

State of Alaska FY2017 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>.)

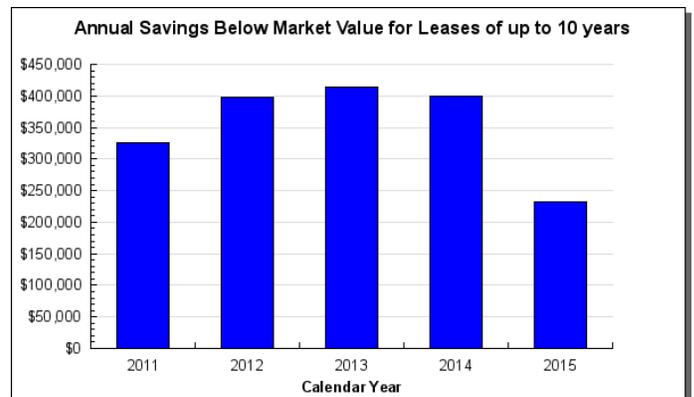
Core Services

- Procure, manage and administer office 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.
- Manage space standards and consolidate state owned and/or leased space when economies 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 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. Manage space standards and consolidate state owned and/or leased space when economies can be realized.

Major Component Accomplishments in 2015

- Identified and initiated – agency colocation opportunities and reductions of square footage in a number of leases to maximize space efficiency and lease cost savings.
- Effectively reduced the average cost of leased space when compared to market rate.
- Continued to utilize state owned space over procuring lease space through the private sector.
- Continued enforcement of space standards guidelines, reducing the amount of leased space necessary for state agencies.

Key Component Challenges

Space Efficiency & Cost – Identify and implement acceptable practices for ensuring space in leased and state owned buildings is used efficiently both for cost and space use which has a direct effect on the State budget.

Asset Management – The division awarded a professional services contract to Yardi. DGS staff is taking the necessary steps to implement the new Real Estate Asset Management and Control system to replace the legacy Lease Management System and Lease Projection System along with numerous large, complex spreadsheets for better management of the Department of Administration's owned and operated facilities and private leases.

Contract Management - Site inspections will be performed. Staff will meet with State occupants and advise lessor(s) of cure issues as well as audit leases to ensure renovation and insurance clauses are enforced. The agency will continue to reduce average lease cost for expiring leases as provided in AS 36.30.083.

Significant Changes in Results to be Delivered in FY2017

Private Leased Space - Strategies will continue in FY2017 to achieve lease cost savings. In addition to reducing the number of leased facilities, space efficiency and cost reductions will be used as a guideline to equitably reduce the amount of lease space needed.

Statutory and Regulatory Authority

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

Contact Information
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Lease Administration Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2016 Management Plan	FY2017 Governor		
Full-time	11	11	Annual Salaries	807,095
Part-time	0	0	Premium Pay	18,895
Nonpermanent	0	0	Annual Benefits	494,144
			<i>Less 3.90% Vacancy Factor</i>	(51,534)
			Lump Sum Premium Pay	0
Totals	11	11	Total Personal Services	1,268,600

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Assistant II	1	0	0	0	1
Contracting Officer I	2	0	0	0	2
Contracting Officer III	2	0	0	0	2
Contracting Officer IV	1	0	0	0	1
Program Coordinator I	1	0	0	0	1
State Leasing & Facilities Mgr	1	0	0	0	1
Totals	8	0	3	0	11

Component Detail All Funds
Department of Administration

Component: Lease Administration (2304)
RDU: General Services (17)

Non-Formula Component

	FY2015 Actuals	FY2016 Conference Committee	FY2016 Authorized	FY2016 Management Plan	FY2017 Governor	FY2016 Management Plan vs FY2017 Governor	
71000 Personal Services	1,154.2	1,170.8	1,170.8	1,268.6	1,268.6	0.0	0.0%
72000 Travel	20.5	38.4	38.4	38.4	25.6	-12.8	-33.3%
73000 Services	206.9	409.6	409.6	311.8	290.5	-21.3	-6.8%
74000 Commodities	11.2	56.0	56.0	56.0	22.6	-33.4	-59.6%
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	1,392.8	1,674.8	1,674.8	1,674.8	1,607.3	-67.5	-4.0%
Fund Sources:							
10071/A Rcpts (Other)	1,392.8	1,674.8	1,674.8	1,674.8	1,607.3	-67.5	-4.0%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	1,392.8	1,674.8	1,674.8	1,674.8	1,607.3	-67.5	-4.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	11	11	11	11	11	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: General Services (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2016 Conference Committee To FY2016 Authorized *****												
FY2016 Conference Committee												
ConfCom		1,674.8	1,170.8	38.4	409.6	56.0	0.0	0.0	0.0	11	0	0
1007 I/A Rcpts		1,674.8										
Subtotal		1,674.8	1,170.8	38.4	409.6	56.0	0.0	0.0	0.0	11	0	0
***** Changes From FY2016 Authorized To FY2016 Management Plan *****												
Align Authority for True-up of Position Allocations												
LIT		0.0	97.8	0.0	-97.8	0.0	0.0	0.0	0.0	0	0	0
<p>Authority is available to transfer from services due to a reduction of cost that was previously anticipated to purchase a new asset management system. Personal services increases are due to a true up of allocations across all General Services components. This true up aligns with work performed by administrative and accounting staff in support of each component.</p>												
Subtotal		1,674.8	1,268.6	38.4	311.8	56.0	0.0	0.0	0.0	11	0	0
***** Changes From FY2016 Management Plan To FY2017 Governor *****												
Reduce Interagency Receipt Authority for Operational Costs												
Dec		-67.5	0.0	-12.8	-21.3	-33.4	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		-67.5										
<p>Reduce interagency receipt authority to align with reduced projected costs in travel, services and commodities to accommodate reduced billings to client agencies.</p>												
Totals		1,607.3	1,268.6	25.6	290.5	22.6	0.0	0.0	0.0	11	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2017 Governor (12995)
Component: Lease Administration (2304)
RDU: General Services (17)

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
02-5001	Division Operations Manager	FT	A	SS	Juneau	205	24C	2.4	*	20,542	0	0	10,336	30,878	0
02-5005	Chief Procurement Off	FT	A	XE	Juneau	N05	25C / D	1.8	*	16,767	0	0	8,199	24,966	0
02-5010	Contracting Officer III	FT	1	GP	Anchorage	200	19A / B	10.8	**	56,377	0	0	34,532	90,909	0
02-5068	Accounting Clerk	FT	A	GP	Juneau	205	10G	3.5	*	12,436	0	0	9,183	21,619	0
02-5098	Program Coordinator I	FT	1	SS	Anchorage	200	18C	6.0	**	32,303	0	0	19,284	51,587	0
02-5108	Administrative Officer II	FT	A	SS	Juneau	205	19J	2.4	*	16,440	0	0	8,925	25,365	0
02-5127	Contracting Officer III	FT	1	GP	Anchorage	200	19D / E	10.8	**	61,983	0	0	36,461	98,444	0
02-5132	Accounting Tech III	FT	A	GG	Juneau	205	16A / B	12.0	*	53,564	0	0	35,245	88,809	0
02-5138	Administrative Assistant II	FT	1	GP	Juneau	205	14E	2.4	*	10,501	0	2,020	7,671	20,192	0
02-5139	Publications Tech II	FT	1	GP	Juneau	205	13B / C	2.4	*	0	0	0	0	0	0
02-5142	Administrative Assistant II	FT	1	SS	Anchorage	600	14D	6.0	**	27,840	0	4,286	19,223	51,349	0
02-5146	Accounting Tech I	FT	A	GP	Juneau	205	12J	1.2	*	5,069	0	0	3,426	8,495	0
02-5154	Contracting Officer I	FT	1	GP	Anchorage	200	14A / B	10.8	**	40,327	0	3,449	30,196	73,972	0
02-5155	Accounting Tech III	FT	A	GP	Juneau	205	16J	0.6	*	3,358	0	0	1,996	5,354	0
02-5156	Contracting Officer I	FT	1	GP	Anchorage	200	14A / B	10.8	**	40,327	0	3,449	30,196	73,972	0
02-5157	Administrative Assistant II	FT	1	GP	Juneau	205	14B	3.6	*	14,314	0	3,232	11,082	28,628	0
02-5159	Accounting Tech I	FT	1	GP	Juneau	205	12C / D	12.0	*	43,290	0	2,459	32,556	78,305	0
02-5160	State Leasing & Facilities Mgr	FT	A	XE	Anchorage	E00	25N	6.0	**	69,890	0	0	32,146	102,036	0
02-5162	Accountant IV	FT	A	SS	Juneau	405	20L	6.6	**	57,603	0	0	28,807	86,410	0
02-5164	Administrative Assistant I	FT	1	GP	Anchorage	200	12B / C	6.0	*	20,112	0	0	15,327	35,439	0
02-5165	Contracting Officer IV	FT	1	SS	Anchorage	400	22J	10.8	**	88,740	0	0	45,239	133,979	0
02-5170	Accountant IV	FT	1	SS	Juneau	205	20D	2.4	*	16,340	0	0	8,890	25,230	0
02-5173	Office Assistant II	FT	A	GP	Juneau	405	10L	1.2	*	4,757	0	0	3,318	8,075	0
02-5175	Office Assistant I	FT	A	GP	Juneau	205	8C	4.8	*	13,405	0	0	11,338	24,743	0
02-5177	Accounting Tech I	FT	1	GP	Juneau	205	12G	0.2	*	811	0	0	559	1,370	0
02-5180	Office Assistant I	FT	1	GP	Anchorage	200	8B / C	6.0	*	15,734	0	0	13,821	29,555	0
02-5182	Division Director	FT	A	XE	Juneau	N05	27E	4.2	*	43,831	0	0	20,750	64,581	0
20-1070	Accounting Tech I	FT	1	GP	Anchorage	200	12C	6.0	*	20,434	0	0	15,438	35,872	0

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.

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2017 Governor (12995)
Component: Lease Administration (2304)
RDU: General Services (17)

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
		Total Positions	New	Deleted										Total Salary Costs:	807,095
														Total COLA:	0
	Full Time Positions:	11	0	0										Total Premium Pay:	18,895
	Part Time Positions:	0	0	0										Total Benefits:	494,144
	Non Permanent Positions:	0	0	0											
	Positions in Component:	11	0	0										Total Pre-Vacancy:	1,320,134
														Minus Vacancy Adjustment of 3.90%:	(51,534)
														Total Post-Vacancy:	1,268,600
	Total Component Months:	151.3												Plus Lump Sum Premium Pay:	0
														Personal Services Line 100:	1,268,600

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1007 Interagency Receipts	1,320,134	1,268,600	100.00%
Total PCN Funding:	1,320,134	1,268,600	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.

Line Item Detail
Department of Administration
Travel

Component: Lease Administration (2304)
RDU: General Services (17)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel		20.5	38.4	25.6
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			20.5	38.4	25.6
72110	Employee Travel (Instate)	Employee instate travel	20.5	36.9	25.6
72120	Nonemployee Travel (Instate Travel)	Nonemployee travel	0.0	1.5	0.0

Line Item Detail
Department of Administration
Services

Component: Lease Administration (2304)
RDU: General Services (17)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor	
73000	Services		206.9	311.8	290.5	
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor	
73000 Services Detail Totals			206.9	311.8	290.5	
73025	Education Services	Employee training and conference fees	2.4	6.6	2.9	
73150	Information Technlgy	Information technology costs including software licenses and maintenance	3.4	130.6	138.0	
73156	Telecommunication	Telecommunication services costs	0.0	6.0	0.0	
73225	Delivery Services	Freight, courier and postage fees	2.8	7.2	3.3	
73401	Long Distance	Long distance charges	0.5	0.0	0.4	
73403	Data/Network	Remote data access costs	0.5	1.0	0.7	
73404	Cellular Phones	Cell phone charges	0.4	0.0	0.5	
73450	Advertising & Promos	Cost to publicize notices and other required postings	3.1	2.5	3.2	
73650	Struc/Infstruct/Land	Repair and maintenance costs	0.0	71.3	45.5	
73655	Repairs/Maint. (Non IA-Struct/Infs/Land)	Repair and maintenance costs	80.7	0.0	0.0	
73665	Rentals/Leases (Non IA-Struct/Infs/Land)		0.1	0.0	0.0	
73668	Room/Space	Room rental charges	0.0	0.0	0.2	
73675	Equipment/Machinery	Office equipment repair and maintenance	0.0	1.2	0.0	
73686	Rentals/Leases (Non IA-Eq/Machinery)		0.7	0.0	0.0	
73691	Oth Equip/Machinery(Non IA Rental/Lease)		0.0	0.0	0.8	
73750	Other Services (Non IA Svcs)	Advertising and notices	0.0	15.0	0.0	
73753	Program Mgmt/Consult		18.0	0.0	0.0	
73756	Print/Copy/Graphics	Printing costs	0.2	0.0	0.3	
73805	IT-Non-Telecommunication	Enterprise	Enterprise Productivity Rate (EPR) - Computer Services	14.8	13.0	8.0

Line Item Detail
Department of Administration
Services

Component: Lease Administration (2304)

RDU: General Services (17)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			206.9	311.8	290.5
	Technology Services				
73806	IT-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	17.4	16.8	20.1
73809	Mail	Central Mail Costs for central mail room services	0.7	1.1	0.8
73811	Building Leases	Facilities State Facility Rent	31.7	36.0	33.7
73814	Insurance	Risk Management Services provided by Risk Management	0.0	1.0	0.0
73815	Financial	Finance Chargeback costs from the Division of Finance	0.4	0.5	0.6
73816	ADA Compliance	Personnel ADA Compliance charges from the Department of Admin, Division of Personnel	0.0	0.5	0.1
73819	Commission Sales (IA Svcs)	E-Travel US Travel service fees	0.5	0.5	0.6
73821	Hearing/Mediation (IA Svcs)	Administrative Hearings Medication costs	0.0	0.5	0.0
73827	Safety (IA Svcs)	Facilities Safety supplies	0.1	0.5	0.5
73913	Employee Tuition		0.2	0.0	0.0
73979	Mgmt/Consulting (IA Svcs)	Management/consulting charges	28.3	0.0	30.3

Line Item Detail
Department of Administration
Commodities

Component: Lease Administration (2304)
RDU: General Services (17)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		11.2	56.0	22.6
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000 Commodities Detail Totals			11.2	56.0	22.6
74200	Business	Business and office supplies	10.5	50.0	15.9
74236	Subscriptions		0.4	0.0	0.3
74650	Repair/Maintenance (Commodities)	Repair and maintenance supplies	0.3	6.0	6.4

Restricted Revenue Detail
Department of Administration

Component: Lease Administration (2304)
RDU: General Services (17)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				1,392.8	1,674.8	1,607.3
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts Potential RSAs with different State agencies	Statewide	2560375	11110	0.0	172.8	0.0
59015	Office Of The Governor Interagency receipts for leased space procurement and management services	Governor's Office Leasing	2560375	11100	30.2	25.0	25.0
59020	Administration Interagency receipts for leased space procurement and management services	DOA Leases	2560375	11110	186.9	205.0	223.0
59030	Law Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	99.8	104.0	130.0
59040	Revenue Interagency receipts for leased space procurement and management services	Administrative Services	2560375	11110	31.2	18.0	10.0
59050	Education Interagency receipts for leased space procurement and management services	EED State Facilities Rent	2560375	11110	40.3	43.0	44.0
59060	Health & Social Svcs Interagency receipts for leased space procurement and management services	HSS State Facilities Rent	2560375	11110	336.2	392.0	409.8
59070	Labor Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	188.3	235.0	208.0
59080	Commerc & Economc Dev Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	25.6	28.0	35.0
59090	Military & Vet Affrs Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	18.3	16.0	30.0

Restricted Revenue Detail
Department of Administration

Component: Lease Administration (2304)
RDU: General Services (17)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51015	Interagency Receipts				1,392.8	1,674.8	1,607.3
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59100	Natural Resources Interagency receipts for leased space procurement and management services	DNR Facilities Rent/Chargeback	2560375	11110	56.2	61.0	50.0
59110	Fish & Game Interagency receipts for leased space procurement and management services	F&G State Facilities Rent	2560375	11110	127.9	151.0	150.0
59120	Public Safety Interagency receipts for leased space procurement and management services	AST Detachments	2560375	11100	65.8	81.0	80.0
59180	Environmental Consvn Interagency receipts for leased space procurement and management services	State Support Services	2560375	11110	88.6	41.0	90.0
59200	Corrections Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	42.4	41.0	53.0
59250	Dotpf Op, Tpb,& Othr Interagency receipts for leased space procurement and management services	Leased Facilities	2560375	11100	50.1	57.0	64.0
59310	Legislative Affairs Interagency receipts for leased space procurement and management services	Administrative Services	2560375	11110	3.6	2.0	4.0
59410	Alaska Court System Interagency receipts for leased space procurement and management services	Trial Courts	2560375	11110	1.4	2.0	1.5

**Interagency Services
Department of Administration**

Component: Lease Administration (2304)
RDU: General Services (17)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016	FY2017	
					Management Plan	Governor	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	14.8	13.0	8.0
				73805 IT-Non-Telecommunication subtotal:	14.8	13.0	8.0
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	17.4	16.8	20.1
				73806 IT-Telecommunication subtotal:	17.4	16.8	20.1
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	0.7	1.1	0.8
				73809 Mail subtotal:	0.7	1.1	0.8
73811	Building Leases	State Facility Rent	Intra-dept	Facilities	31.7	36.0	33.7
				73811 Building Leases subtotal:	31.7	36.0	33.7
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.0	1.0	0.0
				73814 Insurance subtotal:	0.0	1.0	0.0
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.4	0.5	0.6
				73815 Financial subtotal:	0.4	0.5	0.6
73816	ADA Compliance	ADA Compliance charges from the Department of Admin, Division of Personnel	Intra-dept	Personnel	0.0	0.5	0.1
				73816 ADA Compliance subtotal:	0.0	0.5	0.1
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.5	0.5	0.6
				73819 Commission Sales (IA Svcs) subtotal:	0.5	0.5	0.6
73821	Hearing/Mediation (IA Svcs)	Medication costs	Intra-dept	Administrative Hearings	0.0	0.5	0.0
				73821 Hearing/Mediation (IA Svcs) subtotal:	0.0	0.5	0.0
73827	Safety (IA Svcs)	Safety supplies	Intra-dept	Facilities	0.1	0.5	0.5
				73827 Safety (IA Svcs) subtotal:	0.1	0.5	0.5
73979	Mgmt/Consulting (IA Svcs)	Management/consulting charges	Inter-dept		28.3	0.0	30.3
				73979 Mgmt/Consulting (IA Svcs) subtotal:	28.3	0.0	30.3
				Lease Administration total:	93.9	70.4	94.7
				Grand Total:	93.9	70.4	94.7