



Finance Progress Report FY2022

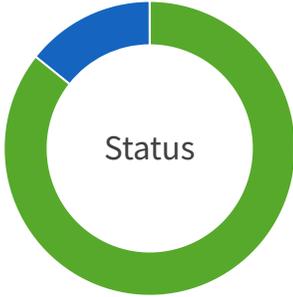
Date not set

Report Created On: Aug 12, 2022

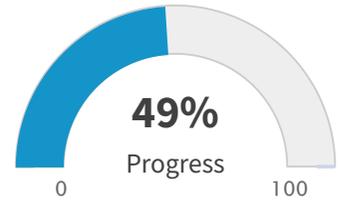
7

Goal

Overall Summary



On Track 85.71%
Completed 14.29%



Report Legend

 No Update

 Overdue

 Priority

Goal 3.1.11



Jul 01, 2021 - Jun 30, 2022

On Track

Progress 50%

Improved accountability and fiscal outcomes

Owner: Robin West

Update provided by Robin West on Jul 15, 2022 19:48:17

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

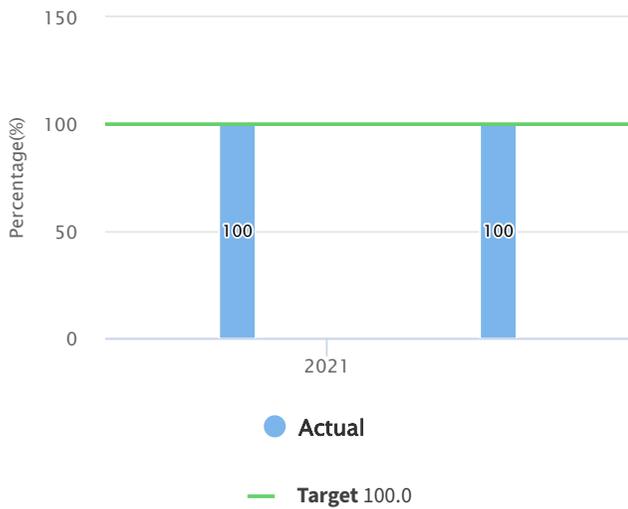
The County share of contributions to departments has been depicted in the FY 2021-2022 and FY 2022-2023 budgets. A preliminary five year budget forecast was complete last fiscal year. The results from FY 2020-2021 were used to calculate the County Available Fund Balance, Ten year payout ratio, debt to assessed value ratio, and the debt service to Governmental expenditures ratio. A Fund Balance Restoration Plan was presented and approved at the June 7, 2021 Board of Commissioners' meeting.

County share/expenses will be assessed annually

Complete assessment of county-wide departmental performance for previous year and publish a management report (Goal: 100% complete by Oct 1)

Owner: Robin West

Last Update: Jan 20, 2022 14:35:24



Comment

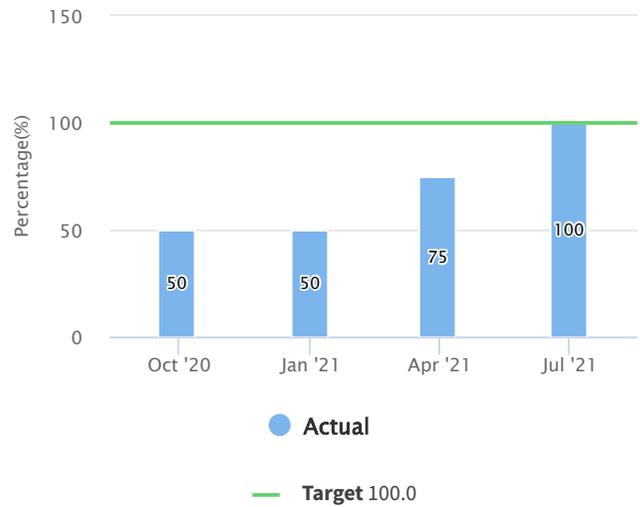
Performance reports for FY2020-2021 have been posted to the County website. County share and expenses were calculated and the expense totals, except for salaries and benefits, were distributed to departments at the beginning of February 2021. The budget for FY 2021-2022 was presented to the Board on June 7 at a public hearing and approved on that date. Budgets have been updated in the Munis system and requisition entry began by mid-June for the next fiscal year.

Update 5-year budget forecast by 6/30/2022

Complete a rolling 5-year budget forecast by 6/30/22 (Goal: 100% completed by June 30)

Owner: Robin West

Last Update: Jan 20, 2022 14:36:39



Comment

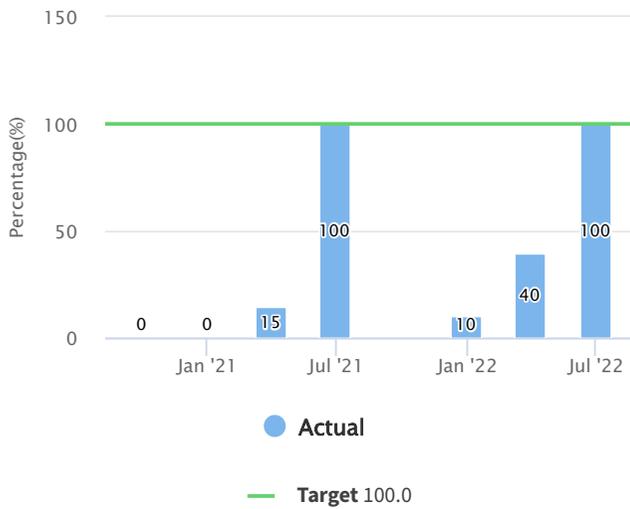
The five year forecast has been updated for the internal five-year report. This forecast will be updated in the third quarter of 2021-2022.

Assess service fees for revision annually

Percent of service fees that are assessed for revision (Goal: 100% of fees will be assessed by June 30)

Owner: Robin West

Last Update: Jul 15, 2022 19:49:49



Comment

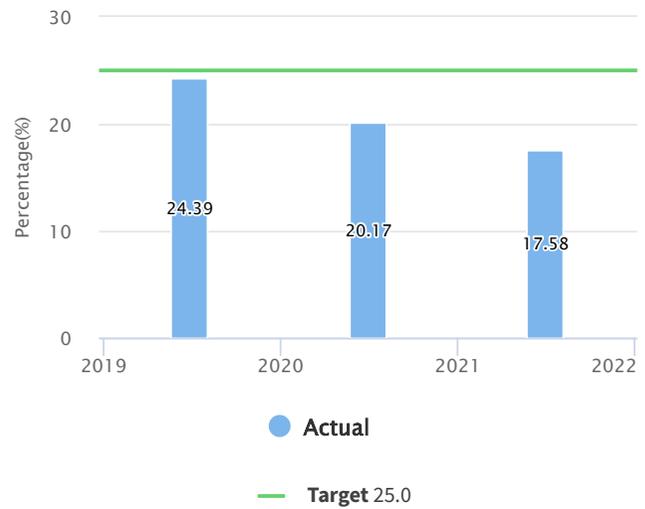
Emergency Services fees were assessed at the end of calendar year 2021 and new fees were proposed. The remaining fees will be assessed in conjunction with the budget for FY 2022-2023 in the third and fourth quarters.

Available Fund Balance

County Available Fund Balance at the close of prior fiscal year (Goal: 25% or more of the County's General Fund Expenditures)

Owner: Robin West

Last Update: Jan 20, 2022 14:31:58



Comment

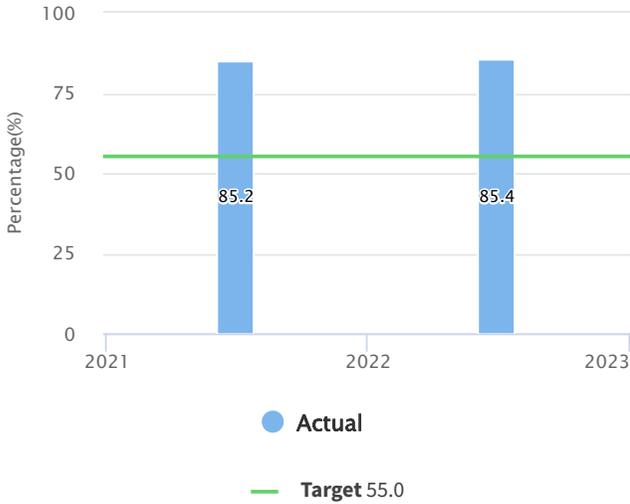
The Available Fund Balance at FY 2020-2021 is 17.58%. A plan to restore Available Fund Balance to the policy level of 25% or greater was developed by staff and approved by Board of County Commissioners at the June 7, 2021 meeting in conjunction with the annual budget process. County Staff recommends the following beginning with the recommended budget for Fiscal Year 2021-2022 a.Recommend conservative appropriations b.Recommend conservative estimated revenues c.Recommend appropriated Fund Balance amount that is \$1.2M lower than the previous fiscal year. d. Present budget amendments for revenues that exceed previous estimates to fund balance appropriated, instead of making further appropriations, if allowed by revenue source.

Ten year payout ratio of all debt

Ten year payout ratio of all debt (Goal: 55% minimum)

Owner: Robin West

Last Update: Jan 20, 2022 14:41:02



Comment

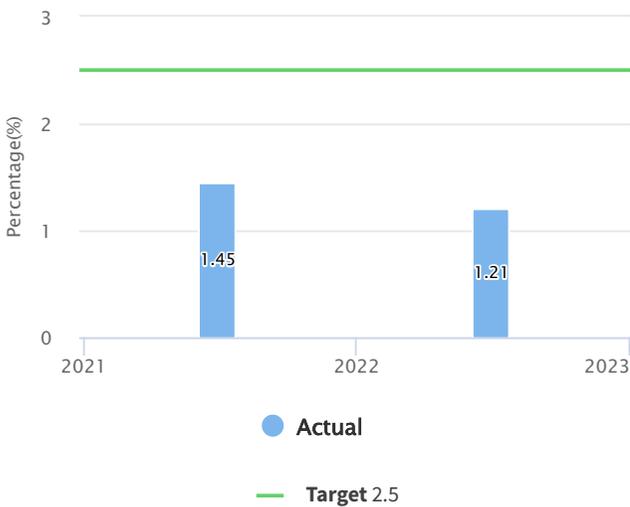
Ten year payout ratio at June 30, 2022 is calculated to be 85.4%. This means that 85.4% of all debt outstanding is paid within ten years which exceeds our 55% minimum.

Debt to assessed value ratio

Debt to assessed value ratio (Goal: less than 2.5%)

Owner: Robin West

Last Update: Jan 20, 2022 14:41:56



Comment

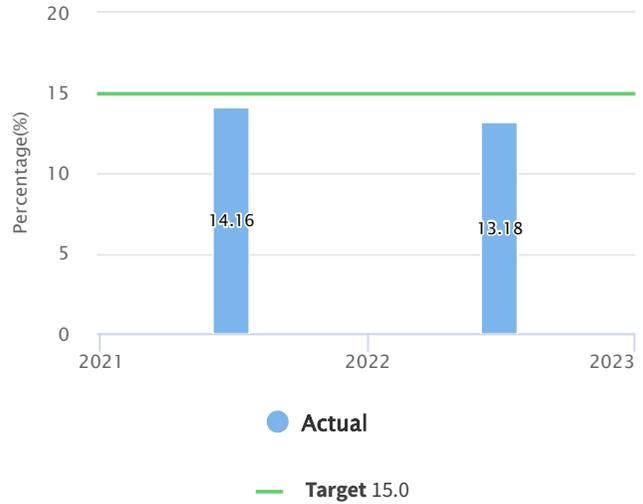
The debt to assessed value is estimated to be 1.21% as of June 30, 2022, which is below the 2.50% threshold.

Debt Service to Governmental Expenditures ratio

Debt Service to Governmental Expenditures ratio (Goal: less than 15%)

Owner: Robin West

Last Update: Jan 20, 2022 14:43:13



Comment

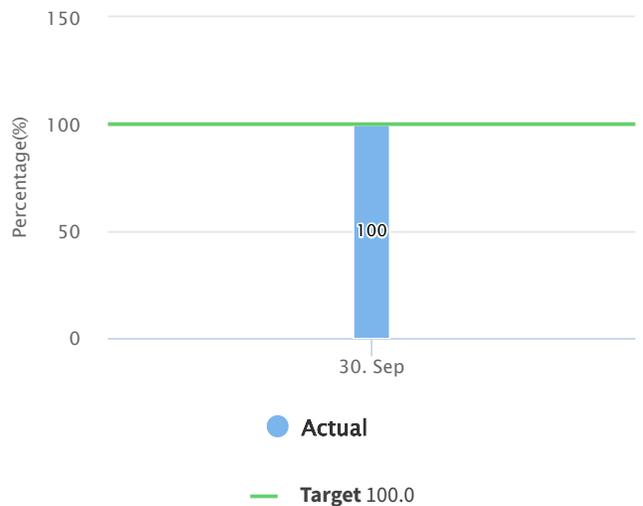
The debt service to governmental expenditures ratio is estimated to be 13.18% based on data from June 30, 2022. This lower (better) than the limit of 15%. This ratio will have pressure if any additional large debt is experienced within the next five years.

Maintain Bond Rating

Maintain bond rating to indicate financial stability (Moody = Aa2; Standard & Poor's = AA+)

Owner: Robin West

Last Update: Jan 20, 2022 14:45:29



Comment

The financial statements are reviewed annually by bond rating agencies, but the ratings generally do not change unless the County issues debt in the bond market.

Goal 3.1.12



Jul 01, 2021 - Jun 30, 2022

On Track

Progress 25%

Create a culture focused on results with performance based budgeting

Owner: Robin West

Update provided by Robin West on Jul 15, 2022 19:50:44

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

Quarterly outcomes for this quarter have been updated on the data dashboard.

The assessment of performance based budget baselines took place in the 3rd and 4th quarters.

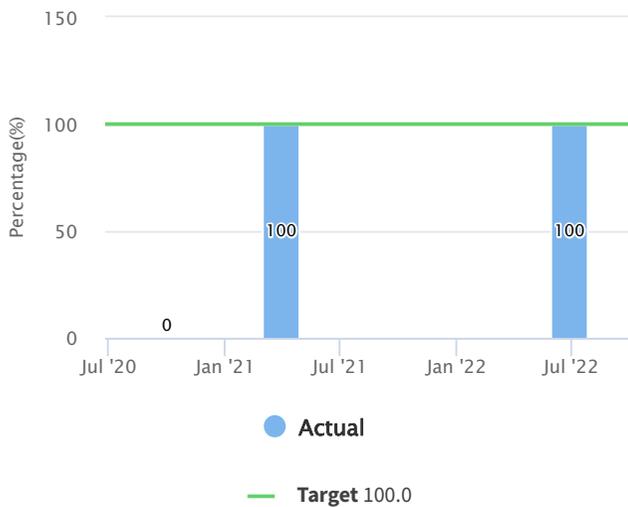
The survey for feedback has been delayed to ensure the correct questions are included.

Assess Performance Based Budget baselines

Assess Performance Based Budget baselines each fiscal year (Goal: 100% by March 15)

Owner: Robin West

Last Update: Jul 15, 2022 19:51:07



Comment

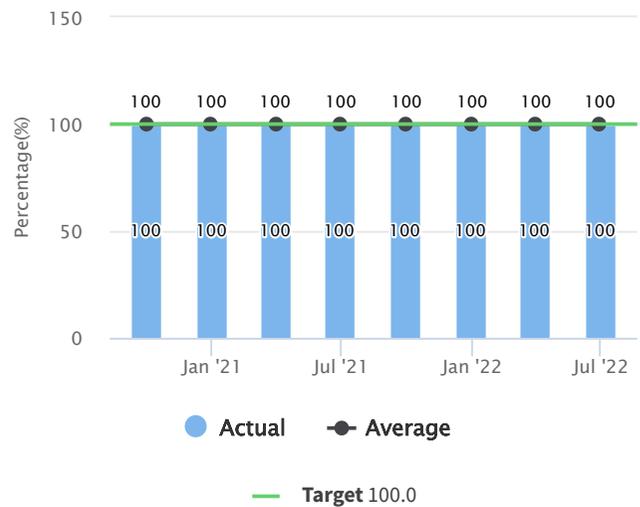
The assessment of performance based budget baselines will take place in the 3rd quarter.

Quarterly outcome metrics updated

Percent of quarterly outcome metrics updated on data dashboard quarterly (Goal: 100%)

Owner: Robin West

Last Update: Jul 15, 2022 19:51:40



Comment

100% of metrics were updated in the data dashboard for all quarters.

Seek performance feedback

Seek performance feedback from internal County customers (Goal: Distribute survey by October 15, 2021)

Owner: Robin West

Last Update: Jul 15, 2022 19:52:23

Comment

Delayed to review what needs to be measured.

Enhance Finance performance

Develop and implement action plans to improve Finance performance, in response to survey responses (Goal: Implement 1 or more action plans by June 30, 2022)

Owner: Robin West

Last Update: Jul 15, 2022 19:53:01

Comment

Delayed implementation until after a survey is developed with the correct questions.

Publish Annual Report

Develop and publish an annual report of County government performance, for calendar year 2021 (Goal: 100% complete by June 30, 2022)

Owner: Robin West

Goal 3.1.13  Jul 01, 2021 - Jun 30, 2022 On Track Progress 0%

Reduce risk in the workplace and improve safety of employees

Owner: Robin West

Update provided by Cindy Chapman on Feb 07, 2022 15:49:08

Update this period: Staff trainings and inspections were ramped up due to workplace safety and risk amidst COVID-19. The first quarter's interdepartmental safety meeting was held as a hybrid -electronically and in-person on August 10, 2021 and the second quarter's meeting was held on December 17, 2021 at the Government Center.

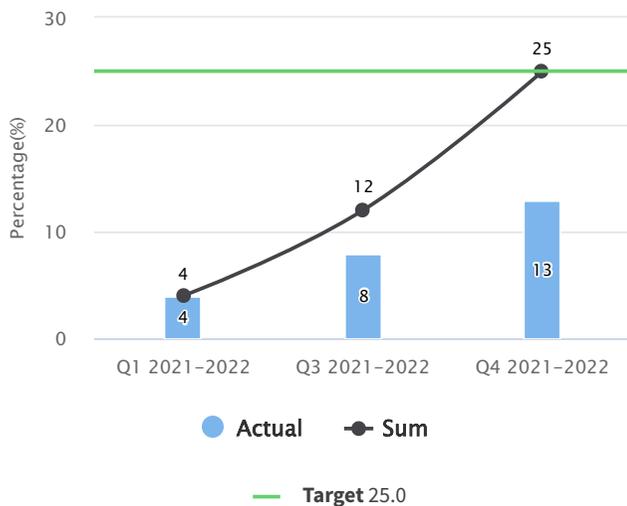
A process was developed for communicating with Human Resources regarding workers comp cases. Both HR and Risk Management are notified simultaneously of an incident when the department or employee initiates the reporting form.

Facilities assessed for workplace safety and risk

Percentage of facilities assessed annually for workplace safety and risk (Goal: 25%)

Owner: Robin West

Last Update: Aug 08, 2022 16:35:15



Comment

Government Center Section A (HHS)--NCACC Risk Management conducted 3 Mold Assessments; WWTP Cooleemee - Sedgwick adjuster made assessment; NCACC Risk Management assessed Community Park playground; NCACC Risk Management conducted assessments of the Annex renovations; County Risk Manager toured the Sparks Road Water Treatment Plant; and NCACC assessed the Senior Center facility.

Interdepartmental safety meetings regarding workplace risk

Number of interdepartmental safety meetings held annually regarding workplace risk (Goal: 4)

Owner: Robin West

Last Update: Aug 08, 2022 16:37:05



Comment

Aug 10, 2021 - BOCC Board Room and Go To Meeting (due to uptick in covid cases) Heat Safety Education and Checklist

Dec 7, 2021 - Safety Meeting and Rabies Education at Government Center

February 14, 2022 - Safety meeting "I Love Safety" month; major safety manual revision kickoff

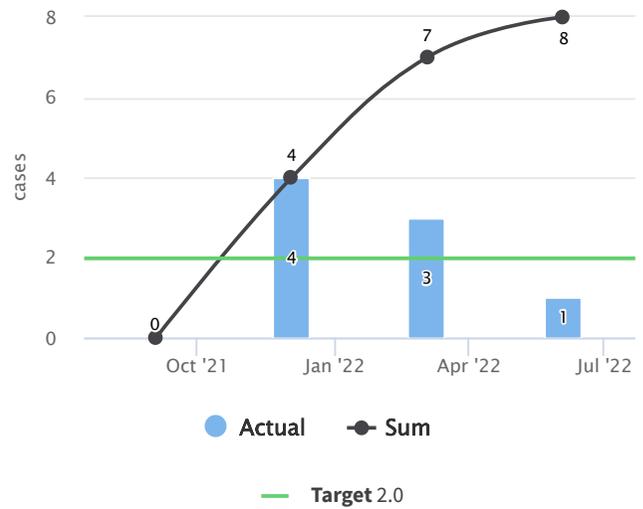
February 17, 2022 - Safety manual workshop

Worker's Compensation cases requiring days away from work

Number of Worker's Compensation cases requiring days away from work (Goal: 2 cases or less per calendar year)

Owner: Robin West

Last Update: Aug 08, 2022 16:52:41



Comment

1st Quarter - 0 days away from work

2nd Quarter - 124 days away from work and 192 job transfer or restrictions

3rd Quarter - 57 days away from work and 6 job transfers or restrictions

4th Quarter - 45 days away from work and 9 job transfers or restrictions

Safety Activities and Events

Number of safety activities / events that is implemented by the County Safety Team (Goal: 2 or more per fiscal year)

Owner: Robin West

Last Update: Aug 08, 2022 16:57:24



Comment

September 8 & 9, 2021 - CPR / AED makeup classes

Dec 17, 2021 - Rabies Education class was held at Government Center

February 14, 2022 - Distributed "I Love Safety" snack buckets to each location for Safety Awareness

April 13 & 14, 2022 - Safety Flix: Driven to Distraction II was shown along with instructions on how to report an incident

February 17, 2022 - ongoing - Safety Manual revision in progress

Goal 3.1.14



Jul 01, 2021 - Jun 30, 2022

On Track

Progress 75%

Facilitate Finance business operations through secure and current automation

Owner: Robin West

Update provided by Robin West on Jul 15, 2022 19:53:56

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

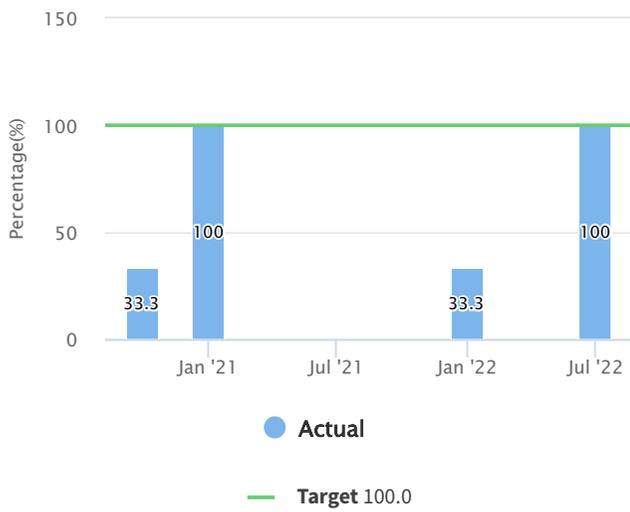
Fiscal policies were reviewed in Quarter 1. The Purchasing policy and Capital Assets policies were reviewed in the 3rd and 4th quarters. Payroll advices are available online through Employee Self Service so that employees can review and print them at their convenience.

Purchasing & Fiscal Policies reviewed annually

Percent of Purchasing & Fiscal Policies reviewed annually (Goal: 100% reviewed / updated by June 30)

Owner: Robin West

Last Update: Jul 15, 2022 19:53:42



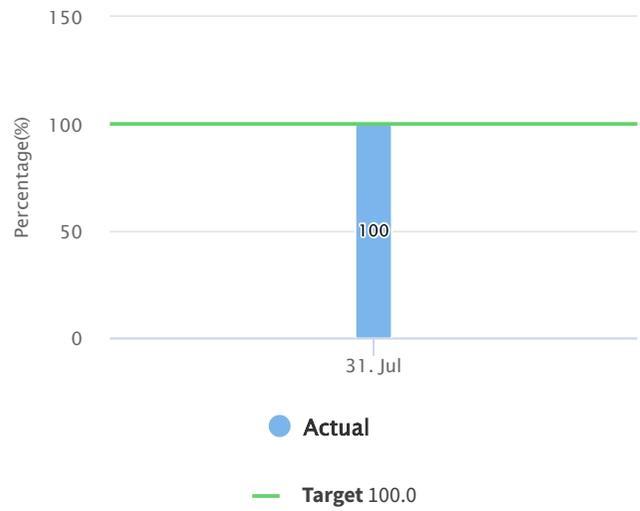
Comment
 Fiscal policies were reviewed in Quarter 1. The Purchasing policy and Capital Assets policy will be reviewed in the 3rd and 4th quarters.

Eliminate Printed Payroll Advice forms

Eliminate printed payroll advise forms through process improvement implementation (Goal: 100% complete by October 31, 2021)

Owner: Robin West

Last Update: Jan 20, 2022 14:52:42



Comment
 Payroll advices are now available in Employee Self Service eliminating the need for printed advices, related advice stock purchases, use of toner, and wear and tear on printers in the Finance office.

Goal 3.1.19 Jul 01, 2021 - Jun 30, 2022 On Track Progress 90%

Harness technology to increase communication and outreach to engage citizens and businesses

Owner: John Gallimore

Update provided by John Gallimore on Aug 05, 2022 18:36:09

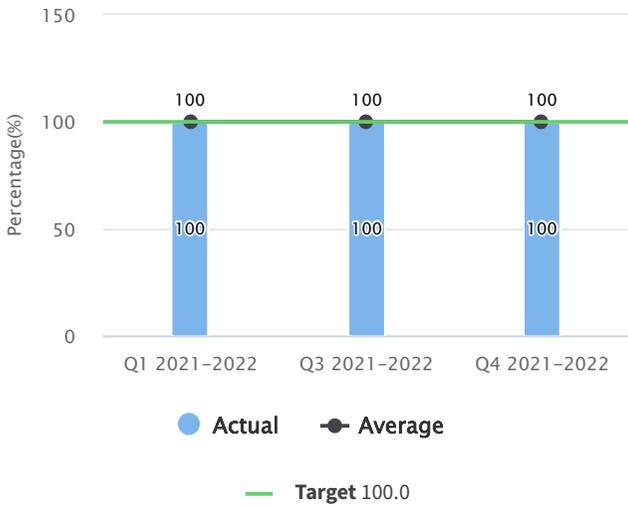
On track; no disruptions.

Public Education & Government channel content updated

Percentage of Public Education and Government (PEG) channel content reviewed /updated quarterly (Goal: 100%)

Owner: John Gallimore

Last Update: Apr 16, 2022 13:10:29



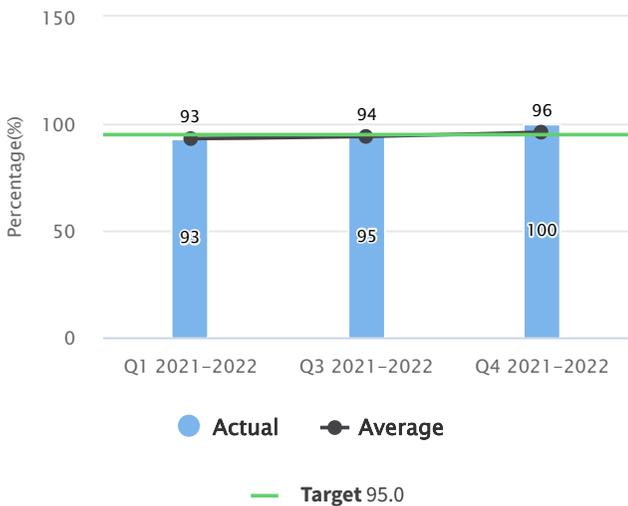
Comment
content updated when provided by departments

Routine Helpdesk response within 8 working hours

Routine helpdesk requests responded to within 8 working hours of ticket creation (Goal: 95% of requests)

Owner: John Gallimore

Last Update: Apr 16, 2022 13:11:27

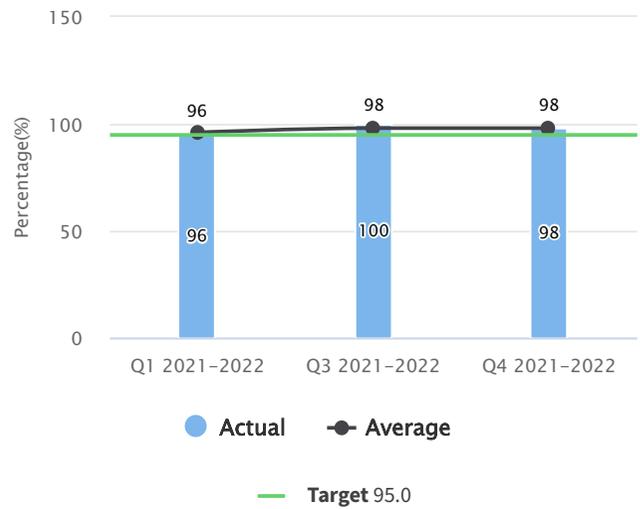


Emergency Helpdesk response within 1 hour

Emergency helpdesk requests(system outage) responded to within 1 hour of ticket creation (Goal: 95% of requests)

Owner: John Gallimore

Last Update: Apr 16, 2022 13:45:46



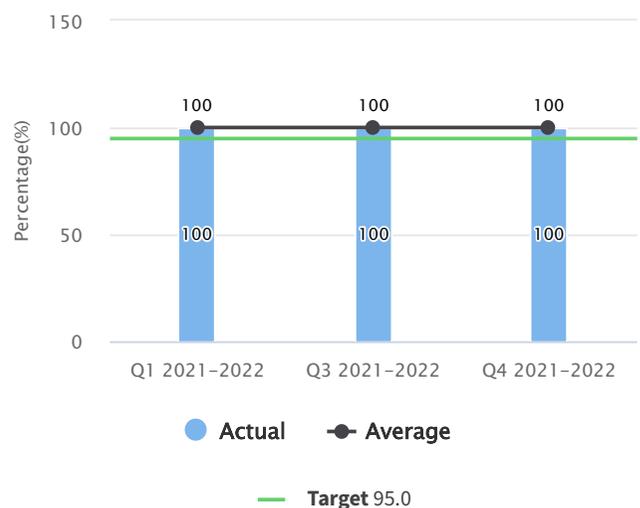
Comment
all emergency tkts responded within 1 hour

Major system repairs response within 2 business days

Major system repairs responded to within two business days of ticket creation (Goal: 95% of requests)

Owner: John Gallimore

Last Update: Apr 16, 2022 13:46:30



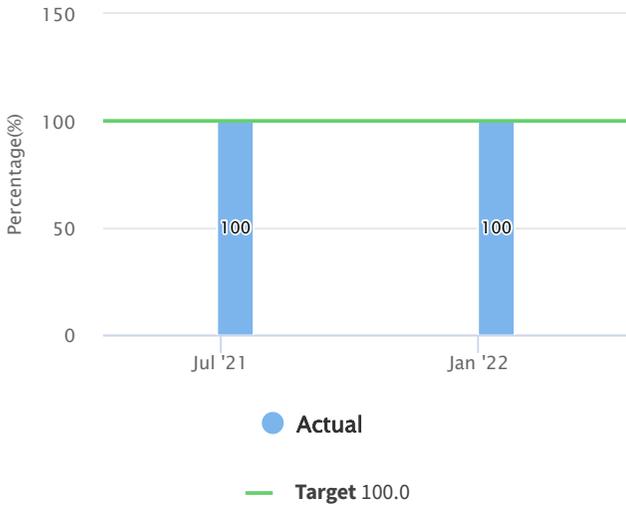
Comment
2 major service interruptions responded-to within 1 hour

Departments who place policies on Sharepoint

Percent of departments who are placing policies on Sharepoint (Goal: 100% of 19 departments)

Owner: John Gallimore

Last Update: Jan 15, 2022 14:49:16



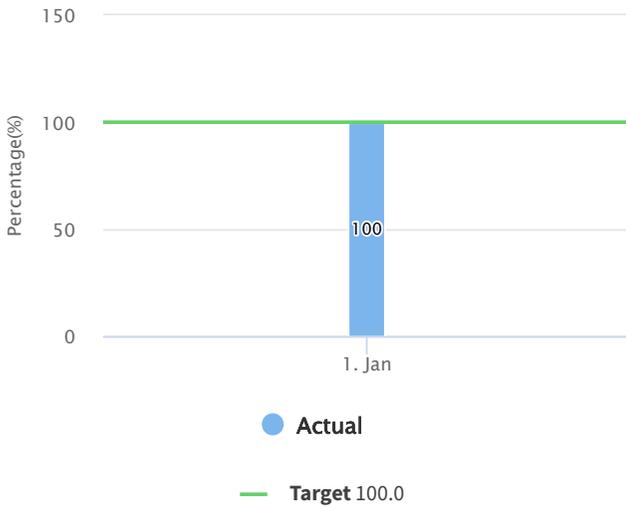
Comment
118 Sharepoint sites; 29 active;

Accounts Payable automation

Automate accounts payable process by December 31, 2022 (Goal: 100%)

Owner: Robin West

Last Update: Jan 15, 2022 14:48:38



Comment
DELETE THIS METRIC - no longer relevant; project cancelled per Robin.

Goal 3.1.20 Jul 01, 2021 - Jun 30, 2022 Completed Progress 100%

Ensure strategic alignment with community issues when applicable

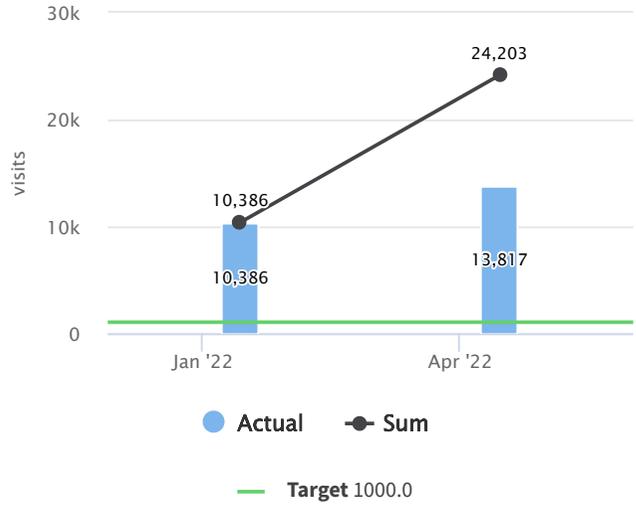
Owner: Robin West

County Website Visits

Number of County website visits each fiscal year (Goal: 1,000 or more)

Owner: John Gallimore

Last Update: Apr 16, 2022 13:54:07

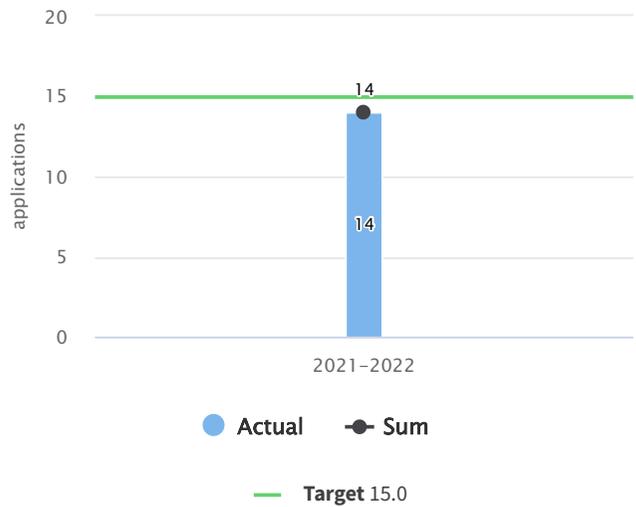


GIS Web Applications

Number of GIS web applications introduced / enhanced by June 30, 2022 (Goal: 15 or more)

Owner: John Gallimore

Last Update: Apr 16, 2022 13:56:16



Comment
See map gallery; MGIST projects

Update this period: The County received a total of \$93,017.03 to address the Opioid crisis in the County for FY 2020-2021. The objectives of this grant include health action items related to opioids that must be completed.

Funds awarded to assist with the Opioid epidemic

Amount of grant funds / donations awarded to assist with the Opioid epidemic
 (Goal: \$50,000 or more by June 30, 2021)

Owner: Robin West

Last Update: Jul 13, 2021 20:40:18



Comment

The County received \$10,000 from a United Way donation in the first quarter to continue to address the opioid addiction response efforts

Infrastructure development is underway for the Davie County Community Response Team, which will follow up with individuals who overdose, provide services, and connect to resources. Hiring for the Community Outreach Navigator position was conducted and completed in the third quarter. The Community Outreach Navigator will lead a community Opioid Task Force, work with prevention within Child Welfare of the Division of Social Services, follow-up with individuals who are incarcerated upon release and lead the Community Response Team.

The Detention Center caseworker has continued to connect individuals within the Detention Center to resources. She has begun implementing classes for those within the Detention Center focused on substance use counseling.

Goal 3.1.24 Ongoing - Ongoing On Track

Enhance Employee Wellness - Finance

Owner: Robin West

Update this period:

100% of employees on the County Health policy (and covered spouses) were compliant with the Health Risk Assessment this year.

Employee compliance 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: Robin West

Last Update: Aug 01, 2022 19:05:13

