

State of Alaska FY2026 Governor's Operating Budget

Department of Administration Print Services Component Budget Summary

Component: Print Services

Contribution to Department's Mission

To provide efficient, cost-effective, and customer-focused daily sorting, delivery, insertion, and posting services to State of Alaska agencies located in Juneau.

Results

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

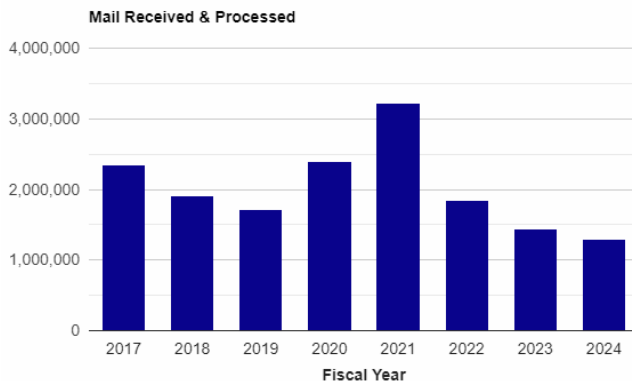
Core Services

- Provide pick-up, sorting, posting, and delivery of United States Postal Service (USPS) and interagency mail for State of Alaska agencies located in Juneau.
- Process high volume mail insertions.

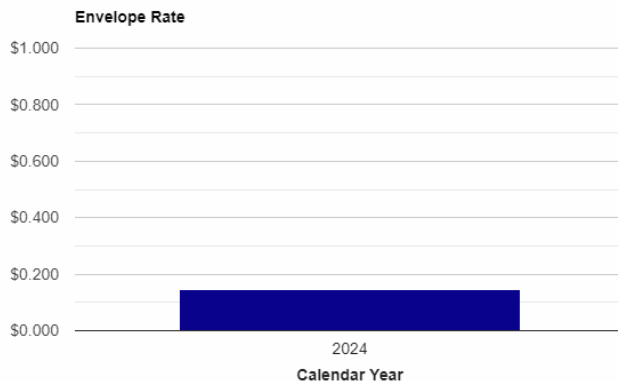
Measures by Core Service

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

1. Provide pick-up, sorting, posting, and delivery of United States Postal Service (USPS) and interagency mail for State of Alaska agencies located in Juneau.



2. Process high volume mail insertions.



Major Component Accomplishments in 2024

- Timely processed mail for all client agencies.

- Timely processed large-scale annual mailings, including those for the Alaska Permanent Fund Dividend, unemployment insurance checks, retirement and benefit checks, quarterly tax jobs, and the required 1099s and W2 mailings.
- Optimized office space to improve efficiency, functionality, and reduce lease spaced costs.

Key Component Challenges

- Aligning the central mail room services and equipment with future State business needs as agencies promote electronic notification.

Significant Changes in Results to be Delivered in FY2026

- Insertion machine contracts are scheduled to terminate in FY2026, but the component will be coordinating with the vendor to negotiate an earlier renewal.
- The USPS is requiring all postage meters to be IMI (Intelligent Mail Indicia) compliant by June 2026. The division is working with equipment vendors to implement the required upgrades.

Statutory and Regulatory Authority

AS 44.21.020 (1), (6) Duties of Department

Contact Information
<p>Contact: Brad Ewing, Division Director, Shared Services of Alaska Phone: (907) 465-1311 E-mail: brad.ewing@alaska.gov</p>

Print Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2025</u> <u>Management</u> <u>Plan</u>	<u>FY2026</u> <u>Governor</u>		
Full-time	5	5	Annual Salaries	354,821
Part-time	0	0	COLA	5,581
Nonpermanent	0	0	Premium Pay	9,689
			Annual Benefits	263,604
			<i>Less 2.51% Vacancy Factor</i>	(15,895)
			Lump Sum Premium Pay	55,000
Totals	5	5	Total Personal Services	672,800

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Mail Services Courier	0	0	3	0	3
Mail Services Lead Courier	0	0	1	0	1
Mail Services Manager	0	0	1	0	1
Totals	0	0	5	0	5

Component Detail All Funds
Department of Administration

Component: Print Services (2333)
RDU: Shared Services of Alaska (17)

Non-Formula Component

	FY2024 Actuals	FY2025 Enrolled	FY2025 Authorized	FY2025 Management Plan	FY2026 Governor Adjusted Base	FY2026 Governor	FY2025 Management Plan vs FY2026 Governor	
1000 Personal Services	560.4	658.4	659.4	659.4	672.8	672.8	13.4	2.0%
2000 Travel	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
3000 Services	1,431.7	1,687.8	1,687.8	1,687.8	1,687.8	1,687.8	0.0	0.0%
4000 Commodities	57.7	23.4	23.4	23.4	23.4	23.4	0.0	0.0%
5000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
7000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
8000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	2,049.8	2,369.6	2,370.6	2,370.6	2,384.0	2,384.0	13.4	0.6%
Fund Sources:								
1007 I/A Rcpts (Other)	2,049.8	2,369.6	2,370.6	2,370.6	2,384.0	2,384.0	13.4	0.6%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	2,049.8	2,369.6	2,370.6	2,370.6	2,384.0	2,384.0	13.4	0.6%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:								
Permanent Full Time	5	5	5	5	5	5	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Print Services (2333)
RDU: Shared Services of Alaska (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2025 Enrolled To FY2025 Authorized *****												
FY2025 Enrolled												
1007 I/A Rcpts	Enrolled	2,369.6	658.4	0.0	1,687.8	23.4	0.0	0.0	0.0	5	0	0
		2,369.6										
Compensation for Certain State Employees Ch5 SLA2024 (SB259) (Sec2 Ch7 SLA2024 P51 L24 (HB268))												
1007 I/A Rcpts	FisNot	0.6	0.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Five percent cost of living adjustment for employees not covered by a collective bargaining unit.: \$0.6												
Compensation for Certain State Employees Ch5 SLA2024 (SB259) (Sec2 Ch7 SLA2024 P51 L24 (HB268))												
1007 I/A Rcpts	FisNot	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
One salary step adjustment for employees not covered by a collective bargaining agreement.: \$0.4												
Subtotal		2,370.6	659.4	0.0	1,687.8	23.4	0.0	0.0	0.0	5	0	0
***** Changes From FY2025 Management Plan To FY2026 Governor Adjusted Base *****												
FY2026 Salary, Health Insurance, and Retirement Increases												
1007 I/A Rcpts	SalAdj	13.4	13.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Salary, health and retirement increases: \$13.4												
AlaskaCare increase from \$1908 to \$2030.11 per member per month: \$2.2												
FY2026 APEA (non-law enforcement) 3% cost of living adjustment: \$5.1												
FY2026 3% cost of living adjustment for employees not covered by a collective bargaining agreement: \$0.4												
FY2026 PERS rate adjustment from 26.76% to 28.33%: \$5.7												
Subtotal		2,384.0	672.8	0.0	1,687.8	23.4	0.0	0.0	0.0	5	0	0
***** Changes From FY2026 Governor Adjusted Base To FY2026 Governor *****												
Totals		2,384.0	672.8	0.0	1,687.8	23.4	0.0	0.0	0.0	5	0	0

Line Item Detail (1676)
Department of Administration
Services

Component: Print Services (2333)

Line Number	Line Name		FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
3000	Services		1,431.7	1,687.8	1,687.8
Object Class	Servicing Agency	Explanation	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
3000 Services Detail Totals			1,431.7	1,687.8	1,687.8
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition.	0.3	0.3	0.4
3006	Delivery Services	Freight, courier services, and postage.	1,106.1	1,353.9	1,336.5
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases.	181.4	181.4	190.5
3011	Other Services	Component cost transfer.	-1.6	0.0	0.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Chief Information Officer (3139) OIT Core Services.	15.9	15.9	16.7
3018	Inter-Agency Information Technology Telecommunications	Admin - Licensing, Infrastructure & Serv (3414) OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services).	0.5	0.5	0.6
3022	Inter-Agency Human Resources	Admin - Personnel (56) Centralized Human Resource chargeback.	3.1	3.3	3.5
3023	Inter-Agency Building Leases	Trans - Department-wide Rent for state-owned facilities and lease payments.	78.9	82.9	87.0
3026	Inter-Agency Insurance	Admin - Risk Management (71) Division of Risk Management - Risk management insurance charges.	0.1	0.2	0.2
3027	Inter-Agency Financial	Admin - Accounting (3134) Division of Finance chargeback for IRIS FIN, HRM, and ALDER.	0.6	0.6	0.6
3027	Inter-Agency Financial	Admin - Finance (59) Division of Finance chargeback for IRIS FIN, HRM, and ALDER.	2.5	2.7	2.8
3028	Inter-Agency Americans with	Admin - Personnel (56) Americans with Disabilities Act	0.1	0.1	0.1

Line Item Detail (1676)
Department of Administration
Services

Component: Print Services (2333)

Object Class	Servicing Agency	Explanation	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
3000 Services Detail Totals			1,431.7	1,687.8	1,687.8
	Disabilities Act Compliance	(ADA) chargeback.			
3037	State Equipment Fleet	Trans - Department-wide	24.0	26.8	28.1
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	8.8	11.2	12.1
3038	Inter-Agency Management/Consulting	Admin - OFC of Procure. Property. Mngmt. (3291)	1.5	1.6	1.7
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	9.5	6.4	7.0

Line Item Detail (1676)
Department of Administration
Commodities

Component: Print Services (2333)

Line Number	Line Name		FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
4000	Commodities		57.7	23.4	23.4
Object Class	Servicing Agency	Explanation	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
4000 Commodities Detail Totals			57.7	23.4	23.4
4000	Business	General business supplies such as office consumables, furniture, and computer equipment.	56.2	21.7	21.7
4002	Household/Institutional	Cleaning, food and other household supplies.	0.9	1.0	1.0
4015	Parts and Supplies	Parts, supplies, maintenance and repair items.	0.1	0.1	0.1
4019	Small Tools/Minor Equipment	Maintenance and repair tools and small equipment.	0.5	0.6	0.6

Revenue Detail (1681)
Department of Administration

Component: Print Services (2333)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
5007 I/A Rcpts (1007 I/A Rcpts)			2,049.8	2,370.6	2,384.0
5301 Inter-Agency Receipts	Admin - Accounting (3134)	Central mail activities on behalf of agencies.	1.2	1.9	1.9
5301 Inter-Agency Receipts	Admin - Administrative Hearings (2771)	Central mail activities on behalf of agencies.	2.5	3.2	3.2
5301 Inter-Agency Receipts	Admin - Administrative Services (46)	Central mail activities on behalf of agencies.	0.1	0.1	0.1
5301 Inter-Agency Receipts	Admin - Alaska Division of IT (3141)	Central mail activities on behalf of agencies.	2.2	2.3	2.3
5301 Inter-Agency Receipts	Admin - Alaska Public Offices Comm (70)	Central mail activities on behalf of agencies.	2.7	2.9	2.9
5301 Inter-Agency Receipts	Admin - Finance (59)	Central mail activities on behalf of agencies.	8.9	7.3	7.3
5301 Inter-Agency Receipts	Admin - Labor Relations (58)	Central mail activities on behalf of agencies.	0.0	0.0	0.0
5301 Inter-Agency Receipts	Admin - Motor Vehicles (2348)	Central mail activities on behalf of agencies.	4.4	5.8	5.8
5301 Inter-Agency Receipts	Admin - OFC of Procure. Property. Mngmt. (3291)	Central mail activities on behalf of agencies.	1.3	1.1	1.0
5301 Inter-Agency Receipts	Admin - Office of Public Advocacy (43)	Central mail activities on behalf of agencies.	6.8	8.2	8.1
5301 Inter-Agency Receipts	Admin - Office of the Commissioner (45)	Central mail activities on behalf of agencies.	2.5	2.2	2.2
5301 Inter-Agency Receipts	Admin - Personnel (56)	Central mail activities on behalf of agencies.	2.6	3.4	3.4
5301 Inter-Agency Receipts	Admin - Print Services (2333)	Prior year carry forward.	2.0	0.0	0.0
5301 Inter-Agency Receipts	Admin - Public Defender Agency (1631)	Central mail activities on behalf of agencies.	4.5	4.1	4.1
5301 Inter-Agency Receipts	Admin - Retirement and Benefits (64)	Central mail activities on behalf of agencies.	128.8	127.0	126.2
5301 Inter-Agency Receipts	Admin - Risk Management (71)	Central mail activities on behalf of agencies.	12.7	13.0	12.9
5301 Inter-Agency Receipts	Commerce - Department-wide	Central mail activities on behalf of agencies.	116.5	120.5	117.1
5301 Inter-Agency Receipts	Correct - Department-wide	Central mail activities on behalf of agencies.	33.6	47.2	35.1

Revenue Detail (1681)
Department of Administration

Component: Print Services (2333)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
5301 Inter-Agency Receipts	Courts - Department-wide	Central mail activities on behalf of agencies.	10.1	12.1	10.0
5301 Inter-Agency Receipts	E&ED - Department-wide	Central mail activities on behalf of agencies.	44.0	50.6	46.6
5301 Inter-Agency Receipts	EnvCon - Department-wide	Central mail activities on behalf of agencies.	47.9	42.8	50.5
5301 Inter-Agency Receipts	FCS - Department-wide	Central mail activities on behalf of agencies.	94.0	89.7	100.5
5301 Inter-Agency Receipts	FishGm - Department-wide	Central mail activities on behalf of agencies.	131.8	117.4	133.0
5301 Inter-Agency Receipts	Gov - Department-wide	Central mail activities on behalf of agencies.	34.0	58.1	29.1
5301 Inter-Agency Receipts	Health - Department-wide	Central mail activities on behalf of agencies.	281.3	187.0	269.9
5301 Inter-Agency Receipts	Labor - Department-wide	Central mail activities on behalf of agencies.	853.2	889.2	857.6
5301 Inter-Agency Receipts	Law - Department-wide	Central mail activities on behalf of agencies.	12.0	12.6	12.3
5301 Inter-Agency Receipts	Legis - Department-wide	Central mail activities on behalf of agencies.	2.1	2.2	2.1
5301 Inter-Agency Receipts	M&VA - Department-wide	Central mail activities on behalf of agencies.	2.5	2.6	2.5
5301 Inter-Agency Receipts	NatRes - Department-wide	Central mail activities on behalf of agencies.	5.1	4.4	4.6
5301 Inter-Agency Receipts	PubSaf - Department-wide	Central mail activities on behalf of agencies.	11.4	12.7	10.3
5301 Inter-Agency Receipts	Rev - Department-wide	Central mail activities on behalf of agencies.	129.9	122.5	127.9
5301 Inter-Agency Receipts	Trans - Department-wide	Central mail activities on behalf of agencies.	23.1	23.8	24.0
5301 Inter-Agency Receipts	Univ - Department-wide	Central mail activities on behalf of agencies.	32.5	31.9	30.2
5301 Inter-Agency Receipts	Admin - Finance (59)	Central mail activities related to vendor and payroll warrants.	0.0	201.6	189.5
5301 Inter-Agency Receipts	Admin - Print Services (2333)	Interagency authority true-up adjustment compared to projected published rates. Agencies billed	0.0	159.2	149.8

Revenue Detail (1681)
Department of Administration

Component: Print Services (2333)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
5302 Inter-Agency Receipts - Prior Year Reimbursement Recovery	Admin - Print Services (2333)	based on year-end actuals. FY24 Vendor contract adjustment.	1.6	0.0	0.0

Inter-Agency Services (1682)
Department of Administration

Component: Print Services (2333)

	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
Component Totals	145.5	152.2	160.4
With Department of Administration	42.6	42.5	45.3
With Department of Transportation and Public Facilities	102.9	109.7	115.1

Object Class	Servicing Agency	Explanation	FY2024 Actuals	FY2025 Management Plan	FY2026 Governor
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Chief Information Officer (3139)	OIT Core Services.	15.9	15.9	16.7
3018 Inter-Agency Information Technology Telecommunications	Admin - Licensing, Infrastructure & Serv (3414)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services).	0.5	0.5	0.6
3022 Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback.	3.1	3.3	3.5
3023 Inter-Agency Building Leases	Trans - Department-wide	Rent for state-owned facilities and lease payments.	78.9	82.9	87.0
3026 Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges.	0.1	0.2	0.2
3027 Inter-Agency Financial	Admin - Accounting (3134)	Division of Finance chargeback for IRIS FIN, HRM, and ALDER.	0.6	0.6	0.6
3027 Inter-Agency Financial	Admin - Finance (59)	Division of Finance chargeback for IRIS FIN, HRM, and ALDER.	2.5	2.7	2.8
3028 Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) chargeback.	0.1	0.1	0.1
3037 State Equipment Fleet	Trans - Department-wide	State equipment fleet chargeback for vehicle lease, maintenance, and fuel.	24.0	26.8	28.1
3038 Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Administrative chargeback.	8.8	11.2	12.1
3038 Inter-Agency Management/Consulting	Admin - OFC of Procure. Property. Mngmt. (3291)	SSoA Procurement chargeback.	1.5	1.6	1.7
3038 Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Office of the Commissioner chargeback.	9.5	6.4	7.0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2026 Governor (22363)
Component: Print Services (2333)
RDU: Shared Services of Alaska (17)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
025001	Division Operations Manager	FT	A	SS	Juneau	205	24K	1.2	*	14,218	600	0	8,239	23,057	0
025041	Mail Services Courier	FT	A	GP	Juneau	205	9G / J	12.0		47,925	0	2,151	39,452	89,528	0
025042	Mail Services Courier	FT	A	GP	Juneau	205	9C / D	12.0		41,742	0	1,909	36,837	80,488	0
025046	Mail Services Manager	FT	A	SS	Juneau	205	15B / C	12.0		66,542	2,809	0	51,601	120,952	0
025108	Administrative Officer 2	FT	A	GP	Anchorage	200	19L	0.6	*	4,937	0	0	2,963	7,900	0
025155	Accounting Technician 2	FT	A	GP	Juneau	205	14N / O	0.8	*	5,307	0	0	3,431	8,738	0
025162	Accountant 5	FT	A	SS	Juneau	205	22K	3.6	*	37,173	1,569	0	22,485	61,227	0
025182	Division Director - Px	FT	A	XE	Juneau	N05	27P	0.6	*	9,242	373	0	4,950	14,565	0
025192	Data Processing Manager 2	FT	A	SS	Anchorage	200	23C	0.6	*	5,443	230	0	3,441	9,114	0
071507	Mail Services Lead Courier	FT	A	GP	Juneau	205	10R	12.0		66,788	0	3,082	47,508	117,378	0
082060	Mail Services Courier	FT	A	GP	Juneau	205	9N / O	12.0		55,504	0	2,547	42,697	100,748	0

Total Positions			Total Salary Costs:	354,821
Full Time Positions:	5	0	Total COLA:	5,581
Part Time Positions:	0	0	Total Premium Pay:	9,689
Non Permanent Positions:	0	0	Total Benefits:	263,604
Positions in Component:	5	0	Total Pre-Vacancy:	633,695
			Minus Vacancy Adjustment of 2.51%:	(15,895)
			Total Post-Vacancy:	617,800
			Plus Lump Sum Premium Pay:	55,000
			Personal Services Line 100:	672,800

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1007 Interagency Receipts	633,695	617,800	100.00%
Total PCN Funding:	633,695	617,800	100.00%

Lump Sum Funding Sources:	Amount	Percent
1007 Interagency Receipts	55,000	100.00%
Total Lump Sum Funding:	55,000	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.

