

# **State of Alaska FY2009 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 Result	Strategies to Achieve End Result
<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**

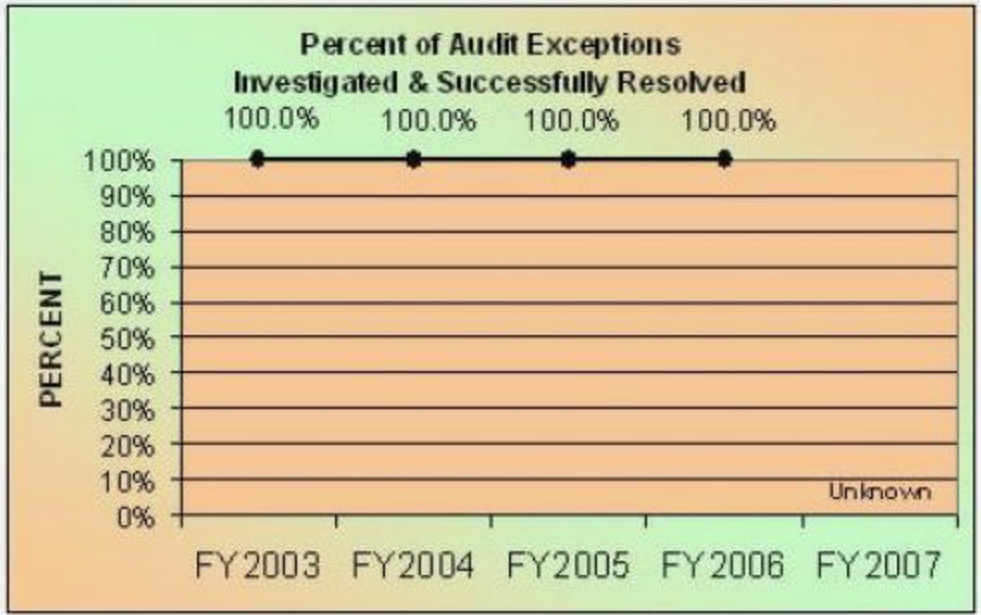
- Develop and maintain support services for the department's customers and clients; other agencies, the legislature and department employees.
- Identify departmental training needs and develop training plans.
- Develop enforcement procedures for departmental permitting programs.
- Develop and maintain policies and procedures governing financial, budget, procurement and information systems management.

FY2009 Resources Allocated to Achieve Results	
FY2009 Component Budget: \$4,549,100	<b>Personnel:</b>
	Full time 48
	Part time 0
	<b>Total</b> 48

**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.



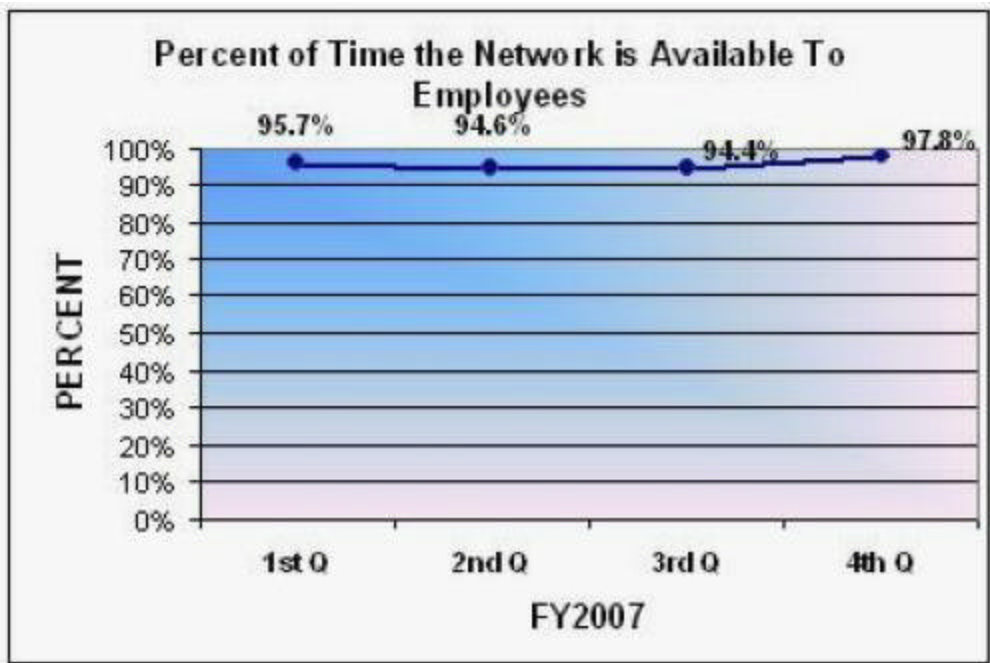
**Analysis of results and challenges:** The statewide single audit is performed annually and results are published upon completion.

There were no new exceptions in FY2005 or FY2006. Additionally, none of the prior years' audit exceptions were restated in the FY2006 results, and all prior years' audit exceptions are considered resolved. The statewide single audit results for FY2007 will not be available until September of 2008.

**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.

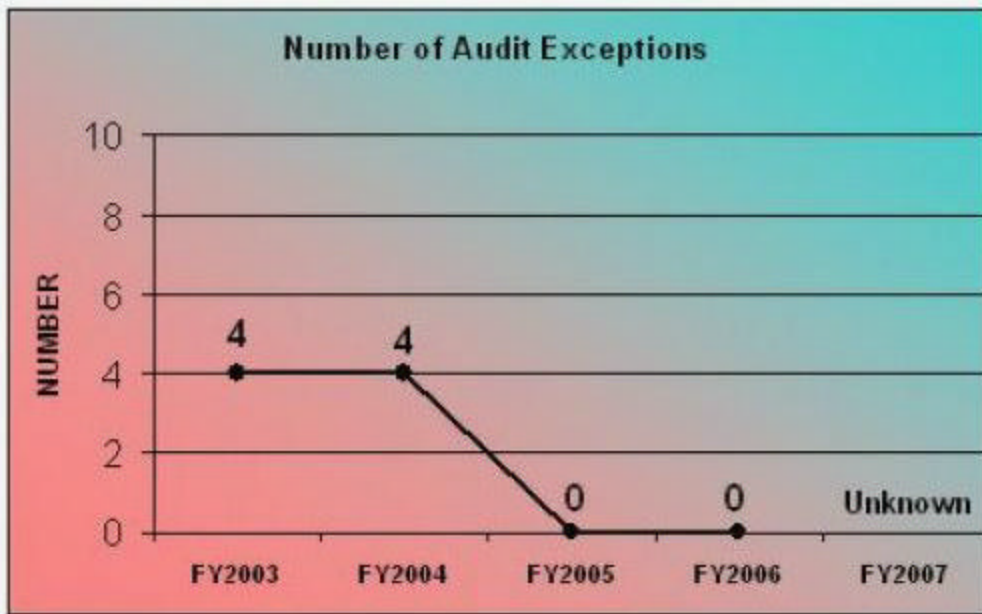


**Analysis of results and challenges:** During the last two quarters of FY2007 the Information Services Section was able to successfully provide network services 7 days a week. The results were based on the uptime of 17 critical department servers providing file and print, mail, and web services. A full 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:** The statewide single audit is performed annually and results are published upon completion.

There were no new exceptions in FY2005 or FY2006. Additionally, none of the prior years' audit exceptions were restated in the FY2006 results, and all prior years' audit exceptions are considered resolved. The statewide single audit results for FY2007 will not be available until September of 2008.

**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 FY2007 - 689 out of 700 procurements over \$1,000 were made without any violations. The department continues to educate and work with staff on procurement processes.

**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 7 criminal investigations initiated by the Environmental Crimes unit in FY2007. Of those 7 investigations 6 have been resolved. The remaining case was still under investigation at the end of this reporting period, thus the percentage of criminal investigations successfully investigated and resolved for FY2007 is at 85.7%.

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 and will be reflected in the year the violation was received after being resolved.

### **Key Component Challenges**

- Redesign and implement the department's Environmental Crimes Complaint Tracking System (CATS) database application to make it web based with improved functionality and accessibility to all department offices.
- Complete the full implementation of the new departmental timekeeping and billing system (CRITTS).
- 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 in the Enterprise Active Directory Project to ensure user file and print 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.
- Transitioning to the Enterprise Demilitarize Zone (DMZ) for Internet Services as required by ETS.

### **Significant Changes in Results to be Delivered in FY2009**

None.

### **Major Component Accomplishments in 2007**

- Successfully completed 4 server hardware upgrades in the southeast (2 new and 2 improved) and upgraded data backup solution for our production servers in Juneau Data Center.
- Successfully transitioned the department to the new Enterprise Exchange email, calendaring, blackberry and archiving systems and dismantled our departmental Exchange and Blackberry servers.
- Developed a new Cost Recovery, Invoicing, and Time Tracking System (CRITTS) to provide comprehensive time tracking and accounting services to the Department.
- Updated training plans for each staff person in the section to ensure skill sets are in line with department plans for new technology and to ensure staff are skilled in current technologies within the Department.
- Implemented an internal use Sharepoint solution for collaboration and document sharing. This is a preliminary step to a full implementation of Sharepoint for the Department.
- The Environmental Crimes Unit completed 45 criminal investigations.
- 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*

	FY2007 Actuals	FY2008 Management Plan	FY2009 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	3,461.9	3,550.9	3,689.0
72000 Travel	68.3	41.2	41.2
73000 Services	1,902.7	738.3	738.3
74000 Commodities	326.0	70.6	70.6
75000 Capital Outlay	138.0	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>5,896.9</b>	<b>4,411.0</b>	<b>4,549.1</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	1,093.7	1,216.2	1,249.7
1003 General Fund Match	141.4	141.2	145.4
1004 General Fund Receipts	427.8	533.0	546.5
1007 Inter-Agency Receipts	2,130.8	228.9	243.0
1052 Oil/Hazardous Response Fund	1,559.8	1,609.9	1,659.0
1061 Capital Improvement Project Receipts	393.8	532.2	551.8
1093 Clean Air Protection Fund	71.8	71.8	73.9
1156 Receipt Supported Services	31.1	31.1	32.1
1166 Commercial Passenger Vessel Environmental Compliance Fund	46.7	46.7	47.7
<b>Funding Totals</b>	<b>5,896.9</b>	<b>4,411.0</b>	<b>4,549.1</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2007 Actuals	FY2008 Management Plan	FY2009 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	1,093.7	1,216.2	1,249.7
Interagency Receipts	51015	2,130.8	228.9	243.0
Receipt Supported Services	51073	31.1	31.1	32.1
Capital Improvement Project Receipts	51200	393.8	532.2	551.8
<b>Restricted Total</b>		<b>3,649.4</b>	<b>2,008.4</b>	<b>2,076.6</b>
<b>Total Estimated Revenues</b>		<b>3,649.4</b>	<b>2,008.4</b>	<b>2,076.6</b>

**Summary of Component Budget Changes  
From FY2008 Management Plan to FY2009 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2008 Management Plan</b>	<b>674.2</b>	<b>1,216.2</b>	<b>2,520.6</b>	<b>4,411.0</b>
<b>Adjustments which will continue current level of service:</b>				
-FY 09 Health Insurance Increases for Exempt Employees	0.0	0.1	0.2	0.3
-FY 09 Bargaining Unit Contract Terms: General Government Unit	17.7	33.4	86.7	137.8
<b>FY2009 Governor</b>	<b>691.9</b>	<b>1,249.7</b>	<b>2,607.5</b>	<b>4,549.1</b>

**Information and Administrative Services  
Personal Services Information**

Authorized Positions		Personal Services Costs		
<u>FY2008</u>				
<u>Management</u>		<u>FY2009</u>		
<u>Plan</u>		<u>Governor</u>		
Full-time	48	48	Annual Salaries	2,429,985
Part-time	0	0	COLA	121,281
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,372,629
			<i>Less 5.99% Vacancy Factor</i>	(234,895)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>48</b>	<b>48</b>	<b>Total Personal Services</b>	<b>3,689,000</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	3	0	2	0	5
Accounting Tech II	1	0	2	0	3
Accounting Tech III	0	0	3	0	3
Admin Operations Mgr I	1	0	0	0	1
Admin Operations Mgr III	0	0	1	0	1
Administrative Assistant II	0	1	0	0	1
Administrative Clerk III	1	0	0	0	1
Administrative Officer I	1	0	0	0	1
Analyst/Programmer IV	0	0	1	0	1
Analyst/Programmer V	0	0	1	0	1
Budget Analyst II	0	0	1	0	1
Budget Manager	0	0	1	0	1
Data Processing Mgr I	1	0	1	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 Liaison Officer	1	0	0	0	1
Procurement Spec II	2	0	1	0	3
Procurement Spec III	1	0	0	0	1
Supply Technician I	1	0	1	0	2
<b>Totals</b>	<b>18</b>	<b>4</b>	<b>26</b>	<b>0</b>	<b>48</b>