

# **State of Alaska FY2008 Governor's Operating Budget**

## **Department of Public Safety Administrative Services Component Budget Summary**

## Component: Administrative Services

### Contribution to Department's Mission

Provide centralized administrative support services to department programs.

### Core Services

#### Accounting and other fiscal services

Reviews and certifies for payment over 48,000 vendor invoices using the Alaska State Accounting System (AKSAS)

- and audits decentralized payment centers;
- Develops and distributes accounting reports to assist in financial management;
- Processes revenue collections, interagency billings, field warrants, transportation requests, travel authorizations,
- 1099 tax reconciliation, and travel/move taxation reports;
- Obligates funding and processes payments for professional services contracts, federal contracts, grants, federal
- grants-in-aid, and audits petty cash/change funds activities;
- Maintains and reconciles the department's liability accounts;
- Prepares the schedule of all federal grants and performs other research for the Department of Administration,
- Division of Finance;
- Coordinates audit responses to Legislative Audit; and
- Develops and/or reviews cost allocation plans according to federal standards.
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#### Budget development, implementation, and monitoring

Provides professional expertise, problem solving, and research capabilities to department management, OMB staff,

- DOA-Finance, and other statewide agencies' budget staff on numerous budget and management related topics;
- Develops departmental instructions for operating and capital budget preparation and provides assistance and training
- to program managers and administrative staff in all budgetary processes;
- Reviews, analyzes and edits operating and capital budget submissions in the Alaska Budget System and
- recommends changes where appropriate;
- Works with program managers to analyze financial impacts of budget recommendations throughout the budget
- process and recommends changes, if necessary, to allow programs to operate effectively;
- Analyzes and records capital and operating appropriations and other budget transactions throughout the fiscal year
- and works with program managers to ensure spending is within authorized levels; and
- Conducts special studies and financial analyses for department's management team, and makes recommendations
- based on analyses and historical financial trends.

#### Procurement and supply functions

Manages major procurements (aircraft and vessel acquisition and maintenance, facilities and facility support, and fire

- prevention, forensic, and law enforcement supplies);
- Trains, assists, and monitors division procurement officers;
- Stores and issues centrally-stocked law enforcement supplies (uniforms, ammunition, weapons, etc.); and
- Maintains department state property information.
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#### Facilities maintenance coordination

Manages more than 69 departmental facilities and 65 trooper housing units in 19 rural locations; and

- Contracts for aircraft and vessel maintenance, recruitment-related services, forensics, public safety training, trooper
- relocation services, and criminal justice information systems.

### FY2008 Resources Allocated to Achieve Results

<b>FY2008 Component Budget: \$3,895,500</b>	<b>Personnel:</b>	
	Full time	33
	Part time	0
	<b>Total</b>	<b>33</b>

### Key Component Challenges

Developing and implementing more effective and efficient administrative procedures to improve support provided to the department's direct service programs.

### Significant Changes in Results to be Delivered in FY2008

The division is working with the divisions of Alaska State Troopers and Statewide Services to centralize and streamline grants management for both divisions in the Division of Administrative Services' grants unit. This will assure consistent handling of the divisions' federal grants, and free up Alaska State Trooper and Statewide Services professional staff time for their primary missions.

### Major Component Accomplishments in 2006

Coordinated completion of Bethel trooper housing and the Mat-Su West trooper post headquarters.

### Statutory and Regulatory Authority

Executive Budget Act (AS 37.07)  
 Fiscal Procedures Act (AS 37.05)  
 State Procurement Code (AS 36.30 and 2 AAC 12)

### Contact Information

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### Administrative Services Component Financial Summary

*All dollars shown in thousands*

	FY2006 Actuals	FY2007 Management Plan	FY2008 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	1,753.7	2,310.3	2,663.8
72000 Travel	21.6	23.7	23.7
73000 Services	918.2	1,090.8	1,132.2
74000 Commodities	75.8	73.8	73.8
75000 Capital Outlay	1.1	2.0	2.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>2,770.4</b>	<b>3,500.6</b>	<b>3,895.5</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	2,215.5	2,606.0	3,000.9
1007 Inter-Agency Receipts	554.9	894.6	894.6
<b>Funding Totals</b>	<b>2,770.4</b>	<b>3,500.6</b>	<b>3,895.5</b>

### Estimated Revenue Collections

Description	Master Revenue Account	FY2006 Actuals	FY2007 Manageme nt Plan	FY2008 Governor
<b><u>Unrestricted Revenues</u></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><u>Restricted Revenues</u></b>				
Interagency Receipts	51015	554.9	894.6	894.6
<b>Restricted Total</b>		<b>554.9</b>	<b>894.6</b>	<b>894.6</b>
<b>Total Estimated Revenues</b>		<b>554.9</b>	<b>894.6</b>	<b>894.6</b>

**Summary of Component Budget Changes  
From FY2007 Management Plan to FY2008 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2007 Management Plan</b>	<b>2,606.0</b>	<b>0.0</b>	<b>894.6</b>	<b>3,500.6</b>
<b>Adjustments which will continue current level of service:</b>				
-FY 08 Health Insurance Increases for Exempt Employees	0.1	0.0	0.0	0.1
-Fund Source Adjustment for Retirement Systems Increases	90.2	0.0	-90.2	0.0
<b>Proposed budget increases:</b>				
-Retirement and Non-covered Employee Health Insurance Increases for Division of Personnel	82.5	0.0	0.0	82.5
-FY 08 Retirement Systems Rate Increases	222.1	0.0	90.2	312.3
<b>FY2008 Governor</b>	<b>3,000.9</b>	<b>0.0</b>	<b>894.6</b>	<b>3,895.5</b>

### Administrative Services Personal Services Information

Authorized Positions			Personal Services Costs	
	<u>FY2007</u> <u>Management</u> <u>Plan</u>	<u>FY2008</u> <u>Governor</u>		
Full-time	33	33	Annual Salaries	1,571,132
Part-time	0	0	Premium Pay	3,386
Nonpermanent	0	0	Annual Benefits	1,259,343
			<i>Less 6.00% Vacancy Factor</i>	(170,032)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>33</b>	<b>33</b>	<b>Total Personal Services</b>	<b>2,663,829</b>

### Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant IV	0	0	1	0	1
Accounting Clerk I	1	0	1	0	2
Accounting Clerk II	4	0	1	0	5
Accounting Spvr I	1	0	1	0	2
Accounting Tech I	1	0	1	0	2
Accounting Tech II	1	0	1	0	2
Administrative Assistant	1	0	1	0	2
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	1	0	0	0	1
Administrative Manager II	1	0	0	0	1
Administrative Manager IV	1	0	0	0	1
Building Mgmt Specialist	1	0	0	0	1
Division Director	0	0	1	0	1
Grants Administrator I	1	0	0	0	1
Grants Administrator III	1	0	0	0	1
Procurement Spec I	1	0	0	0	1
Procurement Spec II	1	0	0	0	1
Procurement Spec III	1	0	0	0	1
Procurement Spec IV	1	0	0	0	1
Program Budget Analyst III	0	0	1	0	1
Program Budget Analyst IV	0	0	1	0	1
Stock & Parts Svcs Journey I	2	0	0	0	2
<b>Totals</b>	<b>21</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>33</b>