

Exxon Valdez Oil Spill Trustee Council
FY11 Annual Program Development and Implementation (APDI) Budget
October 1, 2010 – September 30, 2011

This budget structure is designed to provide a clearly identifiable allocation of the funds supporting Trustee Council activities. The program components are:

- Administration Management
- Data Management
- Science Management
- Public Advisory Committee (PAC)
- Habitat Protection Program
- Trustee Council Member Direct Expenses
- Liaison Program Support/Project Management
- Alaska Resources Library & Information Services (ARLIS)

The budget estimates detailed within those specified program components are projected based upon prior year actual expenditures and include the application of estimated merit step increases, as well as payroll benefits increases. Detailed budget component items are either “continuing” or “ongoing” from program directives already approved by the Trustee Council and cover necessary day-to-day operational costs of the *Exxon Valdez* Oil Spill Restoration Office and administrative costs associated with overseeing current Trustee Council program objectives.

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BUDGET SUMMARY INFORMATION - \$1,834,123

The Council's FY11 APDI Budget will be funded by the *Exxon Valdez* Oil Spill Investment Fund managed by the Alaska Department of Revenue. The following summary tables show budget allocations by component, cost type, and agency. The remainder of the document specifies the uses to which the monies for each component of the budget will be applied and the agency distribution for each item.

Component	Total Budget FY11
Administration Management	\$813,693
Data Management	\$152,080
Science Management	\$231,336
Public Advisory Committee (PAC)	\$33,136
Trustee Council Member Direct Expenses	\$17,985
Habitat Protection Program	\$109,000
Liaison Program Support/Project Management	\$339,774
Alaska Resources Library & Information Services	\$137,119
Total	\$1,834,123

Cost Type	Total Budget
Personnel	\$1,112,766
Travel	\$52,400
Contractual	\$466,015
Commodities	\$27,000
Equipment	\$24,500
Subtotal	\$1,682,681
GA – 9%	\$151,442
Total	\$1,834,123

Total FY11 APDI Budget by Agency												TOTAL BUDGET
Cost Type	ADFG	ADEC	ADNR	ADOL	NOAA	DOI USGS	DOI FWS	DOI SEC	DOI OEPC	USFS	DOI BLM	
Personnel	\$771,014	\$31,300	\$61,734	\$0	\$81,000	\$44,145	\$57,400	\$22,300	\$7,500	\$28,373	\$8,000	\$1,112,766
Travel	\$39,200	\$3,300	\$0	\$3,300	\$3,300	\$0	\$0	\$3,300	\$0	\$0	\$0	\$52,400
Contractual	\$283,015	\$0	\$40,000	\$0	\$0	\$126,000	\$0	\$0	\$0	\$12,500	\$4,500	\$466,015
Commodities	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000
Equipment	\$24,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,500
Subtotal	\$1,144,729	\$34,600	\$101,734	\$3,300	\$84,300	\$170,145	\$57,400	\$25,600	\$7,500	\$40,873	\$12,500	\$1,682,681
GA – 9%	\$103,026	\$3,114	\$9,156	\$297	\$7,587	\$15,313	\$5,166	\$2,304	\$675	\$3,679	\$1,125	\$151,442
FY11 Total Budget	\$1,247,755	\$37,714	\$110,890	\$3,597	\$91,887	\$185,458	\$62,566	\$27,904	\$8,175	\$44,552	\$13,625	\$1,834,123

ADMINISTRATION MANAGEMENT - \$813,693

	Total Budget
Personnel	\$503,727
Travel	\$6,000
Contractual	\$201,780
Commodities	\$15,000
Equipment	\$20,000
Subtotal	\$746,507
GA - 9%	\$67,186
Total	\$813,693

PERSONNEL - \$498,256

Position	Range/Step	Months	Monthly Cost	Annual Cost
Executive Director – Elise Hsieh	28/B	9	\$8,284	\$109,317
Deputy Executive Director – Jen Schorr	26/B	9	\$7,733	\$102,697
Acting Administrative Manager- Linda Kilbourne	19/B	12	\$5,002	\$93,182
Associate Coordinator – Cherri Womac	18/K	12	\$5,877	\$107,495
Administrative Assistant - Vacant	15/L	12	\$4,868	\$91,036
Personnel Total			\$31,764	\$503,727

Monthly cost is w/o benefits, annual is w/benefits.

TRAVEL - \$6,000

Travel support for Executive Director and Administrative staff to attend meetings and trainings.

CONTRACTUAL – \$201,780

• **Professional Development** **\$3,000**

Administrative funds are budgeted for training and professional meetings with state, federal and program agency representatives on administrative, program and budget issues as necessary. Funds will be utilized for in-state training opportunities.

• **Trustee Council’s Office Space** **\$126,000**

The lease for the Trustee Council’s office space is administered by the Government Services Administration (GSA) through the U.S. Geological Survey of the Department of the Interior. This amount includes a monthly PBS fee to GSA and a mandatory Homeland Securities fee. To decrease costs, this space was reduced by approximately 37% during 2010. *This cost is an estimate as of 7-12-10 until final billing is received.*

• **Annual Parking Fees for Trustee Office Staff & Parking Validation** **\$4,080**

EVOS has 5 parking permits; 3 are provided with the building lease and 2 paid directly to the Anchorage Parking Authority by EVOS (\$95/mo per space; \$150 per month validation minimum charge).

• **Audit Contract** **\$35,000**

These funds are used to support a contract to conduct a financial audit of the FY10 records of the Trustee Office and all agencies receiving EVOSTC funds.

• **Telephone Service** **\$4,500**

These funds are to cover telecommunications, teleconferencing meetings, and long distance phone services.

- **Trustee Council Meetings** **\$3,000**

These funds are to cover expenses for up to six Trustee Council meetings, at an estimated cost of \$500.00 per meeting.

- **Public Notices** **\$2,500**

These funds are to cover the cost of advertising Trustee Council public meetings and workshops in newspapers in the spill affected areas.

- **Postage & Courier Services** **\$1,200**

These funds are to cover cost of US Postal Service mailings, express mailings, and courier services.

- **Equipment Maintenance and Agreements** **\$4,500**

These funds are for the postage meter annual rental, copier annual maintenance agreement, and any unforeseen maintenance expenses on other office equipment.

- **Transcription** **\$2,500**

These funds are to cover transcription services. (Last renewal option utilized- contract ends 6/30/11)

- **Interagency Contracted Services** **\$15,500**

These funds are to cover the Trustee Office's share of the Reimbursable Services Agreement Costs for the EPR Telecommunications, Computer Services, ADA, Central Mail and AKSAS & AKPAY charge-backs paid by all ADF&G divisions. These costs are based on the number of full time positions divided by the total cost.

COMMODITIES - \$15,000

- **Office supplies** **\$10,000**

These funds are to cover the cost of miscellaneous office supplies, paper, toner, meeting materials etc. Also includes anticipated supplies needed to complete the official record.

- **Interpretive Information** **\$5,000**

These funds are to purchase materials to produce documents in-house for public outreach and information.

EQUIPMENT - \$20,000

- **Multifunction copier** **\$20,000**

These funds are to cover the cost of a new copier/fax/scanner and a maintenance agreement. The new machine replaces the Lanier 375 Printer/copier/scanner purchased 10/20/2006.

AGENCY DISTRIBUTION:

Admin Mgmt	ADFG	USGS	Total
Personnel	\$503,727	\$0	\$503,797
Travel	\$6,000	\$0	\$6,000
Contractual	\$75,780	\$126,000	\$201,780
Commodities	\$15,000	\$0	\$15,000
Equipment	\$20,000	\$0	\$20,000
Subtotal	\$620,057	\$126,000	\$746,507
GA - 9%	\$55,846	\$11,340	\$67,186
Component Total	\$676,353	\$137,340	\$813,693

DATA MANAGEMENT - \$152,080

Cost Category	Total Budget
Personnel	\$121,023
Travel	\$1,500
Contractual	\$2,000
Commodities	\$10,500
Equipment	\$4,500
Subtotal	\$139,523
GA - 9%	\$12,557
Total	\$152,080

PERSONNEL - \$121,023

Position	Range/Step	Months	Monthly Cost	Annual Cost
Data Systems Manager – Karen Hickling	22/E	12	\$6,740	\$121,023
Personnel Total			\$6,740	\$121,023

Monthly cost is w/o benefits, annual is w/benefits.

TRAVEL - \$1,500

Travel support for Data Management staff to attend meetings and participate in data management training.

CONTRACTUAL – \$2,000

- **Professional Development** **\$1,000**
These funds are to cover registration fees to participate in training.

- **Equipment Maintenance** **\$1,000**
These funds are for minor equipment maintenance/repairs.

COMMODITIES - \$10,500

- **Computer Software, Hardware & Upgrades** **\$10,000**
These funds are to cover ongoing support and upgrades to computer hardware, software, and networking equipment for the Trustee Council Office.

- **Equipment supplies** **\$500**
These funds are to cover miscellaneous supplies for equipment.

EQUIPMENT - \$4,500

- This figure includes costs to replace obsolete equipment (\$4,500).

AGENCY DISTRIBUTION

Cost Category	ADFG
Personnel	\$121,023
Travel	\$1,500
Contractual	\$2,000
Commodities	\$10,500
Equipment	\$4,500
Subtotal	\$139,523
GA - 9%	\$12,557
Component Total	\$152,080

SCIENCE MANAGEMENT – \$231,336

Cost Category	Total Budget
Personnel	\$0
Travel	\$10,000
Contractual	\$202,235
Commodities	\$0
Equipment	\$0
Subtotal	\$212,235
GA - 9%	\$19,101
Component Total	\$231,336

TRAVEL - \$10,000

Travel for meetings and symposia as needed.

CONTRACTUAL - \$202,235

- **Science Management Contract: Catherine Boerner** **\$84,235**

This contract provides science management services including project management, FY12 Invitation for Proposals coordination and implementation, and Annual Work Plan support. The Council has approved these funds through FY11 on July 23, 2010 in Resolution #10-08.

- **Alaska Marine Sciences Symposium** **\$10,000**

These funds are to assist with the support of the annual Alaska Marine Sciences Symposium.

- **Science Panel, Herring, and Long-Term Monitoring Groups** **\$105,000**

The Science Panel, Herring, and Long-Term Monitoring groups are tasked with providing the following services to the Trustee Council for FY11:

- Provide funding recommendations on scientific proposals to the Executive Director. This includes review of both the pre-proposals and final proposals from preferred proposers.
- Provide assistance on special projects at the Executive Director’s or Trustee Council’s request

The members are: Gary Cherr, Charles Peterson, Ronald O’Dor, Tom Dean, Robert Spies, Doug Hay, Marilyn Sigman, Jeep Rice, Phil Mundy, Doug Woodby, and Kimberly Trust. Jeep Rice (NOAA), Phil Mundy (NOAA), Doug Woodby (ADFG), and Kimberly Trust (USFWS) are not eligible for compensation, but contracts will be put in place for the remainder of the group. Each contract will cover services provided October 1, 2010 through September 30, 2011, and will not exceed \$15,000 per member.

- **Peer Review Contracts** **\$3,000**

To ensure the scientific integrity of the findings, the Trustee Council requires scientific peer review by nationally recognized experts within appropriate and respective disciplines. This contract line item provides compensation for the scientific and technical review of EVOS final reports.

AGENCY DISTRIBUTION:

Cost Category	ADFG
Personnel	\$0
Travel	\$10,000
Contractual	\$202,235
Commodities	\$0
Equipment	\$0
Subtotal	\$212,235
GA - 9%	\$19,101
Component Total	\$231,336

PUBLIC ADVISORY COMMITTEE (PAC) - \$33,136

Cost Category	Total Budget
Personnel	\$7,500
Travel	\$18,400
Contractual	\$3,000
Commodities	\$1,500
Equipment	\$0
Subtotal	\$30,400
GA - 9%	\$2,736
Component Total	\$33,136

PERSONNEL - \$7,500

Annual funds are provided for the designated federal officer (currently Doug Mutter) assigned to the PAC as required by the Federal Advisory Committee Act (FACA). This individual coordinates the scheduling of meetings, development of the agenda and meeting minutes, and provides assistance to the PAC Chair and the Restoration Office as needed.

TRAVEL - \$18,400

- PAC Meetings** **\$16,000**

Travel support for 10 PAC members to attend approximately two meetings for an estimated average cost of \$800 per person per trip to include: airfare, ground transportation, per diem, and lodging.

- TC Meetings** **\$2,400**

Travel support for the PAC chair (currently Stacy Studebaker) to attend all non-telephonic Trustee Council meetings for an estimated average cost of \$800 per trip to include: airfare, ground transportation, per diem, and lodging.

CONTRACTUAL - \$3,000

- PAC Meetings** **\$3,000**

These funds cover public announcements.

COMMODITIES - \$1,500

- PAC Meetings** **\$1,500**

These funds cover public meeting materials and incidentals.

AGENCY DISTRIBUTION

Cost Category	ADFG	DOI-OEPC	Total
Personnel	\$0	\$7,500	\$7,500
Travel	\$18,400	\$0	\$18,400
Contractual	\$3,000	\$0	\$3,000
Commodities	\$1,500	\$0	\$1,500
Equipment	\$0	\$0	\$0
Subtotal	\$22,900	\$7,500	\$30,400
GA - 9%	\$2,061	\$675	\$2,736
Component Total	\$24,961	\$8,175	\$33,136

TRUSTEE COUNCIL MEMBER EXPENSES- \$17,985

Cost Category	Total Budget
Personnel	\$0
Travel	\$16,500
Contractual	\$0
Commodities	\$0
Equipment	\$0
Subtotal	\$16,500
GA - 9%	\$1,485
Component Total	\$17,985

TRAVEL - \$16,500

- **ADFG Trustee Council Member Travel** **\$3,300**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately three one-day meetings in Anchorage at a cost of approximately \$1,100 per trip.
- **DOI Trustee Council Member Travel** **\$3,300**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately three one-day meetings in Anchorage, at a cost of approximately \$1,100 per trip.
- **NOAA Trustee Council Member Travel** **\$3,300**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately three one-day meetings in Anchorage, at a cost of approximately \$1,100 per trip.
- **ADEC Trustee Council Member Travel** **\$3,300**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately three one-day meetings in Anchorage, at a cost of approximately \$1,100 per trip.
- **DOL Trustee Council Member Travel** **\$3,300**
 Travel support for the Trustee Council member or Alternate’s travel expenses to participate in approximately three one day meetings in Anchorage, at a cost of approximately \$1,100 per trip

AGENCY DISTRIBUTION

Cost Category	ADFG	DOI-SEC	NOAA	ADEC	ADOL	Total
Personnel	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$16,500
Contractual	\$0	\$0	\$0	\$0	\$0	\$0
Commodities	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300	\$16,500
GA - 9%	\$297	\$297	\$297	\$297	\$297	\$1,485
Component Total	\$3,597	\$3,597	\$3,597	\$3,597	\$3,597	\$17,985

HABITAT PROTECTION PROGRAM - \$109,000

Cost Category	Total Budget
Personnel	\$43,000
Travel	\$0
Contractual	\$57,000
Commodities	\$0
Equipment	\$0
Subtotal	\$100,000
GA - 9%	\$9,000
Component Total	\$109,000

PERSONNEL - \$43,000

Funds are provided in support of agency efforts to bring viable small parcel proposals to the Council for consideration. Expenses such as title review, hazmat review and survey review and similar expenses are appropriate due diligence efforts which may be undertaken by sponsoring agencies under this program. The budgeted due diligence expenditures under personnel are those to be accomplished through the use of in-house staff as most efficient and/or cost effective. The purchase of any interest in land requires additional Trustee Council review and approval.

CONTRACTUAL - \$57,000

Funds are provided in support of agency efforts to bring viable proposals to the Council for consideration. Expenses such as title review, hazmat review and survey review and similar expenses are appropriate due diligence efforts which may be undertaken by sponsoring agencies under this program. The budgeted due diligence expenditures under contractual services are those contracted out by the agency as most efficient and/or cost effective. The purchase of any interest in land requires additional Trustee Council review and approval.

AGENCY DISTRIBUTION

Cost Category	ADNR	DOI-FWS	DOI-BLM	USFS	Total
Personnel	\$10,000	\$25,000	\$8,000	\$0	\$43,000
Travel	\$0	\$0	\$0	\$0	\$0
Contractual	\$40,000	\$0	\$4,500	\$12,500	\$57,000
Commodities	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Subtotal	\$50,000	\$25,000	\$12,500	\$12,500	\$100,000
GA - 9%	\$4,500	\$2,250	\$1,125	\$1,125	\$9,000
Component Total	\$54,500	\$27,250	\$13,625	\$13,625	\$109,000

LIAISON PROGRAM SUPPORT/PROJECT MANAGEMENT – \$339,774

Cost Category	Total Budget
Personnel	\$311,719
Travel	\$0
Contractual	\$0
Commodities	\$0
Equipment	\$0
Subtotal	\$311,719
GA - 9%	\$28,055
Component Total	\$339,774

PERSONNEL - \$311,719

Project Management - \$138,079

Project Management funds provide lead Trustee Agencies with funds necessary to manage contracts and report on the status of projects; to facilitate communication between the agencies, Principal Investigators, and the Restoration Office; to assist with the annual financial audit; and perform other administrative functions necessary for implementation of projects authorized by the Trustee Council. Project management funds are also included below for management of multi-year projects that have been previously authorized to continue in FY11. Additional funds (one month's salary per project managed – up to 12 months maximum) will be included in this approved budget to manage the new FY11 projects once they have been approved.

DNR – Carol Fries	\$12,934
DOI/USGS – Dede Bohn	\$44,145
NOAA – Pete Hagen	<u>\$81,000</u>
TOTAL	\$138,079

TC Council Support - \$173,640

Trustee Council Support funds provide Trustee Agencies with funds necessary to cover liaison staff costs for time and expenses related to preparing for, communicating with, and representation of Trustee Agency positions at EVOS sponsored meetings or when participating in EVOS program activities and providing future program direction, unless waived by the agency.

ADFG – Tom Brookover	\$20,467
ADNR – Carol Fries	\$38,800
USFS – Steve Zemke	\$28,373
NOAA – Pete Hagen	\$0
ADEC – Marit Carlson-Van Dort	\$31,300
DOI/FWS – Veronica Varela	\$32,400
DOI/SEC – Federal Budget Officer – Bruce Nesslage	<u>\$22,300</u>
TOTAL	\$173,640

AGENCY DISTRIBUTION:

Cost Category	ADEC	ADFG	ADNR	DOI/USGS	USFS	NOAA	FWS	DOI/SEC	Total
Personnel	\$31,300	\$20,467	\$51,734	\$44,145	\$28,373	\$81,000	\$32,400	\$22,300	\$311,719
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commodities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$31,300	\$20,467	\$51,734	\$44,145	\$28,373	\$81,000	\$32,400	\$22,300	\$311,719
GA - 9%	\$2,817	\$1,842	\$4,656	\$3,973	\$2,554	\$7,290	\$2,916	\$2,007	\$28,055
Component Total	\$34,117	\$22,309	\$56,390	\$48,118	\$30,927	\$88,290	\$35,316	\$24,307	\$339,774

**ALASKA RESOURCES LIBRARY & INFORMATION SERVICES – \$137,119
(ARLIS)**

Cost Category	Total Budget
Personnel	\$125,797
Travel	\$0
Contractual	\$0
Commodities	\$0
Equipment	\$0
Subtotal	\$125,797
GA - 9%	\$11,322
Component Total	\$137,119

PERSONNEL – \$126,697

Position	Range/Step	Months	Monthly Cost	Annual Cost
Librarian III – Carrie Holba	19/N	12	\$7,016	\$125,797
Personnel Total			\$7,016	\$125,797

Monthly cost is w/o benefits, annual is w/benefits.

Funding provides 1.0 FTE librarian to meet the ongoing information and research needs of the Trustee Council staff, Public Advisory Committee, researchers, and the general public, manage the EVOS collection at ARLIS, and represent the Trustee Council on the ARLIS Management Team.

AGENCY DISTRIBUTION:

Cost Category	ADFG
Personnel	\$125,797
Travel	\$0
Contractual	\$0
Commodities	\$0
Equipment	\$0
Subtotal	\$125,797
GA - 9%	\$11,322
Component Total	\$137,119