

# **State of Alaska FY2011 Governor's Operating Budget**

## **Department of Law Legislation/Regulations Component Budget Summary**

## Component: Legislation/Regulations

### Contribution to Department's Mission

The Legislation and Regulations Section provides legal advice and assures compliance with legal standards regarding legislation and regulations that implement executive branch policy directives.

### Core Services

- The Legislation and Regulations Section drafts and edits legislation on behalf of the governor for introduction in the legislature, tracks and reviews all legislation for legal issues before the governor acts on it, and reviews virtually all regulations adopted by the executive branch for compliance with legal requirements. The section assists the governor's office in seeking passage of legislation introduced at the request of the governor.
- The section coordinates responses to legal questions and requests for information from legislators to the Department of Law. The section provides training on regulations and legislative matters to all state agencies and to assistant attorneys general. The section prepares the Drafting Manual for Administrative Regulations. The section frequently provides advice to state agencies regarding legal requirements for legislation, regulations, public records, and the Open Meetings Act.
- The regulations attorney serves as the executive branch representative to the National Conference of Commissioners on Uniform State Laws, which formulates model legislation on issues of nationwide concern.

### Key Component Challenges

The Legislation and Regulations Section will be facing an increased demand for its services. The implementation of most major program and policy changes, including cost containment and increasing efficiency and effectiveness in the provision of state services, requires timely changes to statutes, regulations, or a combination of both. To defend any legal challenges successfully and to implement those program and policy changes in a timely manner, precise and clear regulations and statutes are essential. This section plays a crucial role in ensuring that regulations and proposed legislation meet those strict legal standards. The section sees a significant increase in regulations projects and proposed legislation and an increased burden to meet the requests of state agencies with timeliness and accuracy.

A major segment of regulations to be reviewed will be to implement important policy directives to encourage development of the state's natural resources and other economic development initiatives and to control costs attributable to the Department of Health and Social Services' programs. Businesses require a stable and predictable regulatory environment for planning investments and operational purposes. The section provides training regarding regulations and the editing of regulations to state agencies to further this goal. The section's resources are finite and its capacity to meet the increased demands of state agencies for these services will require careful management.

### Significant Changes in Results to be Delivered in FY2011

The section anticipates a substantial number of regulations consultations to address new statutes concerning oil and gas taxation, the gasoline, protection of personal information and data in state records, and other priority matters.

### Major Component Accomplishments in 2009

The section conducted legal review of over 1,433 pages of regulations during FY 2009.

During June and July 2009, the section revised and prepared the 234 page Drafting Manual for Administrative Regulations, 18th Edition (August 2009). This manual is updated every two years and requires extensive book proofing and edits.

In August 2009, the section conducted regulation training classes in Juneau and Anchorage. Over 150 state employees attended. The classes were the largest in state history. In December 2009, the section conducted legislative training

classes in Juneau and Anchorage on legislative procedures.

In November 2009, the section prepared and distributed to department of law office assistants and attorneys Legislation Drafting Guides containing typing, formatting, style, and drafting technique information for preparation of legislation projects. The section also conducted classes for the Department of Law office assistants in typing and other procedures for the governor's consideration.

The section coordinated and assisted with 99 legislation projects for the 2009 regular and special sessions. Below is a list of just some of the important work the department participated in through its oversight of the regulatory process:

- Development – State assumption of federal oversight responsibilities by Department of Transportation and Public Facilities for environmental programs; allows these important decisions to be made by state (rather than federal) government
- Energy – Authorizing Bulk Fuel Bridge Energy Loans and aid to low income families through improvements to the heating assistance programs; helps Alaskans receive timely aid to heat their homes
- Mining – Updates surface coal mining and reclamation standards to conform to federal requirements
- Military families – Protects military families by regulating sales practices of insurers and agents in selling life insurance and annuities to military persons; address abuses of selling insurance policies that duplicate federal coverage or have exclusions for war-caused disabilities/death
- Criminal justice – Strengthens the sex offender and child kidnapper reporting requirements; addresses reporting of e-mail addresses of sex offenders and child kidnappers

In the spring of 2009, the section coordinated preparation of and performed final editing of approximately 61 bill reviews for the governor.

## Statutory and Regulatory Authority

AS 44.23.020

AS 44.23.040

AS 44.62.060

AS 44.62.125

### Contact Information

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**Legislation/Regulations  
Component Financial Summary**

*All dollars shown in thousands*

	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	689.0	721.6	757.0
72000 Travel	11.0	4.1	4.1
73000 Services	27.4	70.6	70.6
74000 Commodities	16.9	15.8	15.8
75000 Capital Outlay	0.0	6.5	6.5
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>744.3</b>	<b>818.6</b>	<b>854.0</b>
<b>Funding Sources:</b>			
1004 General Fund Receipts	565.7	625.7	659.0
1007 Inter-Agency Receipts	178.6	192.9	195.0
<b>Funding Totals</b>	<b>744.3</b>	<b>818.6</b>	<b>854.0</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2009 Actuals	FY2010 Conference Committee	FY2010 Authorized	FY2010 Authorized	FY2011 Governor
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Interagency Receipts	51015	178.6	0.0	0.0	192.9	195.0
<b>Restricted Total</b>		<b>178.6</b>	<b>0.0</b>	<b>0.0</b>	<b>192.9</b>	<b>195.0</b>
<b>Total Estimated Revenues</b>		<b>178.6</b>	<b>0.0</b>	<b>0.0</b>	<b>192.9</b>	<b>195.0</b>

**Summary of Component Budget Changes  
From FY2010 Management Plan to FY2011 Governor**

*All dollars shown in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2010 Management Plan</b>	<b>625.7</b>	<b>0.0</b>	<b>192.9</b>	<b>818.6</b>
<b>Adjustments which will continue current level of service:</b>				
-Transfer Funds from Labor and State Affairs for Personal Services Vacancy Factor Adjustments	25.0	0.0	0.0	25.0
-FY2011 Health Insurance Cost Increase Non-Covered Employees	8.3	0.0	2.1	10.4
<b>FY2011 Governor</b>	<b>659.0</b>	<b>0.0</b>	<b>195.0</b>	<b>854.0</b>

Legislation/Regulations Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2010 Management Plan	FY2011 Governor		
Full-time	6	6	Annual Salaries	522,072
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	247,058
			<i>Less 1.58% Vacancy Factor</i>	(12,130)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>Total Personal Services</b>	<b>757,000</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Assoc Attorney II	0	0	2	0	2
Attorney IV	0	0	2	0	2
Attorney VI	0	0	1	0	1
Law Office Assistant I	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>

**Component Detail All Funds**  
**Department of Law**

**Component:** Legislation/Regulations (2209)  
**RDU:** Civil Division (35)

	<b>FY2009 Actuals</b>	<b>FY2010 Conference Committee</b>	<b>FY2010 Authorized</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>	<b>FY2010 Management Plan vs FY2011 Governor</b>	
71000 Personal Services	689.0	721.6	721.6	721.6	757.0	35.4	4.9%
72000 Travel	11.0	4.1	4.1	4.1	4.1	0.0	0.0%
73000 Services	27.4	70.6	70.6	70.6	70.6	0.0	0.0%
74000 Commodities	16.9	15.8	15.8	15.8	15.8	0.0	0.0%
75000 Capital Outlay	0.0	6.5	6.5	6.5	6.5	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>744.3</b>	<b>818.6</b>	<b>818.6</b>	<b>818.6</b>	<b>854.0</b>	<b>35.4</b>	<b>4.3%</b>
<b>Fund Sources:</b>							
1004 Gen Fund	565.7	625.7	625.7	625.7	659.0	33.3	5.3%
1007 I/A Rcpts	178.6	192.9	192.9	192.9	195.0	2.1	1.1%
<b>General Funds</b>	<b>565.7</b>	<b>625.7</b>	<b>625.7</b>	<b>625.7</b>	<b>659.0</b>	<b>33.3</b>	<b>5.3%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>178.6</b>	<b>192.9</b>	<b>192.9</b>	<b>192.9</b>	<b>195.0</b>	<b>2.1</b>	<b>1.1%</b>
<b>Positions:</b>							
Permanent Full Time	6	6	6	6	6	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios With Descriptions**  
**Department of Law**

**Component:** Legislation/Regulations (2209)  
**RDU:** Civil Division (35)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2010 Conference Committee To FY2010 Authorized *****												
<b>FY2010 Conference Committee</b>												
	ConfCom	818.6	721.6	4.1	70.6	15.8	6.5	0.0	0.0	6	0	0
1004 Gen Fund		625.7										
1007 I/A Rcpts		192.9										
<b>Subtotal</b>		<b>818.6</b>	<b>721.6</b>	<b>4.1</b>	<b>70.6</b>	<b>15.8</b>	<b>6.5</b>	<b>0.0</b>	<b>0.0</b>	<b>6</b>	<b>0</b>	<b>0</b>
***** Changes From FY2010 Authorized To FY2010 Management Plan *****												
<b>Subtotal</b>		<b>818.6</b>	<b>721.6</b>	<b>4.1</b>	<b>70.6</b>	<b>15.8</b>	<b>6.5</b>	<b>0.0</b>	<b>0.0</b>	<b>6</b>	<b>0</b>	<b>0</b>
***** Changes From FY2010 Management Plan To FY2011 Governor *****												
<b>Transfer Funds from Labor and State Affairs for Personal Services Vacancy Factor Adjustments</b>												
	Trin	25.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		25.0										
Transfer funds from Labor and State Affairs to Legislation/Regulations for personal services vacancy factor adjustments.												
<b>FY2011 Health Insurance Cost Increase Non-Covered Employees</b>												
	SalAdj	10.4	10.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		8.3										
1007 I/A Rcpts		2.1										
Costs associated with Health Insurance Increases.: \$10.4												
<b>Totals</b>		<b>854.0</b>	<b>757.0</b>	<b>4.1</b>	<b>70.6</b>	<b>15.8</b>	<b>6.5</b>	<b>0.0</b>	<b>0.0</b>	<b>6</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Law**

**Scenario:** FY2011 Governor (7749)  
**Component:** Legislation/Regulations (2209)  
**RDU:** Civil Division (35)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Month	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	GF Amount
03-0056	Attorney VI	FT	A	XE	Juneau	AA	26M / N	12.0		128,412	0	0	53,966	182,378	182,378
03-0146	Assoc Attorney II	FT	A	XE	Juneau	AA	19F	12.0		68,664	0	0	35,640	104,304	104,304
03-0290	Assoc Attorney II	FT	A	XE	Juneau	AA	19L / M	12.0		79,572	0	0	39,227	118,799	118,799
03-0296	Law Office Assistant I	FT	A	GP	Juneau	2A	11J / K	12.0		42,612	0	0	25,408	68,020	68,020
03-0302	Attorney IV	FT	A	XE	Juneau	AA	24J	12.0		99,540	0	0	45,795	145,335	145,335
03-0345	Attorney IV	FT	A	XE	Juneau	AA	24K	12.0		103,272	0	0	47,022	150,294	0
													<b>Total Salary Costs:</b>	522,072	
													<b>Total COLA:</b>	0	
													<b>Total Premium Pay:</b>	0	
													<b>Total Benefits:</b>	247,058	
													<b>Total Pre-Vacancy:</b>	769,130	
													<b>Minus Vacancy Adjustment of 1.58%:</b>	(12,130)	
													<b>Total Post-Vacancy:</b>	757,000	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	757,000	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	618,836	609,076	80.46%
1007 Inter-Agency Receipts	150,294	147,924	19.54%
<b>Total PCN Funding:</b>	<b>769,130</b>	<b>757,000</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Line Item Detail**  
**Department of Law**  
**Travel**

**Component:** Legislation/Regulations (2209)  
**RDU:** Civil Division (35)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
72000	Travel		11.0	4.1	4.1
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>72000 Travel Detail Totals</b>			<b>11.0</b>	<b>4.1</b>	<b>4.1</b>
72110	Employee Travel (Instate)	Attorney travel to provide training on regulations matters to state agencies and legal staff.	8.8	4.1	4.1
72410	Employee Travel (Out of state)		2.2	0.0	0.0

**Line Item Detail**  
**Department of Law**  
**Services**

Component: Legislation/Regulations (2209)  
RDU: Civil Division (35)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
73000	Services		27.4	70.6	70.6
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>73000 Services Detail Totals</b>			<b>27.4</b>	<b>70.6</b>	<b>70.6</b>
73025	Education Services	Conferences, training, memberships	0.5	4.0	3.3
73225	Delivery Services	Freight and messenger services. Movement of materials, exhibits, legal documents and courier services.	0.2	4.2	4.2
73650	Struc/Instruct/Land	Rentals/Leases - records and evidence storage.	1.0	1.0	1.0
73675	Equipment/Machinery	Rentals/Leases and Repairs/Maintenance of office equipment - copiers & postage meters.	2.8	2.8	2.8
73750	Other Services (Non IA Svcs)	Printing forms, briefs and legal notices.	1.5	1.6	1.6
73805	IT-Non-Telecommnctns	Law - Administration and Support RSA Law, Administration and Information Services & Procurement support.	9.1	6.4	6.7
73805	IT-Non-Telecommnctns	Admin - Enterprise Technology Services RSA Administration, ETS - Computer Services EPR	2.0	3.8	3.8
73806	IT-Telecommunication	Admin - Enterprise Technology Services RSA Administration, ETS -Telecommunication EPR.	9.1	6.5	6.5
73809	Mail	Admin - Central Mail RSA Administration, Central Mailroom	0.5	0.3	0.3
73811	Building Leases	Admin - Leases RSA Administration, GS&S - Leased Office Space - AG's Offices.	0.0	37.4	37.8
73812	Legal	Administrative Services RSA Law, Timekeeping Administration	0.0	2.0	2.1
73814	Insurance	Admin - Risk Management RSA Administration, Risk Management	0.2	0.2	0.1
73815	Financial	Admin - Finance RSA Administration, Finance Chargeback (AKSAS / AKPAY)	0.4	0.3	0.3

**Line Item Detail**  
**Department of Law**  
**Services**

**Component:** Legislation/Regulations (2209)

**RDU:** Civil Division (35)

<b>Expenditure Account</b>		<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2009 Actuals</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>
				<b>73000 Services Detail Totals</b>	<b>27.4</b>	<b>70.6</b>
73816	ADA Compliance	Labor - Americans With Disabilities	RSA Labor, Americans With Disabilities Act.	0.1	0.1	0.1

**Line Item Detail**  
**Department of Law**  
**Commodities**

**Component:** Legislation/Regulations (2209)  
**RDU:** Civil Division (35)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2009 Actuals</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>
74000	Commodities		16.9	15.8	15.8
<b>Expenditure Account</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2009 Actuals</b>	<b>FY2010 Management Plan</b>	<b>FY2011 Governor</b>
<b>74000 Commodities Detail Totals</b>			<b>16.9</b>	<b>15.8</b>	<b>15.8</b>
74200	Business	E&ED	16.9	15.8	15.8
		Library materials including Alaska Statutes, Alaska Code, Advanced Legislative Service and Court Rules; subscriptions, office supplies; software applications, printer cartridges, paper and misc. data processing supplies; computer supplies - desktop refresh, non-capital.			

**Line Item Detail**  
**Department of Law**  
**Capital Outlay**

**Component:** Legislation/Regulations (2209)  
**RDU:** Civil Division (35)

Line Number	Line Name		FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
75000	Capital Outlay		0.0	6.5	6.5
Expenditure Account	Servicing Agency	Explanation	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
<b>75000 Capital Outlay Detail Totals</b>			<b>0.0</b>	<b>6.5</b>	<b>6.5</b>
75830	Info Technology	Computer equipment, printers and modems.	0.0	6.5	6.5

**Restricted Revenue Detail**  
**Department of Law**

**Component:** Legislation/Regulations (2209)  
**RDU:** Civil Division (35)

Master Account	Revenue Description	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51015	Interagency Receipts	178.6	192.9	195.0

**Detail Information**

Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2009 Actuals	FY2010 Management Plan	FY2011 Governor
51015	Interagency Receipts Unprogrammed I/A Receipt Authority			11100	0.0	0.0	0.0
51015	Interagency Receipts The combination of agreements provides legal services for regulation review to most state agencies. Individual agency amounts vary from year to year depending on the volume of regulations projects.		03207751	11100	178.6	192.9	195.0

**Inter-Agency Services**  
**Department of Law**

**Component:** Legislation/Regulations (2209)  
**RDU:** Civil Division (35)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2010			
				FY2009 Actuals	Management Plan	FY2011 Governor	
73805	IT-Non-Telecommnctns	RSA Law, Administration and Information Services & Procurement support.	Intra-dept	Law - Administration and Support	9.1	6.4	6.7
73805	IT-Non-Telecommnctns	RSA Administration, ETS - Computer Services EPR	Inter-dept	Admin - Enterprise Technology Services	2.0	3.8	3.8
				<b>73805 IT-Non-Telecommnctns subtotal:</b>	<b>11.1</b>	<b>10.2</b>	<b>10.5</b>
73806	IT-Telecommunication	RSA Administration, ETS -Telecommunication EPR.	Inter-dept	Admin - Enterprise Technology Services	9.1	6.5	6.5
				<b>73806 IT-Telecommunication subtotal:</b>	<b>9.1</b>	<b>6.5</b>	<b>6.5</b>
73809	Mail	RSA Administration, Central Mailroom	Inter-dept	Admin - Central Mail	0.5	0.3	0.3
				<b>73809 Mail subtotal:</b>	<b>0.5</b>	<b>0.3</b>	<b>0.3</b>
73811	Building Leases	RSA Administration, GS&S - Leased Office Space - AG's Offices.	Inter-dept	Admin - Leases	0.0	37.4	37.8
				<b>73811 Building Leases subtotal:</b>	<b>0.0</b>	<b>37.4</b>	<b>37.8</b>
73812	Legal	RSA Law, Timekeeping Administration	Intra-dept	Administrative Services	0.0	2.0	2.1
				<b>73812 Legal subtotal:</b>	<b>0.0</b>	<b>2.0</b>	<b>2.1</b>
73814	Insurance	RSA Administration, Risk Management	Inter-dept	Admin - Risk Management	0.2	0.2	0.1
				<b>73814 Insurance subtotal:</b>	<b>0.2</b>	<b>0.2</b>	<b>0.1</b>
73815	Financial	RSA Administration, Finance Chargeback (AKSAS / AKPAY)	Inter-dept	Admin - Finance	0.4	0.3	0.3
				<b>73815 Financial subtotal:</b>	<b>0.4</b>	<b>0.3</b>	<b>0.3</b>
73816	ADA Compliance	RSA Labor, Americans With Disabilities Act.	Inter-dept	Labor - Americans With Disabilities	0.1	0.1	0.1
				<b>73816 ADA Compliance subtotal:</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>
74200	Business	Library materials including Alaska Statutes, Alaska Code, Advanced Legislative Service and Court Rules; subscriptions, office supplies; software applications, printer cartridges, paper and misc. data processing supplies; computer supplies - desktop refresh, non-capital.	Inter-dept	E&ED	16.9	15.8	15.8
				<b>74200 Business subtotal:</b>	<b>16.9</b>	<b>15.8</b>	<b>15.8</b>
				<b>Legislation/Regulations total:</b>	<b>38.3</b>	<b>72.8</b>	<b>73.5</b>
				<b>Grand Total:</b>	<b>38.3</b>	<b>72.8</b>	<b>73.5</b>