

# Department of General Services 2021 Year End Report



**Dean Simmons**  
**Director of General Services**  
**January 28, 2022**

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January 28, 2022

To: Mr. Jeff Stoke, Prince George Interim County Administrator  
From: Dean Simmons, Director of General Services  
Re: General Services 2021 Year End Report

I have attached a listing of the significant events, projects and tasks that were accomplished through the General Services Department during the 2021 Calendar year.

As reflected, many of the items incorporated into this listing have a greater magnitude than others; however, the General Services Department was involved in each venture.

The listing does not include the many day-to-day activities and tasks performed by the Department. Both the General Services and Fleet Garage Staff work diligently to execute tasks as they are assigned and in a manner that supports the needs of the citizens of Prince George County.

If additional information is needed, please don't hesitate to contact me.

## **Department of General Services 2021 End of Year Report**

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### **Projects:**

1. Submitted 2020 Annual Report – January 31, 2021
2. Continue to Monitor COVID-19 activities for all Buildings - On Going
3. Continue to monitor PPE Supplies for future emergency needs - On Going
4. Ordered/Installed Several Plexiglas Safety Barriers for COVID-19 Precautions at various locations within County Departments
5. Ordered/Installed Air Purifiers for COVID-19 Precautions at various locations within County Departments
6. General Services Department
  - Upgraded Webpage - Included Waste Management & Fleet Garage
  - Upgraded HVAC Alerton Interface System
7. Annual Asbestos Refresher Training for B&G Staff
  - May & June 2021 (Mitchell, Robertson, Chance)
8. Human Services Building
  - Replaced one AHU Unit within Building – Completed April 2021
9. Fleet Garage
  - Redesigned Storage Layout for 2<sup>nd</sup> Floor Area
  - Completed Clean-up of Outside Garage Area
  - Reorganized Main Level of Garage
  - Finalized Scope & Pricing of Construction of New Bay Expansion
  - Started process to Implement Fleet Maintenance Software
10. Scott Park Pavilion (Lower)
  - Upgraded Pavilion (Gutters, Lighting, Fans, Electrical & Drainage system)
11. Scott Park Restrooms
  - Installation of Auto Lock System on Men's & Women's Restrooms
12. Upper Scott Park
  - Installed Access Steps to Fields 4 & 5
13. Temple Park Pavilions Upgrades
  - Small Pavilion – New Roof, Gutters and Fans
  - Large Pavilion – New Fans, Gutters and Electrical upgrades
14. Temple Park Concession Stand
  - Installed New Fan

15. Dixie Softball Tournament – July 2021
  - Assisted with the planning and execution of large scale logistics involved to host tournament.
16. JEJ Moore Sports Complex
  - Finalized Plans for Walking Trail at JEJ Moore Complex
  - Implemented large scale electrical upgrades in preparation for the 2021 Dixie Softball Tournament.
  - Implemented asphalt repairs to walking paths throughout complex
  - Installed additional Flag Pole
  - Various repairs to Concession Stand Building/Restrooms
  - Various repairs and upgrades throughout the Sports Complex in preparation for the Tournament
  - Constructed Soft Pitch practice area
17. County Banners
  - Purchased/Replaced Winter Holiday & Patriotic Banners
18. Clean Community Day
  - Coordinated & Executed April & October Events
19. Regional Heritage Museum and Adjacent Buildings
  - Developed renovation study
  - Roof Analysis/Repair in process
20. Prince George VFD #1
  - In development – Scope of Work for Renovation Plan
  - Performed Roof Repairs
  - Parking Lot – Seal & Striped
  - Repaired Sink Holes rear of station
  - Access Control Door System Installed
21. Disputanta VFD #2
  - Seal & Striped Parking Lot
  - Access Control Door System Installed
22. Carson VFD #3 – Main
  - Access Control Door System Installed
  - Repaired Damaged Shed Roof caused by falling tree
23. Burrowsville VFD #4
  - Seal & Repaired Parking Lot
24. Jefferson Park VFD #5
  - In development – Scope of Work for Renovation Plan
25. Carson Substation VFD #6
  - Access Control Door System Installed



26. Emergency Crew #8
  - Executed study to upgrade building Electrical System
  - Worked with A&E on preparation of construction drawing process
  - Performed Remediation Service
  - Access Control Door System Installed
27. Central Wellness Center
  - Phase 1 Renovations to include Electrical, Sprinkler and HVAC
    - Completed November 2021
  - Completed Roof Repairs
28. All Fire Stations
  - Finalized installation to Upgrade Card Swipe Access Control Systems
29. Riverside Criminal Justice Agency
  - Cleaned out Attic Spaces
  - Resealed Windows
  - Performed Air Quality Study
  - Installed Water Fountain Cooler
  - Repaired Water Damage
  - Replaced Main Doors with Card Swipe Access System
30. Administration Building
  - Replaced Architectural Cap Stones
  - Completed IT Server Room HVAC Issues
    - Chiller Repairs
  - Developed plan to replace Cooling Tower
31. Courthouse
  - Develop Architect Scope for Circuit Courtroom Renovations – On-Going
  - Completed Courthouse Roof Repair
  - Completed Painting of Commonwealth's Attorney's Office
  - Replaced Heating Coil –RTU3
  - Seal, Repair, Stripe – Front Parking Lot
  - Replaced J&DR Courtroom Door with Soundproof Door
32. Voter Registration/Elections
  - Supported the activities of the Registrar Office for all Elections in 2021
  - Includes transporting Voting Equipment to precincts, Assembly and Take down of Tents at each of the 10 Precincts.
33. PG Convenience Station – Union Branch Road
  - Paving Upgrades completed
34. New Convenience Station
  - Develop Site Planning for possible additional location in District 2

35. DEQ – Litter & Recycling Grant Awarded
  - A Grant Award of \$12,094.00 was awarded to the PGC Litter Prevention and Recycling Program activities for the period of July 1, 2021 - June 30, 2022
  - Award funds designated towards the April 2022 Annual Clean Community Day
36. ECC Building
  - Replaced all UPS Batteries
37. Disputanta Community Center
  - Sealed & Striped Parking Lot
38. Parks & Recreation Building
  - Sealed & Striped Park Lot
  - Roof Repaired
39. Baxter Ridge Subdivision Park – Basketball Court
  - Sealed & Striped Court
40. County Government Complex - Annual Holiday Decorations
  - Staff installed decorations - November & December 2021

## **Various Events and Meeting Assignments:**

*Due to the COVID-19 Pandemic; Most all Annual Events were cancelled.*

1. Clean Community Day – April 17, 2021
  - GS planned, organized and implemented Annual Event
2. Farmers' Market (Scott Park) – May thru October
  - Staff assisted each week with Event Set-Up and Breakdown
  - Expanded Markets required Large Tents installed.
3. Dixie Softball Tournament – July 2021
  - Staff assisted with Event Set-Up and Breakdown
  - Implemented large scale electrical upgrades
  - Implemented asphalt repairs to walking paths throughout complex
  - Installed additional Flag Pole
  - Various repairs to Concession Stand Building/Restrooms
  - Various repairs and upgrades throughout the Sports Complex
  - Constructed Soft Pitch practice area
4. Scott Park Pavilion – Annual Food Bank Cookout – Thursday, July 29, 2021
  - Staff assisted with Event Set-Up and Breakdown
5. Clean Community Day (#2) – October 16, 2021
  - GS planned, organized and implemented Annual Event
6. CWC - Business Show and Job Fair – Friday, October 22, 2021
  - Staff assisted with Event Set-Up and Breakdown
7. CWC Open House to observe completed renovations – Saturday, October 30, 2021
  - Staff assisted with Event Set-Up and Breakdown
8. CWC – King Drive Community Meeting – October 20, 2021
  - Staff assisted with Set-Up and Breakdown of event
9. CWC - Employee Wellness Fair – October 29, 2021
  - Staff assisted with Set-Up and Breakdown of event
10. June & November Elections - Voter Registrar
  - Staff assisted with transporting Voting Equipment to ten precincts the day before each Election. Retrieval/transport of equipment the day after back to the Registrar's Office.
  - Assembly and Take down of Tents at all ten precincts on each Election Day (Am & PM)
  - Tasked with Recount of Sheriff Votes; moving equipment used for recount team to Circuit Court Clerk's Office.
11. County Banners – Courthouse Road
  - Staff changes County Banners four to five times per year.
12. Administration Building - Employee Holiday Luncheon – December 15, 2021
  - Staff assisted with Set-Up and Breakdown of event

13. CWC - Community Christmas Luncheon
  - Staff assisted with Set-Up and Breakdown of event
14. COVID-19 Testing - CWC
  - Staff assisted with Set-Up and Breakdown of several testing events