

# **State of Alaska FY2013 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.

**Core Services**

- Procure private lease space for use by the State Executive Branch.
- Manage space and administer over 550 leases with the private sector and leases in State owned facilities.
- Provide space-planning recommendations and retain architectural and engineering services to analyze lease space issues (i.e., structural load capacities).
- Conduct lease rate and lease space availability market research studies.
- Consolidate state owned and/or leased space when economies can be realized.
- Review agency remodel request in leased facilities and obtain lessor's approval.
- Provide space standard recommendations and contract guidance for all State owned office facilities outside the DGS portfolio. The management of maintenance, operations, and deferred maintenance projects for office space, other than those listed in Facilities Administration, is administered by other various state departments (i.e. DMVA, DOT&PF, DNR).

**Results at a Glance**

(Additional performance information is available on the web at <http://omb.alaska.gov/results>.)

**End Result A: Maximized effectiveness and efficiency of leased space.**

Target #1: Extensions and new leases executed at 5% below market rate.

Status #1: Extensions and new leases were executed for 6.40% less than market rate in FY2011, exceeding the 5% target.

**Strategy A1: Re-negotiate lease terms to obtain reduced costs.**

Target #1: 70% of extensions and new leases negotiated at below market rates.

Status #1: In FY2011, 46.67% of extensions and new leases were negotiated at below market rates.

**Key Component Challenges****Space Management**

DGS will enforce revised space standards to ultimately reduce space needs and associated expenditures. Obtain replacement space for leases expiring in FY2012, FY2013 and FY2014 (for larger leases), and obtain new or additional space for state agencies as required. DGS will conduct site investigations of leased and owned space to ensure maximum efficiency and improve space management. DGS will continue the ongoing task of designing, planning, constructing and relocating departments from private leases for occupancy to the Robert B. Atwood Building Palmer State Office Building, Linnay Pacillo Parking Garage (ground floor) and all other DOA /DGS managed facilities.

**Contract Management**

DGS has revised the Leasing Request for Proposal document to provide increased protection to the State and the lease occupants and requirements of the Lessor for improved performance. DGS will perform site inspections, meet with State occupants and advise lessor of cure issues, as well as audit leases to ensure renovation and insurance clauses are enforced. DGS will continue to reduce average lease cost for expiring leases as provided in AS 36.30.083.

**Linnay Pacillo Parking Garage**

DGS will administer and manage the design, planning, construction and leasing of private ground floor suites in the new Linnay Pacillo Parking Garage to include: Suite 100 (future occupant pending, possibly retail space); Suite 200 (occupied by DOA / DMV in November 2010); Suite 300 (occupied by Northrim Bank in September 2008); and Suite 400 (DOL / Job Center space planning underway, projected occupancy is September 2012).

**Department of Labor Leases**

DGS will continue to identify and negotiate economical solutions to expiring leases for the Department of Labor in Anchorage and Juneau.

**Key Card System**

DGS will identify and mandate a key card system that all Agencies will use statewide in conjunction with ETS.

**Lease Renewal or Replacement**

The following leases have expirations which require renewal or replacement during or before FY2012. When these leases are replaced, the cost of a new lease may exceed the limits set in AS 36.30.080 (c), or \$500,000 per year or \$2.5 million for the life of the lease. The Current Annual Cost is defined as the current annual lease cost of the current lease. 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 under Potential Cost of Replacement Lease with all 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 under AS 36.30.080 (c).

Lease #	Location	Agency	Current Sq Ft	Current Annual Cost	Current Lease Expiration Date	Replacement/New Lease Expiration with all Renewal Options	Potential Cost of Lease with all Renewal Options (commencing w/occupy)
Extend #1511	Juneau	F&G	82,382	\$1,193,207	6/30/10	6/30/20	\$13,147,298
Extend #1627	Juneau	DEED	30,347	\$1,133,490	6/30/10	6/30/20	\$8,594,270
Extend #1445	Anchorage	DOL	48,640	\$933,888	10/14/11	10/14/21	\$14,592,000
Replace #2566 New #2641	Anchorage	H&SS	16,401	\$373,942	2/29/16	2/28/21	\$3,739,428
Extend #2277	Juneau	H&SS	13,371	\$257,988	1/31/13	1/31/18	\$2,945,899
Extend #1201	Anchorage	H&SS	29,472	\$662,058	9/30/10	1/31/21	\$6,620,589
Extend #1444	Juneau	F&G	38,760	\$852,265	6/30/12	6/30/22	\$10,465,092
Extend #2524	Wasilla	H&SS	16,252	\$426,472	5/31/13	5/31/18	\$4,095,504

**Significant Changes in Results to be Delivered in FY2013**

In order to achieve overall lease cost savings a number of strategies will continue in FY2013. In addition to reducing the number of leased facilities, space standards will be used as a guideline to equitably reduce the amount of lease space needed. Expanded boundaries and revised lease solicitation documents will be used to decrease the lessor's requirements and overall lease rate, thus maximizing space efficiency through improved space management.

**State Owned Space**

DGS will continue to utilize State owned space over procuring lease space through the private sector; specifically, the Palmer State Office Building has 5,127 s.f. available for lease, and the Robert B. Atwood Building will have 2,536 s.f. available for lease as Suite #100 is scheduled to be vacated by its private tenant by 12/31/19 or possibly sooner.

**Key Card System**

DGS will identify a state approved access key card system to be used in all leased space allowing for conformity and

continuity.

### **Major Component Accomplishments in 2011**

- Effectively reduced the average cost of leased space by 6.40 % less than market rent.
- Renegotiated 46.67% of expired leases at lower rates.
- Continue 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.
- Managed and maintained nearly 100% occupancy in all State owned facilities.
- Operated the Linny Pacillo Parking Garage. Approximately 435 parking spaces, 10 story facility. Solely used for Atwood Building occupants and visitors and preauthorized Dena'ina Convention Center during business hours and open to the public for paid parking during non-business hours.
- Identified various building site alternatives for proposed new DOA Juneau state owned building.

### **Statutory and Regulatory Authority**

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

<b>Contact Information</b>
<p><b>Contact:</b> Vern Jones, Chief Procurement Officer, General Services <b>Phone:</b> (907) 465-5684 <b>Fax:</b> (907) 465-2189 <b>E-mail:</b> vern.jones@alaska.gov</p>

Lease Administration Component Financial Summary			
		<i>All dollars shown in thousands</i>	
	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	904.7	968.1	1,041.0
72000 Travel	25.2	19.0	19.0
73000 Services	199.2	351.3	314.1
74000 Commodities	22.7	15.2	15.2
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
<b>Expenditure Totals</b>	<b>1,151.8</b>	<b>1,353.6</b>	<b>1,389.3</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	0.2	124.9	128.2
1007 Inter-Agency Receipts	1,151.6	1,228.7	1,261.1
<b>Funding Totals</b>	<b>1,151.8</b>	<b>1,353.6</b>	<b>1,389.3</b>

Estimated Revenue Collections				
Description	Master Revenue Account	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>Unrestricted Revenues</b>				
Unrestricted Fund	68515	0.2	124.9	0.0
<b>Unrestricted Total</b>		<b>0.2</b>	<b>124.9</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Interagency Receipts	51015	1,151.6	1,228.7	1,261.1
<b>Restricted Total</b>		<b>1,151.6</b>	<b>1,228.7</b>	<b>1,261.1</b>
<b>Total Estimated Revenues</b>		<b>1,151.8</b>	<b>1,353.6</b>	<b>1,261.1</b>

**Summary of Component Budget Changes  
From FY2012 Management Plan to FY2013 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>
<b>FY2012 Management Plan</b>	<b>124.9</b>	<b>0.0</b>	<b>1,228.7</b>	<b>0.0</b>	<b>1,353.6</b>
<b>Adjustments which will continue current level of service:</b>					
-FY2013 Salary Increases	2.5	0.0	23.8	0.0	26.3
-FY2013 Health Insurance Increases	0.8	0.0	8.6	0.0	9.4
<b>FY2013 Governor</b>	<b>128.2</b>	<b>0.0</b>	<b>1,261.1</b>	<b>0.0</b>	<b>1,389.3</b>

Lease Administration Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2012 Management Plan	FY2013 Governor		
Full-time	10	11	Annual Salaries	675,266
Part-time	0	0	COLA	1,790
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	407,946
			<i>Less 4.06% Vacancy Factor</i>	(44,002)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>10</b>	<b>11</b>	<b>Total Personal Services</b>	<b>1,041,000</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Assistant II	1	0	0	0	1
Contracting Officer III	4	0	0	0	4
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
<b>Totals</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>11</b>

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

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

	FY2011 Actuals	FY2012 Conference Committee	FY2012 Authorized	FY2012 Management Plan	FY2013 Governor	FY2012 Management Plan vs FY2013 Governor
71000 Personal Services	904.7	934.7	968.1	968.1	0.0	-968.1 -100.0%
72000 Travel	25.2	19.0	19.0	19.0	0.0	-19.0 -100.0%
73000 Services	199.2	349.6	351.3	351.3	0.0	-351.3 -100.0%
74000 Commodities	22.7	15.2	15.2	15.2	0.0	-15.2 -100.0%
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>1,151.8</b>	<b>1,318.5</b>	<b>1,353.6</b>	<b>1,353.6</b>	<b>0.0</b>	<b>-1,353.6 -100.0%</b>
<b>Fund Sources:</b>						
1004 Gen Fund (UGF)	0.2	89.8	124.9	124.9	0.0	-124.9 -100.0%
1007 I/A Rcpts (Other)	1,151.6	1,228.7	1,228.7	1,228.7	0.0	-1,228.7 -100.0%
<b>Unrestricted General (UGF)</b>	<b>0.2</b>	<b>89.8</b>	<b>124.9</b>	<b>124.9</b>	<b>0.0</b>	<b>-124.9 -100.0%</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>1,151.6</b>	<b>1,228.7</b>	<b>1,228.7</b>	<b>1,228.7</b>	<b>0.0</b>	<b>-1,228.7 -100.0%</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	10	10	10	10	0	-10 -100.0%
Permanent Part Time	0	0	0	0	0	0 0.0%
Non Permanent	0	0	0	0	0	0 0.0%

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

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

	FY2011 Actuals	FY2012 Conference Committee	FY2012 Authorized	FY2012 Management Plan	FY2013 Governor	FY2012 Management Plan vs FY2013 Governor
71000 Personal Services	0.0	0.0	0.0	0.0	1,041.0	100.0%
72000 Travel	0.0	0.0	0.0	0.0	19.0	100.0%
73000 Services	0.0	0.0	0.0	0.0	314.1	100.0%
74000 Commodities	0.0	0.0	0.0	0.0	15.2	100.0%
75000 Capital Outlay	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%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1,389.3</b>	<b>100.0%</b>
<b>Fund Sources:</b>						
1004 Gen Fund (UGF)	0.0	0.0	0.0	0.0	128.2	100.0%
1007 I/A Rcpts (Other)	0.0	0.0	0.0	0.0	1,261.1	100.0%
<b>Unrestricted General (UGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>128.2</b>	<b>100.0%</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%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1,261.1</b>	<b>100.0%</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%</b>
<b>Positions:</b>						
Permanent Full Time	0	0	0	0	11	100.0%
Permanent Part Time	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Lease Administration (2304)

**RDU:** Leases (316)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2012 Conference Committee To FY2012 Authorized *****												
<b>FY2012 Conference Committee</b>												
	ConfCom	1,318.5	934.7	19.0	349.6	15.2	0.0	0.0	0.0	10	0	0
1004 Gen Fund		89.8										
1007 I/A Rcpts		1,228.7										
<b>ETS/HR Chargeback Transfer to Lease Administration ADN 02-12-0028</b>												
	Trin	0.8	0.0	0.0	0.8	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.8										

Pursuant to Section 1, Chapter 3, FSSLA 2011, pages 2, lines 22-25, \$1,328,200 is distributed to state departments and agencies in order to pay service costs charged by the Department of Administration in FY2012, primarily for Personnel and Enterprise Technology Services.

The DOA portion of \$94.4 is distributed as follows:

- Office of Administrative Hearings: .9
- Office of the Commissioner: .6
- Division of Administrative Services: 1.5
- DOA Information Technology Support: .6
- Division of Finance: 5.3
- E-Travel: 1.7
- Division of Personnel: 6.5
- Labor Relations: .6
- Purchasing: .8
- Property Management: .3
- Central Mail: 2.2
- Retirement and Benefits: 8.7
- Lease Administration: .8
- Facilities: 7.7
- Facilities Administration: .8
- Enterprise Technology Services:
- Risk Management: 2.0
- Alaska Oil and Gas Conservation Commission: 3.3
- Office of Public Advocacy: 14.7
- Public Defender Agency: 14.1
- Violent Crimes Compensation Board: .2
- Alaska Public Offices Commission: .9
- Motor Vehicles: 10.7

**ETS/HR Transfer within Department of Administration ADN 02-12-0044**

	Trin	34.3	33.4	0.0	0.9	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		34.3										

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Pursuant to Section 1, Chapter 3, FSSLA 2011, pages 2, lines 22-25, \$1,328,200 is distributed to state departments and agencies in order to pay service costs charged by the Department of Administration in FY2012. DOA's Unrealizable Fund Sources for Personal Services and DOA Internal Core Services Allocation totals \$291.2 and is shown below:												
Office of Administrative Hearings: 34.8												
Office of the Commissioner: .7												
Division of Administrative Services: .7												
DOA Information Technology Support: .6												
Division of Finance: 29.0												
E-Travel: 21.0												
Division of Personnel: 11.8												
Labor Relations: .9												
Purchasing: 1.0												
Property Management: 22.8												
Central Mail: 2.5												
Retirement and Benefits: 10.4												
Lease Administration: 34.3												
Facilities: 9.3												
Facilities Administration: 1.0												
Enterprise Technology Services: 32.4												
Risk Management: 2.4												
Alaska Oil and Gas Conservation Commission: 4.0												
Office of Public Advocacy: 29.0												
Public Defender Agency: 16.8												
Violent Crimes Compensation Board: 12.2												
Alaska Public Offices Commission: 1.0												
Motor Vehicles: 12.6												
<b>Subtotal</b>		<b>1,353.6</b>	<b>968.1</b>	<b>19.0</b>	<b>351.3</b>	<b>15.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>10</b>	<b>0</b>	<b>0</b>
***** Changes From FY2012 Authorized To FY2012 Management Plan *****												
<b>Subtotal</b>		<b>1,353.6</b>	<b>968.1</b>	<b>19.0</b>	<b>351.3</b>	<b>15.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>10</b>	<b>0</b>	<b>0</b>
***** Changes From FY2012 Management Plan To FY2013 Governor *****												
<b>Transfer Program Coordinator (02-5098), from Property Management to Facilities Administration &amp; Lease Administration</b>	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0

PCN 02-5098, Program Coordinator, is being transferred within the division from Property Management to Facilities Administration and Lease Administration (split costs).

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Administration**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Technical note - when this position was transferred and split, the ABS system loses the tracking note in the personal services module (TO and TI).												
<b>Align Authority to Comply with Vacancy Factor Guidelines</b>												
	LIT	0.0	37.2	0.0	-37.2	0.0	0.0	0.0	0.0	0	0	0
Transfer authorization of \$37.2 from contractual line to personal services line to meet acceptable vacancy percentage.												
<b>FY2013 Salary Increases</b>												
	SalAdj	26.3	26.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		2.5										
1007 I/A Rcpts		23.8										
FY2013 Salary Increases: \$26.3												
<b>FY2013 Health Insurance Increases</b>												
	SalAdj	9.4	9.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.8										
1007 I/A Rcpts		8.6										
FY2013 Health Insurance Increases: \$9.4												
<b>Totals</b>		<b>1,389.3</b>	<b>1,041.0</b>	<b>19.0</b>	<b>314.1</b>	<b>15.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Department of Administration**

**Scenario:** FY2013 Governor (9494)  
**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	GF Amount
02-5001	Division Operations Manager	FT	A	SS	Juneau	205	24D / E	2.4	*	20,552	0	0	10,504	31,056	2,795
02-5005	Chief Procurement Off	FT	A	XE	Juneau	NAA	27N / O	1.0	*	11,985	323	0	5,577	17,885	1,628
02-5010	Contracting Officer III	FT	1	GP	Anchorage	200	19D / E	10.8	**	60,197	0	0	36,283	96,480	9,166
02-5098	Program Coordinator I	FT	A	SS	Anchorage	200	18B / C	6.0	**	30,500	0	0	18,861	49,361	0
02-5108	Administrative Officer II	FT	A	SS	Juneau	205	19D / E	3.0	*	18,243	0	0	10,491	28,734	2,586
02-5127	Contracting Officer III	FT	A	GP	Anchorage	200	19G	10.8	**	64,552	0	0	37,826	102,378	9,726
02-5132	Accounting Tech III	FT	A	GG	Juneau	205	16K / L	12.0	*	69,132	0	0	41,111	110,243	2,205
02-5142	Administrative Assistant II	FT	1	SS	Anchorage	600	14B	6.0	**	24,364	0	0	16,687	41,051	3,695
02-5154	Contracting Officer III	FT	1	GP	Anchorage	200	19B / C	10.8	**	56,257	0	0	34,887	91,144	8,203
02-5155	Accounting Tech II	FT	A	GP	Juneau	205	14E / F	0.6	*	2,589	0	0	1,748	4,337	390
02-5156	Contracting Officer III	FT	A	GP	Anchorage	200	19A / B	10.8	**	54,068	0	0	34,111	88,179	8,377
02-5159	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0	*	45,445	0	0	32,716	78,161	1,563
02-5160	State Leasing & Facilities Mgr	FT	A	XE	Anchorage	NAA	23L / M	6.0	**	54,132	1,467	0	27,164	82,763	7,697
02-5162	Accountant III	FT	A	SS	Juneau	205	18A / B	12.0	*	61,170	0	0	37,783	98,953	1,979
02-5164	Office Assistant II	FT	1	GP	Anchorage	200	10B	6.0	*	16,938	0	0	14,308	31,246	625
02-5165	Contracting Officer IV	FT	1	SS	Anchorage	200	22A	10.8	**	68,263	0	0	38,686	106,949	10,160
02-5170	Accountant IV	FT	A	SS	Juneau	205	20J	2.4	*	16,879	0	0	9,203	26,082	26,082

<b>Total Positions</b>				<b>Total Salary Costs:</b>	675,266
<b>Full Time Positions:</b>	11	<b>New</b>	0	<b>Total COLA:</b>	1,790
<b>Part Time Positions:</b>	0	<b>Deleted</b>	0	<b>Total Premium Pay::</b>	0
<b>Non Permanent Positions:</b>	0		0	<b>Total Benefits:</b>	407,946
<b>Positions in Component:</b>	11		0	<b>Total Pre-Vacancy:</b>	1,085,002
				<b>Minus Vacancy Adjustment of 4.06%:</b>	(44,002)
				<b>Total Post-Vacancy:</b>	1,041,000
<b>Total Component Months:</b>	123.4			<b>Plus Lump Sum Premium Pay:</b>	0
				<b>Personal Services Line 100:</b>	1,041,000

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	96,876	92,947	8.93%
1007 Inter-Agency Receipts	988,126	948,053	91.07%
<b>Total PCN Funding:</b>	<b>1,085,002</b>	<b>1,041,000</b>	<b>100.00%</b>

**Line Item Detail**  
**Department of Administration**  
**Travel**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel		25.2	19.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>72000 Travel Detail Totals</b>			<b>25.2</b>	<b>19.0</b>	<b>0.0</b>
72110	Employee Travel (Instate)	Employee instate travel	24.6	19.0	0.0
72120	Nonemployee Travel (Instate Travel)	Non employee travel	0.6	0.0	0.0

**Line Item Detail**  
**Department of Administration**  
**Services**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services		199.2	351.3	0.0
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>73000 Services Detail Totals</b>			<b>199.2</b>	<b>351.3</b>	<b>0.0</b>
73025	Education Services	Employee training and conference fees	9.8	4.4	0.0
73050	Financial Services	Credit card fees	2.5	5.0	0.0
73075	Legal & Judicial Svc	Legal fees including attorney, court and other costs	4.1	8.0	0.0
73150	Information Technlgy	Information technology costs including software licenses and maintenance	2.3	5.0	0.0
73156	Telecommunication	Telecommunication services costs	0.9	2.6	0.0
73225	Delivery Services	Freight, courier and postage fees	2.5	5.0	0.0
73450	Advertising & Promos	Cost to publicize notices and other required postings	4.3	8.6	0.0
73650	Struc/Infstruct/Land	Repair and maintenance costs	4.8	9.0	0.0
73675	Equipment/Machinery	Office equipment repair and maintenance	2.0	5.0	0.0
73750	Other Services (Non IA Svcs)	Advertising and notices	40.7	84.6	0.0
73805	IT-Non-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Computer Services	61.8	124.6	0.0
73806	IT-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	16.5	41.9	0.0
73809	Mail	Central Mail Costs for central mail room services	0.6	1.1	0.0
73811	Building Leases	Facilities State Facility Rent	12.7	18.0	0.0
73814	Insurance	Risk Management Services provided by Risk Management	0.2	0.5	0.0
73815	Financial	Finance Chargeback costs from the Division of Finance	0.4	0.4	0.0
73816	ADA Compliance	Americans With Disabilities ADA Compliance charges from the Department of Labor and Workforce Development	0.1	0.1	0.0
73818	Training (Services-IA Svcs)	Admin Training, conferences, memberships and employee tuition	0.3	0.3	0.0

**Line Item Detail**  
**Department of Administration**  
**Services**

**Component:** Lease Administration (2304)

**RDU:** Leases (316)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor	
<b>73000 Services Detail Totals</b>			<b>199.2</b>	<b>351.3</b>	<b>0.0</b>	
73819	Commission Sales (IA Svcs)	E-Travel	US Travel service fees	0.5	0.5	0.0
73979	Mgmt/Consulting (IA Svcs)	Admin	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	32.2	26.7	0.0

**Line Item Detail**  
**Department of Administration**  
**Commodities**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities		22.7	15.2	0.0
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>74000 Commodities Detail Totals</b>			<b>22.7</b>	<b>15.2</b>	<b>0.0</b>
74200	Business	Business and office supplies	22.4	14.7	0.0
74650	Repair/Maintenance (Commodities)	Repair and maintenance supplies	0.3	0.5	0.0

**Line Item Detail**  
**Department of Administration**  
**Travel**

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel		0.0	0.0	19.0
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>72000 Travel Detail Totals</b>			<b>0.0</b>	<b>0.0</b>	<b>19.0</b>
72110	Employee Travel (Instate)	Employee instate travel	0.0	0.0	19.0
72120	Nonemployee Travel (Instate Travel)	Non employee travel	0.0	0.0	0.0

**Line Item Detail**  
**Department of Administration**  
**Services**

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services		0.0	0.0	314.1
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>73000 Services Detail Totals</b>			<b>0.0</b>	<b>0.0</b>	<b>314.1</b>
73025	Education Services	Employee training and conference fees	0.0	0.0	4.4
73050	Financial Services	Credit card fees	0.0	0.0	5.0
73075	Legal & Judicial Svc	Legal fees including attorney, court and other costs	0.0	0.0	8.0
73150	Information Technlgy	Information technology costs including software licenses and maintenance	0.0	0.0	5.0
73156	Telecommunication	Telecommunication services costs	0.0	0.0	2.6
73225	Delivery Services	Freight, courier and postage fees	0.0	0.0	5.0
73450	Advertising & Promos	Cost to publicize notices and other required postings	0.0	0.0	8.6
73650	Struc/Infstruct/Land	Repair and maintenance costs	0.0	0.0	9.0
73675	Equipment/Machinery	Office equipment repair and maintenance	0.0	0.0	5.0
73750	Other Services (Non IA Svcs)	Advertising and notices	0.0	0.0	47.8
73805	IT-Non-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Computer Services	0.0	0.0	124.6
73806	IT-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	0.0	0.0	23.6
73809	Mail	Central Mail Costs for central mail room services	0.0	0.0	1.1
73811	Building Leases	Facilities State Facility Rent	0.0	0.0	18.0
73814	Insurance	Risk Management Services provided by Risk Management	0.0	0.0	0.4
73815	Financial	Finance Chargeback costs from the Division of Finance	0.0	0.0	0.8
73816	ADA Compliance	Americans With Disabilities ADA Compliance charges from the Department of Labor and Workforce Development	0.0	0.0	0.1
73818	Training (Services-IA Svcs)	Admin Training, conferences, memberships and employee tuition	0.0	0.0	0.3

**Line Item Detail**  
**Department of Administration**  
**Services**

**Component:** Lease Administration (2304)

**RDU:** General Services (17)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor	
<b>73000 Services Detail Totals</b>			<b>0.0</b>	<b>0.0</b>	<b>314.1</b>	
73819	Commission Sales (IA Svcs)	E-Travel	US Travel service fees	0.0	0.0	0.5
73979	Mgmt/Consulting (IA Svcs)	Admin	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	0.0	0.0	44.3

**Line Item Detail**  
**Department of Administration**  
**Commodities**

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities		0.0	0.0	15.2
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
<b>74000 Commodities Detail Totals</b>			<b>0.0</b>	<b>0.0</b>	<b>15.2</b>
74200	Business	Business and office supplies	0.0	0.0	14.9
74650	Repair/Maintenance (Commodities)	Repair and maintenance supplies	0.0	0.0	0.3

**Unrestricted Revenue Detail**  
**Department of Administration**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
68515	Unrestricted Fund				0.2	124.9	0.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
68515	Unrestrict Fu Source			11100	0.2	124.9	0.0

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,151.6	1,228.7	0.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts Interagency receipts for leased space procurement and management services	Statewide	2560375	11110	0.0	77.6	0.0
59015	Office Of The Governr Interagency receipts for leased space procurement and management services	Governor's Office Leasing	2560375	11100	16.6	25.0	0.0
59020	Administration Interagency receipts for leased space procurement and management services	Lease Administration	2560375	11100	36.3	68.0	0.0
59020	Administration Interagency receipts for leased space procurement and management services	DOA Leases	2560375	11110	233.0	233.0	0.0
59030	Law Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	79.9	65.0	0.0
59040	Revenue Interagency receipts for leased space procurement and management services	Administrative Services	2560375	11110	6.7	7.0	0.0
59050	Education Interagency receipts for leased space procurement and management services	EED State Facilities Rent	2560375	11110	30.5	27.2	0.0
59060	Health & Social Svcs Interagency receipts for leased space procurement and management services	HSS State Facilities Rent	2560375	11110	256.4	233.4	0.0
59070	Labor Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	149.6	135.1	0.0
59080	Commrc & Economc Dev Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	17.0	21.8	0.0
59090	Military & Vet Affrs	Department-wide	2560375	11110	9.6	10.4	0.0

**Restricted Revenue Detail**  
**Department of Administration**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				1,151.6	1,228.7	0.0
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
	Interagency receipts for leased space procurement and management services						
59100	Natural Resources	DNR Facilities Rent/Chargeback	2560375	11110	36.3	43.4	0.0
	Interagency receipts for leased space procurement and management services						
59110	Fish & Game	F&G State Facilities Rent	2560375	11110	90.7	87.0	0.0
	Interagency receipts for leased space procurement and management services						
59120	Public Safety	AST Detachments	2560375	11100	59.1	56.1	0.0
	Interagency receipts for leased space procurement and management services						
59180	Environmental Consvn	State Support Services	2560375	11110	56.7	53.8	0.0
	Interagency receipts for leased space procurement and management services						
59200	Corrections	Department-wide	2560375	11110	32.8	41.0	0.0
	Interagency receipts for leased space procurement and management services						
59250	Dotpf Op, Tpb,& Othr	Leased Facilities	2560375	11100	38.1	41.3	0.0
	Interagency receipts for leased space procurement and management services						
59310	Legislative Affairs	Administrative Services	2560375	11110	1.1	1.3	0.0
	Interagency receipts for leased space procurement and management services						
59410	Alaska Court System	Trial Courts	2560375	11110	1.2	1.3	0.0
	Interagency receipts for leased space procurement and management services						

**Restricted Revenue Detail**  
**Department of Administration**

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

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				0.0	0.0	1,261.1
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts Interagency receipts for leased space procurement and management services	Statewide	2560375	11110	0.0	0.0	77.6
59015	Office Of The Governr Interagency receipts for leased space procurement and management services	Governor's Office Leasing	2560375	11100	0.0	0.0	25.0
59020	Administration Interagency receipts for leased space procurement and management services	Lease Administration	2560375	11100	0.0	0.0	68.0
59020	Administration Interagency receipts for leased space procurement and management services	DOA Leases	2560375	11110	0.0	0.0	265.4
59030	Law Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	0.0	0.0	65.0
59040	Revenue Interagency receipts for leased space procurement and management services	Administrative Services	2560375	11110	0.0	0.0	7.0
59050	Education Interagency receipts for leased space procurement and management services	EED State Facilities Rent	2560375	11110	0.0	0.0	27.2
59060	Health & Social Svcs Interagency receipts for leased space procurement and management services	HSS State Facilities Rent	2560375	11110	0.0	0.0	233.4
59070	Labor Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	0.0	0.0	135.1
59080	Commrc & Economc Dev Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	0.0	0.0	21.8
59090	Military & Vet Affrs	Department-wide	2560375	11110	0.0	0.0	10.4

**Restricted Revenue Detail**  
**Department of Administration**

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

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
51015	Interagency Receipts				0.0	0.0	1,261.1
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2011 Actuals</b>	<b>FY2012 Management Plan</b>	<b>FY2013 Governor</b>
	Interagency receipts for leased space procurement and management services						
59100	Natural Resources	DNR Facilities Rent/Chargeback	2560375	11110	0.0	0.0	43.4
	Interagency receipts for leased space procurement and management services						
59110	Fish & Game	F&G State Facilities Rent	2560375	11110	0.0	0.0	87.0
	Interagency receipts for leased space procurement and management services						
59120	Public Safety	AST Detachments	2560375	11100	0.0	0.0	56.1
	Interagency receipts for leased space procurement and management services						
59180	Environmental Consvn	State Support Services	2560375	11110	0.0	0.0	53.8
	Interagency receipts for leased space procurement and management services						
59200	Corrections	Department-wide	2560375	11110	0.0	0.0	41.0
	Interagency receipts for leased space procurement and management services						
59250	Dotpf Op, Tpb,& Othr	Leased Facilities	2560375	11100	0.0	0.0	41.3
	Interagency receipts for leased space procurement and management services						
59310	Legislative Affairs	Administrative Services	2560375	11110	0.0	0.0	1.3
	Interagency receipts for leased space procurement and management services						
59410	Alaska Court System	Trial Courts	2560375	11110	0.0	0.0	1.3
	Interagency receipts for leased space procurement and management services						

**Inter-Agency Services  
Department of Administration**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2012			
				FY2011 Actuals	Management Plan	FY2013 Governor	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	61.8	124.6	0.0
<b>73805 IT-Non-Telecommunication subtotal:</b>					<b>61.8</b>	<b>124.6</b>	<b>0.0</b>
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	16.5	41.9	0.0
<b>73806 IT-Telecommunication subtotal:</b>					<b>16.5</b>	<b>41.9</b>	<b>0.0</b>
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	0.6	1.1	0.0
<b>73809 Mail subtotal:</b>					<b>0.6</b>	<b>1.1</b>	<b>0.0</b>
73811	Building Leases	State Facility Rent	Intra-dept	Facilities	12.7	18.0	0.0
<b>73811 Building Leases subtotal:</b>					<b>12.7</b>	<b>18.0</b>	<b>0.0</b>
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.2	0.5	0.0
<b>73814 Insurance subtotal:</b>					<b>0.2</b>	<b>0.5</b>	<b>0.0</b>
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.4	0.4	0.0
<b>73815 Financial subtotal:</b>					<b>0.4</b>	<b>0.4</b>	<b>0.0</b>
73816	ADA Compliance	ADA Compliance charges from the Department of Labor and Workforce Development	Inter-dept	Americans With Disabilities	0.1	0.1	0.0
<b>73816 ADA Compliance subtotal:</b>					<b>0.1</b>	<b>0.1</b>	<b>0.0</b>
73818	Training (Services-IA Svcs)	Training, conferences, memberships and employee tuition	Intra-dept	Admin	0.3	0.3	0.0
<b>73818 Training (Services-IA Svcs) subtotal:</b>					<b>0.3</b>	<b>0.3</b>	<b>0.0</b>
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.5	0.5	0.0
<b>73819 Commission Sales (IA Svcs) subtotal:</b>					<b>0.5</b>	<b>0.5</b>	<b>0.0</b>
73979	Mgmt/Consulting (IA Svcs)	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	Intra-dept	Admin	32.2	26.7	0.0
<b>73979 Mgmt/Consulting (IA Svcs) subtotal:</b>					<b>32.2</b>	<b>26.7</b>	<b>0.0</b>
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	0.0	0.0	124.6
<b>73805 IT-Non-Telecommunication subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>124.6</b>
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	0.0	0.0	23.6
<b>73806 IT-Telecommunication subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>23.6</b>
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	0.0	0.0	1.1
<b>73809 Mail subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>1.1</b>
73811	Building Leases	State Facility Rent	Intra-dept	Facilities	0.0	0.0	18.0
<b>73811 Building Leases subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>18.0</b>
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.0	0.0	0.4
<b>73814 Insurance subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>0.4</b>
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.0	0.0	0.8
<b>73815 Financial subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>0.8</b>

**Inter-Agency Services  
Department of Administration**

**Component:** Lease Administration (2304)  
**RDU:** Leases (316)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2011 Actuals	FY2012		
					Management Plan	FY2013 Governor	
73816	ADA Compliance	ADA Compliance charges from the Department of Labor and Workforce Development	Inter-dept	Americans With Disabilities	0.0	0.0	0.1
<b>73816 ADA Compliance subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>0.1</b>
73818	Training (Services-IA Svcs)	Training, conferences, memberships and employee tuition	Intra-dept	Admin	0.0	0.0	0.3
<b>73818 Training (Services-IA Svcs) subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>0.3</b>
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.0	0.0	0.5
<b>73819 Commission Sales (IA Svcs) subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>0.5</b>
73979	Mgmt/Consulting (IA Svcs)	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	Intra-dept	Admin	0.0	0.0	44.3
<b>73979 Mgmt/Consulting (IA Svcs) subtotal:</b>					<b>0.0</b>	<b>0.0</b>	<b>44.3</b>
<b>Lease Administration total:</b>					<b>125.3</b>	<b>214.1</b>	<b>213.7</b>
<b>Grand Total:</b>					<b>125.3</b>	<b>214.1</b>	<b>213.7</b>