

State of Alaska
FY2007 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.

FY2007 Resources Allocated to Achieve Results

FY2007 Component Budget: \$1,270,200	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.

Additional implementation of the BuySpeed System to allow end users to submit purchase requests through a web-requisitioning program would ultimately increase the department's procurement efficiency, however this process is on hold due to possible procurement outsourcing. Most sections now have access to the Citrix computer program. This is the same software that Buyspeed uses. Discussions have been held with Maintenance and Operations to run a test program allowing a limited number of sections to have access to Buyspeed as a "read-only" user in lieu of the web requisitioning program. This process is being evaluated to determine if this test can be accomplished.

FY04 implementation of the Information Technology Standards continues to impact 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.

The Regional Director's Office is seeing a significant impact from direct participation in Gas Pipeline needs and highway use negotiation.

Significant Changes in Results to be Delivered in FY2007

No significant change anticipated.

Major Component Accomplishments in 2005

Training continues to be provided to Department of Transportation & Public Facilities (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, solid waste disposals and hazardous materials disposals. Construction contracting, under DOT&PF delegation rules for Maintenance & Operations grew from 37 formal contracts totaling \$3 million in FY04 to 63 formal contracts totaling \$8 million in FY05.

Two positions in procurement hold a Level 6 Construction Contracting Warrant Certification along with proper delegation by the Regional Director. Two other positions hold a Level 5 with three remaining positions requiring training but hold provisional certifications.

Mandated training requirements by the Department of Administration for small procurement related transactions, were fulfilled by all the regional procurement staff except for the two new employees. The remaining classes are anticipated to be fulfilled sometime in 2006. Each staff member holds level rated (Level I, Level II or a Level III) Procurement Officer Certifications with two employees 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

	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	932.8	1,103.0	1,163.6
72000 Travel	11.7	7.6	7.6
73000 Services	62.2	79.3	79.3
74000 Commodities	39.8	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	1,046.5	1,209.6	1,270.2
Funding Sources:			
1004 General Fund Receipts	618.4	654.9	684.6
1007 Inter-Agency Receipts	9.4	4.3	0.0
1026 Highways/Equipment Working Capital Fund	158.3	168.9	179.5
1027 International Airport Revenue Fund	102.2	109.1	116.0
1061 Capital Improvement Project Receipts	158.2	272.4	290.1
Funding Totals	1,046.5	1,209.6	1,270.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	9.4	4.3	0.0
Capital Improvement Project Receipts	51200	158.2	272.4	290.1
Restricted Total		167.6	276.7	290.1
Total Estimated Revenues		167.6	276.7	290.1

**Summary of Component Budget Changes
From FY2006 Management Plan to FY2007 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2006 Management Plan	654.9	0.0	554.7	1,209.6
Adjustments which will continue current level of service:				
-Transfer funding to NR Construction for region-wide Administrative Clerk	-6.0	0.0	0.0	-6.0
-FY 07 Wage Increases for Bargaining Units and Non-Covered Employees	10.2	0.0	10.0	20.2
-FY 07 Health Insurance Cost Increases for Bargaining Units and Non-Covered Employees	1.3	0.0	1.4	2.7
-FY 07 Retirement Systems Cost Increase	18.8	0.0	18.6	37.4
Proposed budget decreases:				
-Delete excess interagency receipt authority	0.0	0.0	-4.3	-4.3
Proposed budget increases:				
-Risk Management Self-Insurance Funding Increase	5.4	0.0	5.2	10.6
FY2007 Governor	684.6	0.0	585.6	1,270.2

**Northern Region Support Services
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2006</u> <u>Management</u> <u>Plan</u>	<u>FY2007</u> <u>Governor</u>		
Full-time	15	15	Annual Salaries	726,779
Part-time	3	3	COLA	20,543
Nonpermanent	0	0	Premium Pay	12,601
			Annual Benefits	446,794
			<i>Less 3.57% Vacancy Factor</i>	<i>(43,117)</i>
			Lump Sum Premium Pay	0
Totals	18	18	Total Personal Services	1,163,600

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	3	0	0	3
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	2	0	0	2
Totals	0	14	0	4	18