

State of Alaska FY2006 Governor's Operating Budget

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

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 Highway Working Capital Fund and the Department's Web Manager.

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.

FY2006 Resources Allocated to Achieve Results		
FY2006 Component Budget: \$5,741,900	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 FY2006

No significant changes.

Major Component Accomplishments in 2004

- Continued making improvements to the procedures and processes used to establish, monitor, bill and close capital improvement projects.
- Completed implementation of recommendations made by the task force created to improve the closing of capital improvement projects.
- Successfully provided the FAA access to the department's Management Reporting System. This allows FAA staff to review the status of aviation projects and reduces the amount of paperwork transfers and hard copy reporting requirements.
- 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

	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,207.1	3,442.0	3,749.8
72000 Travel	12.4	13.3	13.3
73000 Services	482.3	1,939.7	1,939.7
74000 Commodities	53.4	39.1	39.1
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,755.2	5,434.1	5,741.9
Funding Sources:			
1004 General Fund Receipts	442.6	2,405.2	2,426.3
1026 Highways/Equipment Working Capital Fund	99.2	290.8	471.3
1027 International Airport Revenue Fund	93.1	435.1	450.5
1061 Capital Improvement Project Receipts	1,016.1	1,509.9	1,569.6
1076 Marine Highway System Fund	104.2	695.3	723.1
1156 Receipt Supported Services	0.0	97.8	101.1
Funding Totals	1,755.2	5,434.1	5,741.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2004 Actuals	FY2005 Management Plan	FY2006 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	97.8	101.1
Capital Improvement Project Receipts	51200	1,016.1	1,509.9	1,569.6
Restricted Total		1,016.1	1,607.7	1,670.7
Total Estimated Revenues		1,016.1	1,607.7	1,670.7

**Summary of Component Budget Changes
From FY2005 Management Plan to FY2006 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2005 Management Plan	2,405.2	0.0	3,028.9	5,434.1
Adjustments which will continue current level of service:				
-FY 05 Bargaining Unit Contract Terms: GGU	5.1	0.0	23.9	29.0
-Transfer in accounting positions from Statewide State Equipment Fleet Administration	0.0	0.0	170.5	170.5
-FY06 Cost Increases for Bargaining Units and Non-Covered Employees	16.0	0.0	83.9	99.9
-Adjustments for Personal Services Working Reserve Rates and SBS	0.0	0.0	8.4	8.4
FY2006 Governor	2,426.3	0.0	3,315.6	5,741.9

**Statewide Administrative Services
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2005</u> <u>Management</u> <u>Plan</u>	<u>FY2006</u> <u>Governor</u>		
Full-time	57	58	Annual Salaries	2,548,033
Part-time	0	0	COLA	33,423
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,431,059
			<i>Less 3.54% Vacancy Factor</i>	<i>(141,915)</i>
			Lump Sum Premium Pay	0
Totals	57	58	Total Personal Services	3,870,600

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	1	0	2	0	3
Accountant V	0	0	1	0	1
Accounting Clerk I	0	0	2	0	2
Accounting Clerk II	3	2	3	0	8
Accounting Spvr I	2	0	1	0	3
Accounting Spvr II	1	0	1	0	2
Accounting Tech I	6	3	5	0	14
Accounting Tech II	5	2	5	0	12
Accounting Tech III	0	1	1	0	2
Administrative Clerk III	0	0	2	0	2
Administrative Manager IV	0	0	1	0	1
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	18	9	31	0	58