

Alaska State Legislature

Legislative Affairs Agency

Office of the Executive Director


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MEMORANDUM

TO: Representative Sara Hannan, Chair
Legislative Council

FROM: Jessica Geary 
Executive Director

DATE: August 20, 2025

SUBJECT: Capitol Mailroom Relocation Follow-up

The Agency seeks direction from Legislative Council regarding the proposed relocation of the Capitol mailroom, a project currently on hold due to lack of funding.

Background

On December 12, 2024, Legislative Council approved a plan to enhance Capitol Complex security by relocating the Capitol mailroom offsite, with the goal of having it fully operational by the 2026 legislative session. This approval included annual operating budget increments of \$292.0 for Administrative Services and \$32.1 for State Facilities Rent, for a total of \$324.1.

Funding Status

Following Council's approval, approximately \$30.0 was spent preparing the new space. However, the Senate Finance Committee denied the budget increments, and they were not restored in Conference Committee. As a result, all work stopped once the budget was finalized. Only a few tasks remain to make the space fully operational.

Current Capacity

During this process, the Agency also reviewed legislative storage space. As a result, the Agency has two offsite spaces sufficient to meet legislative storage needs, including capacity for an offsite mailroom.

Decision Needed

- If Council wishes to proceed with relocating the mailroom, an alternative funding source must be identified. One option is a permanent transfer from existing legislative appropriations that regularly lapse each year, which would support personnel and operating expenses without increasing the overall legislative budget.
- If Council determines that relocation is no longer a security priority, the Agency will maintain sufficient offsite storage while keeping mailroom operations in the Capitol.

Thank you for your consideration.

NOTE: A detailed confidential memo dated December 6, 2024, with the original recommendation to relocate the mailroom offsite will be made available during Executive Session.