

# **State of Alaska FY2018 Governor's Operating Budget**

## **Department of Transportation/Public Facilities Southcoast Region Support Services Component Budget Summary**

**Component: Southcoast Region Support Services**

**Contribution to Department's Mission**

Provide leadership and accountability for the region's activities. Support regional operations with quality financial analysis, budgetary services, procurement and contract services.

**Core Services**

- Provide policy direction and management leadership to all regional employees.
- Act as a liaison between divisions within the department, other agencies, and the public.
- Provide administrative support, procurement, and budgetary/financial support to the operating and capital improvement programs.
- Coordinate preparation of the region's annual operating and capital budget requests.
- Provide financial management and capital project status reporting of the Southcoast Region and the Alaska Marine Highway System's capital improvement projects.
- Provide financial management and capital status reporting.
- Review construction contract documents, provide bid packages, advertise and award contracts, prepare certified bid tabulations, and resolve bidding disputes.
- Coordinate, solicit, select, prepare and administer professional services agreements.
- Coordinate employee safety programs.

**Major Component Accomplishments in 2016**

- Advertised 31 construction projects totaling \$192.1 million, awarded 30 construction contracts totaling \$131.8 million, and issued 49 consultant agreements for approximately \$42.7 million.
- Provided leadership to and managed operations for the Southcoast Region.
- Implemented regional boundary change doubling the geographical size of the region.
- Prepared Southcoast Region's FY2017 operating and capital budgets, and managed the FY2016 operating budget.
- Prepared 241 Project Development Authorizations (PDAs), ensuring that Southcoast Region project personnel had funds to successfully manage capital projects. Of these PDAs, 67 established new projects, 146 amended existing projects and 28 closed projects.
- Developed Integrated Resource Information System (IRIS) based ALDER reports for capital project managers.
- Successfully transitioned to the State's new finance and procurement system, IRIS.

**Key Component Challenges**

- Operationalizing Results Based Alignment budget tool.
- Increasing employee proficiency and their ability to function efficiently while fully leveraging the new statewide accounting and procurement system, Integrated Resource Information System (IRIS).

**Significant Changes in Results to be Delivered in FY2018**

- Results Based Alignment will be used to fine tune performance measures that quantify outcomes (not activities), drive decision making, and determine program and service priorities.
- Continuing to learn and use the finance, procurement, and HRM modules in IRIS.
- Participate in department-wide organizational review and implement organizational changes.

**Statutory and Regulatory Authority**

AS 19 Highways and Ferries  
AS 36 Public Contracts  
AS 37 Public Finance

AS 44 State Government  
AAC 17 Department of Transportation and Public Facilities

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Southcoast Region Support Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2017</u> <u>Management</u> <u>Plan</u>	<u>FY2018</u> <u>Governor</u>		
Full-time	12	12	Annual Salaries	976,611
Part-time	0	0	Premium Pay	9,103
Nonpermanent	0	0	Annual Benefits	578,207
			<i>Less 0.08% Vacancy Factor</i>	<i>(1,321)</i>
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>12</b>	<b>12</b>	<b>Total Personal Services</b>	<b>1,562,600</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant IV	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Accounting Tech III	0	0	2	0	2
Admin Operations Mgr I	0	0	1	0	1
Administrative Assistant I	0	0	1	0	1
Administrative Officer II	0	0	1	0	1
Division Director	0	0	2	0	2
Procurement Spec I	0	0	1	0	1
Procurement Spec III	0	0	1	0	1
Procurement Spec V	0	0	1	0	1
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>

**Component Detail All Funds**  
**Department of Transportation/Public Facilities**

**Component:** Southcoast Region Support Services (2296)  
**RDU:** Administration and Support (333)

Non-Formula Component

	FY2016 Actuals	FY2017 Conference Committee	FY2017 Authorized	FY2017 Management Plan	FY2018 Governor	FY2017 Management Plan vs FY2018 Governor	
71000 Personal Services	1,281.5	1,558.1	1,558.1	1,558.1	1,562.6	4.5	0.3%
72000 Travel	18.8	51.0	51.0	51.0	51.0	0.0	0.0%
73000 Services	71.7	86.6	86.6	86.6	99.1	12.5	14.4%
74000 Commodities	11.1	18.1	18.1	18.1	18.1	0.0	0.0%
75000 Capital Outlay	6.3	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>1,389.4</b>	<b>1,713.8</b>	<b>1,713.8</b>	<b>1,713.8</b>	<b>1,730.8</b>	<b>17.0</b>	<b>1.0%</b>
<b>Fund Sources:</b>							
1004Gen Fund (UGF)	312.6	547.4	547.4	547.4	453.1	-94.3	-17.2%
1061CIP Rcpts (Other)	1,076.8	1,166.4	1,166.4	1,166.4	1,277.7	111.3	9.5%
<b>Unrestricted General (UGF)</b>	<b>312.6</b>	<b>547.4</b>	<b>547.4</b>	<b>547.4</b>	<b>453.1</b>	<b>-94.3</b>	<b>-17.2%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>1,076.8</b>	<b>1,166.4</b>	<b>1,166.4</b>	<b>1,166.4</b>	<b>1,277.7</b>	<b>111.3</b>	<b>9.5%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	12	12	12	12	12	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Transportation/Public Facilities**

**Component:** Southcoast Region Support Services (2296)  
**RDU:** Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2017 Conference Committee To FY2017 Authorized *****												
<b>FY2017 Conference Committee</b>												
	ConfCom	1,713.8	1,558.1	51.0	86.6	18.1	0.0	0.0	0.0	12	0	0
1004 Gen Fund		547.4										
1061 CIP Rcpts		1,166.4										
<b>Subtotal</b>		<b>1,713.8</b>	<b>1,558.1</b>	<b>51.0</b>	<b>86.6</b>	<b>18.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>12</b>	<b>0</b>	<b>0</b>
***** Changes From FY2017 Management Plan To FY2018 Governor *****												
<b>FY2018 Salary and Health Insurance Increases</b>												
	SalAdj	3.1	3.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		0.5										
1061 CIP Rcpts		2.6										
Includes: ACOA COLA, 2.25% per contract ending 6/30/2018; GGU HI increase from \$1346 to \$1389; LTC HI increase from \$1363 to \$1432.: \$3.1												
FY2018 PS Health Ins.: \$3.1												
<b>Maintain Existing Programs With Capital Improvement Project Receipt Authority</b>												
	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-100.0										
1061 CIP Rcpts		100.0										
In an effort to budget more efficiently and work within existing resources the department is replacing general funds in those components that indirectly support the completion of capital projects. The Department of Transportation and Public Facilities will utilize a fund source change from general funds to capital improvement project receipt authority.												
<b>Align Authority to Comply with Vacancy Factor Guidelines</b>												
	LIT	0.0	-12.5	0.0	12.5	0.0	0.0	0.0	0.0	0	0	0
Due to turnover of long term staff, Southcoast Support Services has more personal services than necessary to maintain a 0% vacancy factor; therefore, it is necessary to transfer authority to the services line to comply with vacancy factor guidelines.												
Authority will be used in the services line to cover costs associated with the Navigator contract which provides updates to the public regarding highway construction sites.												
<b>Supervisory Unit 15 Hour Furlough Contract Terms</b>												
	SalAdj	-1.1	-1.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-0.2										
1061 CIP Rcpts		-0.9										

Alaska Public Employees Association, supervisory unit, 15 hours of furlough required for each permanent full-time employee in each year from July 1, 2016 to

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Transportation/Public Facilities**

**Component:** Southcoast Region Support Services (2296)

**RDU:** Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
June 30, 2018.												
<b>FY2018 Alaska Care &amp; PSEA Health Insurance Increase</b>												
	SalAdj	15.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		5.4										
1061 CIP Rcpts		9.6										
Alaska Care rate increase from \$1346 to \$1555 per month for APEA members. \$10.0												
Alaska Care rate increase from \$1346 to \$1555 per month for exempt and partially exempt employees. \$5.0												
<b>Totals</b>		<b>1,730.8</b>	<b>1,562.6</b>	<b>51.0</b>	<b>99.1</b>	<b>18.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>12</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Transportation/Public Facilities**

**Scenario:** FY2018 Governor (13956)  
**Component:** Southcoast Region Support Services (2296)  
**RDU:** Administration and Support (333)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
25-0066	Accounting Tech III	FT	A	GP	Juneau	205	16E / F	12.0		62,340	0	3,596	41,342	107,278	0
25-1374	Division Director	FT	A	XE	Juneau	N05	27F	12.0		129,132	0	0	66,620	195,752	0
25-2252	Accountant IV	FT	A	SS	Juneau	205	20K	12.0		91,116	0	0	52,741	143,857	0
25-2264	Division Director	FT	A	XE	Juneau	N05	27O / P	12.0		160,284	0	0	76,299	236,583	236,583
25-2265	Administrative Assistant I	FT	A	GP	Juneau	205	12D / E	12.0		44,854	0	0	33,499	78,353	43,094
25-2335	Procurement Spec III	FT	A	GP	Juneau	205	18D / E	12.0		67,611	0	0	41,965	109,576	0
25-2336	Administrative Officer II	FT	A	SS	Juneau	205	19K	12.0		85,289	0	0	50,573	135,862	74,724
25-2338	Accounting Tech I	FT	A	GP	Juneau	205	12B	12.0		41,256	0	2,380	33,046	76,682	0
25-2343	Procurement Spec I	FT	A	GP	Juneau	205	14D / E	12.0		51,430	0	0	35,946	87,376	0
25-2353	Accounting Tech III	FT	A	GP	Juneau	205	16B / C	12.0		55,304	0	3,127	38,550	96,981	0
25-2357	Procurement Spec V	FT	A	SS	Juneau	205	21K	12.0		97,299	0	0	55,041	152,340	0
25-2379	Admin Operations Mgr I	FT	A	SS	Juneau	205	22C / D	12.0		90,696	0	0	52,585	143,281	86,456

	Total Positions	New	Deleted
Full Time Positions:	12	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
<b>Positions in Component:</b>	<b>12</b>	<b>0</b>	<b>0</b>

<b>Total Salary Costs:</b>	976,611
<b>Total COLA:</b>	0
<b>Total Premium Pay:</b>	9,103
<b>Total Benefits:</b>	578,207
<b>Total Pre-Vacancy:</b>	1,563,921
<b>Minus Vacancy Adjustment of 0.08%:</b>	(1,321)
<b>Total Post-Vacancy:</b>	1,562,600
<b>Plus Lump Sum Premium Pay:</b>	0
<b>Personal Services Line 100:</b>	1,562,600

**Total Component Months:** 144.0

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	440,857	440,485	28.19%
1039 U/A Indirect Cost Recovery	1,123,064	1,122,115	71.81%
<b>Total PCN Funding:</b>	<b>1,563,921</b>	<b>1,562,600</b>	<b>100.00%</b>

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



**Line Item Detail (1676)**  
**Department of Transportation/Public Facilities**  
**Travel**

**Component:** Southcoast Region Support Services (2296)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
2000	Travel		18.8	51.0	51.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>2000 Travel Detail Totals</b>			<b>18.8</b>	<b>51.0</b>	<b>51.0</b>
2000	In-State Employee Travel	In-state travel by the Regional Director and professional staff to meet with citizens and officials of local communities to discuss current and future issues in relationship to highways, airports, harbors and buildings. Travel to attend American Association for State Highway and Transportation Officials (AASHTO) and other departmental conferences as well as attendance at departmental and federal conferences by professional staff.	18.8	48.0	48.0
2002	Out of State Employee Travel	Out of state travel to attend professional conferences such as the Western Association of State Highway and Transportation Officials (WASHTO) conference.	0.0	3.0	3.0

**Line Item Detail (1676)**  
**Department of Transportation/Public Facilities**  
**Services**

**Component:** Southcoast Region Support Services (2296)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3000	Services		71.7	86.6	99.1
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>3000 Services Detail Totals</b>			<b>71.7</b>	<b>86.6</b>	<b>99.1</b>
3000	Education Services	Employee tuition, membership fees and conference fees (excluding Information Technology).	1.3	2.0	2.0
3003	Information Technology	All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases.	3.4	3.6	3.6
3004	Telecommunications	Television, long distance, internet, data, network usage and cellular phone charges.	2.2	2.2	2.2
3007	Advertising and Promotions	Advertising for Alaska Navigator providing public information for highway construction.	11.2	0.2	12.1
3009	Structure/Infrastructure/Land	Contract file archive storage space rental.	0.1	0.1	0.1
3010	Equipment/Machinery	Maintenance agreements for copiers and fax machines in Contracts Plans room and Support Services.	11.7	18.0	18.0
3010	Equipment/Machinery	Rental or lease of five high production copiers and printers for the Contracts Plans room for reproduction of bid packages and project plans. Also includes four copiers for use in the Director's office and project control and occasional rental of other equipment as needed for capital project development.	20.7	27.2	27.2

**Line Item Detail (1676)**  
**Department of Transportation/Public Facilities**  
**Services**

**Component:** Southcoast Region Support Services (2296)

Object Class		Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>3000 Services Detail Totals</b>				<b>71.7</b>	<b>86.6</b>	<b>99.1</b>
3011	Other Services		Printing costs for miscellaneous publications, safety services.	0.0	2.0	2.0
3011	Other Services		Processing fees charged by the State Travel Office.	0.3	0.7	0.7
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	4.9	5.9	5.9
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	12.4	15.7	15.7
3021	Inter-Agency Mail	Admin - Department-wide	Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	1.0	1.5	1.5
3022	Inter-Agency Human Resources	Admin - Department-wide	Chargeback fees for human resources services such as labor relations, position classifications and payroll processing.	0.0	0.4	0.4
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law.	1.6	6.0	6.0
3027	Inter-Agency Financial	Admin - Department-wide	Chargeback fees for AKPAY/IRIS/ALDER.	0.8	0.8	0.8
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Chargeback fees for the statewide coordinator for the Americans with Disabilities Act (ADA).	0.1	0.2	0.9
3029	Inter-Agency Education/Training	Admin - Department-wide	Training provided by the Dept. of	0.0	0.1	0.0

**Line Item Detail (1676)**  
**Department of Transportation/Public Facilities**  
**Services**

**Component:** Southcoast Region Support Services (2296)

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>3000 Services Detail Totals</b>			<b>71.7</b>	<b>86.6</b>	<b>99.1</b>
Administration, Division of Finance.					

**Line Item Detail (1676)**  
**Department of Transportation/Public Facilities**  
**Commodities**

**Component:** Southcoast Region Support Services (2296)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
4000	Commodities		11.1	18.1	18.1
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>4000 Commodities Detail Totals</b>			<b>11.1</b>	<b>18.1</b>	<b>18.1</b>
4000	Business	Office and instructional supplies. Includes consumable supplies such as paper, general office supplies, copy machine supplies, photographic supplies, and subscriptions. Also includes non-consumable supplies costing less than \$5,000 such as furniture and office equipment.	10.4	12.6	12.6
4000	Business	Computers, monitors, printers for staff.	0.7	5.5	5.5

**Line Item Detail (1676)**  
**Department of Transportation/Public Facilities**  
**Capital Outlay**

**Component:** Southcoast Region Support Services (2296)

Line Number	Line Name		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
5000	Capital Outlay		6.3	0.0	0.0
Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>5000 Capital Outlay Detail Totals</b>			<b>6.3</b>	<b>0.0</b>	<b>0.0</b>
5004	Equipment	Equipment. Contracts copier buyout payment on I-8295 machine.	6.3	0.0	0.0

**Revenue Detail (1681)**  
**Department of Transportation/Public Facilities**

**Component:** Southcoast Region Support Services (2296)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>5061 CIP Rcpts (1061 CIP Rcpts)</b>			<b>1,076.8</b>	<b>1,166.4</b>	<b>1,277.7</b>
5351 Capital Improvement Project Inter-Agency		Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).	1,076.8	1,166.4	1,277.7
<b>6004 Gen Fund (1004 Gen Fund)</b>			<b>9.6</b>	<b>10.0</b>	<b>10.0</b>
6011 General Fund Gnrl Gov - Chrgs for Svcs Misc Receipts		Contracts sale of plans and specifications.	9.1	10.0	10.0
6046 General Fund - Prior Year Reimbursement Recovery		Prior year reimbursement recovery.	0.5	0.0	0.0

**Inter-Agency Services (1682)**  
**Department of Transportation/Public Facilities**

**Component:** Southcoast Region Support Services (2296)

				FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
<b>Component Totals</b>				<b>20.8</b>	<b>30.6</b>	<b>31.2</b>
With Department of Administration				19.2	24.6	25.2
With Department of Law				1.6	6.0	6.0
Object Class	Servicing Agency	Explanation		FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Computer services provided by the Department of Administration, Enterprise Technology Services, such as central server, data storage, printing, network services, open connect, and task order system.	4.9	5.9	5.9
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	12.4	15.7	15.7
3021	Inter-Agency Mail	Admin - Department-wide	Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	1.0	1.5	1.5
3022	Inter-Agency Human Resources	Admin - Department-wide	Chargeback fees for human resources services such as labor relations, position classifications and payroll processing.	0.0	0.4	0.4
3024	Inter-Agency Legal	Law - Department-wide	Legal services provided by the Department of Law.	1.6	6.0	6.0
3027	Inter-Agency Financial	Admin - Department-wide	Chargeback fees for AKPAY/IRIS/ALDER.	0.8	0.8	0.8
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Chargeback fees for the statewide coordinator for the Americans with Disabilities Act (ADA).	0.1	0.2	0.9
3029	Inter-Agency Education/Training	Admin - Department-wide	Training provided by the Dept. of	0.0	0.1	0.0



**Inter-Agency Services (1682)**  
**Department of Transportation/Public Facilities**

**Component:** Southcoast Region Support Services (2296)

Object Class	Servicing Agency	Explanation	FY2016 Actuals	FY2017 Management Plan	FY2018 Governor
		Administration, Division of Finance.			