

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Chris Goy, Central Services Director

DATE: March 27, 2023

SUBJECT: Central Services Department 2023 Work Plan Workshop

STATEMENT OF ISSUE:

Each Department of Jefferson County has been requested to brief the Board of County Commissioners on their 2023 Work Plan.

ANALYSIS:

The Jefferson County Central Services Department is well underway with its complex mission of providing high-quality core services and customer service to all Jefferson County Departments and Elected Offices for calendar year 2023. Central Services Department would like the opportunity socialize and receive feedback on its workplan from the Board of County Commissioners, County Administrator, and the general public.

FISCAL IMPACT:

None.

RECOMMENDATION:

Participate in discussion and give staff direction, as needed.

REVIEWED BY:


Mark McCauley, County Administrator

3/24/23
Date

2023 Annual Work Plan

Central Services Department

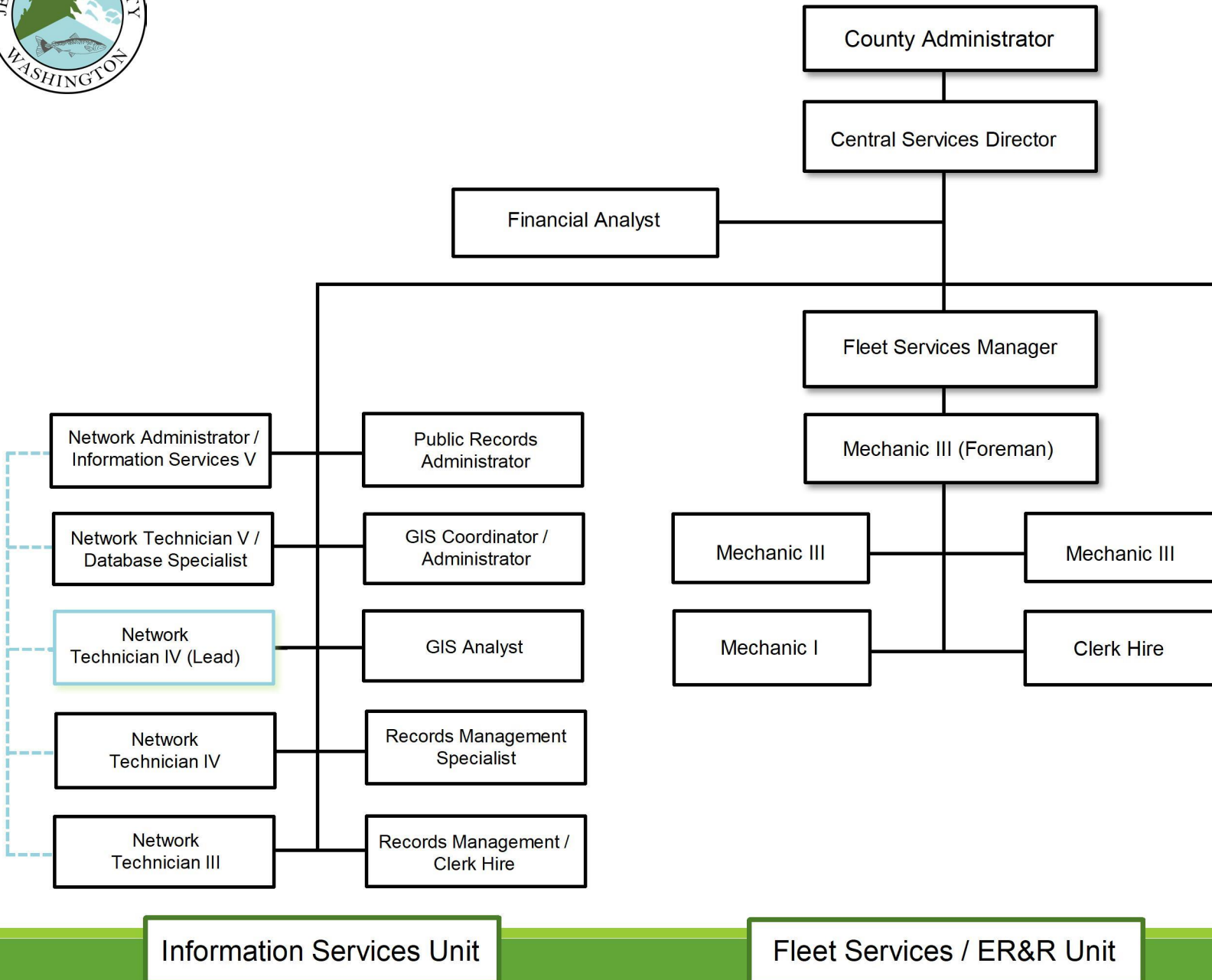
Board of County Commissioners Presentation





Jefferson County, WA — Central Services Department

Organizational Chart - 2023



Information Services – Informa

RECENT PROGRESS:

- Launching a new Ticketing System aimed at improving customer service:

helpdesk@co.jefferson.wa.us

- Continued support for MUNIS and EnerGov product implementations.
- Sara McIntyre designated a Team Lead.
- Mikey Forville was hired as a Network Technician III and continues to excel.
- Scott Carpenter was hired as a Database Specialist and is already making significant quality of life improvements for colleagues at DCD and Health.
- Implementing SAO cybersecurity audit recommendations and energy savings policy changes.

2023 GOALS

- CRITR Server Ro
- Migrating email
- Launching sever policies aimed at compliance with
- Implementing N Facilities) for pro
- Help design and Cleaning' digital
- Conduct inciden interlocal cybers

Information Services - GIS

RECENT PROGRESS:

- Continued work on redistricting and integration with VoteWA state voter information system.
- Development of hard copy, web, and mobile offline-enabled mapping products for Jefferson County Emergency Operations Center.
- Daily automation of GPS receiver data for Public Works shoulder mower, snowplow, and salt vehicles into County GIS services.
- Brought road centerline and address point data into compliance with National Emergency Number Association (NENA) Next Generation 911 standards.
- Completed International Association of Assessing Officers (IAAO) training for Cadastral Mapping Principles and Techniques.

KEY GOALS

- Develop automated maps with EnerGIS.
- Upgrading system to ArcGIS Enterprise.
- Migrating Parcel data (e.g. etc.) from the legacy system.
- Continue training at conferences WACGIS User Conference.
- Updates to Critical Incident Response using best available data.
- Adding all County data to web map.

Information Services – Records

RECENT PROGRESS:

- Conducted another successful annual physical destruction process without exemptions.
- Supporting ongoing implementation of EnerGov.

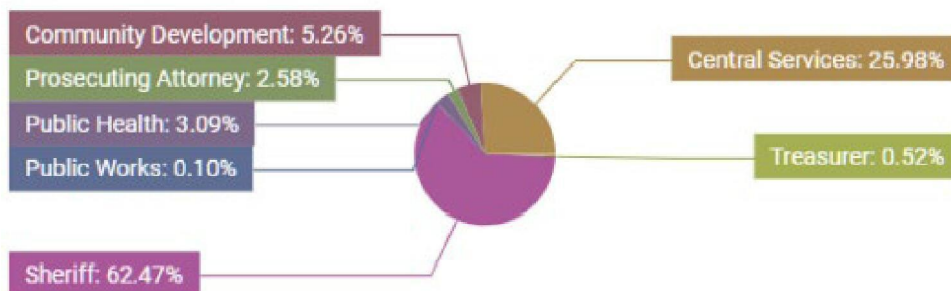
2023 GOALS

- Help design and implement 'Cleaning' digital records.
- Assist DCD (and other units) in training staff on compliance with records management opportunities.
- Continuing to develop and refine Records Procedures for various units.
- Identifying training opportunities for Departmental staff.

Information Services – Public Re

RECENT PROGRESS:

- 2022 (Calendar Year) Public Records Requests
 - County PRRs: 371
 - Sheriff PRRs: 599
- Completion Rate
 - Closed: 94.33%
 - Open: 5.67%
- Total Requests (by assigned dept.)



KEY GOALS:

- Conducting bi training for all and Fall).
- Continuing to Procedures for
- Identifying tra Departmental

Fleet Services / ER&R

RECENT PROGRESS:

- Wash facility water filtration system replaced
- 14 replacement units, complete with upfitting.
- Nearly 1,000 Repair orders completed and that is with training a new employee.
- Parts and inventory program up and running.
- Sam McCullough hired as a Mechanic I and is working out great.

KEY GOALS:

- Hadlock Shop
- Hoh Shop fuel
- Hoh Shop head
- Hoh Shop gen
- 15 Vehicle an
- Solar/Backup
- Identify, apply
Vehicle chargi

Facilities

RECENT PROGRESS:

- Identified and remedied water leaks at multiple County facilities.
- Custodians performing well, elevating incidents, providing visual assessments of each building at night, and relaying repairs to Facilities team.
- Filled position for Capital Projects / Facilities Maintenance Technician. Dave Monroe continues to excel in his role.
- Completed annual inspection of life safety equipment countywide ahead of schedule.
- Developing a facilities operations manual for continuity.
- Roof replacement of Quilcene and Tri-Area Community Centers.
- Quilcene and Brinnon Community Center Siding and Railing Repair and Replacement.
- Provided Support for Brinnon Community Center Volunteer Picnic Shelter.

2023 GOALS

- CRITR Server Room
- Starting process of County Community
- Assist with depart
- Monitoring septic
- Energy Conservati
- Monitoring and ac
- Preserving of servi
- Implementing New Services) for proces

Central Services Director

RECENT PROGRESS:

- Community Wildfire Protection Plan RFP process completed. Firm selected.
- Conducted BOCC workshop on Capital Facilities Planning Committee.
- Assumed Chair position with Courthouse Safety Committee.
- Assumed duties as County ADA Coordinator.
- Several process improvement and customer service initiatives underway.

2023 GOALS

- Empower Self-
 - Prioritize Custo
 - Humane Socie Agreement.
 - Fully impleme Committee.
 - Developing Co requested on m
 - Enhance Cybe
 - Support all fea
 - Help support in policymaking.
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2023 Annual Work Plan

Central Services Department

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QUESTIONS?

