

**Arizona Department of Administration**  
**Facilities Management**

A.R.S. § 41-791

	<b>FY 2001 Actual</b>	<b>FY 2002 Estimate</b>	<b>FY 2003 Approved</b>
<b>PROGRAM BUDGET</b>			
Full Time Equivalent Positions	252.5	255.5	248.5
Facilities Management			
<u>Subprograms</u>			
Construction Services	508,500	601,900	604,700 <sup>1/</sup>
Building, Planning and Tenant Services	10,472,100	11,316,400	12,421,200
Utilities SLI	5,958,500	6,100,000	6,100,000
Relocation SLI	0	60,000	60,000 <sup>2/</sup>
<u>Subprogram Subtotal</u>	<u>16,430,600</u>	<u>17,476,400</u>	<u>18,581,200</u>
<b>TOTAL APPROPRIATIONS</b>	<b>16,939,100</b>	<b>18,078,300</b>	<b>19,185,900</b> <sup>3/</sup>
<b>FUND SOURCES</b>			
General Fund	6,928,100	7,266,000	7,566,000
<u>Other Appropriated Funds</u>			
Corrections Fund	455,100	486,300	514,100 <sup>4/</sup>
Capital Outlay Stabilization Fund	8,242,900	8,916,500	10,755,800
Certificates of Participation Fund	0	0	300,000
Emergency Medical Services Operating Fund	0	50,000	50,000
Lease Purchase Building Operating and Maintenance Fund	1,313,000	1,359,500	0
<u>Subtotal - Other Appropriated Funds</u>	<u>10,011,000</u>	<u>10,812,300</u>	<u>11,619,900</u>
<b>TOTAL APPROPRIATIONS</b>	<b>16,939,100</b>	<b>18,078,300</b>	<b>19,185,900</b>

**COST CENTER DESCRIPTION** — *Facilities Management is comprised of Construction Services and Building, Planning and Tenant Services. Building and Planning Services and Construction Services plan and manage the design and construction of state prisons and office buildings, review all state construction projects, inspect the condition of non-university buildings at least once every 4 years, and develop a biennial Capital Improvement Plan. Tenant Services manages Arizona Department of Administration-owned buildings in the Capitol Mall and provides maintenance and janitorial services.*

<b>PERFORMANCE MEASURES</b>	FY 1999	FY 2000	FY 2001	FY 2002-03
	Est./Actual	Est./Actual	Est./Actual	Estimate
• Customer satisfaction with agency relocation process (Scale 1-8)	6.0/5.4	6.0/5.0	6.0/5.57	6.0
• Customer satisfaction with tenant improvement process (Scale 1-8)	6.0/5.4	6.0/5.0	6.0/5.42	6.0
• Customer satisfaction rating for building maintenance (Scale 1-8)	5.4/5.8	5.7	6.0/5.53	6.0
• Ratio of preventative maintenance work orders to total maintenance requests	NA/195:11,574	NA/310:15,285	485:15,285/NA	485:15,285/ 550:15,285

<sup>1/</sup> Includes \$50,000 appropriated by Laws 2001, Chapter 308 from the Emergency Medical Services Operating Fund for the installation of automated external defibrillators in state buildings; This appropriation is exempt from the provisions of A.R.S. § 35-190, relating to lapsing of appropriations.

<sup>2/</sup> This appropriation is a continuing appropriation and is exempt from the provisions of A.R.S. § 35-190, relating to lapsing of appropriations. (General Appropriation Act footnote)

<sup>3/</sup> General Appropriation Act (Laws 2002, Chapter 327) funds are appropriated as a Lump Sum by Fund with Relocation and Utilities Special Line Items.

<sup>4/</sup> It is the intent of the Legislature that the amount appropriated from the Corrections Fund be expended solely for the oversight of construction projects benefiting the State Department of Corrections or the Department of Juvenile Corrections. (General Appropriation Act footnote)

**Facilities Management Program** — This program provides support to Arizona Department of Administration (ADOA) managed properties including planning, design, development, construction, operations, and maintenance.

**Construction Services Subprogram** — This subprogram contracts and oversees the design and construction of large capital improvement and building renewal projects. The approved amount is funded from the Corrections Fund. The approved amount includes a Corrections Fund decrease of \$(4,000) below FY 2002 for one-time equipment.

**Building, Planning and Tenant Services Subprogram** — This subprogram provides facilities planning, construction review, building inspections, custodial services, and grounds and maintenance services. This subprogram is funded from the General Fund, the Capital Outlay Stabilization Fund (COSF) and the Lease Purchase Building Operations and Maintenance Fund, the Emergency Medical Services Operating Fund and the Certificates of Participation Fund. Funding from the Lease Purchase and Building Operations Fund ceases in FY 2003 to reflect the satisfaction of lease-purchase building financing arrangements. The approved amount includes a Lease Purchase Buildings and Operation Fund decrease of \$(1,363,600) and (15) FTE Positions below FY 2002 and a COSF increase of \$1,363,600 and 15 FTE Positions above FY 2003 to reflect the transfer of funding for building maintenance staff resulting from the state's ownership of the buildings. These buildings will be assessed the normal state rental rate of \$15.50 per sq. ft. and payments made by agencies will be deposited into COSF.

The approved amount also includes a COSF increase of \$258,900 above FY 2002 for the lease-purchase payment on vacant state lease-purchase space. These payments are made in FY 2003 because space in the Capital Center Building will be vacant for 6 months in FY 2003 while it undergoes renovation.

**Utilities Special Line Item** — This Special Line Item funds utility charges (including electric, water, gas, and garbage disposal) in buildings located on the Capitol Mall and Tucson Office Complex. The approved appropriation is funded from COSF.

**Relocation Special Line Item** — This Special Line Item funds unanticipated agency relocations. The approved appropriation is funded from COSF.

**Other Issues: Capital Outlay Stabilization Fund** — COSF consists of monies collected by ADOA from state agencies for payment of rent for state-owned space in the Capitol Mall and Tucson Office Complex. The approved rates in FY 2003 are \$15.50 for office space and \$6.00 for storage space in FY 2003.

[Click here to return to Table of Contents](#)

<b>Table 2</b>	
<b>Capital Outlay Stabilization Fund</b>	
	<b><u>FY 2003</u></b>
Cash Balance Beginning of Fiscal Year	\$ 1,681,700
Revenue:	
Rent Collections	<u>15,391,500</u>
Total Funds Available	\$17,073,200
Expenditures:	
Utilities	\$ 6,100,000
Building Renewal/Capital	2,882,200
Privatized Lease to Own/Capital	2,753,000
ADOA Operating Budget	4,229,400
Preventative Maintenance/(Operating Budget)	504,900
Relocation	<u>60,000</u>
Total Expenditures	<u>\$16,529,500</u>
Cash Balance End of Fiscal Year	<u>\$ 543,700</u>