

State of Alaska FY2002 Governor's Operating Budget

Department of Transportation/Public Facilities
Statewide Administrative Services
Component

Component: Statewide Administrative Services

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Component Mission

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

Component Services Provided

This component provides centralized services in the areas of personnel and payroll, internal equal employment reporting for federal programs, 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.

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.

Component Goals and Strategies

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

- Balance changes that reduce cost against the risks of errors and the ultimate impact on the public.
- Have an indirect cost allocation plan that allows maximum of cost reimbursements from federal programs and allows calculation of total costs of providing various services.
- Collect federal reimbursements as soon as possible.
- Develop policies and procedures that assist in the implementation of state and federal laws and regulations.
- Provide guidance on personnel issues that reduce states exposure to expensive disputes.

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 an automated system to streamline timesheet processing, improved financial monitoring of capital projects, improvements to the federal draw-down process, and implement a pilot project to pay contractors electronically.

Assistance to division managers continues to be difficult when facing increasing federal construction programs, no increase in administrative staff, increased reliance on contracted services, continually changing technology, changing administrative rules for federal indirect cost participation, and decreasing general fund support.

The Governmental Accounting Standards Board statement No. 34 adopted in June 1999 requires the reporting of infrastructure in the state's annual financial reports. During FY01 decisions need to be made and implementation plans formulated to meet this reporting requirement. Requirement analysis is needed to determine what data and systems currently exist that can be used to meet these requirements. Finally, a process is needed to be developed for documenting and reporting the costs of infrastructure assets.

The Federal Aviation Administration (FAA) has developed new policies that require 90% of all Airport Improvement (AIP) projects over four years old to be closed or new grant funds will be withheld from the state. Review and improvement of closure processes is necessary not just to assure compliance with FAA, but for prompt closure of all construction projects.

Major Component Accomplishments for FY2000

- 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.
- Assisted regional project control offices with the closure of 90% of all FAA grants over four years old.
- Successfully incorporated recommended efficiencies into the department's Indirect Cost Allocation Plan for FY01 developed in FY00.
- Converted Alaska Marine Highway System (AMHS) Vessel Employee Leave Accrual processing to AKPAY (State payroll system).
- Implemented the Labor Trades and Craft (LTC) classification study.
- Staff served on successful labor contract negotiations.

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

Statewide Administrative Services
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,482.4	1,632.2	1,622.9
72000 Travel	18.4	21.0	21.0
73000 Contractual	172.3	120.1	120.1
74000 Supplies	40.0	19.6	19.6
75000 Equipment	0.0	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
Expenditure Totals	1,713.1	1,792.9	1,783.6
Funding Sources:			
1004 General Fund Receipts	1,075.7	1,163.7	1,166.4
1026 Highway Working Capital Fund	91.8	94.9	94.7
1027 International Airport Revenue Fund	84.5	87.1	87.5
1061 Capital Improvement Project Receipts	329.6	330.0	332.9
1076 Marine Highway System Fund	131.5	117.2	102.1
Funding Totals	1,713.1	1,792.9	1,783.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
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						
Highway Working Capital Fund	51050	91.8	94.9	94.9	94.7	94.7
International Airport Revolving Fund	51055	84.5	87.1	87.1	87.5	87.5
Capital Improvement Project Receipts	51200	329.6	330.0	330.0	332.9	332.9
Marine Highway System Fund	51380	131.5	117.2	117.2	102.1	102.1
Restricted Total		637.4	629.2	629.2	617.2	617.2
Total Estimated Revenues		637.4	629.2	629.2	617.2	617.2

Statewide Administrative Services
Proposed Changes in Levels of Service for FY2002

None

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>
FY2001 Authorized	1,163.7	0.0	629.2	1,792.9
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	2.7	0.0	-12.0	-9.3
FY2002 Governor	1,166.4	0.0	617.2	1,783.6

Statewide Administrative Services

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	26	26	Annual Salaries	1,236,763
Part-time	0	0	COLA	22,909
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	447,567
			<i>Less 4.94% Vacancy Factor</i>	<i>(84,339)</i>
			Lump Sum Premium Pay	0
Totals	26	26	Total Personal Services	1,622,900

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	3	0	3
Accountant III	0	0	1	0	1
Accountant IV	0	0	3	0	3
Accounting Tech I	0	0	3	0	3
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	2	0	2
Administrative Clerk I	0	0	1	0	1
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resources Mgr III	0	0	1	0	1
Labor Rel Specialist II	0	0	1	0	1
Personnel Asst I	0	0	1	0	1
Personnel Officer I	0	0	1	0	1
Personnel Officer II	0	0	1	0	1
Personnel Specialist I	0	0	2	0	2
Program Budget Analyst IV	0	0	2	0	2
Totals	0	0	26	0	26