

Town of Christiansburg, Virginia

Summary of Programs by Quartile Groupings

Tuesday, July 24, 2012

Color Code:

White: Community Oriented Program

Blue: Governance Program

Quartile 1 - 83 Programs

Administration	Regional Transportation Planning
Administration	Subdivision & Site Plan review
Administration	Intergovernmental Relations
Administration	Finance functions, such as signing checks& permits
Administration	Budget
Administration	Supervise Department Heads
Aquatics	Facility Operations - Maintenance
Aquatics	Facility Operations - Lifeguards
Building Inspections	Building Permit applications
Engineering	Engineering Inspections
Engineering	Project Management and Design
Engineering	Regulatory Compliance
Engineering	Plan Review
Engineering	GIS (Geographic Information System)
Finance / Treasurer	REVENUE COLLECTIONS
Finance / Treasurer	METER READING
Finance / Treasurer	WATER SEWER UTILITY BILLING
Finance / Treasurer	REAL AND PERSONAL PROPERTY TAX
Finance / Treasurer	PAYROLL PROCESSING
Finance / Treasurer	PAYROLL REPORTING AND YEAR END PROCESSING
Finance / Treasurer	ACCOUNTS RECEIVABLE COLLECTIONS
Finance / Treasurer	SOFTWARE INTEGRATION
Finance / Treasurer	PAYMENT PROCESSING
Fire	Fire Operations
Fire	LEPC
Human Resources	Handbook & Policy Maintenance
Human Resources	Employee Counseling & Discipline
Human Resources	Performance Management
Information Technology	Email System Administration
Information Technology	Software Licensing
Planning	Prepare Comprehensive Plan
Planning	Recreation and trail planning
Planning	planning related grant programs
Planning	Transportation planning (streets, highways)
Planning	Special projects
Planning	subdivision plat review
Planning	Smart Way Bus
Planning	Transit planning (bus service, rail)
Planning	site plan review

Quartile 2 - 102 Programs

Administration	Recycling coordination
Administration	Council & Committee meetings
Administration	Personnel actions
Administration	Supervise Cemetery, IT & Radio operations
Aquatics	Competitive Pool Rentals
Aquatics	Youth Aquatic Programming
Building Inspections	Plan Review
Building Inspections	Building Grease Trap
Building Inspections	Administrative Enforcement of the VCC
Building Inspections	Residential Building Inspection all trades
Building Inspections	Commercial Building Inspection all trades
Building Inspections	Enforcement Investigations
Building Inspections	Property Maintenance
Building Inspections	Asbestos Removal Permit
Building Inspections	Backflow prevention
Building Inspections	Fire Safety Inspections
Building Inspections	Fire Code Plan Review
Building Inspections	Fire Alarm Systems
Cemetery	Cemetery Maintenance
Engineering	Engineering Field Services
Engineering	Energy Work Group
Finance / Treasurer	SOLID WASTE DISPOSAL BILLING
Finance / Treasurer	GRANTS MANAGEMENT
Finance / Treasurer	BUDGET DEVELOPMENT AND PREPARATION
Finance / Treasurer	ANNUAL FINANCIAL STATEMENTS
Finance / Treasurer	ANNUAL AUDIT AND CAFR PREPARATION
Fire	Emergency Operations Planning
Fire	Fire Safety
Fire	Fire Hydrant Maintenance
Fire	Fire Prevention & Education
Fire	EMS Certification
Human Resources	Essential training/Employee Development
Human Resources	Policy Administration
Human Resources	EEOC Compliance & Recruitment
Human Resources	Federal/State/Mandated Training
Human Resources	Conflict Resolution & Counseling
Human Resources	Town Safety Committee Chairmanship
Human Resources	Employee Safety and Wellness
Human Resources	Workers Compensation

Quartile 1 - 83 Programs

Planning	Zoning Ordinance enforcement
Police	Patrol Services
Public Works	Asphalt Maintenance
Public Works	Street sweeping
Public Works	Sidewalk Maintenance
Public Works	Signs, Signals and Striping
Public Works	Street Snow Removal
Public Works	Concrete maintenance
Public Works	Wastewater Operations
Public Works	Wastewater Lab
Public Works	Storm Drain Maintenance
Public Works	Wastewater Plant Maintenance
Public Works	Wastewater Pretreatment
Public Works	Solid Waste Collection & Disposal
Public Works	Routine water sampling
Public Works	Street Lighting
Public Works	Sign Retro-Reflectivity
Public Works	Bio-solids
Public Works	Water Maintenance
Public Works	Sewer Maintenance
Public Works	Capital Construction
Public Works	Inflow & Infiltration (I & I)
Public Works	Mowing
Public Works	Sight Restrictions & ROW Clearances
Public Works	Water Tank Inspection
Public Works	Tar & Graveling
Public Works	Concrete Construction
Public Works	Pump Station (water)
Public Works	Pump Station (sewer)
Public Works	Sidewalk Snow Removal
Public Works	Special Events Support
Public Works	Road shoulders
Public Works	Recycling
Public Works	Fire Hydrant Maintenance
Public Works	Gov-Deals
Public Works	Procurement
Public Relations	WEBSITE
Rescue	Emergency Response - Medical
Rescue	EMS Training and Certification
Rescue	Fire Department Support
Rescue	Vehicle and Equipment Procurement
Rescue	Emergency Response - Vehicle Rescue
Rescue	NIMS (National Incident Management System)
Rescue	Data analysis and Reporting

Quartile 2 - 102 Programs

Human Resources	Employee Compensation & Salary Review
Human Resources	Retirement Program Administration
Human Resources	Designated Records Officer and HR Files Maintenance
Human Resources	New Hire Processes
Human Resources	Job Announcements
Human Resources	Personnel & Medical Files Maintenance
Human Resources	Federal Legislation Compliance
Human Resources	FMLA Administration
Information Technology	Network Security, Maintenance, WAN
Information Technology	Server Administration
Information Technology	Database Administration
Information Technology	Custom Applications
Parks and Recreation	Parks and Recreation - Operations
Parks and Recreation	Youth Baseball and Softball Tournaments
Parks and Recreation	2012 Junior Dixie Boys World Series
Parks and Recreation	Harkrader Sports Complex: Athletic Field Maintenance &
Parks and Recreation	Parks: Inspect and Maintain Playground Equipment
Parks and Recreation	Update Parks and Recreation Master Plan
Planning	NRVPCD, MPO
Planning	Two-Town Trolley, Shoppers Express, Explorer, and Go Ar
Planning	Floodplain enforcement
Planning	staff for Planning Commission
Planning	Coordination with County and regional planning
Planning	draft miscellaneous ordinances
Planning	E-911
Planning	Tourism Development Council
Planning	weeds and junk and debris enforcement
Planning	tourism promotion
Police	Communication Function
Police	Certified Crime Prevention Comm Program
Police	Ordinance
Police	Crime Analysis Program
Police	Crime Prevention Service
Police	General Investigations
Police	Crime Prevention Awareness Programs
Police	State Accreditation Program
Police	Bike Patrol Program
Police	Traffic Safety Program
Police	School Resource Officer Program
Public Works	New water line Inspections
Public Works	New sewer line Inspections
Public Works	Revolving Fund (Water)
Public Works	Revolving Fund (Sewer)
Public Works	Meter Reading
Public Works	New Sewer line Testing
Public Works	Landscaping
Public Works	Water Taps/Meters
Public Works	Sewer Taps

Quartile 1 - 83 Programs**Quartile 2 - 102 Programs**

Public Works	Customer Complaints
Public Works	Curbside Brush Disposal
Public Works	CCTV Closed Circuit TV
Public Works	Landfill Closure Operations
Public Works	Utility Location
Public Works	Semi-Annual Clean up
Public Works	Curbside Junk/Debris Disposal
Public Works	Household Hazardous Waste Drop-off
Public Works	Warehouse
Public Works	Fleet
Public Relations	PUBLIC OUTREACH
Public Relations	MEDIA RELATIONS
Public Relations	SOCIAL MEDIA OUTREACH
Rescue	Non-emergency response
Rescue	Emergency Response - Technical Rescue

Quartile 3 - 102 Programs

Administration	Coordinate with Economic Development agencies
Administration	Downtown enhancement project
Administration	Regional E911 Authority
Administration	Emergency Operations
Administration	Closed Landfill operations
Administration	Underground storage tank program for Town Operations
Administration	Interact with citizens
Administration	Review & negotiate contracts
Administration	Administrative functions, such as signing permits
Aquatics	Adult Aquatic Programming
Aquatics	Adult Non-Aquatic Programming
Aquatics	Virginia Tech Swim and Dive
Aquatics	Youth Non-Aquatic Programming
Aquatics	Skate Park
Aquatics	Water Safety Programs & Training
Aquatics	Birthday Parties
Building Inspections	Fire Sprinkler Systems
Building Inspections	Retaining Walls Inspection
Building Inspections	Sign Inspection
Building Inspections	Mobile Home Setup
Building Inspections	Building Permit - Contractor Licensing
Building Inspections	Citizen Complaints
Cemetery	Monument Restoration
Finance / Treasurer	MONTHLY REPORTING AND MONITORING
Finance / Treasurer	CREDIT CARD, ACH AND ONLINE PAYMENT PROCESSING
Finance / Treasurer	RECORDS MANAGEMENT
Finance / Treasurer	FIXED ASSET RECORDS
Finance/ Treasurer	SOLID WASTE ROUTE LISTINGS
Finance/ Treasurer	BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSING
Fire	Knox Box Program
Human Resources	Citizen/Applicant Advisory Services
Human Resources	Insurance/Risk Management
Human Resources	DOT Employee Programs
Human Resources	EAP Administration
Human Resources	Employee Recognition & Retention
Human Resources	Legal
Human Resources	Unemployment Insurance Cost Containment
Information Technology	Backup Administration
Information Technology	Desktop Administration

Quartile 4 - 78 Programs

Administration	Energy Efficiency & Conservation of Town Operations	4
Administration	Assist with answering media questions	9009
Administration	Monitor State Legislative actions	9007
Aquatics	Front Desk	12
Aquatics	Facility Rentals	21
Aquatics	Special Events	22
Aquatics	Retail	25
Building Inspections	Cell Towers	48
Building Inspections	Demolition Permits	31
Building Inspections	Residential Building Permits	29
Building Inspections	Commercial building Permits	30
Building Inspections	Building Relocation Permit	33
Building Inspections	Building Permits - Retaining Walls	37
Building Inspections	Building Permit - Tents	49
Building Inspections	Building Permit - Blasting	50
Building Inspections	Building Permit - Underground Storage Tanks	51
Cemetery	Grave Opening and Closing	59
Cemetery	Records Management	58
Cemetery	Selling Plots and Services	55
Finance / Treasurer	INSURANCE GENERAL LIABILITY	9020
Finance / Treasurer	INSURANCE WORKERS COMPENSATION	9021
Finance / Treasurer	INTERNAL AUDIT	9030
Finance / Treasurer	POLICY AND INTERNAL CONTROL DEVELOPMENT AND MAINTENANCE	9029
Finance / Treasurer	CASH MANAGEMENT	9028
Fire	Smoke Detector, Carbon Monoxide Detector	71
Fire	Dive Team/ Swift Water Rescue	72
Human Resources	Basic Education Programs	9052
Information Technology	Technology Purchasing	9066
Information Technology	Blackberry Administration	9078
Information Technology	Phone Systems Support	9074
Information Technology	Mobile Phone Administration & Support	9077
Information Technology	Wireless Access	9069
Information Technology	Printer/Copier Support	9071
Parks and Recreation	School Athletic Fields: Athletic Field Maintenance	87
Parks and Recreation	Kiwanis Park: Rentals	86
Parks and Recreation	Parks and Recreation: Facility Rental	81
Parks and Recreation	Parks & Recreation - Custodial Services	78
Parks and Recreation	Harkrader Sports Complex: Concessions	83
Planning	economic development	117

Quartile 3 - 102 Programs

Information Technology	End User Application support
Information Technology	Website Administration
Parks and Recreation	Parks Management and Supervision
Parks and Recreation	Youth Athletic Sports baseball,softball,football,cheerleading,
Parks and Recreation	Adult Athletic Sports (volleyball, flag football,basketball,softb
Parks and Recreation	Huckleberry Trail: Inspect Equipment, Maintain
Parks and Recreation	Kiwanis Park: Athletic Field Maintenance
Parks and Recreation	Youth Community Programs
Parks and Recreation	Senior Citizen Programs
Parks and Recreation	Community Special Interest Programs
Parks and Recreation	Recreation Equipment Maintenance
Parks and Recreation	Pre-School Community Programs
Parks and Recreation	Adult Community Programs
Parks and Recreation	Advisory Board Commission (Recreation and Senior)
Parks and Recreation	Holiday Special Events
Parks and Recreation	Harkrader Sports Complex: Rentals
Parks and Recreation	Senior Citizen Trips
Planning	miscellaneous mapping and GIS tasks
Planning	NRV Airport, VT Airport
Planning	Financial support for government related services
Planning	Advertising Ordinance enforcement
Police	Safe Shopper Program
Police	Emergency Notification System
Police	Vice Operation
Police	Language Line Service
Police	Community Outreach Programs
Police	Funeral Escorts
Police	Neighborhood Watch Program
Police	Internet Crimes Against Children
Police	Parking Enforcement
Police	Computer Forensics Program
Police	DEA Task Force
Police	TRAID Program
Police	Citizen Academies
Police	Home and Business Assessment Program
Police	Alarm Response
Police	Crash Investigation Team
Police	DARE Program
Police	K9 Program
Police	State Police Task Force
Police	Dispatch Center Radio and Console Maintenance
Police	Crime Scene Investigations
Police	Project Lifesaver
Police	Public Information/FOIA
Police	Evidence Technician
Police	Emergency Response Team
Police	Supervision and Management
Police	Car Seat Installation

Quartile 4 - 78 Programs

Planning	Financial support for non-profit/not-for-profit organizatio	134
Planning	staff for Board of Zoning Appeals	110
Planning	Town Code supplements, recodification	114
Planning	Virginia's First Regional Industrial Facility Authority	131
Planning	Census Bureau cooperation	120
Planning	Departmental administration	121
Planning	data distribution	119
Police	Mobile Data Terminal Program	139
Police	Citizen Fingerprinting	147
Police	Patrol Rifle Program	146
Police	Hostage Negotiation	159
Police	GPS Program	188
Police	Citizen Ride-Alongs	148
Police	General Admin and Supervision	191
Police	Accident Report Specialist	168
Police	Asset Forfeiture Specialist	171
Police	Warrant Maintenance/Verification	189
Police	In Car Camera Program	145
Police	Incident Report Specialist	169
Police	Record Management	170
Police	Fleet Management	163
Police	Unlock Vehicle Doors	143
Police	Towing Services	195
Police	Purchasing and Budget Management	194
Police	Internal Affairs	196
Police	Outsource IT	167
Police	Honor Guard Program	164
Public Works	Utility Permit Request	239
Public Works	SCADA System Radio Installation and Maintenance	261
Public Works	Leaf removal	210
Public Works	Christmas Tree Disposal	209
Public Works	Storm Drain Installation Program	242
Public Works	Building Custodial Services	9082
Public Relations	VIDEOGRAPHY SERVICES	267
Public Relations	INTERNAL COMMUNICATIONS	266
Radio Communications	Radio Install and Maintenance	198
Radio Communications	Vehicle Equipment Install and Maintenance	200
Radio Communications	FCC Licensing Management	199
Radio Communications	Generator Maintenance	202

Quartile 3 - 102 Programs

Police	Lock Box Program
Police	Residential Checks
Police	Support Service Function
Police	Public Information
Public Works	Solid Waste Customer Verification
Public Works	New Customer Water Service
Public Works	Meter Cut-off / Restore
Public Works	Check for leak
Public Works	Wastewater Plant - Buildings & Grounds
Public Works	Building Maintenance
Public Relations	PEG TV CHANNEL
Public Relations	Freedom of Information Act
Radio Communications	Tower Maintenance
Rescue	Community CPR Training
Rescue	Town AED Maintenance

Quartile 4 - 78 Programs