

State of Alaska FY2006 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>A: Administrative activities are in compliance with governing statutes and regulations.</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>A1: Improve availability, quality, and quantity of data for external and internal users.</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>A2: Ensure compliance with all federal and state requirements.</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>A3: Investigate criminal violations.</p> <p><u>Target #1:</u> Criminal violations are investigated. <u>Measure #1:</u> % of criminal investigations conducted and 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.

FY2006 Resources Allocated to Achieve Results

FY2006 Component Budget: \$3,622,600

Personnel:

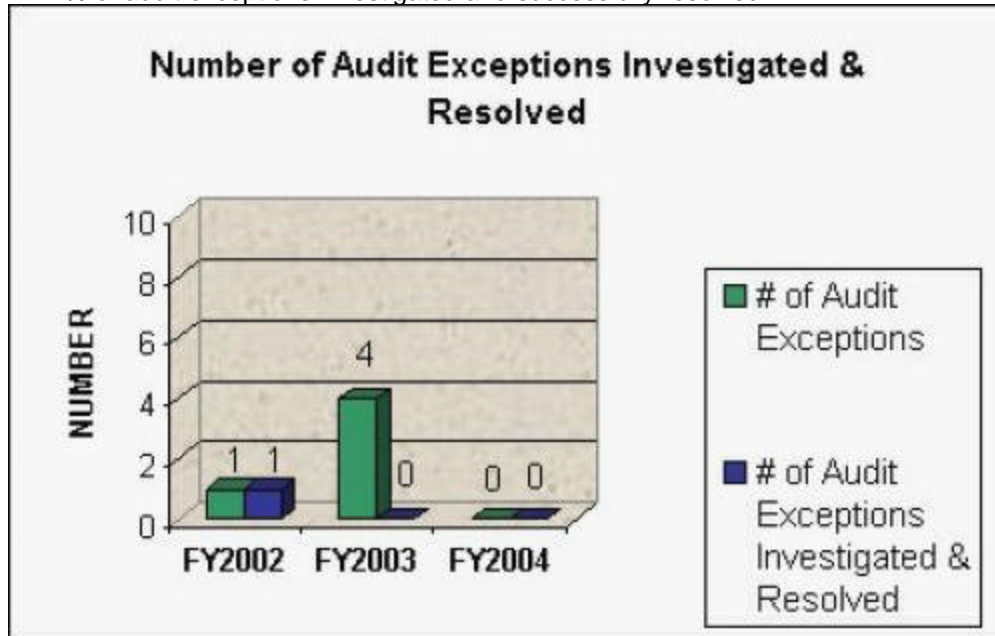
Full time	42
Part time	0
Total	42

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.



Percent of Audit Exceptions Investigated and Successfully Resolved.

Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
2002	0	0	0	0	100%
2003	0	0	0	0	
2003	0	0	0	0	

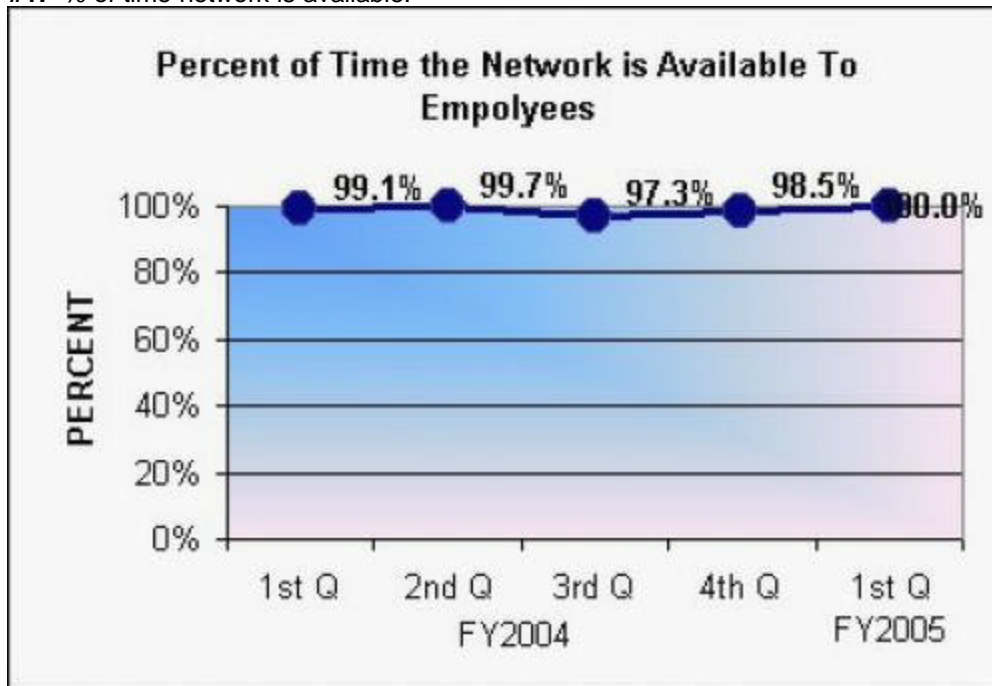
Analysis of results and challenges: Data for this measure is available on an annual basis only. The statewide single audit is performed annually and results are published upon completion. Quarterly data is therefore not available.

The statewide single audit for FY2003 was just released on September 28, 2004. The investigation of these new exceptions has just begun. The statewide single audit results for FY2004 will not be available until September of 2005.

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.



Percent of Time Network is Available.

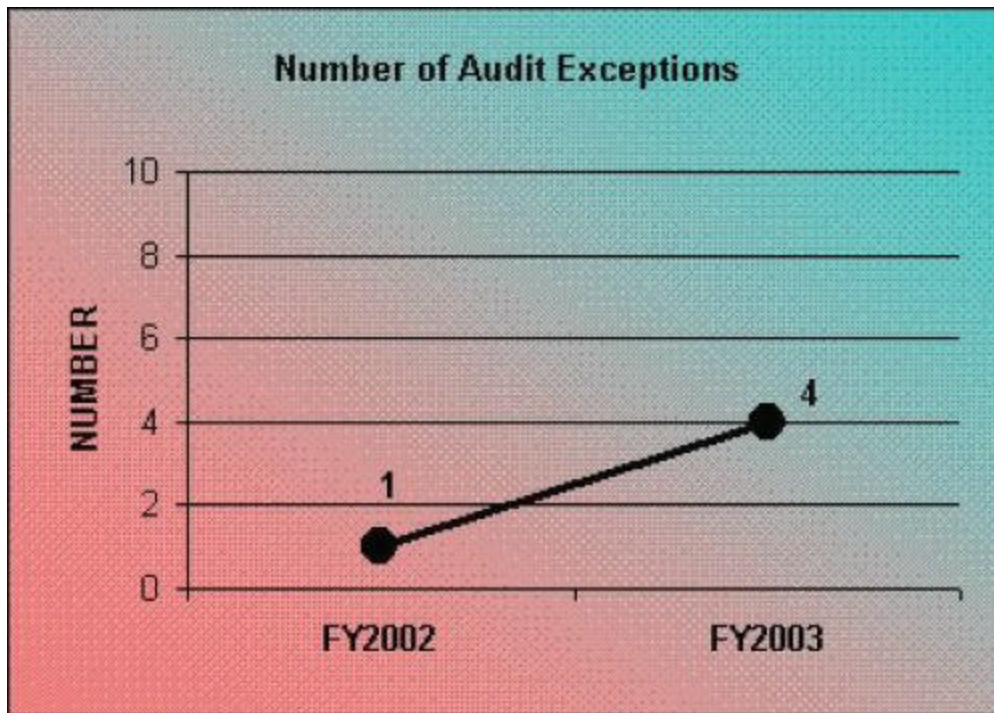
Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
2004	99.1%	99.7%	97.3%	98.5%	
2005	100.0%	0	0	0	0

Analysis of results and challenges: During the first quarter of FY2005 the Network Services Section was able to successfully provide network services 7 days a week. 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.



Number of Audit Exceptions.

Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
2002	0	0	0	0	1
2003	0	0	0	0	4
2004	0	0	0	0	0

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 FY2004 will not be available until September of 2005.

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.



Percent of Violations as Compared with Total Number of Procurements Made Over \$1,000.

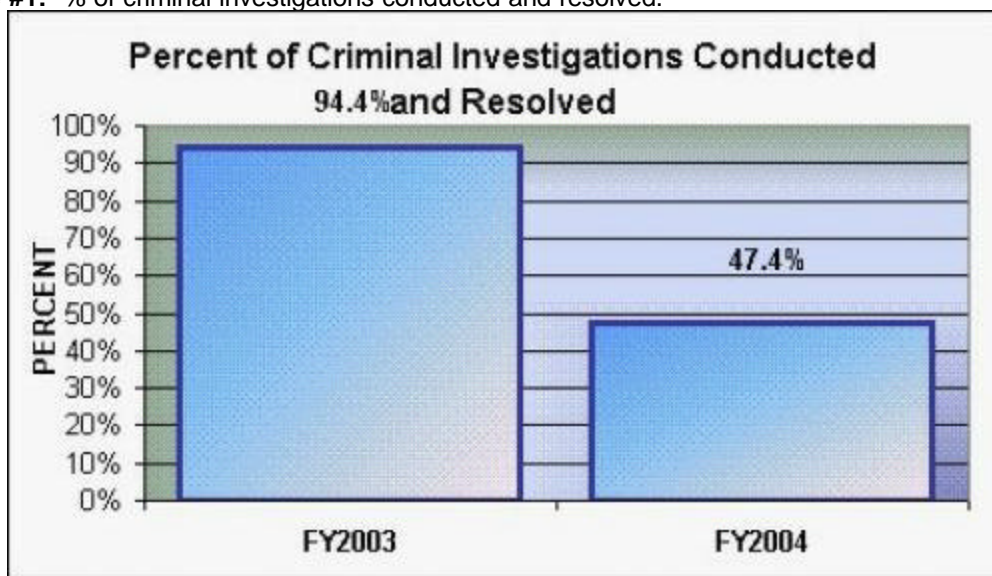
Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
2004	1.47%	1.56%	2.44%	.62%	
2005	0.00%	0	0	0	

Analysis of results and challenges: The goal is to have all procurements over \$1,000 reviewed and processed by procurement staff. In the first quarter of FY2005 85 procurements over \$1,000 were made without any violations.

A3: Strategy - Investigate criminal violations.

Target #1: Criminal violations are investigated.

Measure #1: % of criminal investigations conducted and resolved.



Percent of Criminal Investigations Conducted and Resolved.

Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
2003	0	0	0	0	94.4%
2004	0	0	0	0	47.4%

Analysis of results and challenges: This is a new measure, data is being reported annually. For the most part, 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 57 criminal investigations initiated by the Environmental Crimes unit in fiscal year 2004. Of those 57 investigations 27 have been resolved and the remaining 30 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.

Key Component Challenges

- The department has a large volume of data that is not easily accessible and we need to continue with our data integration efforts. This effort requires the conversion of numerous Access databases into the department standard SQL server with common indexes which are accessible across the divisions. Additionally, it will provide a common facility mechanism to be used as a shared key across divisional data stores. This will assist stakeholders within state government and without in accessing, filtering and using a broader set of related data for making good business decisions.
- The department will continue to identify areas that can be managed in a more efficient manner and implemented as identified.

Significant Changes in Results to be Delivered in FY2006

None.

Major Component Accomplishments in 2004

- Successfully led development and implementation of the department's performance measures.
- Successfully led development and completion of the departmental information technology plan.
- Completed development of the Environmental Crimes Unit Operations Manual.
- Completed analytical projects on overtime usage and state vehicle usage allowing the department to realize operational efficiencies and savings.

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

	FY2004 Actuals	FY2005 Management Plan	FY2006 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	3,148.5	2,595.0	2,729.9
72000 Travel	72.5	79.3	79.3
73000 Services	3,345.4	757.5	757.5
74000 Commodities	256.5	35.0	35.0
75000 Capital Outlay	182.9	20.9	20.9
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	7,005.8	3,487.7	3,622.6
Funding Sources:			
1002 Federal Receipts	1,046.4	986.5	1,014.7
1003 General Fund Match	142.9	128.2	131.4
1004 General Fund Receipts	640.8	396.5	410.3
1007 Inter-Agency Receipts	3,513.4	74.8	154.2
1052 Oil/Hazardous Response Fund	1,390.0	1,465.6	1,491.5
1061 Capital Improvement Project Receipts	32.3	213.1	280.0
1079 Underground Storage Tank Revolving Loan Fund	140.1	130.0	0.0
1093 Clean Air Protection Fund	99.9	93.0	66.1
1156 Receipt Supported Services	0.0	0.0	29.4
1166 Commercial Passenger Vessel Environmental Compliance Fund	0.0	0.0	45.0
Funding Totals	7,005.8	3,487.7	3,622.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2004 Actuals	FY2005 Managem ent Plan	FY2006 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	1,046.4	986.5	1,041.5
Interagency Receipts	51015	3,513.4	74.8	156.2
Receipt Supported Services	51073	0.0	0.0	29.4
Capital Improvement Project Receipts	51200	32.3	213.1	284.1
Restricted Total		4,592.1	1,274.4	1,511.2
Total Estimated Revenues		4,592.1	1,274.4	1,511.2

**Summary of Component Budget Changes
From FY2005 Management Plan to FY2006 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2005 Management Plan	524.7	986.5	1,976.5	3,487.7
Adjustments which will continue current level of service:				
-FY 05 Bargaining Unit Contract Terms: GGU	3.4	4.6	7.9	15.9
-Alignment of a position and resources with supervision and management in a different component	0.0	0.0	63.5	63.5
-Alignment of a position and resources with supervision and management in a different component	0.0	0.0	-80.5	-80.5
-FY06 Cost Increases for Bargaining Units and Non-Covered Employees	13.6	19.9	37.6	71.1
-Adjustments for Personal Services Working Reserve Rates and SBS	0.0	3.7	3.7	7.4
Proposed budget decreases:				
-Elimination of Financial Assistance Activities within the Storage Tank Program	0.0	0.0	-65.0	-65.0
Proposed budget increases:				
-Administrative support for the Commercial Passenger Vessels Environmental Compliance Fund	0.0	0.0	45.0	45.0
-Additional Support for Inspection and Maintenance Enforcement	0.0	0.0	77.5	77.5
FY2006 Governor	541.7	1,014.7	2,066.2	3,622.6

**Information and Administrative Services
Personal Services Information**

Authorized Positions		Personal Services Costs		
	<u>FY2005</u>	<u>FY2006</u>		
	<u>Management</u>	<u>Governor</u>		
	<u>Plan</u>			
Full-time	41	42	Annual Salaries	2,022,440
Part-time	0	0	COLA	20,518
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	980,270
			<i>Less 6.54% Vacancy Factor</i>	<i>(197,828)</i>
			Lump Sum Premium Pay	0
Totals	41	42	Total Personal Services	2,825,400

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accountant III	0	0	2	0	2
Accountant IV	0	0	1	0	1
Accounting Clerk II	0	0	3	0	3
Accounting Spvr I	0	0	1	0	1
Accounting Tech I	1	0	1	0	2
Accounting Tech II	0	0	2	0	2
Accounting Tech III	0	0	2	0	2
Administrative Assistant	0	1	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 III	0	0	1	0	1
Analyst/Programmer IV	0	0	2	0	2
Data Processing Mgr I	0	0	2	0	2
Database Specialist II	0	0	1	0	1
Division Director	0	0	1	0	1
Environ Conserv Mgr I	1	0	0	0	1
Investigator III	1	1	0	0	2
Investigator IV	0	1	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	1	0	1	0	2
Procurement Spec III	1	0	0	0	1
Program Budget Analyst II	0	0	1	0	1
Program Budget Manager	0	0	1	0	1
Supply Technician I	1	0	1	0	2
Totals	11	4	27	0	42