

**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 strive to complete construction projects on time and on budget, and in a manner consistent with the County’s quality contracting standards and sustainable principles.

**Primary Issue:** Facilities Master Plan - PFM is responsible for developing and maintaining a Facilities Master Plan to determine County space needs and preservation of critical infrastructure to protect County facilities. PFM manages the planning, design, engineering, maintenance and/or construction activities associated with the Facilities Master Plan. PFM must consistently evaluate and shift operational priorities as necessary based upon changing circumstances and new initiatives. - PFM will continue to provide functional workspace that meets the operational needs of an office/agency, and thoughtfully consider requests for enhanced and/or expanded space. PFM will continue to conduct facility assessments, complete critical facility preservation projects, and make prudent, forward-looking decisions.

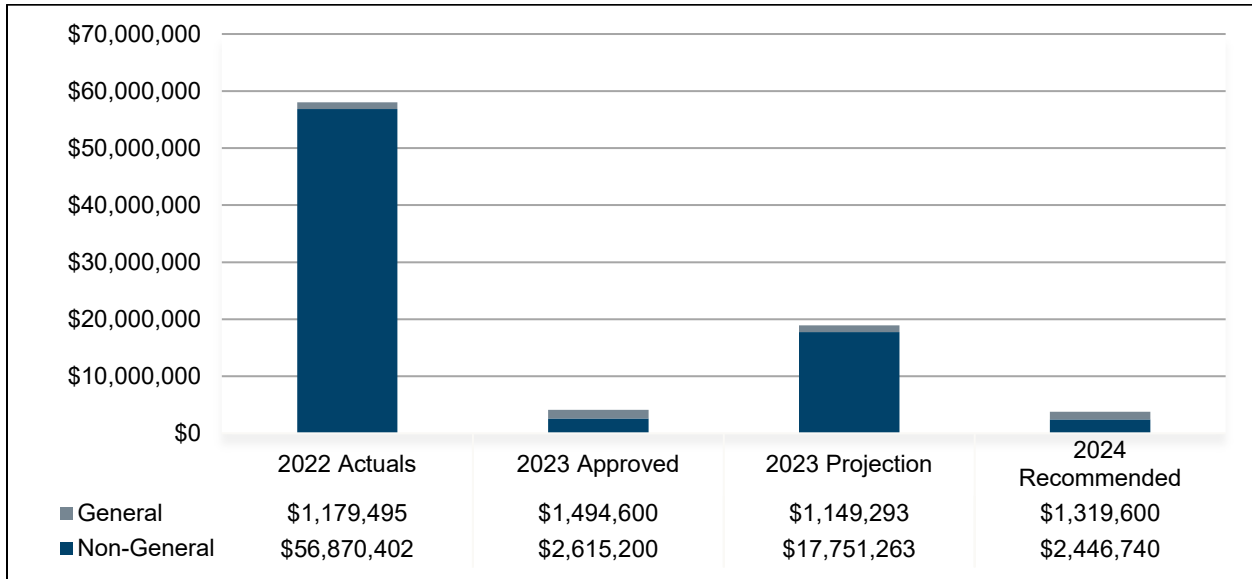
**Performance Spotlight**

**Measure:** Small and Emerging Business Enterprise (SEBE) Participation in the Corrections Center Project

**Program:** Construction

About this measure		Why it is important	
This measure tracks the actual SEBE participation achieved for the new James A. Karnes Corrections Center construction project.		Achieving SEBE participation has been a key focus and collaborative effort for the entire construction project team, including the Construction Inclusion Team (CIT), since the inception of the new Corrections Center project.  Establishing an Aspirational Goal and promoting SEBE participation for this major construction project supports the County’s diversity, equity and inclusion efforts.	
What is being done			
The new James A. Karnes Corrections Center project has an established Small and Emerging Business Enterprise (SEBE) Aspirational Goal of 12%. This measure tracks and compares the percentage of actual SEBE participation on the new Corrections Center project to the established 12% Aspirational Goal. The percentage of SEBE participation is calculated by comparing the actual amount of contracts awarded to SEBE firms to the overall contract amount for the project. PFM, in conjunction with the Construction Manager and Construction Inclusion Team, monitors actual contracts awarded to SEBE firms and the amounts paid to date to them.			
2022 Actual	2023 Budget	2023 Projected	2024 Budget
N/A	12%	30%	30%

**Budget Summary – Revenues**



\*The 2022 actuals (\$31.0 million) and 2023 Projection (\$15.0 million) include transfers into the Permanent Improvement Fund for current and future capital projects.

**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> </ul>	<ul style="list-style-type: none"> <li>• Transfers from the General Fund</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: 2023 Approved to 2023 Projection**

	2023 Approved	2023 Projection	Variance	
			\$	%
General Fund	\$1,494,600	\$1,149,293	(\$345,307)	-23.1%
Non-General Fund	\$2,615,200	\$17,751,263	\$15,136,063	578.8%
<b>Total</b>	<b>\$4,109,800</b>	<b>\$18,900,556</b>	<b>\$14,790,756</b>	<b>359.9%</b>

The \$14,790,756 increase from the 2023 Approved Budget to the 2023 Projection is primarily attributed to:

- Transfer of \$15.0 million to the Permanent Improvement Fund in support of the Capital Improvement Plan, partially offset by a decrease within the General Fund that is related to a delay in new lease rental collections.

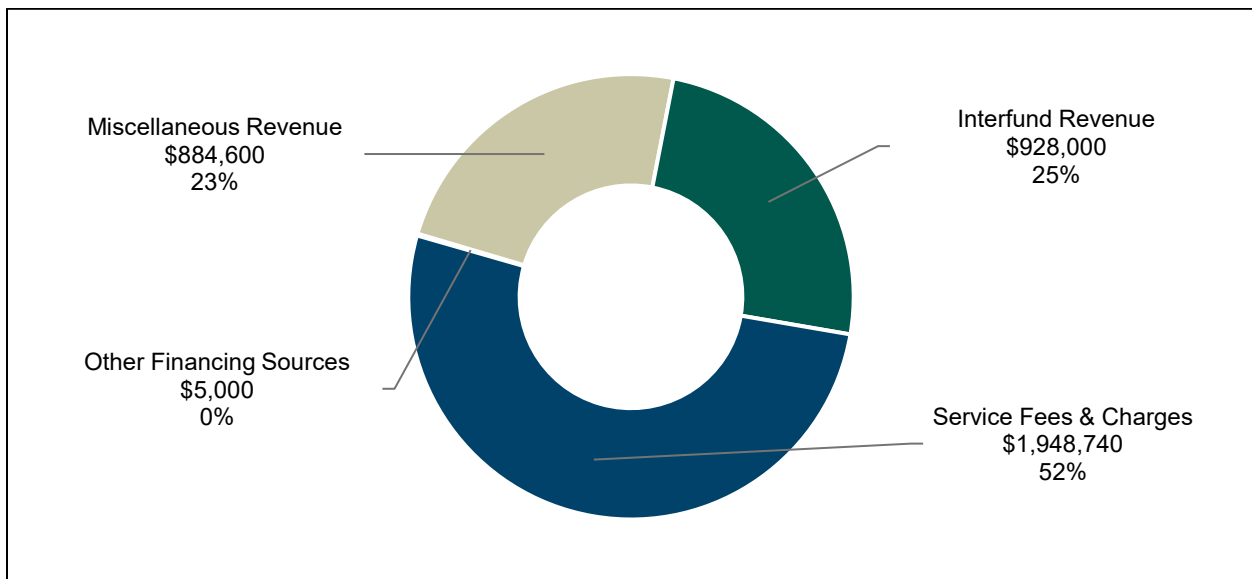
**Comparison: 2023 Approved to 2024 Recommended**

	2023 Approved	2024 Recommended	Variance	
			\$	%
General Fund	\$1,494,600	\$1,319,600	(\$175,000)	-11.7%
Non-General Fund	\$2,615,200	\$2,446,740	(\$168,460)	-6.4%
<b>Total</b>	<b>\$4,109,800</b>	<b>\$3,766,340</b>	<b>(\$343,460)</b>	<b>-8.4%</b>

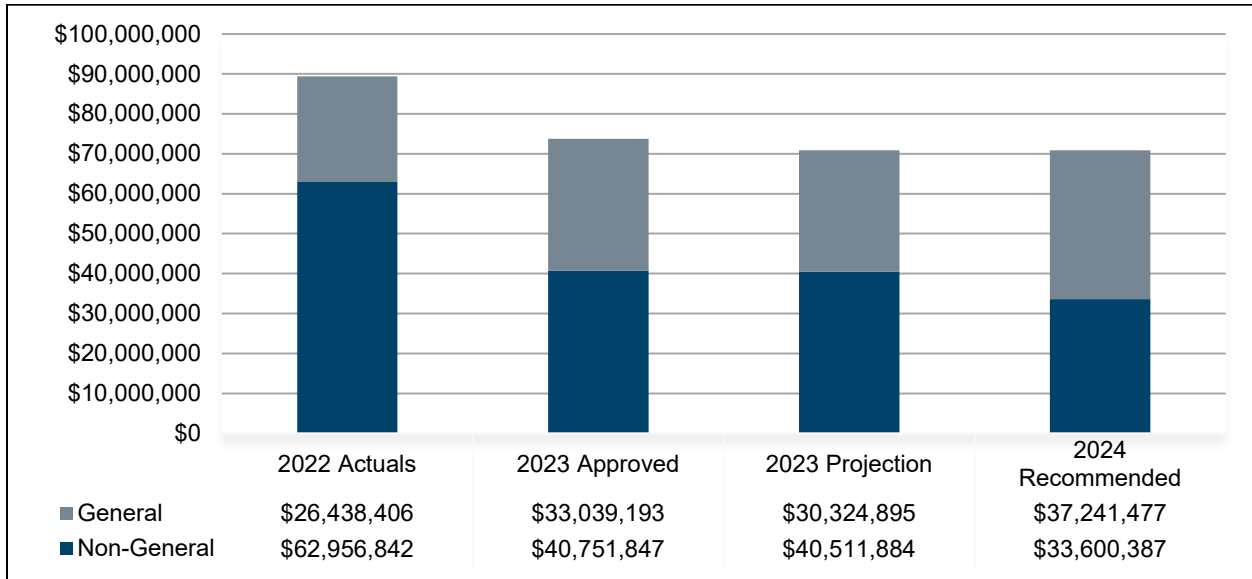
The \$343,460 decrease from the 2023 Approved Budget to the 2024 Recommended Budget is primarily attributed to:

- Receipts for rents for real estate within General Fund and parking fees within Non-General Fund.

**2024 Recommended Budget  
Revenues by Category**



**Budget Summary – Expenditures**



**Significant items in the 2024 Recommended Budget**

Object Code	Budgeted Amount	% of Budget
PERSONAL SERVICES & FRINGE	\$18,978,674	26.8%
BLDG REMODELING/REHABILITATION	\$20,238,753	28.6%
BUILDING CONSTRUCTION	\$9,662,105	13.6%
ELECTRICITY	\$4,750,577	6.7%
MAINTENANCE & REPAIR AGREEMNT	\$3,253,880	4.6%
OTHER SERVICES & CHARGES	\$1,989,136	2.8%
GRANTS TO NON-PROFITS	\$1,800,000	2.5%
BUILDING MAINTENANCE & REPAIR	\$1,725,782	2.4%
NATURAL GAS	\$1,100,000	1.6%
WATER & SEWER	\$977,387	1.4%
<i>Other</i>	\$6,365,570	9.0%
<b>Total</b>	<b>\$70,841,864</b>	<b>100.0%</b>

**Comparison: 2023 Approved to 2023 Projection**

	2023	2023	Variance	
	Approved	Projection	\$	%
General Fund	\$33,039,193	\$30,324,895	(\$2,714,298)	-8.2%
Non-General Fund	\$40,751,847	\$40,511,884	(\$239,963)	-0.6%
<b>Total</b>	<b>\$73,791,040</b>	<b>\$70,836,779</b>	<b>(\$2,954,261)</b>	<b>-4.0%</b>

The \$2,954,261 decrease from the 2023 Approved Budget to the 2023 Projection is primarily attributed to:

- General Fund - Higher than anticipated vacancies.
- Non-General Fund - The timing of expenditures related the Public Safety Center Fund.

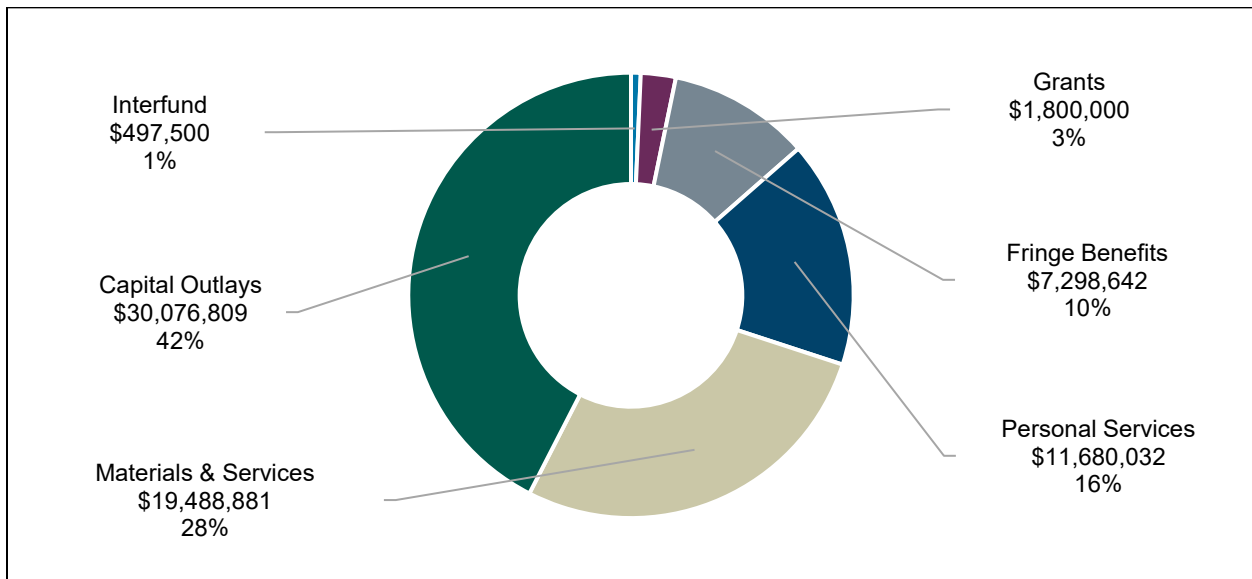
**Comparison: 2023 Approved to 2024 Recommended**

	2023	2024	Variance	
	Approved	Recommended	\$	%
General Fund	\$33,039,193	\$37,241,477	\$4,202,284	12.7%
Non-General Fund	\$40,751,847	\$33,600,387	(\$7,151,460)	-17.5%
<b>Total</b>	<b>\$73,791,040</b>	<b>\$70,841,864</b>	<b>(\$2,949,176)</b>	<b>-4.0%</b>

The \$2,949,176 decrease from the 2023 Approved Budget to the 2024 Recommended Budget is primarily attributed to:

- The completion of projects in the Public Safety Center Fund and Facilities Renovation Bond Fund, offset by an increase within the General Fund due to the Housekeeping Department request as well as the timing of building maintenance and repair agreement expenditures.

**2024 Recommended Budget  
Expenditures by Category**



### Budget Summary – FTEs

	2023 Budget	2024 Recommended	Recommended Budget as % of Total FTEs
General Fund	191.65	270.70	95.7%
Non-General Fund	12.10	12.05	4.3%
<b>Total Agency FTEs</b>	<b>203.75</b>	<b>282.75</b>	<b>100.0%</b>

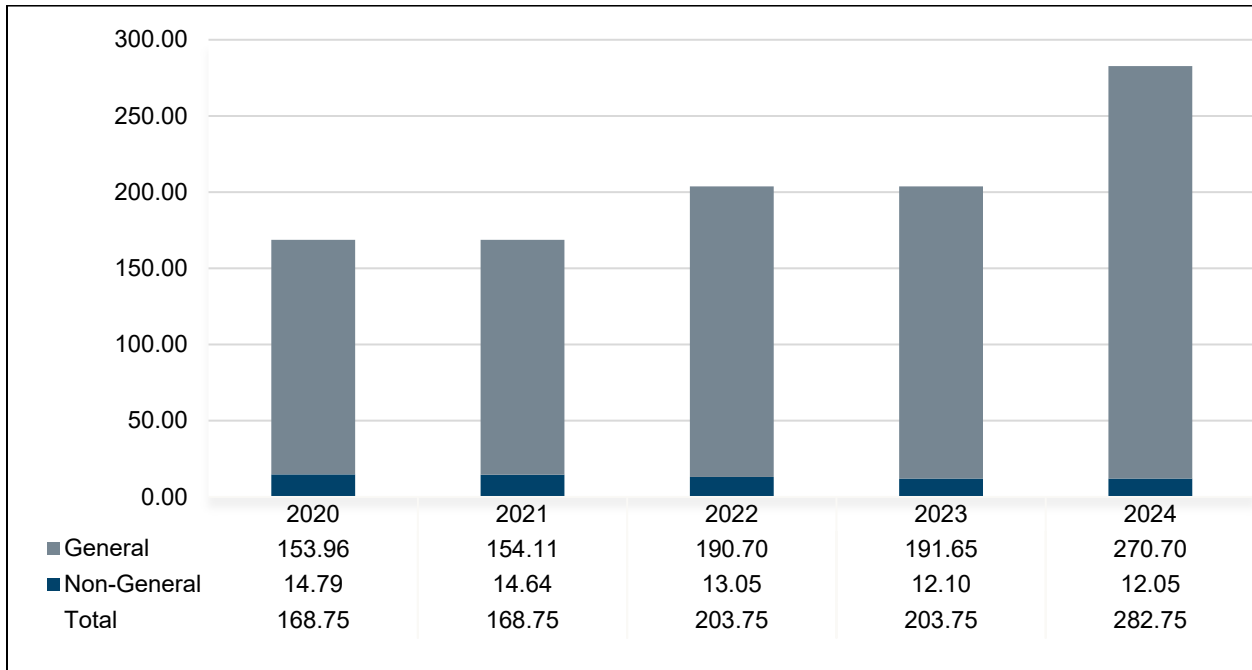
There is an increase of 79.00 FTEs from the 2023 Budget to the 2024 Recommended Budget.

### New Positions

Position Title	# of Positions	Annual Salary	Source
Custodial Worker	71	\$35,360	RFR
Custodial Worker Crew Leader	4	\$37,440	RFR
Housekeeping Foreman	2	\$44,325	RFR
Housekeeping Supervisor	1	\$53,061	RFR
Building Manager	1	\$68,806	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>2023 Budget</b>	<b>Four-year Average</b>	<b>2024 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	13.0%	20.9%	12.2%	-0.8%	-8.7%
Parking Facilities Fund	3.0%	11.9%	7.9%	4.9%	-4.0%

The vacancy credit within Salaries & Wages for 2024 is in line with the 2023 Budget within the General Fund.

The vacancy credit within Salaries & Wages for 2024 is in line with the four-year average within the Parking Facilities Fund.

**Fringe Benefits**

	<b>2023 Budget</b>	<b>Four-year Average</b>	<b>2024 Recommended</b>	<b>% Point Change to:</b>	
				<b>PY Budget</b>	<b>Average</b>
General Fund	13.0%	25.4%	18.9%	5.9%	-6.5%
Parking Facilities Fund	3.0%	20.1%	15.1%	12.1%	-5.0%

The vacancy credit within Fringe Benefits for 2024 is a little higher than the 2023 Budget within the General Fund.

The vacancy credit within Fringe Benefits for 2024 is in line with the four-year average 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>Housekeeping Department</b>		
<b>Fund Type</b>	<b>New Positions</b>	<b>Amount</b>
General Fund	79.00 FTEs	\$2,958,246
<p><b>Description:</b> This request is for the addition seventy-nine (79) housekeeping staff to bring in-house all daytime and evening cleaning. Having these services performed by PFM staff will ensure consistency of the service level of cleaning and sanitation being performed in Franklin County facilities, enhance efficiency of housekeeping management, and eliminate the need for an evening Sheriff's security escort that is required for contractors. The total amount is partially offset by a reduction of \$2,415,580 for contracted cleaning services.</p>		



### 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.

#### Primary Services

- Assist the general public in navigating general amenities within Franklin County buildings via wayfinding signage or support service assistance
- Coordinate meeting and event space for county agencies to deliver quality service to their customers

#### Program Budget Overview

	2023	2024	Variance	
	Approved	Recommended	\$	%
Personal Services	\$255,581	\$224,144	(\$31,437)	-12.3%
Fringe Benefits	\$180,170	\$143,135	(\$37,035)	-20.6%
Materials & Services	\$102,669	\$122,950	\$20,281	19.8%
<b>Total Expenditures</b>	<b>\$538,420</b>	<b>\$490,229</b>	<b>(\$48,191)</b>	<b>-9.0%</b>

#### Funding Source

- General Fund

#### Core Principle and Linkage

#### Provide Efficient, Responsive & Fiscally Sustainable Government Operations

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.

### Parking Facilities

#### Program Purpose

The purpose of the Parking Facilities Program is to provide convenient parking opportunities for County employees and visitors.

#### Primary Services

- Provide quality customer service to the public and county employees through efficient and cost-effective centralized parking services while working or conducting business at county facilities

#### Program Budget Overview

	2023	2024	Variance	
	Approved	Recommended	\$	%
Personal Services	\$520,575	\$511,337	(\$9,238)	-1.8%
Fringe Benefits	\$294,703	\$307,544	\$12,841	4.4%
Materials & Services	\$1,614,219	\$2,283,148	\$668,929	41.4%
Interfund	\$498,000	\$497,500	(\$500)	-0.1%
<b>Total Expenditures</b>	<b>\$2,927,497</b>	<b>\$3,599,529</b>	<b>\$672,032</b>	<b>23.0%</b>

#### Funding Source

- Parking Facilities Fund

#### Core Principle and Linkage

##### Provide Efficient, Responsive & Fiscally Sustainable Government Operations

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.

**Building Maintenance**

**Program Purpose**

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

**Primary Services**

- Provide well maintained facilities for Visitors and County Employees to conduct business
- Provide adequate safety training and maintenance to ensure county facilities are safe

**Program Budget Overview**

	2023	2024	Variance	
	Approved	Recommended	\$	%
Personal Services	\$6,808,745	\$9,939,915	\$3,131,170	46.0%
Fringe Benefits	\$4,259,279	\$6,366,186	\$2,106,907	49.5%
Materials & Services	\$17,785,089	\$15,247,879	(\$2,537,210)	-14.3%
Capital Outlays	\$298,886	\$75,951	(\$222,935)	-74.6%
Grants	\$0	\$1,800,000	\$1,800,000	N/A
<b>Total Expenditures</b>	<b>\$29,151,999</b>	<b>\$33,429,931</b>	<b>\$4,277,932</b>	<b>14.7%</b>

**Funding Source**

- General Fund

**Core Principle and Linkage**

**Provide Efficient, Responsive & Fiscally Sustainable Government Operations**

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

**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.

**Primary Services**

- Perform construction, renovation, and facility preservation activities for county buildings to ensure functional, safe workspaces for employees and visitors to conduct business
- Complete construction projects on time and on budget, and in a manner consistent with the County’s quality contracting standards and sustainable principles

**Program Budget Overview**

	2023	2024	Variance	
	Approved	Recommended	\$	%
Personal Services	\$846,665	\$730,273	(\$116,392)	-13.7%
Fringe Benefits	\$399,320	\$312,950	(\$86,370)	-21.6%
Materials & Services	\$1,711,212	\$1,798,716	\$87,504	5.1%
Capital Outlays	\$37,824,350	\$30,000,858	(\$7,823,492)	-20.7%
<b>Total Expenditures</b>	<b>\$40,781,547</b>	<b>\$32,842,797</b>	<b>(\$7,938,750)</b>	<b>-19.5%</b>

**Funding Source**

- General Fund
- Public Safety Center Fund
- Permanent Improvement Fund

**Core Principle and Linkage**

**Provide Efficient, Responsive & Fiscally Sustainable Government Operations**

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.

**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.

**Primary Services**

- Promote responsible and sustainable stewardship of natural resources to recycle and reduce energy consumption and provide eco-friendly environment for public and employees to conduct business
- Collaborate with County agencies and community partners on green initiatives to reduce the environmental footprint

**Program Budget Overview**

	2023	2024	Variance	
	Approved	Recommended	\$	%
Personal Services	\$209,372	\$274,363	\$64,991	31.0%
Fringe Benefits	\$138,205	\$168,827	\$30,622	22.2%
Materials & Services	\$44,000	\$36,188	(\$7,812)	-17.8%
<b>Total Expenditures</b>	<b>\$391,577</b>	<b>\$479,378</b>	<b>\$87,801</b>	<b>22.4%</b>

**Funding Source**

- General Fund

**Core Principle and Linkage**

**Provide Efficient, Responsive & Fiscally Sustainable Government Operations**

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.