

### Mission

The mission of the Public Facilities Management department is to provide centralized, cost effective, efficient, and professional building services to County employees and visitors, so that they can work and conduct business in a safe, comfortable, functional, and eco-friendly environment.

### Strategic Focus

**Primary Initiative:** Construction Projects - PFM will complete construction projects on time and on budget.

**Primary Issue:** Facilities Master Plan - PFM has the responsibility of developing a Facilities Master plan to determine facility needs including construction projects to accommodate County space needs and maintenance of critical infrastructure to preserve county facilities. . The preservation of a mature portfolio of existing facilities continues to be addressed. PFM must consistently shift priorities based upon circumstances. The impact has led PFM to take strides towards conducting facility assessments to allow for strategic planning and prioritization of the operational requirements of the county offices and agencies.

- PFM will continue to provide improved/expanded workspace, more comfortable and safer facilities, and ensure employees workspace meets the operational needs. With the Capital Improvement Plan (CIP), PFM will continue to conduct facility assessments and make prudent, forward looking decisions. PFM will prioritize action items within the CIP to ensure we can continue to meet the operational requirements and needs of county agencies as well as complete projects within an established timeframe.

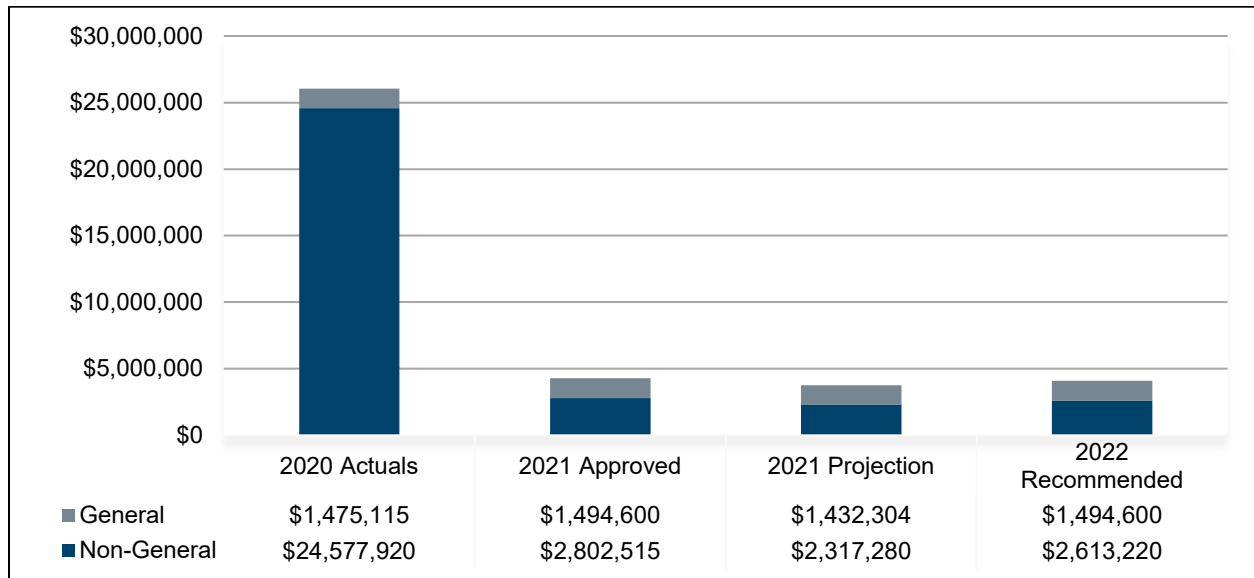
### Performance Spotlight

**Measure:** Number of projects completed

**Program:** Construction

About this measure		Why it is important	
This measure tracks the number of approved projects that have been completed within the established time frame.		Construction services are important to County agencies and serves the public by having cost efficient and user-friendly facilities. The preservation of a mature portfolio of existing facilities continues to be addressed. PFM must consistently shift priorities based upon circumstances. The impact has led PFM to take strides towards conducting facility assessments to all for strategic planning and prioritization of the operational requirements of county offices and agencies.	
What is being done			
PFM will continue to provide improved/expanded workspace, more comfortable and safer facilities, and ensure employees workspace meets the operational needs. With the Facility Renovation Bond Fund, Permanent Improvement Fund, and General Fund Construction, PFM will continue to conduct facility assessments and make prudent, forward looking decisions. Action Items will be prioritized to ensure we continue to meet the operational requirements of county agencies as well as complete the projections within an established timeframe.			
2020 Actual	2021 Budget	2021 Projected	2022 Budget
29	7	21	8

**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>• Permanent Improvement Fund (4041)</li> </ul>	<ul style="list-style-type: none"> <li>• User Fees from other agencies</li> <li>• Rental Agreements</li> <li>• Recycling Collections</li> <li>• Transfers from the General Fund</li> </ul>
Special	None	N/A
Debt	None	N/A
Capital	<ul style="list-style-type: none"> <li>• Public Safety Center Fund (4067)</li> <li>• Facility Renovation Bond Fund (4071)</li> </ul>	<ul style="list-style-type: none"> <li>• Transfers from the General Fund</li> <li>• Bond Proceeds</li> </ul>
Enterprise /Internal	<ul style="list-style-type: none"> <li>• Parking Facilities Fund (1002)</li> </ul>	<ul style="list-style-type: none"> <li>• User Fees</li> </ul>

**Comparison: 2021 Approved to 2021 Projection**

	<b>2021 Approved</b>	<b>2021 Projection</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$1,494,600	\$1,432,304	(\$62,296)	-4.2%
Non-General Fund	\$2,802,515	\$2,317,280	(\$485,235)	-17.3%
<b>Total</b>	<b>\$4,297,115</b>	<b>\$3,749,584</b>	<b>(\$547,531)</b>	<b>-12.7%</b>

The \$547,531 decrease from the 2021 Approved Budget to the 2021 Projection is primarily attributed to:

- The decrease in daily parking fees collected within the Parking Facilities Fund.

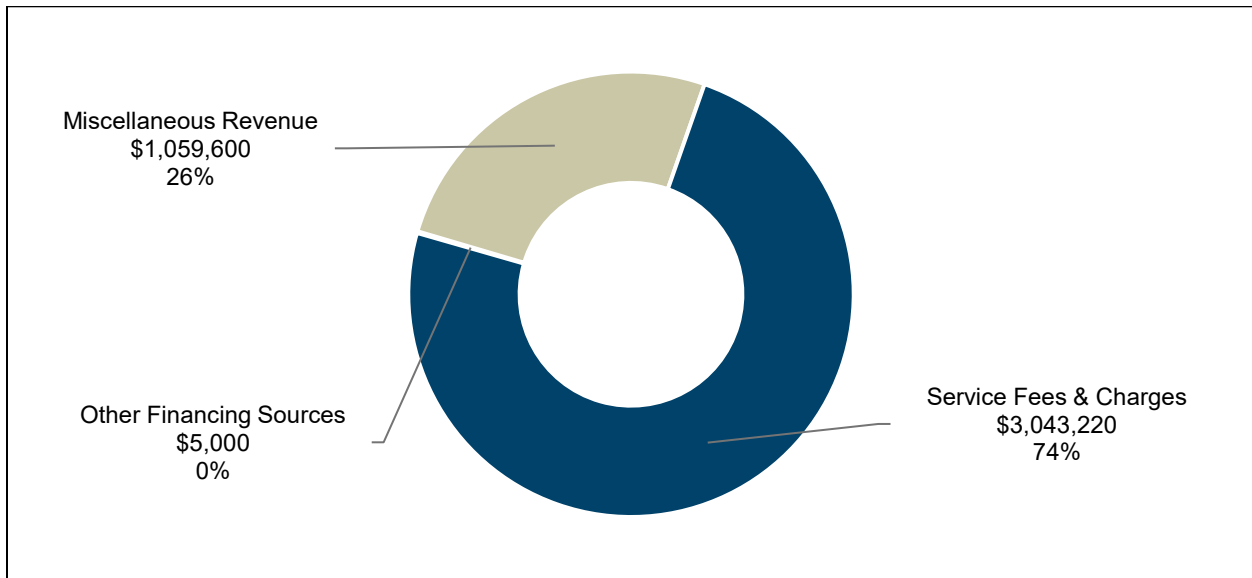
**Comparison: 2021 Approved to 2022 Recommended**

	<b>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
General Fund	\$1,494,600	\$1,494,600	\$0	0.0%
Non-General Fund	\$2,802,515	\$2,613,220	(\$189,295)	-6.8%
<b>Total</b>	<b>\$4,297,115</b>	<b>\$4,107,820</b>	<b>(\$189,295)</b>	<b>-4.4%</b>

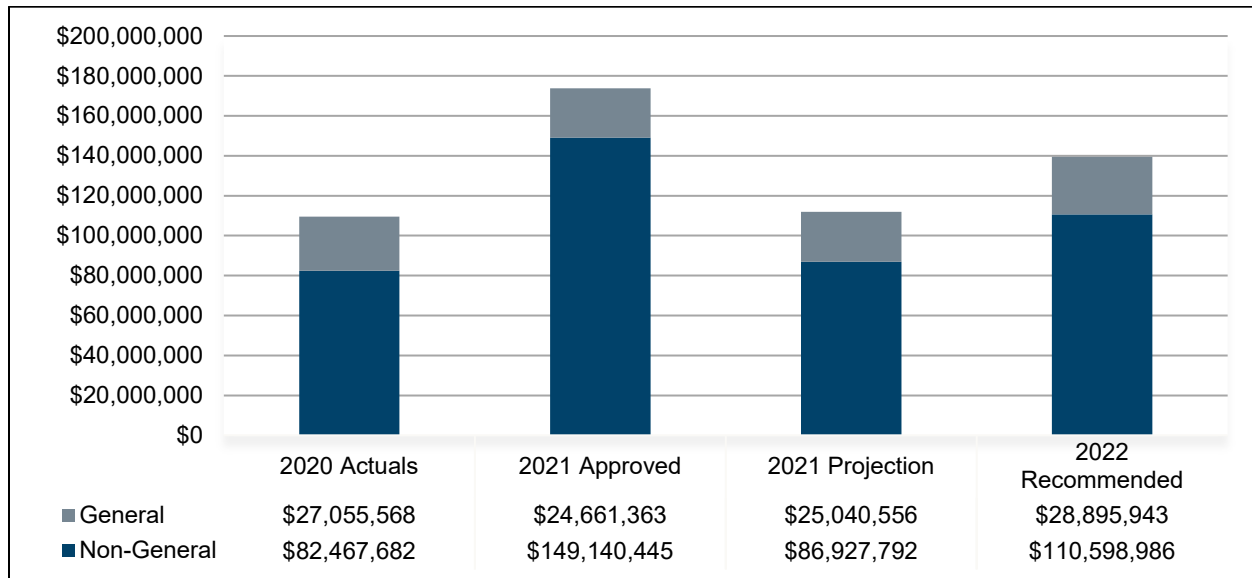
The \$189,295 decrease from the 2021 Approved Budget to the 2022 Recommended Budget is primarily attributed to:

- The transfer of the Telecommunications program to the Data Center.

**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	\$13,009,358	9.3%
BUILDING CONSTRUCTION	\$85,537,079	61.3%
BLDG REMODELING/REHABILITATION	\$22,206,995	15.9%
ELECTRICITY	\$4,636,497	3.3%
BUILDING MAINTENANCE & REPAIR	\$4,344,829	3.1%
MAINTENANCE & REPAIR AGREEMNT	\$2,340,609	1.7%
WATER & SEWER	\$977,387	0.7%
OTHER SERVICES & CHARGES	\$957,000	0.7%
NATURAL GAS	\$813,359	0.6%
EQUIPMENT MAINTENANCE & REPAIR	\$610,714	0.4%
OTHER	\$4,061,102	2.9%
<b>TOTAL</b>	<b>\$139,494,929</b>	<b>100.0%</b>

**Comparison: 2021 Approved to 2021 Projection**

	2021 Approved	2021 Projection	Variance	
			\$	%
General Fund	\$24,661,363	\$25,040,556	\$379,193	1.5%
Non-General Fund	\$149,140,445	\$86,927,792	(\$62,212,653)	-41.7%
<b>Total</b>	<b>\$173,801,808</b>	<b>\$111,968,348</b>	<b>(\$61,833,460)</b>	<b>-35.6%</b>

The \$61,833,460 decrease from the 2021 Approved Budget to the 2021 Projection is primarily attributed to:

- A decrease within the Public Safety Center Fund, offset by the transfer made to the ADAMH Crisis Center, as well as an increase within the General Fund related to COVID-19 expenditures.

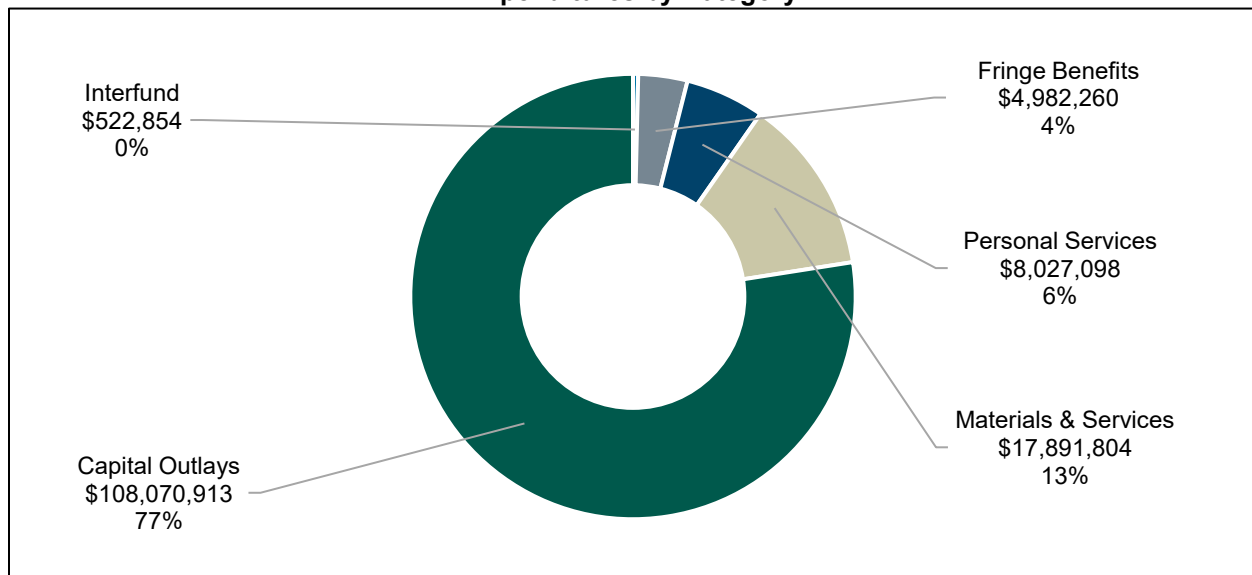
**Comparison: 2021 Approved to 2022 Recommended**

	2021 Approved	2022 Recommended	Variance	
			\$	%
General Fund	\$24,661,363	\$28,895,943	\$4,234,580	17.2%
Non-General Fund	\$149,140,445	\$110,598,986	(\$38,541,459)	-25.8%
<b>Total</b>	<b>\$173,801,808</b>	<b>\$139,494,929</b>	<b>(\$34,306,879)</b>	<b>-19.7%</b>

The \$34,306,879 decrease from the 2021 Approved Budget to the 2022 Recommended Budget is primarily attributed to:

- Decreases within the Public Safety Center Fund, Facilities Renovation Bond Fund, and Corrections Center Bond Fund, partially offset by an increase within the General Fund due to the timing of building maintenance and repair agreement expenditures.
- In the General Fund, the increase is related to additional building maintenance staff and operational costs for the new corrections center.

**2022 Recommended Budget  
Expenditures by Category**



**Budget Summary – FTEs**

	2021 Budget	2022 Recommended	Recommended Budget as % of Total FTEs
General Fund	154.11	190.70	93.6%
Non-General Fund	14.64	13.05	6.4%
<b>Total Agency FTEs</b>	<b>168.75</b>	<b>203.75</b>	<b>100.0%</b>

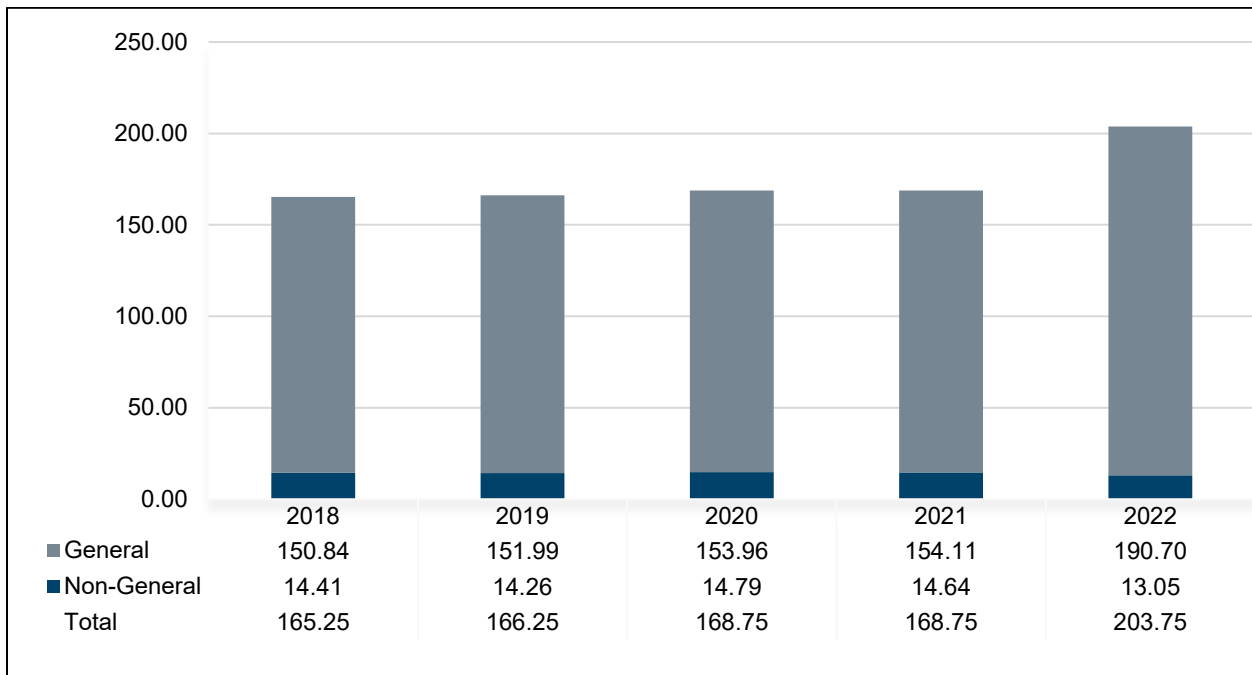
The 35.00 FTE increase from the 2021 Budget to the 2022 Recommended Budget is primarily due to the additional staffing for the new correction center. During 2021, four FTEs were transferred to the Data Center and two FTEs to Human Resources. These were offset by the addition of five FTEs approved by Resolution No. 0453-21.

**New Positions**

Position Title	# of Positions	Annual Salary	Source
<i>Building Maintenance Staff</i>	36	<i>Various</i>	<i>RFR</i>

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>2021 Budget</b>	<b>Four-year Average</b>	<b>2022 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	12.0%	14.4%	12.0%	0.0%	-2.4%
Parking Facilities Fund	3.0%	11.1%	2.0%	-1.0%	-9.1%

The vacancy credit within Salaries & Wages for 2022 is in line with the 2021 Budget within the General Fund.

Due to the number of FTEs, the vacancy credit is only 2.0% in Salaries & Wages within the Parking Facilities Fund.

**Fringe Benefits**

	<b>2021 Budget</b>	<b>Four-year Average</b>	<b>2022 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	13.0%	17.5%	13.0%	0.0%	-4.5%
Parking Facilities Fund	3.0%	16.4%	2.0%	-1.0%	-14.4%

The vacancy credit within Fringe Benefits for 2022 is in line with the 2021 Budget within the General Fund.

Due to the number of FTEs, the vacancy credit is only 2.0% in Fringe Benefits within the Parking Facilities Fund.

**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.

<b>New Corrections Center Operational</b>		
<b>Fund Type</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
General Fund	\$1,729,664	\$1,729,664
<b>Request Description:</b> Funding is needed to provide for the additional services, equipment, and materials for the new Corrections Center. These services and supplies are needed in order to ensure PFM is providing a safe and comfortable environment at the new Corrections Center.		
<b>Recommendation:</b> OMB recommends the additional funding, which is needed to properly maintain the operations of the new Corrections Center.		

<b>New Corrections Center PFM Maintenance FTEs</b>		
<b>Fund Type</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
General Fund	\$1,908,352	\$1,908,352
<b>Request Description:</b> This request is for addition of 2 Building Managers, 2 Corrections Foreman, 11 Environmental Tech, 4 Service Tech, 2 Electricians, 1 Safety and Security Tech, 1 Painter, 2 Landscaper and 11 Housekeepers. These staff have been requested to adequately support the opening of the new corrections center opening in 2022.		
<b>Recommendation:</b> OMB recommends the addition of these positions based on the need due to the change in philosophies from indirect supervision to a direct supervision style. These positions were identified as part of the staffing analysis conducted by the firm providing transition and activation services in conjunction with the new corrections center.		



**General Amenities**

**Program Purpose:**

The purpose of the General Amenities Program is to provide supplemental building services and amenities to building residents and visitors so that they can work and conduct business in a comfortable and user-friendly environment.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Building amenities (e.g. AV equipment and ATMs.); directional/informational (e.g. signage and telephone operator); meeting rooms/special event spaces; pool cars; contract compliance for food and vending services.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The General Amenities Program promotes efficient, responsive, and fiscally sustainable government operations by providing efficient and quality centralized services to County agencies and departments so that County staff and visitors can use supplemental building services and amenities to work and conduct business.

**Program Budget Overview**

	<b>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$203,478	\$284,559	\$81,081	39.8%
Fringe Benefits	\$138,795	\$190,276	\$51,481	37.1%
Materials & Services	\$163,448	\$222,249	\$58,801	36.0%
<b>Total Expenditures</b>	<b>\$505,721</b>	<b>\$697,084</b>	<b>\$191,363</b>	<b>37.8%</b>

**Telecommunications**

**Program Purpose:**

The purpose of the Telecommunications Program is to provide telecommunication services to County agencies in support of operational requirements.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Basic and IP telephony services; voice mail services; inmate telephones; telephone system maintenance and support; IP system enhancements.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Telecommunications Program promotes efficient, responsive and fiscally sustainable government operations by providing efficient and quality centralized telecommunication services to County agencies and departments so that they can communicate their services and provide information to their customers.

**Program Budget Overview**

	2021	2022	Variance	
	Approved	Recommended	\$	%
Personal Services	\$279,286	\$0	(\$279,286)	-100.0%
Fringe Benefits	\$139,859	\$0	(\$139,859)	-100.0%
Materials & Services	\$981,597	\$0	(\$981,597)	-100.0%
Interfund	\$50,000	\$0	(\$50,000)	-100.0%
<b>Total Expenditures</b>	<b>\$1,450,742</b>	<b>\$0</b>	<b>(\$1,450,742)</b>	<b>-100.0%</b>

\* The operation and duties of the Telecommunications Program were transferred to the Franklin County Data Center beginning June 7, 2021.

**Parking Facilities**

**Program Purpose:**

The purpose of the Parking Facilities Program is to provide affordable self-supporting parking opportunities for County employees and visitors.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Parking spaces

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Parking Program promotes efficient, responsive, and fiscally sustainable governmental operations by providing quality customer service to the public through efficient and cost-effective internal services including centralized parking services in close proximity to County facilities. This program also ensures housing County vehicles near to County facilities so that they are readily accessible to County employees for conducting official business in an efficient manner.

**Program Budget Overview**

	2021	2022	Variance	
	Approved	Recommended	\$	%
Personal Services	\$554,881	\$550,284	(\$4,597)	-0.8%
Fringe Benefits	\$335,897	\$348,890	\$12,993	3.9%
Materials & Services	\$1,373,066	\$1,432,884	\$59,818	4.4%
Interfund	\$495,800	\$498,000	\$2,200	0.4%
<b>Total Expenditures</b>	<b>\$2,759,644</b>	<b>\$2,830,058</b>	<b>\$70,414</b>	<b>2.6%</b>

**Building Maintenance**

**Program Purpose:**

The purpose of the Building Maintenance Program is to provide maintenance response services to our building residents in County facilities.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Services include: move management; deliveries; fire suppression; housekeeping/cleaning; laundry; kitchen equipment; electrical system; lighting system; plumbing system; HVAC system; painting; carpentry; landscape; snow and ice removal; green space maintenance; IT maintenance, alarm system monitoring and testing; security cameras; ID badges; access control, locks; safety incidents response; safety systems; emergency evacuation plans; safety training sessions.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Building Maintenance Program promotes efficient, responsive, and fiscally sustainable government operations by providing efficient and quality centralized services to County agencies and departments and other governmental entities so that building residents and visitors can work and conduct business in well maintained facilities and residents can follow and direct the public in established safety practices during facility drills and emergency events.

**Program Budget Overview**

	<b>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$4,738,452	\$6,187,612	\$1,449,160	30.6%
Fringe Benefits	\$2,838,235	\$3,974,165	\$1,135,930	40.0%
Materials & Services	\$12,031,867	\$15,447,911	\$3,416,044	28.4%
Capital Outlays	\$35,000	\$326,839	\$291,839	833.8%
<b>Total Expenditures</b>	<b>\$19,643,554</b>	<b>\$25,936,527</b>	<b>\$6,292,973</b>	<b>32.0%</b>

**Construction**

**Program Purpose:**

The purpose of the Construction Program is to provide construction services to County agencies so that they can serve the public in cost-efficient and user-friendly facilities.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Major/minor construction projects; repair/renovation projects; energy efficient and sustainable projects; construction administration, architectural and management services; capital planning.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Construction Program provides long range planning and efficient and quality centralized services to County agencies, departments and other governmental entities through construction and renovation and administrative services, so that building staff and visitors can conduct business in facilities that have been constructed, renovated and sustained through appropriate capital planning and efficient use of County resources.

**Program Budget Overview**

	<b>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$838,415	\$797,001	(\$41,414)	-4.9%
Fringe Benefits	\$369,555	\$361,729	(\$7,826)	-2.1%
Materials & Services	\$1,432,691	\$761,010	(\$671,681)	-46.9%
Capital Outlays	\$146,242,553	\$107,744,074	(\$38,498,479)	-26.3%
Interfund	\$0	\$24,854	\$24,854	N/A
<b>Total Expenditures</b>	<b>\$148,883,214</b>	<b>\$109,688,668</b>	<b>(\$39,194,546)</b>	<b>-26.3%</b>

**Safety**

**Program Purpose:**

The purpose of the Safety Program is to provide equipment, plans, policies, and programs to Safety Team members and building residents so that they will know how to conduct themselves and to direct the general public during drills and emergency situations.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Disaster recovery plans; safety incidents response; safety systems; emergency plans; safety training sessions.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Safety Program promotes efficient, responsive, and fiscally sustainable government operations through delivery of efficient and quality centralized services to County agencies and departments and governmental entities so that building residents can follow and direct the public in established safety practices during facility drills and emergency events.

**Program Budget Overview**

	2021	2022	Variance	
	Approved	Recommended	\$	%
Personal Services	\$47,362	\$0	(\$47,362)	-100.0%
Fringe Benefits	\$70,860	\$0	(\$70,860)	-100.0%
Materials & Services	\$96,049	\$0	(\$96,049)	-100.0%
<b>Total Expenditures</b>	<b>\$214,271</b>	<b>\$0</b>	<b>(\$214,271)</b>	<b>-100.0%</b>

\*The services within this program have been transferred to different programs within PFM.

**Sustainability Services**

**Program Purpose:**

The purpose of the Sustainability Services Program is to promote and provide cost-effective, green and sustainable educational programs; facility improvements; and operations to building residents and the public so that they can work and conduct business in an eco-friendly environment.

**ORC Reference Mandating this Program:**

N/A

**Program Services:**

Surplus management; recycling; green materials, supplies, and services; equipment replacement; educational programs; collaborative efforts with County agencies and community partners.

**Core Principle:**

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

**Linkage to Core Principle:**

The Sustainability Services Program promotes good stewardship of natural resources, environmental sustainability and civic engagement and promotes responsible and sustainable stewardship of natural resources by providing opportunities to recycle, reduce energy consumption, and learn more about the importance of making responsible environmental decisions, and ultimately reduce the environmental footprint.

**Program Budget Overview**

	<b>2021 Approved</b>	<b>2022 Recommended</b>	<b>Variance</b>	
			<b>\$</b>	<b>%</b>
Personal Services	\$198,854	\$207,642	\$8,788	4.4%
Fringe Benefits	\$120,058	\$107,200	(\$12,858)	-10.7%
Materials & Services	\$25,750	\$27,750	\$2,000	7.8%
<b>Total Expenditures</b>	<b>\$344,662</b>	<b>\$342,592</b>	<b>(\$2,070)</b>	<b>-0.6%</b>