

# **State of Alaska FY2022 Governor's Operating Budget**

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

## RDU/Component: Alaska Public Offices Commission

## 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>.)

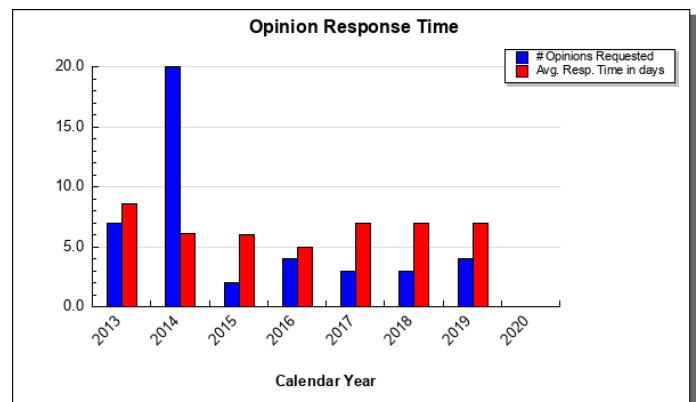
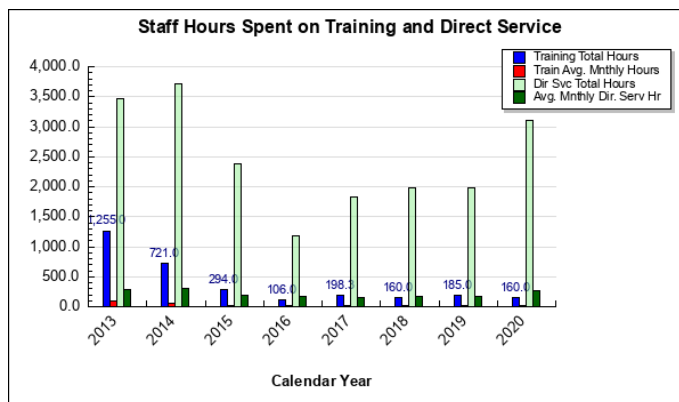
## Core Services

- 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.

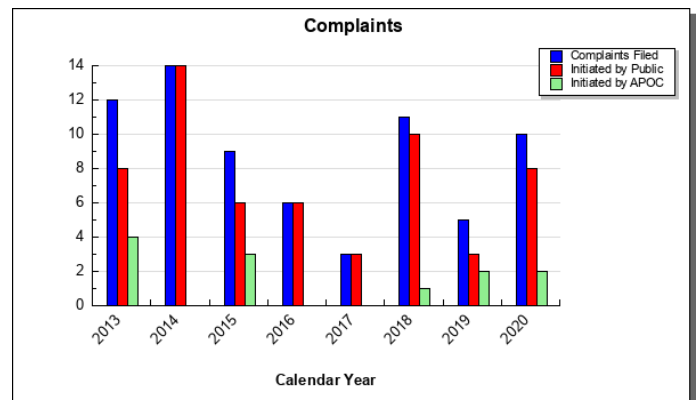
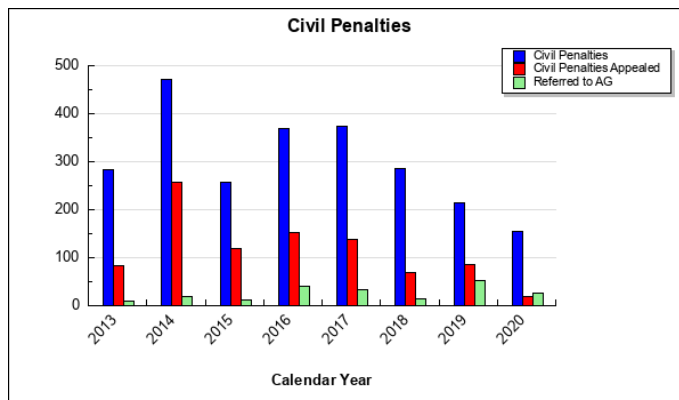
## Measures by Core Service

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

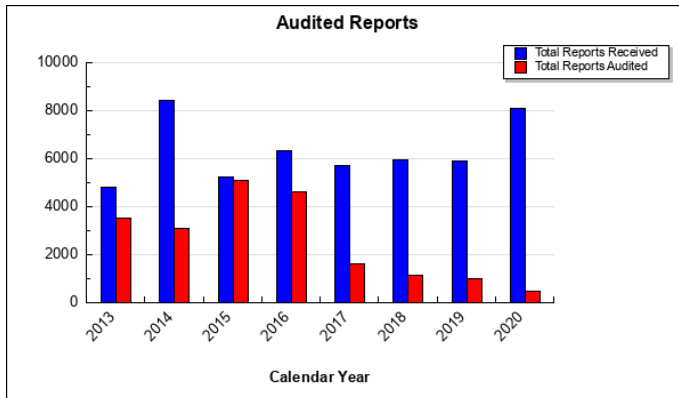
### 1. Interpret the disclosure laws and assist persons in complying, conduct training seminars, provide reporting forms and manuals of instruction for candidates, groups, lobbyists, and public officials.



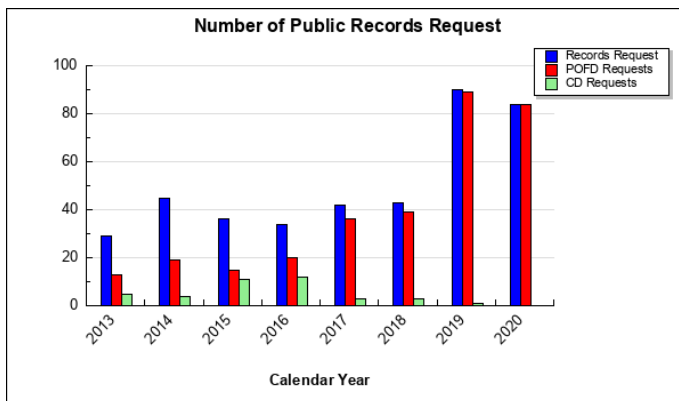
### 2. Enforce the disclosure laws by tracking required reports, assessing civil penalties, and complaint investigation.



### 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 2020

- Commission staff provided nearly 2,000 hours of direct service to the public.
- Commission staff provided nearly 700 hours of training and filer education.
- The agency received over 8,000 electronic filings from 534 state and municipal candidates, 157 groups, 276 lobbyists, 387 employers of lobbyists, and 1,300 elected and appointed state and municipal officials.
- Began transition to use of WebEx for remote filer training sessions.
- Implemented remote Commission meetings.
- Transitioned to new vendor for online credit card processing.

## Key Component Challenges

- Administering four areas of disclosure law with limited staff and resources.
- Mandated auditing of all reports is not possible at current staffing level hindering proactive efforts.
- Retaining quality staff given the constant heavy workload.
- Building and retaining institutional knowledge in an area of law that is consistently evolving.
- Reliance on third-party sources for timely and accurate information to provide timely notices of requirements.
- Gathering and providing information to smaller communities with limited mail and internet access.
- Providing training and educational opportunities to filers across the state, some with limited internet access.
- Building and maintaining a positive public perception.

## Significant Changes in Results to be Delivered in FY2022

- Transition to online training for each area of law that agency administers.
- Use of remote Commission meetings to curtail travel costs.

- Build institutional knowledge through hiring and retention of quality staff.
- Capture institutional knowledge by creating training and desk manuals for each area of law.
- Prepare for significant activity leading into the 2022 statewide election; it will be the first statewide election to occur after redistricting resulting from the 2020 census and it will be a gubernatorial election.

### **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	
	<u>FY2021</u> <u>Management</u> <u>Plan</u>	<u>FY2022</u> <u>Governor</u>		
Full-time	8	7	Annual Salaries	467,306
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	291,558
			<i>Less 0.07% Vacancy Factor</i>	(553)
			Lump Sum Premium Pay	0
			Board Honoraria	2,690
<b>Totals</b>	<b>8</b>	<b>7</b>	<b>Total Personal Services</b>	<b>761,001</b>

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Analyst/Programmer IV	1	0	0	0	1
Associate Attorney II	1	0	0	0	1
Exec Dir APOC	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
<b>Totals</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>7</b>

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
<b>Total</b>					<b>2,689.50</b>

**Component Detail All Funds**  
**Department of Administration**

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

Non-Formula Component

	FY2020 Actuals	FY2021 Conference Committee	FY2021 Authorized	FY2021 Management Plan	FY2022 Governor	FY2021 Management Plan vs FY2022 Governor	
71000 Personal Services	704.8	790.0	790.0	790.0	761.0	-29.0	-3.7%
72000 Travel	1.0	2.8	2.8	2.8	2.8	0.0	0.0%
73000 Services	135.8	140.5	140.5	140.5	140.5	0.0	0.0%
74000 Commodities	5.5	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%
<b>Totals</b>	<b>847.1</b>	<b>949.3</b>	<b>949.3</b>	<b>949.3</b>	<b>920.3</b>	<b>-29.0</b>	<b>-3.1%</b>
<b>Fund Sources:</b>							
1001 CBR Fund (UGF)	0.0	201.0	201.0	201.0	0.0	-201.0	-100.0%
1004 Gen Fund (UGF)	737.9	603.0	603.0	603.0	775.0	172.0	28.5%
1005 GF/Prgm (DGF)	109.2	145.3	145.3	145.3	145.3	0.0	0.0%
<b>Unrestricted General (UGF)</b>	<b>737.9</b>	<b>804.0</b>	<b>804.0</b>	<b>804.0</b>	<b>775.0</b>	<b>-29.0</b>	<b>-3.6%</b>
<b>Designated General (DGF)</b>	<b>109.2</b>	<b>145.3</b>	<b>145.3</b>	<b>145.3</b>	<b>145.3</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other 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>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	8	8	8	8	7	-1	-12.5%
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 FY2021 Conference Committee To FY2021 Authorized *****												
Conference Committee												
	ConfCom	949.3	790.0	2.8	140.5	16.0	0.0	0.0	0.0	8	0	0
1001 CBR Fund		201.0										
1004 Gen Fund		603.0										
1005 GF/Prgm		145.3										
	Subtotal	949.3	790.0	2.8	140.5	16.0	0.0	0.0	0.0	8	0	0
***** Changes From FY2021 Management Plan To FY2022 Governor *****												
Delete Vacant Law Office Assistant I (02-1319)												
	Dec	-29.0	-29.0	0.0	0.0	0.0	0.0	0.0	0.0	-1	0	0
1004 Gen Fund		-29.0										
Delete vacant full-time Law Office Assistant I (PCN 02-1319), range 11, located in Anchorage.												
Fund Source Adjustment of CBRF to UGF												
	FndChg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1001 CBR Fund		-201.0										
1004 Gen Fund		201.0										
Replace Constitutional Budget Reserve Fund (CBRF) used as a one-time funding mechanism in FY2021.												
	Totals	920.3	761.0	2.8	140.5	16.0	0.0	0.0	0.0	7	0	0

**Line Item Detail (1676)**  
**Department of Administration**  
**Travel**

**Component:** Alaska Public Offices Commission (70)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2020 Actuals</b>	<b>FY2021 Management Plan</b>	<b>FY2022 Governor</b>
2000	Travel		1.0	2.8	2.8
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2020 Actuals</b>	<b>FY2021 Management Plan</b>	<b>FY2022 Governor</b>
<b>2000 Travel Detail Totals</b>			<b>1.0</b>	<b>2.8</b>	<b>2.8</b>
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	1.0	1.8	1.8
2001	In-State Non-Employee Travel	Transportation costs for travel relating to meetings and boards for non-employees	0.0	1.0	1.0



**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** Alaska Public Offices Commission (70)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000	Services		135.8	140.5	140.5
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
<b>3000 Services Detail Totals</b>			<b>135.8</b>	<b>140.5</b>	<b>140.5</b>
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	0.4	0.5	0.6
3001	Financial Services	Management and consulting services	2.6	2.6	2.6
3002	Legal and Judicial Services	Legal and judicial services, including costs to conduct hearings and mediation	0.0	0.2	0.2
3003	Information Technology	Software licensing and maintenance, training, and consulting	1.5	1.5	1.5
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	8.8	8.8	8.8
3006	Delivery Services	Freight, courier services, and postage	8.2	8.2	8.8
3008	Utilities	Electricity, heating fuel, water, sewage and disposal services	0.1	0.2	0.3
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	0.2	0.5	0.7
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	5.1	5.1	5.2
3011	Other Services	CTM and building security and maintenance costs	0.6	0.7	0.8

**Line Item Detail (1676)**  
**Department of Administration**  
**Services**

**Component:** Alaska Public Offices Commission (70)

Object Class		Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
<b>3000 Services Detail Totals</b>				<b>135.8</b>	<b>140.5</b>	<b>140.5</b>
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services	23.7	24.0	21.3
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Server Hosting and Storage	3.3	3.5	3.8
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	0.7	0.9	1.0
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	2.6	2.7	2.8
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	5.0	5.3	5.0
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	6.9	7.3	7.0
3023	Inter-Agency Building Leases	Admin - Leases (81)	Rent for state-owned facilities and lease payments	50.2	51.7	52.5
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	0.5	0.6	0.6
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	0.4	0.5	0.5
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) Chargeback	0.1	0.1	0.1
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134)	SSoA Travel chargeback	3.9	4.0	4.1
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Administrative chargeback	5.8	6.1	6.5
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner Office chargeback	4.6	4.8	5.0
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262)	SSoA Procurement chargeback	0.6	0.7	0.8

**Line Item Detail (1676)**  
**Department of Administration**  
**Commodities**

**Component:** Alaska Public Offices Commission (70)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
4000	Commodities		5.5	16.0	16.0
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
<b>4000 Commodities Detail Totals</b>			<b>5.5</b>	<b>16.0</b>	<b>16.0</b>
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	5.4	16.0	16.0
4002	Household/Institutional	Cleaning, food and other household supplies	0.1	0.0	0.0

**Revenue Detail (1681)**  
**Department of Administration**

**Component:** Alaska Public Offices Commission (70)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
<b>5005 GF/Prgm (1005 GF/Prgm)</b>			<b>109.2</b>	<b>145.3</b>	<b>145.3</b>
5101 Program Receipts Public Protection - Licenses and Permits		License and permit fee collection	109.2	145.3	145.3
<b>6004 Gen Fund (1004 Gen Fund)</b>			<b>53.9</b>	<b>0.0</b>	<b>0.0</b>
6003 General Fund Pblc Prtctn - Miscellaneous Fines/Forfeitures			53.7	0.0	0.0
6027 General Fund Grants/Contracts - Contributions		Other income	0.2	0.0	0.0

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** Alaska Public Offices Commission (70)

				FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
<b>Component Totals</b>				<b>108.3</b>	<b>112.2</b>	<b>111.0</b>
With Department of Administration				108.3	112.2	111.0
Object Class	Servicing Agency	Explanation		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Core Services	23.7	24.0	21.3
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141)	OIT Server Hosting and Storage	3.3	3.5	3.8
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141)	OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and other telephone line services)	0.7	0.9	1.0
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	2.6	2.7	2.8
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	5.0	5.3	5.0
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	6.9	7.3	7.0
3023	Inter-Agency Building Leases	Admin - Leases (81)	Rent for state-owned facilities and lease payments	50.2	51.7	52.5
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	0.5	0.6	0.6
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	0.4	0.5	0.5
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Personnel (56)	Americans with Disabilities Act (ADA) Chargeback	0.1	0.1	0.1
3038	Inter-Agency Management/Consulting	Admin - Accounting (3134)	SSoA Travel chargeback	3.9	4.0	4.1
3038	Inter-Agency Management/Consulting	Admin - Administrative Services (46)	Administrative chargeback	5.8	6.1	6.5
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner Office chargeback	4.6	4.8	5.0

**Inter-Agency Services (1682)**  
**Department of Administration**

**Component:** Alaska Public Offices Commission (70)

Object Class		Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262)	SSoA Procurement chargeback	0.6	0.7	0.8

## Personal Services Expenditure Detail

### Department of Administration

**Scenario:** FY2022 Governor (17280)  
**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	Associate Attorney II	FT	A	XE	Anchorage	N00	19D / E	12.0		73,496	0	0	43,969	117,465	113,941
02-0030	Paralegal I	FT	A	XE	Anchorage	N00	14D / E	12.0		51,417	0	0	36,374	87,791	83,402
02-1301	Exec Dir APOC	FT	A	XE	Anchorage	N00	24E / F	12.0		105,149	0	0	54,858	160,007	152,007
02-1303	Law Office Assistant II	FT	A	XE	Anchorage	N00	13B / C	12.0		44,532	0	0	34,005	78,537	74,610
02-1310	Paralegal I	FT	A	XE	Anchorage	N00	14F / J	12.0		55,234	0	0	37,687	92,921	90,133
02-1311	Analyst/Programmer IV	FT	A	XE	Anchorage	N00	20C / D	12.0		75,065	0	0	44,509	119,574	3,587
02-1319	Law Office Assistant I	FT	A	XE	Anchorage	N00	11B / C	12.0		0	0	0	0	0	0
02-1369	Paralegal II	FT	A	XE	Juneau	N05	16D / E	12.0		62,413	0	0	40,156	102,569	102,569
<div> <div>Total Positions</div> <div>New</div> <div>Deleted</div> </div>														Total Salary Costs:	467,306
<div> <div>Full Time Positions:</div> <div>7</div> <div>0</div> <div>1</div> </div>														Total COLA:	0
<div> <div>Part Time Positions:</div> <div>0</div> <div>0</div> <div>0</div> </div>														Total Premium Pay:	0
<div> <div>Non Permanent Positions:</div> <div>0</div> <div>0</div> <div>0</div> </div>														Total Benefits:	291,558
<div> <div>Positions in Component:</div> <div>7</div> <div>0</div> <div>1</div> </div>															
Total Component Months: 84.0															
														Total Pre-Vacancy:	758,864
														Minus Vacancy Adjustment of 0.07%:	(553)
														Total Post-Vacancy:	758,311
														Plus Lump Sum Premium Pay:	0
														Plus Board Honoraria Pay:	2,690
														Personal Services Line 100:	761,001
PCN Funding Sources:						Pre-Vacancy	Post-Vacancy	Percent							
1004 General Fund Receipts						620,249	619,797	81.73%							
1005 General Fund/Program Receipts						138,615	138,514	18.27%							
Total PCN Funding:						758,864	758,311	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.

**Department of Administration**  
Alaska Public Offices Commission (70)  
RDU: Alaska Public Offices Commission (22)  
FY2022 Governor's Budget  
Position Totals PFT - 7

