



Finance Progress Report FY2023

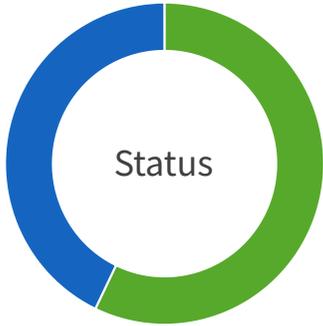
Current Reporting Date: Jul 31, 2023

Report Created On: Jul 31, 2023

7

Goal

Overall Summary



On Track
Completed

%
57.14
42.86



Report Legend



Priority



No Update



Overdue

Goal 3.1.11



Jul 01, 2021 - Jun 30, 2023

On Track

Progress 50%

Improved accountability and fiscal outcomes

Owner: Robin West

Update provided by Robin West on Nov 30, 2022 22:15:28

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

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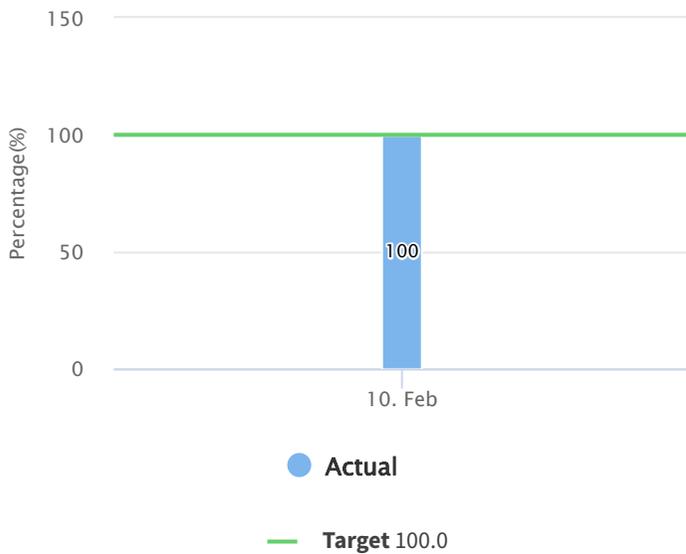
The County share of contributions to departments has been depicted in the FY 2022-2023 budget. A preliminary five year budget forecast was complete last fiscal year. The results from FY 2020-2021 were used to calculate the County Available Fund Balance, Ten year payout ratio, debt to assessed value ratio, 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: Jul 28, 2023 18:41:53



Comment

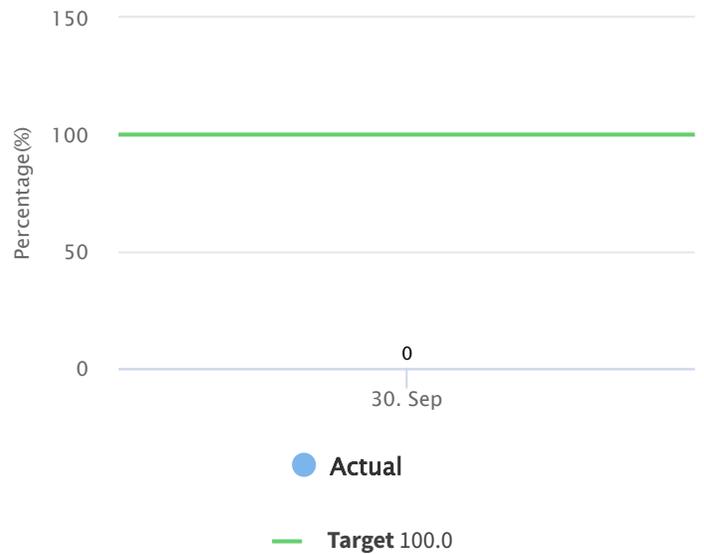
The County share of contributions to departments has been depicted in the FY 2021-2022 and FY 2022-2023 budgets.

Update 5-year budget forecast by 6/30/2023

Complete a rolling 5-year budget forecast by 6/30/23 (Goal: 100% completed by June 30)

Owner: Robin West

Last Update: Nov 30, 2022 22:22:06



Comment

A preliminary five year budget forecast was complete last fiscal year. We will continue to update this forecast in future quarters.

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 28, 2023 18:42:31



Comment

We have had conversations with certain departments that need a thorough review of fees to be updated in the budget process. We will review all fees by the end of the budget process for 2023-2024.

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: Nov 30, 2022 22:27:54



Comment

The available fund balance percentage went down to 15.59% for fiscal year 2021-2022, even though the County added \$2.5M to total fund balance. We will comply with our Fund Balance restoration plan adopted by the Board of Commissioners and try to keep expenditures flat in order to increase the percentage for FY 2022-2023.

Ten year payout ratio of all debt

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

Owner: Robin West

Last Update: Nov 30, 2022 22:29:46



Comment

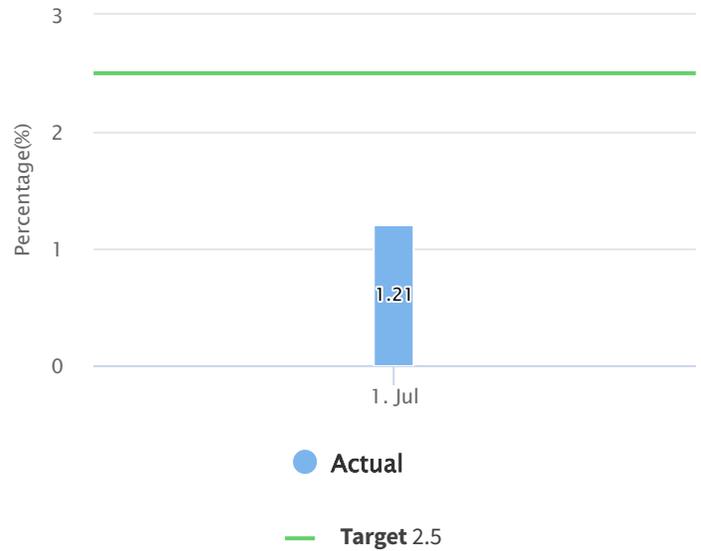
The 10-Year Payout Ratio measures the amount of principal to be retired in the next 10 years. This ratio is an important metric that indicates whether or not a locality is back-loading its debt. The County's policy established a minimum 10 Year Payout Ratio of 55%. The higher the percentage, the better.

Debt to assessed value ratio

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

Owner: Robin West

Last Update: Nov 30, 2022 22:30:57



Comment

The County has a policy establishing a maximum Debt to Assessed Value of 2.50%. The lower the percentage, the more favorable.

Debt Service to Governmental Expenditures ratio

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

Owner: Robin West

Last Update: Nov 30, 2022 22:32:35



Comment

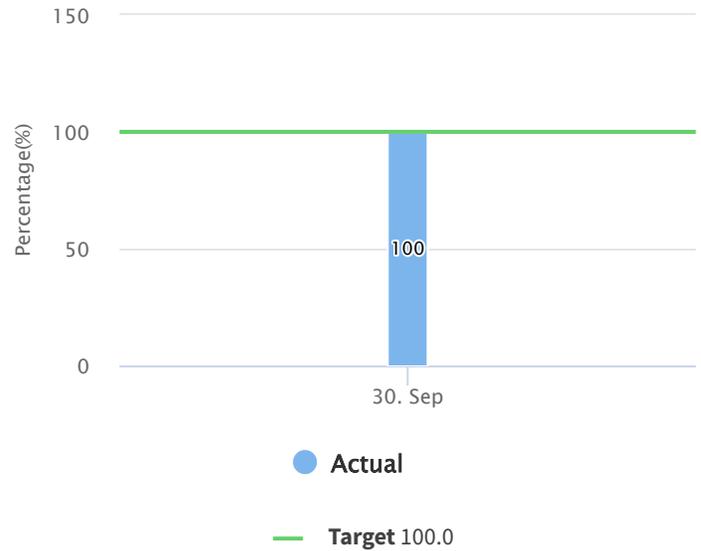
The County has a policy establishing a maximum level of Debt Service to Expenditures of 15.00%. There will be pressure on this ratio if a future large debt is incurred (Detention Center construction).

Maintain Bond Rating

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

Owner: Robin West

Last Update: Nov 30, 2022 22:33:28



Comment

The County's bond rating has not changed and remains stable.

Goal 3.1.12



Jul 01, 2021 - Jun 30, 2023

On Track

Progress 88%

Create a culture focused on results with performance based budgeting

Owner: Robin West

Update provided by Cindy Chapman on Jul 28, 2023 18:45:00

Quarterly outcomes for 1st, 2nd and 4th quarters have been updated on the data dashboard.

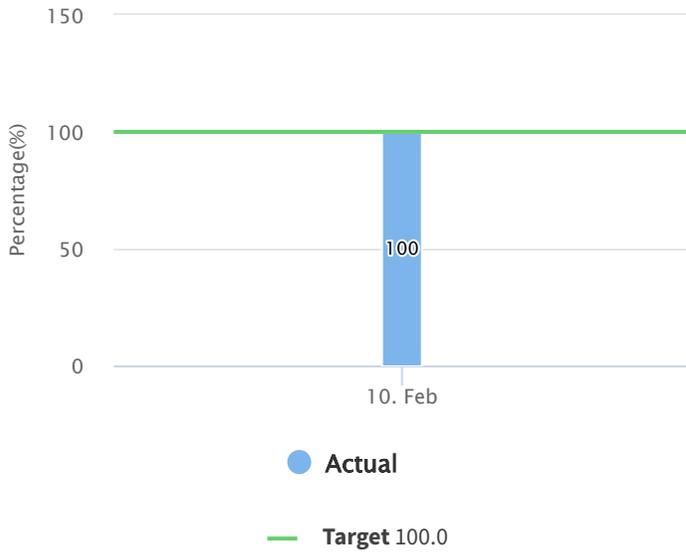
The assessment of performance based budget baselines was completed in 3rd quarter

Assess Performance Based Budget baselines

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

Owner: Robin West

Last Update: Jul 28, 2023 18:43:18



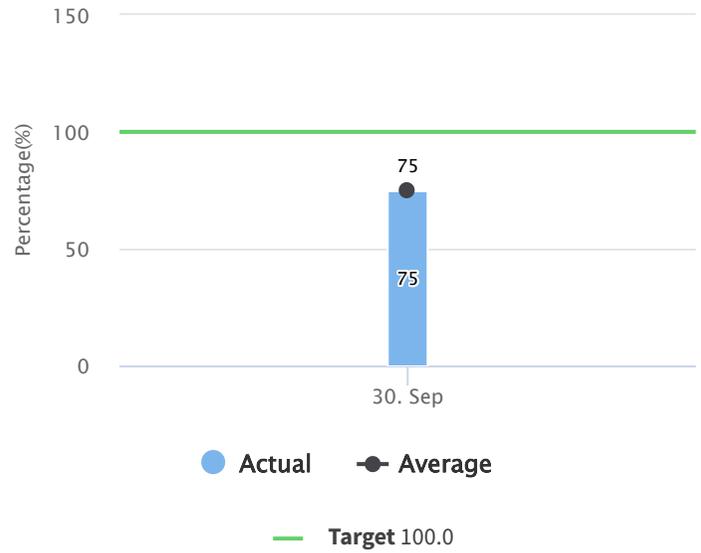
Comment
Baselines will be set in future quarters.

Quarterly outcome metrics updated

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

Owner: Robin West

Last Update: Jul 28, 2023 18:43:35

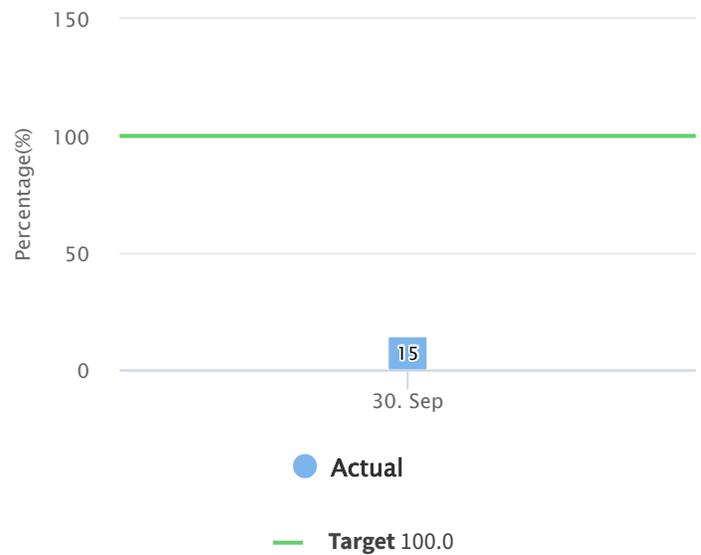


Publish Annual Report

Develop and publish an annual report of County government performance, for calendar year 2022 (Goal: 100% complete by June 30, 2023)

Owner: Robin West

Last Update: Nov 30, 2022 22:35:25



Goal 3.1.13



Jul 01, 2021 - Jun 30, 2023

On Track

Progress 96%

Reduce risk in the workplace and improve safety of employees

Owner: Robin West

Update provided by Cindy Chapman on Jul 28, 2023 19:07:34

Update this period: Staff trainings and inspections were ramped up due to workplace safety and risk amidst COVID-19. The interdepartmental safety meetings were held in person.

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: Jul 31, 2023 20:31:27



Comment

Annex - Cooperative Extension, Soil & Water, Fire Marshal

Park - Classroom 6 (Karate room)

Park - Conference room 5

EMS Station 3

EMS Station 1

Administration Building

Courthouse

180 South Main Street - Probations

New Horizons building

Recreation & Parks - playgrounds

Interdepartmental safety meetings regarding workplace risk

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

Owner: Robin West

Last Update: Jul 31, 2023 20:23:46

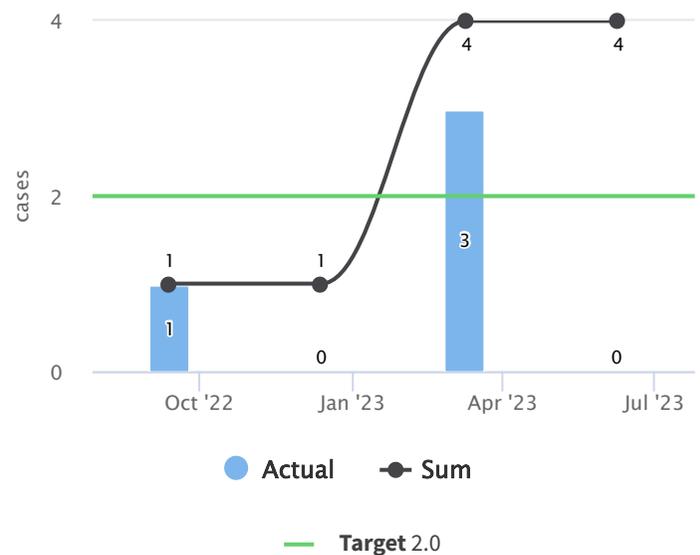


Worker's Compensation cases requiring days away from work

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

Owner: Robin West

Last Update: Jul 31, 2023 20:23:29

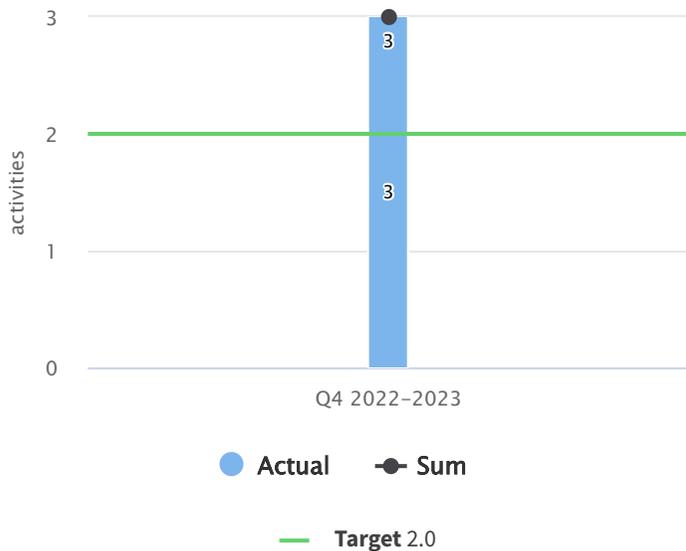


Safety Activities and Events

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: Jul 31, 2023 20:22:56



Comment

All review, revisions, and additions to the Safety Manual are complete.

Kickoff Safety

Training
Drawing for prizes for trainings completed
Jan 1-June 30. Goal is to have Directors track employee training and employees to participate in trainings.

Multiple Safety Trainings were offered in person (Rabies Education, First Response, Food Safety) and online (through NeoGov) during the month of June. Employees participated in over 4877 safety trainings from January to June as noted on Safety Training Records submitted by Directors.

Goal 3.1.14



Jul 01, 2021 - Jun 30, 2023

On Track

Progress 55%

Facilitate Finance business operations through secure and current automation

Owner: Robin West

Update provided by Cindy Chapman on Dec 01, 2022 15:00:08

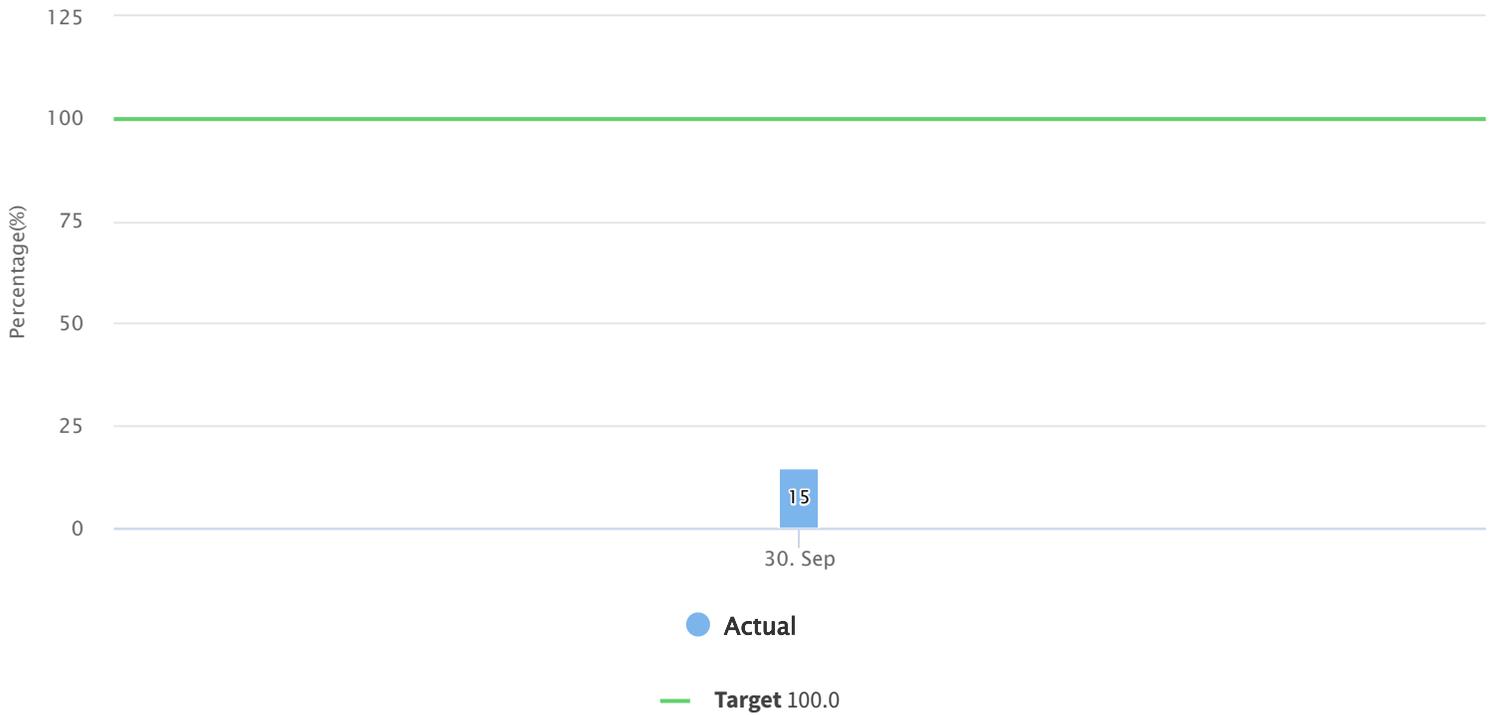
Fiscal policies were reviewed in Quarter 1. The Purchasing policy and Capital Assets policies were reviewed in the 3rd and 4th quarters. Payroll advices are available online through Employee Self Service so that employees can review and print them at their convenience.

Purchasing & Fiscal Policies reviewed annually

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

Owner: Robin West

Last Update: Nov 30, 2022 22:37:18



Comment

Policies will be reviewed in future quarters.

Goal 3.1.19

Jul 01, 2021 - Jun 30, 2023

Completed

Progress 100%

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

Owner: John Gallimore

Update provided by John Gallimore on Jun 30, 2023 04:00:01

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: Jul 14, 2023 12:57:46



Comment
All content provided by departments posted each month.

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: Jul 14, 2023 13:08:42

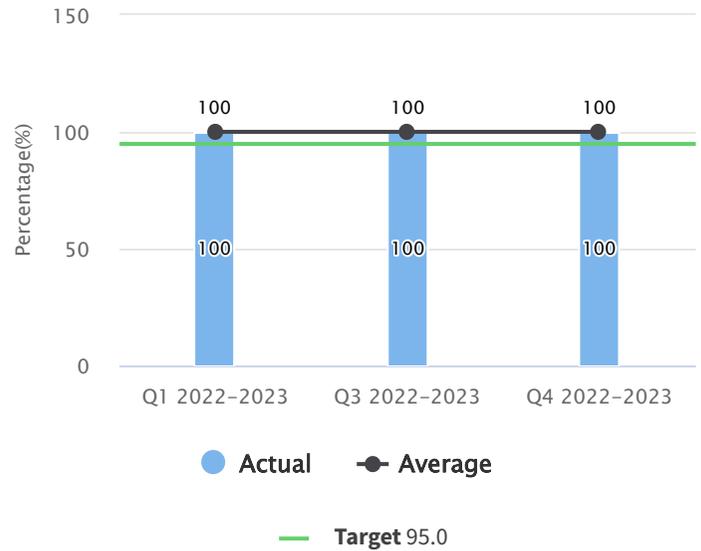


Emergency Helpdesk response within 1 hour

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

Owner: John Gallimore

Last Update: Jul 14, 2023 13:09:00

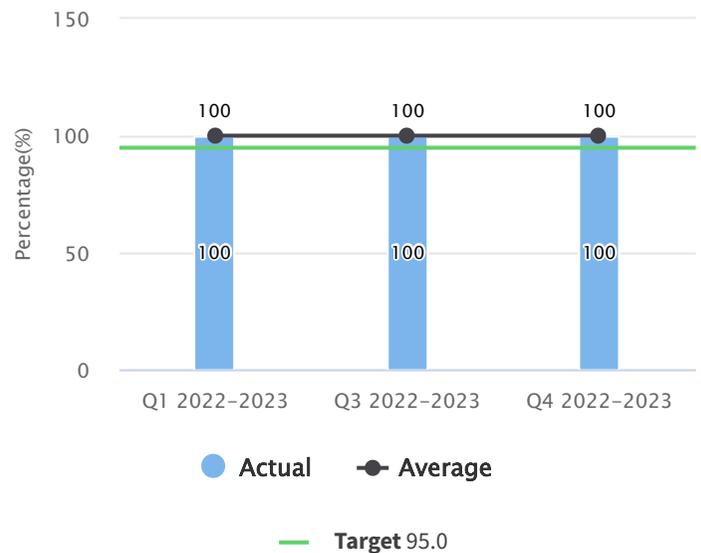


Major system repairs response within 2 business days

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

Owner: John Gallimore

Last Update: Jul 14, 2023 13:09:13

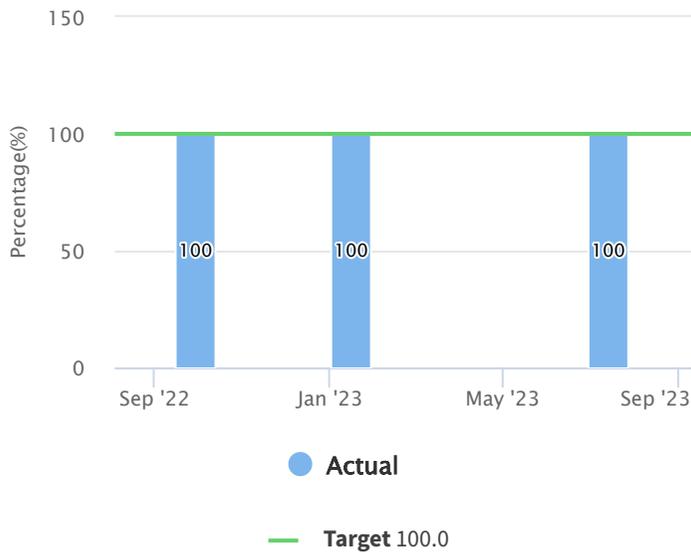


Departments who place policies on Sharepoint

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

Owner: John Gallimore

Last Update: Jul 14, 2023 13:11:45



Comment

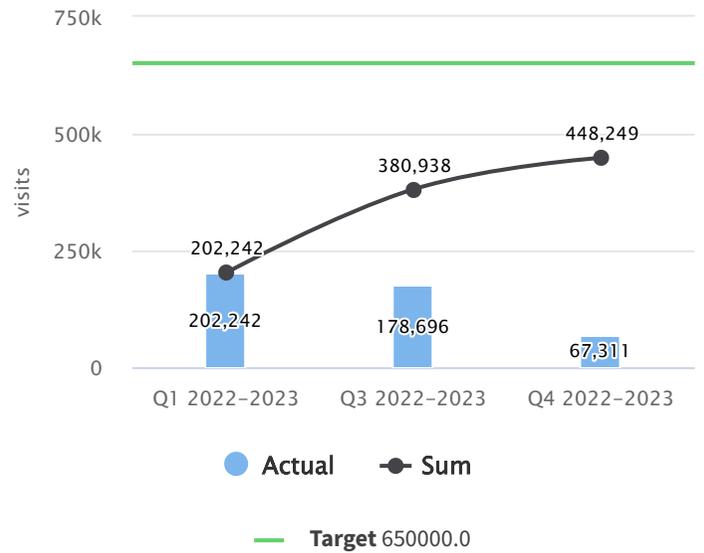
204 total sites; 11 active; 57,940 files; 97.5GB stored

County Website Visits

Number of County website visits each fiscal year (Goal: 650,000 or more)

Owner: John Gallimore

Last Update: Jul 14, 2023 13:17:45



Comment

204,242 total pageviews; 162,888 unique pageviews for FY23,Q1

Google Analytics changed June 1; statistics reset so only last 30 days available

GIS Web Applications

Number of GIS web applications introduced / enhanced by June 30, 2023 (Goal: 15 or more)

Owner: John Gallimore

Last Update: Jul 14, 2023 13:24:19



Goal 3.1.20 Jul 01, 2021 - Jun 30, 2023 Completed Progress 100%

Ensure strategic alignment with community issues when applicable

Owner: Robin West

Update provided by Cindy Chapman on Jul 27, 2023 21:38:56

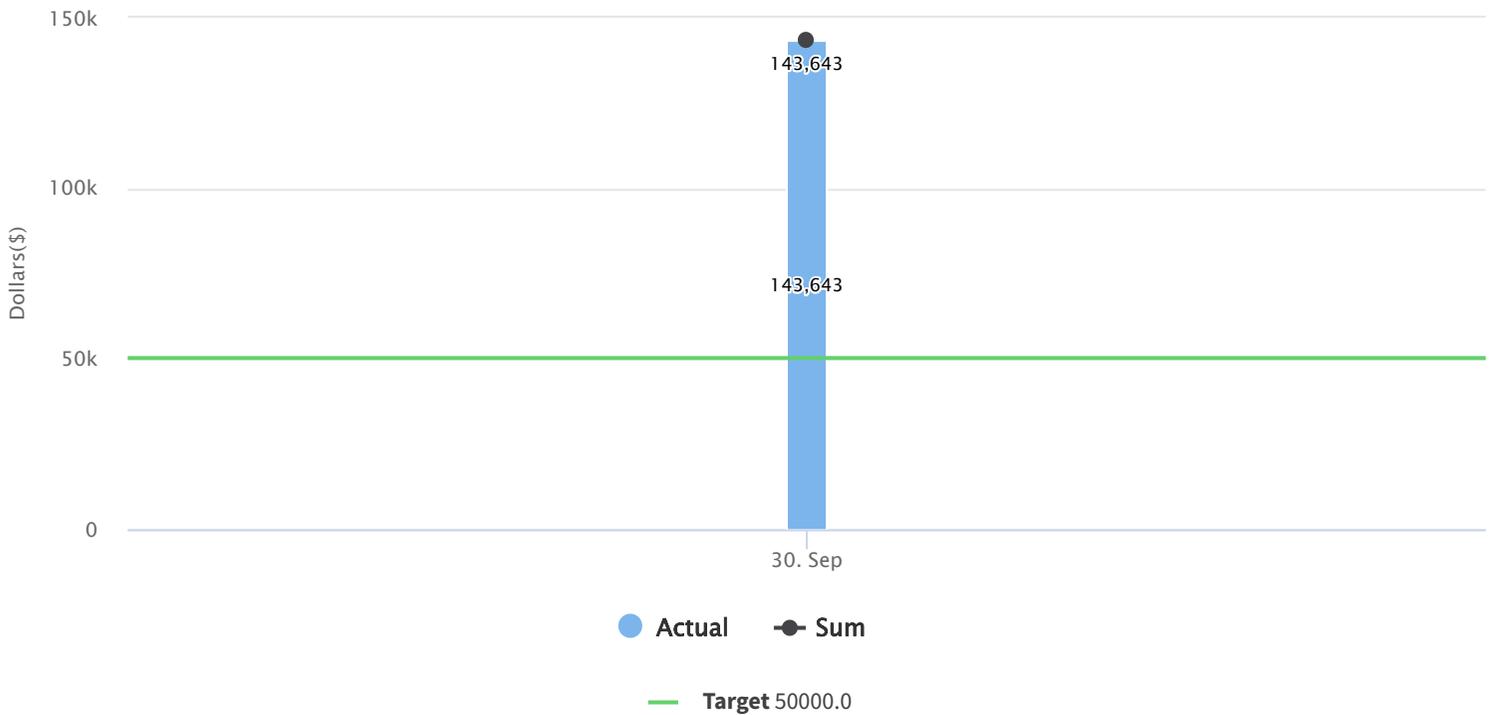
Update this period: The County has begun receiving the Opioid Settlement Funds that will continue until calendar year 2038.

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, 2023)

Owner: Robin West

Last Update: Nov 30, 2022 22:39:33



Goal 3.1.24 Ongoing - Ongoing Completed

Enhance Employee Wellness - Finance

Owner: Robin West

Update provided by Cindy Chapman on Jul 28, 2023 19:08:32

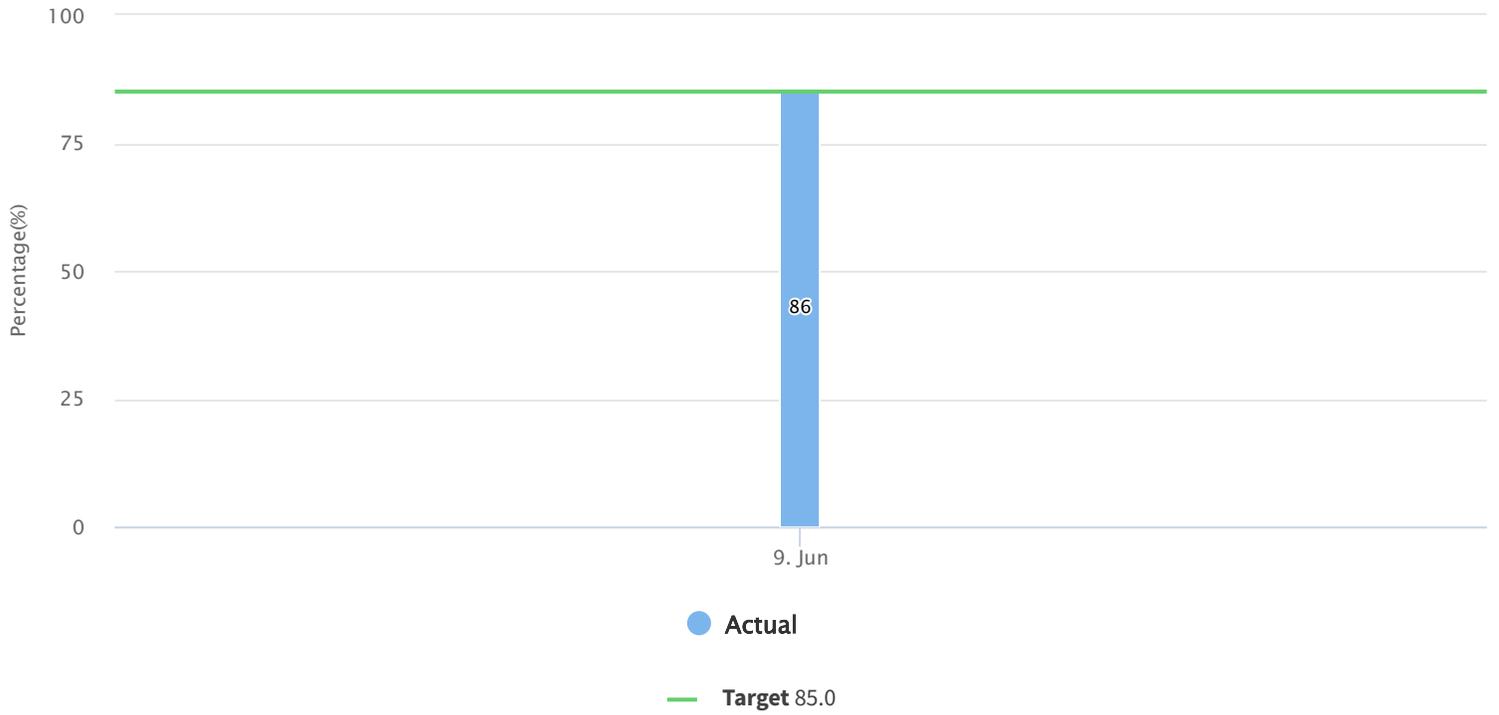
Update this period: This goal was achieved - 86% of employees completed their Health Risk Assessments.

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, 2023. (Goal: 85% or greater)

Owner: Robin West

Last Update: Jul 27, 2023 21:37:50



Comment

This metric will be calculated at year end.