

# **State of Alaska FY2014 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 <http://omb.alaska.gov/results>.)

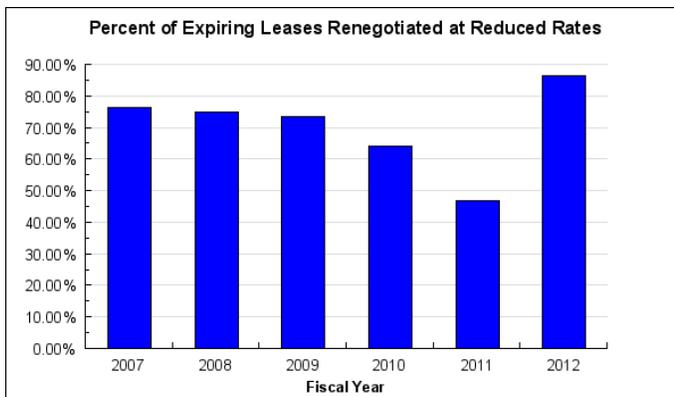
### Core Services

- 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 <http://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 2012

- Effectively reduced the average cost of leased space by 12.68% less than market rent.
- Renegotiated 86.4% of expired leases at below market 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, a 10 story facility with approximately 435 parking spaces. Solely used for Atwood Building occupants, visitors and preauthorized Dena'ina Convention Center during business hours. The garage is open to the public for paid parking during non-business hours.

### Key Component Challenges

**Space Management** - General Services will enforce revised space standards to ultimately reduce space needs and

associated expenditures. Obtain replacement space for leases expiring in FY2013, FY2014 and FY2015 (for larger leases), and obtain new or additional space for state agencies as required. We will conduct site investigations of leased and state owned space to ensure maximum efficiency and to improve space management. The agency 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, Linny Pacillo Parking Garage (ground floor), and all other Department of Administration General Services managed facilities.

**Space Standards** - The division is actively analyzing and revising the space standards developed in 2004, which are based on position descriptions to a universal space standards concept that allocates space based on the number of employees in a suite multiplied by 190 square feet. If approved, the new space standards will allow the State to release an estimated hundreds of thousands of square feet of office space in private leases.

**Contract Management**

Site inspections will be performed, and our agency will meet with State occupants and advise lessor 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.

**Linny Pacillo Parking Garage** - General Services will administer and manage the design, planning, construction and leasing of ground floor suite in the Linny Pacillo Parking Garage for Department of Revenue Permanent Fund Dividend Division, projected occupancy December 2013, and Department of Revenue Child Support Services Division, projected occupancy December 2013.

**Significant Changes in Results to be Delivered in FY2014**

**Private Leased Space** - In order to achieve overall lease cost savings a number of strategies will continue in FY2014. 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.

**Key Card System** - Department of Revenue and Enterprise Technology Systems will identify a state approved access key card system and surveillance camera system to be used in all leased space, while allowing for conformity and continuity.

**Statutory and Regulatory Authority**

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

Contact Information
<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**

*All dollars shown in thousands*

	<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	928.4	1,041.0	1,151.6
72000 Travel	23.6	19.0	38.4
73000 Services	251.4	314.1	442.3
74000 Commodities	29.7	15.2	23.3
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>1,233.1</b>	<b>1,389.3</b>	<b>1,655.6</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	124.9	128.2	128.2
1007 Interagency Receipts	1,108.2	1,261.1	1,527.4
<b>Funding Totals</b>	<b>1,233.1</b>	<b>1,389.3</b>	<b>1,655.6</b>

**Estimated Revenue Collections**

<b>Description</b>	<b>Master Revenue Account</b>	<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
<b>Unrestricted Revenues</b>				
None.		0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Interagency Receipts	51015	1,108.5	1,261.1	1,527.4
<b>Restricted Total</b>		<b>1,108.5</b>	<b>1,261.1</b>	<b>1,527.4</b>
<b>Total Estimated Revenues</b>		<b>1,108.5</b>	<b>1,261.1</b>	<b>1,527.4</b>

**Summary of Component Budget Changes  
From FY2013 Management Plan to FY2014 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>FY2013 Management Plan</b>	<b>128.2</b>	<b>0.0</b>	<b>1,261.1</b>	<b>0.0</b>	<b>1,389.3</b>
<b>Adjustments which will continue current level of service:</b>					
-FY2014 Salary and Health Insurance Increases	0.0	0.0	0.4	0.0	0.4
<b>Proposed budget increases:</b>					
-Maintain Existing Lease Administration Services	0.0	0.0	265.9	0.0	265.9
<b>FY2014 Governor</b>	<b>128.2</b>	<b>0.0</b>	<b>1,527.4</b>	<b>0.0</b>	<b>1,655.6</b>

Lease Administration Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2013 Management Plan	FY2014 Governor		
Full-time	11	11	Annual Salaries	708,905
Part-time	0	0	Premium Pay	18,903
Nonpermanent	0	0	Annual Benefits	435,404
			<i>Less 1.00% Vacancy Factor</i>	(11,612)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>11</b>	<b>11</b>	<b>Total Personal Services</b>	<b>1,151,600</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	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 (AR11786) (2304)  
**RDU:** General Services (17)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Management Plan vs FY2014 Governor	
71000 Personal Services	0.0	1,041.0	1,041.0	1,041.0	1,151.6	110.6	10.6%
72000 Travel	0.0	19.0	19.0	19.0	38.4	19.4	102.1%
73000 Services	0.0	314.1	314.1	314.1	442.3	128.2	40.8%
74000 Commodities	0.0	15.2	15.2	15.2	23.3	8.1	53.3%
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>0.0</b>	<b>1,389.3</b>	<b>1,389.3</b>	<b>1,389.3</b>	<b>1,655.6</b>	<b>266.3</b>	<b>19.2%</b>
<b>Fund Sources:</b>							
1004 Gen Fund (UGF)	0.0	128.2	128.2	128.2	128.2	0.0	0.0%
1007 I/A Rcpts (Other)	0.0	1,261.1	1,261.1	1,261.1	1,527.4	266.3	21.1%
<b>Unrestricted General (UGF)</b>	<b>0.0</b>	<b>128.2</b>	<b>128.2</b>	<b>128.2</b>	<b>128.2</b>	<b>0.0</b>	<b>0.0%</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>0.0%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>1,261.1</b>	<b>1,261.1</b>	<b>1,261.1</b>	<b>1,527.4</b>	<b>266.3</b>	<b>21.1%</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>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	0	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%

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

**Component:** Lease Administration (AR11786) (2304)  
**RDU:** Leases (316)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Management Plan vs FY2014 Governor
71000 Personal Services	928.4	0.0	0.0	0.0	0.0	0.0 0.0%
72000 Travel	23.6	0.0	0.0	0.0	0.0	0.0 0.0%
73000 Services	251.4	0.0	0.0	0.0	0.0	0.0 0.0%
74000 Commodities	29.7	0.0	0.0	0.0	0.0	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%
<b>Totals</b>	<b>1,233.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0 0.0%</b>
<b>Fund Sources:</b>						
1004 Gen Fund (UGF)	124.9	0.0	0.0	0.0	0.0	0.0 0.0%
1007 I/A Rcpts (Other)	1,108.2	0.0	0.0	0.0	0.0	0.0 0.0%
<b>Unrestricted General (UGF)</b>	<b>124.9</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0 0.0%</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>1,108.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0 0.0%</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	0	0	0	0	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 FY2013 Conference Committee To FY2013 Authorized *****												
<b>FY2013 Conference Committee</b>												
ConfCom		1,389.3	1,041.0	19.0	314.1	15.2	0.0	0.0	0.0	11	0	0
1004 Gen Fund		128.2										
1007 I/A Rcpts		1,261.1										
<b>Subtotal</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>
***** Changes From FY2013 Authorized To FY2013 Management Plan *****												
<b>Subtotal</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>
***** Changes From FY2013 Management Plan To FY2014 Governor *****												
<b>Maintain Existing Lease Administration Services</b>												
Inc		265.9	141.3	19.4	97.1	8.1	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		265.9										
<p>The Division of General Services (DGS) requests an increment of \$265.9 for the lease administration component for FY2014. The increment will partially fund one new full-time Accounting Clerk in Juneau, and phase an annual correction to DGS personal services costs allocable to the lease administration component. In addition, an increase in travel is requested for leasing contracting officers to perform site inspections and ensure lessors are in compliance with lease terms and conditions. The services increase is due to services purchased from the private sector, specifically: third-party legal services to manage ongoing litigation for street-level space in the Linny Pacillo Parking Garage (i.e. LPPG - Wildfin private lease), and retaining the services of a certified industrial hygienist to address employee health concerns in leased office space. Finally, an increase for commodities is necessary to cover projected ongoing costs for supplies and materials.</p>												
<b>FY2014 Salary and Health Insurance Increases</b>												
SalAdj		0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1007 I/A Rcpts		0.4										
<p>FY2014 Salary and Health Insurance increase : \$0.4</p> <p>FY2014 Health Insurance increase of \$59.00 per month per employee - from \$1,330 to \$1,389 per month Non-covered: \$0.4</p>												
<b>Align Authority to Comply with Vacancy Factor Guidelines</b>												
LIT		0.0	-31.1	0.0	31.1	0.0	0.0	0.0	0.0	0	0	0
<p>Transfer authorization from personal services line to the services line to meet vacancy factor guidelines.</p>												
<b>Totals</b>		<b>1,655.6</b>	<b>1,151.6</b>	<b>38.4</b>	<b>442.3</b>	<b>23.3</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Administration**

**Scenario:** FY2014 Governor (10289)  
**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-?062	Accounting Clerk	FT	1	GP	Juneau	105	10A / B	4.8	*	14,054	0	0	11,654	25,708	0
02-5001	Division Operations Manager	FT	A	SS	Juneau	205	24E / F	2.4	*	21,247	0	0	10,795	32,042	2,884
02-5005	Chief Procurement Off	FT	A	XE	Juneau	NAA	27J / K	1.0	*	10,551	0	0	5,150	15,701	1,429
02-5010	Contracting Officer III	FT	1	GP	Anchorage	200	19E	10.8	**	62,354	0	0	37,178	99,532	9,456
02-5098	Program Coordinator I	FT	1	SS	Anchorage	200	18C	6.0	**	30,848	0	0	19,049	49,897	0
02-5108	Administrative Officer II	FT	A	SS	Juneau	205	19E / F	3.0	*	18,896	0	0	10,762	29,658	2,669
02-5127	Contracting Officer III	FT	A	GP	Anchorage	200	19G / J	10.8	**	66,232	0	0	38,561	104,793	9,955
02-5132	Accounting Tech III	FT	A	GG	Juneau	205	16K / L	12.0	*	69,132	0	10,635	45,047	124,814	2,496
02-5142	Administrative Assistant II	FT	1	SS	Anchorage	600	14B	6.0	**	25,599	0	0	17,178	42,777	3,850
02-5154	Contracting Officer III	FT	1	GP	Anchorage	200	19B / C	10.8	**	56,408	0	0	35,059	91,467	8,232
02-5155	Accounting Tech II	FT	A	GP	Juneau	205	14F / G	0.6	*	2,673	0	0	1,783	4,456	401
02-5156	Contracting Officer III	FT	1	GP	Anchorage	200	19A / B	10.8	**	53,993	0	0	34,198	88,191	8,378
02-5159	Accounting Tech II	FT	1	GP	Juneau	205	14A / B	12.0	*	45,000	0	6,924	35,121	87,045	1,741
02-5160	State Leasing & Facilities Mgr	FT	A	XE	Anchorage	NAA	23M / N	6.0	**	57,294	0	0	28,759	86,053	8,003
02-5162	Accountant IV	FT	A	SS	Juneau	205	20J / K	6.0	**	48,011	0	0	25,168	73,179	1,464
02-5164	Office Assistant II	FT	1	GP	Anchorage	200	10C	6.0	*	17,460	0	1,344	15,009	33,813	676
02-5165	Contracting Officer IV	FT	1	SS	Anchorage	200	22F	10.8	**	79,650	0	0	42,889	122,539	11,641
02-5170	Accountant IV	FT	1	SS	Juneau	205	20A / B	2.4	*	14,183	0	0	8,277	22,460	22,460
02-5180	Office Assistant I	FT	1	GP	Anchorage	200	8C	6.0	*	15,320	0	0	13,767	29,087	14,544

<b>Total Positions</b>			<b>Total Salary Costs:</b>	708,905
<b>Full Time Positions:</b>	11	0	<b>Total COLA:</b>	0
<b>Part Time Positions:</b>	0	0	<b>Total Premium Pay::</b>	18,903
<b>Non Permanent Positions:</b>	0	0	<b>Total Benefits:</b>	435,404
<b>Positions in Component:</b>	11	0	<b>Total Pre-Vacancy:</b>	1,163,212
			<b>Minus Vacancy Adjustment of 1.00%:</b>	(11,612)
			<b>Total Post-Vacancy:</b>	1,151,600
<b>Total Component Months:</b>	128.2		<b>Plus Lump Sum Premium Pay:</b>	0
			<b>Personal Services Line 100:</b>	1,151,600

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	110,278	109,178	9.48%
1007 Interagency Receipts	1,052,934	1,042,422	90.52%
<b>Total PCN Funding:</b>	<b>1,163,212</b>	<b>1,151,600</b>	<b>100.00%</b>

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		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000	Travel		0.0	19.0	38.4
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>72000 Travel Detail Totals</b>			<b>0.0</b>	<b>19.0</b>	<b>38.4</b>
72110	Employee Travel (Instate)	Employee instate travel	0.0	19.0	38.4

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

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

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000	Services		0.0	314.1	442.3
Expenditure Account			FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>73000 Services Detail Totals</b>			<b>0.0</b>	<b>314.1</b>	<b>442.3</b>
73025	Education Services		0.0	4.4	4.4
73050	Financial Services		0.0	5.0	6.0
73075	Legal & Judicial Svc		0.0	8.0	13.2
73150	Information Technlgy		0.0	5.0	10.1
73156	Telecommunication		0.0	2.6	5.0
73225	Delivery Services		0.0	5.0	7.2
73450	Advertising & Promos		0.0	8.6	11.3
73650	Struc/Infstruct/Land		0.0	9.0	9.0
73675	Equipment/Machinery		0.0	5.0	45.5
73750	Other Services (Non IA Svcs)		0.0	47.8	62.4
73805	IT-Non-Telecommunication	Enterprise Technology Services	0.0	124.6	150.6
73806	IT-Telecommunication	Enterprise Technology Services	0.0	23.6	52.1
73809	Mail	Central Mail	0.0	1.1	1.1
73811	Building Leases	Facilities	0.0	18.0	18.0
73814	Insurance	Risk Management	0.0	0.4	0.4
73815	Financial	Finance	0.0	0.8	0.8
73816	ADA Compliance	Personnel	0.0	0.1	0.1
73818	Training (Services-IA Svcs)	Admin	0.0	0.3	0.3

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

**Component:** Lease Administration (2304)

**RDU:** General Services (17)

Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor	
<b>73000 Services Detail Totals</b>			<b>0.0</b>	<b>314.1</b>	<b>442.3</b>	
73819	Commission Sales (IA Svcs)	E-Travel	US Travel service fees	0.0	0.5	0.5
73979	Mgmt/Consulting (IA Svcs)	Admin	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	0.0	44.3	44.3

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

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

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities		0.0	15.2	23.3
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>74000 Commodities Detail Totals</b>			<b>0.0</b>	<b>15.2</b>	<b>23.3</b>
74200	Business	Business and office supplies	0.0	14.9	23.0
74650	Repair/Maintenance (Commodities)	Repair and maintenance supplies	0.0	0.3	0.3

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

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

<b>Line Number</b>	<b>Line Name</b>		<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
72000	Travel		23.6	0.0	0.0
<b>Expenditure Account</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
<b>72000 Travel Detail Totals</b>			<b>23.6</b>	<b>0.0</b>	<b>0.0</b>
72110	Employee Travel (Instate)	Employee instate travel	23.6	0.0	0.0

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

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

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000	Services		251.4	0.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>73000 Services Detail Totals</b>			<b>251.4</b>	<b>0.0</b>	<b>0.0</b>
73025	Education Services	Employee training and conference fees	5.5	0.0	0.0
73050	Financial Services	Credit card fees	20.0	0.0	0.0
73075	Legal & Judicial Svc	Legal fees including attorney, court and other costs	0.5	0.0	0.0
73150	Information Technlgy	Information technology costs including software licenses and maintenance	5.2	0.0	0.0
73156	Telecommunication	Telecommunication services costs	0.6	0.0	0.0
73225	Delivery Services	Freight, courier and postage fees	3.4	0.0	0.0
73450	Advertising & Promos	Cost to publicize notices and other required postings	1.2	0.0	0.0
73650	Struc/Infstruct/Land	Repair and maintenance costs	61.9	0.0	0.0
73675	Equipment/Machinery	Office equipment repair and maintenance	3.3	0.0	0.0
73750	Other Services (Non IA Svcs)	Advertising and notices	31.5	0.0	0.0
73805	IT-Non-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Computer Services	34.0	0.0	0.0
73806	IT-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	17.5	0.0	0.0
73809	Mail	Central Mail Costs for central mail room services	0.6	0.0	0.0
73811	Building Leases	Facilities State Facility Rent	16.5	0.0	0.0
73814	Insurance	Risk Management Services provided by Risk Management	0.2	0.0	0.0
73815	Financial	Finance Chargeback costs from the Division of Finance	0.4	0.0	0.0
73816	ADA Compliance	Americans With Disabilities	0.1	0.0	0.0
73819	Commission Sales (IA Svcs)	E-Travel US Travel service fees	0.4	0.0	0.0

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

**Component:** Lease Administration (2304)

**RDU:** Leases (316)

Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>73000 Services Detail Totals</b>			<b>251.4</b>	<b>0.0</b>	<b>0.0</b>
73821	Hearing/Mediation (IA Svcs)	Administrative Hearings	16.7	0.0	0.0
73979	Mgmt/Consulting (IA Svcs)	Admin Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	31.9	0.0	0.0

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

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

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities		29.7	0.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
<b>74000 Commodities Detail Totals</b>			<b>29.7</b>	<b>0.0</b>	<b>0.0</b>
74200	Business	Business and office supplies	29.6	0.0	0.0
74650	Repair/Maintenance (Commodities)	Repair and maintenance supplies	0.1	0.0	0.0

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

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

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
51015	Interagency Receipts				0.0	1,261.1	1,527.4
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
51015	Interagency Receipts Interagency receipts for leased space procurement and management services	Statewide	2560375	11110	0.0	77.6	153.4
59015	Office Of The Governr Interagency receipts for leased space procurement and management services	Governor's Office Leasing	2560375	11100	0.0	25.0	21.8
59020	Administration Interagency receipts for leased space procurement and management services	Lease Administration	2560375	11100	0.0	68.0	99.4
59020	Administration Interagency receipts for leased space procurement and management services	DOA Leases	2560375	11110	0.0	265.4	280.4
59030	Law Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	0.0	65.0	78.1
59040	Revenue Interagency receipts for leased space procurement and management services	Administrative Services	2560375	11110	0.0	7.0	9.3
59050	Education Interagency receipts for leased space procurement and management services	EED State Facilities Rent	2560375	11110	0.0	27.2	32.6
59060	Health & Social Svcs Interagency receipts for leased space procurement and management services	HSS State Facilities Rent	2560375	11110	0.0	233.4	303.9
59070	Labor Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	0.0	135.1	154.7
59080	Commrc & Economc Dev Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	0.0	21.8	21.1
59090	Military & Vet Affrs	Department-wide	2560375	11110	0.0	10.4	10.8

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

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

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
51015	Interagency Receipts				0.0	1,261.1	1,527.4
<b>Detail Information</b>							
<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
	Interagency receipts for leased space procurement and management services						
59100	Natural Resources	DNR Facilities Rent/Chargeback	2560375	11110	0.0	43.4	45.8
	Interagency receipts for leased space procurement and management services						
59110	Fish & Game	F&G State Facilities Rent	2560375	11110	0.0	87.0	109.6
	Interagency receipts for leased space procurement and management services						
59120	Public Safety	AST Detachments	2560375	11100	0.0	56.1	66.1
	Interagency receipts for leased space procurement and management services						
59180	Environmental Consvn	State Support Services	2560375	11110	0.0	53.8	62.2
	Interagency receipts for leased space procurement and management services						
59200	Corrections	Department-wide	2560375	11110	0.0	41.0	33.2
	Interagency receipts for leased space procurement and management services						
59250	Dotpf Op, Tpb,& Othr	Leased Facilities	2560375	11100	0.0	41.3	42.4
	Interagency receipts for leased space procurement and management services						
59310	Legislative Affairs	Administrative Services	2560375	11110	0.0	1.3	1.3
	Interagency receipts for leased space procurement and management services						
59410	Alaska Court System	Trial Courts	2560375	11110	0.0	1.3	1.3
	Interagency receipts for leased space procurement and management services						

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

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

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
51015	Interagency Receipts				1,108.5	0.0	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>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
59015	Office Of The Governr Interagency receipts for leased space procurement and management services	Governor's Office Leasing	2560375	11100	18.8	0.0	0.0
59020	Administration Interagency receipts for leased space procurement and management services	DOA Leases	2560375	11110	114.9	0.0	0.0
59030	Law Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	78.1	0.0	0.0
59040	Revenue Interagency receipts for leased space procurement and management services	Administrative Services	2560375	11110	9.2	0.0	0.0
59050	Education Interagency receipts for leased space procurement and management services	EED State Facilities Rent	2560375	11110	35.0	0.0	0.0
59060	Health & Social Svcs Interagency receipts for leased space procurement and management services	HSS State Facilities Rent	2560375	11110	303.9	0.0	0.0
59070	Labor Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	154.7	0.0	0.0
59080	Commrc & Economc Dev Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	21.1	0.0	0.0
59090	Military & Vet Affrs Interagency receipts for leased space procurement and management services	Department-wide	2560375	11110	10.9	0.0	0.0
59100	Natural Resources Interagency receipts for leased space procurement and management services	DNR Facilities Rent/Chargeback	2560375	11110	45.8	0.0	0.0
59110	Fish & Game	F&G State Facilities Rent	2560375	11110	109.6	0.0	0.0

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

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

<b>Master Account</b>	<b>Revenue Description</b>				<b>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
51015	Interagency Receipts				1,108.5	0.0	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>FY2012 Actuals</b>	<b>FY2013 Management Plan</b>	<b>FY2014 Governor</b>
	Interagency receipts for leased space procurement and management services						
59120	Public Safety	AST Detachments	2560375	11100	66.2	0.0	0.0
	Interagency receipts for leased space procurement and management services						
59180	Environmental Consvn	State Support Services	2560375	11110	62.2	0.0	0.0
	Interagency receipts for leased space procurement and management services						
59200	Corrections	Department-wide	2560375	11110	33.2	0.0	0.0
	Interagency receipts for leased space procurement and management services						
59250	Dotpf Op, Tpb,& Othr	Leased Facilities	2560375	11100	42.4	0.0	0.0
	Interagency receipts for leased space procurement and management services						
59310	Legislative Affairs	Administrative Services	2560375	11110	1.3	0.0	0.0
	Interagency receipts for leased space procurement and management services						
59410	Alaska Court System	Trial Courts	2560375	11110	1.2	0.0	0.0
	Interagency receipts for leased space procurement and management services						

**Inter-Agency Services  
Department of Administration**

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

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2012 Actuals	FY2013	FY2014 Governor	
					Management Plan		
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	0.0	124.6	150.6
				<b>73805 IT-Non-Telecommunication subtotal:</b>	<b>0.0</b>	<b>124.6</b>	<b>150.6</b>
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	0.0	23.6	52.1
				<b>73806 IT-Telecommunication subtotal:</b>	<b>0.0</b>	<b>23.6</b>	<b>52.1</b>
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	0.0	1.1	1.1
				<b>73809 Mail subtotal:</b>	<b>0.0</b>	<b>1.1</b>	<b>1.1</b>
73811	Building Leases	State Facility Rent	Intra-dept	Facilities	0.0	18.0	18.0
				<b>73811 Building Leases subtotal:</b>	<b>0.0</b>	<b>18.0</b>	<b>18.0</b>
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.0	0.4	0.4
				<b>73814 Insurance subtotal:</b>	<b>0.0</b>	<b>0.4</b>	<b>0.4</b>
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.0	0.8	0.8
				<b>73815 Financial subtotal:</b>	<b>0.0</b>	<b>0.8</b>	<b>0.8</b>
73816	ADA Compliance	ADA Compliance charges from the Department of Admin, Division of Personnel	Intra-dept	Personnel	0.0	0.1	0.1
				<b>73816 ADA Compliance subtotal:</b>	<b>0.0</b>	<b>0.1</b>	<b>0.1</b>
73818	Training (Services-IA Svcs)	Training, conferences, memberships and employee tuition	Intra-dept	Admin	0.0	0.3	0.3
				<b>73818 Training (Services-IA Svcs) subtotal:</b>	<b>0.0</b>	<b>0.3</b>	<b>0.3</b>
73819	Commission Sales (IA Svcs)	US Travel service fees	Intra-dept	E-Travel	0.0	0.5	0.5
				<b>73819 Commission Sales (IA Svcs) subtotal:</b>	<b>0.0</b>	<b>0.5</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	44.3	44.3
				<b>73979 Mgmt/Consulting (IA Svcs) subtotal:</b>	<b>0.0</b>	<b>44.3</b>	<b>44.3</b>
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	34.0	0.0	0.0
				<b>73805 IT-Non-Telecommunication subtotal:</b>	<b>34.0</b>	<b>0.0</b>	<b>0.0</b>
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	17.5	0.0	0.0
				<b>73806 IT-Telecommunication subtotal:</b>	<b>17.5</b>	<b>0.0</b>	<b>0.0</b>
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	0.6	0.0	0.0
				<b>73809 Mail subtotal:</b>	<b>0.6</b>	<b>0.0</b>	<b>0.0</b>
73811	Building Leases	State Facility Rent	Intra-dept	Facilities	16.5	0.0	0.0
				<b>73811 Building Leases subtotal:</b>	<b>16.5</b>	<b>0.0</b>	<b>0.0</b>
73814	Insurance	Services provided by Risk Management	Intra-dept	Risk Management	0.2	0.0	0.0
				<b>73814 Insurance subtotal:</b>	<b>0.2</b>	<b>0.0</b>	<b>0.0</b>
73815	Financial	Chargeback costs from the Division of Finance	Intra-dept	Finance	0.4	0.0	0.0
				<b>73815 Financial subtotal:</b>	<b>0.4</b>	<b>0.0</b>	<b>0.0</b>

**Inter-Agency Services  
Department of Administration**

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

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2012 Actuals	FY2013	
					Management Plan	FY2014 Governor
73816	ADA Compliance	Inter-dept	Americans With Disabilities	0.1	0.0	0.0
<b>73816 ADA Compliance subtotal:</b>				<b>0.1</b>	<b>0.0</b>	<b>0.0</b>
73819	Commission Sales (IA Svcs)	Intra-dept	E-Travel	0.4	0.0	0.0
<b>73819 Commission Sales (IA Svcs) subtotal:</b>				<b>0.4</b>	<b>0.0</b>	<b>0.0</b>
73821	Hearing/Mediation (IA Svcs)	Intra-dept	Administrative Hearings	16.7	0.0	0.0
<b>73821 Hearing/Mediation (IA Svcs) subtotal:</b>				<b>16.7</b>	<b>0.0</b>	<b>0.0</b>
73979	Mgmt/Consulting (IA Svcs)	Intra-dept	Admin	31.9	0.0	0.0
<b>73979 Mgmt/Consulting (IA Svcs) subtotal:</b>				<b>31.9</b>	<b>0.0</b>	<b>0.0</b>
<b>Lease Administration total:</b>				<b>118.3</b>	<b>213.7</b>	<b>268.2</b>
<b>Grand Total:</b>				<b>118.3</b>	<b>213.7</b>	<b>268.2</b>