

State of Alaska FY2014 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 RDU Accomplishments in 2012

Budget Services:

- Developed and guided through the Legislative process an operating budget of approximately \$83.6 million and a capital budget of \$95.7 million spanning five divisions, 18 budgetary components, and 12 different funding sources.
- Created a long range fiscal plan for the Department, projecting the budget through FY2022.
- Reviewed and/or produced over 35 fiscal note documents during the 2012 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 152 professional and technical services contracts totaling more than \$14 million.
- Awarded 14 procurement contracts for professional and technical services for the Village Safe Water Program, totaling \$1.2 million.
- Responded to and resolved more than 228 building related items in Juneau, Anchorage, and Fairbanks.

Financial Services

General

- Processed approximately 33,750 transactions for FY2012. 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 \$ 79.9 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 were no financial audit findings for FY2012.

Federal Awards

- Prepared, submitted, and received federal cognizant agency approval of the FY2013 Indirect Rate proposal, which sets 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 \$ 98.1 million in federal and state match expenses and loans across 128 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 8,000 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 7,760 internal work order requests for network and applications support.
- Developed a FY2013 formal workplan and began work on the "Network Roadmap," a plan to transition the Department's applications and operating systems to vendor-supported versions.
- Implemented a paperless electronic timesheet application, the Cost Recovery Invoicing and Time Tracking System (CRITTS), Department-wide. CRITTS will interface with AKPAY and eventually IRIS.
- Created a Geographic Information System (GIS) web page and web gallery, which provides customers access to DEC information in a map-based format. Developed a geo-synchronization application that automatically keeps the Department's GIS maps up to date.

Environmental Crimes Unit

- Opened ten and resolved five investigations involving significant environmental violations; continued work on numerous investigations initiated in previous fiscal years.
- Reduced processing time for new credentials from an average of 90 days to an average of five business days, and re-issued 167 credentials in less than 45 days.
- Developed and launched Complaint and Enforcement Tracking Systems (CATS) Version 2. The improved web-based design allows users to enter data quickly and efficiently, and it integrates with existing systems to minimize redundancy.
- Conducted advanced and refresher enforcement training for 86 Department staff members in three geographical areas of the state and hosted the Western States Project Basic Environmental Investigations training.
- Developed curriculum for a new three-day Basic Inspector course. This course will be implemented in FY2013 and will reduce future costs for sending employees out of state to meet minimum training requirements.
- Created an enhanced Environmental Crimes Unit Intranet page to ensure Department inspection and enforcement personnel have access to up-to-date inspection and enforcement policies, procedures, forms, templates, job aids, and links to other useful resources.

Key RDU Challenges

The 13-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 testing and implementation of the new SOA security applications and the Integrated Resource Information System (IRIS) project.

The Environmental Crimes Unit and Information Services continue to collaborate on the new Complaint and Enforcement Tracking database (CATS). CATS has been deployed, staff have been trained, and IS will complete the security portion of the project in FY2013.

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. Recruiting new technical- and professional-level staff also continues to challenge the Department. Modest rates of pay and the high cost of living are the primary challenges in attracting candidates with the required skills and experience.

Significant Changes in Results to be Delivered in FY2014

No significant changes are expected in FY2014.

Contact Information
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Administration
RDU Financial Summary by Component

All dollars shown in thousands

	FY2012 Actuals				FY2013 Management Plan				FY2014 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	450.4	93.1	519.5	1,063.0	463.3	96.9	530.9	1,091.1	464.7	96.9	532.3	1,093.9
Administrative Services	2,692.7	953.9	1,640.5	5,287.1	2,987.4	1,040.2	1,715.1	5,742.7	2,987.8	1,040.2	2,115.3	6,143.3
State Support Services	2,086.4	84.7	446.7	2,617.8	1,890.4	83.9	432.5	2,406.8	2,035.6	83.9	432.5	2,552.0
Totals	5,229.5	1,131.7	2,606.7	8,967.9	5,341.1	1,221.0	2,678.5	9,240.6	5,488.1	1,221.0	3,080.1	9,789.2

Administration
Summary of RDU Budget Changes by Component
From FY2013 Management Plan to FY2014 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>
FY2013 Management Plan	2,918.2	2,422.9	1,221.0	2,678.5	9,240.6
Adjustments which will continue current level of service:					
-Office of the Commissioner	1.4	0.0	0.0	1.4	2.8
-Administrative Services	0.1	0.3	0.0	0.2	0.6
Proposed budget increases:					
-Administrative Services	0.0	0.0	0.0	400.0	400.0
-State Support Services	145.2	0.0	0.0	0.0	145.2
FY2014 Governor	3,064.9	2,423.2	1,221.0	3,080.1	9,789.2