

# **State of Alaska FY2002 Governor's Operating Budget**

Department of Transportation/Public Facilities  
Regional Administrative Services  
Component

## **Component: Regional Administrative Services**

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### **Component Mission**

The mission of this component is to support the department's operations with quality administration in the areas of finance, personnel and payroll.

### **Component Services Provided**

This component funds the day to day operational support for the department in 85 locations throughout the state. It provides support in payroll, personnel, accounts payable, and revenue collection. Functions include, but are not limited to, calculation and payment of payroll, leave accrual and usage tracking and verification, processing of personnel action items, calculation and payment of travel costs, payment of utility, contractor and general vendor invoices, auditing of AMHS sales reports, preparation of the annual AMHS financial report, and processing encumbrances and payments against reimbursable service agreements (RSAs).

### **Component Goals and Strategies**

Provide administrative support that results in the most efficient delivery of department services to the public

- Reduce department exposure to liability lawsuits and grievances by providing guidance to personnel at the regional level
- Process payroll in an accurate and cost effective manner
- Maintain the position classification function in a cost-effective manner in accordance with State of Alaska merit system principles
- Bill, collect, and post landing fees for rural airports to assure uninterrupted air service to rural communities.
- Audit ferry terminal sales reports and collect credit card generated revenues.
- Prompt payment of vendor and contractor billings.
- Provide accounting information to department managers to assist them in efficient program operations.

### **Key Component Issues for FY2001 – 2002**

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 streamlining of timesheet processing, improved financial monitoring of capital projects, permit issuance and payment through the internet, and implement a pilot project to pay contractors electronically.

Assistance to division managers continues to be difficult when facing increasing federal construction programs, increased reliance on contracted services, continually changing technology, and changing administrative rules for federal indirect cost participation.

### **Major Component Accomplishments for FY2000**

- Maintained invoice processing days below the state average throughout the year.
- Implemented efficiencies into the department's indirect cost allocation plan.
- Developed and implemented a database for estimating damages to state property.
- Reduced the percentage of accounts deemed uncollectible. In FY00 almost 30% more monies was collected than the original budget estimate.
- Assisted project control offices with the closure of 90% of the Federal Aviation Administration (FAA) grants over four years old.

- Assumed responsibility for the accounts receivable and payable duties of the Division of Measurement Standards and Commercial Vehicle Enforcement.
- Converted to electronic travel authorizations, using on line travel authorization forms and long term travel spreadsheets.
- Successfully tested electronic payments to contractors and other large vendors.
- Received high marks and no adverse findings from an intensive special legislative audit on AMHS revenues.
- Implemented and tested new taxable travel compensation system.

### **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

**Regional Administrative Services  
Component Financial Summary**

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	3,117.0	3,330.8	3,377.2
72000 Travel	7.0	5.8	5.8
73000 Contractual	146.9	144.0	144.0
74000 Supplies	64.9	71.9	71.9
75000 Equipment	3.0	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
<b>Expenditure Totals</b>	<b>3,338.8</b>	<b>3,552.5</b>	<b>3,598.9</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	1,334.7	1,386.3	1,486.9
1005 General Fund/Program Receipts	123.4	153.5	155.0
1007 Inter-Agency Receipts	2.4	0.0	0.0
1026 Highway Working Capital Fund	288.0	297.9	296.7
1027 International Airport Revenue Fund	524.6	541.8	539.2
1053 Investment Loss Trust Fund	0.0	29.0	0.0
1061 Capital Improvement Project Receipts	227.3	227.6	231.0
1076 Marine Highway System Fund	830.1	916.4	890.1
1108 Statutory Designated Program Receipts	8.3	0.0	0.0
<b>Funding Totals</b>	<b>3,338.8</b>	<b>3,552.5</b>	<b>3,598.9</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Interagency Receipts	51015	2.4	0.0	0.0	0.0	0.0
Highway Working Capital Fund	51050	288.0	297.9	297.9	296.7	296.7
International Airport Revolving Fund	51055	524.6	541.8	541.8	539.2	539.2
General Fund Program Receipts	51060	123.4	153.5	153.5	155.0	155.0
Statutory Designated Program Receipts	51063	8.3	0.0	0.0	0.0	0.0
Capital Improvement Project Receipts	51200	227.3	227.6	227.6	231.0	231.0

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Marine Highway System Fund	51380	830.1	916.4	916.4	890.1	890.1
Investment Loss Trust Fund	51393	0.0	29.0	29.0	0.0	0.0
<b>Restricted Total</b>		<b>2,004.1</b>	<b>2,166.2</b>	<b>2,166.2</b>	<b>2,112.0</b>	<b>2,112.0</b>
<b>Total Estimated Revenues</b>		<b>2,004.1</b>	<b>2,166.2</b>	<b>2,166.2</b>	<b>2,112.0</b>	<b>2,112.0</b>

**Regional Administrative Services**

**Proposed Changes in Levels of Service for FY2002**

Transfer of funds is needed to provide full funding of staff and maintain adequate support and services to customers including Maintenance & Operations and associated vendors.

**Summary of Component Budget Changes**

**From FY2001 Authorized to FY2002 Governor**

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2001 Authorized</b>	<b>1,568.8</b>	<b>0.0</b>	<b>1,983.7</b>	<b>3,552.5</b>
<b>Adjustments which will continue current level of service:</b>				
-Transfer In PCN 25-3187 PFT and \$37.6 GF from Southeast Support Services RP 25-1-6331	37.6	0.0	0.0	37.6
-Transfer Out \$20.0 GF from personal services to Statewide Information Systems RP 25-1-6331	-20.0	0.0	0.0	-20.0
-Transfer \$56.4 GF from Stwd Hwys & Aviation Mtn Needs for regional administrative support to M&O	56.4	0.0	0.0	56.4
-Year 2 Labor Costs - Net Change from FY2001	-0.9	0.0	-26.7	-27.6
<b>FY2002 Governor</b>	<b>1,641.9</b>	<b>0.0</b>	<b>1,957.0</b>	<b>3,598.9</b>

## Regional Administrative Services

## Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	67	67	Annual Salaries	2,442,967
Part-time	0	0	COLA	43,495
Nonpermanent	0	0	Premium Pay	45,188
			Annual Benefits	1,005,457
			<i>Less 4.58% Vacancy Factor</i>	(161,907)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>67</b>	<b>67</b>	<b>Total Personal Services</b>	<b>3,375,200</b>

## Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	1	1	0	2
Accountant IV	0	0	1	0	1
Accountant V	0	0	1	0	1
Accounting Clerk I	1	1	3	0	5
Accounting Clerk II	3	3	3	0	9
Accounting Spvr I	2	0	1	0	3
Accounting Spvr II	1	0	0	0	1
Accounting Tech I	6	2	4	0	12
Accounting Tech II	4	2	2	0	8
Accounting Tech III	0	1	1	0	2
Administrative Clerk I	0	0	1	0	1
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	1	1	2	0	4
Personnel Asst I	1	2	5	0	8
Personnel Asst II	1	1	2	0	4
Personnel Officer I	0	0	1	0	1
Personnel Officer II	1	1	0	0	2
Personnel Specialist I	1	1	0	0	2
<b>Totals</b>	<b>22</b>	<b>16</b>	<b>29</b>	<b>0</b>	<b>67</b>