

State of Alaska FY2014 Governor's Operating Budget

Department of Transportation/Public Facilities Statewide Administrative Services Component Budget Summary

Component: Statewide Administrative Services

Contribution to Department's Mission

To support the department's operations with quality administration and information technology.

Core Services

- This component provides centralized services in the areas of budget, finance, human resource management, cost rate proposals, cost allocation plans, collection of federal and other revenue, and development of policies and procedures. It also provides the oversight of the Information Systems Section, Procurement Section, Highway Working Capital Fund, and the department's website.
- The component develops the department's operating budget.
- The program staff act as liaisons between the Department of Transportation and Public Facilities (DOT&PF) and the Department of Administration for financial, personnel, classification, labor relations, payroll, procurement, risk management, web page development, information technology directives, and the Office of Management and Budget and the Legislature regarding department budgets, financial and human resource allocation and performance management.
- Provides the day-to-day operational oversight and support for the department's 88 locations throughout the state, including support in accounts payable and receivable, and computer network systems.

Major Component Accomplishments in 2012

- Re-integrated Human Resource staff back into the department and finding appropriate office space.
- Initiated a complete review of accounting procedures and workflow processes in preparation for the change to the new statewide accounting system – IRIS.
- In 2012, the Grants & Projects section processed federal draw-downs of \$313,442.3 (FHWA) and \$205,693.2 (FAA) for a total of \$519,135.6 in fiscal year revenue. Total revenues from these two programs reflect an 8% decrease compared to FY2011 (total of \$561,826.2) and a 21% decrease compared to FY2010 (total of \$656,127.4).
- Completed the annual Indirect Cost Allocation Plan (ICAP) and received FHWA approval of the plan.
- Continued to oversee the conversion of remaining web pages, mostly applications, undergoing redesign in order to comply with Governor's Office mandated look & feel standards. Final deadline of 7/1/2012 has been met with the exception of a couple of websites that were granted extension waivers by the state-level Internet Services Functional Workgroup. Performing a site-wide review which includes code validation and accessibility improvements in order to adhere with Americans with Disabilities Act requirements, as well as Accessibility Guidelines. The next phase of review will involve enhancements which will improve mobile device usability.
- Administrative Services staff are managing a cross-departmental work group comprised of subject matter experts that will play a critical role in shaping the department's Electronic Document Management System (eDocs) vision to ensure that department goals are met. The use of e-docs within DOT&PF has become a higher need based on new EPA consent decree reporting requirements. Collaboration of documents and electronic document storage and sharing will facilitate better communication and information sharing across the regions and with headquarters. Increased usage throughout the department in eDocs includes, for example: scanning cultural resources reports (CRR), engineering project documents, radiation safety documents, materials documents with Google Earth export, and consent decree reports.
- Successfully converted our credit card acceptance from Bank of America to US Bank via Elavon. Staff successfully learned the new online systems Virtual Merchant and Merchant Connect. There were 32 AMHS locations; 22 terminals and 10 vessels, as well as 8 additional merchant locations, Measurement Standards & Commercial Vehicle Enforcement (MSCVE) (InternetSecure), and eLeasing.
- Reduced the back log of projects defined by the Federal Highway Administration as Tier III – those that have been inactive for more than 36 months.
- Implemented a new database to assist in a more efficient and effective Reimbursable Service Agreement (RSA) process.

Key Component Challenges

The division will continue to analyze statewide and centralized administrative services in an effort to find the most efficient and effective methods of service delivery across the department.

The division has been working diligently with the Department of Administration, Division of Finance to prepare for the new statewide accounting system - Integrated Resource Information System (IRIS), which is an integrated procurement, financial and human resource solution. This is a significant challenge for large and complicated department and is taking a significant time commitment of high level staff. Identifying all the data systems that feed into the accounting system and decommissioning or modifying them to interface with IRIS will also be time consuming and expensive as it is anticipated that contractor support will be necessary to meet the aggressive implementation time line.

Increased federal financial oversight and associated reporting requirements have dramatically increased work load on departmental staff. This increased federal oversight has created a need for additional staff to interpret the reporting requirements and collect appropriate data.

The FAA has changed their revenue draw system. This new revenue system requires supporting documentation for each expenditure. The State of Alaska receives more grant awards from FAA than any other state in the nation. The new system currently cannot handle revenue requests of more than 20 awards at a time. DOT&PF draws between 30 and 75 awards weekly. The analysis, monitoring and financial management of multiple revenue requests is resource intensive.

New Governmental Accounting Standards Board (GASB) Statement of Standards #51 – Accounting and Financial reporting for intangible assets must be implemented. Intangible assets include for example; software, property rights, right-of-ways.

Significant Changes in Results to be Delivered in FY2014

No significant changes are anticipated.

Statutory and Regulatory Authority

AS 44.42.010-900 Powers and Duties of DOT&PF
AS 02 Aeronautics
AS 19 Highways and Ferries
AS 34 Property
AS 35 Public Building, Works and Improvements
AS 36 Public Contracts
AS 37 Public Finance
AS 39 Public Officers and Employees

Contact Information
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Statewide Administrative 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	5,238.4	6,377.4	6,252.7
72000 Travel	31.8	27.6	27.6
73000 Services	450.4	301.4	295.4
74000 Commodities	95.1	45.1	43.6
75000 Capital Outlay	11.5	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,827.2	6,751.5	6,619.3
Funding Sources:			
1004 General Fund Receipts	1,563.9	1,848.5	1,848.6
1005 General Fund/Program Receipts	129.4	133.7	133.7
1026 Highways/Equipment Working Capital Fund	514.7	569.6	569.7
1027 International Airport Revenue Fund	687.1	788.5	386.1
1061 Capital Improvement Project Receipts	1,937.5	2,253.3	2,592.9
1076 Marine Highway System Fund	994.6	1,157.9	1,088.3
Funding Totals	5,827.2	6,751.5	6,619.3

Estimated Revenue Collections				
Description	Master Revenue Account	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	110.3	0.0	0.0
Unrestricted Total		110.3	0.0	0.0
Restricted Revenues				
General Fund Program Receipts	51060	129.4	133.7	133.7
Capital Improvement Project Receipts	51200	1,937.5	2,253.3	2,592.9
Restricted Total		2,066.9	2,387.0	2,726.6
Total Estimated Revenues		2,177.2	2,387.0	2,726.6

**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	1,848.5	1,291.6	3,611.4	0.0	6,751.5
Adjustments which will continue current level of service:					
-FY2014 Salary and Health Insurance Increases	0.1	0.1	0.3	0.0	0.5
-Transfer Authority from Anchorage Airport Administration to Fund Division Operations Manager	0.0	0.0	26.4	0.0	26.4
-Transfer Authority from Fairbanks Airport Administration to Fund Division Operations Manager	0.0	0.0	29.7	0.0	29.7
-Transfer Accounting Technicians (25-0280, 25-2956, 25-0862, 25-2986, 25-3075) and Authority for Work Flow Efficiencies	0.0	0.0	-402.5	0.0	-402.5
Proposed budget decreases:					
-Delete Alaska Marine Highway System Authority no Longer Needed for Accounting Technician (25-3113)	0.0	-69.7	0.0	0.0	-69.7
Proposed budget increases:					
-Grants Management Accountant IV and Federal Aviation Administration Accounting Technician II	0.0	0.0	199.4	0.0	199.4
-Division Operations Manager (25-3113) Funding	0.0	0.0	84.0	0.0	84.0
FY2014 Governor	1,848.6	1,222.0	3,548.7	0.0	6,619.3

**Statewide Administrative Services
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2013 Management Plan	FY2014 Governor		
Full-time	68	66	Annual Salaries	3,932,831
Part-time	0	0	Premium Pay	92,928
Nonpermanent	0	0	Annual Benefits	2,625,286
			<i>Less 5.99% Vacancy Factor</i>	<i>(398,345)</i>
			Lump Sum Premium Pay	0
Totals	68	66	Total Personal Services	6,252,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	1	1	0	2
Accountant III	0	0	3	0	3
Accountant IV	0	0	3	0	3
Accountant V	0	0	2	0	2
Accounting Clerk	3	3	4	0	10
Accounting Tech I	4	2	4	0	10
Accounting Tech II	3	2	4	0	9
Accounting Tech III	1	1	3	0	5
Accounting Technician IV	1	0	1	0	2
Admin Operations Mgr I	0	0	1	0	1
Administrative Assistant I	0	0	2	0	2
Administrative Officer II	0	0	1	0	1
Budget Analyst III	0	0	1	0	1
Budget Analyst IV	0	0	1	0	1
Budget Manager	0	0	1	0	1
Division Director	0	0	1	0	1
Division Operations Manager	0	0	2	0	2
Human Resource Manager I	0	0	1	0	1
Human Resource Specialist I	1	0	2	0	3
Human Resource Specialist II	1	0	1	0	2
Human Resource Technician I	0	0	1	0	1
Human Resource Technician II	0	0	1	0	1
Internet Specialist II	0	0	1	0	1
Office Assistant II	0	0	1	0	1
Totals	14	9	43	0	66

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (AR57625) (537)
RDU: Administrative Services (361)

	FY2012 Actuals	FY2013 Conference Committee	FY2013 Authorized	FY2013 Management Plan	FY2014 Governor	FY2013 Management Plan vs FY2014 Governor	
71000 Personal Services	5,238.4	5,565.4	5,565.4	6,377.4	6,252.7	-124.7	-2.0%
72000 Travel	31.8	12.6	12.6	27.6	27.6	0.0	0.0%
73000 Services	450.4	277.4	277.4	301.4	295.4	-6.0	-2.0%
74000 Commodities	95.1	41.1	41.1	45.1	43.6	-1.5	-3.3%
75000 Capital Outlay	11.5	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	5,827.2	5,896.5	5,896.5	6,751.5	6,619.3	-132.2	-2.0%
Fund Sources:							
1004 Gen Fund (UGF)	1,563.9	1,472.3	1,472.3	1,848.5	1,848.6	0.1	0.0%
1005 GF/Prgm (DGF)	129.4	133.7	133.7	133.7	133.7	0.0	0.0%
1026 Hwy Capitl (Other)	514.7	535.4	535.4	569.6	569.7	0.1	0.0%
1027 Int Airprt (Other)	687.1	711.5	711.5	788.5	386.1	-402.4	-51.0%
1061 CIP Rcpts (Other)	1,937.5	1,996.8	1,996.8	2,253.3	2,592.9	339.6	15.1%
1076 Marine Hwy (DGF)	994.6	1,046.8	1,046.8	1,157.9	1,088.3	-69.6	-6.0%
Unrestricted General (UGF)	1,563.9	1,472.3	1,472.3	1,848.5	1,848.6	0.1	0.0%
Designated General (DGF)	1,124.0	1,180.5	1,180.5	1,291.6	1,222.0	-69.6	-5.4%
Other Funds	3,139.3	3,243.7	3,243.7	3,611.4	3,548.7	-62.7	-1.7%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	61	60	60	68	66	-2	-2.9%
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 Transportation/Public Facilities

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

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		5,896.5	5,565.4	12.6	277.4	41.1	0.0	0.0	0.0	60	0	0
1004 Gen Fund		1,472.3										
1005 GF/Prgm		133.7										
1026 Hwy Capitl		535.4										
1027 Int Airprt		711.5										
1061 CIP Rcpts		1,996.8										
1076 Marine Hwy		1,046.8										
Subtotal		5,896.5	5,565.4	12.6	277.4	41.1	0.0	0.0	0.0	60	0	0

***** Changes From FY2013 Authorized To FY2013 Management Plan *****												
Transfer Human Resource Positions from the Department of Administration												
Atrin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	8	0	0

Recruitment and management services are transferred from the Division of Personnel in the Department of Administration.

The following positions are being transferred:

- Full-time Human Resources Manager I (02-2033) Juneau
- Full-time Human Resources Specialist I (05-7010) Juneau
- Full-time Human Resources Specialist I (03-0018) Juneau
- Full-time Human Resources Technician I (06-0522) Juneau
- Full-time Human Resources Technician II (11-0230) Juneau
- Full-time Human Resources Specialist II (25-0264) Anchorage
- Full-time Human Resources Specialist I (25-1243) Anchorage
- Full-time Human Resources Specialist II (25-2255) Juneau

Transfer from Human Resources Component for Human Resource Positions												
Trin		855.0	812.0	15.0	24.0	4.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		376.2										
1026 Hwy Capitl		34.2										
1027 Int Airprt		77.0										
1061 CIP Rcpts		256.5										
1076 Marine Hwy		111.1										

Human Resource functions are being transferred from the Division of Personnel in the Department of Administration, to the Department of Transportation and Public Facilities, Statewide Administrative Services component. This will result in a lower charge back in the Human Resources component. Funding is therefore being transferred from the Human Resources component to the Statewide Administrative Services component to cover salaries and support line costs of the following positions:

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

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
02-2033, Human Resources Manager I, Range 22, Juneau												
05-7010, Human Resources Specialist I, Range 16, Juneau												
03-0018, Human Resources Specialist I, Range 16, Juneau												
06-0522, Human Resources Technician I, Range 12, Juneau												
11-0230, Human Resources Technician II, Range 14, Juneau												
25-0264, Human Resources Specialist II, Range 18, Anchorage												
25-1243, Human Resources Specialist I, Range 16, Anchorage												
25-2255, Human Resources Specialist II, Range 18, Juneau												

Subtotal	6,751.5	6,377.4	27.6	301.4	45.1	0.0	0.0	0.0	68	0	0
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***** **Changes From FY2013 Management Plan To FY2014 Governor** *****

FY2014 Salary and Health Insurance Increases

SalAdj	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	PFT	PPT	NP
1004 Gen Fund	0.1	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1026 Hwy Capitl	0.1										
1027 Int Airprt	0.1										
1061 CIP Rcpts	0.1										
1076 Marine Hwy	0.1										

FY2014 Salary and Health Insurance increase : \$0.5

FY2014 Health Insurance increase of \$59.00 per month per employee - from \$1,330 to \$1,389 per month Non-covered: \$0.5

Grants Management Accountant IV and Federal Aviation Administration Accounting Technician II

Inc	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	PFT	PPT	NP
1061 CIP Rcpts	199.4	194.4	0.0	4.0	1.0	0.0	0.0	0.0	0	0	0

Vacant Airport Leasing Specialist (25-2867) and Environmental Services Journey III (25-2904) will be reclassified to an Accountant IV, range 20, Juneau, and Accounting Technician II, range 14, Juneau, in the Division of Administrative Services.

Accountant IV, Grants Manager:

The Accountant IV will provide centralized grant management functions for the department. The position will develop effective control and accountability procedures for all grant funding received by the Department of Transportation and Public Facilities (DOT&PF). This includes policies and procedures for procurement, property and equipment management, billing and close out procedures. This position will be responsible for all grant reporting, reviewing and ensuring compliance with grant audits, providing training and ensuring consistency to those divisions managing grants as well as working to ensure sub-recipients are in compliance with grant requirements.

Accounting Technician II, FAA Billing Technician:

The level of detail being required by the federal government for receiving and spending federal funds is increasing. The FAA has instituted new reporting and invoicing procedures that have dramatically increased the department's workload. DOT&PF bills against approximately 70 FAA grants per week. The backup now

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

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
<p>being required has increased the workload from an hour or two per week to approximately 25 hours per week. What was previously done through automated reports is now being done manually with individual invoices compiled and transmitted. Additionally, the FAA will not allow the state to bill for the final 10% of a project's costs until the project is completely closed out. The Accounting Technician II position will compile all of the billings as well as assist the regions in getting projects closed as quickly as possible.</p>												
Transfer Airport Leasing Specialist (25-2867) from Anchorage International Airport Administration	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
<p>Transfer Airport Leasing Specialist II (25-2867), range 16, Anchorage International Airport, from the Anchorage Airport Administration component to the Statewide Administrative Services component for reclassification to an Accountant IV, range 20, full-time, with a location change to Juneau. This position is vacant and available for transfer due to the downturn in the economy and resultant reduction in activity at the international airport.</p> <p>A 2012 financial process review was conducted by a professional accounting firm which found that the Department of Transportation and Public Facilities (DOT&PF) grant activity functions are disbursed throughout its divisions and regions. The review recommended that the department centralize its grant administration function. This requires the position to be relocated to Juneau where the main accounting and financial staff are located.</p> <p>The Accountant IV will provide centralized grant management functions for DOT&PF. The position will develop effective control and accountability procedures for all grant funding received by DOT&PF. This includes policies and procedures for procurement, property and equipment management, billing and close out procedures. This position will be responsible for all grant reporting, reviewing and ensuring compliance with grant audits, providing training and ensuring consistency to those divisions managing grants as well as working to ensure sub recipients are in compliance with grant requirements as well.</p> <p>This position is currently budgeted with international airport revenue funds which is not an appropriate fund source for the Accountant IV so funding is not being transferred with the position. The position will be funded with an FY2014 increment.</p>												
Transfer Environmental Services Journey (25-2904) from Anchorage International Airport Facilities	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
<p>Transfer Environmental Services Journey II (25-2904), wage grade 60, Anchorage International Airport, from the Anchorage Airport Facilities component to the Statewide Administrative Services component for reclassification to an Accounting Technician II, range 14, with a location change to Juneau. This position is vacant and available for transfer due to the downturn in the economy and resultant reduction in activity at the international airport.</p> <p>The level of detail being required by the federal government for receiving and spending federal funds is increasing. The Federal Aviation Administration (FAA) has instituted new reporting and invoicing procedures that have dramatically increased the department's workload. DOT&PF bills against approximately 70 FAA grants per week. The backup now being required has increased the workload from an hour or two per week to approximately 25 hours per week. What was previously done through automated reports is now being done manually with individual invoices compiled and transmitted. Additionally, the FAA will not allow the state to bill for the final 10% of a project's costs until the project is completely closed out. The Accounting Technician II position will compile all of the billings as well as assist the regions in getting projects closed as quickly as possible.</p> <p>This position is currently budgeted with international airport revenue funds which is not a realizable fund source for the Accounting Technician II so funding is not being transferred with the position. The position will be funded with an FY2014 increment.</p>												
Reclass Vacant Accounting Technician (25-3113) to Division Operations Manager	PosRecl	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

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

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RDU: Administrative Services (361)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	

Vacant PCN 25-3113 is being reclassified from an Accounting Technician I, range 12, Juneau, to a Division Operations Manager, range 24, Juneau.

The position will report directly to Administrative Services Division Director and will have direct line authority over all the finance functions of receivables, accounts payable, construction project billing, federal aid billing and grants management.

The Department of Transportation and Public Facilities (DOT&PF) has a FY2013 \$621 million operating budget and \$1.1 billion capital budget. This position will provide high level accounting skills and will oversee the division's two Accountant V positions and their subordinates.

Internally this position will not only provide direction to division finance staff but will interact and set general finance policy for the International Airport Controller, the Alaska Marine Highway System business manager and the department's internal auditors. Externally, this position will interact with the state's debt manager on numerous bond debt issues, Legislative Audit and numerous federal and private auditors reviewing the department's numerous programs. This position will be the lead contact with our federal funding agencies and will be delegated authority to commit the department in terms of our internal financial policies and procedures. Additionally, this position will provide overall direction to the department as we transition to the new statewide accounting system which will be very complicated for a department as complex as DOT&PF.

This position is estimated to cost \$144.7 and is currently budgeted with Alaska Marine Highway System (AMHS) authority which is not an appropriate fund source for the Division Operations Manager. The AMHS authority will be decremented and the position will be funded with an FY2014 Governor's Budget increment and transfers within the department.

25-3113 is available for reclassification due to the duties of the position being shifted to Alaska Marine Highways System staff.

Division Operations Manager (25-3113) Funding

Inc	84.0	84.0	84.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1061 CIP Rcpts	84.0											

Accounting Technician I (25-3113), range 12, Juneau, full-time, will be reclassified to a Division Operations Manager, range 24, Juneau, full-time. This position is available for reclassification due to the duties of the position being shifted to Alaska Marine Highway System (AMHS) staff.

The Division Operations Manager will oversee the finance functions of the Department of Transportation and Public Facilities (DOT&PF). This position will report to the Administrative Services Division Director and will have direct line authority over all the finance functions of receivables, accounts payable, construction project billing, federal aid billing and grants management.

The department has a FY2013 \$621 million operating budget and \$1.1 billion capital budget. This position will provide high level accounting skills and will oversee the division's two Accountant V positions and their subordinates.

Internally this position will not only provide direction to division finance staff but will interact and set general finance policy for the International Airport Controller, the AMHS business manager and the department's internal auditors. Externally, this position will interact with the state's debt manager on numerous bond debt issues, Legislative Audit and numerous federal and private auditors reviewing the department's numerous programs. This position will be the lead contact with our federal funding agencies and will be delegated authority to commit the department in terms of our internal financial policies and procedures. Additionally, this position will provide overall direction to the department during the transition to the new statewide accounting system which will be very complicated for a department as complex as DOT&PF.

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Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
This position is estimated to cost \$144.7 and will be funded with an FY2014 Governor's Budget increment and transfers within the department.												
Transfer Authority from Anchorage Airport Administration to Fund Division Operations Manager												
1061 CIP Rcpts	Trin	26.4	26.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
The Anchorage International Airport has \$26.4 in capital improvement program receipt authority in the Anchorage Airport Administration component to transfer to the Statewide Administrative Services component due to the reduction in large construction projects at the international airport. Authority will be used to partially fund a Division Operations Manager (SS) (25-3113), range 24, Juneau, full-time.												
The Division of Administrative Services is establishing a Division Operations Manager to oversee all the finance functions for the Department of Transportation and Public Facilities (DOT&PF). DOT&PF has a \$621 million operating budget and \$1.1 billion capital budget and needs high level accounting skills to oversee receivables, accounts payables, construction project billing, federal aid billing and grants management.												
Transfer Authority from Fairbanks Airport Administration to Fund Division Operations Manager												
1061 CIP Rcpts	Trin	29.7	29.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
The Fairbanks International Airport has \$29.7 in capital improvement program receipt authority in the Fairbanks Airport Administration component to transfer to the Statewide Administrative Services component due to the reduction in large construction projects at the airport. Authority will be used to partially fund a Division Operations Manager (SS) (25-3113), range 24, Juneau.												
The Division of Administrative Services is establishing a Division Operations Manager to oversee all the finance functions for the Department of Transportation and Public Facilities (DOT&PF). DOT&PF has a \$621 million operating budget and \$1.1 billion capital budget and needs high level accounting skills to oversee receivables, accounts payables, construction project billing, federal aid billing and grants management.												
Delete Alaska Marine Highway System Authority no Longer Needed for Accounting Technician (25-3113)												
1076 Marine Hwy	Dec	-69.7	-69.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
A vacant Accounting Technician I (25-3113), range 12, Juneau, duties included accounts payable reconciliations for the Alaska Marine Highway System in Juneau. After analyzing the work being done by the headquarters accounting staff it was determined that this work could be done much more efficiently in Ketchikan (by existing staff) eliminating the need for mailing credit card records and other documentation. This position was funded with Marine Highway System funding.												
The vacant Accounting Technician I (25-3113) is being reclassified to a Division Operations Manager to oversee all the finance functions for the Department of Transportation and Public Facilities (DOT&PF). DOT&PF has a \$621 million operating budget and \$1.1 billion capital budget and needs high level accounting skills to oversee receivables, accounts payables, construction project billing, federal aid billing and grants management. Marine Highway System authority (\$69.7) is not an appropriate fund source for the new responsibilities of the Division Operations Manager position.												
Transfer Maintenance Specialist Electrician (25-1685) from Fairbanks Airport Facilities for Human Resource Support Staff												
	Trin	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0

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

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
<p>Transfer Maintenance Specialist Electrician Journey II (25-1685), wage grade 51, Fairbanks, from the Fairbanks Airport Facilities component to the Statewide Administrative Services component for reclassification to an Administrative Assistant I, range 12, with a location change to Juneau. This position is vacant and available for transfer due to the downturn in the economy and resultant reduction in activity at the international airport.</p> <p>Human Resources (HR) functions were transferred back to the Department of Transportation and Public Facilities (DOT&PF) from the Department of Administration. The transfer did not include support staff. HR provides support to 3,173 full-time, 409 permanent part-time and 227 non-permanent positions and 227 non-permanent positions in 7 different unions as well as responding to 318 grievances in 2012. There is an enormous amount of paper work, data entry and information dissemination associated with HR. Currently this work is being done by professional staff, taking their time away from providing direct services to DOT&PF personnel.</p> <p>Clerical tasks include logging and routing 1,388 evaluations annually; conducting 250 commercial driver's license (CDL) background checks a year; maintaining all files; tracking and logging drug testing results; preparing grievance letters for HR managers; tracking grievances and disciplinary actions (250 annually); preparing monthly reports on overdue evaluations, pay increments due/overdue, vacancies CDL movements; responding to approximately 100 annual requests for personnel information, and redacting information as directed. Additionally, this support position will be the front desk person who greets and provides basic assistance, orders and maintains supplies and manages the mail, tracking certified mail.</p> <p>This position is currently budgeted with international airport revenue funds which is not an appropriate fund source for the human resources support position so funding is not being transferred with the position. The cost of the position will be absorbed within the component.</p>												
Transfer Accounting Technicians (25-0280, 25-2956, 25-0862, 25-2986, 25-3075) and Authority for Work Flow Efficiencies												
	Trout	-402.5	-390.0	0.0	-10.0	-2.5	0.0	0.0	0.0	-5	0	0
1027 Int Airprt		-402.5										
<p>The Department of Transportation and Public Facilities (DOT&PF) has been conducting a review of the department's financial functions and associated work flow. Based on this review, the Statewide Administrative Services component is transferring to the International Airport Systems Office accounting technician work that solely supports the International Airport System. The work, positions and authority is being transferred.</p> <p>Positions transferred: Accounting Technician III (SS) (25-0280), range 16, Anchorage International Airport Accounting Technician II (GG) (25-2956), range 14, Anchorage International Airport Accounting Technician I (GG) (25-0862), range 12, Anchorage International Airport Accounting Technician I (GG) (25-2986), range 12, Anchorage International Airport Accounting Technician II (GG) (25-3075), range 14, Fairbanks</p>												
Totals		6,619.3	6,252.7	27.6	295.4	43.6	0.0	0.0	0.0	66	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2014 Governor (10289)
Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

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
02-2033	Human Resource Manager I	FT	A	KK	Juneau	205	22M / N	12.0		108,516	0	0	57,772	166,288	144,671
03-0018	Human Resource Specialist I	FT	A	KK	Juneau	205	16B / C	12.0		55,464	0	0	37,389	92,853	80,782
05-7010	Human Resource Specialist I	FT	A	KK	Juneau	205	16J	12.0		64,560	0	0	40,884	105,444	91,736
06-0522	Human Resource Technician I	FT	A	KK	Juneau	205	12C / D	12.0		43,626	0	0	32,841	76,467	66,526
11-0230	Human Resource Technician II	FT	A	KK	Juneau	205	14B / C	12.0		48,408	0	0	34,678	83,086	72,285
25-0028	Accountant V	FT	A	SS	Juneau	205	22C / D	12.0		86,233	0	92,928	80,925	260,086	208,069
25-0043	Division Director	FT	A	XE	Juneau	NAA	27F / J	12.0		119,464	0	0	62,213	181,677	109,006
25-0050	Office Assistant II	FT	A	GP	Juneau	205	10C / D	12.0		36,504	0	0	30,635	67,139	26,453
25-0062	Accountant III	FT	A	SS	Juneau	205	18D / E	12.0		68,616	0	0	42,466	111,082	101,051
25-0065	Accountant III	FT	A	GP	Juneau	205	18J	12.0		73,392	0	0	44,807	118,199	101,462
25-0067	Accounting Tech III	FT	A	GP	Juneau	205	16J	12.0		64,236	0	0	41,290	105,526	94,973
25-0068	Accounting Tech II	FT	A	GP	Anchorage	200	14C / D	12.0		45,948	0	0	34,264	80,212	68,180
25-0071	Division Operations Manager	FT	A	SS	Juneau	205	24C / D	12.0		109,544	0	0	58,191	167,735	161,082
25-0072	Accountant IV	FT	A	SS	Juneau	205	20F	12.0		81,348	0	0	47,358	128,706	127,020
25-0076	Accounting Tech I	FT	A	GP	Juneau	205	12P	12.0		60,456	0	0	39,837	100,293	90,264
25-0077	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		41,616	0	0	32,599	74,215	17,173
25-0085	Accounting Tech II	FT	A	GP	Anchorage	200	14E / F	12.0		48,122	0	0	35,099	83,221	0
25-0088	Accounting Tech III	FT	A	GP	Juneau	205	16L	12.0		69,132	0	0	43,171	112,303	83,037
25-0117	Administrative Officer II	FT	A	SS	Juneau	205	19C / D	12.0		68,726	0	0	42,509	111,235	98,387
25-0151	Budget Analyst III	FT	A	GP	Juneau	205	19B / C	12.0		64,311	0	0	41,319	105,630	73,941
25-0152	Budget Analyst IV	FT	A	GG	Juneau	205	21N	12.0		104,064	0	0	56,592	160,656	80,328
25-0172	Admin Operations Mgr I	FT	A	SS	Juneau	205	22E / F	12.0		90,373	0	0	50,825	141,198	141,198
25-0264	Human Resource Specialist II	FT	A	KK	Anchorage	200	18B / C	12.0		60,423	0	0	39,295	99,718	86,755
25-0268	Accounting Clerk	FT	A	GP	Anchorage	200	10B / C	12.0		34,440	0	0	29,842	64,282	38,569
25-0275	Accounting Tech III	FT	A	SS	Anchorage	200	16K	12.0		63,792	0	0	40,613	104,405	88,744
25-0276	Accounting Tech I	FT	A	GP	Anchorage	200	12D / E	12.0		40,851	0	0	32,305	73,156	62,183
25-0277	Accounting Clerk	FT	A	GP	Anchorage	200	10F / G	12.0		38,097	0	0	31,247	69,344	41,606
25-0278	Accounting Tech I	FT	A	GP	Anchorage	200	12E / F	12.0		42,203	0	0	32,825	75,028	63,773
25-0279	Accounting Clerk	FT	A	GP	Anchorage	200	10C / D	12.0		35,000	0	0	30,057	65,057	39,034
25-0281	Accounting Tech I	FT	A	GP	Anchorage	200	12A / B	12.0		37,572	0	0	31,045	68,617	68,617
25-0282	Accounting Tech II	FT	A	GP	Anchorage	200	14G	12.0		50,976	0	0	36,195	87,171	87,171
25-0284	Accounting Tech I	FT	A	GP	Anchorage	200	12D / E	12.0		40,266	0	0	32,080	72,346	61,494
25-0374	Internet Specialist II	FT	A	GP	Juneau	205	19J / K	12.0		79,547	0	0	47,172	126,719	63,360

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: Statewide Administrative Services (537)
RDU: Administrative Services (361)

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
25-0846	Accountant III	FT	A	GP	Juneau	205	18B / C	12.0		59,885	0	0	39,618	99,503	91,881
25-1227	Accounting Clerk	FT	A	GP	Fairbanks	203	10D / E	12.0		37,014	0	0	30,831	67,845	60,830
25-1231	Accounting Tech I	FT	A	GG	Fairbanks	203	12O	12.0		57,168	0	0	38,574	95,742	90,955
25-1236	Accountant II	FT	A	SS	Fairbanks	203	16N / O	12.0		74,185	0	0	44,606	118,791	101,229
25-1238	Accounting Tech II	FT	A	GP	Fairbanks	203	14B / C	12.0		44,511	0	0	33,711	78,222	68,093
25-1243	Human Resource Specialist I	FT	A	KK	Anchorage	200	16B / C	12.0		51,931	0	0	36,032	87,963	76,528
25-1244	Accounting Tech III	FT	A	SS	Fairbanks	603	16K / L	12.0		65,661	0	0	41,331	106,992	101,642
25-1254	Accounting Clerk	FT	A	GP	Fairbanks	203	10C / D	12.0		36,012	0	0	30,446	66,458	56,489
25-1255	Accounting Tech II	FT	A	GP	Fairbanks	203	14K	12.0		56,748	0	0	38,413	95,161	90,403
25-1289	Accountant II	FT	A	GP	Juneau	205	16D / E	12.0		57,564	0	0	38,726	96,290	86,661
25-1353	Accounting Clerk	FT	A	GP	Fairbanks	203	10E / F	12.0		37,608	0	0	31,059	68,667	58,367
25-1685	Administrative Assistant I	FT	A	KK	Juneau	205	12A / A	12.0		40,073	0	0	31,476	71,549	71,549
25-2251	Accounting Tech III	FT	A	SS	Juneau	205	16L / M	12.0		69,601	0	0	42,845	112,446	109,590
25-2255	Human Resource Specialist II	FT	A	KK	Juneau	205	18L	12.0		79,560	0	0	46,647	126,207	109,800
25-2260	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		36,168	0	0	30,506	66,674	46,672
25-2261	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		41,459	0	0	32,539	73,998	73,998
25-2263	Accounting Tech II	FT	A	GP	Juneau	205	14C / D	12.0		47,454	0	0	34,842	82,296	82,296
25-2312	Budget Manager	FT	A	SS	Juneau	205	22J	12.0		96,420	0	0	53,149	149,569	149,569
25-2350	Accountant IV	FT	A	SS	Juneau	205	20B / C	12.0		72,336	0	0	43,895	116,231	95,906
25-2867	Accountant IV	FT	A	SS	Juneau	105	20B / B	12.0		71,244	0	0	43,476	114,720	114,720
25-2904	Accounting Tech II	FT	A	GP	Juneau	205	14A / A	12.0		43,505	0	0	33,325	76,830	76,830
25-2963	Accounting Technician IV	FT	A	SS	Anchorage Intl Airport	200	18J	12.0		70,392	0	0	43,149	113,541	90,833
25-3072	Accounting Tech I	FT	A	GP	Fairbanks	203	12B / C	12.0		39,941	0	0	31,956	71,897	63,133
25-3089	Accounting Tech II	FT	A	GP	Juneau	205	14C / D	12.0		47,525	0	0	34,869	82,394	82,394
25-3091	Accounting Technician IV	FT	A	SS	Juneau	205	18N	12.0		85,644	0	0	49,008	134,652	134,652
25-3095	Accounting Tech I	FT	A	GP	Juneau	205	12C / D	12.0		41,511	0	0	32,559	74,070	74,070
25-3104	Accounting Clerk	FT	A	GP	Juneau	205	10C / D	12.0		36,672	0	0	30,700	67,372	60,217
25-3106	Accounting Clerk	FT	A	GP	Juneau	205	10E / F	12.0		38,826	0	0	31,527	70,353	70,353
25-3111	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		35,574	0	0	30,278	65,852	46,096
25-3113	Division Operations Manager	FT	A	SS	Juneau	205	24B	12.0		92,928	0	0	51,807	144,735	144,735
25-3114	Administrative Assistant I	FT	A	GP	Juneau	205	12E / F	12.0		44,256	0	0	33,613	77,869	77,869
25-3343	Accounting Tech II	FT	A	GP	Juneau	205	14C / D	12.0		47,597	0	0	34,897	82,494	82,494
25-3799	Accountant V	FT	A	SS	Juneau	205	22K	12.0		100,032	0	0	54,536	154,568	154,568

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Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2014 Governor (10289)
Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

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
													Total Salary Costs:	3,932,831	
													Total COLA:	0	
													Total Premium Pay:	92,928	
													Total Benefits:	2,625,286	
													Total Pre-Vacancy:	6,651,045	
													Minus Vacancy Adjustment of 5.99%:	(398,345)	
													Total Post-Vacancy:	6,252,700	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	6,252,700	
Total Component Months:		792.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	1,966,370	1,848,600	29.56%
1005 General Fund/Program Receipts	142,217	133,700	2.14%
1026 Highways/Equipment Working Capital Fund	605,995	569,700	9.11%
1027 International Airport Revenue Fund	410,698	386,100	6.17%
1039 U/A Indirect Cost Recovery	2,368,132	2,226,300	35.61%
1076 Marine Highway System Fund	1,157,633	1,088,300	17.41%
Total PCN Funding:	6,651,045	6,252,700	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: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000	Travel		31.8	27.6	27.6
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
72000 Travel Detail Totals			31.8	27.6	27.6
72110	Employee Travel (Instate)	Instate employee travel for Director's Office, Finance and Budget.	26.2	22.6	24.6
72120	Nonemployee Travel (Instate Travel)	Surface transportation for nonemployee travel.	0.2	0.0	0.0
72410	Employee Travel (Out of state)	Out of state travel for Director's Office, Finance and Budget.	8.5	5.0	3.0
72971	Akpay Travel Expense	Clearing of the department's suspense account for taxable travel, including employee repayment of overpayments for travel advances and moving expenses.	-3.1	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
73000	Services		450.4	301.4	295.4
			FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Expenditure Account					
73000 Services Detail Totals			450.4	301.4	295.4
73025	Education Services	Training, conferences and employee tuition for Director's Office, Finance and Budget, excluding information technology training.	5.5	4.0	4.0
73050	Financial Services	FY2012 actuals included work by an accounting firm to review departmental accounting procedures in preparation for the transition from the Alaska Accounting System (AKSAS) to the Integrated Resource Information System (IRIS). Credit card fees and financial consulting/management for the department.	127.7	10.0	10.0
73150	Information Technlgy	FY2012 actuals included a departmental license for the Statewide Training and Reporting System (STARS). All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases. Includes Microsoft Enterprise Agreement.	148.7	26.3	26.3
73156	Telecommunication	Long distance/cell phone toll costs.	3.9	7.0	7.0
73225	Delivery Services	Daily courier service for Anchorage and Fairbanks fiscal sections, and other freight services and postage for Director's Office, Finance and Budget.	17.1	17.0	17.0
73450	Advertising & Promos	Advertising for recruitment of vacant positions.	0.0	1.0	1.0
73525	Utilities	Water, sewage and waste disposal.	1.4	2.2	2.2
73655	Repairs/Maint. (Non IA-Struct/Infs/Land)	Minor building repairs.	11.6	1.0	1.0
73665	Rentals/Leases (Non IA-Struct/Infs/Land)	Occasional room rentals for training, meetings or teleconferences.	8.2	4.5	4.5
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Copier, printers and fax repairs and maintenance.	9.3	10.2	10.2

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor	
73000 Services Detail Totals			450.4	301.4	295.4	
73686	Rentals/Leases (Non IA-Eq/Machinery)	Copier leases.	0.2	1.3	1.3	
73750	Other Services (Non IA Svcs)	Microfiche processing, recycling, security, state parking enforcement, printing and program consultants.	8.9	5.0	5.0	
73805	IT-Non-Telecommunication	Enterprise Technology Services	Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	17.4	51.0	49.0
73806	IT-Telecommunication	Enterprise Technology Services	Telecommunications services provided by the 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 conferencing.	68.2	70.0	69.0
73809	Mail	Central Mail	FY2012 actuals included a department-wide credit for central mail services. Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	-20.9	17.5	16.0
73810	Human Resources	Personnel	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	1.4	3.5	3.5
73812	Legal	Transportation Section	Legal services provided by the Department of Law.	9.0	8.0	7.5
73814	Insurance	Risk Management	Insurance coverage for leased 3-mile DOT&PF building.	0.6	0.0	0.0
73815	Financial	Finance	Chargeback fees for AKSAS and AKPAY.	28.4	53.0	52.5
73816	ADA Compliance	Americans With Disabilities	Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	0.8	1.3	1.8
73818	Training (Services-IA Svcs)	Finance	Department of Administration - Finance training classes.	1.3	5.0	3.0
73819	Commission Sales (IA Svcs)	State Travel Office	Processing fees charged by the State Travel Office.	0.6	0.6	1.6
73848	State Equip Fleet	State Equipment Fleet	State Equipment Fleet vehicle charges.	1.1	2.0	2.0

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000	Commodities		95.1	45.1	43.6
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
74000 Commodities Detail Totals			95.1	45.1	43.6
74200	Business	Office supplies, educational material, information technology equipment/supplies, subscriptions.	93.9	45.1	43.6
74480	Household & Instit.	DOT&PF Tudor Road building drinkable water supply and miscellaneous warehouse supplies.	0.7	0.0	0.0
74650	Repair/Maintenance (Commodities)	New office blinds and re-keying of Human Resource file cabinets.	0.5	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Capital Outlay

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Line Number	Line Name		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
75000	Capital Outlay		11.5	0.0	0.0
Expenditure Account	Servicing Agency	Explanation	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
75000 Capital Outlay Detail Totals			11.5	0.0	0.0
75700	Equipment	New copier purchased for Administrative Services Division.	11.5	0.0	0.0

Unrestricted Revenue Detail
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Master Account	Revenue Description				FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
68515	Unrestricted Fund				110.3	0.0	0.0
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
64560	Misc Trans Charges Payment for miscellaneous services such as copying costs under the Freedom of Information Act and printing costs.				1.1	0.0	0.0
66160	Jury & Work Comp Rc Reimbursement for employees who have served on jury duty.				0.1	0.0	0.0
66190	Py Reimburse Recvry Refunds for expenses paid in prior years, recovery of duplicate payments, and receipt of capital credits for utilities paid in prior years throughout the department that cannot be identified to specific accounts.				101.9	0.0	0.0
66370	Misc Rev Refunds for over/under payments on taxable per diem and lodging receipts.				7.2	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Master Account	Revenue Description	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
51060	General Fund Program Receipts	129.4	133.7	133.7

Detail Information					FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund			
51060	GF Program Receipts Revenue distributed from the department's rural airport leasing program operated by the Statewide Aviation component under various sections of the Alaska Aeronautic Act including AS 02.15.090 and Title 17 of the Alaska Administrative Code.				129.4	133.7	133.7

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Master Account	Revenue Description		FY2012 Actuals	FY2013 Management Plan	FY2014 Governor		
51200	Capital Improvement Project Receipts		1,937.5	2,253.3	2,592.9		
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
59021	CIP Receipts from Dept of Administration Revenue from the Department of Administration to provide support for the Integrated Resource Information System (IRIS) project.	Finance			6.5	0.0	0.0
59465	Indirect CIP Receipts Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).				1,931.0	2,253.3	2,592.9

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2012 Actuals	FY2013		
					Management Plan	FY2014 Governor	
73805	IT-Non-Telecommunication	Computer services provided by the 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	17.4	51.0	49.0
				73805 IT-Non-Telecommunication subtotal:	17.4	51.0	49.0
73806	IT-Telecommunication	Telecommunications services provided by the 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 conferencing.	Inter-dept	Enterprise Technology Services	68.2	70.0	69.0
				73806 IT-Telecommunication subtotal:	68.2	70.0	69.0
73809	Mail	FY2012 actuals included a department-wide credit for central mail services. Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	-20.9	17.5	16.0
				73809 Mail subtotal:	-20.9	17.5	16.0
73810	Human Resources	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	1.4	3.5	3.5
				73810 Human Resources subtotal:	1.4	3.5	3.5
73812	Legal	Legal services provided by the Department of Law.	Inter-dept	Transportation Section	9.0	8.0	7.5
				73812 Legal subtotal:	9.0	8.0	7.5
73814	Insurance	Insurance coverage for leased 3-mile DOT&PF building.	Inter-dept	Risk Management	0.6	0.0	0.0
				73814 Insurance subtotal:	0.6	0.0	0.0
73815	Financial	Chargeback fees for AKSAS and AKPAY.	Inter-dept	Finance	28.4	53.0	52.5
				73815 Financial subtotal:	28.4	53.0	52.5
73816	ADA Compliance	Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Americans With Disabilities	0.8	1.3	1.8
				73816 ADA Compliance subtotal:	0.8	1.3	1.8
73818	Training (Services-IA Svcs)	Department of Administration - Finance training classes.	Inter-dept	Finance	1.3	5.0	3.0
				73818 Training (Services-IA Svcs) subtotal:	1.3	5.0	3.0
73819	Commission Sales (IA Svcs)	Processing fees charged by the State Travel Office.	Inter-dept	State Travel Office	0.6	0.6	1.6
				73819 Commission Sales (IA Svcs) subtotal:	0.6	0.6	1.6
73848	State Equip Fleet	State Equipment Fleet vehicle charges.	Intra-dept	State Equipment Fleet	1.1	2.0	2.0
				73848 State Equip Fleet subtotal:	1.1	2.0	2.0

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Statewide Administrative Services (537)
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Expenditure Account	Service Description	Service Type	Servicing Agency	FY2012 Actuals	FY2013 Management Plan	FY2014 Governor
				Statewide Administrative Services total:	107.9	205.9
				Grand Total:	107.9	205.9