

State of Alaska FY2010 Governor's Operating Budget

Department of Natural Resources Administrative Services Component Budget Summary

Component: Administrative Services

Contribution to Department's Mission

To provide effective and efficient administrative services to departmental employees and programs in order to maximize public service

Core Services

- Budget preparation, tracking, and presentations
- Procurement, Property & Facilities management, and Risk Management
- Expenditure payment, accounting, structures, and reporting
- Revenue billing and accounting

Major Activities to Advance Strategies

- | | |
|---|---|
| <ul style="list-style-type: none"> • Budget preparation and monitoring • Resource revenue collection and billings • Office lease administration • Restricted revenue accounting, billing, and collections • Accounting structure and report management | <ul style="list-style-type: none"> • Procurement and property management • Legislative hearing support and testimony • Compliance with statutory, regulatory, administrative, and professional requirements • Management and supervision of department administrative support functions |
|---|---|

FY2010 Resources Allocated to Achieve Results

FY2010 Component Budget: \$2,541,300	Personnel:	
	Full time	29
	Part time	1
	Total	30

Key Component Challenges

Filling key positions with employees new to administrative services and/or state government requires added efforts for orientation and training.

The 90-day session resulted in insufficient time for compiling and providing information to legislators.

Significant Changes in Results to be Delivered in FY2010

No significant changes anticipated for FY10.

Major Component Accomplishments in 2008

DNR's Financial Services managers in Juneau were instrumental in testing and developing the state's new ALDER report-writing application, and were recognized by the Department of

Administration for their efforts. Many of the reports they developed for use within DNR have been used and replicated by other state agencies.

DNR's Financial Services managers implemented the use of the Microsoft Outlook public folders as a way to share documents with administrative staff throughout the department.

Processed a record number of invoices for payment.

Statutory and Regulatory Authority

AS23, AS38, AS36.30, AS39, and AS43.05

Contact Information
<p>Contact: Leta Simons, Administrative Services Phone: (907) 465-3379 Fax: (907) 465-3886 E-mail: leta.simons@alaska.gov</p>

**Administrative Services
Component Financial Summary**

All dollars shown in thousands

	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,999.5	2,347.9	2,395.5
72000 Travel	18.2	12.3	12.3
73000 Services	273.8	97.1	102.6
74000 Commodities	53.5	30.9	30.9
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	2,345.0	2,488.2	2,541.3
Funding Sources:			
1004 General Fund Receipts	1,299.8	1,402.6	1,429.7
1007 Inter-Agency Receipts	883.0	849.0	870.2
1061 Capital Improvement Project Receipts	62.2	0.0	0.0
1153 State Land Disposal Income Fund	100.0	236.6	241.4
Funding Totals	2,345.0	2,488.2	2,541.3

Estimated Revenue Collections

Description	Master Revenue Account	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	49.1	0.0	0.0
Unrestricted Total		49.1	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	883.0	849.0	870.2
Capital Improvement Project Receipts	51200	62.2	0.0	0.0
State Land Disposal Income Fund	51434	100.0	236.6	241.4
Restricted Total		1,045.2	1,085.6	1,111.6
Total Estimated Revenues		1,094.3	1,085.6	1,111.6

**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>
FY2009 Management Plan	1,402.6	0.0	1,085.6	2,488.2
Adjustments which will continue current level of service:				
-FY2010 Wage and Health Insurance Increases for Bargaining Units with Existing Agreements	27.1	0.0	20.5	47.6
Proposed budget increases:				
-FY2010 Atwood Parking Garage Lease Chargeback	0.0	0.0	5.5	5.5
FY2010 Governor	1,429.7	0.0	1,111.6	2,541.3

**Administrative Services
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2009</u> <u>Management</u> <u>Plan</u>	<u>FY2010</u> <u>Governor</u>		
Full-time	29	29	Annual Salaries	1,571,772
Part-time	1	1	COLA	63,410
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	874,941
			<i>Less 4.57% Vacancy Factor</i>	<i>(114,623)</i>
			Lump Sum Premium Pay	0
Totals	30	30	Total Personal Services	2,395,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	1	0	0	0	1
Accountant III	0	0	1	0	1
Accountant IV	1	0	1	0	2
Accounting Clerk	2	0	2	0	4
Accounting Spvr I	0	0	1	0	1
Accounting Tech I	2	0	1	0	3
Accounting Tech II	2	0	1	0	3
Accounting Tech III	1	0	2	0	3
Administrative Assistant I	0	0	1	0	1
Administrative Clerk III	1	0	0	0	1
Budget Analyst III	0	0	1	0	1
Budget Analyst IV	0	0	1	0	1
Division Director	0	0	1	0	1
Division Operations Manager	0	0	1	0	1
Mail Svcs Courier	1	0	0	0	1
Procurement Spec I	1	0	1	0	2
Procurement Spec II	1	0	0	0	1
Procurement Spec IV	1	0	0	0	1
Prog Coordinator	1	0	0	0	1
Totals	15	0	15	0	30