

State of Alaska FY2021 Governor's Operating Budget

Department of Health and Social Services Facilities Management Component Budget Summary

Component: Facilities Management

Contribution to Department's Mission

Provide quality project management, program management, and administrative services in support of the department's programs, facilities, and capital projects.

Core Services

- Manage capital appropriations for the department, both deferred maintenance and major proposals, including planning, design, construction, equipment, capital grants, and large information technology development projects.
- Assess the short and long-term needs of the 42 Department of Health and Social Services-owned buildings to continue to meet the programmatic needs of the divisions.
- Negotiate departmental agreements for partnering and land issues.

Major Component Accomplishments in 2019

- Managed 25 new capital grants and successfully closed 16 grants.
- Managed 21 Community Initiative Matching Grants.
- Managed 3 Human Services Community Matching Grants.
- Solicited \$3,033.9 for capital grant programs that target Trust beneficiaries, Essential Program Equipment, Home Modification and Upgrades, and Emergency Medical Services Match for Code Blue.
- Managed 33 new capital construction contracts and 13 new professional services contracts, while successfully closing 22 construction contracts and 10 professional services contracts within budget.

Key Component Challenges

- Less funding means fewer projects and project amounts, while forecasted deferred maintenance responsibilities continue to increase.
- Programmatic and proactive/preventative projects continue to take on a lesser priority and have been put on hold to focus on short term, emergent, life safety and security needs.

Significant Changes in Results to be Delivered in FY2021

Focus has shifted towards short-term, emergent and imminent need projects, resulting in a significant reduction of programmatic and proactive/preventive capital projects. Continued work with facilities on preventive maintenance plans using existing Building Maintenance Management Systems to reduce overall capital deferred maintenance needs.

Statutory and Regulatory Authority

AS 37.05.318	Public Finance, Fiscal Procedures Act, Further Regulations Prohibited
AS 37.07.062	Public Finance, Executive Budget Act, Capital Budget
AS 47.30.660	Welfare, Social Services and Institutions, Mental Health, Alaska Mental Health Board
AS 36.30	State Procurement Regulations
7 AAC 9/12	Health and Social Services, Design and Construction of Health Facilities
7 AAC 13	Health and Social Services, Assistance for Community Health Facilities
7 AAC 78	Health and Social Services, Grant Programs

Contact Information

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Facilities Management Personal Services Information					
Authorized Positions			Personal Services Costs		
	<u>FY2020</u> <u>Management</u> <u>Plan</u>	<u>FY2021</u> <u>Governor</u>			
Full-time	4	2	Annual Salaries		161,575
Part-time	0	0	COLA		2,199
Nonpermanent	0	0	Premium Pay		0
			Annual Benefits		95,844
			<i>Less 0.39% Vacancy Factor</i>		(1,018)
			Lump Sum Premium Pay		0
Totals	4	2	Total Personal Services		258,600

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Building Management Specialist	1	0	0	0	1
Facilities Manager I	1	0	0	0	1
Totals	2	0	0	0	2

Component Detail All Funds
Department of Health and Social Services

Component: Facilities Management (2020)
RDU: Departmental Support Services (106)

Non-Formula Component

	FY2019 Actuals	FY2020 Conference Committee	FY2020 Authorized	FY2020 Management Plan	FY2021 Governor	FY2020 Management Plan vs FY2021 Governor	
71000 Personal Services	526.6	644.2	644.2	507.6	258.6	-249.0	-49.1%
72000 Travel	3.2	27.3	27.3	7.3	7.3	0.0	0.0%
73000 Services	703.3	277.3	277.3	277.3	348.8	71.5	25.8%
74000 Commodities	2.8	12.1	12.1	12.1	12.1	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	1,235.9	960.9	960.9	804.3	626.8	-177.5	-22.1%
Fund Sources:							
1002 Fed Rcpts (Fed)	14.8	15.8	15.8	15.8	16.1	0.3	1.9%
1004 Gen Fund (UGF)	52.3	73.6	73.6	53.6	54.4	0.8	1.5%
1007 I/A Rcpts (Other)	50.8	90.4	90.4	90.4	90.4	0.0	0.0%
1061 CIP Rcpts (Other)	1,118.0	781.1	781.1	644.5	465.9	-178.6	-27.7%
Unrestricted General (UGF)	52.3	73.6	73.6	53.6	54.4	0.8	1.5%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	1,168.8	871.5	871.5	734.9	556.3	-178.6	-24.3%
Federal Funds	14.8	15.8	15.8	15.8	16.1	0.3	1.9%
Positions:							
Permanent Full Time	5	5	5	4	2	-2	-50.0%
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 Health and Social Services

Component: Facilities Management (2020)
RDU: Departmental Support Services (106)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2020 Conference Committee To FY2020 Authorized *****												
FY2020 Conference Committee												
	ConfCom	960.9	644.2	27.3	277.3	12.1	0.0	0.0	0.0	5	0	0
1002 Fed Rcpts		15.8										
1004 Gen Fund		73.6										
1007 I/A Rcpts		90.4										
1061 CIP Rcpts		781.1										
Subtotal		960.9	644.2	27.3	277.3	12.1	0.0	0.0	0.0	5	0	0
***** Changes From FY2020 Authorized To FY2020 Management Plan *****												
Transfer Accountant IV (06-0384) to Administrative Support Services to Provide Supervision of the Fiscal Unit Staff												
	Trout	-136.6	-136.6	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
1061 CIP Rcpts		-136.6										
Transfer a full-time Accountant IV (06-0384), range 20, located in Juneau from Facilities Management to Administrative Support Services to provide supervision and oversight of fiscal functions and staff.												
Transfer to Commissioner's Office to Align with Anticipated Expenditures												
	Trout	-20.0	-20.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-20.0										
Transfer from Facilities Management to Commissioner's Office to align with anticipated expenditures. The remaining authority is sufficient to cover anticipated expenditures.												
Align Authority with Anticipated Expenditures												
	LIT	0.0	20.0	-20.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from travel to cover anticipated personal services costs. The remaining travel authority is sufficient to cover anticipated expenditures.												
Subtotal		804.3	507.6	7.3	277.3	12.1	0.0	0.0	0.0	4	0	0
***** Changes From FY2020 Management Plan To FY2021 Governor *****												
FY2021 Salary and Health Insurance Increases												
	SalAdj	7.8	7.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1002 Fed Rcpts		0.3										
1004 Gen Fund		0.8										
1061 CIP Rcpts		6.7										
FY2021 GGU Salary Increases: \$5.5												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Health and Social Services

Component: Facilities Management (2020)
RDU: Departmental Support Services (106)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
FY2021 increase to GGU Health Insurance from \$1530 to \$1555 per member per month: \$2.3												
Transfer to Information Technology Services to Align with Anticipated Expenditures												
1061 CIP Rcpts	Trout	-185.3	-185.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from Facilities Management to Information Technology Services to align with anticipated expenditures. The remaining authority in Facilities Management is sufficient to cover anticipated expenditures.												
Transfer Administrative Positions (06-0488 and 06-0502) to Administrative Support Services for Contract Administration												
	Trout	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-2	0	0
Transfer two positions from Facilities Maintenance to Administrative Support Services for contract administration. Administrative Support Services has experienced a significant increase (66 percent) in contract requests. Meanwhile, Facilities Management has experienced a decline in the workload associated with the capital budget.												
The following positions are transferred: Full-time Grants Administrator III (06-0488), range 19, located in Juneau Full-time Building Management Specialist (06-0502), range 19, located in Juneau												
Align Authority with Anticipated Expenditures												
	LIT	0.0	-71.5	0.0	71.5	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from personal services to cover anticipated services costs. The remaining personal services authority is sufficient to cover anticipated expenditures.												
Totals		626.8	258.6	7.3	348.8	12.1	0.0	0.0	0.0	2	0	0

Line Item Detail (1676)
Department of Health and Social Services
Travel

Component: Facilities Management (2020)

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
2000	Travel		3.2	7.3	7.3
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
2000 Travel Detail Totals			3.2	7.3	7.3
2000	In-State Employee Travel	In state travel for administrative purposes and for division staff to attend department meetings and briefings, monitor and evaluate grantee services, attend conferences and trainings.	3.2	7.3	7.3

Line Item Detail (1676)
Department of Health and Social Services
Services

Component: Facilities Management (2020)

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000	Services		703.3	277.3	348.8
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000 Services Detail Totals			703.3	277.3	348.8
3003	Information Technology	Software licensing fees, renewal and maintenance costs.	52.2	60.5	60.5
3004	Telecommunications	Communication costs to outside vendors for long distance charges, telecommunication fees, data circuits, television, cellular and other wireless phone costs.	0.4	0.4	0.4
3005	Health Services		0.2	0.0	0.0
3006	Delivery Services	Delivery costs to include postage for the division's mail outs, freight, and messenger or courier delivery costs.	0.6	0.2	0.2
3009	Structure/Infrastructure/Land	RSA with Department of Administration Division of General Services for Leases and Facilities Rent.	507.0	15.0	15.0
3010	Equipment/Machinery	Repair and maintenance of office furniture and equipment.	1.1	0.2	0.2
3011	Other Services	Other Services.	17.5	96.9	168.4
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide RSA with Department of Administration Enterprise Technology Services for Telecommunications.	8.7	0.0	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	H&SS - Information Technology Services (2754) Computer Refresh Program	12.2	4.1	4.1
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide RSA with Department of Administration Enterprise Technology Services for	8.0	17.8	17.8

Line Item Detail (1676)
Department of Health and Social Services
Services

Component: Facilities Management (2020)

Object Class		Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000 Services Detail Totals				703.3	277.3	348.8
			Telecommunications.			
3018	Inter-Agency Information Technology Telecommunications	Law - Department-wide	RSA with Department of Law Regulations Review.	0.0	0.1	0.1
3021	Inter-Agency Mail	Admin - Department-wide	RSA with the Department of Administrative Division of General Services for Mailroom Services.	0.3	0.5	0.5
3022	Inter-Agency Human Resources	Admin - Department-wide	RSA with the Department of Administrative Division of Personnel for Human Resources Services.	3.9	5.1	5.1
3023	Inter-Agency Building Leases	Admin - Department-wide	RSA with Department of Administration Division of General Services for Leases and Facilities Rent.	13.0	0.0	0.0
3024	Inter-Agency Legal	Law - Department-wide	RSA with Department of Law Regulations Review.	0.1	0.0	0.0
3025	Inter-Agency Auditing	H&SS - Administrative Support Svcs (320)		0.2	0.0	0.0
3026	Inter-Agency Insurance	Admin - Department-wide	RSA with the Department of Administration Risk Management for Insurance.	0.8	0.9	0.9
3027	Inter-Agency Financial	Admin - Department-wide	RSA with the Department of Administration for IRIS and ALDER.	1.7	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Department-wide		0.1	0.0	0.0
3038	Inter-Agency Management/Consulting	H&SS - Administrative Support Svcs (320)	RSA with Finance and Management Services Administrative Support Services.	63.3	60.8	60.8
3038	Inter-Agency Management/Consulting	H&SS - Commissioner's Office (317)	RSA with the Commissioner's Office.	7.3	7.0	7.0
3038	Inter-Agency Management/Consulting	H&SS - Information Technology Services (2754)	RSA with Finance and Management Services Information Technology Services.	0.0	2.1	2.1

Line Item Detail (1676)
Department of Health and Social Services
Services

Component: Facilities Management (2020)

Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor	
3000 Services Detail Totals			703.3	277.3	348.8	
3038	Inter-Agency Management/Consulting	H&SS - Public Affairs (2874)	RSA with Finance and Management Services Public Affairs.	4.7	5.6	5.6
3038	Inter-Agency Management/Consulting	Labor - Department-wide	RSA with Department of Labor Workforce Development Demographics.	0.0	0.1	0.1

Line Item Detail (1676)
Department of Health and Social Services
Commodities

Component: Facilities Management (2020)

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
4000	Commodities		2.8	12.1	12.1
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
		4000 Commodities Detail Totals	2.8	12.1	12.1
4000	Business	General office supplies necessary to support programs and activities.	2.8	12.1	12.1

Revenue Detail (1681)
Department of Health and Social Services

Component: Facilities Management (2020)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5002 Fed Rcpts (1002 Fed Rcpts)			17.0	15.8	16.1
5019 Federal - Miscellaneous Grants		Indirect Federal Receipts as collected in the Cost Allocation Plan.	17.0	15.8	16.1
5007 I/A Rcpts (1007 I/A Rcpts)			50.8	90.4	90.4
5301 Inter-Agency Receipts	H&SS - Alaska Psychiatric Institute (311)		7.5	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Bethel Youth Facility (268)		1.6	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Facilities Management (2020)	To be collected from divisions in support of operating special project RSA's.	0.0	90.4	90.4
5301 Inter-Agency Receipts	H&SS - Fairbanks Youth Facility (265)		4.2	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Johnson Youth Center (267)		1.8	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Kenai Peninsula Youth Facility (2646)		0.9	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Mat-Su Youth Facility (2339)		1.0	0.0	0.0
5301 Inter-Agency Receipts	H&SS - McLaughlin Youth Center (264)		7.9	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Nome Youth Facility (266)		0.9	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Pioneer Homes (2671)		22.3	0.0	0.0
5301 Inter-Agency Receipts	H&SS - Public Health Laboratories (2252)		2.7	0.0	0.0
5061 CIP Rcpts (1061 CIP Rcpts)			1,120.7	644.5	465.9
5351 Capital Improvement Project Inter-Agency	H&SS - Behavioral Health Administration (2665)		2.7	0.0	0.0
5351 Capital Improvement Project Inter-Agency	H&SS - Facilities Management (2020)	Capital Receipts collected from ongoing projects in the department.	1,118.0	644.5	465.9
6004 Gen Fund (1004 Gen Fund)			152.4	0.0	0.0
6046 General Fund - Prior Year			152.4	0.0	0.0

Revenue Detail (1681)
Department of Health and Social Services

Component: Facilities Management (2020)

Revenue Type (OMB Fund Code)	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
Reimbursement Recovery					

Inter-Agency Services (1682)
Department of Health and Social Services

Component: Facilities Management (2020)

				FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
Component Totals				124.3	104.1	104.1
With Department of Administration				36.5	24.3	24.3
With Department of Health and Social Services				87.7	79.6	79.6
With Department of Law				0.1	0.1	0.1
With Department of Labor and Workforce Development				0.0	0.1	0.1
Object Class	Servicing Agency	Explanation		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	RSA with Department of Administration Enterprise Technology Services for Telecommunications.	8.7	0.0	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	H&SS - Information Technology Services (2754)	Computer Refresh Program	12.2	4.1	4.1
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	RSA with Department of Administration Enterprise Technology Services for Telecommunications.	8.0	17.8	17.8
3018	Inter-Agency Information Technology Telecommunications	Law - Department-wide	RSA with Department of Law Regulations Review.	0.0	0.1	0.1
3021	Inter-Agency Mail	Admin - Department-wide	RSA with the Department of Administrative Division of General Services for Mailroom Services.	0.3	0.5	0.5
3022	Inter-Agency Human Resources	Admin - Department-wide	RSA with the Department of Administrative Division of Personnel for Human Resources Services.	3.9	5.1	5.1
3023	Inter-Agency Building Leases	Admin - Department-wide	RSA with Department of Administration Division of General Services for Leases and Facilities Rent.	13.0	0.0	0.0
3024	Inter-Agency Legal	Law - Department-wide	RSA with Department of Law Regulations Review.	0.1	0.0	0.0

Inter-Agency Services (1682)
Department of Health and Social Services

Component: Facilities Management (2020)

Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3025 Inter-Agency Auditing	H&SS - Administrative Support Svcs (320)		0.2	0.0	0.0
3026 Inter-Agency Insurance	Admin - Department-wide	RSA with the Department of Administration Risk Management for Insurance.	0.8	0.9	0.9
3027 Inter-Agency Financial	Admin - Department-wide	RSA with the Department of Administration for IRIS and ALDER.	1.7	0.0	0.0
3038 Inter-Agency Management/Consulting	Admin - Department-wide		0.1	0.0	0.0
3038 Inter-Agency Management/Consulting	H&SS - Administrative Support Svcs (320)	RSA with Finance and Management Services Administrative Support Services.	63.3	60.8	60.8
3038 Inter-Agency Management/Consulting	H&SS - Commissioner's Office (317)	RSA with the Commissioner's Office.	7.3	7.0	7.0
3038 Inter-Agency Management/Consulting	H&SS - Information Technology Services (2754)	RSA with Finance and Management Services Information Technology Services.	0.0	2.1	2.1
3038 Inter-Agency Management/Consulting	H&SS - Public Affairs (2874)	RSA with Finance and Management Services Public Affairs.	4.7	5.6	5.6
3038 Inter-Agency Management/Consulting	Labor - Department-wide	RSA with Department of Labor Workforce Development Demographics.	0.0	0.1	0.1

Personal Services Expenditure Detail
Department of Health and Social Services

Scenario: FY2021 Governor (16414)
Component: Facilities Management (2020)
RDU: Departmental Support Services (106)

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
06-0314	Facilities Manager I	FT	A	GP	Anchorage	200	20G / J	12.0		82,729	1,126	0	48,622	132,477	0
06-0505	Building Management Specialist	FT	A	GP	Anchorage	200	19G / J	12.0		78,846	1,073	0	47,222	127,141	0
													Total Salary Costs:	161,575	
													Total COLA:	2,199	
													Total Premium Pay:	0	
													Total Benefits:	95,844	
													Total Pre-Vacancy:	259,618	
													Minus Vacancy Adjustment of 0.39%:	(1,018)	
													Total Post-Vacancy:	258,600	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	258,600	
Total Component Months:		24.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1061 Capital Improvement Project Receipts	259,618	258,600	100.00%
Total PCN Funding:	259,618	258,600	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.

FY2021 Governor
Department of Health and Social Services
Departmental Support Services
Facilities Management

