

State of Alaska
FY2006 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 regional 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.

FY2006 Resources Allocated to Achieve Results		
FY2006 Component Budget: \$1,169,100	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 with decreasing general fund support. 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.
- Work continues on the BuySpeed System to allow end users to submit purchase requests through a web requisitioning program. This may have some initial loss of productivity but should ultimately increase the department's procurement efficiency. This feature would ultimately increase the department's procurement efficiency as well as cost savings on paper. Divisions would have the capability to check status of orders on a "read-only" system through the BuySpeed purchasing system. This will ultimately provide accurate reports and daily status to the requestors.
- The region's mission critical operations (design, construction and maintenance of area roads, airports and facilities) rely on the support provided by this component. Continued reductions in funding for travel and administrative support directly impact the ability of the region's operating divisions to deliver their programs effectively. Restricting the Regional Director's travel capabilities will make it difficult to continue to participate in conferences, meetings with upper level management, and participate in community meetings.
- FY04 implementation of the Information Technology Standards has increased the workload for the procurement section and has slowed the process of requests. Each computer related item that does not appear on the standards list must be forwarded to Juneau for approval. Some of these requests require waivers to be processed and reviewed by the Technology Management Committee. The turn around time for these requests takes 2 to 15 days.

Significant Changes in Results to be Delivered in FY2006

No significant changes are anticipated for FY06.

Major Component Accomplishments in 2004

- Training continues to be provided to DOT&PF employees at least twice a year on property management and procurement processes. This training continues to increase efficiency and improves techniques of the requesting process by the customers of the procurement section.
- The procurement section established annual (3 - 5 year) construction contracts for the Maintenance and Operations sections. These contracts, which are mainly utilized during the peak season has improved performance and has effectively controlled administrative costs. Some of the newly established contracts are equipment rentals, crushing contracts, fence repair, etc. Construction contracting, under DOT&PF delegation rules for Maintenance & Operations, has become a larger responsibility of the procurement section. In FY03 five (5) formal contracts totaling \$364,168.00 were established, in FY04 37 formal contracts totaling \$3,075,932.84 were established.
- Mandatory training has been attended by all procurement staff with one class remaining in FY 05. Once completed all procurement staff will hold a Construction Contracting Warrant certification. At this time two positions in procurement hold a Level 6 with proper delegation by the Regional Director.
- Mandated training requirements by the Department of Administration for small procurement related transactions, were fulfilled by the regional procurement staff. Each staff member holds level rated (Level I, Level II or a Level III) Procurement Officer Certifications. Training is ongoing to maintain these levels of procurements.
- The travel feature was added and implemented to a large majority of Northern Region Procurement Cards. Ongoing training and requests are fulfilled by the procurement section. The Regional Procurement Officer is the Administrator for these cards.

Statutory and Regulatory Authority

AS 35 Public Bldg & Imp
AS 36 Public Contracts
AS 39 Public Off & Emp
AAC Title 17
AAC Title 12

Contact Information

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**Northern Region Support Services
Component Financial Summary**

All dollars shown in thousands

	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	867.4	1,025.3	1,062.5
72000 Travel	16.2	7.6	7.6
73000 Services	72.1	79.3	79.3
74000 Commodities	36.8	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	992.5	1,131.9	1,169.1
Funding Sources:			
1004 General Fund Receipts	615.1	616.0	632.3
1007 Inter-Agency Receipts	0.0	4.1	4.2
1026 Highways/Equipment Working Capital Fund	149.1	156.9	163.4
1027 International Airport Revenue Fund	96.4	101.8	105.6
1061 Capital Improvement Project Receipts	131.9	253.1	263.6
Funding Totals	992.5	1,131.9	1,169.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	0.3	0.0	0.0
Unrestricted Total		0.3	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	0.0	4.1	4.2
Capital Improvement Project Receipts	51200	131.9	253.1	263.6
Restricted Total		131.9	257.2	267.8
Total Estimated Revenues		132.2	257.2	267.8

**Summary of Component Budget Changes
From FY2005 Management Plan to FY2006 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2005 Management Plan	616.0	0.0	515.9	1,131.9
Adjustments which will continue current level of service:				
-FY 05 Bargaining Unit Contract Terms: GGU	2.4	0.0	3.9	6.3
-FY06 Cost Increases for Bargaining Units and Non-Covered Employees	13.9	0.0	15.5	29.4
-Adjustments for Personal Services Working Reserve Rates and SBS	0.0	0.0	1.5	1.5
FY2006 Governor	632.3	0.0	536.8	1,169.1

**Northern Region Support Services
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2005</u>	<u>FY2006</u>		
	<u>Management</u>	<u>Governor</u>		
	<u>Plan</u>			
Full-time	15	15	Annual Salaries	706,234
Part-time	3	3	COLA	13,839
Nonpermanent	0	0	Premium Pay	19,382
			Annual Benefits	397,468
			<i>Less 3.40% Vacancy Factor</i>	<i>(38,623)</i>
			Lump Sum Premium Pay	0
Totals	18	18	Total Personal Services	1,098,300

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk II	0	1	0	0	1
Administrative Manager I	0	1	0	0	1
Asst Commissioner	0	1	0	0	1
Procurement Spec I	0	2	0	0	2
Procurement Spec III	0	1	0	0	1
Program Budget Analyst 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	3	0	0	3
Totals	0	14	0	4	18