

**State of Alaska  
FY2007 Governor's Operating Budget**

**Department of Law  
Administrative Services  
Component Budget Summary**

**Component: Administrative Services**

## **Contribution to Department's Mission**

Administrative Services provides budgeting, accounting, procurement, and computing services to the Department of Law. These services enable and enhance the Department in its mission to provide legal services to state agencies and prosecute crime.

## **Core Services**

Financial management and forecasting - Regular review, monitoring, and reporting of expenditures and revenues with additional emphasis on forecasting authorization balances through the end of the fiscal year.

Budgeting - Annual preparation of the operating and capital budget request for the entire department. Periodic and final annual balancing of various sources of budget authorization with expenditures and revenues. Analyze and forecast the budget results of the department's shared resources cost pool.

Fiscal and Accounting - Perform all accounting functions for the department through centralized accounts payable/receivable, review and payment of professional services contracts; and federal grant reporting. Complete annual fiscal year closeout involving reconciliation of expenditures and revenues and ensure all fiscal year obligations are encumbered or satisfied before the end of the reappropriation period.

Procurement - Manage the procurement process for outside legal counsel and expert contracts. Provide property control and centralized supply and equipment purchasing.

Cost Allocation - Calculate and revise the federally approved cost allocation plans

Timekeeping - Calculate the department's attorney and paraprofessional timekeeping rate structure; manage the Civil Division's full-time attorney and paraprofessional time reporting and case management system; generate client billings; and respond to routine inquiries regarding individual matter, client, or project time and charges.

Information Services - Provide computer hardware and software support to each of over 470 computer end-users located in Anchorage, Juneau, Fairbanks, Palmer, Kenai, Bethel, Ketchikan, Kodiak, Nome, Barrow, Dillingham, Kotzebue and Sitka. This support includes: network support, application maintenance and support, and hardware and software installation. In addition the Section provides individual help desk assistance as necessary and presents occasional formal training. Other services provided by the section include web development, technical liaison on projects involving other public agencies, special projects, and service on statewide technical committees that establish the foundations for state government digital communication.

Mail Services – Provide central mail pickup and delivery services for Juneau offices of the department as well as centralized mail services for certain legal and library supplies for the entire agency. Provide off-site security screening and inspection of ALL incoming mail and parcels in accordance with guidelines established by the Alaska Department of Administration.

### FY2007 Resources Allocated to Achieve Results

<b>FY2007 Component Budget: \$1,989,700</b>	<b>Personnel:</b>	
	Full time	18
	Part time	0
	<b>Total</b>	<b>18</b>

### Key Component Challenges

Increasing the quality and value of services with a diminishing budget and staff while coping with rapid changes in technology, increasing administrative demands for budget savings, and reorganization of the way the state provides some of its administrative efforts are key challenges for this budget component.

The need for technological advancement continues to linger around the margins of most efficiency problems we face. We have embarked on a new technology project that will replace the existing timekeeping and billing system and provide case management tools that have previously been either lacking or inconsistently managed. Over the next two years, document management will also be added as well as replacement of the existing collections data bases by a single data base with additional capacity to add new collections items. The Collections unit of the Civil Division is responsible for collecting money owed to the state general fund. It has long been hampered by its existing data base that is at capacity and has no capability to receive collection information by the court system, where obligations for the public to pay fines, cost of incarceration and cost of appointed counsel originate. The Information Services section has created additional data bases to add capacity, but information must be manually entered into the individual data bases and into the accounting system, which creates a significant duplication of effort and drain on resources.

Recruitment and retention of qualified applicants for the fiscal effort continues to be a challenge. Particularly in Juneau, the availability of an applicant pool that meets minimum qualifications for accounting technician and accounting clerk positions is lacking. We believe one of the causes is the inequity of the geographic pay differential, which considers Juneau a "base-pay" location while studies indicate it is one of the most expensive places to live in the state.

### Significant Changes in Results to be Delivered in FY2007

#### Timekeeping

The current technology upgrade project has as one of its areas of primary focus, the replacement of the timekeeping and billing system to one that is more user friendly and performs better across our network.

#### Information Services:

More widespread use of the help desk system should produce a library of knowledge that will assist desk top and network technicians and specialists in solving recurring problems with hardware and software

We will be exploring migrating our network environment and e mail to Microsoft in accordance with new statewide information technology standards. This migration will require additional resources temporarily and we will need to explore ways to run parallel networks and reduce disruption to users

Network security is a big project currently underway statewide. The current plan is for Law to "go live" in February of 2006. Users should notice little change, but may be barred from interacting with sites that jeopardize security. We are currently working on ensuring that this new technology does not interfere with business processes. It is of particular concern that we maintain as secure an environment as we enjoyed with our Novell network if we migrate to Microsoft, since Microsoft is a much more popular target for viruses and hacking.

We may find more uses for wireless technology

We will manage the statewide project for the implementation of new technology related to timekeeping, billing, case

management, the collections database and document management. By 2007, applications running on the desktop in the civil division should be quite different than today.

#### Fiscal

We look forward to seeing what changes new timekeeping and billing technology will have on that function in the fiscal section.

If the new Collections Database can be interfaced with accounting software, that will greatly improve the current burden of administering the collection and disbursement of victim restitution.

### **Major Component Accomplishments in 2005**

#### Fiscal

Created an Excel spreadsheet macro program that electronically interfaces with victim restitution data provided by the Civil Division Collections and Support unit. The macro means that data between restitution on deposit and restitution owed can be matched more quickly and victims of crime who are owed restitution can be paid more quickly. A recognition award was presented to the employee responsible for the creating the macro by the Attorney General.

#### Office Lease Procurement

The addition of new prosecution and human services staff necessitated expansion and remodeling of office space in Anchorage, Kenai and Palmer

In cooperation with the Division of General Services, we completed the acquisition and remodeling of 3,000 square feet of additional office space for the Anchorage DA and Office of Special Prosecutions and Appeals.

We also completed the acquisition and remodeling of 1,336 square feet of additional office space for the Kenai DA's office and for assignment of a new CINA attorney to Kenai. This expansion was complicated by the need to simultaneously relocate DNR's Kenai Recorder's Office.

We initiated negotiations and acquisition of 4,788 square feet of additional office space for the Palmer DA's office. This expansion was necessitated by the growth of this office in recent years, but also provided additional space for permanent assignment of a Civil Division CINA attorney as well as anticipated long-term growth associated with the mushrooming population in the MatSu Valley.

#### Contracting & Supply Procurement

Undertook the procurement of outside legal counsel and expert witnesses to assist the state in new and ongoing litigation and administrative disputes including: the gas line negotiations; oil and gas royalty reopeners; the Gravina Island Access Project; the Knik Arm Bridge & Toll Authority; and the reserved waters dispute with the federal government. In addition, formal RFP's to secure bond counsel for both the Alaska Student Loan Corporation and the Alaska Housing Finance Corporation were issued.

#### Technology Initiative

Over the last decade private law firms, corporate general counsel, and many government law departments have taken advantage of a myriad of law office automation tools to increase efficiency and productivity within their respective organizations. While the Department of Law has availed itself of several such tools in the past, we have found our agency falling further and further behind the curve in terms of the technical resources we can bring to bear in meeting our basic mission and supplying the Legislature and others with meaningful productivity measurements and analysis.

In FY05 several such areas were identified as needing immediate attention:

- 1.) Replacement of our out-dated and poorly performing timekeeping and billing system.
- 2.) Installation of a full-featured case management system with a case-based calendaring module and case-diary feature as well as conflict checking and contact management functions.

- 3.) Installation of a document management system.  
 4.) Replacement of our existing collections databases with a single collections "system" that addresses both the needs of our legal staff as well as those accounting functions inherent in this business process.

With the assistance of CTG, the department completed a strategic planning effort to develop a realistic time table and approach to addressing each of the areas listed above taking into account critical mission priorities, existing infrastructure and support resources, major business processes and funding availability. We identified and recommended needed changes to existing infrastructure including: current desktop PC configuration, network design and operating systems and the number/expertise of support personnel. Priority has been given to implementing currently available off-the-shelf solutions in FY2006.

#### Information Technology

Received a recognition award from the Conference of Western Attorneys General for the most ADA compliant website. The award was presented to the employee responsible for website design and development by Attorney General.

Recruited and filled open IS positions in Anchorage and Juneau. Both locations are now fully staffed.

Upgraded server hardware in two central locations (Anchorage and Juneau) as well as remote offices (Kenai, Kodiak and Sitka). The upgraded hardware will increase storage capacity and improve response time to network-based activities such as email and file/print services. Using it to replace older and/or slower components will recycle the replaced hardware.

Upgraded Network operating systems to latest version (NetWare 6.5) for our file and print servers as well as GroupWise email servers. The upgrade has provided a much more stable platform for our servers resulting in less downtime as well as allowed us to take advantages of new features of the operating system such as greater remote server management and troubleshooting resulting in greater efficiency of the IS staff.

Deployed BlackBerry Enterprise Server to provide wireless connectivity to the department email and calendaring system. This solution has proved to be extremely valuable to upper management personnel by extending the functionality of the email/calendaring/contacts systems to their mobile hand-held devices.

Deployed WestKM, which is now available department wide, and ProLaw to a limited number of users. WestKM is more sophisticated legal research tool than was available previously by Thomson Elite, electronic legal research is available to all users on the web, rather than through dial-up.

### Statutory and Regulatory Authority

AS 44.23.020

#### Contact Information

**Contact:** Kathryn Daughhetee, Director  
**Phone:** (907) 465-3673  
**Fax:** (907) 465-5419  
**E-mail:** kathryn\_daughhetee@law.state.ak.us

### Administrative Services Component Financial Summary

*All dollars shown in thousands*

	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	940.7	1,235.6	1,350.7
72000 Travel	8.3	7.3	7.3
73000 Services	461.5	562.5	597.5
74000 Commodities	33.6	29.8	29.8
75000 Capital Outlay	0.0	4.4	4.4
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>1,444.1</b>	<b>1,839.6</b>	<b>1,989.7</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	0.0	106.3	110.7
1004 General Fund Receipts	731.2	868.0	920.6
1005 General Fund/Program Receipts	55.2	58.6	61.7
1007 Inter-Agency Receipts	657.7	806.7	896.7
<b>Funding Totals</b>	<b>1,444.1</b>	<b>1,839.6</b>	<b>1,989.7</b>

### Estimated Revenue Collections

Description	Master Revenue Account	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
<b>Unrestricted Revenues</b>				
None.		0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>				
Federal Receipts	51010	0.0	106.3	110.7
Interagency Receipts	51015	657.7	806.7	896.7
General Fund Program Receipts	51060	55.2	58.6	61.7
<b>Restricted Total</b>		<b>712.9</b>	<b>971.6</b>	<b>1,069.1</b>
<b>Total Estimated Revenues</b>		<b>712.9</b>	<b>971.6</b>	<b>1,069.1</b>

**Summary of Component Budget Changes  
From FY2006 Management Plan to FY2007 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2006 Management Plan</b>	<b>926.6</b>	<b>106.3</b>	<b>806.7</b>	<b>1,839.6</b>
<b>Adjustments which will continue current level of service:</b>				
-FY 07 Wage Increases for Bargaining Units and Non-Covered Employees	6.6	1.4	14.3	22.3
-FY 07 Health Insurance Cost Increases for Bargaining Units and Non-Covered Employees	0.8	0.2	2.0	3.0
-FY 07 Retirement Systems Cost Increase	12.8	2.7	27.2	42.7
-FY2007 Wage, Health Insurance, Retirement, and Risk Management Increases for Division of Personnel	34.9	0.0	0.0	34.9
<b>Proposed budget increases:</b>				
-I/A Receipts for Timekeeping Administration	0.0	0.0	45.0	45.0
-Risk Management Self-Insurance Funding Increase	0.6	0.1	1.5	2.2
<b>FY2007 Governor</b>	<b>982.3</b>	<b>110.7</b>	<b>896.7</b>	<b>1,989.7</b>

**Administrative Services  
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2006</u> <u>Management</u> <u>Plan</u>	<u>FY2007</u> <u>Governor</u>		
Full-time	18	18	Annual Salaries	875,576
Part-time	0	0	COLA	23,413
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	480,873
			<i>Less 2.11% Vacancy Factor</i>	<i>(29,162)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>18</b>	<b>18</b>	<b>Total Personal Services</b>	<b>1,350,700</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accountant IV	0	0	1	0	1
Accounting Clerk I	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Svcs Mgr II	0	0	1	0	1
Division Director	0	0	1	0	1
Grants Administrator IV	0	0	1	0	1
Mail Svcs Courier	0	0	1	0	1
Micro/Network Spec I	1	0	2	0	3
Micro/Network Spec II	1	0	0	0	1
Micro/Network Tech I	1	0	0	0	1
Micro/Network Tech II	1	0	1	0	2
Program Budget Analyst III	0	0	1	0	1
Supply Technician II	0	0	1	0	1
<b>Totals</b>	<b>4</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>18</b>