

State of Alaska FY2013 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, Procurement Section, Highway Working Capital Fund, and the department's website.
- • The program staff act as liaisons between the Department of Transportation and Public Facilities (DOT&PF) and the Department of Administration for financial, personnel, payroll, procurement, 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.

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 to make the transition to the new statewide comprehensive, integrated, browser-based Time and Attendance Solution; the Alaska Statewide System for Employee Time (ASSET).

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 training to interpret the reporting requirements and collect appropriate data.

New 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.

Administrative Services staff will continue to provide guidance to DOT&PF personnel regarding centralized Human Resources, assisting in implementing personnel directives, coordinating and training staff statewide, promoting and assisting recruitment and succession planning for the department, and fielding questions and concerns from employees.

Significant Changes in Results to be Delivered in FY2013

No significant changes are anticipated.

Major Component Accomplishments in 2011

- In 2011, the Capital Improvement Program (CIP) and Financial Management section processed federal draw-downs of \$383,742,256 (FHWA) and \$178,083,969 (FAA) for a total of \$561,826,225 in fiscal year revenue. Revenues reflect a 30% decrease between FY2010 and FY2011 due to reduction in ARRA funding.
- Completed the Annual Indirect Cost Allocation Plan (ICAP) 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.
- Customized new Governor's Office-issued website template to reflect DOT&PF needs; oversaw and implemented website redesign to 98% of department web pages (redesign mandated by Governor's Office)

successfully meeting a 7/1/2011 deadline; continued improvement of website accessibility in order to adhere to Americans with Disabilities standards and accessibility guidelines; and updated department web standards to reflect changes made at the SOA-level of web standards.

- 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 (EDMS) vision to ensure that department goals are met. The use of EDMS, or 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, MSCVE (InternetSecure), and eLeasing.
- Implemented web based Project Status reporting to provide overall regional reports improving accessibility to the public.

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>	
	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	4,936.4	5,191.5	5,565.4
72000 Travel	18.6	12.6	12.6
73000 Services	399.7	277.4	277.4
74000 Commodities	88.5	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
Expenditure Totals	5,443.2	5,522.6	5,896.5
Funding Sources:			
1004 General Fund Receipts	1,465.3	1,414.5	1,472.3
1005 General Fund/Program Receipts	124.8	129.4	133.7
1026 Highways/Equipment Working Capital Fund	490.3	514.7	535.4
1027 International Airport Revenue Fund	658.7	687.1	711.5
1061 Capital Improvement Project Receipts	1,820.2	1,782.3	1,996.8
1076 Marine Highway System Fund	883.9	994.6	1,046.8
Funding Totals	5,443.2	5,522.6	5,896.5

Estimated Revenue Collections				
Description	Master Revenue Account	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
General Fund Program Receipts	51060	124.8	129.4	133.7
Capital Improvement Project Receipts	51200	1,820.2	1,782.3	1,996.8
Restricted Total		1,945.0	1,911.7	2,130.5
Total Estimated Revenues		1,945.0	1,911.7	2,130.5

**Summary of Component Budget Changes
From FY2012 Management Plan to FY2013 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>
FY2012 Management Plan	1,414.5	1,124.0	2,984.1	0.0	5,522.6
Adjustments which will continue current level of service:					
-FY2013 Salary Increases	43.2	43.9	80.1	0.0	167.2
-FY2013 Health Insurance Increases	14.6	12.6	29.5	0.0	56.7
Proposed budget increases:					
-Authority to Budget Reimbursable Services Agreement Funding	0.0	0.0	150.0	0.0	150.0
FY2013 Governor	1,472.3	1,180.5	3,243.7	0.0	5,896.5

**Statewide Administrative Services
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2012 Management Plan	FY2013 Governor		
Full-time	61	60	Annual Salaries	3,416,392
Part-time	0	0	COLA	3,268
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	2,277,179
			<i>Less 2.31% Vacancy Factor</i>	<i>(131,439)</i>
			Lump Sum Premium Pay	0
Totals	61	60	Total Personal Services	5,565,400

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	2	0	2
Accounting Clerk	3	3	4	0	10
Accounting Tech I	6	2	4	0	12
Accounting Tech II	4	3	3	0	10
Accounting Tech III	2	1	4	0	7
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 II	0	0	1	0	1
Budget Analyst IV	0	0	2	0	2
Budget Manager	0	0	1	0	1
Division Director	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Internet Specialist II	0	0	1	0	1
Office Assistant II	0	0	2	0	2
Totals	16	10	34	0	60

Component Detail All Funds
Department of Transportation/Public Facilities

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

	FY2011 Actuals	FY2012 Conference Committee	FY2012 Authorized	FY2012 Management Plan	FY2013 Governor	FY2012 Management Plan vs FY2013 Governor	
71000 Personal Services	4,936.4	5,117.6	5,117.6	5,191.5	5,565.4	373.9	7.2%
72000 Travel	18.6	12.6	12.6	12.6	12.6	0.0	0.0%
73000 Services	399.7	277.4	277.4	277.4	277.4	0.0	0.0%
74000 Commodities	88.5	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%
Totals	5,443.2	5,448.7	5,448.7	5,522.6	5,896.5	373.9	6.8%
Fund Sources:							
1004 Gen Fund (UGF)	1,465.3	1,399.7	1,399.7	1,414.5	1,472.3	57.8	4.1%
1005 GF/Prgm (DGF)	124.8	129.4	129.4	129.4	133.7	4.3	3.3%
1026 Hwy Capitl (Other)	490.3	514.7	514.7	514.7	535.4	20.7	4.0%
1027 Int Airprt (Other)	658.7	687.1	687.1	687.1	711.5	24.4	3.6%
1061 CIP Rcpts (Other)	1,820.2	1,782.3	1,782.3	1,782.3	1,996.8	214.5	12.0%
1076 Marine Hwy (DGF)	883.9	935.5	935.5	994.6	1,046.8	52.2	5.2%
Unrestricted General (UGF)	1,465.3	1,399.7	1,399.7	1,414.5	1,472.3	57.8	4.1%
Designated General (DGF)	1,008.7	1,064.9	1,064.9	1,124.0	1,180.5	56.5	5.0%
Other Funds	2,969.2	2,984.1	2,984.1	2,984.1	3,243.7	259.6	8.7%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	61	60	60	61	60	-1	-1.6%
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 FY2012 Conference Committee To FY2012 Authorized *****												
FY2012 Conference Committee												
	ConfCom	5,448.7	5,117.6	12.6	277.4	41.1	0.0	0.0	0.0	60	0	0
1004 Gen Fund		1,399.7										
1005 GF/Prgm		129.4										
1026 Hwy Capitl		514.7										
1027 Int Airprt		687.1										
1061 CIP Rcpts		1,782.3										
1076 Marine Hwy		935.5										
Subtotal		5,448.7	5,117.6	12.6	277.4	41.1	0.0	0.0	0.0	60	0	0
***** Changes From FY2012 Authorized To FY2012 Management Plan *****												
ADN 25-2-7748 Transfer in Vacant PCN 25-3101 from Statewide Procurement for Web/Internet Support												
	Trin	73.9	73.9	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
1004 Gen Fund		14.8										
1076 Marine Hwy		59.1										
Subtotal		5,522.6	5,191.5	12.6	277.4	41.1	0.0	0.0	0.0	61	0	0
***** Changes From FY2012 Management Plan To FY2013 Governor *****												
Authority to Budget Reimbursable Services Agreement Funding												
	Inc	150.0	150.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1061 CIP Rcpts		150.0										
<p>This request brings on budget previously unbudgeted Reimbursable Services Agreement (RSA) funding supporting department-wide efforts such as: workforce planning; increased review and quality assessment of federal financial grant assurances; of third party billings/revenue collections; project reporting and timely financial close outs; and performance tracking/reporting.</p>												
Delete Long-Term Vacant Positions												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
<p>Position(s) that have been vacant for a year are being deleted. This transaction is for: 25-3101 (FT)</p>												

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	
FY2013 Salary Increases												
	SalAdj	167.2	167.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		43.2										
1005 GF/Prgm		3.0										
1026 Hwy Capitl		14.7										
1027 Int Airprt		17.0										
1061 CIP Rcpts		48.4										
1076 Marine Hwy		40.9										
FY2013 Salary Increases: \$167.2												
FY2013 Health Insurance Increases												
	SalAdj	56.7	56.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		14.6										
1005 GF/Prgm		1.3										
1026 Hwy Capitl		6.0										
1027 Int Airprt		7.4										
1061 CIP Rcpts		16.1										
1076 Marine Hwy		11.3										
FY2013 Health Insurance Increases: \$56.7												
Totals		5,896.5	5,565.4	12.6	277.4	41.1	0.0	0.0	0.0	60	0	0

Department of Transportation/Public Facilities

Scenario: FY2013 Governor (9494)
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
25-0028	Accountant V	FT	A	SS	Juneau	205	22B / C	12.0		83,305	0	0	47,568	130,873	104,698
25-0043	Division Director	FT	A	XE	Juneau	NAA	27K	12.0		124,128	3,268	0	61,781	189,177	113,506
25-0050	Office Assistant II	FT	A	GP	Juneau	205	10B / C	12.0		35,376	0	0	29,972	65,348	45,749
25-0062	Accountant III	FT	A	SS	Juneau	205	18C / D	12.0		66,564	0	0	41,245	107,809	98,074
25-0065	Accounting Tech III	FT	A	GP	Juneau	205	16G / J	12.0		64,236	0	0	40,872	105,108	90,224
25-0067	Accounting Tech III	FT	A	GP	Juneau	205	16G / J	12.0		63,917	0	0	40,752	104,669	94,202
25-0068	Accounting Tech II	FT	A	GP	Anchorage	200	14B / C	12.0		44,304	0	0	33,344	77,648	66,001
25-0071	Division Operations Manager	FT	A	SS	Juneau	205	24B / C	12.0		95,360	0	0	52,121	147,481	133,140
25-0072	Accountant IV	FT	A	SS	Juneau	205	20L	12.0		90,852	0	0	50,419	141,271	125,364
25-0076	Accounting Tech I	FT	A	GP	Juneau	205	12O / P	12.0		59,364	0	0	39,032	98,396	88,556
25-0077	Office Assistant II	FT	A	GP	Juneau	205	10B / C	12.0		35,772	0	0	30,121	65,893	57,340
25-0085	Accounting Tech II	FT	A	GP	Anchorage	200	14D / E	12.0		46,431	0	0	34,147	80,578	0
25-0088	Accounting Tech III	FT	A	GP	Juneau	205	16K / L	12.0		66,948	0	0	41,897	108,845	80,480
25-0117	Administrative Officer II	FT	A	SS	Juneau	205	19B / C	12.0		66,650	0	0	41,278	107,928	85,457
25-0151	Budget Analyst IV	FT	A	GP	Juneau	205	21B / C	12.0		74,190	0	0	44,632	118,822	83,175
25-0152	Budget Analyst IV	FT	A	GG	Juneau	205	21M / N	12.0		102,180	0	0	55,204	157,384	78,692
25-0172	Admin Operations Mgr I	FT	A	SS	Juneau	205	22D / E	12.0		87,458	0	0	49,137	136,595	136,595
25-0268	Accounting Clerk	FT	A	GP	Anchorage	200	10C / D	12.0		35,080	0	0	29,860	64,940	38,964
25-0275	Accounting Tech III	FT	A	SS	Anchorage	200	16J / K	12.0		63,120	0	0	39,944	103,064	87,604
25-0276	Accounting Tech I	FT	A	GP	Anchorage	200	12C / D	12.0		39,532	0	0	31,542	71,074	60,413
25-0277	Accounting Clerk	FT	A	GP	Anchorage	200	10B / C	12.0		34,111	0	0	29,494	63,605	38,163
25-0278	Accounting Tech I	FT	A	GP	Anchorage	200	12D / E	12.0		40,793	0	0	32,018	72,811	61,889
25-0279	Accounting Clerk	FT	A	GP	Anchorage	200	10C / D	12.0		34,840	0	0	29,769	64,609	38,765
25-0280	Accounting Tech III	FT	A	SS	Anchorage Intl Airport	600	16F / J	12.0		58,772	0	0	38,302	97,074	0
25-0281	Accounting Tech I	FT	A	GP	Anchorage	200	12C / D	12.0		39,732	0	0	31,617	71,349	71,349
25-0282	Accounting Tech II	FT	A	GP	Anchorage	200	14F / G	12.0		50,511	0	0	35,688	86,199	86,199
25-0284	Accounting Tech I	FT	A	GP	Anchorage	200	12C / D	12.0		39,032	0	0	31,353	70,385	59,827
25-0374	Internet Specialist II	FT	A	GP	Juneau	205	19G	12.0		75,312	0	0	45,056	120,368	60,184
25-0846	Accountant III	FT	A	GP	Juneau	205	18D / E	12.0		63,957	0	0	40,767	104,724	96,705
25-0862	Accounting Tech I	FT	A	GP	Anchorage Intl Airport	200	12J / K	12.0		46,968	0	0	34,350	81,318	0
25-1227	Accounting Clerk	FT	A	GP	Fairbanks	203	10C / D	12.0		35,970	0	0	30,196	66,166	59,324
25-1231	Accounting Tech I	FT	A	GG	Fairbanks	203	12N / O	12.0		56,136	0	0	37,813	93,949	89,252
25-1236	Accountant II	FT	A	SS	Fairbanks	203	16M	12.0		70,728	0	0	42,818	113,546	95,753
25-1238	Accounting Tech II	FT	A	GP	Fairbanks	203	14L	12.0		58,872	0	0	38,846	97,718	82,963
25-1244	Accounting Tech III	FT	A	SS	Fairbanks	603	16N / O	12.0		74,566	0	0	44,268	118,834	112,892
25-1254	Accounting Clerk	FT	A	GP	Fairbanks	203	10B / C	12.0		34,939	0	0	29,807	64,746	55,034
25-1255	Accounting Tech II	FT	A	GP	Fairbanks	203	14J / K	12.0		54,867	0	0	37,334	92,201	87,591
25-1289	Accountant II	FT	A	GP	Juneau	205	16C / D	12.0		55,524	0	0	37,582	93,106	83,795
25-1353	Accounting Clerk	FT	A	GP	Fairbanks	203	10D / E	12.0		36,514	0	0	30,402	66,916	56,879

Department of Transportation/Public Facilities

Scenario: FY2013 Governor (9494)
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
25-2251	Accounting Tech III	FT	A	SS	Juneau	205	16K	12.0		66,984	0	0	41,404	108,388	100,785
25-2260	Accounting Clerk	FT	A	GP	Juneau	205	10B	12.0		34,980	0	0	29,822	64,802	45,361
25-2261	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		40,171	0	0	31,783	71,954	71,954
25-2263	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		45,826	0	0	33,919	79,745	79,745
25-2312	Budget Manager	FT	A	SS	Juneau	205	22F	12.0		92,928	0	0	51,203	144,131	144,131
25-2350	Accountant IV	FT	A	SS	Juneau	205	20B / C	12.0		72,336	0	0	43,425	115,761	95,445
25-2956	Accounting Tech II	FT	A	GP	Anchorage Intl Airport	200	14L / M	12.0		57,425	0	0	38,300	95,725	0
25-2963	Accounting Technician IV	FT	A	SS	Anchorage Intl Airport	200	18F / J	12.0		69,014	0	0	42,171	111,185	88,948
25-2986	Accounting Tech I	FT	A	GP	Anchorage Intl Airport	200	12D / E	12.0		40,091	0	0	31,753	71,844	0
25-3072	Accounting Tech I	FT	A	GP	Fairbanks	203	12B / C	12.0		39,458	0	0	31,514	70,972	48,538
25-3075	Accounting Tech II	FT	A	GP	Fairbanks	203	14B / C	12.0		44,261	0	0	33,328	77,589	0
25-3089	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		45,889	0	0	33,943	79,832	79,832
25-3091	Accounting Technician IV	FT	A	SS	Juneau	205	18M / N	12.0		83,451	0	0	47,623	131,074	131,074
25-3095	Accounting Tech I	FT	A	GP	Juneau	205	12B / C	12.0		39,566	0	0	31,554	71,120	71,120
25-3101	Internet Specialist I	FT	A	GP	Juneau	205	16A	12.0		0	0	0	0	0	0
25-3104	Accounting Clerk	FT	A	GP	Juneau	205	10B / C	12.0		35,574	0	0	30,047	65,621	45,935
25-3106	Accounting Clerk	FT	A	GP	Juneau	205	10D / E	12.0		37,688	0	0	30,845	68,533	68,533
25-3111	Accounting Clerk	FT	A	GP	Juneau	205	10E / F	12.0		38,486	0	0	31,146	69,632	48,742
25-3113	Accounting Tech I	FT	A	GP	Juneau	205	12E / F	12.0		43,698	0	0	33,115	76,813	76,813
25-3114	Administrative Assistant I	FT	A	GP	Juneau	205	12D / E	12.0		42,774	0	0	32,766	75,540	75,540
25-3343	Accounting Tech II	FT	A	GP	Juneau	205	14B / C	12.0		45,953	0	0	33,967	79,920	79,920
25-3799	Accountant V	FT	A	SS	Juneau	205	22F	12.0		92,928	0	0	51,203	144,131	144,131

	Total Positions	New	Deleted
Full Time Positions:	60	0	1
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	60	0	1

Total Component Months: 720.0

Total Salary Costs:	3,416,392
Total COLA:	3,268
Total Premium Pay:	0
Total Benefits:	2,277,179
Total Pre-Vacancy:	5,696,839
Minus Vacancy Adjustment of 2.31%:	(131,439)
Total Post-Vacancy:	5,565,400
Plus Lump Sum Premium Pay:	0
Personal Services Line 100:	5,565,400

Department of Transportation/Public Facilities

Scenario: FY2013 Governor (9494)
Component: Statewide Administrative Services (537)
RDU: Administrative Services (361)

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	1,508,125	1,473,329	26.47%
1005 General Fund/Program Receipts	138,911	135,706	2.44%
1026 Highways/Equipment Working Capital Fund	556,267	543,432	9.76%
1027 International Airport Revenue Fund	739,230	722,174	12.98%
1039 U/A Indirect Cost Recovery	1,735,086	1,695,054	30.46%
1076 Marine Highway System Fund	1,019,224	995,708	17.89%
Total PCN Funding:	5,696,843	5,565,404	100.00%

Line Item Detail
Department of Transportation/Public Facilities
Travel

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000	Travel		18.6	12.6	12.6
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
72000 Travel Detail Totals			18.6	12.6	12.6
72110	Employee Travel (Instate)	Instate employee travel for Director's Office, Finance and Budget.	20.6	9.6	9.6
72410	Employee Travel (Out of state)	Out of state travel for Director's Office, Finance and Budget.	3.2	3.0	3.0
72971	Akpay Travel Expense	Prior year payroll suspense for traveler overpayment and employee deductions.	-5.2	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		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000	Services		399.7	277.4	277.4
Expenditure Account			FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals			399.7	277.4	277.4
73025	Education Services	Training, conferences and employee tuition for Director's Office, Finance and Budget.	8.8	4.0	4.0
73050	Financial Services	Credit card fees and financial consulting/management for the department.	21.5	10.0	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.	157.9	26.3	26.3
73156	Telecommunication	Long distance/cell phone toll costs.	3.1	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.	11.6	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.	0.0	1.0	1.0
73665	Rentals/Leases (Non IA-Struct/Infs/Land)	Occasional room rentals for training, meetings or teleconferences.	3.9	4.5	4.5
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Copier, printers and fax repairs and maintenance.	9.6	10.2	10.2
73686	Rentals/Leases (Non IA-Eq/Machinery)	Copier leases.	0.0	1.3	1.3
73750	Other Services (Non IA Svcs)	Microfiche processing, recycling, security, state parking enforcement, printing and program consultants.	7.4	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	23.0	44.4	45.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Statewide Administrative Services (537)

RDU: Administrative Services (361)

Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
73000 Services Detail Totals			399.7	277.4	277.4
		services, open connect, and task order system.			
73806	IT-Telecommunication	Enterprise Technology Services	64.7	65.0	65.0
		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.			
73809	Mail	Central Mail	25.3	14.0	14.0
		Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).			
73810	Human Resources	Personnel	1.4	1.5	1.5
		Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.			
73812	Legal	Transportation Section	7.9	8.0	8.0
		Legal services provided by the Department of Law.			
73814	Insurance	Risk Management	0.6	0.6	0.0
		Insurance coverage for leased 3-mile DOT&PF building.			
73815	Financial	Finance	48.2	50.0	50.0
		Chargeback fees for AKSAS and AKPAY.			
73816	ADA Compliance	Americans With Disabilities	0.7	0.8	0.8
		Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).			
73818	Training (Services-IA Svcs)	Finance	1.1	1.0	1.0
		Department of Administration - Finance training classes.			
73819	Commission Sales (IA Svcs)	State Travel Office	0.4	0.6	0.6
		Processing fees charged by the State Travel Office.			
73848	State Equip Fleet	State Equipment Fleet	1.2	2.0	2.0
		SEF vehicle charges.			

Line Item Detail
Department of Transportation/Public Facilities
Commodities

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

Line Number	Line Name		FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000	Commodities		88.5	41.1	41.1
Expenditure Account	Servicing Agency	Explanation	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
74000 Commodities Detail Totals			88.5	41.1	41.1
74200	Business	Office supplies, educational material, information technology equipment/supplies, subscriptions.	87.8	40.4	41.1
74480	Household & Instit.	DOT&PF Tudor Road building drinkable water supply and miscellaneous warehouse supplies.	0.7	0.7	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

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

Master Account	Revenue Description	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51060	General Fund Program Receipts	124.8	129.4	133.7

Detail Information					FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund			
51060	GF Program Receipts			11100	124.8	129.4	133.7
	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.						

Restricted Revenue Detail
Department of Transportation/Public Facilities

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

Master Account	Revenue Description				FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
51200	Capital Improvement Project Receipts				1,820.2	1,782.3	1,996.8
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
59465	Indirect CIP Receipts Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).			11100	1,820.2	1,782.3	1,996.8

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	FY2011 Actuals	FY2012		
					Management Plan	FY2013 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	23.0	44.4	45.0
				73805 IT-Non-Telecommunication subtotal:	23.0	44.4	45.0
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	64.7	65.0	65.0
				73806 IT-Telecommunication subtotal:	64.7	65.0	65.0
73809	Mail	Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	25.3	14.0	14.0
				73809 Mail subtotal:	25.3	14.0	14.0
73810	Human Resources	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	1.4	1.5	1.5
				73810 Human Resources subtotal:	1.4	1.5	1.5
73812	Legal	Legal services provided by the Department of Law.	Inter-dept	Transportation Section	7.9	8.0	8.0
				73812 Legal subtotal:	7.9	8.0	8.0
73814	Insurance	Insurance coverage for leased 3-mile DOT&PF building.	Inter-dept	Risk Management	0.6	0.6	0.0
				73814 Insurance subtotal:	0.6	0.6	0.0
73815	Financial	Chargeback fees for AKSAS and AKPAY.	Inter-dept	Finance	48.2	50.0	50.0
				73815 Financial subtotal:	48.2	50.0	50.0
73816	ADA Compliance	Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Americans With Disabilities	0.7	0.8	0.8
				73816 ADA Compliance subtotal:	0.7	0.8	0.8
73818	Training (Services-IA Svcs)	Department of Administration - Finance training classes.	Inter-dept	Finance	1.1	1.0	1.0
				73818 Training (Services-IA Svcs) subtotal:	1.1	1.0	1.0
73819	Commission Sales (IA Svcs)	Processing fees charged by the State Travel Office.	Inter-dept	State Travel Office	0.4	0.6	0.6
				73819 Commission Sales (IA Svcs) subtotal:	0.4	0.6	0.6
73848	State Equip Fleet	SEF vehicle charges.	Intra-dept	State Equipment Fleet	1.2	2.0	2.0
				73848 State Equip Fleet subtotal:	1.2	2.0	2.0
				Statewide Administrative Services total:	174.5	187.9	187.9

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	FY2011 Actuals	FY2012 Management Plan	FY2013 Governor
Grand Total:				174.5	187.9	187.9