

State of Alaska FY2023 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>.)

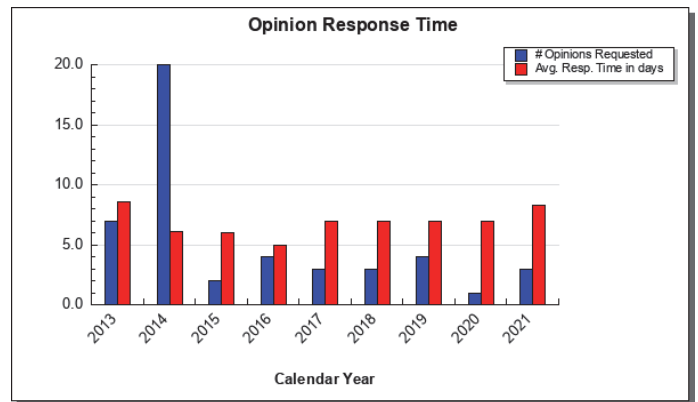
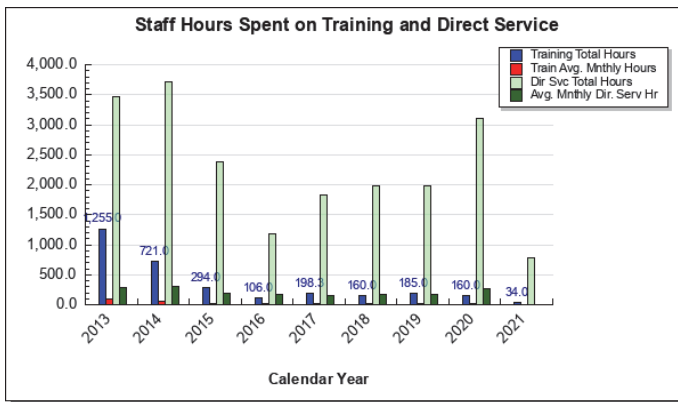
Core Services

- 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.

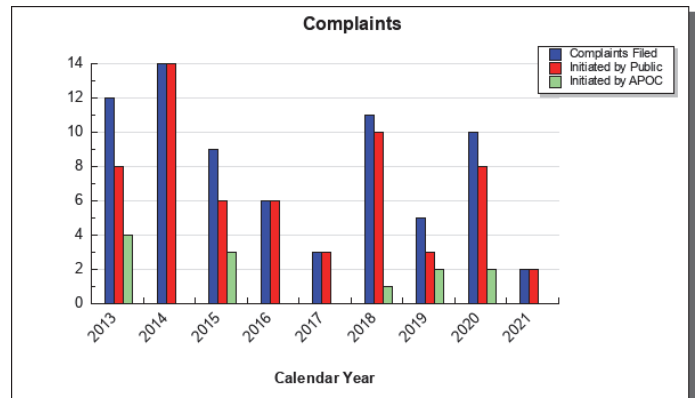
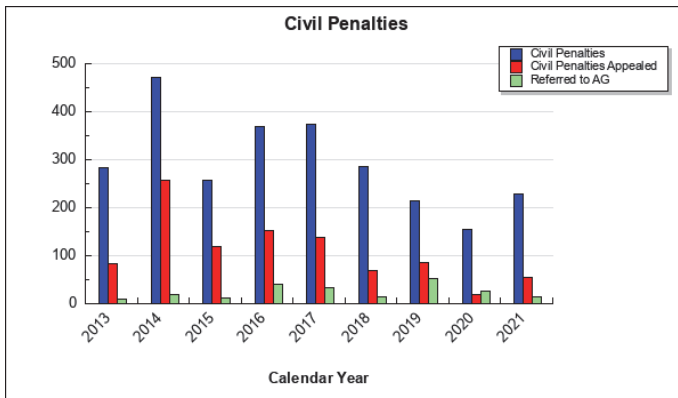
Measures by Core Service

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

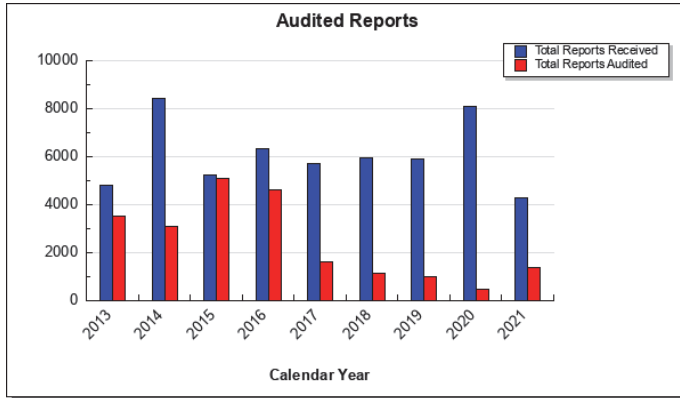
1. Interpret the disclosure laws and assist persons in complying, conduct training seminars, provide reporting forms and manuals of instruction for candidates, groups, lobbyists, and public officials.



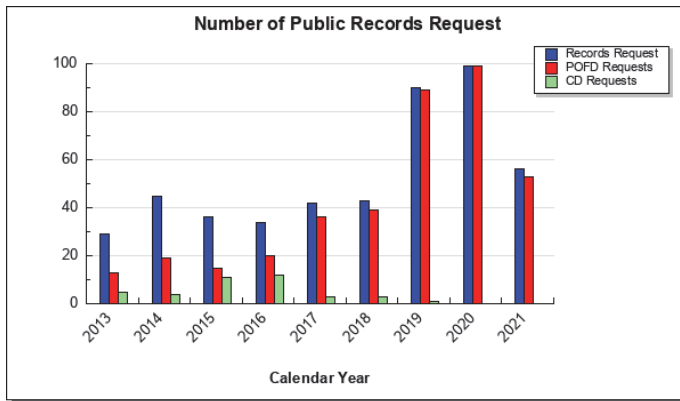
2. Enforce the disclosure laws by tracking required reports, assessing civil penalties, and complaint investigation.



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 2021

- Commission staff provided approximately 1,800 hours of direct service to the public.
- Commission staff provided approximately 300 hours of training and filer education.
- The agency received over 8,200 electronic filings from 496 state and municipal candidates, 191 groups, 287 lobbyists, 404 employers of lobbyists, and 1,314 elected and appointed state and municipal officials.
- Created first prototypes of online filer training modules.
- Installed video-conferencing equipment to enable more robust remote and hybrid meetings.
- Implemented new filing forms to accommodate additional filing requirements adopted under Ballot Measure 2 and identified scope of new regulations needed to clarify new provisions.
- Established online credit card payments for civil penalties.

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 information from 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 FY2023

- Transition to online training for each area of law that agency administers.
- Continued 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. It will also be the first election to operate as an open primary and ranked choice voting.
- Regulations project to implement new filing requirements.
- Significant legislation is expected in light of a decision issued by the 9th Circuit Court of Appeals striking down several of Alaska’s contribution limits.

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		
	FY2022 Management Plan	FY2023 Governor			
Full-time	9	9	Annual Salaries		567,113
Part-time	0	0	Premium Pay		0
Nonpermanent	0	0	Annual Benefits		392,873
			<i>Less 3.00% Vacancy Factor</i>		<i>(28,800)</i>
			Lump Sum Premium Pay		0
			Board Honoraria		2,690
Totals	9	9	Total Personal Services		933,876

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Analyst/Programmer 4	1	0	0	0	1
Associate Attorney 1	1	0	0	0	1
Associate Attorney 2	1	0	0	0	1
Exec Dir APOC	1	0	0	0	1
Law Office Assistant 1	1	0	0	0	1
Law Office Assistant 2	1	0	0	0	1
Paralegal 1	2	0	0	0	2
Paralegal 2	0	0	1	0	1
Totals	8	0	1	0	9

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

	FY2021 Actuals	FY2022 Conference Committee	FY2022 Authorized	FY2022 Management Plan	FY2023 Governor	FY2022 Management Plan vs FY2023 Governor	
71000 Personal Services	682.5	827.9	827.9	948.4	933.9	-14.5	-1.5%
72000 Travel	0.0	2.8	2.8	9.0	9.0	0.0	0.0%
73000 Services	131.6	143.4	143.4	117.2	112.6	-4.6	-3.9%
74000 Commodities	12.8	16.0	16.0	16.0	16.0	0.0	0.0%
75000 Capital Outlay	0.0	100.5	100.5	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	826.9	1,090.6	1,090.6	1,090.6	1,071.5	-19.1	-1.8%
Fund Sources:							
1004 Gen Fund (UGF)	704.1	938.3	938.3	938.3	922.1	-16.2	-1.7%
1005 GF/Prgm (DGF)	122.8	152.3	152.3	152.3	149.4	-2.9	-1.9%
Unrestricted General (UGF)	704.1	938.3	938.3	938.3	922.1	-16.2	-1.7%
Designated General (DGF)	122.8	152.3	152.3	152.3	149.4	-2.9	-1.9%
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	9	9	9	9	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 FY2022 Conference Committee To FY2022 Authorized *****												
FY2022 Conference Committee												
	ConfCom	1,090.6	827.9	2.8	143.4	16.0	100.5	0.0	0.0	9	0	0
1004 Gen Fund		938.3										
1005 GF/Prgm		152.3										
Subtotal		1,090.6	827.9	2.8	143.4	16.0	100.5	0.0	0.0	9	0	0
***** Changes From FY2022 Authorized To FY2022 Management Plan *****												
Align Authority for Ballot Measure 2 Implementation												
	LIT	0.0	100.5	0.0	0.0	0.0	-100.5	0.0	0.0	0	0	0
Transfer authority from capital outlay to cover anticipated personal services costs as authority related to Ballot Measure 2 was initially allocated to capital outlay to cover the cost of an Associate Attorney I (02-#153).												
Ballot Measure 2 passed in the 2020 general election making changes to campaign disclosure reporting requirements. The measure went into effect in April of 2021 during the Anchorage municipal election cycle and requires independent expenditure groups involved in candidate election activities to report to the Alaska Public Offices Commission within 24 hours of receiving a contribution. It also requires the contributor to report within 24 hours of contributing to a group. Provisions extend these same reporting requirements to independent expenditure groups and their contributors involved in ballot measure campaign activities.												
The passing of this ballot measure requires additional oversight, regulation, filer education, and enforcement activities for the Alaska Public Offices Commission requiring an additional Associate Attorney I and associated overhead costs including computer equipment, core services, and general supplies. In addition, approximately 50 programming hours will be required to design, test, and deploy additional disclosure forms within the agency's online filing program.												
Align Authority with Anticipated Expenditures												
	LIT	0.0	20.0	6.2	-26.2	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from services to cover anticipated personal services and travel costs. The remaining services authority is sufficient to cover anticipated expenditures.												
Subtotal		1,090.6	948.4	9.0	117.2	16.0	0.0	0.0	0.0	9	0	0
***** Changes From FY2022 Management Plan To FY2023 Governor *****												
Reverse Statement of Costs for Alaska Public Offices Commission (Ballot Measure 2)												
	OTI	-2.9	0.0	0.0	-2.9	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-2.9										
Reverse FY2022 one-time appropriation.												
FY2023 Executive Health Insurance, SBS, and Risk Management Rate Changes												
	SalAdj	13.6	13.6	0.0	0.0	0.0	0.0	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	
1004 Gen Fund		11.7										
1005 GF/Prgm		1.9										
FY2023 Change Partially Exempt & Exempt Executive (EE) - Health Insurance from \$1,555 to \$1,685; SBS and Risk Management Rates: \$13.6												
FY2023 PERS Actuarial Rate Adjustment to 24.79% Ch9 SLA2021 (SB55)												
	SalAdj	-29.8	-29.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		-25.0										
1005 GF/Prgm		-4.8										
Includes: FY2023 Adjustment for PERS ARM Board Approved Rate of 24.79% (from 30.11%): \$-29.8												
Align Authority with Anticipated Expenditures												
	LIT	0.0	1.7	0.0	-1.7	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from services to cover anticipated personal services costs. The remaining services authority is sufficient to cover anticipated expenditures.												
Totals		1,071.5	933.9	9.0	112.6	16.0	0.0	0.0	0.0	9	0	0

Line Item Detail (1676)
Department of Administration
Travel

Component: Alaska Public Offices Commission (70)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
2000	Travel		0.0	9.0	9.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
2000 Travel Detail Totals			0.0	9.0	9.0
2000	In-State Employee Travel	Transportation costs for travel relating to administration, training, conventions and meetings, boards and commissions	0.0	6.8	6.8
2001	In-State Non-Employee Travel	Transportation costs for travel relating to meetings and boards for non-employees	0.0	2.2	2.2

Line Item Detail (1676)
Department of Administration
Services

Component: Alaska Public Offices Commission (70)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000	Services		131.6	117.2	112.6
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000 Services Detail Totals			131.6	117.2	112.6
3000	Education Services	Training, educational conferences, agency memberships, and employee tuition	0.4	0.4	0.4
3001	Financial Services	Management and consulting services	0.4	0.4	0.4
3003	Information Technology	Software licensing and maintenance, training, and consulting	0.4	0.4	0.4
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors	7.0	6.0	5.8
3006	Delivery Services	Freight, courier services, and postage	5.0	4.0	3.5
3009	Structure/Infrastructure/Land	Structure, infrastructure and land repairs, maintenance, rental, and leases	0.2	0.2	0.2
3010	Equipment/Machinery	Machinery, furniture and office equipment purchase, repairs, maintenance, rentals, and leases	5.5	4.0	3.5
3011	Other Services	CTM and building security and maintenance costs	0.5	0.5	0.5
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services	30.2	21.3	21.3
3018	Inter-Agency Information Technology Telecommunications	Admin - Alaska Division of IT (3141) OIT Telecommunications (CISCO device config, deployment, maintenance, replacements, and	0.7	0.7	0.7

Line Item Detail (1676)
Department of Administration
Services

Component: Alaska Public Offices Commission (70)

Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor	
3000 Services Detail Totals			131.6	117.2	112.6	
		other telephone line services)				
3021	Inter-Agency Mail	Admin - Print Services (2333)	Centralized mail services chargeback	2.7	2.7	2.7
3022	Inter-Agency Human Resources	Admin - Personnel (56)	Centralized Human Resource chargeback	3.9	3.9	3.9
3023	Inter-Agency Building Leases	Admin - Facilities (2429)	Rent for state-owned facilities and lease payments	8.6	7.0	5.3
3023	Inter-Agency Building Leases	Admin - Leases (81)	Rent for state-owned facilities and lease payments	50.5	50.3	50.3
3026	Inter-Agency Insurance	Admin - Risk Management (71)	Division of Risk Management - Risk management insurance charges	0.8	0.8	0.6
3027	Inter-Agency Financial	Admin - Accounting (3134)	SSoA Travel chargeback	3.2	3.0	2.0
3027	Inter-Agency Financial	Admin - Finance (59)	Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	0.5	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 - Administrative Services (46)	Administrative chargeback	5.0	5.0	5.0
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45)	Commissioner Office chargeback	5.5	5.5	5.0
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262)	SSoA Procurement chargeback	0.5	0.5	0.5

Line Item Detail (1676)
Department of Administration
Commodities

Component: Alaska Public Offices Commission (70)

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000	Commodities		12.8	16.0	16.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000 Commodities Detail Totals			12.8	16.0	16.0
4000	Business	General business supplies such as office consumables, furniture, and computer equipment	12.7	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	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
5005 GF/Prgm (1005 GF/Prgm)			112.8	152.3	149.4
5101 Program Receipts Public Protection - Licenses and Permits		License and permit fee collection	112.8	152.3	149.4
6004 Gen Fund (1004 Gen Fund)			45.9	0.0	0.0
6003 General Fund Pblc Prtctn - Miscellaneous Fines/Forfeitures			44.9	0.0	0.0
6027 General Fund Grants/Contracts - Contributions		Other income	0.8	0.0	0.0
6046 General Fund - Prior Year Reimbursement Recovery			0.2	0.0	0.0

Inter-Agency Services (1682)
Department of Administration

Component: Alaska Public Offices Commission (70)

				FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
Component Totals				112.2	101.3	97.9
With Department of Administration				112.2	101.3	97.9
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Alaska Division of IT (3141) OIT Core Services	30.2	21.3	21.3	
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	0.7	0.7	
3021	Inter-Agency Mail	Admin - Print Services (2333) Centralized mail services chargeback	2.7	2.7	2.7	
3022	Inter-Agency Human Resources	Admin - Personnel (56) Centralized Human Resource chargeback	3.9	3.9	3.9	
3023	Inter-Agency Building Leases	Admin - Facilities (2429) Rent for state-owned facilities and lease payments	8.6	7.0	5.3	
3023	Inter-Agency Building Leases	Admin - Leases (81) Rent for state-owned facilities and lease payments	50.5	50.3	50.3	
3026	Inter-Agency Insurance	Admin - Risk Management (71) Division of Risk Management - Risk management insurance charges	0.8	0.8	0.6	
3027	Inter-Agency Financial	Admin - Accounting (3134) SSoA Travel chargeback	3.2	3.0	2.0	
3027	Inter-Agency Financial	Admin - Finance (59) Division of Finance Chargeback for IRIS FIN, HRM, and ALDER	0.5	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 - Administrative Services (46) Administrative chargeback	5.0	5.0	5.0	
3038	Inter-Agency Management/Consulting	Admin - Office of the Commissioner (45) Commissioner Office chargeback	5.5	5.5	5.0	
3038	Inter-Agency Management/Consulting	Admin - Stwd Contracting and Property (3262) SSoA Procurement chargeback	0.5	0.5	0.5	

Personal Services Expenditure Detail
Department of Administration

Scenario: FY2023 Governor (18673)
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 2	FT	A	XE	Anchorage	N00	19E / F	12.0		76,187	0	0	48,548	124,735	120,993
02-0030	Paralegal 1	FT	A	XE	Anchorage	N00	14E / F	12.0		53,298	0	0	40,043	93,341	88,674
02-0031	Associate Attorney 1	FT	A	XE	Anchorage	N00	17A / B	12.0		58,052	0	0	41,809	99,861	99,861
02-1301	Exec Dir APOC	FT	A	XE	Anchorage	N00	24F	12.0		106,451	0	0	59,794	166,245	157,933
02-1303	Law Office Assistant 2	FT	A	XE	Anchorage	N00	13A	12.0		42,686	0	0	36,099	78,785	74,846
02-1310	Paralegal 1	FT	A	XE	Anchorage	N00	14C	12.0		48,711	0	0	38,338	87,049	84,438
02-1311	Analyst/Programmer 4	FT	A	XE	Anchorage	N00	20D / E	12.0		77,529	0	0	49,047	126,576	4,097
02-1319	Law Office Assistant 1	FT	A	XE	Anchorage	N00	11B / C	12.0		39,576	0	0	34,944	74,520	70,794
02-1369	Paralegal 2	FT	A	XE	Juneau	N05	16E / F	12.0		64,623	0	0	44,251	108,874	108,874

Total Positions:	9	0	0	Total Salary Costs:	567,113
Full Time Positions:	9	0	0	Total COLA:	0
Part Time Positions:	0	0	0	Total Premium Pay:	0
Non Permanent Positions:	0	0	0	Total Benefits:	392,873
Positions in Component:	9	0	0	Total Pre-Vacancy:	959,986
				Minus Vacancy Adjustment of 3.00%:	(28,800)
				Total Post-Vacancy:	931,186
				Plus Lump Sum Premium Pay:	0
				Plus Board Honoraria Pay:	2,690
				Personal Services Line 100:	933,876

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	810,509	786,194	84.43%
1005 General Fund/Program Receipts	149,477	144,992	15.57%
Total PCN Funding:	959,986	931,186	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)
FY2023 Governor's Budget
Position Totals PFT - 9

