



Governor Michael J. Dunleavy
STATE OF ALASKA

MEMORANDUM

TO: All Commissioners
Donna Arduin, OMB Director

FROM: Michael J. Dunleavy
Governor

DATE: February 12, 2019

SUBJECT: Property Disposal Directive

The Executive Branch of the State of Alaska owns, or has management responsibility for, numerous facilities and properties. Through this memorandum, I am directing your respective Department to investigate options available for reducing the State's assets by identifying properties that could be sold, or sold and then leased by the State, in order to realize short- and long-term cost savings.

Please provide a report to the Director of the Office of Management and Budget by June 1, 2019 which includes, at a minimum, the following information:

- Compiled inventory of State-owned properties
 - Facility name
 - Owned or leased
 - Facility type
 - Location, including community and street address
 - Approximate percent utilization (by whom, if used by multiple agencies)
 - Square footage
 - Estimated retail value
 - Replacement value
 - Date constructed
 - Comments, such as any work needed prior to selling
- Estimated cost savings, by property
 - To sell the property
 - To sell and then lease back the property
 - Explanation of the benefits to sell or to sell and lease back
- Recommendations for cost saving actions that could be taken, in priority order

The Office of Management and Budget will review all agency reports and work with affected departments through their respective Administrative Services Directors, to provide an aggregated report to me by June 30, 2019, which will include findings and recommendations.

A template for the report is attached.