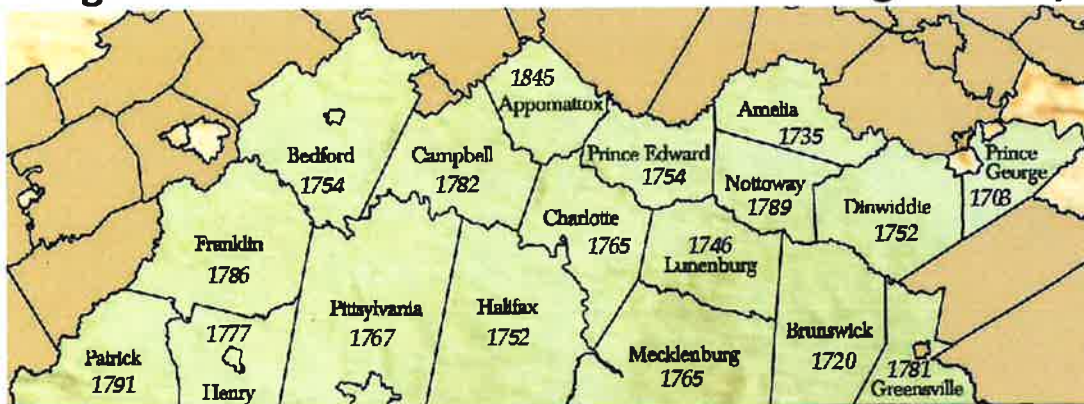




Six Month Work Plan

July – December, 2018

Virginia Counties formed from Prince George County



County Administrator's Memo

To: Members of the Board of Supervisors

From: Percy C. Ashcraft

Date: 7/10/18

Re: Six Month Work Plan



Contained within is the six-month work plan established for the period of July - December, 2018. This work plan incorporates goals established by the County Administration and reaction to policy decisions made by the Board of Supervisors. It is not to be confused with day-to-day tasks that are assigned to each department.

There are 297 goals submitted and agreed upon by County Staff and Administration.

As applied in the previous six months, an evaluation system will be implemented for each item contained in the six-month work plan. The department grades for the period of January - June, 2018 are as follows:

4.0 – Police

Parks & Recreation

Special Projects

3.9 – Fire & EMS

Community Corrections

Information Services

3.7 – Human Resources

Social Services

3.6 – Real Estate Assessor

3.5 – General Services

3.4 – Economic Development & Tourism

Finance

Engineering & Utilities

Community Development & Code Compliance

3.7 – Team Average

The grading system for evaluating the items is as follows:

4 Points – Full completion of item.

2 Points – Substantial completion of item.

1 Points – Partial completion of item.

0 Points - Item not started.

This efficiency rating system is used to track the effectiveness of performance of the department over each six-month period. Those in charge of implementation of this plan will be held accountable.

I also raise your awareness this document will be shared with the public, thus allowing for comment and feedback. I continue to encourage department heads to share this with their employees so they can be challenged to improve the scores every six-month period.

Please share with me any concerns or questions you might have upon review of this plan.

Prince George County

Virginia

Six Month Work Plan

July - December 2018

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Economic Development & Tourism

-Staff Goals-

- 1. Economic Development – Host 2018 Alumni Dinner and graduate the Business Roundtable Class of 2018.**
- 2. Economic Development – Attend the ICSC-NYC trade show.**
- 3. Economic Development – Business Retention Program that includes 12 visits to local businesses.**
- 4. Economic Development – Complete update of the website with IEDC data standards for business prospects.**
- 5. Economic Development – Work with engineer to finalize water & sewer expanded capacity plan for Southpoint Business Park.**
- 6. Economic Development – Coordinate Fall County newsletter.**
- 7. Economic Development – Work with consultant to finalize Economic Development & Tourism Strategic Plan.**
- 8. Economic Development – Coordinate Comcast franchise renewal process.**
- 9. Economic Development – Enroll Economic Development Specialist in IEDC Basic Economic Development course.**
- 10. Economic Development – Investigate possible use of Central Wellness Center as a Business/Non-Profit Incubator.**

- 11. Economic Development – Submit Annual Enterprise Zone Report for 2017.**
- 12. Economic Development – Coordinate renaming of the Fort Lee/Allin Road Roundabout in honor of Capt. Jesse Ozbat.**
- 13. Economic Development – Monitor Workforce Development programs.**
- 14. Tourism – Complete Alcove & Prince George Bust project.**
- 15. Tourism – Coordinate Founder’s Day Ceremony for 315th Anniversary.**
- 16. Tourism – Plan travel soccer tournament for New Scott Park.**
- 17. Tourism – Assist with Czech-Slovak Festival.**
- 18. Planning – Apply for Smart Scale projects Round #3:**
 - a. Jefferson Park & Middle Road**
 - b. Route 460 & Queen Street/Hines Road**
 - c. Middle Road & Prince George Drive**
 - d. Bicycle Route over Benjamin Harrison Bridge**
- 19. Planning - Monitor VDOT Transportation & Improvement projects and transition to MPO role.**
- 20. Planning - Complete Sign Ordinance amendment.**
- 21. Planning - Complete ordinance changes to facilitate timely public road completion in new subdivisions.**
- 22. Planning - Begin work on 2019 Comprehensive Plan amendments.**
- 23. Planning - Work with Fort Lee to research housing data and solutions.**
- 24. Planning - Catalogue billboards in the County.**
- 25. Planning - Develop Streetlight Policy.**

Finance

-Staff Goals-

A. General Accounting

- 1. Prepare FY '18 Annual Finance Report.**
- 2. Propose updates to the County's financial policies for BOS consideration.**
- 3. Work with the County Attorney & School Finance Director to suggest changes to the Memorandum of Understanding (MOU).**
- 4. Continue format to update long-term financial goals in FY '20 Budget.**
- 5. Evaluate P-Card Maximum Limits.**
- 6. Review AR Charge Codes.**
- 7. Work with Human Resources Director to evaluate the Virginia Deferred Compensation Program.**
- 8. Collaborate with Human Resources to update the County's Position Control Chart.**
- 9. Work with the Treasurer on any employee delinquent taxes & subsequent liens.**
- 10. Update Department instructions following Munis Upgrade.**
- 11. Work towards VGFOA, GNAC certification and complete three classes towards certification between July – December 2018.**
- 12. Prepare recommendations for Phase 2 of the Employee Salary Study.**

B. Accounts Payable

- 13. Feasibility of importing Social Services Thomas Brothers invoices into Munis.**
- 14. Perform due diligence for un-cashed checks and prepare submission for the Division of Unclaimed Property in cooperation with the Treasurer's Office.**

C. Payroll

- 15. Explore interest of bi-weekly payroll.**
- 16. Work with Police, Animal Control & Emergency Communications Center to migrate to new time and attendance system.**
- 17. Work with Animal Control and provide training to enhance appropriate entry of hours worked.**
- 18. Upgrade departmental instructions following Munis upgrade.**
- 19. Continue migration to a paperless payroll for Fire/EMS.**

D. Accounts Payable

20. Prepare & distribute 2017 1099's.

21. Re-examine feasibility of importing Social Services Thomas Brothers invoices into Munis.

Fire & EMS

-Staff Goals-

- 1. Conduct physical agility testing for current and new employees.**
- 2. Continue efforts on the Burn Building.**
- 3. Present the Fire & EMS Strategic Plan.**
- 4. Establish an eligibility list for employment.**
- 5. Implement a mini-academy for new full-time employees.**
- 6. Continue Phase II of the Public Safety Radio System.**
- 7. Monitor the progress of the construction of Station 7.**
- 8. Conduct Infectious Disease Control initiatives.**
- 9. Conduct budget training for the volunteer leadership.**
- 10. Conduct SCBA testing.**
- 11. Implement an Emergency Response Rehab Unit Program.**
- 12. Assess the Mass Casualties Incident Response capabilities.**
- 13. Continue to expand the Unmanned Aerial System Program.**
- 14. Continue developing unit specific training manuals for Fire & EMS apparatus.**
- 15. Continue efforts of the SCBA workgroup.**
- 16. Monitor the new EMS Mentor/Precepting Program.**

- 17. Continue effort with the Apparatus Replacement Work Group.**
- 18. Conduct annual pump testing.**
- 19. Provide outreach initiatives during National Night Out.**
- 20. Conduct Fire Prevention Week activities.**
- 21. Conduct two (2) Pre-Incident emergency plans.**
- 22. Promote open houses at fire stations for Fire Prevention Week.**
- 23. Conduct fire in-service training sessions.**
- 24. Conduct annual ladder & aerial testing.**
- 25. Implement 'Target Solutions' training program.**
- 26. Evaluate the current recruitment & retention initiatives.**
- 27. Explore opportunities to expand the training division.**
- 28. Implement a county-wide incident accountability program.**
- 29. Conduct driver break-in training with employees.**
- 30. Coordinate the 2018 Basic EMS Academy.**
- 31. Explore options for Awards & Recognition ceremony.**
- 32. Provide monthly CEU topics/courses for EMS recertification.**
- 33. Maintain compliance for SAFER Grant requirements.**
- 34. Continue improving data collection for company level training.**
- 35. Conduct Incident Command training.**
- 36. Conduct leadership/organizational management training county-wide.**

- 37. Conduct the Statewide Earthquake Drill.**
- 38. Conduct a Winter Weather Campaign.**
- 39. Review the organization's scheduling program.**
- 40. Conduct Active Assailant training.**
- 41. Conduct a daily staffing analysis.**
- 42. Develop pre-plan manual for command vehicles.**
- 43. Update the Mass Notification System.**
- 44. Update the Prince George County Emergency Operations Plan.**
- 45. Conduct CERT training with Local Emergency Planning Committee (LEPC).**
- 46. Complete the 2018 Local Capabilities & Assessment Report with Local Emergency Planning Committee (LEPC).**
- 47. Update the Continuity of Operations Plan (COOP) for County Government operations.**
- 48. Begin active fundraising & gift donations for the Public Safety Foundation.**

Human Resources

-Staff Goals-

- 1. Finalize new Exit Interview Process (Survey Monkey).**
- 2. Finalize new employee onboarding process and create a checklist for departments to circulate back to Human Resources.**
- 3. Complete Munis changes for employee date fields (hire date, service date, etc.)**
- 4. Employee and Supervisor training opportunities.**
- 5. Publish the Fall Newsletter.**
- 6. Host Youth Workforce luncheon and graduation.**
- 7. Develop and distribute employee benefit statements.**
- 8. Coordinate service awards dinner & Christmas party.**
- 9. Performance evaluation modifications.**
- 10. Coordinate NIMS 300 Training for supervisors.**
- 11. Collaborate with Finance to evaluate Deferred Compensation Program through ICMA-RC and consider changing offerings.**
- 12. Collaborate with Finance to perform an update and ‘clean-up’ of the County’s Position Control Chart.**
- 13. Coordinate Bring Your Child to Work Day.**
- 14. Coordinate Co-Worker Week activities and picnic.**
- 15. Coordinate Halloween activities.**

- 16. Coordinate Employee Day to Serve.**
- 17. Research adding a behavior/personality based portion of the application process that will interact with Neogov.**
- 18. Finalize and post all revised job descriptions to the website.**
- 19. Implement all Phase I Compensation & Classification changes.**
- 20. Post position grades and salary ranges to the websites.**
- 21. Collaborate with Finance to develop a plan for improvements to employee pay as Phase II of implementation of Evergreen's Salary Study.**
- 22. Coordinate Patriot Day event for Public Safety.**
- 23. Coordinate quarterly new-hire introductions.**

Parks & Recreation

-Staff Goals-

- 1. Offer a '50-Plus Club' featuring activities & trips.**
- 2. Purchase flag football & cheerleading uniforms in preparation for joining the Chesterfield Quarterback League (CQL) this fall.**
- 3. Apply for grant funding to expand the Central Wellness Center exercise facility.**
- 4. Work with Community Development & Code Compliance Department to select a vendor for the New Scott Park Master Plan.**
- 5. Retain a professional photographer to take stock photos of the Scott, Moore, Temple and Appomattox River Regional parks.**
- 6. Oversee the installation of a playground at the Burrowsville Community Center.**
- 7. Conduct the annual safety audit for all County-owned playgrounds.**
- 8. Oversee stone placement at the entrance and road at New Scott Park.**
- 9. Install new benches at the Temple basketball and tennis courts.**
- 10. Install new benches at the basketball courts behind the Central Wellness Center.**
- 11. Replace worn split rail fencing at Temple, Moore & Baxter Ridge parks.**
- 12. Purchase and place a new backboard/rim at Rivers Edge Park.**
- 13. Remove infield grass and strip to dirt the field at Rivers Edge Park.**

- 14. Address storm drainage issues at Beechwood Manor Park.**
- 15. Install bullpens on the baseball/softball fields on Moore #1, #3 and #4.**
- 16. Complete fall field prep on all athletic fields to include seeding and fertilization.**
- 17. Purchase and grade infield dirt at the Moore Complex.**
- 18. Develop plan for scoreboards at New Scott Park soccer fields.**
- 19. Participate in development of facilities plan for the Central Wellness Center.**
- 20. Improve walking paths to Field #5 at New Scott Park.**
- 21. Begin construction of concession stand at New Scott Park.**
- 22. Analyze fee structure compared to other localities.**
- 23. Begin design of new pavilion & playground at Moore Recreation Complex.**

Engineering & Utilities

-Staff Goals-

- 1. Complete construction on South Crater Road Sewer Pump Station Rehabilitation project.**
- 2. Assist IT with automated upload of Virginia American meter readings into Munis.**
- 3. Complete next phase of SCADA implementation to include Richard Bland water tank and the Jordan on the James/Beechwood Manor water system.**
- 4. Revise Utility Connection 'Available' definition in County Code.**
- 5. Recommend ordinance amendment to address concerns with residential force main connections.**
- 6. Recommend ordinance amendment to change reconnection fee from \$45 to \$50 to be consistent with VA American Water charges to Prince George residents.**
- 7. Review and begin to update Design Utility Standards & Specifications.**
- 8. Complete the change out of 200 meters on Courthouse Drive.**
- 9. Advertise RFP for Route 156 & Route 460 water main extensions, with completion of field activities and selection of route to begin design to determine requirements for acquisition of easements.**
- 10. Advertise RFP for design of Food Lion Booster Station Upgrade. Complete 35 percent construction documents and estimates.**
- 11. Make recommendations for utility extensions to new school site if necessary.**
- 12. Make recommendations for future utility improvements to increase water volume and sewer capacities for Southpoint Industrial Park.**
- 13. Advise County Administrator on key issues involving Appomattox River Water Authority & South Central Wastewater Authority.**

- 14. Continue review of Staff capabilities and adjust job descriptions and fill vacancies when necessary.**
- 15. Work with City of Petersburg to resolve issues.**
- 16. Begin permit process for water intake from the Appomattox River.**
- 17. Attend the Joint Annual Meeting of the American Water Works Association and the Virginia Water Environment Association – Water JAM Conference.**

Community Development & Code Compliance

-Staff Goals-

- 1. Assist with Central Wellness Center Feasibility Study.**
- 2. Assist with hosting the International Code Council's 2018 Annual Conference in Richmond.**
- 3. Continue implementation of new software.**
- 4. Complete New Scott Park Strategic Plan.**
- 5. Transition Stormwater Utility Fee Billing from Information Technology to Community Development.**
- 6. Develop a new Re-Inspection Fee Policy.**
- 7. Construction of stormwater projects in 2018:**
 - a. Birchett Estates**
 - b. Cedar Creek (1)**
 - c. Cedar Creek (2)**

Police

-Staff Goals-

- 1. Execute 2018 National Night Out activities.**
- 2. Conduct Citizens Police Academy.**
- 3. Conduct Active Shooter training.**
- 4. Develop a Tri-City Law Enforcement Breakfast Regional Committee.**
- 5. Complete promotional process for rank of sergeant.**
- 6. Complete promotional process for rank of lieutenant.**
- 7. Coordinate the transition of the new captain into the role of a Division Commander.**
- 8. Build and phase in PlanIt scheduling software.**
- 9. Explore the purchase and installation of a car port to keep valuable equipment out of the weather.**
- 10. Research tuning fork for radar testing process.**
- 11. Implement Phase I of the Narcan Program.**
- 12. Complete detective transition into the Central Virginia Regional Task Force.**
- 13. Participate in two regional Special Olympic events.**
- 14. Execute a minimum of two inoperable vehicle sweeps in select areas.**
- 15. Conduct a minimum of three stealth stat studies in high crash areas.**

- 16. Conduct a minimum of two LIDAR operations.**
- 17. Execute a minimum of two traffic checkpoints.**
- 18. Conduct a minimum of two CRASE training events at area schools and/or businesses.**
- 19. Modify emergency vehicle operation pursuit policy.**
- 20. Execute a minimum of six focused patrols.**
- 21. Develop a new, multi-purpose advertisement wrap/paint scheme for a Dodge Charger.**
- 22. Outfit/equip new utility trailer and place into service.**
- 23. Apply for the Port Authority grant for a new police boat.**
- 24. Research & execute a procedure to secure/lock patrol files in unmarked vehicles.**
- 25. Conduct department training for new OSSI crash.**
- 26. Conduct three school security assessments on the exterior of the buildings.**
- 27. Research the creation of a second County Cleanup Day with General Services Department.**
- 28. Develop digital STINGER training process for new officers.**
- 29. Develop flex-cuff training process for officers.**
- 30. Complete Term 1 of Accreditation in PowerDMS.**
- 31. Set up all tasks in PowerDMS to improve efficiency of the Accreditation Manager.**

- 32. Participate in radio project vendor selection and regional discussions.**
- 33. Animal Services - Conduct a minimum of three off-site, pet adoption events.**
- 34. Animal Services - Execute a minimum of three therapy dog visits.**
- 35. Animal Services - Develop a minimum of four Facebook videos to assist in adoptions and event advertising.**
- 36. Animal Services - Host a rabies clinic.**
- 37. Animal Services – Purchase & install storage building at the Adoption Center.**
- 38. Animal Services – Have an Animal Control officer complete the General Instructors Court at CCJA.**
- 39. Animal Services – Conduct two volunteer orientation days for new volunteers.**
- 40. Animal Services – Implement career development guidelines.**
- 41. Animal Services – Conduct Animal Services Open House.**
- 42. Communications – Implement psychological & polygraph testing into the hiring process.**
- 43. Communications – Begin the Next Generation 911 phone replacement process.**
- 44. Communications – Streamline VCIN/NCIC paperwork process.**
- 45. Communications – Update all call type related SOPs in CAD.**
- 46. Communications – Execute supervisors CAD administrator training.**
- 47. Communications – Develop Career Development guidelines.**

Social Services

-Staff Goals-

- 1. Plan 2018 Back to School Fair.**
- 2. Complete implementation of Laserfiche system.**
- 3. Complete upload from Thomas Brothers to Munis.**
- 4. Develop Career Development Program for Social Services.**
- 5. Redesign the management level of the agency and restructure units.**
- 6. Prepare for the implementation of expansion of Medicaid benefits.**
- 7. Have site visits to at least two agencies utilizing self-sufficiency model.**
- 8. Begin planning for 2019 Toddler Fair.**
- 9. Plan outreach event for Bexley Trailer Park.**
- 10. CSA Coordinator will complete site visits at two identified private day placements.**
- 11. Prepare Adult Services unit for transition of electronic records.**
- 12. Coordinate Shelter Basics Course for new hires.**
- 13. Assist with holiday giving programs.**
- 14. Investigate Hearing Aid Program.**
- 15. Support for Community Partners:**
 - a. TRIAD/Senior Services**

- b. Special Olympics**
- c. LEPC**
- d. Farmers Market – SNAP**
- e. Fort Lee Family Advocacy Committee**
- f. CAPUP**
- g. ELC**
- h. CPMT/FAPT**
- i. Prince George Promise**

Real Estate Assessor

-Staff Goals-

- 1. Complete & implement utility layer into CAMA System and make evaluation adjustments.**
- 2. Implement Updated Year-End Assessment Schedule:**
 - a. FY '20 Reassessment Book completed by December 15.**
 - b. FY '20 Reassessment Data to printers by December 31; notices to be ready to mail by January 4.**
- 3. Implement 'Restructured Appraisal Neighborhoods' to include Prince George Planning Area & Conservation District.**
- 4. Complete internal process & procedures to meet the requirement of the Certificate of Excellence in Assessment Administration (CEAA) by the International Association of Assessing Officers (IAAO).**
- 5. Implement plan to convert former Public Room to an Education Training Room.**
- 6. Complete Phase II of the Record Digitization project.**
- 7. Research plan to move reassessment process to every other year.**
- 8. Continue support of the Wellness Committee and participation in various projects.**

Special Projects

-Staff Goals-

- 1. Plan Retreat for Board of Supervisors.**
- 2. Expand Christmas Decorations to Central Wellness Center & Parks & Recreation Community Center.**
- 3. Host Broadband Conference at the Central Wellness Center with Prince George Electric Co-Op.**
- 4. Host meeting with General Assembly members in preparation for 2019 legislative session.**
- 5. Support the Activities of the Registrar in preparation for the General Election.**
- 6. Sale of the County Christmas ornament.**
- 7. Identify site for new elementary school and propose borrowing plan to pay for construction.**
- 8. Develop activities and programs for Community Wellness Plan.**

Information Services

-Staff Goals-

- 1. Assist Munis:**
 - a. Test the implementation of Citizen Self Service for Business Licenses.**
 - b. Software upgrade to 11.3.**
 - c. Continue the EnerGov implementation with CDCC.**
- 2. Assist Fire & EMS:**
 - a. Assist with Station Build on Route 10.**
 - b. Assist with USDD Alerting System install at Route 10 Station.**
 - c. Get new quotes for station door locks.**
- 3. Assist with Police:**
 - a. Upgrade NetMotion on MCTs.**
 - b. Implement new accident report module.**
- 4. Assist with General Services/Garage:**
 - a. Explore implementing a new module of Munis to track the Garage Maintenance and other areas.**
- 5. Implementation of Cybersecurity report recommendations:**
 - a. Password strengthening & training.**
 - b. Improve network switch programming to strengthen security per the recommendations.**
 - c. Take County Web site to 'https' in anticipation of Google's mandate.**
 - d. Look into a patch management system.**
 - e. Begin to write IT Policies that will be used in the IT Department as well as all County departments.**
 - f. Implement vulnerability scanning software.**
 - g. Develop routine scans of public facing web sites.**
 - h. Investigate an intrusion detection system for FY '20 Budget.**

- 6. Start reporting which desktops and tablets will be replaced during the fiscal year and projected replacements in next few years.**
- 7. Look into Assessor's replacement software and plan a time to implement.**
- 8. Upgrade door locks on external County doors to be placed on card system and installation of easier handicap access.**
- 9. Begin online cybersecurity training.**
- 10. GIS – Provide GIS support to the implementation of the Energov permitting and plan review system.**
- 11. GIS – Develop a workflow and framework for the efficient updating of utilities data.**
- 12. GIS – Create a set of utility map books for use in the field.**
- 13. GIS – Migrate all GIS databases to the HARN datum.**
- 14. GIS – The HARN datum is an updated 3D coordinate system created by using GPS satellites. Moving to the HARN datum will improve the accuracy of the County's GIS data by approximately two feet.**
- 15. GIS – Investigate and implement new system to manage, archive and provide access to scanned imagery such as plats.**
- 16. GIS – Implement an automated system to keep GIS data that is accessed externally (data downloads, map services) up to date on a daily basis.**

General Services

-Staff Goals-

- 1. Execute Plan for Next Phase of 'Go Green' Implementation.**
- 2. Conduct Staff asbestos training.**
- 3. Complete clean-up behind Fleet Garage & Utilities Shop Building.**
- 4. Complete sidewalk installation between Administration Building & Bland Building.**
- 5. Begin design of new pavilion & playground at Moore Recreation Complex.**
- 6. Central Wellness Center Activities:**
 - a. Complete renovations to Outdoor Basketball Court.**
 - b. Complete asphalt at all areas around the building.**
 - c. Assist Parks & Recreation with installing walking trail.**
 - d. Install new gym stage curtain.**
 - e. Install new banner sign for front entrance.**
 - f. Upgrade landscaping at front of the building.**
 - g. Install LED lighting in first floor hallway.**
- 7. Complete construction of Courthouse Basement Buildout.**
- 8. Continue development of bid package for Fire & EMS Burn Building.**
- 9. Begin construction of Station 7 fire station.**
- 10. Complete parking lot improvements at Regional Heritage Center.**

11. **Host Board of Directors meeting of the Central Virginia Waste Management Association (CVWMA).**
12. **Implement Safety Program.**
13. **Complete roof repairs to Human Services Building.**
14. **Continue development & implementation of Apprenticeship Program for Fleet & Building and Grounds divisions.**
15. **Begin implementing County Complex Landscape plan.**
16. **Upgrade interior lighting at Prince George Volunteer Fire Department.**
17. **Implement plan to renovate Assessor's Office.**
18. **Administration Building**
 - a. **Clean exterior of the building to include windows and doors.**
 - b. **Paint exterior where necessary.**
 - c. **Complete Lobby Alcove renovations.**
 - d. **Install snow guards on roof.**
 - e. **Install gutters & downspouts on building.**
 - f. **Repair Lightning Arrestor System.**
 - g. **Confirm gas line installation.**
 - h. **Research replacement of boiler.**
 - i. **Follow installation of security system for building entry ways.**
19. **Courthouse:**
 - a. **Clean exterior of building to include windows and doors.**
 - b. **Paint all previously painted surfaces on exterior.**
 - c. **Clean, prime and paint dumpster enclosure.**
 - d. **Clean, seal coat and restripe rear parking lot.**
 - e. **Renovate front entrance.**
 - f. **Perform Phase 1 exterior masonry repairs.**
 - g. **Perform Phase 1 interior carpet and tile replacement.**
 - h. **Perform Phase 1 interior painting.**
 - i. **Select furniture replacement.**
 - j. **Replace frayed and leaking gaskets on the heating system lines throughout the building.**

k. Replace water stained ceiling tiles throughout the building.

20. General Serves:

- a. Continue to offer educational opportunities to Staff.**
- b. Continue process to bring Fleet & Building and Grounds under one unit for information and operations.**
- c. Implement hanging of Christmas decorations at County Complex and County buildings.**

21. Fleet – ASE certifications for Staff.

22. Fleet – Host Fleet Managers’ meeting.

23. Fleet – Infectious Disease training for Staff.

24. Fleet – Attend Fire Equipment Conference.

25. Fleet – Development Fleet Management Program for work order and vehicle tracking of service and repairs.

Community Corrections

-Staff Goals-

- 1. Host the Third Annual 'Celebrate Recovery' event.**
- 2. Facilitate the 8th Annual Community Breakfast.**
- 3. Facilitate the 5th Annual CIT Awards Ceremony.**
- 4. Facilitate the 2nd Annual Staff Awards Ceremony.**
- 5. Host operational training for local Drug Court teams in conjunction with the National Drug Court Institute.**
- 6. Staff visits for new hires to District 19 to observe/obtain information regarding services provided to clients.**
- 7. Host an Appreciation Breakfast for the Commonwealth's Attorney's Office.**
- 8. Purchase AED and provide AED & CPR training to staff.**
- 9. Update with Supreme Court exiting video teleconferencing system for use with Magistrates and Riverside Regional Jail.**
- 10. Expand department's security system.**
- 11. Secure in-house mental health and psychiatric services for Drug Court participants.**
- 12. Secure enhanced alcohol monitoring tests/systems for offenders/defendants.**
- 13. Complete a 'Clean Community' campaign for trash pickup.**
- 14. Develop new way to transport offenders/defendants.**