
2009 ANNUAL FACILITIES INVENTORY SYSTEM SUMMARY

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OVERVIEW

REQUIREMENT AND PURPOSE

The state of Washington owns and leases facilities to house state agencies. This represents a significant financial investment by the citizens of Washington. In an effort to monitor this investment, the Office of Financial Management (OFM) has responsibility for the completion of the Facilities Inventory System (FIS) Report, as prescribed in [RCW 43.82.150](#).

This document is a summary of the data reported by agencies in the 2009 FIS.

2009 FACILITIES INVENTORY SYSTEM (FIS) RESULTS

The 2009 FIS documents all facilities owned and leased by state agencies. The reporting period for this data was fall 2009. The [2009 FIS Instructions](#) define a facility as a constructed asset with a permanent roof, which is for the shelter of persons, animals, plants, materials, or equipment.

During this period, state agencies reported approximately 91,866,000 square feet of owned facilities and 13,790,000 square feet of leased facilities totaling 105,656,000 square feet. 91 agencies reported facilities¹. State facilities were located in every county with Columbia County having the fewest (11) and King County having the most (1,328). All legislative districts contained state facilities.

The 2009 FIS contains the following major improvements:

- More consistent definitions and clearer instructions
- Elimination of duplicate records, by setting better expectations for the agency reporting
- More accurate information on location, by collaborating with the Military Department
- Ownership information, as required by modifications to the law in 2007

The 2009 FIS report made great strides in improvement. However, it is unlikely that the 2009 FIS report is a complete record of all facilities. The report is dependent on accurate data from agencies and the ability to independently validate the information supplied.

The complete 2009 inventory, including the facility owner, location, type, condition, size of each facility, and other pertinent facility data is available at <http://www.ofm.wa.gov/budget/fis.asp>.

The Facilities Inventory System report will be used to inform the development of the 2011-2017 Six-Year Facilities Plan and conduct other analysis related to facilities as necessary.

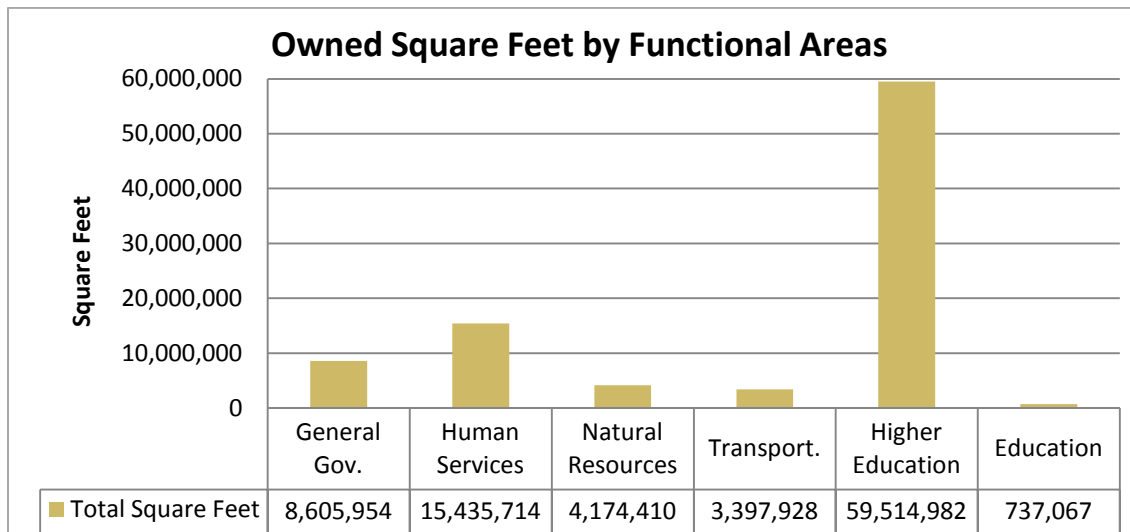
¹143 agencies were contacted. Of that group, 28 had no facilities, and 24 were not required to report per RCW 15.04.200 yielding 91 reporting agencies.

SUMMARY OF OWNED INVENTORY

Thirty-three agencies reported 7,222 owned facilities totaling 91,866,000 square feet. Based on square footage, the owned inventory represents 87 percent of the state’s total facilities inventory.

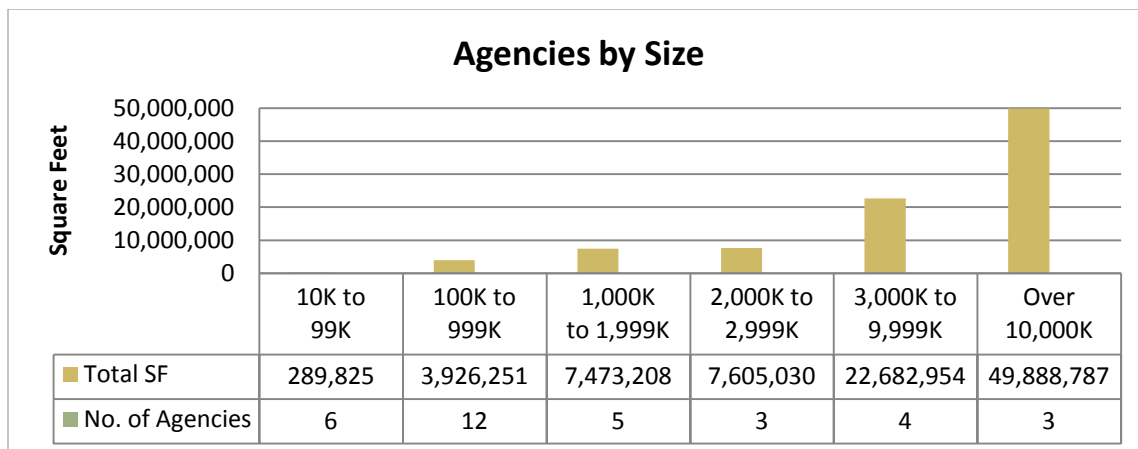
OWNED SQUARE FOOTAGE BY FUNCTIONAL AREA

The table below depicts the total owned square feet by functional area². Higher Education represented the largest single functional area with 2,628 owned facilities totaling 59,515,000 square feet or 65 percent of all state owned facilities.



OWNED SQUARE FOOTAGE BY AGENCY SIZE

The table below depicts six agency size categories and the associated square footage for each category.

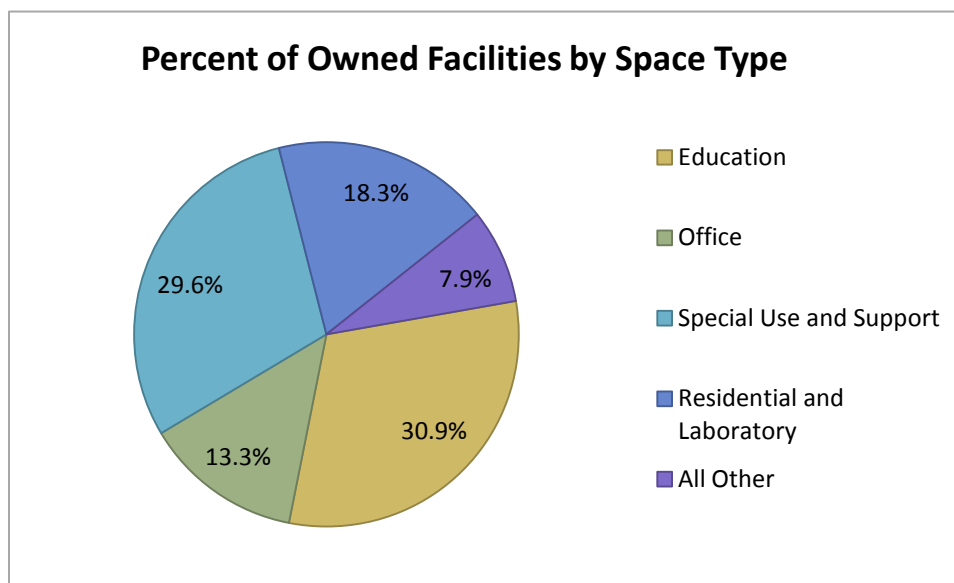


² Functional Areas as per the SAAM Manual Definitions; <http://www.ofm.wa.gov/policy/default.asp>.

The two largest agency size categories represent 79 percent of the total owned square footage. The category for agencies with over 10 million square feet includes, in order of size, the University of Washington, the State Board for Community and Technical Colleges, and Washington State University. The next largest category includes, in order of size, the Department of Corrections, Department of Social and Health Services, General Administration, and Central Washington University.

SPACE TYPES OF OWNED FACILITIES

Space type, or primary use, was organized into ten major categories which were further refined into 35 subcategories. FIS defines primary use as more than 60 percent of the facility space dedicated to one category. The pie chart below depicts the percentage of facilities by space type.



LOCATION OF OWNED FACILITIES

All 39 counties have state owned facilities ranging from eight in Columbia County to 995 in King County. King, Pierce, Whitman, Spokane and Thurston Counties have the highest density of facilities with each having over 340 facilities.

Number of Facilities	Number of Counties
340 plus	5
200 to 339	4
100 to 199	17
50 to 99	5
0 to 49	8

AGE AND CONDITION OF OWNED FACILITIES

The state owns 40 buildings constructed before 1900 and 91 constructed between 1901 and 1910 for a total of 131 facilities over one-hundred years old. The oldest reported owned building was constructed in 1828.

Owned facilities condition was overall rated positive as shown below.

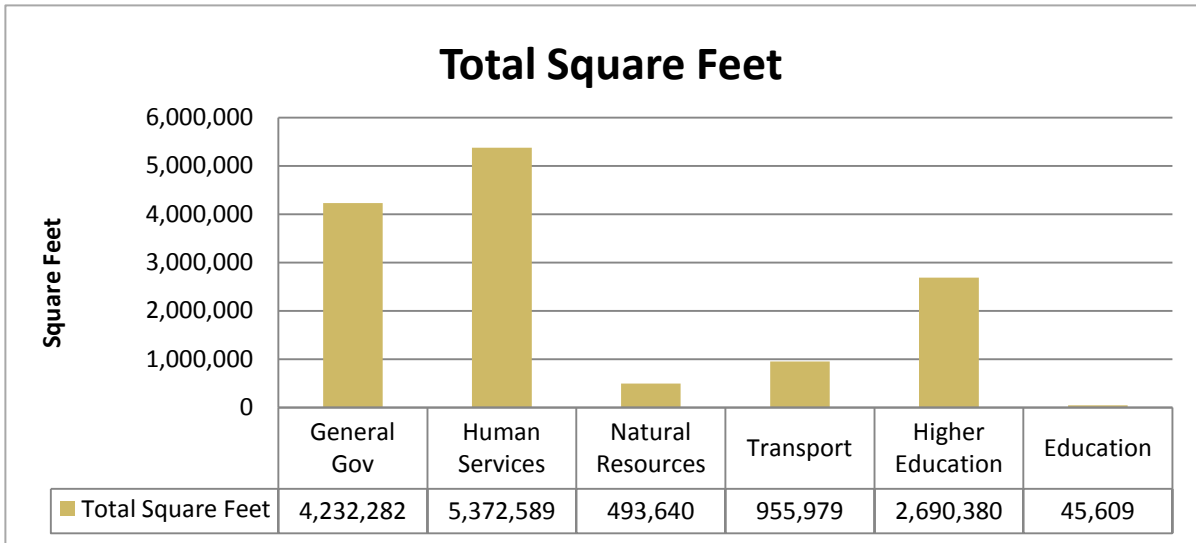
Facility Condition Rating	Percent of Facilities
Superior	20
Adequate	35.8
Fair	26.5
Limited Functionality	4.8
Marginal Functionality	3.8
Not assessed	9.1

SUMMARY OF LEASED INVENTORY

Eighty-six agencies reported 1,332 leased facilities totaling 13,790,000 square feet. Based on square footage, the state’s leased inventory represents 13 percent of the total state facilities inventory.

LEASED SQUARE FOOTAGE BY FUNCTIONAL AREA

The following table depicts the total leased square feet by functional area³. Human Services represented the largest single functional area with 374 leased facilities totaling 5,373,000 square feet or 30.9 percent of all state leased facilities. General Government represents the second largest functional area with 416 leased facilities totaling 4,232,000 square feet or 30.7 percent of all state leased facilities.



MAJOR AGENCY USERS OF LEASED FACILITIES

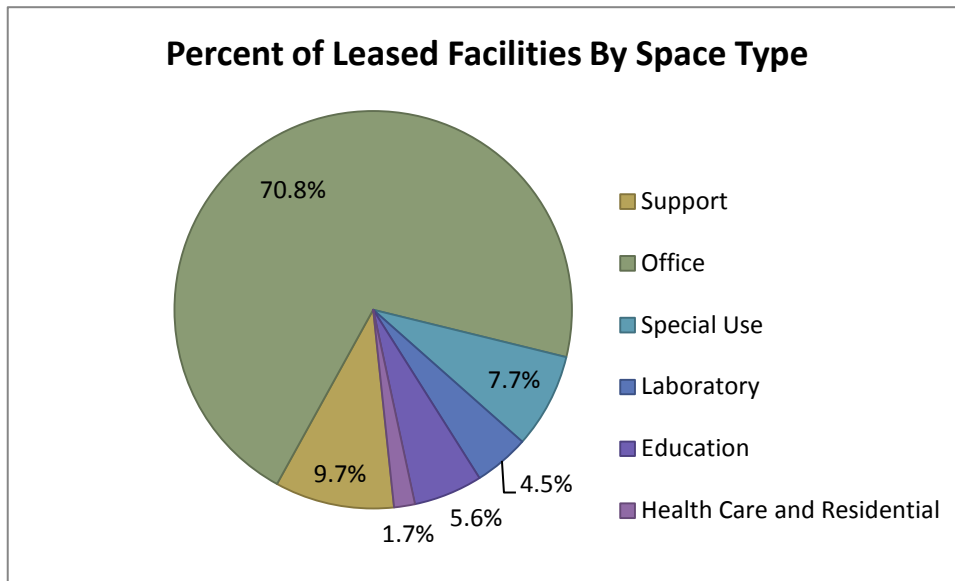
The top three leasing agencies are the Department of Social and Health Services, the University of Washington, and the Liquor Control Board. Each agency has over 100 leases. The State Board for Community and Technical College and the Department of Corrections each have over 75 leases.

Number of Leases	Number of Agencies
100 plus	3
75 to 99	2
50-75	4
10-49	12
2-9	28
1	37

³ Functional Areas as per the SAAM Manual Definitions available at: <http://www.ofm.wa.gov/policy/default.asp>.

SPACE TYPES OF LEASED FACILITIES

As noted in the owned section above, Space type, or primary use, was organized into ten major categories which were further refined into 35 subcategories. FIS defines primary use as more than 60 percent of the facility space dedicated to one category. Lease space is dominated by office space. A pie chart with a breakdown by space type is provided below.



Three lease space types were not reported in 2009; study, general, and unclassified.

LOCATION OF LEASED FACILITIES

There are 36 counties with state leased facilities. King County has 333 facilities and Thurston County has 216 facilities.

Number of Facilities	Number of Counties
100 plus	2
50 to 99	4
100 to 199	17
50 to 99	5
0	3

AGE AND CONDITION OF LEASED FACILITIES

The longest continued occupancy in a leased facility is 55 years. The facility is owned by the city of Lynnwood and leased by Edmonds Community College, which began in 1955. There are three leased facilities that the state began occupying in the 1960's, 18 in the 1970's, 71 in the 1980's, and 352 in the 1990's.

Leased facility conditions were overall rated positive, as shown in the following chart. However, a large portion of the leased facilities were not assessed, highlighting the need for additional facility assessments.

Facility Condition Rating	Percent of Facilities
Superior	5
Adequate	52.2
Fair	5.9
Limited Functionality	2.3
Marginal Functionality	1.3
Not assessed	33.4

DESCRIPTION OF REAL ESTATE AUTHORITY

There are three primary real estate authorities defined in FIS in alignment with current state laws:⁴ the Department of General Administration, state agencies leasing through statutory exemption or delegation from General Administration, and Higher Education. Of the 1,332 leased facilities reported, 674 (50.6 percent) were GA leases, 433 (32.4 percent) were agency leases, and 225 (17.0 percent) were Higher Education leases.

COSTS OF LEASED FACILITIES (RENT AND SERVICES)

Rent

Based on the data supplied in FIS, the state pays approximately \$235.2 million annually for leases. This cost represents the contractual obligation only and does not include services paid outside of the lease, such as utilities.

The following table is a high-level summary of the annual lease cost by real estate authority, the total square feet leased, and the average cost per square foot.

Real Estate Authority	Annual Rent	Total Square Feet	Average Cost Per Square Foot
General Administration	\$166,602,900	9,689,077	\$17.19
State Agency	\$ 20,531,000	2,090,810	\$ 9.82
Higher Education	\$ 48,082,800	2,010,113	\$23.92

While this is a very high-level summary of the costs of leases, variance in the average cost per square footage may be due to quality of space, type of space leased, length of lease term or other terms and conditions negotiated in the lease.

⁴ Exemptions from the use of Department of General Administration are defined in RCW 43.82.010 (13), RCW 15.04.200, and RCW 28B.10.020.

Services

There are 13 categories for additional services paid above the base lease rate, however, this section lacked much of the requested data. Six agencies did not report services paid accounting for 4.2 percent of the total reported leases. Ten percent of the reported facilities left categories blank or reported not applicable. For example, the recycling category was blank or not applicable 69.1 percent of the time.

Even with the lack of complete data some generalities can be drawn. Owners typically pay for costs such as assessment, storm water, property taxes, and insurance. Lessees pay for energy (natural gas and electricity) costs approximately half of the time, sewer and janitorial (including restroom supplies) more than half of the time.

The table below depicts the percentage of each service paid by the state and by the owner.

Services	Percent Paid By State	Percent Paid By Owner	Percent N/A or Blank
Assessment	0.0%	85.5%	14.5%
Bulbs/Tubes	32.8%	55.8%	11.4%
Natural Gas	49.2%	35.4%	15.4%
Electric	54.7%	34.9%	10.4%
Garbage	40.8%	48.2%	11.0%
Insurance	1.9%	84.5%	13.6%
Janitorial	56.9%	32.9%	10.2%
Restroom Supply	54.7%	33.9%	11.5%
Sewer	35.2%	53.6%	11.2%
Storm Water	6.6%	82.9%	10.5%
Property Tax	0.8%	85.2%	14.0%
Water	36.5%	52.3%	11.2%
Recycling/Composting	24.3%	6.6%	69.1%

OTHER KEY LEASE TERMS AND CONDITIONS

In addition to rent and services information, two other key pieces of lease contract information are collected: cancellation clauses and amortized tenant improvements.

Cancellation Clauses

Below is a table that depicts the percentage of leases that include a cancellation clause.

Real Estate Authority	Cancellation Clause Included	No Cancellation Clause	Not Reported
General Administration	30.4%	45.4%	24.2%
State Agency	47.6%	24.0%	28.4%
Higher Education	7.1%	88.5%	4.4%

Amortized Tenant Improvements (TIs)

TIs are improvements made at the request of the tenant above and beyond the standard improvements made when acquiring a space. This may include additional walls, secured entrances, information technology or electrical requirements, or other renovations. An amortized TI includes costs in the lease contract as additional monthly payments to the lessor. These additional monthly payments include interest.

The following table depicts the percentage of leases that include reported amortized TIs.

Real Estate Authority	Amortized TI's Included	No Amortized TI's
General Administration	6%	94.0%
State Agency	.4%	99.6%
Higher Education	7.1%	88.5%

Of the 1,332 current leases documented in FIS, 49 reported having amortized TI costs. In 2005 there was a spike in leases negotiated with amortized TIs with a total of 17 leases with amortized TIs. The Department of Social and Health Services signed 11 of these leases. The overall average for amortized TIs is four per year. Excluding the 2005 spike, this number drops to three leases with amortized TIs, and the average for the past three years has been two TI per year.

Amortization of TIs in leased contracts is discouraged by OFM due to the high cost of interest incurred, typically around 8.5 percent. The state has nearly eliminated this practice in the past two years with the exception of emergency situations.

MAJOR CHANGES AND IMPROVEMENTS

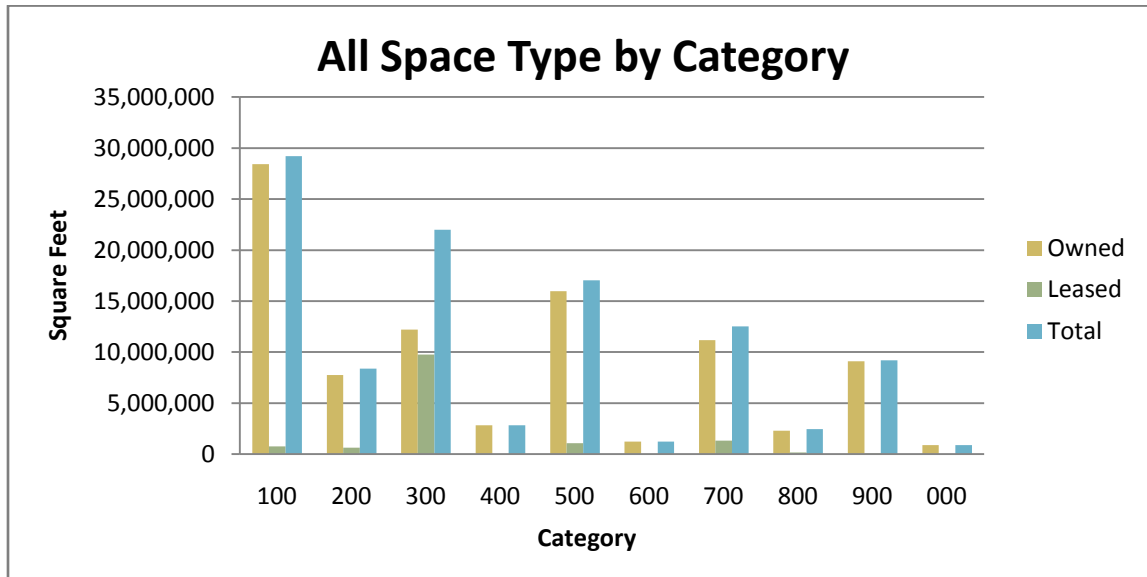
There are major differences between the FIS report submitted in 2007 and 2009 FIS report. The first is the definition of facilities to be inventoried based on the 2007 RCW. By clearly defining a facility, many records were removed from the inventory in 2009, including boat ramps, temporary salt sheds, and utilities.

The second change was the elimination of duplicate records. In past FIS reports, a subleasing agency reported the sublease while the master leasing agency reported the total leased space, thereby reporting the same space twice. These changes and others reduced the number of facilities reported by 3,082. A total of 8,554 facilities were reported in 2009, compared to 11,636 facilities reported in 2007.

The 2009 FIS report increased space type categories from 12 to 35 categories organized into ten major categories. The ten major categories are:

- 100 Educational
- 200 Laboratory
- 300 Office
- 400 Study
- 500 Special Use
- 600 General
- 700 Support
- 800 Health Care
- 900 Residential
- 000 Unclassified Use

All categories were employed in 2009 as shown in the following table.



Additionally, the 2009 FIS report used a modified version of the U.S. Department of Education Facility Maintenance Condition Matrix as the condition assessment tool. This tool uses the same 1 to 5 scaling as previously used but adds nine descriptive subcategories in order to assist agencies. The FIS Condition Matrix provides a general sense of each facility's condition. It should be noted that the FIS condition matrix is not a substitute for an extensive detailed building assessment process.

OTHER CHANGES TO THE FIS SURVEY METHODOLOGY

All agencies, departments, boards, commissions, and institutions of the state of Washington were contacted by OFM's Facilities Oversight Section in order to assist agencies in completing their facility inventory:

- Of the 143 agencies that were contacted, 28 had no facilities and 24 were not required to report per [RCW 15.04.200](#).
- The remaining 91 reporting agencies ranged in size from an agency with one facility of 889 square feet to an agency with 730 facilities totaling 20.8 million square feet.
- New instructions, a statewide training session, and individual support by facilities analysts were provided to all agencies.
- All reported inventories were analyzed for accuracy.

The 2009 report is redesigned to improve reporting accuracy and to support data verification:

- The inventory is separated into two Excel worksheets; state-owned and leased facility assets.
- United States Postal Services addressing system and Geographic Information System latitude and longitude coordinates are standardized for facilities.
- Facility size, space type, and condition matrix are redefined and expanded.
- The leased data is expanded to include ownership information, detailed lease costs, and lease service information.

All FIS reporting details are available at: <http://www.ofm.wa.gov/budget/fis.asp>.

FUTURE SYSTEM IMPROVEMENTS

In September 2008, OFM submitted to the Legislature the [Facilities Inventory System Report](#) for improving FIS reporting. The report recommended replacing the current Excel style system with an interactive web based system. Due to the current economic downturn, the development of a new system was deferred and the 2009 FIS was conducted using a redesigned Excel format. An interactive web based system would:

- Improve analysis of state resources
- Provide detailed facility locations to the public via the internet
- Improve agency FIS reporting
- Improve agency ability to explore collocation opportunities

OFM is exploring a unique identifying numbering system for state facilities. This identifier could be used in FIS as well as other data systems, such as fiscal systems and lease management systems. This would allow the state to:

- Conduct a more robust analysis of space management (including six-year planning, space utilization, and collocation)
- Identify and manage the cost of lease and operating expenses in both leased and owned facilities
- Track facilities changes over time

In addition, consolidating information through the creation of true Facilities Inventory System and creating a numbering system could be used for additional reporting and analysis requirements. Examples of these requirements include:

- Higher Education Comparable Framework managed by OFM Capital Budget
- Insurance acquisition of state facilities managed by OFM Risk Management
- Ten-year capital planning and budget development managed by OFM Capital Budget
- Lease negotiation and administration process managed by General Administration
- Operating budget development managed OFM Budget Division
- Comprehensive Emergency Management Planning (CEMP), State Hazard Mitigation Plan, and Homeland Security managed by Military Department
- Growth management planning around essential public facilities managed by local jurisdictions

QUESTIONS/COMMENTS

For questions about the FIS process, instructions, or results, or to provide feedback, contact these OFM staff members:

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APPENDIX: FACILITIES DEMOGRAPHICS BY AGENCY

The following chart is a summary by agency of the total facilities and total square footage (by leased and owned facilities) for all types of facilities. The percentage of total inventory is also provided based on the total square footage.

Agency Title	Number of Owned Facilities	Number of Leased Facilities	Total Number of Facilities	Total Owned Square Footage	Total Leased Square Footage	Total Square Footage	Percent of Total Inventory
University of Washington	561	171	732	19,152,722	1,621,097	20,773,819	19.66%
Community and Technical College System	872	75	947	18,175,526	801,393	18,976,919	17.96%
Washington State University	897	5	902	12,560,539	34,767	12,595,306	11.92%
Department of Corrections	740	72	812	8,691,336	457,144	9,148,480	8.66%
Department of Social and Health Services	507	188	695	5,454,745	3,229,630	8,684,375	8.22%
Department of General Administration	84	7	91	5,402,200	480,063	5,882,263	5.57%
Central Washington University	89	3	92	3,134,673	39,538	3,174,211	3.00%
Department of Transportation	823	51	874	2,743,532	405,542	3,149,074	2.98%
Eastern Washington University	70	9	79	2,758,112	34,271	2,792,383	2.64%
Military Department	154	84	238	1,514,074	666,821	2,180,895	2.06%
Western Washington University	71	7	78	2,103,386	55,198	2,158,584	2.04%
State Parks and Recreation Commission	1,023	17	1,040	1,652,171	83,003	1,735,174	1.64%
The Evergreen State College	67	2	69	1,570,702	37,360	1,608,062	1.52%
State Convention and Trade Center	1	1	2	1,336,159	218,000	1,554,159	1.47%
Department of Fish and Wildlife	747	33	780	1,400,102	141,222	1,541,324	1.46%
Liquor Control Board	1	167	168	221,134	886,779	1,107,913	1.05%
Washington State Patrol	140	22	162	625,229	173,952	799,181	0.76%
Department of Natural Resources	256	22	278	710,373	38,411	748,784	0.71%
Department of Labor and Industries	3	21	24	414,804	329,141	743,945	0.70%
Department of Employment Security	2	54	56	93,550	641,707	735,257	0.70%
Department of Ecology	8	15	23	401,756	169,711	571,467	0.54%

Agency Title	Number of Owned Facilities	Number of Leased Facilities	Total Number of Facilities	Total Owned Square Footage	Total Leased Square Footage	Total Square Footage	Percent of Total Inventory
Department of Veterans' Affairs	41	1	42	524,965	24,024	548,989	0.52%
Department of Health	2	9	11	76,152	447,055	523,207	0.50%
Office of the Attorney General	0	14	14	0	456,733	456,733	0.43%
Department of Licensing	4	61	65	29,167	353,563	382,730	0.36%
Department of Revenue	0	20	20	0	331,532	331,532	0.31%
State School for the Deaf	15	0	15	245,567	0	245,567	0.23%
Office of the Secretary of State	4	5	9	110,761	83,320	194,081	0.18%
Washington State Criminal Justice Training Commission	9	1	10	180,162	2,900	183,062	0.17%
Washington State Historical Society	3	1	4	181,862	600	182,462	0.17%
State School for the Blind	14	0	14	165,551	0	165,551	0.16%
Department of Information Services	0	13	13	0	144,994	144,994	0.14%
Eastern Washington State Historical Society	5	0	5	144,087	0	144,087	0.14%
Washington State Health Care Authority	0	5	5	0	123,998	123,998	0.12%
Department of Commerce	0	14	14	0	109,395	109,395	0.10%
Administrative Office of the Courts	0	4	4	0	100,149	100,149	0.09%
Spokane Intercollegiate Research and Technology Institute	1	1	2	59,322	39,080	98,402	0.09%
Office of the State Auditor	0	19	19	0	75,870	75,870	0.07%
Department of Retirement Systems	0	3	3	0	75,647	75,647	0.07%
Board of Industrial Insurance Appeals	0	9	9	0	75,446	75,446	0.07%
State Lottery Commission	0	8	8	0	63,430	63,430	0.06%
Department of Personnel	0	5	5	0	62,828	62,828	0.06%
Office of the Insurance Commissioner	0	5	5	0	61,918	61,918	0.06%
Washington State Gambling Commission	0	8	8	0	58,055	58,055	0.05%
Department of Agriculture	7	29	36	10,008	47,775	57,783	0.05%
Utilities and Transportation Commission	0	2	2	0	53,234	53,234	0.05%

Agency Title	Number of Owned Facilities	Number of Leased Facilities	Total Number of Facilities	Total Owned Square Footage	Total Leased Square Footage	Total Square Footage	Percent of Total Inventory
Department of Financial Institutions	0	3	3	0	50,715	50,715	0.05%
Office of Administrative Hearings	0	7	7	0	43,935	43,935	0.04%
Joint Legislative Systems Committee	0	1	1	0	31,132	31,132	0.03%
Office of Financial Management	0	1	1	0	31,126	31,126	0.03%
Higher Education Coordinating Board	0	2	2	0	27,676	27,676	0.03%
State Investment Board	0	2	2	0	27,518	27,518	0.03%
Washington State Housing Finance Commission	0	1	1	0	26,014	26,014	0.02%
Court of Appeals	1	0	1	21,626	0	21,626	0.02%
Department of Early Learning	0	1	1	0	20,336	20,336	0.02%
Department of Services for the Blind	0	7	7	0	14,645	14,645	0.01%
Senate	0	2	2	0	13,800	13,800	0.01%
Public Employment Relations Commission	0	2	2	0	12,809	12,809	0.01%
Human Rights Commission	0	4	4	0	12,684	12,684	0.01%
Superintendent of Public Instruction	0	4	4	0	10,534	10,534	0.01%
Statute Law Committee	0	1	1	0	9,840	9,840	0.01%
Work Force Training and Education Coordinating Board	0	1	1	0	8,168	8,168	0.01%
Washington Traffic Safety Commission	0	1	1	0	8,113	8,113	0.01%
Indeterminate Sentence Review Board	0	1	1	0	7,815	7,815	0.01%
Public Disclosure Commission	0	1	1	0	7,632	7,632	0.01%
County Road Administration Board	0	1	1	0	7,349	7,349	0.01%
Joint Legislative Audit and Review Committee	0	1	1	0	6,904	6,904	0.01%
State Law Library	0	1	1	0	6,663	6,663	0.01%
Washington State Arts Commission	0	1	1	0	5,971	5,971	0.01%
Office of Minority and Women's Business Enterprises	0	1	1	0	5,567	5,567	0.01%
Board of Tax Appeals	0	2	2	0	5,195	5,195	0.00%

Agency Title	Number of Owned Facilities	Number of Leased Facilities	Total Number of Facilities	Total Owned Square Footage	Total Leased Square Footage	Total Square Footage	Percent of Total Inventory
Transportation Improvement Board	0	1	1	0	4,632	4,632	0.00%
Environmental Hearings Office	0	1	1	0	4,570	4,570	0.00%
State Board of Accountancy	0	1	1	0	4,129	4,129	0.00%
Home Care Quality Authority	0	1	1	0	3,426	3,426	0.00%
Office of the Governor	0	2	2	0	3,179	3,179	0.00%
Office of Public Defense	0	1	1	0	3,060	3,060	0.00%
Washington Pollution Liability Insurance Program	0	1	1	0	3,048	3,048	0.00%
Puget Sound Partnership	0	1	1	0	3,000	3,000	0.00%
Sentencing Guidelines Commission	0	1	1	0	2,974	2,974	0.00%
Columbia River Gorge Commission	0	1	1	0	2,900	2,900	0.00%
Life Sciences Discovery Fund Authority	0	1	1	0	2,529	2,529	0.00%
Washington Health Care Facilities Authority	0	1	1	0	2,508	2,508	0.00%
Caseload Forecast Council	0	1	1	0	2,105	2,105	0.00%
Washington Horse Racing Commission	0	1	1	0	2,093	2,093	0.00%
Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board	0	1	1	0	1,998	1,998	0.00%
Transportation Commission	0	1	1	0	1,939	1,939	0.00%
Growth Management Hearings Board	0	1	1	0	1,661	1,661	0.00%
Board for Volunteer Firefighters	0	1	1	0	1,402	1,402	0.00%
Marine Employees' Commission	0	1	1	0	889	889	0.00%
Totals	7,222	1,332	8,554	91,866,055	13,790,479	105,656,534	