

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

## **Department of Environmental Conservation Information and Administrative Services Component Budget Summary**

**Component: Information and Administrative Services**

**Contribution to Department's Mission**

Provide support services to departmental programs.

**Core Services**

- Provide administrative support services to customers and clients of the department.
- Develop and implement sound administrative policies and practices for the department.
- Provide timely and accurate information.
- Minimize risk from operations.
- Enforce protective standards for environmental and sanitary practices.

End Results	Strategies to Achieve Results
<p><b>A: Administrative activities are in compliance with governing statutes and regulations.</b></p> <p><u>Target #1:</u> 100% of audit exceptions investigated and successfully resolved.  <u>Measure #1:</u> % of audit exceptions investigated and successfully resolved.</p>	<p><b>A1: Improve availability, quality, and quantity of data for external and internal users.</b></p> <p><u>Target #1:</u> Network is available to employees 7 days a week.  <u>Measure #1:</u> % of time network is available.</p> <p><b>A2: Ensure compliance with all federal and state requirements.</b></p> <p><u>Target #1:</u> No audit exceptions.  <u>Measure #1:</u> Number of audit exceptions.</p> <p><u>Target #2:</u> No procurement violations for procurements over \$1,000.  <u>Measure #2:</u> % of violations as compared with total number of procurements made over \$1,000.</p> <p><b>A3: Investigate criminal violations.</b></p> <p><u>Target #1:</u> Criminal violations are investigated and successfully resolved.  <u>Measure #1:</u> % of criminal violations investigated and successfully resolved.</p>

**Major Activities to Advance Strategies**

- Develop and maintain support services for the department's customers and clients; other agencies, the legislature and department employees.
- 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 and information systems management.

**FY2008 Resources Allocated to Achieve Results**

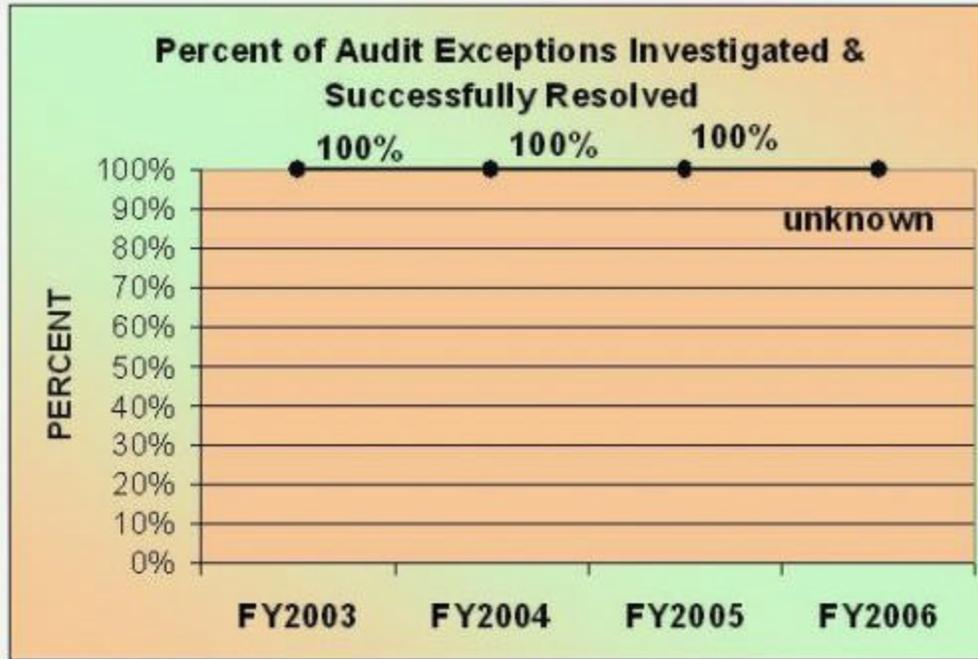
<b>FY2008 Component Budget: \$4,639,800</b>	<b>Personnel:</b>	
	Full time	47
	Part time	0
	<b>Total</b>	<b>47</b>

**Performance Measure Detail**

**A: Result - Administrative activities are in compliance with governing statutes and regulations.**

**Target #1:** 100% of audit exceptions investigated and successfully resolved.

**Measure #1:** % of audit exceptions investigated and successfully resolved.



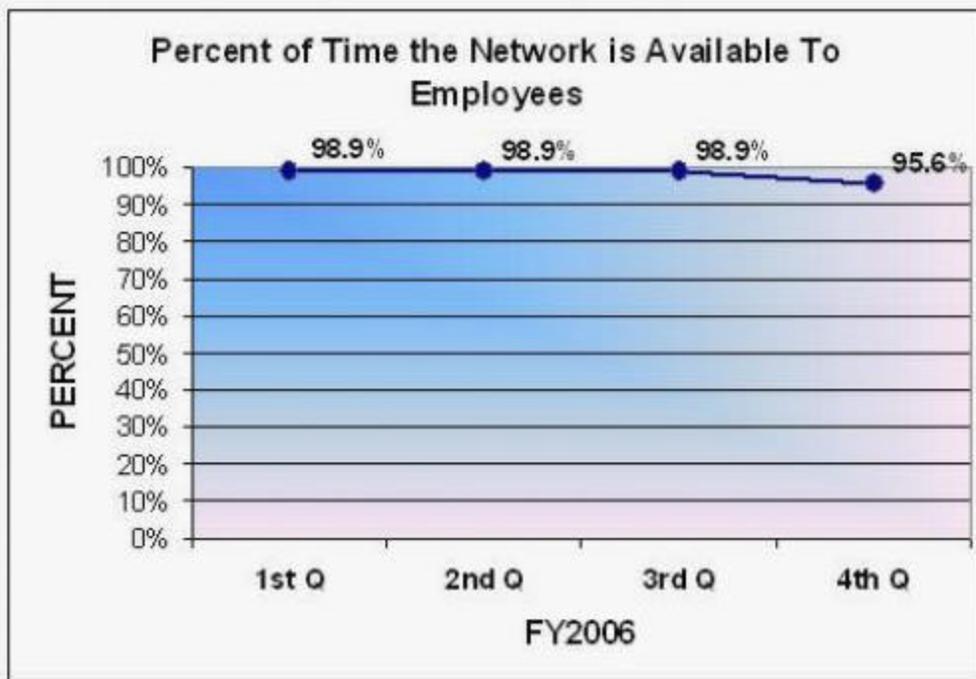
**Analysis of results and challenges:** Data for this measure is available on an annual basis only. The statewide single audit is performed annually and results are published upon completion. Quarterly data is therefore not available.

The statewide single audit for FY2005 is anticipated to be released in November, 2006. There are no new exceptions for FY2005. Additionally, none of the prior years' audit exceptions were restated in the FY2005 results, and all prior years' audit exceptions are now considered resolved. The statewide single audit results for FY2006 will not be available until September of 2007.

**A1: Strategy - Improve availability, quality, and quantity of data for external and internal users.**

**Target #1:** Network is available to employees 7 days a week.

**Measure #1:** % of time network is available.

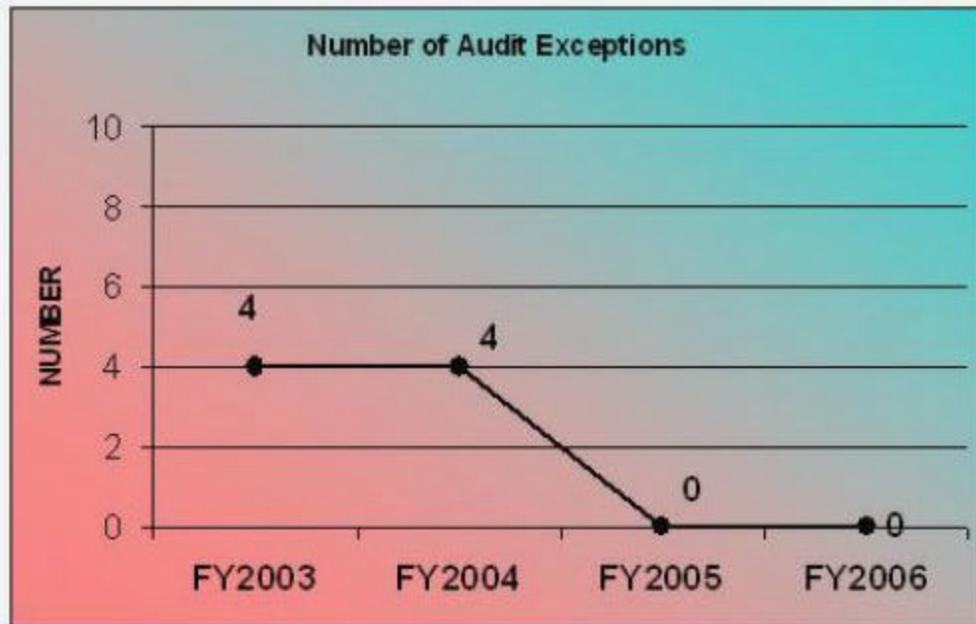


**Analysis of results and challenges:** During FY2006 the Network Services Section was able to successfully provide network services 7 days a week. The results were based on the uptime of 17 critical department servers providing file and print, mail, and web services. A full day of network downtime was counted any time at least 1 server was down for more than 8 hours. Routine maintenance downtime was limited to short periods during the off hours.

**A2: Strategy - Ensure compliance with all federal and state requirements.**

**Target #1:** No audit exceptions.

**Measure #1:** Number of audit exceptions.

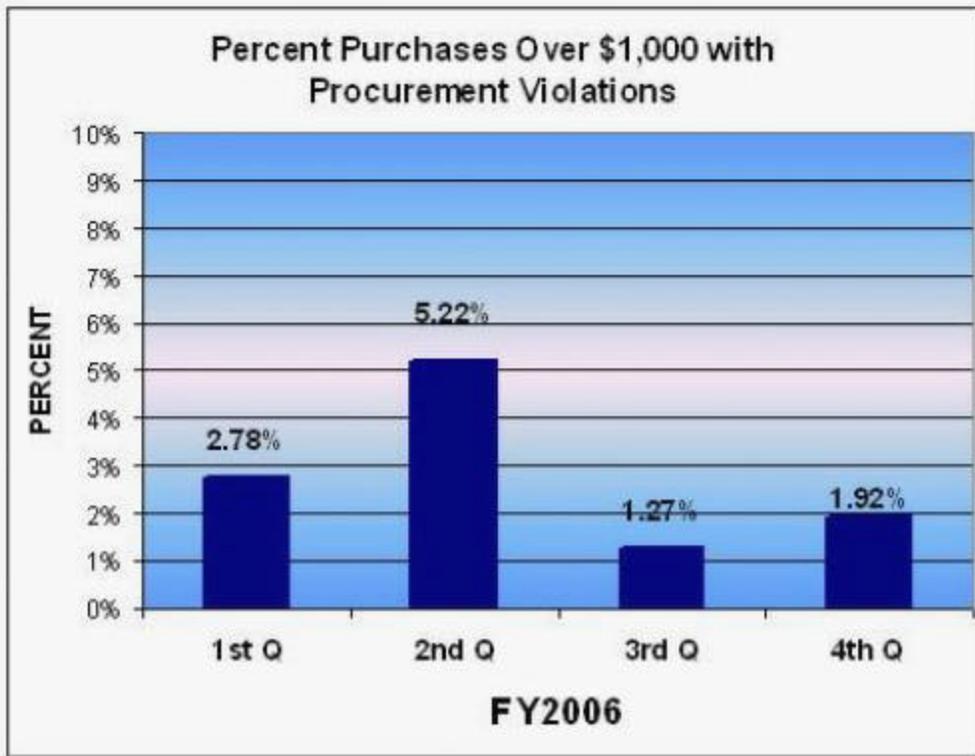


**Analysis of results and challenges:** Data for this measure is available on an annual basis only. The statewide single audit is performed annually and results are published upon completion. Quarterly data is therefore not available.

The statewide single audit results for FY2006 will not be available until September of 2007.

**Target #2:** No procurement violations for procurements over \$1,000.

**Measure #2:** % of violations as compared with total number of procurements made over \$1,000.

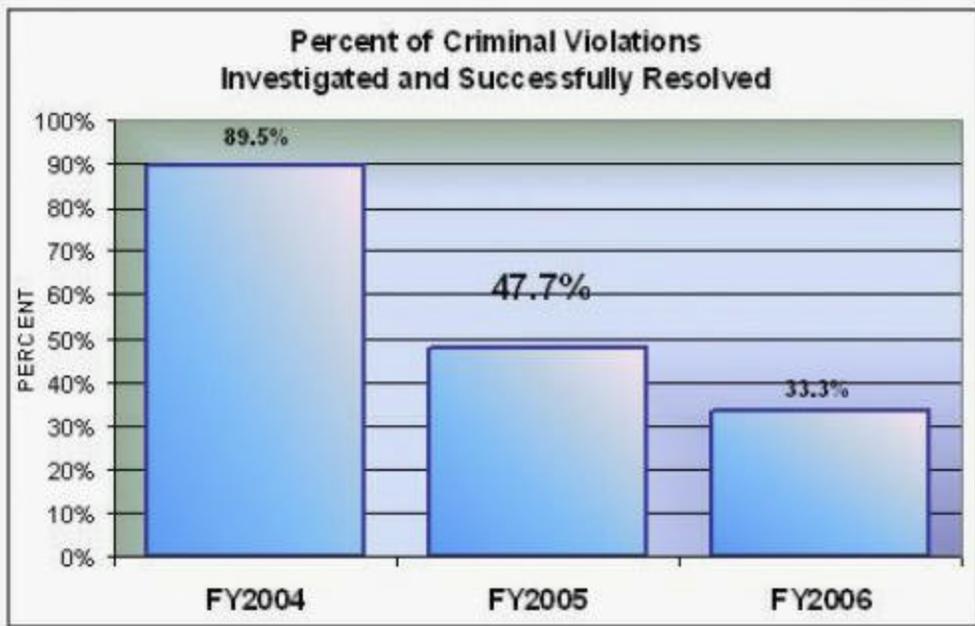


**Analysis of results and challenges:** The goal is to have all procurements over \$1,000 reviewed and processed by procurement staff. In FY2006 659 out of 676 procurements over \$1,000 were made without any violations.

**A3: Strategy - Investigate criminal violations.**

**Target #1:** Criminal violations are investigated and successfully resolved.

**Measure #1:** % of criminal violations investigated and successfully resolved.



**Analysis of results and challenges:** Normally environmental violations are enforced by ADEC's regulatory staff through administrative or civil remedies. However, when harmful conduct becomes intentional, knowing, or reckless, criminal enforcement must be considered.

The Environmental Crimes Unit is responsible for investigating the most complex and egregious violations of environmental law. Violators must be identified and sufficient evidence collected in order to successfully resolve an investigation. The effectiveness of this unit can be measured by its ability to successfully resolve a high percentage reported criminal violations.

There were 21 criminal investigations initiated by the Environmental Crimes unit in fiscal year 2006. Of those 21 investigations, 7 have been resolved and the remaining 14 were still under investigation at the end of this reporting period. Due to the complexities of many of these investigations, they are not resolved in the same fiscal year as reported, but will be resolved in the following fiscal year. The percentage of FY2005 investigations resolved increased to 47.7% and the percentage of FY2004 investigations resolved increased to 89.5%.

### **Key Component Challenges**

- Redesign and implement the department's Environmental Crimes Complaint Tracking System database to make it web based and accessible to all department offices.
- Complete the design and implementation of the new departmental timekeeping and billing system.
- Design and implementation of a performance measure data and reporting system.
- Design and develop an Integrated Contact Management System for the Department that will provide a way to reconcile client contacts in the different departmental information management systems, and link them to a central database of client contacts.
- Participation on the Enterprise Active Directory and Messaging Project to ensure user mail and calendar experiences within the department will be maintained at the current levels or better.
- Implementation of the Enterprise Voice over IP Project (VoIP) will require major upgrades to the current departmental technology levels.
- Transition to the Enterprise DMZ for Internet Services as required by ETS will be a significant project for the Information Services staff.

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

None.

### **Major Component Accomplishments in 2006**

- Successfully developed an integrated database (FLIP) to allow all divisions to better share and utilize environmental data compiled within the department and to reduce data redundancy.
- Successfully deployed a Storage Area Network (SAN) solution for our three main offices in Anchorage, Fairbanks, and Juneau, providing a long term solution for electronic storage needs for the department.
- Successfully deployed a department data exchange node so that staff can more easily share environmental data and information with Environmental Protection Agency (EPA) and other state governments.
- The Environmental Crimes Unit completed 45 criminal investigations.
- The Environmental Crimes Unit presented a Basic Environmental Enforcement training course in FY06. This Basic Environmental Enforcement course is designed to train departmental regulatory staff and Department of Law attorneys in techniques for investigating and prosecuting complex environmental cases.
- The Environmental Crimes Unit updated and published the Sixth Edition of the Department's Enforcement Manual.
- Successfully upgraded the department's largest office, Anchorage, to fiber optic network cable providing much greater bandwidth which allows transmission of more data with less interference.
- Successfully installed Cisco Security Agent (CSA) on department desktops, laptops and servers in accordance with Enterprise Security policies to prevent security risks from malicious programs, hack attempts and viruses.
- Successfully implemented an in house accounting system for the Village Safe Water Facilities Construction Program.

### Statutory and Regulatory Authority

AS 46.03.010; AS 46.08.040; AS 46.08.050

Contact Information
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**Information and 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	3,131.0	3,222.0	3,741.5
72000 Travel	80.0	31.2	31.2
73000 Services	2,873.3	787.5	787.5
74000 Commodities	236.3	69.6	69.6
75000 Capital Outlay	85.6	10.0	10.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>6,406.2</b>	<b>4,120.3</b>	<b>4,639.8</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	1,043.8	1,093.7	1,216.2
1003 General Fund Match	135.2	141.4	156.7
1004 General Fund Receipts	405.3	433.2	482.9
1007 Inter-Agency Receipts	2,832.1	160.4	256.0
1052 Oil/Hazardous Response Fund	1,536.6	1,609.8	1,789.7
1061 Capital Improvement Project Receipts	309.9	532.2	573.4
1093 Clean Air Protection Fund	68.7	71.8	79.5
1156 Receipt Supported Services	29.5	31.1	34.9
1166 Commercial Passenger Vessel Environmental Compliance Fund	45.1	46.7	50.5
<b>Funding Totals</b>	<b>6,406.2</b>	<b>4,120.3</b>	<b>4,639.8</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2006 Actuals	FY2007 Managem ent Plan	FY2008 Governor
<b>Unrestricted Revenues</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>Restricted Revenues</b>				
Federal Receipts	51010	1,043.8	1,093.7	1,216.2
Interagency Receipts	51015	2,832.1	160.4	256.0
Receipt Supported Services	51073	29.5	31.1	34.9
Capital Improvement Project Receipts	51200	309.9	532.2	573.4
<b>Restricted Total</b>		<b>4,215.3</b>	<b>1,817.4</b>	<b>2,080.5</b>
<b>Total Estimated Revenues</b>		<b>4,215.3</b>	<b>1,817.4</b>	<b>2,080.5</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>574.6</b>	<b>1,093.7</b>	<b>2,452.0</b>	<b>4,120.3</b>
<b>Adjustments which will continue current level of service:</b>				
-Funding Improved customer service in the Anchorage Office	0.0	0.0	49.0	49.0
-FY 08 Health Insurance Increases for Exempt Employees	0.0	0.1	0.1	0.2
<b>Proposed budget increases:</b>				
-Support for Program Administration	0.0	0.0	27.1	27.1
-FY 08 Retirement Systems Rate Increases	65.0	122.4	255.8	443.2
<b>FY2008 Governor</b>	<b>639.6</b>	<b>1,216.2</b>	<b>2,784.0</b>	<b>4,639.8</b>

**Information and 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	47	47	Annual Salaries	2,246,783
Part-time	0	0	Premium Pay	70
Nonpermanent	0	0	Annual Benefits	1,733,563
			<i>Less 6.00% Vacancy Factor</i>	(238,916)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>47</b>	<b>47</b>	<b>Total Personal Services</b>	<b>3,741,500</b>

**Position Classification Summary**

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accountant III	1	0	2	0	3
Accountant V	0	0	1	0	1
Accounting Clerk II	0	0	2	0	2
Accounting Spvr I	0	0	1	0	1
Accounting Tech I	2	0	2	0	4
Accounting Tech II	1	0	1	0	2
Accounting Tech III	0	0	4	0	4
Administrative Assistant	0	1	0	0	1
Administrative Clerk III	1	0	0	0	1
Administrative Manager I	1	0	0	0	1
Administrative Manager III	1	0	0	0	1
Administrative Svcs Mgr II	0	0	1	0	1
Analyst/Programmer IV	0	0	1	0	1
Analyst/Programmer V	0	0	1	0	1
Data Processing Mgr I	0	0	2	0	2
Database Specialist II	0	0	1	0	1
Division Director	0	0	1	0	1
Investigator III	1	1	0	0	2
Investigator IV	0	1	0	0	1
Micro/Network Spec I	1	0	0	0	1
Micro/Network Spec II	1	1	1	0	3
Micro/Network Tech II	1	0	1	0	2
Pipeline Liason Officer	1	0	0	0	1
Procurement Spec II	2	0	1	0	3
Procurement Spec III	1	0	0	0	1
Program Budget Analyst I	0	0	1	0	1
Program Budget Manager	0	0	1	0	1
Supply Technician I	1	0	1	0	2
<b>Totals</b>	<b>16</b>	<b>4</b>	<b>27</b>	<b>0</b>	<b>47</b>