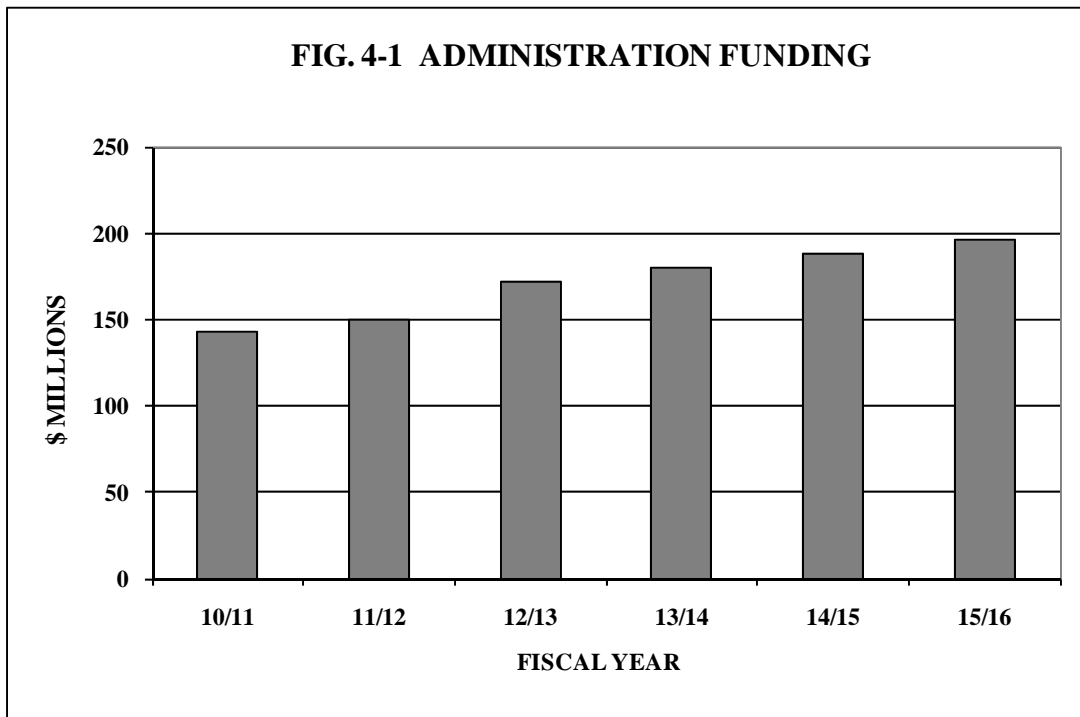


SECTION IV

ADMINISTRATION

Administration includes the staff, equipment, and materials required to perform the fiscal, budget, personnel, executive direction, reprographics, and contract functions. Included is the Fixed Capital Outlay Program, which provides for the purchase, construction, and improvement of non-highway fixed assets. Non-highway fixed assets are classified as FDOT offices, maintenance yards, construction field offices, etc. and include all facilities utilized by FDOT personnel. The Office of Information Systems has the staff, equipment, consultants and materials required to support the department's data processing needs. Figure 4-1 depicts the administration funding level for these functions.



ADMINISTRATION

Program Description

The Administration Support Program provides direct support to the department in three primary categories of activities. First, it provides the resources necessary to manage the department in the attainment of goals and objectives. Second, is the acquisition of resources for production, operation and planning units including: personnel resources; external production resources (consultants); financial resources; and materials, equipment, and supplies. Third, it provides services directly related to the products produced by the department. These include activities such as eminent domain, contracts, reprographics, mail services, etc. Also included in this program are salaries and other costs for the Secretary, the Assistant Secretaries, their immediate staffs, the Florida Transportation Commission and the Commission for the Transportation Disadvantaged.

Program Funding

ADMINISTRATION PROGRAM FUNDING

(Dollars in Millions)
Fiscal Year

<u>SUB-PROGRAM</u>	<u>Current Year</u>						<u>FY 12-16 5 Year Total</u>
	<u>10/11</u>	<u>11/12</u>	<u>12/13</u>	<u>13/14</u>	<u>14/15</u>	<u>15/16</u>	
TOTAL \$	91.3	97.6	101.3	105.0	109.0	113.0	525.9
In-House \$	84.6	90.7	94.3	98.1	102.0	106.1	491.2
% Total	92.7	92.9	93.1	93.4	93.6	93.9	93.4
Contractual Services \$	6.7	6.9	6.9	6.9	6.9	6.9	34.7
% Total	7.3	7.1	6.9	6.6	6.4	6.1	6.6

The following table identifies the Administration Program in the 2011/12 Legislative Budget Request. The table includes estimates for the offset for Administered Funds. Reference is made to the budget entity, program component, and specific appropriation categories where funds are recommended for this program.

ADMINISTRATION PROGRAM

BUDGET ENTITY/ APPROPRIATION CATEGORY	FY 2011/12 (Dollars)
--	---------------------------------

EXECUTIVE DIRECTION/SUPPORT SERVICES

<u>Operating Budget</u>	
Salaries	55,063,532
Other Personal Services	1,653,465
Expenses	8,375,394
Operating Capital Outlay	223,645
Consultant Fees	1,124,173
Contracted Services	3,182,134
Human Resource Development	116,260
Overtime	97,747
Risk Management Insurance	14,269,603
Risk Management Insurance - Other	1,838,903
Salary Incentive Payments	4,920
Deferred Payment Commodity Contracts	361,095
Transfer to Division of Administrative Hearings	73,580
Transfer to Department of Revenue/Highway Tax Compliance	200,000
Transfer/DMS/HR Services/Statewide Contract	<u>3,016,208</u>
 SUBTOTAL	 89,600,659

FLORIDA'S TURNPIKE ENTERPRISE

<u>Operating Budget</u>	
Salaries	5,249,940
Other Personal Services	141,850
Expenses	586,095
Operating Capital Outlay	20,250
Consultant Fees	20,000
Contracted Services	342,652
Human Resource Development	<u>21,149</u>
 SUBTOTAL	 6,381,936

HIGHWAY OPERATIONS

<u>Work Program Budget</u>	
Bond Guarantee *	<u>500,000</u>
 SUBTOTAL	 500,000

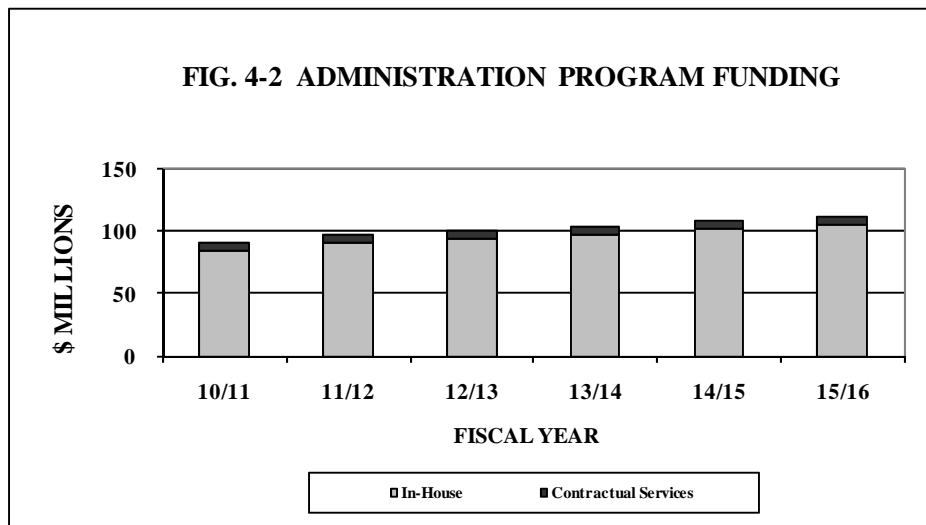
BUDGET ENTITY/ APPROPRIATION CATEGORY	FY 2011/12 (Dollars)
SUBTOTAL ADMINISTRATION PROGRAM	96,482,595
Allowance/Estimated Administered Funds	<u>1,154,347</u>
TOTAL ADMINISTRATION PROGRAM	97,636,942

* This category is fully identified in the Work Program Administration system.

Program Notes

The Administration Program manages numerous and widely divergent areas. These include personnel and administration programs, procurement of commodities and services including consultant services; legal services; disadvantaged business enterprise and other equal opportunity programs; reprographics; information systems; comptroller services; budget, work program and financial development services; auditing services and others.

The funding level for the Administration Program for the current year and the Five-Year Work Program is displayed graphically in Figure 4-2.



Almost all administration duties are performed by in-house DOT staff. The Administration Program is 1.6 percent of the total program funding the department's Five-Year Work Program. The long-term policy of the department is to minimize the cost of administrative functions. The Administration Program is implementing measures to achieve this philosophy.

Funding is being requested for activities such as court reporter services, expert witness contracts, outside counsel contracts, and legal services and support.

The Commission for the Transportation Disadvantaged was created pursuant to Chapter 427.011, F.S. It is located in the Office of the Secretary for administrative and fiscal accountability. The Commission is otherwise independent of the department.

Primary Directives

Statutory Paraphrase: Duties and Powers (Section 334.044, F.S.)

To adopt rules, procedures, and standards for the conduct of its business operations and the implementation of any provision of law for which the department is responsible, and to provide necessary support for the delivery of the five-year Work Program.

To enter into contracts and agreements.

To employ and train staff and to contract with qualified consultants.

FIXED CAPITAL OUTLAY **(CAPITAL IMPROVEMENT PROGRAM)**

Program Description

Section 216.011(p), Florida Statutes, defines “Fixed Capital Outlay” (FCO) as the appropriation category used to fund real property (land; buildings, including appurtenances; fixtures and fixed equipment structures; etc.) including additions, replacements, major repairs and renovations to real property which materially extend its useful life or materially improve or change its functional use and including furniture and equipment necessary to furnish and operate a new or improved facility, when appropriated by the Legislature in the fixed capital outlay appropriation category.

Program Products

Construct and maintain safe, adequate, and energy efficient capital structures and equipment.

NUMBER AND CATEGORY OF FCO PROJECTS **IN THE WORK PROGRAM**

PROJECT CATEGORIES	Current Year	10/11	11/12	12/13	13/14	14/15	15/16
<u>MAJOR PROJECTS:</u>							
Maintenance Yards, Construction Yards, Operations Centers, Materials Research Lab Projects, etc. *	0	0	1	2	2	2	1
District Office Projects *	1	1	0	0	0	0	0
Turnpike Projects *	0	0	0	0	0	0	0
<u>MINOR PROJECTS:</u>							
Repairs/Improvement of Existing Facilities **	39	54	9	9	9	9	9
<u>STATEWIDE PROGRAMS:</u>							
Miscellaneous ***	<u>6</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
TOTAL PROJECTS:	46	62	16	16	16	16	15

* Major Projects in the Highway Operations, Executive Direction and Turnpike Enterprise Budget Entities that are assigned unique appropriation categories.

** Minor Projects in the Highway Operations, Executive Direction and Turnpike Enterprise Budget Entities that are assigned appropriation category 080002.

*** Statewide Programs in the Highway Operations Budget Entity assigned appropriation category 088763 (Environmental Site Restoration); category 088542 (Underground Storage Tank Program-Stw).

Program Funding

The following funding table represents the overall funding level for the Fixed Capital Outlay Program.

FIXED CAPITAL OUTLAY PROGRAM FUNDING

(Dollars in Millions)
Fiscal Year

SUB-PROGRAM	Current Year	11/12	12/13	13/14	14/15	15/16	FY 12-16 5 Year Total
	10/11						
TOTAL \$	9.4	10.2	26.5	29.2	31.6	33.5	131.0
Construction \$ *	7.9	9.0	25.3	28.1	30.0	32.4	124.9
% Total	83.7	88.4	95.5	96.2	94.9	96.9	95.3
Design Consult. \$ *	1.5	1.2	1.2	1.1	1.6	1.1	6.1
% Total	16.3	11.6	4.5	3.8	5.1	3.1	4.7

* These categories are fully identified in the Work Program Administration system.

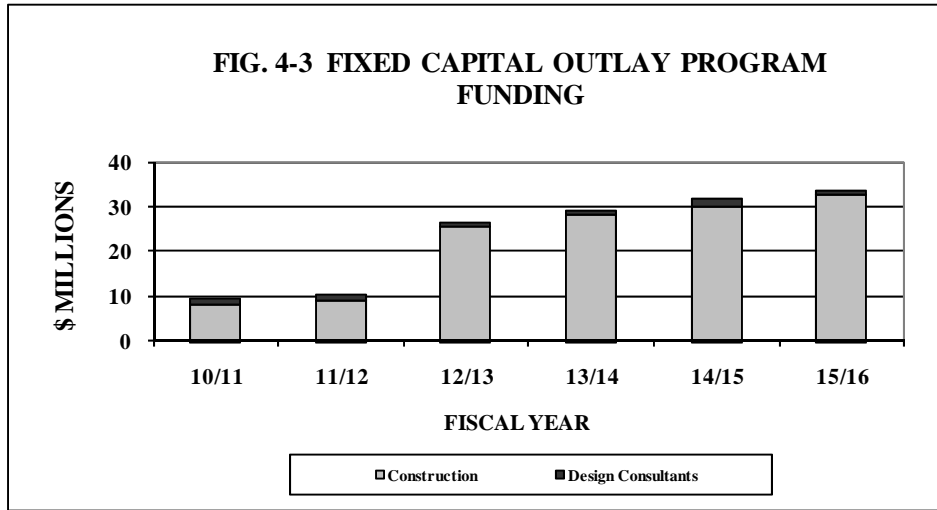
Funding for this program is requested in the department's Agency Capital Improvement Program (2011/12 through 2015/16 - Fixed Capital Outlay).

Program Notes

Total level of funding requested for Fiscal Year 2011/12 for the Fixed Capital Outlay Program:

FISCAL YEAR 2011/12 PROJECTS		
1	Minor Renovations/Repairs/Improvements - Statewide (080002)	\$7,453,278
2	Environmental Site Restoration (088763)	\$1,180,000
3	Underground Storage Tank Program – Statewide (088542)	\$100,000
4	Replace-HVAC-Bartow District Office (082342)	\$1,457,125
	FISCAL YEAR 2010/11 – DEPARTMENT TOTAL	\$10,190,403

Figure 4-3 represents the overall funding level for the Fixed Capital Outlay Program.



Primary Directives

Statutory Paraphrase: Duties and Powers (Section 334.044, F.S.)

Adopt rules, procedures and standards for business operations, and implement laws for which the department is responsible.

OFFICE OF INFORMATION SYSTEMS

Program Description

The Office of Information Systems supports the department’s Five-Year Work Program by managing an automated information-processing environment that must be reliable, secure, cost effective and responsive. The Office of Information Systems program resources are employed to educate department personnel in the use and application of information technology to accomplish the objectives and operations of the department. Office of Information Systems activities and resources provide for the processing, storing and retrieval of data; system development and maintenance; statewide computer network management; information security administration; and general information consulting services supporting the department.

Program Funding

OFFICE OF INFORMATION SYSTEMS PROGRAM FUNDING

(Dollars in Millions)
Fiscal Years

<u>PROGRAM</u>	<u>Current Year 10/11</u>	<u>11/12</u>	<u>12/13</u>	<u>13/14</u>	<u>14/15</u>	<u>15/16</u>	<u>FY 12-16 5 Year Total</u>
TOTAL \$	41.7	42.5	44.2	46.0	47.8	49.7	230.2

The following table identifies the Office of Information Systems program in the 2011/12 Legislative Budget Request. An estimate for administered funds is included in the table. Reference is made to the budget entity, program component, and specific appropriation categories where funds are recommended for this program.

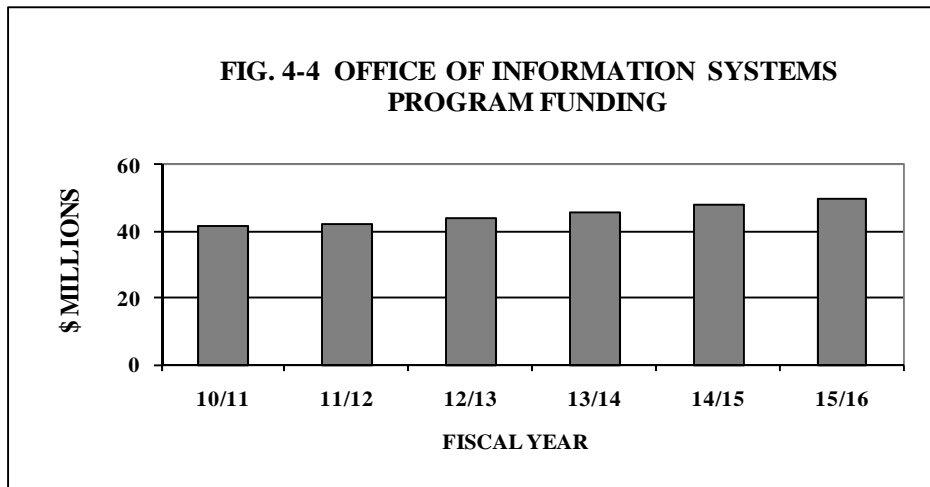
OFFICE OF INFORMATION SYSTEMS PROGRAM

BUDGET ENTITY/ APPROPRIATION CATEGORY	FY 2011/12 (Dollars)
INFORMATION TECHNOLOGY	
<u>Operating Budget</u>	
Salaries	16,474,910
Other Personal Services	100,000
Expenses	8,413,140
Operating Capital Outlay	983,936
Contracted Services	9,671,622
Overtime	70,421
Data Processing Services Southwood SRC	6,376,859
Human Resource Development	<u>66,243</u>
 SUBTOTAL	 42,157,131
 SUBTOTAL O.I.S. PROGRAM	 42,157,131
Allowance/Estimated Administered Funds	<u>345,379</u>
 TOTAL OFFICE OF INFORMATION SYSTEMS PROGRAM	 42,502,510

Program Notes

Efficient production for the department requires increased use of technology to automate the work of its staff. The Office of Information Systems provides the leadership in developing improved automation techniques and the delivery of information to the department's staff. The information systems developed and maintained by the Office of Information Systems form the foundation of the decision making process in support of the department's production goals. Information technology projects, handled by the Department of Transportation, are supported by the Administrative and Engineering/Computer Aided Design and Drafting application systems in operation on the statewide computer network as well as on local area networks used in the districts. This includes distributive computer systems and stand-alone work stations in each district office. These are used for the preparation of construction plans.

The Office of Information Systems Program funding levels provide a mix of in-house and operating consultant support resources (non work program consultant categories). The program's funding levels are shown in Figure 4-4.



Primary Directives

Statutory Paraphrase: Program Objectives (Section 20.23, F.S.)

The Office of Information Systems is charged with:

The development of a long range Information Systems plan which addresses the computing and information requirements of the Districts and Central Office of the DOT;

To identify and quantify all financial, manpower and technical resources as appropriate.

Statutory Paraphrase: Duties and Powers (Section 282.318, F.S.)

Develop and maintain minimum security standards to assure the integrity and safeguarding of the data of the department. Implement cost effective safeguards to reduce, eliminate, or recover from identified risks to the data and information resources of the department.

Statutory Paraphrase: Duties and Powers (Section 186.021, F.S. & 282.3063, F.S.)

The department shall include information in the Agency Strategic Plan to identify information resource management projects or initiatives which involve more than one agency, that have an outcome that impacts another agency, or exceed \$500,000 in total cost over a one year period. By September 1 of each year, the Chief Information Officer shall prepare and submit to the State Technology Office an Agency Annual Enterprise Resource Planning and Management Report. This report contains forecasts and statuses for prior, current, and future information resource management initiatives and projects.