

# **State of Alaska FY2011 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, 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, the Procurement Section, the Highway Working Capital Fund and the department's website.
- The program staff acts as liaison between the Department of Transportation and Public Facilities (DOT&PF) and the Department of Administration for financial, personnel, payroll, web development, information technology, and procurement directives, and the Office of Management and Budget and the Legislature regarding budget issues.
- Provides the day-to-day operational support for the department in 88 locations throughout the state. It provides support in accounts payable and receivable. Functions include, payment of travel costs, utility, contractor and general vendor invoices, auditing of the Alaska Marine Highway System sales reports, establishing Reimbursable Service Agreements (RSA), processing revenues from RSAs, payments against RSAs, and billing various federal agencies, municipalities and private individuals.

### Key Component Challenges

The division will continue to analyze services it provides in an effort to find the most efficient and effective methods of service delivery. Areas currently under review, or in initial stages of implementation include: implementing new Governmental Accounting Standards Board (GASB) Statement of Standards #51-Accounting and Financial Reporting for Intangible Assets, expanding Highway Equipment Working Capital Fund (HEWCF) financial responsibility, staying on top of requests for document support associated with American Recovery and Reinvestment Act (ARRA) funded projects from federal entities, working with regional offices to close out the remaining 15 oldest projects, cleaning up outstanding Capital Improvement Project (CIP) receivables that have been on our "books" for more than two years, implementing personnel directives, maximizing the use of the web site, and improved monitoring of DOT&PF performance measures and goals in our Performance Evaluation Tracking System (PETS).

DOT&PF must implement the new GASB Statement of Standards #51-Accounting and Financial Reporting for Intangible Assets. We will work with the Department of Administration/Division of Finance staff to develop a coordinated statewide approach to properly identify and report such assets.

The division assumed certain accounting duties related to the Statewide Equipment Fleet after the retirement of that component's Accountant, including the preparation of the Highway Equipment Working Capital Fund's (HEWCF) annual financial statements. We will train staff on these added responsibilities.

The division endeavors to stay on top of requests for document support associated with ARRA funded projects as well as special requests submitted by federal entities due in part to federal agencies having increased their financial oversight of state Department of Transportation's. The Financial Integrity Review and Evaluation program started by the Federal Highway Administration (FHWA) requires annual certification of internal and financial controls in all aspects of our surface transportation program. The Federal Aviation Administration (FAA) has again increased emphasis on audit and financial oversight of airport sponsors to detect and prevent diversion of airport revenues to non-airport purposes.

Efforts to close the 15 oldest projects in the department are continuing. In 1989, 126 active projects were converted from the old accounting system into the Alaska State Accounting System (AKSAS). Since then efforts to complete and then close these projects has been an ongoing priority of the Division of Administrative Services, Capital Improvement Project Management & Finance section. The Administrative Services section intends to close at least 5 of these projects by July 1, 2010.

A review of all outstanding CIP receivables is currently being performed. DOT&PF is working with the Department of

Administration to clear account receivables that are more than two years old and determined to be uncollectable. The review should also identify receivables that need to be pursued in a more aggressive manner in order to collect payment for work performed by the department.

Administrative Services staff will continue to provide guidance to DOT&PF personnel regarding centralized Human Resources, assisting in implementation of personnel directives, coordinating and training staff statewide, promoting and assisting recruitment and succession planning for the department, and fielding questions and concerns from employees. This component will continue to maximize web site accessibility and adhere to Americans with Disabilities Act (ADA) standards. Training will be provided for key web staff on the most recent version of department web editing software, as well as purchasing software upgrades for staff.

The division has established administrative meetings and training sessions between DOT&PF headquarters subject matter experts and regional managers and administrative staff. The objective is to improve the dissemination of information and to assure consistent application of DOT&PF and State of Alaska policies and processes.

The division recently upgraded Cognos software for our Performance Electronic Tracking System (PETS). This system will fully utilize current technology, and greatly improve the monitoring and tracking of budget performance measures and internal goals for the department. Administrative staff will assist divisions to extract data to reduce manual gathering of information, set up dashboards and scorecards for management and stakeholders to view, and establish roles and formats for the department. Our challenge is to identify owners, analyze and monitor, hold staff accountable and communicate our goals and results with staff and stakeholders.

The division upgraded the departments training database—Sum Total. Currently, the administrators of the system are being trained. Managers and clerical staff will be trained department-wide to input training and training plans, tie-in performance evaluations, develop on-line courses, and fully utilize the system as a management tool. Implementation will occur in FY10.

## **Significant Changes in Results to be Delivered in FY2011**

No significant changes are anticipated.

## **Major Component Accomplishments in 2009**

- In 2009, the capital improvement program (CIP) and project accounting section processed federal draw-downs of \$317,175,882 (FHWA) and \$229,139,962 (FAA) for a total of \$546,315,844 in yearly revenue. Revenues show slightly more than a 9% increase between FY2008 and FY2009.
- The backlog of oldest projects still on our 'books' has been reduced from 126 to 15.
- Completed the Indirect Cost Allocation Plan and received FHWA approval of the plan.
- Implemented the new Governmental Accounting Standards Board (GASB) Statement of Standards #49-Accounting and Financial Reporting for Pollution Remediation Obligations.
- The federal Office of the Inspector General (OIG) performed a 6-month review of the department's FAA projects program and no findings were issued. The addition of a new computer programmer has allowed us to make improvements to our 23 year old billing and editing system.
- Fully implemented the new Federal Aviation Administration (FAA) web based payment system.
- Trained administrative staff department-wide, holding our first annual administrative sessions in Anchorage, Fairbanks, Juneau and Ketchikan.
- Continued to improve and maintain website accessibility in order to adhere to Americans with Disabilities standards.
- Designed DOT&PF Economic Stimulus log which is now used across all department ARRA documents, project signs, and website, and designed ARRA website complete with interactive project map and extensive ARRA information. Launch planned for early December 2009.
- Redesigned the Community Transit website, designed the Bicycle-Pedestrian website, designed the intranet site for the department's Performance Electronic Tracking System (PETS), and assisted in the redesign of the Civil Rights website, assisted in the redesign of the 511 website.
- Began examining best approach for implementing the use of social media into department's website.
- Through a collaborative effort, budget and finance had a very successful and organized FY09 fiscal year closeout.

## **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**

*All dollars shown in thousands*

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	4,376.1	4,498.9	4,500.9
72000 Travel	21.6	13.3	13.3
73000 Services	309.6	272.4	272.4
74000 Commodities	48.5	41.1	41.1
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
<b>Expenditure Totals</b>	<b>4,755.8</b>	<b>4,825.7</b>	<b>4,827.7</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	1,002.8	1,083.7	1,084.1
1026 Highways/Equipment Working Capital Fund	547.3	472.4	472.8
1027 International Airport Revenue Fund	617.7	635.0	635.4
1061 Capital Improvement Project Receipts	1,611.4	1,663.4	1,663.8
1076 Marine Highway System Fund	827.6	850.9	851.3
1156 Receipt Supported Services	149.0	120.3	120.3
<b>Funding Totals</b>	<b>4,755.8</b>	<b>4,825.7</b>	<b>4,827.7</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor
<b>Unrestricted Revenues</b>						
Unrestricted Fund	68515	57.8	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>57.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Receipt Supported Services	51073	149.0	0.0	0.0	120.3	120.3
Capital Improvement Project Receipts	51200	1,611.4	0.0	0.0	1,663.4	1,663.8
<b>Restricted Total</b>		<b>1,760.4</b>	<b>0.0</b>	<b>0.0</b>	<b>1,783.7</b>	<b>1,784.1</b>
<b>Total Estimated Revenues</b>		<b>1,818.2</b>	<b>0.0</b>	<b>0.0</b>	<b>1,783.7</b>	<b>1,784.1</b>

**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>
<b>FY2010 Management Plan</b>	<b>1,083.7</b>	<b>0.0</b>	<b>3,742.0</b>	<b>4,825.7</b>
<b>Adjustments which will continue current level of service:</b>				
-FY2011 Health Insurance Cost	0.4	0.0	1.6	2.0
Increase Non-Covered Employees				
<b>FY2011 Governor</b>	<b>1,084.1</b>	<b>0.0</b>	<b>3,743.6</b>	<b>4,827.7</b>

**Statewide Administrative Services  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	59	59	Annual Salaries	3,033,872
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	1,765,855
			<i>Less 6.23% Vacancy Factor</i>	<i>(298,827)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>59</b>	<b>59</b>	<b>Total Personal Services</b>	<b>4,500,900</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	1	1	0	2
Accountant III	0	0	2	0	2
Accountant IV	0	0	2	0	2
Accountant V	0	0	1	0	1
Accounting Clerk	3	3	4	0	10
Accounting Tech I	6	2	5	0	13
Accounting Tech II	4	3	3	0	10
Accounting Tech III	2	1	5	0	8
Accounting Technician IV	1	0	1	0	2
Admin Operations Mgr I	0	0	1	0	1
Administrative Assistant I	0	0	1	0	1
Administrative Officer I	0	0	1	0	1
Budget Analyst IV	0	0	2	0	2
Division Director	0	0	1	0	1
Internet Specialist II	0	0	1	0	1
Office Assistant II	0	0	2	0	2
<b>Totals</b>	<b>16</b>	<b>10</b>	<b>33</b>	<b>0</b>	<b>59</b>

**Component Detail All Funds**  
**Department of Transportation/Public Facilities**

**Component:** Statewide Administrative Services (537)

**RDU:** Administrative Services (361)

	<b>FY2009 Actuals</b>	<b>FY2010 Conference Committee</b>	<b>FY2010 Authorized</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>	<b>FY2010 Management Plan vs FY2011 Governor</b>	
71000 Personal Services	4,376.1	4,498.9	4,498.9	4,498.9	4,500.9	2.0	0.0%
72000 Travel	21.6	13.3	13.3	13.3	13.3	0.0	0.0%
73000 Services	309.6	272.4	272.4	272.4	272.4	0.0	0.0%
74000 Commodities	48.5	41.1	41.1	41.1	41.1	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%
<b>Totals</b>	<b>4,755.8</b>	<b>4,825.7</b>	<b>4,825.7</b>	<b>4,825.7</b>	<b>4,827.7</b>	<b>2.0</b>	<b>0.0%</b>
<b>Fund Sources:</b>							
1004 Gen Fund	1,002.8	1,083.7	1,083.7	1,083.7	1,084.1	0.4	0.0%
1026 Hwy Capitl	547.3	472.4	472.4	472.4	472.8	0.4	0.1%
1027 Int Airprt	617.7	635.0	635.0	635.0	635.4	0.4	0.1%
1061 CIP Rcpts	1,611.4	1,663.4	1,663.4	1,663.4	1,663.8	0.4	0.0%
1076 Marine Hwy	827.6	850.9	850.9	850.9	851.3	0.4	0.0%
1156 Rcpt Svcs	149.0	120.3	120.3	120.3	120.3	0.0	0.0%
<b>General Funds</b>	<b>1,002.8</b>	<b>1,083.7</b>	<b>1,083.7</b>	<b>1,083.7</b>	<b>1,084.1</b>	<b>0.4</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>3,753.0</b>	<b>3,742.0</b>	<b>3,742.0</b>	<b>3,742.0</b>	<b>3,743.6</b>	<b>1.6</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	60	60	60	59	59	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:** 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 FY2010 Conference Committee To FY2010 Authorized *****												
<b>FY2010 Conference Committee</b>												
	ConfCom	4,825.7	4,498.9	13.3	272.4	41.1	0.0	0.0	0.0	60	0	0
1004 Gen Fund		1,083.7										
1026 Hwy Capitl		472.4										
1027 Int Airprt		635.0										
1061 CIP Rcpts		1,663.4										
1076 Marine Hwy		850.9										
1156 Rcpt Svcs		120.3										
<b>Subtotal</b>		<b>4,825.7</b>	<b>4,498.9</b>	<b>13.3</b>	<b>272.4</b>	<b>41.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>60</b>	<b>0</b>	<b>0</b>
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
<b>ADN 25-0-7490 Transfer PCN 08-5035 from Statewide Administrative Services to the Commissioner's Office</b>												
	Trout	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
PCN 08-5035, an Accounting Tech I in Statewide Administrative Services has been vacant for several years. ADN 25-9-7460 approved the transfer of the Accounting Tech I position to the Commissioner's Office and reclassified the position to an Administrative Assistant I responsible for providing administrative and clerical support to the Commissioner and Deputy Commissioner located in Anchorage.												
<b>Subtotal</b>		<b>4,825.7</b>	<b>4,498.9</b>	<b>13.3</b>	<b>272.4</b>	<b>41.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>59</b>	<b>0</b>	<b>0</b>
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
<b>FY2011 Health Insurance Cost Increase Non-Covered Employees</b>												
	SalAdj	2.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.4										
1026 Hwy Capitl		0.4										
1027 Int Airprt		0.4										
1061 CIP Rcpts		0.4										
1076 Marine Hwy		0.4										
Costs associated with Health Insurance Increases: \$2.0												
<b>Totals</b>		<b>4,827.7</b>	<b>4,500.9</b>	<b>13.3</b>	<b>272.4</b>	<b>41.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>59</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Transportation/Public Facilities**

**Scenario:** FY2011 Governor (7749)  
**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 Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
25-0028	Accountant V	FT	A	SS	Juneau	2A	22E / F	12.0		83,388	0	0	41,185	124,573	0
25-0043	Division Director	FT	A	XE	Juneau	AA	27J	12.0		114,996	0	0	54,125	169,121	33,824
25-0050	Office Assistant II	FT	A	GP	Juneau	2A	10B / C	12.0		32,072	0	0	22,987	55,059	0
25-0062	Accountant III	FT	A	SS	Juneau	2A	18E / F	12.0		63,924	0	0	34,149	98,073	19,615
25-0065	Accounting Tech III	FT	A	GP	Juneau	2A	16F / G	12.0		55,896	0	0	31,599	87,495	53,928
25-0067	Accounting Tech III	FT	A	GP	Juneau	2A	16B / C	12.0		47,945	0	0	28,725	76,670	0
25-0068	Accounting Tech II	FT	A	GP	Anchorage	2A	14J / K	12.0		52,428	0	0	30,346	82,774	70,358
25-0071	Accounting Tech III	FT	A	GP	Juneau	2A	16A / B	12.0		46,781	0	0	28,304	75,085	54,226
25-0072	Accountant IV	FT	A	SS	Juneau	2A	20N / O	12.0		89,400	0	0	43,358	132,758	19,038
25-0076	Accounting Tech I	FT	A	GP	Juneau	2A	12N / O	12.0		51,858	0	0	30,140	81,998	0
25-0077	Office Assistant II	FT	A	GP	Juneau	2A	10J / K	12.0		39,024	0	0	25,500	64,524	0
25-0085	Accounting Tech II	FT	A	GP	Anchorage	2A	14K / L	12.0		52,674	0	0	30,435	83,109	0
25-0088	Accounting Tech III	FT	A	GP	Juneau	2A	16J / K	12.0		58,485	0	0	32,535	91,020	59,163
25-0117	Administrative Officer I	FT	A	GP	Juneau	2A	17F / G	12.0		58,211	0	0	32,436	90,647	18,229
25-0151	Budget Analyst IV	FT	A	GP	Juneau	2A	21D / E	12.0		72,140	0	0	37,472	109,612	0
25-0152	Budget Analyst IV	FT	A	GG	Juneau	2A	21L / M	12.0		89,256	0	0	43,659	132,915	13,292
25-0172	Admin Operations Mgr I	FT	A	SS	Juneau	2A	22K	12.0		89,760	0	0	43,488	133,248	53,299
25-0268	Accounting Clerk	FT	A	GP	Anchorage	2A	10B / C	12.0		32,250	0	0	23,051	55,301	22,120
25-0275	Accounting Tech III	FT	A	SS	Anchorage	2A	16F / J	12.0		57,336	0	0	31,767	89,103	75,738
25-0276	Accounting Tech I	FT	A	GP	Anchorage	2A	12B / C	12.0		36,260	0	0	24,501	60,761	51,647
25-0277	Accounting Clerk	FT	A	GP	Anchorage	2A	10B / C	12.0		32,250	0	0	23,051	55,301	22,120
25-0278	Accounting Tech I	FT	A	GP	Anchorage	2A	12B / C	12.0		36,410	0	0	24,555	60,965	51,820
25-0279	Accounting Clerk	FT	A	GP	Anchorage	2A	10D / E	12.0		33,727	0	0	23,585	57,312	22,925
25-0280	Accounting Tech III	FT	A	SS	Anchorage Intl Airport	6A	16E / F	12.0		53,479	0	0	30,373	83,852	0
25-0281	Accounting Tech I	FT	A	GP	Anchorage	2A	12E / F	12.0		39,600	0	0	25,708	65,308	19,592
25-0282	Accounting Tech II	FT	A	GP	Anchorage	2A	14D / E	12.0		44,842	0	0	27,603	72,445	21,734
25-0284	Accounting Tech I	FT	A	GP	Anchorage	2A	12C / D	12.0		37,578	0	0	24,978	62,556	53,173
25-0374	Internet Specialist II	FT	A	GP	Juneau	2A	19F / G	12.0		68,256	0	0	36,068	104,324	0
25-0846	Accountant III	FT	A	GP	Juneau	2A	18B / C	12.0		54,191	0	0	30,983	85,174	17,997
25-0862	Accounting Tech I	FT	A	GP	Anchorage Intl Airport	2A	12G / J	12.0		42,982	0	0	26,931	69,913	0
25-1227	Accounting Clerk	FT	A	GG	Fairbanks	2B	10L	12.0		43,080	0	0	26,966	70,046	31,521
25-1231	Accounting Tech I	FT	A	GG	Fairbanks	2B	12M / N	12.0		51,990	0	0	30,187	82,177	16,435
25-1236	Accountant II	FT	A	SS	Fairbanks	2B	16L / M	12.0		67,308	0	0	35,372	102,680	43,126
25-1238	Accounting Tech II	FT	A	GG	Fairbanks	2B	14L / M	12.0		57,630	0	0	32,226	89,856	22,464
25-1244	Accounting Tech III	FT	A	SS	Fairbanks	6B	16M / N	12.0		68,404	0	0	35,768	104,172	20,834
25-1254	Accounting Clerk	FT	A	GP	Fairbanks	2B	10F / G	12.0		38,072	0	0	25,156	63,228	22,130
25-1255	Accounting Tech II	FT	A	GP	Fairbanks	2B	14K	12.0		54,528	0	0	31,105	85,633	17,127

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:** FY2011 Governor (7749)  
**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 Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
25-1289	Accountant II	FT	A	GP	Juneau	2A	16D / E	12.0		51,791	0	0	30,115	81,906	0
25-1353	Accounting Clerk	FT	A	GP	Fairbanks	2B	10C / D	12.0		34,365	0	0	23,816	58,181	20,363
25-2251	Accounting Tech III	FT	A	SS	Juneau	2A	16J / K	12.0		60,120	0	0	32,773	92,893	0
25-2252	Accounting Tech I	FT	A	GP	Juneau	2A	12B / C	12.0		36,060	0	0	24,429	60,489	18,147
25-2260	Accounting Clerk	FT	A	GP	Juneau	2A	10B / C	12.0		32,250	0	0	23,051	55,301	5,530
25-2261	Accounting Tech I	FT	A	GP	Juneau	2A	12N / O	12.0		51,858	0	0	30,140	81,998	8,200
25-2263	Accounting Tech II	FT	A	GP	Juneau	2A	14D / E	12.0		44,318	0	0	27,414	71,732	0
25-2350	Accountant IV	FT	A	SS	Juneau	2A	20B / C	12.0		65,822	0	0	34,835	100,657	62,558
25-2956	Accounting Tech II	FT	A	GP	Anchorage Intl Airport	2A	14C / D	12.0		43,273	0	0	27,036	70,309	0
25-2963	Accounting Technician IV	FT	A	SS	Anchorage Intl Airport	2A	18E / F	12.0		62,650	0	0	33,688	96,338	38,535
25-2986	Accounting Tech I	FT	A	GP	Anchorage Intl Airport	2A	12C / D	12.0		37,863	0	0	25,081	62,944	0
25-3072	Accounting Tech I	FT	A	GP	Fairbanks	2B	12J / K	12.0		47,405	0	0	28,530	75,935	22,629
25-3075	Accounting Tech II	FT	A	GP	Fairbanks	2B	14K / L	12.0		55,973	0	0	31,627	87,600	0
25-3089	Accounting Tech II	FT	A	GP	Juneau	2A	14B	12.0		40,776	0	0	26,134	66,910	16,728
25-3091	Accounting Technician IV	FT	A	SS	Juneau	2A	18L / M	12.0		72,169	0	0	37,129	109,298	30,330
25-3095	Accounting Tech I	FT	A	GP	Juneau	2A	12B / C	12.0		36,410	0	0	24,555	60,965	0
25-3104	Accounting Clerk	FT	A	GP	Juneau	2A	10B / C	12.0		32,250	0	0	23,051	55,301	5,530
25-3106	Accounting Clerk	FT	A	GP	Juneau	2A	10B / C	12.0		31,983	0	0	22,955	54,938	0
25-3111	Accounting Clerk	FT	A	GP	Juneau	2A	10B / C	12.0		32,784	0	0	23,244	56,028	0
25-3113	Accounting Tech I	FT	A	GP	Juneau	2A	12C / D	12.0		37,103	0	0	24,806	61,909	0
25-3114	Administrative Assistant I	FT	A	GP	Juneau	2A	12B / C	12.0		36,360	0	0	24,537	60,897	0
25-3343	Accounting Tech II	FT	A	GP	Juneau	2A	14B / C	12.0		41,878	0	0	26,532	68,410	0
													<b>Total Salary Costs:</b>	3,033,872	
													<b>Total COLA:</b>	0	
													<b>Total Premium Pay:</b>	0	
													<b>Total Benefits:</b>	1,765,855	
													<b>Total Pre-Vacancy:</b>	4,799,727	
													<b>Minus Vacancy Adjustment of 6.23%:</b>	(298,827)	
													<b>Total Post-Vacancy:</b>	4,500,900	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	4,500,900	
		<b>Total Positions</b>	<b>New</b>	<b>Deleted</b>											
<b>Full Time Positions:</b>		59	0	0											
<b>Part Time Positions:</b>		0	0	0											
<b>Non Permanent Positions:</b>		0	0	0											
<b>Positions in Component:</b>		59	0	0											
<b>Total Component Months:</b>		708.0													

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

**Personal Services Expenditure Detail**  
**Department of Transportation/Public Facilities**

**Scenario:** FY2011 Governor (7749)  
**Component:** Statewide Administrative Services (537)  
**RDU:** Administrative Services (361)

<b>PCN Funding Sources:</b>	<b>Pre-Vacancy</b>	<b>Post-Vacancy</b>	<b>Percent</b>
1004 General Fund Receipts	1,156,024	1,084,051	24.09%
1026 Highways/Equipment Working Capital Fund	504,217	472,825	10.51%
1027 International Airport Revenue Fund	677,595	635,409	14.12%
1039 U/A Indirect Cost Recovery	1,425,785	1,337,017	29.71%
1076 Marine Highway System Fund	907,846	851,324	18.91%
1156 Receipt Supported Services	128,259	120,274	2.67%
<b>Total PCN Funding:</b>	<b>4,799,727</b>	<b>4,500,900</b>	<b>100.00%</b>

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		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		21.6	13.3	13.3
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>72000 Travel Detail Totals</b>			<b>21.6</b>	<b>13.3</b>	<b>13.3</b>
72110	Employee Travel (Instate)	Instate employee travel for Director's Office, Finance and Budget.	13.9	10.3	10.3
72410	Employee Travel (Out of state)	Out of state travel for Director's Office, Finance and Budget.	6.7	3.0	3.0
72971	Akpay Travel Expense		1.0	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		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor	
73000	Services		309.6	272.4	272.4	
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor	
<b>73000 Services Detail Totals</b>			<b>309.6</b>	<b>272.4</b>	<b>272.4</b>	
73025	Education Services	Training, conferences and employee tuition for Director's Office, Finance and Budget.	5.3	10.0	4.0	
73050	Financial Services	Credit card fees and financial consulting/management for the department.	34.7	25.0	10.0	
73150	Information Technlgy	All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases. Includes Microsoft Enterprise Agreement.	61.8	27.4	26.3	
73156	Telecommunication	Long distance/cell phone toll costs.	6.1	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.	15.7	18.7	17.0	
73450	Advertising & Promos	Advertising for recruitment of vacant positions.	1.5	1.0	1.0	
73525	Utilities	Water, sewage and waste disposal.	3.4	2.2	2.2	
73655	Repairs/Maint. (Non IA-Struct/Infs/Land)	Minor building repairs.	2.4	1.0	1.0	
73665	Rentals/Leases (Non IA-Struct/Infs/Land)	Occasional room rentals for training, meetings or teleconferences.	7.3	4.5	4.5	
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Copier, printers and fax repairs and maintenance.	6.1	15.2	5.2	
73686	Rentals/Leases (Non IA-Eq/Machinery)	Copier leases.	0.3	1.3	1.3	
73750	Other Services (Non IA Svcs)	Microfiche processing, recycling, Knightwatch security, state parking enforcement, printing and program consultants.	8.6	10.0	5.0	
73805	IT-Non-Telecommnctns	Enterprise Technology	Computer services provided by the Department of Administration, Enterprise Technology Services, such	14.5	15.0	45.0

**Line Item Detail**  
**Department of Transportation/Public Facilities**  
**Services**

**Component:** Statewide Administrative Services (537)

**RDU:** Administrative Services (361)

<b>Expenditure Account</b>		<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2009 Actuals</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>
<b>73000 Services Detail Totals</b>				<b>309.6</b>	<b>272.4</b>	<b>272.4</b>
		Services	as central server, data storage, printing, network services, open connect, and task order system.			
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.	61.4	65.0	65.0
73809	Mail	Central Mail	Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	5.0	5.0	14.0
73810	Human Resources	Personnel	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	36.4	1.5	1.5
73812	Legal	Transportation Section	Legal services provided by the Department of Law.	5.6	8.0	8.0
73815	Financial	Finance	Chargeback fees for AKSAS and AKPAY.	29.5	50.0	50.0
73816	ADA Compliance	Americans With Disabilities	Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	1.1	1.0	0.8
73818	Training (Services-IA Svcs)	Finance	Department of Administration - Finance training classes.	0.4	1.0	1.0
73819	Commission Sales (IA Svcs)	State Travel Office	Processing fees charged by the State Travel Office.	0.4	0.6	0.6
73848	State Equip Fleet	State Equipment Fleet	SEF vehicle charges.	2.1	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		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		48.5	41.1	41.1
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>74000 Commodities Detail Totals</b>			<b>48.5</b>	<b>41.1</b>	<b>41.1</b>
74200	Business	Office supplies, educational material, information technology equipment/supplies, subscriptions.	48.5	41.1	41.1

**Unrestricted Revenue Detail**  
**Department of Transportation/Public Facilities**

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

<b>Master Account</b>	<b>Revenue Description</b>	<b>FY2009 Actuals</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>
68515	Unrestricted Fund	57.8	0.0	0.0

**Detail Information**

<b>Revenue Amount</b>	<b>Revenue Description</b>	<b>Component</b>	<b>Collocation Code</b>	<b>AKSAS Fund</b>	<b>FY2009 Actuals</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>
66190	Py Reimburse Recvry				48.8	0.0	0.0
66370	Misc Rev				9.0	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	FY2009 Actuals	FY2010	
			Management Plan	FY2011 Governor
51073	Receipt Supported Services	149.0	120.3	120.3

**Detail Information**

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
58881	Arpt Leas/Lndg Trnsf			11100	149.0	120.3	120.3
	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. AS 37.05.146(c)(68) defines charges, rentals, and fees for airport or air navigation facility contracts, leases, and other arrangements as non-general fund program receipts (RSS).						

**Restricted Revenue Detail**  
**Department of Transportation/Public Facilities**

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

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51200	Capital Improvement Project Receipts	1,611.4	1,663.4	1,663.8

**Detail Information**

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
59465	Indirect CIP Receipts			11100	1,611.4	1,663.4	1,663.8
	Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).						

**Inter-Agency Services**  
**Department of Transportation/Public Facilities**

**Component:** Statewide Administrative Services (537)

**RDU:** Administrative Services (361)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2009 Actuals	FY2010	
					Management Plan	FY2011 Governor
73805	IT-Non-Telecommnctns 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	14.5	15.0	45.0
<b>73805 IT-Non-Telecommnctns subtotal:</b>				<b>14.5</b>	<b>15.0</b>	<b>45.0</b>
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	61.4	65.0	65.0
<b>73806 IT-Telecommunication subtotal:</b>				<b>61.4</b>	<b>65.0</b>	<b>65.0</b>
73809	Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	5.0	5.0	14.0
<b>73809 Mail subtotal:</b>				<b>5.0</b>	<b>5.0</b>	<b>14.0</b>
73810	Human Resources Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	36.4	1.5	1.5
<b>73810 Human Resources subtotal:</b>				<b>36.4</b>	<b>1.5</b>	<b>1.5</b>
73812	Legal Legal services provided by the Department of Law.	Inter-dept	Transportation Section	5.6	8.0	8.0
<b>73812 Legal subtotal:</b>				<b>5.6</b>	<b>8.0</b>	<b>8.0</b>
73815	Financial Chargeback fees for AKSAS and AKPAY.	Inter-dept	Finance	29.5	50.0	50.0
<b>73815 Financial subtotal:</b>				<b>29.5</b>	<b>50.0</b>	<b>50.0</b>
73816	ADA Compliance Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Americans With Disabilities	1.1	1.0	0.8
<b>73816 ADA Compliance subtotal:</b>				<b>1.1</b>	<b>1.0</b>	<b>0.8</b>
73818	Training (Services-IA Svcs) Department of Administration - Finance training classes.	Inter-dept	Finance	0.4	1.0	1.0
<b>73818 Training (Services-IA Svcs) subtotal:</b>				<b>0.4</b>	<b>1.0</b>	<b>1.0</b>
73819	Commission Sales (IA Svcs) Processing fees charged by the State Travel Office.	Inter-dept	State Travel Office	0.4	0.6	0.6
<b>73819 Commission Sales (IA Svcs) subtotal:</b>				<b>0.4</b>	<b>0.6</b>	<b>0.6</b>
73848	State Equip Fleet SEF vehicle charges.	Intra-dept	State Equipment Fleet	2.1	2.0	2.0
<b>73848 State Equip Fleet subtotal:</b>				<b>2.1</b>	<b>2.0</b>	<b>2.0</b>
<b>Statewide Administrative Services total:</b>				<b>156.4</b>	<b>149.1</b>	<b>187.9</b>
<b>Grand Total:</b>				<b>156.4</b>	<b>149.1</b>	<b>187.9</b>