



General Services Progress Report FY2023

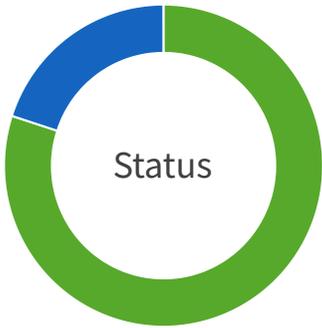
Current Reporting Date: Jul 31, 2023

Report Created On: Jul 28, 2023

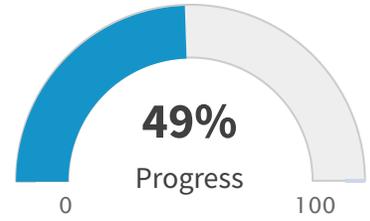
10

Goal

Overall Summary



On Track	80.0
Completed	20.0



Report Legend



Priority



No Update



Overdue

Maintain General Services efficiency and response times

Owner: Brad Blackwelder

Update provided by Cindy Chapman on Jul 28, 2023 18:06:19

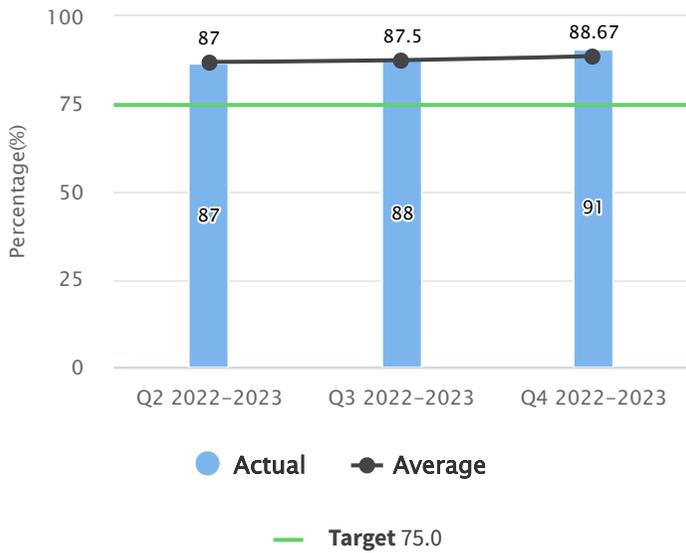
Update this period: Continue to maintain high level of facility care and maintenance across all areas.

Work Orders Completed within seven days

Percentage of work orders completed within seven days (Goal: 75% or greater)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:08:22



Comment

Baseline start: QT1/FY23: # of work orders completed: 1831-baseline (85%); QT2/FY23: # of work orders completed 250 (88%)

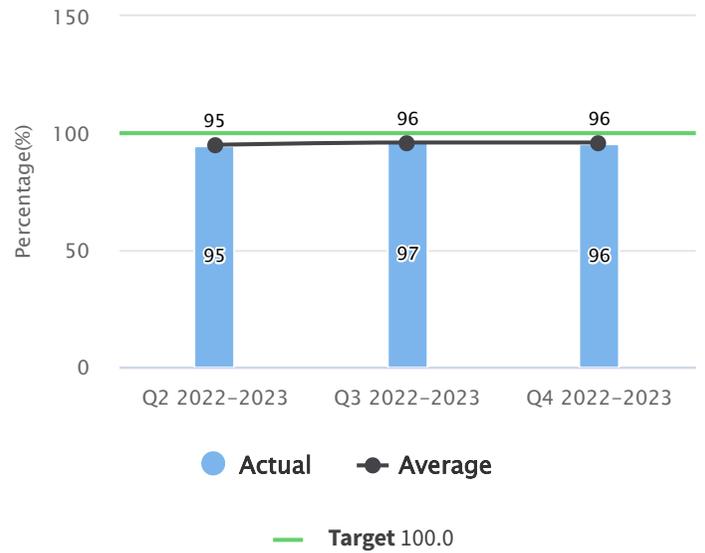
G.S. response to W.O. was maintained above 75%

Preventive maintenance completions within 30 days

Percentage of all scheduled preventive maintenance completed within 30 days. (Goal: 100%)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:09:05



Comment

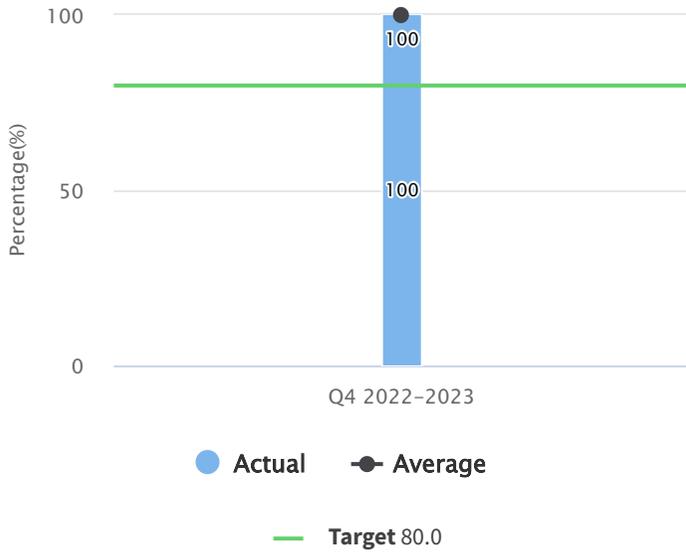
G.S. completed 97% of all Preventive Maintenance items in the QT2/FY23, do to delays in/supply chain issues 100% of PM could not be meet. These are items out of our control.

Work order satisfaction

Percentage of completed work orders that received a satisfactory rating
(Goal 80% or greater)

Owner: Brad Blackwelder

Last Update: Jul 28, 2023 18:05:43



Comment
Still working to develop a customer survey poll to capture this data through our Facility Dude application.

No Change during QT2/FY23

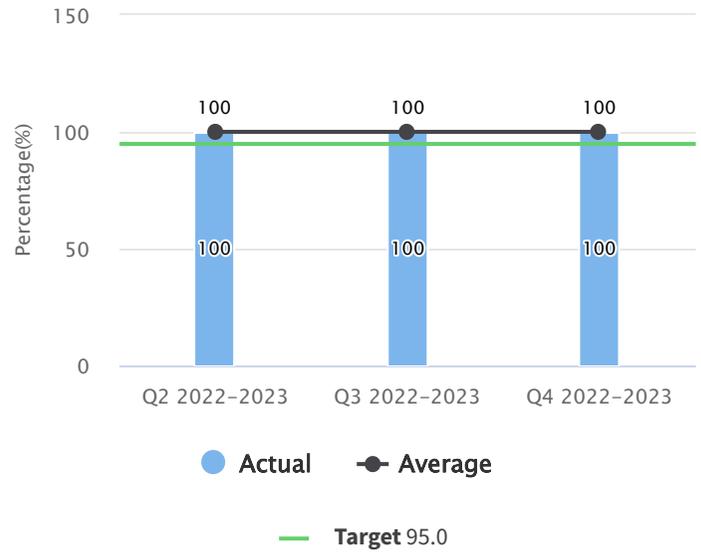
Facility Dude System training was not available for funding in FY23

After-hours Work orders

Percentage of after-hours work orders that are responded to within 5 minutes of dispatch (Goal: 95% or greater)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:10:20



Comment
On Call is working well to communicate and respond to Communications Active 911 dispatch.

Goal 2.1.4 Jul 01, 2021 - Jun 30, 2023 Completed Progress 100%

Prioritize Projects Through a Capital Improvement Plan

Owner: Brad Blackwelder

Update provided by Cindy Chapman on Jul 28, 2023 18:07:34

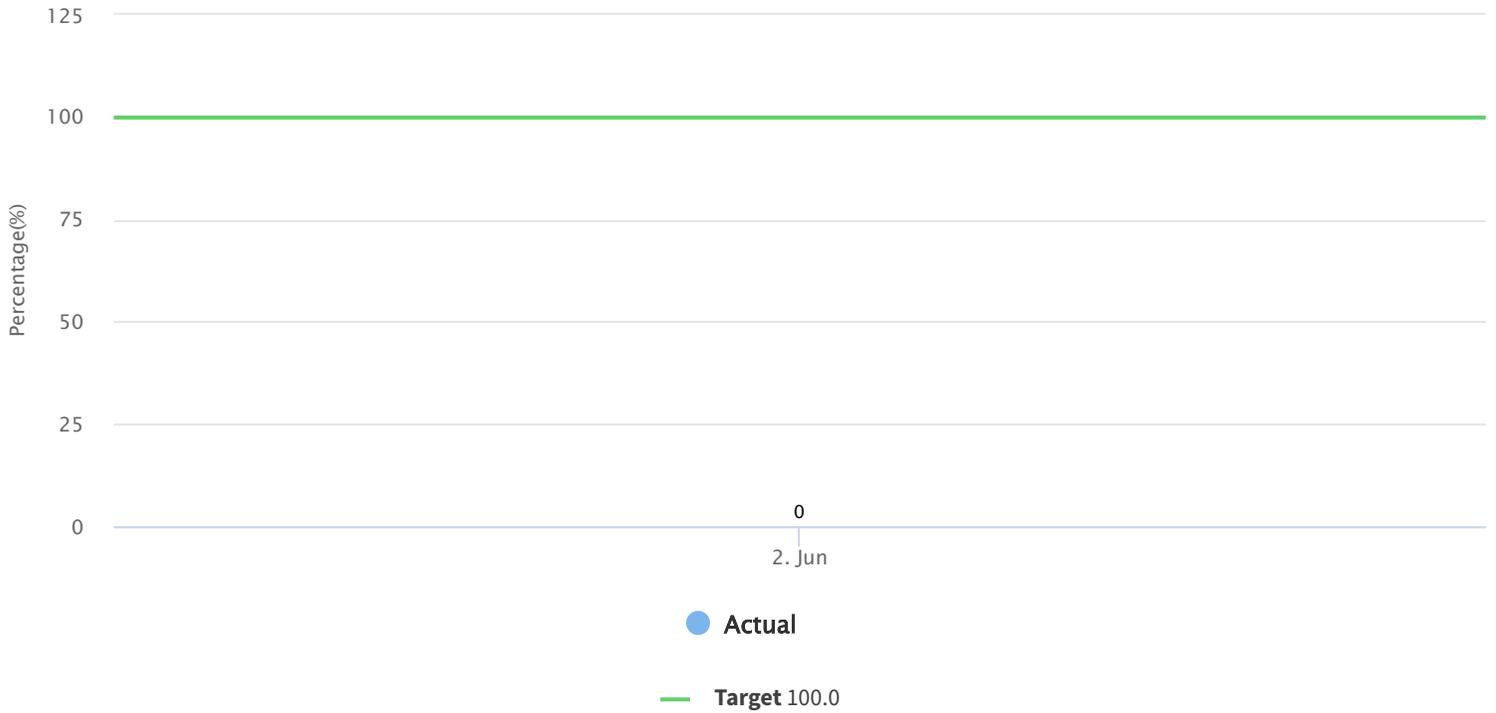
Update this period: Budget Constraints and Large CIP items are limiting other CIP Project Identification

Update and monitor Capital Projects

Review, Score, and Update Capital Projects each fiscal year along with 5 year horizon (Goal: 100% complete by June 30)

Owner: Brad Blackwelder

Last Update: Jul 28, 2023 18:06:39



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, 2023 On Track Progress 96%

Develop and Maintain County Wide Fleet Management System & County Staging Plan

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on May 17, 2023 19:17:31

Update this period: Major update will only take place once HHS has staffed and up and running.

County Staging Plan

Audit and implement next steps in the County Staging Plan (Goal: 100% review by June 30, 2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:14:26



Comment

The CIP and Capital process begins QT1 of each fiscal year.

QT2/FY23: County has reviewed the next steps in the Staging Plan (Courthouse) and have developed a plan to move forward with the 2nd floor project. Project to begin 3/4QT of FY23.

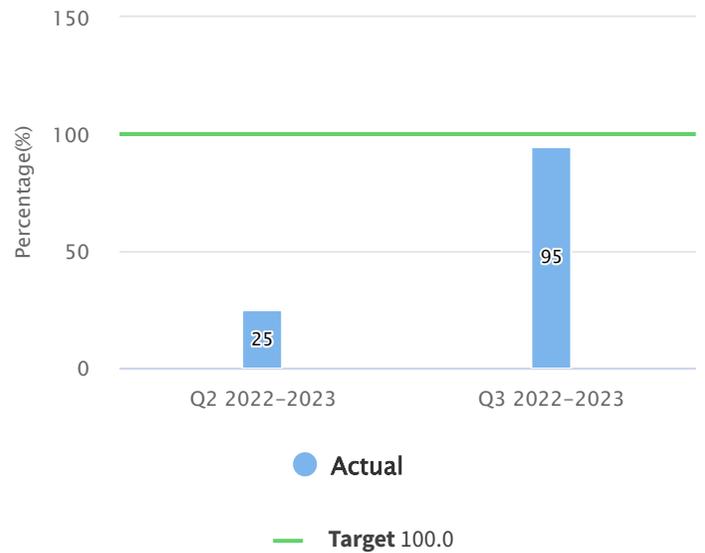
QT4/FY23: Budget Constraints have limited facility/staging plan projects.

HHS Fleet Management System

Analyze Agile Fleet data for Health & Human Services (HHS) Fleet Management System. (Mileage / Usage / Maintenance) (Goal: HHS Fleet reviewed 100% by June 2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:14:51



Comment

Will begin with DC HHS and their fleet.

Training was done September 2022, this system is to become active and implemented prior to QT3/FY23. Data will not be collected until HHS implements the system.

QT2/FY23: Staff is being trained, keys have been loaded in to Kiosk and DCSO is managing Fleet Maintenance.

No Change: Staffing issues

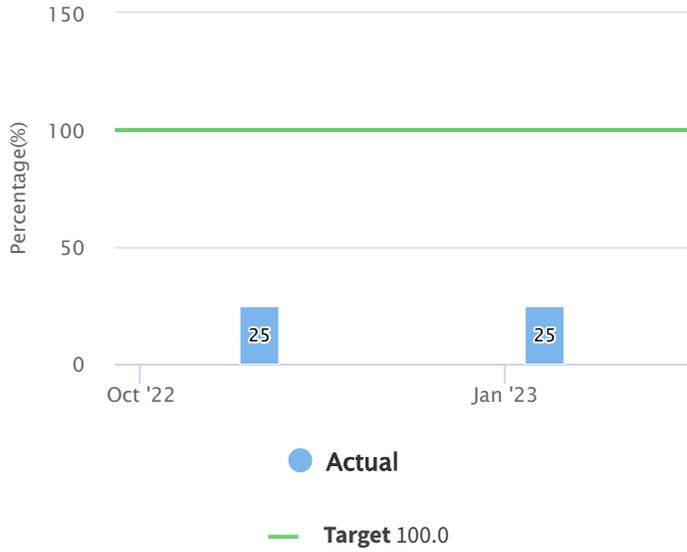
Cost Benefit Analysis for Fleet Management System

Analyze HHS fleet data to provide a cost benefit analysis (CBA) for extending fleet management county-wide.

(Goal 100% CBA data summary complete by June 30, 2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:16:41



Comment

Awaiting implementation of Fleet System by HHS. No data until that is started.

First Data will not be collected/analyzed until FY24.

No Change

Goal 2.1.12  Jul 01, 2021 - Jun 30, 2023 On Track Progress 96%

Enhance procurement advertisement, solicitations, and surplus processes

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on May 17, 2023 19:22:56

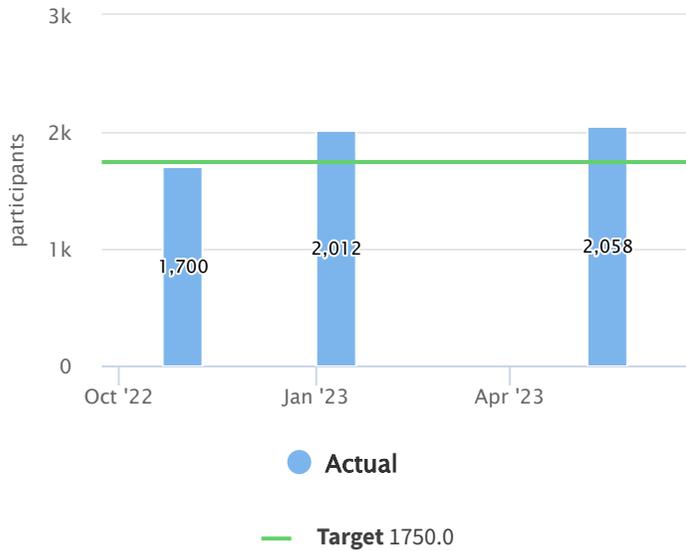
Update this period: Budget constraints and staffing.

Number of Vendor Registry participants

Increase the number of Vendor Registry participants yearly (Goal: 1,750 by 6/30/2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:20:03



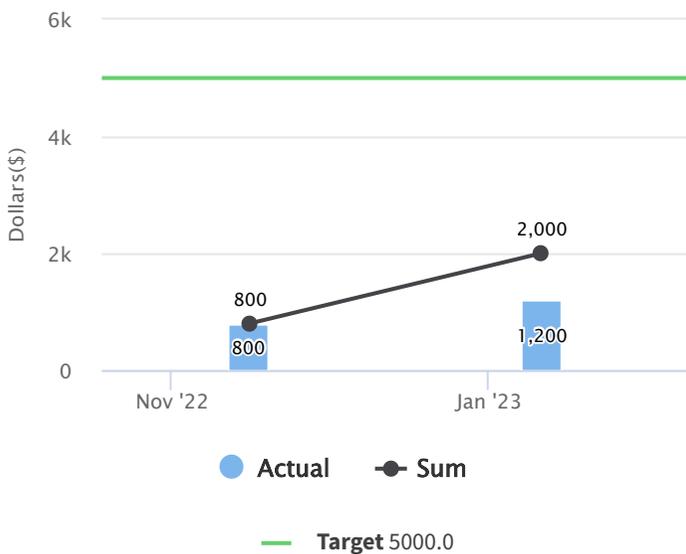
Comment
Continue to drive all vendors or interested vendors to sign up.

Increase Gov Deals listings

Increase Government Deals and personal property <\$30,000 listings for surplus items each fiscal year (Goal: \$5,000 or greater)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:21:02



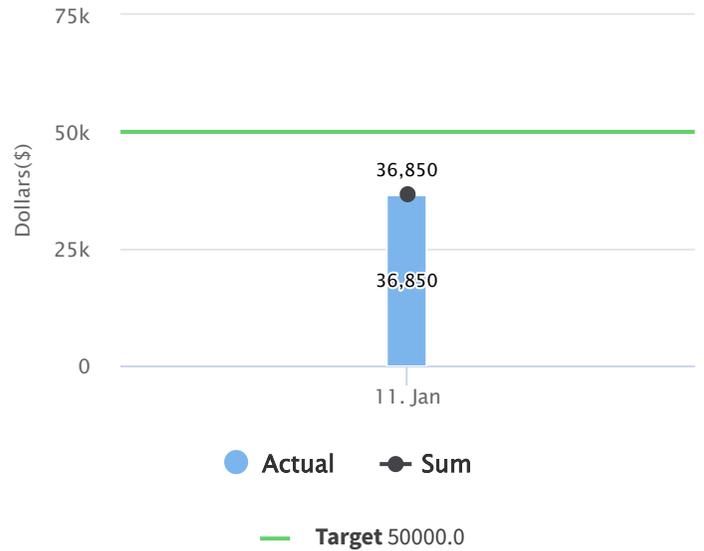
Comment
No Gov Deal Items sold. QT3/QT4

Increase Fleet Vehicle Sales

Increase fleet vehicle sales / auction revenues (Goal: \$50,000 or greater by June 30, 2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:21:35



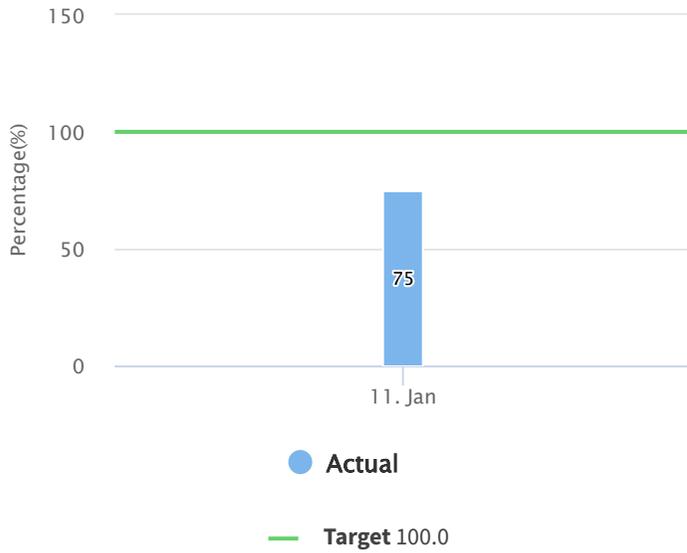
Comment
Fleet Sale to end Nov. 28th, 2022.
Sale Items were in poor conditions and did not bring the average price has past sales.
No FY23 sales.

County Procurement Policy

Develop and implement a new County Procurement Policy (Goal: 100% completion by and BoCC approval by June 30, 2023)

Owner: Brad Blackwelder

Last Update: Jan 11, 2023 14:54:25



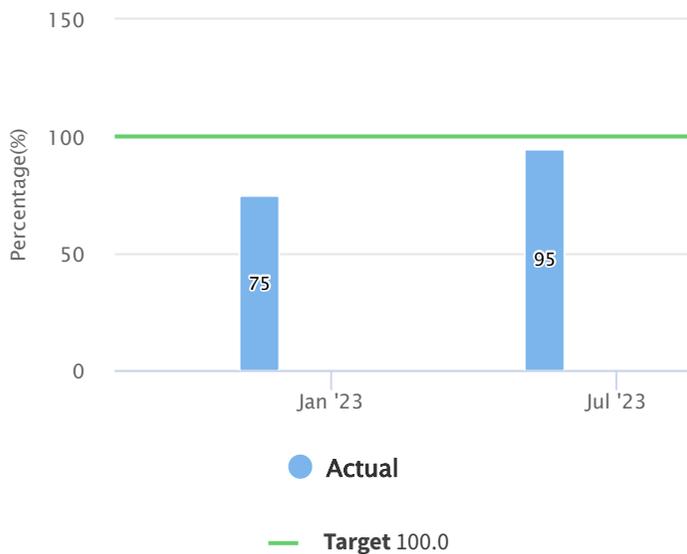
Comment
No action at this time.

Development of Solicitation form

Develop a Laserfiche form to be used county-wide for all solicitations. (Goal: 100% completion of form by June 30, 2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:22:16



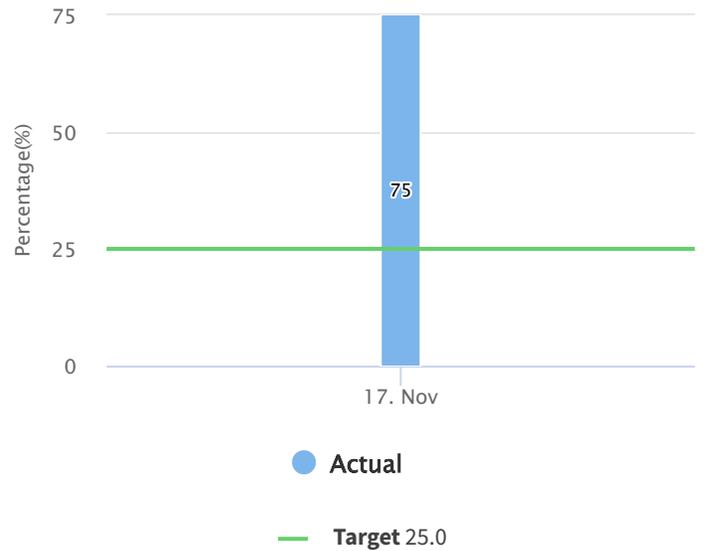
Comment
Form completed. Still in Beta

Implementation of Solicitation form

Implementation of county-wide solicitation form (Goal: 50% departmental use by June 30, 2024 / 100% departmental use by June 30, 2025)

Owner: Brad Blackwelder

Last Update: Jan 11, 2023 14:55:03



Comment
Form completed. Still in Beta.
QT1/FY23: No Change at this time

Goal 2.1.20

Ongoing - Ongoing

On Track

Supervision and Completion of Capital Projects

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on May 17, 2023 19:25:16

Update this period: Budget and Spending stopped April 7th, 2023

Detention Project is placed on hold

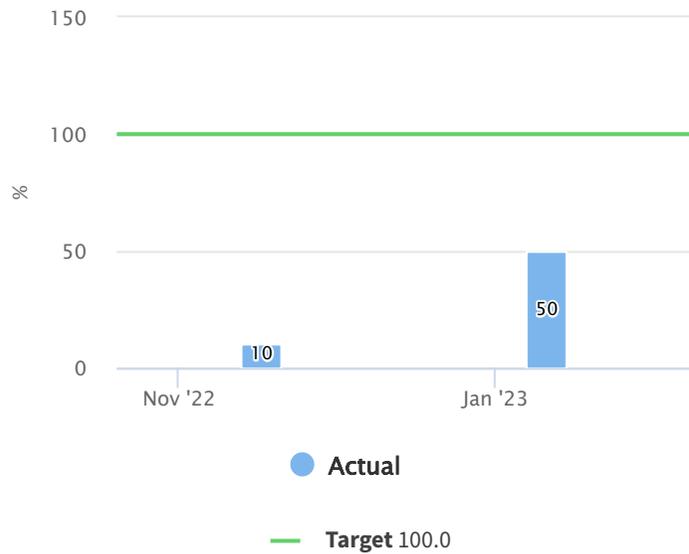
EMS Station 4: is on schedule and with in budget.

Detention Center projects

Davie County Detention Center Project(s) (Goal: Deliver 100% completed project within funded budget amounts in a timely manner to meet state requirements)

Owner: Brad Blackwelder

Last Update: Jan 11, 2023 14:57:30



Comment

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

Architect pricing update was provide Nov 2022.

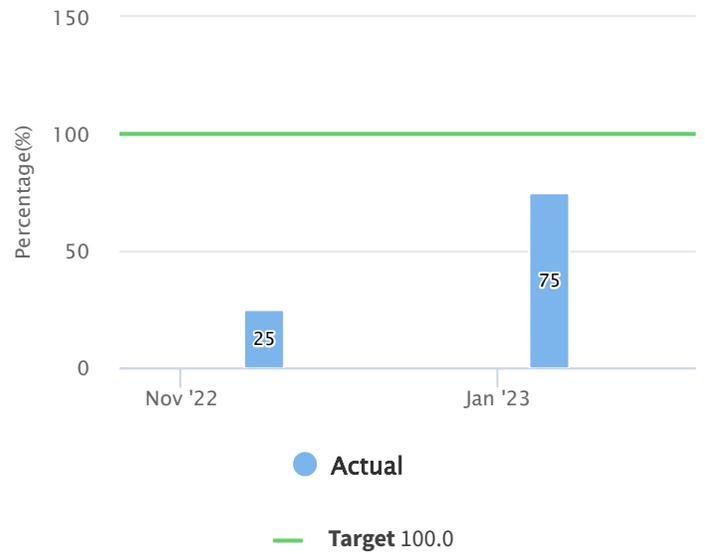
QT2/FY23: HVAC study, Intercom & Camera projects are complete or nearing completion.

Space Staging project

Space Staging project for current fiscal year (Goal: 100% complete by June 30)

Owner: Brad Blackwelder

Last Update: Jan 11, 2023 14:58:21



Comment

2022 Staging: Layout and Design is complete, awaiting approval to move forward.

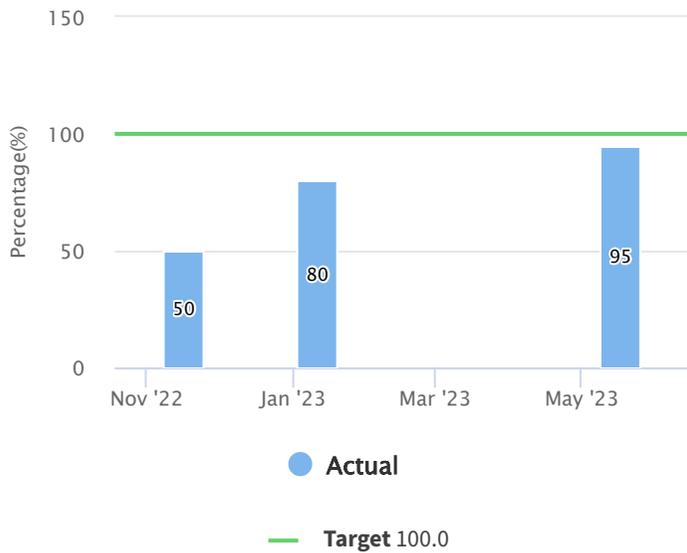
QT2/FY23: Courthouse updated plan for 2nd floor has been decided and moving forward.

Capital Outlay Construction Projects

Assist and manage capital outlay construction projects for other departments as funded (Goal: 100% completion by June 30, 2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:24:03



Comment
Courthouse: Boiler Project (Complete), HVAC and Multi Zone (bid award)

EMS 1: HVAC Replacement

Library: HVAC Replacement

Animal Shelter: New Outdoor Canopies, Generator, Sidewalk

DCCP: New Flooring Meeting rooms, Storefront glass, Roof repair

DCGC: Sink repair, Insulation removal, Exterior Lighting

New Horizons: HVAC

Budget Spend stopped April 7th, 2023

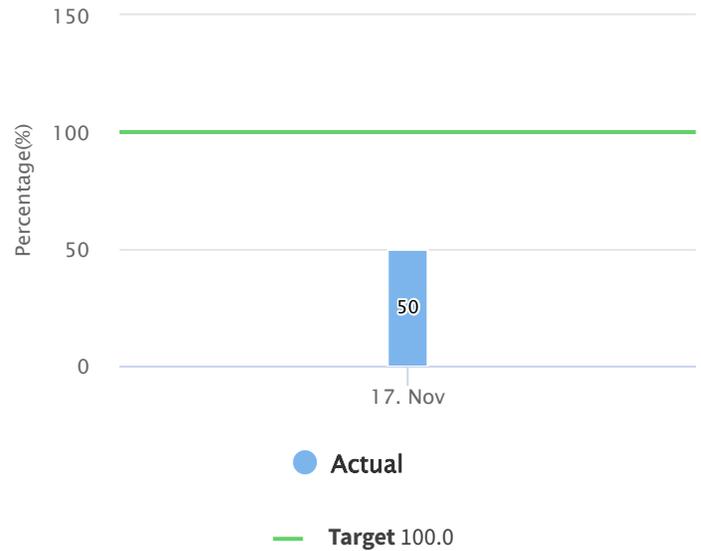
Develop County-wide Capital Outlay Construction form

Develop a Laserfiche form to be used county wide for all departments Capital Outlay Construction projects.

(Goal: 100% completion of form by June 30, 2023)

Owner: Brad Blackwelder

Last Update: Jan 11, 2023 15:01:52



Comment
Form Completed. Still in Beta

No Change

Implement Capital Outlay Construction tracking

Implementation of a county-wide Capital Outlay Construction form. (Goal: 50% departmental use by June 30, 2024 / 100% departmental use by June 30, 2025)

Owner: Brad Blackwelder

Last Update: Jan 11, 2023 15:02:18

Comment
No updated at this time. Still no change

Goal 2.1.21 Ongoing - Ongoing On Track

Enhance Employee Wellness - General Services Department

Owner: Brad Blackwelder

Update provided by Cindy Chapman on Jul 28, 2023 17:31:23

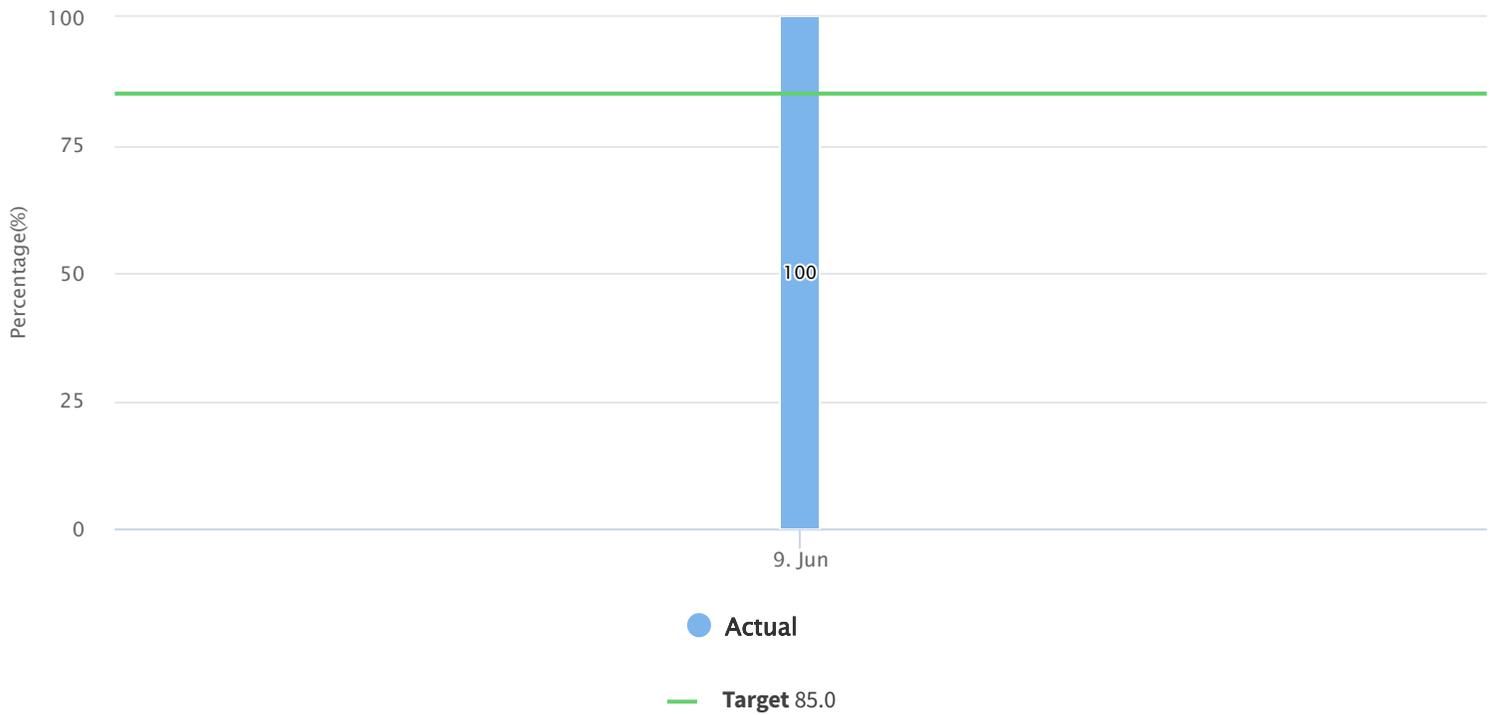
Update this period: This goal was achieved at 100%

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, 2023. (Goal: 85% or greater)

Owner: Brad Blackwelder

Last Update: Jul 28, 2023 17:31:01



Goal 2.1.23

Ongoing - Ongoing

On Track

Improve Professional Development and Training Needs of General Services Project Manager

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on May 17, 2023 19:26:54

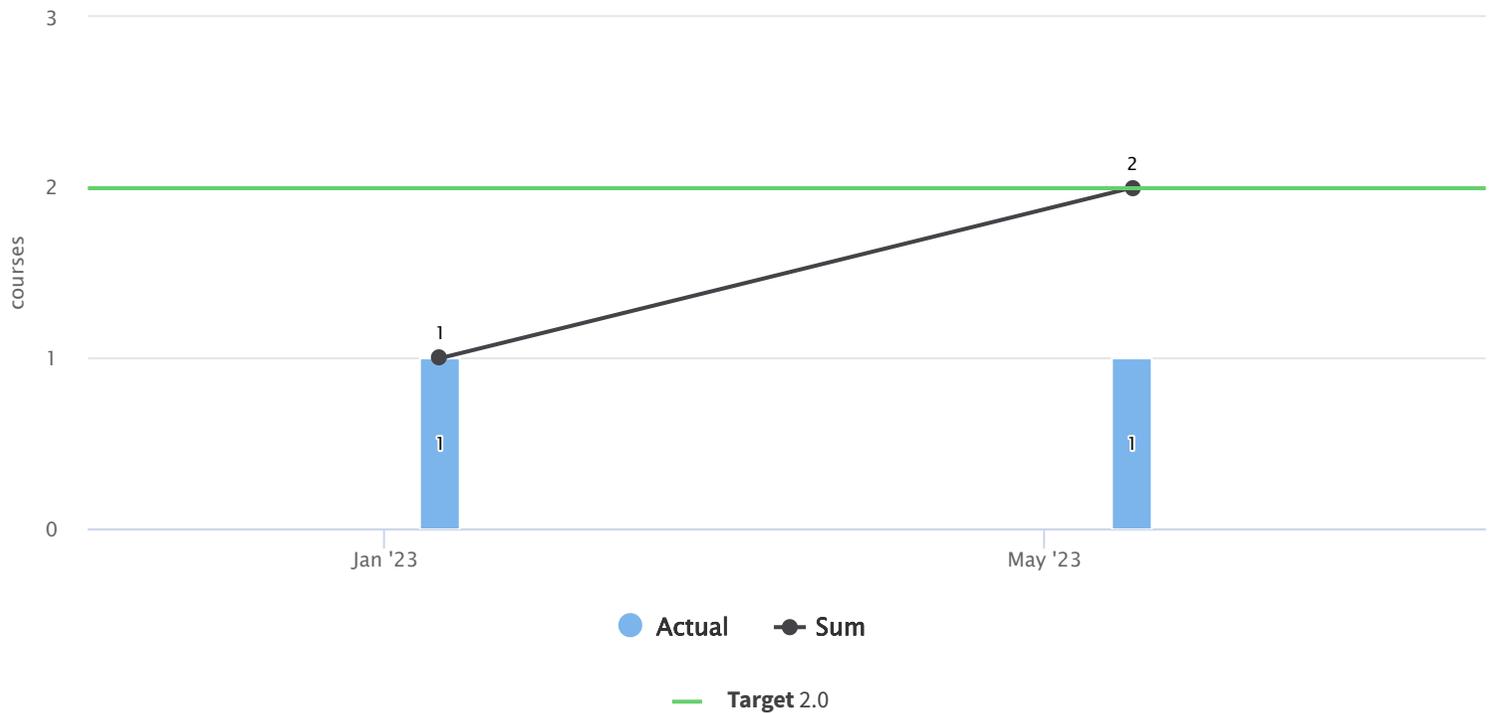
Update this period: (2) Classes taken and scheduling for FY24

Expand professional development of Project Manager

Expand professional development as a Project Manager (Goal: Attend two courses each fiscal year, through the UNC School of Government or other accredited programs for continued education or certifications)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:26:25



Comment

No Classes taken this quarter.

Follow Up to Tilt 365 supervisory knowledge

FSP and ASP taken FY23 (UNC SOG)

Goal 2.1.25

Ongoing - Ongoing

On Track

Improve Accountability and Fiscal Outcomes - General Services

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on May 17, 2023 19:29:08

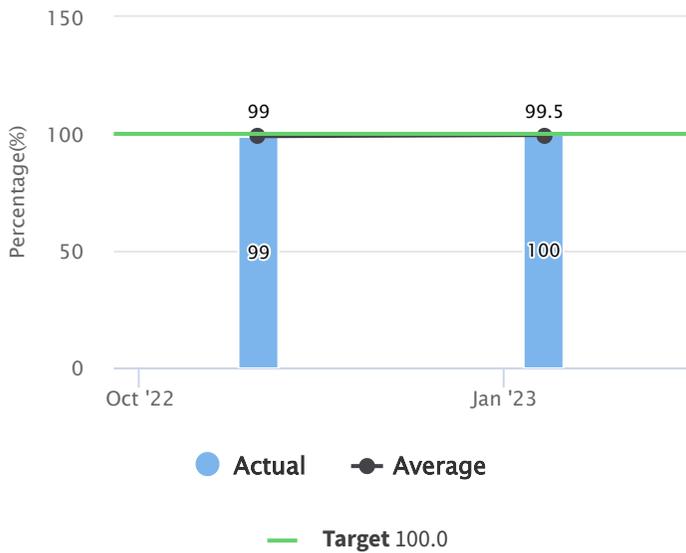
Update this period: on track and monitoring current PO and Acct Balances closely for year end closeouts.

Maintain current budgets

Maintain all General Services budgets through transfers and/or amendments to avoid deficits (Goal: 100% completed monthly)

Owner: Brad Blackwelder

Last Update: Jan 11, 2023 15:05:04



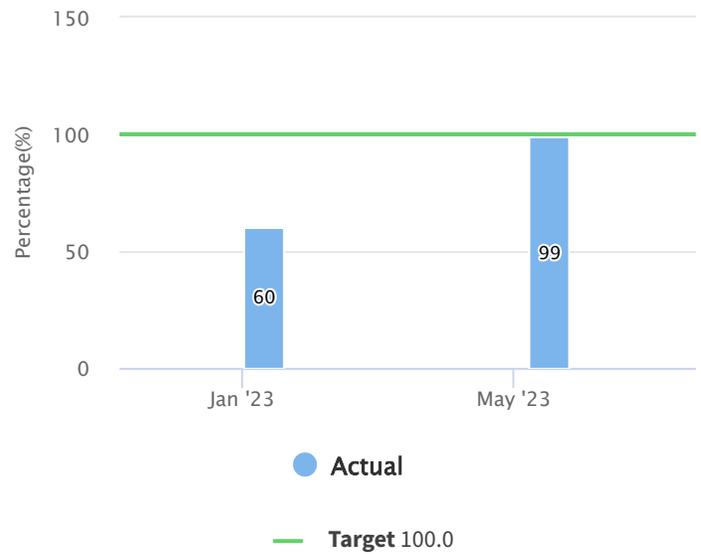
Comment
(\$.57) Postage

Review County lease agreements and General Services contracts

Audit General Services contracts and County real property lease agreements to ensure they are current each fiscal year. (Goal: 100% complete by June 30, 2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:27:18



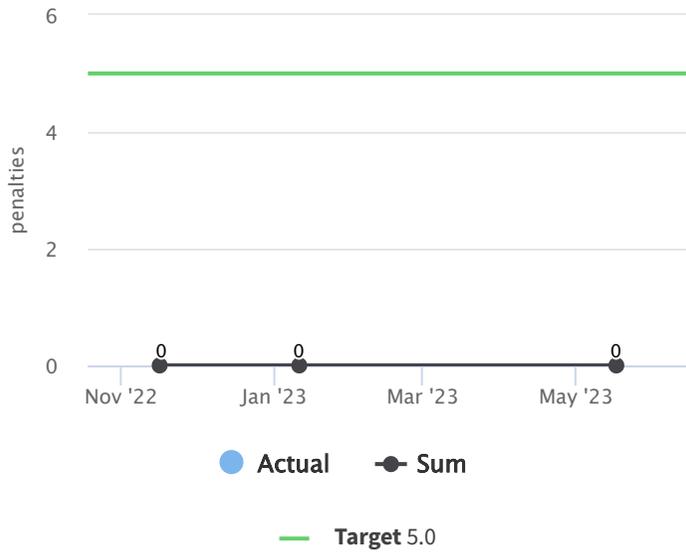
Comment
Awaiting audit report and lease file to continue tracking.
Debt Book: ID our leases to maintain, they are under current review

Process invoices timely

Process all General Services invoices in a timely manner to avoid any past due penalties. (Goal: 5 or less past due penalties by June 30, 2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:27:39



Comment

No issues.

Goal 2.1.26

Ongoing - Ongoing

On Track

Enhance Employee Growth & Safety - General Services

Owner: Brad Blackwelder

Update provided by Brad Blackwelder on May 17, 2023 19:31:26

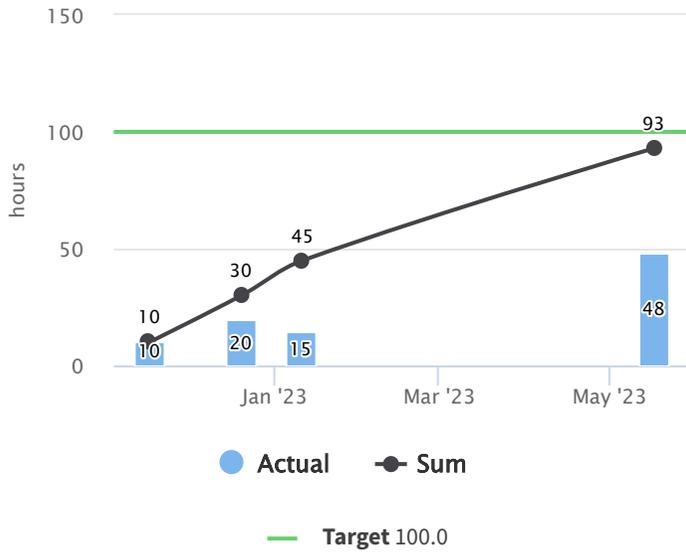
Update this period: On track and safe working days from last report

Increase training for General Services staff

Increase number of training and/ or continuous education hours for General Services staff. (Goal: 100 hours or greater by June 30, 2023)

Owner: Brad Blackwelder

Last Update: May 17, 2023 19:30:13



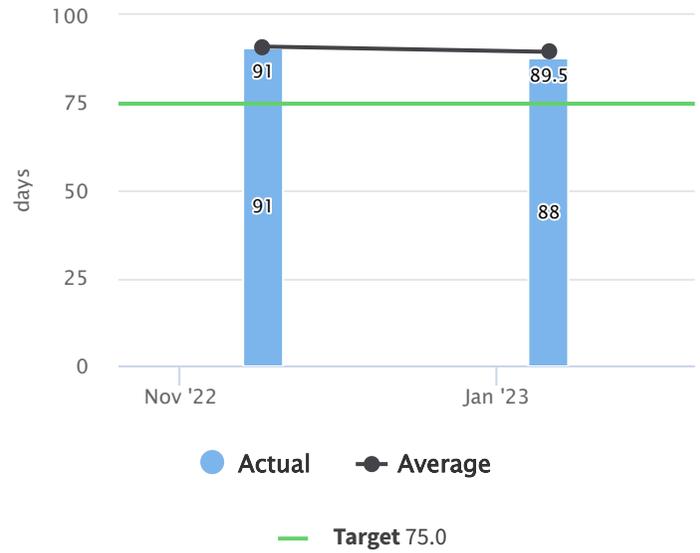
Comment
County Training Module and CDL Certification (1)
County Training Modules, County Sessions
(BDB)- ASP Cont. Ed class

Reduce Lost work days

Number of days per quarter with no lost work days due t on-the-job injuries (Goal: 75 days or greater per quarter)

Owner: Brad Blackwelder

Last Update: Jan 11, 2023 15:09:19



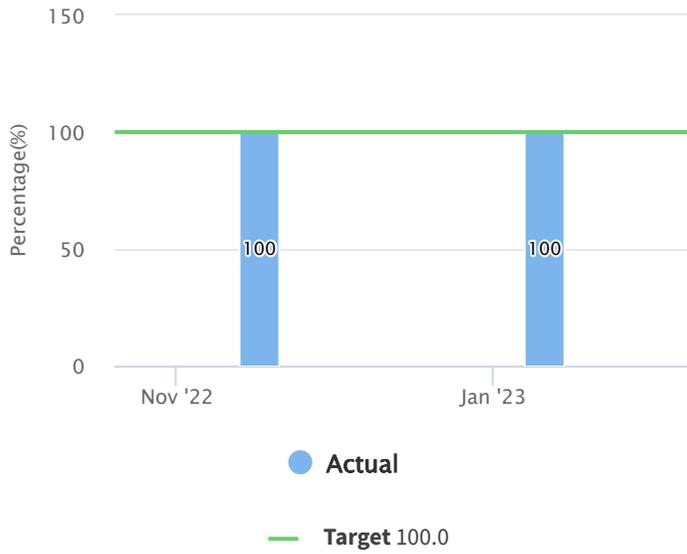
Comment
No injuries to report QT1/FY23
County Vehicle wreck: employee was on leave for 4days (QT2/FY23)

Improve Injury Reporting

Improve injury reporting notification through Employee Access for General Services staff (Goal: 100% of injuries are notified in Employee Access (Laserfiche) within 8 hours)

Owner: Brad Blackwelder

Last Update: Jan 11, 2023 15:09:39



Comment

No Injuries to report QT1/FY23

Goal 4.1.18 Jul 01, 2021 - Jun 30, 2023 Completed Progress 100%

Strengthen the County's green and energy-efficiency initiatives

Owner: Brad Blackwelder

Update provided by Cindy Chapman on Jul 27, 2023 21:12:07

Update this period: Electronics recycling events were held quarterly.

Electronic Recycling Events

Hold at least four electronics recycling events annually

Owner: Johnny Lambert and Brad Blackwelder

Last Update: Jul 10, 2023 21:16:16

