



# **Six Month Work Plan**

**July – December, 2016**



# County Administrator's Memo

**To:** Department Directors

**From:** Percy C. Ashcraft



**Date:** 7/12/16

**Re:** Six Month Work Plan

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Contained within is the six-month work plan established for the period of July - December, 2016. 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 325 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 - July, 2016 are as follows:

**4.0 – Social Services**

**Community Corrections  
Special Projects**

**3.9 – Finance**

**Fire & EMS  
Parks & Recreation  
Information Services**

**3.8 – Real Estate Assessor**

**3.7- Engineering & Utilities**

**Community Development & Code Compliance**

### **3.6 – Human Resources Police**

### **3.4 – Economic Development & Tourism**

### **3.3 – General Services**

### **3.8 – 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 also continue to encourage you to share this with your 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.

I wish you much success during this period and I will call for updates to review your progress.

# **Prince George County** *Virginia*

## **Six Month Work Plan** *July - December 2016*

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# **Economic Development & Tourism**

## **-Staff Goals-**

- 1. Economic Development – Host 2016 Citizens Academy Class.**
- 2. Economic Development – Host Business Roundtable Appreciation Dinner.**
- 3. Economic Development – Business Retention Program that Includes 12 visits to Local Businesses.**
- 4. Economic Development – Begin Tower Construction for Wireless Broadband Project.**
- 5. Economic Development – Complete Exit 45 Revitalization Project with the Cameron Foundation & Establish Property Owners Association.**
- 6. Economic Development – Submit the Virginia Enterprise Zone Annual Report 2015.**
- 7. Economic Development – Attend ICMA Credentialed Manager Candidate Classes.**
- 8. Economic Development – Participate with the Mobile Home Park Rehabilitation Team.**
- 9. Economic Development – Coordinate Fall County Newsletter.**
- 10. Economic Development – Develop Economic Development Trade Show Exhibit.**
- 11. Economic Development – Implement ‘Go Green Initiative #42.’**

- 12. Economic Development - Coordinate Assignments for New Economic Development Specialist.**
- 13. Tourism – Assist with Hosting of ASA 14U Girls Eastern Regional Tournament.**
- 14. Tourism – Create Prince George County Visitor’s Rack Card.**
- 15. Tourism – Special Events:**
  - a. Pork Festival**
  - b. Czech Festival**

# Finance

## **-Staff Goals-**

### **A. General Accounting**

- 1. Maintain and Enhance Financial Transparency Module.**
- 2. Prepare County-Wide Cash Handling Procedures.**
- 3. Prepare Written Fraud Policies & Procedures.**
- 4. Offer Fraud Training to County Employees.**
- 5. Employee Training 12 Hours.**
- 6. Expand Credit Card Payment Procedures.**
- 7. Provide Enhanced Benchmarking Comparisons to Surrounding Counties.**
- 8. Explore Interest in Re-Establishing Finance Roundtable.**
- 9. Research Delinquent Tax Collections Procedures from Other Counties.**
- 10. Attend Training for Developing Budgets.**
- 11. Attending Training for Developing Capital Plans.**
- 12. Seek Training on Grants Management.**
- 13. Continue to Work with the Treasurer's Office on Collection of Delinquent Accounts.**
- 14. Develop Employee Succession Plan.**

### **B. Payroll**

- 15. Examine Feasibility of Changing to Weekly Timesheet Approval.**
- 16. Coordinate with Human Resources to Offer Employee Timesheet Training.**
- 17. Work with the School Division to Prepare Adult Education Year-End Documents.**
- 18. Examine Ability to Go to Paperless Forms.**
- 19. Examine Feasibility of Moving to Bi-Weekly Pay Process.**

### **C. Accounts Payable**

- 20. Enhance Policy & Works Training for Employees with P-Cards.**
- 21. Devise Procedures to Insure Policy Compliance with County Payment Regulations.**
- 22. Prepare & Distribute P-Card/Works Survey to Employees.**
- 23. Develop Accountability for Approved Travel.**
- 24. Examine Benefits of Issuing Accounts Payable Checks Every Two Weeks.**
- 25. Enroll Accounting Supervisor in the CAPP Certificate Program.**
- 26. Review Cell Phone Practices of Surrounding Counties for Efficiency.**

**D. Procurement**

- 27. Research Raising Small Purchase Limit.**
- 28. Research Auto Leasing Program.**
- 29. Determine if SWAM Vendor Status Can Be Updated Electronically in Munis.**
- 30. Examine Top 10 Commodity Purchases for Greater Financial Efficiency.**



# **Fire & EMS**

## **-Staff Goals-**

- 1. Update the Fire & EMS Strategic Plan.**
- 2. Develop Different Burn Building Design Specifications for BOS Consideration.**
- 3. Conduct Phase I of the Public Safety Radio System.**
- 4. Design the James River Drive Fire & EMS Station.**
- 5. Employee Training (complete 12 hours).**
- 6. Conduct a Physical Agility Testing Process for Current Employees.**
- 7. Conduct Graduation Ceremonies for BFA & BEMSA.**
- 8. Conduct the 2016 Annual Awards Ceremony.**
- 9. Continue Efforts with the Heritage Center on the Fire & EMS Museum.**
- 10. Implement a Fire-Medic Intern/Apprentice Program.**
- 11. Develop Staffing Level Benchmarks for Major Call Types.**
- 12. Develop Response-Time Level Benchmarks for Major Call Types.**
- 13. Expand the Training Division.**
- 14. Conduct Joint Training for Tactical Medics with the Police Department.**
- 15. Provide Traffic Incident Management Systems Training.**
- 16. Coordinate the 2016 Basic EMS Academy.**

- 17. Coordinate the 2016 Advance Fire Academy.**
- 18. Conduct Infectious Disease Control Initiatives.**
- 19. Conduct Budget Training for the Volunteer Leadership.**
- 20. Provide Officer Development Training for all Fire & EMS Officers.**
- 21. Provide Monthly CEU Topics/Courses for EMS Recertification.**
- 22. Continue Conducting 'Stop the Bleeding' Training.**
- 23. Develop an In-Service Fire Training Program.**
- 24. Provide Advanced Level Incident Management Training.**
- 25. Provide Outreach Initiatives During National Night Out.**
- 26. Conduct the 2<sup>nd</sup> Annual 'Guns & Hoses' Softball Game.**
- 27. Conduct a Firefighter's Chili Cook-Off & Fund Raiser to Support the Children's Burn Foundation.**
- 28. Conduct Two (2) Pre-Incident Emergency Plans.**
- 29. Conduct Ceremonies for the Burrowsville Station Renovations.**
- 30. Develop a Business Associate Agreement with AIM Software & Gateway EDI.**
- 31. Develop a Security Risk Assessment for Electronic Medical Records.**
- 32. Complete the Certified Ambulance Billing Compliance Officer Course.**
- 33. Explore Electronic Filing Options for Office Files.**
- 34. Develop an Office Manual for Interns & Temporary Staff.**
- 35. Audit Personnel Filing Process for Compliance.**

- 36. Provide Outreach Initiatives for High Occupancy Buildings.**
- 37. Conduct SCBA Testing.**
- 38. Conduct Annual Ladder & Aerial Testing.**
- 39. Conduct Annual Pump Testing.**
- 40. Evaluate Intraosseous Infusion (IO) Equipment.**
- 41. Upgrade EMS Supply & Inventory Control.**
- 42. Revise the Uniform Distribution Process.**
- 43. Conduct Fire Prevention Week Activities.**
- 44. Promote Open Houses at Fire Stations for Fire Prevention Week.**
- 45. Conduct Winter Weather Safety Campaigns.**
- 46. Conduct the Statewide Earthquake Drill.**
- 47. Conduct the CERT Training for New Members.**
- 48. Present the Continuity of Operations Plan (COOP) to the Board of Supervisors.**
- 49. Provide Behavioral Health & Wellness Training.**
- 50. Begin the Review & Update of the County's Emergency Operations Plan.**
- 51. Analyze the Fire & EMS Apparatus Self-Assessment.**
- 52. Create a Partnership with Southside Health Education Foundation.**
- 53. Partner with Police Department & Sheriff's Office to Establish a Public Safety Foundation.**
- 54. Develop Employee Succession Plan.**

# Human Resources

## **-Staff Goals-**

- 1. Department Head, HR Staff & General Employees Training:**
  - a. FMLA.**
  - b. Identity Theft**
  - c. VRS**
  - d. Recruitment**
  - e. Personnel Filing**
- 2. Review Exit Interview Process.**
- 3. Continue Digital Records Process for Munis**
- 4. Employee Training (complete 12 hours).**
- 5. Coordinate Bring Your Child to Work Day.**
- 6. Coordinate Co-Worker Week & Picnic.**
- 7. Coordinate Halloween Activities.**
- 8. Participate in the Fall Newsletter.**
- 9. Coordinate the Employee Service Awards Dinner.**
- 10. Coordinate the Youth Workforce Academy with County Departments.**
- 11. Develop & Distribute Benefit Election Letter.**
- 12. Continue Publishing of Departmental Brochures.**
- 13. Establish Communication with Non-Government New Hires.**
- 14. Participate in 'Go Green' Projects.**

- 15. Coordinate County Employees in Day to Serve.**
- 16. Plan 'Movie Night' for County Employees.**
- 17. Prepare Employee Succession Plan.**

# **Parks & Recreation**

## **-Staff Goals-**

- 1. Offer New Pre-School Program.**
- 2. Offer a Pottery Class at the Prince George Community Center.**
- 3. Have Staff Member Certified in the Arthritis Foundation Exercise Program (AFEP).**
- 4. Employee Training (12 Hours).**
- 5. Have Staff Member Certified in the Aerobics & Fitness Association of America (AFAA) Practical Pilates Program.**
- 6. Have Athletic Coordinator Seek National Recreation & Park Association (NRPA) Certified Park & Recreation Professional (CPRP) Certification.**
- 7. Become trained on 'Adobe Photoshop Element' and 'Photoshop 101' through Universal Class, Inc.**
- 8. Host the 2016 ASA 14U Eastern Nationals Softball Tournament.**
- 9. Offer a Summer Men's 35-Plus Basketball League.**
- 10. Offer an Adult Kick Ball League.**
- 11. Participate in the Elks Hoop Shoot Competition.**
- 12. Offer a Winter Girls' Softball Pitching Clinic.**
- 13. Explore the Feasibility of Opening an Outdoor Portable Skating Rink During the Holidays.**

- 14. Design & Install a Trophy Case for the Prince George Community Center.**
- 15. Review the Feasibility of Utilizing the Jordan Point Swimming Pool for the 2017 Summer Season.**
- 16. Offer Two (2) Free Summer ‘Movies in the Park.’**
- 17. Purchase New Drinking Fountains to Replace the Existing Units at Temple & Moore.**
- 18. Gravel Both the Upper & Lower Parking Lots at Temple Park.**
- 19. Pave the Wellness Center & Community Center Parking Lots.**
- 20. Develop an Employee Succession Plan.**
- 21. Research Concept of Constructing an Outside Facility Specifically for Children with Special Needs.**

# Engineering & Utilities

## -Staff Goals-

1. **Employee Training (complete 12 hours).**
2. **Complete Construction for Upper Blackwater Sewer Rehabilitation Project.**
3. **Complete Phase I Systems Automation Services (SCADA) Project and Plan Phase II Implementation.**
4. **Continue to Pursue Long Term Service Agreements for Water & Wastewater with the City of Petersburg.**
5. **Continue to Pursue Long Term Service Agreement and Emergency Interconnect Agreement with Virginia American Water Company.**
6. **ARWA & South Central Authorities:**
  - a. **Pursue Resolution of the Branders Bridge Project.**
  - b. **Pursue Revision of the Service Agreement.**
7. **Replacement of Control Valves on the Second Greensand Filter System at the Jordan on the James Water System.**
8. **Process Tax Liens on Delinquent Accounts.**
9. **Improve Code Sections Related for Credits for Leaks.**
10. **Revise Code Sections to Remove Service Districts.**
11. **Propose Lifting of Utility Restrictions for Residential Development.**
12. **Complete Raising & Replacement of Cedarwood Well Pump.**
13. **Initiate Leak Detection & Repair Program for the Route 301 (Exit 45) Water System.**
14. **Update Rate Model Scenario Options.**



- 15. Update 10-Year Utilities Capital Plan.**
- 16. Complete Procurement & Begin Construction for New Emergency Generator & ATS at Sewer Pump Station #1.**
- 17. Begin Design Services for Rehabilitation of Sewer Pump Station #6.**
- 18. Complete Sewer Pump Station #18 Wet Well Repairs.**
- 19. Complete Sewer Pump Station #3 Receiving Manhole Force main Discharge Repairs.**
- 20. Complete Tank Cleaning at Beechwood Manor, Jordan on the James & Cedarwood Water Systems.**
- 21. Clean up Temporary Stockpiles from Two (2) Tank Sites.**
- 22. Develop Scope for Contract Services for Infiltration & Inflow (I & I) Repairs on Sewer System & Initiate Procurement Process.**
- 23. Complete ARC-GIS Training.**
- 24. Complete Updating of Utility 'As-Builts' in GIS.**
- 25. Complete Annual Updating of Utilities Financial Indicators.**
- 26. Develop Employee Succession Plan.**

# **Community Development & Code Compliance**

## **-Staff Goals-**

- 1. Digitize All Available Construction Plans for County Buildings.**
- 2. Coordinate & Host a Regional Training Event for Inspectors, Contractors & Architects on the New Virginia Rehabilitation Building Code.**
- 3. Employee Training (complete 12 hours).**
- 4. Continue Participation on the Mobile Home Park Rehabilitation Team.**
- 5. Develop a Public Outreach Program to Inform Citizens About Effective Practices in Normal Home Maintenance Activities to Reduce Pollution from Stormwater Runoff.**
- 6. Monitor Stormwater Projects.**
- 7. Create an Informational Packet for Distribution to New Construction Homeowners.**
- 8. Develop new Zoning Home Occupation Applications & Approval Forms.**
- 9. Develop a Draft Zoning Sign Ordinance Amendment with the County Attorney.**
- 10. Provide Building Code Training to Members of the Home Builders Association of Southside Virginia.**
- 11. Enroll Senior Building Inspector in VDFP Fire Inspector Certification.**
- 12. Investigate Ordinance Changes to Facilitate Timely VDOT Acceptance of Public Roads in New Subdivisions.**
- 13. Complete DEQ Compliance Review & Audit of Department's Implementation and Enforcement of the Chesapeake Bay Preservation Act Regulations.**
- 14. Develop Employee Succession Plan.**

- 15. Work with Developer & VDOT to Get Streets in Brickhouse Landing Subdivision Brought into the County System.**
- 16. Continue Cash Proffer Policy Revisions & Impact Fee Option.**
- 17. Monitor VDOT Improvement Projects.**

# Police

## **-Staff Goals-**

- 1. Execute 2016 National Night Out Activities.**
- 2. Partner with Fire & EMS to Conduct Bike Rodeos.**
- 3. Execute 2<sup>nd</sup> Annual Guns & Hoses Charity Softball Game.**
- 4. Complete First Phase of Career Development Program.**
- 5. Employee Training (complete 12 hours).**
- 6. Hire Additional School Resource Officer.**
- 7. Research Policy & Facilities for On-Duty Physical Fitness Opportunity.**
- 8. Develop Scope of Work with Consultant for Radio Project.**
- 9. Update Business Watch Program.**
- 10. Create More Efficient Process in Records Management System.**
- 11. Conduct Policy Reviews for 50 Percent of Police Policy Manual.**
- 12. Update Police Department Website.**
- 13. Execute Senior Citizens Academy.**
- 14. Research Feasibility of Creation of Safe Zone for Internet Transactions.**
- 15. Develop Departmental Brochure for Community Distribution & Recruitment.**
- 16. Continue to Participate in the Mobile Home Rehabilitation Program.**

- 17. Hold Church Safety Forum.**
- 18. Establish Public Safety Foundation.**
- 19. Purchase K-9 for Patrol.**
- 20. Complete Active Shooter Training for All Sworn Personnel.**
- 21. Develop Efficient Call System for Main Police Number.**
- 22. Create System for Departmental Photographs.**
- 23. Conduct Inoperable Vehicle Sweeps in Selected Areas.**
- 24. Administer Accreditation File Review from Outside Assessors.**
- 25. Establish a 'Warrants Team.'**
- 26. Develop Training Program for New Detectives.**
- 27. Execute Gang Awareness Training for Probation & Parole.**
- 28. Complete a Drug Awareness Class for a Community Group.**
- 29. Develop In-House Training for Detectives.**
- 30. New Fire & EMS Alerting System:**
  - a. Train Communications Personnel.**
  - b. Implement New System.**
- 31. Hold Police Department Open House.**
- 32. Continue to Explore Body-Worn Camera Program.**
- 33. Create Department Public Information Officer.**
- 34. Develop an Employee Succession Plan.**
- 35. Analyze new legislation on Red Flex Cameras.**

- 36. Animal Services – Conduct Four (4) Neighborhood Sweeps.**
- 37. Animal Services – Hold Three (3) Off-Site Adoption Events.**
- 38. Animal Services – Host a Rabies Clinic.**
- 39. Animal Services – Coordinate Waterproof Sealing of Outdoor Play Yards.**
- 40. Animal Services – Hold Open House.**
- 41. Animal Services – Partner with a Veterinarian to Administer Animal Health Training for Staff.**
- 42. Animal Services - Visit Another Locality to Review the Animal Services Operations.**

# **Social Services**

## **-Staff Goals-**

- 1. Hold the Back to School Fair.**
- 2. Expand Access for Hispanic Speaking Customers.**
- 3. Facilitate Transfer of Records & Purge Management.**
- 4. Transition Case Managers from Exempt to Non-Exempt Status.**
- 5. Employee Training (complete 12 hours).**
- 6. Work with Prince George Early Childhood Community to Participate in VML Stairway to Success.**
- 7. Manage Final Phase of Transition for Benefits Cases into VACMS.**
- 8. Transition to the First Phase of New Data Reporting System for CSA.**
- 9. Assist with Holiday Giving Programs.**
- 10. Continue Community Training in Child Care & Foster Parenting.**
- 11. Continue Engagement in Prince George Promise.**
- 12. Make Presentation at a Local, State or National Conference.**
- 13. Research Concept of Constructing an Outside Facility Specifically for Children with Special Needs.**
- 14. Support for Community Partners:**
  - a. TRIAD/Senior Services.**
  - b. Special Olympics.**
  - c. LEPC.**
  - d. Farmers Market – SNAP.**

# Real Estate Assessor

## **-Staff Goals-**

- 1. Implement Online Tracking of Reassessment Inspections.**
- 2. Develop & Host Tri-Cities Real Estate Informational Seminar.**
- 3. Employee Training (complete 12 hours).**
- 4. Update Photographs for an Additional 25 Percent of Parcels.**
- 5. Implement Updated Revalidation Process for the Land Use Program.**
- 6. Measure & Recalculate Acreage in Individual Soil Classes for All Parcels in the Land Use Program.**
- 7. Study Process to Make Historic Property Record Cards and Files Available Online.**
- 8. Review & Study Position Control Chart to Include a Senior Appraiser/Deputy Assessor Position.**
- 9. Study Process for Digital Sketching Solution for Field Data Collection.**
- 10. Implement Updated Land Valuation in the Conservation Area.**
- 11. Implement Updated Depreciation/Effective Age Tables.**
- 12. Develop An Employee Succession Plan.**
- 13. Implement 'Change Finder' Software through Pictometry.**
- 14. Present Updated Assessment & Appeal Code for Consideration by the Board of Supervisors.**



- 15. Inspect All Land Use Parcels.**
- 16. Implement Online Real Estate Assessment Inspection Tracking Process.**
- 17. Partner with Code Compliance to Hold Public Meetings on Neighborhood Standards.**

# Special Projects

## **-Staff Goals-**

- 1. Plan Retreat(s) for the Board of Supervisors.**
- 2. Continue the Activities of the Community Health Awareness Committee.**
- 3. Advance Agenda for Prince George Promise.**
- 4. Continue with DMV Mobile Units Visiting the County.**
- 5. Complete Farmer's Market for 2016.**
- 6. Continue Work of the Mobile Home Park Rehabilitation Team.**
- 7. Host Meeting with General Assembly Members.**
- 8. Support the Activities of the Registrar in Preparation for the General Election.**
- 9. Sale of County Christmas Ornament.**

# **Information Services**

## **-Staff Goals-**

- 1. Assist Utilities with SCADA Project.**
- 2. Work with Utilities to Prepare for the Debt Setoff Reporting on November 1.**
- 3. Develop Excel Classes for Staff.**
- 4. Employee Training (complete 12 hours).**
- 5. Work with the Treasurer's Office, Finance Office and Bank of Southside Virginia to Implement a New Payment Portal for Tyler Cashiering & Citizen Self Service.**
- 6. Pursue with the Finance Department the Feasibility of Offering Citizens Improved Convenience by Paying with Credit/Debit Card(s).**
- 7. Connect the Carson Volunteer Fire Station USDD System to the Emergency Communications Center.**
- 8. Finalize the Citrix Server Upgrade.**
- 9. Add Another Off-Site Backup Repository.**
- 10. Add Firewalls to the Animal Services Center Network.**
- 11. Continue to Assist with the Radio System Project Upgrade.**
- 12. Replace the Rest of the County Administration Building Switches.**
- 13. Replace Firewall on the County Administration Internet Connection.**
- 14. Upgrade the Video Conferencing Used to Meet with the Magistrate.**

- 15. Work with Summer Workforce Students to Scan County Building Plans.**
- 16. GIS – Coordinate & Manage Two or More Pictometry Training Sessions.**
- 17. GIS – Explore Feasibility of Acquiring VDOT Right-of-Way.**
- 18. GIS – Engage Departments Involved in the Development Plan Review Process.**
- 19. GIS – With Fire & EMS to Use GIS to Improve Emergency Response.**
- 20. GIS- Develop Czech-Slovak Settlement Map Display for the Heritage Museum.**
- 21. Explore the Integration of ‘R’ with the GIS.**
- 22. Conduct Laser fiche Workshop.**
- 23. Develop Cadastral Automation Tools.**
- 24. Assist Fire & EMS with Development of Continuity of Operations Plan.**
- 25. Develop Emergency GIS Availability.**
- 26. Establish an IT Team.**
- 27. Develop an Employee Succession Plan.**

# General Services

## **-Staff Goals-**

- 1. Execute Plan to Achieve 'Green' Certification.**
- 2. Execute Plan to Install Water Filtration System at the Animal Services Center & Parks and Recreation Community Center.**
- 3. Visit Another Locality to Observe General Services.**
- 4. Employee Training (complete 12 hours).**
- 5. Compile Plan for Bathroom Addition in Riverside Criminal Justice Offices.**
- 6. Central Wellness Center:**
  - a. Run HVAC into Satellite Exercise Room.**
  - b. New Signage.**
  - c. Upgrade Foyer & Floor.**
  - d. Develop Plan for Outside Walking Trail.**
- 7. Install Stairs at New Section of Scott Park.**
- 8. Prepare a Plan for Commonwealth's Attorney Office Renovation.**
- 9. Award Contract for Construction of Courthouse Basement Expansion.**
- 10. Install Generators:**
  - a. Courthouse**
  - b. Burrowsville**
- 11. Develop Plan for Construction of New Walking Trails at the Courthouse & Moore Middle School.**
- 12. Study Condition of Trees on All County-Owned Properties.**

- 13. Propose FY '18 Vehicle Replacement Plan.**
- 14. Review Work Order Procedures.**
- 15. Develop RFP for Community-Wide Recycling Plan.**
- 16. Execute Energy Performance Plan for County Courthouse.**
- 17. Clean & Reorganize Areas of the Utility Shop, Fleet Garage, Garage Storage & Pole Shed.**
- 18. Pave the Police Impound Lot Near the Garage.**
- 19. Place Numbers on All Buildings in the Courthouse Complex.**
- 20. Develop Plan to Upgrade Fuel-Filling Station.**
- 21. Develop Employee Succession Plan.**
- 22. Special Projects:**
  - a. Burrowsville Fire Station.**
  - b. Partner with Regional Heritage Center to Develop Plan for Fire & EMS Museum.**
  - c. Assist with Construction of New Route 10 Fire Station.**
  - d. Assist with the Czech-Slovak Festival.**
- 23. Fleet – Continue with On-Line Computer Skills Training.**
- 24. Fleet – Host Fleet Manager’s Meeting.**
- 25. Fleet – Execute Recommendations Toward Air Filter Replacements for All Vehicles.**
- 26. Fleet – Participate in Emergency Vehicle Testing.**

# Community Corrections

## **-Staff Goals-**

- 1. Work with the Human Resources Department to Develop Screening & Testing Process for Applicants.**
- 2. Create Video Tutorials for Offenders/Defendants.**
- 3. Develop Staff Awards Process to be Presented by the Board of Directors.**
- 4. Provide Professional Ethics & Judgment Training to Staff.**
- 5. Provide Professional Opioid Training to Staff.**
- 6. Employee Training (complete 12 hours).**
- 7. Provide Professional Training on Mental Illness & Medications to Staff.**
- 8. Host a 'Celebrate Recovery Event.'**
- 9. Facilitate the 6<sup>th</sup> Annual Legislative Breakfast.**
- 10. Facilitate the 3<sup>rd</sup> Annual CIT Awards.**
- 11. Develop a Transgender Drug & Alcohol Testing Policy.**
- 12. Develop a Dilution Protocol for Drug & Alcohol Testing.**
- 13. Develop a Procedural Guide for the Preparation of Pretrial Investigative Reports.**
- 14. Host an Annual Recognition Luncheon for the Clerks of the Court in Our Three Jurisdictions.**

- 15. Continue Activities with Wellness Committee, STEPS Challenge, etc.**
- 16. Continue Staff Support to PG Promise.**
- 17. Develop Employee Succession Plan.**