

Administrative Services Department

**FY 2020-21
Budget Work Session**

July 6, 2020



Presentation Outline

- **Organizational Chart**
- **Proposed FY 2020-21 Budget**
- **Accomplishments**
- **Budget Highlights**
- **Summary**

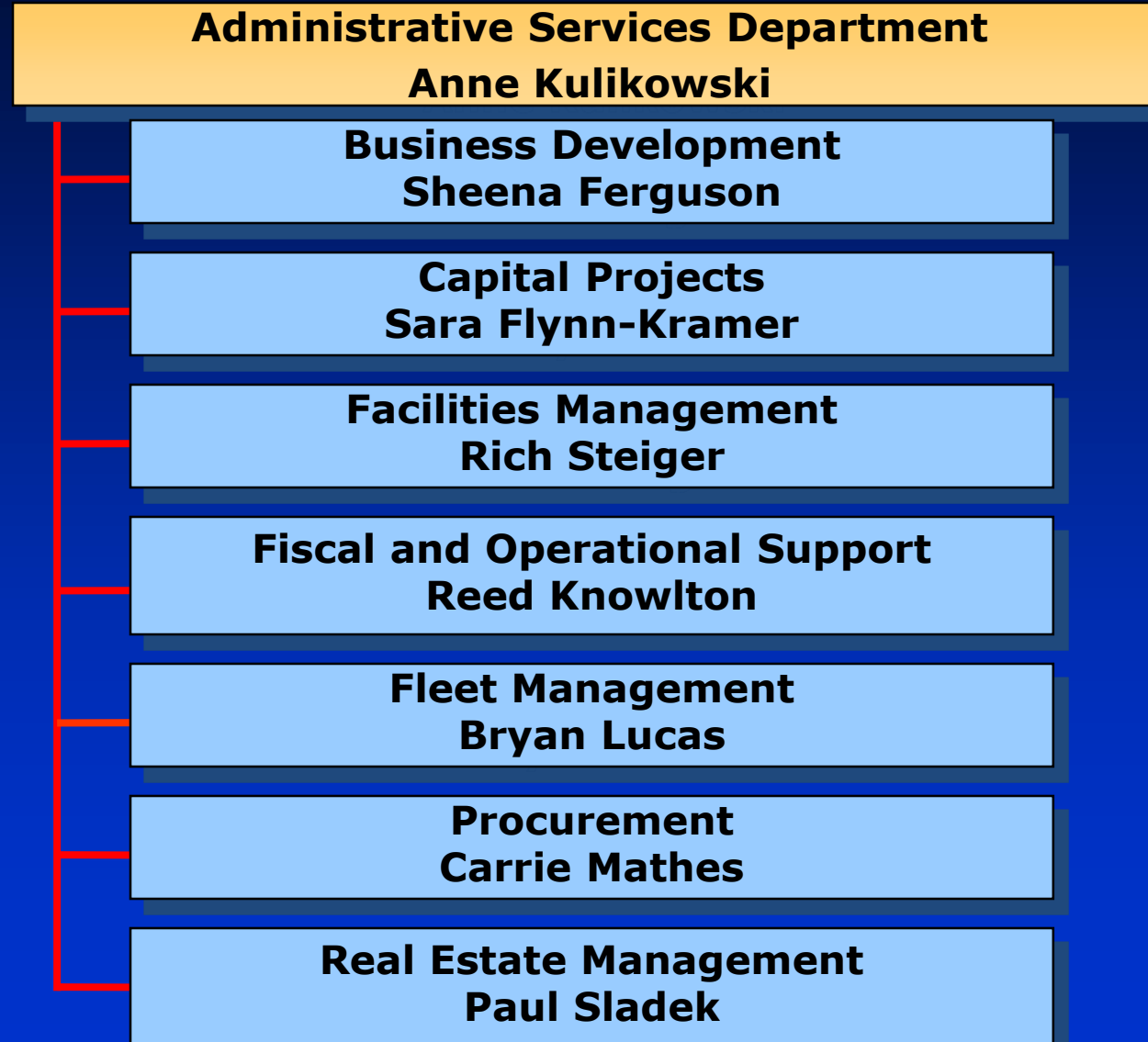


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Organization Chart





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Proposed FY 2020-21 Budget

	<u>Current FY 2020</u>	<u>\$ Change</u>	<u>Proposed FY 2021</u>
Personal Services	\$24.4M	\$1.0M	\$25.4M
Operating Budget	<u>\$53.6M</u>	<u>(\$3.4M)</u>	<u>\$50.2M</u>
Total	\$78.0M	<u>(\$2.4M)</u>	\$75.6M
Budget Change			<u>(3.1%)</u>
Staffing	329	2	331





Proposed FY 2020-21 Budget

- **2 New Position Requests**

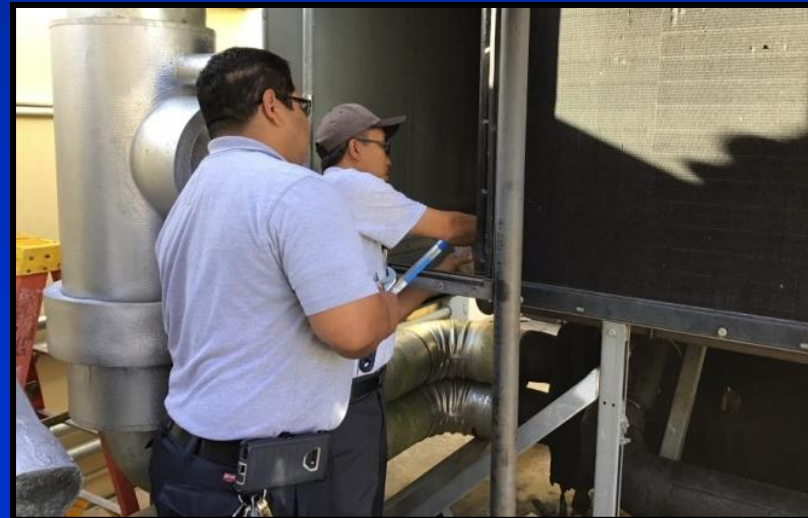
- **Facilities Management**

- **Senior Operations Technician**



- **Procurement**

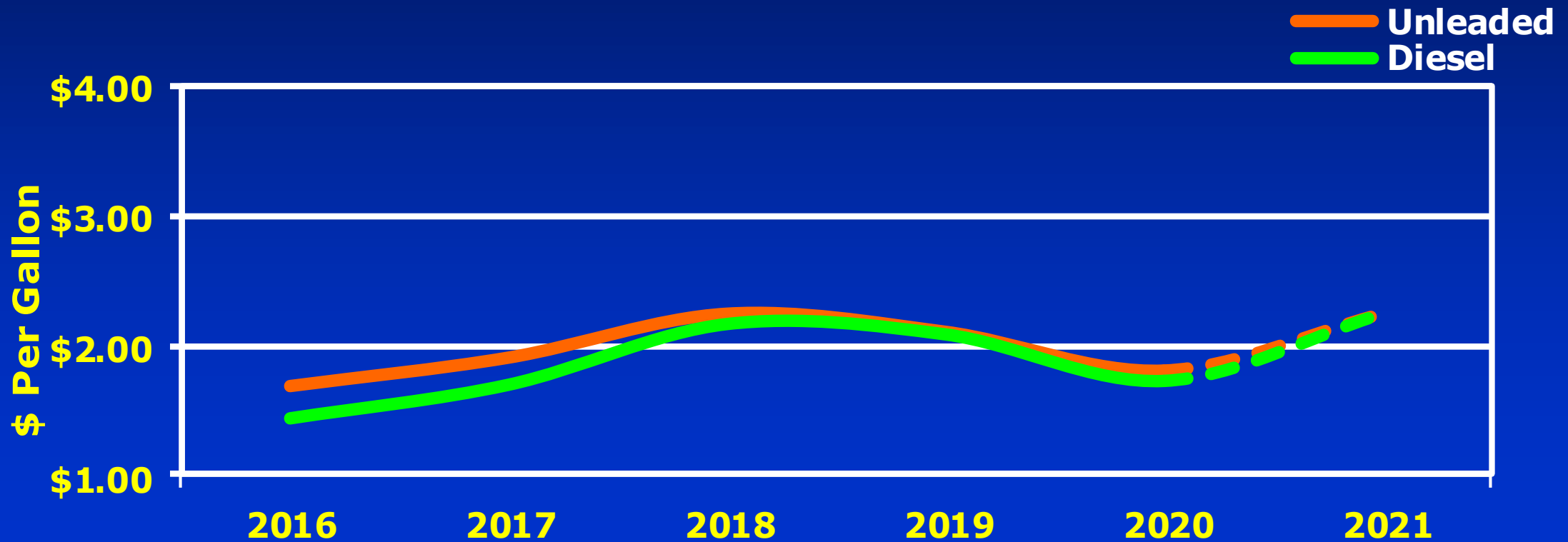
- **Contracting Agent**





Proposed FY 2020-21 Budget

Fuel Budget – Average Cost Paid Per Gallon





Proposed FY 2020-21 Budget

	<u>Current FY 2020</u>	<u>\$ Change</u>	<u>Proposed FY 2021</u>
Capital Improvement Projects	\$55.4M	(\$2.5M)	\$52.9M
Budget Change			(4.6%)





Proposed FY 2020-21 Budget

▪ FY 2021 CIP Projects by Category

- HVAC Repair and Replacement	\$24.8M
- Facility Improvements	\$20.3M
- Plumbing	\$2.7M
- Roof Replacement	\$2.7M
- Energy Conservation	\$1.5M
- Fleet Building Improvements and Fuel Tanks	<u>\$892K</u>
Total	\$52.9M



Proposed FY 2020-21 Budget

▪ Major Projects (Total Project Costs)

- Courthouse HVAC and Building Imp.	\$18.2M
- Corrections HVAC and Building Imp.	\$16.6M
- Courthouse Build-Out	\$11.0M
- Corrections Security Doors	\$10.1M
- Administration Center HVAC	\$7.9M
- Corrections Central Energy Plant Imp.	\$7.7M
- Public Works Window Replacement	\$5.7M
- Courthouse Elevator Modernization	\$5.5M
- Corrections Campus wide UPS System	\$5.3M





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Accomplishments

▪ Capital Projects

In FY 2019 managed

- Over 326 projects**
- \$310M in total project costs**





Accomplishments



▪ Orange County Multicultural Center (INVEST)





Accomplishments



- Barber Park Multiple Purpose Field and Splash Pad (INVEST)





Accomplishments



- Fire Station #87 and Fire Station #68 (INVEST)





Accomplishments

▪ Facilities Management

- Coordinated all safety preparations for building reopening's to citizens and employees during COVID-19
- Maintained 497 buildings totaling 5.5M square feet of space
- Received 2019 Facilities Maintenance Achievement Award (Sustainability) from Facilities Maintenance Decisions Magazine
- Using EnergyCAP software to track utility costs in buildings

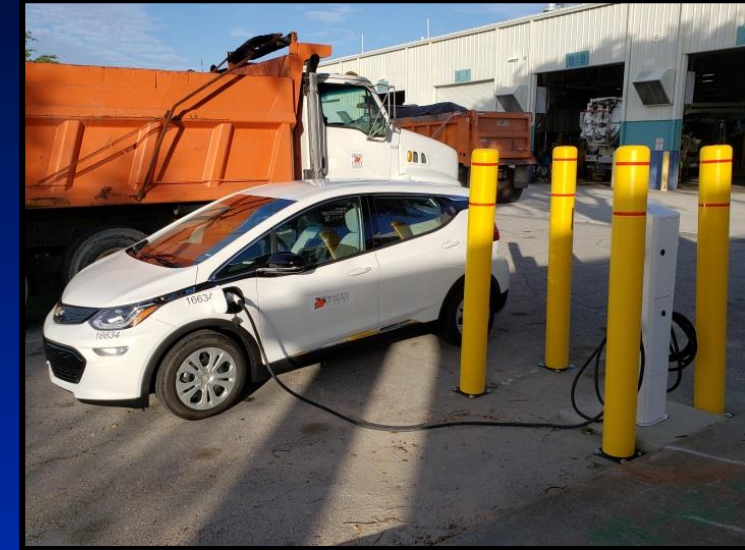




Accomplishments

▪ Fleet Management

- Installed vehicle charging station and purchased new Chevy Volt
- Technician productivity was 86.5%, which continues to be one of the highest among Cities & Counties in the State of Florida
- Named as a Honorable Mention in the 2020 Top 50 Leading Fleets by Government Fleet magazine and APWA





Accomplishments

▪ Business Development

– 436 certified M/WBE firms

– 51 newly certified M/WBE firms

– 22 Educational workshops conducted at National Entrepreneur Center (NEC)

– Started implementation of B2G Now on-line Certification & Compliance system



Our Purpose

Provide resources that stimulate economic growth for small businesses. This includes working to increase the utilization of minority and women-owned businesses and Service Disabled Veterans in the County's procurement process.

Mission

Promote the participation and award of contracts to women and minority business enterprises in accordance with the M/WBE Ordinance.

Our Services

- Minority Women Business Enterprise (M/WBE) Certification & Re-certification
- Registration of Service Disabled Veterans (SDV's)
- Contract Compliance
- Educational Workshops
- Outreach Collaboration Events
- Collaboration with Central Florida Workforce to facilitate the Dislocated Worker Program in County Contracts



Accomplishments

▪ Procurement

- ESF-7 PPE ordered for COVID-19
 - 12.2M 3-ply surgical masks
 - 1M 2oz hand sanitizers
 - 348k N95 respirator masks
 - 405 1 gallon hand sanitizers

- Achievement of Excellence In Procurement (AEP) Award in 2019 from the National Procurement Institute



Achievement
of Excellence
In Procurement



Accomplishments

▪ Real Estate Management

- Acquired lands for FS#69 in UCF Research Park, for expansion of Magnolia Park, and for future expansion of Corrections
- Completed 124 plat reviews and recorded 187 donations in connection with development in FY19
- Lease and/or manage 1.1M square feet of office, retail, medical, recreational, and warehouse space as of May 2020





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Budget Highlights

▪ **COVID Impacts**

– **Teleworking**

- **135 of 329 Administrative Services employees are telecommuting**
- **Majority of employees from Facilities and Fleet Management are essential and continue to work at County facilities**

– **Facilities Management will defer some lifecycle painting and flooring projects and reprioritize lifecycle equipment replacements**

– **Extending CIP project schedules to stretch out cash flows**



Budget Highlights

▪ COVID Impacts (Cares Act Funding)

Item	Amount
Guard Services for Temperature Checks	\$628,694
Cleaning Services to Sanitize Office	582,198
Hand Sanitizer	349,965
COVID-19 Signage ,Production and Installation	285,280
Personal Masks and Misc. Supplies	241,374
HVAC Sanitizing Equipment	66,757
Sneeze Guards at County Facilities	38,717
Temperature Scanning Equipment (Estimated)	250,000
Additional HVAC Sanitizing Equipment and Masks/Supplies (Estimated)	400,000
Total	\$2,842,985



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Summary

- **Continue with new building protocols to keep County facilities safe and clean for the County's employees and citizens**
- **Continue to reduce non-critical expenditures to assist with potential budget shortfalls related to the financial impacts of COVID-19**
- **Balancing the number and types of sustainable projects and vehicles in our facilities and fleet with costs and long term maintenance**



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