

King William County *Virginia*



Six Month Work Plan *July - December 2022*



County of King William, Virginia

BOARD OF SUPERVISORS

Percy C. Ashcraft
County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
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Edwin H. Moren, Jr., Fifth District

MEMORANDUM

DATE: June 27, 2022
TO: King William County Board of Supervisors
FROM: Percy C. Ashcraft, County Administrator
SUBJECT: Six Month Work Plan

Contained within is the six-month work plan established for the period of July - December, 2022. This work plan incorporates goals established by 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 187 goals submitted and agreed upon by County Staff and Administration.

An evaluation system will be implemented for each item contained in the six-month work plan. 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.

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Animal Services

-Staff Goals-

1. Spay/neuter, vaccinate, and microchip 100 cats.
2. Establish an enrichment program for dogs to provide mental stimulation.
3. Conduct a strategic plan for operations of the Regional Animal Shelter.
4. Strengthen relations with Indian River Human Society.
5. Engage in partnership with Parks & Recreation Department to conduct joint events.
6. Have employees begin six hours of professional training.
7. Visit another locality to discuss Animal Services Best Practices.

Building Department

-Staff Goals-

1. Launch Edmunds software to assist customers with scheduling inspections and project status.
2. Update Building Department website.
3. Implement a process to eliminate repetition for review of homes with same plans.
4. Assist contractors with digital process of providing plans and information.
5. Improve coordination with Planning Department for Plan Review process.
6. Have employees begin six hours of professional training.
7. Visit another locality to discuss Building Official Best Practices.

Community Connection

-Staff Goals-

1. Implement the FY '24 Virginia Juvenile Community Crime Control Act Combined Plan for King William County.
2. Implement new 'Anger Control Education' Program.
3. Have employees begin six hours of professional training.
4. Visit another locality to discuss Community Connection Best Practices.

Economic Development

-Staff Goals-

1. Establish Business Roundtable.
2. Implement economic development suggestions included in the Comprehensive Plan.
3. Host meeting with Virginia Secretary of Trade & Commerce.
4. Utilize consultant to assist with tourism efforts utilizing ARPA funding.
5. Develop a Business Retention Program.
6. Vision of Economic Development Authority:
 - a. Meat Processing Plant
 - b. Ag-Educational Facility
 - c. Buying, developing, and selling properties
 - d. Pilot Farmers Market & Family Fun Nights
 - e. Greenhouse at King William High School
 - f. Complete Phase II of RKG Study
 - g. Pursue partnership with redevelopment of Commerce Park
 - h. New Website

Facilities & Maintenance

-Staff Goals-

1. Implement terms of the Historical Society Agreement.
2. Plant flowers and shrubs to beautify the Old Courthouse Grounds.
3. Evaluate and begin internal maintenance and painting to the McAllister Building.
4. Stripe parking lots and paint handicapped areas.
5. Complete siding replacement at 360 Recreation Complex.
6. Repointing for Administration Building.
7. HVAC Unit Replacements:
 - a. 360 Complex
 - b. Mini-Split in Server Room
8. Clean out and renovate Shop Building.
9. Clear wood lines of storm debris around Courthouse Complex.
10. Recreation Park Improvements:
 - a. Dugout covers
 - b. Dugout concrete pads
 - c. Water lines to Fields 1, 2 & 3
 - d. Electricity to press boxes on Fields 2, 3 & 5
 - e. Pursue replacing picnic tables
 - f. Begin clearing area for walking & bike trails
 - g. Address erosion issues on Field 4
 - h. Complete painting on Field 4
11. Participate in discussions for planning for King William School Division-County Garage.
12. Replace County Welcome Signs and other signs around Courthouse Complex.
13. Station 1 Fire Station:
 - a. Perform site grading
 - b. Install additional electrical outlets for Emergency Operations Center
 - c. Review status of drain field
14. Animal Shelter
 - a. Install generator
 - b. Complete flooring installation
15. Provide Staff support for pilot Farmers Market(s).
16. Work with VPPSA to promote Clean Community Day.
17. Have employees begin six hours of professional training.
18. Visit another locality to discuss best practices for Facilities & Maintenance.

Finance

-Staff Goals-

1. Complete Fall Borrowing for Utility projects.
2. Work on FY '21 and FY '22 Audits.
3. Tighten review procedures for P-Card usage.
4. Analyze impacts on County going to twice-a-year billing for Personal Property.
5. Prepare a one-page profile of County financial status.
6. Analyze impacts on County implementing proration of real property.
7. Analyze improvements to annual budget process including online tracking tool.
8. Expand participation in GFOA and VGFOA.
9. Implement process for bank reconciliations.
10. Expand understanding of Social Services financial structure.
11. Analyze the impacts of the County adopting a Cigarette Tax.
12. Implement new system for tracking capital projects and proffers.
13. Town of West Point Issues:
 - a. CPI for Dispatch Agreement
 - b. Cost Allocation for Radios
14. Have employees begin six hours of professional training.
15. Visit another locality to discuss Financial Best Practices.

Fire & EMS

-Staff Goals-

1. Complete Fire & EMS Academy 1 & Post-Academy Field Training for recruits.
2. Update Emergency Operations Plan.
3. Code Red:
 - a. Continue training with County Staff.
 - b. Promote greater registration for service.
4. Complete engine purchase.
5. Put process in place to obtain Medicare Ground Ambulance Data Collection.
6. Update Lexipol.
7. Work with all Fire & EMS Staff to clarify all dispatch protocols and policies.
8. Begin renewal process for biannual EMS License renewal.
9. Participate in Muscular Dystrophy Association (MDA) Collection Week.
10. Begin implementation of Water Rescue Program.
11. Receive ISO rating for implementation for real estate property owners.
12. Have employees begin six hours of professional training.
13. Visit another locality to discuss Fire & EMS Best Practices.

Human Resources

-Staff Goals-

1. Hire payroll specialist and define duties.
2. Monitor training program for all employees that includes at least six hours prior to June 30, 2023.
3. Evaluate every employee job description with assistance from department heads.
4. Individualize performance evaluations based on individual job descriptions.
5. Create & implement Onboard module in NeoGov.
6. Put all department heads through Myers-Briggs exercise.
7. Transition Social Services employees into County system.
8. Develop steps to implement bi-monthly payroll.
9. Develop process for moving all department leaders to “Director” status.
10. Revise outdated personnel policies.
11. Develop succession plan for each department.
12. Assist with off-site department head training meeting.
13. Establish an Employee Wellness Program:
 - a. Develop partnerships with regional health club facilities and encourage employees to obtain a membership.
 - b. Increase number of employees who register for deferred compensation benefits.
14. Have employees begin six hours of professional training
15. Visit another locality to discuss Human Resources Best Practices

Information Technology

-Staff Goals-

1. Develop replacement schedule for computer hardware.
2. Evaluate Cloud vs. on-premises servers.
3. Participate in the coordination of radio usage for all personnel.
4. Define GIS update schedule with Timmons
5. Participate in switch over to public safety radio system.
6. Negotiate usage agreement with Historical Society for use of phones, copiers, and other technology.
7. Continue production of video press releases.
8. Analyze need to upgrade employee software programs.
9. Coordinate troubleshooting with Edmunds & Vision software systems.
10. Clarify work assignments for Code Blue.
11. Have employees begin six hours of professional training.
12. Visit another locality to discuss Information Technology Best Practices.

Parks & Recreation

-Staff Goals-

1. Host Movies in the Park.
2. Host Music in the Park.
3. Hold Adult Kickball League.
4. Participate in Expanded Recreation Program planning.
5. Host Winter Recreation Event.
6. Promote County Health Fair.
7. Partner with Raiders Youth Football to Host Punt-Pass-Kick competition.
8. Expand regional partnerships with surrounding localities.
9. Host Kite Festival.
10. Host Christmas Illumination Ceremony.
11. Host Santa Claus visits at different locations around the County.
12. Participate in King William's Promise Youth Program.
13. Participate in Rural Health Initiatives.
14. Partnership with Queenfield Golf Course to pursue a Golf League.
15. Have employees begin six hours of professional training.
16. Visit another locality to discuss Parks & Recreation Best Practices.

Planning & Zoning

-Staff Goals-

1. Implement the strategies in Comprehensive Plan:
 - a. Update Cluster Subdivision.
 - b. Use and reference Future Land Use Map as guide for encouraging growth in targeted areas.
2. Expedite permitting process:
 - a. Pursue issuing certain permits on the same day.
 - b. Establish check list for obtaining permits related to CUP, Variance, Re-Zoning, etc.
3. Recommend Property Maintenance ordinance changes to the Board of Supervisors.
4. Establish access for the public to review project status.
5. Add layers to the GIS system:
 - a. Flood Zone
 - b. Utility
6. Establish estimated costs for bringing Commerce Park to full compliance.
7. Work with Circuit Clerk's office to receive timely notification when transactions involve commercial properties.
8. Keep timeline for all Property Maintenance projects moving toward completion.
9. Submit Smart Scale projects to Commonwealth Transportation Board.
10. Have employees begin six hours of professional training.
11. Visit another locality to discuss Planning & Zoning Best Practices.

Social Services

-Staff Goals-

1. Children's Services Act:
 - a. Assist with training as back-up to CSA Coordinator's duties.
 - b. Add Spanish translation to CSA web page.
 - c. Upgrade CSA brochures.
2. Family Services:
 - a. Improve meeting deadline targets.
 - b. Increase compliance rates for all program areas.
 - c. Partner with neighboring localities to provide staffing assistance.
 - d. Improve relations with officers of the Court.
 - e. Establish better communication with Community Partners.
3. Benefits:
 - a. Assist with survey to measure wants and needs of Agency employees.
 - b. Improve relations and coordination with King William Health Department personnel.
 - c. Increase emphasis on job assistance for clients.
4. Administration:
 - a. Complete Standard Operating Procedures.
 - b. Update Orientation Packet.
 - c. Improve coordination of Social Services Financial operations with General County Financial operations.
 - d. Improve performance evaluation process.
 - e. Transition Human Resources responsibilities to County Human Resources.
 - f. Transition to serving as back-up to CSA Coordinator.
 - g. Continue cross-training of front office employees.
5. Have employees begin six hours of professional training.
6. Visit another locality to discuss Social Services Best Practices.

Special Projects

-Staff Goals-

1. Begin implementation of Broadband project.
2. Design and bid expansion of VPPSA Transfer Station near King William High School.
3. Reassessment of Real Property:
 - a. Follow progress of reassessments.
 - b. Conduct Mock Exercise.
 - c. Appoint Board of Assessors.
4. Implement reduction in personal property for next tax cycle.
5. Oversee implementation of new signage at County entry points, Route 360 intersection, and County Complex.
6. Retain consultant to assist in preparation of expanded Recreation Plan.
7. Coordinate grass cutting at Route 360 medians.
8. Propose “King William Promise” Program to youth stakeholders in the community.
9. Provide Staff support for National Night Out Program.
10. Collaborate more closely with Regional Health Department to advance issues of public health.
11. Board of Supervisors:
 - a. Provide additional training on FOIA and parliamentary procedure.
 - b. Provide training on and begin using Board Portal on Civic Plus to use less paper and eliminate need to deliver/pick up printed agenda packets.
12. Special Employee Events:
 - a. Blood Drive
 - b. Benefits Fair
 - c. Wellness Fair
 - d. Recognition Banquet
 - e. Bring Your Child to Work Day
 - f. Halloween Bash & Chili Cookoff
 - g. Thanksgiving Luncheon
 - h. Christmas Dreams project
 - i. Christmas Party & Luncheon

Utilities

-Staff Goals-

1. Complete construction plans and issue bids for new water tower.
2. Complete Utility Specification Book for updates to policies and procedures.
3. Continue replacement of meters.
4. Continue to coordinate planning with DEQ and Virginia Department of Health.
5. Hampton Roads Sanitary District:
 - a. Monitor plant expansion.
 - b. Hold quarterly meetings with HRSD personnel.
6. Participate in regional discussions with surrounding localities.
7. Have employees begin six hours of professional training.
8. Visit another locality to discuss Utility Best Practices.