

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

A.R.S. § 41-791

	<b>FY 2002 Actual</b>	<b>FY 2003 Estimate</b>	<b>FY 2004 Approved</b>
<b>OPERATING BUDGET</b>			
<i>Full Time Equivalent Positions</i>	252.9	227.4	182.4
Personal Services	6,261,400	6,406,900	5,434,500
Employee Related Expenditures	1,734,000	1,875,200	1,714,800
Professional and Outside Services	226,500	847,000	847,000
Travel - In State	148,700	133,700	133,700
Travel - Out of State	6,100	2,500	2,500
Other Operating Expenditures	3,096,300	2,636,100	4,002,800
Equipment	57,100	79,700	29,700
<b>OPERATING SUBTOTAL</b>	<b>11,530,100</b>	<b>11,981,100</b>	<b>12,165,000</b>
<b>SPECIAL LINE ITEMS</b>			
Relocation	0	60,000	60,000 <sup>1/</sup>
Utilities	5,713,800	6,100,000	6,100,000
<b>AGENCY TOTAL</b>	<b>17,243,900</b>	<b>18,141,100</b>	<b>18,325,000<sup>2/</sup></b>

<b>FUND SOURCES</b>			
General Fund	6,867,000	6,492,700	6,454,200
<u>Other Appropriated Funds</u>			
Capital Outlay Stabilization Fund	8,644,300	10,792,200	11,065,600
Certificates of Participation Fund	0	300,000	282,600
Corrections Fund	464,500	506,200	522,600 <sup>3/</sup>
Emergency Medical Services Operating Fund	0	50,000	0
Lease-Purchase Building Operating and Maintenance Fund	1,268,100	0	0
SUBTOTAL - Other Appropriated Funds	10,376,900	11,648,400	11,870,800
<b>AGENCY TOTAL</b>	<b>17,243,900</b>	<b>18,141,100</b>	<b>18,325,000</b>

**COST CENTER DESCRIPTION** — *Facilities Management manages the design and construction of state prisons and office buildings, reviews all state construction projects, inspects the condition of non-university buildings at least once every 4 years, and develops a biennial Capital Improvement Plan. Facilities Management also manages Arizona Department of Administration-owned buildings in the Capitol Mall and provides maintenance and janitorial services.*

<b>PERFORMANCE MEASURES</b>	<b>FY 2002 Appropriation</b>	<b>FY 2002 Actual</b>	<b>FY 2003 Appropriation</b>	<b>FY 2004 Appropriation</b>
• Customer satisfaction with agency relocation process (Scale 1-8)	6.0	6.4	6.0	6.5
• Customer satisfaction with tenant improvement process (Scale 1-8)	6.0	6.1	6.0	6.5
• Customer satisfaction rating for building maintenance (Scale 1-8)	6.0	5.2	6.0	6.5
• Ratio of preventative maintenance work orders to total maintenance requests	1:31.5	NA	1:27.8	1:27.8

**Comments:** The agency did not submit information for any measure labeled as “NA.”

<sup>1/</sup> Monies in the Relocation Special Line Item are exempt from the provisions of A.R.S. § 35-190, relating to lapsing of appropriations until December 31, 2005. (General Appropriation Act footnote)

<sup>2/</sup> General Appropriation Act funds are appropriated as an Operating Lump Sum with Special Line Items by Fund.

<sup>3/</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)

**Technical Adjustments** — The FY 2004 approved amount includes technical adjustments for Employee Related Expenditures, Risk Management charges, Other Fund health and dental insurance changes, Other Fund retirement changes, and Other Fund AFIS charges. *(Please see the General Provisions section at the end of this Appropriations Report for further details on these changes.)*

**Privatize Custodial Services** — The FY 2004 approved amount includes a General Fund decrease of \$(389,000) and (46) FTE Positions below FY 2003 to privatize a portion of the custodial services staff.

**Transfer Security Badges** — The FY 2004 approved amount includes a Capital Outlay Stabilization Fund increase of \$62,700 and 1 FTE Position for the transfer of responsibility for issuing security badges from the Capitol Police to Facilities Management. *(See the Support Services cost center for additional discussion of this issue.)*

***Special Line Items:***

**Relocation** — This Special Line Item funds unanticipated agency relocations. The approved amount is unchanged from FY 2003 and is funded from COSF.

**Utilities** — 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 amount is unchanged from FY 2003 and is funded from the Capital Outlay Stabilization Fund (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 2004 are \$15.50 for office space and \$6.00 for storage space.

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