

# **State of Alaska FY2009 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 Procurement Section, the Highway Working Capital Fund and the Department's website.

The program staff acts as liaison between the Department of Transportation & Public Facilities (DOT&PF) and the Department of Administration for financial, personnel, payroll, web development, information technology directives, procurement directives, and the Office of Management and Budget and the Legislature regarding 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 the Alaska Marine Highway System (AMHS) sales reports, establishing Reimbursable Service Agreements (RSA), processing revenues from RSAs, payments against RSAs, and billing various federal agencies, municipalities and private individuals.

### FY2009 Resources Allocated to Achieve Results

<b>FY2009 Component Budget: \$4,686,600</b>	<b>Personnel:</b>	
	Full time	61
	Part time	0
	<b>Total</b>	<b>61</b>

### Key Component Challenges

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, Federal Highway Administration's (FHWA's) newly revised financial system (FMIS 4.0) and FHWA's new payment system—Rapid Approval and State Payment System (RASPS), implementing personnel directives, and improving web site accessibility.

Federal agencies have increased the financial oversight of state DOTs. The Financial Integrity Review and Evaluation program started by FHWA last year requires annual certification of internal and financial controls in all aspects of our surface transportation program. The Federal Aviation Administration (FAA) has again increased emphasis on audit and financial oversight of airport sponsors to detect and prevent diversion of airport revenues to non-airport purposes.

In an effort to improve financial monitoring of capital projects, a new method of tracking projects has been implemented which uses unique grant codes. Problems have been discovered using this method regarding editing and billing these projects in Third Party Billing System (TPBS). Work is continuing towards resolving the issue. This Division has fully assumed responsibility for billing Federal Transit Administration, Highway Safety Office, and Federal Railroad Administration projects previously performed by Program Development. These entities are billed on an every other month basis. Additionally, staff are attempting to find better ways to bill expenditures and monitor and track revenue activity associated with those programs. Incorporation into the automated Third Party Billing System would be the next goal. At

the same time, the Division continues to work with Program Development to assure compliance with federal standards and avoid loss of federal funds.

We will continue to provide guidance to DOT&PF personnel regarding centralized Human Resources, assisting in implementation of personnel directives, coordinating and training staff statewide, promoting and assisting recruitment for the department, and fielding questions and concerns from employees. We need to complete the implementation of DOA/DOP mandated standard elements on all DOT&PF timesheets, moving from 60 different timesheets to 4. We will continue to improve and maintain web site accessibility in order to adhere and exceed ADA standards.

The division will establish administrative meetings and training sessions between DOT&PF headquarters subject matter experts and regional managers and administrative staff. The objective is to improve the dissemination of information and to assure consistent application of DOT&PF and State of Alaska policies and processes.

## Significant Changes in Results to be Delivered in FY2009

No significant changes are anticipated.

## Major Component Accomplishments in 2007

- In 2007 the capital improvement program (CIP) and project accounting section processed federal drawdowns for \$362,867,758 (FHWA) and \$199,531,768 (FAA) for a total of \$562,399,526 in yearly revenue. Revenues show a nearly 9% increase between FY2006 and FY2007.
- The FAA dropped its requirement for a 5% retention on grant awards, allowing the department to bill more than \$2 million of expenditure activity that had been held up due to the old retention requirement.
- The FHWA has two new systems up and running, FMIS 4.0, the newly revised financial system and Rapid Approval and State Payment System (RASPS), the new payment system. These should allow for easier processing.
- Completed the Indirect Cost Allocation Plan and received FHWA approval of the plan.
- Completed implementation of the State Travel Office within the department.
- Nearly 98% of DOT&PF web pages now transitioned to State of Alaska/Department web standards. Continued to improve and maintain web site accessibility in order to adhere or exceed Americans with Disabilities standards.
- Updated a collaborative brochure and website promotion to assist in recruiting engineers for department positions. Assisted recruitment efforts by building a departmental Job Opportunities web site and created a "general" recruitment brochure to reach a wider job-seeking audience.
- Improved the department's 5 "gateway" web pages to better present information to DOT&PF's varied audience.
- Updated the Indirect Cost Allocation Plan and published to DOT&PF intranet web site.
- Managed a successful employee appreciation project: 2007 Calendar Photo Contest. Built and launched contest site, created and published calendar.
- Built and launched DOT&PF photo library using mainly photos taken by department employees. Photos have been used in several publications, promotions and web sites, including the new SEF fuel card.

## Statutory and Regulatory Authority

AS 44.42.010-900 Powers and Duties of DOT&PF

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*

	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	4,125.0	4,165.4	4,359.8
72000 Travel	27.4	13.3	13.3
73000 Services	1,899.0	1,979.8	272.4
74000 Commodities	65.3	41.1	41.1
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
<b>Expenditure Totals</b>	<b>6,116.7</b>	<b>6,199.6</b>	<b>4,686.6</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	2,605.0	2,543.2	989.7
1026 Highways/Equipment Working Capital Fund	512.3	512.3	526.2
1027 International Airport Revenue Fund	492.4	579.0	602.1
1061 Capital Improvement Project Receipts	1,390.9	1,627.2	1,627.2
1076 Marine Highway System Fund	828.1	827.6	827.6
1156 Receipt Supported Services	288.0	110.3	113.8
<b>Funding Totals</b>	<b>6,116.7</b>	<b>6,199.6</b>	<b>4,686.6</b>

### Estimated Revenue Collections

Description	Master Revenue Account	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
<b>Unrestricted Revenues</b>				
Unrestricted Fund	68515	201.9	0.0	0.0
<b>Unrestricted Total</b>		<b>201.9</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Receipt Supported Services	51073	288.0	110.3	113.8
Capital Improvement Project Receipts	51200	1,390.9	1,627.2	1,627.2
<b>Restricted Total</b>		<b>1,678.9</b>	<b>1,737.5</b>	<b>1,741.0</b>
<b>Total Estimated Revenues</b>		<b>1,880.8</b>	<b>1,737.5</b>	<b>1,741.0</b>

**Summary of Component Budget Changes  
From FY2008 Management Plan to FY2009 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2008 Management Plan</b>	<b>2,543.2</b>	<b>0.0</b>	<b>3,656.4</b>	<b>6,199.6</b>
<b>Adjustments which will continue current level of service:</b>				
-FY 09 Health Insurance Increases for Exempt Employees	0.1	0.0	0.0	0.1
-FY 09 Bargaining Unit Contract Terms: General Government Unit	119.9	0.0	74.4	194.3
-Correct Unrealizable Fund Sources for Salary Adjustments: GGU	33.9	0.0	-33.9	0.0
-Leased Facilities transferred into one component	-1,707.4	0.0	0.0	-1,707.4
<b>FY2009 Governor</b>	<b>989.7</b>	<b>0.0</b>	<b>3,696.9</b>	<b>4,686.6</b>

**Statewide Administrative Services  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2008</u> <u>Management</u> <u>Plan</u>	<u>FY2009</u> <u>Governor</u>		
Full-time	61	61	Annual Salaries	2,802,734
Part-time	0	0	COLA	185,379
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,699,484
			<i>Less 6.99% Vacancy Factor</i>	<i>(327,797)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>61</b>	<b>61</b>	<b>Total Personal Services</b>	<b>4,359,800</b>

**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	1	0	1
Accounting Clerk II	3	3	3	0	9
Accounting Spvr I	2	0	1	0	3
Accounting Spvr II	1	0	1	0	2
Accounting Tech I	7	2	5	0	14
Accounting Tech II	4	3	3	0	10
Accounting Tech III	0	1	4	0	5
Administrative Assistant I	0	0	1	0	1
Administrative Clerk III	0	0	2	0	2
Administrative Manager II	0	0	1	0	1
Administrative Manager IV	0	0	1	0	1
Budget Analyst IV	0	0	2	0	2
Division Director	0	0	1	0	1
Internet Specialist II	0	0	1	0	1
<b>Totals</b>	<b>18</b>	<b>10</b>	<b>33</b>	<b>0</b>	<b>61</b>