

State of Alaska
FY2011 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

- 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.
- 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 Procurement Office is responsible for the purchase and delivery of supplies, equipment and services, as well as property control.

Key Component Challenges

- Ensuring adequate and ongoing training to regional staff in the eProcurement online purchasing system and in all State purchasing rules reduces the chance of purchasing violations by the State. Maintaining a proactive approach to purchasing allows the department to maximize efforts in the best interest of the State.
- With the volatility of fuel prices, many contracts have cost escalation clauses to allow for increases and decreases in price to protect contractors as well as the State. Administering contracts with these clauses requires a considerable amount of work by the procurement staff to issue necessary change orders.
- 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.

Significant Changes in Results to be Delivered in FY2011

No significant changes are anticipated.

Major Component Accomplishments in 2009

- Effectively established multiple contracts to provide emergency relief and needed construction during the Yukon River flooding disaster in the spring on 2009.
- Established 23 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.
- 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 the procurement processes.

Statutory and Regulatory Authority

No statutes and regulations.

Contact Information

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**Northern Region Support Services
Component Financial Summary**

All dollars shown in thousands

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,242.6	1,271.1	1,272.1
72000 Travel	7.9	7.6	7.6
73000 Services	65.3	79.3	79.3
74000 Commodities	17.4	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	1,333.2	1,377.7	1,378.7
Funding Sources:			
1004 General Fund Receipts	952.5	990.8	991.8
1027 International Airport Revenue Fund	124.5	126.3	126.3
1061 Capital Improvement Project Receipts	256.2	260.6	260.6
Funding Totals	1,333.2	1,377.7	1,378.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor
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						
Capital Improvement Project Receipts	51200	256.2	0.0	0.0	260.6	260.6
Restricted Total		256.2	0.0	0.0	260.6	260.6
Total Estimated Revenues		256.2	0.0	0.0	260.6	260.6

**Summary of Component Budget Changes
From FY2010 Management Plan to FY2011 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2010 Management Plan	990.8	0.0	386.9	1,377.7
Adjustments which will continue current level of service:				
-FY2011 Health Insurance Cost Increase Non-Covered Employees	1.0	0.0	0.0	1.0
FY2011 Governor	991.8	0.0	386.9	1,378.7

**Northern Region Support Services
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	15	15	Annual Salaries	833,715
Part-time	3	3	Premium Pay	4,165
Nonpermanent	0	0	Annual Benefits	475,263
			<i>Less 3.13% Vacancy Factor</i>	(41,043)
			Lump Sum Premium Pay	0
Totals	18	18	Total Personal Services	1,272,100

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
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
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

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Management Plan	FY2011 Governor	FY2010 Management Plan vs FY2011 Governor	
71000 Personal Services	1,242.6	1,278.7	1,271.1	1,271.1	1,272.1	1.0	0.1%
72000 Travel	7.9	7.6	7.6	7.6	7.6	0.0	0.0%
73000 Services	65.3	79.3	79.3	79.3	79.3	0.0	0.0%
74000 Commodities	17.4	19.7	19.7	19.7	19.7	0.0	0.0%
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	1,333.2	1,385.3	1,377.7	1,377.7	1,378.7	1.0	0.1%
Fund Sources:							
1004 Gen Fund	952.5	995.3	990.8	990.8	991.8	1.0	0.1%
1027 Int Airprt	124.5	127.4	126.3	126.3	126.3	0.0	0.0%
1061 CIP Rcpts	256.2	262.6	260.6	260.6	260.6	0.0	0.0%
General Funds	952.5	995.3	990.8	990.8	991.8	1.0	0.1%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	380.7	390.0	386.9	386.9	386.9	0.0	0.0%
Positions:							
Permanent Full Time	15	15	15	15	15	0	0.0%
Permanent Part Time	3	3	3	3	3	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: Regional Support Services (366)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2010 Conference Committee To FY2010 Authorized *****												
FY2010 Conference Committee												
	ConfCom	1,385.3	1,278.7	7.6	79.3	19.7	0.0	0.0	0.0	15	3	0
1004 Gen Fund		995.3										
1027 Int Airprt		127.4										
1061 CIP Rcpts		262.6										
ADN 25-0-7487 Reverse Funding for FY2010 LTC BU Agreement Terms, per Ch. 12, SLA 2009, Sec. 24(c)												
	SalAdj	-7.6	-7.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-4.5										
1027 Int Airprt		-1.1										
1061 CIP Rcpts		-2.0										
The FY2010 wage and health insurance increases applicable to this component : \$7.6												
	Subtotal	1,377.7	1,271.1	7.6	79.3	19.7	0.0	0.0	0.0	15	3	0
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
	Subtotal	1,377.7	1,271.1	7.6	79.3	19.7	0.0	0.0	0.0	15	3	0
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
FY2011 Health Insurance Cost Increase Non-Covered Employees												
	SalAdj	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		1.0										
Costs associated with Health Insurance Increases: \$1.0												
	Totals	1,378.7	1,272.1	7.6	79.3	19.7	0.0	0.0	0.0	15	3	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2011 Governor (7749)
Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount		
25-1223	Procurement Spec III	FT	A	SS	Fairbanks	2B	18D / E	12.0		62,192	0	0	33,522	95,714	69,785		
25-1224	Procurement Spec II	FT	A	GP	Fairbanks	2B	16J / K	12.0		61,580	0	0	33,654	95,234	75,235		
25-1225	Stock & Parts Svcs Journey I	FT	A	LL	Fairbanks	2E	55E	12.0		52,787	0	0	29,535	82,322	21,815		
25-1239	Asst Commissioner	FT	A	XE	Fairbanks	EE	27F / J	6.0	**	66,012	0	0	30,391	96,403	96,403		
25-1240	Administrative Assistant I	FT	A	GP	Fairbanks	2B	12B / C	12.0		38,384	0	0	25,269	63,653	60,470		
25-1245	Procurement Spec I	FT	A	GP	Fairbanks	2B	14B / C	12.0		43,134	0	489	27,163	70,786	51,674		
25-1246	Office Assistant II	FT	A	GP	Fairbanks	2B	10E / F	12.0		36,688	0	0	24,656	61,344	51,989		
25-1248	Budget Analyst III	FT	A	GG	Fairbanks	2B	19G / J	12.0		71,607	0	0	37,279	108,886	65,332		
25-1249	Stock & Parts Svcs Sub Journey	FT	A	LL	Fairbanks	2E	57D / E	12.0		46,956	0	0	27,428	74,384	74,384		
25-1250	Supply Technician II	FT	A	GP	Fairbanks	2B	12E / F	12.0		42,233	0	0	26,660	68,893	53,805		
25-1253	Stock & Parts Svcs Lead	FT	A	LL	Nome	2I	53B / C	12.0		59,612	0	687	32,251	92,550	69,413		
25-1256	Admin Asst III	FT	A	GP	Fairbanks	2B	15E / F	12.0		50,774	0	388	29,888	81,050	64,030		
25-1259	Procurement Spec I	FT	A	GG	Fairbanks	2B	14K	12.0		54,528	0	629	31,332	86,489	26,639		
25-1260	Stock & Parts Svcs Lead	FT	A	LL	Valdez	2F	53B	12.0		55,322	0	425	30,606	86,353	77,718		
25-1679	Supply Technician II	FT	A	GP	Fairbanks	2B	12J / K	12.0		47,198	0	0	28,455	75,653	55,038		
25-1945	Stock & Parts Svcs Sub Journey	PT	A	LL	Fairbanks	2E	57B	4.0		14,424	0	499	8,879	23,802	0		
25-2145	Stock & Parts Svcs Sub Journey	PT	A	LL	Nome	2I	57A / B	4.0		15,574	0	539	9,309	25,422	0		
25-2207	Stock & Parts Svcs Sub Journey	PT	A	LL	Valdez	2F	57B	4.0		14,710	0	509	8,986	24,205	0		
													Total Salary Costs:	833,715			
													Total COLA:	0			
													Total Premium Pay:	4,165			
													Total Benefits:	475,263			
													Total Pre-Vacancy:	1,313,143			
													Minus Vacancy Adjustment of 3.13%:	(41,043)			
													Total Post-Vacancy:	1,272,100			
													Plus Lump Sum Premium Pay:	0			
													Personal Services Line 100:	1,272,100			
		Total Positions:		New		Deleted											
Full Time Positions:		15		0		0											
Part Time Positions:		3		0		0											
Non Permanent Positions:		0		0		0											
Positions in Component:		18		0		0											
Total Component Months:		186.0															

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.

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2011 Governor (7749)
Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	913,728	885,169	69.58%
1027 International Airport Revenue Fund	130,406	126,330	9.93%
1039 U/A Indirect Cost Recovery	269,009	260,601	20.49%
Total PCN Funding:	1,313,143	1,272,100	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: Regional Support Services (366)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		7.9	7.6	7.6
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000 Travel Detail Totals			7.9	7.6	7.6
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.	6.6	7.6	7.6
72410	Employee Travel (Out of state)		1.3	0.0	0.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services		65.3	79.3	79.3
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals			65.3	79.3	79.3
73025	Education Services	Conference registration, tuition fees, technical and management oriented training (excluding IT training).	0.3	2.1	2.1
73150	Information Technlgy	All information technology contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases.	1.7	4.9	4.9
73156	Telecommunication	Telephone fixed costs to vendors, cellular phone service, radio/electronic services, credit card calls, and data communications.	9.3	9.5	9.5
73175	Health Services	Drug and alcohol testing for CDL-licensed employees.	0.2	0.5	0.5
73225	Delivery Services	Freight, express, and courier services for Northern, Southcentral, and Western Districts.	7.1	2.5	2.5
73450	Advertising & Promos	Advertising and legal and public notices for non-project specific and public relations activities.	0.6	1.4	1.4
73650	Struc/Infstruct/Land		0.5	0.0	0.0
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Maintenance agreements for 2 Xerox copiers, 4 fax machines, and office equipment repairs as needed.	6.0	5.0	5.0
73686	Rentals/Leases (Non IA-Eq/Machinery)	Rental or lease of 2 Imagistics Copier \$9.0, Xerox Copier \$1.0, Pitney Bowes Mailing System \$1.0.	3.0	11.0	11.0
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.	0.0	2.5	2.5
73805	IT-Non-Telecommnctns	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.	3.8	6.5	6.5
73806	IT-Telecommunication	Enterprise Technology			
		Telecommunications services provided by Department of Administration Enterprise Technology	15.4	15.2	15.2

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Northern Region Support Services (2294)

RDU: Regional Support Services (366)

Expenditure Account		Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000 Services Detail Totals				65.3	79.3	79.3
		Services	Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.			
73809	Mail	Admin - Central Mail	Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	0.3	0.3	0.3
73810	Human Resources	Admin - Personnel	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.4	0.5	0.5
73812	Legal	Law - Transportation Section	Legal services provided by the Department of Law.	0.0	0.1	0.1
73815	Financial	Admin - Finance	Chargeback fees for AKSAS and AKPAY.	1.0	1.1	1.1
73816	ADA Compliance	Labor - Americans With Disabilities	Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	0.2	0.2	0.2
73818	Training (Services-IA Svcs)	Purchasing		0.6	0.0	0.0
73848	State Equip Fleet	Trans - State Equipment Fleet	Operating and replacement fees for 3 vehicles for the Procurement Office. This also includes fuel for the vehicles that is purchased with a state credit card.	14.9	16.0	16.0

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000	Commodities		17.4	19.7	19.7
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
74000 Commodities Detail Totals			17.4	19.7	19.7
74200	Business	Copy machine and computer paper, printer cartridges, binders, forms, and other office supplies.	11.4	12.7	12.7
74233	Info Technology Equip	Staff of 18, computer replacement @ 4 year cycle \$1500 each.	5.1	7.0	7.0
74520	Scientific & Medical		0.5	0.0	0.0
74650	Repair/Maintenance (Commodities)		0.4	0.0	0.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)
RDU: Regional Support Services (366)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51200	Capital Improvement Project Receipts	256.2	260.6	260.6

Detail Information

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
59465	Indirect CIP Receipts				256.2	260.6	260.6
	Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).						

Inter-Agency Services
Department of Transportation/Public Facilities

Component: Northern Region Support Services (2294)

RDU: Regional Support Services (366)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010		
				FY2009 Actuals	Management Plan	FY2011 Governor
73805	IT-Non-Telecommnctns 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.	Inter-dept	Enterprise Technology Services	3.8	6.5	6.5
73805 IT-Non-Telecommnctns subtotal:				3.8	6.5	6.5
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 conferencing.	Inter-dept	Enterprise Technology Services	15.4	15.2	15.2
73806 IT-Telecommunication subtotal:				15.4	15.2	15.2
73809	Mail Chargeback fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Admin - Central Mail	0.3	0.3	0.3
73809 Mail subtotal:				0.3	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	0.4	0.5	0.5
73810 Human Resources subtotal:				0.4	0.5	0.5
73812	Legal Legal services provided by the Department of Law.	Inter-dept	Law - Transportation Section	0.0	0.1	0.1
73812 Legal subtotal:				0.0	0.1	0.1
73815	Financial Chargeback fees for AKSAS and AKPAY.	Inter-dept	Admin - Finance	1.0	1.1	1.1
73815 Financial subtotal:				1.0	1.1	1.1
73816	ADA Compliance Chargeback fees for the statewide coordinator of the Americans with Disabilities Act (ADA).	Inter-dept	Labor - Americans With Disabilities	0.2	0.2	0.2
73816 ADA Compliance subtotal:				0.2	0.2	0.2
73818	Training (Services-IA Svcs) Training (Services-IA Svcs)	Inter-dept	Purchasing	0.6	0.0	0.0
73818 Training (Services-IA Svcs) subtotal:				0.6	0.0	0.0
73848	State Equip Fleet Operating and replacement fees for 3 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	14.9	16.0	16.0
73848 State Equip Fleet subtotal:				14.9	16.0	16.0
Northern Region Support Services total:				36.6	39.9	39.9
Grand Total:				36.6	39.9	39.9