

State of Alaska
FY2005 Governor's Operating Budget

Department of Transportation/Public Facilities
Statewide Administrative Services
Component Budget Summary

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Component: Statewide Administrative Services

Contribution to Department's Mission

To support the department's operations with quality administration and information technology.

Core Services

This component provides centralized services in the areas of budget, finance, cost allocation plans, collection of federal and other revenue, and development of policies and procedures. It also provides the oversight of the Information Systems Section, the Headquarters State Equipment Fleet Offices and the Highway Working Capital Fund.

The program staff acts as liaison between DOT&PF and the Department of Administration for financial, personnel, payroll, and information technology directives, and the Office of Management and Budget and the Legislature relating to budget issues.

This component provides the day to day operational support for the department in 85 locations throughout the state. It provides support in accounts payable and accounts receivable. Functions include, but are not limited to, payment of travel costs, payment of utility, contractor and general vendor invoices, auditing of AMHS sales reports, establishing Reimbursable Service Agreements (RSA) , processing revenues from RSAs, payments against RSAs, and billing various federal agencies, municipalities and private individuals .

FY2005 Resources Allocated to Achieve Results		
FY2005 Component Budget: \$3,746,700	Personnel:	
	Full time	58
	Part time	0
	Total	58

Key Component Challenges

In an effort to consolidate functions within the department, the manual billings for Federal Transit Administration, Highway Safety Office, and the Federal Railroad Administration projects are being moved to Statewide Administrative Services from Statewide Planning. Additionally, staff are attempting to find better ways to monitor, track and bill expenditures and revenue activity associated with those programs. Incorporation into the automated Third Party Billing System would be the goal.

The division will continue to analyze services it provides in an effort to find the most efficient and effective methods of service delivery. Areas currently under review, or in initial stages of implementation include: improved financial monitoring of capital projects, electronic timesheets, FHWA's newly revised financial system (FMIS 4.0) and FHWA's new payment system—Rapid Approval and State Payment System (RASPS), and a performance measurement status reporting system.

Significant Changes in Results to be Delivered in FY2005

With the integration of the human resource functions into the Department of Administration, that function is no longer the responsibility of this RDU. As a result of this integration, remaining departmental staff will take on the new responsibility of monitoring and coordinating with Administration regarding personnel and payroll actions. The purchase of human resources services is placed into a new component for that purpose.

Administrative Services Division staff are working with the Department of Fish and Game to implement an electronic timesheet program by the beginning of FY05. This will allow for individual staff to directly enter their time and provide direct downloads into the state accounting and payroll systems. As a result of this program, duplicate entry will no longer be required by various clerical staff and review of timesheet information will be reduced.

The consolidation of the Regional Administrative Services component with Statewide Administrative Services will eliminate confusion between staff and their assignments within the division.

Major Component Accomplishments in 2003

- Received no audit findings from the Office of the Inspector General upon completion of their review of department accounting for the AIP funded through FAA.
- Continued making improvements to the procedures and processes used to establish, monitor, bill and close capital improvement projects.
- Assisted regional project control offices with the closure of 90% of all FAA grants over four years old.
- Implemented recommendations made by the task force created to improve the closing of capital projects.
- Successfully defended the department in 3 out of 5 grievance arbitrations.
- Received FHWA approval of Internal Annual Assurances/Affirmative Action Plan with no findings.
- Incorporated the FHWA new Financial Management Information System as part of daily operations.

Statutory and Regulatory Authority

AS 44.42.010-900 State Government
AS 02 Aeronautics
AS 19 Highways and Ferries
AS 35 Public Building, Works and Improvements

Contact Information
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**Statewide Administrative Services
Component Financial Summary**

All dollars shown in thousands

	FY2003 Actuals	FY2004 Authorized	FY2005 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,522.7	1,567.1	3,474.4
72000 Travel	24.7	19.0	13.5
73000 Contractual	233.9	97.7	219.7
74000 Supplies	43.1	5.3	39.1
75000 Equipment	0.2	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	1,824.6	1,689.1	3,746.7
Funding Sources:			
1004 General Fund Receipts	1,075.2	442.6	684.7
1026 Highway Working Capital Fund	97.5	99.2	290.0
1027 International Airport Revenue Fund	91.4	93.1	473.3
1061 Capital Improvement Project Receipts	458.4	950.0	1,507.0
1076 Marine Highway System Fund	102.1	104.2	694.2
1156 Receipt Supported Services	0.0	0.0	97.5
Funding Totals	1,824.6	1,689.1	3,746.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2003 Actuals	FY2004 Authorized	FY2005 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Receipt Supported Services	51073	0.0	0.0	97.5
Capital Improvement Project Receipts	51200	458.4	950.0	1,507.0
Restricted Total		458.4	950.0	1,604.5
Total Estimated Revenues		458.4	950.0	1,604.5

**Summary of Component Budget Changes
From FY2004 Authorized to FY2005 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2004 Authorized	442.6	0.0	1,246.5	1,689.1
Adjustments which will continue current level of service:				
-Transfer in PFT Publications Specialist & CIP from Commissioner's Office ADN 25-4- 6672	0.0	0.0	94.6	94.6
-Changes to Retirement and Other Personal Services Benefits	0.0	0.0	66.6	66.6
-Transfer in PFT Accounting Technician I from FAI Admin ADN 25-4-6721	0.0	0.0	19.3	19.3
-Transfer Funding for HR Services to New Human Resources Component	-118.2	0.0	-397.3	-515.5
-Fund switch-GF to ICAP	-95.2	0.0	95.2	0.0
-Merge Regional Admin with Statewide Administrative Services	455.5	0.0	1,937.1	2,392.6
FY2005 Governor	684.7	0.0	3,062.0	3,746.7

Statewide Administrative Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2004 Authorized	FY2005 Governor		
Full-time	23	58	Annual Salaries	2,448,176
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	1,183,018
			<i>Less 4.32% Vacancy Factor</i>	(156,794)
			Lump Sum Premium Pay	0
Totals	23	58	Total Personal Services	3,474,400

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	1	1	0	2
Accountant III	0	0	2	0	2
Accountant IV	0	0	2	0	2
Accountant V	0	0	1	0	1
Accounting Clerk I	1	0	2	0	3
Accounting Clerk II	3	3	3	0	9
Accounting Spvr I	2	0	1	0	3
Accounting Spvr II	1	0	2	0	3
Accounting Tech I	6	3	5	0	14
Accounting Tech II	4	2	3	0	9
Accounting Tech III	0	1	3	0	4
Administrative Clerk III	0	0	2	0	2
Division Director	0	0	1	0	1
Program Budget Analyst IV	0	0	2	0	2
Publications Spec III	0	0	1	0	1
Totals	17	10	31	0	58