

State of Alaska FY2022 Governor's Operating Budget

**Office of the Governor
Lieutenant Governor
Component Budget Summary**

Component: Lieutenant Governor**Contribution to Department's Mission**

The mission of the Lieutenant Governor is to perform duties prescribed by law, including oversight of the Alaska Division of Elections, and assisting the Governor in implementing goals and policies.

Core Services

- Supervise the Division of Elections
- Chair, Alaska Historical Commission
- Member, Alaska Workforce Investment Board
- Represent Alaska on the National Association of Secretaries of State and the National Lieutenant Governors' Association
- Represent Governor's Office on the Pacific Northwest Economic Region Executive Committee
- Ex-officio member of the Alaska Travel Industry Association Board of Directors
- Represent Alaska on the Aerospace States Association
- Lend support to the Governor's legislation and administrative initiatives
- Champion Alaska's position on Arctic issues locally and internationally
- Certify elections and swear in new legislators
- Supervise the certification process for citizen ballot initiatives and referenda
- Conduct statewide hearings on certified ballot initiatives
- Provide constituent care and communications
- Review and file regulations
- Publish the Alaska Administrative Code and maintain the Online Public Notice System
- Commission notaries public
- Regulate use of State Seal
- Champion of the Arctic Winter Games
- Chair, Elections Policy Working Group
- Co-Chair, SCoR Statewide Committee on Research, UA

Major Component Accomplishments in 2020

- Oversaw installation of new vote tabulation equipment and election management system to address aging voting equipment, cybersecurity issues, and severely outdated election infrastructure.
- Established new efforts for poll worker recruitment and election day poll opening activity to supplement Division of Elections standard practices.
- Created efficiencies in both the Division of Elections and the Office of the Lt Governor saving labor costs.
- Maintained Alaska's participation in the Arctic Winter Games and secured legislative support for membership.
- Continued changes required from the federal elections language assistance lawsuit that improved Alaskans' access to election materials and the ballot box.
- Continued efforts for Alaska to use the Electronic Registration Information Center (ERIC) in compliance with Chapter 13, SLA 2016 to strengthen the Division of Election's list maintenance efforts.
- Increased voter registration through continued implementation of the 2015 Permanent Fund Dividend Voter Registration ballot initiative.
- Conducted normal elections in an abnormal election year – COVID-19 changed election processes and procedures.
- Gave speeches statewide on Governor's priorities, Arctic issues, elections and cybersecurity.
- Helped create and fund the 100th Anniversary of Women's Suffrage commemoration events.

Key Component Challenges

Because the Lieutenant Governor's Office is a component of the Governor's Office, the guiding department for the Executive Branch, all critical issues facing the state are of concern to this office.

Significant Changes in Results to be Delivered in FY2022

- Work to update current Alaska Administrative Code distribution requirements to allow for electronic distribution of publication materials to municipal governments.
- Implement procedures for the Remote Online Notarization program required by HB 124, enacted in 2020.
- Conduct successful REAA elections in accordance with state law.
- Continue improvement of the automatic voter registration process through the Permanent Fund Dividend application system.
- Engage the Elections Policy Working Group and Legislature to better serve Alaska through improved election integrity legislation.
- Focus the narrative of Alaska's advantage for economic development opportunities including tourism, agriculture, and resource development, in a world of changing local climates by giving speeches statewide on Governor's priorities and Arctic issues.
- Advance elections reform and cybersecurity.
- Work to select and prepare an Alaskan host city for the 2024 Arctic Winter Games.
- Prepare to host the 2022 Aerospace States Association annual conference in Alaska.
- Fulfill apostille and certificate of authority requests for documents to be used in foreign countries.
- Execute extradition and requisition requests through the Department of Law.

Statutory and Regulatory Authority

AK Constitution Art III, sec. 7-15

AS 01.05.026, AS 15.10.105, AS 15.45.010-465, AS 15.50.010-110, AS 24.05.160, AS 41.35.300-380, AS 44.09.015, AS 44.19.010-046, AS 44.50, AS 44.62

Contact Information
<p>Contact: Shawn Henderson, Director of Administrative Services Phone: (907) 465-3899 E-mail: shawn.henderson@alaska.gov</p>

Lieutenant Governor 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	7	7	Annual Salaries	571,362
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	326,496
			<i>Less 2.46% Vacancy Factor</i>	(22,058)
			Lump Sum Premium Pay	0
Totals	7	7	Total Personal Services	875,800

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Chief of Staff For Lt Gov	1	0	0	0	1
Executive Assistant	0	0	1	0	1
Lieutenant Governor	1	0	0	0	1
Lt Governor Scheduler	1	0	0	0	1
Notary Comm Administrator	0	0	1	0	1
Reg & Init Spec	0	0	1	0	1
Special Assistant	0	0	1	0	1
Totals	3	0	4	0	7

Component Detail All Funds
Office of the Governor

Component: Lieutenant Governor (11)
RDU: Executive Operations (2)

Non-Formula Component

	FY2020 Actuals	FY2021 Conference Committee	FY2021 Authorized	FY2021 Management Plan	FY2022 Governor	FY2021 Management Plan vs FY2022 Governor	
71000 Personal Services	756.9	875.8	875.8	875.8	875.8	0.0	0.0%
72000 Travel	31.3	85.2	85.2	85.2	85.2	0.0	0.0%
73000 Services	133.2	153.7	171.7	171.7	194.6	22.9	13.3%
74000 Commodities	9.4	19.0	19.0	19.0	19.0	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	930.8	1,133.7	1,151.7	1,151.7	1,174.6	22.9	2.0%
Fund Sources:							
1001 CBR Fund (UGF)	0.0	283.4	283.4	283.4	0.0	-283.4	-100.0%
1004 Gen Fund (UGF)	930.8	850.3	868.3	868.3	1,174.6	306.3	35.3%
Unrestricted General (UGF)	930.8	1,133.7	1,151.7	1,151.7	1,174.6	22.9	2.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	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	7	7	7	7	7	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
Office of the Governor

Component: Lieutenant Governor (11)
RDU: Executive Operations (2)

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	1,133.7	875.8	85.2	153.7	19.0	0.0	0.0	0.0	7	0	0
1001 CBR Fund		283.4										
1004 Gen Fund		850.3										
Initiative Public Hearings Sec14(a) CH 7 SLA2020 P14 L1 (HB234) (FY20-21)												
	CarryFwd	18.0	0.0	0.0	18.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		18.0										
Carry forward the unexpended balance of the appropriation made in Sec14(a) CH 7 SLA2020 P14 L1 (HB234) for initiating public hearings.												
Sec. 14 OFFICE OF THE GOVERNOR. (a) The sum of \$18,000 is appropriated from the general fund to the office of the Governor, Office of the Lieutenant Governor, for the purpose of complying with AS 15.45.195 for the fiscal years ending June 30, 2020 and June 30, 2021.												
FY2020 Expenditures: \$0 FY2021 Carryforward: \$18.0												
	Subtotal	1,151.7	875.8	85.2	171.7	19.0	0.0	0.0	0.0	7	0	0

***** Changes From FY2021 Management Plan To FY2022 Governor *****												
Reverse Initiative Public Hearings Sec14(a) CH 7 SLA2020 P14 L1 (HB234) (FY20-21)												
	OTI	-18.0	0.0	0.0	-18.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-18.0										
Carry forward the unexpended balance of the appropriation made in Sec14(a) CH 7 SLA2020 P14 L1 (HB234) for voter initiative public hearings.												
Sec. 14 OFFICE OF THE GOVERNOR. (a) The sum of \$18,000 is appropriated from the general fund to the Office of the Governor, Office of the Lieutenant Governor, for the purpose of complying with AS 15.45.195 for the fiscal years ending June 30, 2020 and June 30, 2021.												
FY2020 Expenditures: \$0 FY2021 Carryforward: \$18.0												

Distribute Alaska Administrative Code to Local Governments												
	Inc	40.9	0.0	0.0	40.9	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		40.9										
Under Alaska Statute 44.62.140 the Lieutenant Governor shall supply without charge, a complete set of the Alaska Administrative Code and code revisions to the clerk of each local government unit. Copies of the Administrative Code are provided to approximately 100 local government units across the State of Alaska.												
A new contract with the publisher of the Alaska Administrative Code was entered on February 12, 2020 which set the charges for providing quarterly code updates and replacement titles.												

Change Record Detail - Multiple Scenarios with Descriptions
Office of the Governor

Component: Lieutenant Governor (11)
RDU: Executive Operations (2)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
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		-283.4										
1004 Gen Fund		283.4										
Totals		1,174.6	875.8	85.2	194.6	19.0	0.0	0.0	0.0	7	0	0

Line Item Detail (1676)
Office of the Governor
Travel

Component: Lieutenant Governor (11)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
2000	Travel		31.3	85.2	85.2
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
2000 Travel Detail Totals			31.3	85.2	85.2
2000	In-State Employee Travel	In state travel in support of Lt. Governor.	16.4	70.2	70.2
2001	In-State Non-Employee Travel	Non employee travel approved by Lt. Governor.	0.5	0.0	0.0
2002	Out of State Employee Travel	Out of state travel by Lt. Governor and staff.	14.4	15.0	15.0

Line Item Detail (1676)
Office of the Governor
Services

Component: Lieutenant Governor (11)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000	Services		133.2	171.7	194.6
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000 Services Detail Totals			133.2	171.7	194.6
3000	Education Services	Training, conference fees, professional memberships.	7.4	8.0	8.0
3001	Financial Services	Accounting, auditing and management consulting.	2.0	2.0	2.0
3003	Information Technology	Software licensing and maintenance.	0.4	1.0	1.0
3004	Telecommunications	Long distance, local equipment, wireless service and other telecommunications services from private vendors.	5.4	7.0	7.0
3006	Delivery Services	Freight, courier and postage.	38.2	40.0	40.0
3007	Advertising and Promotions	Advertising costs.	0.4	3.0	3.0
3008	Utilities	Capitol building utility costs.	2.4	3.0	3.0
3009	Structure/Infrastructure/Land	Structure, infrastructure, land costs.	0.1	0.1	0.1
3010	Equipment/Machinery	Office equipment leases and maintenance.	0.2	3.2	3.2
3011	Other Services	Other services costs, including provision of Alaska Administrative Code to local governments.	51.9	81.0	103.9
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Computer services enterprise productivity rate and other non-telecommunications services provided by the Office of Information Technology.	15.5	12.0	12.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Telecommunications enterprise productivity rate.	4.8	6.0	6.0

Line Item Detail (1676)
Office of the Governor
Services

Component: Lieutenant Governor (11)

Object Class		Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000 Services Detail Totals				133.2	171.7	194.6
3021	Inter-Agency Mail	Admin - Department-wide	Central mail service (I/A transfer to DOA, Shared Services).	2.5	3.0	3.0
3026	Inter-Agency Insurance	Admin - Department-wide	General liability and other insurance costs.	0.1	0.2	0.2
3027	Inter-Agency Financial	Admin - Department-wide	State accounting and payroll system costs (I/A transfer to DOA, Finance).	1.1	1.1	1.1
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Americans with Disabilities Act funding (I/A transfer to DOA, Personnel).	0.1	0.1	0.1
3038	Inter-Agency Management/Consulting	Admin - Department-wide	Interdepartmental service contract.	0.7	1.0	1.0

Line Item Detail (1676)
Office of the Governor
Commodities

Component: Lieutenant Governor (11)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
4000	Commodities		9.4	19.0	19.0
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
4000 Commodities Detail Totals			9.4	19.0	19.0
4000	Business	Office equipment, personal computers, subscriptions, and business supplies.	7.9	17.0	17.0
4002	Household/Institutional	General supplies.	1.4	2.0	2.0
4020	Equipment Fuel	Fuel charges.	0.1	0.0	0.0

Revenue Detail (1681)
Office of the Governor

Component: Lieutenant Governor (11)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
6004 Gen Fund (1004 Gen Fund)			113.7	111.3	111.3
6001 General Fund Pblc Protection - Other Licenses & Permits		Notary public and other fee revenue.	113.7	111.3	111.3

Inter-Agency Services (1682)
Office of the Governor

Component: Lieutenant Governor (11)

				FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
Component Totals				24.8	23.4	23.4
With Department of Administration				24.8	23.4	23.4
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Computer services enterprise productivity rate and other non-telecommunications services provided by the Office of Information Technology.	15.5	12.0	12.0	
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Telecommunications enterprise productivity rate.	4.8	6.0	6.0	
3021	Inter-Agency Mail	Admin - Department-wide Central mail service (I/A transfer to DOA, Shared Services).	2.5	3.0	3.0	
3026	Inter-Agency Insurance	Admin - Department-wide General liability and other insurance costs.	0.1	0.2	0.2	
3027	Inter-Agency Financial	Admin - Department-wide State accounting and payroll system costs (I/A transfer to DOA, Finance).	1.1	1.1	1.1	
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide Americans with Disabilities Act funding (I/A transfer to DOA, Personnel).	0.1	0.1	0.1	
3038	Inter-Agency Management/Consulting	Admin - Department-wide Interdepartmental service contract.	0.7	1.0	1.0	

Personal Services Expenditure Detail
Office of the Governor

Scenario: FY2022 Governor (17280)
Component: Lieutenant Governor (11)
RDU: Executive Operations (2)

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
01-020X	Lt Governor Scheduler	FT	A	XE	Anchorage	N00	18 /	12.0		67,837	0	0	41,920	109,757	109,757
01-401X	Lieutenant Governor	FT	E	XE	Anchorage	N00	0	12.0		115,000	0	0	58,074	173,074	173,074
01-405X	Chief of Staff For Lt Gov	FT	A	XE	Anchorage	N00	24 /	12.0		131,522	0	0	63,733	195,255	195,255
01-408X	Reg & Init Spec	FT	A	XE	Juneau	N05	19D / E	12.0		76,206	0	0	44,787	120,993	120,993
01-409X	Executive Assistant	FT	A	XE	Juneau	N05	14C / D	12.0		51,989	0	0	36,493	88,482	88,482
01-412X	Notary Comm Administrator	FT	A	XE	Juneau	N05	16C / D	12.0		60,031	0	0	39,247	99,278	99,278
01-525X	Special Assistant	FT	A	XE	Juneau	N05	19A / B	12.0		68,777	0	0	42,242	111,019	111,019

	Total Positions	New	Deleted
Full Time Positions:	7	0	0
Part Time Positions:	0	0	0
Non Permanent Positions:	0	0	0
Positions in Component:	7	0	0

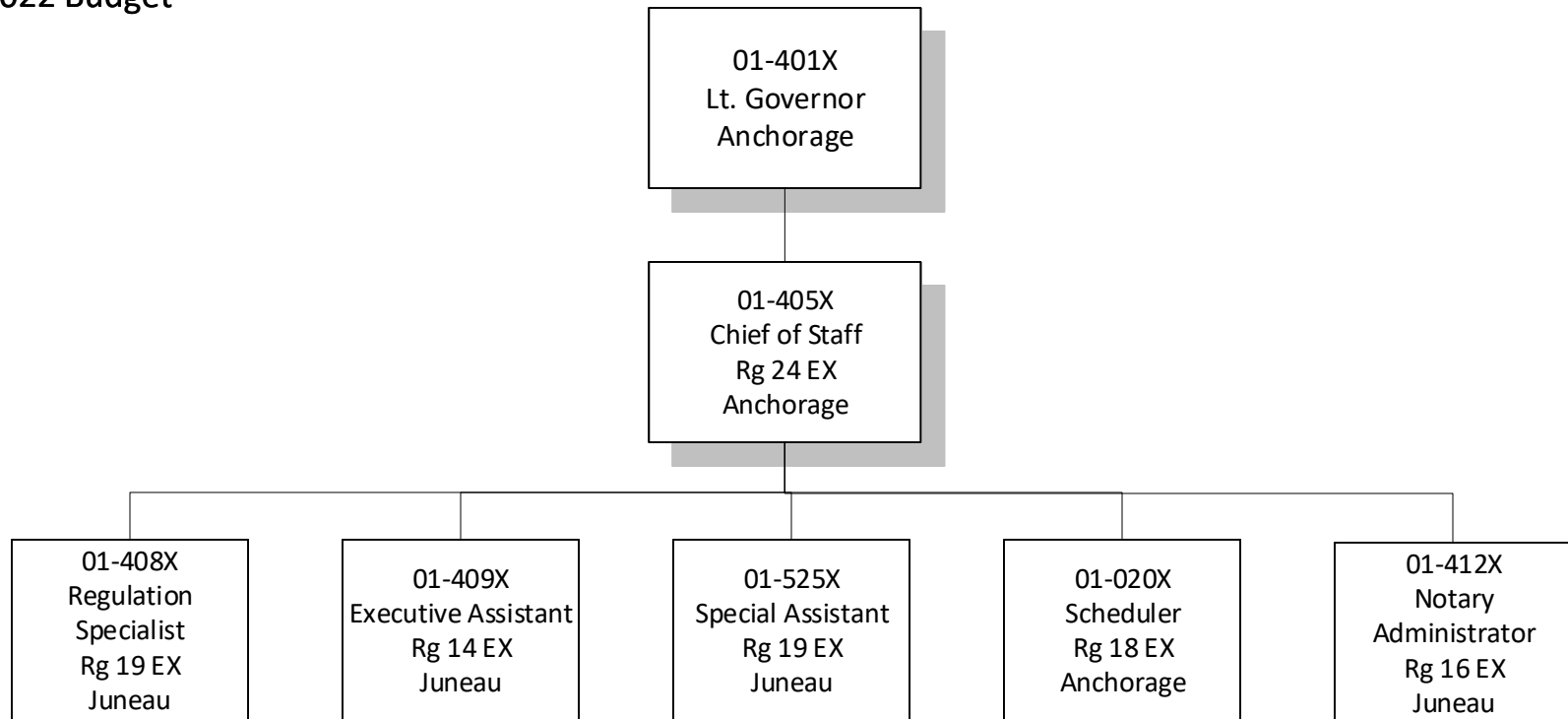
Total Component Months: 84.0

Total Salary Costs:	571,362
Total COLA:	0
Total Premium Pay:	0
Total Benefits:	326,496
Total Pre-Vacancy:	897,858
Minus Vacancy Adjustment of 2.46%:	(22,058)
Total Post-Vacancy:	875,800
Plus Lump Sum Premium Pay:	0
Personal Services Line 100:	875,800

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	897,858	875,800	100.00%
Total PCN Funding:	897,858	875,800	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.

OFFICE OF THE LIEUTENANT
GOVERNOR
FY2022 Budget



December 15, 2020