Nested between Victorian Village to the west and Milo-Grogan to the east, Italian Village was annexed to the city in 1862. Because of the historic nature of many of its homes and structures, the Italian Village Commission and the Italian Village Historic District were established in 1973.

FINANCE AND MANAGEMENT

Department Description

The Department of Finance and Management is organized with two operational groups: The Financial Management Group and the Asset Management Group. The Director's Office provides overall coordination and policy direction for the department's fiscal, human resource, regional growth incentives and legislative processing functions.

The **Financial Management** group includes budget management, grants management, the mail room, print shop, fiscal and the capital and debt management office. The budget office oversees the development, monitoring and control of the city's operating budgets. The grants management office provides budget preparation and program monitoring for several federal grant programs. The mail room and print shop provides services to city departments such that business can be conducted in an efficient, timely, and cost effective manner. Fiscal provides budgetary support for both capital and

Department Mission

To protect the fiscal integrity of the city, and ensure the effective management of fleet operations, facility maintenance and construction, real estate transactions, and comprehensive, ethical procurement practices.

operational needs within the department. The capital and debt management office provides coordination of the capital improvement budget and the six-year capital improvement program.

The **Asset Management Group** is comprised of the Divisions of Facilities and Fleet Management, as well as the Offices of Construction and Real Estate Management.

Facilities Management is responsible for custodial services, maintenance, and security for the City Hall campus, Police and Fire Division facilities, the Public Health complex, and the I-71 complex.

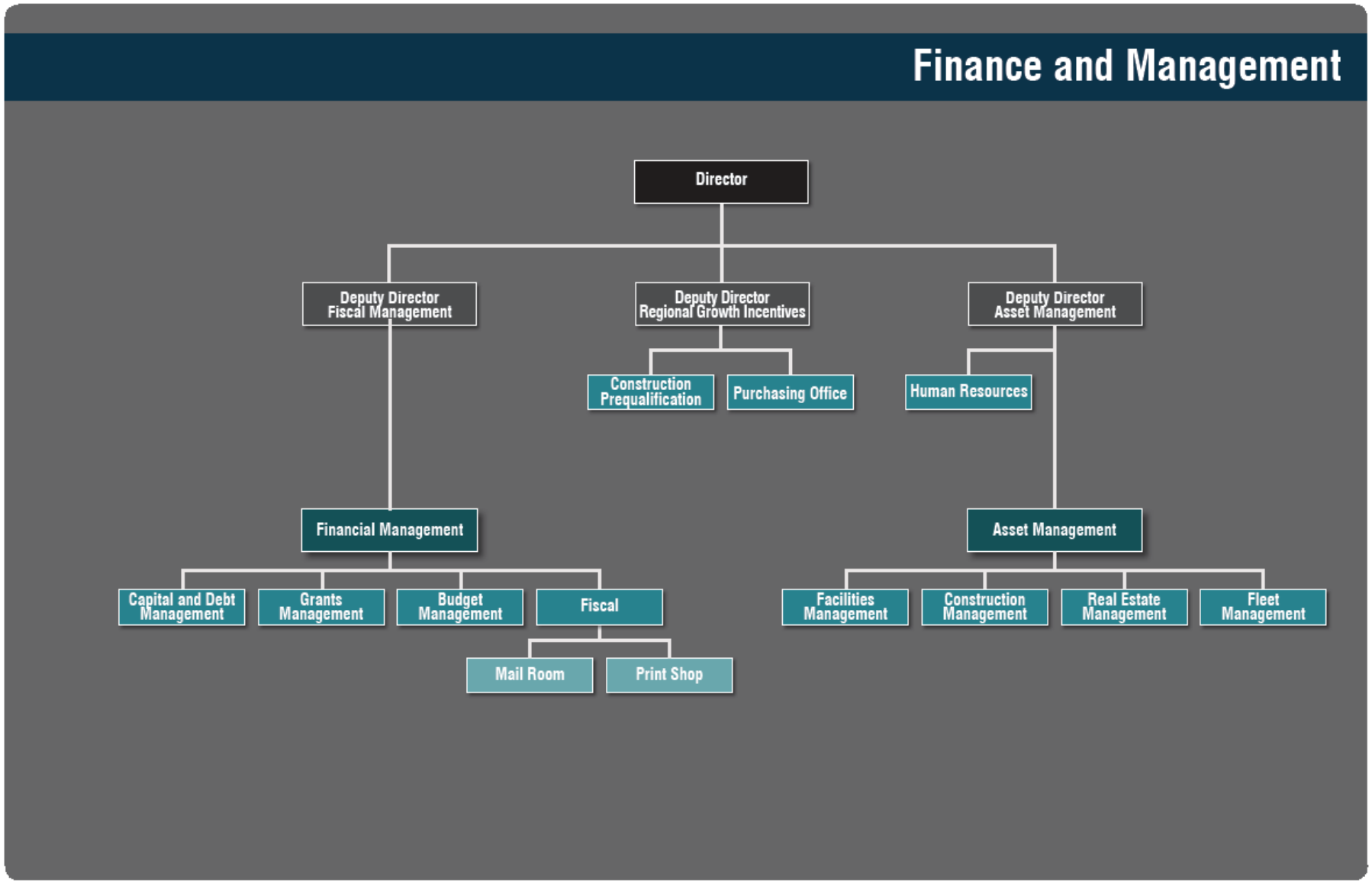
The Fleet Management Division maintains motorized equipment for most city departments and divisions. The division also develops and promotes citywide policies that govern acquisition, maintenance, use, and disposal of vehicles. The goal is to deploy the most cost effective vehicles, reduce underutilized vehicles, and eliminate older high-maintenance vehicles from inventories.

Construction Management provides building construction, renovation, energy management, and project management.

Real Estate Management provides centralized real estate administration, including leasing, acquisition, disposition, and casualty insurance administration.

Construction Prequalification and the Purchasing Office are housed within the **Regional Growth Incentives Group**.

Located just east of the city's short north area, the Milo-Grogan neighborhood was originally established as two separate communities in the late 1870s, and named after local businessmen (Milo Streets-brick yard owner and John Grogan-grocery store and post office owner). The neighborhood further developed into the following century as factories thrived in the area.


Finance and Management
Director
Deputy Director Fiscal Management
Deputy Director Regional Growth Incentives
Deputy Director Asset Management
Construction Prequalification
Purchasing Office
Human Resources
Financial Management
Asset Management
Capital and Debt Management
Grants Management
Budget Management
Fiscal
Mail Room
Print Shop
Facilities Management
Construction Management
Real Estate Management
Fleet Management

Strategic Priorities for 2017

Operational Efficiencies

Update the procurement codes to incorporate modern procurement methods and recognize technological advancements in public purchasing.

Continue to implement the Mayor's Regional Cooperation Initiative through cooperative procurement strategies with other jurisdictions in central Ohio, to include the sharing of the city's electronic catalog, thereby leveraging combined purchasing power to reduce prices and increase efficiencies.

Monitor space utilization by city operations to identify opportunities for shared use and co-location of functions to increase efficiencies, collaboration, and reduce operating costs. Utilize recorded energy usage data (electricity, water/sewer, natural gas) to identify inefficient city buildings and perform detailed audits to analyze HVAC systems and controls, lighting, building envelope, and plug loads. This information will allow the city to make more financially viable upgrades to facilities. It will also assist in helping educate city employees on energy efficiency and how they can directly impact the utility spend in the city.

Continue to deploy anti-idling technology on new police cruisers to reduce fuel consumption during non-productive idle times.

Construct a new Compressed Natural Gas fueling station on Krieger Court, near Georgesville Road. This station will serve the fueling needs of public and private customers on the west side of the City.

Continue construction/renovation of Phase 1 of the warehouse building at 4252 Groves Road, providing much needed warehouse and storage space for use by several city operations including Public Service and Public Safety. Begin design of Phase 2 renovations.

Complete design and construction of the HVAC Renovations at the Jerry Hammond Center, 1111 E. Broad Street, and the Main Health Building, 240 Parsons Avenue.

Continue work on the design and implementation of the city's new accounting, budgeting, cash handling, and purchasing system in conjunction with the other members of the steering committee.

Increase awareness of construction-related code changes and promote the involvement of businesses through the construction prequalification office.

Strategic Priorities for 2017 (cont.)

Safety

Complete construction of Fire Station 2 at Fourth and Fulton Streets.

Complete design and begin construction of the far north police substation at 8118 Sancus Blvd.

Complete design and begin construction of the far east Fire Station 35 on Waggoner Road.

Upgrade security protocols at various locations. These upgrades will include enhanced training regimens, improvements to standard operating procedures, and possible changes in facility layouts and equipment upgrades. Monitoring and control of employee and visitor traffic into administrative buildings will also be reviewed.

Economic Development

Continue construction of the new medium rise building at the corner of Front and Long Streets. This new building will house the Public Service, Building and Zoning, and Development Departments, as well as a portion of the Public Utilities Department. This facility will have a particular emphasis on business and neighborhood activities and civic and advisory functions by consolidating to a single location.

Complete construction of a 700 stall parking facility at the northwest corner of Long and Front Streets to provide for employee and public parking to the City Hall Municipal Campus.

Continue the strong partnership with the North Market Development Authority, to plan for appropriate capital improvements of the city owned North Market.

2017 BUDGET NOTES

ADMINISTRATION

In 2017, $1.2 million remains budgeted for leases associated with various safety facilities. These facilities include covert operation properties, Police and Fire Professional Standards Bureau, Accident Investigation and Internal Affairs Bureau, Special Victims Unit and 911 Safety Call Center. In addition:

- The Greater Columbus Film Commission, also known as Film Columbus, was established in 2002 as a nonprofit organization dedicated to promoting Columbus and central Ohio as prime filming locations within the national and international film community. Film Columbus also provides resources to local and national productions. Funding to support this effort totals $150,000 in 2017.
- The Music Commission will receive $50,000 in support of its mission in 2017.
- Funded full-time staff levels increased by two positions in 2017.
- Operational control and funding of the Municipal Court building continues to be funded in this division to consolidate management contracts for city buildings.
- Over $640,000 is expected to be reimbursed to this division as a result of work on capital fund eligible projects.
- Funds totaling $16,443,000 for the hotel-motel tax are included in this division for Experience Columbus and Greater Columbus Cultural Services.

FINANCIAL MANAGEMENT

This division consists of various working units. Capital and Debt Management, Budget Management, Grants Management and Fiscal reside within the division. In 2017, $1.2 million is budgeted for the city's contract with the Public Defender, which provides legal counsel to indigent persons charged with criminal offenses. In addition:

- The budget includes $175,000 for Vinimaya, the city's online purchasing portal, license fees.
- Various items are initially budgeted in the Finance and Management Department citywide account and are transferred, as needed, to other departments throughout the year. In 2017, this includes economic development incentive monies, projected legal expenses, and deposits to the anticipated expenditure fund, the basic city services fund, and the rainy day fund.
- Funded full-time staff levels remained the same in 2017 with 28 positions.
- As was the case in the past several years, all projected internal service charges to general fund agencies for technology services are budgeted in the Financial Management Division in 2017. This has proven to reduce the volatility of the projections for the general fund.
- The budget for this division includes $115,000 for various citywide memberships.

FACILITIES MANAGEMENT

This division is responsible for preventative maintenance, repair, replacement, and general upkeep of city facilities. The 2017 budget includes over $6 million to pay utility bills on behalf of other city agencies. In addition:

- Facilities Management is responsible for managing and maintaining over three million square feet of functional space, including the new garage opening in 2017 located at the intersection of Long Street and Front Street.
- Approximately $1,638,753 is budgeted for repair and maintenance services, while $702,000 is budgeted for custodial services at various city facilities under the purview of the division.
- The custodial section will undergo significant reprograming. Training will become a key focal point for all current and incoming employees. The division plans to achieve several certifications and have regular in-service training throughout the year.
- Facilities Management will purchase new equipment with greater technology allowing staff to become more efficient and provide consistent cleaning schedules.
- An additional six full-time positions will be hired in the fourth quarter of 2017 in preparation for the opening of the new medium rise building located at 111 North Front Street on the downtown municipal campus.

FLEET MANAGEMENT

The 2017 budget includes approximately $10 million for fuel expenses and $834,539 for compressed natural gas (CNG). As the city continues to expand its CNG infrastructure, it is anticipated that expenses for unleaded and diesel gasoline will continue to decrease. In addition:

- The division continues to focus on “greening” our environment. The past several years have yielded significant accomplishments toward this goal, primarily due to their alternative fuel program of employing CNG. This initiative will continue in 2017 as the division builds upon past successes.
- Funded full-time staffing increased by one position to 134 employees in 2017.
- In 2017, funding for the replacement of general fund vehicles will be in the special income tax fund.
- With Columbus being selected as the winning city of the Smart Cities Grant from the U.S. Department of Transportation, Fleet Management will begin to add electric vehicles to their fleet over the next three years.
- The division’s budget assumes fueling, parts, service, and preventative maintenance for approximately 6,466 on and off road vehicles.

Department Financial Summary by Area of Expense

Fund	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Proposed
General Fund					
Finance and Management Administration					
Personnel	$ 2,066,507	$ 2,141,937	$ 2,196,000	$ 2,302,468	$ 2,492,099
Materials & Supplies	13,519	17,937	15,800	10,441	15,799
Services	3,697,479	4,489,665	3,396,268	3,211,120	3,544,137
Capital	-	-	-	-	-
Administration Subtotal	**5,777,505**	**6,649,539**	**5,608,068**	**5,524,029**	**6,052,035**
Financial Management					
Personnel	2,595,606	2,691,985	2,927,305	2,720,491	2,970,693
Materials & Supplies	10,890	12,612	15,290	15,290	15,290
Services	1,178,304	1,556,535	1,770,010	1,270,583	1,552,687
Transfers	20,614,582	10,413,000	28,935,122	5,492,468	32,967,008
Financial Management Subtotal	**24,399,382**	**14,674,132**	**33,647,727**	**9,498,832**	**37,505,678**
Facilities Management					
Personnel	5,771,683	5,718,781	6,200,212	5,945,478	6,536,457
Materials & Supplies	540,161	603,840	637,300	637,300	637,300
Services	7,920,891	8,462,828	9,542,115	7,465,170	9,646,295
Other	-	789	5,750	5,750	-
Facilities Management Subtotal	**14,232,734**	**14,786,239**	**16,385,377**	**14,053,698**	**16,820,052**
Finance Technology					
Services	15,558,345	17,072,821	18,417,924	17,844,000	18,755,372
Finance Technology Subtotal	**15,558,345**	**17,072,821**	**18,417,924**	**17,844,000**	**18,755,372**
Fleet Management Fund					
Capital	3,998,398	-	-	-	-
Fleet Management Subtotal	**3,998,398**	**-**	**-**	**-**	**-**
General Fund Subtotal	**63,966,365**	**53,182,731**	**74,059,096**	**46,920,559**	**79,133,137**
Employee Benefits Fund-Property Insurance					
Finance and Management Administration					
Services	406,000	395,000	395,000	395,000	395,000
Employee Benefits Fund Subtotal	**406,000**	**395,000**	**395,000**	**395,000**	**395,000**
Fleet Management Fund					
Fleet Management					
Personnel	9,972,288	10,233,324	11,078,705	10,400,730	11,275,741
Materials & Supplies	16,073,950	13,375,020	15,839,229	12,331,454	16,573,768
Services	3,974,986	4,405,822	4,964,286	4,034,994	4,172,926
Principal	1,915,300	2,655,300	3,216,000	3,216,000	3,986,000
Other	100,580	17,522	5,000	5,000	5,000
Capital	-	-	81,131	81,131	81,131
Interest	968,480	1,034,041	1,233,916	1,235,553	1,205,774
Fleet Management Subtotal	**33,005,584**	**31,721,028**	**36,418,268**	**31,304,862**	**37,300,340**
Finance and Management Administration					
Personnel	629,734	748,684	784,507	727,068	795,163
Administration Subtotal	**629,734**	**748,684**	**784,507**	**727,068**	**795,163**
Fleet Management Fund Subtotal	**33,635,318**	**32,469,712**	**37,202,775**	**32,031,930**	**38,095,503**
Property Management Fund					
1111 E. Broad Street Operations					
Materials & Supplies	-	-	25,000	-	25,000
Services	1,380,750	1,376,463	1,410,354	1,353,550	1,423,211
Property Management Fund Subtotal	**1,380,750**	**1,376,463**	**1,435,354**	**1,353,550**	**1,448,211**
Community Development Block Grant Fund					
Financial Management					
Personnel	390,802	422,663	445,838	408,416	465,855
Materials & Supplies	1,751	2,214	2,850	2,850	2,500
Services	108,168	117,309	117,990	112,807	109,109
Other	9,330	14,703	16,000	16,561	16,000
CDBG Fund Subtotal	**510,051**	**556,889**	**582,678**	**540,634**	**593,464**
Print and Mail Services Fund					
Financial Management					
Personnel	258,911	442,801	474,979	475,643	499,992
Materials & Supplies	43,893	55,027	58,103	69,907	61,959
Services	1,110,534	951,021	1,111,560	1,193,609	1,124,718
Capital	9,965	-	-	-	-
Print and Mail Services Fund Subtotal	**1,423,304**	**1,448,849**	**1,644,642**	**1,739,159**	**1,686,669**
Hotel/Motel Tax Fund					
Finance and Management Administration					
Services	13,804,211	15,282,912	15,887,000	15,887,000	16,443,000
Hotel/Motel Fund Subtotal	**13,804,211**	**15,282,912**	**15,887,000**	**15,887,000**	**16,443,000**
Department Total	**$ 115,125,999**	**$ 104,712,556**	**$ 131,206,545**	**$ 98,867,832**	**$ 137,794,984**

Division Financial Summary by Area of Expense

Fund	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Proposed
Financial Management					
General Fund					
Personnel	$ 2,595,606	$ 2,691,985	$ 2,927,305	$ 2,720,491	$ 2,970,693
Materials & Supplies	10,890	12,612	15,290	15,290	15,290
Services	1,178,304	1,556,535	1,770,010	1,270,583	1,552,687
Capital	20,614,582	10,413,000	28,935,122	5,492,468	32,967,008
General Fund Subtotal	**24,399,382**	**14,674,132**	**33,647,727**	**9,498,832**	**37,505,678**
CDBG Fund					
Personnel	390,802	422,663	445,838	408,416	465,855
Materials & Supplies	1,751	2,214	2,850	2,850	2,500
Services	108,168	117,309	117,990	112,807	109,109
Transfers	9,330	14,703	16,000	16,561	16,000
CDBG Fund Subtotal	**510,051**	**556,889**	**582,678**	**540,634**	**593,464**
Print and Mail Service Fund					
Personnel	258,911	442,801	474,979	475,643	499,992
Materials & Supplies	43,893	55,027	58,103	69,907	61,959
Services	1,110,534	951,021	1,111,560	1,193,609	1,124,718
Capital	9,965	-	-	-	-
Print and Mail Services Fund Subtotal	**1,423,304**	**1,448,849**	**1,644,642**	**1,739,159**	**1,686,669**
Financial Management Subtotal	**26,332,737**	**16,679,870**	**35,875,047**	**11,778,625**	**39,785,811**
Facilities Management					
General Fund					
Personnel	5,771,683	5,718,781	6,200,212	5,945,478	6,536,457
Materials & Supplies	540,161	603,840	637,300	637,300	637,300
Services	7,920,891	8,462,828	9,542,115	7,465,170	9,646,295
Other	-	789	5,750	5,750	-
General Fund Subtotal	**14,232,734**	**14,786,239**	**16,385,377**	**14,053,698**	**16,820,052**
Property Management Fund					
Materials & Supplies	-	-	25,000	-	25,000
Services	1,380,750	1,376,463	1,410,354	1,353,550	1,423,211
Property Management Fund Subtotal	**1,380,750**	**1,376,463**	**1,435,354**	**1,353,550**	**1,448,211**
Facilities Management Subtotal	**15,613,484**	**16,162,702**	**17,820,731**	**15,407,248**	**18,268,263**
Technology Billings					
General Fund					
Services	15,558,345	17,072,821	18,417,924	17,844,000	18,755,372
Technology Billings Subtotal	**15,558,345**	**17,072,821**	**18,417,924**	**17,844,000**	**18,755,372**
Fleet Management					
Fleet Management Fund					
Personnel	9,972,288	10,233,324	11,078,705	10,400,730	11,275,741
Materials & Supplies	16,073,950	13,375,020	15,839,229	12,331,454	16,573,768
Services	3,974,986	4,405,822	4,964,286	4,034,994	4,172,926
Principal	1,915,300	2,655,300	3,216,000	3,216,000	3,986,000
Other	100,580	17,522	5,000	5,000	5,000
Capital	-	-	81,131	81,131	81,131
Interest	968,480	1,034,041	1,233,916	1,235,553	1,205,774
Fleet Management Subtotal	**33,005,584**	**31,721,028**	**36,418,268**	**31,304,862**	**37,300,340**
Fleet Management Fund					
Capital	3,998,398	-	-	-	-
General Fund Subtotal	**3,998,398**	**-**	**-**	**-**	**-**
Fleet Management Subtotal	**37,003,982**	**31,721,028**	**36,418,268**	**31,304,862**	**37,300,340**
Finance and Management Administration					
General Fund					
Personnel	2,066,507	2,141,937	2,196,000	2,302,468	2,492,099
Materials & Supplies	13,519	17,937	15,800	10,441	15,799
Services	3,697,479	4,489,665	3,396,268	3,211,120	3,544,137
Capital	-	-	-	-	-
General Fund Subtotal	**5,777,505**	**6,649,539**	**5,608,068**	**5,524,029**	**6,052,035**
Employee Benefits Fund					
Services	406,000	395,000	395,000	395,000	395,000
Employee Benefits Fund Subtotal	**406,000**	**395,000**	**395,000**	**395,000**	**395,000**
Fleet Management Fund					
Personnel	629,734	748,684	784,507	727,068	795,163
Fleet Management Fund Subtotal	**629,734**	**748,684**	**784,507**	**727,068**	**795,163**
Hotel/Motel Tax Fund					
Services	13,804,211	15,282,912	15,887,000	15,887,000	16,443,000
Hotel/Motel Tax Fund Subtotal	**13,804,211**	**15,282,912**	**15,887,000**	**15,887,000**	**16,443,000**
Finance and Management Administration Subtotal	**20,617,450**	**23,076,135**	**22,674,575**	**22,533,097**	**23,685,198**
Department Total	**$115,125,999**	**$104,712,556**	**$131,206,545**	**$ 98,867,832**	**$137,794,984**

Department Personnel Summary					
Fund	**FT/PT**	**2014 Actual**	**2015 Actual**	**2016 Budgeted**	**2017 Budgeted**
General Fund					
Administration	FT	26	31	26	28
Financial Management	FT	27	36	28	28
Facilities Management	FT	70	77	77	83
	PT	15	19	17	17
Print and Mail Services Fund					
Mail Services	FT	3	3	3	3
Print Services	FT	3	3	3	3
Fleet Management Fund					
Fleet Management	FT	116	116	126	127
	PT	2	4	2	5
Administration	FT	6	7	7	7
	PT	1	0	0	0
Community Dev. Block Grant					
Financial Management	FT	4	4	4	4
Total		**273**	**300**	**293**	**305**

Operating Budget by Program				
Program	2016 Budget	2016 FTEs	2017 Proposed	2017 FTEs
Administration	$ 7,303,330	52	$ 28,320,264	58
Fiscal	23,691,789	11	1,343,239	12
Asset Management	1,901,808	5	3,138,672	5
Property and Boiler Insurance	395,000	0	395,000	0
Mail Room Services	1,220,310	3	1,250,677	3
Print Room Services	424,332	3	435,992	3
Facilities Maintenance and Repair	1,435,354	30	6,022,772	33
Custodial	3,178,496	31	3,090,195	30
Security	1,247,812	13	1,651,656	17
Utility Cost Management	6,637,000	0	1,500,000	0
Citywide Account	28,935,122	0	32,967,008	0
Citywide Technology Billings	18,417,924	0	-	0
Vehicle Maintenance and Repair	25,080,943	121	19,139,616	118
Fueling Infrastructure	11,337,325	5	11,115,912	4
Internal Services	-	0	25,831,865	0
Financial Management	-	0	1,592,116	0
Department Total	**$131,206,545**	**274**	**$137,794,984**	**283**

For additional financial information related to the Finance and Management Department, please refer to the employee benefits, fleet management, and print and mail services funds contained within the internal service section, the property management fund contained within the special revenue section, and the community development block grant fund contained within the CDBG section.

2017 PROGRAM GUIDE

ADMINISTRATION	To provide leadership, administrative, operational management, and supervisory support for the divisions within the department, with the ultimate goal of protecting and enhancing the fiscal integrity of the city and efficiently operating city facilities. This program includes the hotel motel tax fund.
FISCAL	To provide fiscal and budgetary support for the divisions for both capital and operational needs within the department.
ASSET MANAGEMENT	To provide centralized real estate management and casualty insurance administration for city agencies in order to increase efficiency, control operating costs, and preserve asset value.
PROPERTY AND BOILER INSURANCE	To support insurance brokerage and risk management services for the city's property (casualty), boiler and machinery, general liability, excess liability, and aviation insurance policies.
MAIL ROOM SERVICES	To provide mail room services to city departments such that business can be conducted in an efficient, timely, and cost effective manner.
PRINT SHOP SERVICES	To provide printing services to city departments such that business can be conducted in an efficient, timely, and cost effective manner.

FACILITIES MAINTENANCE AND REPAIR	To efficiently maintain and repair facilities so that employees and visitors may conduct business in a comfortable environment.
CUSTODIAL	To provide general cleaning services of common areas, offices and restrooms, to ensure a clean environment for visitors and employees.
SECURITY	To provide security and monitoring services (aided by technology), to ensure a safe environment for visitors and employees.
UTILITY COST MANAGEMENT	To provide energy management in a proactive effort to save on electrical, heating and cooling costs through education of building tenants on energy conservation behaviors and by monitoring building lighting and heating.
CITYWIDE ACCOUNT	To provide a holding account for later transfer to general fund divisions.
CITYWIDE TECHNOLOGY BILLINGS	To provide financial monitoring and account for general fund technology internal billings. This account is now consolidated in internal services.
VEHICLE MAINTENANCE AND REPAIR	To provide fleet management support services to city agencies to ensure efficient, safe, reliable, and green vehicle operation and maintenance.
FUELING INFRASTRUCTURE	To assess, monitor, repair, replace, and service the city's fueling infrastructure to ensure safe, reliable fueling services to city agencies, regional partners, and the general public.
INTERNAL SERVICES	To account for the internal service charges of the department necessary to maintain operations.
FINANCIAL MANAGEMENT	To provide efficient and effective management of funds.

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