

# **State of Alaska FY2023 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>.)

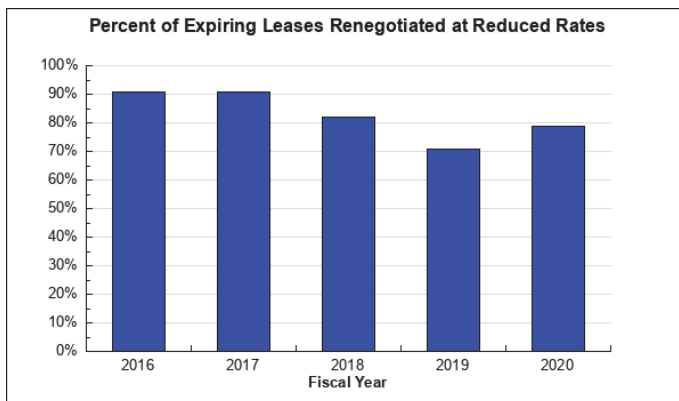
### Core Services

- 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.
- Negotiate lease terms and consolidate State-owned and/or leased space when savings 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. Negotiate lease terms and consolidate State-owned and/or leased space when savings can be realized.

### Major Component Accomplishments in 2021

- Achieved reliable and stable administration of lease contracts representing State agencies statewide.
- 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.
- Identified and implemented several agency collocation opportunities and reductions of square footage in several leases to maximize space efficiency and lease cost savings.
- Engaged in negotiations with a more assertive approach which resulted in a lease reduction cost for multiple agencies in FY2020.
- Continued to effectively reduce the average cost of leased space when compared to market rates across the state using AS 36.30.083 lease extension requirements.
- Applied a more assertive approach to negotiate leases to reduce cost beyond the AS.36.30.083 requirements.
- Effectively implemented telework in response to COVID-19.

## Key Component Challenges

**Increase Service Level** - Take a proactive approach by communicating with stakeholders well in advance to begin the renewal or relocation process for expiring leases. Continue to educate stakeholders on the protocol for lease compliance and procurement.

**Space Efficiency** - Anticipate and skillfully respond to the fluctuating needs of agency occupancy. This may include expansion of certain leases, reconfiguration of currently occupied space, reduction of agency footprint when possible, or agency relocation from private leases into state-owned facilities. Actively communicate with agencies about their evolving need changes due to teleworking.

**Aggressive Negotiation and Solicitation** - Apply cost reduction strategies to decrease the cost of leased space required by state agencies. These strategies include utilization of AS 36.30.083 to extend expiring leases below market rates, execution of long-term lease contracts to reduce the number of leases currently in holdover pending agreement of terms, and application of the Request for Proposal process, which allows the State to benefit from market competition without being unduly obligated to award a contract that would not be in the State's best interest.

**Contract Management** - Adhere to all compliance standards to ensure proper enforcement of lease language and record management. Continually engage with stakeholders in a timely manner to remedy tenant concerns and hold private lessors accountable for all cure issues relevant to the lease.

**Database and Reporting** - Shared Services of Alaska is utilizing an interim tracking system until implementation of the computerized maintenance management system, estimated to go online in FY21.

## Significant Changes in Results to be Delivered in FY2023

**Lease Rate Assessment** - Complete lease rate assessment on all current and future property leases to maximize market value pricing.

**Consolidate Facilities and Lease Management** - Collaborative facilities and lease management is anticipated to improve space utilization and responsiveness for client agencies.

**Real Property Disposal** - Develop and implement surplus real property disposal.

**GASB 87** - Lease reporting will need to incorporate the updates to GASB 87 to ensure that CAFR reporting is accurate.

## Statutory and Regulatory Authority

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

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**Component Detail All Funds**  
**Department of Administration**

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

Non-Formula Component

	FY2021 Actuals	FY2022 Conference Committee	FY2022 Authorized	FY2022 Management Plan	FY2023 Governor	FY2022 Management Plan vs FY2023 Governor
71000 Personal Services	1,256.0	0.0	0.0	0.0	0.0	0.0 0.0%
72000 Travel	0.0	0.0	0.0	0.0	0.0	0.0 0.0%
73000 Services	281.5	0.0	0.0	0.0	0.0	0.0 0.0%
74000 Commodities	0.2	0.0	0.0	0.0	0.0	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%
<b>Totals</b>	<b>1,537.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0 0.0%</b>
<b>Fund Sources:</b>						
1007 I/A Rcpts (Other)	1,537.7	0.0	0.0	0.0	0.0	0.0 0.0%
<b>Unrestricted General (UGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0 0.0%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0 0.0%</b>
<b>Other Funds</b>	<b>1,537.7</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0 0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0 0.0%</b>
<b>Positions:</b>						
Permanent Full Time	11	0	0	0	0	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:** 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	
Subtotal		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
***** Changes From FY2022 Management Plan To FY2023 Governor *****												
Totals		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** Lease Administration (2304)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000	Services		281.5	0.0	0.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
<b>3000 Services Detail Totals</b>			<b>281.5</b>	<b>0.0</b>	<b>0.0</b>
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	0.6	0.0	0.0
3001	Financial Services	Management and consulting services	8.3	0.0	0.0
3002	Legal and Judicial Services	Legal and judicial services, including costs to conduct hearings and mediation	0.4	0.0	0.0
3003	Information Technology	Software licensing and maintenance, training, and consulting	86.6	0.0	0.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	1.3	0.0	0.0
3006	Delivery Services	Freight, courier services, and postage	0.2	0.0	0.0
3007	Advertising and Promotions	Advertising, promotions and legal notices	0.8	0.0	0.0
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	10.7	0.0	0.0
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	0.6	0.0	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services	38.5	0.0	0.0

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** Lease Administration (2304)

Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
<b>3000 Services Detail Totals</b>			<b>281.5</b>	<b>0.0</b>	<b>0.0</b>
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	3.9	0.0	0.0
3021	Inter-Agency Mail	Admin - Print Services (2333) Centralized mail services chargeback	0.4	0.0	0.0
3022	Inter-Agency Human Resources	Admin - Personnel (56) Centralized Human Resource chargeback	5.4	0.0	0.0
3023	Inter-Agency Building Leases	Admin - Facilities (2429) Rent for state-owned facilities and lease payments	87.3	0.0	0.0
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430) Rent for state-owned facilities and lease payments	7.6	0.0	0.0
3026	Inter-Agency Insurance	Admin - Risk Management (71) Division of Risk Management - Risk management insurance charges	0.6	0.0	0.0
3027	Inter-Agency Financial	Admin - Accounting (3134) Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	3.2	0.0	0.0
3027	Inter-Agency Financial	Admin - Finance (59) Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	5.6	0.0	0.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56) Americans with Disabilities Act (ADA) Chargeback	0.1	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	8.7	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	9.5	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262)	1.2	0.0	0.0

**Line Item Detail (1676)**  
**Department of Administration**  
**Commodities**

**Component:** Lease Administration (2304)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000	Commodities		0.2	0.0	0.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
		<b>4000 Commodities Detail Totals</b>	<b>0.2</b>	<b>0.0</b>	<b>0.0</b>
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	0.2	0.0	0.0



**Revenue Detail (1681)**  
**Department of Administration**

**Component:** Lease Administration (2304)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
<b>5007 I/A Rcpts (1007 I/A Rcpts)</b>			<b>1,539.1</b>	<b>0.0</b>	<b>0.0</b>
5301 Inter-Agency Receipts			1,024.6	0.0	0.0
5301 Inter-Agency Receipts	Admin - DOA Leases (2778)		160.4	0.0	0.0
5301 Inter-Agency Receipts	Commerce - Department-wide		32.7	0.0	0.0
5301 Inter-Agency Receipts	Correct - Department-wide		54.9	0.0	0.0
5301 Inter-Agency Receipts	E&ED - Department-wide		29.2	0.0	0.0
5301 Inter-Agency Receipts	EnvCon - Department-wide		-9.7	0.0	0.0
5301 Inter-Agency Receipts	FishGm - Department-wide		172.3	0.0	0.0
5301 Inter-Agency Receipts	Gov - Department-wide		28.9	0.0	0.0
5301 Inter-Agency Receipts	Health - Department-wide		-38.1	0.0	0.0
5301 Inter-Agency Receipts	Labor - Department-wide		-16.0	0.0	0.0
5301 Inter-Agency Receipts	Law - Department-wide		-13.2	0.0	0.0
5301 Inter-Agency Receipts	Legis - Department-wide		1.9	0.0	0.0
5301 Inter-Agency Receipts	M&VA - Department-wide		7.4	0.0	0.0
5301 Inter-Agency Receipts	NatRes - Department-wide		49.6	0.0	0.0
5301 Inter-Agency Receipts	PubSaf - Department-wide		-9.1	0.0	0.0
5301 Inter-Agency Receipts	Rev - Department-wide		4.5	0.0	0.0
5301 Inter-Agency Receipts	Trans - Department-wide		58.4	0.0	0.0
5302 Inter-Agency Receipts - Prior Year Reimbursement Recovery			0.4	0.0	0.0

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** Lease Administration (2304)

				FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
<b>Component Totals</b>				<b>172.0</b>	<b>0.0</b>	<b>0.0</b>
With Department of Administration				172.0	0.0	0.0
Object Class	Servicing Agency	Explanation		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services	38.5	0.0	0.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	3.9	0.0	0.0
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	0.4	0.0	0.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	5.4	0.0	0.0
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	87.3	0.0	0.0
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430)	Rent for state-owned facilities and lease payments	7.6	0.0	0.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	0.6	0.0	0.0
3027	Inter-Agency Financial	Admin - Accounting (3134)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	3.2	0.0	0.0
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	5.6	0.0	0.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) Chargeback	0.1	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)		8.7	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)		9.5	0.0	0.0
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262)		1.2	0.0	0.0

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** Lease Administration (2304)