

State of Alaska FY2009 Governor's Operating Budget

Department of Public Safety Administrative Services Component Budget Summary

Component: Administrative Services**Contribution to Department's Mission**

Provide centralized administrative support services to department programs.

Core Services**Director's Office**

- The director is the department's Designated Ethics Supervisor, and as such reviews and approves or denies all requests for outside employment for compliance with the Executive Branch Ethics Act, as well as acts on ethics complaints or issues;
- Acts as a departmental liaison with other agencies on fiscal, procurement, and management issues.

Accounting and other fiscal services

- Reviews and certifies for payment over 48,000 vendor invoices using the Alaska State Accounting System (AKSAS) and audits decentralized payment centers;
- Develops and distributes accounting reports to assist in financial management;
- Processes revenue collections, interagency billings, field warrants, transportation requests, travel authorizations, 1099 tax reconciliation, and travel/move taxation reports;
- Obligates funding and processes payments for professional services contracts, federal contracts, grants, federal grants-in-aid, and audits petty cash/change funds activities;
- Maintains and reconciles the department's liability accounts;
- Prepares the schedule of all federal grants and performs other research for the Department of Administration, Division of Finance;
- Coordinates audit responses to Legislative Audit; and
- Develops and/or reviews cost allocation plans according to federal standards.

Budget development, implementation, and monitoring

- Provides professional expertise, problem solving, and research capabilities to department management, OMB staff, DOA-Finance, and other statewide agencies' budget staff on numerous budget and management related topics;
- Develops departmental instructions for operating and capital budget preparation and provides assistance and training to program managers and administrative staff in all budgetary processes;
- Reviews, analyzes and edits operating and capital budget submissions in the Alaska Budget System and recommends changes where appropriate;
- Works with program managers to analyze financial impacts of budget recommendations throughout the budget process and recommends changes, if necessary, to allow programs to operate effectively;
- Analyzes and records capital and operating appropriations and other budget transactions throughout the fiscal year and works with program managers to ensure spending is within authorized levels; and
- Conducts special studies and financial analyses for department's management team, and makes recommendations based on analyses and historical financial trends.

Procurement and supply functions

- Manages major procurements (aircraft and vessel acquisition and maintenance, facilities and facility support, and fire prevention, forensic, and law enforcement supplies);
- Trains, assists, and monitors division procurement officers;
- Stores and issues centrally-stocked law enforcement supplies (uniforms, ammunition, weapons, etc.); and
- Maintains department state property information.

Facilities maintenance coordination

- Manages more than 69 departmental facilities and 65 trooper housing units in 19 rural locations; and
- Contracts for aircraft and vessel maintenance, recruitment-related services, forensics, public safety training, trooper relocation services, and criminal justice information systems.

FY2009 Resources Allocated to Achieve Results									
FY2009 Component Budget: \$3,617,800	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 2px 5px;">Personnel:</td> </tr> <tr> <td style="padding: 2px 5px;">Full time</td> <td style="text-align: right; padding: 2px 5px;">31</td> </tr> <tr> <td style="padding: 2px 5px;">Part time</td> <td style="text-align: right; padding: 2px 5px;">0</td> </tr> <tr> <td style="padding: 2px 5px;">Total</td> <td style="text-align: right; padding: 2px 5px;">31</td> </tr> </table>	Personnel:		Full time	31	Part time	0	Total	31
Personnel:									
Full time	31								
Part time	0								
Total	31								

Key Component Challenges

With the implementation of the state travel office, the administrative workload for making travel arrangements and processing the payments has increased significantly.

Improving the condition of department facilities is an on-going issue. Many departmental facilities have significant deferred maintenance issues that need to be addressed soon. The Governor's budget includes funding to address these issues.

Working with rural non-profits to manage the remaining federal earmarked grant funds to improve the delivery of Village Public Safety Officer services continues to present challenges reconciling federal requirements with programs that will actually work to improve services in rural Alaska.

Significant Changes in Results to be Delivered in FY2009

The division will focus additional efforts on facilities during FY2009, both in terms of addressing issues with current facilities and proactive planning for future needs. The capital budget includes funding to address the significant backlog of deferred maintenance projects as well as recurring facilities maintenance needs.

Major Component Accomplishments in 2007

During FY2007, the department fully implemented use of the state travel office for the enforcement divisions within DPS. Administrative Services staff provided training to travel desks and employees on the proper procedures to follow to make travel arrangements using the state travel office.

The Division of Administrative Services spent considerable effort to establish proper accounting records, payroll changes, budgetary actions, grants management, and purchasing in response to the creation of the Division of Alaska Wildlife Troopers.

The procurement and supply program continued to provide quality assistance to client divisions. Major procurements included shipyard contracts for the *P/V Woldstad* and the *P/V Enforcer*, maintenance and upgrades for the department's King Air turboprop aircraft, a ten-year uniform supply contract, acquiring leases for six new rural trooper housing units, and professional services contracts related to software development, including the APSIN Redesign.

The division successfully negotiated and completed the sale of the department's Westwind II jet.

Statutory and Regulatory Authority

Executive Budget Act (AS 37.07)

Fiscal Procedures Act (AS 37.05)

State Procurement Code (AS 36.30 and 2 AAC 12)

Contact Information

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Administrative Services Component Financial Summary

All dollars shown in thousands

	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	2,114.6	2,334.0	2,430.7
72000 Travel	25.5	23.7	23.7
73000 Services	954.0	1,051.9	1,087.6
74000 Commodities	63.9	73.8	73.8
75000 Capital Outlay	0.0	2.0	2.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	3,158.0	3,485.4	3,617.8
Funding Sources:			
1004 General Fund Receipts	2,678.9	2,587.9	2,720.3
1007 Inter-Agency Receipts	479.1	897.5	897.5
Funding Totals	3,158.0	3,485.4	3,617.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	479.1	897.5	897.5
Restricted Total		479.1	897.5	897.5
Total Estimated Revenues		479.1	897.5	897.5

**Summary of Component Budget Changes
From FY2008 Management Plan to FY2009 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2008 Management Plan	2,587.9	0.0	897.5	3,485.4
Adjustments which will continue current level of service:				
-ETS Chargeback Redistribution	3.0	0.0	0.0	3.0
-Transfer DOA/DOP Lease Cost to Admin Services	23.5	0.0	0.0	23.5
-Correct Unrealizeable Fund Sources for Salary Adjustments: LTC	1.4	0.0	-1.4	0.0
-Correct Unrealizeable Fund Sources for Salary Adjustments: GGU	30.6	0.0	-30.6	0.0
-FY 09 Health Insurance Increases for Exempt Employees	0.2	0.0	0.0	0.2
-FY 09 Bargaining Unit Contract Terms: General Government Unit	63.0	0.0	30.6	93.6
-FY 09 Bargaining Unit Contract Terms: Labor Trades and Crafts Unit	1.5	0.0	1.4	2.9
Proposed budget increases:				
-Increased Office Lease Costs	9.2	0.0	0.0	9.2
FY2009 Governor	2,720.3	0.0	897.5	3,617.8

Administrative Services Personal Services Information

Authorized Positions		Personal Services Costs		
<u>FY2008</u>				
<u>Management</u>	<u>Plan</u>	<u>FY2009</u>	<u>Governor</u>	
Full-time	31	31	Annual Salaries	1,537,033
Part-time	0	0	COLA	89,958
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	906,624
			<i>Less 4.06% Vacancy Factor</i>	(102,915)
			Lump Sum Premium Pay	0
Totals	31	31	Total Personal Services	2,430,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant IV	0	0	1	0	1
Accounting Clerk I	1	0	1	0	2
Accounting Clerk II	4	0	1	0	5
Accounting Spvr I	1	0	1	0	2
Accounting Tech I	1	0	1	0	2
Accounting Tech II	1	0	1	0	2
Administrative Assistant	0	0	1	0	1
Administrative Clerk III	1	0	0	0	1
Administrative Manager II	1	0	0	0	1
Administrative Manager IV	1	0	0	0	1
Budget Analyst III	0	0	1	0	1
Budget Analyst IV	0	0	1	0	1
Building Mgmt Specialist	1	0	0	0	1
Division Director	0	0	1	0	1
Grants Administrator I	1	0	0	0	1
Grants Administrator III	1	0	0	0	1
Procurement Spec I	1	0	0	0	1
Procurement Spec II	1	0	0	0	1
Procurement Spec III	1	0	0	0	1
Procurement Spec IV	1	0	0	0	1
Stock & Parts Svcs Journey I	2	0	0	0	2
Totals	20	0	11	0	31