

State of Alaska FY2017 Governor's Operating Budget

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

Component: Northern 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.
- Coordinate preparation of the annual operating and capital budget requests.
- Provide financial management and capital project status reporting.
- Review construction contract documents, provide bid packages, advertise and award contracts, prepare certified bid tabulations, and resolve bidding disputes.
- Coordinate, solicit, select, prepare and administer professional services agreements.

Major Component Accomplishments in 2015

- Established contracts for emergency work along the Dalton Highway in the Northern Region,
- Established 40 construction contracts for the maintenance and operations sections.
- Managed 70 rural airport maintenance contracts.
- Eliminating warehouse items with no issues over the course of two years, thus reducing the overall warehouse dollar value.
- Effectively transitioned from Buyspeed to the new Integrated Resource Information System (IRIS) for both inventory and open market purchasing.

Key Component Challenges

- Increasing the ability to function efficiently utilizing the new statewide accounting and procurement system.

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.

Statutory and Regulatory Authority

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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Northern Region Support Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2016 Management Plan	FY2017 Governor		
Full-time	14	16	Annual Salaries	991,008
Part-time	1	1	Premium Pay	8,272
Nonpermanent	0	0	Annual Benefits	636,710
			<i>Less 2.07% Vacancy Factor</i>	<i>(33,890)</i>
			Lump Sum Premium Pay	0
Totals	15	17	Total Personal Services	1,602,100

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Admin Asst III	0	1	0	0	1
Administrative Assistant I	0	1	0	0	1
Asst Commissioner	0	1	0	0	1
Budget Analyst III	0	1	0	0	1
Information Officer III	0	1	0	0	1
Office Assistant II	0	1	0	0	1
Procurement Spec I	0	2	0	0	2
Procurement Spec II	0	1	0	0	1
Procurement Spec III	0	1	0	0	1
Publications Spec II	0	1	0	0	1
Stock and Parts Services I	0	1	0	0	1
Stock and Parts Services II	0	1	0	0	1
Stock and Parts Services III	0	0	0	2	2
Supply Technician II	0	2	0	0	2
Totals	0	15	0	2	17

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)
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	1,309.0	1,375.2	1,375.2	1,375.2	1,602.1	226.9	16.5%
72000 Travel	15.6	6.5	6.5	6.5	11.0	4.5	69.2%
73000 Services	65.6	69.3	69.3	69.3	170.5	101.2	146.0%
74000 Commodities	18.6	14.7	14.7	14.7	21.2	6.5	44.2%
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	1,408.8	1,465.7	1,465.7	1,465.7	1,804.8	339.1	23.1%
Fund Sources:							
1004Gen Fund (UGF)	1,107.4	1,017.8	1,017.8	1,017.8	1,048.0	30.2	3.0%
1027Int Airprt (Other)	145.5	147.1	147.1	147.1	147.1	0.0	0.0%
1061CIP Rcpts (Other)	155.9	300.8	300.8	300.8	609.7	308.9	102.7%
Unrestricted General (UGF)	1,107.4	1,017.8	1,017.8	1,017.8	1,048.0	30.2	3.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	301.4	447.9	447.9	447.9	756.8	308.9	69.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	15	14	14	14	16	2	14.3%
Permanent Part Time	3	1	1	1	1	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: Northern Region Support Services (2294)

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	1,465.7	1,375.2	6.5	69.3	14.7	0.0	0.0	0.0	14	1	0
1004 Gen Fund		1,017.8										
1027 Int Airprt		147.1										
1061 CIP Rcpts		300.8										
Subtotal		1,465.7	1,375.2	6.5	69.3	14.7	0.0	0.0	0.0	14	1	0
***** Changes From FY2016 Management Plan To FY2017 Governor *****												
Transfer Out FY2016 One-Time Salary Reductions to Unallocated in FY2017												
	SalAdj	15.5	15.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		15.5										
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	-15.5	-15.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-15.5										
Cost of living adjustment for certain bargaining units: \$21.7												
Year three cost of living adjustment for non-covered employees - 2.5%: \$2.0												
Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$17.2												
Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$2.5												
Transfer Information Officer III (25-1833) and Publications Spec II (25-1358) from Northern Region Planning												
	Trin	339.1	226.9	4.5	101.2	6.5	0.0	0.0	0.0	2	0	0
1004 Gen Fund		30.2										
1061 CIP Rcpts		308.9										
Transfer filled Information Officer (25-1833) and Publications Spec II (25-1358) with support costs from Northern Region Planning to Northern Region Support Services. This transfer will result in the retention of necessary duties of these positions notwithstanding the consolidation of the department's planning function.												
Totals		1,804.8	1,602.1	11.0	170.5	21.2	0.0	0.0	0.0	16	1	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2017 Governor (12995)
Component: Northern Region Support Services (2294)
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
25-1223	Procurement Spec III	FT	A	SS	Fairbanks	2S4	18J / K	12.0		78,494	0	0	45,208	123,702	36,059
25-1224	Procurement Spec II	FT	A	GP	Fairbanks	203	16A / B	12.0		53,184	0	0	36,375	89,559	34,077
25-1225	Stock and Parts Services II	FT	A	LL	Fairbanks	2EE	55K	12.0		55,965	0	0	37,269	93,234	24,707
25-1239	Asst Commissioner	FT	A	XE	Fairbanks	N03	27F	6.0	**	65,220	0	0	32,085	97,305	97,305
25-1240	Administrative Assistant I	FT	A	GP	Fairbanks	203	12E / F	12.0		45,644	0	0	33,602	79,246	79,246
25-1245	Procurement Spec I	FT	A	GP	Fairbanks	203	14N / O	12.0		67,802	0	0	41,751	109,553	79,974
25-1246	Office Assistant II	FT	A	GP	Fairbanks	203	10G	12.0		41,832	0	804	32,495	75,131	63,674
25-1248	Budget Analyst III	FT	A	GG	Fairbanks	203	19L / M	12.0		87,190	0	0	48,882	136,072	87,630
25-1249	Stock and Parts Services I	FT	A	LL	Fairbanks	2EE	57J	12.0		48,633	0	0	34,572	83,205	83,205
25-1250	Supply Technician II	FT	A	GP	Fairbanks	203	12D / E	12.0		43,494	0	1,392	33,323	78,209	62,309
25-1253	Stock and Parts Services III	FT	A	LL	Nome	2II	54K	12.0		66,242	0	2,547	41,986	110,775	83,081
25-1256	Admin Asst III	FT	A	GP	Fairbanks	203	15G	12.0		59,052	0	0	38,533	97,585	77,092
25-1259	Procurement Spec I	FT	A	GP	Fairbanks	203	14K / L	12.0		59,525	0	2,284	39,547	101,356	31,218
25-1260	Stock and Parts Services III	PT	A	LL	Valdez	2FF	54J	7.0		35,786	0	0	22,895	58,681	52,813
25-1358	Publications Spec II	FT	A	GP	Fairbanks	203	16C / D	12.0		55,232	0	0	37,128	92,360	18,472
25-1679	Supply Technician II	FT	A	GP	Fairbanks	203	12B / C	12.0		41,661	0	1,245	32,595	75,501	54,927
25-1833	Information Officer III	FT	A	GP	Fairbanks	203	20J	12.0		86,052	0	0	48,464	134,516	0

				Total Salary Costs:	991,008
				Total COLA:	0
				Total Premium Pay::	8,272
				Total Benefits:	636,710
				Total Pre-Vacancy:	1,635,990
				Minus Vacancy Adjustment of 2.07%:	(33,890)
				Total Post-Vacancy:	1,602,100
				Plus Lump Sum Premium Pay:	0
				Personal Services Line 100:	1,602,100

	Total Positions	New	Deleted
Full Time Positions:	16	0	0
Part Time Positions:	1	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	17	0	0

Total Component Months:	193.0
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PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	965,789	945,782	59.03%
1027 International Airport Revenue Fund	150,226	147,114	9.18%
1039 U/A Indirect Cost Recovery	519,975	509,204	31.78%
Total PCN Funding:	1,635,990	1,602,100	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: Northern Region Support Services (2294)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000	Travel		15.6	6.5	11.0
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
72000 Travel Detail Totals			15.6	6.5	11.0
72110	Employee Travel (Instate)	Includes travel and per diem to Anchorage, Valdez, Nome and Juneau for district operations review, management policy committee, capital and operating budget development, legislative testimony, and financial coordination. Region wide travel for professional staff to conduct training and supervision of staff in field offices. \$4.5 - PIO Office transferred into Support Services.	15.6	6.5	11.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Northern Region Support Services (2294)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000	Services		65.6	69.3	170.5
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			65.6	69.3	170.5
73025	Education Services	Conference registration, tuition fees, technical and management oriented training (excluding information technology staff training). \$.8 - PIO Office transferred into Support Services.	1.2	1.1	1.9
73150	Information Technlgy	All information technology contractual costs such as software licensing, software maintenance, information technology training, information technology consulting, and information technology equipment leases. \$.4 - PIO Office transferred into Support Services.	3.6	1.9	2.3
73156	Telecommunication	Telephone fixed costs to vendors, cellular phone service, radio/electronic services, credit card calls, and data communications. \$.8 - PIO Office transferred into Support Services.	11.3	9.5	10.4
73175	Health Services	Drug and alcohol testing for commercial divers licensed (CDL) employees.	0.1	0.5	0.5
73225	Delivery Services	Freight, express, and courier services for Northern, Southcentral, and Western districts.	3.2	3.5	3.5
73450	Advertising & Promos	Advertising and legal and public notices for non-project specific and public relations activities. \$95.0 - Information office transferred into Northern Region Support Services. Annual Navigator program to purchase radio, newspaper, and television for projects and safety campaigns.	0.0	0.4	95.4
73528	Disposal	Disposal of electronic equipment.	0.3	0.0	0.0
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Maintenance agreements for two Xerox copiers, four fax machines, and office equipment repairs as needed.	0.0	1.5	1.5
73686	Rentals/Leases (Non IA-Eq/Machinery)	Rental and lease of two Sharp copier's \$11.5, Pitney Bowes mailing system \$1.5.	4.9	10.5	10.5

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Northern Region Support Services (2294)

RDU: Administration and Support (333)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			65.6	69.3	170.5
73750	Other Services (Non IA Svcs)	Professional services fees for consultant work such as perform research, technical writing, assist and/or coordinate in developing advertising programs.	0.1	0.5	0.5
73805	IT-Non-Telecommunication	Enterprise Technology Services 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. \$.9 - PIO Office transferred into Support Services.	6.4	6.5	7.4
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 conference. \$2.8 - PIO Office transferred into Support Services.	15.6	15.2	18.0
73809	Mail	Admin - Central Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	0.1	0.3	0.3
73810	Human Resources	Admin - Personnel Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.0	0.5	0.5
73812	Legal	Law - Transportation Section Legal services provided by the Department of Law.	1.3	0.1	0.1
73815	Financial	Admin - Finance Chargeback fees for AKSAS and AKPAY. \$.4 - PIO Office transferred into Support Services.	0.9	1.1	1.5
73816	ADA Compliance	Labor - 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)	Purchasing Procurement staff training provided by Department of Administration, Division of General Services, Purchasing.	0.3	0.0	0.0
73819	Commission Sales (IA Svcs)	State Travel Office Fees and commission paid to State Travel Office.	0.3	0.0	0.0
73848	State Equip Fleet	Trans - State Equipment Fleet Operating and replacement fees for three vehicles for the Procurement Office. This also includes fuel for the	15.9	16.0	16.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Northern Region Support Services (2294)

RDU: Administration and Support (333)

Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
73000 Services Detail Totals			65.6	69.3	170.5
vehicles that is purchased with a state credit card.					

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Northern Region Support Services (2294)
RDU: Administration and Support (333)

Line Number	Line Name		FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000	Commodities		18.6	14.7	21.2
Expenditure Account	Servicing Agency	Explanation	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
74000 Commodities Detail Totals			18.6	14.7	21.2
74200	Business	Copy machine and computer paper, printer cartridges, binders, forms, and other office supplies. \$1.5 - PIO Office transferred into Support Services.	14.2	7.7	9.2
74233	Info Technology Equip	Staff of 18, computer replacement on a four year cycle at approximately \$1,500 each. \$3.0 - PIO Office transferred into Support Services.	4.4	7.0	10.0
74600	Safety (Commodities)	The Navigator Program purchases advertising items to be distributed for safety related campaigns. \$2.0 - PIO transferred into Support Services.	0.0	0.0	2.0

Unrestricted Revenue Detail
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)
RDU: Administration and Support (333)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
68515	Unrestricted Fund				0.2	0.0	0.0
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
66160	Jury & Work Comp Rc Reimbursement for jury duty.			11100	0.2	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)
RDU: Administration and Support (333)

Master Account	Revenue Description				FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
51200	Capital Improvement Project Receipts				155.9	300.8	609.7
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
59465	Indirect CIP Receipts			11100	155.9	300.8	609.7
	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: Northern Region Support Services (2294)
RDU: Administration and Support (333)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
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. \$.9 - PIO Office transferred into Support Services.	Inter-dept	Enterprise Technology Services	6.4	6.5	7.4
73805 IT-Non-Telecommunication subtotal:				6.4	6.5	7.4
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 conference. \$2.8 - PIO Office transferred into Support Services.	Inter-dept	Enterprise Technology Services	15.6	15.2	18.0
73806 IT-Telecommunication subtotal:				15.6	15.2	18.0
73809	Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Admin - Central Mail	0.1	0.3	0.3
73809 Mail subtotal:				0.1	0.3	0.3
73810	Human Resources Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Admin - Personnel	0.0	0.5	0.5
73810 Human Resources subtotal:				0.0	0.5	0.5
73812	Legal Legal services provided by the Department of Law.	Inter-dept	Law - Transportation Section	1.3	0.1	0.1
73812 Legal subtotal:				1.3	0.1	0.1
73815	Financial Chargeback fees for AKSAS and AKPAY. \$.4 - PIO Office transferred into Support Services.	Inter-dept	Admin - Finance	0.9	1.1	1.5
73815 Financial subtotal:				0.9	1.1	1.5
73816	ADA Compliance Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Labor - Americans With Disabilities	0.1	0.2	0.2
73816 ADA Compliance subtotal:				0.1	0.2	0.2
73818	Training (Services-IA Svcs) Procurement staff training provided by Department of Administration, Division of General Services, Purchasing.	Inter-dept	Purchasing	0.3	0.0	0.0
73818 Training (Services-IA Svcs) subtotal:				0.3	0.0	0.0
73819	Commission Sales (IA Svcs) Fees and commission paid to State Travel Office.	Inter-dept	State Travel Office	0.3	0.0	0.0
73819 Commission Sales (IA Svcs) subtotal:				0.3	0.0	0.0
73848	State Equip Fleet Operating and replacement fees for three vehicles for the Procurement Office. This also includes fuel for the vehicles that is purchased with a state credit card.	Intra-dept	Trans - State Equipment Fleet	15.9	16.0	16.0

Interagency Services
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)
RDU: Administration and Support (333)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2015 Actuals	FY2016 Management Plan	FY2017 Governor
				73848 State Equip Fleet subtotal:	15.9	16.0
				Northern Region Support Services total:	40.9	44.0
				Grand Total:	40.9	44.0