

Mission

The mission of the General Services Department is to position itself as a leader within 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, and advancing the principles of diversity, equity, inclusion, and accessibility using a racial equity framework.

Strategic Focus

Primary Initiative: SEBE - Under the leadership of the Board of Commissioners and County Administration, continue to work with the Chief Economic Equity and Inclusion Officer and Economic Equity Administrator with the Office of Diversity, Equity and Inclusion and agency partners to identify new and enhanced opportunities for the County to engage with local vendors and SEBE suppliers.

Primary Issue: Purchasing - Agency purchasing personnel are often unfamiliar with the competitive bidding requirements of the Ohio Revised Code (ORC). - The Purchasing Department maintains the Board of Commissioners Purchasing Policy and periodically conducts training for all applicable Agencies on the policy. Purchasing will be conducting Partnering Meetings with agencies to introduce an updated procurement staffing structure and engagement channels, discuss agency needs, review procurement policies and establish partnership practices. The Purchasing Director will continue to present relevant topics during the Fiscal Summits to ensure all agencies are informed of changes to the policy.

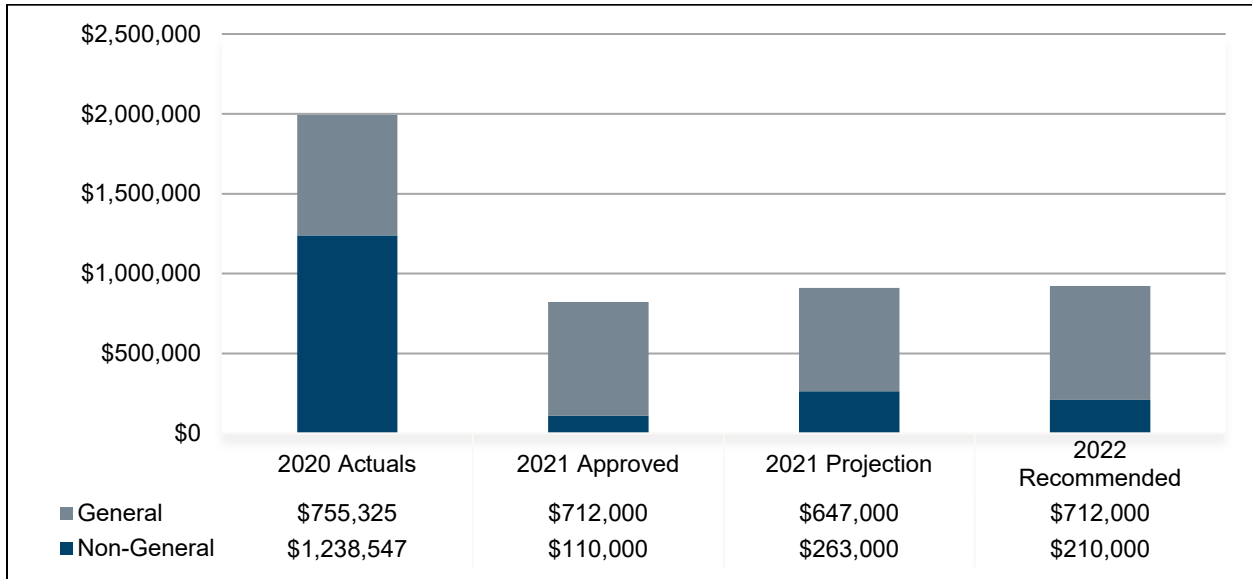
Performance Spotlight

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 to analyze, the engagement efforts and outcomes of the County’s utilization of Small & Emerging Business Enterprises and diverse suppliers, particularly as it relates to the multiple quote process and to PO awards.		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"> 1. Providing agency stakeholders with tools to seek out and identify local vendors and SEBEs that may be able to support County procurement needs; 2. Soliciting quotes directly from local vendors and SEBEs for opportunities under the competitive procurement threshold (less than \$50K); 3. Advertising competitive opportunities in various local and minority-owned businesses; 4. Engaging in outreach events with local vendors and SEBEs; and 5. Including SEBEs in ITB/RFP/RFQ notification lists. 			
2020 Actual	2021 Budget	2021 Projected	2022 Budget
81%	90%	60%	65%

Budget Summary – Revenues



Primary Revenue Sources by Fund Type

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

Comparison: 2021 Approved to 2021 Projection

	2021 Approved	2021 Projection	Variance	
			\$	%
General Fund	\$712,000	\$647,000	(\$65,000)	-9.1%
Non-General Fund	\$110,000	\$263,000	\$153,000	139.1%
Total	\$822,000	\$910,000	\$88,000	10.7%

The \$88,000 increase from the 2021 Approved Budget to the 2021 Projection is primarily attributed to:

- General Fund – Reduced needs for graphic arts services.
- Non-General Fund - Increased cruiser rental fees from the Sheriff’s Office.

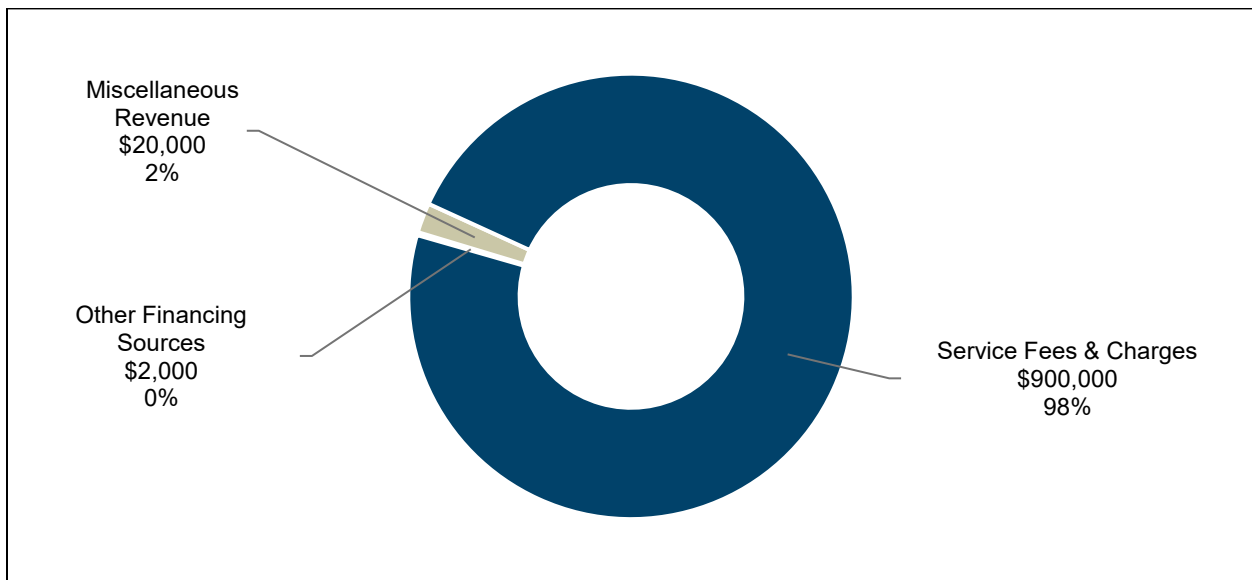
Comparison: 2021 Approved to 2022 Recommended

	2021 Approved	2022 Recommended	Variance	
			\$	%
General Fund	\$712,000	\$712,000	\$0	0.0%
Non-General Fund	\$110,000	\$210,000	\$100,000	90.9%
Total	\$822,000	\$922,000	\$100,000	12.2%

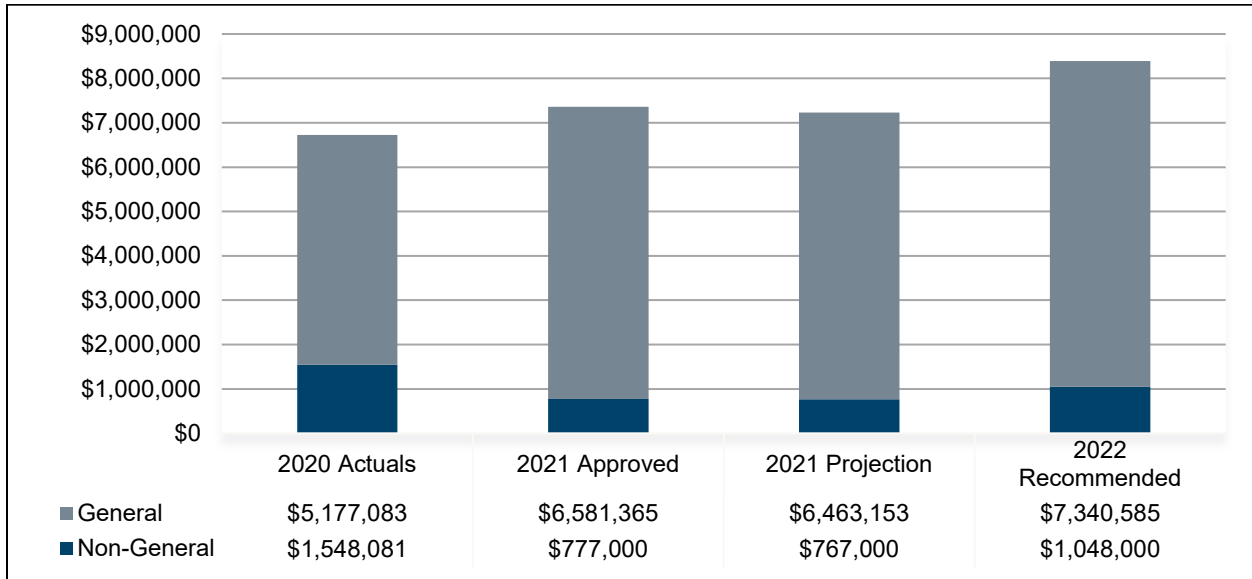
The \$100,000 increase from the 2021 Approved Budget to the 2022 Recommended Budget is primarily attributed to:

- Non-General Fund - Increased cruiser rental fees from the Sheriff’s Office.

**2022 Recommended Budget
Revenues by Category**



Budget Summary – Expenditures



Significant items in the 2022 Recommended Budget

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$2,915,351	34.8%
POSTAL SERVICES	\$1,515,000	18.1%
GASOLINE & OTHER FUELS	\$1,200,000	14.3%
MOTOR VEHICLES	\$893,000	10.6%
PROFESSIONAL SERVICES-OTHER	\$205,000	2.4%
MV REPAIR PARTS & ACCESSORIES	\$200,000	2.4%
PAPER SUPPLIES	\$200,000	2.4%
MAINTENANCE & REPAIR AGREEMNT	\$181,926	2.2%
TIRES & TUBES	\$120,000	1.4%
GENERAL SERVICES	\$108,000	1.3%
<i>Other</i>	<i>\$850,308</i>	<i>10.1%</i>
Total	\$8,388,585	100.0%

Comparison: 2021 Approved to 2021 Projection

	2021 Approved	2021 Projection	Variance	
			\$	%
General Fund	\$6,581,365	\$6,463,153	(\$118,212)	-1.8%
Non-General Fund	\$777,000	\$767,000	(\$10,000)	-1.3%
Total	\$7,358,365	\$7,230,153	(\$128,212)	-1.7%

The \$128,212 decrease from the 2021 Approved Budget to the 2021 Projection is primarily attributed to:

- General Fund – Savings due to greater-than-budgeted vacancies, and deferring the purchase of a plate maker for the Print Shop to 2022; partially offset by increased fuel costs.
- Non-General Fund – Lower than anticipated software costs for the Fleet Management System.

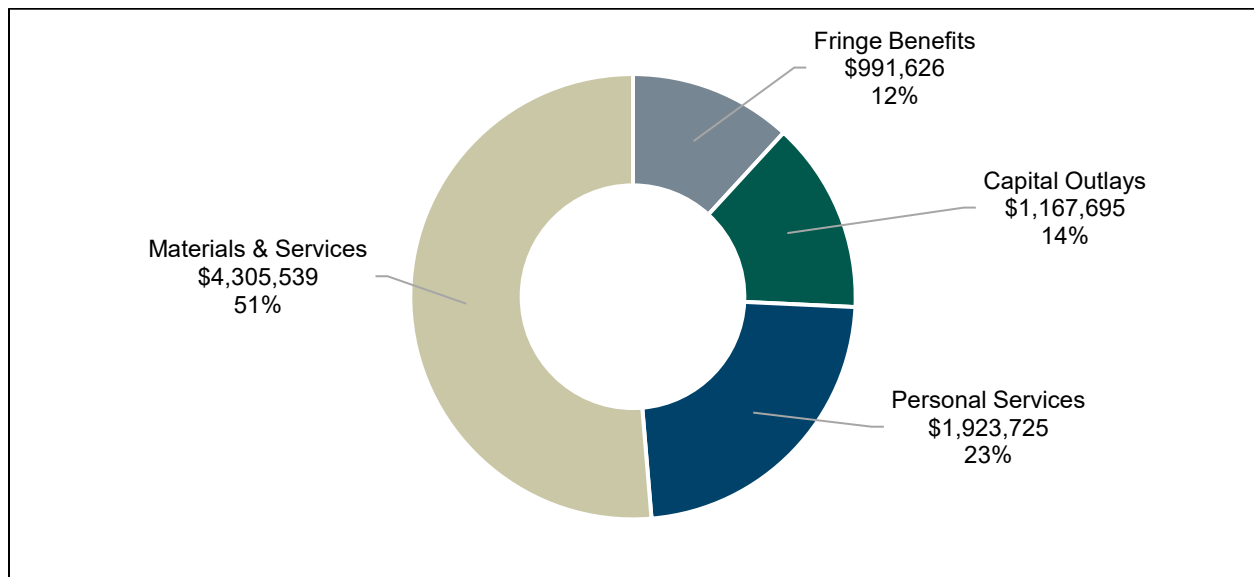
Comparison: 2021 Approved to 2022 Recommended

	2021 Approved	2022 Recommended	Variance	
			\$	%
General Fund	\$6,581,365	\$7,340,585	\$759,220	11.5%
Non-General Fund	\$777,000	\$1,048,000	\$271,000	34.9%
Total	\$7,358,365	\$8,388,585	\$1,030,220	14.0%

The \$1,030,220 increase from the 2021 Approved Budget to the 2022 Recommended Budget is primarily attributed to:

- General Fund – Increased fuel costs, as well as the transfer of the DEI Administrator from Human Resources to the Office of Diversity, Equity, & Inequality during 2021.
- Non-General Fund – An increase in funding for motor vehicle purchases.

**2022 Recommended Budget
Expenditures by Category**



Budget Summary – FTEs

	2021 Budget	2022 Recommended	Recommended Budget as % of Total FTEs
General Fund	37.00	39.00	100.0%
Non-General Fund	0.00	0.00	0.0%
Total Agency FTEs	37.00	39.00	100.0%

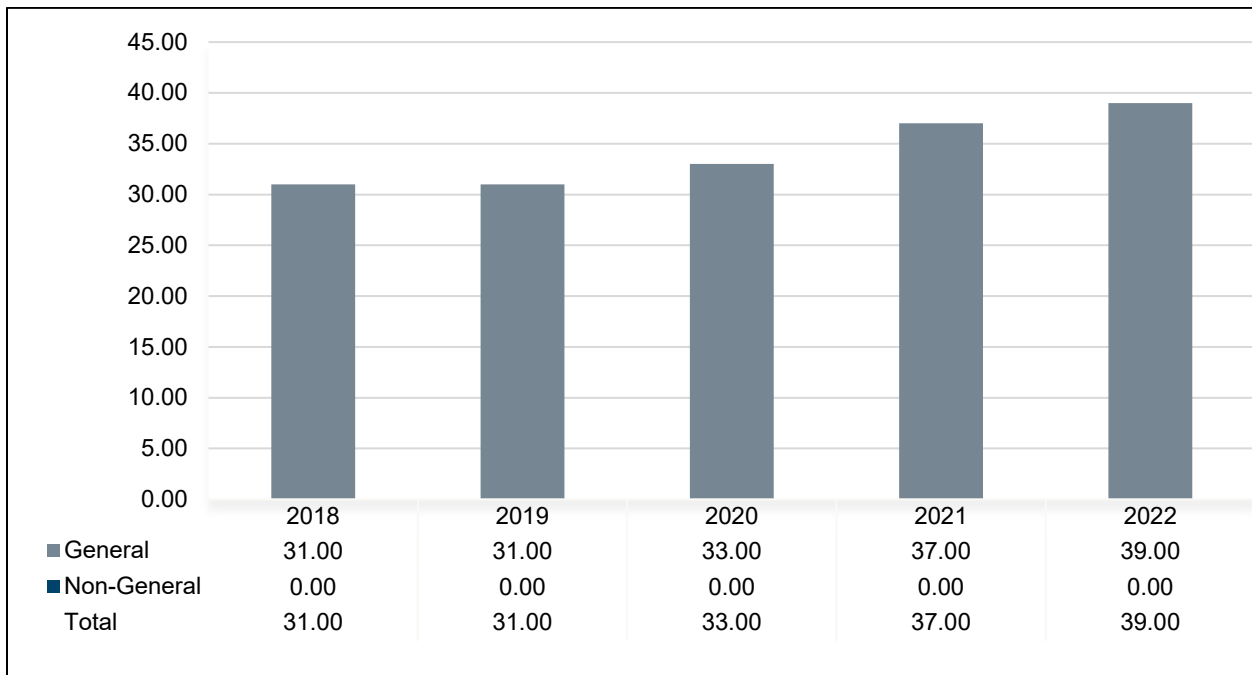
The 2.00 FTE increase from the 2021 Budget to the 2022 Recommended Budget is due to the transfer of the DEI Administrator from Human Resources to General Services and the addition of the DEI Project Manager.

New Positions

Position Title	# of Positions	Annual Salary	Source
DEI Administrator	1	\$63,710	Transferred from HR
DEI Project Manager	1	\$51,213	RFR

Details regarding FTE recommended 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

	2021 Budget	Four-year Average	2022 Recommended	% Point Change to:	
				PY Budget	Average
General Fund	6.0%	8.7%	8.8%	2.8%	0.1%

The 2022 Vacancy Credit is in line with the Four-year Average.

Fringe Benefits

	2021 Budget	Four-year Average	2022 Recommended	% Point Change to:	
				PY Budget	Average
General Fund	8.8%	10.6%	11.6%	2.8%	1.0%

The 2022 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.

ODEI Project Manager			
	Fund Type	Amount Requested	Amount Recommended
Recommended	General Fund	\$77,220	\$77,220
	<p>Request Description: The agency is requesting a Project Manager in the Office of Diversity, Equity, and Inclusion (ODEI). This position will play a major role in the County Futures program, and will work closely with ODEI staff, other County agencies, and with partner organizations. The Project Manager will also assist with other efforts within ODEI.</p>		
	<p>Recommendation: OMB recommends the addition of this position in order to increase the County's diversity, equity, and inclusion efforts, including the BOC's County Futures Program.</p>		

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:

Vehicle maintenance and repair of all kinds. 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

	2021 Approved	2022 Recommended	Variance	
			\$	%
Personal Services	\$594,025	\$592,900	(\$1,125)	-0.2%
Fringe Benefits	\$276,933	\$278,054	\$1,121	0.4%
Materials & Services	\$1,489,888	\$1,953,244	\$463,356	31.1%
Capital Outlays	\$777,000	\$1,048,000	\$271,000	34.9%
Total Expenditures	\$3,137,846	\$3,872,198	\$734,352	23.4%

Procurement Services

Program Purpose:

The purpose of the Procurement Services Program is to provide competitive procurement management and sourcing support services to Franklin County agencies.

ORC Reference Mandating this Program:

Sections 307.86 to 307.92

Program Services:

Vendor management and registration; legal advertisements, bid specifications review, pre-bid proposal meetings, bid/proposal 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, as well as non-competitive procurements, meet all of the requirements of the ORC and the Commissioners' policies.

Program Budget Overview

	2021 Approved	2022 Recommended	Variance	
			\$	%
Personal Services	\$743,281	\$552,498	(\$190,783)	-25.7%
Fringe Benefits	\$329,913	\$263,962	(\$65,951)	-20.0%
Materials & Services	\$177,814	\$82,609	(\$95,205)	-53.5%
Total Expenditures	\$1,251,008	\$899,069	(\$351,939)	-28.1%

* The Procurement Services Program included \$428,139 in the 2021 Approved Budget for the Office of Diversity, Equity, & Inclusion.

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, court documents, 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

	2021 Approved	2022 Recommended	Variance	
			\$	%
Personal Services	\$286,593	\$273,257	(\$13,336)	-4.7%
Fringe Benefits	\$179,165	\$179,985	\$820	0.5%
Materials & Services	\$453,697	\$423,127	(\$30,570)	-6.7%
Capital Outlays	\$69,000	\$74,000	\$5,000	7.2%
Total Expenditures	\$988,455	\$950,369	(\$38,086)	-3.9%

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

	2021 Approved	2022 Recommended	Variance	
			\$	%
Personal Services	\$213,028	\$214,708	\$1,680	0.8%
Fringe Benefits	\$144,904	\$149,372	\$4,468	3.1%
Materials & Services	\$1,579,429	\$1,583,029	\$3,600	0.2%
Capital Outlays	\$43,695	\$45,695	\$2,000	4.6%
Total Expenditures	\$1,981,056	\$1,992,804	\$11,748	0.6%

Office of Diversity, Equity, & Inclusion

Program Purpose:

The Office of Diversity, Equity, and Inclusion (ODEI) is charged with leading the DEI strategy for Franklin County. Using a racial equity framework ODEI will build a sustainable infrastructure advancing the principles of diversity, equity, inclusion, and accessibility in the ways we recruit, retain, develop, procure, and offer our services. We will disrupt the historical influences of systemic oppression by dismantling the structural barriers that perpetuate the disparities and inequities embedded in the outcomes we all experience.

ORC Reference Mandating this Program:

N/A

Program Services:

Diversity, Equity, Inclusion, and Accessibility workshops, training, and seminars; cultural climate surveys, Internal and external policy development, recruitment and retention; vendor outreach, technical support, and support and outreach events with small and emerging businesses.

Core Principle:

Promote Racial Equity, Inclusion, & Diversity

Linkage to Core Principle:

ODEI collaborates to promote racial equity, creates and sustains equity principles in the organizational culture, and strengthens economic equity.

Program Budget Overview

	2021 Approved	2022 Recommended	Variance	
			\$	%
Personal Services	\$0	\$290,362	\$290,362	N/A
Fringe Benefits	\$0	\$120,253	\$120,253	N/A
Materials & Services	\$0	\$263,530	\$263,530	N/A
Total Expenditures	\$0	\$674,145	\$674,145	N/A

* The Procurement Services Program included \$428,139 in the 2021 Approved Budget for the Office of Diversity, Equity, & Inclusion.