

State of Alaska
FY2021 Governor's Operating Budget

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

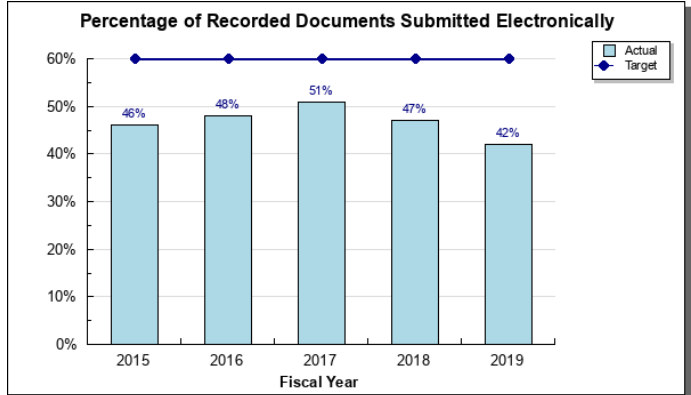
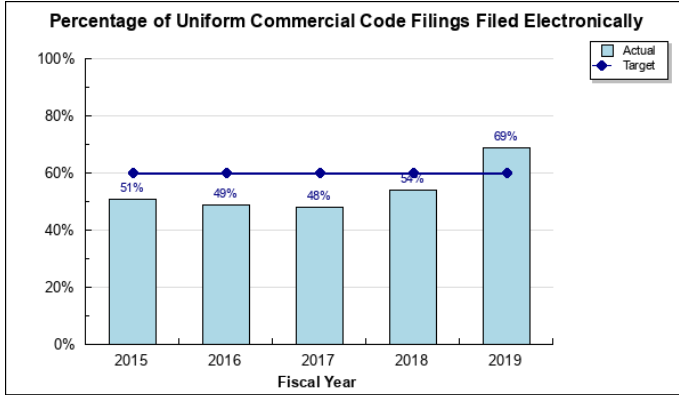
Component: Recorder's Office/Uniform Commercial Code

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>.)



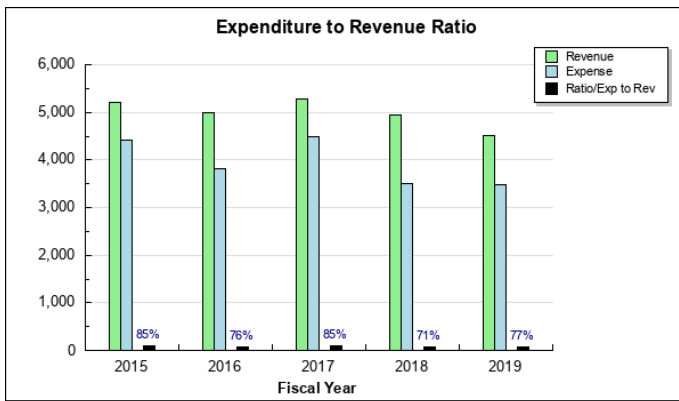
Core Services

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

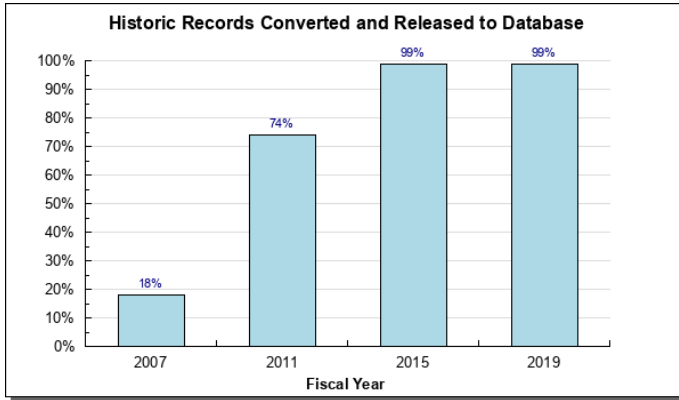
Measures by Core Service

(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 2019

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

The Recorder's Office successfully transitioned all data into a modern .NET and SQL server database recording/filing system. These changes help reduce the risks and control costs of software development, maintenance, and storage of data.

The Recorder's Office has reduced process time for indexing, document returns, and image quality, allowing the public to have complete access in a more timely fashion.

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.

Continue to work on a long-term project to convert applications, databases, and automated processes used by internal staff and external customers 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 sixty percent. 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 FY2021

There are no significant change in results to be delivered in FY2021.

Statutory and Regulatory Authority

AS 37.05, AS 40.17, AS 44.37, AS 45.29, and 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>FY2020</u> <u>Management</u> <u>Plan</u>	<u>FY2021</u> <u>Governor</u>			
Full-time	33	33	Annual Salaries		1,768,321
Part-time	1	1	COLA		15,069
Nonpermanent	0	0	Premium Pay		0
			Annual Benefits		1,262,553
			<i>Less 3.62% Vacancy Factor</i>		<i>(110,143)</i>
			Lump Sum Premium Pay		0
Totals	34	34	Total Personal Services		2,935,800

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant 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 II	11	2	0	1	14
Recorder III	3	1	0	1	5
Recorder IV	2	0	0	0	2
Recorder Mgr	2	0	0	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	29	3	0	2	34

Component Detail All Funds
Department of Natural Resources

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

Non-Formula Component

	FY2019 Actuals	FY2020 Conference Committee	FY2020 Authorized	FY2020 Management Plan	FY2021 Governor	FY2020 Management Plan vs FY2021 Governor	
71000 Personal Services	2,879.4	3,079.3	2,920.7	2,920.7	2,935.8	15.1	0.5%
72000 Travel	4.9	7.2	7.2	7.1	7.1	0.0	0.0%
73000 Services	546.2	643.7	637.4	637.5	637.5	0.0	0.0%
74000 Commodities	60.3	55.7	54.7	54.7	54.7	0.0	0.0%
75000 Capital Outlay	0.0	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	3,490.8	3,795.9	3,630.0	3,630.0	3,645.1	15.1	0.4%
Fund Sources:							
1005 GF/Prgm (DGF)	3,490.8	3,795.9	3,630.0	3,630.0	3,645.1	15.1	0.4%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	3,490.8	3,795.9	3,630.0	3,630.0	3,645.1	15.1	0.4%
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	34	33	33	33	0	0.0%
Permanent Part Time	3	2	1	1	1	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 FY2020 Conference Committee To FY2020 Authorized *****												
FY2020 Conference Committee												
	ConfCom	3,795.9	3,079.3	7.2	643.7	55.7	10.0	0.0	0.0	34	2	0
1005 GF/Prgm		3,795.9										
Recorder's Office Consolidation and Efficiencies Reduction												
	Veto	-165.9	-158.6	0.0	-6.3	-1.0	0.0	0.0	0.0	-1	-1	0
1005 GF/Prgm		-165.9										
The Recorder's Office will build on consolidation efforts started in FY2016 and FY2018, closing the Juneau and Palmer Recording offices. Offices will close for over-the-counter customers and research, and customers can continue to record electronically, by mail, and in person in Anchorage, Fairbanks, and Kenai. Electronic Recording (e-Recording) was first implemented in 2012 and available statewide in 2013. Each year the percentage of use goes up, reducing the need to maintain expensive offices across the state. Currently 55% of documents are e-Recorded, and 70% of revenue is brought in via e-Recording.												
The State's fiscal reality dictates a reduction in expenditures across all agencies.												
Reverse Recorder's Office Consolidation and Efficiencies Reduction												
	Inc	165.9	158.6	0.0	6.3	1.0	0.0	0.0	0.0	1	1	0
1005 GF/Prgm		165.9										
Legislative add-back appropriation made in Chapter 2, SSSLA2019, of HB2001.												
Recorder's Office Consolidation and Efficiencies Reduction												
	Veto	-165.9	-158.6	0.0	-6.3	-1.0	0.0	0.0	0.0	-1	-1	0
1005 GF/Prgm		-165.9										
The Recorder's Office will build on consolidation efforts started in FY2016 and FY2018, closing the Juneau and Palmer Recording offices. Offices will close for over-the-counter customers and research, and customers can continue to record electronically, by mail, and in person in Anchorage, Fairbanks, and Kenai. Electronic Recording (e-Recording) was first implemented in 2012 and available statewide in 2013. Each year the percentage of use goes up, reducing the need to maintain expensive offices across the state. Currently 55% of documents are e-Recorded, and 70% of revenue is brought in via e-Recording.												
The State's fiscal reality dictates a reduction in expenditures across all agencies.												
Subtotal		3,630.0	2,920.7	7.2	637.4	54.7	10.0	0.0	0.0	33	1	0
***** Changes From FY2020 Authorized To FY2020 Management Plan *****												
Align Authority with Anticipated Expenditures												
	LIT	0.0	0.0	-0.1	0.1	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from travel to cover anticipated services costs. The remaining travel authority is sufficient to cover anticipated expenditures.												
Subtotal		3,630.0	2,920.7	7.1	637.5	54.7	10.0	0.0	0.0	33	1	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 FY2020 Management Plan To FY2021 Governor *****												
FY2021 Salary and Health Insurance Increases												
	SalAdj	15.1	15.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		15.1										
FY2021 GGU Salary Increases: \$11.5												
FY2021 increase to GGU Health Insurance from \$1530 to \$1555 per member per month: \$3.6												
Totals		3,645.1	2,935.8	7.1	637.5	54.7	10.0	0.0	0.0	33	1	0

Line Item Detail (1676)
Department of Natural Resources
Travel

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

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
2000	Travel		4.9	7.1	7.1
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
2000 Travel Detail Totals			4.9	7.1	7.1
2000	In-State Employee Travel	Transportation costs for travel relating to administration, conventions and meetings, boards and commissions.	2.6	4.5	4.5
2002	Out of State Employee Travel	Transportation costs for travel relating to administration, conventions and meetings, boards and commissions.	2.3	2.6	2.6

Line Item Detail (1676)
Department of Natural Resources
Services

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

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000	Services		546.2	637.5	637.5
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000 Services Detail Totals			546.2	637.5	637.5
3000	Education Services	Training, educational conferences, and agency memberships.	1.4	3.0	3.0
3003	Information Technology	Software leases, licensing, and maintenance.	29.2	60.0	60.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors.	6.5	8.0	8.0
3006	Delivery Services	Freight, courier services, and postage.	39.6	40.0	40.0
3008	Utilities	Electricity, heating fuel, water, sewage, and disposal services.	0.5	1.0	1.0
3010	Equipment/Machinery	Machinery and equipment purchase, repairs, maintenance, rentals, and leases.	44.7	50.0	50.0
3011	Other Services	Shredding services.	3.0	2.0	2.0
3016	Inter-Agency Economic Development	NatRes - Information Resource Mgmt. (427) Computer network, desktop, and server support.	117.8	140.0	140.0
3016	Inter-Agency Economic Development	NatRes - Public Information Center (2441) Reimbursable services agreement with the Public Information Center for program and services offered.	38.7	43.5	43.5
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide OIT Core Services - Non Telecom.	22.6	59.0	59.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide OIT Core Services - Telecom.	14.7	15.0	15.0

Line Item Detail (1676)
Department of Natural Resources
Services

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

Object Class		Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3000 Services Detail Totals				546.2	637.5	637.5
3021	Inter-Agency Mail	Admin - Department-wide	Centralized mail services chargeback.	0.5	2.0	2.0
3022	Inter-Agency Human Resources	Admin - Department-wide	Human Resources services chargeback.	1.4	2.0	2.0
3023	Inter-Agency Building Leases	Admin - Department-wide	Office space lease costs.	215.8	200.0	200.0
3024	Inter-Agency Legal	Law - Department-wide	Regulations review.	0.3	1.0	1.0
3026	Inter-Agency Insurance	Admin - Department-wide	Risk management, and property insurance.	0.9	1.0	1.0
3027	Inter-Agency Financial	Admin - Department-wide	State payroll (HRM) and accounting (IRIS & ALDER) systems chargeback.	8.3	9.0	9.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Americans with Disabilities Act (ADA) chargeback.	0.3	1.0	1.0

Line Item Detail (1676)
Department of Natural Resources
Commodities

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

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
4000	Commodities		60.3	54.7	54.7
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
		4000 Commodities Detail Totals	60.3	54.7	54.7
4000	Business	General business supplies such as office consumables, furniture, and computer equipment.	60.3	54.7	54.7

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

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

Line Number	Line Name		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5000	Capital Outlay		0.0	10.0	10.0
Object Class	Servicing Agency	Explanation	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5000 Capital Outlay Detail Totals			0.0	10.0	10.0
5002	Structures and Infrastructure	Small construction projects.	0.0	10.0	10.0

Revenue Detail (1681)
Department of Natural Resources

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

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
5005 GF/Prgm (1005 GF/Prgm)			4,503.1	4,913.0	4,915.0
5103 Program Receipts - Charges for Services		Fees collected to support the maintenance and creation of the permanent public record for commerce in Alaska by residents and businesses.	4,433.4	4,913.0	4,915.0
5112 Program Receipts Natural Resources - Charges for Services		Fees collected for permanent public record.	69.7	0.0	0.0

Inter-Agency Services (1682)
Department of Natural Resources

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

				FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
Component Totals				421.3	473.5	473.5
With Department of Natural Resources				156.5	183.5	183.5
With Department of Administration				264.5	289.0	289.0
With Department of Law				0.3	1.0	1.0
Object Class	Servicing Agency	Explanation		FY2019 Actuals	FY2020 Management Plan	FY2021 Governor
3016	Inter-Agency Economic Development	NatRes - Information Resource Mgmt. (427)	Computer network, desktop, and server support.	117.8	140.0	140.0
3016	Inter-Agency Economic Development	NatRes - Public Information Center (2441)	Reimbursable services agreement with the Public Information Center for program and services offered.	38.7	43.5	43.5
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	OIT Core Services - Non Telecom.	22.6	59.0	59.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	OIT Core Services - Telecom.	14.7	15.0	15.0
3021	Inter-Agency Mail	Admin - Department-wide	Centralized mail services chargeback.	0.5	2.0	2.0
3022	Inter-Agency Human Resources	Admin - Department-wide	Human Resources services chargeback.	1.4	2.0	2.0
3023	Inter-Agency Building Leases	Admin - Department-wide	Office space lease costs.	215.8	200.0	200.0
3024	Inter-Agency Legal	Law - Department-wide	Regulations review.	0.3	1.0	1.0
3026	Inter-Agency Insurance	Admin - Department-wide	Risk management, and property insurance.	0.9	1.0	1.0
3027	Inter-Agency Financial	Admin - Department-wide	State payroll (HRM) and accounting (IRIS & ALDER) systems chargeback.	8.3	9.0	9.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Americans with Disabilities Act (ADA) chargeback.	0.3	1.0	1.0

Personal Services Expenditure Detail
Department of Natural Resources

Scenario: FY2021 Governor (16414)
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		93,552	0	0	51,929	145,481	0
10-0299	State Recorder	FT	A	SS	Anchorage	200	22E / F	12.0		95,993	0	0	52,793	148,786	0
10-0300	Recorder III	FT	A	SS	Anchorage	200	13B / C	12.0		47,276	0	0	35,557	82,833	0
10-0301	Recorder IV	FT	A	SS	Anchorage	200	15K	12.0		65,688	0	0	42,071	107,759	0
10-0303	Recorder II	FT	A	GP	Anchorage	200	11A / B	12.0		37,440	507	0	32,037	69,984	0
10-0304	Recorder Mgr	FT	A	SS	Anchorage	200	17B / C	12.0		62,356	0	0	40,892	103,248	0
10-0305	Recorder IV	FT	A	SS	Anchorage	200	15E / F	12.0		59,551	0	0	39,899	99,450	0
10-0306	Recorder Technician Supervisor	FT	A	SS	Anchorage	200	15F / J	12.0		62,694	0	0	41,011	103,705	0
10-0307	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		39,264	532	0	32,682	72,478	0
10-0308	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		38,747	525	0	32,499	71,771	0
10-0310	Recorder Technician	FT	A	GP	Anchorage	200	12D / E	10.5		37,916	513	0	29,856	68,285	0
10-0311	Recorder Technician	FT	A	GP	Anchorage	200	12C / D	12.0		42,207	571	0	33,723	76,501	0
10-0312	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		39,264	532	0	32,682	72,478	0
10-0314	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		38,888	526	0	32,549	71,963	0
10-0315	Recorder II	FT	A	GP	Anchorage	200	11C / D	12.0		39,314	532	0	32,700	72,546	0
10-0316	Recorder II	FT	A	GP	Anchorage	200	11A / B	12.0		37,832	512	0	32,175	70,519	0
10-0317	Recorder III	FT	A	SS	Fairbanks	99	13L	12.0		67,995	0	0	42,887	110,882	0
10-0318	Recorder II	FT	A	GP	Fairbanks	99	11O / P	12.0		58,622	794	0	39,531	98,947	0
10-0319	Recorder II	FT	A	GP	Fairbanks	203	11J / K	12.0		48,010	650	0	35,776	84,436	0
10-0325	Recorder III	FT	A	GP	Anchorage	200	13B / C	12.0		44,439	602	0	34,513	79,554	0
10-0331	Recorder II	PT	A	GP	Kenai	200	11B / C	12.0		29,002	393	0	29,051	58,446	0
10-0332	Administrative Assistant III	FT	A	GP	Anchorage	99	15N	12.0		70,187	950	0	43,622	114,759	0
10-0334	Recorder II	FT	A	GP	Anchorage	200	11J	12.0		46,488	629	0	35,238	82,355	0
10-0362	Recorder II	FT	A	GP	Anchorage	200	11L / M	12.0		49,895	675	0	36,443	87,013	0
10-0365	Recorder II	FT	A	GP	Anchorage	200	11F / G	12.0		43,998	596	0	34,357	78,951	0
10-0366	Recorder II	FT	A	GP	Anchorage	200	11B / C	12.0		39,217	531	0	32,665	72,413	0
10-0367	Recorder Technician	FT	A	GP	Anchorage	200	12K / L	12.0		51,974	704	0	37,179	89,857	0
10-0373	Recorder III	FT	A	SS	Anchorage	200	13A / B	12.0		46,642	0	0	35,332	81,974	0
10-0374	Recorder III	FT	A	SS	Kenai	200	13E / F	12.0		53,556	0	0	37,778	91,334	0
10-0397	Recorder Technician	FT	A	GP	Anchorage	200	12M	12.0		54,744	741	0	38,159	93,644	0
10-0418	Analyst/Programmer III	FT	A	GP	Anchorage	200	18D / E	12.0		66,054	894	0	42,160	109,108	0
10-0420	Analyst/Programmer IV	FT	A	GP	Anchorage	200	20G / J	12.0		85,330	1,155	0	48,980	135,465	0
10-0426	Office Assistant I	FT	A	GP	Anchorage	200	8C / D	12.0		33,002	447	0	30,466	63,915	0
10-0427	Office Assistant I	FT	A	GP	Anchorage	200	8L	12.0		41,184	558	0	33,361	75,103	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

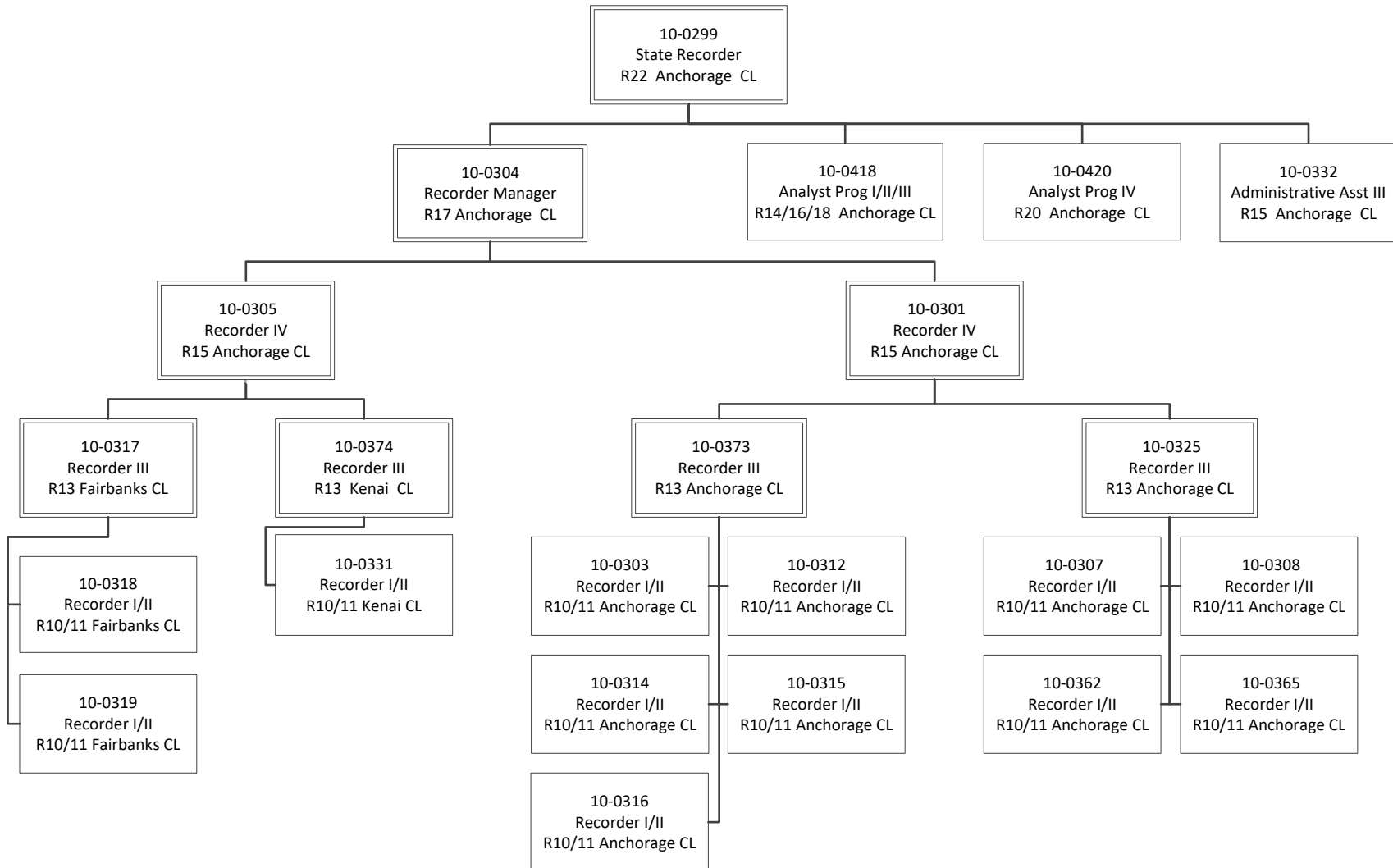
Scenario: FY2021 Governor (16414)
Component: Recorder's Office/Uniform Commercial Code (802)
RDU: Administration and Support (600)

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
		Total Positions	New	Deleted										Total Salary Costs:	1,768,321
														Total COLA:	15,069
	Full Time Positions:	33	0	0										Total Premium Pay:	0
	Part Time Positions:	1	0	0										Total Benefits:	1,262,553
	Non Permanent Positions:	0	0	0											
	Positions in Component:	34	0	0											
	Total Component Months:	406.5													
														Total Pre-Vacancy:	3,045,943
														Minus Vacancy Adjustment of 3.62%:	(110,143)
														Total Post-Vacancy:	2,935,800
														Plus Lump Sum Premium Pay:	0
														Personal Services Line 100:	2,935,800

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	3,045,943	2,935,800	100.00%
Total PCN Funding:	3,045,943	2,935,800	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.

Department of Natural Resources
 Recorder's Office / Uniform Commercial Code
 FY2021 Governor Budget



Department of Natural Resources
Recorder's Office / Uniform Commercial Code
FY2021 Governor Budget

