

State of Alaska FY2010 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 administrative infrastructure and policy guidance at the regional level.

Core Services

- Regional Support Services provides administrative support and budget coordination to all operating divisions of Northern Region, with additional support to Fairbanks-based staff of headquarters and statewide divisions and the Fairbanks International Airport.
- The Regional Director's Office provides management oversight of all functions of the organization and acts as liaison between divisions and between the department and other agencies and the public.
- The Procurement Office is responsible for the purchase and delivery of supplies, equipment and services, as well as property control.

FY2010 Resources Allocated to Achieve Results

FY2010 Component Budget: \$1,377,700

Personnel:

Full time	15
Part time	3
Total	18

Key Component Challenges

Streamlining the department's procurement process is essential so that goods and services continue to be provided efficiently and according to all state, federal and local guidelines. Through the use of the department's automated procurement system, BuySpeed, we are able to improve information gathering and dissemination processes to enhance our efficiency. The department has implemented the new procurement system to allow end users to submit purchase requests through a web-based requisitioning program. The program is now operational but will continue to require training of staff. With broader delegation of purchase authority through purchase cards, continued procurement training is required for all department staff to ensure all procurement rules are being followed. This will reduce the impact to the Procurement Office through fewer purchasing violations to address.

With the rising costs of fuel we have had to rewrite many contracts to include cost escalations to compensate our contractors for their increased costs to produce or procure commodities and services.

Responsibility for establishing the rural airport maintenance and construction related contracts was transferred from Maintenance and Operations to the Northern Region Procurement Office. Last year there were approximately 86 of these contracts. The addition of these contracts has had a major impact on the section and required changes in staff.

The Regional Director's Office is emphasizing project cost and schedule accountability to reduce impacts of inflation and scope change on our fiscally constrained program. The Director's Office has also increased emphasis on ethical requirements for executive branch employees.

Higher procurement delegations for procurement staff would allow for a more evenly spread out workload and increase morale and efficiency in the department.

Significant Changes in Results to be Delivered in FY2010

No significant change anticipated.

Major Component Accomplishments in 2008

Required training continues to be provided to Department of Transportation and Public Facilities (DOT&PF) employees at least twice a year on property management and procurement processes. BuySpeed training has been given to all sections for implementation of the new purchasing system.

Established 25 annual construction related contracts for the Maintenance and Operations sections. These contracts, which are mainly used during the peak season, has improved performance and has effectively controlled administrative costs. Some of the newly established contracts are equipment rentals, crushing contracts, maintenance contracts, solid waste disposals and hazardous materials disposals.

Mandated training requirements by the Department of Administration for small procurement related transactions were fulfilled by all the regional procurement staff. Each staff member holds level rated (Level I, Level II or a Level III) Procurement Officer Certifications with one employee holding provisional certificates.

Statutory and Regulatory Authority

AS 35 Public Building, Works, and Improvements

AS 36 Public Contracts

AS 39 Public Office & Employment

AAC Title 17

AAC Title 12

Contact Information

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Northern Region Support Services Component Financial Summary

All dollars shown in thousands

	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,172.4	1,247.6	1,271.1
72000 Travel	10.4	7.6	7.6
73000 Services	70.2	79.3	79.3
74000 Commodities	31.5	19.7	19.7
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	1,284.5	1,354.2	1,377.7
Funding Sources:			
1004 General Fund Receipts	719.5	973.4	995.1
1026 Highways/Equipment Working Capital Fund	180.5	0.0	0.0
1027 International Airport Revenue Fund	120.9	124.5	126.3
1061 Capital Improvement Project Receipts	263.6	256.3	256.3
Funding Totals	1,284.5	1,354.2	1,377.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	0.6	0.0	0.0
Unrestricted Total		0.6	0.0	0.0
Restricted Revenues				
Capital Improvement Project Receipts	51200	263.6	256.3	256.3
Restricted Total		263.6	256.3	256.3
Total Estimated Revenues		264.2	256.3	256.3

**Summary of Component Budget Changes
From FY2009 Management Plan to FY2010 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2009 Management Plan	973.4	0.0	380.8	1,354.2
Adjustments which will continue current level of service:				
-FY2010 Wage and Health Insurance Increases for Bargaining Units with Existing Agreements	17.4	0.0	6.1	23.5
-Correct Unrealizable Fund Sources in the Salary Adjustment for the Existing Bargaining Unit Agreements	4.3	0.0	-4.3	0.0
FY2010 Governor	995.1	0.0	382.6	1,377.7

**Northern Region Support Services
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2009</u> <u>Management</u> <u>Plan</u>	<u>FY2010</u> <u>Governor</u>		
Full-time	15	15	Annual Salaries	810,098
Part-time	3	3	COLA	22,827
Nonpermanent	0	0	Premium Pay	12,297
			Annual Benefits	472,630
			Less 3.55% Vacancy Factor	(46,752)
			Lump Sum Premium Pay	0
Totals	18	18	Total Personal Services	1,271,100

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Admin Asst III	0	1	0	0	1
Administrative Clerk III	0	1	0	0	1
Asst Commissioner	0	1	0	0	1
Budget Analyst III	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
Secretary	0	1	0	0	1
Stock & Parts Svcs Journey I	0	1	0	0	1
Stock & Parts Svcs Lead	0	0	0	2	2
Stock & Parts Svcs Sub Journey	0	2	0	2	4
Supply Technician II	0	2	0	0	2
Totals	0	14	0	4	18