

**State of Alaska
FY2016 Governor Amended Operating
Budget**

**Department of Transportation/Public Facilities
Harbor Program Development
Component Budget Summary**

Component: Harbor Program Development

Contribution to Department's Mission

Provide a wide range of technical services to the department.

Core Services

- Provide leadership, management, and guidance on port, harbor, and coastal engineering issues.
- Provide design services, consultant oversight, technical and financial assistance for coastal and harbor projects to federal agencies, other state agencies, municipalities and local communities.

Major Component Accomplishments in 2014

- Ongoing: the Arctic Deep Draft Ports study, which is a joint effort led by the Corps of Engineers to design and build an Arctic port in the area around Nome and the old Coast Guard base at Point Spencer next to Port Clarence. The Corps plans to complete the Arctic Ports Study in 2015.
- Provided technical assistance to western Alaska villages dealing with coastal erosion issues.
- Managed the Harbor facility grant fund program which provides state economic assistance to local governments through a matching 50/50 grant program in order to recapitalize municipal owned small boat harbor infrastructure and further the sustainability of Alaska's public harbor system.
- Construction of the Tenakee Springs 'A' and 'B' Floats project, a \$1.3 million deferred maintenance project. Upon completion (December 2014), the City of Tenakee Springs has agreed to take over ownership and future maintenance responsibility of the harbor from the department.
- Including the above Tenakee Springs transfer of ownership, the division successfully transferred three harbor facilities this year:
 - City and Borough of Wrangell took over the Meyers Chuck float and seaplane float
 - City of Ketchikan took over the Mountain Point boat launch and float.
 - City of Tenakee Springs took over the Tenakee Springs small boat harbor.

Key Component Challenges

- Recruitment and retention of high level engineers.

Significant Changes in Results to be Delivered in FY2016

No significant changes are anticipated.

Statutory and Regulatory Authority

AS 02.15, Alaska Aeronautics Act of 1949
AS 08.48, Architects, Engineers, Land Surveyors, and Landscape Architects
AS 08.87, Real Estate Appraisers
AS 19, Highways and Ferries
AS 29.60, Municipal Government State Programs
AS 30.30, Navigation, Harbors, Shipping, and Transportation Facilities, Abandoned and Derelict Vessels
AS 34.60, Property, Relocation Assistance and Real Property Acquisition Practices
AS 35, Public Buildings, Works, and Improvements
AS 36, Public Contracts
AS 44.42, State Government, Department of Transportation and Public Facilities
AS 44.62, State Government, Administrative Procedure Act
17 AAC 15 Transportation and Public Facilities
CFR 23 Highways

CFR 49 Transportation

Contact Information
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**Harbor Program Development
Component Financial Summary**

All dollars shown in thousands

	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	596.1	622.5	648.5
72000 Travel	11.1	21.2	2.3
73000 Services	14.2	13.5	13.5
74000 Commodities	5.2	2.0	2.0
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	626.6	659.2	666.3
Funding Sources:			
1004 General Fund Receipts	302.4	395.3	384.2
1061 Capital Improvement Project Receipts	324.2	263.9	282.1
Funding Totals	626.6	659.2	666.3

Estimated Revenue Collections

Description	Master Revenue Account	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Capital Improvement Project Receipts	51200	324.2	263.9	282.1
Restricted Total		324.2	263.9	282.1
Total Estimated Revenues		324.2	263.9	282.1

**Summary of Component Budget Changes
From FY2015 Management Plan to FY2016 Governor Amended**

All dollars shown in thousands

	<u>Unrestricted Gen (UGF)</u>	<u>Designated Gen (DGF)</u>	<u>Other Funds</u>	<u>Federal Funds</u>	<u>Total Funds</u>
FY2015 Management Plan	395.3	0.0	263.9	0.0	659.2
Adjustments which continue current level of service:					
-FY2016 Salary Increases	8.1	0.0	5.9	0.0	14.0
-FY2016 Health Insurance Rate Reduction	-0.3	0.0	0.0	0.0	-0.3
-Transfer from Statewide Design and Engineering Services to Comply with Vacancy Factor Guidelines	0.0	0.0	12.3	0.0	12.3
Proposed budget decreases:					
-Delete Funding for Direct Community Outreach for Harbor Grant Program and Inspections of State Harbor Facilities	-18.9	0.0	0.0	0.0	-18.9
FY2016 Governor Amended	384.2	0.0	282.1	0.0	666.3

Harbor Program Development Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2015 Management Plan	FY2016 Governor Amended		
Full-time	3	3	Annual Salaries	429,396
Part-time	0	0	COLA	14,075
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	205,109
			<i>Less 0.01% Vacancy Factor</i>	(80)
			Lump Sum Premium Pay	0
Totals	3	3	Total Personal Services	648,500

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Engineer/Architect IV	0	0	1	0	1
Tech Eng I / Architect I	1	0	0	0	1
Tech Eng II / Architect II	1	0	0	0	1
Totals	2	0	1	0	3

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Harbor Program Development (AR57661) (2978)
RDU: Design, Engineering and Construction (526)

	FY2014 Actuals	FY2015 Conference Committee	FY2015 Authorized	FY2015 Management Plan	FY2016 Governor Amended	FY2015 Management Plan vs FY2016 Governor Amended	
71000 Personal Services	596.1	612.8	612.8	622.5	648.5	26.0	4.2%
72000 Travel	11.1	23.0	21.2	21.2	2.3	-18.9	-89.2%
73000 Services	14.2	13.5	13.5	13.5	13.5	0.0	0.0%
74000 Commodities	5.2	2.0	2.0	2.0	2.0	0.0	0.0%
75000 Capital Outlay	0.0	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%
Totals	626.6	651.3	649.5	659.2	666.3	7.1	1.1%
Fund Sources:							
1004Gen Fund (UGF)	302.4	397.1	395.3	395.3	384.2	-11.1	-2.8%
1061CIP Rcpts (Other)	324.2	254.2	254.2	263.9	282.1	18.2	6.9%
Unrestricted General (UGF)	302.4	397.1	395.3	395.3	384.2	-11.1	-2.8%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	324.2	254.2	254.2	263.9	282.1	18.2	6.9%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	3	3	3	3	3	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: Harbor Program Development (2978)
RDU: Design, Engineering and Construction (526)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2015 Conference Committee To FY2015 Authorized *****												
FY2015 Conference Committee												
	ConfCom	651.3	612.8	23.0	13.5	2.0	0.0	0.0	0.0	3	0	0
1004 Gen Fund		397.1										
1061 CIP Rcpts		254.2										
Align Authority for Agency-wide Reduction												
	Unalloc	-1.8	0.0	-1.8	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-1.8										
<p>HB 266 reduced a total of \$2,634.1 of general fund authority as an "unallocated travel reduction" from various department's travel lines. The Department of Transportation and Public Facilities' share of this general fund reduction is \$160.8.</p>												
Subtotal		649.5	612.8	21.2	13.5	2.0	0.0	0.0	0.0	3	0	0

***** Changes From FY2015 Authorized To FY2015 Management Plan *****												
Transfer from Statewide Design and Engineering Services to Comply with Vacancy Factor Guidelines												
	Trin	9.7	9.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1061 CIP Rcpts		9.7										
<p>Harbor Program Development is a small component with three long-term employees and no anticipated turnover. A transfer of capital improvement program receipt authority from the Statewide Design and Engineering Services component is needed to comply with vacancy factor guidelines.</p> <p>Authority is available to transfer from the Statewide Design and Engineering Services component based on projected staffing levels and a slight increase to the component's vacancy factor of .22% (maximum of 7%).</p>												
Subtotal		659.2	622.5	21.2	13.5	2.0	0.0	0.0	0.0	3	0	0

***** Changes From FY2015 Management Plan To FY2016 Governor Amended *****												
FY2016 Salary Increases												
	SalAdj	14.0	14.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		8.1										
1061 CIP Rcpts		5.9										

Cost of living adjustment for certain bargaining units: \$14.0

Year three cost of living adjustment for Alaska State Employees Association/General Government Unit - 2.5%: \$9.1

Year three cost of living adjustment for Alaska Public Employees Association/Supervisory Unit - 2.5%: \$4.9

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

Component: Harbor Program Development (2978)
RDU: Design, Engineering and Construction (526)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
FY2016 Health Insurance Rate Reduction												
1004 Gen Fund	SalAdj	-0.3	-0.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Select Benefits health insurance rate reduction from \$1,371 to \$1,346: \$-0.3												
Delete Funding for Direct Community Outreach for Harbor Grant Program and Inspections of State Harbor Facilities												
1004 Gen Fund	Dec	-18.9	0.0	-18.9	0.0	0.0	0.0	0.0	0.0	0	0	0
Deleting funding for nearly 82% of Harbor's Program Development's travel budget will eliminate all direct community outreach on the Harbor Grant Program and all inspections of state harbor facilities.												
Transfer from Statewide Design and Engineering Services to Comply with Vacancy Factor Guidelines												
1061 CIP Rcpts	Trin	12.3	12.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Harbor Program Development is a small component with three long-term employees and no anticipated turnover. A transfer of capital improvement program receipt authority from the Statewide Design and Engineering Services component is needed to comply with vacancy factor guidelines.												
Authority is available to transfer from the Statewide Design and Engineering Services component based on projected budgeted overtime levels and no increase to the component's vacancy factor of 0% (maximum of 7%).												
Totals		666.3	648.5	2.3	13.5	2.0	0.0	0.0	0.0	3	0	0

Personal Services Expenditure Detail
Department of Transportation/Public Facilities

Scenario: FY2016 Governor Amended (12201)
Component: Harbor Program Development (2978)
RDU: Design, Engineering and Construction (526)

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
25-0223	Tech Eng I / Architect I	FT	A	GP	Anchorage	200	24O	12.0		129,192	4,235	0	64,190	197,617	59,443
25-0859	Tech Eng II / Architect II	FT	A	GP	Anchorage	200	25Q	12.0		149,496	4,900	0	70,509	224,905	80,966
25-3190	Engineer/Architect IV	FT	A	SS	Juneau	205	26O	12.0		150,708	4,940	0	70,410	226,058	226,058
													Total Salary Costs:	429,396	
													Total COLA:	14,075	
													Total Premium Pay:	0	
													Total Benefits:	205,109	
													Total Pre-Vacancy:	648,580	
													Minus Vacancy Adjustment of 0.01%:	(80)	
													Total Post-Vacancy:	648,500	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	648,500	
Total Component Months:		36.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	366,467	366,422	56.50%
1061 Capital Improvement Project Receipts	282,113	282,078	43.50%
Total PCN Funding:	648,580	648,500	100.00%

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

Line Item Detail
Department of Transportation/Public Facilities
Travel

Component: Harbor Program Development (2978)
RDU: Design, Engineering and Construction (526)

Line Number	Line Name		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
72000	Travel		11.1	21.2	2.3
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
72000 Travel Detail Totals			11.1	21.2	2.3
72110	Employee Travel (Instate)	In state travel for Statewide Port & Harbors staff to inspect harbors, meet with regional staff for consultation and meetings to evaluate grant applications.	6.8	20.2	1.3
72410	Employee Travel (Out of state)	Travel is for attendance at national meetings (including American Association of State Highway and Transportation Officials meetings), conferences, and workshops concerning legal and regulatory changes and technical changes pertaining to harbor, coastal management and transportation-related design and engineering.	4.3	1.0	1.0

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Harbor Program Development (2978)
RDU: Design, Engineering and Construction (526)

Line Number	Line Name		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000	Services		14.2	13.5	13.5
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000 Services Detail Totals			14.2	13.5	13.5
73003	Dot Time & Equip Sys	Vehicle usage billed to the operating budget based on established rates and actual use of vehicles.	0.1	0.5	0.5
73026	Training/Conferences	Training, conferences and employee tuition for staff.	1.4	1.0	1.0
73029	Memberships	Membership fees for the Alaska Harbor Association and Port Administrators.	0.1	0.1	0.1
73150	Information Technlgy	All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting and IT equipment leases. Contracts with Dell software for all standard software such as Microsoft Word and Adobe Acrobat.	1.6	2.0	2.0
73156	Telecommunication	Telephone long distance and cellular services provided by vendors.	0.2	0.1	0.1
73225	Delivery Services	Freight, express mail, courier services and postage.	0.1	0.2	0.2
73668	Room/Space	Room space rental for annual Harbor grant meeting	0.0	0.7	0.7
73676	Repairs/Maint. (Non IA-Eq/Machinery)	Repairs of or maintenance agreement for office equipment, including photocopiers, fax machines, and data processing equipment.	0.1	0.2	0.2
73756	Print/Copy/Graphics	Printing of grant applications.	0.0	0.1	0.1
73805	IT-Non-Telecommunication	Enterprise Technology Services	1.1	1.0	1.0
73806	IT-Telecommunication	Enterprise Technology Services	1.6	1.7	1.7

Line Item Detail
Department of Transportation/Public Facilities
Services

Component: Harbor Program Development (2978)

RDU: Design, Engineering and Construction (526)

Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
73000 Services Detail Totals			14.2	13.5	13.5
73809	Mail	Central Mail Charge back fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	0.1	0.1	0.1
73810	Human Resources	Personnel Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	0.1	0.1	0.1
73812	Legal	Transportation Section Legal services provided by the Department of Law.	7.4	5.3	5.3
73815	Financial	Admin - Finance Chargeback fees for AKSAS and AKPAY.	0.1	0.1	0.1
73816	ADA Compliance	Labor - Americans With Disabilities Chargeback fees for the statewide coordinator for the Americans with Disabilities Act (ADA).	0.1	0.1	0.1
73819	Commission Sales (IA Svcs)	Admin - State Travel Office Processing fees charged by the State Travel office.	0.1	0.2	0.2

Line Item Detail
Department of Transportation/Public Facilities
Commodities

Component: Harbor Program Development (2978)
RDU: Design, Engineering and Construction (526)

Line Number	Line Name		FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
74000	Commodities		5.2	2.0	2.0
Expenditure Account	Servicing Agency	Explanation	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
74000 Commodities Detail Totals			5.2	2.0	2.0
74200	Business	General office supplies for routine work. Materials needed to prepare presentations. Data processing supplies such as CDs, copier and printer paper, copier toner, and printer cartridges; Subscriptions to Alaska Association of Harbormasters and Port Administrators; periodicals; and handbooks.	5.2	2.0	2.0

Restricted Revenue Detail
Department of Transportation/Public Facilities

Component: Harbor Program Development (2978)
RDU: Design, Engineering and Construction (526)

Master Account	Revenue Description				FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51200	Capital Improvement Project Receipts				324.2	263.9	282.1
Detail Information							
Revenue Amount	Revenue Description	Component	Collocation Code	AKSAS Fund	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended
51201	Direct CIP Receipts				324.2	263.9	282.1
	Capital Improvement program receipts for salaries charged directly to projects.						

Interagency Services
Department of Transportation/Public Facilities

Component: Harbor Program Development (2978)
RDU: Design, Engineering and Construction (526)

Expenditure Account	Service Description	Service Type	Servicing Agency	FY2014 Actuals	FY2015 Management Plan	FY2016 Governor Amended	
73805	IT-Non-Telecommunication	Computer services provided by Department of Administration, Enterprise Technology services, such as central server, data storage, printing, network services, open connect and task order system.	Inter-dept	Enterprise Technology Services	1.1	1.0	1.0
73805 IT-Non-Telecommunication subtotal:				1.1	1.0	1.0	
73806	IT-Telecommunication	Telecommunications services provided by the Department of Administration, Enterprise Technology Services, such as basic telephone services, equipment and features, dedicated voice/data line services, two-way radio and video conference.	Inter-dept	Enterprise Technology Services	1.6	1.7	1.7
73806 IT-Telecommunication subtotal:				1.6	1.7	1.7	
73809	Mail	Charge back fees for central mail services such as mailing vendor payments (AKSAS) and payroll warrants (AKPAY).	Inter-dept	Central Mail	0.1	0.1	0.1
73809 Mail subtotal:				0.1	0.1	0.1	
73810	Human Resources	Chargeback fees for human resource services such as labor relations, position classifications and payroll processing.	Inter-dept	Personnel	0.1	0.1	0.1
73810 Human Resources subtotal:				0.1	0.1	0.1	
73812	Legal	Legal services provided by the Department of Law.	Inter-dept	Transportation Section	7.4	5.3	5.3
73812 Legal subtotal:				7.4	5.3	5.3	
73815	Financial	Chargeback fees for AKSAS and AKPAY.	Inter-dept	Admin - Finance	0.1	0.1	0.1
73815 Financial subtotal:				0.1	0.1	0.1	
73816	ADA Compliance	Chargeback fees for the statewide coordinator for the Americans with Disabilities Act (ADA).	Inter-dept	Labor - Americans With Disabilities	0.1	0.1	0.1
73816 ADA Compliance subtotal:				0.1	0.1	0.1	
73819	Commission Sales (IA Svcs)	Processing fees charged by the State Travel office.	Inter-dept	Admin - State Travel Office	0.1	0.2	0.2
73819 Commission Sales (IA Svcs) subtotal:				0.1	0.2	0.2	
Harbor Program Development total:				10.6	8.6	8.6	
Grand Total:				10.6	8.6	8.6	