

State of Alaska FY2023 Governor's Operating Budget

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

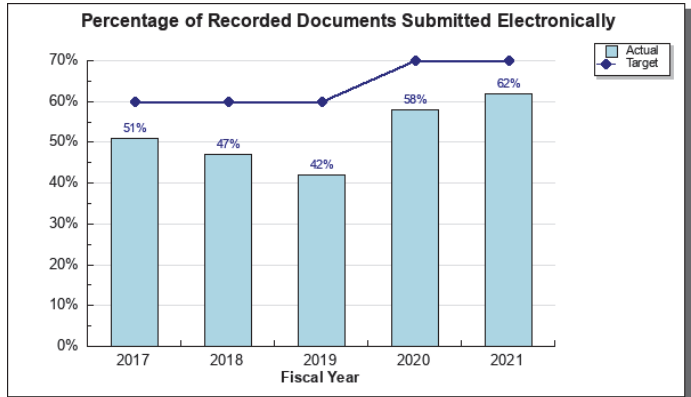
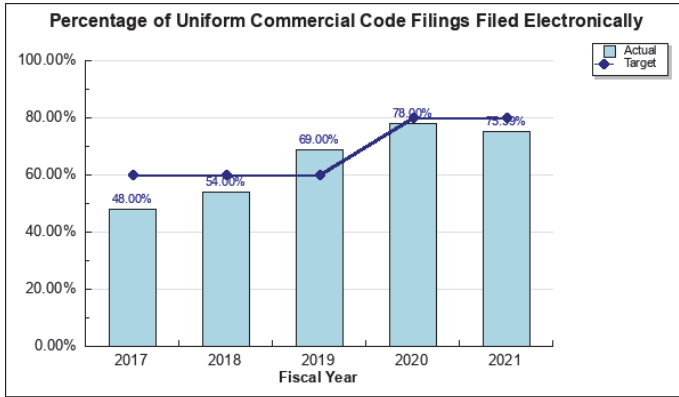
Component: Recorder's Office/Uniform Commercial Code

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>.)



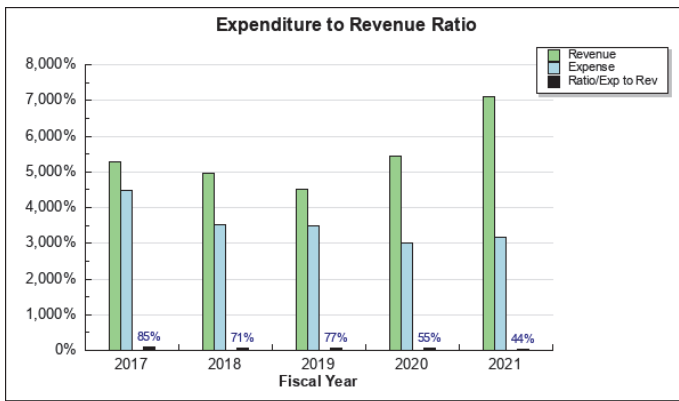
Core Services

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

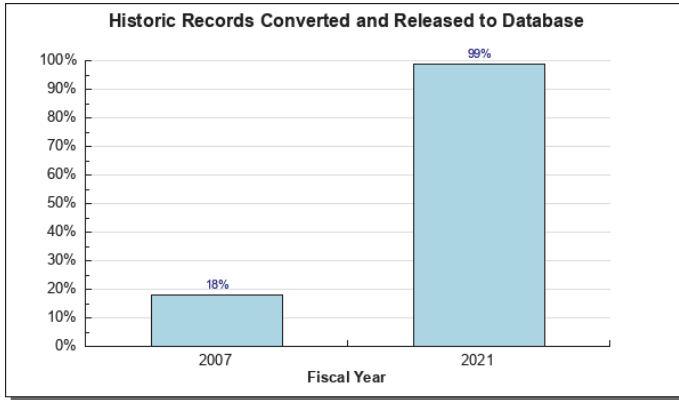
Measures by Core Service

(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 2021

Statewide use of electronic recording and filing service has gone up to 62%, compared to the standard goal of 50% documents processed yearly. The Recorder's Office will see this standard rise throughout the future year as we have successfully expanded the ability to eRecord with additional providers.

The section completed a job class study where 90% of the positions resulted in fair and equitable pay based on the responsibility and duties of the recorders. As a result, we expect to see a longer retention in staff and better morale.

Partnered with the Public Information Center to provide consolidation of services and improve the customer service experience.

The pandemic had large influence on the real estate market which intern increased the volume of recorded documents by 23.8% from the previous year. Without the constant evaluation and upgrade of technology the recorders would not been able to efficiently process the public record to the same standards the office has maintained in lower volume months and years.

Key Component Challenges

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

Complete the conversion of original books to electronic format, the majority of which is complete. The office continues to work on a thorough review and clean-up to ensure all historical records have been located, identified, scanned, indexed, images released, and film created.

Increase customer use of electronic recording and filing services. Electronic filing and recording save time and resources in the processing of recorded documents. The target is to obtain an average use by customers of over seventy percent in the next year. Educating the public about the benefits of electronic recording and giving access to the service is an ongoing challenge.

Ensuring safety of employees while maintaining open public hours during pandemic responses.

Significant Changes in Results to be Delivered in FY2023

Electronic recording and filing services are expected to increase with vendors' addition, allowing more customers the ability to utilize electronic services. This will contribute to the continued efficiency of resources related to recording.

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>FY2022</u> <u>Management</u> <u>Plan</u>	<u>FY2023</u> <u>Governor</u>		
Full-time	32	32	Annual Salaries	1,823,688
Part-time	1	1	COLA	6,515
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,335,241
			<i>Less 5.84% Vacancy Factor</i>	<i>(184,844)</i>
			Lump Sum Premium Pay	0
Totals	33	33	Total Personal Services	2,980,600

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant 3	1	0	0	0	1
Analyst/Programmer 3	1	0	0	0	1
Analyst/Programmer 4	1	0	0	0	1
Office Assistant 1	1	0	0	0	1
Recorder 1	14	2	0	1	17
Recorder 2	4	1	0	1	6
Recorder Manager	2	0	0	0	2
Recorder Supervisor	3	0	0	0	3
State Recorder	1	0	0	0	1
Totals	28	3	0	2	33

Component Detail All Funds
Department of Natural Resources

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

Non-Formula Component

	FY2021 Actuals	FY2022 Conference Committee	FY2022 Authorized	FY2022 Management Plan	FY2023 Governor	FY2022 Management Plan vs FY2023 Governor	
71000 Personal Services	2,750.2	3,039.9	3,039.9	3,039.9	2,980.6	-59.3	-2.0%
72000 Travel	1.4	7.1	7.1	7.6	7.6	0.0	0.0%
73000 Services	367.0	713.1	713.1	712.6	712.6	0.0	0.0%
74000 Commodities	53.7	54.7	54.7	54.7	54.7	0.0	0.0%
75000 Capital Outlay	10.0	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	3,182.3	3,824.8	3,824.8	3,824.8	3,765.5	-59.3	-1.6%
Fund Sources:							
1005 GF/Prgm (DGF)	3,182.3	3,824.8	3,824.8	3,824.8	3,765.5	-59.3	-1.6%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Designated General (DGF)	3,182.3	3,824.8	3,824.8	3,824.8	3,765.5	-59.3	-1.6%
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	32	32	32	32	32	0	0.0%
Permanent Part Time	1	1	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 FY2022 Conference Committee To FY2022 Authorized *****												
FY2022 Conference Committee	ConfCom	3,824.8	3,039.9	7.1	713.1	54.7	10.0	0.0	0.0	32	1	0
1005 GF/Prgm		3,824.8										
Subtotal		3,824.8	3,039.9	7.1	713.1	54.7	10.0	0.0	0.0	32	1	0
***** Changes From FY2022 Authorized To FY2022 Management Plan *****												
Align Authority with Anticipated Expenditures	LIT	0.0	0.0	0.5	-0.5	0.0	0.0	0.0	0.0	0	0	0
Transfer authority from services to cover anticipated travel costs. The remaining services authority is sufficient to cover anticipated expenditures.												
Subtotal		3,824.8	3,039.9	7.6	712.6	54.7	10.0	0.0	0.0	32	1	0
***** Changes From FY2022 Management Plan To FY2023 Governor *****												
FY2023 General Government Unit 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
1005 GF/Prgm		13.6										
FY2023 Change General Government Unit (GG, GP, GY, GZ) - SBS, and Risk Management Rates: \$13.6												
FY2023 Supervisory Employees Health Insurance, SBS, and Risk Management Rate Changes	SalAdj	13.7	13.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		13.7										
FY2023 Change Supervisory Employees (SS) - Health Insurance from \$1,555 to \$1,685; SBS and Risk Management Rates: \$13.7												
FY2023 PERS Actuarial Rate Adjustment to 24.79% Ch9 SLA2021 (SB55)	SalAdj	-93.2	-93.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		-93.2										
Includes: FY2023 Adjustment for PERS ARM Board Approved Rate of 24.79% (from 30.11%): \$-93.2												
FY2023 Salary and Benefit Adjustments	SalAdj	6.6	6.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1005 GF/Prgm		6.6										
Includes: FY2023 Supervisory Unit 1% COLA: \$6.6												

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		
										PFT	PPT	NP
	Totals	3,765.5	2,980.6	7.6	712.6	54.7	10.0	0.0	0.0	32	1	0

Line Item Detail (1676)
Department of Natural Resources
Travel

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

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
2000	Travel		1.4	7.6	7.6
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
2000 Travel Detail Totals			1.4	7.6	7.6
2000	In-State Employee Travel	In-state transportation costs for employee travel relating to administration, conventions and meetings, boards, and commissions.	1.4	4.0	6.0
2002	Out of State Employee Travel	State Recorder transportation costs for travel conventions and meetings, boards and commissions.	0.0	3.6	1.6

Line Item Detail (1676)
Department of Natural Resources
Services

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

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000	Services		367.0	712.6	712.6
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000 Services Detail Totals			367.0	712.6	712.6
3000	Education Services	Employee trainings.	1.4	1.4	10.0
3003	Information Technology	Archival software and licensing.	9.1	10.5	10.0
3003	Information Technology	Specialized software licensing.	0.0	54.5	20.0
3004	Telecommunications	Local, long distance, and cellular telephone charges, television, data/network, telecommunication equipment, and other wireless charges from outside vendors.	3.3	7.0	7.0
3006	Delivery Services	Freight, courier services, and postage.	32.3	38.0	35.0
3007	Advertising and Promotions	Advertising, promotions, and legal notices.	1.7	1.7	0.0
3008	Utilities	Electricity, heating fuel, water, sewage, and disposal services.	1.5	1.5	0.0
3010	Equipment/Machinery	Specialized equipment and copier maintenance.	25.0	35.0	50.0
3011	Other Services	Shredding and recycling services.	3.9	1.0	2.5
3016	Inter-Agency Economic Development	Gov - Department-wide Reimbursable services agreement with the Governor's Office for OMB Budget Analyst Support.	0.3	2.0	2.0
3016	Inter-Agency Economic Development	NatRes - Public Information Center (2441) Reimbursable services agreement with the Public Information Center for program and services offered.	6.4	51.5	36.0
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Reimbursable services agreement with DOA for Adobe and Microsoft Licenses billings.	72.8	284.2	324.6

Line Item Detail (1676)
Department of Natural Resources
Services

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

Object Class		Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3000 Services Detail Totals				367.0	712.6	712.6
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Reimbursable services agreement with DOA for telecommunication - phones.	14.1	20.0	20.0
3021	Inter-Agency Mail	Admin - Department-wide	Reimbursable services agreement with DOA for centralized mail services chargeback.	0.4	1.0	1.0
3022	Inter-Agency Human Resources	Admin - Department-wide	Reimbursable services agreement with DOA for human resources chargeback.	4.5	7.0	7.0
3023	Inter-Agency Building Leases	Admin - Department-wide	Reimbursable services agreement with DOA for office building leases costs.	181.8	175.0	165.0
3024	Inter-Agency Legal	Law - Department-wide	Reimbursable services agreement with Law for regulations review.	0.0	1.0	1.0
3026	Inter-Agency Insurance	Admin - Department-wide	Reimbursable services agreement with DOA for risk management, and property insurance.	0.8	0.0	1.0
3027	Inter-Agency Financial	Admin - Department-wide	Reimbursable services agreement with DOA for IRIS HRM ALDER chargeback.	7.4	20.0	20.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Reimbursable services agreement with DOA for the Americans with Disabilities Act (ADA) chargeback.	0.3	0.3	0.5

Line Item Detail (1676)
Department of Natural Resources
Commodities

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

Line Number	Line Name		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
4000	Commodities		53.7	54.7	54.7
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
		4000 Commodities Detail Totals	53.7	54.7	54.7
4000	Business		53.7	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		FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
5000	Capital Outlay		10.0	10.0	10.0
Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
5000 Capital Outlay Detail Totals			10.0	10.0	10.0
5002	Structures and Infrastructure	Small construction projects.	0.0	5.0	10.0
5004	Equipment	Small equipment purchases.	10.0	5.0	0.0

Revenue Detail (1681)
Department of Natural Resources

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

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
5005 GF/Prgm (1005 GF/Prgm)			7,097.2	3,824.8	3,765.5
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.	7,061.1	3,824.8	3,765.5
5112 Program Receipts Natural Resources - Charges for Services		Fees collected for permanent public record.	36.1	0.0	0.0

Inter-Agency Services (1682)
Department of Natural Resources

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

	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
Component Totals	288.8	562.0	578.1
With Office of the Governor	0.3	2.0	2.0
With Department of Natural Resources	6.4	51.5	36.0
With Department of Administration	282.1	507.5	539.1
With Department of Law	0.0	1.0	1.0

Object Class	Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3016 Inter-Agency Economic Development	Gov - Department-wide	Reimbursable services agreement with the Governor's Office for OMB Budget Analyst Support.	0.3	2.0	2.0
3016 Inter-Agency Economic Development	NatRes - Public Information Center (2441)	Reimbursable services agreement with the Public Information Center for program and services offered.	6.4	51.5	36.0
3017 Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Reimbursable services agreement with DOA for Adobe and Microsoft Licenses billings.	72.8	284.2	324.6
3018 Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Reimbursable services agreement with DOA for telecommunication - phones.	14.1	20.0	20.0
3021 Inter-Agency Mail	Admin - Department-wide	Reimbursable services agreement with DOA for centralized mail services chargeback.	0.4	1.0	1.0
3022 Inter-Agency Human Resources	Admin - Department-wide	Reimbursable services agreement with DOA for human resources chargeback.	4.5	7.0	7.0
3023 Inter-Agency Building Leases	Admin - Department-wide	Reimbursable services agreement with DOA for office building leases costs.	181.8	175.0	165.0
3024 Inter-Agency Legal	Law - Department-wide	Reimbursable services agreement with Law for regulations review.	0.0	1.0	1.0
3026 Inter-Agency Insurance	Admin - Department-wide	Reimbursable services agreement with DOA for risk management, and	0.8	0.0	1.0

Inter-Agency Services (1682)
Department of Natural Resources

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

Object Class		Servicing Agency	Explanation	FY2021 Actuals	FY2022 Management Plan	FY2023 Governor
3027	Inter-Agency Financial	Admin - Department-wide	property insurance. Reimbursable services agreement with DOA for IRIS HRM ALDER chargeback.	7.4	20.0	20.0
3028	Inter-Agency Americans with Disabilities Act Compliance	Admin - Department-wide	Reimbursable services agreement with DOA for the Americans with Disabilities Act (ADA) chargeback.	0.3	0.3	0.5

Personal Services Expenditure Detail
Department of Natural Resources

Scenario: FY2023 Governor (18673)
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 Manager	FT	A	SS	Anchorage	200	18Q	12.0		100,672	1,402	0	59,865	161,939	0
10-0299	State Recorder	FT	A	SS	Anchorage	200	22F / J	12.0		102,339	1,425	0	60,519	164,283	0
10-0300	Recorder 2	FT	A	GP	Anchorage	200	13F / G	12.0		50,561	0	0	38,611	89,172	0
10-0301	Recorder Supervisor	FT	A	SS	Anchorage	200	16B / C	12.0		59,953	835	0	43,895	104,683	0
10-0303	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		42,055	0	0	35,275	77,330	0
10-0304	Recorder Manager	FT	A	SS	Anchorage	200	18A / B	12.0		67,482	939	0	46,848	115,269	0
10-0305	Recorder Supervisor	FT	A	SS	Anchorage	200	16F / J	12.0		68,758	957	0	47,348	117,063	0
10-0306	Recorder Supervisor	FT	A	SS	Anchorage	200	16F / J	12.0		68,758	957	0	47,348	117,063	0
10-0307	Recorder 1	FT	A	GP	Anchorage	200	12C / D	12.0		43,700	0	0	35,920	79,620	0
10-0308	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		41,547	0	0	35,076	76,623	0
10-0310	Recorder 2	FT	A	GP	Anchorage	200	13E / F	12.0		49,307	0	0	38,120	87,427	0
10-0311	Recorder 1	FT	A	GP	Anchorage	200	12E / F	12.0		46,976	0	0	37,205	84,181	0
10-0312	Recorder 1	FT	A	GP	Anchorage	200	12C / D	12.0		43,112	0	0	35,690	78,802	0
10-0314	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		41,524	0	0	35,067	76,591	0
10-0315	Recorder 1	FT	A	GP	Anchorage	200	12C / D	12.0		43,047	0	0	35,664	78,711	0
10-0316	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		42,101	0	0	35,293	77,394	0
10-0317	Recorder 2	FT	A	GP	Fairbanks	203	13J / K	12.0		56,270	0	0	40,850	97,120	0
10-0318	Recorder 1	FT	A	GP	Fairbanks	203	12P / Q	12.0		63,948	0	0	43,862	107,810	0
10-0319	Recorder 1	FT	A	GP	Fairbanks	203	12J	12.0		52,260	0	0	39,278	91,538	0
10-0325	Recorder 2	FT	A	GP	Anchorage	200	13B / C	12.0		45,000	0	0	36,430	81,430	0
10-0331	Recorder 1	PT	A	GP	Kenai	200	12C / D	12.0		31,773	0	0	21,852	53,625	0
10-0332	Administrative Assistant 3	FT	A	GP	Anchorage	99	15O	12.0		74,650	0	0	48,059	122,709	0
10-0334	Recorder 1	FT	A	GP	Anchorage	200	12G / J	12.0		49,309	0	0	38,120	87,429	0
10-0362	Recorder 1	FT	A	GP	Anchorage	200	12L / M	12.0		54,634	0	0	40,209	94,843	0
10-0365	Recorder 1	FT	A	GP	Anchorage	200	12G / J	12.0		49,309	0	0	38,120	87,429	0
10-0367	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		41,582	0	0	35,090	76,672	0
10-0373	Recorder 2	FT	A	GP	Anchorage	200	13B / C	12.0		45,078	0	0	36,461	81,539	0
10-0374	Recorder 2	FT	A	GP	Kenai	200	13F / G	12.0		52,299	0	0	39,293	91,592	0
10-0397	Recorder 1	FT	A	GP	Anchorage	200	12N	12.0		57,662	0	0	41,396	99,058	0
10-0418	Analyst/Programmer 3	FT	A	GP	Anchorage	200	18F / G	12.0		72,166	0	0	47,085	119,251	0
10-0420	Analyst/Programmer 4	FT	A	GP	Anchorage	200	20J	12.0		87,789	0	0	53,212	141,001	0
10-0426	Office Assistant 1	FT	A	GP	Anchorage	200	8E / F	12.0		35,724	0	0	32,792	68,516	0
10-0427	Recorder 1	FT	A	GP	Anchorage	200	12B / C	12.0		42,343	0	0	35,388	77,731	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

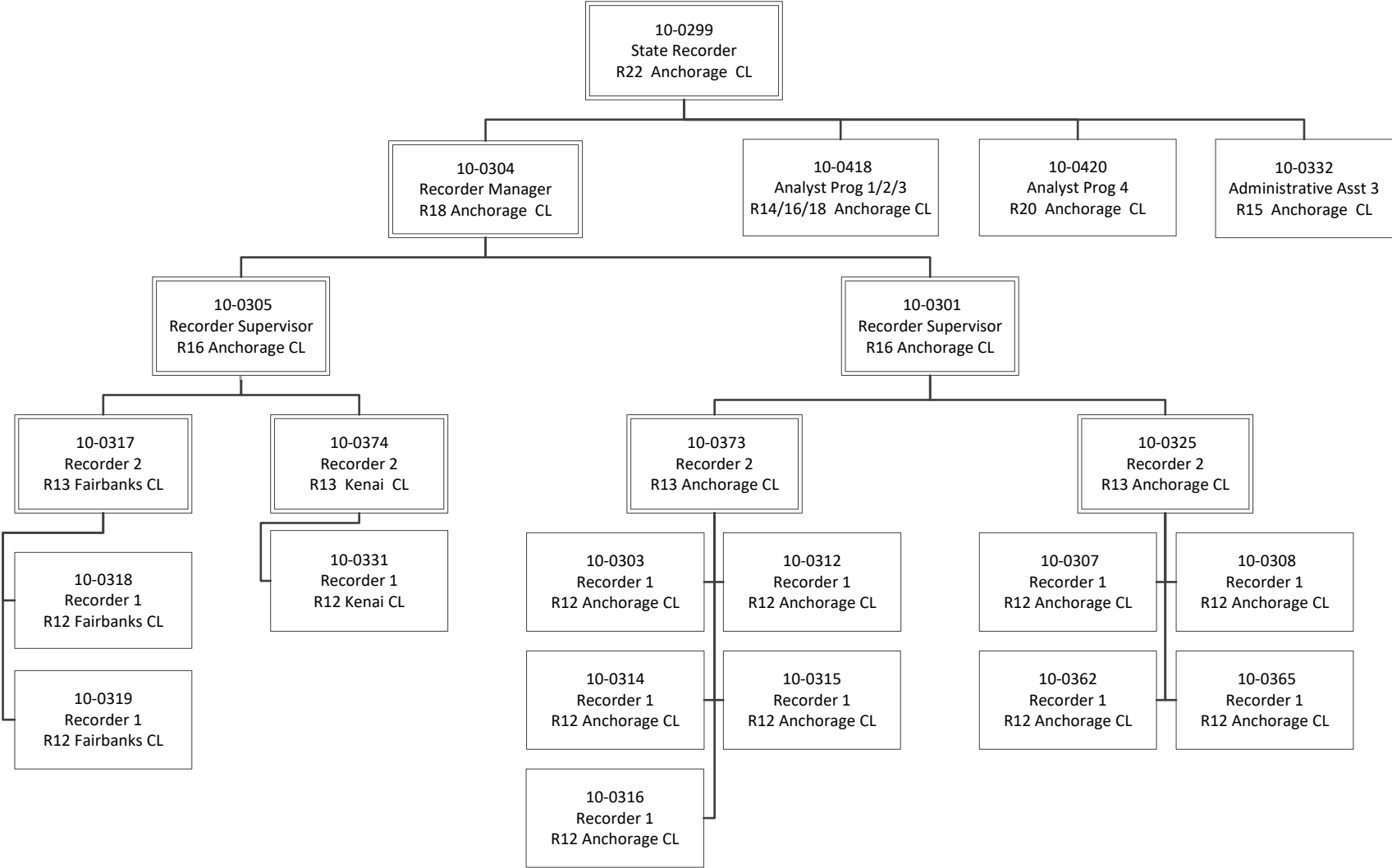
Scenario: FY2023 Governor (18673)
Component: Recorder's Office/Uniform Commercial Code (802)
RDU: Administration and Support (600)

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:	1,823,688
														Total COLA:	6,515
	Full Time Positions:	32	0	0										Total Premium Pay:	0
	Part Time Positions:	1	0	0										Total Benefits:	1,335,241
	Non Permanent Positions:	0	0	0											
	Positions in Component:	33	0	0											
	Total Component Months:	396.0													
														Total Pre-Vacancy:	3,165,444
														Minus Vacancy Adjustment of 5.84%:	(184,844)
														Total Post-Vacancy:	2,980,600
														Plus Lump Sum Premium Pay:	0
														Personal Services Line 100:	2,980,600

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1005 General Fund/Program Receipts	3,165,444	2,980,600	100.00%
Total PCN Funding:	3,165,444	2,980,600	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
 802 - Recorder's Office / Uniform Commercial Code
 FY2023 Governor Budget



Department of Natural Resources
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