

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

A.R.S. § 41-791

	<b>FY 2003 Actual</b>	<b>FY 2004 Estimate</b>	<b>FY 2005 Approved</b>
<b>OPERATING BUDGET</b>			
<i>Full Time Equivalent Positions</i>	175.5	172.5	174.5
Personal Services	5,991,200	6,114,700	6,357,500
Employee Related Expenditures	1,758,800	1,823,100	1,883,700
Professional and Outside Services	256,000	661,200	661,200
Travel - In State	133,800	157,800	157,800
Travel - Out of State	1,400	0	0
Other Operating Expenditures	2,798,300	3,822,600	3,471,200
Equipment	22,900	25,500	25,500
<b>OPERATING SUBTOTAL</b>	<b>10,962,400</b>	<b>12,604,900</b>	<b>12,556,900</b>
<b>SPECIAL LINE ITEMS</b>			
Relocation	2,200	60,000	60,000 <sup>1/</sup>
Utilities	5,732,300	6,100,000	5,733,800
<b>PROGRAM TOTAL</b>	<b>16,696,900</b>	<b>18,764,900</b>	<b>18,350,700<sup>2/</sup></b>
<b>FUND SOURCES</b>			
General Fund	6,449,000	6,894,100	7,000,900
<u>Other Appropriated Funds</u>			
Capital Outlay Stabilization Fund	9,789,500	11,065,600	10,812,200
Certificate of Participation Fund	0	282,600	0
Corrections Fund	458,400	522,600	537,600 <sup>3/</sup>
SUBTOTAL - Other Appropriated Funds	10,247,900	11,870,800	11,349,800
<b>SUBTOTAL - Appropriated Funds</b>	<b>16,696,900</b>	<b>18,764,900</b>	<b>18,350,700</b>
Other Non-Appropriated Funds	6,652,900	10,029,900	10,029,900
<b>TOTAL - ALL SOURCES</b>	<b>23,349,800</b>	<b>28,794,800</b>	<b>28,380,600</b>

**COST CENTER DESCRIPTION** — The Facilities Management Division oversees the design and construction, or lease, of state office buildings and prisons, 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 operates state-owned properties and provides maintenance, janitorial, and landscaping services.

<b>PERFORMANCE MEASURES</b>	<b>FY 2003 Appropriation</b>	<b>FY 2003 Actual</b>	<b>FY 2004 Appropriation</b>	<b>FY 2005 Appropriation</b>
• Customer satisfaction with agency relocation process (Scale 1-8)	6.0	5.0	6.5	6.5
• Customer satisfaction with tenant improvement process (Scale 1-8)	6.0	5.3	6.5	6.5
• Customer satisfaction rating for building maintenance (Scale 1-8)	6.0	5.6	6.5	6.5
• Ratio of preventative maintenance work orders to total maintenance requests	1 : 2.78	1 : 3.0	1 : 2.78	1 : 2.8

<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)

## **Operating Budget**

The budget provides \$12,556,900 for the operating budget in FY 2005. This amount consists of \$7,000,900 from the General Fund, \$5,018,400 from the Capital Outlay Stabilization Fund, and \$537,600 from the Corrections Fund. These amounts include an increase for statewide salary and other adjustments. *(Please see the Statewide Adjustments section at the end of this Appropriations Report for details.)*

The budget also includes the following adjustments:

### *Lease Costs*

The budget includes a Capital Outlay Stabilization Fund increase of \$2,200 and a Corrections Fund increase of \$1,900 for lease costs.

### *Capitol Mall Physical Security*

The budget includes a Capital Outlay Stabilization Fund increase of \$121,300 and 2 FTE Positions to provide technical support for security systems in buildings on the Capitol Mall. The addition of new buildings on the mall requires additional staff to maintain intrusion alarms and access systems.

### *Capital Center Vacant Space*

The budget includes a Certificates of Participation (COP) Fund decrease of \$(282,600) for vacant space in the Capital Center Building. The COP funding provided renovation of the space during FY 2004. The department anticipates filling this space in FY 2005.

### *Health Lab Cost Transfer*

The budget includes a Capital Outlay Stabilization Fund transfer of \$(110,000) tied to janitorial service for the new State Health Lab. The budget moves this amount from the Arizona Department of Administration (ADOA) to the Department of Health Services (DHS). Due to the specialized nature of the Health Lab facility, DHS requested direct control of maintenance functions. *(Please see Department of Health Services section for corresponding changes.)*

## **Special Line Items**

### **Relocation**

The budget provides \$60,000 from the Capital Outlay Stabilization Fund for Relocation in FY 2005. This amount is unchanged from FY 2004. This Special Line Item funds unanticipated agency relocations.

### **Utilities**

The budget provides \$5,733,800 from the Capital Outlay Stabilization Fund for Utilities in FY 2005. The budget includes a Capital Outlay Stabilization Fund transfer of \$(366,200) tied to utility costs for the new State Health Lab. The budget moves this amount from ADOA to DHS.

Due to the specialized nature of the Health Lab facility, DHS requested direct control of utilities. According to ADOA figures, \$36,900 remains to maintain the old Health Lab building. *(Please see Department of Health Services recommendation for corresponding changes.)*

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.

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