

State of Alaska FY2012 Governor's Operating Budget

Department of Administration Property Management Component Budget Summary

Component: Property Management

Contribution to Department's Mission

Provide management of Executive Branch assets.

Core Services

- 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.
- Provide cell phones for military personnel.
- Maintain a billion-dollar statewide inventory system.
- 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 parties.
- 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.
- Encourage and enhance recycling efforts.
- Federal Surplus Property Program:
- 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.

Key Component Challenges

- Improve operational efficiency, customer service and cost effectiveness by continuing to explore ways to minimize outlays and expenses and eliminate unnecessary redundancy.
- Continued support in assisting the U.S. General Services Administration (GSA) with the promoting of Federal donations to state agencies and non-profit organizations.
- Increased competition from Federal Program eligible recipients.
- Maximize sales revenue from State of Alaska Equipment Fleet reduction of inventory.

Significant Changes in Results to be Delivered in FY2012

Increase public awareness of surplus property availability and increase sale revenue by using alternative auction services like EBAY and other on-line auction services.

Major Component Accomplishments in 2010

- Conducted three outcry auctions and three sealed bid sales, collecting \$1.31 million in revenue.
- Received \$382.3 in General Fund Program Receipts.
- Distributed federal property with original acquisition costs of \$883,409.00, collecting service and handling

fees of \$191.3 resulting in significant savings to our qualified recipients.

- Re-issued over \$85,000 in state surplus property among departments.
- Successfully re-negotiated an agreement between the Federal General Services Administration and the Small Business Administration. This resulted in Alaskan 8 (a) companies, also known as disadvantaged companies, to acquire federal surplus property at a fraction of the cost of new equipment.

Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.05.500	Special Funds
AS 44.21.020 (1), (4)	Duties of Department
AS 44.68.110	Disposition of Surplus State Property
AS 44.68.120-140	Acquisition of Federal Surplus Property
2 AAC 12	Procurement
2 AAC 20	Sale of Surplus Property

Contact Information
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**Property Management
Component Financial Summary**

All dollars shown in thousands

	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	526.7	649.7	674.5
72000 Travel	7.1	13.1	13.1
73000 Services	158.0	312.8	312.8
74000 Commodities	3.2	14.0	14.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	695.0	989.6	1,014.4
Funding Sources:			
1004 General Fund Receipts	84.8	102.1	126.9
1005 General Fund/Program Receipts	379.6	502.3	502.3
1033 Surplus Property Revolving Fund	230.6	385.2	385.2
Funding Totals	695.0	989.6	1,014.4

Estimated Revenue Collections

Description	Master Revenue Account	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
General Fund Program Receipts	51060	379.6	502.3	502.3
Surplus Property Revolving Fund	51085	230.6	385.2	385.2
Restricted Total		610.2	887.5	887.5
Total Estimated Revenues		610.2	887.5	887.5

**Summary of Component Budget Changes
From FY2011 Management Plan to FY2012 Governor**

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2011 Management Plan	102.1	502.3	0.0	385.2	989.6
Adjustments which will continue current level of service:					
-FY 2011 Over/Understated GGU/SU salary adjustments	-2.6	0.0	0.0	0.0	-2.6
-FY 2012 Personal Services increases	2.5	14.7	0.0	10.2	27.4
-Correct Unrealizable Fund Sources for Personal Services Increases	24.9	-14.7	0.0	-10.2	0.0
FY2012 Governor	126.9	502.3	0.0	385.2	1,014.4

**Property Management
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2011</u> <u>Management</u> <u>Plan</u>	<u>FY2012</u> <u>Governor</u>		
Full-time	7	7	Annual Salaries	419,027
Part-time	0	0	COLA	4,884
Nonpermanent	0	0	Premium Pay	6,897
			Annual Benefits	262,955
			<i>Less 2.78% Vacancy Factor</i>	<i>(19,263)</i>
			Lump Sum Premium Pay	0
Totals	7	7	Total Personal Services	674,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	1	0	0	0	1
Procurement Spec II	1	0	0	0	1
Procurement Spec III	1	0	0	0	1
Procurement Spec IV	1	0	0	0	1
Stock & Parts Svcs Journey II	0	0	1	0	1
Stock & Parts Svcs Sub Journey	2	0	0	0	2
Totals	6	0	1	0	7

Component Detail All Funds
Department of Administration

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

	FY2010 Actuals	FY2011 Conference Committee (Final)	FY2011 Authorized	FY2011 Management Plan	FY2012 Governor	FY2011 Management Plan vs FY2012 Governor	
71000 Personal Services	526.7	649.7	649.7	649.7	674.5	24.8	3.8%
72000 Travel	7.1	13.1	13.1	13.1	13.1	0.0	0.0%
73000 Services	158.0	312.8	312.8	312.8	312.8	0.0	0.0%
74000 Commodities	3.2	14.0	14.0	14.0	14.0	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%
Totals	695.0	989.6	989.6	989.6	1,014.4	24.8	2.5%
Fund Sources:							
1004 Gen Fund	84.8	102.1	102.1	102.1	126.9	24.8	24.3%
1005 GF/Prgm	379.6	502.3	502.3	502.3	502.3	0.0	0.0%
1033 Surpl Prop	230.6	385.2	385.2	385.2	385.2	0.0	0.0%
Unrestricted General (UGF)	84.8	102.1	102.1	102.1	126.9	24.8	24.3%
Designated General (DGF)	379.6	502.3	502.3	502.3	502.3	0.0	0.0%
Other Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Federal Funds	230.6	385.2	385.2	385.2	385.2	0.0	0.0%
Positions:							
Permanent Full Time	7	7	7	7	7	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: Property Management (61)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2011 Conference Committee (Final) To FY2011 Authorized *****												
FY2011 Conference Committee												
ConfCom		989.6	649.7	13.1	312.8	14.0	0.0	0.0	0.0	7	0	0
1004 Gen Fund		102.1										
1005 GF/Prgm		502.3										
1033 Surpl Prop		385.2										
Subtotal		989.6	649.7	13.1	312.8	14.0	0.0	0.0	0.0	7	0	0
***** Changes From FY2011 Authorized To FY2011 Management Plan *****												
Subtotal		989.6	649.7	13.1	312.8	14.0	0.0	0.0	0.0	7	0	0
***** Changes From FY2011 Management Plan To FY2012 Governor *****												
FY 2011 Over/Understated GGU/SU salary adjustments												
SalAdj		-2.6	-2.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-2.6										
FY 2012 Personal Services increases												
SalAdj		27.4	27.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		2.5										
1005 GF/Prgm		14.7										
1033 Surpl Prop		10.2										

When the SU and GGU salary adjustments were calculated, errors were made that understated some GGU amounts and overstated some SU amounts. This change record identifies the over and under stated amounts associated with these calculations.: \$-2.6

This change record includes the following personal services increases:
: \$27.4

Alaska State Employees Assn (GGU) FY2012 Health Insurance Increased Costs : \$6.2

Labor, trades and Crafts (LTC) FY2012 Health Insurance Increased Costs : \$5.7

Alaska Public Employees Assn (SU) FY2012 Health Insurance Increased Costs : \$2.6

Alaska State Employees Association (GGU) FY 12 COLA increases
: \$4.5

Labor, Trades and Crafts (LTC) FY 12 COLA increases

Change Record Detail - Multiple Scenarios With Descriptions
Department of Administration

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
: \$4.8												
Alaska Public Employees Association (SU) FY 12 COLA increases												
: \$2.8												
Alaska State Employees Association - ASEA Geographic Differential for GGU												
: \$0.2												
Alaska Public Employees Association - APEA Geographic Differential for SU												
: \$0.6												
Correct Unrealizable Fund Sources for Personal Services Increases												
	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund	24.9											
1005 GF/Prgm	-14.7											
1033 Surpl Prop	-10.2											
A fund source change from General fund Program receipts and Surplus Property authorization to General Fund is requested for health insurance, COLA and geographical differential increases. The surplus property fund balance is declining and is unable to absorb costs and the increased general fund program receipt authorization is unrealizable through sales.												
Totals		1,014.4	674.5	13.1	312.8	14.0	0.0	0.0	0.0	7	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2012 Governor (8665)
Component: Property Management (61)
RDU: Centralized Administrative Services (13)

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	GF Amount
02-5001	Division Operations Manager	FT	A	SS	Juneau	202	24C / D	1.2	*	9,468	0	0	4,811	14,279	9,567
02-5022	Accounting Tech I	FT	A	GP	Anchorage	200	12K	12.0		46,968	0	2,890	32,981	82,839	42,248
02-5034	Accountant III	FT	1	SS	Juneau	202	18B	3.0	*	14,879	0	0	8,967	23,846	9,538
02-5068	Accounting Clerk	FT	A	GP	Juneau	202	10B	0.2	*	569	0	0	458	1,027	1,027
02-5090	Procurement Spec IV	FT	A	SS	Anchorage	200	20K	12.0		81,744	0	0	43,607	125,351	120,212
02-5093	Stock & Parts Svcs Sub Journey	FT	A	LL	Anchorage	2A	57K / L	12.0		45,058	1,541	676	30,925	78,200	39,100
02-5095	Stock & Parts Svcs Sub Journey	FT	A	LL	Anchorage	2A	57K	12.0		43,953	1,504	676	30,540	76,673	38,337
02-5098	Procurement Spec II	FT	A	GP	Anchorage	200	16A / B	12.0		48,191	0	0	32,400	80,591	80,591
02-5131	Stock & Parts Svcs Journey II	FT	A	LL	Juneau	2A	54L	12.0		53,742	1,839	826	34,001	90,408	90,408
02-5146	Accounting Tech I	FT	A	GP	Juneau	202	12D	0.2	*	670	0	0	494	1,164	582
02-5153	Procurement Spec III	FT	A	GP	Anchorage	200	18J	12.0		68,532	0	0	39,483	108,015	0
02-5155	Accounting Tech II	FT	A	GP	Juneau	202	14D / E	1.2	*	4,754	0	1,829	3,854	10,437	3,653
02-5173	Office Assistant I	FT	1	GP	Juneau	202	8B	0.2	*	499	0	0	434	933	933
													Total Salary Costs:	419,027	
													Total COLA:	4,884	
													Total Premium Pay:	6,897	
													Total Benefits:	262,955	
													Total Pre-Vacancy:	693,763	
													Minus Vacancy Adjustment of 2.78%:	(19,263)	
													Total Post-Vacancy:	674,500	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	674,500	
Total Component Months:		90.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	65,715	63,891	9.47%
1005 General Fund/Program Receipts	370,480	360,193	53.40%
1033 Surplus Property Revolving Fund	257,568	250,416	37.13%
Total PCN Funding:	693,763	674,500	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.

Line Item Detail
Department of Administration
Travel

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000	Travel		7.1	13.1	13.1
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
72000 Travel Detail Totals			7.1	13.1	13.1
72111		Airfare (Instate Employee)	1.4	0.2	0.2
72112		Surface Transport (Instate Employee)	0.9	5.3	5.3
72113		Lodging (Instate Employee)	3.5	6.0	6.0
72114		Meals & Incidentals (Instate Employee)	1.3	1.6	1.6

Line Item Detail
Department of Administration
Services

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000	Services		158.0	312.8	312.8
Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000 Services Detail Totals			158.0	312.8	312.8
73025	Education Services		0.7	1.0	1.0
73050	Financial Services	Credit card fees.	18.0	12.3	12.3
73150	Information Technlgy		1.1	1.5	1.5
73156	Telecommunication		13.3	13.7	13.7
73225	Delivery Services		2.6	0.3	0.3
73450	Advertising & Promos		1.8	1.7	1.7
73526	Electricity		13.1	9.8	9.8
73527	Water & Sewage		0.7	0.7	0.7
73528	Disposal		6.6	123.9	123.9
73529	Natural Gas/Propane		20.3	20.7	20.7
73650	Struc/Infstruct/Land		25.0	25.0	25.0
73660	Other Repairs/Maint		0.0	8.1	8.1
73677	Office Furn & Equip(Non IA Repair/Maint)		0.8	1.2	1.2
73680	Vehicle (Non IA -Eq/Mach-Repairs/Maint)		2.2	12.9	12.9
73681	Other Equip/Mach(Non IA Repair/Maint)		3.1	3.7	3.7
73691	Oth Equip/Machinery(Non IA Rental/Lease)		3.1	3.3	3.3
73750	Other Services (Non IA Svcs)		0.0	5.3	5.3
73753	Program Mgmt/Consult	Auctioning services.	0.0	9.7	9.7
73755	Safety Services		1.3	1.5	1.5
73756	Print/Copy/Graphics		4.1	5.0	5.0

Line Item Detail
Department of Administration
Services

Component: Property Management (61)

RDU: Centralized Administrative Services (13)

Expenditure Account	Servicing Agency	Explanation	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
73000 Services Detail Totals			158.0	312.8	312.8
73805	IT-Non-Telecommnctns	Enterprise Technology Services	9.0	9.6	9.6
73806	IT-Telecommunication	Enterprise Technology Services	7.7	8.9	8.9
73809	Mail	Central Mail	0.6	3.3	3.3
73810	Human Resources	Personnel	0.0	0.2	0.2
73814	Insurance	Risk Management	0.1	0.8	0.8
73815	Financial	Finance	0.3	0.6	0.6
73816	ADA Compliance	Americans With Disabilities	0.1	0.1	0.1
73819	Commission Sales (IA Svcs)	E-Travel	0.2	0.1	0.1
73848	State Equip Fleet	State Equipment Fleet	6.3	6.5	6.5
73970	Contractual Cost Trf		1.0	1.0	1.0
73979	Mgmt/Consulting (IA Svcs)	Admin	14.9	20.4	20.4
		Commissioner's Office, Administrative Services, and IT desktop support services.			

Line Item Detail
Department of Administration
Commodities

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Line Number	Line Name		FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
74000	Commodities		3.2	14.0	14.0
Expenditure Account			FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
	Servicing Agency	Explanation			
74000 Commodities Detail Totals			3.2	14.0	14.0
74229	Business Supplies		2.0	7.0	7.0
74233	Info Technology Equip		0.0	6.5	6.5
74600	Safety (Commodities)		0.2	0.3	0.3
74650	Repair/Maintenance (Commodities)		1.0	0.2	0.2

Restricted Revenue Detail
Department of Administration

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51060	General Fund Program Receipts	379.6	502.3	502.3

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
59520	Sale Of Surplus Sales revenues from State of Alaska equipment.		2510313	11100	379.6	502.3	502.3

Restricted Revenue Detail
Department of Administration

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Master Account	Revenue Description	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51085	Surplus Property Revolving Fund	230.6	385.2	385.2

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2010 Actuals	FY2011 Management Plan	FY2012 Governor
51085	Surplus Prop Rev Fnd		2510330	11112	230.6	385.2	385.2

**Inter-Agency Services
Department of Administration**

Component: Property Management (61)
RDU: Centralized Administrative Services (13)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010 Actuals	FY2011	
					Management Plan	FY2012 Governor
73805	IT-Non-Telecommnctns	Intra-dept	Enterprise Technology Services	9.0	9.6	9.6
73805 IT-Non-Telecommnctns subtotal:				9.0	9.6	9.6
73806	IT-Telecommunication	Intra-dept	Enterprise Technology Services	7.7	8.9	8.9
73806 IT-Telecommunication subtotal:				7.7	8.9	8.9
73809	Mail	Intra-dept	Central Mail	0.6	3.3	3.3
73809 Mail subtotal:				0.6	3.3	3.3
73810	Human Resources	Intra-dept	Personnel	0.0	0.2	0.2
73810 Human Resources subtotal:				0.0	0.2	0.2
73814	Insurance	Intra-dept	Risk Management	0.1	0.8	0.8
73814 Insurance subtotal:				0.1	0.8	0.8
73815	Financial	Intra-dept	Finance	0.3	0.6	0.6
73815 Financial subtotal:				0.3	0.6	0.6
73816	ADA Compliance	Inter-dept	Americans With Disabilities	0.1	0.1	0.1
73816 ADA Compliance subtotal:				0.1	0.1	0.1
73819	Commission Sales (IA Svcs)	Intra-dept	E-Travel	0.2	0.1	0.1
73819 Commission Sales (IA Svcs) subtotal:				0.2	0.1	0.1
73848	State Equip Fleet	Inter-dept	State Equipment Fleet	6.3	6.5	6.5
73848 State Equip Fleet subtotal:				6.3	6.5	6.5
73979	Mgmt/Consulting (IA Svcs)	Commissioner's Office, Administrative Services, and IT desktop support services.	Intra-dept Admin	14.9	20.4	20.4
73979 Mgmt/Consulting (IA Svcs) subtotal:				14.9	20.4	20.4
Property Management total:				39.2	50.5	50.5
Grand Total:				39.2	50.5	50.5