

# **State of Alaska FY2010 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 and Public Facilities (DOT&PF) and the Department of Administration for financial, personnel, payroll, web development, information technology, and procurement directives, and the Office of Management and Budget and the Legislature regarding budget issues.
- Provides the day-to-day operational support for the department in 88 locations throughout the state. It provides support in accounts payable and receivable. Functions include, payment of travel costs, utility, contractor and general vendor invoices, auditing of the Alaska Marine Highway System sales reports, establishing Reimbursable Service Agreements (RSA), processing revenues from RSAs, payments against RSAs, and billing various federal agencies, municipalities and private individuals.

### FY2010 Resources Allocated to Achieve Results

**FY2010 Component Budget: \$4,825,700**

**Personnel:**

Full time	60
Part time	0
<b>Total</b>	<b>60</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, implementing a new Federal Aviation Administration (FAA) web based payment system, implementing new Governmental Accounting Standards Board (GASB) Statement of Standards #49-Accounting and Financial Reporting for Pollution Remediation Obligations, implementing personnel directives, maximizing the use of the web site, and improved monitoring of DOT&PF performance measures and goals.

Federal agencies have increased the financial oversight of state DOTs. The Financial Integrity Review and Evaluation program started by the Federal Highway Administration (FHWA) 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.

The ongoing effort to improve financial monitoring of capital projects by way of using unique grant codes still has a problem with regards to editing certain project types in the Third Party Billing System (TPBS). The addition of new programmers will hopefully bring about new ideas on how to solve the problem. The division continues to work with Program Development to assure compliance with federal standards and avoid loss of federal funds.

DOT&PF must implement the new GASB Statement of Standards #49-Accounting and Financial Reporting for Pollution Remediation Obligations. It is unclear how this statement will impact DOT&PF financial reporting. We will be working with the Department of Administration/Division of Finance and the Department of Environmental Conservation staff to develop a coordinated statewide approach to identify such obligations and quantify them for financial reporting purposes.

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 Department of Administration, Division of Personnel mandated standard elements on all DOT&PF timesheets, moving from 60 different timesheets to 4. We will continue to maximize web site accessibility and adhere to and exceed Americans with Disabilities Act (ADA) standards.

The division has established 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.

The division recently upgraded the Cognos performance measure software to fully utilize current technology, and improve the monitoring and tracking of budget performance measures and goals for the department. We will assist divisions to extract data to reduce manual gathering of information, set up dashboards and scorecards for management and stakeholders to view, and establish roles and formats for the department.

## **Significant Changes in Results to be Delivered in FY2010**

No significant changes are anticipated.

## **Major Component Accomplishments in 2008**

- In 2008 the capital improvement program (CIP) and project accounting section processed federal draw-downs of \$300,767,718 (FHWA) and \$199,704,644 (FAA) for a total of \$500,502,362 in yearly revenue. Revenues show a nearly 11% decrease between FY2007 and FY2008.
- The backlog of oldest projects still on our 'books' has been reduced from 126 to 20.
- Completed the Indirect Cost Allocation Plan and received FHWA approval of the plan.
- Improved the payment process time and security for the public through the implementation of e-leasing for all airport leasing revenues, making it quick and easy to use credit cards on-line.
- Continued to improve and maintain website accessibility in order to adhere or exceed Americans with Disabilities standards.
- Managed a successful employee appreciation project: 2008 Calendar Photo Contest. Built and launched contest site, created and published calendar.
- Redesigned and launched the Fairbanks International Airport (FAI) website, continuing to maintain the FAI website, and redesigned the Pavement Management website for transfer to Maintenance and Operations' ongoing maintenance.
- Designed and launched the legislative documents website, making DOT&PF legislative presentations and related documents more accessible to legislators and the general public; the DOT&PF Gas line Needs website for Commissioner's Office; and the DOT&PF Human Resource Services intranet site for employees.
- Began a pilot design for DOT&PF intranet websites.
- Worked with the department's Communications Specialist to increase online press release publications to nearly triple the previous year.
- Successfully upgraded Cognos performance measure software to current technology and infrastructure. This allows us to take advantage of new features in Cognos BI (business intelligence).

## **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*

	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	4,241.7	4,464.3	4,498.9
72000 Travel	29.3	13.3	13.3
73000 Services	1,924.7	272.4	272.4
74000 Commodities	74.7	41.1	41.1
75000 Capital Outlay	6.2	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>6,276.6</b>	<b>4,791.1</b>	<b>4,825.7</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	2,508.6	1,054.3	1,143.2
1026 Highways/Equipment Working Capital Fund	531.6	547.3	472.4
1027 International Airport Revenue Fund	598.7	617.7	635.0
1061 Capital Improvement Project Receipts	1,627.2	1,627.2	1,627.2
1076 Marine Highway System Fund	827.6	827.6	827.6
1156 Receipt Supported Services	182.9	117.0	120.3
<b>Funding Totals</b>	<b>6,276.6</b>	<b>4,791.1</b>	<b>4,825.7</b>

### Estimated Revenue Collections

Description	Master Revenue Account	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
<b>Unrestricted Revenues</b>				
Unrestricted Fund	68515	42.0	0.0	0.0
<b>Unrestricted Total</b>		<b>42.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Receipt Supported Services	51073	182.9	117.0	120.3
Capital Improvement Project Receipts	51200	1,627.2	1,627.2	1,627.2
<b>Restricted Total</b>		<b>1,810.1</b>	<b>1,744.2</b>	<b>1,747.5</b>
<b>Total Estimated Revenues</b>		<b>1,852.1</b>	<b>1,744.2</b>	<b>1,747.5</b>

**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>
<b>FY2009 Management Plan</b>	<b>1,054.3</b>	<b>0.0</b>	<b>3,736.8</b>	<b>4,791.1</b>
<b>Adjustments which will continue current level of service:</b>				
-FY2010 Wage and Health Insurance Increases for Bargaining Units with Existing Agreements	29.4	0.0	95.2	124.6
-Correct Unrealizable Fund Sources in the Salary Adjustment for the Existing Bargaining Unit Agreements	59.5	0.0	-59.5	0.0
<b>Proposed budget decreases:</b>				
-Delete Highway Working Capital Fund Authority	0.0	0.0	-90.0	-90.0
<b>FY2010 Governor</b>	<b>1,143.2</b>	<b>0.0</b>	<b>3,682.5</b>	<b>4,825.7</b>

**Statewide Administrative Services  
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<b>FY2009 Management Plan</b>	<b>FY2010 Governor</b>		
Full-time	61	60	Annual Salaries	2,955,692
Part-time	0	0	COLA	120,932
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,760,721
			<i>Less 7.00% Vacancy Factor</i>	(338,445)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>61</b>	<b>60</b>	<b>Total Personal Services</b>	<b>4,498,900</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	0	0	2	0	2
Accountant V	0	0	1	0	1
Accounting Clerk	3	3	4	0	10
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
Admin Operations Mgr I	0	0	1	0	1
Administrative Assistant I	0	0	1	0	1
Administrative Clerk III	0	0	2	0	2
Administrative Officer I	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>17</b>	<b>10</b>	<b>33</b>	<b>0</b>	<b>60</b>