

State of Alaska FY2018 Governor's Operating Budget

Department of Administration Lease Administration Component Budget Summary

Component: Lease Administration

Contribution to Department's Mission

The leases program provides cost effective office space for State agencies in a timely manner.

Results

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

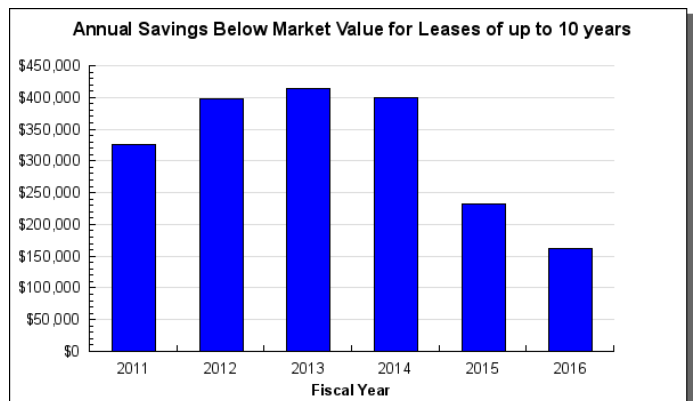
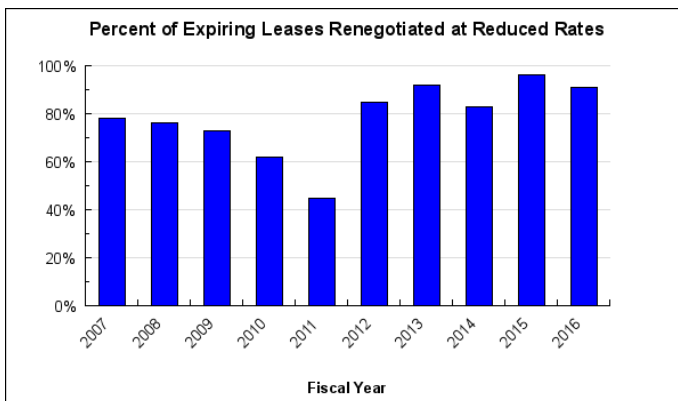
Core Services

- Procure, manage and administer office and other types of space leases from the private sector and state property owners on behalf of the Executive Branch.
- Provide space-planning, and procure architectural design services to address lease space issues.
- Manage space standards and consolidate state owned and/or leased space when economies can be realized.

Measures by Core Service

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

1. Procure, manage and administer office and other types of space leases from the private sector and state property owners on behalf of the Executive Branch.



2. Provide space-planning, and procure architectural design services to address lease space issues.

3. Manage space standards and consolidate state owned and/or leased space when economies can be realized.

Major Component Accomplishments in 2016

- Identified and implemented several agency colocation opportunities and reductions of square footage in a number of leases to maximize space efficiency and lease cost savings.
- Continued to effectively reduce the average cost of leased space when compared to market rate across the state.
- Continued to work cooperatively with agencies to ensure space is utilized in the most effective and efficient manner as the state strives to reduce the amount of leased space necessary for state agencies.

Key Component Challenges

Space Efficiency & Cost – Identify and implement acceptable practices for ensuring space in state leased and owned buildings is used efficiently both in regards to overall cost and space usage efficiency.

Asset Management – Division of General Services staff continue to take the necessary steps to implement a new

Real Estate Asset Management and Control system to replace the legacy Lease Management System and Lease Projection System along with numerous large, complex spreadsheets for better management of the Department of Administration's owned and operated facilities and private leases. DGS anticipates the new system will go live in late FY2017.

Contract Management - Lease compliance to ensure renovation, insurance and all other pertinent clauses are enforced. As needed, staff will also meet with State occupants to ensure they are informed of all cure issues and concerns related to their specific lease.

Significant Changes in Results to be Delivered in FY2018

Private Leased Space - Various strategies will continue to be refined to achieve lease cost savings. In addition to reducing the number of leased facilities, space efficiency and cost reductions will be used as a guideline and framework to equitably reduce the amount of lease space required by state agencies.

Statutory and Regulatory Authority

AS 36.30.080 State Procurement Code
AS 44.21.020 (1), (5) Duties of the Department

Contact Information
<p>Contact: Kevin Brooks, Director Phone: (907) 465-4889 Fax: (907) 465-5034 E-mail: kevin.brooks@alaska.gov</p>

Lease Administration Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2017 Management Plan	FY2018 Governor		
Full-time	11	9	Annual Salaries	681,899
Part-time	0	0	Premium Pay	5,542
Nonpermanent	0	0	Annual Benefits	404,324
			<i>Less 0.11% Vacancy Factor</i>	(1,165)
			Lump Sum Premium Pay	0
Totals	11	9	Total Personal Services	1,090,600

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Administrative Assistant II	1	0	0	0	1
Contracting Officer III	4	0	0	0	4
Contracting Officer IV	1	0	0	0	1
Program Coordinator I	1	0	0	0	1
State Leasing & Facilities Mgr	1	0	0	0	1
Totals	8	0	1	0	9

Component Detail All Funds
Department of Administration

Component: Lease Administration (2304)
RDU: Shared Services of Alaska (17)

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	1,238.9	1,268.0	1,268.0	1,268.0	1,090.6	-177.4	-14.0%
72000 Travel	15.4	25.6	25.6	25.6	25.6	0.0	0.0%
73000 Services	195.1	290.5	290.5	290.5	159.5	-131.0	-45.1%
74000 Commodities	3.4	22.6	22.6	22.6	22.6	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	1,452.8	1,606.7	1,606.7	1,606.7	1,298.3	-308.4	-19.2%
Fund Sources:							
10071/A Rcpts (Other)	1,452.8	1,606.7	1,606.7	1,606.7	1,298.3	-308.4	-19.2%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	1,452.8	1,606.7	1,606.7	1,606.7	1,298.3	-308.4	-19.2%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	11	11	11	11	9	-2	-18.2%
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: Lease Administration (2304)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2017 Conference Committee To FY2017 Authorized *****												
FY2017 Conference Committee												
1007 I/A Rcpts	ConfCom	1,606.7	1,268.0	25.6	290.5	22.6	0.0	0.0	0.0	11	0	0
		1,606.7										
	Subtotal	1,606.7	1,268.0	25.6	290.5	22.6	0.0	0.0	0.0	11	0	0
***** Changes From FY2017 Management Plan To FY2018 Governor *****												
FY2018 Salary and Health Insurance Increases												
1007 I/A Rcpts	SalAdj	4.3	4.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
		4.3										
Includes: ACOA COLA, 2.25% per contract ending 6/30/2018; GGU HI increase from \$1346 to \$1389; LTC HI increase from \$1363 to \$1432.: \$4.3												
FY2018 PS Health Ins.: \$4.3												
Transfer Accounting Technicians (02-5132, 02-5159) and Authority to Shared Services of Alaska for Accounting Services												
1007 I/A Rcpts	Trout	-322.6	-191.6	0.0	-131.0	0.0	0.0	0.0	0.0	-2	0	0
		-322.6										
The Department of Administration is reorganizing the Division of General Services within the new Shared Services of Alaska organization. An initial wave of positions and interagency authority is transferred from Lease Administration to the Shared Services of Alaska organization for accounting services.												
The Shared Services organizational structure provides back-office support for common administrative functions, allowing the agency to focus more closely on core mission responsibilities.												
The Shared Services organization model will increase the quality and speed of service delivery, and increase client satisfaction while decreasing the overall cost to the department for performing these functions. This is achieved through a business structure focused on continuous process improvement that includes standardizing business processes and improving transaction cycle-times.												
The following PCNs are transferred to the Shared Services organization:												
Full-time Accounting Technician III (02-5132), range 16, located in Juneau												
Full-time Accounting Technician II (02-5159), range 14, located in Juneau												
Supervisory Unit 15 Hour Furlough Contract Terms												
1007 I/A Rcpts	SalAdj	-1.2	-1.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
		-1.2										

Alaska Public Employees Association, supervisory unit, 15 hours of furlough required for each permanent full-time employee in each year from July 1, 2016 to June 30, 2018.

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Lease Administration (2304)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
FY2018 Alaska Care & PSEA Health Insurance Increase												
1007 I/A Rcpts	SalAdj	11.1	11.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Alaska Care rate increase from \$1346 to \$1555 per month for APEA members. \$9.2												
Alaska Care rate increase from \$1346 to \$1555 per month for exempt and partially exempt employees. \$1.9												
Totals		1,298.3	1,090.6	25.6	159.5	22.6	0.0	0.0	0.0	9	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2018 Governor (13956)
Component: Lease Administration (2304)
RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
02-5005	Chief Procurement Off	FT	A	XE	Juneau	N05	25D / E	3.0	*	28,956	0	0	14,677	43,633	0
02-5010	Contracting Officer III	FT	1	GP	Anchorage	200	19B / C	12.0		64,654	0	0	39,145	103,799	0
02-5098	Program Coordinator I	FT	1	SS	Anchorage	200	18D / E	12.0		66,798	0	0	41,918	108,716	0
02-5127	Contracting Officer III	FT	1	GP	Anchorage	200	19E / F	12.0		71,171	0	0	41,396	112,567	0
02-5142	Administrative Assistant II	FT	1	SS	Anchorage	600	14E	12.0		57,216	0	2,202	39,369	98,787	0
02-5154	Contracting Officer III	FT	1	GP	Anchorage	200	19A / A	10.8	**	55,274	0	0	34,224	89,498	0
02-5156	Contracting Officer III	FT	1	GP	Anchorage	200	19A / B	10.8	**	57,086	0	0	34,850	91,936	0
02-5157	Administrative Assistant II	FT	1	GP	Juneau	205	14C	3.6	*	14,795	0	3,340	11,308	29,443	0
02-5160	State Leasing & Facilities Mgr	FT	A	XE	Anchorage	N00	25O	6.0	**	69,312	0	0	33,291	102,603	0
02-5162	Accountant IV	FT	A	SS	Juneau	205	20L	6.6	**	56,780	0	0	29,977	86,757	0
02-5164	Administrative Assistant I	FT	1	GP	Anchorage	200	12C / D	6.0	*	20,746	0	0	15,573	36,319	0
02-5165	Contracting Officer IV	FT	1	SS	Anchorage	200	22K	10.8	**	88,787	0	0	47,628	136,415	0
02-5170	Accountant IV	FT	1	SS	Juneau	205	20E / F	2.4	*	16,937	0	0	9,619	26,556	0
02-5175	Office Assistant I	FT	A	GP	Juneau	205	8B / C	4.8	*	13,387	0	0	11,349	24,736	0
02-5180	Office Assistant I	FT	1	GP	Anchorage	200	8C / D	6.0	*	0	0	0	0	0	0

Total				Total Salary Costs:	
	Positions	New	Deleted		
Full Time Positions:	9	0	0	Total COLA:	0
Part Time Positions:	0	0	0	Total Premium Pay:	5,542
Non Permanent Positions:	0	0	0	Total Benefits:	404,324
Positions in Component:	9	0	0	Total Pre-Vacancy:	1,091,765
				Minus Vacancy Adjustment of 0.11%:	(1,165)
				Total Post-Vacancy:	1,090,600
Total Component Months:	112.8			Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	1,090,600

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1007 Interagency Receipts	1,091,765	1,090,600	100.00%
Total PCN Funding:	1,091,765	1,090,600	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 (1676)
Department of Administration
Travel

Component: Lease Administration (2304)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000	Travel		15.4	25.6	25.6
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
		2000 Travel Detail Totals	15.4	25.6	25.6
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	15.4	25.6	25.6

Line Item Detail (1676)
Department of Administration
Services

Component: Lease Administration (2304)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		195.1	290.5	159.5
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals			195.1	290.5	159.5
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	2.1	6.0	2.1
3001	Financial Services	Accounting, auditing, management consulting and fees	1.7	0.0	0.0
3003	Information Technology	Software licensing and maintenance, training, and consulting	4.4	35.0	4.4
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	1.1	1.6	1.1
3006	Delivery Services	Freight, courier services, and postage	1.6	3.3	1.6
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	32.3	40.5	13.6
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	2.9	3.8	2.9
3011	Other Services	BOV and A&E costs	30.1	60.7	15.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Enterprise Technology Services (2082) Enterprise Productivity Rate (EPR) computer services	10.8	14.8	10.8
3018	Inter-Agency Information Technology Telecommunications	Admin - Enterprise Technology Services (2082) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	16.7	20.1	16.7

Line Item Detail (1676)
Department of Administration
Services

Component: Lease Administration (2304)

Object Class		Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000 Services Detail Totals				195.1	290.5	159.5
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	0.7	0.8	0.7
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human Resources services chargeback	4.5	5.0	4.5
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Occupancy cost for PBF buildings	40.6	50.5	40.6
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430)	Occupancy cost for PBF buildings	16.0	17.0	16.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Workers compensation and liability claims reimbursement	0.3	0.2	0.2
3027	Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	0.6	1.2	0.6
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Internal department cost allocation chargeback, desktop support, procurement services	9.7	10.1	9.7
3038	Inter-Agency Management/Consulting	Admin - DOA Info Tech Support (2334)	Internal department cost allocation chargeback, desktop support, procurement services	12.0	12.5	12.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Internal department cost allocation chargeback, desktop support, procurement services	7.0	7.4	7.0

Line Item Detail (1676)
Department of Administration
Commodities

Component: Lease Administration (2304)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000	Commodities		3.4	22.6	22.6
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
		4000 Commodities Detail Totals	3.4	22.6	22.6
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	3.4	22.6	22.6

Revenue Detail (1681)
Department of Administration

Component: Lease Administration (2304)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5007 I/A Rcpts (1007 I/A Rcpts)			1,452.9	1,606.7	1,298.3
5301 Inter-Agency Receipts	Admin - DOA Leases (2778)	Statewide agency Lease Administration cost	200.1	222.3	61.9
5301 Inter-Agency Receipts	Commerce - Department-wide	Statewide agency Lease Administration cost	32.6	27.3	27.3
5301 Inter-Agency Receipts	Correct - Department-wide	Statewide agency Lease Administration cost	48.7	56.3	48.7
5301 Inter-Agency Receipts	Courts - Department-wide	Statewide agency Lease Administration cost	1.6	3.0	1.6
5301 Inter-Agency Receipts	E&ED - Department-wide	Statewide agency Lease Administration cost	42.2	50.6	42.2
5301 Inter-Agency Receipts	EnvCon - Department-wide	Statewide agency Lease Administration cost	81.5	93.6	81.5
5301 Inter-Agency Receipts	FishGm - Department-wide	Statewide agency Lease Administration cost	134.4	162.4	134.4
5301 Inter-Agency Receipts	Gov - Department-wide	Statewide agency Lease Administration cost	24.9	23.2	23.2
5301 Inter-Agency Receipts	H&SS - Department-wide	Statewide agency Lease Administration cost	364.5	423.9	364.5
5301 Inter-Agency Receipts	Labor - Department-wide	Statewide agency Lease Administration cost	185.4	194.2	185.4
5301 Inter-Agency Receipts	Law - Department-wide	Statewide agency Lease Administration cost	117.7	120.8	117.7
5301 Inter-Agency Receipts	Legis - Department-wide	Statewide agency Lease Administration cost	4.2	1.9	1.9
5301 Inter-Agency Receipts	M&VA - Department-wide	Statewide agency Lease Administration cost	27.0	28.3	27.0
5301 Inter-Agency Receipts	NatRes - Department-wide	Statewide agency Lease Administration cost	45.9	43.1	43.2
5301 Inter-Agency Receipts	PubSaf - Department-wide	Statewide agency Lease Administration cost	71.7	83.0	71.7
5301 Inter-Agency Receipts	Rev - Department-wide	Statewide agency Lease Administration cost	12.7	8.2	8.3
5301 Inter-Agency Receipts	Trans - Department-wide	Statewide agency Lease Administration cost	57.8	64.6	57.8

Revenue Detail (1681)
Department of Administration

Component: Lease Administration (2304)

Inter-Agency Services (1682)
Department of Administration

Component: Lease Administration (2304)

				FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
Component Totals				118.9	139.6	118.8
With Department of Administration				118.9	139.6	118.8
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Enterprise Technology Services (2082)	Enterprise Productivity Rate (EPR) computer services	10.8	14.8	10.8
3018	Inter-Agency Information Technology Telecommunications	Admin - Enterprise Technology Services (2082)	Enterprise Productivity Rate (EPR) telecommunications and telephone line services	16.7	20.1	16.7
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	0.7	0.8	0.7
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human Resources services chargeback	4.5	5.0	4.5
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Occupancy cost for PBF buildings	40.6	50.5	40.6
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430)	Occupancy cost for PBF buildings	16.0	17.0	16.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Workers compensation and liability claims reimbursement	0.3	0.2	0.2
3027	Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	0.6	1.2	0.6
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Internal department cost allocation chargeback, desktop support, procurement services	9.7	10.1	9.7
3038	Inter-Agency Management/Consulting	Admin - DOA Info Tech Support (2334)	Internal department cost allocation chargeback, desktop support, procurement services	12.0	12.5	12.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Internal department cost allocation chargeback, desktop support, procurement services	7.0	7.4	7.0