

Execu-  
tive

Order

53

RECEIVED  
FEB 4 1983

Rev. Richard R. Gay  
1041 E. Seventeenth  
Anchorage, Alaska  
99501

January 28, 1983

Our Legislators  
Juneau, Alaska

Dear Honorable Legislator:

This is a personal and professional plea that as you weigh all aspects of the Dividend Check Policy that you do not fail to take into account what it has done for individuals and families who are known to us in our pastoral relationships.

Allow me to cite for you just a cross section of the people who have been helped in a time of emergency. And such needs never cease. The checks worked miracles in many situations.

A young couple found it possible to make the down payment on a home for their family with two small children.

A senior citizen found it possible to arrange for his cataract operation.

A young couple found it possible to meet the deductible portion of their health insurance in conjunction with the birth of their child.

An individual found it possible to repay a loan from a family member, thus reducing interpersonal tension.

A seriously depressed person found it possible to take a vacation which was therapeutic.

A student found it possible to resume schooling without adding to his loan burden.

The family of a stroke victim, only 34 years old, was rescued from overwhelming financial burdens. There were four young children involved.

A person whose car is a necessity was able to afford much needed car repairs.

Another person was able to meet closing costs on the purchase of a home for his family.

This is but a random sample of what I have seen the dividend program accomplish.

PLEASE remember the human element in your policy deliberations.

Sincerely,  
Rev. Richard R. Gay  
Rev. Richard R. Gay

I. REQUEST  
 Bill/Resolution No. Executive Order No 52  
 Title Office of Management and Budget  
 Requested by Governor Date Jan 12, 1983

II. FISCAL DETAIL  
 Agency Affected Office of the Governor  
 Program Category Affected General Government  
 BRU, Program, Or Subprogram(s) Affected Office of Management and Budget  
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 83	FY 84	FY 85	FY 86	FY 87	FY 88
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL						
400 COMMODITIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL	-0-	-0-	-0-	-0-	-0-	-0-

FUNDING (Thousands of Dollars)


GENERAL FUND	-0-	-0-	-0-	-0-	-0-	-0-
FEDERAL FUNDS	-0-	-0-	-0-	-0-	-0-	-0-
OTHER (Specify Source)	-0-	-0-	-0-	-0-	-0-	-0-

POSITIONS

FULL TIME						
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instruction, Section III)

No fiscal impact.

IV. DATE January 16, 1983 PREPARED BY Glen Price   
 Original: Legislative Finance AGENCY Office of the Governor-Division of Budget Revi.  
 cc: Budget and Management PHONE 465-2213  
 Prime Sponsor (First Legislator Named)  
 33-001 (Rev. 12/82)  
 Agency Contact: Eugene Dusek 465-2213

THE LEGISLATURE OF THE STATE OF ALASKA  
THIRTEENTH LEGISLATURE

FISCAL NOTE

I. REQUEST

Bill/Resolution No. Executive Order No 53  
 Title Office of Management and Budget  
 Requested by Governor Date Jan. 12, 1983

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 Program Category Affected General Government  
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OTHER (Specify Source)	-0-	-0-	-0-	-0-	-0-	-0-

POSITIONS

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TEMPORARY						

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Agency Contact: Eugene Dusek 465-2213

OMB is saturated with fiscal notes. This is not a situation that will go away in three days as stated by Pete McDowell. You have to also take into consideration that fact that the committees must have fiscal notes on bills even if a piece of legislation has NO fiscal impact.

Question: Committees are mandated to have fiscal notes on all bills referred to their committees even if that bill has no fiscal impact. In view of the difficulty in ~~xxxx~~ getting any fiscal note; is it fair to say that zero fiscal notes will ~~xxxx~~ be a lower priority?

If the answer is yes----

In the eyes of the committee, and in order to pass a bill through a committee, we must have the notes regardless if they are a zero note or a note with fiscal impact. *A bill cannot move without a note - zero or otherwise.*

Question: How many fiscal analysts are there in OMB whose primary job is to handle fiscal notes from the departments?

Question: When a fiscal note arrives at <sup>+</sup>OMB from a department, whose research does the analyst use to evaluate the correctness of the note? (note: the answer is the department's research, OMB has not, to this date, done separate research on a fiscal note.)

Question: Isn't this a duplication of effort?

Question: Since OMB has not formally notified the Legislature and in particular, the committees of this change in policy, for our information, is it true that after the department passes the fiscal note to OMB, OMB then passes that note to Legislative Finance?

If the answer is no, tell him that when we have asked departments to explain this process they always say that OMB sends the note to Legislative Finance.

*We need fiscal notes from every dept effected by a bill-*

Question: Why did OMB decide to put this policy into effect before it got it's act together, so to speak? If you had a well-thought out plan, you wouldn't have to implement as you went along.

Question: Rule 20 of the Uniform Rules of the Legislature places certain specific authority on each standing committee over all programs and activities of the departments that fall under the jurisdiction of each standing committee. The most important activity of each department is the preparation of fiscal notes. Will you make all fiscal notes originally prepared by the departments available to the standing committee responsible for that department?

# Alaska Statutes

## Title 24. Legislature.

### Chapter

- 1 In General (§§ 24.05.010 — 24.05.210)
- 2 Officers and Employees (§§ 24.10.010 — 24.10.060)
- 3 Compensation of Legislators, Officers and Employees (§§ 24.15.010 — 24.15.070)
- 4 Agencies of the Legislature (§§ 24.20.010 — 24.20.570)
- 5 Witnesses (§§ 24.25.010 — 24.25.080)
- 6 Enactment of Statutes (§§ 24.30.010 — 24.30.130)
- 7 Printing and Distribution of Legislative Enactments (§§ 24.35.010 — 24.35.020)
- 8 Judicial Proceedings Involving Legislators (§§ 24.40.010 — 24.40.031)
- 9 Regulation of Lobbying (§§ 24.45.011 — 24.45.181)
- 10 Student Guests of Legislature (§§ 24.50.010 — 24.50.040)
- 11 Office of the Ombudsman (§§ 24.55.010 — 24.55.340)

## Chapter 05. In General.

### Article

- 1 Powers, Composition and Election (§§ 24.05.010 — 24.05.087)
- 2 Meeting and Organization (§§ 24.05.090 — 24.05.180)
- 3 Legislative Space (§ 24.05.190)
- 4 Administrative Services (§ 24.05.200)
- 5 Legislative Expenses (§ 24.05.210)

## Article 1. Powers, Composition and Election.

### Section

### Section

- |  |   |
|--|---|
| 1 Legislative power                    | 60. Disqualifications                           |
| 2 Composition                          | 70. Election                                    |
| 3 Qualifications of members            | 80. Terms                                       |
| 4 Dual office                          | 85. Resignation                                 |
| 5 Membership on boards and commissions | 87. Termination of interim committee membership |

Sec. 24.05.010. Legislative power. The legislative power of the state is vested in the legislature of the State of Alaska and extends to all rightful subjects of legislation not inconsistent with or reserved by the constitution of the State of Alaska and the constitution and laws of the United States. (§ 1 ch 157 SLA 1959)

Am. Jur. references. — 49 Am. Jur., States, Territories and Dependencies, §§ 28  
to 31; 50 Am. Jur., Statutes, §§ 44, 45.

session of the legislature, the presiding officer elected at the first regular session shall administer the oath of office to new members and proceed with the business of the house in accordance with the rules of the legislature. (§ 19 ch 157 SLA 1959; am § 1 ch 100 SLA 1963)

Revisor's note. — AS 24.10.020 designates the majority leader of each house as the presiding officer pro tempore of the elected presiding officer "resigns, becomes incapacitated, or dies."

Oath prerequisite for salary or per diem. — It is impossible for a newly

appointed member of the legislature to receive salary or per diem until he is sworn in as a member of the legislature pursuant to this section. 1959 Op. Att'y Gen., No. 20.

Sec. 24.05.180. Committees. (a) Each house shall have standing committees to facilitate the transaction of business in accordance with the rules of the legislature. The rules may provide for the appointment of special committees, as needed, by the presiding officer of each house. The legislature shall provide for the use of joint committees to facilitate and expedite business.

(b) Repealed by § 7 ch 100 SLA 1963. (§ 20 ch 157 SLA 1959; am § 1 ch 143 SLA 1961; am § 7 ch 100 SLA 1963)

Am. Jur. reference. — 49 Am. Jur., States, Territories and Dependencies, §§ 40 & 41.

Article 3. Legislative Space.

Section 24.05.190. Control of legislative space

Sec. 24.05.190. Control of legislative space. (a) The state capitol, with the exception of the capitol space now occupied by the Office of the Governor, and space occupied in any other state building by the legislature or its agencies is under the control of and subject to assignment by the Legislative Affairs Agency as directed by the legislature. The Legislative Affairs Agency is responsible for the equitable allocation of parking spaces at the capitol according to the needs of the legislature and other agencies occupying capitol offices.

(b) Access to legislative space during sessions is generally governed by the uniform rules of the legislature and by (a) of this section. During a session of the legislature no person not a member or an authorized employee of the legislature or its agencies may, without the invitation of the presiding officer or the house, enter upon the floor of either house while it is sitting, or enter upon the floor of either house during a recess or when adjourned for the day, without the invitation of a member of that house. (§ 21 ch 157 SLA 1959; am § 5 ch 47 SLA 1961; am § 3 ch 126 SLA 1966; am § 1 ch 10 SLA 1976)

Effect of amendment. — The 1976 amendment rewrote subsection (a).

Supplement  
THE 25  
Marital and Domestic  
Relations

from joining or supporting any partisan political organization, faction or activity which would tend to undermine the essential nonpartisan nature of their functions and services. However, this section does not restrict the executive director or members of the professional staff from expressing private opinion, registering or voting. (§ 5 ch 17 SLA 1960; am § 4 ch 126 SLA 1966)

Sec. 24.20.060. Powers. The legislative council has the following powers:

- (1) to organize and adopt rules for the conduct of its business;
- (2) to hold public hearings, administer oaths, issue subpoenas, compel the attendance of witnesses and production of papers, books, accounts, documents, and testimony, and to have the deposition of witnesses taken in a manner prescribed by court rule or law for taking depositions in civil actions when consistent with the powers and duties assigned to the council by §§ 10 — 140 of this chapter;
- (3) to call upon all state officials, agencies and institutions to give full cooperation to the council and its executive director by collecting and furnishing information, conducting studies and making recommendations;
- (4) in addition to providing the administrative services required for the operation of the legislative branch:
  - (A) provide the technical staff assistance in research, reporting, drafting and counselling requested by standing, interim and special committees and spot research and drafting services for individual members in conformity with law and legislative rules;
  - (B) conduct a continuing program for the revision and publication of the acts of the legislature;
  - (C) execute a program for the oversight of the administration and construction of laws by state agencies and the courts through regulations, opinions and rulings;
  - (D) Repealed by § 6 ch 95 SLA 1971.
  - (E) operate and maintain the state legislative reference library;
  - (F) do all things necessary to carry out legislative directives and law, and the duties set out in the uniform rules of the legislature;
- (5) to exercise control and direction over all legislative space, supplies, and equipment and permanent legislative help between legislative sessions;
- (6) to produce, publish, distribute and to contract for the printing of reports, memoranda and other materials it finds necessary to the accomplishment of its work; and
- (7) to take appropriate action for the preconvening and post-session work of each legislative session including the employment one week in advance of each session of not more than 10 temporary legislative employees. The continuing employment of the temporary legislative employees is subject to legislative approval when the session convenes. (§ 6 ch 17 SLA 1960; am § 5 ch 126 SLA 1966; am § 6 ch 95 SLA 1971)

Supplement  
TITLE 25  
Marital and Domestic  
Relations

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1 SLA 1975)

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pp. 793, 885.

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within the power of the senate, house of representatives, or a committee to investigate, upon conviction, is punishable by a fine of not less than \$100 nor more than \$500, or by imprisonment for not less than 30 days nor more than six months. (§ 4-4-8 ACLA 1949)

**Chapter 30. Enactment of Statutes.**

<b>Section</b>	<b>Section</b>
10. General procedure	60. Introduction of bills
20. Subject of bills	70. Numbering of bills
30. Appropriation bills	80. Readings
35. Fiscal notes on bills	90. Vote on passage
36. Fiscal notes on bills affecting state retirement systems	100. Action upon veto
37. General obligation bond bills	110. [Repealed]
40. Enacting clause	120. Bills carry over
50. Prefiling of bills and resolutions	130. Constitutional amendments and executive orders

**Sec. 24.30.010. General procedure.** The procedure for handling bills from the time of their prefiling or introduction until they become law is provided in this chapter subject to implementing rules adopted by the legislature. Resolutions shall be handled in accordance with the provisions of the uniform rules of the legislature. (§ 29 ch 157 SLA 1959, am § 26 ch 71 SLA 1972)

**Cross reference.** — As to resolutions, see Rule 51, Uniform Rules of the Alaska State Legislature.  
**Legislative committee report.** — For report on ch. 71, SLA 1972 (HCSSB 353 and H), see 1972 House Journal, p. 898.  
**Am. Jur. reference.** — 50 Am. Jur. Statutes, § 1 et seq.

**Sec. 24.30.020. Subject of bills.** The subject of each bill shall be expressed in its title and every bill shall be confined to one subject unless it is an appropriation bill or one codifying, revising or rearranging existing laws. The limitation to one subject shall be liberally construed to permit the subject to include all matters which reasonably can be considered germane to the subject in accomplishing the legal objective of the bill. (§ 30 ch 157 SLA 1959)

**Sec. 24.30.030. Appropriation bills.** Bills for appropriations shall be confined to appropriations and shall include the amount involved and the purpose, method, manner and other related conditions of payment. (§ 31 ch 157 SLA 1959)

**Sec. 24.30.035. Fiscal notes on bills.** Before a bill which would require increased appropriations by the state is reported to the rules committee, there shall be attached to the bill an estimate of the probable amount of the appropriation increase for the ensuing fiscal year and at least two succeeding fiscal years. The estimate or statement shall be prepared by the department or departments affected. If the bill is presented by the governor for introduction in accordance with § 60 of this chapter and the uniform rules of the legislature, the fiscal notes

shall be attached to the bill before the 1968; am § 1 ch 20 SLA 1972; am §

**Effect of amendment.** — The 1976 amendment added the third sentence.

**Sec. 24.30.036. Fiscal notes on systems.** Before a bill which would systems of the state is reported to be attached to the bill an analysis of the state if the bill is adopted, as with actuarial soundness of the fund. The Legislative Board of Retirement Be

**Cross reference.** — As to the Legislative Board of Retirement Benefits, see AS 24.20.500 et seq.

**Sec. 24.30.037. General obligation issuance of general obligation bond improvements shall contain a state included in the proposed bond issue. description of each capital improve dollars, that portion of the total bond (§ 2 ch 70 SLA 1973; am § 30 ch 19**

**Effect of amendment.** — The 1975 amendment deleted "major" preceding

**Sec. 24.30.040. Enacting clause.** shall be: "Be it enacted by the Legis ch 157 SLA 1959)

**Sec. 24.30.050. Prefiling of bills** the legislature whose term extends legislature, or a member-elect may for a bill or resolution with the Leg before January 1. The agency shall which is approved by the sponsor, chief clerk of the appropriate house convenes or is organized for business be considered as introduced on the (§ 33 ch 157 SLA 1959; am § 9 ch 47 am § 1 ch 20 SLA 1975)

**Effect of amendment.** — The 1976 amendment inserted "or resolution" twice in the first sentence and once in the second sentence, and inserted "or resolutions" in the third sentence.

EO 53

# STATE OF ALASKA



ART 2  
SR 12  
Constitution

## TRANSITION TASK FORCES REPORT

FOR

## GOVERNOR SHEFFIELD

1982

## I. GENERAL REALIGNMENT CONSIDERATIONS

It is the opinion of this Task Force that reorganization of the Governor's Office is needed to ensure that the following philosophical objectives are met:

- A. The structure of the Office will enhance and facilitate Governor Sheffield's strong executive approach to State Government.
- B. Operation of the Office will be efficient and effective.
- C. The Executive Office will provide the policy definition, operational interdepartmental coordination and decision making at a statewide level.
- D. Operational Departments will be responsible for the providing the Governor with efficient and effective functioning within the Agency's.

## II. REORGANIZATION OF THE PLANNING, BUDGETING AND CONTROL PROCESS

### A. Organizational Considerations

In our opinion, a more coordinated effort is needed between the establishment of policy, the development of the budget, the measurement of performance, the use of federal funds and grants awarded to local communities. One alternative to this is to establish an Office of Management and Budget with the following functions:

- o Policy Research
- o Policy Implementation
- o Long-range Program, Policy and Fiscal Planning
- o Budget Preparation and Execution
- o Organization and Management Audits and Analysis
- o Federal and Local Grants Coordination
- o Information Systems Planning

The OMB Director would report directly to the Governor or his designee and would be at the Cabinet level.

This would entail the merging of the existing Divisions of DPDP, DMB, Internal Audit and some resources from the office of Information Management.

#### B. Factors Impacting the New OMB Function

To make such an organizational unit effective the following should be considered:

- o Firm direction on the budget from the Governor to OMB and his Commissioners and strong leadership with the Legislature will be needed.
- o A high level Budget Review Committee should be established.
- o Strategic versus operational planning needs to be clearly defined. Strategic plans should be approved by the Governor and in this area OMB and the Commissioners would be involved. Operational plans should be primarily the

responsibility of the respective Commissioner. OMB's function would be to ensure compliance with strategic objectives.

- o A team approach toward planning and management is essential. The Governor, OMB and the Commissioners should participate in formulating policy. Once the Governor approves a direction and establishes budget guidelines all parties should follow these mandates. Any lobbying with the legislative branch should be under the direction of the Governor.
- o OMB should be sensitive to the prerogatives of the Commissioners. Operational planning can best be done at the Department level. Research on substantive legislation should also be coordinated closely with the affected Departments.

C. Criteria for the Position of Directors of OMB

- o A sound educational background in finance, economics or a related field.
- o A broad background in business and government finance and strategic planning.
- o Ability to manage highly skilled personnel.
- o Ability to be professional in approach. Willingness to implement policy. Clear understanding that the Governor is the Chief

#### Executive Officer.

- o Ability to identify and present, in objective manner, cost/benefit analysis for alternative solutions to policy and operational issues.
- o Good communicator.
- o Strong, mature and mentally tough.
- o Intellectually honest.
- o Confident and secure in his/her ability.
- o Ability to recognize the role of the Executive and Legislative branches of government and to respect the prerogatives of each institution.
- o Ability to resolve conflicts in a positive manner.

### III. INCREASE THE STATURE AND VISIBILITY OF THE WASHINGTON D.C. OFFICE

In view of Governor Sheffield's philosophy, relative to the State's relationship with the federal government, it is the opinion of this Task Force that the role of the D.C. office should be redefined.

Conditions noted in our review which impact this office and its importance to the Governor's Office are:

- A. There are a number of legal and legislative issues which will require resolution at the federal level.
- B. Changes in federal funding to States or Federal taxation could dramatically impact the State's financial position and operations.

#### IV. ORGANIZATIONAL REALIGNMENT

The department has considered the following organizational realignments and the Task Force believes that they merit further consideration by the new administration:

##### A. Deputy Commissioner Stationed in Anchorage.

Two of the divisions currently are headquartered in Anchorage along with field staff from two others. It seems appropriate to place the deputy commissioner there as well to coordinate and oversee division activities there.

##### B. Combining of Community Planning and Local Government Assistance.

Because much of the work of one division complements the work of the other, closer coordination might be achieved through combining the divisions. This could enhance the current cross training of field personnel. The Task Force is not recommending the division merger, but mentions it as a possible maneuver to ensure the closer coordination of these two divisions. The new administration should carefully consider this problem area and suggested solution. However, in the Community Planning Division, the Municipal Lands Trust program should remain independent of other division programs to maintain the integrity of the program and continuity of operations.

##### C. Office of Coastal Management.

The Office of Coastal Management, responsible for the development and implementation of the Alaska Coastal Management Program, is in the Office of the Governor on organizational charts, but CRA has fiscal responsibility for it. This dual position causes accountability problems. It has been recommended that functional responsibility for the office be placed in CRA in the Community Planning Division.



STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
JUNEAU

Office of Management and Budget

*M*  
(FO 53)

January 27, 1983

The Honorable Mitch Abood  
House State Affairs Committee  
Alaska State Legislature  
Pouch V  
Juneau, AK 99811

Dear Representative Abood:

Attached are additions to the packet of information which was forwarded to you yesterday regarding the Office of Management and Budget.

Sincerely,

A handwritten signature in cursive script, appearing to read "Peter B. McDowell".

Peter B. McDowell  
Director

Attachments

RECEIVED  
JAN 27 1983

The functional areas belonging to the Governor's Office are as follows:

- o Policy analysis and development
- o Statewide planning
- o Budget preparation and review
- o Program/project review - gubernatorial management control
- o Coordination of intergovernment activities at State and Federal level
- o Appointments to advisory boards and commissions

## I. FY83 BUDGET

A review of this budget should be conducted to establish the status of expenditures versus appropriations. Included in this review would be:

- o An analysis of fund balances.
- o Previously appropriated projects versus available funding for them. Consideration should be given to such things as project overruns, interest earnings, updated costs to complete and delayed projects.
- o Cash flow projections for FY83.
- o Supplemental requests for FY83.
- o Expenditures to date against appropriated amounts.
- o State appropriated federal impact funds. This also includes an analysis of current federal funding.
- o Validation of previous revenue projections for FY83.
- o Analysis of the status of loan programs and debt service.

## II. FY84 BUDGET

This budget is currently being finalized by DBM for presentation to the Governor. A number of major items should be considered:

- o Revenue estimates should be reviewed and validated.
- o The impact of federal policies on state programs should be defined.
- o The spending limitation should be defined. An AG's opinion and an evaluation by a fiscal analyst is

needed. Since Governor Sheffield will present the '84 budget this analysis should be conducted in the transition.

- o Governor Sheffield's priorities versus the proposed resource allocations should be reviewed.
- o Capital items versus operating expenses should be defined.
- o An Executive Summary of the budget along with the major budgetary issues to be addressed by the new Administration should be developed as soon as possible.
- o Early agreement with the Legislative leadership would be desirable in the following areas:
  - Spending limitation
  - Budgetary ceilings for operations and capital
  - Capital versus operating expenses
  - Criteria for the establishment of capital project priorities
  - An overall process for submission, review and appropriation of the budget along with firm milestones for completing the major tasks
  - Agreement that the Governor's budget should retain its integrity as the control document. Revisions should be coordinated within this document to minimize the number of appropriation bills during the '83 session.
- o To the extent possible an overall picture of all

230: Conventions and Meetings

Continuation

Director attendance at Washington, D.C. briefing on federal budget;  
Director attendance at National Association of Budget Officers Annual  
Convention; Director or Deputy Director attendance at nationwide budget  
training seminar.

3.8

280: Moving or Relocation Expense

necessary for recruitment and hire of qualified personnel.

10.9

290: Non-Employee Travel

6.2

TOTAL TRAVEL AND MOVING

36.5

AGENCY OFFICE OF THE GOVERNOR

PROGRAM EXECUTIVE OPERATIONS

DRU BUDGET AND MANAGEMENT

COMPONENT

23

CONTINUED 14

Page 2 of 2

Revised Date

FY 84

1	CODE	CONTRACTUAL SERVICES CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.	300	TOTAL CONTRACTUAL	431.5	586.5	1052.4		1052.4	
2.	310	Communications	52.5	44.1	46.7		46.7	
3.	320	Printing and Advertising	135.5	109.3	115.9		115.9	
4.	330	Space Expense and Fees						
5.	340	Repair and Maintenance	0.8	0.8	1.0		1.0	
6.	350	Utilities Other Than Space						
7.	360	Equipment Rental - Other Than HWCF and WP	66.5	33.6	35.5		35.5	
8.	364	Equipment Rental - Word Processing		18.0	19.1		19.1	
9.	368	Equipment Rental - Highway Working Capital Fund						
10.	370	Judicial Expense						
11.	380	Professional Fees & Services-Excluding Data Processing	30.2	43.1	416.7		416.7	
12.	382	Professional Fees & Services-Data Processing	74.2	106.3	167.6		167.6	
13.	382a	Data Processing Chargeback	87.3	228.1	246.5		246.5	
14.	390	Other Fees or Expenses	3.8	3.2	3.4		3.4	
15.	930	INTER-AGENCY TRANSFERS (NON-ADD)	87.3	228.1	246.5		246.5	

CODE	EXPLANATION	CONT. \$	ADDITION \$
310	<u>Communications</u> <u>Telephone:</u> Centrex Charges 18.7 Contel Credit Corp. Charges on Meritor computerized telephone system 5.9 local telephone charges 2.5 Long Distance 11.0 38.1 <u>Postage and mailing</u> Publications (Economic Reports) 5.0 Ordinary postage expense, including mailing Executive Budget documents 4.0 8.6 46.7		

**15 CONTRACTUAL SERVICES**

AGENCY OFFICE OF THE GOVERNOR  
PROGRAM EXECUTIVE OPERATIONS  
BRU BUDGET AND MANAGEMENT  
COMPONENT

Page 1 of 3  
Revised Date

**FY 84**

320. Printing and Advertising.

Printing of various budget publications, including Executive Budget documents, operating and capital; Budget in Brief; budget instructions and forms; budget workbooks; demographic summaries; Economic publications, including AEIRS (Alaska Economic Information Recording System) reports, Alaska Statistical Review, Year-end performance report on Alaska Economy, etc.

115.9

340. Repair and Maintenance.

Miscellaneous minor repairs.

1.0

360. Equipment Rental.

Xerox 8200	16.7	Computer Terminals and Controller	15.6
Xerox 3109	3.0	U of A computer USERID	1.5
	<u>19.7</u>		<u>17.1</u>

35.5

364. Equipment Rental - Word Processing.

IBM Displaywriters (5)	15.5
Annual Maintenance Fee	<u>3.6</u>

19.1

380. Professional Fees and Services.

Economic consulting wervice (U of A ISER)	22.3
Additional economic consultant fees and computer time charges	14.8
NASBO (National Association of State Budget Officers) dues, and miscellaneous items	6.0
Miscellaneous professional services (graphics)	2.6
Consultant fees for Annual Survey of Economic & Demographic Data to support budget & economic analysis & long-range budget projections.	371.0

416.7

23  
CONTINUED 15

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382. Professional Fees and Services - Data Processing

Data Resources Inc. subscription fee	19.4	
Consultant fees for implementation of Automated Budget System	54.9	
Central process time, including program and data storage, and printing services for various economic and budget projection models.	<u>93.3</u>	167.6

382a. Data Processing Chargeback 246.5

390. Other Fees or Expenses 3.4

CONTINUATION LEVEL CONTRACTUAL SERVICES: 1052.4

23  
CONTINUED 15

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SYSTEM CODE <b>GBP</b>		SYSTEM NAME <b>BUDGET PREPARATION</b>			
USER AGENCY CONTACT <b>David Bush</b>		PHONE <b>465-2213</b>		SIGNATURE <i>David Bush</i>	
DIVISION OF DATA PROCESSING CONTACT		PHONE		SIGNATURE <i>Clayton Zwickler</i>	
				DATE <b>11-19-82</b>	
				DATE <b>11-19-82</b>	

DP BUDGET GROUP	FY 82		FY 83		FY 84 CONTINUATION			FY 84 ADDITION		
	UNITS	COST	UNITS	COST	UNITS	UNIT PRICE	COST	UNITS	UNIT PRICE	COST
1. Computer Resource Units	125,085	137.8	51,000	63.8	153,030	1.25	191.3			
2. Common Output Units	482	13.0	360	11.2	482	31.00	14.9			
3. Comp. Microfilm Output A. Originals B. Duplicates										
4. Terminal Charges	10	20.0	10	20.0	12	2.00	24.0			
5. Storage Units	1,054	12.6	804	11.3	1,162	14.00	16.3			
6. Data Entry										
7. Other										
<b>TOTALS</b>		<b>183.4</b>		<b>106.3</b>			<b>246.5</b>			

NOTES: FY 84 continuation computer resource units include almost 28,000 units that are related to moving certain functions from the Data Resources, Inc. computer on the East Coast to the Juneau Data Center's hardware.

**15dp** DATA PROCESSING  
CHARGEBACK

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Please circle the appropriate Data Center: Anchorage or Juneau

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
TAPE (Tape Months)	30	30	30	30	30	30
DISK (Megabytes)	104	104	104	104	104	104
TERMINALS (Connected)	12	12	12	12	12	12

1993

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
TAPE (Tape Months)	30	30	30	30	30	30
DISK (Megabytes)	104	104	104	104	104	104
TERMINALS (Connected)	12	12	12	12	12	12

1994

1. Estimate the requirements for each item by month, and enter the totals of the estimated monthly usage in the appropriate total area.
2. Make the appropriate calculations as outlined in the memorandum for tape and disk to arrive at storage units.
3. Enter the estimated number of storage units and terminal units in the appropriate places on form 15DP.
4. Return this form to the Division of Data Processing when obtaining the Data Processing chargeback budget approvals.

Total Estimated FY84 Requirements

TAPES	360
DISK MEGS	1248
TERMINAL UNITS	12

TAPES .1 x 360 = 36.0  
 DISK .9 x 1248 = 1123  
 TOTAL 1159

	CODE	COMMODITIES CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.	400	TOTAL COMMODITIES	27.1	30.2	32.0		32.0	
2.	410	Agricultural Supplies						
3.	420	Household and Institutional Supplies						
4.	450	Structural Materials and Supplies						
5.	460	Equipment Parts and Supplies		5.5	5.8		5.8	
6.	470	Professional and Scientific Supplies		1.6	1.7		1.7	
7.	480	Office and Library Supplies		16.1	17.1		17.1	
8.	490	Other Operating Supplies		7.0	7.4		7.4	
9.	940	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
460	Equipment replacement of items less than \$500 each.	5.8	
470	Professional reference materials, books and supplies!	1.7	
480	Office supplies, including library and duplicating supplies; materials and supplies for Displaywriters; binding materials and workbook binders.	17.1	
490	Cover stock and divider stock for Budget and Management reports (Executive Budget Books I and II, Budget in Brief, AEIRS (Alaska Economic Information and Reporting System) reports, Budget Instructions, Alaska Statistical Review, Year End Performance Report).	7.4	

**16** COMMODITIES

AGENCY Office of the Governor

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	CODE	AGENCY/DIVISION TO RECEIVE THE I/A TRANSFER	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
		2	3	4	5	6	7	8
1.		TOTAL INTER-AGENCY TRANSFERS (NON-ADD)	87.3	228.1	246.5		246.5	
2.	382a	Department of Administration/Division of Data Processing	87.3	228.1	246.5		246.5	
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								

CODE	EXPLANATION	CONT. \$	ADDITION \$
382a	Data Processing Chargeback Fees	246.5	

**20 INTER-AGENCY  
TRANSFERS**

AGENCY OFFICE OF THE GOVERNOR  
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BRU BUDGET AND MANAGEMENT  
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**FY 84**

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Respondent's Name Laura Dimmler	Position Title Publications Specialist	Telephone 465-2213	Mail Stop 0102
------------------------------------	---	-----------------------	-------------------

Author	Title	Date	Number of Pages
Budget and Management	Alaska Budget In Brief FY 83	11/82	80
Budget and Management	Year-End Performance Report of the Alaska Economy 1981	6/82	38
Budget and Management	Executive Budget Book I - Operating Budget 1983	1/82	574
Budget and Management	Executive Budget Book II - Capital Budget 1983	1/82	362
Budget and Management	AEIRS Quarterly - November 1981	11/81	22
Budget and Management	Alaska Statistical Review 1982 Vol. 1	11/82	55
Budget and Management	Alaska Statistical Review 1982 Vol. 2 - not yet published		150
Budget and Management	Overview of State Loan Programs and Investment Funds	9/82	173
Budget and Management	Capital Budget Forms & Instructions FY 84	8/82	66
Budget and Management	NRMEC Project Budget Forms & Instructions FY 84	8/82	196
Budget and Management	Detail Budget Forms & Instructions-FY 84	8/82	211

**24** FY 82 ALASKA STATE PUBLICATIONS

01 1155 (7/82) 24

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BUDGET REQUEST UNIT (BRU)  
Policy Development and Planning

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PROGRAM  
Executive Operations

SEP 28 1982

CATEGORY  
General Government

BUDGET AND MANAGEMENT

AGENCY  
Office of the Governor

DIVISION  
Policy Development and Planning

NAME AND POSITION OF BRU MANAGER  
James M. Souby, Director

PHONE  
465-3573

NAME AND POSITION OF AGENCY CONTACT

*Alite Wa!*

PHONE

COMMISSIONS AND/OR ADVISORY BOARDS WHICH HAVE BEEN CONTACTED/OTHER PUBLIC INPUT CONSIDERED IN PREPARING BUDGET REQUEST:

Coastal Policy Council  
Council on Economic Policy  
Governor's Agency Advisory Committee on Leasing

SIGNATURE OF AGENCY HEAD

DATE

*J.M. Souby*

*8/27/82*

AGENCY Office of the Governor

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0 DETAIL BUDGET  
SUBMISSION

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STATUTORY BASIS: AS 44.19 Article 12 - Division of Policy Development and Planning, AS 44.19.155 - Coastal Management Program; Administrative Order #55 - Major Project Review Process; Administrative Order #62 - A-95 Clearinghouse; Administrative Order #54 - Management Implementation of Coastal Management Program; Administrative Order #52 - Agency Advisory Committee on Leasing; Administrative Order #65 - State Information Districts

PROGRAM GOAL(S): Program Goal - To assist the Governor, through comprehensive analysis and inter-agency coordination, to promote healthy economic growth and to protect and enhance the health, safety and general welfare of all Alaskans. Long-term Objective - To maintain a rational and consistent analytical and coordinating capability to respond to the critical issues facing the Governor and the citizens of the State. Related Policy - To provide government services which meet the needs of Alaskans in an effective and efficient manner. (Governor's Policy Theme #4)

BRIEF DESCRIPTION OF BRU ACTIVITIES AND THEIR RELATIONSHIP TO THE PROGRAM GOALS:

The purpose of this BRU is to provide the Governor with a strong analytical capability to: (1) objectively evaluate, from a statewide perspective, the merits and limitations of major development projects and programs to see if they are in the best long-term interests of Alaska; (2) provide a broad range of policy and program options necessary to rationally address the critical issues facing the State; (3) investigate longer-range issues that could have significant effects on Alaska and its citizens in the future.

A further purpose is to establish and implement procedures and policies for the effective and efficient coordination of inter-agency activities, ensuring that critical issues are being addressed from a broad perspective, with little or no duplication of effort.

1 DEFINITION STATEMENT

AGENCY Office of the Governor  
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BRU Policy Development and Planning

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STATE THE PROGRAM OBJECTIVE(S) BEING ADDRESSED BY THIS BRU.	BRU FUNCTION NUMBER	HOW WILL THIS BRU CONTRIBUTE TO EACH PROGRAM OBJECTIVE LISTED?
<p>1. Broaden the range of short- and long-term issues to be analyzed, in order to provide the Governor with objective policy evaluations on a wide variety of statewide projects and programs.</p> <p>2. Maintain a strong capability, through the Major Project Review Process (Administrative Order #55) and the d-2 Implementation Coordinator's Office, to coordinate inter-agency analysis of proposed State and federal OCS leasing programs and d-2 implementation efforts.</p> <p>3. To maintain an effective A-95 Clearinghouse program (Administrative Order #62).</p>	<p>1a.</p> <p>1b.</p> <p>3a.</p>	<p>Formal Policy Analysis Papers (PAP's) will be generated that reflect the range of technical expertise residing in the Division. PAP's to be made available to the Governor and for general distribution in FY 84 will focus on such areas as agriculture and fisheries development, data processing policy, State fiscal policy, long-range economic development policy, vocational education and employment training, Strategic planning, energy facility siting.</p> <p>The Division's staff will continue to be available, on an as-needed basis, to provide the Governor with quick response analysis of issues that arise during FY 84. These usually take the form of briefing memos and verbal presentations.</p> <p>Five major OCS leasing programs have been identified that will require comprehensive impact analysis in FY 84. The Division will have the lead responsibility in coordinating the State analysis. The d-2 implementation coordinator will be responsible for ensuring unified inter-agency activities associated with all d-2 matters.</p> <p>The A-95 Clearinghouse will continue to provide the means for promulgation and dissemination of proposals, plans and for review and comment by agencies of local, State and federal governments and other interested organizations and individuals.</p>

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BRU Policy Development and Planning

**1a** BRU OBJECTIVES

FY 84

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The Division of Policy Development and Planning provides technical assistance to the Governor in two major areas. It provides the Governor with a strong analytical capability in addressing statewide issues, and it serves as a statewide coordinating body to bring a multi-agency perspective to the issues being addressed.

Policy analysts within the Division bring a broad range of technical expertise to bear in evaluating, from a statewide perspective, the short- and long-term advantages and disadvantages of public policy options, major development issues and specific projects and programs being proposed. The intent is to provide the Governor, for his decision making, the most comprehensive and objective information on the merits and limitations of the issue in question. These evaluations become formal Policy Analysis Papers that are presented to the Governor and made available for wide distribution. These papers have addressed a variety of issues - those that are currently being debated and those that while not critical now, could affect Alaska and its citizens in the future. Attached is an index of the papers generated over the last few years. They range from the specific (Power Project Financing, Educational Endowment, Options for Health Care Financing) to the general (Remote Sensing in Alaska: Opportunities and Policy Implications, Regional Planning Coordination). Papers being prepared in FY 83 include Strategic Metals Demand Study, Corrections Policy, Human Impacts of Large-Scale Development, Rural Air Service, U.S. Borax Fiscal Analysis, Susitna Hydroelectric Status Report, Rural Energy White Paper, Unemployment Insurance Trust Fund Options.

The Coordinating arm of the Division has three principal functions:

The State Clearinghouse: Responsible for Governor's Administrative Order No. 62, federal Office of Management and Budget (OMB) Circular A-95 reviews and Alaska Coastal Management Program (ACMP) reviews.

Oil and Gas Leasing Coordinating: Responsible under Governor's Administrative Order No. 52 for helping State agencies develop State positions regarding federal oil and gas leasing activities and providing staff assistance to the Division Director as Co-chair of the Governor's Agency Advisory Committee on Leasing. Five formal "Socioeconomic and Environmental Analysis" efforts are scheduled in FY 84 for State lease sale - Upper Cook Inlet, Minchumina, Bristol Bay Uplands, Holitna Basin, Kuparuk Uplands.

d-2 Implementation Coordination: Responsible for providing staff support to the Governor's Special Assistant in his role as State contact for d-2 matters and as State Co-chairman of the Land Use Council.

2 ANALYTIC  
STATEMENT

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ORU Policy Development and Planning

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NUMBER	MEASURE/PERFORMANCE INDICATOR	PRIOR YEAR FY 82		CURRENT YEAR PLAN FY 83	BUDGET YEAR FY 84		
		PLAN	ACTUAL		CONTINUATION LEVEL	AGENCY REQUEST	GOVERNOR BUDGET
1	2	3	4	5	6	7	8
1a.	Number of Policy Analysis Papers generated.	25	18	20	20	20	
1b.	Number of issue analysis briefing memos generated.	30	25	25	25	25	
2a.	Number of Major Project Reviews completed.	4	3	5	5	5	
	Number of d-2 implementation inter-agency efforts completed.	7	10	8	8	8	
3a.	Number of Clearinghouse reviews undertaken.	1,200	1,000	1,000	1,000	1,000	

**3 BRU PERFORMANCE PLAN**

AGENCY Office of the Governor

PROGRAM Executive Operations

BRU Policy Development and Planning

**FY 84**

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GENERAL GOVERNMENT OFFICE OF THE GOVERNOR EXECUTIVE OPERATION POLICY DEV & PLAN

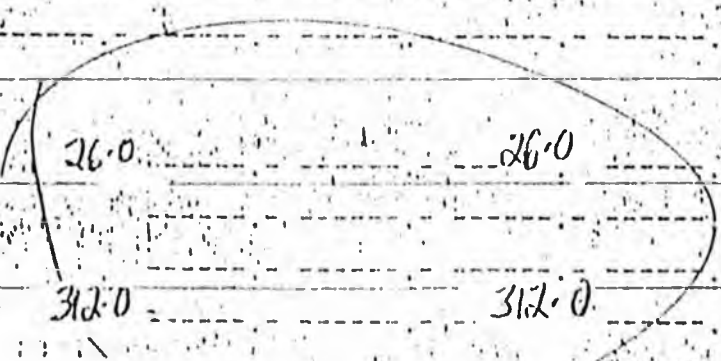
COMP# 01-91-6

EXECUTIVE OPERATIONS  
POLICY DEVELOPMENT AND PLANNING

EXECUTIVE OPERATIONS  
DPDP

S/F SUMMARY  
ELECTION DISIRI  
PBA UPDATE

EXPENDITURES FUNDING	(01) 82 AUTH	(02) 82 FINAL	(03) 82 ACTU	(04) 83 AUTH	(05) 83 SUPL	(06) 83 RP	(07) 84 CONT.	(08) 84 ADD.	(09) REQUEST	(10) GOVERNOR	(11) HOUSE	(12) SENATE
PERS. SERV.	966.0	1071.4	889.2	1123.7			1124.3					
TRAVEL	67.0	86.8	83.2	100.7			79.2					
CONTRACTUAL	1157.7	1458.4	1048.9	859.5			889.8					
COMMODITIES	10.6	12.4	11.2	11.7			12.4					
EQUIPMENT	.6	1.9	.1				-0-					
LANDS/BLDGS												
GRANTS, CLMS												
MISC.												
TOTAL EXPEND	2317.9	2630.9	2032.6	2095.6			2105.7					
1-A TRANSFER	408.0	408.0	363.4	445.0			463.9					
02-FEC RCPTS	354.5	481.5	338.6	161.2			161.2					
03 G/F MATCH	62.6	62.6	22.1	10.7								
04-GEN FUND	1664.8	1870.9	1599.9	1923.7			1944.5					
05 I/A RCPTS	120.0	215.9	72.0									
25-PGM RCPTS												
* BALANCE		-2630.9	-2032.6									
FULL-TIME	26.0	26.0	26.0	26.0			26.0					
PART-TIME												
EMPORARY												
TAFF MONTHS	312.0	312.0	312.0	312.0			312.0					



12/18/82

1. ITEM AND EXPLANATION	2. AMOUNT	3. FUNDING SOURCES	4. 100 PERSONAL SERVICES	5. 200 TRAVEL	6. 300 CONTRACTUAL SERVICES	7. 400 COMMODITIES	8. 500 EQUIPMENT	9. OTHER
1. FY 83 Authorized (Form 4A)	161.2 10.7 1,923.7	FED CFM GF	1,123.7	100.7	859.5	11.7	--	--
2. Less One-time Items (Include All Equipment)	( 58.7 )	GF See form 23 attached	( 12.0 )	( 26.0 )	( 20.1 )	( -- )	( -- )	( -- )
3. Plus FY 84 Replacement Equipment (Form 17, Line 1, Column 5)	--							
4. Personal Services Adjustment (Form 11, Line 22)	13.2	GF	13.2					
5. Sub-total	2,050.1	GF	1,124.3	74.7	839.4	11.7	--	--
6. Plus Inflation Adjustment	55.6	GF		4.5	50.4	.7		--
7. Sub-total	2,105.7	GF	1,124.3	79.2	889.8	12.4	--	--
8. Adjustments to and within Continuation (Forms 5A and 5B)	--		--	--	--	--	--	--
9. FY 84 Continuation	2,105.7	161.2 FED GF 1444.5 GF	1,124.3	79.2	889.8	12.4	--	--

5 COMPONENT CONTINUATION

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The Vocational Education and Employment Training Task Force was created by SCS CSIB 695. \$58,700 was appropriated to fund the Task Force through March 31, 1983 when, per terms of the bill, it will be terminated. Although \$12,600 was allocated to personal services, no permanent positions were created. For purposes of the FY '84 budget, we have treated the Task Force as a "one time" item.

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CONTINUED 5

AGENCY Office of the Governor  
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FY 84

C O N T I N U A T I O N	FY 84	AGENCY											
		\$	PFT POS.	PPT/SEA POS.	NON- PRM POS.	STAFF MONTHS							
		1	2	3	4	5							
1.	Current Authorized Positions (From Form 11)	1,136,859	26			312							
2.	Continuation Change to Current Authorized Positions (Form 12, column 11, lines 26-30)	*( 12,600)	--			--							
3.	Subtotal (From 4A, Continuation Column)	1,124,259	26			312							
4.	SOURCE OF FUNDS												
	Federal Receipts												
	G.F. Match												
	General Fund	1,124,259											
	Inter-Agency Receipts												
	Program Receipts												
	Other												
	Other												
							GOVERNOR						
							\$	PFT POS.	PPT/SEA POS.	NON- PRM POS.	STAFF MONTHS		
							6	7	8	9	10		
5.	Additions to Current Authorized Positions (Form 12, column 12, lines 26-30)												
6.	Total Personal Services Request (From 4A)	1,124,259	26			312							
7.	SOURCE OF FUNDS												
	Federal Receipts												
	G.F. Match												
	General Fund	1,124,259											
	Inter-Agency Receipts												
	Program Receipts												
	Other												
	Other												

\*See form 5, page 2 of 2 - one time item

AGENCY Office of the Governor

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**10 PERSONAL SERVICES  
REQUEST SUMMARY**

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BUDGET AND MANAGEMENT

FY 84

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	FY 83			FY 84			
	2. Pos	3. No.	4. \$	5. Pos	6. No.	7. \$	
U E S T R A H M L O R I P Z O B E S E D N	1. Full Time (From APBR or Form 11A)	26	312	924,144	26	312	924,144
	2. Part Time/Seasonal (From Form 11B)						
	3. Overtime (From Form 11C)						
	4. Shift Differential (From Form 11D)						
	5. Additional Salary Costs (From Form 11E)						
	6. Subtotal - Permanent Positions and Gross Salary Costs (Sum of Lines 1 - 5)	26	312	924,144	26	312	924,144
	7. Enter SBS Costs (Calculate in Box A)			56,650			56,650
	8. Standard Benefits FY 83 (Calculate in Box B)			144,340			141,020
	9. Police, Firemen Retirement Adjustment (Calculate in Box C)						
	10. Enter Adjustment for TRS Employee if Applicable (Calculate in Box D)						
	11. Enter Monthly Fixed Costs (Calculate in Box E)			57,096			74,880
	12. Subtotal - Authorized Permanent Positions, Salaries and Benefits (Sum of Lines 6 thru 11)	26	312	1,182,230	26	312	1,196,694
	13. Non-Permanent Positions, Salaries and Benefits (From Form 11F)						
	14. TOTAL POSITIONS, SALARIES AND BENEFITS (SUM OF LINES 12 AND 13)	26	312	1,182,230	26	312	1,196,694

A SUPPLEMENTAL BENEFITS (SBS)		
FY 83		
	POSITIONS	AMOUNT
1.	26	924,144
2.	X2188	X.0613
3.	\$56,888	\$ 56,650
4. Trans. lower - Line 7, Col 4.		
FY 84		
	POSITIONS	AMOUNT
5.	26	924,144
6.	X2240	X.0613
7.	\$ 58,240	\$ 56,650
8. Trans. lower - Line 7, Col 7.		

A	15. FY 83 Authorized (From Form 4A)	1,123,700	
A	16. FY 83 Salary Increase Distribution	-0-	
D	17. FY 83 Total Adjusted Funding (Line 15 + Line 16)	1,123,700	
J	18. FY 83 Amount Underfunding (Line 14 - Line 17)	58,530	
U	19. FY 83 + FY 84 Percent Underfunding (line 18 ÷ Line 14)		5%
S	20. FY 84 Amount Underfunding (Line 19 X Line 14, Col. 7)		59,835
T	21. FY 84 Continuation Request (Line 14 - Line 20)		1,136,859
	22. Continuation Adjustment (Line 21 - Line 15)		13,159

C BENEFITS ADJUSTMENT FOR POLICE, FIREMEN		
1. Affected Salaries	2. Rate	3. Adjustment
FY 83	.0965	
FY 84	.0965	

E Monthly Ben. LTC Oth. TOTAL			
	Months		
FY 83	\$ Fact.	X170	X183
	TOTAL		57,096
FY 84	Months		312
	\$ Fact.	X200	X240
	TOTAL		74,880

B VARIABLE BENEFITS %		
1. Gross Salary	2. Rate	3. Adjustment
FY 83	924,144	.1562 144,340
FY 84	924,144	.1526 141,020

D BENEFITS ADJUSTED FOR TRS EMPLOYEES		
1. TRS Salaries	2. Rate	3. Adjustment
FY 83	.0426	( )
FY 84	.0426	( )

**11 CURRENT AUTHORIZED POSITION SUMMARY**

AGENCY Office of the Governor

PROGRAM Executive Operations

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**FY 84**

BUDGET AND FINANCE  
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PCH	CLASSIFICATION TITLE AND EXPLANATION	LOC.	PAY RANGE	CURRENT YEAR - FY 83				BUDGET YEAR - FY 84			
				NO. OF POS.	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT	NO. OF POS	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT
1	2	3	4	5	6	7	8	9	10	11	12
1.	APBR										
2.	3001EX Director	AWA	26E	1	12	5,433	65,196	1	12	5,433	65,196
3.	3002EX Deputy Director	AWA	23E	1	12	4,554	54,648	1	12	4,554	54,648
4.	3003EX Policy & Program Specialist II	AWA	23F	1	12	4,725	56,700	1	12	4,725	56,700
5.	3004EX Policy & Program Specialist I	AWA	21A	1	12	3,475	41,700	1	12	3,475	41,700
6.	3005EX Policy & Program Specialist II	AWA	23A	1	12	3,971	47,652	1	12	3,971	47,652
7.	3006EX Policy & Program Specialist I	AWA	21A	1	12	3,475	41,700	1	12	3,475	41,700
8.	3007EX Policy & Program Specialist I	AWA	21C	1	12	3,714	44,568	1	12	3,714	44,568
9.	3008EX Policy & Program Specialist I	AWA	21C	1	12	3,714	44,568	1	12	3,714	44,568
10.	3009EX Policy & Program Specialist I	AWA	18A	1	12	2,838	34,056	1	12	2,838	34,056
11.	3011EX Policy & Program Specialist I	AWA	21B	1	12	3,605	43,260	1	12	3,605	43,260
12.	3012EX Administrative Assistant II	AWA	14B	1	12	2,218	26,616	1	12	2,218	26,616
13.	3013EX Secretary I	AWA	10F	1	12	1,946	23,352	1	12	1,946	23,352
14.	3014EX Clerk IV	AWA	9B	1	12	1,627	19,524	1	12	1,627	19,524
15.	3015EX Clerk Typist III	AWA	8A	1	12	1,487	17,844	1	12	1,487	17,844
16.	3016EX Clerk II	AWA	7A	1	12	1,408	16,896	1	12	1,408	16,896
17.	3017EX Policy & Program Specialist II	AWA	23A	1	12	3,971	47,652	1	12	3,971	47,652
18.	3018EX State-Federal Coordinator	AWA	21A	1	12	3,475	41,700	1	12	3,475	41,700
19.	3019EX Policy & Program Specialist I	AWA	21B	1	12	3,605	43,260	1	12	3,605	43,260
20.	3020EX Policy & Program Specialist I	AWA	21A	1	12	3,475	41,700	1	12	3,475	41,700
21.	3021EX Management Analyst III	AWA	18B	1	12	2,941	35,292	1	12	2,941	35,292
22.	3022EX Management Analyst II	AWA	16B	1	12	2,556	30,672	1	12	2,556	30,672
23.	3023EX Management Analyst II	AWA	16A	1	12	2,463	29,556	1	12	2,463	29,556
24.	3024EX Data Control Clerk	AWA	11B	1	12	1,832	21,984	1	12	1,832	21,984
25.	3025EX Clerk Typist III	AWA	8A	1	12	1,487	17,844	1	12	1,487	17,844
26.	3026EX Clerk Typist III	AWA	8B	1	12	1,530	18,360	1	12	1,530	18,360
27.	3027EX Clerk Typist III	AWA	8A	1	12	1,487	17,844	1	12	1,487	17,844
28.											
29.											
30.	TOTALS			26	312		924,144	26	312		924,144

**11a FULL-TIME  
POSITION RECAP**

AGENCY Office of the Governor

PROGRAM Executive Operations

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BUDGET AND MANAGER

**FY 84**

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	TOTAL	GENERAL GOVERNMENT	SUPERVISORY	CONFIDENTIAL	PSEA	LTC	NON-COVERED	ELECTED/ APPOINTED	OTHER (SPECIFY)
1. Permanent Position Base Salary for FY 84 (Form 11, line 6, col. 7)	924.1						924.1		
2. Non-permanent Base Salaries for FY 84 (Form 11F, line 27, col. 10)	-0-						-0-		
3. Sub-Total lines 1 and 2	924.1						924.1		
4. Transferred/Deleted Positions FY 84 Base Salaries	-0-						-0-		
5. New Position Base Salaries (Sum of Form 13's, line 5)	-0-						-0-		
6. Other Base Salary Adjustments (Form 23's following Form 12)	-0-						-0-		
7. TOTAL FY 84 REQUESTED BASE SALARIES (LINES 3-6)	924.1						924.1		
8. FUNDING SOURCES: (SHOWN AS A PERCENTAGE)									
a. Federal (1002)									
b. General Fund (1003-4)							100%		
c. Inter-agency Receipts (1005)									
d. Program Receipts (1028)									
e. Other (Specify):									
f.									
g.									
h.									
9. TOTAL		100%	100%	100%	100%	100%	100%	100%	100%

**11S** BASE SALARY DATA  
BY BARGAINING UNIT

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BUDGET AND EMPLOYMENT  
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1.	CODE	TRAVEL AND MOVING CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINGATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.	200	TOTAL TRAVEL AND MOVING	83.2	100.7	79.2		79.2	
2.	210/220	Field/Administrative Travel	4.9					
3.		In-State Transportation		11.7	12.5		12.5	
4.		In-State Per Diem		12.3	13.0		13.0	
5.		Out-Of-State Transportation		6.5	6.9		6.9	
6.		Out-Of-State Per Diem		4.1	4.3		4.3	
7.	230	Conventions and Meeting	66.8	40.1	42.5		42.5	
8.	240	Boards, Commissions and Legislators	.1					
9.	280	Moving or Relocation Expense	9.6					
10.	290	Non-Employee Travel	1.8	26.0				
11.	920	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
210/220	Field Administrative Travel - Attend meetings and conferences with State and federal agencies to identify conditions, problems and concerns related to needs of Alaskans - natural resources, energy, human resources, and other issues relating to the economy. Represent Governor at hearings, etc. as required both inside and outside the State.	36.7	
230	Conventions and Meetings - Attend conventions and meetings relating to inter-governmental relations and State planning. Attend professional planning meetings both inside and outside the State.	42.5	

**14 TRAVEL AND MOVING**

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CODE	CONTRACTUAL SERVICES CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET	
				AGENCY				
				CONTINUATION	ADDITION	REQUEST		
1	2	3	4	5	6	7	8	
1.	300	TOTAL CONTRACTUAL	1,048.9	859.5	889.8		889.8	
2.	310	Communications	51.0	62.2	62.2		62.2	
3.	320	Printing and Advertising	37.6	27.5	42.0		42.0	
4.	330	Space Expense and Fees	3.5	2.1				
5.	340	Repair and Maintenance		5.8	14.6		14.6	
6.	350	Utilities Other Than Space						
7.	360	Equipment Rental - Other Than HWCF and WP	60.5	23.2	36.8		36.8	
8.	364	Equipment Rental - Word Processing		26.1	22.1		22.1	
9.	368	Equipment Rental - Highway Working Capital Fund						
10.	370	Judicial Expense						
11.	380	Professional Fees & Services-Excluding Data Processing	889.3	674.0	662.2		662.2	
12.	382	Professional Fees & Services-Data Processing		11.2	14.7		14.7	
13.	382a	Data Processing Chargeback		27.4	35.2		35.2	
14.	390	Other Fees or Expenses	7.0					
15.	930	INTER-AGENCY TRANSFERS (NON-ADD)		445.0	463.3		463.3	

CODE	EXPLANATION	CONT. \$	ADDITION \$
310	Centrex, telephone, postage.	62.2	
320	Printing of general reports, consolidated annual report, lettersets, envelopes, advertising for vacancies and consistency determinations.	42.0	

**15 CONTRACTUAL SERVICES**

AGENCY Office of the Governor  
PROGRAM Executive Operations  
BRU Policy Development and Planning  
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**FY 84**

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## 340 Repair and Maintenance

2 Mag 11 at \$1,088 per year	\$ 2,176
8 Selectric typewriters - per year	965
3 Mag 6240's at \$1,695 per year	5,085
5 Lexitrons at \$101 per month	6,060
Miscellaneous equipment rental	300
	<u>\$14,586</u>

14.6

## 360 Equipment Rental

Xerox 5600, \$803 per mo. - per yr.	\$ 9,636
Xerox 5400, \$715 per mo. - per yr.	8,580
Usage A-95, DPDP \$700 per mo.	8,400
2 Postage meters, \$409.23 per quarter - per year	1,637
1 mdl. 3279 terminal, \$140 per mo.	1,680
1 mdl. 3274 control unit, \$300 per month	3,600
1 mdl. 3287 printer, \$275 per month	3,300
	<u>\$36,833</u>

36.8

## 364 Equipment Rental - Word Processing

1 Mag 6240 at \$215.20 per month	\$ 2,582.40
5 Lexitrons, \$1,626.25 per month	19,515.00
	<u>\$22,097.40</u>

22.1

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CONTINUED 15

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Continuation

389	Federal (OCS LANDS ACT) Grant funds for Review of Offshore Leasing. OCS 308(C)(2) programs - See form 22.	161.2
	Major Project Review of State Oil and Gas Leases, plus inflation conducted under Administrative Order 52.	290.2
	Major Project Review for special issues as requested by the Governor - interagency review of major projects is accomplished under Administrative Order 55. Professional consultant services for specific issues where contracted expert analysis is required.	210.2
	Computer use and storage - University of Alaska	<u>.6</u>
	Total 389:	662.2
382	Data Processing - see form 15dps	35.2
	1. Costs to DDP - operations terminal 145 mo.	1.7
	2. Costs to other then DDP program maintenance	13.0

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CONTINUED 15

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SYSTEM CODE GCII	SYSTEM NAME A-95 Clearinghouse		
USER AGENCY CONTACT Vic Ferreros	PHONE 465-3573	SIGNATURE <i>[Signature]</i>	DATE 9/20/82
DIVISION OF DATA PROCESSING CONTACT Dick Jablonowski	PHONE 465-2152	SIGNATURE <i>[Signature]</i>	DATE 9-21-82

DP BUDGET GROUP	FY 82		FY 83		FY 84 CONTINUATION			FY 84 ADDITION		
	UNITS	COST	UNITS	COST	UNITS	UNIT PRICE	COST	UNITS	UNIT PRICE	COST
1. Computer Resource Units	15,441	20.8	16,500	20.6	19,800	1.25	24.8			
2. Common Output Units	56	1.5	36	1.1	46	31.00	1.4			
3. Comp. Microfilm Output										
A. Originals	0	0	0	0	0	0	0			
B. Duplicates										
4. Terminal Charges	1	2.0	2	4.0	2	2,000.00	4.0			
5. Storage Units	323	3.9	120	1.7	352	14.00	5.0			
6. Data Entry	0	0	0	0	0	0	0			
7. Other			(voucher)	3.0	(CICS chargeback estimate)					
TOTALS		28.2		30.4			35.2			

NOTES:

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**15dp** DATA PROCESSING  
CHARGEBACK

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	CODE	COMMODITIES CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.	400	TOTAL COMMODITIES	11.2	11.7	12.4		12.4	
2.	410	Agricultural Supplies						
3.	420	Household and Institutional Supplies						
4.	450	Structural Materials and Supplies						
5.	460	Equipment Parts and Supplies						
6.	470	Professional and Scientific Supplies		2.0				
7.	480	Office and Library Supplies	11.2	6.8				
8.	490	Other Operating Supplies		2.9	12.4		12.4	
9.	940	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
	General office supplies, continuation only.	12.4	

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**FY 84**

**16** COMMODITIES

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	CODE	AGENCY/DIVISION TO RECEIVE THE I/A TRANSFER	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.		TOTAL INTER-AGENCY TRANSFERS (NON-ADD)		445.0	463.3		463.3	
2.	310	Administration - Centrex	6.5	6.6	7.3		7.3	
3.	380	Major project review - oil and gas	213.9	273.8	290.2		290.2	
4.	380	OCS-State participation, federal leases	158.0	136.2	130.0		130.0	
5.	380	University of Alaska - Computer use	.5	1.0	.6		.6	
6.	382	Administration - Data Processing	28.2	27.4	35.2		35.2	
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								

CODE	EXPLANATION	CONT. \$	ADDITION \$
310	Cost of Centrex phone system - Department of Administration	7.3	
380	Major project review of State oil and gas leases. Departments of Community and Regional Affairs, Fish and Game, Environmental Conservation, Natural Resources and Revenue.	290.2	
380	State participation in federal lease sales. Federal funds (OCS 308(C)(2)) to Departments of Natural Resources, Community and Regional Affairs, Environmental Conservation and Fish and Game.	130.0	
380	University of Alaska - Computer use.	.6	
382	Department of Administration - Data Processing	35.2	

**20 INTER-AGENCY  
TRANSFERS**

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1	FUND 100	RECEIPT CODE 773	COLLOCATION CODE 01-91-6-125					
2	RECEIPT TITLE							
3	TYPE OF REVENUE		FY 82	FY 83	FY 83	FY 84		
4	Unrestricted							
5	Restricted - Federal	X						
	Program Receipts		ACTUAL	AUTHORIZED	REVISED	CONTINUATION	ADDITION	REQUEST
	Inter-Agency Receipts							
	1		2	3	4	5	6	7
6	For FY 84 Budget Workbooks							
	BUDGET ESTIMATE		194.1	161.2	165.2	161.2		
7	For FY 84 Revenue Source Book				ESTIMATE			ESTIMATE
	CASH RECEIPTS							
8	Explanation of the Estimate An additional 300.0 federal dollars were received for this program. However, spending has been slower than estimated due to the federal lease program. We now believe 161.2 will be available for FY '84.							
9	State Matching Requirements State Match met for DPDP in FY '83.							
10	State Maintenance of Effort Requirements							
11	Indirect Cost Rate		Claimed <input type="checkbox"/>	Unclaimed <input type="checkbox"/>				
	Additional Data							
12								
13	Name of Person Preparing Estimate		Alice Wolcott		Phone	465-3573		Date
								9/21/82

**22** REVENUE  
DETAIL

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Respondent's Name Policy Development and Planning	Position Title	Telephone 465-3573	Mail Stop 0164
--	----------------	-----------------------	-------------------

Author	Title	Date	Number of Pages
	SEE ATTACHED INDEX.		

**24** FY 82 ALASKA STATE PUBLICATIONS

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82-1	Forecasting the Demand for Electric Power -- Is It Important, Can It Be Improved	Tom Singer	1/25/82
81-25	Statutory Options to Improve the Energy Program for Alaska (SB25) - Analysis and Recommendations -	Tom Singer	10/15/81
81-23	Preliminary Assessment of Cook Inlet Tidal Power	Bill Luria/Acres	9-23-81
81-18	State Energy Reorganization - Options	Bill Luria	5-14-81
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80-24	The Impact of Rising Energy Costs on Rural Alaska	ISER/Margo Waring	11-11-80
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81-13	Governor's Role In Health Systems Agency Grant Review	Janice Cole	4-2-81
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80-18	Draft Socioeconomic Stipulations - Alaska Natural Gas Transportation System	Janice Cole	12-10-80
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81-5	Increasing Public Sector Productivity through Applications of New Technology	Jay Moor	2-24-81
81-2	Remote Sensing in Alaska: Opportunities and Policy Implications	Jay Moor	1-13-81
<u>TRANSPORTATION</u>			
82-8	Airline Deregulation	Dave Teal	8-24-82
80-7	Governor's Haul Road Policy-Implementation Costs	Sally Rue	4-11-80
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<u>WEALTH DISTRIBUTION</u>			
82-3	<del>Oil and Gas Revenue Distribution - A Study of the Issues</del>	Dona Lehr	3-12-82
81-24	<del>Permanent Fund Dividend</del>	Dona Lehr/ Dick Emerman	10-12-81
80-17	Royalty Trusts & the British Columbia Resources Investment Corporation	Tom Singer	11-14-80
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80-15	State Land Disposal Program ✓	Sally Rue	10-23-80
<u>MINING</u>			
82-5	State Fiscal Analysis Quartz Hill Molybdenum Project	Dona Lehr/ Dick Emerman	5-27-82
80-22	Coal Severance Tax	Bill Luria/Dona Lehr	12-17-80
80-20	Beluga Coal Export Market Study	Dona Lehr/Bill Luria/ Battelle	12-15-80
<u>OIL &amp; GAS</u>			
82-2	A Social, Economic and Environmental Analysis of Oil and Gas Lease Sale 36	Rod Swope/ Gretchen Keiser	2-11-82
81-22	In-State Use of Royalty Oil: "Alaska Oil for Alaskans Now" Proposal -- An Interagency Analysis	Dona Lehr/Bill Luria	9-15-81
81-20		Gretchen Keiser	5-22-81
81-15	Oil and Gas Leasing Schedule for NPR-A - State Response	Gretchen Keiser	4-13-81
81-12	A Proposed State-Sponsored Coastal Studies Program for Alaska Oil and Gas Development Issues	Gretchen Keiser/ Bruce Baker	4-1-81
81-11	A Socioeconomic and Environmental Analysis of a State Oil and Gas Lease Sale in Lower Cook Inlet	Rod Swope/ Gretchen Keiser	10-81
81-4	Federal OCS Oil and Gas Leasing Schedule 1980-1985 - State of Alaska's Position	Bruce Baker/ Gretchen Keiser	2-2-81

<b>TRANSFERS FROM/DELETIONS:</b> 1 BRU <u>Division of Internal Audit</u> COMPONENT <u>Division of Internal Audit</u>		<b>FUNDING INFORMATION</b>	<b>TRANSFERS TO/ADDITIONS:</b> 2 BRU <u>Office of Management &amp; Budget</u> COMPONENT <u>Office of Management &amp; Budget</u>		
3	4	5	6	7	
What is being transferred or deleted from this unit?  Funds transferred to the newly formed Office of Management and Budget.	<b>AMOUNT</b> ( 854.5) ( 90.3) ( 58.1) ( 8.0) ( 7.5)  (1,018.4)	<b>EXPEND. BY OBJECT</b> 100 Pers. Serv. 200 Travel 300 Contractual 400 Commodities 500 Equipment 600 Lands/Bldgs. 700 Grants, Claims 800 Miscellaneous  <b>TOTAL</b> I-A Trans. (Non-Add) Fed. Receipts GF Hatch General Fund I-A Receipts Program Rpts. Other  No. Full-time (N) No. Part-time (N) Non-Permanent (N) No. of Months	<b>AMOUNT</b> 854.5 90.3 58.1 8.0 7.5  1,018.4	What is being transferred or added to this unit?  Funds transferred in from the former Division of Internal Audit.	
Explain which BRU objectives are affected, and how. 8					

5a ADJUSTMENTS WITHIN CONTINUATION LEVEL

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<b>TRANSFERS FROM/DELETIONS:</b> 1 BRU <u>Regulatory Reform</u> COMPONENT _____		<b>FUNDING INFORMATION</b>	<b>TRANSFERS TO/ADDITIONS:</b> 2 BRU <u>Office of Management &amp; Budget</u> COMPONENT <u>Office of Management &amp; Budget</u>	
3 What is being transferred or deleted from this unit?  Funds transferred to the newly formed Office of Management and Budget.	4 AMOUNT	5 EXPEND. BY OBJECT	6 AMOUNT	7 What is being transferred or added to this unit?  Funds transferred in from the former Regulatory Reform Office.
	(91.1)	100 Pers. Serv.	91.1	
	(10.6)	200 Travel	10.6	
	(14.0)	300 Contractual	14.0	
	( 2.3)	400 Commodities	2.3	
		500 Equipment		
		600 Lands/Bldgs.		
		700 Grants, Claims		
		800 Miscellaneous		
	(118.0)	TOTAL	118.0	
		1-A Trans. (Non-Add)		
		Fed. Receipts		
		GF Match		
	(118.0)	General Fund	118.0	
		1-A Receipts		
		Program Repts.		
		Other		
	( 2.0 )	No. Full-time (H)	2.0 ( )	
	( )	No. Part-time (H)	( )	
	( )	Non-Permanent (H)	( )	
	24.0	No. of Months	24.0	
8 Explain which BRU objectives are affected, and how.				

**5a ADJUSTMENTS WITHIN CONTINUATION LEVEL**

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**FY 84**

BUDGET REQUEST UNIT (BRU)

Office of Management and Budget

PROGRAM

Executive Operations

CATEGORY

General Government

AGENCY

Office of the Governor

DIVISION

Office of Management and Budget

NAME AND POSITION OF BRU MANAGER

Peter B. McDowell, Director

PHONE

465-2213

NAME AND POSITION OF AGENCY CONTACT

Peter B. McDowell, Director

PHONE

465-2213

COMMISSIONS AND/OR ADVISORY BOARDS WHICH HAVE BEEN CONTACTED/OTHER PUBLIC INPUT CONSIDERED IN PREPARING BUDGET REQUEST:

None

SIGNATURE OF AGENCY HEAD

DATE

AGENCY Office of the Governor

PROGRAM Executive Operations

BRU Office of Management & Budget

COMPONENT Office of Management & Budget

FY 84

DETAIL BUDGET SUBMISSION

Page 1 of 1

Revised Date

STATUTORY BASIS:

AS 37.07

Executive Budget Act

AS 44.19 Article 12

AS 44.19.0]0

37.07.040

Office of Management & Budget

44.19.155

37.07.050

Agency Program and Financial Plans, Administrative Order #55 #52

37.07.080

Program Execution #62 #65

#54

PROGRAM GOAL(S):

BRIEF DESCRIPTION OF BRU ACTIVITIES AND THEIR RELATIONSHIP TO THE PROGRAM GOALS:

The Office of Management and Budget is a new budget request unity in FY 84. It combines the Divisions of Budget and Management, Internal Audit, Policy Development and Planning, and the Regulatory Reform Program. The new structure includes the Divisions of Strategic Planning, Budget Review, Management and Government Coordination.

The organizational purpose of this office is to establish a comprehensive system for state program and financial management which furthers the capacity of the Governor and Legislature to plan and finance the services which they determine the State will provide for its citizens.

The principal function of the Division of Strategic Planning is to develop, coordinate and review long-range program and financial plans to implement State policies. The Division of Budget Review will assist the Governor in the preparation, coordination and enactment of the State's operating and Capital Budgets. The Division of Management will assist in the review and periodic revision of the program goals and policies of the State, and will conduct performance audits and sunset reviews as necessary. The Governmental Coordination Division will perform A-95 review of grants, regulatory review, permit reform, and Coastal Zone Management functions.

AGENCY Office of the Governor

PROGRAM Executive Operations

BRU Office of Management & Budget

FY 84

1 DEFINITION STATEMENT

Page 1 of 1  
Revised Date

The Office of Management and Budget is a new budget request unity in FY 84. It combines the Divisions of Budget and Management, Internal Audit, Policy Development and Planning, and the Regulatory Reform Program. The new structure includes the Divisions of Strategic Planning, Budget Review, Management and Government Coordination.

The organizational purpose of this office is to establish a comprehensive system for state program and financial management which furthers the capacity of the Governor and legislature to plan and finance the services which they determine the State will provide for its citizens.

The principal function of the Division of Strategic Planning is to develop, coordinate and review long-range program and financial plans to implement State policies. The Division of Budget Review will assist the Governor in the preparation, coordination and enactment of the State's operating and Capital Budgets. The Division of Management will assist in the review and periodic revision of the program goals and policies of the State and will conduct performance audits and sunset reviews as necessary. The Governmental Coordination Division will perform A-95 review of grants, regulatory review, permit reform and Coastal Zone Management functions.

**2 ANALYTIC  
STATEMENT**

AGENCY Office of the Governor

PROGRAM Executive Operations

BRU Office of Management & Budget

COMPONENT Office of Management & Budget

**FY 84**

Page 1 of 1

Revised Date \_\_\_\_\_

1.	2.	3.	4.	5.	6.	7.	8.	9.
ITEM AND EXPLANATION	AMOUNT	FUNDING SOURCES	100 PERSONAL SERVICES	200 TRAVEL	300 CONTRACTUAL SERVICES	400 COMMODITIES	500 EQUIPMENT	OTHER
1. FY 83 Authorized (Form 4A)								
2. Less One-Time Items (Include All Equipment/ Plus FY 84 Replacement Equipment (Form 17, Line 1, Column 5)	( )		( )	( )	( )	( )	( )	( )
3. Personal Services Adjustment (Form 11, line 22)								
5. Sub-Total								
6. Plus Inflation Adjustment								
7. Sub-Total								
8. Adjustments to and within Continuation (Forms 5A and 5B)								
9. FY 84 Continuation	6023.5	161.2 Fed., 5862.3 GF	3730.4	216.6	2014.3	54.7	7.5	----

# Continuation reflects FY 84 Gov.

**5** COMPONENT  
CONTINUATION

AGENCY Office of the Governor

PROGRAM Executive Operations

BRU Office of Management & Budget

COMPONENT \_\_\_\_\_

**FY 84**

Page 1 of 1

Revised Date \_\_\_\_\_

<b>TRANSFERS FROM/DELETIONS:</b> 1 BRU <u>Policy Development &amp; Planning</u> COMPONENT <u>Policy Development &amp; Planning</u>	<b>FUNDING INFORMATION</b>	<b>TRANSFERS TO/ADDITIONS:</b> 2 BRU <u>Office of Management &amp; Budget</u> COMPONENT <u>Office of Management &amp; Budget</u>
---	----------------------------	---

3	4	5	6	7
What is being transferred or deleted from this unit?  Funds transferred to the newly formed Office of Management and Budget.	<b>AMOUNT</b> (1,124.3) ( 79.2) ( 889.8) ( 12.4)	<b>EXPEND. BY OBJECT</b> 100 Pers. Serv. 200 Travel 300 Contractual 400 Commodities 500 Equipment 600 Lands/Blgds. 700 Grants, Claims 800 Miscellaneous  <b>TOTAL</b> 1-A Trans. (Non-Add) Fed. Receipts GF Match General Fund 1-A Receipts Program Repts. Other  No. Full-time (M) No. Part-time (M) Non-Permanent (M) No. of Months	<b>AMOUNT</b> 1,124.3 79.2 889.8 12.4  2,105.7  161.2 1,944.5  26.0 ( ) ( ) 312.0	What is being transferred or added to this unit?  Funds transferred in from the former Division of Policy Development and Planning.

8 Explain which BRU objectives are affected, and how.

**5a ADJUSTMENTS WITHIN CONTINUATION LEVEL**

AGENCY Office of the Governor  
 PROGRAM Executive Operations  
 BRU Office of Management & Budget  
 COMPONENT Office of Management & Budget

**FY 84**

Page 1 of 4  
Revised Date \_\_\_\_\_

<b>TRANSFERS FROM/DELETIONS:</b> 1 BRU <u>Division of Budget &amp; Management</u> COMPONENT <u>Division of Budget &amp; Management</u>		<b>FUNDING INFORMATION</b>	<b>TRANSFERS TO/ADDITIONS:</b> 2 BRU <u>Office of Management &amp; Budget</u> COMPONENT <u>Office of Management &amp; Budget</u>	
3	4	5	6	7
What is being transferred or deleted from this unit?  Funds transferred to the newly formed Office of Management and Budget.	<b>AMOUNT</b> (1,660.5) ( 36.5) (1,052.4) ( 32.0)      (2,781.4) (2,781.4)      ( 36.0) ( 1.0) ( ) ( 443.5)	<b>EXPEND. BY OBJECT</b> 100 Pers. Serv. 200 Travel 300 Contractual 400 Commodities 500 Equipment 600 Lands/Blids. 700 Grants, Claims 800 Miscellaneous  <b>TOTAL</b> I-A Trans. (Non-Add) Fed. Receipts GF Match General Fund I-A Receipts Program Rpts. Other  No. Full time (M) No. Part-time (M) Non-Permanent (M) No. of Months	<b>AMOUNT</b> 1,660.5 36.5 1,052.4 32.0      2,781.4      ( ) ( ) ( ) 443.5	What is being transferred or added to this unit?  Funds transferred in from the former Division of Budget and Management.
Explain which BRU objectives are affected, and how. 8				

**5a ADJUSTMENTS WITHIN CONTINUATION LEVEL**

AGENCY Office of the Governor  
 PROGRAM Executive Operations  
 BRU Office of Management & Budget  
 COMPONENT Office of Management & Budget

**FY 84**

Page 2 of 4  
 Revised Date \_\_\_\_\_

PETER B. MCDOWELL

128 Dixon Street  
Juneau, Alaska 99801  
(907) 586-2593

Peter McDowell, 43, is a management consultant and economist with over seventeen years experience, including five as a partner with Price Waterhouse in the United States and abroad. He holds a MBA in Accounting and Business Statistics and a BA in Economics and Mathematics. His experience includes management consulting for a broad range of companies and institutions, with special emphasis on organization, management and financial planning and control for private and public institutions engaged in economic development. He also serves as a member of the Board of Trustees of the Alaska Permanent Fund Corporation.

EDUCATION	MBA, Accounting and Business Statistics, University of Oregon Graduate School of Business, 1965.  BA, Economics and Mathematics, Willamette University, 1962.
RANGE OF EXPERIENCE	Over seventeen years of management consulting, financial auditing and management experience.  Management consulting experience has been extensive in the disciplines of organization, management and financial planning and control for small to very large private companies, financial institutions, educational institutions, highway transportation agencies and economic development institutions.
PROFESSIONAL HISTORY	Partner, Human-McDowell, Juneau, Alaska 1980-present.  Partner, Price Waterhouse 1974-1979, in Washington, D.C., London, England and Lagos, Nigeria.  Staff Accountant to Senior Manager, Price Waterhouse 1955-1974, in San Francisco and New York.  Lecturer, University of Oregon Graduate School of Business, 1962-1965.
PROFESSIONAL QUALIFICATIONS	Certified Management Consultant (CMC), Institute of Management Consultants, USA, since 1974.  Certified Public Accountant (CPA), American Institute of Certified Public Accountants, since 1967.
PROFESSIONAL CONSULTING EXPERIENCE	Supervision and performance of a large number of management consulting projects of which the following assignments are representative:

PETER B. MCDOWELL

- Reorganization and rationalization of the Special Projects Office from the Office of the Governor of Alaska.
- Socio-economic analysis of the impacts on Juneau of the proposed move of the Alaska state capital from Juneau.
- Management and organization review, and development of revised classification and compensation plans for the Tlingit-Haida Central Council.
- Loan financing application for timber operations of a S.E. Alaska Native Village Corporation.
- Acquisition reviews of several businesses.
- Consultant to the Alaska State Investment Advisory Committee and the Legislature with regard to the organization, management, control and accountability of the Alaska Permanent Fund.

This project involved a review and report on the structures and management of national and international development institutions (e.g., World Bank); testimony at public hearings; and drafting of proposed legislation.

- Conducted a study of the areas cost differentials used to measure geographic location effects on costs in the Alaska Public School Foundation Program.
- Development of accounting and reporting systems for the Nigerian National Petroleum Company.
- Review of accounting and budgeting policies of the United Nations Food and Agricultural Organization, Rome, Italy.
- Reorganization of the management structure of the New York Stock Exchange.
- Development and implementation of a small business financial planning and budgeting system package using time-sharing computers.
- Organization, management, program budgeting and accounting consulting for the Oakland, San Francisco and Woodland, California school districts.
- Financial studies of the allocation of federal and state highway funds among competing road systems in the States of Washington and California and at the federal level.

PETER B. MCDOWELL

- Financial planning and control systems, including charts of accounts for a variety of smaller businesses and organizations.
- Member of the first Board of Trustees of the Alaska Permanent Fund Corporation.
- Member of the Business Management Task Force for Governor Sheffield's Transition.

GENERAL  
MANAGEMENT  
EXPERIENCE

July 1977 - June 1979 Partner-in-charge of the Price Waterhouse Lagos, Nigeria Office. Full responsibility for the management and affairs of this 80-staff professional practice, including:

- nationwide auditing, tax and management consulting client services
- practice administration and accounting
- staff training and development
- government relations
- client service marketing
- participation on policy board of the Price Waterhouse Africa Firm.

July 1974 - June 1977 Founding President of Price Waterhouse Associates (International), a subsidiary of Price Waterhouse International. Established and directed multi-national efforts to market management consulting work in developing countries of Africa, Asia, Latin America and in the Middle East through personal visits to over 50 countries in these areas and Europe. Established and maintained close liaison and information networks with World Bank and United Nations agencies in Washington D.C. and Europe which fund management consulting work in developing countries. Published manuals about development bank organizations and practices and communicated this knowledge to partners and staff in many countries.

January 1973 - June 1974 Manager in charge of Price Waterhouse, U.S.A. Management Advisory Services Continuing Education and Information Services. Directed a task force of over 15 partners and managers in the design and development of a new comprehensive continuing education program for the entire Price Waterhouse management consulting staff. Managed a staff of four persons who maintained a reference library and referral service of previous firm experience on call to over 60 practice offices.

PETER B. MCDOWELL

COMMERCIAL  
FISHERIES  
EXPERIENCE

Owner/operator of salmon power troll vessel during the 1980, 81, and 82 sessions.

Member, Alaska Trollers Association.

PUBLISHED  
WORKS

"What the Chief Executive Should Know About Financial Planning and Control", Price Waterhouse Review and AMA Management Review, 1974.

Guide to Financial Planning and Control, Price Waterhouse, New York, 1973.

PROFESSIONAL  
REFERENCES

1980 - Present

George W. Rogers, PhD.  
University of Alaska Economist  
1790 Evergreen Avenue  
Juneau, Alaska 99801  
(907) 586-1202

1977 - 1979

Peter A. Davis CA  
Management Consulting Partner  
Price Waterhouse  
Southwark Towers  
32 London Bridge Street  
London, SE19SY, ENGLAND  
Telephone 407-8989

1972 - 1977

Henry Gunders, CMC  
Co-Chairman and Deputy Senior Partner  
Price Waterhouse  
1251 Avenue of the Americans  
New York, New York 10020  
Telephone (212) 489-8900

RESUME

Gordon S. Harrison

EDUCATION

- 1965 B.A. (Honors) University of the Pacific, Stockton, California.
- 1969 Masters of Journalism, University of California, Berkeley, California.
- 1969 Ph.D., Political Science, Claremont Graduate School, Claremont, California.

AREAS OF EXPERTISE

Natural resource development planning, government policy, community economic and social systems, fiscal impact analysis; experience includes economic feasibility studies, program evaluations, manpower forecasts, siting studies, survey research, social and economic impact studies, and policy analyses.

PROFESSIONAL EXPERIENCE

- 1978-  
present Consultant - social and economic research.
- 1977-78 Project Economist, Dames & Moore, Consultants in the Environmental and Applied Earth Sciences, Seattle, Washington.
- 1977 Staff Assistant, Office of the Governor, State of Alaska.
- 1974-77 Consultant - social and economic research.
- 1975-76 Administrative Assistant to the President and Chairman of the Board, Doyon, Ltd.
- 1969-74 Associate Professor of Political Science, Institute of Social, Economic, and Government Research, University of Alaska, Fairbanks; joint appointment with Department of Political Science 1971-72, 1973-74; tenured 1974.

## PROJECTS AND RESEARCH REPORTS

### Work in Progress:

Principal investigator in "A Comparative Case Study of Fisheries Management: The Alaska King Crab 'Framework' Plan." Alaska Department of Fish and Game (Institute of Social and Economic Research).

Preparation of a workbook for ANCSA Sec. 14(c)(3) Reconveyances. Alaska Department of Community and Regional Affairs.

Socioeconomic Impact Evaluation, FERC License Application, Silver Lake Hydroelectric Project. DOWL Engineers.

### Completed Projects:

Townsite Planning and Site Selection, Beluga River, Alaska. Placer Amex, Inc. 1982.

"Regulatory Analysis Handbook." Regulatory Reform Program, Office of the Governor, 1982.

Fiscal impact and social impact on Juneau, in "Socioeconomic Impact Analysis of Capital Relocation." New Capital Site Planning Commission, (Homan-McDowell and Frank Orth and Associates), 1982.

Area Supervisor and Researcher, "Koyukuk Navigability Study." Alaska Department of Natural Resources (ERTEC, Inc.), 1982.

"An Economic Analysis of Concurrent Development of Outer Continental Shelf Oil and Gas Leases in the Bering Sea." BLM OCS Socioeconomic Studies Program (Dames and Moore), 1982.

"Economic Rationale for an Aleutian Regional Airport." City of Unalaska (Dames and Moore), 1981.

"Chernofski Harbor Development Plan." Alaska Department of Transportation and Public Facilities (with CCC Architects and Planners; Dames and Moore, ABKJ, Inc., and Norgaard, USA, Inc.), 1981.

Consulting for Northwest Alaskan Pipeline Company, 1978-1981.

"A Citizen's Guide to Alaska's Constitution." Written for Legislative Affairs Agency, 1982 (in press).

"Policy Analysis of a Proposed Educational Endowment Fund." Legislative Affairs Agency, 1982.

"Mechanisms for Legislative Policy Development." Legislative Affairs Agency, 1982.

"Petroleum Development and Environmental Protection." Major contributor to interdisciplinary study for U.S. Fish and Wildlife Service (Dames and Moore, University of Alaska); also prepared separate handbook on petroleum development for field biologists, 1979-80.

PROJECTS AND RESEARCH REPORTS (Continued)

- Prepared projections of labor demand for 11 federal OCS lease sale areas between 1978 and 1982 as part of comprehensive Petroleum Technology Assessments made by Dames and Moore; BLM Outer Continental Shelf Socioeconomic Studies Program.
- Prepared field development scenarios and economic impact assessments for Social, Economic and Environmental Analysis for Oil and Gas Lease Sale No. 35 (Lower Cook Inlet), and No. 37 (Middle Tanana and Copper River Basin). Division of Policy Development and Planning, Office of the Governor, 1980, 1981.
- "Socioeconomic Site Evaluations for Petrochemical Manufacturing." Dow-Shell Group (CCC Architects and Planners), 1981.
- "Community Planning and Socioeconomic Evaluation for a Proposed Methanol Plant in the Beluga Coal Field." Placer-Amex (CCC Architects and Planners), 1981.
- "Rural Economic Impact of CEDC Programs." Community Enterprise Development Corporation, 1980.
- "Socioeconomic Impact Assessment," in federal Environmental Impact Statement for Prudhoe Bay Waterflood Project. ARCO Oil and Gas Co. (Dames and Moore), 1980.
- "Socioeconomic Impacts of the Proposed ALPETCO Refinery, Valdez, Alaska." Charter Oil Company. (CCC/HOK, Anchorage), 1979.
- "Fiscal Impacts on Snohomish County of Snohomish Cascade Subdivision." Hillis Homes, Inc. (David Evans and Associates, Portland), 1979.
- "Fiscal Impacts on Snohomish County of Silver Firs Subdivision." Levitt Nu-Pacific Corp. (Kegal and Associates, Everett, Washington), 1979.
- "Fiscal Impacts of Evergreen East Shopping Center, King County." DeBartello Development Corp. (Dames & Moore, Seattle), 1979.
- "The Economies of Nome and Kotzebue, Alaska." BLM OCS Socioeconomic Studies Program (Policy Analysts, Ltd., Anchorage), 1979, 1980.
- "Socioeconomic Impacts of Port Development, Valdez, Alaska." City of Valdez (Dames & Moore, Anchorage), 1979.
- "A Social and Economic Evaluation of the Effects of a Commercial Herring Fishery on the Village Economies of the Eastern Bering Sea Coast." North Pacific Fishery Management Council, Anchorage, Alaska (Dames & Moore), 1978.
- "Monitoring Petroleum Activity in the Gulf of Alaska and Lower Cook Inlet Between April 1975 and June 1978." Bureau of Land Management (Dames & Moore), 1978.
- "The Role of the ASAPCO Refinery in the Tacoma Regional Economy." Puget Sound Air Pollution Control Agency (Dames & Moore), 1978.

PROJECTS AND RESEARCH REPORTS (Continued)

- "A Socioeconomic Monitoring Program for the Skagit Nuclear Power Project." Puget Sound Power & Light Company (Dames & Moore), 1978.
- "An Analysis of the Fiscal Impacts of the Proposed Atlantic Richfield-Trans Mountain Pipeline Project." Trans-Mountain Pipeline Co. (Dames & Moore), 1977.
- "An Analysis of Selected Economic Data for Skagit County and the State of Washington." Puget Sound Power & Light Company (Dames & Moore), 1977.
- Contributor to Fairbanks Petrochemical Study. Fairbanks North Star Borough, (University of Alaska), 1977.
- "Socioeconomic Impacts and Nuclear Power Plant Siting; An Evaluation of 13 Counties of the Delmarva Peninsula." Delmarva Power Company (Dames & Moore), 1977.
- "Report of the Land Status of Potential Nuclear and Coal-fired Power Plants on the Delmarva Peninsula." Delmarva Power Company (Dames & Moore), 1977.
- "A Report on the Feasibility of Purchasing the Polaris Building, Downtown Fairbanks." Doyon, Ltd., 1976.
- "The Market for Waterborne Petroleum Products in Interior and Southwest Alaska." Doyon, Ltd., 1976.
- "The Wholesale Grocery Business in Alaska." Doyon, Ltd., 1976.
- "A Description of the Insurance and Bonding Industry in Alaska." Doyon, Ltd., 1975.
- "Analysis of Legislation Calling for the Decentralization of the State-Operated School System." Center of Northern Education Research, 1975.
- "An Assessment of the Social and Economic Impacts of the Major Refinery Expansion of the Kenai Peninsula." Tesoro Alaska Petroleum Company (Dames & Moore), 1975.
- "The Potential Market in Alaska for North Slope Natural Gas." El Paso-Alaska Company, 1974.
- "An Evaluation of Social and Economic Impacts of Construction of a Trans-Alaska Natural Gas Pipeline" (two reports). El Paso Alaska Company and Dames & Moore, 1974.
- "Evaluation of the Local Government Training Program." (With T.A. Morehouse). Cooperative Extension Service, University of Alaska, 1971.
- "Evaluation of a Bio-medical Satellite Communication Experiment in Rural Alaska." (With G. Stanley). Public Health Service, Anchorage, 1971.

PROJECTS AND RESEARCH REPORTS (Continued)

"An Evaluation of the Two Rural Alaska Development Projects." (With T.A. Morehouse and J. Cruikshank). Office of Economic Opportunity, U.S. Department of HEW, 1970.

PUBLICATIONS

A Citizen's Guide to Alaska's Constitution. Anchorage: Institute of Social and Economic Research (in press).

Alaska Growth Policy: A Discussion of Issues. Fairbanks, Alaska: Institute of Social, Economic, and Government Research, 1975.

"The People and the Park: Reactions to a System of Public Transportation in Mt. McKinley National Park," Journal of Leisure Research, 1975.

Contributing author, A Scientific and Policy Review of the Draft EIS for the Proposed Federal Coal Leasing Program of the BLM, Katherine Fletcher, Ed. Washington, D.C.: The Institute of Ecology, 1974.

Alaska's Electoral Profile (with T.A. Morehouse). Fairbanks, Alaska: Institute of Social, Economic, and Government Research, 1973.

"Notes on Alaska Native Electoral Politics," Polar Record XVI (104), June 1973.

Science in Alaska: Proceedings of the 23rd Alaska Science Conference, 1972, editor. Fairbanks, Alaska: AAAS, Alaska Division, 1973.

"The Alaska Native Claims Settlement Act of 1971," Arctic XXV (3), 1972.

"The Alaska Native Claims Settlement Act and Federal Indian Policy," in Alaska and Japan, Tsuguo Arai, ed., Anchorage, Alaska: AMU Press, 1972.

"Mass Media in Native Villages of Alaska," Journalism Quarterly XL (2), 1972.

"The Flow of Communication Between Government Agencies and Eskimo Villages in Alaska," Human Organization XXXL (1), 1972.

Alaska Public Policy, editor. Fairbanks, Alaska: Institute of Social, Economic, and Government Research, 1971.

"Native Voting in Village Alaska," Arctic XXIV, 1971.

"The Hanseatic League in Historical Interpretation," The Historian XXXIII (3), 1971.

"State Government and Economic Development in Alaska," (with T.A. Morehouse) State Government XLIII (4), 1970 and XLIV (1), 1971.

"Rural Alaska's Development Problem," (with T.A. Morehouse) Polar Record XV (95), 1970.

"Electoral Patterns of Alaska Native Villages," ISEGR Research Note, June, 1970.

comprehensive reviews of operations throughout the Municipal government to identify areas of deficiency or weakness in operating procedures and management skills. Assisted operating departments in the conduct of operational reviews to develop improvement recommendations in such areas as financial control, working conditions, interagency coordination, and related interfaces. Provided research, analysis, and recommendations and proposals on a wide variety of special projects requested by the Director of Management and Budget, the Municipal Manager, and the Mayor.

Nov 1964  
to  
March 1977

UNITED STATES AIR FORCE. Diverse, responsible financial managerial functions at five major United States Air Force Bases.

Major Air Command Management Analysis Officer - Planned and developed managerial information programs and procedures for collecting and evaluating operational and financial data with which to evaluate air defense activity management. Developed a Resource Management System training program to provide for more effective and efficient use of available resources.

Base Budget Officer - Planned, analyzed, and evaluated financial progress and status of approved programs, availability of financial resources to achieve desired objectives, and provided technical guidance to the commander and key staff on budget matters such as the propriety of and legislative authority for proposed expenditures.

Base Accounting and Finance Officer - Responsible for the management, operation, and administration of the receipt, disbursement, and accounting for public funds. Provided procedural planning and technical guidance for several major computer systems changes. Implemented quality assurance programs which contributed significantly to marked increases in the quality and timeliness of accounting data and financial services. Participated as a member of a Department of Defense special study team studying the feasibility of merging two military installations; planned and directed the resulting consolidation of two Accounting and Finance operations involving two completely different systems (Air Force and Army).

HONORS

Member of Beta Gamma Sigma (the national business honor fraternity) and Beta Alpha Psi (the national accounting honor fraternity). B.S. and M.B.A. degrees with honors. Distinguished Graduate of the United States Air Force Officer Training School.

PERSONAL  
DATA

Resident of Anchorage since 1975. Hobbies include photography, camping, numismatics, and art collection. Member and Anchorage Chapter President of the Association of Government Accountants. Member of the Municipal Finance Officers Association of Alaska. Member of the Anchorage Fine Arts Museum Association, the Cook Inlet Historical Society, and the Alaska World Affairs Council.

References are available upon request.

## RESUME

Eugene A. Dusek  
3542 Anderson Avenue  
Anchorage, Alaska 99504  
Phone: (907)277-0762

Date of Birth: January 16, 1940  
Height: 6'0"  
Weight: 180 pounds  
Health: Excellent

### PROFESSIONAL OBJECTIVE

Responsible and challenging management position which utilizes a proven background of technical and managerial experience in an extensive range of resource management, budgeting, accounting, and financial management activities together with active involvement in related legislative processes.

### EDUCATION

MICHIGAN STATE UNIVERSITY, EAST LANSING, MICHIGAN. M.B.A., 1968.  
Major in Accounting.

INDIANA UNIVERSITY, BLOOMINGTON, INDIANA. B.S., 1964. Major in Business Administration, with concentration in Finance.

### EXPERIENCE

April 1979  
to  
Present

MUNICIPALITY OF ANCHORAGE, ANCHORAGE, ALASKA (DEPARTMENT OF MANAGEMENT AND BUDGET). MUNICIPAL BUDGET OFFICER -- Responsible for the administration of an annual operating, capital, and grants budget in excess of \$500 million for a municipal government serving over 137,000 residents. Assists in the development of the Mayor's annual budget policy and guidelines, including the formulation of funding levels to achieve desired fiscal objectives. Plans and organizes the development of the annual operating budget and the six-year capital improvement program. Provides guidance to the departments and coordinates the preparation of the budget and the capital improvement program. Facilitates the budget review process by the Executive Managers and the Mayor and provides recommendations for action. Coordinates and participates in the Municipal Assembly's review of the budget. Works with the news media regarding budgetary matters. Facilitates ongoing reviews of the budget subsequent to its enactment to evaluate financial progress and status. Responsible for the Municipal coordination of federal and state operating and capital grants. Provides assistance and guidance to the Mayor and the Executive Managers on a wide variety of financial and operational matters through the conduct of special studies and analyses. Reviews and analyzes proposed state legislation to determine the fiscal impacts on the Municipality; identifies problem areas and recommends appropriate legislative action. Identifies potential alternative approaches to state funding. Assists in obtaining favorable state funding legislation through interaction with the Alaska Municipal League and state legislators and staff, including testimony before state legislative committees.

March 1977  
to  
April 1979

MUNICIPALITY OF ANCHORAGE, ANCHORAGE, ALASKA (OFFICE OF MANAGEMENT AND BUDGET). Lead analyst for management systems with responsibility for the development, implementation, and review of ongoing resource management systems to improve management and the utilization of Municipal resources. Directed continuing, systematic, and

JOHN O'MEARA  
3429 Meander Way  
Juneau, Alaska 99801

Office: (907) 465-2203  
Residence: (907) 789-0591

EXPERIENCE:

During the past 8 years, I developed and managed organizations that evaluate the economy, efficiency and effectiveness of Federal, State and Local Government programs and activities. As a manager of these performance audit organizations, I received extensive exposure to many types of organizations, management systems and financial control systems. I handled frequent public inquires and allegations, and press contacts. In addition, I dealt extensively with Federal, State and Local government agencies, conservations groups, private consultants, and private and publicly held companies.

January 1983 to Present-Acting Associate Director, Division of Management, Office of Management and Budget, Office of the Governor, State of Alaska.

August 1980 to December 1982-Director, Division of Internal Audit, Office of the Governor, State of Alaska. The Governor of Alaska hired me to establish the Division of Internal Audit in the Office of the Governor as an organization capable of reviewing the accountability and performance of State agencies and programs. I developed the Division into a creditable organization in one year including developing written policies and procedures and hiring and training 19 professional staff.

September 1978 to July 1980-Senior Evaluator and Management Council member, Seattle Regional Office, U. S. General Accounting Office. As a Senior Evaluator, I managed nationwide evaluations of Federal, State and Local Government programs including supervising and coordinating the activities of professional staff performing the assignment in various parts of the country. This involved leading the staff in establishing overall work objectives and providing direction, guidance, and counseling to the staff.

As a member of the Management Council, I helped set policy and helped plan and implement the regions overall goals.

September 1974 to August 1978-Manager, Anchorage Alaska Office, U.S. General Accounting Office. In September, 1974, I accepted the challenge of developing and managing a GAO office in Anchorage, Alaska. I managed all aspects of GAO's operations in Alaska including planning future GAO work in Alaska, planning staff resources for the Alaska office, performing the administrative responsibilities of operating a GAO office, and providing supervisory direction and guidance to the staff.

August 1969 to September 1974-Supervisory Auditor with the U.S. General Accounting Office in Seattle, Washington. Supervised nationwide audits of Social Programs, Postal Service, Labor Programs, Housing Programs, and Defense Programs.

June 1967 to August 1969-Auditor with the U.S. General Accounting Office in Seattle, Washington.

EDUCATION:

B.S. in Commerce (Accounting), Montana State University, 1967.

RECENT TRAINING:

Supervising Human Resources  
Employee Counseling  
Producing Organized Writing and Reviewing  
Personnel Management for Executives  
Role of Supervisors and Managers in EEO  
Results Management

PROFESSIONAL DATA:

Certified Public Accountant  
Member, American Society for Public Administration  
Member, Pacific Northwest Intergovernmental Audit Forum  
Member, National Association of State Auditors, Comptrollers and  
Treasurers

REFERENCES:

Jerry Reinwand  
P.O. Box 2291  
Juneau, Alaska 99803

Jessie L. Dodson  
519 W. 4th Avenue  
Anchorage, Alaska 99501

Walter H. Henson  
Regional Manager  
U.S. General Accounting Office  
Room 1992, Federal Building  
915 Second Avenue  
Seattle, Washington 98174

U.S. General Accounting Office Publications:

Report to the Secretary of the Air Force on "Delays in Disposing of Former Communications Sites in Alaska: Millions in Property Cost; Public Safety Jeopardized." 1981

Report to the Secretaries of Defense, The Interior, and Transportation on "Protection and Prompt Disposal Can Prevent Destruction of Excess Facilities In Alaska." 1980

Report to the Congress on "Alternatives for Achieving Greater Equities in Federal Land Payment Programs." 1979

Report to the Secretary of Defense on "Increased Oversight and Interservice Use of Military Aviation Training Ranges Can Reduce Cost." 1979

Report to the Senate Committee on Energy and Natural Resources and Subcommittee on General Oversight and Alaska lands on "Land Title Should be Conveyed to Alaska Natives Faster." 1978

Report to the Secretary of the Interior on "Opportunities to Resolve Some Basic Conflict Over Outer Continental Shelf Leasing and Development." 1978

Report to the Congress on "Lessons Learned From Constructing the Trans-Alaska Oil Pipeline." 1978

Report to the Congress on "The Alaska Railroad: Its Management is Being Improved; Its Future Needs to be Decided." 1978

Report to the Congress on "Lower Cook Inlet -- Another Example of More Data Needed for Appraising Outer Continental Shelf Oil and Gas Resources." 1978

Report to the Senate Committee on Interior and Insular Affairs on a "Survey of Publications on Exploration, Development, and Delivery of Alaskan Oil to Market." 1977

Report to the Congress on the "Trans-Alaska Oil Pipeline -- Information on Construction, Technical, and Environmental Matters through Spring 1977." 1977

Report to the Congress on "Special Travel Benefits for Federal Employees in Hawaii, Alaska, and Similar Areas Outside the Continental U.S. Should be Changed." 1977

Report to the Congress on "Management of and Plans for the Naval Petroleum Reserves." 1976

Report to the Joint Committee On Internal Revenue Taxation on "Internal Revenue Service Assistance to Taxpayers in Filing Federal Income Tax Returns." 1976.

Report to the Congress on the "Trans-Alaska Oil Pipeline -- Progress of Construction through November 1975." 1976

Report to Senator William Proxmire on the "Cost of Operating Military Recreation Camps in Alaska." 1975

Report to the Congress on "Project Head Start: Achievements and Problems." 1975

Report to the Joint Committee on "Internal Revenue Taxation on Telephone Assistance to Taxpayers Can be Improved." 1975

Report to the Committee on Labor and Public Welfare, U.S. Senate, on "The Emergency Employment Act: Placing Participants in Nonsubsidized Jobs and Revising Hiring Requirements." 1974

Report to the Committee on Labor and Public Welfare, U.S. Senate, on "Public Service Benefits from Jobs under the Emergency Employment Act of 1971." 1973

Report to the Committee on Labor and Public Welfare, U.S. Senate, on "Impact of Grants to Indian Tribes under the Emergency Employment Act of 1971." 1973

Report to the Committee on Labor and Public Welfare, U.S. Senate, on "Public Employment Programs in Selected Rural and Urban Areas." 1973

Report to the Committee on Labor and Public Welfare, U.S. Senate, on "Types of Jobs Offered to Unemployed Persons under the Emergency Employment Act of 1971." 1972

Report to the Committee on Labor and Public Welfare, U.S. Senate, on "Selection and Enrollment of Participants in Programs under the Emergency Employment Act of 1971." 1972

Report to the Committee on Labor and Public Welfare, U.S. Senate, on "Report on the Preparation and Approval of Plans to Implement the Public Employment Program." 1972

Report to the Committee on Labor and Public Welfare, U.S. Senate, on "Review of the Allocation of Funds for the Public Employment Program under the Emergency Employment Act of 1971." 1971

Report to the Congress on "Improved Use of Cargo Space on Ammunition Ships By Better Planning." 1972

Report to the Congress on "Opportunities to Improve Effectiveness and Reduce Costs of Homeownership Assistance Programs." 1972

Reports to the Congress on "Acquisition of Major Weapon Systems." 1971

Report to the Congress on "Improved Guidance Needed for Relocating Railroad Facilities at Water Resources Projects." 1970

Report to the Congress on the "Status of the Acquisition of Selected Major Systems." 1970

Division of Internal Audit Publications:

The Commercial Fisheries Entry Commission Needs to Better Account For and Control Fees Received. 1982

Department of Revenue's Efforts to Intercept Permanent Fund Dividends Payable to Absent Parents Owing Past Due Child Support. 1982

Better Systemwide Planning Would Improve The Effectiveness of the Correctional System. 1982

The Department of Education Needs to Improve Management of Preschool Programs. 1982

Letter Report on Department of Natural Resources Efforts to Correct Errors in Federal Land Transfer Documents. 1982

The Department of Natural Resources Needs to Improve Their Procedures For Selling Tentatively Approved Land. 1982

The Department of Transportation and Public Facilities Needs to Improve Management Controls and Implement Their Planned Information Systems. 1981

The Alaska Agricultural Action Council's Efforts to Develop a Small Grain Marketing System. 1981

Management of Statewide Employee's Supplemental Benefits System Can Be Improved. 1981

Department of Health and Social Services Should Take Additional Actions to Reduce Payment of Public Assistance Funds to Ineligible Persons. 1981

Review of Unclaimed Property. 1981

Review of Department of Health and Social Services, Division of Corrections, Sitka Contract Prison. 1981

Review of Department of Health and Social Services, Division of Corrections, Nome Correctional Center. 1981

Review of Department of Health and Social Services, Division of Corrections, Juneau Correctional Center. 1981

Review of Department of Health and Social Services, Fairbanks Correctional Center. 1981

Review of Department of Health and Social Services, Division of Corrections, Eagle River Correctional Center. 1981

Review of Department of Health and Social Services, Division of Corrections, Anchorage Annex Correctional Center. 1981

Review of Health and Social Services, Division of Corrections. 1981

Review of Department of Commerce and Economic Development, Division of Insurance. 1981

Review of Department of Community and Regional Affairs, Division of Local Government Assistance Administration of Head Start Contracts. 1981

Report to Department of Commerce and Economic Development on the Alaska State Asian Office, Tokyo, Japan. 1981

Review of the Delta Agricultural Project, Office of the Governor. 1980

Review of the Department of Administration, Lease/Purchase Policy and Procedures. 1980

Review of Department of Administration, Employee Parking. 1980

Review of Department of Administration, Division of General Services and Supply, Alaska Surplus Property Service. 1980

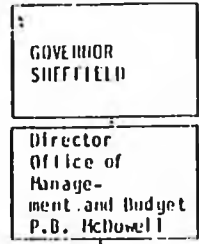
DRAFT - OFFICE OF MANAGEMENT AND BUDGET - FUNCTIONAL ORGANIZATION

Organizational Purpose

To establish a comprehensive system for State program and financial management which furthers the capacity of the Governor and Legislature to plan and finance the services which they determine the State will provide for its citizens. (1)

Organizational Policy

Within the formal hierarchical professional organization, various task forces/project teams will be formed as necessary.



Associate Director  
Division of  
Strategic Planning  
Dr. Gordon Harrison

Associate Director  
Division of Budget  
Review  
Eugene Dusek

Associate Director  
Division of Management  
(Acting)  
John O'Hearn

Associate Director  
Division of  
Governmental  
Coordination  
Jay Hujan

**A** Administrative Support  
**R**eports administratively to  
**E**xecutive Office Manager.  
**R**eports functionally to  
**D**irector O.M.B.

- o Develop, coordinate and review long-range program and financial plans to implement State policies (1)
- o Assist in the orderly establishment of goals and policies of the State (1)
- o Evaluate alternatives to existing policies, plans and procedures (1)
- o Cost benefit analyses (2)
- o Development of long-range fiscal and economic consequences of alternate levels of capitalization and preparation of report to the Legislative Budget and Audit Committee (1)
- o Fiscal analysis of legislative proposals (2)
- o Development of Governor's strategic plans (2)
- o Linkage with operating and capital budgets
- o
- o
- o

- o Preparation, coordination and enactment of a budget. (1) (This includes both the Capital and Operating Budgets.)
- o Review and improvement of budget process (2)
- o Staff budget liaison with Legislature
- o Staff budget liaison with agencies
- o Linkage with strategic plans
- o Coordination with agency planning processes (2)
- o
- o

- o Assist in the review and periodic revision of the program goals and policies of the State (1)
- o Regular appraisal and reporting of program performance (1)
- o Performance auditing, sunset review, etc.
- o Fiscal compliance auditing, etc.
- o Development and operation of an issue and objective tracking process (2)
- o Management consulting and organizational assistance (2)
- o Information systems planning and support (2)
- o Professional service contract support (2)
- o
- o

- o Governmental coordination (2)
- o A-95 review of grants(2) (E.O. 12372)
- o Regulatory Review (2)
- o Permit reform (2)
- o CZM functions
- o
- o

Approved: Governor Sheffield \_\_\_\_\_ Date \_\_\_\_\_

Approved: Peter B. McDowell \_\_\_\_\_ Date \_\_\_\_\_

1) AS 37.07, Executive Budget Act  
 2) Administration Policy  
 October 31, 1982

1/27/83  
PS

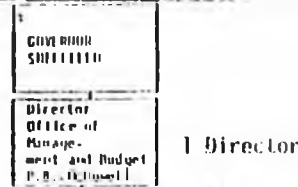
OFFICE OF MANAGEMENT AND BUDGET - FUTURE ORGANIZATION

Organizational Purpose

To establish a comprehensive system for State program and financial management which enhances the capacity of the Governor and Legislature to plan and finance the services which they determine the State will provide for its citizens. (1)

Organizational Policy

Within the formal hierarchical professional organization, various task forces/project teams will be formed as necessary.



1 Director

Associate Director  
Division of Strategic Planning  
Dr. Gordon Harrison

Associate Director  
Division of Policy Review  
Eugene Duvick

Associate Director  
Division of Management  
(Acting)  
John O'Neal

Associate Director  
Division of Governmental Coordination  
Jay Hogan

Administrative Support

Reports administratively to Executive Office Manager  
Reports functionally to Director O.M.B.

- 1 Lead Admin. Asst.
- 1 Pub. Specialist
- 1 Admin. Asst.
- 1 Admin. Support Tech.

- 7 Secretary I
- 2 Clerk IV
- 7 Clerk-Typist III
- 1 Clerk-Typist
- 1 Data Control Clerk
- 1 Documents Clerk

- 1 Assoc. Director
- 6 Policy & Program Specialist
- 1 Research Analyst
- 1 Program Budget Analyst IV
- 1 Program Budget Analyst V
- 1 Economist I
- 3 Economist II
- 2 Economist III

- 1 Assoc. Director
- 1 Systems Analyst
- 1 Research Analyst
- 1 Program Budget Analyst II
- 4 Program Budget Analyst III
- 6 Program Budget Analyst IV
- 3 Program Budget Analyst V

- 1 Assoc. Director
- 1 Policy & Program Sp.
- 2 Program Budget A. IV
- 1 Program Budget A. V
- 6 Internal Auditor II
- 6 Internal Auditor III
- 3 Internal Auditor IV
- 1 Internal Auditor V

- 1 Assoc. Director
- 1 Dir. of Reg. Reform
- 1 State/Fed. Coord.
- 5 Policy & Program Spec.
- 3 Management Analyst

Estimated Space Allocations

Anchorage:		
1 clerical @ 123 sq. ft.		123
4 professionals @ 156 sq. ft.		624
File cabinets (5 @ 7.5 sq. ft.)		38
Library/conference room		324
xerox, supply room		221
common corridors		unknown
	TOTAL	1,330

Juneau:		
1 Director @ 260 sq. ft.		260
4 Assoc. Directors @ 260 sq. ft.		1,040
64 Professionals @ 156 sq. ft.		9,984
12 Clerical staff @ 123 sq. ft.		1,476
File cabinets (60 @ 7.5 sq. ft.)		450
Library room/shelves (2 @ 324 sq. ft.)		648
Conference room (4 @ 500 sq. ft.)		2,000
Xerox, computer, printer, etc. (4 @ 221 sq. ft.)		884
Common corridors, etc.		unknown
	TOTAL	17,142

Approved: [Signature] Date: 1/27/83

Approved: [Signature] Date: 1/27/83

1. [Signature] Executive Budget Act  
2. [Signature] [Title]

1-1-83

THE LEGISLATURE OF THE STATE OF ALASKA  
THIRTIETH LEGISLATURE

FISCAL NOTE

I. REQUEST

Bill/Resolution No. Executive Order No. 52  
 Title Office of Management and Budget  
 Requested by Governor Date Jan. 12, 1983

II. FISCAL DETAIL

Agency Affected Office of the Governor  
 Program Category Affected General Government  
 BRU, Program, Or Subprogram(s) Affected Office of Management and Budget  
 (Note: If more than one budget component is affected, separate line-item amounts and funding for each component in the analysis section.)

EXPENDITURES (Thousands of Dollars)

	FY 83	FY 84	FY 85	FY 86	FY 87	FY 88
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL						
400 COMMODITIES						
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL	-0-	-0-	-0-	-0-	-0-	-0-

FUNDING (Thousands of Dollars)

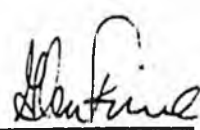
GENERAL FUND	-0-	-0-	-0-	-0-	-0-	-0-
FEDERAL FUNDS	-0-	-0-	-0-	-0-	-0-	-0-
OTHER (Specify Source)	-0-	-0-	-0-	-0-	-0-	-0-

POSITIONS

FULL TIME						
PART TIME						
TEMPORARY						

III. ANALYSIS (See Fiscal Note Preparation Instruction, Section III)

No fiscal impact.

IV. DATE January 16, 1983 PREPARED BY Glen Price   
 AGENCY Office of the Governor - Division of Budget Revi.  
 Original: Legislative Finance PHONE 465-2213  
 cc: Budget and Management  
 Prime Sponsor (First Legislator Named)  
 33-001 (Rev. 12/82)  
 Agency Contact: Eugene Dusek 465-2213

RESUME'

J.H. Hogan  
P.O. Box 576  
Juneau, Alaska 99802  
(907) 586-1948

BORN: May 2, 1933  
Morristown, New Jersey

HIGH SCHOOL: Morristown, H.S.; Graduated 1951

COLLEGE: Dartmouth College, Hanover N.H.  
A.B., Sociology - 1955

University of Massachusetts, Amherst, Mass.  
M.A., Government - 1963. Graduate school was part of a public administration intern program sponsored by the Carnegie Foundation. Under the terms of the program, five interns were selected from nationwide applications and worked one year with the Massachusetts State government and took the second year in graduate study in one of four Massachusetts universities.

WORK EXPERIENCE: 1983: Associate Director, Governmental Coordination, Office of Management & Budget, Juneau, Alaska. Functions supervised include determinations of consistency with the State's coastal management program, regulatory review and permit reform and the review and approval of Federal grant applications (soon to be revised A-95 process).

1971 - 1982: Director of Legislative Finance Division, Juneau, Alaska. Legislative Finance serves as staff to the standing finance committees of the Legislature and the Legislative Budget & Audit Committee.

1970 - 1971: Fiscal Analyst, Legislative Affairs Agency, Juneau. Research and drafting of bills relating to appropriations and taxes.

1968 - 1969: Fiscal Analyst, New Mexico Legislative Council Service, Santa Fe, New Mexico. Research and drafting of bills relating to appropriations and taxes.

1966 - 1968: Budget Analyst, Joint Budget Committee, Colorado General Assembly, Denver, Colorado. Budget analysis for the Natural Resources area budgets.

1965: Management Analyst, Colorado Department of Administration, Denver, Colorado.

1963 - 1964: Management Analyst, U.S. Department of Interior, Washington, D.C./Denver, Colorado.



# Alaska State Legislature

## House of Representatives

### Committee on State Affairs

Pouch V  
State Capitol  
Juneau, Alaska 99811

Official Business

#### AGENDA

DATE: 1/27/83

TIME: 3:00 p.m.

#### JOINT MEETING

- I. Call meeting to Order
  - A. Note the committee members present.
  - B. Welcome those observing the meeting.
  - C. Remind those who have not signed in to do so. And remind those giving testimony to speak up and state their name before talking.
- II. Announce legislation under consideration:

EO 53

Introduce Senate committee members + House

Introduce Senate committee staff:

OK

Susie Tryck (pronounced TRICK) She is their Researcher

David Dye, Adm. Assist.

Other notes or reminders:

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# Cowdery File

- EFFECTS:
1. STRONG EXECUTIVE APPROACH TO STATE GOVERNMENT
  2. COORDINATE POLICY, BUDGET + PERFORMANCE
    - Stream Line

PROBLEMS/  
QUESTIONS

Right now, the Governor of Alaska is, BY CONSTITUTION, A VERY POWERFUL MAN - w/ LOTS OF AUTHORITY + RESPONSIBILITY. He has complete control of the Budget and also has very powerful veto abilities.

? - What additional powers will now be vested in the new office of Management and Budget? -

⊗ - What powers are taken from the legislature + vested in Executive?

## A. FISCAL NOTE ANALYSIS BY OMB?

DOES OMB WANT TO ~~REVIEW~~ ALL COMMITTEE FISCAL NOTE REQUESTS? - WILL THEY BE THE FINAL CLEARING HOUSE?

IF SO,

- TWO PROBLEMS -

1. TIME TURN AROUND TIME OF FISCAL NOTES - How MANY DAYS, weeks, etc.
  - a. When striving for a limited session
    - this OMB analysis of fiscal notes will slow things down

2. Overstepping Legislative Jurisdiction  
See Rule 20 of Uniform Rules

Eugene  
Dusek

the State Affairs Committee is the  
Standing Committee given jurisdiction over  
the office of the Governor

?  
- Does the existence of OMB, and its  
delegated responsibilities conflict with  
the jurisdiction of the Legislature -  
State Affairs jurisdiction under Rule  
20 of Uniform Rules?

B. Governor has issued a Zero Fiscal  
Note for the creation of OMB

?  
? - Is this possible?

Merging 3 divisions into 1 office  
w/o costing any money?

? how does the Budget Request Unit (BRU)  
effect this?

#20

STANDING COMMITTEES

RULE 20. STANDING COMMITTEES. (a) Each house has the following standing committees with the jurisdiction indicated:

Finance (all appropriation, revenue, capital improvement, and bonding measures, the executive budget, and the programs and activities of the Department of Revenue)

Health, Education and Social Services (the programs and activities of the Department of Health and Social Services, the Department of Education, and the University of Alaska)

Judiciary (the programs and activities of the Alaska Court System and the Department of Law, and the legal and substantive review of bills referred to it for that purpose)

Labor and Commerce (the programs and activities of the Department of Labor relating to labor-management relations, industrial safety, unemployment compensation, and workers' compensation and the programs and activities of the Department of Commerce and Economic Development)

Community and Regional Affairs (the programs and activities of the Department of Community and Regional Affairs and other matters relating to political subdivisions)

Resources (the programs and activities of the Departments of Fish and Game, Natural Resources, and Environmental Conservation)

Rules (interpretation of the Uniform Rules, calendar, the internal administration of the house and matters pertaining to the management of the legislature as a whole)

State Affairs (programs and activities of the Office of the Governor and the Departments of Administration, Military Affairs and Public Safety, and programs and activities of the Department of Transportation and Public Facilities relating to public facilities)

Transportation (programs and activities of the Department of Transportation and Public Facilities relating to transportation and other legislative matters relating to transportation).

(b) The committee chairmen are authorized to form such subcommittees as they determine to be necessary.

SPECIAL AND JOINT COMMITTEES

RULE 21. SPECIAL AND JOINT COMMITTEES. (a) A special committee is a committee of one house. A special committee may be established only by the adoption of a simple resolution. The presiding officer of each house appoints the members of a special committee and designates a member to chair the special committee unless otherwise ordered by the house. The persons who chair like committees of each house may arrange for the committees to meet jointly to receive

Note: State Affairs has Jurisdiction over programs of the Office of Governor

Cowden  
File

State programs regardless of how they are funded would be helpful. General funds are only one source of revenue available to the State for services provided to the public. A comprehensive, coordinated evaluation of State programs would provide a better base from which to make program and funding decisions.

### III. FY85 BUDGET

In order to structure the 1985 budget to reflect the style, direction and priorities of the new Administration, work should begin on the development of long range strategic and fiscal plans as soon as possible. In addition, several issues warrant consideration:

- o The existing budget structure should be reviewed and modified to reflect more of a program orientation. This would likely result in some reorganization to provide for a clear linkage from organizational (responsibility) units to program (output) units.
- o Federal fund status should be reviewed and be more closely coordinated with the budget process.
- o Other services funded by monies not budgeted in General funds appropriations should be reviewed for their relationship to State programs and the effectiveness of current methods to budget and control revenues and expenditures.
- o The State's overall bond rating needs to be reviewed

and coordinated with the proposed long-range fiscal plans.

- o The current operational planning and budgetary process should be reviewed and streamlined.
- o The role of Boards and Commissions in the budgetary process should be reviewed and defined.
- o The public input process should be defined.
- o Consideration should be given to the adoption of long-range capital plans by the Executive and Legislative branch. The first year of the plan would be appropriated and future years would be adopted. The process for revising adopted projects within the plan should be defined.
- o An analysis should be conducted of current loan programs and debt services impacts on the budget over a long term period.

The following critical issues should be immediately addressed:

- o FY83 and FY84 Budget analysis and development of a 1983 Legislative session Executive Budget (see Budgetary Considerations) and procedures for revision
- o Definition of the organizational structure of the Governor's Office and the personnel needs of this office
- o Development and establishment of a coordinated statewide planning, budgeting and control function in the Governor's Office (OMB)
- o Development of the Sheffield Administration's 1983 Legislative package
- o Analysis of the State Boards, Councils and Commissions and the appropriate placement in the new Administration
- o Resolution and monitoring of the Critical Issues reported in the other Departmental Task Force reports

- o Improved statewide coordination in intergovernmental functions including: regulatory reform, State/Federal activities, and permitting functions.
  
- o Increase the role and visibility of the Governor's Washington D.C. Office to better facilitate the flow of information between the Governor and Alaska's Delegation to Congress.
  
- o Development of a statewide plan for the use of data processing and telecommunications in the short and long term. Review of the internal audit report in this area (expected early 1983).

BUDGET REQUEST UNIT (BRU) Internal Audit		RECEIVED	
PROGRAM Executive Operations		SEP 27 1982	
CATEGORY General Government		BUDGET AND MANAGEMENT	
AGENCY Office of the Governor	DIVISION Internal Audit		
NAME AND POSITION OF BRU MANAGER John O'Heara, Director, Division of Internal Audit		PHONE 465-2203	
NAME AND POSITION OF AGENCY CONTACT Evan McKinney, Deputy Director, Division of Internal Audit		PHONE 465-2203	
COMMISSIONS AND/OR ADVISORY BOARDS WHICH HAVE BEEN CONTACTED/OTHER PUBLIC INPUT CONSIDERED IN PREPARING BUDGET REQUEST:			
SIGNATURE OF AGENCY HEAD <i>J. O'Heara</i>		DATE 9-22-82	

**0** DETAIL BUDGET SUBMISSION

AGENCY Office of the Governor  
 PROGRAM Executive Operations  
 BRU Internal Audit

Page 1 of 1  
 Revised Date

**FY 84**

STATUTORY BASIS:

A.S. 44.19.010

PROGRAM GOAL(S):

The goal of Internal Audit is to assist the Governor in improving the management and operation of State organizations and programs.

BRIEF DESCRIPTION OF BRU ACTIVITIES AND THEIR RELATIONSHIP TO THE PROGRAM GOALS:

To meet this goal we conduct performance reviews of significant state organizations and programs, and provide the Governor with reports on the results of these reviews.

1 DEFINITION STATEMENT

AGENCY Office of the Governor

PROGRAM Executive Operations

BRU Internal Audit

FY 84

Page 1 of 1  
Revised Date

STATE THE PROGRAM OBJECTIVE(S) BEING ADDRESSED BY THIS BRU.	BRU FUNCTION NUMBER	HOW WILL THIS BRU CONTRIBUTE TO EACH PROGRAM OBJECTIVE LISTED? -
To assist the Governor in improving the management and operations of State organizations and programs.	1  2  3	Provide <u>relevant</u> and <u>timely information</u> to the Governor which includes recommendations on increasing <u>efficiency</u> , <u>economy</u> and <u>effectiveness</u> of State organizations and programs.

1a BRU  
OBJECTIVES

AGENCY Office of the Governor  
PROGRAM Executive Operations  
BRU Internal Audit

Page 1 of 1  
Revised Date

FY 84

BRU FUNCTION NUMBER	MEASURE/PERFORMANCE INDICATOR	PRIOR YEAR FY 82		CURRENT YEAR PLAN FY 83	BUDGET YEAR FY 84		
		PLAN	ACTUAL		CONTINUATION LEVEL	AGENCY REQUEST	GOVERNOR'S BUDGET
1	2	3	4	5	6	7	8
1	Information provided to State managers - a. reports issued b. management letters issued c. management briefings		9 1 1	18 6 3	18 12 6	18 12 6	
1	Relevancy - percent of products that address significant issues		74%	100%	90%	90%	
1	Timeliness - a. percent of products issued on schedule b. average calendar days from start of job to final report		n/a 170	80% 150	90% 120	90% 120	
2	Dollar savings per dollar of expenditure that will result if all recommendations are implemented - (ratio - for fiscal year)		n/a	4:1	5:1	5:1	
2.	Actual documented dollar savings per dollar of expenditure that occurred as a result of our recommendations - (ratio - cumulative for 3 years)		.88:1	2:1	3:1	3:1	
3	Documented accomplishments with other than dollar savings - (number)		11	15	20	20	
3	Concurrence with recommendations - (percent)		78%	60%	80%	80%	

**3** BRU PERFORMANCE  
PLAN

AGENCY Office of the Governor  
PROGRAM Executive Operations  
BRU Internal Audit

FY 84

Page 1 of 1  
Revised Date

AGENCY OFFICE OF GOVERNOR

CATEGORY GENERAL GOVERNMENT

BUDGET REQUEST UNIT 01 91-3-05-00-00

PROGRAM EXECUTIVE OPERATIONS SUB-PROGRAM INTERNAL AUDIT

ELEMENT

SUB-ELEMENT

SUB-OBJECT NUMBER	SUB-OBJECT DESCRIPTION	PRIOR YEAR EXPENDITURES	OBJECT GROUP TOTAL	BRU TOTAL
110	REGULAR DUTY	578.0		
100	EMPLE FRINGE BENEFIT	152.3	730.4	
210	FIELD TRAVEL	.5		
220	ADMINISTRATIVE TRAVEL	67.0		
230	CONVENTIONS/MEETINGS	.3		
240	BOARDS/COMMS/LEGISLT	.3		
280	MOVING/RELOCATH EXP	17.4		
290	NONEMPLOYEE TRAVEL	.5	86.0	
310	COMMUNICATIONS	14.7		
320	PRINTING/ADVERTISING	1.0		
330	SPACE EXPENSE & FEES	13.4		
340	REPAIR & MAINTENANCE	.0		
360	EQUIPMENT RENTAL	15.8		
380	PROFESSIONAL SERVICE	.0		
390	OTHER FEES & EXPENSE	2.4	47.4	
480	OFFICE & LIBRARY SUP	5.4		
490	OTHER OPERATHG SUPLS	.0	5.5	
520	COMMUNICATIVE	2.5		
550	OFFICE AND HOUSEHOLD	3.8	6.4	875.6

FEDERAL GOVERNMENT OFFICE OF THE GOVERNOR EXEC OPERATIONS INTERNAL AUDIT COMP# 01 91-3-85 00

EXECUTIVE OPERATIONS EXECUTIVE OPERATIONS 5/1 SUMMARY...  
 INTERNAL AUDIT INTERNAL AUDIT ELECTION DISTRICT...  
 PBA UPDATE... 0200

FUNCTIONS	(01)	(02)	(03)	(04)	(05)	(06)	(07)	(08)	(09)	(10)	(11)	(12)	13
FUNDING	82 AUTH	82 FINAL	82 ACTU	83 AUTH	83 SUPP	83 EP	84 CORR.	84 ADD.	REQUEST	GOVERNOR	HOUSE	SENATE	
PERS. SERV.	760.3	732.9	730.3	844.3			951.5	103.4					
TRAVEL	59.5	109.5	86.0	85.2			70.3	53.0					
CONTRACTUAL	33.5	33.5	47.3	54.8			58.1	0					
COMMODITIES	4.5	4.5	5.4	7.5			8.0	0					
EQUIPMENT	6.1	6.1	6.3	7.1			7.3	0					
LANDS/BUDGS													
GRANTS, CLMS													
RESC.													
TOTAL EXPEND	863.9	886.5	875.3	998.9			1078.9	161.4					
1 A TRANSFER			12.1										
2 FED RCPTS													
3 G/F MATCH													
4 GEN FUND	863.9			998.9									
5 I/A RCPTS													
6 FCM RCPTS													
7													
8													
9													
10													
11													
12													
13													
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1.	2.	3.	4.	5.	6.	7.	8.	9.
LINE AND EXPLANATION	AMOUNT	FUNDING SOURCE	100 PERSONAL SERVICES	200 TRAVEL	500 CONTRACTUAL SERVICES	400 COMMODITIES	500 EQUIPMENT	OTHER
1. FY 83 Authorized (Form 6A)	998.9	GP	844.3	85.2	51.8	7.5	7.1	0
2. Less: One-Time Items (Exclude All Equipment) Plus: FY 84 Replacement	( 7.1 )	GP	( -- )	( -- )	( -- )	( -- )	( 7.1 )	( -- )
3. Equipment (Form 17, Line 4, Column 5)	7.5	GP					7.5	
4. Personal Services								
5. Adjustment (Form 11, Line 22)	10.2	GP	10.2					
6. Sub-Total	1009.5	GP	854.5	85.2	51.8	7.5	7.5	0
7. Plus: Inflation Adjustment	8.9	GP	0	5.1	3.3	0.5		0
8. Sub-Total	1018.4	GP	854.5	90.3	55.1	8.0	7.5	0
9. Adjustment: to and within Continuation (Forms 5a and 5b)	-0-	GP	-0-	0-	-0-	0-	0-	0-
10. FY 84 Continuation	1018.4	GP	854.5	90.3	55.1	8.0	7.5	0

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FY 84

5 COMPONENT CONTINUATION

AGENCY Office of the Governor  
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TITLE OF INCREMENT	4. CODE	EXPENDITURE BY OBJECT	AGENCY REQ.	GOV'S REQ.
1 Continuation funding for flexibly staffed auditor positions	100	Personal Services	108.4	
	200	Travel		
	300	Contractual Services		
	400	Commodities		
	500	Equipment		
	600	Lands, Buildings, Etc.		
	700	Grants, Claims, Etc.		
	800	Miscellaneous		
	TOTAL			108.4
1-A Transfer (NON-ADD)				
Federal Receipts - Code:				
General Fund			108.4	
Other				
2 EXPLAIN WHICH BRU OBJECTIVE IS AFFECTED, AND HOW.  Program Objective Affected: To assist the Governor in improving the management and operations of State organizations and programs. How Objective is Affected: By providing funding for internal auditor positions, all of which are flexibly staffed, we can continue to review the effectiveness, economy, and efficiency of State programs.	5. POSITION INFORMATION	PFT		
		Staff Months		
		FTE		
3 BRIEFLY DESCRIBE WHAT THIS INCREMENT PURCHASES.  This funding represents a continuation of our current level of effort, but has been shown as an increment at the request of the Budget Division. Our auditor positions are flexibly staffed in order to recruit and maintain a staff of qualified auditors. Because most of our staff is relatively new, the positions are currently filled at the lower pay ranges. We anticipate that these same auditors will be qualified for the higher pay ranges by FY 1984.	6. INCREMENT PRIORITY			
	BRU Level: <u>1</u> of <u>1</u>			
	Agency Level: <u>1</u> of <u>1</u>			
7. CHECK ONE OR BOTH				
<input checked="" type="checkbox"/> Currently Existing Service <input type="checkbox"/> New Service				
8. IMPACT FROM CAPITAL PROJECT (NAME)				
Chapter _____ SLA _____ Page/Line _____				

**6 INCREMENT REQUEST**

AGENCY Office of the Governor  
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TITLE OF INCREMENT	4. CODE	EXPENDITURE BY OBJECT	AGENCY REQ.	GOV'S REQ.	
1 Improved audit coverage of State activities in Anchorage	100	Personal Services			
	200	Travel	53.0		
	300	Contractual Services			
	400	Commodities			
	500	Equipment			
	600	Lands, Buildings, Etc.			
	700	Grants, Claims, Etc.			
	800	Miscellaneous			
	TOTAL			53.0	
	EXPLAIN WHICH DRU OBJECTIVE IS AFFECTED, AND HOW.				
2 <u>Program Objective Affected:</u> To assist the Governor in improving the management and operations of State organizations and programs					
<u>How Objective is Affected:</u> By providing adequate travel funds so we can assure more effective audit coverage of State activities in the Anchorage area.					
BRIEFLY DESCRIBE WHAT THIS INCREMENT PURCHASES.					
3 This increment provides travel funds to allow Anchorage audit staff to do necessary audit work at various Department headquarters in Juneau, and allows Juneau audit staff to do necessary field work at State facilities and activities in the Anchorage area.					
5. POSITION INFORMATION		PFT	0		
		Staff Months	0		
		FTE	0		
6. INCREMENT PRIORITY					
DRU Level: <u>1</u> or <u>1</u>					
Agency Level: <u>1</u> of <u>1</u>					
7. CHECK ONE OR BOTH					
<input checked="" type="checkbox"/> Currently Existing Service					
<input type="checkbox"/> New Service					
8. IMPACT FROM CAPITAL PROJECT (NAME)					
Chapter _____ SLA _____ Page/Line _____					

**6 INCREMENT REQUEST**

AGENCY Office of the Governor

PROGRAM Executive Operation

DRU Internal Audit

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**FY 84**

FY 84		AGENCY				
			PTT POS.	PPI/SLA POS.	HON- PRO POS.	STAFF HOURS
		1	2	3	4	5
1.	Current Authorized Positions (From Form 11)	854,451	19	0	0	228
2.	Continuation Changes to Current Authorized Positions (Form 12, column 11, lines 26-30)	-0-				
3.	Subtotal (From 4A, Continuation Column)	854,451	19	0	0	228
4.	SOURCE OF FUNDS					
	Federal Receipts					
	G.I. Hatch					
	General Fund	854,451				
	Inter-Agency Receipts					
	Program Receipts					
	Other					
	Other					
5.	Additions to Current Authorized Positions (Form 12, column 12, lines 26-30)	-0-				
6.	Total Personal Services Request (From 4A)	854,451	19	0	0	228
7.	SOURCE OF FUNDS					
	Federal Receipts					
	G.I. Hatch					
	General Fund	854,451				
	Inter-Agency Receipts					
	Program Receipts					
	Other					
	Other					

GOVERNOR				
\$	PTT POS.	PPI/SLA POS.	HON- PRO POS.	STAFF HOURS
6	7	8	9	10

**10 PERSONAL SERVICES  
REQUEST SUMMARY**

AGENCY Office of the Governor  
 PROGRAM Executive Operations  
 BRU Internal Audit  
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**BUDGET AND MANAGEMENT**

FY 84

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		FY 83			FY 84		
		2.Pos	3.No.	4. \$	5.Pos	6.No.	7. \$
	(From Form 11A)	19	273	680,580	19	273	680,580
	(From Form 11B)						
3.	Overtime (From Form 11C)						
4.	Shift Differential (From Form 11D)						
5.	Additional Salary Costs (From Form 11E)						
6.	Subtotal - Permanent Positions and Gross Salary Costs (Sum of Lines 1 - 5)	19	273	680,580	19	273	680,580
7.	Enter SBS Costs (Calculate in Box A)			11,720			11,720
8.	Standard Benefits FY 83 (Calculate in Box B)			106,307			106,307
9.	Police, Firemen Retirement Adjustment (Calculate in Box C)						
10.	Enter Adjustment for TRS Employee if Applicable (Calculate in Box D)			( )			( )
11.	Enter Monthly Fixed Costs (Calculate in Box E)			11,720			11,720
12.	Subtotal - Authorized Permanent Positions, Salaries and Benefits (Sum of Lines 6 thru 11)	19	273	810,187	19	273	810,187
13.	Non-Permanent Positions, Salaries and Benefits (From Form 11F)						
14.	TOTAL POSITIONS, SALARIES AND BENEFITS (SUM OF LINES 12 AND 13)	19	273	810,187	19	273	810,187

**A SUPPLEMENTAL BENEFITS (SBS)**

FY 83		
	POSITIONS	AMOUNT
1.	19	680,580
2.	X2188	X.0613
3.	\$ 11,720	\$ 11,720
4. Trans. lower - Line 7, Col 4.		
FY 84		
	POSITIONS	AMOUNT
5.	19	680,580
6.	X2240	X.0613
7.	\$ 11,720	\$ 11,720
8. Trans. lower - Line 7, Col 4.		

15.	FY 83 Authorized (From Form 4A)	811,300
16.	FY 83 Salary Increase Distribution	-0-
17.	FY 83 Total Adjusted Funding (Line 15 + Line 16)	811,300
18.	FY 83 Amount Underfunding (Line 14 - Line 17)	18,887
19.	FY 83 + FY 84 Percent Underfunding (Line 18 ÷ Line 14)	2.33%
20.	FY 84 Amount Underfunding (Line 19 X Line 14, Col. 7)	431,187
21.	FY 84 Continuation Request (Line 14 - Line 20)	351,187
22.	Continuation Adjustment (Line 21 - Line 15)	10,187

**C BENEFITS ADJUSTMENT FOR POLICE, FIREMEN**

1. Affected Salaries	2. Rate	3. Adjustment
FY 83	.0965	
FY 84	.0965	

**E**

	Monthly Ben.	ETC	OTH.	TOTAL
FY 83	Months			
	\$ Fact.	X1700	X183	
	TOTAL			11,720
FY 84	Months			
	\$ Fact.	X200	X240	
	TOTAL			11,720

**B VARIABLE BENEFITS %**

1. Gross Salary	2. Rate	3. Adjustment
FY 83 680,580	.156	106,307
FY 84 680,580	.156	106,307

**D BENEFITS ADJUSTED FOR TRS EMPLOYEES**

1. TRS Salaries	2. Rate	3. Adjustment
FY 83	.0426	( )
FY 84	.0426	( )

**11 CURRENT AUTHORIZED POSITION SUMMARY**

AGENCY Office of the Governor  
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**FY 84**

PCN	CLASSIFICATION TITLE AND EXPLANATION	LOC.	PAY RANGE	CURRENT YEAR - FY 83				BUDGET YEAR - FY 84					
				NO. OF POS.	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT	NO. OF POS.	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT		
				1	2	3	4	5	6	7	8	9	10
1.	AFBR												
2.	5001 State Internal Auditor	JRO	26	1	12	5,236	62,832	1	12	5,236	62,832		
3.	5002 Internal Auditor V	JRO	23	1	12	4,725	56,700	1	12	4,725	56,700		
4.	5003 Internal Auditor IV	JRO	21	1	12	3,714	44,568	1	12	3,714	44,568		
5.	5004 Internal Auditor IV	JRO	21	1	12	3,851	46,212	1	12	3,851	46,212		
6.	5005 Internal Auditor (I - III Flex)	JRO	14-19	1	12	2,639	31,668	1	12	2,639	31,668		
7.	5006 Internal Auditor (I - III Flex)	JRO	14-19	1	12	3,475	41,700	1	12	3,475	41,700		
8.	5007 Internal Auditor (I - III Flex)	JRO	14-19	1	12	2,145	25,740	1	12	2,145	25,740		
9.	5008 Internal Auditor (I - III Flex)	JRO	14-19	1	12	2,639	31,668	1	12	2,639	31,668		
10.	5009 Internal Auditor (I - III Flex)	JRO	14-19	1	12	2,639	31,668	1	12	2,639	31,668		
11.	5010 Internal Auditor (I - III Flex)	JRO	14-19	1	12	2,739	32,868	1	12	2,739	32,868		
12.	5011 Internal Auditor (I - III Flex)	JRO	14-19	1	12	2,639	31,668	1	12	2,639	31,668		
13.	5012 Internal Auditor (I - III Flex)	JRO	14-19	1	12	2,639	31,668	1	12	2,639	31,668		
14.	5013 Internal Auditor (I - III Flex)	JRO	14-19	1	12	2,145	25,740	1	12	2,145	25,740		
15.	5015 Clock Typist III (P) 82-64X	JRO	3	1	12	1,578	18,936	1	12	1,578	18,936		
16.	5016 Internal Auditor IV	ARC	21	1	12	3,714	44,568	1	12	3,714	44,568		
17.	5017 Internal Auditor (I - III Flex)	ARC	14-19	1	12	2,639	31,668	1	12	2,639	31,668		
18.	5018 Internal Auditor (I - III Flex)	ARC	14-19	1	12	2,145	25,740	1	12	2,145	25,740		
19.	5019 Internal Auditor (I - III Flex)	ARC	14-19	1	12	2,145	25,740	1	12	2,145	25,740		
20.	5020 Clock Typist III (PT) Transfer	ARC	3	1	12	1,487	17,844	1	12	1,487	17,844		
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FY 84

BUDGET AND MANAGER

11a FULL-TIME POSITION RECAP

AGENCY Office of the Governor

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	TOTAL	GENERAL GOVERNMENT	SUPERVISORY	CONFIDENTIAL	PSEA	LTC	NON-COVERED	ELECTED/ APPOINTED	OTHER (SPECIFY)
1. Permanent Position Base Salary for FY 84 (Form 11, line 6, col. 7)	680,580						680,580		
2. Non-permanent Base Salaries for FY 84 (Form 11F, line 27, col. 10)	0						0		
3. Sub-Total lines 1 and 2	680,580						680,580		
4. Transferred/Deleted Positions FY 84 Base Salaries	0						0		
5. New Position Base Salaries (Sum of Form 13's, line 5)	0						0		
6. Other Base Salary Adjustments (Form 23's following Form 12)	0						0		
7. TOTAL FY 84 REQUESTED BASE SALARIES (LINES 3-6)	680,580						680,580		
8. FUNDING SOURCES: (SHOWN AS A PERCENTAGE)									
a. Federal (1002)									
b. General Fund (1003-4)							100		
c. Inter-agency Receipts (1005)									
d. Program Receipts (102B)									
e. Other (Specify):									
f.									
g.									
h.									
9. TOTAL		100%	100%	100%	100%	100%	100%	100%	100%

**11S** BASE SALARY DATA  
BY BARGAINING UNIT

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1	CODE	TRAVEL AND MOVING CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.	200	TOTAL TRAVEL AND MOVING	86.0	85.2	90.3	53.0	143.3	
2.	210/220	Field/Administrative Travel	67.5	71.7	76.0	53.0	129.0	
3.		In-State Transportation		32.7	33.7	24.1		
4.		In-State Per Diem		24.1	25.5	28.9		
5.		Out-Of-State Transportation		9.4	10.0	-0-		
6.		Out-Of-State Per Diem		5.5	6.8	-0-		
7.	230	Conventions and Meeting	.3	3.5	3.7	-0-	3.7	
8.	240	Boards, Commissions and Legislators	.3					
9.	280	Moving or Relocation Expense	17.4	10.0	10.6	-0-	10.6	
10.	290	Non-Employee Travel	.5					
11.	320	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
	In-State Transportation (17 auditors)*(avg 8 trips each)*(avg air fare \$300 + avg ground trans \$125)	33.7	24.1
	In-State Per Diem (17 auditors)*(avg 8 trips each)*(avg five days per trip)*(avg p/d \$80)	25.5	28.9
	Out-of-State Transportation (17 auditors)*(avg 1 trip each)*(avg air fare \$490 + avg ground trans \$100)	10.0	
	Out-of-State Per Diem (17 auditors)*(avg 1 trip each)*(avg 5 days)*(avg p/d \$80)	6.8	

**14 TRAVEL AND MOVING**

AGENCY Office of the Governor  
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**FY 84**

230 Conventions and Meetings

Continuation      Addition

To assure proper coordination with other state and federal audit agencies, as mandated by the federal government's "one audit" concept, the Director and Deputy Director participate in the Pacific Northwest Intergovernmental Audit Forum.

3.7

280 Moving or Relocation Expenses

To recruit qualified personnel for our Juneau Office we have had to pay relocation expenses in some instances. We anticipate the need to relocate two staff members at a cost of \$5,300 each.

10.6

-0-

23

CONTINUED 11

AGENCY Office of the Governor

PROGRAM Executive Operations

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CODE	CONTRACTUAL SERVICES CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET	
				AGENCY		GOVERNOR'S BUDGET		
				CONTINUATION	ADDITION			REQUEST
1	2	3	4	5	6	7	8	
1.	300	TOTAL CONTRACTUAL	47.4	54.8	57.8	-0-	57.8	
2.	310	Communications	14.7	21.2	22.5	-0-	22.5	
3.	320	Printing and Advertising	1.0	6.4	6.7	-0-	6.7	
4.	330	Space Expense and Fees	13.4					
5.	340	Repair and Maintenance						
6.	350	Utilities Other Than Space						
7.	360	Equipment Rental - Other Than HWCF and WP	15.8					
8.	364	Equipment Rental - Word Processing		8.9	9.2	-0-	9.2	
9.	368	Equipment Rental - Highway Working Capital Fund						
10.	370	Judicial Expense						
11.	380	Professional Fees & Services-Excluding Data Processing		10.7	11.3	-0-	11.3	
12.	382	Professional Fees & Services-Data Processing		7.6	8.1	-0-	8.1	
13.	382a	Data Processing Chargeback						
14.	390	Other fees or Expenses		2.4				
15.	930	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
310	Telephone equipment rental - Anchorage \$2,086		
	Telephone equipment rental - Juneau 3,221		
	Telephone maintenance contract - Juneau 827		
	<u>\$6,134</u>		
	Centrex charge 2,327		
	Long Distance 12,720		
	Postage 1,325		
	<u>\$22,506</u>	22.5	-0-

**15** CONTRACTUAL  
SERVICES

AGENCY Office of the Governor

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**FY 84**

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320 Printing and Advertising

Continuation

Addition

Xeroxing - Anchorage	\$1,272
Xeroxing - Juneau	1,660
	<u>2,932</u>

Photo Printing	636
Report Printing	2,120
Stationary	530
Newspaper advertising	530
	<u>\$6,748</u>

6.7

-0-

360 Equipment Rental - Word Processing

Anchorage - typewriter 2,480

Juneau

2 160K modules @994/mo	2,256
2 display @ 15.60/mo	374
2 keyboards @ 9.00/mo	216
2 diskette units @ 66/mo	1,584
1 printer @ 140/mo	1,680
1 hook-up @ 20/mo	240
2 test pak @ 16/mo	384
	<u>6,734</u>
	<u>\$9,214</u>

9.2

-0-

380 Professional Fees and Services - Excluding Data Processing

Professional auditor training - tuition and fees

11.3

-0-

23  
CONTINUED 15

AGENCY Office of the Governor

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382 Professional Fees and Services - Data Processing

Continuation

Addition

Estimated needs in connection with audits

8.1

-0-

23

CONTINUED 15

AGENCY Office of the Governor

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CODE	COMMODITIES CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET	
				AGENCY				
				CONTINUATION	ADDITION	REQUEST		
1	2	3	4	5	6	7	8	
1.	400	TOTAL COMMODITIES	5.4	7.5	8.0	-0-	8.0	
2.	410	Agricultural Supplies						
3.	420	Household and Institutional Supplies						
4.	450	Structural Materials and Supplies						
5.	460	Equipment Parts and Supplies						
6.	470	Professional and Scientific Supplies						
7.	480	Office and Library Supplies	5.4	7.5	8.0	-0-	8.0	
8.	490	Other Operating Supplies						
9.	940	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
	480 General Office Consumables		
	Juneau	5.5	
	Anchorage	2.5	

**16** COMMODITIES

AGENCY Office of the Governor  
PROGRAM Executive Operations  
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**FY 84**

	CODE	EQUIPMENT AND MACHINERY CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.	500	TOTAL EQUIPMENT AND MACHINERY	6.1	7.1	7.5	-0-	7.5	
2.	510	Automotive						
3.	520	Communicative						
4.	530	Laboratory and Scientific						
5.	540	Shop, Plant and Industrial						
6.	550	Office and Household		7.1	7.5	-0-	7.5	
7.	560	Special Equipment						
8.	590	Other Equipment						
9.	950	INTER-AGENCY TRANSFER (NON-ADD)						

EXPLANATION						
	CODE	DESCRIPTION OF ITEMS REQUESTED	NUMBER OF UNITS	UNIT COST	Continuation (REPLACEMENT)	Addition (NEW)
10.		<u>Replacements</u>				
11.						
12.	550	File cabinet, 4-drawer legal	4	305.65	1,222.60	
13.		Desk, Double pedestal 60"x30"	7	426.10	2,982.70	
14.		Storage cabinet, 36"x18"x78"	1	262.42	262.42	
15.		Chair, w/arms	7	285.00	1,995.00	
16.		Desk, D61 pedestal 72"x36"	1	838.09	838.09	
17.		Table	1	200.22	200.22	
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						

**17** EQUIPMENT AND  
MACHINERY

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	CODE	AGENCY/DIVISION TO RECEIVE THE I/A TRANSFER	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1.	2	3	4	5	6	7	8	
1.		TOTAL INTER-AGENCY TRANSFERS (NON-ADD)						
	930	Department of Administration		2.2	2.3	-0-	2.3	
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								

CODE	EXPLANATION	CONT. \$	ADDITION \$
	Cost of 4 centrex lines	2.3	-0-

**20 INTER-AGENCY TRANSFERS**

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**FY 84**

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Respondent's Name Evan McKinney	Position Title Deputy Director	Telephone 465-2203	Mail Stop 0126
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Author	Title	Date	Number of Pages
	The Alaska Agriculture Action Councils Efforts to Develop a Small Grain Marketing System	Sept. '81	37
	The Department of Transportation and Public Facilities Needs to Improve Management Controls and Implement Their Planned Information Systems	Dec. '81	16
	The Department of Natural Resources Needs to Improve Their Procedures For Selling Tentatively Approved Land	Jan. '82	18
	The Department of Education Needs to Improve Management of Preschool Programs	Feb. '82	20
	Letter Report on Department of Natural Resources Efforts to Correct Errors in Federal Land Transfer Documents	Feb. '82	12
	Better System-wide Planning Would Improve the Effectiveness of The States Correctional System	April '82	30
	The Commercial Fisheries Entry Commission Needs to Better Account For and Control Fees Received	May '82	12
	Department of Revenue's Efforts to Intercept Permanent Fund Dividends Payable to Absent Parents Owing Past Due Child Support.	May '82	16

**24** FY 82 ALASKA STATE PUBLICATIONS

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STATUTORY BASIS:

The program has evolved from Governor Hammond's memorandum on regulatory reform to commissioners and staff, March 8, 1979.

PROGRAM GOAL(S):

To seek improvement in relationships between individuals, businesses and state agencies through communication and cooperative efforts to identify regulatory burdens and problems. To develop mutually acceptable solutions through deregulation, management improvements or other approaches as appropriate. To reduce intrusion of government regulatory activities into the personal and commercial lives of Alaskans, when possible, and still provide for health, safety and welfare protections.

BRIEF DESCRIPTION OF BRU ACTIVITIES AND THEIR RELATIONSHIP TO THE PROGRAM GOALS:

To work with the general public, businesses and other regulated parties to provide information on the regulatory process (brochures on administrative law and contractor selection), to identify problem areas with regulations and to seek legislative and administrative solutions (contractor registration legislation, participation in Business Opportunities Conference in Anchorage).

To provide training and information/idea sharing programs for state personnel who write regulations and administer regulatory agencies (Administrative Law Seminar, improvements in public notices).

To monitor and update a guidebook for regulation writers which is designed to provide information for executive review and evaluation of the substantive effects of new regulations and to help agency personnel evaluate direct and indirect consequences of proposed regulations.

To provide funds for analysis of selected regulatory programs to determine if economically efficient alternatives are available and to determine if alternative methods of providing public information and access can increase public participation.

**1** DEFINITION STATEMENT

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STATE THE PROGRAM OBJECTIVE(S) BEING ADDRESSED BY THIS BRU.	BRU FUNCTION NUMBER	HOW WILL THIS BRU CONTRIBUTE TO EACH PROGRAM OBJECTIVE LISTED?
<p>To maintain an ongoing review of existing and new regulations and to work with agencies to resolve problems and develop regulatory alternatives.</p> <p>To continue working with the general public to identify problems and inefficiencies with regulations through various types of inquiry.</p> <p>To continue refining efforts begun in FY 83 to improve public knowledge of the consequences of regulation and to find innovative ways to increase public participation in the regulation process.</p> <p>To provide training programs to agency personnel and to maintain and distribute information about innovative approaches* to regulation developed by other state agencies, other states, and the federal government.</p> <p>(* includes deregulation)</p>	<p>A1</p> <p>A2</p> <p>A3</p> <p>B1</p> <p>C1</p> <p>D1</p>	<p>Provide staff to work with agencies, legislative staff, the regulated public and other interested parties to review and resolve 15% of identified problems.</p> <p>Establish working groups, as needed, to research, develop, and implement appropriate recommendations.</p> <p>Work with selected agencies to analyze regulations to determine the practicalities of alternative approaches to regulation, such as, marketable rights, performance standards, monetary incentives, tiering, and information disclosure.</p> <p>To initiate and maintain contact with various groups and individuals in the private sector through personal contact, hearings, teleconferences, and mail-outs to determine specific problems.</p> <p>Staff will provide informational brochures on the regulation process and specific regulatory programs, technical assistance to agencies in developing regulations, and provide for analysis of existing public notice methods to determine if public interest and participation can be increased by use of innovative approaches to public notice.</p> <p>To provide annual Administrative Law Seminar, collection of other state statutes on regulatory reform, and various methods of keeping agency personnel up-to-date on regulatory reform efforts.</p>

**1a BRU OBJECTIVES**

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In FY 84 the Regulatory Reform Program will continue its identification of, and formulation of solutions to, problems with regulations and regulatory programs. With the limitations of a small staff, continued analysis of agency practices and processes will be made as systematically as is practicable.

The staff will increase its involvement with public and private sectors to implement appropriate changes, such as improvements in the Administrative Procedure Act; meliorate quality and type of information supplied to the public; identify and work to remove duplication of effort, excessive compliance costs, and other burdensome requirements of regulations. RRP will work to improve communications between the regulators and the regulated through personal contact, the questionnaire process, observance at public hearings, and continued review of proposed regulations in the draft stage. The staff will conduct a second seminar on Administrative Law, based on the attendee responses to the 1982 seminar.

As specific problems are identified, working groups will be formed, when necessary, to research, develop, and implement recommendations for administrative or legislative changes. The "working groups" will include a member of the RRP staff, personnel from the state agency implementing the regulations, and volunteer personnel from the regulated sector. The RRP staff member of the working group will act primarily as liaison between the state agency and the regulated sector.

**2 ANALYTIC  
STATEMENT**

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**FY 84**

BRU FUNCTION NUMBER	MEASURE/PERFORMANCE INDICATOR	PRIOR YEAR FY 82		CURRENT YEAR PLAN FY 83	BUDGET YEAR FY 84		
		PLAN	ACTUAL		CONTINUATION LEVEL	AGENCY REQUIST	GOVERNOR'S BUDGET
		3	4				
A1	Percent of problems identified and subsequently resolved	10%		15%	15%		
A2	Number of contacts made with individuals/ organizations, and problems corrected	20%		50%	50%		
A3	Number of agency contacts			4%	4%		
B1	Number of private sector contacts			5%	10%		
C1	Number of agencies assisted (new objective FY 84)				5%		
D1	Participants in seminar/contacts made and information supplied				95/20		

**3 BRU PERFORMANCE PLAN**

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GENERAL GOVERNMENT

OFFICE OF THE GOVERNOR

EXEC OPERATIONS

REG REFORM OFFICE

COMP# 01-91-1-06-02-00

EXECUTIVE OPERATIONS  
REGULATORY REFORM OFFICE

EXECUTIVE OPERATIONS  
REGULATORY REFORM OFFICE

S/F SUMMARY...  
ELECTION DISTRICT...  
PDA UPDATE... 0200/00

EXPENDITURES FUNDING	(01) 82 AUTH	(02) 82 FINAL	(03) 82 ACTU	(04) 83 AUTH	(05) 83 SUPL	(06) 83 RP	(07) 84 CONT.	(08) 84 ADD.	(09) REQUEST	(10) GOVERNOR	(11) HOUSE	(12) SENATE	(13) LEG BI
PERS. SERV.	78.7	81.2	82.2	88.2			91.1		11.1				
TRAVEL	12.3	12.3	8.8	13.5			14.3		14.3				
CONTRACTUAL	15.5	15.5	18.6	15.5			165	110.0	126.5				
COMMODITIES	2.2	2.2	1.0	2.2			2.3		2.3				
EQUIPMENT													
LANDS/BLDG													
GRANTS, CLMS													
MISC. TOTAL EXPEND	108.7	111.2	110.6	119.4			124.2	110.0	234.2				
01-A TRANSFER			1.5										
002 FED RCPTS													
003 G/F MATCH													
004 GEN FUND	108.7	111.2	110.6	119.4			124.2	110.0					
005 1/A RCPTS													
008 PGM RCPTS													
489 IMBALANCE		-111.2	-110.6										
5 FULL-TIME	2.0			2.0			2.2		2.0				
6 PART-TIME													
7 TEMPORARY													
8 STAFF MONTHS	24.0			24.0			24.0		24.0				



1.	2.	3.	4.	5.	6.	7.	8.	9.
ITEM AND EXPLANATION	AMOUNT	FUNDING SOURCES	100 PERSONAL SERVICES	200 TRAVEL	300 CONTRACTUAL SERVICES	400 COMMODITIES	500 EQUIPMENT	OTHER
1. FY 83 Authorized (Form 9A)	119.4 ✓	General Fund (GF)	88.2	13.5	15.5	2.2	0	0
2. Less One-Time Items (Include All Equipment)	( 0 )	" "	( 0 )	( 0 )	( 0 )	( 0 )	( 0 )	( 0 )
3. Plus FY 84 Replacement Equipment (Form 17, Line 1, Column 5)	0	" "					0	
4. Adjustment (Form 11, Line 22)	2.92 ✓	" "	2.92 ✓					
5. Sub-total	122.3	" "	91.1 ✓	13.5 ✓	15.5 ✓	2.2 ✓	0	0
6. Plus Inflation Adjustment	1.9	" "		.8 ✓	1.0 ✓	.1 ✓		0
7. Sub-total	124.2	" "	91.1 ✓	14.3 ✓	16.5 ✓	2.3 ✓	0	0
8. Adjustments to and within Continuation (Forms 5A and 5B)	-0-		-0-	-0-	-0-	-0-	0	0
9. FY 84 Continuation	124.2 ✓	" "	91.1 ✓	14.3 ✓	16.5 ✓	2.3 ✓	0	0

5 COMPONENT  
CONTINUATION

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TITLE OF INCREMENT

<sup>1</sup> Intensified efforts to increase public contact and internal productivity.

EXPLAIN WHICH BRU OBJECTIVE IS AFFECTED, AND HOW.

<sup>2</sup> Program Objective Affected: To continue working with the general public to identify problems and inefficiencies with regulations through various types of inquiry.

How Objective Is Affected: By using legislative teleconferencing we can increase contact with various groups statewide to identify concerns, and addition of word processing equipment will improve office productivity.

BRIEFLY DESCRIBE WHAT THIS INCREMENT PURCHASES.

<sup>3</sup> Additional funds will be used to lease or purchase word processing equipment and to provide for use of legislative teleconference network to 21 sites.

4. CODE	EXPENDITURE BY OBJECT	AGENCY REQ.	GOV'S REQ.
100	Personal Services		
200	Travel		
300	Contractual Services	10.0	
400	Commodities		
500	Equipment		
600	Lands, Buildings, Etc.		
700	Grants, Claims, Etc.		
800	Miscellaneous		
TOTAL			
I-A Transfer (NON-ADD)			
Federal Receipts - Code:			
General Fund		10.0	
Other			
5. POSITION INFORMATION			
PFT			
Staff Months			
FTE			

6. INCREMENT PRIORITY  
 BRU Level: \_\_\_\_\_ or \_\_\_\_\_  
 Agency Level: 1 of 2

7. CHECK ONE OR BOTH

Currently Existing Service

New Service

8. IMPACT FROM CAPITAL PROJECT (NAME)

Chapter \_\_\_\_\_ SLA \_\_\_\_\_ Page/Line \_\_\_\_\_

**6 INCREMENT REQUEST**

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C O N T I N U A T I O N	FY 84	AGENCY					GOVERNOR						
		\$	PFT POS.	PPT/SEA POS.	NON- PRM POS.	STAFF MONTHS	\$	PFT POS.	PPT/SEA POS.	NON- PRM POS.	STAFF MONTHS		
		1	2	3	4	5	6	7	8	9	10		
1.	Current Authorized Positions (From Form 11)	91.1	2										
2.	Continuation Changes to Current Authorized Positions (Form 12, column 11, lines 26-30)												
3.	Subtotal (From 4A, Continuation Column)	91.1	2										
4.	SOURCE OF FUNDS												
	Federal Receipts												
	G.F. Match												
	General Fund	91.1											
	Inter-Agency Receipts												
	Program Receipts												
	Other												
	Other												
5.	Additions to Current Authorized Positions (Form 12, column 12, lines 26-30)	0	0	0	0	0							
6.	Total Personal Services Request (From 4A)	91.1	2										
7.	SOURCE OF FUNDS												
	Federal Receipts												
	G.F. Match												
	General Fund	91.1											
	Inter-Agency Receipts												
	Program Receipts												
	Other												
	Other												

**10 PERSONAL SERVICES  
REQUEST SUMMARY**

01-1125 (7/82) - 10

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	TOTAL	GENERAL GOVERNMENT	SUPERVISORY	CONFIDENTIAL	PSEA	LTC	NON-COVERED	ELECTED/APPOINTED	OTHER (SPECIFY)
1. Permanent Position Base Salary for FY 84 (Form 11, line 6, col. 7)							70.3		
2. Non-permanent Base Salaries for FY 84 (Form 11F, line 27, col. 10)							0		
3. Sub-total lines 1 and 2							70.3		
4. Transferred/Deleted Positions FY 84 Base Salaries							0		
5. New Position Base Salaries (Sum of Form 13's, line 5)							0		
6. Other Base Salary Adjustments (Form 23's following Form 12)							0		
7. TOTAL FY 84 REQUESTED BASE SALARIES (LINES 3-6)							70.3		
8. FUNDING SOURCES: (SHOWN AS A PERCENTAGE)									
a. Federal (1002)									
b. General Fund (1003-4)							100%		
c. Inter-agency Receipts (1005)									
d. Program Receipts (1028)									
e. Other (Specify):									
f.									
g.									
h.									
9. TOTAL		100%	100%	100%	100%	100%	100%	100%	100%

**115** BASE SALARY DATA  
BY BARGAINING UNIT

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				FY 83				FY 84			
				2.Pos	3.No.	4.	\$	5.Pos	6.No.	7.	\$
A P	1.	Full Time	(From APBR or Form 11A)	2	24	66.8	✓	2	24	70.3	
U E S	2.	Part Time/Seasonal	(From Form 11B)								
I R A	3.	Overtime	(From Form 11C)								
H M L	4.	Shift Differential	(From Form 11D)								
O	5.	Additional Salary Costs	(From Form 11E)								
R	6.	Subtotal - Permanent Positions and Gross Salary Costs (Sum of Lines 1 - 5)		2	24	66.8	✓	2	24	70.3	
I P	7.	Enter SBS Costs (Calculate in Box A)				4.09	✓			4.3	
Z O B	8.	Standard Benefits FY 83 (Calculate in Box B)				10.43	✓			10.72	
E S E	9.	Police, Firemen Retirement Adjustment (Calculate in Box C)									
D H	10.	Enter Adjustment for TRS Employee if Applicable (Calculate in Box D)									
	11.	Enter Monthly Fixed Costs (Calculate in Box E)				4.4	✓			5.8	
	12.	Subtotal - Authorized Permanent Positions, Salaries and Benefits (Sum of Lines 6 thru 11)		2	24	85.72		2	24	91.12	
	13.	Non-Permanent Positions, Salaries and Benefits (From Form 11F)									
	14.	TOTAL POSITIONS, SALARIES AND BENEFITS (SUM OF LINES 12 AND 13)		2	24	85.72	✓	2	24	91.12	✓

A SUPPLEMENTAL BENEFITS (SBS)		
FY 83		
	POSITIONS	AMOUNT
1.	2	66.8
2.	X2188	X.0613
3.	\$4376	\$ 4.09
4. Trans. lower - Line 7, Col 4.		
FY 84		
	POSITIONS	AMOUNT
5.	2	70.3
6.	X2240	X.0613
7.	\$4480	\$ 4.3
8. Trans. lower - Line 7, Col 7.		

	15.	FY 83 Authorized (From form 4A)	88.2	✓	
A	16.	FY 83 Salary Increase Distribution	0		
D	17.	FY 83 Total Adjusted funding (Line 15 + Line 16)	88.2	✓	
J	18.	FY 83 Amount Underfunding (Line 14 - Line 17)	0		
U	19.	FY 83 + FY 84 Percent Underfunding (Line 18 ÷ Line 14)			→ ( 0 )
S	20.	FY 84 Amount Underfunding (Line 19 X Line 14, Col. 7)			0
T	21.	FY 84 Continuation Request (Line 14 - Line 20)			91.12
	22.	Continuation Adjustment (Line 21 - Line 15)			2.92

C BENEFITS ADJUSTMENT FOR POLICE, FIREMEN			
	1. Affected Salaries	2. Rate	3. Adjustment
FY 83		.0965	
FY 84		.0965	

E				
	Monthly Ben.	LTC	Oth.	TOTAL
FY 83	Months		24	
	\$ Fact.	X170	X183	
	TOTAL		4.4	
FY 84	Months		24	
	\$ Fact.	X200	X240	
	TOTAL		5.8	

B VARIABLE BENEFITS %			
	1. Gross Salary	2. Rate	3. Adjustment
FY 83	66.8	1562	10.43
FY 84	70.3	1526	10.72

D BENEFITS ADJUSTED FOR TRS EMPLOYEES			
	1. TRS Salaries	2. Rate	3. Adjustment
FY 83		.0426	( )
FY 84		.6	( )

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**FY 84**

**11 CURRENT AUTHORIZED POSITION SUMMARY**

PCN	CLASSIFICATION TITLE AND EXPLANATION	LOC.	PAY RANGE	CURRENT YEAR - FY 83				BUDGET YEAR - FY 84			
				NO. OF POS.	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT	NO. OF POS	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT
1	2	3	4	5	6	7	8	9	10	11	12
1.	APBR										
2.	0403 Ex Director	AWA	20C	1	12	3494	42.0	1	12	3714	44.6
3.	0404 Ex Administrative Assistant II	AWA	14A	1	12	2063	24.8	1	12	2145	25.7
4.											
5.											
6.				2	24	5.6	66.8	2	24	5.9	70.3
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											
21.											
22.											
23.											
24.											
25.											
26.											
27.											
28.											
29.											
30.											

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**11a FULL-TIME POSITION RECAP**

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CODE	TRAVEL AND MOVING CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			
				AGENCY			GOVERNOR'S BUDGET
				CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8
1. 200	TOTAL TRAVEL AND MOVING	8.8	13.5	14.3		14.3	
2. 210/220	Field/Administrative Travel						
3.	In-State Transportation	2.4	4.2	5.1		5.1	
4.	In-State Per Diem	1.0	1.9	2.2		2.2	
5.	Out-Of-State Transportation	2.4	2.5	2.5		2.5	
6.	Out-Of-State Per Diem	1.0	1.0	1.0		1.0	
7. 230	Conventions and Meeting	1.7	0.0				
8. 240	Boards, Commissions and Legislators	0.0	2.7	2.7		2.7	
9. 280	Moving or Relocation Expense						
10. 290	Non-Employee Travel	.3					
	Inflation adjustment at 6%			.8		.8	
11. 920	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
	1. To provide funds for in-state staff travel to work with individuals, businesses and state personnel to identify and solve problems.		
	In-state Transportation	5.1	
	In-state Perdiem	2.2	
	2. To provide funds for out-of-state travel to attend educational seminars and visit other state regulatory reform offices to learn from their experience.		
	Out-of-state Transportation	2.5	
	Out-of-state Perdiem	1.0	
	3. To provide travel for persons selected to serve as a public member of a regulation review project to assist in analyzing problem and developing solution.		
		2.7	
	4. Inflation adjustment @6%		.8

**14 TRAVEL AND MOVING**

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	CODE	CONTRACTUAL SERVICES CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.	300	TOTAL CONTRACTUAL	18.6	15.5	16.5	110.0	126.5	
2.	310	Communications	3.4	3.5	3.5	3.0	6.5	
3.	320	Printing and Advertising	1.6	3.0	3.0		3.0	
4.	330	Space Expense and Fees						
5.	340	Repair and Maintenance						
6.	350	Utilities Other Than Space						
7.	360	Equipment Rental - Other Than IIWCF and WP	2.0					
8.	364	Equipment Rental - Word Processing	1	3.0	3.0	7.0	10.0	
9.	368	Equipment Rental - Highway Working Capital Fund						
10.	370	Judicial Expense						
11.	380	Professional Fees & Services-Excluding Data Processing	8.5	6.0	6.0	100.0	106.0	
12.	382	Professional Fees & Services-Data Processing						
13.	382a	Data Processing Chargeback						
14.	390	Other Fees or Expenses	1.6					
		Inflation adjustment at 6%			1.0		1.0	
15.	930	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
310	Telephone, postage, teleconference increased by 3.0 to provide for periodic teleconference to identify regulatory problems around the state. (20 sites x 3.5/m x 6 sessions/yr = 3.0)	3.5	3.0
320	Printing of brochures and reports	3.0	
364	Lease or purchase of "Brand X" word processing equipment	3.0	7.0
380	To provide funds for third Administrative Law Seminar in Juneau and Anchorage, for economic studies of selected occupational licensure programs, for analysis of public participation in occupational licensure programs, and testing new techniques for increasing public participation in these regulatory programs.	6.0	100.0
	Inflation adjustment at 6%	1.0	

**15** CONTRACTUAL  
SERVICES

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CODE	COMMODITIES CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET	
				AGENCY				
				CONTINUATION	ADDITION	REQUEST		
1	2	3	4	5	6	7	8	
1.	400	TOTAL COMMODITIES	.4	2.3	2.4		2.4	
2.	410	Agricultural Supplies						
3.	420	Household and Institutional Supplies						
4.	450	Structural Materials and Supplies						
5.	460	Equipment Parts and Supplies						
6.	470	Professional and Scientific Supplies						
7.	480	Office and Library Supplies	.4	2.3	2.3		2.3	
8.	490	Other Operating Supplies						
		Inflation adjustment of 6%			.1		.1	
9.	940	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
480	<u>Office &amp; Library Supplies</u> To purchase office consumables and necessary research material from various organizations.  Consumables \$150/mo x 12 = 1.8 Research materials .5	2.3	

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**16** COMMODITIES

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Respondent's Name	Position Title	Telephone	Mail Stop
-------------------	----------------	-----------	-----------

Author	Title	Date	Number of Pages
Regulatory Reform Staff	Brochure -- "Selecting a Contractor"	7/82	1
Regulatory Reform Staff	Pamphlet -- "Regulations and You"	(print and distribute) 10/82	10+
Regulatory Reform Staff and Contractor	Booklet -- "Guideline for Regulatory Analysis"	(print and distribute) 10/82	40+

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**24** FY 82 ALASKA STATE PUBLICATIONS

BUDGET REQUEST UNIT (BRU)	BUDGET AND MANAGEMENT SERVICES	
PROGRAM	EXECUTIVE OPERATIONS	
CATEGORY	GENERAL GOVERNMENT	
AGENCY	OFFICE OF THE GOVERNOR	DIVISION BUDGET AND MANAGEMENT
NAME AND POSITION OF BRU MANAGER	RONALD D. LEHR, DIRECTOR	PHONE 465-2213
NAME AND POSITION OF AGENCY CONTACT	JIM STEY, DEPUTY DIRECTOR	PHONE 465-2213
COMMISSIONS AND/OR ADVISORY BOARDS WHICH HAVE BEEN CONTACTED/OTHER PUBLIC INPUT CONSIDERED IN PREPARING BUDGET REQUEST:		
<p>As the central budget agency for the executive branch of the Alaska State Government, the Division receives public input through the Governor's office and directly from individuals and groups seeking information on program goals and expenditures. Such requests may cover a variety of subjects ranging from clarification of specific appropriation items to explanations of government spending on specific subjects or to broad recommendations on the direction of government services.</p> <p>In addition to responding to requests for information from the public, the Division also strives to put more program and fiscal information before the public by widely distributing the Executive Budget documents, the Alaska Economic Information &amp; Reporting System Quarterly Reports, a Statistical Abstract, and a profile of the enacted budget, "Alaska Budget in Brief". The aim of this effort is to develop a more well-informed public and to ensure public input not only to this Division but also to all other budget request units.</p>		
SIGNATURE OF AGENCY HEAD	DATE	
<i>Ronald D. Lehr</i>		

**0** DETAIL BUDGET SUBMISSION

AGENCY OFFICE OF THE GOVERNOR  
PROGRAM EXECUTIVE OPERATIONS  
BRU BUDGET AND MANAGEMENT

**FY 84**

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STATUTORY BASIS:

AS 37.07	Executive Budget Act
37.07.040	Division of Budget and Management
37.07.050	Agency Program and Financial Plans
37.07.080	Program Execution

PROGRAM GOAL(S):

Program Area Goal:	To assure the physical, social and economic well being of Alaskans and their environment.
Long Term Objective:	To increase the benefits/services received by Alaskans from total State expenditures
Related Policy Directive:	To ensure that all agencies' short and long-term expenditure plans reflect gubernatorial and legislative policy. In particular, to select those public services which are genuinely needed by Alaskans and which cannot be provided by the private sector, and to provide them in an effective and efficient manner.

BRIEF DESCRIPTION OF BRU ACTIVITIES AND THEIR RELATIONSHIP TO THE PROGRAM GOALS:

The Division of Budget and Management assists the Governor, his fiscal advisors, and state agencies in the annual preparation of the executive budget and six year capital improvement program. In particular, the Division collects fiscal and program data under a program budget structure which focuses on the benefits/services to be received by Alaskans. After assessing the goals, objectives, policies, performance history and overall direction of a program, the Division's budget analysts make recommendations to the Governor and his advisors on which current service and/or new service increments proposed by agencies will most increase the benefits/services to be received by Alaskans. Following decisions by the Governor on levels of expenditure the Division prepares the Executive Budget for submission to the Legislature.

Upon budget enactment, the Division oversees the budget implementation by state agencies to ensure that program operations are consistent with gubernatorial policies and legislative intent. This program execution function includes the approval of all agency operating and capital budget revisions.

The Division is also responsible for the development of statistics that describe the conditions of the state's economy and forecast future economic activity. In addition, the Division, in concert with other State agencies, conducts studies and advises the Governor on a variety of economic/budget/management issues, including major capital improvement/investment/loan programs and new legislation.

OFFICE OF THE GOVERNOR

AGENCY \_\_\_\_\_

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**1 DEFINITION STATEMENT**

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STATE THE PROGRAM OBJECTIVE(S) BEING ADDRESSED BY THIS BRU.	BRU FUNCTION NUMBER	HOW WILL THIS BRU CONTRIBUTE TO EACH PROGRAM OBJECTIVE LISTED?
<p>To submit to the Legislature and have enacted into law an operating budget and a six year capital program, which do not exceed projected revenues nor increase reliance in the future on nonrecurring revenues and provides benefits equitably.</p>	1	<p>To limit the amount of GF budget amendments to no more than 2% of total GF in the Governor's original budget request.</p>
	2	<p>To maintain at 0% the amount by which the Governor's recommended operating budget exceeds the budget ceiling as defined by the proposed constitutional spending limit.</p>
	3	<p>To maintain at 50% the number of Governor-approved Capital Improvement Projects that were in the prior 6-year Plan.</p>
	4	<p>To limit total agency GF supplemental appropriations to no more than the total prior year GF lapse.</p>
	5	<p>To maintain, if not increase, the quality of timely information and analysis provided to the Governor and his advisors.</p>

**1a** BRU  
OBJECTIVES

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OBJECTIVE(S) BEING ADDRESSED BY THIS BRU.	BRU FUNCTION NUMBER	HOW WILL THIS BRU CONTRIBUTE TO EACH PROGRAM OBJECTIVE LISTED?
<p>To increase the quality of budget execution and program management so that revised programs are processed in a more timely manner and are error-free, and program management is guided by well-defined, measurable, and output oriented objectives.</p>	6	<p>To limit the number of audit exceptions (state-wide) cited for budget related executed activities in which the Division of Budget and Management was involved to no more than 4.</p>
	7	<p>To maintain the average (mean) number of calendar days for B&amp;M review of revised programs as follows:</p> <ul style="list-style-type: none"> <li>a. Reimbursable Services Agreements at 10 days</li> <li>b. Revised Programs requiring B&amp;M's Authorization at 10 days</li> </ul>
	8	<p>To ensure that 50% of Policy Budget Objectives are well-defined in terms of being measurable and output-oriented.</p>

**1a BRU OBJECTIVES**

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## INTRODUCTION

Figure 1 is a "global model" of the primary functions performed and the primary outputs of the Division. The general outputs are: (1) the preparation and submission of the Executive Budget, Budget Workbooks, and accompanying general appropriation bill; (2) budget execution (establish authorization levels for expenditures and positions, approve/recommend revised programs, and review/recommend supplemental requests); and (3) provision of information and analysis (fiscal, economic, and management/organization) to policy-makers, State agencies and the general public.

Performing each of the stated functions leads to the accomplishment of the Executive Operations' program goal of "assuring the physical, social, and economic well being of Alaskans and their environment". In particular, the Division contributes to the accomplishment of this goal by evaluating agency budget requests and performance in terms of how well these requests would increase the benefits/services received by Alaskans from total State expenditures. Budget preparation instructions issued to agencies, therefore, request information on program goals and objectives, client conditions to be impacted by program functions, and prior year, current year, and proposed program performance levels. This information allows not only the Division but also policy-makers in the Executive and Legislative branches to determine how well current services are being performed and what increases in benefits/services are planned.

In addition to the information made available to policy-makers and the general public through the Executive Budget documents and the Budget Workbooks, the Division also produces special studies on selected fiscal, programmatic, economic, and management/organizational issues. These studies are conducted by program analysts attached to program budget category sections in the Division as well as by the Economics and Management Analysis sections.

## ORGANIZATION STRUCTURE

The Division of Budget and Management is composed of six sections. Three of these sections are concerned primarily with the performance of the submission and execution of the operating and capital budgets. In addition, these sections have primary responsibility for providing information and analysis for new legislative proposals, veto recommendations, federal government initiatives and special studies or issue analyses related to programmatic performance.

**2 ANALYTIC  
STATEMENT**

AGENCY OFFICE OF THE GOVERNOR

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DIVISION OF  
BUDGET & MANAGEMENT

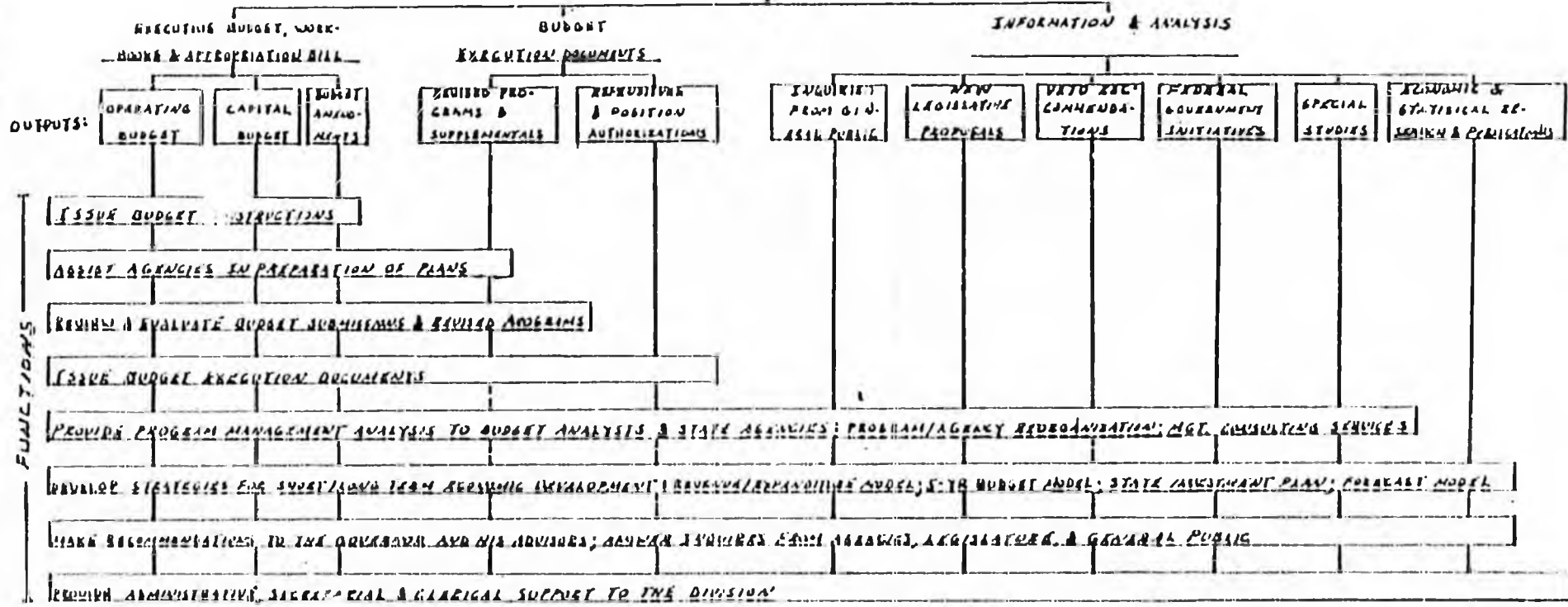


FIGURE 1. GLOBAL MODEL OF THE PRIMARY OUTPUTS & FUNCTIONS OF THE DIVISION OF BUDGET & MANAGEMENT

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The Management Analysis section provides analytical support to the budget sections for program monitoring and evaluation and to all State agencies for structural reorganization and general management consulting services. In addition, the section provides data processing systems analysis and programming support to the Division and project management for the Automated Budget System C.I.P.

The Economic Analysis section is responsible for research on State government fiscal activities and the impacts of those activities on economic conditions in the State. Significant portions of this research are presented in major publications with widespread public distribution:

Alaska Budget in Brief -- A collection of narratives and supporting statistical materials describing the budget process, specifying objectives of programs, and summarizing historical and current appropriations. 2,500 copies were distributed to individuals and organizations throughout Alaska during FY 82.

Alaska Economic Information and Reporting System -- A collection of economic statistics and an econometric model of the State economy provided historical and forecasted data on major indicators of economic activity. Forecasts are produced quarterly and statistical analyses by industry and geographic region are published on an annual base. During FY 82 an average of 1300 copies of AEIRS quarterly and 1500 copies of the Annual Performance Report were distributed. Based upon continuing new demand for these publications, the FY 84 plan is for a 10% increase in distribution.

The major analytical emphasis of the section has been on State loan programs, energy and petroleum economics and the five-year budget model. Research on loan programs has focused on development goals, the collection of standardized measures of loan activity and the evaluation of current programs relative to State objectives. Activities in the energy area have included reviews of hydroelectric projects, the feasibility of in-state petrochemical manufacture, and analysis of the proposed Alaska Natural Gas Transportation system. A last group of studies relate to the development of tools for analyzing future budgetary commitments. A primary focus is on the operating and maintenance costs generated by capital projects.

The sixth section of the Division provides administrative and clerical support. During the budget preparation phase the data entry staff of the section input thirty-five million characters (bytes) of data into the state computer system. The staff also prepares over 300,000 pages (10 copies) of budget documents for submission to the Legislature and 700 copies of the Executive Budget Books. Finally, in addition to correspondence, the section also supports the processing of approximately 1,000 Reimbursable Services Agreements and 900 revised programs annually.

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MEASURES

As the above description of the functions and structure of the Division indicates, the primary output of the Division is information in the form of analysis and recommendations on fiscal, program performance, economic, and management/organization issues. Consequently, the measurement of the impact of Budget and Management Services is difficult. Information provided by the Division is but one of many inputs that affect the quality of decisions made by the Executive Office and the Legislature. Although there is substantial subjective evidence of the value of the information provided to policy-makers, there is no ready way to quantify that value. (Objective #5)

The Division, however, has established a number of program measures to guide its performance. These measures can be separated into two classes: (1) those areas of performance in which the Division shares responsibility with others; and (2) those areas which can be considered to be within the control of the Division.

Technically, good program measures should not be defined in terms of shared responsibilities. The preparation and execution of the governor's budget, however, is basically a responsibility that is shared among the Division of Budget and Management and other policy and fiscal advisors to the governor. For instance, Budget and Management makes recommendations but it is not entirely responsible for the funding level of the governor's budget. Similarly, the commissioner of each state agency is ultimately responsible for the execution of the agency's budget.

To highlight the impact of these joint responsibilities, the Division establishes as targets a number of measures that encourage the consideration of all knowable contingencies within the initial budget request and that seek to constrain the use of new resources in meeting the unknown contingencies. The achievement of the standards set in these measures requires the cooperation of State agencies in applying their best planning efforts to their budget preparations and of other decision-makers in the executive and legislative branches in sharing the same standards for reviewing the budget, budget amendments, revised programs, and supplemental appropriations.

The Division, consequently, has established as targets for budget growth over the original Governor's request an increase of no more than 2% in GF budget amendments. In addition, the division has as a target that the total of all GF supplemental requests approved should be no more than the total for all agency GF lapse. (See objectives #1 and #4)

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AGENCY OFFICE OF THE GOVERNOR

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Another shared measure (Objective #8) concerns the quality of objectives submitted by program managers in their policy budget requests. The quality of objectives in terms of measurability and focus on impact is taken to be a proxy measure of the success of the Division in moving agency program planning toward a more rational process and focus on the Governor's Policy Themes. The Division recently conducted a review of 20% of the FY 84 budgets in the Executive Branch to assess the quality of budget objectives. Twenty-nine (29) percent of the budget objectives were found to be of good or satisfactory quality. For an objective to be rated as "satisfactory" it must focus on an outcome or impact of the program rather than a measure of some aspect of the workload. A "good" rating means that the objective is also measurable, i.e., indicates the maintenance level or change in level of impact to be achieved. This 29% percent level is far below our 50% performance measure for the year. There are two reasons for this shortfall. Firstly, at the time this measure was set we thought we would be implementing ABS for the FY 84 Budget. The ABS training plus the rigors of the program performance monitoring module would have led to a much larger proportion of satisfactory/good objectives. Secondly, there was no Policy Budget this year, hence, our review focused on the objectives of the Detail Budget. Objectives in this budget are more workload/task oriented, hence, the low rating on output oriented objectives.

Objective #3 concerns the quality of the six year Capital Program, as reflected in the extent to which it is followed by decision makers. The increase in the size of the capital budget in the last several years makes even more important the need to identify potential projects early. The number of projects being considered increases the risk that there will be duplication in the objectives of these projects. Furthermore, the number and scope of these projects increases the risks of significant cost overruns and large demands for operating and maintenance expenses. Providing more time for review of proposed projects and analysis of interrelationships among projects and of the operating and maintenance costs will reduce those risks. Therefore, the Division seeks to increase the percent of recommended capital projects that were previously identified and included in the six-year capital plan.

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The approval of the proposed constitutional limitations on expenditure imposes an added discipline to the struggle to control and maintain a budget ceiling. At the same time the limitation also imposes an increased need for technical accuracy in the match between expenditure totals and revenue projections. The demand for accuracy requires that the Division make explicit the objective of ensuring that the Governor's recommended operating budget does not exceed the budget ceiling in the proposed constitutional expenditure limitation. (Objective #2)

Measures within the control of the Division are basically process oriented. The technical accuracy of the work of the Division is the number of audit exceptions (Statewide) cited for budget related activities in which the Division was involved. (Objective #6)

One other set of measures used by the Division concerns the processing time for revised program documents. (Objective #7) This measure is an indicator of the quality of services provided to agencies who must revise their program and financial plans in line with changing circumstances. To the extent that the mix and number of requests for RP's does not change substantially and the same number of analysts are involved, decreases in the average number of days to process these documents is an indicator of improved productivity in the division. The implementation of the Automated Budget System should contribute to further improvement in the productivity of the review process for these documents.

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BRU FUNCTION NUMBER	MEASURE/PERFORMANCE INDICATOR	PRIOR YEAR FY 82		CURRENT YEAR PLAN FY 83	BUDGET YEAR FY 84		
		PLAN	ACTUAL		CONTINUATION LEVEL	AGENCY REQUEST	GOVERNOR'S BUDGET
		3	4				
1	Amount of GF Budget amendments as percent of total GF in Governor's original budget request	2%	0% RE: FY83 BUDGET	2% RE: FY84 BUDGET	2% RE: FY85 BUDGET	2% RE: FY85 BUDGET	
2	Percent that Governor's recommended operating budget surpasses the budget ceiling as defined by the proposed constitutional spending limit	0%	0%	0%	0%	0%	
3	Percent of Governor-approved CIP's that were included in the prior year 6-year Plan.	50% RE: FY 83 BUDGET		50%	50%	50%	
4	Total Governor's GF Supplemental Request as percent of total GF lapsed	100% RE: FY 82 BUDGET		100% RE: FY83 BUDGET	100% RE: FY84 BUDGET	100% RE: FY84 BUDGET	
5	Quality of information provided to Governor and his advisors	subjective measure)					
6	Number of audit exceptions (statewide) cited for budget related activities which involves Budget and Management	4	0	4	4	4	

**3** BRU PERFORMANCE  
PLAN

AGENCY OFFICE OF THE GOVERNOR  
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BRU FUNCTION NUMBER	MEASURE/PERFORMANCE INDICATOR	PRIOR YEAR FY 82		CURRENT YEAR PLAN FY 83	BUDGET YEAR FY 84		
		PLAN	ACTUAL		CONTINUATION LEVEL	AGENCY REQUEST	GOVERNOR'S BUDGET
		3	4	5	6	7	8
7	Number of calendar days for B&M to review revised programs: - Reimbursable Services Agreements - Revised Programs (requiring B&M approval)	10		10	10	10	
		10	10.2	10	10	10	
8	Percent of policy budget objectives which are well defined and measure impact	50% RE: FY 84 BUDGET	29%	50% RE: FY 85 BUDGET	50%	50%	

**3 BRU PERFORMANCE PLAN**

AGENCY OFFICE OF THE GOVERNOR  
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GENERAL GOVERNMENT OFFICE OF THE GOVERNOR EXECUTIVE OPERATION BUDGET & MANAGEMENT

COMP: 01-01-01-01-00-00

EXECUTIVE OPERATIONS  
BUDGET & MANAGEMENT

EXECUTIVE OPERATIONS  
BUDGET & MANAGEMENT

STATE OF MICHIGAN  
LEGISLATIVE SERVICE CENTER  
PO BOX 117100 LANSING MI 48202

EXPENDITURES & FUNDING	(01) 82 AUTH	(02) 82 FINAL	(03) 82 ACT	(04) 83 AUTH	(05) 83 SUPL	(06) S3 RP	(07) 84 CONT.	(08) 84 ADD.	(09) REQUEST	(10) GOVERNOR	(11) HOUSE	(12) SENATE	(13) BUDGET
01 PERS. SERV.	1511.1	1538.9	1463.1	1639.9			1660.5		1660.5	1660.5			
02 TRAVEL	54.0	54.0	54.7	34.4			36.5		36.5	36.5			
03 CONTRACTUAL	477.5	467.5	431.5	586.5			1052.4		1052.4	1052.4			
04 COMMODITIES	21.3	31.3	27.2	30.2			32.0		32.0	32.0			
05 EQUIPMENT		20.0	13.3										
06 LANDS/BLDGS													
07 GRANTS, CLIS													
08 MISC.							2781.4		2781.4	2781.4			
09 1-A TRANSFER	126.9		179.5										
1002 FED RCPTS													
1003 G/F MATCH													
1004 GEN FUND	2063.9	2111.7	1989.8	2291.0			2781.4		2781.4	2781.4			
1005 I/A RCPTS													
1028 PGM RCPTS													
VARIATION FROM AGENCY REQUEST...									-91.5	-2781.4	-1989.8		
15 FULL-TIME	36.0	36.0	36.0	36.0			36.0		36.0	36.0			
16 PART-TIME							1.0		1.0	1.0			
17 TEMPORARY													
18 STAFF MONTHS	434.0	434.0	434.0	434.0			443.5		443.5	443.5			

1.	2.	3.	4.	5.	6.	7.	8.	9.
ITEM AND EXPLANATION	AMOUNT	FUNDING SOURCES	100 PERSONAL SERVICES	200 TRAVEL	300 CONTRACTUAL SERVICES	400 COMMODITIES	500 EQUIPMENT	OTHER
1. FY 83 Authorized (Form 4A)	2291.0	General Funds	1639.9	34.4	586.5	30.2	0.0	0.0
2. Less One-Time Items (Include All Equipment)	( 70.0 )		( )	( )	( 70.0 )	( )	( )	( )
3. Plus FY 84 Replacement Equipment (Form 17, Line 1, Column 5)								
4. Personal Services Adjustment (Form 11, line 22)	20.6	General Funds	20.6					
5. Sub-Total	2241.6	General Funds	1660.5	34.4	516.5	30.2	0.0	0.0
6. Plus Inflation Adjustment	34.9	General Funds		2.1	31.0	1.8		
7. Sub-Total	2276.5	General Funds	1660.5	36.5	547.5	32.0	0.0	0.0
8. Adjustments to and within Continuation (Forms 5A and 5B)	504.9				504.9			
9. FY 84 Continuation	2781.4	General Funds	1660.5	36.5	1052.4	32.0	0.0	0.0

**5 COMPONENT  
CONTINUATION**

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TRANSFERS FROM/DELETIONS:		FUNDING INFORMATION		TRANSFERS TO/ADDITIONS:	
1 COUNCIL ON ECONOMIC POLICY				2 BUDGET AND MANAGEMENT	
BRU _____				BRU _____	
COMPONENT _____				COMPONENT _____	
3	4	5	6	7	
What is being transferred or deleted from this unit?	AMOUNT	EXPEND. BY OBJECT	AMOUNT	What is being transferred or added to this unit?	
		100 Pers. Serv.		The sum of \$371.0 appropriated to the Lt. Governor's office, Council on Economic Policy, to design and implement an annual survey to collect economic and demographic information.	
		200 Travel			
		300 Contractual	371.0		
		400 Commodities			
		500 Equipment			
		600 Lands/Bllds.			
		700 Grants, Claims			
		800 Miscellaneous			
		TOTAL			
		1-A Trans. (Non-Add)			
		Fed. Receipts			
		GF Match			
		General Fund	371.0		
		1-A Receipts			
		Program Repts.			
		Other			
	( )	No. Full-time (M)	( )		
	( )	No. Part-time (M)	( )		
	( )	Non-Permanent (M)	( )		
		No. of Months			

8 Explain which BRU objectives are affected, and how.

To provide quality budget and economic information to the Governor and his advisors. Current economic and demographic data is needed to ensure accurate analysis of economic and budget issues related to government operations. This information will also support long-range economic forecast and budget projection models. Information in these areas should assist agency program managers and the Governor's office to make more informed decisions, resulting in a more efficient and effective use of State resources.

**5a** ADJUSTMENTS WITHIN CONTINUATION LEVEL

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<b>TRANSFERS FROM/DELETIONS:</b> 1 BRU _____ COMPONENT _____	<b>FUNDING INFORMATION</b>	<b>TRANSFERS TO/ADDITIONS:</b> 2 <b>BUDGET AND MANAGEMENT</b> BRU _____ COMPONENT _____
---	--------------------------------	---

3	4	5	6	7	
What is being transferred or deleted from this unit?	AMOUNT	EXPEND. BY OBJECT	AMOUNT	What is being transferred or added to this unit?  <u>Data Processing Chargeback Adjustment</u>  Additional funds are required to pay for FY 84 DP continuation level services. The FY 84 continuation level is based on actual FY 82 DP service consumption costed at FY 84 DP rate.  <b>NOTE:</b> FY 84 DP continuation (Form 15dp) = 246.5 Less FY 83 DP Chargeback adjusted for 6% inflation (112.6) <u>133.9</u>	
		100 Pers. Serv.			
		200 Travel			
		300 Contractual	133.9		
		400 Commodities			
		500 Equipment			
		600 Lands/Blgds.			
		700 Grants, Claims			
		800 Miscellaneous			
		TOTAL			
		1-A Trans. (Non-Add)			
		Fed. Receipts			
		GF Match			
		General fund	133.9		
		1-A Receipts			
	Program Repts.				
	Other				
	( ) No. Full-Time (M)	( )	( )		
	( ) No. Part-Time (M)	( )	( )		
	( ) Non-Permanent (M)	( )	( )		
	( ) No. of Months	( )	( )		

8 Explain which BRU objectives are affected, and how.

DATA PROCESSING CHARGEBACK ADJUSTMENT

**5a ADJUSTMENTS WITHIN CONTINUATION LEVEL**

AGENCY OFFICE OF THE GOVERNOR

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C O N T I N U A T I O N	FY 84	PERSONAL SERVICES				
			PFT POS.	PPT/SEA POS.	NON- PRI POS.	STAFF MONTHS
		1	2	3	4	5
1.	Current Authorized Positions (From Form 11)	1,660,519	36	1		443.5
2.	Continuation Changes to Current Authorized Positions (Form 12, column 11, lines 26-30)	1,660,519	36	1		443.5
3.	Subtotal (From 4A, Continuation Column)					
4.	SOURCE OF FUNDS					
	Federal Receipts					
	G.F. Match					
	General Fund	1,660,519				
	Inter-Agency Receipts					
	Program Receipts					
	Other					
	Other					
5.	Additions to Current Authorized Positions (Form 12, column 12, lines 26-30)					
6.	Total Personal Services Request (From 4A)	1,660,519	36	1		443.5
7.	SOURCE OF FUNDS					
	Federal Receipts					
	G.F. Match					
	General Fund	1,660,519				
	Inter-Agency Receipts					
	Program Receipts					
	Other					
	Other					

COVERIOR				
\$	PFT POS.	PPT/SEA POS.	NON- PRI POS.	STAFF MONTHS
6	7	8	9	10

**10 PERSONAL SERVICES  
REQUEST SUMMARY**

AGENCY OFFICE OF THE GOVERNOR  
PROGRAM EXECUTIVE OPERATIONS  
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	TOTAL	GENERAL GOVERNMENT	SUPERVISORY	CONFIDENTIAL	PSEA	LTC	NON-COVERED	ELECTED/ APPOINTED	OTHER (SPECIFY)
1. Permanent Position Base Salary for FY 84 (Form 11, line 6, col. 7)	1,383.2						1,383.2		
2. Non-permanent Base Salaries for FY 84 (Form 11F, line 27, col. 10)									
3. Sub-Total lines 1 and 2	1,383.2						1,383.2		
4. Transferred/Deleted Positions FY 84 Base Salaries									
5. New Position Base Salaries (Sum of Form 13's, line 5)									
6. Other Base Salary Adjustments (Form 23's following Form 12)									
7. TOTAL FY 84 REQUESTED BASE SALARIES (LINES 3-6)	1,383.2						1,383.2		
8. FUNDING SOURCES: (SHOWN AS A PERCENTAGE)									
a. Federal (1002)									
b. General Fund (1003-4)							100%		
c. Inter-agency Receipts (1005)									
d. Program Receipts (1028)									
e. Other (Specify):									
f.									
g.									
h.									
9. TOTAL		100%	100%	100%	100%	100%	100%	100%	100%

**11S** BASE SALARY DATA  
BY BARGAINING UNIT

AGENCY OFFICE OF THE GOVERNOR  
PROGRAM EXECUTIVE OPERATIONS  
BRU BUDGET AND MANAGEMENT  
COMPONENT \_\_\_\_\_

Page 1 of 1  
Revised Date \_\_\_\_\_

**FY 84**

		FY 83			FY 84		
		2.Pos	3.No.	4. \$	5.Pos	6.No.	7. \$
A P	1. Full Time (From APBR or Form 11A)	36	432	1,348,524	36	432	1,348,524
U E S	2. Part Time/Seasonal (From Form 11B)	1	6	20,850	1	6	20,850
T R A	3. Overtime (From Form 11C)		5.5	13,817		5.5	13,817
H M L	4. Shift Differential (From Form 11D)						
O	5. Additional Salary Costs (From Form 11E)						
R	6. Subtotal - Permanent Positions and Gross Salary Costs (Sum of Lines 1 - 5)	37	443.5	1,383,191	37	443.5	1,383,191
I P	7. Enter SBS Costs (Calculate in Box A)			80,956			82,880
Z O B	8. Standard Benefits FY 83 (Calculate in Box B)			216,054			211,075
E S E	9. Police, Firemen Retirement Adjustment (Calculate in Box C)						
D	10. Enter Adjustment for TRS Employee if Applicable (Calculate in Box D)						
	11. Enter Monthly Fixed Costs (Calculate in Box E)			81,161			106,440
	12. Subtotal - Authorized Permanent Positions, Salaries and Benefits (Sum of Lines 6 thru 11)	37	443.5	1,761,362	37	443.5	1,783,106
	13. Non-Permanent Positions, Salaries and Benefits (From Form 11F)						
	14. TOTAL POSITIONS, SALARIES AND BENEFITS (SUM OF LINES 12 AND 13)	37	443.5	1,761,362	37	443.5	1,783,106

A SUPPLEMENTAL BENEFITS (SBS)		
FY 83		
	POSITIONS	AMOUNT
1.	37	1,383,191
2.	X2188	X.0613
3.	\$ 80,956	\$ 81,790
4. Trans. lower - Line 7, Col 4.		
FY 84		
	POSITIONS	AMOUNT
5.	37	1,383,191
6.	X2240	X.0613
7.	\$ 82,880	\$ 84,790
8. Trans. lower - Line 7, Col 7.		

A	15. FY 83 Authorized (From Form 4A)	1,639,900	
A	16. FY 83 Salary Increase Distribution	-0-	
D	17. FY 83 Total Adjusted Funding (Line 15 + Line 16)	1,639,900	
J	18. FY 83 Amount Underfunding (Line 14 - Line 17)	121,462	
U	19. FY 83 + FY 84 Percent Underfunding (Line 18 ÷ Line 14)		→ ( 7.42 )
S	20. FY 84 Amount Underfunding (Line 19 X Line 14, Col. 7)		123,187
T	21. FY 84 Continuation Request (Line 14 - Line 20)		1,660,519
	22. Continuation Adjustment (Line 21 - Line 15)		20,619

C BENEFITS ADJUSTMENT FOR POLICE, FIREMEN		
1. Affected Salaries	2. Rate	3. Adjustment
FY 83	.0965	
FY 84	.0965	

E				
	Monthly Ben.	LTC	OTH.	TOTAL
FY 83	Months		443.5	
	\$ Fact.	X170	X103	
	TOTAL		81,161	81,161
FY 84	Months		443.5	
	\$ Fact.	X200	X240	
	TOTAL		106,440	106,440

B VARIABLE BENEFITS %			
	1. Gross Salary	2. Rate	3. Adjustment
FY 83	1,383,191	.1562	216,054
FY 84	1,383,191	.1526	211,075

D BENEFITS ADJUSTED FOR TRS EMPLOYEES		
1. TRS Salaries	2. Rate	3. Adjustment
FY 83	.0426	( )
FY 84	.0426	( )

**11** CURRENT AUTHORIZED POSITION SUMMARY

AGENCY OFFICE OF THE GOVERNOR

PROGRAM EXECUTIVE OPERATIONS

BRU BUDGET AND MANAGEMENT

COMPONENT

Page 1 of 1

Revised Date

**FY 84**

1	PCN	CLASSIFICATION TITLE AND EXPLANATION	LOC.	PAY RANGE	CURRENT YEAR - FY 83				BUDGET YEAR - FY 84			
					NO. OF POS.	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT	NO. OF POS.	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT
					5	6	7	8	9	10	11	12
1.		APBR										
2.	4001EX	Director		26C	1	12	5,050	60,600	1	12	5,050	60,600
3.	4002EX	Deputy Director		23E	1	12	4,554	54,648	1	12	4,554	54,648
4.	4003EX	Program Budget Analyst V		22A	1	12	3,714	44,568	1	12	3,714	44,568
5.	4004EX	Program Budget Analyst V		22A	1	12	3,714	44,568	1	12	3,714	55,468
6.	4005EX	Program Budget Analyst V		22A	1	12	3,714	44,568	1	12	3,714	55,468
7.	4006EX	Program Budget Analyst V		22C	1	12	3,971	47,652	1	12	3,971	47,652
8.	4007EX	Program Budget Analyst V		22E	1	12	4,251	51,012	1	12	4,251	51,012
9.	4008EX	Program Budget Analyst IV		21A	1	12	3,475	41,700	1	12	3,475	41,700
10.	4009EX	Program Budget Analyst IV		21A	1	12	3,475	41,700	1	12	3,475	41,700
11.	4010EX	Program Budget Analyst IV		21A	1	12	3,475	41,700	1	12	3,475	41,700
12.	4011EX	Program Budget Analyst IV		21A	1	12	3,475	41,700	1	12	3,475	41,700
13.	4012EX	Program Budget Analyst IV		21A	1	12	3,475	41,700	1	12	3,475	41,700
14.	4013EX	Program Budget Analyst IV		21A	1	12	3,475	41,700	1	12	3,475	41,700
15.	4014EX	Program Budget Analyst IV		21C	1	12	3,714	44,568	1	12	3,714	44,568
16.	4015EX	Program Budget Analyst IV		21B	1	12	3,605	43,260	1	12	3,605	43,260
17.	4016EX	Program Budget Analyst III		19B	1	12	3,146	37,752	1	12	3,146	37,752
18.	4017EX	Program Budget Analyst III		19A	1	12	3,041	36,492	1	12	3,041	36,492
19.	4018EX	Program Budget Analyst III		19A	1	12	3,041	36,492	1	12	3,041	36,492
20.	4020EX	Program Budget Analyst III		19B	1	12	3,146	37,752	1	12	3,146	36,652
21.	4021EX	Program Budget Analyst II		16A	1	12	2,463	29,556	1	12	2,463	29,556
22.	4022EX	Economist III		22A	1	12	3,714	44,568	1	12	3,714	44,568
23.	4023EX	Economist III		21A	1	12	3,475	41,700	1	12	3,475	41,700
24.	4024EX	Economist II		18A	1	12	2,838	34,056	1	12	2,838	34,056
25.	4025EX	Economist II		20A	1	12	3,249	38,988	1	12	3,249	38,988
26.	4026EX	Economist II		20A	1	12	3,249	38,988	1	12	3,249	38,988
27.	4027EX	Economist I		18A	1	12	2,838	34,056	1	12	2,838	34,056
28.	4028EX	Research Analyst III		18A	1	12	2,838	34,056	1	12	2,838	34,056
29.	4029EX	Research Analyst II		16A	1	12	2,463	29,556	1	12	2,463	29,556
30.	4030EX	System Analyst I		18A	1	12	2,838	34,056	1	12	2,838	34,056

AGENCY OFFICE OF THE GOVERNOR

PROGRAM EXECUTIVE OPERATIONS

BRU BUDGET AND MANAGEMENT

COMPONENT

11a FULL-TIME  
POSITION RECAP

FY 84

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Revised Date

PCN	CLASSIFICATION TITLE AND EXPLANATION	LOC.	PAY RANGE	CURRENT YEAR - FY 83				BUDGET YEAR - FY 84				
				NO. OF POS.	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT	NO. OF POS	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT	
				5	6	7	8	9	10	11	12	
1.	APBR											
2.	4031EX Pub Spec II		13B	1	12	2,073	24,876	1	12	2,073	24,876	
3.	4032EX Admin Asst II!		16A	1	12	2,463	29,556	1	12	2,463	29,556	
4.	4033EX Admin Asst I		12A	1	12	1,889	22,668	1	12	1,889	22,668	
5.	4034EX Admin Support Technician		11B	1	12	1,832	21,984	1	12	1,832	21,984	
6.	4035EX Clerk Typist IV		9B	1	12	1,627	19,524	1	12	1,627	19,524	
7.	4036EX Clerk Typist III		8B	1	12	1,530	18,360	1	12	1,530	18,360	
8.	4037EX Clerk Typist III		8A	1	12	1,487	17,844	1	12	1,487	17,844	
9.												
10.				36	432	112,377	1348,524	36	432	112,377	1348,524	
11.												
12.												
13.												
14.												
15.												
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26.												
27.												
28.												
29.												
30.												

**11a** FULL-TIME  
POSITION RECAP

AGENCY OFFICE OF THE GOVERNOR  
PROGRAM EXECUTIVE OPERATIONS  
BRU BUDGET AND MANAGEMENT  
COMPONENT \_\_\_\_\_

**FY 84**

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Revised Date \_\_\_\_\_

	EXPLANATION	LOC.	PAY RANGE	CURRENT YEAR - FY 83				BUDGET YEAR - FY 84			
				NO. OF POS.	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMOUNT	NO. OF POS	NO. OF MONTHS	MONTHLY SALARY	ANNUAL AMT.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
1.	4019EX Progra Budget Analyst IV PPT		21A	5	6	3,475	20,850	5	6	3,475	20,8
2.											
3.											
4.											
5.											
6.											
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29.											
30.											

**11b** PART-TIME AND/OR SEASONAL POSITION

01-1127 (7/82) - 11b

AGENCY OFFICE OF THE GOVERNOR  
PROGRAM EXECUTIVE OPERATIONS  
BRU BUDGET AND MANAGEMENT  
COMPONENT \_\_\_\_\_

**FY 84**

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	PCN	CLASSIFICATION TITLE	PAY RANGE	CURRENT YEAR - FY 83			BUDGET YEAR - FY 84				
				MONTHS EQUIV.	OVERTIME HOURLY RATE	YEARLY HOURS	ANNUAL AMOUNT	MONTHS EQUIV.	OVERTIME HOURLY RATE	NO. OF YEARLY HOURS	ANNUAL AMOUNT
				4	5	6	7	8	9	10	11
1.	4033EX	Admin Assistant I	12A	1.7	17.43	265	4,619	1.7	17.43	265	4,619
2.	4034EX	Admin Support Technician	11B	1.3	16.90	210	3,549	1.3	16.90	210	3,549
3.	4035EX	Clerk IV	9B	1.0	15.01	157	2,361	1.0	15.01	157	2,361
4.	4036EX	Clerk Typist III	8B	1.0	14.13	157	2,218	1.0	14.13	157	2,218
5.	4037EX	Clerk Typist III	8A	0.5	13.73	78	1,070	0.5	13.73	78	1,070
6.											
7.											
8.											
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22.											
23.											
24.											
25.											
26.											
27.											
28.											
29.											
30.				5.5		967	13,817	5.5		967	13,817

**11C OVERTIME RECAP**

AGENCY OFFICE OF THE GOVERNOR  
PROGRAM EXECUTIVE OPERATIONS  
BRU BUDGET AND MANAGEMENT  
COMPONENT \_\_\_\_\_

**FY 84**

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CLASSIFICATION TITLE	LOCATION	PRI	PCN	PAY RGE	MONTHLY SALARY	REVISED PROGRAM NUMBER	TOTAL POSITION COST FROM FORM 13	BUDGET YEAR - FY84							
								NO. POS	NO. MO.	AGENCY		GOVERNOR BUDGET			
										CONTINUATION	ADDITION				
1	2	3	4	5	6	7	8	9	10	11	12	13			
1. Delete Program Budget															
2. Analyst IV PFT	Juneau		4019EX	21A	3475	Pending	(53,183)	1	12	(53,183)					
3. Add Clerk Typist III PE	Juneau		Pending	8A	1487	Pending	24,541	1	12	24,541					
4. Add Program Budget															
5. Analyst IV PPT	Juneau		Pending	21A	3475	Pending	26,750	5	6	26,750					
6.															
7. Savings realized on															
8. position conversion															
9. will be used to fund															
10. additional overtime										1,892					
11.															
12.															
13.															
14.															
15.															
16.															
17.															
18.															
19.															
20.															
21.															
22.															
23.															
24.															
25.															
TOTAL ANNUAL AMOUNT								26							
IF ADDITIONAL FORM 12'S ARE REQUIRED, COMPLETE THIS SECT. ON ONLY ON THE LAST PAGE								}	PERMANENT FULL TIME; POSITIONS & (MONTHS)		27	-0-	( )	( )	( )
									PERMANENT PART TIME/SEASONAL; POSITIONS & (MONTHS)		28	1	( 6 )	( )	( )
									NON-PERMANENT; POSITIONS & (MONTHS)		29		( )	( )	( )
									TOTAL MONTHS		30			6	

**12 CHANGES TO CURRENT AUTHORIZED POSITION**

AGENCY OFFICE OF THE GOVERNOR  
PROGRAM EXECUTIVE OPERATIONS  
BRU BUDGET AND MANAGEMENT  
COMPONENT \_\_\_\_\_

**FY 84**

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1.	POSITION TITLE Clerk Typist III				RANGE/STEP 8/A	BARG. UNIT E	FORM 12 1/	PAGE/LINE	GOV.	A. PROV.	DIS
2.	TYPE OF POSITION PFT	STAFF MONTHS 12	RP NUMBER 83-144X	PCN NUMBER 4037	BRU PRIORITY 1	LOCATION Juneau	ELECTION DISTRICT 4		LEG.		
3.	CONTINUATION LEVEL				JUSTIFICATION						
4.	TYPE OF EXPENDITURE				<p>This position was established by revised program in FY 83. The Division of Budget and Management has reduced a Program Budget Analyst IV permanent full-time position to permanent part-time status, and has taken the additional dollars to fund this Clerk Typist III position.</p> <p>The Division of Budget and Management has almost doubled in personnel in the last three years. During the 1980 session three professional positions were added, and in FY 81 the Economic Analysis Section of the Department of Commerce was transferred to Budget and Management. The Economic Section now produces a large number of statistical charts and reports, and at least eight publications a year. In addition, the budget process has become more complex, with additional analyses and reports required from the Budget Analyst.</p> <p>The Clerk Typist III position is required to handle the additional workload.</p> <p>This change does not affect the total dollars expended on Personal Services in FY 83 or FY 84.</p>						
	1	2	3								
	PERSONAL SERVICES										
5.	Salary	1487 per mo	17,844								
6.	Benefits		2,723								
7.	Supplemental Benefits		1,094								
8.	Fixed Benefits		2,880								
9.	TOTAL PERSONAL SERVICES		01	24,541							
10.	Travel		02								
11.	Contractual		03								
12.	Commodities		04								
13.	Equipment		05								
14.	Other										
15.	TOTAL COST			24,541							
	RECEIPT CODE	FUNDING SOURCE									
16.		Federal Receipts	1002								
17.		G.F. Match	1003								
18.		General Funds	1004	24,541							
19.		I-A Receipts	1005								
20.		Program Receipts	1028								
21.		Other									
FOR B&M USE ONLY											
4A KEY NUMBER											

**13** REQUEST FOR  
NEW POSITION

AGENCY OFFICE OF THE GOVERNOR

PROGRAM EXECUTIVE OPERATIONS

BRU BUDGET AND MANAGEMENT

COMPONENT \_\_\_\_\_

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**FY 8**

	CODE	TRAVEL AND MOVING CLASSIFICATION	PRIOR YEAR FY 82 ACTUAL	CURRENT YEAR FY 83 AUTHORIZED	BUDGET YEAR - FY 84			GOVERNOR'S BUDGET
					AGENCY			
					CONTINUATION	ADDITION	REQUEST	
1	2	3	4	5	6	7	8	
1.	200	TOTAL TRAVEL AND MOVING	54.6	34.4	36.5		36.5	
2.	210/220	Field/Administrative Travel						
3.		In-State Transportation	5.7	3.6	11.8		11.8	
4.		In-State Per Diem	2.2	1.4	3.8		3.8	
5.		Out-Of-State Transportation	0.3	0.2				
6.		Out-Of-State Per Diem	0.1	0.1				
7.	230	Conventions and Meeting	20.6	13.0	3.8		3.8	
8.	240	Boards, Commissions and Legislators						
9.	280	Moving or Relocation Expense	16.4	10.3	10.9		10.9	
10.	290	Non-Employee Travel	9.3	5.8	6.2		6.2	
11.	320	INTER-AGENCY TRANSFERS (NON-ADD)						

CODE	EXPLANATION	CONT. \$	ADDITION \$
	<p>210/220: <u>Field/Administrative Travel</u></p> <p>In-State: Staff travel (2-3 trips per analyst depending upon category assignment for agency assistance and familiarization); administrative travel to Legislative Budget and Audit meetings for Director and Deputy Director.</p> <p style="text-align: right;">Transportation: 11.8 Per Diem: 3.8</p>		

**14 TRAVEL AND MOVING**

AGENCY OFFICE OF THE GOVERNOR

PROGRAM EXECUTIVE OPERATIONS

DRU BUDGET AND MANAGEMENT

COMPONENT \_\_\_\_\_

**FY 84**

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8 COPIES  
4/1  
EO 5.2

Steps involved in obtaining a fiscal note for committee meetings:

1. Call the Department involved and advise you need a fiscal note.
2. Department prepares a fiscal note which can only show a total dollar figure. The notes are not to reflect any breakdown at all.
3. When the department submits the fiscal note to OMB, they can bring with them backup material and cost breakdowns but they are not to be shown on the face of the note.
4. OMB reviews and initials note. Copy is sent to requesting committee or sponsor. At this point, the Department is free to release to us background information and breakdown in any form the requester may desire including phone, written material or someone to testify on the bill at a hearing.
5. After the requester receives a copy of the fiscal note, since it is not specific, you must call the department back to arrange with them how the breakdown can best be presented to the committee. This is very time-consuming as the departments are not prepared to implement these requests, particularly on short notice of a hearing.

Julie  
Rep. Abood's Office      2/1