

Arizona Department of Administration

Summary

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DESCRIPTION	FY 2008 ACTUAL	FY 2009 ESTIMATE	FY 2010 JLBC
PROGRAM BUDGET			
Financial Services	18,490,300	14,135,300	14,135,300
Facilities Management	20,745,900	21,343,000	21,343,000
Human Resources	22,499,300	23,822,000	23,822,000
Information Technology Services	28,218,600	32,831,100	32,831,100
Support Services	21,231,500	23,411,500	23,411,500
Risk Management	71,953,300	92,960,000	92,428,000
AGENCY TOTAL	183,138,900	208,502,900	207,970,900

OPERATING BUDGET

<i>Full Time Equivalent Positions</i>	863.7	863.7	863.7
Personal Services	33,442,000	36,833,100	36,833,100
Employee Related Expenditures	12,357,200	13,585,500	13,585,500
Professional and Outside Services	4,928,200	5,304,300	5,304,300
Travel - In State	394,200	424,900	424,900
Travel - Out of State	29,100	48,200	48,200
Other Operating Expenditures	30,062,800	33,530,300	33,530,300
Equipment	9,552,000	6,342,000	6,342,000
OPERATING SUBTOTAL	90,765,500	96,068,300	96,068,300
Special Line Items (SLI)	92,373,400	112,434,600	111,902,600
AGENCY TOTAL	183,138,900	208,502,900	207,970,900

FUND SOURCES

General Fund	31,315,600	27,109,600	27,109,600
<u>Other Appropriated Funds</u>			
Air Quality Fund	583,100	850,100	850,100
Automation Operations Fund	23,263,500	24,087,500	24,087,500
Capital Outlay Stabilization Fund	11,975,900	13,000,600	13,000,600
Corrections Fund	700,300	732,300	732,300
Federal Surplus Materials Revolving Fund	150,900	449,300	449,300
Highway User Revenue Fund	145,000	0	0
Motor Vehicle Pool Revolving Fund	12,507,900	12,726,800	12,726,800
Personnel Division Fund	17,798,600	18,418,000	18,418,000
Risk Management Revolving Fund	73,048,400	93,491,600	92,959,600
Special Employee Health Insurance Trust Fund	4,784,400	5,487,300	5,487,300
State Surplus Materials Revolving Fund	2,761,900	4,258,000	4,258,000
Telecommunications Fund	2,099,400	3,178,100	3,178,100
Telecommunications Fund – Infrastructure Improvements Account	2,004,000	4,713,700	4,713,700
SUBTOTAL - Other Appropriated Funds	151,823,300	181,393,300	180,861,300
SUBTOTAL - Appropriated Funds	183,138,900	208,502,900	207,970,900
Other Non-Appropriated Funds	823,463,200	909,779,500	1,098,146,100
Federal Funds	203,300	215,200	215,200
TOTAL - ALL SOURCES	1,006,805,400	1,118,497,600	1,306,332,200

CHANGE IN FUNDING SUMMARY

	FY 2009 to FY 2010 JLBC	
	\$ Change	% Change
General Fund	0	0.0%
Other Appropriated Funds	(532,000)	(0.3%)
Total Appropriated Funds	(532,000)	(0.3%)
Non-Appropriated Funds	188,366,600	20.7%
Total - All Sources	187,834,600	16.8%

AGENCY DESCRIPTION — The department provides centralized general support services to state agencies, including accounting, financial, purchasing, building and grounds maintenance, personnel, information technology, Capitol Police, motor pool, travel reduction, and risk management services.

PERFORMANCE MEASURES	FY 2006	FY 2007	FY 2008	FY 2010
	Actual	Actual	Actual	JLBC
• % of Arizona Department of Administration (ADOA) services receiving a good (6) or better rating from customers, based on annual survey (Scale 1-8)	NA	83	NA	85

Comment: The agency did not submit information for any measure labeled as “NA” as required by the General Appropriation Act.

Eliminate One-time Funding OF \$(532,000)

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FORMAT — Operating Lump Sum with Special Line Items by Fund

SUMMARY OF FUNDS	FY 2008 Actual	FY 2009 Estimate
Administration - AFIS II Collections Fund (ADA4203/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Financial transaction processing fees.		
Purpose of Fund: To operate the Arizona Financial Information System (AFIS) II.		
Funds Expended	1,388,100	2,881,600
Year-End Fund Balance	1,150,900	0
Air Quality Fund (EVA2226/A.R.S. § 49-551)		Appropriated
Source of Revenue: Annual air quality and emissions fees assessed on motor vehicle registrations, as well as legislative appropriations.		
Purpose of Fund: To administer a travel reduction program, as defined by A.R.S. § 49-588, including bus ride subsidies for state employees.		
Funds Expended	583,100	850,100
Year-End Fund Balance	0	0
Arizona Office for Americans with Disabilities Act Fund (ADA2001/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Federal grants passed through the Department of Economic Security.		
Purpose of Fund: To implement and enforce the Federal Americans with Disabilities Act (ADA), providing resources and information to the private sector and serving as ADA coordinator for state and local government entities.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Arizona State Hospital Capital Construction Fund (ADA2466/A.R.S. § 36-218)		Non-Appropriated
Source of Revenue: Laws 2000, Chapter 1 created the Arizona State Hospital Capital Construction Fund, from which \$80 million was appropriated over 4 years, beginning in 2000.		
Purpose of Fund: To construct civil, forensic and adolescent facilities, renovation of existing buildings and infrastructure, and for the Arizona Community Protection and Treatment Center.		
Funds Expended	0	0
Year-End Fund Balance	0	0

SUMMARY OF FUNDS	FY 2008 Actual	FY 2009 Estimate
Automation Operations Fund (ADA4230/A.R.S. § 41-711)		Appropriated
Source of Revenue: Charges to agencies and other political entities for information technology products and services. The fund has continuously appropriated sub-accounts for agreements made with other states and the Arizona Health Care Cost Containment System.		
Purpose of Fund: To provide agencies and other political entities data processing and information technology consulting services and to maintain the integrity and security of state information.		
Funds Expended	23,263,500	24,087,500
Year-End Fund Balance	5,650,300	1,259,700
Capital Outlay Stabilization Fund (ADA1600/A.R.S. § 41-792.01)		Appropriated
Source of Revenue: Rental and tenant improvement charges to agencies occupying ADOA owned buildings.		
Purpose of Fund: To pay maintenance, utilities, construction, and administrative costs for state-owned buildings.		
Funds Expended	11,975,900	13,000,600
Year-End Fund Balance	7,778,900	0
Certificate of Participation Fund (ADA5005/A.R.S. § 41-791.02)		Non-Appropriated
Source of Revenue: Rental and tenant improvement charges to agencies occupying buildings under Certificate of Participation (COP) lease-purchase agreements.		
Purpose of Fund: To make COP lease-purchase payments on buildings under such agreements.		
Funds Expended	42,212,900	123,782,600
Year-End Fund Balance	207,606,400	119,816,600
Construction Insurance Fund (ADA4219/A.R.S. § 41-622)		Non-Appropriated
Source of Revenue: Risk management charges to agencies for state construction projects. The construction and design insurance rate is set by ADOA and reviewed by the Joint Committee on Capital Review.		
Purpose of Fund: To self-insure state construction projects against tort losses from design and construction defects.		
Funds Expended	2,749,100	1,825,100
Year-End Fund Balance	11,961,100	1,304,900
Consumer Loss Recovery Fund (ADA2469/A.R.S. § 41-622.02)		Non-Appropriated
Source of Revenue: Budget Stabilization Fund (A.R.S. § 35-144) transfers based on monthly actual expenditure requests, as submitted by the Risk Management Division.		
Purpose of Fund: To pay claims, as well as adjusting, processing, legal defense, and administrative costs associated with the alternative fuel credit.		
Funds Expended	1,400	50,000
Year-End Fund Balance	17,900	17,900
Co-Op State Purchasing Agreement Fund (ADA4213/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Annual subscription fees paid by local governments for state purchasing records, fees paid by individuals for copies of public records, and fees paid by vendors participating in the State Contract Show.		
Purpose of Fund: To provide microfiche of state purchasing information to local governments, as well as to reproduce public records for local governments and the public.		
Funds Expended	533,100	1,089,600
Year-End Fund Balance	863,400	173,800
Corrections Fund (DCA2088/A.R.S. § 41-1641)		Appropriated
Source of Revenue: Luxury taxes on alcohol and tobacco products.		
Purpose of Fund: To pay for construction, major maintenance, lease, purchase, renovation, or conversion of Department of Corrections and Department of Juvenile Corrections facilities. ADOA uses these monies to oversee construction projects benefiting the Department of Corrections or the Department of Juvenile Corrections.		
Funds Expended	700,300	732,300
Year-End Fund Balance	0	0

SUMMARY OF FUNDS	FY 2008 Actual	FY 2009 Estimate
Electronic Commerce (ADA2482/A.R.S. § 41-2673)		Non-Appropriated
Source of Revenue: Legislative appropriations, agency repayments, and 10% of any savings generated through the implementation of electronic commerce initiatives using fund monies.		
Purpose of Fund: To partially finance agency electronic commerce initiatives where other funding mechanisms do not exist.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Emergency Telecommunication Services Revolving Fund (ADA2176/A.R.S. § 41-704)		Non-Appropriated
Source of Revenue: The telecommunication services excise tax, currently \$0.28 per wire or wireless account, levied on monthly telephone bills and remitted by telephone companies, as authorized by A.R.S. § 42-5252.		
Purpose of Fund: To aid the political subdivisions of the state in implementing and operating emergency telecommunication services (911); to purchase necessary equipment and consulting services (up to 3% of revenue); to pay monthly recurring costs for capital, maintenance, and operations; and to reimburse wireless carriers for the costs of compliance.		
Funds Expended	16,949,700	28,815,800
Year-End Fund Balance	55,886,500	20,746,700
Employee Related Expenditures/Benefits Administration Fund (ITA3035/A.R.S. § 38-651.05)		Non-Appropriated
Source of Revenue: State employer and state employee premium contributions for vision, flexible spending, disability, life, and accident insurance.		
Purpose of Fund: To administer state employee benefit plans and pay non-health insurance premiums.		
Funds Expended	38,497,500	35,744,000
Year-End Fund Balance	3,747,800	3,948,000
Employee Travel Reduction Fund (ADA2261/A.R.S. § 41-101.03)		Non-Appropriated
Source of Revenue: Grants by the Maricopa Association of Governments, the State Travel Reduction Planning Office, and the Arizona Department of Environmental Quality.		
Purpose of Fund: To operate and administer a ride-sharing program for the transportation of state employees between home and work.		
Funds Expended	599,100	571,100
Year-End Fund Balance	185,800	143,700
Federal Grant (ADA2000/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Federal Grants, including grants from the Department of Justice.		
Purpose of Fund: To pay for security related equipment and other expenses.		
Funds Expended	203,300	215,200
Year-End Fund Balance	117,800	75,600
Federal Surplus Materials Revolving Fund (ADA4215/A.R.S. § 41-2606)		Appropriated
Source of Revenue: Federal surplus property service and handling fees.		
Purpose of Fund: To collect, store, and administer the sale of federal surplus property. Federal regulations concerning the disposition of federal surplus property cap the year-end balance of this fund at \$50,000. When the fund exceeds this cap, the department must discount its service and handling charges for federal surplus materials transferred to agencies in the following fiscal year.		
Funds Expended	150,900	449,300
Year-End Fund Balance	181,300	231,300
Highway User Revenue Fund (DTA3113/A.R.S. § 28-6533)		Appropriated
Source of Revenue: Transportation-related licenses, taxes, fees, penalties and interest such as the motor vehicle fuel tax, vehicle license tax, vehicle registration, driver's license, interest earnings, and others.		
Purpose of Fund: In FY 2008, \$150,000 is included for ADOA to contract for a Highway Hazards Assessment. (See the Arizona Department of Transportation Summary of Funds section for other purposes of the fund.)		
Funds Expended	145,000	0
Year-End Fund Balance	0	0

SUMMARY OF FUNDS	FY 2008 Actual	FY 2009 Estimate
IGA and ISA Fund (ADA2500/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Various intergovernmental and interagency service agreements.		
Purpose of Fund: To execute various intergovernmental and interagency service agreements.		
Funds Expended	24,378,800	16,911,400
Year-End Fund Balance	10,907,700	1,553,900
Lease Purchase Building Operating and Maintenance Fund (ADA1025/A.R.S. § 41-792.01)		Appropriated
Source of Revenue: Operations and maintenance charges to agencies occupying non-COP lease-purchase state buildings.		
Purpose of Fund: To operate and maintain non-COP lease-purchase state buildings. All such buildings have been paid off or sold.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Legislative, Executive, and Judicial Public Buildings Land Fund (ADA3127/A.R.S. § 37-525)		Appropriated
Source of Revenue: State trust land lease revenues.		
Purpose of Fund: To support state Legislative, Executive, and Judicial buildings. In FY 2005, to construct a new Library and Archives Building.		
Funds Expended	0	0
Year-End Fund Balance	911,500	911,500
Management Services Division Plan Deposits Fund (ADA3196/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Deposits for blueprints, paid by construction vendors and bidders.		
Purpose of Fund: To reimburse blueprint deposits.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Monument and Memorial Repair Fund (ADA2338/A.R.S. § 41-1365)		Appropriated
Source of Revenue: Monies derived from fund-raising activities, monies that are collected by the proponents of a monument or memorial, grants, donations, and legislative appropriations		
Purpose of Fund: For the maintenance, repair, reconditioning or relocation of monuments or memorials and for supporting mechanical equipment in the governmental mall.		
Funds Expended	0	0
Year-End Fund Balance	1,500	0
Motor Vehicle Pool Revolving Fund (ADA4204/A.R.S. § 41-804)		Appropriated
Source of Revenue: Charges to agencies for the use of motor pool vehicles.		
Purpose of Fund: To operate the motor vehicle pool.		
Funds Expended	12,507,900	12,726,800
Year-End Fund Balance	7,518,000	698,900
Personnel Division Fund (ADA1107/A.R.S. § 41-764)		Appropriated
Source of Revenue: A 1.07% (permanent law) charge on the total payroll of each agency within the ADOA personnel system.		
Purpose of Fund: To operate the ADOA Human Resources Division.		
Funds Expended	17,798,600	18,418,000
Year-End Fund Balance	458,900	97,300

SUMMARY OF FUNDS	FY 2008 Actual	FY 2009 Estimate
Privatized Lease To Own Fund (ADA5010/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Charges to agencies occupying privatized lease to own (PLTO) buildings.		
Purpose of Fund: To operate, maintain, and make annual rent payments on PLTO buildings.		
Funds Expended	11,833,200	11,331,800
Year-End Fund Balance	1,057,400	1,461,700
Racing Investigation Fund (ADA2369/A.R.S. § 41-705)		Non-Appropriated
Source of Revenue: Monies collected from persons, partnerships, associations or corporations that hold a permit for a racing meeting under Title 5.		
Purpose of Fund: To cover the cost of racing investigations by the Arizona Department of Racing. The fund is administered by the Department of Administration and disbursements are made pursuant to instructions from the director of the Department of Racing.		
Funds Expended	0	0
Year-End Fund Balance	0	0
Retiree Accumulated Sick Leave Fund (YYA3200/A.R.S. § 38-616)		Non-Appropriated
Source of Revenue: A 0.40% charge on the total benefit-eligible payroll of each agency within the ADOA personnel system. By statute, the rate may not exceed 0.55% and is set by ADOA with Joint Legislative Budget Committee review.		
Purpose of Fund: To compensate eligible retiring state employees for accumulated sick leave, to pay insurance premiums, and to administer the program. Payments are calculated as a percentage, tiered according to accrual level of hourly salary. Payments to one individual shall not exceed \$30,000.		
Funds Expended	10,798,000	11,270,500
Year-End Fund Balance	10,298,700	5,263,800
Risk Management Revolving Fund (ADA4216/A.R.S. § 41-622)		Appropriated
Source of Revenue: Actuarial charges assessed to agencies insured under the state's risk management system, as well as recoveries by the state through litigation.		
Purpose of Fund: To pay damages relating to self-insured liability, property, and workers' compensation losses; to purchase additional risk management services including supplemental insurance, loss prevention, and private counsel; and to operate the Risk Management Division.		
Funds Expended	73,048,400	93,491,600
Year-End Fund Balance	56,642,300	13,533,700
Special Employee Health Insurance Trust Fund (ITA3015/A.R.S. § 38-654)		Non-Appropriated
Source of Revenue: Employer and employee medical and dental insurance contributions.		
Purpose of Fund: To administer and pay premiums and claims for state employee health insurance plans, as well as to operate the Wellness and Communications program. Only administrative expenditures from this fund are subject to legislative appropriation.		
Appropriated Funds Expended	4,784,400	5,487,300
Non-Appropriated Funds Expended	671,307,800	673,057,300
Year-End Fund Balance	101,436,900	62,100,300
Special Events Fund (ADA2503/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Set-up fees for special events on state property.		
Purpose of Fund: To set up special events on state property.		
Funds Expended	5,200	34,300
Year-End Fund Balance	39,600	25,900
Special Services Revolving Fund (ADA4208/A.R.S. § 35-193)		Non-Appropriated
Source of Revenue: Payments by agencies using various centralized printing, copying, and repair services offered by ADOA.		
Purpose of Fund: To provide supplies, printing, copying, repair, and other office services for state agencies.		
Funds Expended	1,942,500	2,164,800
Year-End Fund Balance	174,100	156,200

SUMMARY OF FUNDS	FY 2008 Actual	FY 2009 Estimate
State Employee Suggestion Program Award Fund (ADA3190/A.R.S. § 38-613)		Non-Appropriated
Source of Revenue: Legislative appropriations.		
Purpose of Fund: To award state employees up to \$1,000 for a special act in the public interest or for an adopted idea resulting in state savings or improved operations. Up to \$50 per award may be used to purchase recognition materials and up to 6% of fund monies may be used to administer the program.		
Funds Expended	0	0
Year-End Fund Balance	0	0
State Surplus Materials Revolving Fund (ADA4214/A.R.S. § 41-2606)		Appropriated
Source of Revenue: State surplus property sales revenues.		
Purpose of Fund: To collect, store, and administer the sale of state surplus property. The majority of revenues are returned to donor agencies. The department retains a service and handling fee.		
Funds Expended	2,761,900	4,258,000
Year-End Fund Balance	181,300	181,300
Statewide Donations Fund (ADA2025/A.R.S. § 35-142)		Non-Appropriated
Source of Revenue: Employee donations and other miscellaneous deposits. In FY 2005, a \$1,000,000 grant for wireless emergency telecommunications was deposited into the fund.		
Purpose of Fund: Employee donations are used to recognize outstanding employees. The \$1,000,000 grant received in FY 2005 is to be used for GIS and mapping support in the development of Wireless Phase II deployment in counties that have already deployed Wireless Phase I.		
Funds Expended	247,700	233,400
Year-End Fund Balance	444,100	230,700
Telecommunications Fund (ADA4231/A.R.S. § 41-713)		Appropriated
Source of Revenue: Administrative surcharges on telecommunications services for agencies and other political entities. Additionally in FY 2006, a transfer of \$927,500 from the Technology and Telecommunications Fund, as stipulated by Laws 2005, Chapter 330.		
Purpose of Fund: To operate the Telecommunications Program Office, which manages and oversees statewide contracts for telecommunications products and services. The state's contractors operate and equip telecommunications voice, data, video, and graphics systems, allowing the collection, storage, interchange, retrieval, and transmission of information.		
Funds Expended	2,099,400	3,178,100
Year-End Fund Balance	3,387,200	2,992,200
Telecommunications Fund – Infrastructure Improvements Account (ADA4231/A.R.S. § 35-142)		Appropriated
Source of Revenue: A portion of the rate charged to the state for telecommunications services.		
Purpose of Fund: To replace end-of-life voice and data equipment in state facilities.		
Funds Expended	2,004,000	4,713,700
Year-End Fund Balance	0	0
Traffic and Parking Control Fund (ADA2453/A.R.S. § 41-796)		Non-Appropriated
Source of Revenue: Penalties and fees collected for traffic and parking violations on state property.		
Purpose of Fund: To post signs, markings, and notices for the regulation of vehicles on state property, as well as to maintain state parking lots and structures.		
Funds Expended	19,100	16,200
Year-End Fund Balance	8,700	4,500

SUMMARY OF FUNDS	FY 2008 Actual	FY 2009 Estimate
Watercraft Licensing Fund (GFA2079/A.R.S. § 5-323)		Appropriated
Source of Revenue: Registration fees for the licensing of watercraft, license taxes, and penalty assessments.		
Purpose of Fund: Laws 2005, Chapter 332 appropriated \$800,000 in FY 2006 and FY 2007 from the fund to comply with the state's share of the Zuni water settlement.		
Funds Expended	0	0
Year-End Fund Balance	0	0