

State of Alaska FY2011 Governor's Operating Budget

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

Component: Southeast Region Support Services

Contribution to Department's Mission

Provide leadership and accountability of all Southeast Region activities, and to support regional operations with quality financial analysis and budgetary services.

Core Services

- The Regional Director provides policy direction and management leadership to all Southeast Region employees. The Regional Director also provides the main conduit for local communities and individuals to have input on various transportation issues.
- The Southeast Region annual operating budgets are prepared in this unit. Inquiries from the legislature, administration, and the public are researched and responded to through this office. Status reports are prepared to provide financial information and guidance to management.
- The Capital Improvement Project Control unit maintains the status of the region's and the Alaska Marine Highway System's capital improvement projects. Federal and state regulations require detailed reports and procedures for tracking and reporting on capital projects and related expenditures. Status books are prepared to provide necessary information to regional and federal project staff.

Key Component Challenges

- The Regional Director's Office is seeing a significant impact on workload as a result of the American Reinvestment and Recovery Act. This federal Act provided stimulus funds for several million dollars worth of shovel ready projects region wide. The timeline to complete all requirements to award these projects is extremely aggressive which put additional demands on existing staff to ensure the department does not lose these funds. This effort involves all components in the region
- Work on the congressional legislation relating to re-authorization of federal funding is being drawn out which slows the planning of future projects.
- The region continues to see succession planning becoming more and more necessary due to several staff retirement schedules.
- The implementation of the Southeast Alaska Transportation Plan continues to be of paramount importance over the next several years as significant resources will be used to design and construct the infrastructure for improved movement of people and commodities throughout the region. Decisive management and articulate leadership are essential to successfully updating and implementing this plan.
- We continue to review technological advances to continue to enhance efficiencies. Efforts to institute on-line formats to assist in reducing paperwork and engineering technology assists in completing design work more accurately and expeditiously.

Significant Changes in Results to be Delivered in FY2011

No significant changes are anticipated.

Major Component Accomplishments in 2009

- Successfully managed operations for the entire Southeast Region in all outlying areas.
- Managed distribution of stimulus funds for Southeast Region.
- Prepared and managed FY09 operating budget.
- The Project Control Section prepared 233 Project Development Authorizations (PDA's) to ensure that Southeast Region project personnel had funds to successfully manage projects as well as reconciled and closed 33 Southeast Region projects.

Statutory and Regulatory Authority

AS 44

Contact Information

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**Southeast Region Support Services
Component Financial Summary**

All dollars shown in thousands

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	575.6	780.9	785.1
72000 Travel	33.5	28.1	28.1
73000 Services	33.7	43.5	43.5
74000 Commodities	15.8	15.7	15.7
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	658.6	868.2	872.4
Funding Sources:			
1004 General Fund Receipts	238.0	319.3	321.4
1061 Capital Improvement Project Receipts	420.6	548.9	551.0
Funding Totals	658.6	868.2	872.4

Estimated Revenue Collections

Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Capital Improvement Project Receipts	51200	420.6	0.0	0.0	548.9	551.0
Restricted Total		420.6	0.0	0.0	548.9	551.0
Total Estimated Revenues		420.6	0.0	0.0	548.9	551.0

**Summary of Component Budget Changes
From FY2010 Management Plan to FY2011 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2010 Management Plan	319.3	0.0	548.9	868.2
Adjustments which will continue current level of service:				
-FY2011 Health Insurance Cost	2.1	0.0	2.1	4.2
Increase Non-Covered Employees				
FY2011 Governor	321.4	0.0	551.0	872.4

Southeast Region Support Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	8	8	Annual Salaries	462,843
Part-time	0	0	Premium Pay	53,350
Nonpermanent	0	0	Annual Benefits	278,692
			<i>Less 1.23% Vacancy Factor</i>	<i>(9,777)</i>
			Lump Sum Premium Pay	0
Totals	8	8	Total Personal Services	785,108

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech III	0	0	2	0	2
Administrative Assistant I	0	0	1	0	1
Asst Commissioner	0	0	1	0	1
Budget Analyst III	0	0	1	0	1
Budget Analyst IV	0	0	1	0	1
Drafting Technician I	0	0	1	0	1
Office Assistant II	0	0	1	0	1
Totals	0	0	8	0	8

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Southeast Region Support Services (2296)
RDU: Regional Support Services (366)

	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Management Plan	FY2011 Governor	FY2010 Management Plan vs FY2011 Governor	
71000 Personal Services	575.6	780.9	780.9	780.9	785.1	4.2	0.5%
72000 Travel	33.5	28.1	28.1	28.1	28.1	0.0	0.0%
73000 Services	33.7	43.5	43.5	43.5	43.5	0.0	0.0%
74000 Commodities	15.8	15.7	15.7	15.7	15.7	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	658.6	868.2	868.2	868.2	872.4	4.2	0.5%
Fund Sources:							
1004 Gen Fund	238.0	319.3	319.3	319.3	321.4	2.1	0.7%
1061 CIP Rcpts	420.6	548.9	548.9	548.9	551.0	2.1	0.4%
General Funds	238.0	319.3	319.3	319.3	321.4	2.1	0.7%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	420.6	548.9	548.9	548.9	551.0	2.1	0.4%
Positions:							
Permanent Full Time	8	8	8	8	8	0	0.0%
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: Southeast Region Support Services (2296)

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 FY2010 Conference Committee To FY2010 Authorized *****												
FY2010 Conference Committee												
ConfCom		868.2	780.9	28.1	43.5	15.7	0.0	0.0	0.0	8	0	0
1004 Gen Fund		319.3										
1061 CIP Rcpts		548.9										
Subtotal		868.2	780.9	28.1	43.5	15.7	0.0	0.0	0.0	8	0	0
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
Subtotal		868.2	780.9	28.1	43.5	15.7	0.0	0.0	0.0	8	0	0
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
FY2011 Health Insurance Cost Increase Non-Covered Employees												
SalAdj		4.2	4.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		2.1										
1061 CIP Rcpts		2.1										
Costs associated with Health Insurance Increases: \$4.2												
Delete Vacant PCN 25-979X Special Assistant to Southeast Region Director												
PosAdj		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
Delete PCN 25-979X Special Assistant to Southeast Region Director, Juneau. Leaving CIP Receipt authorization in the budget will allow the component to have a lower and more appropriate vacancy factor.												
The Department of Transportation and Public Facilities is deleting certain positions that were vacant for extended periods of time including many for multiple fiscal years. This RDU/Component is deleting a position(s) to accurately reflect the number of full time positions required to implement the FY11 Governor's Budget. These PCNs are available at this time; however, depending on future project activity within the department, staffing level needs may need to be revisited.												
Transfer PCN 25-2379 from Southeast Design and Engineering Services to Manage Regional Administrative Support Functions												
Trin		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0

Transfer vacant PCN 25-2379 Drafting Technician I from Southeast (SE) Region Design and Engineering Services to Southeast Region Support Services.

Technological advances in AutoCAD drawing capabilities enable the unit to complete work with the current number of drafting technicians. Therefore, this position can better serve the more immediate needs of Southeast Region Support Services.

This transfer is necessary due to the need for an incumbent who can manage the administrative support functions of Southeast Region by providing daily management and oversight of the administrative work, i.e. financial, budget, personnel, procurement, etc.

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

Component: Southeast Region Support Services (2296)

RDU: Regional Support Services (366)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
	Totals	872.4	785.1	28.1	43.5	15.7	0.0	0.0	0.0	8	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2011 Governor (7749)
Component: Southeast Region Support Services (2296)
RDU: Regional Support Services (366)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
25-0066	Accounting Tech III	FT	A	GG	Juneau	2A	16F / G	12.0		54,889	0	0	31,235	86,124	0
25-2264	Asst Commissioner	FT	A	XE	Juneau	AA	27F / J	12.0		112,747	0	0	53,449	166,196	166,196
25-2265	Administrative Assistant I	FT	A	GP	Juneau	2A	12G / J	12.0		42,686	0	0	26,824	69,510	69,510
25-2312	Budget Analyst IV	FT	A	SS	Juneau	2A	21K / L	12.0		86,929	0	0	42,465	129,394	0
25-2336	Budget Analyst III	FT	A	GP	Juneau	2A	19A / B	12.0		56,456	0	0	31,802	88,258	70,695
25-2338	Office Assistant II	FT	A	GP	Juneau	2A	10A / B	12.0		31,287	0	0	22,703	53,990	0
25-2353	Accounting Tech III	FT	A	GP	Juneau	2A	16A / B	12.0		46,640	0	0	28,253	74,893	0
25-2379	Drafting Technician I	FT	A	GP	Juneau	2A	10A / B	12.0		31,209	0	53,350	41,961	126,520	0
25-979X	Special Assistant	FT	A	XE	Juneau	AA	23F	12.0		0	0	0	0	0	0

	Total Positions	New	Deleted	Total Salary Costs:
Full Time Positions:	8	0	1	462,843
Part Time Positions:	0	0	0	Total COLA: 0
Non Permanent Positions:	0	0	0	Total Premium Pay: 53,350
Positions in Component:	8	0	1	Total Benefits: 278,692
Total Component Months:	96.0			Total Pre-Vacancy: 794,885
				Minus Vacancy Adjustment of 1.23%: (9,777)
				Total Post-Vacancy: 785,108
				Plus Lump Sum Premium Pay: 0
				Personal Services Line 100: 785,108

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	306,401	302,632	38.55%
1039 U/A Indirect Cost Recovery	488,484	482,476	61.45%
Total PCN Funding:	794,885	785,108	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: Southeast Region Support Services (2296)
RDU: Regional Support Services (366)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		33.5	28.1	28.1
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000 Travel Detail Totals			33.5	28.1	28.1
72100	Instate Travel	The Regional Director is required to travel throughout Southeast Alaska to meet with citizens and officials of local communities to discuss current and future issues in relationship to highways, airports, harbors and buildings. Travel is also required to attend American Association for State Highway and Transportation Officials (AASHTO) and other departmental conferences as well as attendance at departmental and federal conferences by professional staff.	21.1	27.1	27.1
72400	Out Of State Travel	Travel required for the Regional Director's attendance at the Western Association of State Highway and Transportation Officials (WASHTO) conference.	0.0	1.0	1.0
72700	Moving Costs		12.4	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Southeast Region Support Services (2296)
RDU: Regional Support Services (366)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services		33.7	43.5	43.5
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals			33.7	43.5	43.5
73003	Dot Time & Equip Sys	Vehicle usage billed to operating and capital accounts based on established rates and actual use of vehicles.	0.3	0.0	0.0
73025	Education Services	Employee tuition, membership fees and conference fees (excluding Information Technology).	0.4	1.5	1.5
73150	Information Technlgy	All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases.	1.0	1.4	1.4
73156	Telecommunication	Long distance and cellular.	1.9	2.5	2.5
73225	Delivery Services	Freight, courier services, postage.	0.0	0.5	0.5
73450	Advertising & Promos		3.8	0.0	0.0
73650	Struc/Infstruct/Land		4.7	0.0	0.0
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Maintenance agreements for copiers and fax machines.	3.2	3.8	3.8
73686	Rentals/Leases (Non IA-Eq/Machinery)	Rental or lease of copiers and fax machines.	0.0	3.9	3.9
73750	Other Services (Non IA Svcs)	Printing costs for Annual Traffic Volume report.	0.0	5.0	5.0
73805	IT-Non-Telecommnctns	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.	1.9	1.9	1.9
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.	6.5	8.5	8.5

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Southeast Region Support Services (2296)

RDU: Regional Support Services (366)

Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals			33.7	43.5	43.5
73809	Mail	Admin - Central Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	1.2	0.8	0.8
73810	Human Resources	Admin - Personnel Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.2	0.2	0.2
73812	Legal	Law - Transportation Section Legal services provided by the Department of Law.	7.5	12.9	12.9
73815	Financial	Admin - Finance Chargeback fees for AKSAS and AKPAY.	0.4	0.5	0.5
73816	ADA Compliance	Labor - Americans With Disabilities Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	0.1	0.1	0.1
73819	Commission Sales (IA Svcs)	Admin - State Travel Office Processing fees charged by the State Travel Office.	0.6	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Southeast Region Support Services (2296)
RDU: Regional Support Services (366)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		15.8	15.7	15.7
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000 Commodities Detail Totals			15.8	15.7	15.7
74200	Business	Office and instructional supplies. Includes consumable supplies such as paper, general office supplies, copy machine supplies, photographic supplies, and subscriptions. Also includes non-consumable supplies costing less than \$5,000 such as furniture and office equipment.	12.7	11.7	11.7
74233	Info Technology Equip	Computers, monitors, printers for staff of eight.	2.6	4.0	4.0
74480	Household & Instit.		0.5	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Southeast Region Support Services (2296)
RDU: Regional Support Services (366)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51200	Capital Improvement Project Receipts	420.6	548.9	551.0

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51201	Direct CIP Receipts CIP receipts for work in direct support of capital projects.				0.0	130.0	132.1
59465	Indirect CIP Receipts Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).				420.6	418.9	418.9

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Southeast Region Support Services (2296)
RDU: Regional Support Services (366)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010		
				FY2009 Actuals	Management Plan	FY2011 Governor
72700	Moving Costs	Inter-dept		12.4	0.0	0.0
72700 Moving Costs subtotal:				12.4	0.0	0.0
73450	Advertising & Promos	Inter-dept		3.8	0.0	0.0
73450 Advertising & Promos subtotal:				3.8	0.0	0.0
73805	IT-Non-Telecommnctns	Inter-dept	Enterprise Technology Services	1.9	1.9	1.9
73805 IT-Non-Telecommnctns subtotal:				1.9	1.9	1.9
73806	IT-Telecommunication	Inter-dept	Enterprise Technology Services	6.5	8.5	8.5
73806 IT-Telecommunication subtotal:				6.5	8.5	8.5
73809	Mail	Inter-dept	Admin - Central Mail	1.2	0.8	0.8
73809 Mail subtotal:				1.2	0.8	0.8
73810	Human Resources	Inter-dept	Admin - Personnel	0.2	0.2	0.2
73810 Human Resources subtotal:				0.2	0.2	0.2
73812	Legal	Inter-dept	Law - Transportation Section	7.5	12.9	12.9
73812 Legal subtotal:				7.5	12.9	12.9
73815	Financial	Inter-dept	Admin - Finance	0.4	0.5	0.5
73815 Financial subtotal:				0.4	0.5	0.5
73816	ADA Compliance	Inter-dept	Labor - Americans With Disabilities	0.1	0.1	0.1
73816 ADA Compliance subtotal:				0.1	0.1	0.1
73819	Commission Sales (IA Svcs)	Inter-dept	Admin - State Travel Office	0.6	0.0	0.0
73819 Commission Sales (IA Svcs) subtotal:				0.6	0.0	0.0
Southeast Region Support Services total:				34.6	24.9	24.9
Grand Total:				34.6	24.9	24.9