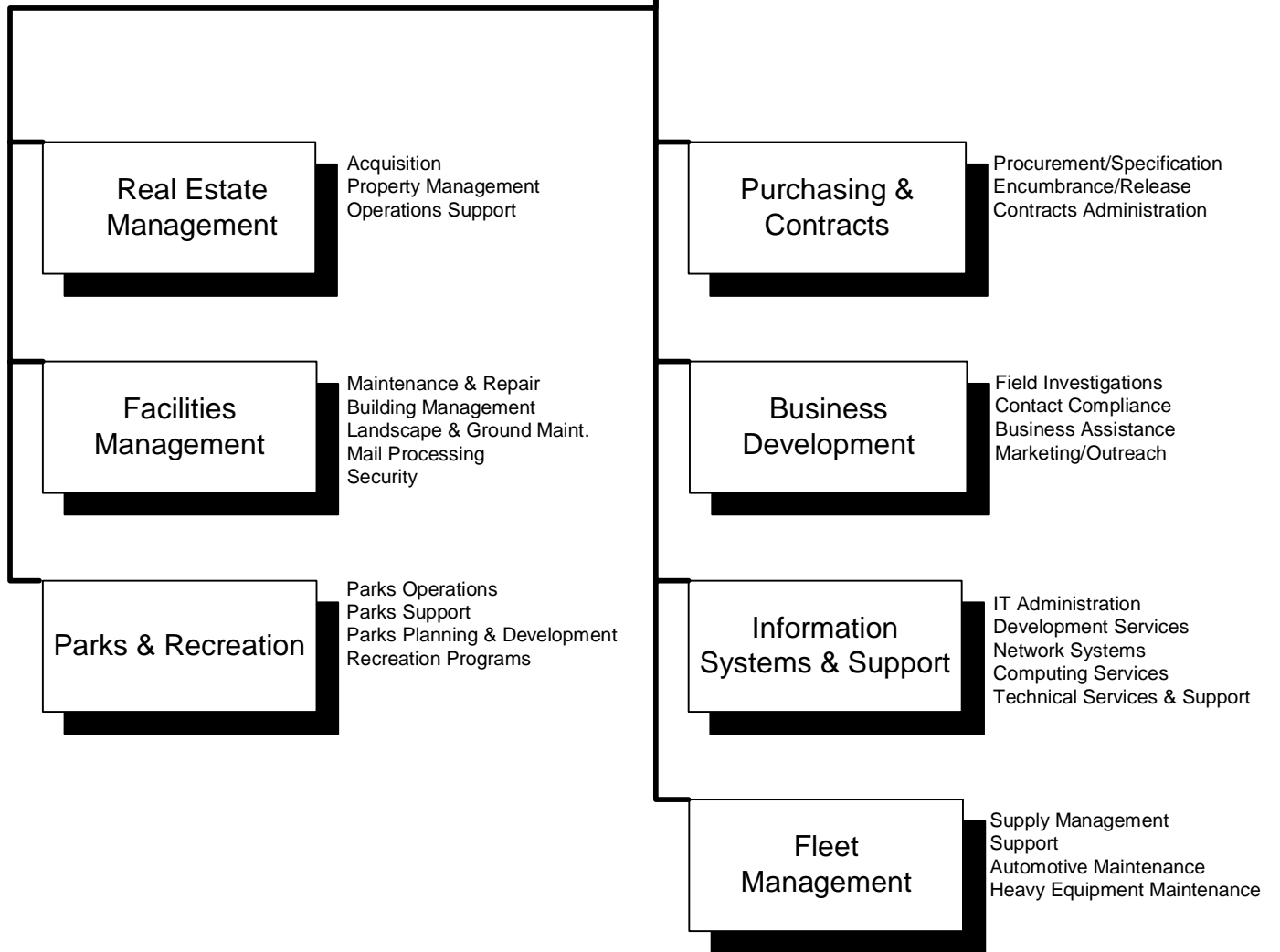
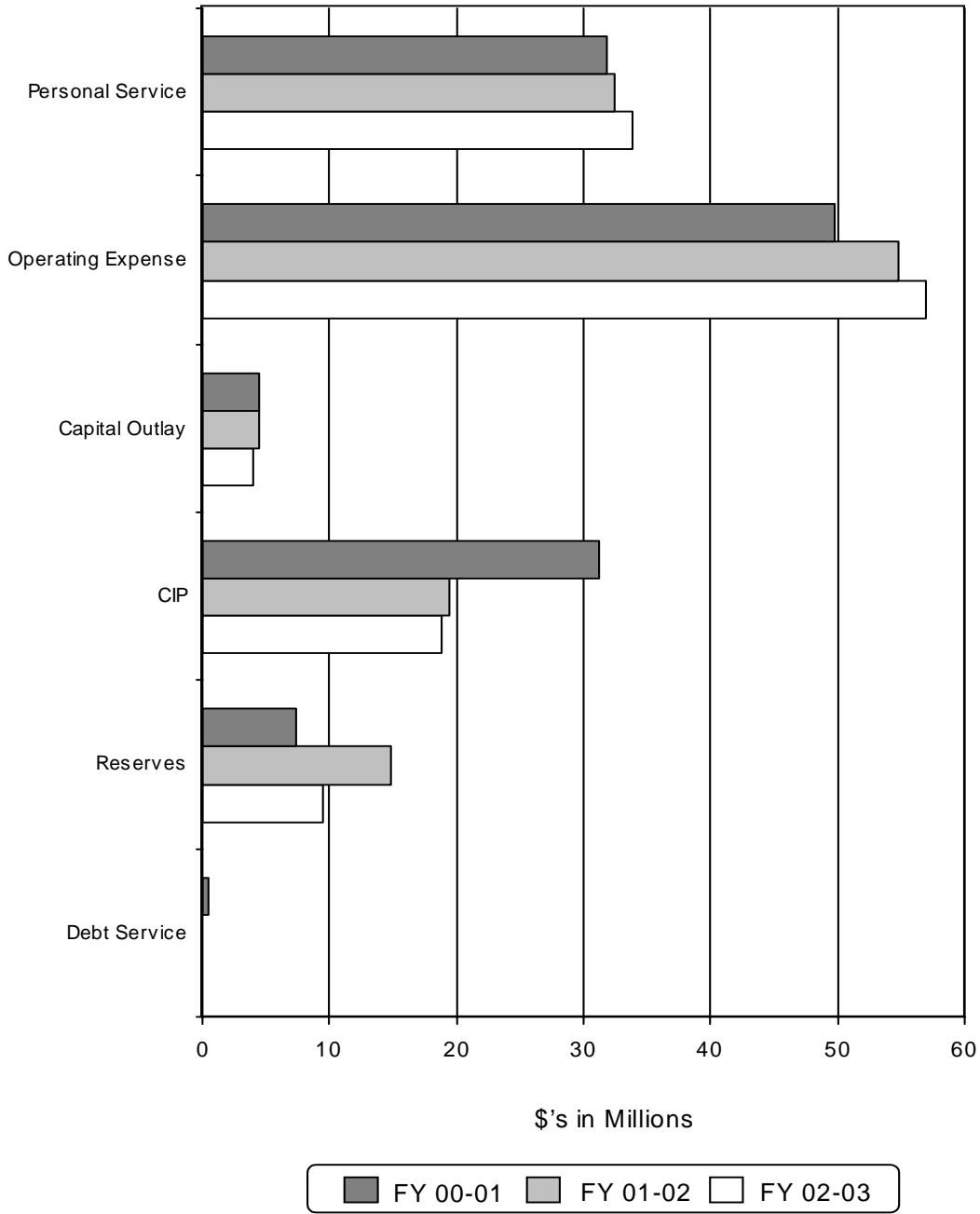


ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES



DEPARTMENT: ADMINISTRATIVE SERVICES

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
EXPENDITURES				
Personal Services	\$ 28,259,327	\$ 31,922,548	\$ 32,387,147	\$ 33,935,564
Operating Expenses	41,903,923	49,816,975	54,825,667	56,929,665
Capital Outlay	5,046,967	4,112,357	3,936,803	3,526,481
SUBTOTAL	75,210,217	85,851,880	91,149,617	94,391,710

% Change in Expenditures from Prior Year 6% 4%

Capital Improvements	16,672,908	31,301,278	19,353,176	18,807,850
Debt Service	273,309	506,633	0	0
Grants	0	0	0	0
Reserves	0	7,387,466	11,941,031	8,256,718
Other	2,205,589	111,480	28,917	0
TOTAL	\$ 94,362,022	\$ 125,158,737	\$ 122,472,741	\$ 121,456,278

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
PERSONNEL				
Authorized Positions	682	693	684	684

% Change from Prior Year -1% 0%

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
FUNDING SOURCE SUMMARY				
General Fund	\$ 36,607,071	\$ 42,639,751	\$ 46,477,846	\$ 48,695,225
Special Revenue Funds	29,372,377	49,638,980	43,908,095	42,213,006
Impact Fees	0	0	0	0
Capital Construction Funds	1,567,636	2,239,811	900,732	0
Enterprise Funds	0	0	0	0
Internal Service Funds	26,814,938	30,640,195	31,186,068	30,548,047
Debt Funds	0	0	0	0
Special Agency Funds	0	0	0	0
All Other Funds	0	0	0	0
TOTAL	\$ 94,362,022	\$ 125,158,737	\$ 122,472,741	\$ 121,456,278

DESCRIPTION:

The Administrative Services Department provides essential support services to operating divisions and Constitutional Offices of the County. These services include maintenance services, property acquisition, fleet management, purchasing, business development, information technology, parks and recreation, and security.

COMMENTS:

Personal Services – The FY 01-02 and FY 02-03 budgets include a 4% salary increase. In addition, the budgets reflect an adjustment due to a medical insurance increase of approximately 56 percent. The effect of this cost increase is partially offset by a reduction in the Florida Retirement System contribution rates. The FY 01-02 budget reflects a net decrease of 7 positions. Facilities Management deleted 20 Janitor positions due to the continuation of privatizing janitorial services in the county. Information Systems and Services deleted 3 positions that were associated with the Clerk of the Court projects. There are a total of 16 additions to the department. Fourteen positions are added to the Parks and Recreation Division to operate various new parks sites coming on line in FY 01-02. Facilities Management is adding one Assistant Manager position to assist with day-to day operations. Real Estate Management is adding one Administrative Support Clerk to assist with records management.

Operating Expenses – Overall operating expenditures increased 10.1% in FY 01-02 and 3.8% FY 02-03. This is mainly due to additional lease space costs within Real Estate Management's budget. Fleet Management's operating budget is increasing 31.9% in FY 01-02 and 1.2% in FY 02-03 due to the unstable petroleum market. Fleet Management is following leading industry projections that state a continued rise in the price of fuel. The 10.8% increase in the Parks and Recreation budget is due to new park sites coming on-line in FY 01-02. There are no other major operating impacts in the departmental budget.

Capital Outlay – The FY 02-03 budget decreased mainly due to one time computer and equipment purchases. The budget includes both new and replacement vehicles as approved by the Vehicle Requirement Utilization Committee (VRUC) for FY 01-02 and FY 02-03.

Capital Improvements – The FY 01-02 budget includes funds for various Repairs to Facilities, HVAC Repair and Replacement, Fuel Tank Replacement, Network Infrastructure Expansion, Telephone System Upgrades, PC Replacement/Thin Client, Construction of New Parks, and Improvements to Existing Parks. Please refer to the Capital Improvements section for a complete listing of the projects.

Reserves – Reserves are maintained in Fleet Management, Information Systems and Services, and Parks and Recreation budgets for unanticipated expenses and capital related projects.

Other – The FY 01-02 budget includes funds for the repayment of a temporary loan in the Fleet Management Division that was necessary to cover the unexpected increase in fuel prices.

PERFORMANCE MEASUREMENT PROGRAM INFORMATION

Department: Administrative Services

Purpose Statement:

The Administrative Services Department provides essential support services to operating Divisions and Constitutional Offices of the county. These services include maintenance services, property acquisition, fleet management, purchasing, business development, information technology, parks and recreation, and security. These services are provided through the Business Development, Facilities Management, Fleet Management, Information Systems and Services, Parks and Recreation, Real Estate Management, and Purchasing and Contracts Divisions.

Program Description:

- 1) The Facilities Management Division's Maintenance and Repair Program provides preventive maintenance and repair of building systems. Work orders are used for scheduled and requested maintenance activities. Minor improvements are performed either in-house or by contracted services, and quality assurance is applied to all maintenance services.
- 2) The Fleet Management Division's Automotive Program assures in-shop and road repair services are available for scheduled (preventative maintenance) and unscheduled maintenance of approximately 1,600 county-owned light vehicles. Service is provided by Fleet mechanics, support personnel, and/or contracted vendors.
- 3) The Information Systems and Services (ISS) Division's Service Center Program provides a single point of contact for reporting troubles, immediately handles the more common technology problems, and refers those problems beyond the area of expertise to technical experts in the ISS Division and to outside vendors.
- 4) The Parks & Recreation Division's Parks Maintenance Program provides standards for maintenance efficiency benchmarked against accepted national standards. All park properties are evaluated three times yearly. Evaluations are converted to numerical scores (1-10) based on developed written criteria. This permits trend analysis, and data tools to evaluate and motivate staff performance. Internal and external customer satisfaction measures are statistically gathered in parallel. This allows analysis for determining effectiveness of operations.
- 5) The Real Estate Management Division's Property Management Program staff maintains the Facility Master Plan, provides direction on space needs, and handles leasing services for Orange County departments and agencies.

Comments/Highlights:

The department has a diverse group of divisions that provide services to both Orange County departments and its citizens. Therefore, the performance measurements included here are just a small sample of the many programs and services this department provides. It is important to note that the department strives to provide the best services at the lowest possible cost to its customers. Many of the performance measures developed can be benchmarked against other outside agencies to show that the department can competitively compete with these agencies for services.

SELECTED PERFORMANCE BASED MEASUREMENTS

Department: Administrative Services		FY 99-00 Actual	FY 00-01 (As of 03/31/00)	FY 00-01 Target	FY 01-02 Target	FY 02-03 Target
Major Services and Performance Measures						
1. Program/Major Service: Facilities Management Maintenance and Repair						
Workload:	Number of Labor Hours Spent on Maintenance and Repair	103,825	31,429	190,000	190,000	190,000
Effectiveness:	N/A					
Efficiency:	Cost Per Square Foot Maintained	\$ 5.87	\$ 3.25	\$ 1.60	\$ 1.60	\$ 1.60
2. Program/Major Service: Fleet Management Automotive (Repairs)						
Effectiveness:	Number of Light Vehicles Maintained	4,532	2,246	5,400	5,400	5,400
Effectiveness:	Percent of Fleet Operational	98%	98%	100%	100%	100%
Efficiency:	N/A					
3. Program/Major Service: Information Systems and Services Help Desk						
Workload:	Number of Trouble Tickets	26,012	12,811	23,000	26,000	27,000
Effectiveness:	Median Time to Close Trouble Tickets (Minutes)	202.4	31.4	100.0	100.0	100.0
Efficiency:	Cost (\$) Per Trouble Ticket (based on Helpdesk Institute national standard)	\$ 14.36	\$ 15.64	\$ 19.50	\$ 19.50	\$ 19.50
4. Program/Major Service: Parks & Recreation Parks Maintenance						
Workload:	Number of Park Sites Maintained	35	40	50	50	57
Effectiveness:	Number of park sites rated 7 or above (on a 10-point scale) by in-house staff, customer satisfaction surveys and complaints	N/A	N/A	30	30	35
Efficiency:	Annual Cost (\$) per Acre Maintained	N/A	N/A	\$ 14,500	\$ 14,500	\$ 14,500
5. Program/Major Service: Real Estate Management Lease Site Selection						
Workload:	Number of lease site selection requests	27	22	25	30	30
Effectiveness:	Percent of leases submitted to user for approval within 60 days	100%	100%	100%	100%	100%

N/A = Not Available

DIVISION: DEPARTMENT OFFICE

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
EXPENDITURES				
Personal Services	\$ 758,548	\$ 949,320	\$ 843,547	\$ 886,474
Operating Expenses	188,709	202,433	41,855	43,576
Capital Outlay	27,360	500	0	0
SUBTOTAL	974,616	1,152,253	885,402	930,050

% Change in Expenditures from Prior Year -23% 5%

Capital Improvements	0	0	0	0
Debt Service	0	0	0	0
Grants	0	0	0	0
Reserves	0	0	0	0
Other	0	0	0	0
TOTAL	\$ 974,616	\$ 1,152,253	\$ 885,402	\$ 930,050

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
PERSONNEL				
Authorized Positions	15	14	12	12

% Change from Prior Year -14% 0%

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
FUNDING SOURCE SUMMARY				
General Fund	\$ 974,616	\$ 1,152,253	\$ 885,402	\$ 930,050
Special Revenue Funds	0	0	0	0
Impact Fees	0	0	0	0
Capital Construction Funds	0	0	0	0
Enterprise Funds	0	0	0	0
Internal Service Funds	0	0	0	0
Debt Funds	0	0	0	0
Special Agency Funds	0	0	0	0
All Other Funds	0	0	0	0
TOTAL	\$ 974,616	\$ 1,152,253	\$ 885,402	\$ 930,050

DESCRIPTION:

The Administrative Services Department Office provides support and direction to the divisions within the department and coordinates specialized support services rendered to other Orange County Departments and Constitutional Officers.

COMMENTS:

Personal Services – The FY 01-02 and FY 02-03 budgets include a 4% salary increase. In addition, the budgets reflect an adjustment due to a medical insurance increase of approximately 56 percent. The effect of this cost increase is partially offset by a reduction in the Florida Retirement System contribution rates. The FY 01-02 budget decreased due to the transfer of two positions to the Department of Capital Projects during FY 00-01.

Operating Expenses – Overall, the FY 01-02 and FY 02-03 budgets have decreased due to operating expenses relating to two positions transferred to the Department of Capital Projects.

DIVISION: BUSINESS DEVELOPMENT

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
EXPENDITURES				
Personal Services	\$ 457,564	\$ 445,446	\$ 444,062	\$ 465,134
Operating Expenses	170,852	257,088	251,181	236,764
Capital Outlay	23,721	20,178	20,165	7,260
SUBTOTAL	652,137	722,712	715,408	709,158

% Change in Expenditures from Prior Year -1% -1%

Capital Improvements	0	0	0	0
Debt Service	0	0	0	0
Grants	0	0	0	0
Reserves	0	0	0	0
Other	0	0	0	0
TOTAL	\$ 652,137	\$ 722,712	\$ 715,408	\$ 709,158

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
PERSONNEL				
Authorized Positions	9	8	8	8

% Change from Prior Year 0% 0%

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
FUNDING SOURCE SUMMARY				
General Fund	\$ 652,137	\$ 722,712	\$ 715,408	\$ 709,158
Special Revenue Funds	0	0	0	0
Impact Fees	0	0	0	0
Capital Construction Funds	0	0	0	0
Enterprise Funds	0	0	0	0
Internal Service Funds	0	0	0	0
Debt Funds	0	0	0	0
Special Agency Funds	0	0	0	0
All Other Funds	0	0	0	0
TOTAL	\$ 652,137	\$ 722,712	\$ 715,408	\$ 709,158

DESCRIPTION:

The Business Development Division provides various resources that stimulate economic growth for small companies. This includes entrepreneurial education programs, consultations, and financial assistance referrals. The Division also works to ensure the utilization of minority and woman-owned businesses in the County's procurement process by monitoring the established goals set forth in the "M/WBE Ordinance."

COMMENTS:

Personal Services – The FY 01-02 and FY 02-03 budgets include a 4% salary increase. In addition, the budgets reflect an adjustment due to a medical insurance increase of approximately 56 percent. The effect of this cost increase is partially offset by a reduction in the Florida Retirement System contribution rates. One Management Analyst position is being reclassified to a Senior Contract Administrator.

Operating Expenses – The FY 01-02 and FY 02-03 budgets reflect decreases of 2.3% and 5.7%, respectively. This is due to a reduction in contractual services, equipment, scholarships and awards.

Capital Outlay – The decrease of 64% in FY 02-03 is due to the one-time computer purchases in FY 01-02.

DIVISION: FACILITIES MANAGEMENT

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
EXPENDITURES				
Personal Services	\$ 5,759,805	\$ 6,525,592	\$ 6,123,887	\$ 6,456,136
Operating Expenses	15,689,529	18,157,673	19,486,387	20,550,509
Capital Outlay	199,045	242,591	209,093	175,332
SUBTOTAL	21,648,379	24,925,856	25,819,367	27,181,977

% Change in Expenditures from Prior Year 4% 5%

Capital Improvements	3,416,131	7,194,462	2,178,849	3,168,000
Debt Service	0	0	0	0
Grants	0	0	0	0
Reserves	0	0	0	0
Other	0	0	0	0
TOTAL	\$ 25,064,510	\$ 32,120,318	\$ 27,998,216	\$ 30,349,977

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
PERSONNEL				
Authorized Positions	169	167	148	148

% Change from Prior Year -11% 0%

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
FUNDING SOURCE SUMMARY				
General Fund	\$ 21,648,379	\$ 24,925,856	\$ 25,819,367	\$ 27,181,977
Special Revenue Funds	3,368,140	7,182,127	2,178,849	3,168,000
Impact Fees	0	0	0	0
Capital Construction Funds	47,992	12,335	0	0
Enterprise Funds	0	0	0	0
Internal Service Funds	0	0	0	0
Debt Funds	0	0	0	0
Special Agency Funds	0	0	0	0
All Other Funds	0	0	0	0
TOTAL	\$ 25,064,510	\$ 32,120,318	\$ 27,998,216	\$ 30,349,977

DESCRIPTION:

Facilities Management provides operational support to internal customers through the delivery of efficient maintenance and repair services to county buildings and equipment. The Division is committed to maintaining buildings and facilities to ensure a safe and pleasant environment for county employees and the public.

COMMENTS:

Personal Services – The FY 01-02 and FY 02-03 budgets include a 4% salary increase. In addition, the budgets reflect an adjustment due to a medical insurance increase of approximately 56 percent. The effect of this cost increase is partially offset by a reduction in the Florida Retirement System contribution rates. In FY 01-02, there is a 6.2% decrease in the budget due the deletion of 20 janitor positions as a result of the continuation of privatizing janitorial services. Also, one Assistant Manager position has been added to assist in the coordination of day-to-day operations.

Operating Expenses – The FY 01-02 and 02-03 budgets increased by 7.3% and 5.5%, respectively, due to an increase in maintenance, security, and janitorial contracts associated with privatizing services and additional new county buildings. In FY 02-03, the 5.5% increase is to cover maintenance costs for 2 new buildings at the Corrections Department.

Capital Outlay – The FY 01-02 and 02-03 decreases are due to one-time purchases of computer equipment.

Capital Improvements – The FY 01-02 and FY 02-03 budgets include funds for Repairs to Facilities, HVAC and IAQ Replacement and Repair, Energy Conservation Retrofit, and County Facilities Roof Assessment. Please refer to the Capital Improvements section for a complete listing of the projects.

DIVISION: FLEET MANAGEMENT

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
EXPENDITURES				
Personal Services	\$ 2,744,675	\$ 2,985,403	\$ 2,978,399	\$ 3,134,163
Operating Expenses	5,702,172	5,025,922	6,630,719	6,713,558
Capital Outlay	201,454	271,999	189,450	104,350
SUBTOTAL	8,648,301	8,283,324	9,798,568	9,952,071

% Change in Expenditures from Prior Year 18% 2%

Capital Improvements	29,004	252,054	50,000	50,000
Debt Service	0	0	0	0
Grants	0	0	0	0
Reserves	0	1,046,297	621,667	715,585
Other	216,767	0	28,917	0
TOTAL	\$ 8,894,072	\$ 9,581,675	\$ 10,499,152	\$ 10,717,656

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
PERSONNEL				
Authorized Positions	68	68	68	68

% Change from Prior Year 0% 0%

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
FUNDING SOURCE SUMMARY				
General Funds	\$ 0	\$ 0	\$ 0	\$ 0
Special Revenue Funds	0	0	0	0
Impact Fees	0	0	0	0
Capital Construction Funds	0	0	0	0
Enterprise Funds	0	0	0	0
Internal Service Funds	8,894,072	9,581,675	10,499,152	10,717,656
Debt Funds	0	0	0	0
Special Agency Funds	0	0	0	0
All Other Funds	0	0	0	0
TOTAL	\$ 8,894,072	\$ 9,581,675	\$ 10,499,152	\$ 10,717,656

DESCRIPTION:

The Fleet Management Division maintains approximately 2,700 pieces of vehicular and specialized equipment. There are 68 employed positions in 4 programs: Administration, Automotive, Heavy Equipment, and Fiscal Operations. National publications and awards programs have recognized Fleet Management as an established leader in productivity and innovations. Efficiencies have been realized by creating special repair facilities such as the Corrections Department Small Equipment Shop, which utilizes inmate labor to reduce costs. Fleet personnel continue to improve their efficiency through membership in professional organizations, training, Emergency Vehicle Technician (EVT) and Automotive Service Excellence (ASE) certification programs.

COMMENTS:

Personal Services – The FY 01-02 and FY 02-03 budgets include a 4% salary increase. In addition, the budgets reflect an adjustment due to a medical insurance increase of approximately 56 percent. The effect of this cost increase is partially offset by a reduction in the Florida Retirement System contribution rates. However, the overall Personal Services budget for FY 01-02 has decreased due to employee turnover of several positions. Higher-paid personnel were replaced with less experienced, lower-paid personnel.

Operating Expenses – Due to the unstable petroleum market, the Fleet Management Division is following leading industry projections of a continued rise in the price of unleaded and diesel fuel. As a result, the operating budget has increased 31.9% in FY 01-02 and 1.2% in FY 02-03. Material costs for replacement parts have also increased due to the impact of higher fuel costs on shipping charges. Fleet has budgeted these costs at a projected mid range point of the anticipated increase.

Capital Outlay – The Capital budget has been reduced by 30.3% for FY 01-02 and a further reduction of 44.9% for FY 02-03. These reductions were made to partially offset the increased operating expenditures described above.

Capital Improvements – The FY 01-02 and FY 02-03 budgets include funding for fuel tank replacements. Please refer to the Capital Improvements section for a complete listing of the projects.

Reserves – Reserves are funded as a contingency for unanticipated expenditures and also to provide liquidity for Fleet Management's cash flow needs.

Other – The FY 01-02 budget includes funds for the repayment of a temporary loan that was necessary to cover the unexpected increase in fuel prices.

DIVISION: INFORMATION SYSTEMS

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
EXPENDITURES				
Personal Services	\$ 8,370,537	\$ 9,741,509	\$ 9,900,401	\$ 10,399,309
Operating Expenses	9,255,982	11,983,282	11,974,988	12,553,757
Capital Outlay	2,623,656	2,394,728	2,582,792	2,533,623
SUBTOTAL	20,250,174	24,119,519	24,458,181	25,486,689

% Change in Expenditures from Prior Year 1% 4%

Capital Improvements	4,929,561	3,154,965	3,908,378	1,898,250
Debt Service	273,309	506,633	0	0
Grants	0	0	0	0
Reserves	0	1,483,665	2,965,462	1,379,127
Other	1,988,822	0	0	0
TOTAL	\$ 27,441,866	\$ 29,264,782	\$ 31,332,021	\$ 28,764,066

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
PERSONNEL				
Authorized Positions	144	156	153	153

% Change from Prior Year -2% 0%

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
FUNDING SOURCE SUMMARY				
General Fund	\$ 5,191,439	\$ 5,051,297	\$ 6,736,727	\$ 7,035,425
Special Revenue Funds	4,329,561	3,154,965	3,908,378	1,898,250
Impact Fees	0	0	0	0
Capital Construction Funds	0	0	0	0
Enterprise Funds	0	0	0	0
Internal Service Funds	17,920,866	21,058,520	20,686,916	19,830,391
Debt Funds	0	0	0	0
Special Agency Funds	0	0	0	0
All Other Funds	0	0	0	0
TOTAL	\$ 27,441,866	\$ 29,264,782	\$ 31,332,021	\$ 28,764,066

DESCRIPTION:

The Information Systems and Services (ISS) Division provides support services to all operating departments and elected officials in areas such as customer computer applications and software, data processing, data communication, telephone, and radio.

COMMENTS:

Personal Services – The FY 01-02 and FY 02-03 budgets include a 4% salary increase. In addition, the budgets reflect an adjustment due to a medical insurance increase of approximately 56%. The effect of this cost increase is partially offset by a reduction in the Florida Retirement System contribution rates. Personnel Services has increased 1.6% for FY 01-02, and 5.0% for FY 02-03. There is a reduction of three positions from ISS that were transferred to the Clerk of Courts.

Operating Expenses – Operating expenses reflect a decrease of 0.1% for FY 01-02 and a 4.8% increase for FY 02-03. The FY 02-03 increases primarily are in the INET Group, IT consolidation, and increases in voice and data communications.

Capital Outlay – Capital Outlay costs reflect an increase of 7.9% for FY 01-02 and a decrease of 1.9% in FY 02-03. Additional funding in FY 01-02 is necessary to provide replacement equipment that can no longer support the demand of users, the purchase of equipment that allows for growth of existing servers, and increased port capacity (network connections).

Capital Improvements – The FY 01-02 and FY 02-03 budgets include funds for Network Infrastructure Expansion, Telephone System Upgrades, and PC Replacement (Thin Client). Please refer to the Capital Improvements section for a complete listing of the projects.

Reserves – Unrestricted reserves are funded as a contingency for unanticipated expenditures. Restricted reserves are funded to ensure three months of operations & maintenance expenses are available to meet the needs prior to receipt of annual revenue.

DIVISION: PARKS & RECREATION

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
EXPENDITURES				
Personal Services	\$ 7,323,905	\$ 8,254,533	\$ 9,000,468	\$ 9,341,376
Operating Expenses	5,789,614	6,604,823	7,318,330	7,339,494
Capital Outlay	1,782,590	1,001,227	832,951	612,280
SUBTOTAL	14,896,109	15,860,583	17,151,749	17,293,150

% Change in Expenditures from Prior Year 8% 1%

Capital Improvements	8,298,211	20,699,797	13,215,949	13,691,600
Debt Service	0	0	0	0
Grants	0	0	0	0
Reserves	0	4,857,504	8,353,902	6,162,006
Other	0	111,480	0	0
TOTAL	\$ 23,194,320	\$ 41,529,364	\$ 38,721,600	\$ 37,146,756

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
PERSONNEL				
Authorized Positions	221	223	237	237

% Change from Prior Year 6% 0%

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
FUNDING SOURCE SUMMARY				
General Funds	\$ 0	\$ 0	\$ 0	\$ 0
Special Revenue Funds	21,674,676	39,301,888	37,820,868	37,146,756
Impact Fees	0	0	0	0
Capital Construction Funds	1,519,645	2,227,476	900,732	0
Enterprise Funds	0	0	0	0
Internal Service Funds	0	0	0	0
Debt Funds	0	0	0	0
Special Agency Funds	0	0	0	0
All Other Funds	0	0	0	0
TOTAL	\$ 23,194,320	\$ 41,529,364	\$ 38,721,600	\$ 37,146,756

DESCRIPTION:

The Parks and Recreation Division seeks to improve the quality of life in Orange County by providing opportunities for leisure activities, cultural and historical education and preservation, and to protect and preserve the natural environment for present and future generations.

COMMENTS:

Personal Services – The FY 01-02 and FY 02-03 budgets include a 4% salary increase. In addition, the budgets reflect an adjustment due to a medical insurance increase of approximately 56 percent. The effect of this cost increase is partially offset by a reduction in the Florida Retirement System contribution rates. The FY 01-02 budget includes a 9% increase due to the addition of 14 new positions for various new park sites.

FY 01-02 New Positions:

Parks & Recreation Site Supervisor (1)	Park Specialist I (9)
Recreation Leader PT (2)	Park Specialist III (2)

Operating Expenses – The FY 01-02 and FY 02-03 budgets reflect an overall increase of 10.8% and 0.3%, respectively. The increase is attributed to the operation and maintenance of parks coming on line in FY 01-02. The largest operating impact is contract services, the division contracts out all landscape maintenance.

Capital Outlay – The FY 01-02 and FY 02-03 budgets reflect a decrease of 16.8% and 26.5%, respectively due to the one time expense of vehicles purchased in FY 00-01 and FY 01-02.

Capital Improvements – The FY 01-02 and FY 02-03 budgets include funds for construction of new parks and continued funding and improvement for existing parks. Please refer to the Capital Improvements section for a complete listing of the projects.

Reserves – The FY 01-02 budget includes reserves for future capital outlay. The FY 01-02 and FY 02-03 budgets include reserves for unanticipated expenses.

DIVISION: PURCHASING AND CONTRACTS

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
EXPENDITURES				
Personal Services	\$ 1,263,384	\$ 1,381,568	\$ 1,433,850	\$ 1,507,172
Operating Expenses	155,846	246,575	277,306	295,512
Capital Outlay	65,870	108,416	69,630	59,000
SUBTOTAL	1,485,101	1,736,559	1,780,786	1,861,684

% Change in Expenditures from Prior Year 3% 5%

Capital Improvements	0	0	0	0
Debt Service	0	0	0	0
Grants	0	0	0	0
Reserves	0	0	0	0
Other	0	0	0	0
TOTAL	\$ 1,485,101	\$ 1,736,559	\$ 1,780,786	\$ 1,861,684

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
PERSONNEL				
Authorized Positions	27	28	28	28

% Change from Prior Year 0% 0%

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
FUNDING SOURCE SUMMARY				
General Fund	\$ 1,485,101	\$ 1,736,559	\$ 1,780,786	\$ 1,861,684
Special Revenue Funds	0	0	0	0
Impact Fees	0	0	0	0
Capital Construction Funds	0	0	0	0
Enterprise Funds	0	0	0	0
Internal Service Funds	0	0	0	0
Debt Funds	0	0	0	0
Special Agency Funds	0	0	0	0
All Other Funds	0	0	0	0
TOTAL	\$ 1,485,101	\$ 1,736,559	\$ 1,780,786	\$ 1,861,684

DESCRIPTION:

The Purchasing and Contracts Division is responsible for providing centralized purchasing to ensure the procurement of quality products, services, and fixed assets in a timely manner.

COMMENTS:

Personal Services – The FY 01-02 and FY 02-03 budgets include a 4% salary increase. In addition, the budgets reflect an adjustment due to a medical insurance increase of approximately 56 percent. The effect of this cost increase is partially offset by a reduction in the Florida Retirement System contribution rates. One Contract Supervisor position is being reclassified to reflect market salary and pay grade, the title and job code will remain the same.

Operating Expenses – The budget reflects an increase in various accounts for local travel due to increases in bid/proposal meetings, maintenance for aging equipment, training for certification and re-certification of staff, and update of the software for placing additional information in the internet and fax system for vendors.

Capital Outlay – The overall decreases in FY 01-02 and FY 02-03 are due to a reduction in equipment purchases.

DIVISION: REAL ESTATE

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
EXPENDITURES				
Personal Services	\$ 1,580,909	\$ 1,639,177	\$ 1,662,533	\$ 1,745,800
Operating Expenses	4,951,218	7,339,179	8,844,901	9,196,495
Capital Outlay	123,272	72,718	32,722	34,636
SUBTOTAL	6,655,399	9,051,074	10,540,156	10,976,931

% Change in Expenditures from Prior Year 16% 4%

Capital Improvements	0	0	0	0
Debt Service	0	0	0	0
Grants	0	0	0	0
Reserves	0	0	0	0
Other	0	0	0	0
TOTAL	\$ 6,655,399	\$ 9,051,074	\$ 10,540,156	\$ 10,976,931

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
PERSONNEL				
Authorized Positions	29	29	30	30

% Change from Prior Year 3% 0%

	FY 1999-00 Actual Expend.	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Adopted Budget	FY 2002-03 Approved Budget
FUNDING SOURCE SUMMARY				
General Fund	\$ 6,655,399	\$ 9,051,074	\$ 10,540,156	\$ 10,976,931
Special Revenue Funds	0	0	0	0
Impact Fees	0	0	0	0
Capital Construction Funds	0	0	0	0
Enterprise Funds	0	0	0	0
Internal Service Funds	0	0	0	0
Debt Funds	0	0	0	0
Special Agency Funds	0	0	0	0
All Other Funds	0	0	0	0
TOTAL	\$ 6,655,399	\$ 9,051,074	\$ 10,540,156	\$ 10,976,931

DESCRIPTION:

The Real Estate Management Division serves all Orange County agencies in the acquisition and disposition of real estate and coordinates leasing of facilities for County purposes.

COMMENTS:

Personal Services – The FY 01-02 and FY 02-03 budgets include a 4% salary increase. In addition, the budgets reflect an adjustment due to a medical insurance increase of approximately 56 percent. The effect of this cost increase is partially offset by a reduction in the Florida Retirement System contribution rates. There will be an addition of one Administrative Support Clerk to assist with records management. One Title Examiner position is being reclassified to an Administrative Specialist position. The money saved from the Title Examiner position will be split between the reclassified position and the new position for a \$0 impact to the budget.

Operating Expenses – The overall operating budget increased by 20.5% in FY 01-02 due to funding for leased space. This is due to market conditions, existing lease terms and additional lease space. In FY 02-03, funding for additional lease space increased by 4.0%.

Capital Outlay – In FY 01-02 there is a decrease of 55% due to one-time purchases of equipment in FY 00-01.

**Fiscal Years
2001-02 and 2002-03**

CAPITAL IMPROVEMENTS PROGRAM

Projects under the direction of the
Administrative Services Department

The Administrative Services Department is responsible for the direction of various capital projects that repair or enhance county facilities and infrastructure. These projects include HVAC and IAQ related replacement and repair, repairs to facilities, county facilities roof assessment, fuel tank replacement, network infrastructure expansion, telephone system upgrades, PC replacement (Thin Client), upgrades to existing parks facilities and construction of new parks.

	Adopted <u>FY 01-02</u>	Approved <u>FY 02-03</u>
Department Total	\$19,353,176	\$18,807,850

Funding Mechanism:

Projects within the Administrative Services Department are budgeted in the Capital Projects Fund (Fund 1023), the Fleet Management Fund (Fund 5530), the Parks Fund (Fund 1050), and the Bond Construction Fund (Fund 3359).

**FIVE YEAR CAPITAL IMPROVEMENTS PROGRAM - BY DEPARTMENT/DIVISION
FY 2001/02 - FY 2005/06 ADOPTED BUDGET**

PROJ ORG	FUND	PROJECT NAME	PRIOR YEARS EXPEND	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Budget CIP	FY 2002-03 Budget CIP	FY 2003-04 Budget CIP	FY 2004-05 Budget CIP	FY 2005-06 Budget CIP	Future Yrs. Budget CIP	TOTAL PROJECT COST
		Org Subtotal	171,873	19,200	0	0	0	0	0	0	191,073
0588	1023	COUNTYWIDE EMAIL MIGRATION	3,644,390	639,630	0	0	0	0	0	0	4,284,020
		Org Subtotal	3,644,390	639,630	0	0	0	0	0	0	4,284,020
0589	1023	ATM SINGLE-MODE FIBER UPGRADE	806	72,194	0	0	0	0	0	0	73,000
		Org Subtotal	806	72,194	0	0	0	0	0	0	73,000
2028	1023	PINE ST PHONE RELOCATION PHS 1	1,406,180	1,328,700	798,250	798,250	798,250	798,250	798,250	0	6,726,130
		Org Subtotal	1,406,180	1,328,700	798,250	798,250	798,250	798,250	798,250	0	6,726,130
		DIVISION SUBTOTAL	9,975,870	3,154,970	1,398,250	1,398,250	1,398,250	1,398,250	1,398,250	0	20,122,100
PARKS & RECREATION											
1915	1050	LITTLE ECON GREENWAY	1,502,510	1,468,460	0	0	2,400,000	0	0	0	5,370,970
		Org Subtotal	1,502,510	1,468,460	0	0	2,400,000	0	0	0	5,370,970
1935	1050	TIBET BUTLER PRESERVE	1,019,030	1	0	0	0	0	0	0	1,019,040
		Org Subtotal	1,019,030	1	0	0	0	0	0	0	1,019,040
1937	1050	RANDOLPH BOAT RAMP	0	0	200,000	0	0	0	0	0	200,000
		Org Subtotal	0	0	200,000	0	0	0	0	0	200,000
1939	1050	TURNBULL PARK	24,216	112,151	0	0	0	0	0	0	136,367
		Org Subtotal	24,216	112,151	0	0	0	0	0	0	136,367
1940	1050	CYPRESS GROVE PARK DEV	0	219,000	0	0	0	0	400,000	4,800,000	5,419,000
3359	1050	CYPRESS GROVE PARK DEV	467,672	51,265	0	0	0	0	0	0	518,937
		Org Subtotal	467,672	270,265	0	0	0	0	400,000	4,800,000	5,937,940
1941	1050	PARKS SIGNAGE-COUNTYWIDE	79,175	20,797	0	0	40,000	30,000	20,000	120,000	309,972
		Org Subtotal	79,175	20,797	0	0	40,000	30,000	20,000	120,000	309,972
1943	1050	PARKS RESTROOM IMPROVEMTS-C/W	261,685	30,294	0	0	0	0	0	0	291,979
		Org Subtotal	261,685	30,294	0	0	0	0	0	0	291,979
1945	1050	TRAIL LAND ACQUISITION	899,382	755,619	0	0	0	0	0	0	1,655,000
		Org Subtotal	899,382	755,619	0	0	0	0	0	0	1,655,000
1946	1050	BOAT RAMPS-LAKES/ST JOHNS	886,391	6,741	0	0	0	0	0	0	893,132
		Org Subtotal	886,391	6,741	0	0	0	0	0	0	893,132
1953	1050	BELMERE BASEBALL COMPLEX	66,200	2,433,800	0	0	0	0	0	0	2,500,000
		Org Subtotal	66,200	2,433,800	0	0	0	0	0	0	2,500,000
1955	1050	LAKE CANE MARSHA	74,885	130,823	650,000	0	200,000	800,000	0	0	1,855,710
		Org Subtotal	74,885	130,823	650,000	0	200,000	800,000	0	0	1,855,710

**FIVE YEAR CAPITAL IMPROVEMENTS PROGRAM - BY DEPARTMENT/DIVISION
FY 2001/02 - FY 2005/06 ADOPTED BUDGET**

PROJ ORG	FUND	PROJECT NAME	PRIOR YEARS EXPEND	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Budget CIP	FY 2002-03 Budget CIP	FY 2003-04 Budget CIP	FY 2004-05 Budget CIP	FY 2005-06 Budget CIP	Future Yrs. Budget CIP	TOTAL PROJECT COST
1956	1023	SR 535/GRAND CYPRESS TO BUENA	122,270	0	0	0	0	0	400,000	8,000,000	8,522,270
	1050	SR 535/GRAND CYPRESS TO BUENA	2,065,890	439,900	0	0	0	0	0	0	2,505,790
		Org Subtotal	2,188,160	439,900	0	0	0	0	400,000	8,000,000	11,028,100
1958	1050	DOWNEY PK BALLFIELD RENOVATION	0	0	200,000	500,000	0	0	0	0	700,000
		Org Subtotal	0	0	200,000	500,000	0	0	0	0	700,000
1960	1050	BEAR CREEK RECREATION COMPLEX	1,666,560	200,015	700,000	0	0	0	100,000	1,600,000	4,266,580
		Org Subtotal	1,666,560	200,015	700,000	0	0	0	100,000	1,600,000	4,266,580
1962	3359	COMM PARKLAND	1,130,280	19,450	0	0	0	0	0	0	1,149,730
		Org Subtotal	1,130,280	19,450	0	0	0	0	0	0	1,149,730
1966	1050	FT GATLIN TENNIS COURTS	470,774	54,565	160,000	0	0	0	0	0	685,339
		Org Subtotal	470,774	54,565	160,000	0	0	0	0	0	685,339
1967	1050	WEST ORANGE GREENWAY	7,320,330	2,833,030	400,000	1,600,000	0	0	0	0	12,153,400
	3359	WEST ORANGE GREENWAY	3,145,060	27,822	0	0	0	0	0	0	3,172,880
		Org Subtotal	10,465,400	2,860,860	400,000	1,600,000	0	0	0	0	15,326,200
1970	1050	BITHLO PARK DESIGN / DEV	3,337,270	162,543	175,000	0	0	0	0	0	3,674,820
		Org Subtotal	3,337,270	162,543	175,000	0	0	0	0	0	3,674,820
1971	1050	SILVER STAR PARK	61,900	61,236	735,000	1,000,000	0	0	0	6,000,000	7,858,140
		Org Subtotal	61,900	61,236	735,000	1,000,000	0	0	0	6,000,000	7,858,140
1979	1050	LAKE GEORGE LAND ACQUISITION	695,033	1,184,110	0	0	0	300,000	1,200,000	0	3,379,150
		Org Subtotal	695,033	1,184,110	0	0	0	300,000	1,200,000	0	3,379,150
1981	1050	CADY WAY RECREATION TRAIL	0	0	1,325,000	1,325,000	895,200	0	0	3,000,000	6,545,200
		Org Subtotal	0	0	1,325,000	1,325,000	895,200	0	0	3,000,000	6,545,200
1982	1050	BEEHEAD HOUSE RELOCATION	591,285	116,280	0	0	300,000	300,000	300,000	2,400,000	4,007,570
	3361	BEEHEAD HOUSE RELOCATION	65,735	109,124	0	0	0	0	0	0	174,859
		Org Subtotal	657,020	225,404	0	0	300,000	300,000	300,000	2,400,000	4,182,420
1997	1050	NEIGHBORHOOD PARK DEVELOPMENT	3,547,740	510,206	0	0	0	0	0	0	4,057,940
	3359	NEIGHBORHOOD PARK DEVELOPMENT	13,503	141,181	0	0	0	0	0	0	154,684
		Org Subtotal	3,561,240	651,387	0	0	0	0	0	0	4,212,630
2001	1023	MOSS PARK DEVELOPMENT	30,361	2,705	0	0	0	0	0	0	33,066
	1050	MOSS PARK DEVELOPMENT	1,195,180	308,020	0	0	0	0	0	2,400,000	3,903,200
	3359	MOSS PARK DEVELOPMENT	69,383	895,050	257,217	0	0	0	0	0	1,221,650
		Org Subtotal	1,294,920	1,205,780	257,217	0	0	0	0	2,400,000	5,157,920
2002	1050	APOPKAVINELANDCOMMPARKLANDAQ	560,000	0	0	0	200,000	800,000	0	0	1,560,000
	3359	APOPKAVINELANDCOMMPARKLANDAQ	427,382	22,618	0	0	0	0	0	0	450,000
		Org Subtotal	987,382	22,618	0	0	200,000	800,000	0	0	2,010,000

**FIVE YEAR CAPITAL IMPROVEMENTS PROGRAM - BY DEPARTMENT/DIVISION
FY 2001/02 - FY 2005/06 ADOPTED BUDGET**

PROJ ORG	FUND	PROJECT NAME	PRIOR YEARS EXPEND	FY 2000-01 Budget as of 3/31/01	FY 2001-02 Budget CIP	FY 2002-03 Budget CIP	FY 2003-04 Budget CIP	FY 2004-05 Budget CIP	FY 2005-06 Budget CIP	Future Yrs. Budget CIP	TOTAL PROJECT COST
2014	3359	CHENEY HTS/DONNEYBROOK PARKS	339,768	60,234	0	0	0	0	0	0	400,002
		Org Subtotal	339,768	60,234	0	0	0	0	0	0	400,002
2018	1050	ECON SOCCER COMPLEX	0	1,200,000	0	0	0	0	0	0	1,200,000
		Org Subtotal	0	1,200,000	0	0	0	0	0	0	1,200,000
2019	1050	WEST ORANGE PARK	0	560,000	400,000	0	0	0	0	0	960,000
		Org Subtotal	0	560,000	400,000	0	0	0	0	0	960,000
2020	1050	IVEY LANE PARK DEVELOPMENT	0	700,000	0	0	0	0	0	0	700,000
		Org Subtotal	0	700,000	0	0	0	0	0	0	700,000
2021	1050	BIG SAND LAKE PARK	0	800,000	400,000	1,600,000	1,000,000	0	0	0	3,800,000
		Org Subtotal	0	800,000	400,000	1,600,000	1,000,000	0	0	0	3,800,000
2022	1050	GOLDENROD PARK	0	950,000	0	0	0	0	0	0	950,000
		Org Subtotal	0	950,000	0	0	0	0	0	0	950,000
2023	3359	EAST ORANGE NEIGHBORHOOD PARK	0	900,732	0	0	0	0	0	5,000,000	5,900,730
		Org Subtotal	0	900,732	0	0	0	0	0	5,000,000	5,900,730
2100	1050	PARK IMPROVEMENTS	0	3,212,020	1,930,000	450,000	500,000	500,000	500,000	1,000,000	8,092,020
		Org Subtotal	0	3,212,020	1,930,000	450,000	500,000	500,000	500,000	1,000,000	8,092,020
2722	1050	INTERSECTION WID/CW	3,318,540	0	0	0	0	0	0	0	3,318,540
		Org Subtotal	3,318,540	0	0	0	0	0	0	0	3,318,540
2753	1050	LAND/PRIM WATER SYST	1,133,710	0	0	0	0	0	0	0	1,133,710
		Org Subtotal	1,133,710	0	0	0	0	0	0	0	1,133,710
2841	1050	SIDEWALK PRGM C/W	287,956	0	0	0	0	0	0	0	287,956
		Org Subtotal	287,956	0	0	0	0	0	0	0	287,956
2845	1050	DRNG BASIN MASTER PLANS	552,251	0	0	0	0	0	0	0	552,251
		Org Subtotal	552,251	0	0	0	0	0	0	0	552,251
		DIVISION SUBTOTAL	37,429,300	20,699,800	7,532,220	6,475,000	5,535,200	2,730,000	2,920,000	34,320,000	117,642,000
		DEPARTMENT SUBTOTAL	64,012,100	31,301,300	11,159,300	11,091,300	8,750,450	6,728,250	6,918,250	35,820,000	175,780,992