

ARKANSAS BUILDING AUTHORITY

Enabling Laws

Act 1211 of 2003.
ACA 22-2-101 et. seq.

History and Organization

Arkansas Building Authority was created through Act 716 of 1975. Its powers and responsibilities were expanded by Act 235 of 1991, as amended by Act 923 of 1991, by Act 1229 of 1995, by Act 1173 of 1999, and by Acts 307, 238, and 741 of 2001. Furthermore, Act 250 of 2003 changed the Agency's name from Arkansas State Building Services to Arkansas Building Authority. Its governing body is the Arkansas Building Authority Council consisting of eleven (11) members.

As empowered by Arkansas Statutes, Arkansas Building Authority has the following duties, powers and responsibilities:

- (1) To construct and equip buildings or acquire by gift or purchase existing buildings for use as public buildings, subject to the General Assembly's approval and appropriation of funds;
- (2) To develop program for the construction or acquisition of buildings through use of rental income from state agencies;
- (3) To operate and manage public building, establishing the terms and conditions for renting space to state agencies and any surplus space to non-state entities;
- (4) To promulgate and enforce minimum design and construction standards and criteria for all capital improvements undertaken by any state agency, with the exception of codified exemptions;
- (5) To establish and enforce minimum standards and criteria for the management, maintenance and operation of all public buildings and capital improvements;
- (6) To establish and enforce minimum standards and criteria for the leasing and renting of space for and by state agencies;
- (7) To provide for the management, maintenance and operation of those public buildings assigned to ABA and to provide technical advice to others;
- (8) To have all duties and responsibilities for minor alterations and repairs of existing public buildings and capital improvements; and
- (9) To develop and maintain the real estate database of all state-owned real properties.

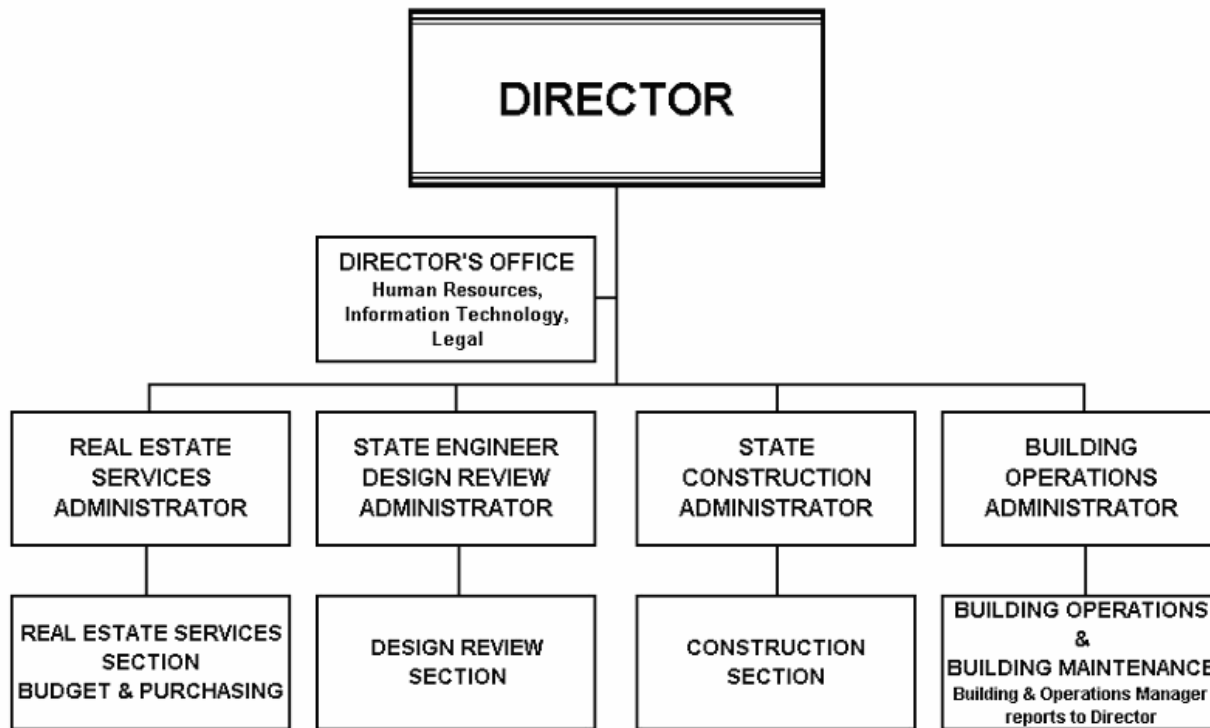
The Director, who is appointed by the Governor, heads the Arkansas Building Authority and has broad powers. The agency is organized and structured through five (5) sections whose administrators report to the agency Director. The agency's organization is designed to strengthen and enhance the structure of the Agency through two major divisions, namely Client Services and Real Estate Services. Client Services bundles the agency activities that affect state agencies in their construction and related projects, and their energy consumption and cost. Therefore, it clusters construction, engineering, architecture, and energy management systems. Real Estate Services, which is also headed by an administrator, relates to the ABA function as property manager and, as such, contains Leasing and Building Operations and Maintenance. The customary duties and responsibilities of the Sections are:

- A) Financial Management - preparation and maintenance of all agency budgets, purchasing and payments functions, human resources, including all personnel records, applications, and insurance assistance.
- B) Construction Section - supervise the bidding and awarding of contracts for all capital improvements for or by state agencies; approve all contracts and change orders; and ensure that on-site observations of construction are timely made.
- C) Building Operation/Maintenance Section - operate, maintain and manage public buildings as required by law; develop and enforce standards, procedures and criteria designed to standardize the level of maintenance on all public buildings and capital improvements.
- D) Design Review Section - establish procedures for the selection of architectural, engineering, building design consultant services and environmental services by state agencies; establish minimum design standards and criteria; review and approve contracts for building design services, preliminary plans, cost estimates, and construction documents for capital improvements; and assist in analyzing architectural design and construction problems at state-owned facilities. Encourage the timely expenditure of appropriations for construction; establish standard fee schedules; require or undertake studies concerning the needs for the costs of proposed capital improvements; review and approve engineering contracts, preliminary plans, construction documents, and cost estimates for capital improvements; and assist in analyzing engineering problems affecting state buildings.
- E) Real Estate Services Section - develop and enforce minimum leasing standards and criteria for state agencies; design a standard leasing form; conduct surveys to determine available rental space meeting standards and which may be available for use by state agencies; and assure that no state agency shall lease space that is not absolutely essential to the performance of its duties and responsibilities. This Section also maintains the real estate database and assists agencies in the purchase or sale of real property through established procedures and criteria.

Mission Statement

Arkansas Building Authority's Mission Statement reads:

"The mission of the Arkansas Building Authority is to provide and assist state agencies and the public in their building needs and in an efficient and economical manner according to state codes."



Agency Commentary

This commentary relates to five (5) primary ABA appropriations and several others for the benefit of other state agencies, namely: a) 809 for the maintenance and operation of the Justice Building, b) 254 for the property management function of state-owned and ABA-operated office buildings, c) 253 for the administration of the other ABA activities, i.e. leasing, construction management, architectural-engineering review of plans, personnel and financial management; d) 915 Justice Building Maintenance Fund, e) Appropriation 1VF, the \$1,630,000 for the urgent and critical maintenance of ABA-owned and operated buildings, f) the re-appropriation of various Fund Centers. As such, the Commentary is designed to summarize the major parts of Arkansas Building Authority's 2005-2007 Biennial Budget Request.

The ensuing Budget Commentary is organized and presented in accordance with the outline and content of the Agency Strategic Plan for Fiscal Years 2003 - 2007.

Agency Goal 1: Building Operations and Property Management

Arkansas Building Authority aspires to undertake computer-aided facilities management within owned or assigned office buildings and to pursue further management opportunities within the State Capitol Complex and its immediate vicinity in an effort to provide and maintain accommodations for state agencies' efficient and effective use in carrying out their respective missions.

Agency Goal 2: Enhancement of Capital Improvement Projects

Arkansas Building Authority strives to provide skillful and objective advice to state agencies

on the design and implementation of their respective capital improvement projects, commencing with the architectural-engineering review of plans/specifications and construction documents, continuing with the management of the bidding and procurement process, and concluding with construction oversight through work-in-progress observations and the processing of contractor final pay requests, all intended to assist state agencies in assuring that the allocation of resources to capital improvements achieves the desired enrichment of services to taxpayers, legislators, the executive, and other agencies.

Agency Goal 3: Real Estate Services

Arkansas Building Authority seeks to provide professional-level real estate services to state agencies, boards and commissions through the provision of statewide leasing agency in securing and leasing space from state and non-state entities, through the process of real property acquisition and disposition by state entities, and the maintenance of a database of all state-owned real estate, all in a manner that improves the acquisition, quality and adequacy of space in which state programs are undertaken.

Agency Goal 4: Support Services

Arkansas Building Authority provides the internal services necessary to support the fulfillment of the three major programmatic goals. These involve the functions and activities of the Director's Office, which includes legal, Human Resources, Financial Management and Information Technology. These organizational units serve not only the other units that are directly responsible to goal accomplishment but also agencies and units outside ABA that derive benefits from the ABA's involvement.

Budget Goal 1: Aide in Capital Improvements Projects & Construction Oversight

As described in the Strategic Plan, Arkansas Building Authority provides architectural-engineering reviews of state agency construction projects, Americans with Disabilities (ADA) compliance reviews and construction project oversight and management of public works as prescribed by statute and Arkansas Building Authority standards and criteria.

The FY05 Base Level is adequate for our accomplishment of Goal 1 of the Strategic Plan 2003-2007.

Budget Goal 2: Leasing Services, Maintenance of the Real Estate Database and Processing of Real Property Acquisitions and Dispositions

As described in the Strategic Plan, Arkansas Building Authority provides leasing agent services for state entities as established through Standards & Criteria; maintains a database of state-owned real properties by state agencies, institutions of higher education, the Arkansas Highway and Transportation Department, and the Game & Fish Commission as authorized by Ark. Code Ann. §22-2-121; and processes property acquisitions and disposition requests by state agencies, boards and commissions.

The FY05 Base Level is adequate for our accomplishment of Goal 2 of the Strategic Plan 2003-2007.

Budget Goal 3: Management and Operations of Properties

Arkansas Building Authority strives to manage and operate properties through computer-aided building operations and maintenance functions within ABA-owned and assigned buildings, the Justice Building and other state-owned buildings located near or within the State Capitol Complex and the Little Rock Central Business District.

A. Operating Expenses in ABA Buildings (254/MWJ0100 Fund):

For the 2005-2007 Biennium Budget period, ABA anticipates an improved occupancy in the ABA-owned building portfolio. Based on the current vacancy rate, annual income is expected to increase to approximately \$8,595,000, plus miscellaneous reimbursable expenses. However, with increased tenant occupancy comes increased operational expenses. With this projection, we feel justified in requesting a directly proportionate increase of \$297,290 over the FY05 Base Level appropriation for the 2005-2007 Biennial Budget period.

B. Contingency or Special Appropriation:

Fund Center 488, Fund MRE0400 was established in 2001. Consequently, the request herein is to re-appropriate the \$1,500,000 to 488/MRE0400 in each of the two years of the biennium.

Special language was established through Act 1211 of 2003 which prescribes the circumstances under which the moneys would be 'released' or 'transferred' to ABA and other features of the approval process. The special emphasizes to accommodate unanticipated needs or opportunities in real estate development and ownership will be 1) on ABA having authority to transfer surplus funds from another appropriation to the 488 Real Estate Fund and 2) on the authority for ABA to receive transfers of funds and appropriations from other state agencies that desire to aide ABA in accomplishing desirable real estate transactions as may be approved from time to time by the Arkansas Legislative Council. The special language authorizes ABA to increase its Character 02 operating account in 254/MWJ0100 and its revenue from rents on thus acquired or developed real properties to reflect the projected operating and maintenance expenses associated with its ownership of additional real estate.

C. MWJ0300 Critical Maintenance:

Appropriation 1VF for Critical Maintenance of ABA-owned or operated buildings is currently \$1,630,000 annually which translates to approximately \$1.89 per square foot for ABA-owned and operated space. This Base Level is adequate for the 2005-07 biennium.

D. Personnel/Position Changes:

A myriad of personnel changes within the Building Operations Section have been requested for the 2005 - 2007 Biennium Budget Request. These changes include:

- 1) A new position for a Fleet Manager (Grade 17) who will be responsible for servicing and maintaining the agency's fleet of automobiles and equipment;

- 2) A new upgraded position for the Building Operations Administrator (from Grade 24 to Grade 25) to establish equality among the administrative staff;
- 3) Title changes with upgrades for five (5) skilled tradesman supervisors to ABA Trades Supervisors (from Grade 18 to Grade 19) for the following: ABA Painter Supervisor, ABA Electrician Supervisor, ABA Carpenter Supervisor, ABA Heating & A/C Supervisor, and ABA Plumber Supervisor. The ABA Trades Supervisors will supervise a staff of facilities maintenance workers and trade workers who perform maintenance service and repairs, as well as capital improvement projects for ABA-owned property and other state properties managed by ABA;
- 4) Elimination of two (2) Grade 17 Building and Plant Maintenance Worker positions that are being surrendered to offset the request for an upgrade for the Building Operations Administrator noted above.

With the proposed position eliminations, the FY05 Base Level is adequate for the 06-07 biennium.

E. Transfer of Building Operating & Maintenance Responsibility

Arkansas Building Authority and the Department of Education have entered into negotiations for ABA's maintenance and operation of the Department of Education facilities located at #4 Capitol Mall effective with the 2005-07 biennium. Projected operational costs based on current data available indicate an additional \$929,160 for Fund Center 254, Fund MWJ0100 reflected in the revised Certification of Income. This increase results in a Change Level 1 for existing programs.

Budget Goal 4: Support Services

The Strategic Plan's fourth goal is to support the objectives of programmatic Goals 1, 2 and 3 through the timely and professional activities of the Director's Office, Human Resources, Financial Management and Information Technology.

A. Personnel/Position Changes:

Several personnel changes have been requested within the support services of the agency, primarily within two sections in which reorganization of staffing has occurred: the Financial Management and Human Resource Sections:

- 1) Reassignment: upon internal job duty reassignments within the agency, the Special Projects Analyst position (Grade 99) was moved from the Director's Office to the Financial Management Section to support the fiscal management staff and providing in-depth analysis with the agency budgeting, AASIS and personnel. The position reassignment is also supported by a salary increase that does not impact the general revenue (HUA) funds or the agency budget. The funding for the increase is being generated by a \$10,021 salary decrease in four (4) other unclassified positions funded by HUA;
- 2) Title Change/Upgrade: upon job duty reassignments, the Administrator of Real Estate Services (Grade 25) assumed the duties and responsibilities of the Financial Management Section during the FY04. this position is the only administrator within the agency to supervise more than one section, and with duty reassignments, including

direct supervision of several additional employees, sufficient justification exists to reclassify this administrator to Administrator of Fiscal and Real Estate Services as a Grade 26.

- 3) New Position: at the request of DFA-OPM, an Agency Controller position (Grade 25) is being proposed.
- 4) Reclassification: a request to re-class two (2) Financial Management personnel will more appropriately define the responsibilities of the Accounts Payable and Accounts Receivable personnel within the section and further pursue the commitment to agency restructuring. The reclassification of a Purchasing Agent II (Grade 18) to an ABA Accounting Specialist I (Grade 18) and an Accounting Services Representative I (Grade 19) to an ABA Accounting Specialist II (Grade 19) will help to establish consistency and equivalency within the section without requiring an increase in funding. Furthermore, these positions are being added with a performance incentive through CLIP that will be supported by the surrender of the two positions below.
- 5) Reclassification/Upgrade: a request to re-class and upgrade a human resource position will once again further the agency's restructuring efforts. The Administrative Assistant II position (Grade 17) is proposed for re-class and upgrade to a Management Project Analyst I position (Grade 18) to work in conjunction with the already established and filled position of the Management Project Analyst II. These are the only two human resource positions filled within the agency for the 06-07 biennium.
- 6) Elimination: an Accounting Tech II (Grade 15) and Secretary II (Grade 13) positions are being surrendered to accommodate the two CLIP positions proposed above for the proposed ABA Accounting Specialist positions I, II and III. The two positions being eliminated are unfilled positions.

With the internal personnel offsets proposed and the re-appropriation of the funds outlined, the FY05 Base Level is adequate for the accomplishment of Goal 4 of the Strategic Plan.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS STATE BUILDING SERVICES
FOR THE YEAR ENDED JUNE 30, 2002

<u>Findings</u>	<u>Recommendations</u>
<p>The Arkansas Administration Statewide Information System (AASIS) fails to provide adequate controls to ensure the reliability of financial data, and therefore, does not adequately safeguard the financial assets of the Agency. Specifically, the security configuration does not provide adequate segregation of duties in an environment with a limited number of personnel, resulting in an excessive number of conflicts regarding the restricted access to financial data and data entry.</p> <p>The Agency failed to establish effective controls over capital equipment totaling \$1,085,956. Six (6) items, representing nine (9) percent of capital equipment items selected for observation, could not be located. Also, seven (7) items had been sent to Marketing and Redistribution in prior years, but the items were not removed from the equipment listing. Corrections and adjustments that have been identified in prior</p>	<p>The Agency work with the AASIS staff to train additional personnel in order to resolve job conflicts and maximize the segregation of duties.</p> <p>The Agency establish effective controls to properly account for capital equipment.</p>

DIVISION OF LEGISLATIVE AUDIT
 AUDIT OF :
 ARKANSAS STATE BUILDING SERVICES
 FOR THE YEAR ENDED JUNE 30, 2002

Findings

Recommendations

audits have not been made to reflect the proper value of equipment. The lack of sound internal controls over equipment have placed assets at risk.

Employment Summary

	Male	Female	Total	%
White Employees	57	15	72	94 %
Black Employees	0	1	1	1 %
Other Racial Minorities	2	2	4	5 %
Total Minorities			5	6 %
Total Employees			77	100 %

Cash Fund Balance Description as of June 30, 2004

Fund Account	Balance	Type	Location
1320200	\$821,064	checking	Regions Bank, Little Rock

Statutory/Other Restrictions on use:

Act 232 of 2003

Statutory Provisions for Fees, Fines, Penalties:

None

Revenue Receipts Cycle:

Monthly

Fund Balance Utilization:

Bond Issue Principal and Interest Payments

Fund Account	Balance	Type	Location
1320400	\$297	Checking	Regions Bank, Little Rock

Statutory/Other Restrictions on use:

Act 232 of 2003

Statutory Provisions for Fees, Fines, Penalties:

None

Revenue Receipts Cycle:

As funds/appropriation are received.

Fund Balance Utilization:

Governor's Mansion Construction/Renovation

Publications

A.C.A 25-1-204

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
ABA Standards & Criteria	22-2-102	N	N	6	To inform the public of the ABA Standards & Criteria

Department Appropriation / Program Summary

Historical Data						Agency Request and Executive Recommendation								
Appropriation / Program	2003-2004		2004-2005		2004-2005		2005-2006				2006-2007			
	Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
1VF Critical Maintenance	849,008	0	1,630,000	0	1,630,000	0	1,630,000	0	1,630,000	0	1,630,000	0	1,630,000	0
253 ABA - State Operations	1,705,209	31	1,992,955	35	1,958,548	37	2,151,801	37	2,145,589	37	2,207,612	37	2,201,194	37
254 Building Maintenance	7,517,566	49	9,516,885	53	10,102,024	54	11,189,622	54	11,009,708	53	11,002,591	54	10,821,342	53
488 Acquisition and Maintenance	0	0	0	0	1,500,000	0	1,500,000	0	1,500,000	0	1,500,000	0	1,500,000	0
809 Justice Building Operations	558,653	3	609,017	3	629,032	3	613,564	3	613,564	3	616,766	3	616,766	3
915 Justice Building Maintenance	103,992	0	562,730	0	573,544	0	573,544	0	573,544	0	573,544	0	573,544	0
Total	10,734,428	83	14,311,587	91	16,393,148	94	17,658,531	94	17,472,405	93	17,530,513	94	17,342,846	93

Funding Sources			%		%		%		%		%		%		
Fund Balance	4000005	2,919,700	20.7	3,359,758	20.8			1,851,087	10.1	1,851,087	10.2	1,203,849	6.6	1,203,849	6.7
General Revenue	4000010	1,705,209	12.1	1,992,955	12.3			2,151,801	11.7	2,145,589	11.8	2,207,612	12.1	2,201,194	12.2
Real Estate Fund	4000400	0	0.0	0	0.0			1,500,000	8.2	1,500,000	8.2	1,500,000	8.2	1,500,000	8.3
Rental Income	4000430	7,197,310	51.1	8,467,401	52.4			9,613,224	52.3	9,433,310	51.9	10,073,431	55.2	9,892,182	54.8
Rental Income / Fund Transfers	4000435	1,630,000	11.6	1,630,000	10.1			1,630,000	8.9	1,630,000	9.0	1,630,000	8.9	1,630,000	9.0
State Admn of Justice	4000470	83,533	0.6	83,528	0.5			83,528	0.5	83,528	0.5	83,528	0.5	83,528	0.5
Transfer from Dept of Educ	4000536	0	0.0	0	0.0			929,160	5.1	929,160	5.1	929,160	5.1	929,160	5.1
Transfer from St Central Svcs	4000575	558,434	3.9	629,032	3.9			613,564	3.2	613,564	3.3	616,766	3.4	616,766	3.4
Total Funds		14,094,186	100.0	16,162,674	100.0			18,372,364	100.0	18,186,238	100.0	18,244,346	100.0	18,056,679	100.0
Excess Appropriation/(Funding)		(3,359,758)		(1,851,087)				(713,833)		(713,833)		(713,833)		(713,833)	
Grand Total		10,734,428		14,311,587				17,658,531		17,472,405		17,530,513		17,342,846	

Analysis of Budget Request

Appropriation / Program: 1VF - Critical Maintenance

Funding Sources: MWJ-Critical Maintenance

This appropriation is used for Critical Maintenance of ABA owned or operated buildings. Funding is derived from rental income paid by state agencies housed in ABA operated buildings.

The Agency Request is for Base Level each year of the 2005-07 biennium.

The Executive Recommendation is for Base Level.

Appropriation / Program Summary

Appropriation / Program: 1VF Critical Maintenance
Funding Sources: MWJ-Critical Maintenance

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Special Maintenance 5120032	849,008	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000
Total	849,008	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000
Funding Sources									
Fund Balance 4000005	397,897	1,178,889		1,178,889	1,178,889	1,178,889	1,178,889	1,178,889	1,178,889
Rental Income / Fund Transfers 4000435	1,630,000	1,630,000		1,630,000	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000
Total Funding	2,027,897	2,808,889		2,808,889	2,808,889	2,808,889	2,808,889	2,808,889	2,808,889
Excess Appropriation/(Funding)	(1,178,889)	(1,178,889)		(1,178,889)	(1,178,889)	(1,178,889)	(1,178,889)	(1,178,889)	(1,178,889)
Grand Total	849,008	1,630,000		1,630,000	1,630,000	1,630,000	1,630,000	1,630,000	1,630,000

Analysis of Budget Request

Appropriation / Program: 253 - ABA - State Operations

Funding Sources: HUA-Miscellaneous Agencies Fund

This appropriation provides for the operations of Arkansas Building Authority (ABA). Functions include administration, leasing, architectural, construction, finance, engineering, and building maintenance.

Base Level for this appropriation includes graduated salary increases of 3% to 1.5% each year over FY05 salary levels, along with related Personal Services Matching costs for 35 Base Level positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 increase in the monthly contribution for State employee's health insurance for a total State match of \$320 per month.

This appropriation is funded from general revenue payable from the Miscellaneous State Agencies Fund.

The Agency's Change Level requests total \$90,786 for FY06 and \$93,300 for FY07 and are as follows:

- Salary and associated matching of \$33,932 for FY06 and \$34,835 for FY07 for 1 restored position (Leasing Specialist)
- Salary and associated matching of \$4,242 for FY06 and \$4,362 for FY07 for 1 upgraded position (SBS Administrator of Real Estate Services-Grade 25 → ABA Administrator of Fiscal/Real Estate Services-Grade 26)
- Salary and associated matching of \$1,985 for FY06 and \$2,046 for FY07 for 3 CLIP reclassifications (Chief Construction Inspector → ABA Accounting Specialist II, Purchase Agent II/Purchase Agent → ABA Accounting Specialist I, Administrative Assistant II → Management Project Analyst I)
- Title Changes on 9 positions (changing SBS to ABA)
- Net salary and associated matching of -\$15 for FY06 and \$10 for FY07 for 5 Extraordinary Salary Increases
- Salary and associated matching of \$50,642 for FY06 and \$52,047 for FY07 for a new position (Agency Controller - Large/Complex Agency-Grade 25)

The Executive Recommendation provides for Base Level and:

- Restoration of the Leasing Specialist
- Addition of the Agency Controller - Large/Complex Agency
- Extraordinary Salary Increase for the ABA Special Projects Analyst without appropriation and funding
- Title changes on 9 positions
- Reclassification of the Chief Construction Inspector-Grade 19 to Accounting Services Rep I-Grade 19

Appropriation / Program Summary

Appropriation / Program: 253 ABA - State Operations
Funding Sources: HUA-Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	1,305,734	1,529,804	1,533,771	1,573,289	1,642,716	1,637,534	1,617,858	1,689,383	1,684,030
#Positions	31	35	37	35	37	37	35	37	37
Personal Services Matching 5010003	353,578	418,357	379,983	442,932	464,291	463,261	451,660	473,435	472,370
Operating Expenses 5020002	39,723	38,594	38,594	38,594	38,594	38,594	38,594	38,594	38,594
Travel-Conference Fees 5050009	6,174	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200
Professional Fees and Services 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	1,705,209	1,992,955	1,958,548	2,061,015	2,151,801	2,145,589	2,114,312	2,207,612	2,201,194
Funding Sources									
General Revenue 4000010	1,705,209	1,992,955		2,061,015	2,151,801	2,145,589	2,114,312	2,207,612	2,201,194
Total Funding	1,705,209	1,992,955		2,061,015	2,151,801	2,145,589	2,114,312	2,207,612	2,201,194
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	1,705,209	1,992,955		2,061,015	2,151,801	2,145,589	2,114,312	2,207,612	2,201,194

The FY05 Budgeted amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2003-05 biennium.

Change Level by Appropriation

Appropriation / Program: 253-ABA - State Operations
Funding Sources: HUA-Miscellaneous Agencies Fund

Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	2,061,015	35	2,061,015	100.0	2,114,312	35	2,114,312	100.0
C01	Existing Program	84,574	2	2,145,589	104.1	86,882	2	2,201,194	104.1
C09	CLIP Reclass	1,985	0	2,147,574	104.2	2,046	0	2,203,240	104.2
C11	Upgrade/Downgrade	4,242	0	2,151,816	104.4	4,362	0	2,207,602	104.4
C14	Title Change	0	0	2,151,816	104.4	0	0	2,207,602	104.4
C15	Ex Salary Increase	(15)	0	2,151,801	104.4	10	0	2,207,612	104.4

Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	2,060,950	35	2,060,950	100.0	2,114,245	35	2,114,245	100.0
C01	Existing Program	84,574	2	2,145,524	104.1	86,882	2	2,201,127	104.1
C09	CLIP Reclass	0	0	2,145,524	104.1	0	0	2,201,127	104.1
C10	Reclass	0	0	2,145,524	104.1	0	0	2,201,127	104.1
C11	Upgrade/Downgrade	0	0	2,145,524	104.1	0	0	2,201,127	104.1
C14	Title Change	0	0	2,145,524	104.1	0	0	2,201,127	104.1
C15	Ex Salary Increase	5,986	0	2,151,510	104.3	6,164	0	2,207,291	104.4
C19	Executive Changes	(5,921)	0	2,145,589	104.1	(6,097)	0	2,201,194	104.1

Justification

C01	1 New position has been requested pursuant to discussions with DFA-Accounting (CAFR) to enhance the financial knowledge within the Financial Management Section. Restoration of 1 position (Leasing Specialist) not budgeted in FY05
C09	3 positions are being requested to be reclassified as well as within a CLIP series due to significant changes regarding job duties and responsibilities within the Financial Management Section and the Director's Office.
C10	Executive recommendation is to reclassify the Chief Construction Inspector to an Accounting Services Representative I
C11	1 position is requested to be upgraded due to increased job duties.
C14	9 positions have been requested for title changes. Act 250 of 2003 revised the name of the agency from SBS to Arkansas Building Authority, therefore all titles containing SBS should be revised to ABA.
C15	An extraordinary salary increase is requested for 5 positions due to internal job duty reassignments within the agency. Executive recommendation is for 1 Extraordinary Salary Increase for the ABA Special Projects Analyst
C19	Extraordinary Salary Increase for the ABA Special Projects Analyst without appropriation and funding

Analysis of Budget Request

Appropriation / Program: 254 - Building Maintenance

Funding Sources: MWJ-ABA Maintenance

The Building Maintenance appropriation is funded from rental income and reimbursements from ABA operated buildings. It supports the property management function of state-owned and ABA-operated office buildings.

Base Level for this appropriation includes graduated salary increases of 3% to 1.5% each year over FY05 salary levels, along with related Personal Services Matching costs for 53 Base Level positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 increase in the monthly contribution for State employee's health insurance for a total State match of \$320 per month.

The Agency's Change Level requests total \$1,354,354 for FY06 and \$1,355,689 for FY07 and are as follows:

- Salary and associated matching of \$16,923 for FY06 and \$17,418 for FY07 for the upgrading of 6 positions (Painter Supervisor, Electrician Supervisor, Carpenter Supervisor, Heating & A/C Mechanic Supervisor, Plumber Supervisor to ABA Trades Supervisor)
- Salary and associated matching of \$31,881 for FY06 and \$32,721 for FY07 for establishment of a Fleet Manager position
- Title Change on 31 positions (changing from SBS to ABA)
- Operating Expenses of \$1,226,450 for FY06 and FY07 for increases in management contracts, including #4 Capitol Mall
- Capital Outlay of \$79,100 for each year of the biennium for the purchase of network servers, routers, digital scanners, laptops, and other equipment items

The Executive Recommendation is for Agency Request with the following exceptions:

- Fleet Manager position not recommended
- Reduction of Base Level Travel/Conference Fees by \$31,700 each year of the biennium
- Reduction of Base Level Professional Fees and Services by \$36,700 each year of the biennium

Appropriation / Program Summary

Appropriation / Program: 254 Building Maintenance
Funding Sources: MWJ-ABA Maintenance

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
	2003-2004 Actual	2004-2005 Budget	2004-2005 Authorized	2005-2006			2006-2007		
				Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	1,530,420	1,676,440	1,591,324	1,726,608	1,764,174	1,726,608	1,778,105	1,816,788	1,778,105
#Positions	49	53	54	53	54	53	53	54	53
Extra Help 5010001	24,818	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
#Extra Help	6	9	9	9	9	9	9	9	9
Personal Services Matching 5010003	455,052	523,213	475,948	557,818	569,056	557,818	567,955	579,411	567,955
Overtime 5010006	9,674	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Operating Expenses 5020002	4,680,701	6,083,275	6,800,795	6,083,275	7,372,435	7,309,725	6,083,275	7,372,435	7,309,725
Travel-Conference Fees 5050009	18,462	56,700	56,700	56,700	56,700	25,000	56,700	56,700	25,000
Professional Fees and Services 5060010	26,048	86,700	86,700	86,700	86,700	50,000	86,700	86,700	50,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	38,110	79,100	79,100	0	79,100	79,100	0	79,100	79,100
Debt Service 5120019	370,386	390,000	390,000	390,000	390,000	390,000	390,000	390,000	390,000
Contingency 5130018	0	0	0	250,000	250,000	250,000	0	0	0
Rent of Space 5900022	3,496	121,000	121,000	121,000	121,000	121,000	121,000	121,000	121,000
Lease Purchase Expense 5900046	360,399	385,457	385,457	385,457	385,457	385,457	385,457	385,457	385,457
Total	7,517,566	9,516,885	10,102,024	9,772,558	11,189,622	11,009,708	9,584,192	11,002,591	10,821,342
Funding Sources									
Fund Balance 4000005	2,016,978	1,696,722		647,238	647,238	647,238	0	0	0
Rental Income 4000430	7,197,310	8,467,401		9,125,320	9,613,224	9,433,310	9,584,192	10,073,431	9,892,182
Transfer from Dept of Educ 4000536	0	0		0	929,160	929,160	0	929,160	929,160
Total Funding	9,214,288	10,164,123		9,772,558	11,189,622	11,009,708	9,584,192	11,002,591	10,821,342
Excess Appropriation/(Funding)	(1,696,722)	(647,238)		0	0	0	0	0	0
Grand Total	7,517,566	9,516,885		9,772,558	11,189,622	11,009,708	9,584,192	11,002,591	10,821,342

The FY05 Budgeted amount in Regular Salaries and Personal Services Matching exceeds the authorized amount due to salary and matching rate adjustments during the 2003-05 biennium. Contingency line item was established as a biennial appropriation in Act 1211 of 2003. The Agency is requesting it be carried forward from Fiscal Year 2006 to Fiscal Year 2007.

Change Level by Appropriation

Appropriation / Program: 254-Building Maintenance

Funding Sources: MWJ-ABA Maintenance

Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	9,772,558	53	9,772,558	100.0	9,584,192	53	9,584,192	100.0
C01	Existing Program	1,400,141	1	11,172,699	114.3	1,400,981	1	10,985,173	114.6
C11	Upgrade/Downgrade	16,923	0	11,189,622	114.5	17,418	0	11,002,591	114.8
C14	Title Change	0	0	11,189,622	114.5	0	0	11,002,591	114.8

Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	9,772,558	53	9,772,558	100.0	9,584,192	53	9,584,192	100.0
C01	Existing Program	1,305,550	0	11,078,108	113.3	1,305,550	0	10,889,742	113.6
C10	Reclass	0	0	11,078,108	113.3	0	0	10,889,742	113.6
C11	Upgrade/Downgrade	0	0	11,078,108	113.3	0	0	10,889,742	113.6
C14	Title Change	0	0	11,078,108	113.3	0	0	10,889,742	113.6
C19	Executive Changes	(68,400)	0	11,009,708	112.6	(68,400)	0	10,821,342	112.9

Justification

C01	1 new position is being requested to enable ABA to manage better the servicing its fleet of vehicles, back hoes, tractors, riding mowers and bush hogs. For ABA's maintenance and operation of #4 Capitol Mall on behalf of the Department of Education per a management contract effective for fiscal years 2006 and 2007. Adding back Capital Oulay for the purchase of network servers, routers, digital scanners, laptops, and other equipment items. Increase in public facilites maintenance due to an increase in rental income.
C10	Reclassification of 5 positions to ABA Trades Supervisors
C11	6 positions are being requested for upgrades. Job duties and responsibilities have changed significantly in the past biennium.
C14	31 positions have been requested for title changes. Act 250 of 2003 revised the name of SBS to Arkansas Building Authority therefore those titles containing the name of SBS need to be revised accordingly.
C19	Executive recommendation to reduce base level Travel/Conference Fees by \$31,700 each year of the biennium; to reduce Professional Fees and Services by \$36,700 each year of the biennium

Analysis of Budget Request

Appropriation / Program: 488 - Acquisition and Maintenance

Funding Sources: MRE-ABA-Real Estate Fund

The purpose of this appropriation is the acquisition and operation of additional buildings for state occupancy. Funding payable from the Real Estate Fund allows ABA to acquire buildings for general government use as opportunities arise as well as provide construction and renovations as needed. Expenditures would be offset by income from the operation of properties acquired.

ABA is requesting a Change Level of \$300,000 for Operating Expenses and \$1,200,000 each year for Construction/Renovation to provide ABA with flexibility to buy, or receive through donations, buildings for general government use. This request would restore the appropriation to the level authorized for Fiscal Year 2005.

The Executive Recommendation provides for Agency Request.

Appropriation / Program Summary

Appropriation / Program: 488 Acquisition and Maintenance
Funding Sources: MRE-ABA-Real Estate Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	0	0	300,000	0	300,000	300,000	0	300,000	300,000
Travel-Conference Fees 5050009	0	0	0	0	0	0	0	0	0
Professional Fees and Services 5060010	0	0	0	0	0	0	0	0	0
Construction/Renovations 5090005	0	0	1,200,000	0	1,200,000	1,200,000	0	1,200,000	1,200,000
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	0	0	1,500,000	0	1,500,000	1,500,000	0	1,500,000	1,500,000
Funding Sources									
Real Estate Fund 4000400	0	0		0	1,500,000	1,500,000	0	1,500,000	1,500,000
Total Funding	0	0		0	1,500,000	1,500,000	0	1,500,000	1,500,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	0		0	1,500,000	1,500,000	0	1,500,000	1,500,000

Change Level by Appropriation

Appropriation / Program: 488-Acquisition and Maintenance

Funding Sources: MRE-ABA-Real Estate Fund

Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
C01	Existing Program	1,500,000	0	1,500,000	100.0	1,500,000	0	1,500,000	100.0

Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
C01	Existing Program	1,500,000	0	1,500,000	100.0	1,500,000	0	1,500,000	100.0

Justification

C01	To provide ABA with the flexibility to buy, or receive through donations, buildings for general government use.
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Analysis of Budget Request

Appropriation / Program: 809 - Justice Building Operations

Funding Sources: MWJ-ABA Maintenance

This appropriation provides for the operations of the Justice Building. Funding is provided under special language provisions for a transfer from the State Central Services Fund to the State Building Services Maintenance Fund for actual expenditures up to the authorized appropriation level.

Base Level for this appropriation includes graduated salary increases of 3% to 1.5% each year over FY05 salary levels, along with related Personal Services Matching costs for 3 Base Level positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 increase in the monthly contribution for State employee's health insurance for a total State match of \$320 per month.

The Agency Request is for Base Level each year of the 2005-07 biennium. The Agency is requesting that the titles of the three positions in this appropriation be changed from SBS to ABA to reflect the Agency's name change that was approved in the 2003-05 biennium.

The Executive Recommendation provides for Base Level.

Appropriation / Program Summary

Appropriation / Program: 809 Justice Building Operations
Funding Sources: MWJ-ABA Maintenance

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	80,739	86,559	103,543	89,155	89,155	89,155	91,829	91,829	91,829
#Positions	3	3	3	3	3	3	3	3	3
Personal Services Matching 5010003	25,172	27,123	30,154	29,074	29,074	29,074	29,602	29,602	29,602
Operating Expenses 5020002	452,742	495,335	495,335	495,335	495,335	495,335	495,335	495,335	495,335
Travel-Conference Fees 5050009	0	0	0	0	0	0	0	0	0
Professional Fees and Services 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Total	558,653	609,017	629,032	613,564	613,564	613,564	616,766	616,766	616,766
Funding Sources									
Fund Balance 4000005	5,164	4,945		24,960	24,960	24,960	24,960	24,960	24,960
Transfer from St Central Svcs 4000575	558,434	629,032		613,564	613,564	613,564	616,766	616,766	616,766
Total Funding	563,598	633,977		638,524	638,524	638,524	641,726	641,726	641,726
Excess Appropriation/(Funding)	(4,945)	(24,960)		(24,960)	(24,960)	(24,960)	(24,960)	(24,960)	(24,960)
Grand Total	558,653	609,017		613,564	613,564	613,564	616,766	616,766	616,766

Change Level by Appropriation

Appropriation / Program: 809-Justice Building Operations

Funding Sources: MWJ-ABA Maintenance

Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	613,564	3	613,564	100.0	616,766	3	616,766	100.0
C14	Title Change	0	0	613,564	100.0	0	0	616,766	100.0

Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
BL	Base Level	613,564	3	613,564	100.0	616,766	3	616,766	100.0
C14	Title Change	0	0	613,564	100.0	0	0	616,766	100.0

Justification

C14	Title Change on 3 positions - SBS to ABA
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Analysis of Budget Request

Appropriation / Program: 915 - Justice Building Maintenance

Funding Sources: MJB-Justice Building Operations

The Justice Building Maintenance appropriation provides for maintenance of the Justice Building. Funding is provided by court cost receipts as transferred from the State Administration of Justice Fund (A.C.A. §19-5-1052) and are used exclusively for maintenance of the Justice Building.

The Agency Request is for Base Level each year of the 2005-07 biennium.

The Executive Recommendation is for Base Level.

Appropriation / Program Summary

Appropriation / Program: 915 Justice Building Maintenance
Funding Sources: MJB-Justice Building Operations

Historical Data

Agency Request and Executive Recommendation

Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Special Maintenance 5120032	103,992	562,730	573,544	573,544	573,544	573,544	573,544	573,544	573,544
Total	103,992	562,730	573,544	573,544	573,544	573,544	573,544	573,544	573,544
Funding Sources									
Fund Balance 4000005	499,661	479,202		0	0	0	0	0	0
State Admn of Justice 4000470	83,533	83,528		83,528	83,528	83,528	83,528	83,528	83,528
Total Funding	583,194	562,730		83,528	83,528	83,528	83,528	83,528	83,528
Excess Appropriation/(Funding)	(479,202)	0		490,016	490,016	490,016	490,016	490,016	490,016
Grand Total	103,992	562,730		573,544	573,544	573,544	573,544	573,544	573,544