# State of Alaska
# FY2013 Governor's Operating Budget

## Department of Transportation/Public Facilities
## Administrative Services
## Results Delivery Unit Budget Summary

| Administrative Services Results Delivery Unit |
|---|

## Contribution to Department's Mission

Provide administrative infrastructure and oversight to enable the department to meet its mission.

## Core Services

- Centralized services in the areas of budget, finance, procurement, information technology standards and policies, cost allocation plans, collection of federal and other revenue, and web site development and maintenance.
- Ensure compliance with state and federal policies and guidelines across the department.
- Fiscal integrity and accountability.
- Development of department-wide policies and procedures.
- Oversight of the Highway Working Capital Fund.
- Liaison between the Department of Transportation and Public Facilities (DOT&PF) and the Department of Administration for financial, personnel, payroll, procurement, web page development, and information technology directives.
- Liaison with the Office of Management and Budget and the Legislature relating to budget issues.
- Plan, design, implement and maintain information technologies supporting the department's mission.
- Procurement of commodities and services for Southeast Region, Alaska Marine Highway System (AMHS), and Headquarters operations.  Conduct commodity procurement activities that are of a statewide nature.
- Workforce Development planning.

| Major Activities to Advance Strategies | |
|---|---|
| • Complete implementation of the new electronic timesheet program <br> • Require all new supervisors to attend training <br> • Work closely with DOA/Personnel Human Resource Manager in addressing human capital issues in DOT&PF <br> • Provide guidance and improve dissemination of information to DOT&PF personnel regarding centralized human resource issues <br> • Analyze areas of service across the department for continuity and efficiency <br> • Workforce development planning and implementation | • Increase efficiencies through use of existing information technology systems to meet management goals, accountability, and statewide processes. <br> • Analyze information technology  processes and resources within the department to better serve the agency <br> • Continued use of e-commerce capabilities for procuring commodities across the department <br> • Implementation of performance measurement status and management reporting system statewide <br> • Provide training to department employees on statewide administrative support functions. <br> • Advance use of web technology for information sharing |

## Key RDU Challenges

The division continues to analyze administrative services across the department in an effort to find the most efficient and effective methods of service delivery department-wide.  Time, funding and staffing must be reviewed and analyzed to determine our ability and the cost/benefits of pursuing options of improving service delivery.

The Administrative Services Division endeavors to stay on top of requests for document support associated with American Recovery and Reinvestment Act (ARRA) funded projects as well as special requests submitted by federal entities due in part to federal agencies having increased their financial oversight of state Transportation Department's.

The Federal Highway Administration's (FHWA) Financial Integrity Review and Evaluation program 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.  With all this external scrutiny, as well as the

annual Statewide Single Audit, it is critical that financial report procedures are well documented and staff are continually educated on federal, state and Governmental Accounting Standards Board (GASB) reporting requirements.

The whole technology industry is changing so rapidly, that opportunities for efficiencies in the way we do business continue to change. Efficiencies could be gained if current staffing levels could meet the demand; however this becomes difficult with ongoing maintenance of current systems, limited resources, and necessary implementation or enhancements of systems as needed across the department. As a result, priorities are set, but often change, to meet department needs. Some department technological needs still will not be met.

Administrative Services, like other department programs, is anticipating a number of staff retirements in the next couple of years. Workforce development is of utmost importance and division staff is assigned this department-wide priority effort. Internally within Administrative Services, section managers have begun to plan for future staffing needs and ongoing knowledge transfer.

## Significant Changes in Results to be Delivered in FY2013

No significant changes are anticipated.

## Major RDU Accomplishments in 2011

- Completed the Annual Indirect Cost Allocation Plan (ICAP) for the department and received FHWA approval of the plan.
- Up time of production computer services was 99%, resulting in the positive integrity and reliability of services, especially in web based services.
- Continued to transition DOT&PF users/personal computers to a single Active Directory Domain simplifying network support, enhancing security, and allowing users to access statewide resources with single authentication.
- Provided technical and programming support for the electronic timesheet system (TEARS), a collaborative effort with the Department of Fish and Game. As of 7/30/2011 there are 550 DOT&PF employees using the TEARs system.
- Advanced, expanded and facilitated document retrieval in EDMS by training new users, assisting on technical issues, customizing document uploading and query forms, and integrating GIS applications.
- Customized new Governor's Office-issued website template to reflect DOT&PF needs; oversaw and implemented website redesign to 98% of department web pages successfully meeting a 7/1/2011 deadline; continued improvement of website accessibility in order to adhere to Americans with Disabilities standards and accessibility guidelines; and updated department web standards to reflect changes made at the SOA-level of web standards.
- Successfully converted our credit card acceptance from Bank of America to US Bank via Elavon. Staff successfully learned the new online systems Virtual Merchant and Merchant Connect. There were 32 AMHS locations; 22 terminals and 10 vessels, as well as 8 additional merchant locations, MSCVE (InternetSecure), and eLeasing.
- Implemented web based Project Status reporting to provide overall regional reports improving accessibility to the public.
- Developed online supervisor resources as part of Workforce Planning.
- Implemented department-wide learning management system that fulfills federal reporting requirements.

| Contact Information |
| --- |
| **Contact:** Mary Siroky, Director, Administrative Services<br>**Phone:** (907) 465-8974<br>**Fax:** (907) 465-3124<br>**E-mail:** mary.siroky@alaska.gov |

## Administrative Services
## RDU Financial Summary by Component

*All dollars shown in thousands*

| | FY2011 Actuals | | | | FY2012 Management Plan | | | | FY2013 Governor | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | UGF+DGF Funds | Other Funds | Federal Funds | Total Funds | UGF+DGF Funds | Other Funds | Federal Funds | Total Funds | UGF+DGF Funds | Other Funds | Federal Funds | Total Funds |
| **Formula Expenditures** None. | | | | | | | | | | | | |
| **Non-Formula Expenditures** | | | | | | | | | | | | |
| Statewide Admin Services | 2,474.0 | 2,969.2 | 0.0 | 5,443.2 | 2,538.5 | 2,984.1 | 0.0 | 5,522.6 | 2,652.8 | 3,243.7 | 0.0 | 5,896.5 |
| Statewide Information Systems | 2,197.5 | 2,754.5 | 0.0 | 4,952.0 | 2,274.6 | 2,111.6 | 0.0 | 4,386.2 | 2,631.3 | 2,517.7 | 0.0 | 5,149.0 |
| Leased Facilities | 2,005.1 | 388.2 | 0.0 | 2,393.3 | 2,038.8 | 351.0 | 0.0 | 2,389.8 | 2,038.8 | 434.7 | 0.0 | 2,473.5 |
| Human Resources | 1,844.7 | 1,075.8 | 0.0 | 2,920.5 | 1,715.6 | 1,075.8 | 0.0 | 2,791.4 | 1,715.6 | 1,332.4 | 0.0 | 3,048.0 |
| Statewide Procurement | 1,083.9 | 117.1 | 0.0 | 1,201.0 | 1,165.4 | 123.8 | 0.0 | 1,289.2 | 1,209.8 | 130.3 | 0.0 | 1,340.1 |
| **Totals** | **9,605.2** | **7,304.8** | **0.0** | **16,910.0** | **9,732.9** | **6,646.3** | **0.0** | **16,379.2** | **10,248.3** | **7,658.8** | **0.0** | **17,907.1** |

## Administrative Services
## Summary of RDU Budget Changes by Component
## From FY2012 Management Plan to FY2013 Governor

*All dollars shown in thousands*

| | Unrestricted Gen (UGF) | Designated Gen (DGF) | Other Funds | Federal Funds | Total Funds |
|---|---|---|---|---|---|
| **FY2012 Management Plan** | **7,577.5** | **2,155.4** | **6,646.3** | **0.0** | **16,379.2** |
| | | | | | |
| **Adjustments which will continue current level of service:** | | | | | |
| -Statewide Admin Services | 57.8 | 56.5 | 109.6 | 0.0 | 223.9 |
| -Statewide Information Systems | 31.7 | 0.0 | 81.1 | 0.0 | 112.8 |
| -Statewide Procurement | 20.0 | 24.4 | 6.5 | 0.0 | 50.9 |
| | | | | | |
| **Proposed budget increases:** | | | | | |
| -Statewide Admin Services | 0.0 | 0.0 | 150.0 | 0.0 | 150.0 |
| -Statewide Information Systems | 325.0 | 0.0 | 325.0 | 0.0 | 650.0 |
| -Leased Facilities | 0.0 | 0.0 | 83.7 | 0.0 | 83.7 |
| -Human Resources | 0.0 | 0.0 | 256.6 | 0.0 | 256.6 |
| | | | | | |
| **FY2013 Governor** | **8,012.0** | **2,236.3** | **7,658.8** | **0.0** | **17,907.1** |