

State of Alaska
FY2007 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 the Department of Transportation & Public Facilities (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 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.

FY2007 Resources Allocated to Achieve Results

FY2007 Component Budget: \$6,199,600	Personnel:	
	Full time	59
	Part time	0
	Total	59

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, electronic timesheets, 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), and a performance measurement status reporting system.

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 were moved to Statewide Administrative Services from Program Development. 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. To improve efficiencies with technologies, the division needs to convert Alaska Housing Finance billing into a more automated process. At least 50% of the current process is manual.

Coordinate with Program Development, Highway Safety, and National Highway Traffic & Safety Administration (NHTSA) to bring the Highway Safety Office (HSO) operation into compliance with NHTSA standards.

Provide guidance to DOT&PF personnel regarding centralized Human Resources, assisting in implementation of personnel directives, coordinating and training staff statewide, and fielding questions and concerns from employees.

Federal agencies have increased the financial oversight of state DOT's. The Financial Integrity Review and Evaluation program started by FHWA this past 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.

Significant Changes in Results to be Delivered in FY2007

No significant change anticipated.

Major Component Accomplishments in 2005

- In 2005 the CIP and project accounting section processed federal drawdowns for a total of \$522,769,918 in yearly revenue. Revenues reviewed from 2003-2005 show an approximate 5% increase.
- The Electronic Clearing House Operation (ECHO) web system was introduced allowing us to more easily process Federal Transit Authority (FTA) drawdowns.
- Completed the Indirect Cost Allocation Plan and received FHWA approval of the plan.
- Received no audit findings and recommendations during the statewide single audit.
- Transitioned 95% of DOT&PF web pages over to the new statewide standard.
- Implemented and trained DOT&PF staff statewide to use the new standard PARF (personnel action request form) and NEO (new employee orientation) under the directive of the Department of Administration/Personnel.
- Monitored department-wide expenditures vs. budget that ended lapsing less than \$50,000 General Funds for FY04.

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
<p>Contact: Nancy J. Slagle, Director, Administrative Services Phone: (907) 465-3911 Fax: (907) 465-3124 E-mail: Nancy_Slagle@dot.state.ak.us</p>

**Statewide Administrative Services
Component Financial Summary**

All dollars shown in thousands

	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	3,466.9	3,878.7	4,125.0
72000 Travel	16.1	13.3	13.3
73000 Services	1,799.5	1,985.1	2,022.2
74000 Commodities	61.8	39.1	39.1
75000 Capital Outlay	2.5	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,346.8	5,916.2	6,199.6
Funding Sources:			
1004 General Fund Receipts	2,304.6	2,491.7	2,668.5
1026 Highways/Equipment Working Capital Fund	292.4	480.8	509.1
1027 International Airport Revenue Fund	438.2	465.4	492.4
1061 Capital Improvement Project Receipts	1,511.4	1,627.2	1,627.2
1076 Marine Highway System Fund	701.8	746.9	792.1
1156 Receipt Supported Services	98.4	104.2	110.3
Funding Totals	5,346.8	5,916.2	6,199.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2005 Actuals	FY2006 Management Plan	FY2007 Governor
Unrestricted Revenues				
Unrestricted Fund	68515	53.6	0.0	0.0
Unrestricted Total		53.6	0.0	0.0
Restricted Revenues				
Receipt Supported Services	51073	98.4	104.2	110.3
Capital Improvement Project Receipts	51200	1,511.4	1,627.2	1,627.2
Restricted Total		1,609.8	1,731.4	1,737.5
Total Estimated Revenues		1,663.4	1,731.4	1,737.5

**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>
FY2006 Management Plan	2,491.7	0.0	3,424.5	5,916.2
Adjustments which will continue current level of service:				
-FY 07 Wage Increases for Bargaining Units and Non-Covered Employees	38.8	0.0	30.0	68.8
-FY 07 Health Insurance Cost Increases for Bargaining Units and Non-Covered Employees	5.6	0.0	4.5	10.1
-FY 07 Retirement Systems Cost Increase	74.0	0.0	56.0	130.0
Proposed budget increases:				
-Add funding for Lease increases	35.0	0.0	0.0	35.0
-Risk Management Self-Insurance Funding Increase	23.4	0.0	16.1	39.5
FY2007 Governor	2,668.5	0.0	3,531.1	6,199.6

**Statewide 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	58	59	Annual Salaries	2,647,140
Part-time	0	0	COLA	73,415
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,638,998
			<i>Less 5.38% Vacancy Factor</i>	<i>(234,553)</i>
			Lump Sum Premium Pay	0
Totals	58	59	Total Personal Services	4,125,000

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	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	2	4	0	10
Accounting Tech III	0	1	2	0	3
Administrative Clerk III	0	0	2	0	2
Administrative Manager II	0	0	1	0	1
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	32	0	59