

# **State of Alaska FY2010 Governor's Operating Budget**

## **Department of Revenue Administrative Services Component Budget Summary**

## Component: Administrative Services

### Contribution to Department's Mission

The mission of the Administrative Services Division is to provide support services for departmental programs.

### Core Services

- Financial accounting
- Budget development and implementation
- Certification of financial transactions
- Travel desk coordination, training, and assistance
- Policy and procedure development
- Purchasing delegations, training, and advice
- Professional and non-professional procurement of goods and services for divisions
- Financial management and contract administration of gas line development and Alaska Natural Gas Development Authority projects
- Staff development and structure reorganization support
- Records Management
- State Property Management
- Desktop network and other computer services
- IT server administration
- Network security
- Web services
- IT planning services
- Database administration

### FY2010 Resources Allocated to Achieve Results

<b>FY2010 Component Budget: \$1,562,600</b>	<b>Personnel:</b>	
	Full time	15
	Part time	0
	<b>Total</b>	<b>15</b>

### Key Component Challenges

- Increasing the level of communication between the Administrative Services Division and the department's divisions, authorities, corporations, and boards to ensure their administrative needs are being met.
- Absorbing the workload impacts of the various enterprise initiatives that have unforeseen consequences to administrative support functions.
- Migrating the entire department to the Enterprise Microsoft Active Directory Domain.

### Significant Changes in Results to be Delivered in FY2010

No changes in results delivered.

### Major Component Accomplishments in 2008

- Administrative Services has been proactive toward cross-training and staff development in preparation for

efficient transfer of knowledge, while providing promotional opportunities for staff. The result has been retaining qualified, knowledgeable employees.

- Reconciled special gas line project appropriations and completed financial activities as appropriate.
- The annual audit of the Alaska Natural Gas Development Authority was completed with zero findings.
- Successfully transitioned department employees' state credit cards to new contracted provider with little impact on cardholders, and trained department staff on use of new credit card management system, AccessOnline.
- Served on Department of Administration Proposal Evaluation Committees for two statewide contracts.
- Streamlined budget projection workbook to provide department management with clear and consistent division budget projections.
- Took lead role for department in converting to new statewide financial reporting system, ALDER.
- Replaced the existing EMC mass storage with NetApp; set up a NetApp mirrored site in Anchorage; and replaced the physical Clustered SQL Servers.
- Installed and managed two new VMware Servers; migrated some servers over to VMware.
- Restructured Anchorage and Juneau server rooms; installed a new UPS in the Juneau server room; and installed a new LTO 4 tape library in Juneau and Anchorage server room.
- Switched over to VOIP switches.
- Added Secure Email and Instant Messaging for employees as well as clients.
- Performed database and file replication between Juneau and Anchorage offices. This project, which was started last year, has improved stability but requires ongoing efforts into the future.

### Statutory and Regulatory Authority

AS 36.30	State Procurement Code
AS 37.05	Fiscal Procedures Act
AS 37.07	Executive Budget Act
AS 37.10	Public Funds
AS 43.05.010	Duties of Commissioner
AS 43.23.055	Permanent Fund Dividends - Duties of the Department

### Contact Information

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**Administrative Services  
Component Financial Summary**

*All dollars shown in thousands*

	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	1,245.4	1,264.4	1,404.3
72000 Travel	47.6	17.5	17.5
73000 Services	188.4	213.8	123.8
74000 Commodities	58.0	17.0	17.0
75000 Capital Outlay	68.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>1,607.4</b>	<b>1,512.7</b>	<b>1,562.6</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	244.7	233.8	261.1
1007 Inter-Agency Receipts	671.8	573.3	595.9
1133 CSSD Administrative Cost Reimbursement	690.9	705.6	705.6
<b>Funding Totals</b>	<b>1,607.4</b>	<b>1,512.7</b>	<b>1,562.6</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
<b>Unrestricted Revenues</b>				
None.		0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Interagency Receipts	51015	671.8	573.3	595.9
Indirect Cost Reimbursement	51115	690.9	705.6	705.6
<b>Restricted Total</b>		<b>1,362.7</b>	<b>1,278.9</b>	<b>1,301.5</b>
<b>Total Estimated Revenues</b>		<b>1,362.7</b>	<b>1,278.9</b>	<b>1,301.5</b>

**Summary of Component Budget Changes  
From FY2009 Management Plan to FY2010 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2009 Management Plan</b>	<b>233.8</b>	<b>705.6</b>	<b>573.3</b>	<b>1,512.7</b>
<b>Adjustments which will continue current level of service:</b>				
-Correct Unrealizable Fund Sources in the Salary Adjustment for the Existing Bargaining Unit Agreements	18.2	-18.2	0.0	0.0
-FY2010 Wage and Health Insurance Increases for Bargaining Units with Existing Agreements	9.1	18.2	22.6	49.9
<b>FY2010 Governor</b>	<b>261.1</b>	<b>705.6</b>	<b>595.9</b>	<b>1,562.6</b>

**Administrative Services  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2009 Management Plan	FY2010 Governor		
Full-time	14	15	Annual Salaries	939,305
Part-time	0	0	COLA	37,449
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	482,685
			<i>Less 3.78% Vacancy Factor</i>	<i>(55,139)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>14</b>	<b>15</b>	<b>Total Personal Services</b>	<b>1,404,300</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Admin Operations Mgr I	0	0	1	0	1
Administrative Clerk III	0	0	1	0	1
Budget Manager	0	0	1	0	1
Data Processing Mgr II	0	0	1	0	1
Division Director	0	0	1	0	1
Micro/Network Spec I	1	0	1	0	2
Micro/Network Spec II	0	0	1	0	1
Micro/Network Tech II	2	0	1	0	3
Procurement Spec III	0	0	1	0	1
<b>Totals</b>	<b>3</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>15</b>