

State of Alaska FY2014 Governor's Operating Budget

Department of Transportation/Public Facilities Northern Region Support Services Component Budget Summary

Component: Northern Region Support Services**Contribution to Department's Mission**

Provide administrative infrastructure and policy guidance at the regional level.

Core Services

- The Regional Director's Office provides management oversight of regional functions of the organization and acts as liaison between divisions within the department, other agencies, and the public.
- Regional Support Services provides administrative support and budget/financial coordination to operating programs of Northern Region.
- The Procurement Office is responsible for the purchase and delivery of supplies, equipment and services, as well as property control.

Major Component Accomplishments in 2012

- Effectively conducted procurements to establish contracts for emergency work along the Parks and Richardson Highways.
- Established 40 construction contracts for the Maintenance and Operations sections. These contracts, which are used during the peak season, have improved performance and effectively, controlled administrative costs. Some of the newly established contracts are equipment rentals and crushing contracts. Managed 60 rural airport maintenance contracts, with 8 of these being new contractors.
- Managed and maintained approximately 145 service contracts for DOT&PF Northern Region. These contracts vary from copier contracts to building control contracts.
- Currently working to establish a contract to enhance radio, internet, and phone coverage along the Dalton and Elliot Highways. This project should be 75% complete by December 31, 2012.

Key Component Challenges

- Ensuring adequate and ongoing training to regional staff in the eProcurement online purchasing system and in all state purchasing rules reduces the chance of purchasing violations by the state. Maintaining a proactive approach to purchasing allows the department to maximize efforts in the best interest of the state.
- The Regional Director's Office is emphasizing project cost and schedule accountability to reduce impacts of inflation and scope change on our fiscally constrained program. The Director's Office has also increased emphasis on ethical requirements for executive branch employees.

Significant Changes in Results to be Delivered in FY2014

No significant changes are anticipated.

Statutory and Regulatory Authority

AS 36 Public Contracts
AS 37 Public Finance
AS 44 State Government
AAC17 Department of Transportation and Public Facilities

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Northern Region Support Services Component Financial Summary			
		<i>All dollars shown in thousands</i>	
	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,413.8	1,418.6	1,425.6
72000 Travel	13.2	7.1	7.1
73000 Services	66.8	79.3	79.3
74000 Commodities	30.2	19.7	19.7
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
Expenditure Totals	1,524.0	1,524.7	1,531.7
Funding Sources:			
1004 General Fund Receipts	1,101.6	1,091.2	1,095.7
1027 International Airport Revenue Fund	138.8	142.6	143.6
1061 Capital Improvement Project Receipts	283.6	290.9	292.4
Funding Totals	1,524.0	1,524.7	1,531.7

Estimated Revenue Collections				
Description	Master Revenue Account	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Capital Improvement Project Receipts	51200	283.6	290.9	292.4
Restricted Total		283.6	290.9	292.4
Total Estimated Revenues		283.6	290.9	292.4

**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>
FY2013 Management Plan	1,091.2	0.0	433.5	0.0	1,524.7
Adjustments which will continue current level of service:					
-FY2014 Salary and Health Insurance Increases	4.5	0.0	2.5	0.0	7.0
FY2014 Governor	1,095.7	0.0	436.0	0.0	1,531.7

Northern Region Support Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2013 Management Plan	FY2014 Governor		
Full-time	15	15	Annual Salaries	886,264
Part-time	3	3	COLA	3,488
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	593,187
			<i>Less 3.87% Vacancy Factor</i>	<i>(57,339)</i>
			Lump Sum Premium Pay	0
Totals	18	18	Total Personal Services	1,425,600

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Admin Asst III	0	1	0	0	1
Administrative Assistant I	0	1	0	0	1
Asst Commissioner	0	1	0	0	1
Budget Analyst III	0	1	0	0	1
Office Assistant II	0	1	0	0	1
Procurement Spec I	0	2	0	0	2
Procurement Spec II	0	1	0	0	1
Procurement Spec III	0	1	0	0	1
Stock & Parts Svcs Journey I	0	1	0	0	1
Stock & Parts Svcs Lead	0	0	0	2	2
Stock & Parts Svcs Sub Journey	0	2	0	2	4
Supply Technician II	0	2	0	0	2
Totals	0	14	0	4	18

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Northern Region Support Services (AR57638) (2294)
RDU: Regional Support Services (366)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Management Plan vs FY2014 Governor	
71000 Personal Services	1,413.8	1,418.6	1,418.6	1,418.6	1,425.6	7.0	0.5%
72000 Travel	13.2	7.1	7.1	7.1	7.1	0.0	0.0%
73000 Services	66.8	79.3	79.3	79.3	79.3	0.0	0.0%
74000 Commodities	30.2	19.7	19.7	19.7	19.7	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%
Totals	1,524.0	1,524.7	1,524.7	1,524.7	1,531.7	7.0	0.5%
Fund Sources:							
1004 Gen Fund (UGF)	1,101.6	1,091.2	1,091.2	1,091.2	1,095.7	4.5	0.4%
1027 Int Airprt (Other)	138.8	142.6	142.6	142.6	143.6	1.0	0.7%
1061 CIP Rcpts (Other)	283.6	290.9	290.9	290.9	292.4	1.5	0.5%
Unrestricted General (UGF)	1,101.6	1,091.2	1,091.2	1,091.2	1,095.7	4.5	0.4%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	422.4	433.5	433.5	433.5	436.0	2.5	0.6%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	15	15	15	15	15	0	0.0%
Permanent Part Time	3	3	3	3	3	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios With Descriptions
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)

RDU: Regional Support Services (366)

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 *****												
FY2013 Conference Committee												
ConfCom		1,524.7	1,418.6	7.1	79.3	19.7	0.0	0.0	0.0	15	3	0
1004 Gen Fund		1,091.2										
1027 Int Airprt		142.6										
1061 CIP Rcpts		290.9										
Subtotal		1,524.7	1,418.6	7.1	79.3	19.7	0.0	0.0	0.0	15	3	0
***** Changes From FY2013 Authorized To FY2013 Management Plan *****												
Subtotal		1,524.7	1,418.6	7.1	79.3	19.7	0.0	0.0	0.0	15	3	0
***** Changes From FY2013 Management Plan To FY2014 Governor *****												
FY2014 Salary and Health Insurance Increases												
SalAdj		7.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		4.5										
1027 Int Airprt		1.0										
1061 CIP Rcpts		1.5										
FY2014 Salary and Health Insurance increase : \$7.0												
FY2014 Salary Increase of 1% LTC: \$3.5												
FY2014 Health Insurance increase of \$59.00 per month per employee - from \$1,330 to \$1,389 per month LTC: \$3.2												
FY2014 Health Insurance increase of \$59.00 per month per employee - from \$1,330 to \$1,389 per month Non-covered: \$0.3												
Totals		1,531.7	1,425.6	7.1	79.3	19.7	0.0	0.0	0.0	15	3	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2014 Governor (10289)
Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

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
25-1223	Procurement Spec III	FT	A	SS	Fairbanks	2S4	18F / J	12.0		72,377	0	0	43,911	116,288	86,576
25-1224	Procurement Spec II	FT	A	GP	Fairbanks	203	16L	12.0		67,824	0	0	42,668	110,492	105,078
25-1225	Stock & Parts Svcs Journey I	FT	A	LL	Fairbanks	2EE	55C	12.0		46,625	645	0	34,581	81,851	21,691
25-1239	Asst Commissioner	FT	A	XE	Fairbanks	NEE	27K	6.0	**	73,473	0	0	36,562	110,035	110,035
25-1240	Administrative Assistant I	FT	A	GP	Fairbanks	203	12B / C	12.0		39,564	0	0	31,811	71,375	67,806
25-1245	Procurement Spec I	FT	A	GP	Fairbanks	203	14G / J	12.0		54,696	0	0	37,624	92,320	85,858
25-1246	Office Assistant II	FT	A	GP	Fairbanks	203	10D / E	12.0		37,242	0	0	30,919	68,161	57,767
25-1248	Budget Analyst III	FT	A	GG	Fairbanks	203	19J / K	12.0		79,836	0	0	47,283	127,119	109,322
25-1249	Stock & Parts Svcs Sub Journey	FT	A	LL	Fairbanks	2EE	57F	12.0		46,176	639	0	34,409	81,224	81,224
25-1250	Supply Technician II	FT	A	GP	Fairbanks	203	12G / J	12.0		47,316	0	0	34,789	82,105	76,440
25-1253	Stock & Parts Svcs Lead	FT	A	LL	Nome	2II	53K / L	12.0		65,342	904	0	41,772	108,018	108,018
25-1256	Admin Asst III	FT	A	GP	Fairbanks	203	15D / E	12.0		51,541	0	0	36,412	87,953	87,953
25-1259	Procurement Spec I	FT	A	GP	Fairbanks	203	14M	12.0		61,080	0	0	40,077	101,157	101,157
25-1260	Stock & Parts Svcs Lead	FT	A	LL	Valdez	2FF	53J	12.0		60,216	834	0	39,803	100,853	100,853
25-1679	Supply Technician II	FT	A	GP	Fairbanks	203	12K	12.0		49,344	0	0	35,568	84,912	74,723
25-1945	Stock & Parts Svcs Sub Journey	PT	A	LL	Fairbanks	2EE	57C	2.7		9,446	131	0	7,379	16,956	16,956
25-2145	Stock & Parts Svcs Sub Journey	PT	A	LL	Nome	2II	57F	3.0		12,407	172	0	8,934	21,513	21,513
25-2207	Stock & Parts Svcs Sub Journey	PT	A	LL	Valdez	2FF	57F	3.0		11,759	163	0	8,685	20,607	20,607
													Total Salary Costs:	886,264	
													Total COLA:	3,488	
													Total Premium Pay:	0	
													Total Benefits:	593,187	
													Total Pre-Vacancy:	1,482,939	
													Minus Vacancy Adjustment of 3.87%:	(57,339)	
													Total Post-Vacancy:	1,425,600	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	1,425,600	
Total Component Months:		182.7													
Total Positions:			New	Deleted											
Full Time Positions:		15	0	0											
Part Time Positions:		3	0	0											
Non Permanent Positions:		0	0	0											
Positions in Component:		18	0	0											

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2014 Governor (10289)
Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	1,029,438	989,634	69.42%
1027 International Airport Revenue Fund	149,363	143,588	10.07%
1039 U/A Indirect Cost Recovery	304,138	292,378	20.51%
Total PCN Funding:	1,482,939	1,425,600	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column.
 [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Line Item Detail
Department of Transportation/Public Facilities
Travel

Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000	Travel		13.2	7.1	7.1
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000 Travel Detail Totals			13.2	7.1	7.1
72110	Employee Travel (Instate)	Includes travel and per diem to Anchorage, Valdez, Nome and Juneau for district operations review, management policy committee, capital and operating budget development, legislative testimony, and financial coordination. Region wide travel for professional staff to conduct training and supervision of staff in field offices.	12.0	7.1	7.1
72410	Employee Travel (Out of state)	Attendance for out of state transportation conference.	1.2	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor	
73000	Services		66.8	79.3	79.3	
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor	
73000 Services Detail Totals			66.8	79.3	79.3	
73025	Education Services	Conference registration, tuition fees, technical and management oriented training (excluding information technology staff training).	1.7	2.1	2.1	
73150	Information Technlgy	All information technology contractual costs such as software licensing, software maintenance, information technology training, information technology consulting, and information technology equipment leases.	3.2	4.9	4.9	
73156	Telecommunication	Telephone fixed costs to vendors, cellular phone service, radio/electronic services, credit card calls, and data communications.	7.4	9.5	9.5	
73175	Health Services	Drug and alcohol testing for commercial divers licensed (CDL) employees.	0.1	0.5	0.5	
73225	Delivery Services	Freight, express, and courier services for Northern, Southcentral, and Western districts.	5.3	2.5	3.5	
73450	Advertising & Promos	Advertising and legal and public notices for non-project specific and public relations activities.	0.0	1.4	1.4	
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Maintenance agreements for two Xerox copiers, four fax machines, and office equipment repairs as needed.	1.2	5.0	2.0	
73686	Rentals/Leases (Non IA-Eq/Machinery)	Actual includes miscoded expense of \$5.3 from account 73528. Rental and lease of two Sharp copier's \$11.5, Pitney Bowes mailing system \$1.5.	11.8	11.0	13.0	
73750	Other Services (Non IA Svcs)	Professional services fees for consultant work such as perform research, technical writing, assist and/or coordinate in developing advertising programs.	0.2	2.5	2.5	
73805	IT-Non-Telecommunication	Enterprise Technology Services	Computer services provided by Department of Administration Enterprise Technology Services, such as central server, data storage, printing, network services,	4.6	6.5	6.5

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Northern Region Support Services (2294)

RDU: Regional Support Services (366)

Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000 Services Detail Totals			66.8	79.3	79.3
		open connect, and task order system.			
73806	IT-Telecommunication	Enterprise Technology Services	16.1	15.2	15.2
		Telecommunications services provided by Department of Administration Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conference.			
73809	Mail	Admin - Central Mail	0.1	0.3	0.3
		Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).			
73810	Human Resources	Admin - Personnel	0.4	0.5	0.5
		Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.			
73812	Legal	Law - Transportation Section	1.2	0.1	0.1
		Legal services provided by the Department of Law.			
73815	Financial	Admin - Finance	0.8	1.1	1.1
		Chargeback fees for AKSAS and AKPAY.			
73816	ADA Compliance	Labor - Americans With Disabilities	0.2	0.2	0.2
		Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).			
73818	Training (Services-IA Svcs)	Purchasing	2.3	0.0	0.0
		Procurement staff training.			
73848	State Equip Fleet	Trans - State Equipment Fleet	10.2	16.0	16.0
		Operating and replacement fees for three vehicles for the Procurement Office. This also includes fuel for the vehicles that is purchased with a state credit card.			

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities		30.2	19.7	19.7
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000 Commodities Detail Totals			30.2	19.7	19.7
74200	Business	Copy machine and computer paper, printer cartridges, binders, forms, and other office supplies.	19.0	12.7	12.7
74233	Info Technology Equip	Staff of 18, computer replacement @ four year cycle \$1,500 each.	10.8	7.0	7.0
74650	Repair/Maintenance (Commodities)	Vendor purchase vehicle fuel.	0.4	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

Master Account	Revenue Description				FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51200	Capital Improvement Project Receipts				283.6	290.9	292.4
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
59465	Indirect CIP Receipts			11100	283.6	290.9	292.4
	Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).						

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2012 Actuals	FY2013	
					Management Plan	FY2014 Governor
73805	IT-Non-Telecommunication Computer services provided by Department of Administration Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	Inter-dept	Enterprise Technology Services	4.6	6.5	6.5
73805 IT-Non-Telecommunication subtotal:				4.6	6.5	6.5
73806	IT-Telecommunication Telecommunications services provided by Department of Administration Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conference.	Inter-dept	Enterprise Technology Services	16.1	15.2	15.2
73806 IT-Telecommunication subtotal:				16.1	15.2	15.2
73809	Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Admin - Central Mail	0.1	0.3	0.3
73809 Mail subtotal:				0.1	0.3	0.3
73810	Human Resources Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Admin - Personnel	0.4	0.5	0.5
73810 Human Resources subtotal:				0.4	0.5	0.5
73812	Legal Legal services provided by the Department of Law.	Inter-dept	Law - Transportation Section	1.2	0.1	0.1
73812 Legal subtotal:				1.2	0.1	0.1
73815	Financial Chargeback fees for AKSAS and AKPAY.	Inter-dept	Admin - Finance	0.8	1.1	1.1
73815 Financial subtotal:				0.8	1.1	1.1
73816	ADA Compliance Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Labor - Americans With Disabilities	0.2	0.2	0.2
73816 ADA Compliance subtotal:				0.2	0.2	0.2
73818	Training (Services-IA Svcs) Procurement staff training.	Inter-dept	Purchasing	2.3	0.0	0.0
73818 Training (Services-IA Svcs) subtotal:				2.3	0.0	0.0
73848	State Equip Fleet Operating and replacement fees for three vehicles for the Procurement Office. This also includes fuel for the vehicles that is purchased with a state credit card.	Intra-dept	Trans - State Equipment Fleet	10.2	16.0	16.0
73848 State Equip Fleet subtotal:				10.2	16.0	16.0
Northern Region Support Services total:				35.9	39.9	39.9
Grand Total:				35.9	39.9	39.9