

State of Alaska FY2011 Governor's Operating Budget

Department of Administration Property Management Component Budget Summary

Component: Property Management

Contribution to Department's Mission

Provide management of Executive Branch assets.

Core Services

- State Property Accountability:
- Assist agencies to maintain the most accurate and effective management system for property control.
- Provide guidance and direction including training, development of procedures, and accountability reviews.
- Provide cell phones for military personnel.
- Maintain a billion-dollar statewide inventory system.
- Develop standardized property accounting procedures to provide physical count and evaluation of personal property assets.
- Assist agencies to provide accurate inventory reports for the State's Annual Financial Report, and to Risk Management, Emergency Services, the Legislature, and other interested parties.
- State Surplus Property Disposal:
- Coordinate statewide reutilization efforts to locate and transfer available excess property items to state agencies.
- Direct agency property trade-in requests, disposals and destruction of state owned personal property.
- Store, display, and market excess property items.
- Conduct cost effective public sales of excess and obsolete personal property generating an optimum return of revenue to the state.
- Collect and deposit sale revenues, and disperse proceeds to appropriate state accounts.
- Encourage and enhance recycling efforts.
- Federal Surplus Property Program:
- Acquire, warehouse, allocate, and distribute donated surplus property to eligible program participants.
- Reissue usable surplus property by direct transfers within rural areas of Alaska.
- Assess and collect service fees sufficient to fully cover the cost of operations.
- Execute and administer agreements pursuant to eligibility, acquisition and utilization of property as required by federal law and the State Plan of Operation.
- Market benefits of available assistance to prospective client organizations to achieve increased statewide participation.
- Train and assist participants to locate and obtain available property.

Key Component Challenges

- Improve operational efficiency, customer service and cost effectiveness by continuing to explore ways to minimize outlays and expenses and eliminate unnecessary redundancy.
- Continued support in assisting the U.S. General Services Administration (GSA) with the promoting of Federal donations to state agencies and non-profit organizations.
- Increased competition from Federal Program eligible recipients.
- Maximize sales revenue from State of Alaska Equipment Fleet reduction of inventory.

Significant Changes in Results to be Delivered in FY2011

Increase public awareness of surplus property availability and increase sale revenue by using alternative auction services like EBAY and other emerging technologies.

Major Component Accomplishments in 2009

- Conducted three outcry auctions and three sealed bid sales, collecting \$1.15 million in revenue.
- Received \$359.8 in General Fund Program Receipts.
- Distributed federal property with original acquisition costs of \$9.56 million, collecting service and handling fees of \$269.3 resulting in significant savings to our qualified recipients.

- Re-issued over \$95,000 in state surplus property among departments.
- Successfully re-negotiated an agreement between the Federal General Services Administration and the Small Business Administration. This resulted in Alaskan 8 (a) companies, also known as disadvantaged companies, to acquire federal surplus property at a fraction of the cost of new equipment.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.05.500	Special Funds
AS 44.21.020 (1), (4)	Duties of Department
AS 44.68.110	Disposition of Surplus State Property
AS 44.68.120-140	Acquisition of Federal Surplus Property
2 AAC 12	Procurement
2 AAC 20	Sale of Surplus Property

Contact Information
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**Property Management
Component Financial Summary**

All dollars shown in thousands

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	561.6	617.9	617.9
72000 Travel	5.4	13.3	13.3
73000 Services	165.3	312.8	312.8
74000 Commodities	4.4	14.0	14.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	736.7	958.0	958.0
Funding Sources:			
1004 General Fund Receipts	79.3	85.0	85.0
1005 General Fund/Program Receipts	359.8	487.8	487.8
1033 Surplus Property Revolving Fund	297.6	385.2	385.2
Funding Totals	736.7	958.0	958.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
General Fund	51060	359.8	0.0	0.0	487.8	487.8
Program Receipts						
Surplus Property Revolving Fund	51085	297.6	0.0	0.0	385.2	385.2
Restricted Total		657.4	0.0	0.0	873.0	873.0
Total Estimated Revenues		657.4	0.0	0.0	873.0	873.0

**Summary of Component Budget Changes
From FY2010 Management Plan to FY2011 Governor***All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2010 Management Plan	572.8	385.2	0.0	958.0
FY2011 Governor	572.8	385.2	0.0	958.0

Property Management Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	7	7	Annual Salaries	402,271
Part-time	0	0	Premium Pay	12,478
Nonpermanent	0	0	Annual Benefits	221,632
			<i>Less 2.90% Vacancy Factor</i>	(18,481)
			Lump Sum Premium Pay	0
Totals	7	7	Total Personal Services	617,900

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	1	0	0	0	1
Procurement Spec II	1	0	0	0	1
Procurement Spec III	1	0	0	0	1
Procurement Spec IV	1	0	0	0	1
Stock & Parts Svcs Journey II	0	0	1	0	1
Stock & Parts Svcs Sub Journey	2	0	0	0	2
Totals	6	0	1	0	7

Component Detail All Funds
Department of Administration

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Management Plan	FY2011 Governor	FY2010 Management Plan vs FY2011 Governor	
71000 Personal Services	561.6	622.0	617.9	617.9	617.9	0.0	0.0%
72000 Travel	5.4	13.3	13.3	13.3	13.3	0.0	0.0%
73000 Services	165.3	312.8	312.8	312.8	312.8	0.0	0.0%
74000 Commodities	4.4	14.0	14.0	14.0	14.0	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	736.7	962.1	958.0	958.0	958.0	0.0	0.0%
Fund Sources:							
1004 Gen Fund	79.3	85.0	85.0	85.0	85.0	0.0	0.0%
1005 GF/Prgm	359.8	490.6	487.8	487.8	487.8	0.0	0.0%
1033 Surpl Prop	297.6	386.5	385.2	385.2	385.2	0.0	0.0%
General Funds	439.1	575.6	572.8	572.8	572.8	0.0	0.0%
Federal Funds	297.6	386.5	385.2	385.2	385.2	0.0	0.0%
Other Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	7	7	7	7	7	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios With Descriptions
Department of Administration

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2010 Conference Committee To FY2010 Authorized *****												
FY2010 Conference Committee												
ConfCom		962.1	622.0	13.3	312.8	14.0	0.0	0.0	0.0	7	0	0
1004 Gen Fund		85.0										
1005 GF/Prgm		490.6										
1033 Surpl Prop		386.5										
ADN 02-0-0026 Reverse funding for FY2010 LTC BU Agreement terms, per Ch. 12, SLA 2009, Sec. 24(c)												
SalAdj		-4.1	-4.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		-2.8										
1033 Surpl Prop		-1.3										
The FY2010 wage and health insurance increases applicable to this component : \$4.1												
Subtotal		958.0	617.9	13.3	312.8	14.0	0.0	0.0	0.0	7	0	0
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
Subtotal		958.0	617.9	13.3	312.8	14.0	0.0	0.0	0.0	7	0	0
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
Totals		958.0	617.9	13.3	312.8	14.0	0.0	0.0	0.0	7	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2011 Governor (7749)
Component: Property Management (61)
RDU: Centralized Administrative Services (13)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
02-5001	Division Operations Manager	FT	A	SS	Juneau	2A	24B / C	1.2	*	8,604	0	0	3,998	12,602	8,443
02-5022	Accounting Tech I	FT	A	GP	Anchorage	2A	12J / K	12.0		44,013	0	0	26,195	70,208	35,806
02-5034	Accountant III	FT	A	SS	Juneau	2A	18B	3.0	*	13,962	0	0	7,455	21,417	8,567
02-5068	Accounting Clerk	FT	A	GP	Juneau	2A	10B	0.2	*	536	0	0	370	906	906
02-5090	Procurement Spec IV	FT	A	SS	Anchorage	2A	20J / K	12.0		77,510	0	0	37,107	114,617	109,918
02-5093	Stock & Parts Svcs Sub Journey	FT	A	LL	Anchorage	2A	57C	12.0		40,989	0	3,783	25,510	70,282	35,141
02-5095	Stock & Parts Svcs Sub Journey	FT	A	LL	Anchorage	2A	57D	12.0		42,218	0	3,897	25,961	72,076	36,038
02-5098	Procurement Spec II	FT	A	GP	Anchorage	2A	16D / E	12.0		51,406	0	0	28,681	80,087	80,087
02-5131	Stock & Parts Svcs Journey II	FT	A	LL	Juneau	2A	54E	12.0		51,987	0	4,798	29,550	86,335	86,335
02-5146	Accounting Tech I	FT	A	GP	Juneau	2A	12E	0.2	*	667	0	0	414	1,081	541
02-5153	Procurement Spec III	FT	A	GP	Anchorage	2A	18G / J	12.0		65,538	0	0	33,433	98,971	0
02-5155	Accounting Tech II	FT	A	GP	Juneau	2A	14C / D	1.2	*	4,366	0	0	2,608	6,974	2,441
02-5173	Office Assistant I	FT	A	GP	Juneau	2A	8B	0.2	*	475	0	0	350	825	825

Total Positions				Total Salary Costs:	402,271
Full Time Positions:	7	New	0	Total COLA:	0
Part Time Positions:	0	Deleted	0	Total Premium Pay:	12,478
Non Permanent Positions:	0		0	Total Benefits:	221,632
Positions in Component:	7		0	Total Pre-Vacancy:	636,381
				Minus Vacancy Adjustment of 2.90%:	(18,481)
Total Component Months:	90.0			Total Post-Vacancy:	617,900
				Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	617,900

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	56,749	55,101	8.92%
1005 General Fund/Program Receipts	348,298	338,183	54.73%
1033 Surplus Property Revolving Fund	231,334	224,616	36.35%
Total PCN Funding:	636,381	617,900	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Administration
Travel

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		5.4	13.3	13.3
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000 Travel Detail Totals			5.4	13.3	13.3
72111		Airfare (Instate Employee)	0.5	0.2	0.2
72112		Surface Transport (Instate Employee)	1.4	6.0	6.0
72113		Lodging (Instate Employee)	2.5	5.5	5.5
72114		Meals & Incidentals (Instate Employee)	1.0	1.6	1.6

Line Item Detail
Department of Administration
Services

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services		165.3	312.8	312.8
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals			165.3	312.8	312.8
73025		Education Services	0.7	1.0	1.0
73050		Financial Services	15.0	12.3	12.3
73150		Information Technlgy	1.5	0.0	0.0
73156		Telecommunication	13.2	13.7	13.7
73225		Delivery Services	3.2	0.0	0.0
73226		Freight	0.0	0.2	0.2
73227		Courier	0.0	0.1	0.1
73228	Central Mail	Postage	0.0	2.6	2.6
73451		Advertising	1.7	1.7	1.7
73526		Electricity	11.4	9.8	9.8
73527		Water & Sewage	0.4	0.7	0.7
73528		Disposal	10.1	164.9	164.9
73529		Natural Gas/Propane	24.5	20.7	20.7
73660		Other Repairs/Maint	20.1	8.1	8.1
73677		Office Furn & Equip(Non IA Repair/Maint)	0.9	1.2	1.2
73680		Vehicle (Non IA -Eq/Mach-Repairs/Maint)	7.1	12.9	12.9
73681		Other Equip/Mach(Non IA Repair/Maint)	2.0	0.7	0.7
73691		Oth Equip/Machinery(Non IA Rental/Lease)	3.6	3.3	3.3
73750		Other Services (Non IA Svcs)	6.1	5.3	5.3
73753		Program Mgmt/Consult	0.0	9.7	9.7

Line Item Detail
Department of Administration
Services

Component: Property Management (61)

RDU: Centralized Administrative Services (13)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals			165.3	312.8	312.8
73805	IT-Non-Telecommnctns	Enterprise Technology Services	4.8	6.6	6.6
73806	IT-Telecommunication	Enterprise Technology Services	8.6	8.9	8.9
73809	Mail	Central Mail	0.7	0.7	0.7
73810	Human Resources	Personnel	0.2	0.2	0.2
73814	Insurance	Risk Management	0.1	0.8	0.8
73815	Financial	Finance	0.4	0.6	0.6
73816	ADA Compliance	Labor	0.1	0.1	0.1
73819	Commission Sales (IA Svcs)	State Travel Office	0.0	0.1	0.1
73848	State Equip Fleet	Trans	10.0	5.5	5.5
73979	Mgmt/Consulting (IA Svcs)	Admin	18.9	20.4	20.4
		Fuel and vehicle costs.			
		Commissioner's Office, Administrative Services, and IT desktop support services.			

Line Item Detail
Department of Administration
Commodities

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		4.4	14.0	14.0
Expenditure Account			FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
	Servicing Agency	Explanation			
74000 Commodities Detail Totals			4.4	14.0	14.0
74229	Business Supplies		1.4	7.0	7.0
74233	Info Technology Equip		0.2	6.8	6.8
74650	Repair/Maintenance (Commodities)		2.8	0.2	0.2

Restricted Revenue Detail
Department of Administration

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51060	General Fund Program Receipts	359.8	487.8	487.8

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
59520	Sale Of Surplus		2510313	11100	359.8	487.8	487.8

Restricted Revenue Detail
Department of Administration

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51085	Surplus Property Revolving Fund	297.6	385.2	385.2

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51085	Surplus Prop Rev Fnd		2510330	11100	297.6	385.2	385.2

Inter-Agency Services
Department of Administration

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2009 Actuals	FY2010	
					Management Plan	FY2011 Governor
73228	Postage	Intra-dept	Central Mail	0.0	2.6	2.6
			73228 Postage subtotal:	0.0	2.6	2.6
73805	IT-Non-Telecommnctns	Intra-dept	Enterprise Technology Services	4.8	6.6	6.6
			73805 IT-Non-Telecommnctns subtotal:	4.8	6.6	6.6
73806	IT-Telecommunication	Intra-dept	Enterprise Technology Services	8.6	8.9	8.9
			73806 IT-Telecommunication subtotal:	8.6	8.9	8.9
73809	Mail	Intra-dept	Central Mail	0.7	0.7	0.7
			73809 Mail subtotal:	0.7	0.7	0.7
73810	Human Resources	Inter-dept	Personnel	0.2	0.2	0.2
			73810 Human Resources subtotal:	0.2	0.2	0.2
73814	Insurance	Intra-dept	Risk Management	0.1	0.8	0.8
			73814 Insurance subtotal:	0.1	0.8	0.8
73815	Financial	Intra-dept	Finance	0.4	0.6	0.6
			73815 Financial subtotal:	0.4	0.6	0.6
73816	ADA Compliance	Inter-dept	Labor	0.1	0.1	0.1
			73816 ADA Compliance subtotal:	0.1	0.1	0.1
73819	Commission Sales (IA Svcs)	Intra-dept	State Travel Office	0.0	0.1	0.1
			73819 Commission Sales (IA Svcs) subtotal:	0.0	0.1	0.1
73848	State Equip Fleet	Fuel and vehicle costs.	Inter-dept Trans	10.0	5.5	5.5
			73848 State Equip Fleet subtotal:	10.0	5.5	5.5
73979	Mgmt/Consulting (IA Svcs)	Commissioner's Office, Administrative Services, and IT desktop support services.	Intra-dept Admin	18.9	20.4	20.4
			73979 Mgmt/Consulting (IA Svcs) subtotal:	18.9	20.4	20.4
			Property Management total:	43.8	46.5	46.5
			Grand Total:	43.8	46.5	46.5