

# **State of Alaska FY2002 Governor's Operating Budget**

Department of Administration  
Lease Administration  
Component

## Component: Lease Administration

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### Component Mission

Provide cost effective and efficient office space for state agencies in a timely manner.

### Component Services Provided

- Procure private lease space for the use of state agencies.
- Manage and administer over 260 leases statewide.
- Manage and administer use of space in state leased facilities.
- Provide space-planning recommendations.
- Conduct lease rate and lease space availability market research studies.
- Consolidate state owned and/or leases space when economies can be realized.

### Component Goals and Strategies

Provide cost effective management of the State's lease portfolio.

- Assure efficient use of space in state leased facilities.
- Provide suitable, economical office space that meets state agency needs.
- Replace, in a timely and efficient manner, expiring state leases where needed.
- Implement an improved tracking system to provide better state agency customer service and response time.

### Key Component Issues for FY2001 – 2002

- Obtain replacement space for leases expiring in FY2001 and FY2002.
- Deploy an automated lease tracking and projection data management system.
- Obtain new or additional space for state agencies as required.

### Major Component Accomplishments for FY2000

- Obtained replacement space for leases expiring in FY2000 and FY2001.
- Consolidated the Department of Health and Social Services administrative offices in Anchorage.
- Provided space to be used by the consolidated Department of Community and Economic Development.
- The design, planning, construction and relocation of the Office of the Governor, the Department of Revenue, the Department of Community and Economic Development, and the Department of Natural Resources from the Frontier Building to the Atwood Building.

The following leases have expirations during FY2002 and if they are replaced, the cost of a new lease may exceed the limits set in AS 36.30.080 (c) of \$500,000 per year or \$2.5 million for the life of the lease. The annual lease costs are the costs of the current leases. Replacement of these leases will take place throughout the next fiscal year and the actual replacement costs are not known at the time of budget preparation. A projection of the potential total cost of the replacement leases has been included. This estimate is simply the current annual cost multiplied by 15 times to represent the average length of a new lease including renewal options. The actual annual and total cost of each lease will be determined by market conditions at the time of solicitation. This list shall serve as the required notification.

Lease #/Location	Current Agency	Annual Sq. Ft.	Expiration Cost	Potential Date	Total Cost
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N/A	Anchorage	H&SS	24,076	722,280	N/A	10,834,200
2181	Juneau	Law/DOA	8,673	174,848	6/30/01	2,888,109
N/A	Anchorage	DOA	8,644	217,000	11/30/17	3,255,000
N/A	Anchorage	DCED	23,000	550,000	3/31/26	8,250,000
2371	Fairbanks	DOT/PF	14,202	288,000	7/31/17	4,320,000

### Statutory and Regulatory Authority

AS 36.30.080  
AS 44.21.020 (1), (5)

**Lease Administration**  
**Component Financial Summary**

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	560.1	496.3	486.0
72000 Travel	15.5	5.0	5.0
73000 Contractual	54.8	0.0	8.8
74000 Supplies	16.0	4.2	4.2
75000 Equipment	27.8	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>674.2</b>	<b>505.5</b>	<b>504.0</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	559.3	383.9	385.5
1007 Inter-Agency Receipts	114.9	118.8	118.5
1053 Investment Loss Trust Fund	0.0	2.8	0.0
<b>Funding Totals</b>	<b>674.2</b>	<b>505.5</b>	<b>504.0</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Interagency Receipts	51015	114.9	118.8	118.5	118.5	118.5
Investment Loss Trust Fund	51393	0.0	2.8	2.8	0.0	0.0
<b>Restricted Total</b>		<b>114.9</b>	<b>121.6</b>	<b>121.3</b>	<b>118.5</b>	<b>118.5</b>
<b>Total Estimated Revenues</b>		<b>114.9</b>	<b>121.6</b>	<b>121.3</b>	<b>118.5</b>	<b>118.5</b>

**Lease Administration**  
**Proposed Changes in Levels of Service for FY2002**

None.

**Summary of Component Budget Changes**  
**From FY2001 Authorized to FY2002 Governor**

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2001 Authorized</b>	<b>386.7</b>	<b>0.0</b>	<b>118.8</b>	<b>505.5</b>
<b>Adjustments which will continue current level of service:</b>				
-Year 2 Labor Costs - Net Change from FY2001	-1.2	0.0	-0.3	-1.5
<b>FY2002 Governor</b>	<b>385.5</b>	<b>0.0</b>	<b>118.5</b>	<b>504.0</b>

## Lease Administration

## Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	7	8	Annual Salaries	364,186
Part-time	0	0	COLA	5,351
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	130,286
			<i>Less 2.77% Vacancy Factor</i>	(13,823)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>7</b>	<b>8</b>	<b>Total Personal Services</b>	<b>486,000</b>

## Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Contracting Officer III	3	0	0	0	3
Contracting Officer IV	1	0	0	0	1
Facilities Manager II	1	0	1	0	2
<b>Totals</b>	<b>5</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>8</b>