** – Project design has begun, and we are moving towards a draft completion for review. Once completed citizens will have the ability to access city resources through one button (Under Section III as well).
  - **Flood Reporting Monitoring Application** - We have developed an external facing website application, which would allow citizens to report any flooding within the city, and place a GIS Pin Marker, with the time and date. As we collect the data we then can begin correlate the data with weather events as a possible predication model (Under Section III as well).
  - **Strategic Fiber Network Design** - We have coordinated with Strategic fiber consultants, to help design and produce cost estimation and revenue generating opportunities through our E-Rate capabilities. This project will

be a 5-year phased CIP Project to produce a complete city network (Under Section III as well).

- **9-1-1 Public Safety Radio Replacement** - The RFP for public safety radio has closed, and we have begun reviewing responses from our Vendors. Once panel has selected a vendor this project will be an 18 – 24 months completion period (Under Section III as well).
- Libraries
  - The library director served in the Emergency Operations Center on October 9 due to extreme weather event.
  - Phone Conference to discuss Libraries role in the city comprehensive plan with Brian Swets (Planning) and consultant Emily Crow.
  - Staffs from Libraries and Museums are in the planning phase of Black History Month 2017 programming.
  - Portsmouth Health Department and Libraries, along with Brickell Library @ EVMS continue to maintain and refine the Health & Wellness Information Center website (<http://www.portsmouthhwic.com>).
- Marketing, Communications, & Tourism
  - Conducted interviews of five qualified individuals for the position of Vide Services Manager for the Portsmouth Channel Television (PCTV). The candidate has been selected, and the position has been accepted. The candidate will begin on Tuesday, November 8.
  - Attended and received the Stairway to Success (Supporting Early Childhood Education) Award at the Virginia Municipal League banquet at the Virginia Beach Conference Center (**Goal 2**).
  - Met with Mike Ray from Mosca Designs to review Holiday decorations. Currently decorations have been ordered and staff will begin holiday decorations the week of November 7.
  - Served in the Emergency Operations Center in the aftermath of Hurricane Matthew. MCT provided information online, on PCTV/local television crawls, and conducted media relations. Provided information relative to the storm, sheltering options, and overall plan of action.
- Museums
  - The Naval History and Heritage Command have been tasked with rounding up Navy items that are currently on loan to other institutions, including the Naval Museum. They are working to centralize their

collection in their new storage facility in Richmond. For the Department of Museums it means reconciling everything on the 1961 manifest that is considered the NHHC's property, on loan to the Naval Museum. The NHHC hopes to pick up these items in January. The challenge will be separating these items from the rest of the collection with the museum still in the hands of the contractors and many of the cases, tops, and graphic panels are presently being housed on the second floor.

- All of the 69 textile boxes have been inventoried in the past two weeks. One of the objects is a corporal's uniform from 1918. The soldier's name and a division patch are on the uniform which will make a great addition to the World War I exhibit planned for the summer of 2017 at the Art & Cultural Center.
- Parks, Recreation & Leisure Services
  - Discussed with the City's Comprehensive Plan consultant Parks and Recreation related issues in the Comprehensive Plan (**Goal 5**).
- Planning
  - Downtown Market Analysis, conducted jointly with Economic Development, is nearing completion. Results will be used as part of the planning update effort for the D2-FBC district. Target date to initiate the D2 FBC land use planning effort is January, 2017 (*City Council's Vision Principles: Innovation & Change*).
  - The Planning Department is working with the Navy, the City of Chesapeake, HRPDC, and the Department of Defense's Office of Economic Adjustment (OEA) on a proposed Joint Land Use Study (JLUS) for Navy installations in Portsmouth. HRPDC has completed the project RFP. Project is expected to be considered for funding by the OEA in the early part of the FY17 federal fiscal year (October 2016). The City's 10% match will be met via in-kind (staff time) contributions. Continuing to work with HRPDC staff to develop the in-kind data to submit to OEA for approval. Project remains on track for Spring RFP release subject to final OEA decision to fund the study. The sister project with Norfolk and Virginia Beach has been approved and the RFP process closed. Consultant selection is underway and that project, also managed by HRPDC, will run slightly in front of the Portsmouth/Chesapeake project in terms of schedule (*City Council's Vision Principles: Proud Military History*).

- Police
  - Exit interviews were conducted with members leaving the department **(Goal 3)**.
  
- Public Utilities
  - Public Utilities and Waste Management continue to work with Human Resources to fill key positions within the department. Currently there are eighteen positions advertised on the City website **(Goal 2)**.
  - In response to Hurricane Matthew, Waste Management suspended bulk waste pick-up to redirect resources toward tree debris removal. In total, over 15,000 tons of tree and yard waste was collected. Waste Management resumed normal operations on October 31<sup>st</sup> **(Goal 9)**.
  - All employee evaluations were completed and reviewed by department supervisors or director **(Goal 10)**.
  
- Public Works
  - Public Works implemented preventive measures to minimize flooding before the hurricane threat and removed debris and blockages from Stormwater structures throughout the city post-storm **(Goal 2)**.
  - Public Works coordinated efforts with other city departments to complete and submit forms to VDEM & FEMA for Hurricane Matthew damages **(Goal 2)**.
  - Continued training/certification in Chemical Spill Response was attended by every division of Public Works **(Goal 4)**.
  
- Social Services
  - Continues to collaborate with Human Resources to fill vacant positions. All finance vacancies have been filled **(Goal 11)**.
  - Continues to assess the needs of the citizens and the structure of DSS and has made changes in regards to the organizational structure of DSS. These changes address overall efficiency **(Goal 2)**.
  - Attended the Parent Group Graduation at DSS **(Goal 4)**.

- Facilitated training for management staff on customer service. This training will also be given to all DSS staff in November (**Goal 9**).
- Met with the Finance Department to review CSA Vendor Contracts and to discuss how to increase the vendor pool for providers who service children and families (**Goal 6**).

### III. Citizens, Community, and Business Engagement

- Behavioral Healthcare Service
  - BHS staff hosted and attended an Autism workshop. The workshop was open to all of Region V and hosted more than 60 participants (**Goal 2**).
  - BHS staff collaborated with Chesapeake Integrated Behavioral Healthcare to streamline documentation to further the Community Engagement initiative (**Goal 2**).
  - BHS staff hosted about 20 nursing students from Norfolk to train individuals about the importance of taking care of medical issues and created an opportunity for open dialogue about nursing issues and mental health management (**Goal 2**).
  - Red Ribbon week was observed from Sunday, October 23rd to Monday, October 31st of 2016 and this year's theme was "YOLO" - You Only Live Once. Portsmouth Public Schools and Hoffer Creek Wildlife Preserve partnered with BHS staff to raise awareness of substance abuse. Approximately 6700 students in Portsmouth were reached during Red Ribbon Week (**Goal 2**).
- Building Official/Permits and Inspections
  - Property Maintenance Inspectors are continuing to meet with civic leagues in the sectors of the city they are responsible for and reporting back any issues needing action to the Building Official. Civic League meetings attended this month included: Prentis Park Civic League, Madison Ward Civic League, Lee Ward/North Brighton Civic League, Westbury Civic League, Highland Biltmore Civic League, West Parkview Civic League, Cavalier Manor Civic League, and Cradock Civic League (**Goal 1**).
  - Continued to meet with the Future of Cradock group to discuss several of their issues (**Goal 1**).

- Attended the Community Engagement Opportunity walk in Prentis Park (**Goal 1**).
- Collaborate with Portsmouth Public Schools to adopt a school program. Permits and Inspections has adopted Westhaven Elementary School. During Hurricane Mathew, the kindergarten wing was damaged resulting in the loss of school supplies for the teachers and children. Permits and Inspection reacted by conducting a school supply drive that resulted in over \$300 in donated supplies (**Goal 1**).
- Attended the Virginia Association of Zoning Officials fall conference. Director was awarded the VAZO Zoning Administrator of the Year award (**Goal 1**).
- Economic Development
  - Planned and staffed EDA's October meeting with Chair and reviewed the monthly financials with the City's Finance Dept. for this council appointed board (**Goal 2**):
    - Continued to monitor 6 outstanding local incentive grants provided by EDA.
  - Planned and staffed PPIC's October meeting with Chair and reviewed the monthly financials with the City's Finance Dept. for this council appointed board.
  - To continue fostering Economic Development's relationship with business and community organizations and to become more engaged with them, staff attended monthly meetings and/or events of the following (**Goal 2**):
    - Attended Olde Towne Business Association
    - Hosted VEDP for a familiarization tour
- Engineering
  - Team members have met with the Principal of Simonsdale Elementary to discuss how best to partner with the school over the year. Staff read to kindergarten classes during week of October 24<sup>th</sup> (**Goal 1**).
  - Staff continues to work with its federal partners to identify alternate funding for the replacement of additional sections of the Portsmouth Seawall. Additionally, staff continues to pursue alternative funding sources for various roadway improvement, recreational and stormwater projects through state and federal partners (**Goal 2**).

- Staff has engaged the NAVY on the current and future projects in the GWH-Elm Avenue-Victory Blvd corridor. The preliminary engineering report for the Burtons Point Road Reconstruction project is complete and design options are under evaluation (**Goal 2**).
- Staff is working with National Guard on the proposed future (physical) closure of Laigh Road. The preliminary engineering report for projects to provide access improvements is complete and design options have been evaluated (**Goal 2**).
- Fire Department
  - Held Open Houses on Saturday, 10/15 for fire prevention week where we: displayed the fire and EMS apparatus; held an auto extrication demonstration; allowed the kids to spray the hose; and provided hot dogs and chips. The stations involved were station 11 (Cradock) and station 3 (Churchland) (**Goal 1**).
  - Participated in Halloween activities at Safety Town and on High Street (**Goal 1**).
  - Attended opening of the new Region 5 Virginia Department of Emergency Management (VDEM) office at the Tri Cities Center (**Goal 2**).
  - Conducted Fire Prevention month reading program activities in the public elementary schools (**Goal 2**).
- Health Department
  - Portsmouth Health Department partnered with Department of Inspections and Permits to ensure the safety and health of Swanson Home residents in light of recovery efforts from Hurricane Matthew.
  - Portsmouth Health Department continues to partner with Oasis Ministries to provide food preparation and kitchen support on a quarterly basis. Portsmouth Health Department is also initiating a food drive to replenish items in the Oasis pantry.
  - Portsmouth Health Department provided funding and planning assistance to the American Heart Association's Empowered to Serve Conference that will bring together faith-based partners in building a culture of health in their houses of worship. The conference will be held at the Renaissance Portsmouth Waterfront Hotel on November 19.

- Portsmouth Health Department provided funding to Hampton Roads Community Health Center to improve Electronic Health Records capability and better identify pre-diabetic patients and refer them to lifestyle change programs.
- Information Technology
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  - **Civic Plus Mobile App** – Project design has begun, and we are moving towards a draft completion for review. Once completed citizens will have the ability to access city resources through one button (Under Section III as well).
  - **Motorola Emergency Call-Works** – Project kickoff has begun and infrastructure has arrived, and we are beginning the installation, with a projected 6-month completion time frame.
  - **Flood Reporting Monitoring Application** - We have developed an external facing website application, which would allow citizens to report any flooding within the city, and place a GIS Pin Marker, with the time and date. As we collect the data we then can begin correlate the data with weather events as a possible predication model (Under Section III as well).
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- Libraries
  - Mr. Elliott assumed role of Vice President/President-Elect at the business meeting of the Virginia Library Association during the 2016 Conference. Also attending the conference were Gregg Grunow (Support Services Manager) and Melinda Brown (Churchland Manager).
  - Adult Coloring Programs at all locations remain popular and the “Churchland Coloring Society,” led by Library Assistant Durrell McNeal, was recognized in the October 2 edition of the “Portsmouth Currents.” <http://bit.ly/2dFa8Lj>.
  - **Programs** The new season of the 2nd Tuesday Forum began October 11at Main Library and the season’s lineup is as follows –
    - Oct 11: **“American Politics at the Crossroads: Parties, Politics and Change”** with Dr. Jesse Richman, Professor at Old Dominion University
    - Nov 8: **“The Liberty Ship; the Ship that won WWII”** with Duff Porter, Maritime Historian
    - Jan 10: **“From Norcom to London and Around the World.”** with Ms. Chrystal Williams, acclaimed Portsmouth mezzo-soprano
    - Feb 14: **“So You Have a Concussion, Now What?”** with Dr. Douglas Gregory, F.A.A.P
    - Mar 14: **“The Good Things Happening in Portsmouth Public Schools”** with Dr. Elie Bracy, Superintendent of Portsmouth Public Schools and Claude Parent, School Board Chair
    - October 8: Star Wars Reads Day @ Main Library, an annual celebration of reading and all things Star Wars.
    - “Black Out Poetry Craft” @ Main Library in celebration of Teen Read Week October 9-16.
    - October 15: Careers in Forensic Science (teen program) presented @ Churchland Branch Library through Opportunity, Inc.
  - **October 2016 Snapshot:**
    - Physical materials circulated: 19,849
    - Program Attendance: 1,132
    - Fines/Fees Collected: \$1,990.91

- Monthly Visitor Count (all locations): 23,011
  - New Library Cards Issued: 427
- Marketing, Communication & Tourism
  - Attended CPMT Annual Retreat at Bide-A-Wee (**Goal 2**).
  - Marketed and promoted Tots, Cops, Engines & Deputies Trick or Treat event in Olde Towne Portsmouth. The event included roving entertainment and collaboration with the Police Department, Parks, Recreation, & Leisure Services, Fire Department, Sheriff Department, Museums, and Marketing Communications & Tourism. The event drew nearly 4,500 attendees. We also promoted Museum Madness, Safety Towne Safe Trick or Treat, and Hoffer Creek's Fall Festival.
  - Continues to meet with IMG. All financial reports have been submitted to the Finance Department to date. Provided end of the year recap of the 2016 Season for City Manager's Executive Brief (**Goal 7**).
  - Meetings/Community Conversations: Olde Towne Business Association; Portsmouth Volunteers for the Homeless (PVH): Sheltering Opportunities; Mayor's Military Affairs Committee; Downtown Norfolk Council; Homeless Assist Day at Neighborhood Facility (**Goal 2**).
  - **Media Methodology (e-blast messages/promotion):** Friends of the Portsmouth Juvenile Court Fundraiser; Hurricane Evacuation Guide, Preparedness/Safety Tips Public Notice; City Garages Public Notice; Storm Damage Submission Form and Information; and Items Checklist for Residents; Main Drain Newsletter for Public Works; Tots, Cops, Engines & Deputies Trick or Treat; Museum Madness; Safety Town Trick or Treat; Hoffer Creek Fall Festival; Second Tuesday Forum; 2016 Fire Prevention Week Open House; RiverFest at Paradise Creek Nature Park; Candy Donations by City Departments and Winner Announcement; Portsmouth Homeless Assist Day & Pictorial Recap; 2016 Touch-A-Truck; 2016 Great Chesapeake Bay Schooner Race; Portsmouth Colored Community Library Exhibit Opening: Portsmouth's Black Business District; Chasing the Dragon: PCTV Documentary; Fire Prevention Smoke Detectors; National Security Awareness Month; Queen Victoria at the Hill House Museum; Flood and Hurricane Preparedness Guide; You Can Afford College Workshop (A Financial Fitness Initiative); Holiday Signature Loan from the Portsmouth City Employees Credit Union; Human Resource Management: Open Enrollment 2016; Portsmouth First Citizen Nomination Announcement; Congratulations Portsmouth Top Cop Awardee; Portsmouth Heritage Initiative; QZAB Award Announcement/Press Release; Hoffer Creek Oyster Roast and Barbeque; November Events Calendar; Fall Recycling Day Notice; Election Day Notice (**Goal 2**).



- The Lightship PORTSMOUTH was featured in the quarterly newsletter of the Chesapeake Chapter, U.S. Lighthouse Society. The article was entitled *A Century of a Guiding Light*.
- Parks, Recreation & Leisure Services
  - Continued Nighthawk Basketball Program in partnership with Portsmouth Police Department (**Goal 2**).
  - Met with PRHA staff to discuss opportunities for collaboration (**Goal 2**).
  - Routed amended PRHA MOU for signature (**Goal 2**).
  - Set up meeting with PRHA and local faith leaders to discuss literacy program (**Goal 2**).
- Planning
  - Comprehensive Plan consultant selection and hiring process requires innovative and consistent community outreach and engagement. The consultant team includes outreach professionals and the overall process will include small scale meetings, pop-up meetings, social media, as well as more traditional civic league, newspaper notices and project web page. The project also has a working Outreach Team made up of local citizens, working with staff and comprehensive plan consulting team to assist and enhance outreach and engagement efforts and opportunities. During the initial months of the process, staff concluded that an even greater public engagement strategy is desirable and the staff is working with the consultants to expand the public outreach effort.
  - Planning staff working on the comprehensive plan have begun personal appearances at civic league meetings, as well as other community group meetings. There will also be a more detailed media effort to notify and inform interested parties.
  - Comprehensive Plan presentations have been made to the City's PPIC and is being scheduled for a future EDA meeting. Presentations have been made to the Olde Towne Business Association. Staff is also working with Portsmouth Public Schools through the Superintendent's office as part of the community engagement effort.
- Police
  - Participated in the following events (**Goal 1**):

- A RESET was conducted due to recent homicide on Suburban Parkway
  - Coloring with a Cop was held at TCC
  - Speaking engagement at Zion Baptist Church Men's Ministry Prayer Breakfast.
  - PACT Council (Police and Community Trust building) meeting
  - Attended CCJB Board meeting and legislative dinner
  - Attended grand opening of the Coordinated Crisis Response Center in Norfolk
  - Participated in Safety in the Streets Day at Safety Town
  - Held Civil Service Commission proposal meetings to educate staff on future direction on hiring, promotions, and grievance procedures – Attended Council session
  - Attended Top Cop Awards – Presented recipient to City Council
  - Held Chief's Forum
  - Participated in Community Engagement Walk (CEO) in Prentice Park
  - Held the first Faith Leaders (Faiths Behind the Badge) meeting
  - Hosted Safe Trick or Treat at Safety Town
  - Participated in Tots, Cops, Engines, Deputies Trick or Treat festivities
  - Distributed remaining candy to children in London Oaks and Swanson Homes on Halloween
- Public Utilities
    - Representatives of Waste Management attend both the Brighton and Southside Civic League meetings in October to discuss recycling and litter prevention (**Goal 3**).
- Social Services
    - Met with Portsmouth Police Officers to discuss service collaboration with the Portsmouth Homeless Action Consortium (**Goal 2**).
    - Participated on the steering committee for VDOT and was present at the Governor's announcement for Toll Relief. This program is being offered to citizens in the cities of Portsmouth and Norfolk (**Goal 2**).
    - Attended the ground breaking ceremony for the Virginia Beach Housing Resource Center. This center will provide services for homeless populations (**Goal 2**).

- Attended the Re-Entry Council Summit at ODU (**Goal 2**).
- Presented services offered by DSS at the PTA meeting held in Hodges Manor Elementary School. DSS will be providing support to the children at Hodges Manor throughout the course of the year (**Goal 2**).
- Collaborated with PARC to complete the brochure for the Portsmouth Homeless Action Consortium (**Goal 2**).
- Participated in the CMPT retreat (**Goal 2**).
- Attended the Homeless Assistance Day in Portsmouth sponsored by PHAC (**Goal 2**).
- Attended the Community Church Social Work luncheon and training (**Goal 1**).
- Met with Oasis to discuss service collaboration for people affected by Hurricane Matthew. DSS also engaged in discussions with the Department of Health regarding community support efforts (**Goal 2**).
- Eight employees went to Hodges Elementary School to read to the children (**Goal 2**).
- Participated in the annual meeting for the Up Center (**Goal 2**).
- Met with the Pastor of Community Church. The purpose was service collaboration. The church has several parishioners that would like to become foster parents. The church also supports the DSS Parent Group and children throughout the year. The church is currently working with DSS to provide Thanksgiving Baskets for our families and items for children at Christmas (**Goal 1**).