

State of Alaska FY2020 Governor's Operating Budget

Department of Administration Alaska Public Offices Commission RDU/Component Budget Summary

RDU/Component: Alaska Public Offices Commission

(There is only one component in this RDU. To reduce duplicate information, we did not print a separate RDU section.)

Contribution to Department's Mission

Administer Alaska's disclosure statutes and publish financial information regarding the activities of election campaigns, public officials, lobbyists and lobbyist employers.

Results

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

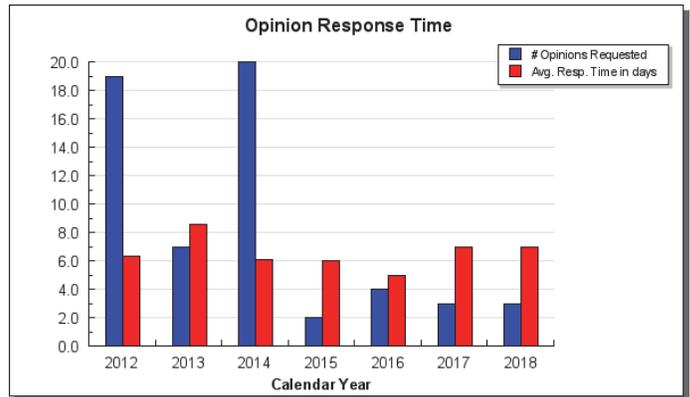
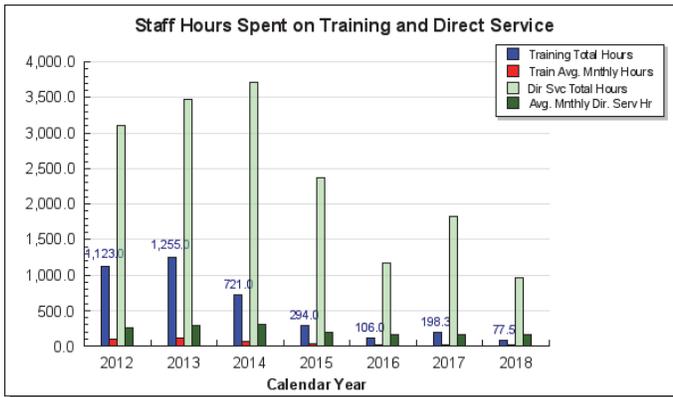
Core Services

- Interpret the disclosure laws and assist persons in complying, conduct training seminars, provide reporting forms and manuals of instruction for candidates, groups, lobbyists, and public officials.
- Enforce the disclosure laws by tracking required reports, assessing civil penalties, and complaint investigation.
- Examine and compare reports for possible violations of disclosure law.
- Publish reports filed by election campaigns, public officials, lobbyists and lobbyist employers.

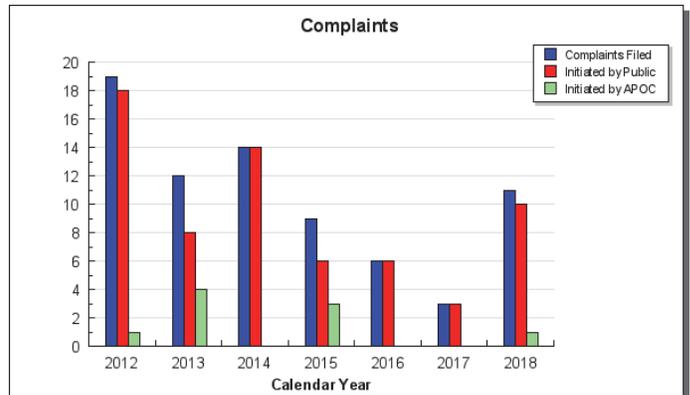
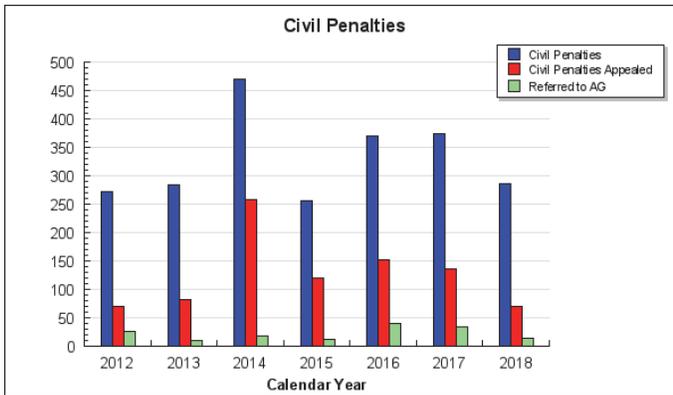
Measures by Core Service

(Additional performance information is available on the web at <https://omb.alaska.gov/results>.)

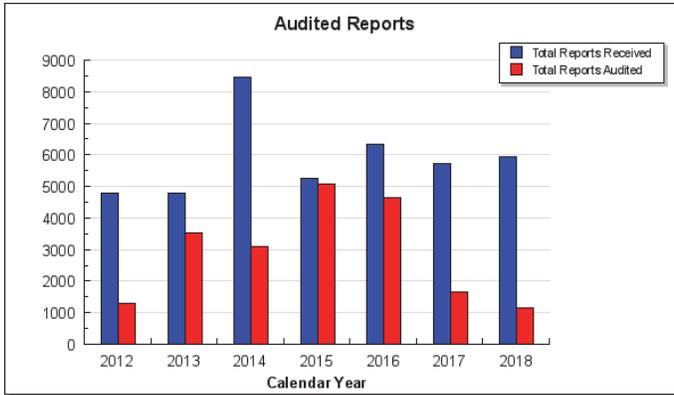
1. Interpret the disclosure laws and assist persons in complying, conduct training seminars, provide reporting forms and manuals of instruction for candidates, groups, lobbyists, and public officials.



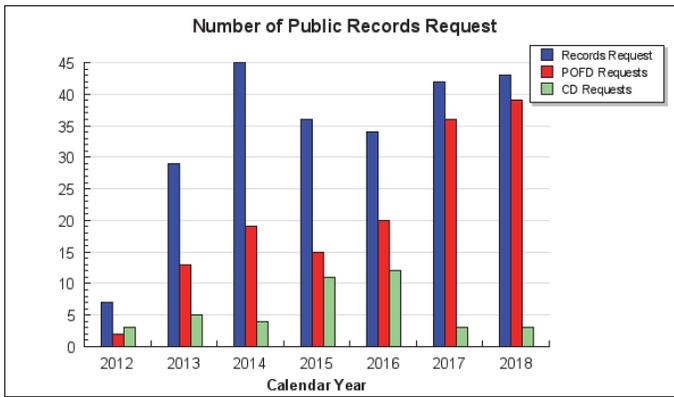
2. Enforce the disclosure laws by tracking required reports, assessing civil penalties, and complaint investigation.



3. Examine and compare reports for possible violations of disclosure law.



4. Publish reports filed by election campaigns, public officials, lobbyists and lobbyist employers.



Major Component Accomplishments in 2018

No major component accomplishments in 2018.

Key Component Challenges

Administrative Functions – A professional staff of five regulates four types of complex disclosure laws. Each law has its own separate and distinct filers with differing reporting requirements. Auditing every filed report, as mandated by statute, is not possible at current staffing levels. The agency relies heavily on various third-party sources to identify many of its public official filers and to provide timely notice of filing requirements. When this information is delayed, it curtails timely notification resulting in larger civil penalties for filers. Coordination of these efforts is ongoing.

Education - The agency continues to focus heavily on its education efforts by providing direct public service and filer training opportunities. Time spent educating filers, however, leaves less time to audit reports. Although the continued focus on training may minimize the number of complaints, it may also result in larger civil penalties as staff is unable to identify issues and request corrective action through the auditing process prior to publicly-initiated complaints being filed.

Electronic Filing System – A significant portion of the agency’s personal services budget is dedicated to its Analyst Programmer position. This position has proven difficult to recruit for and fill for any substantial length of time resulting in what appears to be substantial budget surpluses. Because it is the agency’s sole technical position, another byproduct of the turnover is a continual loss of institutional knowledge of the system. Further, the system’s associated business rules and logic create a substantial learning curve resulting in significant lag time between time of hire and proficiency. Given the critical role of the filing system to the agency’s mission, it is crucial to maintain its stability, and to continue efforts to refine and automate other agency functions.

Significant Changes in Results to be Delivered in FY2020

No significant changes in results to be delivered in FY2020.

Statutory and Regulatory Authority

AS 15.13.010 – 15.13.400	Campaign Disclosure Law
2 AAC 50.250-405	Administrative Regulations for Campaign Disclosure
AS 24.45.010 – 24.45.181	Regulation of Lobbying Law
2 AAC 50.550 - 590	Administrative Regulations for Lobbying
AS 24.60.200-260 &990	Legislative Financial Disclosure Law
2 AAC 50.680-799	Administrative Regulations for Legislative Financial Disclosure Law
AS 39.50.010 – 39.50.200	Public Official Financial Disclosure Law
2 ACC 50.680-799	Administrative Regulations for Public Official Financial Disclosure Law
2 AAC 50.801 – 990	Administrative Regulations Implementing Procedures including Advisory Opinions and Complaints
Article II, Sec 12	Alaska State Constitution-Lobbying

Contact Information
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Alaska Public Offices Commission Personal Services Information					
Authorized Positions			Personal Services Costs		
	FY2019 Management Plan	FY2020 Governor			
Full-time	8	8	Annual Salaries		492,519
Part-time	0	0	Premium Pay		0
Nonpermanent	0	0	Annual Benefits		318,768
			<i>Less 2.96% Vacancy Factor</i>		<i>(23,976)</i>
			Lump Sum Premium Pay		0
			Board Honoraria		2,690
Totals	8	8	Total Personal Services		790,000

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Analyst/Programmer IV	1	0	0	0	1
Assoc Attorney II	1	0	0	0	1
Exec Dir APOC	1	0	0	0	1
Law Office Assistant I	1	0	0	0	1
Law Office Assistant II	1	0	0	0	1
Paralegal I	2	0	0	0	2
Paralegal II	0	0	1	0	1
Totals	7	0	1	0	8

Component Board Summary					
Board Description	Member Count	Pay Per Day	Budgeted Days	Additional Pay	Total Cost
Alaska Public Offices Commission Board	5	50.00	10	0.00	2,689.50
Total					2,689.50

Component Detail All Funds
Department of Administration

Component: Alaska Public Offices Commission (70)
RDU: Alaska Public Offices Commission (22)

Non-Formula Component

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor	
71000 Personal Services	670.4	790.0	790.0	790.0	790.0	0.0	0.0%
72000 Travel	5.1	4.1	4.1	4.1	4.1	0.0	0.0%
73000 Services	99.5	141.8	141.8	141.8	141.8	0.0	0.0%
74000 Commodities	23.9	16.0	16.0	16.0	16.0	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	798.9	951.9	951.9	951.9	951.9	0.0	0.0%
Fund Sources:							
1004 Gen Fund (UGF)	732.7	806.6	806.6	806.6	806.6	0.0	0.0%
1005 GF/Prgm (DGF)	66.2	145.3	145.3	145.3	145.3	0.0	0.0%
Unrestricted General (UGF)	732.7	806.6	806.6	806.6	806.6	0.0	0.0%
Designated General (DGF)	66.2	145.3	145.3	145.3	145.3	0.0	0.0%
Other Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	8	8	8	8	8	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 Administration

Component: Alaska Public Offices Commission (70)
RDU: Alaska Public Offices Commission (22)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2019 Conference Committee To FY2019 Authorized *****												
FY2019 Conference Committee												
1004 Gen Fund	ConfCom	806.6	790.0	4.1	141.8	16.0	0.0	0.0	0.0	8	0	0
1005 GF/Prgm		145.3										
Subtotal		951.9	790.0	4.1	141.8	16.0	0.0	0.0	0.0	8	0	0
***** Changes From FY2019 Management Plan To FY2020 Governor *****												
Totals		951.9	790.0	4.1	141.8	16.0	0.0	0.0	0.0	8	0	0

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2020 Governor (15610)
Component: Alaska Public Offices Commission (70)
RDU: Alaska Public Offices Commission (22)

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
02-0026	Assoc Attorney II	FT	A	XE	Anchorage	N00	19C / D	12.0		68,881	0	0	42,361	111,242	107,905
02-0030	Paralegal I	FT	A	XE	Anchorage	N00	14B / C	12.0		48,720	0	0	35,431	84,151	79,944
02-1301	Exec Dir APOC	FT	A	XE	Anchorage	N00	24C / D	12.0		98,310	0	0	52,475	150,785	143,246
02-1303	Law Office Assistant II	FT	A	XE	Anchorage	N00	13B / C	12.0		44,280	0	0	33,905	78,185	74,276
02-1310	Paralegal I	FT	A	XE	Anchorage	N00	14F / J	12.0		54,498	0	0	37,417	91,915	89,158
02-1311	Analyst/Programmer IV	FT	A	XE	Anchorage	N00	20C / D	12.0		74,620	0	0	44,333	118,953	0
02-1319	Law Office Assistant I	FT	A	XE	Anchorage	N00	11B / C	12.0		40,066	0	0	32,457	72,523	68,897
02-1369	Paralegal II	FT	A	XE	Juneau	N05	16D / E	12.0		63,144	0	0	40,389	103,533	103,533

	Total Positions	New	Deleted
Full Time Positions:	8	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	8	0	0

Total Component Months: 96.0

Total Salary Costs:	492,519
Total COLA:	0
Total Premium Pay:	0
Total Benefits:	318,768
Total Pre-Vacancy:	811,287
Minus Vacancy Adjustment of 2.96%:	(23,976)
Total Post-Vacancy:	787,311
Plus Lump Sum Premium Pay:	0
Plus Board Honoraria Pay:	2,690
Personal Services Line 100:	790,001

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	666,957	647,246	82.21%
1005 General Fund/Program Receipts	144,330	140,064	17.79%
Total PCN Funding:	811,287	787,311	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 (1676)
Department of Administration
Travel

Component: Alaska Public Offices Commission (70)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
2000	Travel		5.1	4.1
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
2000 Travel Detail Totals			5.1	4.1
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	4.6	2.5
2001	In-State Non-Employee Travel	Transportation costs for travel relating to meetings and boards for non-employees	0.0	1.6
2002	Out of State Employee Travel	Transportation costs for staff travel out of state to national organization meetings, conferences, and training	0.5	0.0

Line Item Detail (1676)
Department of Administration
Services

Component: Alaska Public Offices Commission (70)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
3000	Services		99.5	141.8
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3000 Services Detail Totals			99.5	141.8
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	0.4	2.0
3001	Financial Services	Accounting, auditing, management consulting and fees	0.4	1.5
3002	Legal and Judicial Services	Legal and judicial services, including costs to conduct hearings and mediation	0.0	0.3
3003	Information Technology	Software licensing and maintenance, training, and consulting	3.9	5.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	8.6	9.0
3006	Delivery Services	Freight, courier services, and postage	7.0	6.0
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	0.2	1.0
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	7.6	8.3
3011	Other Services	Building security and maintenance	0.7	2.8
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	11.6	18.0

Line Item Detail (1676)
Department of Administration
Services

Component: Alaska Public Offices Commission (70)

Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan	
3000 Services Detail Totals			99.5	141.8	
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	Enterprise Productivity Rate (EPR) telecommunications and telephone line services	7.4	13.9
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	3.3	5.0
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Human Resources services chargeback	4.3	6.0
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	5.8	13.9
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430)	Rent for state-owned facilities and lease payments	1.1	1.1
3023	Inter-Agency Building Leases	Admin - Leases (81)	Rent for state-owned facilities and lease payments	16.7	23.0
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Workers compensation and liability claims reimbursement	0.5	1.0
3027	Inter-Agency Financial	Admin - Finance (59)	State payroll and accounting system chargeback	1.3	1.0
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	1.5	0.0
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	5.5	7.0
3038	Inter-Agency Management/Consulting	Admin - Alaska Division of IT (3141)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	7.0	5.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	4.0	5.0

Line Item Detail (1676)
Department of Administration
Services

Component: Alaska Public Offices Commission (70)

Object Class		Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
			3000 Services Detail Totals	99.5	141.8
3038	Inter-Agency Management/Consulting	Admin - Purchasing (60)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.7	6.0

Line Item Detail (1676)
Department of Administration
Commodities

Component: Alaska Public Offices Commission (70)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
4000	Commodities		23.9	16.0
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
4000 Commodities Detail Totals			23.9	16.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	23.9	16.0

Revenue Detail (1681)
Department of Administration

Component: Alaska Public Offices Commission (70)

Revenue Type (OMB Fund Code)			FY2018 Actuals	FY2019 Management Plan
Revenue Source	Component	Comment		
5005 GF/Prgm (1005 GF/Prgm)			108.8	145.3
5101 Program Receipts Public Protection - Licenses and Permits		License and permit fee collection	108.8	145.3

Inter-Agency Services (1682)
Department of Administration

Component: Alaska Public Offices Commission (70)

				FY2018 Actuals	FY2019 Management Plan
Component Totals				70.7	105.9
With Department of Administration				70.7	105.9
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) computer services	11.6	18.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) Enterprise Productivity Rate (EPR) telecommunications and telephone line services	7.4	13.9	
3021	Inter-Agency Mail	Admin - Print Services (2333) Centralized mail services chargeback	3.3	5.0	
3022	Inter-Agency Human Resources	Admin - Personnel (56) Human Resources services chargeback	4.3	6.0	
3023	Inter-Agency Building Leases	Admin - Facilities (2429) Rent for state-owned facilities and lease payments	5.8	13.9	
3023	Inter-Agency Building Leases	Admin - Facilities Administration (2430) Rent for state-owned facilities and lease payments	1.1	1.1	
3023	Inter-Agency Building Leases	Admin - Leases (81) Rent for state-owned facilities and lease payments	16.7	23.0	
3026	Inter-Agency Insurance	Admin - Risk Management (71) Workers compensation and liability claims reimbursement	0.5	1.0	
3027	Inter-Agency Financial	Admin - Finance (59) State payroll and accounting system chargeback	1.3	1.0	
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	1.5	0.0	
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46) Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	5.5	7.0	
3038	Inter-Agency	Admin - Alaska Division of IT (3141) Internal department cost allocation	7.0	5.0	

Inter-Agency Services (1682)
Department of Administration

Component: Alaska Public Offices Commission (70)

Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
Management/Consulting		chargeback, desktop and information technology support, accounting and procurement services		
3038 Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	4.0	5.0
3038 Inter-Agency Management/Consulting	Admin - Purchasing (60)	Internal department cost allocation chargeback, desktop and information technology support, accounting and procurement services	0.7	6.0