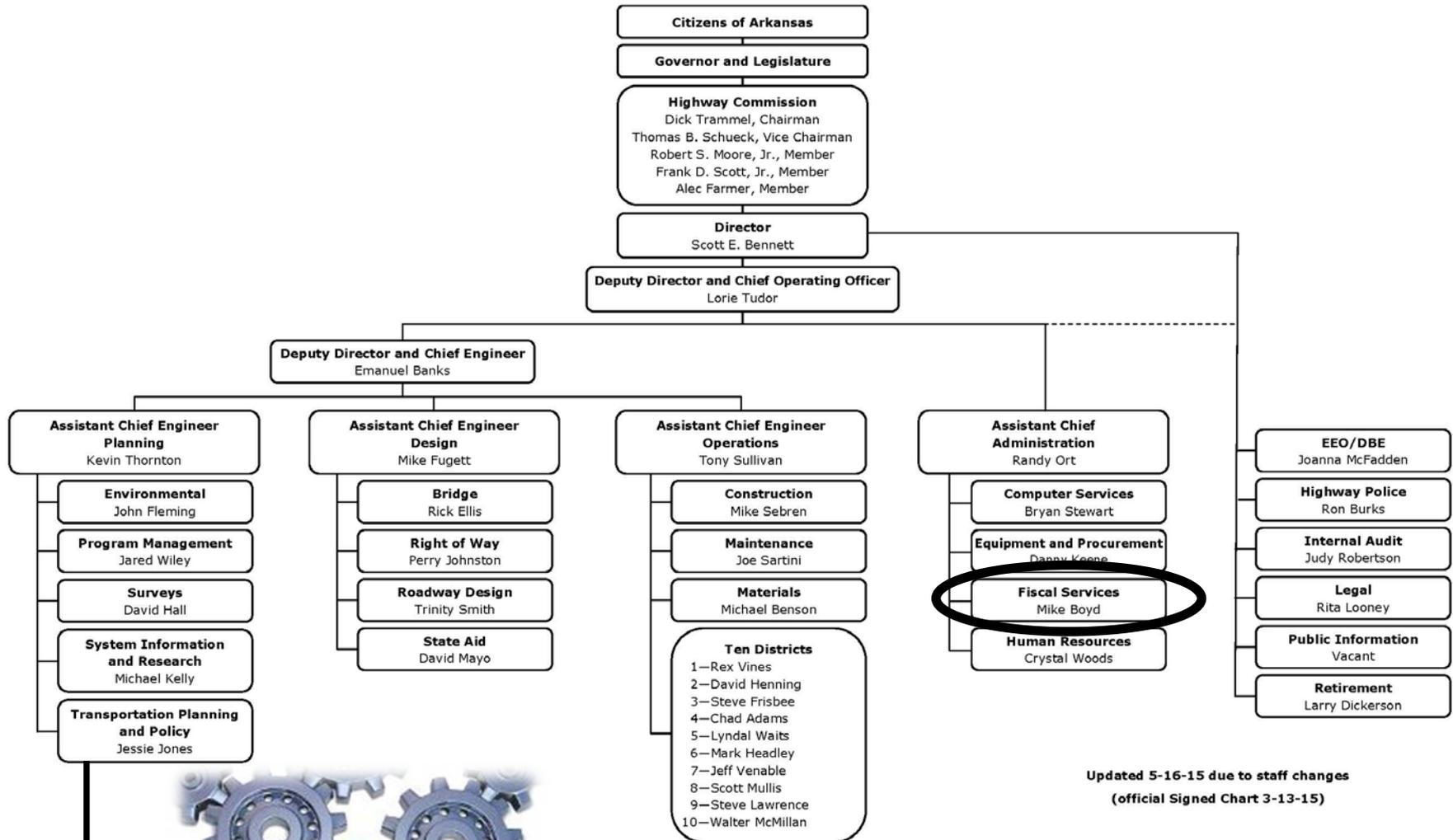


James Patrick

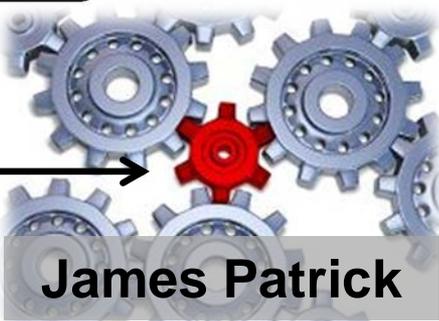
Arkansas Highway and Transportation Department
Legislative Analyst I



ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT ORGANIZATION CHART



Updated 5-16-15 due to staff changes
(official Signed Chart 3-13-15)



James Patrick



My Primary Job Duties

- Annual Reporting
- Legislative Session
- Billboard Hearing Officer

Where I started...





Reporting Cycle

- The Arkansas State Highway and Transportation Department is on a July 1, through June 30, Fiscal Year Reporting Cycle.
- Letters requesting information are sent July 28.



Getting the information

Responses from other agencies:

“We don’t have time to do that.”

-Anonymous small town mayor after a 15 minute conversation.

“Who are you again?”

-Agency employee, I’ve spoken to before about the same issue.



500 forms and their information sources

534- *State Highway Capital Outlay and Maintenance Expenditures*

539- *Toll Facilities*

541- *State Transportation Obligations Issued (Bonds)*

542- *Status of State Transportation Debt*



500 forms and their information sources

543- *State Transportation Sinking Fund and Debt Service Transactions*

571- *Receipts from Taxation of Motor Vehicles Operated for Hire and Other Motor Carriers*

536- *Local Highway Finance Report*



500 forms and their information sources

556- *State Motor-Fuel Tax Receipts and Initial Distribution by Collecting Agencies*

561- *Vehicle Registration Fees and Receipts*

562- *State Driver's Licenses and Fees*



500 forms and their information sources

566- *State Motor Vehicle Registration Fees and Other Receipts: Initial Distribution by Collecting Agencies*

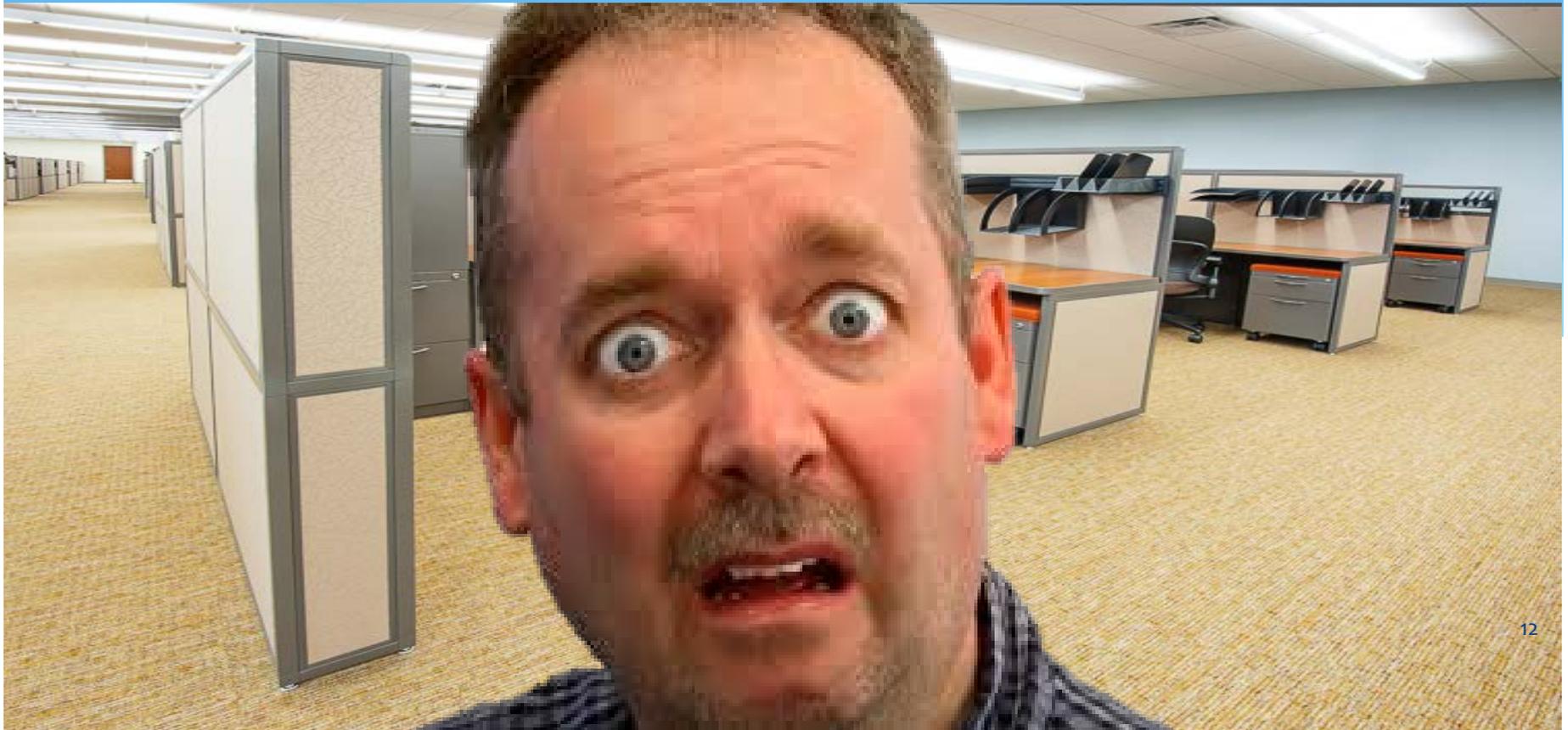
531- *State Highway Income*

532- *State Highway Expenditures*



**WE GOT ALL THE
INFORMATION!**

Hold on...
the boss wants WHAT???





*I'm a
one
man
band...*



Obstacles

- Timely submittal of information by other agencies.
- Remembering where the submitted information goes in the reports.
- Effectively submitting reports into the FHWA/UPACS portal.



Key Lessons

- Try to form a working relationship with employees from other agencies.
- **MAKE NOTES INSIDE THE FORM CELLS!** →
- Make sure that 531 and 532 match **PERFECTLY** before submitting.

	A	B	C	D	E	F	G	H	I	J	K	
1	442	138	147	469	469	205	361	452	305	236	487	
2	232	149						375	184			
3	207	425						154	350			
4	235	417						490	169			
5	101	241						424	199	476	265	
6	367	137	335	384	425	480	368	140	290	266	369	
7		186	445	190	344	120	396	401	463	466	153	
8	473	101	178	433	497	296						
9	344	329	222	153	348	458						
10	427											
11	226											
12	450						148	124	264	260	312	
13	222						333	192	214	380	113	
14	457	476	267	233	211	157	266	193	434	218		
15	394	430	257	353	335	487	429	204	119	398	1	
16	424	478	157	317	156	471	288	342	143	370	1	
17	203	294	437	332	496	422				119	3	
18	137	158	345	145	120	39				6	346	445
19	398	325	388	466	401	13				2	117	422
20	480	274	327	486	350	39				2	456	160



Questions?