

### Mission

The mission of the General Services Department is to position itself as a leader with Franklin County through implementation of cost-effective procurement, printing, mail and surplus property services measures, as well as to provide safe vehicles to County employees so that supported county agencies have the goods and services they need to perform their jobs.

### Strategic Focus

**Primary Initiative:** SEBE - Under the leadership of the Board of Commissioners and County Administration, continue to work with the Small and Emerging Business Coordinator and agency partners to identify new and enhanced opportunities for the County to engage with local and SEBE suppliers.

**Primary Issue:** Purchasing - The Purchasing Department maintains the Board of Commissioners Purchasing Policy and periodically conducts training for all applicable Agencies on the policy. The Purchasing Director also presents relevant topics during the Fiscal Summits to ensure all agencies are informed of changes to the policy.

### Performance Spotlight

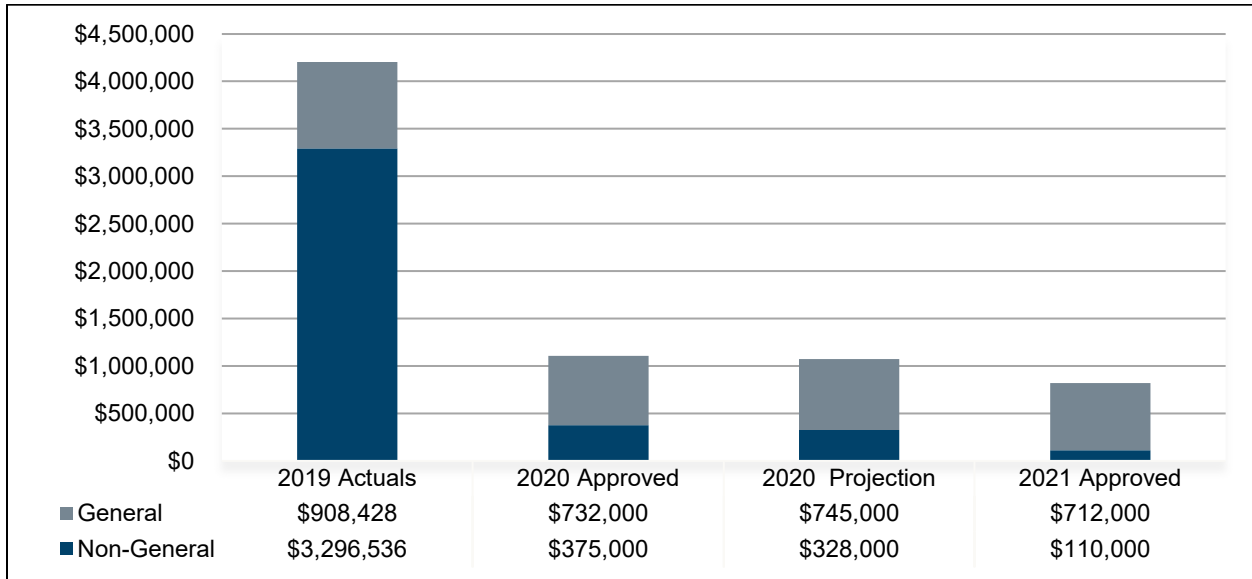
**Measure:** Percent of Dollar Value of Eligible Purchase Orders awarded to Small & Emerging Business Enterprises

**Program:** Procurement Services

About this measure		Why it is important	
In our continued pursuit of supplier diversity and equitable economic inclusion, this measure will illustrate, and help us to analyze, the engagement efforts and outcomes of the County's utilization of Small and Emerging Business Enterprises and diverse suppliers, particularly as it relates the multiple quote process and the award of purchase orders.		The Franklin County Board of Commissioners recognizes the community benefit of creating equal opportunity for all vendors to participate in the County procurement process. The advancement of economic inclusion improves equity, economic mobility and quality of life for all Franklin County residents.	
What is being done			
County agencies are taking steps to engage local and Small & Emerging Business Enterprises ("SEBEs") in all facets of County procurement. These efforts include, but are not limited to:			
<ol style="list-style-type: none"> <li>1. Providing agency stakeholders with tools to seek out and identify local vendors and SEBEs that may be able to support County procurement needs;</li> <li>2. Soliciting quotes directly from local vendors and SEBEs for opportunities under the competitive procurement threshold (less than \$50K);</li> <li>3. Advertising competitive opportunities in various local and minority-owned businesses;</li> <li>4. Engaging in outreach events with local vendors and SEBEs; and</li> <li>5. Including SEBEs in ITB/RFP/RFQ notification lists.</li> </ol>			
2019 Actual	2020 Budget	2020 Projected	2021 Budget
87%	N/A	90%	90%



**Budget Summary – Revenues**



**Primary Revenue Sources by Fund Type**

Fund Type	Fund Name (Number)	Primary Revenue Sources
General	<ul style="list-style-type: none"> <li>• General Fund (1000)</li> <li>• Fleet Capital Fund (4068)</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Chargebacks</li> <li>• Reimbursements and Refunds</li> <li>• Sheriff Cruisers Rentals</li> <li>• Transfers from the General Fund</li> </ul>
Special	None	N/A
Debt	None	N/A
Capital	None	N/A
Enterprise /Internal	None	N/A

### Comparison: 2020 Approved to 2020 Projection

	2020 Approved	2020 Projection	Variance	
			\$	%
General Fund	\$732,000	\$745,000	\$13,000	1.8%
Non-General Fund	\$375,000	\$328,000	(\$47,000)	-12.5%
<b>Total</b>	<b>\$1,107,000</b>	<b>\$1,073,000</b>	<b>(\$34,000)</b>	<b>-3.1%</b>

The \$34,000 decrease from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- Reduced cruiser rental fees from the Sheriff's Office.

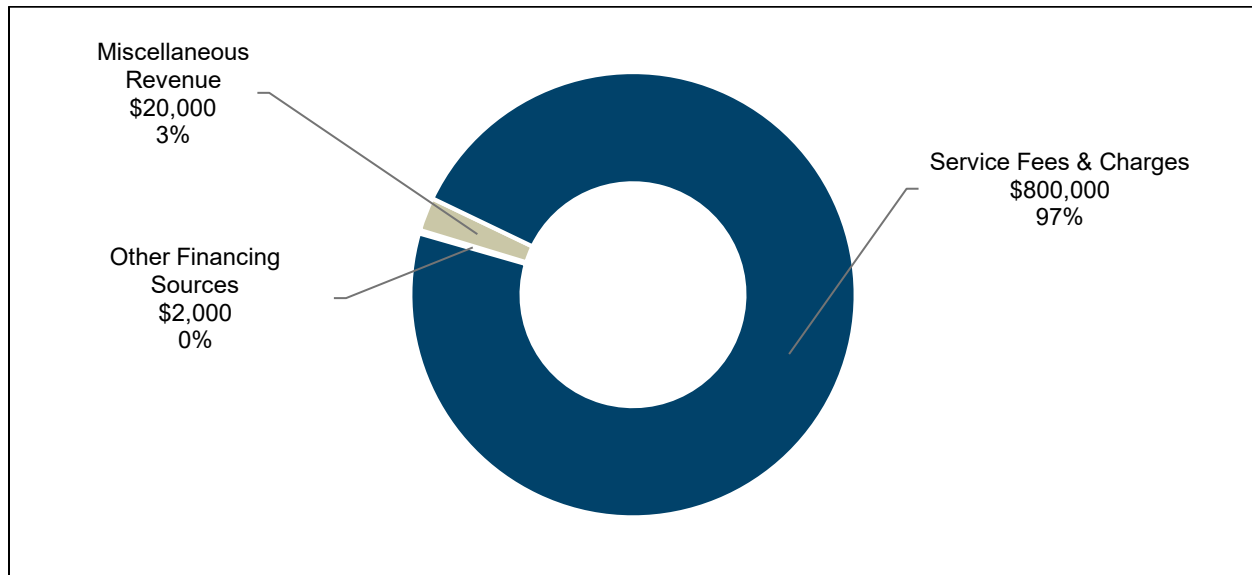
### Comparison: 2020 Approved to 2021 Approved

	2020 Approved	2021 Approved	Variance	
			\$	%
General Fund	\$732,000	\$712,000	(\$20,000)	-2.7%
Non-General Fund	\$375,000	\$110,000	(\$265,000)	-70.7%
<b>Total</b>	<b>\$1,107,000</b>	<b>\$822,000</b>	<b>(\$285,000)</b>	<b>-25.7%</b>

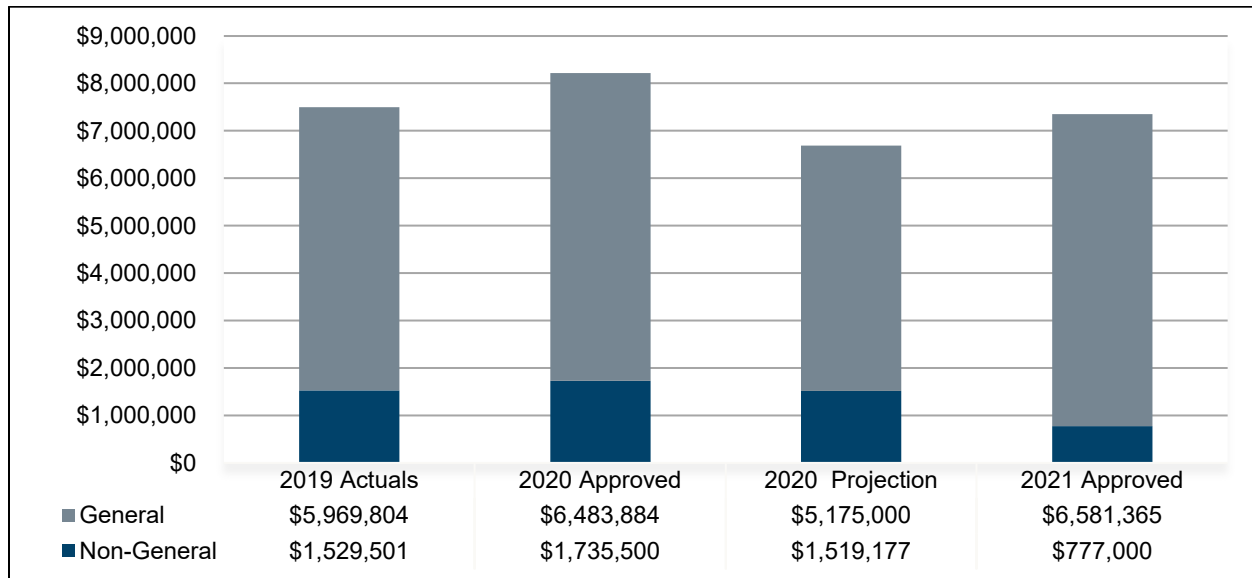
The \$285,000 decrease from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributed to:

- \$200,000 budgeted in 2020 for the one-time purchase of an Auditor's Office Mobile Headquarters, as well as an anticipated reduction of \$65,000 in cruiser rental fees received from the Sheriff's Office.

### 2021 Approved Budget Revenues by Category



### Budget Summary – Expenditures



### Significant items in the 2021 Approved Budget

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$2,767,842	37.6%
POSTAL SERVICES	\$1,515,000	20.6%
GASOLINE & OTHER FUELS	\$800,000	10.9%
MOTOR VEHICLES	\$586,400	8.0%
MV REPAIR PARTS & ACCESSORIES	\$200,000	2.7%
PAPER SUPPLIES	\$200,000	2.7%
MAINTENANCE & REPAIR AGREEMNT	\$181,526	2.5%
VEHICLE EQUIPMENT	\$132,600	1.8%
PROFESSIONAL SERVICES-OTHER	\$120,000	1.6%
TIRES & TUBES	\$100,000	1.4%
OTHER	\$754,997	10.3%
<b>TOTAL</b>	<b>\$7,358,365</b>	<b>100.0%</b>

### Comparison: 2020 Approved to 2020 Projection

	2020 Approved	2020 Projection	Variance	
			\$	%
General Fund	\$6,483,884	\$5,175,000	(\$1,308,884)	-20.2%
Non-General Fund	\$1,735,500	\$1,519,177	(\$216,323)	-12.5%
<b>Total</b>	<b>\$8,219,384</b>	<b>\$6,694,177</b>	<b>(\$1,525,207)</b>	<b>-18.6%</b>

The \$1,525,207 decrease from the 2020 Approved Budget to the 2020 Projection is primarily attributed to:

- Reduced costs of \$755,000 for decreased mailings, \$283,000 for the capital equipment delayed until 2021, \$123,000 for decreased paper supplies, and \$314,000 for reduced gasoline and fuel needs; all due to COVID-19.

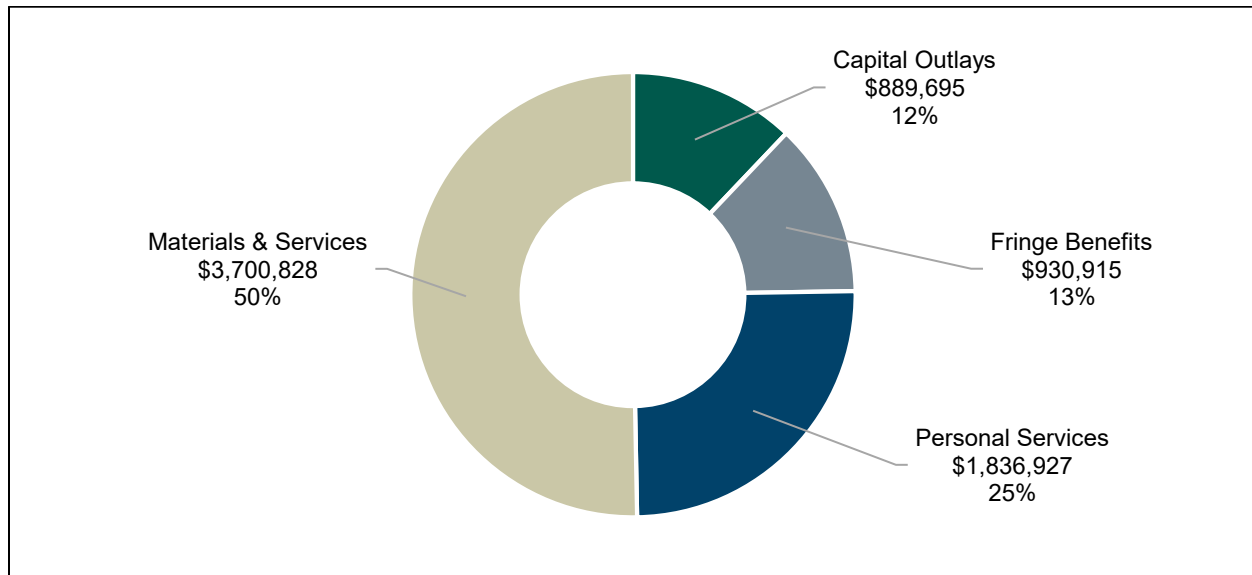
### Comparison: 2020 Approved to 2021 Approved

	2020 Approved	2021 Approved	Variance	
			\$	%
General Fund	\$6,483,884	\$6,581,365	\$97,481	1.5%
Non-General Fund	\$1,735,500	\$777,000	(\$958,500)	-55.2%
<b>Total</b>	<b>\$8,219,384</b>	<b>\$7,358,365</b>	<b>(\$861,019)</b>	<b>-10.5%</b>

The \$861,019 decrease from the 2020 Approved Budget to the 2021 Approved Budget is primarily attributed to:

- Reductions in purchases of \$850,600 for motor vehicles.

### 2021 Approved Budget Expenditures by Category



### Budget Summary – FTEs

	2020 Budget	2021 Approved	Approved Budget as % of Total FTEs
General Fund	33	37	100.0%
Non-General Fund	0	0	0.0%
<b>Total Agency FTEs</b>	<b>33</b>	<b>37</b>	<b>100.0%</b>

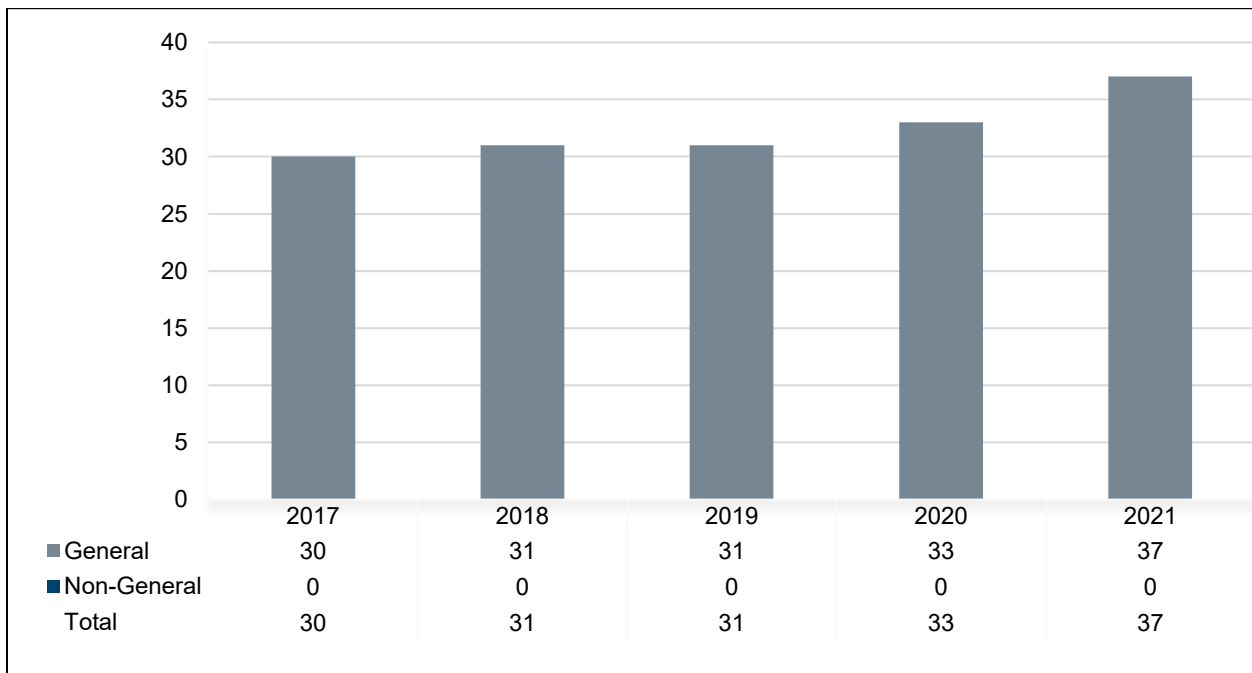
The 4.00 FTE increase from the 2020 Budget to the 2021 Approved Budget is for a Production Coordinator and a Printing Technician for the Print Shop, the creation of a Chief Equity & Economic Inclusion Officer, and the transfer of a Small & Emerging Business Coordinator from the Board of Commissioners.

### New Positions

Position Title	# of Positions	Annual Salary	Source
Production Coordinator	1	\$40,165	RFR
Printing Technician	1	\$31,200	RFR
Chief Equity & Economic Inclusion Officer	1	\$141,814	RFR
Small & Emerging Business Coordinator	1	\$74,901	RFR

Details regarding FTEs requested via RFR are available in the Request for Results section.

### Budgeted FTE History



**Vacancy Credit**

The vacancy credit process is designed to more accurately reflect the true expenditures for Personal Services and Fringe Benefits within the agency budget request. The calculations for the budget process begin with funding all approved positions for the entire year. Vacancy credits take into account that not all approved positions will be filled for the entire year. The methodology historically used by OMB to estimate an agency's vacancy credit utilizes a four-year history of unused personnel budgets to estimate an appropriate vacancy credit. However, vacancy credits may vary from the four-year average due to staffing trends or the number of positions supported within a fund.

**Salaries & Wages**

	<b>2020 Budget</b>	<b>Four-year Average</b>	<b>2021 Approved</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	4.8%	6.0%	6.0%	1.2%	0.0%

The 2021 Vacancy Credit is in line with the Four-year Average.

**Fringe Benefits**

	<b>2020 Budget</b>	<b>Four-year Average</b>	<b>2021 Approved</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	4.0%	8.9%	8.8%	4.9%	-0.1%

The 2021 Vacancy Credit is in line with the Four-year Average.

**Request for Results**

A Request for Results is a request for additional appropriations to support a new initiative or expand existing services. A Request for Results contains a detailed description of the new initiative, justification for why the increase in appropriations is necessary, and the expected outcomes. In addition to the amount of additional appropriations, a Request for Results should identify any new revenue or savings expected to be achieved from the new initiative. The Office of Management & Budget reviews each Request for Results to determine if adequate justification is provided and sufficient resources are available. The County Administrator makes a recommendation based on this review, with the Board of Commissioners making the final decision on whether the item is included in the budget.

Chief Economic Equity & Inclusion Officer			
	Fund Type	Amount Requested	Amount Approved
<b>Recommended</b>	General Fund	\$428,139	\$428,139
	<b>Request Description:</b> This request is for the addition of a full-time Chief Economic Equity & Inclusion Officer position and includes the transfer of the Small & Emerging Business Coordinator position and the Workforce Labor Program from the Board of Commissioners. It also includes \$50,000 to cover the start-up and other administrative expenses for the Equity Alliance.		
	<b>Justification:</b> The addition of the new full-time position, transfer of the existing position and program, and Equity Alliance monies are included in the 2021 budget to continue to promote equitable access to opportunity throughout the County.		

Production Coordinator and Printing Technician			
	Fund Type	Amount Requested	Amount Approved
<b>Recommended</b>	General Fund	\$129,484	\$129,484
	<b>Request Description:</b> This request is for a full-time Production Coordinator and a full-time Printing Technician for the Print Shop. These positions were planned as part of the movement of the Data Center's print operations to the Print Shop.		
	<b>Justification:</b> The addition of these two full-time positions to the Print Shop is included in the 2021 budget to maintain efficient and effective service delivery for the County's print operations, which include the printing of service packets for the Courts and ballots for the Board of Elections.		



**Vehicle Management and Maintenance**

**Program Purpose:**

The purpose of the Vehicle Management & Maintenance program is to provide vehicles to county employees so they can perform their jobs.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

New vehicle procurement, obsolete vehicle sales, vehicle replacement plans, vehicle title and registration, new vehicle delivery service, and auxiliary/accessory equipment installation. Vehicle maintenance and repair of all kinds. Accident claim processing and body damage repair.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Vehicle Management and Maintenance Program provides a set of services to assist county agencies in recovery from vehicle accidents, the purchase or sale of vehicles, and the maintenance of agency vehicles to extend their useful life and maintains them in safe and good operating condition. These services facilitate other agencies in the accomplishment of their missions.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$580,731	\$594,025	\$13,294	2.3%
Fringe Benefits	\$306,852	\$276,933	(\$29,919)	-9.8%
Materials & Services	\$1,428,162	\$1,489,888	\$61,726	4.3%
Capital Outlays	\$1,735,500	\$777,000	(\$958,500)	-55.2%
<b>Total Expenditures</b>	<b>\$4,051,245</b>	<b>\$3,137,846</b>	<b>(\$913,399)</b>	<b>-22.5%</b>

### Procurement Services

#### Program Purpose:

The purpose of the Procurement Services Program is to provide bid management services to Franklin County agencies.

#### ORC Reference Mandating this Program:

Sections 307.86 to 307.92

#### Program Services:

Legal advertisements, bid specifications review, pre-bid meetings, bid lists, vendor registrations, bid tabulations, bid openings, bid inquiry services; contract drafting, review and negotiations.

#### Core Principle:

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

#### Linkage to Core Principle:

This program provides assurances to the residents of the County that all competitive bids or proposals meet all of the requirements of the ORC and the Commissioners' policies.

### Program Budget Overview

	2020 Approved	2021 Approved	Variance \$	%
Personal Services	\$560,407	\$743,281	\$182,874	32.6%
Fringe Benefits	\$266,076	\$329,913	\$63,837	24.0%
Materials & Services	\$40,729	\$177,814	\$137,085	336.6%
<b>Total Expenditures</b>	<b>\$867,212</b>	<b>\$1,251,008</b>	<b>\$383,796</b>	<b>44.3%</b>

**Graphic Arts**

**Program Purpose:**

The purpose of Graphic Arts Services Program is to provide forms, printed material and custom design services to Franklin County agencies.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Pamphlets, manuals, note pads, business cards, forms, letterheads, envelopes, graphic design, ballots, carbonless forms, custom file folders, printing of variable data, printing and insertion of monthly statements/invoices/letters, simple posters/banners, door hangers, scoring, perforation, numbering, folding, booklets (spiral, comb and staple), multiple hole drilling on blank or printed materials, shrink wrap, and printed material deliveries.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

Supported agencies are able to disseminate printed material to their staff, the public and their clients in a timely and cost effective manner.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$232,068	\$286,593	\$54,525	23.5%
Fringe Benefits	\$136,418	\$179,165	\$42,747	31.3%
Materials & Services	\$493,624	\$453,697	(\$39,927)	-8.1%
<b>Total Expenditures</b>	<b>\$862,110</b>	<b>\$988,455</b>	<b>\$126,345</b>	<b>14.7%</b>

**Mail Services**

**Program Purpose:**

The Mail Services Program provides interoffice mail and outgoing-mail processing services to Franklin County agencies, so that they can send and receive information in a timely, cost-effective manner.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Pre-sort mail, first class mail, certified mail, eCertified mail, certified restricted mail, registered mail, international mail, 2-day priority mail, bulk mailings, and inter-office deliveries.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The residents of the County receive the information from the supported agencies in a timely and cost effective manner.

**Program Budget Overview**

	<b>2020 Approved</b>	<b>2021 Approved</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$227,759	\$213,028	(\$14,731)	-6.5%
Fringe Benefits	\$153,133	\$144,904	(\$8,229)	-5.4%
Materials & Services	\$2,014,230	\$1,579,429	(\$434,801)	-21.6%
Capital Outlays	\$43,695	\$43,695	\$0	0.0%
<b>Total Expenditures</b>	<b>\$2,438,817</b>	<b>\$1,981,056</b>	<b>(\$457,761)</b>	<b>-18.8%</b>