

State of Alaska
FY2013 Governor's Operating Budget

Department of Environmental Conservation
Administration
Results Delivery Unit Budget Summary

Administration Results Delivery Unit

Contribution to Department's Mission

Provide administrative and information technology services, criminal and civil investigative support, policy direction to the divisions, and coordination of external support services to Departmental programs.

Core Services

- Develop partnerships and work cooperatively with the regulated community and other government and non-governmental stakeholders to protect human health and the environment.
- Lead Department employees to accomplish Department priorities and performance measures.
- Represent the Department's authorities and responsibilities on the Governor's cabinet.
- Work with the legislature on the Department's budget and legislative priorities.
- Represent the Department's authorities and responsibilities on the Exxon Valdez Trustees Council.
- Adjudicate administrative appeals of Department decisions.
- Approve Department regulations for public notice and adopt final regulation changes for filing with the Lieutenant Governor.
- Serve on the Oceans Sub-Cabinet, Fisheries Sub-Cabinet, Resources Sub-Cabinet, and the Rural Action Sub-Cabinet.
- Advise the Office of the Governor on the preparation and implementation of an Alaska climate change strategy and serve as chair of the Climate Change Sub-Cabinet.
- Centralized administration support services to the full range of programs and projects conducted by the Department, including accounting, fiscal management, procurement, property control, contract and federal grants administration, information technology services, capital construction, facility maintenance and repair, and office space planning.
- Provide civil and criminal investigative support for complex environmental violations.
- Manage the human resource support costs, lease costs for all locations statewide and the Microsoft Enterprise Agreement costs.

Major Activities to Advance Strategies

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| <ul style="list-style-type: none"> • Lead the Department to accomplish goals and communicate performance. • Lead the development of protective standards. • Work within the government and with stakeholders, the public and the legislature to communicate Department initiatives and needs. • Develop and maintain support services for the Department's customers and clients, other agencies, the legislature and employees. | <ul style="list-style-type: none"> • Identify Departmental training needs and develop training plans. • Develop enforcement procedures for Departmental permitting programs. • Develop and maintain policies and procedures governing financial, budget, procurement, facility maintenance and information systems management. • Coordinate statewide support services external to the Department. |
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Key RDU Challenges

The twelve person Information Services (IS) Section provides network and application support for the entire Department. Supporting the increasing use of automated processes and the need for robust information technology security presents a significant challenge to such a small section. In addition to internal support, IS must also complete projects that originate outside of the Department such as meeting the requirements of payment card industry security standards.

The Environmental Crimes Unit and Information Services continue to collaborate on the new Complaint and Enforcement Tracking database (CATS). Creating, bringing on-line, and training users, as well as having sufficient staffing to perform the required data grooming and ensure adequate security and data integrity, remains a challenge.

The coordination of additional reporting requirements as a result of the American Recovery and Reinvestment Act

(ARRA) funding has required significant additional effort by staff. In addition Federal reporting requirements are expected to increase significantly as existing federal programs adopt more comprehensive and detailed requirements similar to those required by the ARRA.

Maintaining the necessary reporting, administrative and information services structure is becoming more difficult as the financial systems become more complex as do the requirements of programs within the Department. The major challenge is maintaining acceptable levels of service and responsiveness to divisions and external agencies.

Significant Changes in Results to be Delivered in FY2013

No significant changes are expected in FY2013.

Major RDU Accomplishments in 2011

Director's Office

- Reviewed and approved for submission approximately 215 positions descriptions through the Online Position Description (OPD) system.
- Reviewed and approved approximately 338 Personnel Action Request Forms (PARF).
- Coordinated the hiring process for approximately 91 new or transfer employees for the Department.
- Monitored numerous pending personnel actions throughout the Department to ensure a consistent approach to employee management.

Budget Services:

- Developed and guided through the Legislative process an operating budget of approximately \$79.5 million and a capital budget of over \$79.8 million spanning five divisions, 18 budgetary components, and 22 different funding sources.
- Created a long range fiscal plan for the Department, projecting the budget through FY2021.
- Reviewed and/or produced over 50 fiscal note documents during the 2011 session.
- Conducted a review of the Department's budget framework and implemented policies, procedures and guides to streamline budget creation.

Procurement & Building Services

- Awarded approximately 171 professional / technical services contracts totaling more than \$15 million.
- Awarded thirteen procurement contracts for professional and technical services for the Village Safe Water Program totaling \$1.2 million.
- Responded to and resolved more than 190 building related items.

Financial Services

General

- Processed approximately 36,900 transactions for FY2011. This includes all types of financial transactions (vendors, warrants, encumbrances, inter-agency billings, journal entries, etc.).
- Issued new grants and grant amendments to communities and non-profit entities, and made grant payments totaling \$ 107.4 million during the year.
- Served as the Department liaison with and provided financial guidance and information to various governmental and private sector audit groups. There was one financial audit finding for the Department, resulting from a timesheet-related Alaska Administrative Manual policy, which has since been changed.

Federal Awards

- Prepared, submitted, and received federal cognizant agency approval of the FY2012 Indirect Rate proposal, comprising unique rates for each of the Department's divisions.
- Prepared the Department's annual federal schedule and federal sub recipient report.
- Provided internal audit, compliance enforcement, and financial reporting on \$ 132.2 million in federal and state match expenses and loans across 127 separate federal awards.

Financial Statement Preparation

- Provided assistance and financial expertise to the audit firm preparation of financial statements and prepared related schedules for the Alaska Clean Water Revolving Loan Fund and the Alaska Drinking Water Revolving Loan Fund.

User Fees

- Generated 8,200 invoices and credit memos to customers of permit and other centrally-invoiced fee-based programs within the Department.
- Received and processed over 17,800 payments for centrally-invoiced fees and other types of fee-based program revenues.

Information Services

- Contributed to the overall productivity of the Department by completing approximately 6300 internal work order requests for network and applications support.
- Met the Department of Revenue's deadline for implementation of rigid payment card industry security standards. This required the Department's Online Payment Center to be completely rebuilt and was a significant effort on the part of the Information Services application developers.
- Implemented a paperless electronic timesheet application within the Division of Administrative Services and began to roll it out to the other divisions on a program-by-program basis. The Cost Recovery Time Tracking System will eventually interface with the Department's billing system and the SOA Alaska Statewide System for Employee Time application
- Installed a new storage area network (SAN) at the Anchorage office. It is anticipated that the new SAN will meet the office's electronic storage needs for the next five years.
- Produced six interactive geographic information system web maps and made them available to the public via the Department's website.

Environmental Crimes Unit

- The Environmental Crimes Unit continued to work with Information Services on converting the Complaint and Enforcement Tracking database (CATS) to a new web based database. The project is projected to be completed in FY2012.
- Conducted basic, advanced, and refresher enforcement training for 79 Department staff members.
- The Environmental Crimes Unit initiated 7 investigations involving significant environmental violations in FY2011 and continued work on numerous investigations started in previous fiscal years.
- In March 2010, the Environmental Crimes Unit received 21 complaints through the "Report an Environmental Crime" webpage, which were reviewed, assessed, and referred to the appropriate program for regulatory response.

Contact Information
<p>Contact: Laura Beason, Acting, Administrative Services Director Phone: (907) 465-5256 Fax: (907) 465-5070 E-mail: Laura.Beason@alaska.gov</p>

Administration
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												
Office of the Commissioner	433.4	14.5	503.2	951.1	451.0	96.9	515.0	1,062.9	463.3	96.9	530.9	1,091.1
Administrative Services	2,583.7	848.9	1,325.1	4,757.7	2,695.9	735.1	1,651.0	5,082.0	2,791.4	1,039.4	1,700.9	5,531.7
State Support Services	1,851.6	18.4	168.0	2,038.0	2,086.4	84.7	446.7	2,617.8	2,086.4	84.7	446.7	2,617.8
Totals	4,868.7	881.8	1,996.3	7,746.8	5,233.3	916.7	2,612.7	8,762.7	5,341.1	1,221.0	2,678.5	9,240.6

Administration
Summary of RDU Budget Changes by Component
From FY2012 Management Plan to FY2013 Governor

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2012 Management Plan	2,878.6	2,354.7	916.7	2,612.7	8,762.7
Adjustments which will continue current level of service:					
-Office of the Commissioner	12.3	0.0	0.0	15.9	28.2
-Administrative Services	27.3	68.2	24.3	49.9	169.7
Proposed budget increases:					
-Administrative Services	0.0	0.0	280.0	0.0	280.0
FY2013 Governor	2,918.2	2,422.9	1,221.0	2,678.5	9,240.6