



# **Administrative Services Department**

**FY 2012-13  
Budget Worksession**

**July 16, 2012**



# Presentation Outline

- **Organization Chart**
- **Proposed FY 2012-13 Budget**
- **Accomplishments**
- **Budget Challenges**
- **Summary**



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# Organization Chart

**Director – John Terwilliger**

**Business Development  
Errick Young**

**Capital Projects  
Sara Flynn-Kramer (Acting)**

**Energy Management  
Tarzan Frazier**

**Facilities Management  
Venetta Valdengo, Deputy**

**Fiscal & Operational Support  
Anne Kulikowski**

**Fleet Management  
David Roussel**

**Purchasing & Contracts  
Johnny Richardson**

**Real Estate Management  
John Terwilliger (Acting)**

**296 Positions**



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# Proposed FY 2012-13 Budget

	<u>Current FY 2012</u>	<u>\$ Change</u>	<u>Proposed FY 2013</u>
Personal Services	\$17.6M	\$0.0M	\$17.6M
Operating Budget	\$46.3M	(\$1.0M)	\$45.3M
Budget Change			(1.5%)
Staffing	297	(1)	296





# Proposed FY 2012-13 Budget

	Current		Proposed
	<u>FY 2012</u>	<u>\$ Change</u>	<u>FY 2013</u>
Capital Improvement Projects	\$18.8M	(\$14.0M)	\$4.8M

Budget Change

(74%)





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# Accomplishments

- **Capital Projects**

**In FY 2012, managed over 100 projects with a total project cost of approximately \$67 million.**

**Major current projects include:**

- **Fire Station #84**
- **Coalition for the Homeless – Men's Shelter**
- **Corrections Kitchen and Laundry**
- **Holden Heights Community Center**





# Accomplishments

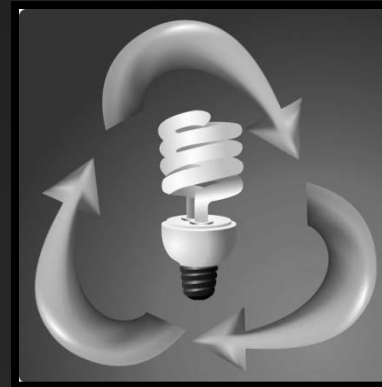
- **Facilities Management**
  - Maintained 6 million square feet of space and handled over 60,000 work orders in FY 2011
  - Implemented the Mobile Work Order System
  - Developed and implemented energy saving projects
    - Energy Information System (EIS)
    - Lighting Retrofits





# Accomplishments

- **Facilities Management**
  - **Lighting Retrofits for Sheriff's Central Complex Parking Lot**  
(Savings at the end of 3 Years):
    - \$26K in Electric Usage
    - \$18K in Fixture Replacements
    - \$2K for Lift Rental for Repairs
  - **Total of \$46K in Savings**





# Accomplishments

- **Fleet Management**

- Maintained over 3,600 pieces of automotive and heavy equipment in FY 2011
  - 98% in service at all times
  - Completed 18,200 work orders
- Increased Technician Productivity from 91.6% in FY 10 to 92.7% in FY 2011 (benchmark = 85%)
- Orange County one of lowest cost per vehicle spent Counties in Florida





# Accomplishments

- **Real Estate Management**
  - Coordinated appraisals, performed reviews and closings for the purchase and re-sale of 60 homes for the Neighborhood Stabilization Program (NSP).
  - Renegotiated office leases to save \$200,000 annually.





# Accomplishments

- **Real Estate Management**
  - Acquisition of property for the East Side Homeless Resource Center
  - Partially operational November, 2012
  - Fully operational July, 2013





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# Budget Challenges

- **Facilities Management**
  - Maintenance of Buildings
  - Capital Improvements Program

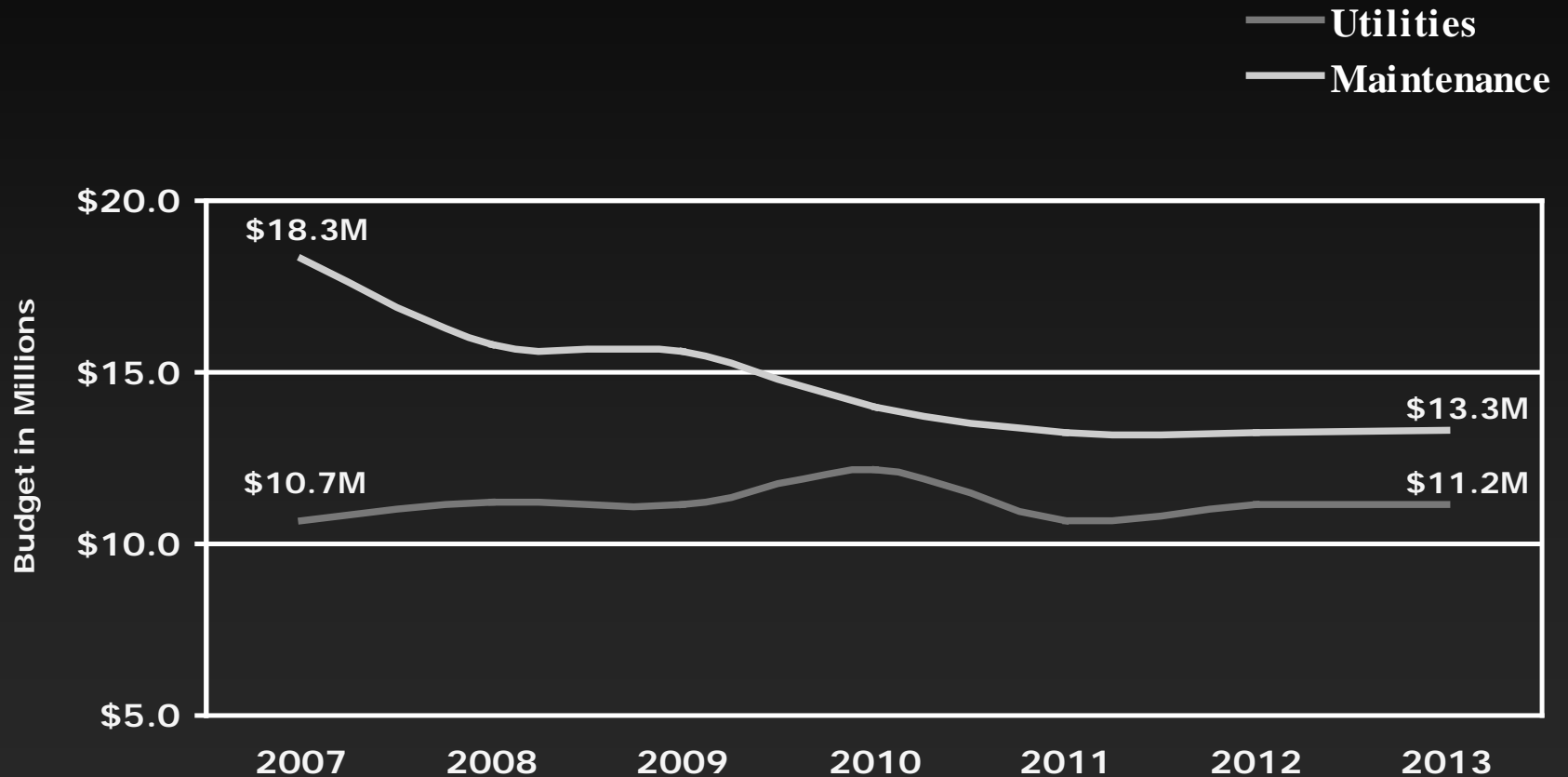






# Budget Challenges

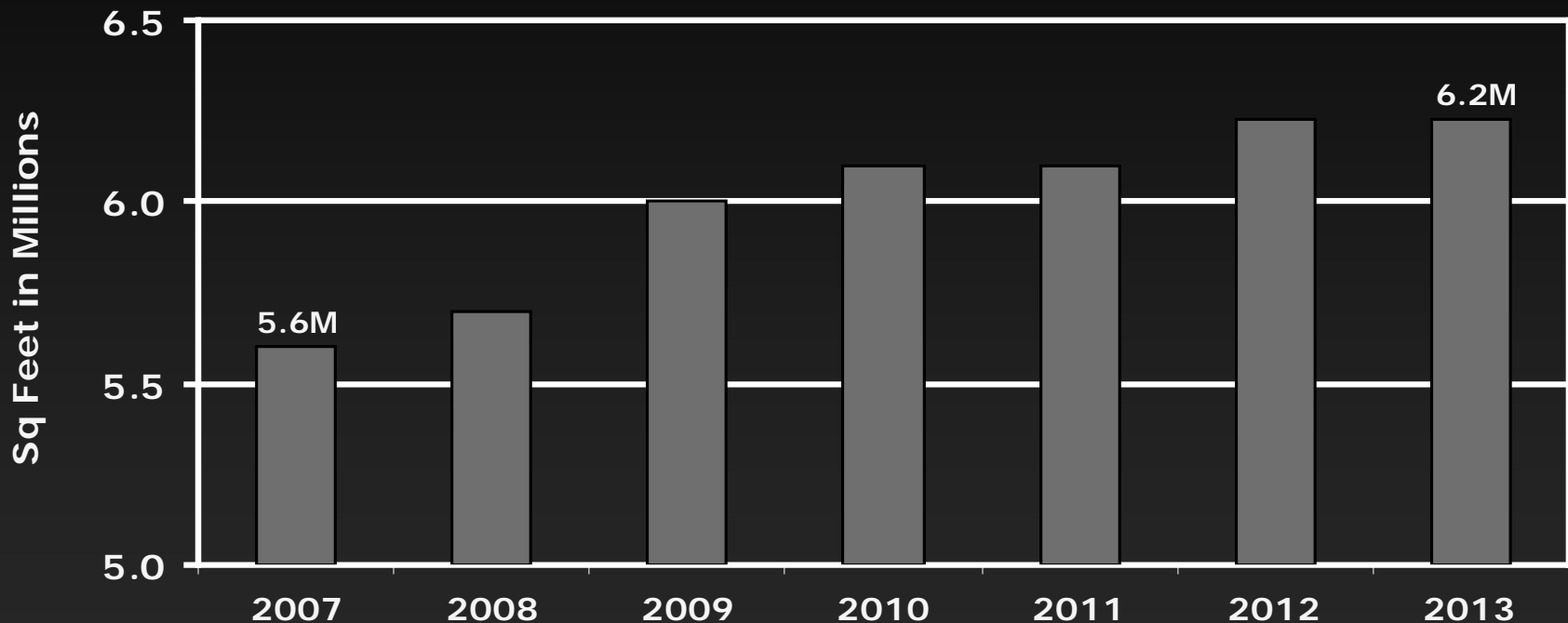
## Budget for Utilities and Maintenance





# Budget Challenges

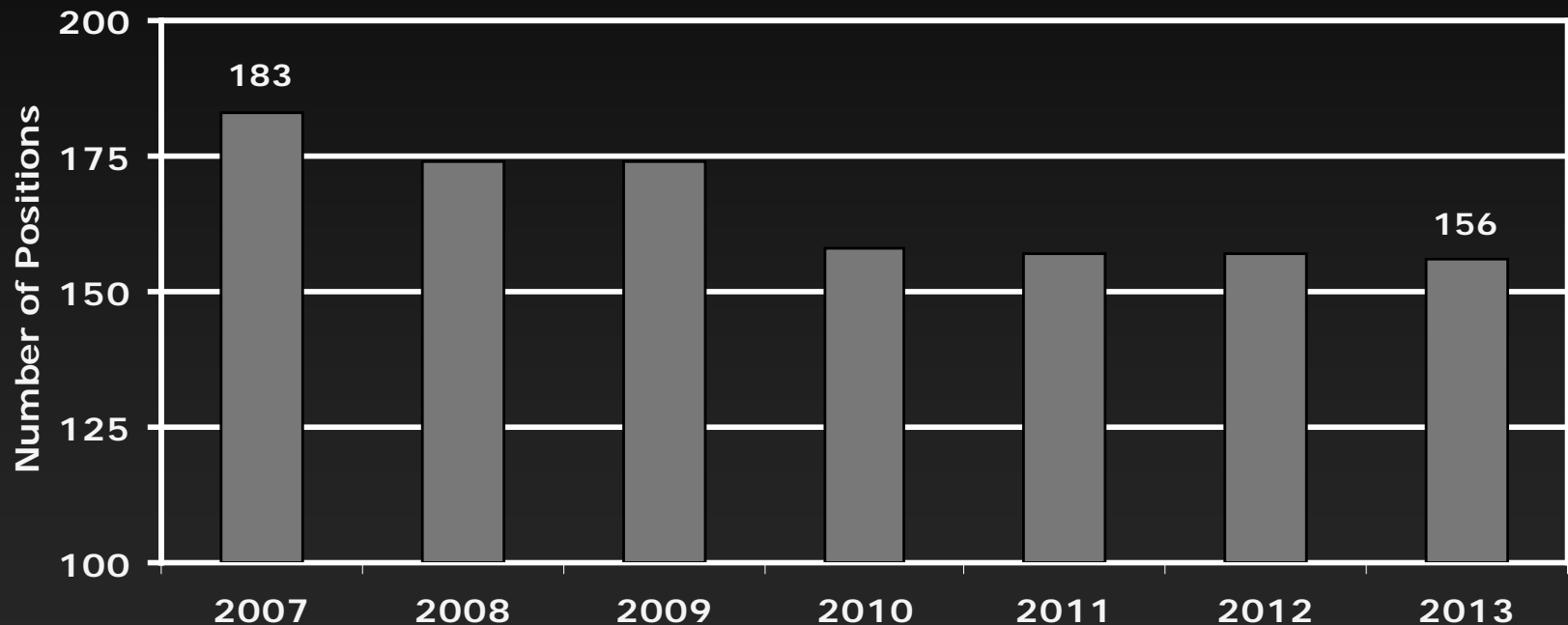
## Facilities Management - Total Square Footage Maintained





# Budget Challenges

## Facilities Management – Authorized Positions





# Budget Challenges

## Maintenance of Buildings Budget

Includes annual term contracts and proposed projects for maintenance on County facilities such as:

- Elevator Maintenance
- HVAC Maintenance/Repair
- Landscape Maintenance
- Roof Repairs
- Plumbing & Electrical Repairs
- Pest Control
- Fire Alarm System Maintenance





# Budget Challenges

## Maintenance of Buildings Budget

**FY 2012 Current Budget** **\$7.9M**

**FY 2013 Requested Budget** **\$8.2M**

**Additional Funding Requested** **\$300K**





# Budget Challenges

## Contracts Budget

	<u>FY 2012</u>	<u>FY 2013</u>
Janitorial Contract	\$2.64M	\$2.59M
Security Contract*	<u>\$600K</u>	<u>\$350K</u>
*General Fund Portion Only		
Total Contracts	\$3.24M	\$2.94M
Savings in FY 2013		(\$300K)





# Budget Challenges

## Facilities Management FY 2013 Budget

Maintenance of Buildings	\$300K
Janitorial Contract	(\$50K)
Security Contract	<u>(\$250K)</u>
Net Increase to Budget	\$0





# Budget Challenges

## Capital Improvements Program (CIP)

- Facilities Management has 4 on-going CIPs to maintain County buildings:
  - Improvement to Facilities
  - HVAC Repair/Replacement
  - Energy Conservation
  - Roof Repair/Replacement







# Budget Challenges

## Improvements to Facilities CIP

- Major Projects Include:

- |   |        |
|---|--------|
| – Courthouse Fire Control System        | \$750K |
| – Corrections Horizon Elevator Rehab    | \$550K |
| – Corrections D,E,F Fire Control System | \$250K |
| – John Bridges Force Main               | \$234K |
| – Marks St. Senior Center Fire System   | \$100K |





# Budget Challenges

## HVAC Repair/Replacement CIP

- Major Projects Include:

– Admin Center HVAC Retrofit	\$575K
– Courthouse Bldg C HVAC	\$360K
– Corrections Work Release HVAC	\$350K
– Corrections D,E,F BAS Upgrade	\$260K
– RCC HVAC Replacement	\$100K





# Budget Challenges

## Roof Repair/Replacement CIP

- Major Projects Include:

- |                                     |        |
|-------------------------------------|--------|
| – Mosquito Control Office Buildings | \$300K |
| – Mable Butler Roof Replacement     | \$273K |
| – Sheriff's Fleet Building          | \$200K |





# Budget Challenges

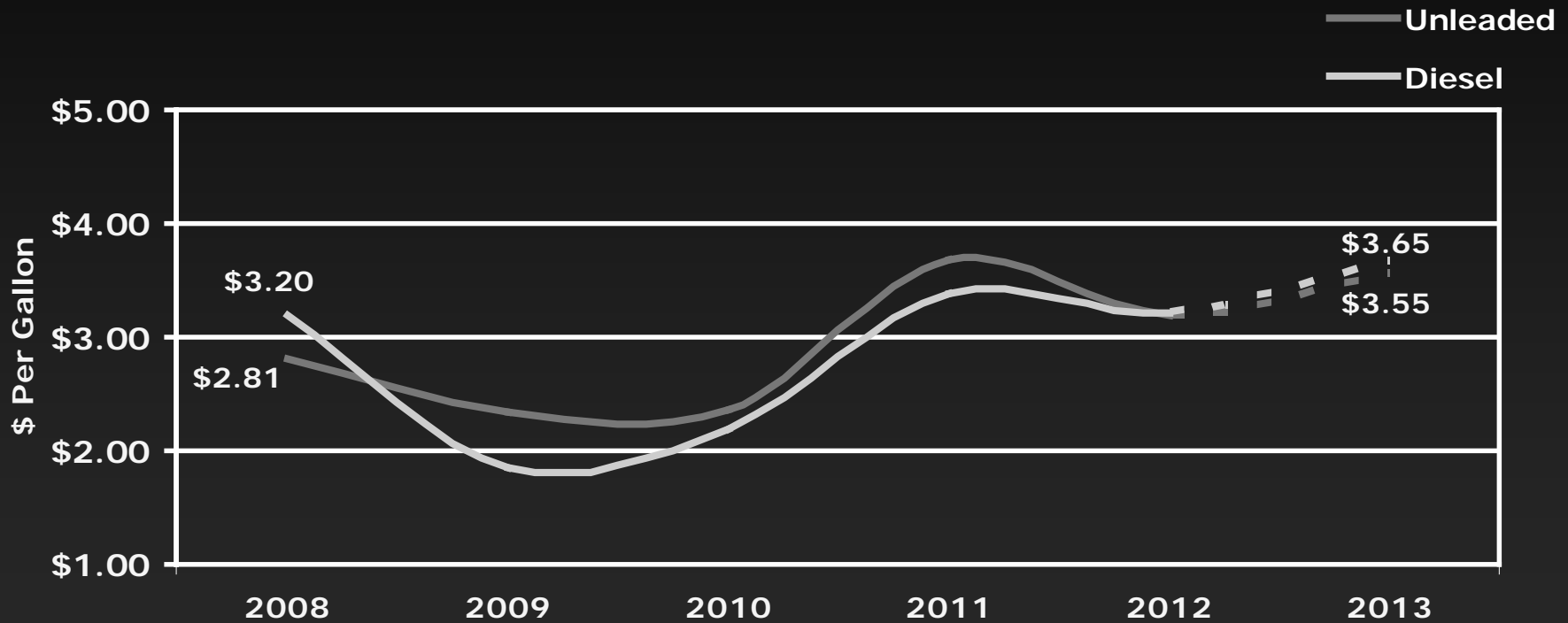
- **Fleet Management**
  - **Fuel Costs**
    - **Volatile fuel market and current uncertainty in the Middle East make forecasting fuel prices very difficult**





# Budget Challenges

## Fuel Budget – Average Cost Paid Per Gallon





# Budget Challenges

## Fuel Budget – Budgeted Cost Per Gallon

	<u>FY 2012</u>	<u>FY 2013</u>
Unleaded Fuel	\$3.10	\$3.55
Diesel Fuel	\$3.00	\$3.65





# Budget Challenges

## Fuel Budget

FY 2012

FY 2013

Unleaded Fuel

\$4.8M

\$5.6M

Diesel Fuel

\$1.7M

\$2.2M

Total Fuel Budget

\$6.5M

\$7.8M

Total Increase in Fuel Budget

\$1.3M

- Must monitor fuel market throughout year to maintain budget





# Budget Challenges

- **Business Development**
    - **Disparity Study**
      - Due every four (4) years
      - Takes approximately 18 months
      - Partner with others in our MSA \*
        - City of Orlando
        - Lynx
        - OOCEA
        - GOAA
        - Osceola County
- \*Metropolitan Statistical Area
- Budget will be requested separately

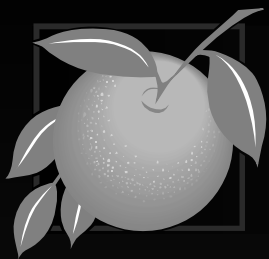






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# Summary

- Maintenance to buildings must be funded to keep County facilities operational and safe
- Capital improvement projects increasing as buildings age
- Cost of fuel in a volatile fuel market
- Disparity Study funding



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# **Administrative Services Department**

**FY 2012-13  
Budget Worksession**

**July 16, 2012**