

State of Alaska FY2017 Governor's Operating Budget

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

Component: Central Region Support Services

Contribution to Department's Mission

Provide leadership and accountability for the region's activities. Support regional operations with quality financial analysis, budgetary services, procurement and contract services.

Core Services

- Provide policy direction and management leadership to all regional employees.
- Act as a liaison between divisions within the department, other agencies, and the public.
- Provide administrative support, procurement, and budgetary/financial support to the operating and capital improvement programs.
- Purchase and deliver supplies, equipment and services as well as property control.

Major Component Accomplishments in 2015

- Processed 34 formal procurements that included 21 Invitations to Bid, one Request for Proposal, one Request for Information and 11 Requests for Alternate Procurements.
- Prepared Central Region's FY2016 operating budget, and managed the FY2015 operating budget.

Key Component Challenges

- Training more end users and vendors, enabling customers to electronically submit orders, thereby reducing redundancy of data entry and stream-lining processes.
- Training regional staff to use the Integrated Resource Information System (IRIS) procurement system and maintaining Central Region compliance with all relevant federal, State of Alaska, and Department of Transportation & Public Facilities rules and policies and procedures related to the procurement of goods and services and inventory management.
- Training regional staff on how to use IRIS for project and component budget management and tracking.

Significant Changes in Results to be Delivered in FY2017

- Results Based Budgeting will be used to develop performance measures that quantify outcomes (not activities) as well as determine priorities.
- Learning and using the new Statewide Procurement System module in IRIS.

Statutory and Regulatory Authority

AS 02 Aeronautics
AS 36 Public Contracts
AS 37 Public Finance
AS 44 State Government
AAC17 Department of Transportation and Public Facilities

Contact Information

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Central Region Support Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2016 Management Plan	FY2017 Governor		
Full-time	11	13	Annual Salaries	860,514
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	530,493
			<i>Less 3.36% Vacancy Factor</i>	(46,807)
			Lump Sum Premium Pay	0
Totals	11	13	Total Personal Services	1,344,200

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant I	1	0	0	0	1
Administrative Officer I	1	0	0	0	1
Asst Commissioner	1	0	0	0	1
Budget Analyst III	1	0	0	0	1
Information Officer III	1	0	0	0	1
Procurement Spec II	1	0	0	0	1
Procurement Spec III	1	0	0	0	1
Program Coordinator II	1	0	0	0	1
Stock and Parts Services I	2	0	0	0	2
Supply Technician I	1	0	0	0	1
Supply Technician II	2	0	0	0	2
Totals	13	0	0	0	13

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

Non-Formula Component

	FY2015 Actuals	FY2016 Conference Committee	FY2016 Authorized	FY2016 Management Plan	FY2017 Governor	FY2016 Management Plan vs FY2017 Governor	
71000 Personal Services	1,037.9	1,110.1	1,106.0	1,106.0	1,344.2	238.2	21.5%
72000 Travel	7.5	9.2	9.2	9.2	11.7	2.5	27.2%
73000 Services	62.1	67.5	67.5	67.5	70.6	3.1	4.6%
74000 Commodities	21.2	15.0	15.0	15.0	15.0	0.0	0.0%
75000 Capital Outlay	0.3	1.5	1.5	1.5	1.5	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	1,129.0	1,203.3	1,199.2	1,199.2	1,443.0	243.8	20.3%
Fund Sources:							
1004Gen Fund (UGF)	774.2	727.0	722.9	722.9	752.5	29.6	4.1%
1027Int Airprt (Other)	98.1	99.5	99.5	99.5	99.5	0.0	0.0%
1061CIP Rcpts (Other)	256.7	376.8	376.8	376.8	591.0	214.2	56.8%
Unrestricted General (UGF)	774.2	727.0	722.9	722.9	752.5	29.6	4.1%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	354.8	476.3	476.3	476.3	690.5	214.2	45.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	12	11	11	11	13	2	18.2%
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: Central Region Support Services (2292)

RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2016 Conference Committee To FY2016 Authorized *****												
FY2016 Conference Committee												
	ConfCom	1,203.3	1,110.1	9.2	67.5	15.0	1.5	0.0	0.0	11	0	0
1004 Gen Fund		727.0										
1027 Int Airprt		99.5										
1061 CIP Rcpts		376.8										
Reverse Over Appropriation of FY2016 Cost of Living Adjustment												
	Unalloc	-4.1	-4.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-4.1										
Reverse Over Appropriation of FY2016 Cost of Living Adjustment												
Subtotal		1,199.2	1,106.0	9.2	67.5	15.0	1.5	0.0	0.0	11	0	0

***** Changes From FY2016 Management Plan To FY2017 Governor *****												
Transfer Out FY2016 One-Time Salary Reductions to Unallocated in FY2017												
	SalAdj	12.4	12.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		12.4										
Restore UGF FY2016 Salary Increases because cuts taken in other expenditure lines.												
Reverse FY2016 One-Time Unrestricted General Fund Salary Adjustments in FY2017 Budget Request												
	SalAdj	-12.4	-12.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-12.4										

Cost of living adjustment for certain bargaining units: \$21.1

Year three cost of living adjustment for non-covered employees - 2.5%: \$4.9

Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$10.5

Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$5.7

Transfer Right of Way Agent III (25-0481) from Central Design and Engineering Services for Information Services

	Trin	113.7	113.7	0.0	0.0	0.0	0.0	0.0	0.0	1	0	0
1061 CIP Rcpts		113.7										

The Central Region Design and Engineering Services component is transferring a filled Right of Way Agent III (25-0481), range 18, located in Anchorage to Central Region Support Services component. This position will also be reclassified to an Information Officer III, range 20, located in Anchorage.

The department has a crucial, ongoing need for a highly skilled Information Officer III in each of its three geographic regions (Central, Northern and Southcoast).

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

Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
<p>The Information Officer III in Central Region will remove the public relations burden from the Regional Director and provide mission-critical support to ensure timely, effective and appropriate response to the many issues that must be addressed while managing Central Region.</p>												
Transfer Program Coordinator (25-0988) from Transportation Management & Security due to Reorganization and Consolidation												
	Trin	130.1	124.5	2.5	3.1	0.0	0.0	0.0	0.0	1	0	0
1004 Gen Fund		29.6										
1061 CIP Rcpts		100.5										
<p>Transfer filled Program Coordinator (25-0988) located in Anchorage from the Transportation Management & Security component to the Central Region Support Services component due to a reorganization and consolidation of Transportation Management & Security functions.</p> <p>This position, along with the functions of Transportation Management & Security, will be transferred elsewhere in the department as a result of the reorganization and consolidation. This change will have a minimal impact on services delivered.</p> <p>Budget authority supporting this position is being also transferred.</p>												
Totals		1,443.0	1,344.2	11.7	70.6	15.0	1.5	0.0	0.0	13	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2017 Governor (12995)
Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
25-0020	Administrative Officer I	FT	A	GP	Anchorage	200	17F / G	12.0		63,779	0	0	40,272	104,051	0
25-0254	Procurement Spec III	FT	A	SS	Anchorage	200	18F	12.0		70,944	0	0	42,431	113,375	66,695
25-0255	Procurement Spec II	FT	A	SS	Anchorage	200	16E / F	12.0		61,528	0	0	38,968	100,496	60,298
25-0256	Supply Technician II	FT	A	SS	Anchorage	600	12E / F	12.0		45,481	0	0	33,066	78,547	47,128
25-0257	Supply Technician I	FT	A	GP	Anchorage	200	10B / C	12.0		35,865	0	0	30,005	65,870	39,522
25-0261	Supply Technician II	FT	A	GP	Anchorage	200	12C / D	12.0		40,816	0	0	31,826	72,642	43,585
25-0262	Stock and Parts Services I	FT	A	LL	Anchorage	2AA	57J	12.0		45,162	0	0	33,296	78,458	47,075
25-0263	Stock and Parts Services I	FT	A	LL	Anchorage	2AA	57J / K	12.0		46,081	0	0	33,634	79,715	47,829
25-0285	Budget Analyst III	FT	A	GG	Anchorage	200	19K	12.0		80,664	0	0	46,482	127,146	0
25-0286	Asst Commissioner	FT	A	XE	Anchorage	N00	27O / P	12.0		155,678	0	0	71,173	226,851	226,851
25-0287	Administrative Assistant I	FT	A	GG	Anchorage	200	12O / P	12.0		58,975	0	0	38,505	97,480	97,480
25-0481	Information Officer III	FT	A	GP	Anchorage	200	20E / F	12.0		75,561	0	0	44,605	120,166	0
25-0988	Program Coordinator II	FT	A	GP	Anchorage	200	20F / G	12.0		79,980	0	0	46,230	126,210	0

	Total Positions	New	Deleted
Full Time Positions:	13	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	13	0	0

Total Salary Costs:	860,514
Total COLA:	0
Total Premium Pay:	0
Total Benefits:	530,493
Total Pre-Vacancy:	1,391,007
Minus Vacancy Adjustment of 3.36%:	(46,807)
Total Post-Vacancy:	1,344,200
Plus Lump Sum Premium Pay:	0
Personal Services Line 100:	1,344,200

Total Component Months: 156.0

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	676,463	653,700	48.63%
1027 International Airport Revenue Fund	102,965	99,500	7.40%
1039 U/A Indirect Cost Recovery	611,579	591,000	43.97%
Total PCN Funding:	1,391,007	1,344,200	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: Central Region Support Services (2292)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel		7.5	9.2	11.7
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			7.5	9.2	11.7
72100	Instate Travel	The Regional Director travels for departmental meetings and legislative testimony.	7.5	9.2	11.7

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000	Services		62.1	67.5	70.6
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			62.1	67.5	70.6
73003	Dot Time & Equip Sys	Vehicle usage billed to the operating budget based on established rates and actual usage of vehicles.	0.1	0.5	0.5
73025	Education Services	Training services and/or conference fees, membership fees, and employee tuition (excluding Information Technology training).	0.2	1.0	1.0
73150	Information Technlgy	Information technology (IT) training, IT consulting, and IT equipment leases, software licensing and software maintenance. Primary costs include setting up telecommunications for a Department of Transportation & Public Facilities booth at the annual state fair.	3.1	3.0	3.0
73156	Telecommunication	Long distance, local phone service, cellular phone costs provided by vendors.	3.9	5.5	5.5
73175	Health Services	Drug and alcohol testing for commercial driver licensed employees.	0.2	0.5	0.5
73225	Delivery Services	Freight services, mail courier services, and postage costs.	7.9	2.5	5.3
73450	Advertising & Promos	Advertisements for Governor's Picnic 2014	0.2	0.0	0.0
73525	Utilities	Recycling fees for the Aviation Building.	0.1	0.5	0.5
73665	Rentals/Leases (Non IA-Struct/Infs/Land)	Annual rental of the postal service mailbox (\$1.5).	1.5	1.5	1.6
73675	Equipment/Machinery	Annual rental of the aviation building postal meter and office equipment maintenance.	7.7	7.5	8.0
73750	Other Services (Non IA Svcs)	Armored car services for pickup and delivery of daily bank receipts from various Department of Transportation & Public Facilities offices within the Anchorage Bowl.	0.1	1.0	1.0
73805	IT-Non-Telecommunication	Enterprise Computer services provided by Department of	4.8	5.0	5.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Central Region Support Services (2292)

RDU: Administration and Support (333)

Expenditure Account		Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals				62.1	67.5	70.6
		Technology Services	Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.			
73806	IT-Telecommunication	Enterprise Technology Services	Telecommunications services provided by 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.	15.8	15.5	15.5
73809	Mail	Central Mail	Chargeback fees for central mail services such as mailing vendor payments from the state accounting system and payroll warrants from the state payroll system (AKPAY).	0.1	0.1	0.1
73810	Human Resources	Personnel	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.0	0.3	0.0
73812	Legal	Transportation Section	Legal costs associated with Public Information Requests.	2.9	5.5	5.5
73815	Financial	Finance	Chargeback fees for the state accounting system and the state payroll system (AKPAY).	0.6	0.6	0.6
73816	ADA Compliance	Americans With Disabilities	Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	0.1	0.2	0.2
73818	Training (Services-IA Svcs)	Finance	Fee based training provided by the Department of Administration, Division of Finance for ALDER classes.	0.4	1.5	1.5
73818	Training (Services-IA Svcs)	Purchasing	Fee based training provided by the Department of Administration, Division of General Services for mandatory procurement officer re-certification.	1.1	1.8	1.8
73819	Commission Sales (IA Svcs)	State Travel Office	Travel fees charged by the State Travel Office.	0.1	0.5	0.5
73827	Safety (IA Svcs)	AIA Safety	Ted Stevens Anchorage International Airport security badges for Supply staff	0.1	0.0	0.0
73848	State Equip Fleet	State Equipment Fleet	Operating and replacement fees for four vehicles: Regional Director's Office (1) and the procurement warehouse (3). This also includes fuel for the vehicles that is purchased with a state credit card.	11.1	13.0	13.0

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		21.2	15.0	15.0
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000 Commodities Detail Totals			21.2	15.0	15.0
74200	Business	Consumable business supplies, subscriptions, furniture and small tools with a value of less than \$5000 per item used in daily operations.	10.7	9.0	9.5
74233	Info Technology Equip	Computers, monitors, printers. The component is on a four year computer replacement schedule for a permanent staff of 13.	6.6	2.5	2.5
74480	Household & Instit.	Bulk water services at the Tudor Road Annex (\$0.4) and covered tents for the Governor's annual picnic (\$0.2).	0.2	0.5	0.0
74600	Safety (Commodities)	Updated defibrillator for the Aviation Building	2.0	0.0	0.0
74650	Repair/Maintenance (Commodities)	Unleaded gasoline and diesel, purchased in bulk by the Anchorage International Airport for Supply section vehicles.	1.7	3.0	3.0

Line Item Detail
Department of Transportation/Public Facilities
Capital Outlay

Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
75000	Capital Outlay		0.3	1.5	1.5
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
75000 Capital Outlay Detail Totals			0.3	1.5	1.5
75830	Info Technology	Central Region Support Services allocated portion of equipment and capital upgrades to the Aviation Building network.	0.3	1.5	1.5

Unrestricted Revenue Detail
Department of Transportation/Public Facilities

Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

Master Account	Revenue Description		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor		
68515	Unrestricted Fund		0.4	0.0	0.0		
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
64565	Sale Of Plans & Spec Fees collected for plans and specifications in connection with bids and contracts for construction and maintenance projects, per DOT&PF Policy and Procedures 10.02.030.				0.1	0.0	0.0
66190	Py Reimburse Recvry Prior year recovery of vendor overpayment				0.3	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51200	Capital Improvement Project Receipts				256.7	376.8	591.0
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59465	Indirect CIP Receipts				256.7	376.8	591.0
	Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).						

Interagency Services
Department of Transportation/Public Facilities

Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

Expenditure Account		Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73003	Dot Time & Equip Sys	Vehicle usage billed to the operating budget based on established rates and actual usage of vehicles.	Intra-dept		0.1	0.5	0.5
73003 Dot Time & Equip Sys subtotal:					0.1	0.5	0.5
73805	IT-Non-Telecommunication	Computer services provided by 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	4.8	5.0	5.0
73805 IT-Non-Telecommunication subtotal:					4.8	5.0	5.0
73806	IT-Telecommunication	Telecommunications services provided by 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	15.8	15.5	15.5
73806 IT-Telecommunication subtotal:					15.8	15.5	15.5
73809	Mail	Chargeback fees for central mail services such as mailing vendor payments from the state accounting system and payroll warrants from the state payroll system (AKPAY).	Inter-dept	Central Mail	0.1	0.1	0.1
73809 Mail subtotal:					0.1	0.1	0.1
73810	Human Resources	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	0.0	0.3	0.0
73810 Human Resources subtotal:					0.0	0.3	0.0
73812	Legal	Legal costs associated with Public Information Requests.	Inter-dept	Transportation Section	2.9	5.5	5.5
73812 Legal subtotal:					2.9	5.5	5.5
73815	Financial	Chargeback fees for the state accounting system and the state payroll system (AKPAY).	Inter-dept	Finance	0.6	0.6	0.6
73815 Financial subtotal:					0.6	0.6	0.6
73816	ADA Compliance	Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Americans With Disabilities	0.1	0.2	0.2
73816 ADA Compliance subtotal:					0.1	0.2	0.2
73818	Training (Services-IA Svcs)	Fee based training provided by the Department of Administration, Division of Finance for ALDER classes.	Inter-dept	Finance	0.4	1.5	1.5
73818	Training (Services-IA Svcs)	Fee based training provided by the Department of Administration, Division of General Services for mandatory procurement officer re-certification.	Inter-dept	Purchasing	1.1	1.8	1.8
73818 Training (Services-IA Svcs) subtotal:					1.5	3.3	3.3
73819	Commission Sales (IA Svcs)	Travel fees charged by the State Travel Office.	Inter-dept	State Travel Office	0.1	0.5	0.5
73819 Commission Sales (IA Svcs) subtotal:					0.1	0.5	0.5

Interagency Services
Department of Transportation/Public Facilities

Component: Central Region Support Services (2292)
RDU: Administration and Support (333)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor	
73827	Safety (IA Svcs)	Ted Stevens Anchorage International Airport security badges for Supply staff	Inter-dept	AIA Safety	0.1	0.0	0.0
73827 Safety (IA Svcs) subtotal:				0.1	0.0	0.0	
73848	State Equip Fleet	Operating and replacement fees for four vehicles: Regional Director's Office (1) and the procurement warehouse (3). This also includes fuel for the vehicles that is purchased with a state credit card.	Intra-dept	State Equipment Fleet	11.1	13.0	13.0
73848 State Equip Fleet subtotal:				11.1	13.0	13.0	
Central Region Support Services total:				37.2	44.5	44.2	
Grand Total:				37.2	44.5	44.2	