

State of Alaska FY2015 Governor's Operating Budget

Department of Administration Central Mail Component Budget Summary

Component: Central Mail

Contribution to Department's Mission

Provide state agencies located in Juneau with daily sorting, delivery, insertion, and posting services.

Core Services

- Daily mail posting, interagency receipt, sorting, distribution and post office delivery.
- Scheduled volume inserting and posting services for warrants from the following systems: AKSAS, AKPAY, PERS and TRS Payroll, ACPE Billing Statements and the Permanent Fund Dividend.

Major Component Accomplishments in 2013

- Even with expansion in programs, timely processing of mail for the Alaska Commission on Postsecondary Education and Department of Labor and Workforce Development was accomplished.
- Timely processing of large volume annual mail outs resulting from the Alaska Permanent Fund Dividend mail payments, as well as 1099s, 1098s, and W2s.
- Improved accuracy of tracking/reconciling bi-weekly mail outs of the various state payrolls i.e.: AKPAY, PERS and TRS.

Key Component Challenges

Cost Containment - Continue to work with agency customers to bar code outgoing mail, and use electronic services for all eligible mail.

Efficiency - Improve the State's ability to reduce postage costs and processing resources, by continuing to work with state agencies to barcode their outgoing mail and to use electronic services for all eligible mail.

Advisory/Consultative Services - Provide advice and consultation to decentralized agency mail operations on mail methods (sorting, bulk mail, and bar coding, etc.). Assist agency customers currently using continuous feed documents for mass mailings (i.e.: Finance, Permanent Fund Dividend, Retirement & Benefits) toward "cut sheet" to eliminate reliance on obsolete burst/trim equipment.

Significant Changes in Results to be Delivered in FY2015

Customer Service - Assist agency customers in designing/planning efforts toward replacing continuous pin-feed documents with cut sheet documents wherever possible. Continue to work with agency customers on mail piece design to reduce/minimize manual processing and contain postage and forms costs where possible.

Statutory and Regulatory Authority

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

Contact Information

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**Central Mail
Component Financial Summary**

All dollars shown in thousands

	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	593.3	623.2	619.2
72000 Travel	2.9	0.8	0.8
73000 Services	2,383.7	2,919.0	2,919.0
74000 Commodities	35.9	48.3	48.3
75000 Capital Outlay	37.2	87.3	87.3
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	3,053.0	3,678.6	3,674.6
Funding Sources:			
1004 General Fund Receipts	36.8	39.3	39.0
1007 Interagency Receipts	3,016.2	3,639.3	3,635.6
Funding Totals	3,053.0	3,678.6	3,674.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	3,016.2	3,639.3	3,635.6
Restricted Total		3,016.2	3,639.3	3,635.6
Total Estimated Revenues		3,016.2	3,639.3	3,635.6

**Summary of Component Budget Changes
From FY2014 Management Plan to FY2015 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>
FY2014 Management Plan	39.3	0.0	3,639.3	0.0	3,678.6
Adjustments which will continue current level of service:					
-Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)	-0.4	0.0	-6.8	0.0	-7.2
-FY2015 Health Insurance and Working Reserve Rate Reductions	-0.1	0.0	-1.5	0.0	-1.6
-FY2015 Salary Increases	0.2	0.0	4.6	0.0	4.8
FY2015 Governor	39.0	0.0	3,635.6	0.0	3,674.6

Central Mail Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2014 Management Plan	FY2015 Governor		
Full-time	7	7	Annual Salaries	368,949
Part-time	0	0	COLA	5,008
Nonpermanent	0	0	Premium Pay	1,726
			Annual Benefits	262,696
			<i>Less 3.00% Vacancy Factor</i>	(19,151)
			Lump Sum Premium Pay	0
Totals	7	7	Total Personal Services	619,228

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Mail Services Manager	0	0	1	0	1
Mail Svcs Courier	0	0	4	0	4
Mail Svcs Lead Courier	0	0	2	0	2
Totals	0	0	7	0	7

Component Detail All Funds
Department of Administration

Component: Central Mail (AR11781) (2333)
RDU: General Services (17)

	FY2013 Actuals	FY2014 Conference Committee	FY2014 Authorized	FY2014 Management Plan	FY2015 Governor	FY2014 Management Plan vs FY2015 Governor	
71000 Personal Services	593.3	616.0	623.2	623.2	619.2	-4.0	-0.6%
72000 Travel	2.9	0.8	0.8	0.8	0.8	0.0	0.0%
73000 Services	2,383.7	2,919.0	2,919.0	2,919.0	2,919.0	0.0	0.0%
74000 Commodities	35.9	48.3	48.3	48.3	48.3	0.0	0.0%
75000 Capital Outlay	37.2	87.3	87.3	87.3	87.3	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	3,053.0	3,671.4	3,678.6	3,678.6	3,674.6	-4.0	-0.1%
Fund Sources:							
1004Gen Fund (UGF)	36.8	38.9	39.3	39.3	39.0	-0.3	-0.8%
1007I/A Rcpts (Other)	3,016.2	3,632.5	3,639.3	3,639.3	3,635.6	-3.7	-0.1%
Unrestricted General (UGF)	36.8	38.9	39.3	39.3	39.0	-0.3	-0.8%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	3,016.2	3,632.5	3,639.3	3,639.3	3,635.6	-3.7	-0.1%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	7	7	7	7	7	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	1	1	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Central Mail (2333)
RDU: General Services (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2014 Conference Committee To FY2014 Authorized *****												
FY2014 Conference Committee												
ConfCom		3,671.4	616.0	0.8	2,919.0	48.3	87.3	0.0	0.0	7	0	1
1004 Gen Fund		38.9										
1007 I/A Rcpts		3,632.5										
***** Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66) *****												
Atrin		7.2	7.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.4										
1007 I/A Rcpts		6.8										
The Alaska State Employees Association, representing the general government unit, negotiated a lump sum payment of \$755 less mandatory deductions, per employee in pay status on July 1, 2013. The lump sum will be paid in the second pay period of August 2013.												
Subtotal		3,678.6	623.2	0.8	2,919.0	48.3	87.3	0.0	0.0	7	0	1
***** Changes From FY2014 Authorized To FY2014 Management Plan *****												
Delete On-call Non-Permanent Mail Services Courier (02-N09007)												
PosAdj		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	-1
Delete expired position Mail Services Courier (02-N09007) effective 06/30/2013.												
Subtotal		3,678.6	623.2	0.8	2,919.0	48.3	87.3	0.0	0.0	7	0	0
***** Changes From FY2014 Management Plan To FY2015 Governor *****												
Reverse Alaska State Employees Association One-Time Payment Sec22f Ch14 SLA2013 (HB65) and Sec12 Ch15 SLA2013 (HB66)												
OTI		-7.2	-7.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.4										
1007 I/A Rcpts		-6.8										
Reverse one-time funding for a negotiated lump sum payment to employees in the general government unit, represented by the Alaska State Employees Association, in pay status on July 1, 2013.												
FY2015 Health Insurance and Working Reserve Rate Reductions												
SalAdj		-1.6	-1.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.1										
1007 I/A Rcpts		-1.5										
FY2015 budget reduction for decrease in the AlaskaCare health insurance premium and working reserve rates: \$-1.6												

Change Record Detail - Multiple Scenarios with Descriptions
Department of Administration

Component: Central Mail (2333)
RDU: General Services (17)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Working reserve rate decrease from 3.94% to 3.56%: Leave Cash-In = 2.17%, Terminal Leave = 1.03%, Unemployment Insurance = 0.36% : \$-1.4												
AlaskaCare health benefit decrease from \$1,389 to \$1,371: \$-0.2												
FY2015 Salary Increases												
	SalAdj	4.8	4.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.2										
1007 I/A Rcpts		4.6										
Cost of living allowance for certain bargaining units: \$4.8												
Year two cost of living allowance for Alaska State Employees Association/General Government Unit - 1%: \$4.0												
Year two cost of living allowance for Alaska Public Employees Association/Supervisory Unit - 1%: \$0.8												
Totals		3,674.6	619.2	0.8	2,919.0	48.3	87.3	0.0	0.0	7	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2015 Governor (11059)
Component: Central Mail (2333)
RDU: General Services (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	GF Amount
02-5001	Division Operations Manager	FT	A	SS	Juneau	205	24A	0.2	*	1,510	20	0	800	2,330	121
02-5041	Mail Svcs Courier	FT	A	GP	Juneau	205	9K / L	12.0		42,003	565	0	31,359	73,927	3,844
02-5042	Mail Svcs Lead Courier	FT	A	GP	Juneau	205	10L / M	12.0		47,892	645	0	33,399	81,936	4,261
02-5046	Mail Services Manager	FT	A	SS	Juneau	205	15J / K	11.4	**	59,546	802	0	36,427	96,775	5,032
02-5051	Mail Svcs Lead Courier	FT	A	GG	Juneau	205	10M / N	12.0		48,792	657	0	33,710	83,159	4,324
02-5068	Accounting Clerk	FT	A	GP	Juneau	205	10E	0.6	*	1,945	26	0	1,514	3,485	181
02-5108	Administrative Officer II	FT	A	SS	Juneau	205	19E	0.6	*	3,708	50	0	2,116	5,874	306
02-5146	Accounting Tech I	FT	A	GP	Juneau	205	12G	0.6	*	2,349	32	0	1,654	4,035	210
02-5155	Accounting Tech II	FT	A	GP	Juneau	205	14G	0.6	*	2,703	49	0	1,777	4,529	4,529
02-5158	Accountant III	FT	1	GP	Juneau	205	18B	6.0	*	30,497	411	0	18,968	49,876	2,594
02-5173	Office Assistant I	FT	A	GP	Juneau	205	8K	4.0	*	13,156	199	1,367	10,634	25,356	1,319
07-1507	Mail Svcs Courier	FT	A	GP	Juneau	205	9L / M	12.0		43,640	588	0	31,926	76,154	3,960
08-2060	Mail Svcs Courier	FT	A	GP	Juneau	205	9F	12.0		37,548	506	0	29,817	67,871	3,529
11-0204	Mail Svcs Courier	FT	1	GP	Juneau	205	9B / C	12.0		33,660	458	359	28,595	63,072	3,280

													Total Salary Costs:	368,949
													Total COLA:	5,008
													Total Premium Pay::	1,726
													Total Benefits:	262,696
													Total Pre-Vacancy:	638,379
													Minus Vacancy Adjustment of 3.00%:	(19,151)
													Total Post-Vacancy:	619,228
													Plus Lump Sum Premium Pay:	0
													Personal Services Line 100:	619,228

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	37,489	36,365	6.16%
1007 Interagency Receipts	571,285	554,147	93.84%
Total PCN Funding:	608,774	590,511	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 Administration
Travel

Component: Central Mail (2333)
RDU: General Services (17)

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000	Travel		2.9	0.8	0.8
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
72000 Travel Detail Totals			2.9	0.8	0.8
72110	Employee Travel (Instate)	Employee travel instate	1.2	0.8	0.8
72700	Moving Costs		1.7	0.0	0.0

Line Item Detail
Department of Administration
Services

Component: Central Mail (2333)
RDU: General Services (17)

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000	Services		2,383.7	2,919.0	2,919.0
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000 Services Detail Totals			2,383.7	2,919.0	2,919.0
73025	Education Services	Conference fees, professional memberships and employee tuition	0.4	0.6	0.6
73150	Information Technlgy	Information technology service costs	1.4	1.9	1.9
73156	Telecommunication	Telecommunication services costs	0.0	0.1	0.1
73225	Delivery Services	Freight and courier delivery services costs	2,006.1	2,519.7	2,509.9
73525	Utilities	Utility costs	0.1	0.1	0.1
73650	Struc/Infstruct/Land	Repair and maintenance fees	0.0	5.0	5.0
73675	Equipment/Machinery	Office equipment repair and maintenance	217.3	228.6	228.6
73750	Other Services (Non IA Svcs)	Advertising and printing costs	4.0	5.7	5.7
73805	IT-Non-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Computer Services	4.1	4.4	4.4
73806	IT-Telecommunication	Enterprise Technology Services Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	7.7	8.5	8.5
73809	Mail	Central Mail Costs for central mail room services	0.8	0.7	0.7
73811	Building Leases	Facilities Building facility rent	38.4	32.6	42.4
73814	Insurance	Risk Management Risk Management chargeback for services	0.2	0.5	0.5
73815	Financial	Finance Division of Finance chargeback for services	1.0	4.0	4.0
73816	ADA Compliance	Personnel ADA Compliance charges from the Department of Labor and Workforce Development	0.2	0.6	0.6
73848	State Equip Fleet	Southeast State Equipmnt Fleet Fuel and vehicle maintenance	47.1	50.0	50.0
73979	Mgmt/Consulting (IA Svcs)	Admin Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for	54.9	56.0	56.0

Line Item Detail
Department of Administration
Services

Component: Central Mail (2333)
RDU: General Services (17)

Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
73000 Services Detail Totals			2,383.7	2,919.0	2,919.0
		services			

Line Item Detail
Department of Administration
Commodities

Component: Central Mail (2333)
RDU: General Services (17)

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000	Commodities		35.9	48.3	48.3
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
74000 Commodities Detail Totals			35.9	48.3	48.3
74200	Business	Business and office supplies	35.8	47.6	47.6
74600	Safety (Commodities)		0.1	0.0	0.0
74650	Repair/Maintenance (Commodities)	Fuel for delivery services	0.0	0.7	0.7

Line Item Detail
Department of Administration
Capital Outlay

Component: Central Mail (2333)
RDU: General Services (17)

Line Number	Line Name		FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
75000	Capital Outlay		37.2	87.3	87.3
Expenditure Account	Servicing Agency	Explanation	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
75000 Capital Outlay Detail Totals			37.2	87.3	87.3
75480	Capital Lease Paymts	Capital lease payments for equipment	30.7	45.2	45.2
75700	Equipment	Equipment costs	6.5	42.1	34.9
75753	Automobiles/Trucks		0.0	0.0	7.2

Restricted Revenue Detail
Department of Administration

Component: Central Mail (2333)
RDU: General Services (17)

Master Account	Revenue Description				FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
51015	Interagency Receipts				3,016.2	3,639.3	3,635.6
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
59015	Office Of The Governr Central mail room services	Department-wide	2520340	11100	75.9	87.0	87.0
59020	Administration Central mail room services	Department-wide	2520340	11100	244.9	511.0	396.6
59030	Law Central mail room services	Department-wide	2520340	11100	39.0	42.1	42.1
59040	Revenue Central mail room services	Department-wide	2520340	11100	224.3	325.0	299.0
59050	Education Central mail room services and forms management	Department-wide	2520340	11100	480.4	540.0	540.0
59060	Health & Social Svcs Central mail room services and forms management	Department-wide	2520340	11100	307.2	427.0	427.0
59070	Labor Central mail room services	Department-wide	2520340	11100	905.9	855.0	998.5
59080	Commrc & Econmc Dev Central mail room services and forms management	Department-wide	2520340	11100	175.7	317.0	317.0
59090	Military & Vet Affrs Central mail room services	Department-wide	2520340	11100	15.4	17.4	17.4
59100	Natural Resources Central mail room services	Department-wide	2520340	11100	36.6	36.0	36.0
59110	Fish & Game	Department-wide	2520340	11100	180.8	148.0	148.0

Restricted Revenue Detail
Department of Administration

Component: Central Mail (2333)
RDU: General Services (17)

Master Account	Revenue Description				FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
51015	Interagency Receipts				3,016.2	3,639.3	3,635.6
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2013 Actuals	FY2014 Management Plan	FY2015 Governor
	Central mail room services and forms management						
59120	Public Safety Central mail room services	Department-wide	2520340	11100	37.9	43.0	43.0
59180	Environmental Consvn Central mail room services and forms management	Department-wide	2520340	11100	51.2	53.0	53.0
59200	Corrections Central mail room services and forms management	Department-wide	2520340	11100	36.8	40.0	40.0
59250	Dotpf Op, Tpb,& Othr Central mail room services and forms management	Department-wide	2520340	11100	88.4	76.0	76.0
59310	Legislative Affairs Central mail room services and forms management	Department-wide	2520340	11100	10.7	13.0	13.0
59410	Alaska Court System Central mail room services	Department-wide	2520340	11100	50.7	56.0	56.0
59450	University Of Alaska Central mail room services	Department-wide	2520340	11100	54.4	52.8	46.0

**Inter-Agency Services
Department of Administration**

Component: Central Mail (2333)
RDU: General Services (17)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2014			
				FY2013 Actuals	Management Plan	FY2015 Governor	
73805	IT-Non-Telecommunication	Enterprise Productivity Rate (EPR) - Computer Services	Intra-dept	Enterprise Technology Services	4.1	4.4	4.4
73805 IT-Non-Telecommunication subtotal:					4.1	4.4	4.4
73806	IT-Telecommunication	Enterprise Productivity Rate (EPR) - Telecommunications and telephone line costs	Intra-dept	Enterprise Technology Services	7.7	8.5	8.5
73806 IT-Telecommunication subtotal:					7.7	8.5	8.5
73809	Mail	Costs for central mail room services	Intra-dept	Central Mail	0.8	0.7	0.7
73809 Mail subtotal:					0.8	0.7	0.7
73811	Building Leases	Building facility rent	Intra-dept	Facilities	38.4	32.6	42.4
73811 Building Leases subtotal:					38.4	32.6	42.4
73814	Insurance	Risk Management chargeback for services	Intra-dept	Risk Management	0.2	0.5	0.5
73814 Insurance subtotal:					0.2	0.5	0.5
73815	Financial	Division of Finance chargeback for services	Intra-dept	Finance	1.0	4.0	4.0
73815 Financial subtotal:					1.0	4.0	4.0
73816	ADA Compliance	ADA Compliance charges from the Department of Labor and Workforce Development	Intra-dept	Personnel	0.2	0.6	0.6
73816 ADA Compliance subtotal:					0.2	0.6	0.6
73848	State Equip Fleet	Fuel and vehicle maintenance	Inter-dept	Southeast State Equipmnt Fleet	47.1	50.0	50.0
73848 State Equip Fleet subtotal:					47.1	50.0	50.0
73979	Mgmt/Consulting (IA Svcs)	Commissioner's Office, Administrative Services and Information Technology (IT) desktop chargeback for services	Intra-dept	Admin	54.9	56.0	56.0
73979 Mgmt/Consulting (IA Svcs) subtotal:					54.9	56.0	56.0
Central Mail total:					154.4	157.3	167.1
Grand Total:					154.4	157.3	167.1