

State of Alaska FY2002 Governor's Operating Budget

Department of Transportation/Public Facilities
Southeast Region Support Services
Component

Component: Southeast Region Support Services

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Component Mission

The mission of the Southeast Region Support Services component is to provide leadership and accountability of all Southeast Region activities, and to support regional operations with quality procurement and budgetary services.

Component Services Provided

The services provided are diverse and include the following:

The Office of the Regional Director provides overall policy direction and management leadership to the over 1,000 employees in the region. The Regional Director also provides the conduit for local communities and individuals to have input on various transportation issues.

The region's annual operating budget totaling nearly \$100.0 million is prepared in this unit. The budget process is coordinated with direction from the Office of Management and Budget. Inquiries from the legislature, administration, and the public are researched and responded to through this office. Status reports are prepared to provide financial information and guidance to management.

The Capital Improvement Project Control unit maintains the status of the region's capital improvement projects. Federal and state regulations require detailed reports and procedures for tracking and reporting on capital projects. Status books are prepared to provide necessary information to regional and federal project staff.

The Procurement unit purchases and distributes all office supplies, computers, construction materials, maintenance supplies, and non-construction contracts for the SE region and DOT&PF headquarters. Two warehouses are stocked and maintained to provide rapid access to materials needed for the maintenance and operation of highways, harbors, airports, buildings, and AMHS ferries. Mailroom services are provided at three separate buildings.

The computer services unit designs, programs, and maintains various information systems for AMHS and other support services staff. The most complex system is the statewide-automated reservations system that operates in 25 locations throughout the state. This unit also provides desktop support for over 250 desktop computer workstations.

The Management Information unit gathers and analyzes data on AMHS ferry traffic and revenue as well as operating costs, performance measures, and other statistics. The production of several reports, which summarize data, is completed here.

Component Goals and Strategies

Lead the development and maintenance of transportation systems that effectively move people and goods throughout the region.

- Direct the implementation of the SE Alaska Transportation Plan.
- Develop consensus among the citizens of SE Alaska regarding transportation needs.
- Prioritize funding requests to optimize the use of public resources.

Continue reliable service with reduced general fund resources.

- Make use of technological changes to generate more efficient operations.
- Continually review operational organization and workflow for enhanced performance.
- Use competition between commodity suppliers to generate cost savings.

Provide effective administration, accurate budgeting, and efficient procurement.

- Provide point of contact for the general public, local government, other agencies, the Commissioner's Office and the Legislature concerning regional operations and policy.
- Support the functions of Maintenance and Operations, Design, Construction, Planning, Technology Transfer, and Research by accurate accounting, analysis and reporting of budget, expenditures and revenue.
- Procure and deliver requested supplies, equipment, and services promptly and in accordance with purchasing laws and regulations by use of the automated Buyspeed purchasing system.

Key Component Issues for FY2001 – 2002

- The implementation of the SE Alaska Transportation Plan continues to be of paramount importance over the next several years as significant resources will be used to design and construct the infrastructure for improved movement of people and commodities throughout the region. Management and leadership implementing the plan are essential.
- Dwindling state general funds require increased prioritization of maintenance and operations items. The already significant deferred maintenance backlog will continue to grow unless a plan is implemented to curb the backlog. Increased costs and demands on the Alaska Marine Highway System will require additional funding to maintain the level of service the public expects.
- During this period of decreased funding the use of technology to enhance efficiency should be studied. Systems that rely on information can benefit from technological solutions.
- Ferry reservations will be made easier and more convenient during the coming year with the implementation of our Internet reservations project. Once implemented, it will be possible for the public to make and pay for ferry reservations over the Internet.
- To make our procurement process more efficient employees will be able to request goods and services through an Intranet system. This will eliminate the double entry of requests and make for a more prompt and accountable system.

Major Component Accomplishments for FY2000

Implementation of SE Alaska Transportation Plan continued which involves the construction of new roads, ferries, and terminals to enhance transportation in SE Alaska. As part of the plan, developed RFP for the first fast vehicle ferry in Alaska. Created newsletters and a web-site to assure public involvement in the continued implementation of the Plan. Despite a significant increase in the number of federal construction projects, did not increase staff in the project control or other support areas.

Completed comprehensive pricing and marketing study of Alaska Marine Highway System. This will serve as a guide to pricing and marketing decisions in the future.

Implemented vessel communication project which allows AMHS vessels to have e-mail capabilities and transfer data between ship and shore. This allows improvement in training, safety, financial and management systems aboard the vessels.

Successfully completed Y2K remediation both on the AMHS vessels and in shoreside facilities. This involved the replacement of 80 computer workstations and upgraded software.

Statutory and Regulatory Authority

AS 19
AS 44

Southeast Region Support Services
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,740.4	1,824.1	1,812.4
72000 Travel	11.7	15.0	15.0
73000 Contractual	261.0	261.1	261.1
74000 Supplies	55.9	53.0	53.0
75000 Equipment	0.5	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,069.5	2,153.2	2,141.5
Funding Sources:			
1004 General Fund Receipts	411.2	439.8	436.0
1026 Highway Working Capital Fund	46.7	47.9	47.9
1061 Capital Improvement Project Receipts	281.5	294.9	297.5
1076 Marine Highway System Fund	1,330.1	1,370.6	1,360.1
Funding Totals	2,069.5	2,153.2	2,141.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Highway Working Capital Fund	51050	46.7	47.9	47.9	47.9	47.9
Capital Improvement Project Receipts	51200	281.5	294.9	294.9	297.5	297.5
Marine Highway System Fund	51380	1,330.1	1,370.6	1,370.6	1,360.1	1,360.1
Restricted Total		1,658.3	1,713.4	1,713.4	1,705.5	1,705.5
Total Estimated Revenues		1,658.3	1,713.4	1,713.4	1,705.5	1,705.5

Southeast Region Support Services

Proposed Changes in Levels of Service for FY2002

Funding to restore FY01 reductions is transferred from the Statewide Highways and Aviation Maintenance Needs component. This will support highway and aviation maintenance efforts, including general administration and procurement services.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	439.8	0.0	1,713.4	2,153.2
Adjustments which will continue current level of service:				
-Transfer Out PCN 25-3187 PFT and \$37.6 GF Regional Admin Services RP 25-1-6331	-37.6	0.0	0.0	-37.6
-Transfer \$32.0 GF from Stwd Hwys & Aviation Mtns Needs component for M&O Support	32.0	0.0	0.0	32.0
-Year 2 Labor Costs - Net Change from FY2001	1.8	0.0	-7.9	-6.1
FY2002 Governor	436.0	0.0	1,705.5	2,141.5

Southeast Region Support Services

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	31	30	Annual Salaries	1,354,131
Part-time	1	1	COLA	22,623
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	506,346
			<i>Less 3.75% Vacancy Factor</i>	<i>(70,700)</i>
			Lump Sum Premium Pay	0
Totals	32	31	Total Personal Services	1,812,400

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Clerk I	0	0	1	0	1
Administrative Clerk III	0	0	2	0	2
Administrative Manager IV	0	0	1	0	1
Analyst/Programmer IV	0	0	2	0	2
Asst Commissioner	0	0	1	0	1
Mail Clerk Carrier II	0	0	1	0	1
Micro/Network Spec I	0	0	2	0	2
Procurement Spec I	0	0	4	1	5
Procurement Spec III	0	0	2	0	2
Procurement Spec V	0	0	1	0	1
Program Budget Analyst III	0	0	2	0	2
Research Analyst II	0	0	1	0	1
Secretary	0	0	1	0	1
Stock & Parts Svcs Lead	0	0	2	0	2
Stock & Parts Svcs Sub Journey	0	0	2	0	2
Supply Technician II	0	0	2	0	2
Trans Planner I	0	0	1	0	1
Totals	0	0	30	1	31