

State of Alaska
FY2020 Governor's Operating Budget

Department of Natural Resources
Recorder's Office/Uniform Commercial Code
Component Budget Summary

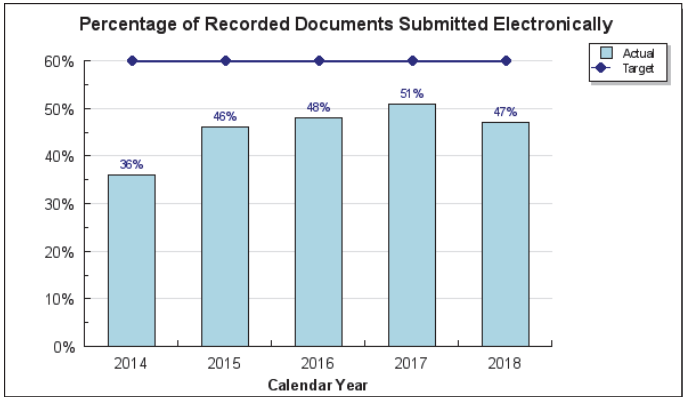
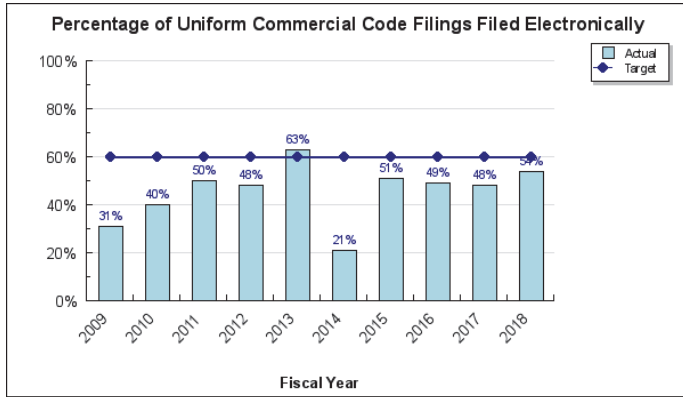
Component: Recorder's Office/Uniform Commercial Code

Contribution to Department's Mission

Provide and maintain a secure, accessible and impartial place to record and preserve the permanent public record of Alaska.

Results

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



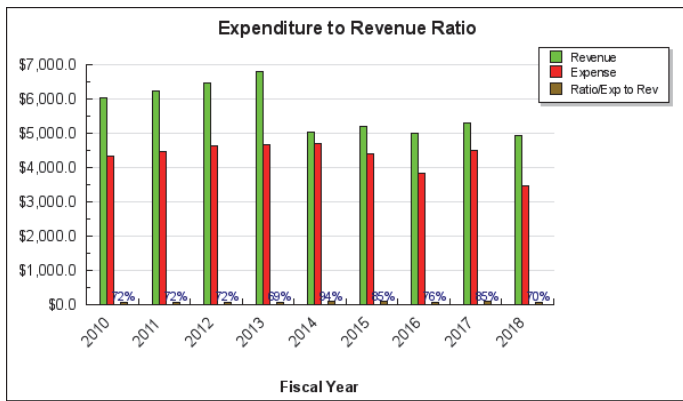
Core Services

- Examine, record, index and process original documents.
- Maintain and preserve the Alaska Public Record for future generations.

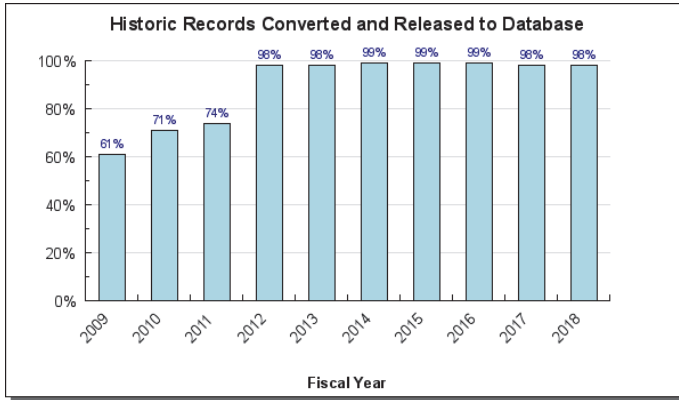
Measures by Core Service

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

1. Examine, record, index and process original documents.



2. Maintain and preserve the Alaska Public Record for future generations.



Major Component Accomplishments in 2018

Statewide use of electronic recording and filing service continues to maintain the standard of fifty percent of documents processed yearly.

UCC Central File successfully transitioned into a modern .NET and SQL server database filing system. These changes help reduce the risks and control costs of software development, maintenance, and storage of data. The Recorder's Office will transition in the early months of FY2019.

The Anchorage office reduced leased space both in the Atwood building and the Fairbanks office. Both office relocations created reduced lease cost and improved accessibility and customer service efficiencies.

The archives unit transferred all statewide historical books to the state archives library for permanent storage.

Over 100,000 historical images from 1970-1975 were created and released.

Key Component Challenges

Complete the conversion of original books to electronic format. The major portion of the conversion has been completed and are now working on a thorough review and clean-up to ensure all historic records have been located, identified, scanned, indexed, images released, and film created.

Complete the clean-up of historic records to improve the quality of images and correct errors in the online index to more accurately reflect what is available in the historic book records that are currently available online.

Recorder's office analyst programmers are working on a long-term project to convert applications, databases, and automated processes that the internal staff and external customers use every day, to modern technologies that are not reliant on the mainframe by using .NET and SQL server applications.

Increase customer use of electronic recording and filing services. Electronic filing and recording saves time and money in the processing of recorded documents. The target is to obtain an average use by customers of over 60%. Educating the public to the benefits of electronic recording and giving access to the service is an ongoing challenge.

Significant Changes in Results to be Delivered in FY2020

Office staff reductions statewide has slowed down the ability to complete historic record conversion and clean-up projects.

Statutory and Regulatory Authority

AS 37.05
AS 40.17
AS 44.37
AS 45.29
11 AAC 05, 06

Contact Information
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Recorder's Office/Uniform Commercial Code Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2019</u> <u>Management</u> <u>Plan</u>	<u>FY2020</u> <u>Governor</u>		
Full-time	35	35	Annual Salaries	1,901,656
Part-time	3	3	COLA	50,630
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,372,984
			<i>Less 3.56% Vacancy Factor</i>	<i>(118,470)</i>
			Lump Sum Premium Pay	0
Totals	38	38	Total Personal Services	3,206,800

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Admin Asst III	1	0	0	0	1
Analyst/Programmer III	1	0	0	0	1
Analyst/Programmer IV	1	0	0	0	1
Office Assistant I	2	0	0	0	2
Recorder I	0	0	1	0	1
Recorder II	11	2	2	3	18
Recorder III	1	1	0	2	4
Recorder IV	2	0	0	0	2
Recorder Mgr	1	0	1	0	2
Recorder Technician	4	0	0	0	4
Recorder Technician Supervisor	1	0	0	0	1
State Recorder	1	0	0	0	1
Totals	26	3	4	5	38

Component Detail All Funds
Department of Natural Resources

Component: Recorder's Office/Uniform Commercial Code (802)
RDU: Administration and Support (600)

Non-Formula Component

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor	
71000 Personal Services	2,860.2	3,124.0	3,124.0	3,124.0	3,206.8	82.8	2.7%
72000 Travel	7.5	11.0	11.0	11.0	11.0	0.0	0.0%
73000 Services	597.7	650.0	650.0	650.0	650.0	0.0	0.0%
74000 Commodities	53.0	56.7	56.7	56.7	56.7	0.0	0.0%
75000 Capital Outlay	0.5	10.0	10.0	10.0	10.0	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	3,518.9	3,851.7	3,851.7	3,851.7	3,934.5	82.8	2.1%
Fund Sources:							
1005 GF/Prgm (DGF)	3,518.9	3,851.7	3,851.7	3,851.7	3,934.5	82.8	2.1%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	3,518.9	3,851.7	3,851.7	3,851.7	3,934.5	82.8	2.1%
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	35	35	35	35	35	0	0.0%
Permanent Part Time	3	3	3	3	3	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Natural Resources

Component: Recorder's Office/Uniform Commercial Code (802)

RDU: Administration and Support (600)

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	ConfCom	3,851.7	3,124.0	11.0	650.0	56.7	10.0	0.0	0.0	35	3	0
1005 GF/Prgm		3,851.7										
Subtotal		3,851.7	3,124.0	11.0	650.0	56.7	10.0	0.0	0.0	35	3	0
***** Changes From FY2019 Management Plan To FY2020 Governor *****												
Reverse Supervisory Unit 15 Hour Furlough Reduction	SalAdj	2.5	2.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		2.5										
FY2020 Salary Adjustments - GGU, CEA, TEAME	SalAdj	77.2	77.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		77.2										
FY2020 Salary Adjustments - GGU, CEA, TEAME: \$77.2												
FY2020 GGU HI from \$1432 to \$1530: \$30.1												
FY2020 GGU 3% COLA: \$47.1												
Reverse Alaska State Employees Association (GGU) 15 Hour Furlough	SalAdj	3.1	3.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		3.1										
The Alaska State Employees Association (representing the general government unit) contractually required 15 hours of furlough for each permanent full-time employee in each year from July 1, 2016, to June 30, 2019. The furlough requirement was removed from the contract in FY2020.												
Totals		3,934.5	3,206.8	11.0	650.0	56.7	10.0	0.0	0.0	35	3	0

Personal Services Expenditure Detail
Department of Natural Resources

Scenario: FY2020 Governor (15610)
Component: Recorder's Office/Uniform Commercial Code (802)
RDU: Administration and Support (600)

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
10-0273	Recorder Mgr	FT	A	SS	Anchorage	99	17P	12.0		90,607	0	0	51,159	141,766	0
10-0299	State Recorder	FT	A	SS	Anchorage	200	22D / E	12.0		92,896	0	0	51,976	144,872	0
10-0300	Recorder III	FT	A	SS	Anchorage	200	13B / C	12.0		47,276	0	0	35,698	82,974	0
10-0301	Recorder IV	FT	A	SS	Anchorage	200	15J / K	12.0		65,083	0	0	42,052	107,135	0
10-0303	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		37,848	1,541	0	31,994	71,383	0
10-0304	Recorder Mgr	FT	A	SS	Juneau	205	17B / C	12.0		66,456	0	0	42,542	108,998	0
10-0305	Recorder IV	FT	A	SS	Anchorage	200	15D / E	12.0		57,681	0	0	39,411	97,092	0
10-0306	Recorder Technician Supervisor	FT	A	SS	Anchorage	200	15E / F	12.0		60,580	0	0	40,445	101,025	0
10-0307	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		37,572	1,529	0	31,896	70,997	0
10-0308	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		37,848	1,541	0	31,994	71,383	0
10-0310	Recorder Technician	FT	A	GP	Anchorage	200	12C / D	10.5		35,688	1,453	0	28,913	66,054	0
10-0311	Recorder Technician	FT	A	GP	Anchorage	200	12B / C	12.0		39,728	1,617	0	32,665	74,010	0
10-0312	Recorder II	FT	A	GP	Anchorage	200	11B	12.0		37,020	1,507	0	31,699	70,226	0
10-0314	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		37,848	1,541	0	31,994	71,383	0
10-0315	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		37,572	1,529	0	31,896	70,997	0
10-0316	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		37,848	1,541	0	31,994	71,383	0
10-0317	Recorder III	FT	A	SS	Fairbanks	203	13O	12.0		67,995	0	0	43,091	111,086	0
10-0318	Recorder II	FT	A	GP	Fairbanks	99	11O	12.0		55,341	2,253	0	38,236	95,830	0
10-0319	Recorder II	FT	A	GP	Fairbanks	203	11J	12.0		46,488	1,892	0	35,077	83,457	0
10-0322	Recorder I	FT	A	GP	Juneau	205	11Q	12.0		60,798	2,475	0	40,183	103,456	0
10-0323	Recorder I	PT	A	GP	Juneau	205	10C / D	12.0		30,564	1,244	0	29,396	61,204	0
10-0324	Recorder II	PT	A	GP	Palmer	200	11F / G	12.0		23,032	938	0	17,463	41,433	0
10-0325	Recorder II	FT	A	GP	Juneau	99	11N	12.0		54,369	2,213	0	37,889	94,471	0
10-0329	Recorder II	FT	A	GP	Palmer	99	11N	12.0		51,785	2,108	0	36,967	90,860	0
10-0331	Recorder II	PT	A	GP	Kenai	200	11B / C	12.0		27,913	1,136	0	28,450	57,499	0
10-0332	Admin Asst III	FT	A	GP	Anchorage	99	15M / N	12.0		67,874	2,763	0	42,708	113,345	0
10-0334	Recorder II	FT	A	GP	Anchorage	200	11G	12.0		43,332	1,764	0	33,951	79,047	0
10-0362	Recorder II	FT	A	GP	Anchorage	200	11L	12.0		48,108	1,958	0	35,655	85,721	0
10-0365	Recorder II	FT	A	GP	Anchorage	200	11E / F	12.0		41,336	1,683	0	33,239	76,258	0
10-0366	Recorder II	FT	A	GP	Anchorage	200	11C / D	12.0		39,191	1,595	0	32,474	73,260	0
10-0367	Recorder Technician	FT	A	GP	Anchorage	200	12K	12.0		49,848	2,029	0	36,276	88,153	0
10-0373	Recorder III	FT	A	SS	Palmer	200	13K	12.0		57,533	0	0	39,358	96,891	0
10-0374	Recorder III	FT	A	SS	Kenai	200	13D / E	12.0		51,732	0	0	37,288	89,020	0
10-0397	Recorder Technician	FT	A	GP	Anchorage	200	12L / M	12.0		52,511	2,137	0	37,226	91,874	0
10-0418	Analyst/Programmer III	FT	A	GP	Anchorage	200	18C / D	12.0		62,029	2,525	0	40,622	105,176	0
10-0420	Analyst/Programmer IV	FT	A	GP	Anchorage	200	20F / G	12.0		79,674	3,243	0	46,918	129,835	0
10-0426	Office Assistant I	FT	A	GP	Anchorage	200	8B / C	12.0		31,508	1,282	0	29,732	62,522	0

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.

Personal Services Expenditure Detail
Department of Natural Resources

Scenario: FY2020 Governor (15610)
Component: Recorder's Office/Uniform Commercial Code (802)
RDU: Administration and Support (600)

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
10-0427	Office Assistant I	FT	A	GP	Anchorage	200	8K / L	12.0		39,144	1,593	0	32,457	73,194	0
													Total Salary Costs:	1,901,656	
													Total COLA:	50,630	
													Total Premium Pay::	0	
													Total Benefits:	1,372,984	
													Total Pre-Vacancy:	3,325,270	
													Minus Vacancy Adjustment of 3.56%:	(118,470)	
													Total Post-Vacancy:	3,206,800	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	3,206,800	
Total Component Months:		454.5													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	3,325,270	3,206,800	100.00%
Total PCN Funding:	3,325,270	3,206,800	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 Natural Resources
Travel

Component: Recorder's Office/Uniform Commercial Code (802)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
2000	Travel		7.5	11.0
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
2000 Travel Detail Totals			7.5	11.0
2000	In-State Employee Travel	Transportation costs for travel relating to administration, conventions and meetings, boards and commissions	7.5	11.0

Line Item Detail (1676)
Department of Natural Resources
Services

Component: Recorder's Office/Uniform Commercial Code (802)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
3000	Services		597.7	650.0
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3000 Services Detail Totals			597.7	650.0
3000	Education Services	Training, educational conferences, and agency memberships	0.5	1.3
3003	Information Technology	Software leases, licensing, and maintenance	43.3	50.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	8.5	9.0
3006	Delivery Services	Freight, courier services, and postage	50.0	61.0
3010	Equipment/Machinery	Machinery and equipment purchase, repairs, maintenance, rentals, and leases	42.7	42.0
3011	Other Services	Shredding Services	5.1	2.0
3016	Inter-Agency Economic Development	NatRes - Information Resource Mgmt. (427)	113.0	130.0
3016	Inter-Agency Economic Development	NatRes - Public Information Center (2441)	38.4	40.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	51.7	55.0
3021	Inter-Agency Mail	Admin - Department-wide	0.8	1.0
3022	Inter-Agency Human Resources	Admin - Department-wide	1.2	1.5
3023	Inter-Agency Building Leases	Admin - Department-wide	233.5	245.0

Line Item Detail (1676)
Department of Natural Resources
Services

Component: Recorder's Office/Uniform Commercial Code (802)

Object Class		Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3000 Services Detail Totals				597.7	650.0
3024	Inter-Agency Legal	Law - Department-wide	Regulations review	0.1	1.0
3026	Inter-Agency Insurance	Admin - Department-wide	Risk management, and property insurance	1.1	1.2
3027	Inter-Agency Financial	Admin - Department-wide	State payroll (HRM) and accounting (IRIS & ALDER) systems chargeback	7.7	9.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Americans with Disabilities Act (ADA) chargeback	0.1	1.0

Line Item Detail (1676)
Department of Natural Resources
Commodities

Component: Recorder's Office/Uniform Commercial Code (802)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
4000	Commodities		53.0	56.7
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
4000 Commodities Detail Totals			53.0	56.7
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	53.0	56.7

Line Item Detail (1676)
Department of Natural Resources
Capital Outlay

Component: Recorder's Office/Uniform Commercial Code (802)

Line Number	Line Name		FY2018 Actuals	FY2019 Management Plan
5000	Capital Outlay		0.5	10.0
Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
5000 Capital Outlay Detail Totals			0.5	10.0
5002	Structures and Infrastructure	Small construction projects	0.5	10.0

Revenue Detail (1681)
Department of Natural Resources

Component: Recorder's Office/Uniform Commercial Code (802)

Revenue Type (OMB Fund Code)	Component	Comment	FY2018 Actuals	FY2019 Management Plan
Revenue Source				
5005 GF/Prgm (1005 GF/Prgm)			4,946.2	3,851.7
5103 Program Receipts - Charges for Services			4,856.2	3,851.7
5112 Program Receipts Natural Resources - Charges for Services			90.0	0.0

Inter-Agency Services (1682)
Department of Natural Resources

Component: Recorder's Office/Uniform Commercial Code (802)

				FY2018 Actuals	FY2019 Management Plan
Component Totals				447.6	484.7
With Department of Natural Resources				151.4	170.0
With Department of Administration				296.1	313.7
With Department of Law				0.1	1.0

Object Class	Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
3016 Inter-Agency Economic Development	NatRes - Information Resource Mgmt. (427)	Computer network, desktop, and server support	113.0	130.0
3016 Inter-Agency Economic Development	NatRes - Public Information Center (2441)	Departmental support for the program and services offered	38.4	40.0
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Enterprise Productivity Rate (EPR) computer services	51.7	55.0
3021 Inter-Agency Mail	Admin - Department-wide	Centralized mail services chargeback	0.8	1.0
3022 Inter-Agency Human Resources	Admin - Department-wide	Human Resources services chargeback	1.2	1.5
3023 Inter-Agency Building Leases	Admin - Department-wide	Office space lease costs	233.5	245.0
3024 Inter-Agency Legal	Law - Department-wide	Regulations review	0.1	1.0
3026 Inter-Agency Insurance	Admin - Department-wide	Risk management, and property insurance	1.1	1.2
3027 Inter-Agency Financial	Admin - Department-wide	State payroll (HRM) and accounting (IRIS & ALDER) systems chargeback	7.7	9.0
3028 Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Americans with Disabilities Act (ADA) chargeback	0.1	1.0