



# Project Manager Progress Report FY2022

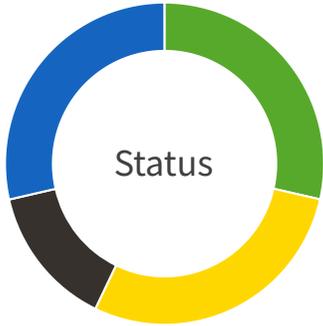
Date not set

Report Created On: Aug 12, 2022

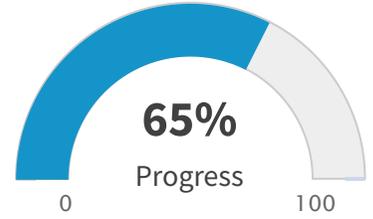
7

Goal

### Overall Summary



	%
On Track	28.57
Some Disruption	28.57
Discontinued	14.29
Completed	28.57



Report Legend

 No Update

 Overdue

 Priority

**Goal 2.1.4** Jul 01, 2021 - Jun 30, 2022 Completed Progress 100%

### Prioritize Projects Through a Capital Improvement Plan

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on Jul 18, 2022 18:15:39

Update this period: Next steps: Disruptions (if necessary):FY23 Budget and CIP has been BOC Approved.

### Develop County wide tracking system for all bids

Develop County wide tracking system for all bids by June 2022 (Goal: 100% complete by June 30, 2022)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:18:06



#### Comment

Still working toward the development of a universal tracking system platform. 4.21: No Change 7.21: Creation of Laserfiche form and testing. 1.20.22: Still in Beta Testing

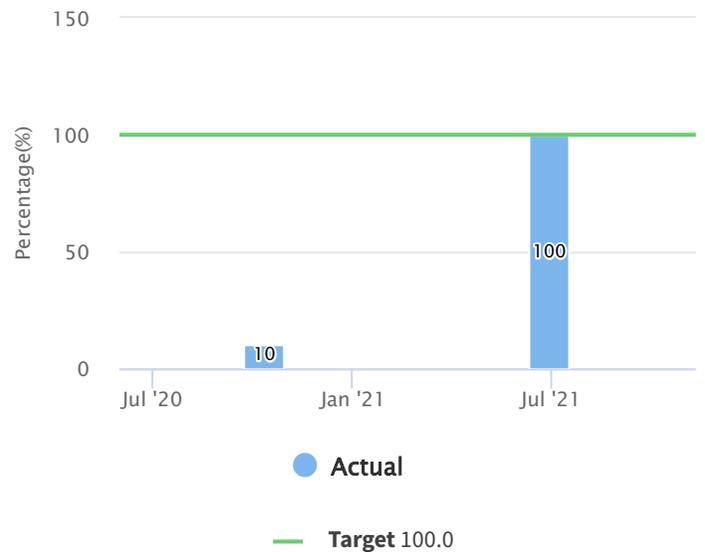
FY22: FORM AND TRACKING SYSTEM DESIGN IS COMPLETE. AFTER THE COMPLETION AND IMPLEMENTATION OF THE NEW GENERAL SERVICES WEB PAGE, INFORMATION AND LINKS WILL BE DISPENSED TO ALL DIRECTORS.

### Update and monitor Capital Projects

Update and monitor Capital Projects and Facilities Space Needs assessment each fiscal year along with 5 year horizon (Goal: 100% complete by June 30)

Owner: Brad Blackwelder

Last Update: Jul 30, 2021 12:38:27



#### Comment

Working toward our CIP layout with a revised report from Mosley's (Space Study V2) to update the next fiscal year and the five year horizon. Mosley's report and presentation was given at the November 2020 BOC meeting. Presented CIP Outlook at 4.5.21 BOC Meeting

**Goal 2.1.5** Jul 01, 2021 - Jun 30, 2022 Discontinued

### Maintain updated County Policies and Contracts

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on Jul 18, 2022 18:28:06

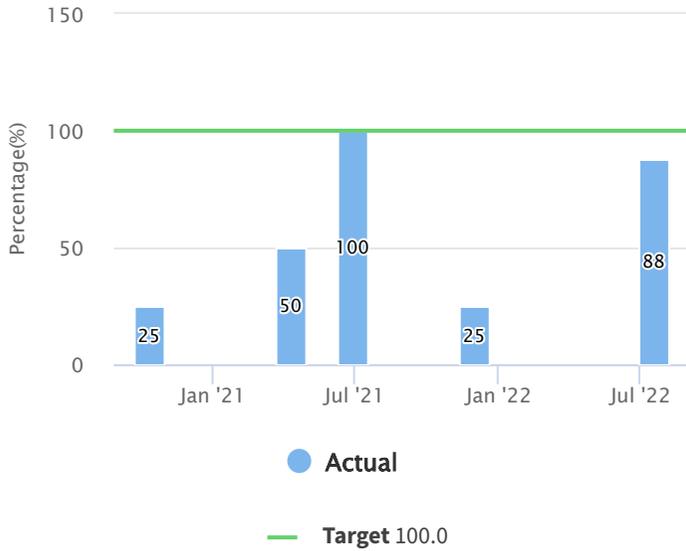
Update this period: Next steps: Disruptions (if necessary): FY23, NEW DEPARTMENT IS TRACKING

### Percentage of leases that are current

Review 100% of County leases to ensure they are current each fiscal year (Goal: 100% complete by June 30)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:19:50



#### Comment

These duties have been delegated to other staff members and this is an ongoing process to reach 100% completion.

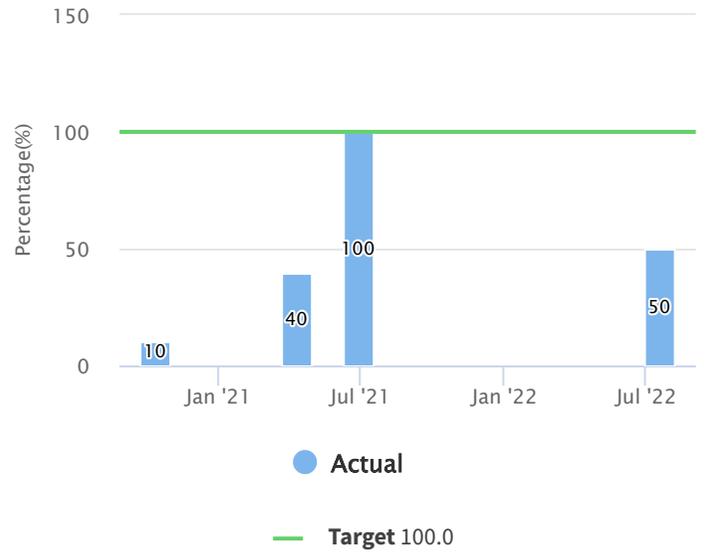
Laserfiche metadata is being corrected to help with tracking and added fields to be checked prior to submitting.

### Interlocal Agreements that are current and invoiced

Percentage of Interlocal Agreements that are current and invoiced each fiscal year (Goal: 100% by June 30)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:21:59



#### Comment

WITH MULTIPLE LEADERSHIP CHANGE ACROSS THE BOARD IT HAS BEEN DIFFICULT TO TRACK AND MAINTAIN. FY23, THIS DUTY IS TRANSFERING TO LEGAL OR FINANCE WHO IS ALWAYS INVOLVED WITH THESE AREAS.

### Develop a new RFP / RFQ Policy

Develop a new Request for Proposal (RFP) / Request for Qualifications (RFQ) Policy by June 30, 2022 (Goal: 100% complete by June 30, 2022)

Owner: Brad Blackwelder

Last Update: Jan 20, 2022 18:51:43



#### Comment

Currently reviewing a draft that Mrs. Chapman has completed. I will continue to review and add additional language to meet NC Statue and County Policy along with items we have learned through past solicitations.

**Goal 2.1.6**  Jul 01, 2021 - Jun 30, 2022 Some Disruption Progress 96%

Develop and Maintain County Wide Fleet Management System

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on Jul 18, 2022 18:31:27

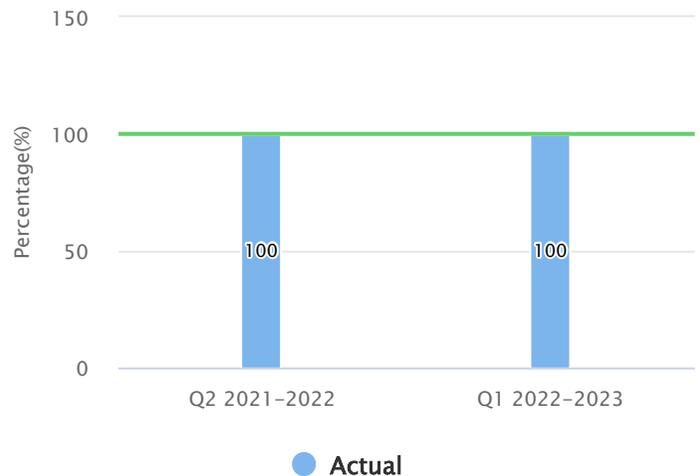
Update this period: Next steps: Disruptions (if necessary):

### Review possible options for County wide Fleet system

Review possible options for County wide Fleet system/pool by June 2022 (Goal: 100% complete by June 30, 2022)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:28:35



— Target 100.0

Comment

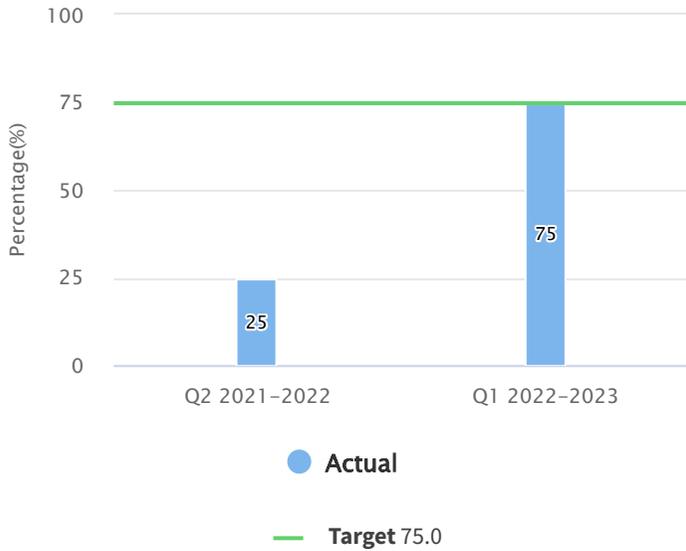
Once we have moved Departments around to new facilities and different locations, we will begin to implement county-wide system.

### Preventive Maintenance on county wide fleet

Percentage of all Preventive Maintenance scheduled, diagnosed, or repaired within 3 business days of system notification (Goal 75% by June 2022)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:29:22



Comment

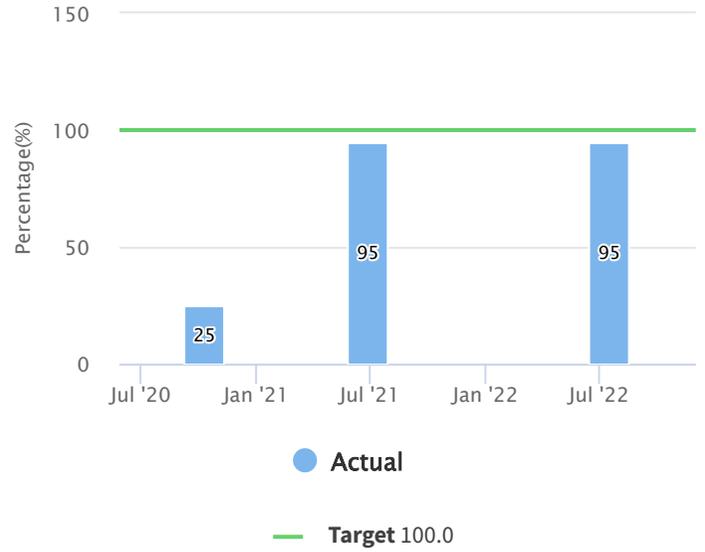
Will begin with DC HHS and their fleet.

### Cost Benefit Analysis for Fleet Management System

Review Cost Benefit Analysis for Fleet Management System for Health & Human Services at Davie County Government Center (Goal 100% complete by June 2022)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:29:54



Comment

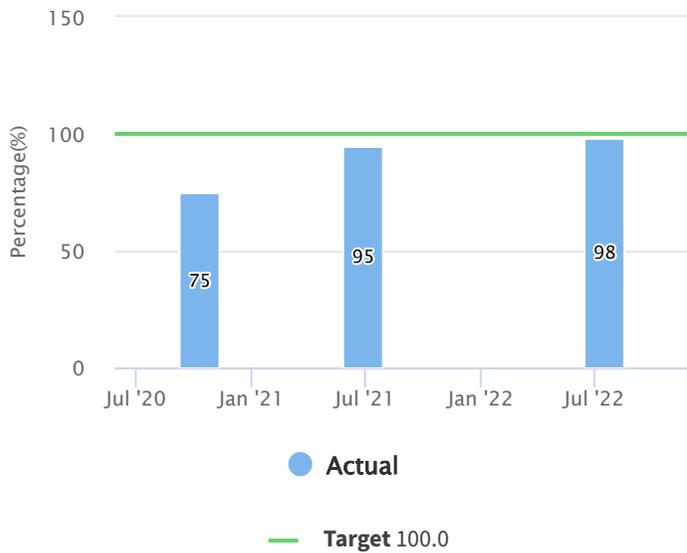
Start over with CBA as some items and available services will change upon moving Departments

## Implement Fleet Management System for HHS

Implement Fleet Management System for Health & Human Services  
(Goal: 100% by June 2022)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:30:16



### Comment

This project is in process and had to occur after HHS departments moved to new Government Center. Implementation will occur early in FY2022.

**Goal 2.1.14**  Jul 01, 2021 - Jun 30, 2022 Some Disruption Progress 96%

Enhance procurement advertisement, solicitations, and surplus processes

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on Jul 18, 2022 18:38:27

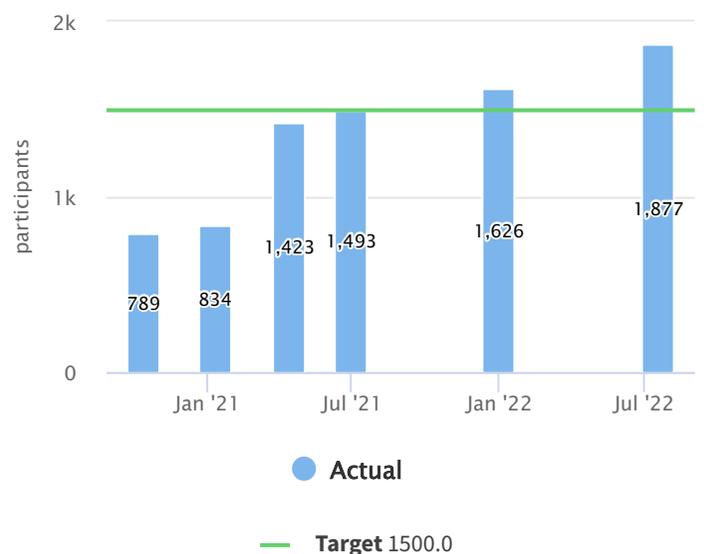
Update this period: Next steps: TRANSITION WITH NEW ROLES AND FACILITIES.

## Number of Vendor Registry participants

Increase the number of Vendor Registry participants yearly (Goal: 1,500)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:35:22



### Comment

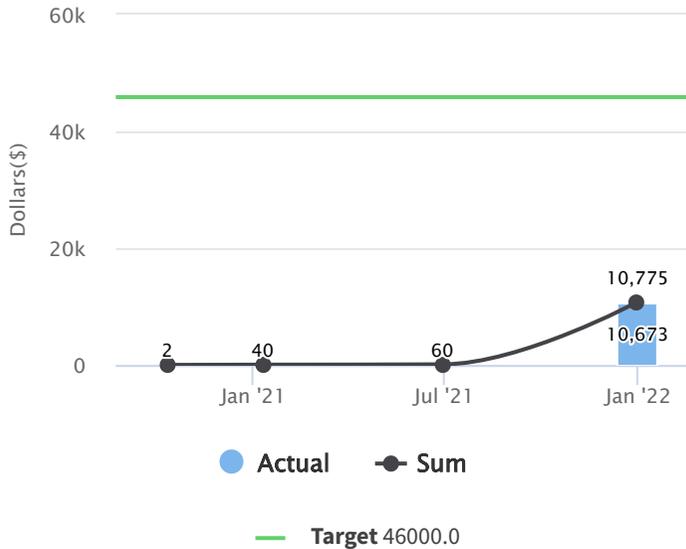
Continue to drive all vendors or interested vendors to sign up.

### Increase Gov Deals listings

: Increase Government Deals and personal property <\$30,000 listings for surplus items each fiscal year (Goal: \$46,000 or greater)

Owner: Brad Blackwelder

Last Update: Jan 20, 2022 19:12:34

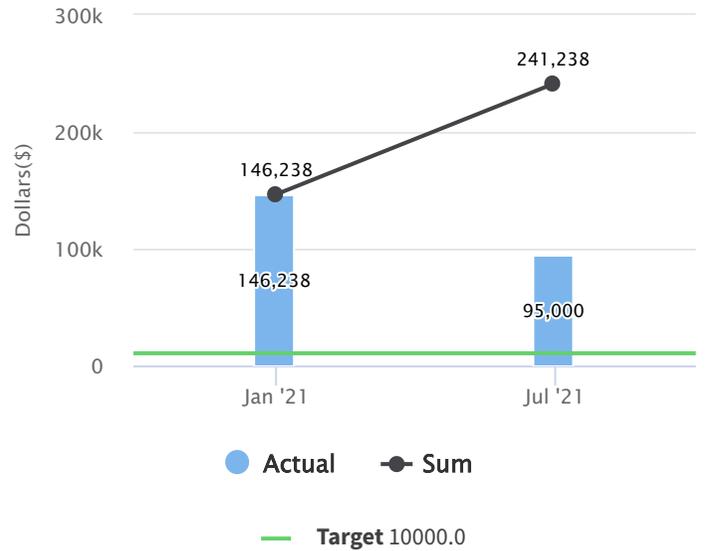


### Increase Fleet Vehicle Sales

Increase fleet vehicle sales / auction revenues (Goal: \$10,000 \$10,000 by June 30, 2022)

Owner: Brad Blackwelder

Last Update: Jan 20, 2022 19:15:52



#### Comment

No change or data to enter at this time, but we will be conducting a surplus sale in the late fall/winter of 2020.

### Goal 2.1.22

Ongoing - Ongoing

On Track

Supervision and Completion of Capital Projects

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on Jul 18, 2022 18:41:25

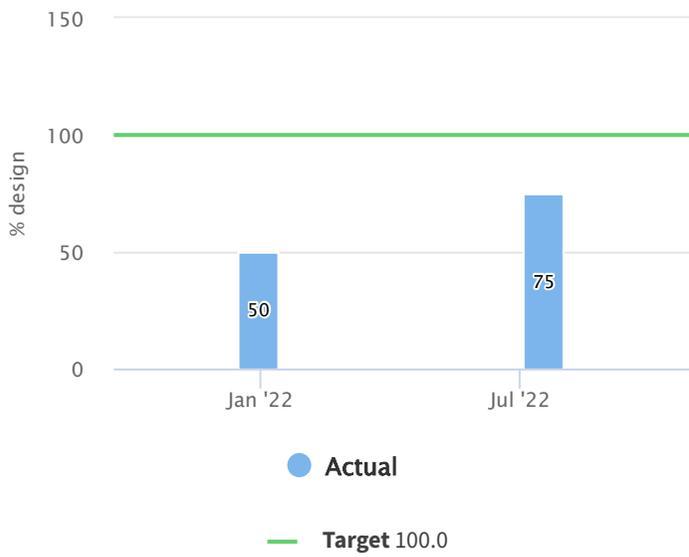
Update this period: DETENTION CENTER: ON HOLD, SPACE STUDY IMPLEMENTATION: ON TRACK

### Detention Center construction

Davie County Detention Center Project (Goal: 100% complete by June 30, 2024; design 100% complete by June 30, 2022)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:39:40



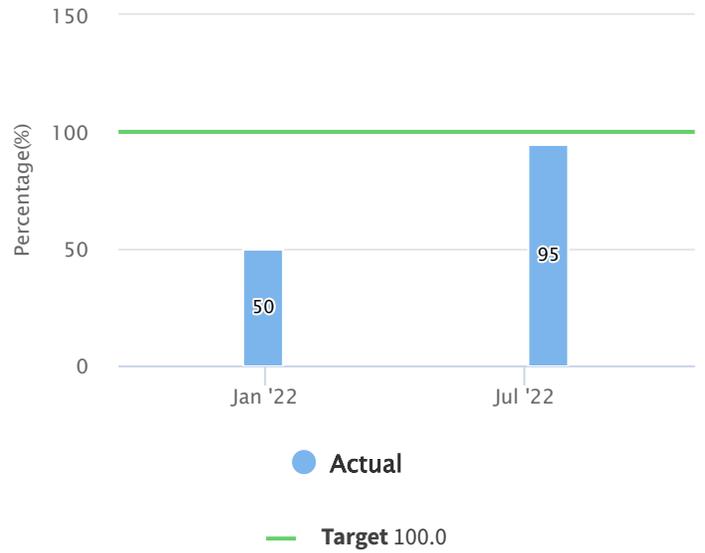
Comment  
 DETENTION CENTER PROJECT DESIGN: 100% COMPLETE. BOC HAS PUSHED BACK ADVERTISEMENT AT LEAST 13MONTHS. PROJECT IS ON HOLD

### Space Study Implementation

Space Study Implementation annual projects in CIP  
 (Goal: 100% complete by June 30)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:40:30



**Goal 2.1.23** Ongoing - Ongoing On Track

Enhance Employee Wellness - Project Manager

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on Jul 18, 2022 18:42:10

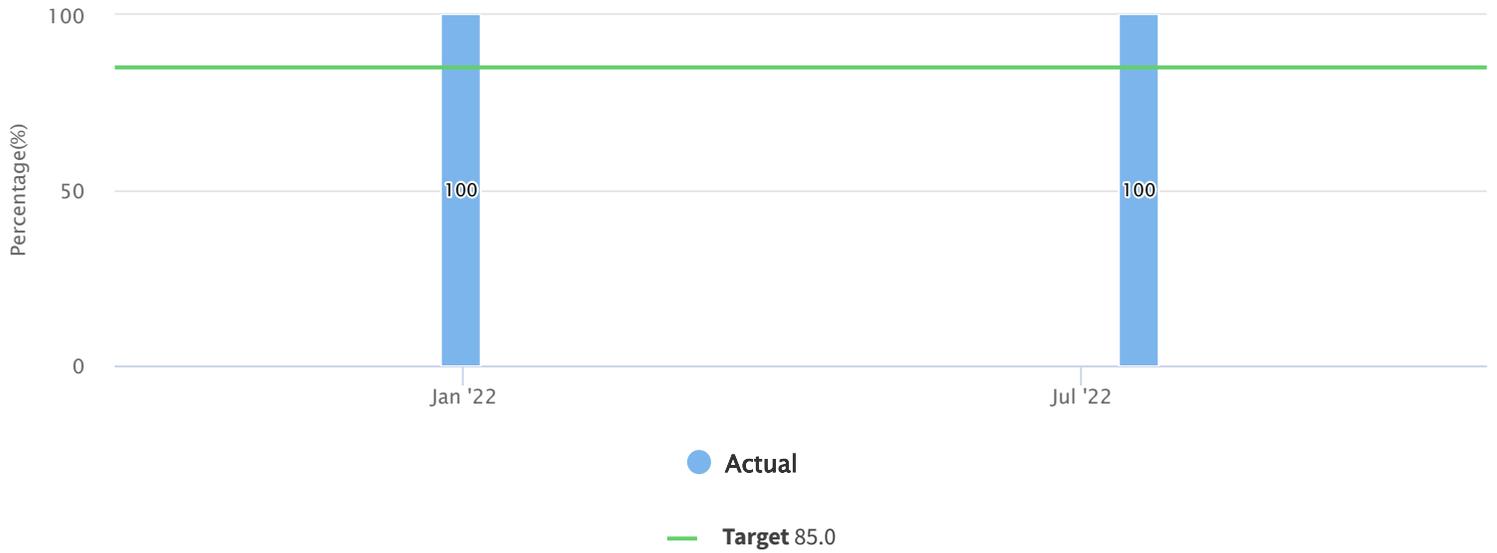
Update this period: Next steps: Disruptions (if necessary): FY22. COMPLETED

## Employees compliant with Health Risk Assessment

Percent of employees, and spouses, covered by County insurance who are compliant with completing a Health Risk Assessment (on file in the Employee Wellness Clinic) by June 30, 2022. (Goal: 85% or greater)

Owner: Brad Blackwelder

Last Update: Jul 18, 2022 18:41:59



### Goal 4.1.18

Jul 01, 2021 - Jun 30, 2022

Completed

Progress 100%

Strengthen the County's green and energy-efficiency initiatives

Owner: Brad Blackwelder

Update provided by Cindy Chapman on Aug 05, 2022 16:20:02

Update this period: Davie County offers a free electronics recycling event every quarter for county residents to dispose of these products safely. Davie County no longer provides free recycling service to county residents. Republic Services contracts with individuals for service.

## Electronic Recycling Events

Hold at least four electronics recycling events annually

Owner: Johnny Lambert and Brad Blackwelder

Last Update: Aug 05, 2022 13:45:19

