



Department Description

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

The **Purchasing Office** promotes cost-effective city operations by acquiring high-quality goods and services at the lowest price and by selling surplus goods at the highest price. This office includes the construction prequalification function of the department.

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 provide services to city departments such that business can be conducted in an efficient, timely, and cost-effective manner. The fiscal section provides budgetary support for both capital and operational needs within the department. The capital and debt management office provides coordination of the city's 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.

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.

Budget Summary

Fund	2022 Actual	2023 Actual	2024 Budget	2025 Proposed
General Fund	78,988,465	88,566,818	111,891,545	94,422,782
Employee Benefits Fund-Property Insurance	410,000	420,000	627,000	680,000
Fleet Management Fund	39,937,575	44,497,915	46,641,381	48,247,625
Property Management Fund	1,604,127	827,051	1,518,730	1,503,960
Print and Mail Services Fund	1,591,495	1,946,436	2,168,515	2,179,309
Hotel/Motel Tax Fund	17,572,220	19,315,759	21,659,000	23,385,000
Department Total	\$ 140,103,882	\$ 155,573,979	\$ 184,506,171	\$ 170,418,676

Facilities Management is responsible for custodial services, maintenance, and security for the City Hall campus, Police and Fire Division facilities, the Public Health complex, the Interstate-71 complex and the Jerry Hammond Center at 1111 E. Broad Street.

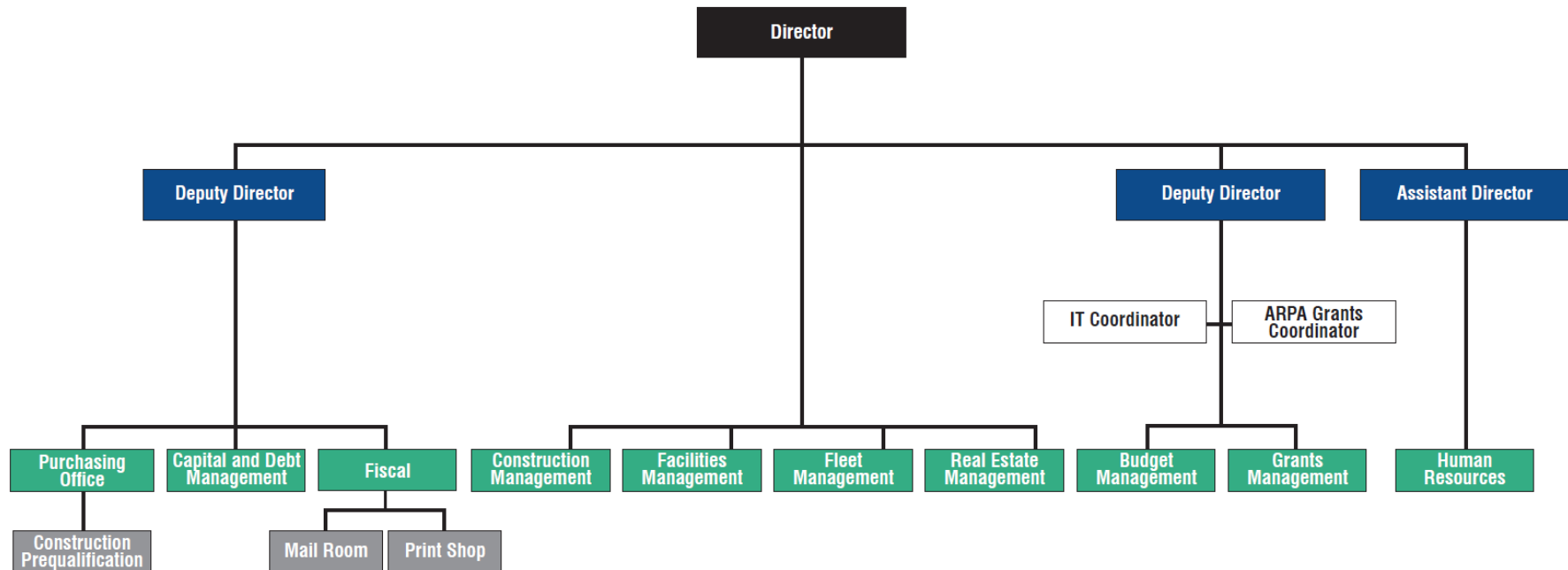
The **Fleet Management Division** maintains motorized equipment for most city departments and divisions. The division also develops and promotes citywide policies that govern the acquisition, maintenance, use, and disposal of vehicles. Its goal is to deploy the most cost-effective vehicles, reduce underutilized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

Construction Management is responsible for building construction, renovation, energy management, and project management.

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



Finance and Management



2025 BUDGET NOTES

ADMINISTRATION

This division includes senior staff positions as well as full-time positions in Construction Management, Fiscal Management, Real Estate Management, Human Resources, and Executive Support. In 2025, over \$739,687 is expected to be reimbursed to this division as a result of work on capital fund-eligible projects. In addition:

- Operational control and funding of the Municipal Court building continues to be funded in this division to consolidate management contracts for city buildings.
- Funds totaling \$23.4 million from the hotel/motel tax are included in this division for Experience Columbus and Greater Columbus Cultural Services.

FINANCIAL MANAGEMENT

This division consists of Capital and Debt Management, Budget Management, Grants Management, and the Fiscal Office. In 2025, the division budgeted \$290,000 for internal purchasing catalog licenses, including \$50,000 for Bonfire, which advertises, submits, and scores requests for proposals. In addition:

- Various items are initially budgeted in the Finance and Management Department's citywide account and transferred, as needed, to other departments throughout the year. In 2025, this includes, among other items, economic development incentive money, projected legal settlements, moneys for sustainability efforts, citywide computer replacements, and deposits to both the anticipated expenditure fund and the city's rainy-day fund.
- As has been the case for over a decade, all projected internal service charges to general fund agencies for technology services are budgeted in the Financial Management Division in 2025. This has proven to reduce the volatility of the projections for the general fund.
- The budget for this division includes \$150,000 for various citywide memberships.
- In 2025, \$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.

FACILITIES MANAGEMENT

This division is responsible for preventative maintenance, repair, replacement, and general upkeep of city facilities. The 2025 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, and the division provides in-house security assisted by camera monitoring and video recording.
 - The division budgeted over \$8 million for repair and maintenance services, while over \$4 million is budgeted for custodial services at numerous city facilities under the purview of the division.
 - In 2025, the division budgeted over \$2 million for security services for various facilities around the City of Columbus.
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- Facilities Management will continue to purchase new equipment with greater technology, allowing staff to become more efficient and provide consistent cleaning schedules.

FLEET MANAGEMENT

The 2025 budget includes approximately \$11 million for fuel expenses and \$870,000 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 works with community partners and city agencies to identify green opportunities, promoting new technological developments and increased training opportunities for employees in an effort to maintain vehicles safely and responsibly while reducing energy costs.
- Fleet Management continues to earn recognition both nationally and regionally for its efficient management, quality staff, superior services, and progressive practices toward greening the city's overall fleet. Currently, the division has over 250 dedicated CNG vehicles. This initiative will continue in 2025 as the division builds upon past successes.
- The division's budget assumes fueling, parts, service, and preventative maintenance for approximately 6,400 on- and off-road vehicles.

Financial Summary by Fund					
Fund	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposed
General Fund					
Finance and Management Administration	\$ 9,788,942	\$ 8,809,995	\$ 6,135,365	\$ 6,101,440	\$ 5,974,866
Financial Management	25,910,628	32,962,247	54,565,720	28,605,619	31,478,826
Fleet Management	3,000,000	-	-	-	-
Facilities Management	19,409,486	20,567,898	23,440,180	21,620,930	24,901,418
Finance Technology	20,879,409	26,226,678	27,750,280	25,749,212	32,067,672
General Fund Subtotal	78,988,465	88,566,818	111,891,545	82,077,201	94,422,782
Employee Benefits Fund-Property Insurance					
Finance and Management Administration	410,000	420,000	627,000	567,500	680,000
Employee Benefits Fund Subtotal	410,000	420,000	627,000	567,500	680,000
Fleet Management Fund					
Fleet Management	39,041,638	43,571,969	45,643,821	44,801,960	47,132,952
Finance and Management Administration	895,937	925,946	997,560	991,334	1,114,673
Fleet Management Fund Subtotal	39,937,575	44,497,915	46,641,381	45,793,294	48,247,625
Property Management Fund					
1111 E. Broad Street Operations	1,604,127	827,051	1,518,730	1,350,341	1,503,960
Property Management Fund Subtotal	1,604,127	827,051	1,518,730	1,350,341	1,503,960
Print and Mail Services Fund					
Financial Management	1,591,495	1,946,436	2,168,515	2,031,516	2,179,309
Print and Mail Services Fund Subtotal	1,591,495	1,946,436	2,168,515	2,031,516	2,179,309
Hotel/Motel Tax Fund					
Finance and Management Administration	17,572,220	19,315,759	21,659,000	21,659,410	23,385,000
Hotel/Motel Fund Subtotal	17,572,220	19,315,759	21,659,000	21,659,410	23,385,000
Department Total	\$ 140,103,882	\$ 155,573,979	\$ 184,506,171	\$ 153,479,262	\$170,418,676

Finance and Management

Financial Summary by Area of Expense						
Division		2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposed
Financial Management						
General Fund						
	Personnel	\$ 2,614,659	\$ 2,793,466	\$ 3,363,936	\$ 2,962,038	\$ 3,639,695
	Materials & Supplies	3,590	13,182	14,000	3,300	7,000
	Services	1,477,596	2,114,815	1,787,452	1,383,281	1,672,938
	Other	-	192,560	-	-	-
	Transfers	21,814,782	27,848,224	49,400,332	24,257,000	26,159,193
	General Fund Subtotal	25,910,628	32,962,247	54,565,720	28,605,619	31,478,826
Print and Mail Service Fund						
	Personnel	459,440	411,003	512,209	466,385	529,110
	Materials & Supplies	81,792	174,190	218,676	146,332	194,500
	Services	1,012,281	1,361,243	1,437,630	1,418,799	1,455,699
	Capital	37,982	-	-	-	-
	Print and Mail Services Fund Subtotal	1,591,495	1,946,436	2,168,515	2,031,516	2,179,309
	Financial Management Subtotal	27,502,123	34,908,683	56,734,235	30,637,135	33,658,135
Facilities Management						
General Fund						
	Personnel	8,413,459	9,058,177	9,630,720	8,059,221	10,911,409
	Materials & Supplies	1,169,543	1,595,604	968,000	1,668,282	1,268,000
	Services	9,823,523	9,912,617	12,838,460	11,892,927	12,719,009
	Other	2,962	1,500	3,000	500	3,000
	General Fund Subtotal	19,409,486	20,567,898	23,440,180	21,620,930	24,901,418
Property Management Fund						
	Personnel	-	426,051	1,118,730	945,341	1,059,960
	Services	1,604,127	401,000	400,000	405,000	444,000
	Property Management Fund Subtotal	1,604,127	827,051	1,518,730	1,350,341	1,503,960
	Facilities Management Subtotal	21,013,613	21,394,949	24,958,910	22,971,271	26,405,378
Technology Billings						
General Fund						
	Services	20,731,137	26,226,678	27,750,280	25,749,212	32,067,672
	Capital	148,272	-	-	-	-
	Technology Billings Subtotal	20,879,409	26,226,678	27,750,280	25,749,212	32,067,672
Fleet Management						
Fleet Management Fund						
	Personnel	11,731,029	13,221,525	13,738,810	14,071,376	15,150,886
	Materials & Supplies	17,325,414	19,355,518	19,087,500	19,181,434	21,768,590
	Services	5,656,377	6,784,565	8,555,332	7,283,579	6,637,490
	Principal	3,800,000	3,815,000	3,825,000	3,835,000	3,200,000
	Other	1,270	1,500	1,500	1,500	1,500
	Capital	-	-	25,000	24,702	25,000
	Interest	527,547	393,862	410,679	404,369	349,486
	Fleet Management Fund Subtotal	39,041,638	43,571,969	45,643,821	44,801,960	47,132,952
General Fund						
	Capital	3,000,000	-	-	-	-
	General Fund Subtotal	3,000,000	-	-	-	-
	Fleet Management Subtotal	42,041,638	43,571,969	45,643,821	44,801,960	47,132,952
Finance and Management Administration						
General Fund						
	Personnel	2,812,057	3,245,585	3,651,022	3,673,672	3,753,452
	Materials & Supplies	225,749	189,292	274,000	269,544	273,000
	Services	6,751,136	4,625,118	2,210,343	2,158,224	1,938,414
	Other	-	750,000	-	-	10,000
	General Fund Subtotal	9,788,942	8,809,995	6,135,365	6,101,440	5,974,866
Employee Benefits Fund						
	Services	410,000	420,000	627,000	567,500	680,000
	Employee Benefits Fund Subtotal	410,000	420,000	627,000	567,500	680,000
Fleet Management Fund						
	Personnel	895,937	925,946	997,560	991,334	1,114,673
	Fleet Management Fund Subtotal	895,937	925,946	997,560	991,334	1,114,673
Hotel/Motel Tax Fund						
	Services	17,572,220	19,315,759	21,659,000	21,659,410	23,385,000
	Hotel/Motel Tax Fund Subtotal	17,572,220	19,315,759	21,659,000	21,659,410	23,385,000
	Finance and Management Administration Subtotal	28,667,099	29,471,700	29,418,925	29,319,684	31,154,539
	Department Total	\$140,103,882	\$155,573,979	\$184,506,171	\$153,479,262	\$170,418,676

Department Personnel Summary								
Fund	2022 Actual		2023 Actual		2024 Budget		2025 Proposed	
	FT	PT	FT	PT	FT	PT	FT	PT
General Fund								
Administration	29	0	30	0	33	0	30	0
Financial Management	25	0	24	0	28	0	28	0
Facilities Management	97	6	98	15	112	22	116	17
Print and Mail Services Fund								
Financial Management	3	1	6	1	5	1	5	1
Property Management Fund								
Facilities Management	0	0	12	1	14	1	12	1
Fleet Management Fund								
Fleet Management	127	1	122	2	131	1	132	1
Finance and Management Administration	6	0	7	0	8	0	8	0
Total	287	8	299	19	331	25	331	20

Operating Budget by Program					
Program	2024		2025		
	Budget	FTEs	Proposed	FTEs	
Administration	\$ 35,579,066	55	\$ 38,730,825	53	
Fiscal	1,560,110	12	1,683,221	12	
Asset Management	817,913	0	692,855	4	
Property and Boiler Insurance	627,000	5	680,000	0	
Mail Room Services	1,437,813	2	1,444,970	2	
Print Room Services	730,702	3	734,339	3	
Facilities Maintenance and Repair	8,164,888	45	8,362,737	44	
Custodial	4,727,458	44	5,990,452	51	
Security	2,895,035	34	2,781,779	30	
Utility Cost Management	1,500,000	0	1,000,000	0	
Citywide Account	49,400,332	0	26,159,193	0	
Vehicle Maintenance and Repair	27,128,470	128	27,450,284	129	
Fueling Infrastructure	10,989,158	1	12,093,178	1	
Internal Services	32,739,271	0	37,131,950	0	
Financial Management	1,720,700	0	1,659,700	0	
Fleet Asset Management	252,576	2	273,707	2	
Debt Management	4,235,679	0	3,542,486	0	
Debt Issuance	-	0	7,000	0	
Department Total	\$184,506,171	331	\$170,418,676	331	

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 Funds section and the property management fund contained within the Special Revenue Funds section.



2025 PROGRAM GUIDE

ADMINISTRATION

To provide leadership, administration, 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.

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.

FLEET ASSET MANAGEMENT

To enhance deployment and maintenance of vehicles, while improving productivity and lowering operating costs.

DEBT MANAGEMENT

To service and track all required debt service obligations (principal and interest) per bond covenant requirements, policies and procedures and to ensure that funds from bonds and loans are used to finance the department's capital program, including those projects in all divisions.

DEBT ISSUANCE

To provide necessary funds to pay costs related to the issuance of city debt.

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