

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

Department of Administration  
Property Management  
Component

## **Component: Property Management**

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### **Component Mission**

To provide centralized support services for property management.

### **Component Services Provided**

#### State Property Accountability

- Assist agencies to maintain the most accurate and effective management system for property control.
- Provide guidance and direction including training, development of procedures, and accountability reviews.
- Maintain a statewide inventory system that is composed of over a billion dollars of inventory.
- Develop standardized property accounting procedures to provide physical count and evaluation of personal property assets.
- Assist agencies to provide accurate inventory reports for the State's Annual Financial Report, and to Risk Management, Emergency Services, the Legislature, and other interested persons.

#### State Surplus Property Disposal

- Coordinate statewide reutilization efforts to locate and transfer available excess property items to State agencies.
- Direct agency property trade-in requests, disposals and destruction of State owned personal property.
- Store, display, and market excess property items.
- Conduct cost effective public sales of excess and obsolete personal property generating an optimum return of revenue to the State.
- Collect and deposit sale revenues, and disperse proceeds to appropriate state accounts.

#### Federal Surplus Property Program (FSPP)

- Acquire, warehouse, allocate, and distribute donated surplus property to eligible program participants.
- Reissue usable surplus property by direct transfers within rural areas of Alaska.
- Assess and collect service fees sufficient to fully cover the cost of operations.
- Execute and administer agreements pursuant to eligibility, acquisition and utilization of property as required by federal law and the State Plan of Operation.
- Market benefits of available assistance to prospective client organizations to achieve increased statewide participation.
- Train and assist participants to locate and obtain available property.

### **Component Goals and Strategies**

Improve operation efficiency, customer service, and cost effectiveness by:

- Minimizing outlays and expenses by reducing paper dependency, streamlining procedures, and eliminating redundancy;
- Capturing greater revenues through increased sales;
- Deploy a newly developed automated on-line state inventory and property control system;
- Provide cross training skill enhancement training to maximize staff productivity;
- Improve storage capacity and protection of surplus and donated assets by improvements to the state and federal warehouses and storage yard.

### **Key Component Issues for FY2001 – 2002**

- Completion of the development and deployment stages of a new state inventory and property control system which will more adequately meet the needs of agencies, property officers, and financial reporting requirements.

- Staffing levels continue to be at an absolute minimum thereby limiting operating capacity especially in federal surplus property transfers to other governmental agencies as well as to the state's non-profit organizations.

### **Major Component Accomplishments for FY2000**

- Increased surplus storage capacity by at least 10%.
- Completed the design of the new inventory system.
- Re-issued over \$2 million in state surplus property among departments.
- Received more than \$1 million in trade-in credits for state surplus.
- Sold over 11,100 state surplus items with an original acquisition value exceeding \$25 million.
- Distributed more than \$37 million in federally donated assets.
- State revenue from federal surplus surcharges reached approximately \$446.0.

### **Statutory and Regulatory Authority**

AS 36.30.010 (4)  
AS 36.30.040 (9)  
AS 36.30.070 (1), (2), (3), (4)  
AS 36.30.710  
AS 37.05.500  
AS 44.21.020 (1), (4)  
AS 44.68.110  
AS 44.68.120-140  
2 AAC 12.580  
2 AAC 12.590  
2 AAC 12.600  
2 AAC 12.610

**Property Management**  
**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	438.8	446.0	443.2
72000 Travel	11.7	3.3	13.3
73000 Contractual	229.5	350.1	340.1
74000 Supplies	8.7	18.9	18.9
75000 Equipment	33.7	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>722.4</b>	<b>818.3</b>	<b>815.5</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	12.3	43.1	42.3
1005 General Fund/Program Receipts	409.0	365.2	369.4
1033 Surplus Property Revolving Fund	301.1	404.3	403.8
1053 Investment Loss Trust Fund	0.0	5.7	0.0
<b>Funding Totals</b>	<b>722.4</b>	<b>818.3</b>	<b>815.5</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>						
General Fund Program Receipts	51060	409.0	365.2	365.2	369.4	375.0
Surplus Property Revolving Fund	51085	439.6	404.3	403.8	403.8	403.8
Investment Loss Trust Fund	51393	0.0	5.7	5.7	0.0	0.0
<b>Restricted Total</b>		<b>848.6</b>	<b>775.2</b>	<b>774.7</b>	<b>773.2</b>	<b>778.8</b>
<b>Total Estimated Revenues</b>		<b>848.6</b>	<b>775.2</b>	<b>774.7</b>	<b>773.2</b>	<b>778.8</b>

**Property Management**  
**Proposed Changes in Levels of Service for FY2002**

None anticipated.

**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>414.0</b>	<b>404.3</b>	<b>0.0</b>	<b>818.3</b>
<b>Adjustments which will continue current level of service:</b>				
-Year 2 Labor Costs - Net Change from FY2001	-2.3	-0.5	0.0	-2.8
<b>FY2002 Governor</b>	<b>411.7</b>	<b>403.8</b>	<b>0.0</b>	<b>815.5</b>

**Property Management**  
**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	8	8	Annual Salaries	324,090
Part-time	0	0	COLA	6,209
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	131,169
			<i>Less 3.96% Vacancy Factor</i>	<i>(18,268)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>8</b>	<b>8</b>	<b>Total Personal Services</b>	<b>443,200</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk II	1	0	0	0	1
Procurement Spec II	2	0	0	0	2
Procurement Spec IV	1	0	0	0	1
Stock & Parts Svcs Journey II	0	0	1	0	1
Stock & Parts Svcs Sub Journey	3	0	0	0	3
<b>Totals</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>8</b>