

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.

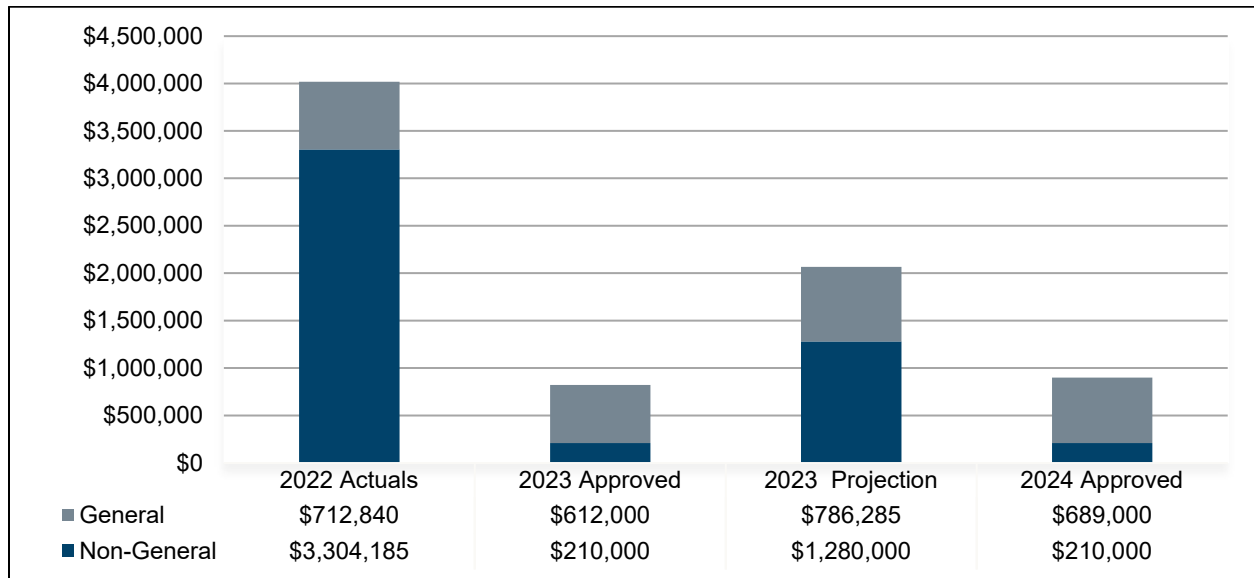
Performance Spotlight

Measure: Percent of Dollar Value of Actual Purchase Orders Awarded for Small & Emerging Business Enterprises

Program: Office of Diversity, Equity, & Inclusion

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. 			
2022 Actual	2023 Budget	2023 Projected	2024 Budget
4%	9%	8%	10%

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: 2023 Approved to 2023 Projection

	2023 Approved	2023 Projection	Variance	
			\$	%
General Fund	\$612,000	\$786,285	\$174,285	28.5%
Non-General Fund	\$210,000	\$1,280,000	\$1,070,000	509.5%
Total	\$822,000	\$2,066,285	\$1,244,285	151.4%

The \$1,244,285 increase from the 2023 Approved Budget to the 2023 Projection is primarily attributed to:

- General Fund - Greater than budgeted County agency payments for vehicle fuel and maintenance costs.
- Non-General Fund – Anticipated year-end transfer to the Fleet Capital Fund.

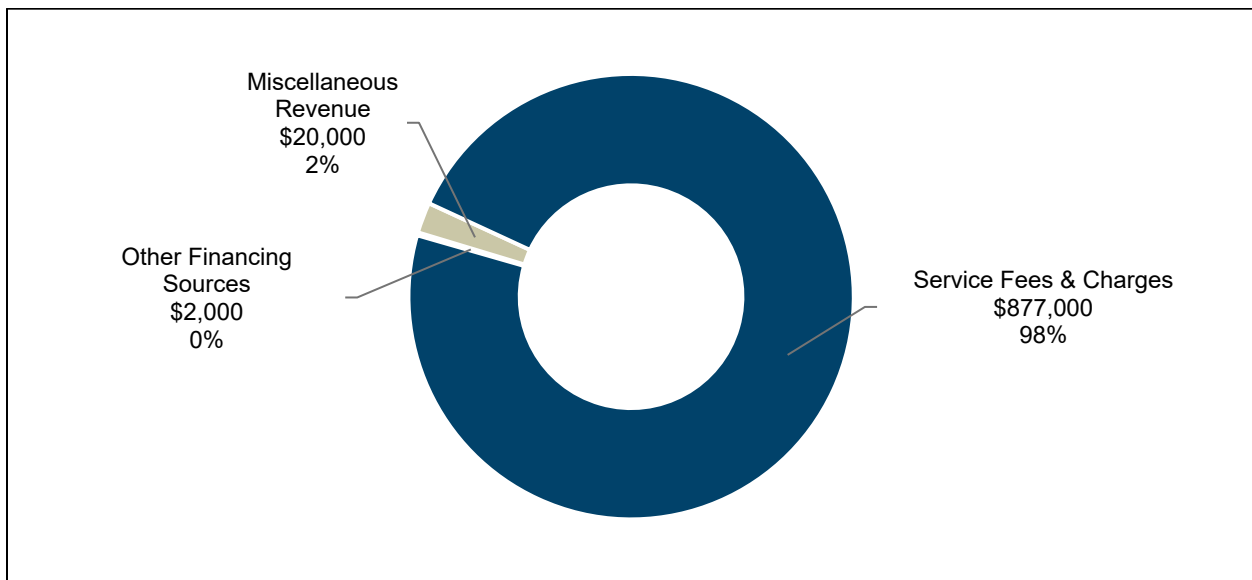
Comparison: 2023 Approved to 2024 Approved

	2023 Approved	2024 Approved	Variance	
			\$	%
General Fund	\$612,000	\$689,000	\$77,000	12.6%
Non-General Fund	\$210,000	\$210,000	\$0	0.0%
Total	\$822,000	\$899,000	\$77,000	9.4%

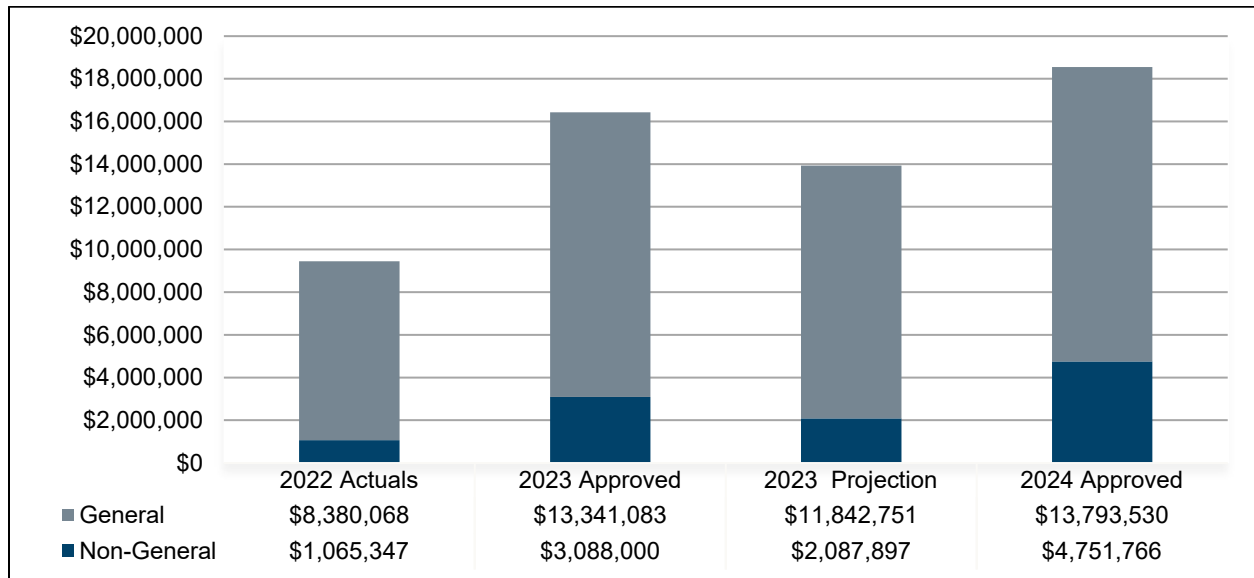
The \$77,000 increase from the 2023 Approved Budget to the 2024 Approved Budget is primarily attributed to:

- Slight increases for payments received for mail and graphic arts services, as well as fuel and vehicle maintenance.

**2024 Approved Budget
Revenues by Category**



Budget Summary – Expenditures



Significant items in the 2024 Approved Budget

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$3,493,685	18.8%
GRANTS TO NON-PROFITS	\$4,385,000	23.6%
MOTOR VEHICLES	\$3,869,658	20.9%
POSTAL SERVICES	\$1,900,750	10.2%
GASOLINE & OTHER FUELS	\$1,150,000	6.2%
PROFESSIONAL SERVICES-OTHER	\$687,420	3.7%
VEHICLE EQUIPMENT	\$668,500	3.6%
MV REPAIR PARTS & ACCESSORIES	\$400,000	2.2%
PAPER SUPPLIES	\$240,000	1.3%
EQUIPMENT LEASE	\$204,500	1.1%
<i>Other</i>	\$1,545,783	8.3%
Total	\$18,545,296	100.0%

Comparison: 2023 Approved to 2023 Projection

	2023 Approved	2023 Projection	Variance \$	%
General Fund	\$13,341,083	\$11,842,751	(\$1,498,332)	-11.2%
Non-General Fund	\$3,088,000	\$2,087,897	(\$1,000,103)	-32.4%
Total	\$16,429,083	\$13,930,648	(\$2,498,435)	-15.2%

The \$2,498,435 decrease from the 2023 Approved Budget to the 2023 Projection is primarily attributed to:

- General Fund – Lower than anticipated expenditures in Grants.
- Non-General Fund – Motor vehicles ordered but not yet delivered and delayed until 2024.

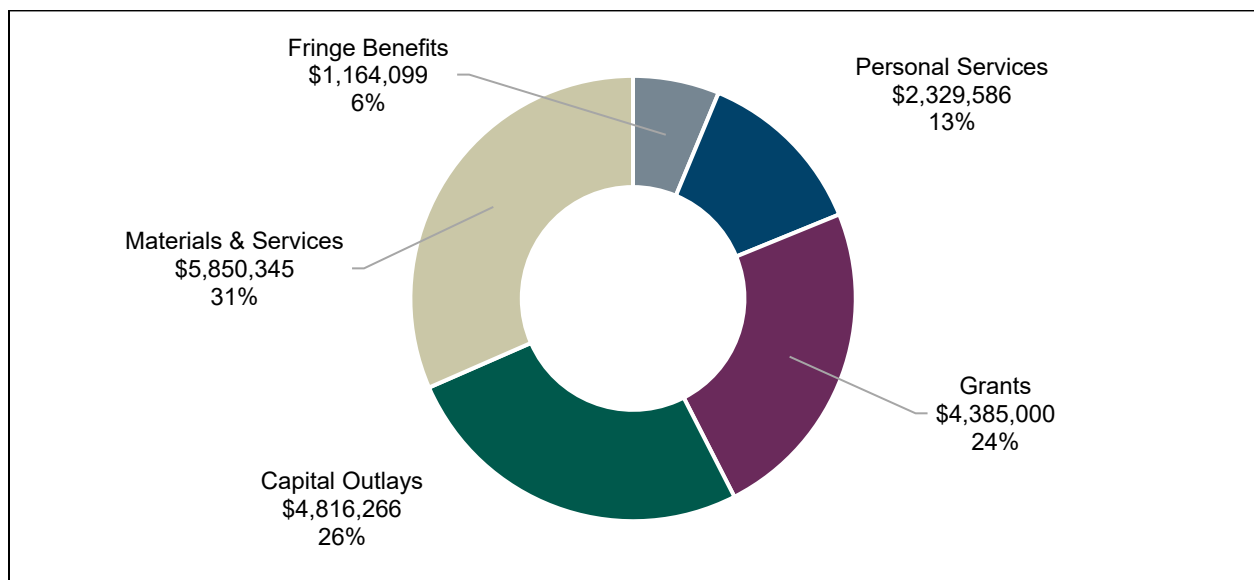
Comparison: 2023 Approved to 2024 Approved

	2023 Approved	2024 Approved	Variance \$	%
General Fund	\$13,341,083	\$13,793,530	\$452,447	3.4%
Non-General Fund	\$3,088,000	\$4,751,766	\$1,663,766	53.9%
Total	\$16,429,083	\$18,545,296	\$2,116,213	12.9%

The \$2,116,213 increase from the 2023 Approved Budget to the 2024 Approved Budget is primarily attributed to:

- General Fund – Salaries and associated fringe benefits, including the Request for Results for DEI Public Information Officer, and postage costs.
- Non-General Fund – Newly requested and carryover motor vehicles and associated equipment.

**2024 Approved Budget
Expenditures by Category**



Budget Summary – FTEs

	2023 Budget	2024 Approved	Approved Budget as % of Total FTEs
General Fund	42.00	43.00	100.0%
Non-General Fund	0.00	0.00	0.0%
Total Agency FTEs	42.00	43.00	100.0%

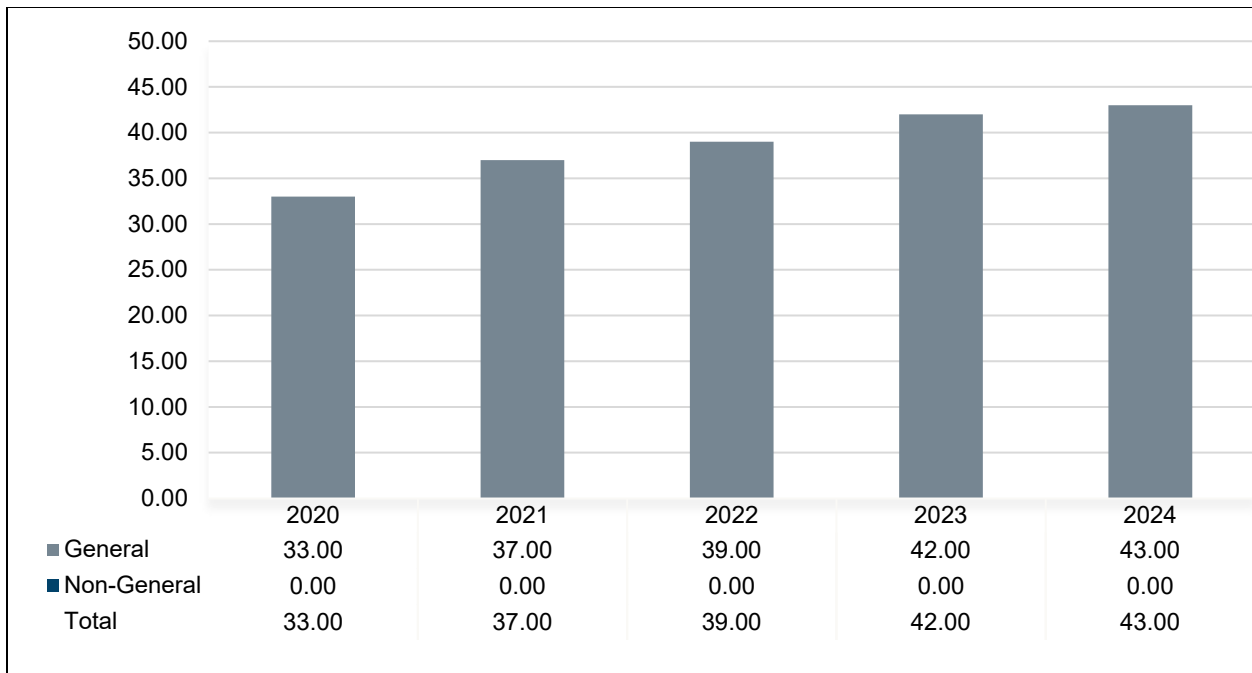
There is an increase of 1.00 FTE from the 2023 Budget to the 2024 Approved Budget.

New Positions

Position Title	# of Positions	Annual Salary	Source
Public Information Officer	1	\$55,182	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

	2023 Budget	Four-year Average	2024 Approved	% Point Change to: PY Budget Average	
General Fund	9.3%	10.5%	10.5%	1.2%	0.0%

The vacancy rate within Salaries & Wages for 2024 is equal to the Four-year Average.

Fringe Benefits

	2023 Budget	Four-year Average	2024 Approved	% Point Change to: PY Budget Average	
General Fund	10.2%	19.3%	19.3%	9.1%	0.0%

The vacancy rate within Fringe Benefits for 2024 is equal to 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.

DEI Public Information Officer		
Fund Type	New Positions	Amount
General Fund	1.00 FTE	\$89,800
<p>Description: This request is for the addition of one full time Public Information Officer (annual salary of \$55,182). This position will assist the Office of Diversity, Equity, and Inclusion with both internal and external projects and efforts, along with being a resource for other County agencies.</p>		

Fleet Management

Program Purpose

The purpose of the Fleet Management Program is to provide vehicles to county employees so they can perform their jobs.

Primary Services

- Purchase vehicles for all County Agencies.
- Maintain and repair County fleet.
- Process accident claims for the County.

Program Budget Overview

	2023	2024	Variance	
	Approved	Approved	\$	%
Personal Services	\$762,008	\$664,892	(\$97,116)	-12.7%
Fringe Benefits	\$349,732	\$327,254	(\$22,478)	-6.4%
Materials & Services	\$2,411,875	\$2,403,550	(\$8,325)	-0.3%
Capital Outlays	\$3,088,000	\$4,751,766	\$1,663,766	53.9%
Total Expenditures	\$6,611,615	\$8,147,462	\$1,535,847	23.2%

Funding Source

- General Fund
- Fleet Capital Fund

Core Principle and Linkage

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

The Fleet Management 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.

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.

Primary Services

- Provide grants to external organizations to further diversity, equity, and inclusiveness efforts.
- Provide training and education to small and emerging businesses.
- Facilitate diversity, equity, and inclusion training, for County employees.

Program Budget Overview

	2023 Approved	2024 Approved	Variance	
			\$	%
Personal Services	\$359,150	\$473,223	\$114,073	31.8%
Fringe Benefits	\$158,264	\$207,141	\$48,877	30.9%
Materials & Services	\$795,517	\$669,735	(\$125,782)	-15.8%
Grants	\$4,385,000	\$4,385,000	\$0	0.0%
Total Expenditures	\$5,697,931	\$5,735,099	\$37,168	0.7%

The decrease in Materials & Services is due to the transfer of a contract to Human Resources.

Funding Source

- General Fund

Core Principle and Linkage

Promote Racial Equity, Inclusion, & Diversity

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

Purchasing Department

Program Purpose

The purpose of the Purchasing Program is to provide competitive procurement management and sourcing support services to Franklin County agencies; to provide forms, printed material and custom design services to Franklin County agencies; and to provide 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.

Primary Services

- Provide procurement support and bid management services to Franklin County agencies.
- Provide custom design, forms, and printed material to Franklin County agencies.
- Provide cost savings countywide with reduced postage rates

Program Budget Overview

	2023	2024	Variance	
	Approved	Approved	\$	%
Personal Services	\$1,090,789	\$1,191,471	\$100,682	9.2%
Fringe Benefits	\$644,674	\$629,704	(\$14,970)	-2.3%
Materials & Services	\$2,051,324	\$2,777,060	\$725,736	35.4%
Capital Outlays	\$332,750	\$64,500	(\$268,250)	-80.6%
Total Expenditures	\$4,119,537	\$4,662,735	\$543,198	13.2%

Funding Source

- General Fund

Core Principle and Linkage

Provide Efficient, Responsive & Fiscally Sustainable Government Operations

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. Also that supported agencies are able to disseminate printed material to their staff, the public and their clients in a timely and cost effective manner. And that the residents of the County receive the information from the supported agencies in a timely and cost effective manner.